

Cash Application Course Exercise Guide

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Exercise 1 – Manual Check Deposit (AR)

Situation

You have received two physical checks from customers. One is associated with an invoice and the other is not. The checks cannot be processed with RDSO. As a result you decide to do a manual deposit transaction in SAP.

Portal Menu Path

Accts Recv/Cash Mgmt → Process Transactions → Enter Bank Deposit Items

Field	Value
Bank Key	122000661
Bank Account	1459551148
Group	Internal batch code
User name	Your user id
Transaction	ZZ01
Posting date	Today's date
Value date	Today's date
Currency	USD
Click	
1 – Amount	96.50
1 - Issuer1	See data sheet for issuer name
1 - Check number	101
1 - Inv reference	See data sheet for invoice number
1 - Line item text	Payment for misc.
2 - Amount – 2	80
2 - Issuer	Juan Perez
2 - Check number	3001
2 - Line item text	Misc. fees
Click	
SAP displays the message 	

Field	Value
Select the menu path Check deposit trans. → Post → Individual list	
SAP displays the message “Document 9xxxxxxxxx was posted in company code 1000”	Write down your document number _____

Exercise 2 – Customer Line Item Display

Situation

After manually depositing a customer check you wish to view the customer line item display.

Portal Menu Path

Accts Recv/Cash Mgmt → Manage Information → Display Customer Line Items

Field	Value
Customer account	Use your customer from Exercise 1
Company code	1000
Line item selection	<input checked="" type="radio"/> All items
Click 	

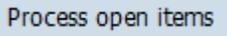
Exercise 3 – Post Partial Payment

Situation

After performing the manual deposit transaction in SAP you must post the incoming payment to clear the customer invoice.

Portal Menu Path

Accts Recv/Cash Mgmt → Process Transactions → Process Incoming Payments

Field	Value
Document date	Today's date
Company Code	1000
Currency/Rate	USD
Reference	"Manual payment"
Bank data - Account	991027
Bank data - Amount	96.50
Open item selection – Account	See data sheet for customer number
Click 	
Double-click any items you do not wish to clear	See data sheet for the invoice number that should be activated (blue)
Click 	
Payment amount	96.50
Select Document → Simulate	
Double-click line 001	
Grant	NOT_RELEVANT
Click 	

Double-click line 002	
Text	Partial payment on invoice # 27... (see data sheet for invoice number)
Click 	
SAP displays the message “Document 2xxxxxxx was posed in company code 1000.”	Write down your document number _____

Exercise 4 – Customer Line Item Display

Situation

After posting a partial payment for a customer you wish to view the customer line item display.

Portal Menu Path

Accts Recv/Cash Mgmt → Manage Information → Display Customer Line Items

Field	Value
Customer account	Use your customer from Exercise 1
Company code	1000
Line item selection	<input checked="" type="radio"/> All items
Click 	

Exercise 5 – Park Journal Entry

Situation

After manually posting the payment you wish to post the amount to revenue

Portal Menu Path

General Ledger → Process Transactions → Edit or Park General Ledger Document

Field	Value
Document date	Today's date
Doc.Header Text	"Manual posting to revenue"
G/L Account	991027
D/C	Debit
Amount in doc.curr.	80.00
G/L Account	859001
D/C	Credit
Amount in doc.curr.	80.00
Fund	010-0000
Cost center	9999999
Func. Area	0000-0000-00000
Grant	NOT_RELEVANT
Click  Simulate	
Click  Complete	
Click  Save Approvers/Reviewers	
SAP displays the message "Document 1xxxxxxx 1000 was parked."	

Exercise 6 – Post Process Lockbox

Situation

After the BAI2 file has loaded to SAP you wish to view a summary of the results.

Portal Menu Path

Accts Recv/Cash Mgmt → Period End Closing → Post Process Lockbox

Field	Value
Click  LBBox overview	
Click the line with the date assigned to your user id	See data sheet for date
Click 	
Double-click on the line that contains the date and lockbox statistical information	
Compare the data on the screen with the customer line items report	

Exercise 7 – Payment Advice Overview

Situation

While reviewing the lockbox data overview you also wish to use the Payment Advice Overview list to help you process any items that are on account or unprocessed

Portal Menu Path

S_ALR_87012351 – Payment Advice Overview

Field	Value
Company code	1000
Click 	

Exercise 8 – Reset Cleared Items

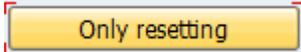
Situation

A customer payment was posted incorrectly to a customer account. You wish to reset the cleared item.

Portal Menu Path

First run the Customer Line Item report for your customer and locate the clearing document associated with the payment for an invoice with a value of \$9675.00. To reset this item use the menu path

Accts Recv/Cash Mgmt → Manage Information → Reset Cleared Items

Field	Value
Clearing document	Clearing document from the customer line items report
Company code	1000
Fiscal year	2013
Click 	
Click 	
Click 	
Click 	
Reversal reason	01
Click 	
SAP displays the message “Clearing 2xxxxxxx reset”	
Click 	
SAP displays the message “Document 2xxxxxxx was posted in company code 1000”	
Click 	