



**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**

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## SAP User Manual for Accounts Receivables Process

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
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Reviewed and Approved By			
Name	Title	Date	Approved

### Introduction:



## SAP User Manual for Accounts Receivables Process

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.

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<i>Abbreviation</i>	<i>Description</i>
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## SAP User Manual for Accounts Receivables Process

FI	Finance
CO	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
	Copy
	Back / Previous Menu
	Header
	Details
	Execute
	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	Description
1000	Mumbai Port Trust
1060	Mumbai 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.

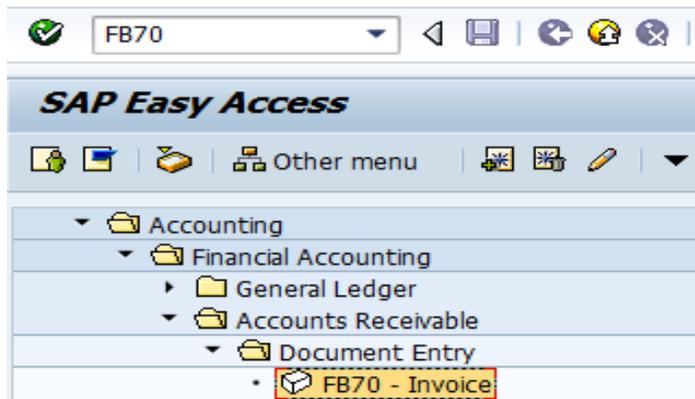


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### FB70 – Customer Invoice Posting:

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

**Step 1:** SAP Easy Access → Accounting → Financial Accounting → Accounts Receivable → Document Entry → 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



## SAP User Manual for Accounts Receivables Process

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

**Enter Customer Invoice: Company Code 1200**

Tree on | Company Code | Hold | Simulate | Park | Editing options

Transactn Invoice | 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 | Amount: 10,000.00 | INR

Calculate Tax  
A1 (CGST+SGST 5% ...)

Bus.Place/Sectn: 1200 / 1200 | Text: CUSTOMER INVOICE | Paymt terms: Due immediately

Customer Address:  
Company: J.M. Baxi & Company  
No.87 3rd Floor, Seva Sadan LI, Ne...  
370210 Kutch  
2834276030

OIs | Bank data: not available

1 Items ( No entry 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...	10,000.000					1204	



## SAP User Manual for Accounts Receivables Process

**Enter Customer Invoice: Company Code 1200**

Tree on | Company Code | Hold | Simulate | Park | Editing options

Transactn Invoice | Bal. 0.00

Basic data | Payment | Details | Tax | Withholding tax | Notes

Customer: 700031 | Sp.G/LI | Reference: DEPT/INV/2020

Invoice date: 31.03.2020 | Posting Date: 31.03.2020

Amount: 10,000.00 | INR |  Calculate Tax | A1 (CGST+SGST 5% ...)

Bus.Place/Sectn: 1200 / 1200 | Text: CUSTOMER INVOICE | Paymt terms: Due immediately

Customer Address: J.M. Baxi & Company, No.87 3rd Floor, Seva Sadan LI, Ne..., 370210 Kutch, 2834276030

OIs | Bank data: not available

1 Items ( No entry 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...	10,000.000					1204	

**Step 3:** Provide the values as shown above and click on “**Simulate**”.



## SAP User Manual for Accounts Receivables Process

**Document Overview**

Reset Taxes Park Complete Choose Save

Doc.Type : DR ( Customer Invoice ) Normal document

Doc. Number                      Company Code      1200                      Fiscal Year      2019  
 Doc. Date      31.03.2020                      Posting Date      31.03.2020                      Period      12  
 Calculate Tax        
 Ref.Doc.      DEPT/INV/2020  
 Doc. Currency      INR

Itm	PK	Account	Account Short Text	Assignment	Tx	Amount
1	01	700031	J.M. Baxi & Company		Al	10,000.00
2	50	34180000	Water Charges		Al	9,523.80-
3	50	18150003	CGST Payable		Al	238.10-
4	50	18150004	SGST Payable		Al	238.10-

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

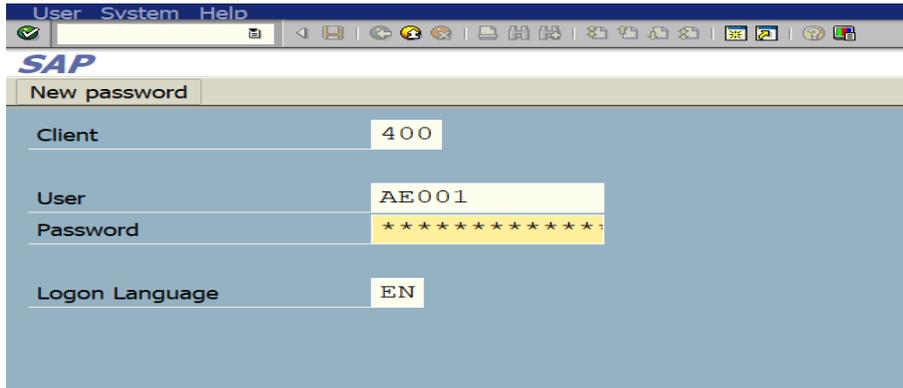
To park the document, click on **“Complete Button”**, the system will give the information message as below

Document 1700000044 1200 was parked

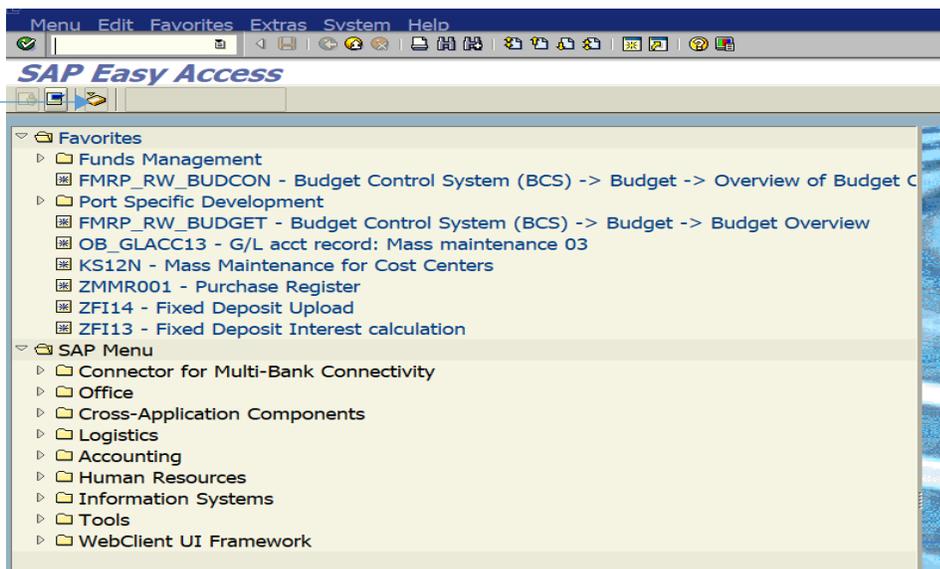


## SAP User Manual for Accounts Receivables Process

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



**Step 6:** Click on “” SAP Business Workspace Button.





## SAP User Manual for Accounts Receivables Process

**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

Exe.	Title	Status	Work Item ID	Creation Date	Creation Ti...	P	Att
	Please approve the Parked Invoice 1700000044, Year 2019	✓	428452	01.04.2020	19:16:41		5
	Please approve the Parked Invoice 2000000010, Year 2019	✓	428206	01.04.2020	02:23:18		5
	Please approve the Parked Invoice 2200000091, Year 2019	✓	428048	31.03.2020	23:10:35		5
	Please approve the Purchase Order 4502000131	✓	428034	31.03.2020	16:30:49		5
	Please approve the Purchase Order 4502000131	✓	428027	31.03.2020	16:28:53		5
	Please approve the Parked Invoice 2900000054, Year 2019	✓	427931	31.03.2020	14:25:55		5
	Please approve the RESERVATION 0000000776	✓	427754	30.03.2020	19:03:28		5
	Please approve the RESERVATION 0000000776	✓	427751	30.03.2020	19:00:07		5
	Please approve the Purchase Order 4502000129	✓	427680	30.03.2020	18:36:22		5
	Please approve the Purchase Order 4502000129	✓	427673	30.03.2020	18:32:46		5
	Please approve the Quotation 1002000063	✓	427666	30.03.2020	18:29:50		5
	Please approve the Purchase Requisition 2002000496	✓	427629	30.03.2020	18:15:50		5
	Please approve the Purchase Requisition 2002000496	✓	427608	30.03.2020	18:07:20		5
	Please approve the Purchase Order 4502000128	✓	427541	30.03.2020	17:43:46		5

Workflow 654

Execute Work

Please approve the Parked Invoice 1700000044, Year 2019



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**Step 8:** In this step Click on the “ **Approve** ” option to post the parked 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

Select one of the available decision options. This completes the processing of this step.

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.

#### Objects and attachments

No attachments or objects exist

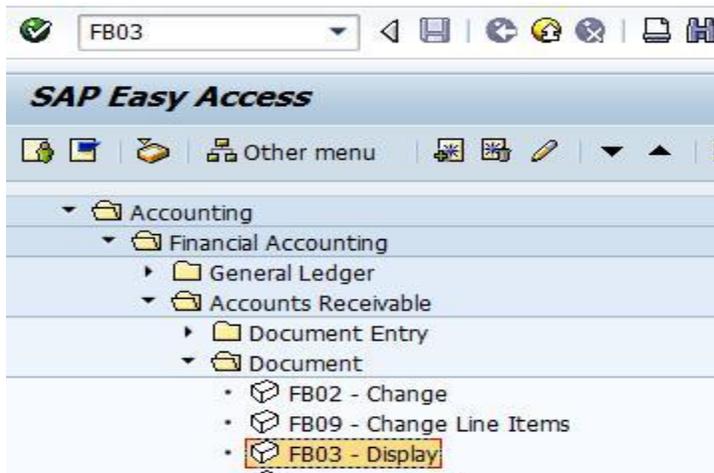
**Step 9:** Once parked document release document got posted in company code to display parked document go to FB03 and display the document.

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### FB03: Document Display:

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

**Step 1:** SAP Easy Access → Accounting → Financial Accounting → Accounts Receivable → Document → FB03 (Display)



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

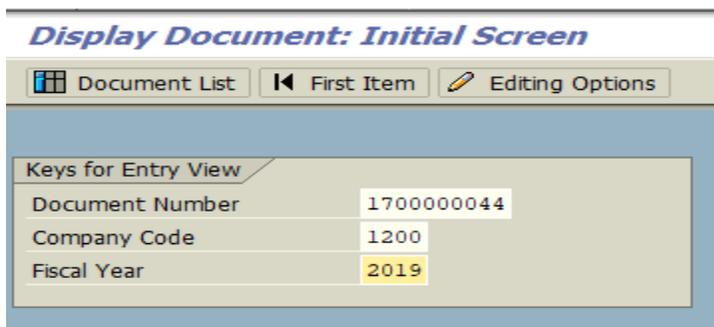
In the below screen enter the following details:

Document Number

Company code

Fiscal Year

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



## SAP User Manual for Accounts Receivables Process

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

CoCd	Item	Key	S	Trs	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center
1200	1	01			700031	J.M. Baxi & Company	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	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    Editing Options

Keys for Entry View	
Document Number	1700000044
Company Code	1200
Fiscal Year	2019

**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.



## SAP User Manual for Accounts Receivables Process

**Document List**

Data Sources

Company code	1200	to		
Document Number		to		
Fiscal Year		to		
Ledger	0L			
Ledger Group				

General selections

Document type		to		
Posting date	31.03.2020	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 6: Provide the values as shown above and click on "Execute".



### SAP User Manual for Accounts Receivables Process

**Document List**

CoCd	DocumentNo	Year	Type	Doc..Date	Posting Date
1200	1700000034	2019	DR	31.03.2020	31.03.2020
	1700000035	2019	DR	31.03.2020	31.03.2020
	1700000036	2019	DR	31.03.2020	31.03.2020
	1700000037	2019	DR	01.03.2020	31.03.2020
	1700000039	2019	DR	31.03.2020	31.03.2020
	1700000040	2019	DR	31.03.2020	31.03.2020
	1700000041	2019	DR	31.03.2020	31.03.2020
	1700000042	2019	DR	31.03.2020	31.03.2020
	1700000044	2019	DR	31.03.2020	31.03.2020
	1800000091	2019	DZ	31.03.2020	31.03.2020
	1800000092	2019	DZ	31.03.2020	31.03.2020

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

**Display Document: Data Entry View**

Taxes | Display Currency | General Ledger View

Data Entry View

Document Number	1700000044	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	<input type="checkbox"/>	Ledger Group	

CoCd	Item	Key	S	Trs	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center
1200	1	01			700031	J.M. Baxi & Company	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	SGST Payable	238,10-	INR	A1		



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### FB02 – Document Change:

After document posted we can change only the few values

#### Header Level:

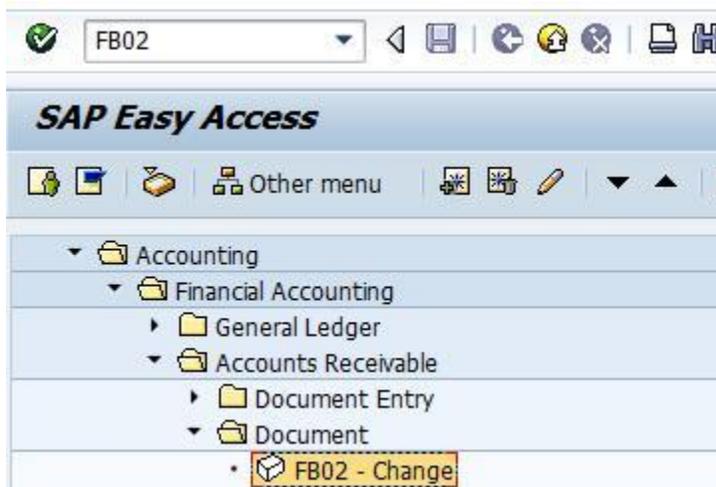
- Reference
- Document header Text and etc....

#### 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 → Accounting → Financial Accounting → Accounts Receivable → Document → FB02 (Change)





## SAP User Manual for Accounts Receivables Process

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

**Change Document: Initial Screen**

Document List | First Item | Editing Options

Keys for Entry View

Document Number	1700000008
Company Code	1200
Fiscal Year	2019

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

**Change Document: Data Entry View**

Taxes | Display Currency

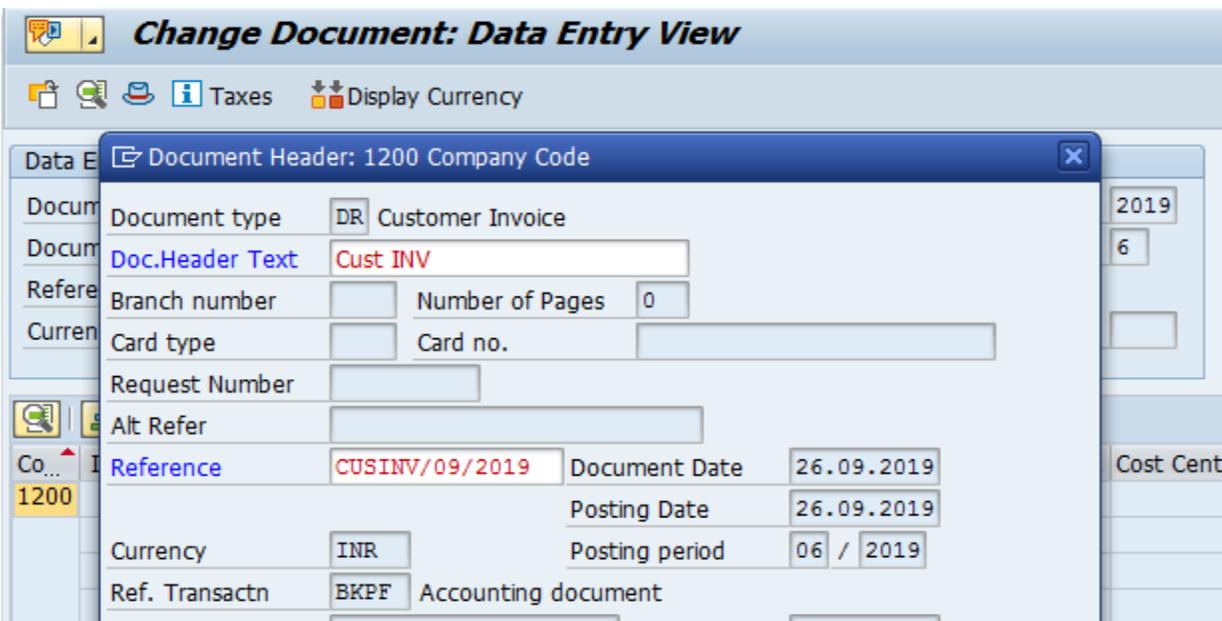
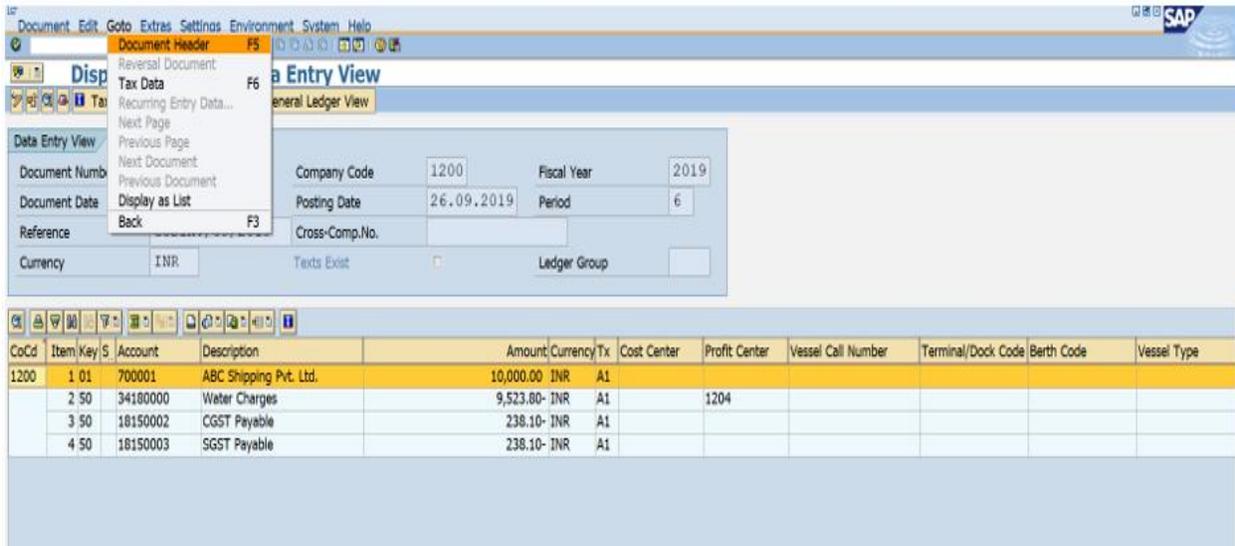
Data Entry View

Document Number	1700000008	Company Code	1200	Fiscal Year	2019
Document Date	26.09.2019	Posting Date	26.09.2019	Period	6
Reference	CUSINV/09/2019	Cross-Comp.No.			
Currency	INR	Texts Exist	<input type="checkbox"/>	Ledger Group	

Co...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Cent
1200	1	01		700001	ABC Shipping Pvt. Ltd.	10,000.00	INR	A1	
	2	50		34180000	Water Charges	9,523.80-	INR	A1	
	3	50		18150002	CGST Payable	238.10-	INR	A1	
	4	50		18150003	SGST Payable	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.

## SAP User Manual for Accounts Receivables Process



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



### SAP User Manual for Accounts Receivables Process

**Change Document: Data Entry View**

Taxes    Display Currency

Data Entry View

Document Number: 1700000008    Company Code: 1200    Fiscal Year: 2019  
 Document Date: 26.09.2019    Posting Date: 26.09.2019    Period: 6  
 Reference: CUSINV/09/2019    Cross-Comp.No.:  
 Currency: INR    Texts Exist:     Ledger Group:

Co...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Cent
1200	1	01		700001	ABC Shipping Pvt. Ltd.	10,000.00	INR	A1	
	2	50		34180000	Water Charges	9,523.80-	INR	A1	
	3	50		18150002	CGST Payable	238.10-	INR	A1	
	4	50		18150003	SGST Payable	238.10-	INR	A1	

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

**Change Document: Line Item 1**

Additional Data    Withholding Tax Data    Create Dispute Case

Customer: 700001    ABC Shipping Pvt. Ltd.    G/L Acc: 23400001  
 CoCode: 1200    12, Netaji Road  
 Deendayal Port Trust    Chennai    Doc. No.: 1700000008

Line Item 1 / Invoice / 01

Amount: 10,000.00    INR  
 Bus.Place/Sectn: 1200 /

Additional Data

Bus. Area:    CD Base: 10,000.00    CD Amount: 0.00    INR  
 Payt terms: 0001    Days/Percent:    Invoice Ref.:  
 Bline Date: 30.09.2019    Prmnt block:    Flow Type:  
 Contract:    Assignment: 000700001  
 Text: Customer Invoice    Long Text



## SAP User Manual for Accounts Receivables Process

**Change Document: Line Item 1**

Additional Data    Withholding Tax Data    Create Dispute Case

Customer: 700001    ABC Shipping Pvt. Ltd.    G/L Acc: 23400001  
CoCode: 1200    12, Netaji Road  
Deendayal Port Trust    Chennai    Doc. No.: 1700000008

Line Item 1 / Invoice / 01

Amount: 10,000.00    INR  
Bus.Place/Sectn: 1200 /

**Additional Data**

Bus. Area		CD Amount	0.00	INR
CD Base	10,000.00	Days/Percent		
Payt terms	0001	Invoice Ref.	/ /	
Blinc Date	30.09.2019	Flow Type		
Pmnt block				
Contract	/			
Assignment	000700001			
Text	Customer Invoice			Long Text

**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.



## SAP User Manual for Accounts Receivables Process

**Change Document: Line Item 1**

Customer: 700001, ABC Shipping Pvt. Ltd., G/L Acc: 23400001  
CoCode: 1200, 12, Netaji Road  
Deendayal Port Trust, Chennai, Doc. No.: 1700000008

Line Item 1 / Invoice / 01  
Amount: 10,000.00, INR  
Bus.Place/Sectn: 1200 /

**Additional Data**

Bus. Area:   
CD Base: 10,000.00, CD Amount: 0.00, INR  
Payt terms: 0001, Days/Percent:   %   %  
**Bline Date: 30.09.2019**, Invoice Ref.:  /  /   
Pmnt block:   
Contract:  /  Flow Type:   
Assignment: 000700001  
Text: Customer Invoice

**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.

## SAP User Manual for Accounts Receivables Process

**Change Document: Initial Screen**

Document List   First Item   Editing Options

Keys for Entry View

Document Number	1700000008
Company Code	1200
Fiscal Year	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		
Document Number		to		
Fiscal Year	2019	to		
Ledger	0L			
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

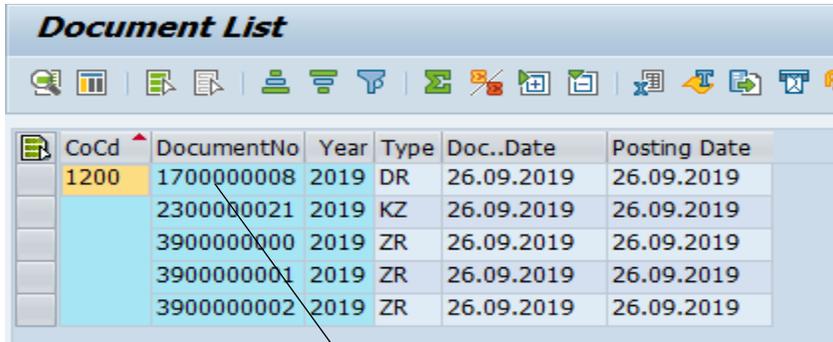
Own documents only

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



### SAP User Manual for Accounts Receivables Process

**Document List**



CoCd	DocumentNo	Year	Type	Doc..Date	Posting Date
1200	1700000008	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
	3900000002	2019	ZR	26.09.2019	26.09.2019

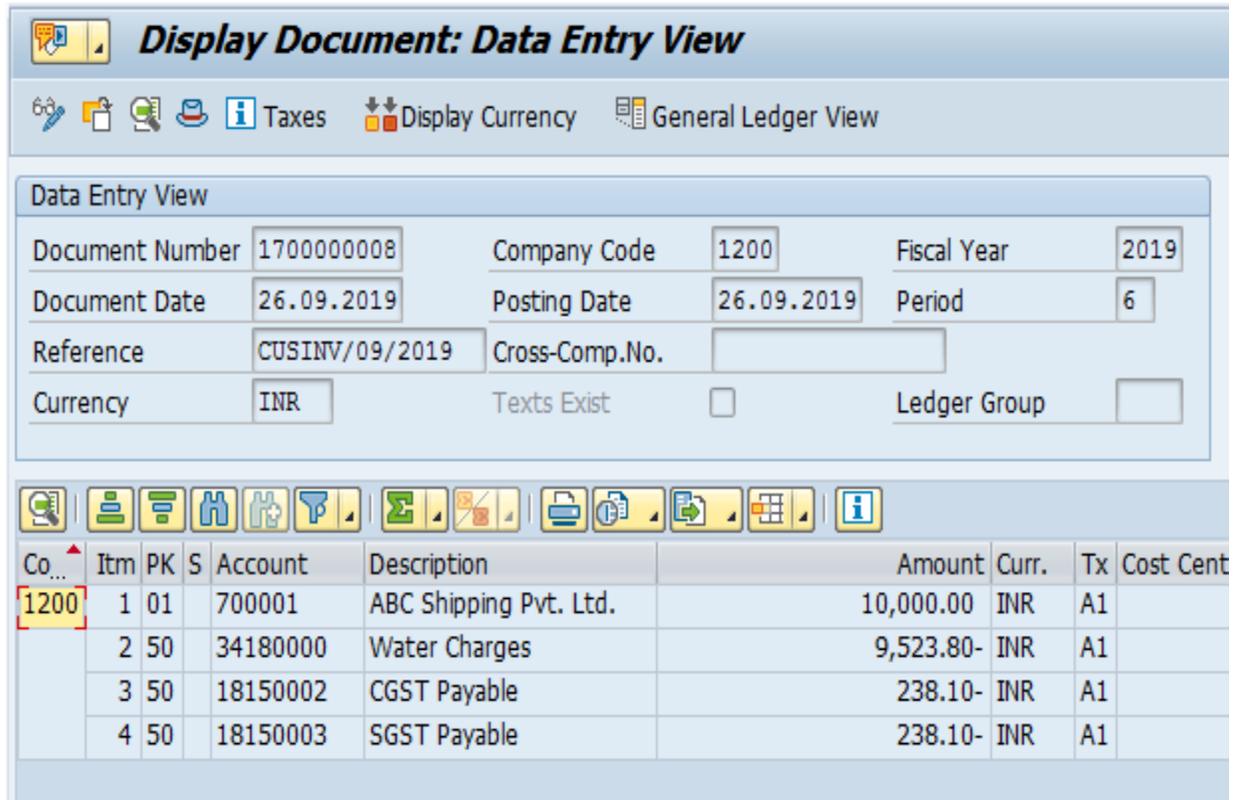
Step 11: Double click on "Document No" the system will display the below screen.

**Display Document: Data Entry View**

Taxes | Display Currency | General Ledger View

Data Entry View

Document Number: 1700000008 | Company Code: 1200 | Fiscal Year: 2019  
 Document Date: 26.09.2019 | Posting Date: 26.09.2019 | Period: 6  
 Reference: CUSINV/09/2019 | Cross-Comp.No.:  
 Currency: INR | Texts Exist:  | Ledger Group:



Co...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Cent
1200	1	01		700001	ABC Shipping Pvt. Ltd.	10,000.00	INR	A1	
	2	50		34180000	Water Charges	9,523.80-	INR	A1	
	3	50		18150002	CGST Payable	238.10-	INR	A1	
	4	50		18150003	SGST Payable	238.10-	INR	A1	



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**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:

The screenshot shows the SAP 'Customer Line Item Display' (FBL5N) interface. It is divided into several sections:

- Customer selection:** Fields for 'Customer account' (700001), 'Company code' (1200), and a date field (highlighted in yellow) with a search icon.
- Selection using search help:** Fields for 'Search help ID' and 'Search string', with a 'Search help' button.
- Line item selection:** Radio buttons for 'Open items', 'Cleared items', and 'All items'.
  - Open items:** 'Open at key date' field with value 27.09.2019.
  - Cleared items:** 'Clearing date' and 'Open at key date' fields, and a 'to' date field.
  - All items:** 'Posting date' field with value 26.09.2019, and a 'to' date field.
- Type:** A checked checkbox for 'Normal items'.

→ Provide the values as shown above and click on **“Execute”**.



### SAP User Manual for Accounts Receivables Process

**Customer Line Item Display**

Customer: 700001  
 Company Code: 1200  
 Name: ABC Shipping Pvt. Ltd.  
 City: Chennai

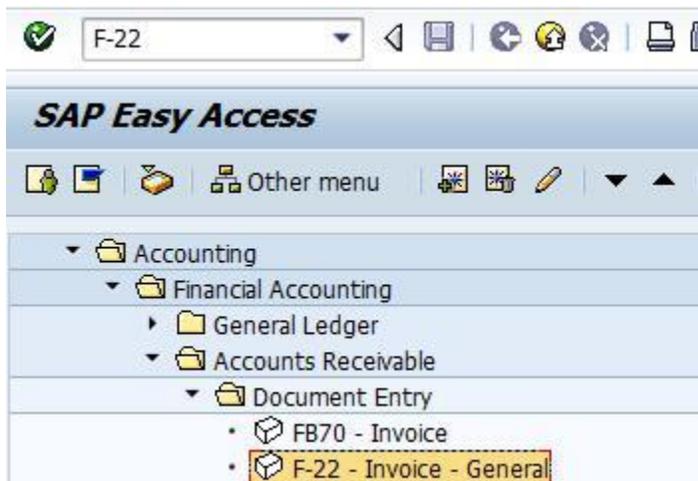
St	Assignment	DocumentNo	Typ	Doc..Date	S	DD	Local Crcy Amt	LCurr	Clrng doc.	Text
	000700001	1700000008	DR	26.09.2019			10,000.00	INR		Customer Invoice
*							10,000.00	INR		
** Account 700001							10,000.00	INR		

## SAP User Manual for Accounts Receivables Process

### F-22 Customer Invoice Posting:

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

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



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)



## SAP User Manual for Accounts Receivables Process

**Enter Customer Invoice: Header Data**

Held Document    Account Model    G/L item fast entry    Post with Reference    Editing options

Document Date	31.03.2020	Type	DR	Company Code	1200
Posting Date	31.03.2020	Period	1	Currency/Rate	INR
Document Number				Translation dte	
Reference	DEPT/INV/2020			Cross-CC Number	
Doc.Header Text	CUSTOMER INVOICE				
Trading part.BA					

First line item

PstKy	50	Account	34180000	SGL Ind	Type
-------	----	---------	----------	---------	------

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



## SAP User Manual for Accounts Receivables Process

*Enter Customer Invoice: Add G/L account item*

More data Account Model G/L item fast entry

G/L Account 34180000 Water Charges  
Company Code 1200 Deendayal Port Trust

Item 1 / Credit entry / 50

Amount	10000	INR
Tax Code	A1	Calculate Tax <input checked="" type="checkbox"/>
Business place	1200	Real estate obj
Asset		More
Purchasing Doc.		
Assignment	CUSTOMER INVOICE	Asst Retirement <input type="checkbox"/>
Text	CUSTOMER INVOICE	Long Texts

Next Line Item

PstKy	01	Account	700001	G/L Ind	TType	New Co.Code
-------	----	---------	--------	---------	-------	-------------

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



## SAP User Manual for Accounts Receivables Process

The screenshot shows the SAP 'Enter Customer Invoice' interface. The menu bar includes Document, Edit, Goto, Extras, Settings, Environment, System, and Help. The title bar reads 'Enter Customer Invoice: Correct Customer item'. Below the title bar are buttons for 'More data', 'Reset', and 'Withholding tax'. The main form contains the following fields:

Customer	700001	ABC Shipping Pvt. Ltd.	G/L Acc	23400001
Company Code	1200	12, Netaji Road		
Deendayal Port Trust		Chennai		

Item 2 / Invoice / 01

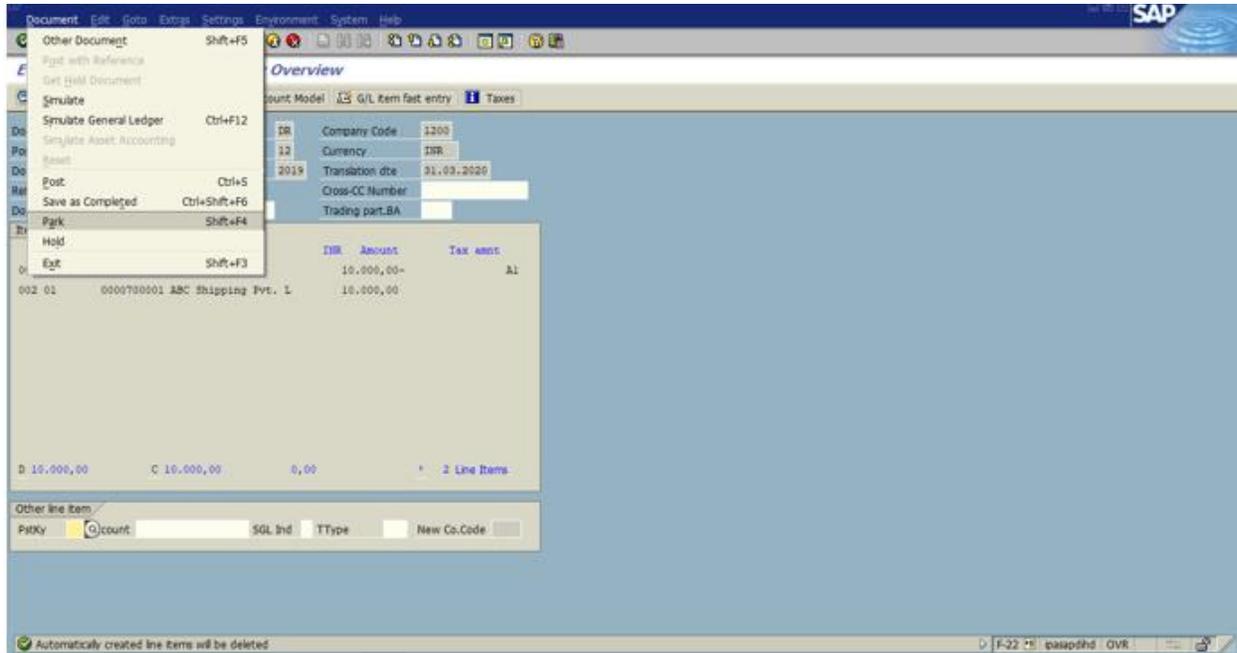
Amount	10.000,00	INR	BusPlace/Sectn	1200 /
Contract	/	Flow Type		
Bus. Area		Days/percent	0,000 /	/
Payt terms		CD Amount	0,00	
Blinc Date	31.03.2020	Invoice Ref.	/	/ 0
CD Base	10.000,00	Payt Method		
Pmnt block				
Assignment	CUSTOMER INVOICE			
Text	CUSTOMER INVOICE			

Next line item

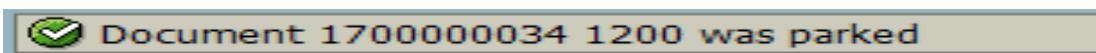
PstKy	Account	SGL Ind	TType	New Co.Code
-------	---------	---------	-------	-------------

▶ **Step 5:** Provide the values as shown above and go to menu bar and click on “**Document**” and click on “**Simulate**”.

## SAP User Manual for Accounts Receivables Process



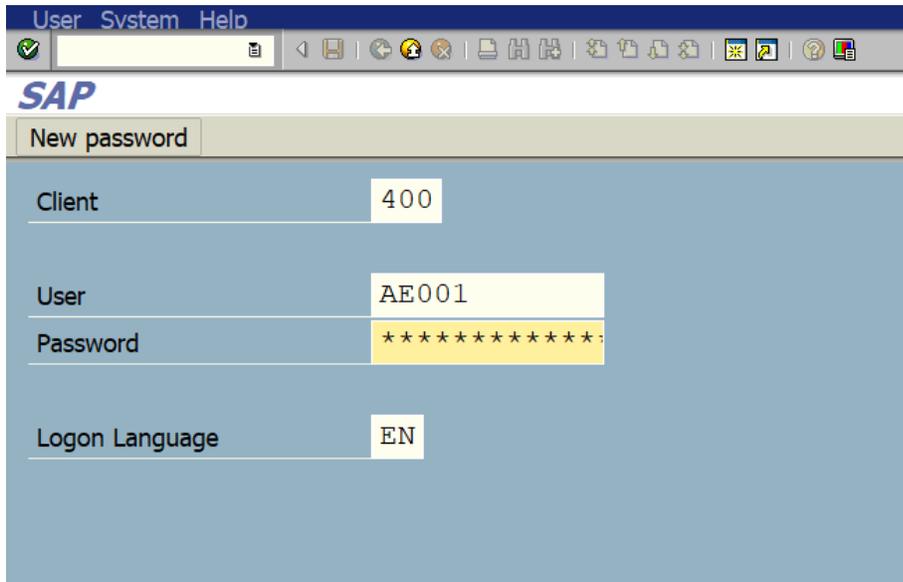
**Step 6:** Check and verify the line items and park the document. To park Go to document click on “Park”. Once the document is parked the system will display the below message. This will trigger the workflow



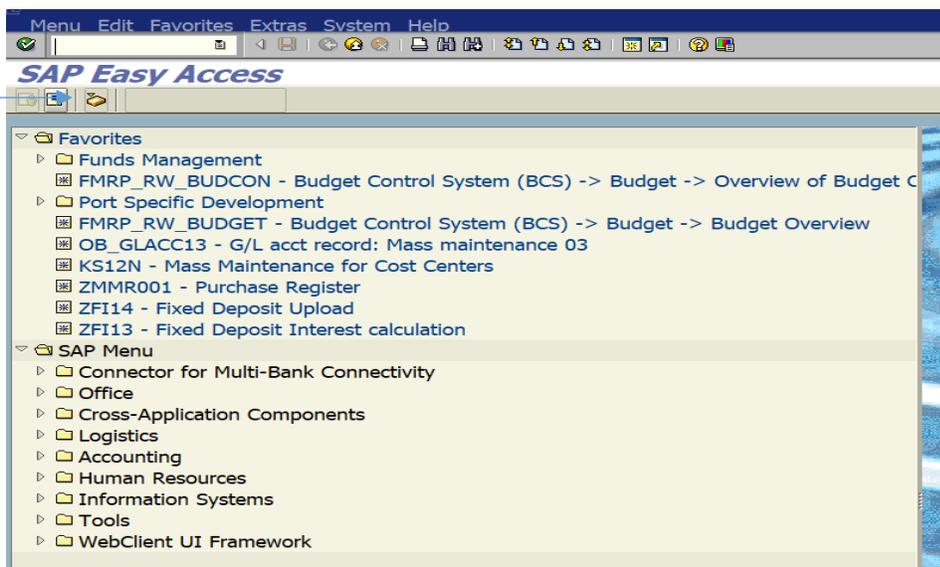


## SAP User Manual for Accounts Receivables Process

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



**Step 8:** Click on “” SAP Business Workspace Button.





## SAP User Manual for Accounts Receivables Process

**Step 9:** Expand “Inbox” button, under workflow Please Approve Parked Invoice “1700000034” 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

Workplace: Assistant Engineer

- Inbox
  - Unread Documents 52
  - Documents 102
  - Workflow 654**
    - Grouped according to content
    - Grouped according to content type
    - Grouped according to sort key
    - Grouped according to task
  - Overdue entries 0
  - Deadline Messages 0
  - Entries with Errors 0
- Outbox
- Resubmission
- Private folders
- Shared folders
- Subscribed Folders
- Trash
- Shared trash

Workflow 654

Exe	Title	Status	Work Item ID	Creation Date	Creation TI	P	Att.
	Please approve the Parked Invoice 1700000034, Year 2019		428257	01.04.2020	14:15:42	5	
	Please approve the Parked Invoice 2000000010, Year 2019		428206	01.04.2020	02:23:18	5	
	Please approve the Parked Invoice 2200000091, Year 2019		428048	31.03.2020	23:10:35	5	
	Please approve the Purchase Order 4502000131		428034	31.03.2020	16:30:49	5	
	Please approve the Purchase Order 4502000131		428027	31.03.2020	16:28:53	5	
	Please approve the Parked Invoice 2900000054, Year 2019		427931	31.03.2020	14:25:55	5	
	Please approve the RESERVATION 0000000776		427754	30.03.2020	19:03:28	5	
	Please approve the RESERVATION 0000000776		427751	30.03.2020	19:00:07	5	
	Please approve the Purchase Order 4502000129		427680	30.03.2020	18:36:22	5	
	Please approve the Purchase Order 4502000129		427673	30.03.2020	18:32:46	5	
	Please approve the Quotation 1002000063		427666	30.03.2020	18:29:50	5	
	Please approve the Purchase Requisition 2002000496		427629	30.03.2020	18:15:50	5	
	Please approve the Purchase Requisition 2002000496		427608	30.03.2020	18:07:20	5	
	Please approve the Purchase Order 4502000128		427541	30.03.2020	17:43:46	5	

Tips & tricks: Display work

Please approve the Parked Invoice 1700000034, Year 2019



## SAP User Manual for Accounts Receivables Process

**Step 10:** In this step Click on the “ **Approve** ” option to post the parked Invoice“1700000034”.

*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

<b>Description</b> Select one of the available decision options. This completes the processing of this step.  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.	<b>Objects and attachments</b> No attachments or objects exist
---	---

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



## SAP User Manual for Accounts Receivables Process

### Display of Posted Document:

**Display Document: Data Entry View**

Taxes | Display Currency | General Ledger View

Data Entry View

Document Number: 1700000034 | 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	Curr.	Tx	Cost Center	Profit Center
1200	1	50		34180000	Water Charges	9,523,80-	INR	A1		1204
	2	01		700001	ABC Shipping Pvt. Ltd.	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.

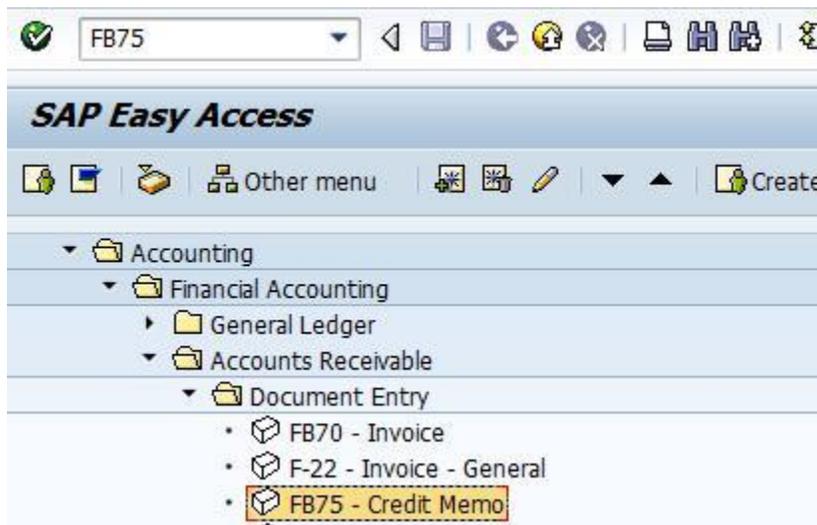
- In FB75 posting key selection is not required
- In F-27 posting key selection is required
- FB75 – Customer Credit Memo Posting:

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



## SAP User Manual for Accounts Receivables Process

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



**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.....



## SAP User Manual for Accounts Receivables Process

**Enter Customer Credit Memo: Company Code 1200**

Tree on | Company Code | Hold | Simulate | Park | Editing options

Transactn: Credit memo | Bal.: 0,00

Basic data | Payment | Details | Tax | Withholding tax | Notes

Customer: 700031 | Sp.G/LI | Reference: DEPT/INV/2020  
Document date: 31.03.2020 | Posting Date: 31.03.2020  
Amount: 1.200,00 | INR |  Calculate Tax  
Tax Amount: A1 (CGST+SGST 5% ...)  
Text: CUSTOMER INVOICE  
Paymt terms: Due immediately

Customer Address:  
Company: J.M. Baxi & Company  
No.87 3rd Floor, Seva Sadan LI, Ne...  
370210 Kutch  
2834276030

OIs  
Bank data: not available

1 Items ( No entry 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	1.200,00			1204		
			Debit						

**Step 3:** Provide the values as shown above and click on “Simulate”. ←



### SAP User Manual for Accounts Receivables Process

**Document Overview**

Reset Taxes Park Complete Choose Save

Doc.Type : DG ( Customer Credit Memo ) Normal document

Doc. Number                      Company Code    1200                      Fiscal Year        2019

Doc. Date                      31.03.2020                      Posting Date        31.03.2020                      Period                12

Calculate Tax                     

Ref.Doc.                      DEPT/INV/2020

Doc. Currency                      INR

Itm	PK	Account	Account Short Text	Assignment	Tx	Amount
1	11	700031	J.M. Baxi & Company		A1	1.200,00-
2	40	34180000	Water Charges		A1	1.200,00

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

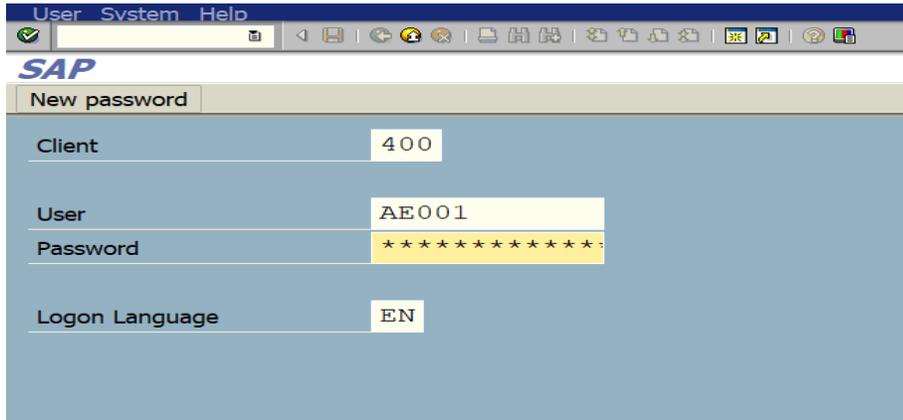
To park the document, click on “Complete Button”, the system will give the information message as below

Document 1600000015 1200 was parked

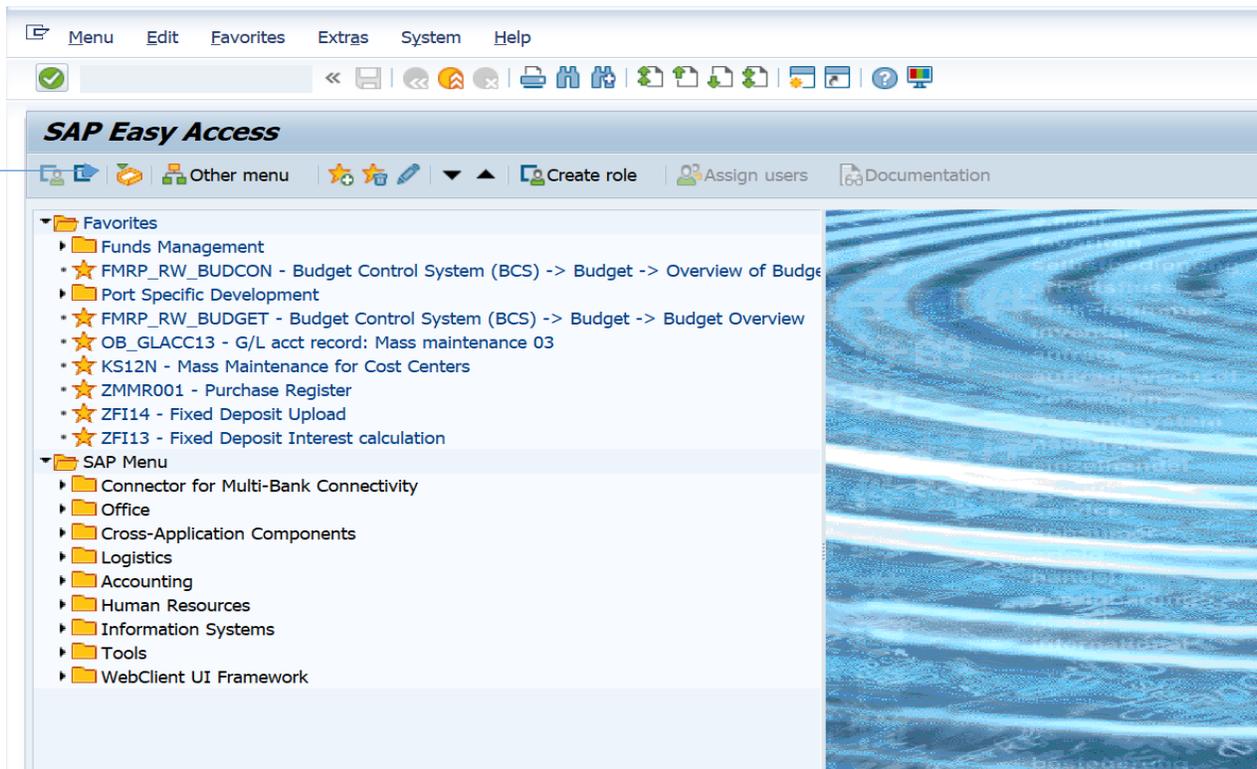


## SAP User Manual for Accounts Receivables Process

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



**Step 6:** Click on “” SAP Business Workspace Button.





## SAP User Manual for Accounts Receivables Process

**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 calendar Distribution lists

Workplace: Assistant Engineer

- Inbox
  - Unread Documents 61
  - Documents 113
  - Workflow 654**
  - Overdue entries 0
  - Deadline Messages 0
  - Entries with Errors 0
- Outbox
- Resubmission
- Private folders
- Shared folders
- Subscribed Folders
- Trash
- Shared trash

Workflow 654

Exe.	Title	Status	Work Item ID	Creation Date	Creation Ti...	P	Att.
	Please approve the Parked Invoice 1600000015, Year 2019		428430	01.04.2020	19:03:57		5
	Please approve the Parked Invoice 2000000010, Year 2019		428206	01.04.2020	02:23:18		5
	Please approve the Parked Invoice 2200000091, Year 2019		428048	31.03.2020	23:10:35		5
	Please approve the Purchase Order 4502000131		428034	31.03.2020	16:30:49		5
	Please approve the Purchase Order 4502000131		428027	31.03.2020	16:28:53		5
	Please approve the Parked Invoice 2900000054, Year 2019		427931	31.03.2020	14:25:55		5
	Please approve the RESERVATION 000000776		427754	30.03.2020	19:03:28		5
	Please approve the RESERVATION 000000776		427751	30.03.2020	19:00:07		5
	Please approve the Purchase Order 4502000129		427680	30.03.2020	18:36:22		5
	Please approve the Purchase Order 4502000129		427673	30.03.2020	18:32:46		5
	Please approve the Quotation 1002000063		427666	30.03.2020	18:29:50		5
	Please approve the Purchase Requisition 2002000496		427629	30.03.2020	18:15:50		5
	Please approve the Purchase Requisition 2002000496		427608	30.03.2020	18:07:20		5
	Please approve the Purchase Order 4502000128		427541	30.03.2020	17:43:46		5

Tips & tricks: Create substi

Please approve the Parked Invoice 1600000015, Year 2019



## SAP User Manual for Accounts Receivables Process

**Step 8:** In this step Click on the “ **Approve** ” option to post the parked 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.



## SAP User Manual for Accounts Receivables Process

### Display of Posted Document:

**Display Document: Data Entry View**

Taxes | Display Currency | General Ledger View

Data Entry View

Document Number: 1600000015    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	Curr.	Tx	Cost Center	Profit Center	S
1200	1	11			700031	J.M. Baxi & Company	1.200,00-	INR	A1			
	2	40			34180000	Water Charges	1.200,00	INR	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 → Accounting → Financial Accounting → Accounts Receivable → Document Entry → F-27- (Credit Memo-General)

F-27

**SAP Easy Access**

Other menu

- Accounting
  - Financial Accounting
    - General Ledger
    - Accounts Receivable
      - Document Entry
        - FB70 - Invoice
        - F-22 - Invoice - General
        - FB75 - Credit Memo
        - F-27 - Credit Memo - General**



## SAP User Manual for Accounts Receivables Process

**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)

**Enter Customer Credit Memo: Header Data**

Held Document    Account Model    G/L item fast entry    Post with Reference    Editing options

Document Date	31.03.2020	Type	DG	Company Code	1200
Posting Date	31.03.2020	Period	1	Currency/Rate	INR
Document Number				Translation dte	
Reference	DEPT/INV/2020			Cross-CC Number	
Doc.Header Text	customer credit memo				
Trading part.BA					

First line item

PstKy	40	Account	34180000	SGL Ind		Type	
-------	----	---------	----------	---------	--	------	--

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



## SAP User Manual for Accounts Receivables Process

*Enter Customer Credit Memo: Correct G/L account item*

More data Account Model G/L item fast entry Taxes

G/L Account 34180000 Water Charges  
Company Code 1200 Deendayal Port Trust

Item 1 / Debit entry / 40

Amount	1.200,00	INR
Tax Code	A1	Calculate Tax <input checked="" type="checkbox"/>
Business place	1200	Real estate obj <input type="button" value="→"/>
Asset		<input type="button" value="→"/> More
Purchasing Doc.		
Assignment	CUSTOMER CR MEMO	Asst Retirement <input type="checkbox"/>
Text	CUSTOMER CR MEMO	<input type="button" value="Long Texts"/>

Next Line Item

PstKy	11	Account	700031	G/L Ind		New Co.Code	
-------	----	---------	--------	---------	--	-------------	--

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



## SAP User Manual for Accounts Receivables Process

Document Edit Goto Extras Settings Environment System Help

**Enter Customer Credit Memo: Correct G/L account item**

More data Account Model G/L item fast entry Taxes

G/L Account 34180000 Water Charges  
Company Code 1200 Deendayal Port Trust

Item 1 / Debit entry / 40

Amount 1.200,00 INR  
Tax Code A1 Calculate Tax   
Business place 1200  
Real estate obj   
Asset     
Purchasing Doc.    
Assignment CUSTOMER CR MEMO Asst Retirement   
Text CUSTOMER CR MEMO

Next Line Item

PstKy 11 Account 700031 G/L Ind  New Co.Code

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



### SAP User Manual for Accounts Receivables Process

**Enter Customer Credit Memo: Display Overview**

Display Currency Taxes Reset

Document Date	31.03.2020	Type	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/2020	Cross-CC Number			
Doc.Header Text	customer credit memo	Trading part.BA			

Items in document currency

PK	BusA	Acct	INR	Amount	Tax amnt	
001	40	0034180000		Water Charges	1.142,86	A1
002	11	0000700031		J.M. Baxi & Company	1.200,00-	
003	40	0018150003		CGST Payable	28,57	A1
004	40	0018150004		SGST Payable	28,57	A1

D 1.200,00      C 1.200,00      0,00      \* 4 Line Items

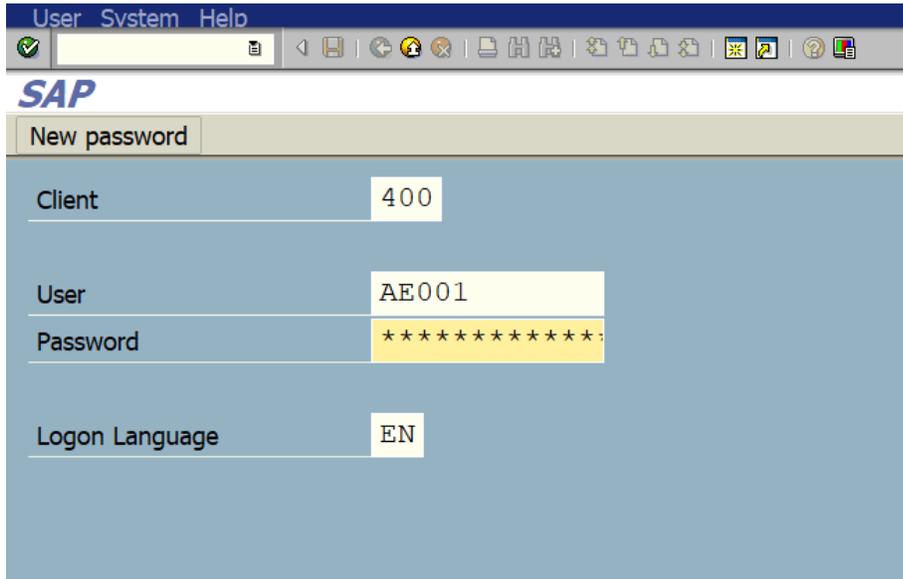
**Step 6:** Check and verify the line items and park the document. To park click on document **“Park”**. Once the document is parked the system will populate the below message.

Document 1600000012 1200 was parked

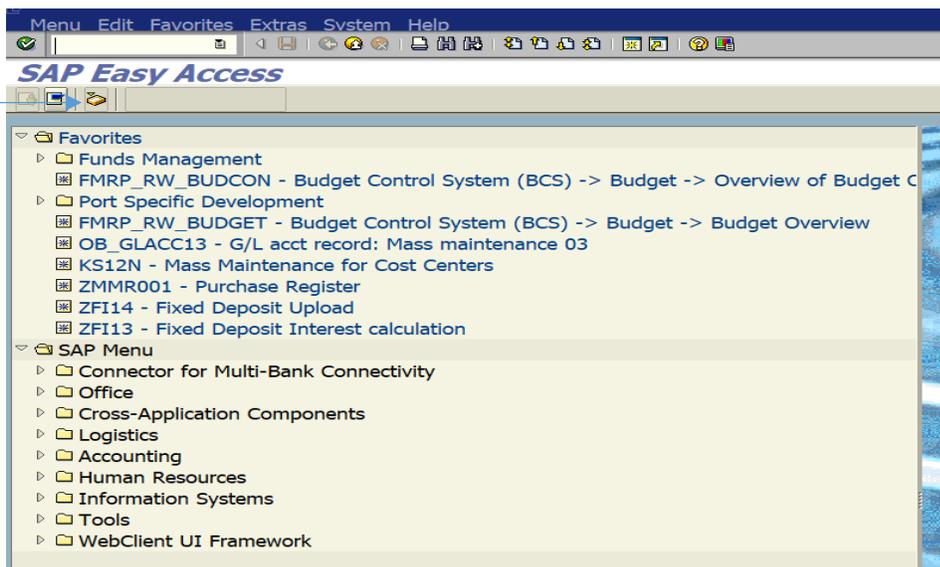


## SAP User Manual for Accounts Receivables Process

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



**Step 8:** Click on “” SAP Business Workspace Button.





## 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 calendar Distribution lists

Workplace: Assistant Engineer

- Inbox
  - Unread Documents 52
  - Documents 103
  - Workflow 654**
  - Overdue entries 0
  - Deadline Messages 0
  - Entries with Errors 0
- Outbox
- Resubmission
- Private folders
- Shared folders
- Subscribed folders
- Trash
- Shared trash

**Workflow 654**

Exe	Title	Status	Work Item ID	Creation Date	Creation Ti	P	Att
	Please approve the Parked Invoice 160000012, Year 2019		428272	01.04.2020	14:48:01	5	
	Please approve the Parked Invoice 200000010, Year 2019		428206	01.04.2020	02:23:18	5	
	Please approve the Parked Invoice 220000091, Year 2019		428048	31.03.2020	23:10:35	5	
	Please approve the Purchase Order 4502000131		428034	31.03.2020	16:30:49	5	
	Please approve the Purchase Order 4502000131		428027	31.03.2020	16:28:53	5	
	Please approve the Parked Invoice 2900000054, Year 2019		427931	31.03.2020	14:25:55	5	
	Please approve the RESERVATION 0000000776		427754	30.03.2020	19:03:28	5	
	Please approve the RESERVATION 0000000776		427751	30.03.2020	19:00:07	5	
	Please approve the Purchase Order 4502000129		427680	30.03.2020	18:36:22	5	
	Please approve the Purchase Order 4502000129		427673	30.03.2020	18:32:46	5	
	Please approve the Quotation 1002000063		427666	30.03.2020	18:29:50	5	
	Please approve the Purchase Requisition 2002000496		427629	30.03.2020	18:15:50	5	
	Please approve the Purchase Requisition 2002000496		427608	30.03.2020	18:07:20	5	
	Please approve the Purchase Order 4502000128		427541	30.03.2020	17:43:46	5	

Tips & tricks: Execute Work I

Please approve the Parked Invoice 160000012, Year 2019



## SAP User Manual for Accounts Receivables Process

**Step 10:** In this step Click on the “ **Approve** ” option to post the parked Invoice “1600000012”.

**Decision Step in Workflow**

Workflow Create Import

Please approve the Parked Invoice 1600000012, Year 2019

Choose one of the following alternatives

- Approve
- Reject
- Display
- Approval or Rejection History
- Hold

**Description**  
Select one of the available decision options. This completes the processing of this step.  
  
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.

**Objects and attachments**  
No attachments or objects exist

**Step 11:** Once 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 General Ledger View

Data Entry View

Document Number 1600000012 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	Curr.	Tx	Cost Center	Profit Center
1200	1	40			34180000	Water Charges	1.142,86	INR	A1		1204
	2	11			700031	J.M. Baxi & Company	1.200,00-	INR	A1		
	3	40		ZOC	18150003	CGST Payable	28,57	INR	A1		
	4	40		ZOS	18150004	SGST Payable	28,57	INR	A1		



## SAP User Manual for Accounts Receivables Process

Now go and check in FBL5N 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

---

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		➡
--------------	--	----	--	---

---

Type

Normal items

Special G/L transactions

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



### SAP User Manual for Accounts Receivables Process

**Customer Line Item Display**

Customer: 700031  
Company Code: 1200  
Name: J.M. Baxi & Company  
City: Kutch

St	Assignment	DocumentNo	Typ	Doc..Date	S	DD	Local Crcy Amt	LCurr	Clrng doc.	Text
		1600000012	DG	31.03.2020			1.200,00-	INR		
	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	1800000036	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
	INIXY27625TQ8220	1800000043	DZ	18.12.2019	2		2.516.965,83-	INR		
	INIXY62BT4129831	1800000025	DZ	15.12.2019	2		4.925.717,80-	INR		
	IPT-2019-20066	1800000084	DZ	23.01.2020	2		99.856.770,00-	INR		
*							121.845.685,59-	INR		
**	Account 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.

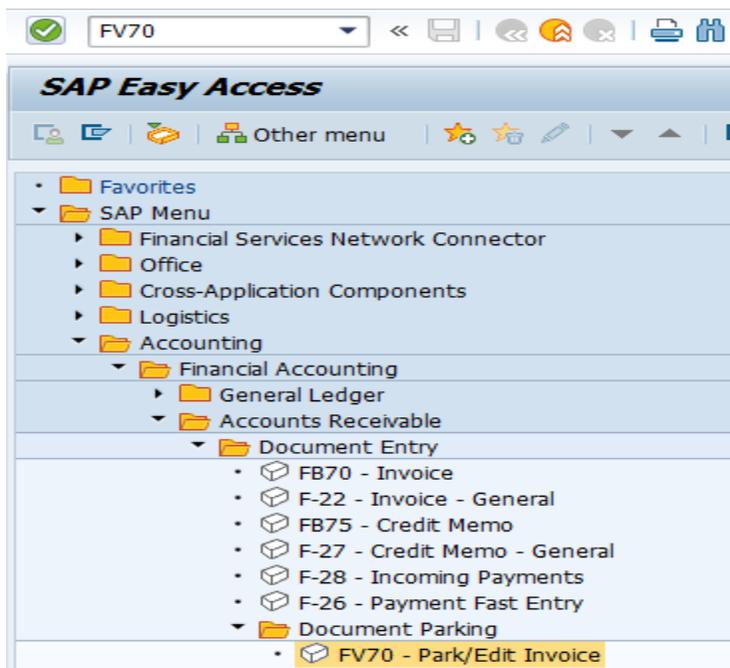


## SAP User Manual for Accounts Receivables Process

**FV70** – Customer Invoice Parking:

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

**Step 1:** SAP Easy Access → SAP Menu → Accounting → Financial Accounting → Accounts Receivable → Document Entry → Document Parking → 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)



## 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 Simulate Save as Completed Post Editing options

Transactn Invoice Bal. 21.000,00

Basic data Payment Details Tax Withholding tax Notes Customer

Customer 700031 Sp.G/LI  
Invoice date 31.03.2020 Reference DEPT/INV/2020  
Posting Date 31.03.2020  
Amount 21.000,00 INR  
A1 (CGST+SGST 5% ...  
Bus.Place/Sectn /  
Text park customer invoice  
Paymt terms Due immediately

Customer  
Address  
Company  
J.M. Baxi & Company  
No.87 3rd Floor, Seva Sadan LI, Ne...  
370210 Kutch  
2834276030  
OIs  
Bank data: not available

0 Items ( No entry variant selected )

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Sch...	Plnt	Pu...	Purc...	Profit center	Partne
	34180000		Cred...	21000					1204	
			Cred...							
			Cred...							
			Cred...							
			Cred...							

**Step 3:** Provide the values as shown above and click on “Simulate”.

## SAP User Manual for Accounts Receivables Process

**Document Overview**

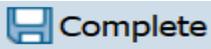
Doc.Type : DR ( Customer Invoice ) Normal document

Doc. Number		Company Code	1200	Fiscal Year	2019
Doc. Date	31.03.2020	Posting Date	31.03.2020	Period	12
Calculate Tax	<input checked="" type="checkbox"/>				
Ref.Doc.	DEPT/INV/2020				
Doc. Currency	INR				

Itm	PK	Account	Account Short Text	Assignment	Tx	Amount
1	01	700031	J.M. Baxi & Company		Al	21.000,00
2	50	34180000	Water Charges		Al	20.000,00-
3	50	18150003	CGST Payable		Al	500,00-
4	50	18150004	SGST Payable		Al	500,00-

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

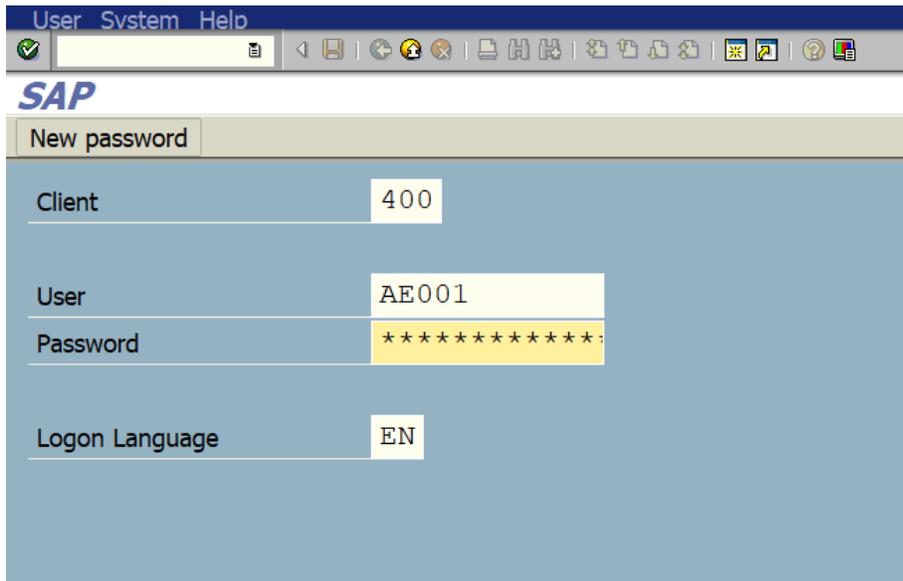
To park the document, click on “ **Complete** Button”, the system will give the information message as below

Document 1700000035 1200 was parked

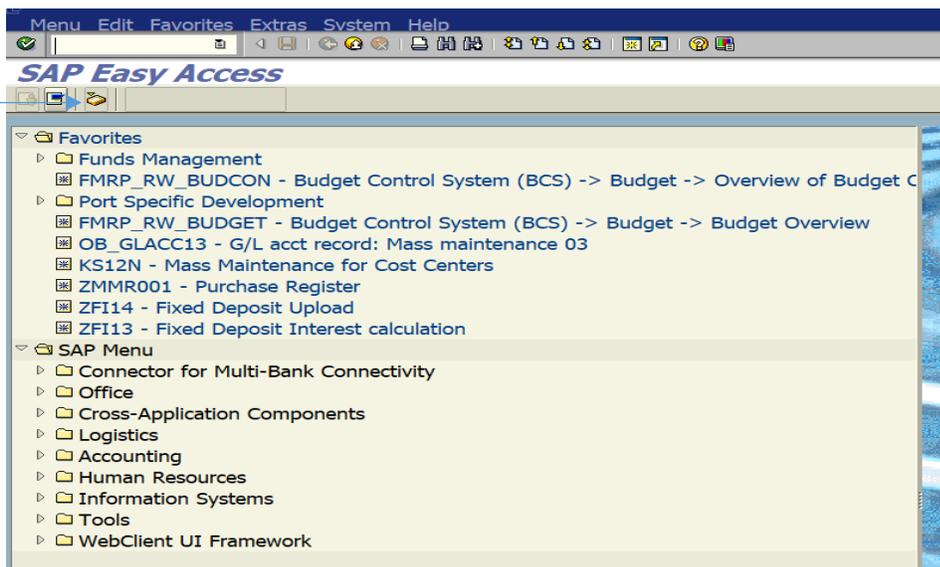


## SAP User Manual for Accounts Receivables Process

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



**Step 6:** Click on “” SAP Business Workspace Button.





## SAP User Manual for Accounts Receivables Process

**Step 7:** Expand “Inbox” button, under workflow Please Approve Parked Invoice “1700000035” 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

Workplace: Assistant Engineer

- Inbox
  - Unread Documents 53
  - Documents 104
  - Workflow 654**
  - Overdue entries 0
  - Deadline Messages 0
  - Entries with Errors 0
- Outbox
- Resubmission
- Private folders
- Shared folders
- Subscribed Folders
- Trash
- Shared trash

**Workflow 654**

Exe...	Title	Status	Work Item ID	Creation Date	Creation Ti...	P	Att...
	Please approve the Parked Invoice 1700000035, Year 2019	✓	428287	01.04.2020	14:57:36	5	
	Please approve the Parked Invoice 2000000010, Year 2019	✓	428206	01.04.2020	02:23:18	5	
	Please approve the Parked Invoice 2200000091, Year 2019	✓	428048	31.03.2020	23:10:35	5	
	Please approve the Purchase Order 4502000131	✓	428034	31.03.2020	16:30:49	5	
	Please approve the Purchase Order 4502000131	✓	428027	31.03.2020	16:28:53	5	
	Please approve the Parked Invoice 2900000054, Year 2019	✓	427931	31.03.2020	14:25:55	5	
	Please approve the RESERVATION 0000000776	✓	427754	30.03.2020	19:03:28	5	
	Please approve the RESERVATION 0000000776	✓	427751	30.03.2020	19:00:07	5	
	Please approve the Purchase Order 4502000129	✓	427680	30.03.2020	18:36:22	5	
	Please approve the Purchase Order 4502000129	✓	427673	30.03.2020	18:32:46	5	
	Please approve the Quotation 1002000063	✓	427666	30.03.2020	18:29:50	5	
	Please approve the Purchase Requisition 2002000496	✓	427629	30.03.2020	18:15:50	5	
	Please approve the Purchase Requisition 2002000496	✓	427608	30.03.2020	18:07:20	5	
	Please approve the Purchase Order 4502000128	✓	427541	30.03.2020	17:43:46	5	

Tips & tricks: Set work item to 'd

Please approve the Parked Invoice 1700000035, Year 2019



## SAP User Manual for Accounts Receivables Process

**Step 8:** In this step Click on the “ **Approve** ” option to post the parked Invoice “1700000035”.

**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

<b>Description</b> Select one of the available decision options. This completes the processing of this step.  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.	<b>Objects and attachments</b> No attachments or objects exist
---	---

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



## SAP User Manual for Accounts Receivables Process

Display of posted document:

**Display Document: Data Entry View**

Taxes | Display Currency | General Ledger View

Data Entry View

Document Number: 1700000035 | 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	Curr.	Tx	Cost Center	Profit Center
1200	1	01			700031	J.M. Baxi & Company	21.000,00	INR	A1		
	2	50			34180000	Water Charges	20.000,00-	INR	A1		1204
	3	50		ZOC	18150003	CGST Payable	500,00-	INR	A1		
	4	50		ZOS	18150004	SGST Payable	500,00-	INR	A1		



## SAP User Manual for Accounts Receivables Process

### F-64 – Customer Invoice Parking:

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

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



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)



## SAP User Manual for Accounts Receivables Process

**Park Document: Document Header**

Fast Data Entry Acct model

Document Date	31.03.2020	Doc. Type	DR	Company Code	1200
Posting Date	31.03.2020	Period	1	Currency	INR
Document Number		Translation dte			
Reference	DEPT/INV/2020				
Doc.Header Text	CUSTOMER INVOICE				
Partner BArea					

Control

Only Transfer Amts in Document Crcy in Invoice

First line item

PstKy	50	Account	34180000	SGL Ind		Type	
-------	----	---------	----------	---------	--	------	--

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



## SAP User Manual for Accounts Receivables Process

*Park Document: Change G/L Account Item*

Fast Data Entry Tax More data Acct model Check

G/L Account 34180000 Water Charges  
Company Code 1200 Deendayal Port Trust

Item 1 / Credit entry / 50

Amount 30.000,00 INR  
Tax Code A1  Calculate Tax  
Business place 1200

Real estate obj

Asset More

Purchasing Doc.

Assignment CUSTOMER INVOICE

Text CUSTOMER INVOICE Long Texts

Next Line Item

PostKey 01 Account 700031 L Ind TType New Co.Code

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



## SAP User Manual for Accounts Receivables Process

Document Edit Goto Extras Settings Environment System Help

**Park Document: Enter Customer Item**

Fast Data Entry Tax More data Acct model Withholding tax data Check

Customer 700031 J.M. Baxi & Company G/L Acc 23400001  
Company Code 1200 No.87 3rd Floor, Seva Sadan LJ, New  
Deendayal Port Trust Kutch

Item 2 / Invoice / 01

Amount	30000	INR	Bus./Sectn	/
Contract	/	Flow Type		
Bus. Area		Days/percent	/	/
Payt terms		CD Amount		
Bline Date	31.03.2020	Invoice Ref.	/	/
CD Base		Payt Method		
Pmnt block				
Assignment	CUSTOMER INVOICE			
Text	CUSTOMER INVOICE			

Long Texts

**Step 5:** Provide the values as shown above and click on **“Overview”**.



## SAP User Manual for Accounts Receivables Process

**Park Document: Overview**

Currency Fast Data Entry Tax Acct model Document header Check

Document Date	31.03.2020	Type	DR	Company Code	1200
Posting Date	31.03.2020	Period	12	Currency	INR
Document Number		Fiscal Year	2019	Translation dte	31.03.2020
Reference	DEPT/INV/2020		Trading part.BA		
Doc.Header Text	CUSTOMER INVOICE		Texts Exist	<input type="checkbox"/>	Net Entry <input type="checkbox"/>

**Line items**

Itm	PK	BusA	Acct no.	Description	Tx	Amount
001	50		34180000	Water Charges	A1	30.000,00-
002	01		700031	J.M. Baxi & Company		30.000,00

D 30.000,00      C 30.000,00      Itm 2      0,00

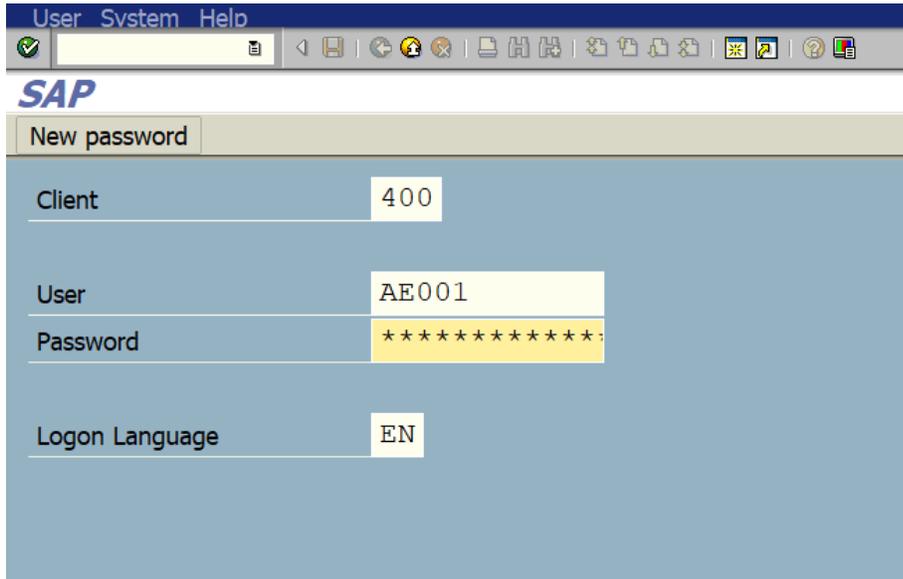
**Step 6:** Check and verify the line items and park the document. To park click on Document and “Park”. Once the document is parked the system will populate the below message.

Document 1700000036 1200 was parked

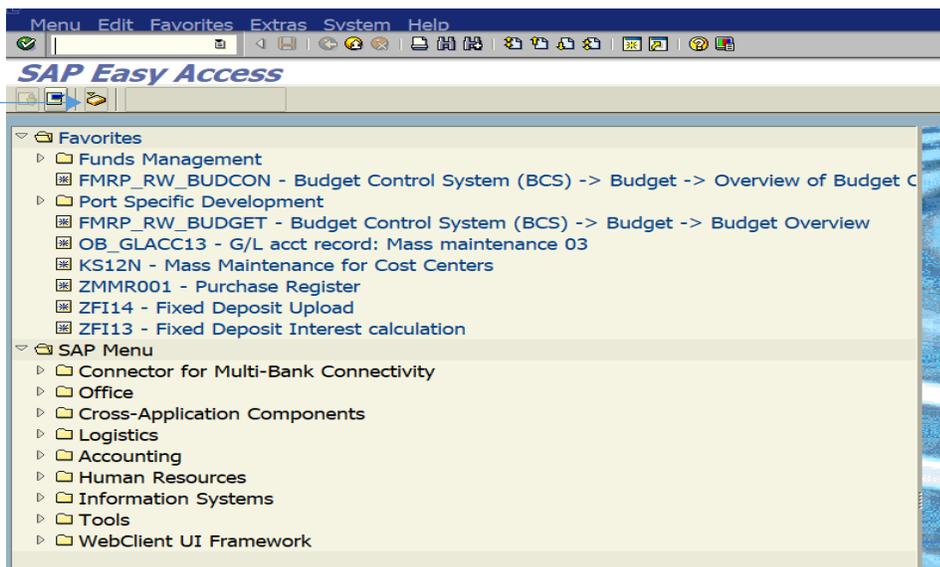


## SAP User Manual for Accounts Receivables Process

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



**Step 8:** Click on “” SAP Business Workspace Button.





## 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 calendar Distribution lists

Workplace: Assistant Engineer

- Inbox
  - Unread Documents 54
  - Documents 105
  - Workflow 654**
  - Overdue entries 0
  - Deadline Messages 0
  - Entries with Errors 0
- Outbox
- Resubmission
- Private folders
- Shared folders
- Subscribed Folders
- Trash
- Shared trash

### Workflow 654

Exe...	Title	Status	Work Item ID	Creation Date	Creation Ti...	P	Att
	Please approve the Parked Invoice 1700000036, Year 2019	✓	428302	01.04.2020	15:24:11	5	
	Please approve the Parked Invoice 2000000010, Year 2019	✓	428206	01.04.2020	02:23:18	5	
	Please approve the Parked Invoice 2200000091, Year 2019	✓	428048	31.03.2020	23:10:35	5	
	Please approve the Purchase Order 4502000131	✓	428034	31.03.2020	16:30:49	5	
	Please approve the Purchase Order 4502000131	✓	428027	31.03.2020	16:28:53	5	
	Please approve the Parked Invoice 2900000054, Year 2019	✓	427931	31.03.2020	14:25:55	5	
	Please approve the RESERVATION 0000000776	✓	427754	30.03.2020	19:03:28	5	
	Please approve the RESERVATION 0000000776	✓	427751	30.03.2020	19:00:07	5	
	Please approve the Purchase Order 4502000129	✓	427680	30.03.2020	18:36:22	5	
	Please approve the Purchase Order 4502000129	✓	427673	30.03.2020	18:32:46	5	
	Please approve the Quotation 1002000063	✓	427666	30.03.2020	18:29:50	5	
	Please approve the Purchase Requisition 2002000496	✓	427629	30.03.2020	18:15:50	5	
	Please approve the Purchase Requisition 2002000496	✓	427608	30.03.2020	18:07:20	5	
	Please approve the Purchase Order 4502000128	✓	427541	30.03.2020	17:43:46	5	

Tips & tricks: Display Other C

Please approve the Parked Invoice 1700000036, Year 2019



## SAP User Manual for Accounts Receivables Process

**Step 10:** In this step Click on the “ **Approve** ” option to post the parked Invoice“1700000036”.

**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

**Description**  
Select one of the available decision options. This completes the processing of this step.  
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.

**Objects and attachments**  
No attachments or objects exist

**Step 11:** Once 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 General Ledger View

Data Entry View

Document Number 1700000036 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	Curr.	Tx	Cost Center	Profit Center
1200	1	50		34180000	Water Charges	28.571,42-	INR	A1		1204
	2	01		700031	J.M. Baxi & Company	30.000,00	INR	A1		
	3	50	ZOC	18150003	CGST Payable	714,29-	INR	A1		
	4	50	ZOS	18150004	SGST Payable	714,29-	INR	A1		



## SAP User Manual for Accounts Receivables Process

### 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.

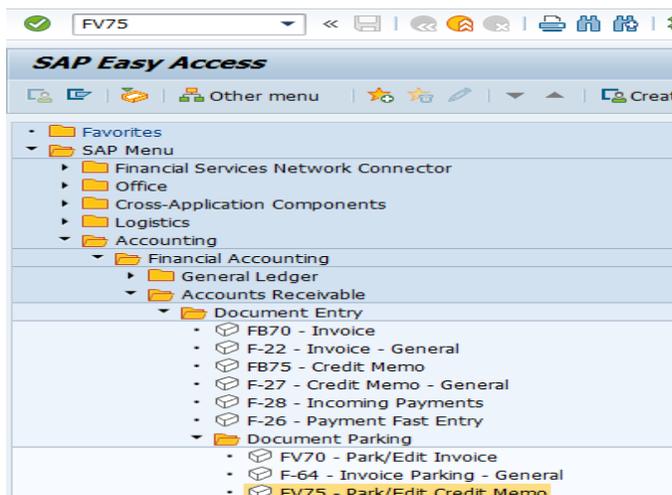
- In FV75 posting key selection is not required.
- In F-67 posting key selection is required

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 → SAP Menu → Accounting → Financial Accounting → Accounts Receivable → Document Entry → Document Parking → FV75 (Park/Edit Credit Memo)



## SAP User Manual for Accounts Receivables Process

**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 Customer Credit Memo: Company Code 1200**

Tree on Company Code Simulate Save as Completed Post Editing options

Transactn Credit memo Bal. 1.200,00-

Basic data Payment Details Tax Withholding tax Notes Customer

Customer 700031 Sp.G/LI  
 Document date 31.03.2020 Reference DEPT/INV/2020  
 Posting Date 31.03.2020  
 Doc. Currency  
 Amount 1.200,00 INR  
 Calculate Tax  
 A1 (CGST+SGST 5% ...)  
 Bus.Place/Sectn /  
 Text customer credit memo  
 Paymt terms Due immediately

Customer Address  
 Company  
 J.M. Baxi & Company  
 No.87 3rd Floor, Seva Sadan LI, Ne...  
 370210 Kutch  
 2834276030  
 OIs  
 Bank data: not available

0 Items ( No entry variant selected )

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Sch...	Plnt	Pu...	Purc...	Profit center	Partne
	34180000		Debit	1200					1204	
			Debit							

**Step 3:** Provide the values as shown above and click on “Simulate”



## SAP User Manual for Accounts Receivables Process

Document overview Edit Goto Settings System Help

Document Overview

Reset Taxes Complete Choose Save

Doc.Type : DG ( Customer Credit Memo ) Normal document

Doc. Number		Company Code	1200	Fiscal Year	2019
Doc. Date	31.03.2020	Posting Date	31.03.2020	Period	12
Calculate Tax	<input checked="" type="checkbox"/>				
Ref.Doc.	DEPT/INV/2020				
Doc. Currency	INR				

Itm	PK	Account	Account Short Text	Assignment	Tx	Amount
1	11	700031	J.M. Baxi & Company		A1	1.200,00-
2	40	34180000	Water Charges		A1	1.142,86
3	40	18150003	CGST Payable		A1	28,57
4	40	18150004	SGST Payable		A1	28,57

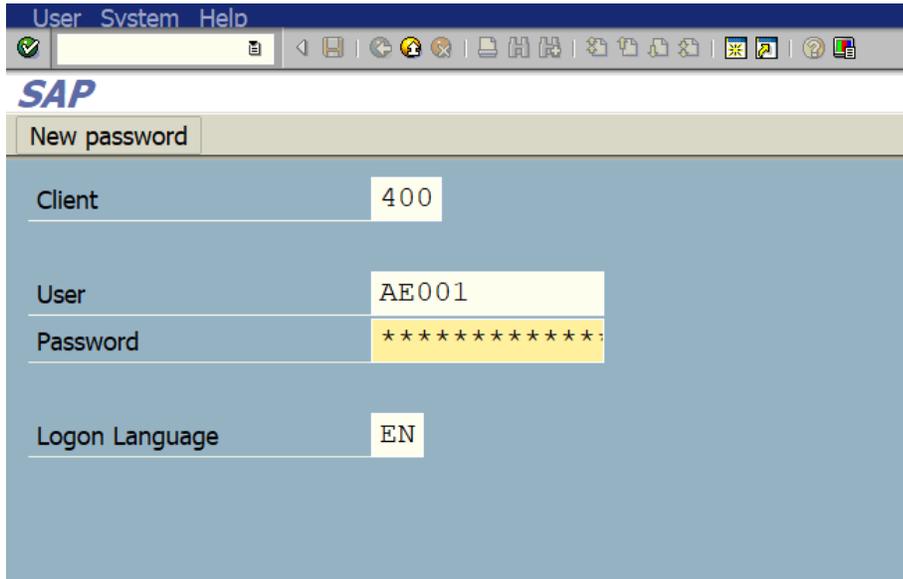
**Step 4:** Check and verify the line items and park the document. click on **“Park”**. Once the document is parked the system will propose the below message.

Document 160000013 1200 was parked

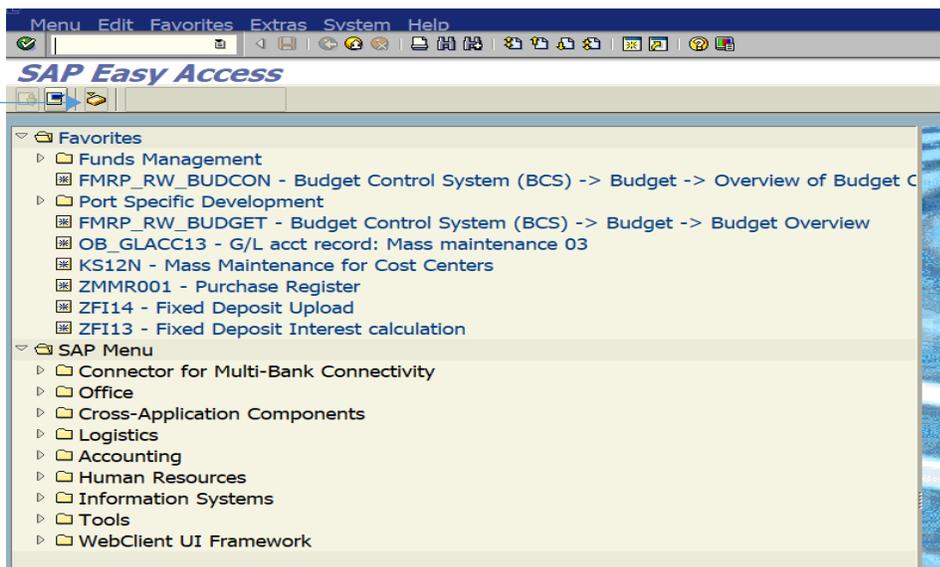


## SAP User Manual for Accounts Receivables Process

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



**Step 6:** Click on “” SAP Business Workspace Button.





## SAP User Manual for Accounts Receivables Process

**Step 7:** Expand “Inbox” button, under workflow select the park document number “1600000013” and double click, the below screen will appear.

*Business Workplace of Assistant Engineer*

New message Find folder Find document Appointment calendar Distribution lists

Workplace: Assistant Engineer

- Inbox
  - Unread Documents 55
  - Documents 106
  - Workflow 654**
  - Overdue entries 0
  - Deadline Messages 0
  - Entries with Errors 0
- Outbox
- Resubmission
- Private folders
- Shared folders
- Subscribed Folders
- Trash
- Shared trash

### Workflow 654

Exe...	Title	Status	Work Item ID	Creation Date	Creation Ti...	P	At
	Please approve the Parked Invoice 1600000013, Year 2019	✓	428317	01.04.2020	15:33:44	5	
	Please approve the Parked Invoice 2000000010, Year 2019	✓	428206	01.04.2020	02:23:18	5	
	Please approve the Parked Invoice 2200000091, Year 2019	✓	428048	31.03.2020	23:10:35	5	
	Please approve the Purchase Order 4502000131	✓	428034	31.03.2020	16:30:49	5	
	Please approve the Purchase Order 4502000131	✓	428027	31.03.2020	16:28:53	5	
	Please approve the Parked Invoice 2900000054, Year 2019	✓	427931	31.03.2020	14:25:55	5	
	Please approve the RESERVATION 0000000776	✓	427754	30.03.2020	19:03:28	5	
	Please approve the RESERVATION 0000000776	✓	427751	30.03.2020	19:00:07	5	
	Please approve the Purchase Order 4502000129	✓	427680	30.03.2020	18:36:22	5	
	Please approve the Purchase Order 4502000129	✓	427673	30.03.2020	18:32:46	5	
	Please approve the Quotation 1002000063	✓	427666	30.03.2020	18:29:50	5	
	Please approve the Purchase Requisition 2002000496	✓	427629	30.03.2020	18:15:50	5	
	Please approve the Purchase Requisition 2002000496	✓	427608	30.03.2020	18:07:20	5	
	Please approve the Purchase Order 4502000128	✓	427541	30.03.2020	17:43:46	5	

Tips & tricks: Execute Work

Please approve the Parked Invoice 1600000013, Year 2019



## SAP User Manual for Accounts Receivables Process

**Step 8:** In this step Click on the **Approve** option to post the parked Invoice “160000013”.

### Decision Step in Workflow

Workflow Create Import

Please approve the Parked Invoice 160000013, Year 2019

Choose one of the following alternatives

Approve

Reject

Display

Approval or Rejection History

Hold

#### Description

Select one of the available decision options. This completes the processing of this step.

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.

#### Objects and attachments

No attachments or objects exist

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



## SAP User Manual for Accounts Receivables Process

Display of posted document:

**Display Document: Data Entry View**

Data Entry View

Document Number: 160000013    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	Curr.	Tx	Cost Center	Profit Center
1200	1	11		700031	J.M. Baxi & Company	1,200,00-	INR	A1		
	2	40		34180000	Water Charges	1,142,86	INR	A1		1204
	3	40	ZOC	18150003	CGST Payable	28,57	INR	A1		
	4	40	ZOS	18150004	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 → SAP Menu → Accounting → Financial Accounting → Accounts Receivable → Document Entry → Document Parking → F-67 (Credit Memo Parking –General)

F-67

**SAP Easy Access**

- Accounting
  - Financial Accounting
    - General Ledger
    - Accounts Receivable
      - Document Entry
        - FB70 - Invoice
        - F-22 - Invoice - General
        - FB75 - Credit Memo
        - F-27 - Credit Memo - General
        - F-28 - Incoming Payments
        - F-26 - Payment Fast Entry
        - Document Parking
          - FV70 - Park/Edit Invoice
          - F-64 - Invoice Parking - General
          - FV75 - Park/Edit Credit Memo
          - F-67 - Credit Memo Parking - General**

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



## SAP User Manual for Accounts Receivables Process

**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/2020				
Doc.Header Text	customer credit memo				
Partner BArea					

Control

Only Transfer Amts in Document Crcy in Invoice

First line item

PstKy	40	Account	34180000	SGL Ind	type
-------	----	---------	----------	---------	------

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



## SAP User Manual for Accounts Receivables Process

**Park Document: Change G/L Account Item**

Fast Data Entry Tax More data Acct model Check

G/L Account 34180000 Water Charges  
Company Code 1200 Deendayal Port Trust

Item 1 / Debit entry / 40

Amount 1.000,00 INR  
Tax Code A1  Calculate Tax  
Business place 1200

Real estate obj

Asset More

Purchasing Doc.

Assignment CUSTOMER CR MEMO

Text CUSTOMER CR MEMO Long Texts

Next Line Item

PostKey 11 Account 700001 SGL Ind New Co.Code

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



## SAP User Manual for Accounts Receivables Process

**Park Document: Enter Customer Item**

Fast Data Entry Tax More data Acct model Withholding tax data Check

Customer 700001 ABC Shipping Pvt. Ltd. G/L Acc 23400001  
Company Code 1200 12, Netaji Road  
Deendayal Port Trust Chennai

Item 2 / Credit memo / 11

Amount 1000 INR Bus./Sectn /

Contract / Flow Type  
Bus. Area  
Payt terms Days/percent / /  
Bline Date 31.03.2020 CD Amount  
CD Base Invoice Ref. / /  
Pmnt block Payt Method

Assignment CUSTOMER CR MEMO  
Text CUSTOMER CR MEMO Long Texts

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



## SAP User Manual for Accounts Receivables Process

**Park Document: Overview**

Currency Fast Data Entry Tax Acct model Document header Check

Document Date	31.03.2020	Type	DG	Company Code	1200
Posting Date	31.03.2020	Period	12	Currency	INR
Document Number		Fiscal Year	2019	Translation dte	31.03.2020
Reference	DEPT/INV/2020	Trading part.BA			
Doc.Header Text	customer credit memo	Texts Exist	<input type="checkbox"/>	Net Entry	<input type="checkbox"/>

Line items

Itm	PK	BusA	Acct no.	Description	Tx	Amount
001	40		34180000	Water Charges	A1	1.000,00
002	11		700001	ABC Shipping Pvt. Ltd.		1.000,00-

D 1.000,00      C 1.000,00      Itm 2      0,00

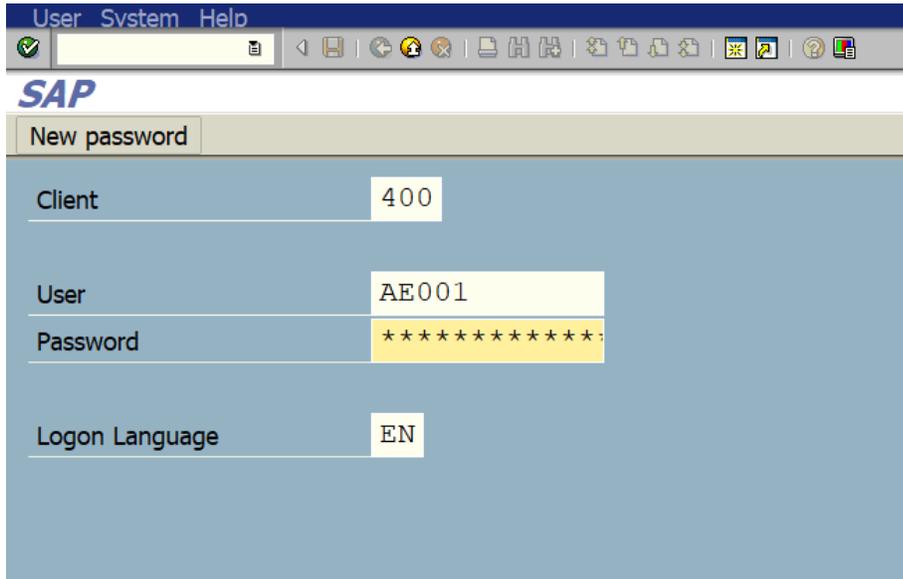
**Step 6:** Check and verify the line items and park the document. To park click on **“Park”**. Once the document is parked the system will populate the below message.

Document 1600000014 1200 was parked

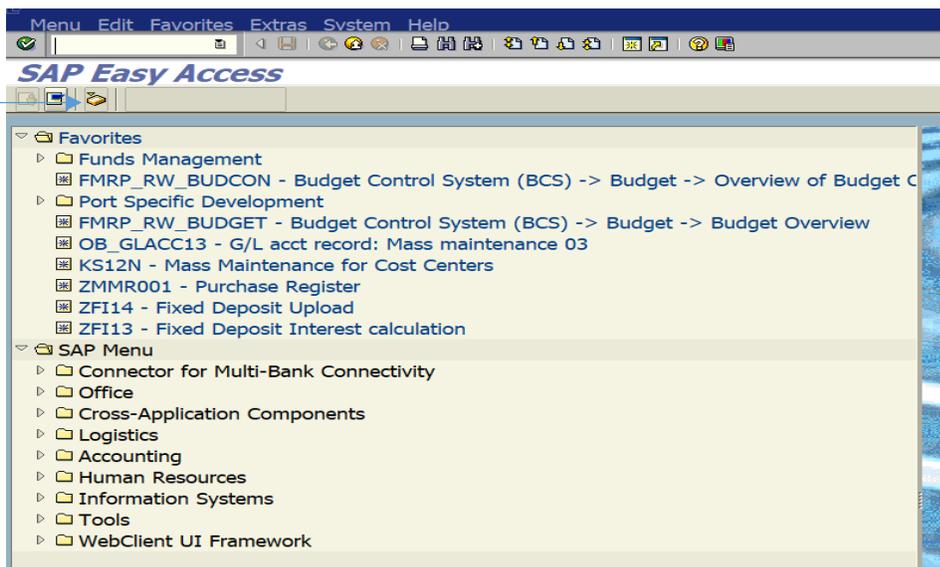


## SAP User Manual for Accounts Receivables Process

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



**Step 8:** Click on “” SAP Business Workspace Button.





## SAP User Manual for Accounts Receivables Process

**Step 9:** Expand “Inbox” button, under workflow select the park document number “1600000014” and double click, the below screen will appear.

*Business Workplace of Assistant Engineer*

New message Find folder Find document Appointment calendar Distribution lists

Workplace: Assistant Engineer

- Inbox
  - Unread Documents 56
  - Documents 107
  - Workflow 654**
  - Overdue entries 0
  - Deadline Messages 0
  - Entries with Errors 0
- Outbox
- Resubmission
- Private folders
- Shared folders
- Subscribed Folders
- Trash
- Shared trash

**Workflow 654**

Exe...	Title	Status	Work Item ID	Creation Date	Creation Ti...	P	Att
	Please approve the Parked Invoice 1600000014, Year 2019		428332	01.04.2020	15:43:45		5
	Please approve the Parked Invoice 2000000010, Year 2019		428206	01.04.2020	02:23:18		5
	Please approve the Parked Invoice 2200000091, Year 2019		428048	31.03.2020	23:10:35		5
	Please approve the Purchase Order 4502000131		428034	31.03.2020	16:30:49		5
	Please approve the Purchase Order 4502000131		428027	31.03.2020	16:28:53		5
	Please approve the Parked Invoice 2900000054, Year 2019		427931	31.03.2020	14:25:55		5
	Please approve the RESERVATION 0000000776		427754	30.03.2020	19:03:28		5
	Please approve the RESERVATION 0000000776		427751	30.03.2020	19:00:07		5
	Please approve the Purchase Order 4502000129		427680	30.03.2020	18:36:22		5
	Please approve the Purchase Order 4502000129		427673	30.03.2020	18:32:46		5
	Please approve the Quotation 1002000063		427666	30.03.2020	18:29:50		5
	Please approve the Purchase Requisition 2002000496		427629	30.03.2020	18:15:50		5
	Please approve the Purchase Requisition 2002000496		427608	30.03.2020	18:07:20		5
	Please approve the Purchase Order 4502000128		427541	30.03.2020	17:43:46		5

Tips & tricks: Display workflow relation

Please approve the Parked Invoice 1600000014, Year 2019



## 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**  
Select one of the available decision options. This completes the processing of this step.  
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.

**Objects and attachments**  
No attachments or objects exist

**Step 11:** Once 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 General Ledger View

**Data Entry View**

Document Number: 1600000014 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	Curr.	Tx	Cost Center	Profit Center
1200	1	40		34180000	Water Charges	952,38	INR	A1		1204
	2	11		700001	ABC Shipping Pvt. Ltd.	1.000,00-	INR	A1		
	3	40	ZOC	18150003	CGST Payable	23,81	INR	A1		
	4	40	ZOS	18150004	SGST Payable	23,81	INR	A1		



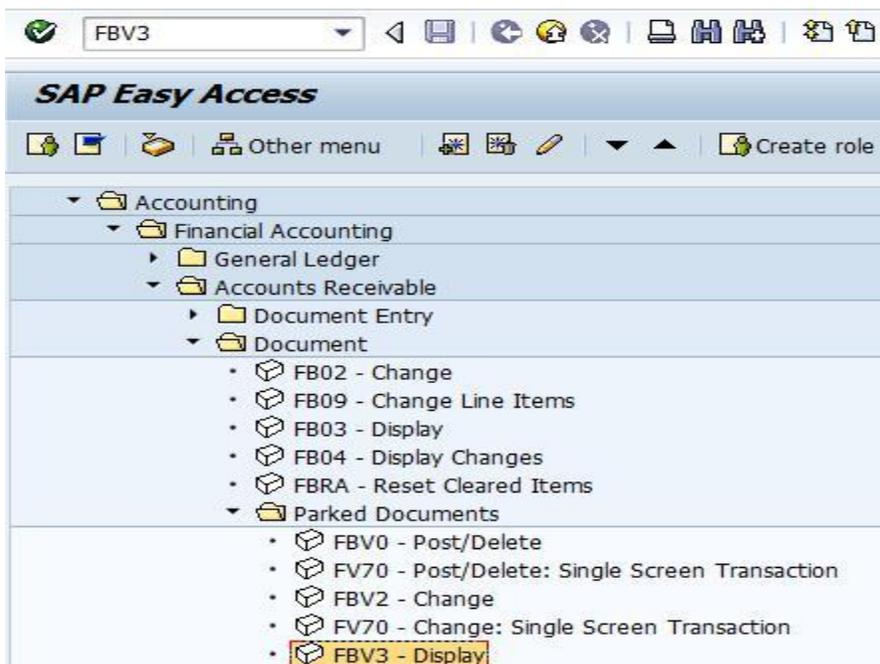
## SAP User Manual for Accounts Receivables Process

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

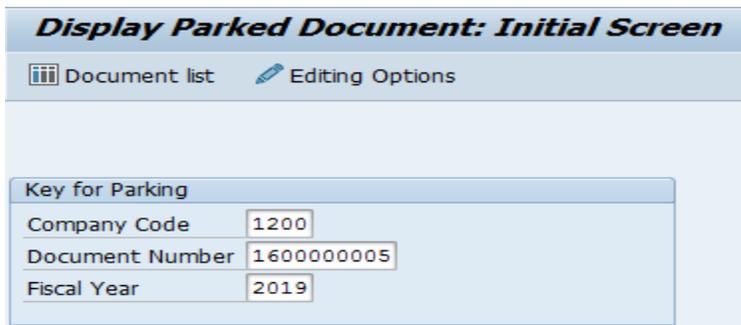
FBV3 – Parked Documents Display

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

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



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





### SAP User Manual for Accounts Receivables Process

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

Item	PK	BusA	Acct no.	Description	Tx	Amount
001	40		34180000	Water Charges	A1	1,000.00
002	11		700001	ABC Shipping Pvt. Ltd.		1,000.00-

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

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

## SAP User Manual for Accounts Receivables Process

**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 [ ]  
 Released: [ ] to [ ]

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

**Display Parked Documents: List**

St.	SCCd	CoCd	Object Key	DocumentNo	Document Header Text	Year	Reference	User	Posting Date
	1200	1200	160000000412002019	1600000004		2019	CMEMO/09/2019	MZ00596723	27.09.2019
	1200	1200	160000000512002019	1600000005	CMEMO/09/2019	2019	CMEMO/09/2019	MZ00596723	27.09.2019
	1200	1200	170000001112002019	1700000011		2019	CUSINV/09/2019	MZ00596723	27.09.2019
	1200	1200	170000001212002019	1700000012		2019	CUSINV/09/2019	MZ00596723	27.09.2019
	1200	1200	170000001312002019	1700000013	Custinv/09/2019	2019	CUSTINV/09/2019	MZ00596723	27.09.2019

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



### SAP User Manual for Accounts Receivables Process

**Display Parked Customer Invoice 170000011 1200 2019**

Tree on | Document | Editing options

Transactn: Invoice

Basic data | Payment | Details | Workflow | Tax | W.

Customer: 700001 | Sp.G/LI | Reference: CUSINV/09/2019 | DocumentNo: 170000011

Invoice date: 27.09.2019 | Posting Date: 27.09.2019

Amount: 20,000.00 | INR | Calculate Tax:

Customer Address: ABC Shipping Pvt. Ltd., 12, Netaji Road, 600001 Chennai

S...	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T..	T
<input checked="" type="checkbox"/>	34180000	Water Char...	Cred...	20,000.00	20,000.00	A1	

**Display Parked Document: Overview**

Currency | Fast Data Entry | Tax | Document header

Document Date: 27.09.2019 | Type: DG | Company Code: 1200

Posting Date: 27.09.2019 | Period: 6 | Currency: INR

Document Number: 1600000005 | Fiscal Year: 2019 | Translation dte: 27.09.2019

Reference: CMEMO/09/2019 | Trading part.BA: | Texts Exist:  Net Entry:

Doc.Header Text: CMEMO/09/2019

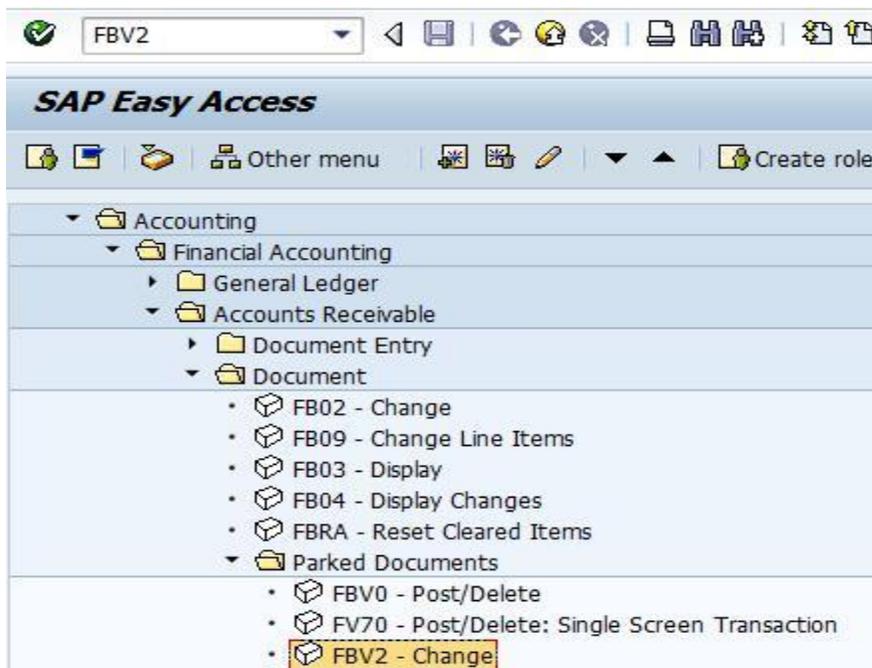
Itm PK	BusA	Acct no.	Description	Tx	Amount
001 40		34180000	Water Charges	A1	1,000.00
002 11		700001	ABC Shipping Pvt. Ltd.		1,000.00-

## SAP User Manual for Accounts Receivables Process

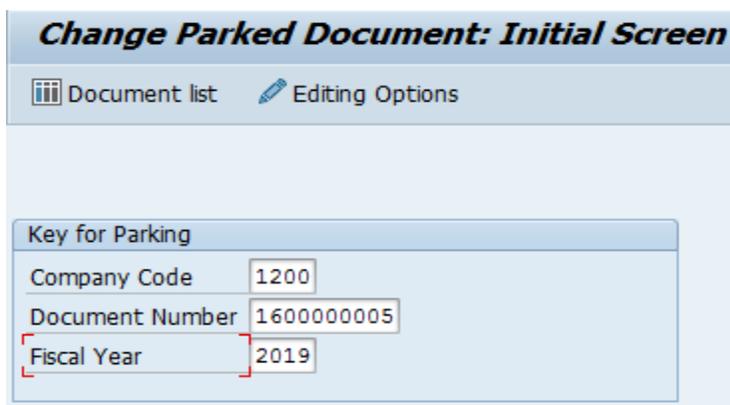
### FBV2 – Change Park Document:

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

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



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



**Change Parked Document: Initial Screen**

Document list    Editing Options

Key for Parking	
Company Code	1200
Document Number	1600000005
Fiscal Year	2019

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



### SAP User Manual for Accounts Receivables Process

Document Edit Goto Extras Settings Environment System Help

Change Parked Document: Overview

Currency Fast Data Entry Tax Acct model Document header Check

Document Date 27.09.2019 Type DG Company Code 1200  
 Posting Date 27.09.2019 Period 6 Currency INR  
 Document Number 1600000005 Fiscal Year 2019 Translation dte 27.09.2019  
 Reference CMEMO/09/2019 Trading part.BA  
 Doc.Header Text CMEMO/09/2019 Texts Exist Net Entry

Itm PK	BusA Acct no.	Description	Tx	Amount
001 40	34180000	Water Charges	A1	1,000.00
002 11	700001	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 Settings Environment System Help

Document header Shift+F7 Overview

Fast Data Entry Shift+F8  
Act assignmt model... F6  
Display as list  
Back F3

Change Parked Document: Overview

Currency Fast Data Entry Tax Acct model Document header Check

Document Date 27.09.2019 Type DG Company Code 1200  
 Posting Date 27.09.2019 Period 6 Currency INR  
 Document Number 1600000005 Fiscal Year 2019 Translation dte 27.09.2019  
 Reference CMEMO/09/2019 Trading part.BA  
 Doc.Header Text CMEMO/09/2019 Texts Exist Net Entry

Itm PK	BusA Acct no.	Description	Tx	Amount
001 40	34180000	Water Charges	A1	1,000.00
002 11	0001 700001	ABC Shipping Pvt. Ltd.		1,000.00-

D 1,000.00 C 1,000.00 Itm 2 0.00



### SAP User Manual for Accounts Receivables Process

**Change Parked Document: Change Document Header**

General Data

Document Number	1600000005	Type	DG	Company Code	1200
Document Date	27.09.2019			Currency/Rate	INR
Posting Date	27.09.2019			Translation dte	27.09.2019
Reference	CMEMO/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.

**Change Parked Document: Overview**

Currency Fast Data Entry Tax Acct model Document header Check

Document Date	27.09.2019	Type	DG	Company Code	1200
Posting Date	27.09.2019	Period	6	Currency	INR
Document Number	1600000005	Fiscal Year	2019	Translation dte	27.09.2019
Reference	CMEMO/09/2019			Trading part.BA	
Doc.Header Text	CMEMO/09/2019			Texts Exist	<input type="checkbox"/>
				Net Entry	<input type="checkbox"/>

Line items

I	PK	BusA	Acct no.	Description	Tx	Amount
001	40		34180000	Water Charges	A1	1,000.00
002	11		700001	ABC Shipping Pvt. Ltd.		1,000.00-

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



## SAP User Manual for Accounts Receivables Process

**Change Parked Document: Change Customer Item**

Customer: 700001 ABC Shipping Pvt. Ltd. G/L Acc: 23400001  
 Company Code: 1200 12, Netaji Road  
 Deendayal Port Trust Chennai

Item 2 / Credit 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:   
 Assignment: Cust CMEMO  
 Text: Customer Credit memo

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.

**Change Parked Document: Overview**

Currency:  Tax

Document Date: 27.09.2019 Type: DG Company Code: 1200  
 Posting Date: 27.09.2019 Period: 6 Currency: INR  
 Document Number: 1600000005 Fiscal Year: 2019 Translation dte: 27.09.2019  
 Reference: CMEMO/09/2019 Trading part.BA:   
 Doc.Header Text: CMEMO/09/2019 Texts Exist:  Net Entry:

Item	PK	BusA	Acct no.	Description	Tx	Amount
001	40		34180000	Water Charges	A1	1,000.00
002	11		700001	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



## SAP User Manual for Accounts Receivables Process

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

**Change Parked Document: Initial Screen**

Document list   Editing Options

Key for Parking

Company Code	1200
Document Number	1600000005
Fiscal Year	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 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 [ ]

Released [ ] to [ ]

➔ **Step 10:** Provide the values as shown above and click on “Execute”



### SAP User Manual for Accounts Receivables Process

**Change Parked Documents: List**

St.	SCCd	CoCd	DocumentNo	Year	Posting Date	P...	Document Header Text	Reference
	1200	1200	1600000004	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	1700000012	2019	27.09.2019	6		CUSINV/09/2019
	1200	1200	1700000013	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**

Tree on Company Code Simulate Save as Completed Editing options

Transactn Credit memo Bal. 0.00

Customer: 700001 Sp.G/LI Reference: CMEMO/09/2019

Document date: 27.09.2019 Posting Date: 27.09.2019

DocumentNo: 1600000004 Doc. Currency:

Amount: 1,200.00 INR  Calculate Tax

Bus.Place/Sectn: 1200 / 1200

Customer Address: ABC Shipping Pvt. Ltd., 12, Netaji Road, 600001 Chennai

1 Items ( No entry 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



## SAP User Manual for Accounts Receivables Process

**Change Parked Document: Overview**

Currency Fast Data Entry Tax Acct model Document header Check

Document Date	27.09.2019	Type	DG	Company Code	1200
Posting Date	27.09.2019	Period	6	Currency	INR
Document Number	1600000005	Fiscal Year	2019	Translation dte	27.09.2019
Reference	CMEMO/09/2019	Trading part.BA			
Doc.Header Text	CMEMO/09/2019	Texts Exist	<input type="checkbox"/>	Net Entry	<input type="checkbox"/>

Itm	PK	BusA	Acct no.	Description	Tx	Amount
001	40		34180000	Water Charges	A1	1,000.00
002	11	0001	700001	ABC 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 the list of parked documents)

**Customer Line Item Display**

Data Sources

Customer selection  
Customer account: 700001 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: 28.09.2019  
 Cleared items  
Clearing date: to  
Open at key date: to  
 All items  
Posting date: 27.09.2019 to

Type  
 Normal items  
 Special G/L transactions  
 Noted items  
 Parked items

Provide the values as shown above and click on “Execute”



### SAP User Manual for Accounts Receivables Process

**Customer Line Item Display**

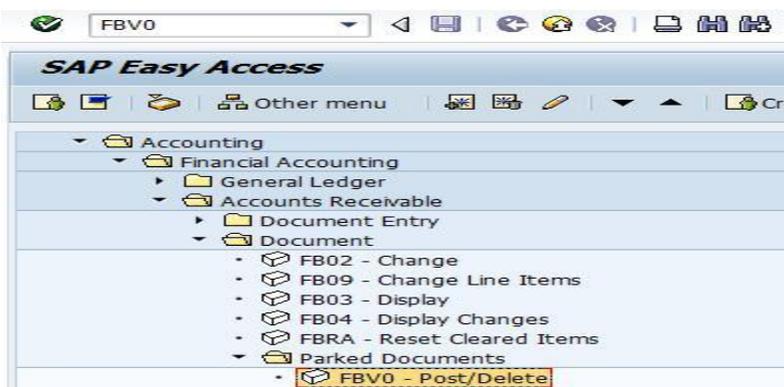
Customer: 700001  
Company Code: 1200  
Name: ABC Shipping Pvt. Ltd.  
City: Chennai

St	Assignment	DocumentNo	Typ	Doc..Date	S	DD	Local Crcy Amt	LCurr	Clrng doc.	Text
<input type="checkbox"/>	▲	1600000004	DG	27.09.2019		▲	1,200.00-	INR		
<input type="checkbox"/>	▲	1700000011	DR	27.09.2019		▲	20,000.00	INR		
<input type="checkbox"/>	▲	1700000012	DR	27.09.2019		▲	21,000.00	INR		Customer Invoice
<input type="checkbox"/>	▲ Cust CMEMO	1600000005	DG	27.09.2019		▲	1,000.00-	INR		Customer Credit memo
<input type="checkbox"/>	▲ Cust Invoice	1700000013	DR	27.09.2019		▲	30,000.00	INR		Customer Invoice
* ▲							68,800.00	INR		
<input type="checkbox"/>	●	1700000010	DR	27.09.2019		▲	21,000.00	INR		Customer Invoice
* ●							21,000.00	INR		
** Account 700001							89,800.00	INR		

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

Enter transaction code FBV0 in command bar (or) Follow the below navigation path:

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



**Step 2:** Double click on “FBV0” then the system will open the below screen.

## SAP User Manual for Accounts Receivables Process

**Post Parked Document: Initial Screen**

Document list    Editing Options

Key for Parking

Company Code	<input type="text" value=""/>
Document Number	<input type="text" value=""/>
Fiscal Year	<input type="text" value=""/>

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.

**List of Parked Documents**

Company code	1200	to	<input type="text" value=""/>	
Document number	<input type="text" value=""/>	to	<input type="text" value=""/>	
Fiscal year	2019	to	<input type="text" value=""/>	

General Selections

Posting date	27.09.2019	to	<input type="text" value=""/>	
Document date	<input type="text" value=""/>	to	<input type="text" value=""/>	
Document type	<input type="text" value=""/>	to	<input type="text" value=""/>	
Reference	<input type="text" value=""/>	to	<input type="text" value=""/>	
Document header text	<input type="text" value=""/>	to	<input type="text" value=""/>	
Entered by	MZ00596723	to	<input type="text" value=""/>	

Processing Status

Enter release	<input type="checkbox"/>	to	<input type="checkbox"/>	
Complete	<input type="checkbox"/>	to	<input type="checkbox"/>	
Released	<input type="checkbox"/>	to	<input type="checkbox"/>	

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

## SAP User Manual for Accounts Receivables Process

**Post Parked Documents: List**

Tree on | Company Code | Simulate | Save as Completed | Post | Editing options

St.	SCCd	CoCd	DocumentNo	Year	Posting Date	Reference	Document Header Text	User
	1200	1200	1600000004	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	1700000012	2019	27.09.2019	CUSINV/09/2019		MZ00596723
	1200	1200	1700000013	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.

**Edit Parked Customer Credit Memo 1600000004 1200 2019**

Tree on | Company Code | Simulate | Save as Completed | Post | Editing options

Transactn: Credit memo

Bal. 0.00

Customer: 700001

Document date: 27.09.2019

Posting Date: 27.09.2019

Reference: CMEMO/09/2019

DocumentNo: 1600000004

Amount: 1,200.00 INR

Bus.Place/Sectn: 1200 / 1200

Text:

Customer Address: ABC Shipping Pvt. Ltd., 12, Netaji Road, 600001 Chennai

OIs: Bank data: not available

1 Items ( No entry 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

**Step 6:** Click on “Simulate”.



## SAP User Manual for Accounts Receivables Process

**Document Overview**

Reset Taxes Complete Post Choose Save

Doc.Type : DG ( Customer Credit Memo ) Parked document

Doc. Number	1600000004	Company Code	1200	Fiscal Year	2019
Doc. Date	27.09.2019	Posting Date	27.09.2019	Period	06
Calculate Tax	<input checked="" type="checkbox"/>				
Ref.Doc.	CMEMO/09/2019				
Doc. Currency	INR				

Itm	PK	Account	Account Short Text	Assignment	Tx	Amount
1	11	700001	ABC Shipping Pvt. Lt			1,200.00-
2	40	34180000	Water Charges	Customer C.M	A1	1,142.86
3	40	18150002	CGST Payable		A1	28.57
4	40	18150003	SGST Payable		A1	28.57

→ **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.



## SAP User Manual for Accounts Receivables Process

**Edit Parked Customer Credit Memo 1600000004 1200 2019**

Tree on Company Code Simulate Save as Completed Post Editing options

Transactn Credit memo Bal. 0.00

Basic data Payment Details Workflow Tax W.

Customer 700001 Sp.G/LI Reference CMEMO/09/2019  
 Document date 27.09.2019  
 Posting Date 27.09.2019  
 DocumentNo 1600000004  
 Amount 1,200.00 INR  
 Bus.Place/Sectn 1200 / 1200  
 Text

Customer Address  
 ABC Shipping Pvt. Ltd.  
 12, Netaji Road  
 600001 Chennai  
 OIs  
 Bank data: not available

Information  
 Document 1600000004 was posted in company code 1200

S...	G/L	Dr.	Cr.	Amount	T.	T.
✓	3418			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.

**Post Parked Documents: List**

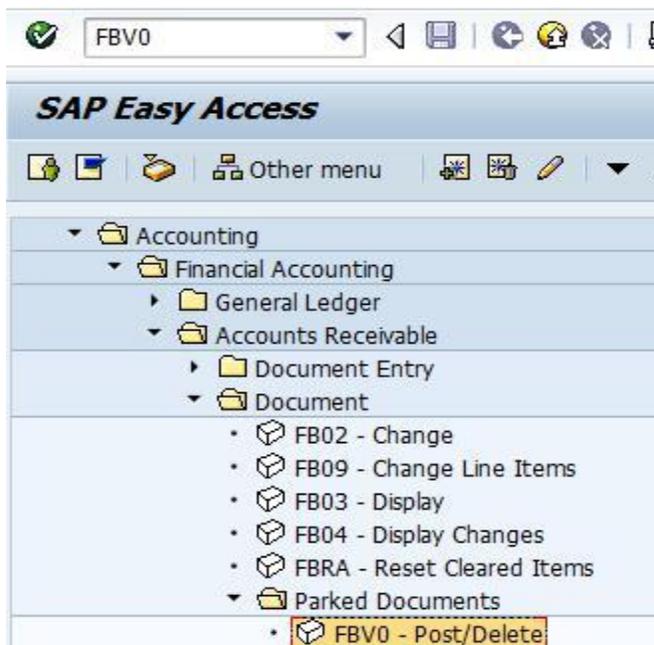
St.	SCCd	CoCd	DocumentNo	Year
	1200	1200	1600000005	2019
	1200	1200	1700000011	2019

## SAP User Manual for Accounts Receivables Process

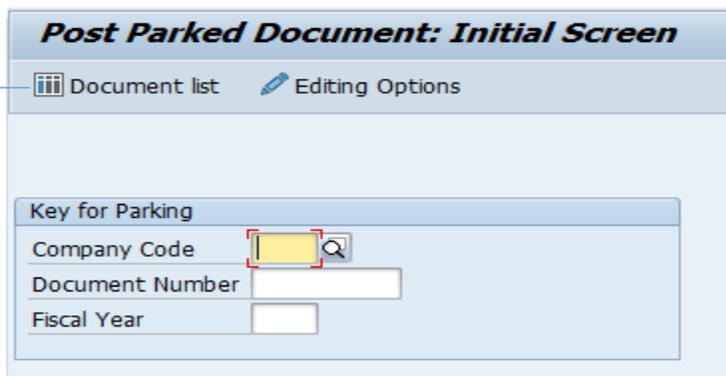
### FBV0 – Delete Parked Document:

Enter transaction code FBV0 in command bar (or) Follow the below navigation path:

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



**Step 2:** Double click on “FBV0” the system will open the below screen.



▶ **Step 3:** Click on “Document List”.



## 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 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 [ ]  
 Released: [ ] to [ ]

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

**Post Parked Documents: List**

St.	SCCd	CoCd	DocumentNo	Year	Posting Date	Document Header Text	Reference
	1200	1200	1600000005	2019	27.09.2019	CMEMO/09/2019	CMEMO/09/2019
	1200	1200	1700000011	2019	27.09.2019		CUSINV/09/2019
	1200	1200	1700000012	2019	27.09.2019		CUSINV/09/2019
	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.



## SAP User Manual for Accounts Receivables Process

**Edit Parked Customer Invoice 1700000012 1200 2019**

Transactn: Invoice

Customer: 700001 Sp.G/LI

Invoice date: 27.09.2019

Posting Date: 27.09.2019

Amount: 21,000.00

Bus.Place/Sectn: 1200 /

Text: Customer Invoice

Customer Address: ABC Shipping Pvt. Ltd., 12, Netaji Road, 500001 Chennai

Warning Dialog: Delete Parked Document. Data will be lost. Delete parked document? [Yes] [No]

**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.

**Post Parked Documents: List**

St.	SCCd	CoCd	DocumentNo	Year
	1200	1200	1600000005	2019
	1200	1200	1700000011	2019
	1200	1200	1700000013	2019

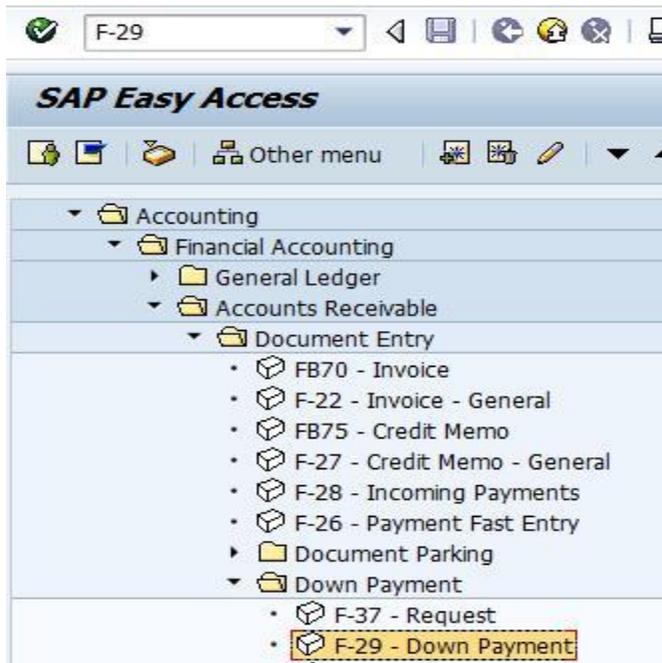
## SAP User Manual for Accounts Receivables Process

### 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 → SAP Menu → Accounting → Financial Accounting → Accounts Receivable → Document Entry → Down Payment → F-29 (Change)



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



## SAP User Manual for Accounts Receivables Process

**Post Customer Down Payment: Header Data**

New Item    Requests

Document Date	29.09.2019	Type	DZ	Company Code	1200
Posting Date	29.09.2019	Period	6	Currency/Rate	INR
Document Number				Translation dte	
Reference	Customer Adv			Cross-CC Number	
Doc.Header Text	Customer Advance				
Trading part.BA				Tax Reporting D	

**Customer**

Account	700001	Special G/L Ind	A
Altern. CoCode			

**Bank**

Account	23110001	Business Area	
Amount	15000		
LC amount			
Bank Charges		LC Bank Charges	
Value date	29.09.2019	Profit Center	1204
Text	Customer Advance	Assignment	Cust Advance

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



## SAP User Manual for Accounts Receivables Process

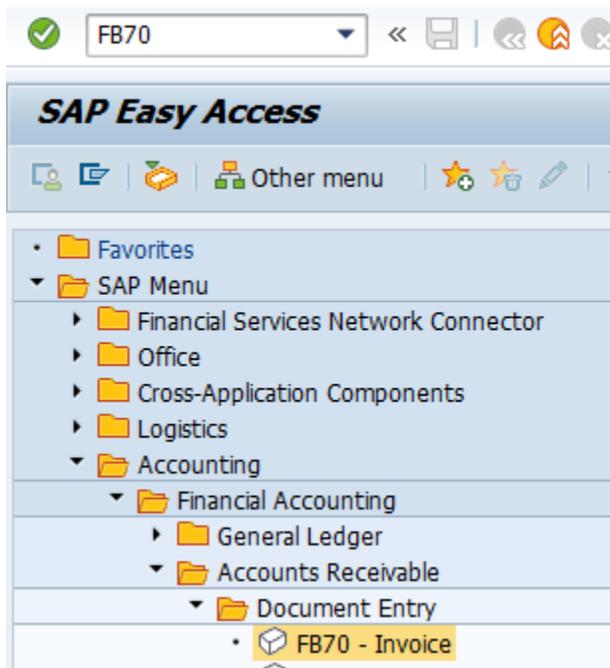
### 7. Customer Incoming Payment (Full, Partial, and Residual):

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 → SAP Menu → Accounting → Financial Accounting → Accounts Receivable → Document Entry → FB70 (Invoice).





## SAP User Manual for Accounts Receivables Process

**Enter Customer Invoice: Company Code 1200**

Tree on | Company Code | Hold | Simulate | Park | Editing options

Transactn Invoice | Bal. 0,00

Basic data | Payment | Details | Tax | Withholding tax | Notes

Customer

Address

Company  
J.M. Baxi & Company  
No.87 3rd Floor, Seva Sadan LI, Ne...  
370210 Kutch  
2834276030

OIs  
Bank data: not available

Customer 700031 Sp.G/LI  
Invoice date 01.03.2020 Reference DEPT/INV/2020  
Posting Date 31.03.2020  
Cross-CC Number  
Amount 10.000,00 INR  
 Calculate Tax  
A1 (CGST+SGST 5% ...  
Bus.Place/Sectn 1200 / 1200  
Text CUSTOMER INVOICE  
Paymt terms Due immediately

1 Items ( No entry 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...	10.000,00					1204	
			Cred...							

**Step 2:** Provide the values as shown above and click on “Simulate”.

## SAP User Manual for Accounts Receivables Process

**Document Overview**

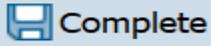
Reset Taxes Park Complete Choose Save

Doc.Type : DR ( Customer Invoice ) Normal document

Doc. Number	Company Code	1200	Fiscal Year	2019	
Doc. Date	01.03.2020	Posting Date	31.03.2020	Period	12
Calculate Tax	<input checked="" type="checkbox"/>				
Ref.Doc.	DEPT/INV/2020				
Doc. Currency	INR				

Itm	PK	Account	Account Short Text	Assignment	Tx	Amount
1	01	700031	J.M. Baxi & Company		Al	10.000,00
2	50	34180000	Water Charges		Al	9.523,80-
3	50	18150003	CGST Payable		Al	238,10-
4	50	18150004	SGST Payable		Al	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

 Document 1700000037 1200 was parked

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

User System Help

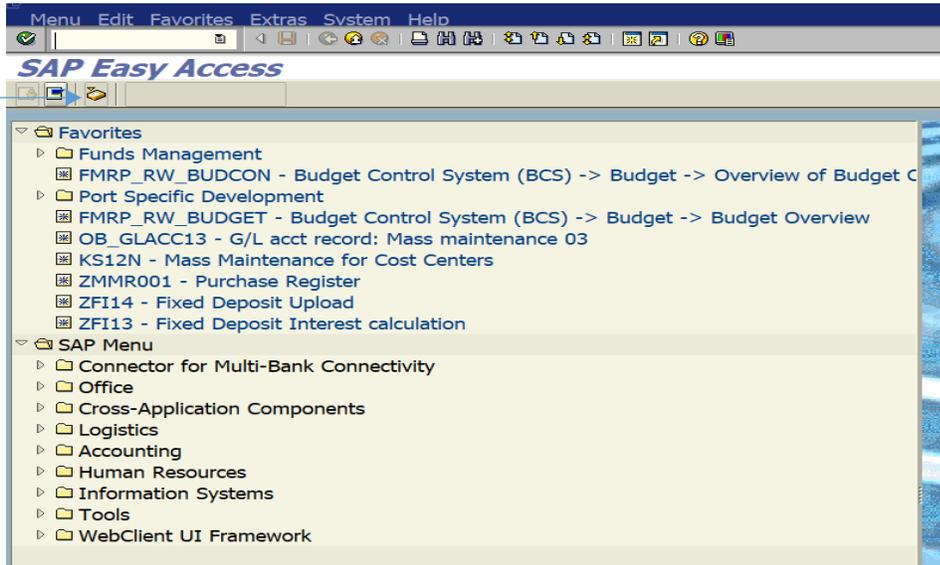
**SAP**

New password

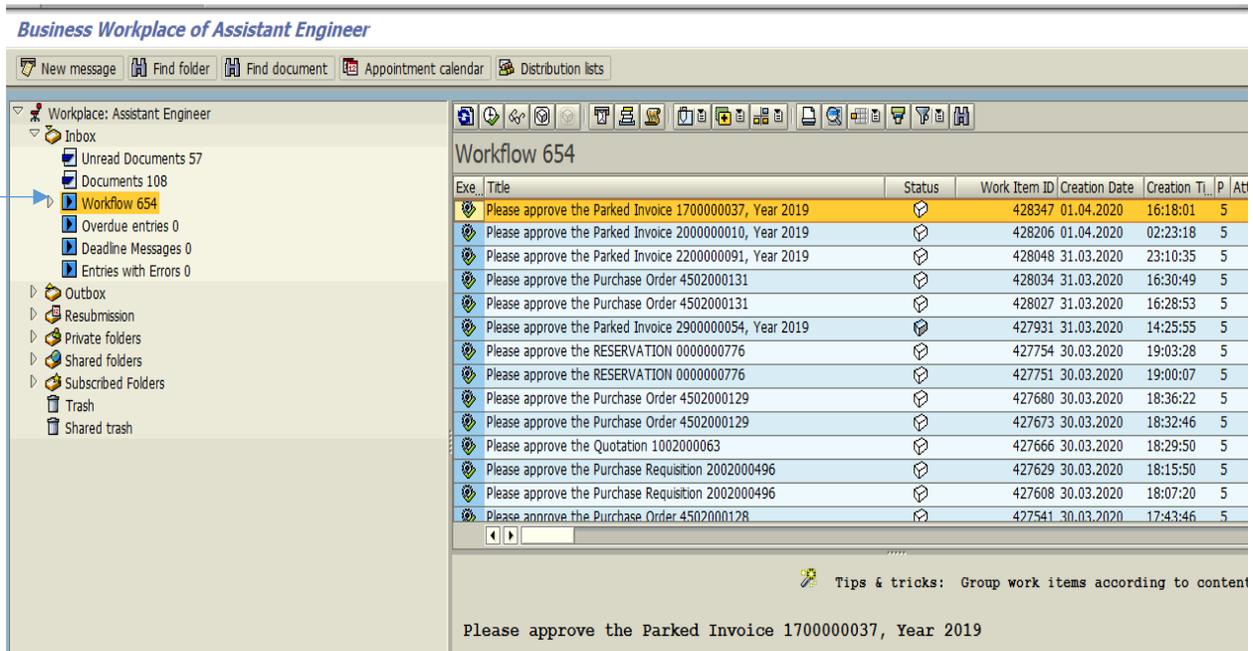
Client	400
User	AE001
Password	*****
Logon Language	EN

## SAP User Manual for Accounts Receivables Process

**Step 5:** Click on “” SAP Business Workspace Button.



**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.





## SAP User Manual for Accounts Receivables Process

**Step 7:** In this step Click on the **Approve** option to post the parked Invoice “1700000037”.

### 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

Select one of the available decision options. This completes the processing of this step.

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.

#### Objects and attachments

No attachments or objects exist

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



## SAP User Manual for Accounts Receivables Process

### Display of posted document:

**Display Document: Data Entry View**

Taxes | Display Currency | General Ledger View

Data Entry View

Document Number: 1700000037 | Company Code: 1200 | Fiscal Year: 2019  
 Document Date: 01.03.2020 | 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	Curr.	Tx	Cost Center	Profit Center
1200	1	01		700031	J.M. Baxi & Company	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	SGST Payable	238,10-	INR	A1		

### FBL5N – Customer Line item report:

**Customer Line Item Display**

Customer: 700031 | Company Code: 1200  
 Name: J.M. Baxi & Company | City: Kutch

St	Assignment	DocumentNo	Typ	Doc..Date	S	DD	Local Crcty Amt	LCurr	Clrng doc.	Text
		1700000037	DR	01.03.2020			10.000,00	INR		CUSTOMER INVOICE
*							10.000,00	INR		
**	Account 700031						10.000,00	INR		

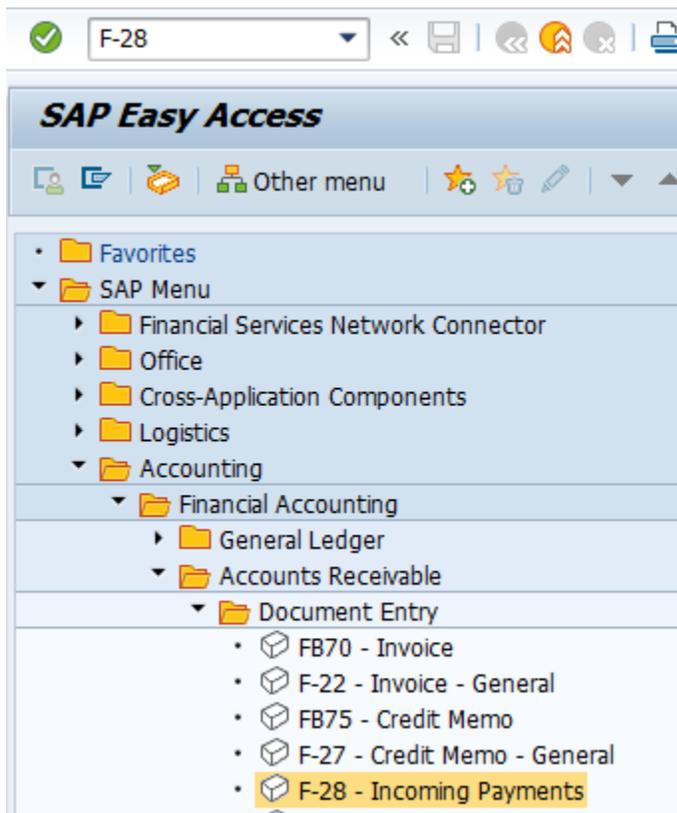


## SAP User Manual for Accounts Receivables Process

**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 → SAP Menu → Accounting → Financial Accounting → Accounts Receivable → Document Entry → F-28 (Incoming Payments)



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



## SAP User Manual for Accounts Receivables Process

### Post Incoming Payments: Header Data

Process Open Items

Document Date	31.03.2020	Type	DZ	Company Code	1200
Posting Date	31.03.2020	Period	12	Currency/Rate	INR
Document Number		Translation dte			
Reference	DEPT/INV/2020	Cross-CC Number			
Doc.Header Text	CUSTOMER PAYMENT	Trading part.BA			
Clearing Text	CUSTOMER PAYMENT				
<b>Bank data</b>					
Account	23110001	Business Area			
Amount	10000				
Amt.in loc.cur.					
Bank Charges		LC Bank Charges			
Value date	31.03.2020	Profit Center	1204		
Text	CUSTOMER PAYMENT	Assignment	CUSTOMER PAY		

#### Open item selection

Account	700031		
Account Type	D	<input type="checkbox"/> Other Accounts	
Special G/L Ind		<input checked="" type="checkbox"/> Standard OIs	
Payt Advice No.			
<input type="checkbox"/> Distribute by Age			
<input type="checkbox"/> Automatic Search			
<input type="checkbox"/> Invoice Summary			

#### Additional selections

- None
- Amount
- Document Number
- Posting Date
- Dunning Area
- Others

Various selection criteria options are available so that the user can specify the selection criteria to settle the invoice

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



## SAP User Manual for Accounts Receivables Process

*Post Incoming Payments Enter selection criteria*

Other selection   Other account   **Process Open Items**

Parameters entered

Company Code	1200
Account	700031
Account Type	D
Special G/L Ind.	<input type="checkbox"/> Standard OIs

Posting Date

From	To
31.03.2020	

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



## SAP User Manual for Accounts Receivables Process

Document Edit Goto Settings Environment System Help

Post Incoming Payments Process open items

Distribute Difference Charge Off Difference Editing Options Cash Disc. Due Create Dispute Case

Standard Partial Pmt Res.Items WH Tax

Account items 700031 J.M. Baxi & Company

Document	D	Document	P	Busi	Day	INR Gross	CashDiscount	CDPer.
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		
1700000037	DR	01.03.2020	01		30	10,000.00		
1700000036	DR	31.03.2020	01		0	30,000.00		

Processing Status

Number of Items 5

Display from Item 1

Reason Code

Display in clearing currency

Difference Postings

Not Assigned 0.00

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



## SAP User Manual for Accounts Receivables Process

**Post Incoming Payments Display Overview**

Display Currency Taxes Reset

Document Date	31.03.2020	Type	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 PAYMENT	Trading part.BA			

Items in document currency

PK	BusA	Acct	INR	Amount	Tax amnt
001	40	0023110001 Allahabad Bank -Inc		10,000.00	
002	15	0000700031 J.M. Baxi & Company		10,000.00-	

D 10,000.00 C 10,000.00 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.



### 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 Number	1800000091	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	<input type="checkbox"/>	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	15		700031	J.M. Baxi & Company	10,000.00-	INR			



## SAP User Manual for Accounts Receivables Process

Now go and check in 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

Line item selection

Status

Open items

Open at key date 01.04.2020

Cleared items

Clearing date [ ] to [ ]

Open at key date 31.03.2020

All items

Posting date [ ] to [ ]

Type

Normal items

Special G/L transactions

[ ]

Provide the values as shown above and click on “Execute”.



## SAP User Manual for Accounts Receivables Process

**Customer Line Item Display**

Customer: 700031  
Company Code: 1200  
Name: J.M. Baxi & Company  
City: Kutch

St	Assignment	DocumentNo	Typ	Doc..Date	S	DD	Local Crcy Amt	LCurr	Clrng doc.	Text
		1600000012	DG	31.03.2020			1,200.00-	INR		
		1600000013	DG	31.03.2020			1,200.00-	INR		customer credit memo
		1700000035	DR	31.03.2020			21,000.00	INR		park customer invoice
	CUSTOMER INVOICE	1700000036	DR	31.03.2020			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		

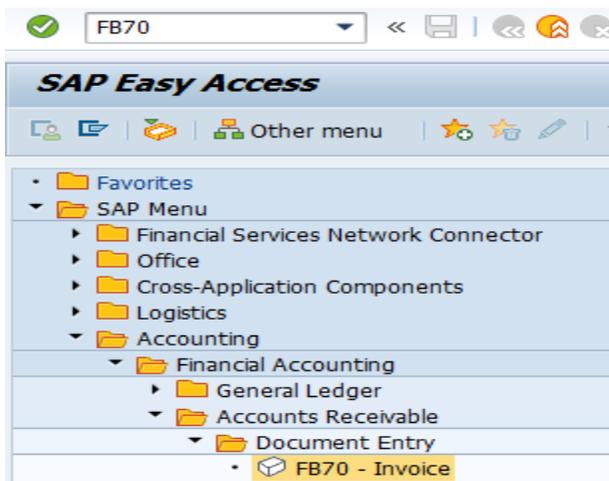
As per the above screen shown, now the customer invoice has been cleared after the payment made in F-28.

### 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 → SAP Menu → Accounting → Financial Accounting → Accounts Receivable → Document Entry → FB70 (Invoice).





## 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

The screenshot displays the SAP 'Enter Customer Invoice' interface. At the top, there are navigation buttons: Tree on, Company Code, Hold, Simulate, Park, and Editing options. The 'Transactn' field is set to 'Invoice' and the balance is 0.00. The 'Basic data' tab is active, showing fields for Customer (700031), Invoice date (31.03.2020), Posting Date (31.03.2020), Amount (10,000.00 INR), and Tax (A1 (CGST+SGST 5% ...)). A 'Customer' sidebar on the right shows the address for J.M. Baxi & Company. At the bottom, a table lists one item:

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		

→ **Step 3:** Provide the values as shown above and click on “Simulate”



## SAP User Manual for Accounts Receivables Process

**Document Overview**

Reset Taxes Park Complete Choose Save

Doc.Type : DR ( Customer Invoice ) Normal document

Doc. Number	31.03.2020	Company Code	1200	Fiscal Year	2019
Doc. Date	31.03.2020	Posting Date	31.03.2020	Period	12
Calculate Tax	<input checked="" type="checkbox"/>				
Ref.Doc.	DEPT/INV/2020				
Doc. Currency	INR				

Itm	PK	Account	Account Short Text	Assignment	Tx	Amount
1	01	700031	J.M. Baxi & Company		Al	10,000.00
2	50	34180000	Water Charges		Al	9,523.80-
3	50	18150003	CGST Payable		Al	238.10-
4	50	18150004	SGST Payable		Al	238.10-

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

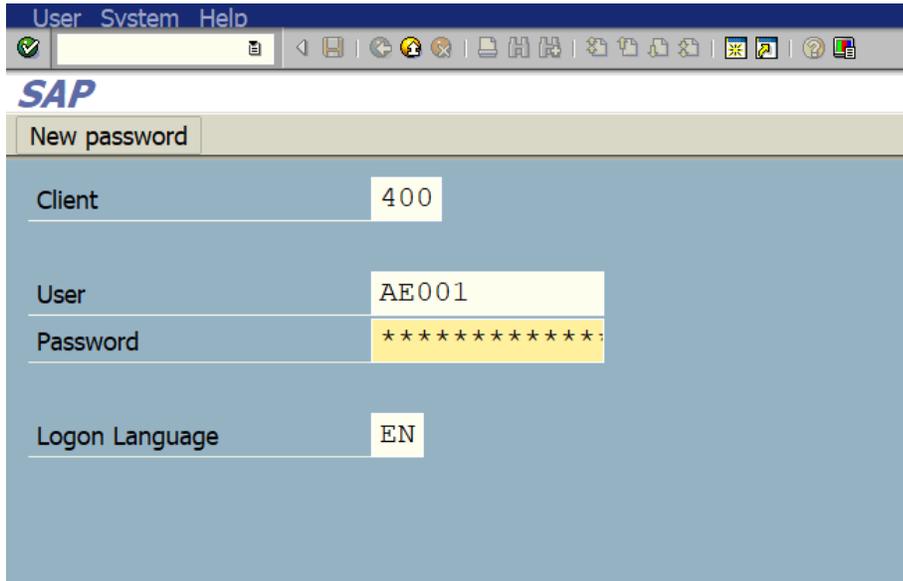
To park the document, click on “ Complete Button”, the system will give the information message as below

 Document 170000039 1200 was parked

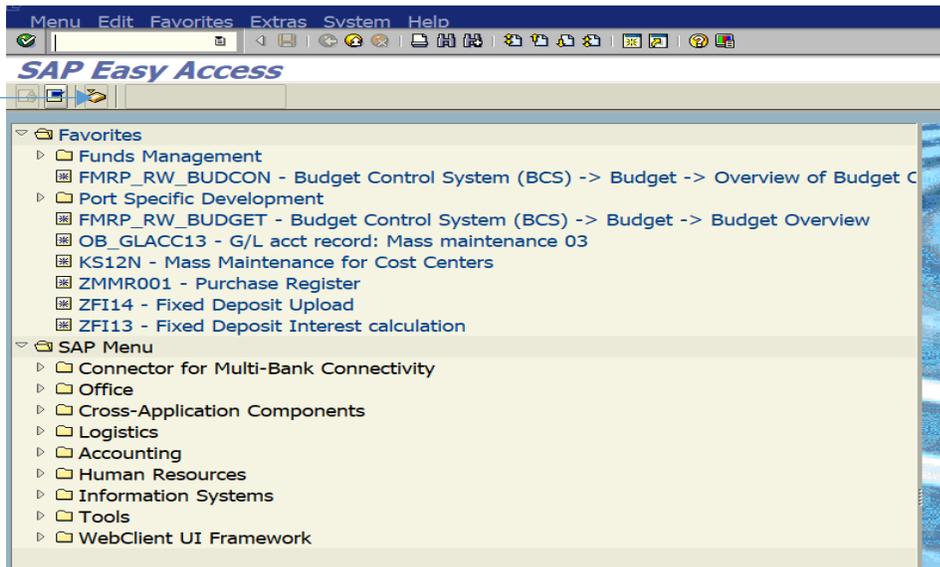


## SAP User Manual for Accounts Receivables Process

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



**Step 6:** Click on “” SAP Business Workspace Button.





## SAP User Manual for Accounts Receivables Process

**Step 7:** Expand “Inbox” button, under workflow Please Approve Parked Invoice “1700000039” 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

Workplace: Assistant Engineer

- Inbox
  - Unread Documents 57
  - Documents 109
  - Workflow 654**
  - Overdue entries 0
  - Deadline Messages 0
  - Entries with Errors 0
- Outbox
- Resubmission
- Private folders
- Shared folders
- Subscribed Folders
- Trash
- Shared trash

### Workflow 654

Exe	Title	Status	Work Item ID	Creation Date	Creation Ti...	P	Att
	Please approve the Parked Invoice 1700000039, Year 2019		428369	01.04.2020	16:51:55	5	
	Please approve the Parked Invoice 2000000010, Year 2019		428206	01.04.2020	02:23:18	5	
	Please approve the Parked Invoice 2200000091, Year 2019		428048	31.03.2020	23:10:35	5	
	Please approve the Purchase Order 4502000131		428034	31.03.2020	16:30:49	5	
	Please approve the Purchase Order 4502000131		428027	31.03.2020	16:28:53	5	
	Please approve the Parked Invoice 2900000054, Year 2019		427931	31.03.2020	14:25:55	5	
	Please approve the RESERVATION 0000000776		427754	30.03.2020	19:03:28	5	
	Please approve the RESERVATION 0000000776		427751	30.03.2020	19:00:07	5	
	Please approve the Purchase Order 4502000129		427680	30.03.2020	18:36:22	5	
	Please approve the Purchase Order 4502000129		427673	30.03.2020	18:32:46	5	
	Please approve the Quotation 1002000063		427666	30.03.2020	18:29:50	5	
	Please approve the Purchase Requisition 2002000496		427629	30.03.2020	18:15:50	5	
	Please approve the Purchase Requisition 2002000496		427608	30.03.2020	18:07:20	5	
	Please approve the Purchase Order 4502000128		427541	30.03.2020	17:43:46	5	

Tips & tricks: Group work items according to content

Please approve the Parked Invoice 1700000039, Year 2019



## SAP User Manual for Accounts Receivables Process

**Step 8:** In this step Click on the **Approve** option to post the parked Invoice “1700000039”.

*Decision Step in Workflow*

Workflow Create Import

Please approve the Parked Invoice 1700000039, Year 2019

Choose one of the following alternatives

- Approve
- Reject
- Display
- Approval or Rejection History
- Hold

**Description**  
Select one of the available decision options. This completes the processing of this step.  
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.

**Objects and attachments**  
No attachments or objects exist

**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 Entry View

Document Number 1700000039 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	Curr.	Tx	Cost Center	Profit Center
1200	1	01		700031	J.M. Baxi & Company	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	SGST Payable	238,10-	INR	A1		



## SAP User Manual for Accounts Receivables Process

FBL5N – Customer Line Item Report:

**Customer Line Item Display**

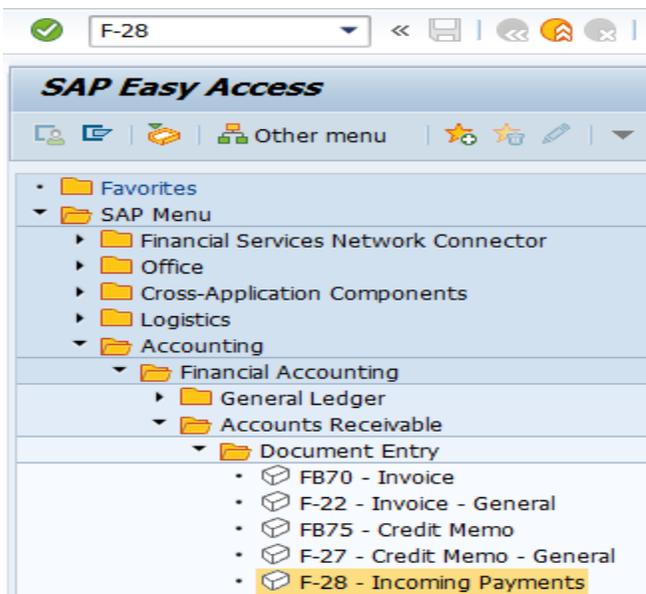
Customer: 700031  
Company Code: 1200  
Name: J.M. Baxi & Company  
City: Kutch

St	Assignment	DocumentNo	Typ	Doc..Date	S	DD	Local Crcy Amt	LCurr	Clrng doc.	Text
		1600000012	DG	31.03.2020			1.200,00-	INR		
		1600000013	DG	31.03.2020			1.200,00-	INR		customer credit memo
		1700000035	DR	31.03.2020			21.000,00	INR		park customer invoice
		1700000039	DR	31.03.2020			10.000,00	INR		CUSTOMER INVOICE
	CUSTOMER INVOICE	1700000036	DR	31.03.2020			30.000,00	INR		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 → SAP Menu → Accounting → Financial Accounting → Accounts Receivable → Document Entry → F-28 (Incoming Payments)





## SAP User Manual for Accounts Receivables Process

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

### Post Incoming Payments: Header Data

Process Open Items					
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/2020			Cross-CC Number	
Doc.Header Text	CUSTOMER PAYMENT			Trading part.BA	
Clearing Text	CUSTOMER PAYMENT				
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 PAYMENT	Assignment	CUSTOMER PAY		
Open item selection			Additional selections		
Account	700031		<input type="radio"/> None		
Account Type	D	<input type="checkbox"/> Other Accounts	<input type="radio"/> Amount		
Special G/L Ind		<input checked="" type="checkbox"/> Standard OIs	<input type="radio"/> Document Number		
Payt Advice No.			<input checked="" type="radio"/> Posting Date		
<input type="checkbox"/> Distribute by Age			<input type="radio"/> Dunning Area		
<input type="checkbox"/> Automatic Search			<input type="radio"/> Others		

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



## SAP User Manual for Accounts Receivables Process

### Post Incoming Payments Enter selection criteria

Other selection   Other account   Process Open Items

#### Parameters entered

Company Code	1200
Account	700031
Account Type	D
Special G/L Ind.	<input type="checkbox"/> Standard OIs

#### Posting Date

From	To
31.03.2020	

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



## SAP User Manual for Accounts Receivables Process

*Post Incoming Payments Enter partial payments*

Distribute Difference   Charge Off Difference   Editing Options   Create Dispute Case

Standard   Partial Pmt   Res.Items   WH Tax

Account items 700031 J.M. Baxi & Company

Document ...	D...	Document ...	P...	Busi...	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		
1700000039	DR	31.03.2020	01		0	10.000,00	10.000,00	
1700000036	DR	31.03.2020	01		0	30.000,00		

Processing Status

Number of Items	5	Amount Entered	7.000,00
Display from Item	1	Assigned	10.000,00
Reason Code		Difference Postings	
Currency	INR	Not Assigned	3.000,00-

**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

## SAP User Manual for Accounts Receivables Process

**Post Incoming Payments Enter partial payments**

Distribute Difference Charge Off Difference Editing Options Create Dispute Case

Standard Partial Pmt Res.Items WH Tax

Account items 700031 J.M. Baxi & Company

Document ...	D	Document ...	P...	Busi...	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		
1700000039	DR	31.03.2020	01		0	10.000,00	7.000,00	
1700000036	DR	31.03.2020	01		0	30.000,00		

Processing Status

Number of Items 5  
 Display from Item 1  
 Reason Code  
 Currency INR

Not assigned should be Zero

Not Assigned 0,00

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



## SAP User Manual for Accounts Receivables Process

The screenshot shows the SAP 'Post Incoming Payments Display Overview' interface. At the top, there is a toolbar with various icons. Below the title, there are buttons for 'Display Currency', 'Taxes', and 'Reset'. The main area contains a grid of fields for document details:

Document Date	31.03.2020	Type	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 PAYMENT			Trading part.BA	

Below the grid, there is a section titled 'Items in document currency' with a table of line items:

PK	BusA	Acct	INR	Amount	Tax amnt
001	40	0023110001 Allahabad Bank -Inc		7.000,00	
002	15	0000700031 J.M. Baxi & Company		7.000,00-	

At the bottom of the items table, there is a summary row:

D	7.000,00	C	7.000,00	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.

Document 1800000092 was posted in company code 1200



## 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 Number: 1800000092    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    Curr.    Tx    Cost Center    Profit Center

1200	1	40		23110001	Allahabad Bank -Inco	7.000,00	INR			1204
	2	15		700031	J.M. Baxi & Company	7.000,00-	INR			



## 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

**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  ➡

**Type**

Normal items

Special G/L transactions

➡ Provide the values as shown above and click on “Execute”



### SAP User Manual for Accounts Receivables Process

**Customer Line Item Display**

Customer: 700031  
Company Code: 1200  
Name: J.M. Baxi & Company  
City: Kutch

St	Assignment	DocumentNo	Typ	Doc..Date	S	DD	Local Crcy Amt	LCurr	Clrng doc.	Text
		1600000012	DG	31.03.2020			1.200,00-	INR		
		1600000013	DG	31.03.2020			1.200,00-	INR		customer credit memo
		1700000035	DR	31.03.2020			21.000,00	INR		park customer invoice
		1700000039	DR	31.03.2020			10.000,00	INR		CUSTOMER INVOICE
		1800000092	DZ	31.03.2020			7.000,00-	INR		
	CUSTOMER INVOICE	1700000036	DR	31.03.2020			30.000,00	INR		CUSTOMER INVOICE
*							51.600,00	INR		

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:

**Customer Line Item Display**

Customer: 700031  
Company Code: 1200  
Name: J.M. Baxi & Company  
City: Kutch

St	Assignment	DocumentNo	Typ	Doc..Date	S	DD	Local Crcy Amt	LCurr	Clrng doc.	Text
		1700000039	DR	31.03.2020			10.000,00	INR		CUSTOMER INVOICE
		1800000092	DZ	31.03.2020			7.000,00-	INR		
*							3.000,00	INR		
** Account 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.



## SAP User Manual for Accounts Receivables Process

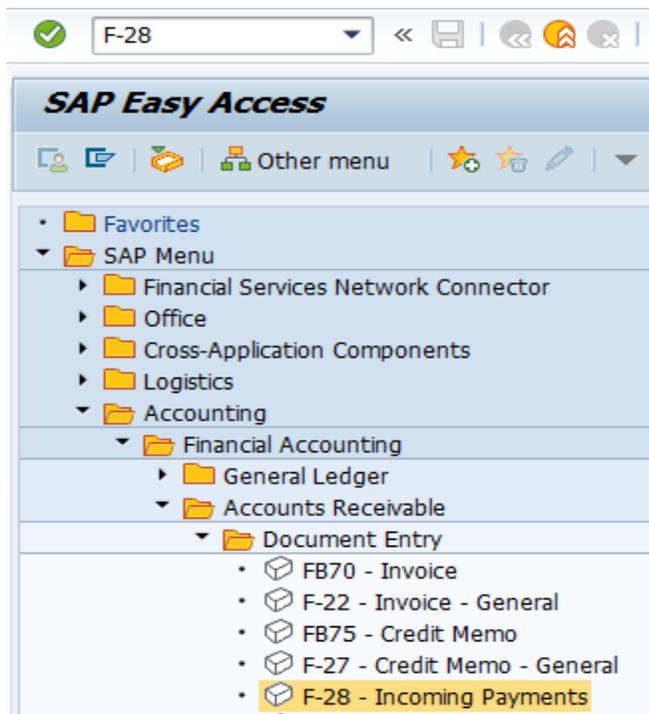
Invoice Value	Rs. 10000
Partial Payment	Rs. 7000
Balance Amount	Rs. 3000

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 → SAP Menu → Accounting → Financial Accounting → Accounts Receivable → Document Entry → F-28 (Incoming Payments)



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



## SAP User Manual for Accounts Receivables Process

### Post Incoming Payments: Header Data

Process Open Items

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/2020			Cross-CC Number	
Doc.Header Text	CUSTOMER PAYMENT			Trading part.BA	
Clearing Text	CUSTOMER PAYMENT				

#### 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 PAYMENT	Assignment	CUSTOMER PAY

#### Open item selection

Account	700031
Account Type	D <input type="checkbox"/> Other Accounts
Special G/L Ind	<input checked="" type="checkbox"/> Standard OIs
Payt Advice No.	
<input type="checkbox"/> Distribute by Age	
<input type="checkbox"/> Automatic Search	

#### Additional selections

- None
- Amount
- Document Number
- Posting Date
- Dunning Area
- Others

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



## SAP User Manual for Accounts Receivables Process

*Post Incoming Payments Enter selection criteria*

Other selection   Other account   **Process Open Items**

---

Parameters entered

Company Code	1200
Account	700031
Account Type	D
Special G/L Ind.	<input type="checkbox"/> Standard OIs

---

Posting Date

From	To
31.03.2020	

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



## SAP User Manual for Accounts Receivables Process

The screenshot displays the SAP Accounts Receivables interface. At the top, there is a menu bar with options: Document, Edit, Goto, Settings, Environment, System, Help. Below the menu bar is a toolbar with various icons. The main title of the window is "Post Incoming Payments Enter partial payments". Below this, there are buttons for "Distribute Difference", "Charge Off Difference", and "Editing Options". The interface is divided into tabs: "Standard", "Partial Pmt", "Res.Items", and "WH Tax". The "Partial Pmt" tab is active. The main area shows a table of account items for "Account items 700031 J.M. Baxi & Company". The table has columns for Document, D, Document, P, Busi, Day, Net Amount, Payment Amount, and RCd. The data rows are as follows:

Document ...	D	Document ...	P	Busi	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		
1700000039	DR	31.03.2020	01		0	10.000,00	10.000,00	
1800000092	DZ	31.03.2020	15		0	7.000,00-	7.000,00-	
1700000036	DR	31.03.2020	01		0	30.000,00		

Below the table, there is a toolbar with icons for navigation and actions. At the bottom, there is a "Processing Status" panel with the following information:

Processing Status	
Number of Items	6
Display from Item	1
Reason Code	
Currency	INR
Amount Entered	3.000,00
Assigned	3.000,00
Difference Postings	
Not Assigned	0,00

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



### SAP User Manual for Accounts Receivables Process

**Post Incoming Payments Display Overview**

Display Currency Taxes Reset

Document Date	31.03.2020	Type	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 PAYMENT			Trading part.BA	

Items in document currency

PK	BusA	Acct		INR	Amount	Tax amnt
001	40	0023110001	Allahabad Bank -Inc		3.000,00	
002	15	0000700031	J.M. Baxi & Company		3.000,00-	

D 3.000,00      C 3.000,00      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.

Document 1800000093 was posted in company code 1200



### 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 Number	1800000093	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	<input type="checkbox"/>	Ledger Group	

CoCd	Item	Key S	Trs	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center
1200	1	40		23110001	Allahabad Bank -Inco	3,000,00	INR			1204
	2	15		700031	J.M. Baxi & Company	3,000,00-	INR			



## 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

Line item selection

Status

Open items

Open at key date

Cleared items

Clearing date

Open at key date

All items

Posting date

31.03.2020

to

Type

Normal items

→ Provide the values as shown above and click on “Execute”



### SAP User Manual for Accounts Receivables Process

**Customer Line Item Display**

Customer: 700031  
Company Code: 1200  
Name: J.M. Baxi & Company  
City: Kutch

St	Assignment	DocumentNo	Typ	Doc..Date	S	DD	Local Crcy Amt	LCurr	Clrng doc.	Text
<input type="checkbox"/>		1600000012	DG	31.03.2020		<input checked="" type="checkbox"/>	1.200,00-	INR		
<input type="checkbox"/>		1600000013	DG	31.03.2020		<input checked="" type="checkbox"/>	1.200,00-	INR		customer credit memo
<input type="checkbox"/>		1700000035	DR	31.03.2020		<input checked="" type="checkbox"/>	21.000,00	INR		park customer invoice
<input type="checkbox"/>	CUSTOMER INVOICE	1700000036	DR	31.03.2020		<input checked="" type="checkbox"/>	30.000,00	INR		CUSTOMER INVOICE
*							48.600,00	INR		
<input type="checkbox"/>		1700000037	DR	01.03.2020		<input type="checkbox"/>	10.000,00	INR	1800000091	CUSTOMER INVOICE
<input type="checkbox"/>		1800000091	DZ	31.03.2020		<input type="checkbox"/>	10.000,00-	INR	1800000091	CUSTOMER PAYMENT
<input type="checkbox"/>		1700000039	DR	31.03.2020		<input type="checkbox"/>	10.000,00	INR	1800000093	CUSTOMER INVOICE
<input type="checkbox"/>		1800000092	DZ	31.03.2020		<input type="checkbox"/>	7.000,00-	INR	1800000093	
<input type="checkbox"/>		1800000093	DZ	31.03.2020		<input type="checkbox"/>	3.000,00-	INR	1800000093	CUSTOMER PAYMENT
*							0,00	INR		
** Account 700031							48.600,00	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.



## 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

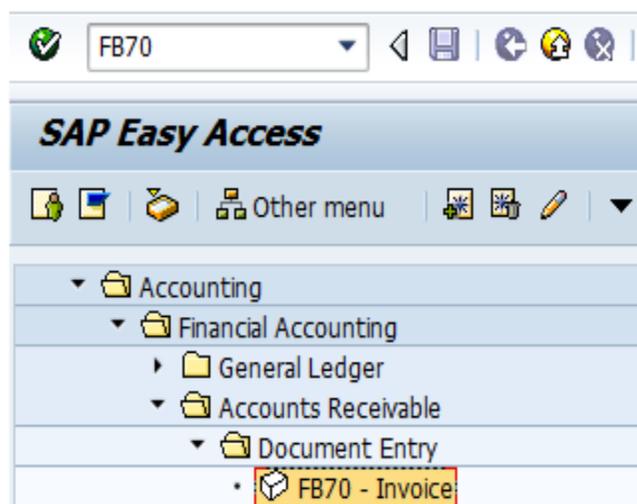
While making residual payment the system will clear the original invoice and will generate the new document line item for the residual balance amount.

### FB70 – Customer Invoice Posting:

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

**Step 1:** SAP Easy Access → SAP Menu → Accounting → Financial Accounting → Accounts Receivable → Document Entry → 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 Bal. 0,00

Basic data Payment Details Tax Withholding tax Notes

Customer Address  
Company  
J.M. Baxi & Company  
No.87 3rd Floor, Seva Sadan LI, Ne...  
370210 Kutch  
2834276030  
OIs  
Bank data: not available

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  
GST Partnr 700031 Place of Supply 24

1 Items ( No entry 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...	12.000,000					1204	

**Step 3:** Provide the values as shown above and click on “Simulate”



## SAP User Manual for Accounts Receivables Process

Document Overview

Doc.Type : DR ( Customer Invoice ) Normal document

Doc. Number                      Company Code      1200                      Fiscal Year      2019

Doc. Date                      31.03.2020                      Posting Date      31.03.2020                      Period              12

Calculate Tax                     

Ref.Doc.                      DEPT/INV/2020

Doc. Currency                      INR

Itm	PK	Account	Account Short Text	Assignment	Tx	Amount
1	01	700031	J.M. Baxi & Company		A1	12.000,00
2	50	34180000	Water Charges		A1	11.428,58-
3	50	18150003	CGST Payable		A1	285,71-
4	50	18150004	SGST Payable		A1	285,71-

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

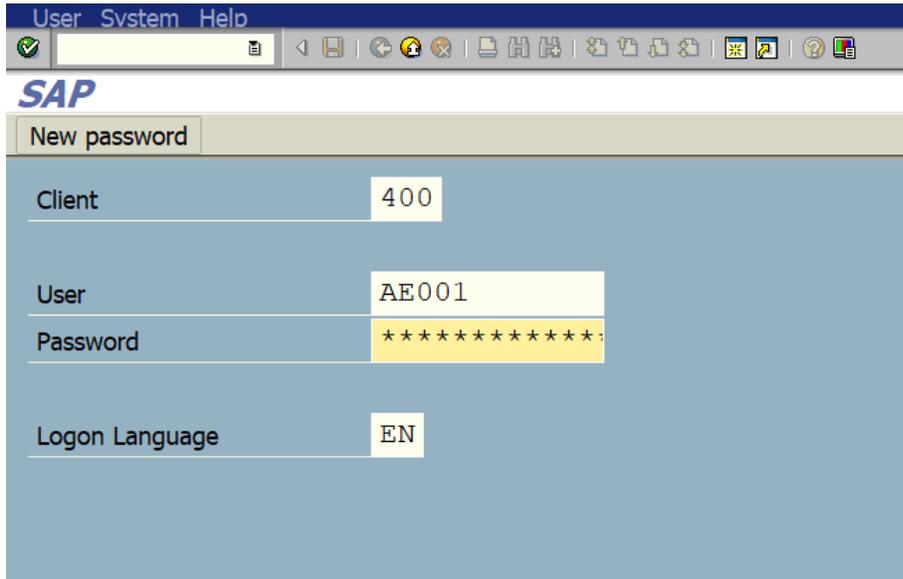
To park the document, click on “  **Complete** Button”, the system will give the information message as below

 Document 1700000040 1200 was parked

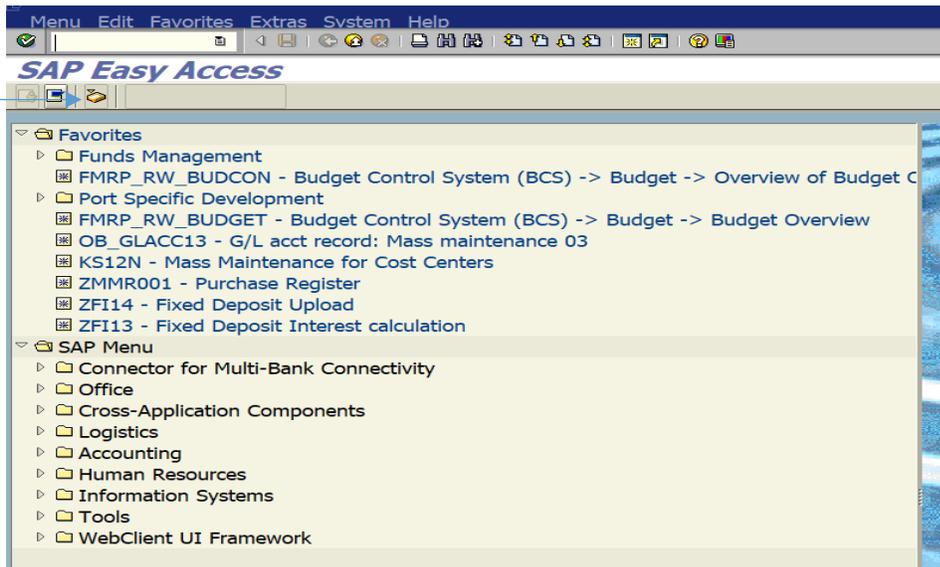


## SAP User Manual for Accounts Receivables Process

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



**Step 6:** Click on “” SAP Business Workspace Button.





## 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 calendar Distribution lists

Workplace: Assistant Engineer

- Inbox
  - Unread Documents 58
  - Documents 110
  - Workflow 654**
  - Overdue entries 0
  - Deadline Messages 0
  - Entries with Errors 0
- Outbox
- Resubmission
- Private folders
- Shared folders
- Subscribed Folders
- Trash
- Shared trash

**Workflow 654**

Exe...	Title	Status	Work Item ID	Creation Date	Creation Ti...	P	Att.
	Please approve the Parked Invoice 1700000040, Year 2019	✓	428385	01.04.2020	17:21:27	5	
	Please approve the Parked Invoice 2000000010, Year 2019	✓	428206	01.04.2020	02:23:18	5	
	Please approve the Parked Invoice 2200000091, Year 2019	✓	428048	31.03.2020	23:10:35	5	
	Please approve the Purchase Order 4502000131	✓	428034	31.03.2020	16:30:49	5	
	Please approve the Purchase Order 4502000131	✓	428027	31.03.2020	16:28:53	5	
	Please approve the Parked Invoice 2900000054, Year 2019	✓	427931	31.03.2020	14:25:55	5	
	Please approve the RESERVATION 0000000776	✓	427754	30.03.2020	19:03:28	5	
	Please approve the RESERVATION 0000000776	✓	427751	30.03.2020	19:00:07	5	
	Please approve the Purchase Order 4502000129	✓	427680	30.03.2020	18:36:22	5	
	Please approve the Purchase Order 4502000129	✓	427673	30.03.2020	18:32:46	5	
	Please approve the Quotation 1002000063	✓	427666	30.03.2020	18:29:50	5	
	Please approve the Purchase Requisition 2002000496	✓	427629	30.03.2020	18:15:50	5	
	Please approve the Purchase Requisition 2002000496	✓	427608	30.03.2020	18:07:20	5	
	Please approve the Purchase Order 4502000128	✓	427541	30.03.2020	17:43:46	5	

Tips & tricks: Replace work

Please approve the Parked Invoice 1700000040, Year 2019



## SAP User Manual for Accounts Receivables Process

**Step 8:** In this step Click on the **Approve** option 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

Display

Approval or Rejection History

Hold

#### Description

Select one of the available decision options. This completes the processing of this step.

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.

#### Objects and attachments

No attachments or objects exist

**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 Display Currency General Ledger View

#### Data Entry View

Document Number	1700000040	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	<input type="checkbox"/>	Ledger Group	

Navigation icons

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		



## SAP User Manual for Accounts Receivables Process

### FBL5N – Customer Line Item Report:

*Customer Line Item Display*

Customer: 700031  
Company Code: 1200  
Name: J.M. Baxi & Company  
City: Kutch

St	Assignment	DocumentNo	Typ	Doc..Date	S	DD	Local Crcy Amt	LCurr	Clrng doc.	Text
<input type="checkbox"/>	<input checked="" type="radio"/>	1600000012	DG	31.03.2020			1.200,00-	INR		
<input type="checkbox"/>	<input checked="" type="radio"/>	1600000013	DG	31.03.2020			1.200,00-	INR		customer credit memo
<input type="checkbox"/>	<input checked="" type="radio"/>	1700000035	DR	31.03.2020			21.000,00	INR		park customer invoice
<input type="checkbox"/>	<input checked="" type="radio"/>	1700000040	DR	31.03.2020			12.000,00	INR		CUSTOMER INVOICE
<input type="checkbox"/>	<input checked="" type="radio"/>	1700000036	DR	31.03.2020			30.000,00	INR		CUSTOMER INVOICE
*	<input checked="" type="radio"/>						60.600,00	INR		
** Account 700031							60.600,00	INR		

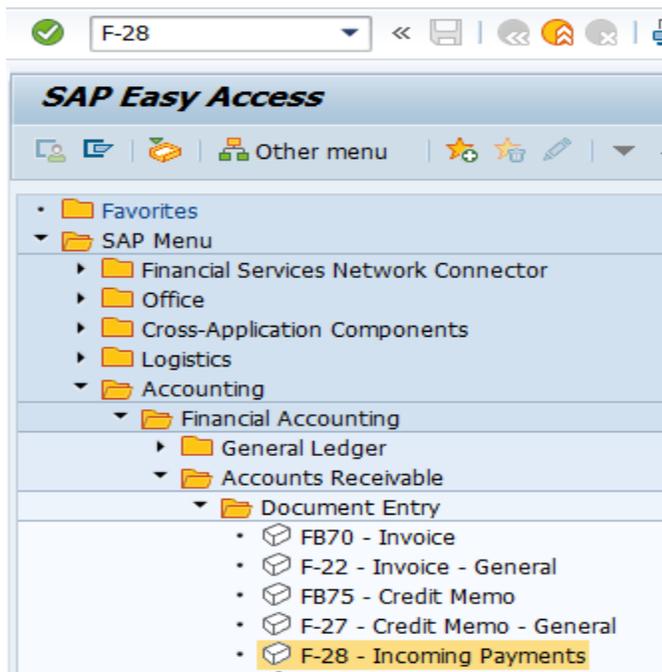


## SAP User Manual for Accounts Receivables Process

### 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 → SAP Menu → Accounting → Financial Accounting → Accounts Receivable → Document Entry → F-28 (Incoming Payments)



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



## SAP User Manual for Accounts Receivables Process

### Post Incoming Payments: Header Data

Process Open Items

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/2020			Cross-CC Number	
Doc.Header Text	CUSTOMER PAYMENT			Trading part.BA	
Clearing Text	CUSTOMER PAYMENT				

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
Text	customer residual payment	Assignment	CUSTOMER PAY

Open item selection		Additional selections	
Account	700031	<input type="radio"/> None	
Account Type	D <input type="checkbox"/> Other Accounts	<input type="radio"/> Amount	
Special G/L Ind	<input checked="" type="checkbox"/> Standard OIs	<input type="radio"/> Document Number	
Payt Advice No.		<input checked="" type="radio"/> Posting Date	
<input type="checkbox"/> Distribute by Age		<input type="radio"/> Dunning Area	
<input type="checkbox"/> Automatic Search		<input type="radio"/> Others	

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



## SAP User Manual for Accounts Receivables Process

*Post Incoming Payments Enter selection criteria*

Other selection   Other account   **Process Open Items**

---

Parameters entered

Company Code	1200
Account	700031
Account Type	D
Special G/L Ind.	<input type="checkbox"/> Standard OIs

---

Posting Date

From	To
31.03.2020	

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



## SAP User Manual for Accounts Receivables Process

### Post Incoming Payments Create residual items

Distribute Difference Charge Off Difference Editing Options Create Dispute Case

Standard Partial Pmt Res.Items WH Tax

Account Items 700031 J.M. Baxi & Company

Document ...	D...	Document ...	P...	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		

Gross<>... Currency Items Items Disc. Disc.

#### 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	Not Assigned	5.000,00-
Display in clearing currency			

Step 5: Click on "Residual Items" tab



## SAP User Manual for Accounts Receivables Process

### Post Incoming Payments Create residual items

Distribute Difference Charge Off Difference Editing Options Create Dispute Case

Standard Partial Pmt Res.Items WH Tax

Account items 700031 J.M. Baxi & Company

Document ...	D...	Document ...	P...	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		

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	Not Assigned	5.000,00-
Display in clearing currency			

Amo... Gross->... Currency Items Items Disc. Disc.

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



## SAP User Manual for Accounts Receivables Process

**Post Incoming Payments Create residual items**

Distribute Difference Charge Off Difference Editing Options Create Dispute Case

Standard Partial Pmt Res.Items WH Tax

Account items 700031 J.M. Baxi & Company

Document ...	D...	Document ...	P...	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	5.000,00	
1700000036	DR	31.03.2020	01		0	30.000,00		

Processing Status

Number of Items	5	Entered	7.000,00
Display from Item	1		7.000,00
Reason Code		Postings	
Currency	INR		
Display in clearing currency		Not Assigned	0,00

Residual Balance is Rs.5000

Not assigned should be Zero

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



### SAP User Manual for Accounts Receivables Process

**Post Incoming Payments Display Overview**

Supplement   Display Currency   Taxes   Reset

Document Date	31.03.2020	Type	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		Trading part.BA	
Doc.Header Text	CUSTOMER PAYMENT				

Items in document currency

PK	BusA	Acct		INR	Amount	Tax amnt
001	40	0023110001	Allahabad Bank -Inc		7.000,00	
002	06	0000700031	J.M. Baxi & Company		5.000,00	A1
003	15	0000700031	J.M. Baxi & Company		12.000,00-	
D 12.000,00				C	12.000,00	0,00
				*	3 Line Items	

**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.

Document 1800000094 was posted in company code 1200



## 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 Number: 180000094    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	Curr.	Tx	Cost Center	Profit Center
1200	1	40			23110001	Allahabad Bank -Inco	7.000,00	INR			1204
	2	06			700031	J.M. Baxi & Company	5.000,00	INR	A1		
	3	15			700031	J.M. Baxi & Company	12.000,00-	INR			



## SAP User Manual for Accounts Receivables Process

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

### Customer Line Item Display

**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

Cleared items  
Clearing date: [ ] to [ ]  
Open at key date: [ ]

All items  
Posting date: [ ] to [ ]

**Type**

Normal items

Provide the values as shown above and click on **“Execute”**



## SAP User Manual for Accounts Receivables Process

*Customer Line Item Display*

Customer: 700031  
Company Code: 1200  
Name: J.M. Baxi & Company  
City: Kutch

St	Assignment	DocumentNo	Typ	Doc..Date	S	DD	Local Crcy Amt	LCurr	Clrng doc.	Text
		1600000012	DG	31.03.2020			1.200,00-	INR		
		1600000013	DG	31.03.2020			1.200,00-	INR		customer credit memo
		1700000035	DR	31.03.2020			21.000,00	INR		park customer invoice
		1800000094	DZ	31.03.2020			5.000,00	INR		CUSTOMER PAYMENT
	CUSTOMER INVOICE	1700000036	DR	31.03.2020			30.000,00	INR		CUSTOMER INVOICE
*							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

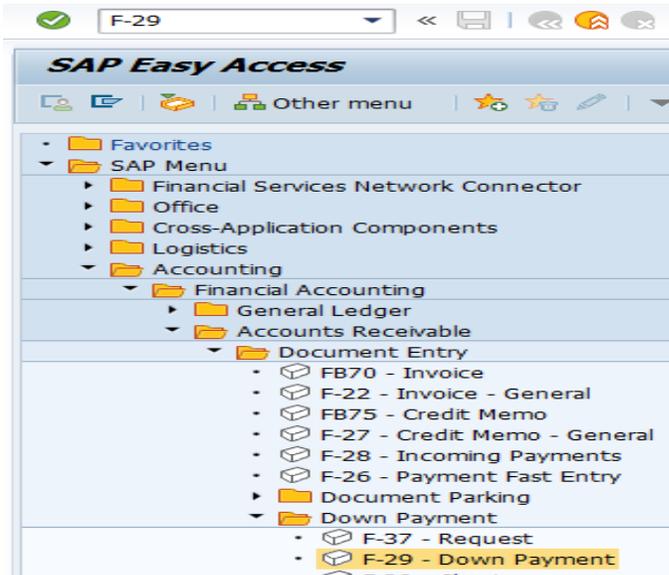
### F-29 Customer Advance Payment:

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

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



## SAP User Manual for Accounts Receivables Process



**Step 2:** Double click on “F-29” the system will open the below screen



## SAP User Manual for Accounts Receivables Process

**Post Customer Down Payment: Header Data**

New Item Requests

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/2020			Cross-CC Number	
Doc.Header Text	customer adv payment				
Trading part.BA				Tax Reporting D	

**Customer**

Account	700031	Special G/L Ind	A Q
Altern. CoCode			

**Bank**

Account	23110001	Business Area	
Amount	5000		
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.



## SAP User Manual for Accounts Receivables Process

Document Edit Goto Extras Settings Environment System Help

**Post Customer Down Payment Add Customer item**

More data New Item Withholding tax

Customer 700031 J.M. Baxi & Company G/L Acc 18140000  
Company Code 1200 No.87 3rd Floor, Seva Sadan LI, 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  
Purch.Doc. Real Estate   
Contract / Flow Type  
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”.



## SAP User Manual for Accounts Receivables Process

**Post Customer Down Payment Display Overview**

Display Currency Taxes Reset

Document Date	31.03.2020	Type	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 adv payment		Trading part.BA		

Items in document currency

PK	BusA	Acct	INR	Amount	Tax amnt
001	40	0023110001 Allahabad Bank -Inc		5.000,00	
002	19A	0000700031 J.M. Baxi & Company		5.000,00-	

D 5.000,00 C 5.000,00 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.

Document 1800000097 was posted in company code 1200

## 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 Number: 1800000097 | 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	Curr.	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 → SAP Menu → Accounting → Financial Accounting → Accounts Receivable → Document Entry → FB70 (Invoice)

FB70

**SAP Easy Access**

- Accounting
  - Financial Accounting
    - General Ledger
    - Accounts Receivable
      - Document Entry
        - FB70 - Invoice**

**Step 2:** Double click on “FB70” then the system will open the below screen.



## SAP User Manual for Accounts Receivables Process

### Enter Customer Invoice: Company Code 1200

Tree on Company Code Hold Simulate Park Editing options

Transactn Invoice Bal. 0,00

Basic data Payment Details Tax Withholding tax Notes

Customer

Address

Company  
J.M. Baxi & Company  
No.87 3rd Floor, Seva Sadan L, Ne...  
370210 Kutch  
2834276030

OIs  
Bank data: not available

Customer 700031 Sp.G/LI  
Invoice date 31.03.2020 Reference DEPT/INV/2020  
Posting Date 31.03.2020  
Cross-CC Number  
Amount 10.000,00 INR  
 Calculate Tax  
Tax Amount  
Bus.Place/Sectn /  
Text CUSTOMER INVOICE  
Paymt terms Due immediately

1 Items ( No entry variant selected )

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”

## SAP User Manual for Accounts Receivables Process

**Document Overview**

Doc.Type : DR ( Customer Invoice ) Normal document

Doc. Number		Company Code	1200	Fiscal Year	2019
Doc. Date	31.03.2020	Posting Date	31.03.2020	Period	12
Calculate Tax	<input type="checkbox"/>				
Ref.Doc.	DEPT/INV/2020				
Doc. Currency	INR				

Itm	PK	Account	Account Short Text	Assignment	Tx	Amount
1	01	700031	J.M. Baxi & Company			10.000,00
2	50	34180000	Water Charges		Al	10.000,00-

**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 System Help

**SAP**

New password

Client: 400

User: AE001

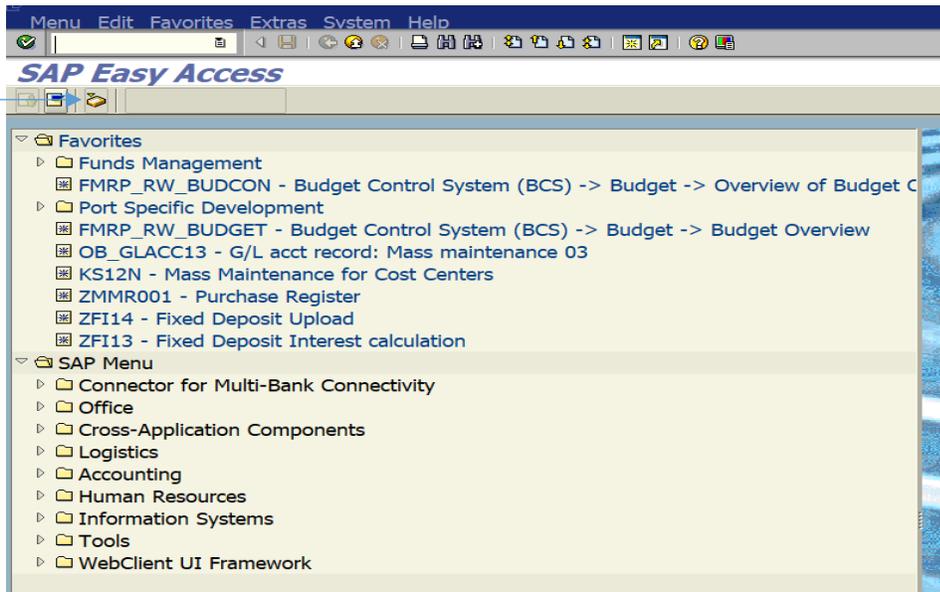
Password: \*\*\*\*\*

Logon Language: EN



## SAP User Manual for Accounts Receivables Process

Step 6: Click on “” SAP Business Workspace Button.





## 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*

New message Find folder Find document Appointment calendar Distribution lists

Workplace: Assistant Engineer

- Inbox
  - Unread Documents 59
  - Documents 111
  - Workflow 654**
  - Overdue entries 0
  - Deadline Messages 0
  - Entries with Errors 0
- Outbox
- Resubmission
- Private folders
- Shared folders
- Subscribed Folders
- Trash
- Shared trash

**Workflow 654**

Exe	Title	Status	Work Item ID	Creation Date	Creation Ti	P	Att...
	Please approve the Parked Invoice 1700000041, Year 2019		428400	01.04.2020	17:53:54	5	
	Please approve the Parked Invoice 2000000010, Year 2019		428206	01.04.2020	02:23:18	5	
	Please approve the Parked Invoice 2200000091, Year 2019		428048	31.03.2020	23:10:35	5	
	Please approve the Purchase Order 4502000131		428034	31.03.2020	16:30:49	5	
	Please approve the Purchase Order 4502000131		428027	31.03.2020	16:28:53	5	
	Please approve the Parked Invoice 2900000054, Year 2019		427931	31.03.2020	14:25:55	5	
	Please approve the RESERVATION 0000000776		427754	30.03.2020	19:03:28	5	
	Please approve the RESERVATION 0000000776		427751	30.03.2020	19:00:07	5	
	Please approve the Purchase Order 4502000129		427680	30.03.2020	18:36:22	5	
	Please approve the Purchase Order 4502000129		427673	30.03.2020	18:32:46	5	
	Please approve the Quotation 1002000063		427666	30.03.2020	18:29:50	5	
	Please approve the Purchase Requisition 2002000496		427629	30.03.2020	18:15:50	5	
	Please approve the Purchase Requisition 2002000496		427608	30.03.2020	18:07:20	5	
	Please approve the Purchase Order 4502000128		427541	30.03.2020	17:43:46	5	

Tips & tricks: Create substi

Please approve the Parked Invoice 1700000041, Year 2019



## SAP User Manual for Accounts Receivables Process

**Step 8:** In this step Click on the **Approve** option to post the parked Invoice “1700000041”.

**Decision Step in Workflow**

Workflow Create Import

Please approve the Parked Invoice 1700000041, Year 2019

Choose one of the following alternatives

- Approve
- Reject
- Display
- Approval or Rejection History
- Hold

**Description**  
Select one of the available decision options. This completes the processing of this step.  
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.

**Objects and attachments**  
No attachments or objects exist

**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 General Ledger View

**Data Entry View**

Document Number 1700000041 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	Curr.	Tx	Cost Center	Profit Center
1200	1	01		700031	J.M. Baxi & Company	10.000,00	INR	A1		
	2	50		34180000	Water Charges	10.000,00-	INR	A1		1204



## SAP User Manual for Accounts Receivables Process

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

The screenshot shows the SAP 'Customer Line Item Display' form. It is divided into several sections:

- Customer selection:** Includes fields for 'Customer account' (700031), 'Company code' (1200), and 'to' fields for both, with search icons.
- Selection using search help:** Includes 'Search help ID' and 'Search string' fields, and a 'Search help' button.
- Line item selection:** Includes a 'Status' section with radio buttons for 'Open items' (selected), 'Cleared items', and 'All items'. It also has 'Open at key date' and 'Posting date' fields with 'to' fields and search icons.
- Type:** Includes checkboxes for 'Normal items' (checked) and 'Special G/L transactions'.

Provide the values as shown above and click on **“Simulate”**



### SAP User Manual for Accounts Receivables Process

**Customer Line Item Display**

Customer: 700031  
 Company Code: 1200  
 Name: J.M. Baxi & Company  
 City: Kutch

St	Assignment	DocumentNo	Typ	Doc..Date	S	DD	Local Crcy Amt	LCurr	Clrng doc.	Text
		1600000012	DG	31.03.2020			1.200,00-	INR		
		1600000013	DG	31.03.2020			1.200,00-	INR		customer credit memo
		1700000035	DR	31.03.2020			21.000,00	INR		park customer invoice
		1700000041	DR	31.03.2020			10.000,00	INR		CUSTOMER INVOICE
		1800000094	DZ	31.03.2020			5.000,00	INR		CUSTOMER PAYMENT
	CUSTOMER INVOICE	1700000036	DR	31.03.2020			30.000,00	INR		CUSTOMER INVOICE
*							63.600,00	INR		
** 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.

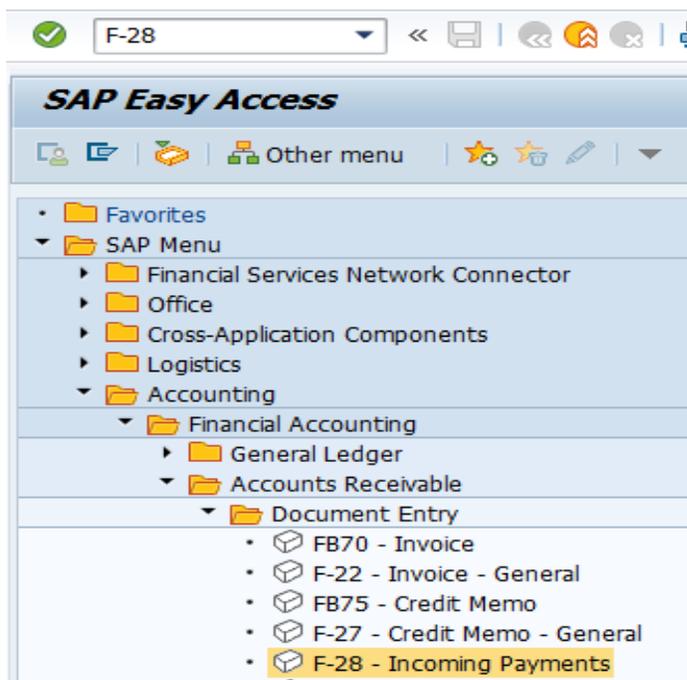


## SAP User Manual for Accounts Receivables Process

### F-28 – Customer Incoming Payment:

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

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



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



## SAP User Manual for Accounts Receivables Process

### Post Incoming Payments: Header Data

Process Open Items

Document Date	31.03.2020	Type	DZ	Company Code	1200
Posting Date	31.03.2020	Period		Currency/Rate	INR
Document Number				Translation dte	
Reference	DEPT/INV/2020			Cross-CC Number	
Doc.Header Text	customer payment			Trading part.BA	
Clearing Text	CUSTOMER PAYMENT				

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 PAYMENT	Assignment	CUSTOMER PAY

Open item selection	Additional selections
Account	<input type="radio"/> None
Account Type	<input type="radio"/> Amount
Account Type	<input type="radio"/> Document Number
Special G/L Ind	<input checked="" type="radio"/> Posting Date
Payt Advice No.	<input type="radio"/> Dunning Area
<input type="checkbox"/> Distribute by Age	<input type="radio"/> Others
<input type="checkbox"/> Automatic Search	

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



## SAP User Manual for Accounts Receivables Process

**Post Incoming Payments Enter selection criteria**

Other selection   Other account   **Process Open Items**

---

Parameters entered

Company Code	1200
Account	700031
Account Type	D
Special G/L Ind.	<input type="checkbox"/> Standard OIs

---

Posting Date

From	To
31.03.2020	

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



## SAP User Manual for Accounts Receivables Process

Document Edit Goto Settings Environment System Help

Post Incoming Payments Enter partial payments

Distribute Difference Charge Off Difference Editing Options Create Dispute Case

Standard Partial Pmt Res.Items WH Tax

Account items 700031 J.M. Baxi & Company

Document ...	D...	Document ...	P...	Busi...	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-	

Processing Status

Number of Items	7	Amount Entered	5.000,00
Display from Item	1	Assigned	5.000,00
Reason Code		Difference Postings	
Currency	INR	Not Assigned	0,00

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



## SAP User Manual for Accounts Receivables Process

The screenshot shows the SAP 'Post Incoming Payments Display Overview' screen. At the top, there is a toolbar with various icons. Below the title, there are buttons for 'Display Currency', 'Taxes', and 'Reset'. The main area contains a grid of fields for document details:

Document Date	31.03.2020	Type	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 PAYMENT			Trading part.BA	

Below the grid, there is a section titled 'Items in document currency' with a table of line items:

PK	BusA	Acct		INR	Amount	Tax amnt
001	40	0023110001	Allahabad Bank -Inc		5.000,00	
002	09A	0000700031	J.M. Baxi & Company		5.000,00	
003	15	0000700031	J.M. Baxi & Company		10.000,00-	

At the bottom of the screen, there is a summary row:

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.

Document 1800000098 was posted in company code 1200



## 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 Number: 1800000098    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	Curr.	Tx	Cost Center	Profit Center
1200	1	40			23110001	Allahabad Bank -Inco	5.000,00	INR			1204
	2	09	A		700031	J.M. Baxi & Company	5.000,00	INR			
	3	15			700031	J.M. Baxi & Company	10.000,00-	INR			



## SAP User Manual for Accounts Receivables Process

Now go and check in **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

---

**Line item selection**

**Status**

Open items

Open at key date:

Cleared items

Clearing date	31.03.2020	to		➡
Open at key date				

All items

Posting date	31.03.2020	to		➡
--------------	------------	----	--	---

---

**Type**

Normal items

Special G/L transactions

Noted items

➡ Provide the values as shown above and click on **“Execute”**



## SAP User Manual for Accounts Receivables Process

*Customer Line Item Display*

Customer 700031  
Company Code 1200  
Name J.M. Baxi & Company  
City Kutch

St	Assignment	DocumentNo	Typ	Doc..Date	S	DD	Local Crcy Amt	LCurr	Clrng doc.	Text
		1800000098	DZ	31.03.2020			10.000,00-	INR	1800000098	CUSTOMER PAYMENT
		1800000098	DZ	31.03.2020	A		5.000,00	INR	1800000098	CUSTOMER PAYMENT
*							5.000,00-	INR		
** 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.

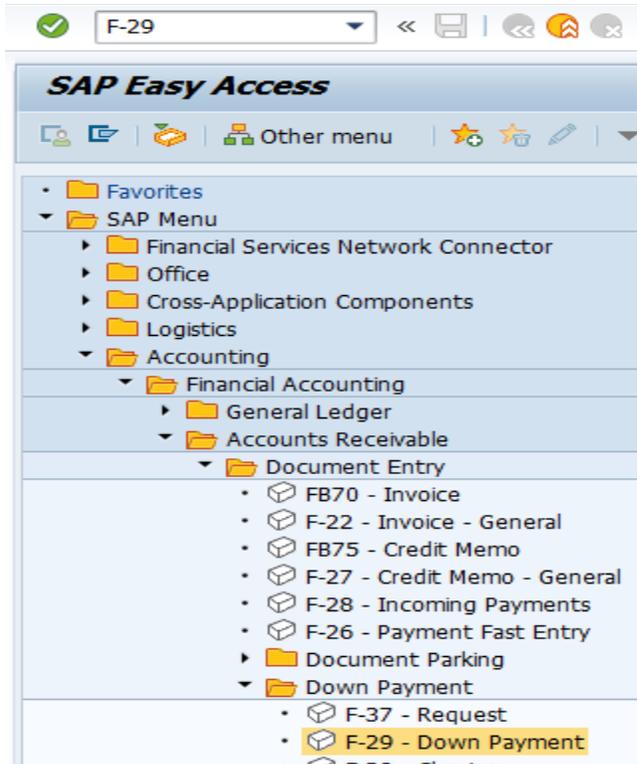
#### F-29 – Customer Advance:

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

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



## SAP User Manual for Accounts Receivables Process



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



## SAP User Manual for Accounts Receivables Process

**Post Customer Down Payment: Header Data**

New Item Requests

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/2020			Cross-CC Number	
Doc.Header Text	customer adv payment				
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 adv payment	Assignment	customer advance

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



## SAP User Manual for Accounts Receivables Process

Document Edit Goto Extras Settings Environment System Help

**Post Customer Down Payment Add Customer item**

More data

Customer 700031 J.M. Baxi & Company G/L Acc 18140000  
Company Code 1200 No.87 3rd Floor, Seva Sadan LI, New  
Deendayal Port Trust Kutch

Item 2 / Down pmnt received / 19 A

Amount 10000 INR  
 Calculate Tax Bus./Sectn  
Bus. Area  
Disc.perc. CD Amount  
Purch.Doc. Real Estate   
Contract / Flow Type  
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”.



## SAP User Manual for Accounts Receivables Process

**Post Customer Down Payment Display Overview**

Display Currency Taxes Reset

Document Date	31.03.2020	Type	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 adv payment			Trading part.BA	

Items in document currency

PK	BusA	Acct		INR	Amount	Tax amnt
001	40	0023110001	Allahabad Bank -Inc		10.000,00	
002	19A	0000700031	J.M. Baxi & Company		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.

Document 1800000099 was posted in company code 1200



## 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 Number: 1800000099    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	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 → SAP Menu → Accounting → Financial Accounting → Accounts Receivable → Document Entry → FB70 (Invoice)

FB70

**SAP Easy Access**

Other menu

- ▶ Favorites
- ▼ SAP Menu
  - ▶ Financial Services Network Connector
  - ▶ Office
  - ▶ Cross-Application Components
  - ▶ Logistics
  - ▼ Accounting
    - ▼ Financial Accounting
      - ▶ General Ledger
      - ▼ Accounts Receivable
        - ▼ Document Entry
          - **FB70 - Invoice**



## 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 Bal. 0,00

Basic data Payment Details Tax Withholding tax Notes

Customer

Address

Company  
J.M. Baxi & Company  
No.87 3rd Floor, Seva Sadan LI, Ne...  
370210 Kutch  
2834276030

OIs  
Bank data: not available

Customer 700031 Sp.G/LI  
Invoice date 31.03.2020 Reference DEPT/INV/2020  
Posting Date 31.03.2020  
Cross-CC Number  
Amount 8.000,00 INR  
 Calculate Tax  
Tax Amount  
Bus.Place/Sectn /  
Text CUSTOMER INVOICE  
Paymt terms Due immediately

1 Items ( No entry variant selected )

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Sch...	PInt	Pu...	Purc...	Profit center	Partne
✓	34180000	Water Char...	Cred...	8.000,000					1204	

**Step 3:** Provide the values as shown above and click on “Simulate”.



## SAP User Manual for Accounts Receivables Process

### Document Overview

Reset Taxes Park Complete Choose Save

Doc.Type : DR ( Customer Invoice ) Normal document					
Doc. Number	Company Code	1200	Fiscal Year	2019	
Doc. Date	31.03.2020	Posting Date	31.03.2020	Period	12
Calculate Tax	<input type="checkbox"/>				
Ref.Doc.	DEPT/INV/2020				
Doc. Currency	INR				

Itm	PK	Account	Account Short Text	Assignment	Tx	Amount
1	01	700031	J.M. Baxi & Company			8.000,00
2	50	34180000	Water Charges			8.000,00-

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

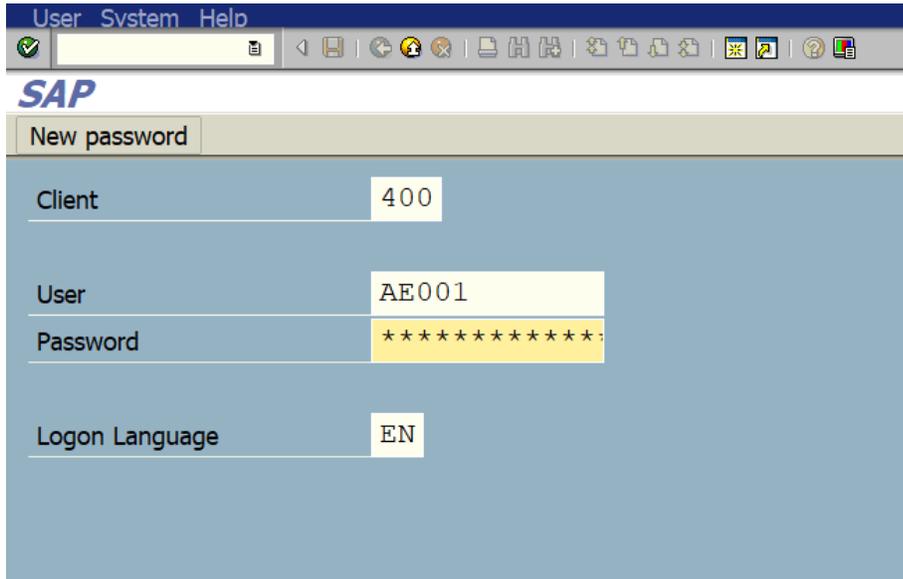
To park the document, click on “ **Complete** Button”, the system will give the information message as below

 Document 1700000042 1200 was parked

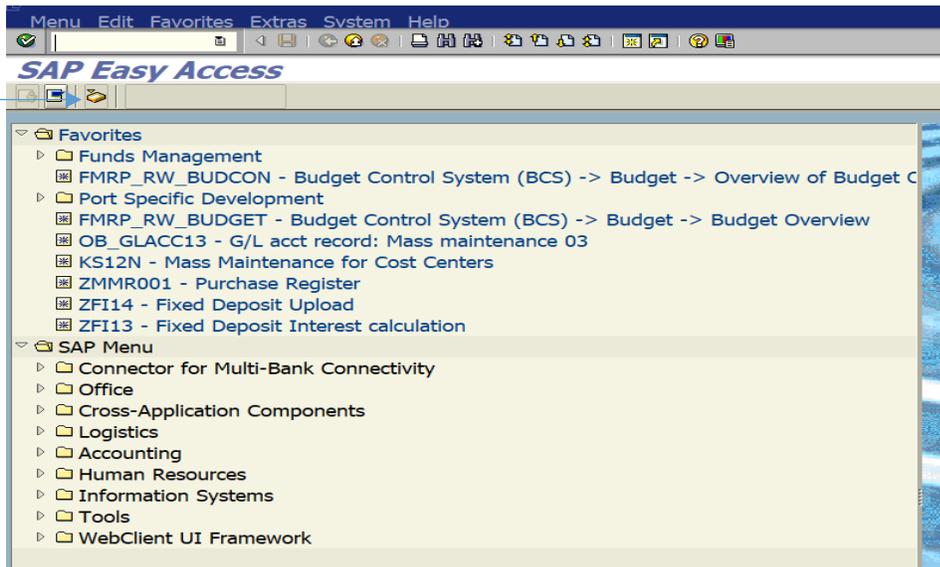


## SAP User Manual for Accounts Receivables Process

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



**Step 6:** Click on “” SAP Business Workspace Button.





## 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 calendar Distribution lists

Workplace: Assistant Engineer

- Inbox
  - Unread Documents 60
  - Documents 112
  - Workflow 654**
  - Overdue entries 0
  - Deadline Messages 0
  - Entries with Errors 0
- Outbox
- Resubmission
- Private folders
- Shared folders
- Subscribed Folders
- Trash
- Shared trash

**Workflow 654**

Exe...	Title	Status	Work Item ID	Creation Date	Creation Ti...	P	Att...
	Please approve the Parked Invoice 1700000042, Year 2019	✓	428415	01.04.2020	18:40:29	5	
	Please approve the Parked Invoice 2000000010, Year 2019	✓	428206	01.04.2020	02:23:18	5	
	Please approve the Parked Invoice 2200000091, Year 2019	✓	428048	31.03.2020	23:10:35	5	
	Please approve the Purchase Order 4502000131	✓	428034	31.03.2020	16:30:49	5	
	Please approve the Purchase Order 4502000131	✓	428027	31.03.2020	16:28:53	5	
	Please approve the Parked Invoice 2900000054, Year 2019	✓	427931	31.03.2020	14:25:55	5	
	Please approve the RESERVATION 0000000776	✓	427754	30.03.2020	19:03:28	5	
	Please approve the RESERVATION 0000000776	✓	427751	30.03.2020	19:00:07	5	
	Please approve the Purchase Order 4502000129	✓	427680	30.03.2020	18:36:22	5	
	Please approve the Purchase Order 4502000129	✓	427673	30.03.2020	18:32:46	5	
	Please approve the Quotation 1002000063	✓	427666	30.03.2020	18:29:50	5	
	Please approve the Purchase Requisition 2002000496	✓	427629	30.03.2020	18:15:50	5	
	Please approve the Purchase Requisition 2002000496	✓	427608	30.03.2020	18:07:20	5	
	Please approve the Purchase Order 4502000128	✓	427541	30.03.2020	17:43:46	5	

Tips & tricks: Replace work

Please approve the Parked Invoice 1700000042, Year 2019



## SAP User Manual for Accounts Receivables Process

**Step 8:** In this step Click on the **Approve** option to post the parked Invoice “1700000042”.

**Decision Step in Workflow**

Workflow Create Import

Please approve the Parked Invoice 1700000042, Year 2019

Choose one of the following alternatives

- Approve
- Reject
- Display
- Approval or Rejection History
- Hold

**Description**  
Select one of the available decision options. This completes the processing of this step.  
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.

**Objects and attachments**  
No attachments or objects exist

**Step 9:** Once 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**

Display Currency General Ledger View

Data Entry View

Document Number 1700000042 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	Curr.	Tx	Cost Center	Profit Center
1200	1	01			700031	J.M. Baxi & Company	8.000,00	INR			
	2	50			34180000	Water Charges	8.000,00-	INR			1204



## SAP User Manual for Accounts Receivables Process

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

**Customer Line Item Display**

Data Sources

**Customer selection**

Customer account  to

Company code  to

**Selection using search help**

Search help ID

Search string

**Line item selection**

**Status**

Open items

Open at key date

Cleared items

Clearing date  to

Open at key date

All items

Posting date  to

**Type**

Normal items

Special G/L transactions

→ Provide the values as shown above and click on “Execute”



## SAP User Manual for Accounts Receivables Process

### Customer Line Item Display

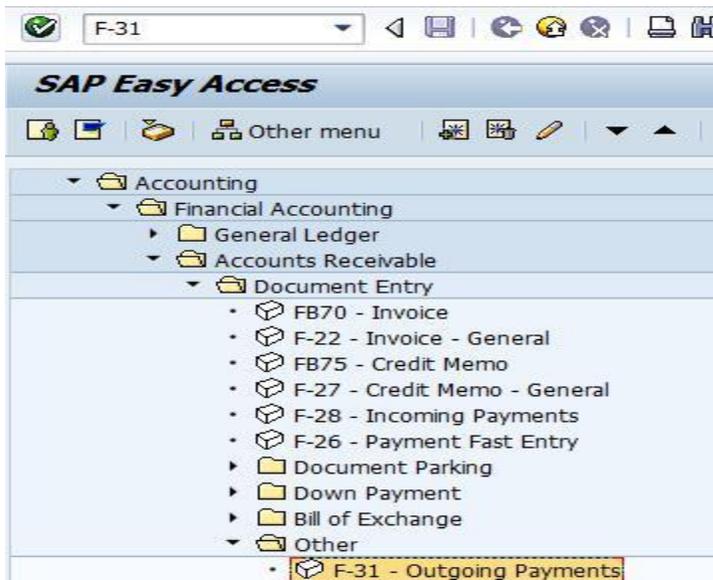
St	Assignment	DocumentNo	Typ	Doc..Date	S	DD	Local Crcy Amt	LCurr	Clrng doc.	Text
		1700000042	DR	31.03.2020			8.000,00	INR		CUSTOMER INVOICE
	customer advance	1800000099	DZ	31.03.2020	A		10.000,00-	INR		customer adv payment
*							2.000,00-	INR		
** Account 700031							2.000,00-	INR		

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 → SAP Menu → Accounting → Financial Accounting → Accounts Receivable → Document Entry → Other → F-31 (Outgoing Payments)





## SAP User Manual for Accounts Receivables Process

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

### Post Outgoing Payments: Header Data

Process Open Items

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/2020			Cross-CC Number	
Doc.Header Text	CUSTOMER REFUND			Trading part.BA	
Clearing Text	CUSTOMER REFUND				

Bank data

Account	23110002	Business Area	
Amount	2000		
Amt.in loc.cur.			
Bank Charges		LC Bank Charges	
Value date	31.03.2020	Profit Center	1204
Text	CUSTOMER REFUND	Assignment	CUSTOMER REFUND

Open item selection	Additional selections
Account	<input type="radio"/> None
Account Type	<input type="radio"/> Amount
Special G/L Ind	<input type="radio"/> Document Number
Payt Advice No.	<input checked="" type="radio"/> Posting Date
<input type="checkbox"/> Distribute by Age	<input type="radio"/> Dunning Area
<input type="checkbox"/> Automatic Search	<input type="radio"/> Others

**Step 3:** Provide the values as shown above and click on “Process Open Items”.



## SAP User Manual for Accounts Receivables Process

*Post Outgoing Payments Enter selection criteria*

Other selection   Other account   **Process Open Items**

---

Parameters entered

Company Code	1200
Account	700031
Account Type	D
Special G/L Ind.	A

Standard OIs

---

Posting Date

From	To
31.03.2020	

**Step 4:** provide the values as shown above and click on **“Process Open Items”**



## SAP User Manual for Accounts Receivables Process

The screenshot displays the SAP Accounts Receivables interface. At the top, there is a menu bar with options: Document, Edit, Goto, Settings, Environment, System, and Help. Below the menu bar is a toolbar with various icons. The main title of the window is "Post Outgoing Payments Enter partial payments". Below this title are several buttons: "Distribute Difference", "Charge Off Difference", "Editing Options", and "Create Dispute Case". There are also tabs for "Standard", "Partial Pmt", "Res.Items", and "WH Tax". The main area shows a table of account items for "Account items 700031 J.M. Baxi & Company". The table has columns for Document, D, Document, P, Busi, Day, Net Amount, Payment Amount, and RCd. The data rows are as follows:

Document ...	D...	Document ...	P...	Busi...	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		
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-	

Below the table is a toolbar with icons for "Amo...", "Gross<>...", "Currency", "Items", "Items", "Disc.", and "Disc.". At the bottom, there is a "Processing Status" section with the following data:

Processing Status	
Number of Items	7
Display from Item	1
Reason Code	
Currency	INR
Amount Entered	2.000,00-
Assigned	2.000,00-
Difference Postings	
Not Assigned	0,00

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



### SAP User Manual for Accounts Receivables Process

**Post Outgoing Payments Display Overview**

Display Currency Taxes Reset

Document Date: 31.03.2020    Type: 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 REFUND    Trading part.BA:   
 Items in document currency

PK	BusA	Acct	INR	Amount	Tax amnt
001	50	0023110002	Allahabad Bank-Outg	2.000,00-	
002	09A	0000700031	J.M. Baxi & Company	10.000,00	
003	18	0000700031	J.M. Baxi & Company	8.000,00-	
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.

Document 1800000100 was posted in company code 1200



## 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 Number	1800000100	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	<input type="checkbox"/>	Ledger Group	<input type="checkbox"/>

CoCd	Item	Key	S	Trs	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center
1200	1	50			23110002	Allahabad Bank-Outgo	2.000,00-	INR			1204
	2	09	A		700031	J.M. Baxi & Company	10.000,00	INR			
	3	18			700031	J.M. Baxi & Company	8.000,00-	INR			



## SAP User Manual for Accounts Receivables Process

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

**Customer Line Item Display**

1 active 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:

Cleared items

Clearing date:  to  →

Open at key date:

All items

Posting date: 31.03.2020 to  →

**Type**

Normal items

Special G/L transactions

→ Provide the values as shown above and click on “Execute”



## SAP User Manual for Accounts Receivables Process

**Customer Line Item Display**

Customer: 700031  
Company Code: 1200  
Name: J.M. Baxi & Company  
City: Kutch

St	Assignment	DocumentNo	Typ	Doc..Date	S	DD	Local Crcy Amt	LCurr	Clrng doc.	Text
		1800000100	DZ	31.03.2020			8.000,00-	INR	1800000100	CUSTOMER REFUND
		1800000100	DZ	31.03.2020	A		10.000,00	INR	1800000100	CUSTOMER REFUND
*							2.000,00	INR		
** 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)		

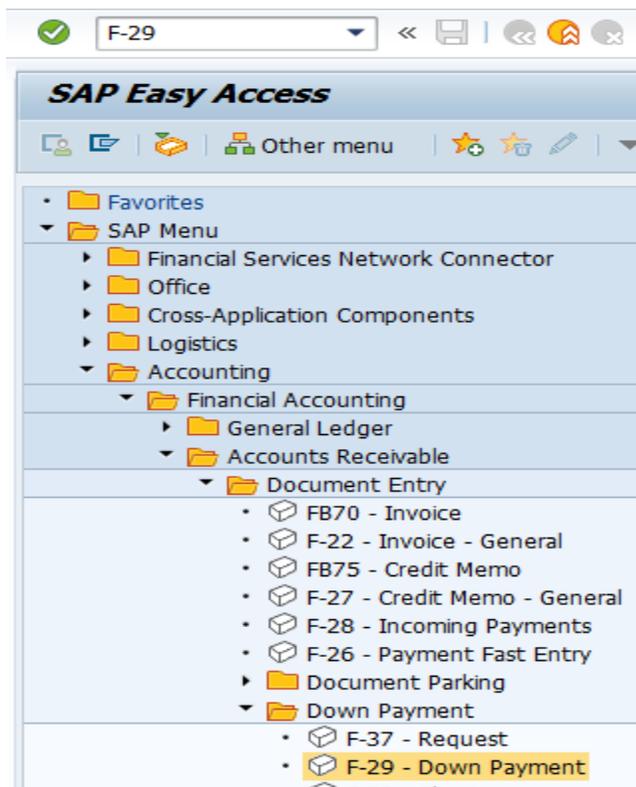


## SAP User Manual for Accounts Receivables Process

### F-29 – Advance from customer:

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

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



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



## SAP User Manual for Accounts Receivables Process

**Post Customer Down Payment: Header Data**

New Item Requests

Document Date	31.03.2020	Type	DZ	Company Code	1200
Posting Date	31.03.2020	Period		Currency/Rate	INR
Document Number				Translation dte	
Reference	CUSTOMER ADVANCE			Cross-CC Number	
Doc.Header Text	CUSTOMER ADVANCE				
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 ADVANCE	Assignment	customer advance

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



## SAP User Manual for Accounts Receivables Process

Document Edit Goto Extras Settings Environment System Help

**Post Customer Down Payment Add Customer item**

More data New Item Withholding tax

Customer 700031 J.M. Baxi & Company G/L Acc 18140000  
Company Code 1200 No.87 3rd Floor, Seva Sadan LI, New  
Deendayal Port Trust Kutch

Item 2 / Down pmnt received / 19 A

Amount 10000 INR  
 Calculate Tax Bus./Sectn  
Bus. Area  
Disc.perc. CD Amount  
Purch.Doc. Real Estate   
Contract Flow Type  
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**”



## SAP User Manual for Accounts Receivables Process

The screenshot shows the SAP 'Post Customer Down Payment Display Overview' screen. At the top, there is a toolbar with various icons. Below the title, there are buttons for 'Display Currency', 'Taxes', and 'Reset'. The main area is divided into several sections:

- Document Data:** Document Date (31.03.2020), Posting Date (31.03.2020), Document Number (INTERNAL), Reference (CUSTOMER ADVANCE), Doc.Header Text (CUSTOMER ADVANCE).
- Accounting Data:** Type (DZ), Period (12), Fiscal Year (2019), Company Code (1200), Currency (INR), Translation dte (31.03.2020), Cross-CC Number, Trading part.BA.
- Items in document currency:** A table with columns for PK, BusA Acct, INR, Amount, and Tax amnt.

PK	BusA Acct	INR	Amount	Tax amnt
001 40	0023110001 Allahabad Bank -Inc		10.000,00	
002 19A	0000700031 J.M. Baxi & Company		10.000,00-	

Summary: 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.

✓ Document 1800000101 was posted in company code 1200



## 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 Number: 1800000101    Company Code: 1200    Fiscal Year: 2019  
 Document Date: 31.03.2020    Posting Date: 31.03.2020    Period: 12  
 Reference: CUSTOMER ADVANCE    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 → SAP Menu → Accounting → Financial Accounting → Accounts Receivable → Document Entry → FB70 (Invoice)

FB70

**SAP Easy Access**

Other menu

- ▶ Favorites
- ▼ SAP Menu
  - ▶ Financial Services Network Connector
  - ▶ Office
  - ▶ Cross-Application Components
  - ▶ Logistics
  - ▼ Accounting
    - ▼ Financial Accounting
      - ▶ General Ledger
      - ▼ Accounts Receivable
        - ▼ Document Entry
          - **FB70 - Invoice**

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



## SAP User Manual for Accounts Receivables Process

### Enter Customer Invoice: Company Code 1200

Tree on Company Code Hold Simulate Park Editing options

Transactn Invoice Bal. 0,00

Basic data Payment Details Tax Withholding tax Notes

Customer  
Address  
Company  
J.M. Baxi & Company  
No.87 3rd Floor, Seva Sadan LI, Ne...  
370210 Kutch  
2834276030  
OIs  
Bank data: not available

Customer 700031 Sp.G/LI  
Invoice date 31.03.2020 Reference DEPT/INV/2020  
Posting Date 31.03.2020  
Cross-CC Number  
Amount 10.000,00 INR  
 Calculate Tax  
Tax Amount  
Bus.Place/Sectn /  
Text CUSTOMER INVOICE  
Paymt terms Due immediately

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...	10.000,00		1204		
			Cred...					

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



## SAP User Manual for Accounts Receivables Process

Document overview Edit Goto Settings System Help

**Document Overview**

Reset Taxes Park Complete Choose Save

Doc.Type : DR ( Customer Invoice ) Normal document

Doc. Number	Company Code	1200	Fiscal Year	2019
Doc. Date	Posting Date	31.03.2020	Period	12
Calculate Tax		<input type="checkbox"/>		
Ref.Doc.		DEPT/INV/2020		
Doc. Currency		INR		

Itm	PK	Account	Account Short Text	Assignment	Tx	Amount
1	01	700031	J.M. Baxi & Company			10.000,00
2	50	34180000	Water Charges			10.000,00-

**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.

Document 1700000045 1200 was parked

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

User System Help

**SAP**

New password

Client: 400

User: AE001

Password: \*\*\*\*\*

Logon Language: EN

## SAP User Manual for Accounts Receivables Process

**Step 6:** Click on “” SAP Business Workspace Button.





## SAP User Manual for Accounts Receivables Process

**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

Workflow 657

Exe...	Title	Status	Work Item ID	Creation Date	Creation Ti...	P	Att...
	Please approve the Parked Invoice 1700000045, Year 2019		428740	02.04.2020	20:02:34	5	
	Please approve the Purchase Requisition 2002000405		428588	02.04.2020	15:09:08	5	
	Please approve the Purchase Requisition 2002000405		428585	02.04.2020	15:07:38	5	
	Please approve the Purchase Requisition 2002000498		428552	02.04.2020	12:35:43	5	
	Please approve the Parked Invoice 200000010, Year 2019		428206	01.04.2020	02:23:18	5	
	Please approve the Parked Invoice 2200000091, Year 2019		428048	31.03.2020	23:10:35	5	
	Please approve the Purchase Order 4502000131		428034	31.03.2020	16:30:49	5	
	Please approve the Purchase Order 4502000131		428027	31.03.2020	16:28:53	5	
	Please approve the Parked Invoice 2900000054, Year 2019		427931	31.03.2020	14:25:55	5	
	Please approve the RESERVATION 0000000776		427754	30.03.2020	19:03:28	5	
	Please approve the RESERVATION 0000000776		427751	30.03.2020	19:00:07	5	
	Please approve the Purchase Order 4502000129		427680	30.03.2020	18:36:22	5	
	Please approve the Purchase Order 4502000129		427673	30.03.2020	18:32:46	5	
	Please approve the Quotation 1002000063		427666	30.03.2020	18:29:50	5	

Tips & tricks: Deadline Mess

Please approve the Parked Invoice 1700000045, Year 2019



## SAP User Manual for Accounts Receivables Process

**Step 8:** In this step Click on the “ **Approve** ” option to post the parked 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

<b>Description</b> Select one of the available decision options. This completes the processing of this step.  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.	<b>Objects and attachments</b> No attachments or objects exist
---	---

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



## 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 Number	1700000045	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	<input type="checkbox"/>	Ledger Group	

CoCd	Item	Key S	Trs	Account	Description	Amount	Curr.	Tx	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 Display**

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 [ ]

All items

Posting date [ ] to [ ]

Type

Normal items

Special G/L transactions

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



## SAP User Manual for Accounts Receivables Process

**Customer Line Item Display**

Customer: 700031  
Company Code: 1200  
Name: J.M. Baxi & Company  
City: Kutch

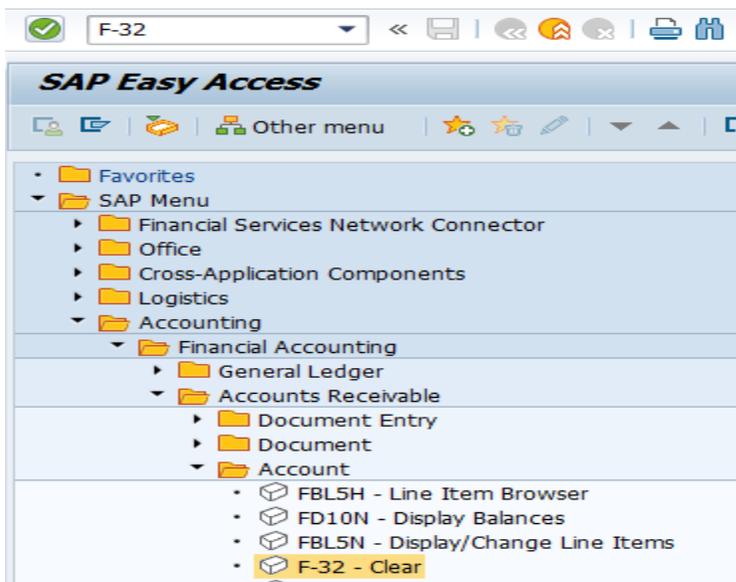
St	Assignment	DocumentNo	Typ	Doc..Date	S	DD	Local Crcy Amt	LCurr	Clrng doc.	Text
		1700000045	DR	31.03.2020			10,000.00	INR		CUSTOMER INVOICE
	customer advance	1800000101	DZ	31.03.2020	A		10,000.00-	INR		CUSTOMER ADVANCE
*							0,00	INR		
** Account 700031							0,00	INR		

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 → SAP Menu → Accounting → Financial Accounting → Accounts Receivable → Account → F-32 (Clear)



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

Confidential Document

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## SAP User Manual for Accounts Receivables Process

**Clear Customer: Header Data**

Process Open Items

Account	700031	Clearing Date	31.03.2020	Period	1
Company Code	1200	Currency	INR		

Open Item Selection

Special G/L Ind	A	<input checked="" type="checkbox"/> Normal OI
-----------------	---	---

Additional Selections

- None
- Amount
- Document Number
- Posting Date
- Dunning Area
- Reference
- Payment Order
- Collective Invoice
- Document type
- Business Area
- Tax Code
- Others

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



## SAP User Manual for Accounts Receivables Process

**Clear Customer Enter selection criteria**

Other selection | Other account | **Process Open Items**

---

Parameters entered

Company Code	1200	
Account	700031	
Account Type	D	
Special G/L Ind.	A	<input checked="" type="checkbox"/> Standard OIs

---

Posting Date

From	To
31.03.2020	

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



## SAP User Manual for Accounts Receivables Process

Document Edit Goto Settings Environment System Help

Clear Customer Enter partial payments

Distribute Difference Charge Off Difference Editing Options Create Dispute Case

Standard Partial Pmt Res.Items WH Tax

Account items 700031 J.M. Baxi & Company

Assignment	Document ...	D...	P...	Posting Date	Document ...	Net Amount	Payment Amount	RCd
	1600000012	DG	11	31.03.2020	31.03.2020	1.200,00-		
	1600000013	DG	11	31.03.2020	31.03.2020	1.200,00-		
	1600000015	DG	11	31.03.2020	31.03.2020	1.200,00-		
	1700000035	DR	01	31.03.2020	31.03.2020	21.000,00		
	1700000044	DR	01	31.03.2020	31.03.2020	10.000,00		
	1700000045	DR	01	31.03.2020	31.03.2020	10.000,00	10.000,00	
CUSTOME...	1700000036	DR	01	31.03.2020	31.03.2020	30.000,00		
customer a...	1800000095	DZ	19	31.03.2020	31.03.2020	5.000,00-		
customer a...	1800000101	DZ	19	31.03.2020	31.03.2020	10.000,00-	10.000,00-	

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".

## SAP User Manual for Accounts Receivables Process

**Clear Customer Display Overview**

Display Currency Taxes Reset

Document Date: 31.03.2020    Type: 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:   

Items in document currency

PK	BusA	Acct	INR	Amount	Tax amnt
001	09A	0000700031 J.M. Baxi & Company		10.000,00	
002	17	0000700031 J.M. Baxi & Company		10.000,00-	

D 10.000,00    C 10.000,00    0,00    \* 2 Line Items

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

Document 1100000026 was posted in company code 1200



## 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 Number	1100000026	Company Code	1200	Fiscal Year	2019
Document Date	31.03.2020	Posting Date	31.03.2020	Period	12
Reference		Cross-Comp.No.			
Currency	INR	Texts Exist	<input type="checkbox"/>	Ledger Group	

CoCd    Item    Key    S    Trs    Account    Description    Amount    Curr.

1200	1	09	A		700031	J.M. Baxi & Company	10.000,00	INR
	2	17			700031	J.M. Baxi & Company	10.000,00-	INR



## SAP User Manual for Accounts Receivables Process

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

### Customer Line Item Display

The screenshot shows the SAP Customer Line Item Display form. At the top, there are icons for back, forward, and refresh, followed by '1 active' and a 'Data Sources' button. The form is divided into several sections: 'Customer selection' with fields for 'Customer account' (700031) and 'Company code' (1200), both with 'to' fields and arrow buttons; 'Selection using search help' with 'Search help ID' and 'Search string' fields and a 'Search help' button; 'Line item selection' with a 'Status' section containing radio buttons for 'Open items', 'Cleared items', and 'All items' (selected), and 'Type' section with checkboxes for 'Normal items' and 'Special G/L transactions'. Each 'Open at key date' or 'Posting date' field has a 'to' field and an arrow button.

Provide the values as shown above and click on “Execute”



## SAP User Manual for Accounts Receivables Process

*Customer Line Item Display*

Customer: 700031  
Company Code: 1200  
Name: J.M. Baxi & Company  
City: Kutch

St	Assignment	DocumentNo	Typ	Doc..Date	S	DD	Local Crcoy Amt	LCurr	Clrng doc.	Text
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1100000026	AB	31.03.2020			10.000,00-	INR	1100000026	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1100000026	AB	31.03.2020	A		10.000,00	INR	1100000026	
*	<input checked="" type="checkbox"/>						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.



## SAP User Manual for Accounts Receivables Process

### FBL5N – Customer Line Item report:

**Customer Line Item Display**

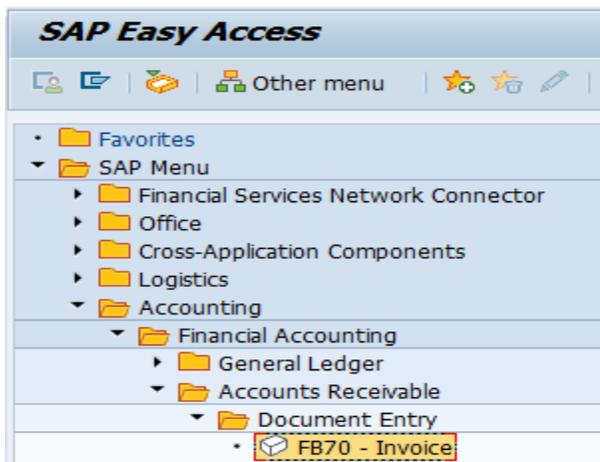
Customer: 700001  
Company Code: 1200  
Name: ABC Shipping Pvt. Ltd.  
City: Chennai

St	Assignment	DocumentNo	Typ	Doc..Date	S	DD	Local Crcy Amt	LCurr	Clrng doc.	Text
		1700000020	DR	30.09.2019			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.

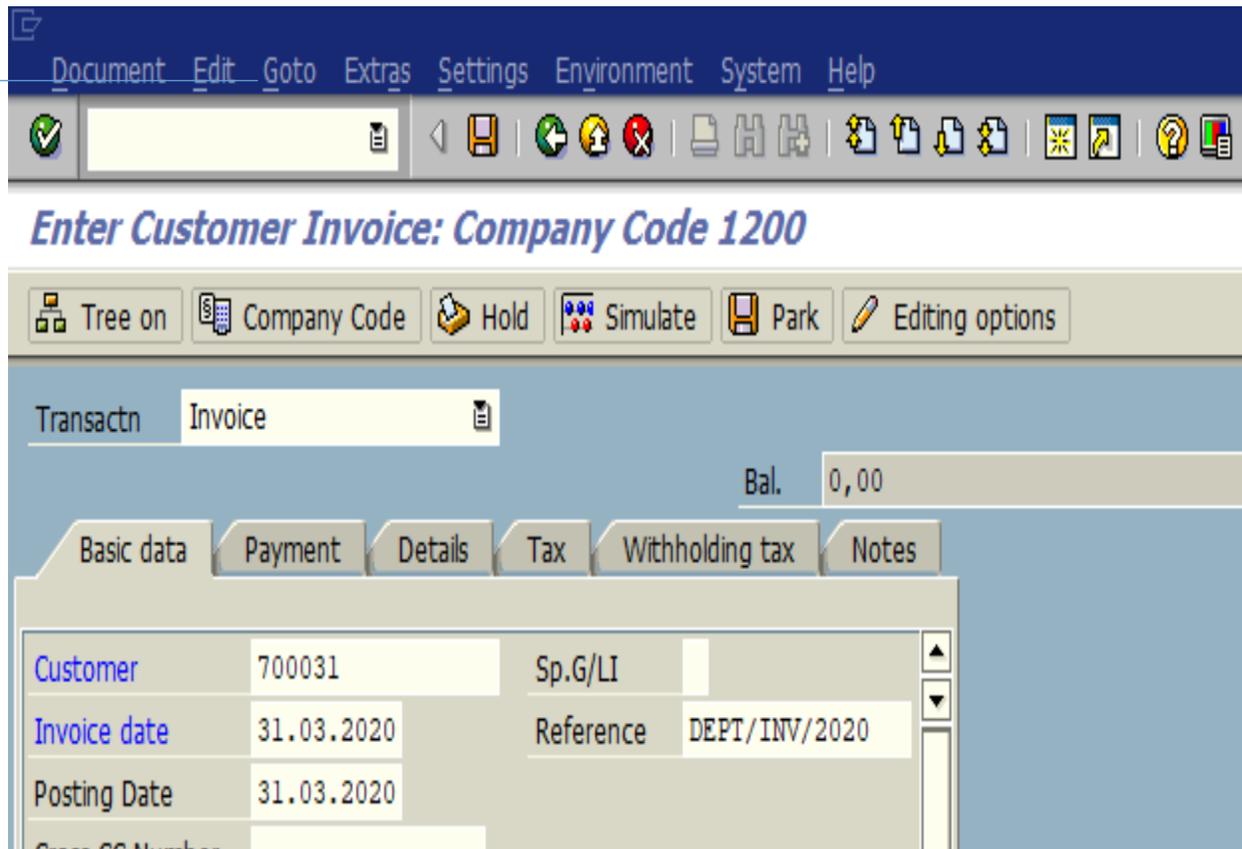
Enter transaction code FBR2 in command bar (or) Follow the FB70 transaction or follow below navigation path:

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



## SAP User Manual for Accounts Receivables Process

**Step 2:** Double click on “FB70” then the system will display the below screen.



→ **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



## SAP User Manual for Accounts Receivables Process

**Post Document: Header Data**

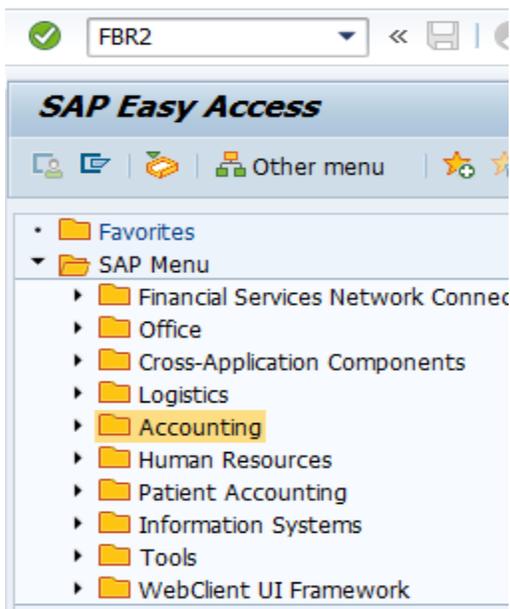
Reference

Document Number	<input type="text"/>
Company Code	1200
Fiscal Year	<input type="text"/>

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.





## SAP User Manual for Accounts Receivables Process

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

Company code details can be selected from Company code list data

**Post Document: Header Data**

Reference	
Document Number	1700000044
Company Code	1200
Fiscal Year	2019

Flow control	
<input type="checkbox"/>	Generate Inverse Posting
<input type="checkbox"/>	Enter G/L Account Items
<input type="checkbox"/>	Do Not Propose Amounts
<input type="checkbox"/>	Recalculate Days and Percentages
<input checked="" type="checkbox"/>	Display Line Items
<input checked="" type="checkbox"/>	Copy Texts
<input type="checkbox"/>	Transfer functional area
<input type="checkbox"/>	Recalculate Local Currency Amounts
<input type="checkbox"/>	Copy Segment and Partner Segment

We Can Also reverse the document by selecting "Generate Inverse Posting"



## SAP User Manual for Accounts Receivables Process

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

*Post Document: Header Data*

Document Date	31.03.2020	Type	DR	Company Code	1200
Posting Date	31.03.2020	Period	12	Currency/Rate	INR
Document Number				Translation dte	
Reference	DEPT/INV/2020			Cross-CC Number	
Doc.Header Text					
Trading part.BA					

First line item

PstKy	01	Account	700031	SGL Ind		TType	
-------	----	---------	--------	---------	--	-------	--

**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.



## SAP User Manual for Accounts Receivables Process

**Post Document Add Customer item**

More data | Account Model | G/L item fast entry | Taxes | Withhold

Customer: 700031 J.M. Baxi & Company G/L Acc: 23400001  
Company Code: 1200 No.87 3rd Floor, Seva Sadan LI, New  
Deendayal Port Trust Kutch

Item 1 / Invoice / 01

Amount: 10.000,00 INR BusPlace/Sectn: 1200 / 1200

Contract: / Flow Type:   
Bus. Area:   
Payt terms: Days/percent: / /   
Bline Date: 31.03.2020 CD Amount:   
CD Base: 10.000,00 Invoice Ref.: / /   
Pmnt block: Payt Method:   
Assignment:   
Text: CUSTOMER INVOICE Long Texts

Next line item

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).



## SAP User Manual for Accounts Receivables Process

**Post Document Add Customer item**

More data | Account Model | G/L item fast entry | Taxes | Withholding tax

Customer: 700031 J.M. Baxi & Company G/L Acc: 23400001  
Company Code: 1200 No.87 3rd Floor, Seva Sadan LI, New  
Deendayal Port Trust Kutch

Item 1 / Invoice / 01

Amount: 15000 INR BusPlace/Sectn: 1200 / 1200

Contract: / Flow Type:   
Bus. Area:   
Payt terms: Days/percent: / /   
Blinc Date: 31.03.2020 CD Amount:   
CD Base: 10.000,00 Invoice Ref.: / /   
Pmnt block: Payt Method:   
Assignment:   
Text: CUSTOMER INVOICE 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.



## SAP User Manual for Accounts Receivables Process

Document Edit Goto Extras Settings Environment System Help

Post Document Correct G/L account item

More data Account Model G/L item fast entry Taxes

G/L Account 34180000 Water Charges  
Company Code 1200 Deendayal Port Trust

Item 2 / Credit entry / 50

Amount 15.000,00 INR  
Tax Code  
Business place 1200  
Real estate obj  
Asset  
Purchasing Doc.  
Assignment CUSTOMER INVOICE Asst Retirement  
Text CUSTOMER INVOICE Long Texts

Next Line Item

PstKy Account SGL Ind TType New Co.Code

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



## SAP User Manual for Accounts Receivables Process

The screenshot shows the SAP 'Post Document Display Overview' window. The menu bar includes Document, Edit, Goto, Extras, Settings, Environment, System, and Help. The toolbar contains various icons for document actions. The main area displays document details in a grid format:

Document Date	31.03.2020	Type	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/2020		Cross-CC Number		
Doc.Header Text			Trading part.BA		

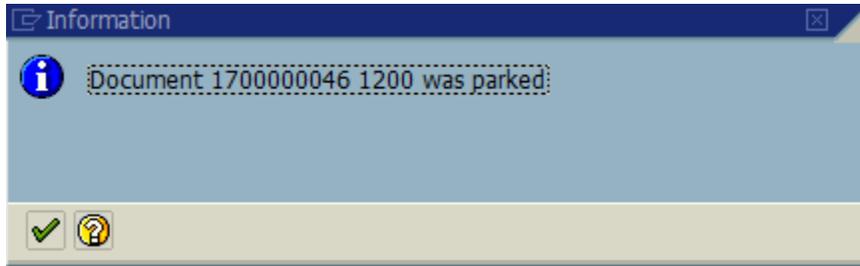
Below the grid, there is a section titled 'Items in document currency' with a table:

PK	BusA	Acct	INR	Amount	Tax amnt
001	01	0000700031 J.M. Baxi & Company		15.000,00	
002	50	0034180000 Water Charges		15.000,00-	
Other line items				476,20-	
D	15.000,00	C	15.000,00	476,20-	* 2 Line Items

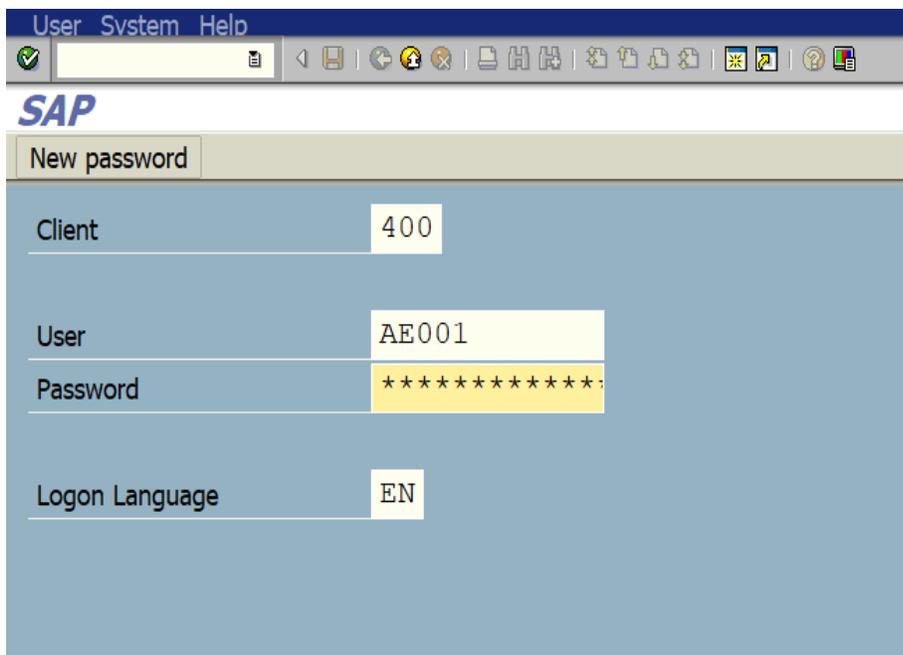
**Step 9:** Check and verify the line items and park the document. To park click on document and click on "Park". Once the document is parked the system will propose the below message:



## SAP User Manual for Accounts Receivables Process



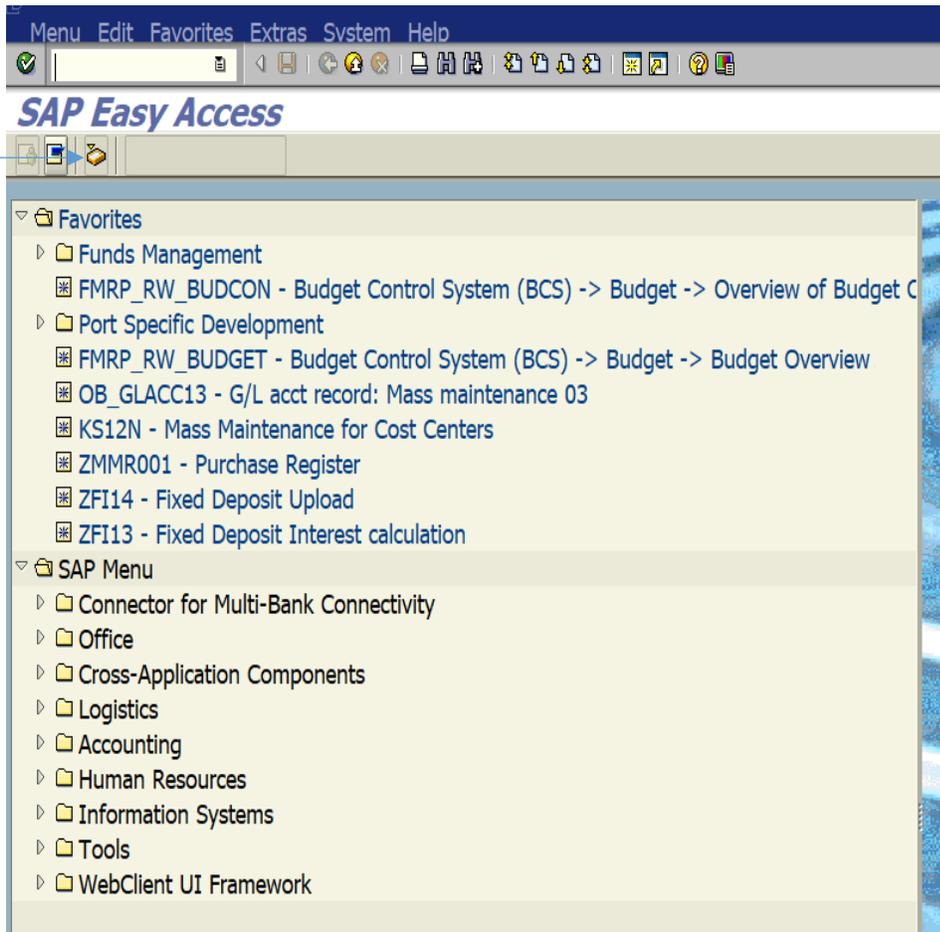
**Step10:** To approve the document login as approver in the SAP system.





## SAP User Manual for Accounts Receivables Process

**Step 11:** Click on “” SAP Business Workspace Button.





## SAP User Manual for Accounts Receivables Process

**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

Workplace: Assistant Engineer

- Inbox
  - Unread Documents 70
  - Documents 125
  - Workflow 657**
  - Overdue entries 0
  - Deadline Messages 0
  - Entries with Errors 0
- Outbox
- Resubmission
- Private folders
- Shared folders
- Subscribed Folders
- Trash
- Shared trash

**Workflow 657**

Exe	Title	Status	Work Item ID	Creation Date	Creation Ti	P	Att...
	Please approve the Parked Invoice 1700000046, Year 2019		428783	02.04.2020	20:40:29	5	
	Please approve the Purchase Requisition 2002000405		428588	02.04.2020	15:09:08	5	
	Please approve the Purchase Requisition 2002000405		428585	02.04.2020	15:07:38	5	
	Please approve the Purchase Requisition 2002000498		428552	02.04.2020	12:35:43	5	
	Please approve the Parked Invoice 2000000010, Year 2019		428206	01.04.2020	02:23:18	5	
	Please approve the Parked Invoice 2200000091, Year 2019		428048	31.03.2020	23:10:35	5	
	Please approve the Purchase Order 4502000131		428034	31.03.2020	16:30:49	5	
	Please approve the Purchase Order 4502000131		428027	31.03.2020	16:28:53	5	
	Please approve the Parked Invoice 2900000054, Year 2019		427931	31.03.2020	14:25:55	5	
	Please approve the RESERVATION 0000000776		427754	30.03.2020	19:03:28	5	
	Please approve the RESERVATION 0000000776		427751	30.03.2020	19:00:07	5	
	Please approve the Purchase Order 4502000129		427680	30.03.2020	18:36:22	5	
	Please approve the Purchase Order 4502000129		427673	30.03.2020	18:32:46	5	
	Please approve the Quotation 1002000063		427666	30.03.2020	18:29:50	5	

Tips & tricks: Group work items according to content t

Please approve the Parked Invoice 1700000046, Year 2019



## SAP User Manual for Accounts Receivables Process

**Step 13:** In this step Click on the “ **Approve** ” option to post the parked Invoice “1700000046”.

*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

<b>Description</b> Select one of the available decision options. This completes the processing of this step.  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.	<b>Objects and attachments</b> No attachments or objects exist
---	---

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



## 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**

Customer: 700001  
Company Code: 1200  
Name: ABC Shipping Pvt. Ltd.  
City: Chennai

St	Assignment	DocumentNo	Typ	Doc..Date	S	DD	Local Crcy Amt	LCurr	Clrng doc.	Text
		1700000020	DR	30.09.2019		₹	10,000.00	INR		Customer Invoice
	Cust Invoice	1700000021	DR	30.09.2019		₹	15,000.00	INR		Customer Invoice
*							25,000.00	INR		
** Account 700001							25,000.00	INR		

As per the above screen shown, the document **1700000020** 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)



## 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

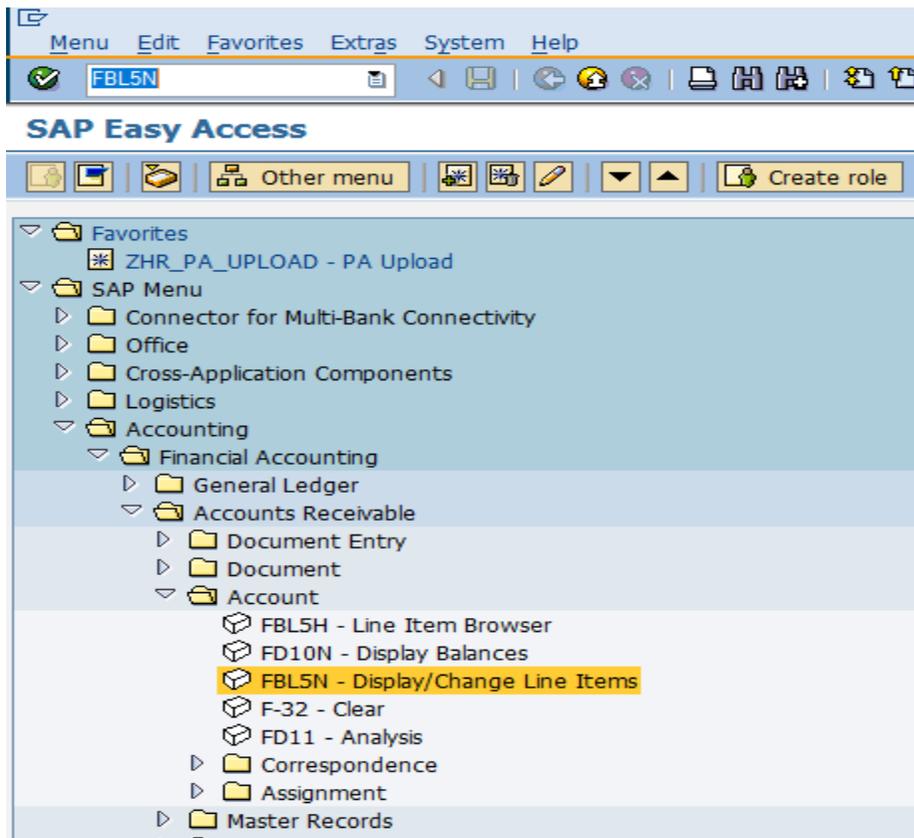
FD10N – Customer Account Balance Display

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 → SAP Menu → Information Systems → Accounting → Financial Accounting → Accounts Receivable → Account → Customer Line Item Display (**FBL5N**)





## SAP User Manual for Accounts Receivables Process

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

**Customer Line Item Display**

Data Sources

Customer selection

Customer account: 700019 to [ ]

Company code: 1100 to [ ]

Selection using search help

Search help ID: [ ]

Search string: [ ]

Search help

Line item selection

Status

Open items

Open at key date: 13.07.2020

Cleared items

Clearing date: [ ] to [ ]

Open at key date: [ ]

All items

Posting date: [ ] to [ ]

**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.



### SAP User Manual for Accounts Receivables Process

Customer Line Item Display

Customer: 700019  
Company Code: 1100  
Name: Eastern Shipping Agency  
City: Chennai

St	Assignment	DocumentNo	Typ	Doc. Date	S	DD	Local Crcy Amt	LCurr	Clrng doc.	Text
		2800000052	RV	31.10.2019			418.909,44	INR		
	INMAA12M137369	2800000019	RV	22.10.2019			868.220,00	INR		
	Jan Rent	1700000007	DR	31.01.2020			15.000,00-	INR		Rent for the month Jan 20
*							1.272.129,44	INR		
**	Account 700019						1.272.129,44	INR		

Customer: \*  
Company Code: \*  
Name: \*  
City: \*

St	Assignment	DocumentNo	Typ	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.



## 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”.

**Customer Line Item Display**

Data Sources

**Customer selection**

Customer account: 700019 to [ ]

Company code: 1100 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: [ ] to [ ]

**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.



### SAP User Manual for Accounts Receivables Process

**Customer Line Item Display**

Customer: 700019  
Company Code: 1100

Name: Eastern Shipping Agency  
City: Chennai

St	Assignment	DocumentNo	Typ	Doc. Date	S	DD	Local Crcty Amt	LCurr	Clrng doc.	Text
		1800000106	DZ	06.07.2020			15.000,00-	INR	1800000106	PAYMENT
	Jan Rent	1700000006	DR	31.01.2020			15.000,00	INR	1800000106	Rent for the month Jan 20
*							0,00	INR		
** Account 700019							0,00	INR		

Customer: \*  
Company Code: \*  
Name: \*  
City: \*

St	Assignment	DocumentNo	Typ	Doc. Date	S	DD	Local Crcty 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.



## SAP User Manual for Accounts Receivables Process

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

**Customer Line Item Display**

Data Sources

**Customer selection**

Customer account 700019 to

Company code 1100 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 to

**Step 7:** 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.



### SAP User Manual for Accounts Receivables Process

Customer Line Item Display

Customer: 700019  
Company Code: 1100  
Name: Eastern Shipping Agency  
City: Chennai

St	Assignment	DocumentNo	Typ	Doc. Date	S	DD	Local Crcy Amt	LCurr	Clrng doc.	Text
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2800000052	RV	31.10.2019			418.909,44	INR		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	INMAA12M137369	RV	22.10.2019			868.220,00	INR		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Jan Rent	DR	31.01.2020			15.000,00-	INR		Rent for the month Jan 20
*	<input checked="" type="checkbox"/>						1.272.129,44	INR		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1800000106	DZ	06.07.2020			15.000,00-	INR	1800000106	PAYMENT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Jan Rent	DR	31.01.2020			15.000,00	INR	1800000106	Rent for the month Jan 20
*	<input checked="" type="checkbox"/>						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.

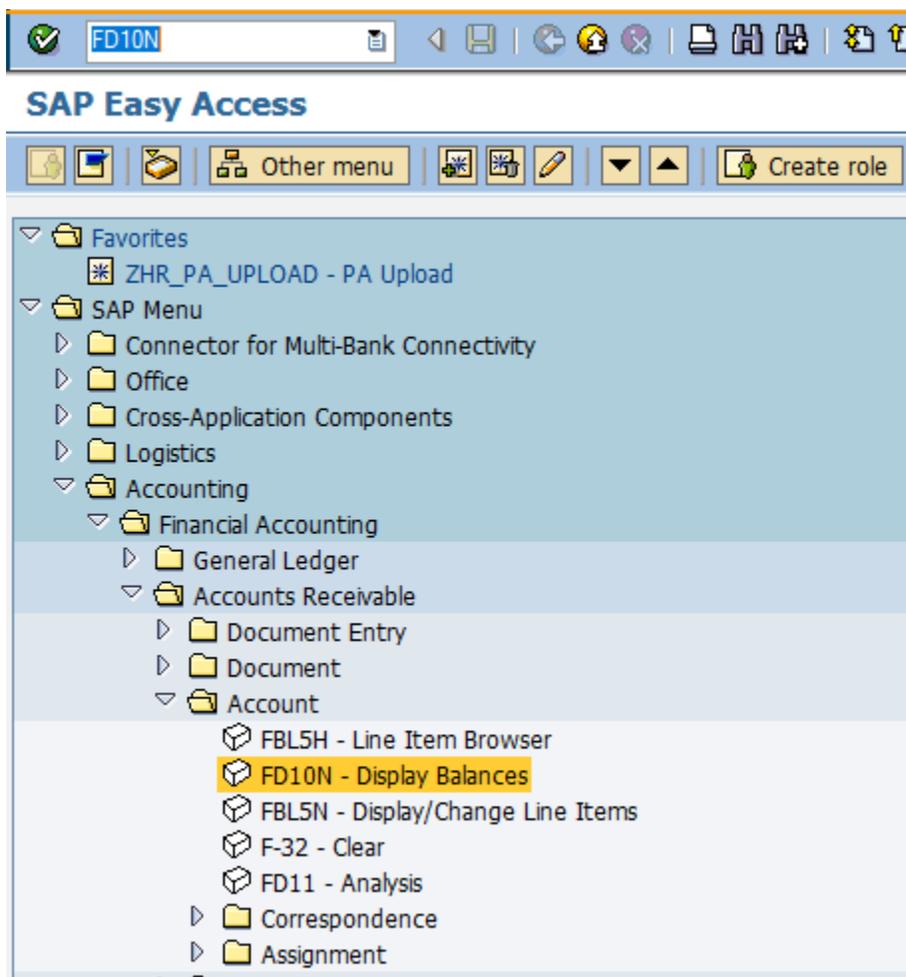


## SAP User Manual for Accounts Receivables Process

### FD10N – Customer Account Balance Display:

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

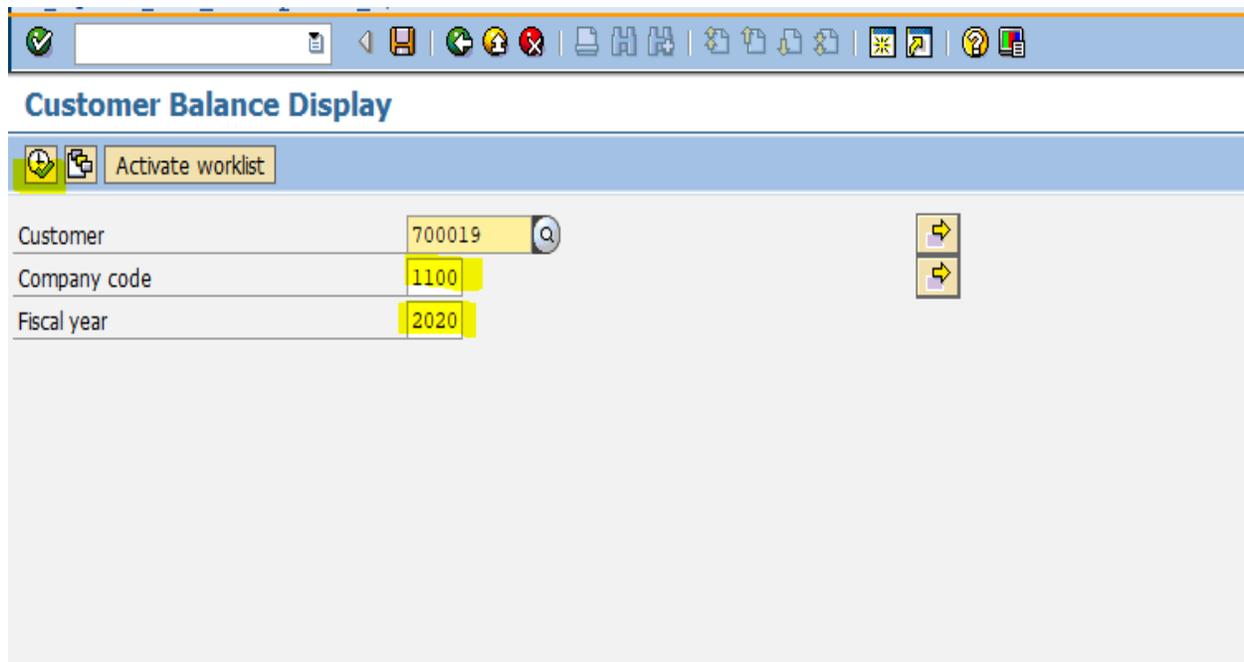
Easy Access → SAP Menu → Information Systems → Accounting → Financial Accounting → Accounts Receivable → Account → Customer Account Balance Display (**FD10N**)





## SAP User Manual for Accounts Receivables Process

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



The screenshot shows the SAP Customer Balance Display interface. At the top, there is a standard SAP menu bar with various icons. Below the menu bar, the title "Customer Balance Display" is visible. Underneath, there is a button labeled "Activate worklist". The main area contains three input fields: "Customer" with the value "700019", "Company code" with the value "1100", and "Fiscal year" with the value "2020". Each of these fields is highlighted in yellow. To the right of each input field is a search icon (magnifying glass). Below the input fields, there are two vertical arrows pointing right, likely for navigation.

**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.



### SAP User Manual for Accounts Receivables Process

Customer Balance Display

Customer: 700019 Eastern Shipping Agency  
 Company Code: 1100 Chennai Port Trust  
 Fiscal Year: 2020  
 Display crncy: INR

Balances Special general ledger

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.

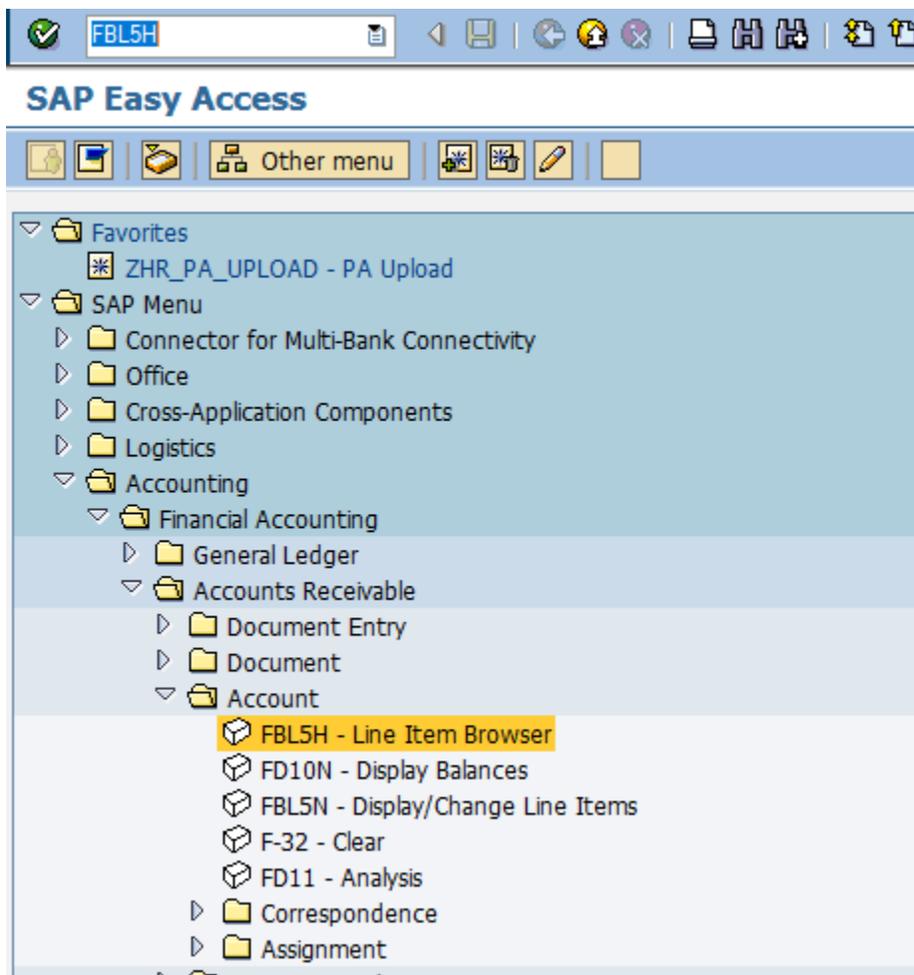


## SAP User Manual for Accounts Receivables Process

### FBL5H – Line Item Browser:

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

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





## SAP User Manual for Accounts Receivables Process

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

**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 be used to generate the report as per the selections.



### SAP User Manual for Accounts Receivables Process

Customer Line Item Browser

CoCode	Fiscal Yr	Period	Customer	CCodeCurr	CCode Curr Value	DB Rows	
				<b>INR</b>	<b>= 8.987.855.947,65</b>	<b>= 112</b>	
1100	2019	6	700001		26.343.293,06	8	
		7			22.081.379,87	9	
		8			3.698.797,72	1	
		10			100.000,00	1	
		7	700019		1.287.129,44	2	
		10			15.000,00-	1	
			12	700021		24.806.430,31	11
			7	700022		836.136,98-	1
				700023		171.619,20	1
			8			5.221.194,51	1
				700026		5.196.131,01	2
			12	800200		708.000,00	1
2020	4	700001			298.203,78	4	
	1	700021			27.056.639,64	26	
	2				1.279.116,85	6	
	3				7.618.957,36	9	
	4				26.826.670,27	6	
				700024		15.000,00-	1
			2	700027		8.823.270.565,58	5
				700077		5.649.059,30	7
			3			3.255.131,79	1
			2	700099		759.304,02	4
			3			3.094.460,92	4

Rows displayed: 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.



## **SAP User Manual for Accounts Receivables Process**

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