

# IUT240

## **Contract Accounts Receivable and Payable**

*SAP for Industries - SAP for Utilities*

### **Course Outline**

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# Contents

<b>Course Overview .....</b>	<b>vii</b>
Course Goals .....	vii
Course Objectives .....	vii
<b>Unit 1: Basics .....</b>	<b>1</b>
Concept and Special Functions in FI-CA .....	1
Event Technology .....	1
Parallel Mass Processes in FI-CA .....	1
Master Data Objects in FI-CA .....	1
<b>Unit 2: Documents .....</b>	<b>2</b>
Lifecycle of Documents .....	2
Document Structures .....	2
Posting Documents .....	2
Integration with General Ledger Accounting .....	3
Account Balance Display .....	3
<b>Unit 3: Transactions and Account Determination .....</b>	<b>4</b>
Structure of Transactions .....	4
Transactions in IS-U .....	4
General Ledger Account Determination .....	4
Tax Determination .....	4
Tax Determination in IS-U .....	5
USA - Tax Jurisdiction Code (Only relevant for US training) .....	5
<b>Unit 4: Incoming Payments .....</b>	<b>6</b>
Processing Incoming and Outgoing Payments .....	6
Payment Lots and Check Lots .....	6
Clarification Processing .....	6
Cash Desk / Cash Journal .....	6
<b>Unit 5: Payment Run .....</b>	<b>7</b>
Prerequisites for Making Payments .....	7
Payment Program .....	7
Payment Cards .....	7
Check Management .....	7
FSCM Biller Direct .....	8
Revenue Distribution .....	8

<b>Unit 6: Returns Processing</b> .....	<b>9</b>
Configuration of Returns .....	9
Processing of Returns .....	9
<b>Unit 7: Clearing Control</b> .....	<b>10</b>
Terminology and Definitions .....	10
Configuration of the Clearing Strategy .....	10
Special Cases: .....	10
<b>Unit 8: Dunning and Collections</b> .....	<b>11</b>
Dunning - Terminology .....	11
Configuration and Execution of the Dunning Run .....	11
Understand benefits of Dunning by Collections Strategy with BRFplus ....	11
Submission to External Collection .....	11
<b>Unit 9: Interest Calculation</b> .....	<b>12</b>
Calculation of Interest on Items .....	12
Interest Keys and Calculation Rules .....	12
Processing of Interest Calculation .....	12
<b>Unit 10: Deferral/Installment Plan</b> .....	<b>13</b>
Deferral: Definition and Processing .....	13
Installment Plan: Definition and Processing .....	13
<b>Unit 11: Other Business Transactions</b> .....	<b>14</b>
General account.....	14
Reversing Documents and Resetting Clearing .....	14
Document Transfer .....	14
Mark as Doubtful / Individual Value Adjustment .....	15
Write Off.....	15
<b>Unit 12: Security Deposits</b> .....	<b>16</b>
Cash and Non-Cash Security Deposits .....	16
Request, Payment and Settlement of Cash Security Deposits .....	16
<b>Unit 13: Correspondence</b> .....	<b>17</b>
Definition and Types.....	17
Handling and Customizing.....	17
The Print Workbench .....	17
<b>Unit 14: Further Integration of FI-CA in SAP Modules</b> .....	<b>18</b>
Overview of the Integration of Contract Accounts Receivable and Payable	18
Funds Management .....	18

Cash Management.....	18
Contract Accounts Receivable and Payable and SD Integration.....	18
Integration with the New General Ledger (Segment Reporting).....	19
Credit Management.....	19
Financial Customer Care .....	19
Business Intelligence.....	19
Outbound Interface .....	19
<b>Unit 15: Appendix: Industry-Specific Functions .....</b>	<b>20</b>
Appendix Utilities.....	20
Appendix Telecommunications.....	20
Appendix Media .....	20



# Course Overview

## Contents:

- Course goals
- Course Objectives
- Contents
- Course Overview Diagram
- Main Business Scenario

## Target Audience

This course is intended for the following audiences:

- Project managers responsible for implementing contract accounts receivable and payable
- The project team in charge of modeling the business processes
- Administrators responsible for optimizing processes
- Consultants preparing for implementation

## Course Prerequisites

Required Knowledge

- IUT210: Master Data and Basic Functions
- Basic knowledge of the Windows operating system environment

## Course Goals

This course will prepare the participant to:

- Get to know the conceptual characteristics of the component FI-CA Contract Accounts Receivable
- Execute the basic business processes
- Make the necessary settings for configuring FI-CA
- Understand the integration of FI-CA with other R/3 components and web-based SAP applications

## Course Objectives

After completing this course, the participant will be able to:

- Modify FI-CA business processes to meet your individual needs
- Execute and check these business processes
- Describe the integration with other components and applications





# Unit 1

## Basics

### Unit Overview

#### **Lesson: Concept and Special Functions in FI-CA**

##### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Explain the general concept and special functions in FI-CA.

#### **Lesson: Event Technology**

##### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Use event management to integrate customer-specific requirements into the SAP System without modifying SAP programs.

#### **Lesson: Parallel Mass Processes in FI-CA**

##### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Dramatically reduce the runtime for mass runs (such as payment runs or dunning processing) by using parallel processes.

#### **Lesson: Master Data Objects in FI-CA**

##### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Explain the most important master data objects in FI-CA, and their controlling elements.

# Unit 2

## Documents

### Unit Overview

This unit will provide you with an overview of:

- How a document is structured
- How to post, change and display documents
- How to customize document numbers, document types and entry tools
- The link between general ledger and sub-ledger accounting
- The account balance display

in contract accounts receivable and payable.

### Lesson: Lifecycle of Documents

#### Lesson Objectives

After completing this lesson, the participant will be able to:

- Explain the concept of the documents and the processes in Contract Accounts Receivable and Payable

### Lesson: Document Structures

#### Lesson Objectives

After completing this lesson, the participant will be able to:

- Explain the specific structure of FI-CA documents and the configuration of document types.

### Lesson: Posting Documents

#### Lesson Objectives

After completing this lesson, the participant will be able to:

- Post documents in FI-CA and know the special functions for document entry in contract accounts receivable and payable.

## **Lesson: Integration with General Ledger Accounting**

### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Explain the concept of the integration into the general ledger, and know how to process and reconcile the transfer.

## **Lesson: Account Balance Display**

### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Navigate to the account balance display and configure it for your needs.

# Unit 3

## Transactions and Account Determination

### Unit Overview

This unit will enable you to understand:

- The structure of the transactions
- The determination of general ledger accounts
- The tax determination process
- The Customizing of transactions that map your business transactions.

### Lesson: Structure of Transactions

#### Lesson Objectives

After completing this lesson, the participant will be able to:

- Know the definition and structure of transactions.

### Lesson: Transactions in IS-U

#### Lesson Objectives

After completing this lesson, the participant will be able to:

- Understand the special functions of transactions in IS-U.

### Lesson: General Ledger Account Determination

#### Lesson Objectives

After completing this lesson, the participant will be able to:

- Configure the automatic general ledger account determination in FI-CA.

### Lesson: Tax Determination

#### Lesson Objectives

After completing this lesson, the participant will be able to:

- Explain the special tax determination functions in contract accounts receivable and payable.

## **Lesson: Tax Determination in IS-U**

### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Explain the special tax determination features for billing in IS-U.

## **Lesson: USA - Tax Jurisdiction Code (Only relevant for US training)**

### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- At the end of this lesson you will know about the special features in the US tax determination.

# Unit 4

## Incoming Payments

### Unit Overview

#### **Lesson: Processing Incoming and Outgoing Payments**

##### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Name the different payment types in contract accounts receivable and payable.

#### **Lesson: Payment Lots and Check Lots**

##### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Explain the object of the lot in contract accounts receivable and payable, and explain the procedure for the manual and automatic generation and processing of lots.

#### **Lesson: Clarification Processing**

##### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Explain the processing options offered by clarification processing.

#### **Lesson: Cash Desk / Cash Journal**

##### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Process payments at the cash desk and know the principles of the cash journal.

# *Unit 5*

## Payment Run

### Unit Overview

#### **Lesson: Prerequisites for Making Payments**

##### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Explain the prerequisites for the payment program and the posting logic.

#### **Lesson: Payment Program**

##### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Carry out postings using the payment run.

#### **Lesson: Payment Cards**

##### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Make payments with credit cards.

#### **Lesson: Check Management**

##### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Identify the options for creating and processing outgoing checks.

## **Lesson: FSCM Biller Direct**

### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Explain the Internet self-services for displays, and the options for paying bills in the Biller Direct component.

## **Lesson: Revenue Distribution**

### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Define the concept of revenue distribution to final recipients in Contract Accounts Receivable and Payable.



# Unit 6

## Returns Processing

### Unit Overview

#### **Lesson: Configuration of Returns**

##### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Configure return reasons, activities, and charges.

#### **Lesson: Processing of Returns**

##### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Process returns in Contract Accounts Receivable and Payable.

# *Unit 7*

## **Clearing Control**

### **Unit Overview**

This unit will provide you with an overview of:

- Automatic determination of the use of the payment amount of the incoming payment
- Automatic assignment of two items to each other for the purpose of clearing entry in account maintenance

### **Lesson: Terminology and Definitions**

#### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Explain the terms and principles of the clearing control.

### **Lesson: Configuration of the Clearing Strategy**

#### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Name the tools for defining a clearing strategy in Contract Accounts Receivable and Payable.

### **Lesson: Special Cases:**

#### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Handle special cases in clearing control.

# Unit 8

## Dunning and Collections

### Unit Overview

#### **Lesson: Dunning - Terminology**

##### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Define the dunning terms used in Contract Accounts Receivable and Payable.

#### **Lesson: Configuration and Execution of the Dunning Run**

##### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Configure appropriate dunning procedures and know how to execute a dunning run in Contract Accounts Receivable and Payable.

#### **Lesson: Understand benefits of Dunning by Collections Strategy with BRFplus**

##### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Understand the features available with collection strategy approach.
- Understand the features of Collections work Item processing in IC WebClient.

#### **Lesson: Submission to External Collection**

##### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Submit receivables to external collection agencies, and know how to update further information on released items.

# Unit 9

## Interest Calculation

### Unit Overview

#### **Lesson: Calculation of Interest on Items**

##### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Know the principles and transactions for interest calculation in Contract Accounts Receivable and Payable.

#### **Lesson: Interest Keys and Calculation Rules**

##### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Configure interest keys and calculation rules for interest on items.

#### **Lesson: Processing of Interest Calculation**

##### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Execute interest calculation.

# Unit 10

## Deferral/Installment Plan

### Unit Overview

#### **Lesson: Deferral: Definition and Processing**

##### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Enter a deferral for an open item.

#### **Lesson: Installment Plan: Definition and Processing**

##### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Create and process installment plans for open items.

# Unit 11

## Other Business Transactions

### Unit Overview

This unit will provide you with an overview of:

- The options in account maintenance
- The reversal of documents
- Clearing reset
- Transfer posting of documents
- Marking documents as doubtful entries and individual value adjustment
- Writing off documents

### Lesson: General account

#### Lesson Objectives

After completing this lesson, the participant will be able to:

- Explain account maintenance in Contract Accounts Receivable and Payable.

### Lesson: Reversing Documents and Resetting Clearing

#### Lesson Objectives

After completing this lesson, the participant will be able to:

- Explain the principles involved in reversing documents and resetting clearing in Contract Accounts Receivable and Payable.

### Lesson: Document Transfer

#### Lesson Objectives

After completing this lesson, the participant will be able to:

- Transfer a document in Contract Accounts Receivable and Payable.

## **Lesson: Mark as Doubtful / Individual Value Adjustment**

### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Explain the procedures and postings for doubtful postings and value adjustment of open items.

## **Lesson: Write Off**

### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Write off uncollectible receivables in Contract Accounts Receivable and Payable.

# *Unit 12*

## **Security Deposits**

### **Unit Overview**

This unit will provide you with an overview of:

- The request for cash and non-cash security deposits
- Non-cash security deposits
- The request, payment and settlement of cash security deposits

### **Lesson: Cash and Non-Cash Security Deposits**

#### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Explain how cash and non-cash security deposits are processed in Contract Accounts Receivable and Payable.

### **Lesson: Request, Payment and Settlement of Cash Security Deposits**

#### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Request and settle cash security deposits.



# *Unit 13*

## **Correspondence**

### **Unit Overview**

#### **Lesson: Definition and Types**

##### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Define and explain the different types of correspondence in Contract Accounts Receivable and Payable

#### **Lesson: Handling and Customizing**

##### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Configure and handle correspondence.

#### **Lesson: The Print Workbench**

##### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Explain the principles of the print workbench.

# Unit 14

## Further Integration of FI-CA in SAP Modules

### Unit Overview

#### **Lesson: Overview of the Integration of Contract Accounts Receivable and Payable**

##### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Explain the integration of Contract Accounts Receivable and Payable into other SAP components and applications.

#### **Lesson: Funds Management**

##### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Explain the Funds Management update logic in FI-CA
- Explain the accounting derivation in Funds Management
- Allocate business partners to debtors and vendors
- Explain the connection between Funds Management and FI-CA

#### **Lesson: Cash Management**

##### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Describe the update of the financial status from Contract Accounts Receivable and Payable.

#### **Lesson: Contract Accounts Receivable and Payable and SD Integration**

##### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Explain the integration of SD orders into Contract Accounts Receivable and Payable.

## **Lesson: Integration with the New General Ledger (Segment Reporting)**

### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Explain how to derive segments for the new general ledger accounting from Contract Accounts Receivable and Payable.

## **Lesson: Credit Management**

### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Explain the principles of risk-based customer segmentation and credit risk monitoring in SAP Credit Management and its integration into Contract Accounts Receivable and Payable.

## **Lesson: Financial Customer Care**

### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- To explain the main features of financial customer services in the IC WebClient based Financial Customer Care.

## **Lesson: Business Intelligence**

### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Explain the FI-CA Content for Business Intelligence.

## **Lesson: Outbound Interface**

### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- Explain the outbound interface for postings in Contract Accounts Receivable and Payable

# Unit 15

## Appendix: Industry-Specific Functions

### Unit Overview

#### **Lesson: Appendix Utilities**

##### **Lesson Objectives**

After completing this lesson, the participant will be able to:

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#### **Lesson: Appendix Telecommunications**

##### **Lesson Objectives**

After completing this lesson, the participant will be able to:

- 

#### **Lesson: Appendix Media**

##### **Lesson Objectives**

After completing this lesson, the participant will be able to:

-