



THE BEST-RUN BUSINESSES RUN SAP™



Financial Accounting

Area : FI – Accounts Receivable
Scenario : AR Invoice/Credit Memo Posting

INTRODUCTION AND PREPARATION STEPS

NO	DESCRIPTION
1	Access SAP system through SAP Logon Pad (SAP GUI)
2	Enter your user ID and password.
3	Execute transaction code FB70 to make the Customer Invoice posting Execute transaction code FB75 to make the Customer Credit Memo posting
4	Posting Period to be open for posting to be made to FI
5	Customer Invoice Postings

TRANSACTIONAL STEPS

Step NO	BUSINESS PROCESS STEPS	DATA INPUT / DESCRIPTION												
1	Customer Invoice posting	<input type="checkbox"/> Menu Path – Accounting – Financial Accounting – Accounts Receivable – Document Entry - Invoice <ul style="list-style-type: none"> The requirement to post the invoice and credit memo to the customer account and generate an Accounting Document in the system. Enter the transaction code in the command box on the easy access screen which will take you to the Customer Invoice Posting or Credit Memo Posting. 												
2	Customer Invoice Posting	<table border="1"> <thead> <tr> <th>Field</th> <th>Description</th> <th>Example</th> </tr> </thead> <tbody> <tr> <td>Company Code</td> <td>Select the Company Code 1000. We can switch the company code using the key F7.</td> <td>1000</td> </tr> <tr> <td>Customer</td> <td>Customer Number for whom the invoice posting to be made</td> <td>4</td> </tr> <tr> <td>Invoice Date</td> <td>Specifies the issue date of the original document.</td> <td>21.05.2009</td> </tr> </tbody> </table>	Field	Description	Example	Company Code	Select the Company Code 1000. We can switch the company code using the key F7.	1000	Customer	Customer Number for whom the invoice posting to be made	4	Invoice Date	Specifies the issue date of the original document.	21.05.2009
Field	Description	Example												
Company Code	Select the Company Code 1000. We can switch the company code using the key F7.	1000												
Customer	Customer Number for whom the invoice posting to be made	4												
Invoice Date	Specifies the issue date of the original document.	21.05.2009												



DATA INPUT / DESCRIPTION

BUSINESS PROCESS STEPS		DATA INPUT / DESCRIPTION		
	Posting Date	Date which is used when entering the document in Financial Accounting or Controlling.	21.05.2009	
	Amount	Amount of Invoice to be posted	1000	
	Currency	The Company Code Currency is defaulted by the system. We can change the currency to the currency in which the posting needs to be made.	AED	
	Reference	The reference document number is used as a search criterion when displaying or changing documents.	1234	
	Document Header Text	The document header text contains explanations or notes which apply to the document as a whole, that is, not only for certain line items.	Test Entry for Customer Invoice Posting	
	GL Account	Select the GL Account for which the credit posting need to be made	400000 (Revenue Account Type)	
	Amount in Doc Currency	Enter the amount to be posted	1000	
	Profit Center	The profit center for the revenue GL Account	10000100	
(This completes the Document to be posted)				



THE BEST RUN BUSINESSES RUN SAP
BUSINESS PROCESS STEPS



DATA INPUT / DESCRIPTION

Select the transaction FB70 for customer invoice posting

The screenshot shows the SAP Easy Access interface. At the top, there is a menu bar with 'Menu', 'Edit', 'Favorites', 'Extras', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area displays a tree view of the SAP menu structure. The path is as follows: SAP menu > Accounting > Financial Accounting > Accounts Receivable > Document Entry. Under 'Document Entry', the transaction 'FB70 - Invoice' is highlighted with a yellow background. Other transactions listed include F-22 - Invoice - General, FB75 - Credit Memo, F-27 - Credit Memo - General, F-28 - Incoming Payments, and F-26 - Payment Fast Entry. Below these are folders for Document Parking, Payment Advice, Down Payment, Bill of Exchange, Other, and Reference Documents.

The screenshot shows the SAP 'Enter Customer Invoice' interface. At the top, there is a menu bar with 'Document', 'Edit', 'Goto', 'Extras', 'Settings', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is 'Enter Customer Invoice: Company Code 1000'. A toolbar below the title contains buttons for 'Tree on', 'Company Code', 'Hold', 'Simulate', 'Park', and 'Editing options'. The 'Company Code' button is highlighted with a blue arrow pointing to a callout bubble. The callout bubble contains the text: 'Select the appropriate company code where the invoice posting needs to be made.' The main form area is divided into 'Basic data' and 'Payment' tabs. The 'Basic data' tab is active, showing fields for 'Customer', 'Invoice date', 'Posting Date' (21.05.2000), 'Document Type' (DR Customer Invoit), 'Cross-CC no.', 'Amount', 'Tax Amount', 'Text', and 'Company Code' (1000 National Holding LLC Abu Dhabi). A 'Bal.' field shows '0,00'. A small 'Enter Company Code' dialog box is open over the 'Company Code' field, showing '1000' and a search icon.



Document Edit Goto Extras Settings Environment System Help

Enter Customer Invoice: Company Code 1000

Tree on Company Code Hold Simulate Park Editing options

Transactn R Invoice

1.000,00

Basic data Payment Details Tax Notes

Customer 4 SGL Ind Invoice date 21.05.2009 Reference Posting Date 21.05.2009 Document Type DR Customer Invoice Cross-CC no. Amount 1.000,00 AED Calculate tax Tax Amount Text Test entry for customer invoice posting Paymt terms Due immediately Baseline Date 21.05.2009 Company Code 1000 National Holding LLC Abu Dhabi

0 Items (No entry variant selected)

St...	G/L acct	Short Text	D/C	amount in doc.curr.	Item i...	Sch...	Print	Pu...	Purc...	Profit center	Partner prof...
	400000		H Crec	1000						10000100	
			H Crec								
			H Crec								
			H Crec								
			H Crec								
			H Crec								

Insert the Amount of invoice to be posted.

Revenue GL Account for which the posting to be made.

Insert the profit center for the GL Account



Document Edit Goto Extras Settings Environment System Help

Enter Customer Invoice: Company Code 1000

Tree on Company Code Hold Simulate Park Editing options

Transactn R Invoice

Basic data Payment Details Tax Notes Local currency

Customer 4 SGL Ind Invoice date 21.05.2009 Reference 1234 Posting Date 21.05.2009 Document Type DR Customer Invoice Cross-CC no. Amount 1.000,00 AED Tax Amount Text Test entry for customer invoice posting Paymt terms Due immediately Baseline Date 21.05.2009 Company Code 1000 National Holding LLC Abu Dhabi

Bal. 0,00

Customer Address Company CAB Electronics LLC

Ols

1 Items (No entry variant selected)

St	G/L acct	Short Text	D/C	Amount in doc.curr.	Item i	Sch	Plnt	Pu	Purc	Profit center	Partner prof
✓	400000	Sales of Milk	H Crec	1.000,00					0	10000100	
			H Crec								
			H Crec								

Ensure that the document is complete for posting.

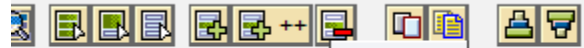
Once you save the data after the data entry is complete, the Customer Invoice document is saved and an Accounting Document created.



PROCESS
STEPS



DATA INPUT / DESCRIPTION

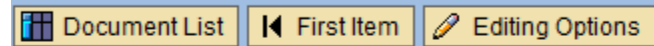


Document 200000007 was posted in company code 1000

You can view the Accounting Document generated via the transaction FB03.



Display Document: Initial Screen



Keys for Entry View	
Document Number	200000007
Company Code	1000
Fiscal Year	2009

Insert the Accounting Document Number, Fiscal

Document Edit Goto Extras Settings Environment System Help

Display Document: Data Entry View

Display Currency General Ledger View

Data Entry View

Document Number: 200000007 Company Code: 1000 Fiscal Year: 2009
 Document Date: 21.05.2009 Posting Date: 21.05.2009 Period: 5
 Reference: 1234 Cross-CC no.:
 Currency: AED Texts exist: Ledger Group:

C...	Itm	P	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center
1000	1	01		4	CAB Electronics LLC	1.000,00	AED			
	2	50		400000	Sales of Milk	1.000,00-	AED			10000100

3 Customer Credit Memo posting

- Menu Path – Accounting – Financial Accounting – Accounts Receivable – Document Entry – Credit Memo**
- The requirement to post the invoice and credit memo to the customer account and generate an Accounting Document in the system.
- Enter the transaction code in the command box on the easy access screen which will take you to the Customer Invoice Posting or Credit Memo Posting.

Select the transaction FB75 for Customer Credit Memo Posting

The screenshot displays the SAP Easy Access interface. At the top, there is a menu bar with 'Menu', 'Edit', 'Favorites', 'Extras', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'SAP Easy Access' and contains a tree view of the SAP menu structure. The tree is expanded to show the following path: Favorites > SAP menu > Accounting > Financial Accounting > Accounts Receivable > Document Entry. The item 'FB75 - Credit Memo' is highlighted with a yellow background. Other items in the Document Entry folder include FB70 - Invoice, F-22 - Invoice - General, F-27 - Credit Memo - General, F-28 - Incoming Payments, and F-26 - Payment Fast Entry. Other folders in the Document Entry folder include Document Parking, Payment Advice, Down Payment, Bill of Exchange, Other, and Reference Documents. At the bottom of the tree, there are folders for Document and Account.



STEPS				
4	Customer Credit Memo Posting	Field	Description	Example
		Company Code	Select the Company Code 1000. We can switch the company code using the key F7.	1000
		Customer	Customer Number for whom the credit memo posting to be made	4
		Document Date	Specifies the issue date of the original document.	21.05.2009
		Posting Date	Date which is used when entering the document in Financial Accounting or Controlling.	21.05.2009
		Amount	Amount of credit note to be posted	100
		Currency	The Company Code Currency is defaulted by the system. We can change the currency to the currency in which the posting needs to be made.	AED
		Reference	The reference document number is used as a search criterion when displaying or changing documents. Specify the original invoice number	200000007
		Document Header Text	The document header text contains explanations or notes which apply to the document as a whole, that is, not only for certain line items.	Test Entry for Customer Credit Memo Posting
		GL Account	Select the GL Account for which the credit posting need to be made	400000 (Revenue Account Type)
Amount in Doc	Enter the amount to be posted	100		
Currency				
Profit Center	The profit center for the revenue GL Account	10000100		
(This completes the Document to be posted)				



Document Edit Goto Extras Settings Environment System Help

Enter Customer Credit Memo: Company Code 1000

Tree on Company Code Hold Simulate Park Editing options

Transactn G Credit memo

Basic data Payment Details Tax Notes Local currency

Customer: 1000
 Document date: 21.05.2009
 Posting Date: 21.05.2009
 Document Type: DG Customer Cred
 Amount: 100,00
 Tax Amount:
 Text: Test entry for customer credit memo posting
 Paymt terms: Due immediately
 Baseline Date: 21.05.2009
 Company Code: 1000 National Holding LLC Abu Dhabi

Reference: 200000007

Customer: CAB Electronics LLC

Bal. 0,00

Insert the Original Invoice as Reference #

1 Items (No entry variant selected)

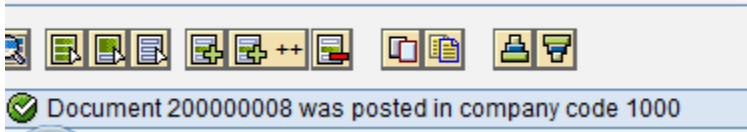
St	G/L acct	Short Text	D/C	Amount in doc.curr.	Plnt	Pu	Purc	Profit center	Partner prof	WBS element
✓	4000000	Sales of Milk	S Debit	100,00			0	10000100		
			S Debit							
			S Debit							
			S Debit							
			S Debit							
			S Debit							
			S Debit							
			S Debit							

Select the payment tab and insert the original invoice as the reference. This is needed for Credit memos which refer to a particular invoice item.

The screenshot shows the SAP 'Enter Customer Credit Memo' interface for Company Code 1000. The 'Payment' tab is selected. The 'Inv.ref.' field contains '200000007'. A callout bubble points to the 'Payment' tab with the text 'Select the Payment Tab.'. Another callout bubble points to the 'Inv.ref.' field with the text 'Insert the original invoice number against which the credit memo to be raised.'. The interface includes a menu bar, a toolbar, and a data table at the bottom.

St	G/L acct	Short Text	D/C	Amount in doc.curr.	PInt	Pu	Purc	Profit center	Partner prof	WBS element
✓	400000	Sales of Milk	S Debi	100,00			0	10000100		
			S Debi							
			S Debi							
			S Debi							
			S Debi							
			S Debi							
			S Debi							



BUSINESS PROCESS STEPS	DATA INPUT / DESCRIPTION
	<p>Once you save the data after the data entry is complete, the Customer Invoice document is saved and an Accounting Document created.</p>  <p>The screenshot shows a toolbar with icons for navigation and document management. Below the toolbar, a confirmation message reads: "Document 200000008 was posted in company code 1000".</p>