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.

CONTENTS

Abbreviation	Description

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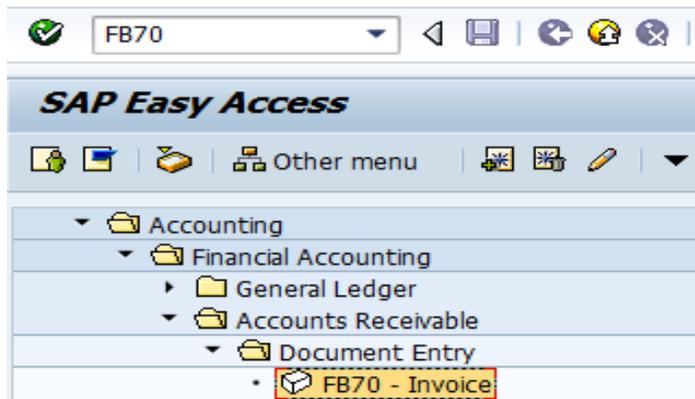
Step 2: In the next screen enter the required details. In the below screen enter the following details.

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

Accepting No Limits   Alternative Thinking   Driving Positive Change

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

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

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

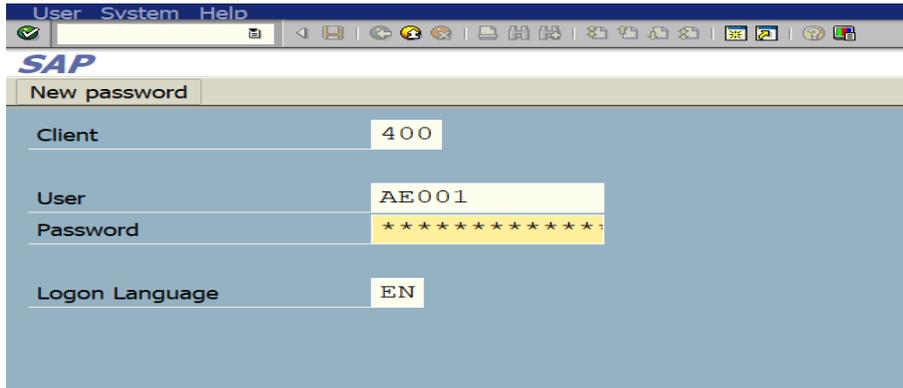To park the document, click on " **Button**", the system will give the information message as below

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

Step 6: Click on " " SAP Business Workspace Button.

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

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	Objects and attachments
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.	No attachments or objects exist

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

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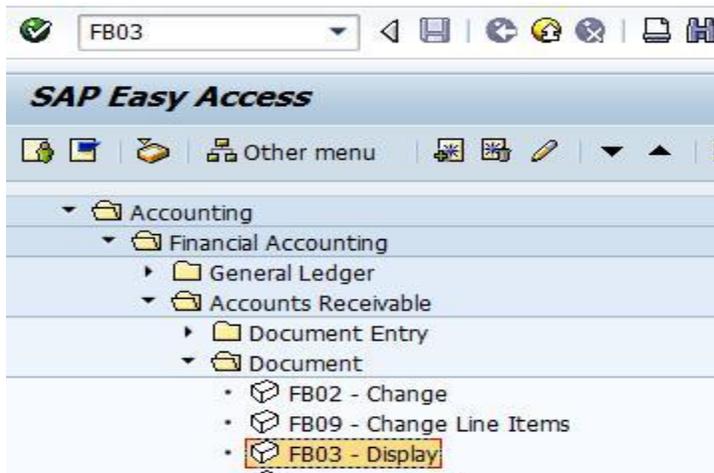
Step 2: In the above screen double click on "FB03" then the system will display the below screen
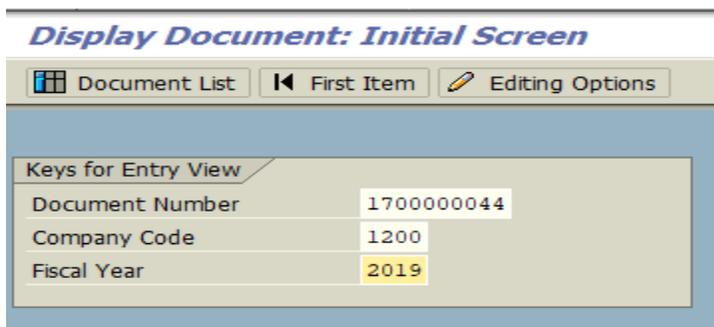
In the below screen enter the following details:

Document Number

Company code

Fiscal Year

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

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

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

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.

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

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

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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)

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

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

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.

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

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

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

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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.

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

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.

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

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

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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:

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   27.09.2019

○ Cleared items
Clearing date   to
Open at key date

◉ All items
Posting date   26.09.2019   to

Type
☑ Normal items

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

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Customer Line Item Display

Customer   700001
Company Code   1200

Name   ABC Shipping Pvt. Ltd.
City   Chennao

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		

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F-22 Customer Invoice Posting:

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

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

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

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

Under Header Level:

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

Under Line Item Level:

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

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.

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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 ☑
Business place	1200	
		Real estate obj
Asset		More
Purchasing Doc.		
Assignment	CUSTOMER INVOICE	Asst Retirement ☐
Text	CUSTOMER INVOICE	Long Texts

Next Line Item

PstKy 01 Account 700001   GL Ind   TType   New Co.Code

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

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Enter Customer Invoice: Correct Customer item

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			
Payt terms		Days/percent	0,000 / /
Bline Date	31.03.2020	CD Amount	0,00
CD Base	10.000,00	Invoice Ref.	/ / 0
Pmnt block		Payt Method	
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".**

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

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

Step 8: Click on " " SAP Business Workspace Button.

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.

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

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

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Display of Posted Document:

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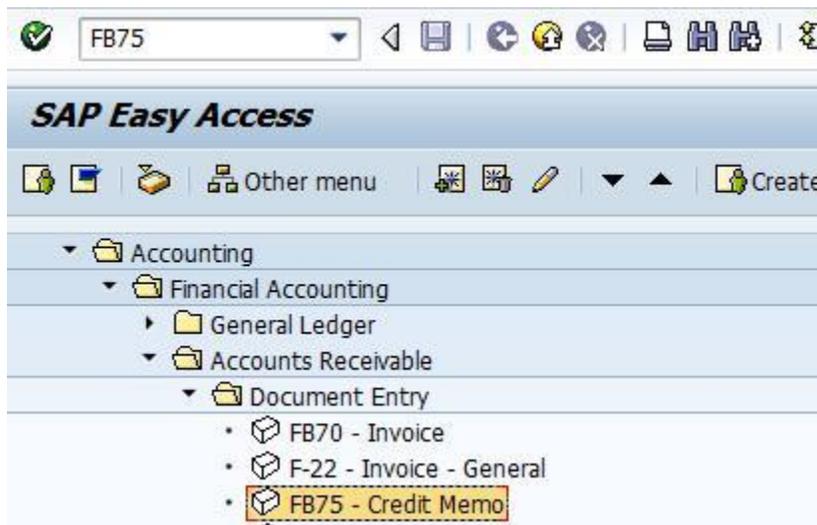
Step 2: In the next screen enter the required details.

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.….

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

Document Overview

Reset | Taxes | Park | Complete | Choose | Save | ABC

```
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

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

Step 6: Click on " " SAP Business Workspace Button.

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

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

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:

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)

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.

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			More
Purchasing Doc.			
Assignment	CUSTOMER CR MEMO	Asst Retirement ☐	
Text	CUSTOMER CR MEMO		Long Texts

Next Line Item

| PstKy | 11 | Account | 700031 | L Ind | | New Co.Code | |

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

Accepting No Limits   Alternative Thinking   Driving Positive Change

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

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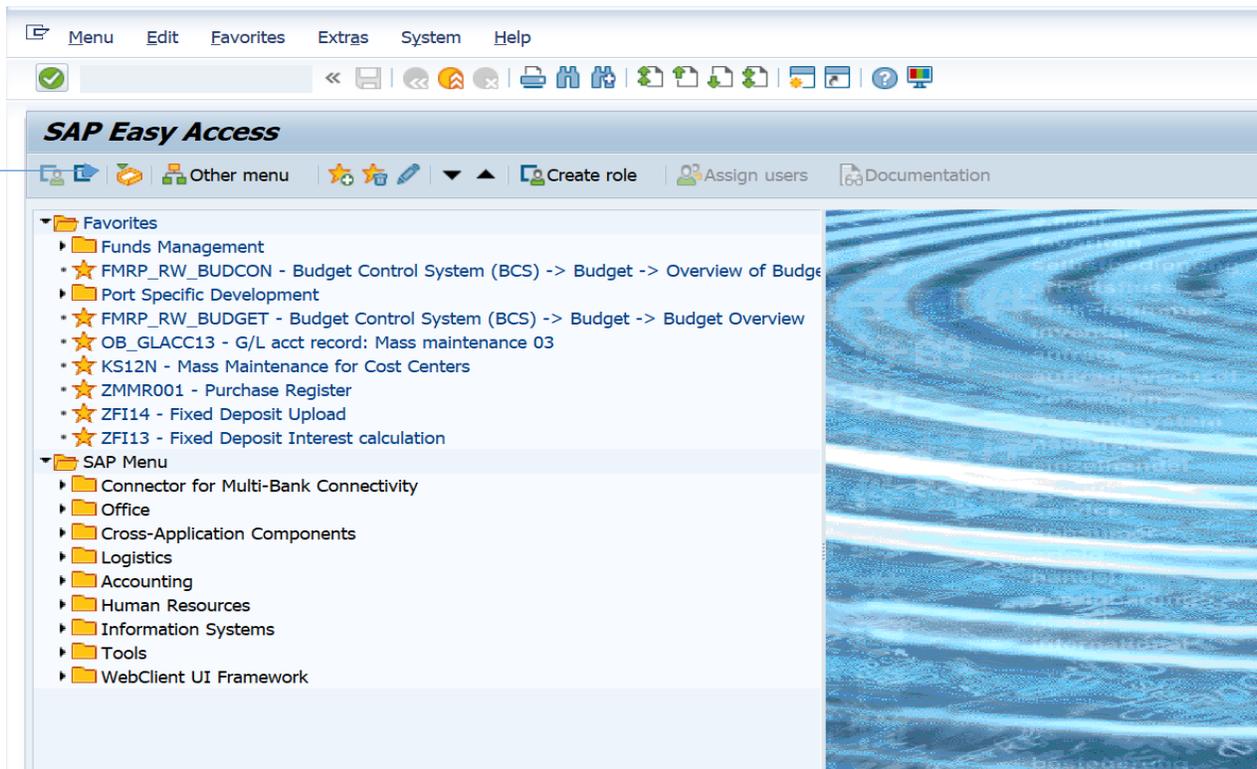
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Step 7: To approve the document login as approver in the SAP system.

Step 8: Click on " " SAP Business Workspace Button.

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Step 9: Expand "**Inbox**" button, under workflow Please Approve Parked Invoice "**1600000012**" message will appear, Double click on the work flow and proceed for next step.

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	Objects and attachments
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.	No attachments or objects exist

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

Display of posted document:

Display Document: Data Entry View

🖉 🗗 🔍 🖨 🅸 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	S
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			

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"**

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3. Park Customer Invoice:

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

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

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

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

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

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

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FV70 – Customer Invoice Parking:

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

Step 1: SAP Easy Access → 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)

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

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

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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 " **Button**", the system will give the information message as below

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

Step 6: Click on " " SAP Business Workspace Button.

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.

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

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.

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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	

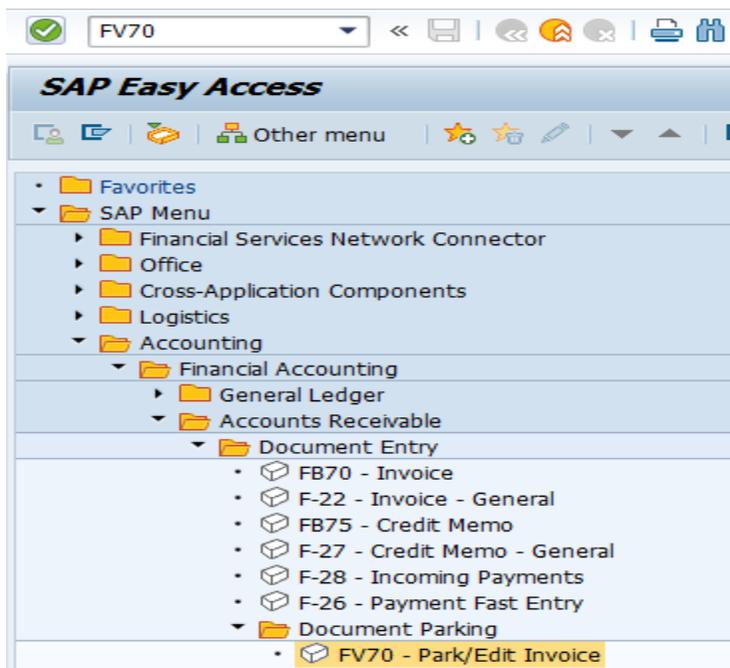| CoCd	Item	Key	S	Trs	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center
1200	1	01			700031	J.M. Baxi & Company	21.000,00	INR	A1		
	2	50			34180000	Water Charges	20.000,00-	INR	A1		1204
	3	50		ZOC	18150003	CGST Payable	500,00-	INR	A1		
	4	50		ZOS	18150004	SGST Payable	500,00-	INR	A1		

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F-64 – Customer Invoice Parking:

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

Step 1: SAP Easy Access → 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)

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.

Park Document: Change G/L Account Item

👤 📥 📤	✏️ Fast Data Entry	ℹ️ 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.

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

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.

SAP User Manual for Accounts Receivables Process
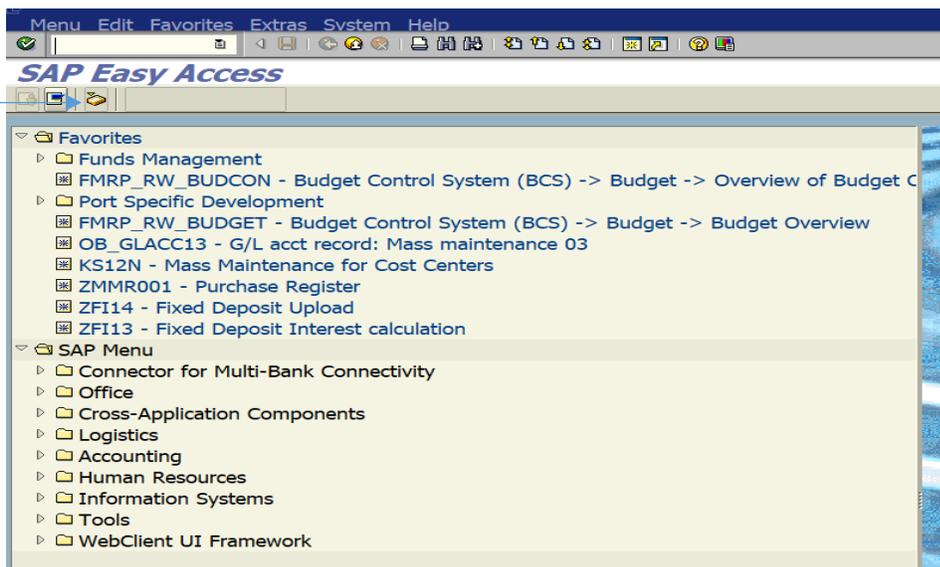
Step 7: To approve the document login as approver in the SAP system.

Step 8: Click on " " SAP Business Workspace Button.

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.

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: 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	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.…

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

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.

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 "**16000000013**" and double click, the below screen will appear.

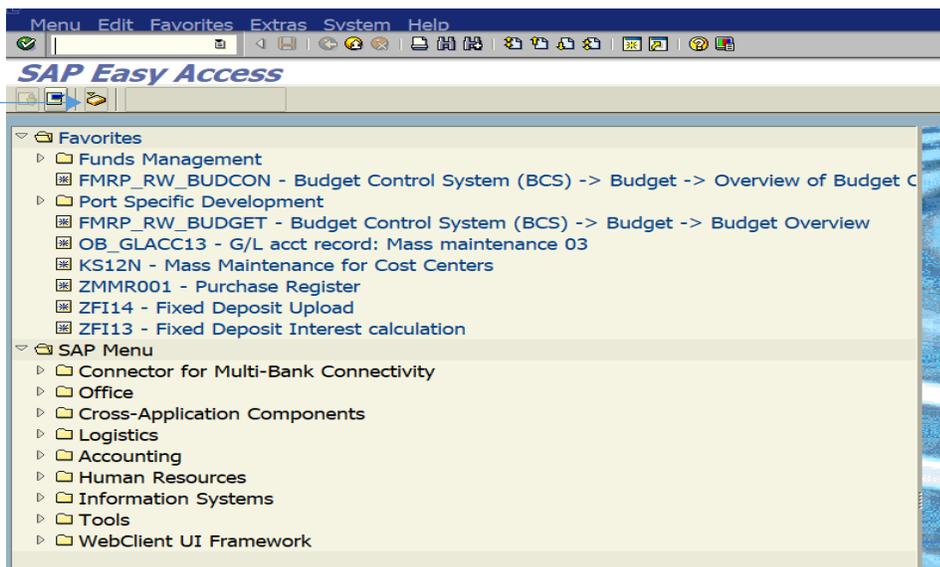**Step 8:** In this step Click on the **Approve** option to post the parked Invoice **"1600000013".**

Decision Step in Workflow

Workflow Create Import

Please approve the Parked Invoice 1600000013, Year 2019

Choose one of the following alternatives

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

Description

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:

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)

Step 2: In the next screen enter the required details

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.

Park Document: Change G/L Account Item

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	
Purchasing Doc.	
Assignment	CUSTOMER CR MEMO
Text	CUSTOMER CR MEMO

Next Line Item

PostKey 11 Account 700001   SGL Ind   New Co.Code

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

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"**

Accepting No Limits   Alternative Thinking   Driving Positive Change

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.

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 "**160000001**4"and double click, the below screen will appear.

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.
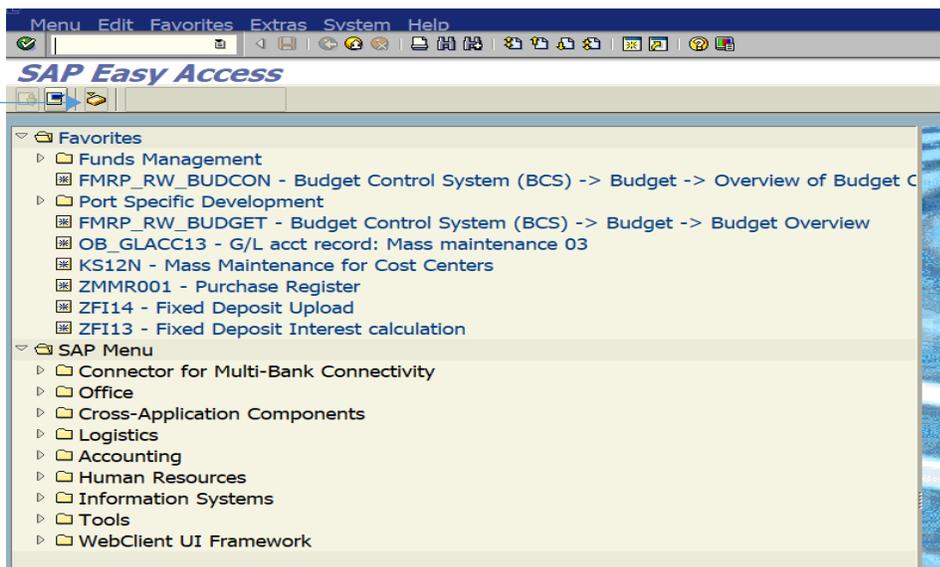
If you choose Cancel, the user decision remains in your inbox for processing.

Objects and attachments

No attachments or objects exist

Step 11: 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

| 🖉 🖳 🔍 🖨 | **i** 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.

Accepting No Limits   Alternative Thinking   Driving Positive Change

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

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

List of Parked Documents

Field	Value		
Company code	1200	to	
Document number		to	
Fiscal year	2019	to	

General Selections

Field	Value		
Posting date	27.09.2019	to	
Document date		to	
Document type		to	
Reference		to	
Document header text		to	
Entered by	MZ00596723	to	

Processing Status

Field			
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 1700000011 1200 2019

Tree on   Document   Editing options

Transactn: Invoice

Bal. 0.00

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

Customer: 700001   Sp.G/LI
Invoice date: 27.09.2019   Reference: CUSINV/09/2019
Posting Date: 27.09.2019
DocumentNo: 1700000011
Doc. Currency
Amount: 20,000.00   INR
☑ Calculate Tax
Bus.Place/Sectn: /
Text

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

OIs
Bank data: not available

1 Items (No entry variant selected)

S...	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T.. T
✓	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
Doc.Header Text: CMEMO/09/2019   Texts Exist ☐   Net Entry ☐

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-

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.

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

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.

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

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

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.

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.

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

Change Parked Document: Initial Screen

iii 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

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

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)

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

Customer Line Item Display

	St	Assignment	DocumentNo	Typ	Doc..Date	S	DD	Local Crcy Amt	LCurr	Clrng doc.	Text
☐	⚠		1600000004	DG	27.09.2019		🔔	1,200.00-	INR		
☐	⚠		1700000011	DR	27.09.2019		🔔	20,000.00	INR		
☐	⚠		1700000012	DR	27.09.2019		🔔	21,000.00	INR		Customer Invoice
☐	⚠	Cust CMEMO	1600000005	DG	27.09.2019		🔔	1,000.00-	INR		Customer Credit memo
☐	⚠	Cust Invoice	1700000013	DR	27.09.2019		🔔	30,000.00	INR		Customer Invoice
*	⚠							68,800.00	INR		
☐	◉		1700000010	DR	27.09.2019		🔔	21,000.00	INR		Customer Invoice
*	◉							21,000.00	INR		
** Account 700001								89,800.00	INR		

Customer 700001
Company Code 1200

Name ABC Shipping Pvt. Ltd.
City Chennao

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)
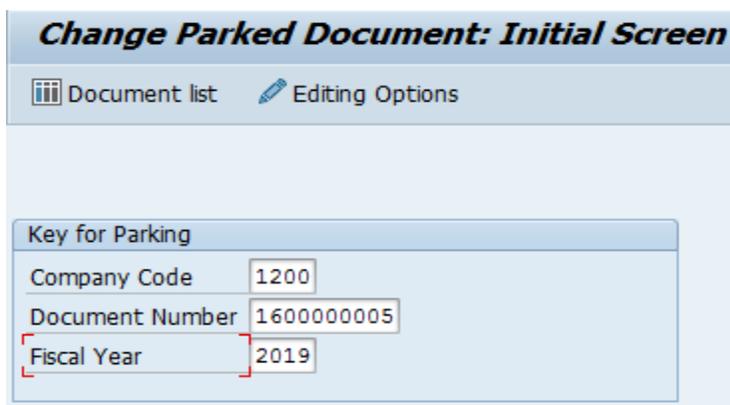

Step 2: Double click on **"FBV0"** then the system will open the below screen.

Post Parked Document: Initial Screen

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

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

Post Parked Documents: List

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.

Step 6: Click on **"Simulate".**

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  ✔
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.

Once the parked documents are posted then that will not be available in FBV0 parked document lists.

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".**

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

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

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

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

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

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

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

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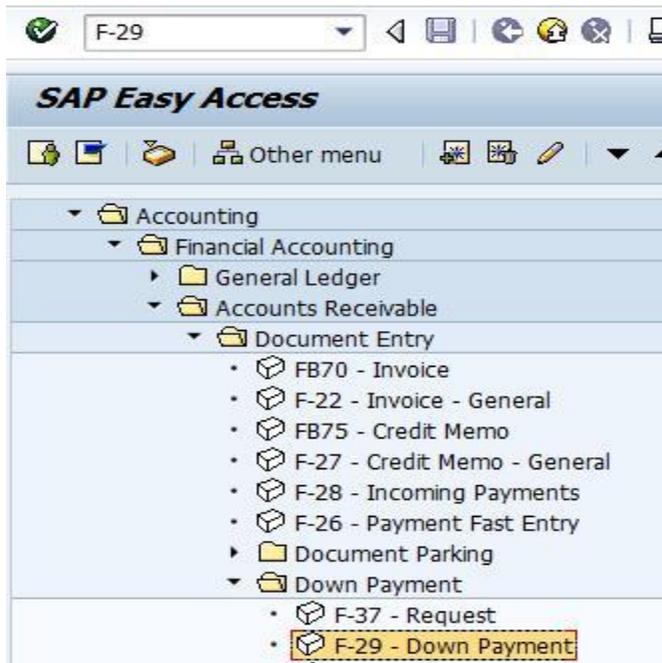
Step 2: Double click on **"F-29"** then the system will open the below screen.

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.

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).

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

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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	01.03.2020	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	10.000,00
2	50	34180000	Water Charges		A1	9.523,80-
3	50	18150003	CGST Payable		A1	238,10-
4	50	18150004	SGST Payable		A1	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
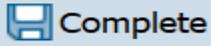
✅ Document 1700000037 1200 was parked

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

Accepting No Limits   Alternative Thinking   Driving Positive Change

SAP User Manual for Accounts Receivables Process

Step 5: Click on "[icon]" SAP Business Workspace Button.
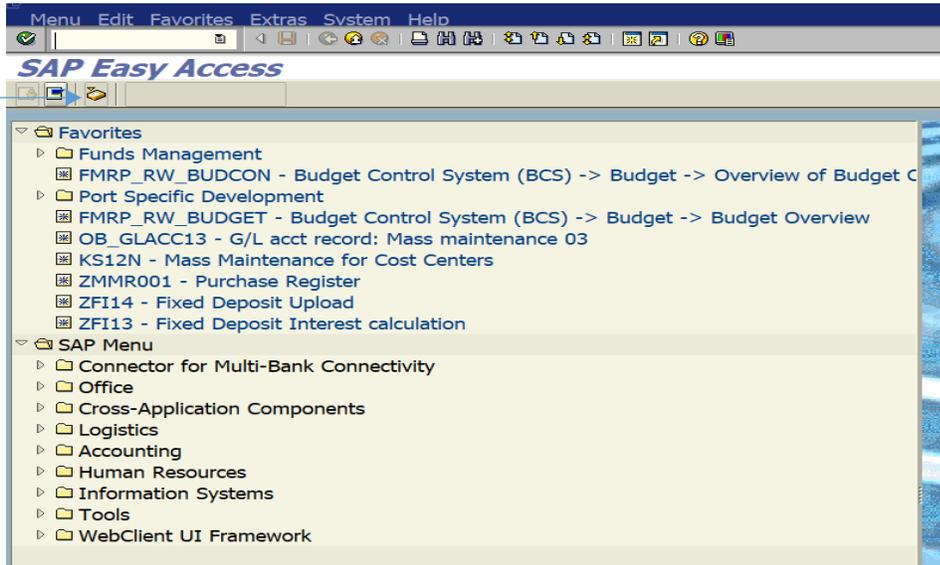
Step 6: Expand "**Inbox**" button, under workflow Please Approve Parked Invoice "**1700000037**" message will appear, Double click on the work flow and proceed for next step.
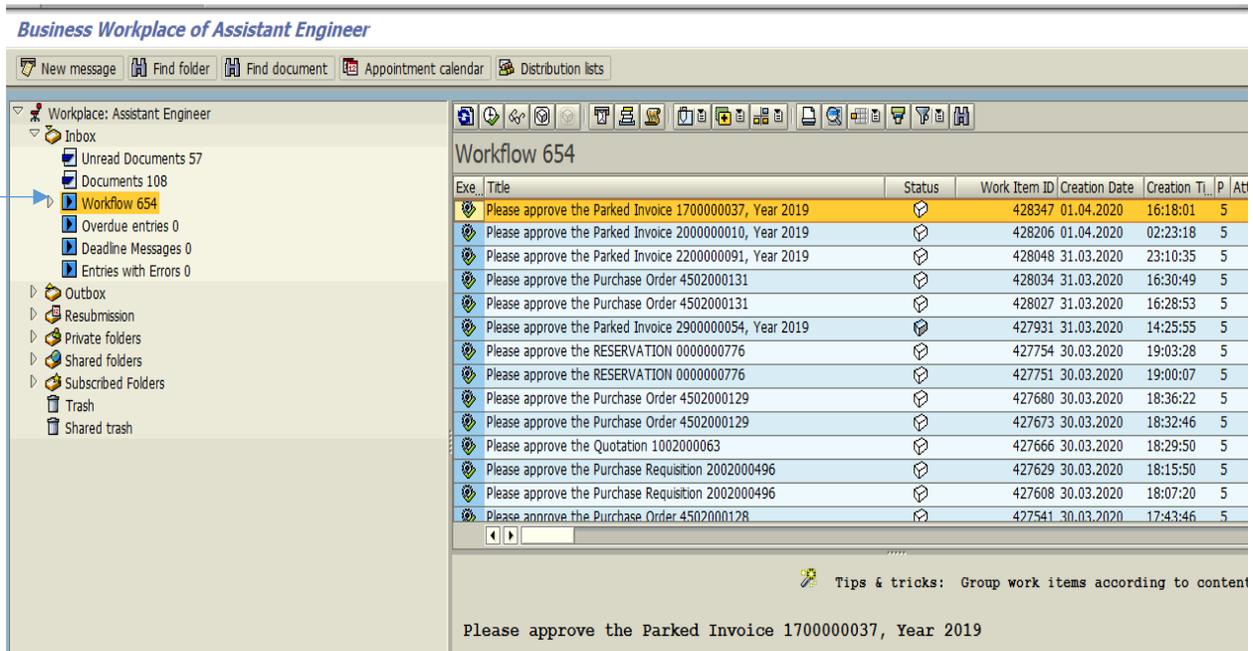
Step 7: In this step Click on the `Approve` option to post the parked Invoice "**1700000037**".

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 repot:

Customer Line Item Display

Selections

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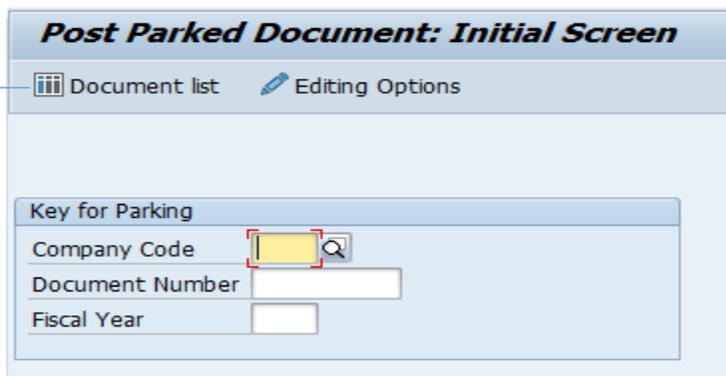
Enter transaction code F-28 in command bar (or) Follow the below navigation path

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.

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				

Bank data

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 ☐ Other Accounts
Special G/L Ind	☑ Standard OIs
Payt Advice No.	
☐ Distribute by Age	
☐ Automatic Search	
☐ 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"**

Accepting No Limits   Alternative Thinking   Driving Positive Change

SAP User Manual for Accounts Receivables Process

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

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

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.

Document 1800000091 was posted in company code 1200

Display of posted document:

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

☐ Noted items

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

Customer Line Item Display

Customer: 700031
Company Code: 1200

Name: J.M. Baxi & Company
City: Kutch

St		Assignment	DocumentNo	Typ	DocDate	S	DD	Local Crcy Amt	LCurr	Clrng doc.	Text
☐	🔴		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).

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

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

SAP User Manual for Accounts Receivables Process

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 " **Button**", the system will give the information message as below

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.

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.

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

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:

FBL5N – Customer Line Item Report:

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)

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

Account	700031
Account Type	D ☐ Other Accounts
Special G/L Ind	☑ Standard OIs
Payt Advice No.	
☐ Distribute by Age	
☐ 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 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.	☑ Standard OIs

Posting Date

From	To
31.03.2020	

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

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		

◄ ►

🔍 📩 📑 📑 🖨 📇 📇 Amo... 🗃 Gross<>... 🗃 Currency ↑ Items Ŷ Items ↑ Disc. Ŷ Disc.

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

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

Post Incoming Payments Display Overview

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			7.000,00	
002	15		0000700031 J.M. Baxi & Company			7.000,00-	

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:

SAP User Manual for Accounts Receivables Process

FBL5N – Customer Line Item Report:

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
☐	🔴		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		

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

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.

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 ☐ Other Accounts
Special G/L Ind	☑ Standard OIs
Payt Advice No.	
☐ Distribute by Age	
☐ 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"**

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.	☑ Standard OIs

Posting Date

From	To
31.03.2020	

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

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 ℹ️ 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	☐	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   to

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
🔴		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
🟩		1700000039	DR	31.03.2020		–	10.000,00	INR	1800000093	CUSTOMER INVOICE
🟩		1800000092	DZ	31.03.2020			7.000,00-	INR	1800000093	
🟩		1800000093	DZ	31.03.2020			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.

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)

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

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

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

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

Step 6: Click on " 🖼️ " SAP Business Workspace Button.

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.

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	Objects and attachments
Select one of the available decision options. This completes the processing of this step.	No attachments or objects exist
Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.	
If you choose **Cancel**, the user decision remains in your inbox for processing.	

Step 9: Once parked 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	☐	Ledger Group		

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		

Accepting No Limits   Alternative Thinking   Driving Positive Change

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
	🔴		1700000040	DR	31.03.2020			12.000,00	INR		CUSTOMER INVOICE
	🔴	CUSTOMER INVOICE	1700000036	DR	31.03.2020			30.000,00	INR		CUSTOMER INVOICE
*	🔴							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.

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

Account	700031
Account Type	D ☐ Other Accounts
Special G/L Ind	☑ Standard OIs
Payt Advice No.	
☐ Distribute by Age	
☐ 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"**

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

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		

Amo... | 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			
Display in clearing currency			Not Assigned	5.000,00–

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		

| Amo... | 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			
Display in clearing currency			Not Assigned	5.000,00–

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

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

SAP User Manual for Accounts Receivables Process

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	1800000094	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			

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

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

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. <u>5000</u>

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 |
| 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.

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

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.

Display of posted document:

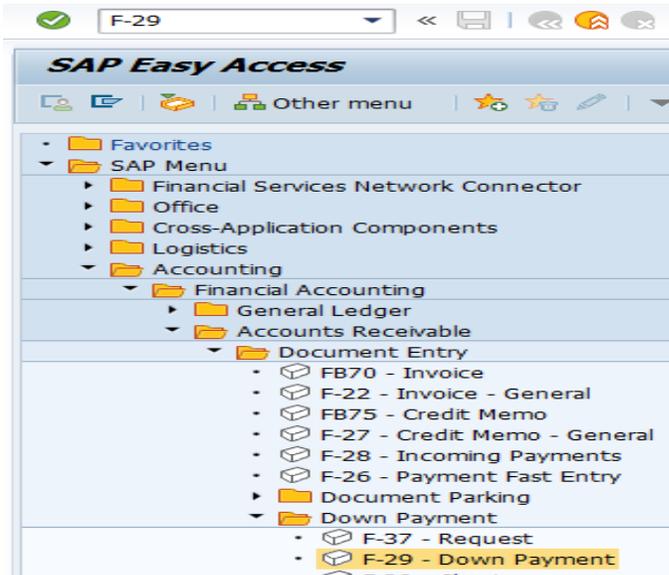**FB70 – Customer Invoice:**

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)

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

Accepting No Limits   **Alternative Thinking**   **Driving Positive Change**

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

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

Address

Company
J.M. Baxi & Company
No.87 3rd Floor, Seva Sadan Ll, 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...	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

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.

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

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.

SAP User Manual for Accounts Receivables Process

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

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:

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

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

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.

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

Account	700031	
Account Type	D	☐ Other Accounts
Special G/L Ind		☑ Standard OIs
Payt Advice No.		
☐ Distribute by Age		
☐ 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"**

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.	☑ Standard OIs

Posting Date

From	To
31.03.2020	

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

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

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	5.000,00	
002	09A	0000700031	J.M. Baxi & Company	5.000,00	
003	15	0000700031	J.M. Baxi & Company	10.000,00-	

D 10.000,00   C 10.000,00   0,00   *   3 Line Items

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

Document 1800000098 was posted in company code 1200

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	S
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				

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

Customer Line Item Display

⊕ 🗗)⊞(ℹ️ | 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

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		

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

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.

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.

Post Customer Down Payment Add Customer item

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

Item 2 / Down pmnt received / 19 A

Amount	10000	INR

☐ Calculate Tax   Bus./Sectn

Bus. Area

Disc.perc.   CD Amount

Real Estate ☐

Purch.Doc.

Flow Type

Contract   /

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".**

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
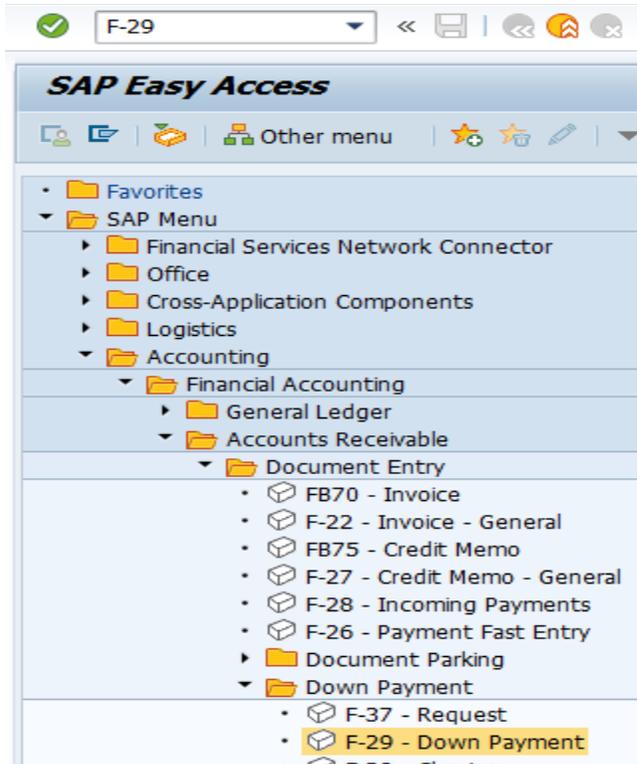
Display of posted document:

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)

SAP User Manual for Accounts Receivables Process

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

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

Step 4: In the above screen check and verify the line items and "**Complete**" the document. This will trigger the workflow
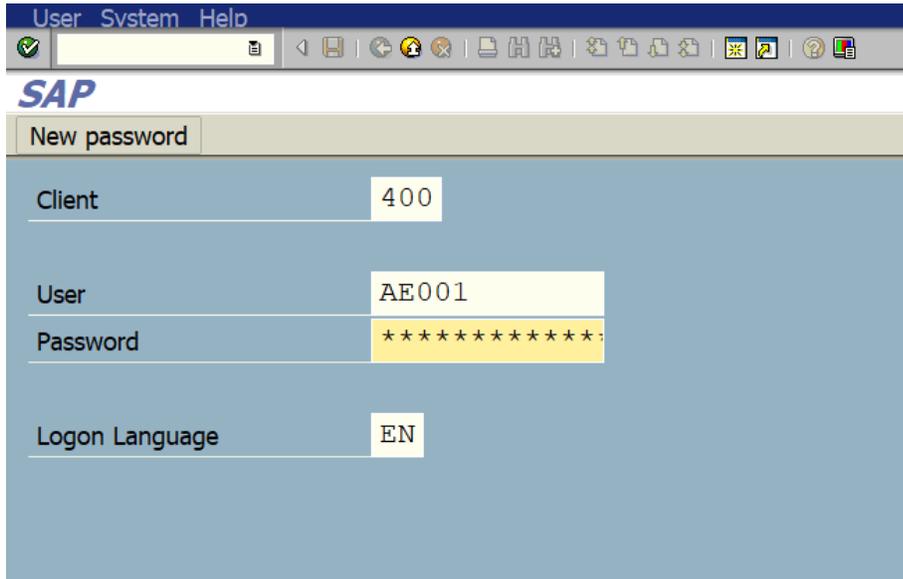
To park the document, click on "⊞**Complete** **Button**", the system will give the information message as below
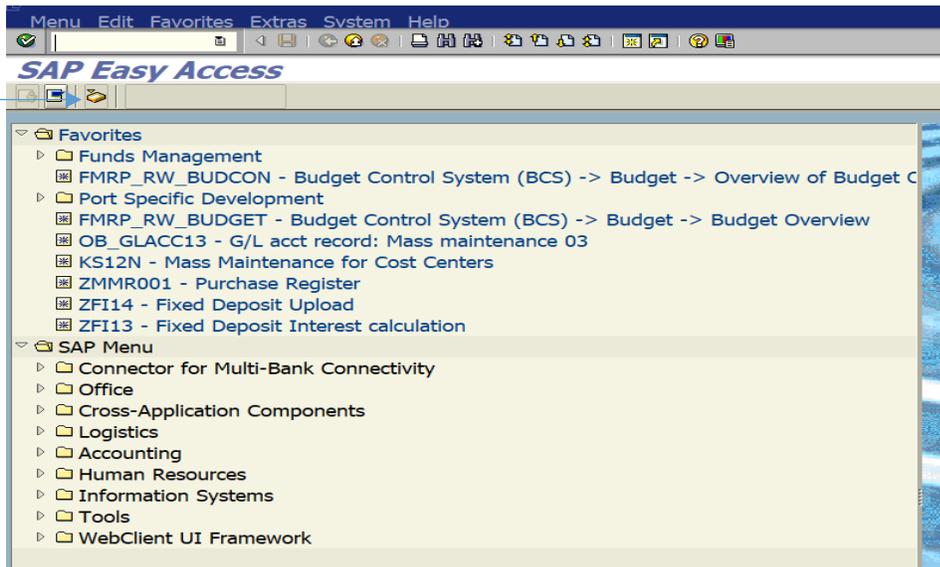

Document 1700000042 1200 was parked

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

Step 6: Click on " " SAP Business Workspace Button.

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

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	

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

Tips & tricks: Replace work

Please approve the Parked Invoice 1700000042, Year 2019

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	Objects and attachments
Select one of the available decision options. This completes the processing of this step.	No attachments or objects exist
Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.	
If you choose **Cancel**, the user decision remains in your inbox for processing.	

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

Display of posted Document:

Display Document: Data Entry View

| 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	

Accepting No Limits   Alternative Thinking   Driving Positive Change

SAP User Manual for Accounts Receivables Process

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

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

SAP User Manual for Accounts Receivables Process

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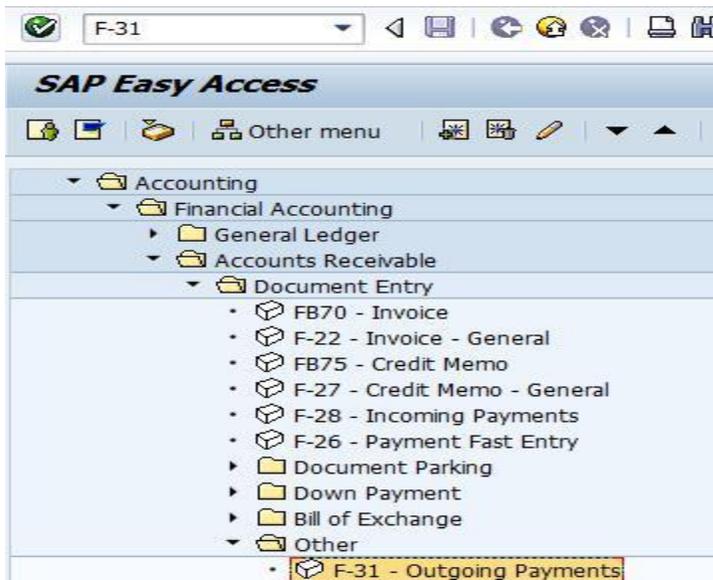
Step 2: Double click on **"F-31"** the system will open the below screen.

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

Account	700031
Account Type	D ☐ Other Accounts
Special G/L Ind	A ⊞ Standard OIs
Payt Advice No.	
☐ Distribute by Age	
☐ 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".**

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

Step 5: 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 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

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	☐	Ledger Group	

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			

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

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

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SAP User Manual for Accounts Receivables Process

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)		

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.

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.

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

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	CUSTOMER ADVANCE			Cross-CC Number	
Doc.Header Text	CUSTOMER ADVANCE			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 1800000101 was posted in company code 1200

Accepting No Limits   Alternative Thinking   Driving Positive Change

Display of Posted Document:

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)

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: 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

Customer / Address

Company
J.M. Baxi & Company
No.87 3rd Floor, Seva Sadan Ll, 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.	Purc...	Profit center	Partner pro...	WBS Elem
✔	34180000	Water Char...	Cred...	10.000,00		1204		
			Cred...					

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

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.

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

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.

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

Description	Objects and attachments
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.	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:

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

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

Customer Line Item Display

	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		

Customer   700031
Company Code   1200

Name   J.M. Baxi & Company
City   Kutch

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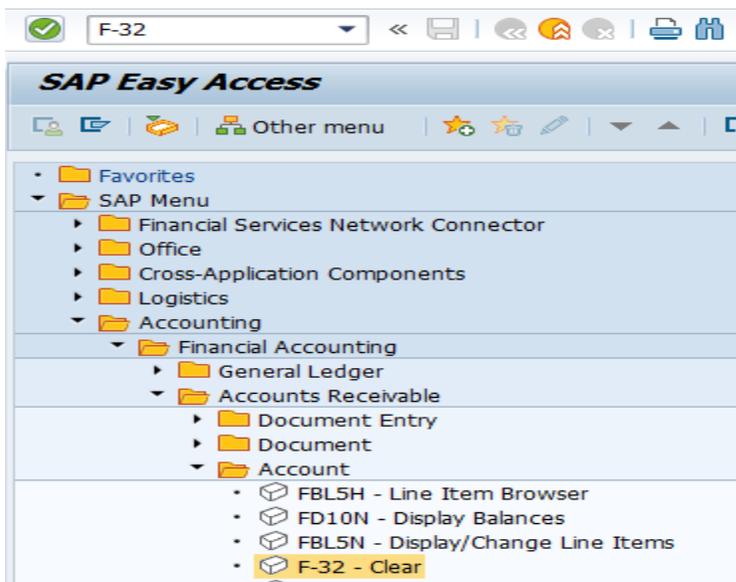
Step 2: Double click on **"F-32"** the system will open the below screen.

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 | ☑ 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"**

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 ☑ Standard OIs

Posting Date

From	To
31.03.2020	

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

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

Clear Customer Display Overview

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:

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

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

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:

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)
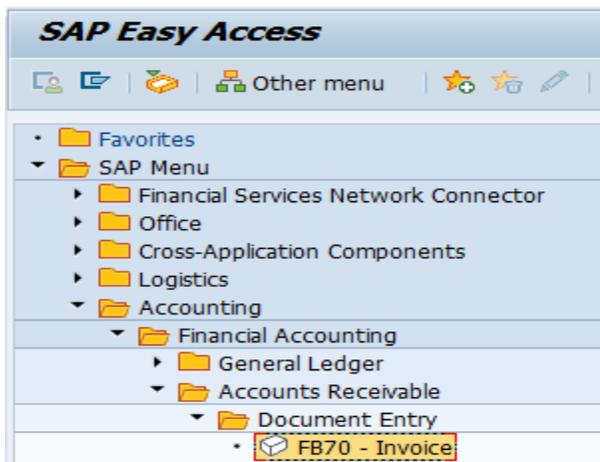
SAP User Manual for Accounts Receivables Process

Step 2: Double click on **"FB70"** then the system will display the below screen.
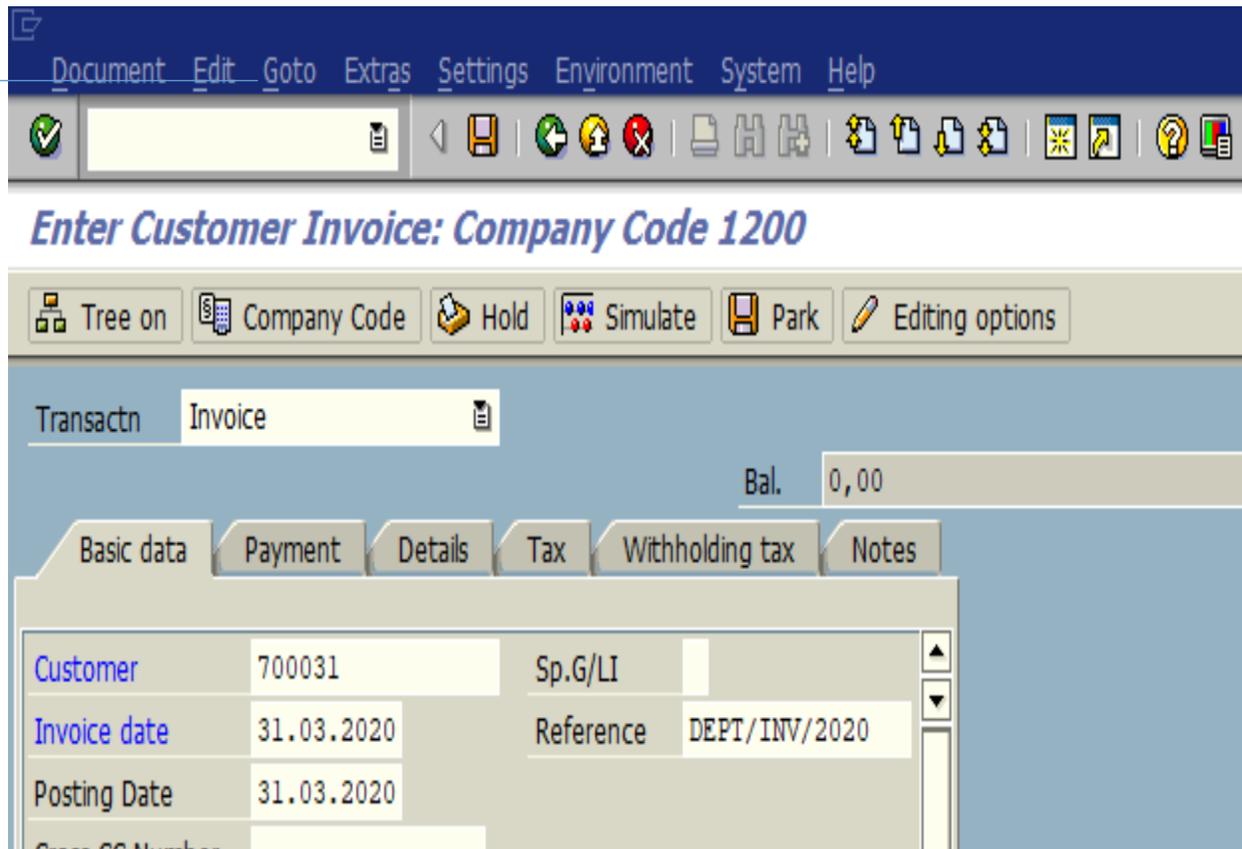
Step 3: Go to menu bar and click on **"Goto"** and click on **"Post with Reference"** as below.

Once click on **"Post with Reference"** the system redirects to **FBR2** screen automatically

SAP User Manual for Accounts Receivables Process

The same can be accessed directly by entering the transaction code **FBR2** in command bar.
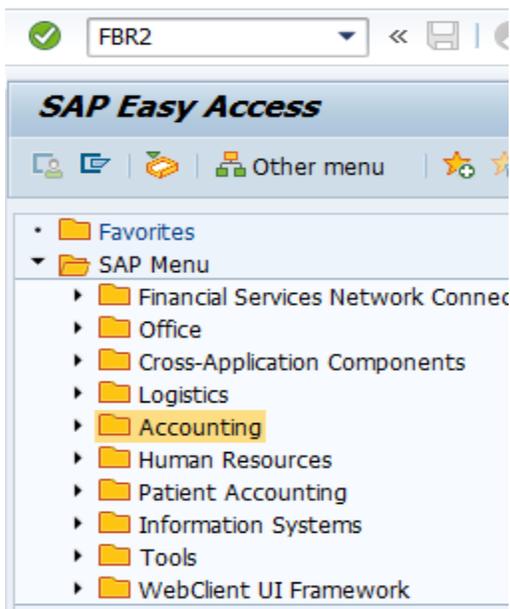
SAP User Manual for Accounts Receivables Process

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

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

Flow control

- ☐ Generate Inverse Posting
- ☐ Enter G/L Account Items
- ☐ Do Not Propose Amounts
- ☐ Recalculate Days and Percentages
- ☑ Display Line Items
- ☑ Copy Texts
- ☐ Transfer functional area
- ☐ Recalculate Local Currency Amounts
- ☐ Copy Segment and Partner Segment

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.

Post Document Add Customer item

| 👤 | 📇 | 📑 | 🗔 | ➡ More data | Account Model | 📝 G/L item fast entry | ℹ Taxes | ℹ Withhold |

Customer	700031	J.M. Baxi & Company		G/L Acc	23400001
Company Code	1200	No.87 3rd Floor, Seva Sadan Ll, 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

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

SAP User Manual for Accounts Receivables Process

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

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

Information

Document 1700000046 1200 was parked

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

SAP

New password

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

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.

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

Description	Objects and attachments
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.	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

	St	Assignment	DocumentNo	Typ	DocDate	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		

Customer 700001
Company Code 1200

Name ABC Shipping Pvt. Ltd.
City Chennao

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)**
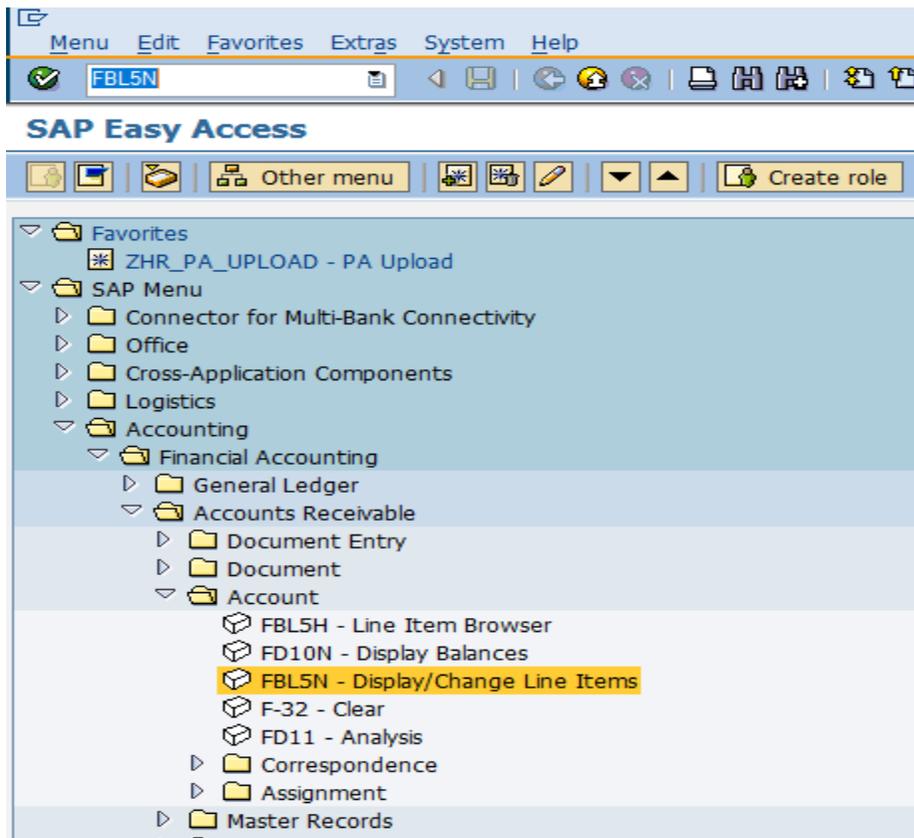
SAP User Manual for Accounts Receivables Process

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

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

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**".

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 Crcy 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 Crcy Amt	LCurr	Clrng doc.	Text
***							0,00	INR		

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

SAP User Manual for Accounts Receivables Process

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

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

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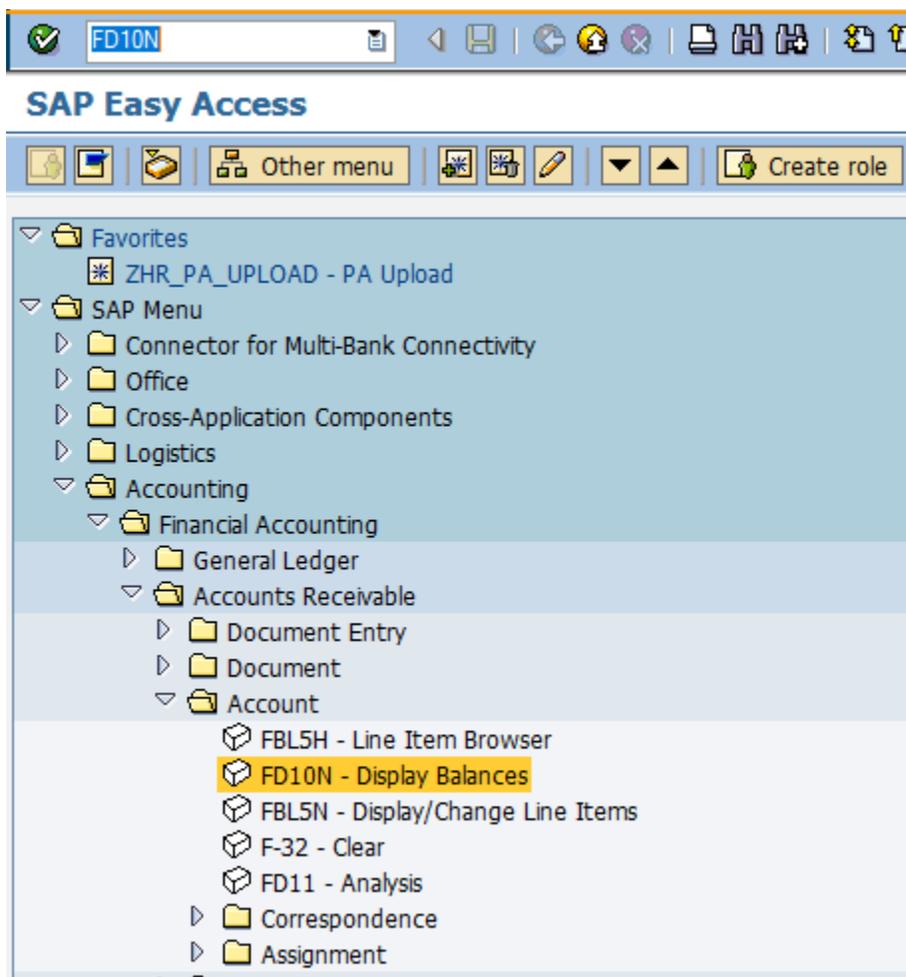
Step 2: Double click on FD10N then the system will display the below screen.

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.

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 crrncy	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:

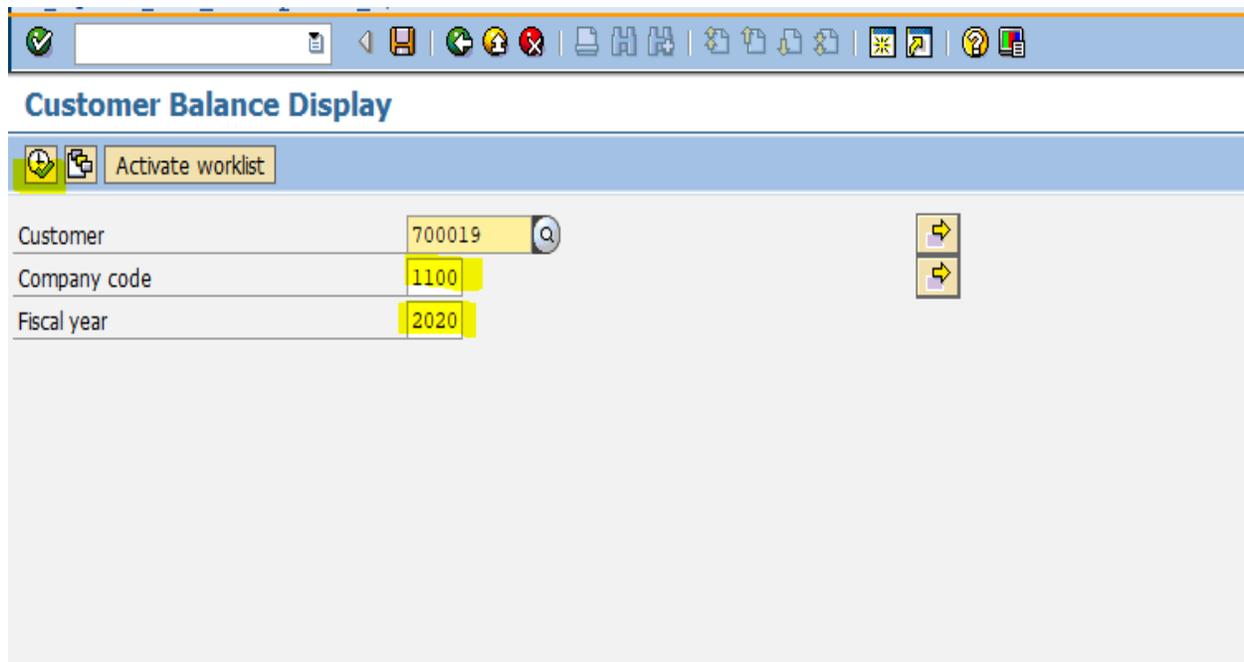**Step 1:** Enter Transaction code FBL5H in command bar (or) Follow the below navigation path

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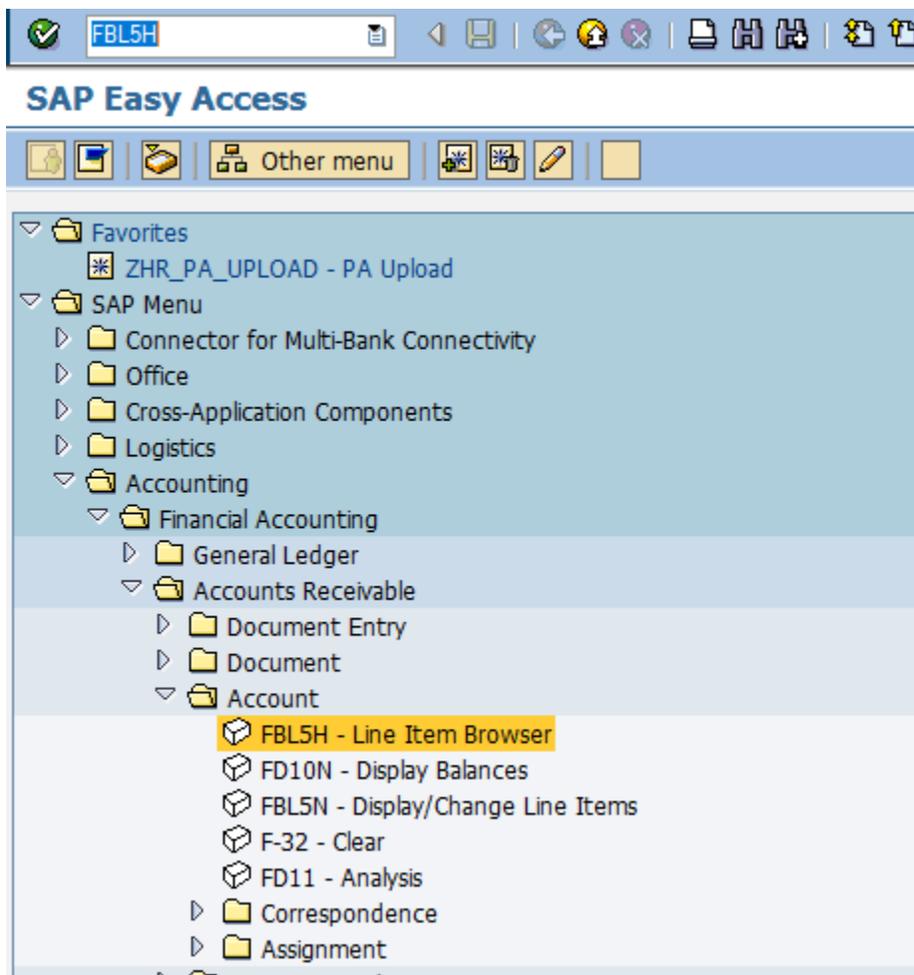
SAP User Manual for Accounts Receivables Process

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 used to generate the report as per the selections.

Accepting No Limits   **Alternative Thinking**   **Driving Positive Change**

Customer Line Item Browser

CoCode	Fiscal Yr	Period	Customer	CCodeCurr	CCode Curr Value	DB Rows
				INR	8.987.855.947,65	112
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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