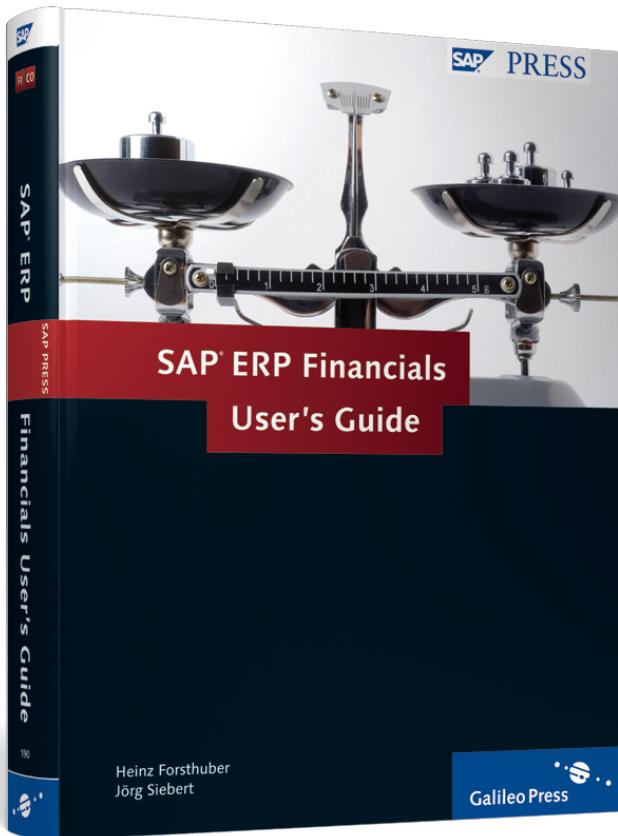


Heinz Forsthuber, Jörg Siebert

SAP® ERP Financials User's Guide



Galileo Press®

Bonn • Boston

Contents at a Glance

1	Overview	19
2	General Ledger Accounting	39
3	Accounts Payable Accounting	105
4	Accounts Receivable Accounting	163
5	Asset Accounting	261
6	Bank Accounting	323
7	Closing Operations	383
A	Basic Principles of the SAP System	533
B	Glossary	555
C	Menu Paths	563
D	Sample Closing Procedure Document	573
E	Additional Sources of Information	577
F	The Authors	579

Contents

Introduction	15
--------------------	----

1 Overview	19
-------------------------	-----------

1.1 Reports and Transaction Codes	20
1.2 Real-Time Processing and the Document Principle	21
1.3 SAP R/3 Replaces SAP R/2	22
1.4 Integration	26
1.5 SAP ERP Replaces SAP R/3	26
1.6 New Features in SAP ERP Financials (Release 6.0)	29
1.6.1 Release Upgrade	32
1.6.2 Enhancement Package	33
1.6.3 Maintenance Strategy	35
1.7 Conclusion	36

2 General Ledger Accounting	39
--	-----------

2.1 Basic Principles	39
2.1.1 Cost and Activity Accounting	40
2.1.2 Objectives of General Ledger Accounting	41
2.1.3 Configuring the System	41
2.1.4 Client	42
2.1.5 Chart of Accounts	42
2.1.6 Company Code	42
2.1.7 Business Area	43
2.1.8 Profit Center	43
2.1.9 Controlling Area	44
2.2 FI-GL Component	45
2.3 Master Data	47
2.3.1 Setting Up G/L Account Master Data	48
2.3.2 Maintaining G/L Accounts of Chart of Accounts Segment	49
2.3.3 Maintaining G/L Accounts of Company Code Segment	53

2.3.4	Changing G/L Account Master Data	59
2.3.5	Blocking G/L Accounts	62
2.4	Documents in the SAP System	63
2.4.1	Document Layout	63
2.4.2	Document Header	64
2.4.3	Document Type	66
2.4.4	Document Items	69
2.4.5	Posting Key	71
2.4.6	Special G/L Indicator	73
2.5	Document Entry	74
2.5.1	Entering G/L Account Postings	74
2.5.2	Entry Tools	78
2.6	New General Ledger in SAP ERP Financials	84
2.6.1	Overview	84
2.6.2	Evaluation Report for Accenture GmbH	90
2.7	Evaluations in General Ledger Accounting	98
2.7.1	Journal	98
2.7.2	Balance Sheet	101
2.8	Conclusion	103
3	Accounts Payable Accounting	105
3.1	Business Principles	105
3.2	FI-AP Software Component	106
3.3	Master Data	106
3.3.1	Structure of the Vendor Master Data	106
3.3.2	Creating a Vendor Account	108
3.3.3	Blocking a Vendor Account	116
3.4	One-Time Vendor	117
3.5	Overview of the Integrated Business Transaction	119
3.6	Entering Incoming Invoices	122
3.6.1	General Posting	122
3.6.2	Single-Screen Transaction in FI	125
3.6.3	Fast Data Entry	126
3.6.4	Invoice Verification in MM	128
3.7	Automated Payment Transactions	130
3.7.1	Payment Methods in SAP Systems	131
3.7.2	Payment Block Reasons	132
3.7.3	Accessing the Payment Program	133

3.7.4	Payment Proposal	138
3.7.5	Executing the Payment Run	144
3.8	Manual Outgoing Payments	146
3.8.1	Complete Clearing	146
3.8.2	Residual Items	149
3.8.3	Partial Payment	152
3.9	Evaluations in Accounts Payable Accounting	154
3.9.1	Confirmation of Critical Modifications	154
3.9.2	Open Item Due Date Analysis	156
3.9.3	Vendor Information System	158
3.10	Conclusion	161

4 Accounts Receivable Accounting 163

4.1	Business Principles	163
4.2	FI-AR Component	165
4.3	Master Data	166
4.3.1	Creating a Customer Account	167
4.3.2	Blocking a Customer Account	179
4.3.3	Archiving of Customer Master Records	180
4.4	Overview of the Integrated Business Transaction	182
4.5	Monitoring Credit Lines with SAP Credit Management	185
4.6	Customer Interaction with SAP Biller Direct	193
4.7	Clarifying Payment Deductions with SAP Dispute Management	200
4.8	Dunning Procedure by Telephone with SAP Collections Management	209
4.9	Dunning Procedure by Mail	217
4.9.1	Introduction to the Dunning Program	218
4.9.2	Maintaining Parameters	219
4.9.3	Creating the Dunning Proposal	224
4.9.4	Processing the Dunning Proposal	226
4.9.5	Printing Dunning Letters	232
4.10	Evaluations in Accounts Receivable	236
4.10.1	Customer List	236
4.10.2	Customer Balances	239
4.10.3	Customer Payment History	241
4.10.4	Accounts Receivable Info System	243

4.10.5	SAP Credit Management	254
4.10.6	SAP Dispute Management	255
4.10.7	SAP Collections Management	258
4.11	Conclusion	259

5 Asset Accounting 261

5.1	Business Principles	261
5.2	The SAP Software Component FI-AA	262
5.2.1	Chart of Accounts and Chart of Depreciation	263
5.2.2	Depreciation Area	264
5.2.3	Valuation Parameters	266
5.2.4	Value Transfer to General Ledger	267
5.2.5	Derived Depreciation Areas	268
5.2.6	Integration into Controlling	268
5.2.7	Integration Considerations	269
5.3	Master Data	271
5.3.1	Group Level: Asset Class	272
5.3.2	Asset-Related Level: Group Asset and Subnumber	274
5.3.3	Creating Asset Master Records	275
5.3.4	Changing an Asset Master Record	282
5.3.5	The Asset Subnumber	284
5.3.6	Blocking an Asset Master Record	285
5.4	Asset Transactions	287
5.4.1	Transaction Types for Asset Transactions	287
5.4.2	Document Types for Asset Acquisition	288
5.4.3	Posting an Asset Acquisition	288
5.4.4	FI-AA with Integrated Accounts Payable Accounting Without a Purchase Order Reference	289
5.4.5	FI-AA Without Integrated Accounts Payable Accounting and Without a Purchase Order Reference	295
5.4.6	Acquisition in MM with Integrated Accounts Payable Accounting and a Purchase Order Reference	297
5.4.7	Depreciation	301
5.4.8	Asset Retirement	305

5.4.9 Asset Transfer	310
5.5 Evaluations in Asset Accounting	314
5.5.1 Asset Balance	314
5.5.2 Directory of Unposted Assets	316
5.6 Effects of New General Ledger on FI-AA	318
5.6.1 Use of Delta Depreciation Area for Parallel Financial Reporting	318
5.6.2 Better Support for the Gross Procedure	320
5.7 Conclusion	321

6 Bank Accounting 323

6.1 Business Principles	323
6.2 The FI-BL Component	324
6.3 Master Data	324
6.4 Consequences of Introducing SEPA	328
6.5 Payment Transactions and Bank Communication	332
6.5.1 Incoming Payments	332
6.5.2 Outgoing Payments	336
6.5.3 Bank Communication	341
6.6 Processing Bank Statements	351
6.7 Cash Journal	359
6.8 Check Deposit Transaction	369
6.9 Evaluations in Bank Accounting	376
6.9.1 Liquidity Forecast	376
6.9.2 Check Register	380
6.10 Conclusion	382

7 Closing Operations 383

7.1 Basic Business Principles	383
7.2 Management of Parked Documents	386
7.3 Automatic Maintenance of the GR/IR Account	389
7.4 Transfer of Salaries and Wages	397
7.5 Provisions	401
7.6 Periodic Accruals and Deferrals	409
7.6.1 Recurring Entry Documents	410
7.6.2 Accrual Engine	415
7.7 Asset Accounting	421

7.7.1	Assets Under Construction (AuCs)	422
7.7.2	Asset Inventory	430
7.7.3	Depreciation Posting Run	436
7.7.4	Asset History Sheet	450
7.8	Value Adjustments	453
7.8.1	Individual Value Adjustments	453
7.8.2	Flat-Rate Value Adjustment	457
7.9	Foreign Currency Valuation	465
7.10	Interest Calculation	474
7.11	Reconciliation Measures	479
7.11.1	Manual Checking of Postings	479
7.11.2	Technical Reconciliation of Transaction Figures ...	483
7.12	Intercompany Reconciliation	486
7.13	Reclassification	498
7.14	Balance Confirmations	504
7.15	Period Control	511
7.16	Tax on Sales and Purchases	515
7.17	Balance Carryforward	523
7.18	Conclusion	529

Appendices 531

A	Basic Principles of the SAP System	533
A.1	Operating SAP ERP	533
A.2	Introduction	533
A.3	Logon	534
A.3.1	Password Rules	535
A.4	Logon Procedures	536
A.5	User Interface	536
A.6	Navigation	538
A.6.1	Navigation via the Menu	538
A.6.2	Navigation via Transaction Codes	539
A.6.3	Favorites Maintenance	541
A.6.4	Navigation via the Toolbar	543
A.7	Data Entry	543
A.8	User Settings	544
A.8.1	User Interface Settings	544
A.8.2	Options	545
A.8.3	Personal Data	547

A.9	Message Types	551
A.10	Sessions	552
A.11	Storing Data	553
A.12	The SAP Library	553
A.13	The SAP Glossary	553
A.14	Logoff	554
B	Glossary	555
C	Menu Paths	563
C.1	Chapter 2—General Ledger Accounting	563
C.2	Chapter 3—Accounts Payable Accounting	563
C.3	Chapter 4—Accounts Receivable Accounting	565
C.4	Chapter 5—Asset Accounting	566
C.5	Chapter 6—Bank Accounting	567
C.6	Chapter 7—Closing Operations	568
D	Sample Closing Procedure Document	573
E	Additional Sources of Information	577
F	The Authors	579
	Index	583

Accounts Payable manages payables. This chapter describes the points of contact between SAP ERP Financials and the purchasing department. It also details how to perform efficient postings. Information on standard evaluations and the automatic payment run rounds off the chapter.

3 Accounts Payable Accounting

This chapter explains the basic business principles of accounts payable accounting, describes the SAP subledger, FI-AP (Accounts Payable), and then details various posting procedures, such as the various options for entering incoming invoices. It introduces four alternative transactions for entering documents, namely, general posting, fast data entry, single-screen transaction, and integrated invoice verification. If the incoming invoices are available in the SAP system, the program provides different options for the payment run for paying vendor invoices in an optimal manner. The main new feature in Release ERP 6.0 is accounts payable accounting in the context of payment transactions and bank communication. For more details, refer to Chapter 6, Bank Accounting. Reporting ensures transparency for the presentation of the essential information in sample reports for critical master data changes, open items, due date analyses, and in the accounts payable information system.

3.1 Business Principles

For subledger accounts you differentiate between vendor accounts or vendors and customer accounts or customers. In contrast to general ledger accounting, in which you only manage the total of payables for the financial statement, you use Accounts Payable Accounting to manage all details regarding business transactions, such as invoices, credit memos, and outgoing payments. The interaction between the purchasing department and accounts payable accounting assumes a significant role here. At

Accounts payable management as a continuous business process

a very early stage, purchase requisitions or purchase orders lay the foundation for successful invoice verifications. You also have to ensure a correct documentation of the goods receipt, because it is used as the basis for releases for payments of invoices. The FI-AP component keeps and manages account-based data of all vendors. Furthermore, it is an integral part of the purchasing system. Purchase orders, deliveries, and invoices are managed based on vendors and update vendor evaluations.

3.2 FI-AP Software Component

- Features** FI-AP (accounts payable accounting) ensures that legal obligations to keep records are fulfilled for reliable accounting but also serves as the information source for an optimal purchasing policy and supports the enterprise's liquidity planning owing to the direct integration with cash management and forecasting. Account analyses, due date forecasts, and further standard reports are available for the open item management. You can customize the correspondence according to the individual requirements of your enterprise. The payment program automatically pays due payables and closes the corresponding items. To document the processes in accounts payable, you can use account balances, journals, balance audit trails, and numerous standard reports. For key date valuations you reevaluate foreign currency items, determine vendors on the debit side, and scan the balances established this way for remaining terms.

3.3 Master Data

This section focuses on the vendor master record. The data contained therein is required for handling business transactions in the accounting area and in the purchasing area.

3.3.1 Structure of the Vendor Master Data

- Division of the master record into three parts** The master data of vendors is made up of three parts. The general data is maintained at the *client level*. This data is available for all company codes. At this level, you specify the name of the subledger account in subledger accounting, the tax number, and the bank details. Data that is important

for individual company codes is specified in the *company code area*. This includes the account number of the reconciliation account in the general ledger, the terms of payment, and the settings for the dunning procedure. Figure 3.1 shows the basic structure of a vendor account.

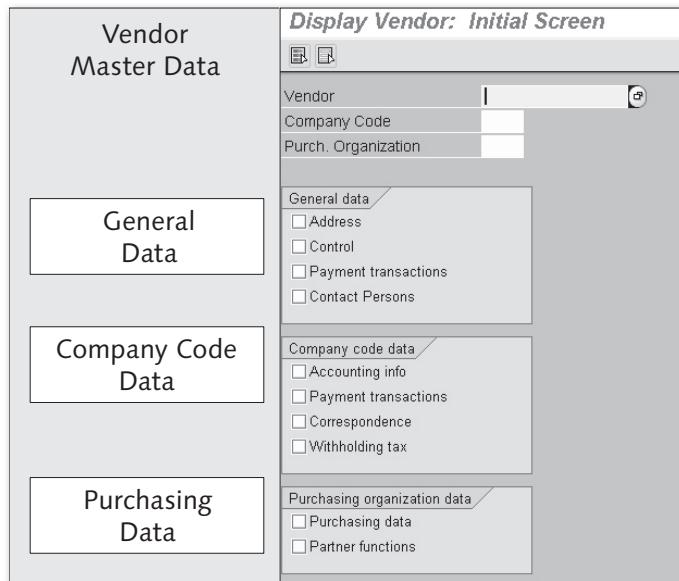


Figure 3.1 Structure of the Vendor Account

For the integrated use with the MM module (materials management), you are provided with additional fields for the vendor master record. These fields contain information that you require to handle business transactions in the purchasing component. In this area, you enter data on requests, on purchase orders, and for invoice verifications. This data can vary in each defined purchasing area and is only used by applications of the MM module. This data includes conditions (for example, purchase order currency, terms of payment, or minimum purchase order value), sales data (sales person including telephone number), and control parameters.

3.3.2 Creating a Vendor Account

You create vendor master records by selecting the menu path ACCOUNTING • FINANCIAL ACCOUNTING • ACCOUNTS PAYABLE • CREATE MASTER DATA (Transaction FK01).

Central/
decentralized
maintenance of the
master record

Alternatively, you can enter the general data and the company code data separately. However, you can enter and display the purchasing data within the vendor menu in the Central Maintenance only. In contrast to the maintenance of the customer accounts, the system doesn't open a dialog box but navigates you to an initial screen (see Figure 3.2). Here, you can enter the account number of the vendor and the company code. When you create a vendor account, you must also specify an account group, which controls the internal and external number assignment when creating the master record.

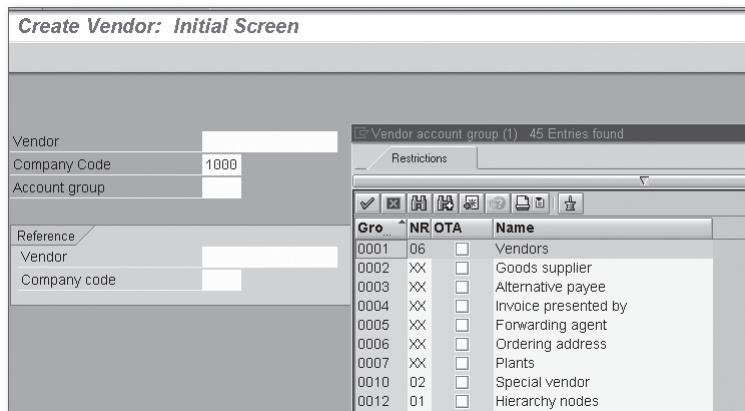


Figure 3.2 Maintaining a Vendor Account—Initial Screen

When you press the **[Enter]** key, the SAP system displays the screen shown in Figure 3.3.

► Name and Street Address

The reports and correspondence in the SAP system access this address data. Depending on the report, it then appears in the address and salutation of correspondence or in the report lists.

Figure 3.3 Maintaining a Vendor Account—Address Data

► **Search Terms**

In this field, you can enter a freely selectable term that is used for the search for master records with the matchcode. To ensure that the field is filled uniformly, it is recommended that you specify rules. For the standard matchcode, this is the primary key with which you can search for master records most rapidly.

► **Language (Communication)**

Here, you define the language in which the correspondence is written.

► **Account control (Customer)**

If a business partner is both a vendor and a customer, you're provided with the option to have the system clear receivables and payables automatically (automatic payment program or dunning). In this case, you must enter the account number of the customer in the vendor master

Clearing processes
with vendors that
are also customers

record and vice versa (see Figure 3.4). If these fields are filled, the system displays the Clearing field in the account management for the data of the company code. Clearing is not possible until this field is activated. In the example, the vendor is also a customer. Here, a link to customer account 1000 including subsequent clearing was selected. The effects of this become particularly obvious in Section 3.7, Automated Payment Transactions.

The screenshot shows the SAP 'Change Vendor: Control' interface. At the top, there's a toolbar with icons for back, forward, and search, followed by a 'Tax categories' button. Below the toolbar, the vendor number '2000000030' and name 'Testcompany' are displayed, along with a note indicator 'Testcity'. The main area is divided into several sections:

- Account control:** Shows 'Customer' set to '1000' and 'Trading Partner' empty. 'Authorization' and 'Corporate Group' are also shown.
- Tax information:** Contains fields for Tax Number 1-4, Fiscal address, Tax Jur., Tax office, and Tax Number. It also includes dropdowns for Tax number type, Tax type, and checkboxes for Equalizatr tax, Sole Proprietor, Sales/pur.tax, and Tax split.
- Reference data:** Includes fields for Location no. 1-2, Check digit, Industry, SCAC, Transport.zone, Car.freight grp, ServAgntProcGrp, POD-relevant, Actual QM sys., and QM system to.
- Person subject to withholding tax:** Shows Date of birth, Place of birth, Sex, and Profession.

Figure 3.4 Maintaining a Vendor Account—Control Data

Payment transaction settings If you press [Enter], the system takes you to next entry screen (see Figure 3.5):

► Bank Details

If the automatic payment program is supposed to consider a vendor, you need to enter the bank details. For automatic debits, the corresponding field must also be selected.

► Alternative payee

If you enter the account number of the vendor here, all payments are made using the bank details of this business partner (bank transfers, automatic debit, credit memos). This field exists in the general part, in the company code area, and at the document level. The specification that is more detailed applies (from the general area to document level).

► Bank type

If you define multiple bank details in a vendor master record, you can differentiate them by means of any four-digit abbreviation (partner bank type). If you want to pay an open item using specific bank details of the vendor, you must define the corresponding abbreviation in the line item. The payment program of the SAP system then controls the specified bank details of the vendor.

► IBAN

In many cases, you can determine the IBAN from the bank key and account number. Because this procedure is not necessarily unique, you should always verify it. Chapter 6, Bank Accounting, provides more information on the IBAN and SEPA.

The screenshot shows the SAP interface for maintaining a vendor account. At the top, the title bar reads "Change Vendor: Payment transactions". Below the title bar, there are fields for "Vendor" (2000000030) and "Testcompany" (Testcity). The main area is divided into several sections:

- Bank Details:** A table with columns "Ctry", "Bank Key", "Bank Account", "Acct holder", "CK", "IBAN", and "IBANValue". The first row contains DE, 12345678, 4711, JS, CK, and DE14123456780000004711. There are six empty rows below for additional entries.
- Buttons:** "Bank Data...", "Delete Bank Detail", and "IBAN".
- Payment transactions:** Fields for "Alternative payee", "DME Indicator", "Instruction key", and "ISR Number".
- Alternative payee in document:** A group of checkboxes: "Individual spec.", "Spec. per reference", and "Permitted Payee".
- Change Vendor: Alternative payee:** A table with columns "Payee", "Name", and "City". It contains one row with a placeholder "I". Buttons at the bottom include "Copy", "Search", and "Delete".

Figure 3.5 Maintaining a Vendor Account—Payment Transactions

When you press [Enter], the system navigates you to the maintenance of the company code area of the vendor account—to the account management data first (see Figure 3.6):

► Reconciliation account

Each posting to an account of subledger accounting automatically creates an entry to the general ledger. This integration is ensured through the reconciliation account. The field status group in the master record of the reconciliation account specifies the screen layout for document entry. The items of the vendor's account are managed in the currency of the reconciliation account.

► Sort key

You use sort keys to display line items. Usually, the SAP system sorts the documents in the line item display based on the content of the Assignment field in the document. This sort key controls how the Assignment field is automatically filled during document entry if it is not populated with a value from another source.

► Authorization

In this field, you can specify who receives change or read authorization for this account.

Change Vendor: Accounting information Accounting			
<input type="button" value="New"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	
Vendor	2000000030	Testcompany	Testcity
Company Code	1000	IDES AG	
Accounting information			
Recon. account	160000	<input type="button" value=""/>	Sort key
Head office			Subsidiy indic.
Authorization			Cash mgmnt group
Minority indic.			Release group
			Certificatin date
Interest calculation			
Interest indic.		Last key date	
Interest freq.		Last interest run	
Withholding tax			
W. Tax Code		Exemption number	
WH Tax Country		Valid until	
Recipient type		Exempt authority	
Reference data			
Prev.acct no.		Personnel number	
Default data for tax reports			
Activity Code		Distr. Type	

Figure 3.6 Maintaining a Vendor Account—Account Management (Accounting)

When you press **[Enter]**, the system takes you to the settings for the payment transactions in financial accounting. The system now displays the screen shown in Figure 3.7.

► Payment terms

This key is used for orders, purchase orders, and invoices and provides information about dunning and payment transactions. The value entered here is used as a default value for the document entry.

► Tolerance group

To map different rights for the processing of business transactions, you can assign accounting clerks to so-called tolerance groups. You make specifications for the granting of cash discounts and for the handling of payment differences for each tolerance group. This entry affects dunning and the entry of payment transactions. For manual closing, the payment differences are accepted by the system up to the defined tolerance, and the items are closed.

Change Vendor: Payment transactions Accounting			
Vendor	2000000030	Testcompany	Testcity
Company Code	1000	IDES AG	
Payment data			
Payt Terms	P001	Tolerance group	<input type="text"/>
Cr memo terms	<input type="text"/>	Chk double inv.	<input type="checkbox"/>
Chk cashing time	<input type="text"/>		
Automatic payment transactions			
Payment methods	SU	Payment block	<input type="checkbox"/> Free for payment
Alternat.payee	<input type="text"/>	House Bank	<input type="text"/>
Individual prmt	<input type="checkbox"/>	Grouping key	<input type="text"/>
Clrg with cust.	<input checked="" type="checkbox"/>		
B/exch. limit	<input type="text"/> EUR		
Pmt adv. by EDI	<input type="checkbox"/>	Alt payee(doc.)	<input type="checkbox"/> Permitted Payee
Invoice verification			
Tolerance group	<input type="text"/>		

Figure 3.7 Maintaining a Vendor Account—Payment Transactions (Accounting)

► Checking double invoices

If you select this field, the system checks, when a document is entered for this vendor account, whether the invoice or credit memo has already been entered. This check is supposed to prevent users enter-

ing invoices or credit memos twice by mistake. Depending on the content of the Reference document header field, the system checks whether there is a document in the SAP system that corresponds to the following content:

- ▶ If the Reference field in the document header is empty, there has to be a document in the SAP system that contains the same values in the Company Code, Vendor, Currency, Document Date, and Amount in Document Currency document fields.
- ▶ Otherwise, the company code, vendor, currency, document date, and reference number have to be identical.

▶ **Payment methods**

Here, you can find the payment methods that are allowed for this vendor if the automatic payment program is used. If a payment method for the incoming payment is entered here, for instance, B (bank direct debit) or A (automatic debit), this business partner is not considered in dunning.

▶ **Payment block**

An entry in this field causes a block of the account for payment transactions. In the automatic payment program, the block is effective if it is set either in the master record or in the document. If the block is set in the master record, all open items of this customer are transferred to the exception list. The * blocking key (asterisk) causes the system to ignore all open items of the account; the + key (plus) causes the system to ignore all open items for which no payment method has been explicitly specified in the document.

▶ **Individual payment**

This checkbox determines that all open items of this vendor are paid or collected separately. This prevents multiple open items clearing jointly with one payment medium.

Dunning vendors	When you press [Enter] , the system takes you to next entry screen (see Figure 3.8). You can also dun vendors. This is particularly useful if the payables are less than the receivables.
-----------------	--

The screenshot shows the SAP 'Change Vendor: Correspondence Accounting' dialog box. At the top, it displays vendor details: Vendor ID 2000000030, Company Code 1000, and names Testcompany and IDES AG. Below this are sections for 'Dunning data' and 'Correspondence'. In the 'Dunning data' section, fields include Dunn. Procedure (with a help icon), Dunn. recipient, Last dunned, Dunn. clerk, Dunn. Areas, Dunning block, Legal dunn.proc., Dunning level, and Grouping key. In the 'Correspondence' section, fields include Local process, Acctg clerk, Acct w/ vendor, Clerk at vendor, Act.clk tel.no., Clerk's fax, Clerk's internet, and Account memo.

Figure 3.8 Maintaining a Vendor Account—Correspondence (Accounting)

► Dunning Procedure

If this business partner is supposed to be considered in the automatic dunning procedure, you must define a dunning procedure here. The entry is used as a default value for the document entry.

► Dunning block

If you select this field, this business partner is not included in the dunning proposal of the automatic dunning program.

► Dunning level

This field is usually set by the dunning program. In exceptional cases, you can change the dunning level manually. The dunning level influences the next dunning run. If the dunning level is 0, the system uses the specified minimum number of days to calculate the days in arrears; for all other dunning levels, the system uses the grace days. The days in arrears define the date for the next dunning run of this account.

► Dunning clerk

The specified name is printed on the dunning notices. The dunning clerk does not have to be identical to the accounting clerk.

► Accounting clerk

The name that corresponds to the defined ID appears on all corre-

spondence documents sent to the business partner. Additionally, it is printed on the dunning notices, if the Dunning clerk field is not filled.

With these specifications, two of three possible parts of the vendor master data are maintained at the *client* and *company code* level. If a vendor account is no longer supposed to be used, various blocking mechanisms are available.

3.3.3 Blocking a Vendor Account

- Central block** The master record of a vendor contains multiple fields for blocking the account. This makes it possible to centrally block an account for accounting and purchasing. For accounting, you have the option to block the account in one or more company codes. A dunning or payment block can be set at the company code level. You can set and undo the blocking indicator in the subledger at any time. Figure 3.9 illustrates a central block, which is available under the menu path ACCOUNTING • FINANCIAL ACCOUNTING • ACCOUNTS PAYABLE • CENTRAL MAINTENANCE • MASTER DATA • BLOCK/UNBLOCK menu path (Transaction XK05).

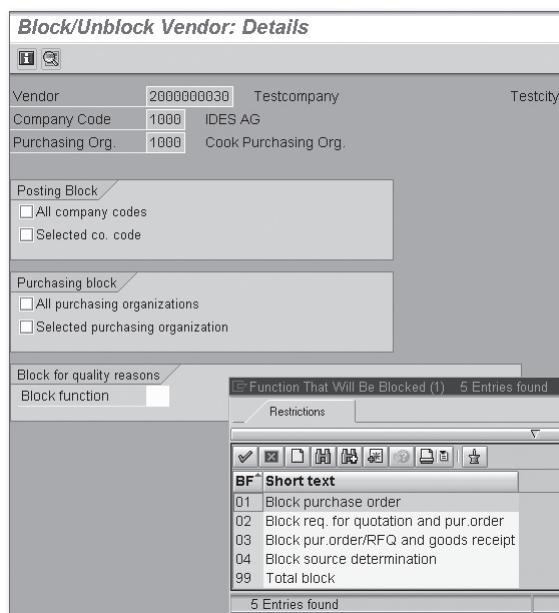


Figure 3.9 Maintaining a Vendor Account—Blocking

For vendors, you can set posting blocks and purchasing blocks. The block for quality reasons differentiates again between blocks for purchase orders; for requests and purchase orders; for purchase orders, requests, and goods receipt; and for source determinations and total blocks.

In addition to the options for defining master data for accounts payable and blocking it at any time, an option for one-time vendors is also available.

3.4 One-Time Vendor

The SAP system provides a special master record type for one-time or sporadic vendors. In contrast to the "regular" master records (customers and vendors), this master record does not contain specific data of the business partner, such as the address and bank details. This information is entered separately during document entry. When posting to a one-time account, the system automatically navigates to a master data screen where you can enter the specific data of the business partner (see Figure 3.10). Master records for one-time accounts are stored separately in a specific account group. The system hides the specific fields of the business partner when the master data is entered (see Figure 3.11).

One-time vendor

If you decide to use one-time accounts, you should create multiple one-time accounts, because the large volume of postings to a one-time account can easily lead to confusion. In this case, you should group the business partners according to defined criteria (first letter, area, industry). These criteria assume a particular role, because it is critical for postings or clearings to quickly find the appropriate account of the business partner and the corresponding item.

You maintain one-time accounts the same way you maintain customer or vendor accounts. The open items can be dunned using the dunning program and processed using the payment program. The functionality of these special accounts is only limited in some aspects. For example, clearing is not possible for a customer that is also a vendor. Once you've defined the basis with the master data and clarified the use of one-time vendors, it is time to have a look at an integrated business transaction in accounts payable accounting.

Limited functionality

Create Vendor: Address

Vendor	INTERNAL
<input type="button" value="Copy"/> <input type="button" value="Delete"/> <input type="button" value="Preview"/> <input type="button" value="Print"/> <input type="button" value="Internat. versions"/>	
Name	<input type="text"/>
Title	<input type="text"/>
Name	<input type="text"/> One time vendor
<input type="button" value="Search"/> <input type="button" value="New"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>	
Search Terms Search term 1/2 <input type="text"/> cpd	
Street Address Street/House number <input type="text"/> Postal Code/City <input type="text"/> Country <input type="text"/> Region <input type="text"/>	
PO Box Address PO Box <input type="text"/> Postal code <input type="text"/>	
Communication Language <input type="text"/> EN English <input type="button" value="Edit"/> Other communication... Telephone <input type="text"/> Extension <input type="text"/> Fax <input type="text"/> Extension <input type="text"/> Data line <input type="text"/> Telebox <input type="text"/>	

Figure 3.10 Personal Data in a One-Time Document

Post Document: Address and bank data

<input type="button" value="Copy"/>	<input type="button" value="Delete"/>	<input type="button" value="Bank data"/>	<input type="button" value="Bank data"/>	<input type="button" value="IBAN"/>																																																																
Vendor	<input type="text"/> 100338	One time vendor	G/L	<input type="text"/> 160000																																																																
Company Code	<input type="text"/> 1000	Company 1000																																																																		
Item 1 / Business partner data <table border="1"> <tr> <td>Title</td> <td><input type="text"/></td> <td>Language Key</td> <td>EN</td> </tr> <tr> <td>Name</td> <td><input type="text"/></td> <td colspan="2"></td> </tr> <tr> <td>Street</td> <td><input type="text"/></td> <td colspan="2"></td> </tr> <tr> <td>PO Box</td> <td><input type="checkbox"/> PO w/o no.</td> <td>PO Box PCode</td> <td><input type="text"/></td> </tr> <tr> <td>City</td> <td><input type="text"/></td> <td>Postal Code</td> <td><input type="text"/></td> </tr> <tr> <td>Country</td> <td><input type="text"/> DE</td> <td>Region</td> <td><input type="text"/></td> </tr> <tr> <td>Bank Key</td> <td><input type="text"/></td> <td>Bank Country</td> <td>DE</td> </tr> <tr> <td>Bank Account</td> <td><input type="text"/></td> <td>Control key</td> <td><input type="text"/></td> </tr> <tr> <td>Reference</td> <td><input type="text"/></td> <td>Instruction key</td> <td><input type="text"/></td> </tr> <tr> <td>VAT Reg. No.</td> <td><input type="text"/></td> <td>DME Indicator</td> <td><input type="text"/></td> </tr> <tr> <td>Tax Number 1</td> <td><input type="text"/></td> <td>Tax type</td> <td><input type="text"/></td> </tr> <tr> <td>Tax Number 2</td> <td><input type="text"/></td> <td>Tax number type</td> <td><input type="text"/></td> </tr> <tr> <td>Tax Number 3</td> <td><input type="text"/></td> <td><input type="checkbox"/> Natural person</td> <td><input type="text"/></td> </tr> <tr> <td>Tax Number 4</td> <td><input type="text"/></td> <td><input type="checkbox"/> Equalizatin tax</td> <td><input type="text"/></td> </tr> <tr> <td>Type of Businesses</td> <td><input type="text"/></td> <td><input type="checkbox"/> Liable for VAT</td> <td><input type="text"/></td> </tr> <tr> <td>Type of Industr</td> <td><input type="text"/></td> <td>Rep's Name</td> <td><input type="text"/></td> </tr> </table>					Title	<input type="text"/>	Language Key	EN	Name	<input type="text"/>			Street	<input type="text"/>			PO Box	<input type="checkbox"/> PO w/o no.	PO Box PCode	<input type="text"/>	City	<input type="text"/>	Postal Code	<input type="text"/>	Country	<input type="text"/> DE	Region	<input type="text"/>	Bank Key	<input type="text"/>	Bank Country	DE	Bank Account	<input type="text"/>	Control key	<input type="text"/>	Reference	<input type="text"/>	Instruction key	<input type="text"/>	VAT Reg. No.	<input type="text"/>	DME Indicator	<input type="text"/>	Tax Number 1	<input type="text"/>	Tax type	<input type="text"/>	Tax Number 2	<input type="text"/>	Tax number type	<input type="text"/>	Tax Number 3	<input type="text"/>	<input type="checkbox"/> Natural person	<input type="text"/>	Tax Number 4	<input type="text"/>	<input type="checkbox"/> Equalizatin tax	<input type="text"/>	Type of Businesses	<input type="text"/>	<input type="checkbox"/> Liable for VAT	<input type="text"/>	Type of Industr	<input type="text"/>	Rep's Name	<input type="text"/>
Title	<input type="text"/>	Language Key	EN																																																																	
Name	<input type="text"/>																																																																			
Street	<input type="text"/>																																																																			
PO Box	<input type="checkbox"/> PO w/o no.	PO Box PCode	<input type="text"/>																																																																	
City	<input type="text"/>	Postal Code	<input type="text"/>																																																																	
Country	<input type="text"/> DE	Region	<input type="text"/>																																																																	
Bank Key	<input type="text"/>	Bank Country	DE																																																																	
Bank Account	<input type="text"/>	Control key	<input type="text"/>																																																																	
Reference	<input type="text"/>	Instruction key	<input type="text"/>																																																																	
VAT Reg. No.	<input type="text"/>	DME Indicator	<input type="text"/>																																																																	
Tax Number 1	<input type="text"/>	Tax type	<input type="text"/>																																																																	
Tax Number 2	<input type="text"/>	Tax number type	<input type="text"/>																																																																	
Tax Number 3	<input type="text"/>	<input type="checkbox"/> Natural person	<input type="text"/>																																																																	
Tax Number 4	<input type="text"/>	<input type="checkbox"/> Equalizatin tax	<input type="text"/>																																																																	
Type of Businesses	<input type="text"/>	<input type="checkbox"/> Liable for VAT	<input type="text"/>																																																																	
Type of Industr	<input type="text"/>	Rep's Name	<input type="text"/>																																																																	

Figure 3.11 Master Record of a One-Time Account

3.5 Overview of the Integrated Business Transaction

Accounts payable in the context of integrated business transactions usually concerns the individual steps from purchase orders to outgoing payments (purchase to pay). Integration also means that the information flow involves different departments. This example includes the departments of purchasing, accounts payable accounting, controlling, and treasury. Figure 3.12 illustrates the various departments at four levels.

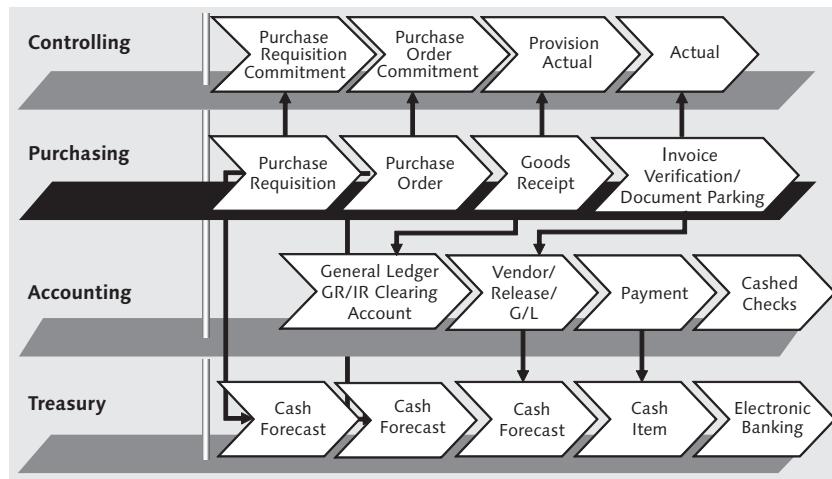


Figure 3.12 Integrated Business Transaction Purchase to Pay

Ordering Process

The ordering process in this example starts with a purchase requisition. Before you can generate a purchase order for the vendor, this internal approval process ensures clarity and transparency. The purchase requisition defines exactly at which price goods or services may be ordered, and an approval of the purchase requisition requires a dual-control or three-control principle. This early implementation facilitates later invoice verifications. Additionally, the purchase requisition enables the involved departments, controlling and treasury, to obtain an overview of the expected expenses or cash outflows.

Purchase
requisition

Goods Receipt

- GR/IR account If goods have been received for this purchase order, the goods receipt is not only based on quantities but also documents the exact value of the goods for the purchase order. If no vendor invoice that corresponds to the goods receipt is available at the end of the month, this value serves as the basis for accrual and deferral postings. You can find a detailed description in Chapter 7, Section 7.3, Automatic Maintenance of the GR/IR Account.

Incoming Invoice

Processing of incoming invoices is one of the traditional areas in accounts payable accounting. Services are usually documented in paper form and sent by post: "No posting without document." This statement referred to paper documents in the past. Longer legally stipulated retention periods and the demand for more comfortable options to access archived documents ruled out microfilming. Today, enterprises store a scanned, optical image of the original document. Up until recently, this scanning process was performed quite late in the process, but now a lot of enterprises perform it at the beginning of the process chain. The benefit of this is additional transparency and an acceleration in processing, which means that cash discounts are no longer lost thanks to timely processing and payment. However, the implementation of this requires a central inbox for incoming invoices. Once the invoices have been scanned, they find their way through the enterprise as optical documents via the workflow.

- OCR In addition to the implementation of a central inbox and an early scanning process, the optical recognition and interpretation of paper invoices is the next step on your way to an optimized process. Owing to the performance of today's computers, OCR (optical character recognition) allows for default account assignment of the accounting document. Provided that the system finds the corresponding purchase order for the invoice and provided that there are no price differences or quantity variances, the system can automatically post the document in the background.
- EDI If a large invoice volume is involved, the transfer of invoice data via EDI (electronic data interchange) including a subsequent printout of the col-

lective invoice has become established as a process. These are one-to-one connections between customers and vendors. In some industries, for example, in the automotive industry, this procedure is already widely used. Summarized, you can distinguish between the following types of processing incoming invoices:

- ▶ Manual processing with late scanning
- ▶ Manual processing with early scanning, so that an optical image is provided for the workflow in the enterprise
- ▶ Automatic processing and early scanning via OCR, which also creates default account assignments in addition to the optical image
- ▶ Automatic processing where large invoice volumes are transferred via EDI

Payment

If goods and invoices have been received and the invoice verification has a positive result, the automatic payment program is responsible for making the payments at the optimal time. The payment run includes the planned liquid funds (see Chapter 6, Section 6.5, Payment Transactions and Bank Communication) and cash discounts and due dates for net payments of invoices. Because the accounts payable accountant is involved in this process, the following sections discuss the manual and automatic payment transactions.

Cashed Checks

Cashed checks enable specific evaluations. You can evaluate when and whether vendors cashed the received checks and even indicate this as an average value in the master record.

In integrated SAP ERP systems, it is always advantageous to consider the entire business process. The task area of an accounts payable accountant has critical connections to other departments in your enterprise.

3.6 Entering Incoming Invoices

You can use several transactions to post incoming invoices in the SAP system. For example, you can enter an incoming invoice in the SAP system either in the logistics area in the MM module or within the accounting area in the FI-AP component.

3.6.1 General Posting

The general FI-AP posting transaction has basically been provided since the days of the R/2 system (formerly Transaction TB01). The menu path in SAP ERP is ACCOUNTING • FINANCIAL ACCOUNTING • ACCOUNTS PAYABLE • OTHER POSTINGS • GENERAL INVOICE (Transaction FB01).

The most important fields for entering a document header are the following:

- ▶ **Document Type and Currency/Rate**
Depending on the business transaction
- ▶ **Company Code**
Of the respective enterprise
- ▶ **Document Date**
Relevant date of the process
- ▶ **Posting Date**
Date for updating the accounts
- ▶ **Reference according to external specification**
Usually invoice number of the vendor

The first two entries for a document item (posting key and account number) define the relevant account and posting side (debit or credit). In Figure 3.13, these are posting key 31 (credit posting to a vendor account) and the corresponding account number of the vendor in the SAP system.

Required entry fields

Pressing **Enter** takes you to the next screen (see Figure 3.14). The vendor's payables account controls the selection of the fields for the entry screen and their ready-for-input status. For entering a vendor item you

require other fields than for entering a G/L account item. In this example, the Business Area field has the Mandatory Entry field status.

The screenshot shows the SAP interface for entering document header data. The title bar reads "Post Document: Header Data". The form contains the following fields:

Document Date	01.10.2008	Type	KR	Company Code	1000
Posting Date	04.10.2008	Period	10	Currency/Rate	EUR
Document Number				Translatn Date	
Reference	INVOICE12345			Cross-CC no.	
Doc.Header Text					
Trading part.BA					

Below the header section, there is a "First line item" section with the following data:

PstKey	31	Account	9003	SGL Ind	<input type="checkbox"/>	TType	<input type="checkbox"/>
--------	----	---------	------	---------	--------------------------	-------	--------------------------

Figure 3.13 Incoming Invoice—Initial Screen

The screenshot shows the SAP interface for adding a vendor item. The title bar reads "Post Document Add Vendor item". The form contains the following fields:

Vendor	9003	Chris Miller	G/L Acc	176050
Company Code	1000			
Company 1000	Stuttgart			
Item 1 / Invoice / 31				
Amount	10.000,00	EUR	<input type="checkbox"/> Calculate tax	
Bus. Area	4000			
Bline Date	01.10.2008			
Pmnt Block		Pmnt Method	<input type="checkbox"/>	
Assignment	00000000			
Text		<input type="checkbox"/> Long Texts		

Below the vendor item section, there is a "Next line item" section with the following data:

PstKey	40	Account	191101	SGL Ind	<input type="checkbox"/>	TType	<input type="checkbox"/>	New co.code	<input type="checkbox"/>
--------	----	---------	--------	---------	--------------------------	-------	--------------------------	-------------	--------------------------

Figure 3.14 Incoming Invoice—Vendor Item

After you have entered the vendor item, first enter the posting key of the document item, which is 40 in this example (debit posting to a G/L account), and the corresponding account. When you press **[Enter]**, the system takes you to next screen (see Figure 3.15).

Post Document Correct G/L account item

					More data	Acct model	<input checked="" type="checkbox"/> Fast Data Entry	<input type="checkbox"/> Taxes	
G/L Account		191101	Goods Rcvd/Invoice Rcvd - not yet delivered						
Company Code		1000	Company 1000						
Item 2 / Debit entry / 40									
Amount		10.000,00	EUR		<input type="checkbox"/> Calculate tax Business Area 1000 Trdg part.BA <input type="checkbox"/> Cost Center <input type="checkbox"/> Profit Center <input type="checkbox"/> Functional Area <input type="checkbox"/> More <input type="checkbox"/> Value date 04.10.2008 <input type="checkbox"/> Assignment 20081004 Asst retirement <input type="checkbox"/> Text <input type="checkbox"/> Long Texts <input type="checkbox"/>				
Next Line Item									
Pstky	Account	SGL Ind	TType	New co.code					

Figure 3.15 Incoming Invoice—G/L Account Item

You can display the document item, which has been automatically generated by the SAP system, via the menu path DOCUMENT • SIMULATE.

Post Document Display Overview

		Display Currency	Park document	Acct model	<input checked="" type="checkbox"/> Fast Data Entry	<input type="checkbox"/> Taxes
Document Date	01.10.2008	Type	KR	Company Code	1000	
Posting Date	04.10.2008	Period	10	Currency	EUR	
Document Number	INTERNAL	Fiscal Year	2008	Translatn Date	04.10.2008	
Reference	INVOICE12345			Cross-CC no.		
Doc.Header Text				Trading part.BA		
Items in document currency						
PK	BusA	Acct	EUR	Amount	Tax amnt	
001	31	4000 0000009003	Chris Miller	10.000,00-		
002	40	1000 0000191101	Goods Rcvd/Invoice	10.000,00		

Figure 3.16 Incoming Invoice—Document Display

Figure 3.16 shows the posting from the example, which the system generates after you click on the SAVE button. The G/L accounts involved are a material stock account for goods receipt, the “payables” account

for invoice receipt, and the typical interim account, "GR/IR clearing account," which is usually directly cleared when the invoice receipt is entered. In addition to Transaction FB01, the SAP system provides you with further options.

3.6.2 Single-Screen Transaction in FI

Since Release 4.6, accounts payable accounting has provided a new entry option. In contrast to the general posting, this concept is supposed to simplify the entry process by displaying all information in one screen. Furthermore, information, such as posting key, document type, selection of the tax key, and so on, is predefined and hidden. You can find the new "single-screen transaction" via the menu path ACCOUNTING • FINANCIAL ACCOUNTING • ACCOUNTS PAYABLE • POSTING • INVOICE (Transaction FB60).

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	T...	Value date	Business area	Lo...	Co...	Cost	
<input checked="" type="checkbox"/>	191101	Goods Rcvd/S Debit		10.000,00		04.10.2008	1000	<input checked="" type="checkbox"/>	1000		<input type="button" value=" "/>
		S Debit						<input checked="" type="checkbox"/>	1000		<input type="button" value=" "/>
		S Debit						<input checked="" type="checkbox"/>	1000		<input type="button" value=" "/>
		S Debit						<input checked="" type="checkbox"/>	1000		<input type="button" value=" "/>
		S Debit						<input checked="" type="checkbox"/>	1000		<input type="button" value=" "/>

Figure 3.17 Incoming Invoice—Single-Screen Transaction

The tabs contain the following functions:

► **Basic data**

This refers to general document data.

► **Payment**

Here, you specify data for the payment transactions.

► **Tax**

If the invoice contains multiple tax codes and the tax amounts are supposed to be copied from the invoice, you can enter them here.

► **Details**

Here, you specify additional fields for the business partner line, such as assignment number and business area.

► **Notes**

You can define additional notes for the open item. The system assigns the text to the receivable or payable and not to the complete document.

► **Local currency**

This tabs appears if postings are made in a foreign currency or if parallel currencies exist in the company code.



Changing the Transactions

If an accounting document is supposed to include multiple vendor items, you must change to the traditional entry process using the menu path ENVIRONMENT • COMPLEX POSTING. Now you can enter additional vendor items in the footer. However, you cannot return to the single-screen transaction from this "complex posting."

A simplification of the posting transaction provides many benefits for users who sometimes have to enter incoming invoices in the SAP system. When speed is relevant, the fast data entry provides considerable advantages.

3.6.3 Fast Data Entry

You can find this transaction in the menu path ACCOUNTING • FINANCIAL ACCOUNTING • ACCOUNTS PAYABLE • POSTING • IR/GU FAST ENTRY • INVOICE

(Transaction FB10). This entry option is solely designed to enable a fast data entry via the keyboard. The system hides information or input fields that are not absolutely necessary. The predefined settings shown in Figure 3.18 are configured by the accounts payable accountant at the beginning of a work day and thus don't have to be made again.

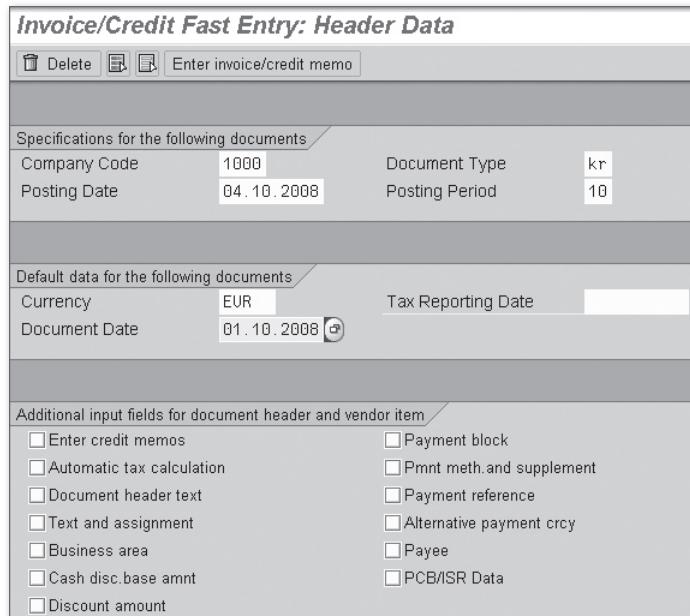


Figure 3.18 Fast Data Entry—Predefined Settings

Pressing **Enter** takes you to next screen, the actual fast entry screen. Figure 3.19 shows a screen that is populated with a minimum of information. You can easily access all field information using the Tab key. The system displays the vendor item first and then offsetting items including additional account assignments.

Number of Offsetting Items [+]

The number of offsetting items is not limited to six lines. If they are filled with values, you can use the Page Down key for scrolling. In total, 999 line items are available.

Invoice/Credit Fast Entry Enter items

<input type="button" value="Last item"/>	<input type="button" value="Mask"/>	<input type="checkbox"/> All Fields	Specifications	Acct model	<input checked="" type="checkbox"/> Fast Data Entry
Document Date	01.10.2008	Curr./ex.rt/date	EUR	04.10.2008	
Reference					
Vendor posting / C.E.B. BERLIN / Berlin					
Account	1000				
Amount	11.000,00				
Tax amount	1.000,00				
Payt Terms	ZB01				
Baseline Date	01.10.2008	Days/percentage	14	3,000	/ 30 2,000 / 45
W tax base		W tax ex. amnt/in			/
Offsetting item (1-6)					
Account	Amount	Tx	Cost Ctr	Order	CoCd
400000	10.000,00	1I	1000		1000
					<input type="checkbox"/> S

Figure 3.19 Fast Data Entry—Entering Items

The entry transactions described so far, that is, general posting (Transaction FB01), single-screen transaction (FB60), or fast data entry (Transaction FB10), can only be used to a limited extent; the entry transaction in the MM logistics module may close this gap.

3.6.4 Invoice Verification in MM

In different enterprises, different departments may be responsible for the logistical invoice verification. This business function can be provided either in the purchasing department or in accounts payable accounting. In SAP ERP, the required transaction and the menu path are defined in the MM module: LOGISTICS • MATERIALS MANAGEMENT • INVOICE VERIFICATION • DOCUMENT ENTRY • ADD INCOMING INVOICE (Transaction MIRO).

Particularly if an invoice refers to a previously created purchase order (with purchase order reference), you can quickly decide on posting and subsequent payment. Transaction MIRO supports you in identifying price differences and quantity variances between the purchase order and the invoice. Furthermore, the system sets payment blocks automatically in defined cases. This can make sense in the following cases, for example:

- ▶ No goods receipt is available for the invoice receipt.
- ▶ An invoice amount, for example, that is larger than \$10,000, has to be checked by two persons.
- ▶ Spot checks are carried out, for example, for each tenth invoice.

The example in Figure 3.20 shows an invoice receipt with purchase order reference. When you enter purchase order number 4500018601, you need to enter additional information on the amount and quantity.

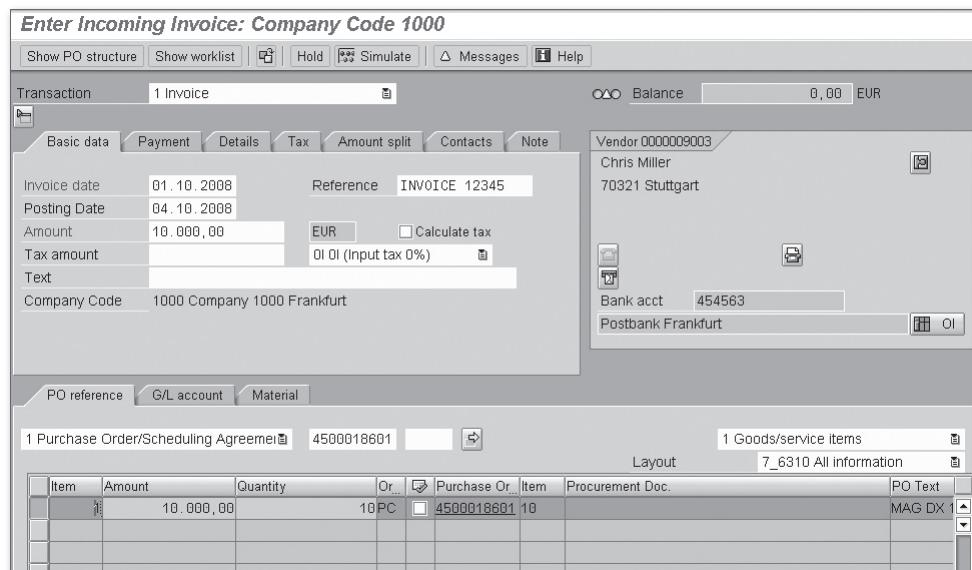


Figure 3.20 MM—Adding an Incoming Invoice

The Simulate button enables a simulation of the future posting procedure, which is illustrated in Figure 3.21. G/L account 191100 (GR/IR clearing, external procurement) is posted on the debit side, and the payables of the vendor account are posted on the credit side.

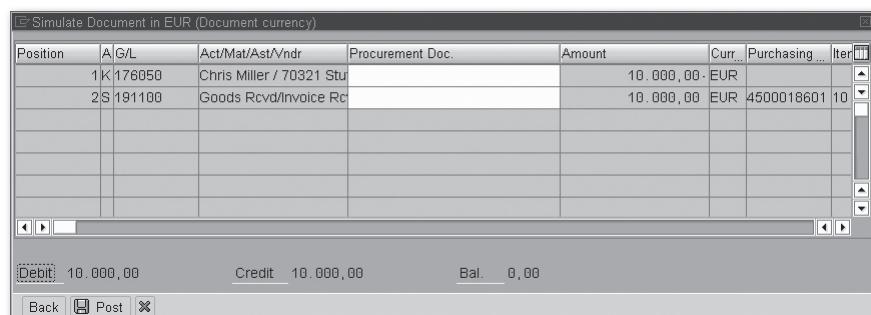


Figure 3.21 MM—Simulating a Document

Once incoming invoices have been entered in the SAP system, you can start the payment process for paying the vendor.

3.7 Automated Payment Transactions

The *payment transaction* concept refers to the processing of the incoming and outgoing payments of an enterprise. This specifically includes:

- ▶ Incoming payments via debit memos
- ▶ Outgoing payments via bank transfers or checks
- ▶ Incoming checks with manual check preposting
- ▶ Incoming payments via bank transfers, returned debit memos, and returned checks

Accounting and process view

You can structure the payment transactions in an enterprise according to various aspects and issues and separate the individual processes. You distinguish between the accounting view and the process view. The accounting view—as usual—differentiates between incoming payments and outgoing payments. The process view, in contrast, differentiates between incoming and outgoing payment processes. The outgoing process is usually triggered via a payment run by your company, and the corresponding information (bank, account, amount, and so on) is defined by the SAP system and passed on to third parties. This includes bank transfers and outgoing checks to third parties (outgoing payments) but also debit memos that are collected by third parties (incoming payments). The incoming process instead is triggered by third parties, and the corresponding information is provided from the outside (banks, vendors, customers). This includes bank transfers and incoming checks by third parties (incoming payments) but also debit memos that you collect from third parties (outgoing payments). Consequently, SAP's automatic payment program manages the outgoing payments of an enterprise but also processes the outgoing payment process and thus includes both outgoing payments and incoming payments (debit memos). In this context, the payment program has the following functions:

- ▶ Selection of the due and open items
- ▶ Posting of payment documents (accounting documents)

- ▶ Generation of payment lists and logs
- ▶ Generation of payment media (check forms, payment advice notes)

Before you can execute Transaction F110 for the payment program, you need to implement some basic settings.

3.7.1 Payment Methods in SAP Systems

A payment method in the SAP system defines which procedure (check, bank transfer, bill of exchange, and so on) is used for payment. The specifications for a payment method are made during the system configuration at two levels. There are basic settings that depend on the country; that is, settings for "US" (United States) apply to all company codes with headquarters in the United States. In addition, there are checks that you can define individually for each company code and enterprise.

Maintaining the Payment Methods in the Master Record and/or in an Open Item

[+]

You can define payment methods in the master record of a business partner and in individual items. If you have specified a payment method in the open item, it overwrites the specification in the master record. A payment method that is entered in the open item doesn't have to be included in the master record. However, the payment method of a payment run must always be defined either in the master record or in the open item to have the system include the item in this payment run.

Which specifications from the master record of the business partner are inevitably required is defined for each country. If *one* of the necessary specifications is not provided in the master record, you cannot use this payment method. For the C payment method (Check), a complete address must be maintained in the master record. Otherwise, the C payment method is not valid for this business partner. Furthermore, under which conditions this payment method can be used is defined in the individual company codes for each payment method. The following also applies here: If *one* required condition is not met, you cannot use this payment for the respective open item. These defined checks affect the following specifications:

Payment method:
Check (C)

- ▶ Minimum and maximum amounts
- ▶ Allowed business partners abroad (country code in the master record)
- ▶ Allowed bank details abroad (country code in the bank master record)
- ▶ Allowed foreign currency

The payment program only selects the payment method for which you specify a minimum or maximum amount if the payment amount doesn't fall below the minimum amount and doesn't exceed the maximum amount.



Exception to the Rule

Minimum and maximum amounts don't apply if the payment method is explicitly indicated in the open item. In this case, the defined payment method is also used even if the payment amount falls below the minimum amount or exceeds the maximum amount.

A brief look at the exception list is sufficient to determine whether a condition that was met was the cause for not including an item in the proposal list. The following section now discusses the payment block reasons.

3.7.2 Payment Block Reasons

A payment block is an indicator that you can use to block accounts or individual items for payment. The system indicates the payment block in the master record of the business partner or in the document item. The standard SAP system provides numerous block reasons, which map why no payment is supposed to be made in this specific case.

A due open item may be included in the exception list for several reasons. A brief look at the exception list is sufficient to determine why an item is not included in the proposal list.

Note in the Log of the Proposal List

[+]

If a payment block is set, the system displays the error message "Account blocked for payment" or "Item blocked for payment" in the exception list for the corresponding open item.

You can remove or set payment blocks during the processing of the payment proposal. However, you cannot remove and set all payment blocks in a proposal. The restrictions for the respective block reason are defined in Customizing. For the example in Figure 3.22, it is specified that the V payment block cannot be removed during the processing of the payment proposal. If the block reason " " (Free for payment) is not selected, the account cannot be manually blocked in the payment run.

Display View "Payment Block Reasons": Overview				
Block ind.	Description	Change in print prop.	Manual payments block	Not changeable
	Free for payment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*	Skip account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A	Blocked for payment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B	Blocked for payment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N	IP postprocessing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P	Payment request	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
R	Invoice verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
V	Payment clearing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Figure 3.22 Using the Payment Block Reasons

If you have implemented the basic settings for the payment methods and payment block reasons, you can access the payment program.

3.7.3 Accessing the Payment Program

You access the initial screen of the payment program via the menu path ACCOUNTING • FINANCIAL ACCOUNTING • ACCOUNTS PAYABLE • PERIODIC PROCESSING • PAY (Transaction F110).

First, enter the date of the payment run and an identification feature. You can add a sequential number to the identification feature to distinguish between different runs on the same date.

ID and bank communication The example illustrated in Figure 3.23 displays 01/12/2008 as the day of the execution and the ID of the person responsible, that is, JS2. The Identification field is provided with a new function and meaning in the context of bank communication. For detailed information, refer to Chapter 6, Bank Accounting.

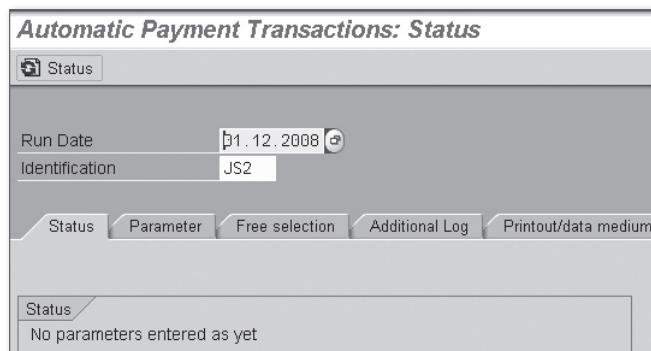


Figure 3.23 Initial Screen of the Payment Program

To enter the parameters and navigate to the respective tab. You have to specify the complete company codes (four digits) and separate them by a comma. In addition to single values, you can enter intervals. No blanks are allowed between the defined company codes or intervals. The required payment methods must be indicated without any separators. The posting date of the next payment must run to check the due date of the payables. If an item is due on the date of the next payment run, it will be paid in this payment run. Receivables (debit memos) can generally not be paid before the baseline date for payment. They are paid once the due date is reached or expired, independent of when the next payment run is supposed to be executed. You additionally have to enter the vendors or customers that the SAP system is supposed to include in this payment run. This can be done in single values or intervals. The parameters illustrated in Figure 3.24 consider all posting documents until 01/12/2008 in company code 1000. The payment run is supposed to clear the payables using a payment document with 01/12/2008 as the posting date. All due payables of a vendor are supposed to be paid via check or bank transfer. 10/12/2008 is defined as the date for the next

payment run; that is, the system selects all items with a due date for net payment before this date.

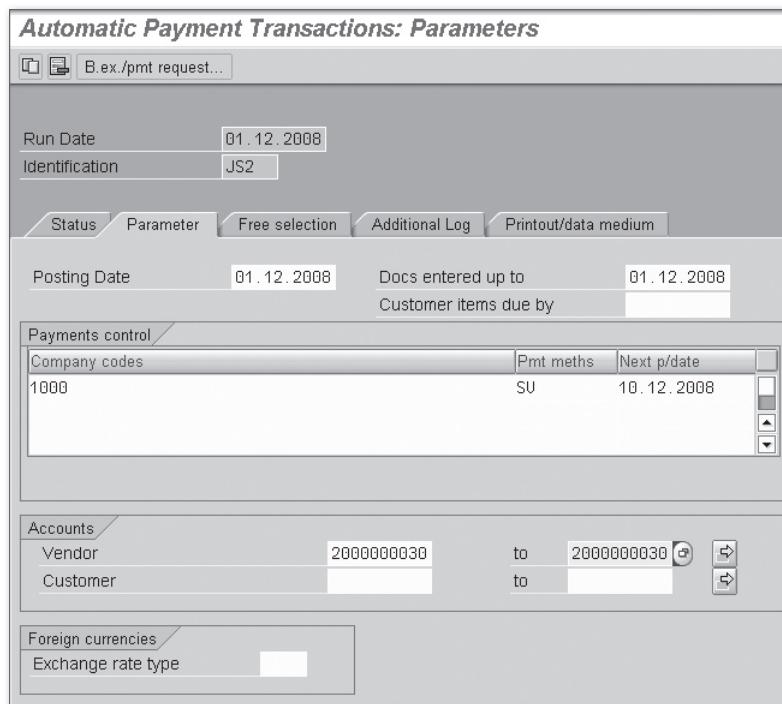


Figure 3.24 Parameters of a Payment Run

The Free selection tab navigates you to the entry of further selection criteria. Here, you can define fields at the document level or from the master records of the business partners as additional selection criteria. You enter the name of the database field in the Field Name field. The system supports the search process for the corresponding field name with the **[F4]** search help. If you select the Exclude values field, this payment run doesn't include the documents with the corresponding criterion. The setting in Figure 3.25 doesn't define any restrictions.

In the payment run, you can define restrictions for the additional log. The log displays the processing logic of the payment program with the corresponding level of detail (see Figure 3.26).

Automatic Payment Transactions: Free Selection

Run Date	01.12.2008
Identification	JS2

Status Parameter **Free selection** Additional Log Printout/data medium

Selection criteria

Field Name	<input type="text"/>	<input checked="" type="checkbox"/> Exclude values
Values	<input type="text"/>	
Field Name	<input type="text"/>	<input checked="" type="checkbox"/> Exclude values
Values	<input type="text"/>	
Field Name	<input type="text"/>	<input checked="" type="checkbox"/> Exclude values
Values	<input type="text"/>	

Figure 3.25 Free Selection

Automatic Payment Transactions: Additional Log

Run Date	01.12.2008
Identification	JS2

Status Parameter Free selection **Additional Log** Printout/data medium

Required logging type

<input checked="" type="checkbox"/> Due date check
<input type="checkbox"/> Payment method selection in all cases
<input checked="" type="checkbox"/> Pmnt method selection if not successful
<input checked="" type="checkbox"/> Line items of the payment documents

Accounts required

Vendors (from/to)	Customers (from/to)
<input type="text"/> ZZZZZZZZZZ	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Figure 3.26 Additional Log

Additional logs should only be used in exceptional cases. The corresponding tab displays the details of the additional log. The system only creates an additional log for the payment run if at least one of the following checkboxes is selected:

▶ **Due date check**

Defines that the due date check is logged for open items.

▶ **Payment method selection in all cases**

Ensures that the selection of all payment methods and all banks is documented in the log. You can then use the log to trace the procedure for the payment method selection.

▶ **Payment method selection if not successful**

Defines that the attempted selection of the payment method and banks is only documented in the log if no allowed payment method or bank has been found. The log enables you to identify whether corrections have to be implemented in the master record of the business partner or in the configuration of the payment program.

▶ **Line items of the payment documents**

Ensures that the log outputs all posted documents including the corresponding items. In the case of payment proposals, the document items that the system would generate for the following payment are output.

The PRINTOUT/DATA MEDIUM TAB navigates you to the configuration of the print output of proposal lists, release lists, and checks. For each payment method, there is a payment medium program that enables you to print payment forms (see Figure 3.27).

These settings must be saved with the SAVE button. Then, navigate to the STATUS tab. It displays the status message "Parameters have been entered" (see Figure 3.28).

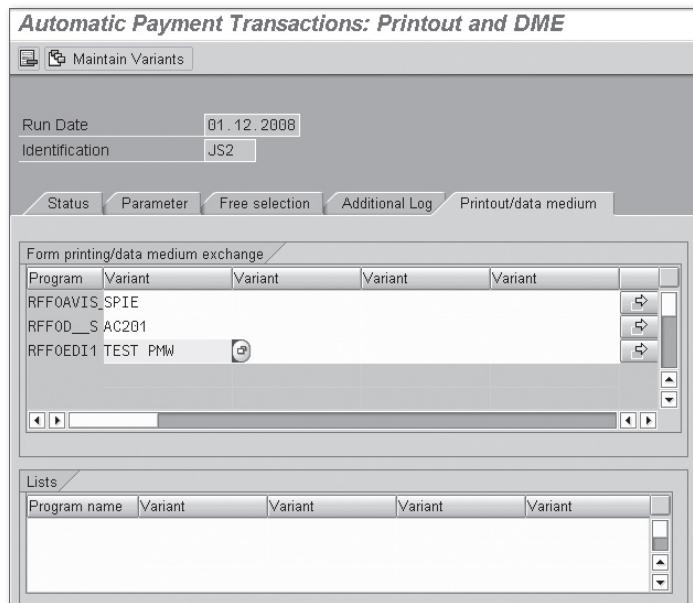


Figure 3.27 Output and Data Media Tab

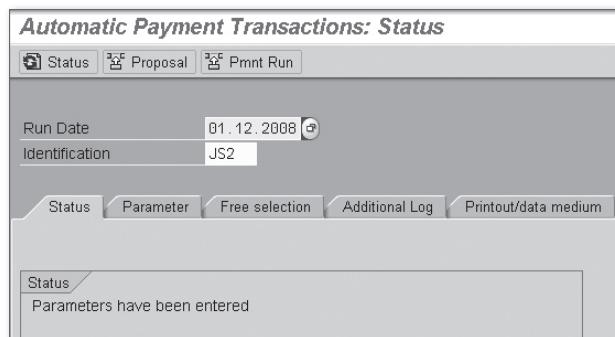


Figure 3.28 Status Message "Parameters have been Entered"

Once all parameters have been entered, you can schedule the payment proposal.

3.7.4 Payment Proposal

Based on the defined parameters, the SAP system determines the outstanding payments for the vendor or customer. Here, the generated pay-

ment proposal is the first step. For this purpose, click on the button. The Schedule Proposal dialog box opens (see Figure 3.29).

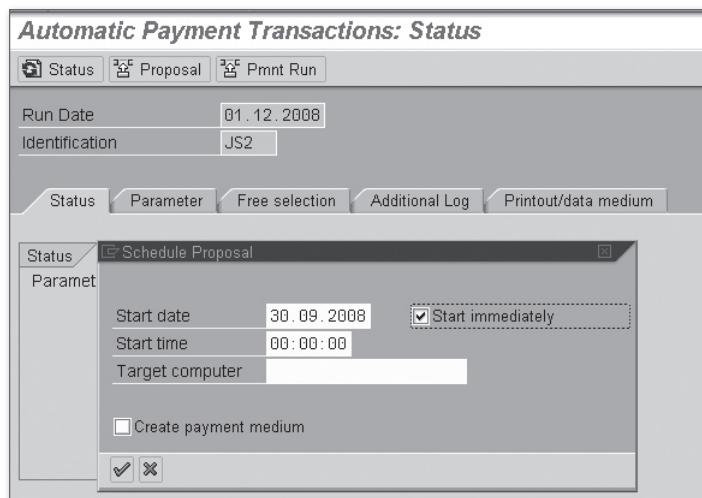


Figure 3.29 Schedule Proposal Dialog Box

When you select the Start immediately option and press , the processing is performed in the foreground. You can retrieve data of this payment run using the proposal list, which stores a wealth of information, for example, an overview of all payments and line items.

At the end of this list, you can find a list of the payment amounts, sorted by the following criteria:

- ▶ Business areas
- ▶ Countries
- ▶ Currencies
- ▶ Payment methods
- ▶ Banks

The two-level procedure with a proposal list to be processed and a subsequent generation of the data medium can also be shortened, if required. Then, the system generates the payment medium directly without using a proposal list. The following example illustrates the two-level proce-

dure. Here, the proposal list is processed first, and then the payment medium is generated. The status message in Figure 3.30 indicates that the proposal run created a payment proposal.

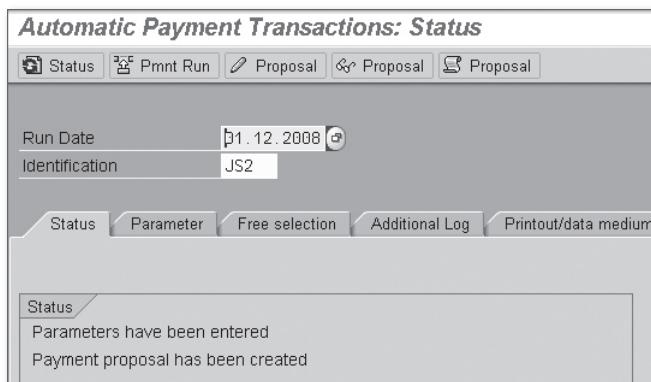


Figure 3.30 Status Message "Payment Proposal has been Created"

You can edit the payment proposal via the button.

Task sharing per accounting clerk

The system now displays the Accounting clerk dialog box (see Figure 3.31). If you select All accounting clerks, the system selects all payments of a payment proposal run for processing. To only process the payments of the payment proposal that are assigned to a specific accounting clerk, select the Selected accounting clerk option and enter the corresponding ID. If you want to process all payments that aren't assigned to an accounting clerk, select the Selected Accounting Clerk option and don't enter any ID.



Task Sharing

Particularly if a large number of vendors and customers are included in a payment proposal list, it makes sense to use the selection of accounting clerks to enable task sharing. A prerequisite is that the respective accounting clerks are also stored in the master data of the subledger account.

If you press the key, the system takes you to the overview of the payment run. The first level displays a list of the individual payment media and exceptions for each business partner.

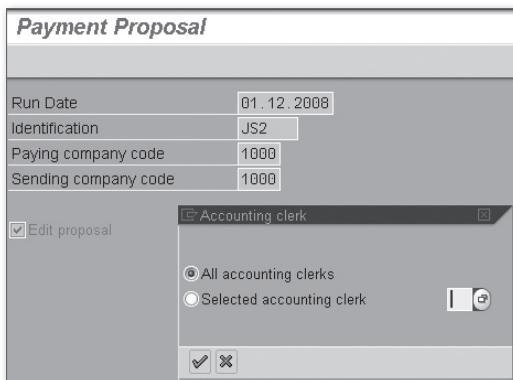


Figure 3.31 Dialog Box for Selecting the Accounting Clerks

The example shown in Figure 3.32 is not that complex. It refers to the enterprise, Testcompany, which is not supposed to be paid. The payment volume of the proposal run is €0.

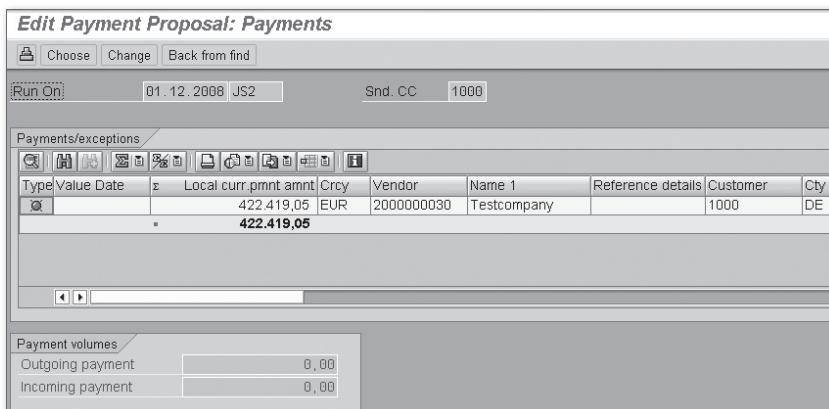


Figure 3.32 Level of the Individual Payment Media and Exceptions

You can view the corresponding open item if you double-click on a row within the exceptions. At the business partner level, you can see in Figure 3.33 that the Testcompany example involves the clearing process of vendor 2000000030 and customer 1000, that is, from a vendor that is also a customer.

Clearing of
customers/
vendors

When you double-click on a line item, the system provides information on why this item has been included in the exception list. You can remove

Removing the
payment block

the payment block here. Then, the item would be included in the actual payment run. Note that there are also payment blocks that you cannot remove in the payment proposal.

Edit Payment Proposal: Open Items														
Run On		01.12.2008	JS2	Snd. CC		1000								
Selected Group														
Vendor	2000000030	Currency		Payment Method										
Customer	1000	Business Area		House Bank										
Exceptions														
CoCd	Amount in LC	Reference	DocumentNo	Year	Item	Branch	P	Crcy	House...	BnkT	Err	Ty...	Posting Date	Doc. Date
1000	1.300,00		1800000030	2003	1		EUR			001	DR	14.08.2003	15.08.2003	
1000	1.450,00		1800000031	2003	1		EUR			001	DR	14.08.2003	15.08.2003	
1000	1.600,00		1800000032	2003	1		EUR			001	DR	14.08.2003	15.08.2003	
1000	10.000,00		1800000034	2007	1		EUR			001	DR	18.10.2007	18.02.2008	
1000	1,00		1800000034	2008	1		EUR			001	DR	07.05.2008	07.05.2008	
1000	20.000,00		1800000035	2007	1		EUR			001	DR	18.02.2007	16.02.2007	
1000	5.000,00		1800000098	2008	1		EUR			001	DR	07.07.2008	07.07.2008	
1000	4.000,00		1800000099	2008	1		EUR			001	DR	07.07.2008	07.07.2008	
1000	2.500,00		1800000100	2008	1		EUR			001	DR	07.07.2008	07.07.2008	
1000	4.500,00		1800000101	2008	1		EUR			001	DR	07.07.2008	07.07.2008	
1000	1,00		1800000102	2008	1		EUR			001	DR	08.07.2008	09.07.2008	
1000	100,00	TEST	1800000111	2008	1		EUR			001	DR	09.09.2008	08.09.2008	
1000	100,00		1800000112	2008	1		EUR			001	DR	09.09.2008	08.09.2008	
1000	110.000,00-		1900000116	2008	1		EUR			001	KR	30.09.2008	30.09.2008	
1000	550.000,00-	CONTRACT-1234	1900000117	2008	1		EUR			001	KR	30.09.2008	30.09.2008	

Positioning

Number of line items: 189

Display from item: 1

Figure 3.33 Exception Level of a Business Partner



Temporary Payment Blocks

By double-clicking the line item, you can navigate to the payment information of this document item. You can set a payment block or change the payment method. If you set the payment block, the corresponding open item is not paid during this payment run. This modification applies to the specified payment run only. You change neither the original document nor the master record of the business partner. That means the next payment run considers this item again.

In the example, the payment proposal determines the balance from receivables and payables and identifies the exception documented in Figure 3.34. The payment cannot be made, because in total a debit balance, that is, a receivable, exists.

However, the **Reallocate...** button enables you to pay the selected item nevertheless. For this purpose, manually define a payment method including bank data, analogous to Figure 3.35. In the example, the system is supposed to generate a check from bank account 1000 GIRO of house bank 1000 DEUTSCHE BANK.

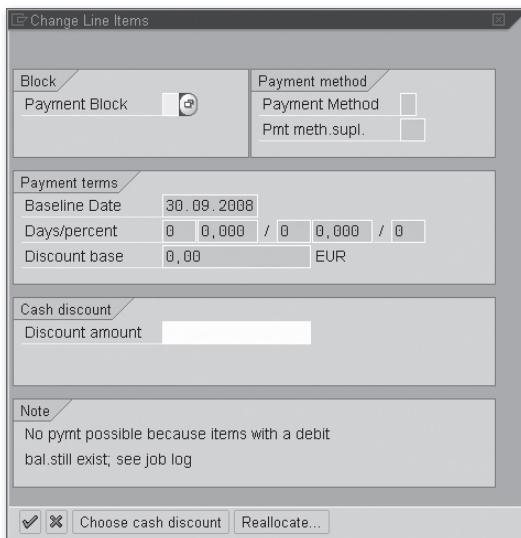


Figure 3.34 Exception in the Payment Proposal List

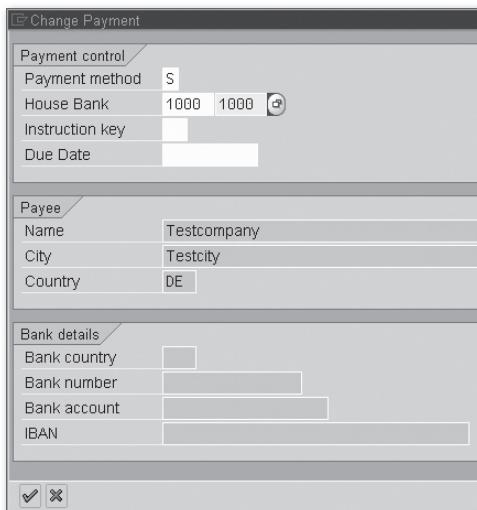


Figure 3.35 Defining Payment Method and Bank Data

After the changes have been saved, the updated payment proposal list provides the corresponding information. In the example shown in Figure 3.36, this is the second row, with an amount of €550,000 that has to be paid. The debit balance in the first row, which is not supposed to be paid, is then increased by this value.

The screenshot shows the SAP Fiori interface for editing payment proposals. At the top, there's a toolbar with icons for 'Choose', 'Change', and 'Back from find'. Below that, a header bar displays 'Run On: 01.12.2008 JS2', 'Snd. CC 1000', and other fields. The main area is titled 'Payments/exceptions' and contains a table with two rows. The first row has a checked checkbox and a value of '972.419,05' in the 'Local curr. prmt amnt' column. The second row has an unchecked checkbox and a value of '550.000,00-' in the same column. The total sum '422.419,05' is highlighted in bold at the bottom of the table. Below the table, there's a section titled 'Payment volumes' with two entries: 'Outgoing payment' and 'Incoming payment', both showing values of '550.000,00' and '0,00' respectively.

Type	Value Date	Local curr. prmt amnt	Ctry	Vendor	Name 1
<input checked="" type="checkbox"/>		972.419,05	EUR	2000000030	Testcompany
<input type="checkbox"/>	01.12.2008	550.000,00-	EUR	2000000030	Testcompany

Payment volumes	
Outgoing payment	550.000,00
Incoming payment	0,00

Figure 3.36 Updated Payment Proposal List

When the processing of the payment proposal list has been completed, clearing entries and payment media can be generated.

3.7.5 Executing the Payment Run

After you have processed the proposal list, you can schedule the payment run using the **Payment Run** button. The amount of €550,000 is cleared in the vendor account with an automatically generated payment document. Accordingly, the status message illustrated in Figure 3.37 changes.

You start the printing of a check by performing an additional manual step, that is, clicking the **Printout** button. The clearing transaction is documented through clearing document 2000000052 in the vendor line item list shown in Figure 3.38.

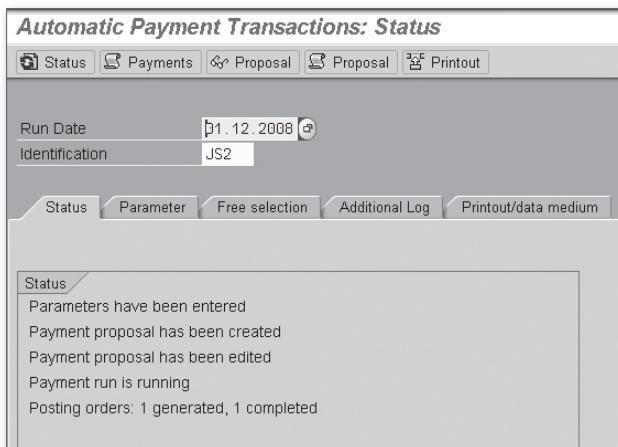


Figure 3.37 Status Message

Vendor Line Item Display									
Selections <input type="checkbox"/> Dispute Case									
Vendor 2000000030 Company Code 1000 Name Testcompany City Testcity									
	S	Assignment	DocumentNo	Doc. Type	Doc. Date	S	DD	Σ	Amount in local currency LCurr Clrg doc.
			1500000049	KZ	15.10.2008	A			7.777,00 EUR
			1900000116	KR	30.09.2008				110.000,00- EUR
									102.223,00- EUR
			1900000117	KR	30.09.2008				550.000,00- EUR
				ZP	01.12.2008				550.000,00 EUR
									0,00 EUR
		Account 2000000030							102.223,00- EUR
									102.223,00- EUR

Figure 3.38 Vendor Line Item List

Parallel Process



The SAP system creates the clearing document and payment medium in parallel and independently of each other. You should consider this aspect particularly when you reconfigure the payment run. If the Customizing is set incorrectly, the system may clear items on the credit side without generating a payment medium subsequently.

In addition to the automated payment run, you can also trigger the process manually.

3.8 Manual Outgoing Payments

The basis of manual outgoing payments are usually payables that exist in the SAP system. In individual cases, advance payments can also be made without posted payables. This is referred to as a *payments on account*. You access the initial screen of outgoing payments via the menu path ACCOUNTING • FINANCIAL ACCOUNTING • ACCOUNTS PAYABLE • POSTING • OUTGOING PAYMENTS • POST (Transaction F-53).

Chapter 6, Section 6.5.2, Outgoing Payments, describes in detail similar business transactions in the context of manually created checks or ad-hoc payments. The following sections further discuss the *complete clearing*, *residual item*, and *partial payment* posting procedures. The examples are based on payables of €11,000 including an input tax of €1,000.

3.8.1 Complete Clearing

For complete clearings, the SAP system generates the screen shown in Figure 3.39. In the initial screen of the Enter Outgoing Payments transaction, you enter the document header as usual. The input in the Clearing text field appears for the clearing item in the vendor account. Compared to the previous document entry, the bank data is new.

Post Outgoing Payments: Header Data					
Process open items					
Document Date	30.10.2008	Type	KZ	Company Code	1000
Posting Date	30.10.2008	Period		Currency/Rate	eur
Document Number				Translatn Date	
Reference				Cross-CC no.	
Doc. Header Text				Trading part.BA	
Clearing text					
Bank data					
Account	113100	Business Area			
Amount	11000	Amount in LC			
Bank charges		LC bank charges			
Value date		Profit Center			
Text		Assignment			
Open item selection					
Account	815	<input checked="" type="radio"/>			
Account Type	K	<input type="checkbox"/> Other accounts			
Special G/L ind		<input checked="" type="checkbox"/> Standard OIs			
Pmnt advice no.					
<input type="checkbox"/> Distribute by age					
<input type="checkbox"/> Automatic search					
<input type="checkbox"/> Invoice Summary					
Additional selections					
<input checked="" type="radio"/> None <input type="radio"/> Amount <input type="radio"/> Document Number <input type="radio"/> Posting Date <input type="radio"/> Dunning Area <input type="radio"/> Others					

Figure 3.39 Outgoing Payments—Initial Screen

The outgoing payments are implemented through one of the defined house banks. The SAP system maps transactions in this bank account in a G/L account. You can enter the corresponding G/L account number in the Account field in the Bank data area. You then have to specify the payment amount and additional data. Additional selections enables you to include additional selection criteria (amount, document number, and so on).

Outgoing payments through the house bank

The system supports you in specifying the offsetting entry in the vendor account. Consequently, you only need to enter the vendor account and the K account type (vendor). The SAP system supports you with a list of the open items that are supposed to be assigned. When you press the key, the system opens the next screen, which displays the existing open items selected by the system in the account (see Figure 3.40). Depending on the setting in the editing options, you have to assign the corresponding open items by double-clicking on the payment amount fields. The example in Figure 3.41 shows the assignment of an open item with an amount of the outgoing payments of €11,000. The 2% cash discount is not used here.

Document N...	D...	Document...	P...	Busi...	Day...	EUR Gross	Cash discnt	CashD...
19000000779 KR	05	10.20	031	9900	10-	11.000,00	20,00	2,000

Editing status

Number of items	1	Amount entered	11.000,00
Display from item	1	Assigned	11.000,00
Reason code		Difference postings	

Figure 3.40 Outgoing Payments—Selecting the Open Items

The entered amount and the assigned amount are identical in the example. Therefore, the document can be posted. You can call the document

Simulating documents

overview of the outgoing payments using the Document Overview button. Only the entered item of the outgoing payments is displayed. You can view the vendor item, which has been automatically generated by the system, via the menu path DOCUMENT • SIMULATE.

Post Outgoing Payments Display Overview					
<input type="button" value="Display Currency"/>		<input type="button" value="Taxes"/>	<input type="button" value="Reset"/>		
Document Date	30.10.2008	Type	KZ	Company Code	1000
Posting Date	30.10.2008	Period	10	Currency	EUR
Document Number	INTERNAL	Fiscal Year	2008	Translatn Date	30.10.2008
Reference				Cross-CC no.	
Doc.Header Text				Trading part.BA	
Items in document currency					
PK	BusA	Acct		EUR	Amount
001	50	9900 0000113100	Dte Bank (domestic)		11.000,00-
002	25	9900 0000000815	Testcompany		11.000,00

Figure 3.41 Outgoing Payments—Document Overview

Postings in the SAP system

The objects involved are a vendor from the FI-AP component and the general ledger from the FI-GL component. First, the "enter incoming invoice" activity leads to a credit entry for the "vendor" SAP object. The SAP system created an automatic entry to the reconciliation account defined in the vendor master record. The system posted the document and simultaneously closed the open item with the outgoing payment. The "payables" G/L account is not cleared, because the SAP system only stored the balance of the reconciliation account. The actual clearing process takes place for the "vendor" SAP object. The corresponding offsetting entry is posted in the G/L account that is defined in the initial screen (see Figure 3.39). Both documents are linked to each other through a 10-digit clearing number (in this example, this is the document number of the payment), as you can see in Figure 3.42.

Tolerance limits for difference postings

Differences that exceed the tolerance limits for postings may occur in the payment transaction. These limits are the tolerances defined by the accounting clerks and business partners in the SAP system during the system configuration. This could have been done for several reasons, for example, because a partial amount was paid (as in the example in the following section).

Post Outgoing Payments: Header Data					
Process open items					
Document Date	30.10.2008	Type	KZ	Company Code	1000
Posting Date	30.10.2008	Period	10	Currency/Rate	EUR
Document Number				Translatn Date	
Reference				Cross-CC no.	
Doc.Header Text				Trading part BA	
Clearing text					
Bank data					
Account	113100	Business Area			
Amount	10500	Amount in LC			
Bank charges		LC bank charges			
Value date	05.10.2008	Profit Center			
Text		Assignment			
Open item selection			Additional selections		
Account	816	<input style="width: 20px; height: 20px;" type="button" value="..."/>	<input checked="" type="radio"/> None <input type="radio"/> Amount <input type="radio"/> Document Number <input type="radio"/> Posting Date <input type="radio"/> Dunning Area <input type="radio"/> Others		
Account Type	K	<input type="checkbox"/> Other accounts			
Special G/L ind		<input checked="" type="checkbox"/> Standard Ols			
Print advice no.					
<input type="checkbox"/> Distribute by age					
<input type="checkbox"/> Automatic search					

Figure 3.42 Line Item Display after Outgoing Payments

When processing the open items, the following options are available in such cases:

► **Posting as a residual item**

For residual item formations, the system closes the original open item and simultaneously generates a new open item with the remaining amount.

► **Posting as a partial payment**

In this case, the original open item is not cleared. The SAP system posts the payment with an invoice reference. For this purpose, it enters the invoice number in the Invoice Reference field of the payment items.

3.8.2 Residual Items

In contrast to complete clearings, here a payment amount exists below the open item. The transaction is nearly the same as for the payment of the total amount described in Section 3.8.1, Complete Clearing. The initial screen is populated as shown in Figure 3.43.

Post Outgoing Payments: Header Data					
Process open items					
Document Date	30.10.2008	Type	KZ	Company Code	1000
Posting Date	30.10.2008	Period	10	Currency/Rate	EUR
Document Number				Translatn Date	
Reference				Cross-CC no.	
Doc Header Text				Trading part.BA	
Clearing text					
Bank data					
Account	113100	Business Area			
Amount	10500	Amount in LC			
Bank charges		LC bank charges			
Value date	05.10.2008	Profit Center			
Text		Assignment			
Open item selection			Additional selections		
Account	816	<input type="button" value="⊕"/>	<input checked="" type="radio"/> None		
Account Type	K	<input type="checkbox"/> Other accounts	<input type="radio"/> Amount		
Special G/L ind		<input checked="" type="checkbox"/> Standard Ols	<input type="radio"/> Document Number		
Prmt advice no.			<input type="radio"/> Posting Date		
<input type="checkbox"/> Distribute by age			<input type="radio"/> Dunning Area		
<input type="checkbox"/> Automatic search			<input type="radio"/> Others		

Figure 3.43 Outgoing Payments—Initial Screen for the Residual Item Formation

When you press **[Enter]**, the system navigates you to the list of the selected items. From the processing of the open items, you must go to the Residual Items tab. In the Residual Items column, you enter the amount of the residual item. Alternatively, you can copy the remaining amount calculated by the system by double-clicking on the Residual Items field.

In the example, an outgoing payment of €10,500 leads to a residual item of €280. This is due to the proportionally accepted cash discount amount.

You can either first simulate or directly post the document. However, in both cases the system outputs the message that the item of the residual item still has to be corrected. For residual items, the SAP system requires you to make an entry in the text field of the document item (required entry field).

Post Outgoing Payments Create residual items

Distribute diff. Charge off diff. Editing options

Standard Partial Pmt Res.items Withhdg tax

Account items 817 Testcompany							
Document N.	D.	Documen...	P.	Busi...	Day...	Net amount	Residual items
1900000782	KR	05.10.2008	31	9900	10-	10.780,00-	280,00-

Amount Gross<>Net Currency Items Items Disc. Disc.

Editing status

Number of items	1	Amount entered	10.500,00-
Display from item	1	Assigned	10.500,00-

Figure 3.44 Residual Item for Outgoing Payments—List of the Selected Items

Post Outgoing Payments Display Overview

Supplement Display Currency Taxes Reset

Document Date	30.10.2008	Type	KZ	Company Code	1000
Posting Date	30.10.2008	Period	10	Currency	EUR
Document Number	INTERNAL	Fiscal Year	2008	Translatn Date	30.10.2008
Reference				Cross-CC no.	
Doc.Header Text				Trading part.BA	

Items in document currency

PK	BusA Acct	EUR	Amount	Tax amnt
001	50 9900 0000113100 Dte Bank (domestic)	10.500,00-		
002	36 9900 0000000817 Testcompany	285,71-		1I
003	50 9900 0000276000 Discount received	194,81-		19,48- 1I
004	25 9900 0000000817 Testcompany	11.000,00		
005	50 0000154000 Input tax	19,48-		1I

Figure 3.45 Outgoing Payments—Residual Item Screen

Then, you can post the document. Figure 3.46 shows the process in the line item display. The original open item has been cleared, and the system has generated a new residual item.

Vendor Line Item Display										
Selections <input type="checkbox"/> Dispute Case										
Vendor	817	Company Code	1000	Name	Testcompany	City				
S Assignment	DocumentNo	Doc. Type	Doc. Date	€ DD	Amount in local currency	LCurr	Cirng doc.	Text		
19000007822008	1500000042	KZ	30.10.2008		285,71-	EUR		new		
					=			285,71- EUR		
15000000422008	1500000042	KZ	30.10.2008		11.000,00	EUR	1500000042			
19000007822008	1900000782	KR	05.10.2008		11.000,00-	EUR				
					=			0,00 EUR		
Account 817					=			285,71- EUR		
					==			285,71- EUR		

Figure 3.46 Residual Item for Outgoing Payments—Document Overview

In addition to the complete clearing and the described residual item formation, there are further options for posting outgoing payments.

3.8.3 Partial Payment

Differences may occur in a payment transaction for several reasons, for example, owing to the payment of a partial amount. When processing the open items, the user can post the outgoing payments as partial payments in such cases. For partial payments, the original open item is kept, and the system posts the payment to the vendor account and links it internally with the open item. To enter a partial payment, you follow the same menu path as for the residual item formation or for the payment of the total amount of an invoice. You populate the initial screen in the same way as for a residual item formation.

Pressing the **[Enter]** key takes you to the next screen. Now, you first have to assign the respective invoices to outgoing payment. This can be done by double-clicking on the corresponding field in the amount column of the displayed item list (see Figure 3.47). Then, select the Partial Payment tab (see Figure 3.48).

In the Payment amount column, you enter the amount of the partial payment. Alternatively, you can double-click on an amount to copy it. Figure 3.49 shows this process in the line item display.

Post Outgoing Payments Enter partial payments

[Distribute diff | Charge off diff | Editing options]

Standard Partial Pmt Res.items Withhdg tax

Account items 816 Testcompany

Document N...	D...	Documen...	P...	Busi...	Day...	Net amount	Payment amount	RCd
1900000781	KR	05.10.2008	31	9900	10-	10.780,00-	10.500,00-	

[Amount] [Gross<>Net] [Currency] [Items] [Items] [Disc.] [Disc.]

Editing status

Number of items	1	Amount entered	10.500,00-
Display from item	1	Assigned	10.500,00-

Figure 3.47 Partial Payment for Outgoing Payments

Post Outgoing Payments Display Overview

[Display Currency | Taxes | Reset]

Document Date	30.10.2008	Type	KZ	Company Code	1000
Posting Date	30.10.2008	Period	10	Currency	EUR
Document Number	INTERNAL	Fiscal Year	2008	Translatn Date	30.10.2008
Reference				Cross-CC no.	
Doc Header Text				Trading part BA	

Items in document currency

PK	BusA	Acct	EUR	Amount	Tax amnt
001	50	9900 0000113100	Dte Bank (domestic)	10.500,00-	
002	25	9900 0000000816	Testcompany	10.500,00-	

Figure 3.48 Outgoing Payments—Partial Payment Screen

Vendor Line Item Display

[Selections |

Vendor	816
Company Code	1000
Name	Testcompany
City	

Table:

S	Assignment	DocumentNo	Doc. Type	Doc. Date	DD	Amount in local currency	LCurr	Cirng doc.
	19000007802008	1500000040	KZ	30.10.2008		10.500,00	EUR	
		1900000780	KR	05.10.2008		11.000,00-	EUR	
						500,00- EUR		
	Account 816					500,00- EUR		
						500,00- EUR		

Figure 3.49 Line Items after a Partial Payment

The two items are indicated as open and linked to each other with identical content in the Assignment field. You can evaluate manual or automated outgoing payment postings—individually of whether they are implemented as complete clearings, residual items, or partial payments—with reports in SAP ERP.

3.9 Evaluations in Accounts Payable Accounting

SAP ERP and SAP NetWeaver BW provide a wide range of predefined evaluations. The information on the following pages merely represents examples and is only a fraction of the many possibilities available. The transparency of the due payables enables you to avoid expensive vendor credits by making the payments including deductions of cash discounts in time. Of course, a basic prerequisite for this is a sufficient liquidity of the enterprise. However, before it comes to the payment you must ensure that the payee is correct.

3.9.1 Confirmation of Critical Modifications

- Risk management Of course, an enterprise generally trusts its employees. However, risk management is supposed to identify and classify risks and initiate possible countermeasures. Issues in the context of payments need to be monitored particularly carefully. For example, not every accounting clerk is authorized to create or modify vendor master data. The same also applies to the execution of the actual payment program and the subsequent transfer of the payment medium to the bank. Task sharing in the entire business process is useful here and reduces the possibility of fraudulent actions.

In this context, SAP ERP provides several alternatives of security checking principles requiring at least two persons. For example, Transaction FK09 via the menu path ACCOUNTING • FINANCIAL ACCOUNTING • ACCOUNTS PAYABLE • MASTER DATA • CONFIRMATION OF CHANGE • LIST requires a confirmation of a second person when defined “sensitive” fields in the vendor master record are modified. The SAP system blocks the vendor for payment until the modifications have been confirmed. The selection

screen shown in Figure 3.50 enables you to select the vendors that still need to be confirmed.

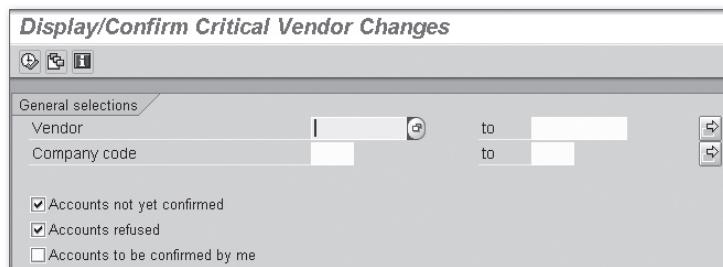


Figure 3.50 Displaying/Confirming Critical Modifications

When you click on the button, the system executes the selection run and displays the results list from Figure 3.51.

Display/Confirm Critical Vendor Changes						
Vendor	CoCd	Name	De1F	B	Conf.date	Conf.time
QAO 7		Hem & Co.			25. 06. 2008	06: 55: 11
QAO 13		Jatin & co			28. 08. 2008	09: 57: 36
QAO 23		RR & Sons			26. 08. 2008	09: 04: 38
QAO 555		Marcus			28. 08. 2008	11: 14: 45
QAO 853		Hemchandra			27. 08. 2008	09: 08: 06
QAO 1511		B. de Bartolomeo			13. 05. 2008	11: 25: 26
QAO 1612		Irvine Lottermann			12. 09. 2008	12: 58: 59
QAO 1986		MM demo vendor			12. 05. 2008	10: 11: 12
QAO 2022		Preferred Aluminum			05. 09. 2008	22: 04: 58
QAO 2099		YJ test			02. 06. 2008	13: 14: 45
QAO 3386		Honda Trading Japan			04. 09. 2008	22: 43: 34
QAO 3387		Honda Trading Thailand			04. 09. 2008	22: 45: 23
QAO 5545		test			06. 08. 2008	10: 46: 32
QAO 5559		NAME			06. 08. 2008	10: 19: 28
QAO 6789		Raggruppamento temporaneo di Imprese			15. 06. 2008	14: 38: 01
QAO 7410		Supplier 01			14. 08. 2008	00: 17: 44
QAO 7789		Raggruppamento temporaneo di Imprese			15. 06. 2008	16: 35: 41
QAO 9100		9100			27. 07. 2008	05: 26: 20

Figure 3.51 Overview of Critical Modifications

This list indicates that numerous master record changes still have to be confirmed. The confirmation date indicates the date from which this process step is pending.

[+] **Bank and Account Number**

Information on the bank or account number is particularly well suited to impose a security checking principle requiring at least two persons. However, because this data is maintained at the client level and because multiple company codes in the SAP system may share the master data, you have to pay attention to potential interactions. For example, if an accounting clerk who is responsible for enterprise A changes the bank details of a vendor, this modification causes a temporary payment block for all other company codes at the client level.

The example in Figure 3.52 shows the detailed status of a master record that has not been confirmed yet. The Changes to Sensitive Fields button displays the details before and after the modification of the master record. Based on this information, the modification can be confirmed or rejected.

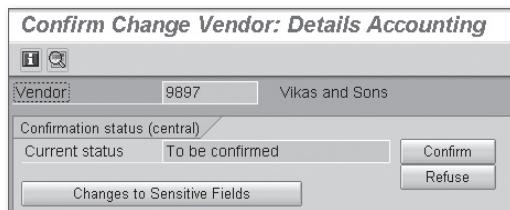


Figure 3.52 Confirming Details

In addition to maintaining vendor master data, you can also list payables in the open item due date analysis listed according to different blocks.

3.9.2 Open Item Due Date Analysis

This analysis is supposed to map the payables structure of an enterprise in sorted lists within periods. This enables you to view the expected outgoing liquidity in advance. The menu path ACCOUNTING • FINANCIAL ACCOUNTING • ACCOUNTS PAYABLE • INFORMATION SYSTEM • REPORTS FOR ACCOUNTS PAYABLE ACCOUNTING • VENDOR ITEMS • OPEN ITEMS DUE DATE ANALYSIS first takes you to a selection of the company codes that are supposed to be considered on a freely selectable key date. In the example in Figure 3.53, the payables of company code 1000 that exist on 04/10/2008 are supposed to be selected.

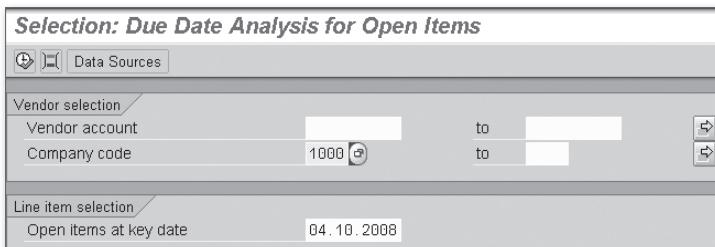


Figure 3.53 Selection for the Open Item Due Date Analysis

The result of this selection is illustrated in Figure 3.54. The drill-down report shows a sorted list with intervals of 30 days on the selected key date. The result includes payables that are already due (past) or items that will be due in the future (not due). This indicates that a considerable liquidity requirement of about €2 million already exists for a short-term period of 0 to 30 days.

Analysis of the liquidity requirement

Execute Drilldown Report Due Date Analysis for Open Items							
Navigation	P	N	Vendor	Vendor	Due--Total open it.	Not due--Total op...	Total open items--
Vendor			1	Forks Manufacturing	5.560,00-	4.522,80-	10.083-
Posting key			7	Herm & Co	18.519,84-	0,00	18.520-
Country			15	Tiedemann Entsorgun	1.704,04-	0,00	1.704-
Document Type			77	Dodavatel ERP	8.549,03-	0,00	8.549-
			200	SMP	13.735,33-	0,00	13.735-
			300	AliCast	254.619,92-	0,00	254.620-
			1000	C E B BERLIN	1.412.958,03-	87.806,85-	1.500.766-
			1001	SKF Kugelmeier KGaA	1.059.078,37-	24.200,00-	1.083.278-
			1003	Gussweil US	21.529,86-	0,00	21.530-
			1005	PAQ Deutschland GmbH	731.711,66-	0,00	731.712-
			1006	Blacks AG	12.610,00-	11.000,00-	23.610-
			1010	Sunny Electronics Gm	161.961,56-	0,00	161.962-
			1011	SKF Americas	1.061.762,01-	0,00	1.061.762-
			1015	Wollner AG	620.843,37-	0,00	620.843-
			1020	Großhandel-Baden US	123.633,50-	0,00	123.634-
			1030	Jotachi Deutschland	265.753,14-	0,00	265.753-
			1060	Chemische Werke Hall	10.426,06-	0,00	10.426-
			1100	Phunix GmbH	12.887.281,52	0,00	12.887.282
			1101	ABC Dienstleistungs	23.828,39-	0,00	23.828-
			1200	Finanzamt Frankfurt	272.918,90-	0,00	272.919-
			1234	K F W. Berlin	11.500.000,00-	0,00	11.500.000-
			1235	K F W. London	115,00-	0,00	115-
			1511	B. de Bartolomeo	1.785,00-	0,00	1.785-
			1960	CPD A-K	385,00-	0,00	385-
Daily interval		Due	Not due	Total open items			
0 - 30		1.980.002,67-	813.660,85-	2.773.664-			
31 - 60		329.159,88-	1.740.222,80-	2.069.383-			
61 - 90		1.372.147,78-	15.220.000,00-	16.592.148-			
91 - 120		349.835,58-	200.000,00-	549.836-			
121 - 150		657.613,59-	0,00	657.614-			
151 - 180		496.589,66-	0,00	496.590-			
181 - 210		682.170,73-	0,00	682.171-			
211 - 99999		19.030.310,22-	0,00	19.030.310-			
Total open items		24.877.830,11-	17.973.883,65-	42.851.714-			

Figure 3.54 Performing a Due Date Analysis

You can better analyze these values using the navigation within the drill-down report. Figure 3.55 illustrates a drill-down to the payables that are due to vendor 1000 (C.E.B. Berlin). Here, the screen is nearly identical to the general overview, because the major part of the payables is due within 0 to 30 days.

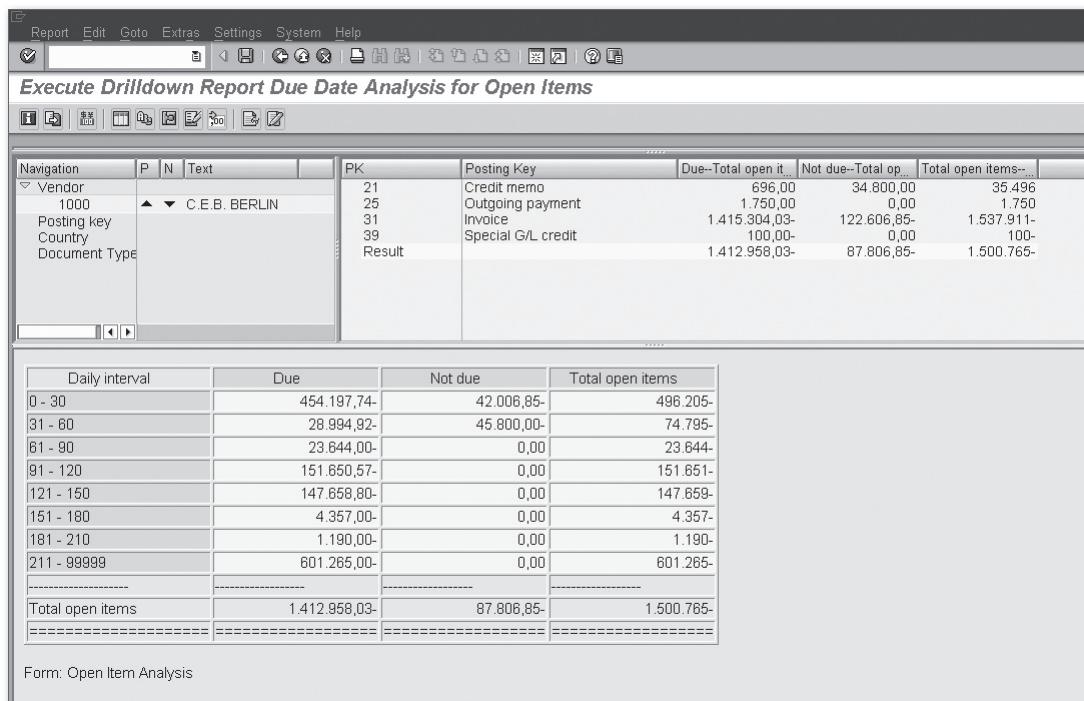


Figure 3.55 Drill-Down to a Vendor

At this point it is useful to navigate to the line items of the vendor using the report-to-report interface to view at invoice level whether this huge amount is made up of multiple items or to view the underlying deliveries and services. If this flexible and versatile report is not sufficient, you can also use the vendor information system.

3.9.3 Vendor Information System

The vendor information system is a kind of data cube that is filled with up-to-date information at regular intervals. You can view, rotate, and

turn this cube from different perspectives. Consequently, the evaluations that are stored and structured according to topics in this cube are considerably well suited for analyses. In the SAP system, you can access the vendor information system via the menu path ACCOUNTING • FINANCIAL ACCOUNTING • ACCOUNTS PAYABLE • INFORMATION SYSTEM • TOOLS • SHOW EVALUATION.

The data cube of the vendor information system is static and always refers to a specific point in time. Via the menu bar entry, EXTRAS • DAY/TIME ON, you can display the creation time. The evaluations don't consider the posting procedures after this point in time. You therefore need to perform updates at regular intervals. The following sections describe the due date analysis as an example from the three evaluations shown in Figure 3.56.

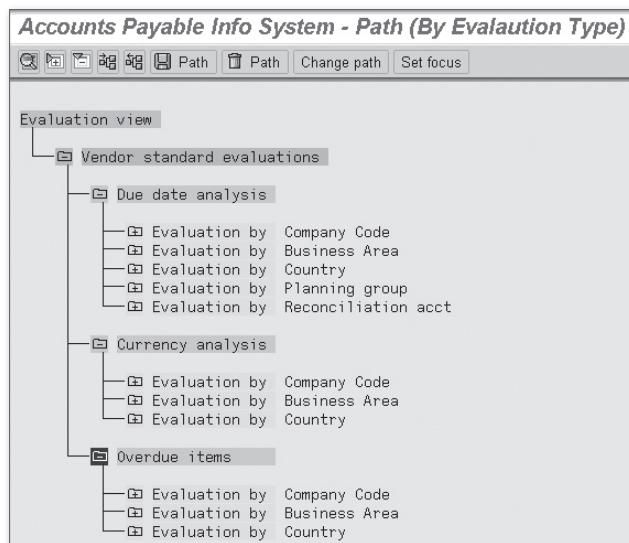


Figure 3.56 Overview of the Vendor Information System

You can access the due date analysis via the following views:

- ▶ Company code
- ▶ Business area
- ▶ Country

- ▶ Planning group
- ▶ Reconciliation account

The fixed, defined data cube provides these dimensions as standard evaluations. The example that is illustrated in Figure 3.57 uses the company code as the display format.

A list of the company codes that exist in the system including the respective payments that are currently due or will be due in the future maps the structures and may indicate faulty processes within a group with worldwide operations.

Due date analysis			
	Total OI's	Ols due	Ols not due
Client	IDES-ALE: Central FI Syst	Key date: 29.09.2008 Values in: EUR	
Company Code	Due	Not due	Total OI's
IDES US INC	64.634.650,65-	60.958,74-	64.695.609,39-
Company 1000	21.930.526,96-	201.363,77-	22.131.890,73-
IDES Canada for 4500	3.195.329,18-	0,00	3.195.329,18-
IDES AG NEW GL	2.602.519,00-	2.000,00-	2.604.519,00-
IDES New Zealand	2.385.313,41-	91.572,19-	2.476.885,60-
IDES Australia SR	1.633.696,72-	0,00	1.633.696,72-
IDES Retail GmbH	762.896,15-	0,00	762.896,15-
재고평가 테스트	724.000,00-	0,00	724.000,00-
IDES AG	490.000,00-	0,00	490.000,00-
IDES Retail INC US	233.685,40-	0,00	233.685,40-
IDES Training AC Gr. 19	200.000,00-	0,00	200.000,00-
IDES Brasil 7001	178.423,71-	0,00	178.423,71-
Group 26	119.950,00-	0,00	119.950,00-
IDES Training AC206	100.000,00-	0,00	100.000,00-
IDES France	89.951,00-	0,00	89.951,00-
IDES España	73.572,00-	0,00	73.572,00-
IDES Argentina	63.085,18-	0,00	63.085,18-
IDES Japan 5000	62.219,77-	0,00	62.219,77-
Australian Real Estate	33.408,86-	0,00	33.408,86-
IDES UK	17.374,96-	0,00	17.374,96-
IDES France affiliate	3.000,00-	0,00	3.000,00-
SMS	2.985,23-	0,00	2.985,23-
SAP A.G.	2.589,25-	0,00	2.589,25-
IDES US INC New GL	2.339,79-	0,00	2.339,79-
Services Logistics SP	1.282,99-	0,00	1.282,99-
Good Food	1.220,59-	0,00	1.220,59-
IDES Training AC Gr. 24	1.160,00-	0,00	1.160,00-
SP POST	999,00-	0,00	999,00-
CP Beverage	888,03-	0,00	888,03-
IDES México, S.A. de C.V.	831,63-	0,00	831,63-
IDES Training AC Gr. 18	700,00-	0,00	700,00-
Country Template AT	482,67-	0,00	482,67-
Empresa México "A"	17,48-	0,00	17,48-
Total	99.549.099,61-	355.894,70-	99.904.994,31-

Figure 3.57 Due Date Analysis per Company Code

If the due (to be paid) proportion of the total open item balance is disproportionately high, this may be due to a poorly structured invoice receipt process. Figure 3.58 illustrates an example of a demo system in which the total open item balance is due as of company code IDES Australia. This is based on the fact that no new incoming invoices with a date of required payment are entered in this test company code, and outgoing payments are not made for older invoices. In contrast, some items are not yet due for the second company code on top, Company 1000. With a double-click you can navigate to the display shown in Figure 3.58. This view allows for analyses per vendor and provides subsequent drill-down options to the vendor's line items.

Overall, the evaluations for critical master record modifications, the open item due date analysis, or the vendor information system provide useful support for the daily work of the accounts payable accountant.

Due date analysis				
<input type="button" value="▼"/> <input type="button" value="▲"/> <input type="button" value="Q"/> <input type="button" value="H"/> <input type="button" value="Total Ols"/> <input type="button" value="Ols due"/> <input type="button" value="Ols not due"/>				
Client Company Code	Key date: 29.09.2008 Values in: EUR			
Vendor	Due	Not due	Total OI's	
K. F. W. Berlin	11.500.000,00-	0,00	11.500.000,00-	
Vendor 01 GB	7.000.200,00-	0,00	7.000.200,00-	
IT Service SpA	4.365.891,48-	0,00	4.365.891,48-	
Global Business Properties	3.126.760,00-	0,00	3.126.760,00-	
C.E.B. BERLIN	1.523.400,98-	43.004,07-	1.566.405,95-	
SKF Kugelmeier KGaA	1.059.078,37-	24.200,00-	1.083.278,37-	
SKF Americas	1.061.762,01-	0,00	1.061.762,01-	
PAQ Deutschland GmbH	737.744,92-	0,00	737.744,92-	
Wöllner AG	620.843,37-	0,00	620.843,37-	
JTC Corporation	584.640,00-	0,00	584.640,00-	
Finanzamt Frankfurt	273.014,00-	0,00	273.014,00-	
Jotachi Deutschland AG	265.753,14-	0,00	265.753,14-	
AluCast	211.619,92-	0,00	211.619,92-	
Sunny Electronics GmbH	181.961,58-	0,00	181.961,58-	
Stromlieferant	134.231,96-	0,00	134.231,96-	
Grosshandel-Baden USA	123.633,50-	0,00	123.633,50-	
American Express	110.200,00-	0,00	110.200,00-	
Shinozaki Tsutomo	101.000,00-	0,00	101.000,00-	
Sapsota Company Limited	86.834,00-	0,00	86.834,00-	

Figure 3.58 Due Date Analysis of the Vendors in a Company Code

3.10 Conclusion

The core process of accounts payable accounting includes efficient data entry and posting of incoming invoices. Depending on in which depart-

ment this process step is performed and depending on the structure of the invoices, different SAP transactions are used. The next process step involves manual or automated outgoing payments. In particular, the two-level procedure with the proposal run enables you to obtain a good overview of the outstanding invoices. The necessary evaluations that provide transparency for future liquidity requirements for outgoing payments round off accounts payable accounting.

Index

A

- Account
 - dun*, 224
 - select*, 224
- Account assignment, 287
 - automatic*, 555
- Account assignment category A, 297
- Account assignment model, 78, 79, 80, 555
 - create*, 80
 - entry screen*, 81
 - select*, 82
- Account control, 170
- Account currency, 54
- Account determination, 272, 276, 296, 438
- Account determination key, 45
- Account group, 47, 50, 168, 555
- Accounting, 39, 40
- Accounting area
 - external*, 39
 - internal*, 39
- Accounting clerk, 148
- Accounting data, 41
- Accounting document, 126
- Account maintenance, 49
- Account management, 172
- Account number, 42, 69, 70, 75, 122
 - alternative*, 56
- Accounts payable accounting, 72, 105, 106, 125, 148
 - evaluation*, 154
 - evaluations*, 564
 - master data*, 563
- Accounts receivable accounting, 45, 71, 163, 166
 - evaluation*, 236
 - evaluations*, 566
 - master data*, 565
- Accounts Receivable Info System, 243
- Account stock, 63
- Account type, 66, 147, 288, 555
 - allowed*, 66
- Accrual, 409
- Accrual/deferral posting, 555
- Accrual Engine, 29, 409, 415, 569
- Accrual object
 - create*, 416
 - define*, 416
 - display*, 418
 - group*, 418
- Accruals and deferrals, 101
 - deferred expenses*, 101
 - prepaid expenses*, 101
- Accumulated depreciation account, 46
- Acquisition and production costs (APCs), 446
- Acquisition posting, 289, 293
- Activity type, 555
- Additional account assignment, 46, 70, 74, 456, 555
- Address data, 547
- Ad hoc payment, 340
- Adjustment account, 469
- Advance payments, 146
- Advance return for tax on sales/purchases, 517, 522
- Alternative payer, 171
- Amount, 69, 70
- Amount insured, 178
- Append PDF, 204
- Application toolbar, 538
- Approval
 - overview*, 347
- Approval level, 346
- Asset, 269, 270
 - decrease in value*, 301
 - invoice receipt*, 299
 - reference date*, 291
 - transfer*, 310
- Asset accounting, 45, 72, 261, 262, 263, 450
 - business transactions*, 287, 567

- evaluations*, 567
 - master data*, 566
 - Asset Accounting
 - business transactions*, 287
 - closing*, 421
 - evaluation*, 314
 - Asset acquisition, 45, 288, 290, 293
 - clearing account*, 295
 - integrated with FI-AP*, 289
 - integrated with MM*, 297
 - Asset balance, 314, 315
 - Asset class, 271, 272, 276, 555
 - Asset Explorer, 293, 429
 - planned value*, 305
 - posted value*, 305
 - Asset history sheet, 450
 - Asset history sheet group, 287
 - Asset inventory, 30, 430, 432
 - Asset master data
 - change*, 282
 - similar assets*, 280
 - time-dependent data*, 277
 - Asset master record, 275, 293
 - block*, 285
 - create*, 275
 - insurance*, 279
 - multiple creation*, 281
 - origin*, 279
 - Asset number, 290
 - Asset retirement, 305
 - complete or partial retirement*, 305
 - with or without a customer*, 305
 - with or without revenue*, 305
 - Assets, 101, 383
 - Asset subnumber, 274, 284
 - Asset to vendor, 289
 - Asset transaction, 287, 437
 - enter*, 302, 449
 - Asset transfer, 310
 - Asset under construction (AuC), 270, 272, 301, 422, 571
 - Assignment, 66
 - Assignment field, 555
 - Audit trail, 401
 - Authorization, 173
 - Authorization concept, 533
 - Authorization group, 515
 - Authorization management, 49
 - Automatic entry to reconciliation account, 99, 148
 - Availability check, 186
-
- ## B
- Balance carryforward, 523, 526, 556, 572
 - Balance confirmation, 504
 - Balance display, 524
 - Balance interest calculation, 57
 - Balance sheet, 47, 101, 100
 - Balance sheet account, 47, 51, 100, 100
 - Balance sheet account valuation, 556
 - Balance sheet adjustment, 556
 - Balance sheet item, 41, 271
 - Balance sheet key date, 101
 - Balance sheet preparation, 453
 - Balance sheet supplement, 500
 - Balance sheet version, 271
 - Bank
 - create*, 327
 - Bank accounting, 323, 324, 567
 - evaluations*, 568
 - master data*, 567
 - Bank charge, 357
 - Bank charges, 359
 - Bank data
 - manual transfer*, 326, 328, 330
 - Bank master data, 556
 - Bank selection, 354
 - Bank statement
 - automation*, 357
 - import*, 352
 - process*, 332, 351
 - processing*, 568
 - Bank statement monitor, 351
 - Bank type, 171
 - Baseline date, 556
 - Batch input session, 372, 413, 520
 - Batch monitoring, 344
 - Billing, 183
 - Bill of exchange, 556
 - Black list, 192
 - Blocked orders, 192

Blocking key, 174, 177
 Book depreciation, 263
 Books of original entry, 98
 Branch account, 556
 Business area, 39, 43, 556
 Business area balance sheet, 312
 Business partner, 148
 Business partner's bank information, 329
 Business success, 44
 Business to Business (B2B), 165
 Business to Consumer (B2C), 165
 Business transaction, 63
select, 362

C

Calculation of depreciation, 266
 Capital, 101
 Capital and reserves, 101
 Capital investment order, 270
 Capitalization, 298
 Capitalization amount, 288
 Cash discount amount, 288
 Cash document, 74
 Cash journal, 359, 369, 568
connection to the general ledger, 362
select, 360
 Cash management and forecast, 377
 Cash receipt, 184
 Catch-up method, 450
 Central block, 179
 Change document, 53
 Change documents, 282
 Change in depreciation, 268
 Chart of accounts, 40, 42, 43, 100, , 263, 556
operating, 559
 Chart of accounts area, 48
 Chart of accounts list, 42
 Chart of accounts segment, 49
 Chart of depreciation, 263, 266
 Check, 369
country specifics, 370
 Check deposit list, 372
edit, 371

Check deposit transaction, 369, 568
 Checklist, 509
 Check posting, 356
 Check register, 380
 Check view, 340
 Claims, 383
 Clearing, 556
automatic, 392
 Clearing account, 296
 Clearing document, 346
 Clearing number, 148
 Clearing text, 146
 Clerk
accounting, 115, 177
dunning, 115, 177
 Client, 39, 42, 166, 534, 536, 557
 Client-server model, 22
 Closing operations, 383, 568
 Closing procedure document, 573
 Collection group, 259
 Collection strategy, 209
 Collective processing, 60
 Command field, 537, 540, 552
 Commitment, 298
 Communication with authorities, 521
 Company code, 39, 42, 68, 166, 263, 557
 Company code segment, 53
 Complaint, 200
 Complete clearing, 146
 Computer and telecom integration (CTI), 214
 Confirmation printout, 365
 Consolidated financial statements, 85
 Contract accounting, 165
 Control, 44
 Controlling, 39, 40, 44, 46, 269
 Controlling area, 39, 42, 44
 CO object, 46, 269
 Copying procedure, 99
 Correspondence, 106, 166, 175, 557
 Cost accounting, 44, 262, 268
 Cost and activity accounting, 39, 40, 42
 Cost budget, 44
 Cost center, 44, 268, 557
 Cost center manager, 430
 Cost element, 557

- primary*, 46, 560
secondary, 561
- Cost-of-sales accounting, 93
- Costs, 46
- Country-specific chart of accounts, 557
- Credit agency, 189
- Credit exposure, 191
- Credit limit check, 185
- Credit limit utilization, 254
- Credit line
- monitor*, 185, 254, 565
- Credit manager, 190
- Credit profile, 188
- Critical modification, 154
- Currency, 64, 66
- Currency analysis, 249
- country*, 250
 - customer*, 250
- Currency key, 59
- Current assets, 101, 383
- Customer, 105, 163, 165
- create*, 168
 - valuation*, 212
- Customer account, 167
- Customer analysis, 257
- Customer balances, 239
- Customer contact
- create*, 217
- Customer invoice, 333
- enter*, 333
- Customer line item display, 454
- Customer list, 236
- Customer master data
- address data*, 169
 - bank details*, 171
 - branch*, 173
 - central maintenance*, 167
 - clearing with vendor*, 170
 - head office*, 173
 - language*, 170
 - maintenance*, 167
 - terms of payment*, 173
- Customer master record, 222
- archive*, 180
 - block*, 179
- Customer number, 168
- Customer payment history, 241
- Customizing, 41
-
- ## D
- Data medium
- send*, 350
- Day in arrear, 242
- Days sales outstanding (DSO), 164, 185, 244
- Debit memo procedure, 166
- Decrease in value, 46
- Deductible, 178
- Deduction of cash discount, 154, 288
- Defaults, 548
- Default values, 547, 549
- Deferral, 409
- Deferred income, 384
- Deletion flag, 181
- Delta depreciation area, 318
- Depreciation, 46, 265, 267, 269, 301, 422, 423
- cost-accounting*, 269
 - ordinary*, 301
 - ordinary depreciation*, 436
 - unplanned*, 301, 436
- Depreciation area, 46, 263, 264, 265, 266, 267, 269, 280, 287, 438
- derived*, 268
 - real*, 268
- Depreciation costs, 270
- Depreciation key, 263, 293
- Depreciation parameters, 450
- Depreciation posting run, 30, 436, 570
- in the background*, 443
 - printer*, 443
 - schedule*, 444
- Depreciation values, 267
- Detailed payment list, 345
- Digital signature, 349
- Directory of unposted assets, 316
- Display field, 544
- Disposition of funds, 383
- Dispute case, 198, 200
- credit memo*, 206

- display*, 203
log function, 204
notes, 204
overview, 255
residual item, 207
- Document, 63
country-specific requirements, 388
display, 76, 355
parked, 386, 559, 568
post, 76, 124
storage, 66
- Document change rule, 557
- Document currency, 77
- Document date, 65
- Document entry, 74
- Document flow, 388
- Document header, 64
- Document header text, 65
- Document item, 69, 71, 122, 124
- Document layout, 63
- Document management, 64
- Document number, 63, 66, 68, 74
- Document overview, 148, 399
- Document principle, 21, 40, 63, 557
- Document split
receivables posting, 88
- Document splitting, 87
- Document type, 64, 66, 67, 74, 288, 290, 557
- Down payment, 177, 287
- Down payment request, 63, 177
- Drill-down reporting, 557
- DSO analysis, 244
- Due date analysis, 156, 161
- Dunning, 166, 558
worklist, 210
- Dunning block, 177
block reasons, 229
temporary, 229
- Dunning date, 220, 235
- Dunning flow, 219
- Dunning frequency, 176
- Dunning interest, 233
- Dunning interval, 176, 218
- Dunning letter, 218, 220, 232
print, 232
sample print, 232
- Dunning level, 176, 177, 209, 218, 235
- Dunning notice, 176
change, 228
- Dunning print, 220, 225, 232
- Dunning printout, 235
- Dunning procedure, 175, 176, 209, 218
- Dunning procedure by mail, 217
- Dunning procedure by telephone, 184, 209, 565
- Dunning program, 175, 218, 220
accounting clerk, 226
additional log, 229
basic data, 220
block reasons, 229
error handling, 231
initial screen, 219
print, 234
selection criteria, 221
- Dunning proposal, 177, 218, 223, 224, 225, 227
change, 228
changes, 229
create, 224
delete, 231
list, 224
process, 226
- Dunning run, 220, 221
log, 231
- Dunning selection, 225
-
- E**
-
- Easy Access menu, 540, 544
- Editing options, 78, 147
- Electronic bill presentment and payment (EBPP), 197
- Electronic data interchange (EDI), 193
- Electronic dunning, 235
- Electronic record, 200
- Electronic tax return for tax on sales/purchases, 30
- E message type, 552
- End-of-day processing, 21
- End of fiscal year, 47
- Enhancement package, 33, 93
- Enjoy transaction, 74, 76, 78, 125, 126

- Enter available amounts for payment program, 332
- Enterprise asset management (EAM), 269, 279
- Entry tool, 78
- Equipment Management, 279
- Equivalence number, 80
- Error message, 552
- Error session, 21
- European Credit Transfer (ECT), 328
- European Direct Debit (EDD), 328
- Evaluation, 236
- Evaluations
- Bank Accounting, 376*
 - Exception list, 132, 141, 177*
 - Exchange rate, 64*
 - Exchange rate effects, 249*
 - Exchange rate maintenance, 30*
 - Exchange rate type, 558*
 - Expense account posting, 74*
-
- F**
- Fast close, 383, 384*
 - Fast data entry, 77, 78*
 - Favorites, 541*
 - Fictitious posting, 505*
 - Field help, 549, 550*
 - Field history, 546*
 - Field information*
 - dynamic, 412*
 - Field status, 558*
 - Field status group, 57*
 - File Display, 350*
 - Financial Accounting, 19, 28, 39, 40, 46, 64*
 - Financial statement, 383, 404*
 - Financial statement version, 558*
 - assets side, 58*
 - liabilities side, 59*
 - Financial Supply Chain Management (FSCM), 28, 185*
 - Fixed asset, 264*
 - Fixed assets, 101, 261, 383*
 - structuring, 272*
- Flat-rate value adjustment, 457
- manual, 457*
- Foreign currency, 126
- Foreign currency document, 251
- Foreign currency table, 467
- Foreign currency valuation, 465, 571
- Four-column journal, 100
- Functional area, 558
- Funds utilization, 101
-
- G**
- General ledger, 39, 41, 45, 46, 47, 148, 267, 563*
 - evaluations, 98, 563*
 - master data, 563*
 - German Commercial Code (HGB), 262*
 - German GAAP, 92*
 - G/L account, 47, 124, 147, 325*
 - account currency, 54*
 - archive, 62*
 - block, 62*
 - change, 59*
 - line item display, 55*
 - maintain, 49*
 - managing open items, 60*
 - open item management, 55*
 - G/L account document, 74*
 - G/L account fast entry, 558*
 - G/L accounting, 40*
 - G/L account item, 123*
 - enter, 374*
 - G/L account master data, 48*
 - change, 59*
 - G/L account master record, 42, 558*
 - G/L account posting, 72, 74, 75, 76, 99, 402*
 - enter, 75*
 - Glossary, 553*
 - Goods issue, 45, 183*
 - Goods issue/outgoing invoices, 45*
 - Goods movement, 46*
 - Goods receipt, 124, 298*
 - non-valuated, 299*
 - valuated, 298*

Goods receipt/invoice receipt, 45
 Governance, Risk, and Compliance (GRC), 28
 Grace days, 176, 218
 Graphical user interface (GUI), 22
 GR/IR account, 45
 GR/IR clearing account, 125, 389, 555, 558, 569
 Gross procedure, 288, 320
 Group, 558
 Group account number, 51
 Group asset, 271, 274
 Group chart of accounts, 558

H

Harmonization, 91
 Header data
 enter, 334, 338
 Hold data, 544
 House bank, 147, 324
 process, 325
 HRPAY document, 398

I

IAS, 263
 IBAN, 329
 enter, 331
 IFRS, 85, 261, 386, 401
 I message type, 552
 Incoming invoice, 122, 123, 124, 125
 enter, 148
 simulate, 300
 Incoming invoices
 enter, 564
 Incoming orders, 182
 Incoming payment, 166
 Incoming payments, 130, 332
 Index series, 438
 Indirect quotation, 467
 Individual value adjustment, 453
 flat rate, 457
 Information, 552

Input help, 402
 Input tax, 515, 559
 Insolvency, 454
 Institution number, 178
 Insurance, 177
 Intangible asset, 262
 Integration, 26, 40, 262, 269, 289
 information, 27
 persons, 26
 processes, 27
 Intercompany reconciliation, 29, 486, 571
 Interest, 269, 438
 Interest calculation, 474, 571
 Interest calculation frequency, 57
 Interest calculation indicator, 57
 Interest indicator, 57
 Internal activity, 426
 Internal audit, 381
 Internal order, 559
 International Accounting Standards (IAS), 262
 International Bank Account Number (IBAN), 329
 Inventory number, 276
 Investment center, 44
 Investment framework, 44
 Investment Management (IM), 270
 Investment support measure, 263, 287
 Invoice receipt, 298
 Invoice verification, 299, 559
 Item
 dun, 224
 enter, 371

J

Journal, 98, 100
 four-column journal, 100
 multiple-column journal, 100
 single-column journal, 99
 three-column journal, 99
 two-column journal, 99
 Journalizing, 41
 Journal sheet, 100

K

Key, 168
Key date valuation, 394

L

Leasing management, 280
Liabilities, 101,
Liabilities and owner's equity, 383
Line items, 55
Liquidity, 324, 332
Liquidity forecast, 376
Local currency, 560
Local GAAP, 318
Lockbox processing, 559
Logoff, 554
Logon procedure, 536
Logon screen, 534, 536
Loss, 100
Loss on receivables, 164
Low-value assets, 272

M

Main asset number, 271
Maintaining G/L account, 49, 53
Maintenance language, 52
Manual clearing, 392
Master data, 25, 47, 106, 166, 271, 324
 archive, 62
 credit management, 189
Material number, 46
Materials management, 45, 72, 107, 148, 262, 289, 390
Material stock account, 46, 124
Material withdrawal, 46
Menu bar, 537
Menu tree, 538, 541
Messages, 538, 551
Mickey Mouse model, 93
Microsoft Excel, 23
Microsoft Office integration, 23
Minimum number of days in arrears, 176

Mode, 537, 543
Module, 533

N

Net worth tax, 279
New fiscal year, 47
New general ledger, 29, 47, 84, 318
 overview, 84
Noted item, 559
Notes, 126
Note to payee, 355
Number assignment, 49
Number range, 68, 74, 288, 559

O

OI management, 390, 559
OI valuation, 559
One-time account, 117, 167, 559
One-time vendor, 117
Online integration, 266
Opening balance, 101
Open item, 156
Open items
 process, 336
Operating concern, 559
Optional entry field, 544
Order
 create, 186
Organizational structures, 262
Origin of funds, 101
Outgoing payments, 130, 146, 148, 152, 336
 bank data, 146
 document header, 146
 enter, 146
 initial screen, 146
 manual, 146
 selection criteria, 147
Output tax, 515, 559
Outside capital, 101, 384
Overdue item, 247
Overhead Cost Management, 25

P

Parallel accounting, 386
 Parallel financial reporting, 85, 92, 318
 Parameters, 549
 Partial amount, 148, 152
 Partial payment, 149, 152
 Partial transfer, 312
 Partner bank type, 111, 171
 Passwords, 535
 Payables, 105, 124, 146
 Payables account, 122
 Payment, 147, 148, 149, 166
 withhold, 347
 Payment amount, 147, 152
 Payment block, 132, 142, 174
 Payment by check, 336
 Payment deduction, 200
 clarify, 565
 Payment differences, 334
 Payment history, 173
 Payment method, 114, 131, 132, 142, 174
 Payment monitoring, 344
 Payment on account, 146, 335
 Payment process
 outgoing, 130
 Payment program, 106, 130, 133, 166, 332, 560
 access, 133
 additional log, 135, 137
 amounts, 132
 block reasons, 132
 determining the due date, 134
 free selections, 135
 output, 137
 parameter, 134
 payment forms, 137
 payment medium program, 137
 proposal list, 139
 selection criteria, 135
 Payment proposal
 accounting clerk, 140
 process, 133
 schedule, 138
 Payment request, 177
 Payment run, 135, 140, 144, 342

Payments
 final approval, 349
 merge, 343
 Payment term, 69, 74
 Payment transactions, 126, 130, 171, 173, 332, 564, 567
 accounting view, 130
 differences, 148
 process view, 130
 Payroll posting document, 399
 Payroll results, 397
 Performance, 484
 Period control, 511, 572
 Period control method, 293
 Periodic accruals/deferrals, 409
 Periodic posting run for APC values, 30
 Personal value range, 290
 P&L account, 47, 100,
 Planning, 39, 44
 Plant maintenance, 269
 P&L profit and loss statement, 47
 P&L statement account, 51
 Portal role, 345
 Posting, 63
 cross-company code, 557
 manual check, 479
 Posting a parked document, 387
 Posting code currency, 560
 Posting date, 65
 Posting items, 64
 Posting key, 66, 69, 70, 71, 72, 73, 74, 75, 122, 123, 560
 customer, 71
 vendor, 72
 general ledger, 72
 Posting list, 420
 Posting method, 353
 Posting period, 65
 block, 485
 Posting period variant, 560
 Posting to asset balance sheet account
 periodic, 267
 Postprocessing
 bank charges, 357
 bank selection, 354
 check posting, 356
 completed, 359

overview, 355
procedure, 352
Prepaid/deferred items, 384
Prepaid expenses, 384
Principle of dual control, 346, 349
Principles
generally accepted principles of computer-assisted accounting systems (GAPCAS), 64
Probabilities of occurrence, 401
Process cost, 164
Product costing, 25
Production order, 46
Production planning, 46
Profit, 100
Profitability Analysis, 25
Profitability segment, 560
Profit and loss statement (P&L), 41, 47
Profit center, 43, 44, 560
Promise to pay, 215
Proposal list, 224
Proposal run, 224, 463
Provision, 401
Provision history sheet, 404, 408
Provision posting, 86
Prudence concept, 453
Purchase order, 297, 298, 299
Purchasing, 107
Purchasing organization, 560
Purchasing process, 45

Q

Quantity management, 277

R

Rating, 189
Real-time processing, 19, 21, 40, 41
Receivable
process, 213
Receivables management, 30, 164, 184
Receivable valuation, 384
Reclassification, 498, 572

Reconciliation account, 45, 47, 55, 60, 112, 148, 172, 296, 456, 560
Reconciliation measure, 479, 571
Recurring entry, 560
Recurring entry document, 409, 410, 413, 569
create, 410
Reference, 66
Reference date, 293
Reference document, 560
Replacement value, 438
Report
RAGITT00, 20
RFBILA00, 20
RFBILA10, 85
SAPF124, 296
SAPF181, 288, 320
Reporting, 516
Report Painter, 406, 408, 561
Reports, 544
Report tree, 561
Report variant, 561
Required entry field, 544
Reserves for special depreciation, 268
Residual item, 149, 150
Residual item formation, 149, 152
Resources, 383
Retained earnings account, 527
Revaluation, 438
Reversal posting, 366
Reversal reason
select, 367
Revision information, 400
Risk class, 212
Run schedule, 410
Runtime environment, 27

S

Sales, 185
Sales order, 100, 186
create, 186
Sales organization, 561
Sales process, 45
Sample account, 50

- Sample charts of depreciation, 263
 Sample posting, 464
 SAP application menu, 23
 SAP authorization concept, 386
 SAP Bank Communication Management, 30, 324, 341, 568
 SAP Biller Direct, 193
 SAP Collections Management, 209, 258
 SAP component, 24
 SAP Controlling, 25, 28, 268, 442
 SAP Credit Management, 185, 254
 SAP Dispute Management, 255
 SAP ERP, 26
 SAP ERP 6.0
 maintenance strategy, 35
 new features, 29
 release upgrade, 32
 SAP ERP Financials, 27
 SAP ERP HCM, 397
 SAP Library, 553
 SAP NetWeaver, 26
 SAP NetWeaver BI, 102, 236, 376
 SAP R/2, 22
 SAP R/3, 22, 26, 85
 SAP RF, 19
 SAP Treasury and Risk Management, 28
 SD, 166
 Seasonal business, 191
 Segment balance sheet, 89
 Segment information, 87
 Self-service, 30, 195
 Sending asset, 312
 SEPA, 323, 328
 Session, 552
 Set data, 544
 Settlement rule, 426
 Single-column journal, 98
 Single document posting, 40
 Single payment, 175
 Single-screen transaction, 74, 76
 Small subledger accounting, 360
 Smoothing method, 450
 Solution Browser, 31
 Sort key, 56, 172
 Source of funds, 383
 Special G/L indicator, 73, 561
 Special G/L transaction, 73, 176, 455
 Special ledger, 96
 Special period, 561
 Start of fiscal year, 47
 Statistics, 39, 40
 Status bar, 538, 543, 545
 Status change history, 349
 Stockholders' equity, 384
 Store, 553
 Structuring fixed assets, 271
 Subaccount, 325
 Subcomponent, 533
 Subledger, 47, 263
 Subledger account, 99, 105, 163, 378
 Subnumbers, 271
 Summarization, 441
 Summary data, 63
 SWIFT code, 327, 561
 System configuration, 41, 266
 System messages, 545
 System status, 34
-
- T**
- Tab page, 24
 Tangible fixed asset, 261
 Target asset, 312
 Tax category, 59
 Tax code, 126, 561
 Tax depreciation, 263
 Tax on sales/purchases, 515, 572
 Tax on sales/purchases group, 517
 Tax payable account, 518
 TCODE, 540
 Term of payment, 173, 561
 Three-column journal, 99
 Title bar, 537
 Tolerance, 148
 group, 113, 173
 limits, 148
 Toolbar, 536, 537, 543
 Transaction
 ABZON, 295, 436
 AS01, 275
 AS02, 282

- AS11*, 284
BIC, 327
BNK_APP, 346, 349
BNK_MONI, 348
BNL_MONI, 344
F-02, 74, 78, 82
F-28, 333
F-58, 337
F-91, 296
F110, 131, 342
FB01, 20, 122, 125, 128
FB02, 20
FB03, 21, 397
FB10, 127, 128
FB50, 77, 85
FB50L, 85
FB60, 128, 336
FB70, 333
FBCJ, 369
FD01, 21
FD02, 21
FD03, 21
FEBA_BANK_STATEMENT, 353
FF_5, 351
FF68, 370
FIBHU, 325
FIBLFFP, 340
FK01, 21
FK02, 21, 328
FK03, 21
FK09, 154
FTE_BSM, 351
GRR2, 407
GRR3, 407
KS01, 21
KS02, 21
KS03, 21
MIRO, 128
OB53, 527
OB_GLACC12, 60
RFBILA10, 405
SAPF101, 499
SAPFGVTR, 526
SM30, 330
SM35, 373
TB01, 122
VA01, 186
- Transaction code, 20, 539
Transaction currency, 466, 562
Transaction data, 271
Transaction figure, 41, 483
Transaction type, 263, 287, 291, 303, 404
Transaction type group, 287
Transfer, 310
salaries and wages, 397
Transfer variant, 312
Treasury, 324
-
- U**
- UK-GAAP, 92
Underpayment, 334
Update info system, 252
User, 533, 534, 535
User interface, 536
User master record, 534, 536, 544, 545, 546
U.S. GAAP, 303, 307, 318, 386, 401
Utilization of funds, 101
-
- V**
- Valuation, 264, 562
parallel, 264
Valuation parameters, 266
Valuation run, 460
execute, 463
Maintain parameters, 461
release, 462
selection, 462
Value adjustment, 453, 458, 570
Value date, 374
Value flows, 45
Vendor, 106, 148
Vendor account, 122, 146, 152
create, 108
Vendor information system, 158, 159
Vendor invoice, 424
Vendor item, 122, 123, 126, 148
Vendor master data, 106
address data, 108

authorizations, 112
bank details, 110
clearing with customer, 110
language, 109

Vendor master record, 45, 562
block, 116
blocking key, 114
dunning block, 115
dunning level, 115
dunning procedure, 115
payment terms, 113

Vendor net procedure, 288, 562

W message type, 552
Working capital, 164
Worklist, 30, 562

X

XML payment format, 328

Y

Year-end closing, 384

W

Warning message, 552
Window dressing, 208