

# AC201

## Financial Accounting Customizing I (Payment Run, Dunning Run, Correspondence)

### COURSE OUTLINE

Course Version: 15

Course Duration: 2 Day(s)

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# About This Handbook

This handbook is intended to both complement the instructor-led presentation of this course and to serve as a reference for self-study.

## Typographic Conventions

American English is the standard used in this handbook.

The following typographic conventions are also used.

This information is displayed in the instructor's presentation	
Demonstration	
Procedure	
Warning or Caution	
Hint	
Related or Additional Information	
Facilitated Discussion	
User interface control	<i>Example text</i>
Window title	<i>Example text</i>



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# Course Overview

## **TARGET AUDIENCE**

This course is intended for the following audiences:

- Application Consultant
- IT Support
- Business Analyst
- Business Process Architect
- Business Process Owner/Team Lead/Power User
- Super / Key / Power User



## Lesson 1: Executing an Automatic Payment Run

### Lesson Objectives

After completing this lesson, you will be able to:

- Explain the automatic payment run

## Lesson 2: Using Bank Accounts

### Lesson Objectives

After completing this lesson, you will be able to:

- Modify the bank directory
- Define house banks
- Create customer and vendor bank accounts

## Lesson 3: Modifying Master Records and Financial Accounting Documents

### Lesson Objectives

After completing this lesson, you will be able to:

- Modify the general master record settings
- Manage the relationships between master records

## Lesson 4: Implementing SEPA

### Lesson Objectives

After completing this lesson, you will be able to:

- Identify the implications of SEPA
- Describe SEPA credit transfer
- Describe SEPA direct debit
- Create a SEPA mandate

## **Lesson 5: Configuring the Payment Program**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Configure the payment program
- Modify the settings for company codes
- Modify the payment methods

## **Lesson 6: Configuring the Bank Selection**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Configure the bank selection

## **Lesson 7: Running the Payment Program**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Modify the payment run parameters
- Create a payment proposal
- Execute the debit balance check
- Edit the proposal run

## **Lesson 8: Executing a Payment Run**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Execute a payment run
- Explain payment media

## **Lesson 9: Automating a Payment Run**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Automate a payment run

## Lesson 1: Executing the Dunning Program

### Lesson Objectives

After completing this lesson, you will be able to:

- Execute the dunning program

## Lesson 2: Updating Master Records and Financial Accounting Documents

### Lesson Objectives

After completing this lesson, you will be able to:

- Modify the key fields for the dunning program in the customer and vendor master records
- Modify the key fields for the dunning program in financial accounting documents

## Lesson 3: Configuring the Dunning Program

### Lesson Objectives

After completing this lesson, you will be able to:

- Display the configuration structure of the dunning program
- Create a dunning program
- Define dunning program levels
- Define expenses and charges
- Define minimum amounts
- Manage dunning text formats for sending dunning messages
- Configure the environment settings

## Lesson 4: Running a Dunning Program

### Lesson Objectives

After completing this lesson, you will be able to:

- Modify the dunning program parameters

- Execute a dunning run
- Edit a dunning proposal
- Print a dunning notice

## Lesson 1: Explaining Correspondence

### Lesson Objectives

After completing this lesson, you will be able to:

- Describe correspondence

## Lesson 2: Modifying Master Records

### Lesson Objectives

After completing this lesson, you will be able to:

- Modify the key fields for correspondence in customer and vendor master records

## Lesson 3: Configuring Options for Correspondence Types

### Lesson Objectives

After completing this lesson, you will be able to:

- Describe the different options available when creating each correspondence type

## Lesson 4: Creating a Correspondence

### Lesson Objectives

After completing this lesson, you will be able to:

- Create a correspondence type
- Assign a print program
- Link correspondence types to transactions and reason codes