

Step By Step Process for Order 2 Cash By - Ashraf Afzal

The Order to Cash (O2C) process flow in SAP S/4HANA involves a sequence of steps that starts with receiving a customer order and ends with receiving payment for the delivered goods or services. Here is a detailed description of the O2C process flow in S/4HANA:

1. Order Entry and Sales Order Processing:

- Customer places an order through various channels (phone, website, email, etc.).
- The order entry team creates a sales order in SAP S/4HANA using transaction code `VA01`.
- The sales order contains details such as customer information, order items, quantities, prices, and delivery requirements.
- The sales order triggers various checks, including availability of goods, credit limit check, and pricing determination.

2. Order Confirmation and Production/Delivery Planning:

- Upon creation of the sales order, the system performs checks and confirms the order's feasibility.
- The production or delivery planning teams are notified of the order and prepare for production or delivery processes.
- Depending on the business process, production orders or delivery documents may be created using transactions such as `CO01` or `VL01N`.

3. Goods Delivery and Shipment:

- The goods are picked from the warehouse based on the delivery requirements specified in the sales order.
- The delivery of goods is recorded in SAP S/4HANA using transaction code `VL02N` or through a delivery mobile app.
- The system updates the stock quantity, and relevant documents like delivery note and shipping labels are generated.

4. Invoice Generation and Accounts Receivable:

- Once the goods have been delivered, an invoice is generated in SAP S/4HANA for the customer using transaction code `VF01`.
- The invoice includes details such as the customer's billing information, prices, taxes, discounts, and payment terms.
- The system creates accounting entries to record the revenue and update accounts receivable.
- The invoice is sent to the customer either electronically or via traditional mail.

5. Payment Processing:

- The customer reviews the invoice and makes a payment based on the agreed payment terms.
- Payments received from customers are recorded in SAP S/4HANA using transaction code `F-28` or through electronic bank integrations.
- The system updates the accounts receivable, clearing the open items, and reflecting the customer's payment.

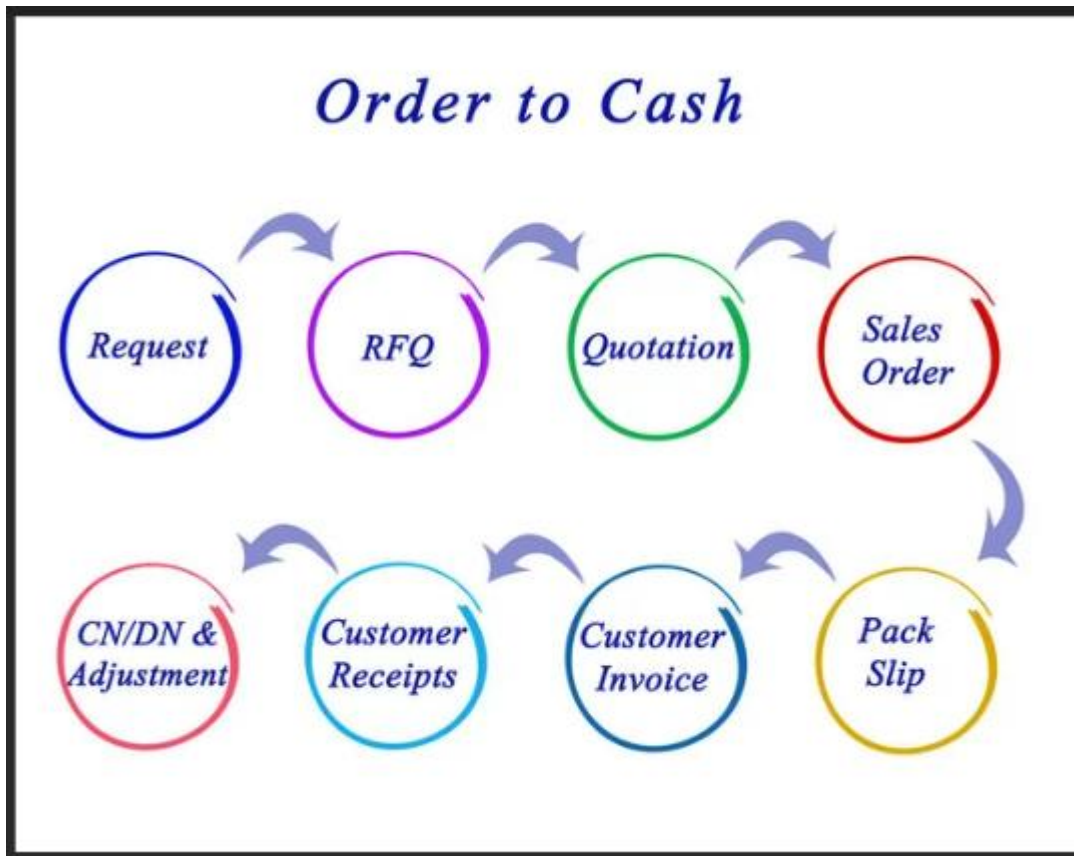
6. Accounts Receivable Management:

- The finance team monitors and manages the accounts receivable, ensuring timely payment collection from customers.
- Activities such as dunning, customer account statements, and collections management are performed in SAP S/4HANA.

7. Financial Reporting and Analysis:

- The finance department generates various financial reports and analyzes the O2C process's performance.
- Reports such as sales revenue, customer profitability, and order fulfillment metrics can be generated using SAP S/4HANA's reporting capabilities.

The O2C process flow in SAP S/4HANA aims to streamline and automate the end-to-end order processing, delivery, invoicing, and payment collection processes. It ensures efficient handling of customer orders, accurate billing, and timely revenue recognition, ultimately contributing to customer satisfaction and financial stability of the organization.



1. Create Sales Order: VA01

- Path: SAP Easy Access Menu -> Sales -> Sales Documents -> Sales Document -> Create

Order To Cash Process- O2C Cycle

- Example: Create a sales order with relevant data such as customer "CUST01", materials, quantities, pricing, and delivery details.

Create Sales Documents

Order Type: Standard Order

Organizational Data

Sales Organization	1710	Dom. Sales Org US
Distribution Channel	10	Direct Sales
Division	00	Product Division 00
Sales Office		
Sales Group		

Press Enter

Create Standard Order: Overview

Standard Order: 20 Net Value: 2,500.00 USD

Sold-to Party: 171000012 Domestic Customer Invoice List, 22 Augusta Ave SE, Atlanta GA 30315..

Ship-to Party: 171000012 Domestic Customer Invoice List, 22 Augusta Ave SE, Atlanta GA 30315..

Cust. Reference: Test-F-20 Cust. Ref. Date: 11.03.2024

Sales Area: 1710 / 10 / 00 Dom. Sales Org US, Direct Sales, Product Division 00

Order Reason: 0002

Req. Deliv. Date: 12.03.2024 Deliver. Plant: 1710 Plant 1 US

Complete Delv.: Total Weight: 171.250 KG

Delivery Block: Volume: 0.000

Billing Block: Pricing Date: 12.03.2024

Pyt Terms: 0002 14 Days 2%, 30 Net

Inco. Version: CFR

Inco. Location1: Palo Alto

Inco. Location2:

Order Reason: 0002

Sales Area: 1710 / 10 / 00 Dom. Sales Org US, Direct Sales, Product Division 00

Item	Material	Req. Segment	Order Quantity	Un	S	Item Description	Customer Material Number	ItCa	HL Itm	D First Date	PInt	Batch	CnTy	Amount
10	F-20A		25	PC	✓	FIN20A,MTS-DDMRP,PD		TAN		D 12.03.2024	1710		PPR0	100.0

Move to Right Side

Item	Material	Req. Se...	D First Date	PInt	Batch	CnTy	Amount	Crcy	Net Price	Per	U...	Net Value	Doc....	WBS ...	Profit Center	Overall Status
10	F-20A		D 12.03.2024	1710		PPR0	100.00	USD	100.00	1	PC	2,500.00	USD		YB110	Open
			D 12.03.2024													

Display Standard Order 20: Overview

Standard Order: 20 Net Value: 2,500.00 USD

Sold-to Party: 171000012 Domestic Customer Invoice List, 22 Augusta Ave SE, Atlanta GA 30315..

Ship-to Party: 171000012 Domestic Customer Invoice List, 22 Augusta Ave SE, Atlanta GA 30315..

Cust. Reference: Test-F-20 Cust. Ref. Date: 11.03.2024

Sales Area: 1710 / 10 / 00 Dom. Sales Org US, Direct Sales, Product Division 00

Order Reason: 0002

Requested Deliv. Date: 12.03.2024 Delivering Plant:

Total Weight: 171.250 KG

Volume: 0.000

Pricing Date: 12.03.2024

Inco. Version: CFR

Inco. Location1: Palo Alto

Inco. Location2:

Order Reason: 0002

Sales Area: 1710 / 10 / 00 Dom. Sales Org US, Direct Sales, Product Division 00

Item	Material	Req. Segment	Order Quantity	Un	S	Item Description	Cust...	ItCa	HL Itm	D First Date	PInt	Batch	CnTy	Amount	Crcy	Net Price	Per	U...
10	F-20A		25	PC	✓	FIN20A,MTS-DDMRP,PD		TAN		D 12.03.2024	1710		PPR0	100.00	USD	100.00	1	PC

Order To Cash Process- O2C Cycle

Sales Item Overview Item detail Ordering party Procurement Shipping Reason for rejection

Sales Document Item 10 Item Category TAN Standard Item
Material F-20A FIN20A,MTS-DDMRP,PD
Pricing Date 12.03.2024
Order Quantity 25 PC Unit Conversion 1 PC <-> 1 PC
Reason for Rejection
Unloading Point
Plant 1710 Plant 1 US
Receiving Point

All Items

Item	Material	R..	Order Quantity	Un	S	Item Description	C..	ItCa	HL	Item	D	First Date	Plnt	Batch	CnTy	Amount	Crcy	Net Price	Per	U...	Net Value	Doc....	WBS Elem
10	F-20A		25	PC	✓	FIN20A,MTS-DDMRP,PD		TAN		0	D	12.03.2024	1710		PPR0	100.00	USD	100.00	1	PC	2,500.00	USD	

Sales Item Overview Item detail Ordering party Procurement Shipping Reason for rejection

Requested Deliv.Date D 12.03.2024 Delivering Plant Pricing Date 12.03.2024

All Items

POItem	Customer...	Item	Order Quantity	SU	Material	Item Description	D	First date	Plnt	ItCa	S	HgLvIt	CnTy	Amount	Crcy	Net Price	per	U...	Net Value	
		10	25	PC	F-20A	FIN20A,MTS-DDMRP,PD	D	12.03.2024	1710	TAN	✓		0	PPR0	100.00	USD	100.00	1	PC	2,500.00

Sales Item Overview Item detail Ordering party Procurement Shipping Reason for rejection

All Items

Item	Material	Mat.Av.Dt.	SLCa	RqTy	I. A	D	Delivery Date	N..	ATP	Quantity	Loading Date	Route	P..	D..	Description	Rejection...	Ship...	Delivery Block	Order Quantity
10	F-20A	12.03.2024	CP	KSV		D	12.03.2024	✓		0	15.03.2024		2		Normal		1710		25
		12.03.2024	CP			D	18.03.2024	✓			15.03.2024				Normal				0

Sales Item Overview Item detail Ordering party Procurement Shipping Reason for rejection

Complete Div. Total Weight 171.250 KG
Delivery Block Volume 0.000
Overall Status Open Delivery Status Not Delivered

All Items

Item	Material	Loading Date	Plnt	Shi...	R..	P..	D..	Description	Deliv...	RejectionReason	DC	CumlvConf...	S...	Order quantity	SLCa	RqTy	Ovrl	Delivery Status	Delivery Status	Ovrl	Deliv. Blk	Sts
10	F-20A	15.03.2024	1710	1710	2			Normal						25	PC	25	CP	KSV	Not Delivered	Not Delivered	Not Blocked	

Sales Item Overview Item detail Ordering party Procurement Shipping Reason for rejection

Order Reason

All Items

Item	Material	Reason for Rejection	Net Value	Item Description	Plnt	POItem	Customer Material Nu...	Material Description
10	F-20A		2,500.00	FIN20A,MTS-DDMRP,PD	1710			FIN20A,MTS-DDMRP,PD

02. To Check List of Order - VA02

✓ /nva02

Change Sales Documents

Sales Item Overview Ordering Party Characteristics Orders

Click on Icon > ORDERS

List of Sales Orders (23 Entries)

Customer Reference	Doc. Date	Sales Doc. Type	Sales Document	Item Sold to Party	Material	Order Quantity (Item)	Sal.	Net Value (Item)	Doc. Currency
Test-F-20	12.03.2024	OR	20	10 17100012	F-20A	25	PC	2,500.00	USD

03. Check the Standard Order - VA02

Order To Cash Process- O2C Cycle

/nva02

Change Sales Documents

Sales Item Overview Ordering Party Characteristics Orders

Order 20

Search Criteria

Press Enter

Change Standard Order 20: Overview

Orders Document

Standard Order 20 Net Value 2,500.00 USD

Sold-to Party 17100012 Domestic Customer Invoice List, 22 Augusta Ave SE, Atlanta GA 30315

Ship-to Party 17100012 Domestic Customer Invoice List, 22 Augusta Ave SE, Atlanta GA 30315

Cust. Reference Test-F-20 Cust. Ref. Date 11.03.2024

Sales Item Overview Item detail Ordering party Procurement Shipping Reason for rejection

Req. Deliv. Date D 12.03.2024 Deliver. Plant

Complete Div. Total Weight 171.250 KG

Delivery Block Volume 0.000

Billing Block Pricing Date 12.03.2024

Pyt Terms 0002 14 Days 2%, 30 Net

Inco. Version

Incoterms CFR

Inco. Location1 Palo Alto

Inco. Location2

Order Reason

Sales Area 1710 / 10 / 00 Dom. Sales Org US, Direct Sales, Product Division 00

All Items

Item	Material	Req. Segment	Order Quantity	Un	S	Item Description	Customer Material Number	ItCa	HL Itm	D First Date	Plnt	Batc
10	F-20A		25	PC		FIN20A,MTS-DDMRP,PD		TAN		D 12.03.2024	1710	

Select Line and D.Click

Change Standard Order 20: Item Data

Sales Document Item 10 Item Category TAN Standard Item

Material F-20A FIN20A,MTS-DDMRP,PD

Sales A Sales B Shipping Billing Document Conditions Account Assignment Schedule lines Partner Texts Order Data Status Structure Free Characteristics

Order Quantity and Delivery Date

Order Quantity 25 PC 1 PC <-> 1 PC

First Delivery Date D 12.03.2024 Requirement Segment

Delivery Time

General Sales Data

Net Value 2,500.00 USD Exch. Rate 1.00000

Pricing Date 12.03.2024

Material Entered F-20A

EAN/UPC Preference

Engineering Change BOM explosion number

Usage

Reason for Rejection

Alternative to Item

Order To Cash Process- O2C Cycle

Sales A		Sales B		Shipping		Billing Document		Conditions		Account Assignment		Schedule lines		P		
Pricing and Statistics																
Pr. Ref. Matl	<input type="text"/>															
Prod. Hierarchy	<input type="text"/>															
Material Group	L004	Finished Goods														
MatGroup 1	<input type="text"/>															
MatGroup 2	<input type="text"/>															
Division	00	Product Division 0				Mat. Price Grp	<input type="text"/>									
Customer Group	Customer Group 01				CustPrice Group	<input type="text"/>										
Price List Type	<input type="text"/>				Sales District	<input type="text"/>										
SPEC2000																
Model ID Code	<input type="text"/>															
Order Priority	<input type="text"/>															
Interchangeability Code	<input type="text"/>				DoNotSub	<input type="checkbox"/>	AcftRegNo.	<input type="text"/>								
Sales A Sales B Shipping Billing Document Conditions Account Assignment Schedule lines Partner Texts Order Data																
Ship-to Party		17100012 Domestic Customer Invoice List, 22 Augusta Ave SE, Atlanta GA 30315-1402, USA														
Shipping																
Unloading Point	<input type="text"/>															
Department	<input type="text"/>															
Plant	1710	Plant 1 US				Delivery Prior.	2	Normal								
Shipping Point	1710	Shipping Point 1710				Stor. Location	<input type="text"/>									
Route	<input type="text"/>															
Mat.freight grp	<input type="text"/>															
MnsOfTrns Type	<input type="text"/>															
MeansTransp.	<input type="text"/>															
POD-relevant	<input type="checkbox"/>															
Weight and Volume								Delivery Tolerance								
Net Weight	<input type="text"/>				125	KG		Overdeliv. Tolerance	<input type="text"/> %							
Gross Weight	<input type="text"/>				171	.250		Underdel. Tolerance	<input type="text"/> %							
Volume	<input type="text"/>						Unlimited Tol.	<input type="checkbox"/>								
Sales A Sales B Shipping Billing Document Conditions Account Assignment Schedule lines Partner Texts Order Data																
Payer		17100014 Company PAYER - Central, 100 Augusta Ave SE, Atlanta GA 30315-1402...														
Delivery and Payment Terms																
Inco. Version	<input type="text"/>															
Incoterms	CFR															
Inco. Location1	Palo Alto															
Inco. Location2	<input type="text"/>															
Fixed Val. Date	<input type="text"/>															
Payment Terms	0002	14 Days 2%, 30 Net				Add. Value Days	<input type="text"/>									
Billing								Accounting								
Billing Block	<input type="text"/>							AcctAssmtGrpMat	Finished Products							
Invoicing Dates	<input type="text"/>							Payment Method	<input type="text"/>							
Billing Date	12.03.2024							Posting Period	0							
Serv. Rend. Dte	<input type="text"/>							Exch.Rate Acct.	<input type="text"/>							
Tax Classific.	1							Dunning Key	<input type="text"/>							
Man.Inv.Maint.	<input type="checkbox"/>							Dunning Block	Not blocked							
								Rev. Recog	<input type="checkbox"/>	Revenue Dist.		<input type="checkbox"/>				
								AccrStart	<input type="checkbox"/>	Revenue Event		<input type="checkbox"/>				
Risk Management																
Paym.Guar.Proc.	000002	Payment Cards		PaytGuarFm	<input type="checkbox"/>	Ret.		0.00	%							
Financ.Doc.No.	<input type="text"/>				Deprec.	<input type="text"/> %										

Order To Cash Process- O2C Cycle

Sales A Sales B Shipping Billing Document Conditions Account Assignment Schedule lines Partner Texts Order Data Status Structure Free Characteristics

View 1 Pricing Elements: Table Quantity 25 PC Net 2,500.00 USD Tax 100.00

Condition Record Analysis Update

Pricing Elements

I... CnTy	Description	Amount	Crcy	per	U...	Condition Value	Crcy	Status	NumCCo	ATO/MTS Component	OUn	CConDe	Un	Condit
PPR0	Price	100.00	USD		1PC	2,500.00	USD		1		PC		1PC	
	Gross Value	100.00	USD		1PC	2,500.00	USD		1		PC		1PC	
	Sum Surcharges/Discounts	0.00	USD		1PC	0.00	USD		1		PC		1PC	
	Net Value 1	100.00	USD		1PC	2,500.00	USD		1		PC		1PC	
	Stat.Value without Freight	100.00	USD		1PC	2,500.00	USD		1		PC		1PC	
	Net Value 2	100.00	USD		1PC	2,500.00	USD		1		PC		1PC	
YZWR	Down Pay./Settlement	0.00	USD			0.00	USD		0				0	
UTXJ	Tax Jurisdict.Code	0.000	%			0.00	USD		0				0	
JR1	Tax Jur Code Level 1	4.000	%			100.00	USD		0				0	
	Total Value	104.00	USD		1PC	2,600.00	USD		1		PC		1PC	
PCIP	Internal Price	100.00	USD		1PC	2,500.00	USD		1		PC		1PC	
	Profit Margin	0.00	USD		1PC	0.00	USD		1		PC		1PC	

Fixed Date and Qty ☐ Order Quantity 25 PC

Delivery Time Delivered qty 0

Sales Shipping Procurement

Quantities/Dates

P	Delivery Date	Order Quantity	Rounded qty	Confirmed Qty	S...	Delivery Block	Delivered qty	Sc...	Purchase R...	Req...
D 12.03.2024		25	25	0PC				CP	0	
D 18.03.2024		0	0	25PC				CP	0	

Sales A Sales B Shipping Billing Document Conditions Account Assignment Schedule lines Partner Texts Order Data Status Structure

Display Range All partners

Partn.Funct. Partner D... Assigned BP I... Name Street Postal Code City

Sold-to Party	17100012		17100012		Domestic Customer Invoic...	22 Augusta Ave SE	30315-1402 Atlanta
Bill-to Party	17100012		17100012		Domestic Customer Invoic...	22 Augusta Ave SE	30315-1402 Atlanta
Payer	17100012		17100012		Domestic Customer Invoic...	22 Augusta Ave SE	30315-1402 Atlanta
Ship-to Party	17100012		17100012		Domestic Customer Invoic...	22 Augusta Ave SE	30315-1402 Atlanta

Sales A Sales B Shipping Billing Document Conditions Account Assignment Schedule lines Partner Texts Order Data Status Structure Free Characteristics

Processing status

Overall Status Open

Reason for Rejection

Delivery Status Not Delivered

Prod. Marketability Sts OK - Not Relevant

Dangerous Goods Sts OK - Not Relevant

Sfty Data Sheet Sts OK - Not Relevant

Completeness

Item Complete

Delivery - Item Complete

Billing - Item Complete

04. Deliver Goods - VL01N

- Path: SAP Easy Access Menu -> Logistics -> Logistics Execution -> Outbound Process -> Goods Issue for Outbound Delivery -> Create

Example: Create an outbound delivery document for the sales order to prepare for shipment or transfer of goods to the customer.

Order To Cash Process- O2C Cycle

The screenshot shows the 'Create Outbound Delivery with Order Reference' screen in SAP S/4HANA. At the top, there is a search bar with 'VL01N' and a toolbar with various icons. Below the title bar, there are tabs for 'With Order Reference' (selected), 'W/o Order Reference', and 'Post Goods Issue'. The 'Shipping Point' field is set to '1710'. The 'Sales Order Data' section includes 'Selection Date' (12.03.2024), 'Order' (20), and 'From Item' and 'To Item' fields. The 'Predefine Delivery Type' section has a 'Delivery Type' field.

Press Enter

The screenshot shows the 'Outbound Delivery Create: Overview' screen. It includes fields for 'Outbound Deliv.' (17100012), 'Document Date' (12.03.2024), and 'Ship-to Party' (Domestic Customer Invoice List, 22 Augusta Ave SE, Atlanta GA 30315-1402, USA). Below these are tabs for 'Item Overview', 'Picking', 'Loading', 'Shipment', 'Status Overview', and 'Goods Movement Data'. The 'Picking' tab is active, showing 'Pick Date/Time' (12.03.2024 00:00), 'Warehouse No.', and 'OvrllPickStatus' (A). A table of 'All Items' is displayed with columns: Itm, Material, Plant, SLoc, Req. Segment, Deliv. Qty, Un, Picked Qty, S..., Batch, B., P. V. Stag. Date, Metl ..., Del. lo..., Val. Type, Description, D..., ITyp, Gross Weight, and Un. The first row shows material 'F-20A' with a picked quantity of 25.

Enter Pick Qty - 25

Click on > Post Goods Issue

The screenshot shows a green success message bar: 'Outbound Delivery 80000035 saved, material document 4900000091 created'.

Data Will save and create Material Document Number

05. Post Goods Issue: VL02N

- Path: SAP Easy Access Menu -> Logistics -> Logistics Execution -> Outbound Process -> Goods Issue for Outbound Delivery -> Change

Example: Post the goods issue to reduce inventory and record the goods' movement out of the warehouse or storage location.

The screenshot shows the 'Change Outbound Delivery' screen. It has a toolbar with icons and a 'Post Goods Issue' button. The 'Outbound Delivery' field is set to '80000035'.

Post Good Issue Done above - It can also be done here

Order To Cash Process- O2C Cycle

Outbound Delivery 80000035 Display: Overview

Post Goods Issue Display JIT Calls

Outbound Deliv.	<input type="text" value="80000035"/>	Document Date	<input type="text" value="12.03.2024"/>	
Ship-to-Party	<input type="text" value="17100012"/>	Domestic Customer Invoice List, 22 Augusta Ave SE, Atlanta GA 30315-1402, USA		

Item Overview
Picking
Loading
Shipment
Status Overview
Goods Movement Data

TransptnPlanng	<input type="text" value="15.03.2024"/>	<input type="text" value="00:00"/>	PST	Route	<input type="text"/>
Transp.Plng Sts	<input type="checkbox"/>	Not Rel.Transp.Plan.		Route Schedule	<input type="text"/>

All Items															
Itm	Material	Gross Weight	Un	Volume	VUn Deliv. Qty	Un Description	D... HL Itm	D... Batch	B.. Plnt	SLoc	ItCa	Picked ...	Un	P.V Stag. Date	Matl
10	F-20A	171.250	KG	0.000	25	PC FIN20A,MTS-DDMRP,PD	0	0	1710	171A	TAN	25	PC	C 12.03.2024 14:4	

You can click here - Post Good issue
Save

06. Invoice Customer: VF01

- Path: SAP Easy Access Menu -> Accounting -> Financial Accounting -> Accounts Receivable -> Document Entry -> Invoice -> Create

Example: Create an invoice for the customer based on the Sales Order and Delivery information.

[Billing Document](#)
[Edit](#)
[Goto](#)
[Settings](#)
[System](#)
[Help](#)

Create Billing Document

[Billing Due List](#)
[Billing Documents Overview](#)
[Selection List](#)
[Log](#)

Default Data

Billing Type	<input type="text" value="12.03.2024"/>	Serv. Rend. Dte	<input type="text" value="12.03.2024"/>
Billing Date	<input type="text" value="12.03.2024"/>	Pricing Date	<input type="text" value="12.03.2024"/>

Documents to Be Processed

Document	Item	SD Document Category	Processing Status	Billi...
80000035				

Click on Save

Document 90000012 has been saved.

07. Check Customer Open Invoice - FBL5N

Customer Line Item Display

Data Sources

Customer Selection

Customer Account

17100014

to

Company Code

1710

to

Selection Using Search Help

Search Help ID

Search String

Search Help

Line item selection

Status

Open items

Open at key date

12.03.2024

Cleared items

Clearing date

to

Open at key date

All items

Posting date

to

Order To Cash Process- O2C Cycle

Customer Line Item Display											
		Selections Create Dispute Case									
Customer		17100014									
Company Code		1710									
Name		PAYER - Central									
City		Atlanta									
St	Assignment	DocumentNo	Typ	Doc. Date	S	DD	Local Crry Amt	LCurr	Cirng doc.	Text	
<input type="checkbox"/>	0090000000	9400000000	RV	26. 11. 2023			312. 00	USD			
<input type="checkbox"/>	0090000001	9400000001	RV	26. 11. 2023			405. 60	USD			
<input type="checkbox"/>	0090000002	9400000002	RV	27. 11. 2023			2, 288. 00	USD			
<input type="checkbox"/>	0090000002	9400000003	RV	27. 11. 2023			520. 00-	USD			
<input type="checkbox"/>	0090000004	9400000004	RV	27. 11. 2023			20. 80	USD			
<input type="checkbox"/>	0090000005	9400000005	RV	27. 11. 2023			312. 00-	USD			
<input type="checkbox"/>	0090000007	9400000007	RV	27. 11. 2023			255. 53	USD			
<input type="checkbox"/>	0090000012	9400000001	RV	12. 03. 2024			2, 600. 00	USD			
*							5, 049. 93	USD			
**	17100014						5, 049. 93	USD			

08. Post Incoming Payments: F-28

Path: SAP Easy Access Menu -> Accounting -> Financial Accounting -> Accounts Receivable
-> Document Entry -> Incoming Payments -> Post Incoming Payments

Example: Record the customer's payment against the invoice, updating the accounts receivable and clearing the open items.

Post Incoming Payments: Header Data			
Process Open Items			
Document Date	12.03.2024	Type	DZ
Posting Date	12.03.2024	Period	3
Document Number		Company Code	1710
Reference		Currency/Rate	USD
Doc.Header Text		Translatn Date	
Clearing Text	Payment for Doc # 9000000012 - Sales Order # 20		
Cross-CC Number			
Trading Part.BA			
Bank data			
House Bank	USBK1 / USAC1		
Account	11001050	Business Area	
Amount	2600		
Amount in LC			
Bank Charges		LC Bank Charges	
Value date	12.03.2024	Profit Center	
Text	Amount Recd towards Sale Order # 20	Assignment	
Open item selection		Additional selections	
Account	17100014	<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	D <input type="checkbox"/> Other Accounts		
Special G/L Ind	<input checked="" type="checkbox"/> Standard OIs		
<input type="checkbox"/> Other Bank Accounts			
Payt Advice No.			
<input type="checkbox"/> Distribute by Age			
<input type="checkbox"/> Automatic Search			

Click Process Open Item

Order To Cash Process- O2C Cycle

Post Incoming Payments Process open items

Distribute Difference Charge Off Difference Editing Options Cash Disc. Due Create Dispute Case

Standard Partial Pmt Res.Items WH Tax

Account items 17100014 PAYER - Central

Document ...	D...	Document ...	P...	Bus...	Da...	USD Gross	CashDiscount	CDPer.
9400000000	RV	26.11.2023	01		77		312.00	
9400000001	RV	26.11.2023	01		77		405.60	
9400000002	RV	27.11.2023	01		76		2,288.00	
9400000003	RV	27.11.2023	11		106		520.00-	2.000
9400000004	RV	27.11.2023	01		76		20.80	
9400000005	RV	27.11.2023	11		106		312.00-	2.000
9400000007	RV	27.11.2023	01		76		255.53	
9400000001	RV	12.03.2024	01		14-		2,600.00	2.000

Save

Document 1400000002 was posted in company code 1710

09. View Billing Document - VF02

Billing Document Edit Goto Environment System Help

/NVF02

Change Billing Documents

Items Accounting

Billing Document 90000012

More Search Criteria

Document Number

Company Code

Fiscal Year

Reference

Search

Click on Accounting

Change Billing Documents

Items Accounting

List of Documents in Accounting

Documents in Accounting

Document	Object type text
94000000001	Accounting document
A00000E700	Controlling Document

Separate Original document

Order To Cash Process- O2C Cycle

Click on > 9400000001

Display Document: Data Entry View

Taxes Display Currency General Ledger View

Data Entry View

Document Number	9400000001	Company Code	1710	Fiscal Year	2024
Document Date	12.03.2024	Posting Date	12.03.2024	Period	3
Reference	0090000012	Cross-Comp.No.			
Currency	USD	Texts Exist	<input type="checkbox"/>	Ledger Group	

CoCd Key Account Description Amount CrCy Tx DocumentNo Clrng doc. Text

1710	01	17100014	PAYER - Central	2,600.00	USD	01	9400000001	1400000002	
	50	41000000	Rev Domestic Prod	2,500.00-	USD	01	9400000001		
	50	22001000	Sales Tax Accrued	100.00-	USD	01	9400000001		

Click on Controlling Document

Display Actual Cost Documents

Document Master Record

Layout: Primary cost posting

Layout COArea currency ISAP Primary cost posting
Valuation View/Group 0 USD USD Legal Valuation

DocumentNo	Doc. Date	Document Header Text	RT RefDocNo	User Name	Rev RvD	Val/COArea CrCy	Total quantity	PUM	OffsetAcct
PRw	Qty	Object	CO Object Name	Cost Elem.	Cost element name				
A000000E700	12.03.2024		R 90000012	CESUSER01		2,500.00-	25-	PC	D 17100014
2	PSG 3025		41000000	Rev Domestic Prod					

10.To View Document OverFlow - VL02N

Document Flow Edit Goto Environment System Help

/NVL02N

Document Flow

Status Overview Display Document Service Documents Additional Links

Business Partner 0017100012 Domestic Customer Invoice List

Document	On	Time	Status
Standard Order 0000000020	12.03.2024	13:20:39	Completed
Outbound Delivery 0080000035	12.03.2024	13:47:49	Completed
• Picking Request 20240312	12.03.2024	13:49:21	Completed
• GD goods issue:delvy 4900000091	12.03.2024	13:50:06	Complete
• Invoice 0090000012	12.03.2024	13:57:56	Completed
• Journal Entry 9400000001	12.03.2024	13:58:13	Cleared