



Knowledge Transfer Program

ACCOUNTS RECEIVABLE

Breakout Session 3

June 18, 2009

Ground Rules

Important Ground Rules

- Sign the attendance sheet
- Feel free to ask questions
- Turn off your cell phones and pagers
- No email or internet usage during class except at breaks
- Have a good time!

Agenda

- 🌀 Post Incoming Payments
- 🌀 Cash & Check Receipts
- 🌀 Create a Deposits
- 🌀 Reports – Customer Account Analysis

Accounts Receivable Overview

- SCEIS uses several standard transactions to process to a specific document type.

Transaction Code	Use	Defaults to document type:
ZAR_REV Receipt payments from customers (AR)	F-28 (post incoming payment)	DZ (customer payment)
ZREV Receipt of miscellaneous payments	FB50 (post G/L document)	SK (cash documents)
F-04 – Post with Clearing	Create and post deposits	Blank – Must use ZD or ZW
FBL5N – Customer Line Item Display	To view customer account line items – open, cleared or both	NA
FD10N – Customer Balance Display	To view customer account balances	NA

Accounts Receivable Overview cont.

Transactional Data

🌀 Posting Keys

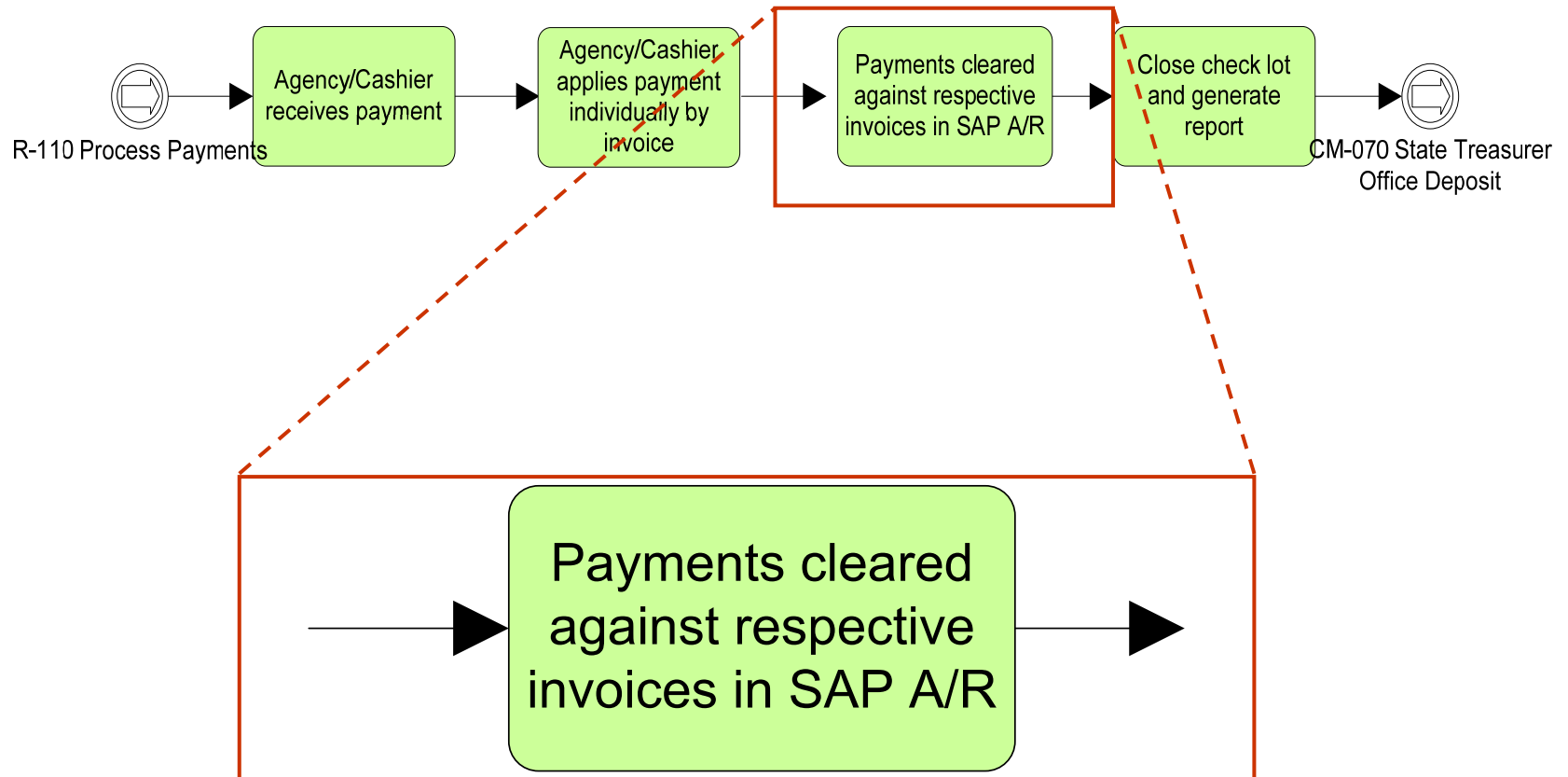
****General Ledger***

Debit	Credit
40	50



Post Incoming Payments

AR Payment Process



Post Incoming Payment – ZAR_REV

- The incoming payment transaction assigns incoming payment documents to a customer and clears open items from the customer accounts.

The screenshot shows the SAP 'Post Incoming Payments: Header Data' screen. A red box highlights the 'Process open items' button. The screen is divided into several sections: 'Document Date' (08/29/2007), 'Posting Date' (08/29/2007), 'Document Number', 'Reference', 'Doc. Header Text', 'Clearing text', 'Bank data' (Account, Amount, Bank charges, Value date, Text), 'Business Area', 'Amount in LC', 'LC bank charges', 'Profit Center', 'Assignment', 'Open item selection' (Account, Account Type, Special G/L ind, Prmt advice no., Distribute by age, Automatic search), and 'Additional selections' (None, Amount, Assignment, Reference, Document Number, Others). Two 'Choose Selection Criterion' pop-ups are open. The first pop-up has 'Amount' selected. The second pop-up has 'Reference' selected. The status bar at the bottom shows 'F-28', 'SCEISEDCS1', and 'INS'.

Post Incoming Payments: Header Data

Process open items

Document Date: 08/29/2007 Type: DZ Company Code: SC01
Posting Date: 08/29/2007 Period: 2 Currency/Rate: USD
Document Number: Translatn Date:
Reference: Cross-CC no.:
Doc. Header Text: Trading part. BA:
Clearing text:

Bank data

Account: [X] Business Area:
Amount: Amount in LC:
Bank charges: LC bank charges:
Value date: Profit Center:
Text: Assignment:

Open item selection

Account: [X] Other accounts:
Account Type: D Standard OIs:
Special G/L ind: Prmt advice no.:
Distribute by age:
Automatic search:

Additional selections

None
Amount
Assignment
Reference
Document Number
Others

Choose Selection Criterion

Amount
Document Number
Posting Date
Dunning Area
Reference
Payment order
Collective invoice
Document Type
Business Area
Tax Code

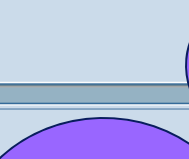
Choose Selection Criterion

Amount
Document Number
Posting Date
Dunning Area
Reference
Payment order
Collective invoice
Document Type
Business Area
Tax Code

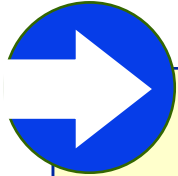
Page 1 / 2

Required Fields:

- Document date
- Reference
- Account (Bank data)
- Amount
- Account (open item)

A purple smiley face with two small purple dots for eyes and a curved line for a smile. A purple speech bubble with a black outline points towards the top right, containing the text "Yay! You Balance" in black. The background is light blue with a horizontal grey line.

Demonstration and Exercise



- ◆ Post Incoming SAP A/R customer Payment ZAR_REV



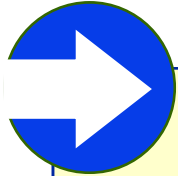
Posting Non-AR Receipts

Cash and Check Receipts

- Cash or check payments not directly related or linked to an accounts receivable invoice document are entered directly through a GL account posting.
- ZREV transaction screen will allow you to enter payment directly without reference to a previously entered document.
- The above transaction MUST be completed before creating a deposit.
- All cash must be receipted into GL account 100001000X (un-deposited cash) until deposit is created.

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Demonstration and Exercise



◆ Post Non-AR Payment

ZREV



Create a Deposit (Cash/Check/Wire)

Creating a Deposit

- Scan deposit slip, ensure it's legible
- Retrieve scanned slip from SAP Business Workplace inbox
- Deposit transaction (F-04) launched automatically from Business Workplace
- Remember Document date **MUST** equal validated bank deposit date

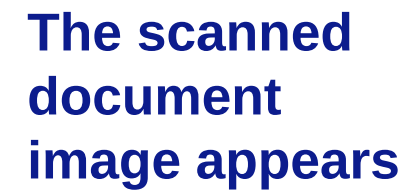
Retrieve Images from SAP Business Workflow Inbox

The screenshot displays the SAP Business Workflow Inbox for user Denise MCGUIGAN. The interface includes a menu bar (Workplace, Edit, Goto, Folder, Environment, Settings, System, Help) and a toolbar. The left sidebar shows the 'Inbox' structure with folders like 'Unread Documents 0', 'Documents 13', and 'Workflow 8'. The main area is titled 'Enter document for document type' and contains a table of documents.

Ex...	Title	Status	Creation D...	Creation ...	Att...	Co...	W...
	STO RCV Bank Deposit		09/11/2007	14:15:09	5		
	STO RCV Bank Deposit		09/11/2007	14:15:09	5		
	STO RCV Bank Deposit		09/11/2007	14:15:09	5		
	STO RCV Bank Deposit		09/11/2007	14:15:07	5		
	STO RCV Bank Deposit		09/11/2007	10:27:30	5		
	STO RCV Bank Deposit		09/11/2007	10:27:29	5		
	STO RCV Bank Deposit		09/11/2007	10:27:28	5		
	STO RCV Bank Deposit		09/11/2007	10:27:25	5		

Below the table, a 'Tips & tricks' section is visible, followed by a detailed view for 'STO RCV Bank Deposit'. This view includes a 'Description' field (No description available) and an 'Objects and attachments' section with an 'ArchiveLink image' and a long alphanumeric string: OBA4D24C7E6DD44CEFBA8DD75C81378CBC.

After paper documents are scanned they are launched into workflow and appear in users' Business Workflow Inbox.



**A execution box
appears.
Click on the execute
check mark.**

Post with Clearing (F-04)

- The Accounts Receivable Clerk transfers the cash/checks that were receipted into “Un-deposited Cash” 1000010000 accounts and transfers to “Cash on Deposit STO.” 1000030000
- STO Bank Account Codes are required in reference field
 - E.g. Wachovia 03100011 or please see your agencies STO Green Form
- STO green deposit form is NO longer required

Post with Clearing F-04 cont.

Post with Clearing: Header Data

Choose open items Acct model

Document Date		Type	SA	Company Code	☒
Posting Date	09/11/2007	Period		Currency/Rate	☒
Document Number		Translatn Date		Cross-CC no.	
Reference					
Doc.Header Text					
Clearing text					

Transaction to be processed

☐ Outgoing payment

☒ Incoming payment

☐ Credit memo

☐ Transfer posting with clearing

Select (arrow pointing to Incoming payment)

First line item

PstKy		Account		SGL Ind		TType	
-------	----------------------	---------	----------------------	---------	----------------------	-------	----------------------

Required Fields:

- Document Date
- Doc Type (ZD or ZW)
- Reference – bank number

Required Fields:

- Posting Key = 40
- Account = 1000030000

F-04 SCEISECDCS1 INS

Post with Clearing F-04 cont.

Document Edit Goto Extras Settings Environment System Help

Post with Clearing Add G/L account item

Choose open items Process open items More data Acct model

G/L Account 1000030000 CASH ON DEPOSIT-STO
Company Code SC01 State of South Carolina

Item 1 / Debit entry / 40

Amount 400.00 USD ☐ Calculate tax

Cost Center Fund Grant
Functional Area Funds Center Commitment item
Earmarked Funds More
Value date
Assignment
Text Long Texts

Next Line Item
PstKy Account SQL Ind New co. code

F-04 SCEISECDCS1 OVR

Post with Clearing F-04 cont.

Document Edit Goto Settings System Help

SAP

Post with Clearing Select open items

Process open items

Open item selection	Additional selections
Company Code SC01	☐ None
Account 1000010000	☐ Amount
Account Type S	☐ Assignment
Special G/L ind ☒ Normal OI	☐ Reference
Print advice no.	☒ Document Number
☐ Other accounts	☐ Posting Date
☐ Distribute by age	☐ Dunning Area
☐ Automatic search	☐ Payment order
	☐ Collective invoice
	☐ Document Type
	☐ Business Area
	☐ Tax Code
	☐ Branch account
	☐ Currency
	☐ Posting Key
	☐ Document Date
	☐ Billing Document
	☐ Others

Select line items first of all

F-04 sceisecpci1 INS

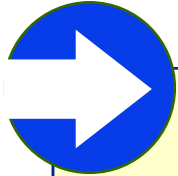
The screenshot displays the SAP 'Post with Clearing Process open items' window. The main table lists account items for '1000010000 UNDEPOSITED CASH'. One item is visible with a USD Gross of 180.00. A purple starburst graphic with the text 'WooHoo You Balance!!' is overlaid on the right side of the table. The bottom status bar indicates '1 items were selected'.

Assignme...	Document ...	D..P...	Posting Date	Document ...	USD Gross
00000000	1200000005	SK 40	06/09/2009	06/09/2009	180.00

Editing status

Number of items	1	Amount entered	180.00
Display from item	1	Assigned	180.00
Display in clearing currency		Not assigned	0.00

Demonstration and Exercise



◆ Post with Clearing

F-04



Perform Customer Account Analysis

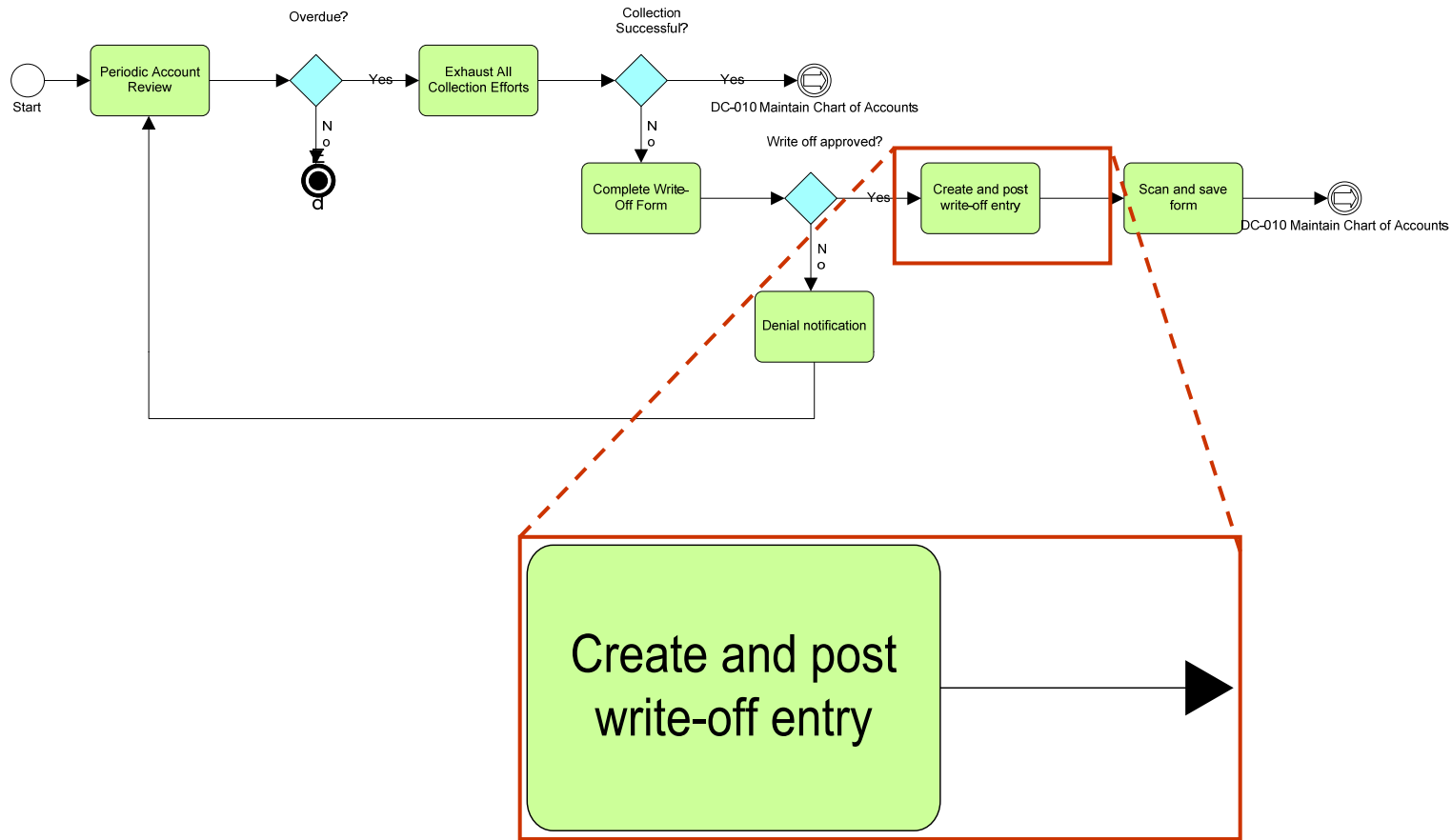
Key Terms and Concepts

🌀 Drill-down

- A tool for evaluating the data of an application according to its characteristics.
- Using a hierarchy structure, users can view details of information without having to create new work environments.



A/R Customer Account Analysis Process



Customer Account Line Item Display - FBL5N

- This transaction allows the user to view customer line items in various ways.
- Items you may view are:
 - Open items
 - Cleared items
 - All customer line items
- Customer account balance display also has drill-down capabilities that allow the user to see account details.
- “Unblock customer for payment” may also be accessed through this transaction.

Customer Account Line Item Display cont.

Program Edit Goto System Help

Customer Line Item Display

Data Sources

Customer selection

Customer account 4000015 to
Company code SC01 to

Selection using search help

Search help ID
Search string
Search help

Line item selection

Status

☐ Open items
Open at key date 08/24/2007

☐ Cleared items
Clearing date to
Open at key date

☒ All items
Posting date to

Type

☒ Normal items
☐ Special G/L transactions
☐ Noted items
☐ Parked items
☐ Vendor items

FBL5N SCEISECDCS1 OVR

Variants for Reports

- Variants allow users to create reports using a saved list of unique sets of parameters.
- Enter Data to narrow selection of accounts by using main page parameters and/or dynamic selections
- Go to > Variants > Save as Variant
- Enter name and description
 - Protect variant, if applicable
- Save

Customer Account Line Item Display



List Edit Goto Extras Environment Settings System Help

Customer Line Item Display

Customer 4000015
Company Code SC01
Name Capitol cafe
City Columbia

St	Assignment	DocumentNo	Type	Doc. Date	S	DD	Amt
☐	☐	2200000025	DG	08/15/2007			
☐	☐	2200000028	DG	08/22/2007			
☐	☒ AR_C2	2100000033	DZ	08/15/2007			
☐	☒ AR456-1	2000000104	DR	08/21/2007			
☐	☒						
☐	☒	1100000009	AB	08/16/2007			
☐	☒	1100000009	AB	08/16/2007			
☐	☒	2200000026	DG	08/16/2007			
☐	☒ AR_2X	2000000094	DR	08/16/2007			
☐	☒ AR_2X	2000000092	DR	08/16/2007			
☐	☒ AR_2X	2000000093	DR	08/16/2007			
☐	☒ AR_C2	2000000086	DR	08/15/2007			
☐	☒ AR_C2	2100000033	DZ	08/15/2007			
☐	☒ AR56_09	2000000103	DR	08/20/2007			
☐	☒ AR56_09	2100000038	DZ	08/20/2007			
☐	☒ AR-DEP0	2000000105	DR	08/21/2007			
☐	☒ AR-DEP0	2100000040	DZ	08/21/2007			
☐	☒ AR_833	2000000107	DR	08/22/2007			
☐	☒ AR_833	2100000041	DZ	08/22/2007			
☐	☒ AR_5666	2000000108	DR	08/22/2007			
☐	☒ AR_5666	2100000042	DZ	08/22/2007			
☐	☒ DEP_66	2000000109	DR	08/23/2007			
☐	☒ DEP_66	2100000043	DZ	08/23/2007			
☐	☒ AR456-1	2100000039	DZ	08/21/2007			
☐	☒ AR456-1	2300000009	DA	08/21/2007			
☐	☒	2200000024	DG	08/14/2007			
☐	☒	3400000003	ZP	08/14/2007			

Document Edit Goto Extras Environment System Help

Display Document: Line Item 001

Customer 4000015 Capitol cafe
CoCode SC01 700 Main Street
State of South Carolina Columbia
Line Item 1 / Other clearing / 07
Amount 80.00 USD
G/L Acc 1301001000
Doc. No. 1100000009

Additional Data
Disc. amount 0.00 USD
Bline Date 08/16/2007
Pmnt Block
Contract / Flow Type
Clearing 08/16/2007 / 1100000009
Assignment
Text Long text

30.00	-	USD	2100000033
12.00	-	USD	2100000038
12.00	-	USD	2100000038
65.00	-	USD	2100000040
65.00	-	USD	2100000040
100,000.00	-	USD	2100000041
100,000.00	-	USD	2100000041
120,000.00	-	USD	2100000042
120,000.00	-	USD	2100000042
100,000.00	-	USD	2100000043
100,000.00	-	USD	2100000043
220.00	-	USD	2300000009
220.00	-	USD	2300000009
30.00	-	USD	3400000003
30.00	-	USD	3400000003

FBL5N SCEISEDCS1 OVR

Customer Account Balance Display - FD10N



- Customer account balance display is used:
 - To view cumulative account balances by period.
 - View transactions at a high level with drill-down capabilities to view details.
- Required fields for this transaction:
 - Customer
 - Company Code (SC01)
 - Fiscal Year

Customer Account Balance Display cont.

Account Edit Goto Environment System Help

Customer Balance Display

Customer: 4000015 Capitol cafe
Company Code: SC01 State of South Carolina
Fiscal Year: 2008
Display crncy: USD

Balances Special general ledger

Period	Debit	Credit	Balance	Cum. balance	Sales/Purchases
Balance C...					
1			80.00	80.00	320,757.00
2	322,117.00	322,037.00		80.00	
3				80.00	
4				80.00	
5				80.00	
6				80.00	
7				80.00	
8				80.00	
9				80.00	
10				80.00	
11				80.00	
12				80.00	
13				80.00	
14				80.00	
15				80.00	
16				80.00	
Total	322,117.00	322,037.00	80.00	80.00	320,757.00

FD10N SCEISEDCS1 OVR

Customer Account Balance Display cont.

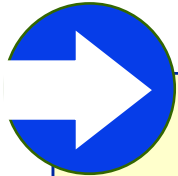
Customer Line Item Display

Customer: 4000015
Company Code: SC01
Name: Capitol cafe
City: Columbia

Stat	Type	Doc. Date	Net due dt	Clearing	Amt in loc. cur.	LCurr	DocumentNo
☐	DR	08/21/2007	08/21/2007		220.00	USD	2000000104
☐	DZ	08/15/2007	08/15/2007		10.00	USD	2100000033
☐					80.00	USD	
☐	DR	08/16/2007	08/16/2007	08/16/2007	80.00	USD	2000000093
☐	DR	08/20/2007	08/20/2007	08/20/2007	12.00	USD	2000000103
☐	DZ	08/20/2007	08/20/2007	08/20/2007	12.00	USD	2100000038
☐	DR	08/21/2007	08/21/2007	08/21/2007	65.00	USD	2000000105
☐	DZ	08/21/2007	08/21/2007	08/21/2007	65.00	USD	2100000040
☐	DZ	08/21/2007	08/21/2007	08/21/2007	220.00	USD	2100000039
☐	DA	08/21/2007	08/21/2007	08/21/2007	220.00	USD	2300000009
☐	DR	08/22/2007	08/22/2007	08/22/2007	100,000.00	USD	2000000107
☐	DZ	08/22/2007	08/22/2007	08/22/2007	100,000.00	USD	2100000041
☐	DR	08/22/2007	08/22/2007	08/22/2007	120,000.00	USD	2000000108
☐	DZ	08/22/2007	08/22/2007	08/22/2007	120,000.00	USD	2100000042
☐	DR	08/23/2007	08/23/2007	08/23/2007	100,000.00	USD	2000000109
☐	DZ	08/23/2007	08/23/2007	08/23/2007	100,000.00	USD	2100000043
☐	DG	08/14/2007	08/14/2007	08/14/2007	30.00	USD	2200000024
☐	ZP	08/14/2007	08/14/2007	08/14/2007	30.00	USD	3400000003
☐	DR	08/15/2007	08/15/2007	08/15/2007	30.00	USD	2000000086
☐	DZ	08/15/2007	08/15/2007	08/15/2007	30.00	USD	2100000033
☐	ZP	08/15/2007	08/15/2007	08/15/2007	600.00	USD	3400000004
☐	ZP	08/15/2007	08/15/2007	08/15/2007	700.00	USD	3400000004
☐	DR	08/15/2007	08/15/2007	08/15/2007	600.00	USD	2000000085
☐	DZ	08/15/2007	08/15/2007	08/15/2007	700.00	USD	2100000032
☐	AB	08/16/2007	08/16/2007	08/16/2007	80.00	USD	1100000009
☐	AB	08/16/2007	08/16/2007	08/16/2007	80.00	USD	1100000009
☐	DG	08/16/2007	08/16/2007	08/16/2007	80.00	USD	2200000026
☐	DR	08/16/2007	08/16/2007	08/16/2007	90.00	USD	2000000004

FD10N SCEISEDCS1 OVR

Demonstration only



- ◆ Customer Account Line Item Display FBL5N
- ◆ Customer Account Balance Display FD10N

Next Steps – FI Knowledge Transfer Breakout Sessions



- Accounts Receivable, 2 more classes
 - June 25, at 9:00-12:00, *ESC*
 - July 2, at 9:00-12:00, *ESC*

Any Questions?

