User Manual Accounts Receivable

ElectroSteel Steels Limited

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Sensitivity: Confidential (C2)



User Manual

Table of Contents

1. Accounts Receivable	4	
1.1. Post Down payment request	4	
1.2. Post down payment from Customer	5	
1.3. Post Customer FI Invoice in Parked mode	8	
1.4. Release Park Document	10	
1.5. Post Revenue in foreign currency without Purchase Order	12	
1.6. Payment from Customer in foreign currency.	17	
1.7. Dunning	20	
1.8. Customer Clearing	31	
1.9. Interest Calculation	34	
1.10 Display Line Item	34	





1. Accounts Receivable

1.1. Post Down payment request

SAP R/3 menu	Sap Menu \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Document Entry \rightarrow Down Payment \rightarrow Request
Transaction code	F-37

Customer Down Payment Request: Header Data							
New Item							
Document Date	25.02.2020	Туре	DZ	Company Code	1000		
Posting Date	25.02.2020	Period	11	Currency/Rate	INR		
Document Number				Translation dte			
Reference	ref						
Doc.Header Text	text						
Trading Part.BA				Tax Reporting D			
Customer							
Account	450553	4	Put S	pl Gl Indictor			
Trg.Sp.G/L Ind.	A	_					

Compulsory field:

Document date: Posting Date: Document Type: DZ Company Code: Reference:

Customer Code: Final Special GL indicator:

Customer Down Payment Request Add Customer item					
🔊 🖓 🕞 प	🗋 💣 More data 🛛 New	Item 🚺 Withholding Tax			
Customer Company Code Electrosteel Ste	1000 3RD FLOO	HIGHVIEW LLP G/L Acc 36400010 DR UM HOUSE TOWER-A PLOT NO- N HARYANA			
Item 1 / Down	payment request / 09 F	Put advance amount			
Amount	24000	INR			
	Calculate Tax	Bus./Sectn Coll.Inv.			
Due on	29.12.2020	Put due date			
Pmnt block		Payt Method			
Disc.perc.		CD Amount			
Order		Network /			
Asset		Cost Center Real Estate			
Purch.Doc.					
Contract		Profit Ctr 106000 Flow Type			
		WBS Element			
Assignment	assignment	Sales Doc.			
Text	text	🗇 🔛 Long Texts			



Document 1400000043 was posted in company code 1000

1.2. Post down payment from Customer

SAP R/3 menu	Sap Menu → Accounting → Financial Accounting → Accounts Receivable → Document Entry → Down Payment→Down Payment
Transaction code	F-29

Post Custon	ner Down	Paymen	t: Head	ler Data	
🔊 New Item	Requests				
Document Date	25.02.2020	Туре	DZ	Company Code	1000
Posting Date	25.02.2020	Period	11	Currency/Rate	INR
Document Number				Translation dte	
Reference	ref			Cross-CC Number	
Doc.Header Text	text				
Trading Part.BA				Tax Reporting D	
Customer					
Account	450553			Special G/L Ind	aQ
Altern. CoCode					
Bank					
Account	55100112			Business Area	
Amount	24000				
LC amount					
Bank Charges				LC Bank Charges	
Value date				Profit Center	
Text				Assignment	

Compulsory Field:

Document date: Posting date: Document type : KZ Vendor Code: Special GL Indicator Amount:

Click Requests

Post Customer Down Payment	t Choose requests						
🙍 Create down payments 🚊 🚍							
Account 450553 Currency INR							
Down Payment Requests							
Document Li Baseline D Sales Doc	I WBS Element	Amount					
1400000043 1 29.12.2020	0		24,000.00				

Select the open down payment request created earlier.

Create down payments

Click

🕄 New Item	Display Currency	Requests	Additio	nal items	
Document Date Posting Date Document Number	25.02.2020	Type Period Fiscal Year	DZ 11 2019	Company Code Currency Translation dte	1000 INR 25.02.2020
Reference Doc.Header Text	REF		1	Cross-CC Number Trading Part.BA	
Items in document currency INR Amount Tax amnt ON1 40 0055100112 SBI-8028-RTGS/NEFT 24,000.00 002 19A 0000450553 GODREJ HIGHVIEW LLP 24,000.00-					
D_24,000.00	C_24,000	.00	0.00		* 2 Line Items



Document 1400000044 was posted in company code 1000

1.3. Post Customer FI Invoice in Parked mode

SAP R/3 menu	Sap Menu \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Document-> Parked Documents \rightarrow Change single screen transaction (Park or Edit Invoice)
Transaction code	FV70

Put the following header details:

Park Customer Invoice: Company Code 1000						
晶 Tree On 🗐	company Code 🛛 🛱 Simulate 🛛 📙 Save as Completed 🖉 Editing Options					
Transactn R Inv						
	Bal. 0.00 CO					
Basic data	ayment Details Tax Withholding tax Notes Customer					
	Address					
Customer	11000027 Sp.G/LI BRAHMAPUTRA METALLICS LTD					
Invoice date	25.02.2020 Reference 21345 VILLAGE: KAMTA, GOLA					
Posting Date	25.02.2020 829210 RAMGARH-RAMGARH					
	Doc. Currency					
Amount	80,000.00 INR 1 9771430703					
	✓ Calculate Tax					
	A1 A1 (Output Tax - C 👻					
Bus.Place/Sectn	JH01 / JH01 Bank data: not available					
Text						
Paymt terms	Due immediately					
< >						

Fill up the line items details as follows:

1 Items (No entry variant selected)							
₿	S	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount T	. т
		61310040	SALE BILLE	H Cr 🔻	80,000.00	80,000.00A	1

Put Invoice amount. This amount should match with total amount of all line items amount(Expenses Amount)

	14 111
Payment	

CLICK ON PAYMENT TAB:

Γ

Fill in the following details:

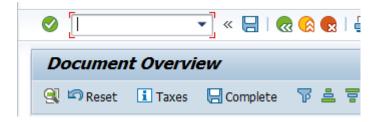
Base line date: Payment Terms

Park Cus	stomer Invoice	e: Company	Code	1000		
晶 Tree On	S Company Code	🚟 Simulate	📙 Save a	s Comple	eted	🖉 Editi
Transactn	R Invoice	•				
				Bal.	0.00	
Basic data	a Payment Det	tails Tax	Withhold	ing tax	Not	es
Bline Date	25.02.2020	Pyt Terms	0001	Day	's	
CD			[Day	's	
CD Base			[Day	s net	
	Amt to be calculated					
Payt Meth.		Pmnt block	:	Free fo	r payme	e 🔻
Inv. Ref.						
Part. bank		House ban	k 🛛	/	/	
		Payment R	ef.			

LICK ON:	S	imulate				
Documen	t Overvi	ew				

Doc.Type : DK	(cuscomer invoice	e) Normai docum	enu		
Doc. Number		Company Code	1000	Fiscal Year	2019
Doc. Date	25.02.2020	Posting Date	25.02.2020	Period	11
Calculate Tax	\checkmark				
Ref.Doc.	21345				
Doc. Currency	INR				
	Doc. Number Doc. Date Calculate Tax Ref.Doc.	Doc. Number Doc. Date 25.02.2020 Calculate Tax 🗹	Doc. Number Company Code Doc. Date 25.02.2020 Posting Date Calculate Tax Ref.Doc. 21345	Doc. Date 25.02.2020 Posting Date 25.02.2020 Calculate Tax √ Ref.Doc. 21345	Doc. NumberCompany Code1000Fiscal YearDoc. Date25.02.2020Posting Date25.02.2020PeriodCalculate TaxImage: Company Code21345Image: Company CodeImage: Company Code

Itm	PK	Account	Account Short Text	Assignment	Тx	Amount
1	01	11000027	BRAHMAPUTRA METALLIC		A1	80,000.00
2	50	61310040	SALE BILLET (INDEG)		A 1	67,796.62-
3	50	36300010	CGST PAYABLE		A 1	6,101.69-
4	50	36300020	SGST PAYABLE		A 1	6,101.69-



Select Complete to park or save to post the document.

Document 180000088 1000 was parked

Γ

1.4. Release Park Document

SAP R/3 menu	Sap →SAP Business Workflow
Transaction code	SBWP

New message 🎁 Find folder 🛛 🛗 Find document 🛛 🕫 A	ppointment calendar 🛛 🖾 Distribution lists		
Workplace: PWC_FI2	🔁 🖗 🎸 🔞 💿 🔳 🧾 🔳		= F .M
 Dibox Unread Documents 0 	Inbox		
• 🛃 Documents 0	Class Title	Date recei. Author	Atta_Stat_
Workflow 8	Release amount 180000088	25.02.2020	0
Overdue entries 0	Release amount 1900000195	25.02.2020	Ø
Deadline Messages 0	Release amount 1900000157	19.02.2020	Ø
Entries with Errors 0	Release amount 1900000154	19.02.2020	Ø
• 🍪 Outbox	Release amount 160000025	19.02.2020	Ø
Generation Generation Generation	Release amount 1600000024	19.02.2020	Ø
Generation of the second	Release amount 0100000101	14.02.2020	Ø
Construction of the second secon	Release amount 1900000111	12.02.2020	Ø
• Trash			
Tash Shared trash	:		

CLICK ON Message then click Release or Reject.

Release Parker		mer Invoice 180000088 Release	3 1000 2019
Transactn R Invoice	•	Bal. 0.00	040
Basic data Payment	Details	Workflow Tax W.	Customer
			Address
Customer 11000027		Sp.G/LI	BRAHMAPUTRA METALLICS LTD
Invoice date 25.02.202	0	Reference 21345	VILLAGE: KAMTA, GOLA
Posting Date 25.02.202	0		829210 RAMGARH-RAMGARH
		DocumentNo 180000088	**
		Doc. Currency	9771430703
Amount 80,000.00		INR	
		Calculate Tax	OIs
	A	1 A1 (Output Tax - C 🔻	Bank data: not available
Bus.Place/Sectn JH01 / JH	01		
Text			*
4 F		4 1	
1 Items (No entry variant se	ected)		
S G/L acct Short Text		Amount in doc.curr.	Loc.curr.amount T., T
61310040 SALE BILLE	H Cr 🔻	80,000.00	80,000.00A1
	H Cr 🔻	0.00	
	H Cr 🔻	0.00	
	H Cr 🔻	0.00	
			< > _ < >
3 BBB 66 ++ 6			
			SAP

1.5. Post Revenue in foreign currency without Purchase Order

SAP R/3 menu	Sap Menu \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Document Entry \rightarrow Invoice
Transaction code	FB70

Enter Custo	omer Invoice: Company Code 1000	
🔓 Tree On 🛯 🗐	Company Code 🧼 Hold 🞇 Simulate 🔚 Park 🖉 Editing C	
Transactn R Inv	voice Bal. 0.00	
Basic data	Payment Details Tax Withholding tax	
Customer	650000 Q Sp.G/LI	
Invoice date	25.02.2020 Reference 34356 Put foreign curren	acy
Posting Date	25.02.2020	
Cross-CC Number		
Amount	85,000.00 USD 33	
	☑ Calculate Tax	
Bus.Place/Sectn	JH01 / JH01	
Text		
Paymt terms	Due immediately	
Baseline Date	25.02.2020	
• •		

If you want change rate defaulted by the system then

Select Local Currency Tab:

Enter Custor	mer Invoice: Company Code 1000							
晶 Tree On 🛯 🗐 🕻	Company Code 🔌 Hold 🖼 Simulate 🔚 Park 🖉 Editing Options							
Transactn R Inv	Transactn R Invoice							
	Bal. 0.00							
Basic data P	Payment Details Tax Withholding tax Customer							
	Basic data							
Customer	650000 Q Sp.G/LI Payment							
Invoice date	25.02.2020 Reference 34356 Details							
Posting Date	25.02.2020 Tax							
Cross-CC Number	Withholding tax							
Amount	85,000.00 USD Notes							
	Calculate Tax Local Currency							
Bus.Place/Sectn	JH01 / JH01 OIs	5						
Text	Bank data: not a	vailable						
Paymt terms	Due immediately							
Baseline Date	25.02.2020							
< >								

Г

Enter Custo	mer Invoic	e: Comp	pany Co	de 1000	,
晶 Tree On 🛛 🗐 (Company Code	🌭 Hold	🚏 Simulat	e 📙 Park	🖉 Editing
Transactn R Inv	oice	•			
				Bal.	85,000.00
Details Ta	ax Withholdi	ng tax 🍸	Notes L	ocal Currenc	y 🔹 🕨 🗔
Translation dte	25.02.2020	Evel		70.00	
		EXC	hange rate	L .	
Amount	85,000.00			USD	
Amt.in loc.cur.	8,500,000.00			INR	
			D		
Hedged Amount				ıt Exchange	Rate
	1				
< >	33	e.			4 1

GO TO DETAILS TAB IF NECESSARY AND PUT THE FOLLOWING:

Enter Cu	istomer Invoice	: Com	pany Code	1000	
晶 Tree On	S Company Code	🌭 Hold	🔐 Simulate	📙 Park	🖉 Editing
Transactn	R Invoice	•			
				Bal.	0.00
Payment	Details Tax	Withh	olding tax 🛛 🛚 🔊	lotes	
G/L	54100020	-	SUN DEBT	ORS FORE	IGN
Assign.	assignment				
HeaderText	text				
			Tr.part.BA		
Contract	/		Flow Type		
			CreditArea	AD	тм
SCB Ind.	Suppl. Cntry BI	D	Serv. Ind.		
			Collect.Inv		
4 1					F

	1 It	ems (No entr	ry variant sele	cted)							
B	S	G/L acct	Short Text	D/C	Amount in doc.curr.	Sc	Plnt	P	Pur	Profit center	Pa
		61320030	SALE OF BIL.	H Cr 🔻	85,000.00					104230	

CLICK ON :

Sensitivity: Confidential (C2)

Document	Overview						
💐 🖾 Reset 🛛 🗌	🚺 Taxes 🛛 🔚 Park	Complete	7 🚢 🔻 🖪	Choose 🛅	Save 🔀 🔽	🕒 🖹 🗌	ABC
Doc.Type : DR	(Customer Invo	ice) Normal doo	ument				
Doc. Number		Company Code	1000	Fiscal Year	2019		
Doc. Date	25.02.2020	Posting Date	25.02.2020	Period	11		
Calculate Tax	\checkmark						
Ref.Doc.	34356						
	USD						
Doc. Currency							

I	tm	PK	Account	Account Short Text	Assignment	Tx	Amount
	1	01	650000	Export CUST	assignment	A1	85,000.00
	2	50	61320030	SALE OF BILLET (EXPO		A 1	72,033.90-
	3	50	36300010	CGST PAYABLE		A 1	6,483.05-
	4	50	36300020	SGST PAYABLE		A 1	6,483.05-



Document 1800000090 was posted in company code 1000

1.6. Post Credit Memo

SAP R/3 menu	Sap Menu \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Document Entry \rightarrow Credit Memo
Transaction code	FB75

Enter Custon	ner Credi	it Mem	o: Compan	iy Code	1000						
晶 Tree On 🛯 🗐 C	ompany Code	e 💩 Hol	d 📴 Simulate	e 📙 Park	: 🖉 Editir	ng C	ptions				
Transactn G Cre	dit memo	•									
				Bal.	0.00				00		
Basic data P	ayment [Details 🛛	Tax Withh	olding tax	Notes		Custon	ner			
							Addre	ess			
Customer	450769		Sp.G/LI			- 1 1	ASHO	OKA BUILDCO	I LIMITED		
Document date	26.02.2020]	Reference				RD H	UNGUND TAL	IKOT RDC/OS	HIV	
Posting Date	26.02.2020]					5861	29 BAGALKO	T KARNATAKA	۱	
Cross-CC Number											
Amount	1,000.00			INR	3	3				B	
			Calculate Tax								
Tax Amount				-	L		III	OIs			
Bus.Place/Sectn	JH01 / JH0	1					Bank d	lata: not availa	able		
Text											
Paymt terms	Due immedia	tely				•					
4 >					• • •						
1 Items (No entr	y variant sele	cted)									
🗈 S G/L acct	Short Text	D/C	Amount in doc.	curr.		P	Pur	Profit center	Partner pr	WBS	
61310040	SALE BILLE	S De 🔻			1,000.00			104230			
	ব	S De 🔻									
		S De 🔻									
		S De 🔻									•
						۹.	•			4 F	
9 BBB 6	Eo ++ Eo		1								

	5	Reset	i Taxe	s 📙 Par	k 🖫	Comp	lete	۳,	<u> </u>	= (<u>,</u>	Choose	[* S	ave	Σ	X	2	AE	BC	i		
Doc		vpe : D	G (Cus	tomer Cre	edit Me	emo)	Norma	al do	cum	ent							 					
		Number										Fisca	l Year		2019							
	• 1	Date	26.0	2.2020	Po	ostin	α Date		26.	02.2	020	Perio	d		11							
			_									10110										
Cal	lcu]	late Ta:	_																			
Cal	lcu]		_									10110										
Cal	lcu]	late Ta:	_														 					
Cal	lcu]	late Ta:	_														 					
Cal Doc	lcu:	late Ta: Currenc	y INR	count. She	ort. Tex	xt.											 					
Cal Doc	lcu:	late Ta:	y INR	count Sho	ort Tex	ĸt					Tx			ount			 					
Cal Doc Itm	PK	late Ta: Currenc	y INR	count Sho									Amo	ount			 					
Cal Doc Itm	PK	late Ta: Currenc: Account	y INR t Ac AS		LDCON L	LIMI								ount			 					

Document 1600000037 was posted in company code 1000

1.7. Payment from Customer in foreign currency.

SAP R/3 menu	Sap Menu \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Document Entry \rightarrow Incoming Payment
Transaction code	F-28

Post Incom	ing Payments: Header D	Data
Process Open Iter	ns	
Document Date Posting Date	25.02.2020 Type DZ 25.02.2020 Period 11	Company Code 100 Currency/Rate USI Put foreign currency
Document Number		Translation dte
Reference Doc.Header Text		Cross-CC Number
Clearing Text		
Bank data		
Account	55100111	Business Area
Amount	85000	Put Bank Accoun
Amt.in loc.cur.		T ut Dank Account
Bank Charges		LC Bank Charges Put Amount
Value date		Profit Center
Text		Assignment
Open item selection	I	Additional selections
Account	650000	● None
Account type	D Other Accounts	OAmount
Account type House bank	D Other Accounts	O Amount Put Customer
House bank		Put Customer
House bank Special G/L Ind	✓ / ✓ ✓ Standard OIs	Put Customer OPosting Date

Process Open Items

CLICK ON :

Select the open item/items to be paid . Double click on other line amount to deselect, it will become in black color.

Standard	Partial Pmt	Res.1	items	WH Tax					
Account item	s 650000 Expo								
Document D.				USD Gross		CashDiscou	nt	CDPer.	
300000038 SK			19	000 01000	13.00	1		cor cr.	
.800000090 DR	25.02.2020	01	0	-	85,000.00				
									4 1
									1 7
ke ee	27 M	🛗 Amo) 👪	Gross< 🁪 Curre	ncy 🧪 Items	🎽 Items	Disc. 🎽 [Disc.	
Processing Stat	_								
Number of Ite					Amount Entered	d [85,000.00	
Display from It	em 1				Assigned			85,000.00	
			_		Difference Posti	ngs			
Reason Code	ing currency				Not Assigned			0.00	
Reason Code Display in clear									

	e	<u>Document</u> <u>E</u> dit <u>G</u> oto	<u>S</u> ettings	Enviro
	6	Other Document	Shift+F5	
		<u>S</u> imulate		
		Simulate General Ledger	Ctrl+F12	5:
		<u>P</u> ost	Ctrl+S	
	4	E <u>x</u> it	Shift+F3	are
CHOOSE:		Standard Partial Pmt	Res.Items	W

Γ

Post Incom	ing Paym	ents Displa	y Over	rview	
🕄 🏭 Display Cur	rency 🚺 Ta	axes 🤊 Reset			
Document Date Posting Date Document Number Reference Doc.Header Text		Type Period Fiscal Year	DZ 11 2019	Company Code Currency Translation dte Cross-CC Numbe Trading Part.BA	1000 USD 100.00000 25.02.2020 r
002 15 0	cct 055100111 SE 000650000 Ex	31-87158028-CH mort CUST AIN ON FOREX-S		USD Amount 85,000.00 85,000.00- 0.00	Tax amnt
<u>D</u> 85,000.00	<u>C</u> 85,	000.00	0.00		* 3 Line Items
Other line item PstKy	ount	SG	L Ind	ТТуре	New Co.Code

Entries in local currency

		-			
Post Incom	ing Paym	ents Displa	y Ovel	rview	
🕄 🏭 Display Cur	rency 🚺 Ta	ixes 🖾 Reset	Pres	s to see Amount ir	1
				Local Currency	
Document Date	25.02.2020	Туре	DZ	Company Code	1000
Posting Date	25.02.2020	Period	11	Currency	USD 100.00000
Document Number	INTERNAL	Fiscal Year	2019	Translation dte	25.02.2020
Reference				Cross-CC Number	
Doc.Header Text				Trading Part.BA	
Items in local curre	ncy				
PK BusA A	cct			INR Amount	Tax amnt
001 40 0	055100111 SE	I-87158028-CH	CLG	8,500,000.00	
002 15 0	000650000 Ex	port CUST		5,950,000.00-	
003 50 0	064100240 GA	IN ON FOREX-SA	ALE	2,550,000.00-	
D 8,500,000.00	C 8.5	00.000.00	0.00)	* 3 Line Items
Other line item					
PstKy	unt	SG	Ind 🗌	ТТуре	New Co.Code
- Servy	Ante			- Tipe	
CLICK ON :					
CLICK ON :					

Document 1400000045 was posted in company code 1000

1.8. Dunning

Г

SAP R/3 menu	Sap Menu → Accounting → Financial Accounting → Accounts Receivable → Periodic Processing → Payments
Transaction code	F150

• 🧰 Favorites
🔻 🗁 SAP Menu
Connector for Multi-Bank Connectivity
Office
Cross-Application Components
Logistics
Accounting
Financial Accounting
🕨 🥅 General Ledger
Accounts Receivable
Document Entry
Document
Account
Master Records
🔻 🛅 Periodic Processing
• 💬 SCMA - Schedule Manager
• 🐼 F150 - Dunning

Every Dunning run is identified by two fields

- Run date 1.
- 2. Identification

Dunning: Parameters						
🗈 🗋 Indiv.du	n.notice 🛣 Dunn.history					
Run On	25.02.2020					
Identification	ZZ01					

In the Parameters Tab

- Enter the Dunning Date
 Enter the Date upto which the documents for dunning are to be considered
 Enter the Company Code for dunning
- 4. Enter customers and vendors to be dunned

Dunning: Paramet	ters			
🗈 🗋 Indiv.dunn.notice	∞Dunn.history			
Run On25.02.1IdentificationZZ01StatusParameter	2020 Free selection Additional Log			
	Additional Eog			
Date				
Dunning Date		2		
Docmnts Posted up To	25.02.2020	1		
Company Code				
Company Code	1000 - 3	to		B
Account Restrictions				
Customer	1	to	51000002	
Vendor		to		4

In the Free Selection Tab , We Can select document Number

Г

Dunning: P	Free Selections		
🗈 🗋 Indiv.duni	n.notice 🔊 Dunn.history		
Run On Identification	25.02.2020 ZZ01		
Status Pa	rameter Free selection	Additional Log	
Field name	E Values	Values	
Field name	E Values	Values	
Field name		Values	

System displays log of processing based on this screen.

Account Required – You can scope vendor/customer that need system to display log.

Dunning: Addition	nal Log			
🗈 🗋 Indiv.dunn.notice	🔊 Dunn.history			
Run On25.02.IdentificationZZ01StatusParameter]	lditional Log		
Additional log				
Customer	[<u>व</u>	to	
Vendor			to	

Save the Parameters Entered

[⊡ E!	5D(1)/200 Exit e	diting				×
0	Save data?					
	Yes]	No	×	Cancel	

Г

Dunning	
🖞 🕒 Schedule	Indiv.dunn.notice
Run On Identification	
Status Para	ameter Free selection Additional Log
Status	
Parameters we	ere maintained

Schedule the Dunning run by pressing the Schedule button

In the next screen select the printer to print the dunning notices generated

E ESD(1)/200 Output I	Parameters:	×
Output Device	LP01	٥
		 Continue Cancel

In the next screen schedule the time of dunning run

E ESD(1)/200 Schedule Selection	and Print 💌
Job parameters	
Start Date	25.02.2020
Start Time	00:00:00
Start Immediately	
Target computer	
Printout	
Dunn.Print with Scheduling ?	
Output Device	LP01
	Dispatch Cancel

Click on

to change dunning proposal.

Dunning Proposal			
(2)			
Run date Identification	25.02.2020		
General selections			
Account type (D/K) Company code Customer number Vendor number Accounting clerk Dunning level Dunning Area		to	
Program control			
Check account long text Check document long text High-Perf. Change			

160000022 2019 1 20.02.2020 5 1 X 45.13 I 160000022 2019 3 20.02.2020 5 1 X 112.84 I 160000022 2019 4 20.02.2020 5 1 X 338.53 I 160000022 2019 5 0.02.2020 5 1 X 0.04 I 160000023 2019 1 21.02.2020 4 1 X 0.93 I 160000023 2019 3 21.02.2020 4 1 X 0.93 I 160000023 2019 3 21.02.2020 4 1 X 0.93 I 160000023 2019 4 21.02.2020 4 1 X 0.04 I 1800000083 2019 1 0.10.12020 55 1 X 15,000.00 I 1800000084 2019 1 01.01.2020 55 1 X 1,000.00 I 2000000019 2019 1<	• • •) I	^P Cha	nge dunning not	tice 🛛 🖉 Change	master data	🖉 Change	texts	9 🛓 🛓 🎜 🔁	a 2
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* T D 11000001 1000 2 1800000078 2019 1 01.01.2020 55 1 2 X 1,000.00 I 2000000019 2019 1 22.03.2020 26- 53,100.00 I 200000021 2019 1 22.02.2020 3 601,800.00 I 200000022 2019 1 22.02.2020 3 64,900.00 I 200000024 2019 1 23.02.2020 2 1,067,900.00 I 200000025 2019 1 23.02.2020 2 506,220.00 I	800000084	2019	1	01.01.2020	55		1	Х	5,000.00	INR
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2,294,920.00 I	Т									INR

Dunning block can be applied on whole customer or on the individual invoice.

Select Dunning Reason for dunning block.

Aco	ct/Contract	CoCd	Du	nning Clerk	Dunn	ning	Are	ea	Du	nning		Block	
110	00002	1000							1	2	A		S
													-
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Innin	g line items												
CoCd	Document	Fis	Li	Net Due D	Net	0.	D	D	Ρ	Amount i	n FC		
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000	1600000022	2019	1	20.02.2020	5		1						
000	1600000022	2019	3	20.02.2020	5		1						
000	1600000022	2019	4	20.02.2020	5		1						
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ress Dunning printout for dunning form.													

Output Device	LP01	
		 Continue Cancel

In the next screen schedule the time of dunning print

ট ESD(1)/200 Schedule Print	X
Job parameters	
Start Date	25.02.2020
Start Time	00:00:00
Start Immediately	
Target computer	
Printout	
Output Device	LP01
	Print Cancel

Dunning					
🖆 늘 Sample printout	Indiv.dunn.notice	ିଜ Log	ୈ Print Log	တြDunning list	Exception Lis
Run On 25.0 Identification 2201 Status Parameter	2.2020	Additional	Log		
Dun.printout schedul	led for 25.02.20 at 16 olete nerated, of which 3 are ed for 25.02.20 at 16:	to be sent 57:08			

From SAP Easy Access go to menu System- Services-Output control

Output controller: Spool request selection screen						
🚯 🚸 🗟 📅 🖾 Further selection	criteria					
Spool requests Output requests						
Spool request number		(
Created by	PWC_FI2	(
Created On	25.02.2020	to 25.02.2020				
Client	200		_			
Authorization						
Output Device						
Title						
Recipient						
Department						
System name	ESD					

Execute to see the list of prints for user.

Output Controller: List of Spool Requests										
🕗 🖴 🚔 🐨 🖉 🛷 🕂 🖴 🙍 K 🔺 🕨 N 🥞 🚢 🖷 🗈 🖗 🍞 🗷 🌿										
										1
Spool no.	Туре	Date	Time	Status	Pages	Title				
18397		25.02.2020	16:57	-	3	LIST1S	LP01	ZZ012	00225	
1 Spool request displyed										
1 Spo	ool re	equest w/o	output	request	 t					

Click on type to see the preview

Print Proving of LPO1 Page 00001 of 0	10002
Print Preview of LP01 Page 00001 of 0	0003
u, u,	
vedanta transforming elements	
transforming elements	
ELECTROSTEEL STEEL LIMITED	
Company	2nd dunning notice
RAJ PANDEY 712248 KOLKATA	Date
	25.02.2020 Our accounting clerk
	Telephone
	Fax
	Your account with us 51000002
	5100002
	Postings are considered up to and including
	25.02.2020

Select the Spool NO and go to menu spool request-forward-export as pdf to save spool to pdf

G	Spool Reque	st E	dit <u>G</u>	oto	Utilitie	<u>s</u> Se <u>t</u> t	ings	Syste	em	<u>H</u> elp					
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	E <u>x</u> it	Shif	t+F3	5	Gave t <u>o</u>	local file			le						
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Give name and place to save

Save As		 		×
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Quick access				
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Network				

1.9. Customer Clearing

SAP R/3 menu	Sap Menu \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Account \rightarrow Clear
Transaction code	F-32

		Put Customer Account	
Clear Customer: Head	er Data		
Process Open Items			
Account 3000 Company Code 1000	Q learing Date	Put Spl Gl Indicator	11
Open Item Selection			
Special G/L Ind		✓ Normal OI	
Additional Selections			
None			
OAmount			
O Document Number			
OPosting Date			
ODunning Area			
OReference			
OPayment Order			
O Collective Invoice			
ODocument type			
O Business Area			
◯ Tax Code			
Others			

You can restrict selection with additional selection criteria

Process Open Items

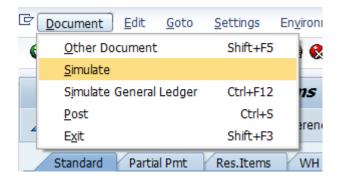
CLICK ON :

Select the line items to be cleared. Sum total of all line items selected should be zero.

For deselect any item double click on amount, it will become in black color.

Clear Customer Process open items				
🔉 📝 Distribute Difference 🛛 Charge Off Difference	🖉 Editing Options 🛛 💋 Cash Disc. Due	Create Dispute Case		
Standard Partial Pmt Res.Items WH Tax				
Account items 3000 ESL-DIP Unit-SBU				
Assignment Document D. P Posting Date Document.	INR Gross	CashDiscount	CDPer.	[]]
160000005 DG 11 30.01.2020 30.01.202			CDPer.	
1800000041 DR 01 30.01.2020 30.01.202	· · · · · · · · · · · · · · · · · · ·			
1800000041 DR 01 06.02.2020 01.02.202 1800000044 DR 01 06.02.2020 01.02.202	- · · · ·	•		
	¢,000.00	•		
				-
				4 1
■■■■ MM Amo ■■■ MM Amo	👪 Currency 🧪 Items 🏹 Items	Disc. Disc.		
Processing Status				
Number of Items 3	Amount Entered	0.00		
Display from Item 1	Assigned	0.00		
Reason Code	Difference Postings			
Display in clearing currency	Not Assigned	0.00		

CHOOSE :



Document Date	25.02.2020	Туре	AB	Company Cod	e 1	.000
osting Date	25.02.2020	Period	11	Currency	I	INR
ocument Number	INTERNAL	Fiscal Year	2019	Translation dt	e 2	25.02.2020
Reference				Cross-CC Num	ber	
oc.Header Text				Trading Part.	BA	
Items in document	currency					
PK BusA Ad	cct			INR Amour	nt	Tax amnt
001 07 00	000003000 ES	L-DIP Unit-SE	SU	1,000.0	00	
		L-DIP Unit-SE L-DIP Unit-SE		1,000.0		
002 17 00		L-DIP Unit-SE		1,000.0		2 Line Items
002 17 00 D_1,000.00	000003000 ES	L-DIP Unit-SE	υ	1,000.0	00-	2 Line Items
002 17 00 D_1,000.00	000003000 ES	L-DIP Unit-SE	υ	1,000.0	00-	2 Line Items
002 17 00	<u>C</u> 1,0	L-DIP Unit-SP	υ	1,000.0	*	2 Line Items

Document 100000164 was posted in company code 1000

1.10. Interest Calculation

SAP R/3 menu	Sap Menu \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Periodic Processing \rightarrow Interest Calculation \rightarrow Item interest Calculation \rightarrow Item interest Calculation
Transaction code	FINT

SAP Easy Access
😰 🔄 🏷 💑 Other menu 🛛 🎋 🏂 🥒 🔻 🔺 💁 Create role 🔹 🗳 Assign
Connector for Multi-Bank Connectivity Office Cross-Application Components
Logistics
Accounting Financial Accounting
General Ledger Accounts Receivable
Document Entry Document
Account Master Records
 Periodic Processing SCMA - Schedule Manager
• 💬 F150 - Dunning
 S_ALR_87012212 - Multi-Level Dunning of Bill of Exchange Request Interest Calculation
 Tem Interest Calculation FINT - Item Interest Calculation

- Enter the Customer
 Company Code
 Interest Indicator
 Interest calculation To
 Test Run

Item Interest Calculatio	n			
🚱 🗎 🔝 Srch Help 🛛 Data So	ources			
Customer selection				
Customer account	3000 Q	to		
Company code	1000	to		
Interest Calculation Indicator				ā
Interest indicator	Vl	to	()	
General Selections				
General Selections				
Interest Calculation To	25.02.2020			
Also Evaluate Central Accounts				
Vendor Items				
✓ Test Run				
Layout				
Posting				
Form				
Performance				
Cust. Enhancement				
CML Enhancement				
SAP Enhancement	ļ			

Item Interest	t Calculatio	n								
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Customer Company Code Interest Items Date Person Responsibl	0000003000 1000 1 25.02.2020 e PWC_FI2									
		A 1	A	A	Denne	Base Amount of Int. Calc.	Totorost Data	Int.Amount	Tax with 1 / Cian	
Crcy Status Cir	ng doc Y	Document	I. Int. From	Int.Calc. 10	Days	Base Amount of Int. Calc.	Interest Rate	Inc.Amounc	Tax with +/- Sign	Status _

Status shows Interest Can be posted/Printed.

Remove the Test Run from the selection screen and run again.



Below is the customer ledger before interest calculation.

Customer Line Iten	n Display							
4 4 🕨 🏼 🖓 🛣	🗄 🙂 I 🤣 🍋	61	7 4 7		🖽 📲 i 🔀 🌿 🛅 i		Selection	ns Create Dispute Case
ustomer ompany Code ame ity	3000 1000 ESL-DIP Unit Bokaro Steel		ī					
St Assignment	DocumentNo	Тур	Doc. Date	S DD	Local Crcy Amt	LCurr	Clrng doc.	Text
] 🔘	180000044	DR	01.02.2020	ŧ	1,000.00	INR		
* 🔘					1,000.00	INR		
** Account 3000					1,000.00	INR		

Below is the customer ledger after interest calculation.

Customer Line Item	Display							
H 🔸 🕨 H 🍪 🖉 🧱	😃 i 🏘 🐴	0	7 4 7		🖽 📲 🛛 🏂 🛅		i Selection	ns 🗋 Create Dispute Case
	3000 1000							
	ESL-DIP Unit Bokaro Steel		i					
St Assignment	DocumentNo	Тур	Doc. Date	S DI	Local Crcy Amt	LCurr	Clrng doc.	Text
	160000030 180000044		25.02.2020 01.02.2020	4	10.84	INR INR		
*					1,010.84	INR		
** Account 3000					1,010.84	INR		
Company Code	k k							
City								
St Assignment	DocumentNo	Тур	Doc. Date	S DI	Local Crcy Amt	LCurr	Clrng doc.	Text
***					1,010.84	INR		

1.11. Bills of Exchange

1.11.1. Bills of Exchange Payment

SAP R/3 menu	Sap Menu \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Bill of Exchange \rightarrow Payment
Transaction code	F-36

Bill of Excha	nge Payn	ent: H	leader D	ata	
Choose open items	Account Mo	odel			
Document Date Posting Date Document Number Reference Doc.Header Text Clearing Text	01.03.2020	Type Period	DZ 12	Company Code Currency/Rate Translation dte Cross-CC Number	
Transaction to be p Outgoing paymen Incoming paymen Credit memo Transfer posting	nt nt				
First line item					
PstKy 09 Accou	int 650000		SGL Ind	W TType	

Γ

Bill of Exc	hange Payment Add Customer item
🔉 🖓 🕒 🗖	Choose open items 🛛 Process Open Items 🍃 More data 🔹 Account Model
Customer Company Code	650000 Export CUST G/L 54200020
Electrosteel Stee	ls Ltd. DHAKA
Item 1 / Bill of e	xchange / 09 W
Amount	2000 USD
Amount in LC	INR
Assignment	
Text	Long Texts
Bus. Pl.	
Bill of Exchange	Details
Due On	31.03.2020 Demand Bl Bill/Ex. Status Planned Usage I Collec 🔻
Issue Date	26.02.2020 Accepted Bill Protest ID
Drawer	Electrosteel Steels Ltd. Bokaro 34
Drawee	Export CUST DHAKA
Domicile	
Cent.Bnk Loc	
Bank Country	
Control key	

Bill of Exchange Payment Select open items

Process Open Items

Open item selection	n	Additional selections
Company Code	1000 Q	 None
Account	0000650000	OAmount
Account type	D	O Document Number
Special G/L Ind		OPosting Date
	✓ Normal OI	ODunning Area
Payt Advice No.		OReference
		O Payment Order
	Other Accounts	○ Collective Invoice
	Distribute by Age	O Document type
	Automatic Search	O Business Area
		◯ Tax Code
		O Branch account
		○ Currency
		O Posting Key
		O Document Date
		OAssignment
		O Billing Document
		○ Others

🔉 📝 Dist	tribu	te Difference		Charge	Off D)ifference 🖉 Editing Options 🚦	Ø Cas	sh Disc. Due Create Dispute C	ase
Standard		Partial Pmt	Y	Res.Ite	ms	WH Tax			
Account it	ems	650000 Exp	ort (CUST					
		Document			Da	USD Gross		CashDiscount	CDPer.
300000038	SK	06.02.2020	05	2	24	13	3.00		
800000097	DR	01.03.2020	01	0)	1,000	0.00		
1800000098	DR	01.03.2020	01	0)	2,000	0.00		
4 8									
	R	ii i M	ന്പ്	Amo	. 👪	Gross< 👪 Currency 🧪 It	ems	🎽 Items 🧪 Disc. 🎽 I	Disc.
	_		_						
Processing 9	Stati	us							
Number of I	Iten	ns 3				Amount E	ntere	d	2,000.00
Display from	ı Ite	m 1				Assigned			2,000.00
Reason Cod	е					Difference	Posti	ngs	
Discharge in al	oprin	ng currency	_			Not Assign	bol		0.00

Bill of Exchange Payment Display (Overview
🥞 🏭 Display Currency 🚺 Taxes 🖾 Reset	
Document Date 01.03.2020 Type DZ Posting Date 01.03.2020 Period 12 Document Number INTERNAL Fiscal Year 20 Reference	
PK BusA Acct 001 09W 0000650000 Export CUST 002 15 0000650000 Export CUST 003 50 0064100240 GAIN ON FOREX-SALE	USD Amount Tax amnt 2,000.00 2,000.00- 0.00
<u>D</u> 2,000.00 <u>C</u> 2,000.00	0.00 <u>*</u> 3 Line Items

Document 1400000049 was posted in company code 1000

1.11.2. Discounting

SAP R/3 menu	Sap Menu \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Bill of Exchange \rightarrow Discounting
Transaction code	F-33

	Exchange Usage Add exch. 🔗 More data	G/L account item
G/L Account Company Code	85100010 BANK CHARGES 1000 Electrosteel Steels Ltd.	
Item 2 / Debit ent	y / 40	
Amount	10000.00	INR
Tax Code		Calculate Tax
		W/o Cash Dscnt
Business place		
Cost Center	10100201	Order
WBS element		Profit. Segment
Network		Real estate obj 📑
		Sales Order
Asset		宁 More
Purchasing Doc.		
		Quantity
Value date		Due on
Assignment		Asst retirement
Text		😼 Long Texts
Next Line Item		
PstKy 09 Acco	unt 650000 SGL	. Ind W New Co.Code

1.11.3. Reverse

Γ

SAP R/3 menu	Sap Menu \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Bill of Exchange \rightarrow Reverse
Transaction code	F-20

Post Bill of Exchange Usage Add G/L account item							
🔊 Select bill of e	xch. 💣 More data						
G/L Account Company Code	85100010 BANK CHARGES 1000 Electrosteel Steels Ltd.						
Item 2 / Debit entr	y / 40						
Amount	10000.00	INR					
Tax Code		Calculate Tax					
		W/o Cash Dscnt					
Business place							
Cost Center	10100201	Order					
WBS element		Profit. Segment 📑					
Network		Real estate obj 📑 🔁					
		Sales Order					
Asset		宁 More					
Purchasing Doc.							
		Quantity					
Value date		Due on					
Assignment		Asst retirement					
Text		Dong Texts					
Next Line Item							
PstKy 09 Acco	unt 650000 SGL	Ind W New Co.Code					

1.11.4. Display Line Item

SAP R/3 menu	Sap Menu \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Accounts Receivable \rightarrow Accounts \rightarrow Display/Change Line Item Customer
Transaction code	FBL5N

Customer Line Item Dis	play		
🚱 🏝 🔳 🚺 Data Sources			
Customer selection			
Customer account		to	
Company code	1000	to	
Selection using search help			
Search help ID			
Search string			
Search help			
Line item selection			
Status			
 Open items 			
Open at key date	12.03.2020		
O Cleared items			
Clearing date		to	(2)
Open at key date			
○ All items			
Posting date		to	(
Туре			
✓ Normal items			
Special G/L transactions			
Noted items			

Assign the Customer Number, Company Code and Select the Line Item Selection : Open Item- for all uncleared Items Cleared Item- for all Cleared Items All Items- For viewing all Cleared and Open Items

Now Execute(F8)

	Line Iten	n Display									
&r 🖉 🧱 말	1 静 🐴 👌) 🖓 🚢 🖥		🖽 🖽 🖼 I	Σ	%	I 🔁 I [i Sele	ections	Create	Dispute Case
Customer Company Code	450051 1000										
Name City	JMC PROJECT Naya Raipur,	rs INDIA LTD. Raipur									
	,,,	, conpress									
		De sum est 🔺	T	Dec. Data	1¢1n			1.0	1.0	dha a da a - 1	·····
S Assignme		Document		-		_	Amount in Loca			Cirng doc.	Text
1140000	001	910000002	RV	11.03.2020	E	3	29,20	5.00	INR	Clrng doc.	Text
11400000 0 11700000	001 004	910000002 9196000005	RV RV	11.03.2020 10.03.2020	E	3	29,20 5,31	5.00 0.00	INR INR	Cirng doc.	Text
 11400000 11700000 11700000 	001 004 005	910000002	RV RV	11.03.2020 10.03.2020	E	3	29,20 5,31	5.00	INR INR	Cirng doc.	Text
11400000 0 11700000	001 004 005	910000002 9196000005	RV RV RV	11.03.2020 10.03.2020 10.03.2020	E	3	29,20 5,31 2,68	5.00 0.00	INR INR INR	Clrng doc.	Text
 11400000 11700000 11700000 	001 004 005	910000002 9196000005 9196000006	RV RV RV	11.03.2020 10.03.2020 10.03.2020	E	3	29,20 5,31 2,68	5.00 0.00 1.55 3.35-	INR INR INR INR	Clrng doc.	Text
 11400000 11700000 11700000 11700000 11700000 	001 004 005 005	910000002 9196000005 9196000006	RV RV RV	11.03.2020 10.03.2020 10.03.2020	E	3	29,20 5,31 2,68 1,40 35,79	5.00 0.00 1.55 3.35- 3.20	INR INR INR INR INR	Clrng doc.	Text

We Can see that all the Line Item are Red in Colour as all are Open / Uncleared

Same Transaction if we hit by selecting Cleared Item we can see that all line item will be displayed as Green.