

# Financial Accounting – Accounts Receivable (FI-AR)

This case study describes an integrated process of external accounting and provides the understanding of the individual process steps and the underlying SAP functionality.

## Product

S/4HANA 2022  
Global Bike

Fiori 3.0

## Level

Undergraduate  
Graduate  
Beginner

## Focus

Financial Accounting  
Accounts Receivable

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## Version

4.2

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## MOTIVATION

During this case study, you will create various customer invoices, and then post their incoming payments and reverse and reassign incorrectly posted payments.

A majority of the data already exists in the SAP system. The static data, known as master data, simplifies the processing of business processes. Examples include customer data and all types of G/L accounts.

## PREREQUISITES

Before you work on the case study, you should familiarize yourself with navigation in the SAP system.

To carry out this FI case study successfully, it is not necessary to have worked through the FI exercises or other case studies. However, it is recommended.

## NOTES

This case study uses the fictitious model company Global Bike.



## Process Overview

**Learning Objective** Understand and manage an external accounting process in the area of accounts receivable (AR).

**Time** 135 Min.

**Scenario** To handle an external accounting process, you will take on different roles within Global Bike. Thereby you will work in the Financial Accounting (FI) department and there in the customer accounting department.

**Beteiligte Mitarbeiter** Stephanie Bernard (AR Accountant)  
Shuyuan Chen (Head of Accounting)

In this case study, you will generate and post various customer invoices in isolation in the SAP system. Preceding process steps of sales, purchasing or production are not considered in this scenario for simplification reasons.

First, you will look at the payment terms negotiated with Global Bike Inc. customers and update them as necessary. After creating the individual customer invoices, you will post the incoming payments in the SAP system for some of them. You will then check the effect of these postings on the G/L accounts involved in the process.

Unfortunately, as you proceed, you discover that some of these incoming payments, and sometimes even the receivables on which they are based, have been entered incorrectly into the system. The case study covers a total of three cases:

- *Problem scenario 1* – Your customer Motown Bikes has informed you by telephone that the delivery of First Aid Kits with reference ### Motown 2 is no longer required. By mutual agreement, the posting document for the delivery and services receivable is reversed (cancel the billing document). Also, check the impact of this on your balance sheet.
- *Problem scenario 2* – Your customer Philly Bikes has two outstanding payments for the same amount. He settles the first one with an incorrect reference, which is why you mistakenly settle the last open invoice with this incoming payment. You therefore have to reset and reassign the payment.
- *Problem scenario 3* – In addition, you have mistakenly posted an incoming payment from your customer Windy City Bikes. Therefore, you have to cancel the payment completely.

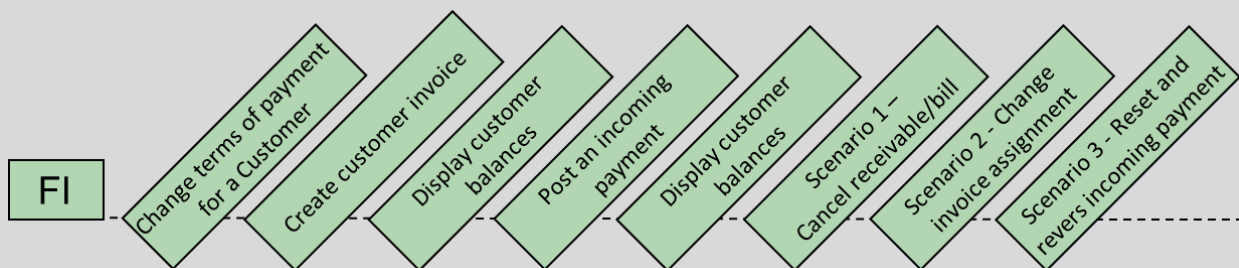
The SAP system distinguishes between:

- Reversal of a delivery & service receivable before receipt of payment (cancel billing document)
- Document reversal after receipt of payment
- Reversal of a customer payment that has already been made

Finally, since these postings are income statement effective, you will see an impact on the balance sheet and income statement.

Below you will first find an overview of all affected invoices/postings.

Customer	Text	Reference	Amount	Cash discount
Motown Bikes	Inv: Bicycle Accessories	### Motown 1	5.000	yes
Motown Bikes	Inv: First Aid Kits	### Motown 2	2.000	yes
Philly Bikes	Inv: Men´s Off Road Bikes	### Philly 1	3.500	no
Philly Bikes	Inv: Women´s Off Road Bikes	### Philly 2	3.500	no
Big Apple Bikes	Inv: Professional Touring Bikes Red	### Apple 1	6.000	no
Peachtree Bikes	Inv: Helmet	### Peachtree 1	10.000	no
Windy City Bikes	Inv: Bike & Accessories	### Windy 1	4.000	no



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## Step 1: Change Terms of Payment for a Customer

**Task** Change the terms of payment of your customer.

**Time** 10 Min.

**Short Description** Change the terms of payment of your customer *Motown Bikes* to grant a discount.

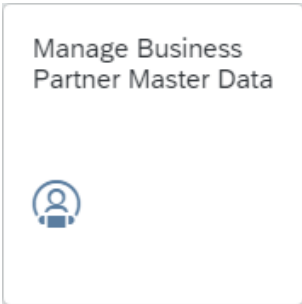
**Name (Position)** Stephanie Bernard (AR Accountant)

The business partner *Motown Bikes* has negotiated new conditions with the finance department of Global Bike. If the customer settles his invoice within 14 days, he will automatically be granted a 2% discount. In order for this to happen automatically when the incoming payment is posted, you need to change the master data of this customer. By maintaining this information in the master data record, the system calculates discounts and rebates automatically.

Scenario

Please go to the *Financial Accounting* space and choose the *Accounts Receivable* page. In the *AR Accountant* section, use the *Manage Business Partner Master Data* app to change your customer's master record.

Start



In the *Manage Business Partner* window, in the *Search* field at the top left enter **Motown** and then click **Go**. As a result, you will get a lot, more precisely 1000, customers with the name *Motown Bikes*.

Motown

Editing Status: All | Role: | Business Partner: |

Last Name/Name1: | First Name/Name2: | Street: | City: |

Country: | Adapt Filters (1) **Go**

Business Partners (1,000)							Create	Object Page	Copy	⚙️	📄	▼
Business Partner	Street	City	Postal Code	Country	Role							
○ Motown Bikes 132000	1550 One Towne Square	Detroit	48076	US	FI Customer (FLCU00), Customer (FLCU01)	>						
○ Motown Bikes 132001	1550 One Towne Square	Detroit	48076	US	FI Customer (FLCU00), Customer (FLCU01)	>						
○ Motown Bikes 132002	1550 One Towne Square	Detroit	48076	US	FI Customer (FLCU00), Customer (FLCU01)	>						


**Note** In the real company *Global Bike*, the business partner *Motown Bikes* would of course have only one and not 1000 master records. The SAP S/4HANA teaching and learning environment presented here, however, allows up to 1000 students to work on business processes in parallel. Each learner has his or her own copy of each master data record for this purpose.

1000 copies

To ensure that each student uses the correct master record, the user's three-digit number has been stored for each of these in the *Search Term 1* field.

Search Term 1

Since the *Search Term 1* field is not a default filter criterion of this app, you need to add it first. To do this, select the button **Adapt Filters (1)** on the right.


In the *Adapt Filters* window, scroll down to the *General Information - Name* section and open it by clicking on the icon . Select the *Search Term 1* checkbox there and confirm with **OK**.





Search Term 1:

In the additional field that now appears, enter your three-digit number (###) and click again on **Go**.

###

The results list should now contain only one entry: Your customer *Motown Bikes* in Detroit. To see all the detailed information of the business partner, click on the icon  at the end of the line.


Business Partners (1)						Create	Object Page	Copy			
Business Partner	Street	City	Postal Code	Country	Role						
<input type="radio"/> <b>Motown Bikes</b> 132100	1550 One Towne Square	Detroit	48076	US	FI Customer (FLCU00), Customer (FLCU01)						


In the *Business Partner* window that opens, first check that your three-digit number (###) is actually in the *Search Term 1* field. After you have made sure of this, click in the upper right corner on **Edit**. This will not only allow you to view the properties of these customers, but also to change them. You will see that the fields are now ready for input.


Basic Data ▾ Roles Address ▾ Bank Accounts Payment Cards Identification ▾ Contacts Attachments

General Information

Title:  Legal Form:

Name 1:  Foundation Date:  

Name 2:  Liquidation Date:  

Now scroll down to the *Roles* area. You will see that two business partner roles are assigned to this customer. Click the  icon at the end of the row of role *FLCU00*.



Business Partner Role	Valid From	Valid To
<input type="radio"/> FLCU00	08/18/2021	12/31/9999
<input type="radio"/> FLCU01	08/18/2021	12/31/9999

As a result, among other things, the *Company Codes* area has been added. Click on it.

Identification  Sales Areas  **Company Codes**  Tax Categories

**Note** The single line (*US00*) means that the customer Motown Bikes is only known to the subsidiary Global Bike Inc. in the USA and can currently only purchase goods there.


If he should want to purchase goods from *Global Bike Germany GmbH* at some point, the company code DE00 must be assigned to him here beforehand and certain basic settings must be made.

At the end of the line of company code *US00*, click the icon . In the following window scroll down to the *Finance* area. In the *Payment Terms* field select the value help icon . From the list of payment terms select the entry **0002** (*within 14 days 2% cash discount, within 30 days Due net*).

0002

Items (13)

Pay...	Terms of Payment Description
0001	Payable immediately Due net
0002	within 14 days 2 % cash discount, within 30 days Due net
0003	within 14 days 3 % cash discount, within 20 days 2 % cas...

In the *Automatic Payment Transactions* section, in the *Payment Methods* field, use the value help icon . In the popup *Select: Payment Methods*, select the entry **I** (*Incoming Payment*).

I

Items (12)

P	Cou...	Payment Method Description	Inc...
B	US	Payroll EFT USD Payments	<input type="checkbox"/>
C	US	Check	<input type="checkbox"/>
D	US	Bank transfer (ACH CCD)	<input type="checkbox"/>
I	US	Incoming Payment	<input checked="" type="checkbox"/>

Then click at the bottom right on **Apply**. Back in the *Customer* screen, click on **Apply**.

This will take you back to the initial screen of the *Motown Bikes* business partner. Here you click on the bottom right **Save**. You will receive the following message.

Master data record saved

Click **SAP** to return to the SAP Fiori Launchpad.



## Step 2: Create Customer Invoice

**Task** Create multiple accounts receivable invoices.

**Time** 15 Min.

**Short Description** Use the SAP Fiori Launchpad to enter manually multiple customer invoices in the system.

**Name (Position)** Stephanie Bernard (AR Accountant)

In this step, you will create seven customer invoices in the SAP system. Debtors (lat. *debere* = to owe) are business partners against whom there are receivables for services rendered.

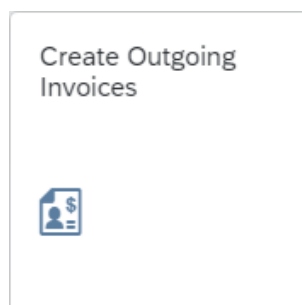
Debtor


The *accounts receivable* summarizes the individual receivables of a customer and is usually maintained in the customer sub-ledger. In parallel, a collective account, also called a reconciliation account, is maintained in the general ledger. Normally, this account is called *trade receivables*.

Accounts Receivable

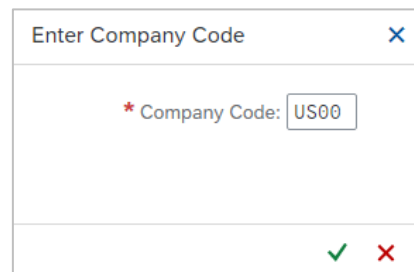
To create a customer invoice, go to the *Financial Accounting* space and choose the *Accounts Receivable* page. In the *AR Accountant* section, open the *Create Outgoing Invoices* app.

Start




If the following popup appears, in the *Company Code* field enter **US00** and confirm with . If it does not appear, click the button  **Company Code**.

US00



**Note** You can change the company code at any time by using the  **Company Code** button.

On the *Enter Customer Invoice: Company Code US00* screen, search for your customer number for Motown Bikes by clicking the value help icon  in the *Customer* field.

As *Search term* enter your three-digit number (###) and the *name* of your customer **Motown Bikes** and select **Go**.

###  
Motown Bikes

Account or Matchcode for the Next Line Item (1) X

Customers (General)   
  Customers (by company code)   
  Customers by country/company code   
 \*\*\*

Search term:

Country:

Postal Code:

City:

Name:

Customer:

Deletion flag:

Maximum No. of Hits:

Double-click on your customer to select his number. As *Invoice Date* enter **today's date** and as *Amount* enter **5000**. For *Reference* enter **### Motown 1** and for text **Inv: Bicycle Accessories**.

today's date  
5000  
### Motown 1  
Inv: Bicycle Accessories

Basic data    Payment    Details    Tax    Notes

Customer:     Sp.G/LI:

Invoice date:     Reference:

Posting Date:

Cross-CC Number:

Amount:    

Calculate Tax

Tax Amount:    

Text:

Company Code: US00 Global Bike Inc. Dallas

Now go to the *Items* area. In the first line, for *G/L account* enter **4000000** (*Sales*), for *D/C* select **Credit** and for *Amount in document currency* enter **5000**. Confirm your entries. Confirm any warning messages with Enter.

4000000  
Credit  
5000

Note that the SAP system automatically transfers the payment terms from the customer master data.

Amount:    

Calculate Tax

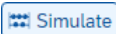
Tax Amount:    

Text:

**Paymt terms: 14 Days 2 %, 30 Days net**


Baseline Date: 04/13/2022


Company Code: US00 Global Bike Inc. Dallas

Click on  at the top. Again, please confirm any warning messages that may be displayed by pressing Enter.

Doc.Type : DR ( Customer Invoice ) Normal document					
Doc. Number	Company Code	US00	Fiscal Year	2022	
Doc. Date	04/13/2022	Posting Date	04/13/2022	Period	04
Calculate Tax	<input type="checkbox"/>				
Ref.Doc.	100 MOTOWN 1				
Doc. Currency	USD				

Itm	PK	Account	Account Short Text	Assignment	Tx	Amount
1	01	132100	Motown Bikes			5,000.00
2	50	4000000	Sales			5,000.00-

Click on . Confirm warning messages with Enter one last time.

 Document 1800000007 was posted in company code US00

Repeat this step of creating customer invoices exactly six more times. Start with the second invoice to Motown Bikes. Use the tabular overview in the scenario at the beginning of this case study.

**Invoice 2** The second invoice for the sale of first aid kits to *Motown Bikes* is *2000 USD*.

Motown Bikes

Basic data	Payment	Details	Tax	Notes	
Customer: 132100	Sp.G/LI: <input type="checkbox"/>				
Invoice date: 04/13/2022	Reference: 000 MOTOWN 2				
Posting Date: 04/13/2022					
Cross-CC Number: <input type="text"/>					
Amount: 2,000.00	USD	<input type="checkbox"/> Calculate Tax			
Tax Amount: <input type="text"/>	<input type="text"/>				
Text: Inv: First Aid Kits					
1 Items ( No entry variant selected )					
St...	G/L acct	Short Text	D/C	Amount in doc.curr.	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4000000	Sales	H Credit	2,000.00

today's date  
### Motown 2

2000

Inv: First Aid Kits

4000000  
Credit  
2000

**Invoice 3** The next accounts receivable invoice is for the sale of Men's Off Road Bikes to the customer *Philly Bikes* for *3500 USD*.

Philly Bikes

Basic data	Payment	Details	Tax	Notes
Customer:	127100	Sp.G/LI:		
Invoice date:	04/13/2022	Reference:	100 PHILLY 1	
Posting Date:	04/13/2022			
Cross-CC Number:				
Amount:	3500		USD	
		<input type="checkbox"/>	Calculate Tax	
Tax Amount:				
Text:	Inv: Men's Off Road Bikes			
1 Items ( No entry variant selected )				
St...	G/L acct	Short Text	D/C	Amount in doc.curr.
<input checked="" type="checkbox"/>	4000000	Sales	H Credit	3,500.00

today's date  
### Philly 1

3500

Inv: Men's Off Road Bikes

4000000  
Credit  
3500

**Invoice 4** The fourth invoice to *Philly Bikes* is also for *3500 USD*, but for the sale of *Women's Off Road Bikes*.

Philly Bikes

Basic data	Payment	Details	Tax	Notes
Customer:	127100	Sp.G/LI:		
Invoice date:	04/13/2022	Reference:	100 PHILLY 2	
Posting Date:	04/13/2022			
Cross-CC Number:				
Amount:	3,500.00		USD	
		<input type="checkbox"/>	Calculate Tax	
Tax Amount:				
Text:	Inv: Women's Off Road Bikes			
1 Items ( No entry variant selected )				
St...	G/L acct	Short Text	D/C	Amount in doc.curr.
<input checked="" type="checkbox"/>	4000000	Sales	H Credit	3,500.00

today's date  
### Philly 2

3500

Inv: Women's Off Road Bikes

4000000  
Credit  
3500

**Invoice 5** You create the fifth accounts receivable invoice for *Big Apple Bikes* for *6000 USD* for the sale of *Professional Touring Bikes Red*.

Big Apple Bikes

Basic data	Payment	Details	Tax	Notes
Customer:	126100	Sp.G/LI:		
Invoice date:	04/13/2022	Reference:	100 APPLE 1	
Posting Date:	04/13/2022			
Cross-CC Number:				
Amount:	6,000.00		USD	
		<input type="checkbox"/>	Calculate Tax	
Tax Amount:				
Text:	Inv: Professional Touring Bikes Red			
1 Items ( No entry variant selected )				
St...	G/L acct	Short Text	D/C	Amount in doc.curr.
<input checked="" type="checkbox"/>	4000000	Sales	H Credit	6,000.00

today's date  
### Apple 1

6000

Inv: Professional Touring Bikes Red

4000000  
Credit  
6000

**Invoice 6** The next bill is for *Peachtree Bikes* over *10000 USD* for helmet sales.

Peachtree Bikes

Basic data    Payment    Details    Tax    Notes

Customer: 128100    Sp.G/LI:

Invoice date: 04/13/2022    Reference: 100 PEACHTREE 1

Posting Date: 04/13/2022

Cross-CC Number:

Amount: 10,000.00    USD

Calculate Tax

Tax Amount:

Text: Inv: Helmet

1 Items ( No entry variant selected )

St...	G/L acct	Short Text	D/C	Amount in doc.curr.
<input checked="" type="checkbox"/>	4000000	Sales	H Credit	10,000.00

today's date  
### Peachtree 1

10000

Inv: Helmet

4000000  
Credit  
10000

**Invoice 7** The last invoice is for *Windy City Bikes* for *4000 USD* for the sale of bikes and accessories.

Windy City Bikes

**Note** Please note that this customer would like to pay *by check* and you indicate this accordingly.

Payment by check

Basic data    Payment    Details    Tax    Notes

Customer: 130100    Sp.G/LI:

Invoice date: 04/13/2022    Reference: 100 WINDY 1

Posting Date: 04/13/2022

Cross-CC Number:

Amount: 4,000.00    USD

Calculate Tax

Tax Amount:

Text: Inv: Bike & Accessories

1 Items ( No entry variant selected )

St...	G/L acct	Short Text	D/C	Amount in doc.curr.
<input checked="" type="checkbox"/>	4000000	Sales	H Credit	4,000.00


today's date  
### Windy 1

4000

Inv: Bike & Accessories

4000000  
Credit  
4000

To change the payment method, click on the *Payment* tab (to the right of *Basic data*) before posting. Confirm warning messages again with Enter.

In the *Payment Method* field, click the value help icon  and double-click to select **C** (*Check*). Click on **Post**. Confirm warning messages with Enter.

C

Click  to return to the SAP Fiori Launchpad. Confirm any warning messages of your browser with OK.



### Step 3: Display Customer Balances

**Task** Display the balances of your customer accounts.

**Time** 10 Min.

**Short Description** Now that you have created numerous customer invoices, use the SAP Fiori Launchpad to create a balance overview of your customers.

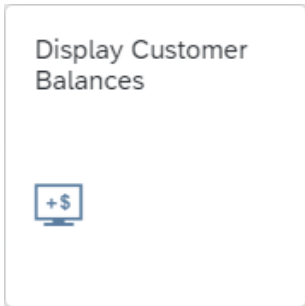
**Name (Position)** Stephanie Bernard (AR Accountant)



In this step, you check the *customer balances*. The debit and credit amounts as well as the balances are displayed by company code, fiscal year and customer. You can also display all the associated line items.

Customer balances

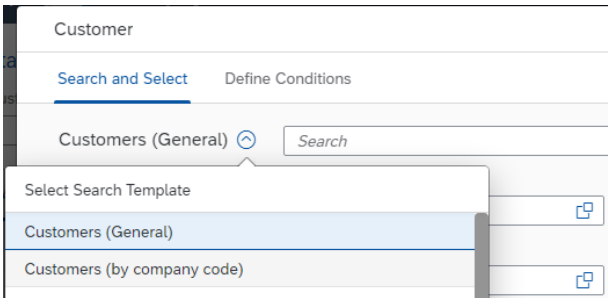
Go to the *Financial Accounting* space and choose the *Accounts Receivable* page. In the *AR Accountant* section, use the *Display Customer Balances* app to display customer balances.


Start



First, in the *Customer* field, click the value help icon . In the *Customer* window that opens, find and select  next to *Customers (General)* at the top left. There, select the second entry: **Customers (by company code)**.

Customer  
(by company code)



This will cause the *Search Term* field to appear, among other things. Enter your three-digit number (###) in this field. In the search field at the top, enter **Motown**. Compare your entries with the screenshot below and click .

###  
Motown

Customer

Search and Select Define Conditions

Customers (by company code)

Search Term:

Country:

Postal Code:

City:

Customer Name:

Customer:

Company Code:

Co.cde deletion flag:

Select the only result row with your customer *Motown Bikes* by selecting the checkbox at the beginning of the row. After that click on .

Items (1)

<input checked="" type="checkbox"/>	Search Term	Cou...	Postal Code	City	Customer Name	Customer	Compa...
<input checked="" type="checkbox"/>	100	US	48076	DETROIT	MOTOWN BIKES	132100	US00

Back in the initial *Display Customer Balances* screen, the number of your business partner *Motown Bikes* has been copied into the *Customer* field. In the *Company Code* field, enter **US00** and as *Fiscal Year* enter the **current year**. Compare your entries with the screenshot below and then click .

US00  
current year

< **SAP** Display Customer Balances ▾

Standard\* ▾

Customer:

Company Code:\*

Fiscal Year:\*

As a result, you will get a list of all balances of this customer account sorted by period (month) and debit/credit. Click on the amount in the *Debit* column in the row of the month in which you entered the customer invoices in the previous step.

Period	Debit	Credit	Balance	Cumulative Balan...	Sales
Opening...					
01					
02					
03					
04	7,000.00		7,000.00	7,000.00	7,000.00
05				7,000.00	
06				7,000.00	
07				7,000.00	
08				7,000.00	
09				7,000.00	
10				7,000.00	
11				7,000.00	
12				7,000.00	


In the *Manage Customer Line Items* screen that opens, you will see a list of all the line items in this customer account that match the selection criteria from the previous screen. The posting document numbers should match those of your first two generated customer invoices.

Items (2) Standard ▾		Edit Line Items Create Correspondence Block for Dunning Unblock for Dunning ⋮					
Customer	Company ...	Clearin...	Assignment	Journal Entry Date ▾	Journal Entry ▾	Journal	
<input type="checkbox"/> 132100	US00	✘	20220413	04/13/2022	1800000008	DR	
<input type="checkbox"/> 132100	US00	✘	20220413	04/13/2022	1800000007	DR	

What does the red icon in the item's *Clearing Status* column mean?

---

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Click  to return to the SAP Fiori Launchpad.



## Step 4: Post an Incoming Payment

**Task** Post incoming payments from your customers.

**Time** 25 Min.

**Short Description** Use the SAP Fiori Launchpad to post some incoming payments to the customer invoices you generate.

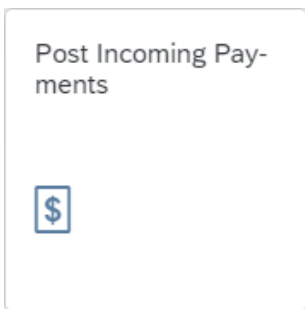
**Name (Position)** Stephanie Bernard (AR Accountant)

In this step, you post the incoming payment for the following customer invoices: ### Motown 1, ### Philly 1, ### Apple 1, ### Peachtree 1, ### Windy 1.

Scenario

To post customer invoices, go to the *Financial Accounting* space and choose the *Accounts Receivable* page. In the *AR Accountant* section, open the *Post Incoming Payments* app.

Start





Type in the *Company Code* field **US00**, in the *Posting Date* and *Journal Entry Date* fields enter **today's date**, the **current period** (for example, 07 for July), as *G/L Account* **1810000** (*Bank 1*), as *Amount* **4900 USD**, and as *Reference* **### Motown 1**. Press Enter.

US00  
today's date (2x)  
current period  
1810000  
4900 USD  
### Motown 1


Customer

###  
Motown

In the *Open Item Selection* area, make sure that **Customer** is selected in the *Account Type* dropdown. Then, in the *Account ID* field, click the value help icon .

In the *Select: Customer* popup, enter your three-digit number (###) as the *Search Term* and **Motown** in the search field at the top. Compare your entries with the screenshot below and then click .

Select: Customer

x Q
Hide Filters 

Customer:

Country:

Customer Name:

Company Code:


Postal Code:

Search Term:


City:

Items (1)

Customer	Compa...	Search Term	Cou...	Postal Code	City
132100	US00	100	US	48076	DETROIT


The only result you will get is your client *Motown Bikes*. Click on this line. In the *Post Incoming Payments* screen click on  now.

**Open Item Selection**

Account Type/Account ID: Customer v 132100 


Payment Reference: 



Use this section to enter information such as the invoice number, journal entry number or payment reference to help the system find the right items.

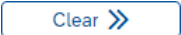


In the *Open Items* area, the system shows you exactly the two posting documents for the customer invoices you created earlier.

Proposed Items    Post to G/L Account    Post on Account    Attachments (0)    Notes (0)

Open Items (2) Standard v
Search 
Select More    Clear    

Compa...	Account	Journal Entry	Journal...	Item Text	Journal Entry D...	Net Due Date	Amount (USD)	Assignment	Clear
US00	132100	1800000007	DR	Inv: Bicycle Acc...	04/13/2022	05/13/2022	5,000.00	20220413	
US00	132100	1800000008	DR	Inv: First Aid Kits	04/13/2022	05/13/2022	2,000.00	20220413	

At the end of the line with the item text *Inv: Bicycle Accessories*, click .

Item Text	Journal Entry D...	Net Due Date	Amount (USD)	Assignment	Clear
Inv: Bicycle Acc...	04/13/2022	05/13/2022	5,000.00	20220413	<a href="#">Clear &gt;&gt;</a>
Inv: First Aid Kits	04/13/2022	05/13/2022	2,000.00	20220413	<a href="#">Clear &gt;&gt;</a>

The system automatically calculates a *Discount Amount* of 100 USD because you had negotiated 2% cash discount with the customer as payment terms for payment within 14 days.

Remove	Journal Entry	Open Amoun...	Allocated Am...	Discount Am...	Invoice Refer...
<a href="#">&lt;&lt;</a>	1800000007	5,000.00 <a href="#">i</a>	5,000.00	<u>100.00</u>	

Check the balance **Balance: 0.00 USD** in the upper right corner and then click **Post**.

✔ **Success**

---

Journal entry 1400000008 (2022, US00) successfully posted

[Display](#)   [Post Next Payment](#)

Select [Display](#) to view the complete journal entry.

SAP Manage Journal Entries LL

Journal Entry (1400000008) - Entry View ☺

<b>Header</b>	0	0	0
	Attachments	Notes	Related Documents

Journal Entry Date: 04/13/2022	Company Code: US00 (Global Bike Inc.)
Posting Date: 04/13/2022	Transaction Currency: USD
Posting Period: 4 / 2022	
Journal Entry Type: DZ (Customer Payment)	
Reference: 100 MOTOWN 1	
Ref. Document Type: BKPF (Actg doc.direct inpt)	
Header Text: -	
Created: by LEARN-200 on 04/13/2022 16:33:55	

[Show More](#)

Posting View Item	G/L Account	Profit Center	Debit	Credit
000001	1810000 (Bank 1)		4,900.00 USD	0.00 USD >
000002	4770000 (Rebates gra...)		100.00 USD	0.00 USD >
000003	1200000 (Trade receiv...)		0.00 USD	5,000.00 USD >

You have also received payments from your clients Big Apple Bikes, Peachtree Bikes, Windy City Bikes and the first invoice from Philly Bikes for the Men's Off Road Bike. Navigating back, you get an information popup. Confirm it with a click on **OK** and post the additional payments.

### Incoming payment ### Apple 1

Customer Big Apple Bikes over \$6,000 for Inv: Professional Touring Bike-Red

**SAP Post Incoming Payments** Balance: -6,000.00 USD

Payment

Payment

**General Information**

Company Code: US00

Posting Date: 04/13/2022

Journal Entry Date: 04/13/2022

Value Date: 04/13/2022

Reference: 100 APPLE 1

Period: 04

Journal Entry Type: DZ (Customer Payment)

Header Text:

Profit Center:

Clearing Text:

**Bank Data**

House Bank/Account:

G/L Account: 1810000

Amount: 6,000.00 USD

Fees: 0.00

Assignment:

Exchange Rate:

**Open Item Selection**

Account Type/Account ID: Customer 126100

Click on **Clear >>** for item text *Inv: Professional Touring Bike-Red*. Check the balance **Balance: 0.00 USD** and click **Post**. Select the button **Post Next Payment**.

### Incoming payment ### Philly 1

Customer Philly Bikes over \$3.500 for Inv: Men's Off Road Bikes

**SAP Post Incoming Payments** Balance: 0.00 USD

Payment

Payment

**General Information**

Company Code: US00

Posting Date: 04/13/2022

Journal Entry Date: 04/13/2022

Value Date: 04/13/2022

Reference: 100 PHILLY 1

Period: 04

Journal Entry Type: DZ (Customer Payment)

Header Text:

Profit Center:

Clearing Text:

**Bank Data**

House Bank/Account:

G/L Account: 1810000

Amount: 3,500.00 USD

Fees: 0.00

Assignment:


Exchange Rate:

**Open Item Selection**

Account Type/Account ID: Customer 127100

Click on **Clear >>** for item text *Inv: Men's Off Road Bikes*.

Check the balance **Balance: 0.00 USD** and click **Post**.

 <b>Success</b>
Journal entry 1400000010 (2022, US00) successfully posted
<a href="#">Display</a> <a href="#">Post Next Payment</a>

Important:

- Make a note of the journal entry number for future task:  
\_\_\_\_\_
- Please also note the journal entry date:  
\_\_\_\_\_

Select the button [Post Next Payment](#).

### Incoming payment ### Peachtree 1

Customer Peachtree Bikes, \$10,000 for Inv: Helmet

General Information	Bank Data
Company Code:* <input type="text" value="US00"/>	House Bank/Account: <input type="text"/> <input type="text"/>
Posting Date:* <input type="text" value="04/13/2022"/>	G/L Account:* <input type="text" value="1810000"/>
Journal Entry Date:* <input type="text" value="04/13/2022"/>	Amount:* <input type="text" value="10,000.00"/> <input type="text" value="USD"/>
Value Date: <input type="text" value="04/13/2022"/>	Fees: <input type="text" value="0.00"/>
Reference: <input type="text" value="100 PEACHTREE 1"/>	Assignment: <input type="text"/>
Period: <input type="text" value="04"/>	Exchange Rate: <input type="text"/>
Journal Entry Type:* <input type="text" value="DZ (Customer Payment)"/>	
Header Text: <input type="text"/>	
Profit Center: <input type="text"/>	
Clearing Text: <input type="text"/>	
<b>Open Item Selection</b>	
Account Type/Account ID: <input type="text" value="Customer"/> <input type="text" value="128100"/>	

Click on [Clear >>](#) for item text *Inv: Helmet*. Check the balance **Balance: 0.00 USD** and click **Post**. Select the button [Post Next Payment](#).

### Incoming payment ### Windy 1

Customer Windy City Bikes \$4,000 for Inv: Bike & Accessories

General Information	Bank Data
Company Code:* US00	House Bank/Account:
Posting Date:* 04/13/2022	G/L Account:* 1810000
Journal Entry Date:* 04/13/2022	Amount:* 4,000.00 USD
Value Date: 04/13/2022	Fees: 0.00
Reference: 100 WINDY 1	Assignment:
Period: 04	Exchange Rate:
Journal Entry Type:* DZ (Customer Payment)	
Header Text:	
Profit Center:	
Clearing Text:	
<b>Open Item Selection</b>	
Account Type/Account ID:	Customer 130100

Click on  for item text *Inv: Bike & Accessories*. Check the balance **Balance: 0.00 USD** and click .

Important:

- Make a note of the journal entry number for future task:  
\_\_\_\_\_
- Please also note the journal entry date:  
\_\_\_\_\_

Select the button  and click  to return to the SAP Fiori Launchpad.



## Step 5: Display Customer Balances

**Task** Display the balances of your accounts receivable.

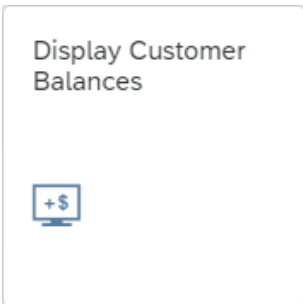
**Time** 5 Min.


**Short Description** Use the SAP Fiori Launchpad to view the impact of the last step on customer balances.

**Name (Position)** Stephanie Bernard (AR Accountant)

To display the balances of your accounts, go to the *Financial Accounting* space and choose the *Accounts Receivable* page. In the *AR Accountant* section, open the *Display Customer Balances* app.

Start



On the *Display Customer Balances* screen, click the value help icon  in the *Customer* field and select your customers **Motown Bikes, Philly Bikes, Big Apple Bikes, Peachtree Bikes, and Windy City Bikes.**

Motown Bikes  
Philly Bikes  
Big Apple Bikes  
Peachtree Bikes  
Windy City Bikes

Customer

Search and Select (5) Define Conditions

Customers (General) Search Hide Filters Go

Search Term: Country: Postal Code: City:

Customer Name: Customer: Deletion flag:

Items (12)

<input type="checkbox"/>	Search Term	Cou...	Postal Code	City	Customer Name	Customer
<input type="checkbox"/>	100	US	80207	DENVER	ROCKY MOUNTAIN BIKES	125100
<input checked="" type="checkbox"/>	100	US	10014	NEW YORK CITY	BIG APPLE BIKES	126100
<input checked="" type="checkbox"/>	100	US	19073	PHILADELPHIA	PHILLY BIKES	127100
<input checked="" type="checkbox"/>	100	US	30319	ATLANTA	PEACHTREE BIKES	128100
<input type="checkbox"/>	100	US	02210	BOSTON	BEANTOWN BIKES	129100
<input checked="" type="checkbox"/>	100	US	60515	CHICAGO	WINDY CITY BIKES	130100
<input type="checkbox"/>	100	US	49504	GRAND RAPIDS	FURNITURE CITY BIKES	131100

Selected Items and Conditions (5)

126100 (BIG APPLE BIKES) x 127100 (PHILLY BIKES) x 128100 (PEACHTREE BIKES) x 130100 (WINDY CITY BIKES) x 132100 (MOTOWN BIKES) x

Confirm your choice by clicking . Back in the *Display Customer Balances* screen, enter your *Company Code* **US00** and as the *Fiscal Year* the **current year**.

US00  
current year

**SAP** Display Customer Balances

Standard\* ▼ Hide Filter Bar Filters (3) Go

Customer:  Company Code:\*  Fiscal Year:\*

Click on Go.

**BALANCES** SPECIAL G/L COMPARE

Currency: USD

Period	Debit	Credit	Balance	Cumulative Balan...	Sales
Opening...					
01					
02					
03					
04	34,000.00	28,500.00	5,500.00	5,500.00	34,000.00
05				5,500.00	
06				5,500.00	
07				5,500.00	
08				5,500.00	
09				5,500.00	
10				5,500.00	

In the previous step, you cleared all open customer invoices except ### Motown 2 and ### Philly 2 by posting an incoming payment. In the SAP system, you will see the open \$5,500 from Motown Bikes and Philly Bikes as the balance and the posted \$28,500 in the credit. The debit contains all the receivables from the debtors and the credit contains the payments (or credit memos).

Click on the \$28,500 in the *Credit* column of the current period.

Items (5) Standard ▼ Edit Line Items Create Correspondence Block for Dunning Unblock for Dunning ...

Customer	Company ...	Clearin...	Assignment	Journal Entry Date	Journal Entry	Journal
<input type="checkbox"/> 130100	US00	<input type="checkbox"/>	20220413	04/13/2022	1400000012	DZ
<input type="checkbox"/> 128100	US00	<input type="checkbox"/>	20220413	04/13/2022	1400000011	DZ
<input type="checkbox"/> 127100	US00	<input type="checkbox"/>	20220413	04/13/2022	1400000010	DZ
<input type="checkbox"/> 126100	US00	<input type="checkbox"/>	20220413	04/13/2022	1400000009	DZ
<input type="checkbox"/> 132100	US00	<input type="checkbox"/>	20220413	04/13/2022	1400000008	DZ

You can see that 5 items have a balanced status. In the *Journal entry* column, you can find the list of the related accounting documents.

Click SAP to return to the SAP Fiori Launchpad.

## Step 6: Scenario 1 – Cancel Receivable/Bill

**Task** Cancel the invoice for the receivable from *Motown Bikes*.

**Time** 10 Min.

**Short Description** Use the SAP Fiori Launchpad to cancel the receivable.

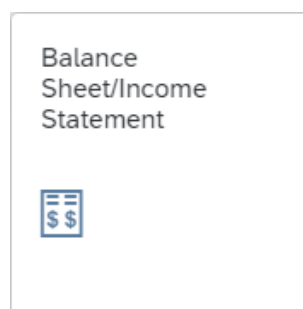
**Name (Position)** Shuyuan Chen (Head of Accounting)

Your customer *Motown Bikes* has informed you by telephone that the delivery of the First Aid Kit FAID with the reference ### Motown 2 is no longer needed. Therefore, you must cancel the invoice document for the trade accounts receivable. Also, check the influence of this on your balance sheet.

Scenario

**Substep 1** Go to the *Financial Accounting* space and choose the *Accounts Receivable* page. In the *Head of Accounting* section, use the app *Balance Sheet/Income Statement* to view the effect of your open trade receivables.

Start



For *Company Code* enter **US00**, for *Ledger* choose **0L**, and as *Statement Version* enter **G###**. Make sure that you select the **period** in which you made the posting from the previous step as the end and comparison end period. The fiscal years correspond in each case to the current and the previous one.

US00  
0L  
G###  
period

Company Code: *	Ledger: *	Statement Version: *	Statement Type: *
<input type="text" value="US00 (Global ..."/>	<input type="text" value="0L (Leading Ledger)"/>	<input type="text" value="G100"/>	<input type="text" value="Normal (Actual - Actual)"/>
End Period: *	Comparison End Period: *	Currency: *	<input type="button" value="Adapt Filters (7)"/> <input type="button" value="Go"/>
<input type="text" value="4"/> <input type="text" value="2022"/>	<input type="text" value="4"/> <input type="text" value="2021"/>	<input type="text" value="USD (Company Code ..."/>	

**Note** If you do not see any fields to fill in, click to display the fields.

Select . Make sure that the *All Accounts* tab is displayed. Use to expand the tree path completely.

**SAP** Balance Sheet/Income Statement

Standard\* ▾ Hide Filters

Company Code: \* US00 (Global ...)  
 Ledger: \* 0L (Leading Ledger)  
 Statement Version: \* G100  
 Statement Type: \* Normal (Actual - Actual)

End Period: \* 4 2022  
 Comparison End Period: \* 4 2021  
 Currency: \* USD (Company Code ...)

Adapt Filters (7) Go

All Accounts Balance Sheet Profit & Loss Unassigned Accounts (4) Notes

Description	G/L Acc...	Period Bala...	Compariso...	Absolute D...	Relative...
Assets		55,800.00 USD	0.00 USD	55,800.00 ...	0.0
1 Current Assets		55,800.00 USD	0.00 USD	55,800.00 ...	0.0
Trade receivables	1200000	13,000.00 USD	0.00 USD	13,000.00 ...	0.0
Bank	1800000	-10,000.00 USD	0.00 USD	-10,000.00 ...	0.0
Bank 1	1810000	52,800.00 USD	0.00 USD	52,800.00 ...	0.0
Profit & Loss Statement		-65,800.00 USD	0.00 USD	-65,800.00 ...	0.0
Revenues		-65,800.00 USD	0.00 USD	-65,800.00 ...	0.0
Sales	4000000	-66,000.00 USD	0.00 USD	-66,000.00 ...	0.0
Rebates granted	4770000	200.00 USD	0.00 USD	200.00 USD	0.0

Pay attention to the *Trade receivables* line.

Trade receivables	1200000	13,000.00 USD
-------------------	---------	---------------

**Note** The total is not user specific. All users post to the same company code. In addition, the SD case study may have an effect on this.

Click **SAP** to return to the SAP Fiori Launchpad.

**Substep 2** Go to the *Financial Accounting* space and choose the *Accounts Receivable* page. In the *Head of Accounting* section, use the *Manage Journal Entries* app to view the open balances.

Start



Type in the *Company Code* field **US00** and for *Fiscal Year* the **current year**. Please add also your **journal entry** and the corresponding **journal entry data** from the previous step.

US00  
current year  
Journal Entry  
Journal Entry Date

**Note** If you have not noted the data, you can find the journal entry by using the *Display Customer Balances* app. To do this, enter your **customer**, your *company code* **US00** and the **current fiscal year**. Confirm with Enter.

The screenshot shows the SAP 'Display Customer Balances' interface. At the top, there are filters for Customer (132100), Company Code (US00), and Fiscal Year (2022). Below the filters, there are tabs for 'BALANCES', 'SPECIAL G/L', and 'COMPARE'. The main area displays a table with columns: Period, Debit, Credit, Balance, Cumulative Balan..., and Sales. The data shows a debit of 7,000.00 in period 04, which is highlighted with a blue box.

Period	Debit	Credit	Balance	Cumulative Balan...	Sales
Opening...					
01					
02					
03					
04	7,000.00	5,000.00	2,000.00	2,000.00	7,000.00
05				2,000.00	
06				2,000.00	
07				2,000.00	

Click on your debit entry in the current period **7,000.00**.

The screenshot shows a table with 2 items. The first item is selected and highlighted with a red box. The columns include Customer, Company, Clearing, Assignment, Journal Entry Date, Journal Entry, and Journal.

Customer	Company ...	Clearin...	Assignment	Journal Entry Date	Journal Entry	Journal
132100	US00	⊗	20220413	04/13/2022	1800000008	DR
132100	US00	⊗	20220413	04/13/2022	1800000007	DR

The screenshot shows the SAP 'Manage Journal Entries' interface. It includes filters for Company Code (US00), Ledger Group, Journal Entry Type, and Journal Entry (1800000008). Below the filters, there is a table with 1 journal entry selected and highlighted with a red box. The columns include Journal Entry, Header Text, Company Co..., Journal Entr..., JE Created By, Posting D..., and Company Co....

Journal Entry	Header Text	Company Co...	Journal Entr...	JE Created By	Posting D...	Company Co...
1800000008		US00 (Global ...	DR (Customer...	LEARN-200 (L...	04/13/2022	2,000.00 USD

Select your journal entry and click **Reverse**.

In the *Reverse Journal Entries* pop-up, enter the original posting date.

### Reverse Journal Entries

Reversal Reason:

Reversal in current period

Posting Date:

04/13/2022

Press **OK**. You will receive a confirmation.

1 out of 1 journal entries reversed

Click **SAP** to return to the SAP Fiori Launchpad.

**Substep 3** To view the effect of the reversal, please go to the *Financial Accounting* space and choose the *Accounts Receivable* page. In the *Head of Accounting* section, open again the *Balance Sheet/Income Statement* app.

Start

Balance Sheet/Income Statement



For *Company Code* enter **US00**, for *Ledger* choose **0L**, and as *Statement Version* enter **G###**. Make sure that you select the **period** in which you made the posting from the previous step as the end and comparison end period. The fiscal years correspond in each case to the current and the previous one.

US00  
0L  
G###  
period


Select **Go**. Make sure that the *All Accounts* tab is displayed. Use **⌵** to expand the tree path completely.

All Accounts   Balance Sheet   Profit & Loss   Unassigned Accounts (4)   Notes

Hierarchy Node   Search   Default

Description	G/L Acco...	Period Balance	Comparis...	Absolute Diffe...
Assets		53,800.00 USD	0.00 USD	53,800.00 USD
1 Current Assets		53,800.00 USD	0.00 USD	53,800.00 USD
Trade receivables	1200000	11,000.00 USD	0.00 USD	11,000.00 USD
Bank	1800000	-10,000.00 USD	0.00 USD	-10,000.00 USD
Bank 1	1810000	52,800.00 USD	0.00 USD	52,800.00 USD
Profit & Loss Statement		-63,800.00 USD	0.00 USD	-63,800.00 USD
Revenues		-63,800.00 USD	0.00 USD	-63,800.00 USD
Sales	4000000	-64,000.00 USD	0.00 USD	-64,000.00 USD
Rebates granted	4770000	200.00 USD	0.00 USD	200.00 USD

**Note** Pay attention to the line *Trade receivables*. The period balance should now be lower. Note that the total is not user specific. All users post to the same company code. Also, the SD case study may have an effect on this.

Click  to return to the SAP Fiori Launchpad.



## Step 7: Scenario 2 – Change Invoice Assignment

**Task** Change the assignment of the customer invoice from *Philly Bikes*.

**Time** 15 Min.

**Short Description** Use the SAP Fiori Launchpad to change the assignment of the payment.

**Name (Position)** Shuyuan Chen (Head of Accounting)

Unfortunately, an error has crept into your work. You had two bills over \$3,500 each for your customer Philly Bikes.

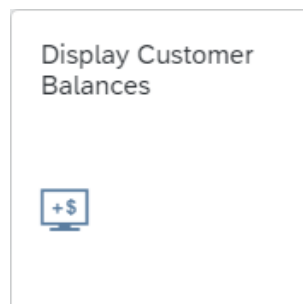
Scenario

- ### Philly 1: Inv: Men´s Off Road Bike
- ### Philly 2: Inv: Women´s Off Road Bike

The amount of money received from Philly Bikes over 3500 USD has been misclassified by your customer. That's why you have assigned the payment to the reference ### *Philly 1*. Your customer has now informed you that the payment should balance the invoice with reference ### *Philly 2*. You have to correct this now. Unlike Step 8, in which you later cancel the entire incoming payment, you simply have to change the assignment here. The money remains with us and only the compensation allocation and thus the still due documents are exchanged.

**Substep 1** To display the open items, go to the *Financial Accounting* space and choose the *Accounts Receivable* page. In the *Head of Accounting* section, open the *Display Customer Balances* app.

Start



On the *Display Customer Balances* screen, search for your customer **Philly Bikes**. Also, enter your *Company Code* **US00** and as your *Fiscal Year* the **current year**. Click **Go**.

Philly Bikes  
US00  
current year

**SAP** Display Customer Balances ▾

Standard\* ▾ Hide Filter Bar

Customer:  Company Code:\*  Fiscal Year:\*

BALANCES SPECIAL G/L COMPARE

Currency: USD

Period	Debit	Credit	Balance	Cumulative Balan...	Sales
Opening...					
01					
02					
03					
04	7,000.00	3,500.00	3,500.00	3,500.00	7,000.00
05				3,500.00	
06				3,500.00	
07				3,500.00	
08				3,500.00	

Click on your *credit* in the *current period*.

Items (1) Standard ▾ Edit Line Items Create Correspondence Block for Dunning Unblock for Dunning ...

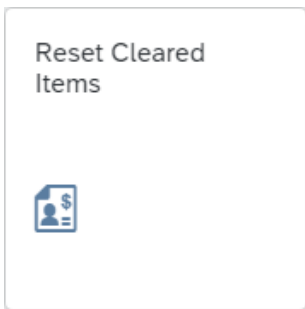
Customer	Company ...	Clearin...	Assignment	Journal Entry Date	Journal Entry	Journal
<input type="checkbox"/> 127100	US00	<input type="checkbox"/>	20220413	04/13/2022	<u>140000010</u>	DZ

Note the number of the journal entry (1400...):

Click **SAP** to return to the SAP Fiori Launchpad.

**Substep 2** Please go to the *Financial Accounting* space and choose the *Accounts Receivable* page. In the *Head of Accounting* section, you can use the *Reset Cleared Items* app to undo the assignment of the payment to the open item.

Start



In the *Reset Cleared Items* window, enter your **Philly Bikes clearing entry** (Step 4), as *Company Code* **US00** and as *Clearing Fiscal Year* the **current year**. Click on **Go**.

Philly Bikes clearing entry  
US00 current year

Clearing Entry:  Company Code:  Clearing Fisc. Year:  Clearing Fisc Period:

Posting Date:  Journal Entry Date:  Adapt Filters (3) **Go**

---

Clearing Entries (1) **Standard** ⚙️ 📄

Clearing Entry	Company Code	Clearing Fisc. Year	Clearing Fisc Period	Posting Date	Journal Entry Date
<b>1400000010</b>	US00	2022	4	04/13/2022	04/13/2022 >

At the end of the line, click on > to open the details. You now have two options:

- *Reset* The assignment of the payment to the open item is reset.
- *Reset and Reverse* The assignment of the payment to the open item is reset and the incoming payment is cancelled.

**SAP** Clearing Entry 🔍 ? LL

1400000010 🔗  
04/13/2022

Clearing Entry: **1400000010** Fiscal Year: 2022 Company Code: US00 Intercompany Transaction:

[General Information](#) [Accounts](#) [Cleared Items](#) [Open Correspondence](#)

---

Accounting Documents (1) **Standard** ⚙️ 📄

Company Code	Journal Entry	Fiscal Year	Entered On	Posting Date	Journal Entry Type	Company Code CrCY
US00	<b>1400000010</b>	2022	04/13/2022	04/13/2022	DZ	USD

Accounts

**Standard** ⚙️ 📄

Company Code	Account	Account Name	Account Type	Postal Code	City
US00	127100	Philly Bikes	Customer	19073	Philadelphia

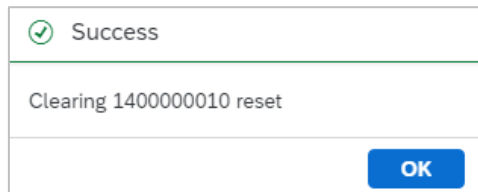
Cleared Items

Clearing Journal Entry Items (2) **Standard** ⚙️ 📄

Company ...	Account	Assignment Reference	Journal Entry	Posti...	Jour...	Posting Date
US00	127100	20220413	<b>1800000009</b>	1	DR	04/13/2
US00	127100	20220413	<b>1400000010</b>	2	DZ	04/13/2

**Reset** **Reset and Reverse**

In the lower screen area, click on **Reset**.

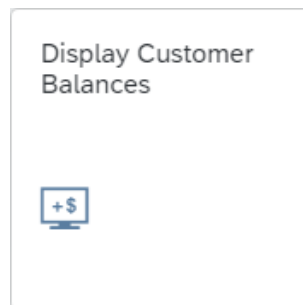


Confirm by pressing the **OK** button and click on **SAP** to return to the SAP Fiori Launchpad.

**Substep 3** Previously you had incorrectly assigned the incoming payment of your customer *Philly Bikes* to the open receivable *### Philly 1*. You reversed this assignment in the previous substep.

Start

In this substep, you need to assign this item to customer invoice *### Philly 2*. Therefore, go to the *Financial Accounting* space and choose the *Accounts Receivable* page. In the *Head of Accounting* section, open the *Display Customer Balances* app to display the open balances.



On the *Display Customer Balances* screen, search for your *Customer Philly Bikes*. Also, enter your *Company Code US00* and as your *Fiscal Year the current year*. Choose **Go** and then click on your *debit in the current period*. You can see that both invoices now are in the status *Open* again.

Philly Bikes  
US00  
current year

Standard\* View Mass Change Logs Hide Filters

Customer: 127100 (PHILL... x) Company Code: US00 (Global ... x) Status: \* All Items Posting Date:

Item Type: \* Normal Items x Fiscal Year: =2022 x Period: =04 x Debit/Credit: Debit x

Adapt Filters (7) **Go**

---

Items (2) Standard Edit Line Items Create Correspondence Block for Dunning Unblock for Dunning ...

Customer	Company ...	Clearin...	Assignment	Journal Entry Date	Journal Entry	Journal
<input type="checkbox"/> 127100	US00	✗	20220413	04/13/2022	1800000010	DR
<input type="checkbox"/> 127100	US00	✗	20220413	04/13/2022	1800000009	DR

Click **SAP** to return to the SAP Fiori Launchpad.

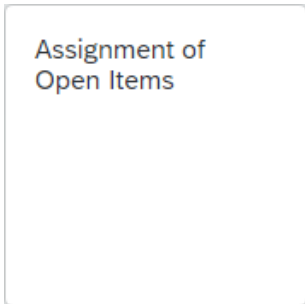
**Substep 4** Previously, you had incorrectly assigned the incoming payment from your customer *Philly Bikes* to the open receivable *### Philly 1*. You

Scenario

reversed this assignment in the previous substep. In this substep, you have to assign this item to customer invoice ### Philly 2.

Go to the *Financial Accounting* space and choose the *Accounts Receivable* page. In the *Head of Accounting* section, open the *Assignment of Open Items* app.

Start



In the *Customer account* field, select the value input help . As *search term* enter ### and as *Name* your debtor **Philly Bikes**.

###  
Philly Bikes


Click on . Select your customer via double-click. Back in the *Assignment of Open Items* screen, as the *Company Code* enter **US00** and choose .

US00

Debit							Credit								
Assignment	DocumentNo	Type	Key	Doc. Date	Amount in DC	Crcy	Assignment	DocumentNo	Type	Key	Doc. Date	Amount in DC	Crcy		
<input type="checkbox"/>	20220413	1800000009	DR	01	04/13/2022	3,500.00	USD	<input type="checkbox"/>	20220413	1400000010	DZ	15	04/13/2022	3,500.00	USD
<input type="checkbox"/>	20220413	1800000010	DR	01		3,500.00	USD	<input type="checkbox"/>					3,500.00	USD	
						7,000.00	USD								

In the *Debit* area you can see the two open receivables from your customer *Philly Bikes*. In the *Credit* area you can see the payment received for \$3,500. Assign your second customer invoice to the payment. To do this, select the second row under *Debit* and the only row under *Credit*.

Debit						Credit									
Assignment	DocumentNo	Type	Key	Doc. Date	Amount in DC	Crcy	Assignment	DocumentNo	Type	Key	Doc. Date	Amount in DC	Crcy		
<input type="checkbox"/>	20220413	180000009	DR	01	04/13/2022	3,500.00	USD	<input checked="" type="checkbox"/>	20220413	140000010	DZ	15	04/13/2022	3,500.00	USD
<input checked="" type="checkbox"/>	20220413	180000010	DR	01		3,500.00	USD	<input type="checkbox"/>							
						7,000.00	USD								

Click on . In the *Assigned items* section, you can check the new assignment.


Assigned items

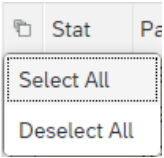
Stat	Payt Advice No.	DocumentNo	Type	Key	Amount in Doc. Curr.	Alternative Amount	Crcy
<input type="checkbox"/>	0001	140000010	DZ	15	3,500.00-	0.00	USD
<input type="checkbox"/>	0001	180000010	DR	01	3,500.00	0.00	USD
					0.00		USD
					0.00		USD

Choose .

Assigned items

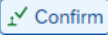

Stat	Payt Advice No.	DocumentNo	Type	Key	Amount in Doc. Curr.	Alternative Amount	Crcy
<input type="checkbox"/>	▲ 0922041318453401	140000010	DZ	15	3,500.00-	0.00	USD
<input type="checkbox"/>	▲ 0922041318453401	180000010	DR	01	3,500.00	0.00	USD
					0.00		USD
					0.00		USD

You can see from the status ▲ of the assigned items that the new assignment is saved but unconfirmed. To confirm the assignment, select all lines. To do this, click on  and then on *Select all*.




Assigned items


Stat	Payt Advice No.	DocumentNo	Type	Key	Amount in Doc. Curr.	Alternative Amount	Crcy
<input checked="" type="checkbox"/>	▲ 0922041318453401	140000010	DZ	15	3,500.00-	0.00	USD
<input checked="" type="checkbox"/>	▲ 0922041318453401	180000010	DR	01	3,500.00	0.00	USD
<input checked="" type="checkbox"/>					0.00		USD
<input checked="" type="checkbox"/>					0.00		USD

In the upper part of the screen click , and in the lower part click  again.

Assigned items

Stat	Payt Advice No.	DocumentNo	Type	Key	Amount in Doc. Curr.	Alternative Amount	Crcy
<input type="checkbox"/>	■ 0922041318453401	140000010	DZ	15	3,500.00-	0.00	USD
<input type="checkbox"/>	■ 0922041318453401	180000010	DR	01	3,500.00	0.00	USD
					0.00		USD
					0.00		USD

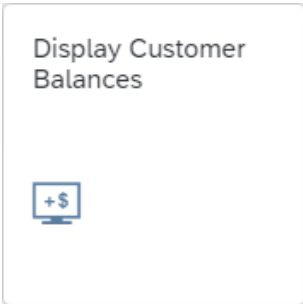
You can see from the status that your new allocation is now saved and confirmed. You can now clear the two items with each other. To do this, select your assigned items again and click on .


 Document 100000003 was posted in company code US00

Use  to return to the SAP Fiori Launchpad. Confirm any browser warning messages with **Ok**.

**Substep 5** Go to the *Financial Accounting* space and choose the *Accounts Receivable* page. In the *Head of Accounting* section, open the *Display Customer Balances* app.

Start




On the *Display Customer Balances* screen, search for your customer **Philly Bikes**. Also, enter your *Company Code* **US00** and as your *Fiscal Year* the **current year**. Choose  and then click on your *debit* in the *current period*.

Philly Bikes  
US00  
current year

Items (2) <span>Standard</span> <span>▼</span>		<a href="#">Edit Line Items</a> <a href="#">Create Correspondence</a> <a href="#">Block for Dunning</a> <a href="#">Unblock for Dunning</a> <span>⋮</span>					
↶	Customer	Company ...	Clearin...	Assignment	Journal Entry Date	Journal Entry	Journal
<input type="checkbox"/>	127100	US00	<input type="checkbox"/>	20220413	04/13/2022	1800000010	DR
<input type="checkbox"/>	127100	US00	<input checked="" type="checkbox"/>	20220413	04/13/2022	1800000009	DR

You can see from the overview that the payment and the clearing document are now assigned to the correct invoice.

Click  to return to the SAP Fiori Launchpad.



Step 8: Scenario 3 – Reset and Revers Incoming Payment

**Task** Cancel and withdraw the payment.

**Time** 15 Min.

**Short Description** Use the SAP Fiori Launchpad to take back the incorrectly registered payment receipt as well as the assignment to your customer Windy City Bikes.

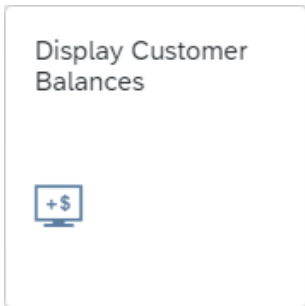
**Name (Position)** Shuyuan Chen (Head of Accounting)

You have mistakenly assigned and posted an incoming payment to the wrong customer. You must therefore reverse the incoming payment completely.

Scenario

**Substep 1** To display customer balances, go to the *Financial Accounting* space and choose the *Accounts Receivable* page. In the *Head of Accounting* section, open the *Display Customer Balances* app.

Start



On the *Display Customer Balances* screen, search for your customer **Windy City Bikes**. Also, enter your *Company Code* **US00** and as your *Fiscal Year* the **current year**. Click **Go**.


Windy City Bikes  
US00  
current year

Period	Debit	Credit	Balance	Cumulative Bala...	Sales
Opening...					
01					
02					
03					
04	4,000.00	4,000.00			4,000.00
05					
06					
07					

Click on your *Credit* in the *current period*.

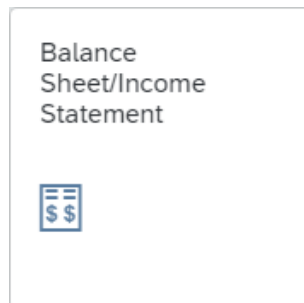
Customer	Company ...	Clearin...	Assignment	Journal Entry Date	Journal Entry	Journal
130100	US00	<input type="checkbox"/>	20220413	04/13/2022	140000012	DZ



Identify the incorrect journal entry and note its number:

Click  to return to the SAP Fiori Launchpad.

**Substep 2** Please go to the *Financial Accounting* space and choose the *Accounts Receivable* page. In the *Head of Accounting* section, open the *Balance Sheet/Income Statement* app.

Start



For *Company Code* enter **US00**, for *Ledger* choose **0L**, and as *Statement Version* enter **G###**. Make sure that you select the **period** in which you made the posting from the previous step as the **end and comparison end period**. Select  and use  to expand the tree path in the *All Accounts* tab.

US00  
0L  
G###  
period

Company Code: \* US00 (Global ...)

Ledger: \* 0L (Leading Ledger)

Statement Version: \* G100

Statement Type: \* Normal (Actual - Actual)

End Period: \* 4 2022

Comparison End Period: \* 4 2021


Currency: \* USD (Company Code ...)

Adapt Filters (7)

All Accounts | Balance Sheet | Profit & Loss | Unassigned Accounts (4) | Notes

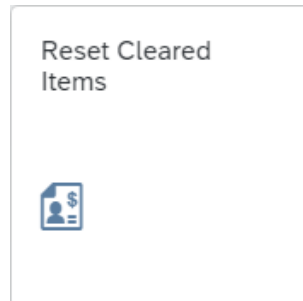
Description	G/L Acco...	Period Balance	Compariso...	Absolute Differ...
Assets		53,800.00 USD	0.00 USD	53,800.00 USD
1 Current Assets		53,800.00 USD	0.00 USD	53,800.00 USD
Trade receivables	1200000	11,000.00 USD	0.00 USD	11,000.00 USD
Bank	1800000	-10,000.00 USD	0.00 USD	-10,000.00 USD
Bank 1	1810000	52,800.00 USD	0.00 USD	52,800.00 USD
Profit & Loss Statement		-63,800.00 USD	0.00 USD	-63,800.00 USD
Revenues		-63,800.00 USD	0.00 USD	-63,800.00 USD
Sales	4000000	-64,000.00 USD	0.00 USD	-64,000.00 USD
Rebates granted	4770000	200.00 USD	0.00 USD	200.00 USD


**Note** Pay attention to the trade receivables. After the cancellation, the period balance should increase due to the receivable then being open again.

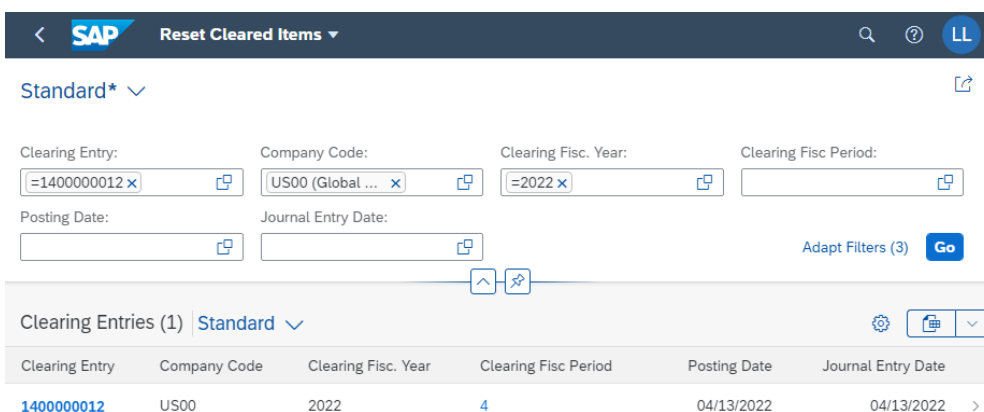
Click  to return to the SAP Fiori Launchpad.

**Substep 3** Go to the *Financial Accounting* space and choose the *Accounts Receivable* page. In the *Head of Accounting* section, use the *Reset Cleared Items* app to undo the assignment of the payment.

Start



In the *Reset Cleared Items* screen, enter your **Windy Bikes clearing entry** (Step 4), as *Company Code* **US00** and as *Clearing Fiscal Year* the **current year**. Click on .

Windy Bikes  
clearing entryUS00  
current year


Clearing Entry	Company Code	Clearing Fisc. Year	Clearing Fisc Period	Posting Date	Journal Entry Date
1400000012	US00	2022	4	04/13/2022	04/13/2022

At the end of the line, click on **>** to open the details. You now have two options:

- *Reset* The assignment of the payment to the open item is reset.
- *Reset and Reverse* The assignment of the payment to the open item is reset and the incoming payment is cancelled.

General Information Accounts Cleared Items Open Correspondence

Accounting Documents (1) Standard

Company Code	Journal Entry	Fiscal Year	Entered On	Posting Date	Journal Entry Type	Company Code CrCY
US00	1400000012	2022	04/13/2022	04/13/2022	DZ	USD

Accounts

Standard

Company Code	Account	Account Name	Account Type	Postal Code	City
US00	130100	Windy City Bikes	Customer	60515	Chicago


Cleared Items

Clearing Journal Entry Items (2) Standard

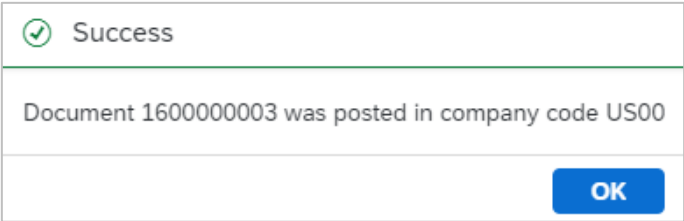
Company ...	Account	Assignment Reference	Journal Entry	Posti...	Jour...	Posting Date
US00	130100	20220413	1800000013	1	DR	04/13/2
US00	130100	20220413	1400000012	2	DZ	04/13/2



Reset Reset and Reverse

Click on .

In the *Reverse Journal Entries* pop-up, check if the *Reversal Reason* is set to **Reversal in current period**. Also select the **posting date** and the **period** from step 4 and click .

Reversal in current period  
Posting Date  
Period



Click on  to confirm the message and click on  to return to the SAP Fiori Launchpad.

**Substep 4** To view the impact of the reversal, please go to the *Financial Accounting* space and choose the *Accounts Receivable* page. In the *Head of Accounting* section, open the *Display Customer Balances* app.

Start



Windy City Bikes  
US00  
current year

On the *Display Customer Balances* screen, search for your customer **Windy City Bikes**. Also, enter your *Company Code* **US00** and as your *Fiscal Year* the **current year**. Click **Go**.

Period	Debit	Credit	Balance	Cumulative Bala...	Sales
Opening...					
01					
02					
03					
04	8,000.00	4,000.00	4,000.00	4,000.00	4,000.00
05				4,000.00	
06				4,000.00	
07				4,000.00	

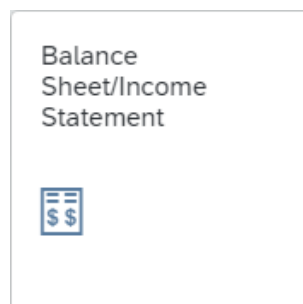
Click on your *Debit* in the *current period*.

Customer	Company ...	Clearin...	Assignment	Journal Entry Date	Journal Entry	Journal
130100	US00		20220413	04/13/2022	1800000013	DR
130100	US00		20220413	04/13/2022	1600000003	DA

Click **SAP** to return to the SAP Fiori Launchpad.

**Substep 5** Go to the *Financial Accounting* space and choose the *Accounts Receivable* page. In the *Head of Accounting* section, use the *Balance Sheet/Income Statement* app.

Start




For *Company Code* enter **US00**, for *Ledger* choose **0L**, and as *Statement Version* enter **G###**. Make sure that you select the **period** in which you made the posting from the previous step as the **end and comparison end period**. Select **Go** and use to expand the tree path in the *All Accounts* tab.

US00  
0L  
G###  
period

Description	G/L Account	Period Balance	Comparison ...	Absolute Differen...
✓ Assets		53,800.00 USD	0.00 USD	53,800.00 USD
✓ 1 Current Assets		53,800.00 USD	0.00 USD	53,800.00 USD
Trade receivables	1200000	15,000.00 USD	0.00 USD	15,000.00 USD
Bank	1800000	-10,000.00 USD	0.00 USD	-10,000.00 USD
Bank 1	1810000	48,800.00 USD	0.00 USD	48,800.00 USD
✓ Profit & Loss Statement		-63,800.00 USD	0.00 USD	-63,800.00 USD
✓ Revenues		-63,800.00 USD	0.00 USD	-63,800.00 USD
Sales	4000000	-64,000.00 USD	0.00 USD	-64,000.00 USD
Rebates granted	4770000	200.00 USD	0.00 USD	200.00 USD

Look at the period balance of trade receivables. You can see that the balance has increased because after the cancellation the receivable is open again.

Click  to return to the SAP Fiori Launchpad.

