



SAP User Manual for Accounts Receivables Process

Indian Ports Association (IPA) Implementation of Port EBS Project

Enterprise Business System

Business Process Manual for Accounts Receivable Transactions

Submitted by:



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Page 1 of 241





This document is a desk reference tailored to the Finance Specialists. It is intended to provide information that will be helpful to support the finance processes.

Document History:

Authors & Participants	
Role	Name

Revision History								
Date	Document Version	Document Revision Description	Author					
20.07.2020	1.0	Initial Draft	Anand N					

Reviewed and App	Reviewed and Approved By								
Name	Title	Date	Approved						

Introduction:

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The purpose of the document is to give awareness of how the Account Receivables cycle is being handled in S4H (SAP) to the respective users.

Summary:

In this chapter, we are going to learn the various postings like Customer Invoice, Credit and Debit Notes handling, Parking the Customer Invoices, Payment receipt from Customers and other customer related postings.

CONTENTS

1.	Customer Invoice Posting:	5
2.	Customer Credit Memo Posting:	35
3.	Park Customer Invoice:	51
4.	Park Customer Credit Memo:	67
5.	Post Parked Documents (Invoice as well as Credit memo):	92
6.	Customer Advance Payment: (Without advance request)	
7.	Customer Incoming Payment (Full, Partial, and Residual):	
8.	Customer Outgoing Payment (Refund to customer):	
9.	Customer Manual Clearing:	
10.	Post with Reference:	213
11.	Recurring Document – (Refer the General Ledger User Manual)	227
12.	Sample Document - (Refer the General Ledger User Manual)	227
13.	Accounts Receivable Reporting:	228

	Abbreviation Description				
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FI	Finance
СО	Controlling
COA	Chart of Accounts
AR	Accounts Receivable
G/L	General Ledger
JV	Journal Voucher
Pstky	Posting Key
SAP	Systems, Applications, and Products in Data Processing
BPO	Business Process Owner
BS	Balance Sheet
	Save
	Overview
0	Сору
	Back / Previous Menu
2	Header
9	Details
•	Execute
6	SAP Business Workspace Button

Company Code List Data:

A company code represents an independent legal accounting entity in FI. Balance sheet and Profit & Loss Statements required by Law will be created at the Company code level.

Company code is a central entity in financial accounting. It is also the highest entity in Logistics.

The following Company codes are created for All Port Trusts.

Company Code	Descr	iption					
1000	Mumba	ai Port Trust					
1060	Mumba	Iumbai Port Trust Pension Fund Trust					
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1070	Mumbai Port Trust Gratuity Fund Trust
1100	Chennai Port Trust
1160	Chennai Port Trust Pension Fund Trust
1170	Chennai Port Trust Gratuity Fund Trust
1180	Chennai Port Trust General Provident Fund
1200	Deendayal Port Trust (Kandla)
1250	Deendayal Port Trust (Vadinar)
1260	Deendayal Port Superannuation Scheme
1270	Deendayal Port Gratuity Fund
1280	Deendayal Port Provident Fund
1295	Deendayal Welfare Trust
1400	Kolkata Dock System
1450	Haldia Dock Complex
1460	KopT Employee Superannuation Fund
1470	KopT Employee Gratuity Fund
1480	Kolkata Non-Contributory Fund
1490	Kolkata Contributory Provident Fund
1500	Paradip Port Trust
1560	Paradip Port Trust Pension & Gratuity Fund
1580	Paradip Port Trust Provident Fund

1. Customer Invoice Posting:

FB70 – Invoice

F-22 -- Invoice - General

The following differences are there between the above two transaction codes:

FB70 called as single screen transaction which means the user can enter all the required details in one screen and they can post the document whereas in F-22 the user has to go each screen one by one for each line item to enter the detail and post the document.

In FB70 posting key selection is not required where as in F-22 posting key selection is required.

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FB70 – Customer Invoice Posting:

Enter Transaction code FB70 in command bar (or) Follow the below navigation path.

Step 1: SAP Easy Access \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Document Entry \rightarrow FB70 (Invoice)



Step 2: In the next screen enter the required details. In the below screen enter the following details.

Header Level:

- Customer, Invoice date, posting date, Reference, Amount, Business Place, Text, Assignment,
- Document header text, Base line date, Payment terms and other required details etc...

Line Item Level:

- Revenue GL account
- Amount
- Tax code (If tax is applicable)
- Assignment (Enter Additional information)
- Text

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Page 6 of 241





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- Profit Center (Mandatory for Revenue related GL accounts)
- HSN/SAC Code and other required details etc.

Enter Custon	Enter Customer Invoice: Company Code 1200											
🖀 Tree on 💵 Company Code 🚱 Hold 📴 Simulate 📙 Park 🖉 Editing options												
Transactn Invoice 🖪												
				Ba	al. 0.00					000)	
Basic data	Payment 📔 Deta	ils	Tax Withh	nolding	tax Notes		Custon	ner /	/			
							Addre	ss	/]
Customer	700031		Sp.G/LI		4		Comp	any				
Invoice date	31.03.2020		Reference	DEPT/	INV/2020	-	J.M. I	Baxi 8	& Comp	any		
Posting Date	31.03.2020						No.8	7 3rd	Floor,	Seva Sadan	Ll, Ne	
Cross-CC Number							3702	10 K	utch			
Amount	10,000.00			INR			🛱 2	8342	76030		2	
		V	Calculate Tax									
		A	1 (CGST+SGST	5%	8				OIs			
Bus.Place/Sectn	1200 / 1200						Bank d	lata:	not ava	ailable		
Text	CUSTOMER INVO	ICE										
Paymt terms	Due immediately											
1 Items (No en	try variant selected)										
St G/L acct	Short Text D/C		Amount in doc.	curr.		Sch	PInt	Pu	Purc	Profit cente	er Partne	
✔ 34180000	Water Char Cree	d 🖹			10,000.00	0				1204		
	a Cree	d 🖹										

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Enter Custon	ner Invoid	e: Cor	mpany Cod	le 1200	•							
🗄 Tree on 🔋	Company Code	🍪 Ho	old 📴 Simulat	te 📙 Par	'k 🖉 Edit	ting a	ptions]				
Transactn Invoi	ce	Ē										
				Bal.	0.00				,	000		
Basic data	Payment C)etails	Tax With	holding tax	Notes	Ļŀ	Custon	ner				
							Addre	ess				
Customer	700031		Sp.G/LI		•	-	Com	pany				
Invoice date	31.03.2020		Reference	DEPT/INV	/2020		J.M.	Baxi (& Comp	any		
Posting Date	31.03.2020						No.8	7 3rd	Floor,	Seva Sadan L	l, Ne	
Cross-CC Number							3702	210 K	utch			
Amount	10,000.00			INR			2 2	8342	276030			
			Calculate Tax									
		A	1 (CGST+SGST	5% 🖹					OIs			
Bus.Place/Sectn	1200 / 1200						Bank (data:	not ava	ailable		
Text	CUSTOMER IN	IVOICE										
Paymt terms	Due immediat	ely										
1 Items (No en	try variant sele	cted)										
St G/L acct	Short Text	D/C	Amount in doc.	curr.		Sch.	. Pint	Pu	Purc	Profit center	Partne	
✔ 34180000	Water Char	Cred 🖹			10,000.00	0				1204		
	a a	Cred 🖹										

Step 3: Provide the values as shown above and click on "Simulate".

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		Page 8 of 241





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Reset i	Taxes 📙 Park 📙 Cor	nalata 🔽 🗛 🖶 🚱					
				Choose 🖺 Save	: 🗵 🖾 🗳	1 📝 🔳	🔠 ABC 📘
ype:DR (Customer Invoice) No	rmal document					
Number	Compa	ny Code 1200		Fiscal Year	2019		
Date 3	1.03.2020 Posti	ng Date 31.03.20	20	Period	12		
late Tax 🛛	1						
oc. I	EPT/INV/2020						
Currency I	NR						
	1				7		
Account	Account Short Text	Assignment	Тx	Amount			
700031	J.M. Baxi & Company		A 1	10 000 00			
34180000	Water Charges		AI	9,523,80			
18150003	CGST Pavable		Al	238,10			
				200.20			
	pe DR (Number 3 late 3 late Tax bc. D Currency I Account 700031 34180000 18150003	pe: DR (Customer Invoice) No. Number Comparent Compare	pe: DR (Customer Invoice) Normal document Number Company Code 1200 Date 31.03.2020 Posting Date 31.03.20 Late Tax ✓ Dc. DEPT/INV/2020 Currency INR Account Account Short Text Assignment 700031 J.M. Baxi & Company 34180000 Water Charges	pe: DR (Customer Invoice) Normal document Number Company Code 1200 Date 31.03.2020 Posting Date 31.03.2020 Late Tax ₪ Dc. DEPT/INV/2020 Currency INR Account Account Short Text Assignment Tx 700031 J.M. Baxi & Company A1 34180000 Water Charges A1	pe: DR (Customer Invoice) Normal document Number Company Code 1200 Fiscal Year Date 31.03.2020 Posting Date 31.03.2020 Period Late Tax → DEPT/INV/2020 Durrency INR Account Account Short Text Assignment Tx Amount 700031 J.M. Baxi & Company 34180000 Water Charges A1 9,523.80- Date Account A1 238.10	pe: DR (Customer Invoice) Normal document Number Company Code 1200 Fiscal Year 2019 Date 31.03.2020 Posting Date 31.03.2020 Period 12 Late Tax ✓ Dc. DEPT/INV/2020 Currency INR Account Account Short Text Assignment Tx Amount 700031 J.M. Baxi & Company Al 10,000.00 34180000 Water Charges Al 9,523.80- Distance Al 232 No.	pe: DR (Customer Invoice) Normal document Number Company Code 1200 Fiscal Year 2019 Date 31.03.2020 Posting Date 31.03.2020 Period 12 Late Tax Dc. DEPT/INV/2020 Currency INR Account Account Short Text Assignment Tx Amount 700031 J.M. Baxi & Company 34180000 Water Charges A1 9,523.80- A1 9,523.80- A1 9,523.80- A1 9,523.80- A1 9,523.80- A1 9,523.80- A1 9,523.80-

Step 4: In the above screen check and verify the line items and "**Complete**" the document. This will trigger the workflow

To park the document, click on "Complete Button", the system will give the information message as below

Socument 170000044 1200 was parked

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		Page 9 of 241





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Help Svstem 1 Ē 😋 🚱 । 🛄 🛗 🖓 । 🍄 🕰 🖄 🔛 🔜 🚱 🚱 SAP New password 400 Client AE001 User * * * * * * * * * * * * * Password \mathbf{EN} Logon Language **Step 6:** Click on " SAP Business Workspace Button. **2** SAP Easy Access i 🖻 🔊 | Tavorites Funds Management B FMRP_RW_BUDCON - Budget Control System (BCS) -> Budget -> Overview of Budget C Port Specific Development ☑ FMRP_RW_BUDGET - Budget Control System (BCS) -> Budget -> Budget Overview B OB_GLACC13 - G/L acct record: Mass maintenance 03 KS12N - Mass Maintenance for Cost Centers XMMR001 - Purchase Register ₩ ZFI14 - Fixed Deposit Upload I ZFI13 - Fixed Deposit Interest calculation SAP Menu Connector for Multi-Bank Connectivity Office Cross-Application Components Logistics Accounting Human Resources Information Systems Tools WebClient UI Framework

Step 5: To approve the document login as approver in the SAP system.

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Step 7: Expand "**Inbox**" button, under workflow Please Approve Parked Invoice "**1700000044**" message will appear, Double click on the work flow and proceed for next step.

Business Workplace of Assistant Engineer				
😨 New message 🛗 Find folder 🛗 Find document 🔟 Appointment d	alendar 🗃 Distribution lists			
Vorkplace: Assistant Engineer	S & & O O T E S (D 0 0 8 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	48 7 78 6	1	
V CP Inbox	Workflow 654			
Documents 114		Chabura	Work Them TD Counting Date	
► Workflow 654	EXe., Title	Status	429452 01 04 2020	Creation II_P Att
Overdue entries 0	Please approve the Parked Invoice 1/00000010, Year 2019	<u> </u>	428206 01.04.2020	02:23:18 5
Deadline Messages 0	Please approve the Parked Invoice 2200000091, Year 2019		428048 31.03.2020	23:10:35 5
Entries with Errors 0	Please approve the Purchase Order 4502000131	ě	428034 31.03.2020	16:30:49 5
D Outbox	Please approve the Purchase Order 4502000131	Ø	428027 31.03.2020	16:28:53 5
V C Resubmission	Please approve the Parked Invoice 2900000054, Year 2019	Ø	427931 31.03.2020	14:25:55 5
	Please approve the RESERVATION 0000000776	Ø	427754 30.03.2020	19:03:28 5
Subscribed Folders	Please approve the RESERVATION 0000000776	Ø	427751 30.03.2020	19:00:07 5
Trash	Please approve the Purchase Order 4502000129	Ø	427680 30.03.2020	18:36:22 5
Shared trash	Please approve the Purchase Order 4502000129	Ø	427673 30.03.2020	18:32:46 5
	Please approve the Quotation 1002000063	<u> </u>	427666 30.03.2020	18:29:50 5
	Please approve the Purchase Requisition 2002000496	<u> </u>	427629 30.03.2020	18:15:50 5
	Please approve the Purchase Requisition 2002000496	<u> </u>	427608 30.03.2020	18:07:20 5
	Please approve the Purchase Order 4502000128	M	427541_30.03.2020	17:43:46 5
			🎾 Tips & tricks:	Execute Work
	Please approve the Parked Invoice 1700000	044, Year 201	19	

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tep 8: In this step Click on the " Approve option to post the particular step and the particular step	rked Invoice " 1700000044 ".
Decision Step in Workflow	
📓 Workflow 🚺 Create 👔 Import	
Please approve the Parked Invoice 1700000044, Year 2019	
Choose one of the following alternatives	
Approve	
Reject	
Display	
Approval or Rejection History	
Hold	
Description	Objects and attachments
Select one of the available decision options. This completes the processing of this step.	No attachments or objects exist
Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.	
If you choose Cancel, the user decision remains in your inbox for processing.	

Step 9: Onces parked document release document got posted in company code to display parked document go to FB03 and display the document.

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		Page 12 of 241





FB03: Document Display:

Enter transaction code FB03 in command bar (or) Follow the below navigation path:

Step 1: SAP Easy Access \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Document \rightarrow FB03 (Display)



Step 2: In the above screen double click on "FB03" then the system will display the below screen







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Step 3: In the above screen once entered the necessary information then press enter the system will display the below screen

19	a D	isp	lay	y D	ocume	nt: L	Data Entry Vi	iew							
1	9 Q		E	Та	xes	Display	y Currency 📃 G	eneral Ledg	er Viev	v					
Data E	Entry 1	View	7												
Docur	ment	Numł	ber	170	0000044		Company Code	1200		Fiscal Year	2019				
Docur	ment	Date		31.	03.2020		Posting Date	31.03.2	2020	Period	12				
Refer	ence			DEP	T/INV/20	20	Cross-Comp.No.								
Curre	ncy			INR			Texts Exist			Ledger Group					
	<u>A</u> [9	7 6	8	品	712 2		%e 🚨 🔂 e	👌 🖥 🖽		3					
CoCd ⁺	Item	Кеу	sľ	Trs	Account		Description				Amount	Curr.	Tx	Cost Center	Profit Center
1200	1	01			700031		J.M. Baxi & Compa	ny			10.000,00	INR	A1		
	2	50			3418000	0	Water Charges				9.523,80-	INR	A1		1204
	3	50	1	ZOC	1815000	3	CGST Payable				238,10-	INR	A1		
	4	50		ZOS	1815000	4	SGST Payable				238,10-	INR	A1		

Step 4: Come back to previous screen. To come back click on "Back Arrow" button.

Document List	First Item	🥖 Edi	ting Options
14 5 = 1 10 /			
Keys for Entry View			
Document Number	1700	000044	
Document Number Company Code	1700 1200	00044	

Step 5: Click "Document List" to view all the documents which was posted.

In the below screen the user has to specify the selection criteria to view the documents.

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Document List				
🕒 🔁 🔳 🖬 Data Sources				
Company code	1200	to	\$	
Document Number		to	e	
Fiscal Year		to	₽	
Ledger	0L			
Ledger Group				
General selections				
Document type		to	<u>+</u>	
Posting date	31.03.2020 🕑	to	<u> </u>	
Entry date		to	<u>+</u>	
Reference number		to		
Reference Transaction		to	P	
Reference key		to		
Logical system		to	P	
Also display noted items				
Display noted items				
Search for own documents				
Own documents only				

Step 6: Provide the values as shown above and click on "Execute".

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		Page 15 of 241		





Document List

Q			7	7 <mark>2</mark>	5 🏂 🖻 🖆	🖉 🖑 🖪	7
	CoCd	DocumentN	o Year	Туре	DocDate	Posting Date	
	1200	170000034	2019	DR	31.03.2020	31.03.2020	
		170000035	5 2019	DR	31.03.2020	31.03.2020	1
		170000036	5 2019	DR	31.03.2020	31.03.2020	1
		170000037	2019	DR	01.03.2020	31.03.2020	
		170000039	2019	DR	31.03.2020	31.03.2020	
		170000040) 2019	DR	31.03.2020	31.03.2020	
		170000041	2019	DR	31.03.2020	31.03.2020	
		170000042	2 2019	DR	31.03.2020	31.03.2020	1
		1700000044	2019	DR	31.03.2020	31.03.2020	
		180000091	2019	DZ	31.03.2020	31.03.2020	
		180000092	2 2019	DZ	31.03.2020	31.03.2020	
	1				1	1	1

Step 7: Double click on **"Document No**" to view the document line items.

P	Display Document: Data Entry View														
1	🎾 🖷 🕄 🚇 🚹 Taxes 詰 Display Currency 🖳 General Ledger View														
Data E	Data Entry View														
Docu	ment	Num	ber	170	0000044		Company Code	1200		Fiscal Year	2019				
Docu	ment	Date		31.	03.2020		Posting Date	31.03.2	2020	Period	12				
Refer	ence			DEP	T/INV/202	20	Cross-Comp.No.								
Curre	ncy			INR			Texts Exist			Ledger Group					
	<u>A</u> [9	7 1	別	₿	701		10 📮 🔂 D	👌 🛯 🖽	1						
CoCd	Item	Key	S	Trs	Account		Description				Amount	Curr.	Тх	Cost Center	Profit Center
1200	1	01			700031		J.M. Baxi & Compar	iy			10.000,00	INR	A1		
	2	50			34180000		Water Charges				9.523,80-	INR	A1		1204
	3	50		ZOC	18150003		CGST Payable				238,10-	INR	A1		
4 50 ZOS 18150004 SGS		SGST Payable	3ST Payable		238,10- IN		INR	A1							

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FB02 – Document Change:

After document posted we can change only the few values

Header Level:

- Reference
- Document header Text and etc....

Line Item Level:

- Assignment
- Text and etc.....

Enter transaction code FB02 in command bar (or) Follow the below navigation path.

Step 1: SAP Easy Access \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Document \rightarrow FB02 (Change)



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Step 2: In the next screen enter the required details.

Change Document: Initial Screen									
iii Document List	First Item	🖉 Editing Options							
Keys for Entry View									
Document Number	1700	800008							
Company Code	1200								
Fiscal Year	2019								

Step 3: Provide the values as shown above and press enter.

P	P Change Document: Data Entry View											
	📫 🗟 🕒 Taxes 🛗 Display Currency											
Data Entry View												
Docu	Document Number 170000008 Company Code 1200 Fiscal Year 2019											
Docu	ment	t Da	te	26.09.20	19	Posting Date		26.09.2019	Period		6	
Refe	rence	9		CUSINV/C	9/2019	Cross-Comp.No	. [
Curre	ency			INR		Texts Exist	Ledger Group					
9		-		n († 1	💵 📕				i			
Co*	Itm	PK	s	Account	Description	ı			Amount	Curr.	Тх	Cost Cent
1200	1	01		700001	ABC Shipp	ing Pvt. Ltd.			10,000.00	INR	A1	
	2	50		34180000	Water Cha	rges			9,523.80-	INR	A1	
	3	50		18150002	CGST Paya	able	238.10- INR			A1		
	4	50		18150003	SGST Paya	able			238.10-	INR	A1	

Step 4: In the above screen, if we want to change the values at header level then go to menu bar and click on "**Goto**" and click on "**Document Header**" as below screen.

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Page 19 of 241

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1	Disp C B Ta	Reversal Docu Tax Data Recurring Entr	ment F6 y Data	a Entry View eneral Ledger View	1								
lata Doci	Entry View ument Numb	Previous Page Next Documen Previous Docu	t ment	Company Code	1200	Fiscal Ye	ar	201	9				
Doci	ument Date	Display as List		Posting Date	26.09.2019	Period		6					
lefe	arence	Back	F3	Cross-Comp.No.									
lum	ency	INR		Texts Exist		Ledger G	iroup						
8	A 10 10 14		100 Qa 1 1 1										
d	Item Key S	Account	Description		Amo	ount Curren	cyTx	Cost Center	Profit Center	Vessel Call Number	Terminal/Dock Code	Berth Code	Vessel Type
0	1 01	700001	ABC Shipping) Pvt. Ltd.	10,000	.00 INR	A1						0.000
	2 50	34180000	Water Charge	8	9,523	80- INR	A1		1204				
	3 50	18150002	CGST Payabl	•	238	10- INR	A1						
		10150002	SGST Pavabl	b	238	10- INR	A1						

Change Document: Data Entry View											
🖆 🥞 🛎 Taxes 📩 Display Currency											
Data E 🕞 Document Header: 1200 Company Code											
Docum Docum Refere Curren	Document type Doc.Header Text Branch number	DR Customer Invoid Cust INV Number of P Card no	ages 0			2019					
	Request Number										
Co^ I 1200	Reference	CUSINV/09/2019	Document Date Posting Date	26.09.2019		Cost Cent					
	Currency Ref. Transactn	INR BKPF Accounting	Posting period	06 / 2019							
	- C										

Step 5: In the above screen change values whichever is required and press enter the system will come back to previous screen as below.

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P	Change Document: Data Entry View										
	📫 🥰 🛎 🖬 Taxes 📩 Display Currency										
Data	Data Entry View										
Docu	iment	t Nu	mb	er 1700000	800	Company Code	1200	Fiscal Ye	ar		2019
Docu	iment	t Da	te	26.09.20	19	Posting Date	26.09.2019	Period			6
Refe	rence	9		CUSINV/0	9/2019	Cross-Comp.No					
Curre	ency			INR		Texts Exist		Ledger (Group		
		9)[6	167.	🗵 🖌]			
Co*	Itm	PK	S	Account	Description	ı		Amount	Curr.	Тх	Cost Cent
1200	1	01		700001	ABC Shippi	ing Pvt. Ltd.	1	10,000.00	INR	A1	
	2	50		34180000	Water Cha	rges		9,523.80-	INR	A1	
	3	50		18150002	CGST Paya	ible		238.10-	INR	A1	
	4	50		18150003	SGST Paya	ible		238.10-	INR	A1	

Step 6: Double click on **"Line items"** the system will display the below screen.

👎 📘 Cha	nge Docu	ment: Li	ne Item 1				
🖻 🧟 🖓 🕻	🖇 🖴 🍃 Addit	ional Data	🚺 Withholding 1	ax Data	Create Dispute C	ase	
Customer 7 CoCode 1 Deendayal Port 1 Line Item 1 / In	00001 200 Trust voice / 01	ABC Shippir 12, Netaji R Chennao	ng Pvt. Ltd. Road		G/L Acc Doc. No.	23400001	
Amount 10,000.00 INR Bus.Place/Sectn 1200 /							
Additional Data							
CD Base Payt terms	10,000.00		CD Amount Days/Percent	0.00	INR %	8	
Bline Date Pmnt block	30.09.2019		Invoice Ref.				
Contract Assignment	000700001		Flow Type				
Text	Customer Invo	bice			Rea Lo	ong Text	

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P Change Document: Line Item 1								
rð 🔊 🗟 [🚡 🖴 🍃 Addit	ional Data	🚺 Withholding 1	Fax Data	Create Dispute	Case		
Customer	700001	ABC Shippi	ng Pvt. Ltd.		G/L Acc	23400001		
CoCode	1200	12, Netaji I	Road					
Deendayal Port	Trust	Chennao			Doc. No.	170000008		
Line Item 1 /	Invoice / 01							
Amount	10,000.00		INR					
Bus.Place/Sectn 1200 /								
Additional Dat	а							
Bus. Area								
CD Base	10,000.00		CD Amount	0.00	INF	R Contraction of the second seco		
Payt terms	0001		Days/Percent		8	8		
Bline Date	30.09.2019		Invoice Ref.					
Description of the second seco								
PMNT DIOCK								
Contract		1	Flow Type					
Contract Assignment	000700001		Flow Type					

Step 7: In the above screen, we are going to change the "**Base Line Date**" from 26.09.2019 to 30.09.2019 as below.

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SAP User Manual for Accounts Receivables Process

-C 22 & L	🛃 🐸 🍟 Addi	tional Data	Withholding Tax Dat	a Create Dispute Case	
Customer	700001	ABC Shippin	ig Pvt. Ltd.	G/L Acc 23400	0001
CoCode	1200	12, Netaji R	bao		
Deendayal Port	Trust	Chennao		Doc. No. 17000	0000
Line Item 1 / 1	Invoice / 01				
Amount	10,000.00		INR		
			Bus.Place/Sectn 1	200 /	
Additional Data	а				
Additional Data Bus. Area	a				
Additional Data Bus. Area CD Base	10,000.00		CD Amount 0.00	INR	
Additional Data Bus. Area CD Base Payt terms	a 10,000.00 0001		CD Amount 0.00 Days/Percent	INR	_
Additional Data Bus. Area CD Base Payt terms Bline Date	a 10,000.00 0001 30.09.2019		CD Amount 0.00 Days/Percent Invoice Ref.	INR	
Additional Data Bus. Area CD Base Payt terms Bline Date Pmnt block	a 10,000.00 0001 30.09.2019		CD Amount 0.00 Days/Percent Invoice Ref.	INR \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	
Additional Data Bus. Area CD Base Payt terms Bline Date Pmnt block Contract	a 10,000.00 0001 30.09.2019		CD Amount 0.00 Days/Percent Invoice Ref.	INR \$	
Additional Data Bus. Area CD Base Payt terms Bline Date Pmnt block Contract Assignment	a 10,000.00 0001 30.09.2019 000700001		CD Amount 0.00 Days/Percent 1 Invoice Ref. Flow Type	INR	

Step 8: In the above screen, after the changes are made save the document. To save click ▶ on "**Save**". Once the document is saved the system will display the below message.

Changes have been saved

Once the document is saved the system automatically comes to previous screen as below.

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		Page 22 of 241





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Change Docu	ıment: Init	tial Screen
Document List	First Item	Sediting Options
Keys for Entry View		
Document Number	1700	800008
Company Code	1200	
Fiscal Vear	2019	

Step 9: Click on **"Document List"** to view all the documents which was posted.

In the next screen the user has to specify the selection criteria to view the documents.

Document List		
- 🐼 📴 🔳 🚺 Data Sources		
Company code	1200	to 📄 🖻
Eiscal Year	2019	
Ledger	OL	
Ledger Group		
General selections		
Document type		to 📄 📄
Posting date	26.09.2019	to 🔁
Entry date		to 🔄
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		

Step 10: Provide the values as shown above and click on **"Execute"**.

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SAP User Manual for Accounts Receivables Process

Document List									
9	. 🔟 🛛	R 4	7	7 X	: 🏂 🔁 🖆	📲 🝜 🚯	17 🔒		
							_		
	CoCd	DocumentNo	Year	Туре	DocDate	Posting Date			
	1200	170000008	2019	DR	26.09.2019	26.09.2019			
		2300000021	2019	KZ	26.09.2019	26.09.2019			
		3900000000	2019	ZR	26.09.2019	26.09.2019			
		3900000001	2019	ZR	26.09.2019	26.09.2019			
		390000002	2019	ZR	26.09.2019	26.09.2019			

Step 11: Double click on **"Document No"** the system will display the below screen.

1	Display Document: Data Entry View											
6ĝ	a (3	٩	i Taxes	Display	Currency 📃	Gener	al Ledger Vie	W			
Data	Data Entry View											
Docu	Document Number 170000008 Company Code 1200 Fiscal Year 2019											
Docu	men	t Da	te	26.09.20)19	Posting Date		26.09.2019	Period			6
Refe	rence	9		CUSINV/C	09/2019	Cross-Comp.No	. [
Curre	ency			INR		Texts Exist			Ledger (Group		
9	4	7		ѷѨҎӏ	1 💵 🎝 🏄				1			
Co*	Itm	PK	S	Account	Description	ı			Amount	Curr.	Тх	Cost Cent
1200	1	01		700001	ABC Shipp	ing Pvt. Ltd.			10,000.00	INR	A1	
	2 50 34180000 Water Cha			rges	9,523.80- INR A1							
	3	50		18150002	CGST Paya	able	238.10-		238.10-	INR	A1	
4 50 18150003 SGST Paya				ible			238.10-	INR	A1			

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SAP User Manual for Accounts Receivables Process

Step 12: In the above screen, if we want to change the values at header level then go to menu bar and click on **"Goto"** and click on "Document header" then change the values whichever is required or if we want to change the values at line item level then click on **"Line item"** and then change the values whichever is required and save the document.

FBL5N – Customer Line Item R	eport:
------------------------------	--------

Customer Line Item Display							
🕀 📴 🔳 🚺 Data Sources							
Customer selection							
Customer account	700001	to 🔍 🔍					
Company code	1200	to	2				
Selection using search help							
Search help ID							
Search string							
Search help							
Line item selection							
Status							
Open items							
Open at key date	27.09.2019						
Cleared Items							
Clearing date		to					
Open at key date							
• All items							
Posting date	26.09.2019	to	_				
Туре							
✓ Normal items							

Provide the values as shown above and click on "Execute".

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Customer Line Item Display											
H 🖣 🕨 H & 🖉 🔛	발 🖗 🐴	6	7 4 7			🖽 🖼	2 🏂	1	1 1	i Selectio	ons 🗋 Create Disput
Customer Company Code Name City	700001 1200 ABC Shipping Chennao	Pvt	. Ltd.								
St Assignment	DocumentNo	Тур	DocDate	s	DD	Loca	al Crcy	Amt	LCurr	Clrng doc.	Text
000700001	170000008	DR	26.09.2019		æ		10,000	.00	INR		Customer Invoice
*							10,000	.00	INR		
** Account 700001							10,000	.00	INR		

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F-22 Customer Invoice Posting:

Enter transaction code F-22 in command bar (or) Follow the below navigation path.

Step 1: SAP Easy Access \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Document Entry \rightarrow F-22 (Invoice- General)



Step 2: In the next screen enter the required details.

Company code details can be selected from **Company code list data**

Under Header Level:

• Document date, posting date, Company code, Currency, Reference, Doc Header text etc....

Under Line Item Level:

- Posting key, GL account, Customer account, Amount, Assignment, and Text.
- Tax code (If tax is applicable)
- Profit center (Mandatory for revenue GL accounts)

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Enter Customer Invoice: Header Data							
Held Document	Account Mod	el 📝 G/L	item fast en	try 🖸 Post with R	eference	🖉 Editing	options
Document Date	31.03.2020	Туре	DR	Company Code	1200		
Posting Date	31.03.2020	Period	1	Currency/Rate	INR		
Document Number				Translation dte			
Reference	DEPT/INV/20	20		Cross-CC Number			
Doc.Header Text	CUSTOMER IN	IVOICE					
Trading part.BA							
First line item							
DetKy 50 Acc	ount 3418000	0	SGL Ind				
PSUKY SU ACC	ounc 3418000		SOL ING	Gype			

Step 3: Provide the values as shown above and press enter.

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		Page 28 of 241	





SAP User Manual for Accounts Receivables Process

Enter Customer Invoice: Add G/L account item							
2605	More data Accour	nt Model 🛛 🖅 G/L item fas	st entry				
G/L Account	34180000 Water Ch	arges					
Company Code	1200 Deendayal Port T	Frust					
Item 1 / Credit entry	y / 50						
Amount	10000	INR					
Tax Code	Al	Calculate Tax	•				
Business place	1200						
		Real estate obj	₽				
Asset			🖻 M	ore			
Purchasing Doc.							
Assignment	CUSTOMER INVOICE	Asst Retirement					
Text	CUSTOMER INVOICE		🦻 Long T	exts			
Next Line Item							
PstKy 01 Account 700001 🕑L Ind TType New Co.Code							

Step 4: Provide the values as shown above and press enter.

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		Page 29 of 241	





SAP User Manual for Accounts Receivables Process

266	More da	ata 🗆 Re	eset 🚺 Withholdi	ng tax				
Customer 700001 ABC Shipping Pvt. Ltd. G/L Acc 23400001 Company Code 1200 12, Netaji Road Image: Change in the second								
Deendayal Port 1 Itom 2 / Invoice	Trust	Chennai						
Amount	10.000,00		INR	BusPlace/Sec	tn 1200 /			
Contract		1	Flow Type					
Bus. Area								
Payt terms			Days/percent	0,000 /	1			
Bline Date	31.03.2020		CD Amount	0,00				
CD Base	10.000,00		Invoice Ref.	1	/ 0			
Pmnt block			Payt Method					
Assignment	CUSTOMER IN	VOICE						
Text	CUSTOMER IN	VOICE						

Step 5: Provide the values as shown above and go to menu bar and click on "Document" and click on "Simulate".

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SAP	User	Manual	for	Accounts	Receivables	Process
-----	------	--------	-----	----------	-------------	---------

Qocument Edit Goto Extras Settings	Snyronment System Help	SAP
C Other Document Shift+F5 Post with Reference C Concernent	ତିତି ଅଧିର ଅଧିରଥ ଅପ୍ରିଥ Overview	
C Smulte	sunt Model 🖽 G/L tem fast entry 🚹 Taxes	
Smulate General Ledger Ctri+F12 Simulate Accounting Beam Post Ctri+Sim Save as Compleged Ctri+Shift+F6	IR Company Code 1200 12 Currency, JIR 2019 Translation dte 91.09.2020 Closs-CC Number Tudito part RA	
Park Shift+F4		
Hold	DR Ascunt Tax anns	
M	J 10.000,00* AL	
8 15-000,00 C 10-000,00	0,00 * 2 Line Rems	
Other line item		
Patiky Occumt 1	IGL Ind TType New Co.Code	
Automatically created line items will be delet	ed -	> F-22 * parapting OVR

Step 6: Check and verify the line items and park the document. To park Go to document click on **"Park"**. Once the document is parked the system will display the below message. This will trigger the workflow

Ocument 170000034 1200 was parked

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Step 7: To approve the document login as approver in the SAP system.



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		Page 32 of 241		





SAP User Manual for Accounts Receivables Process

Step 9: Expand "**Inbox**" button, under workflow Please Approve Parked Invoice "**170000034**" message will appear, Double click on the work flow and proceed for next step.

 ✓ X Workplace: Assistant Engineer ✓ > Inbox ✓ Unread Documents 52 	● ◆ ● ● ■ ■ ● ● ● ● ● ● ● ● ● ●	80 8 8 0 6]		
Documents 102	Exe Title	Status	Work Item ID Creation Date	Creation Ti	P Att
Vorkflow 654	Please approve the Parked Invoice 1700000034, Year 2019	Ø	428257 01.04.2020	14:15:42	5
Grouped according to content	Please approve the Parked Invoice 2000000010, Year 2019	Ø	428206 01.04.2020	02:23:18	5
Grouped according to content type	Please approve the Parked Invoice 2200000091, Year 2019	Ø	428048 31.03.2020	23:10:35	5
Grouped according to sort key	Please approve the Purchase Order 4502000131	Ø	428034 31.03.2020	16:30:49	5
	Please approve the Purchase Order 4502000131	Ø	428027 31.03.2020	16:28:53	5
Deadline Messages 0	Please approve the Parked Invoice 2900000054, Year 2019	Ø	427931 31.03.2020	14:25:55	5
Entries with Errors 0	Please approve the RESERVATION 0000000776	Ø	427754 30.03.2020	19:03:28	5
	Please approve the RESERVATION 0000000776	Ø	427751 30.03.2020	19:00:07	5
Resubmission	Please approve the Purchase Order 4502000129	Ø	427680 30.03.2020	18:36:22	5
Private folders	Please approve the Purchase Order 4502000129	Ø	427673 30.03.2020	18:32:46	5
Shared folders	Please approve the Quotation 1002000063	Ø	427666 30.03.2020	18:29:50	5
Subscribed Folders	Please approve the Purchase Requisition 2002000496	Ø	427629 30.03.2020	18:15:50	5
🗍 Trash	Please approve the Purchase Requisition 2002000496	Ø	427608 30.03.2020	18:07:20	5
🗇 Shared trash	Please approve the Purchase Order 4502000128	Ŕ	427541 30.03.2020	17:43:46	5
	Please approve the Parked Invoice 17000000		% Tips & tricks	: Displa	y work

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Page 34 of 241

SAP User Manual for Accounts Receivables Process

 Step 10: In this step Click on the " Approve option to post the step Click on the step option to post the step option to pos	he parked Invoice"170000034".
Decision Step in Workflow	
📓 Workflow 🔃 Create 👔 Import	
Please approve the Parked Invoice 1700000034, Year 2019	
Choose one of the following alternatives	
Approve	
Reject	
Display	
Approval or Rejection History	
Hold	
Description	Objects and attachments
Select one of the available decision options. This completes the processing of this step.	No attachments or objects exist
Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.	
If you choose Cancel, the user decision remains in your inbox for processing.	

Step 11: Onces parked Invoice "**Approved**" document got posted in company code to display posted document go to FB03 and display the document.

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Display of Posted Document:

	Display Document: Data Entry View												
۶ 💅	💅 🖷 🕄 4 🚺 Taxes 👬 Display Currency 🖳 General Ledger View												
Data E	Data Entry View												
Docur	ment	Numbe	r 170	0000034	Company Code	1200		Fiscal Year	2019				
Docur	ment	Date	31.	03.2020	Posting Date	31.03.2	2020	Period	12				
Refer	ence		DEF	T/INV/2020	Cross-Comp.No.								
Curre	ncy		INR	L	Texts Exist			Ledger Group					
	<u>8</u>	7 🕅	協	70 🛛 🛛 🖉 🖻	%id 🖴 🗗 d	ð 8 🖷		1					
CoCd ⁺	Item	Key S	Trs	Account	Description				Amount	Curr.	Tx	Cost Center	Profit Center
1200	1	50		34180000	Water Charges				9.523,80-	INR	A1		1204
	2	01		700001	ABC Shipping Pvt. L	td.			10.000,00	INR	A1		
	3	50	ZOC	18150003	CGST Payable				238,10-	INR	A1		
	4	50	ZOS	18150004	SGST Payable				238,10-	INR	A1		

2. Customer Credit Memo Posting:

The following are the transaction codes which we can use for customer credit memo postings.

- FB75 Credit Memo
- F-27 Credit Memo General

The following differences are there between the above two transaction codes:

FB75 called as single screen transaction which means the user can enter all the required details in one screen and they can post the document whereas in F-27 the user has to go each screen one by one for each line item to enter the detail and post the document.

- In FB75 posting key selection is not required
- In F-27 posting key selection is required
- FB75 Customer Credit Memo Posting:

Enter Transaction code FB75 in command bar (or) Follow the below navigation path:

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Step 1: SAP Easy Access \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Document Entry \rightarrow FB75 (Credit Memo)

Ø	FB75	• 4		C Q			H (K	1 8
SA	AP Easy Acce	55						
3	📑 🏷 🖁 Oti	her menu	*	B 🥖	•	٠	Cr	eate
0	 Accounting 							
	🔹 🔁 Financial A	Accounting						
	🕨 🗀 Gener	al Ledger						
	🝷 🔂 Accou	ints Receival	ble					
	🔻 🔂 Da	cument Ent	try					
	• 6	FB70 - Inv	oice					
	• 6	F-22 - Invo	oice - G	eneral				
	· 🖌	FB75 - Cre	dit Mer	no				

Step 2: In the next screen enter the required details.

Header Level:

- Customer, Invoice date, posting date, Reference, Amount, Business Place, Text, Assignment,
- Document header text, Base line date, Payment terms and other required details etc...

Line Item Level:

- Revenue GL account
- Amount
- Business Place
- Tax code (If tax is applicable)
- Assignment (Enter Additional information)
- Text
- Profit Center (Mandatory for Revenue related GL accounts)
- HSN/SAC Code and other required details etc.....

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Enter Customer Credit Memo: Company Code 1200										
📇 Tree on 🖳 Company Code 🍛 Hold 📴 Simulate 📙 Park 🖉 Editing options										
Transactn Credit memo										
Basic data	Payment Details	Tax With	Bal. nolding tax	0,00 Notes		Custom Addre	ner ss	000		
Customer	700031	Sp.G/LI		4		Comp	any			
Document date	31.03.2020	Reference	DEPT/INV	/2020	-	J.M. E	Baxi & Compar	пу		
Posting Date	31.03.2020					No.87	7 3rd Floor, Se	eva Sadan Ll, I	Ne	
Cross-CC Number						3702	10 Kutch			
Amount	1.200,00		INR			2	834276030			
	[Calculate Tax								
Tax Amount		A1 (CGST+SGST	5% 🖹				OIs			
Bus.Place/Sectn	/					Bank d	ata: not availa	able		
Text	CUSTOMER INVOICE									
Paymt terms	Due immediately									
• •										
1 Items (No en	try variant selected)									
St G/L acct	Short Text D/C	Amount in doc.	curr.		Pu	Purc	Profit center	Partner pro	WBS	
✔ 34180000	Water Char… Debit 🗎	1		1.200,00			1204			
	Q Debit 🗄	1								

Step 3: Provide the values as shown above and click on "Simulate".

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		Page 37 of 241





SAP User Manual for Accounts Receivables Process

Document Overview																											
	3	ᡌ	Reset 🚺	Tax	es	8	Park	8	Com	plete	7	7	3 5	6		<u>ት</u> ር	loose		þ Sa	ve	Σ	V	Þ	:::	:::	ABC	i
	Doc Doc Cal Ref Doc	c.Ty c. 1 c. I lcul f.Do	n <mark>pe : DG (</mark> Number Date 3 Late Tax Dc. D Currency I	Cus 31.0 DEPT	3.20 3.20	er C 020 7/20	redi 20	t Mem Com Pos	no) mpan tin	Norr Ly Coo Lg Dat	mal de te	doc 1 3	umer 200 31.03	nt 3.20	20	Fi Pe	scal	. Yea	ar		2019	9					
	Itm 1 2	PK 11 40	Account 700031 34180000	Ac J. Wa	M. H	nt S Baxi Cha	hort د C rges	Text ompan	y	Assi	gnme	ent			Tx Al Al			1 1.2(1.2(Amou 00,0	nt 0-							
S w T ir	Step 4: In the above screen check and verify the line items and "Complete" the document. This will trigger the workflow To park the document, click on "Complete Button", the system will give the information message as below																										
	Ocument 1600000015 1200 was parked																										

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Step 5: To approve the document login as approver in the SAP system.

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 Page 39 of 241
 Page 39 of 241





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Step 7: Expand "**Inbox**" button, under workflow Please Approve Parked Invoice "**1600000015**" message will appear, Double click on the work flow and proceed for next step.

	Business Workplace of Assistant Engineer									
	😿 New message 🕌 Find folder 🕌 Find document 🖪 Appointment c	lendar 🐵 Distribution lists								
•	 ✓ ♥ Workplace: Assistant Engineer ✓ ➢ Inbox ✓ Unread Documents 61 ✓ Documents 113 ▷ Workflow 654 ○ Overding action 0 		下自日 Itatus Work Item ID Creation Date Creation TI P Att. 2 428430 01.04.2020 19:03:57 5							
	Deadine Messages 0	 Please approve the Parked Invoice 2000000010, Year 2019 Please approve the Parked Invoice 2200000091, Year 2019 	 							
	Entries with Errors 0 Outbox	Please approve the Purchase Order 4502000131	428034 31.03.2020 16:30:49 5 428037 21.03.2020 16:30:52 5							
	C C Resubmission	 Please approve the Parked Invoice 2900000054, Year 2019 	428027 31:03:2020 16:28:53 5 427931 31:03:2020 14:25:55 5							
	D Shared folders	Please approve the RESERVATION 000000776	427754 30.03.2020 19:03:28 5 427751 20.02 2020 10:00:07 5							
	Ø Subscribed Folders Trash	Please approve the Purchase Order 4502000129	427/51 30:03:2020 19:00:07 5 427680 30:03:2020 18:36:22 5							
	🗇 Shared trash	Please approve the Purchase Order 4502000129	427673 30.03.2020 18:32:46 5 427673 30.03.2020 18:32:46 5 427673 30.03.2020 18:32:46 5 427673 30.03.2020 18:32:46 5 427673 30.03.2020 18:32:46 5 427673 30.03.2020 18:32:46 5 427673 30.03.2020 18:32:46 5 427673 30.03.2020 18:32:46 5 427673 30.03.2020 18:32:46 5 427673 30.03.2020 18:32:46 5 427673 30.03.2020 18:32:46 5 427673 30.03.2020 18:32:46 5 427673 30.03.2020 18:32:46 5 427673 30.03.2020 18:32:46 427673 30.03.2020 18:32:46 427673 30.03.2020 18:32:46 427673 30.03.2020 18:32:46 427673 30.03.2020 18:32:46 427673 30.03.2020 427673 30.03.2020 427673 30.03 427673 30.03 427673 30.03 427673 30.03 427673 30.03 427673 30.03 427673 30.03 427673 30.03 427673 30.03 427673 30.03 427673 30.03 427673 30.03 427673 30.03 427673 30.03 427673 30.03 427673 427673 427673 427673 427673 42767							
		Please approve the Quotation 1002000063								
		Please approve the Purchase Requisition 2002000496								
		Please approve the Purchase Order 4502000128	A27541_30.03.2020 17:43:46 5							
		Please approve the Parked Invoice 1600000015, Ye	7 Tips & tricks: Create substi ar 2019							

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SAP User Manual for Accounts Receivables Process

9	Step 8: In this step Click on the " Approve option to post the parl	ked Invoice "1600000015".
	Decision Step in Workflow	
	Workflow 🖸 Create 😰 Import	
	Please approve the Parked Invoice 1600000015, Year 2019	
	Choose one of the following alternatives	
	Approve	
	Reject	
	Display	
	Approval or Rejection History	
	Hold	
	Description	Objects and attachments
	Select one of the available decision options. This completes the processing of this step.	No attachments or objects exist
	Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.	
	If you choose Cancel, the user decision remains in your inbox for processing.	

Step 9: Onces parked Invoice "**Approved**" document got posted in company code to display posted document go to FB03 and display the document.

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		Page 41 of 241





SAP User Manual for Accounts Receivables Process

Display of Posted Document:

Display Document: Data Entry View									
🜮 🖻 🕄 ச 🚹 Taxes 🏥 Display Currency 🖳 General Ledger View									
Data Entry View									
Document Number	160000015	Company Code 1200	Fiscal Year	2019					
Document Date	31.03.2020	Posting Date 31.03	.2020 Period	12					
Reference	DEPT/INV/2020	Cross-Comp.No.							
Currency	INR	Texts Exist	Ledger Group						
3 8 7 6	k 70 X0	%id 📮 🗗 d 🖪 d 🖷							
CoCd ¹ Item Key S	Trs Account	Description		Amount Cu	rr. Tx	Cost Center	Profit Center 9		
1200 1 11	700031	J.M. Baxi & Company		1.200,00- IN	R A1				
2 40	34180000	Water Charges		1.200,00 IN	R A1		1204		

F-27 – Customer Credit Memo Posting:

Enter the transaction code F-27 in command bar (or) Follow below navigation path

Step 1: SAP Easy Access \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Document Entry \rightarrow F-27- (Credit Memo-General)



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Step 2: In the next screen enter the required details.

Under Header Level:

Company code details can be selected from **Company code list data**

• Document date, posting date, Company code, Currency, Reference, Doc Header text etc....

Under Line Item Level:

- Posting key, GL account, Customer account, Amount, Assignment, and Text.
- Tax code (If tax is applicable)
- Profit center (Mandatory for revenue GL accounts)

Enter Customer Credit Memo: Header Data									
Held Document	Account Mod	el 🛃 G/L i	tem fast ent	ry Dost with Re	eference	🥖 Editing (options		
Document Date	31.03.2020	Туре	DG	Company Code	1200				
Posting Date	31.03.2020	Period	1	Currency/Rate	INR				
Document Number				Translation dte					
Reference	DEPT/INV/20	20		Cross-CC Number					
Doc.Header Text	customer crea	lit memo							
Trading part.BA									
First line item									
DetKy 40 Acc	aunt 3418000	0	SGL Ind	TUDA					
Pocty 40 ACC	June 0410000		302 110	C Abe					

Step 3: provide the values as shown above and press enter.

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Enter Customer Credit Memo: Correct G/L account item								
266	More data Account Mode	el 🗹 G/L item fast entry	Taxes					
G/L Account Company Code	34180000 Water Charges 1200 Deendayal Port Trust							
Item 1 / Debit entry	/ / 40							
Amount	1.200,00	INR						
Tax Code	Al	Calculate Tax						
Business place	1200							
		Real estate obj 🛛 🔿						
Asset			A More					
Purchasing Doc.								
Assignment	CUSTOMER CR MEMO	Asst Retirement						
Text	CUSTOMER CR MEMO		🤣 Long Texts					
Next Line Item								
PstKy 11 Accor	unt 700031 🕑l	. Ind	New Co.Code					

Step 4: Provide the values as shown above and press enter.

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		Page 44 of 241		





SAP User Manual for Accounts Receivables Process

🚨 🗟 🖬 🖆 Account Model 🔀 G/L item fast entry									
G/L Account Company Code	34180000 Water C 1200 Deendayal Port	harges Trust							
Item 1 / Debit entr	y / 40								
Amount	1.200,00	INR							
Tax Code	Al	Calculate Tax	v						
Business place	1200								
		Real estate obj	\$						
Asset			A More						
Purchasing Doc.									
Assignment	CUSTOMER CR MEMO	Asst Retirement							
Text	CUSTOMER CR MEMO		🦻 Long Texts						
Next Line Item									
Next Line Item			Long Texts						

Step 5: Provide the values as shown above and go to menu bar and click on "Document" and click on "Simulate".

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		Page 45 of 241		





SAP User Manual for Accounts Receivables Process

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©	Ē	4 🛛 😋 🤅	9 🐼 I 🖗	🗅 🛱 🍀 🎦 1	10 40 4 1 🐺	2 🕜 🛽			
Enter Customer Credit Memo: Display Overview									
🕄 👬 Display Currency 🚺 Taxes 🖄 Reset									
Document Date	31.03.2020	Туре	DG	Company Code	1200				
Posting Date	31.03.2020	Period	12	Currency	INR				
Document Number	INTERNAL	Fiscal Year	2019	Translation dte	31.03.2020				
Reference	DEPT/INV/20	20		Cross-CC Number					
Doc.Header Text	customer crea	dit memo		Trading part.BA					
Items in document	currency								
PK BusA Ac	cct			INR Amount	Tax amm	it			
001 40 00	034180000 Wa	ter Charges		1.142,86		Al			
002 11 00	000700031 J.	M. Baxi & Comp	any	1.200,00-					
003 40 00	018150003 CG	ST Payable		28,57		Al			
004 40 00	018150004 SG	ST Payable		28,57		Al			
D 1.200,00	<u>C</u> 1.2	200,00	0,00		* 4 Line Ite	ems			

Step 6: Check and verify the line items and park the document. To park click on document "Park". Once the document is parked the system will populate the below message.

Ocument 160000012 1200 was parked

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SAP	
New password	
Client	400
User	AE001
Password	****
Logon Language	EN
<u>Menu Edit Favorites Extras</u>	
	s System Help 〇 〇 〇 🙁 二 二 伯 代 1 名 伯 む む ま 🗵 🖉 ⑨ 🖷
SAP Easy Access	: System Help ⓒ ⓒ ⓒ 그 尙 尙 왕 한 む 와 波 종 ⑫ 맨
SAP Easy Access	: Svstem Held ⓒ ⓒ ⓒ 그 버 能 1 한 다 다 다 ! ፬ ⓒ 맫
	: Svstem Held ⓒ ⓒ ⓒ I 그 尙 尙 한 한 한 환 환 I 교 후 I ⓒ 또
	Svstem Help 公 公 会 会 二 倫 倫 名 名 名 名 訳 詞 ② 唱 Budget Control System (BCS) -> Budget -> Overview of Budget
	Sudget Control System (BCS) -> Budget -> Overview of Budget udget Control System (BCS) -> Budget -> Budget Overview
	Sudget Control System (BCS) -> Budget -> Overview of Budget int udget Control System (BCS) -> Budget -> Budget Overview t record: Mass maintenance 03 pre for Cost Coster
	Sudget Control System (BCS) -> Budget -> Overview of Budget int udget Control System (BCS) -> Budget -> Budget Overview t record: Mass maintenance 03 nce for Cost Centers egister
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	Sudget Control System (BCS) -> Budget -> Overview of Budget int udget Control System (BCS) -> Budget -> Budget Overview t record: Mass maintenance 03 nce for Cost Centers egister pload interest calculation k Connectivity
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	Sudget Control System (BCS) -> Budget -> Overview of Budget int udget Control System (BCS) -> Budget -> Budget Overview t record: Mass maintenance 03 nce for Cost Centers agister pload interest calculation k Connectivity onents

Step 7: To approve the document login as approver in the SAP system.

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		Page 47 of 241		





SAP User Manual for Accounts Receivables Process

Step 9: Expand "Inbox" button, under workflow Please Approve Parked Invoice "160000012" message will appear, Double click on the work flow and proceed for next step.

Business Workplace of Assistant Engineer									
📅 New message 🛗 Find folder 🛗 Find document 🔤 Appointment c	alendar 🗃 Distribution lists								
 ✓ X Workplace: Assistant Engineer ✓ Inbox ✓ Unread Documents 52 ✓ Documents 103 	Image: Image	3 😽 🏹 8 🕼 Status	Work Item ID Creation Date	Creation Ti	P Att				
Vorkdue entries 0 Deadline Messages 0 Deatries Units Froms 0	Please approve the Parked Invoice 1600000012, Year 2019 Please approve the Parked Invoice 2000000010, Year 2019 Please approve the Parked Invoice 220000091, Year 2019	9 9 9	428272 01.04.2020 428206 01.04.2020 428048 31.03.2020	14:48:01 02:23:18 23:10:35	5 5 5				
 ▷ Outbox ▷ ♣ Resubmission ▷ ♣ Private folders 	Please approve the Purchase Order 4502000131 Please approve the Purchase Order 4502000131 Please approve the Parked Invoice 290000054, Year 2019	9 9 9	428034 31.03.2020 428027 31.03.2020 427931 31.03.2020	16:30:49 16:28:53 14:25:55	5 5 5				
 Shared folders Subscribed Folders Trash 	Please approve the RESERVATION 00000007/6 Please approve the RESERVATION 000000776 Please approve the Purchase Order 4502000129 Please approve the Purchase Order 4502000129	9 9 0	427/54 30.03.2020 427751 30.03.2020 427680 30.03.2020	19:03:28 19:00:07 18:36:22	5 5 5				
☐ Shared trash	Please approve the Purchase Order 4302000129 Please approve the Quotation 1002000063 Please approve the Purchase Requisition 2002000496	9 9 9	427673 30.03.2020 427666 30.03.2020 427629 30.03.2020	18:29:50 18:15:50	5 5 5				
	Please approve the Purchase Requisition 2002000496 Please annrove the Purchase Order 4502000128 Image Annrove the Purchase Order 4502000128	Ø 2000	427608 30.03.2020 427541 30.03.2020	18:07:20 17:43:46	5				
	Please approve the Parked Invoice 160000001	2. Year 201	7 Tips & tricks:	Execute	Work]				

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SAP User Manual for Accounts Receivables Process

	Step 10: In this step Click on the " Approve option to post the pa	rked Invoice" 1600000012 ".
	Decision Step in Workflow	
	Workflow Create P Import	
	Please approve the Parked Invoice 1600000012, Year 2019	
	Choose one of the following alternatives	
→	Approve	
	Reject	
	Display	
	Approval or Rejection History	
	Hold	
	Description	Objects and attachments
	Select one of the available decision options. This completes the processing of this step.	No attachments or objects exist
	Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.	
	If you choose Cancel, the user decision remains in your inbox for processing.	

Step 11: Onces parked Invoice "**Approved**" document got posted in company code to display posted document go to FB03 and display the document.

Display of posted document:

	Display Document: Data Entry View																
۶ 🖋	💅 🖻 🕄 🕘 🚺 Taxes 👬 Display Currency 🗏 General Ledger View																
Data E	Data Entry View /																
Docur	ment	Numb	oer	160	0000012		Company C	ode	1200		Fiscal Year	2019					
Docur	ment	Date		31.	03.2020		Posting Da	te	31.03.2	020	Period	12					
Refer	ence			DEP	T/INV/20	20	Cross-Comp	o.No.									
Curre	ncy			INR			Texts Exist	. [Ledger Group						
	<u>a</u> [7 6	8	iii)	78 🗈 🗕	212	10 I 🕒	600	🛛 🖬 🗖 🖬	🗈 I 🖪							
CoCd ⁺	Item	Key	s 1	Trs	Account		Description					Amount	Curr.	Tx	Cost Center	Profit Cente	er
1200	1	40			3418000	0	Water Charg	jes				1.142,86	INR	A1		1204	
	2	11			700031		J.M. Baxi &	Company				1.200,00-	INR	A1			
	3	40	7	zoc	1815000	3	CGST Payab	le				28,57	INR	A1			
	4	40	2	zos	1815000	4	SGST Payab	le				28,57	INR	A1			

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Now go and check in FBL5N Report:

Customer Line Item Display							
🕒 🔁 🗎 🔳 Data Sources							
Quetamor collection							
Customer selection							
Customer account	700031	to					
Company code	1200	to					
Selection using search help							
Search help ID							
Search string							
Search help							
Line item selection							
Status							
Open items							
Open at key date	01.04.2020						
 Cleared items 							
Clearing date		to	•				
Open at key date							
All items							
Posting date		to	\$				
Туре							
Normal items							
Special G/L transactions							

Provide the values as shown above and click on "Execute"

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SAP User Manual for Accounts Receivables Process

Customer Line Item Display										
📕 🗲 🕨 🗞 🖉 🚟 🚰 🖗 🖨 🖆 🍞 📇 🐬 🇮 🖽 📲 🚟 🛛 🎦 🚺 🛅 Selections 🗋 Create Dispute Case										
Customer 700031 Company Code 1200 Name J.M. Baxi & Company City Kutch										
St	Assignment	DocumentNo	Тур	DocDate	s	DD	Local Crcy Amt	LCurr	Clrng doc.	Text
		160000012	DG	31.03.2020		5	1,200,00-	TNR		
	INIXY27625TQ8219	1800000039	DZ	18.12.2019	2		2.516.965,83-	INR		
	INIXY27625TQ8219	1800000040	DZ	18.12.2019	2		7.435.684,77-	INR		
	INIXY27625TQ8220	180000036	DZ	17.12.2019	2		2.459.359,47-	INR		
	INIXY27625TQ8220	1800000042	DZ	17.12.2019	2		2.133.021,89-	INR		Remarks for PAyment
H 🧕	INIXY27625TQ8220	1800000043	DZ	18.12.2019	2		2.516.965,83-	INR		
H 🚆	INIXY62BT4129831	1800000025	DZ DZ	15.12.2019	2	_	4.925.717,80-	INR		
	191-2019-20066	180000084	DZ	23.01.2020	4		99.856.770,00-	INK		
* 💓							121.845.685,59-	INR		
** Acc	count 700031						121.845.685,59-	INR		

3. Park Customer Invoice:

The following are the transaction codes which we can use for customer Invoice parking.

- FV70 Park/Edit Invoice
- F-64 Invoice Parking General

The following differences are there between the above two transaction codes:

FV70 called as single screen transaction which means the user can enter all the required details in one screen and they can post the document whereas in F-64 the user has to go each screen one by one for each line item to enter the detail and post the document.

- In FV70 posting key selection is not required.
- In F-64 posting key selection is required

After document parked and before the posting will be made, we can change the GL account and customer account for the documents which are posted through FV70 and we can't change the same for the documents which are posted through F-64.

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FV70 – Customer Invoice Parking:

Enter Transaction code FV70 in command bar (or) Follow the below navigation path:

Step 1: SAP Easy Access \rightarrow SAP Menu \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Document Entry \rightarrow Document Parking \rightarrow FV70 (Park/Edit Invoice)



Step 2: In the next screen enter the required details

Header Level:

- Customer, Invoice date, posting date, Reference, Amount, Business Place, Text, Assignment.
- Document header text, Base line date, Payment terms and other required details etc...

Line Item Level:

- Revenue GL account
- Amount
- Business Place
- Tax code (If tax is applicable)
- Assignment (Enter Additional information)

Con	fidon	tial F	Jocum	ont
COL	nuen	lidi L	Jocun	ient

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Page 53 of 241

SAP User Manual for Accounts Receivables Process

• Text

- Profit Center (Mandatory for Revenue related GL accounts)
- HSN/SAC Code and other required details etc....

Park Customer Invoice: Company Code 1200											
Tree on	Company Code	e 📴 Sir	nulate 📙 Sa	ve as Co	ompleted 📙	Post	0 E	Editin	g optio	ns	
Transactn Invoid	Transactn Invoice E Bal. 21.000,00 XOO										
Basic data	Payment 🖌	Details	Tax With	holding	tax Notes		Custon Addre	ner ess /	,		
Customer	700031	_	Sp.G/LI				Com	bany			
Invoice date	31.03.2020		Reference	DEPT/	INV/2020	411	J.M.	Baxi 8	& Comp	any	
Posting Date	31.03.2020						No.8	7 3rd	Floor,	Seva Sadan Ll	, Ne
			Doc. Curre	ency			3702	10 K	utch		
Amount	21.000,00			INR			🛱 2	8342	76030		
			Calculate Tax								
		A	1 (CGST+SGST	5%	8				OIs		
Bus.Place/Sectn	1						Bank o	lata:	not ava	ailable	
Text	park custome	er invoice									
Paymt terms	Due immedia	tely				3					
• •					••						
0 Items (No en	try variant sele	ected)						1		-	
St G/L acct	Short Text	D/C	Amount in doc	.curr.		Sch	PInt	Pu	Purc	Profit center	Partne
34180000		Cred 🖹			21000					1204	9
		Cred D									
		Cred 🖹									—— <u>L</u>
		Cred 🖹									▲
										I	

Step 3: Provide the values as shown above and click on "Simulate".





SAP User Manual for Accounts Receivables Process

Document Overview								
🕄 🗠 Reset 🖪 Taxes 📙 Complete 隊 峇 😴 🚱 🔥 Choose 🔥 Save 🔀 🐨 🔄 🕼 🗐 🖬 ABC 🚺								
	_							
Doc		vpe:DR(Customer Invoice) No	ormal document	t			
Doc	2. 1	Number	Compa	any Code 12	200	Fiscal Year	2019	
Doc	e. I	Date 3	31.03.2020 Posti	ing Date 31	1.03.2020	Period	12	
Cal	Lcul	late Tax 🛛	/					
Ref.Doc. DEPT/INV/2020								
Ref	E.Do	oc. I	DEPT/INV/2020					
Ref Doc	E.Do c. (oc. I Currency I	DEPT/INV/2020 INR					
Ref Doc	E.Do	oc. I Currency 1	DEPT/INV/2020 INR					
Ref Doc	E.Do	oc. I Currency I	DEPT/INV/2020					
Ref Doc	F.Do	Account	DEPT/INV/2020	Assignment	Tx	Amount		
Ref Doc	PK	Currency I	DEPT/INV/2020 INR Account Short Text	Assignment	Tx	Amount		
Ref Doc Itm	F.Do c. (PK 01	Account	Account Short Text	Assignment	Tx A1	Amount 21.000,00		
Ref Doc Itm 1 2	PK 01 50	Account 700031 34180000	Account Short Text J.M. Baxi & Company Water Charges	Assignment	Tx A1 A1	Amount 21.000,00 20.000,00-		
Ref Doc Itm 1 2 3	PK 01 50	bc. I Currency I Account I 700031 34180000 18150003 I	Account Short Text J.M. Baxi & Company Water Charges CGST Payable	Assignment	Tx A1 A1 A1 A1	Amount 21.000,00 20.000,00- 500,00-		
Ref Doc Itm 1 2 3 4	PK 01 50 50	Account 700031 34180000 18150003	Account Short Text J.M. Baxi & Company Water Charges CGST Payable SGST Payable	Assignment	Tx A1 A1 A1 A1 A1 A1	Amount 21.000,00 20.000,00- 500,00- 500,00- 500,00-		

To park the document, click on "Complete Button", the system will give the information message as below



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5AP		
New password		
Client	400	
User	AE001	
Password	***	
1 455 1014		
	FN	
Logon Language		
ep 6: Click on "	" SAP Business Workspace Button.	
Menu Edit Favorites Extra	「SAP Business Workspace Button. System Help こののの日間間間のでなる一回回の唱	_
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Menu Edit Favorites Extra SAP Easy Access Favorites Favorites Favorites Favorites	SAP Business Workspace Button. System Help ○ ○ ○ ○ □ 田 岡 ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○	
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Step 5: To approve the document login as approver in the SAP system.

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SAP User Manual for Accounts Receivables Process

Step 7: Expand "**Inbox**" button, under workflow Please Approve Parked Invoice "**170000035**" message will appear, Double click on the work flow and proceed for next step.

Business Workplace of Assistant Engineer					
🔯 New message 🖟 Find folder 🕅 Find document 🔤 Appointment o	alendar 🗃 Distribution lists				
 ✓ Workplace: Assistant Engineer ✓ Inbox ✓ Unread Documents 53 ✓ Documents 104 	Sokr@⊚ TESDEEEEE Workflow 654 Exe Title	E 🔽 🍞 E 🕅	Work Item ID Creation Date	Creation Ti	P Att
Workflow 654 Overdue entries 0 Deadline Messages 0	Please approve the Parked Invoice 1700000035, Year 2019 Please approve the Parked Invoice 200000010, Year 2019 Please approve the Parked Invoice 200000010, Year 2019	P P	428287 01.04.2020 428206 01.04.2020 428048 21 02 2020	14:57:36 02:23:18	5
Entries with Errors 0 Outbox Outbox	 Please approve the Parket Involte 220000001, real 2019 Please approve the Purchase Order 4502000131 Please approve the Purchase Order 4502000131 	0 0	428034 31.03.2020 428027 31.03.2020	16:30:49 16:28:53	5 5 5
C Private folders C Shared folders	Please approve the Parked Invoice 2900000054, Year 2019 Please approve the RESERVATION 0000000776 Please approve the RESERVATION 0000000776	0 0	427931 31.03.2020 427754 30.03.2020 427751 20.02.2020	14:25:55 19:03:28	5 5
 ▷ 🍑 Subscribed Folders ☐ Trash ☐ Shared trash 	Please approve the RESERVETION 000000770 Please approve the Purchase Order 4502000129 Please approve the Purchase Order 4502000129	0 0	427680 30.03.2020 427673 30.03.2020	18:36:22 18:32:46	5
	Please approve the Quotation 1002000063 Please approve the Purchase Requisition 2002000496 Please approve the Purchase Requisition 2002000496	Ø	427666 30.03.2020 427629 30.03.2020 427609 30.02.2020	18:29:50 18:15:50	5 5
	Prease approve the Porthase Regulation 2002000490 Please annrove the Purchase Order 4502000128 Important Content of the Purchase Order 4502000128 Important Order 450200018 Important Order 450200018	Ŕ	427541 30.03.2020	17:43:46	5
		2	Tips & tricks: Set	work item	n to 'd
	Please approve the Parked Invoice 17000003	35, Year 201	.9		

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Page 56 of 241





Page 57 of 241

SAP User Manual for Accounts Receivables Process

Decision Step in Workflow	
📓 Workflow 🗓 Create 😰 Import	
Please approve the Parked Invoice 1700000035, Year 2019	
Choose one of the following alternatives	
Approve	
Reject	
Display	
Approval or Rejection History	
Hold	
Description	Objects and attachments
Select one of the available decision options. This completes the processing of this step.	No attachments or objects (
Before you make a decision, you can display the attachments and objects which	

Step 9: Onces parked Invoice "**Approved**" document got posted in company code to display posted document go to FB03 and display the document.

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SAP User Manual for Accounts Receivables Process

Display of posted document:

	D	ispl	lay	Do	ocume	nt: L	Data Entry	View							
۶	6 🔍		i	Tax	kes ដ	Display	Currency	General Leo	lger Vie	W					
Data E	Entry 1	View	_	_								7			
Docur	nent	Numb	er	1700	0000035		Company Code	1200		Fiscal Year	2019				
Docur	ment	Date		31.0	03.2020		Posting Date	31.03	.2020	Period	12				
Refer	ence		1	DEPI	C/INV/20	20	Cross-Comp.No								
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CoCd ⁺	Item	Key	5 T	rs	Account		Description				Amount	Curr.	Тх	Cost Center	Profit Center
1200	1	01			700031		J.M. Baxi & Com	ipany			21.000,00	INR	A1		
	2	50			3418000	0	Water Charges				20.000,00-	INR	A1		1204
	3	50	Z	OC	1815000	3	CGST Payable				500,00-	INR	A1		
	4	50	Z	OS	1815000	4	SGST Payable				500,00-	INR	A1		

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Page 58 of 241





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F-64 – Customer Invoice Parking:

Enter transaction code F-64 in command bar (or) Follow the below navigation path.

Step 1: SAP Easy Access \rightarrow SAP Menu \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Document Entry \rightarrow Document Parking \rightarrow F-64 (Invoice Parking –General).

F-64	• 4		0	😪 I 🗧	
SAP Easy Acco	9 <i>55</i>				
	ther menu	* *	80	-	Crea
🔹 🔂 Accounting					
🝷 🔂 Financial	Accounting				
Gene	ral Ledger				
 Acco 	unts Receival	ble			
👻 🔁 D	ocument Ent	try			
• 6	FB70 - Inv	oice			
- 5	F-22 - Invo	oice - Ger	neral		
• 6	FB75 - Cre	dit Memo	0		
• 6	F-27 - Cred	dit Memo	- Gene	eral	
• 5	F-28 - Inco	ming Pay	ments		
• 6	2 F-26 - Payr	ment Fas	t Entry		
• (Document	Parking	00		
	• @ FV70 -	Park/Edi	t Invoid	e	
	• @ F-64 -	Invoice P	arking	Genera	al

Company code details can be selected from **Company code list data**

Step 2: In the next screen enter the required details.

Under Header Level:

• Document date, posting date, Company code, Currency, Reference, Doc Header text etc....

Under Line Item Level:

- Posting key, GL account, Customer account, Amount, Assignment, and Text.
- Tax code (If tax is applicable)
- Profit center (Mandatory for revenue GL accounts)

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Page 59 of 241





SAP User Manual for Accounts Receivables Process

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🛃 Fast Data	a Entry	🕏 Acct r	model							
Document Dat Posting Date Document Nur Reference	te 31. 31. mber DEI	.03.2020 .03.2020 ?T/INV/2	Do Per	c. Type riod	DR 1	Company C Currency Translation	Code dte	1200 INR		
Doc.Header Te Partner BArea	ext CU	STOMER I	NVOICE							_
Only Trans	sfer Amts	in Docum	ent Crcy	in Invoic	е					
First line item	/									
PstKy 50	Account	341800	00	SG	iL Ind	Фуре				

Step 3: Provide the values as shown above and press enter.

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		Page 60 of 241





SAP User Manual for Accounts Receivables Process

Park Docume	ent: Change G/L	Account Item		
🚨 🗟 🗟 🕼 Fa	st Data Entry 🚺 Tax	鹶 More data 😽	Acct model	🚰 Check
G/L Account Company Code	34180000 Water Cha 1200 Deendayal Port T	arges rust		
Item 1 / Credit entr	y / 50 /			
Amount	30.000,00	INR		
Tax Code	Al	Calculate Ta	x	
Business place	1200			
		Real estate obj	\$	
Asset				Ambre More
Purchasing Doc.				
Assignment	CUSTOMER INVOICE			
Text	CUSTOMER INVOICE			🗟 Long Texts
Next Line Item				
PostKey 01 Accou	unt 700031	CL Ind TType	N	ew Co.Code

Step 4: Provide the values as shown above and press enter.

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		Page 61 of 241





SAP User Manual for Accounts Receivables Process

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Park Docu	ment: Ent	ter Cus	tomer Item		
268	Fast Data Ent	try 🚹 1	Fax 🔒 More data	🕏 Acct model 🛛 With	holding tax data 🔓 Check
Customer	700031	J.M. Baxi	& Company	G/L Acc	23400001
Company Code	1200	No.87 3r	d Floor, Seva Sadan Ll, N	lew	
Deendayal Port T	rust	Kutch			
Item 2 / Invoice	/ 01				
Amount	30000		INR		
				Bus./Sectn	1
Contract		1	Flow Type		
Bus. Area					
Payt terms			Days/percent	/	1
Bline Date	31.03.2020		CD Amount		
CD Base			Invoice Ref.	1 1	
Pmnt block			Payt Method		
Assignment	CUSTOMER IN	VOICE			
Text	CUSTOMER IN	VOICE		Reg [ong Texts

Step 5: Provide the values as shown above and click on "Overview".

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		Page 62 of 241





SAP User Manual for Accounts Receivables Process

Document Edit	Goto Extra	as Settings Env	vironment System Hu	eln
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			Accentioner S Due	
Document Date	31.03.2020	Туре	DR Company Cod	le 1200
Posting Date	31.03.2020	Period	12 Currency	INR
Document Number		Fiscal Year	2019 Translation dt	e 31.03.2020
Reference	DEPT/INV/20	20	Trading part.	BA
Doc.Header Text	CUSTOMER IN	IVOICE	Texts Exist	Net Entry
Line items				
Itm PK BusA A	oct no. De	scription	Tx	Amount
001 50 34	4180000 Wa	ter Charges	A1	30.000,00-
002 01 70	00031 J.	M. Baxi & Comp	any	30.000,00
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50.000,00	<u> </u>	30.000,00	IUM 2	0,00

Step 6: Check and verify the line items and park the document. To park click on Document and **"Park".** Once the document is parked the system will populate the below message.

Document 170000036 1200 was parked

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SAP	
New password	
Client	400
User	AE001
Password	*****
Logon Language	EN
ep 8: Click on " 🔛	" SAP Business Workspace Button.
ep 8: Click on "	 SAP Business Workspace Button. System Help 公 公 ② 二 単 課 部 部 部 部 部 第 三 ② 第
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ep 8: Click on " Menu Edit Favorites Extra AP Easy Access Favorites Funds Management FMRP_RW_BUDCON - I Port Specific Developme FMRP_RW_BUDGET - E OB_GLACC13 - G/L acc	"SAP Business Workspace Button. System Help Control System (BCS) -> Budget -> Overview of Budget ent Budget Control System (BCS) -> Budget -> Budget Overview ct record: Mass maintenance 03
ep 8: Click on " Menu Edit Favorites Extra A B C C C C C C C C C C C C C C C C C C	SAP Business Workspace Button. System Help G ② ○ □ 田田田 ○ ○ ○ □ 田田田 ○ ○ ○ ○ ○ ○ ○ ○ ○ ○
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Menu Edit Favorites Extra Menu Edit Favorites Extra AP Easy Access Favorites Favorites Favorites Finds Management FMRP_RW_BUDCON - I Port Specific Development FMRP_RW_BUDGET - E OB_GLACC13 - G/L acc KS12N - Mass Maintenas ZMMR001 - Purchase R ZFI14 - Fixed Deposit U ZFI13 - Fixed Deposit I SAP Menu Connector for Multi-Bar Office Cross-Application Comp Logistics	
Menu Edit Favorites Extra SAP Easy Access Favorites Favorites Funds Management FMRP_RW_BUDCON - I Port Specific Development FMRP_RW_BUDCON - I OB_GLACC13 - G/L acc MMR001 - Purchase R ZFI14 - Fixed Deposit I SAP Menu Connector for Multi-Bar Office Consector for Multi-Bar Office Coss-Application Comp Accounting Human Resources	
Menu Edit Favorites Extra Comparison Comparison <	
Menu Edit Favorites Extra Menu Edit Favorites Extra SAP Easy Access Favorites Funds Management FMRP_RW_BUDCON - I Port Specific Development FMRP_RW_BUDGET - E B GLACC13 - G/L acc KS12N - Mass Maintena ZMMR001 - Purchase R ZTI14 - Fixed Deposit L ZFI14 - Fixed Deposit I SAP Menu Connector for Multi-Bar Office Consector for Multi-Bar Consector Systems Accounting Logistics Accounting Chormation Systems Cols WebClient UI Frameword	

Step 7: To approve the document login as approver in the SAP system.

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 Page 64 of 241
 Page 64 of 241





SAP User Manual for Accounts Receivables Process

Step 9: Expand "**Inbox**" button, under workflow Please Approve Parked Invoice "**1700000036**" message will appear, Double click on the work flow and proceed for next step.

Business Workplace of Assistant Engineer					
📅 New message 🛛 🛱 Find folder 🖓 Find document 🗔 Appointment cal	endar 📓 Distribution lists				
 New message Find folder Find document Appointment cal Workplace: Assistant Engineer Inbox Unread Documents 54 Documents 105 Workflow 654 Overdue entries 0 Deadline Messages 0 Entries with Errors 0 Cutbox Resubmission Shared folders Subscribed Folders Trash 	endar Image: Solution lists Image: Solution lists <th>▼ 〒 0 00 00 00 00 00 00 00 00 00 00 00 00</th> <th>/ork Item ID Creation Date 428302 01.04.2020 428206 01.04.2020 428048 31.03.2020 428034 31.03.2020 428027 31.03.2020 427751 30.03.2020 427751 30.03.2020 427752 20.03.032020</th> <th>Creation Ti 15:24:11 02:23:18 23:10:35 16:30:49 16:28:53 14:25:55 19:03:28 19:00:07 18:36:22</th> <th>P Att 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5</th>	▼ 〒 0 00 00 00 00 00 00 00 00 00 00 00 00	/ork Item ID Creation Date 428302 01.04.2020 428206 01.04.2020 428048 31.03.2020 428034 31.03.2020 428027 31.03.2020 427751 30.03.2020 427751 30.03.2020 427752 20.03.032020	Creation Ti 15:24:11 02:23:18 23:10:35 16:30:49 16:28:53 14:25:55 19:03:28 19:00:07 18:36:22	P Att 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5
☐ Shared trash	Please approve the Purchase Order 4502000129 Please approve the Purchase Requisition 2002000496 Please approve the Purchase Corder 4502000128 Please approve the Parked Invoice 1700000036,	© © © N N Year 2019	42766 30.03.2020 42766 30.03.2020 427629 30.03.2020 427608 30.03.2020 427541 30.03.2020	18:29:50 18:15:50 18:07:20 17:43:46	5 5 5 5 er Co

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Page 65 of 241





SAP User Manual for Accounts Receivables Process

Decision Step in Workflow	
📽 Workflow 🗓 Create 😰 Import	
Please approve the Parked Invoice 1700000036, Year 2019	
Choose one of the following alternatives	
Approve	
Reject	
Display	
Approval or Rejection History	
Hold	
	I
Description	Objects and attachments
Select one of the available decision options. This completes the processing of this step.	No attachments or objects exist
Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.	

Step 11: Onces parked Invoice "**Approved**" document got posted in company code to display posted document go to FB03 and display the document.

Display of posted document:

1	Display Document: Data Entry View														
🞾 📽 🕄 🞩 🚺 Taxes 🏥 Display Currency 🗏 General Ledger View															
Data Entry View															
Docur	ment	Numb	er	170	0000036		Company Code	1200		Fiscal Year	2019				
Docur	ment	Date		31.	03.2020		Posting Date	31.03.2	020	Period	12				
Refer	Reference DEPT/INV/2020		0	Cross-Comp.No.											
Curren	ncy			INR			Texts Exist			Ledger Group					
	<u>8</u>	7 6	8 (8	78 🗈 🗵		1 🗋 🚰	1 🖪 🛯 🖽		1					
CoCd ⁺	Item	Кеу	S 1	Frs	Account		Description				Amount	Curr.	Тх	Cost Center	Profit Center
1200	1	50			34180000		Water Charges				28.571,42-	INR	A1		1204
	2	01			700031		J.M. Baxi & Comp	any			30.000,00	INR	A1		
	3	50	Z	OC	18150003		CGST Payable				714,29-	INR	A1		
	4	50	Z	OS	18150004		SGST Payable				714,29-	INR	A1		

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4. Park Customer Credit Memo:

The following are the transaction codes which we can use for customer credit memo parking.

- FV75 Park/Edit Credit Memo
- F-67 Credit Memo Parking General

The following differences are there between the above two transaction codes:

FV75 called as single screen transaction which means the user can enter all the required details in one screen and they can post the document whereas in F-67 the user has to go each screen one by one for each line item to enter the detail and post the document.

- In FV75 posting key selection is not required.
- In F-67 posting key selection is required

After document parked and before the posting will be made, we can change the GL account and customer account for the documents which are posted through FV75 and we can't change the same for the documents which are posted through F-67.

FV75 – Customer Credit Memo Parking:

Enter Transaction code FV75 in command bar (or) Follow the below navigation path.

Step 1: SAP Easy Access \rightarrow SAP Menu \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Document Entry \rightarrow Document Parking \rightarrow FV75 (Park/Edit Credit Memo)



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Step 2: In the next screen enter the required details

Header Level:

- Customer, Invoice date, posting date, Reference, Amount, Business Place, Text, Assignment.
- Document header text, Base line date, Payment terms and other required details etc....

Line Item Level:

- Revenue GL account
- Amount
- Business Place
- Tax code (If tax is applicable)
- Assignment (Enter Additional information)
- Text
- Profit Center (Mandatory for Revenue related GL accounts)
- HSN/SAC Code and other required details etc....

Park Custom	ner Credit	Memo	: Company	Code 2	1200							
🗄 Tree on 🗐	Company Cod	e 👫 Sir	nulate 📙 Sav	ve as Comp	leted 📙	Post	: 🖉 E	diting	optio	ns		
Transactn Cred	it memo	٦		Bal.	1.200,0	0-				<u>×</u>	00	
Basic data	Payment	Details 🔓	Tax With	holding tax	Notes		Custon Addre	ner ess /				
Customer	700031		Sp.G/LI				Com	bany				
Document date	31.03.2020		Reference	DEPT/INV	/2020	÷.	J.M. I	Baxi &	Comp	any		
Posting Date	31.03.2020						No.8	7 3rd	Floor,	Seva Sad	an Ll,	Ne
			Doc. Curre	ncy			3702	10 Ku	tch			
Amount	1.200,00			INR			2 12 2	83427	76030			
		A	Calculate Tax (CGST+SGST	5% 🖹					OIs			
Bus.Place/Sectn	1						Bank d	lata: r	not ava	ailable		
Text	customer cre	dit memo										
Paymt terms	Due immedia	tely										
• •						-						
0 Items (No er	ntry variant sele	ected)										
St G/L acct	Short Text	D/C	Amount in doc.	curr.		Sch	n Pint	Pu	Purc	Profit ce	nter	Partne
34180000		Debit 🖹			120	0				1204		<u>a</u>
		Debit 🖺										
		Detrie D										
tep 3: Provid	e the valu	es as sh	nown above	e and cli	ick on "	Sim	ulate	"				
Confidential Do	cument		Copyrig	ht © 202	20 Tech I	Mał	nindra			A	ll rig	ghts reser





SAP User Manual for Accounts Receivables Process

-	Lall	nent overview	<u>E</u> dit <u>G</u> oto <u>S</u>	ettings	S <u>y</u> stem <u>H</u>	elp			
	ł				🕽 🙆 🚷 I 🛛	🗅 (H) (H) (H)	8 1	🖸 🞝 😵 🛛 🔀] 🕲 🖪
Document Overview									
	\bigcirc	Reset 🚺	Taxes 📙 Comp	lete 🛛	7 📇 😽 🖸	choose	e 🖪	🎝 Save 🔀 😨	
Doc	.Ty	npe:DG(Customer Credi	t Memo) Normal d	ocument			
Doc	. N	lumber		Compa	ny Code	1200	E	Fiscal Year	2019
Doc	. D	ate 3	1.03.2020	Posti	ng Date	31.03.2020	0 E	Period	12
Cal	cul	ate Tax 🛛	1						
Ref	.Do	DC. D	EPT/INV/2020						
Doc	. c	Currency I	NR						
						T			
Terr		2	2		a sector sector			2	
Itm	PK	Account	Account Short	Text	Assignmer	lt 7	Ix	Amount	
Itm I	PK	Account	Account Short	Text	Assignmer	it I	Ix	Amount	
Itm	PK	Account 700031 34180000	Account Short J.M. Baxi & C	Text Company	Assignmen	1 t]	A1	Amount	
Itm	PK 11 40	Account 700031 34180000	Account Short J.M. Baxi & C Water Charges	Text ompany	Assignmen	1 t 1	A1 A1	Amount 1.200,00- 1.142,86	

Step 4: Check and verify the line items and park the document. click on **"Park".** Once the document is parked the system will propose the below message.

Ocument 160000013 1200 was parked

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SAP User Manual for Accounts Receivables Process

♥ [©]		
C10		
SAP		
New password		
Client	400	
User	AE001	
Password	****	
Logon Language	EN	
tep 6: Click on "	" SAP Business Workspace Button.	
Menu Edit Favorites Extra Edit Favorites Extra	 SAP Business Workspace Button. System Help C Q Q 日前間 20 日前に 第 回 Q 国 	
tep 6: Click on " Menu Edit Favorites Extra SAP Easy Access	"SAP Business Workspace Button. s System Help ここのの、日間間になったので見ている。	
Menu Edit Favorites Extra SAP Easy Access	"SAP Business Workspace Button. s System Help ここのの、こ前間路のための家庭の事	
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Menu Edit Favorites Extra Menu Edit Favorites Extra SAP Easy Access Favorites Funds Management FMRP_RW_BUDCON - Port Specific Developm FMRP RW BUDGET -	" SAP Business Workspace Button. System Help C O O 日前間間日日日日日日日日日日日日日日日日日日日日日日日日日日日日日日日	dget C
Menu Edit Favorites Extra Menu Edit Favorites Extra SAP Easy Access Favorites Funds Management FMRP_RW_BUDCON - Port Specific Developm FMRP_RW_BUDCOT - OB_GLACC13 - G/L ac KS12N - Mass Mainten	" SAP Business Workspace Button. s System Help C 오 오 그 레 원 한 한 과 한 교 오 오 오 Budget Control System (BCS) -> Budget -> Overview of Bur ent Budget Control System (BCS) -> Budget -> Budget Overview at record: Mass maintenance 03 ance for Cost Centers	dget C w
tep 6: Click on " Menu Edit Favorites Extra SAP Easy Access SAP Easy Access Funds Management FMRP_RW_BUDCON - Port Specific Developm FMRP_RW_BUDGET - OB_GLACC13 - G/L ac KS12N - Mass Mainten ZMMR001 - Purchase F ZFI14 - Fixed Deposit	" SAP Business Workspace Button. s System Help で ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●	dget C w
tep 6: Click on " Menu Edit Favorites Extra SAP Easy Access Gamma Saperatorial Sape	" SAP Business Workspace Button. s Svstem Help C @ @ ● ● 簡 簡 智 色 む む 訳 図 @ ■ Budget Control System (BCS) -> Budget -> Overview of Bud ent Budget Control System (BCS) -> Budget -> Budget Overview ance for Cost Centers tegister Upload interest calculation	dget C
Menu Edit Favorites Menu Edit Favorites SAP Easy Access Favorites Funds Management FMRP_RW_BUDCON - Port Specific Developm FMRP_RW_BUDCON - OB_GLACC13 - G/L ad CHMR001 - Purchase F ZFI14 - Fixed Deposit ZFI13 - Fixed Deposit SAP Menu Connector for Multi-Ba Office	** SAP Business Workspace Button. ** State ** State <td>dget C</td>	dget C
tep 6: Click on " Menu Edit Favorites Extra SAP Easy Access Favorites Favorites Favorites Favorites FMRP_RW_BUDCON - Port Specific Developm FMRP_RW_BUDGET - OB_GLACC13 - G/L ac KS12N - Mass Mainten ZMMR001 - Purchase F ZFI14 - Fixed Deposit ZFI13 - Fixed Deposit ZFI13 - Fixed Deposit SAP Menu Connector for Multi-Ba Consector for Multi-Ba Coss-Application Com Cugistics	" SAP Business Workspace Button. S System Help C C C C C C C C C C C C C C C C C C C	dget C w
tep 6: Click on " Menu Edit Favorites Extra SAP Easy Access Cartes Carte	* SAP Business Workspace Button. s System Help C C C C C C C C C C C C C C C C C C C	dget C
tep 6: Click on " Menu Edit Favorites Extra SAP Easy Access SAP Easy Access Funds Management FMRP_RW_BUDCON - Port Specific Developm FMRP_RW_BUDGET - OB_GLACC13 - G/L ac KS12N - Mass Mainten ZMMR001 - Purchase F ZFI14 - Fixed Deposit ZFI14 - Fixed Deposit ZFI13 - Fixed Deposit ZFI14 - Gross-Application Com Connector for Multi-Ba Office Cross-Application Com Consector for Multi-Ba Consector for Multi-Ba Consector for Multi-Ba Connector for Multi-Ba Consector for Multi-Ba Consec	" SAP Business Workspace Button. S System Help C C C C C C C C C C C C C C C C C C C	dget C w

Step 5: To approve the document login as approver in the SAP system.

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		Page 70 of 241		





SAP User Manual for Accounts Receivables Process

Step 7: Expand "**Inbox**" button, under workflow select the park document number "**16000000013**" and double click, the below screen will appear.

Business Workplace of Assistant Engineer					
7 New message 🔀 Find folder 🕼 Find document 🛅 Appointment	alendar 🙆 Distribution lists				
			n]		
★ Workplace: Assistant Engineer	▋▋♥₭₪シ测ℤ₽₩∭₪₽₽₽₿₽₽₽₿₩₽	a A Mair	1		
Unread Documents 55	Workflow 654				
Documents 106	Exe Title	Status	Work Item ID Creation Date	Creation Ti	P At
Workflow 654	Please approve the Parked Invoice 1600000013, Year 2019	Ø	428317 01.04.2020	15:33:44	5
Overdue entries 0	Please approve the Parked Invoice 2000000010, Year 2019	Ø	428206 01.04.2020	02:23:18	5
Deadine Messages 0	Please approve the Parked Invoice 2200000091, Year 2019	Ø	428048 31.03.2020	23:10:35	5
Entries with Errors 0	Please approve the Purchase Order 4502000131	Ø	428034 31.03.2020	16:30:49	5
	Please approve the Purchase Order 4502000131	Ø	428027 31.03.2020	16:28:53	5
V 😅 Resubmission	Please approve the Parked Invoice 2900000054, Year 2019	Ø	427931 31.03.2020	14:25:55	5
	Please approve the RESERVATION 0000000776	Ø	427754 30.03.2020	19:03:28	5
	Please approve the RESERVATION 0000000776	Ø	427751 30.03.2020	19:00:07	5
Trash	Please approve the Purchase Order 4502000129	Ø	427680 30.03.2020	18:36:22	5
fi Shared trash	Please approve the Purchase Order 4502000129	Ø	427673 30.03.2020	18:32:46	5
	Please approve the Quotation 1002000063	Ø	427666 30.03.2020	18:29:50	5
	Please approve the Purchase Requisition 2002000496	Ø	427629 30.03.2020	18:15:50	5
	Please approve the Purchase Requisition 2002000496	Ø	427608 30.03.2020	18:07:20	5
	Please approve the Purchase Order 4502000128	Ø	427541_30.03.2020	17:43:46	5
			🎾 Tips & tricks:	Execute	Work
	Please approve the Parked Invoice 160000001	3, Year 20	19		

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:	Step 8: In this step Click on the Approve option to post the park	ked Invoice "1600000013".		
	Decision Step in Workflow			
	Workflow 🗗 Create 😰 Import			
	Please approve the Parked Invoice 1600000013, Year 2019			
	Choose one of the following alternatives			
	Approve			
	Reject			
	Display			
	Approval or Rejection History			
	Hold			
	Description	Objects and attachments		
	Select one of the available decision options. This completes the processing of this step.	No attachments or objects exist		
	Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.			
	If you choose Cancel, the user decision remains in your inbox for processing.			

Step 9: Onces parked Invoice "**Approved**" document got posted in company code to display posted document go to FB03 and display the document.

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		Page 72 of 241




SAP User Manual for Accounts Receivables Process

Display of posted document:

10	Display Document: Data Entry View															
1																
Data E	Data Entry View															
Docur	ment	Numb	er	160	0000013		Company Code	1200		Fiscal Year	2019					
Docur	ment	Date		31.	03.2020		Posting Date	31.03.2	2020	Period	12					
Refer	ence			DEP	T/INV/20	020	Cross-Comp.No.									
Curre	Currency INR		Texts Exist			Ledger Group										
	<u>۵</u> [۹	7 6	8	協	78 🗈 🛛	2 🗈 🕴	%i 📮 🗗 I	🔄 🗎 🖽	<u>ا</u> ا	1						
CoCd	Item	Кеу	S	Trs	Account		Description				Amount	Curr.	Тх	Cost Center	Profit Center	r S
1200	1	11			700031		J.M. Baxi & Compa	ny			1.200,00-	INR	A1			
	2	40			3418000	0	Water Charges				1.142,86	INR	A1		1204	
	3	40		ZOC	1815000	3	CGST Payable				28,57	INR	A1			
	4	40		ZOS	1815000	4	SGST Payable				28,57	INR	A1			

F-67 – Customer Credit Memo Parking:

Enter transaction code F-67 in command bar (or) Follow the below navigation path.

Step 1: SAP Easy Access \rightarrow SAP Menu \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Document Entry \rightarrow Document Parking \rightarrow F-67 (Credit Memo Parking –General)

F-67	- < □ © @ @ □ ₩ ₩ ₹
SAP Easy Acce	55
🚯 🖻 💊 🖁 🖧 Ot	her menu 🛛 😹 🔀 🥒 🛛 🖛 🗌 🌆 Creat
Accounting Accounting Accounting Gener Accou Counting Accounting Counting Counting	Accounting ral Ledger Ints Receivable Scument Entry P F870 - Invoice P F-22 - Invoice - General
	9 F-27 - Credit Memo - General 9 F-28 - Incoming Payments 9 F-26 - Payment Fast Entry
	Occument Parking FV70 - Park/Edit Invoice F-64 - Invoice Parking - General FV75 - Park/Edit Credit Memo FV75 - Park/Edit Credit Memo F-67 - Credit Memo Parking - General

Step 2: In the next screen enter the required details

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Park Document: Document Header									
Fast Data Entry 🕼 Acct model									
Document Date	31.03.2020	Doc. Type	DG	Company Code	1200				
Posting Date	31.03.2020	Period	1	Currency	INR				
Document Number				Translation dte					
Reference	DEPT/INV/2	020							
Doc.Header Text	customer cre	dit memo							
Partner BArea									
Control									
Only Transfer A	mts in Docum	ent Crcy in Invoid	e						
First line item									
PstKy 40 Account 34180000 SGL Ind Type									
			_						

Step 3: Provide the values as shown above and press enter.

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		Page 74 of 241





SAP User Manual for Accounts Receivables Process

Park Document: Change G/L Account Item								
🚨 🗟 🗟 Fa	st Data Entry 🚺 Tax	鹶 More data 🛛 😽 Acct mo	del 🔓 Check					
G/L Account Company Code	34180000 Water Cha 1200 Deendayal Port Ti	arges rust						
Item 1 / Debit entry	/ 40							
Amount	1.000,00	INR						
Tax Code	Al	Calculate Tax						
Business place	1200							
Asset Purchasing Doc. Assignment	CUSTOMER CR MEMO	Real estate obj 🖻 🖻	More					
Text	CUSTOMER CR MEMO		🧟 Long Texts					
Next Line Item PostKey 11 Accou	unt 700001	SGL Ind 🕑	New Co.Code					

Step 4: provide the values as shown above and press enter.

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		Page 75 of 241	





SAP User Manual for Accounts Receivables Process

	4					· · · ·
	🖁 Fast Data En	try 🛄 T	ax 🛛 🚽 More data	😽 Acct model	Withholding tax	data 📋 🖬 Check
Customer	700001	ABC Ship	ping Pvt. Ltd.	G/L A	Acc 23400001	
Company Code	1200	12, Netaj	i Road			
Deendayal Port 1	Frust	Chennai				
Item 2 / Credit I	memo / 11					
Amount	1000		INR			
				Bus./Sec	tn /	
Contract		1	Flow Type			
Bus. Area						
Payt terms			Days/percent	1	1	
Bline Date	31.03.2020		CD Amount			
CD Base			Invoice Ref.	1	1	
Pmnt block			Payt Method			
Assignment	CUSTOMER C	R MEMO				
Text	CUSTOMER C	R MEMO		đ	🔍 Long Texts	

Step 5: Provide the values as shown above and click on "Overview"

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		Page 76 of 241





SAP User Manual for Accounts Receivables Process

Currency	Fast Data Entr	y 🚹 Tax 🕏	Acct mo	del 🚇 Documen	t header 🔓 Check
Oocument Date	31.03.2020	Туре	DG (Company Code	1200
osting Date	31.03.2020	Period	12 (Currency	INR
Document Number		Fiscal Year	2019	Translation dte	31.03.2020
Reference	DEPT/INV/202	20		Trading part.BA	
Doc.Header Text	customer credi	t memo		Texts Exist	Net Entry
001 40 34 002 11 70	200 No. Des 4180000 Wat 00001 ABC	scription er Charges Shipping Pvt.	Ltd.	Al	1.000,00 1.000,00-

Step 6: Check and verify the line items and park the document. To park click on **"Park".** Once the document is parked the system will populate the below message.

Ocument 160000014 1200 was parked







SAP User Manual for Accounts Receivables Process

User Svstem Help							
	4 📙 (😋 🔇 🗄 間 職 27 17 47 (27 18 18 19 19 18 19 19 18 19 19 18 19 19 19 18 19 19 19 18 19 19 19 18 19 19 19 18 19 19 19 18 19 19 19 18 19 19 19 19 19 19 19 19 19 19 19 19 19						
SAP							
New password							
Client	400						
User	AE001						
Password	****						
rassword							
Logon Language	EN						
Menu Edit Favorites Extra	SAP Business Workspace Button. as System Help CORE						
SAP Easy Access							
Tavorites							
I Funds Management ■ FMRP_RW_BUDCON - I	Budget Control System (BCS) -> Budget -> Overview of Budget C						
FMRP_RW_BUDGET - E	ient Budget Control System (BCS) -> Budget -> Budget Overview						
■ OB_GLACC13 - G/L acc KS12N - Mass Maintena	B OB_GLACC13 - G/L acct record: Mass maintenance 03 B KS12N - Mass Maintenance for Cost Centers						
	ance for Cost Centers						
 ZMMR001 - Purchase R ZFI14 - Fixed Deposit L 	ct record: Mass maintenance 03 ance for Cost Centers Register Upload						
	ct record: Mass maintenance 03 iance for Cost Centers Register Upload Interest calculation						
	nk Connectivity						
	ct record: Mass maintenance 03 iance for Cost Centers Register Upload Interest calculation nk Connectivity ponents						
Image: Second state of the second	ct record: Mass maintenance 03 hance for Cost Centers Register Upload Interest calculation nk Connectivity ponents						
 ZMMR001 - Purchase R ZFI14 - Fixed Deposit I ZFI13 - Fixed Deposit I SAP Menu Connector for Multi-Bar Office Cross-Application Comp Logistics Accounting Human Resources Information Systems 	ct record: Mass maintenance 03 nance for Cost Centers Register Upload Interest calculation nk Connectivity ponents						
ZMMR001 - Purchase R ZFI14 - Fixed Deposit U ZFI13 - Fixed Deposit U Connector for Multi-Bar Office Coss-Application Comp Cogistics Accounting Human Resources Information Systems Tools WebClient UI Framewoo	rk						

Step 7: To approve the document login as approver in the SAP system.

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		Page 78 of 241	





SAP User Manual for Accounts Receivables Process

Step 9: Expand "**Inbox**" button, under workflow select the park document number "**1600000001**4" and double click, the below screen will appear.

Business Workplace of Assistant Engineer							
7 New message 🛱 Find folder 🛱 Find document 🕮 Appointment calendar 🍻 Distribution lists							
 ✓ ✓ Workplace: Assistant Engineer ✓ ➢ Inbox ✓ Unread Documents 56 	최 () 생 () () () () () () () () () () () () ()	88 7 7 8 6	<u>1</u>				
Documents 107	Exe Title	Status	Work Item ID Creation Date	Creation Ti	i P Att		
	Please approve the Parked Invoice 1600000014, Year 2019	<u> </u>	428332 01.04.2020	15:43:45	5		
Deadline Messages 0	Please approve the Parked Invoice 2000000010, Year 2019	¥	428206 01.04.2020	02:23:18	5		
Entries with Errors 0	Please approve the Parked Invoice 2200000091, Year 2019	×	428048 31.03.2020	23:10:35	5		
D 🗢 Outbox	Please approve the Purchase Order 4502000131		428034 31.03.2020	16:30:49	5		
🕑 👜 Resubmission	Please approve the Purchase Order 4502000131		428027 31.03.2020	10:28:53	5		
Private folders	Please approve the Parked Invoice 2900000054, Year 2019		42/931 31.03.2020	14:25:55	5		
Shared folders	Please approve the RESERVATION 00000007/6		42//54 30.03.2020	19:03:28	5		
V Subscribed Folders	Please approve the RESERVATION 00000007/6		42//51 30.03.2020	19:00:07	5		
Trash Trash	Please approve the Purchase Order 4502000129		42/080 30.03.2020	18:30:22	5		
🖬 Shared trash	Please approve the Purchase Order 4502000129		42/6/3 30.03.2020	18:32:40	5		
	Please approve the Quotation 1002000063		42/000 30.03.2020	18:29:50	5		
	Please approve the Purchase Requisition 2002000496		42/629 30.03.2020	18:15:50	5		
	Please approve the Purchase Requisition 2002000496		42/608 30.03.2020	18:07:20	5		
	Please approve the Purchase Order 4502000128	M	477541_30.03.2020	17:4.3:40			
	Please approve the Parked Invoice 16000000	7 Tips 14, Year 20	& tricks: Display wo	rkflow re	lation		

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Page 79 of 241





SAP User Manual for Accounts Receivables Process

Step 10: Double Click on the "Please Approve Parked document **"1600000014"** message. It will open the approve Park customer credit memo Document in Display mode.

Decision Step in Workflow	
📓 Workflow 🗓 Create 👔 Import	
Please approve the Parked Invoice 1600000014, Year 2019	
Choose one of the following alternatives	
Approve	
Reject	
Display	
Approval or Rejection History	
Hold	
Description	Objects and attachments
Select one of the available decision options. This completes the processing of this step.	No attachments or objects exist
Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.	
If you choose Cancel, the user decision remains in your inbox for processing.	

Step 11: Onces parked Invoice "**Approved**" document got posted in company code to display posted document go to FB03 and display the document.

Display of posted document:

	Display Document: Data Entry View														
۶ 🏏	6 Q		I	Ta	xes ដ	Display	Currency	ieneral Ledge	er View						
Data E	Data Entry View														
Docur	nent	Numł	ber	160	0000014		Company Code	1200	Fisca	l Year	2019				
Docur	ment	Date		31.	03.2020		Posting Date	31.03.2	2020 Peri	d	12				
Refer	ence			DEP	T/INV/20	20	Cross-Comp.No.								
Currer	ncy			INR			Texts Exist		Ledg	jer Group					
	<u>8</u>	7 6	1	iii) ا	710 2		1 🗋 🚰	1 🔄 🗉 🖽	i 🖪						
CoCd	Item	Кеу	S 1	Trs	Account		Description				Amount	Curr.	Tx	Cost Center	Profit Center
1200	1	40			3418000	0	Water Charges				952,38	INR	A1		1204
	2	11			700001		ABC Shipping Pvt.	. Ltd.			1.000,00-	INR	A1		
	3	40	Z	ZOC	18150003	3	CGST Payable				23,81	INR	A1		
	4	40	Z	ZOS	18150004	4	SGST Payable				23,81	INR	A1		

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Page 81 of 241

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Display of Parked Documents: (Invoice and Credit Memo):

FBV3 – Parked Documents Display

Enter Transaction code FBV3 in command bar (or) Follow the below navigation path.

Step 1: SAP Easy Access \rightarrow SAP Menu \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Document \rightarrow Parked Documents \rightarrow FBV3 (Display)



Step 2: In the next screen enter the required details.

Display Park	red Document: Initial Screen
iii Document list	Editing Options
Key for Parking	
Company Code	1200
Document Number	160000005
Fiscal Year	2019

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Step 3: Provide the values as shown above and press enter to view the document line items.

Ø	•	« 🖯 🗟 🚱	2 🗁	前路日和白。	🖓 🎝 🗮 🔁 📀 🖳			
💌 🛛 Displa	Display Parked Document: Overview							
Currency	🕌 Currency 🖾 Fast Data Entry 🧵 Tax 😂 Document header							
Document Date Posting Date	27.09.201	9 Type 9 Period	DG 6	Company Code Currency	1200 INR			
Document Number	160000000	5 Fiscal Year	2019	Translation dte	27.09.2019			
Reference	CMEMO/09/2	2019		Trading part.BA				
Doc.Header Text	CMEMO/09/	2019		Texts Exist	Net Entry			
Line items								
Itm PK BusA A	cct no. 1	Description		Tx	Amount			
001 40 3	4180000 1	Water Charges		A1	1,000.00			
002 11 7	00001 1	ABC Shipping Pvt	. Ltd.		1,000.00-			

Step 4: Come back to previous screen. To come back click on "Back Arrow" button.

ked Document: Initial Scree
Z Editing Options
1200
160000005

Step 5: Click on "Document List" to view the list of parked documents which was posted. In the below screen the user has to specify the selection criteria to view the documents list

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List of Parked Documents						
- 🚱 🗓						
Company code	1200	to				
Document number		to	(
Fiscal year	2019	to	(
General Selections						
Posting date	27.09.2019	to				
Document date		to				
Document type		to				
Reference		to	_			
Document header text		to				
Entered by	MZ00596723	to	(
Processing Status						
Enter release		to				
Complete		to	<u></u>			
Released		to				

Step 6: provide the values as shown above and click on "Execute".

Ľ	Display Parked Documents: List								
9	9 🗟 🖹 🖕 着 🖉 📲 🐨 🎟 🖽 🖏 💽 🖪 🖌 🔺 🕨 🔋								
	St.	SCCd	CoCd	Object Key	DocumentNo Document Header Text	Year	Reference	User	Posting Date
		1200	1200	160000000412002019	160000004	2019	CMEMO/09/2019	MZ00596723	27.09.2019
		1200	1200	16000000512002019	160000005 CMEMO/09/2019	2019	CMEMO/09/2019	MZ00596723	27.09.2019
		1200	1200	170000001112002019	170000011	2019	CUSINV/09/2019	MZ00596723	27.09.2019
		1200	1200	170000001212002019	1700p00012	2019	CUSINV/09/2019	MZ00596723	27.09.2019
		1200	1200	17000001312002019	170000013 Custinv/09/2019	2019	CUSTINV/09/2019	MZ00596723	27.09.2019

Step 7: Double click on **"Document No"** to view the document line items.

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SAP User Manual for Accounts Receivables Process

📃 🛛 Displa	y Parked	Custor	mer Invoice 170000001	1 1	200 2019	
ᡖ Tree on 🛛 🖉 🛛	ocument 🖌	nter 🖉 🖉	options			
Transactn Invoid Basic data F Customer Invoice date Posting Date	Ce Payment [700001 27.09.2019 27.09.2019	Details	Bal. 0.00 Workflow Tax W		Customer Address ABC Shipping Pvt. Ltd. 12, Netaji Road 600001 Chennao	
Amount Bus.Place/Sectn	20,000.00		DocumentNo 1700000011 Doc. Currency INR Calculate Tax	111	iii) OIs Bank data: not available	
Text				* *		
1 Items (No ent	ry variant sele	cted)				
B S G/L acct	Short Text	D/C	Amount in doc.curr.	Lo	oc.curr.amount	т т
34180000	Water Char	Cred 🔻	20,000.0	00	20,	000.00A1

🖲 Displa	ay Parke	d Document:	Over	view	
Currency 🔄	Fast Data E	ntry 🚺 Tax 😂	Docume	nt header	
Document Date Posting Date Document Number Reference Doc.Header Text	27.09.201 27.09.201 160000000 CMEMO/09/ CMEMO/09/	9 Type 9 Period 5 Fiscal Year 2019 /2019	DG 6 2019	Company Code Currency Translation dte Trading part.BA Texts Exist	1200 INR 27.09.2019 Net Entry
Line items					
Itm PK BusA Ad	cct no.	Description		Tx	Amount
001 40 34	4180000	Water Charges		A1	1,000.00
002 11 70	00001	ABC Shipping Pvt.	Ltd.		1,000.00-

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		Page 84 of 241





Page 85 of 241

SAP User Manual for Accounts Receivables Process

FBV2 – Change Park Document:

Enter transaction code FBV2 in command bar (or) Follow the below navigation path:

Step 1: SAP Easy Access \rightarrow SAP Menu \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Document \rightarrow Parked Documents \rightarrow FBV2 (Change)



Step 2: In the next screen enter the required details.

Change Park	ed Document: Initial Screen
iii Document list	Sediting Options
Key for Parking	
Company Code	1200
Document Number	160000005
Fiscal Year	2019
-	

Step 3: Provide the values as shown above and press enter.

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SAP User Manual for Accounts Receivables Process

☑ Document E	dit <u>G</u> oto E	xtr <u>a</u> s <u>S</u> ettings	En <u>v</u> ironment	System <u>H</u> e	elp
Ø	• «	😡 🔕 😒 🛛		₽₽₽£) 🔽 🔽 🕜 🖳
📃 Chang	ge Parked I	Document: C	Overview		
Currency 🔄	Fast Data Entry	🚺 Tax 🛛 😽 A	cct model 🛛 😂 🛛	Document hea	der 🔓 Check
Document Date	27.09.2019	Type D	G Company	Code 120	00
Posting Date	27.09.2019	Period 6	Currency	IN	R
Document Number	160000005	Fiscal Year 2	019 Translatio	n dte 27.	.09.2019
Reference	CMEMO/09/201	9	Trading p	art.BA	
Doc.Header Text	CMEMO/09/201	9	Texts Exis	st 🗌	Net Entry
Line items					
Itm PK BusA A	cct no. Des	cription		Ix	Amount
001 40 34	4180000 Wat	er Charges	i	A1	1,000.00
002 11 70	00001 ABC	Shipping Pvt.	Ltd.		1,000.00-

Step 4: In the above screen, if we want to change the values at header level then go to menu bar and click on **"Goto"** and click on **"Document Header"** as below screen.

Document Edit	Goto Extras Settin	as Environment	System Hel	a			
Ø	Document header	Shift+F7	AD AD 👿 🗖	I 🔞 🖪			
🕫 🗈 Chai	Overview Fast Data Entry	Shift+F8	Overvi	ew			
👪 Currency 🖾 F	Act assgnmt mode	el F6	del 🚇 Doc	ument header	6 Check		
	Display as list				C 1	1200	
Document Date	Back	F3	J	DG Con	npany Code	1200	
Posting Date	27.09.20	Period		6 Cur	rency	INR	
Document Number	1600000	Fiscal Y	'ear	2019 Tra	nslation dte	27.09.2019	
Reference	CMEMO/09	9/2019		Tra	ding part.BA		
Doc.Header Text	CMEMO/09/	2019		Text	ts Exist	Net Entry	
Line items							
Itm PK Bus	A Acct no.	Descriptio	on		Tx	Amount	:
001 40	34180000	Water Char	rges		A1	1,000.00	
002 11 000	1 700001	ABC Shipp:	ing Pvt.	Ltd.		1,000.00-	
D 1,000.00		C 1,000.00	0	Itm	2	0.00	

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		Page 86 of 241





SAP User Manual for Accounts Receivables Process

Ø	🔹 💫 🔊 🔚 » 🔽) 🗔 🛃 🕜 💻
💌 🛛 Change	Parked Document: Ch	ange Document He	eader
2			
General Data			
Document Number	160000005 Type	🔾 Company Code	1200
Document Date	27.09.2019	Currency/Rate INR	
Posting Date	27.09.2019	Translation dte	27.09.2019
Reference	CMEM0/09/2019	Period	6
Doc.Header Text	CMEMO/09/2019	Fiscal Year	2019
Trading part.BA		Lot No.	

Step 5: In the above screen change values whichever is required and click on **"Back arrow"** button to come back to previous screen.

Ø	• «	8 🔊 🔊 📙	x I 🗅	0 0 I D D I) \$) 🗊 🖻 🕜 🖳
📃 Chang	Change Parked Document: Overview				
tourrency	Fast Data Entry	፤ Tax 🛭 🧋	Acct mo	del 🐣 Document	theader 🖆 Check
Document Date	27.09.2019	Туре	DG	Company Code	1200
Posting Date	27.09.2019	Period	6	Currency	INR
Document Number	160000005	Fiscal Year	2019	Translation dte	27.09.2019
Reference	CMEMO/09/2019			Trading part.BA	
Doc.Header Text	CMEMO/09/2019)	1	Texts Exist	Net Entry
			-		
Line items					
Itm PK BusA A	cct no. Desc	ription		Tx	Amount
001 40 34	4180000 Wate	r Charges		A1	1,000.00
002 11 70	00001 ABC	Shipping Pvt	. Ltd.		1,000.00-

Step 6: Double click on "Line items" then the system will display the below screen.

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		Page 87 of 241





SAP User Manual for Accounts Receivables Process

	ange raiked Docu	nem. change	
🔉 🖓 🕞 👔	🗹 Fast Data Entry 🚺 Tax	🚽 More data	Acct model Withholding tax data
Customer	700001 ABC Shippi	ing Pvt. Ltd.	G/L Acc 23400001
Company Code	1200 12, Netaji	Road	
Deendayal Port	Trust Chennao		
Item 2 / Credi	t memo / 11		
Amount	1,000.00	INR	
Contract	✓ Calculate Tax		Bus./Sectn 1200 /
Bus. Area		Flow Type	
Payt terms			
Bline Date		Days/percent	
CD Base	27.09.2019	CD Amount	
		Invoice Ref.	
Pmnt block	Amount is calculated		
		Payt Method	
Accignment			

Step 7: In the above screen change the values whichever is required and come back to previous screen. To come back to previous screen, click on "Back Arrow" button.

	•	-«	x I 🖨 🕅	18 I 29 I 4	1 🕄 📃 🔁 🛛 😨 🖳	
Change Parked Document: Overview						
📩 Currency 🖾 Fast Data Entry 🚺 Tax 🤝 Acct model 😂 Document header 🆆 Check						
Document Date	27.09.201	9 Type	DG Con	npany Code	1200	
Posting Date	27.09.201	9 Period	6 Cur	rency	INR	
Document Number	16000000	5 Fiscal Year	2019 Tra	nslation dte	27.09.2019	
Reference	CMEMO/09/	2019	Tra	ding part.BA		
Doc.Header Text	CMEMO/09/	2019	Tex	ts Exist	Net Entry	
Line items						
Itm PK BusA Ad	cct no.	Description		Tx	Amount	
001 40 34	4180000	Water Charges		Al	1,000.00	
002 11 70	00001	ABC Shipping Pvt	. Ltd.		1,000.00-	

Step 8: As per the step 7 procedure change the values for whichever line items are required and save the document. To save click on **"Save".** Once the document is saved the system will propose the below message.

Preliminarily posted document 1600000005 1200 was changed

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Once the document is saved the system automatically comes to previous screen as below.

Change Parl	ked Document: Initial Scree
iii Document list	Sediting Options
Key for Parking	
Key for Parking Company Code	[<u>1200</u>]Q
Key for Parking Company Code Document Number	160000005
Key for Parking Company Code Document Number Fiscal Year	160000005 2019

Step 9: Click on "Document List" to view all the parked documents which was posted. In the next screen the user has to specify the selection criteria to view the parked documents list.

List of Parked Documen	ts		
- 🚱 🗓			
Company code	1200	to	(
Document number		to	
Fiscal year	2019	to	
General Selections			
Posting date	27.09.2019	to	(
Document date		to	
Document type		to	
Reference		to	
Document header text		to	
Entered by	MZ00596723	to	
Processing Status			
Enter release		to	
Complete		to	
Released		to	

Step 10: Provide the values as shown above and click on "Execute"

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C	Change Parked Documents: List								
9	🥞 🗈 🖗 🚊 🍞 🚚 😇 🖑 🚯 😨 🌐 🏗 🖼 🖼 🚺 🚺 🖌 🔺 🕨 🗎 🖆 Check 🔳								
		_							
	St.	SCCd	CoCd	DocumentNo	Year	Posting Date	P	Document Header Text	Reference
		1200	1200	160000004	2019	27.09.2019	6		CMEMO/09/2019
		1200	1200	1600000005	2019	27.09.2019	6	CMEMO/09/2019	CMEMO/09/2019
		1200	1200	1700000011	2019	27.09.2019	6		CUSINV/09/2019
		1200	1200	170000012	2019	27.09.2019	6		CUSINV/09/2019
		1200	1200	170000013	2019	27.09.2019	6	Custinv/09/2019	CUSTINV/09/2019

Step 11: Double click on **"Document No"** the system will display the below screen.

¥

Edit Parked Customer Credit Memo 1600000004 1200 2019						
嚞 Tree on 🔄 Company Code 🗱 Simulate 🔚 Save as Completed 🖉 Editing options						
Transactn Credi	it memo 🔹					
	Bal. 0.00 🗠					
Basic data	Payment Details Workflow Tax W. Customer					
	Address					
Customer	700001 ABC Shipping Pvt. Ltd.					
Document date	27.09.2019 Reference CMEMO/09/2019 12, Netaji Road					
Posting Date	27.09.2019 600001 Chennao					
	DocumentNo 160000004					
	Doc. Currency					
Amount	1,200.00 INR					
	✓ Calculate Tax III OIs					
	Bank data: not available					
Bus.Place/Sectn	1200 / 1200					
Text						
4 F						
1 Items (No ent	try variant selected)					
🕏 S G/L acct	Short Text D/C Amount in doc.curr. T. Tax jurisdictn code V Assignment					
34180000	Water Char Debit 🔻 1,200.00 A1 Customer C.M 📤					

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Change Parked Document: Overview						
Currency 🔀	Fast Data Ent	ry 🚺 Tax 🔝 A	Acct model	Ӓ Documen	nt header 🛛 🔓 Check	
Document Date	27.09.2019	Type I	DG Com	npany Code	1200	
Posting Date	27.09.2019	Period	6 Curr	ency	INR	
Document Number	160000005	Fiscal Year	2019 Trar	nslation dte	27.09.2019	
Reference	CMEMO/09/20	019	Trac	ding part.BA		
Doc.Header Text	CMEMO/09/20	019	Tex	ts Exist	Net Entry	
Line items						
Itm PK BusA Ad	cct no. De	escription		Tx	Amount	
001 40 34	4180000 Wa	ater Charges		A1	1,000.00	
002 11 0001 70	00001 AF	BC Shipping Pvt.	Ltd.		1,000.00-	

Step 12: In the above screen, if we want to change the values at header level then go to menu bar and click on **"Goto"** and click on **"Document header"** then change the values whichever is required (or) If we want to change the values at line item level then click on **"Line item"** and then change the values whichever is required and save the document.

FBL5N – Customer Line Item Report: (To view	v the list of	parked documents
---	---------------	------------------

ustomer selection			
Customer account	700001	to	(
Company code	1200	to	
election using search help			
Search help ID			
Search string			
Search help			
ne item selection			
Status			
Open items			
Open at key date	28.09.2019		
Ocleared items			
Clearing date		to	
Open at key date			
All items			
Posting date	27.09.2019	to	(
Туре			
✓ Normal items			

Provide the values as shown above and click on "Execute"

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Custo	omer Line Item	Display								
	🕨 🕅 🍪 🥒 🧱 !	🙂 科 🐴 (51	7 4 7			🌐 📲 🛛 🏂 😼) 🛅 🖪	i Selection	ns Create Dispute Case
Custome: Company Name City	r 7 Code 1 A C	00001 200 BC Shipping hennao	Pvt	. Ltd.						
St	Assignment	DocumentNo	Typ	DocDate	s	DD	Local Crcy A	nt LCurr	Clrng doc.	Text
		1600000004	DG	27.09.2019		۵.	1,200.0)- INR		
		1700000011	DR	27.09.2019		4)	20,000.0) INR		
		1700000012	DR	27.09.2019		4)	21,000.0) INR		Customer Invoice
H 🔶	Cust CMEMO	160000005	DG	27.09.2019		,)	1,000.0	0- INR		Customer Credit memo
	Cust Invoice	1700000013	DR	27.09.2019		4))	30,000.0	INR		Customer Invoice
<u>∗ ∆</u>							68,800.0	INR		
		170000010	DR	27.09.2019		٨	21,000.0) INR		Customer Invoice
* 🔘							21,000.0	INR		
** Ac	count 700001						89,800.0	INR		

5. Post Parked Documents (Invoice as well as Credit memo):

Enter transaction code FBVO in command bar (or) Follow the below navigation path:

Step 1: SAP Easy Access \rightarrow SAP Menu \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Document \rightarrow Parked Documents \rightarrow FBV0 (Post/Delete)



Step 2: Double click on "FBV0" then the system will open the below screen.

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SAP User Manual for Accounts Receivables Process

Editing Options
<u> </u>

Step 3: Click on "Document List"

In the next screen the user has to specify the selection criteria to view the list of parked documents which was posted.

Expand "Inbox" button, under workflow Please Approve Parked Invoice "2900000055" message will appear, Double click on the work flow and proceed for next step.

company code	1200	to	
ocument number		to	
iscal year	2019	to	P
General Selections			
Posting date	27.09.2019	to	
Document date		to	
Document type		to	
Reference		to	
Document header text		to	
Entered by	MZ00596723	to	2
Processing Status			
Enter release		to	2
Complete		to	
Released		to	

Step 4: Provide the values as shown above and click on "Execute".

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P	ost	Pari	ked .	Documen	ts: I	list			
9	₽		1 7	x = 4	b 7	3 🎟 🖽 📲	II K ()	🔸 🕨 📄 🖆 Check 🛛 🖷 Create I	Batch Input 🛛 🕨 F
	St.	SCCd	CoCd	DocumentNo	Year	Posting Date	Reference	Document Header Text	User
		1200	1200	160000004	2019	27.09.2019	CMEMO/09/2019		MZ00596723
		1200	1200	1600000005	2019	27.09.2019	CMEMO/09/2019	CMEMO/09/2019	MZ00596723
		1200	1200	1700000011	2019	27.09.2019	CUSINV/09/2019		MZ00596723
		1200	1200	170000012	2019	27.09.2019	CUSINV/09/2019		MZ00596723
		1200	1200	170000013	2019	27.09.2019	CUSTINV/09/2019	Custinv/09/2019	MZ00596723

Step 5: Double click on "Document No" to view the document line items and post the document.

Transata Cred	lit memo				
Transactin Cred	iic memo •	Bal. 0.00			00
Basic data	Payment Details	Workflow Tax W.		Customer	
				Address	
Customer	700001	Sp.G/LI	^	ABC Shipping Pvt.	Ltd.
Document date	27.09.2019	Reference CMEMO/09/2019		12, Netaji Road	
Posting Date	27.09.2019			600001 Chennao	
		DocumentNo 160000004	-		
		Doc. Currency			le l
Amount	1,200.00	INR			
	6	Calculate Tax		iii OIs	
	[•		Bank data: not avail	able
Bus.Place/Sectn	1200 / 1200				
Text			÷		
• •		• •			
1 Items (No en	try variant selected)				
S G/L acct	Short Text D/C	Amount in doc.curr.	T., T	ax jurisdictn code V	Assignment
34180000	Water Char Debit 🔻	1,200.0	0 A1		Customer C.M

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Page 95 of 241

SAP User Manual for Accounts Receivables Process

10	4	Docum	ent O	vervie	w										
91	5	Reset 🚺	Taxes	Comp	lete (📙 Post	P	a 1	-	6	Choose	e [Save	Σ	
Doc	с.Ту	ype:DG(Custon	mer Credi	t Memo) Park	ced d	locume	ent						
Doc	. 1	Number 1	600000	004	Comp	pany Coo	ie	1200	0		Fisca	l Yea	r	2019	9
Doc	. I	Date 2	27.09.2	2019	Post	ting Dat	te	27.0	09.2	019	Perio	d		06	
Cal	Lcu:	late Tax 🕟	1												
Ref	E.Do	. O		9/2019											
Ref Doc	E.Do	oc. (Currency 1	CMEMO/C	9/2019											
Ref Doc	F.Da	Account	INR Accou	09/2019	: Text	Assic	nmen	ıt		Tx		A	mount]	
Ref Doc	E.Do	Account	MEMO/C INR Accou	9/2019 Int Short	: Text	Assig	ynmen	It		Tx		A	mount]	
Ref Doc Itm	E.Do c. (PK 11	Account 700001	MEMO/O	09/2019 ant Short Shipping	: Text Pvt. L	Assig	ynmen	it		Tx		A: 1,20	mount 0.00-]	
Ref Doc Itm 1 2	PK	Account 700001 34180000	Accou ABC S Water	nt Short Shipping Charges	: Text Pvt. L	Assig Lt Custo	ynmen omer	t C.M		Tx A1		Ar 1,20 1,14	mount 0.00- 2.86		
Ref Doc Itm 1 2 3	PK 11 40 40	Account 700001 34180000 18150002	Accou ABC S Water CGST	op/2019 ant Short Shipping r Charges Payable	: Text Pvt. L	Assig Lt Custo	ynmen omer	rt C.M		A1 A1		Ar 1,20 1,14 2	mount 0.00- 2.86 8.57		

Step 7: Check and verify the line items and post the document. To post click on "Post". Once the document is posted the system will propose the below message.

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💌 🖬 Edit P	arked Customer Credit Memo 1600000004 1200 2019
ᡖ Tree on 🗐	Company Code 🛛 🛱 Simulate 🛛 🔲 Save as Completed 🖓 Post 🖉 Editing options
Transactn Crec	lit memo 👻
Basic data	Payment Details Workflow Tax W. Customer
Customer Document date	Address 700001 Sp.G/LI 27.09.2019 Reference CMEMO/09/2019 12, Netaji Road
Posting Date	27.09.2019 600001 Chennao DocumentNo 160000004
Amount	1,200.00 INR Image: Calculate Tax Image: Calculate Tax
Bus.Place/Sectn	1200 / 1200
	ormation Document 1600000004 was posted in company code 1200
S G/L	rr.amount T T 1,200.00 A1 0.00
	0.00

Once the parked documents are posted then that will not be available in FBVO parked document lists.



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		Page 96 of 241





SAP User Manual for Accounts Receivables Process

FBV0 – Delete Parked Document:

Enter transaction code FBVO in command bar (or) Follow the below navigation path:

Step 1: SAP Easy Access \rightarrow SAP Menu \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Document \rightarrow Parked Documents \rightarrow FBV0 (Post/Delete)



Step 2: Double click on "FBV0" the system will open the below screen.

	P Ealary Options
Key for Parking	
Company Code	

Step 3: Click on "Document List".

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Page 98 of 241

SAP User Manual for Accounts Receivables Process

In the next screen the user has to specify the selection criteria to view the list of parked documents which was posted.

List of Parked Docum	nents		
-& I			
Company code	1200	to	(
Document number		to	
Fiscal year	2019	to	
General Selections			
Posting date	27.09.2019	to	
Document date		to	
Document type		to	
Reference		to	
Document header text		to	
Entered by	MZ00596723	to	
Processing Status			
Enter release		to	
Complete		to	
Released		to	

Step 4: Provide the values as shown above and click on "Execute"

	Post Parked Documents: List										
	🥞 🗊 🚔 🍞 🚚 🚍 🖑 🚯 😨 🌐 🖽 🖏 🗓 🖬 🖛 🖓 🖬 🖉 🖬 🖓 🖓										
l	B	St.	SCCd	CoCd	DocumentNo	Year	Posting Date	Document Header	Text	Reference	
			1200	1200	160000005	2019	27.09.2019	CMEMO/09/2019		CMEMO/09/2019	
			1200	1200	1700000011	2019	27.09.2019			CUSINV/09/2019	
Ī			1200	1200	1700000012	2019	27.09.2019			CUSINV/09/2019	
1			1200	1200	1700000013	2019	27.09.2019	Custinv/09/2019		CUSTINV/09/2019	

Step 5: Double click on "Document No" the system will open the below screen.

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☑ <u>D</u> ocument <u>E</u> d	it <u>G</u> oto Extr <u>a</u> s	<u>S</u> ettings En <u>v</u> ironr	nent S <u>y</u> stem	<u>H</u> elp	
Ø	▼ « 📙 (a 😪 😞 I 🗁 M	(i) 🕄 🔁 💭	🕄 🜄 🖂 🕜 💻	
Edit D:	orked Customer	Invoice 170	000001717	00 2010	
	inkeu customei	11100100 1700	0000012 12	00 2019	
晶 Tree on 🛯 🗐 C	ompany Code 🛛 🐯 Sin	nulate 🛛 🔚 Save as	Completed 🛛 🔚 🖡	Post 🖉 Editing options	
Transactn Invoid	ce 🔹				
			Bal. 0.00		040
Basic data P	ayment Details	Workflow Tax	W. 🛛 🕨	Customer	
				Address	
Customer	700001	Sp.G/LI		ABC Shipping Pvt. Ltd.	
Invoice date	27.09.2019	Reference CUS	SINV/09/2019	12, Netaji Road	
Posting Date	27.09.2019			600001 Chennao	
		DocumentNo 170	0000012	#	
		Doc. Currency			
Amount	21,000.00	INF	L I		
		Calculate Tax		OIs OIs	
	Γ		•	Bank data: not available	_
Bus.Place/Sectn	1200 /				
Text	Customer Invoice			<u> </u>	
4 1				·	
1 Items (No ent	ry variant selected)				
B S G/L acct	Short Text D/C	Amount in doc.curr		Loc.curr.amount	Т., Т
34180000	Water Char Cred 🔻		21,000.00	21	,000.00A1 🍝

Step 6: Go to menu bar and click on **"Document"** and click on **"Delete parked document"** to delete the parked document as below.

Click on "Delete parked document" then the system will propose the below message.

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		Page 99 of 241





SAP User Manual for Accounts Receivables Process

Edit Parked Customer Invoice 1700000012 1200 2019						
晶 Tree on 🛯 🗐	Company Code 🛛 🛱 Simulate 🛛 🔚 Save as Completed 🛛 🔚 Post	Sediting options				
Transactn Invo	ice 👻					
	Bal. 0.00	040				
Basic data	Payment Details Workflow Tax W. I 🖳	Customer				
		Address				
Customer	700001 Sp.G/LI	ABC Shipping Pvt. Ltd.				
Invoice date	27.09.1 🗁 Delete Parked Document	L2, Netaji Road				
Posting Date	27.09.2 Data will be lost	500001 Chennao				
	Delete parked document?					
Amount	21,000.					
		OIs				
	Vas	ank data: not available				
Bus.Place/Sectn	1200 /					
Text	Customer Invoice					

Step 7: Click on **"Yes"** to delete the parked document. Once the document is deleted then the system will propose the below message.

Parked document 1700000012 1200 2019 deleted

Once the parked documents are deleted then that will not be available in FBV0 parked documents list.

P	Post	Par	ked .	Documen	nts: List
9			1 V	x = 4	🕒 🛛 🎟
	St.	SCCd	CoCd	DocumentNo	Year
		1200	1200	160000005	2019
		1200	1200	170000011	2019
		1200	1200	170000013	2019

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6. Customer Advance Payment: (Without advance request)

F-29 - Down Payment

Enter transaction code F-29 in command bar (or) Follow the below navigation path:

Step 1: SAP Easy Access \rightarrow SAP Menu \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Document Entry \rightarrow Down Payment \rightarrow F-29 (Change)

🕑 F-29	✓ ◀ 🔲 । ☎ ፼ ፼ । ⊑
SAP Easy A	ccess
	🖁 Other menu 🛛 😹 🔀 🥒 🛛 🔻 🔺
Cal Accoun Cal Fina Cal Cal	ting ncial Accounting General Ledger Accounts Receivable Document Entry \bigcirc FB70 - Invoice \bigcirc F-22 - Invoice - General \bigcirc FB75 - Credit Memo \bigcirc F-27 - Credit Memo \bigcirc F-28 - Incoming Payments \bigcirc F-26 - Payment Fast Entry \bigcirc Document Parking \bigtriangledown Down Payment
	 F-37 - Request F-29 - Down Payment

Step 2: Double click on "F-29" then the system will open the below screen.

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		Page 101 of 241





SAP User Manual for Accounts Receivables Process

Post Customer Down Payment: Header Data				
🔊 New Item R	equests			
Document Date Posting Date Document Number Reference Doc.Header Text Trading part.BA	29.09.2019 Type DZ 29.09.2019 Period 6 Customer Adv Customer Advance	Company Code Currency/Rate Translation dte Cross-CC Number Tax Reporting D	1200 INR	
Customer Account Altern. CoCode	700001	Special G/L Ind	A	
Bank Account Amount	23110001 15000	Business Area		
Bank Charges Value date Text	29.09.2019 Customer Advance	LC Bank Charges Profit Center Assignment	1204 Cust Advance	

Step 3: Provide the values as shown above and press enter the system will open the below screen.

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		Page 102 of 241





SAP User Manual for Accounts Receivables Process

7. Customer Incoming Payment (Full, Partial, and Residual):

Customer Incoming Payment: (Full Payment against customer Invoices)

FB70 – Customer Invoice Posting:

Enter transaction code FB70 in command bar (or) Follow the below navigation path:

Step 1: SAP Easy Access \rightarrow SAP Menu \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Document Entry \rightarrow FB70 (Invoice).



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		Page 103 of 241





SAP User Manual for Accounts Receivables Process

Transactin 100	ice							
			Bal. 0,00	1 [C	- /		
Basic data 👔	Payment Detai	ils Tax Wit	hholding tax Note	es	Custome	<u>ل</u>		
					Address	5		
Customer	700031	Sp.G/LI		- F	Compa	ny		
Invoice date	01.03.2020	Reference	DEPT/INV/2020	H	J.M. Ba	ixi & Company		
Posting Date	31.03.2020				No.87	3rd Floor, Seva	Sadan Ll,	Ne
Cross-CC Number					370210) Kutch		
Amount	10.000,00		INR		283	34276030		
		Calculate Tax	x					
		A1 (CGST+SGS	T 5% 🖹			OIs		
Bus.Place/Sectn	1200 / 1200				Bank dat	ta: not available	_	
Text	CUSTOMER INVOI	ICE						
Paymt terms	Due immediately							
	-							
1 Items (No. er	try variant selected							
	Short Toxt D/C	Amount in do	c curr	Sch	Dint D	u Durc Droff	t contor	Darte
	SHOTE TEXE D/C	Amount in do	c.cum.	ana	PIIL P	uPuicPion	center	raiti
A 24180000	Motor Char Char					1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
✔ 34180000	Water Char Cred	1 E	10.000,	000		1204		

Step 2: Provide the values as shown above and click on "Simulate".

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		Page 104 of 241





SAP User Manual for Accounts Receivables Process

νo	cu	ment Ov	erview										
Q	ŵ	Reset 🚺	Taxes 📙 Park	📙 Com	plete 🍞	87	6	Choose	🔁 Save	2	T	b 💋	2 🗐 🗍
	_												
Doc	c.Ty	ype:DR (Customer Invoice	e) Nor	mal docum	nent							
Doc	c. 1	Number		Compan	y Code	1200		Fiscal	Year	2019)		
Doc	c. I	Date (01.03.2020	Postin	g Date	31.03.	2020	Period		12			
Cal	Lcu:	late Tax 🖪	/										
Ref	E.Do	oc. I	DEPT/INV/2020										
Doc	e. (Currency 1	INR										
			LTTT.										
Itm	PK	Account	Account Short 1	ſext	Assignmer	nt	Tx		Amount				
Itm	PK	Account	Account Short 1	[ext	Assignmer	ıt	Tx		Amount				
Itm 1	PK	Account 700031	Account Short 1 J.M. Baxi & Con	Text npany	Assignmer	lt	Tx Al	1	Amount 0.000,00				
Itm 1 2	PK 01 50	Account 700031 34180000	Account Short 1 J.M. Baxi & Con Water Charges	Text Mpany	Assignmer	ıt	Tx A1 A1	1	Amount 0.000,00 9.523,80	-			
Itm 1 2 3	PK 01 50 50	Account 700031 34180000 18150003	Account Short 1 J.M. Baxi & Con Water Charges CGST Payable	fext npany	Assignmer	nt	Tx A1 A1 A1	1	Amount 0.000,00 9.523,80 238,10	-			

Step 3: In the above screen check and verify the line items and "Complete" the document. This will trigger the workflow

To park the document, click on "Complete Button", the system will give the information message as below

Ocument 170000037 1200 was parked

Step 4: To approve the document login as approver in the SAP system.







SAP User Manual for Accounts Receivables Process



Step 6: Expand "**Inbox**" button, under workflow Please Approve Parked Invoice "**1700000037**" message will appear, Double click on the work flow and proceed for next step.

Business Workplace of Assistant Engineer		
😿 New message 🔀 Find folder 🔀 Find document 📴 Appointment d	ilendar 🗃 Distribution lists	
 Workplace: Assistant Engineer Inbox Unread Documents 57 Documents 108 Uncedence 54 	Do & @ © DE E Do Do B = D C + = o T Workflow 654 Exa_Title	명 [또 집) () () () () () () () () () () () () (
Vordue entries 0 Deadline Wessages 0 Entries with Errors 0	Please approve the Parked Invoice 1700000037, Year 2019 Please approve the Parked Invoice 200000010, Year 2019 Please approve the Parked Invoice 2200000091, Year 2019 Please approve the Parked Invoice 220000091, Year 2019	Q 428347 01.04.2020 16:18:01 5 Q 428206 01.04.2020 02:23:18 5 Q 428048 31.03.2020 23:10:35 5 Q 428048 31.03.2020 23:10:35 5
Outbox GResubmission GP rivate folders	Please approve the Purchase Order 4302000131 Please approve the Purchase Order 4502000131 Please approve the Parked Invoice 290000054, Year 2019 Please approve the RESERVATION 0000000776	Image: Weight of the state of the
Subarde Tolders Trash Shared trash	Please approve the RESERVATION 0000000776 Please approve the Purchase Order 4502000129 Please approve the Purchase Order 4502000129	Image: Constraint of the state of
	Please approve the Quotation 1002000063 Please approve the Purchase Requisition 2002000496 Please approve the Purchase Requisition 2002000496 Please approve the Purchase Order 4502000128	Q 427666 30.03.2020 18:29:50 5 Q 427629 30.03.2020 18:15:50 5 Q 427608 30.03.2020 18:07:20 5 Q 427541 30.03.2020 18:07:20 5
	Tips & t Please approve the Parked Invoice 1700000037,	tricks: Group work items according to conten Year 2019

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		Page 106 of 241





SAP User Manual for Accounts Receivables Process

tep 7: In this step Click on the Approve option to post the par	ked Invoice "170000037
Decision Step in Workflow	
📽 Workflow 🗓 Create 😰 Import	
Please approve the Parked Invoice 1700000037, Year 2019	
Choose one of the following alternatives	
Approve	
Reject	
Display	
Approval or Rejection History	
Hold	
Description	Objects and attachments
Select one of the available decision options. This completes the processing of this step.	No attachments or objects exist
Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.	

Step 8: Onces parked Invoice "**Approved**" document got posted in company code to display posted document go to FB03 and display the document.

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		Page 107 of 241





SAP User Manual for Accounts Receivables Process

Display of posted document:

	Display Document: Data Entry View															
ا 🞾	🞾 🖻 🕄 🚇 🚹 Taxes 👬 Display Currency 🖳 General Ledger View															
Data E	Data Entry View															
Docur	ment	Num	ber	170	0000037		Company Co	ode	1200		Fiscal Year	2019				
Docur	ment	Date	e	01.	03.2020		Posting Dat	e	31.03.2	020	Period	12				
Refere	ence			DEP	T/INV/20	20	Cross-Comp	.No.								
Currer	ncy			INR			Texts Exist	Texts Exist Ledger Group								
	<u>8</u> 9	7 (別	協	78 🗈 🗕	5 8 9	20 I 🕒 (🖓 ð 📴	3 B 🖽 B	1						
CoCd ⁺	Item	Key	S	Trs	Account		Description					Amount	Curr.	Тх	Cost Center	Profit Center
1200	1	01			700031		J.M. Baxi & C	Company				10.000,00	INR	A1		
	2	50			3418000	0	Water Charg	es				9.523,80-	INR	A1		1204
	3	50		ZOC	1815000	3	CGST Payabl	e				238,10-	INR	A1		
	4	50		ZOS	18150004	4	SGST Payabl	e				238,10-	INR	A1		

FBL5N – Customer Line item repot:

Customer Line Item Display							
📕 🔹 🕨 🗞 🖉 🖾 😰 🖗 🖨 🗳 🏛 🖶 🖽 🖷 🐨 🔀 🅦 🛅 🚹 Selections							
Customer	700031						
Company Code	1200						
Name City	Name J.M. Baxi & Company City Kutch						
							L
St Assignment	DocumentNo Ty	yp DocDate	S DD	Local Crcy Amt	LCurr	Clrng doc.	Text
	170000037 DB	R 01.03.2020	E	10.000,00	INR		CUSTOMER INVOICE
* 💓				10.000,00	INR		
** Account 700031				10.000,00	INR		

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		Page 108 of 241




SAP User Manual for Accounts Receivables Process

F-28 – Customer Incoming Payment (Full Payment against Invoices)

Enter transaction code F-28 in command bar (or) Follow the below navigation path

Step 1: SAP Easy Access \rightarrow SAP Menu \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Document Entry \rightarrow F-28 (Incoming Payments)



Step 2: Double click on "F-28" then the system will open the below screen.

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		Page 109 of 241





SAP User Manual for Accounts Receivables Process

	ng Payments: Header Da	ta		
Process Open Iten Document Date Posting Date Document Number Reference Doc.Header Text Clearing Text Bank data Account	AS 31.03.2020 Type DZ 31.03.2020 Period 12 DEPT/INV/2020 CUSTOMER PAYMENT CUSTOMER PAYMENT 23110001 10000	Company Code Currency/Rate Translation dte Cross-CC Number Trading part.BA Business Area	1200 INR	
Amt.in loc.cur. Bank Charges Value date Text	31.03.2020 CUSTOMER PAYMENT	LC Bank Charges Profit Center Assignment	1204 CUSTOMER PAY	
Open item selection Account Account Type Special G/L Ind Payt Advice No. Distribute by Age Automatic Searce Invoice Summary	700031 D Other Accounts Standard OIs	Additional selectio	NS Various selectio options are avail the user can spec selection criteria invoice	n criteria lable so th cify the a to settle

Step 3: Provide the values as shown above and click on "Process Open Items"

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		Page 110 of 241





SAP User Manual for Accounts Receivables Process

Post Incoming	Paymen	ts Enter s	election criteria
Other selection Othe	er account	Process Oper	n Items
Parameters entered			
Company Code	1200		
Account	700031		
Account Type	D		
Special G/L Ind.			Standard OIs
Posting Date			
From	То		
31.03.2020			

Step 4: Provide the values as shown above and click on "Process Open Items"

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		Page 111 of 241





SAP User Manual for Accounts Receivables Process

<u> </u>							
Post Inco	oming Pay	me	nts Pro	cess open	items		
🚨 📝 Distr	ibute Differenc	e	Charge Off D	oifference 🦉	Editing Options 🛛 💋 Ca	sh Disc. Due Create Dis	pute Case
		-1/					
Standard	Partial Pmt		Res.Items	WH Tax			
Account it	ems 700031 J.I	M. Bax	xi & Compar	v			
Document	D Document	P	Busi Day	INR Gross		CashDiscount	CDPer.
1600000012	DG 31.03.2020	0 11	0		1,200.00-		
160000013	DG 31.03.2020) 11	0		1,200.00-		
L70000035 I	DR 31.03.2020	01	0		21,000.00		
L700000037 I	DR 01.03.2020	01	30		10,000.00		
170000036 I	DR 31.03.2020	01	0		30,000.00		
KB BI	1 8 7 6) (H)	Amo	Gross<>	Ins	🎽 Items 👫 Disc.	Disc.
				N	ot assigned		
Processing St	tatus			sh	ould be Zero		
Number of It	tems 5	5					10,000.00
Display from	Item 1	L					10,000.00
Pispay non item 1						inas	

Step 5: Go to menu bar and click on "Document" and click on "Simulate".

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		Page 112 of 241





SAP User Manual for Accounts Receivables Process

Document Date	31.03.2020	Туре	DZ	Company Code	1200	
Posting Date	31.03.2020	Period	12	Currency	INR	
Document Number	INTERNAL	Fiscal Y	'ear 2019	Translation dte	31.03.	2020
Reference	DEPT/INV/202	0		Cross-CC Numb	per	
Doc.Header Text	CUSTOMER PA	YMENT		Trading part.B	A	
001 40 00 002 15 00	023110001 A11 000700031 J.M	ahabad I 1. Baxi (Bank −Inc & Company	10,000.0 10,000.0	0	

Step 6: Check and verify the line items and post the document. To post click on "Post". Once the document is posted the system will populate the below message.

Ocument 1800000091 was posted in company code 1200

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Display of posted document:

Display Document: Data Entry View					
🦅 🖻 🕄 😃 🛔	Display Currency	🖫 General Ledger View			
Data Entry View					
Document Number	1800000091	Company Code 1200	Fiscal Year 2019		
Document Date	31.03.2020	Posting Date 31.03.2	2020 Period 12		
Reference	DEPT/INV/2020	Cross-Comp.No.			
Currency	INR	Texts Exist	Ledger Group		
3 4 7 10	() 7 0 2 0	%0 🔒 🖗 0 🖨 🖷			
CoCd [®] Item Key S	Trs Account	Description	Amount Curi	. Tx Cost Center	Profit Center
1200 1 40	23110001	Allahabad Bank -Inco	10,000.00 INR		1204
2 15	700031	J.M. Baxi & Company	10,000.00- INR		

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Now go and check in FBL5N – Customer Line Item Report:

Customer Line Item Dis	play			
- 🕀 🔁 📜 Data Sources				
Customer selection				
Customer account	700031 🔍	to	⇒	
Company code	1200	to	\$	
Selection using search help				
Search help ID				
Search string				
🕈 Search help				
Line item selection				
Status				
Open items				
Open at key date	01.04.2020			
O Cleared items				
Clearing date		to	⇒	
Open at key date	31.03.2020			
All items				
Posting date		to	>	
Туре				
Normal items				
Special G/L transactions				

Provide the values as shown above and click on "Execute".

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		Page 115 of 241





SAP User Manual for Accounts Receivables Process

Customer Line Item Display										
K • • • • • • • • • • •	AR 🖓 🕼	2	7 占 🗟				- 1	🚺 🚺 Selectio	ons Create Dispute Case	
Customer 700031										
Name	Company Code 1200 Name J.M. Baxi & Company									
City	utch									
St Assignment	DocumentNo	Тур	DocDate	s	DD	Local Crcy Amt	LCurr	Clrng doc.	Text	
	1600000012	DG	31.03.2020		5	1,200.00-	INR			
	1600000013	DG	31.03.2020		5	1,200.00-	INR		customer credit memo	
CUSTOMER INVOICE	1700000036	DR	31.03.2020		3	30,000.00	INR		CUSTOMER INVOICE	
*)						48,600.00	INR			
	1700000037	DR	01.03.2020			10,000.00	INR	1800000091	CUSTOMER INVOICE	
	1800000091	DZ	31.03.2020			10,000.00-	INR	1800000091	CUSTOMER PAYMENT	
*						0.00	INR			
** Account 700031						48,600.00	INR			

As per the above screen shown, now the customer invoice has been cleared after the payment made in F-28.

Customer Incoming Payment (Partial Payment against Customer Invoices):

FB70 – Customer Invoice Posting:

Enter transaction code FB70 in command bar (or) Follow the below navigation path.

Step 1: SAP Easy Access \rightarrow SAP Menu \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Document Entry \rightarrow FB70 (Invoice).



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Step 2: Double click on "FB70" the system will open the below screen.

			Pol 0.00			000		
Denia data	Devenue Dete	to True Mitchel	balling tax	Custor	mar			
Basic data	Payment Deta		holding tax Notes	Addr				
Customer	700031	Sp.G/LI		Com	pany			
Invoice date	31.03.2020	Reference	DEPT/INV/2020	З.М.	Baxi & Company	,		
Posting Date	31.03.2020			No.8	7 3rd Floor, Sev	/a Sadan Ll, I	Ne	
Cross-CC Number				3702	370210 Kutch			
Amount	10,000.00		INR	622	2834276030			
		Calculate Tax						
		A1 (CGST+SGST	5% 🖹		OIs			
Bus.Place/Sectn	1			Bank	data: not availab	le		
Text	CUSTOMER INVO	ICE						
Paymt terms	Due immediately							
• •								
1 Items (No er	ntry variant selected	1)						
Et C/Lacet	Short Text D/C	Amount in doc.	.curr.	Pu Purc	Profit center P	artner pro	WB:	
34180000	Water Char Cred	d 🖹	10,000.00		1204			

Enter Customer Invoice: Company Code 1200

Step 3: Provide the values as shown above and click on "Simulate"

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		ment Ov	erview										
Q		Reset 📘	Taxes 📙 Park 📙	Complete	7 🛆 🗟 🔂	🗘 Choose 🛛 🔁 Sav	ve 🗵 i	छ 🖪 (2 🗉	📅 AB	BC		
											-		
Doc	c.T	vne:DR (Customer Invoice)	Normal doc	ument								
Doc	c. 1	Number	Con	mpany Code	1200	Fiscal Year	2019						
Doc	c. I	Date	31.03.2020 Pos	sting Date	31.03.2020	Period	12						
Cal	lcul	late Tax	×	-									
Def Doc DEDT/INV/2020													
Ret	f.Do	oc.	DEP1/INV/2020	Doc Currency INR									
Rei Doc	f.Do c. (Currency	INR										
Rei Doc	f.Do c. (Currency	INR										
Rei Doc	f.Do c. (Currency	INR										
Rei Doc	f.Do	Currency	INR										
Rei Doc Itm	f.Do c. (PK	Currency Account	Account Short Text	t Assignm	ent Tx	Amoun	It						
Rei Doo Itm	f.Do c. (PK 01	Account	Account Short Text	t Assignm	ent Tx	Amoun	.t						
Rei Doc Itm 1 2	f.Do c. (PK 01 50	Account 700031 34180000	Account Short Text J.M. Baxi & Compar Water Charges	t Assignm	ent Tx	Amoun 10,000.00 9,523.80							
Rei Doc Itm 1 2 3	f.Do c. (PK 01 50 50	Account 700031 34180000 18150003	Account Short Text J.M. Baxi & Compar Water Charges CGST Pavable	t Assignm	ent Tx A1 A1 A1	Amoun 10,000.00 9,523.80 238.10							
Rei Doc Itm 1 2 3 4	f.Do c. (PK 01 50 50 50	Account 700031 34180000 18150003	Account Short Text J.M. Baxi & Compar Water Charges CGST Payable SGST Payable	t Assignm	ent Tx A1 A1 A1 A1 A1	Amoun 10,000.00 9,523.80 238.10 238.10							

Step 4: In the above screen check and verify the line items and "Complete" the document. This will trigger the workflow

To park the document, click on "Complete Button", the system will give the information message as below

Ocument 170000039 1200 was parked

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	4 📙 6 🚱 🕺 💄 👸 🖧 2 伯 丘 允 🛒 🗖 ଉ 🖪
SAP	
New password	
Client	400
User	AE001
Password	****
Logon Language	EN
Stop 6. Click op "	" SAD Business Workspace Button
	SAP Business Workspace Button.
Menu Edit Favorites E	xtras Svstem Helb リート 〇 😧 😒 日 🏦 比 谷 竹 む む に 🗵 🤉 1 🖗 📑
SAP Easy Acces	S
🗢 🖼 Favorites	
 ✓ ➡ Favorites ▶ ➡ Funds Management ₩ FMRP_RW_BUDCO 	۱ - Budget Control System (BCS) -> Budget -> Overview of Budget C
	N - Budget Control System (BCS) -> Budget -> Overview of Budget C pment ⁻ - Budget Control System (BCS) -> Budget -> Budget Overview
 ✓ ➡ Favorites ▷ ➡ Funds Management ₩ FMRP_RW_BUDCO ▷ ➡ Port Specific Develo ₩ FMRP_RW_BUDGE ₩ OB_GLACC13 - G/L ₩ KS12N - Mass Main 	 N - Budget Control System (BCS) -> Budget -> Overview of Budget C pment - Budget Control System (BCS) -> Budget -> Budget Overview acct record: Mass maintenance 03 tenance for Cost Centers
 ♥ ➡ Favorites ▶ ➡ Funds Management ₩ FMRP_RW_BUDCO ▶ ➡ Port Specific Develot ₩ FMRP_RW_BUDGE™ ₩ OB_GLACC13 - G/L ₩ KS12N - Mass Main ₩ ZFI14 - Fixed Deno 	N - Budget Control System (BCS) -> Budget -> Overview of Budget Copment - Budget Control System (BCS) -> Budget -> Budget Overview acct record: Mass maintenance 03 tenance for Cost Centers = Register sit Unload
 ✓ ➡ Favorites ▷ ➡ Funds Management ₩ FMRP_RW_BUDCO ▷ ➡ Port Specific Develo ₩ FMRP_RW_BUDGE ₩ OB_GLACC13 - G/L ₭ KS12N - Mass Main ₩ ZFI14 - Fixed Depo ₩ ZFI13 - Fixed Depo ₩ ZPIMARON 	N - Budget Control System (BCS) -> Budget -> Overview of Budget Comment - Budget Control System (BCS) -> Budget -> Budget Overview acct record: Mass maintenance 03 tenance for Cost Centers = Register sit Upload sit Interest calculation
 ♥ ➡ Favorites ▶ ➡ Funds Management ➡ FMRP_RW_BUDCOI ▶ ➡ Port Specific Develo ➡ FMRP_RW_BUDGE™ ■ OB_GLACC13 - G/L ➡ KS12N - Mass Main ➡ ZMMR001 - Purcha ➡ ZFI14 - Fixed Depo ➡ ZFI13 - Fixed Depo ♥ ➡ SAP Menu ▶ ➡ Connector for Multi 	 N - Budget Control System (BCS) -> Budget -> Overview of Budget Copment F - Budget Control System (BCS) -> Budget -> Budget Overview acct record: Mass maintenance 03 tenance for Cost Centers ac Register sit Upload sit Interest calculation Bank Connectivity
 ➢ Favorites ▷ Funds Management ※ FMRP_RW_BUDCO ▷ Port Specific Develo ※ FMRP_RW_BUDGE ※ OB_GLACC13 - G/L ※ KS12N - Mass Main ※ ZFI14 - Fixed Depo ※ SAP Menu ▷ Connector for Multi ▷ Office ▷ Cross-Application C 	N - Budget Control System (BCS) -> Budget -> Overview of Budget Comment - Budget Control System (BCS) -> Budget -> Budget Overview acct record: Mass maintenance 03 tenance for Cost Centers se Register sit Upload sit Interest calculation -Bank Connectivity omponents
 Favorites Funds Management FMRP_RW_BUDCO Port Specific Develo FMRP_RW_BUDGE FMRP_RW_BUDGE OB_GLACC13 - G/L KS12N - Mass Main ZMMR001 - Purcha ZFI14 - Fixed Depoo ZFI13 - Fixed Depoo SAP Menu Connector for Multi Office Cross-Application C Logistics Accounting 	N - Budget Control System (BCS) -> Budget -> Overview of Budget C pment - Budget Control System (BCS) -> Budget -> Budget Overview acct record: Mass maintenance 03 tenance for Cost Centers se Register sit Upload sit Interest calculation -Bank Connectivity omponents
 Favorites Funds Management FMRP_RW_BUDCO Port Specific Develo FMRP_RW_BUDGE MB_GLACC13 - G/L KS12N - Mass Main ZMMR001 - Purcha ZFI14 - Fixed Depo ZFI13 - Fixed Depo SAP Menu Connector for Multi Consector for Multi Cross-Application C Logistics Accounting Human Resources Information System 	N - Budget Control System (BCS) -> Budget -> Overview of Budget C pment - Budget Control System (BCS) -> Budget -> Budget Overview acct record: Mass maintenance 03 tenance for Cost Centers se Register sit Upload sit Interest calculation -Bank Connectivity pmponents
 Favorites Funds Management FMRP_RW_BUDCO Port Specific Develo FMRP_RW_BUDGE OB_GLACC13 - G/L KS12N - Mass Main ZMMR001 - Purcha ZFI14 - Fixed Depo ZFI13 - Fixed Depo SAP Menu Connector for Multi Office Consector for Multi Infice Human Resources Tools WobClicat LU Frame 	N - Budget Control System (BCS) -> Budget -> Overview of Budget C pment - Budget Control System (BCS) -> Budget -> Budget Overview acct record: Mass maintenance 03 tenance for Cost Centers Register St Upload sit Interest calculation -Bank Connectivity omponents S

Step 5: To approve the document login as approver in the SAP system.

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SAP User Manual for Accounts Receivables Process

Step 7: Expand "**Inbox**" button, under workflow Please Approve Parked Invoice "**170000039**" message will appear, Double click on the work flow and proceed for next step.

Business Workplace of Assistant Engineer					
👦 New message 🕼 Find folder 🕼 Find document 📠 Appointment c	lendar 🗃 Distribution lists				
 ✓ ✓ Workplace: Assistant Engineer ✓ Inbox ✓ Inbox ✓ Unread Documents 57 ✓ Documents 109 ✓ Nordebus Est	SI© & © . TEEDINE	Status	Work Item ID Creation Date	Creation Ti	P Ati
Council Contraction Contraction Council Counc	Please approve the Parked Invoice 1700000039, Year 2019 Please approve the Parked Invoice 200000010, Year 2019 Please approve the Parked Invoice 2200000017, Year 2019 Please approve the Parked Invoice 2200000017, Year 2019	0 0 0 0	428369 01.04.2020 428206 01.04.2020 428048 31.03.2020	16:51:55 02:23:18 23:10:35	5 5 5
 ▷ Outbox ▷ @ Resubmission ▷ Ø Private folders 	Plase approve the Purchase Order 4502000131 Plase approve the Purchase Order 4502000131 Plase approve the Parked Invoice 290000054, Year 2019 Plase approve the Parked Invoice 290000054, Year 2019	0 0 0	428034 31.03.2020 428027 31.03.2020 427931 31.03.2020 427931 31.03.2020	16:30:49 16:28:53 14:25:55	5
Ø Shared folders Ø Subscribed Folders Trash for the state of th	Please approve the RESERVATION 000000076 Please approve the RESERVATION 0000000776 Please approve the Purchase Order 4502000129 Please approve the Purchase Order 4502000129	9 9 9	427751 30.03.2020 427751 30.03.2020 427680 30.03.2020 427673 30.03.2020	19:00:07 19:36:22 18:32:46	5 5 5 5
	Please approve the Quotation 1002000063 Please approve the Purchase Requisition 2002000496 Please approve the Purchase Requisition 2002000496	Ø Ø	427666 30.03.2020 427629 30.03.2020	18:29:50 18:15:50	5
	Please approve the Purchase Requisition 200200496 Please approve the Purchase Order 4502000128	Ø Ø	427541_30.03.2020	17:43:46	5
	Please approve the Parked Invoice 170000003	& tricks: 89, Year 20	Group work items accord	ling to c	ontent

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SAP User Manual for Accounts Receivables Process

Step 8: In this step Click on the Approve option to post the park	ed Invoice "1700000039".
Decision Step in Workflow	
Workflow	
Please approve the Parked Invoice 1700000039, Year 2019	
Choose one of the following alternatives	
Approve	
Reject	
Display	
Approval or Rejection History	
Hold	
Description	Objects and attachments
Select one of the available decision options. This completes the processing of this step.	No attachments or objects exist
Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.	
If you choose Cancel, the user decision remains in your inbox for processing.	

Step 9: Onces parked Invoice "**Approved**" document got posted in company code to display posted document go to FB03 and display the document.

Display of posted document:

Display Document: Data Entry View															
💯 🖻 🔍 🕭 🚺 Taxes 🛗 Display Currency															
Data E	ntry '	View	/	_								7			
Docur	ment	Num	ber	170	0000039		Company Code	1200		Fiscal Year	2019				
Docur	nent	Date		31.	03.2020		Posting Date	31.03.2	2020	Period	12				
Refer	ence			DEP	T/INV/20	20	Cross-Comp.No.								
Curren	псу			INR			Texts Exist			Ledger Group					
	<u>A</u> 9	7 1	<u>ا</u> 1	68	78121 🛛	5 🗈 🕴	10 🔂 🚨 🖓 🗈	🔁 ū 🖽	ā [3					
CoCd ⁺	Item	Key	S	Trs	Account		Description				Amount	Curr.	Tx	Cost Center	Profit Center
1200	1	01			700031		J.M. Baxi & Compa	ny			10.000,00	INR	A1		
	2	50			34180000	0	Water Charges				9.523,80-	INR	A1		1204
	3	50	2	zoc	18150003	3	CGST Payable				238,10-	INR	A1		
	4	50	1	zos	18150004	1	SGST Payable				238,10-	INR	A1		

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SAP User Manual for Accounts Receivables Process

FBL5N – Customer Line Item Report:

Customer Line Item Display										
Custome: Company Name City	Customer 700031 Company Code 1200 Name J.M. Baxi & Company City Kutch									
St	Assignment	DocumentNo	Typ	DocDate	s	DD	Local Crcy Amt	LCurr	Clrng doc.	Text
	CUSTOMER INVOICE	160000012 160000013 170000035 170000039 170000036	DG DG DR DR DR	31.03.2020 31.03.2020 31.03.2020 31.03.2020 31.03.2020 31.03.2020		3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	1.200,00- 1.200,00- 21.000,00 10.000,00 30.000,00	INR INR INR INR INR		customer credit memo park customer invoice CUSTOMER INVOICE CUSTOMER INVOICE
* 🖉							58.600,00	INR		

F-28 – Customer Incoming Payment (Partial Payment against invoices):

Enter transaction code F-28 in command bar (or) Follow the below navigation path:

Step 1: SAP Easy Access \rightarrow SAP Menu \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Document Entry \rightarrow F-28 (Incoming Payments)



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Page 123 of 241

SAP User Manual for Accounts Receivables Process

Step 2: Double click on "F-28" then the system will display the below screen.

Process Open Iten	าร							
Document Date	31.03.2020	Тур	e I)Z	Company Code	1200		
Posting Date	31.03.2020	Perio	od 1		Currency/Rate	INR		٦
Document Number					Translation dte			
Reference	DEPT/INV/20	20			Cross-CC Number			1
Doc.Header Text	CUSTOMER P	AYMEN	т		Trading part.BA			
Clearing Text	CUSTOMER P	AYMEN	т					
Bank data								
Account	23110001				Business Area	1200		
Amount	7000							
Amt.in loc.cur.								
Bank Charges					LC Bank Charges			
Value date	31.03.2020				Profit Center	1204		
Text	CUSTOMER P	AYMEN	т		Assignment	Assignment CUSTOMER PAY		
Open item selection					Additional select	ons		
Account	700031				○ None			
Account Type	D	🗌 Oth	er Account	s	○ Amount			
Special G/L Ind		Star	dard OIs		O Document Number			
Payt Advice No.					Posting Date	9		
Distribute by Age	e				O Dunning Are	а		
Automatic Searc	h				○ Others			

Step 3: Provide the values as shown above and click on **"Process Open Item"**.

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SAP User Manual for Accounts Receivables Process

Post Incoming	g Payments	Finite Selection Criteria
Other selection O	ther account F	Process Open Items
Parameters entered		
Company Code	1200	
Account	700031	
Account Type	D	
Special G/L Ind.		Standard OIs
Posting Date		
From	То	
31.03.2020 🗗		

Step 4: Provide the values as shown above and click on "Process Open Items"

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		Page 124 of 241





SAP User Manual for Accounts Receivables Process

Post Inc	oming	Payl	me	nts	Ente	er partial payments							
🚨 📝 🛛 Dist	tribute Di	fference		harge	e Off [Difference 🖉 Editing Options Create Dispute Case							
Standard	l Part	ial Pmt	V	Res.It	tems	WH Tax							
Account i	tems 700	031 J.M	l. Bax	ci & C	ompar	זא							
Document	D Docu	ment	P	Busi	Day	Net Amount Payment Amount	RCd						
600000012	DG 31.0	3.2020	11		0	1.200,00-							
600000013	DG 31.0	3.2020	11		0	1.200,00-							
700000035	DR 31.0	3.2020	01		0	21.000,00							
700000039	DR 31.0	3.2020	01		0	10.000,00 10.000, 00							
700000036	DR 31.0	3.2020	01		0	30.000,00							
		_											
	r ai	7 6	尙	Amo_		🖥 Gross<>, 👪 Currency 🏋 Items 🍸 Items 👫 Disc. 🍸 Disc.							
Processing S	Status												
Number of	Items	5				Amount Entered 7	.000,00						
Display from Item 1						Assigned 10	.000,00						
Reason Code						Difference Postings							
Reason Cod													
Reason Cod Currency		I	NR	Currency INR									

Step 5: Double click on **"Payment Amount"** then the system will match same *amount which is entered in bank amount column in the previous screen*

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		Daga 125 of 241





SAP User Manual for Accounts Receivables Process

Post Inc.	om ribut	i <i>ng</i> :e Diffe	Pay a	me	e nts l Charge	Off I	er partial payments Oifference	e Dispute Case	
Standard	7	Partial	Pmt	K	Res.It	ems	WH Tax		
Account it	ems	7000	31 I M	Ba	ivi & Co	mna	าง		
Document		Docum	ent	P	Busi [Dav	Net Amount	Payment Amount	RCd
1600000012	DG 3	31.03.	.2020	11))	1.200,00-		
1600000013	DG 3	31.03.	.2020	11	0	0	1.200,00-		
1700000035	DR 3	31.03.	.2020	01	0	0	21.000,00		
1700000039	DR 3	31.03.	.2020	01	0	0	10.000,00	7.000,00/	
1700000036	DR 3	31.03.	.2020	01	0	0	30.000,00		
									Payment
									amount
									matched with
									the bank
• •									amount
		AF		ЛЛ] [\$	*		which is
					Arno		Gross<>		entered in
Dra sassing C									the previous
Number of		2	-						screen
Number of I	tem	S	5				Not assigned		
Display from	Iter	n	1				should be Zero		. /
Reason Cod	е							Igs	

Step 6: Go to menu bar and click on "Document" and click on "Simulate"

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SAP User Manual for Accounts Receivables Process

0	ũ	< 🛛 + 😋 🤇	2 😧 (3 (13) (13) (23) (23)) 🗘 🕄 🔣 🛛 🕄						
Post Incoming Payments Display Overview											
C Taxes Reset											
Document Date	31.03.2020	Туре	DZ	Company Code	1200						
Posting Date	31.03.2020	Period	12	Currency	INR						
Document Number	INTERNAL	Fiscal Year	2019	Translation dte	31.03.2020						
Reference	DEPT/INV/202	0		Cross-CC Number							
Doc.Header Text	CUSTOMER PAY	MENT		Trading part.BA							
Items in document	currency										
PK BusA A	cct			INR Amount	Tax amnt						
001 40 0	023110001 All	ahabad Bank -	Inc	7.000,00							
002 15 0	000700031 J.M	. Baxi & Comp	any	7.000,00-							
D 7.000,00	C 7.00	0,00	0,00		* 2 Line Items						

Step 7: Check and verify the line items and post the document. To post click on **"Post".** Once the document is posted the system will populate the below message.

Ocument 1800000092 was posted in company code 1200

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necepting no mintes	internative rinning	Driving rositive onlinge		





SAP User Manual for Accounts Receivables Process

Display of posted document:

1	Display Document: Data Entry View													
۶	🞾 🖻 🕄 🕹 🏥 Display Currency 🖳 General Ledger View													
Data Entry View														
Docur	ment N	lumbe	er 180	0000092		Company Code	1200		Fiscal Year	2019				
Docur	ment D	ate	31.	.03.2020		Posting Date	31.03.2	2020	Period	12				
Refer	ence		DEI	PT/INV/20)20	Cross-Comp.No.								
Curre	ncy		INF	R		Texts Exist			Ledger Group					
	3 4 7 6 2 7 8 2 8 3 9 4 8 4 8 4 8 4 8 4 8 4 8 4 8 4 8 4 8 4													
CoCd	Item H	Key S	Trs	Account		Description				Amount	Curr.	Тх	Cost Center	Profit Center
1200	1 4	10		2311000	1	Allahabad Bank -In	со			7.000,00	INR			1204
	2 1	15		700031		J.M. Baxi & Compa	ny			7.000,00-	INR			

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SAP User Manual for Accounts Receivables Process

FBL5N – Customer Line Item Report:

Customer Line Item Disp	play		
🕀 🔁 🔳 Data Sources			
Customer selection			
Customer account	700031	to	
Company code	1200	to	e
Coloction using sourch holp			
Search help ID			
Search string			
Search help			
Line item selection			
Status			
Open items			
Open at key date	æ		
O Cleared items			
Clearing date		to	\$
Open at key date			
All items			
Posting date	31.03.2020	to	\$
Туре			
Normal items			
Special G/L transactions			

Provide the values as shown above and click on "Execute"

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SAP User Manual for Accounts Receivables Process

Customer Line Item Display															
K • • • • • • • • • • •	🗠 🖓 🕼 💽	2	7 占 🗟			▦ ▦									
Customer	700031														
Company Code	1200														
Name	J.M. Baxi & Co	ompa	any												
City Kutch															
CITY	nuoon														
CITY	Aubon .														
City		_													
St Assignment	DocumentNo 1	Тур	DocDate	s	DD	Local Crcy Amt	LCurr	Clrng doc.	Text						
St Assignment	DocumentNo 1	Тур	DocDate	S	DD	Local Crcy Amt	LCurr	Clrng doc.	Text						
St Assignment	DocumentNo I	T yp DG	DocDate	S	DD	Local Crcy Amt 1.200,00-	LCurr INR	Clrng doc.	Text						
St Assignment	DocumentNo 1 1600000012 I 1600000013 I	Typ DG DG	DocDate	S	DD S S	Local Crcy Amt 1.200,00- 1.200,00-	LCurr INR INR	Clrng doc.	Text customer credit memo						
St Assignment	DocumentNo 1 1600000012 [160000013 [170000035]	Typ DG DG DR	DocDate 31.03.2020 31.03.2020 31.03.2020	S	DD S S	Local Crcy Amt 1.200,00- 1.200,00- 21.000,00	LCurr INR INR INR	Clrng doc.	Text customer credit memo park customer invoice						
St Assignment	DocumentNo 1 160000012 I 160000013 I 170000035 I 170000039 I	Typ DG DG DR DR	DocDate 31.03.2020 31.03.2020 31.03.2020 31.03.2020	S	DD \$ \$ \$ \$	Local Crcy Amt 1.200,00- 1.200,00- 21.000,00 10.000,00	LCurr INR INR INR INR	Clrng doc.	Text customer credit memo park customer invoice CUSTOMER INVOICE						
St Assignment	DocumentNo I 160000012 I 160000013 I 170000035 I 170000039 I 180000092 I	Typ DG DG DR DR DZ	DocDate 31.03.2020 31.03.2020 31.03.2020 31.03.2020 31.03.2020	S	DD \$ \$ \$ \$ \$ \$	Local Crcy Amt 1.200,00- 1.200,00- 21.000,00 10.000,00 7.000,00-	LCurr INR INR INR INR INR	Clrng doc.	Text customer credit memo park customer invoice CUSTOMER INVOICE						
St Assignment	DocumentNo I 1600000012 I 1600000013 I 1700000035 I 1700000039 I 180000092 I 170000036 I	Typ DG DG DR DR DR DZ DR	DocDate 31.03.2020 31.03.2020 31.03.2020 31.03.2020 31.03.2020 31.03.2020	S	DD 32 32 32 32 32 32 32 32 32 32 32 32 32	Local Crcy Amt 1.200,00- 21.000,00 10.000,00 7.000,00- 30.000,00	LCurr INR INR INR INR INR INR	Clrng doc.	Text customer credit memo park customer invoice CUSTOMER INVOICE CUSTOMER INVOICE						

As per the above screen shown, both invoice and partial payment document line items are showing in open item status after the partial payment done in F-28.

Final Payment Settlement:

FBL5N – Customer Line Item Report:

Cus	Customer Line Item Display										
K	K () N & 2 = 0 \$ 4 9 9 1 \$ 4 7 # 4 5 \$ %										
Cust	omei	e	700031								
Comp	any	Code	1200								
Name	:		J.M. Baxi ۵	Comp	any						
City	,		Kutch								
			1								
	St	Assignment	DocumentNo	Тур	DocDate	s	DD	Local Crcy Amt	LCurr	Clrng doc.	Text
n	ŏ		1700000039	DR	31.03.2020		E	10.000,00	INR		CUSTOMER INVOICE
Ö	Ő		1800000092	DZ	31.03.2020		3	7.000,00-	INR		
*	a							3,000,00	TNR		
	~							3.000,00	THE		
* *	Aco	count 700031						3.000,00	INR		

As per the above screen shown, the invoice amount value is Rs. 10000 and partial payment amount value is Rs. 7000.

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SAP User Manual for Accounts Receivables Process

Invoice Value	Rs. 10000
Partial Payment	Rs. 7000
Balance Amount	Rs. 3000

We are going to be received the payment from customer Rs. 3000.

F-28 – Customer Incoming Payment.

Enter Transaction Code F-28 in command bar (or) Follow the below navigation path:

Step 1: SAP Easy Access \rightarrow SAP Menu \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Document Entry \rightarrow F-28 (Incoming Payments)



Step 2: Double click on "F-28" then the system will open the below screen.

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Page 131 of 241





Page 132 of 241

SAP User Manual for Accounts Receivables Process

Post Incoming Payments: Header Data						
Process Open Item	าร					
Document Date	31.03.2020	Туре	DZ	Company Code	1200	
Posting Date	31.03.2020	Period	1	Currency/Rate	INR	
Document Number				Translation dte		
Reference	DEPT/INV/20	20		Cross-CC Number		
Doc.Header Text	CUSTOMER P	AYMENT		Trading part.BA		
Clearing Text	CUSTOMER P	AYMENT				
Bank data						
Account	23110001			Business Area	1200	
Amount	3000					
Amt.in loc.cur.						
Bank Charges				LC Bank Charges		
Value date	31.03.2020			Profit Center	1204	
Text	CUSTOMER P	AYMENT		Assignment	CUSTOMER PAY	
Open item selection	/			Additional selection	ons	
Account	700031			○ None		
Account Type	D	Other Acco	ounts	○ Amount		
Special G/L Ind		Standard C)Is	O Document Nu	umber	
Payt Advice No.				Posting Date		
Distribute by Age	Distribute by Age					
Automatic Searc	h			○ Others		

Step 3: Provide the values as shown above and click on "Process Open Items"

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SAP User Manual for Accounts Receivables Process

Post Incoming Payments Enter selection criteria					
Other selection	Other account	Process Open Items			
Parameters entere	ed /				
Company Code	1200				
Account	700031				
Account Type	D				
Special G/L Ind.		Standard OIs			
Posting Date					
From	То				
31.03.2020					

Step 4: Provide the values as shown above and click on **"Process Open Items"**

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		Page 133 of 241





SAP User Manual for Accounts Receivables Process

🚨 📝 Distribute D	ifference	Charg	e Off D	ifference 🖉 Editing Options				
Standard Part	tial Pmt	Res.1	tems	WH Tax				
Account itoms 700	1021 J M	Pavi 9 C	000000	4				
Document D Docu	ument	P Busi	Day	, Net Amount	Payment Amount	RCd		
1600000012 DG 31.0	3.2020	11	0	1.200.00	-			
160000013 DG 31.0	3.2020	11	0	1.200,00	-			
170000035 DR 31.0	3.2020	01	0	21.000,00				
170000039 DR 31.0	3.2020	01	0	10.000,00	10.000,00			
1800000092 DZ 31.0	03.2020	15	0	7.000,00	7.000,00-	-		
170000036 DR 31.0	3.2020	01	0	30.000,00				
	7 M	尙 Amo		Gross<> 👪 Currency 🕴 Items	🕈 Items 🏄 Disc. 🍸 Disc.			
Processing Status	·							
	6			Amount Entere	ed	3.000,00		
Number of Items				Assigned 3.		3.000,00		
Number of Items Display from Item	1				Difference Postings			

Step 5: Go to menu bar and click on "Document" and click on "Simulate"

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Post Incoming Payments Display Overview										
🕄 👬 Display Currency 🚺 Taxes 🖄 Reset										
Document Date Posting Date Document Number Reference Doc.Header Text Items in document PK BusA A(001 40 00 002 15 00	31.03.2020 31.03.2020 INTERNAL DEPT/INV/20 CUSTOMER P. CUSTOMER P. CUSTOMER P. CUSTOMER P. CUSTOMER P. COSTOMER P.	Type Period Fiscal Year 020 AYMENT .lahabad Bank -: M. Baxi & Comp	DZ 12 2019 Inc any	Company Code Currency Translation dte Cross-CC Number Trading part.BA INR Amount 3.000,00 3.000,00-	1200 INR 31.03.2020 Tax amnt					
D 3.000,00	<u>C</u> 3.0	000,00	0,00		* 2 Line Items					

Step 6: Check and verify the line items and post the document. To post click on **"Post".** Once the document is posted the system will populate the below message.

Socument 1800000093 was posted in company code 1200

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SAP User Manual for Accounts Receivables Process

Display of Posted Document:

1	Display Document: Data Entry View													
1	💅 🖻 🕄 🕹 🏦 Display Currency 🗏 General Ledger View													
Data B	Data Entry View													
Docu	ment I	Vumbei	180	0000093		Company Code	1200		Fiscal Year	2019				
Docu	ment (Date	31.	03.2020		Posting Date	31.03.2	2020	Period	12				
Refer	ence		DEF	PT/INV/20	20	Cross-Comp.No.								
Curre	ncy		INF	l		Texts Exist			Ledger Group					
	8	7 🕅	₿	70	2 B	%1) 🔒 🔂 1	81 🖷		1					
CoCd	Item	Key S	Trs	Account		Description				Amount	Curr.	Тх	Cost Center	Profit Center
1200	1	40		2311000	1	Allahabad Bank -In	C0			3.000,00	INR			1204
	2	15		700031		J.M. Baxi & Compa	ny			3.000,00-	INR			

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Page 137 of 241

SAP User Manual for Accounts Receivables Process

FBL5N – Customer Line Item Report:

Customer Line Item Display						
🕒 🕒 📕 🚺 Data Sources						
Customer selection						
Customer account	700031	to	\$			
Company code	1200	to	\$			
Selection using search help						
Search help ID						
Search string						
🖻 Search help						
Open at key date						
Cleared items						
Clearing date		to	\$			
Open at key date						
All items						
Posting date	31.03.2020	to	S			
Normal itoms						

Provide the values as shown above and click on "Execute"

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SAP User Manual for Accounts Receivables Process

Customer Line Item Display									
🖌 🔸 🕨 🗞 🖉 🖾 😰 💱 🚑 📴 🍞 🚔 📅 🇮 🖽 🖼 🗏 🅦 🎦 🚹 🚺 Selections									
Customer 700031 Company Code 1200 Name J.M. Baxi & Company City Kutch									
St Assignment	DocumentNo T	ſyp	DocDate	s	DD	Local Crcy Amt	LCurr	Clrng doc.	Text
	160000012 D 160000013 D	DG DG	31.03.2020 31.03.2020		\$	1.200,00- 1.200,00-	INR INR		customer credit memo
CUSTOMER INVOICE	1700000036 D	DR	31.03.2020		5	30.000,00	INR		CUSTOMER INVOICE
* 💓						48.600,00	INR		
	1700000037 D 1800000091 D 1700000039 D 1800000092 D 1800000093 D	DR DZ DR DZ DZ	01.03.2020 31.03.2020 31.03.2020 31.03.2020 31.03.2020			10.000,00 10.000,00- 10.000,00 7.000,00- 3.000,00-	INR INR INR INR INR	1800000091 1800000091 1800000093 1800000093 1800000093	CUSTOMER INVOICE CUSTOMER PAYMENT CUSTOMER INVOICE CUSTOMER PAYMENT
* ** Account 700031						0,00	INR INR		

As per the above screen shown, now the invoice and partial payment line items are cleared after the final payment settlement done in F-28.

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Page 138 of 241





SAP User Manual for Accounts Receivables Process

Residual Payment:

(Refer accounts payable user manual for more information about the residual payment)

Ex: Invoice value Rs. 12000

Payment amount Rs. 7000

Residual value Rs. 5000

While making residual payment the system will clear the original invoice and will generate the new document line item for the residual balance amount.

FB70 – Customer Invoice Posting:

Enter Transaction code FB70 in command bar (or) Follow the below navigation path:

Step 1: SAP Easy Access \rightarrow SAP Menu \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Document Entry \rightarrow FB70 (Invoice)

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SAP User Manual for Accounts Receivables Process

Step 2: Double click on "FB70" the system will open the below screen

Enter Customer Invoice: Company Code 1200								
📇 Tree on 🛐 Company Code 🥸 Hold 📅 Simulate 📙 Park 🥒 Editing	options							
Transactn Invoice	cou							
Basic data Payment Details Tax Withholding tax Notes	Customer Address							
A1 (CGST+SGST 5% Bus.Place/Sectn / Text CUSTOMER INVOICE Paymt terms Due immediately Baseline Date 31.03.2020 Company Code 1200 Deendayal Port Trust Gandhidham Lot No. IR coefficient	Company J.M. Baxi & Company No.87 3rd Floor, Seva Sadan Ll, Ne 370210 Kutch 2834276030 OIs Bank data: not available							
GST Partnr 700031 Place of Supply 24								
I Items (No entry variant selected) St. G/L acct Short Text D/C Amount in doc.curr. Sc	h Pint Pu Purc Profit center Partne							
✔ 34180000 Water Char Cred ■ 12.000,00 0	1204							

Step 3: Provide the values as shown above and click on "Simulate"

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SAP User Manual for Accounts Receivables Process

로 Document overview Edit Goto Settings System Help														
8 I I I I I I I I I I I I I I I I I I I														
Document Overview														
2	Ø	Reset 🚹	Taxes 📙 Park	📙 Cor	nplete 🍞	8 8	6	Choose	🔁 Sav	e 🔀	1	1 📝	ABC	
	_]	
Doc	.т	ype:DR (Customer Invoid	ce) No:	rmal docu	ment								
Doc	. 1	Number		Compa	ny Code	1200		Fiscal	Year	2019				
Doc. Date 31.03.2020 Posting Date 31.03.2020 Period 12														
Calculate Tax 🗹														
Def	: n.	DC. D	EPT/INV/2020											
Rel	D0													
Doc	. (Currency I	NR										J	
Doc	:. (Currency I	NR										 J	
Doc	:. (Currency I	NR										 J	
Doc	PK	Account	Account Short	Text	Assignme	nt	Tx		Amoun	E			 J	
Doc Itm 1	PK 01	Account 700031	Account Short J.M. Baxi & Co	Text	Assignme	nt	Tx	1:	Amoun 2.000,00	t			 J	
Itm 1 2	PK 01 50	Account 700031 34180000	Account Short J.M. Baxi & Co Water Charges	Text	Assignme	nt	Tx Al Al	1:	Amoun 2.000,00 1.428,58	t -			 J	
Itm 1 2 3	PK 01 50 50	Account 700031 34180000 18150003	Account Short J.M. Baxi & Co Water Charges CGST Payable	Text	Assignme	nt	Tx A1 A1 A1	1:	Amoun 2.000,00 1.428,58 285,71	t -			 J	

Step 4: In the above screen check and verify the line items and "Complete" the document. This will trigger the workflow

To park the document, click on "Complete Button", the system will give the information message as below

© Document 1700000040 1200 was parked

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SAP User Manual for Accounts Receivables Process

User Svstem Help			
		1 () () () () () () () () () () () () ()	1 🕲 💾
SAP			
New password			
Client	400		
User	AE001		
Password	******		
Logon Language	EN		
t ep 6: Click on " 🌽 " SA	.P Business Worksp	ace Button.	
t ep 6: Click on " ² " SA Menu Edit Favorites Extras Svs 1 8 9 9 9 9 9	.P Business Workspa tem Help କାରା କାର୍ଯ୍ୟ ସେହାର ସେ	ace Button.	
tep 6: Click on " ² SA Menu Edit Favorites Extras Svs SAP Easy Access	.P Business Workspa em Help ଭାଇଜାରେ ସେହର ସେ	ace Button.	
ep 6: Click on " SA Menu Edit Favorites Extras Svs SAP Easy Access	.P Business Workspa em Help e ា ല មា ខោ ខោ ខា ខា ខា ខ	ace Button.	_
tep 6: Click on " Menu Edit Favorites Extras Svs SAP Easy Access Favorites Favorites Favorites Funds Management FMRP_RW_BUDCON - Budget	.P Business Workspa tem Helo ම ම I ല በስ በፅ ነ የው የው ል የው ድ Control System (BCS) ->	ace Button.	ew of Bu
tep 6: Click on "SA Menu Edit Favorites Extras Svs BAP Easy Access FAP Favorites Funds Management FMRP_RW_BUDCON - Budget FMRP_RW_BUDCGET - Budget	P Business Workspa em Help 은 그 대 대 대 고 고 고 고 : Control System (BCS) -> Control System (BCS) ->	Budget -> Budget	ew of Bu Overvie
tep 6: Click on "SA Menu Edit Favorites Extras Svs SAP Easy Access Favorites Funds Management FMRP_RW_BUDCON - Budget Port Specific Development FMRP_RW_BUDCET - Budget OB_GLACC13 - G/L acct recor KS12N - Mass Maintenance for	P Business Workspa em Helo 이 그 그 데 데 이 지 다 다 다 Control System (BCS) -> Control System (BCS) -> d: Mass maintenance 03 r Cost Centers	ace Button.	ew of Bu Overvie
tep 6: Click on "SA Menu Edit Favorites Extras Svs SAP Easy Access Favorites Favorites Funds Management FMRP_RW_BUDCON - Budget Port Specific Development FMRP_RW_BUDCON - Budget OB_GLACC13 - G/L acct recor KS12N - Mass Maintenance for ZMMR001 - Purchase Register ZFI14 - Fixed Deposit Upload	P Business Workspa em Helo 응 은 유 관 관 관 관 관 관 관 : Control System (BCS) -> Control System (BCS) -> d: Mass maintenance 03 r Cost Centers	ace Button.	ew of Bu Overvie
tep 6: Click on "SA Menu Edit Favorites Extras Svs SAP Easy Access Favorites Favorites FMRP_RW_BUDCON - Budget FMRP_RW_BUDCON - Budget Port Specific Development FMRP_RW_BUDGET - Budget GB_GLACC13 - G/L acct recor KS12N - Mass Maintenance for KS12N - Mass Maintenance for KS12N - Mass Maintenance for ZMMR001 - Purchase Register ZMMR01 - Purchase Register ZFI14 - Fixed Deposit Upload ZFI13 - Fixed Deposit Interest SAP Menu	P Business Workspa tem Help 已的的的口口口口口口 Control System (BCS) -> Control System (BCS) -> d: Mass maintenance 03 r Cost Centers : calculation	ace Button.	ew of Bu Overvie
SAP Easy Access Constant of the second seco	P Business Workspa em Help Control System (BCS) -> Control System (BCS) -> Control System (BCS) -> d: Mass maintenance 03 r Cost Centers calculation nectivity	ace Button.	ew of Bu Overvie
tep 6: Click on "SA Menu Edit Favorites Extras Svs SAP Easy Access Favorites FARP_RW_BUDCON - Budget FMRP_RW_BUDCON - Budget Port Specific Development FMRP_RW_BUDGET - Budget OB_GLACC13 - G/L acct recor KS12N - Mass Maintenance for ZFI14 - Fixed Deposit Upload ZFI13 - Fixed Deposit Upload ZFI13 - Fixed Deposit Interest SAP Menu Connector for Multi-Bank Con Connector for Multi-Bank Con Consector for Multi-Bank Con	P Business Workspa tem Help P L A A B P D D D D D Control System (BCS) -> Control System (BCS) -> d: Mass maintenance 03 r Cost Centers calculation nectivity s	ace Button.	ew of Bu Overvie
tep 6: Click on " SA Menu Edit Favorites Extras Svs SAP Easy Access SAP Easy Access SAP Easy Access C Funds Management FMRP_RW_BUDCON - Budget Port Specific Development FMRP_RW_BUDGET - Budget OB_GLACC13 - G/L acct recor KS12N - Mass Maintenance for SAP Menu Connector for Multi-Bank Con Consector for Multi-Bank Con C Consector for Multi-Bank Con C Office C Cross-Application Components C Logistics C Accounting C Human Resources C Hormation Systems	P Business Workspa tem Help 은 I 은 M M I 원 원 원 원 원 원 : Control System (BCS) -> Control System (BCS) -> I'd: Mass maintenance 03 I' Cost Centers : calculation nectivity s	ace Button.	ew of Bu Overvie

Step 5: To approve the document login as approver in the SAP system.

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SAP User Manual for Accounts Receivables Process

Step 7: Expand "**Inbox**" button, under workflow Please Approve Parked Invoice "**1700000040**" message will appear, Double click on the work flow and proceed for next step.

Business Workplace of Assistant Engineer					
📅 New message 🔀 Find folder 🕼 Find document 📠 Appointment ca	lendar 🙆 Distribution lists				
 Workplace: Assistant Engineer Inbox Unread Documents 58 Documents 110 Workflow 654 Overdue entries 0 	の	Status	Work Item ID Creation Date 428385 01.04.2020	Creation Ti 17:21:27	
Deadline Messages 0	Please approve the Parked Invoice 2000000010, Year 2019 Please approve the Parked Invoice 2200000091, Year 2019	Q	428206 01.04.2020 428048 31.03.2020	02:23:18 23:10:35	5
Entries with Errors 0	Please approve the Purchase Order 4502000131	Ø	428034 31.03.2020	16:30:49	5
D C Resubmission	 Please approve the Purchase Order 4502000131 Please approve the Parked Invoice 2900000054, Year 2019 		428027 31.03.2020 427931 31.03.2020	16:28:53	5
Private folders	Please approve the RESERVATION 0000000776	Ø	427754 30.03.2020	19:03:28	5
Subscribed Folders	Please approve the RESERVATION 0000000776	Ø	427751 30.03.2020	19:00:07	5
Trash	Please approve the Purchase Order 4502000129		427680 30.03.2020	18:36:22	5
Shared trash	Please approve the Purchase Order 4502000129 Please approve the Quotation 1002000063	Q	427673 30.03.2020	18:32:40	5
	Please approve the Purchase Requisition 2002000496	Ø	427629 30.03.2020	18:15:50	5
	Please approve the Purchase Requisition 2002000496	Ø	427608 30.03.2020	18:07:20	5
	Please approve the Purchase Order 4502000128	Ø	427541_30.03.2020	17:43:46	.5
	Please approve the Parked Invoice 170000004), Year 2019	n Tips & tricks:	Replace	e work

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Step 8: In this step Click on the Approve or	ption to post the parked Invoice "1700000040".					
Decision Step in Workflow						
🖉 Workflow 🖸 Create 😰 Import						
Please approve the Parked Invoice 1700000040, Year 2019						
Choose one of the following alternatives						
Approve						
Reject	Reject					
Display						
Approval or Rejection History						
Hold						
Description	Objects and attachments					
Select one of the available decision options. This complete this step.	s the processing of No attachments or objects exist					
Before you make a decision, you can display the attachments have been attached to the user decision. You can also add y	and objects which your own attachments.					
If you choose Cancel, the user decision remains in your ink	nox for processing.					

Step 9: Once parked document approved document got posted in company code to display parked document go to FB03 and display the document.

Display of posted document:

Display Document: Data Entry View							
💅 🖻 🕄 🕘 🚹 Taxes ដ Display Currency 🗟 General Ledger View							
Data Entry View							
Document Number	r 170000040	Company Code 1200	Fiscal Year 2019				
Document Date	31.03.2020	Posting Date 31.03.2	2020 Period 12				
Reference	DEPT/INV/2020	Cross-Comp.No.					
Currency	INR	Texts Exist	Ledger Group				
3 8 7 6	🖧 7 🖻 🛛 🔀 🗎	% I) 📮 🗗 I 🖪 I 🖽					
CoCd ⁺ Item Key S	Trs Account	Description	Amount	Curr. Tx	Cost Center	Profit Center	
1200 1 01	700031	J.M. Baxi & Company	12.000,00	INR A1			
2 50	34180000	Water Charges	11.428,58-	INR A1		1204	
3 50	ZOC 18150003	CGST Payable	285,71-	INR A1			
4 50	ZOS 18150004	SGST Payable	285,71-	INR A1			
Cocd ⁴ Item Key S 1200 1 01 2 50 3 50 4 50	Trs Account 700031 34180000 ZOC 18150003 ZOC 18150004	Description J.M. Baxi & Company Water Charges CGST Payable SGST Payable	Amount 12.000,00 11.428,58- 285,71- 285,71-	Curr. Tx INR A1 INR A1 INR A1 INR A1 INR A1	Cost Center	Profit Cent 1204	

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FBL5N – Customer Line Item Report:

Customer Line Item Display									
K • • • • • • • • • •	🗠 🚰 🚰 🛛	2	747			•= •= 🗵 📃			
Customer 700031									
Name City	J.M. Baxi & C Mutch	ompa	any						
St Assignment	DocumentNo	Тур	DocDate	S	DD	Local Crcy Amt	LCurr	Clrng doc.	Text
	160000012	DG	31 03 2020		۵.	1 200 00-	TND		
	1600000013	DG	31.03.2020			1.200,00-	TNR		customer credit memo
	170000035	DR	31.03.2020		Å	21.000,00	INR		park customer invoice
	170000040	DR	31.03.2020		40	12.000,00	INR		CUSTOMER INVOICE
CUSTOMER INVOICE	170000036	DR	31.03.2020		4)	30.000,00	INR		CUSTOMER INVOICE
* 🗶						60.600,00	INR		
** Account 700031	** Account 700031 60.600,00 INR								

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SAP User Manual for Accounts Receivables Process

F-28 – Customer Incoming Payment (Residual Payment)

Enter Transaction Code F-28 in command bar (or) Follow the below navigation path:

Step 1: SAP Easy Access \rightarrow SAP Menu \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Document Entry \rightarrow F-28 (Incoming Payments)



Step 2: Double click on "F-28" the system will open the below screen.

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		Page 146 of 241





SAP User Manual for Accounts Receivables Process

Post Incoming Payments: Header Data							
Process Open Items							
Document Date	31.03.2020	Туре	DZ	Company Code	1200		
Posting Date	31.03.2020	Period	1	Currency/Rate	INR		
Document Number				Translation dte			
Reference	DEPT/INV/20	020		Cross-CC Number			
Doc.Header Text	CUSTOMER P	AYMENT		Trading part.BA			
Clearing Text	CUSTOMER P	AYMENT					
Bank data							
Account	23110001			Business Area			
Amount	7000						
Amt.in loc.cur.							
Bank Charges				LC Bank Charges			
Value date	31.03.2020			Profit Center	1204	Q	
Text	customer resi	dual payment		Assignment	CUSTO	MER PAY	
Open item selection	/			Additional selection	ns		
Account	700031			○ None			
Account Type	D	Other Acco	unts	O Amount			
Special G/L Ind	Standard OIs			O Document Nu	O Document Number		
Payt Advice No.	Payt Advice No.						
Distribute by Age	e			O Dunning Area			
Automatic Searc	h			○ Others			

Step 3: Provide the values as shown above and click on "Process Open Items"

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		Page 147 of 241





SAP User Manual for Accounts Receivables Process

Post Incoming Payments Enter selection criteria					
Other selection Other	ner account Process (Open Items			
Parameters entered					
Company Code	1200				
Account	700031				
Account Type	D				
Special G/L Ind.		Standard QIs			
Posting Date					
From	То				
31.03.2020 🗗					

Step 4: Provide the values as shown above and click on "Process Open Items"

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		Page 148 of 241





SAP User Manual for Accounts Receivables Process

	cribu	ite Diff	rence		Charge	e Off [Difference // Editing Options Creat	e Dispute Case	
Standar		Dort	ial Brat	7	Poc It	ome	M/H Tax		
Stanuart	-1	Faiu			AC5.10	ems	WITTER		
Account	terr	ns 700(031 J.M	I. Ba	axi & C	ompar	NA CONTRACTOR OF		
Document	D	Docur	nent	P	Busi	Day	Net Amount	Residual Items	RCd
1600000012	DG	31.03	.2020	11	<u> </u>	0	1.200,00-		
1600000013	DG	31.03	.2020	11		0	1.200,00-		
1700000035	DR	31.03	.2020	01		0	21.000,00		
1700000040	DR	31.03	.2020	01		0	12.000,00		
1700000036	DR	31.03	.2020	01		0	30.000,00		
	_		_						
	R	AF	7 M	旧	Amo	\$	Gross<> 👪 Currency 👫 Items	Ttems 👫 Disc. TDisc.	
	_								
	Stat	us							
Processing S	-	ms	5				Amount Entere	d	7.000,0
Processing S	Iter	Display from Item 1 Assigned 12,000		Assigned		12.000,0			
Processing S Number of Display fron	Iter 1 Ite	em	1			Reason Code Difference Postings			
Processing S Number of Display from Reason Coo	Iter 1 Ite 1 e	em	1	1			Difference Post	ings	

-> Step 5: Click on "Residual Items" tab

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		Page 149 of 241





SAP User Manual for Accounts Receivables Process

Post Incoming Payments Create residual items								
🚨 📝 Distribute Difference 🛛 Cl	harge Off Difference 🖉 Editing	Options Create Dispute Case						
Standard Partial Pmt Res.Items WH Tax								
Account items 700031 J.M. Bax	i & Company							
Document D Document P B	Busi Day Net Amount	Residual Items	RCd					
1600000012 DG 31.03.2020 11	0	1.200,00-						
1600000013 DG 31.03.2020 11	0	1.200,00-						
1700000035 DR 31.03.2020 01	0	21.000,00						
1700000040 DR 31.03.2020 01	0	12.000,00						
1700000036 DR 31.03.2020 01	0	30.000,00						
🖳 🗈 🗟 🐨 🕼 🕼 Amo) 👬 Gross<>) 🕌 Currency 🕴 Items 🍸 Items 🔭 Disc. 🍸 Disc.								
Processing Status	Processing Status							
Number of Items 5		Amount Entered	7.000,00					
Display from Item 1		Assigned	12.000,00					
Reason Code		Difference Postings						
Currency INR								
Display in clearing currency		Not Assigned	5.000,00-					

Step 6: Keep the cursor on **"Residual Items"** and double click on that then the system *(*will display the screen as below.

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		Page 150 of 241	





SAP User Manual for Accounts Receivables Process

ost meoning P	ayını	ints cre	cate residual items			
🔮 📝 🛛 Distribute Differe	ence	Charge Off	f Difference 🖉 Editing Options	Create Dispute Case		Residual
Standard Partial P	mt	Res.Items	WH Tax			Balance is
						Rs.5000
Account items 700031	Ј.М. В	axi & Compa	any			
ocument D Documer	nt P.,	Busi. Day	Net Amount	Residual Items	RC	<u>a</u>
600000012 DG 31.03.2	020 11	0	1.2	200,00-		
600000013 DG 31.03.2	020 11	0	1.2	200,00-		
700000035 DR 31.03.2	020 01	0	21.0	000,00		
700000040 DR 31.03.2	020 01	0	12.0	000,00	5.000,00	
700000036 DR 31.03.2	020 01	0	30.0	000,00		
						_
						_
						_
						1
		Amo	👪 Gross<> 👪 Currency 👫	Items 🍸 Items 🎽	Disc. Disc.	
Processing Status						
Number of Items	5		Not assigned	ntered	7.00	0,00
Display from Item	1		should be		7.00	0,00
Display from reem						

Step 7: Go to menu bar and click on "Document" and click on "Simulate"

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		Page 151 of 241	





Page 152 of 241

SAP User Manual for Accounts Receivables Process

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Post Incor	ning Paym	ents Display	overvi	iew		
Supplemen	nt 🛗 Display C	urrency 🚺 Taxe	es 🖾 Re	set		
Document Date	31.03.2020	Туре	DZ (Company Code	1200	
Posting Date	31.03.2020	Period	12 0	Currency	INR	
Document Numb	er INTERNAL	Fiscal Year	2019 7	Franslation dte	31.03.2020	
Reference	DEPT/INV/20	020	C	Cross-CC Number		
Doc.Header Text	CUSTOMER P	AYMENT	1	Trading part.BA		
Items in docume	ent currency					
PK BusA	Acct		I	INR Amount	Tax amnt	
001 40	0023110001 A	llahabad Bank -	Inc	7.000,00		
002 06	0000700031 J.	.M. Baxi & Comp	any	5.000,00		Al
003 15	0000700031 J.	.M. Baxi & Comp	any	12.000,00-		
D 12.000,00	C 12	.000,00	0,00		* 3 Line Iten	ns

Step 8: Check and verify the line items and post the document. To post click on **"Post".** Once the document is posted the system will propose the below message.

Ocument 1800000094 was posted in company code 1200

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SAP User Manual for Accounts Receivables Process

Display of posted document:

	Display Document: Data Entry View													
💅 ۲	💅 🖻 🕃 Jisplay Currency 🗏 General Ledger View													
Data E	Data Entry View													
Docur	nent	Numbe	r 180	0000094		Company Code	1200		Fiscal Year	2019				
Docur	nent	Date	31.	03.2020		Posting Date	31.03.2	2020	Period	12				
Refer	ence		DEI	T/INV/20	20	Cross-Comp.No.								
Curren	ncy		INF	2		Texts Exist			Ledger Group					
CoCd	Item	Key S	Trs	Account		Description				Amount	Curr.	Тх	Cost Center	Profit Center
1200	1	40		2311000	1	Allahabad Bank -In	0			7.000,00	INR			1204
	2	06		700031		J.M. Baxi & Compar	пу			5.000,00	INR	A1		
	3	15		700031		J.M. Baxi & Compar	ıy			12.000,00-	INR			

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Customer Line Item Display						
🕒 🔁 📕 🖪 Data Sources						
Customer selection						
Customer account	700031	to	\$			
Company code	1200	to	•			
Selection using search help						
Search help ID						
Search string						
Search help						
Line item selection						
Status						
Open items						
Open at key date	31.03.2020					
O Cleared items						
Clearing date		to	S			
Open at key date						
Desting date		to				
Normal items						

Now go and check in **FBL5N** – Customer Line Item Report:

Provide the values as shown above and click on "Execute"

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Си	Customer Line Item Display										
K) & / 🎫	2 🖓 🕼	2							
Cus Com	Customer 700031 Company Code 1200										
Nam	e	i t	M. Baxi د (Witch	Compa	any						
CIU	¥		uten								
	St	Assignment	DocumentNo	Тур	DocDate	s	DD	Local Crcy Amt	LCurr	Clrng doc.	Text
	Ø		1600000012	DG	31.03.2020		4,	1.200,00-	INR		
	Ø		1600000013	DG	31.03.2020		4)	1.200,00-	INR		customer credit memo
H	<u> </u>		170000035	DR	31.03.2020		A)	21.000,00	INR		park customer invoice
H		CUCTOWED INTOICE	1800000094	DZ	31.03.2020			5.000,00	INR		CUSTOMER PAYMENT
		CUSTOMER INVOICE	170000036	DR	31.03.2020		4)	30.000,00	INK		CUSIOMER INVOICE
*	Ø							53.600,00	INR		
*	** Account 700031 53.600,00 INR										

As per the above screen shown, now the system has been cleared the "**original invoice**" and the system is generated the "**new document line item**" for the residual balance amount after the residual payment done in F-28.

Customer Incoming Payment (Advance adjustment with Invoice):

Business Scenario Example:

Advance	Rs. 5000
Invoice	Rs. 10000

Balance Payment Rs. 5000

F-29 Customer Advance Payment:

Enter Transaction Code F-29 in command bar (or) Follow the below navigation path:

Step 1: SAP Easy Access \rightarrow SAP Menu \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Document Entry \rightarrow Down Payment \rightarrow F-29 (Down Payment)

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Page 155 of 241





SAP User Manual for Accounts Receivables Process



Step 2: Double click on "F-29" the system will open the below screen

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Page 156 of 241





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Post Customer Down Payment: Header Data							
New Item R	equests						
Document Date	31.03.2020	Туре	DZ	Com	npany Code	1200	
Posting Date	31.03.2020	Period	1	Curr	ency/Rate	INR	
Document Number				Trar	nslation dte		
Reference	DEPT/INV/20	20		Cros	s-CC Number		
Doc.Header Text	customer adv	payment					
Trading part.BA				Tax	Reporting D		
Customer							
Account	700031			Spe	cial G/L Ind	AQ	
Altern. CoCode							
Bank							
Account	23110001			Busi	ness Area		
Amount	5000						
LC amount		_					
Bank Charges				LC E	Bank Charges		_
Value date	31.03.2020				ît Center	1204	
Text	customer adv	payment		Assi	gnment	customer	advance

Step 3: Provide the values as shown above and press enter.

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		Page 157 of 241		





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로 — <u>D</u> ocument <u>[</u>	<u>-</u> 	ngs En <u>v</u> ironment System <u>H</u>	elp
Ø	ē 4 🛛	😋 🙆 🚷 🖴 🕼 🖧	87 H H S I 🗶 🗾 🤇
Post Custo	omer Down Paym	ent Add Customer ite	em
🚨 🖨 More (data 🔂 🔂 🗀 New	Item 🚺 Withholding tax	
Customer	700031 J.M. Baxi 8	k Company	G/L Acc 18140000
Company Code	1200 No.87 3rd	Floor, Seva Sadan Ll, New	
Deendayal Port	Trust Kutch		
Item 2 / Down	pmnt received / 19 A		
Amount	5000	INR	
	Calculate Tax	Bus./Sectn	
Bus. Area			
Disc.perc.		CD Amount	
			Real Estate
Purch.Doc.			
			Flow Type
Contract	1		
Assignment	customer advance		
Text	customer adv payment		🕑 🛷 Long Texts

Step 4: Provide the values as shown above and go to menu bar and click on "Document" and click on "Simulate".

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		Page 158 of 241		





SAP User Manual for Accounts Receivables Process

8		-4 📙 😋 🤅	9 🐼 🗆	🗅 (H) (H) (🏝 🕯	3 <mark>1</mark> 7 2) 💥 🛃	7	
Post Customer Down Payment Display Overview								
🕄 👬 Display Currency 🚺 Taxes 🖄 Reset								
Document Date	31.03.2020	Туре	DZ	Company Code	1200			
Posting Date	31.03.2020	Period	12	Currency	INR			
Document Number	INTERNAL	Fiscal Year	2019	Translation dte	31.03	.2020		
Reference	DEPT/INV/202	D		Cross-CC Number				
Doc.Header Text	customer adv p	ayment		Trading part.BA				
Items in document	t currency							
PK BusA A	cct			INR Amount	Т	ax amnt		
001 40 0	023110001 Alla	ahabad Bank -:	Inc	5.000,00				
002 19A 0	000700031 J.M	. Baxi & Compa	any	5.000,00-				
D E 000 00								

Step 5: Check and verify the line items and post the document. To post click on **"Post".** Once the document is posted the system will propose the below message.

Socument 1800000097 was posted in company code 1200

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Display of posted document:

🕫 🗎 Displa	Display Document: Data Entry View								
🦅 🖻 🕄 🞩	💅 🖻 🕃 ∔ Display Currency 🗉 General Ledger View								
Data Entry View	Data Entry View /								
Document Numbe	r 180000097	Company Code 1200	Fiscal Year	2019					
Document Date	31.03.2020	Posting Date 31.03.	2020 Period	12					
Reference	DEPT/INV/2020	Cross-Comp.No.							
Currency	INR	Texts Exist	Ledger Group						
CoCd ⁺ Item Key S	Trs Account	Description		Amount Cur	r. Tx	Cost Center	Profit Center		
1200 1 40	23110001	Allahabad Bank -Inco		5.000,00 INR			1204		
2 19 A	700031	J.M. Baxi & Company		5.000,00- INR					

FB70 – Customer Invoice:

Enter Transaction code FB70 in command bar (or) Follow the below navigation path:

Step 1: SAP Easy Access \rightarrow SAP Menu \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Document Entry \rightarrow FB70 (Invoice)



Step 2: Double click on "FB70" then the system will open the below screen.

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Page 160 of 241





SAP User Manual for Accounts Receivables Process

Enter Custon	ner Invoid	ce: Cor	mpany Cod	le 1200	2						Enter Customer Invoice: Company Code 1200						
🖁 Tree on	Company Code	🍪 Ho	old 📴 Simulat	te 📙 Pa	ark 🖉 Edit	ing (options										
Transactn Invoi	ce	ĩ															
				Bal.	0,00				000								
Basic data	Payment 👔 I	Details	Tax With	holding tax	Notes		Custom	ner									
						_	Addre	ISS									
Customer	700031		Sp.G/LI				Comp	any									
Invoice date	31.03.2020		Reference	DEPT/INV	7/2020	Η	J.M. I	Baxi & Compar	ıy								
Posting Date	31.03.2020						No.8	7 3rd Floor, Se	eva Sadan Ll, I	Ne							
Cross-CC Number							3702	10 Kutch									
Amount	10.000,00			INR			2 2	834276030									
			Calculate Tax														
Tax Amount				Ē				OIs									
Bus.Place/Sectn	1						Bank d	lata: not availa	able								
Text	CUSTOMER IN	VOICE			6												
Paymt terms	Due immediat	ely			4												
••																	
1 Items (No en	try variant sele	cted)				_											
St. G/L acct	Short Text	D/C	Amount in doc.	.curr.		Pu	Purc_	Profit center	Partner pro	WBS							
✓ 34180000	Water Char	Cred 🗎			10.000,00			1204									
		Cred 🖹															

Step 3: Provide the values as shown above and click on "Simulate"

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		Page 161 of 241





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8 I I I I I I I I I I I I I I I I I I I									
Do	си	ment Ov	erview						
🕄 🕼 Reset 🚹 Taxes 📙 Park 📙 Complete 🝞 🚔 🛜 🔁 🔁 Choose 🔁 Save 🔀									
	_								
Doc	:.Ty	ype:DR()	Customer Invoice) No:	rmal docum	ent				
Doc	:. 1	Number	Compa	ny Code	1200		Fiscal	Year	2019
Doc	:. I	Date 3	1.03.2020 Posti	ng Date	31.03.20	20	Period		12
Cal	.cu]	late Tax							
Ref	E.Do	bc. D	EPT/INV/2020						
Doc	. (Currency I	NR						
Itm	PK	Account	Account Short Text	Assignmen	t	Tx		Amount	
	_								
1	01	700031	J.M. Baxi & Company				10	0.000.00	
2	50	34180000	Water Charges			A 1	10	000 00-	
- 4	30	34100000	nater charges			AT	10		J

Step 4: Check and verify the line items and park the document. To post click on **"Park".** Once the document is posted the system will propose the below message.

Document 1700000041 1200 was parked

Step 5: To approve the document login as approver in the SAP system.

User Svstem Help		
	🏵 🚱 📮 🛗 🛗 (참 12 14 25 1 🕱 🔊 🕞	
SAP		
New password		
Client	400	
User	AE001	
Password	* * * * * * * * * * * *	
Logon Language	EN	
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		Page 162 of 241





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Page 163 of 241





SAP User Manual for Accounts Receivables Process

Step 7: Expand "**Inbox**" button, under workflow Please Approve Parked Invoice "**1700000041**" message will appear, Double click on the work flow and proceed for next step.

Business Workplace of Assistant Engineer							
7 New message 🛯 🛗 Find folder	🕼 Find document 🔟 Appointment ca	lendar	Distribution lists				
Vorkplace: Assistant Engineer		S) (⊉ & © ○ 〒 르 ≝ ① □ 〒 ■ 串 □ ⊇ 🥄 🖽 □	8 7 B			
V 🗘 Inbox		Mo	rkflow 654				
Documents 59		1000					
Documents III		Exe	Title	Status	Work Item ID Creation Date	Creation Ti	P Att
			Please approve the Parked Invoice 1700000041, Year 2019	Ø	428400 01.04.2020	17:53:54	5
Deadline Messages 0		۲	Please approve the Parked Invoice 2000000010, Year 2019	<u> </u>	428206 01.04.2020	02:23:18	5
Entries with Errors 0		۲	Please approve the Parked Invoice 2200000091, Year 2019	Ø	428048 31.03.2020	23:10:35	5
D Couthox		۲	Please approve the Purchase Order 4502000131	<u> </u>	428034 31.03.2020	16:30:49	5
		۰	Please approve the Purchase Order 4502000131	Ø	428027 31.03.2020	16:28:53	5
Private folders		۷	Please approve the Parked Invoice 2900000054, Year 2019	Ø	427931 31.03.2020	14:25:55	5
Shared folders		٧	Please approve the RESERVATION 0000000776	Ø	427754 30.03.2020	19:03:28	5
Subscribed Folders		٧	Please approve the RESERVATION 0000000776	Ø	427751 30.03.2020	19:00:07	5
Trash		۲	Please approve the Purchase Order 4502000129	Ø	427680 30.03.2020	18:36:22	5
🗍 Shared trash		۲	Please approve the Purchase Order 4502000129	Ø	427673 30.03.2020	18:32:46	5
		۲	Please approve the Quotation 1002000063	Ø	427666 30.03.2020	18:29:50	5
		۲	Please approve the Purchase Requisition 2002000496	Ø	427629 30.03.2020	18:15:50	5
		۲	Please approve the Purchase Requisition 2002000496	Ø	427608 30.03.2020	18:07:20	5
		<u>ښ</u>	Please approve the Purchase Order 4502000128	Ø	427541_30.03.2020	17:43:46	5
					🏸 Tips & tricks:	Create	substi
		Ple	ease approve the Parked Invoice 1700000041	, Year 2019			

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	Step 8: In this step Click on the Approve option to post the parket	ed Invoice " 1700000041 ".
	Decision Step in Workflow	
	🐨 Workflow 🔃 Create 😰 Import	
	Choose one of the following alternatives	
-	Approve	
	Reject	
	Display	
	Approval or Rejection History	
	Hold	
	Description	Objects and attachments
	Select one of the available decision options. This completes the processing of this step.	No attachments or objects exist
	Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.	
	If you choose Cancel, the user decision remains in your inbox for processing.	

Step 9: Onces parked Invoice "**Approved**" document got posted in company code to display posted document go to FB03 and display the document.

Display of posted document:

🔊	Dis	pla	y D	ocume	ent: L	Data Entry V	liew/							
1	9 🔍 4	3	Ta	xes 🚦	Display	Currency	General Ledg	er View]					
Data E	intry Vie	w /												
Docun	ment Nu	mber	r 170	0000041		Company Code	1200		Fiscal Year	2019				
Docun	nent Dai	te	31.	03.2020		Posting Date	31.03.2	2020	Period	12				
Refere	ence		DEP	T/INV/2	020	Cross-Comp.No.								
Currer	псу		INR			Texts Exist			Ledger Group					
3.	4 7	尙	畏	701	2 🗈 🕴	%in) 🗳 🗗 i	0 🕒 0 🖷		l					
CoCd	Item Ke	ey S	Trs	Account		Description				Amount	Curr.	Тх	Cost Center	Profit Center
1200	1 01	L		700031		J.M. Baxi & Comp	any			10.000,00	INR	A1		
	2 50)		3418000	0	Water Charges				10.000,00-	INR	A1		1204

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Now go and check in **FBL5N** – Customer Line Item Report:

Customer Line Item Dis	splay			
🕒 🔁 🔳 🖬 Data Sources				
Customer selection				
Customer account	700031	to	⇒	
Company code	1200	to	\$	
Selection using search help				
Search help ID				
Search string				
🖻 Search help				
Line item selection				
Status				
Open items				
Open at key date	31.03.2020			
O Cleared items				
Clearing date		to	_	
Open at key date				
O All items				
Posting date		to	\$	
Туре				
Normal items				
Special G/L transactions				

Provide the values as shown above and click on "Simulate"

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Customer Line Item	Display								
H • • • • • • • • • • • • • • • • • • •	🖉 🖓 😭 🔮		7 4 7				- 1	Selectio	ons Create Dispute Case
Customer Company Code Name City	700031 1200 J.M. Baxi & Con Kutch	ompa	пу						
St Assignment	DocumentNo T	Гур	DocDate	s	DD	Local Crcy Amt	LCurr	Clrng doc.	Text
CUSTOMER INVOICE	1600000012 D 1600000013 D 170000035 D 170000041 D 180000094 D 170000036 D	DG DG DR DR DZ DR	31.03.2020 31.03.2020 31.03.2020 31.03.2020 31.03.2020 31.03.2020		4 4 4 4 4 4 4 4 4 4 4 4 4 1 4	1.200,00- 1.200,00- 21.000,00 0.000,00 5.000,00 63.600,00	INR INR INR INR INR INR		customer credit memo park customer invoice CUSTOMER INVOICE CUSTOMER PAYMENT CUSTOMER INVOICE
** Account 700031						63.600,00	INR		

As per the above screen shown, the customer advance is Rs. 5000 and the customer invoice is Rs.10000. The balance amount is Rs. 5000 we have to receive from customer.

- Customer Advance is Rs. 5000
- Customer Invoice is Rs. 10000
- Balance Amount is Rs. 5000 we have to receive from Customer.

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		Page 167 of 241





SAP User Manual for Accounts Receivables Process

F-28 – Customer Incoming Payment:

Enter transaction code F-28 in command bar (or) Follow the below navigation path:

Step 1: SAP Easy Access \rightarrow SAP Menu \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Document Entry \rightarrow F-28 (Incoming Payments)



Step 2: Double click on "F-28" the system will open the below screen.

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		Page 168 of 241



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SAP User Manual for Accounts Receivables Process

Post Incomin	ng Payme	nts: Heade	er D)ata	9			
Process Open Item	ns							
Document Date	31.03.2020	Туре	DZ		Company Code	1200		
Posting Date	31.03.2020	Period			Currency/Rate	INR		
Document Number					Translation dte			
Reference	DEPT/INV/20	20			Cross-CC Number			
Doc.Header Text	customer pay	ment			Trading part.BA			
Clearing Text	CUSTOMER P	AYMENT						
Bank data								
Account	23110001				Business Area			
Amount	5000							
Amt.in loc.cur.								
Bank Charges					LC Bank Charges			
Value date	31.03.2020				Profit Center	1204		
Text	CUSTOMER P	AYMENT			Assignment	CUST	OMER P	AY
Open item selection	/			_	Additional selection	IS		
Account	700031				○ None			
Account Type	D	Other Accou	ints		○ Amount			
Special G/L Ind		Standard OI	5		O Document Nur	mber		
Payt Advice No.					Posting Date			
Distribute by Age	9				O Dunning Area			
Automatic Search	h				O Others			

Step 3: Provide the values as shown above and click on "Process Open Items"

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		Page 169 of 241





SAP User Manual for Accounts Receivables Process

Post Incom	ing Paymen	ts Enter selection criteria
Other selection	Other account	Process Open Items
Parameters entere	ed	
Company Code	1200	
Account	700031	
Account Type	D	
Special G/L Ind.		Standard OIs
Posting Date		
From	То	
31.03.2020		

Step 4: Provide the values as shown above and click on "Process Open Items"

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		Page 170 of 241





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Post Incoming Day	men	ts Ent	er nartial navments			
🔏 🕼 Distribute Difference	e Cha	arge Off [Difference 2 Editing Options Creat	e Dispute Case		
Standard Partial Pmt	Re	es.Items	WH Tax			
Account items 700031 J.M	I. Baxi	& Compar	ıy			
Document D. Document	PBu	ısi Day	Net Amount	Payment Amount	RCd	
1600000012 DG 31.03.2020	11	0	1.200,00-	-		
1600000013 DG 31.03.2020	11	0	1.200,00-	-		
1700000035 DR 31.03.2020	01	0	21.000,00			
1700000041 DR 31.03.2020	01	0	10.000,00	10.000,00		
1700000036 DR 31.03.2020	01	0	30.000,00			
1800000095 DZ 31.03.2020	19	0	5.000,00-	-		
1800000097 DZ 31.03.2020	19	0	(5.000,00-	5.000,00	-	
<u>se be av m</u>	尚 A	mo 🗄	5 Gross<> 話 Currency	🖞 Items 🏄 Disc. 🎽 Disc.		
Processing Status						
Number of Items 7			Amount Entere	d	5.000,00	
Display from Item 1			Assigned	Assigned 5.000, 0		
Reason Code			Difference Post	ings		
Reason courc						
Currency I	NR					

Step 5: Go to menu bar and click on "Document" and click on "Simulate"

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Page 172 of 241

SAP User Manual for Accounts Receivables Process

Post Incomi	ing Payme	nts Display	🔒 🚷 Over		ן 🖪 🛒 ו 🕄 🖓 ו		
Image: Second							
Document Date	31.03.2020	Туре	DZ	Company Code	1200		
Posting Date	31.03.2020	Period	12	Currency	INR		
Document Number	INTERNAL	Fiscal Year	2019	Translation dte	31.03.2020		
Reference	DEPT/INV/20	20		Cross-CC Number			
Doc.Header Text	CUSTOMER PA	AYMENT		Trading part.BA			
Items in document	Items in document currency						
PK BusA A	cct			INR Amount	Tax amnt		
001 40 0	023110001 A1	lahabad Bank -	Inc	5.000,00			
002 09A 0	000700031 J.	M. Baxi & Comp	any	5.000,00			
003 15 0	000700031 J.	M. Baxi & Comp	any	10.000,00-			
D 10.000,00	C 10.	000,00	0,00		* 3 Line Items		

Step 6: Check and verify the line items and post the document. To post click on **"Post".** Once the document is posted the system will propose the below message.

Socument 1800000098 was posted in company code 1200

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Display of posted document:

10	Display Document: Data Entry View													
💅 🖣	💅 🖻 🕃 👪 Display Currency 🗏 General Ledger View													
Data E	Data Entry View													
Docur	nent Num	ber	1800	8600000		Company Code	1200		Fiscal Year	2019				
Docur	ment Date	•	31.0	03.2020		Posting Date	31.03.2	2020	Period	12				
Refer	ence		DEPI	I/INV/20	20	Cross-Comp.No.								
Curren	псу		INR			Texts Exist			Ledger Group					
	3 A 7 M K 70 S 8 K 1 A 6 0 B 4 B 1 E													
CoCd	Item Key	S	Trs	Account		Description				Amount	Curr.	Тх	Cost Center	Profit Center 9
1200	1 40			2311000	1	Allahabad Bank -Inc	0			5.000,00	INR			1204
	2 09	Α		700031		J.M. Baxi & Compan	.M. Baxi & Company			5.000,00	INR			
	3 15			700031		J.M. Baxi & Compan	у			10.000,00-	INR			

According No. 7 Instead	Alternative Whiching	Delaise Desider Change
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SAP User Manual for Accounts Receivables Process

Customer Line Item Dis	Customer Line Item Display					
🕒 🚱 📜 🚹 Data Sources						
Output and a time of						
Customer selection						
Customer account	700031 Q	to				
Company code	1200	to	P			
Selection using search help						
Search help ID						
Search string						
Search help						
Line item selection						
Status						
Open items						
Open at key date						
Cleared items						
Clearing date	31.03.2020	to	P			
Open at key date						
O All items						
Posting date	31.03.2020	to	\$			
Туре						
Normal items						
Special G/L transactions						
Noted items						

Now go and check in **FBL5N** – Customer Line Item Report:

Provide the values as shown above and click on "Execute"

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SAP User Manual for Accounts Receivables Process

Customer Line Item Display									
🖌 🖌 🕨 🗞 🖉 🏧 🕼 🕼 🕼 🖗 🛱 🗮 🖽 🖽 🔛 🌌 🏂 層 🎦 🖬 Selections 🗋 Create Dispute Case									
Customer	00031								
Company Code	1200								
Name	IM Barri e Ce								
City F	utch	ompa	шy						
	I			_	_				
St Assignment	DocumentNo 1	Тур	DocDate	S	DD	Local Crcy Amt	LCurr	Clrng doc.	Text
	1800000088	D7	31 03 2020			10,000,00-	TND	1800000088	CUSTOMER DAYMENT
	1800000098 1	DZ	31.03.2020	A		5.000.00	INR	1800000098	CUSTOMER PAYMENT
*						5.000,00-	INR		
tt 3					_	5 000 00	THE		
ACCOUNT 700031						5.000,00-	INR		

As per the above screen shown, now the system has been cleared the both invoice as well as advance after the balance payment done in F-28.

8. Customer Outgoing Payment (Refund to customer):

Business Scenario Example:

Customer advance Rs. 10000

Customer invoice Rs. 8000

Refund to customer Rs. 2000

As per the above example, we have received an advance Rs.10000 from customer and we have raised the customer invoice against the advance is Rs.8000. So we have to make refund to customer the amount of Rs.2000 of excess advance amount received from customer.

F-29 – Customer Advance:

Enter transaction code F-29 in command bar (or) Follow the below navigation path:

Step 1: SAP Easy Access \rightarrow SAP Menu \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Document Entry \rightarrow Down Payment \rightarrow F-29 (Down Payment)

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Page 175 of 241





SAP User Manual for Accounts Receivables Process



Step 2: Double click on "F-29" the system will open the below screen.

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Page 176 of 241





SAP User Manual for Accounts Receivables Process

Post Customer Down Payment: Header Data							
New Item Requests							
Document Date	31.03.2020	Туре	DZ	Company Code	1200		
Posting Date	31.03.2020	Period	1	Currency/Rate	INR		
Document Number				Translation dte			
Reference	DEPT/INV/20	20		Cross-CC Number			
Doc.Header Text	customer adv	payment					
Trading part.BA	part.BA			Tax Reporting D			
Customer							
Account	700031			Special G/L Ind	Α		
Altern. CoCode							
Bank							
Account	23110001			Business Area			
Amount	10000						
LC amount		_					
Bank Charges				LC Bank Charges			
Value date	31.03.2020			Profit Center	1204		
Text	customer adv	payment		Assignment	customer advance		

Step 3: Provide the values as shown above and press enter.

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<u> </u>					80 YO XO 💥 🛃 (
Post Cust	omer Dov	vn Payme	ent Add Cust	omer ite	em
🙎 鹶 More	data 🙆 🛃	2			
Customer	700031	J.M. Baxi &	Company		G/L Acc 18140000
Company Code	1200	No.87 3rd F	-loor, Seva Sadan Ll	, New	
Deendayal Port	Trust	Kutch			
Item 2 / Down	pmnt received	1 / 19 A			
Amount	10000		INR		
	Cal	culate Tax	Bus./Sectn		
Bus. Area					
Disc.perc.			CD Amount		
					Real Estate
Purch.Doc.					
					Flow Type
Contract		1			
Assignment	customer ad	vance			
Text	customer ad	v payment			A Long Texts

Step 4: Provide the values as shown above and go to menu bar and click on "Document" and click on "Simulate".

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		Page 178 of 241	





SAP User Manual for Accounts Receivables Process

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Post Customer Down Payment Display Overview					
🕄 昔 Display Cu	🕄 👬 Display Currency 📘 Taxes 🖾 Reset				
Document Date	31.03.2020	Туре	DZ	Company Code	1200
Posting Date	31.03.2020	Period	12	Currency	INR
Document Number	INTERNAL	Fiscal Year	2019	Translation dte	31.03.2020
Reference	DEPT/INV/202	20		Cross-CC Number	
Doc.Header Text	customer adv	payment		Trading part.BA	
Items in document currency					
PK BusA Ad	ct			INR Amount	Tax amnt
001 40 00	23110001 A1:	lahabad Bank -	Inc	10.000,00	
002 19A 0000700031 J.M. Baxi & Company 10.000,00-					
D 10.000,00	C 10.0	000,00	0,00		* 2 Line Items

Step 5: Check and verify the line items and post the document. To post click on **"Post".** Once the document is posted the system will propose the below message.

Socument 1800000099 was posted in company code 1200

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Page 180 of 241

SAP User Manual for Accounts Receivables Process

Display of posted document:

Display Document: Data Entry View					
😢 🖻 🛃 🕒 🛗 Display Currency 🗏 General Ledger View					
Data Entry View					
Document Numb	er 180000099	Company Code 1200	Fiscal Year 2019		
Document Date	31.03.2020	Posting Date 31.03.2	2020 Period 12		
Reference	DEPT/INV/2020	Cross-Comp.No.			
Currency	INR	Texts Exist	Ledger Group		
CoCd ⁺ Item Key S	Trs Account	Description	Amount	Curr. Tx Cost Center Profit Center	
1200 1 40	23110001	Allahabad Bank -Inco	10.000,00	INR 1204	
2 19 A	700031	J.M. Baxi & Company	10.000,00-	INR	

FB70 – Customer Invoice:

Enter Transaction code FB70 in command bar (or) Follow the below navigation path:

Step 1: SAP Easy Access \rightarrow SAP Menu \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Document Entry \rightarrow FB70 (Invoice)



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Enter Custon	Enter Customer Invoice: Company Code 1200								
🖥 Tree on 🔄 Company Code 🚱 Hold 🖼 Simulate 📙 Park 🖉 Editing options									
Transactn Invoice									
			Bal. 0,00					000	
Basic data	Payment 🔓 Details	Tax Withholdir	ng tax 🔓 Notes		Custor	ner	/		
					Addre	ess			
Customer	700031	Sp.G/LI			Com	bany			
Invoice date	31.03.2020	Reference DEP	T/INV/2020	H	J.M.	Baxi 8	& Comp	any	
Posting Date	31.03.2020				No.8	7 3rd	Floor,	Seva Sadan Ll	, Ne
Cross-CC Number					3702	10 K	utch		
Amount	8.000,00	INR			T 2	8342	276030		2
		Calculate Tax							
Tax Amount			ē.		iffi		OIs		
Bus.Place/Sectn	1				Bank (lata:	not ava	ailable	
Text	CUSTOMER INVOICE								
Paymt terms	Due immediately								
• •									
1 Items (No en	try variant selected)								
St. G/L acct	Short Text D/C	Amount in doc.curr.		Sch.	. Plnt	Pu	Purc	Profit center	Partne
✔ 34180000	Water Char Cred	1	8.000,00	0				1204	
	Cred	2 1							

Step 2: Double click on "**FB70**" the system will open the below screen.

Step 3: Provide the values as shown above and click on "Simulate".

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		Page 181 of 241





SAP User Manual for Accounts Receivables Process

	-~				inproce.				0					
Doc	.Tv	me:DR(Customer Invoi	ice) No	rmal do	cumen	t.						 	
Doc	. N	lumber		Compa	ny Code	1	200		Fiscal	Year	2019)		
Doc	. D	ate 3	1.03.2020	Posti	ng Date	3	1.03.2	020	Period		12			
Cal	1	ate Tax			-									
Care	CUL	auc Iun												
Ref.	.Do	c. I	EPT/INV/2020											
Ref. Doc.	. Do	c. I Currency I	DEPT/INV/2020 NR											
Ref. Doc.	. Do	c. I Currency I	DEPT/INV/2020 NR										 	
Ref.	. C	c. I Currency I	EPT/INV/2020 NR										 	
Ref. Doc.	. Do . C	Account	Account Short	t Text	Assign	ment		Tx		Amou	nt		 	
Itm I	. Do . C	Account	Account Short	t Text	Assign	ment		Tx		Amou	nt		 	
Itm I	. Do . C	Account 700031	Account Short	t Text Company	Assign	ment		Tx		Amou 8.000,0	nt		 	

Step 4: In the above screen check and verify the line items and "Complete" the document. This will trigger the workflow

To park the document, click on "Complete Button", the system will give the information message as below

Ocument 170000042 1200 was parked

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		Page 182 of 241





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400
AE001

EN
Svstem Help 중 영 😪 그 배 않 ! 환 한 좌 왕 ! 🗵 🔊 । 🚱 🖷
ident Control System (RCS) -> Rudget -> Overview of Rudget (
it it idant Control System (BCS) -> Budget -> Overview of Budget C idant Control System (BCS) -> Budget -> Budget Overview
record: Mass maintenance 03
aister
load
load terest calculation
load terest calculation Connectivity
load terest calculation : Connectivity nents
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oload terest calculation : Connectivity inents

Step 5: To approve the document login as approver in the SAP system.

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		Page 183 of 241		





SAP User Manual for Accounts Receivables Process

Step 7: Expand "**Inbox**" button, under workflow Please Approve Parked Invoice "**1700000042**" message will appear, Double click on the work flow and proceed for next step.

Business Workplace of Assistant Engineer										
😿 New message 🔀 Find folder 🔀 Find document 🔟 Appointment o	alendar 🙆 Distribution lists									
 ✓ X Workplace: Assistant Engineer ✓ > Inbox ✓ Unread Documents 60 ✓ Documents 112 	월 & @ @ 한 문 또 (한 1 년 8 월 년 일 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	870 B]							
Workflow 654	Exe. Title	Status	Work Item ID Creation Date	Creation Ti	P Att					
Overdue entries 0	Please approve the Parked Invoice 170000042, Year 2019 Please approve the Parked Invoice 200000010, Year 2019	R R	428415 01.04.2020	02:23:18	5					
Deadline Messages 0	Please approve the Parked Invoice 2200000091, Year 2019	- ě	428048 31.03.2020	23:10:35	5					
Entries with Errors 0	Please approve the Purchase Order 4502000131	Ŷ	428034 31.03.2020	16:30:49	5					
	Please approve the Purchase Order 4502000131	Ø	428027 31.03.2020	16:28:53	5					
	Please approve the Parked Invoice 2900000054, Year 2019	Ø	427931 31.03.2020	14:25:55	5					
Shared folders	Please approve the RESERVATION 0000000776	Ø	427754 30.03.2020	19:03:28	5					
Subscribed Folders	Please approve the RESERVATION 0000000776	Ø	427751 30.03.2020	19:00:07	5					
Trash	Please approve the Purchase Order 4502000129	Ø	427680 30.03.2020	18:36:22	5					
Shared trash	Please approve the Purchase Order 4502000129	Ø	427673 30.03.2020	18:32:46	5					
	Please approve the Quotation 1002000063	Ø	427666 30.03.2020	18:29:50	5					
	Please approve the Purchase Requisition 2002000496	Ø	427629 30.03.2020	18:15:50	5					
	Please approve the Purchase Requisition 2002000496	<u> </u>	427608 30.03.2020	18:07:20	5					
	Please approve the Purchase Order 4502000128	Ø	427541_30.03.2020	17:43:46	5					
			🏸 Tips & tricks:	Replace	e work					
	Please approve the Parked Invoice 1700000042	, Year 201	.9							

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9	Step 8: In this step Click on the Approve option to post the particular step option step option to post the particular step option step op	rked Invoice " 1700000042 ".
	Decision Step in Workflow	
	Workflow	
	Please approve the Parked Invoice 1700000042, Year 2019	
	Choose one of the following alternatives	
▶	Approve	
	Reject	
	Display	
	Approval or Rejection History	
	Hold	
	Description	Objects and attachments
	Select one of the available decision options. This completes the processing of this step.	No attachments or objects exist
	Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.	
	If you choose Cancel, the user decision remains in your inbox for processing.	

Step 9: Onces parked Invoice "**Approved**" document got posted in company code to display posted document go to FB03 and display the document.

Display of posted Document:

🗫 i 🛛	Display Document: Data Entry View														
🞾 🖻 🕄 🕘 👬 Display Currency 🗏 General Ledger View															
Data Entry View															
Docu	ment Nu	mbe	r 170	0000042		Company Code	1200	F	iscal Year	2019					
Docu	ment Dat	e	31.	03.2020		Posting Date	31.03.2	2020 P	eriod	12					
Refer	ence		DEP	T/INV/20	20	Cross-Comp.No.									
Curre	ncy		INR	L		Texts Exist		L	edger Group.						
	87	間	68	712 2	2 🗈 🕴	Mi 📮 🔂 🕯	8 🕒 8 🖽								
CoCd	Item Ke	y S	Trs	Account		Description				Amount	Curr.	Тх	Cost Center	Profit Cente	r
1200	1 01			700031		J.M. Baxi & Comp	bany			8.000,00	INR				
	2 50			3418000	0	Water Charges				8.000,00-	INR			1204	

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🖉 🎦 🔳 🚺 Data Sources			
ustomer selection			
Customer account	700001	to	
Company code	1200	to	Ľ
election using search help			
Search help ID			
Search string			
Search help			
ine item selection			
Status			
Open items			
Open at key date	30.09.2019		
Cleared items			
Clearing date		to	
Open at key date			
	30 09 2019	to 30.09.2019	
Posting date	30.03.2013	0 30.03.2013	
Туре			

Now go and check in FBL5N – Customer line item report:

Provide the values as shown above and click on "Execute"

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Customer Line Item Display

	l 🔗 🥖 🧱	20 🔁 🕼		7	57			• • • •	1 E	Selectio	ons Create Dispute Case
Customer	7	00031									
Company Code 1200											
Name City	Name J.M. Baxi & Company City Kutch										
St Assig	ment	DocumentNo	Тур	DocI	Date	s	DD	Local Crcy Amt	LCurr	Clrng doc.	Text
_											
		170000042	DR	31.03	.2020		4)	8.000,00	INR		CUSTOMER INVOICE
L 🍳 custo	mer advance	1800000099	DZ	31.03	.2020	Α		10.000,00-	INR		customer adv payment
* 🗶								2.000,00-	INR		
** Account	** Account 700031 2.000,00- INR										

As per the above screen shown, Customer advance is Rs.10000 and customer Invoice is Rs. 8000. We are going to make refund to customer is Rs. 2000 (10000 -8000)

F-31 - Outgoing Payments (Refund to Customer):

Enter transaction code F-31 in command bar (or) Follow the below navigation path:

Step 1: SAP Easy Access \rightarrow SAP Menu \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Document Entry \rightarrow Other \rightarrow F-31 (Outgoing Payments)



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Page 187 of 241





Page 188 of 241

SAP User Manual for Accounts Receivables Process

Step 2: Double click on "F-31" the system will open the below screen.

Process Open Iten	ns											
Document Date 31.03.2020 Type DZ Company Code 1200												
Posting Date	31.03.2020	Period	1	Currency/Rate	INR							
Document Number				Translation dte								
Reference	DEPT/INV/20	020		Cross-CC Number								
Doc.Header Text	CUSTOMER R	EFUND		Trading part.BA								
Clearing Text	CUSTOMER R											
Bank data												
Account	23110002			Business Area								
Amount	2000											
Amt.in loc.cur.												
Bank Charges				LC Bank Charges								
Value date	31.03.2020			Profit Center	Profit Center 1204							
Text	CUSTOMER R	EFUND		Assignment CUSTOMER REFUND								
Open item selection	1/			Additional selectio	ns							
Account	700031			○ None								
Account Type	D	Other Acc	counts	○ Amount	○ Amount							
Special G/L Ind	Α	Standard	OIs	O Document Nu	O Document Number							
Payt Advice No.				Posting Date	Posting Date							
Distribute by Ag	е			O Dunning Area	O Dunning Area							
Automatic Search Others												

-> Step 3: Provide the values as shown above and click on "Process Open Items".

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Page 189 of 241

SAP User Manual for Accounts Receivables Process

Post Outgoing Payments Enter selection criteria									
Other selection	Other account P	rocess Open Items							
Parameters entere	d								
Company Code	1200								
Account	700031								
Account Type	D								
Special G/L Ind.	A	Standard OIs							
Posting Date									
From	То								
31.03.2020									

Step 4: provide the values as shown above and click on "Process Open Items"

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	זה	Charge	o Off I		
		charge	e on t		
Standard Partial Pmt	K	Res.I	tems	WH Tax	
Account items 700031 J.M	I. Ba	axi & C	ompar	ny	Incul
Document DDocument	P	Busi	Day	INET AMOUNT Payment Amount	RCd
1600000012 DG 31.03.2020	11		0	1.200,00-	
1700000035 DB 31.03.2020	01		0	21,000,00	
1700000042 DR 31.03.2020	01		0	8,000,00 8,000,00	
1700000036 DR 31.03.2020	01		0	30.000,00	
1800000095 DZ 31.03.2020	19		0	5.000,00-	
1800000099 DZ 31.03.2020	19		0	10.000,00- 10.000,00-	-
	R	Amo		Gross<> 👪 Currency 👫 Items 🖷 Items 👫 Disc. 🖷 Disc.	
	و مع				
Processing Status					2 000 00
Processing Status Number of Items 7				Amount Entered	\$.000,00
Processing Status Number of Items 7 Display from Item 1				Amount Entered 2 Assigned 2	2.000,00 2.000,00

Step 5: Go to menu bar and click on "Document" and click on "Simulate".

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		Page 190 of 241





Page 191 of 241

SAP User Manual for Accounts Receivables Process

Document Date	31.03.2020	Туре	DZ	Company Code	1200
Posting Date	31.03.2020	Period	12	Currency	INR
Document Number	INTERNAL	Fiscal Year	2019	Translation dte	31.03.2020
Reference	DEPT/INV/2020)		Cross-CC Number	
Doc.Header Text	CUSTOMER REF	UND		Trading part.BA	
PK BusA A 001 50 0(002 09A 0(003 18 0(cct 023110002 Alla 000700031 J.M.	ahabad Bank-C . Baxi & Comp . Baxi & Comp	outg oany oany	INR Amount 2.000,00- 10.000,00 8.000,00-	Tax amnt

Step 6: Check and verify the line items and post the document. To post click on **"Post".** Once the document is posted the system will propose the below message.

Socument 1800000100 was posted in company code 1200

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Display of posted document:

🦻	Display Document: Data Entry View														
۶	💯 🖷 🕄 🞩 🏭 Display Currency 🗏 General Ledger View														
Data Entry View															
Docur	ment I	Numb	er	180	0000100		Company Code	1200		Fiscal Year	2019				
Docur	ment (Date		31.	03.2020		Posting Date	31.03.2	020	Period	12				
Refer	ence			DEP	T/INV/20	20	Cross-Comp.No.								
Curren	ncy			INR			Texts Exist			Ledger Group					
	<u> </u>	7 (6	5	ß	712		%D 🗋 🗗 D	🞝 🛯 🖽		1					
CoCd	Item	Key S	;	Trs	Account		Description				Amount	Curr.	Тх	Cost Center	Profit Center
1200	1	50			2311000	2	Allahabad Bank-Ou	tgo			2.000,00-	INR			1204
	2	09 /	١		700031		J.M. Baxi & Compar	пу			10.000,00	INR			
	3	18			700031		J.M. Baxi & Compar	ny			8.000,00-	INR			

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Page 193 of 241

SAP User Manual for Accounts Receivables Process

Now go and check in FBL5N – Customer line item report:

Customer Line Item Display										
🕀 🔁 📜 1 active 🚺 Data S	ources									
Customer selection										
Customer account	700031	to	P							
Company code	1200	to	•							
Selection using search help										
Search help ID										
Search string										
🗢 Search help										
Line item selection										
Status										
Open items										
Open at key date										
 Cleared items 										
Clearing date		to	-							
Open at key date										
All items										
Posting date	31.03.2020	to	\$							
Туре										
Normal items										
Special G/L transactions										

Provide the values as shown above and click on "Execute"

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SAP User Manual for Accounts Receivables Process

Customer Line Item Display									
📕 🗲 🕨 🗞 🖉 🖾 😰 🖗 🚰 🖆 🍞 🚔 🛜 🇮 🖽 🖼 🌌 🏂 🔚 🛅 🚺 🔝 Selections 🗋 Create Dispute Case									
Customer	700031								
Company Code	1200								
		_							
Name	J.M. Baxi & (Compa	any						
CITY	Kutch								
									I
St Assignment	DocumentNo	Тур	DocDate	s	DD	Local Crcy Amt	LCurr	Clrng doc.	Text
	1000000100	D7	21 02 2020	_		0,000,00	THE	1000000100	CUCTONED DEFINID
	1800000100	D2	31.03.2020	7		8.000,00-	TNR	1800000100	CUSTOMER REFUND
	1800000100	DZ	31.03.2020	A		10.000,00	INK	1800000100	COSTOMER REFOND
*						2 000 00	TNR		
					2.000,00	THIN			
** Account 700031					2.000,00	INR			

As per the above screen shown, now the system has been cleared the advance and invoice after the refund made to customer in F-31.

9. Customer Manual Clearing:

Business Scenario:

Where debit and credit line items are matched with Zero balance but line items are not yet cleared. This case we can use customer manual clearing process.

Example		
Advance From Customer	Rs. 10000	(Credit Balance)
Invoice Raised to Customer	Rs. 10000	(Debit Balance)
(Balance is Zero)		

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F-29 – Advance from customer:

Enter transaction code FBV2 in command bar (or) Follow the below navigation path:

Step 1: SAP Easy Access \rightarrow SAP Menu \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Document Entry \rightarrow Down Payment \rightarrow F-29 (Down Payment)



Step 2: Double click on "F-29" the system will open the below screen.

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		Page 195 of 241





SAP User Manual for Accounts Receivables Process

Post Customer Down Payment: Header Data									
Requests									
Document Date	31.03.2020	Туре	DZ	Company Code	1200				
Posting Date	31.03.2020	Period		Currency/Rate	INR				
Document Number				Translation dte					
Reference	CUSTOMER AD	VANCE		Cross-CC Number					
Doc.Header Text	CUSTOMER A	DVANCE							
Trading part.BA				Tax Reporting D					
Customer					_				
Account	700031			Special G/L Ind	A				
Altern. CoCode									
Bank									
Account	23110001			Business Area					
Amount	10000								
LC amount		_							
Bank Charges				LC Bank Charges					
Value date	31.03.2020			Profit Center	1204				
Text	CUSTOMER A	OVANCE		Assignment	customer advance				

Step 3: Provide the values as shown above and press enter.

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		Page 196 of 241		





SAP User Manual for Accounts Receivables Process

Image: Contract Image: Contrac	<u> ⊡</u> ocument <u>E</u>	<u>E</u> dit <u>G</u> oto Extr <u>a</u> s <u>S</u> et	tings En <u>v</u> ironment S <u>y</u> stem <u>I</u>	<u>H</u> elp					
Post Customer Down Payment Add Customer item Image: Customer Could and Customer Customer Could and Customer	Ø	I 4 (BI C 🛛 🕄 🕒 H H	8 H D S I 🐹 🗾 🔞					
More data Image: Constraint of the second sec	Post Custo	omer Down Payn	nent Add Customer it	tem (
Customer 700031 J.M. Baxi & Company G/L Acc 18140000 Company Code 1200 No.87 3rd Floor, Seva Sadan Ll, New Image: Company Code 1200 Deendayal Port Trust Kutch Image: Company Code 1200 Image: Company Code 1200 Item 2 / Down pmnt received / 19 A Amount 10000 INR Amount 10000 INR Image: Company Code 1200 Image: Company Code 1200 Bus. Area	🚨 🖻 More data 🗔 🗟 🛍 New Item 🚺 Withholding tax								
Company Code 1200 No.87 3rd Floor, Seva Sadan Ll, New Deendayal Port Trust Kutch Item 2 / Down pmnt received / 19 A Amount 10000 Amount 10000 INR Calculate Tax Bus./Sectn Bus./Sectn Bus. Area Other contract CD Amount Purch.Doc. CD Amount Real Estate Flow Type Flow Type Contract / Assignment customer advance Text CUSTOMER ADVANCE Image: Contract	Customer	700031 J.M. Bax	i & Company	G/L Acc 18140000					
Deendayal Port Trust Kutch Item 2 / Down pmnt received / 19 A Amount Amount 10000 Include Tax Bus./Sectn Bus. Area Disc.perc. Disc.perc. CD Amount Purch.Doc. Flow Type Contract / Assignment customer advance Text CUSTOMER ADVANCE	Company Code	1200 No.87 3r	rd Floor, Seva Sadan Ll, New						
Item 2 / Down pmnt received / 19 A Amount 10000 INR Calculate Tax Bus./Sectn Bus. Area Obsc.perc. Disc.perc. CD Amount Purch.Doc. Real Estate Flow Type Contract / Assignment customer advance Text CUSTOMER ADVANCE	Deendayal Port T	Trust Kutch							
Amount 10000 INR □ Calculate Tax Bus./Sectn Bus. Area □ □ Disc.perc. CD Amount Purch.Doc. Real Estate Purch.Doc. Flow Type Contract / Assignment customer advance Text CUSTOMER ADVANCE	Item 2 / Down p	pmnt received / 19 A							
Calculate Tax Bus./Sectn Bus. Area Disc.perc. CD Amount Real Estate Purch.Doc. Flow Type Contract / Assignment customer advance Text CUSTOMER ADVANCE COLUMN CE COLUMN CE CUSTOMER ADVANCE COLUMN CE COLUMN C	Amount	10000	INR						
Bus. Area Disc.perc. CD Amount Real Estate Purch.Doc. Flow Type Contract / Assignment customer advance Text CUSTOMER ADVANCE CD Amount CD Amount CD Amount Real Estate Real Es		Calculate Tax	Bus./Sectn						
Disc.perc. CD Amount Real Estate Purch.Doc. Flow Type Contract Assignment customer advance Text CUSTOMER ADVANCE CD Amount Real Estate Real Estate CD Amount Real Estate CD Amount CD Amou	Bus. Area								
Purch.Doc. Purch.Doc. Flow Type Contract / Assignment customer advance Text CUSTOMER ADVANCE CUSTOMER ADVANCE CUSTOMER ADVANCE CUSTOMER ADVANCE	Disc.perc.		CD Amount						
Purch.Doc. Flow Type Contract / Assignment customer advance Text CUSTOMER ADVANCE				Real Estate					
Contract / Assignment customer advance Text CUSTOMER ADVANCE	Purch.Doc.								
Contract / Assignment customer advance Text CUSTOMER ADVANCE				Flow Type					
Assignment customer advance	Contract	/							
Assignment customer advance Text CUSTOMER ADVANCE									
Text CUSTOMER ADVANCE	Assignment	customer advance							
	Text	CUSTOMER ADVANCE		🕑 🐶 Long Texts					

Step 4: Provide the values as shown above and go to menu bar and click on "Document" and click on "Simulate"

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		Page 197 of 241		





Page 198 of 241

SAP User Manual for Accounts Receivables Process

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Post Customer Down Payment Display Overview									
🕄 🚼 Display Currency 🚹 Taxes 🖄 Reset									
Document Date	31.03.2020	Туре	DZ	Company Code	1200				
Posting Date	31.03.2020	Period	12	Currency	INR				
Document Number	INTERNAL	Fiscal Year	2019	Translation dte	31.03	.2020			
Reference	CUSTOMER AD	VANCE		Cross-CC Number					
Doc.Header Text	CUSTOMER A	DVANCE		Trading part.BA					
Items in document	currency								
PK BusA Ad	ct			INR Amount	Т	ax amnt			
001 40 00	23110001 A1	lahabad Bank -	Inc	10.000,00					
002 19A 00	000700031 J.	M. Baxi & Comp	any	10.000,00-					
D 10.000,00	C 10.	000,00	0,00		* 2	Line Items			

Step 5: Check and verify the line items and post the document. To post click on "Post". Once the document is posted the system will propose the below message.

Socument 1800000101 was posted in company code 1200

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Page 199 of 241

SAP User Manual for Accounts Receivables Process

Display of Posted Document:

Display Document: Data Entry View									
🞾 🖻 🕄 🕭 🕌 Display Currency 🗏 General Ledger View									
Data Entry View									
Document Numb	er 1800000101	Company Code	1200	Fiscal Year	2019				
Document Date	31.03.2020	Posting Date	31.03.2020	0 Period	12				
Reference	CUSTOMER ADVA	NCE Cross-Comp.No.							
Currency	INR	Texts Exist		Ledger Group					
CoCd ⁺ Item Key S	Trs Account	Description			Amount	Curr.	Тх	Cost Center	Profit Center
1200 1 40	23110001	Allahabad Bank -Ind	:0	1	0.000,00	INR			1204
2 19 /	700031	J.M. Baxi & Compar	ıy	1	0.000,00-	INR			

FB70 – Customer Invoice:

Enter Transaction code FB70 in command bar (or) Follow the below navigation path:

Step 1: SAP Easy Access \rightarrow SAP Menu \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Document Entry \rightarrow FB70 (Invoice)



Step 2: Double click on "FB70" the system will open the below screen.

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Enter Customer Invoice: Company Code 1200									
📇 Tree on 🗐 Company Code 🚱 Hold 📴 Simulate 📙 Park 🥖 Editing options									
Transactn Invoice									
				Bal.	0,00			∞	0
Basic data	Payment 👔	Details	Tax With!	olding tax	Notes] <u>a</u>	ustomer		
							Address		
Customer	700031		Sp.G/LI				Company		
Invoice date	31.03.2020		Reference	DEPT/INV/	2020	Η.	J.M. Baxi & Co	mpany	
Posting Date	31.03.2020						No.87 3rd Floo	or, Seva Sadar	n Ll, Ne
Cross-CC Number							370210 Kutch		
Amount	10.000,00			INR			28342760	30	
			Calculate Tax						
Tax Amount				Ē			1 0	Is	
Bus.Place/Sectn	1					В	ank data: not	available	
Text	CUSTOMER I	NVOICE							
Paymt terms	Due immedia	tely			•				
						-			
1 Items (No entry variant selected)									
St. G/L acct	Short Text	D/C	Amount in doc.	curr.		Purc	Profit center	Partner pro	WBS Elen
✔ 34180000	Water Char	Cred 🗎	1		10.000,00		1204		
	Q	Cred 🖹	1						

Step 3: Provide the values as shown above and click on "Simulate"

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z Document overview Edit Goto Settings System Help									
🛛 🛛	🎯 📔 💿 🖉 🔛 😂 🚱 😫 📇 🛗 🖓 🏝 🎦 🖓 📰 🖉 📳								
Docu	ment Ov	verview							
3	Reset 1	Taxes 📙 Park 📙 Co	mplete 🛛 😿	4760	Choose 🔁 Save				
Doc.T	ype : DR (Customer Invoice) No	ormal docum	nent					
Doc. 1	Number	Comp	any Code	1200	Fiscal Year	2019			
Doc. 1	Date	31.03.2020 Post	ing Date	31.03.2020	Period	12			
Calcu	late Tax								
Ref.D	oc. l	DEPT/INV/2020							
Doc.	currency	INK							
						1			
Itm PK	Account	Account Short Text	Assignmer	nt Tx	Amount				
Itm PK	Account	Account Short Text	Assignmer	nt Tx	Amount				

Step 4: Check and verify the line items and post the document. To park click on "Park". Once the document is parked the system will propose the below message.

\oslash	Document	170000045	1200 was	parked
-----------	----------	-----------	----------	--------

Step 5: To approve the document login as approver in the SAP system.

User System Help	
	C 😧 😒 🖴 🖧 🎝 🏠 🎝 🔣 🔜 🛛 🖓 🖪
SAP	
New password	
Client	400
User	AE001
Password	*****
Logon Language	EN

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Step 7: Expand "**Inbox**" button, under workflow Please Approve Parked Invoice "**1700000045**" message will appear, Double click on the work flow and proceed for next step.

Business Workplace of Assistant Engineer										
😿 New message 🛯 Find folder 🔐 Find document 🗔 Appointment ca	7 New message 🔀 Find folder 🔀 Find document 📧 Appointment calendar									
🗢 🦸 Workplace: Assistant Engineer	▋❹ᡧ◙◎ 〒星≝ ⋣∎ॡ∎#∎ ₽ Q == ∎ ₹₽ ₿									
🗢 🏷 Inbox	<u> </u>									
Unread Documents 68	WORKTIOW 057									
Documents 123	Exe Title	Status	Work Item ID Creation Date	Creation Ti	. P Att					
Workflow 65/	😻 Please approve the Parked Invoice 1700000045, Year 2019	Ø	428740 02.04.2020	20:02:34	5					
Overdue entries 0 Deadline Massages 0	Please approve the Purchase Requisition 2002000405	Ø	428588 02.04.2020	15:09:08	5					
Entries with Errors 0	Please approve the Purchase Requisition 2002000405	Ø	428585 02.04.2020	15:07:38	5					
	Please approve the Purchase Requisition 2002000498	Ø	428552 02.04.2020	12:35:43	5					
	Please approve the Parked Invoice 200000010, Year 2019	Ø	428206 01.04.2020	02:23:18	5					
D A Private folders	Please approve the Parked Invoice 2200000091, Year 2019	Ø	428048 31.03.2020	23:10:35	5					
Shared folders	Please approve the Purchase Order 4502000131	Ø	428034 31.03.2020	16:30:49	5					
D 💣 Subscribed Folders	Please approve the Purchase Order 4502000131	Ø	428027 31.03.2020	16:28:53	5					
Trash	Please approve the Parked Invoice 2900000054, Year 2019	Ø	427931 31.03.2020	14:25:55	5					
🗊 Shared trash	Please approve the RESERVATION 0000000776	Ø	427754 30.03.2020	19:03:28	5					
	Please approve the RESERVATION 0000000776	Ø	427751 30.03.2020	19:00:07	5					
	Please approve the Purchase Order 4502000129	Ø	427680 30.03.2020	18:36:22	5					
	Please approve the Purchase Order 4502000129	Ø	427673 30.03.2020	18:32:46	5					
	Please approve the Quotation 1002000063	Ń	427666_30.03.2020	18:29:50	5					
			🎗 Tips & tricks:	Deadli	ne Mess					
	Please approve the Parked Invoice 1700000045	, Year 2019)							

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Page 203 of 241





SAP User Manual for Accounts Receivables Process

S	tep 8: In this step Click on the " Approve option to post the parke	ed Invoice " 1700000045 ".
-	Decision Step in Workflow	
	🜃 Workflow 🗓 Create 😰 Import	
	Please approve the Parked Invoice 1700000045, Year 2019	
	Choose one of the following alternatives	
	Approve	
	Reject	
	Display	
	Approval or Rejection History	
	Hold	
	Description	Objects and attachments
	Select one of the available decision options. This completes the processing of this step.	No attachments or objects exist
	Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.	
	If you choose Cancel, the user decision remains in your inbox for processing.	

Step 9: Once parked Invoice "**Approved**" document got posted in company code to display posted document go to FB03 and display the document.

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		Page 204 of 241





SAP User Manual for Accounts Receivables Process

Display of Posted Document:

Display Document: Data Entry View										
💅 🖻 🕃 🕹 🛗 Display Currency 🗏 General Ledger View										
Data Entry View	Data Entry View									
Document Number	170000045	Company Code	1200	Fiscal Year	2019					
Document Date	31.03.2020	Posting Date 3	31.03.202	20 Period	12					
Reference	DEPT/INV/2020	Cross-Comp.No.								
Currency	INR	Texts Exist		Ledger Group						
3 8 7 6	3 4 7 6 2 7 8 2 8 2 9 2 6 2 6 6 8 6 6 7 7									
CoCd ⁺ Item Key S	Trs Account	Description			Amount	Curr.	Тх	Cost Center	Profit Center	
1200 1 01	700031	J.M. Baxi & Company			10.000,00	INR				
2 50	34180000	Water Charges			10.000,00-	INR			1204	

Now go and check in FBL5N – Customer line item report:

Customer Line Item Dis	splay		
🕒 🔁 🔳 🖬 Data Sources			
Customer selection			
Customer account		to	_
Company code	1200	to	\$
Selection using search help			
Search help ID			
Search string			
Search help			
Line item selection			
Status			
Open items			
Open at key date	31.03.2020 🗗		
 Cleared items 			
Clearing date		to	
Open at key date			
O All items			
Posting date		to	-
Туре			
Normal items			
A Cale sight C/L towards atting a			

Provide the values as shown above and click on "Execute".

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Customer Line Item Display									
K • • • • • • • • • • • • • • • • • • •	AR 🔁 😭	2	7 占 🗟			= = 🛛 🏂 🖿	- E	Selectio	ons Create Dispute Case
Customer	700031								
Company Code	1200								
N	T M David a d								
Name	J.M. Baxi & (Autob	.ompa	any						
CILY	(uccn								
				П					
St Assignment	DocumentNo	Тур	DocDate	s	DD	Local Crcy Amt	LCurr	Clrng doc.	Text
	170000045	קח	31 03 2020		Δ.	10,000,00	TNP		CUSTOMER INVOICE
customer advance	1800000101	DZ.	31.03.2020	А		10.000,00-	INR		CUSTOMER ADVANCE
* 🖉						0,00	INR		
** Account 700031	** Account 700031 0,00 INR								

As per the above screen shown, the debit and credit line items are matched with zero balance but line items are not yet cleared.

F-32 – Customer Manual Clearing:

Enter Transaction Code F-32 in command bar (or) Follow the below navigation path:

Step 1: SAP Easy Access \rightarrow SAP Menu \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Account \rightarrow F-32 (Clear)



Step 2: Double click on "F-32" the system will open the below screen.

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Clear Customer: Header Data						
Process Open It	tems					
Account	700031	Clearing Date	31.03.2020 Period	1		
Company Code	1200	Currency	INR			
Open Item Selec	tion					
Special G/L Ind	A		Normal OI			
Additional Selecti	ions					
○ None						
O Amount						
O Document Nu	mber					
Posting Date						
O Dunning Area						
O Reference						
O Payment Order						
	DICE					
	Je					
O Tax Code						
O Others						

Step 3: Provide the values as shown above and click on "Process Open Items"

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		Page 207 of 241





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Clear Custome	er Enter selection criteria
Other selection Ot	her account Process Open Items
Parameters entered	
Company Code	1200
Account	700031
Account Type	D
Special G/L Ind.	A Standard OI
Posting Date	
From	То
31.03.2020	

Step 4: Provide the values as shown above and click on "Process Open Items".

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z Document Edit Goto Settings Environment Sγstem Help						
©	Ē	a (🛛) -	C 🙆 🔇	🕒 🛗 🖧 i 🏝 🍄 🖧 i 🛒 🖉	1 🔞 🖪	
Clear Customer E	nter	r partial p	ayments			
🙎 📝 Distribute Differen	nce	Charge Off D	ifference 🥖	2 Editing Options Create Dispute Case	•	
			1			
Standard Partial Pn	nt	Res.Items	WH Tax			
Account items 700031	J.M. E	Baxi & Compan	y			
Assignment Document D)P	Posting Date	Document	Net Amount	Payment Amount	RC
160000012 D	G 11	31.03.2020	31.03.2020	1.200,00-		
160000013 D	G 11	31.03.2020	31.03.2020	1.200,00-		
160000015 D	G 11	31.03.2020	31.03.2020	1.200,00-		
170000035 D	R 01	31.03.2020	31.03.2020	21.000,00		
170000044 D	R 01	31.03.2020	31.03.2020	10.000,00		
170000045 D	R 01	31.03.2020	31.03.2020	10.000,00		10.000,00
CUSTOME 170000036 D	R 01	31.03.2020	31.03.2020	30.000,00		
customer a. 1800000095 D	Z 19	31.03.2020	31.03.2020	5.000,00-		
customer a. 1800000101 D	Z 19	31.03.2020	31.03.2020	10.000,00-		10.000,00-
	<u>ሙ</u> በ	- Amo	Gross	器 Currency 迷 Items 逝 Items	K Disc X Disc	
			0103542			
Processing Status						
Number of Items	9			Amount Entered		0,00
Display from Item	1			Assigned		0,00
Reason Code				Difference Postings		
Currency	INR					
,				Not Assigned		0,00

Step 5: Go to menu bar and click on "Document" and click on "Simulate".

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		Page 209 of 241





SAP User Manual for Accounts Receivables Process

Document Date	31.03.2020	Туре	AB	Company Code	1200
Posting Date	31.03.2020	Period	12	Currency	INR
Document Number	INTERNAL	Fiscal Year	2019	Translation dte	31.03.2020
Reference				Cross-CC Number	
Doc.Header Text				Trading part.BA	
001 09A 00 002 17 00	000700031 J.M 000700031 J.M	. Baxi & Compa . Baxi & Compa	ny ny	10.000,00 10.000,00-	

Step 6: Post the document. To post click on "Post". Once the document is posted the system will propose the message as below.

Ocument 1100000026 was posted in company code 1200

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		Page 210 of 241





SAP User Manual for Accounts Receivables Process

Display of posted document:

Display Document: Data Entry View							
Display Currency	🖲 General Ledger V	'iew					
Data Entry View							
110000026	Company Code	1200	Fiscal Year	2019			
31.03.2020	Posting Date	31.03.2020	Period	12			
	Cross-Comp.No.						
Currency INR		Texts Exist					
3 4 7 6 2 5 % 6 2 6 6 6 6 6							
Trs Account	Description Amount Cu		Curr.				
700031	J.M. Baxi & Company		1	0.000,00	INR		
700031	J.M. Baxi & Company		1	0.000,00-	INR		
	Display Currency	Document: Data Entry Vie Display Currency Image: General Ledger V 1100000026 Company Code 31.03.2020 Posting Date INR Texts Exist INR Texts Exist INR Description 700031 J.M. Baxi & Company 700031 J.M. Baxi & Company	Display Currency Image: Company Code 1100000026 Company Code 31.03.2020 Posting Date 31.03.2020 Cross-Comp.No. INR Texts Exist INR Texts Exist	Display Currency Image: General Ledger View 1100000026 Company Code 1200 Fiscal Year 31.03.2020 Posting Date 31.03.2020 Posting Date 31.03.2020 Posting Date 1NR Texts Exist INR Texts Exist INR Ledger Group INR Description 700031 J.M. Baxi & Company 1 700031	Document: Data Entry View Display Currency General Ledger View 1100000026 Company Code 1200 Fiscal Year 2019 31.03.2020 Posting Date 31.03.2020 Period 12 Cross-Comp.No. Edger Group INR Texts Exist Ledger Group Fis Account Description Amount 700031 J.M. Baxi & Company 10.000,00 700031 J.M. Baxi & Company 10.000,00		

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customer Line Hem Dis	blay		
🕒 🕒 📜 1 active 🚺 Data So	ources		
Customer selection			
Customer account	700031	to	\$
Company code	1200	to	\$
Selection using search help			
Search help ID			
Search string			
Search help			
Line item selection			
Status			
Open items			
Open at key date	31.03.2020		
O Cleared items			
Clearing date		to	_
Open at key date			
All items			
Posting date	31.03.2020	to	\$
Normal items			
Special G/L transactions			

Now go and check in FBL5N – Customer line item report:

Provide the values as shown above and click on "Execute"

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Customer Line Item Display									
Customer 7	00031								
Company Code 1	200								
Name J	.M. Baxi & C	ompa	any						
City K	utch								
St Assignment	DocumentNo	Тур	DocDate	s	DD	Local Crcy Amt	LCurr	Clrng doc.	Text
	1100000000	2.0	21 02 2020			10,000,00	THE	1100000000	
	1100000026	AB AB	31.03.2020	Δ		10.000,00-	INR	1100000026	
	1100000020		0110012020			101000,00		1100000020	
*						0,00	INR		
** Account 700031	•					0,00	INR		

As per the above screen shown, now the system has been cleared the advance and invoice after the manual clearing process done in F-32.

10. Post with Reference:

Functionality:

This function allows you to post a new accounting document using a previously posted FI document as a reference. You can use this option to speed up data entry.

Scenario:

You post frequently similar nature of documents: the amounts are different, but GL accounts and customers are the same. You want to use one of the previously entered documents as a reference.

Suppose we posted a document and now we post one more document resembles like the earlier document we posted with same date same account except some values changed. To post a new document in reference with an old document click post with reference in FB70 –> it will be directed to FBR2 automatically (or) directly enter the transaction code in command bar to access the FBR2 transaction.

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Page 213 of 241





SAP User Manual for Accounts Receivables Process

FBL5N – Customer Line Item report:

Customer Line Item Display									
I I I I I I I I I I I I I I I I I I I	🖳 🏘 🗐	51	7 4 7			🖽 📲 I 🛛 🎽 🛅 i	1 1	i Selection	ns Create Dispute Case
Customer 7 Company Code 1 Name 7 City 0	00001 200 BC Shipping hennao	Pvt.	. Ltd.						
St Assignment	DocumentNo	Тур	DocDate	s	DD	Local Crcy Amt	LCurr	Clrng doc.	Text
	1700000020	DR	30.09.2019		ŧ	10,000.00	INR		Customer Invoice
*						10,000.00	INR		
** Account 700001			10,000.00	INR					

As per the above screen shown, customer invoice document already has been posted. Now business wants to post one more similar nature of document as above posted document, with same GL and same customer but amounts only difference. This case we can use "Post with Reference" process.

Enter transaction code FBR2 in command bar (or) Follow the FB70 transaction or follow below navigation path:

Step 1: SAP Easy Access \rightarrow SAP Menu \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Document Entry \rightarrow FB70 (Invoice)



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		Page 214 of 241





SAP User Manual for Accounts Receivables Process

Step 2: Double click on "FB70" then the system will display the below screen.

<u>∂</u> <u>D</u> ocument <u>E</u> dit	_ <u>G</u> oto Extr <u>as</u> <u>S</u> ettin	gs En <u>v</u> ironment S <u>v</u> stem <u>H</u> elp
Ø	1 d 📙	- C 😧 😫 - C H H H - S T L S - S - S - S - S
Enter Custor	ner Invoice: Col	mpany Code 1200
🔓 Tree on 🔋	Company Code 🔌 H	old 🖼 Simulate 📙 Park 🖉 Editing options
Transactn Invo	ice 🖺	
		Bal. 0,00
Basic data	Payment Details	Tax Withholding tax Notes
Customer	700031	Sp.G/LI
Invoice date	31.03.2020	Reference DEPT/INV/2020
Posting Date	31.03.2020	
Cross CC Number		

Step 3: Go to menu bar and click on "Goto" and click on "Post with Reference" as below.
Once click on "Post with Reference" the system redirects to FBR2 screen automatically

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		Page 215 of 241





SAP User Manual for Accounts Receivables Process

Post Document: Header Data				
Reference				
Document Number				
Company Code 1200				
Fiscal Year				
Flow control				
Generate Inverse Posting				
Enter G/L Account Items				
Do Not Propose Amounts				
Recalculate Days and Percentages				
Display Line Items				
Copy Texts				
Transfer functional area				
Recalculate Local Currency Amounts				
Copy Segment and Partner Segment				

The same can be accessed directly by entering the transaction code **FBR2** in command bar.



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Company code details can

be selected from **Company**

Keep the cursor on command bar and press enter. In the next screen enter the following details **Under Reference**:

- Document Number: (Reference document number which is already posted)
- Company code:
- Fiscal year: (The reference document number is belonging to which fiscal year)

Under Flow Control:

- Select display line item
- Select copy texts

	coue list data
Post Document: Header Data	
Reference	
Document Number 170000044	We Can Also reverse the
Company Code 1200	document by selecting "Generate
Fiscal Year 2019	Inverse Posting"
Flow control	
Generate Inverse Posting	
Enter G/L Account Items	
Do Not Propose Amounts	
Recalculate Days and Percentages	
✓ Display Line Items	
Copy Texts	
Transfer functional area	
Recalculate Local Currency Amounts	
Copy Segment and Partner Segment	

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Step 4: Provide the values as shown above and press enter.

Post Docum	ent: Head	er Data				
Document Date	31 03 2020	Type	DR	Company Code	1200	
Posting Date	31 03 2020	Doriod	12	Currency/Pate	TND	
Posting Date	51.05.2020	Penou	12		INK	
Document Number		0		Grass CC Number		
Reference	DEP1/INV/202	:0		cross-cc number		
Doc.Header Text						
Trading part.BA						
First line item						
First line item						
PstKy 01 Acco	ount 700031		SGL Ind	ТТуре		

Step 5: In the above screen, if it's required to change the **"document date,** posting date, reference, Doc header text and customer then we can change otherwise press enter the system will display the next screen.

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		Page 218 of 241





SAP User Manual for Accounts Receivables Process

Post Document Add Customer item				
2 6 0	鹶 More da	ita Accou	unt Model 🔀 G/L item	fast entry 🚺 Taxes 🚺 Withhold
Customer	700031	J.M. Baxi 8	k Company	G/L Acc 23400001
Company Code Deendayal Port T	rust	No.87 3rd Kutch	Floor, Seva Sadan Ll, Nev	v
Item 1 / Invoice	/ 01			
Amount	10.000,00		INR	
				BusPlace/Sectn 1200 / 1200
Contract		1	Flow Type	
Bus. Area				
Payt terms			Days/percent	1
Bline Date	31.03.2020		CD Amount	
CD Base	10.000,00		Invoice Ref.	1 1
Pmnt block			Payt Method	
Assignment				
Text	CUSTOMER IN	VOICE		🦻 Long Texts
Next line item	/			
PstKy 50 A	PstKy 50 Account 34180000 SGL Ind TType New Co.Code			

Step 6: In the above screen, if it's required to change the amount and GL account, we can change otherwise press enter the system will display the next screen (We are going to change the amount from 10000 to 15000 as below).

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		Page 219 of 241





SAP User Manual for Accounts Receivables Process

Post Document Add Customer item				
2 6 6 0	鹶 More da	ata Accou	nt Model 🔀 G/L iter	n fast entry 🚺 Taxes 🚺 Withholding tax
Customer Company Code Deendayal Port T	700031 1200 Trust	J.M. Baxi & No.87 3rd F Kutch	Company Floor, Seva Sadan Ll, Ne	G/L Acc 23400001
Amount	15000		INR	
Contract Bus. Area Payt terms Bline Date CD Base Pmnt block Assignment	31.03.2020 10.000,00		Flow Type Days/percent CD Amount Invoice Ref. Payt Method	BusPlace/Sectn 1200 / 1200
Text	CUSTOMER IN	VOICE		🦻 Long Texts
Next line item PstKy 50 Account 34180000 SGL Ind TType New Co.Code				

Step 7: After change the amount value press enter the system will display the next screen.

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		Page 220 of 241





SAP User Manual for Accounts Receivables Process

Post Docum	ent Correct G/L a	ccount item	
2 6 6 6 4	More data Account	Model 🗹 G/L item fast entry	
G/L Account	34180000 Water Cha	rges	
Company Code	1200 Deendayal Port Tr	ust	
Item 2 / Credit ent	ry / 50		
Amount	15.000,00	INR	
Tax Code			
Business place	1200		
		Real estate obj 🛛 🗢	
Asset		🗢 More	
Purchasing Doc.			
Assignment	CUSTOMER INVOICE	Asst Retirement	
Text	CUSTOMER INVOICE	🤣 Long Texts	

Step 8: In the above screen change the amount value and go to menu bar and click on "Document" and click on "Simulate"

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		Page 221 of 241





SAP User Manual for Accounts Receivables Process

Document Date	31.03.2020	Туре	DR	Company Code	1200
Posting Date	31.03.2020	Period	12	Currency	INR
Document Number	INTERNAL	Fiscal Year	2019	Translation dte	31.03.2020
Reference	DEPT/INV/20	20		Cross-CC Number	
Doc.Header Text				Trading part.BA	
Items in document	currency				
PK BusA A	oct			INR Amount	Tax amnt
001 01 00	000700031 J.I	M. Baxi & Comj	pany	15.000,00	
002 50 00	034180000 Wat	ter Charges		15.000,00-	
	Other :	line items		476,20-	

Step 9: Check and verify the line items and park the document. To park click on document and click on **"Park".** Once the document is parked the system will propose the below message:

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		Page 222 of 241





SAP User Manual for Accounts Receivables Process

🔄 Inf	formation 🛛	
1	Document 1700000046 1200 was parked	
1	0	

Step10: To approve the document login as approver in the SAP system.

User System Heid	
	4 🕒 🔇 🔇 🕒 🖁 🖧 🎝 🗄 🖓 🔛 🖉 🗳
SAP	
New password	
Client	<mark>400</mark>
User	AE001
Password	****
Logon Language	EN

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Page 224 of 241

SAP User Manual for Accounts Receivables Process

Step 11: Click on " ² SAP Business Workspace Button. Menu Edit Favorites Extras System Help 🗉 🔄 🕒 😳 😧 😓 🛗 👪 😫 🏝 🖧 📰 💻 👰 📳 **8** SAP Easy Access <u>s</u> = > Favorites Funds Management ■ FMRP_RW_BUDCON - Budget Control System (BCS) -> Budget -> Overview of Budget C Port Specific Development ⊮ FMRP_RW_BUDGET - Budget Control System (BCS) -> Budget -> Budget Overview ■ OB_GLACC13 - G/L acct record: Mass maintenance 03 KS12N - Mass Maintenance for Cost Centers ■ ZMMR001 - Purchase Register XFI14 - Fixed Deposit Upload 🗢 🖾 SAP Menu Connector for Multi-Bank Connectivity Office Cross-Application Components Logistics Accounting Human Resources Information Systems Tools WebClient UI Framework

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Step 12: Expand "**Inbox**" button, under workflow Please Approve Parked Invoice "**1700000046**" message will appear, Double click on the work flow and proceed for next step.

Business Workplace of Assistant Engineer								
💯 New message 🔀 Find folder 🔀 Find document 🔤 Appointment calendar 🐼 Distribution lists								
•								
V 📌 Workplace: Assistant Engineer	8	�~@ 0 1 2 2 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	3 4 8 7 8 8					
V VIDDOX	Wo	rkflow 657						
Vocuments 125	Exe.	Title	Status	Work Item ID Creation Date	Creation Ti	. P Att		
V Workflow 657	8	Please approve the Parked Invoice 1700000046, Year 2019	Ø	428783 02.04.2020	20:40:29	5		
Overdue entries 0	۷	Please approve the Purchase Requisition 2002000405	Ø	428588 02.04.2020	15:09:08	5		
Deadline Messages 0	۷	Please approve the Purchase Requisition 2002000405	Ø	428585 02.04.2020	15:07:38	5		
	۷	Please approve the Purchase Requisition 2002000498	Ø	428552 02.04.2020	12:35:43	5		
	۷	Please approve the Parked Invoice 2000000010, Year 2019	Ø	428206 01.04.2020	02:23:18	5		
	۷	Please approve the Parked Invoice 2200000091, Year 2019	Ø	428048 31.03.2020	23:10:35	5		
A Shared folders	۷	Please approve the Purchase Order 4502000131	Ø	428034 31.03.2020	16:30:49	5		
	۷	Please approve the Purchase Order 4502000131	Ø	428027 31.03.2020	16:28:53	5		
Î Tash	۷	Please approve the Parked Invoice 2900000054, Year 2019		427931 31.03.2020	14:25:55	5		
1 Shared trash	۷	Please approve the RESERVATION 0000000776	Ø	427754 30.03.2020	19:03:28	5		
	۷	Please approve the RESERVATION 0000000776	Ø	427751 30.03.2020	19:00:07	5		
	۷	Please approve the Purchase Order 4502000129	Ø	427680 30.03.2020	18:36:22	5		
	۷	Please approve the Purchase Order 4502000129	Ø	427673 30.03.2020	18:32:46	5		
	۲	Please approve the Ouotation 1002000063	Ø	427666 30.03.2020	18:29:50	5		
		2	Tips & tricks: Gr	oup work items accord	ling to c	ontent t		
	Pl	ease approve the Parked Invoice 17000	00046, Year 2019	9				

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		Page 225 of 241





SAP User Manual for Accounts Receivables Process

	Step 13: In this step Click on the " Approve option to post the par	ked Invoice					
(í170000046″.						
	Decision Step in Workflow						
	🖉 Workflow 🗓 Create 😰 Import						
	Please approve the Parked Invoice 1700000046, Year 2019						
-	Choose one of the following alternatives						
	Approve						
	Reject						
	Display						
	Approval or Rejection History						
	Hold						
	Description	Objects and attachments					
	Select one of the available decision options. This completes the processing of this step.	No attachments or objects exist					
	Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.						
	If you choose Cancel, the user decision remains in your inbox for processing.						

Step 14: Once parked Invoice "**Approved**" document got posted in company code to display posted document go to FB03 and display the document.

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		Page 226 of 241		





SAP User Manual for Accounts Receivables Process

Like that we can post many documents by using "Post with Reference" process by using the transaction code FBR2. It will be easy method to post the same nature of documents frequently.

Now go and check in FBL5N – Customer Line item	report:
--	---------

Customer Line Item Display							
📕 🖣 🕨 🕅 🖓 🌌	😃 祥 🐴 🎝	1725		🆽 📲 i 🗷 🏂 🛅 i	1 1	Selection	ns 🗋 Create Dispute Case
Customer Company Code Name City	700001 1200 ABC Shipping Pvt Chennao	t. Ltd.					
St Assignment	DocumentNo Typ	p DocDate	S DD	Local Crcy Amt	LCurr	Clrng doc.	Text
Cust Invoice	170000020 DR 170000021 DR	30.09.2019 30.09.2019	\$ \$	10,000.00 15,000.00	INR INR		Customer Invoice Customer Invoice
*				25,000.00	INR		
** Account 700001 25,000.00 INR							

As per the above screen shown, the document **170000020** was posted by using the transaction FBR2 with reference to already posted document **1700000021**.

11. Recurring Document – (Refer the General Ledger User Manual)

12. Sample Document - (Refer the General Ledger User Manual)

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Page 227 of 241





SAP User Manual for Accounts Receivables Process

13.Accounts Receivable Reporting:

To see the Accounts receivable related information mainly we can use the following reports.

- FBL5N Customer Line Item Display
- FD10N Customer Account Balance Display
- FBL5H Line item browser
- FBL5N Customer Line Item Display:

Step 1: Enter Transaction code FBL5N in command bar (or) Follow the below navigation path

Easy Access \rightarrow SAP Menu \rightarrow Information Systems \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Account \rightarrow Customer Line Item Display (**FBL5N**)



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Step 2: Double click on FBL5N then the system will display the below screen.

			💥 🖉 🕲 🖪	
Customer Line Item	Display			
😼 🔁 🔳 🖬 Data Source	! 5			
ustomar salaction				
	700019	to		
Company code	1100	to	4	
election using search help				
Search help ID				
Search string				
Search help				
ine item selection				
ine item selection				
ine item selection / Status /]			
ine item selection Status IOpen items Open at key date	13.07.2020			
ine item selection Status Open items Open at key date	13.07.2020			
ine item selection Status Open items Open at key date O Cleared items	13.07.2020			
ine item selection Status Open items Open at key date O Cleared items Clearing date	13.07.2020	to		
ine item selection Status Open items Open at key date O Cleared items Clearing date Open at key date	13.07.2020	to	\$	
ine item selection Status Open items Open at key date O Cleared items Clearing date Open at key date] 13_07,2020	to	¢	
ine item selection Status Open items Open at key date O Cleared items Clearing date Open at key date O All items]	to		

Step 3: In the above screen once entered the required information as highlighted in yellow → color then click on " ④ " button the system will display the below screen.

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0	🖉 🔄 🔍 🖳 🗶 😧 😫 🛗 🛗 🗳 🍄 🎝 🏖 🔛 🖉 📲									
Custo	mer Line Item D)isplay								
K	🕨 🕨 🚱 🖉 🧱	🛛 🔁 🕼	2	<u>k 7 A</u>		Ħ		- -]	
Custome Company	Customer 700019 Company Code 1100									
Name City	Name Eastern Shipping Agency City Chennai									
St	Assignment	DocumentNo	Тур	Doc. Date	S	DD	Local Crcy Amt	LCurr	Clrng doc.	Text
	INMAA12M137369 Jan Rent	2800000052 2800000019 1700000007	RV RV DR	31.10.201 22.10.201 31.01.202))	\$ \$	418.909,44 868.220,00 15.000,00-	INR INR INR		Rent for the month Jan 20
* 🙇							1.272.129,44	INR		
** Ac	count 700019						1.272.129,44	INR		
Custome Company	Customer * Company Code *									
Name * City *										
St	Assignment	DocumentNo	Тур	Doc. Date	S	DD	Local Crcy Amt	LCurr	Clrng doc.	Text
* * *							1.272.129,44	INR		

As per the above screen shown now how many "**Open items**" are available in that Customer 700019 for which the balances are displayed.

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		Page 230 of 241		





SAP User Manual for Accounts Receivables Process

Step 4: In this step we are now executing the above report to display only the "Cleared items".

2) 🔍 📙 I 😋 🙆 🚱 I 🖨	300330	🕱 🖉 I 🕲 🖪
Customer Line Item I	Display		
😓 🔁 🔳 🖬 Data Sources]		
Customer selection			
Customer account	700019	to	₽
Company code	1100	to	₽
Selection using search help			
Search help ID			
Search string			
Search help			
ine item selection			
Status			
O Open items			
Open at key date			
· · · ·			
Cleared items			
Clearing date		to	+
Open at key date			
Open at key date			
Open at key date			
Open at key date			

Step 5: In the above screen once entered the required information as highlighted in yellow -> color then click on " (button the system will display the below screen.

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Customer Line Item Display										
K	🕨 🕨 🚱 🖉 🧱	🖉 🚰 🖨	2	787						
Customer Company Name City	r T Code J E C	700019 .100 Castern Ship Chennai	ping	Agency						
St	Assignment	DocumentNo	Тур	Doc. Date	s	DD	Local Crcy Amt	LCurr	Clrng doc.	Text
	Jan Rent	1800000106 1700000006	DZ DR	06.07.2020 31.01.2020			15.000,00- 15.000,00	INR INR	1800000106 1800000106	PAYMENT Rent for the month Jan 20
*							0,00	INR		
** Acc	count 700019			1			0,00	INR		
Custome: Company	c s Code s	t t								
Name City	,									
St	Assignment	DocumentNo	Тур	Doc. Date	s	DD	Local Crcy Amt	LCurr	Clrng doc.	Text
***							0,00	INR		

As per the above screen shown now how many "**Cleared items**" are available in that Customer 700019 for which the balances are displayed.

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		Page 232 of 241





Page 233 of 241

SAP User Manual for Accounts Receivables Process

Step 6: In this step we are now executing the above report to display the "All items".

<u>۲</u>	< ↓ ↓ ↓ ♥ № № ↓	308120021	× 🖉 🖗 🖪	
Customer Line Item D	isplay			
🕒 🔁 🔳 🚺 Data Sources				
Customer selection				
Customer account	700019	to	S	
Company code	1100	to	\$	
Selection using search help				
Search help ID				
Search string				
Search help				
Line item selection				
Status				
O Open items				
Open at key date				
O Cleared items				
Clearing date		to	5	
Open at key date				
🔆 🕘 All-items				

Step 7: In the above screen once entered the required information as highlighted in yellow
 color then click on "⁽¹⁾ button the system will display the below screen.

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8 I I I I C 9 8 I I I I I I I I I I I I I I I I I I									
Customer Line Item	Display								
Customer	700019								
Company Code .	1100								
Name	Castern Ship	ping	Agency						
City	Chennai								
St Assignment	DocumentNo	Тур	Doc. Date	S	DD	Local Crcy Amt	LCurr	Clrng doc.	Text
	2800000052	BV	31 10 2019		F	418 909 44	TNR		
INMAA12M137369	2800000019	RV	22.10.2019		5	868.220,00	INR		
🗌 🖉 Jan Rent	170000007	DR	31.01.2020		ş	15.000,00-	INR		Rent for the month Jan 20
* 💓						1.272.129,44	INR		
	1800000106	DZ	06.07.2020			15.000,00-	INR	1800000106	PAYMENT
Jan kent	170000006	DR	31.01.2020		_	15.000,00	INK	1800000106	Rent for the month Jan 20
* 0						0,00	INR		
** Account 700019						1.272.129,44	INR		

As per the above screen shown now how many "**All items**" are available in that Customer 700019 for which the balances are displayed.

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		Page 234 of 241





SAP User Manual for Accounts Receivables Process

FD10N – Customer Account Balance Display:

Step 1: Enter Transaction code FD10N in command bar (or) Follow the below navigation path

Easy Access \rightarrow SAP Menu \rightarrow Information Systems \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Account \rightarrow Customer Account Balance Display (**FD10N**)

S FD10N	1) 4 📙 I 🚱 🚱 I 🖴 🛗 🖓 I 🏵 🏠
SAP Easy Ac	cess
	🖥 Other menu 🛛 😹 🔀 🖉 🔽 🔺 🛛 🟠 Create role
 ✓ ➡ Favorites ★ ZHR_PA_ ✓ ➡ SAP Menu ▷ ➡ Connector ▷ ➡ Office 	UPLOAD - PA Upload r for Multi-Bank Connectivity
Cross-App Cogistics Cogistics	nication Components 1g ial Accounting
	teral Ledger counts Receivable
	Document Account
	 FBL5H - Line Item Browser FD10N - Display Balances FBL5N - Display/Change Line Items F-32 - Clear
	FD11 - Analysis Correspondence Assignment

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		Page 235 of 241





SAP User Manual for Accounts Receivables Process

Step 2: Double click on FD10N then the system will display the below screen.

Ø	1 4 🛛 I 😋 🚱 🚱 I 🗅 H K	3 1 2 1 4 2 1 🕱 🖉 🖳
Customer Balance	Display	
Activate worklist		
Customer	700019	\$
Company code	1100	<u></u>
Fiscal year	2020	

Step 3: In the above screen once entered the required information as highlighted in yellow → color then click on " ④ " button the system will display the below screen.

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		Page 236 of 241





SAP User Manual for Accounts Receivables Process

0	1	📙 😋 🙆 🚱 🗄	3.13 (13) (13) (13) (13) (13) (13) (13) (1	😂 🕱 🗾 😰 星			
🕫 🗈 Customer Balance Display							
Customer Company Code Fiscal Year Display crmcy Balances	700019 Easter 1100 Chenr 2020 INR Special general ledge	rn Shipping Agency nai Port Trust r					
Period	Debit	Credit	Balance	Cumulative Balance	Sales/Purchases		
Balance Carry				1.287.129,44			
1				1.287.129,44			
2				1.287.129,44			
3				1.287.129,44			
4		15.000,00	15.000,00-	1.272.129,44			
5				1.272.129,44			
6				1.272.129,44			
7				1.272.129,44			
8				1.272.129,44			
9				1.272.129,44			
10				1.272.129,44			
11				1.272.129,44			
12				1.272.129,44			
13				1.272.129,44			
14				1.272.129,44			
15				1.272.129,44			
16				1.272.129,44			
Total		15.000,00	15.000,00-	1.272.129,44			

As per the above screen shown now that Customer 700019 for which the debit and credit balances are displayed.

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		Page 237 of 241





SAP User Manual for Accounts Receivables Process

FBL5H – Line Item Browser:

Step 1: Enter Transaction code FBL5H in command bar (or) Follow the below navigation path

Easy Access \rightarrow SAP Menu \rightarrow Information Systems \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Account \rightarrow Line Item Browser (**FBL5H**).

🕑 FBL5H 🗈 🔍 🖳 I 😋 🚱 🔛 🛗 🖓 🖏 🏝 🏠
SAP Easy Access
🔀 📑 🛛 🏷 🛛 📇 Other menu
 Favorites X ZHR_PA_UPLOAD - PA Upload SAP Menu Connector for Multi-Bank Connectivity Office Office Cross-Application Components Logistics Accounting
 ▷ □ General Ledger ▽ □ Accounts Receivable ▷ □ Document Entry ▷ □ Document
 ✓ C Account ✓ FBL5H - Line Item Browser ✓ FD10N - Display Balances ✓ FBL5N - Display/Change Line Items ✓ F-32 - Clear ✓ FD11 - Analysis
Correspondence Assignment

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Step 2: Double click on FBL5H then the system will display the below screen.

8 <u> </u>	I 📙 I 😋 🚱 I 🗕 ()) (25) (25) (25) (25) (25) (25) (25)
Customer Line Item Brow	wser
▶ 🖬 🖽	
General Restrictions	
Company Code	1100 to 🗢
Customer	
ine Item Selection	
Status	
Open Items	۲
Details for selection of Open Iter	
Open Items at Key Date	13.07.2020
Cleared Items	0
Details for selection of Cleared Ite	
Clearing Date	to S
Open Items at Key Date	
All Items	0
Details for selection of All Items	
Posting Date	to 🗢
Туре	
Normal Items	
Special G/L Transactions	
Noted Items	
Parked Items	
Vendor Items	

Step 3: In the above screen once entered the required information as highlighted in yellow
color then click on " () " button the system will display the below screen. In case we want to view this customer line item report with certain selections, there are several parameters available in the above screen that can used to generate the report as per the selections.

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SAP User Manual for Accounts Receivables Process

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Сι	istome	r Line I	Item I	Browse	r			
	40		Drilldow	n 🛐 🖷		7 () 7 D <u>2</u> D	<u>≫</u> 10 ≖	> ☑Document
R	CoCode ¹	* Fiscal Yr	[*] Period	Customer	CCodeCurr 1	ECCode Curr Value	[₽] DB Rows	
					INR	8.987.855.947,65	 112 	
	1100	2019	6	<u>700001</u>		26.343.293,06	8	
			7			22.081.379,87	9	
			8			3.698.797,72	1	
			10			100.000,00	1	
			7	<u>700019</u>		1.287.129,44	2	
			10			15.000,00-	1	
			12	<u>700021</u>		24.806.430,31	11	
			7	<u>700022</u>		836.136,98-	1	
				<u>700023</u>		171.619,20	1	
			8			5.221.194,51	1	
				<u>700026</u>		5.196.131,01	2	
			12	<u>800200</u>		708.000,00	1	
		2020	4	<u>700001</u>		298.203,78	4	
			1	<u>700021</u>		27.056.639,64	26	
			2			1.279.116,85	6	
			3			7.618.957,36	9	
			4			26.826.670,27	6	
				<u>700024</u>		15.000,00-	1	
			2	<u>700027</u>		8.823.270.565,58	5	
				700077		5.649.059,30	7	
			3			3.255.131,79	1	
			2	<u>700099</u>		759.304,02	4	
			3			3.094.460,92	4	
	Rows disp	laved: 23						

As per the above screen shown now that all the Customer for which the balances are displayed. If we want to see for a specific Customer only we can mention that one specific account only.

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		Page 240 of 241	





SAP User Manual for Accounts Receivables Process

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Page 241 of 241