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Accounts Payable manages payables. This chapter describes the points of contact between SAP ERP Financials and the purchasing department. It also details how to perform efficient postings. Information on standard evaluations and the automatic payment run rounds off the chapter.

3 Accounts Payable Accounting

This chapter explains the basic business principles of accounts payable accounting, describes the SAP subledger, FI-AP (Accounts Payable), and then details various posting procedures, such as the various options for entering incoming invoices. It introduces four alternative transactions for entering documents, namely, general posting, fast data entry, single-screen transaction, and integrated invoice verification. If the incoming invoices are available in the SAP system, the program provides different options for the payment run for paying vendor invoices in an optimal manner. The main new feature in Release ERP 6.0 is accounts payable accounting in the context of payment transactions and bank communication. For more details, refer to Chapter 6, Bank Accounting. Reporting ensures transparency for the presentation of the essential information in sample reports for critical master data changes, open items, due date analyses, and in the accounts payable information system.

3.1 Business Principles

For subledger accounts you differentiate between vendor accounts or vendors and customer accounts or customers. In contrast to general ledger accounting, in which you only manage the total of payables for the financial statement, you use Accounts Payable Accounting to manage all details regarding business transactions, such as invoices, credit memos, and outgoing payments. The interaction between the purchasing department and accounts payable accounting assumes a significant role here. At
a very early stage, purchase requisitions or purchase orders lay the foundation for successful invoice verifications. You also have to ensure a correct documentation of the goods receipt, because it is used as the basis for releases for payments of invoices. The FI-AP component keeps and manages account-based data of all vendors. Furthermore, it is an integral part of the purchasing system. Purchase orders, deliveries, and invoices are managed based on vendors and update vendor evaluations.

3.2 FI-AP Software Component

Features

FI-AP (accounts payable accounting) ensures that legal obligations to keep records are fulfilled for reliable accounting but also serves as the information source for an optimal purchasing policy and supports the enterprise’s liquidity planning owing to the direct integration with cash management and forecasting. Account analyses, due date forecasts, and further standard reports are available for the open item management. You can customize the correspondence according to the individual requirements of your enterprise. The payment program automatically pays due payables and closes the corresponding items. To document the processes in accounts payable, you can use account balances, journals, balance audit trails, and numerous standard reports. For key date valuations you reevaluate foreign currency items, determine vendors on the debit side, and scan the balances established this way for remaining terms.

3.3 Master Data

This section focuses on the vendor master record. The data contained therein is required for handling business transactions in the accounting area and in the purchasing area.

3.3.1 Structure of the Vendor Master Data

The master data of vendors is made up of three parts. The general data is maintained at the client level. This data is available for all company codes. At this level, you specify the name of the subledger account in subledger accounting, the tax number, and the bank details. Data that is important
for individual company codes is specified in the *company code area*. This includes the account number of the reconciliation account in the general ledger, the terms of payment, and the settings for the dunning procedure. Figure 3.1 shows the basic structure of a vendor account.

For the integrated use with the MM module (materials management), you are provided with additional fields for the vendor master record. These fields contain information that you require to handle business transactions in the purchasing component. In this area, you enter data on requests, on purchase orders, and for invoice verifications. This data can vary in each defined purchasing area and is only used by applications of the MM module. This data includes conditions (for example, purchase order currency, terms of payment, or minimum purchase order value), sales data (sales person including telephone number), and control parameters.
3.3.2 Creating a Vendor Account

You create vendor master records by selecting the menu path Accounting • Financial Accounting • Accounts Payable • Create Master Data (Transaction FK01).

Alternatively, you can enter the general data and the company code data separately. However, you can enter and display the purchasing data within the vendor menu in the Central Maintenance only. In contrast to the maintenance of the customer accounts, the system doesn’t open a dialog box but navigates you to an initial screen (see Figure 3.2). Here, you can enter the account number of the vendor and the company code. When you create a vendor account, you must also specify an account group, which controls the internal and external number assignment when creating the master record.

![Create Vendor: Initial Screen](image)

Figure 3.2 Maintaining a Vendor Account—Initial Screen

When you press the **[Enter]** key, the SAP system displays the screen shown in Figure 3.3.

- **Name and Street Address**
  The reports and correspondence in the SAP system access this address data. Depending on the report, it then appears in the address and salutation of correspondence or in the report lists.
Maintaining a Vendor Account—Address Data

**Search Terms**

In this field, you can enter a freely selectable term that is used for the search for master records with the matchcode. To ensure that the field is filled uniformly, it is recommended that you specify rules. For the standard matchcode, this is the primary key with which you can search for master records most rapidly.

**Language (Communication)**

Here, you define the language in which the correspondence is written.

**Account control (Customer)**

If a business partner is both a vendor and a customer, you're provided with the option to have the system clear receivables and payables automatically (automatic payment program or dunning). In this case, you must enter the account number of the customer in the vendor master clears processes with vendors that are also customers.
record and vice versa (see Figure 3.4). If these fields are filled, the system displays the Clearing field in the account management for the data of the company code. Clearing is not possible until this field is activated. In the example, the vendor is also a customer. Here, a link to customer account 1000 including subsequent clearing was selected. The effects of this become particularly obvious in Section 3.7, Automated Payment Transactions.

![Change Vendor: Control](image)

**Figure 3.4** Maintaining a Vendor Account—Control Data

If you press [Enter], the system takes you to next entry screen (see Figure 3.5):

- **Bank Details**
  If the automatic payment program is supposed to consider a vendor, you need to enter the bank details. For automatic debits, the corresponding field must also be selected.
Alternative payee
If you enter the account number of the vendor here, all payments are made using the bank details of this business partner (bank transfers, automatic debit, credit memos). This field exists in the general part, in the company code area, and at the document level. The specification that is more detailed applies (from the general area to document level).

Bank type
If you define multiple bank details in a vendor master record, you can differentiate them by means of any four-digit abbreviation (partner bank type). If you want to pay an open item using specific bank details of the vendor, you must define the corresponding abbreviation in the line item. The payment program of the SAP system then controls the specified bank details of the vendor.

IBAN
In many cases, you can determine the IBAN from the bank key and account number. Because this procedure is not necessarily unique, you should always verify it. Chapter 6, Bank Accounting, provides more information on the IBAN and SEPA.
When you press [Enter], the system navigates you to the maintenance of the company code area of the vendor account—to the account management data first (see Figure 3.6):

- **Reconciliation account**
  Each posting to an account of subledger accounting automatically creates an entry to the general ledger. This integration is ensured through the reconciliation account. The field status group in the master record of the reconciliation account specifies the screen layout for document entry. The items of the vendor's account are managed in the currency of the reconciliation account.

- **Sort key**
  You use sort keys to display line items. Usually, the SAP system sorts the documents in the line item display based on the content of the Assignment field in the document. This sort key controls how the Assignment field is automatically filled during document entry if it is not populated with a value from another source.

- **Authorization**
  In this field, you can specify who receives change or read authorization for this account.

![Change Vendor: Accounting Information Accounting](image)

**Figure 3.6** Maintaining a Vendor Account—Account Management (Accounting)

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When you press [Enter], the system takes you to the settings for the payment transactions in financial accounting. The system now displays the screen shown in Figure 3.7.

- **Payment terms**
  This key is used for orders, purchase orders, and invoices and provides information about dunning and payment transactions. The value entered here is used as a default value for the document entry.

- **Tolerance group**
  To map different rights for the processing of business transactions, you can assign accounting clerks to so-called tolerance groups. You make specifications for the granting of cash discounts and for the handling of payment differences for each tolerance group. This entry affects dunning and the entry of payment transactions. For manual closing, the payment differences are accepted by the system up to the defined tolerance, and the items are closed.

![Change Vendor: Payment transactions Accounting](image)

**Figure 3.7** Maintaining a Vendor Account—Payment Transactions (Accounting)

- **Checking double invoices**
  If you select this field, the system checks, when a document is entered for this vendor account, whether the invoice or credit memo has already been entered. This check is supposed to prevent users enter-
ing invoices or credit memos twice by mistake. Depending on the content of the Reference document header field, the system checks whether there is a document in the SAP system that corresponds to the following content:

- If the Reference field in the document header is empty, there has to be a document in the SAP system that contains the same values in the Company Code, Vendor, Currency, Document Date, and Amount in Document Currency document fields.
- Otherwise, the company code, vendor, currency, document date, and reference number have to be identical.

**Payment methods**
Here, you can find the payment methods that are allowed for this vendor if the automatic payment program is used. If a payment method for the incoming payment is entered here, for instance, B (bank direct debit) or A (automatic debit), this business partner is not considered in dunning.

**Payment block**
An entry in this field causes a block of the account for payment transactions. In the automatic payment program, the block is effective if it is set either in the master record or in the document. If the block is set in the master record, all open items of this customer are transferred to the exception list. The * blocking key (asterisk) causes the system to ignore all open items of the account; the + key (plus) causes the system to ignore all open items for which no payment method has been explicitly specified in the document.

**Individual payment**
This checkbox determines that all open items of this vendor are paid or collected separately. This prevents multiple open items clearing jointly with one payment medium.

**Dunning vendors**
When you press [Enter], the system takes you to next entry screen (see Figure 3.8). You can also dun vendors. This is particularly useful if the payables are less than the receivables.
Dunning Procedure
If this business partner is supposed to be considered in the automatic dunning procedure, you must define a dunning procedure here. The entry is used as a default value for the document entry.

Dunning block
If you select this field, this business partner is not included in the dunning proposal of the automatic dunning program.

Dunning level
This field is usually set by the dunning program. In exceptional cases, you can change the dunning level manually. The dunning level influences the next dunning run. If the dunning level is 0, the system uses the specified minimum number of days to calculate the days in arrears; for all other dunning levels, the system uses the grace days. The days in arrears define the date for the next dunning run of this account.

Dunning clerk
The specified name is printed on the dunning notices. The dunning clerk does not have to be identical to the accounting clerk.

Accounting clerk
The name that corresponds to the defined ID appears on all corre-
spondence documents sent to the business partner. Additionally, it is printed on the dunning notices, if the Dunning clerk field is not filled.

With these specifications, two of three possible parts of the vendor master data are maintained at the client and company code level. If a vendor account is no longer supposed to be used, various blocking mechanisms are available.

### 3.3.3 Blocking a Vendor Account

The master record of a vendor contains multiple fields for blocking the account. This makes it possible to centrally block an account for accounting and purchasing. For accounting, you have the option to block the account in one or more company codes. A dunning or payment block can be set at the company code level. You can set and undo the blocking indicator in the subledger at any time. Figure 3.9 illustrates a central block, which is available under the menu path Accounting • Financial Accounting • Accounts Payable • Central Maintenance • Master Data • Block/Unblock menu path (Transaction XK05).
For vendors, you can set posting blocks and purchasing blocks. The block for quality reasons differentiates again between blocks for purchase orders; for requests and purchase orders; for purchase orders, requests, and goods receipt; and for source determinations and total blocks.

In addition to the options for defining master data for accounts payable and blocking it at any time, an option for one-time vendors is also available.

### 3.4 One-Time Vendor

The SAP system provides a special master record type for one-time or sporadic vendors. In contrast to the “regular” master records (customers and vendors), this master record does not contain specific data of the business partner, such as the address and bank details. This information is entered separately during document entry. When posting to a one-time account, the system automatically navigates to a master data screen where you can enter the specific data of the business partner (see Figure 3.10). Master records for one-time accounts are stored separately in a specific account group. The system hides the specific fields of the business partner when the master data is entered (see Figure 3.11).

If you decide to use one-time accounts, you should create multiple one-time accounts, because the large volume of postings to a one-time account can easily lead to confusion. In this case, you should group the business partners according to defined criteria (first letter, area, industry). These criteria assume a particular role, because it is critical for postings or clearings to quickly find the appropriate account of the business partner and the corresponding item.

You maintain one-time accounts the same way you maintain customer or vendor accounts. The open items can be dunned using the dunning program and processed using the payment program. The functionality of these special accounts is only limited in some aspects. For example, clearing is not possible for a customer that is also a vendor. Once you’ve defined the basis with the master data and clarified the use of one-time vendors, it is time to have a look at an integrated business transaction in accounts payable accounting.
Figure 3.10  Personal Data in a One-Time Document

Figure 3.11  Master Record of a One-Time Account
3.5 Overview of the Integrated Business Transaction

Accounts payable in the context of integrated business transactions usually concerns the individual steps from purchase orders to outgoing payments (purchase to pay). Integration also means that the information flow involves different departments. This example includes the departments of purchasing, accounts payable accounting, controlling, and treasury. Figure 3.12 illustrates the various departments at four levels.

**Figure 3.12** Integrated Business Transaction Purchase to Pay

**Ordering Process**

The ordering process in this example starts with a purchase requisition. Before you can generate a purchase order for the vendor, this internal approval process ensures clarity and transparency. The purchase requisition defines exactly at which price goods or services may be ordered, and an approval of the purchase requisition requires a dual-control or three-control principle. This early implementation facilitates later invoice verifications. Additionally, the purchase requisition enables the involved departments, controlling and treasury, to obtain an overview of the expected expenses or cash outflows.
Goods Receipt

If goods have been received for this purchase order, the goods receipt is not only based on quantities but also documents the exact value of the goods for the purchase order. If no vendor invoice that corresponds to the goods receipt is available at the end of the month, this value serves as the basis for accrual and deferral postings. You can find a detailed description in Chapter 7, Section 7.3, Automatic Maintenance of the GR/IR Account.

Incoming Invoice

Processing of incoming invoices is one of the traditional areas in accounts payable accounting. Services are usually documented in paper form and sent by post: “No posting without document.” This statement referred to paper documents in the past. Longer legally stipulated retention periods and the demand for more comfortable options to access archived documents ruled out microfilming. Today, enterprises store a scanned, optical image of the original document. Up until recently, this scanning process was performed quite late in the process, but now a lot of enterprises perform it at the beginning of the process chain. The benefit of this is additional transparency and an acceleration in processing, which means that cash discounts are no longer lost thanks to timely processing and payment. However, the implementation of this requires a central inbox for incoming invoices. Once the invoices have been scanned, they find their way through the enterprise as optical documents via the workflow.

OCR

In addition to the implementation of a central inbox and an early scanning process, the optical recognition and interpretation of paper invoices is the next step on your way to an optimized process. Owing to the performance of today’s computers, OCR (optical character recognition) allows for default account assignment of the accounting document. Provided that the system finds the corresponding purchase order for the invoice and provided that there are no price differences or quantity variances, the system can automatically post the document in the background.

EDI

If a large invoice volume is involved, the transfer of invoice data via EDI (electronic data interchange) including a subsequent printout of the col-
lective invoice has become established as a process. These are one-to-one connections between customers and vendors. In some industries, for example, in the automotive industry, this procedure is already widely used. Summarized, you can distinguish between the following types of processing incoming invoices:

- Manual processing with late scanning
- Manual processing with early scanning, so that an optical image is provided for the workflow in the enterprise
- Automatic processing and early scanning via OCR, which also creates default account assignments in addition to the optical image
- Automatic processing where large invoice volumes are transferred via EDI

**Payment**

If goods and invoices have been received and the invoice verification has a positive result, the automatic payment program is responsible for making the payments at the optimal time. The payment run includes the planned liquid funds (see Chapter 6, Section 6.5, Payment Transactions and Bank Communication) and cash discounts and due dates for net payments of invoices. Because the accounts payable accountant is involved in this process, the following sections discuss the manual and automatic payment transactions.

**Cashed Checks**

Cashed checks enable specific evaluations. You can evaluate when and whether vendors cashed the received checks and even indicate this as an average value in the master record.

In integrated SAP ERP systems, it is always advantageous to consider the entire business process. The task area of an accounts payable accountant has critical connections to other departments in your enterprise.
3.6 Entering Incoming Invoices

You can use several transactions to post incoming invoices in the SAP system. For example, you can enter an incoming invoice in the SAP system either in the logistics area in the MM module or within the accounting area in the FI-AP component.

3.6.1 General Posting

The general FI-AP posting transaction has basically been provided since the days of the R/2 system (formerly Transaction TB01). The menu path in SAP ERP is Accounting • Financial Accounting • Accounts Payable • Other Postings • General Invoice (Transaction FB01).

The most important fields for entering a document header are the following:

- **Document Type and Currency/Rate**
  Depending on the business transaction

- **Company Code**
  Of the respective enterprise

- **Document Date**
  Relevant date of the process

- **Posting Date**
  Date for updating the accounts

- **Reference according to external specification**
  Usually invoice number of the vendor

The first two entries for a document item (posting key and account number) define the relevant account and posting side (debit or credit). In Figure 3.13, these are posting key 31 (credit posting to a vendor account) and the corresponding account number of the vendor in the SAP system.

Pressing **Enter** takes you to the next screen (see Figure 3.14). The vendor’s payables account controls the selection of the fields for the entry screen and their ready-for-input status. For entering a vendor item you
require other fields than for entering a G/L account item. In this example, the Business Area field has the Mandatory Entry field status.

![Figure 3.13](Incoming Invoice—Initial Screen)

![Figure 3.14](Incoming Invoice—Vendor Item)

After you have entered the vendor item, first enter the posting key of the document item, which is 40 in this example (debit posting to a G/L account), and the corresponding account. When you press Enter, the system takes you to next screen (see Figure 3.15).
You can display the document item, which has been automatically generated by the SAP system, via the menu path DOCUMENT • SIMULATE.

Figure 3.16 shows the posting from the example, which the system generates after you click on the SAVE button. The G/L accounts involved are a material stock account for goods receipt, the “payables” account.
for invoice receipt, and the typical interim account, “GR/IR clearing account,” which is usually directly cleared when the invoice receipt is entered. In addition to Transaction FB01, the SAP system provides you with further options.

### 3.6.2 Single-Screen Transaction in FI

Since Release 4.6, accounts payable accounting has provided a new entry option. In contrast to the general posting, this concept is supposed to simplify the entry process by displaying all information in one screen. Furthermore, information, such as posting key, document type, selection of the tax key, and so on, is predefined and hidden. You can find the new “single-screen transaction” via the menu path **ACCOUNTING • FINANCIAL ACCOUNTING • ACCOUNTS PAYABLE • POSTING • INVOICE** (Transaction FB60).

**Figure 3.17** Incoming Invoice—Single-Screen Transaction
The tabs contain the following functions:

- **Basic data**
  This refers to general document data.

- **Payment**
  Here, you specify data for the payment transactions.

- **Tax**
  If the invoice contains multiple tax codes and the tax amounts are supposed to be copied from the invoice, you can enter them here.

- **Details**
  Here, you specify additional fields for the business partner line, such as assignment number and business area.

- **Notes**
  You can define additional notes for the open item. The system assigns the text to the receivable or payable and not to the complete document.

- **Local currency**
  This tabs appears if postings are made in a foreign currency or if parallel currencies exist in the company code.

---

**Change the Transactions**

If an accounting document is supposed to include multiple vendor items, you must change to the traditional entry process using the menu path **Environment • Complex Posting**. Now you can enter additional vendor items in the footer. However, you cannot return to the single-screen transaction from this “complex posting.”

---

A simplification of the posting transaction provides many benefits for users who sometimes have to enter incoming invoices in the SAP system. When speed is relevant, the fast data entry provides considerable advantages.

### 3.6.3 Fast Data Entry

You can find this transaction in the menu path **Accounting • Financial Accounting • Accounts Payable • Posting • IR/GU Fast Entry • Invoice**
Entering Incoming Invoices (Transaction FB10). This entry option is solely designed to enable a fast data entry via the keyboard. The system hides information or input fields that are not absolutely necessary. The predefined settings shown in Figure 3.18 are configured by the accounts payable accountant at the beginning of a work day and thus don’t have to be made again.

<table>
<thead>
<tr>
<th>Invoice/Credit Fast Entry: Header Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Image of invoice entry settings]</td>
</tr>
</tbody>
</table>

Pressing [Enter] takes you to next screen, the actual fast entry screen. Figure 3.19 shows a screen that is populated with a minimum of information. You can easily access all field information using the Tab key. The system displays the vendor item first and then offsetting items including additional account assignments.

Number of Offsetting Items

The number of offsetting items is not limited to six lines. If they are filled with values, you can use the Page Down key for scrolling. In total, 999 line items are available.
The entry transactions described so far, that is, general posting (Transaction FB01), single-screen transaction (FB60), or fast data entry (Transaction FB10), can only be used to a limited extent; the entry transaction in the MM logistics module may close this gap.

### 3.6.4 Invoice Verification in MM

In different enterprises, different departments may be responsible for the logistical invoice verification. This business function can be provided either in the purchasing department or in accounts payable accounting. In SAP ERP, the required transaction and the menu path are defined in the MM module: **LOGISTICS • MATERIALS MANAGEMENT • INVOICE VERIFICATION • DOCUMENT ENTRY • ADD INCOMING INVOICE** (Transaction MIRO).

Particularly if an invoice refers to a previously created purchase order (with purchase order reference), you can quickly decide on posting and subsequent payment. Transaction MIRO supports you in identifying price differences and quantity variances between the purchase order and the invoice. Furthermore, the system sets payment blocks automatically in defined cases. This can make sense in the following cases, for example:

- No goods receipt is available for the invoice receipt.
- An invoice amount, for example, that is larger than $10,000, has to be checked by two persons.
- Spot checks are carried out, for example, for each tenth invoice.
The example in Figure 3.20 shows an invoice receipt with purchase order reference. When you enter purchase order number 4500018601, you need to enter additional information on the amount and quantity.

![Image of Enter Invoices](image)

**Figure 3.20** MM—Adding an Incoming Invoice

The Simulate button enables a simulation of the future posting procedure, which is illustrated in Figure 3.21. G/L account 191100 (GR/IR clearing, external procurement) is posted on the debit side, and the payables of the vendor account are posted on the credit side.

![Image of Simulating Document](image)

**Figure 3.21** MM—Simulating a Document
Once incoming invoices have been entered in the SAP system, you can start the payment process for paying the vendor.

### 3.7 Automated Payment Transactions

The *payment transaction* concept refers to the processing of the incoming and outgoing payments of an enterprise. This specifically includes:

- Incoming payments via debit memos
- Outgoing payments via bank transfers or checks
- Incoming checks with manual check preposting
- Incoming payments via bank transfers, returned debit memos, and returned checks

You can structure the payment transactions in an enterprise according to various aspects and issues and separate the individual processes. You distinguish between the accounting view and the process view. The accounting view—as usual—differentiates between incoming payments and outgoing payments. The process view, in contrast, differentiates between incoming and outgoing payment processes. The outgoing process is usually triggered via a payment run by your company, and the corresponding information (bank, account, amount, and so on) is defined by the SAP system and passed on to third parties. This includes bank transfers and outgoing checks to third parties (outgoing payments) but also debit memos that are collected by third parties (incoming payments). The incoming process instead is triggered by third parties, and the corresponding information is provided from the outside (banks, vendors, customers). This includes bank transfers and incoming checks by third parties (incoming payments) but also debit memos that you collect from third parties (outgoing payments). Consequently, SAP’s automatic payment program manages the outgoing payments of an enterprise but also processes the outgoing payment process and thus includes both outgoing payments and incoming payments (debit memos). In this context, the payment program has the following functions:

- Selection of the due and open items
- Posting of payment documents (accounting documents)
Generation of payment lists and logs
Generation of payment media (check forms, payment advice notes)

Before you can execute Transaction F110 for the payment program, you need to implement some basic settings.

### 3.7.1 Payment Methods in SAP Systems

A payment method in the SAP system defines which procedure (check, bank transfer, bill of exchange, and so on) is used for payment. The specifications for a payment method are made during the system configuration at two levels. There are basic settings that depend on the country; that is, settings for “US” (United States) apply to all company codes with headquarters in the United States. In addition, there are checks that you can define individually for each company code and enterprise.

#### Maintaining the Payment Methods in the Master Record and/or in an Open Item

You can define payment methods in the master record of a business partner and in individual items. If you have specified a payment method in the open item, it overwrites the specification in the master record. A payment method that is entered in the open item doesn’t have to be included in the master record. However, the payment method of a payment run must always be defined either in the master record or in the open item to have the system include the item in this payment run.

Which specifications from the master record of the business partner are inevitably required is defined for each country. If one of the necessary specifications is not provided in the master record, you cannot use this payment method. For the C payment method (Check), a complete address must be maintained in the master record. Otherwise, the C payment method is not valid for this business partner. Furthermore, under which conditions this payment method can be used is defined in the individual company codes for each payment method. The following also applies here: If one required condition is not met, you cannot use this payment for the respective open item. These defined checks affect the following specifications:
- Minimum and maximum amounts
- Allowed business partners abroad (country code in the master record)
- Allowed bank details abroad (country code in the bank master record)
- Allowed foreign currency

The payment program only selects the payment method for which you specify a minimum or maximum amount if the payment amount doesn’t fall below the minimum amount and doesn’t exceed the maximum amount.

### Exception to the Rule

<table>
<thead>
<tr>
<th>Exception to the Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum and maximum amounts don’t apply if the payment method is explicitly indicated in the open item. In this case, the defined payment method is also used even if the payment amount falls below the minimum amount or exceeds the maximum amount.</td>
</tr>
</tbody>
</table>

A brief look at the exception list is sufficient to determine whether a condition that was met was the cause for not including an item in the proposal list. The following section now discusses the payment block reasons.

### 3.7.2 Payment Block Reasons

A payment block is an indicator that you can use to block accounts or individual items for payment. The system indicates the payment block in the master record of the business partner or in the document item. The standard SAP system provides numerous block reasons, which map why no payment is supposed to be made in this specific case.

A due open item may be included in the exception list for several reasons. A brief look at the exception list is sufficient to determine why an item is not included in the proposal list.
Note in the Log of the Proposal List

If a payment block is set, the system displays the error message “Account blocked for payment” or “Item blocked for payment” in the exception list for the corresponding open item.

You can remove or set payment blocks during the processing of the payment proposal. However, you cannot remove and set all payment blocks in a proposal. The restrictions for the respective block reason are defined in Customizing. For the example in Figure 3.22, it is specified that the V payment block cannot be removed during the processing of the payment proposal. If the block reason “ ” (Free for payment) is not selected, the account cannot be manually blocked in the payment run.

Display View “Payment Block Reasons”: Overview

<table>
<thead>
<tr>
<th>Block Ind.</th>
<th>Description</th>
<th>Change in print prop</th>
<th>Manual payments block</th>
<th>Not changeable</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Free for payment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Skip account</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>Blocked for payment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Blocked for payment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>IP postprocessing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Payment request</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R</td>
<td>Invoice verification</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>V</td>
<td>Payment clearing</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 3.22  Using the Payment Block Reasons

If you have implemented the basic settings for the payment methods and payment block reasons, you can access the payment program.

3.7.3  Accessing the Payment Program

You access the initial screen of the payment program via the menu path Accounting • Financial Accounting • Accounts Payable • Periodic Processing • Pay (Transaction F110).

First, enter the date of the payment run and an identification feature. You can add a sequential number to the identification feature to distinguish between different runs on the same date.
The example illustrated in Figure 3.23 displays 01/12/2008 as the day of the execution and the ID of the person responsible, that is, JS2. The Identification field is provided with a new function and meaning in the context of bank communication. For detailed information, refer to Chapter 6, Bank Accounting.

To enter the parameters and navigate to the respective tab. You have to specify the complete company codes (four digits) and separate them by a comma. In addition to single values, you can enter intervals. No blanks are allowed between the defined company codes or intervals. The required payment methods must be indicated without any separators. The posting date of the next payment must run to check the due date of the payables. If an item is due on the date of the next payment run, it will be paid in this payment run. Receivables (debit memos) can generally not be paid before the baseline date for payment. They are paid once the due date is reached or expired, independent of when the next payment run is supposed to be executed. You additionally have to enter the vendors or customers that the SAP system is supposed to include in this payment run. This can be done in single values or intervals. The parameters illustrated in Figure 3.24 consider all posting documents until 01/12/2008 in company code 1000. The payment run is supposed to clear the payables using a payment document with 01/12/2008 as the posting date. All due payables of a vendor are supposed to be paid via check or bank transfer. 10/12/2008 is defined as the date for the next
payment run; that is, the system selects all items with a due date for net payment before this date.

**Figure 3.24 Parameters of a Payment Run**

The Free selection tab navigates you to the entry of further selection criteria. Here, you can define fields at the document level or from the master records of the business partners as additional selection criteria. You enter the name of the database field in the Field Name field. The system supports the search process for the corresponding field name with the F4 search help. If you select the Exclude values field, this payment run doesn’t include the documents with the corresponding criterion. The setting in Figure 3.25 doesn’t define any restrictions.

In the payment run, you can define restrictions for the additional log. The log displays the processing logic of the payment program with the corresponding level of detail (see Figure 3.26).
### Automatic Payment Transactions: Free Selection

<table>
<thead>
<tr>
<th>Run Date</th>
<th>01.12.2003</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identification</td>
<td>JS2</td>
</tr>
</tbody>
</table>

#### Selection criteria

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Values</th>
<th>Exclude values</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Values</th>
<th>Exclude values</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Values</th>
<th>Exclude values</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Figure 3.25  Free Selection

### Automatic Payment Transactions: Additional Log

<table>
<thead>
<tr>
<th>Run Date</th>
<th>01.12.2003</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identification</td>
<td>JS2</td>
</tr>
</tbody>
</table>

#### Required logging type

- [ ] Due date check
- [ ] Payment method selection in all cases
- [ ] Print method selection if not successful
- [ ] Line items of the payment documents

#### Accounts required

<table>
<thead>
<tr>
<th>Vendors (from/to)</th>
<th>Customers (from/to)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZZZZZZZZZ</td>
<td></td>
</tr>
</tbody>
</table>

#### Figure 3.26  Additional Log
Additional logs should only be used in exceptional cases. The corresponding tab displays the details of the additional log. The system only creates an additional log for the payment run if at least one of the following checkboxes is selected:

- **Due date check**
  Defines that the due date check is logged for open items.

- **Payment method selection in all cases**
  Ensures that the selection of all payment methods and all banks is documented in the log. You can then use the log to trace the procedure for the payment method selection.

- **Payment method selection if not successful**
  Defines that the attempted selection of the payment method and banks is only documented in the log if no allowed payment method or bank has been found. The log enables you to identify whether corrections have to be implemented in the master record of the business partner or in the configuration of the payment program.

- **Line items of the payment documents**
  Ensures that the log outputs all posted documents including the corresponding items. In the case of payment proposals, the document items that the system would generate for the following payment are output.

The **Printout/Data Medium Tab** navigates you to the configuration of the print output of proposal lists, release lists, and checks. For each payment method, there is a payment medium program that enables you to print payment forms (see Figure 3.27).

These settings must be saved with the **Save** button. Then, navigate to the **Status tab**. It displays the status message “Parameters have been entered” (see Figure 3.28).
Once all parameters have been entered, you can schedule the payment proposal.

3.7.4 Payment Proposal

Based on the defined parameters, the SAP system determines the outstanding payments for the vendor or customer. Here, the generated pay-
ment proposal is the first step. For this purpose, click on the Proposal button. The Schedule Proposal dialog box opens (see Figure 3.29).

![Schedule Proposal Dialog Box](image)

Figure 3.29 Schedule Proposal Dialog Box

When you select the Start immediately option and press Enter, the processing is performed in the foreground. You can retrieve data of this payment run using the proposal list, which stores a wealth of information, for example, an overview of all payments and line items.

At the end of this list, you can find a list of the payment amounts, sorted by the following criteria:

- Business areas
- Countries
- Currencies
- Payment methods
- Banks

The two-level procedure with a proposal list to be processed and a subsequent generation of the data medium can also be shortened, if required. Then, the system generates the payment medium directly without using a proposal list. The following example illustrates the two-level proce-
The proposal list is processed first, and then the payment medium is generated. The status message in Figure 3.30 indicates that the proposal run created a payment proposal.

![Automatic Payment Transactions: Status]

**Figure 3.30** Status Message “Payment Proposal has been Created”

You can edit the payment proposal via the propose button.

The system now displays the Accounting clerk dialog box (see Figure 3.31). If you select All accounting clerks, the system selects all payments of a payment proposal run for processing. To only process the payments of the payment proposal that are assigned to a specific accounting clerk, select the Selected accounting clerk option and enter the corresponding ID. If you want to process all payments that aren't assigned to an accounting clerk, select the Selected Accounting Clerk option and don't enter any ID.

**Task Sharing**

Particularly if a large number of vendors and customers are included in a payment proposal list, it makes sense to use the selection of accounting clerks to enable task sharing. A prerequisite is that the respective accounting clerks are also stored in the master data of the subledger account.

If you press the Enter key, the system takes you to the overview of the payment run. The first level displays a list of the individual payment media and exceptions for each business partner.
The example shown in Figure 3.32 is not that complex. It refers to the enterprise, Testcompany, which is not supposed to be paid. The payment volume of the proposal run is €0.

You can view the corresponding open item if you double-click on a row within the exceptions. At the business partner level, you can see in Figure 3.33 that the Testcompany example involves the clearing process of vendor 2000000030 and customer 1000, that is, from a vendor that is also a customer.

When you double-click on a line item, the system provides information on why this item has been included in the exception list. You can remove
the payment block here. Then, the item would be included in the actual payment run. Note that there are also payment blocks that you cannot remove in the payment proposal.

```
<table>
<thead>
<tr>
<th>Exc</th>
<th>Amount in LC</th>
<th>Reference</th>
<th>Document No</th>
<th>Year</th>
<th>Item/Branch</th>
<th>P</th>
<th>Cr</th>
<th>House</th>
<th>Bank</th>
<th>Tr</th>
<th>Ty</th>
<th>Posting Date</th>
<th>Doc. Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>1,500.00</td>
<td>18200000030</td>
<td>2003</td>
<td>1</td>
<td>EUR</td>
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<td>14.08.2003</td>
<td>15.08.2003</td>
</tr>
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<td></td>
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</tr>
<tr>
<td>1000</td>
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<tr>
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</tr>
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</tr>
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<td>1</td>
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<td>07.07.2008</td>
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<tr>
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<td>EUR</td>
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</tr>
<tr>
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<td>100.00 TEST</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>30.09.2009</td>
<td>30.09.2009</td>
</tr>
</tbody>
</table>
```

Figure 3.33 Exception Level of a Business Partner

Temporary Payment Blocks

By double-clicking the line item, you can navigate to the payment information of this document item. You can set a payment block or change the payment method. If you set the payment block, the corresponding open item is not paid during this payment run. This modification applies to the specified payment run only. You change neither the original document nor the master record of the business partner. That means the next payment run considers this item again.

In the example, the payment proposal determines the balance from receivables and payables and identifies the exception documented in Figure 3.34. The payment cannot be made, because in total a debit balance, that is, a receivable, exists.
However, the button enables you to pay the selected item nevertheless. For this purpose, manually define a payment method including bank data, analogous to Figure 3.35. In the example, the system is supposed to generate a check from bank account 1000 GIRO of house bank 1000 DEUTSCHE BANK.

![Figure 3.34 Exception in the Payment Proposal List](image1)

![Figure 3.35 Defining Payment Method and Bank Data](image2)
After the changes have been saved, the updated payment proposal list provides the corresponding information. In the example shown in Figure 3.36, this is the second row, with an amount of €550,000 that has to be paid. The debit balance in the first row, which is not supposed to be paid, is then increased by this value.

![Updated Payment Proposal List](image)

When the processing of the payment proposal list has been completed, clearing entries and payment media can be generated.

### 3.7.5 Executing the Payment Run

After you have processed the proposal list, you can schedule the payment run using the ![Payment Run](image) button. The amount of €550,000 is cleared in the vendor account with an automatically generated payment document. Accordingly, the status message illustrated in Figure 3.37 changes.

You start the printing of a check by performing an additional manual step, that is, clicking the ![Printout](image) button. The clearing transaction is documented through clearing document 2000000052 in the vendor line item list shown in Figure 3.38.
Parallel Process

The SAP system creates the clearing document and payment medium in parallel and independently of each other. You should consider this aspect particularly when you reconfigure the payment run. If the Customizing is set incorrectly, the system may clear items on the credit side without generating a payment medium subsequently.

In addition to the automated payment run, you can also trigger the process manually.
3.8 Manual Outgoing Payments

The basis of manual outgoing payments are usually payables that exist in the SAP system. In individual cases, advance payments can also be made without posted payables. This is referred to as a payments on account. You access the initial screen of outgoing payments via the menu path ACCOUNTING • FINANCIAL ACCOUNTING • ACCOUNTS PAYABLE • POSTING • OUTGOING PAYMENTS • POST (Transaction F-53).

Chapter 6, Section 6.5.2, Outgoing Payments, describes in detail similar business transactions in the context of manually created checks or ad-hoc payments. The following sections further discuss the complete clearing, residual item, and partial payment posting procedures. The examples are based on payables of €11,000 including an input tax of €1,000.

3.8.1 Complete Clearing

For complete clearings, the SAP system generates the screen shown in Figure 3.39. In the initial screen of the Enter Outgoing Payments transaction, you enter the document header as usual. The input in the Clearing text field appears for the clearing item in the vendor account. Compared to the previous document entry, the bank data is new.

<table>
<thead>
<tr>
<th>Post Outgoing Payments: Header Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Date</td>
</tr>
<tr>
<td>Pd. Date</td>
</tr>
<tr>
<td>Document No.</td>
</tr>
<tr>
<td>Reference</td>
</tr>
<tr>
<td>Doc. Header Text</td>
</tr>
<tr>
<td>Clearing text</td>
</tr>
<tr>
<td>Bank data</td>
</tr>
<tr>
<td>Account</td>
</tr>
<tr>
<td>Amount</td>
</tr>
<tr>
<td>Bank charges</td>
</tr>
<tr>
<td>Value date</td>
</tr>
<tr>
<td>Text</td>
</tr>
</tbody>
</table>

Figure 3.39 Outgoing Payments—Initial Screen
The outgoing payments are implemented through one of the defined house banks. The SAP system maps transactions in this bank account in a G/L account. You can enter the corresponding G/L account number in the Account field in the Bank data area. You then have to specify the payment amount and additional data. Additional selections enables you to include additional selection criteria (amount, document number, and so on).

The system supports you in specifying the offsetting entry in the vendor account. Consequently, you only need to enter the vendor account and the K account type (vendor). The SAP system supports you with a list of the open items that are supposed to be assigned. When you press the key, the system opens the next screen, which displays the existing open items selected by the system in the account (see Figure 3.40). Depending on the setting in the editing options, you have to assign the corresponding open items by double-clicking on the payment amount fields. The example in Figure 3.41 shows the assignment of an open item with an amount of the outgoing payments of €11,000. The 2% cash discount is not used here.

![Figure 3.40](image)

The entered amount and the assigned amount are identical in the example. Therefore, the document can be posted. You can call the document

Outgoing payments through
the house bank
overview of the outgoing payments using the Document Overview button. Only the entered item of the outgoing payments is displayed. You can view the vendor item, which has been automatically generated by the system, via the menu path Document • Simulate.

![Outgoing Payments—Document Overview](image)

The objects involved are a vendor from the FI-AP component and the general ledger from the FI-GL component. First, the “enter incoming invoice” activity leads to a credit entry for the “vendor” SAP object. The SAP system created an automatic entry to the reconciliation account defined in the vendor master record. The system posted the document and simultaneously closed the open item with the outgoing payment. The “payables” G/L account is not cleared, because the SAP system only stored the balance of the reconciliation account. The actual clearing process takes place for the “vendor” SAP object. The corresponding offsetting entry is posted in the G/L account that is defined in the initial screen (see Figure 3.39). Both documents are linked to each other through a 10-digit clearing number (in this example, this is the document number of the payment), as you can see in Figure 3.42.

Differences that exceed the tolerance limits for postings may occur in the payment transaction. These limits are the tolerances defined by the accounting clerks and business partners in the SAP system during the system configuration. This could have been done for several reasons, for example, because a partial amount was paid (as in the example in the following section).
When processing the open items, the following options are available in such cases:

- **Posting as a residual item**
  For residual item formations, the system closes the original open item and simultaneously generates a new open item with the remaining amount.

- **Posting as a partial payment**
  In this case, the original open item is not cleared. The SAP system posts the payment with an invoice reference. For this purpose, it enters the invoice number in the Invoice Reference field of the payment items.

### 3.8.2 Residual Items

In contrast to complete clearings, here a payment amount exists below the open item. The transaction is nearly the same as for the payment of the total amount described in Section 3.8.1, Complete Clearing. The initial screen is populated as shown in Figure 3.43.
When you press [Enter], the system navigates you to the list of the selected items. From the processing of the open items, you must go to the Residual Items tab. In the Residual Items column, you enter the amount of the residual item. Alternatively, you can copy the remaining amount calculated by the system by double-clicking on the Residual Items field.

In the example, an outgoing payment of €10,500 leads to a residual item of €280. This is due to the proportionally accepted cash discount amount.

You can either first simulate or directly post the document. However, in both cases the system outputs the message that the item of the residual item still has to be corrected. For residual items, the SAP system requires you to make an entry in the text field of the document item (required entry field).
Then, you can post the document. Figure 3.46 shows the process in the line item display. The original open item has been cleared, and the system has generated a new residual item.
In addition to the complete clearing and the described residual item formation, there are further options for posting outgoing payments.

### 3.8.3 Partial Payment

Differences may occur in a payment transaction for several reasons, for example, owing to the payment of a partial amount. When processing the open items, the user can post the outgoing payments as partial payments in such cases. For partial payments, the original open item is kept, and the system posts the payment to the vendor account and links it internally with the open item. To enter a partial payment, you follow the same menu path as for the residual item formation or for the payment of the total amount of an invoice. You populate the initial screen in the same way as for a residual item formation.

Pressing the **Enter** key takes you to the next screen. Now, you first have to assign the respective invoices to outgoing payment. This can be done by double-clicking on the corresponding field in the amount column of the displayed item list (see Figure 3.47). Then, select the Partial Payment tab (see Figure 3.48).

In the Payment amount column, you enter the amount of the partial payment. Alternatively, you can double-click on an amount to copy it. Figure 3.49 shows this process in the line item display.
Manual Outgoing Payments

**Figure 3.47** Partial Payment for Outgoing Payments

**Figure 3.48** Outgoing Payments—Partial Payment Screen

**Figure 3.49** Line Items after a Partial Payment
The two items are indicated as open and linked to each other with identical content in the Assignment field. You can evaluate manual or automated outgoing payment postings—indeedently of whether they are implemented as complete clearings, residual items, or partial payments—with reports in SAP ERP.

3.9 Evaluations in Accounts Payable Accounting

SAP ERP and SAP NetWeaver BW provide a wide range of predefined evaluations. The information on the following pages merely represents examples and is only a fraction of the many possibilities available. The transparency of the due payables enables you to avoid expensive vendor credits by making the payments including deductions of cash discounts in time. Of course, a basic prerequisite for this is a sufficient liquidity of the enterprise. However, before it comes to the payment you must ensure that the payee is correct.

3.9.1 Confirmation of Critical Modifications

Risk management

Of course, an enterprise generally trusts its employees. However, risk management is supposed to identify and classify risks and initiate possible countermeasures. Issues in the context of payments need to be monitored particularly carefully. For example, not every accounting clerk is authorized to create or modify vendor master data. The same also applies to the execution of the actual payment program and the subsequent transfer of the payment medium to the bank. Task sharing in the entire business process is useful here and reduces the possibility of fraudulent actions.

In this context, SAP ERP provides several alternatives of security checking principles requiring at least two persons. For example, Transaction FK09 via the menu path Accounting • Financial Accounting • Accounts Payable • Master Data • Confirmation of Change • List requires a confirmation of a second person when defined “sensitive” fields in the vendor master record are modified. The SAP system blocks the vendor for payment until the modifications have been confirmed. The selection
screen shown in Figure 3.50 enables you to select the vendors that still need to be confirmed.

![Display/Confirm Critical Vendor Changes](image1)

**Figure 3.50** Displaying/Confirming Critical Modifications

When you click on the button, the system executes the selection run and displays the results list from Figure 3.51.

![Display/Confirm Critical Vendor Changes](image2)

**Figure 3.51** Overview of Critical Modifications

This list indicates that numerous master record changes still have to be confirmed. The confirmation date indicates the date from which this process step is pending.
Bank and Account Number

Information on the bank or account number is particularly well suited to impose a security checking principle requiring at least two persons. However, because this data is maintained at the client level and because multiple company codes in the SAP system may share the master data, you have to pay attention to potential interactions. For example, if an accounting clerk who is responsible for enterprise A changes the bank details of a vendor, this modification causes a temporary payment block for all other company codes at the client level.

The example in Figure 3.52 shows the detailed status of a master record that has not been confirmed yet. The Changes to Sensitive Fields button displays the details before and after the modification of the master record. Based on this information, the modification can be confirmed or rejected.

In addition to maintaining vendor master data, you can also list payables in the open item due date analysis listed according to different blocks.

3.9.2 Open Item Due Date Analysis

This analysis is supposed to map the payables structure of an enterprise in sorted lists within periods. This enables you to view the expected outgoing liquidity in advance. The menu path Accounting • Financial Accounting • Accounts Payable • Information System • Reports for Accounts Payable Accounting • Vendor Items • Open Items Due Date Analysis first takes you to a selection of the company codes that are supposed to be considered on a freely selectable key date. In the example in Figure 3.53, the payables of company code 1000 that exist on 04/10/2008 are supposed to be selected.
Selection: Due Date Analysis for Open Items

Vendor selection

Vendor account: 1000

Company code:

Line item selection

Open items at key date: 04.16.2008

Figure 3.53 Selection for the Open Item Due Date Analysis

The result of this selection is illustrated in Figure 3.54. The drill-down report shows a sorted list with intervals of 30 days on the selected key date. The result includes payables that are already due (past) or items that will be due in the future (not due). This indicates that a considerable liquidity requirement of about €2 million already exists for a short-term period of 0 to 30 days.

Execute Drilldown Report Due Date Analysis for Open Items

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Vendor</th>
<th>Due</th>
<th>Not due</th>
<th>Total open items</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Forks Manufacturing</td>
<td>5,560.00</td>
<td>4,522.00</td>
<td>10,083</td>
</tr>
<tr>
<td>7</td>
<td>Horn &amp; Co.</td>
<td>16,819.94</td>
<td>0.00</td>
<td>16,819.94</td>
</tr>
<tr>
<td>15</td>
<td>Tiedeman Ernstung</td>
<td>1,704.08</td>
<td>0.00</td>
<td>1,704.08</td>
</tr>
<tr>
<td>77</td>
<td>Dodahuber ERP</td>
<td>8,549.00</td>
<td>0.00</td>
<td>8,549.00</td>
</tr>
<tr>
<td>200</td>
<td>SMP</td>
<td>13,736.30</td>
<td>0.00</td>
<td>13,736.30</td>
</tr>
<tr>
<td>300</td>
<td>AluCast</td>
<td>254,619.92</td>
<td>0.00</td>
<td>254,619.92</td>
</tr>
<tr>
<td>1000</td>
<td>C.E.R. REPLIN</td>
<td>1,412,950.03</td>
<td>87,899.05</td>
<td>1,500,849</td>
</tr>
<tr>
<td>1001</td>
<td>SHF Hoppeleit HOOG</td>
<td>1,059,079.07</td>
<td>24,200.00</td>
<td>1,083,279</td>
</tr>
<tr>
<td>1002</td>
<td>Gustwerk US</td>
<td>21,529.98</td>
<td>0.00</td>
<td>21,529.98</td>
</tr>
<tr>
<td>1005</td>
<td>PAQ Deutschland GmbH</td>
<td>731,711.68</td>
<td>0.00</td>
<td>731,711.68</td>
</tr>
<tr>
<td>1006</td>
<td>Black's AG</td>
<td>726,106.00</td>
<td>11,880.00</td>
<td>736,986</td>
</tr>
<tr>
<td>1010</td>
<td>Sunny Electronics GmbH</td>
<td>161,961.59</td>
<td>0.00</td>
<td>161,961.59</td>
</tr>
<tr>
<td>1011</td>
<td>SHF Americas</td>
<td>1,061,762.01</td>
<td>0.00</td>
<td>1,061,762.01</td>
</tr>
<tr>
<td>1015</td>
<td>Wohler AG</td>
<td>620,843.75</td>
<td>0.00</td>
<td>620,843.75</td>
</tr>
<tr>
<td>1020</td>
<td>Grosshandel Baden UG</td>
<td>123,630.58</td>
<td>0.00</td>
<td>123,630.58</td>
</tr>
<tr>
<td>1030</td>
<td>Jostinh Deutschland</td>
<td>265,703.14</td>
<td>0.00</td>
<td>265,703.14</td>
</tr>
<tr>
<td>1060</td>
<td>Chemische Werkstätte</td>
<td>10,443.58</td>
<td>0.00</td>
<td>10,443.58</td>
</tr>
<tr>
<td>1100</td>
<td>Pruma GmbH</td>
<td>12,867,281.52</td>
<td>0.00</td>
<td>12,867,281.52</td>
</tr>
<tr>
<td>1101</td>
<td>ABO Dienstleistungs</td>
<td>23,030.39</td>
<td>0.00</td>
<td>23,030.39</td>
</tr>
<tr>
<td>1200</td>
<td>Finanzamt Frankfurt</td>
<td>272,916.09</td>
<td>0.00</td>
<td>272,916.09</td>
</tr>
<tr>
<td>1234</td>
<td>K.F.W. Berlin</td>
<td>11,500,000.00</td>
<td>0.00</td>
<td>11,500,000.00</td>
</tr>
<tr>
<td>1235</td>
<td>K.F.W. Lauenstein</td>
<td>115.08</td>
<td>0.00</td>
<td>115.08</td>
</tr>
<tr>
<td>1511</td>
<td>B. de Bariolos</td>
<td>1,795.08</td>
<td>0.00</td>
<td>1,795.08</td>
</tr>
<tr>
<td>1960</td>
<td>CPO A.H.</td>
<td>389.00</td>
<td>0.00</td>
<td>389.00</td>
</tr>
</tbody>
</table>

Figure 3.54 Performing a Due Date Analysis
You can better analyze these values using the navigation within the drill-down report. Figure 3.55 illustrates a drill-down to the payables that are due to vendor 1000 (C.E.B. Berlin). Here, the screen is nearly identical to the general overview, because the major part of the payables is due within 0 to 30 days.

At this point it is useful to navigate to the line items of the vendor using the report-to-report interface to view at invoice level whether this huge amount is made up of multiple items or to view the underlying deliveries and services. If this flexible and versatile report is not sufficient, you can also use the vendor information system.

### 3.9.3 Vendor Information System

The vendor information system is a kind of data cube that is filled with up-to-date information at regular intervals. You can view, rotate, and
turn this cube from different perspectives. Consequently, the evaluations that are stored and structured according to topics in this cube are considerably well suited for analyses. In the SAP system, you can access the vendor information system via the menu path Accounting • Financial Accounting • Accounts Payable • Information System • Tools • Show Evaluation.

The data cube of the vendor information system is static and always refers to a specific point in time. Via the menu bar entry, Extras • Day/Time On, you can display the creation time. The evaluations don’t consider the posting procedures after this point in time. You therefore need to perform updates at regular intervals. The following sections describe the due date analysis as an example from the three evaluations shown in Figure 3.56.

![Figure 3.56](image)

**Figure 3.56** Overview of the Vendor Information System

You can access the due date analysis via the following views:

- Company code
- Business area
- Country
Planning group
Reconciliation account

The fixed, defined data cube provides these dimensions as standard evaluations. The example that is illustrated in Figure 3.57 uses the company code as the display format.

A list of the company codes that exist in the system including the respective payments that are currently due or will be due in the future maps the structures and may indicate faulty processes within a group with worldwide operations.

<table>
<thead>
<tr>
<th>Due date analysis</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Due Date Analysis per Company Code" /></td>
</tr>
</tbody>
</table>

Figure 3.57  Due Date Analysis per Company Code
If the due (to be paid) proportion of the total open item balance is disproportionally high, this may be due to a poorly structured invoice receipt process. Figure 3.58 illustrates an example of a demo system in which the total open item balance is due as of company code IDES Australia. This is based on the fact that no new incoming invoices with a date of required payment are entered in this test company code, and outgoing payments are not made for older invoices. In contrast, some items are not yet due for the second company code on top, Company 1000. With a double-click you can navigate to the display shown in Figure 3.58. This view allows for analyses per vendor and provides subsequent drill-down options to the vendor’s line items.

Overall, the evaluations for critical master record modifications, the open item due date analysis, or the vendor information system provide useful support for the daily work of the accounts payable accountant.

### Due Date Analysis

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Due</th>
<th>Not due</th>
<th>Total OI's</th>
</tr>
</thead>
<tbody>
<tr>
<td>K.E.M. Berlin</td>
<td>11 500 000.00</td>
<td>0.00</td>
<td>11 500 000.00</td>
</tr>
<tr>
<td>Vendor D 00</td>
<td>7 000 200.00</td>
<td>0.00</td>
<td>7 000 200.00</td>
</tr>
<tr>
<td>IT Service SSp</td>
<td>4 385 891.49</td>
<td>0.00</td>
<td>4 385 891.49</td>
</tr>
<tr>
<td>Global Business Properties</td>
<td>3 126 760.00</td>
<td>0.00</td>
<td>3 126 760.00</td>
</tr>
<tr>
<td>C.E.B. Berlin</td>
<td>1 523 403.58</td>
<td>43 024.07</td>
<td>1 566 427.65</td>
</tr>
<tr>
<td>SHF Kupferwerke KGSA</td>
<td>1 053 079.37</td>
<td>24 200.00</td>
<td>1 077 279.37</td>
</tr>
<tr>
<td>SHF Americas</td>
<td>1 061 762.01</td>
<td>0.00</td>
<td>1 061 762.01</td>
</tr>
<tr>
<td>P.M.A Deutschland GmbH</td>
<td>737 734.92</td>
<td>0.00</td>
<td>737 734.92</td>
</tr>
<tr>
<td>Mo Thomas AG</td>
<td>620 043.37</td>
<td>0.00</td>
<td>620 043.37</td>
</tr>
<tr>
<td>JTC Corporation</td>
<td>504 640.00</td>
<td>0.00</td>
<td>504 640.00</td>
</tr>
<tr>
<td>Finanzamt Frankfurt</td>
<td>273 014.00</td>
<td>0.00</td>
<td>273 014.00</td>
</tr>
<tr>
<td>Jotachi Deutschland AG</td>
<td>265 753.14</td>
<td>0.00</td>
<td>265 753.14</td>
</tr>
<tr>
<td>AKUAG</td>
<td>211 619.62</td>
<td>0.00</td>
<td>211 619.62</td>
</tr>
<tr>
<td>Sunny Electronics GmbH</td>
<td>191 901.58</td>
<td>0.00</td>
<td>191 901.58</td>
</tr>
<tr>
<td>Stromlieferant</td>
<td>134 231.86</td>
<td>0.00</td>
<td>134 231.86</td>
</tr>
<tr>
<td>Grohmandel-Baden USA</td>
<td>123 833.50</td>
<td>0.00</td>
<td>123 833.50</td>
</tr>
<tr>
<td>American Express</td>
<td>110 200.00</td>
<td>0.00</td>
<td>110 200.00</td>
</tr>
<tr>
<td>Shinzaoaki Tsutomu</td>
<td>101 000.00</td>
<td>0.00</td>
<td>101 000.00</td>
</tr>
<tr>
<td>Sapossa Company Limited</td>
<td>88 834.00</td>
<td>0.00</td>
<td>88 834.00</td>
</tr>
</tbody>
</table>

Figure 3.58  Due Date Analysis of the Vendors in a Company Code

### 3.10 Conclusion

The core process of accounts payable accounting includes efficient data entry and posting of incoming invoices. Depending on in which depart-
ment this process step is performed and depending on the structure of the invoices, different SAP transactions are used. The next process step involves manual or automated outgoing payments. In particular, the two-level procedure with the proposal run enables you to obtain a good overview of the outstanding invoices. The necessary evaluations that provide transparency for future liquidity requirements for outgoing payments round off accounts payable accounting.
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