FINANCIAL ACCOUNTING
SAP Implementation at IESCO
Training Document – Fiori Apps
Accounts Receivable

IESCO_SAP_ERP_FI_TD Fiori_AR

Contents

Accounts Receivable

1 Purpose

With Accounts Receivables, you can manage your open receivables invoices that are automatically created from sales processes. You can manage and control open items with various analytical tools to optimize accounts receivables handling. Incoming payments are automatically reconciled with open invoices. Easy-to-use screens make the post processing of open items easy and efficient.

2 Master Data

The organizational structure and master data of your company have been created in your system during implementation. The organizational structure reflects the structure of your company. The master data represents materials, customers, and vendors, for example, depending on the operational focus of your company.

3 Process Steps

3.1 Customer Master Data Maintenance

Use

In this activity, you create a customer master record.

Procedure

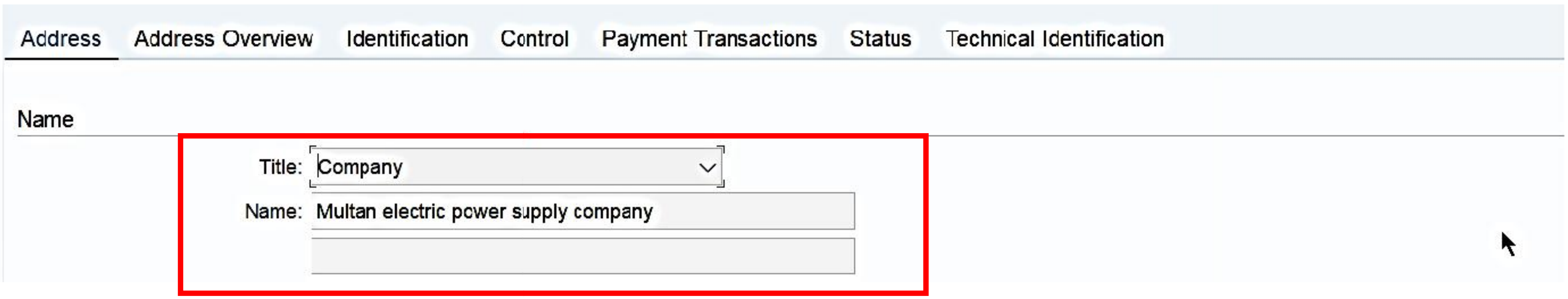
1. Open “Maintain Business Partner” App. from Fiori Launchpad.
2. Enter the following information in the below fields:

Field name	Description	User action and values	Comment
Business Partner		MEPCO	
Display in BP role		FI Customer	

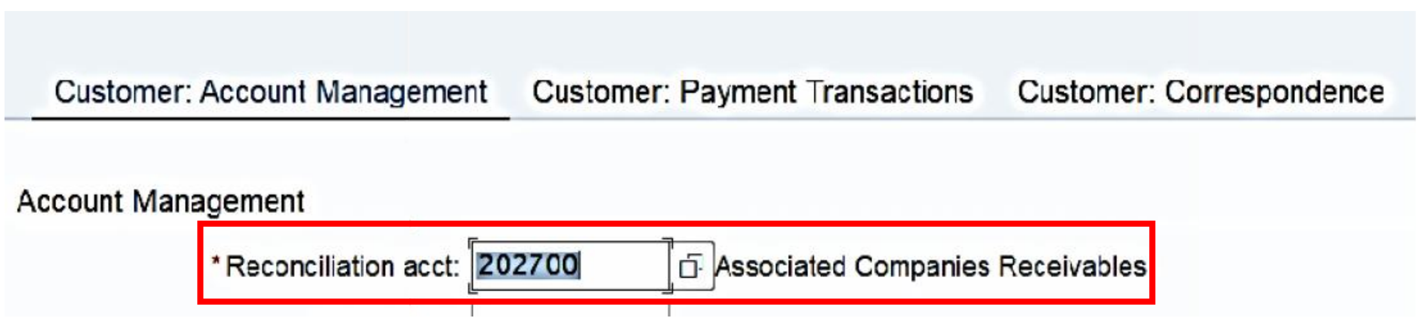
3. Enter the following data for Customer Master data:

Field name	Description	User action and values	Comment
Title		Company	
Name		MEPCO	
Search Term		MEPCO	
Address		Postal Code: 54000 City: Multan Country: PK	
Communication		Language: EN	
Company Code Menu Tab		Reconciliation account:202700	
Save		Press Save.	Business partner‘MEPCO‘ is saved.

Screen shot for Address Tab:



Screen shot for Company code Menu Tab in Business Partner:



4. Choose Save.

Result

You have created Business partner ‘MEPCO‘ in company code 1000.

3.2 Post Incoming Payments

Use

In this activity you will post incoming payments.

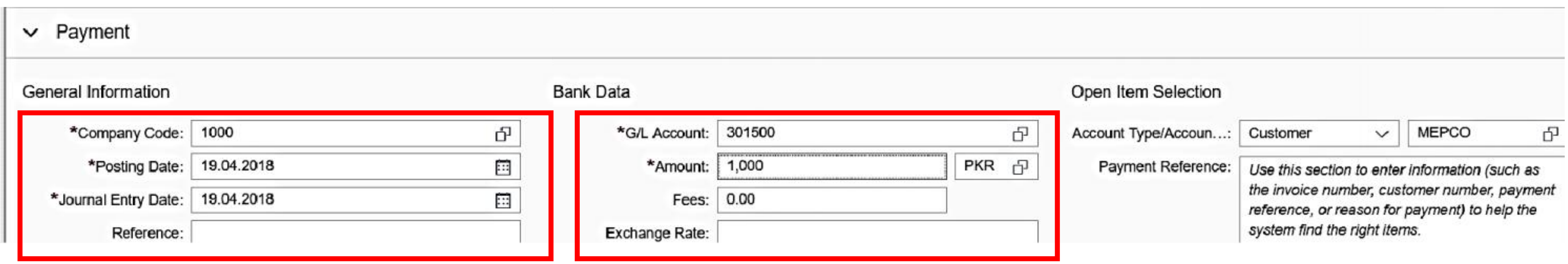
Procedure

1. Open “Post Incoming Payments” App. from Fiori Launchpad.
2. Enter following informationin Initial Screen then press enter.

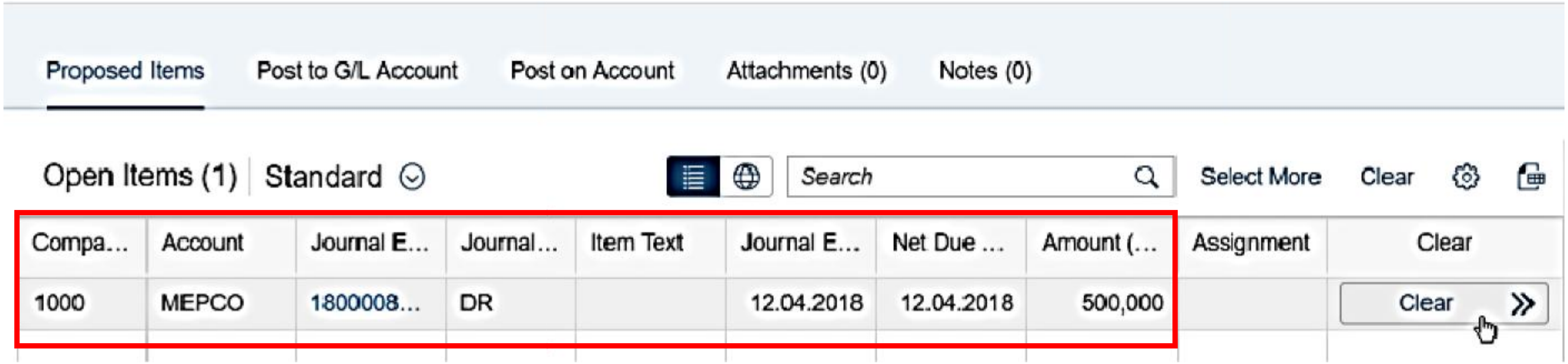
Field name	Description	User action and values	Comments
Enter General Information		Company Code:**1000** Posting date:**19.04.2018** Document date:**19.04.2018** Value date:**19.04.2018** Journal Entry Type:**DZ (Customer Payment)**	
Enter Bank data		Account:**301500** Amount:**customer invoice amount** Currency:**PKR**	Note If the incoming payment is part of a downpayment, enter the remainder invoice balance amount, which is the invoice value less the down payment amount to be applied.
Enter Open item Selection		Customer Account:**MEPCO** in the Open item selection area and choose the Propose Items button.	The open items are displayed in the bottom half of the screen.
Clear Items		Choose items to clear by choosing the Clear button in last item column.	The selected item is transferred to screen Items to Be Cleared.

Downpayment		Note Only execute this step if the payment is for an invoice where a down payment will be applied. In section Items to Be Cleared, column Allocated Amount enter the remainder invoice balance amount, which is the invoice value less the down payment amount to be applied, and press Enter.	The Balance is zero and the document can be posted.
Post Entries		Choose the Post button at the bottom of the screen.	The Activated dialog box displays details of document number generated.

Screen shot for posting incoming payment:



Screen shot for clearing the invoice:



Result

The incoming payment has been posted.

3.3 Parking and Posting of Customer Invoice

Use

In this activity you will park and post customer invoice.

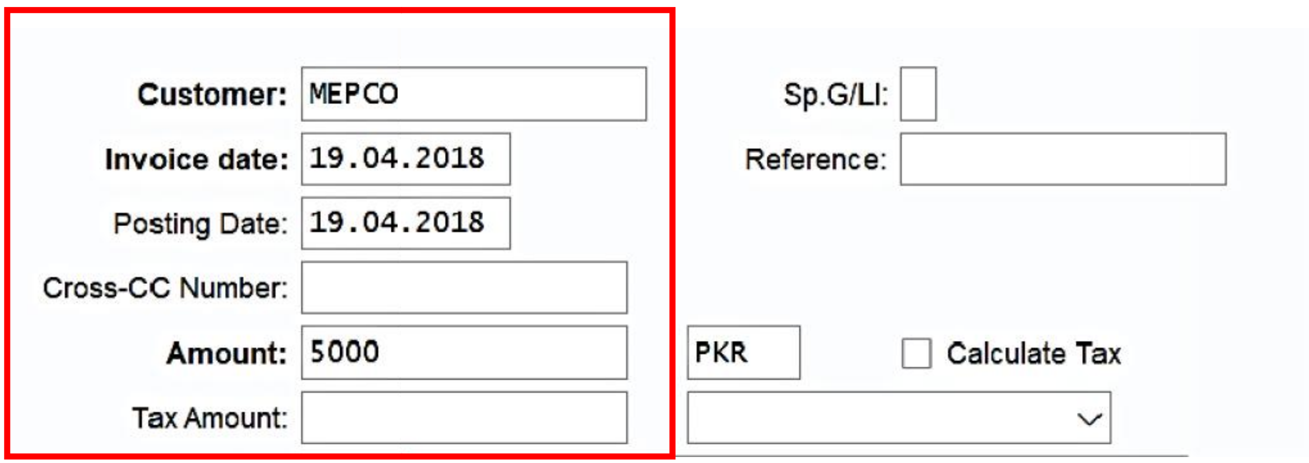
Procedure

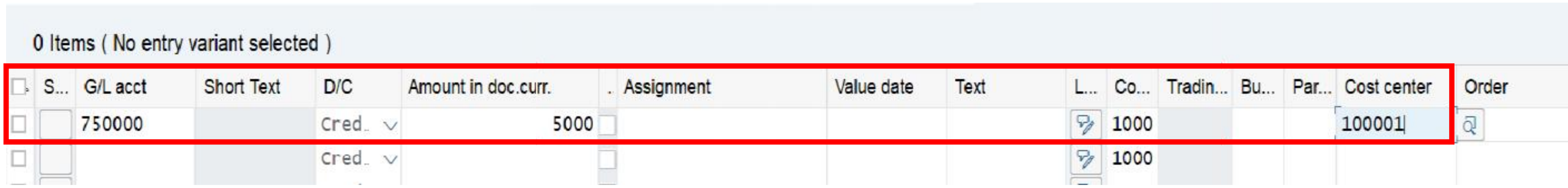
1. Open “Create Outgoing invoices” App. from Fiori Launchpad.
2. Enter following informationin Initial Screen then press enter.

User action and values	Description	User action and values	User action and values
Enter Journal Entries Header Data		In the Header pane, make the following entries: Document Date: **19.04.2018** Posting Date: **19.04.2018** Currency: **PKR**	
Enter First Line Item Data		In the Line Items pane, make the following entries: G/L Account: For example , **750000** D/C: **credit** Amount: **5000** Tax Code: **A0** Cost Center: For example, **100001**	
Customer		In the Line Items pane, make the following entries: Account: For example, **MEPCO** Amount: **5000**	

Save		Choose Save parked document.	

Screen shot for the post customer invoice entry





Choose Post

Result

The Customer invoice document is posted.

3.4 Customer Down payment Request

Use

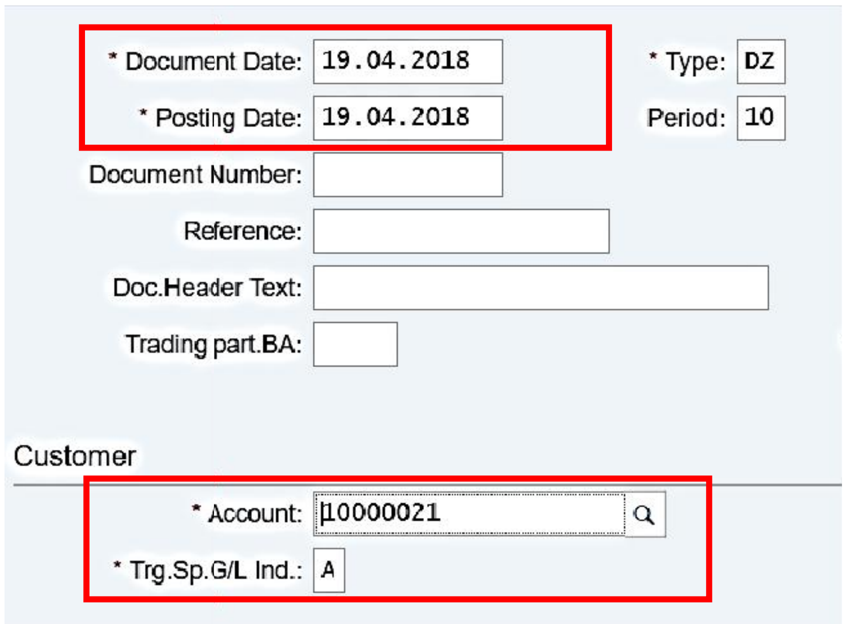
Down payment requests are noted items that do not affect the balance sheet. They can be taken into consideration in account analysis, the dunning program and in the payment program.

Procedure

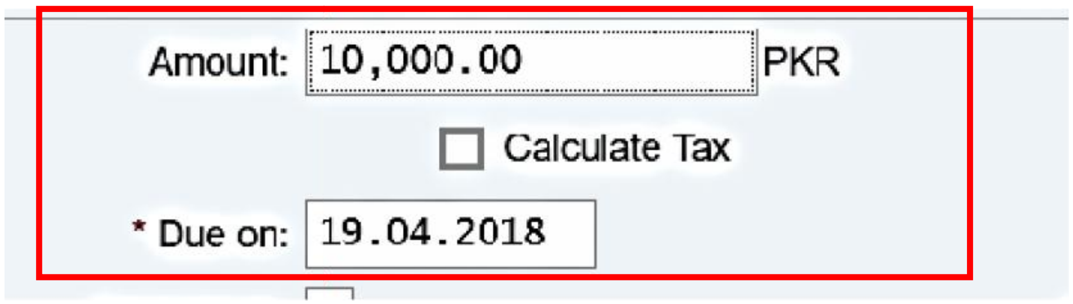
1. Open "Manage Down payment Request for Customer" App. from Fiori Launchpad.
2. Choose Create button and enter the following data:

Field name	Description	User action and values	Comments
Header		Make the following entries: Company Code:**1000** Document date: **19.04.2018** Posting date: **19.04.2018** Journal Entry Type: DZ Transaction Currency:**PKR**	Company Code 1000
Items		Enter the following and press enter: Customer:**10000021** Amount: For example,**10000** Trg. Spec. G/L Ind: A (Default value, do not change) Choose > to see more details and enter the following data: Baseline date: **19.04.2018**	
Post		Choose Post.	The Success screen is displayed showing the journal entry number posted.
Other		Select the desired action in the Success	Specifies when the recurring entry

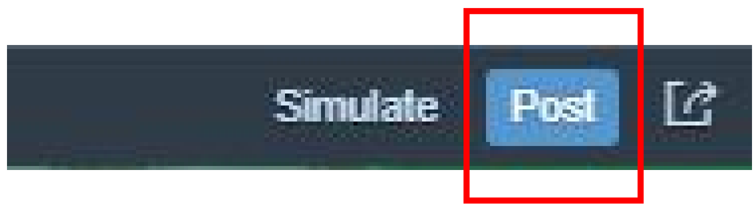
		screen: Display Post Next Go to Worklist	document is to be posted for the last time.



Next screen screen shot



Choose Post



Result

A Customer Down payment Request is created.

3.5 Post Customer Down payment

Use

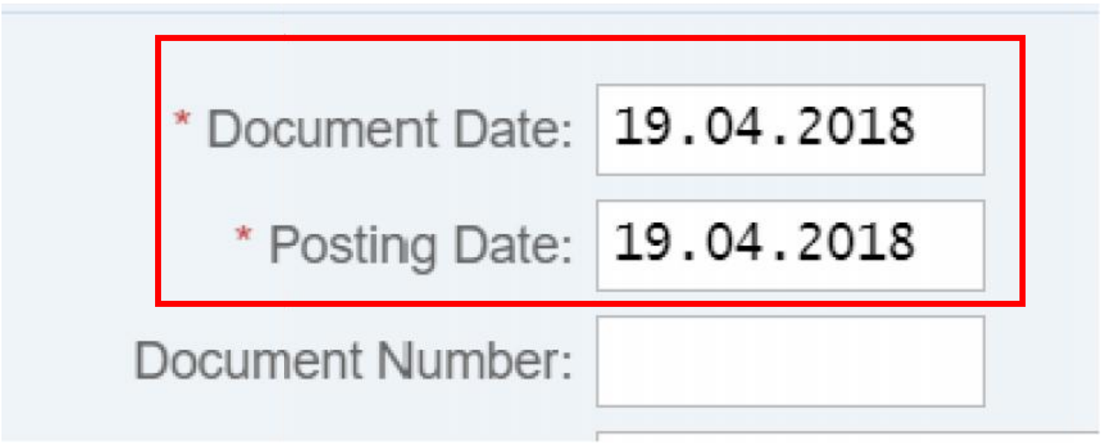
In SAP advance payment received is recorded through a process called Post Customer Down Payment.

Procedure

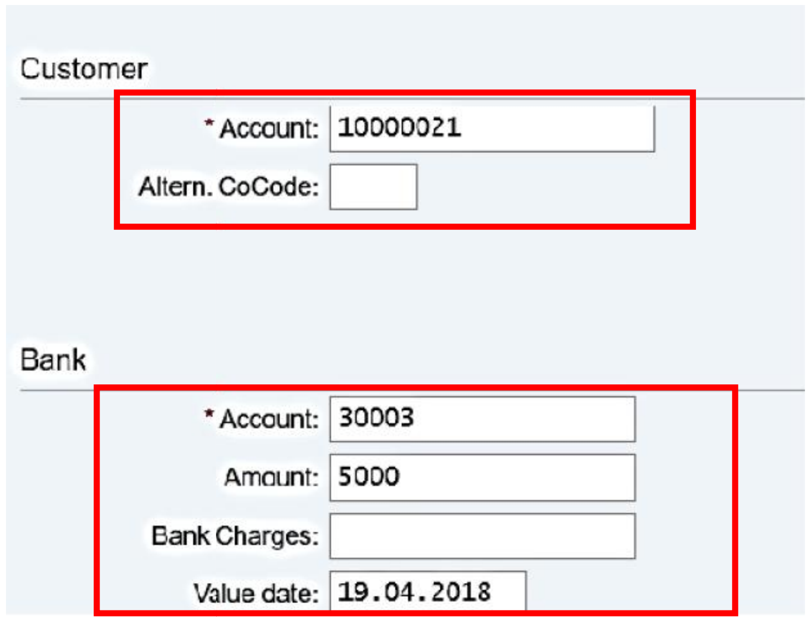
1. Open "Post Customer Down Payments" App. from Fiori Launchpad.
2. Open Post General Journal Entries.

Field name	Description	User action and values	Comments
General Information		Company Code:**1000** Posting date:**19.04.2018** Document date:**19.04.2018** Value date: **19.04.2018** Journal Entry Type: **DZ (Customer Payment)**	
Bank data		Account: **300003** Amount: **Down payment request amount** Currency:**PKR**	
Open item Selection		Make the following entries in the Open item selection area and choose the Propose Items button.: Customer Account:**10000021** Payment Reference: Down payment request document	The open items are displayed in the bottom half of the screen.

		number	
Select More		To display only the special G/L transactions choose the Select More button, deselect all entries in Line Item Type field and select: Line Item Type: Special G/L Transactions	The selected item in Payment Reference is transferred to screen Items to Be Cleared.
Post Entries		Choose the Post button.	The Success dialog box displays details of document number generated.
Other		Select the desired action in the Success screen: Display Post Next Payment	



Screen shot for Post Customer down Payment.



Choose Post.

Result

Customer down payment is posted

3.7 Security Deposit Received from RO Customer

Use

Security deposits are offset against receivables at the time of final settlement when a business partner move-out is processed.

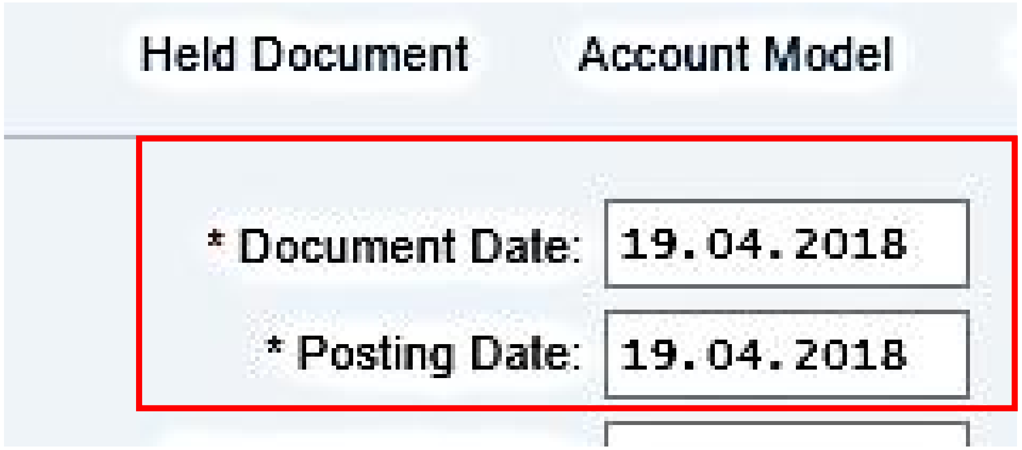
Procedure

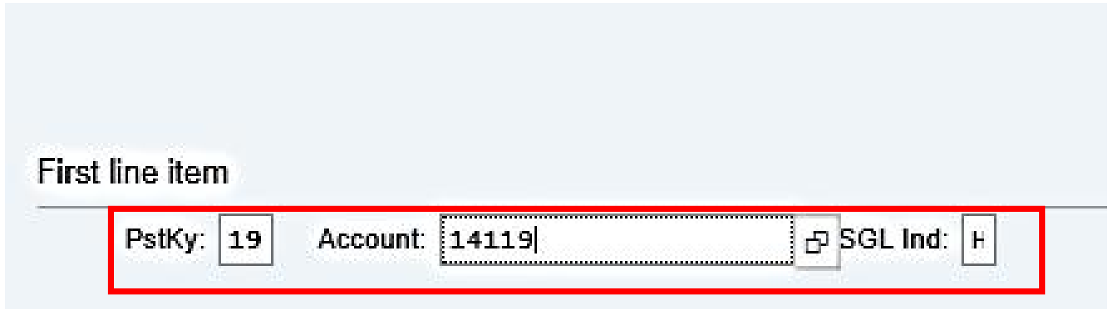
1. Open "Enter Customer Invoice" App. from Fiori Launchpad.
2. In the Search fields, make the following entry and choose company code 1000.

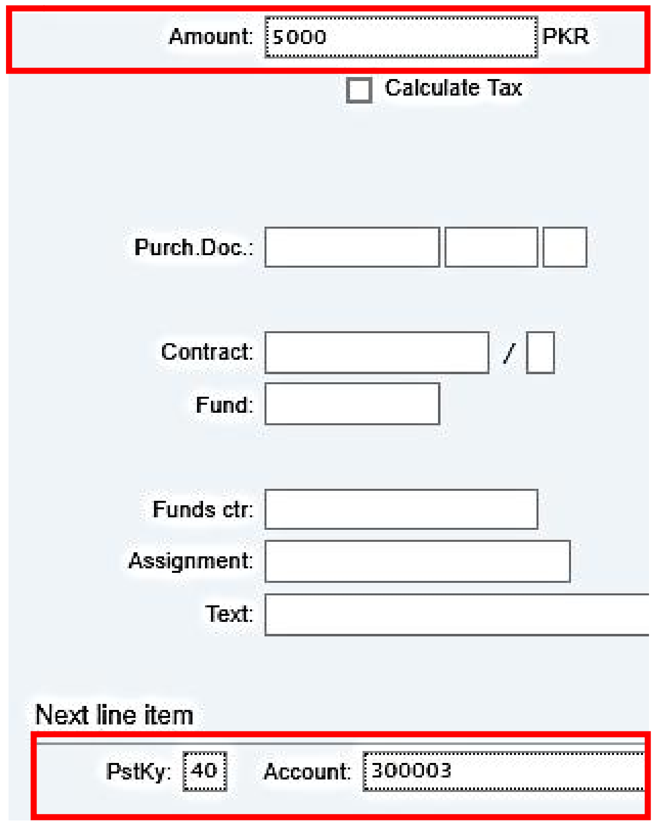
Field name	Description	User action and values	Comments
Enter Journal Entries Header Data		In the Header pane, make the following entries: Document Date: **19.04.2018** Posting Date: **19.04.2018** Period: **10** Journal Entry Type: **DZ** Company Code: **1000** Transaction Currency: **PKR**	
Enter Line Item Data		Posting Key: **19** Customer Account: **14119**, Special GL Ind: **H**	
Add New Line Item		Amount: **5000** Posting Key: **40** GL Account: **300003**	
Enter Line Item Data		Amount: **5000**	

		Vaue Date: **19.04.2018**	
Post		Choose Post.	

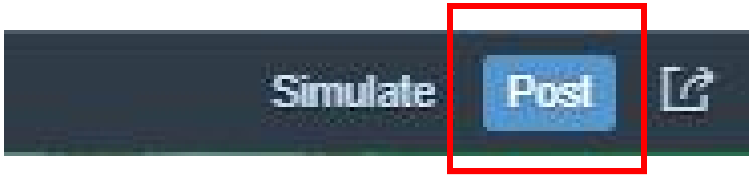
Screen shot for security deposit received:




First line item
PstKy: 19
Account: 14119
SGL Ind: H


Amount: 5000 PKR
Calculate Tax
Purch.Doc.:
Contract: /
Fund:
Funds ctr:
Assignment:
Text:
Next line item
PstKy: 40
Account: 300003

3. Choose Post.



Result

Security Deposit Received from RO customer is posted.

3.8 Balance Carry forward

Use

SAP recommends that the program is run at the beginning of the new fiscal year**.** If the program is already run at the end of the last fiscal year, postings which are posted after this to the last fiscal year, do

not result in automatic adjustment of the balance carried forward because it is not a "posting to a previous year". In such a case, it is necessary t let the program run again after these postings to carry forward the postings entered later.

Procedure

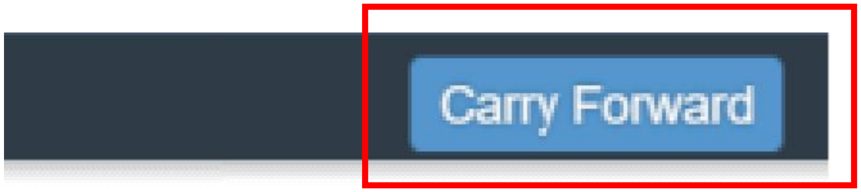
1. Open “Balance Carry forward” App. from Fiori Launchpad.
2. Make following entries.

Field name	Description	User action and values	Comments
Enter Details		Make the following entries: Company Code: **1000** Ledger: **0L** for leading ledger with local GAAP Financial Statement Version: **1000** (for chart of accounts **1000**) Fin. State. Type: **Normal** Currency: **PKR**	
Display Statement		Choose Go.	

Screen shot for the Balance carry forward:

Press Go

Choose Carry Forward



Result

Balance is carried forward to the next fiscal year.