SAP Accounts Receivable and Accounts Payable Configuration

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INTRODUCTION

Having configured the FI- GL component, we now need to configure the second important module Accounts Receivable (AR) and Accounts Payable (AP) of SAP.

The AR and AP acts as a sub ledger to FI- GL for managing the balances of Customers and Vendors. The AR and AP components store all the information and balance details for each customer and vendor.

Data is updated from AR and AP in real time to the FI-GL module. Most of the Data in AP module is obtained from the Materials Management (MM) module. Similarly most of the Data in AR module is obtained from the Sales and Distribution module.

Here we will see the configuration for AR and AP and also cover the configuration for Automatic payment program.

1) Accounts Receivable and Accounts Payable

1.1 Customer Accounts

1.1.1 Master Records

1.1.1.1 Define Account Groups with Screen Layout (Customers)

1MG \rightarrow Financial Accounting \rightarrow Accounts Receivable and Accounts Payable \rightarrow Customer Accounts \rightarrow Master Data \rightarrow Preparations for Creating Customer Master Data \rightarrow Define Account Groups with Screen Layout (Customers)

When creating a customer account, you must specify an account group. You use the account group to determine:

- > the interval for the account numbers
- whether the number is assigned internally by the system or externally by the user (type of number assignment)
- > whether it is a one-time account
- which fields are ready for input or must be filled when creating and changing master records (field status)

Click on New entries

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Account group	Z910
General data	Sold to party
One-time account	
Output determ.proc.	
Field status General data Company code data Sales data	
Click on Save 🔋	
Double Click ^{General}	data
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	System Help	
Maintain Field Status Gro		
Subgroup list		
General Data Acct group Z910 Sold to party General data		
Select Group Address Communication Control Marketing Payment transactions Unloading points Contact person Foreign trade		5.
Double Click Address		
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General Data Acct group Z910 Sold to party General data				Page 1 /
Address				
	Suppress	Req. Entry	Opt. Entry	Display
Name 1/last name	0	0	۲	0
Form of address	0	0	۲	0
Search term A	0	0	۲	0
Name 2/first name	0	0	۲	0
Name 3, name 4	0	0	۲	0
Postal code, city	0	0	۲	0
Street	0	0	۲	0
Location	0	0	۲	0
Region	0	0	۲	0
POBox	0	0	۲	0
P.O. box postal code	0	0	۲	0
Transportation zone	0	0	۲	0
Tax jurisdiction code	0	0	۲	0
P.O. Box city	0	0	۲	0
Search term B	0	0	۲	0
c/o name	0	0	۲	0
Street 2	0	0	۲	0
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Street 5	0	0	۲	0
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New Entries: Details o	of Added Entries
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Account group Z910	
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🕄 Subgroup list	
General Data 🦯	
Acct group Z910	
Sold to party	
Company code data	
Select Group	
Account management	
Payment transactions	
Correspondence	
Insurance W/holding toy data, w/h toy 2	
W/holding tax data, w/h tax 2	

Double Click Account management

Change Reconciliation account and sort key from Opt entry to Req. entry

Field check				
General Data /				Page 1/1
Acct group Z910				
Sold to party				
Company code data				
Account management				
	Suppress	Req. Entry	Opt. Entry	Display
Reconciliation account	0	۲	0	0
Cash management group	0	0	۲	0
Previous account number	0	0	۲	0
Sort key	0	۲	0	\bigcirc
Head office	0	0	۲	\bigcirc
Authorization	0	0	۲	\bigcirc
Preference indicator	0	0	۲	0
Interest calculation	0	0	۲	\bigcirc
Buying Group	0	0	۲	\bigcirc
Personnel number	0	0	0	\bigcirc
Release Group	0	0	0	\bigcirc
Gross income tax	0	0	0	0
Value adjustment key	0	0	0	0

Change Terms of payment from Opt. Entry to Req. entry

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Maintain Field Status Gr	oup: Payme	nt transac	tions	
🛃 🛃 Field check				
General Data				Page 1
Acct group Z910				
Sold to party				
Company code data				
Payment transactions /				
	Suppress	Req. Entry	Opt. Entry	Display
Terms of payment	0	۲	0	0
Bill of exch. charges terms	0	0	۲	0
Payment block	0	0	۲	0
Payment methods	0	0	۲	0
Alternative payer account	0	0	۲	0
Clearing with vendor	0	0	۲	0
Bill of exchange limit	0	0	۲	0
Next payee	0	0	۲	0
Indicate payment history	0	0	۲	0
Tolerance group	0	0	۲	0
House bank	0	0	۲	0
Known/negotiated leave	0	\bigcirc	۲	0
Lockbox	0	0	۲	0
Payment advice via EDI	0	0	۲	0
Payment advice notes	0	0	۲	0
Single pmnt, grp key, PM supl.	0	0	۲	0
Credit memo terms of payment	0	\bigcirc	۲	0
Diff. payer in document	0	0	0	0
Accts recble pledging ind.	0	0	۲	0

Click on Save 📙

1.1.1.2 Define Screen Layout per Company Code (Customers)

1MG →Financial Accounting →Accounts Receivable and Accounts Payable →Customer Accounts → Master Data → Preparations for Creating Customer Master Data → Define Screen Layout per Company Code (Customers)

Here in this step you specify, depending on the company code, which company code-dependent master record fields

- > are ready for input
- > require an entry
- > are hidden.

This specification is linked to the field status of the account group and a specification for the transaction. By means of the link, you can see which status the fields have on the entry screen for master data. In this case, the fields take on the status which has the highest priority. Hiding a field has the highest priority, followed by a display field, a required field and then an optional field:

The entry under the company code * applies to the company codes which are not explicitly entered in the table. You should not delete this entry.

Normally no configuration is required except in exceptional cases. For example, if the company codes are in different countries or some company codes do not use automatic payment processing for customers. If fields are to have an alternative status depending on the company code, specify the company code and determine the status of the fields.

We will not configure anything here since we do not want field status differently based on company codes.

Table view Edit	<u>G</u> oto <u>C</u> hoose Utilities System <u>H</u> elp
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Change View	"Field Selection per Co. Code (Custs)": Ove
🦅 New entries	Edit field status 👔 🗊 🐼 📑 📑 💽 Print field status
Company code	Company Name
*	Default field status

1.1.1.3 Define Screen Layout per Activity (Customers)

1MG \rightarrow Financial Accounting \rightarrow Accounts Receivable and Accounts Payable \rightarrow Customer Accounts \rightarrow Master Data \rightarrow Preparations for Creating Customer Master Data \rightarrow Define Screen Layout per Activity (Customers)

In this activity you specify, depending on the transactions (display, create, change) for customer master data, which master record fields

- are ready for input
- require an entry
- are hidden.

This specification is linked with the field status of the account group and the company code-dependent specification. By means of the link, you can see which status the fields have on the entry screen for master data. In this case, the fields take on the status which has the highest priority. Hiding a field has the highest priority, followed by a display field, a required field and then an optional field:

This, particular configuration is required if the fields are to be filled when creating and are not to be changed via the change transaction. This is required for reconciliation account. The reconciliation account updated during the create mode should not be changed later on in the change mode. This will create a lot of problem. In the change mode the field should not be available for change. It should be only in the display mode.

Let us configure that.

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F	Transaction type
	Create Customer (Accounting)
Γ	Change Customer (Accounting)
	Display Customer (Accounting)
	Create Customer (Sales)
	Change Customer (Sales)
	Display Customer (Sales)
	Create Customer (Centrally)
	Change Customer (Centrally)
	Display Customer (Centrally)

Double click Change Customer (Accounting)

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Change View "Customer Activity-Dependent Field Sel	6
Edit field status 🔺 🕨 📮	
Transaction Change Customer (Accounting)	
Field status	
General data	
Company code data	
Company code data	
F	
<u> </u>	
Maintain Field Status Group: Overview	
Subgroup list	
General Data	
Change Customer (Accounting) Company code data	
Select Group Account management	
Payment transactions	
Correspondence Insurance	
W/holding tax data, w/h tax 2	

Double click Account management

Change the reconciliation account from Req entry to display

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Maintain Field Status Gro	up: Accour	nt manager	nent		
Field check					
General Data				Page 1 / 1	
Change Customer (Accounting)					
Company code data					
Account management			0.1 5.1.	Disular	
Reconciliation account	Suppress	Req. Entry ©	Opt. Entry	Display	
Cash management group	0	0	(0)	0	Y
Previous account number	0	0	0	0	
Sort key	0	0	0	0	
Head office	0	Õ	(0)	0	
Authorization	0	0	0	0	
Preference indicator	0	\bigcirc	۲	0	
Field check					
terret and the second sec				Page 1 / 1	
General Data Change Customer (Accounting) Company code data				Page 1 / 1	
Change Customer (Accounting) Company code data	Suppress	Reg Entry	Ont Entry		
Change Customer (Accounting) Company code data Account management	Suppress	Req. Entry	Opt. Entry	Display	
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Change Customer (Accounting) Company code data Account management Reconciliation account Cash management group Previous account number Sort key	0	0 0 0	0	Display O O O O	
Company code data Account management Reconciliation account Cash management group Previous account number Sort key	0	0 0 0	0	Display O O O O	
Change Customer (Accounting) Company code data Account management Reconciliation account Cash management group Previous account number Sort key Head office		0 0 0	0	Display O O O O	



Double click Account management and change reconciliation account from optional entry to display

Maintain Field Status Gr	oup: Accou	nt managel	nent	
Field check				
eneral Data				Page 1/
Change Customer (Centrally)				
Company code data				
ccount management	_			
	Suppress	Req. Entry	Opt. Entry	Display
Reconciliation account		0	0	۲
Cash management group	0	0	۲	\odot
Previous account number	0	0	۲	0
Sort key	0	\bigcirc	۲	\bigcirc
Head office	0	0	۲	0
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1.1.1.4 Enter Accounting Clerk Identification Code for Customers

1MG \rightarrow Financial Accounting \rightarrow Accounts Receivable and Accounts Payable \rightarrow Customer Accounts \rightarrow Master Data \rightarrow Preparations for Creating Customer Master Data \rightarrow Enter Accounting Clerk 1dentification Code for Customers

In this step, you define the names of the accounting clerks under a name identification code. You enter the identification code in the customer master records which the accounting clerk supervises. You can use this information for evaluations and for correspondence.

-	ew "Accounting Clerks" s 🗈 🖬 🕼 🗟 🖪 🖪	: Overview
New Entre		
Co Clerk	Name of Accounting Clerk	Office user 🛄
1001 WE	Jürgen Weiss	WEISSJ 🔺
000 AC	Accountant2	ACCOUNTANT2
000 D1	Claudia Förster	FÖRSTER
000 K1	Olaf Paulsen	WF-FI-1
000 K2	Hanno Gutjahr	WF-FI-2
000 K3	Janine Auermann	WF-FI-3
000 PK	Philipp Kehrer	KEHRERP
000 WE	Jürgen Weiss	
1000 D1	Claudia Förster	FÖRSTER
1000 K1	Olaf Paulsen	WF-FI-1
1000 K2	Hanno Gutjahr	WF-FI-2
000 K3	Janine Auermann	WF-FI-3
010 D1	Claudia Förster	FÖRSTER
010 K1	Olaf Paulsen	WF-FI-1
010 K2	Hanno Gutjahr	WF-FI-2
010 K3	Janine Auermann	WF-FI-3
000 D1	Hiroki Katori	HIROKI 🗨
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able View E	Ilowing:- dit <u>G</u> oto <u>Selection</u> Utilities Sy I (I) (C) (C) S: Overview of Added E) C C C (3 (5) (5) (5)

Co	Clerk	Name of Accounting Clerk	Office user
9100	01	Sam Pitroda	
9100	02	Simi Bullock	

Click on Save 🔋

1.1.1.5 Define Industries

1MG \rightarrow Financial Accounting \rightarrow Accounts Receivable and Accounts Payable \rightarrow Customer Accounts \rightarrow Master Data \rightarrow Preparations for Creating Customer Master Data \rightarrow Define Industries

In this activity you define the industries you require. You can group together your customers by industry. The industry field is located in the general area of the customer's master record. You specify what industry a business partner belongs to by entering an industry key in its master record. You can use this information for evaluations, for example, to create a customer list according to industry.

We will not configure anything here. In case you want to configure click on new entries, enter a 3 digit code and description.

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ľ	Chan	ge View "Industry Keys": Overview
	1 N	ew Entries 👔 🚘 🐼 🛃 🖪
	Indus	Description
	0001	ndustry 0001
	0002	Industry 0002
	0003	Industry 0003
	1234	Commercial
	AGRI	Agriculture
	AGRL	Agricult. Livestocks
	AGRS	Agricult. Servive
	AIR	Airlines
	AMUS	Amusement
	ANTH	Anthracite
	AUTO	Automotive
	BLD	Building
	BLDE	Building Electric
	BLDG	Building General Con
4	BLDH	Building Heavy Const
	BLDM	Building Machinery
	CHEM	Chemical industry
	CLEA	Comm./Resid.Cleaning
	CLTH	Clothing & Textile

1.1.1.6 Create Number Ranges for Customer Accounts

1MG \rightarrow Financial Accounting \rightarrow Accounts Receivable and Accounts Payable \rightarrow Customer Accounts \rightarrow Master Data \rightarrow Preparations for Creating Customer Master Data \rightarrow Create Number Ranges for Customer Accounts

In this activity you create the number ranges for the customer accounts. To do this, specify the following under a two-character key:

- A number interval from which the account number for the customer accounts is to be selected
- The type of number assignment (internal or external number assignment)

In this screen you will notice that there is no company code selection. The customer number is created at a client level. This means that the same customer number can be extended by more than one company code.

년 <u>N</u> umber Range Object	<u>E</u> dit <u>G</u> oto <u>I</u> nterval	System <u>H</u> elp
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Customer Numbe	er Ranges	
2		
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Ranges			
No From number	To number	Current number	Ext 📆
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02 0000100000	0000199999	100080	
03 100000000	1000099999	100000039	
04 0000200000	0000299999		
05 500000000	5999999999		
06 600000000	6999999999	θ	
07 0000300000	0000399999	300729	
08 0000400000	0000499999		
XX A	ZZZZZZZZZ		✓
	КÞ		
lick on 🖪 Interval			
Insert Interval			
New interval			
No From number	To number	Current number	Ext 🛄
Z9 0001000000	0001009999	0	
Existing number ranges			
01 0000000001	0000099999	400000	
02 0000100000	0000199999	100080	
03 100000000	1000099999	100000039	



Click on Save 📙

The number range interva customizing changes. Tr	als are not inclu		
	als are not inclu		
range interval maintenar	ansport of all th	ne changes	made within number
In the initial screen fo function Interval -> Tra		nterval ma	intenance choose the
Please note the informat intervals.	ion that you get	when trans	sporting number range
/ H ×			
Transport	KO	\rightarrow	
<u>N</u> umber Range Object <u>E</u> dit <u>G</u> oto	<u>I</u> nterval System <u>H</u> e	lp	
		Shift+F4	භ ይ හ 🛒 🗖 🔞 📱
ustomer Number Range	<u>C</u> hange Change <u>S</u> tatus	Shift+F5 Shift+F6	
2	Check	31111-110	
	Transport		
🕫 Intervals 🖉 St	atus		
2 Intervals			

When we transport in the above manner all intervals for the selected number range object are deleted in the target system first. After the import, only the

intervals you export are present. The number statuses are imported with their values at the time of export. Dependent tables are not transported or converted

It is advisable that the number ranges are manually maintained on the respective system (quality, production).

1.1.1.7 Assign Number Ranges to Customer Account Groups

1MG \rightarrow Financial Accounting \rightarrow Accounts Receivable and Accounts Payable \rightarrow Customer Accounts \rightarrow Master Data \rightarrow Preparations for Creating Customer Master Data \rightarrow Assign Number Ranges to Customer Account Groups

In this step you assign the number ranges you created in the preceding step to the account groups for customers. You can use one number range for several account groups.

We will assign number range Z9 created to account Z910.

7	🗈 (📙)	😋 🙆 🚷 I 🚨 (A) (A) I
and the second second		
Chang	je View "Assign Custor	ner Acct Groups->
1		
Group	Name	Number range 🛛 🚺
0170	Consumer	08
BR01	National Brazilian Customer	ХХ
BR02	Internacional brazilian Custom	XX
CPD	One-time customers	01
CPDA	One-time customer	XX
CUST	Customers	01
DEBI	Treasury customer	01
KUNA	General customers	XX
PLNT	customer belonging to group	01
RE	Real Estate customer	02
VVD	Customer IS-IS Ioan	02
Z910	Sold to party	0
ZAG1	Sold-to party R/3> CRM	07
ZAG2	Sold-to party CRM> R/3	08
ZAPO	Sold-to party (APO Customers)	XX
ZARG	Sold-to party	02
		• •

Update the following:-

☑ Chang	/iew Edit Goto Selection Utili ■ < □ ge View "Assign Custor ■ ■ ■	C 🙆 😒 🖴 (ii	
Group	Name	Number range	
0170	Consumer	08	
BR01	National Brazilian Customer	XX	
BR02	Internacional brazilian Custom	XX	
CPD	One-time customers	01	
CPDA	One-time customer	XX	
CUST	Customers	01	
DEBI	Treasury customer	01	
KUNA	General customers	XX	
PLNT	customer belonging to group	01	
RE	Real Estate customer	02	
VVD	Customer IS-IS Ioan	02	
Z910	Sold to party	Z9	0
ZAG1	Sold-to party R/3> CRM	07	
ZAG2	Sold-to party CRM> R/3	08	
ZAPO	Sold-to party (APO Customers)	XX	
ZARG	Sold-to party	02	
		•	

Click on Save 📙

1.1.1.8 Delete Customer Master Data (OBR2)

1MG \rightarrow Financial Accounting \rightarrow Accounts Receivable and Accounts Payable \rightarrow Customer Accounts \rightarrow Master Data \rightarrow Delete Customer Master Data (OBR2)

You can delete the master records for customers by using this program. This program is to be used only during test phase.

The company code for which master records are to be deleted, should not be flagged as productive. Only master records for accounts which do not have any transaction data may be deleted.

The general customer master data is only deleted for customers who are not also created as customers in Sales and Distribution.

You can use transaction code OBR2 in the main SAP Easy Access menu.

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Deleting Master	r Data						
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Deletion quantity selection	on /						_
Delete customers	_						
Customers			0	to		_	
Delete vendors							
Vendors				to		4	
Delete G/L accounts	S						
G/L accounts				to		\$	
Process sample ac	counts also						
							_
Deletion depth							
Only general maste	er data						
In chart of accounts							
🗌 With general maste	r data						
In company code							
Program control							
Program control							
	flag only						
✓ Test run							
Test run Delete per deletion	og						

1.2 Vendor Accounts

1.2.1 Master Records

1.2.1.1 Define Account Groups with Screen Layout (Vendors)

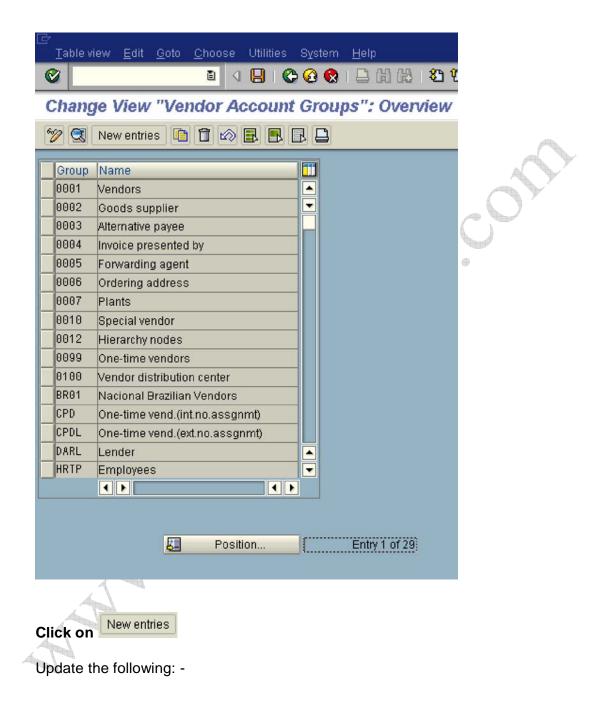
1MG →Financial Accounting →Accounts Receivable and Accounts Payable →Vendor Accounts → Master Data→ Preparations for Creating Vendor Master Data → Define Account Groups with Screen Layout (Vendors)

In this step you specify the account groups for vendors.

Via the account group you determine

- The interval for the account numbers
- Whether the number is assigned internally by the system or externally by the user (type of number assignment)

- Whether it is a one-time account
- Which fields are ready for input or must be filled when creating and changing master Data (field status)



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Double Click Account management

Make Reconciliation account and sort key as Req. entry as follows

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Click on 🖪

Make Terms of payment Req. entry

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Click on Save 📙

1.2.1.2 Define Screen Layout per Company Code (Vendors)

1MG \rightarrow Financial Accounting \rightarrow Accounts Receivable and Accounts Payable \rightarrow Vendor Accounts \rightarrow Master Data \rightarrow Preparations for Creating Vendor Master Data \rightarrow Define Screen Layout per Company Code (Vendors)

Here you determine, depending on the company code, which company codedependent master record fields

• are ready for input

- require an entry
- are hidden.

This specification is linked to the field status of the account group and a specification for the transaction. By means of the link, you can see which status the fields have on the entry screen for master data. In this case, the fields take on the status which has the highest priority. Hiding a field has the highest priority, followed by a display field, a required field and then an optional field:

The entry under the company code * applies to the company codes which are not explicitly entered in the table. You should not delete this entry.

Normally no configuration is required except in exceptional cases. For example, if the company codes are in different countries or some company codes do not use automatic payment processing for customers. If fields are to have an alternative status depending on the company code, specify the company code and determine the status of the fields.

We will not configure anything here since we do not want field status differently based on company codes.

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▲ Default field status					

1.2.1.3 Define Screen Layout per Activity (Vendors)

1MG \rightarrow Financial Accounting \rightarrow Accounts Receivable and Accounts Payable \rightarrow Vendor Accounts \rightarrow Master Data \rightarrow Preparations for Creating Vendor Master Data \rightarrow Define Screen Layout per Activity (Vendors)

In this activity you specify, depending on the transactions (display, create, change) for customer master data, which master record fields

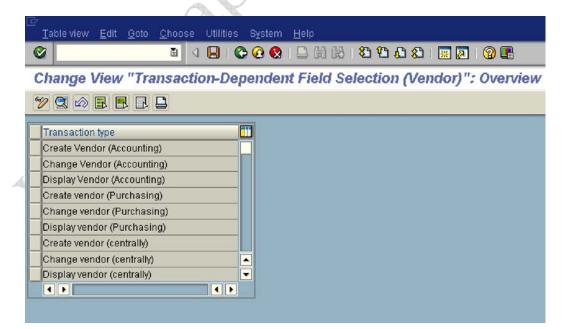
- are ready for input
- require an entry
- are hidden.



This specification is linked with the field status of the account group and the company code-dependent specification. By means of the link, you can see which status the fields have on the entry screen for master data. In this case, the fields take on the status which has the highest priority. Hiding a field has the highest priority, followed by a display field, a required field and then an optional field:

This configuration is required if the fields are to be filled when creating and are not to be changed via the change transaction. This is required for reconciliation account. The reconciliation account updated during the create mode should not be changed later on in the change mode. This will create a lot of problem. In the change mode the field should not be available for change. It should be only in the display mode.

Let us configure that.



Double clic	k ^{Change Ven}	dor (Accountii							
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Double click Account management

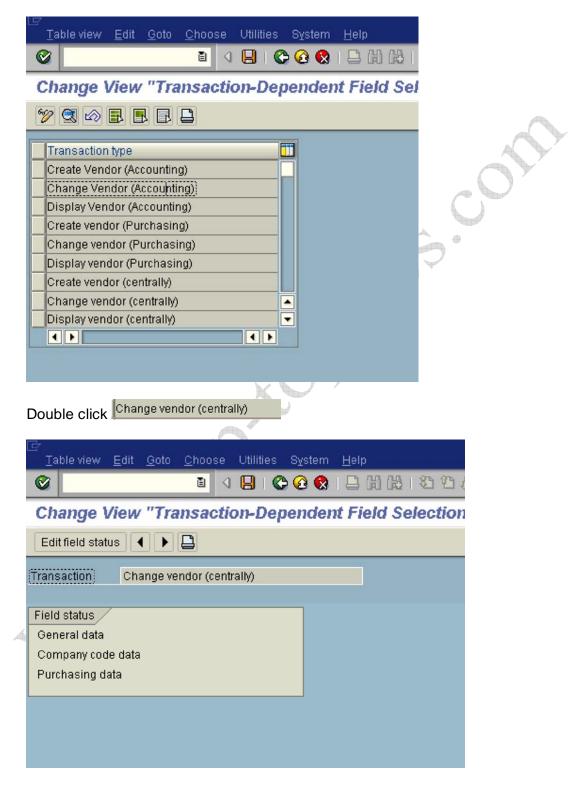
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Maintain Field Status Group: Account management

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	Minority indicator	0	0	۲	0
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Click on 📙

Similarly also make the Reconciliation account as display in Change Vendor (centrally activity).



Double click Company code data	
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Subgroup list	
General Data Change vendor (centrally) Company code data	
Select Group Account management Payment transactions Correspondence	CON.
W/holding tax data, w/h tax 2	5°
Double click Account management	5

Double click Account management

Change the Reconciliation account from Opt. entry to Display

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Maintain Field Status Group: Account management

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4	Cash management group	0	0	۲	0
	Previous account number	0	0	۲	0
	Sort key	0	0	۲	0
	Head office	0	0	۲	0
	Authorization	0	0	۲	0
	Preference indicator	0	0	۲	0
	Minority indicator	0	0	۲	0



1.2.1.4 Define Accounting Clerks

1MG \rightarrow Financial Accounting \rightarrow Accounts Receivable and Accounts Payable \rightarrow Vendor Accounts \rightarrow Master Data \rightarrow Preparations for Creating Vendor Master Data \rightarrow Define Accounting Clerks

In this step, you define the names of the accounting clerks under a name identification code. You enter the identification code in the vendor master Data which the accounting clerk supervises. You can use this information for evaluations and for correspondence.

handa Mia	w "Accounting Clorks"	Quandau
nange vie	w "Accounting Clerks"	: Overview
New Entries		
Co Clerk	Name of Accounting Clerk	Office user
3001 WE	Jürgen Weiss	WEISSJ
1000 AC	Accountant2	WEISSJ
1000 D1	Claudia Förster	FÖRSTER
1000 K1	Olaf Paulsen	WF-FI-1
1000 K2	Hanno Gutiahr	WF-FI-2
1000 K3	Janine Auermann	WF-FI-3
1000 PK	Philipp Kehrer	KEHRERP
1000 WE	Jürgen Weiss	
3000 D1	Claudia Förster	FÖRSTER
3000 K1	Olaf Paulsen	WF-FI-1
3000 K2	Hanno Gutjahr	WF-FI-2
3000 K3	Janine Auermann	WF-FI-3
3010 D1	Claudia Förster	FÖRSTER
3010 K1	Olaf Paulsen	WF-FI-1
3010 K2	Hanno Gutjahr	WF-FI-2
3010 K3	Janine Auermann	WF-FI-3

Click on New entries

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9100 R1	Name of Accounting Clerk Rimi Sen	Office user	
9100 R2	Raima Sharma		

Click on Save 📙

1.2.1.5 Create Number Ranges for Vendor Accounts

1MG \rightarrow Financial Accounting \rightarrow Accounts Receivable and Accounts Payable \rightarrow Vendor Accounts \rightarrow Master Data \rightarrow Preparations for Creating Vendor Master Data \rightarrow Create Number Ranges for Vendor Accounts

Here you create the number ranges for vendor accounts. You specify whether the number range is internal or external. Internal number range means the system allots the number automatically from the number range. External number range means the system expects the user to allot the number from the specified range.

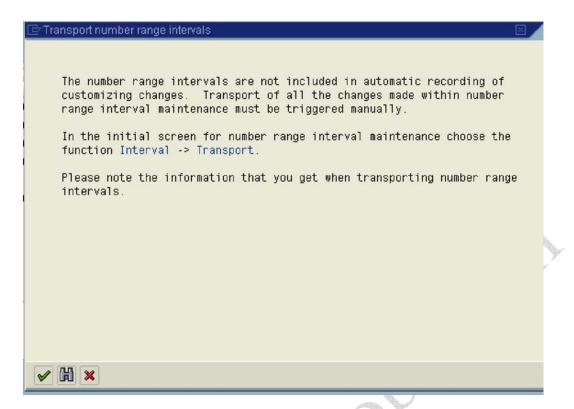
In this screen you will notice that there is no company code selection. The Vendor number is created at a client level. This means that the same vendor number can be extended by more than one company code.

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1.2.1.6 Assign Number Ranges to Vendor Account Groups

A

1MG →Financial Accounting →Accounts Receivable and Accounts Payable →Vendor Accounts → Master Data→ Preparations for Creating Vendor Master Data → Assign Number Ranges to Vendor Account Groups

Assign number range **Z9** to account group **Z910**

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1	Z910	Vendors A Ltd		
1	ZAPO	US Forwarding Agent for APO	ХХ	
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TMM		XX	

Click on Save 📙

1.2.1.7 Delete Vendor Master Data (OBR2)

1MG \rightarrow Financial Accounting \rightarrow Accounts Receivable and Accounts Payable \rightarrow Vendor Accounts \rightarrow Master Data \rightarrow Delete Vendor Master Data

Here you can delete the master Data for vendors. You can use this program in the test phase. The company code, for which master Data are to be deleted, should not be flagged as productive. Only master Data for accounts which do not have any transaction data may be deleted.

The general vendor master data is only deleted for vendors who are not also created as vendors in Purchasing.

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In company code			
Program control			
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Delete per deletion flag only			
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Customer detail log			
Vendor detail log			

1.3 Business Transactions

1.3.1 Incoming Invoices/Credit Memos

1.3.1.1 Maintain Terms of Payment

1MG \rightarrow Financial Accounting \rightarrow Accounts Receivable and Accounts Payable \rightarrow Business Transactions \rightarrow 1ncoming 1nvoices/Credit Memos \rightarrow Maintain Terms of Payment

Here you can define rules which are stored under a four-character key called as payment term. You assign this terms of payment to the vendors master record. The payment term is proposed when entering a document to the vendor account.

You can use the same key for the terms of payment for both customers and vendors who have the same payment terms. SAP recommends, however, that

you use different terms of payment keys for customers and vendors and limit the permitted account type correspondingly within the terms of payment.

Let us configure 2 payment terms.

- 1) Payable to vendor 60 days. If paid within 30 days 2 % cash discount can be availed.
- 2) Receivable from customer within 45 days. If paid within 15 days 2 % cash discount will be paid.

Generally document date is selected as the default baseline date. **Document date** is the invoice date.

You configure both the payment terms for customers and vendor using the same configuration path.

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0002	
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	Within 45 days Due net
	Within 14 days 3 % cash discount
0003	
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	Within 30 days 1.5 % cash discount Within 45 days Due net
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Click on Save 📙

Let us configure another payment term.

Click 🔇

Now we will configure payment term for customer.

Click on New entries

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Vendor Pmnt block/pmnt method d Block key Payment method	efault	Additional months Default for baseline date • No default • Document date
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Payment terms /	
Installment payment	Rec. Entries: Supplement fm Master
Term Percentage No. of days	/ Fixed date Additional months
1. 3.000 % 15	
2. % 45	
3.	
Explanations	
Within 15 days 3 % cash discount	Within 45 days Due net

Click on Save 📙

1.3.1.2 Define Terms of Payment for Installment Payments

1MG \rightarrow Financial Accounting \rightarrow Accounts Receivable and Accounts Payable \rightarrow Business Transactions \rightarrow 1ncoming 1nvoices/Credit Memos \rightarrow Define Terms of Payment for 1nstallment Payments

Here you can configure whether an invoice amount is to be divided into partial amounts with different due dates. For this, you must specify the amount of the holdback/retainage in percent and the terms of payment for each holdback/retainage payment. If you then post an invoice with terms of holdback/retainage payment, the system generates the corresponding number of line items due to your specifications for the holdback/retainage.

We want to create a installment payment key where 60 % of the amount is payable to vendor within 90 days and the balance 40 % in 120 days.

Let us create 3 payment terms (keys) using configuration path in step 1.3.1.1

The Installment payment tick is very important.

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Term Percentage No. of days / Fixed date Additional months
1. *
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Explanations 60% payable 90 days 40% 120 days
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New entries
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Explanations 60% payable 90 days	
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Payment terms Z914	Sales text	_	
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Double Click Z912

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Z912	2	40.000	Z914	-
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Click on Save 📙

1.3.1.3 Define Cash Discount Base for Incoming Invoices

1MG →Financial Accounting →Accounts Receivable and Accounts Payable → Business Transactions → 1ncoming 1nvoices/Credit Memos → Define Cash Discount Base for 1ncoming 1nvoices

Here we define whether the tax amount is taken into consideration in the base amount for calculating the cash discount amount. This specification is per company code.

We do not want the cash discount base to be net; hence we will not configure this.

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1.3.2 Outgoing Payments 1.3.2.1 Outgoing Payments Global Settings

1.3.2 Outgoing Payments

1.3.2.1 Outgoing Payments Global Settings

1.3.2.1.1 Define Accounts for Cash Discount Taken

1MG \rightarrow Financial Accounting \rightarrow Accounts Receivable and Accounts Payable \rightarrow Business Transactions \rightarrow Outgoing Payments \rightarrow Outgoing Payments Global Settings → Define Accounts for Cash Discount Taken

Here you define the account numbers of your cash discount received accounts. The system posts the cash discount amount to these accounts when clearing open items in vendors.

You can specify tax code also.

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Transaction SKE Cash discount received
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827110 is a cash discount received account Click on Save

1.3.2.1.3 Define Accounts for Exchange Rate Differences (OB09)

1MG \rightarrow Financial Accounting \rightarrow Accounts Receivable and Accounts Payable \rightarrow Business Transactions \rightarrow Outgoing Payments \rightarrow Outgoing Payments Global Settings \rightarrow Define Accounts for Exchange Rate Differences

The configuration procedure is same for both customer and vendor. Which means you can use the same path to maintain the customer and vendor for exchange rate differences.

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Click on New entries	A	\$°

Here you will enter the GL code for Accounts receivable or Accounts Payable (the reconciliation account). You can enter different GL codes for each currency code and currency type. Alternatively if you do not want different GL codes for each currency you can keep them blank

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119020 is the GL code for Account Receivables trade 3rd parties

Loss: Here you enter the GL code for exchange loss, which is realized

Gain: Here you enter the GL code for exchange gain, which is realized.

Val. loss 1: Here you enter the GL code for unrealized exchange Loss on revaluation of open items i.e. accounts receivable and accounts payable

Val. gain 1: Here you enter the GL code for unrealized exchange gain on revaluation of open items i.e. accounts receivable and accounts payable

Bal.sheet adj.1: Here you enter the GL code to which the receivable and payables adjustment is posted during foreign currency valuation of open items.

The SAP System supports two valuation areas in parallel. This account is used during valuation of the first valuation area.

The first valuation area reflects the local view of the Company code; the second valuation area takes the corporate policy for the valuation into consideration.

Click on 📙

Similarly you can configure exchange rate difference for account payable.

213320 is accounts payable trade third parties

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1.3.2.1.4 Define Accounts for Rounding Differences

1MG → Financial Accounting → Accounts Receivable and Accounts Payable → Business Transactions → Outgoing Payments → Outgoing Payments Global Settings → Define Account for Rounding Differences

This configuration is valid for both customers and vendors.

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1.3.2.1.5 Define Accounts for Bank Charges (Vendors)

1MG \rightarrow Financial Accounting \rightarrow Accounts Receivable and Accounts Payable \rightarrow Business Transactions \rightarrow Outgoing Payments \rightarrow Outgoing Payments Global Settings \rightarrow Define Accounts for Bank Charges (Vendors)

This configuration is valid for both customers and vendors.

Here you define the account numbers of your bank charges accounts. The system posts the charges amount you specify for a bank item when settling payment to these accounts. The bank charges accounts must be defined as relevant to cash flow.

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470103 is Bank charges account

Click on Save 📙

1.3.2.1.6 Define Payment Block Reasons

1MG \rightarrow Financial Accounting \rightarrow Accounts Receivable and Accounts Payable \rightarrow Business Transactions \rightarrow Outgoing Payments \rightarrow Outgoing Payments Global Settings \rightarrow Payment Block Reasons \rightarrow Define Payment Block Reasons

Using payment blocking reasons, you can differentiate why invoices are to be blocked for payment.

For each block indicator, you must decide whether:

• Changes are allowed in the payment proposal.

If the indicator is not set, the reason for blocking cannot be set nor removed when a payment proposal is processed.

• Documents defined with the block key are also not to be cleared during manual payment entry.

Payment blocking reasons are valid for all company codes. By using the reasons for payment blocking, you can also prevent items from being processed manually with the clearing procedures "Incoming payment" and "Outgoing payment". You define a blocking reason to do this and mark it accordingly. Such items can always be transferred or reversed.

You can configure Payment block reasons as required by you.

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1.3.2.1.7 Define Default Values for Payment Block

1MG →Financial Accounting →Accounts Receivable and Accounts Payable → Business Transactions → Outgoing Payments → Outgoing Payments Global Settings → Payment Block Reasons → Define Default Values for Payment Block

Here you can change (based on the payment terms) the blocking key value that is proposed as a default when entering postings to customer accounts and vendor accounts.

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	Within 45 days Due net
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2312 0	60% payable 90 days 40% 120 days
Z913 0	60% payable 90 days
	Entry 31 of 56
.1	

1.3.2.2 Manual outgoing Payments

1.3.2.2.1 Define Tolerances (Vendors)

1MG → Financial Accounting → Accounts Receivable and Accounts Payable → Business Transactions → Outgoing Payments → Manual Outgoing Payments → Define Tolerances (Vendors)

This configuration setting is valid for both customers and vendors.

Here you specify the tolerances for vendors. These tolerances are used for dealing with differences in payment and residual items which can occur during payment settlement. Specify the tolerances under one or more tolerance

groups. Allocate a tolerance group to each vendor via the master record. For each tolerance group, specify the following:

- Tolerances up to which differences in payment are posted automatically to expense or revenue accounts when clearing open items
- The handling of the terms of payment for residual items, if they are to be posted during clearing

When clearing, the lower limit for the customer specifications and employee group specifications are taken. Employee tolerance is configured in the F1 GL module. The tolerance needs to be assigned to the vendor master.

We are configuring a blank tolerance group

A.

The permitted payment difference configured for gain and loss is 100 INR or 5 % whichever is lower.

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1.3.2.2.2 Define Reason Codes (Manual Outgoing Payments)

1MG \rightarrow Financial Accounting \rightarrow Accounts Receivable and Accounts Payable \rightarrow Business Transactions \rightarrow Outgoing Payments \rightarrow Manual Outgoing Payments \rightarrow Overpayment/Underpayment \rightarrow Define Reason Codes (Manual Outgoing Payments)

Here you define reason codes, per company code, for handling payment differences in the form of

- Residual items
- Partial payments
- Postings on account

Reason codes helps in giving information in a structured manner, if the cash discount period was exceeded or if cash discount was taken when net payment was due, if the customer paid short and so on.

Per reason code, you determine:

- 1n which company code it is valid
- Which correspondence type (payment notice to the customer) is connected to it
- Short text and long text of the reason code

There are 3 indicators available:-

Charge of difference via separate account:-

Indicator that payment differences with this reason code are charged off via a separate G/L account. The account is specified in the configuration menu depending on the reason code.

Indicator: Disputed item:-

Indicator which should cause a disputed item from payment differences with this reason code during residual item formation. Disputed items do not raise the total receivables for a customer in the framework of the credit management program.

Indicator: Do not copy text:-

If you set this indicator, the text for the reason code is not copied into the segment text of the residual item or the partial payment. Set the indicator if you want to enter the segment text manually.

Indicator: Do not consider tol. limit for diff to payment advice note item

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1.3.2.2.3 Define Accounts for Payment Differences (Manual Outgoing Payment)

1MG → Financial Accounting →Accounts Receivable and Accounts Payable → Business Transactions → Outgoing Payments → Manual Outgoing Payments → Overpayment/Underpayment → Define Accounts for Payment Differences (Manual Outgoing Payment)

This configuration is valid for both customers and vendors.

Here you set the account determination for the reason codes for which payment differences are charged off via a separate G/L account. You have defined reason codes in the earlier step and determined whether an

outstanding receivable is to be set for the customer or whether the difference is to be charged off for each reason code.

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Click on 🕒

1.3.2.3 Automatic Outgoing Payments

1.3.2.3.1 Set Up All Company Codes for Payment Transactions

1MG \rightarrow Financial Accounting \rightarrow Accounts Receivable and Accounts Payable \rightarrow Business Transactions \rightarrow Outgoing Payments \rightarrow Automatic Outgoing Payments \rightarrow Payment Method/Bank Selection for Payment Program \rightarrow Set Up All Company Codes for Payment Transactions

Here you make specifications for all company codes involved in payment transactions.

For each company code, you make the following specifications:

• Paying company code

You assign a paying company code to each company code. This means that you can have one company code process payment transactions centrally for several company codes.

• Cash discount and tolerance

The payment program uses these entries to determine the cash discount strategy for the company code.

• Special G/L transactions

Specify which special G/L transactions are to be settled for customers and vendors.

F = Down payment request

- P = Payment request
- A = Down payment on current assets

Click on New entries

Update the following:-

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Max.cash discount		
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Customers /		
Sp. G/L transactions to be paid		
Sp. G/L trans. for exception list		
Click on 🖪		

1.3.2.3.2 Set Up Paying Company Codes for Payment Transactions

1MG \rightarrow Financial Accounting \rightarrow Accounts Receivable and Accounts Payable \rightarrow Business Transactions \rightarrow Outgoing Payments \rightarrow Automatic Outgoing Payments \rightarrow Payment Method/Bank Selection for Payment Program \rightarrow Set Up Paying Company Codes for Payment Transactions

Here you make the following specifications for the paying company codes:

> Data for controlling the payment program

Here we specify the minimum amount for which an incoming (100 INR) or outgoing payment (1000 INR) is created. If you do not want exchange rate difference to be generated when the payment is in foreign currency you need to select the parameter. If you want to make separate payment for each reference you need to select the parameter.

> Specifications for paying with bills of exchange

You can show or hide the settings for paying with bills of exchange.

Forms and sender details for advice notes and EDI accompanying sheets

If you wish to print payment advice notes or an EDI accompanying sheet, specify the form name. Specify also the SAPscript text modules that contain details about the sender that are to be printed on the payment advice note. You can go directly from this transaction to the transaction for editing forms and text modules.

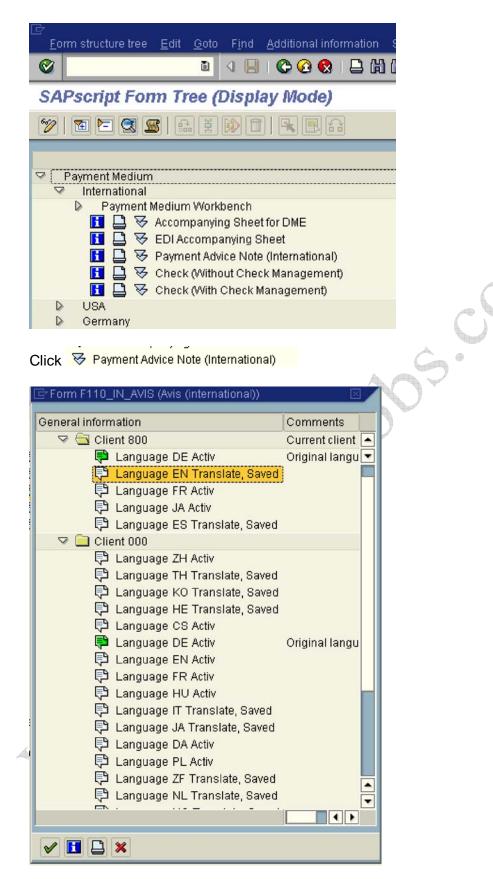
Click on New entries and update the following fields:-

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Paying co. code 9100 A Ltd. r → Company Codes Control Data Minimum amount for incoming payment 100.00 INR Minimum amount for outgoing payment 1,000.00 INR No exchange rate differences Separate payment for each ref. INR Bill/exch pymt Bill/exch pymt INR Torms Sender details Sender details Click on Forms Forms Forms Forms Sender details	New Entries: Details of Added	Entries
Control Data Minimum amount for incoming payment 100.00 INR Minimum amount for outgoing payment 1,00[0.00 INR No exchange rate differences Separate payment for each ref. Bill/exch pymt Forms	1	
Minimum amount for incoming payment 100.00 INR Minimum amount for outgoing payment 1,000.00 INR On exchange rate differences Separate payment for each ref. Bill/exch pymt Forms Sender details Click on Forms Form	Paying co. code <mark>9100</mark> A Ltd.	⊂ Company Codes
Minimum amount for outgoing payment 1,000.00 INR No exchange rate differences Separate payment for each ref. Bill/exch pymt Forms Forms Forms Forms Forms Forms Form for the Payment Advice EDI accompanying sheet form		
No exchange rate differences Separate payment for each ref. Bill/exch pymt Forms Sender details Dick on Forms		
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Take a drop down in the field Form for the payment advice

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Click International	5	,		





F110_IN_AVIS	3
🛃 Form	

Similarly take a a drop down or press function key F4 in the field EDI accompanying sheet form

Forms	
Form for the Payment Advice	F110_IN_AVIS
EDI accompanying sheet form	F110_EDI_01 🕝
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Footer text	ADRS_FOOTER	
Signature text	ADRS_SIGNATURE	
Sender	ADRS_SENDER	
Click on 📙		P.V

1.3.2.3.3 Set Up Payment Methods per Country for Payment Transactions

IMG \rightarrow Financial Accounting \rightarrow Accounts Receivable and Accounts Payable \rightarrow Business Transactions \rightarrow Outgoing Payments \rightarrow Automatic Outgoing Payments \rightarrow Payment Method/Bank Selection for Payment Program \rightarrow Set Up Payment Methods per Country for Payment Transactions

Here you specify which payment methods are to be used in each country. The following parameters are entered:-

- 1) whether it is an outgoing payment or incoming payment
- 2) payment classification check, bank transfer
- 3) What master data specification required address required, bank details required etc.
- 4) Document type is attached
- 5) The payment program name is attached.
- 6) Which currencies are to be permitted?

Ensure that the payment methods to be used for paying the open items of a business partner have been entered in the appropriate customer or vendor master record. To get a list of payment media programs, use transaction code SA38 and enter RFFO*. Click on Utilities \rightarrow Find program \rightarrow Execute.

Click on Position... and update the following

🖙 Another entry	
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In case there in no entry found for country IN you will have to manually create by clicking new entries

Click on New Entries

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No entries found that match	
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C Note to Payee by Orig	Description eBanking Payment Method Payment method for
	Outgoing payments Incoming payments
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	Required master record specifications Posting datails Street,P.O. box or P.O. box pst code Document type for payment ZP Bank details Clearing document type ZM Collection authorization Sp. OfL ind b/ex. / b/ex.pmnt req. Payment order only
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Click on 🔽 to scroll down

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Dialog Structure	Outgoing payments	
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	Bank details	Clearing document type ZV
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	Currency Image: Currency Image: Currency Image: Currency <

Click the Save 💾 button.

1.3.2.3.4 Set Up Payment Methods per Company code for Payment Transactions

IMG \rightarrow Financial Accounting \rightarrow Accounts Receivable and Accounts Payable \rightarrow Business Transactions \rightarrow Outgoing Payments \rightarrow Automatic Outgoing Payments \rightarrow Payment Method/Bank Selection for Payment Program \rightarrow Set Up Payment Methods per Company Code for Payment Transactions

Here you specify which payment methods can be used per company code and determine the conditions under which a payment method should be used.

- Specifications for grouping items for payment (such as single payment for marked items)
- Specifications for foreign/foreign currency payments

If you specify that the payment method can also be used for foreign currencies, all currencies are permitted.

And and

Specifications for optimizing bank selection

You can optimize either by bank groups or by postal codes. If you optimize by bank groups, money is transferred from the house bank to the business partner's bank in the shortest possible time. For this to be possible, you assign all banks in the master Data to a bank group defined by you.

If you optimize by postal codes, the house bank selection is determined by the business partner's domicile. If you select the "Optimization by postal codes" field, you can go directly to the activity for assigning house banks to an interval of postal codes.

- ✤ Specifications for the form to be used for the payment medium
- Specifications for issuing payment advice notes

Depending on the space available on the payment medium form for information about the note to payee, you have the following options:

- If **unlimited space** is available, you do not need to print payment advice notes (for **checks**, for example), but can do so if desired.
- If there is **no space** available, a payment advice note containing all the information about the purpose of payment is always printed (for **bills of exchange**, for example).
- If **only limited space** is available and there is therefore a risk that the space will not be sufficient, you can choose from the following options:
 - You can have the system create a payment advice note containing the information about the note to payee.

If a payment advice note is to be created every time, select "Always payment advice". The note to payee is then printed on both the form (so far as the number of lines selected on the form allow) and the payment advice note. If insufficient space is available, a payment advice note indicator is printed on the payment medium.

A payment advice note can only be created if the note to payee information does not fit into the available space. Select *Payment advice after X lines.*

You can have the system distribute the items between several forms. To do so, select No payment advice and Distribute items, XX lines per payment.



You can have the payment program determine another payment method if insufficient space is available. To do so, choose No payment advice and Payment method valid to xx lines.

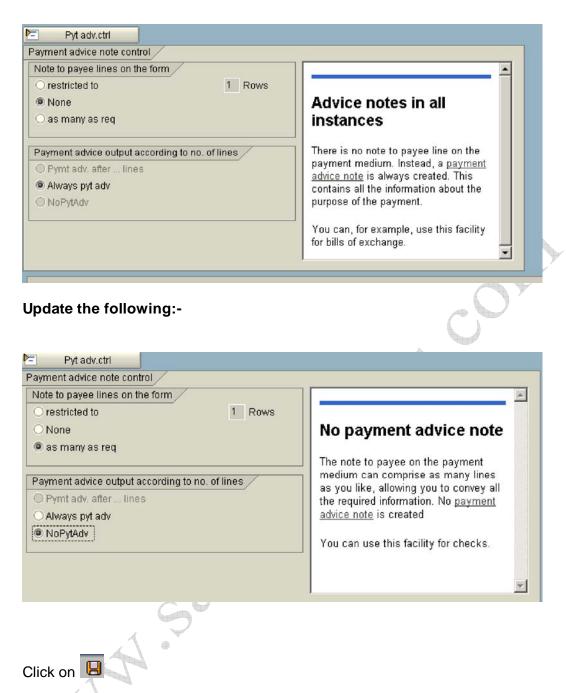
We are configuring payment method **check** for company code 9100, the minimum amount for which a check should be raised is 1000 INR and the maximum amount is 9999,999,999 INR. We have selected SAP standard check layout form F110_PRENUM_CHECK. This need to be modified as per the customer requirement and Z form needs to be attached here. Since the check will contain all the information of payment details we have selected the parameter under Note to payee lines on the form -as many as required and Parameter - no Payment advice.

In case you get error while entering the maximum amount enter a lower figure such as 9999999 and press enter. System will automatically set the format

Click on New entries	S°
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Amount limits	Grouping of items
Minimum amount	Single payment for marked item
Maximum amount	Payment per due day
Foreign payments/foreign currency payments	Bank selection control
Foreign business partner allowed	No optimization
Foreign currency allowed	Optimize by bank group
Custivendor bank abroad allowed?	 Optimize by postal code
Form data Sender details	·

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Amount limits	Grouping of items
Minimum amount 1,000.00 INR	Single payment for marked item
Maximum amount 999,999,999.00 INR	Payment per due day
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Foreign business partner allowed	No optimization
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We will configure payment method T (eBanking Payment Method) similarly will the following fields updated.

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Paying co. code 9100 A Ltd. Pmt method T eBanking Payment Method	ିଙ୍କ Pymt meth. in ctry
Amount limits Minimum amount 1,000.00 INR Maximum amount 999,999,999.00 INR	Grouping of items Single payment for marked item Payment per due day
Foreign payments/foreign currency payments Foreign business partner allowed Foreign currency allowed Cust/vendor bank abroad allowed?	Bank selection control No optimization Optimize by bank group Optimize by postal code
Form data Forms Form for the payment transfer medium Next form	F110_EDI_01 F110_EDI_01 B Form
Drawer on the form A Ltd Linking Road Bandra Mumbai - 400077	Sorting of the Correspondence Line items
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Payment advice note control Note to payee lines on the form restricted to None	

Click on 🔋

1.3.2.3.5 Set Up Bank Determination for Payment Transactions

IMG \rightarrow Financial Accounting \rightarrow Accounts Receivable and Accounts Payable \rightarrow Business Transactions \rightarrow Outgoing Payments \rightarrow Automatic Outgoing Payments \rightarrow Payment Method/Bank Selection for Payment Program \rightarrow Set Up Bank Determination for Payment Transactions

Before you can configure this step you need a house bank to be configured. You can refer the SAP Bank configuration manual.

Here you define the following:

Ranking order of banks

You specify which house banks are permitted and rank them in a list.

Bank accounts

For each house bank and payment method and currency, you specify which bank account is to be used for payments.

✤ Available amounts

For each account at a house bank, you enter the amounts that are available for the payment run. You enter separate amounts for incoming and outgoing payments. Specifying available amounts enables you to control which bank account is to be used for payments. You can specify the amounts depending on the value date at the bank.

Value date

You specify how many days elapse between the posting date of the payment run and the value date at the bank, dependent on the payment method, bank account, payment amount and currency.

You can have the system determine the value date, taking into account the bank calendar and any individual arrangements made with the bank. To do so, choose the activity Define value date rules

	Bank Selection		
	Paying company code	Name	
Select	9100	A Ltd.	and double
	lick on CRanking Order		

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Expenses/Charges			ੇ ਤ	10101	-	
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House banks are ranked for payment based on payment method and currency. If there are more than one house bank, the second bank will be ranked based on payment method and currency.

Whenever you want to make payment from the desired bank you need to check the ranking of the house bank here and change the ranking to 1, which is possible through transaction code **S_ALR_87001487** - Bank selection for payment program (which is available on the SAP Easy access menu)

Click on 📙

Next step is to maintain bank GL sub-accounts for these house banks.

Bank sub accounts for our bank accounts are as follows:-111411 ICICI check issued out 111412 ICICI outgoing w/tfr

Double click Bank Accounts

Click on New entries and update the following information:-

77 - - - -	_					
Dialog Structure	Paying cor	npany c	ode	9100 AI	_td.	
Bank Selection Ranking Order	_					
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Update the available amount for outgoing payment and the currency for the house bank. The available amount for outgoing payment in this case we have updated the maximum amount. The amount planned here is available for outgoing payments. The amount is only used for payments with which the bank debit entry is expected during the number of days displayed.

Click on ઘ

1.3.3 Outgoing Invoices/Credit Memos

1.3.3.1 Maintain Terms of Payment

IMG \rightarrow Financial Accounting \rightarrow Accounts Receivable and Accounts Payable \rightarrow Business Transactions \rightarrow Outgoing Invoices/Credit Memos \rightarrow Maintain Terms of Payment

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1.3.3.2 Define Cash Discount Base for Outgoing Invoices

IMG \rightarrow Financial Accounting \rightarrow Accounts Receivable and Accounts Payable \rightarrow Business Transactions \rightarrow Outgoing Invoices/Credit Memos \rightarrow Define Cash Discount Base for Outgoing Invoices

Here you determine whether the tax amount is to be taken into consideration in the base amount for calculating the cash discount amount. You make your specifications per company code.

We do not want the cash discount base to be net.

□ Table View Edit Goto Selection Utilities System Help ◎ □	
Change View "Cash Discount Base": Overview	
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Co DiscBaseNt 7700	
1.3.4 Incoming Payments	

1.3.4.1 Define Accounts for Cash Discount Granted

IMG \rightarrow Financial Accounting \rightarrow Accounts Receivable and Accounts Payable \rightarrow Business Transactions \rightarrow Incoming Payments \rightarrow Incoming Payments Global Settings \rightarrow Define Accounts for Cash Discount Granted

Update the following:-

🖙 Enter Chart of Accounts		
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1.3.5 Down payment received from customer

1.3.5.1 Define Reconciliation Accounts for Customer Down Payments

IMG \rightarrow Financial Accounting \rightarrow Accounts Receivable and Accounts Payable \rightarrow Business Transactions \rightarrow Down Payment Received \rightarrow Define Reconciliation Accounts for Customer Down Payments

Here you define an account in which the customer down payments or down payment requests are managed in the general ledger. In the case of down payments or down payment requests, the posting is automatically made to this account instead of to the normal receivables account (reconciliation account).

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1.3.6 Down payment made to vendor

1.3.6.1 Define Alternative Reconciliation Account for Down Payments made to Vendor

IMG \rightarrow Financial Accounting \rightarrow Accounts Receivable and Accounts Payable \rightarrow Business Transactions \rightarrow Down Payment Made \rightarrow Define Alternative Reconciliation Account for Down Payments

Here you configure the special GL account for vendor down payments. The down payment posting is then automatically made to this account instead of to the normal payables account (reconciliation account).

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1.3.7 Define Sort Method and Adjustment Accts for Regrouping Receivables/Payables

IMG \rightarrow Financial Accounting \rightarrow Accounts Receivable and Accounts Payable \rightarrow Business Transactions \rightarrow Closing \rightarrow Regroup \rightarrow Define Sort Method and Adjustment Accts for Regrouping Receivables/Payables

Here you define the periods for the **remaining terms of receivables** and **yables**. For each period, you can specify whether transfer postings are to be made for customer, vendor, or G/L accounts. This configuration also regroups credit balance in Accounts Receivable and Debit balance in Accounts Payable.

We are configuring for regrouping of AR and AP balances which are maturing beyond 6 months.

119020 AR 3rd parties

Page 111 of 111

119842 AR adjustment account regrouping 119843 Debit balance in AP 119060 A/R maturity > 6 months 213320 A/P 3rd parties 213370 A/P maturity > 6 months 219942 A/P adjustment account regrouping 219943 Cr. Balance in AR

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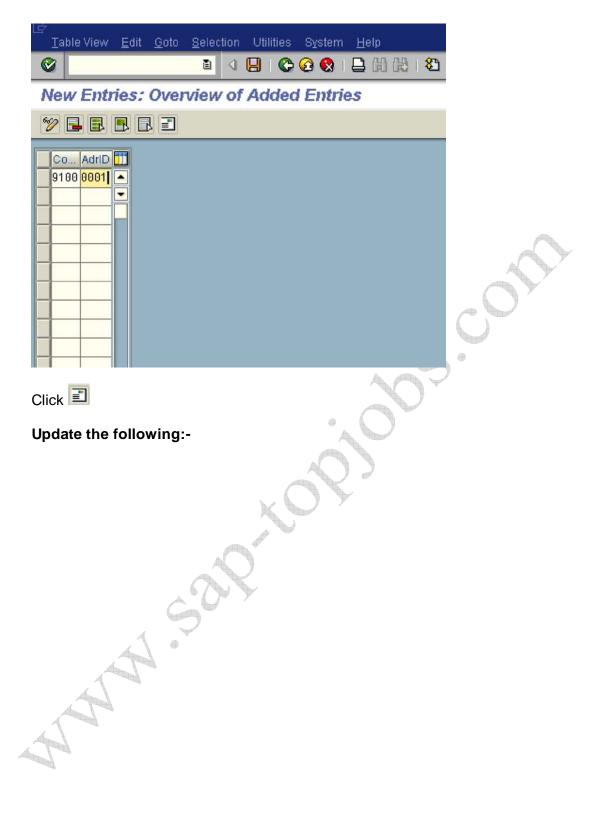
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1.3.8 Define Reply Addresses for Balance Confirmation

IMG \rightarrow Financial Accounting \rightarrow Accounts Receivable and Accounts Payable \rightarrow Business Transactions \rightarrow Closing \rightarrow Count \rightarrow Balance Confirmation Correspondence \rightarrow Define Reply Addresses for Balance Confirmation

In this step, you define the address to which the customers or vendors are to send their reply for the balance confirmation. Since this address is often different from the company code address, this specification is very important. You can define several addresses under one ID for every company code.

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