



**Finance Knowledge Transfer
Accounts Receivable
Breakout Session 2**

Ground Rules

🌐 Important Ground Rules

- Sign the attendance sheet
- Feel free to ask questions
- Turn off your cell phones and pagers
- No email or internet usage during class except at breaks
- Have a good time!

Agenda

- ④ Create Customer Invoices/Miscellaneous Accounts Receivable
- ④ Generate Correspondence (customer statements, IDT's and invoices)
- ④ Reverse a Document

Benefits of SCEIS SAP Accounts Receivable

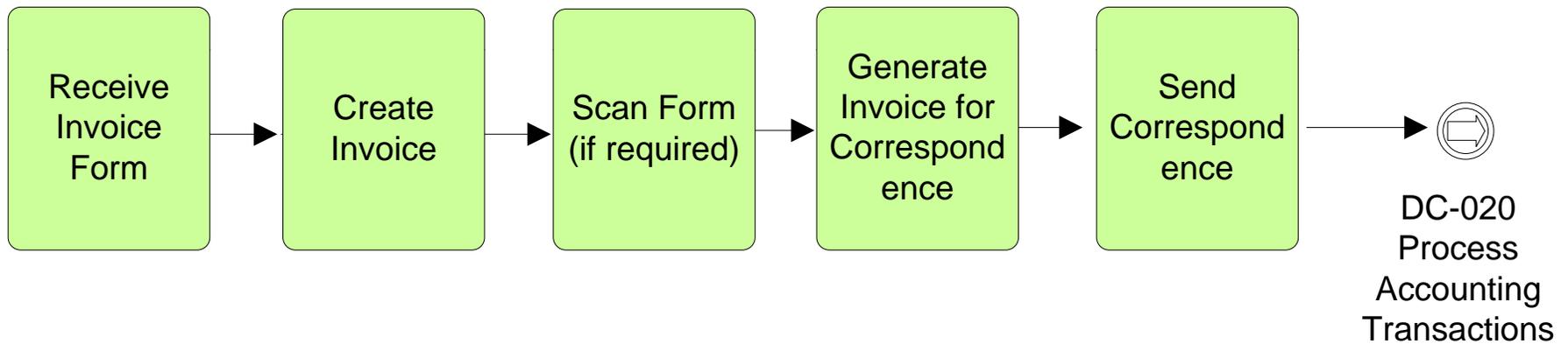


- ④ Integrated system
- ④ Real-time queries and reports
- ④ Document audit trail
- ④ Real-time posting
- ④ Automatic reconciliation (AR/GL)



Account Receivable Invoice Process

AR Invoice Business Process Overview



Accounts Receivable Overview cont.



- SCEIS uses several standard transactions to process to a specific document type.

Transaction Code	Use	Defaults to document type:
FB70 – Enter Customer Invoice	Non-State accounts receivable invoices	DR (customer invoice)
FV75 – Enter Customer Credit Memo	Credit memo for all customers	DG (customer credit memo) or ZK (State agencies)
F-04 – Post with Clearing	Create and post deposits	Blank – Must use ZD or ZW
FBL5N – Customer Line Item Display	To view customer account line items – open, cleared or both	NA
FD10N – Customer Balance Display	To view customer account balances	NA

Accounts Receivable Overview cont.



- SCEIS uses several “Z” (customized) transactions to default to a specific document type.

Custom transaction	Screen copy of:	Defaults to document type:
ZAR_REV Receipt payments from customers (AR)	F-28 (post incoming payment)	DZ (customer payment)
ZREV Receipt of miscellaneous payments	FB50 (post G/L document)	SK (cash documents)
ZARIDT Live agency billing Live agency	FB70 (enter customer invoice)	ZJ (IDT invoice billing)
ZIDTREC Live agency receipting payment from Live agency	F-28 (post incoming payment)	ZF (IDT receipts)
ZIDTPAY Live agency billing Non-live agency	FV50 (park G/L document)	ZF (IDT receipts)

Transactional Data

Posting Keys

	Debit	Credit
General Ledger	40	50
Customer	01	11
Vendor	21	31
Asset	70	75
Material	89	99

Enter Customer Invoice

- Create a customer invoice using transaction FB70 when you want to bill a non state agency for the cost of good and services rendered.
- The Accounts Receivable clerk will:
 - Access this transaction once it has been established that a receivable needs to be set up for a customer.
 - Have the ability to generate an invoice from SAP.

Enter Customer Invoice cont.

- All SAP documents have two components:
 - Document header
 - Line item
- The document type, found in the document header, identifies the type of business transaction.
- All customers have a payment term of 0001 – Pay immediately.
- System generated Document number is displayed after posting.

Enter Customer Invoice cont.

Document Header

– Basic Data tab

- Customer Number, Invoice Date, Posting Date, Doc Type (defaulted), Amount, Reference number (*)

– Payment tab

- Payment Terms – Defaulted from Customer Master, Base line date (Defaulted from document date and payment terms)

– Notes tab

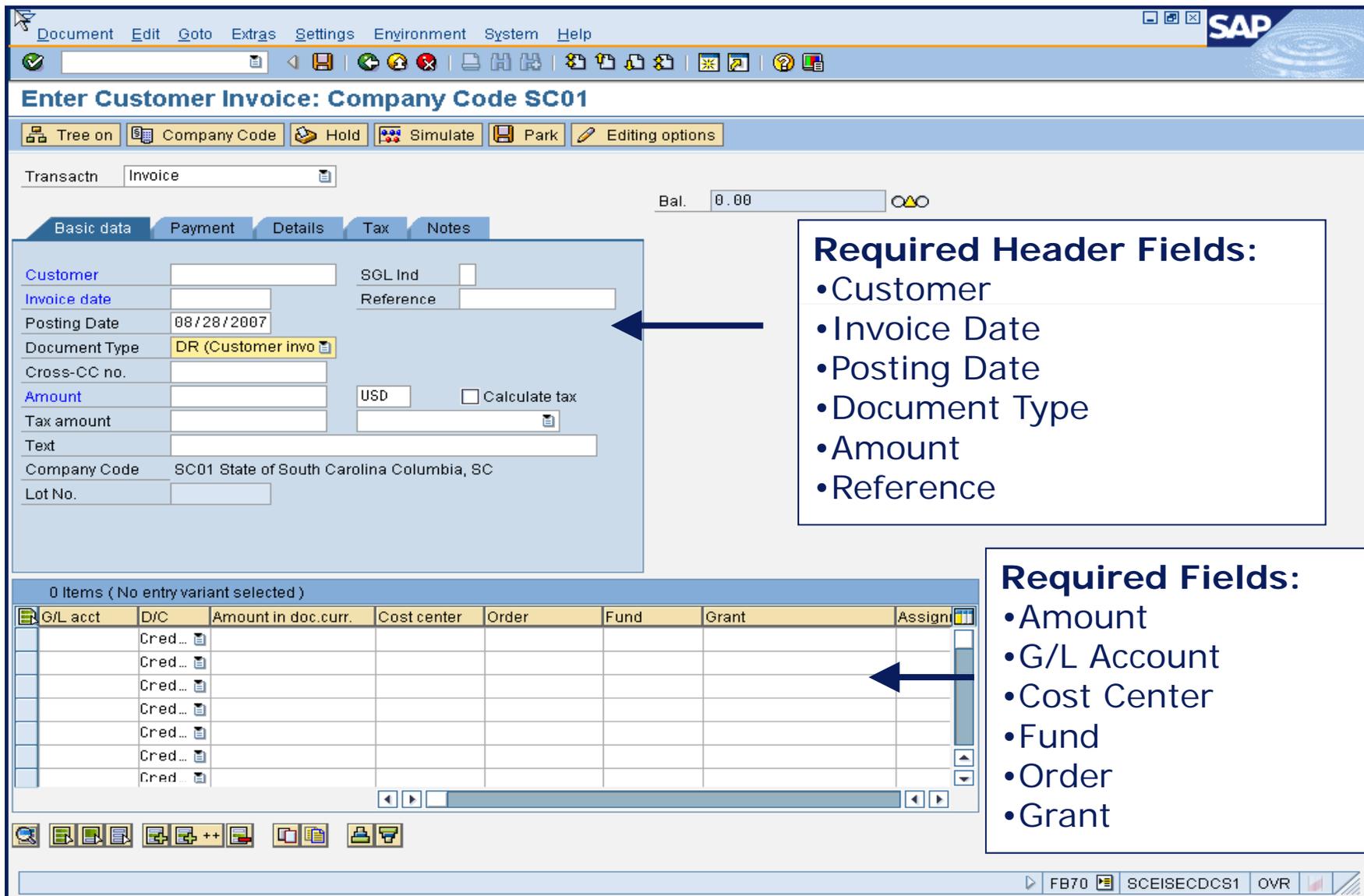
- Free form that will print on Correspondence type Z007

Enter Customer Invoice cont.

☉ Line Item required fields:

- GL Account
- Amount
- Cost Center
- Order
- Fund
- Grant
- All other account assignment elements will be derived

Enter Customer Invoice cont.



Document Edit Goto Extras Settings Environment System Help

Enter Customer Invoice: Company Code SC01

Transactn Invoice Bal. 0.00

Basic data Payment Details Tax Notes

Customer [] SGL Ind []
Invoice date [] Reference []
Posting Date 08/28/2007
Document Type DR (Customer invo)
Cross-CC no. []
Amount [] USD Calculate tax
Tax amount []
Text []
Company Code SC01 State of South Carolina Columbia, SC
Lot No. []

0 Items (No entry variant selected)

G/L acct	D/C	Amount in doc.curr.	Cost center	Order	Fund	Grant	Assign
	Cred...						
	Cred...						
	Cred...						
	Cred...						
	Cred...						
	Cred...						

FB70 SCEISECDCS1 OVR

- Required Header Fields:**
- Customer
 - Invoice Date
 - Posting Date
 - Document Type
 - Amount
 - Reference

- Required Fields:**
- Amount
 - G/L Account
 - Cost Center
 - Fund
 - Order
 - Grant

Hold Incomplete Customer Invoices: Do NOT “Park”

- Customer invoices can be saved as incomplete documents by using the “HOLD” functionality on a FB70 transaction.
- Do NOT click on “Park” within an FB70 transaction, as this will LOCK the document.



Enter Customer Invoice-ZARIDT Live to Live

Document Edit Goto Extras Settings Environment System Help

Enter Customer Invoice: Company Code SC01

Transactn R Invoice Bal. 0.00

Basic data Payment Details Tax Notes

Customer [] SGL Ind
 Invoice date [] Reference []
 Posting Date 06/01/2009
 Document Type ZJ ZJ (IDT INV Billi...
 Cross-CC no. []
 Amount [] USD Calculate tax
 Tax amount []
 Text []
 Company Code SC01 State of South Carolina Columbia, SC
 Lot No. []

Required Header Fields:

- Customer
- Invoice Date
- Posting Date
- Document Type
- Amount
- Reference

0 Items (No entry variant selected)

G/L acct	D/C	Amount in doc.curr.	Cost center	Functional area	Fund	Grant	Order	WBS el
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							

Required Fields:

- G/L Account
- Amount
- Cost Center
- Functional Area
- Fund
- Grant

FB70 sceisecap1 INS

Enter Customer Invoice-ZIDTPAY Live to Non Live

Document Edit Goto Extras Settings Environment System Help

Park G/L Account Document: Company Code SC01

Tree on Company Code Simulate Save as completed Post Editing options

Basic data Details

Document Date Currency USD
 Posting Date 06/01/2009
 Reference
 Doc. Header Text
 Document Type ZF
 Company Code SC01 State of South Carolina Columbia, SC

Amount Information
 Total deb. USD
 Total cred. USD

Required Header Fields:

- Document Date
- Reference
- Doc. Header Text (Optional)

0 Items (Screen Variant : ZFI_FV50_ZF_030_0100)

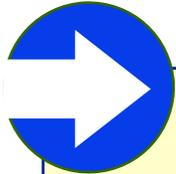
G/L acct	D/C	Amount in doc.curr.	Cost center	Functional area	Fund	Grant	Order	WBS element

Required Fields:

- G/L Account to be credited
- Amount
- Cost Center
- Functional Area
- Fund
- Grant
- G/L Cash on Deposit account 1000040000 to be debited
- Amount

FV50 sceisecpap1 INS

Demonstration and Exercise

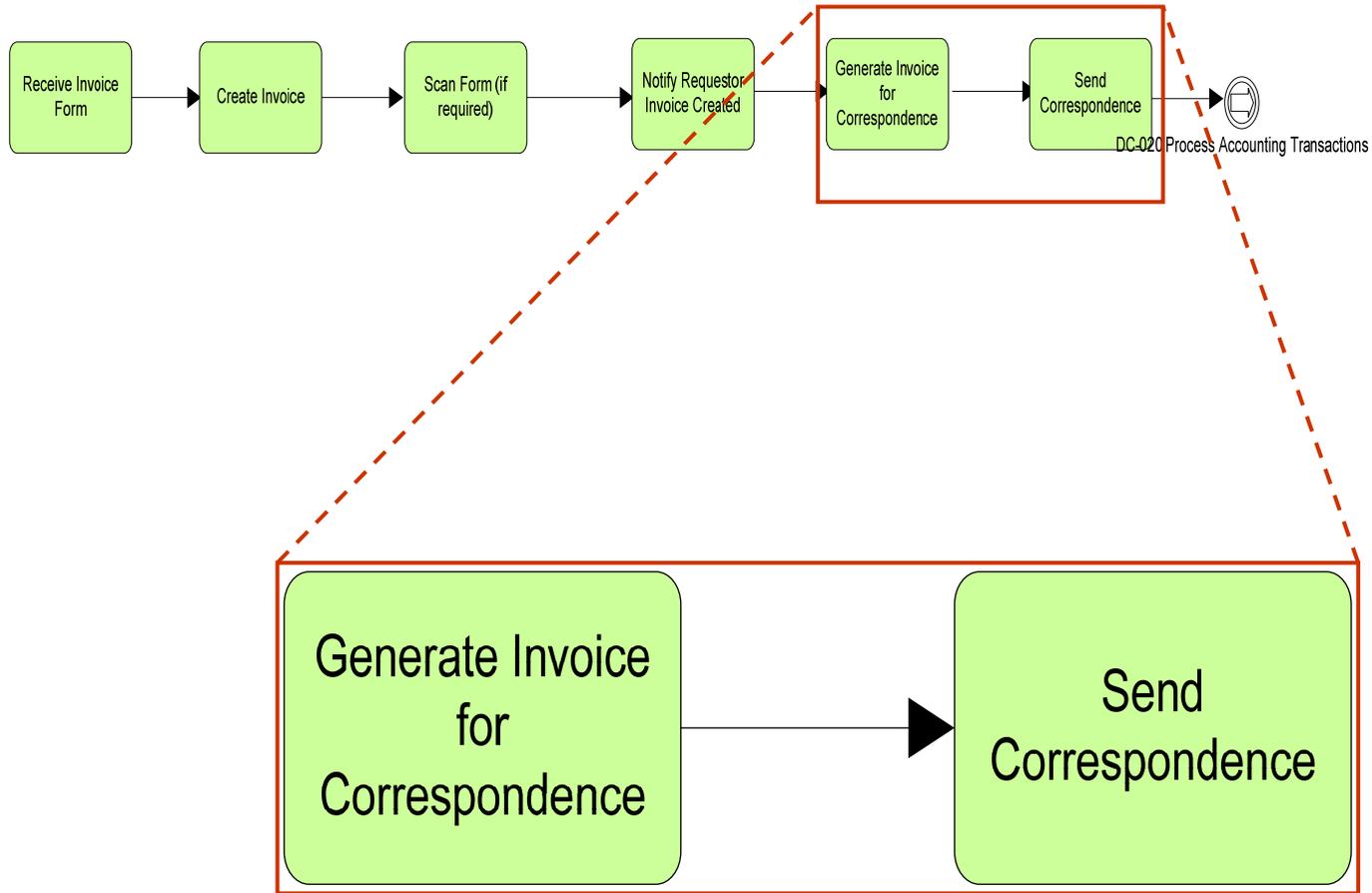


- ◆ Enter Customer Invoice FB70
- ◆ “Hold” an Invoice
- ◆ Enter Customer Inv w/ 1 time Customer FB70
- ◆ Enter a live to live invoice ZARIDT
- ◆ Enter a live to non live invoice ZIDTPAY



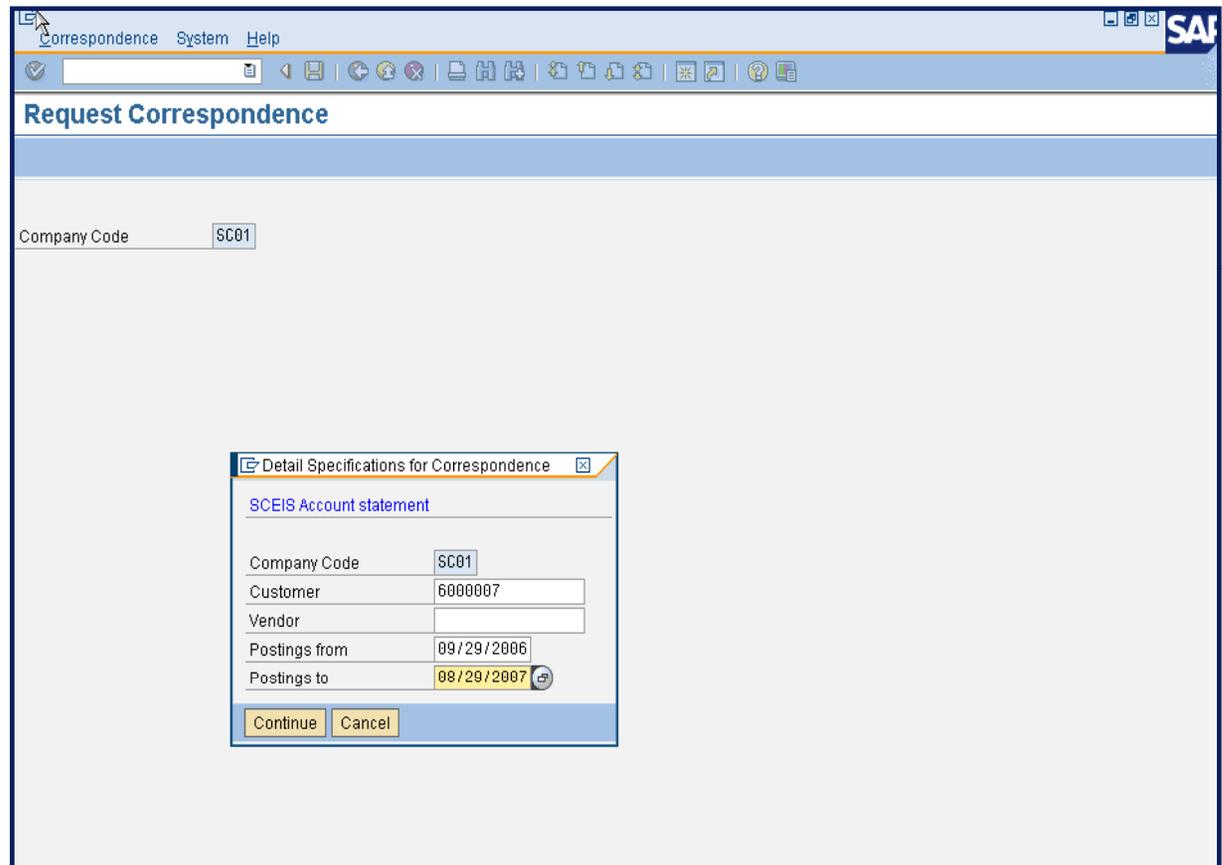
AR Correspondence and Account Statements

A/R Correspondence Process



Request Correspondence – FB12

- SAP allows you to request a correspondence such as:
 - AR Invoices
 - Account statements
 - IDT invoice for billing



The screenshot shows the SAP 'Request Correspondence' dialog box. The main window title is 'Request Correspondence' and the company code is 'SC01'. A smaller dialog box titled 'Detail Specifications for Correspondence' is open, showing the following fields:

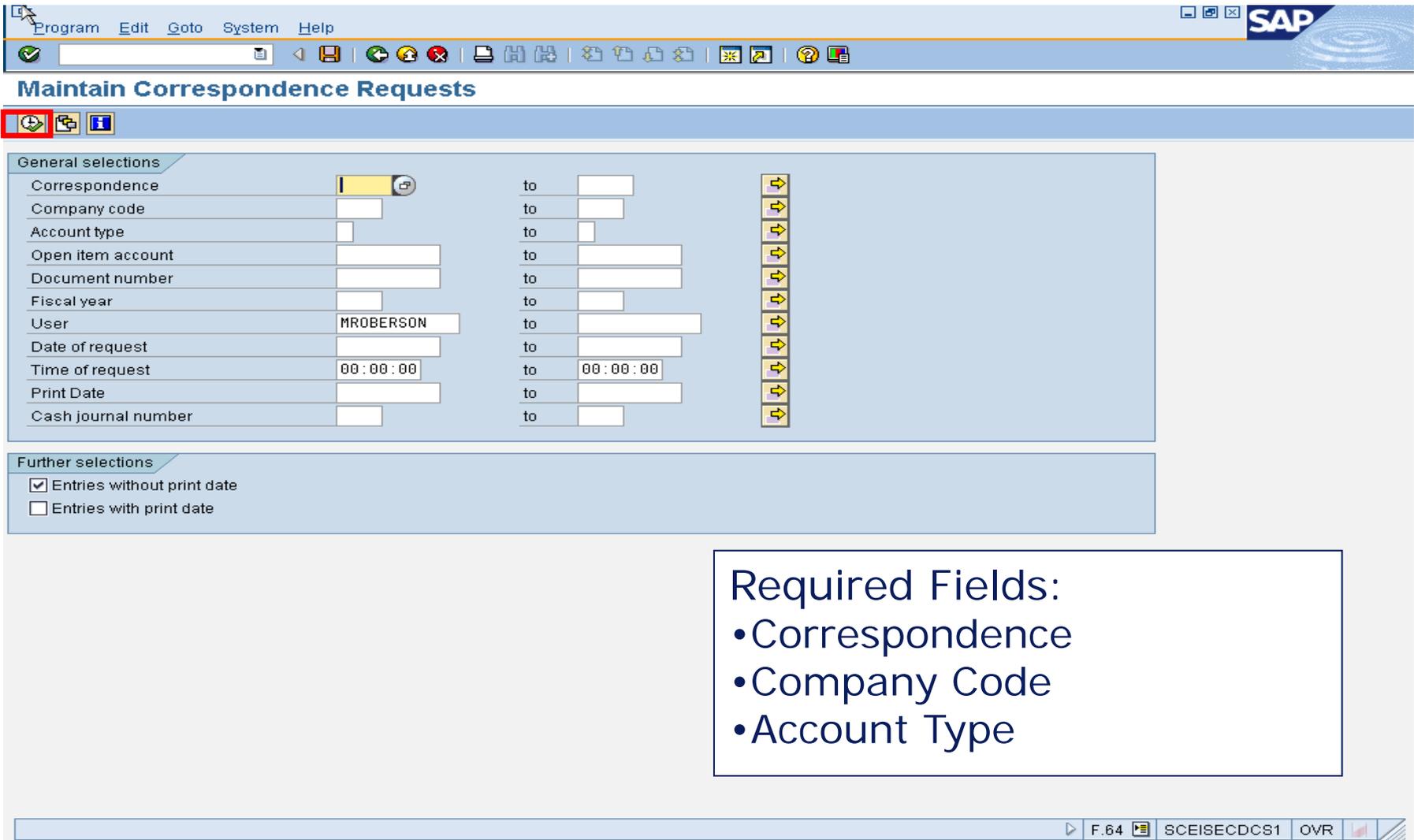
SCEIS Account statement	
Company Code	SC01
Customer	6000007
Vendor	
Postings from	09/29/2006
Postings to	08/29/2007

Buttons: Continue, Cancel

Maintain Correspondence – F.64

- You can maintain your correspondence request in the following ways:
 - Print a request immediately (from the print view)
 - Repeat the print of a request (providing the request has not been deleted)
 - Display the request with the print view function
 - Repeat the request
 - Maintain the request text
 - Delete the request

Maintain Correspondence cont.



The screenshot shows the SAP 'Maintain Correspondence Requests' screen. The title bar includes 'Program Edit Goto System Help' and the SAP logo. The main area is divided into 'General selections' and 'Further selections'.

General selections:

Field	Value	to	Value
Correspondence		to	
Company code		to	
Account type		to	
Open item account		to	
Document number		to	
Fiscal year		to	
User	MROBERSON	to	
Date of request		to	
Time of request	00:00:00	to	00:00:00
Print Date		to	
Cash journal number		to	

Further selections:

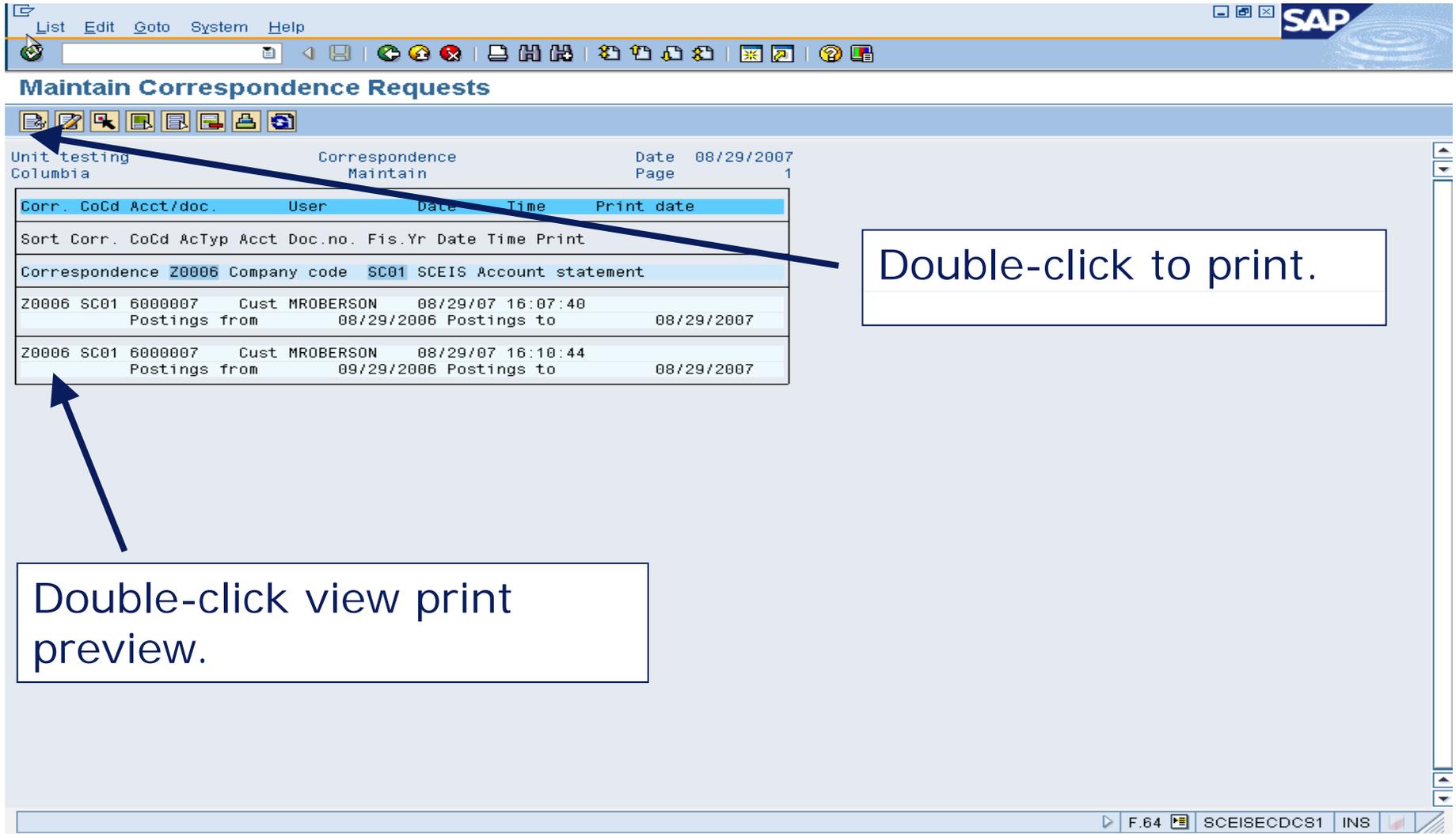
- Entries without print date
- Entries with print date

Required Fields:

- Correspondence
- Company Code
- Account Type

The bottom status bar shows 'F.64 SCEISECDCS1 OVR'.

Maintain Correspondence cont.



The screenshot displays the SAP SAPGUI interface for 'Maintain Correspondence Requests'. The window title is 'Maintain Correspondence Requests'. The menu bar includes 'List', 'Edit', 'Goto', 'System', and 'Help'. The toolbar contains various icons for file operations and navigation. The main area shows a table of correspondence requests with columns for 'Corr.', 'CoCd', 'Acct/doc.', 'User', 'Date', 'Time', and 'Print date'. The table contains two rows of data. A blue arrow points from a text box 'Double-click view print preview.' to the first row of the table. Another blue arrow points from a text box 'Double-click to print.' to the 'Print date' column of the first row. The status bar at the bottom shows 'F.64', 'SCEISECDCS1', and 'INS'.

Corr.	CoCd	Acct/doc.	User	Date	Time	Print date		
Sort Corr.	CoCd	AcTyp	Acct	Doc.no.	Fis.Yr	Date	Time	Print
Correspondence	Z0006	Company code	SC01	SCEIS	Account statement			
Z0006	SC01	6000007	Cust MROBERSON	08/29/07	16:07:40			
			Postings from	08/29/2006	Postings to	08/29/2007		
Z0006	SC01	6000007	Cust MROBERSON	08/29/07	16:10:44			
			Postings from	09/29/2006	Postings to	08/29/2007		

Maintain Correspondence cont.

Examiners



State of South Carolina

Remit To:
Comptroller General
Senate Street
COLUMBIA SC 29201
USA

Mail To:
Columbia Sewer & Drainage

542 Georgia St
COLUMBIA SC 29201
USA

Invoice	
Invoice Date	04/04/2007
Invoice Number	123-11
Customer Number	6000008
Telephone	
Telefax	

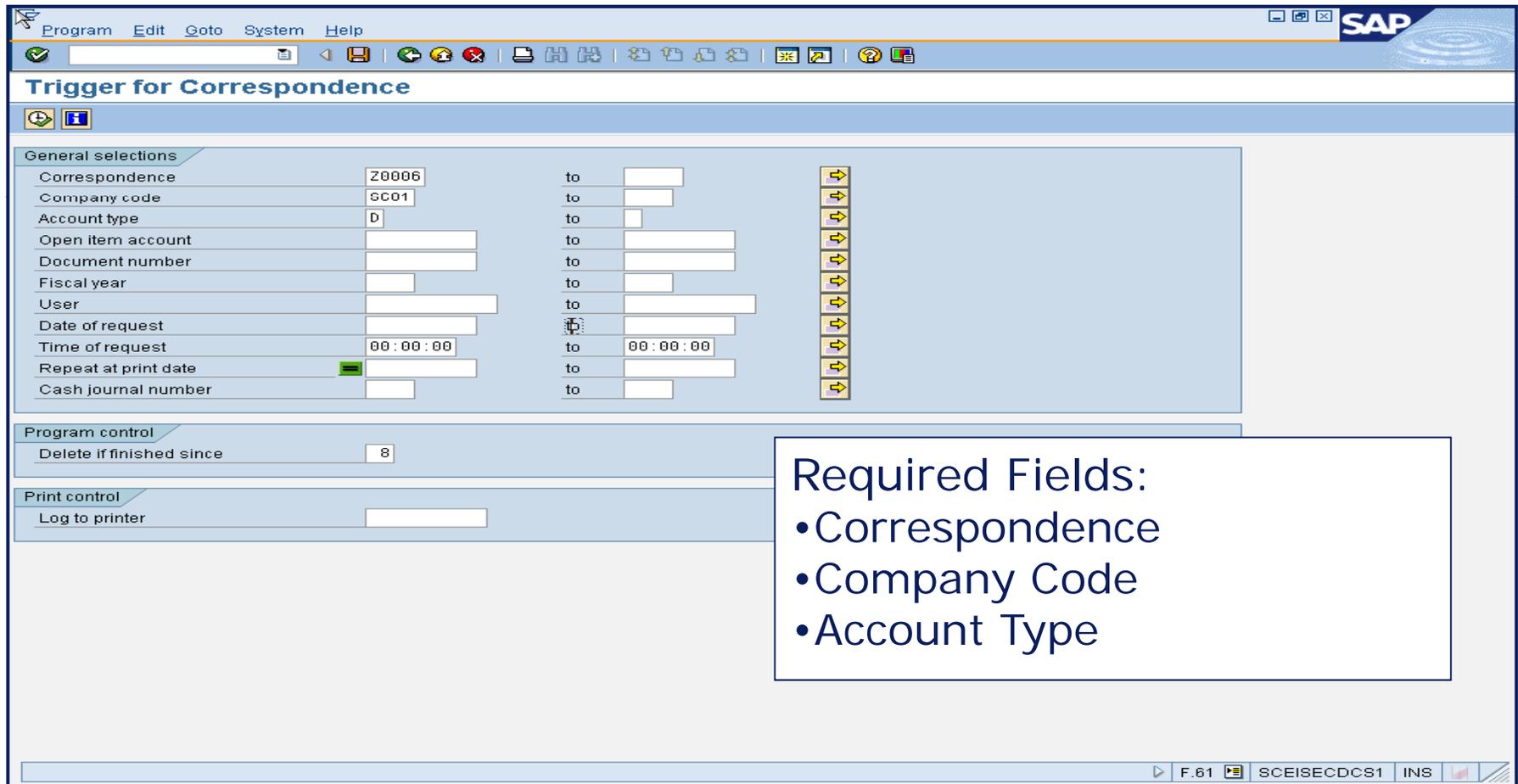
Total Due
Examining fees & travel expense for week ending:
(see details attached)
Weekend Date: 04/06/2007

Doc.No.	Amount	Reference	Date	Line Item Text
1800000009	450.00	123-11	04/04/2007	
				450.00

Payment Due Immediately

Print Correspondence – F.61

- Once executed, this transaction will print all requested correspondence requests.



The screenshot displays the SAP F.61 transaction 'Trigger for Correspondence'. The interface is divided into several sections:

- General selections:** Contains input fields for Correspondence (20006), Company code (SC01), Account type (D), Open item account, Document number, Fiscal year, User, Date of request, Time of request (00:00:00), Repeat at print date (checked), and Cash journal number. Each field is followed by a 'to' field and a vertical arrow icon.
- Program control:** Includes 'Delete if finished since' set to 8.
- Print control:** Includes 'Log to printer'.

A text box on the right side of the screenshot lists the required fields:

- Correspondence
- Company Code
- Account Type

The status bar at the bottom shows 'F.61 | SCEISECDCS1 | INS'.

Print Correspondence cont.

SAP

Trigger for Correspondence

Unit testing Trigger for Correspondence Log Time 17:13:36 Date 08/29/2007
Columbia SAPF140/MROBERSON Page 1

CoCd	Type of correspondence	Spool no.	Name	Suf1	Suffix 2	Pages	Fax/e-mail
SC01	SCEIS Account statement	8,331	Z0006	LOCL	SC01	4	

Print

Printer

Name: **SCEIS_RM406** Properties...

Status: Ready

Type: HP LaserJet 4050 Series PCL6

Where: IP_172.30.25.6

Comment: Print to file

Print range

All

Pages from: to:

Selection

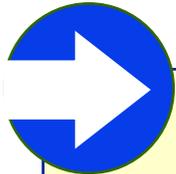
Copies

Number of copies:

OK Cancel

F.61 SCEISECDCS1 INS

Demonstration and Exercise



- ◆ Request Correspondence FB12
- ◆ Maintain Correspondence F.64
- ◆ Print Correspondence F.61

Account Statements

- The State generates monthly account statements for customers by using standard SAP transactions FB12, F.64, F.61.
- Correspondence type Z0006 has been created for account statements.
- The **account statement** can be created for customers and/or vendors. It displays the balance carried forward, all open items in the chosen period and the closing balance of the account.
- The account balance statement will only display the open item list. Payments and cleared items will not be displayed.

Account Statements cont.

Maintain Correspondence Requests

General selections

Correspondence	z0006	to		↓
Company code	SC01	to		↓
Account type		to		↓
Open item account	4000005	to		↓
Document number		to		↓
Fiscal year		to		↓
User	DMCGUIGAN	to		↓
Date of request		to		↓
Time of request	00:00:00	to	00:00:00	↓
Print Date		to		↓
Cash journal number		to		↓

Continue (Enter)

Further selections

Entries without print date
 Entries with print date

Correspondence selection

Corr.	Type of correspondence
Z0001	State Auditors general Invoice
Z0002	DOI-Examiners invoice
Z0003	DOI-Captives invoice
Z0004	DOI-Misc invoice
Z0005	IDT Invoice
Z0006	SCEIS Account statement

Detail Specifications for Correspondence

SCEIS Account statement

Company Code	SC01
Customer	4000005
Vendor	
Postings from	9/30/2007
Postings to	9/1/2007

Required Fields:

- Correspondence type
- Company code
- Customer Account number



Reverse a Document

Reverse Document FB08

- If you created an invoice by mistake you can reverse the document by using FB08.

The screenshot shows the SAP Reverse Document: Header Data screen. The main window displays document details and specifications for reverse posting. A dialog box titled "Reason for Reversal (1) 12 Entries found" is open, showing a list of 12 reasons for reversal.

Reverse Document: Header Data

Document Details

Document Number	2000000011
Company Code	SC01
Fiscal Year	2009

Specifications for Reverse Posting

Reversal Reason	01
Posting Date	
Posting Period	

Check management specifications

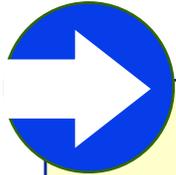
Void reason code	<input type="checkbox"/>
------------------	--------------------------

Reason for Reversal (1) 12 Entries found

Reason	Text
01	Reversal in current period
02	Reversal in closed period
03	Returned Check - current period
04	Returned Check - closed period
05	Incorrect amount - current period
06	Incorrect amount - closed period
07	Wrong fiscal month - current period
08	Wrong fiscal month - closed period
09	Deposit slip not attached-current period
10	Deposit slip not attached-closed period
11	Wrong document date - current period
12	Wrong document date - closed period

12 Entries found

Demonstration and Exercise



Reverse Document

FB08

Next Steps – FI Knowledge Transfer Breakout Sessions



- Accounts Receivable, 3 more classes
 - June 18, at 9:00-12:00, *ESC*
 - June 25, at 9:00-12:00, *ESC*
 - July 2, at 9:00-12:00, *ESC*

Any Questions?

