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Managing Your Favorites

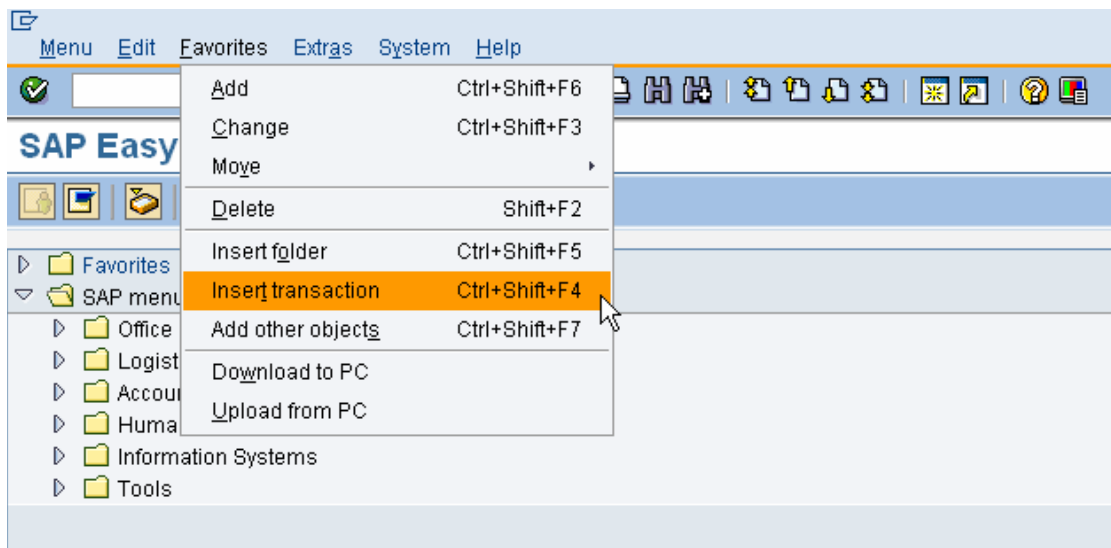
Adding Favorites

One of the more productive ways of working within SAP is to use the Favorites procedure. Generally a user processes the same T-codes over and over. SAP has a built-in method of gathering all of these procedures into one area labeled Favorites. This allows the user to find their T-code easily without looking for it in the menus or memorizing it.

There are different methods on adding favorites to the user ID. The user can choose which method they feel comfortable using.

1) Insert Transaction

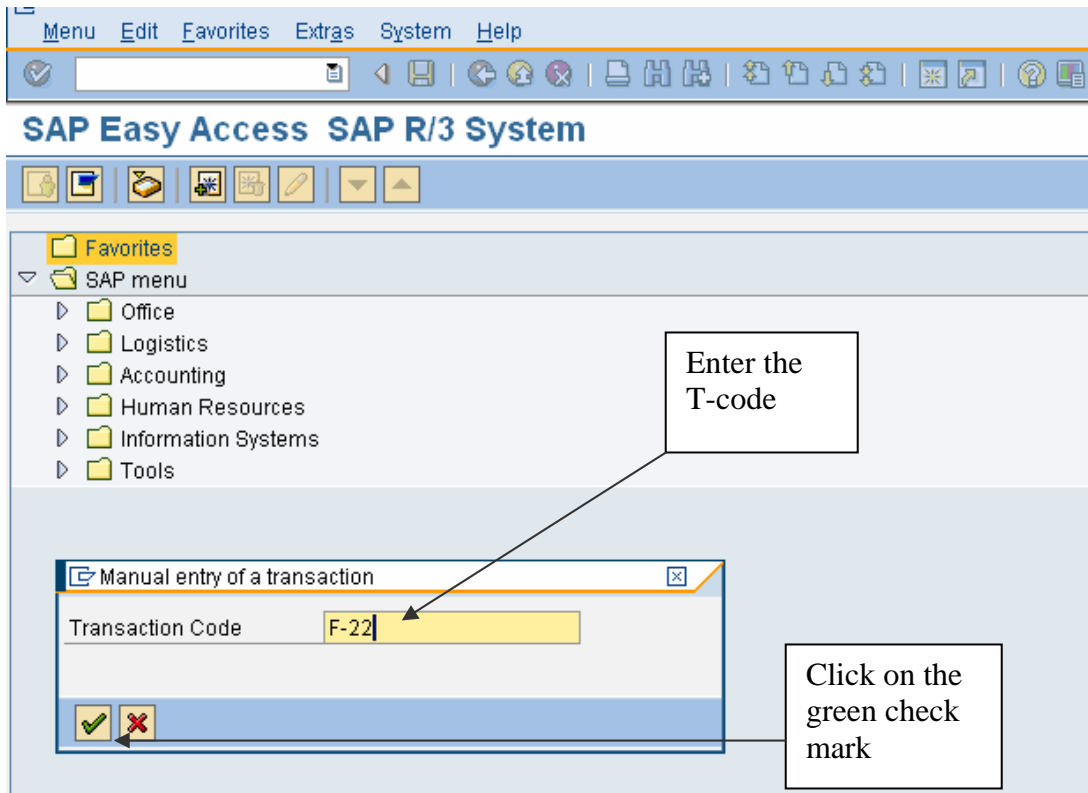
On the main menu in SAP click on Favorites>Insert Transaction



Enter the T-code and then click on the green check mark.



Beginner Accounts Receivable



Continue with this process to add more T-codes.

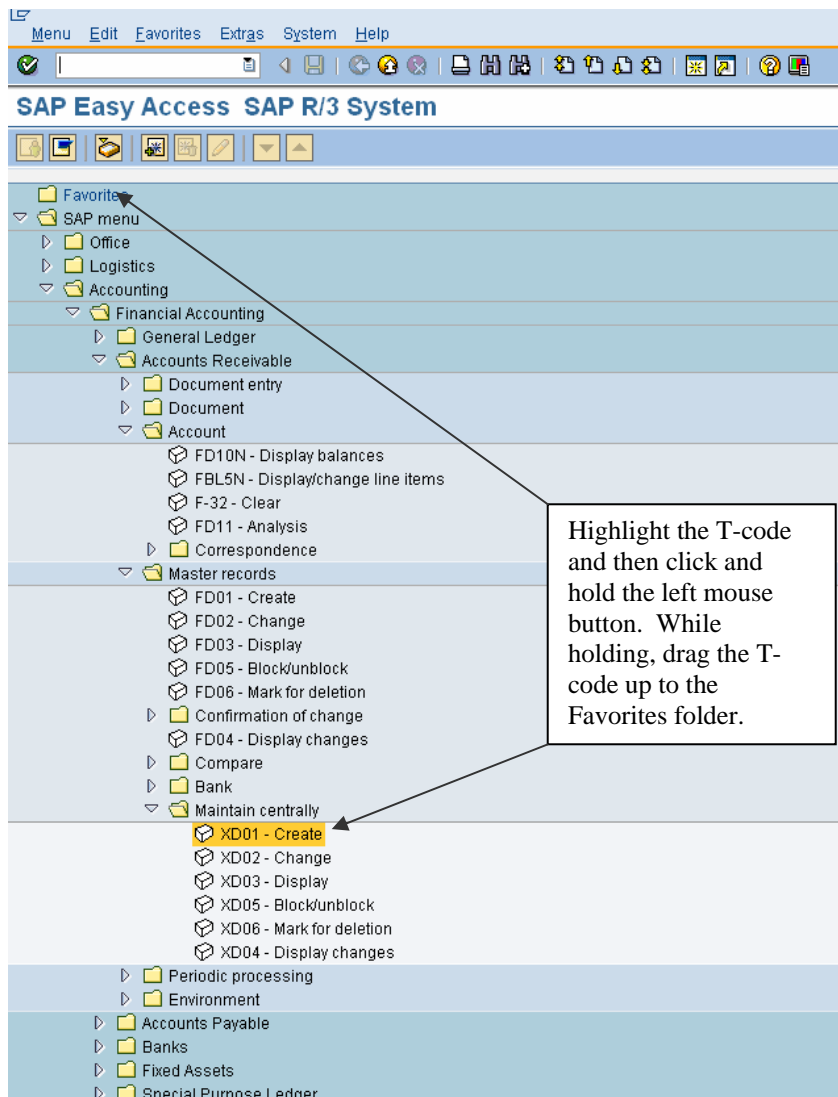
For Accounts Receivable, the following T-codes are recommended:

F-22	Invoice
F-27	Credit Memo
F-64	Park Invoice
F-67	Park credit Memo
F-28	Incoming Payment
FKMT	Account Assignment Model
FBD1	Recurring Document
FB02	Change
FB03	Display
FB04	Display Changes
FB08	Individual Reversal
FBV0	Post/Delete Parked Document
FBV3	Display Parked Document
FD10N	Display Balances
FBL5N	Display/Change Line Items
F-32	Clear
FB12	Request Correspondence

XD01	Create Customer
XD02	Change Customer
XD03	Display Customer
XD05	Block/Unblock Customer
XD06	Mark for Deletion
F150	Dunning
F.99	Accounts Receivable Report Tree
FB00	Editing Options

2) Drag and Drop

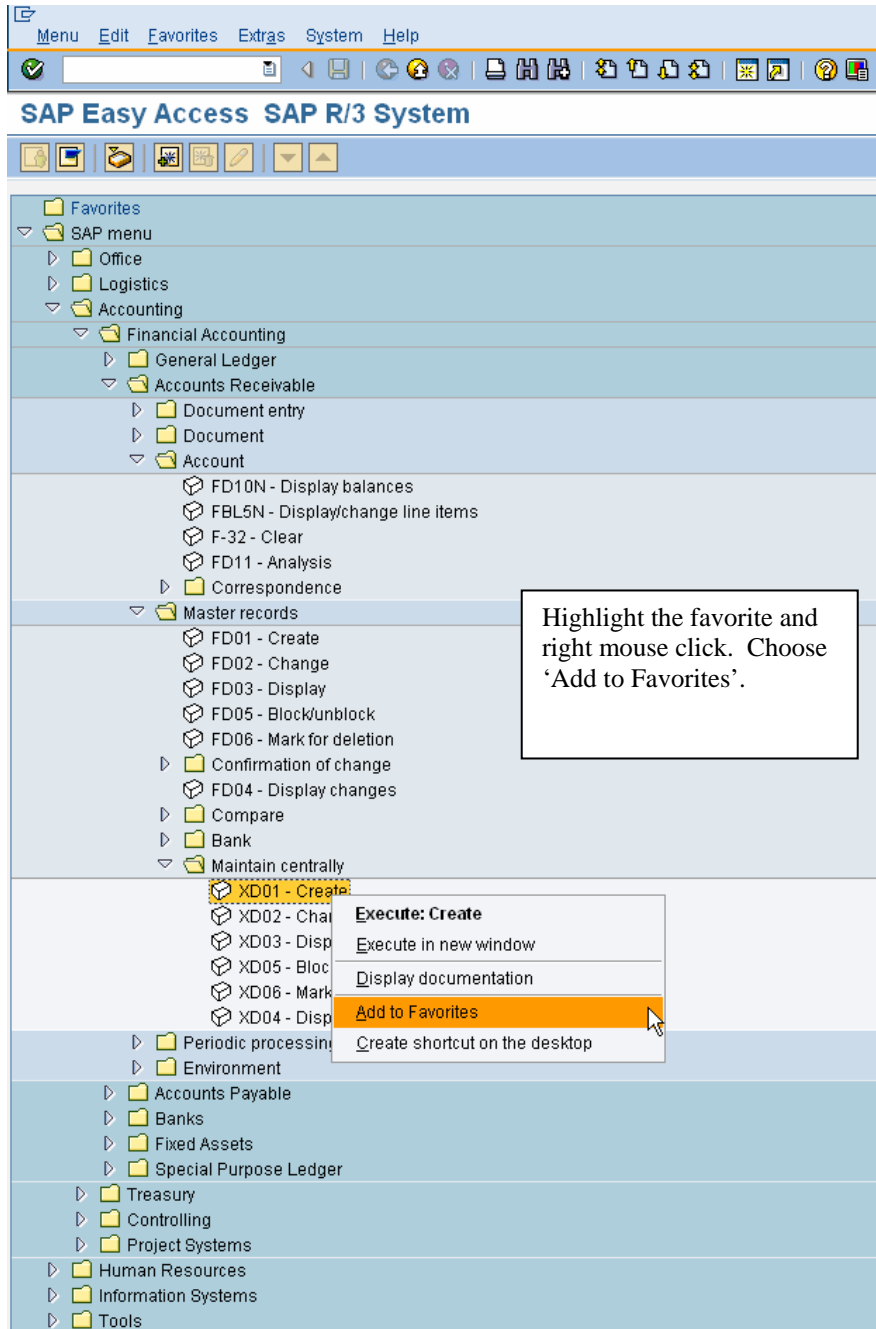
If the user finds a T-code in a menu, it can be added by dragging and dropping it under the Favorites folder.



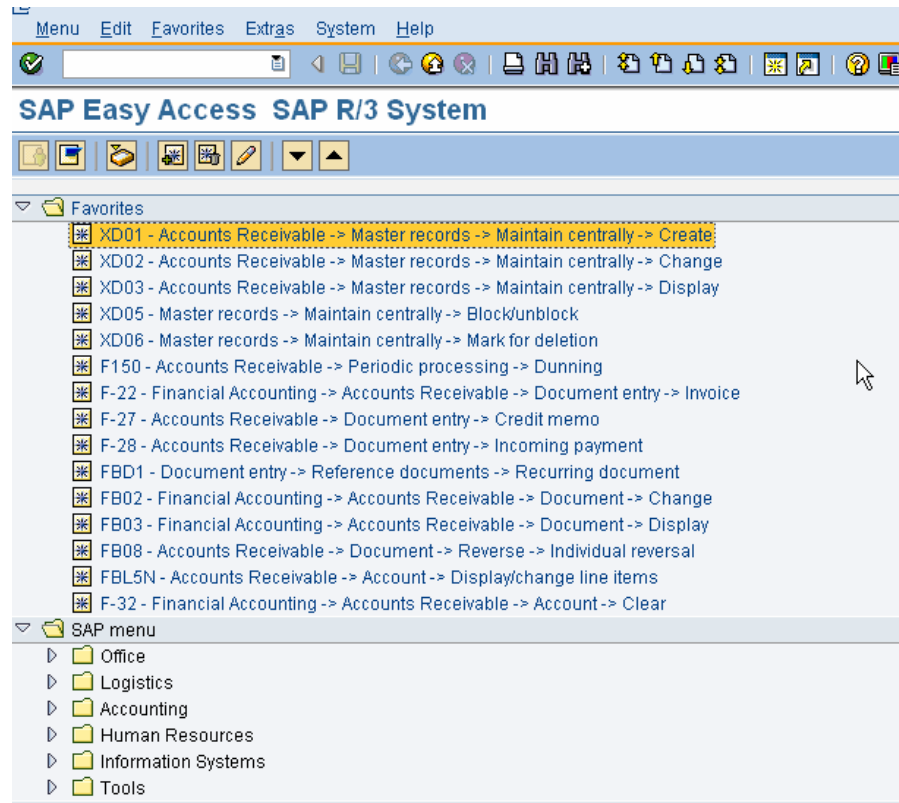
Beginner Accounts Receivable

3) Add Manually

If the user finds a T-code in a menu, it can be added by highlighting and clicking on the right mouse button. Then click 'Add to favorites'.



Once favorites have been added, the user will be able to access the T-codes easily. The favorites can be saved as a raw list like below, or folders can be added to organize the favorites.



Inserting Folders

If a user has several T-codes, folders can be added to organize. This is up to the user. Folders do not have to be created. To add a folder, click on Favorites>Insert folder. The user can then drag and drop the T-codes into the appropriate folders.

Beginner Accounts Receivable

The screenshot shows the SAP Easy Access SAP R/3 System interface. The top menu bar includes 'Menu', 'Edit', 'Favorites', 'Extras', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area displays a tree view of favorites. The 'Favorites' folder is expanded, and a context menu is open over it. The 'Insert folder' option is highlighted in orange. A callout box points to this option with the text: 'Click on Favorites>Insert folder. Enter a folder name and click on the green check mark.' Another callout box points to the 'SAP menu' folder with the text: 'Make sure the cursor highlights where the folder should be placed.'

Menu Edit Favorites Extras System Help

SAP Easy Access SAP R/3 System

Open folder
Delete all favorites
Insert folder
Insert transaction
Add other objects

Master records -> Maintain centrally -> Create
Master records -> Maintain centrally -> Change
Master records -> Maintain centrally -> Display
Master records -> Block/unblock
Master records -> Mark for deletion
Master records -> Periodic processing -> Dunning

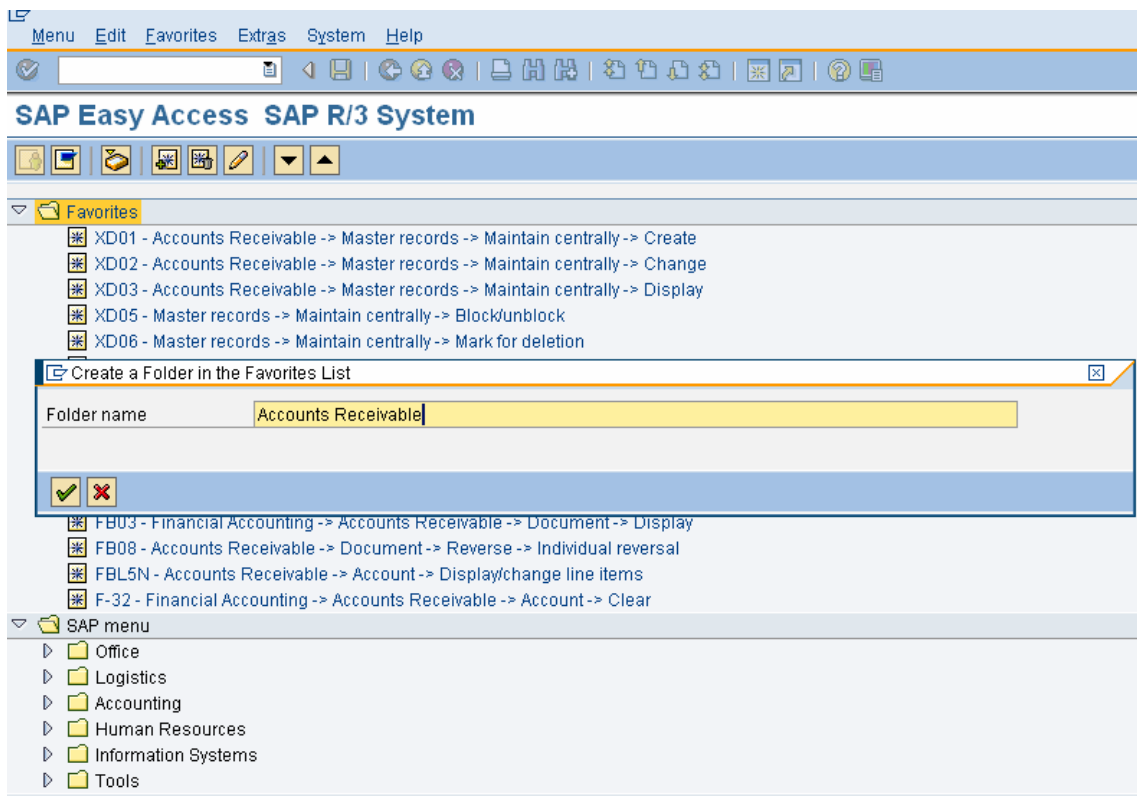
F-22 - Financial Accounting -> Accounts Receivable -> Document entry -> Invoice
F-27 - Accounts Receivable -> Document entry -> Credit memo
F-28 - Accounts Receivable -> Document entry -> Incoming payment
FB01 - Document entry -> Reference documents -> Recurring document
FB02 - Financial Accounting -> Accounts Receivable -> Document -> Change
FB03 - Financial Accounting -> Accounts Receivable -> Document -> Display
FB08 - Accounts Receivable -> Document -> Reverse -> Individual reversal
FBL5N - Accounts Receivable -> Account -> Display/change line items
F-32 - Financial Accounting -> Accounts Receivable -> Account -> Clear

SAP menu

Office
Logistics
Accounting
Human Resources
Information Systems
Tools

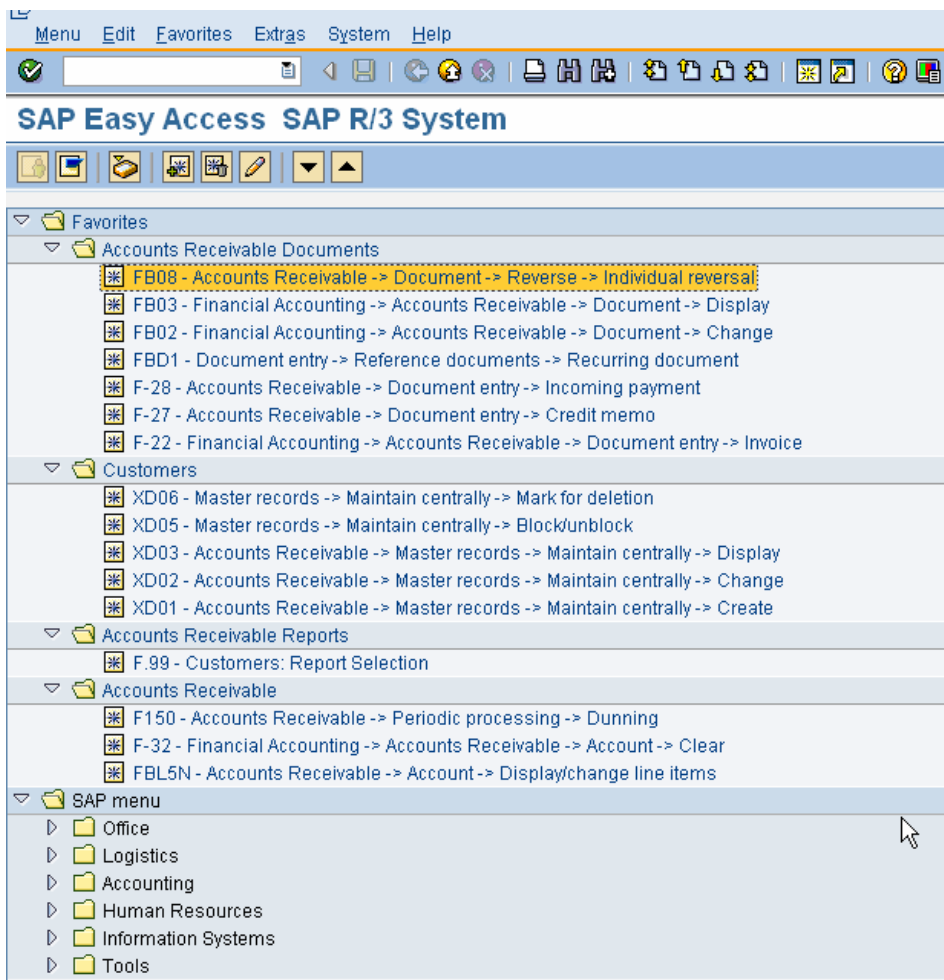
Click on Favorites>Insert folder. Enter a folder name and click on the green check mark.

Make sure the cursor highlights where the folder should be placed.



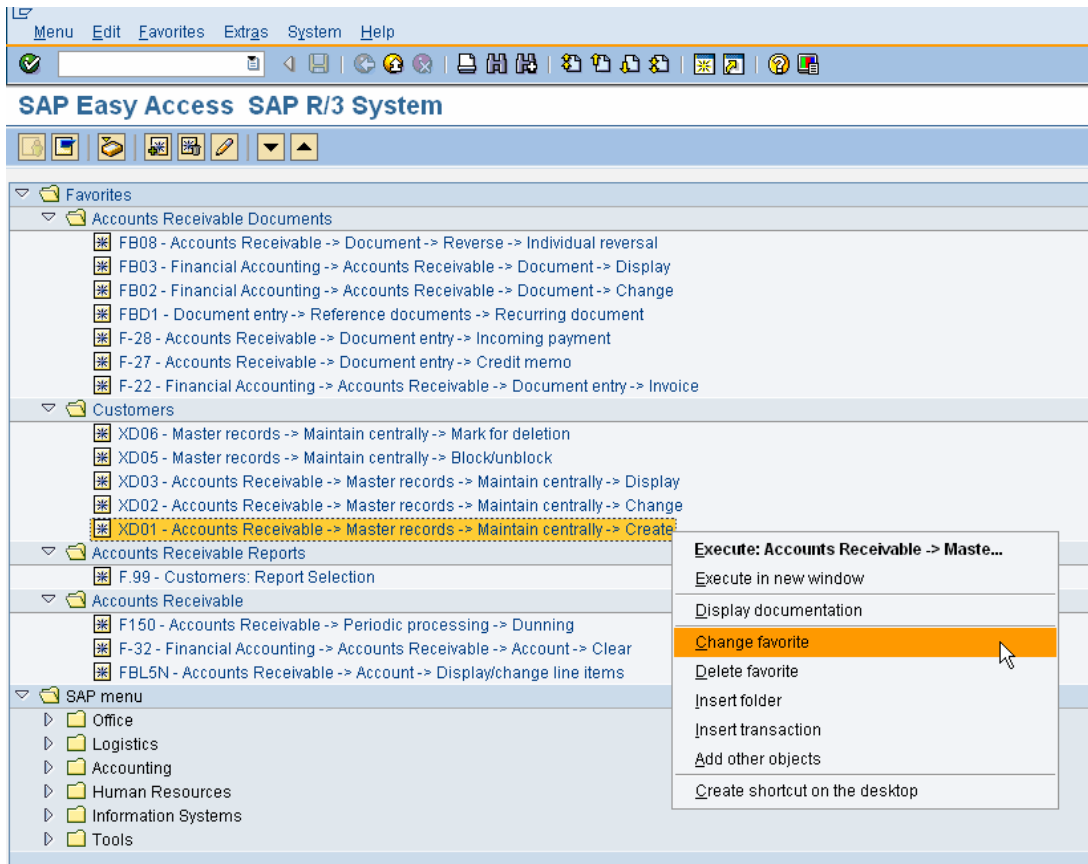
After adding folders, the T-codes are organized by a way the user feels comfortable looking for transactions.

Beginner Accounts Receivable



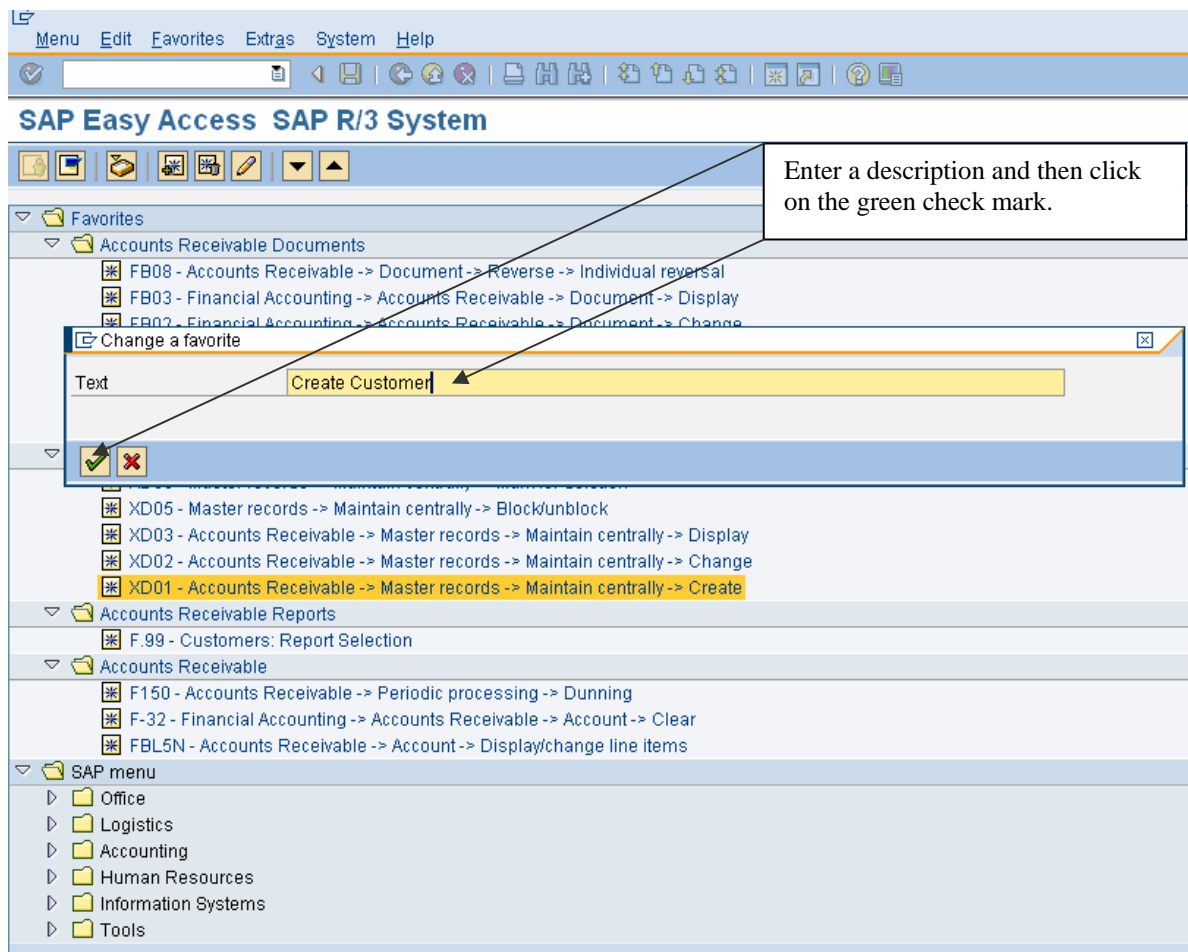
Change Favorite Text

The description for the T-code may or may not make sense to the user. This description can be changed to make more sense. For example, XD01 code says Accounts Receivable -> Master records-> Maintain centrally-> Create. To most users, the title 'Create Customer' might make more sense. To change a favorites description, single click on the favorite to highlight it. Right mouse click and change the description.

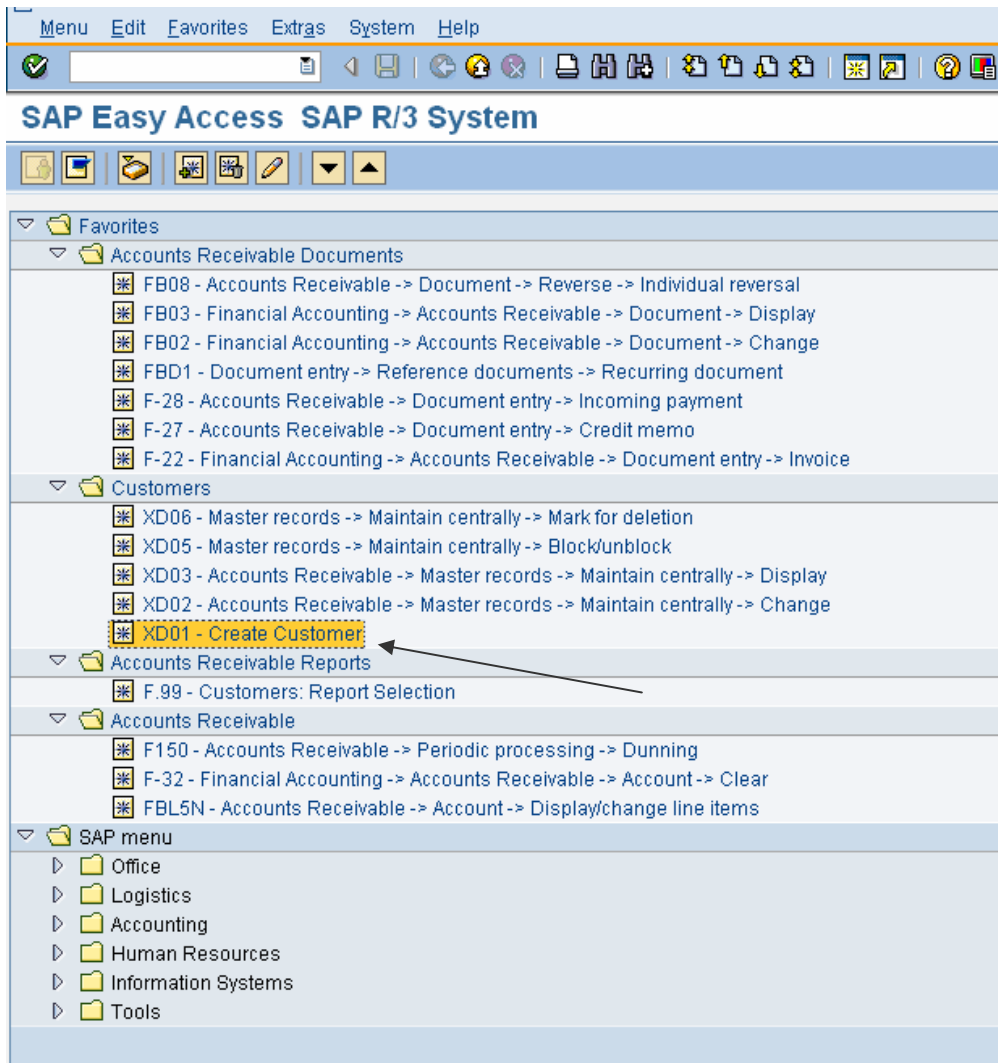


Enter a text that is more meaningful.

Beginner Accounts Receivable



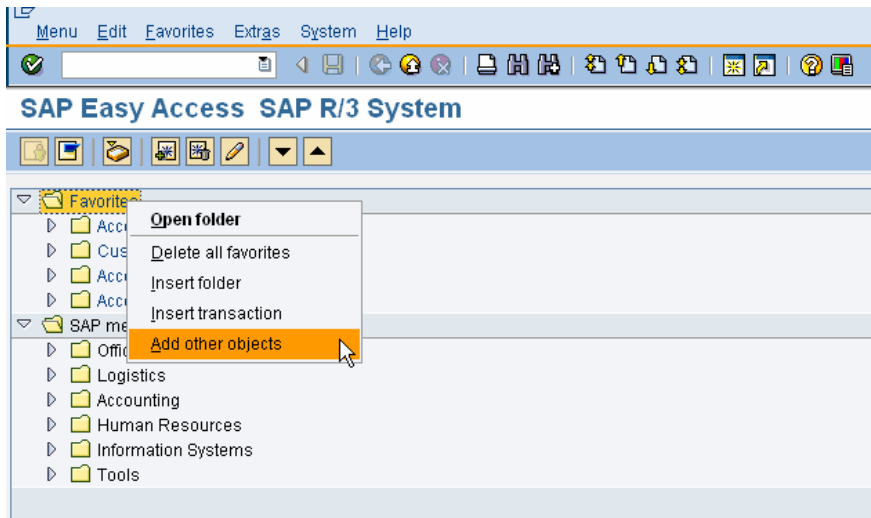
The text will change.



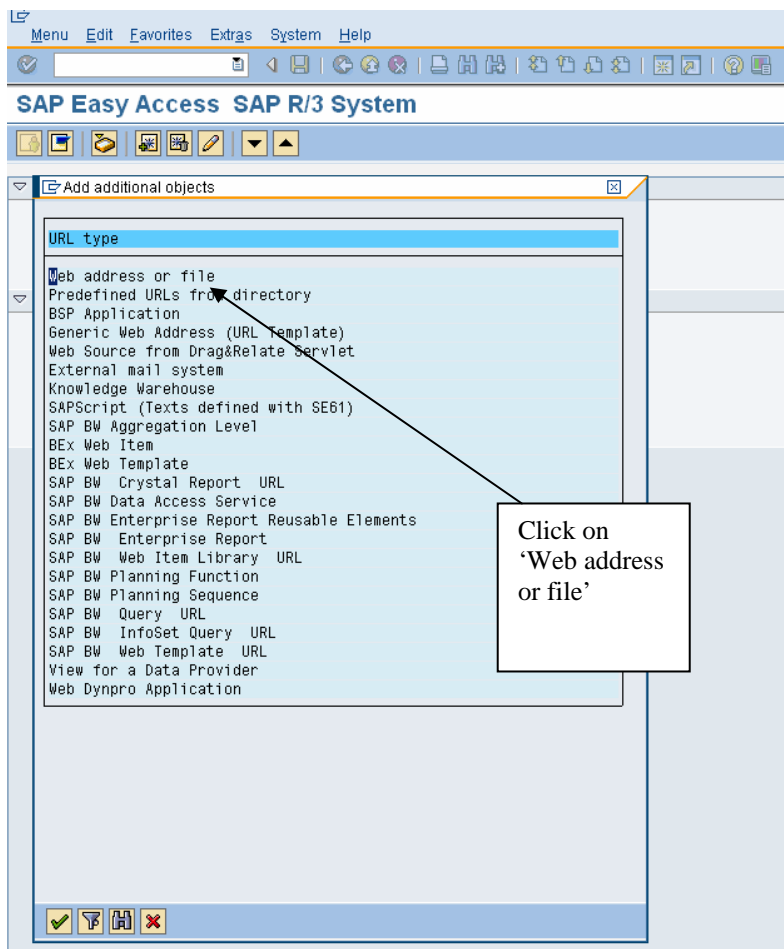
Inserting Web pages

There are several web pages that users have to refer to while conducting their job. SAP allows URL addresses to be added as favorites. Highlight the folder that the URL address should go under and click on Favorites>Add other objects.

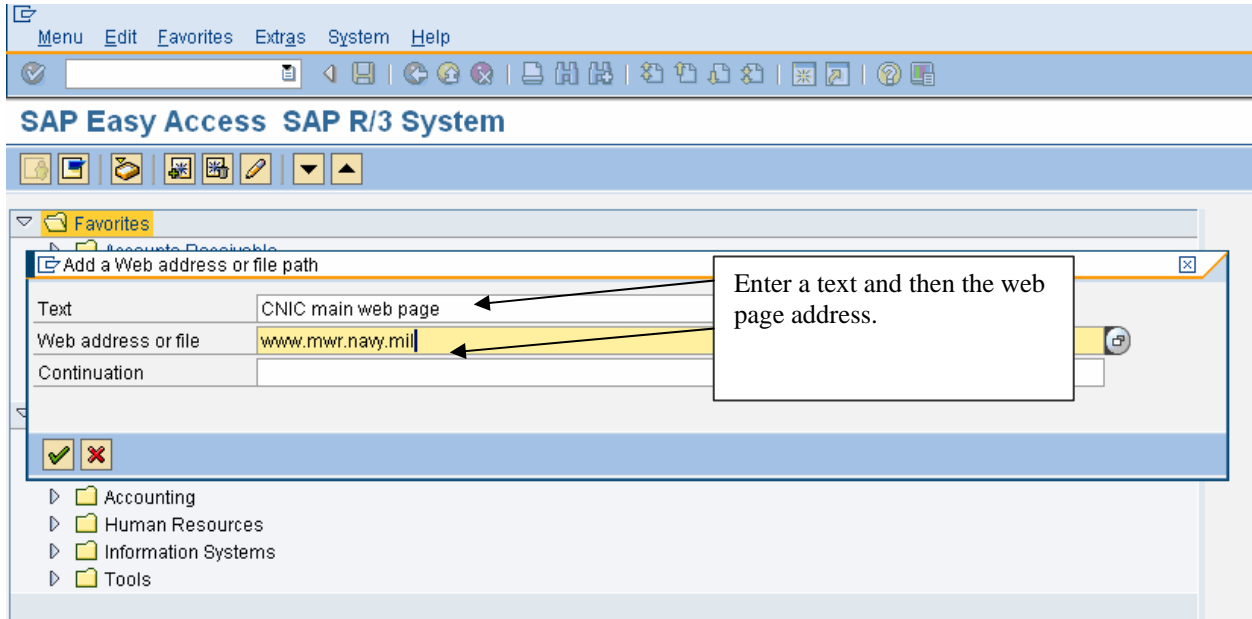
Beginner Accounts Receivable



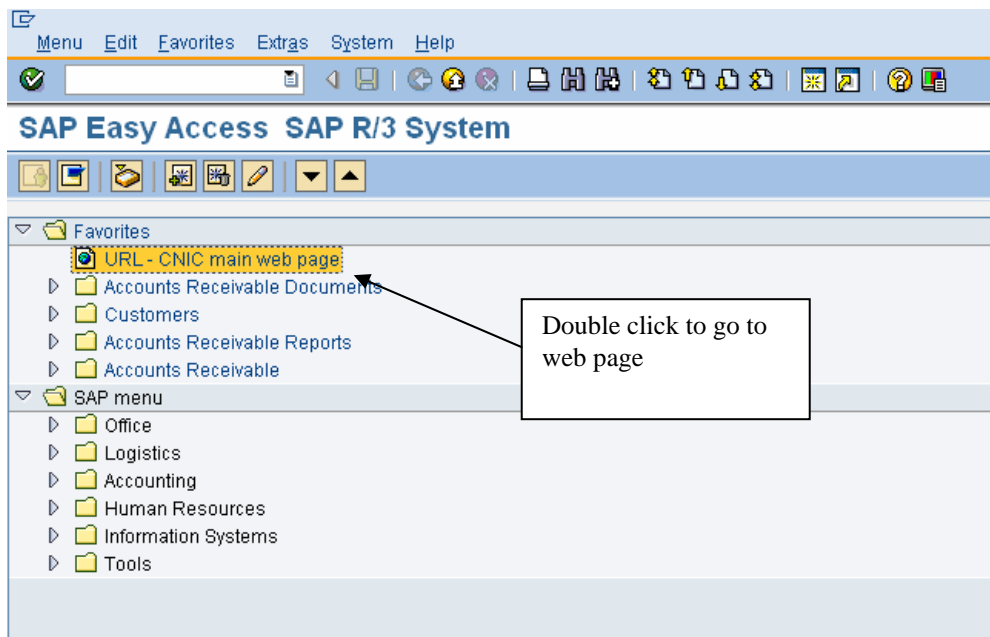
Double click on Web address or file.



Enter the text and web address.



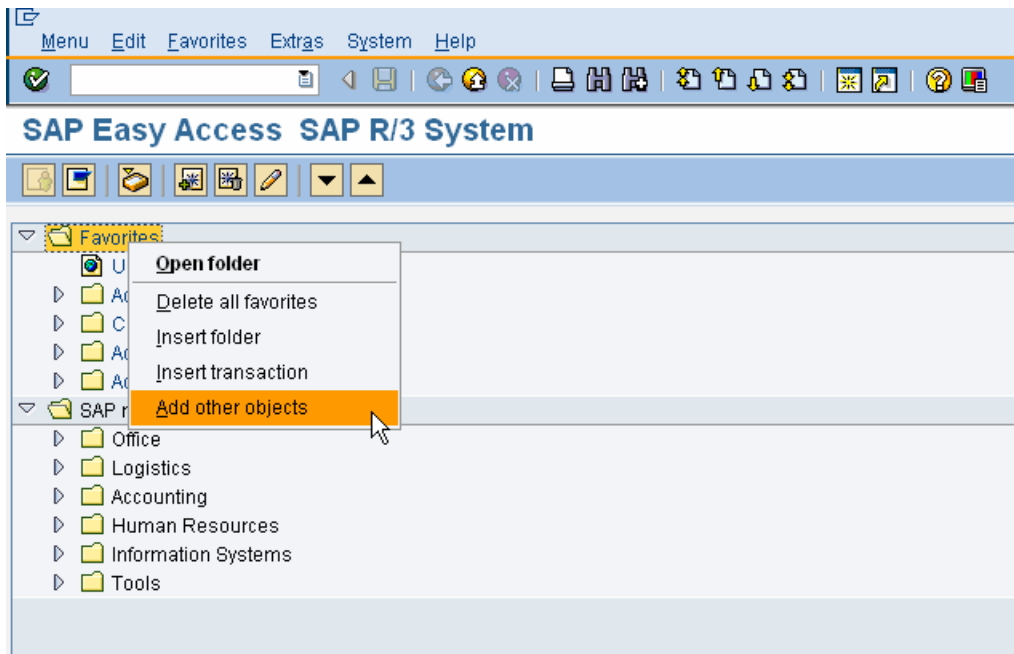
The web address will appear in the favorites and can be executed without exiting SAP.



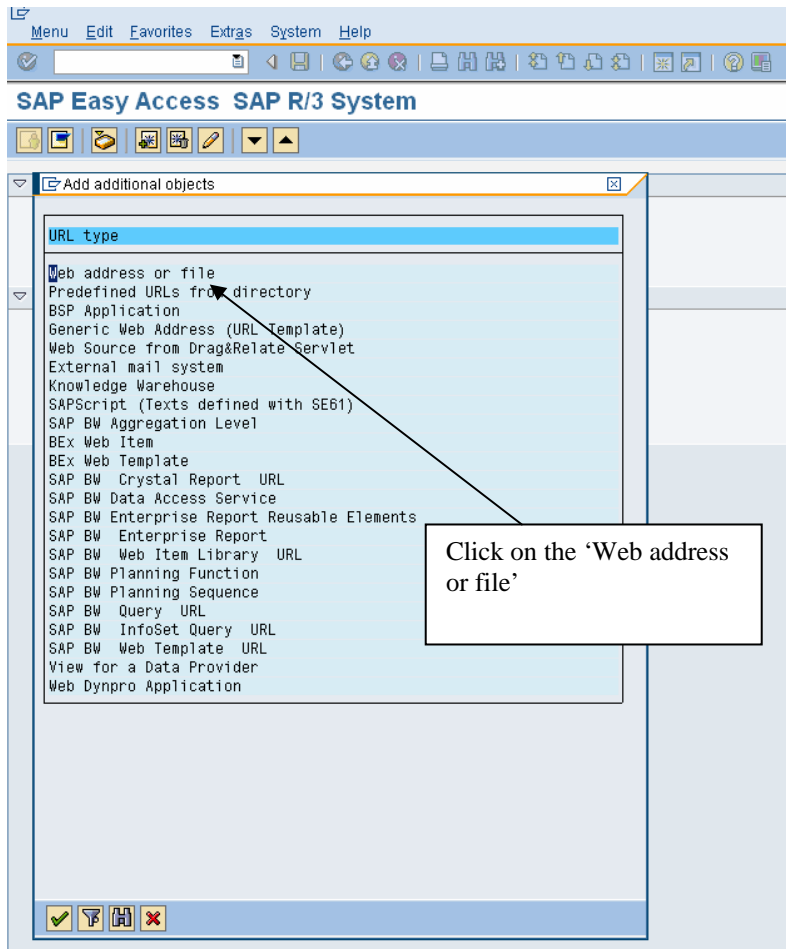
Adding Files

Files can also be added to the favorites. Any Microsoft product (Excel, Word or Powerpoint) can be added. The file can only be accessed when the drive associated to it is available. For example, if a file from the local C drive is added, it will only be available when logged on to that machine. If a file has been added from a shared drive, the file will be available as long as the computer has access to the shared drive.

Highlight the folder that the document should go under and click on Favorites>Add other objects.

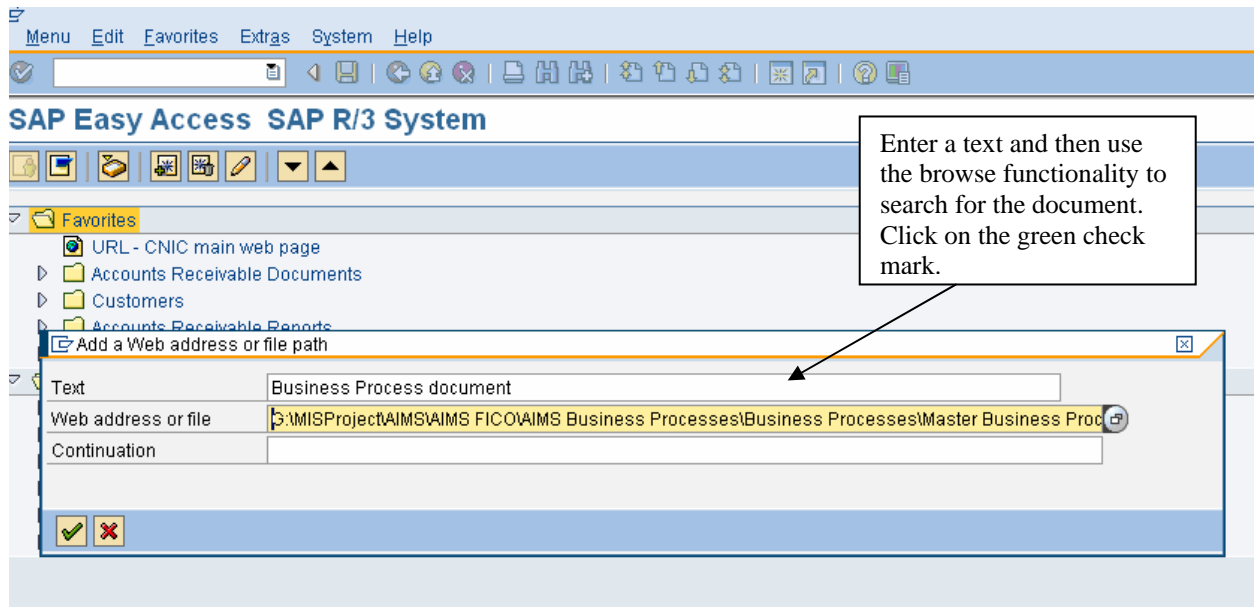


Double click on Web address or file.

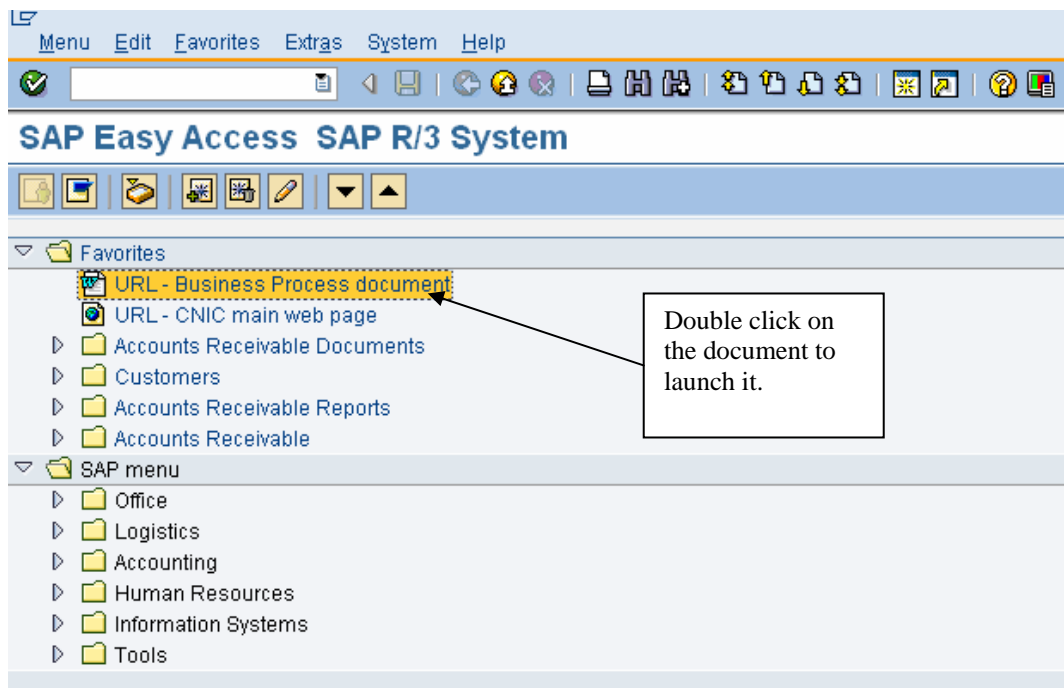


Enter the text and then browse for the document.

Beginner Accounts Receivable



The document is now available under the Favorites folder.



Editing Options

Editing Options allows the user to determine the format of screens they use. An option that can be set is currency (USD or foreign currency), while there are standard formats for other settings. The next few pages showcase the recommended settings and variants.

When clearing AR accounts, there are options to determine whether the user wants the open items to come into the clearing screen selected or not selected. It is purely according to user preference.

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > ENVIRONMENT > USER PARAMETERS > EDITING OPTIONS**

Transaction Code: **FB00**

The initial screen that appears is Document Entry. Below are the standard settings for this tab. CONUS bases should have the box to the left of “Documents only in local currency” flagged so that all transactions will be displayed in USD. The variants in the section “Screen templates and line layout variant for document entry” can be changed to your personal preferences. Use the dropdown boxes for suggestions.

Beginner Accounts Receivable

Options Edit Goto System Help

Accounting Editing Options

Document entry Doc.display Open items Line items Credit mgt P.adv Cash Jmrl

General Entry Options

- Documents only in local currency
- Amount fields only for document currency
- Exchange rate from first line item
- No special G/L transactions
- Documents not cross-company code
- Documents must be complete for parking
- No partner business area in head screen
- Calculate taxes on net amount
- Copy text for G/L account entry
- Do not copy tax code
- Fast entry via ISR number
- ISR Entry with Control Display
- Do not update control totals
- Automatic Negative Posting

Default document currency

- Local currency
- Last document currency used
- None

Default Company Code

- No Company Code Proposal

Screen templates and line layout variant for document entry

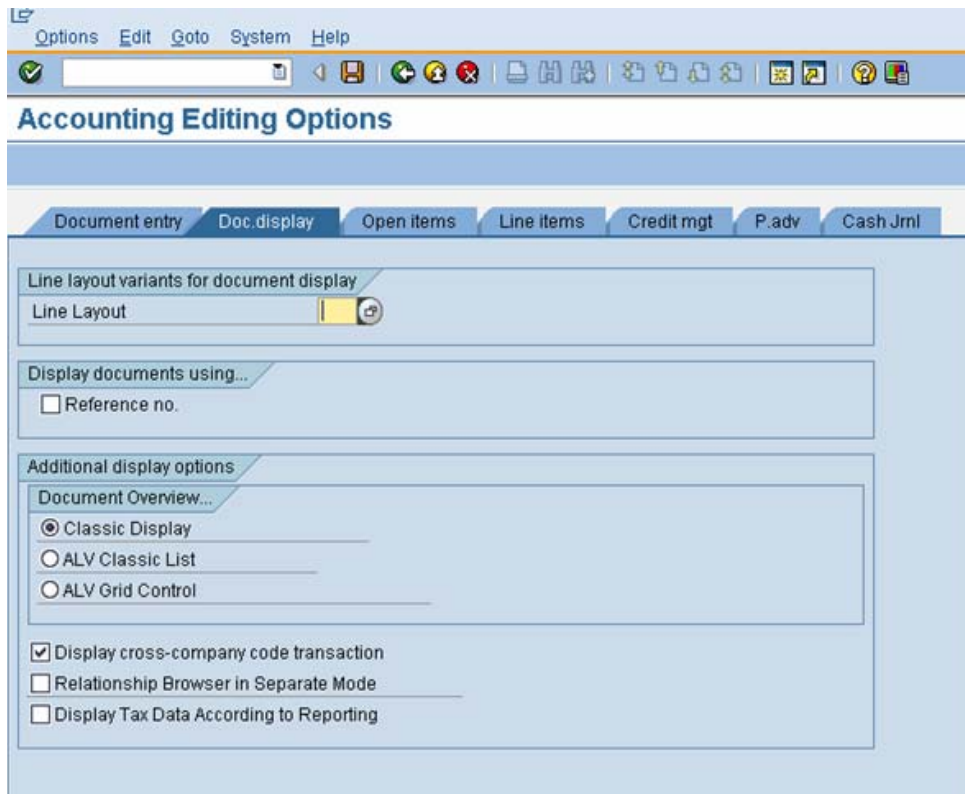
G/L account items fast entry	Z0001	DAR one-line w/o value date
Inv./cr.memo fast entry	Z0001	AIMS one-line fastentry screen
Park document	Z0001	AIMS one-line fastentry screen
Act assignment model	SAP01	Standard one-line
Doc. overview line layout	Z01	AIMS: Standard w/ Internal Order
Document Overview as ALV Grid Control		<input checked="" type="checkbox"/>

Caution:
Different settings for CONUS vs OCONUS!

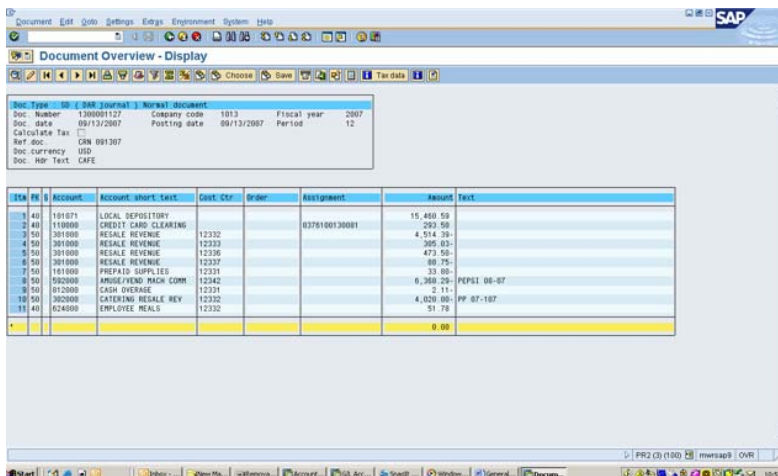
Users posting for more than one company code will find this helpful. Placing a check mark suppresses the proposal of a company code which forces the user to manually enter the company code.

The Document Overview as ALV Grid Control displays the document entry (Moon over Miami) in a grid (graphical) rather than the classic view. Users may choose to set this view by placing a check mark in the box or keeping the classic view by not populating this box.

Moving to the next tab, Doc. Display, allows documents to be shown in the Classic Display format, the ALV Classic List, or the ALV Grid Control. (A comparison of the classic display versus the ALV Grid display can be found in a section of the Advanced manual as an appendix.) Always leave the “Display cross-company code transaction” radio button flagged.



ALV Classic List:



Beginner Accounts Receivable

ALV Grid Control:

Document: 1300081127, Company Code: 1013, Fiscal Year: 2007, Posting Date: 06/13/2007, Period: 12, Reference: CRN 691367, Currency: USD.

C.	Item	Account	Description	Cost Center	Order	WBS element	Amount	Currency
	1 40	101071	LOCAL DEPOSITORY				15,460.50	USD
	1013 2 40	110000	CREDIT CARD CLEARING				293.50	USD
	1013 3 50	301000	RESALE REVENUE	12332			4,514.39	USD
	1013 4 50	301000	RESALE REVENUE	12333			305.03	USD
	1013 5 50	301000	RESALE REVENUE	12336			473.50	USD
	1013 6 50	301000	RESALE REVENUE	12337			80.75	USD
	1013 7 50	181000	PREPAID SUPPLIES	12331			33.80	USD
	1013 8 50	592000	AMUSE/ VEND MACH COMM	12342			6,368.29	USD
	1013 9 50	812000	CASH OVERAGE	12331			2.11	USD
	1013 10 50	302000	CATERING RESALE REV	12332			4,020.80	USD
	1013 11 40	824000	EMPLOYEE MEALS	12332			51.78	USD

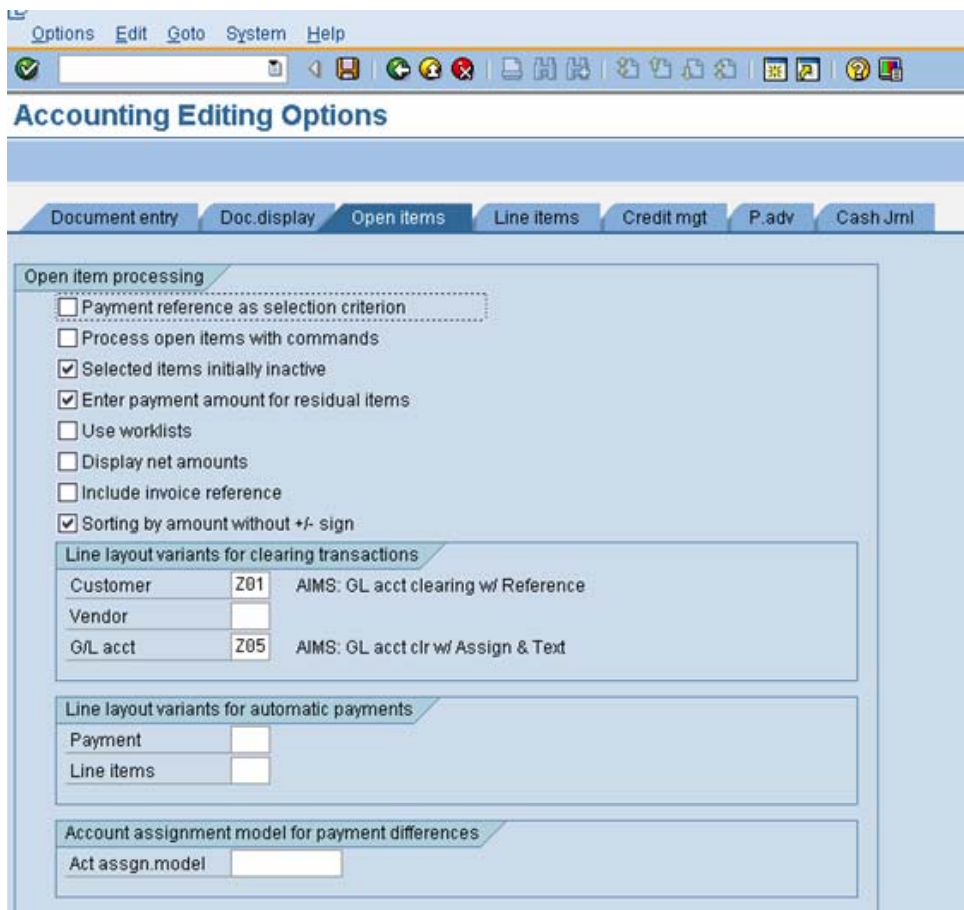
Classic Display:

Document: 1300081127, Company Code: 1013, Fiscal Year: 2007, Posting Date: 06/13/2007, Period: 12, Reference: CRN 691367, Currency: USD.

Item	PK	CoCd	Account	Description	Cost Cr	Order	Amount	in	USD
001 40		1013	101071	LOCAL DEPOSITORY			15,460.50		
002 40		1013	110000	CREDIT CARD CLEARING			293.50		
003 50		1013	301000	RESALE REVENUE	12332		4,514.39		
004 50		1013	301000	RESALE REVENUE	12333		305.03		
005 50		1013	301000	RESALE REVENUE	12336		473.50		
006 50		1013	301000	RESALE REVENUE	12337		80.75		
007 50		1013	181000	PREPAID SUPPLIES	12331		33.80		
008 50		1013	592000	AMUSE/ VEND MACH COMM	12342		6,368.29		
009 50		1013	812000	CASH OVERAGE	12331		2.11		
010 50		1013	302000	CATERING RESALE REV	12332		4,020.80		
011 40		1013	824000	EMPLOYEE MEALS	12332		51.78		

Item: 1 / 11, Debit/Credit: 15,805.87

The Open Items tab is important, especially when using the clearing function for general ledger accounts and customer/vendor accounts. If the user wants the open items to come in unselected (recommended for GL account reconciliation), the radio button with the message “selected items initially inactive” should be clicked. If the user wants them to come in selected, they would uncheck this box. It is recommended that the items come in unselected because if the user has to double click on the individual line items, it is more likely that the user will double check that they are clearing the correct line items. Everything else on this screen should remain as is. The following screen shows the recommended settings for this tab.



Beginner Accounts Receivable

On the next tab, the only recommended setting change would be the ALV Classic List versus the ALV Grid control radio buttons. Changing this setting is a personal choice for presentation only. To see the difference between these two styles, please refer to the ABAP List Viewer (ALV) section of the Advanced manual (an appendix at the end of the Advanced manual).

Options Edit Goto System Help

Accounting Editing Options

Document entry Doc.display Open items **Line items** Credit mgt P.adv Cash Jnl

Line item display

- Worklists Available
- Worklist Input Fields Active
- Selection by Due Date
- Save last layout entered for default
- Branch/Head Office Dialog
- Items Managed at Head Office
- Display Key for Symbols

Customer Layout

Default Selection Screen	/AIMS01	<not defined>
Or ALV Initial Screen Layout	/AIMS01	AIMS Standard Customer Overview

Vendor Layout

Default Selection Screen		AIMS Standard Vendor Overview
Or ALV Initial Screen Layout	/AIMS01	AIMS Standard Vendor Overview

G/L Account Layout

Default Selection Screen	/AIMS01	<not defined>
Or ALV Initial Screen Layout	/AIMS01	AIMS G/L Account Overview

Display

- ALV Classic List
- ALV grid control

Maximum number of items

Item Selection: Go To...

- Line item
- Document overview

Callouts:

- This choice takes the user directly to the line item.
- Choosing the document overview takes the user to the document first; then the user will drilldown to see the actual line item.
- User's choice

The remaining three tabs are not used for the accounting systems for MWR and VQ.

The Business Workplace

Purpose

One of the many features of the SAP environment is **The Business Workplace** in which every user can carry out their share of the business and communication processes in the enterprise. It is here where the user is able to create, edit and send and receive messages and documents. This process is enabled from entirely within the SAP environment without the necessity of going outside the system. This part of **The Business Workplace** is called SAP Mail and is, in fact, an internal e-mail system.

The Business Workplace has six working environments for processing documents and messages. The working environments are as follows and are flagged with symbols.

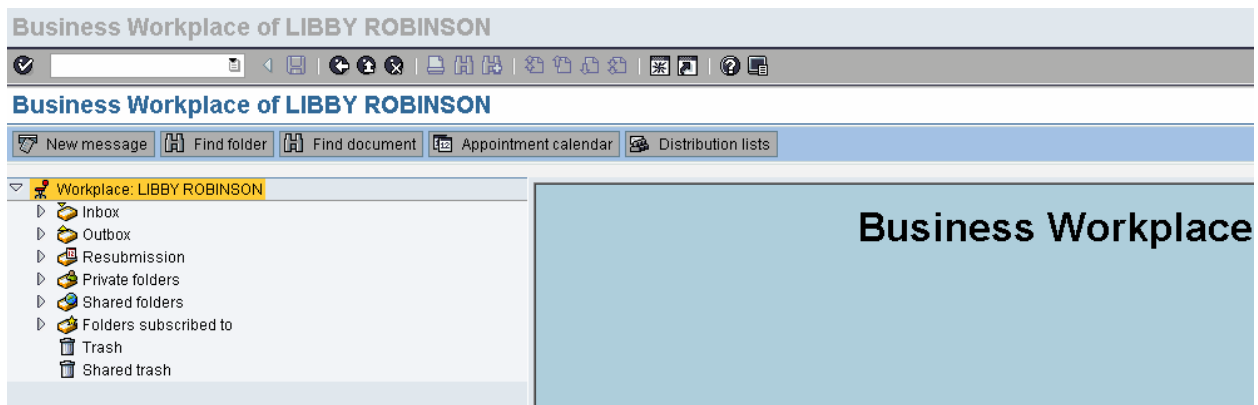
Working Environment	Description
Inbox	Under <i>Documents</i> , you find all the documents sent to you and their resubmissions. Under <i>Unread Documents</i> , you will find only those documents which you have not yet read. (they are, however, displayed in the lower right preview window.
Outbox	Under <i>Documents</i> , you will find an overview and other information about the documents that the user sent to other recipients.
Resubmissions	Under <i>Documents</i> , you will find the documents that are to be resubmitted to the user's inbox at a later date.
Private Folders	Folder structure that you create yourself to manage documents, lists, messages, etc.
Shared Folders	Folder structure for publishing and/or managing information on an enterprise or group-specific basis.
Subscribed Folders	The folders that you subscribe to are listed here. We are not using this function at the present time.

Trash Folder

Deleted folders, documents, lists and messages are stored here temporarily and you have the option of reversing the deletion.

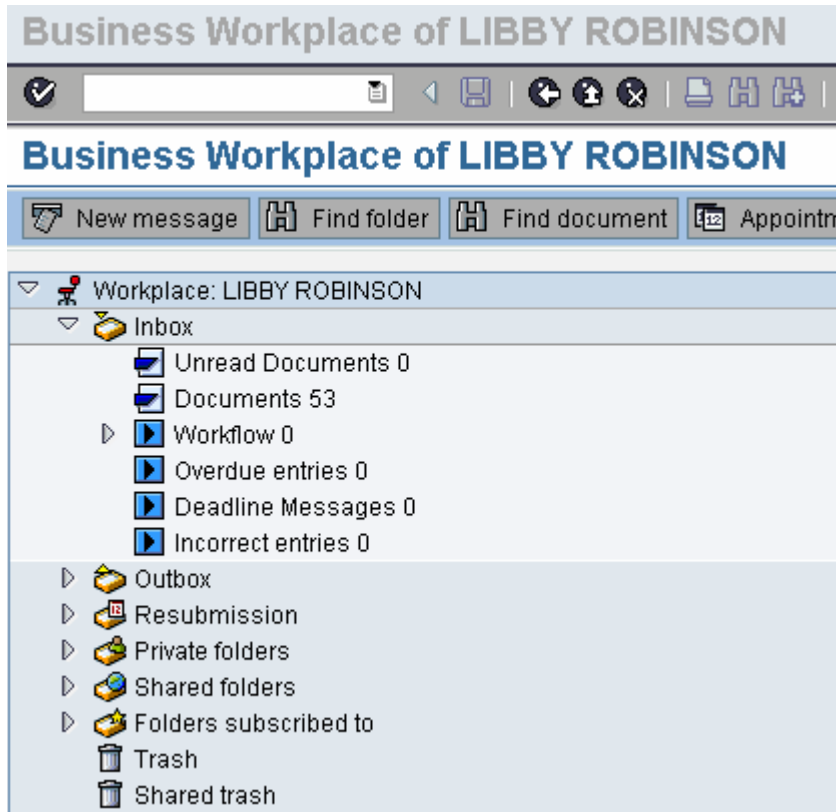
The entry into your personal workplace is through opening SAP Easy Access Menu Tree as shown below:

SAP Menu>Office>SBWPWorkplace



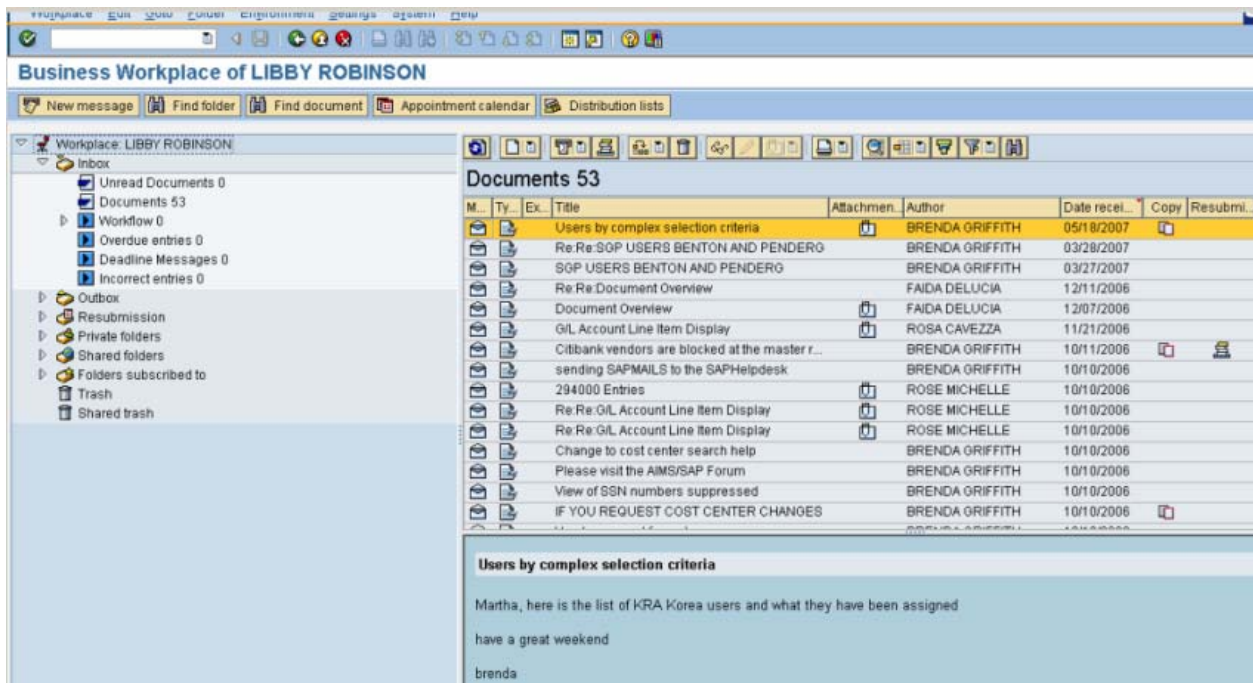
The individual working environments are shown as we have expanded the Workplace tree.

You may further expand the tree to show the individual factors that make up the Inbox, for example.

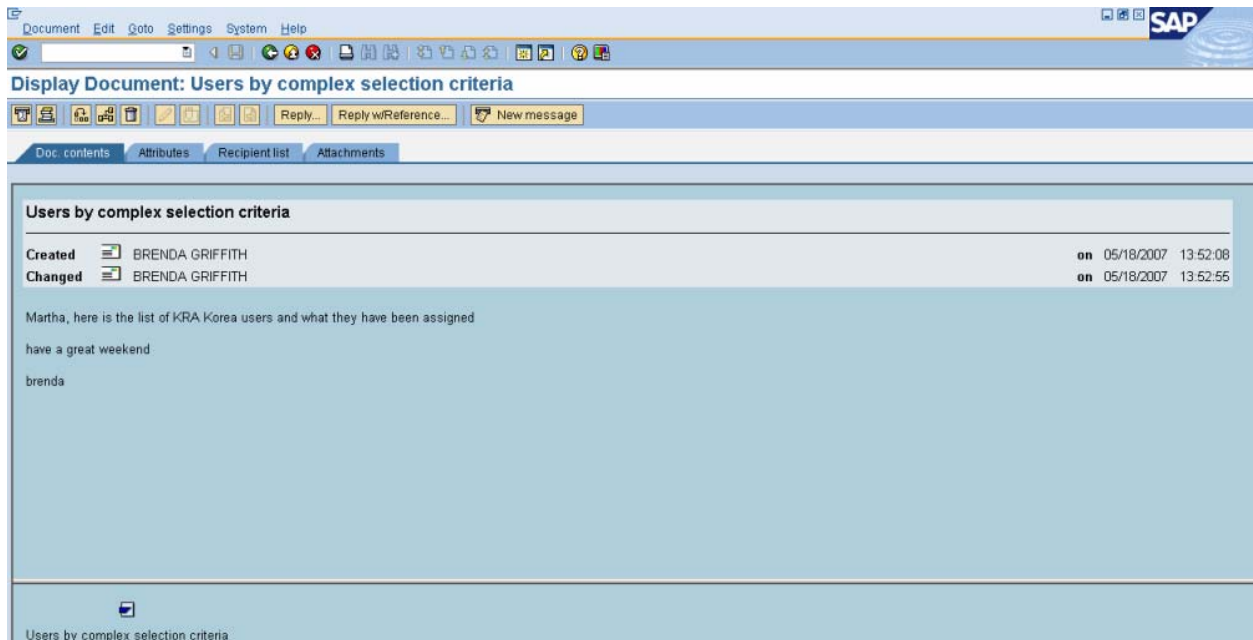


At the present time, we are not using any of the Workflow procedures. The Business Workplace is being used to rapidly communicate with those users who have a need to know specific process steps, updates and other information pertaining to their roles within the SAP system.

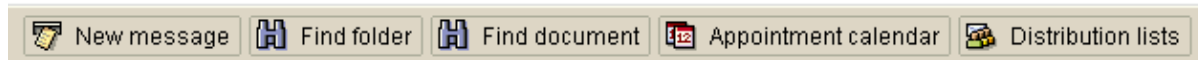
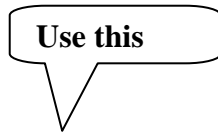
Beginner Accounts Receivable



The above screen shot shows the Business Workplace. The menu tree on the left allows quick and immediate access to the documents. The upper right window is a listing of the documents and the lower right is a preview window of the document that has the focus in the window above. By double-clicking on the document title, the entire document is opened and any attachments made available to the user.



To create a document to be sent through the SAP mail system, click on the new message icon on the application toolbar.



By clicking on this icon, you will open a window that allows the user to create, edit and combine attachments to the message they wish to send with the SAP mail system.

You may title the document, add the pertinent text and combine an attachment with it.

Create Document and Send

✓ [Address Bar] [Icons]

Create Document and Send

[Icons]

Title:

Document contents | Attributes

[Icons]

Hello,

It is imperative that batch sessions now be identified with base abbreviations. This will help identify batch sessions more quickly by the field personnel, as well as help HQ identify batches by region.

For example, if you are running a recurring entry for mooring, please include your base abbreviation and the type of transaction in your batch session name: SDG_MOORING or SDG_RECUR01. Your base abbreviation is also the first three letters of your user ID.

If you have questions, please contact the SAP Helpdesk

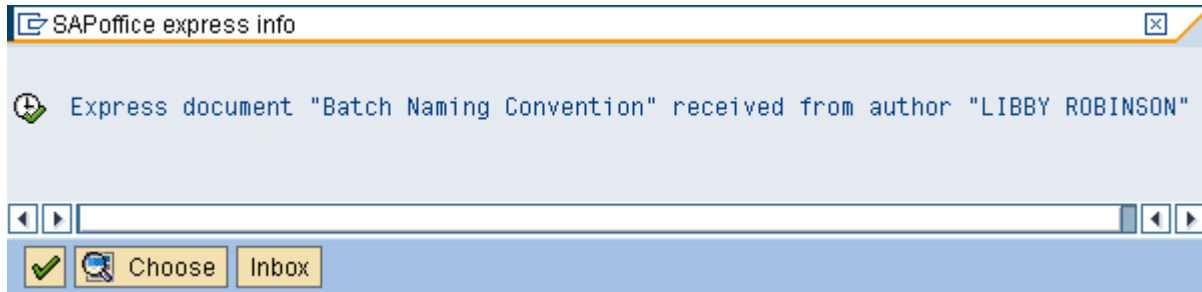
Recipient | Trans options


[Icons]

Recipient	Recip. type				Sel...
LIBBY ROBINSON		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

To send the communication to a particular recipient, merely type a partial last name combined with a wild card * to search for the user. It is NOT necessary to enter a Recipient type.

You will note the three checkboxes to the right of the Recip. Type. The “Lightning Bolt” checkbox allows Express mail. The SAP definition of Express mail means that as long as the recipient is in the SAP system, they will be notified that mail awaits them. This notification will show on their screens as illustrated below.



By clicking on the Execute button,  the user may instantly see the document. If speed is not a priority, they may choose the Inbox button and read the document at their leisure.

Accounts Receivable Overview

Customer master records contain data that control how business transactions are recorded and processed by the system. They also include all the information about a customer that you need to conduct business transactions.

Customer Master records represent the subsidiary ledger that supports the balance sheet accounts for Accounts Receivable, Deposits Payable, and Unearned Income. Individual customer master records are referred to as customer accounts and represent the amount owed by the customer (in the case of accounts receivable) or the amount of deposit paid by a customer. These funds also include money that will be returned or amounts of money paid in advance by a customer in anticipation of receiving some goods or services from MWR or VQ Activities.

Entries are posted to customer accounts either by entering a transaction (sometimes referred to as an “invoice”) that establishes the receivable or liability against the customer. Payments against receivables are most frequently posted on a Daily Activity Record (DAR) as are payments received in advance or deposits. Invoices are entered, for example, when a returned check is received, when an individual hosts a private function at a MWR facility, or when a Command checks out of the Visiting Quarters and must be billed all room charges.

As noted above, some customer transactions represent liabilities instead of receivables. Such as the case of Unearned Income representing advance payment of a private function or trip/tour or payment of a deposit that will be returned to the customer (frequently used in gear rental). In these situations, posted amounts should NOT be recorded to the balance sheet accounts for receivables but to the correct liability account. **Instead of creating multiple customer accounts for the same customer for multiple transactions, only one customer account is created for each customer and transactions are directed to the appropriate balance sheet account through the use of the SPECIAL General Ledger (GL) Indicator.** By entering this “special GL indicator” at the time of transaction entry, the amount paid by a customer can be easily posted against the 251001 (Unearned Income) instead of the 131005 (Accounts Receivable.)

As noted in the above paragraph, some customer invoices are represented by General Receivables and others represent Returned Check amounts. These two situations require posting to two different balance sheet accounts (131005 and 132000 respectively for MWR/CIV/NFC). Again, at the time the transaction is entered, a “special GL indicator” is used to re-direct the posting for a returned check to the appropriate balance sheet account.

In both instances noted above, the customer account balance still holds each transaction (no matter which balance sheet account is affected), however the Balance Sheet reflects each transaction in the correct G/L account.

The following Special GL Indicators are available for use:

- “R”- Returned Check (will post amount to 132000).
- “U”- Earned Income (will post amount to 251001).
- “D”- Deposits Payable (will post amount to 203001).
- “V”- Fleet Voucher Program (will post amount to 131010).

Since the balance sheet accounts for receivables, deposits payable and unearned income (commonly called “**reconciliation**” accounts) are represented by open items posted to customer accounts, SAP is able to provide detailed reporting, aging, etc., on these accounts.

Company Code	RECONCILIATION Accounts
VQ (8042)	131002 - Accounts Receivable City Ledger IND Billing VQ
VQ (8042)	132000 - Accounts Receivable Returned Checks
VQ (8042)	133002 - Accounts Receivable City Ledger Group Billing VQ
VQ (8042)	203001 - Deposits Payable
VQ (8042)	251001 - Unearned Income
MWR (1353/4047)	131005 - Accounts Receivable General RECON
MWR (1353)	131010 - Accounts Receivable Fleet Vouchers
MWR (1353/4047)	132000 - Accounts Receivable Returned Checks
MWR (1353)	133004 - Accounts Receivable Employee Advances
MWR (1353)	136000 - Accounts Receivable APFSUP (USA Reimbursable)
MWR (1353/4047)	203001 - Deposits Payable
MWR (1353/4047)	251001 - Unearned Income

For more information on the use of these accounts, please refer to the General Ledger Manual for more detailed guidance.

Beginner Accounts Receivable

Please put something unique in the Reference field that can be used to identify the document. For example, many bases use the Base Identification abbreviation and the date in the Reference field of the Daily Activity Record (i.e. DAR). Ex. REFERENCE FIELD = BASE ID/Date i.e. SG 070107

Please use the following guidelines when entering data into the “**text field**”.

MWR/CIV/NFC:

- Dues/Memberships - Type of membership and expiration date
- Private Functions - Use private party contract number
- Marina Berthing Fees - Use Marina rental contract number
- Child Care Fees - Use Childcare Svcs and the date
- Vehicle Storage - Use storage contract/agreement
- NFC Leaseback - Use aircraft tail number

VQ:

- Quarters Guest - Use folio number and customer’s name
- Command/Group - Use command/group name (folio number if possible) and customers name

Please use the following guidelines when entering data into the “**assignment field**”.

MWR/CIV/NFC:

- Dues/Memberships - Use facility name and date MMM YY ex. Gym Jan 08
- Private Functions - Use facility name
- Marina Berthing Fees - Use facility name
- Child Care Fees - Use facility name and child’s name
- Vehicle Storage - Use facility name
- NFC Leaseback - Use facility name

VQ:

- Quarters Guest - Use base id and Lodging Touch AR customer number
- Command/Group - Use base id and Lodging Touch AR customer number

IMPORTANT – Please refer to the DAR Cheat sheet for guidance on what to input in the text and assignment fields for various accounts. Please contact the SAP helpdesk if you need a copy of the DAR Cheat sheet.

Customer master data is separated into 3 sections:

- **General Data:**

Contains information that applies to all sales areas such as customer name, address and contact information.

- **Company Code Data:**

Is specific to a company code and contains information such as reconciliation account, payment and dunning procedures.

- **Sales Area Data:**

Contains information relevant to the sales organization and distribution channels of your company. It contains such information as order processing, billing and shipping.

The most common types of customers MWR has are:

- **Individuals and Groups**

- Dues, e.g., Club membership
- Fees, e.g., Marina berthing fees
- Down payments (unearned income) i.e. Party contracts
- Customer deposits i.e. Vehicle storage deposits or funds on deposit by a command
- Returned checks

The most common type of customers Visiting Quarters (VQ) has are:

- **Individuals**

- Military
- Civilians

- **Groups**

- Ships
- Commands

Glossary:

GL Accounts: In SAP the RAMCAS 3-digit account numbers have been changed to 6-digit SAP account numbers. For example Program Revenue, account 501 in RAMCAS, becomes 501000 for MWR program revenue and 501001 for VQ program revenue. This was designed so that during the transition from RAMCAS to SAP we could still associate with the RAMCAS account numbers while expanding the chart of accounts.

CONUS/OCONUS: CONUS represents all bases in the Continental US, including Hawaii. OCONUS represents all bases outside the Continental US, including Europe, Asia, and the Middle East.

Cost Center: A cost center in SAP is equivalent to a combination of RAMCAS activity and department. It is the lowest level at which a Profit and Loss statement (P & L) is available. In RAMCAS activity 01, department 01 is All Hands Food Resale. On your RAMCAS financial statements the sum of the business from all of the All Hands Food Resale is rolled into one total. In SAP you can distinguish between the different operations. If a company code has three All Hands Clubs with food operations, it would have three different cost centers for All Hands Food Resale. In turn, a profit and loss statement could be created for the three distinct clubs.

Important: The cost center function is mainly utilized in the Accounts Receivable module as a search function (this means that it will not necessarily hit the books).

Reconciliation Accounts: The balance sheet accounts for receivables, deposits payable and unearned income are commonly called “**reconciliation**” accounts. These are represented by open items posted to customer accounts. In addition, SAP is able to provide detailed reporting, aging, etc., on these accounts. Please refer to the chart on page 21 for specific reconciliation account listings.

Also, reconciliation accounts are used in creating customers within SAP. For example, all customers created in a MWR fund are created with the 131005 reconciliation account. Customers created in a VQ fund are created with either the 131002 (ex. MILT and CIVL) reconciliation account or the 133002 (ex. SHIP, COMM, OTHR) reconciliation account. Postings made to customer accounts will hit those reconciliation accounts used in creating the customer account within SAP unless directed otherwise by the use of a Special GL indicator (please see section in book on Special GL indicators).

Customer Accounts: These are accounts within SAP used to track a customers’ identity as well as their activity. These accounts contain information such as full name, address details, telephone number, SSN/UIC, reconciliation account, etc. Anyone conducting business with a fund on SAP will need a customer account created within SAP.

Create A Customer Master Record Centrally

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS RECEIVABLE > MASTER RECORDS > MAINTAIN CENTRALLY > CREATE**

Transaction Code: **XD01**

IMPORTANT: Please conduct a general search within SAP using the customers name, prior to creating a customer master record. This will ensure that duplicate customer master records are not created within the same fund.

A person becomes a customer when they owe money and/or they make a deposit. There are 5 main types of customers that can be created within SAP. The types are as follows: civilian, command, military (active, reserved, and retired), ship, and other. Each customer type has a set series as denoted below. For example, all civilian customers will have a SAP generated number starting with a “6”. As a side note, the ship customers are created at headquarters and pushed to each fund. Hence, the field will not be responsible for creating or modifying the ship customers. Both the civilian and military customers require a social security number (SSN) in order to create a customer master record in SAP. You **MUST** obtain this information from the customer prior to setting up a customer master record. **PLEASE** do not make up a false social security number to create a customer account (this is illegal and called Identity Theft). **IMPORTANT:** The Privacy Act of 1974 can be referenced when trying to obtain a social security number from a customer. This act requires disclosure of a social security number if a customer wants to do business with the Navy. The command customers are those customers that are military units and should have a unique identification code (UIC) that can be used to create the customer in SAP. The other (OTHR) customers are those customers that do not fall into any of the civilian, military, command, or ship categories. These are usually private business or organizations ex. Red Cross and are also known as civilian groups. The OTHR customers require a unique identification code (UIC) in order to be created in SAP. This UIC for OTHR customers can be created in the field office using a standard ex. 11630001 (ex. Fund#0001, Fund#0002, Fund#0003, etc).

This customer number is generally a 7-digit number and follows the series:

Civilian Customers	6000000-6999999
Command Customers	1000000-1999999
Military Customers	3000000-3999999
Ship Customers	20000-29999
Other Customers	5000000-5999999

Beginner Accounts Receivable

On the screen titled “**Create Customer: Initial Screen**”, enter information in the fields as specified in the table on the next page:

Enter the following data:

Field	Description/Usage
Create Customer: Initial Screen	
Account group	Enter appropriate Account Group: Active Duty Military (use this account for active, retired and reserve members). Ship Customers.

	Civilians. Military Commands. Other (Organizations, Foreign group or individual, Merchant Vessels, etc)
Customer	Do NOT enter customer number – the system will assign a customer number when you save the master data. CIVL = 6000000 - 6999999 COMM = 1000000 - 1999999 MILT = 3000000 - 3999999 SHIPS = 20000 - 29999 OTHER = 5000000 - 5999999
Company code	Enter the company code. Company code must be entered to create Accounting screens.
Sales organization	Enter Sales Organization. Sales Organization mirrors Company Code (i.e., 1034 = 1034; 1019 = 1019; 8172 = 8172).
Distribution channel	Enter 01 ALWAYS.
Division	Enter 01 ALWAYS.

Press the **Enter** key or the green checkmark  to continue.

You will now see a screen titled “**Create Customer: General Data**”. Enter information in the fields as specified in the table below. There are several tabs on this screen. You can toggle between the tabs using the Tab Control or via the menu paths **Goto > Next tab (F8)** and **Goto > Previous tab (F7)**.

 **NOTE:** Remember that the fields that are displayed and required will vary depending on the account group chosen.

WARNING:
ALWAYS enter customer name, address, search term, etc., in **ALL** capitals using **NO** punctuation. Punctuation must be excluded to comply with central mail facility processing requirements.

Beginner Accounts Receivable

Customer: INTERNAL

Address Control Data

Name
Title: O6
Name: JOHN DOE

Search Terms
Search term 1/2: DOE

Street Address
House no./street: 5428 PINE ST
City/State/ZIP Code: MILLINGTON TN 38055
Country: US USA

PO Box Address
Postal Code
Company Postal Code

Communication
Language: EN English
Telephone: (901) 555-5555 Extension
Fax Extension
E-Mail

Comments

Press this icon in order to allow the Suppl. Field to show in the screen

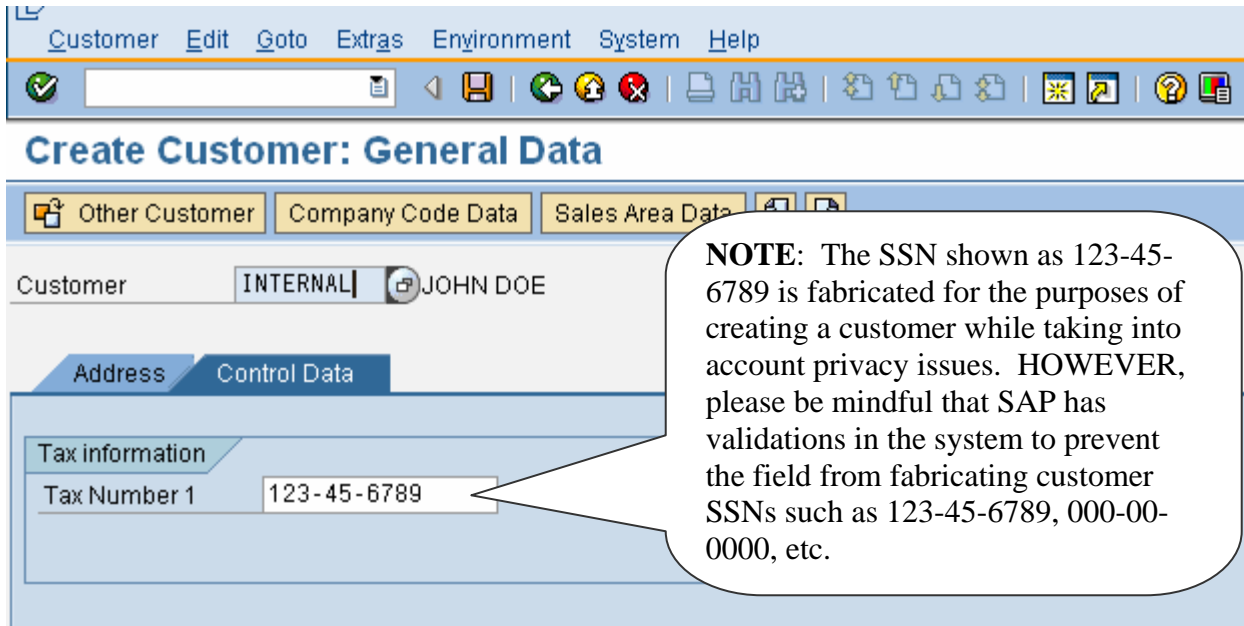
Enter the following data:

Field	Description/Usage
Create Customer: General data	
First Tab: Address	

Title	Rank or title used when creating MILT Customers. E1 – E9 O1- O10 NOTE: O10 is out of order in the drop down menu. It appears directly under O1.
Name	Enter customers ex. (Paul F Baker) first name, middle initial, last name.
Search term	Enter customer's last name as a search term.
House no.	Enter the house number. You may choose to use this field BUT remember if you do use the house number field, this customer master record may not print when running a Flexible customer list.
Street	Enter proper mailing address information. You may choose to put the house number in this field.
Suppl.	Suite number or building number.
City / Regional / Postal code	Enter complete address information.
Country	Enter US. (Enter appropriate country code.)
Language	Should default to "English".
Telephone	Enter customer's home phone number.
Fax	Enter customer's fax number.

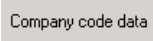
IMPORTANT: The field may choose whether to use the House No. field to input a customers' house number. However, utilizing the House no. field on a customer master record may cause the customers account not to be pulled into the Flexible customer master record list (located in the Reports section of the Advanced Accounts Receivable manual). Thus, the field may choose to input a customer house number into the Street field in order to work around the above issue.

According to the policy letter sent out by the Commander, Navy Personnel Command, effective October 1, 2002, MWR facilities are no longer required to write Social Security Numbers on customer checks as long as they are on file somewhere with MWR. Child Development Centers already require a social security number on registration forms when children are enrolled so this fills the requirement. Other options for maintaining social security numbers are a check log at the facilities, requiring patrons to sign up for a check cashing card with the business office, or an activity wide database.



Enter the following data.

Field	Description/Usage
Create Customer: General data	
Second Tab: Control Data	
Unit Identification Code	<p>Required for account groups SHIPS and COMMS: Enter UIC number</p> <p>For account group OTHR that is not US organization with tax code or TIN: Use format: CocodeXXXX (ex: 81090001, check the numbering list already existing in company code to avoid any duplications)</p>
Tax Code 1	<p>Required for MILT and CIVL customers:</p> <p>Enter customer's social security number. Use format: XXX-XX-XXXX</p> <p>The account group will determine if this field is required.</p> <p>SHIPS and COMMS do NOT require this field.</p>

Click the “**Company Code Data**” button  to view the company code information groups: Account management, Payment transactions, and Correspondence. Alternatively, the menu path **Goto > Company code data (Ctrl + F2)** can be used.

Enter the following data:

Field	Description/Usage
Create Customer: Company code data	
First Tab: Account management	
Reconciliation Account	Enter the appropriate account. For all MWR/NFC/CIVMWR Customers use: <ul style="list-style-type: none"> • 131005 For VQ customers use: <ul style="list-style-type: none"> • 131002 for City Ledger Individual Billing • 133002 for City Ledger Group Billing. (When you post items to a subsidiary ledger, the system automatically posts the same data to the general ledger.) (Each subsidiary ledger has one or more reconciliation accounts in the general ledger. These reconciliation accounts ensure that the balance of G/L accounts is always fully supported.)
Sort Key	Enter 000 . (Key for sorting according to assignment numbers.)

Beginner Accounts Receivable

Navigate to the **Payment Transactions** tab.

The screenshot shows the SAP 'Create Customer: Company Code Data' interface. The 'Payment Transactions' tab is selected. The 'Payment data' section contains 'Terms of payment' set to 'C003'. The 'Automatic payment transactions' section contains 'Payment methods' set to 'C' and 'Payment block' set to 'D'. The top navigation bar includes 'Customer', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'.

Enter the following data.

Field	Description/Usage
Create Customer: Company code data	
Second Tab: Payment transactions	
Terms of Payment	Enter C003 . Net due Immediately is always used! (Terms in which the customer must pay the invoice.)
Payment Methods	Enter " C " for Check . (EFT refunds will NOT be used!)
Payment Block	Enter " D " for Special AR block. (Block key used to block an open item or an account for payment transactions. This blocks an open item or an account for payment transactions.) (For example, if the customer has a credit balance in his or her account, this will prevent a refund payment from being automatically prepared.)

Navigate to the **Correspondence** tab.

Customer: INTERNAL JOHN DOE MILLINGTON
 Company Code: 1146 MWR NSA MIDSOUTH

Account Management | Payment Transactions | **Correspondence**

Dunning data

Dunn.Procedure: 2000 Dunning block:
 Dunn.recipient: Leg.dunn.proc.:
 Last dunned: Dunning level:
 Dunning clerk: Grouping key: 01 **Dunning areas..**

Correspondence

Account statement: 2

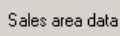
Act.clk tel.no.:
 Clerk's fax:
 Clrk's internet:
 POC:

Enter the following data.

Field	Description/Usage
Create Customer: Company code data	
Third Tab: Correspondence	
Dunning data	

Beginner Accounts Receivable

Dunning Procedure	Enter “ 2000 ” for Military Customers (account group MILT) only! If 2000 is entered, grouping key must be 01. Enter “ 3000 ” for VQ Military Customers (MILT) and Civilian Customers (CIVL). There is NO grouping key with Dunning 3000. (This field contains the key for the dunning procedure to be used.)
Dunning block	Leave Blank. (Key which reflects the reason for a dunning block indicator.)
Dunn Recipient	Leave Blank.
Leg Dunn Proc	Leave Blank.
Last Dunned	Leave Blank. (System will populate this field as dunning procedures are run.)
Dunning Level	Leave Blank. (System will populate this field as dunning processes are run. System will enter "0" if never dunned, "1" if the 1 st level of dunning has been completed, etc.)
Dunning Clerk	Leave Blank.
Grouping Key	Must be “01” when dunning procedure = 2000 for active military (MILT) customers ONLY. Leave BLANK when dunning procedure = 3000 for military (MILT) and civilian (CIVL) customers. (Leave Blank except for Military customers.)
Correspondence	
Account Statement	Enter “ 2 ” for monthly account statements. (Indicator for periodic account statements.)
Acct Clerk Tel	Enter data if appropriate. (Enter accounting Clerk telephone number.)
Clerks Fax	Enter data if appropriate. (Enter Accounting Clerks Fax Number.)
Clerks Internet	Enter data if appropriate. (Enter Accounting Clerks email address.)
Account Memo	Enter data if appropriate (e.g. extended payment plan or similar). (Enter special note or details regarding account.)

Click the “**Sales Area Data**” button  to view the sales area related information groups (if you have entered the Sales org, Distr channel and Division): Sales, Shipping, Billing document, Partner functions. Alternatively, the menu path **Goto > Sales Area data (Ctrl + F2)** can be used.

Use the tab control to toggle between the Sales Area Data information groups: Sales, Shipping, Billing document, Partner functions. Alternatively, the menu paths **Goto > Next tab (F8)** and **Goto > Previous tab (F7)** can be used.

Enter the following data.

Field	Description/Usage
Create Customer: Sales area data	
First Tab: Sales	
Sales order	
Currency	Use Appropriate Currency.
PP Cust Proc	Leave Blank.
Pricing/Statistics	
Customer pricing Procedure	Enter "1" for Standard.

Navigate to the Shipping tab.

Customer: INTERNAL JOHN DOE MILLINGTON

Sales Org.: 1146 MWR NSA MIDSOUTH

Distr. Channel: 01 AIMS DEFAULT DC

Division: 01 AIMS DEFAULT DVSN

Tab: Billing document

Invoicing dates:

InvoicingListDates:

Tab: Delivery and payment terms

Incoterms:

Terms of payment: C003

Field	Description/Usage
Create Customer: Sales area	
Third Tab: Billing document (Only The "Terms Of Payment" Field Needs To Be Populated On This Tab!)	
Delivery and payment terms	
Terms of Payment	Enter C003 always!


Navigate to the Partner Functions tab.

The system will default with the customer's Name for partner functions:

- Sold to;
- Bill to;
- Ship to;
- Payer.

You do not have to enter any data on this tab!

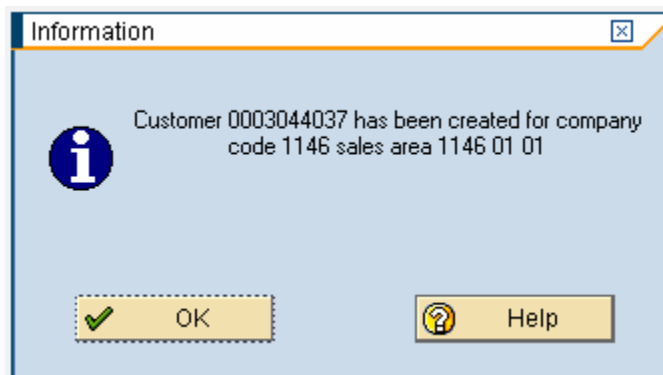
Just click through it!

To save the customer master record, select **Customer > Save** or select the Save Button.  The system will display a message indicating the account number that was created and the company code it was created in.

This customer number is generally a 7-digit number and follows the series:

Civilian Customers	6000000-6999999
Command Customers	1000000-1999999
Military Customers	3000000-3999999
Ship Customers	20000-29999
Other Customers	5000000-5999999

A pop up box will appear on the screen displaying the customer number and company code of the customer master record that you just created. You can make note of this customer number. However, remember that you can also conduct a search within SAP using a customers name in order to obtain their respective customer number.



This completes the procedure for Creating a Customer Master Record Centrally.

Extend A Customer Master Record Centrally

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS
RECEIVABLE > MASTER RECORDS > MAINTAIN CENTRALLY >
CREATE**

Transaction Code: **XD01**

The field may utilize this function within SAP in order to extend an already existing customer master record to a new fund. For example: A customer named Mary Jones has already been created in fund 1142 MWR South. Mary Jones moves to Jacksonville, FL for a work assignment and hence becomes a customer at fund 1034 MWR Jacksonville. Since both the funds 1142 MWR South and 1034 MWR Jacksonville are in the same Region, the Jacksonville field office can take the customer master record number (created in the South field office) and extend it to the Jacksonville company code 1034. Hence, effectively using the same customer master record within one region to denote that customers activity.

Customer master records are maintained centrally. Hence, each fund will be responsible for creating and maintaining their own customer master records. However, customer master records can be shared within the same region as long as the details within the customer master records are the EXACT same. For example, John Smith is a customer of MWR Hawaii for several months. Then John Smith stays at the local VQ in Hawaii. He then becomes a customer of the VQ Hawaii. As long as all of John Smiths customer details (ex. telephone number, address, SSN, military rank, etc) remain the EXACT same, the VQ Hawaii field office can use the customer number created by the MWR Hawaii field office to process John Smiths VQ stay. As an important side note, if John Smith gets deployed to Bahrain for a work assignment, then the Bahrain field office will need to create a NEW customer master record for John Smith since he is no longer within the same region. PLEASE REMEMBER: to search SAP for a customers name before extending them to another fund. This can be accomplished using the Display Customer master record t-code XD03 (as discussed in another section of the manual).

On the screen titled **“Create Customer: Initial Screen”**, enter information in the fields as specified in the following tables:

Beginner Accounts Receivable

Important: If you want the extended customer to have the existing customers' number from a previous fund, then do not use the Customer field under the Reference section. By using this field, a user can extend a customer into a new fund but the customer will be assigned a new customer number.

Enter the following data:

Field	Description/Usage
Create Customer: Initial Screen	
Customer	Enter the customer number that is being extended from another company code. (Customer's system generated number.)
Company code	Enter the company code that the customer is being created in. Company code <i>must</i> be entered to create Accounting screens.
Sales area	
Sales Organization	Sales Organization mirrors Company Code (i.e. 1034=1034; 1019=1019; 8172=8172).

Distribution Channel	Enter 01 ALWAYS .
Division	Enter 01 ALWAYS .

Press the Enter key or the green checkmark  to continue.

The “**Company Code Data**” screen will appear since the General Data tab is automatically populated with the customer’s name, address, phone number and social security number.

Field	Description/Usage
	Create Customer: Company code data
	First Tab: Account management
	Accounting information

Beginner Accounts Receivable

Reconciliation Account	<p>Enter the appropriate account.</p> <p>For all MWR/NFC/CIVMWR Customers use:</p> <ul style="list-style-type: none"> • 131005 <p>For VQ customers use:</p> <ul style="list-style-type: none"> • 131002 for City Ledger Individual Billing • 133002 for City Ledger Group Billing. <p>(When you post items to a subsidiary ledger, the system automatically posts the same data to the general ledger.)</p> <p>(Each subsidiary ledger has one or more reconciliation accounts in the general ledger. These reconciliation accounts ensure that the balance of G/L accounts is always fully supported.)</p>
Sort Key	<p>Enter 000. (Key for sorting according to assignment numbers.)</p>

Navigate to the Payment Transactions tab.

The screenshot shows the SAP 'Create Customer: Company Code Data' interface. The 'Payment Transactions' tab is active. The 'Payment data' section contains 'Terms of payment' set to 'C003'. The 'Automatic payment transactions' section contains 'Payment methods' set to 'C' and 'Payment block' set to 'D'. The customer information at the top includes 'Customer: 3044037 JOHN DOE MILLINGTON' and 'Company Code: 1163 MWR COMNAVREG, HAWAII'.

Field	Description/Usage
Create Customer: Company code data	
Second Tab: Payment transactions	

Payment data	
Terms of Payment	Enter C003 . Net due immediately is always used! (Terms in which the customer must pay the invoice.)
Automatic payment transactions	
Payment Methods	Enter “C” for Check. EFT refunds will NOT be used!
Payment Block	Enter “D” for Special AR block. (Block key used to block an open item or an account for payment transactions. This blocks an open item or an account for payment transactions.) (For example, if the customer has a credit balance in his or her account, this will prevent a refund payment from being automatically prepared.)

Navigate to the Correspondence tab.

The screenshot shows the SAP Customer Master Record Centrally interface. At the top, there is a menu bar with options: Customer, Edit, Goto, Extras, Environment, System, Help. Below the menu is a toolbar with various icons. The main title is "Create Customer: Company Code Data". There are two tabs: "Other Customer" and "Sales Area Data". The customer information is displayed as follows:

Customer	3044037	JOHN DOE	MILLINGTON
Company Code	1163	MWR COMNAVREG, HAWAII	

Below the customer information, there are three tabs: "Account Management", "Payment Transactions", and "Correspondence". The "Correspondence" tab is selected. The "Dunning data" section contains the following fields:

Dunn.Procedure	2000	Dunning block	<input type="checkbox"/>
Dunn.recipient	<input type="text"/>	Leg.dunn.proc.	<input type="text"/>
Last dunned	<input type="text"/>	Dunning level	<input type="text"/>
Dunning clerk	<input type="text"/>	Grouping key	01

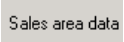
There is a "Dunning areas.." button next to the Grouping key field. The "Correspondence" section contains the following fields:

Account statement		2
Act.clk tel.no.	<input type="text"/>	
Clerk's fax	<input type="text"/>	
Clerk's internet	<input type="text"/>	
POC	<input type="text"/>	

Beginner Accounts Receivable

Correspondence

Field	Description/Usage
Create Customer: Company code data	
Third Tab: Correspondence	
Dunning data	
Dunning Procedure	For MWR, enter “ 2000 ” for Military Customers (MILT) only! If 2000 is entered, grouping key must be 01. For VQ, enter “ 3000 ” for Military (MILT) and Civilian (CIVL) Customers. There is NO grouping key with Dunning 3000. (This field contains the key for the dunning procedure to be used.)
Dunning block	Leave blank. (Key which reflects the reason for a dunning block indicator.)
Dunn Recipient	Leave blank.
Leg Dunn Proc	Leave blank.
Last Dunned	Leave blank. (System will populate this field as Dunning Procedures are run.)
Dunning Level	Leave blank. (System will populate this field as dunning processes are run. System will enter "0" if never dunned, "1" if the 1 st level of dunning has been completed, etc.)
Dunning Clerk	Leave blank.
Grouping Key	Must be “01” when dunning procedure = 2000 for active military (MILT) customers ONLY. Leave BLANK when dunning procedure = 3000 for active military (MILT) customers ONLY. (Leave blank except for Military customers.)
Correspondence	
Account Statement	Enter “ 2 ” for monthly account statements. (Indicator for periodic account statements)
Acct Clerk Tel	Enter data if appropriate. (Enter Accounting Clerk telephone number.)
Clerks Fax	Enter data if appropriate. (Enter Accounting Clerks Fax Number.)
Clerks Internet	Enter data if appropriate. (Enter Accounting Clerks email address.)
Account Memo	Enter data if appropriate (e.g. extended payment plan or similar). (Enter special note or details regarding account.)

Click the “**Sales Area Data**” button  to view the sales area related information groups (if you have entered the Sales org, Distr channel and Division): Sales, Shipping, Billing document, Partner functions. Alternatively, the menu path **Goto > Sales Area data (Ctrl + F2)** can be used.

Customer Edit Goto Extras Environment System Help

Other Customer Company Code Data

Customer 3044037 JOHN DOE MILLINGTON
 Sales Org. 1163 MWR COMNAVREG, HI
 Distr. Channel 01 AIMS DEFAULT DC
 Division 01 AIMS DEFAULT DVSN

Sales Shipping Billing Documents Partner Functions

Sales order
 Currency USD US Dollar
 PP cust. proc.

Product attributes

Pricing/Statistics
 Cust.pric.proc. 1

Field	Description/Usage
Create Customer: Sales area data	
First Tab: Sales	
Sales order	
Currency	Use Appropriate Currency.
PP Cust Proc	Leave Blank.
Pricing/Statistics	
Customer pricing Procedure	Enter "1" for Standard.

Partial deliveries	
Max. Partial Deliveries	Defaults to "9". DO NOT CHANGE!

Navigate to the Billing Document tab.

The screenshot shows the SAP 'Create Customer: Sales Area Data' screen. The 'Billing Documents' tab is active. The data entered is as follows:

Customer	3044037	JOHN DOE	MILLINGTON
Sales Org.	1163	MWR COMNAVREG, HI	
Distr. Channel	01	AIMS DEFAULT DC	
Division	01	AIMS DEFAULT DVSN	

Under the 'Billing document' section, 'Invoicing dates' and 'InvoicingListDates' are unchecked. Under the 'Delivery and payment terms' section, 'Incoterms' is empty and 'Terms of payment' is set to 'C003'.

Field	Description/Usage
Create Customer: Sales area data	
Third Tab: Billing document	(Only The "Terms Of Payment" Field Needs To Be Populated On This Tab!)
Delivery and payments terms	

Beginner Accounts Receivable

Terms of Payment	Enter C003 always!
-------------------------	--------------------


Navigate to the Partner Functions tab.

The system will default with the customer's Name for partner functions:

Sold to;
Bill to;
Ship to;
Payer.

You do not have to enter any data on this tab!

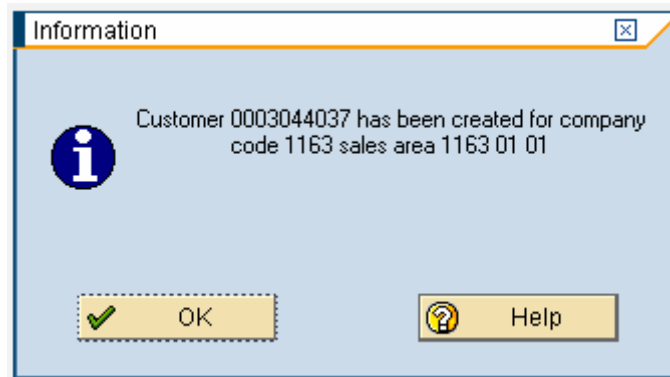
Just click through it!

To save the customer master record, select **Customer > Save** or select the **Save** Button.  The system will display a message indicating the account number that was created and the company code it was created in.

This customer number is generally a 7-digit number and follows the series:

Civilian Customers	6000000-6999999
Command Customers	1000000-1999999
Military Customers	3000000-3999999
Ship Customers	20000-29999
Other Customers	5000000-5999999

A pop up box will appear on the screen displaying the customer number and company code of the customer master record that you just extended. You can make note of this customer number. However, remember that you can also conduct a search within SAP using a customer's name in order to obtain their respective customer number.



To change any information on the **General Data** tab, go to the **Change A Customer Master Record Centrally** section.

Change A Customer Master Record Centrally

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS RECEIVABLE > MASTER RECORDS > MAINTAIN CENTRALLY > CHANGE**

Transaction Code: **XD02**

Field users can utilize this functionality within SAP to change the personal details of an already existing customer master record. For example, the field users can change such things as name, address details, telephone number, etc.

IMPORTANT: There are exceptions to these changes. If a customer master record is created with the incorrect Account Group type (ex. Milt, Civi, etc) or Reconciliation Account (ex. 131005 vs. 131002) then a NEW customer master record must be created and the OLD customer master record must be blocked for postings and marked for deletion. You will notice that these two fields will be “grayed out” in the Change a Customer master record screen (this means that these two fields will not accept any changes and hence the need to create a brand NEW customer master record for this customer). In addition, please see the Block/Unblock Customer and Mark a Customer for Deletion sections for details on how to complete these processes.

WARNING:

Do this procedure **ONLY** when a change needs to be made to the customer master record.

If it is determined that the **Account Group** is incorrect, a new customer master record **MUST** be created. The old (incorrect) customer record should be marked for deletion (as long as no open items are pending) and blocked for posting.

If open items exist, they must be moved to the new (correct) customer prior to marking for deletion/blocking.

Likewise, if a customer's **Reconciliation Account** is determined to be incorrect, the incorrect customer account must be marked for deletion and blocked for posting. A new customer master record should be created.

A locally developed form can be created to use in requesting changes to customer master records or the Customer Master Request Form provided in the User Handbook can be adopted.

On the screen title “**Change Customer: Initial Screen**”, enter information in the fields as specified in the table on the next page.

Important: The initial customer name being used in this example is John Doe.

Enter the following data.

Field	Description/Usage
Change Customer: General data	
Customer	Enter customer number or use down arrow to search. (This is the customer record that is going to be changed.)
Company code	Enter company code. Company code must be entered to change Accounting screens.
Sales organization	Enter Company code. Sales Organization mirrors company code. EX: 1034=1034.
Distribution channel	Enter 01.
Division	Enter 01.

Press the Enter key or click the green checkmark icon  continue.

On the screen titled “**Change Customer: General Data**”, change information in the fields as specified in the table below.

Remember that the fields displayed will vary depending on the account group chosen.

General Data: Address Information

Beginner Accounts Receivable

Customer 3044037 JOHN DOE MILLINGTON

Change Customer: General Data

Other Customer Company Code Data Sales Area Data

Address Control Data

Name

Title O6

Name **JOHN WILLIAM DOE**

Search Terms

Search term 1/2 DOE

Street Address

House no./street 5428 PINE ST

City/State/ZIP Code MILLINGTON TN 38055

Country US USA Tennessee

PO Box Address

Postal Code

Company Postal Code

Communication

Language EN English Other communication...

Telephone (901) 555-5555 Extension

Fax Extension

E-Mail

Comments

Click on each tab to toggle between the “**General Data**” information groups: Address and Control data.

Alternatively, the menu paths: **Goto > Next tab (F8)** and **Goto > Previous tab (F7)** can be used.

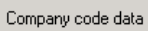
Field	Description/Usage
Change Customer: General data	
First Tab: Address	
Name	
Title	Rank or title used when changing MILT account groups. (Form of address.) E1 – E9 O1 – 10
Name	Change customers last name first name and initial. (Customer name.)
Search items	
Search term 1/2	Do not change the search term unless last name of customer has changed. (Short name which is used to set up a match code for search criteria.)
Street address	
House no	Change house number if you put the house number in this field.
Street	Change mailing address information. Do not enter PO Box here. Street address ONLY.
Suppl	Change if necessary
City / Regional / Postal code	City / State / Postal Code. (If changing city and region, ensure you enter correct zip code.)
Country	Do not change. Enter appropriate country code. (Two digit country identifier.)
Communication	
Language	Do not change
Telephone	Change customer's home phone number
Fax	Change customer's fax number

Navigate to the Control Data tab.

Beginner Accounts Receivable

The screenshot shows the SAP 'Change Customer: General Data' interface. At the top, there is a menu bar with 'Customer', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is 'Change Customer: General Data'. There are three tabs: 'Other Customer', 'Company Code Data', and 'Sales Area Data'. The 'Company Code Data' tab is selected. Underneath, the customer name is 'JOHN WILLIAM DOE' and the customer number is '3044037'. There are two sub-tabs: 'Address' and 'Control Data'. The 'Control Data' sub-tab is active. Under 'Control Data', there is a 'Tax information' section with a 'Tax Number 1' field containing the value '123-45-6789'. A callout box points to this field with the following text: **Important:** The SSN shown as 123-45-6789 is fabricated for the purposes of creating a customer while taking into account privacy issues. HOWEVER, please be mindful that SAP has validations in the system to prevent the field from fabricating customer SSNs such as 123-45-6789, 000-00-0000, etc.

Field	Description/Usage
Change Customer: General data	
Second Tab: Control data	
Unit Identification Code	Required for account groups SHIPS and COMMS. (Using this field for UIC number [Unit Identification Code].)
Tax Code 1	Social Security Number. Do not change unless incorrect!

Click the “**Company Code Data**” pushbutton  to view the company code information groups: Account management, Payment transactions, and Correspondence. Alternatively, the menu path: **Goto > Company code data (Ctrl + F2)** can be used.

Company Code Data:

Field	Description/Usage	R/O/C
Change Customer: Company code data		
First Tab: Account management		
Accounting information		
Reconciliation account	CANNOT BE CHANGED. Changing of this field will impact customer's A/R items.	O
Sort Key	Changing this field to another sort sequence will impact A/R line item sequence. DO NOT CHANGE.	O

Beginner Accounts Receivable

Navigate to the Payment transactions tab.

Field	Description/Usage
Change Customer: Company code data	
Second Tab: Payment transactions	
Payment data	
Terms of Payment	DO NOT CHANGE. Always use C003
Automatic payment transactions	
Payment Methods	DO NOT CHANGE. Always use "C" for check
Payment Block	Blocks an open item or an account for payment transactions DO NOT REMOVE. (Block key used to block an open item or an account for payment transactions.)

Navigate to the Correspondence tab.

The screenshot shows the SAP 'Change Customer: Company Code Data' window. The 'Correspondence' tab is selected. The 'Dunning data' section includes fields for 'Dunn.Procedure' (2000), 'Dunning block' (blank), 'Dunn.recipient' (blank), 'Leg.dunn.proc.' (blank), 'Last dunned' (blank), 'Dunning level' (blank), 'Dunning clerk' (blank), and 'Grouping key' (01). A 'Dunning areas..' button is present. The 'Correspondence' section includes 'Account statement' (2), 'Act.clk tel.no.', 'Clerk's fax', 'Clrk's internet', and 'POC'.

Field	Description/Usage
Change Customer: Company code data	
Third Tab: Correspondence	
Dunning data	
Dunning Procedure	DO NOT CHANGE unless military customer dunning procedure does NOT equal 2000 for MWR or 3000 for VQ! (This field contains the key for the dunning procedure to be used.)
Dunning block	Leave blank. (Key which reflects the reason for a dunning block indicator.)


Beginner Accounts Receivable

Correspondence	
Account Statement	Change this field if you want customer to receive statement in different period (i.e., weekly instead of monthly). "2" = monthly account statements. This field designates how often customers will be receiving statements. (Indicator for periodic account statements.)

The next several fields are **ONLY** to be completed if the customer is subject to “**dunning**” or automated collection processes (Military personnel are subject to dunning for returned items). We suggest that you only complete the fields as needed. For example, if the customer immediately pays his/her bad debt after being verbally notified there is no need to maintain this data. This data is used in the various levels of Dunning and is actually printed on Dunning Letters.

To access these fields (hidden from view on the main screen) **Click: Extras>Texts**. Double Click on the line to be populated as follows:

Field	Description/Usage
Change Customer: Extra texts	
Accounting Text	Internal Use only. Will not print out on statements or letters
Account Statement Text	Enter Special Text to print out on Statements such as: “HAPPY HOLIDAYS”. “Did you forget to make a payment”. “PAY UP PLEASE”.
Commanding Officer Address (Dun Level 2)	Enter CO Name and address. (Used to document customer’s Commanding Officer’s name and address.)
Paymaster Address “To” (DD139)	Enter the Address of Disbursing Office or PSD where garnishment (DD139) is to be submitted. (Used to document Paymaster Address.)
Accountable Disbursing Officer name (DD139)	Enter Accountable Disbursing Officer’s name if applicable.
Certifying Officer (DD139)	Enter the Name of the MWR/VQ/CIVMWR Certifying Officer. For example this may be the MWR Director, BQ Officer, etc. (The individual who must SIGN the DD139 Form.)

After entering data into each field (double click on the field and then type in the data) you will simply press the “**back green arrow**”  to go back to the Correspondence Screen.

Click the “Sales Area Data” button Sales area data to view the sales area related information groups (if you have entered the Sales org, Distr channel and Division): Sales, Shipping, Billing document, Partner functions. Alternatively, the menu path: **Goto > Sales Area data (Ctrl + F2)** can be used.

Use the tab control to toggle between the Sales Area Data information groups: Sales, Shipping, Billing document, Partner functions. Alternatively, the menu paths: **Goto > Next tab (F8)** and **Goto > Previous tab (F7)** can be used.

Sales Area Data

Field	Description/Usage
Change Customer: Sales area data	
First Tab: Sales	

Beginner Accounts Receivable

Sales order	
Currency	Use Appropriate Currency.
Customer pricing Procedure	DO NOT CHANGE.

Navigate to the Shipping tab.

The screenshot shows the SAP 'Change Customer: Sales Area Data' window. The 'Shipping' tab is selected, displaying various shipping-related settings. The 'Customer' field is set to 3044037 (JOHN WILLIAM DOE, MILLINGTON). The 'Sales Org.' is 1146 (MWR NSA MIDSOUTH). The 'Distr. Channel' is 01 (AIMS DEFAULT DC) and the 'Division' is 01 (AIMS DEFAULT DVSN). The 'Shipping' section includes 'Delivery Priority' (set to 1), 'Shipping Conditions' (empty), 'Delivering Plant' (empty), and 'Order Combination' (checked). The 'Partial deliveries' section includes 'Complete delivery reqd by law' (unchecked), 'Partial delivery per item' (empty), 'Max. partial deliveries' (set to 9), 'Unlimited tol.' (unchecked), 'Underdel. Tolerance' (empty), and 'Overdeliv. Tolerance' (empty).

Field	Description/Usage
Change Customer: Sales area data	
Second Tab: Shipping	
Shipping	
Order Combination	DO NOT CHANGE.
Partial deliveries	
Max. Partial Deliveries	DO NOT CHANGE.

Navigate to the Billing Document tab.

The screenshot shows the SAP 'Change Customer: Sales Area Data' window. The 'Billing Documents' tab is selected. The 'Billing document' section contains 'Invoicing dates' with a calendar icon and 'InvoicingListDates' with a checkbox. The 'Delivery and payment terms' section contains 'Incoterms' with a dropdown menu and 'Terms of payment' with the value 'C003' and the text 'Due immediately or DD139'.

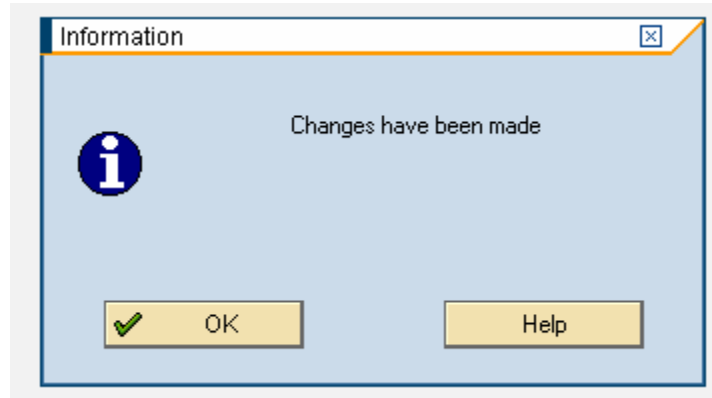
Customer	3044037	JOHN WILLIAM DOE	MILLINGTON
Sales Org.	1146	MWR NSA MIDSOUTH	
Distr. Channel	01	AIMS DEFAULT DC	
Division	01	AIMS DEFAULT DVSN	

Billing document
 Invoicing dates
 InvoicingListDates

Delivery and payment terms
 Incoterms
 Terms of payment Due immediately or DD139

To save the customer master record, select **Customer > Save** or click the Save Button. 

You will get a pop up box confirming that the changes have been made to the customer master record. This is a SAP generated message confirming that the action has been completed.



IMPORTANT: The changes you make to the customer master record will only impact any transactions made after the change!!!



This completes the procedure for Changing a Customer Master Record Centrally.

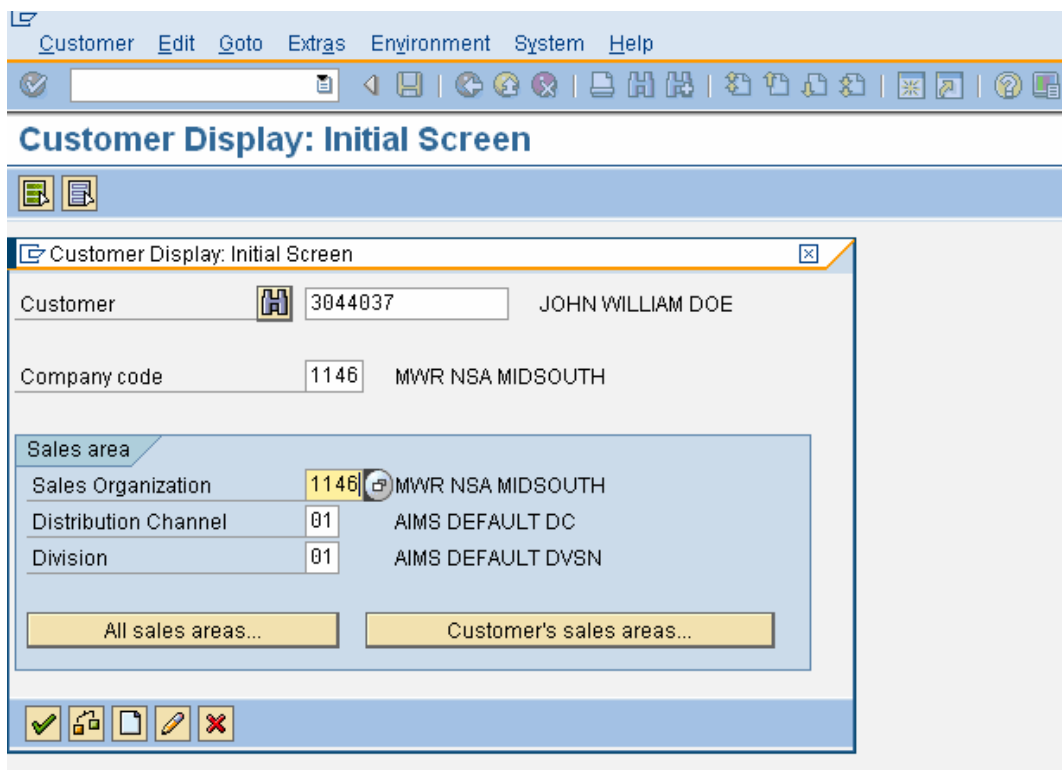
Display a Customer Master Record Centrally

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS RECEIVABLE > MASTER RECORDS > MAINTAIN CENTRALLY > DISPLAY**

Transaction Code: **XD03**

This functionality within SAP can be used to display the personal information contained in a customer master record.

On the screen titled “**Display Customer: Initial Screen**”, display information in the fields as specified in the table on the next page.

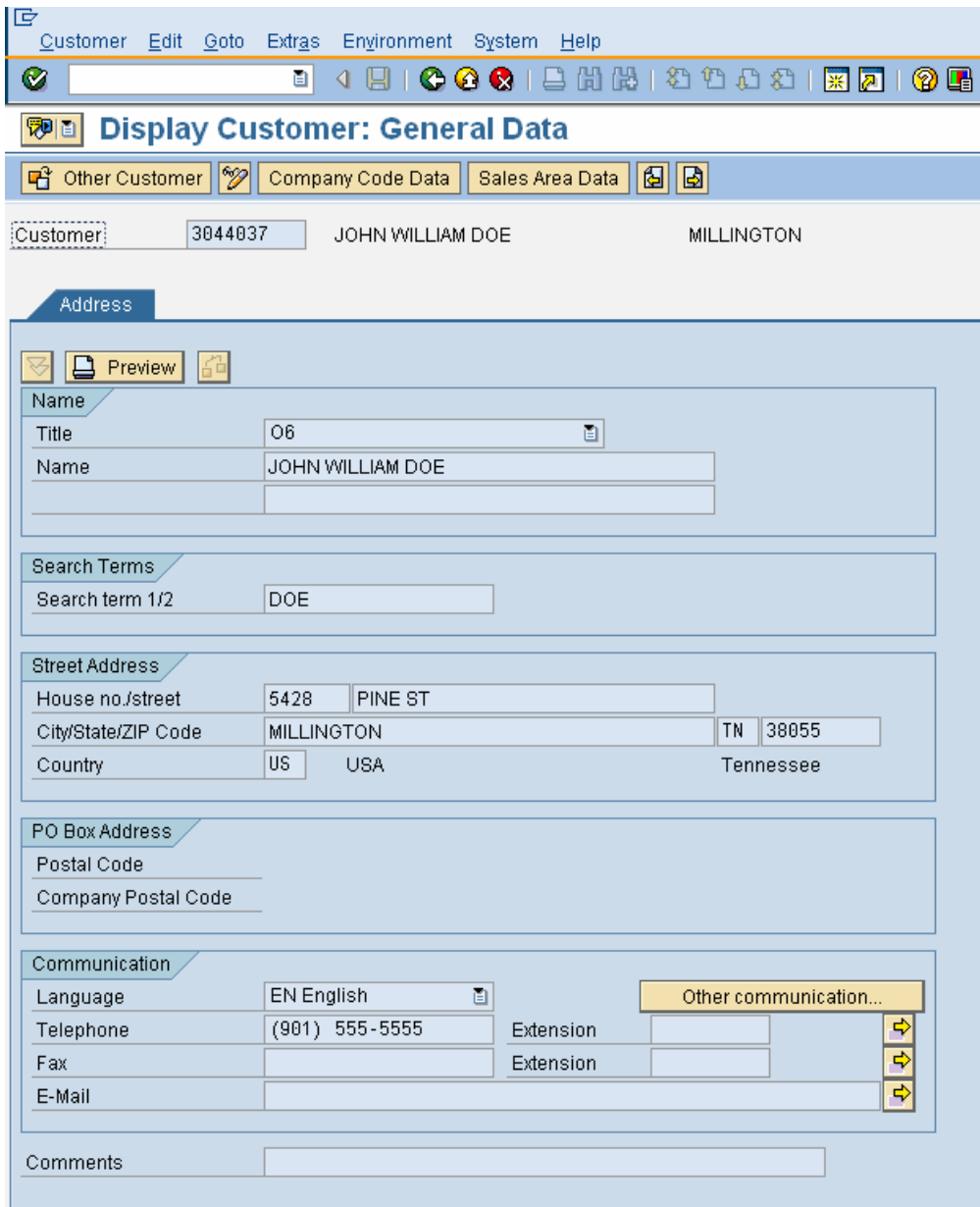


Field	Description/Usage
Display Customer: Initial Screen	
Customer	Enter customer number or use drop down to search. (The customer number the system assigned when you saved the master data.)
Company code	Enter Company Code.
Sales area	
Sales organization	Enter Sales Organization (company code). (Sales Organization mirrors Company Code.)

Distribution channel	Enter 01.
Division	Enter 01.

Press the Enter key or click the green checkmark icon  to continue.

On the screen titled “**Display Customer: General Data**”, display information in the fields as specified in the table below.



Customer: 3844037 JOHN WILLIAM DOE MILLINGTON

Address

Name
 Title: O6
 Name: JOHN WILLIAM DOE

Search Terms
 Search term 1/2: DOE

Street Address
 House no./street: 5428 PINE ST
 City/State/ZIP Code: MILLINGTON TN 38055
 Country: US USA Tennessee

PO Box Address
 Postal Code
 Company Postal Code

Communication
 Language: EN English
 Telephone: (901) 555-5555 Extension: []
 Fax: [] Extension: []
 E-Mail: []

Comments: []

Beginner Accounts Receivable

Remember that the fields that are displayed will vary depending on the account group chosen.

Field	Description/Usage
Display Customer: General data	
First Tab: Address	
Name	
Title	Rank or title used when creating MILT Customers. E1 – E9 O1 – O10
Name	View customers last name, first name and initial
Search terms	
Search term	View customer's last name as a search term Short name, which is used to set up a match code for search criteria.)
Street address	
Street	View proper mailing address (street) information.
City / Regional / Postal code	View complete address information. City / State / Postal Code.
Country	Display US . Display appropriate country code. (Two digit country identifier.)
Communications	
Language	Should default to "English".
Telephone	Display customer's home phone number.
Fax	Display customer's fax number.

Use the tab control to toggle between the "**General Data**" information groups: Address and Control data. Alternatively, the menu paths: **Goto > Next tab (F8)** and **Goto > Previous tab (F7)** can be used.



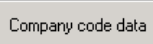
NOTE:

Customer name, address, search term, etc., will **ALWAYS** be entered in **ALL** capital letters using **NO** punctuation. Punctuation must be excluded to meet central mail facility processing requirements.

IMPORTANT: The Control data tab containing the customer’s social security number or unit identification code (UIC) has been hidden due to security reasons. Only those individuals with the authorization to create customers in SAP will have access to the Control data tab. Hence, for display purposes of a customer, the Control data tab will always be hidden. Please see the screen shot below. If you notice, there is only one tab shown stating “Address”. The “Control” data tab has been hidden on purpose.

The screenshot shows the SAP Address data entry form for customer JOHN WILLIAM DOE. The form is organized into several sections:

- Name:** Title (O6), Name (JOHN WILLIAM DOE)
- Search Terms:** Search term 1/2 (DOE)
- Street Address:** House no./street (5428 PINE ST), City/State/ZIP Code (MILLINGTON TN 38055), Country (US USA Tennessee)
- PO Box Address:** Postal Code, Company Postal Code
- Communication:** Language (EN English), Telephone ((901) 555-5555), Fax, E-Mail, and a button for Other communication...
- Comments:** A text area for additional information.

Click the **“Company Code Data”** button  to view the company code information groups: Account management, Payment transactions, and Correspondence. Alternatively, the menu path: **Goto > Company code data (Ctrl + F2)** can be used.

Beginner Accounts Receivable

Company code data:

Customer 3044037 JOHN WILLIAM DOE MILLINGTON
 Company Code 1146 MWR NSA MIDSOUTH

Accounting information
 Recon. account 131005 Sort key 000 Allocation number

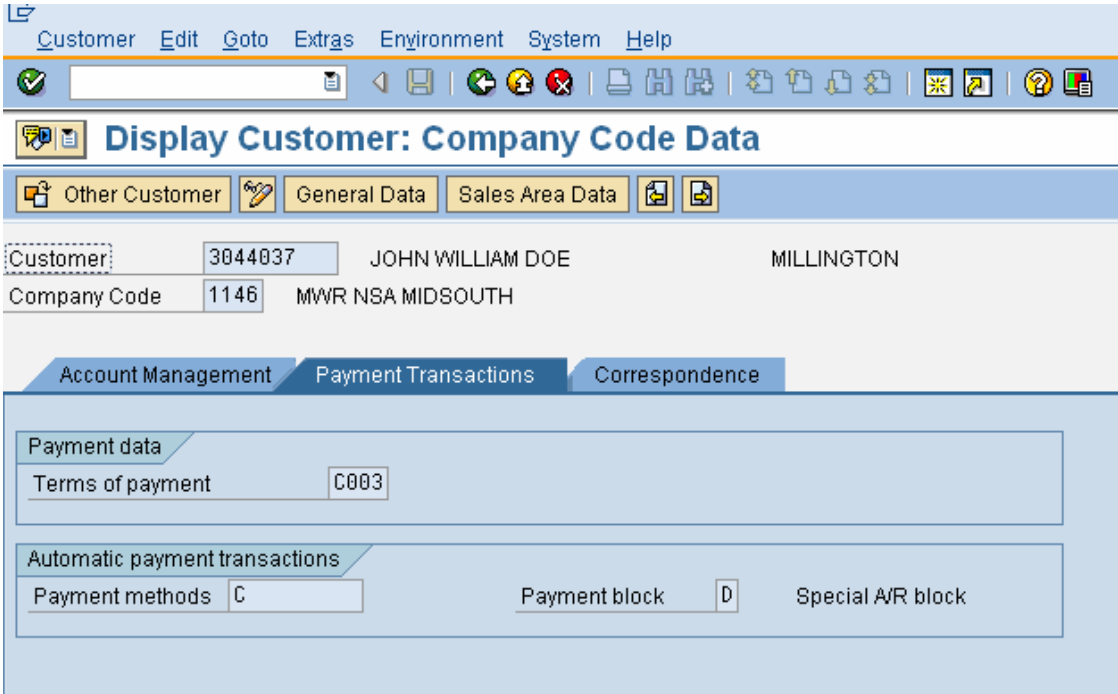
Interest calculation
 Interest indic. Last key date
 Interest cycle 0 Last interest run

Reference data
 Prev. acct no.

Field	Description/Usage
Display Customer: Company code data	
First Tab: Account information	
Accounting information	

<p>Reconciliation account</p>	<p>When you post items to a subsidiary ledger, the system automatically posts the same data to the general ledger. Each subsidiary ledger has one or more reconciliation accounts in the general ledger. These reconciliation accounts ensure that the balance of G/L accounts is always fully supported.</p> <p>Display the appropriate account</p> <p>For all MWR/NFC Customers use: 131005</p> <p>For VQ customers use: 131002 for City Ledger Ind Billing 131003 for Fair Mkt Billing 133002 for City Ledger Group Billing</p>
<p>Sort Key</p>	<p>Key for sorting according to assignment numbers. Display 000.</p>

Navigate to the Payment Transactions tab.



Field	Description/Usage
	<p>Display Customer: Company code data</p>
	<p>Second Tab: Payment transactions</p>

Beginner Accounts Receivable

Payment data	
Terms of Payment	Display C003 . Net due Immediately is always used!
Automatic payment transactions	
Payment Methods	Display "C" for Check.
Payment Block	Display "D" for Special AR block. (Block key used to block an open item or an account for payment transactions.)

Navigate to the Payment Correspondence tab.

The screenshot shows the SAP Customer Master Record for Company Code Data. The main title is "Display Customer: Company Code Data". The customer information is: Customer: 3044037, JOHN WILLIAM DOE, MILLINGTON; Company Code: 1146, MWR NSA MIDSOUTH. The "Correspondence" tab is selected, showing the following fields:

Dunning data	
Dunn.Procedure	2000
Dunn.recipient	
Last dunned	
Dunning clerk	<input type="checkbox"/>
Dunning block	<input type="checkbox"/>
Leg.dunn.proc.	
Dunning level	0
Grouping key	01
Dunning areas..	

Correspondence	
Account statement	2
POC	

Field	Description/Usage
Display Customer: Company code data	
Third Tab: Correspondence	
Dunning data	
Dunning Procedure	Display “2000” for Military Customers (account group MILT) only! (This field contains the key for the dunning procedure to be used.)
Dunning block	Leave blank. (Key which reflects the reason for a dunning block indicator.)
Dunn Recipient	Leave Blank.
Leg Dunn Proc	Leave Blank.
Last Dunned	Leave Blank. System will populate this field as Dunning Procedures are run.
Dunning Level	Leave Blank. (System will populate this field as dunning processes are run. System will display "0" if never dunned, "1" if 1 st level of dunning has been completed, etc.)
Dunning Clerk	Leave Blank
Grouping Key	Leave Blank. If dunning procedure is “2000” grouping key must be “01.”
Correspondence	
Account Statement	Display “2” for monthly account statements. This field designates how often customers will receive statements. (Indicator for periodic account statements.)
Acct Clerk Tel	Display accounting Clerk telephone number.
Clerks Fax	Display Accounting Clerks Fax Number.
Clerks Internet	Display Accounting Clerks email address.
Account Memo	Display special note or details regarding account.

Click the “**Sales Area Data**” button Sales area data to view the sales area related information groups (if you have displayed the Sales org, Distr channel and Division): Sales, Shipping, Billing document, Partner functions. Alternatively, the menu path **Goto > Sales Area data (Ctrl + F2)** can be used.

Beginner Accounts Receivable

Sales Area Data:

Customer: 3044037 JOHN WILLIAM DOE MILLINGTON
 Sales Org. 1146 MWR NSA MIDSOUTH
 Distr. Channel 01 AIMS DEFAULT DC
 Division 01 AIMS DEFAULT DVSN

Sales Shipping Billing Documents Partner Functions

Sales order
 Currency: USD US Dollar
 PP cust. proc.
 Product attributes

Pricing/Statistics
 Cust.pric.proc.: 1 Standard

Field	Description/Usage
Display Customer: Sales area data	
First Tab: Sales	
Sales order	
Currency	Use Appropriate Currency
PP Cust Proc	Leave Blank
Pricing/Statistics	
Customer pricing Procedure	Display "1" for Standard

Use the tab control to toggle between the Sales Area Data information groups: Sales, Shipping, Billing document, Partner functions. Alternatively, the menu paths: **Goto → Next tab (F8)** and **Goto > Previous tab (F7)** can be used.

Navigate to the Shipping tab.

The screenshot shows the SAP 'Display Customer: Sales Area Data' window. The 'Shipping' tab is selected. The 'Order Combination' checkbox is checked. The 'Partial deliveries' section shows 'Max. partial deliveries' set to 9.

Customer:	3844037	JOHN WILLIAM DOE	MILLINGTON
Sales Org.	1146	MWR NSA MIDSOUTH	
Distr. Channel	01	AIMS DEFAULT DC	
Division	01	AIMS DEFAULT DVSN	

Shipping

Order Combination

Shipping Conditions

Delivering Plant

Relevant for POD

POD timeframe

Partial deliveries

Complete delivery reqd by law

Partial delivery per item Partial delivery allowed

Max. partial deliveries

Unlimited tol.

Underdel. Tolerance

Overdeliv. Tolerance

Field	Description/Usage
Display Customer: Sales area data	
Second Tab: Shipping	
Shipping	
Order Combination	Defaults "Selected". DO NOT CHANGE.
Partial deliveries	
Max. Partial Deliveries	Defaults to "9". DO NOT CHANGE.

Beginner Accounts Receivable

Navigate to the Billing Document tab.

The screenshot shows the SAP Customer Master Record for Sales Area Data. The 'Billing Documents' tab is active. The data is as follows:

Customer	3044037	JOHN WILLIAM DOE	MILLINGTON
Sales Org.	1146	MWR NSA MIDSOUTH	
Distr. Channel	01	AIMS DEFAULT DC	
Division	01	AIMS DEFAULT DVSN	

Under the 'Billing document' section:

- Invoicing dates:
- InvoicingListDates:

Under the 'Delivery and payment terms' section:

- Incoterms:
- Terms of payment: C003
- Due immediately or DD139:
- Paym.guar.proc.:
- Credit ctrl area:

Field	Description/Usage
Display Customer: Sales area data	
Third Tab: Billing document	
Delivery and payment terms	
Terms of Payment	Display C003 always!

Display Changes to a Customer

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS RECEIVABLE > MASTER RECORDS > MAINTAIN CENTRALLY > DISPLAY CHANGES**

Transaction Code: **XD04**

Field users can use this functionality within SAP to display all the changes made to a customer master record. Also, you will be able to see any changes made to the individual fields.

On the screen titled “**Customer Account Changes: Initial Screen**”, enter information in the fields as specified in the table on the next page.

Customer	3044037
Company Code	1146
Dunning Area	
Sales Organization	1146
Distribution Channel	01
Division	01

Period of change	
From change date	
Time	00:00:00
Changed by	

Field selection	
<input type="checkbox"/>	Sensitive fids only
<input type="checkbox"/>	Comp.code-specific fields only

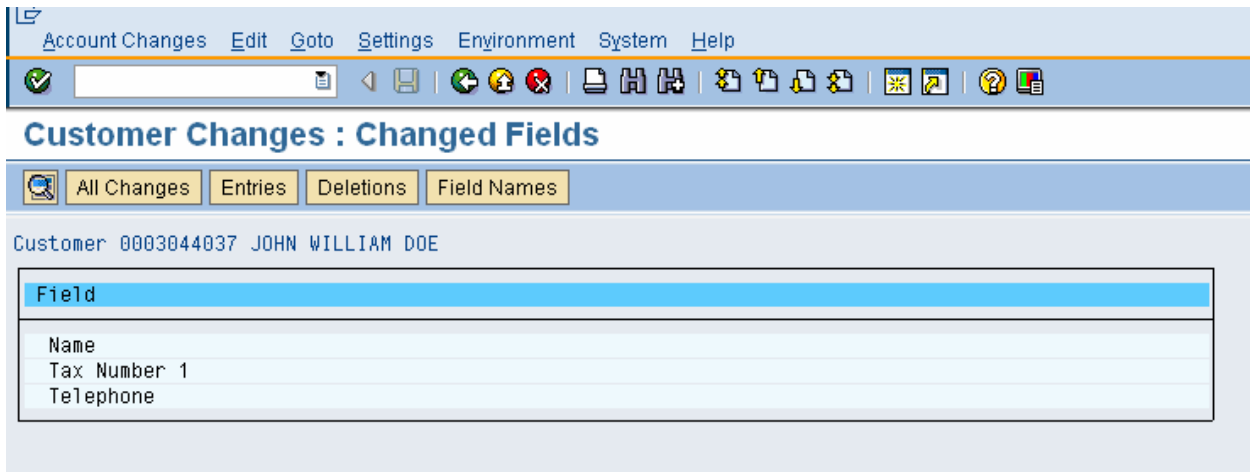
Enter the following data:

Field	Description/Usage
Customer Account Changes: Initial Screen	
Customer	Enter Customer Number. (Unique number that identifies the customer.)
Company code	Enter Company Code.
Dunning area	Not used.
Sales Organization	Sales Organization mirrors company code. Enter company code.
Distribution channel	Enter 01 ALWAYS .
Division	Enter 01 ALWAYS
Period of change	
From change date	Leave blank to display all changes. (Display changes that were only from this date.)
Time	Display changes that were only from this time.
Changed by	Leave blank to display changes made by any person. (Name of the user who made the change.)
Field selection	
Sensitive Flds Only	Display changes that are field sensitive only.
Comp. Code-Specific Fields Only	Display changes that are company code specific.




Press the Enter key or click the green checkmark icon  to continue.



Beginner Accounts Receivable

On the screen titled “**Customer Changes: Entries**”, a list of changes to the customer account is displayed:



Perform one of the following, if applicable:

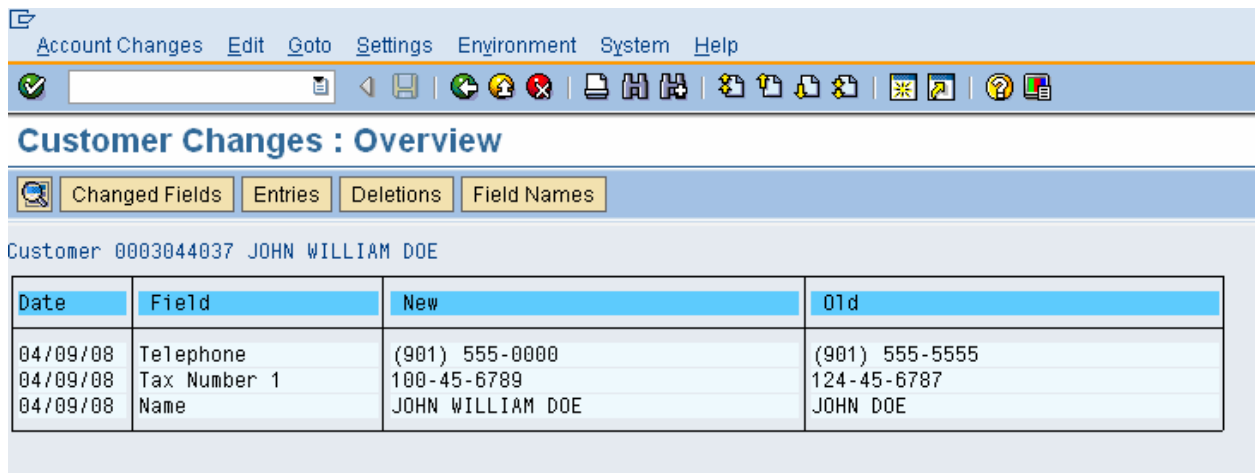
TO VIEW:	DO THE FOLLOWING:
<p>Individual field changes</p>	<p>Select the desired field from the list.</p> <p>Click on the Choose Icon (F2).  This will display the “Customer Changes: Overview” screen which shows the selected field, change history date, and the user who changed it last.</p> <p>Select the field and click on the Choose Icon (F2) again or double click on the line for further details.</p> <p>The “Details” dialog box appears with detailed change history related to the selected field. Press Enter to return to the previous screen.</p> <p>Click the Green Arrow Back (F3) or select the Changed Fields Icon (F9) to return to the “Customer Changes: Changed Fields” screen.</p>
<p>All of the fields that were changed for the customer account.</p>	<p>Click All Changes Icon (F6).  This will display the “Customer Changes: Overview” screen.</p> <p>Select the field and click on the Choose Icon (F2)  or double click on the line for further details.</p> <p>The “Details” dialog box appears with detailed change history related to the selected field. Select Enter to return to the previous screen.</p> <p>Select the Green Arrow Back (F3) or select the Changed Fields Icon (F9) to return to the “Customer Changes: Changed Fields” screen.</p>

<p>The fields which have been added to a customer that were not originally used.</p>	<p>Click the Entries Icon (F7). </p>
<p>Any deletions of the customer master information.</p>	<p>Click the Deletions Icon (F8). </p>

Click on the All Changes tab to view the changes.



This will list the date the record was changed as well as the field that was changed. Also, this will show what was originally in the field as well as what the field was changed to (i.e. New).



This completes the procedure for Displaying Customer Changes Centrally.

Block/Unblock Customer

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS RECEIVABLE > MASTER RECORDS > MAINTAIN CENTRALLY > BLOCK/UNBLOCK**

Transaction Code: **XD05**

Field users can use this functionality to block/unblock a customer from further processing/postings. Blocking Customers is a means of ensuring that no further invoices are entered against a customer with outstanding debts. **IMPORTANT:** Blocking a customer master record does NOT delete the customer from SAP. The record will remain in SAP but be blocked for postings.

Field	Value	Description
Customer	3044037	JOHN WILLIAM DOE
Company Code	1163	MWR COMNAVREG, HAWAII
Sales Organization	1163	MWR COMNAVREG, HI
Distribution Channel	01	AIMS DEFAULT DC
Division	01	AIMS DEFAULT DVSN

Enter the following data:

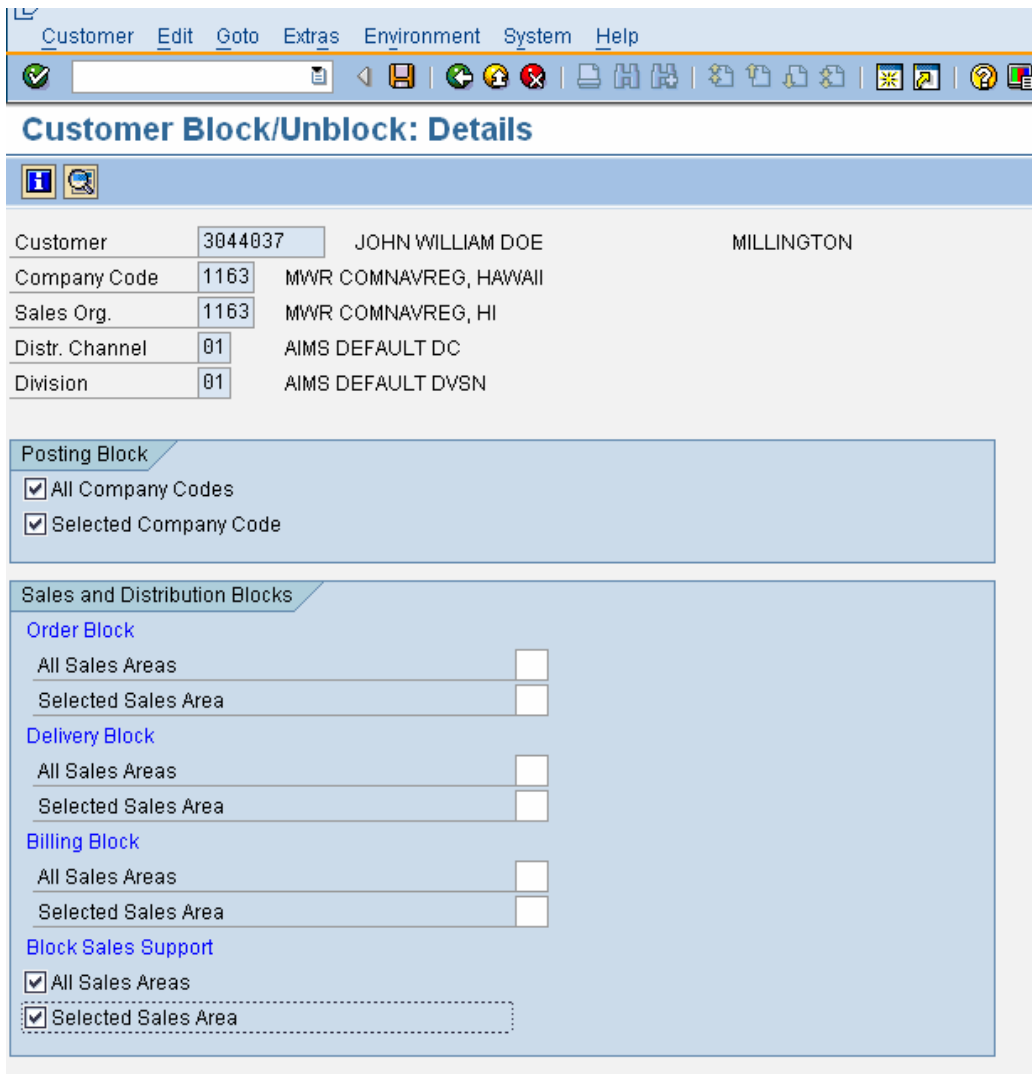
Field	Description/Usage
Block/Unblock Customer: Initial Screen	
Customer:	Enter Customer Number.
Company Code:	Enter appropriate company code.
Sales Organization:	Same as the company code.
Distribution Channel:	ALWAYS 01.

Division:	ALWAYS 01.
------------------	-------------------

Press the Enter key or click the green checkmark icon  to continue.

The next screen to appear is:

Block/unblock Customer: Details Accounting.



Customer 3044037 JOHN WILLIAM DOE MILLINGTON

Company Code 1163 MWR COMNAVREG, HAWAII

Sales Org. 1163 MWR COMNAVREG, HI

Distr. Channel 01 AIMS DEFAULT DC

Division 01 AIMS DEFAULT DVSN

Posting Block

All Company Codes

Selected Company Code

Sales and Distribution Blocks

Order Block

All Sales Areas

Selected Sales Area

Delivery Block

All Sales Areas

Selected Sales Area

Billing Block

All Sales Areas


Selected Sales Area

Block Sales Support

All Sales Areas

Selected Sales Area

Click whether the customer is to be blocked for all Company Codes or just this specific Company Code. (Normally the customer will be blocked for all company codes, as his/her customer number is unique at the client level).


Click on the save Button. 

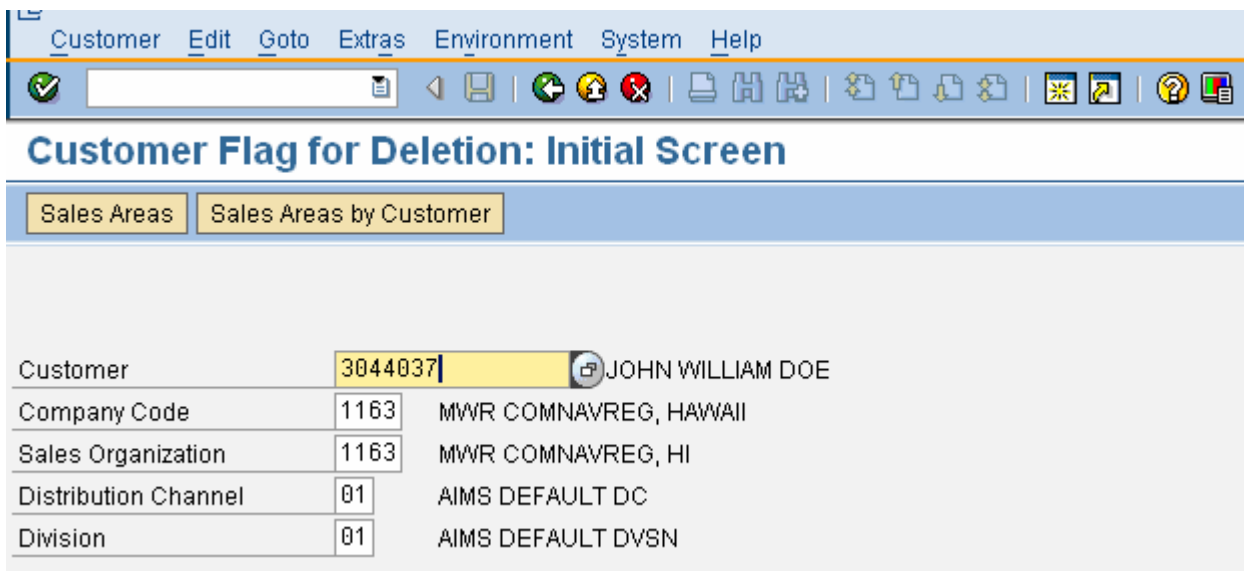
Mark Customer for Deletion

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS RECEIVABLE > MASTER RECORDS > MAINTAIN CENTRALLY > MARK FOR DELETION**

Transaction Code: **XD06**

Field users can use this functionality within SAP to mark a customer for deletion for the archiving program. This action effectively deletes a customer in SAP. However, the customer master record will remain stored in the history of SAP. This means that even though the customer has been deleted, a field user could view the old customer master record.

 **NOTE:** The customer cannot be marked for deletion if there are any open or parked items.



The screenshot shows the SAP 'Customer Flag for Deletion: Initial Screen'. At the top, there is a menu bar with 'Customer', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area has two tabs: 'Sales Areas' and 'Sales Areas by Customer'. The 'Sales Areas by Customer' tab is active, showing a table with the following data:

Customer	3044037	JOHN WILLIAM DOE
Company Code	1163	MWR COMNAVREG, HAWAII
Sales Organization	1163	MWR COMNAVREG, HI
Distribution Channel	01	AIMS DEFAULT DC
Division	01	AIMS DEFAULT DVSN

Enter the following data:

Field	Description/Usage
Flag for Deletion Customer: Initial Screen	
Customer:	Enter Customer Number.
Company Code:	Enter appropriate company code.
Sales Organization:	Same as the company code.
Distribution Channel:	ALWAYS 01.

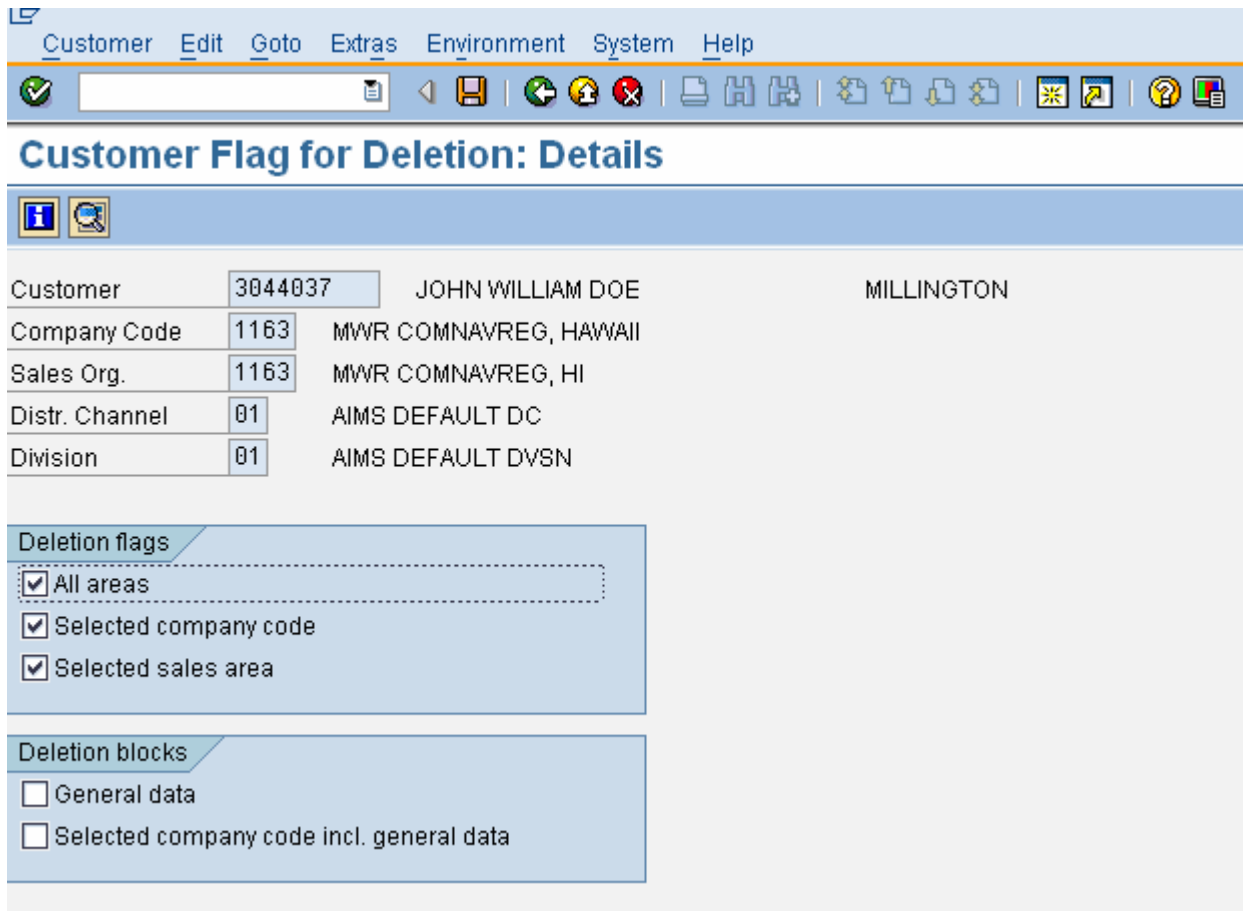
Division:	ALWAYS 01.
------------------	-------------------

Press the Enter key or click the green checkmark icon  to continue.

The next screen to appear is: **Flag for deletion Customer: Details Accounting.**

Only use the boxes titled “**Deletion flags**”. (The other box “**Deletion blocks**” is used for more sophisticated deletion where certain customer data may be left undeleted - there should not be a use for this at MWR/VQ).

Click on all three boxes in the Deletion flags section; “**All areas**”, “**Selected company code**”, “**Selected sales area**”.



Customer	3044037	JOHN WILLIAM DOE	MILLINGTON
Company Code	1163	MWR COMNAVREG, HAWAII	
Sales Org.	1163	MWR COMNAVREG, HI	
Distr. Channel	01	AIMS DEFAULT DC	
Division	01	AIMS DEFAULT DVSN	

Deletion flags

All areas


Selected company code

Selected sales area

Deletion blocks

General data

Selected company code incl. general data

Click on the save Button. 

Accounts Receivable Document Entry Overview

Posting Keys for AR			
Posting key	Description	Debit/Credit	Account type
01	Invoice	Debit	Customer
09	Special Customer debit	Debit	Customer
11	Credit memo	Credit	Customer
15	Payment receipt	Credit	Customer
19	Special Customer credit	Credit	Customer
40	Debit entry	G/L account	G/L account
50	Credit entry	G/L account	G/L account

Document Types and Document Number Ranges		
Document Type	Description	Number Range
DA	Customer Return Check	20
DG	Customer Credit memo	21
DP	Customer Account Maintenance	24
DR	Customer Invoice	23
SD	DAR Journal	13

Invoices

MWR and VQ have the following invoice requirements (this list is not all-inclusive). Enter the following in the reference or text field when entering Account Receivable documents.

MWR

- **Dues (Club, etc)** - use membership number in document header **Reference or Text field**.
- **Private Parties** - use contract number in document header **Reference or Text field**.
- **Marina berthing fees** - use slip number in document header **Reference or Text field**.
- **Document:**
 - **Text field** - Voucher #, Party Contract #, Slip #, or Rental Agreement # to a maximum of 50 characters. Note - that an asterisk (*) at the beginning of the text in the text field will cause it to be printed on the statement, receipt, or invoice. Entry of a plus sign + will bring text in from a previous line item/screen.
 - **Assignment field** - use a term(s) that may be used for clearing the open item when payment is received. (E.g.: sailor's name, facility name, use as needed.)

When an invoice is created through DAR (fast entry), the reference field will be used for G/L tracking ONLY, therefore any necessary tracking information should be put into the Text/Assignment field.



NOTE:

All transactions require a "**Document Date**" and a "**Posting Date**". The document date is the actual date of the document (e.g., the date the transaction occurred). The posting date will determine which accounting period the transaction will be posted to. It is critical that the document date be accurate in order for the receivable to be properly aged. SAP derives the "**Due Date**" using the "**Document Date**" field.

Invoices- General Receivables

Invoices are used to post a receivable balance to a customer account such as amount owed for VQ stay, etc. **Posting an invoice does not automatically produce an invoice (or account statement) to send to the customer.** Please refer to the Printing of Account Statements section in the Advanced Manual for further information on the account statement printing process.

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS RECEIVABLE > DOCUMENT ENTRY > INVOICE**

Transaction Code: **F-22**

This functionality within SAP can be used to create invoices for a customer.

The first screen that appears is: **Create Customer Invoice: Header Data.**

Document Date: 04/10/2008 Type: DR Company Code: 1028
Posting Date: 04/10/2008 Period: 7 Currency/Rate: USD
Reference: 12547
Doc.Header Text:

First line item
PstKy: 01 Account: 6025191 SGL Ind: type:

Enter the following data.

Field	Description/Usage
Create Customer invoice: Header Data screen	
Document Date:	Date transaction occurred.
Document Type:	DR = Customer Invoice (default).
Company Code:	Enter appropriate company code.
Posting Date:	This field defaults to current date. Change the posting date if the document should be posted in a different fiscal period.
Period:	Enter current fiscal period.
Reference:	This is mandatory with document type DR. Use as specified in following table.
First line item	
Pst Key:	01 = (Debit Customer - Invoice).
Account:	Enter Customer Number.

Please use the following guidelines when entering data into the “**reference field**” for single entry invoices. **For G/L fast entry, use the text field to enter this information.**

MWR/CIV/NFC:

- Dues/Memberships - Use membership number
- Private Functions - Use private party contract number
- Marina Berthing Fees - Use Marina rental contract number
- Child Care Fees - Use child name
- Vehicle Storage - Use storage contract/agreement
- NFC Leaseback - Use aircraft tail number

VQ:

- Quarters Guest - Use folio number
- Command/Group - Use command/group name (folio number if possible)

Use the drop down to aid in the search  to find Customer Number.


Beginner Accounts Receivable

Press the Enter key or click the green checkmark icon  to continue.

The next screen that appears is: **Enter Customer invoice: Add Customer item.**

Enter the following data:

Field	Description/Usage
Enter Customer invoice: Add Customer item	
Amount:	Total amount of invoice
Payment Terms	Defaults from Customer Master Record.
Bline date:	Baseline date defaults automatically and is based on the document date and payment terms. Because "net due immediately" is always used, the baseline date will equal document date.
Text:	Enter text that is to appear on the invoice. Enter * before text so it will print on statement.
First line item	

Post Key:	50 = Credit Entry.
Account:	General ledger revenue account that relates to the receivable. Use match code search  to find General Ledger Account.

Press the Enter key or click the green checkmark icon  to continue.

The next screen that appears is: **Enter Customer invoice: Add G/L account item.**


Enter the following data:

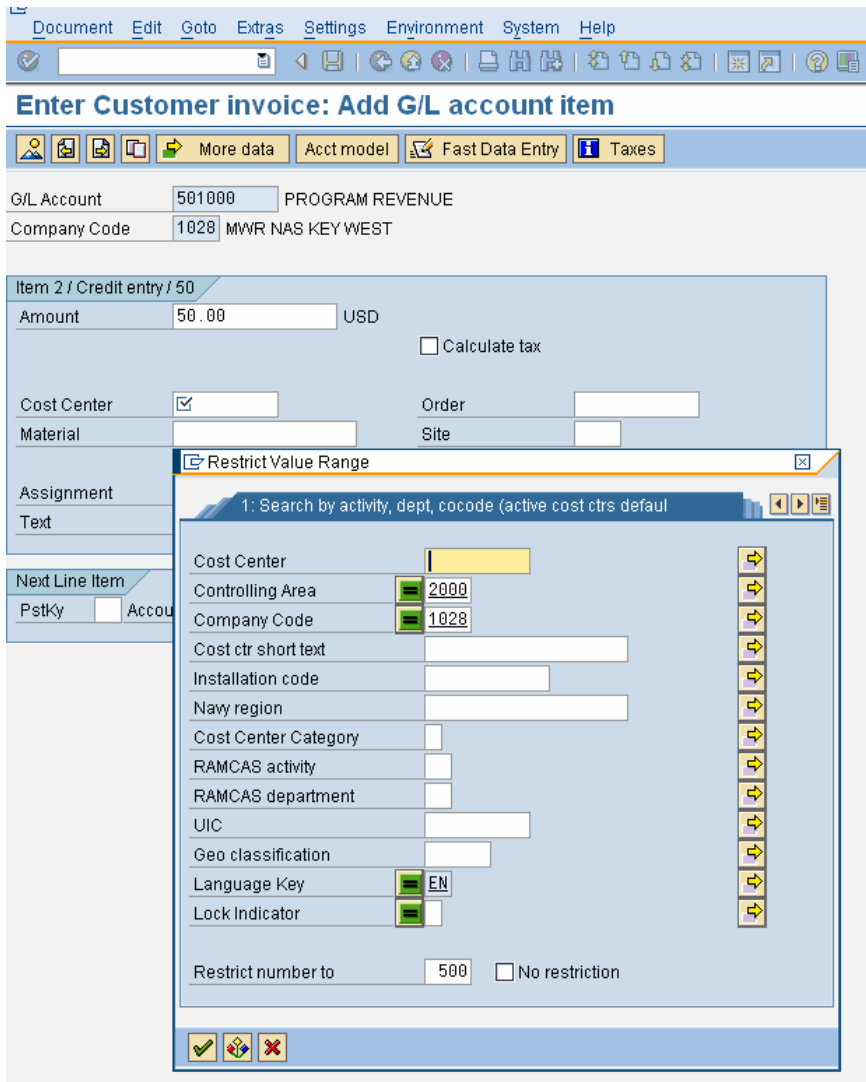
Field	Description/Usage
Enter Customer invoice: Add G/L account item	
Amount:	The amount to be recorded to the revenue account on the previous screen. If this

Beginner Accounts Receivable

	is the last item a * can be used to enter the balance of the document.
Cost Center:	This is the cost center to receive the revenue.
Order:	This is completed if the revenue is to be charged to an internal order in addition to a cost center.
Text:	Where the text is identical to the previous item, use a + to drag the text from the previous line item / screen.

Please fill in the amount field with the appropriate monetary value. Next the field user will need to input a cost center into the Cost Center field. If you know the cost center, please feel free to type it into the field. However, if you do not know the cost center then you can follow the steps provided below to utilize the search function to find a cost center.

First the user will need to click on the drop down menu button  in order to display a “search” box within SAP. Please see the following screen shot.



The user can use two different methods to search for a cost center. The first method is to conduct a “wide open” search for company code 1028 (this defaults in automatically) by checking the box for “No restriction” shown at the bottom of the “search” screen. The term “No restriction” means that if a company code has more than 500 values, SAP knows that by checking the “No restriction” box that the user wants to see ALL cost center values vs. just the first 500. Please see following screen shot. By doing this, the user will see a list of ALL cost centers for 1028. This will include every combination of Ramcas Activity and Ramcas Department.

Beginner Accounts Receivable

Restrict Value Range

1: Search by activity, dept, cocode (active cost ctrs default)

Cost Center

Controlling Area 2000

Company Code 1028

Cost ctr short text

Installation code

Navy region

Cost Center Category

RAMCAS activity

RAMCAS department


UIC

Geo classification

Language Key EN

Lock Indicator

Restrict number to No restriction

The user will need to click on the green check mark  to continue to the next screen displaying the cost center values for company code 1028. Please see the following screen shot for a sample cost center list. Please notice that there is a scroll bar to the right of the screen. The user can maneuver the scroll bar to view the entire list of cost centers for company code 1028.

Beginner Accounts Receivable

Cost Ctr	CoCd	Description	Installation	Navy region	CCTC	Activity	Department	UIC
1376	1028	KEYW AIR LANES MEAN GENES G/A 1028	10028	SOUTHEAST	B	80	00	00213
1394	1028	KEYW VACATION RENTAL M RESALE 1028	10028	SOUTHEAST	C	12	03	00213
1395	1028	KEYW ITT MERCH RESALE 1028	10028	SOUTHEAST	B	55	03	00213
5322	1028	KEYW SIGSBEE MARINA PROGRAM UFM 1028	10028	SOUTHEAST	C	34	89	00213
5323	1028	KEYW YOUTH CENTER SUMMER CAMP 1028	10028	SOUTHEAST	B	20	10	00213
5324	1028	KEYW OPEN HOUSE EVENTS FOOD 1028	10028	SOUTHEAST	C	81	01	00213
5325	1028	KEYW G/A 1028	10028	SOUTHEAST	A	00	00	00213
5326	1028	KEYW COMMON SUPPORT G/A 1028	10028	SOUTHEAST	A	00	00	00213
5327	1028	KEYW REGIONAL SUPPORT G/A 1028	10028	SOUTHEAST	A	00	00	00213
5328	1028	KEYW ADMIN SUPPORT G/A 1028	10028	SOUTHEAST	A	00	00	00213
5329	1028	KEYW MWR DIRECTOR G/A 1028	10028	SOUTHEAST	A	00	90	00213
5330	1028	KEYW MWR BUSINESS MANAGER G/A 1028	10028	SOUTHEAST	A	00	00	00213
5331	1028	KEYW ACCOUNTNG G/A 1028	10028	SOUTHEAST	A	00	91	00213
5332	1028	KEYW CENTRAL CASHIER G/A 1028	10028	SOUTHEAST	A	00	91	00213
5333	1028	KEYW PERSONNEL G/A 1028	10028	SOUTHEAST	A	00	92	00213
5334	1028	KEYW PURCHING/IT SERV G/A 1028	10028	SOUTHEAST	A	00	93	00213
5335	1028	KEYW MARKETING G/A 1028	10028	SOUTHEAST	B	14	00	00213
5336	1028	KEYW MAINTENANCE G/A 1028	10028	SOUTHEAST	A	00	95	00213
5337	1028	KEYW PAYROLL G/A 1028	10028	SOUTHEAST	A	00	92	00213
5338	1028	KEYW TRUMBO PALMS G/A 1028	10028	SOUTHEAST	C	01	00	00213
5339	1028	KEYW TRUMBO PALMS FOOD 1028	10028	SOUTHEAST	C	01	01	00213
5340	1028	KEYW TRUMBO PALMS BAR 1028	10028	SOUTHEAST	C	01	02	00213
5341	1028	KEYW TRUMBO PALMS CONFERENCE 1028	10028	SOUTHEAST	C	01	17	00213
5342	1028	KEYW SUNSET LOUNGE G/A 1028	10028	SOUTHEAST	C	77	00	00213
5343	1028	KEYW SUNSET LOUNGE BAR 1028	10028	SOUTHEAST	C	77	02	00213
5344	1028	KEYW SUNSET LOUNGE RESALE 1028	10028	SOUTHEAST	C	77	03	00213
5345	1028	KEYW SUNSET LOUNGE BINGO 1028	10028	SOUTHEAST	C	77	15	00213
5346	1028	KEYW GYM G/A 1028	10028	SOUTHEAST	A	62	00	00213
5347	1028	KEYW GYM RESALE 1028	10028	SOUTHEAST	A	62	03	00213
5348	1028	KEYW GYM PROGRAM 1028	10028	SOUTHEAST	A	62	10	00213
5349	1028	KEYW INTRAMURAL SPORTS G/A 1028	10028	SOUTHEAST	A	63	00	00213
5350	1028	KEYW INTRAMURAL SPORTS PROGRAM 1028	10028	SOUTHEAST	A	63	10	00213
5351	1028	KEYW INTRAMURAL SOFTBALL 1028	10028	SOUTHEAST	A	63	10	00213

The second method for searching for cost center values is to utilize the Ramcas Activity and Ramcas Department fields in the “search” box. Please see the following screen shot.

Beginner Accounts Receivable

Restrict Value Range

1: Search by activity, dept, cocode (active cost ctrs default)

Cost Center

Controlling Area 2000

Company Code 1028

Cost ctr short text

Installation code

Navy region

Cost Center Category

RAMCAS activity

RAMCAS department

UIC



Geo classification

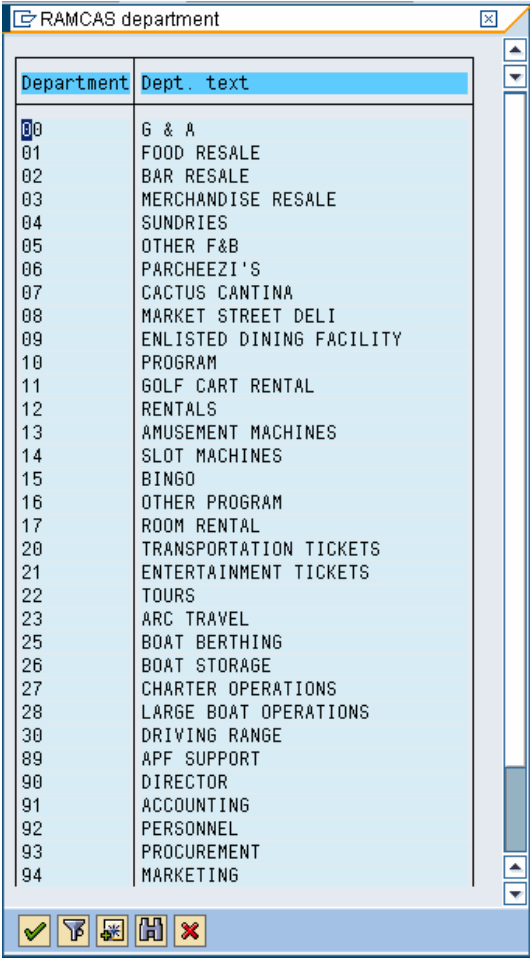
Language Key EN

Lock Indicator

Restrict number to 500 No restriction

A user may utilize the Ramcas Activity and Department fields to narrow down a search for a cost center.

The user can click on the drop down menu button  to display the choices available for any field shown in the “search” box. For example, the user can click on the drop down menu button  in the RAMCAS department field to display all the available choices for the Ramcas departments. Please see the following screen shot.



Department	Dept. text
00	G & A
01	FOOD RESALE
02	BAR RESALE
03	MERCHANDISE RESALE
04	SUNDRIES
05	OTHER F&B
06	PARCHEEZI'S
07	CACTUS CANTINA
08	MARKET STREET DELI
09	ENLISTED DINING FACILITY
10	PROGRAM
11	GOLF CART RENTAL
12	RENTALS
13	AMUSEMENT MACHINES
14	SLOT MACHINES
15	BINGO
16	OTHER PROGRAM
17	ROOM RENTAL
20	TRANSPORTATION TICKETS
21	ENTERTAINMENT TICKETS
22	TOURS
23	ARC TRAVEL
25	BOAT BERTHING
26	BOAT STORAGE
27	CHARTER OPERATIONS
28	LARGE BOAT OPERATIONS
30	DRIVING RANGE
89	APF SUPPORT
90	DIRECTOR
91	ACCOUNTING
92	PERSONNEL
93	PROCUREMENT
94	MARKETING

The user can select any two digit Ramcas department to process the cost center search. For example, in our previous example the line item requiring a cost center was for account 501000 which requires a Program cost center with the Ramcas department 10. Please see the following screen shot displaying the Ramcas department 10.

Beginner Accounts Receivable


Restrict Value Range

1: Search by activity, dept, cocode (active cost ctrs default)

Cost Center		
Controlling Area	= 2000	
Company Code	= 1028	
Cost ctr short text		
Installation code		
Navy region		
Cost Center Category		
RAMCAS activity		
RAMCAS department	10	
UIC		
Geo classification		
Language Key	= EN	
Lock Indicator	=	

Restrict number to 500 No restriction

✓ ✖ ✕

Now click on the green check mark  to continue to the next screen. The user will see a list of all the cost centers for company code 1028 with the Ramcas department 10. Please see following screen shot.

Beginner Accounts Receivable

Cost Center								
Cost Ctr	CoCd	Description	Installation	Navy region	CCTC	Activity	Department	UIC
5323	1028	KEYW YOUTH CENTER SUMMER CAMP 1028	10028	SOUTHEAST	B	20	10	00213
5348	1028	KEYW GYM PROGRAM 1028	10028	SOUTHEAST	A	62	10	00213
5350	1028	KEYW INTRAMURAL SPORTS PROGRAM 1028	10028	SOUTHEAST	A	63	10	00213
5351	1028	KEYW INTRAMURAL SOFTBALL 1028	10028	SOUTHEAST	A	63	10	00213
5352	1028	KEYW INTRAMURAL BASKETBALL 1028	10028	SOUTHEAST	A	63	10	00213
5353	1028	KEYW INTRAMURAL FOOTBALL 1028	10028	SOUTHEAST	A	63	10	00213
5354	1028	KEYW INTRAMURAL VOLLYBALL 1028	10028	SOUTHEAST	A	63	10	00213
5355	1028	KEYW INTRAMURAL SOCCER 1028	10028	SOUTHEAST	A	63	10	00213
5356	1028	KEYW INTRAMURAL T-BALL 1028	10028	SOUTHEAST	A	63	10	00213
5357	1028	KEYW INTRAMURAL RUNS 1028	10028	SOUTHEAST	A	63	10	00213
5358	1028	KEYW INTRAMURAL ARM F DAY 1028	10028	SOUTHEAST	A	63	10	00213
5359	1028	KEYW INTRAMURAL BOWLING 1028	10028	SOUTHEAST	A	63	10	00213
5360	1028	KEYW INTRAMURAL GOLF 1028	10028	SOUTHEAST	A	63	10	00213
5364	1028	KEYW BEACH PATIO PROGRAM 1028	10028	SOUTHEAST	A	16	10	00213
5369	1028	KEYW LIBERTY CNTR LAND ZONE PRG 1028	10028	SOUTHEAST	A	17	10	00213
5372	1028	KEYW POOL WATER PARK PROGRAM 1028	10028	SOUTHEAST	B	60	10	00213
5374	1028	KEYW ITT PROGRAM 1028	10028	SOUTHEAST	B	55	10	00213
5377	1028	KEYW COMMUNITY CENTER PROGRAM 1028	10028	SOUTHEAST	B	18	10	00213
5391	1028	KEYW AUTO HOBBY PROGRAM 1028	10028	SOUTHEAST	B	32	10	00213
5394	1028	KEYW AIR LANES PROGRAM 1028	10028	SOUTHEAST	B	80	10	00213
5407	1028	KEYW CAR WASH PROGRAM 1028	10028	SOUTHEAST	C	31	10	00213
5410	1028	KEYW VETIMARIAN PROGRAM 1028	10028	SOUTHEAST	C	24	10	00213
5415	1028	KEYW CDC PROGRAM 1028	10028	SOUTHEAST	B	22	10	00213
5417	1028	KEYW CDH PROGRAM 1028	10028	SOUTHEAST	B	23	10	00213
5420	1028	KEYW YOUTH CENTER PROGRAM 1028	10028	SOUTHEAST	B	20	10	00213
5422	1028	KEYW SAC CHRISTMAS CAMP 1028	10028	SOUTHEAST	B	21	10	00213
5423	1028	KEYW SAC SPRING CAMP 1028	10028	SOUTHEAST	B	21	10	00213
5424	1028	KEYW SAC YOUTH FEST 1028	10028	SOUTHEAST	B	21	10	00213
5425	1028	KEYW SAC PROGRAM 1028	10028	SOUTHEAST	B	21	10	00213
5428	1028	KEYW TEEN PROGRAM 1028	10028	SOUTHEAST	B	20	10	00213
5431	1028	KEYW GRAPHICS PROGRAM REVENUE 1028	10028	SOUTHEAST	B	49	10	00213
5434	1028	KEYW POOL PROG 1028	10028	SOUTHEAST	B	60	10	00213
5436	1028	KEYW SPECIAL EVENTS 1028	10028	SOUTHEAST	B	14	10	00213

The user can select the appropriate cost center. After selecting a cost center, the following screen will appear.

Beginner Accounts Receivable

The screenshot shows the SAP 'Enter Customer Invoice: Add G/L account item' screen. At the top, there is a menu bar with 'Document', 'Edit', 'Goto', 'Extras', 'Settings', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is 'Enter Customer Invoice: Add G/L account item'. Below the title is a toolbar with icons for 'More data', 'Acct model', 'Fast Data Entry', and 'Taxes'. The main form area contains the following fields:

G/L Account	501000	PROGRAM REVENUE
Company Code	1028	MWR NAS KEY WEST

Item 2 / Credit entry / 50

Amount	50.00	USD	
<input type="checkbox"/> Calculate tax			
Cost Center	5377	Order	
Material		Site	
Assignment		Quantity	
Text		<input type="button" value="Long Texts"/>	

Next Line Item

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

Click on the Overview icon. 

Ensure entries are balanced (debits equal credits).

For example:

Document Edit Goto Extras Settings Environment System Help

Enter Customer invoice: Display Overview

Display Currency Park document Acct model Fast Data Entry Taxes

Document Date 04/10/2008 Type DR Company Code 1028
 Posting Date 04/10/2008 Period 7 Currency USD
 Document Number INTERNAL Fiscal Year 2008 Translatn Date 04/10/2008
 Reference 12547 Cross-CC no.
 Doc.Header Text

Item	PK	CoCd	Account	Description	CostCr	Order	Amount
001	01		6025191	SALLY DOE			50.00
002	50		501000	PROGRAM REVENUE	5377		50.00-

D 50.00 C 50.00 0.00 * 2 Line items

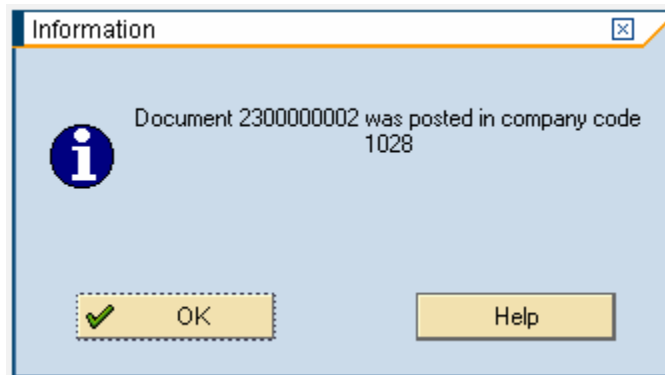
Other line item
 PstKy | count | SGL Ind | TType | New co.code

Then post the document:

Menu Path: **Document > Post** or Click on **SAVE** Button  or press F11 to post document.

Beginner Accounts Receivable

Initial document entry screen appears and a message will appear: “**Document NNNNNNNNNN was posted in company code XXXX**”.



Posting Invoices with Special GL Indicators

Some processes require that you post invoices with special GL indicators (Returned Checks, Vouchers, Deposits Payable, Unearned Income). Special GL indicators are used to re-direct the posting to the appropriate balance sheet account.

The following Special GL Indicators are available for use:

- “R” - Returned Check (will post amount to 132000).
- “U” - Earned Income (will post amount to 251001).
- “D” - Deposits Payable (will post amount to 203001).
- “V” - Fleet Voucher Program (will post amount to 131010).

Enter Customer Invoice: Header Data

Held document | Acct model | Fast Data Entry | Post with reference | Editing Options

Document Date: 01/23/2008 | Type: DR | Company Code: 1146
 Posting Date: 01/23/2008 | Period: | Currency/Rate: |
 Reference: PC 1574-08 | Translatn Date: |
 Doc.Header Text: |

First line item

PstKy: 09 | Account: 3030774 | SGL Ind: U | TType: |

Posting Key will now be 09 (Debit) or 19 (Credit)

Enter Special GL indicator

Beginner Accounts Receivable

When posting an invoice with a special GL indicator, it is necessary to use posting key 09 (Debit) and a Special GL indicator.

Field	Description/Usage
Enter Customer Invoice: Header data	
First line item	
Pst Key:	09 = (Debit Customer - SPECIAL GL INDICATOR). 19 = (Credit Customer - SPECIAL GL INDICATOR).
Account:	Enter Customer Number.
Special GL Indicator:	Enter the appropriate special GL indicator: R – Returned Check U – Unearned Income D – Deposits Payable V – Fleet Voucher Program



NOTE:

The remainder of the transaction remains the same as regular invoices. Please refer to the instructions for regular invoices for the remainder of the procedure.



This concludes the procedure for entering customer invoices.

Fast Entry Invoices

Fast entry invoices are used to record invoices with multiple line items (the debit is to the customer account, but there are several credit entries to various revenue accounts.)

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS RECEIVABLE > DOCUMENT ENTRY > INVOICE**

Transaction Code: **F-22**

This functionality within SAP can be used to create fast entry invoices for a customer with multiple line items.


The first screen that appears is **Create Customer invoice: Header Data**. The following fields, which appear on the screen, require special mention:

The screenshot shows the SAP 'Enter Customer Invoice: Header Data' screen. The interface includes a menu bar (Document, Edit, Goto, Extras, Settings, Environment, System, Help), a toolbar with various icons, and a main data entry area. The data entry area contains fields for Document Date (04/09/2008), Type (DR), Company Code (1163), Posting Date (04/09/2008), Period (7), Currency/Rate (USD), Translatn Date, Reference (019-08), and Doc.Header Text. A 'Fast Data Entry' button is also visible. At the bottom, there is a 'First line item' section with fields for PstKy (01), Account (3044037), SGL Ind, and TType.

Beginner Accounts Receivable

Enter the following data:

Field	Description/Usage
Create Customer invoice: Header Data	
Document Date:	Date transaction occurred.
Document Type:	DR = Customer Invoice.
Company Code:	Enter appropriate company code.
Posting Date:	This field defaults to current date. Change the posting date if the document should be posted in a different fiscal period.
Period:	Enter current fiscal period.
Reference:	This is mandatory with document type DR. Use as specified in the "Invoices" section.
First line item	
Pst Key:	01 = (Debit Customer - Invoice).
Account:	Enter Customer Number.
Sp. G/L	Enter the appropriate special G/L indicator if needed. U - Unearned income. D - Deposits Payable. V - Voucher.

Use the drop down to search  for the Customer Number, if necessary.

Press the Enter key or click the green checkmark icon  to continue.

The next screen that appears is **Enter Customer invoice: Add G/L account items.**

Enter the following data.

Field	Description/Usage
Enter Customer invoice: Add G/L account items	
Item 1 / Customer invoice / 01	
Amount:	Total amount of invoice.
Payment Terms:	Defaults from Customer Master Record. You can override the payment term here if you wish a different payment term for this particular invoice.
Assignment:	Enter text that is to appear on the invoice.

Beginner Accounts Receivable

Text:	Enter text that is to appear on the invoice (account statement). Put an * in front of text so text will appear on Invoice.
--------------	--

Enter \$100 into the amount field.

Enter the following information in the Text field.

MWR/CIV/NFC:

- Dues/Memberships - Use membership number and expiration date
- Private Functions - Use private party contract number
- Marina Berthing Fees - Use Marina rental contract number
- Child Care Fees - Use Childcare Svcs and the date
- Vehicle Storage - Use storage contract/agreement

NFC Leaseback - Use aircraft tail number

VQ:

Quarters Guest - Use folio number and customers name

Command/Group - Use command/group name (folio number if possible) and customers name

Click on G/L Item Fast Entry Button. **G/L item fast entry**

The next screen that appears is **Enter Customer invoice: Add G/L account items**. The following fields, which appear on the screen, require special mention:

Enter the following data.

Field	Description/Usage
Enter Customer invoice: Add G/L account items	
G/L account items	
PK (Posting key):	50 = CR.
CoCd (Company Code):	Enter appropriate company code.
Account:	General ledger account to receive revenue.
Amount:	Amount to be recorded against that account.
Cost c (Cost center):	Cost center to receive revenue.
Assignment (Order):	This is completed if the revenue is to be charged to an internal order in addition to a cost center.
Text:	Enter the required information according to the table on the previous page.

Continue until all line items have been entered.

Click on the Overview icon. 

Beginner Accounts Receivable

Ensure entries are balanced (debits equal credits).

Document Edit Goto Extras Settings Environment System Help

Enter Customer invoice: Display Overview

Display Currency Park document Acct model Fast Data Entry Taxes

Document Date 04/09/2008 Type DR Company Code 1163
 Posting Date 04/09/2008 Period 7 Currency USD
 Document Number INTERNAL Fiscal Year 2008 Translatn Date 04/09/2008
 Reference 019-08 Cross-CC no.
 Doc.Header Text

Items in document currency

Itm	PK	CoCd	Account	Description	CostCr	Order	Amount
001	01		3044037	JOHN WILLIAM DOE			100.00
002	50		501000	PROGRAM REVENUE	5024		100.00-

D 100.00 C 100.00 0.00 * 2 Line items

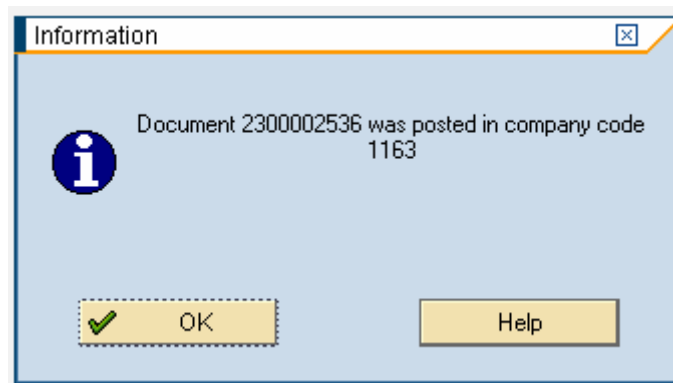
Other line item

PstKy | count SGL Ind TType New co.code

Then post the document.

Menu Path: **Document > Post** or Click on **SAVE** Button  or press F11 to post document.

Initial document entry screen appears and a message will appear: “**Document NNNNNNNNNN was posted in company code XXXX.**”



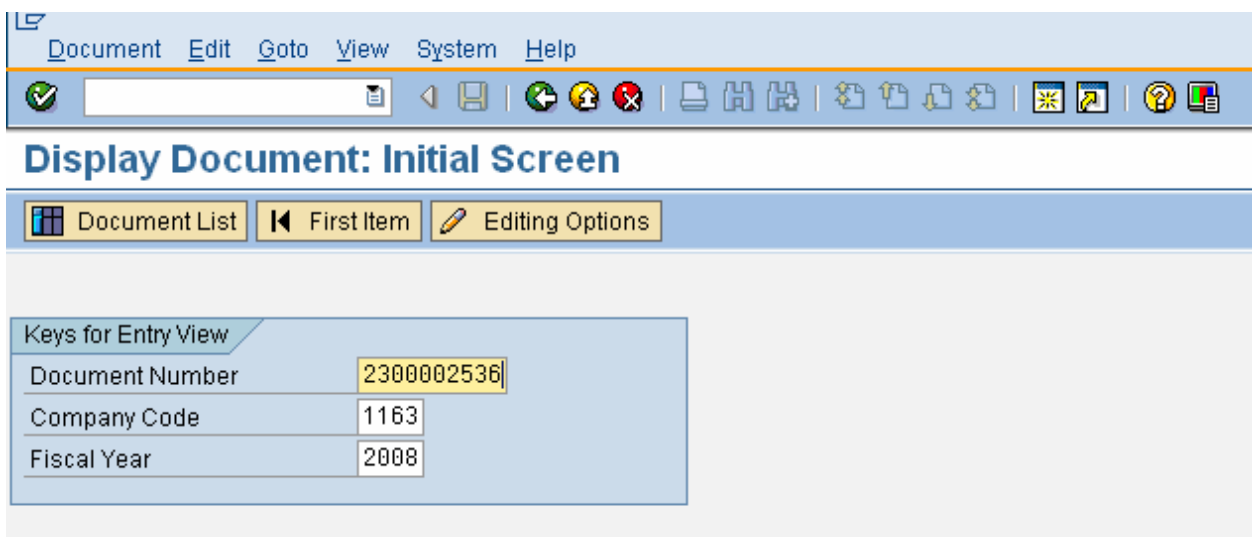
This concludes the procedure for Fast Entry Invoices.

Searching for Documents

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS RECEIVABLE > DOCUMENT > DISPLAY**

Transaction Code: **FB03**

This functionality within SAP can be used to search within SAP for posted/saved documents.



Enter Document number, Company Code and Fiscal year in the following screen.

If you do not know the document number, double click on the list icon.

Select criteria from the “**General selections**” section of the opening screen.

Program Edit Goto System Help

Document List

Company code 1163 to []

Document Number [] to []

Fiscal Year [] to []

General selections

Document type [] to []

Posting date [] to []

Entry date 04/01/2008 to 04/30/2008

Reference number [] to []

Reference Transaction [] to []

Reference key [] to []

Logical system [] to []

Also display noted items

Display noted items

Search for own documents

Own documents only

Click on the Execute Button. 

A listing of the documents is produced based on the selection criteria established for this report.

List Edit Goto Settings System Help

Document List

CoCd	DocumentNo	Year	Type	Doc. Date	Posting Date	Reference	User Name	Entered on	Entered at	RecEnt doc	Crcy
1163	2300002536	2008	DR	04/09/2008	04/09/2008	019-08	HQ_RRANDOLPH	04/09/2008	15:22:30		USD

You may double click on a line item to view the original document. The document will then appear on the screen.

Beginner Accounts Receivable

Document Overview - Display

Doc. Type : DR (Customer invoice) Normal document

Doc. Number	2300002536	Company code	1163	Fiscal year	2008
Doc. date	04/09/2008	Posting date	04/09/2008	Period	07
Calculate Tax	<input type="checkbox"/>				
Ref.doc.	019-08				
Doc.currency	USD				

Itm	PK	S	Account	Account short text	Cost Ctr	Order	Assignment	Amount	Text
1	01		3044037	JOHN WILLIAM DOE				100.00	
2	50		501000	PROGRAM REVENUE	5024			100.00-	
*								0.00	



This concludes the Searching for Documents Section.


Deleting Parked Documents

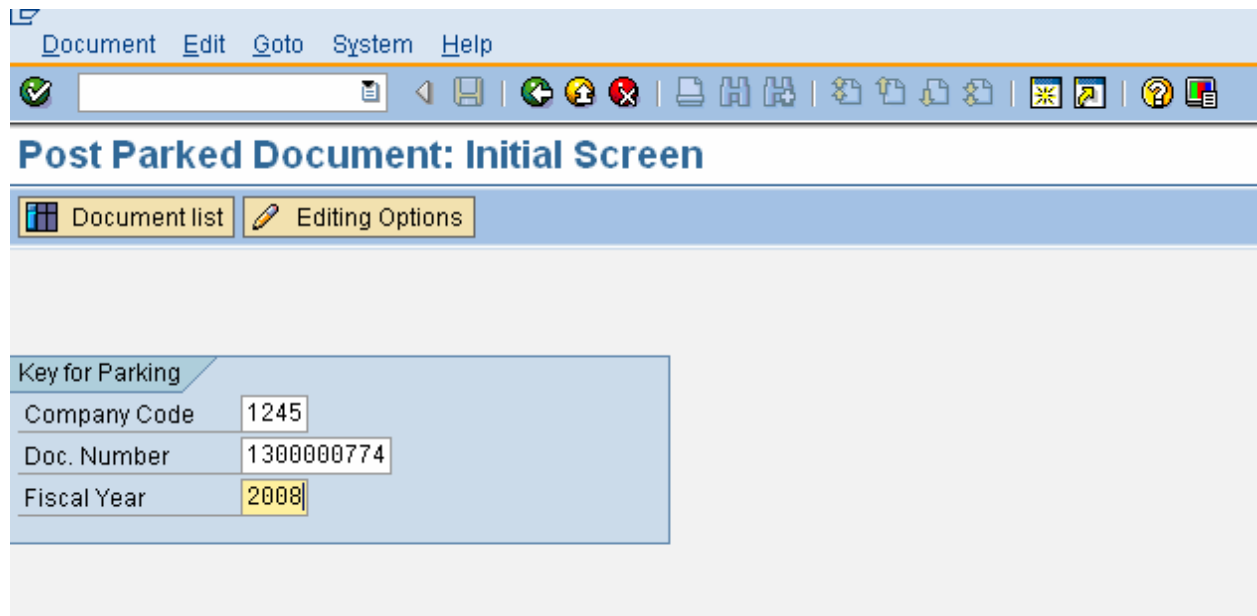
If a receivable invoice or credit memo has been parked and subsequently determined to be deleted vice posted, follow this transaction.

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS RECEIVABLE > DOCUMENT > PARKED DOCUMENTS > POST / DELETE**

Transaction Code: **FBV0**

This functionality within SAP can be used to delete parked documents saved in SAP. Also, this t-code in SAP will delete an entire parked document vs. deleting an individual line item. Hence, please make sure that the entire document is to be deleted prior to using the t-code FBV0.

	NOTE: Only parked documents can be deleted.
---	--



The screenshot shows the SAP interface for 'Post Parked Document: Initial Screen'. At the top, there is a menu bar with 'Document', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area has two buttons: 'Document list' and 'Editing Options'. A 'Key for Parking' section contains three input fields: 'Company Code' with the value '1245', 'Doc. Number' with the value '1300000774', and 'Fiscal Year' with the value '2008'.

Enter the following data.

Field	Description/Usage
Post Parked Documents: Initial Screen	
Company Code:	Appropriate company code.

Menu path: **DOCUMENT > DELETE DOCUMENT**

The screenshot shows the SAP 'Document: Overview' screen. The 'DOCUMENT' menu is open, and the 'Delete' option is highlighted. A callout box points to the 'Delete' option with the following text:

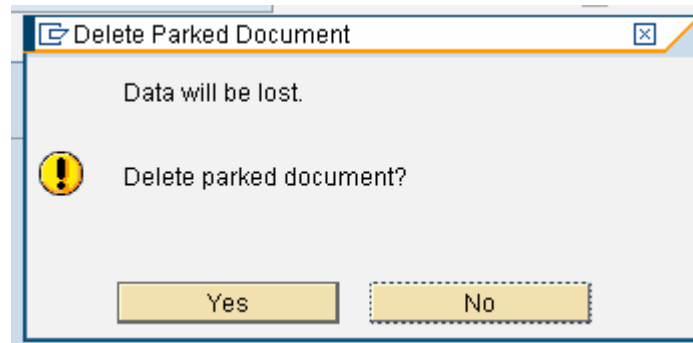
NOTE: The t-code **FBV0** will delete the **ENTIRE** document using the process outlined above vs. deleting an individual line item.

Line items	Itm	PK	CoCd	Account	Description	CostCenter	Amount
	001	40	1245	101060	POS/DAR CLEARING		30.00
	002	40	1245	101060	POS/DAR CLEARING		6.50
	003	50	1245	501000	PROGRAM REVENUE	12691	6.50-

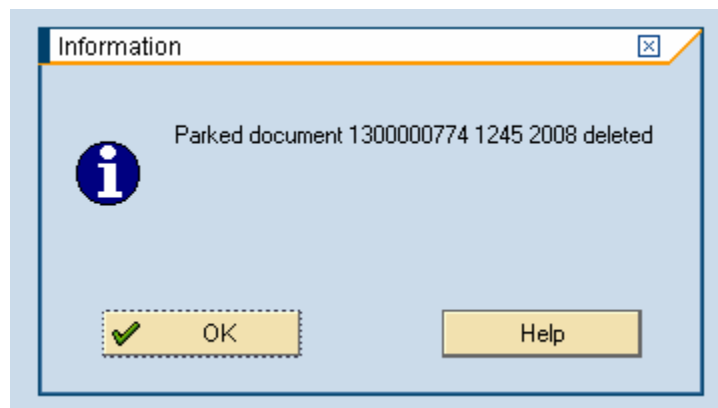
Summary: D 36.50 C 6.50 Itm 3

A warning message will appear. Click on the Yes Button.

Beginner Accounts Receivable



Message appears at the bottom of the screen.



“Parked document NNNNNNNNNN XXXX YYYY deleted”(NNNNNNNNNN = document number
XXXX = company code YYYY = year)



This concludes the Deleting Parked Documents Section.


Reversing Documents

This transaction is used when an error is found in a document. For example, the incorrect customer account has been selected or the incorrect posting date was entered.

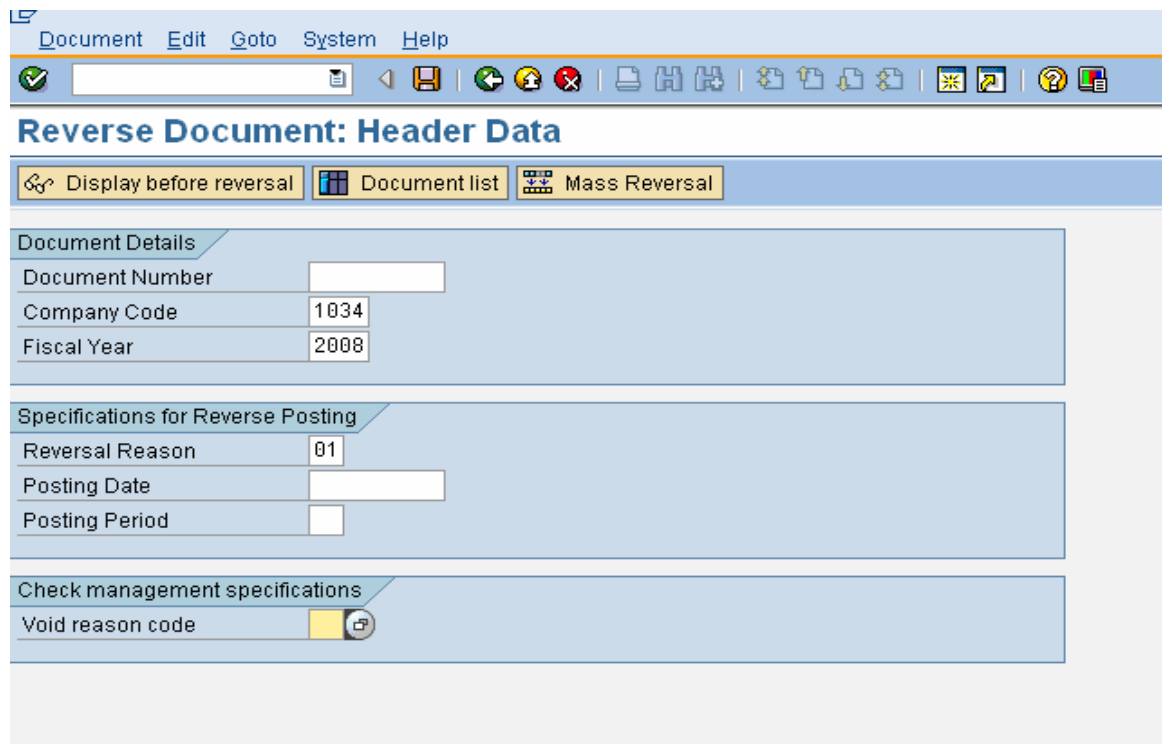
Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS RECEIVABLE > DOCUMENT > REVERSE > INDIVIDUAL REVERSAL**

Transaction Code: **FB08**

This functionality within SAP can be used to reverse a posted/saved document in SAP. This effectively reverses the effect of the original posting.



NOTE: Only open posted documents can be reversed.



The screenshot shows the SAP 'Reverse Document: Header Data' screen. At the top, there is a menu bar with 'Document', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main content area is divided into three sections:


- Document Details:** Contains fields for 'Document Number' (empty), 'Company Code' (1034), and 'Fiscal Year' (2008).
- Specifications for Reverse Posting:** Contains fields for 'Reversal Reason' (01), 'Posting Date' (empty), and 'Posting Period' (empty).
- Check management specifications:** Contains a 'Void reason code' field with a dropdown menu and a lock icon.





Enter the following data:

Field	Description/Usage
Reverse Document: Header Data	
Document details	
Document Number:	Enter the document to be reversed.

Beginner Accounts Receivable

Company Code:	Enter company code.
Fiscal Year:	Enter fiscal year.
Reverse posting details	
Reversal Reason:	XX, use drop down arrow to select.
Posting date:	This field defaults to current date. Change the posting date if the document should be posted in a different fiscal period.
Posting Period:	Enter Posting period.

Click on the save Button. 

	NOTE: It might be best to verify the document and check the line items before reversing. Click on Button,  Display before reversal, click on Arrow Back Button  and then click on the SAVE Button. 
---	--

Message appears at the bottom of the screen: “**Document NNNNNNNNNNNN was posted in Company Code XXXX.**”

	This concludes the Reversing Documents Section.
---	--

Manual Clearing of Open Items

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS
RECEIVABLE > ACCOUNT > CLEAR**

Transaction Code: **F-32**

This functionality within SAP can be used to clear a customers' master record. This action effectively takes open line items and matches the offsetting line items in order to clear the customers account and hence make viewing and maneuvering a customers' account more manageable. **PLEASE REMEMBER:** All cleared line items will still be stored in SAP and viewable to the field user. This action does NOT delete line items out of the customer master record.

It is important to utilize the clearing function within SAP on a regular basis. Hence, customer accounts need to be cleared on a monthly basis to ensure that the accounts remain manageable.

There are two types of clearing in SAP, Manual Clearing and Automatic Clearing. A program performs automatic clearing. This program will analyze individual open items in an account and try to find the corresponding open items. To do this successfully, the open items must share some common data, which is usually stored in various fields. The information in this field must match exactly (i.e., letter case must match, spelling must match, etc.) and the dollar values of the items must net to zero (0.00) in order for the program to attempt to clear the items together. Manual clearing is the type of clearing most commonly handled by field personnel. Through this process, different line items in an account are matched together and cleared by the user. While it is easier for the user to select items based on some identical data (such as information stored in the Assignment field or Reference Number), this is not required. The user completely controls which open items are to be cleared together. Note that dollar values of open items still must net to zero (0.00).

Beginner Accounts Receivable

Document Edit Goto Settings System Help

Clear Customer: Header Data

Process open items

Account Clearing date 01/11/2008 Period

Company Code 8034 Currency

Open item selection

Special G/L ind Normal OI

Additional selections

None

Assignment

Text

Cost Center

Site

Posting Date

Document Date

Value date

Reference

Document Type

Amount

Others

The first screen shows that the user begins using Transaction code F-32. The required fields are the Customer Account number, the clearing date (which can be the date that the account is actually cleared), the company code, and the currency.

Enter customer number and company code.

Enter Special G/L indicator if applicable.

Then the user will select the “None” bullet option under the Additional Selections section.

IMPORTANT:

Enter **R** in the Special G/L indicator if you are clearing a **Returned Check**.

Enter **D** in the Special G/L indicator if you are clearing a **Customer Deposit**.

Enter **U** in the Special G/L indicator if you are clearing **Unearned Income**.

Enter **V** in the Special G/L indicator if you are clearing **Fleet Vouchers**.

Document Edit Goto Settings System Help

Process open items

Account 3039906 Clearing date 01/11/2008 Period

Company Code 8034 Currency

Open item selection

Special G/L ind Normal OI

Additional selections


- None
- Assignment
- Text
- Cost Center
- Site
- Posting Date
- Document Date
- Value date
- Reference
- Document Type
- Amount
- Others

Click on **Process open items**

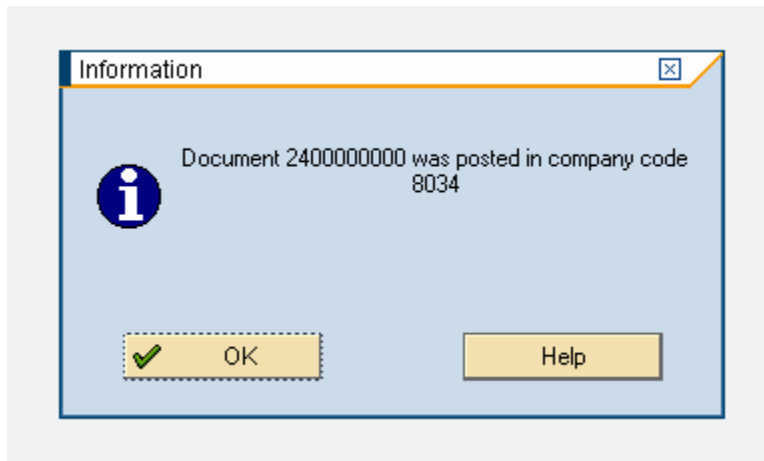
Next Screen.

Clear Customer: Process Open Items

Selected items must equal 0.00 (at bottom right corner of screen) in the field called “**Not Assigned**”.

If clearing is possible, save. 

You will be given a SAP generated document number for the clearing action.



Items will now be cleared or closed.

 **This concludes the Manual Clearing of Open Items.**

Resetting Cleared Items

This transaction is used when it is determined that an error has been made after a customer account has been cleared. **If it is determined that you have cleared items incorrectly or matched items incorrectly, you may need to “reset” the clearing process you just completed above.** In effect, this transaction “breaks” the clearing and results in all the items for being reset as “open”. At that time, the correction can be made and items manually cleared again if necessary.

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS RECEIVABLE > DOCUMENT > RESET CLEARED ITEMS**

Transaction Code: **FBRA**

This functionality within SAP can be used to reset cleared line items in a customer account. This effectively restores the cleared line items to “open” status.


IMPORTANT: Only cleared posted documents can be reset and cleared.

Initial Screen.


Enter the following data.

Field	Description/Usage
Reset Cleared Items	
Details for Clearing Document	
Clearing	Enter Document number to be cleared.

Document:	
Company Code:	Enter Company code.
Fiscal Year:	Enter Fiscal Year.

To review the items to be reset, click on “Items”  (please see below for the Document Overview that appears).

St	CoCd	Assignment	DocumentNo	Type	Doc. Date	Pstng Date	PK	S	DD	Net due dt	Amt in loc. cur.	Clrng doc.	Text
	1163	BANYANS	1300004446	SD	04/01/2008	04/11/2008	19	U		04/01/2008	1,060.00-	2400001262	*PC 766
	1163	BANYANS	1300004448	SD	04/11/2008	04/11/2008	09	U		04/01/2008	1,060.00	2400001262	*PC 766
*	1163										0.00		
**	Account: 3044037										0.00		


If you are sure you want to reset the cleared items, click on the green back arrow button. 

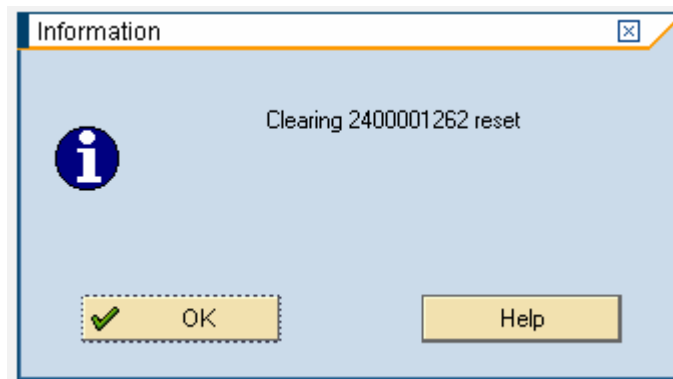
To review the accounts affected (customer accounts), click on “Accounts”.

Account type	Account	Company code
Customer	3044037	1163


Beginner Accounts Receivable

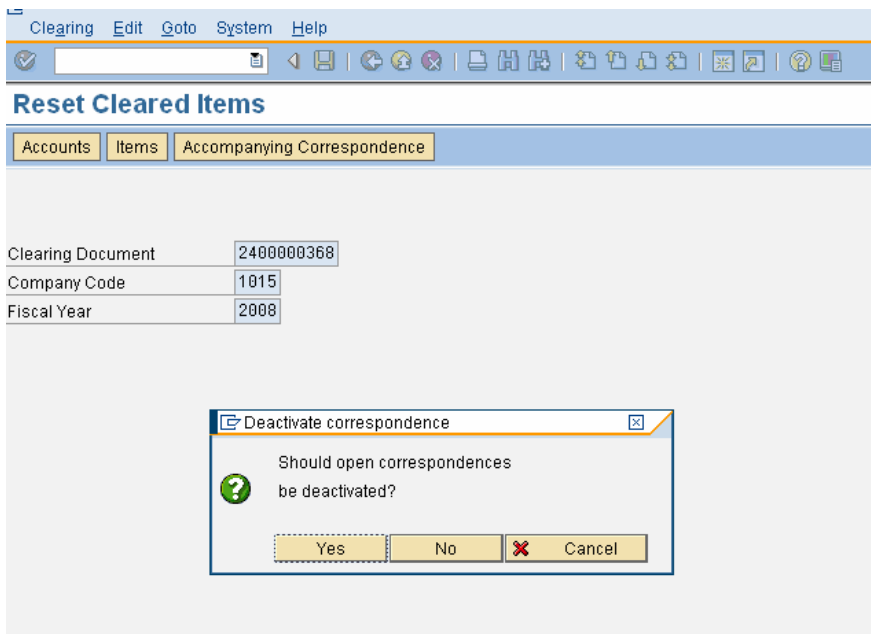
Press the **Enter** key or click the green checkmark icon  to continue.

Click on the save Button  to reset clearing. The user will see a pop up box confirming that the clearing has been reset.

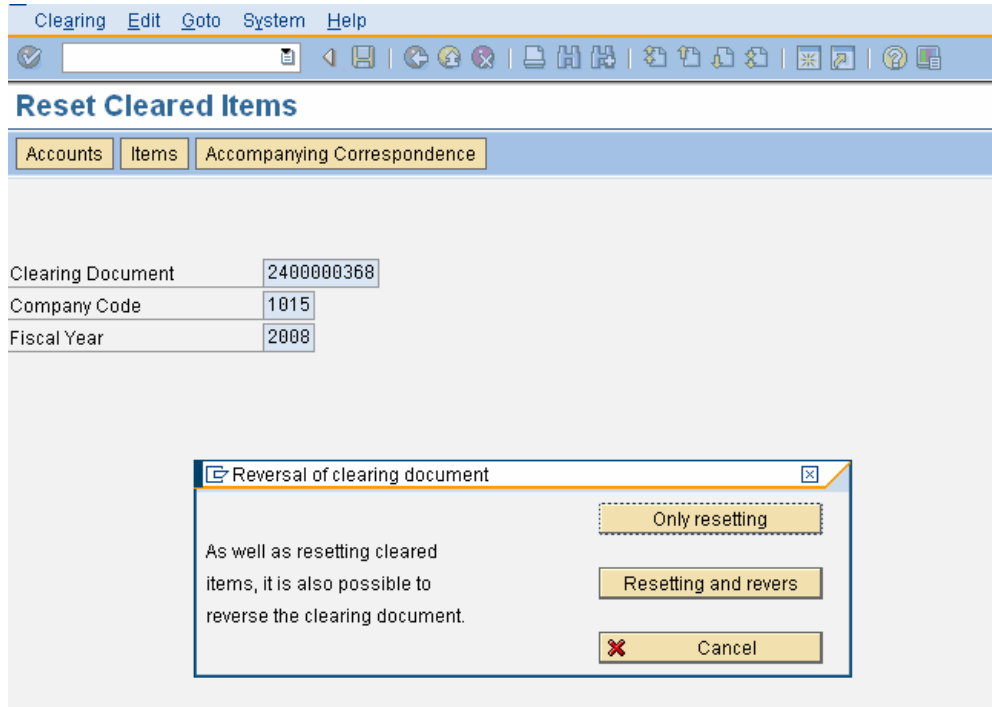


Occasionally, a user will see a pop up box that asks whether open correspondences should be deactivated. Please see the following screen shots and instructions should a user encounter this.

Upon clicking on the save button  a user might see the following pop up box stating "Should open correspondences be deactivated?"



Click on the option “No”.



Then the user will be given an option to reset the cleared items or to reset the cleared items as well as reverse the clearing document. Please select which option is appropriate.

IMPORTANT: Most of the time, a field user would select the “Only resetting” option as this will break the clearing and reset the line items to open status. However, occasionally the field will select the option “Resetting and reverse” as this will both break the clearing and reverse the original clearing document.



This concludes the Beginner Manual.