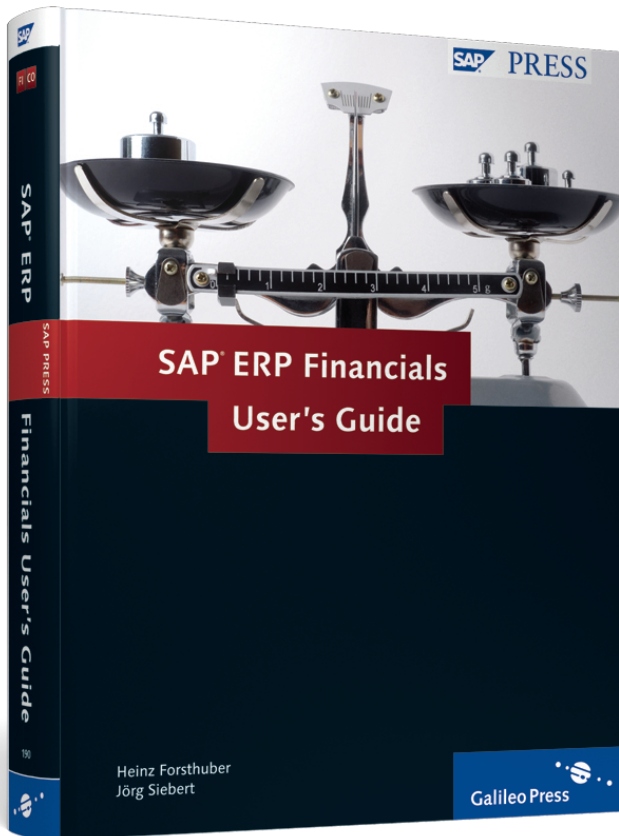


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## SAP® ERP Financials User's Guide



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# Contents at a Glance

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

# 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.

The screenshot displays the 'Display Vendor: Initial Screen' with the following structure:

- Vendor Master Data** (Overall container)
- General Data** (Section 1)
  - Vendor: [Field]
  - Company Code: [Field]
  - Purch. Organization: [Field]
  - General data (Section 1.1)
    - Address
    - Control
    - Payment transactions
    - Contact Persons
- Company Code Data** (Section 2)
  - Company code data (Section 2.1)
    - Accounting info
    - Payment transactions
    - Correspondence
    - Withholding tax
- Purchasing Data** (Section 3)
  - Purchasing organization data (Section 3.1)
    - Purchasing data
    - Partner functions

**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.

The screenshot shows the 'Create Vendor: Initial Screen' in SAP. It features several input fields and a table of vendor account groups.

**Input Fields:**

- Vendor: [ ]
- Company Code: 1000
- Account group: [ ]
- Reference: Vendor [ ], Company code [ ]

**Vendor account group (1) 45 Entries found**

Gro	NR	OTA	Name
0001	06	<input type="checkbox"/>	Vendors
0002	XX	<input type="checkbox"/>	Goods supplier
0003	XX	<input type="checkbox"/>	Alternative payee
0004	XX	<input type="checkbox"/>	Invoice presented by
0005	XX	<input type="checkbox"/>	Forwarding agent
0006	XX	<input type="checkbox"/>	Ordering address
0007	XX	<input type="checkbox"/>	Plants
0010	02	<input type="checkbox"/>	Special vendor
0012	01	<input type="checkbox"/>	Hierarchy nodes

**Figure 3.2** Maintaining a Vendor Account—Initial Screen

When you press the  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.

**Change Vendor: Address**

Vendor: 2000000030

Preview | Internat. versions

**Name**

Title: |

Name: Testcompany  
www.internet.com

**Search Terms**

Search term 1/2: TEST INTERNET

**Street Address**

Street/House number: Teststreet 12

Postal Code/City: 12345 Testcity

Country: DE Germany Region: |

**PO Box Address**

PO Box: |

Postal code: |

**Communication**

Language: DE German | Other communication... |

Telephone: 06221-12345678 | Extension: |

Mobile Phone: | |

Fax: | |

E-Mail: test@test.de |

Data line: |

Telebox: |

**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 'Change Vendor: Control' dialog box in SAP. It is divided into several sections:

- Vendor:** Vendor ID: 2000000030, Testcompany, Testcity.
- Account control:** Customer: 1000, Authorization, Trading Partner, Corporate Group: COM.
- Tax information:** Tax Number 1-4, Tax number type, Tax type, Fiscal address, Tax Jur., VAT Reg. No. (DE123456789), Tax office, Tax Number. Includes checkboxes for Equalizatr tax, Sole Proprietr, Sales/pur.tax, and Tax split.
- Reference data:** Location no. 1, Location no. 2, Check digit, Industry, SCAC, Car.freight grp, ServAgntProcGrp, Transport zone, POD-relevant, Actual QM sys., QM system to.
- Person subject to withholding tax:** Date of birth, Place of birth, Sex, Profession.

**Figure 3.4** Maintaining a Vendor Account—Control Data

Payment transaction settings

If you press , 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.

**Change Vendor: Payment transactions**

Vendor: 2000000030    Testcompany    Testcity

Ctry	Bank Key	Bank Account	Acct holder	CK	IBAN	IBANValue
DE	12345678	4711	JS	<input type="checkbox"/>		DE14123456780000004711
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		

Buttons: Bank Data..., Delete Bank Detail, IBAN

**Alternative payee in document**

Individual spec.  
 Spec. per reference    **Permitted Payee**

**Change Vendor: Alternative payee**

Payee	Name	City

Buttons: Copy, Paste, Close

**Figure 3.5** Maintaining a Vendor Account—Payment Transactions



When you press , 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			
Vendor	2000000030	Testcompany	Testcity
Company Code	1000	IDES AG	
<b>Accounting information</b>			
Recon. account	160000	Sort key	<input type="checkbox"/>
Head office	<input type="checkbox"/>	Subsidy indic.	<input type="checkbox"/>
Authorization	<input type="checkbox"/>	Cash mgmnt group	<input type="checkbox"/>
Minority indic.	<input type="checkbox"/>	Release group	<input type="checkbox"/>
		Certificatn date	<input type="checkbox"/>
<b>Interest calculation</b>			
Interest indic.	<input type="checkbox"/>	Last key date	<input type="checkbox"/>
Interest freq.	<input type="checkbox"/>	Last interest run	<input type="checkbox"/>
<b>Withholding tax</b>			
W. Tax Code	<input type="checkbox"/>	Exemption number	<input type="checkbox"/>
WH Tax Country	<input type="checkbox"/>	Valid until	<input type="checkbox"/>
Recipient type	<input type="checkbox"/>	Exmpt.authority	<input type="checkbox"/>
<b>Reference data</b>			
Prev.acct.no.	<input type="checkbox"/>	Personnel number	<input type="checkbox"/>
<b>Default data for tax reports</b>			
Activity Code	<input type="checkbox"/>	Distr. Type	<input type="checkbox"/>

**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.

**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 , 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.

**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).

**Block/Unblock Vendor: Details**

Vendor: 2000000030 Testcompany Testcity  
 Company Code: 1000 IDES AG  
 Purchasing Org.: 1000 Cook Purchasing Org.

**Posting Block**

All company codes  
 Selected co. code

**Purchasing block**

All purchasing organizations  
 Selected purchasing organization

**Block for quality reasons**

Block function: [ ]

**Function That Will Be Blocked (1) 5 Entries found**

Restrictions

BF	Short text
01	Block purchase order
02	Block req. for quotation and pur.order
03	Block pur.order/RFQ and goods receipt
04	Block source determination
99	Total block

5 Entries found

**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

Preview Internat. versions

Name  
 Title  
 Name: One time vendor

Search Terms  
 Search term 1/2: cpd

Street Address  
 Street/House number  
 Postal Code/City  
 Country Region

P.O. Box Address  
 P.O. Box  
 Postal code

Communication  
 Language: EN English  
 Telephone Extension  
 Fax Extension  
 Data line  
 Telebox

**Figure 3.10** Personal Data in a One-Time Document

**Post Document: Address and bank data**

Copy Delete Bank data Bank data IBAN

Vendor: 100338 One time vendor G/L: 160000  
 Company Code: 1000 Company 1000

Item 1 / Business partner data

Title		Language Key	EN
Name			
Street			
PO Box	<input type="checkbox"/> PO w/o no.	PO Box PCode	
City		Postal Code	
Country	DE	Region	
Bank Key		Bank Country	DE
Bank Account		Control key	
Reference		Instruction key	
VAT Reg. No.		DME Indicator	
Tax Number 1		Tax type	
Tax Number 2		Tax number type	
Tax Number 3		<input type="checkbox"/> Natural person	
Tax Number 4		<input type="checkbox"/> Equalizatr tax	
Type of Busines		<input type="checkbox"/> Liable for VAT	
Type of Industr		Rep's Name	

**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.

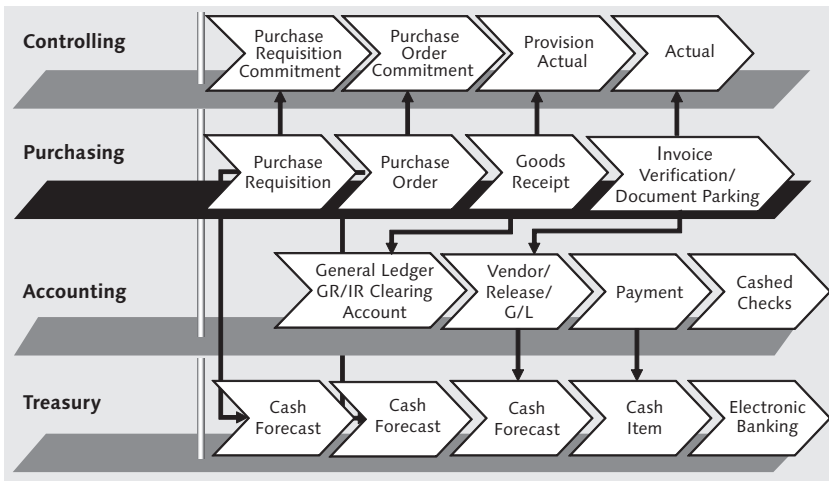


Figure 3.12 Integrated Business Transaction Purchase to Pay

#### 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  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.

**Post Document: Header Data**

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					

First line item

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

**Figure 3.13** Incoming Invoice—Initial Screen

**Post Document Add Vendor item**

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	
Prnt Block	<input type="checkbox"/>	Pmnt Method <input type="checkbox"/>
Assignment	00000000	
Text		<input type="button" value="Long Texts"/>

Next line item

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

**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**

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
  Calculate tax

Business Area: 1000 Trdg part.BA:   
 Cost Center:   
 Profit Center:   
 Functional Area:

Value date: 04.10.2008  
 Assignment: 20081004 Asst retirement:   
 Text:

---

Next Line Item

PstKey:  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**

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 FBO1, 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).

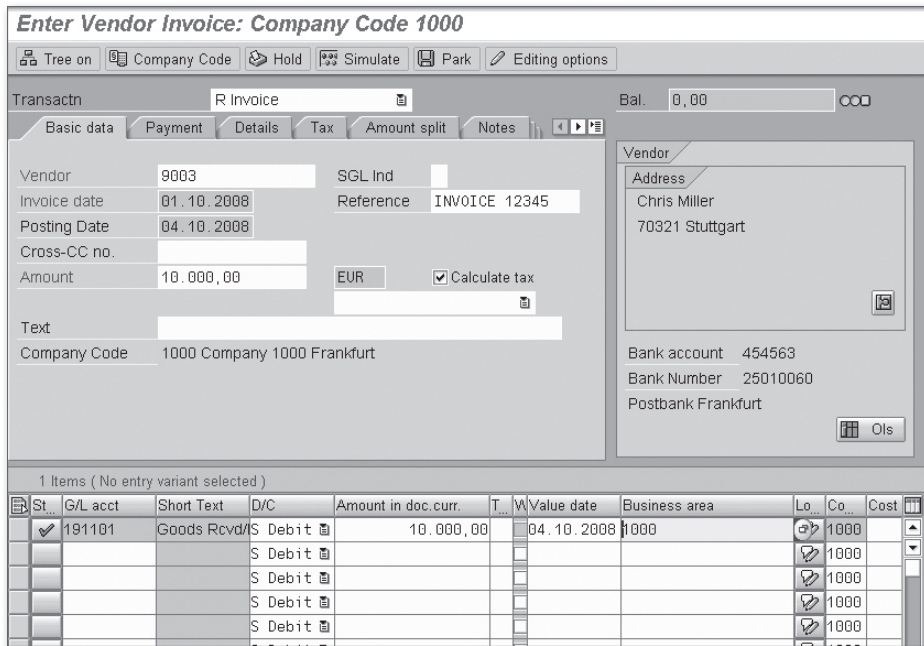


Figure 3.17 Incoming Invoice—Single-Screen Transaction

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 tab 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  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**

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.amt/in	

Offsetting item (1-6)

Account	Amount	Tx	Cost Ctr	Order	CoCd	S
400000	10.000,00	1I	1000		1000	<input type="checkbox"/>

**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.

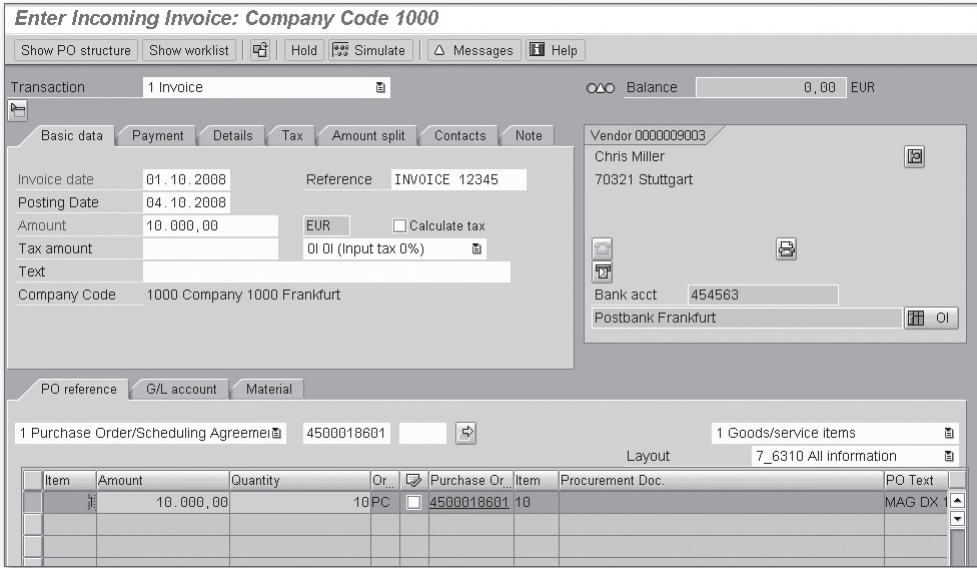


Figure 3.20 MM—Adding an Incoming Invoice

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.

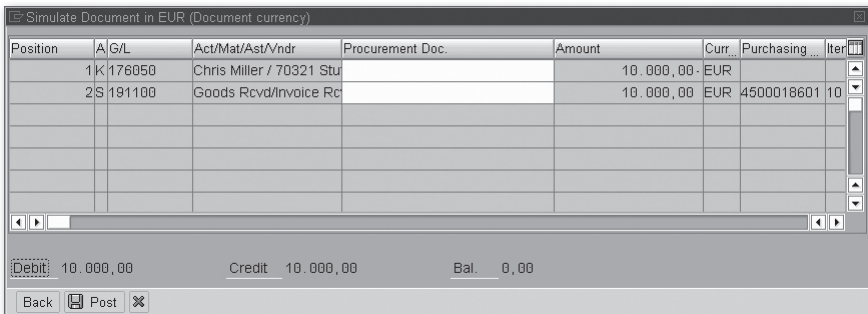


Figure 3.21 MM—Simulating a Document

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 pmnt 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.

**Automatic Payment Transactions: Parameters**

B.ex./pmt request...

Run Date: 01.12.2008  
 Identification: JS2

Tab: Free selection

Posting Date: 01.12.2008    Docs entered up to: 01.12.2008  
 Customer items due by:

Payments control

Company codes	Pmt meths	Next p/date
1000	SU	10.12.2008

Accounts

Vendor: 2000000030    to: 2000000030  
 Customer:    to:

Foreign currencies

Exchange rate type:

**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: [ ]  Exclude values  
 Values: [ ]

Field Name: [ ]  Exclude values  
 Values: [ ]

Field Name: [ ]  Exclude values  
 Values: [ ]

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**

Due date check  
 Payment method selection in all cases  
 Pmnt method selection if not successful  
 Line items of the payment documents

**Accounts required**

Vendors (from/to)		Customers (from/to)	
	ZZZZZZZZZZ		

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).

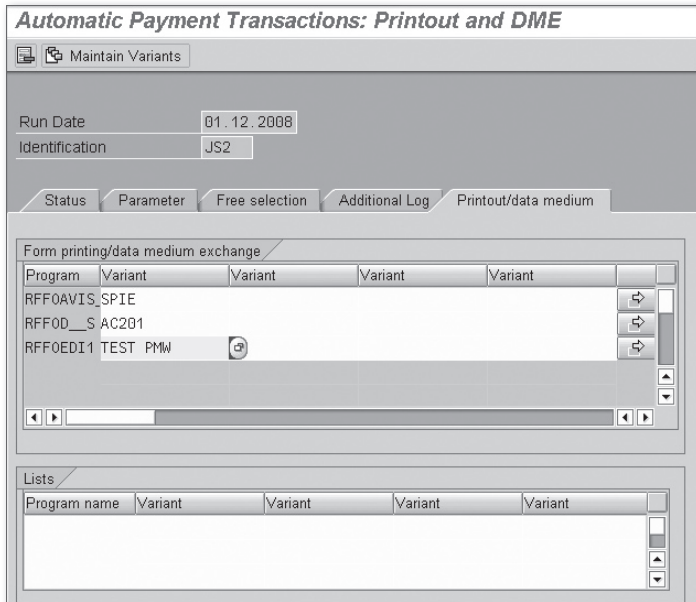


Figure 3.27 Output and Data Media Tab

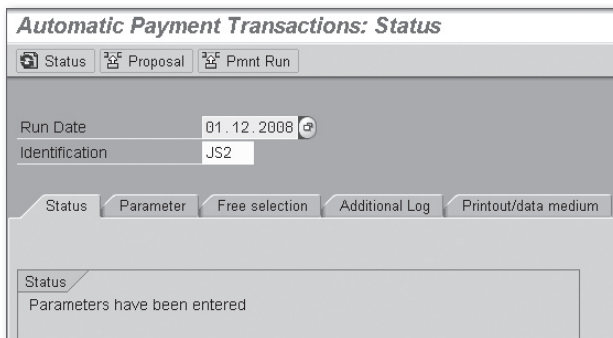


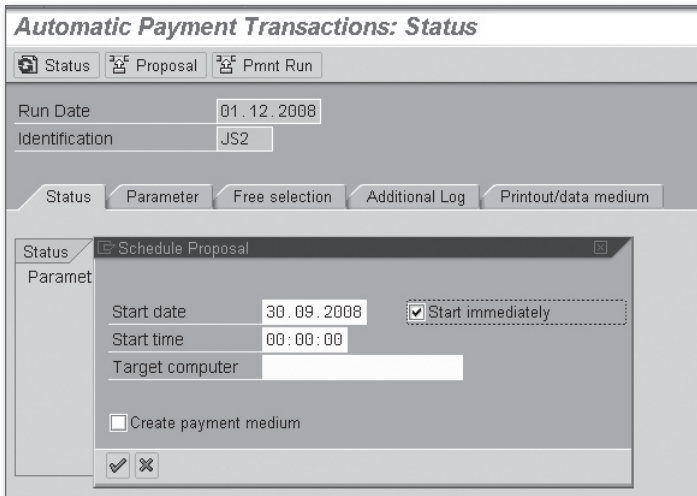
Figure 3.28 Status Message "Parameters have been Entered"

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 **Proposal** button. The Schedule Proposal dialog box opens (see Figure 3.29).



**Figure 3.29** Schedule Proposal Dialog Box

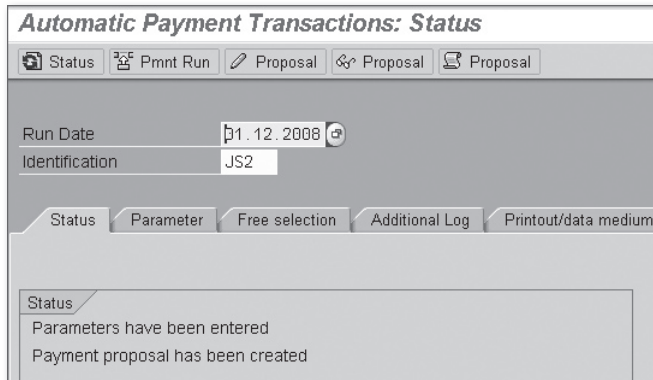
When you select the Start immediately option and press **Enter**, the processing is performed in the foreground. You can retrieve data of this payment run using the proposal list, which stores a wealth of information, for example, an overview of all payments and line items.

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-

ture. 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 **Proposal** button.

#### Task sharing per accounting clerk

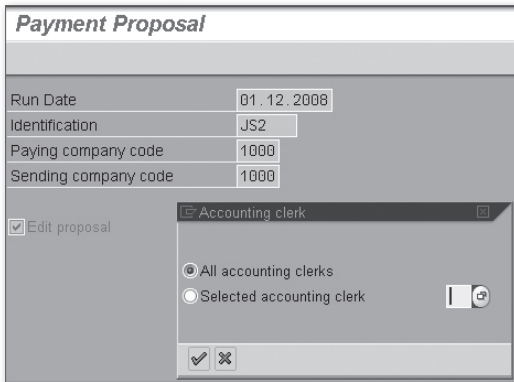
The system now displays the Accounting clerk dialog box (see Figure 3.31). If you select All accounting clerks, the system selects all payments of a payment proposal run for processing. To only process the payments of the payment proposal that are assigned to a specific accounting clerk, select the Selected 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

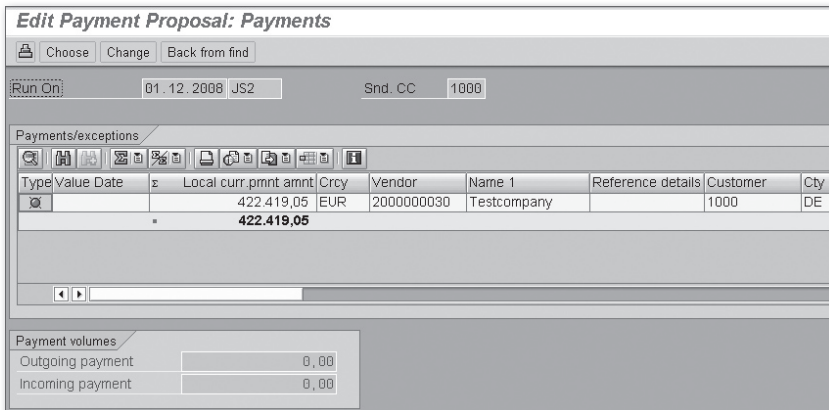
Particularly if a large number of vendors and customers are included in a payment proposal list, it makes sense to use the selection of accounting clerks to enable task sharing. A prerequisite is that the respective accounting clerks are also stored in the master data of the subledger account.

If you press the **Enter** 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**

Change Back from find

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						
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	18.02.2008
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.

The screenshot shows the 'Change Line Items' dialog box with the following fields and values:

- Block:** Payment Block
- Payment method:** Payment Method  Pmt meth.supl.
- Payment terms:** Baseline Date 30.09.2008; Days/percent 0,000 / 0,000 / 0; Discount base 0,00 EUR
- Cash discount:** Discount amount
- Note:** No pymt possible because items with a debit bal.still exist; see job log
- Buttons:**   Choose cash discount

**Figure 3.34** Exception in the Payment Proposal List

The screenshot shows the 'Change Payment' dialog box with the following fields and values:

- Payment control:** Payment method S; House Bank 1000 1000 ; Instruction key ; Due Date
- Payee:** Name Testcompany; City Testcity; Country DE
- Bank details:** Bank country ; Bank number ; Bank account ; IBAN
- Buttons:**

**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.

**Edit Payment Proposal: Payments**

Choose Change Back from find

Run On: 01.12.2008 JS2 Snd. CC: 1000

Payments/exceptions

Type	Value	Date	Local curr.	pmnt amt	Crcy	Vendor	Name 1
	972.419,05		EUR		EUR	2000000030	Testcompany
	550.000,00-	01.12.2008	EUR		EUR	2000000030	Testcompany
				<b>422.419,05</b>			

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.

**Automatic Payment Transactions: Status**

Status Payments Proposal Proposal Printout

Run Date: 01.12.2008  
 Identification: JS2

Status Parameter Free selection Additional Log Printout/data medium

Status

Parameters have been entered  
 Payment proposal has been created  
 Payment proposal has been edited  
 Payment run is running  
 Posting orders: 1 generated, 1 completed

Figure 3.37 Status Message

**Vendor Line Item Display**

Selections 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	Clrng doc.
		1500000049	KZ	15.10.2008	A			7.777,00	EUR	
		1900000116	KR	30.09.2008				110.000,00-	EUR	
								<b>102.223,00-</b>	<b>EUR</b>	
		1900000117	KR	30.09.2008				550.000,00-	EUR	2000000052
		2000000052	ZP	01.12.2008				550.000,00	EUR	
								<b>0,00</b>	<b>EUR</b>	
		<b>Account 2000000030</b>						<b>102.223,00-</b>	<b>EUR</b>	
								<b>102.223,00-</b>	<b>EUR</b>	

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
Posting Date	30.10.2008	Period	
Document Number		Company Code	1000
Reference		Currency/Rate	eur
Doc. Header Text		Translatn Date	
Clearing text		Cross-CC no.	
		Trading part BA	
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		Additional selections	
Account	815	<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 type="checkbox"/> <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			





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.













**Post Outgoing Payments Process open items**

Standard **Partial Prnt** Res.items Withhldg tax

Account items 815 Testcompany

Document N.	D.	Documen	P.	Busi	Day	EUR Gross	Cash discnt	CashD
1900000779	KR	05.10.20	031	9900	10.	11.000,00.	220,00.	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						
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)	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
Posting Date	30.10.2008	Period	10
Document Number		Company Code	1000
Reference		Currency/Rate	EUR
Doc. Header Text		Translatn Date	
Clearing text		Cross-CC no.	
		Trading part.BA	
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 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		
Pmnt 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="checkbox"/>	<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 OIs	<input type="radio"/> Document Number		
Prnt 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 , 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  
 Withhldg tax

Account items 817 Testcompany

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

Amount  
  Gross<>N...  
  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									
Vendor 817 Company Code 1000 Name Testcompany City									
S	Assignment	DocumentNo	Doc. Type	Doc. Date	DD	Amount in local currency	LCurr	Clrng doc.	Text
<input checked="" type="checkbox"/>	19000007822008	1500000042	KZ	30.10.2008		285,71-	EUR		new
						<b>285,71-</b>	<b>EUR</b>		
<input type="checkbox"/>	15000000422008	1500000042	KZ	30.10.2008		11.000,00	EUR	1500000042	
<input type="checkbox"/>	19000007822008	1900000782	KR	05.10.2008		11.000,00-	EUR		
						<b>0,00</b>	<b>EUR</b>		
	<b>Account 817</b>					<b>285,71-</b>	<b>EUR</b>		
						<b>285,71-</b>	<b>EUR</b>		

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  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.

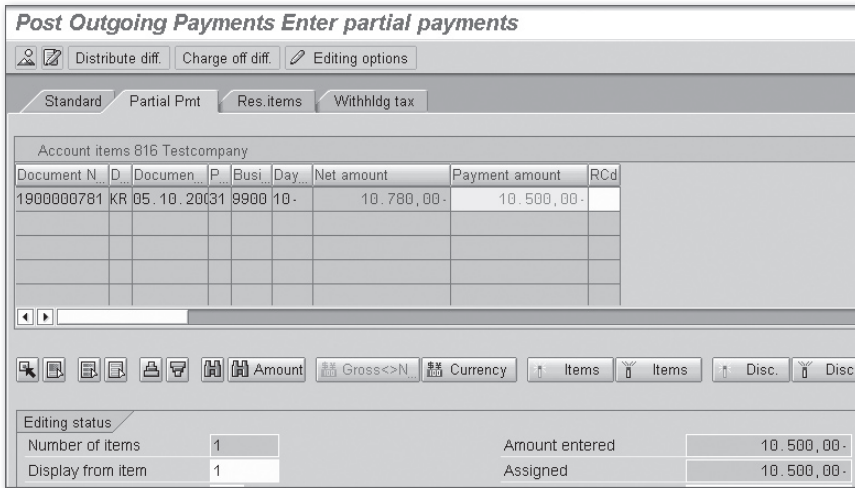


Figure 3.47 Partial Payment for Outgoing Payments

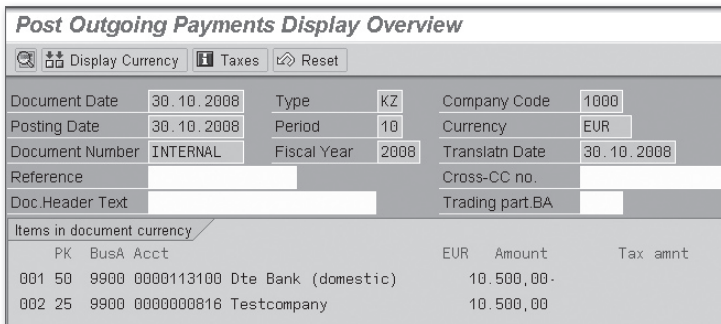


Figure 3.48 Outgoing Payments—Partial Payment Screen

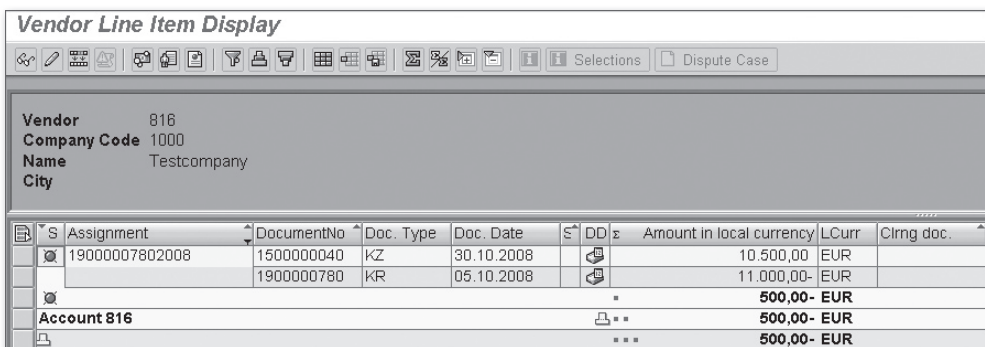


Figure 3.49 Line Items after a Partial Payment

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—independently 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.

Vendor	CoCd	Name 1	DeIF	Conf. date	Conf. time
7		Hem & Co.		25.08.2008	06:55:11
13		Jatin & co		28.08.2008	09:57:36
23		RR & Sons		26.08.2008	09:04:38
555		Marcus		28.08.2008	11:14:45
853		Hemchandra		27.08.2008	09:08:06
1511		B. de Bartolomeo		13.05.2008	11:25:26
1612		Irvine Lottermann		12.09.2008	12:58:59
1986		MM demo vendor		12.05.2008	10:11:12
2022		Preferred Aluminum		05.09.2008	22:04:58
2099		YJ test		02.06.2008	13:14:45
3386		Honda Trading Japan		04.09.2008	22:43:34
3387		Honda Trading Thailand		04.09.2008	22:45:23
5545		test		06.08.2008	10:46:32
5559		NAME		06.08.2008	10:19:28
6789		Raggruppamento temporaneo di Imprese		15.06.2008	14:38:01
7410		Supplier 01		14.08.2008	00:17:44
7789		Raggruppamento temporaneo di Imprese		15.06.2008	16:35:41
9100		9100		27.07.2008	05:26:20

**Figure 3.51** Overview of Critical Modifications

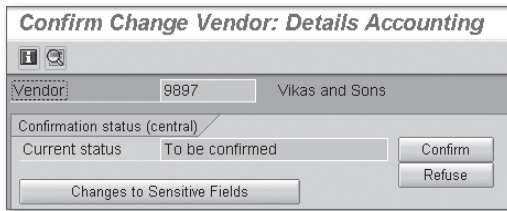
This list indicates that numerous master record changes still have to be confirmed. The confirmation date indicates the date from which this process step is pending.



### 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.

**Selection: Due Date Analysis for Open Items**

Data Sources

Vendor selection

Vendor account  to

Company code 1000 to

Line item selection

Open items at key date 04.10.2008

**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**

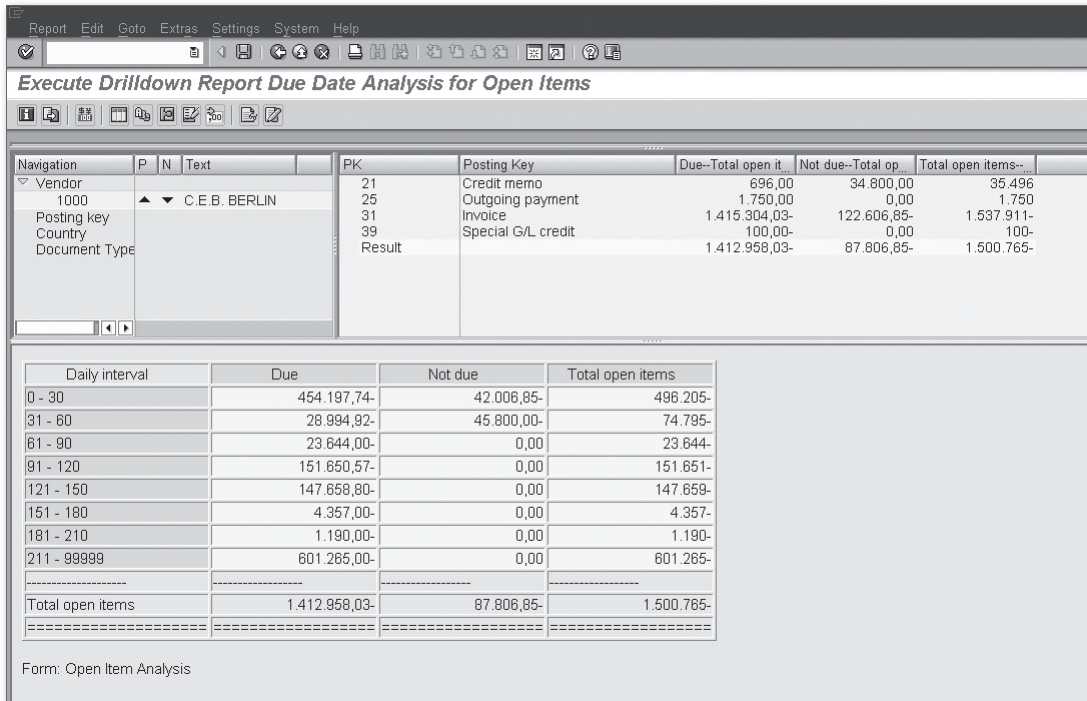
Navigation	P	N	Vendor	Vendor	Due-Total open it.	Not due-Total op.	Total open items-
Vendor			1	Forks Manufacturing	5 560,00-	4 522,80-	10 083-
Posting key			7	Hern & Co.	18 519,84-	0,00	18 520-
Country			15	Tiedemeier Entsorgung	1 704,04-	0,00	1 704-
Document Type			77	Dodavatel ERP	8 549,03-	0,00	8 549-
			200	SMP	13 735,33-	0,00	13 735-
			300	AluCast	254 619,92-	0,00	254 620-
			1000	C. E. B. BERLIN	1 412 958,03-	87 806,85-	1 500 765-
			1001	SKF Kugelmeier KGaA	1 059 078,37-	24 200,00-	1 083 278-
			1003	Gusswerk US	21 529,88-	0,00	21 530-
			1005	PAQ Deutschland GmbH	731 711,68-	0,00	731 712-
			1006	Blacks AG	12 610,00-	11 000,00-	23 610-
			1010	Sunny Electronics Gm	161 961,58-	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	10 426,08-	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	1 960 002,87-	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

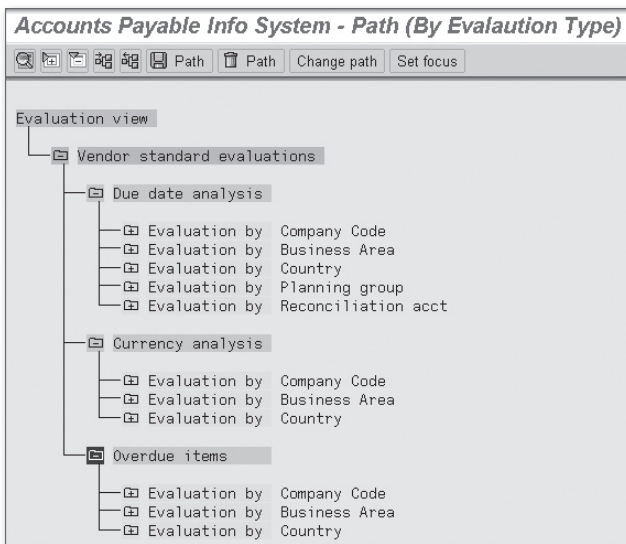
At this point it is useful to navigate to the line items of the vendor using the report-to-report interface to view at invoice level whether this huge amount is made up of multiple items or to view the underlying deliveries and services. If this flexible and versatile report is not sufficient, you can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

<b>Due date analysis</b>			
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-
<b>Total</b>	<b>99.549.099,61-</b>	<b>355.894,70-</b>	<b>99.904.994,31-</b>

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**

Client IDES-ALE: Central FI Syst      Key date: 29.09.2008  
 Company Code Company 1000      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-	1.566.405,05-
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-
Wollner 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	161.961,58-	0,00	161.961,58-
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 Tsutomu	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,
  - Balance sheet account, 47, 51, 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  
     *RAGIT00*, 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**

---

Warning message, 552  
Window dressing, 208

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

## **X**

---

XML payment format, 328

## **Y**

---

Year-end closing, 384