

## **F.18 - Vendor Balance Confirmation**

### **Functionality**

This transaction allows you to generate letters to your vendors for the purpose of checking payables and receivables, as well as the necessary reply slips. The program offers you the following choice of procedures:

- balance confirmation
- balance notification
- balance request

The system generates one checklist and, where necessary, one error list per company code. The program also enables you to print reminders for overdue balance confirmations and balance requests. In order to do this, enter the vendors concerned and the old issue date and/or the old reply date.

### **Scenario**

Before year-end closing you want to receive confirmation of open items and balances from your vendors.

### **Requirements**

The system must be properly configured and the forms to be used for printing the letters and lists.

<b>Menu Path</b>	Accounting → Financial Accounting → Accounts Payable → Periodic processing → Print correspondence → Balance confirmation → F.18 - Print letters
<b>Transaction Code</b>	F.18

**ACCOUNTS PAYABLE**  
END USER TRAINING DOCUMENTS

**Vendor Balance Confirmation**

1. Update the following fields:

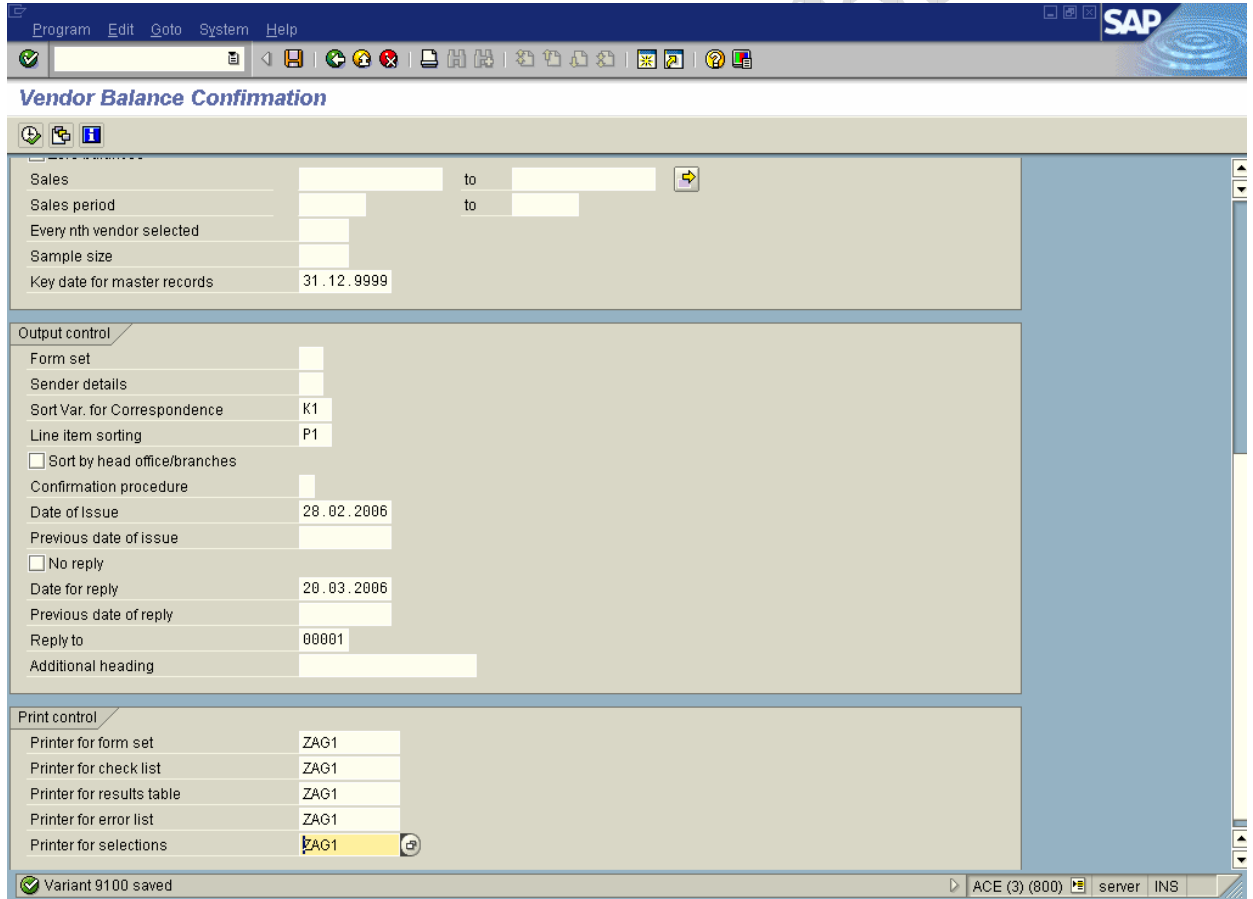
Field Name	Field Description	Values
Vendor	Vendor account number	1
to	Vendor account number	999999999
Company code	Code identifying a separate legal entity for which a separate set of accounts is maintained for external reporting purposes	9100
Reconciliation key date	Date of the balance confirmation. Usually enter here the last day of the fiscal year.	28.02.2006

2. Click **Individual vendors** Button  Individual vendors to include vendors in the printout.

**ACCOUNTS PAYABLE**  
**END USER TRAINING DOCUMENTS**

3. Click **Head offices and branches**  Head offices and branches. In this case the system will prepare the balance confirmations for the head offices. The open items belonging to the branch will be included in the report for head office.
4. Click **One-time vendors**  One-time vendors to process also this data.
5. Click **Zero balances** Button  Zero balances to not print the letters for vendors with zero balance.
6. Scroll down the screen and enter additional data:

### Vendor Balance Confirmation



The screenshot shows the SAP Vendor Balance Confirmation screen. The title bar includes 'Program Edit Goto System Help' and the SAP logo. The main window title is 'Vendor Balance Confirmation'. The screen is divided into several sections:



- Input fields:** Sales (to), Sales period (to), Every nth vendor selected, Sample size, Key date for master records (31.12.9999).
- Output control:** Form set, Sender details, Sort Var. for Correspondence (K1), Line item sorting (P1),  Sort by head office/branches, Confirmation procedure, Date of Issue (28.02.2006), Previous date of issue,  No reply, Date for reply (20.03.2006), Previous date of reply, Reply to (00001), Additional heading.
- Print control:** Printer for form set (ZAG1), Printer for check list (ZAG1), Printer for results table (ZAG1), Printer for error list (ZAG1), Printer for selections (ZAG1).


The status bar at the bottom shows 'Variant 9100 saved' and 'ACE (3) (800) server INS'.

**ACCOUNTS PAYABLE**  
END USER TRAINING DOCUMENTS

7. Update the following fields:

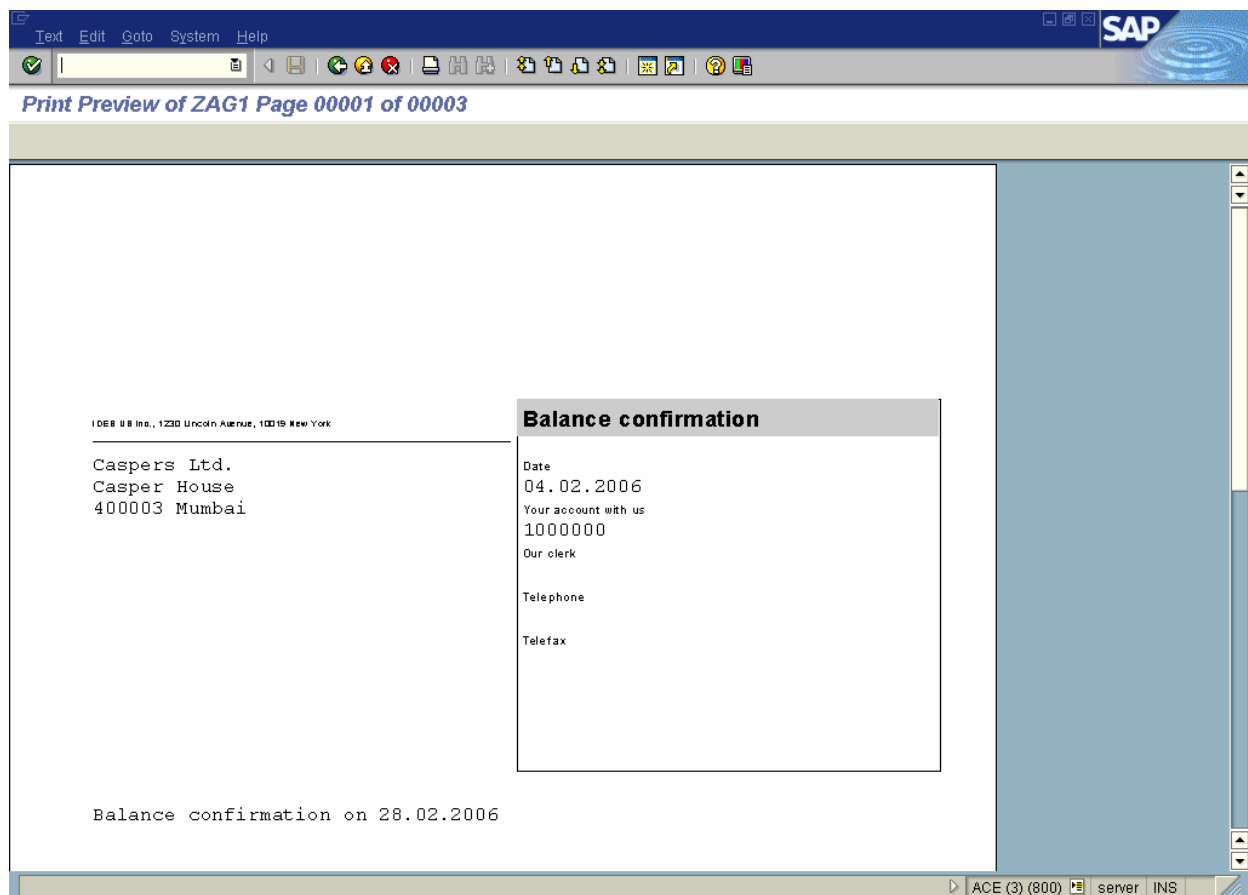
Field Name	Field Description	Values
Sort Var. for Correspondence	You can sort the letters by postal code, by account number or by document number	K1
Line item sorting	You can sort open items on the report by e.g. document date, or clearing date, clearing document etc.	P1
Date of issue	Enter here the date when the letters were issued	28.02.2006
Date for reply	The date is printed in the letter to the customer and vendor.	20.03.2006
Reply to	Address id for company	00001
Printer for form set	In this field and other fields for printout enter your printer name	ZAG1 or LOCAL

8. Click **Sort by head office/branches** Button  Sort by head office/branches to activate sorting line items by Head Office and Branch Accounts
9. Click **Enter** Button  to confirm your entries.
10. To begin generation of vendor letters, Click **Execute** .

**Note:** This reports creates automatically print preview. On the following screens you should press Print  icon to send a print request to the spool.

**ACCOUNTS PAYABLE**  
**END USER TRAINING DOCUMENTS**

**Print Preview for LOCA Page 00001 of 00047**




11. Click **Print**  to send a print request to the spool.

12. Click **Back** .

**ACCOUNTS PAYABLE**  
**END USER TRAINING DOCUMENTS**

**Print Preview for LOCA Page 00001 of 00002**

Vendor	Account	City	Amount	Currency	Total	Country
100001	CSXT-01	Riyadh	1,000.00	USD	1,000.00	US
100002	test of Recite number2	Riyadh	0.00	USD		US
100003	CSXT-03	Riyadh	0.00	USD		US
100004	CSXT-04	Riyadh	0.00	USD		US
100005	CSXT-05	Riyadh	0.00	USD		US
100006	CSXT-06	Riyadh	0.00	USD		US
100007	CSXT-07	Riyadh	0.00	USD		US
100008	CSXT-08	Riyadh	12,060.20	USD		US

13. This is the report of the vendors for whom confirmation letters were generated. Click **Print**  to send a print request to the spool.

14. Click **Back** .

**ACCOUNTS PAYABLE**  
**END USER TRAINING DOCUMENTS**

**Print Preview for LOCA Page 00001 of 00003**

Print Preview of ZAG1 Page 00001 of 00001

A Ltd. Mumbai	Check list	17:37:56 SAPF130K/SAPUSER	04.02.2006 1
------------------	------------	------------------------------	-----------------


Check date: 28.02.2006      Date of issue: 28.02.2006  
Additional text:                      Date of reply: 20.03.2006

Acct	Name	Postal cde	Cty	Amount	Local curr.	Amount	Cntry Region	Doc. curr.
1000000	Caspers Ltd.	400003	Mumbai	0,00	INR	total	IN	
1000005	BKY INC.	400004	Mumbai, Colaba	101.000,00-	INR	total	IN	
				101.000,00-	INR	101.000,00-	INR	
Sum total				101.000,00-	INR			
				101.000,00-	INR	101.000,00-	INR	

Number Balance confirmations 0000000002  
Number of zero balances 0000000001

Key:

ACE (3) (800) server INS

15. The last report displays total amount of vendor confirmations generated. Click **Print**  to send a print request to the spool.

16. Click **Back** .

**Note:** The confirmation letters were not printed. They wait for printout in the spool. You need to display your spool jobs.

17. Change command line to **[/nsp02]** and press Enter. The system will display a list of print jobs:

# ACCOUNTS PAYABLE END USER TRAINING DOCUMENTS


## Output Controller: List of Spool Requests

Spool no.	Type	Date	Time	Status	Pages	Title or name of spool request
300		05.02.2006	02:38	-	1	F130K2 9100 200602289100
201		04.02.2006	03:59	-	1	SAP08 ZHP4 9100
200		04.02.2006	03:57	-	1	SAP08 ZHP4 9100
32000		22.01.2006	20:47	Error	1	LIST15 ZHP4 SAPMKAL1_SAP
31900		22.01.2006	06:16	-	1	Where-used list Message TAX_TXJCD 864 1n
31800		31.12.2005	19:12	Error	2	LIST15 ZHP4 RKAEP000_SAP

6 Spool requests displayed

4 Spool requests without output request

2 Spool requests with errors (may not have been output)

18. To activate the job for printout mark it (click on the first column on the left) and click on the **Print**  button.