Chapter 3 Accounts Receivable

Overview

Customer master records contain data that control how business transactions are recorded and processed by the system. They also include all the information about a customer that you need to conduct business transactions with them.

Customer Master records represent the subsidiary ledger that supports the balance sheet accounts for Accounts Receivable, Deposits Payable, and Unearned Income. Individual customer master records are referred to as customer accounts and represent the amount owed by the customer (in the case of accounts receivable) or the amount of deposit paid by a customer that will be returned or the amounts of monies paid in advance by a customer in anticipation of receiving some goods or services from MWR or VQ Activities.

Entries are posted to customer accounts either by entering a transaction (sometimes referred to as an "invoice) that establishes the receivable or liability against the customer. Payments against receivables are most frequently posted on a Daily Activity Record (DAR) as are payments received in advance or deposits. Invoices are entered, for example, when a returned check is received, when an individual hosts a private function at a MWR facility, or when a Command checks out of the Visiting Quarters and must be billed all room charges.

As noted above, some customer transactions represent liabilities instead of receivables. Such as the case of Unearned Income representing advance payment of a private function or trip/tour or payment of a deposit that will be returned to the customer (frequently used in gear rental). In these situations, posted amounts should NOT be recorded to the balance sheet accounts for receivables but to the correct liability account. **Instead of creating multiple customer accounts for the same customer for multiple transactions, only one customer account is created for each customer and transactions are directed to the appropriate balance sheet account through the use of the SPECIAL General Ledger (GL) Indicator.** By entering this "special GL indicator" at the time of transaction entry, the amount paid by a customer can be easily be posted against 251001 (Unearned Income) vice 131005 (Accounts Receivable.)

As noted in the above paragraph, some customer invoices are represented by General Receivables and others represent Returned Check amounts. These two situations require posting to two different balance sheet accounts (131005 vice 132000 respectively for MWR/CIV/NFC). Again, at the time the transaction is entered, a "special GL indicator" is used to re-direct the posting for a returned check to the appropriate balance sheet account.

In both instances noted above, the customer account balance still holds each transaction (no matter which balance sheet account is affected), however the Balance Sheet reflects each transaction in the correct G/L account.

The following Special GL Indicators are available for use:

"R" – Returned Check (will post amount to 132000)
"U" – Earned Income (will post amount to 251001)
"D" – Deposits Payable (will post amount to 203001)
"V"- Fleet Voucher Program (will post amount to 131010)

Because the balance sheet accounts for receivables, deposits payable and unearned income (commonly called "reconciliation" accounts) are represented by open items posted to customers accounts, SAP is able to provide detailed reporting, aging, etc., on these accounts.

Company Code	RECONCILIATION Accounts
8042	131002- Accounts Receivable City Ledger IND Billing VQ
8042	131003- Accounts Receivable Fair Market Rental VQ
8042	132000- Accounts Receivable Returned Checks
8042	133002- Accounts Receivable City Ledger Group Billing VQ
8042	133003- Accounts Receivable Operations Contract SER VQ
5173	131005- Accounts Receivable General RECON
5173	132000- Accounts Receivable Returned Checks
5173	133005- Accounts Receivable Other RECON
1353/4047	131005- Accounts Receivable General RECON
1353	131010- Accounts Receivable Fleet Vouchers
1353/4047	132000- Accounts Receivable Returned Checks
1353	133005- Accounts Receivable Other RECON

For more information on the use of these accounts, please refer to the General Ledger Chapter for more detailed guidance.

Please use the following guidelines when entering data into the "reference or text field":

MWR/CIV/NFC:

Dues/Memberships – Use membership number
Private Functions – Use Private Party Contract number
Marina Berthing Fees – Use Marina Rental contract number
Child Care Fees – Use Child Name
Vehicle Storage – Use storage contract/agreement
NFC Leaseback – Use Aircraft Tail Number

VQ

Quarters Guest – Use folio number
Command/Group – Use Command/Group Name (folio number if possible)

Customer master data is separated into 3 sections:

- **General Data**
  contains information that applies to all sales areas such as customer name, address and contact information.

- **Company Code Data**
  is specific to a company code and contains information such as reconciliation account, payment and dunning procedures.

- **Sales Area Data**
  contains information relevant to the sales organization and distribution channels of your company. It contains such information as order processing, billing and shipping.

The most common types of customers MWR has are:

Individuals and Groups

- Dues, e.g., club membership
- Fees, e.g., marina berthing fees
- Down payments (unearned income)
- Customer deposits
- Returned Checks

The most common type of customers Visiting Quarters (VQ) has are:

Individuals

- Military
- Civilians

Groups

- Ships
- Commands

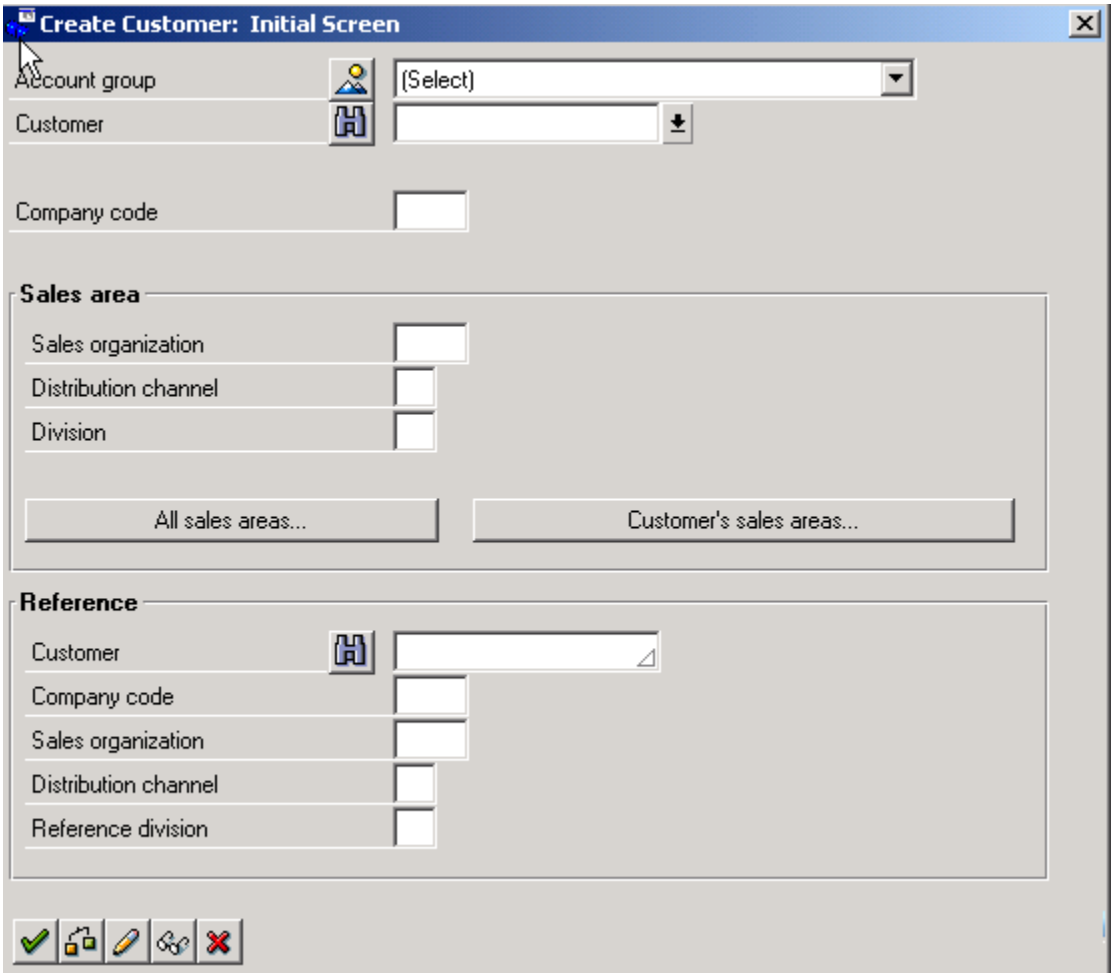
Create A Customer Master Record Centrally

Menu Path: ACCOUNTING> FINACIAL ACCOUNTING> ACCOUNTS RECEIVABLE> MASTER RECORDS> MAINTAIN CENTRALLY> CREATE

Transaction Code: **XD01**

On the screen titled "Create Customer: Initial Screen", enter information in the fields as specified in the table on the next page:

Create Customer: Initial Screen



Create Customer: Initial Screen

Enter the following data:

Field Name	Description	R/O/C	User Action and Values
Account group	You must assign each account to an account group. The account group ensures that only the relevant screens and fields are displayed and ready for input for each of the customer's different partner functions. For example, the address, communication, and bank data fields are omitted for the account group for one-time accounts.	R	Enter appropriate Account Group: • Active Duty Military • Ship Customers • Civilians • Military Commands This field is NOT required if you decide to use a reference customer/company code.
Customer		C	Do **NOT** enter customer number – the system will assign a customer number when you save the master data. **CIVL = 60000 – 69999** **COMM = 10000 – 19999** **MILT = 30000 - 39999** **SHIPS = 20000 – 29999**
Company code	The company code ID	R	Enter the company code. Company code ***must*** be entered to create Accounting screens.
Sales organization	An organizational unit responsible for the sale of certain products or services. The responsibility of a sales organization may include legal liability for products and customer claims.	R	**Enter Sales Organization** Sales Organization mirrors Company Code (i.e.,1034=1034; 1019=1019; 8172=8172)

Distribution channel	The way in which products or services reach the customer. Typical examples of distribution channels are wholesale, retail, or direct sales.	R	This field will always be **01.**

Division	A way of grouping materials, products, or services. The system uses divisions to determine the sales areas and the business areas for a material, product, or service.	R	This field will always be **01.**
Reference Customer	The customer account that is being used as a reference as an alternative way in which to create a customer account. Can save time in data entry if customers share many data fields.	O	The system copies the master data from the reference master record. However, not all data is copied (e.g., address information is not copied over). This is **only** used if you want to create a customer in reference to another customer. All screens should be reviewed before saving any data.
Reference Company code	The company code associated with the referenced customer	O	Select if you want to copy the default values
Reference Sales org	The sales org associated with the referenced customer	O	Select if you want to copy the defaults
Reference Distribution channel	The distribution channel associated with the referenced customer	O	Select if you want to copy the defaults
Reference Division	The division associated with the referenced customer	O	Select if you want to copy the defaults

Press the Enter key or the green checkmark to continue.

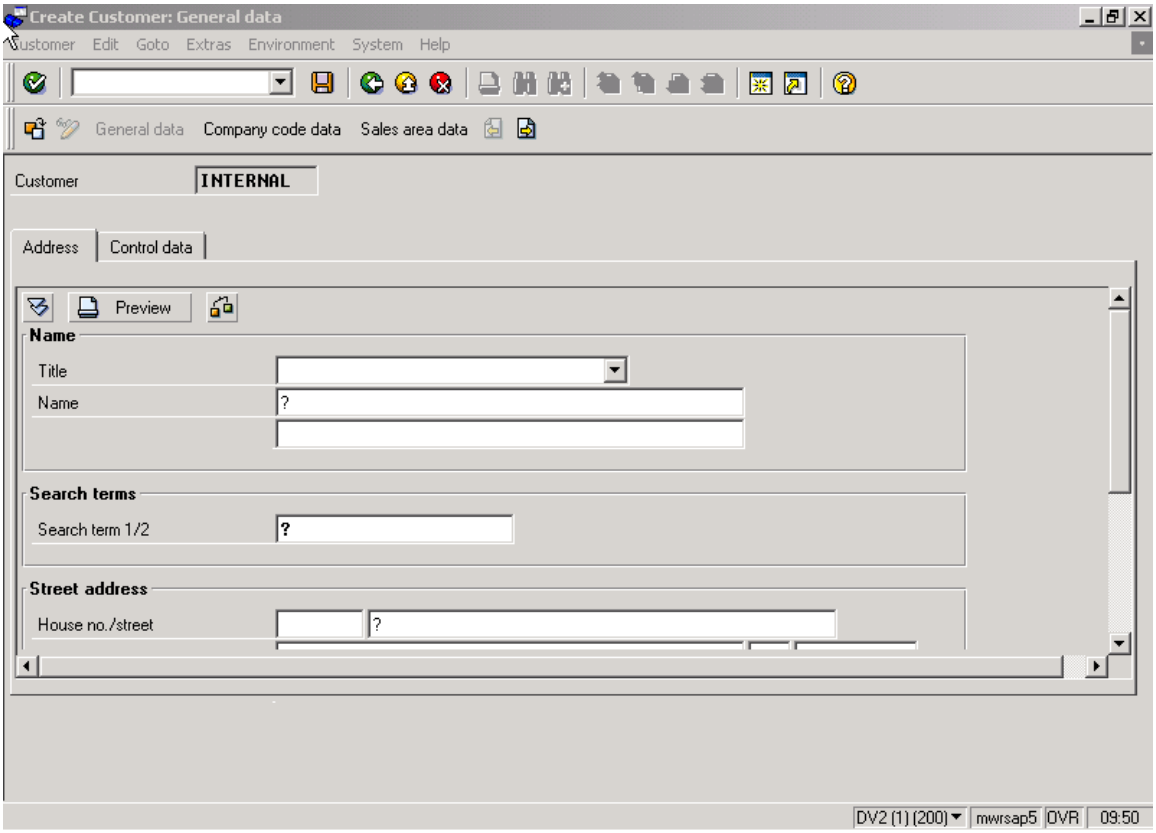
You will now see a screen titled "Create Customer: General Data". Enter information in the fields as specified in the table below. There are several tabs on this screen. You can toggle between the tabs using the Tab Control or via the menu paths **Goto > Next tab** (F8) and **Goto > Previous tab** (F7).

NOTE: Remember that the fields that are displayed and required will vary depending on the account group chosen.

WARNING: ALWAYS enter customer name, address, search term, etc., in ALL capitals using NO punctuation. Punctuation must be excluded to comply with central mail facility processing requirements.

Create Customer: General Data

Address Information:



Enter the following data:

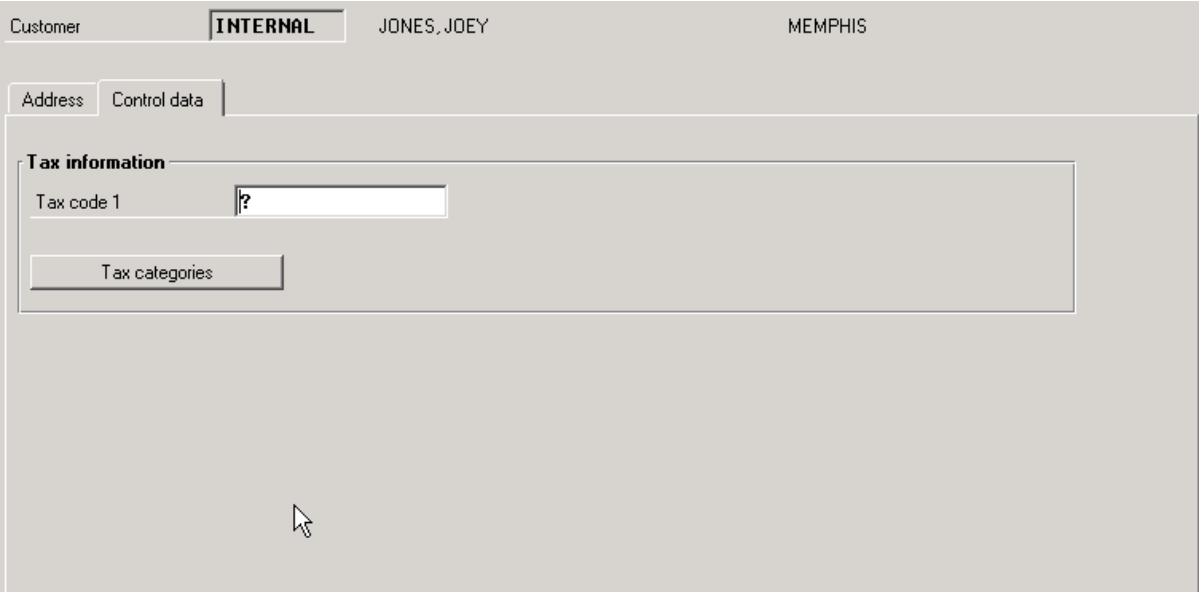
Address Information

Field Name	Description	R/O/C	User Action and Values
Title	Form of address	R	Rank or title used when creating **MILT** Customers. E1 – E9 O1- O10 **NOTE**: O10 is out of order in the drop down menu. It appears directly under O1.
Name	Customer name	R	Enter customers **last name, first name and initial**
Search term	Short name which is used to set up a match code for search criteria	R	Enter customer's last name as a search term
Street	Street address	R	Enter proper mailing address information.
City / Regional / Postal code	City / State / Postal Code	R	Enter complete address information
Country	Two digit country identifier	R	Enter **US** Enter appropriate country code
Language	English	R	Should default to "English"
Telephone		O	Enter customer's home phone number
Fax		O	Enter customer's fax number

According to DOD Finacial Management Regulation Volume 13, Appendix C Paragraph C050605 Section C-3: "Each activity receiving checks shall insure that the following information is placed on personal checks by the person presenting the check prior to receiving cash or merchandise: name, rank, social security number, organization, and phone number. In the case of membership activities (and for members only-not guests) the above information is not required on each check if already on file within the activity. If the person cashing the check is a dependent, the information should be given on the sponsor…."

Navigate to the ***Control Data*** tab.

Control Data

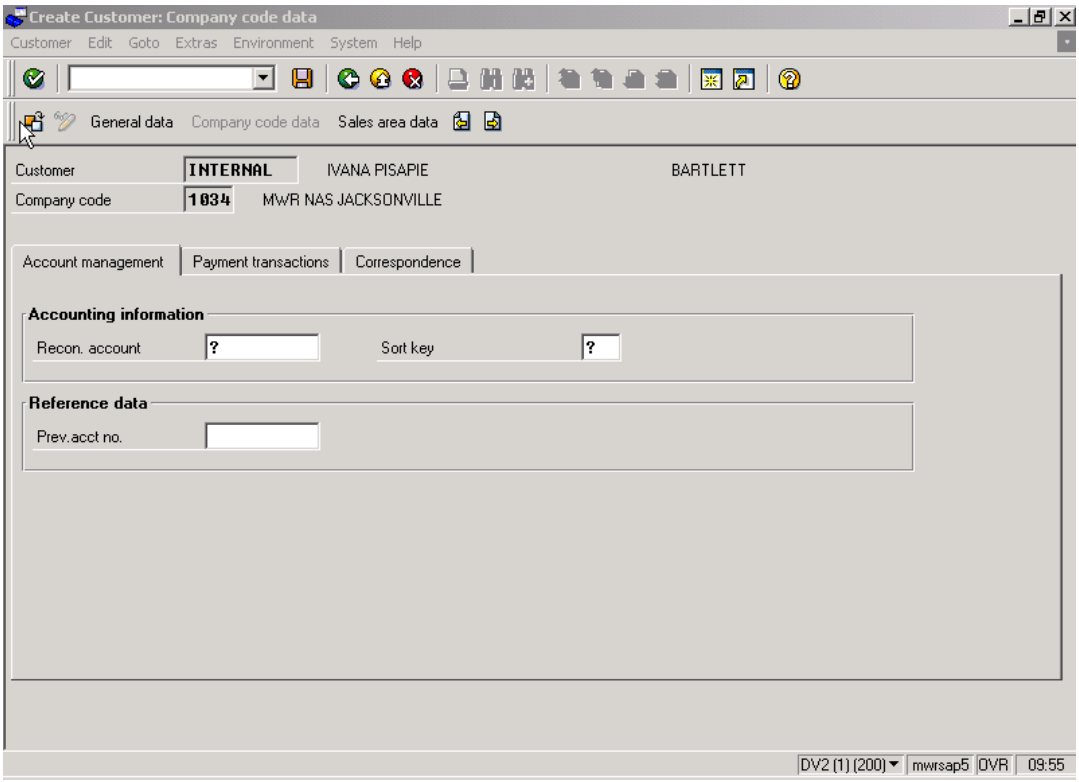


Enter the following data.

Control Data:

Field Name	Description	R/O/C	User Action and Values
Unit Identification Code	Using this field for UIC number (Unit Identification Code) Only appears for Ship or Command Customer	R	**Required for account groups SHIPS and COMMS:** Enter UIC number
Tax Code 1	Social Security Number Only appears for Military, Civilian, or Employee Customers	R	**Required for MILT and CIVL customers:** Enter customer's social security number. Use format: xxx-xx-xxxx The account group will determine if this field is required. **SHIPS and COMMS do NOT require this field**.

Click the "Company Code Data" button Company code data to view the company code information groups: Account management, Payment transactions, and Correspondence. Alternatively, the menu path **Goto → Company code data** *(Ctrl + F2)* can be used.



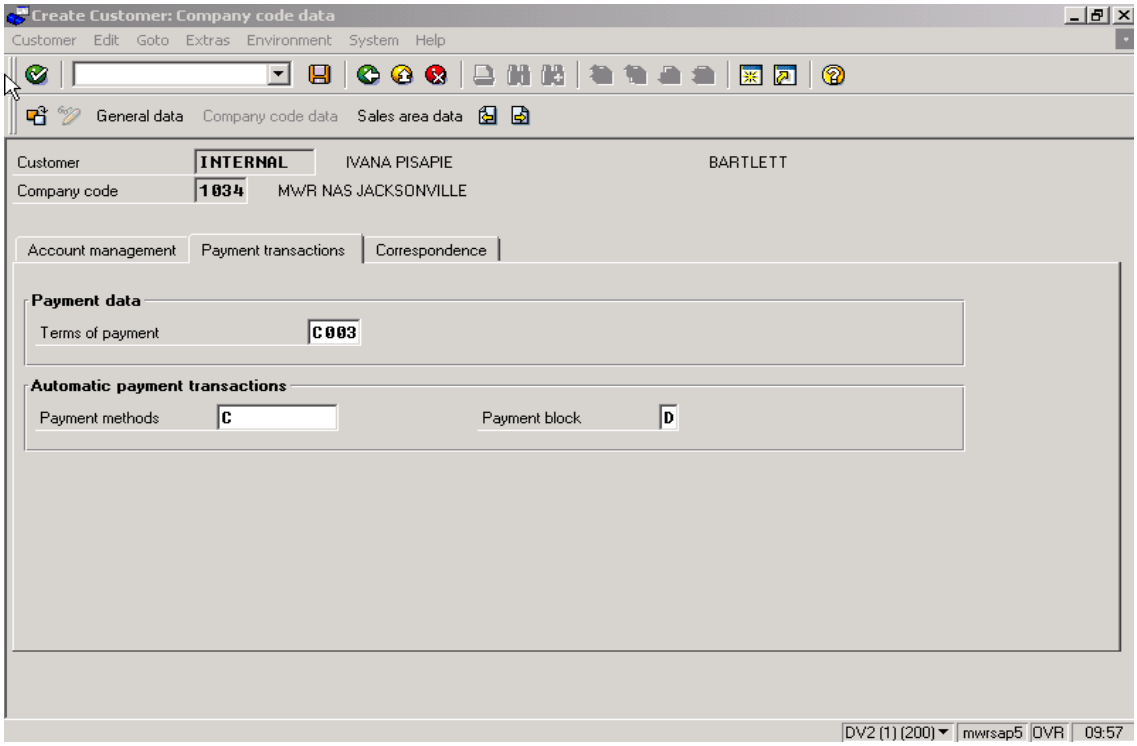
Enter the following data.

Company Code Data: ***Account Management tab***

Field Name	Description	R/O/C	User Action and Values
Reconciliation Account	When you post items to a subsidiary ledger, the system automatically posts the same data to the general ledger. Each subsidiary ledger has one or more reconciliation accounts in the general ledger. These reconciliation accounts ensure that the balance of G/L accounts is always fully supported.	R	Enter the appropriate account. For all MWR/NFC/CIVMWR Customers use: • 131005 For VQ customers use: • 131002 for City Ledger Individual Billing • 131003 for Fair Mkt Rental Billing • 133002 for City Ledger Group Billing • or 133003 for Operation Serv Contract
Sort Key	Key for sorting according to assignment numbers	R	Enter **000**

Navigate to the ***Payment Transactions*** tab.

Company Code Data*: Payment Transactions Tab*



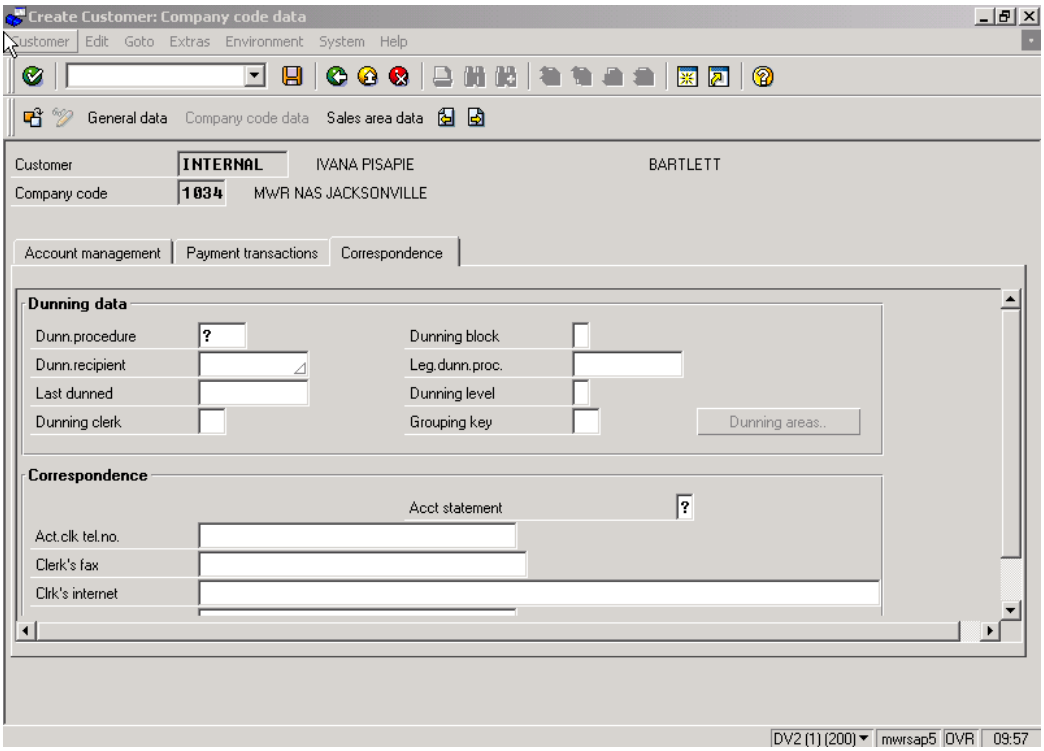
Enter the following data.

Payment Transactions tab:

Field Name	Description	R/O/C	User Action and Values
Terms of Payment	Terms in which the customer must pay the invoice	R	Enter **C003** Net due Immediately is always used!
Payment Methods	Procedure (check, bill of exchange or bank transfer abroad for example) by which payments are made. EFT refunds will **NOT** be used!	R	Enter "**C" for Check**
Payment Block	Block key used to block an open item or an account for payment transactions.	R	Enter **"D"** for Special AR block. This blocks an open item or an account for payment transactions. For example, if the customer has a credit balance in his or her account, this will prevent a refund payment from being automatically prepared.

			If you need to prepare a "Check" for a credit due the customer, the payment block should be removed temporarily.

Navigate to the ***Correspondence*** tab.



Enter the following data.

<u>Company Code Data: *Correspondence tab:*</u>

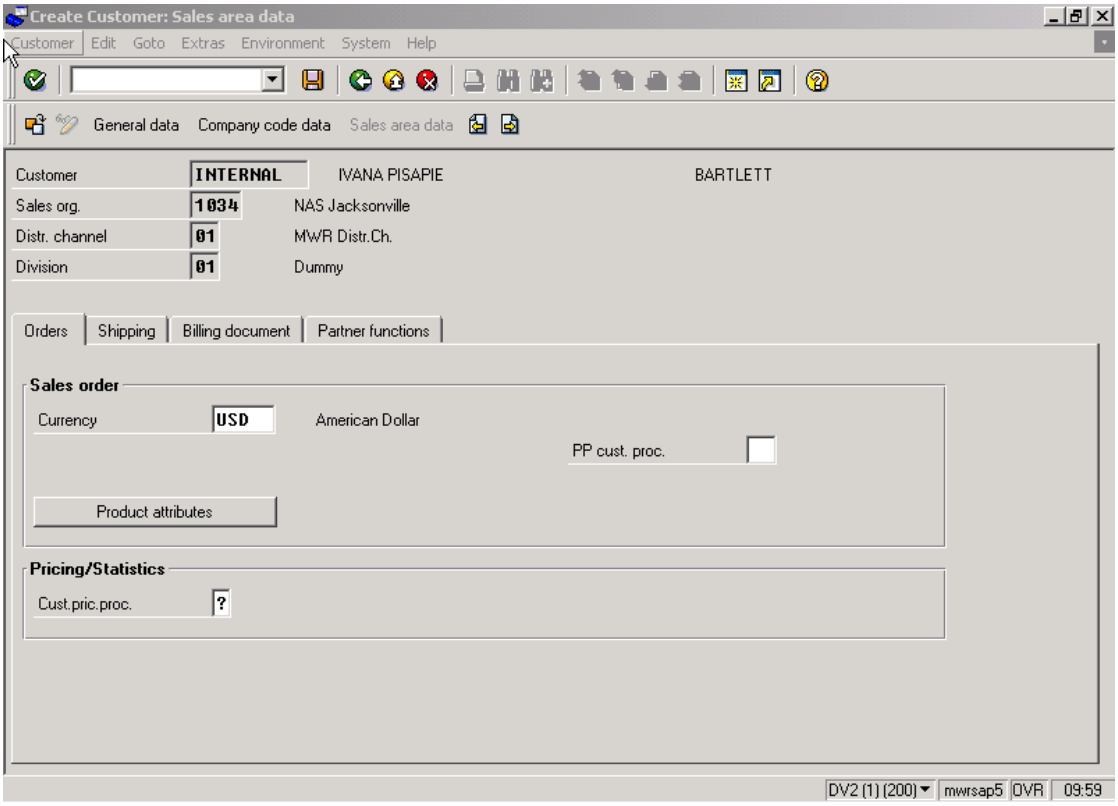
Field Name	Description	R/O/C	User Action and Values
Dunning Procedure	This field contains the key for the dunning procedure to be used.	R	Enter **"2000"** for Military Customers (account group MILT) only! **If 2000 is entered, grouping key must be 01.**
Dunning block	Key which reflects the reason for a dunning block indicator	O	Leave blank
Dunn Recipient	Leave Blank	O	Leave Blank
Leg Dunn Proc	Leave Blank	O	Leave Blank

Last Dunned	System will populate this field as Dunning Procedures are run.	O	Leave Blank
Dunning Level	System will populate this field as dunning processes are run. System will enter "0" if never dunned, "1" if the 1st level of dunning has been completed, etc.	O	Leave Blank
Dunning Clerk	Leave Blank	O	Leave Blank
Grouping Key	Leave Blank except for Military customers	O	Leave Blank except: **Must be "01" when dunning procedure = 2000 for active military (MILT) customers.**
Account Statement	Indicator for periodic account statements	R	Enter **"2"** for monthly account statements
Acct Clerk Tel	Enter accounting Clerk telephone number	O	Enter data if appropriate
Clerks Fax	Enter Accounting Clerks Fax Number	O	Enter data if appropriate
Clerks Internet	Enter Accounting Clerks email address	O	Enter data if appropriate
Account Memo	Enter special note or details regarding account	O	Enter data if appropriate (e.g. extended payment plan or similar)

Click the "Sales Area Data" button

to view the sales area related information groups (if you have entered the Sales org, Distr channel and Division): Sales, Shipping, Billing document, Partner functions. Alternatively, the menu path **Goto → Sales Area data** *(Ctrl + F2)* can be used.

Sales Area Data: Orders Tab

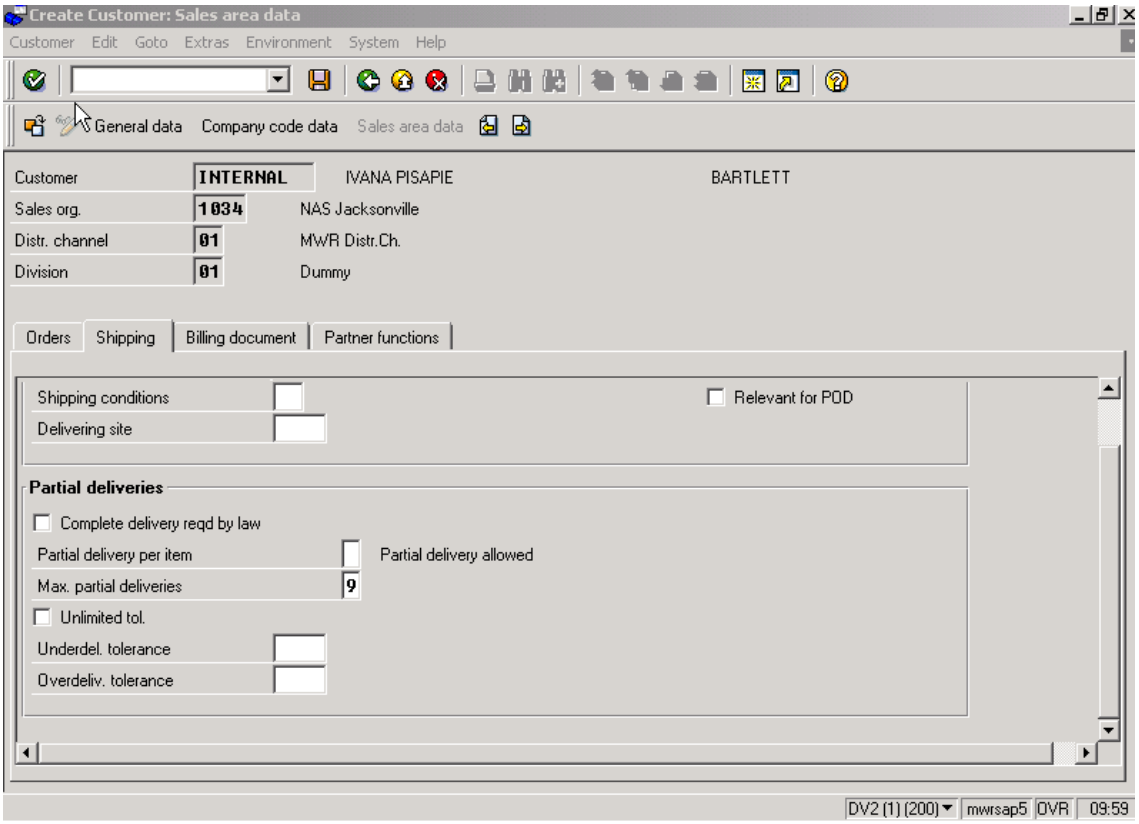


Use the tab control to toggle between the Sales Area Data information groups: Sales, Shipping, Billing document, Partner functions. Alternatively, the menu paths **Goto → Next tab** *(F8)* and ***Goto → Previous tab*** *(F7)* can be used.

Enter the following data.
Orders Tab:

Field Name	Description	R/O/C	User Action and Values
Currency	Currency	R	Defaults to USD
PP Cust Proc	Not Used	O	Leave Blank
Customer pricing Procedure	Determines which pricing procedure the system should apply when you create a sales document for the customer.	R	Enter "1" for Standard

Navigate to the ***Shipping*** tab.

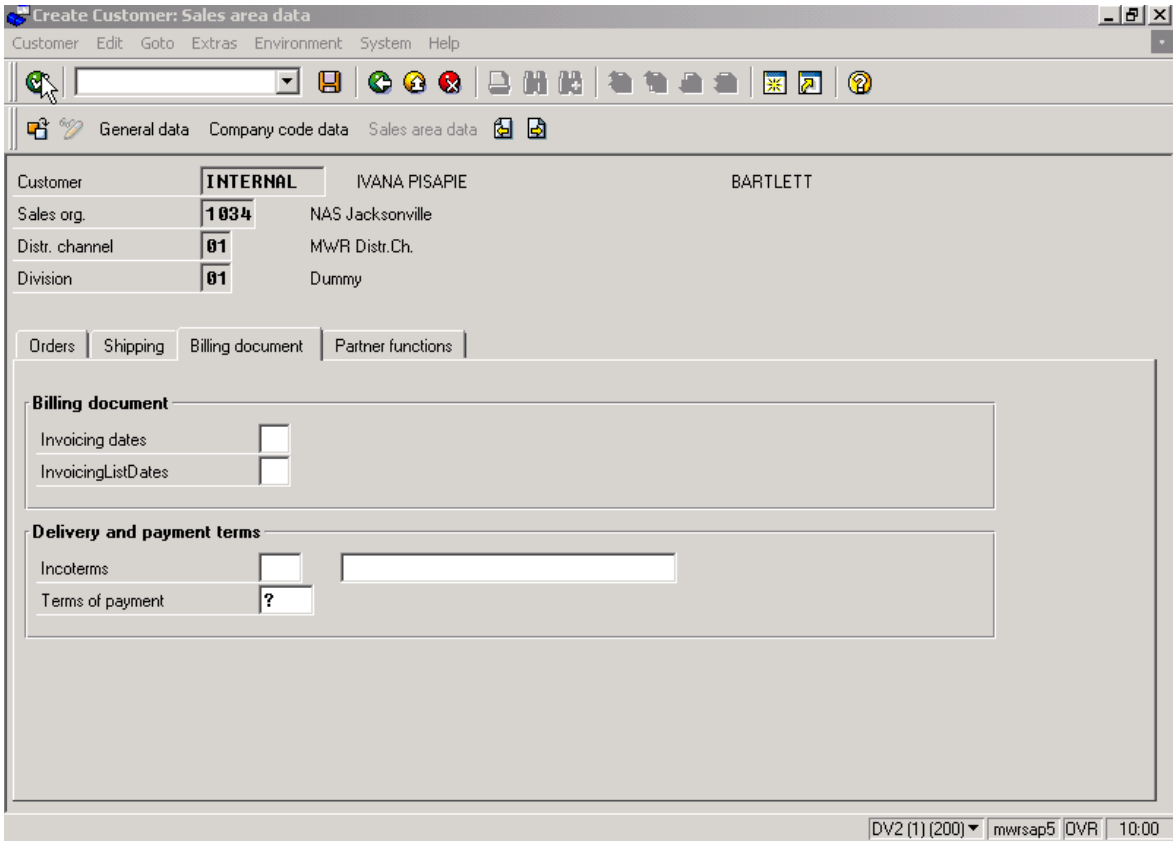


***Shipping*: NO DATA NEEDS TO BE ENTERED IN THIS TAB!**

Field Name	Description	R/O/C	User Action and Values
Order Combination	Indicates whether you are allowed to combine orders during delivery processing.	R	Defaults "Selected". **DO NOT CHANGE!**
Max. Partial Deliveries	The maximum number of partial deliveries you can make (including the first delivery) to satisfy the order quantity for an item.	R	Defaults to "9". **DO NOT CHANGE!**

Navigate to the ***Billing Document*** tab.

Sales and Data: Billing Document Tab



BILLING DOCUMENT: ONLY THE "TERMS OF PAYMENT" FIELD NEEDS TO BE POPULATED ON THIS TAB!

Field Name	Description	R/O/C	User Action and Values
Terms of Payment	Terms in which the customer must pay the invoice	R	Enter C003 always!

Navigate to the Partner Functions tab.

The system will default with the customer's Name for partner functions: Sold to; Bill to; Ship to; Payer.

You do not have to enter any data on this tab!

Just click through it!

To save the customer master record, select **Customer → Save** or select the Save icon. **The system will display a message indicating the account number that was created and the company code it was created in.**

This customer number is always a 5-digit number and follows the series:

Civilian Customers	600000-69999
Command Customers	100000-19999
Military Customers	300000-39999
Ship Customers	200000-29999

STOP! This completes the procedure for Creating a Customer Master Record Centrally.

Change A Customer Master Record Centrally

Menu Path: ACCOUNTING> FINACIAL ACCOUNTING> ACCOUNTS RECEIVABLE> MASTER RECORDS> MAINTAIN CENTRALLY> CHANGE

Transaction Code: **XD02**

WARNING: Do this procedure ONLY when a change needs to be made to the customer master record.

If it is determined that the **Account Group** is incorrect, a new customer master record MUST be created. The old (incorrect) customer master record should be marked for deletion (as long as no open items are pending) and blocked for posting.

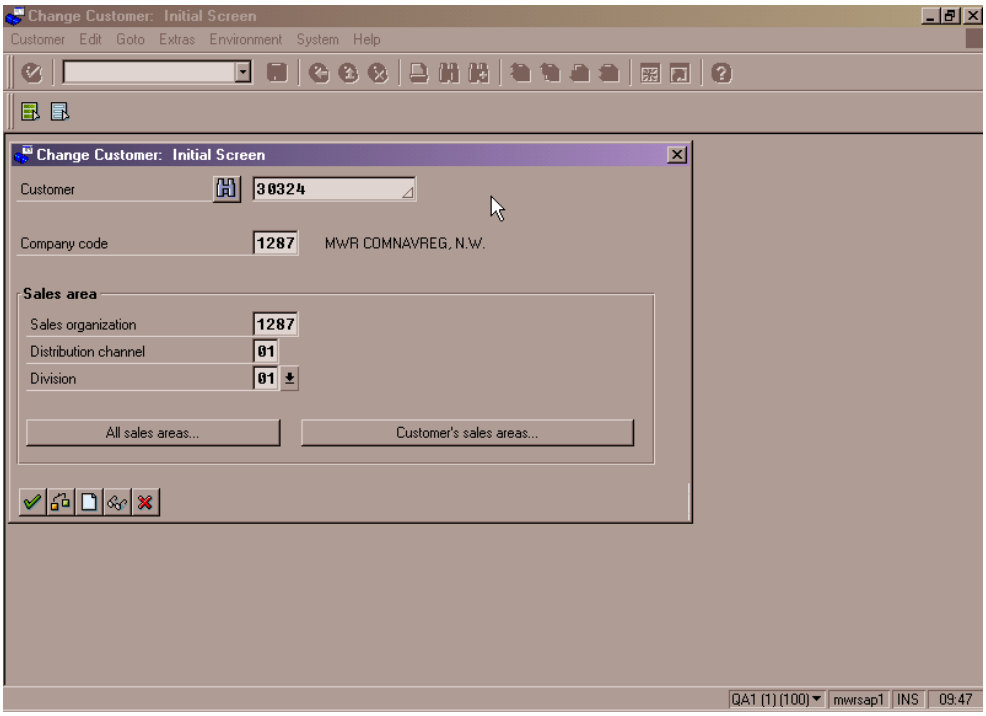
If open items exist, contact MWR HQ for assistance in transferring open items to the new (correct) customer prior to marking for deletion/blocking.

Likewise, if a customer's reconciliation account is determined to be incorrect, the incorrect customer account must be marked for deletion and blocked for posting. A new customer master record should be created!

A locally developed form can be created to use in requesting changes to customer master records or the Customer Master Request Form provided in the User Handbook can be adopted.

On the screen title "Change Customer: Initial Screen", enter information in the fields as specified in the table on the next page.

Change Customer: Initial Screen



Enter the following data.

Change Customer: Initial Screen

Field Name	Description	R/O/C	User Action and Values
Customer	This the customer record that is going to be changed.	R	Enter customer number or use down arrow to search. **CIVL = 60000 – 69999** **COMM = 10000 – 19999** **MILT = 30000 - 39999** **SHIPS = 20000 – 29999**
Company code	The company code ID	R	**Enter company code** Company code must be entered to change Accounting screens.

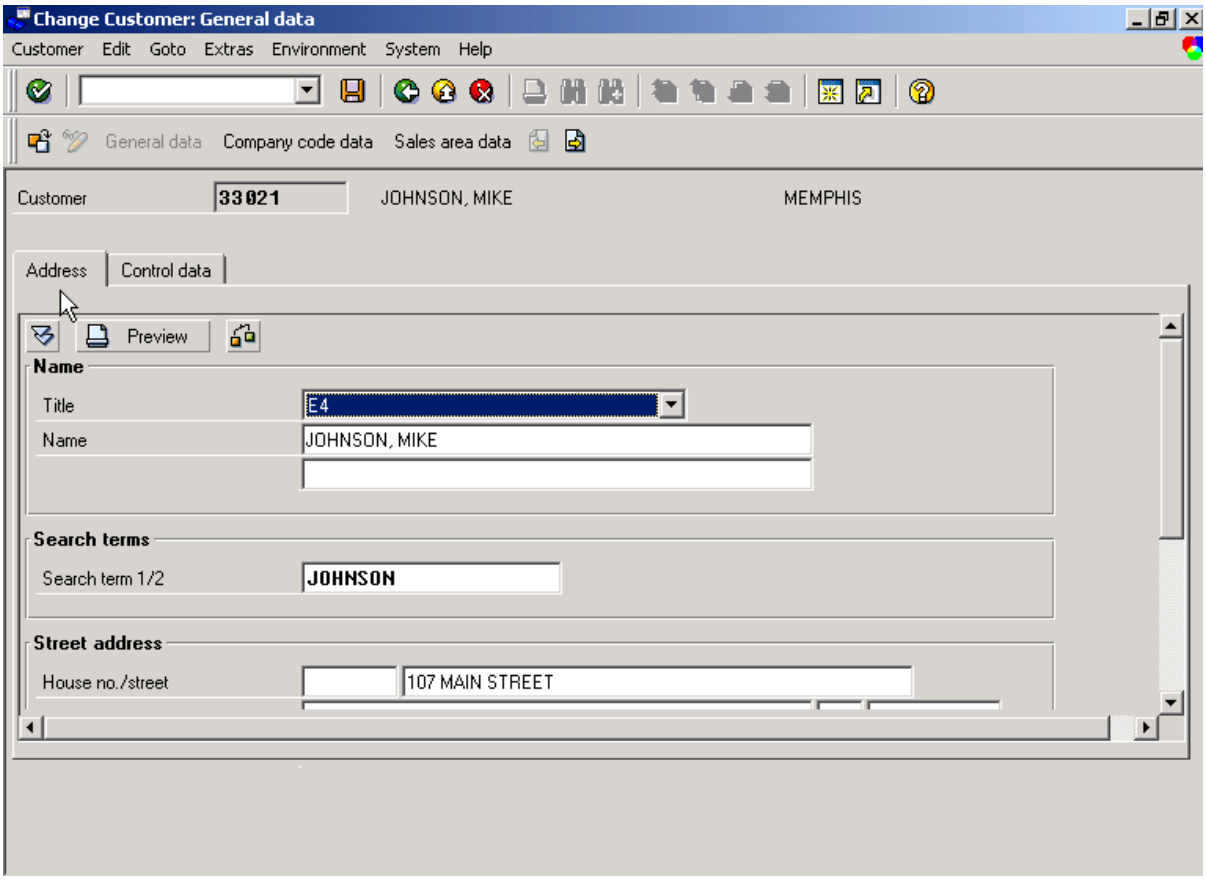
Sales organization	An organizational unit responsible for the sale of certain products or services. The responsibility of a sales organization may include legal liability for products and customer claims.	R	**Enter Sales Organization** Sales Organization mirrors company code. .1034=1034 1353=1353
Distribution channel	The way in which products or services reach the customer. Typical examples of distribution channels are wholesale, retail, or direct sales.	R	**Enter 01**
Division	A way of grouping materials, products, or services. The system uses divisions to determine the sales areas and the business areas for a material, product, or service.	R	**Enter 01**

Press the Enter key or click the green checkmark icon to continue.

On the screen titled "Change Customer: General Data", change information in the fields as specified in the table below.

Remember that the fields displayed will vary depending on the account group chosen .

General Data: Address Information



Use the tab control to toggle between the "General Data" information groups: Address and Control data. Alternatively, the menu paths **Goto → Next tab** *(F8)* and **Goto → Previous tab** *(F7)* can be used.

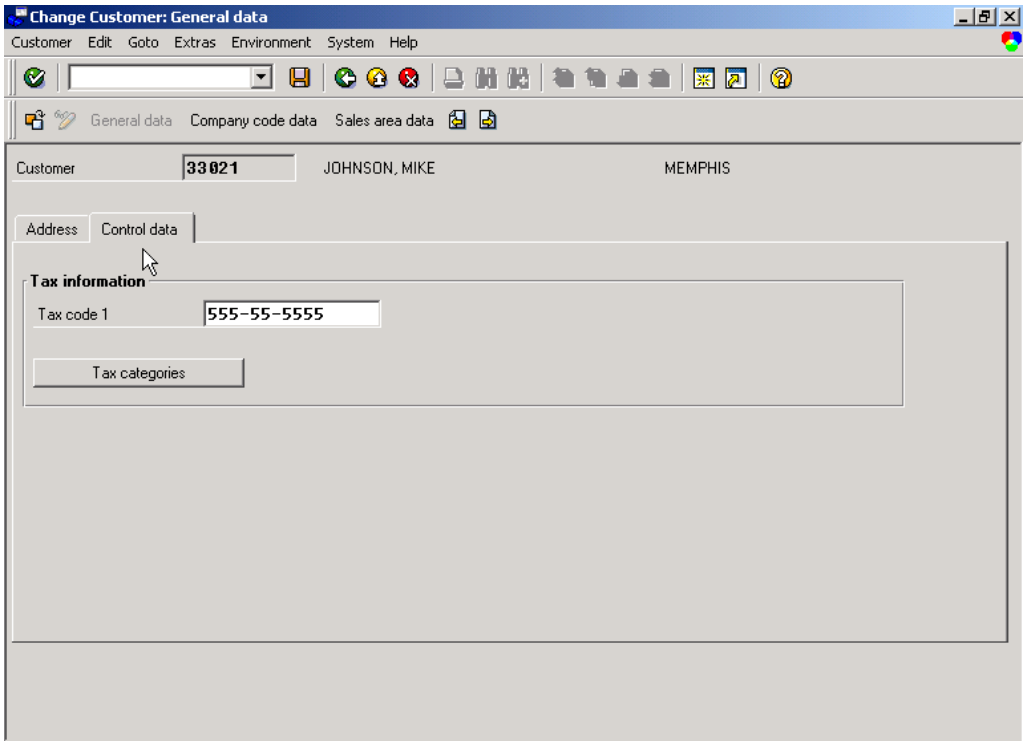
Address Information

Field Name	Description	R/O/C	User Action and Values
Title	Form of address	OI	Rank or title used when changing **MILT** account groups E1 – E9 O1 – 10
Name	Customer name	O	Change customers last name, first name and initial

Search term	Short name which is used to set up a match code for search criteria	O	Do not change search term unless last name of customer has changed
Street	Street address	O	Change mailing address information. Do not enter PO Box here
City / Regional / Postal code	City / State / Postal Code	O	If changing city and region, ensure you enter correct zip code
Country	Two digit country identifier	O	Do not change Enter appropriate country code
Language	English	R	Do not change
Telephone		O	Change customer's home phone number
Fax		O	Change customer's fax number

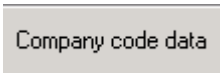
Navigate to the ***Control Data*** tab.

General Data: Control Data

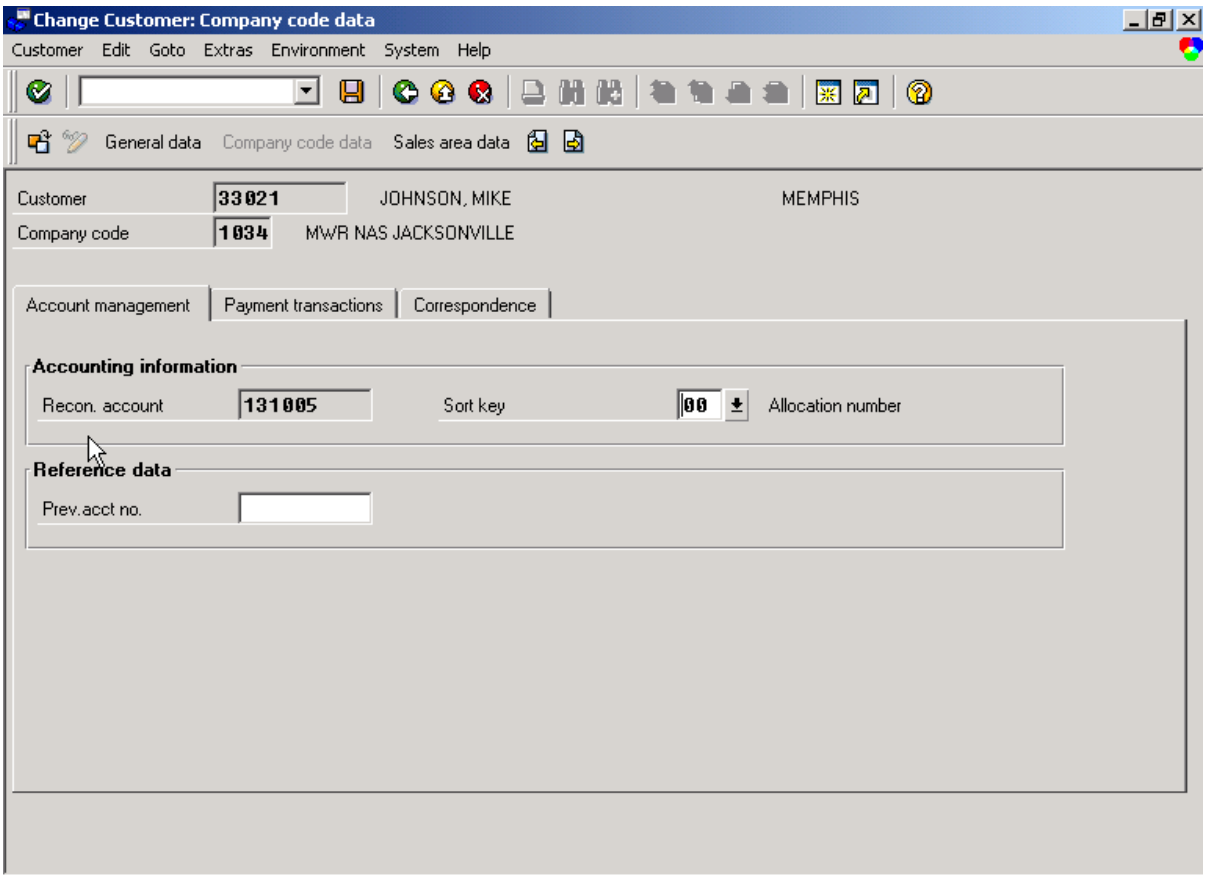


Control Data

Field Name	Description	R/O/C	User Action and Values
Unit Identification Code	Using this field for UIC number (Unit Identification Code	R	**Required for account groups SHIPS and COMMS.**
Tax Code 1	Social Security Number	R	**Do not change unless incorrect!**

Click the "Company Code Data" button 

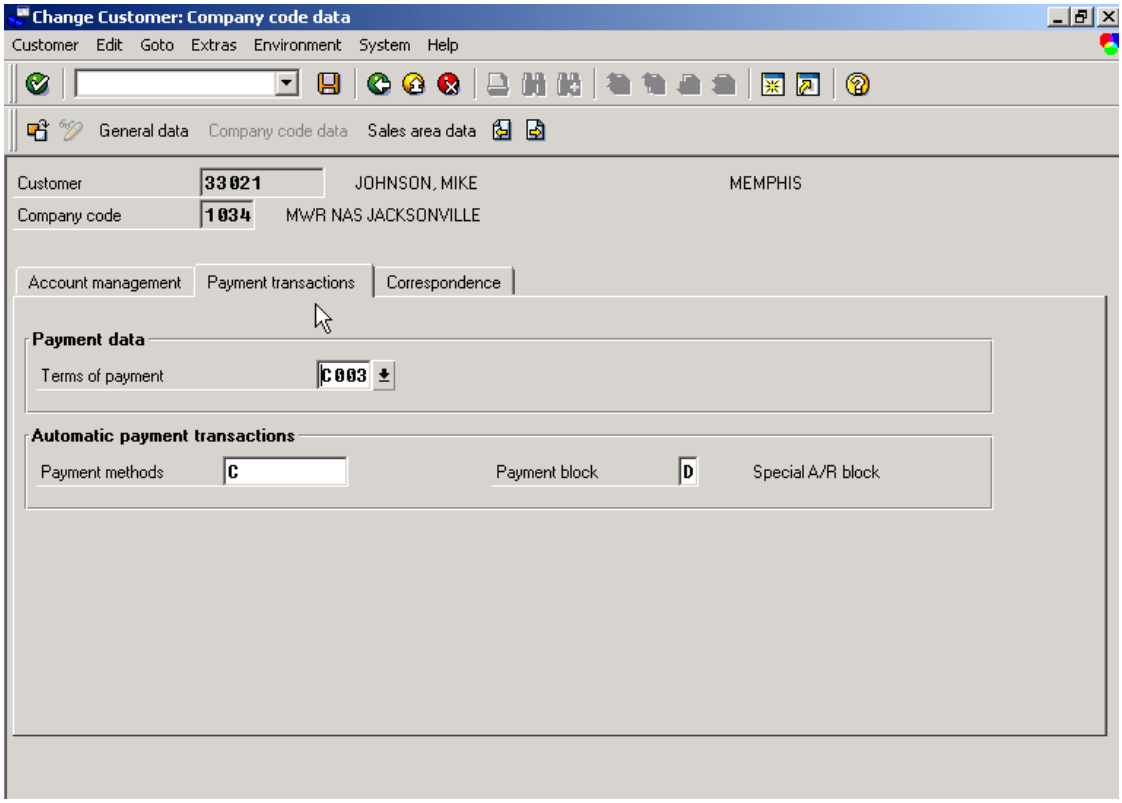
to view the company code information groups: Account management, Payment transactions, and Correspondence. Alternatively, the menu path **Goto → Company code data (Ctrl + F2)** can be used.



Account Management:

Field Name	Description	R/O/C	User Action and Values
Reconciliation account	When you post items to a subsidiary ledger, the system automatically posts the same data to the general ledger. Each subsidiary ledger has one or more reconciliation accounts in the general ledger. These reconciliation accounts ensure that the balance of G/L accounts is always fully supported.	O	**CANNOT BE CHANGED** Changing of this field will impact customer's A/R items
Sort Key	Key for sorting according to assignment numbers	O	Changing this field to another sort sequence will impact A/R line item sequence. **DO NOT CHANGE.**

Company Code Data: Payment Transactions

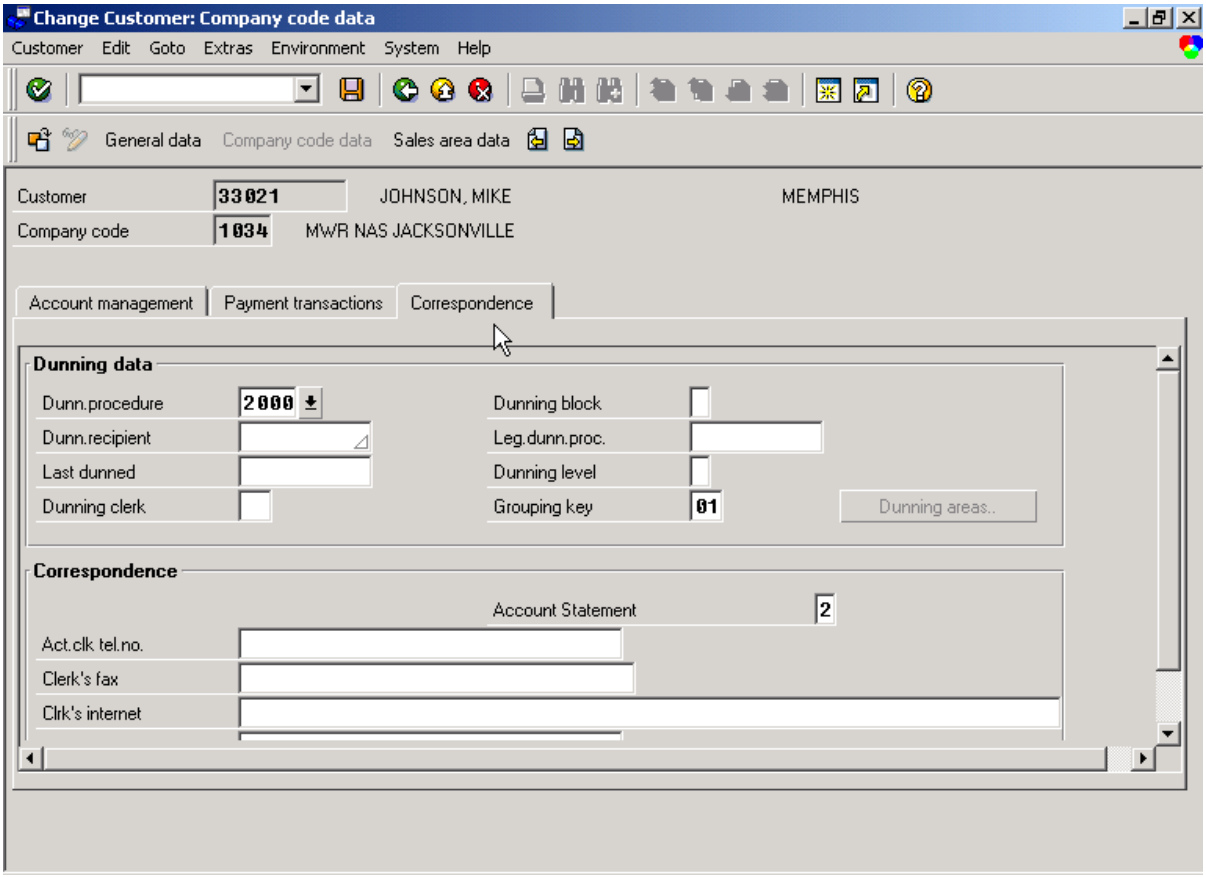


Payment Transactions:

Field Name	Description	R/O/C	User Action and Values
Terms of Payment	Terms in which the customer must pay the invoice	O	**DO NOT CHANGE** **Always use C003**
Payment Methods	Procedure (check, bill of exchange or bank transfer abroad for example) by which payments are made.	O	**DO NOT CHANGE** **Always use "C" for check**
Payment Block	Block key used to block an open item or an account for payment transactions.	O	Blocks an open item or an account for payment transactions Remove this block **only** if customer needs refund payment.

Navigate to the ***Correspondence*** tab.

Company Code Data: Correspondence



Correspondence tab:

Field Name	Description	R/O/C	User Action and Values
Dunning Procedure	This field contains the key for the dunning procedure to be used.	O	**DO NOT CHANGE unless military customer dunning procedure does NOT equal 2000!!**
Dunning block	Key which reflects the reason for a dunning block indicator	O	Leave blank
Account Statement	Indicator for periodic account statements	O	Change this field if you want customer to receive statement in different period (ie., weekly instead of monthly) **"2"** = monthly account statements This field designates how often customers will be receiving statements

The next several fields are ONLY to be completed if the customer is subject to "dunning" or automated collection processes (Military personnel are subject to dunning for returned items). We suggest that you only complete the fields as needed. For example, if the customer immediately pays his/her bad debt after being verbally notified there is no need to maintain this data. This data is used in the various levels of Dunning and is actually printed on Dunning Letters.

To access these fields (hidden from view on the main screen) Hit Extras>Texts
Double Click on the line to be populated as follows:

Field Name	Description	R/O/C	User Action and Values
Accounting Text	Internal Use only . Will not print out on statements or letters	O	Optional Use
Account Statement Text	Enter special text that you would like to print out on the Account Statement	O	Special Text to print out on Statements such as: "HAPPY HOLIDAYS" "Did you forget to make a payment" "PAY UP PLEASE"
Commanding Officer Address (Dun Level 2)	Used to document customer's Commanding Officer's name and address	O	Enter CO Name and address
Paymaster Address "To" (DD139)	Used to document Paymaster Address	O	Enter the Address of Disbursing Office or PSD where garnishment (DD139) is to be submitted.

Accountable Disbursing Officer name (DD139)	Enter Accountable Disbursing Officer's Name	O	Enter Disbursing Officer's name if applicable
Certifying Officer (DD139)	Enter Certifying Officer's Name	O	Enter the Name of the MWR/VQ/CIVMWR Certifying Officer. For example this may be the MWR Director, BQ Officer, etc. ***(The individual who must SIGN the DD139 Form)***

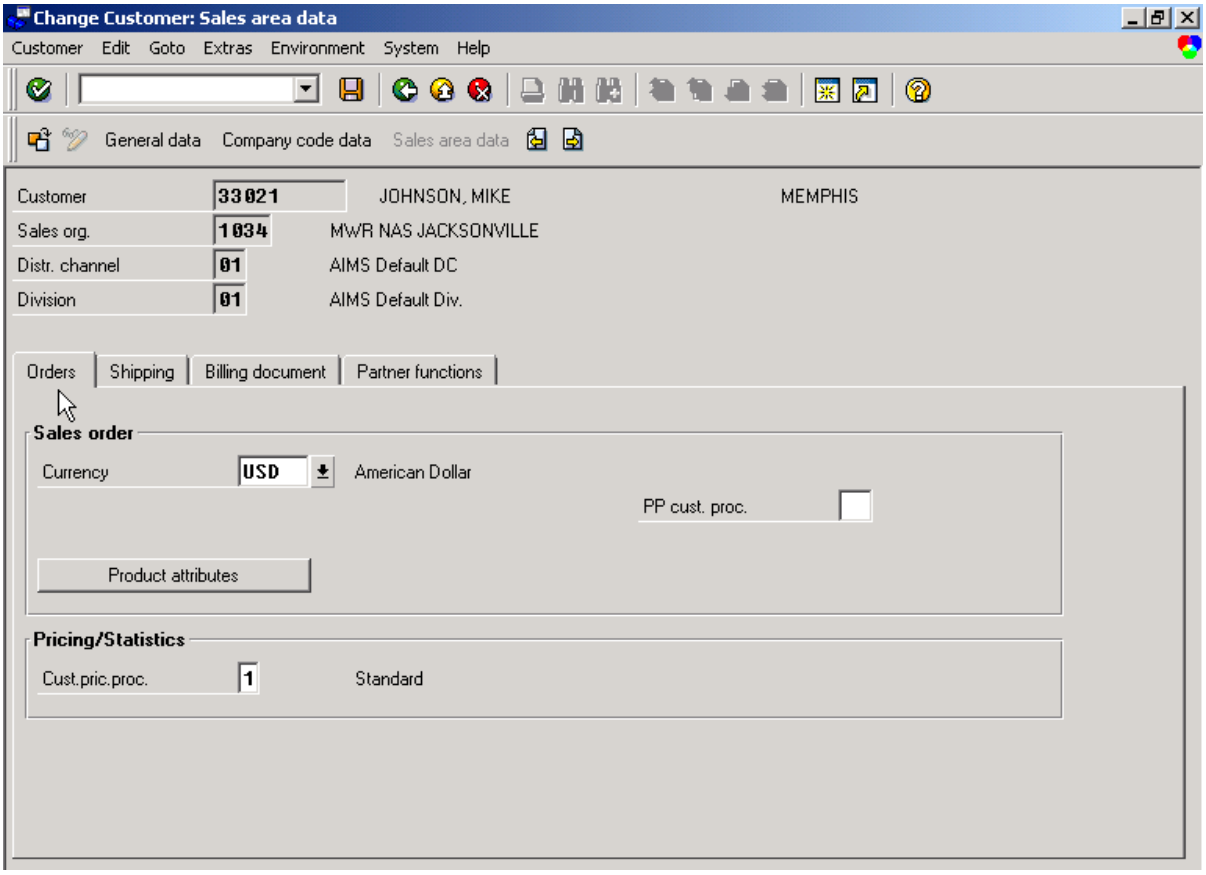
After entering data into each field (double click on the field and then type in the data) you will simply hit the "back green arrow" to go back to the Correspondence Screen.

Click the "Sales Area Data" button

to view the sales area related information groups (if you have entered the Sales org, Distr channel and Division): Sales, Shipping, Billing document, Partner functions. Alternatively, the menu path **Goto → Sales Area data** *(Ctrl + F2)* can be used.

Use the tab control to toggle between the Sales Area Data information groups: Sales, Shipping, Billing document, Partner functions. Alternatively, the menu paths **Goto → Next tab** *(F8)* and **Goto → Previous tab** *(F7)* can be used.

Sales Area Data: *Orders Tab*

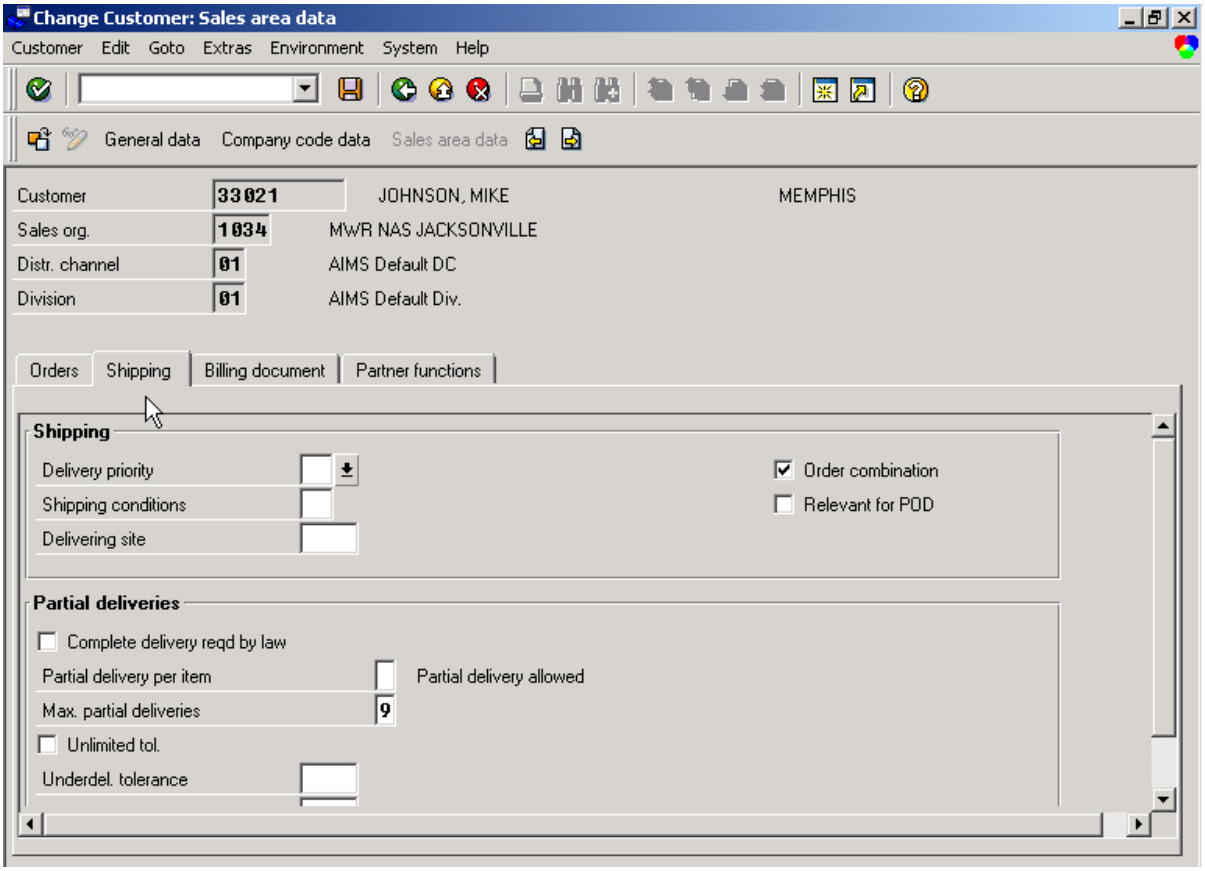


Orders:

Field Name	Description	R/O/C	User Action and Values
Currency	Currency	R	**DO NOT CHANGE**
Customer pricing Procedure	Determines which pricing procedure the system should apply when you create a sales document for the customer.	R	**DO NOT CHANGE**

Navigate to the ***Shipping*** tab.

Shipping Tab

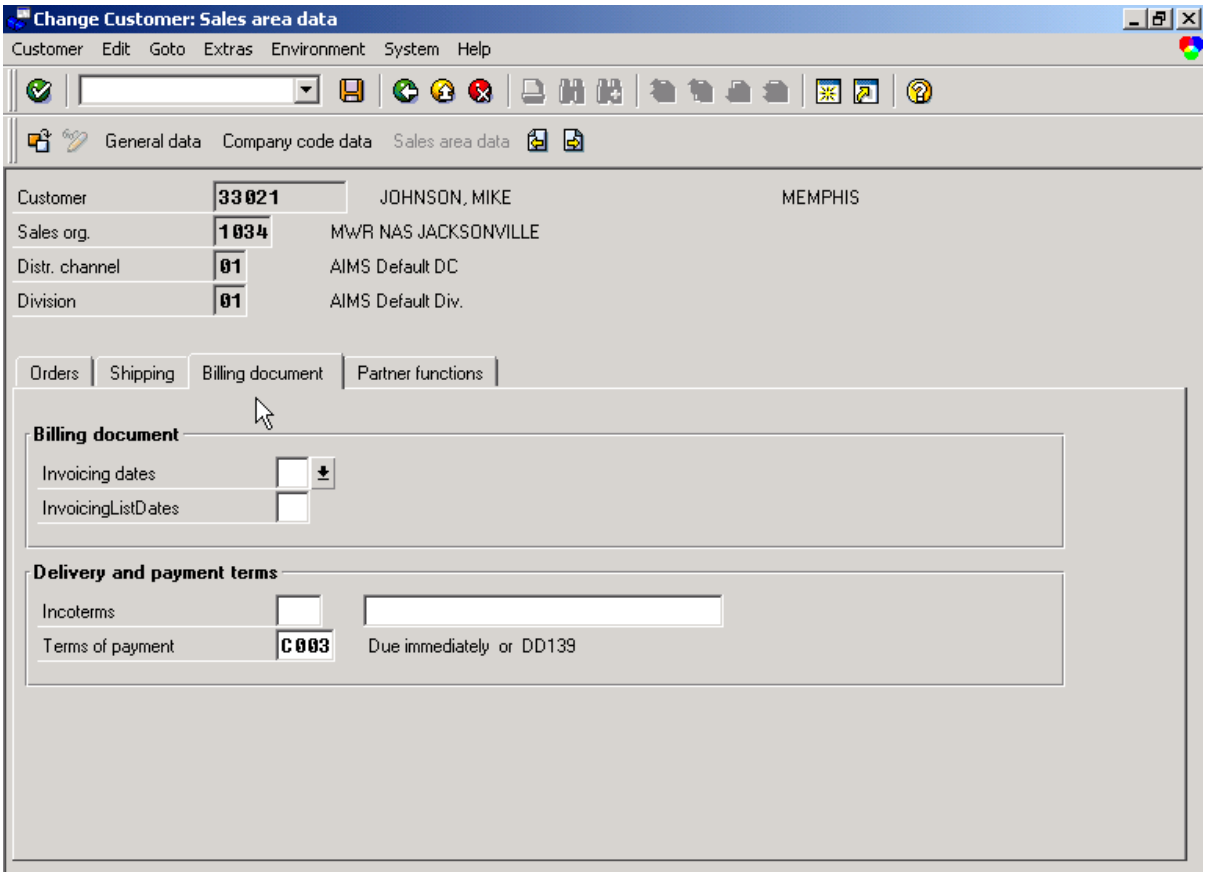


Shipping Tab

Field Name	Description	R/O/C	User Action and Values
Order Combination	Indicates whether you are allowed to combine orders during delivery processing.	R	**DO NOT CHANGE**
Max. Partial Deliveries	The maximum number of partial deliveries you can make (including the first delivery) to satisfy the order quantity for an item.	R	**DO NOT CHANGE**

Navigate to the *Billing Document* tab.

Billing Documents Tab



Billing Document:

Field Name	Description	R/O/C	User Action and Values
Terms of Payment	Terms in which the customer must pay the invoice	R	DO NOT CHANGE

Navigate to the *Partner Functions* tab:

The System will default with the customer's partner functions: Sold to; Bill to; Ship to; Payer.

DO NOT CHANGE ANY FIELDS IN THIS TAB!!!

Partner Functions Tab:

Change Customer: Sales area data

Customer Edit Goto Extras Environment System Help

General data | Company code data | Sales area data

Customer	33021	JOHNSON, MIKE	MEMPHIS
Sales org.	1034	MWR NAS JACKSONVILLE	
Distr. channel	01	AIMS Default DC	
Division	01	AIMS Default Div.	

Orders | Shipping | Billing document | Partner functions

Partner functions

PF	Partner function	Number	Name	Partner description
SP	Sold-to party	33021	JOHNSON, MIKE	
BP	Bill-to party	33021	JOHNSON, MIKE	
PY	Payer	33021	JOHNSON, MIKE	
SH	Ship-to party	33021	JOHNSON, MIKE	

List search | Partn.funct. | Number

To save the customer master record, select Customer → Save or select the Save icon.

The changes you make to the customer master will only impact any transactions made after the change.

STOP! This completes the procedure for Changing a Customer Master Record Centrally.

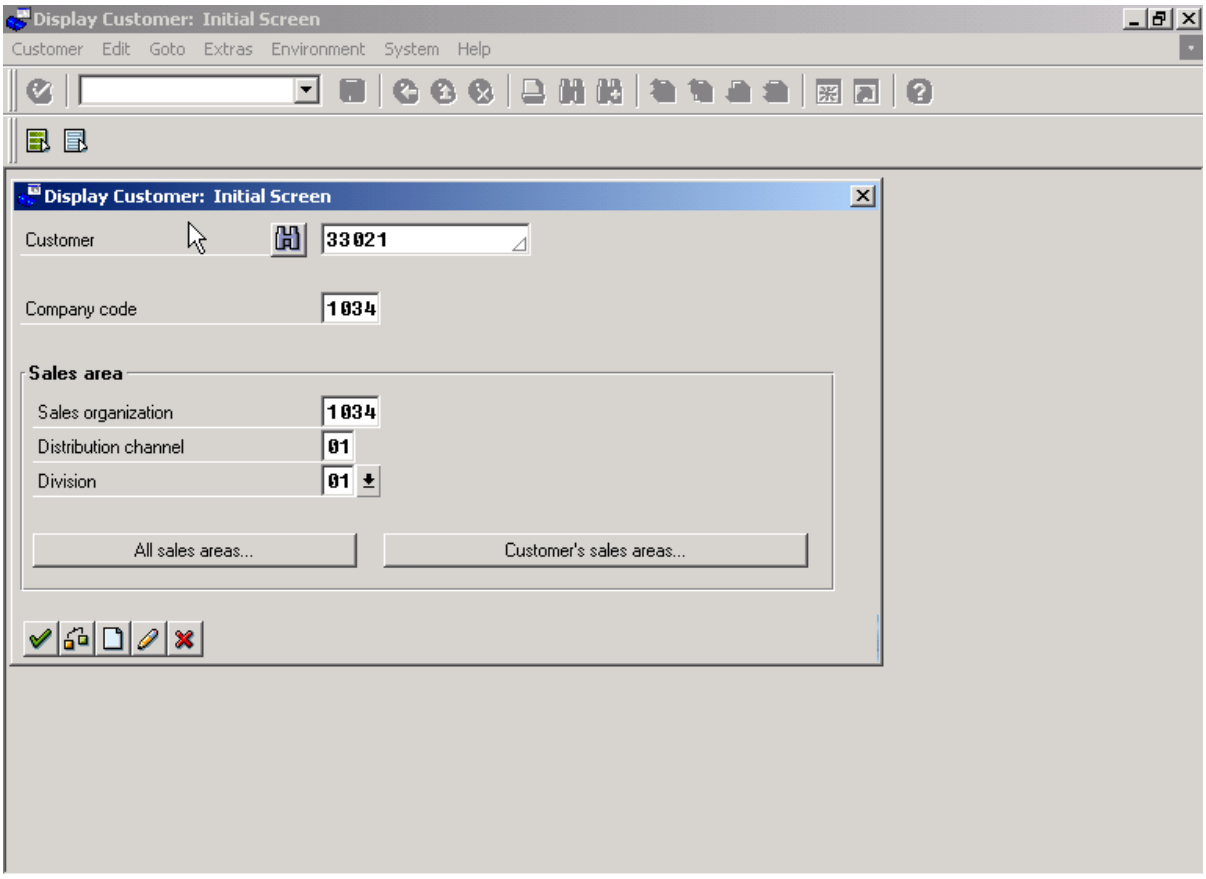
Display a Customer Master Record Centrally

Menu Path: ACCOUNTING> FINACIAL ACCOUNTING> ACCOUNTS RECEIVABLE> MASTER RECORDS> MAINTAIN CENTRALLY> DISPLAY

Transaction Code: **XD03**

These screens are used to display the information contained in the customer master record.

On the screen titled "Display Customer: Initial Screen", display information in the fields as specified in the table on the next page.

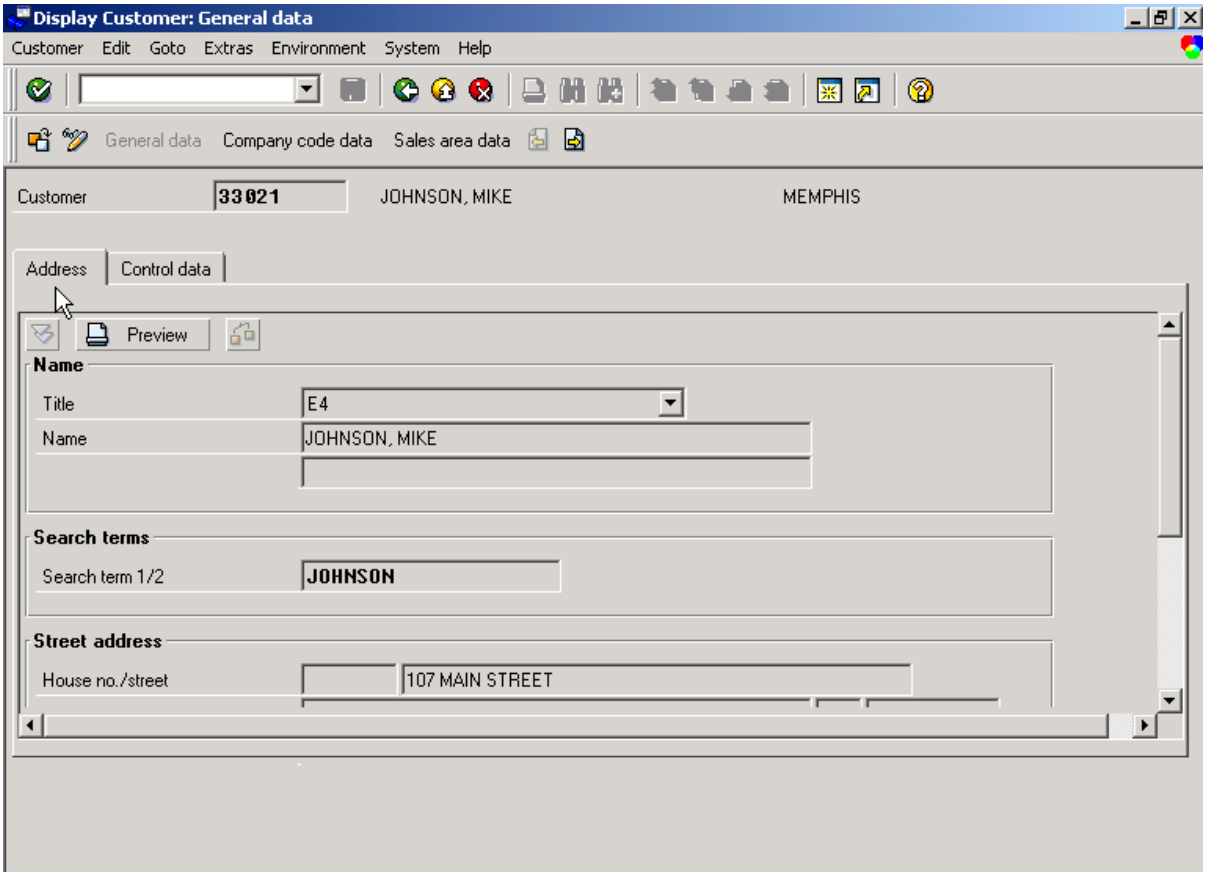


Display Customer: Initial Screen

Field Name	Description	R/O/C	User Action and Values
Customer	The customer number the system assigned when you saved the master data.	C	**Enter customer number** or use drop down to search. **CIVL = 60000 - 69999** **COMM = 10000 - 19999** **MILT = 30000 - 39999** **SHIPS = 20000 - 29999**
Company code	The company code ID	R	**Enter Company Code**
Sales organization	An organizational unit responsible for the sale of certain products or services. The responsibility of a sales organization may include legal liability for products and customer claims.	R	**Enter Sales Organization (company code)** Sales Organization mirrors Company Code
Distribution channel	The way in which products or services reach the customer. Typical examples of distribution channels are wholesale, retail, or direct sales.	R	**Enter 01**
Division	A way of grouping materials, products, or services. The system uses divisions to determine the sales areas and the business areas for a material, product, or service.	R	**Enter 01**

Press the Enter key or click the green checkmark icon to continue

On the screen titled "Display Customer: General Data", display information in the fields as specified in the table below.



Remember that the fields that are displayed will vary depending on the account group chosen.

Address Information:

Field Name	Description	R/O/C	User Action and Values
Title	Form of address	R	Rank or title used when creating **MILT** Customers. E1 – E9 O1 – O10
Name	Customer name	R	View customers last name, first name and initial
Search term	Short name which is used to set up a match code for search criteria	R	View customer's last name as a search term
Street	Street address	R	View proper mailing address information.

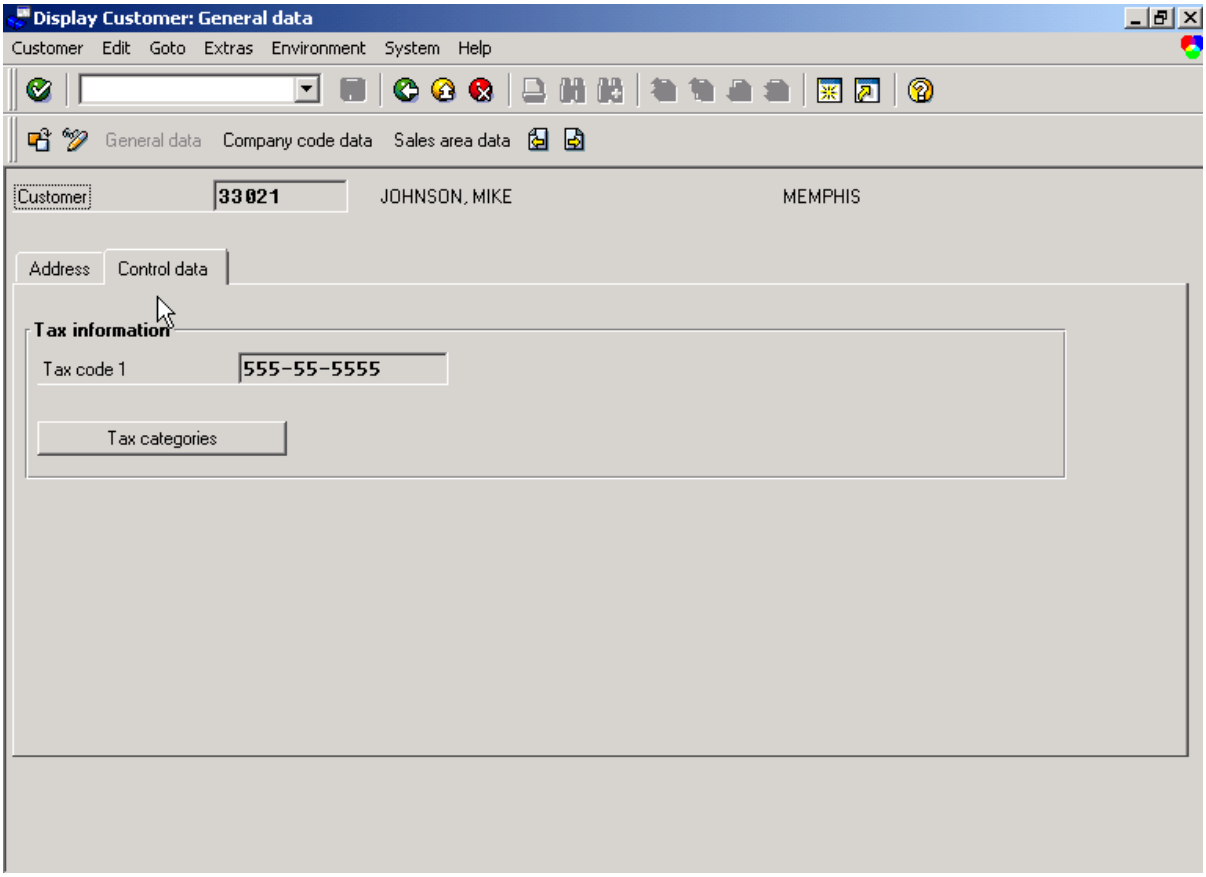
City / Regional / Postal code	City / State / Postal Code	R	View complete address information
Country	Two digit country identifier	R	Display **US** Display appropriate country code
Language	English	R	Should default to "English"
Telephone		O	Display customer's home phone number
Fax		O	Display customer's fax number

Use the tab control to toggle between the "General Data" information groups: Address and Control data. Alternatively, the menu paths **Goto → Next tab** *(F8)* and **Goto → Previous tab** *(F7)* can be used.

NOTE: Customer name, address, search term, etc., will ALWAYS be entered in ALL capital letters using NO punctuation. Punctuation must be excluded to central mail facility processing requirements.

Navigate to the ***Control Data*** tab.

Control Data tab:

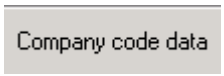


Remember that the fields that are displayed will vary depending on the account group chosen.

Control Data

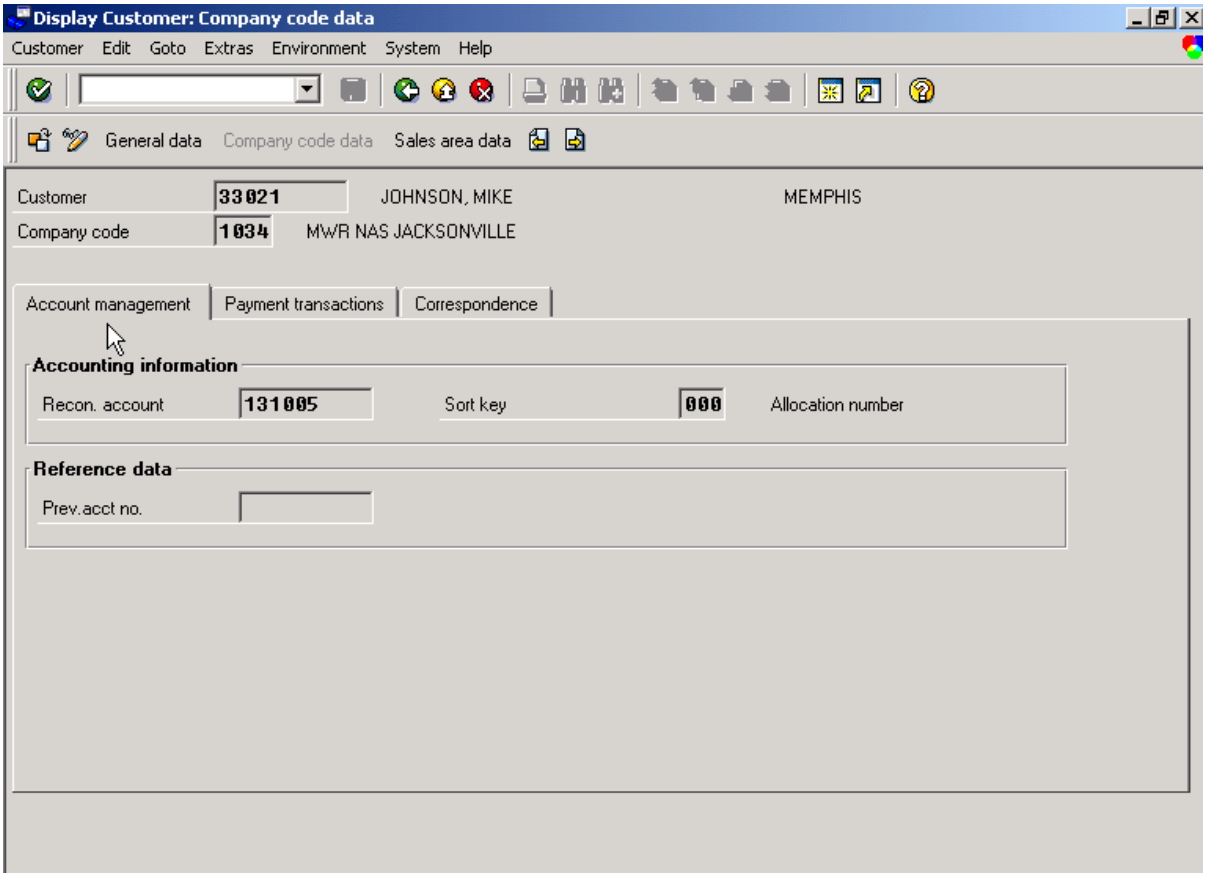
Field Name	Description	R/O/C	User Action and Values
Train Station	Use this field for Train Station	R	**Required for account groups SHIPS and COMMS, enter "."**
Unit Identification Code	Use this field for UIC number (Unit Identification Code	R	**Required for account groups SHIPS and COMMS, enter unit identification code**

Tax Code 1	Social Security Number	R	Display customer's social security number. Format: xxx-xx-xxxx The account group will determine if this field is required. **SHIPS and COMMS Do NOT require this field. This field must be populated for MILT or CIVL customers**

Click the "Company Code Data" button 

to view the company code information groups: Account management, Payment transactions, and Correspondence. Alternatively, the menu path **Goto → Company code data (Ctrl + F2***)* can be used.

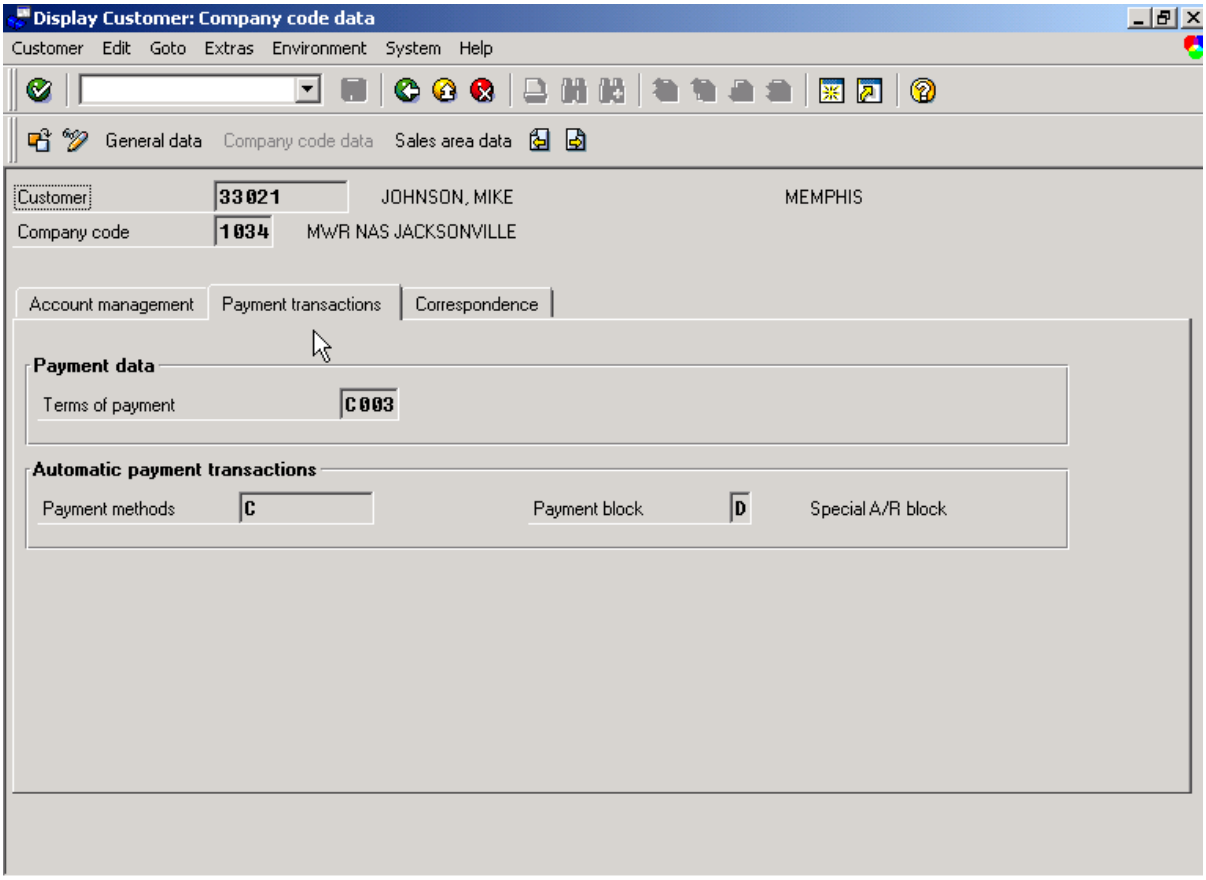
Display Customer: Company code data



Account Management:

Field Name	Description	R/O/C	User Action and Values
Reconciliation account	When you post items to a subsidiary ledger, the system automatically posts the same data to the general ledger. Each subsidiary ledger has one or more reconciliation accounts in the general ledger. These reconciliation accounts ensure that the balance of G/L accounts is always fully supported.	R	Display the appropriate account For all MWR/NFC Customers use: 131005 For VQ customers use: 131002 for City Ledger Ind Billing 131003 for Fair Mkt Billing 133002 for City Ledger Group Billing 133003 for Operation Serv Contract
Sort Key	Key for sorting according to assignment numbers	R	Display **000**

***Payment Transactions* tab:**



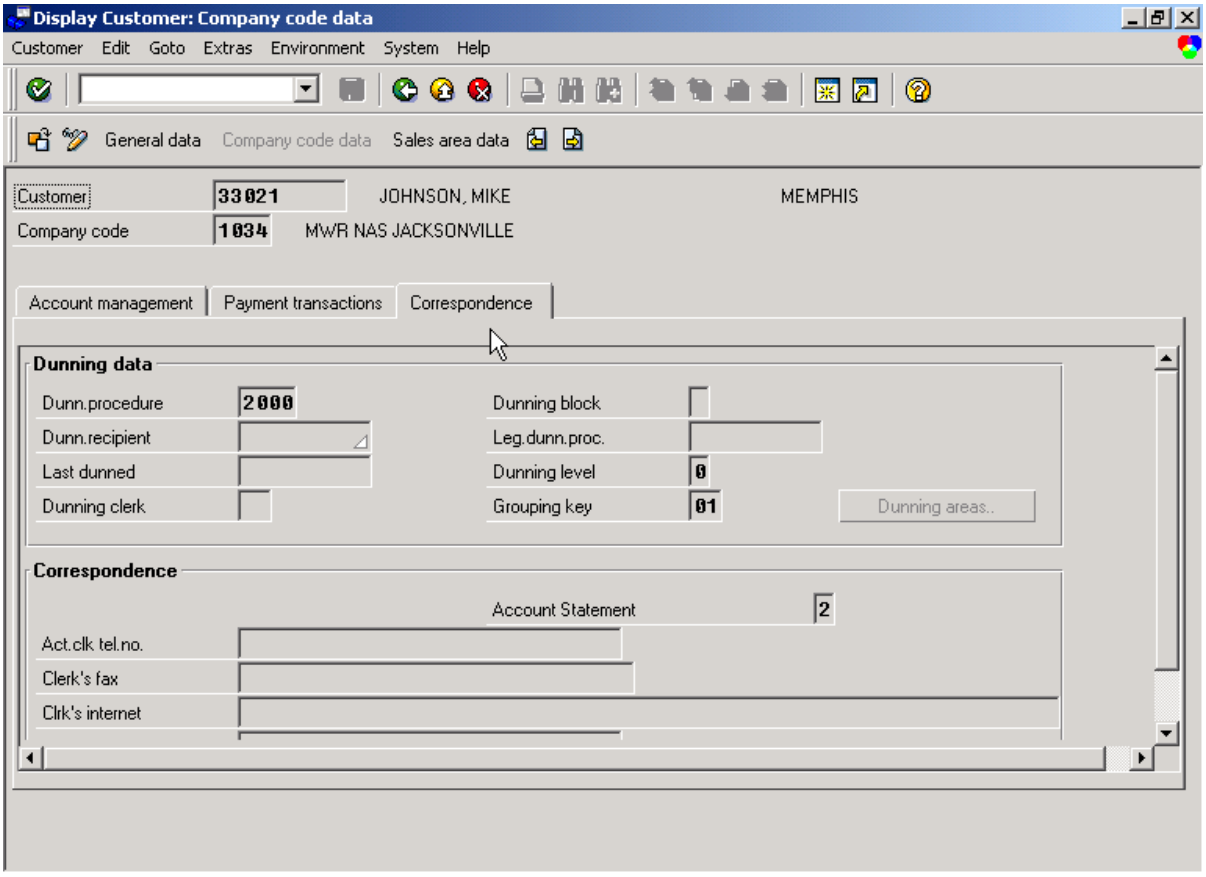
Payment Transaction tab:

Field Name	Description	R/O/C	User Action and Values
Terms of Payment	Terms in which the customer must pay the invoice	R	Display **C003** Net due Immediately is always used!
Payment Methods	Procedure (check, bill of exchange or bank transfer abroad for example) by which payments are made.	R	Display "**C" for Check**

Payment Block	Block key used to block an open item or an account for payment transactions.	R	Display "**D**" for Special AR block. Blocks an open item or an account for payment transactions. If you need to prepare a "Check" for a credit due the customer, the payment block should be removed!

Display Customer: Company code data

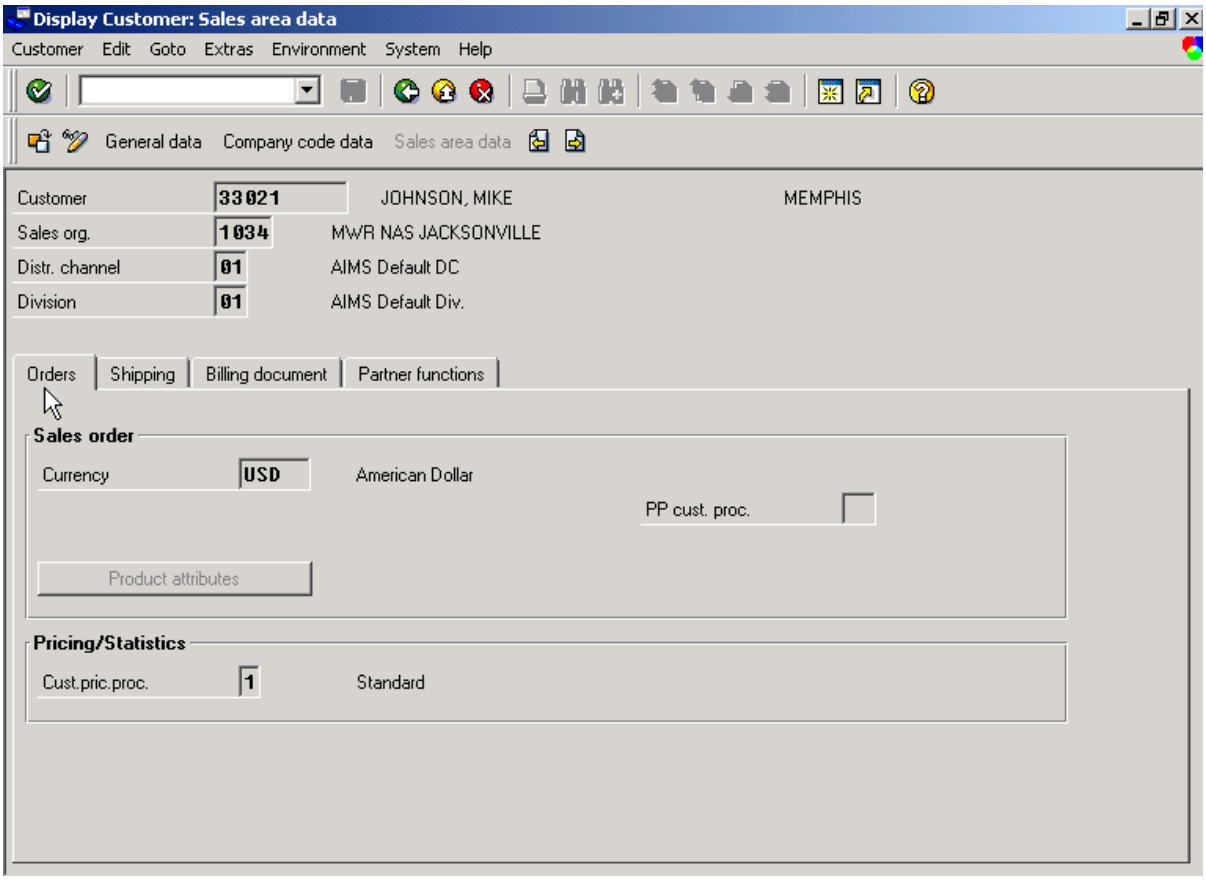
Correspondence Tab:



Correspondence Tab:

Field Name	Description	R/O/C	User Action and Values
Dunning Procedure	This field contains the key for the dunning procedure to be used.	R	**Display "2000" for Military Customers (account group MILT) only!**
Dunning block	Key which reflects the reason for a dunning block indicator	O	Leave blank
Dunn Recipient	Leave Blank	O	Leave Blank
Leg Dunn Proc	Leave Blank	O	Leave Blank
Last Dunned	System will populate this field as Dunning Procedures are run.	O	Leave Blank
Dunning Level	System will populate this field as dunning processes are run. System will display "0" if never dunned, "1" if 1st level of dunning has been completed, etc.	O	Leave Blank
Dunning Clerk	Leave Blank	O	Leave Blank
Grouping Key	Leave Blank	O	Leave Blank **If dunning procedure is "2000" grouping key must be "01."**
Account Statement	Indicator for periodic account statements	R	Display **"2"** for monthly account statements. This field designates how often customers will receive statements.
Acct Clerk Tel	Display accounting Clerk telephone number	O	
Clerks Fax	Display Accounting Clerks Fax Number	O	
Clerks Internet	Display Accounting Clerks email address	O	
Account Memo	Display special note or details regarding account	O	

Click the "Sales Area Data" button Sales area data to view the sales area related information groups (if you have displayed the Sales org, Distr channel and Division): Sales, Shipping, Billing document, Partner functions. Alternatively, the menu path *Goto → Sales Area data (Ctrl + F2)* can be used.



Navigate to the ***Orders*** tab.

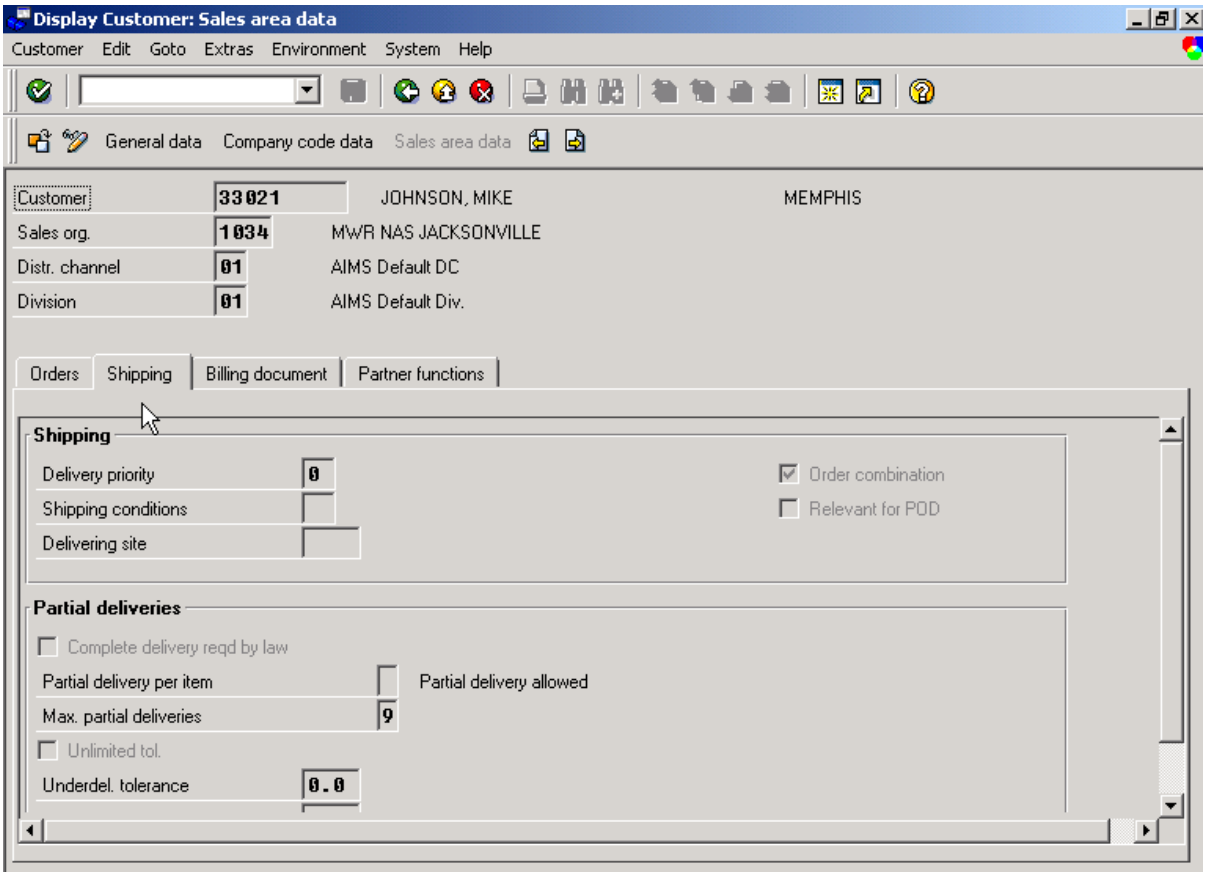
Orders:

Field Name	Description	R/O/C	User Action and Values
Currency	Currency	R	Defaults to **USD**
PP Cust Proc	Not Used	O	Leave Blank
Customer pricing Procedure	Determines which pricing procedure the system should apply when you create a sales document for the customer.	R	Display **"1"** for Standard

Use the tab control to toggle between the Sales Area Data information groups: Sales, Shipping, Billing document, Partner functions. Alternatively, the menu paths **Goto → Next tab (F8)** and **Goto → Previous tab (F7)** can be used.

Navigate to the ***Shipping*** tab.

Shipping tab:



Shipping tab:

Field Name	Description	R/O/C	User Action and Values
Order Combination	Indicates whether you are allowed to combine orders during delivery processing.	R	Defaults "Selected". **DO NOT CHANGE.**
Max. Partial Deliveries	The maximum number of partial deliveries you can make (including the first delivery) to satisfy the order quantity for an item.	R	Defaults to "**9**". **DO NOT CHANGE.**

Navigate to the ***Billing Document*** tab.

Billing Document tab

Display Customer: Sales area data

Customer Edit Goto Extras Environment System Help

General data Company code data Sales area data

Customer	33021	JOHNSON, MIKE	MEMPHIS
Sales org.	1034	MWR NAS JACKSONVILLE	
Distr. channel	01	AIMS Default DC	
Division	01	AIMS Default Div.	

Orders | Shipping | Billing document | Partner functions

Billing document

Invoicing dates

InvoicingListDates

Delivery and payment terms

Incoterms

Terms of payment C003 Due immediately or DD139 Paym.guar.proc.

Credit ctrl area

Billing Document:

Field Name	Description	R/O/C	User Action and Values
Terms of Payment	Terms in which the customer must pay the invoice	R	Display **C003 always!**

Navigate to the *Partner Functions* tab.

Partner Functions:
The system will default with the customer's Name for partner functions: Sold to; Bill to; Ship to; Payer. Do NOT make any changes on this tab!

Display Customer: Sales area data

Customer Edit Goto Extras Environment System Help

General data | Company code data | Sales area data

Customer	33021	JOHNSON, MIKE	MEMPHIS
Sales org.	1034	MWR NAS JACKSONVILLE	
Distr. channel	01	AIMS Default DC	
Division	01	AIMS Default Div.	

Orders | Shipping | Billing document | Partner functions

Partner functions

PF	Partner function	Number	Name	Partner description
SP	Sold-to party	33021	JOHNSON, MIKE	
BP	Bill-to party	33021	JOHNSON, MIKE	
PY	Payer	33021	JOHNSON, MIKE	
SH	Ship-to party	33021	JOHNSON, MIKE	

List search | Partn.funct. | Number

QA1 (1) (100) | mwrsap1 | OVR | 13:57

STOP! This completes the procedure for Displaying A Customer Master Record Centrally.

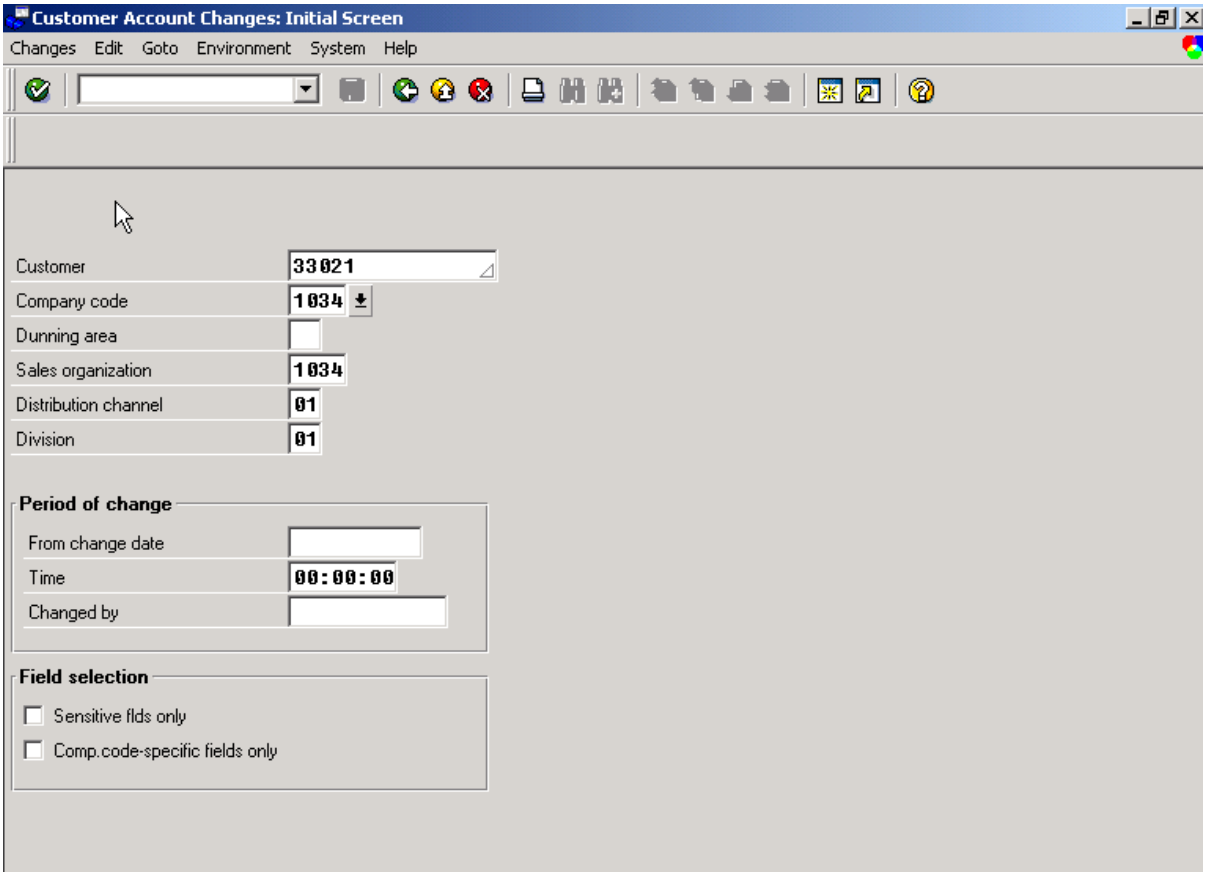
Display Changes to a Customer

Menu Path: ACCOUNTING> FINACIAL ACCOUNTING> ACCOUNTS RECEIVABLE> MASTER RECORDS> MAINTAIN CENTRALLY> DISPLAY CHANGES

Transaction Code: **XD04**

These screens show changes made to the customer master record. You are able to see the changes made to each field.

On the screen titled "Customer Account Changes: Initial Screen", enter information in the fields as specified in the table on the next page.



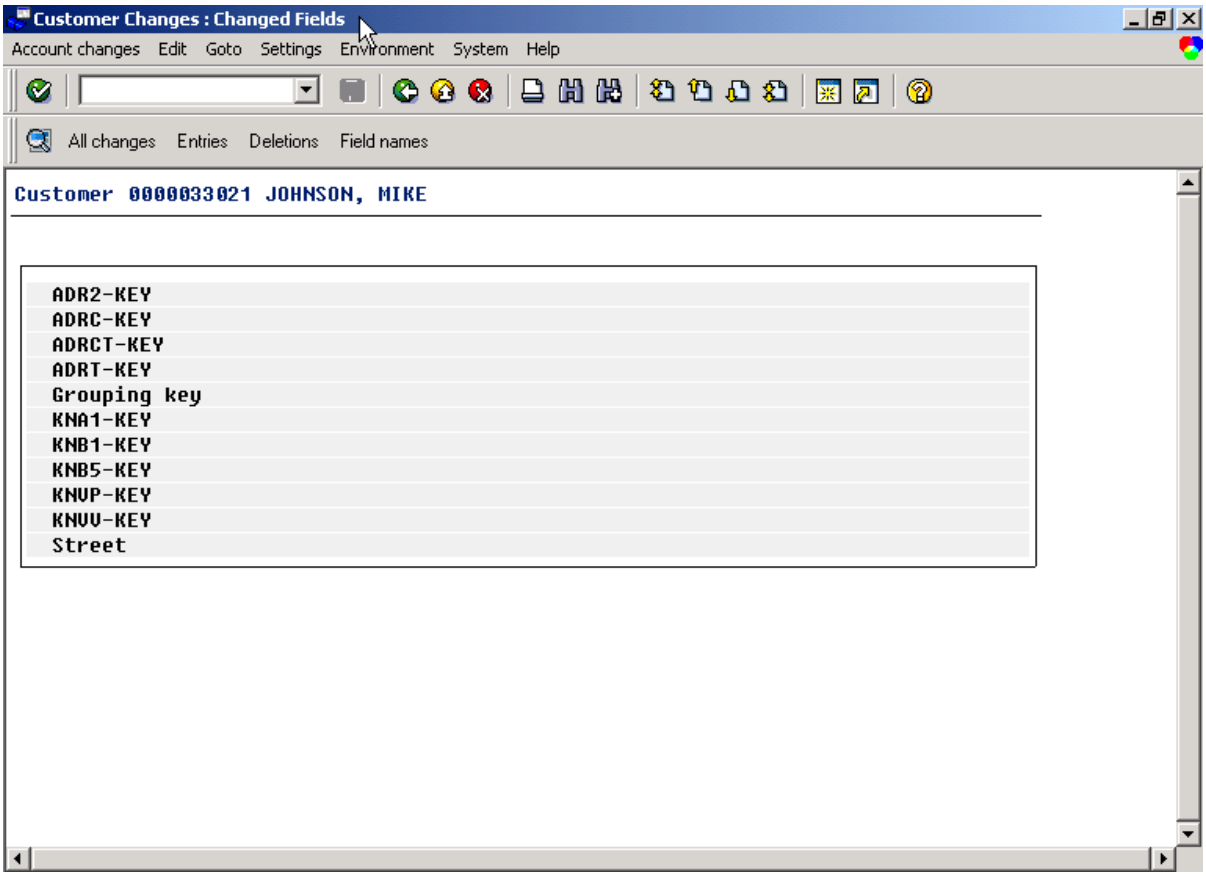
Enter the following data:

Customer Account Changes: Initial Screen

Field Name	Description	R/O/C	User Action and Values
Customer	Unique number that identifies the customer.	R	Enter Customer Number or select match code to search for specified customer number with other key values.
Company code	Organizational unit within external accounting.	O	Enter Company Code
Dunning area	Sub-structure of the company code.	O	Not used
Sales Organization	Organizational unit responsible for the sales of a certain product.	O	Sales Organization mirrors company code. Enter company code
Distribution channel	The way in which the product reach the customer.	O	**Enter 01 ALWAYS**
Division	Group of products or ser	O	**Enter 01 ALWAYS**
From change date	Display changes that were only from this date.	O	Leave blank to display all changes
Time	Display changes that were only from this time.	O	
Changed by	Name of the user who made the change.	O	Leave blank to display changes made by any person
Sensitive Flds Only	Display changes that are field sensitive only.	O	
Comp. Code-Specific Fields Only	Display changes that are company code specific.	O	

Press the Enter key or click the green checkmark icon to continue.

On the screen titled "Customer Changes: Entries", a list of changes to the customer account is displayed:



Perform one of the following, if applicable:

TO VIEW:	DO THE FOLLOWING:
Individual field changes	1. *Select the desired field from the list.* 2. *Click on the Choose Icon (F2)* *. This will display the "Customer Changes: Overview" screen which shows the selected field, change history date, and the user who changed it last.* 3. *Select the field and click on the Choose Icon (F2) again or double click on the line for further details.* 4. *The "Details" dialog box appears with detailed change history related to the selected field. Hit* ***Enter*** *to return to the previous screen.*

	5. Click the Green Arrow Back (F3) or select the Changed Fields Icon (F9) to return to the "Customer Changes: Changed Fields" screen.
All of the fields that were changed for the customer account.	1. Click All Changes Icon (F6) All changes. This will display the "Customer Changes: Overview" screen. 2. Select the field and click on the Choose Icon (F2) or double click on the line for further details. 3. The "Details" dialog box appears with detailed change history related to the selected field. Select Enter to return to the previous screen. 4. Select the Green Arrow Back (F3) or select the Changed Fields Icon (F9) to return to the "Customer Changes: Changed Fields" screen.
The fields which have been added to a customer that were not originally used.	Click the Entries Icon (F7) Entries.
Any deletions of the customer master information.	Click the Deletions Icon (F8) Deletions.

STOP! This completes the procedure for Displaying Customer Changes Centrally.

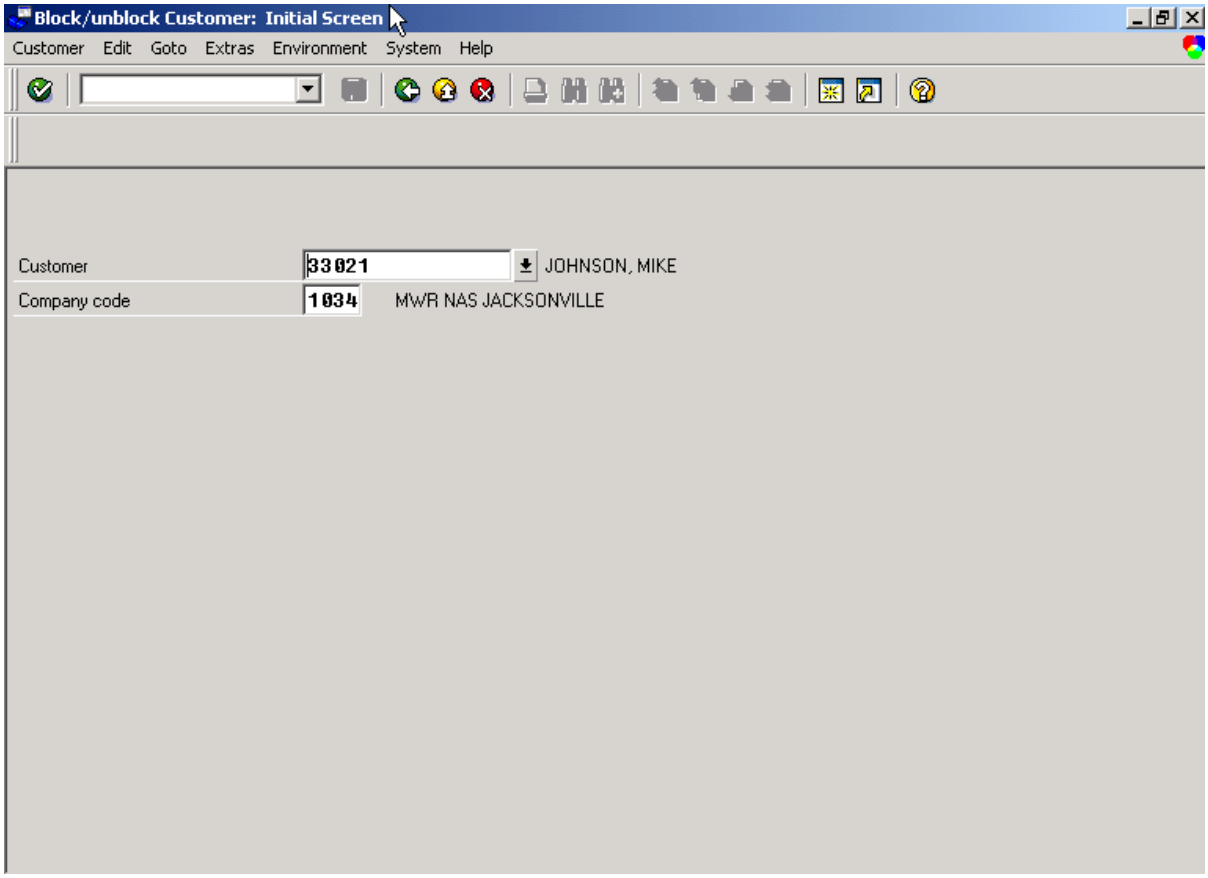
Block/Unblock Customer

Menu Path: ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS RECEIVABLE > MASTER RECORDS > MAINTAIN CENTRALLY> BLOCK/UNBLOCK

Transaction Code: **XD03**

This screen is used to block/unblock a customer from further processing. Blocking Customers is a means of ensuring that no further invoices are entered against a customer with outstanding debts.

Block/Unblock Customer: Initial Screen



Enter the following data:

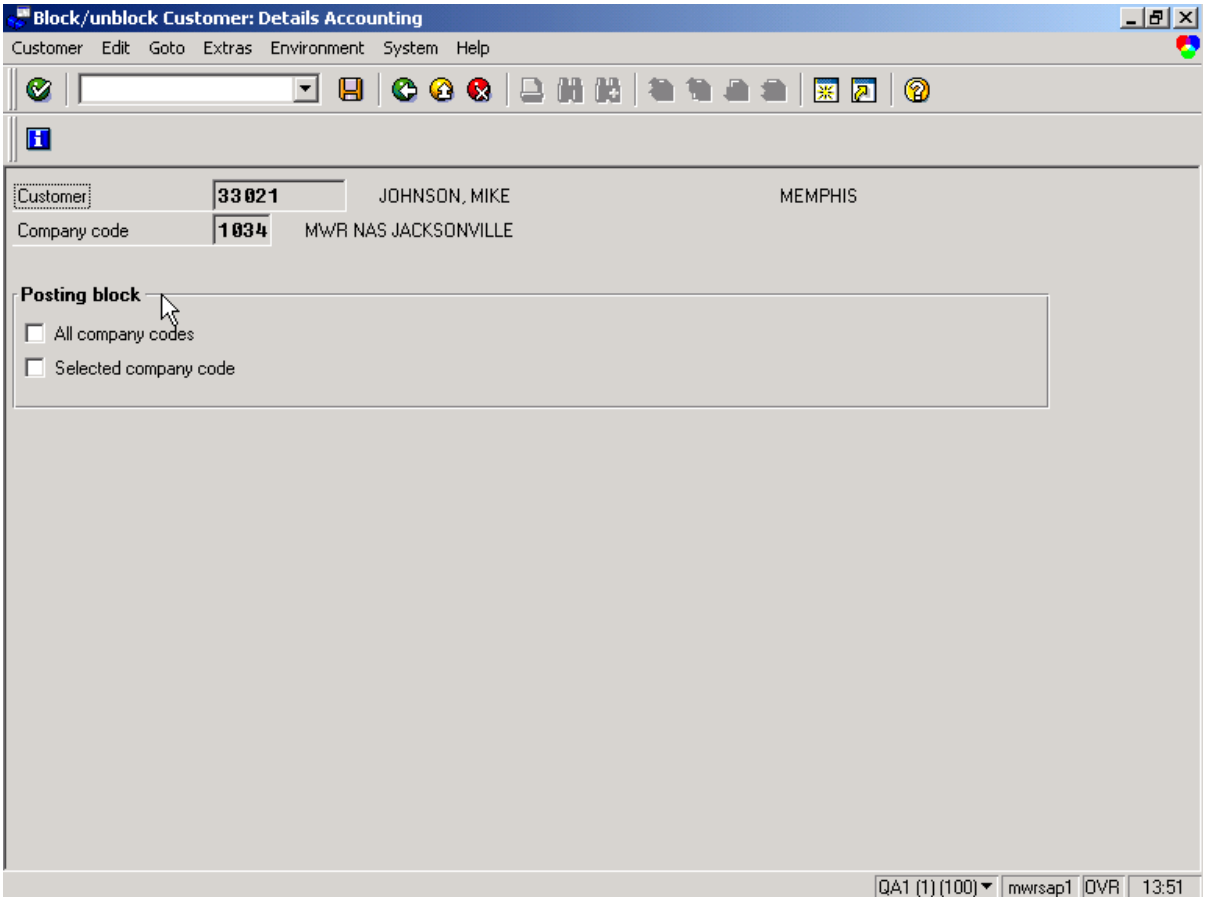
Block/Unblock Customer: Initial Screen

Customer:	Enter Customer Number
Company Code:	Enter appropriate company code

Press the Enter key or click the green checkmark icon to continue

The next screen to appear is *Block/unblock Customer: Details Accounting.*

Block/unblock Customer: Details Accounting.



Click whether the customer is to be blocked for all Company Codes or just this specific Company Code. (Normally the customer will be blocked for all company codes, as his/her customer number is unique at the client level).

Click on the SAVE Button

Press the Enter key or click the green checkmark icon to continue You will get a message that the account ##### has been blocked by your User Id.

Mark for Deletion (Customer)

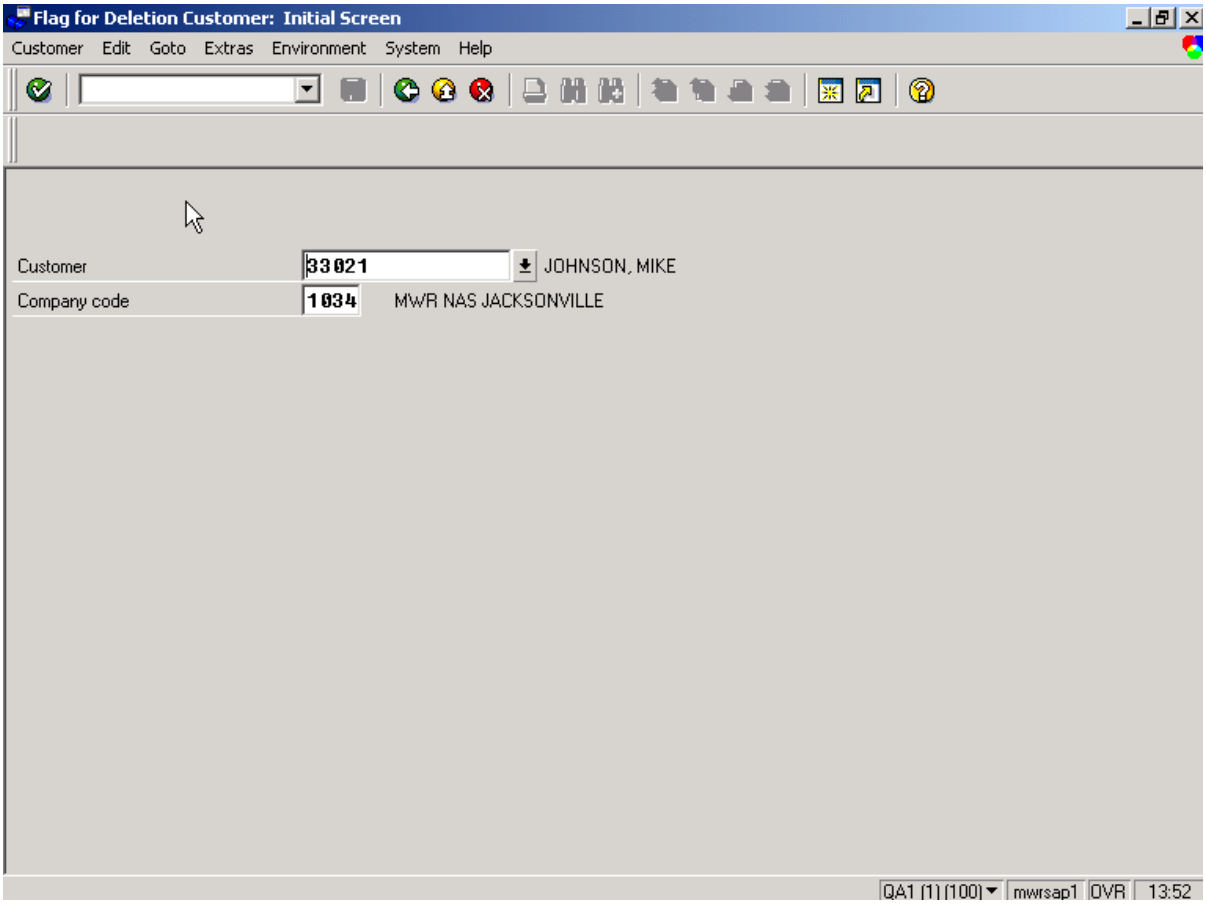
Menu Path: ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS RECEIVABLE > MASTER RECORDS > MAINTAIN CENTRALLY> MARK FOR DELETION

Transaction Code: **XD06**

This is to be used to mark a customer for deletion for the archiving program.

NOTE: The customer cannot be marked for deletion if there are any open or parked items.

Flag for Deletion Customer: Initial Screen



Enter the following data:

Flag for Deletion Customer: Initial Screen

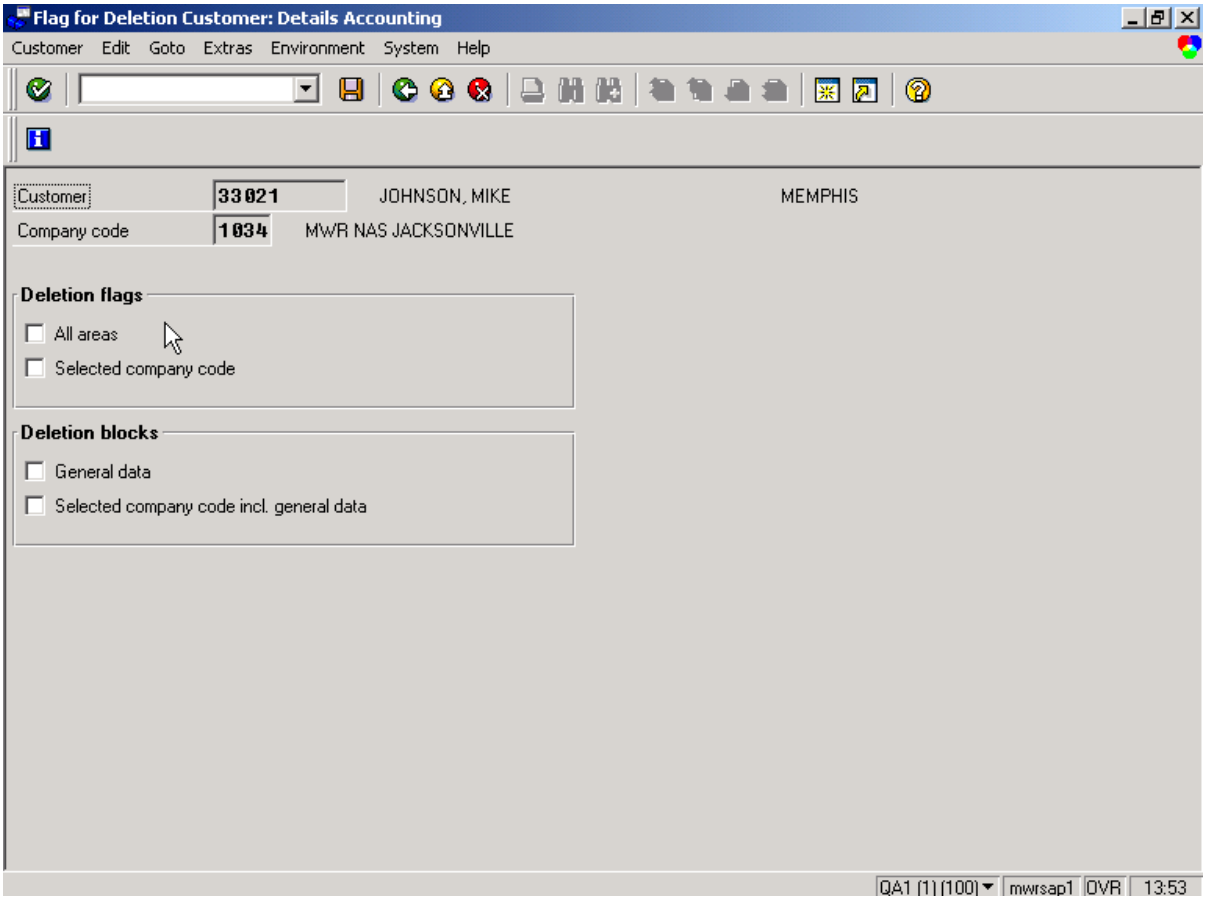
Customer:	Enter Customer Number
Company Code:	Enter appropriate company code

Press the Enter key or click the green checkmark icon to continue

The next screen to appear is *Flag for deletion Customer: Details Accounting*.

Only use the box titled 'Deletion flags'. (The other box 'Deletion blocks' is used for more sophisticated deletion where certain customer data may be left undeleted – there should not be a use for this at MWR/VQ).

Click on all areas if the Customer is to be deleted in all areas (Company Codes), or click on the specified Company Code if it is only to be deleted in that Company Code. Normally at MWR/VQ the customer will be deleted in all company codes.



Click on the SAVE Button .

Accounts Receivable Document Entry

Posting Keys for AR

Posting key	Description	Debit/Credit	Account type
01	Invoice	Debit	Customer
04	Other receivables	Debit	
09	Special G/L debit	Debit	Customer
11	Credit memo	Credit	
14	Other payables	Credit	Customer
15	Payment receipt	Credit	
19	Special G/L credit	Credit	Customer
40	Debit entry	G/L account	
50	Credit entry	G/L account	Customer
			Customer
			Customer
			G/L account
			G/L account

Document Types and Document Number Ranges

Document Type	Description	Number Range
DA	Customer Return Check	20
DG	Customer Credit memo	21
DP	Customer Account Maint	24
DR	Customer Invoice	23
SD	DAR Journal	13

Invoices

MWR and VQ have the following invoice requirements (this list is not all-inclusive). Enter the following in the reference or text field when entering Account Receivable documents.

MWR

- Dues (club, etc) – use membership number in document header *Reference or Text* field
- Private Parties – use contract number in document header *Reference or Text* field
- Marina berthing fees – use slip number in document header *Reference or Text* field
- Document:

- Text field – Voucher #, Party Contract #, Slip#, or Rental Agreement # to a maximum of 50 characters. Note – that an asterisk * at the beginning of the text on the text will cause it to be printed on the statement, receipt or invoice. Entry of a plus sign + will bring text in from a previous line item/screen
- Assigment field – use a term(s) that may be used for clearing the open item when payment is received. eg: sailor's name (use as needed)

When an invoice is created through DAR (fast entry), the reference field will be used for G/L tracking ONLY, therefore any necessary tracking information should be put into the Text/Assignment field.

Note: All transactions require a "Document Date" and a "Posting Date". The document date is the actual date of the document (e.g., the date the transaction occurred). The posting date will determine which accounting period the transaction will be posted to. It is critical that the document date be accurate in order for the receivable to be properly aged. SAP derives the "due date" using the "Document Date" field.

Invoices- General Receivables

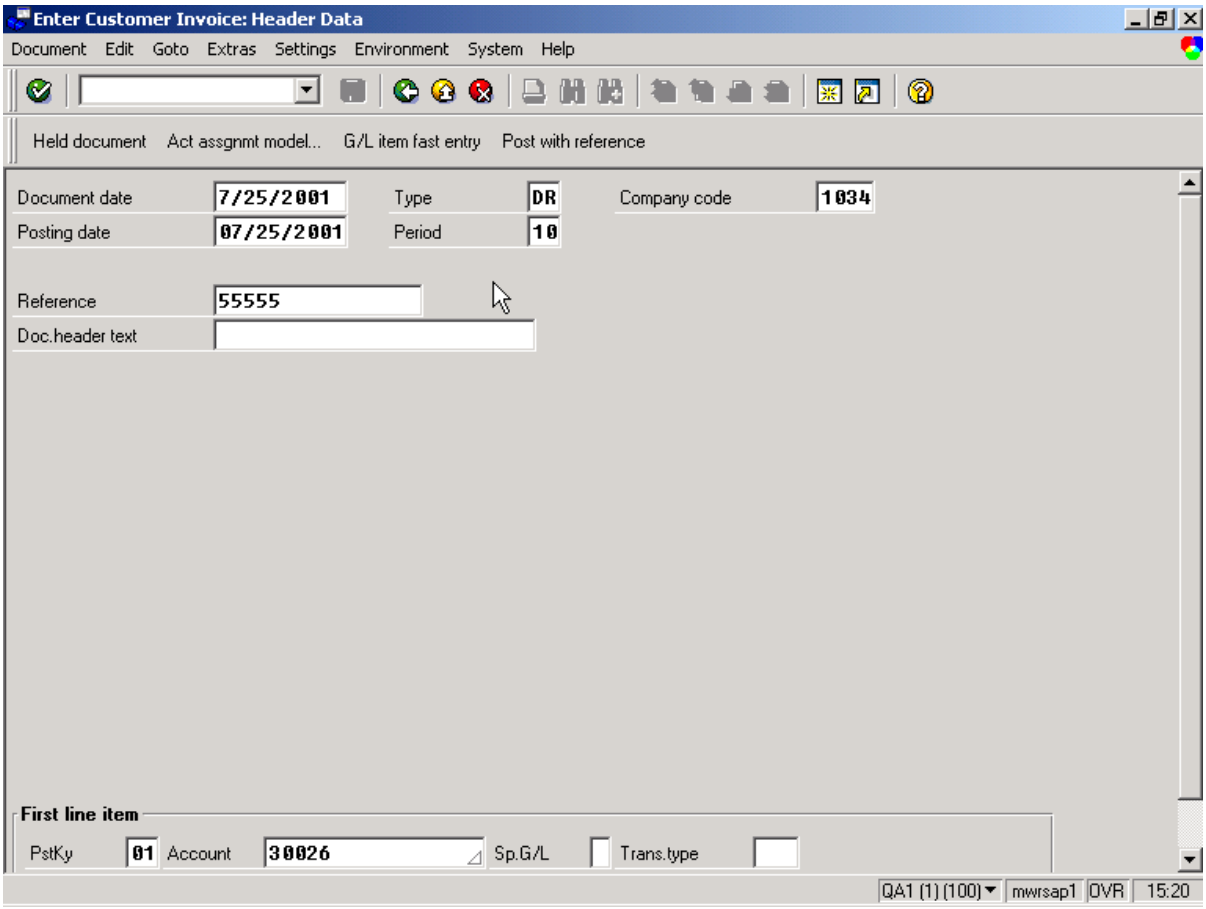
Invoices are used to post a receivable balance to a customer account such as amount owed for BQ stay, etc. Posting an invoice does not automatically produce an invoice (or account statement) to send to the customer. Account statements will be discussed later.

Note: A special section specifically for Returned Check Processing follows.

Menu Path: ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS RECEIVABLE > DOCUMENT ENTRY > INVOICE

Transaction Code: **F-22**

The first screen that appears is *Create Customer invoice: Header Data.*



Enter the following data:

Create Customer invoice: Header Data screen.

Field	Description
Document Date:	Date transaction occurred
Posting Date:	This field defaults to current date. Change the posting date if the document should be posted in a different fiscal period.
Document Type:	DR = Customer Invoice (should default)
Company Code:	Enter appropriate company code
Period:	Enter current fiscal period
Reference:	This is mandatory with document type DR. Use as specified in following table.
Pst Key:	01 = (Debit Customer – Invoice)
Account:	Enter Customer Number.

Please use the following guidelines when entering data into the "reference field" for single entry invoices (see page 51) **For G/L fast entry, use the text field to enter this information**

MWR/CIV/NFC

Dues/Memberships	-Use membership number
Private Functions	-Use Private Party Contract number
Marina Berthing Fees	-Use Marina Rental contract number
Child Care Fees	-Use Child Name
Vehicle Storage	-Use storage contract/agreement
NFC Leaseback	-Use Aircraft Tail Number

VQ

Quarters Guest-	Use folio number
Command/	Use Command/Group Name (folio number if possible)

Use the drop down arrow to aid in the search to find Customer Number.

Press the Enter key or click the green checkmark icon to continue

The next screen that appears is *Enter Customer invoice: Add Customer item*.

Enter Customer invoice: Add Customer item.

Enter the following data:

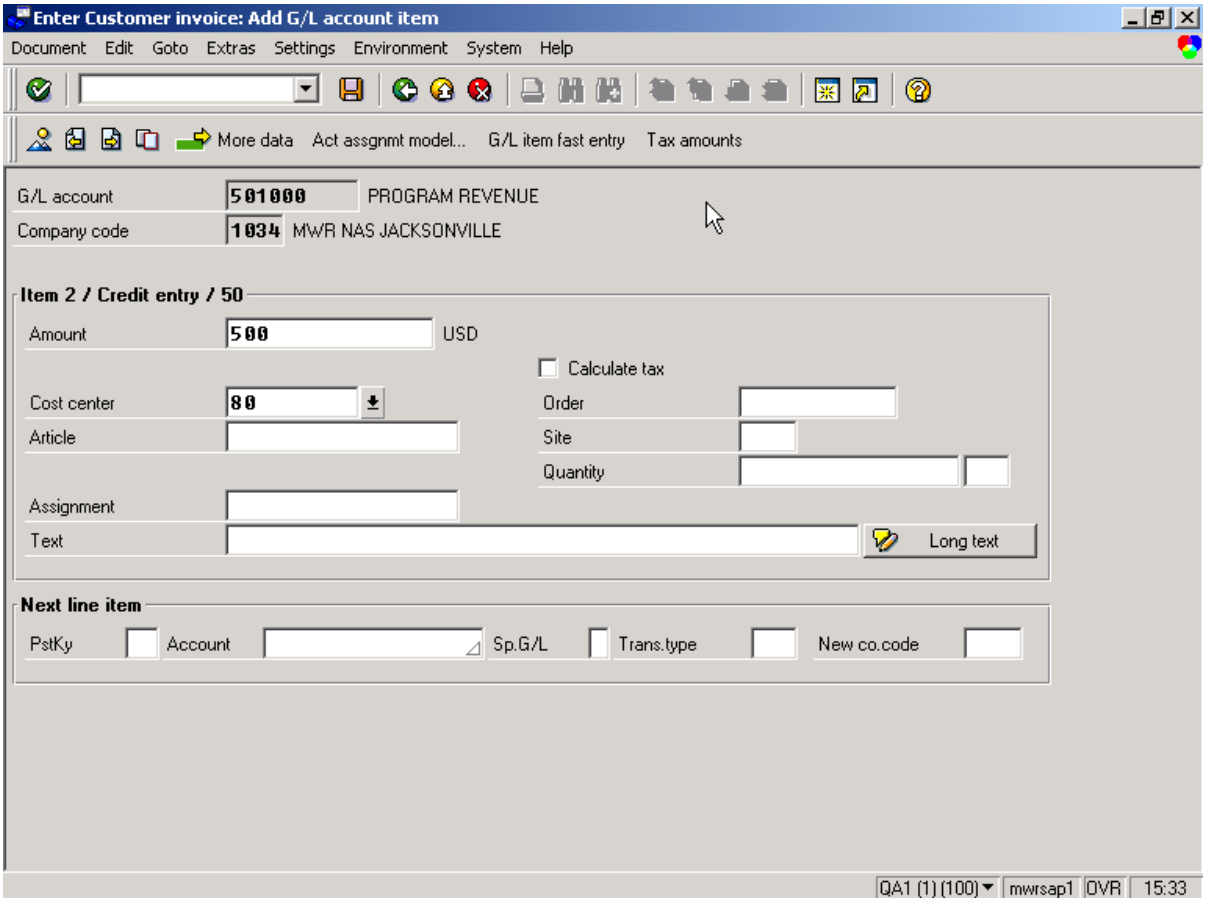
Add Customer item screen:

Amount:	Total amount of invoice
Payment Terms:	Defaults from Customer Master Record.
Blinedate:	Baseline date defaults automatically and is based on the document date and payment terms. Because "net due immediately" is always used, the baseline date will equal document date.
Text:	Enter text that is to appear on the invoice. Enter * before text so it will print on statement.
Post Key:	50 = Credit Entry
Account:	General ledger revenue account that relates to the receivable. Use match code search to find General Ledger Account.

Press the Enter key or click the green checkmark icon to continue

The next screen that appears is *Enter Customer invoice: Add G/L account item.*

Enter Customer invoice: Add G/L account item.



Enter the following data:

Add G/L account item screen.

Amount:	The amount to be recorded to the revenue account on the previous screen. If this is the last item a * can be used to enter the balance of the document.
Cost Center:	This is the cost center to receive the revenue.
Order:	This is completed if the revenue is to be charged to an internal order in addition to a cost center.
Text:	Where the text is identical to the previous item, use a + to drag the text from the previous line item / screen.

Press the Enter key or click the green checkmark icon to continue

Click on the Overview Button .

Ensure entries are balanced (debits equal credits).

For example:

Enter Customer invoice: Display Overview

Document Edit Goto Extras Settings Environment System Help

Display currency Park document Act assgnmt model... G/L item fast entry Taxes

Document date	07/25/2001	Type	DR	Company code	1034
Posting date	07/25/2001	Period	10		
Document number	INTERNAL	Fiscal year	2001		
Reference	55555			Cross-CC no.	
Doc.header text					

Items in document currency

Itm	PK	CoCd	Account	Description	CostCr	Order	Amount
001	01		30026	BARLOW, DAVID			500.00
002	50		501000	PROGRAM REVENUE	80		500.00-

D 500.00 C 500.00 0.00 * 2 Line items

Other line item

PstKy ccount Sp.G/L Trans.type New co.code

QA1 (1) (100) mwrsap1 OVR 15:31

Then post the document:

Menu Path: **Document → Post** or Click on SAVE Button or press F11 to post document.

Initial document entry screen appears and a message will appear: "*Document nnnnnnnnnn was posted in company code XXXX*"

STOP: *This conclude the procedure for entering customer invoices*

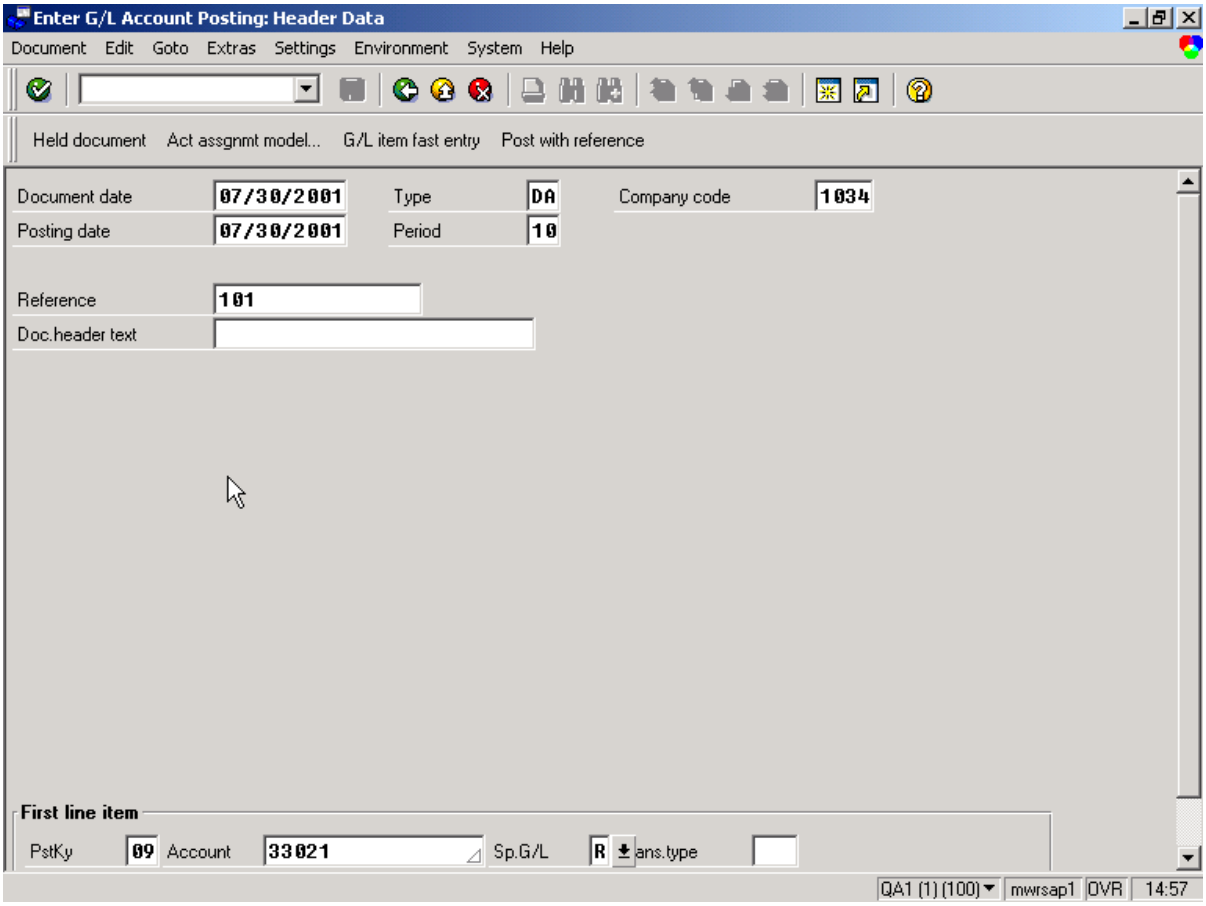
Returned checks

When a check is returned from the bank, the transaction is posted to the Customer with the use of **Special GL indicator *R***. This results in the amount being recorded to the balance sheet account 132000. (Please note that a valid customer account must be created prior to posting any invoice or returned check item.)

Menu Path: ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > DOCUMENT ENTRY > G/L ACCOUNT POSTING

Transaction Code: **F-02**

The first screen that appears is *Enter G/L Account Posting: Header Data*. The following fields, which appear on the screen, require special mention:



Enter G/L Account Posting: Header Data screen

Document Date:	Date transaction occurred. Recommend this be the date the bank returned the check.
Posting Date:	This field defaults to current date. Change the posting date if the document should be posted in a different fiscal period. Remember that you cannot post to a closed period.

Document Type:	DA = Customer Returned Check
Company Code:	Enter appropriate company code
Period:	Enter appropriate fiscal period
Reference:	**Check number (see Note below)**
Doc Header Text:	Bank name returned check was drawn on. Customer's Bank as noted on check
TEXT:	Enter the Reason Bank Returned Check (Put * in front so text will appear on Dunning letters)
Pst Key:	09 = (Special G/L Debit)
Account:	Customer Number.
Sp. G/L	R (for returned Check)

NOTE: In order for the returned check information to be printed on dunning notices, the check number should be entered in the Reference field, name of bank entered in Doc Header Text and reason bank returned check with * entered in Text field

Use the drop down arrow to aid in the search to find Customer Number if necessary.

Press the Enter key or click the green checkmark icon to continue

The next screen that appears is *Enter Customer return check: Add Customer item.*

Enter Customer return chck: Add Customer item

Document Edit Goto Extras Settings Environment System Help

More data Act assgnmt model... G/L item fast entry Tax amounts

Customer 33021 JOHNSON, MIKE G/L acc 132000
Company code 1034 107 MAIN STREET
MWR NAS JACKSONVILLE MEMPHIS

Item 1 / Returned check / 09 R
Amount 250 USD
Calculate tax
Due on 07/30/2001
Assignment
Text Long text

Next line item
PstKy 50 Account 101071 G/L New co.code

QA1 (1) (100) mwrsap1 OVR 14:55

Enter the following data:

Amount:	Total amount of returned check
Due on:	Same as document date
Post Key:	50 = Credit Entry
Account:	Cash account-Local Depository Account

Press the Enter key or click the green checkmark icon to continue

The next screen that appears is *Enter Customer returned check: Add G/L account item.* The following fields, which appear on the screen, require special mention:

Enter Customer return chck: Add G/L account item

Document Edit Goto Extras Settings Environment System Help

More data Act assgnmt model... G/L item fast entry Tax amounts

G/L account 101071 LOCAL DEPOSITORY

Company code 1034 MWR NAS JACKSONVILLE

Item 2 / Credit entry / 50

Amount * USD

Calculate tax

Site

Value date 07/30/2001

Assignment

Text Long text

Next line item

PstKy Account Sp.G/L New co.code

QA1 (1) (100) mwrsap1 OVR 15:00

Enter the following data:

Amount:	The amount to be charged to the cash account on the previous screen. If this is the last item, a * can be used to enter the balance of the document.
Value date:	Please note- it is **VERY IMPORTANT** that this date exactly matches document date.

Click on the Overview Button .

Ensure entries are balanced (debits equal credits).

Enter Customer return chck: Display Overview

Document Edit Goto Extras Settings Environment System Help

Display currency Park document Act assgnmt model... G/L item fast entry Taxes

Document date	07/30/2001	Type	DA	Company code	1034
Posting date	07/30/2001	Period	10		
Document number	INTERNAL	Fiscal year	2001		
Reference	101			Cross-CC no.	
Doc.header text					

Items in document currency

Itm	PK	CoCd	Account	Description	CostCr	Order	Amount
001	09R		33021	JOHNSON, MIKE			250.00
002	50		101071	LOCAL DEPOSITORY			250.00-

D 250.00 C 250.00 0.00 * 2 Line items

Other line item

PstKy ccount Sp.G/L Trans.type New co.code

QA1 (1) (100) mwrsap1 OVR 15:00

Then post the document:

Menu path: DOCUMENT → POST OR CLICK ON SAVE BUTTON OR PRESS F11 TO POST DOCUMENT.

Initial document entry screen appears and a message will appear: ***"Document nnnnnnnnnn was posted in company code XXXX."***

STOP: *This concludes the procedure for Returned Checks*

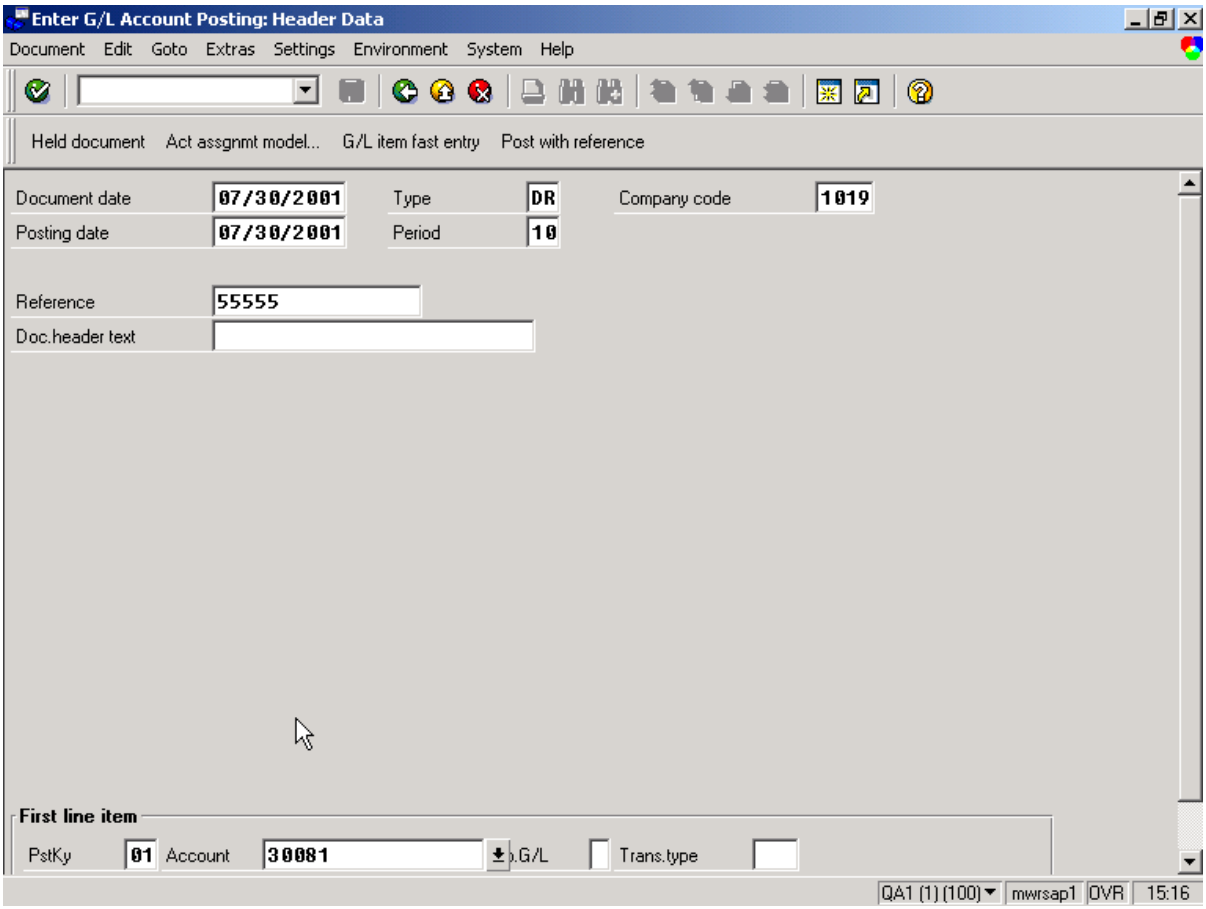
Fast Entry Invoices

Fast entry invoices are used to record invoices with multiple line items (the debit is to the customer account, but there are several credit entries to various revenue accounts.)

Menu Path: ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS RECEIVABLE > DOCUMENT ENTRY > INVOICE

Transaction Code: **F-22**

The first screen that appears is *Create Customer invoice: Header Data*. The following fields, which appear on the screen, require special mention:



Enter the following data:

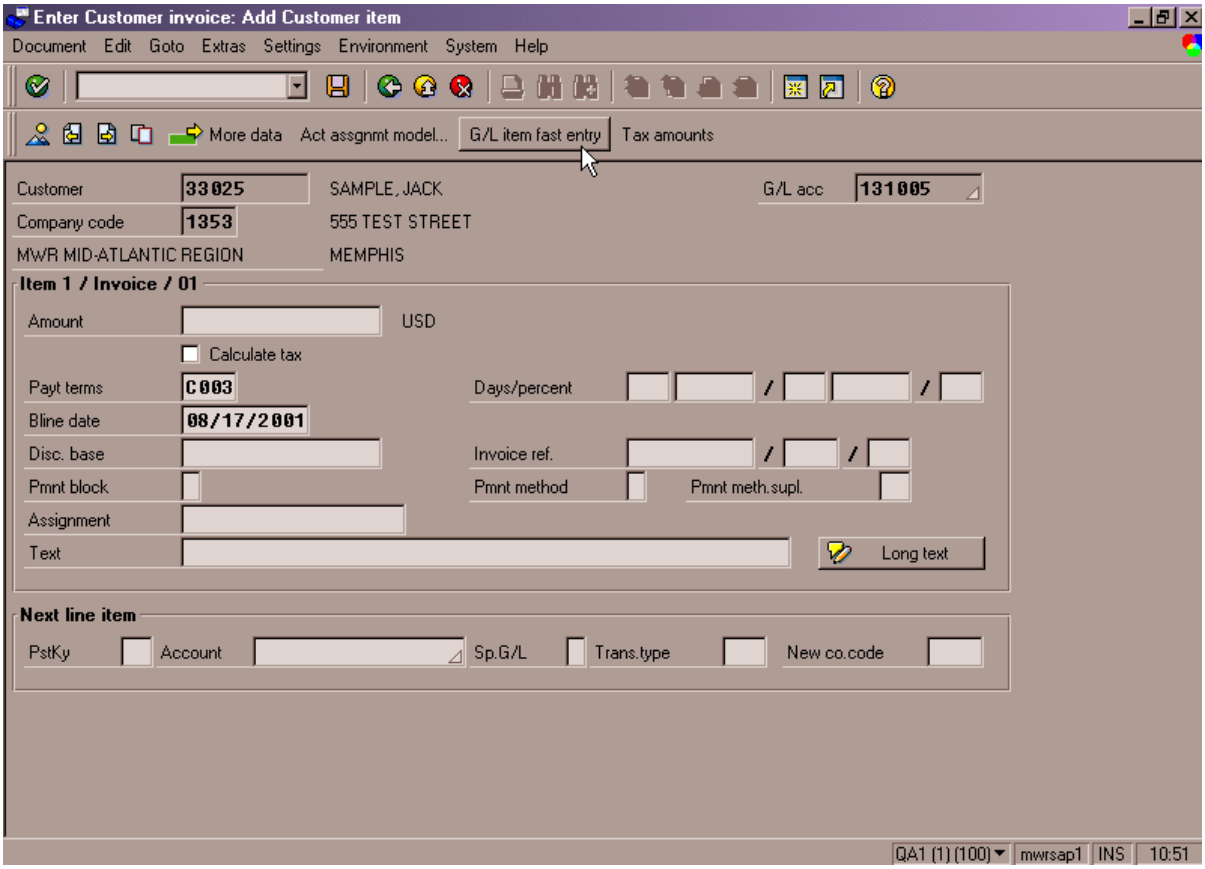
Field	Description
Document Date:	Date transaction occurred.
Posting Date:	This field defaults to current date. Change the posting date if the document should be posted in a different fiscal period.
Document Type:	DR = Customer Invoice
Company Code:	Enter appropriate company code

Period:	Enter current fiscal period
Reference:	This is mandatory with document type DR. Use as specified in the "Invoices" section.
Sp. G/L	Enter the appropriate special G/L indicator if needed. (**U**-unearned income, **D**-Deposits Payable**, V**- Voucher)
Pst Key:	01 = (Debit Customer – Invoice)
Account:	Enter Customer Number.

Use the drop down arrow to in the search to find Customer Number, if necessary.

Press the Enter key or click the green checkmark icon to continue

The next screen that appears is *Enter Customer invoice: Add G/L account items*.



Enter the following data:

Amount:	Total amount of invoice
Payment Terms:	Defaults from Customer Master Record. You can override the payment term here if you wish a different payment term for this particular invoice.
Text:	Enter text that is to appear on the invoice (account statement). Put an * in front of text so

	text will appear on Invoice
Assigment:	Enter text that is to appear on the invoice

Enter the following information in the Text field

MWR/CIV/NFC

Dues/Memberships	-Use membership number
Private Functions	-Use Private Party Contract number
Marina Berthing Fees	-Use Marina Rental contract number
Child Care Fees	-Use Child Name
Vehicle Storage	-Use storage contract/agreement
NFC Leaseback	-Use Aircraft Tail Number

VQ

Quarters Guest-	Use folio number
Command/Group-	Use Command/Group Name (folio number if possible)

Click on G/L Item Fast Entry Button G/L item fast entry.

The next screen that appears is *Enter Customer invoice: Add G/L account items.* The following fields, which appear on the screen, require special mention:

Enter Customer return chck: Add G/L account items

Document Edit Goto Extras Settings Environment System Help

Act assgnmt model... G/L item fast entry Tax amounts

Company code 1019 MWR NAVSTA MAYPORT

G/L account items

PK	CoCd	Accoun	Amount	Site	Cost c	Order	Assignment	Text
50	1019	532000	250		10			

Other line items

PstKy Account Sp.G/L Trans.type New co.code

QA1 (1) (100) mwrsap1 OVR 15:21

Enter the following data:

Pst Key:	50 = CR
Account:	General ledger account to receive revenue
Amount:	Amount to be recorded against that account
Cost Center:	Cost center to receive revenue
Order:	This is completed if the revenue is to be charged to an internal order in addition to a cost center.
Text:	Enter the required information according to the table on the previous page
Company Code:	Enter appropriate company code

Continue until all line items have been entered

Click on the Overview Button .

Ensure entries are balanced (debits equal credits).

Enter Customer return chck: Display Overview

Document Edit Goto Extras Settings Environment System Help

Display currency Park document Act assgnmt model... G/L item fast entry Taxes

Document date	07/30/2001	Type	DA	Company code	1019
Posting date	07/30/2001	Period	10		
Document number	INTERNAL	Fiscal year	2001		
Reference	55555			Cross-CC no.	
Doc.header text					

Items in document currency

Itm	PK	CoCd	Account	Description	CostCr	Order	Amount
001	01		30081	BARBER, ROSS			250.00
002	50		532000	DUES	10		250.00-

D 250.00 C 250.00 0.00 * 2 Line items

Other line item

PstKy ccount Sp.G/L Trans.type New co.code

QA1 (1) (100) mwrsap1 OVR 15:21

Then post the document:

Menu Path: **Document → Post** or Click on SAVE Button or press F11 to post document.

Initial document entry screen appears and a message will appear: ***"Document nnnnnnnnnn was posted in company code XXXX."***

***Stop**: This concludes the procedure for Fast Entry Invoices*

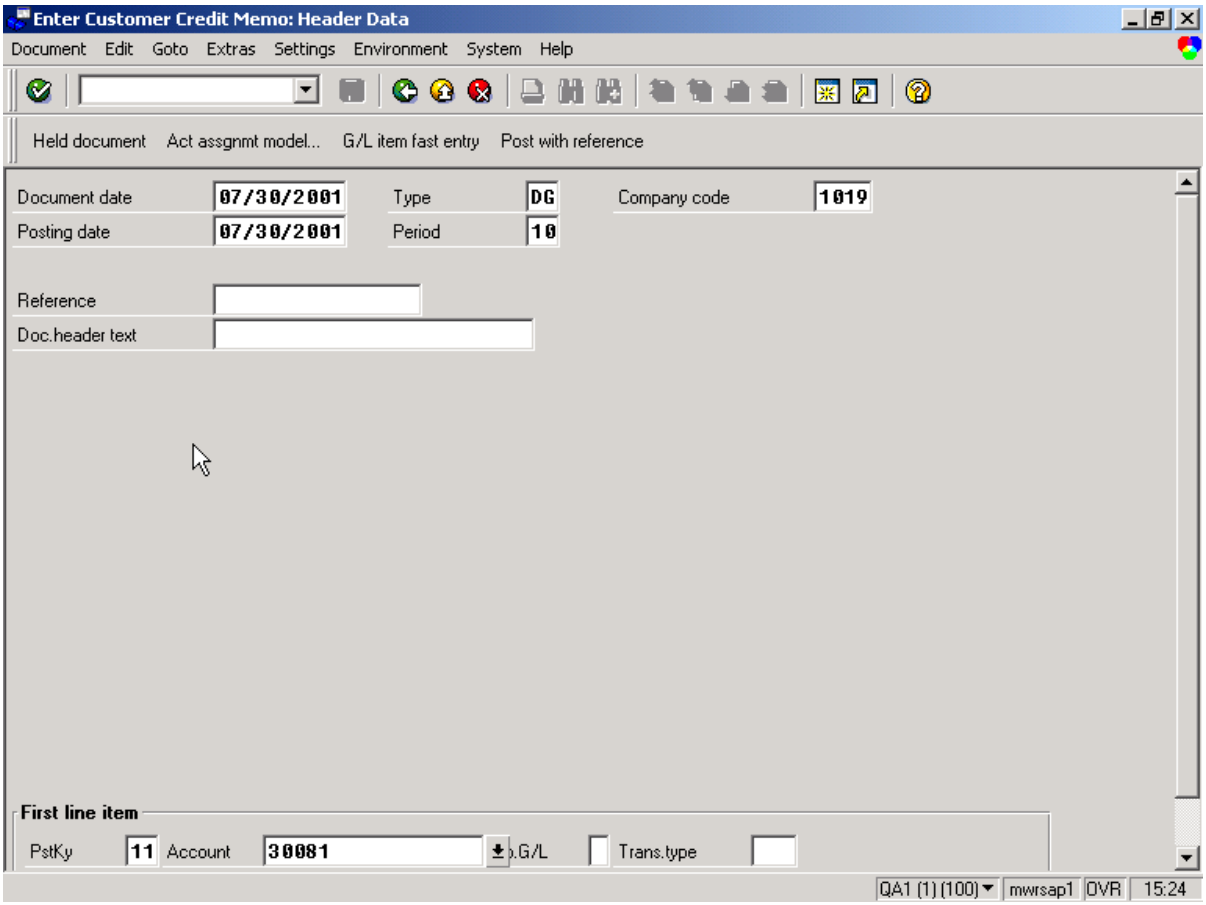
Credit Memos

Credit memos are used to reduce a customer's amount owed (a credit is applied to the customer's account reducing the total amount due) due to events occurring after the receivable was set up.

Menu Path: ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS RECEIVABLE > DOCUMENT ENTRY > CREDIT MEMO

Transaction Code: **F-27**

The first screen that appears is *Enter Customer Credit Memo: Header Data*.



Enter the following data:

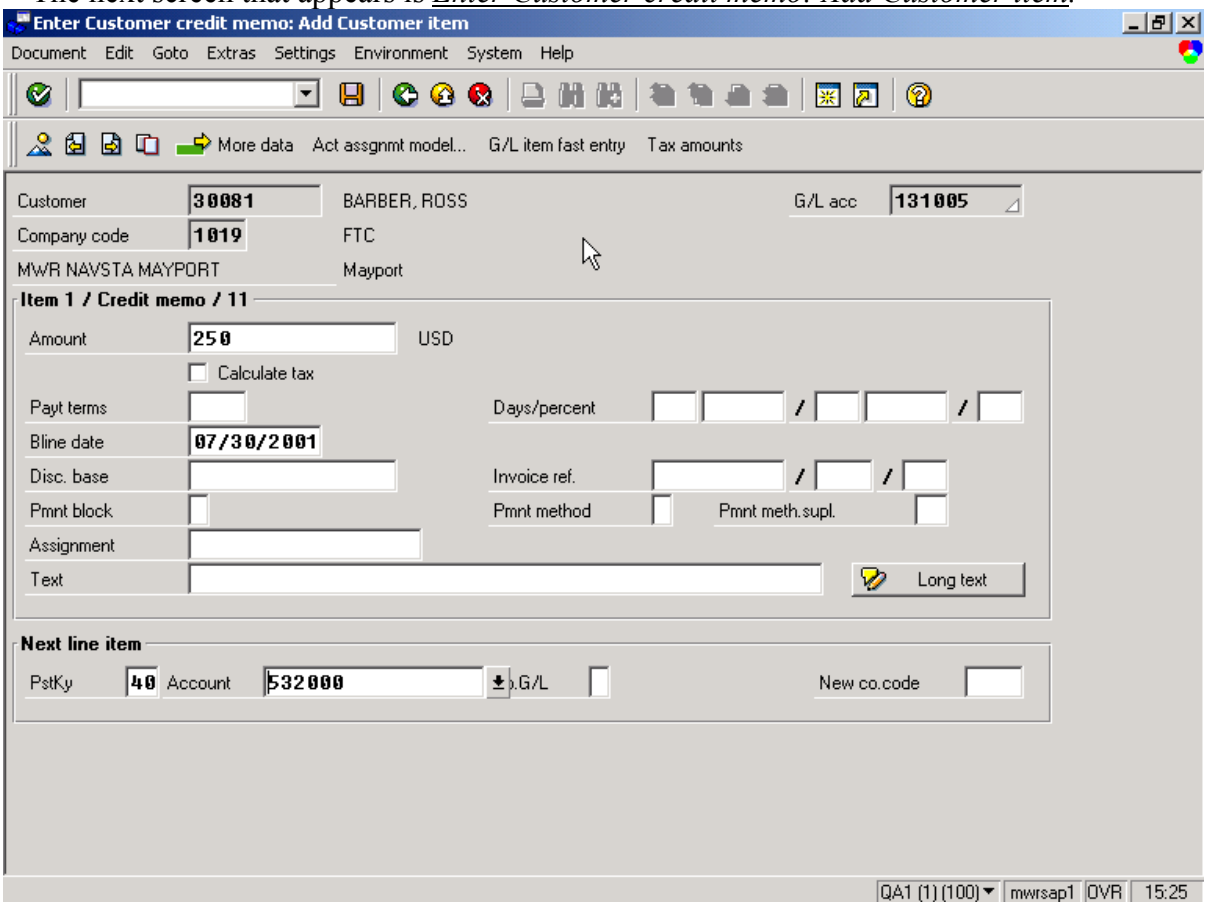
Field	Description
Document Date:	Date transaction occurred
Posting Date:	This field defaults to current date. Change the posting date if the document should to be posted in a different fiscal period.
Document Type:	DG = Customer Credit Memo

Company Code:	Enter appropriate company code (or use match code search to find Company Code.)
Period:	Current period
Pst Key:	11 = (Credit Memo – Credit Customer)
Account:	Enter Customer Number.

Use the drop down arrow to search for the Customer Number.

Press the Enter key or click the green checkmark icon to continue

The next screen that appears is *Enter Customer credit memo: Add Customer item*.

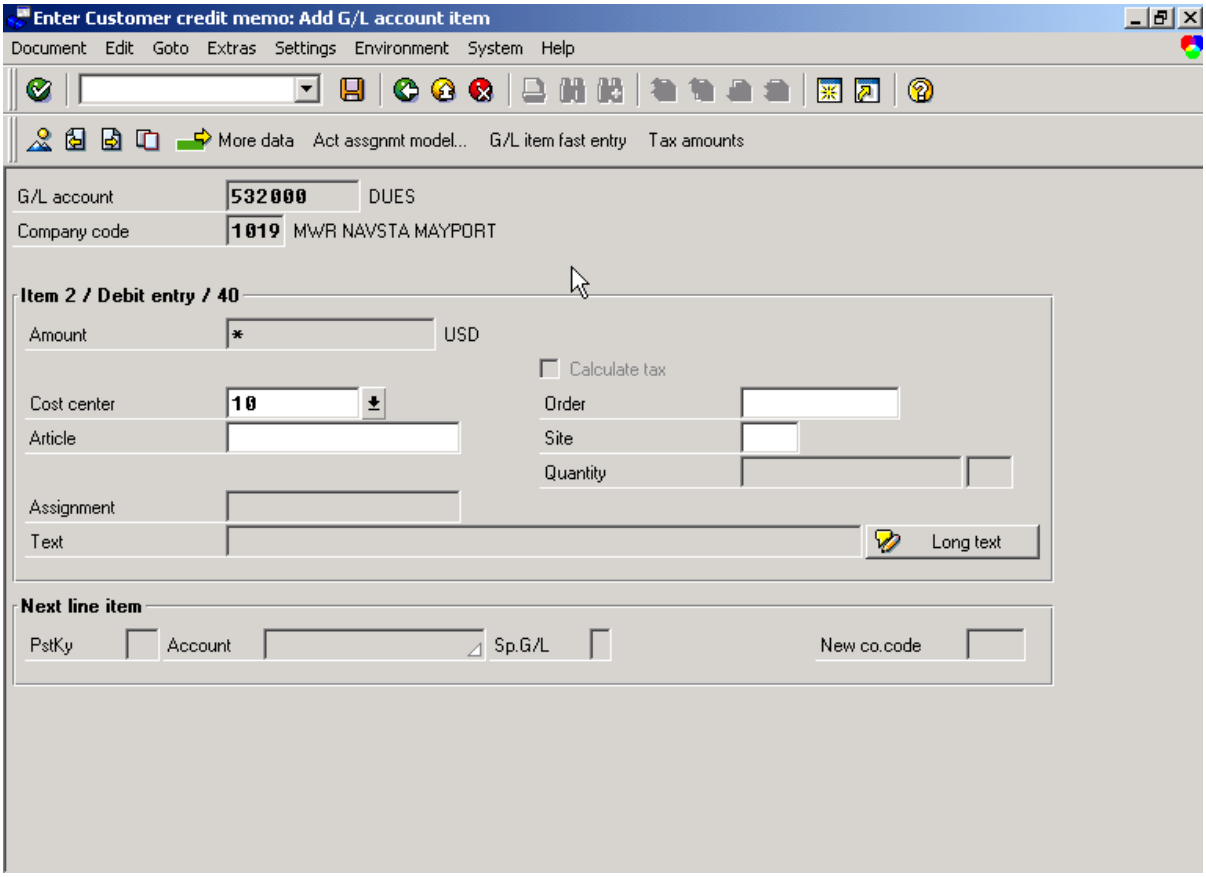


Enter the following data:

Amount:	Total amount of credit memo
Invoice Ref:	The invoice that this credit memo relates to.
Text:	Enter text that is to appear on the credit memo.
Post Key:	40 = Debit Entry
Account:	General ledger revenue account that relates the original invoice. Use match code to find General Ledger Account

Press the Enter key or click the green checkmark icon to continue

The next screen that appears is *Enter Customer credit memo: Add G/L account item*.



Amount:	Total amount of invoice or *
Cost Center:	This is the cost center to debit against the revenue.
Text:	Enter text such as Voucher #, Party Contract#, etc.

Click on the Overview Button .

Ensure the entries are balanced (debits equal credits).

Enter Customer credit memo: Display Overview

Document Edit Goto Extras Settings Environment System Help

Display currency Park document Act assgnmt model... G/L item fast entry Taxes

Document date	07/30/2001	Type	DG	Company code	1019
Posting date	07/30/2001	Period	10		
Document number	INTERNAL	Fiscal year	2001		
Reference				Cross-CC no.	
Doc.header text					

Items in document currency

Itm	PK	CoCd	Account	Description	CostCr	Order	Amount
001	11		30081	BARBER, ROSS			250.00-
002	40		532000	DUES	10		250.00

D 250.00 C 250.00 0.00 * 2 Line items

Other line item

PstKy ccount Sp.G/L Trans.type New co.code

QA1 (1) (100) mwrsap1 OVR 15:27

Then post the document:

Menu Path: **Document → Post** or Click on SAVE Button or press F11 to post document.

Initial document entry screen appears and a message will appear: ***"Document nnnnnnnnnn was posted in company code XXXX."***

Stop: This concludes the procedure for entering Credit Memos

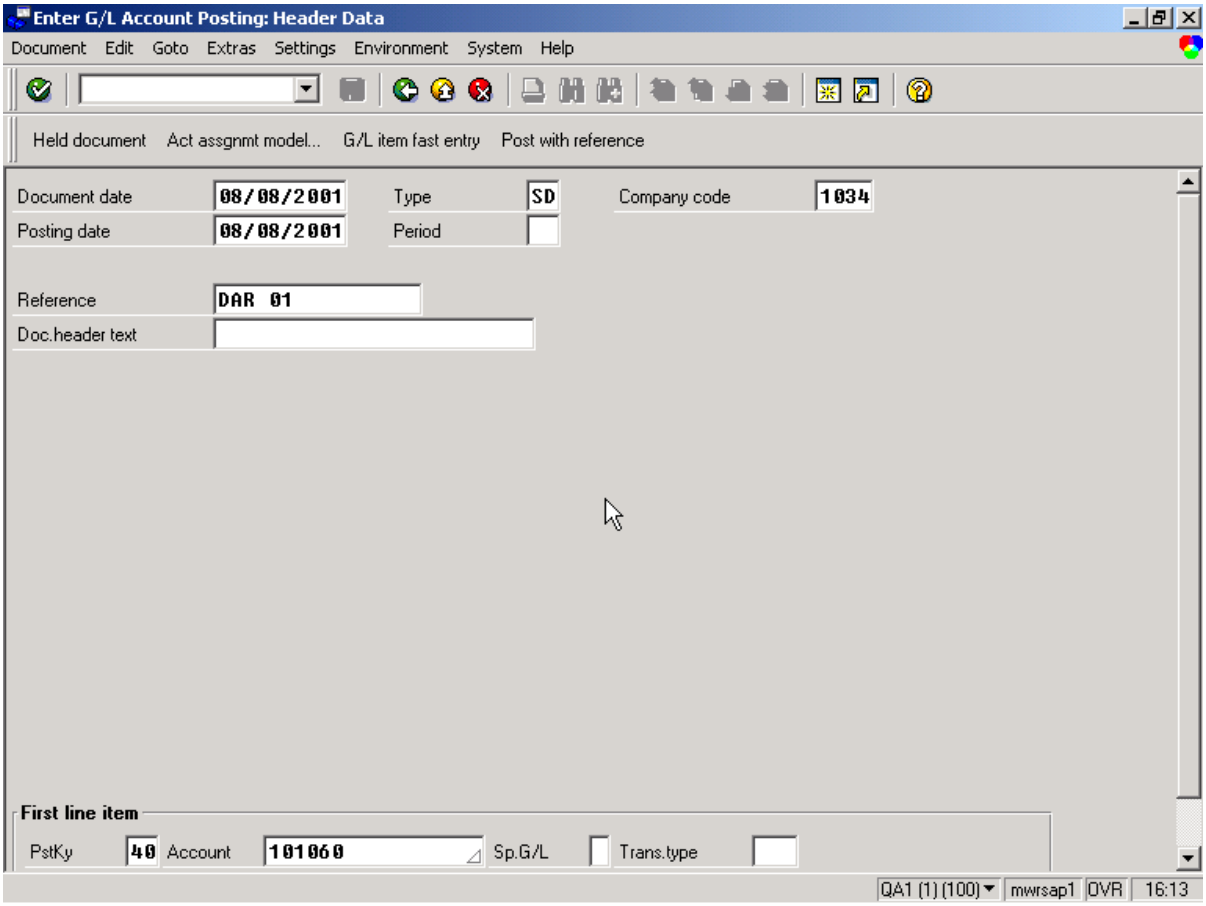
Post an Incoming Payment from a Customer

Menu Path: ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > DOCUMENT ENTRY > GL ACCOUNT POSTING

Payments for receivable amounts will be posted on a DAR. The following procedure represents the General Ledger module processing for a DAR. Partial Payments, Overpayments, Customer Deposits, and Unearned income will be posted using a DAR.

Deposits Payable, Fleet Vouchers, Returned Check payments and Unearned income will use a Special G/L Indicator in their G/L Postings.

The first screen appear is: *Enter G/L Account Posting: Header Data*



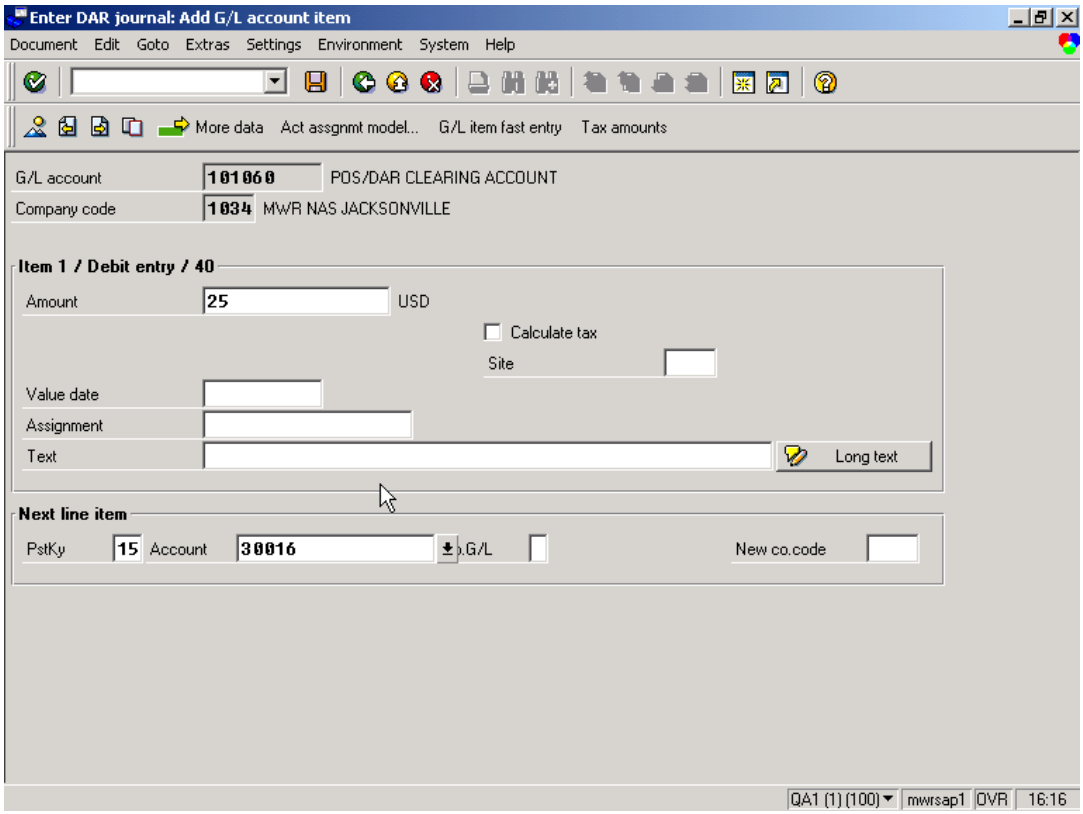
Enter the following data:

Field	**Description/Usage**
Document date:	Use appropriate date for the day's business
Posting date:	Use appropriate date for the days business
Document type:	SD

Company code:	Enter appropriate company code
Reference:	Your fund's unique MWR/VQ DAR reference identifier.
Text:	(Optional) can use for internal DAR numbering
Posting key (PK):	40 (debit)
GL Account:	Appropriate account for entry **Use Account 101060 DAR CLEARING or Account 110000 CREDIT CARD CLEARING** (cash will be recorded to 101060)

Press the Enter key or click the green checkmark icon to continue

The next screen to appear is *Enter DAR Journal: Add G/L account item*

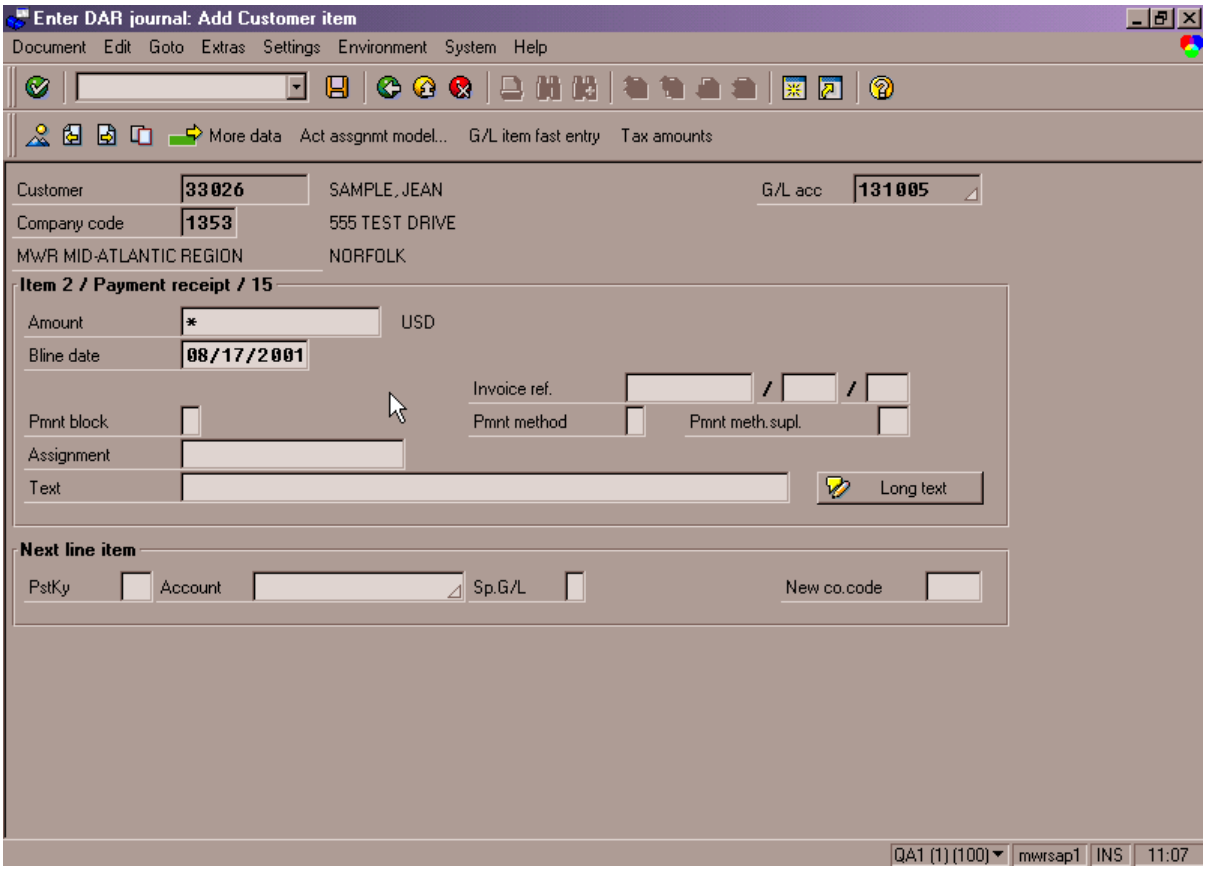


Enter the following data:

Amount:	Enter Amount
Posting key (PK):	Enter **15** (credit) for Payment Receipt OR **For Unearned Income, Fleet Vouchers, Returned Checks and Deposits, Enter 19 for Special G/L Indicator**
Assignment:	**Enter Payee's name if it is Unearned income**

	Leave blank if regular payment
Text:	**Enter the required information according to guidelines on pg 69 and use * in front so info will print out on statement**
GL Account:	Enter Customer Number
Special G/L Indicator:	Enter **U** for Unearned Income Enter **D** for For Deposits Payable Enter **V** for Fleet Rec Voucher Enter **R** for Returned Check payment Leave blank if regular payment

Press the Enter key or click the green checkmark icon to continue



The next screen appears: *Add customer item*

Enter the following data:

Amount:	*
Due on Date:	Enter date that deposit was made

Click on to check to see if entry is in balance.
Then post the document:

Menu Path: **Document → Post** or Click on SAVE Button or press F11 to post document.

UNEARNED INCOME (Advance Payment) Using a DAR

A deposit may be required from a customer in certain situations, (i.e., a payment in advance for membership dues or an advance payment on an upcoming private function at the officers' club). This advance payment is normally applied against the final billing.

As with Customer Deposits, Unearned Income will normally be handled through a direct General Ledger posting to Account 251000. When processed this way, it is **strongly recommended** that when the document is posted, the **assignment field be completed** on the DAR using the payer's name. This will be the easiest way to match the amount of funds recorded in 251000 to a specific "customer". While a customer master record may be set up at this point of the transaction (with subsequent transactions recorded through the Accounts Receivable module), it is less time consuming to post the unearned income directly to the 251000 account. In theory, there is no receivable at this time since the individual does not owe us any money. A true receivable should be created if, in fact, the "customer" does not pay what is owed at the time of the sale of the item or service.

The unearned income/advance payment will be handled in SAP by means of a Special G/L indicator "*U*" which redirects the amount of the deposit from the customer's G/L reconciliation account (131005 or 133005), to the Unearned Income reconciliation account, 251001.

Please refer to the procedures discussed in the Incoming payment section. The procedures are identical with the following exceptions:

1. The Special G/L indicator is "U" for Unearned Income
2. The affected GL account is 251001 vs 203001.
   (215002 for VQ)

Deposits Payable (Customer Deposits) Using a DAR

A customer deposit may be required from a customer in certain situations, e.g., for rental of equipment at an activity. This deposit will be refunded to the customer after equipment has been returned. Another type of "Deposits Payable" or customer deposit may be unit funds held by us for a ship or Command. In this case, the monies are held until the Unit requires them for payments of goods or services.

Either type of deposit can be recorded against a customer account allowing SAP to provide subsidiary ledger support. Unit funds or other monies held for organizations MUST be maintained against a customer account.

If you wish to create a customer account at the time a deposit is received, a master record must be created (see the beginning of this chapter for instructions).

The customer deposit will be handled in SAP by means of a Special G/L indicator **"D"** *which* redirects the amount of the deposit from the customer's G/L reconciliation account to the Deposits Payable reconciliation account, 203001.

Example: A Customer Deposit can also be handled through a direct General Ledger posting to Account 203000 (not for Unit or other organization funds.) When processed this way, it is **strongly recommended** that when the document is posted, the **assignment** field be completed on the DAR using the **payer's name**. This will be the easiest way to identify the amount of funds recorded in 203000 to a specific "customer". While a customer master record may be set up at this point of the transaction (with subsequent transactions recorded through the Accounts Receivable module), it is less time consuming to post the deposit directly to the 203000 account. In the case of deposits taken for gear rental that will be returned the following day, this may be the most efficient method of recordings. However, please note NO aging or other subsidiary ledger reporting is available using this "direct posting" method.

Refer to the procedures mentioned in Incoming Payment section. Pay particular attention to the **G/L Indicator Section.**

Unit Allocations - Deposits Payable

Another type of "Deposits Payable" or customer deposit may be unit funds held by us for a ship or Command. In this case, the monies are held until the Unit requires them for payment of goods or services.

Unit funds or other monies held for organizations MUST be maintained against a customer account.

The customer deposit will be handled in SAP by means of a Special G/L indicator "D" which redirects the amount of the deposit from the customer's G/L reconciliation account to the Deposits Payable reconciliation account, 203001.

PLEASE REFER TO THE UNIT ALLOCATIONS SECTION (PAGE III-153) OF THIS CHAPTER FOR FURTHER DETAILS ABOUT UNIT ALLOCATIONS PROCEDURES.

Stop: This concludes the procedure for entering Customer Payments

Refund of Deposit Amount to a Customer and Refund Payments

Refunds will be processed by Accounts Payable. Refunds will use the procedure explained in the Accounts Payable chapter. Please refer all refunds to those responsible for accounts payable.

Before Accounts Payable can issue refunds to customers, *Accounts Receivable must request a REQUEST FOR PAYMENT FORM and give to Accounts Payable to process a refund.* Refer to the following process to unblock an invoice for payment. Accounts Payable will unblock the Customer during the Payment Run.

UNBLOCK INVOICE FOR PAYMENT

To unblock an invoice for payment, go to view customer's "Display/change line items"

Menu Path: ACCOUNTING> FINANCIAL ACCOUNTING> ACCOUNTS RECEIVABLE> ACCOUNT> DISPLAY/CHANGE LINE ITEMS

Enter customer's account number and company code.
Ensure line item selections open, cleared and special G/L transactions are selected.

Press the Enter key or click the green checkmark icon to continue

Customer Line Item Display

List Edit Goto Environment Settings System Help

Choose Save Selections

Status: open Parked Cleared
Due date: Overdue Due Not due

Run Date: 08/22/2001 15:24:06
User: HQ_P657F11

Open Items Key Date: 08/22/2001

MARILYN JONES 60311
10535 SIROCCO CIRCLE NW
SILVERDALE WA 98383

St	CoCd	Assignment	Doc.no.	Type	Doc. date	Pstg date	PK	S	DD	Net due dt	Amt
	1287	1300017379	1300017379	SD	08/06/2001	08/06/2001	15			08/06/2001	
	1287	2300000027	2300000027	DR	08/01/2001	08/22/2001	01			08/01/2001	
*	1287										
** Account 60311											

Run Date: 08/22/2001 15:24:06
User: HQ_P657F11

2 items were selected QA1 (1) (100) mwrsap1 INS 15:27

Find the invoice that you wish to unblock on the list. Double click on the item. The next screen will appear.

Display Document: Line Item 001

Document Edit Goto Extras Environment System Help

More data

Customer 60311 MARILYN JONES G/L acc 131005

CoCode 1287 10535 SIROCCO CIRCLE NW

MWR COMNAVREG, N.W. SILVERDALE Doc. no. 2300000027

Line Item 1 / Invoice / 01

Amount 125.00 USD

Additional details

Disc. base 125.00

Payt terms C003 Days/percent 0 0.000 % 0 0.000 % 0

Bline date 08/01/2001 Invoice ref. / / 0

Pmnt block

Dunn. block Dunning key

Last dunned 0

Assignment 2300000027

Text Long text

QA1 (1) (100) mwrsap1 INS 15:35

On this screen, click on the Display/change button

Change Document: Line Item 001

Document Edit Goto Extras Environment System Help

More data + Next item + Previous item

Customer 60311 MARILYN JONES G/L acc 131005

CoCode 1287 10535 SIROCCO CIRCLE NW

MWR COMNAVREG, N.W. SILVERDALE Doc. no. 2300000027

Line Item 1 / Invoice / 01

Amount 125.00 USD

Additional details

Disc. base 125.00

Payt terms C003 Days/percent % %

Bline date 08/01/2001 Invoice ref. / /

Pmnt block

Dunn. block Dunning key

Last dunned

Assignment 2300000027

Text Long text

QA1 (1) (100) mwrsap1 INS 15:37

On this screen in the Payment block field, remove the "A" and leave blank.

Then click on the SAVE

Stop: This concludes the procedure for processing Refunds for Customers.

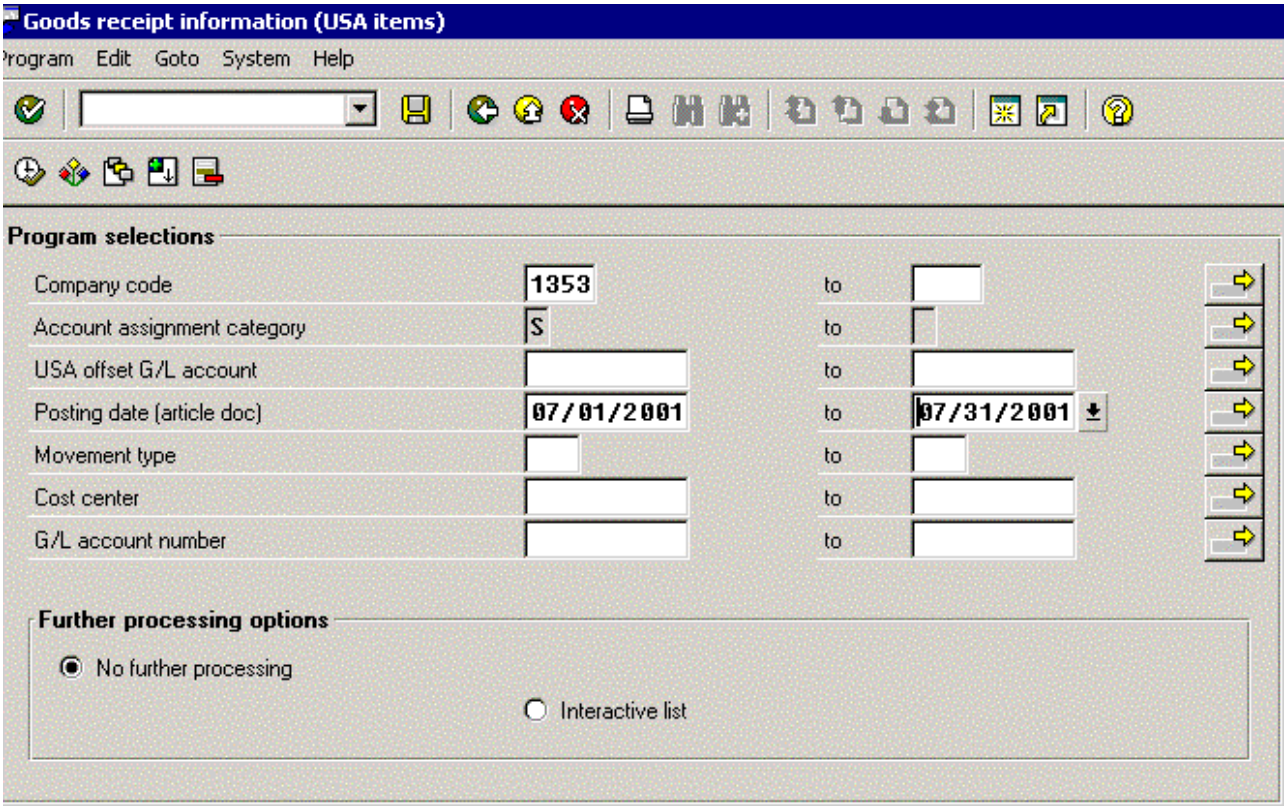
USA Report and Postings

It may be necessary to review the status of USA Items that have been procured through the Procurement module and have been received (using Goods Receipt). The following report may be used for information only, as per USA Procedures (as directed by MWR HQ), the USA offset entry and establishment of the receivable ***cannot be made until the time of invoice verification*** (or time of inputting of the invoice!!) You may find this report useful in an effort to monitor and manage USA purchases or to correct errors prior to invoice/vendor payment.

Menu Path: ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > PERIODIC PROCESSING > INFORMATION SYSTEM > REPORT SELECTION

Transaction Code: F.97

SELECT: MONTH END REPORT>GOODS RECEIPT USA OFFSET REPORT



.

On the selection screen, simply enter the Company Code (MWR ONLY), and enter "S" in the Account Assignment Category field. ALWAYS remember to enter the date range of the month you are working in. For example, if you are reviewing July 2001 USA purchases, enter the Posting Date (article doc) range of 07/01/01 to 07/31/01. If you want to search

more specifically, you can enter a USA Offset Account (the offset account that would be used for setting up the receivable entry) specific posting date, cost center, general ledger account originally entered at time of Purchase Order creation.

After selecting the appropriate criteria, hit “execute”

Goods receipt information (USA items)

List Edit Goto System Help

List Extended ABC EIS Selections

Goods Receipt USA Item Report

Run Date: 09/04/2001
User: Hq_p658h

Art. doc no	PO number	PO item	AC	Article	Description	Site	Cost ctr	G/L acct	USA Offset
5000011057	6500000793	00001	S		STUFF	0108	315	752000	0
/L account number 752000									
ost center 315									
5000009309	6400001038	00001	S		LENDING LIBRARY SUPPLIES	0199	478	752000	0
5000009140	6400001038	00001	S		LENDING LIBRARY SUPPLIES	0199	478	752000	0
5000009310	6400001041	00001	S		LENDING LIBRARY SUPPLIES	0199	478	752000	0
5000009153	6400001041	00001	S		LENDING LIBRARY SUPPLIES	0199	478	752000	0
/L account number 752000									
ost center 478									
5000010300	6400001347	00003	S		9 VOLT BATTERIES	0191	484	701000	752000
5000010300	6400001347	00006	S		TOWEL - ROLLS	0191	484	701000	752000
5000010118	6800003504	00004	S	1018107	RETAIL SPECIAL ORDER-FITNESS/GYM	0191	484	701000	752000
5000010118	6800003504	00005	S	1018107	RETAIL SPECIAL ORDER-FITNESS/GYM	0191	484	701000	752000
/L account number 701000									
ost center 484									
5000005428	6400000178	00001	S		tOOLS AUTO HOBBY	0211	613	701000	752000
5000005423	6400000178	00001	S		tOOLS AUTO HOBBY	0211	613	701000	752000
/L account number 701000									
5000005866	6400000178	00001	S		tOOLS AUTO HOBBY	0211	613	752000	0
5000005430	6400000178	00001	S		tOOLS AUTO HOBBY	0211	613	752000	0
/L account number 752000									
ost center 613									

It is important to note that on the Purchase Order, the Facility Manager or Procurement staff should enter the appropriate general ledger expense account for the initial expenditure. Do NOT enter the USA Offsets account on the Purchase Order (if you do you will receive an

error!). The report shown above will "PROPOSE" the offset account that should be used if the receivable was set up.

As you can see from the above example, an error was made by the individual creating the Purchase Order (they used the USA Offset General Account number). As a result, the system CANNOT propose the USA Offset account because the error was made. This error should be resolved as soon as possible. To resolve the error, the goods receipt should be reversed (see Section 2: Goods Receipt – Transaction Code MB01 Movement Type 102). The Purchase Order should be corrected (entering a GOOD general ledger account number), then the goods receipt should be redone as well!

USA Report– PO's that have had Invoice Verification

At the end of each month, it is necessary to run a report to determine what items need to be included in the USA Offset Entry (establishing the receivable and crediting the offset account). The following report may be used to create the end of month USA entry for those items included on Purchase Orders. You may also find this report useful in an effort to monitor and manage USA purchases or to correct errors prior to posting the USA entry.

(**NOTE: Remember this is only 1 part of the USA entry – you may also have additional entries for "USA" that have been entered through Direct Invoice. Take care to include BOTH types of invoiced items on the DD2277**).

Menu Path: **ACCOUNTING>FINANCIAL ACCOUNTING>GENERAL LEDGER> PERIODIC PROCESSING> INFORMATION SYSTEM>REPORT SELECTION**

Transaction Code F.97

General Ledger Reports>Monthend Reports>Invoice Verification USA Offset Report

Logistics invoice verification information (USA items)

Program Edit Goto System Help

Program selections

Cost center		to	
G/L account number		to	
Posting date (invoice)	07/01/2001	to	07/31/2001
Document number (LIV)		to	
Company code	1353	to	
Account assignment category	S	to	
USA offset G/L account		to	

Further processing options

- (●) No further processing
- ( ) Interactive list

On the selection screen, simply enter the Company Code (MWR ONLY), and enter "S" in the Account Assignment Category field. ALWAYS remember to enter the date range of the month you are working in. For example, if you are reviewing July 2001 USA purchases, enter the Posting Date (article doc) range of 07/01/01 to 07/31/01. If you want to search more specifically, you can enter a USA Offset Account (the offset account that would be used for setting up the receivable entry) specific posting date, cost center, general ledger account originally entered at time of Purchase Order creation.

After selecting the appropriate criteria, hit "execute"

Invoice verification information (USA items)

List Edit Goto System Help

List Extended ABC EIS Selections

Invoice Verification USA Item Report

Run Date: 09/04/2001
User: Hq_p658h

LIV doc no	PO number	PO item	SN	AC	Article	Description	Site	Cost ctr	G/L acct	USA Offse
5190004125	6800003504	00004	01	S	1018107	RETAIL SPECIAL ORDER-FITNESS/GYM	0191	484	701000	752000
5190004125	6800003504	00005	01	S	1018107	RETAIL SPECIAL ORDER-FITNESS/GYM	0191	484	701000	752000
L account number 701000										
st center 484										
5190001230	6400000109	00001	01	S		LICENSED PACKS	0210	632	701000	752000
5190001230	6400000109	00002	01	S		STUFFED ANIMALS	0210	632	701000	752000
5190001230	6400000109	00003	01	S		MISC CHARGES	0210	632	701000	752000
L account number 701000										
st center 632										
5190004125	6800003504	00002	01	S	1018107	RETAIL SPECIAL ORDER-FITNESS/GYM	0191	1082	701000	752000
5190004125	6800003504	00003	01	S	1018107	RETAIL SPECIAL ORDER-FITNESS/GYM	0191	1082	701000	752000
L account number 701000										
st center 1082										

It is important to note that on the Purchase Order, the Facility Manager or Procurement staff should enter the appropriate general ledger expense account for the initial expenditure. Do NOT enter the USA Offsets account on the Purchase Order (if you do you will receive an error!). The report shown above will "PROPOSE" the offset account that should be used if the receivable was set up.

Invoice verification information (USA items)

Invoice Verification USA Item Report

Run Date: 09/04/2001
User: Hq_p658h

CoCd	Year	LIV doc no	PO number	PO item	SN	AC	Article	Description	Site	Cost ctr	G/L acct	USA Offset	Amount
1353	2001	5190904500	4600000103	00001		01	S	GYM TOWELS	1108	1555	752000	0	12,995.00
Total for G/L account number 752000													12,995.00
Total for cost center 1555													12,995.00
1353	2001	5190004463	4500002810	00004		01	S	PLASTIC BUCKETS	1120	1932	701000	752000	599.00
Total for G/L account number 701000													599.00
Total for cost center 1932													599.00
Total for fiscal year 2001													13,594.00
Total for company code 1353													13,594.00

As you can see from the above example, an error was made by the individual creating the Purchase Order (they used the USA Offset General Account number). As a result, the system CANNOT propose the USA Offset account because the error was made. This error should be resolved as soon as possible. To resolve the error, the goods receipt should be reversed (see Section 2 Goods Receipt – Transaction Code MB01 Movement Type 102). The Purchase Order should be corrected (entering a GOOD general ledger account number), then the goods receipt should be redone as well!

NOTE: AGAIN, remember, this report will ONLY propose you the entries for USA Offset for those items that were entered on a Purchase Order. If an item was procured on the NAF Credit Card, or through Petty Cash or other Direct Invoice payment method, this report will NOT include that information. You must either enter the offset entries at time of Direct Invoice, or you can prepare a GJV after reviewing all the items that you want to "USA" that were paid through the Direct Invoice process. *PLEASE REFER TO THE ACCOUNTS PAYABLE CHAPTER OF YOUR USER HANDBOOK FOR FURTHER GUIDANCE ON DIRECT INVOICE PROCESSES*

Entering the Receivable.

Invoice Menu Path: ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS RECEIVABLE > DOCUMENT ENTRY > INVOICE

Transaction Code: **F-22**

Instead of debiting and crediting the 136000 account directly, we will now be debiting and crediting the USA customer account (note that the actual customer used for USA reimbursement differs by Region). This customer has been specially created and is the only customer whose reconciliation account is set to136000. The customer for each region is easily identified because it has word "(USA)" at the end of its name. This was done in case the same organization that reimburses your USA is also a regular customer. The customer that is marked "(USA)" should only be used for USA reimbursement.

The new entry would look similar to the following example on the next page:

Document Overview

Document Edit Goto Settings Extras Environment System Help

Choose Save Tax data

Doc.type : DR (Customer invoice) Normal document

Doc. number	2300000002	Company code	1353
Doc. date	10/01/2001	Posting date	10/11/2001
Ref.doc.	AR APFSUP		
Doc.currency	USD		

We are debiting the customer account for USA by using posting key 01

Itm	PK	S	Account	Account short text	Cost ctr	Amount	Text
1	01		10618	DEFAS (USA)		122,180.63	
2	50		751000	USA APF LABOR COST	1540	2,062.00-	USA APF LABOR COST
3	50		751000	USA APF LABOR COST	1540	12,259.00-	USA APF LABOR COST
4	50		753000	USA APF CONTRACTUAL	1587	15,822.00-	USA APF LABOR COST
5	50		750000	USA APF MINOR PROP	1841	5,892.00-	USA APF MINOR PROP
6	50		757000	USA APF COMMUNICAT	1779	18,957.00-	USA APF COMMUNICATIONS
7	50		758000	USA APF TRAVEL&PD	1941	9,936.00-	USA APF TRAVEL &PER DIEM
8	50		755000	USA APF OTHER OPS	1736	10,859.00-	USA APF OTHER OPS
9	50		759000	USA APF TRANSPORT	1587	8,952.28-	USA APF TRANSPORTAION
10	50		756000	USA APF OUTSOURCING	1841	9,900.00-	USA APF OUTSOURCING
11	50		752000	USA APF SUPPLIES	1540	15,058.00-	
12	50		754000	USA APF MAINTENANCE	1580	8,969.00-	
13	50		755000	USA APF OTHER OPS	1559	2,058.00-	
14	50		757000	USA APF COMMUNICAT	1842	1,456.35-	

QA1 (1) (500) mwrsap1 INS 13:45

PAYMENTS: When receiving the reimbursement of the USA claim (which is a payment receipt), we have to credit the customer account using the posting key 15 instead of posting directly to 136000. This process is the same as receiving any kind of customer payment.

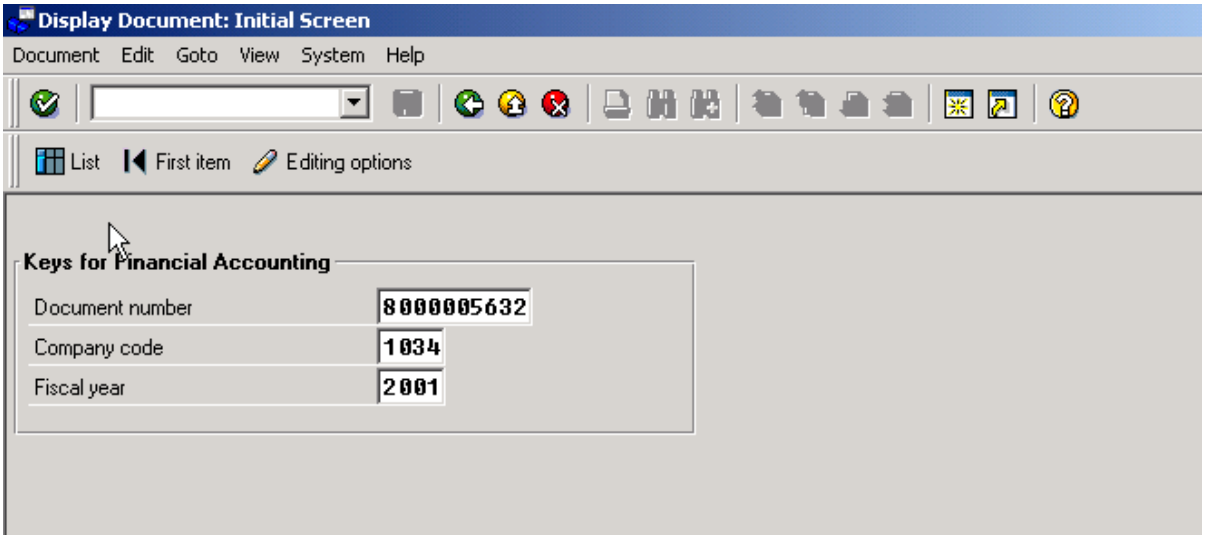
Stop: This concludes the procedures for USA postings

Searching for Documents

Menu Path: ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS RECEIVABLE > DOCUMENT > DISPLAY

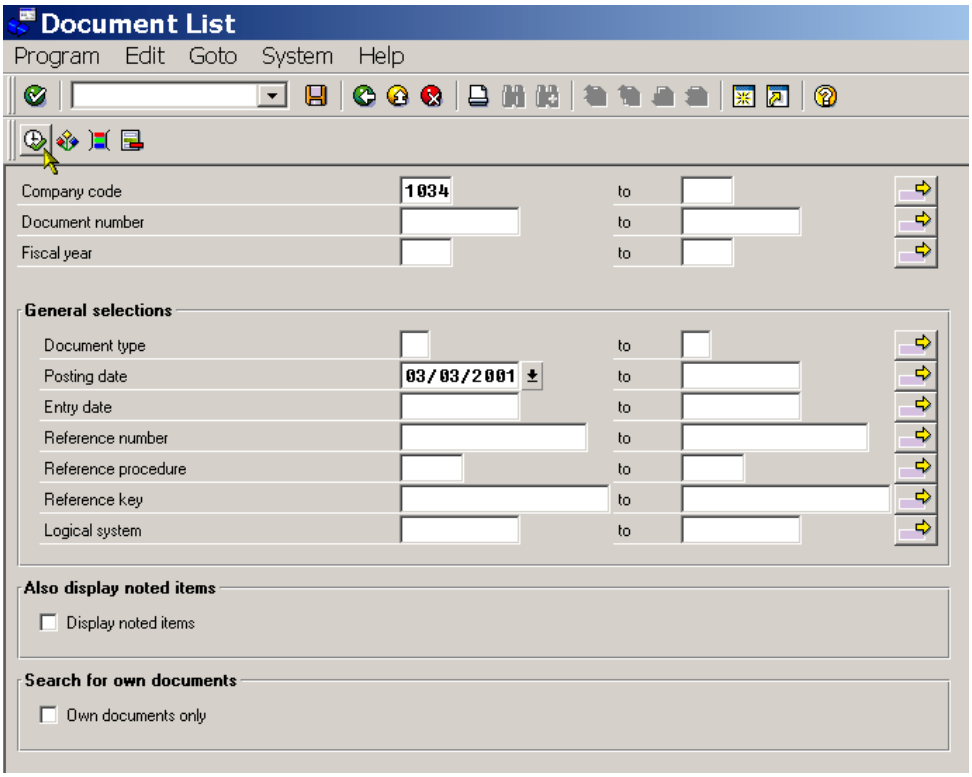
Transaction Code**: FB03**

Enter Document number, Company Code and Fiscal year in the following screen.



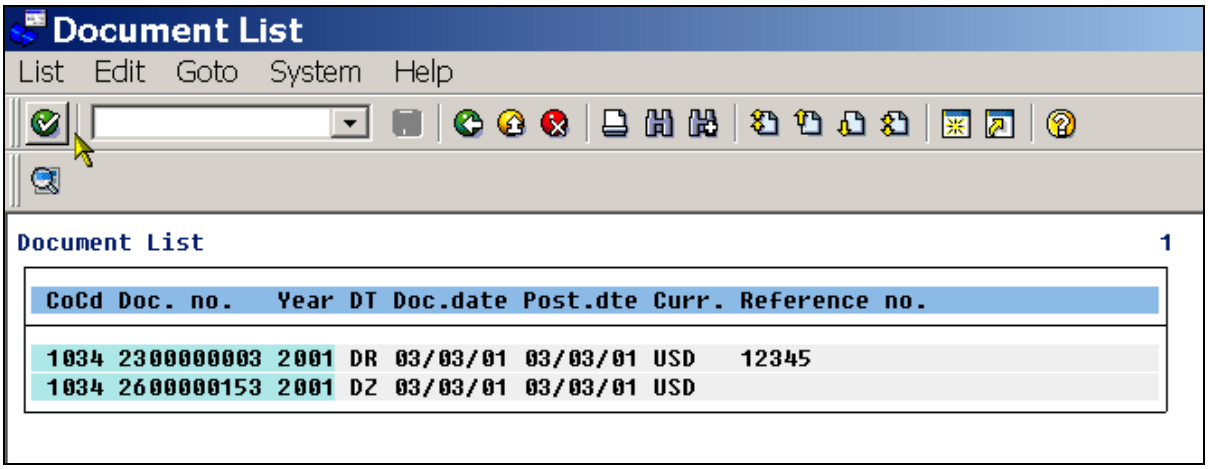
If you do not know the document number, double click on the list icon.

Select criteria from the 'General selections' section of the opening screen.



Click on the Execute icon

A listing of the documents is produced based on the selection criteria established for this report.



You may double click on a line item to view the original document.

Deleting Parked documents

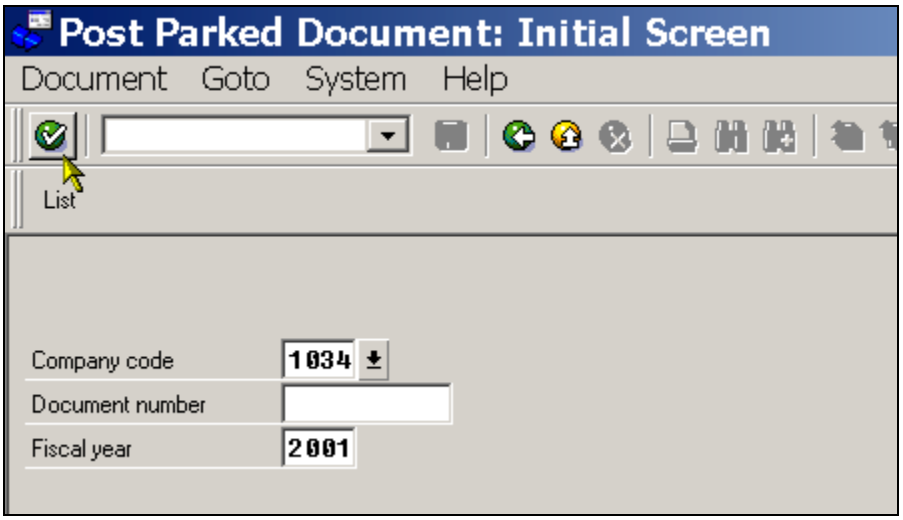
If a receivable invoice or credit memo has been parked and subsequently determined to be deleted vice posted follow this transaction.

Menu Path: ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS RECEIVABLE > DOCUMENT → PARKED DOCUMENTS → POST / DELETE

Transaction Code: **FBVO**

NOTE: Only parked documents can be deleted.

Post Parked Documents: Initial Screen:



Enter the following data:

Company Code:	Appropriate company code
Document Number:	Parked Document Number
Fiscal year:	Appropriate Year

Press Enter or click on the green check mark icon.

Menu path: **DOCUMENT → DELETE DOCUMENT**

A warning message will appear. Click on the Yes Button.

Message appears at the bottom of the screen.
"Parked document nnnnnnnnnn XXXX YYYY deleted" nnnnnnnnnn = document number
XXXX = company code YYYY = year

Reversing Documents

This transaction is used when an error is found to have been made in posting a document. For example, the incorrect customer account has been selected or the incorrect posting date was entered.

Menu Path: ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS RECEIVABLE > DOCUMENT > REVERSE > INDIVIDUAL REVERSAL

Transaction Code: **FB08**

NOTE: Only open posted documents can be reversed.

Reverse Document: Header Data

Reverse Document: Header Data

Document Edit Goto System Help

Display before reversal Find documents

Document no.

Company code 1034

Fiscal year 2001

Reverse posting details

Reversal reason 01

Posting date

Posting period

Check management specifications

Void reason code

Enter the following data:

Document Number:	Enter the document to be reversed
Company Code:	Enter company code
Fiscal Year:	Enter fiscal year
Reversal Reason:	XX, use drop down arrow to select
Posting date:	This field defaults to current date. Change the posting date if the document should be posted in a different fiscal period
Posting Period:	Enter Posting period

Click on the SAVE Button.

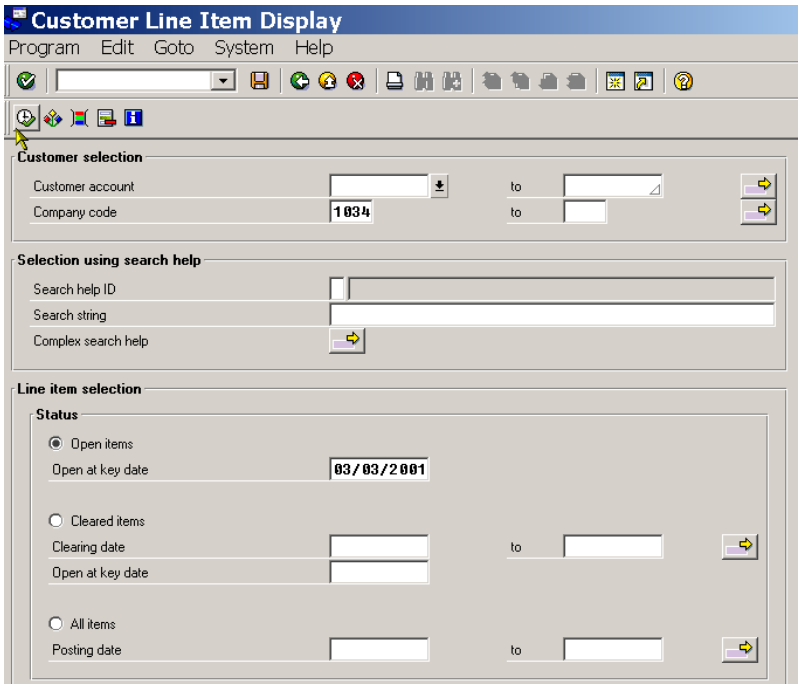
NOTE: It might be best to verify the document and check the line items before reversing. Click on Button Display before reversal, click on Arrow Back Button and then click on the SAVE Button.

Message appears at the bottom of the screen. ***"Document nnnnnnnnnnnn was posted in Company Code XXXX."***

Viewing Customer Line Items

Menu Path: ACCOUNTING>FINANCIAL ACCOUNTING>ACCOUNTS RECEIVABLE>ACCOUNT>DISPLAY/CHANGE LINE ITEMS

Transaction Code: **FBL5**



Enter the following data:

Customer Account	Enter customer account
Company code	Enter company code

Ensure line item selections open, cleared and special G/L transactions are selected.

Click on the execute button.

The following screen appears and you can double click on the items to view.

Customer Line Item Display

List Edit Goto Environment Settings System Help

Choose Save Selections

Status: open Parked Cleared
Due date: Overdue Due Not due

Run Date: 08/17/2001 11:31:26
User: HQ_P657F11

Open Items Key Date: 08/17/2001

MACDONALD, STEPHEN J. 50280
1751 MOSSY CYPRESS LANE
JACKSONVILLE FL 32223

St	CoCd	Assignment	Doc.no.	Type	Doc. date	Pstg date	PK	S	DD	Net due dt	Amt
	1034	MACDONALD STEPHEN	1300004485	SD	03/15/2000	03/15/2000	19	R		03/15/2000	
	1034	MACDONALD STEPHEN	2300000136	DR	03/06/2000	03/15/2000	09	R		03/06/2000	
*	1034										
** Account 50280											

Run Date: 08/17/2001 11:31:26
User: HQ_P657F11

2 items were selected QA1 (1) (100) mwrsap1 INS 11:34

Account Statements

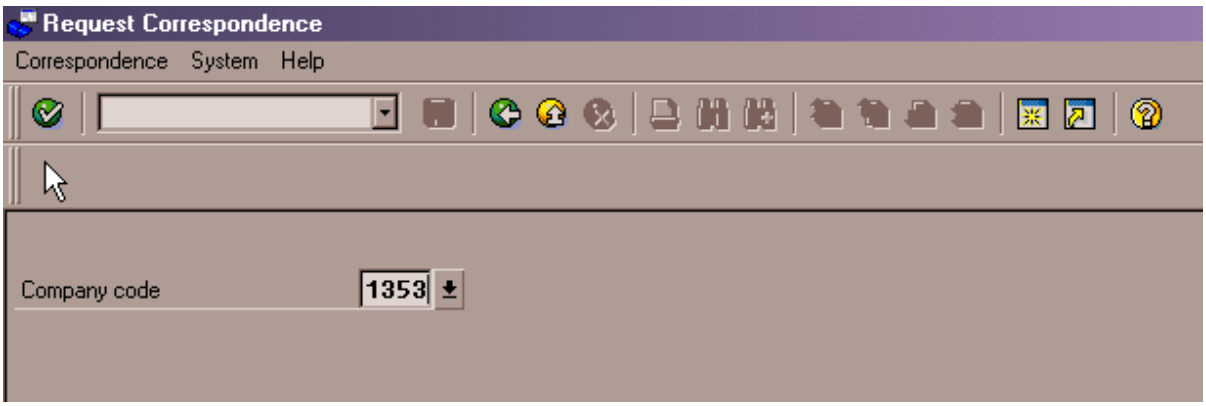
Customer invoices are documents that detail individual amounts owed by the customer. For example, the customer fails to pay his/her child care fees and should receive an invoice. The day after a private party at the MWR Club, the customer should receive an invoice for any amount not yet paid. This being said, invoices should be run/prepared daily or weekly at a minimum.

Account Statements are weekly or monthly statements that may be printed for mailing to customers with outstanding receivable balances. This method should be used for printing account statements for individual customers (one customer at a time.) See the next section for bulk printing of account statements.

Menu Path: ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS RECEIVABLE > ACCOUNT > CORRESPONDENCE > REQUEST

Transaction Code: **FB12**

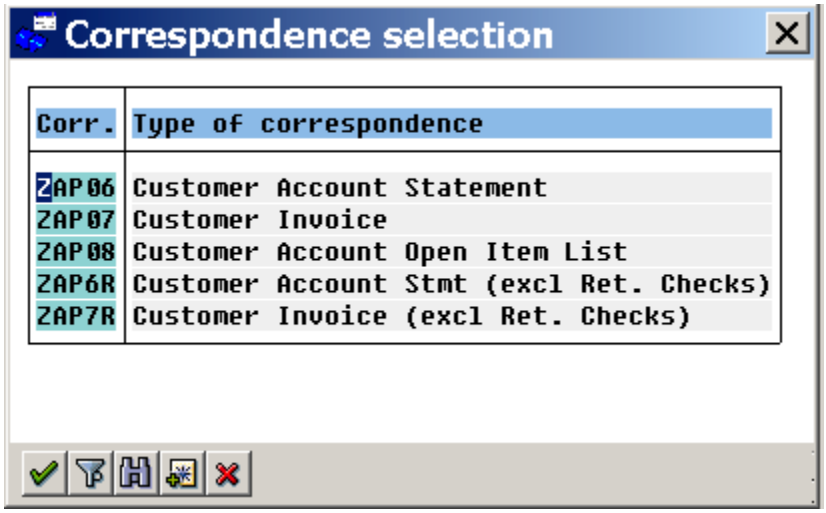
The first screen that appears is *Request Correspondence*.



Company Code: Enter company code

Press the Enter key or click the green checkmark icon to continue.

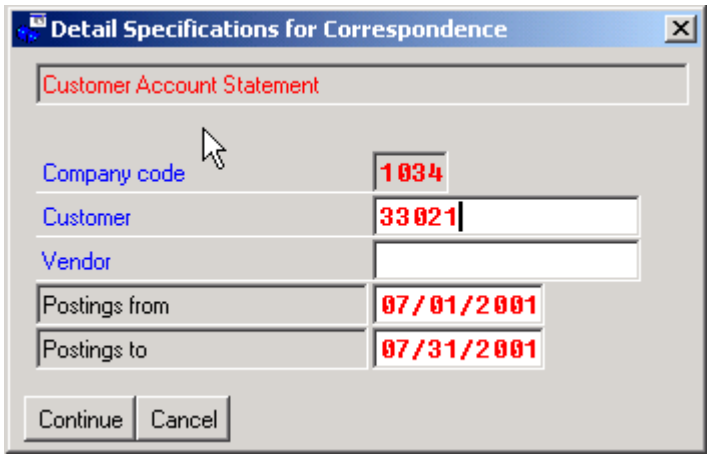
The following screen appears.



Select **ZAP06 Customer Account Statement**

Press the Enter key or click the green checkmark icon to continue.

Next Screen:



Enter the following data:

Company Code:	defaults
Customer:	customer number
Postings from:	first day of current statement period
Postings to:	last day of current statement period

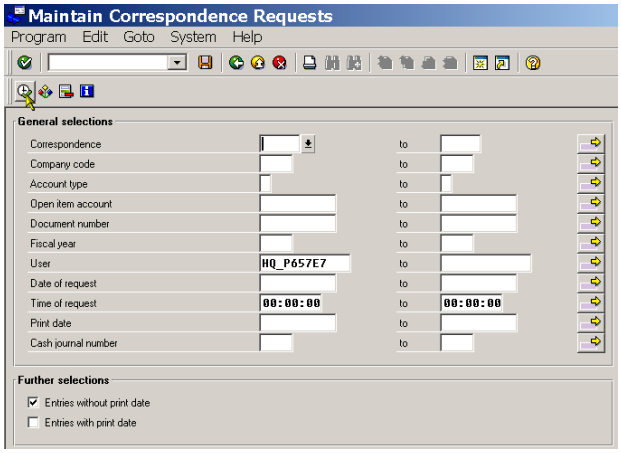
Click on the Continue Button .

Back out into the main menu and go to the next menu path below:
Next, select:

Menu Path: ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS RECEIVABLE > ACCOUNT > *CORRESPONDENCE* > *MAINTAIN*

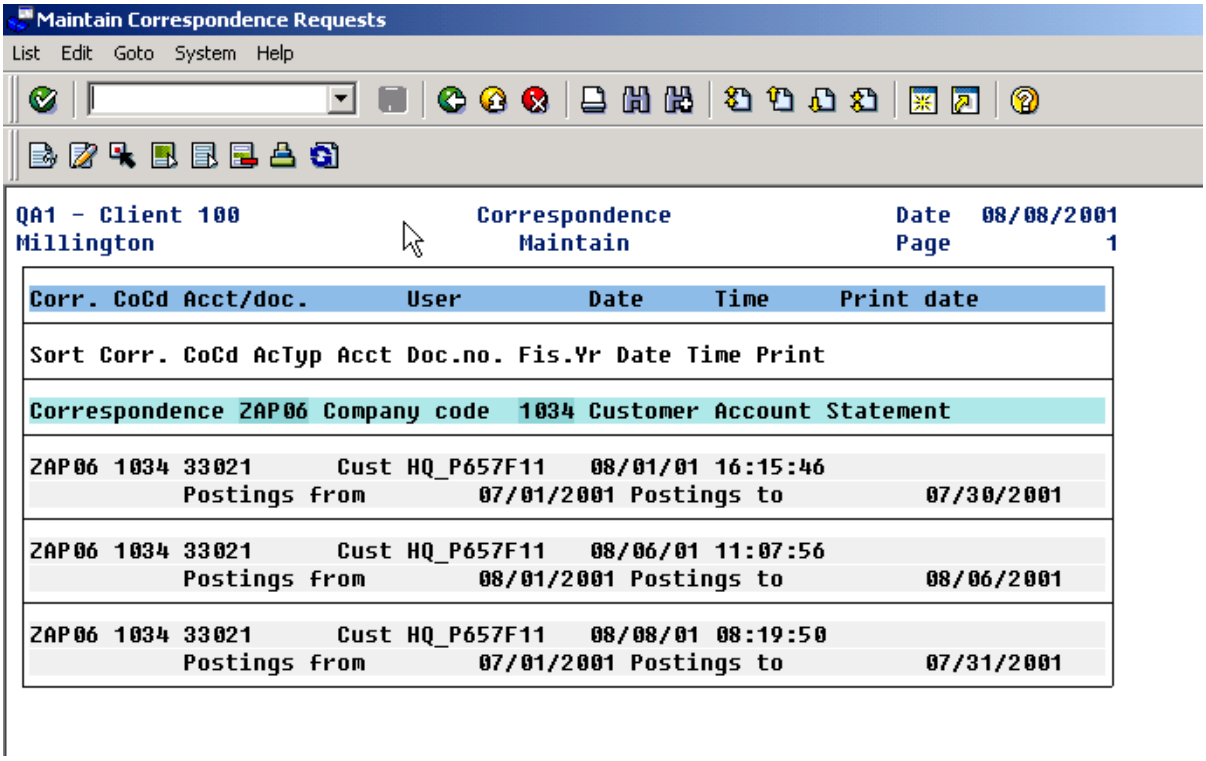
Transaction code **F.64**

User: User who created the initial request will default.



Click the Execute icon

A report will appear listing all statements that have been requested.



Double click on the report you wish to print. (The line that begins with ZAP06)

This will generate the account statement. (You will visually see the account statement you wish to print out.)

Click the Print Button.

The following page shows an example of an account statement.

Please remit payment to:

MORALE, WELFARE AND RECREATION
NAS JACKSONVILLE
BOX 14 BLDG 584
NAS, ATTN: NAF ACCTG
JACKSONVILLE FL 32212

Account Statement

Statement Date: 08/08/2001
Customer Number: 33021 / 1034

Point of Contact: (904) 542-2943/44

Account Statement Period: 07/01/2001 to 07/31/2001

JOHNSON, MIKE
107 MAIN STREET
MEMPHIS TN 38119

Page: 1 of 1

THANK YOU FOR YOUR BUSINESS!

CURRENT	OVERDUE 1-30	OVERDUE 31-60	OVERDUE 61-90	OVERDUE 91+	ACCT BALANCE
0.00	**250.00**	**0.00**	**0.00**	**0.00**	**250.00**

Document Number Item Description	Transaction Description	Document Date	Amount
Balance carried forward at 07/01/2001			**0.00**
2000000006	Returned check	07/30/2001	250.00
Balance of account at 07/31/2001			**250.00**

Please detach the form below and forward with your payment

Payment Remittance Form

Amount due: $ 250.00 Amount enclosed: $ _____

Account name: JOHNSON, MIKE Customer number: 33021 / 1034

Your payment and this form can be mailed or delivered to your local MWR or VQ Business Office at the above address.

Payments on returned checks must be made in cash, money order or certified check. Please do not send cash by mail.

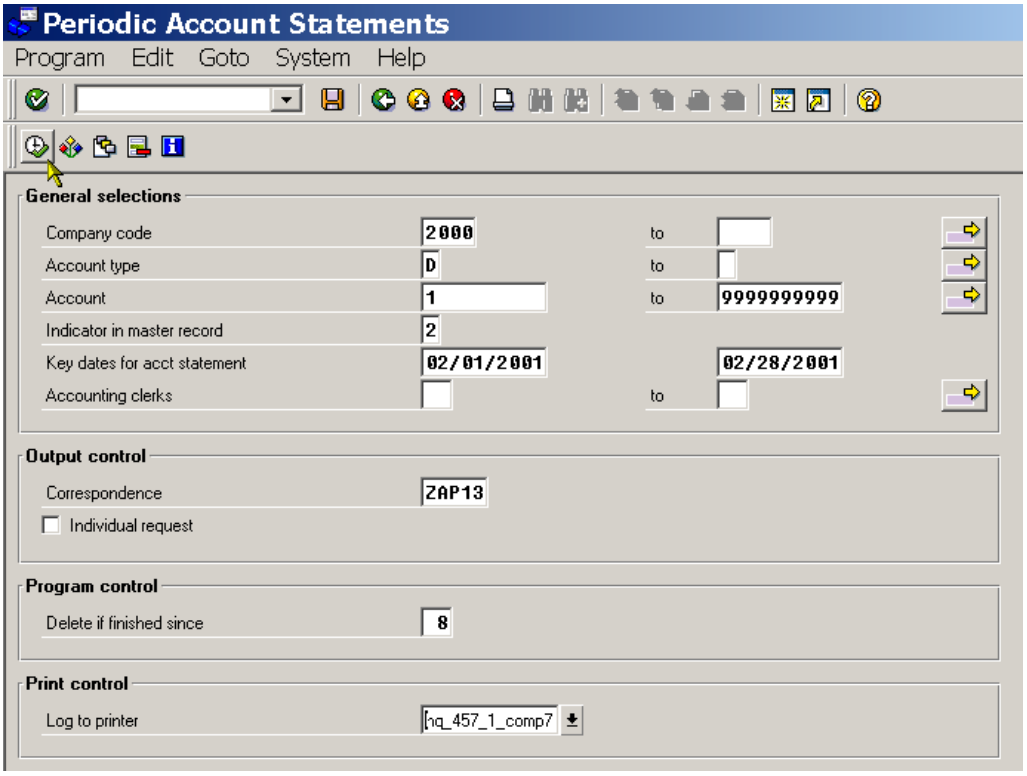
Bulk Printing of Account Statements

Bulk printing will run a series of account statements in one batch vs for an individual customer.

Menu Path: ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS RECEIVABLE > PERIODIC PROCESSING > PRINT CORRESPONDENCE > PERIODIC ACCOUNT STATEMENTS

Transaction Code: **F.27**

Initial Screen :



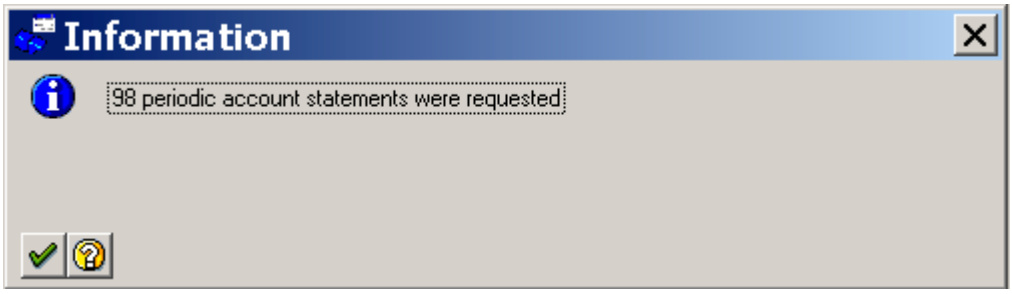
Enter the following data :

Company Code:	Enter appropriate company code
Account type:	D
Account:	Customer account number(s) (or 1- 99999 for all accounts)
Indicator in master record:	1-for weekly statements, 2-for monthly account statements or Q-for quarterly statements
Key dates for acct statement:	Dates to include transactions on the account statement. This should be a range of dates such as 1 July through 31 July since you are printing Account Statements

Correspondence -	ZAP06
Log to Printer -	Your default SAP printer id.

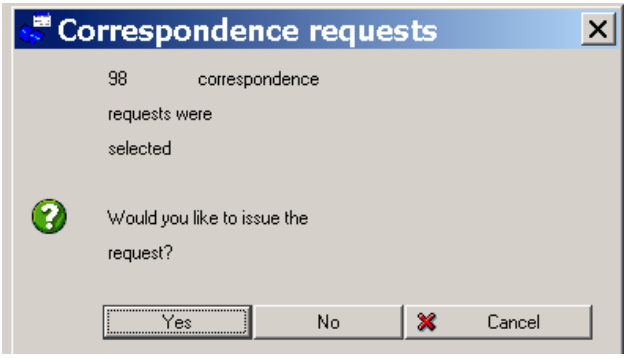
Click the Execute Button .

Next Screen:



Press the Enter key or click the green checkmark icon to continue.

Next Screen:



Click the Yes pushbutton.

This screen indicates the statements that we have requested to print. Statements will print out automatically.

An example of the Account Sample follows on the next page.

Please remit payment to:

MORALE, WELFARE AND RECREATION
NAS JACKSONVILLE
BOX 14 BLDG 584
NAS, ATTN: NAF ACCTG
JACKSONVILLE FL 32212

Account Statement

Statement Date: 08/08/2001
Customer Number: 33021 / 1034

Point of Contact: (904) 542-2943/44

Account Statement Period: 07/01/2001 to 07/31/2001

JOHNSON, MIKE
107 MAIN STREET
MEMPHIS TN 38119

Page: 1 of 1

THANK YOU FOR YOUR BUSINESS!

CURRENT	OVERDUE 1-30	OVERDUE 31-60	OVERDUE 61-90	OVERDUE 91+	ACCT BALANCE
0.00	**250.00**	**0.00**	**0.00**	**0.00**	**250.00**

Document Number Item Description	Transaction Description	Document Date	Amount
Balance carried forward at 07/01/2001			**0.00**
2000000006	Returned check	07/30/2001	250.00
Balance of account at 07/31/2001			**250.00**

Please detach the form below and forward with your payment

Payment Remittance Form

Amount due: $ 250.00 Amount enclosed: $ _____

Account name: JOHNSON, MIKE Customer number: 33021 / 1034

Your payment and this form can be mailed or delivered to your local MWR or VQ Business Office at the above address.

Payments on returned checks must be made in cash, money order or certified check. Please do not send cash by mail.

Reports

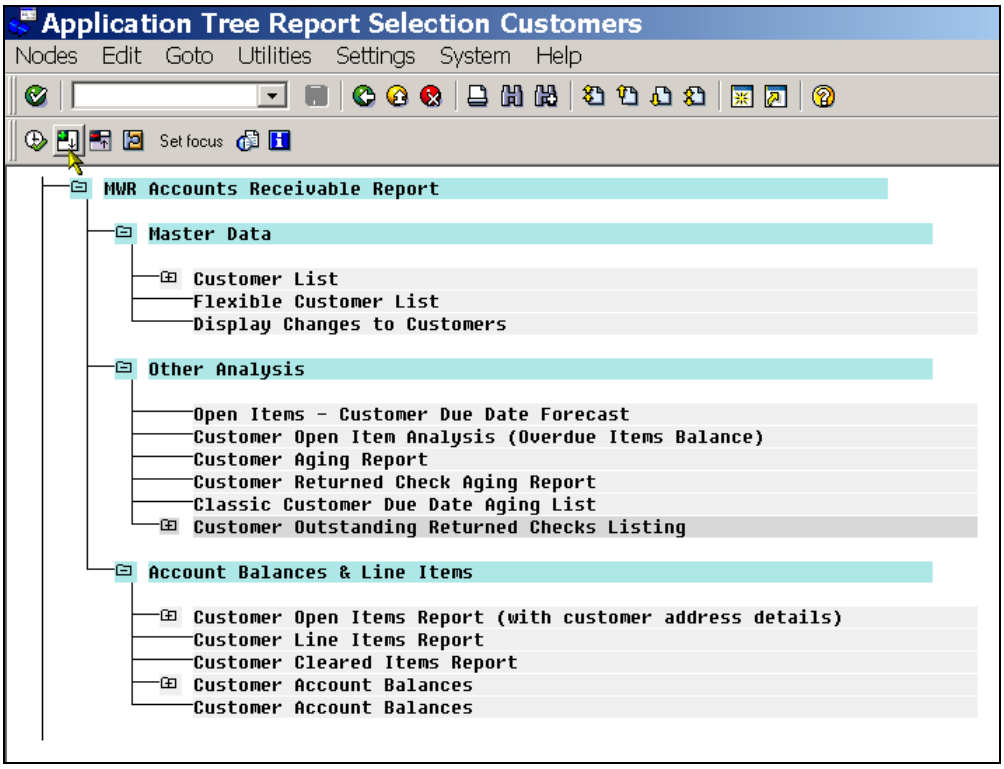
General instructions:

The following menu path will bring you to the report tree where you may select the reports you need.

Menu Path: ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS RECEIVABLE > PERIODIC PROCESSING > INFORMATION SYSTEM →> REPORT SELECTION> → MWR ACCOUNTS RECEIVABLE

(click on to open folders)

Select the report you wish to run. Some of the most common reports are: Write- Off Report, Display Changes to Customers, Customer Aging Report, Customer Returned Check Aging Report, Customer Outstanding Returned Check Listing, Customer Open Line Items, and Customer Account Balances.



There will be several fields in which to ask for information (e.g., for which customer(s) to run the report, for which company codes, etc). Select the fields on which you would like to base your report.

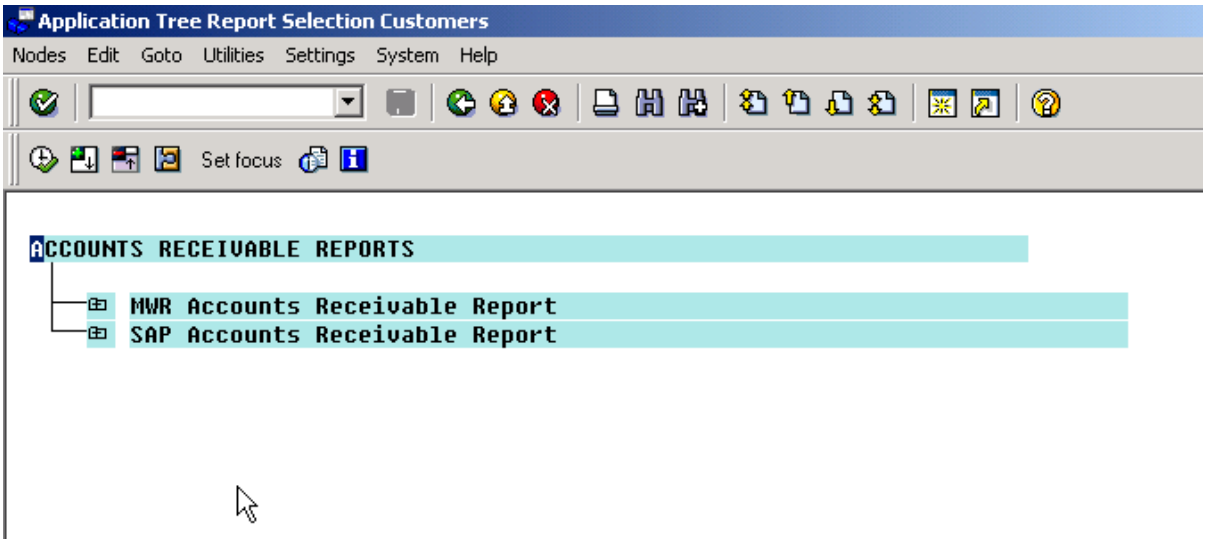
Click on the Execute Button

CUSTOMER AGING REPORT

In order to ensure customer invoices are being paid on a timely basis, written off after 180 days and not aging excessively, a report can be executed to identify any customer invoice that is "overdue." Use the following menu path to execute this report:

Menu Path: ACCOUNTING>FINANCIAL ACCOUNTING>ACCOUNTS RECEIVABLE> PERIODIC PROCESSING> INFORMATION SYSTEM>REPORT SELECTION

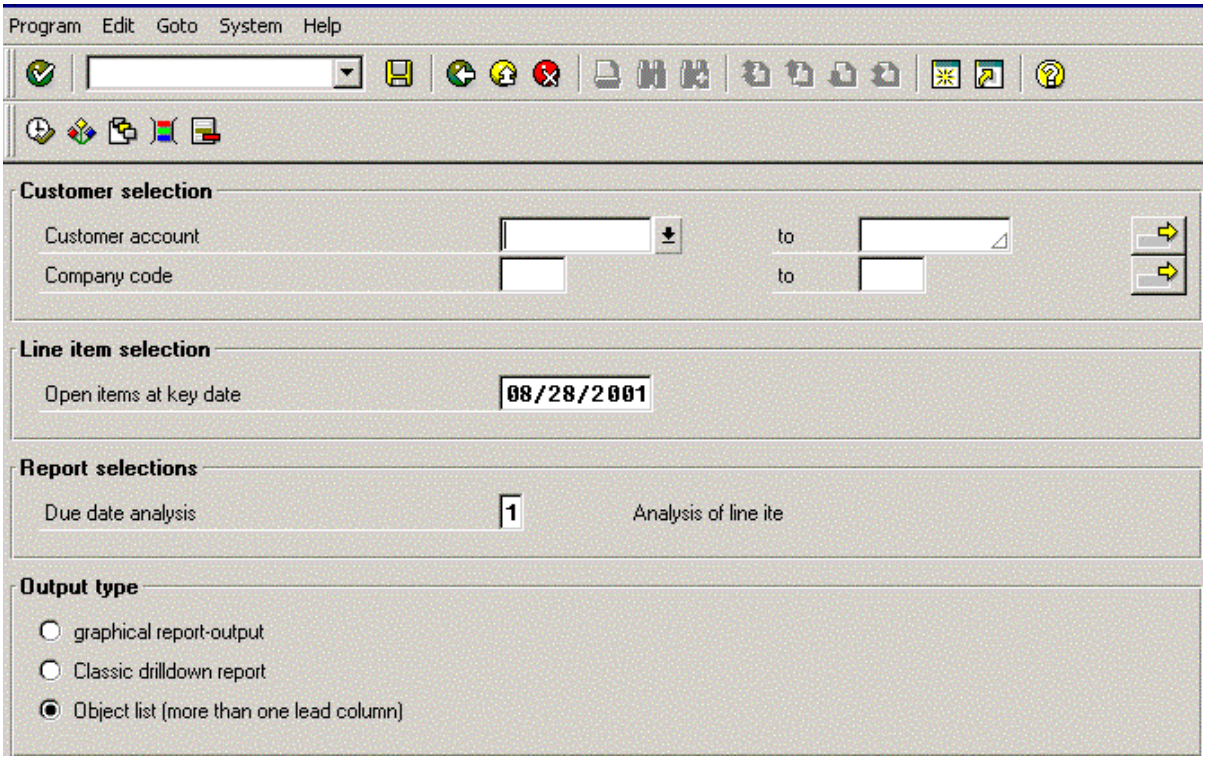
Initial Screen:



Within the Report tree, select: Click on the file icon beside each selection. Then select this pathway within the report tree:

MWR ACCOUNTS RECEIVABLE REPORTS>OTHER ANALYSIS>CUSTOMER AGING REPORT.

Customer Aging Report Screen



Enter the following data:

Customer:	Leave the "customer" field blank as you will want to have the system check ALL customers for items needing to be written off. *If aging data is needed on a specific customer the customer number or range of customer numbers can be put entered. However, only those customer numbers entered will be displayed in the report.
Company Code	Enter appropriate company code
Open Items at Key Date:	Should be set at the date you wish to view "overdue items" . The system will default in the current date but remember to change the date if you want a specific period ending date or effective date.
Due Date Analysis:	Should have a default value of "1"
Output Type	Ensure "object list (more than one lead column) is checked

Now click on the "execute" button

<u>In order to properly view this report, you must select the Display Variant "AIMS 01-AIMS Customer Aging"</u>

Review this report carefully.

This report does NOT have drill down capability. Instead, create another session and using Customer Line Item Display, and review each overdue item. (Note: Credit memos, credits on customer accounts and payments are reflected with a "negative" number- a credit entry)

It will become increasingly important for field activities to monitor their Accounts Receivable balances and Aging very carefully. The report as listed above supplements the standard aging report by allowing a report that narrows down the overdue accounts to a specific period (number of days overdue.)

Please remember to run this process FREQUENTLY- at least once a month. Ensure items are written off promptly (in accordance to policy) with the Commanding Officer's approval.

ALV: ZSAPDUEAN-01 Customer Aging Report

List Edit Goto Settings System Help

Choose Save ABC Print preview

ZSAPDUEAN-01 Customer Aging Report
Data from 08/17/2001
CoCode 1034 MWR NAS JACKSONVILLE
Ols key dt 08/17/2001 Friday
Account type Customers

CoCode	Customer	Customer	Amt Due 0-30	Amt Due 31-60	Amt Due 61-90	Amt Due 91-120	A
1034	62097	STUBBS, HAROLD D.	0.00	611.05	0.00	0.00	
1034	62098	CATALINE, SHARON K.	0.00	0.00	2.00	0.00	
1034	62099	CHAMPAGNE, APRIL	0.00	0.00	70.00	0.00	
1034	62100	RAVENSCROFT, MARI JA	0.00	119.00	0.00	0.00	
1034	62102	JAMES, ANITA	0.00	65.00	0.00	0.00	
1034	62103	HOLLEY, CHARLES	0.00	13.70	0.00	0.00	
1034	62104	CALES, PAMELA	0.00	250.00	0.00	0.00	
1034	62105	MOSS, MARIA V	0.00	1,679.78	0.00	0.00	
1034	62106	RAINWATER, WILLIAM J	0.00	11.00	0.00	0.00	
1034	62107	MOREHEAD, JOANN	0.00	169.90	0.00	0.00	
1034	62124	PEACOCK-DUSON, KELLY	0.00	86.00	0.00	0.00	
1034	POS_CL...	POS ANONYMOUS CUSTOM	0.00	2,647.15-	707.35	1,935.80	
1034	POS_ER...	POS DEFAULT FOR INVA	0.00	1.00-	231.00	465.00-	
			850.00	**12,048.94**	**8,270.77**	**20,996.85**	

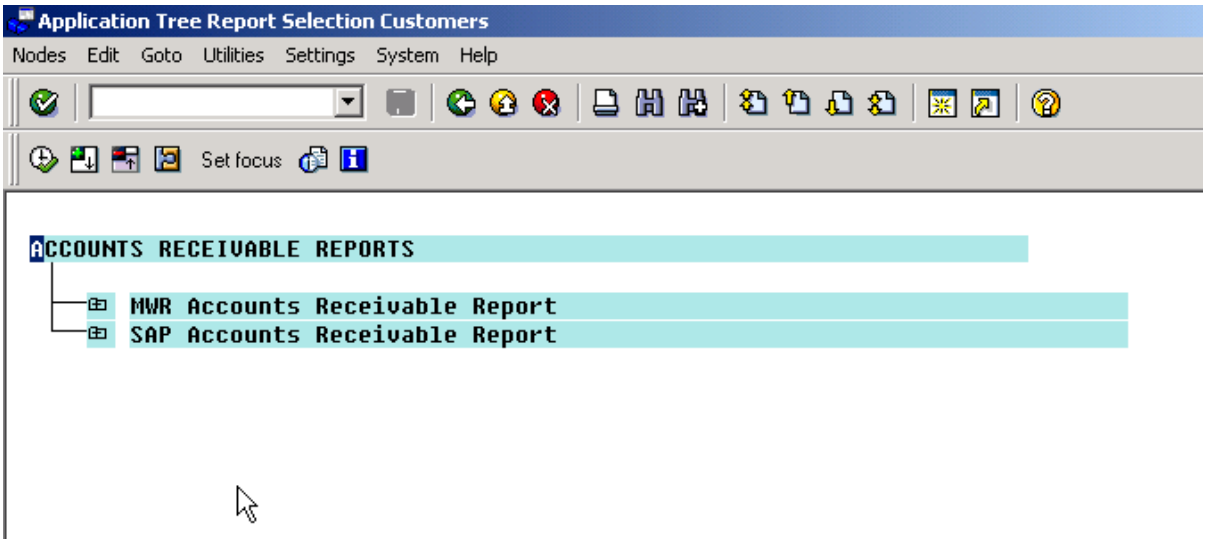
Spool request (number 0000006940) executed on SAP printer HQ - SAP War Room QA1 (1) (100) mwrsap1 INS 14:49

WRITE OFF REPORT

In order to ensure customer invoices are being written off after 180 days and not aging excessively, a report can be executed to identify any customer invoice that is "overdue" and needs to be written off. Use the following menu path to execute this report:

Menu Path: ACCOUNTING>FINANCIAL ACCOUNTING>ACCOUNTS RECEIVABLE> PERIODIC PROCESSING> INFORMATION SYSTEM>REPORT SELECTION

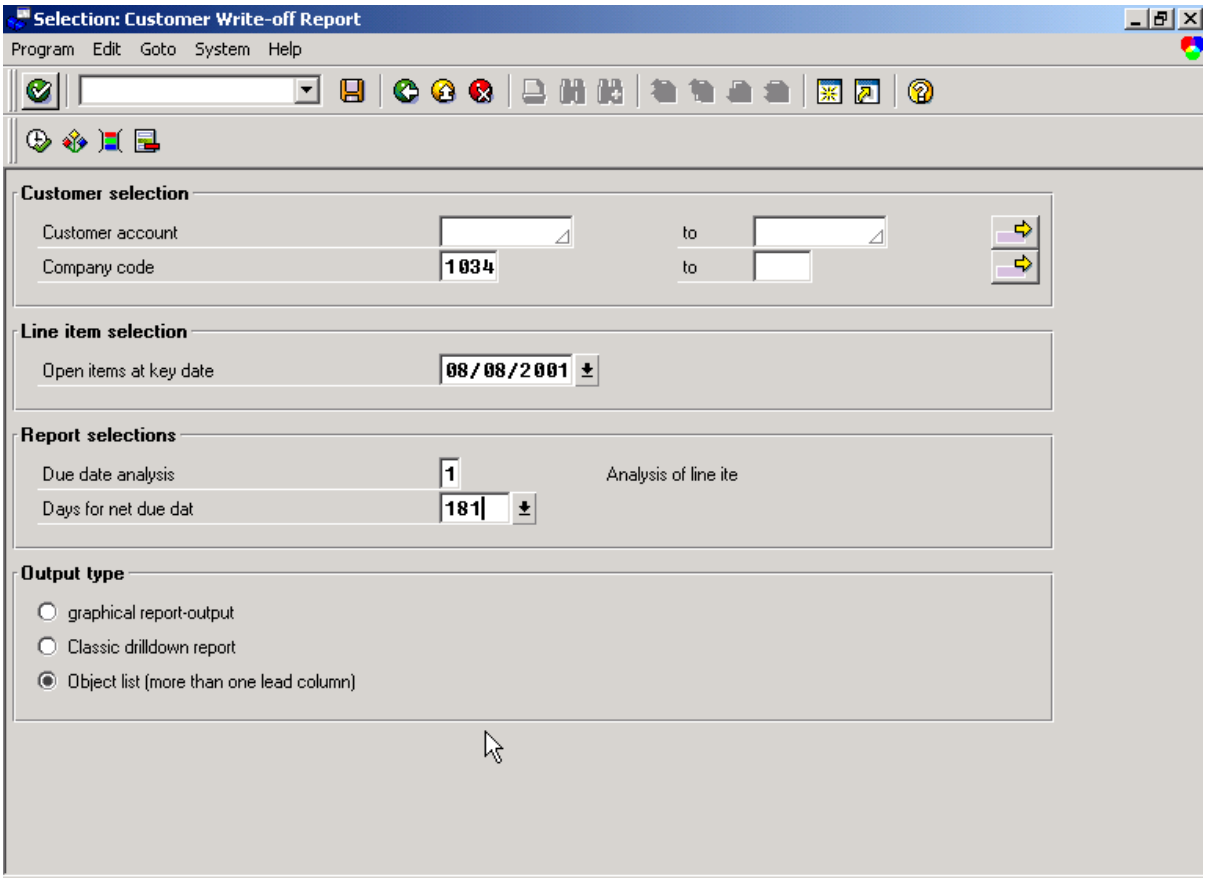
Initial Screen:



Within the Report tree, select: Click on the file icon beside each selection.
Then select this pathway within the report tree:

MWR ACCOUNTS RECEIVABLE REPORTS>OTHER ANALYSIS>CUSTOMER WRITE OFF REPORT

Customer Write-Off Report Screen



Enter the following data:

Customer:	Leave the "customer" field blank as you will want to have the system check ALL customers for items needing to be written off.
Company Code	Enter appropriate company code
Open Items at Key Date:	Should be set at the date you wish to view "overdue items" . The system will default in the current date but remember to change the date if you want a specific period ending date or effective date.
Due Date Analysis:	Should have a default value of "1"
Days for Net Due Date	Enter the number of days for which customer invoices are overdue In this report, you are primarily trying to identify those customers' invoices that need to be written off. Enter 181 days (or more)

Now click on the "execute" button

In order to properly view this report, you must select the Display Variant "AIMS 03-AIMS Standard FIS Overdue Analysis."

Review this report carefully.

This report does NOT have drill down capability. Instead, create another session and using Customer Line Item Display, and review each overdue item. (Note: Credit memos, credits on customer accounts and payments are reflected with a "negative" number- a credit entry)

Please remember to run this process FREQUENTELY- at least once a month. Ensure items are written off promptly (in accordance to policy) with the Commanding Officer's approval.

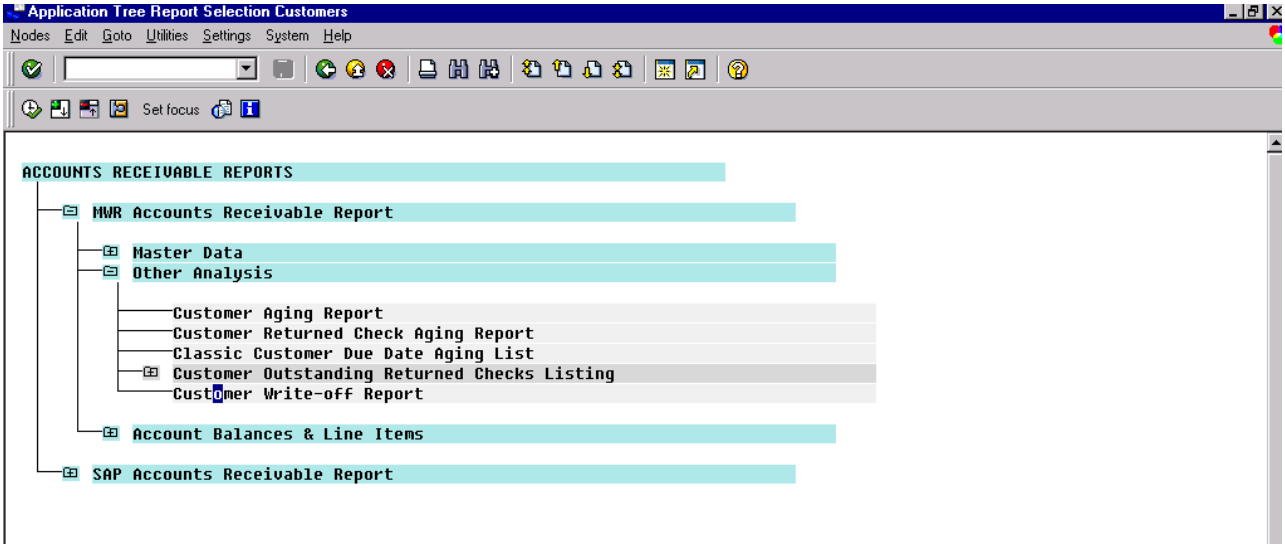
Customer Accounts Receivable Write-off Report Using Variable Days

It will become increasingly important for field activities to monitor their Accounts Receivable balances and Aging very carefully. The report as listed above supplements the standard aging report by allowing a report that narrows down the overdue accounts to a specific period (number of days overdue.) You may enter any specific number of days.

The menu path to arrive at this screen is:

Menu Path: ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS RECEIVABLE > PERIODIC PROCESSING > INFORMATION SYSTEM > REPORT SELECTION

Transaction: F.99



Double-click on the Report Selection node to see the above screen.

The report that we are interested in is the **Customer Write-off Report** as listed under the Report tree ACCOUNTS RECEIVABLE REPORTS > MWR Accounts Receivable Report > Other Analysis > Customer Write-off Report.

The following Criteria Selection window will show:

Enter your company code. For this example, we are using NAS Jacksonville 1034.

Selection: Customer Write-off Report

Program Edit Goto System Help

Customer selection

Customer account to

Company code 1034 to

Selection using search help

Search help ID

Search string

Complex search help

Line item selection

Open items at key date 10/30/2000

Report selections

Due date analysis 1 Analysis of line ite

Days for net due dat 210

Output type

graphical report-output

Classic drilldown report

Object list (more than one lead column)

We are entering 210 days to receive a report showing this info.

This report selection screen, while being closely related to the regular aging analysis, now allows a user to insert any number of days in the field “Days for net due dat” as shown above.

You may now execute this report.

ALV: ZSAPDUEAN-05 Customer Write-off Report

List Edit Goto Settings System Help

Choose Save ABC Print preview

ZSAPDUEAN-05	Customer Write-off Report
Data from	10/30/2000
CoCode	1034 MWR NAS JACKSONVILLE
Ols key dt	10/30/2000 Monday
Account type	Customers

CoCode	Customer	Customer	Amt Due 210 +
1034	30110	BROWN, MARK	699.70
1034	50019	MARINA SLIPS AND BUO	1,414.50
1034	50020	MARINA DRY STORAGE	405.00
1034	50021	RET. GOODS GOLF	1,543.68
1034	50022	PLAQUES WOOD HOBBY	3,432.05
1034	50024	RET. GOODS FITNESS	589.85
1034	50025	RET. GOODS VET CLINI	449.83
1034	50075	CBQ'S	849.80
1034	50078	GREATER JAX TRANSPOR	3,614.20
1034	50079	AMERICAN EXPRESS	49.00
1034	50086	FIRST COAST GOLFPROD	120.00
1034	50185	SYSCO FOOD SERVICES	2,392.40
1034	50186	MWR MAYPORT	1,530.00
1034	50261	DEXTER SHOE	2,338.13
1034	50272	JOHNSON, MANUEL L.	45.80
			19,473.94

By reviewing this report, showing the accounts that are overdue by the number of days entered, you may now make a decision to write these account balances off or to exercise further collection efforts.

A key part of all of these new reports is to look at them using the correct display variant. The following list outlines the correct variant for the report.

Customer aging	/AIMS01
Customer returned checks aging	/AIMS01
Customer write-offs	/AIMS03
Customer account balances	/AIMS02
Vendor account balances	/AIMS02
Vendor payments overdue analysis	/AIMS03

At the present time, the choosing of the correct display variant must be done manually. Defaulting the proper variant is an option for the future but is not a reality at the present time.

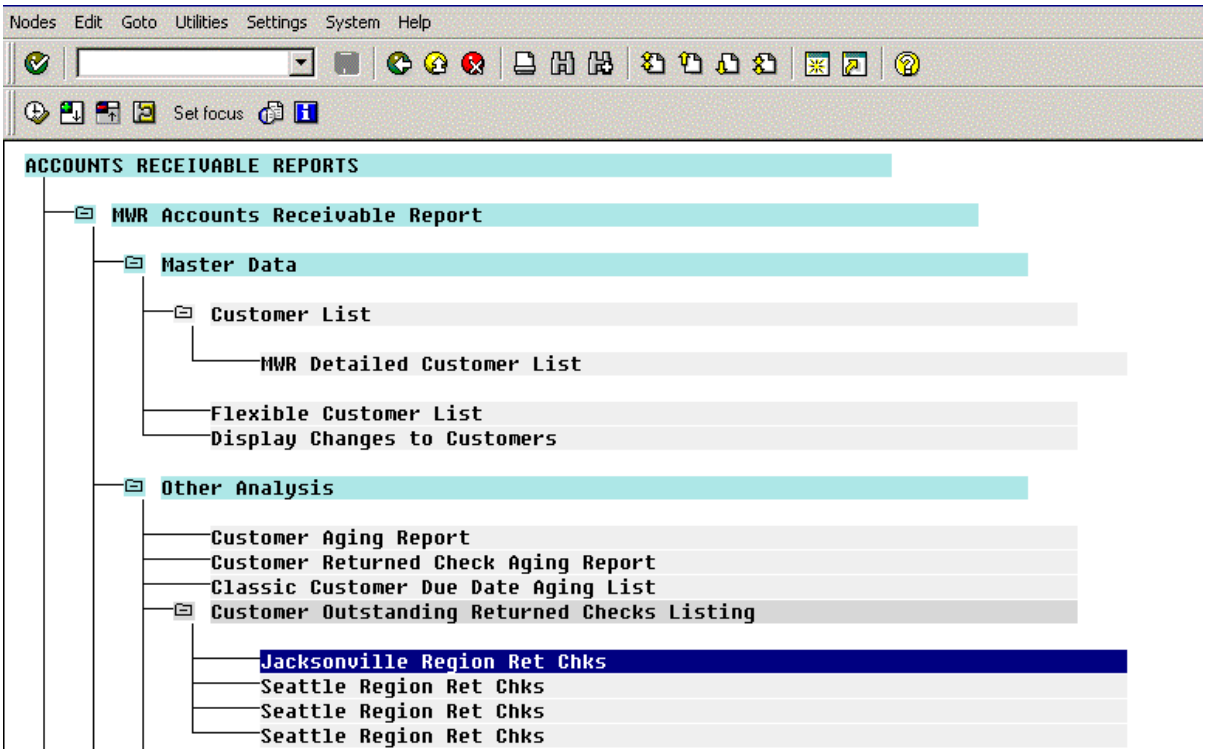
RETURNED CHECKS REPORT

Customer Outstanding Returned Checks Listing

A review of all outstanding returned checks in your region is important to maintain proper control over the growing problem of bad checks.

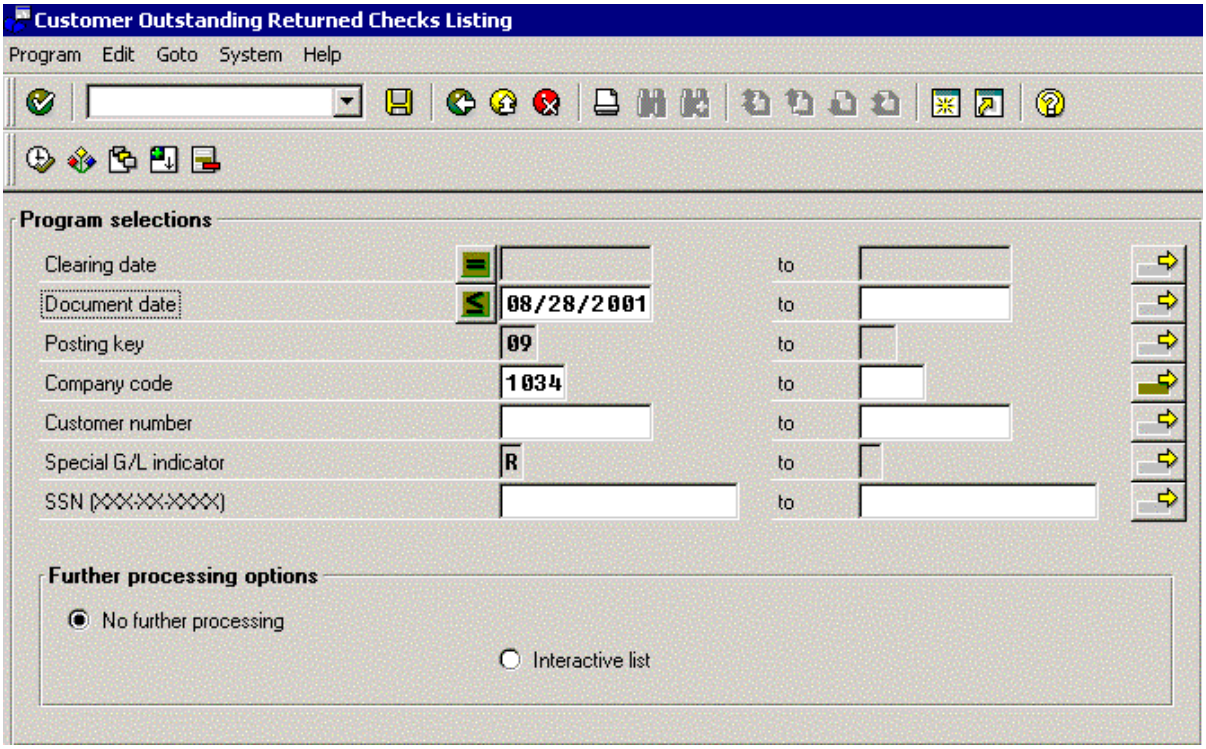
The menu path to arrive at this screen is:

Menu Path: ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS RECEIVABLE > PERIODIC PROCESSING > INFORMATION SYSTEM > REPORT SELECTION>MWR ACCOUNTS RECEIVABLE REPORT



Continue the Menu Path of:

OTHER ANALYSIS > Click on your region



Enter the following data:

Document Date:	Should be set at the date you wish to view returned checks. The system will default in the current date but remember to change the date if you want a specific period ending date or effective date.
Company Code	Enter appropriate company code
Customer:	Leave the "customer" field blank as you will want to have the system check ALL customers for returned checks.. *If data is needed on a specific customer the customer number or range of customer numbers can be put entered. However, only those customer numbers entered will be displayed in the report.
SSN(XXX-XX-XXXX)	Leave Blank

Click on the "execute" button

Customer Outstanding Returned Checks Listing

List Edit Goto System Help

List ABC EIS Selections

Customers with Outstanding Return Checks

Run Date: 08/27/2001
User: Hq_p657f11

Number	Customer Name	SSN	Check Date/No.	Doc Date
Company Code 1019				
62109	FORD (LUHERS), ANTONIA	151-66-7448	060101/104	06/08/2001
Total for Customer 62109				
Number of Returned Checks for Customer 62109				
1				
32614	ANTUNES, ERIC M	049-84-1559	03122001/116	03/20/2001
Total for Customer 32614				
Number of Returned Checks for Customer 32614				
1				
32690	ATKINSON, PAUL R	108-68-0898	04112001/109	04/24/2001
Total for Customer 32690				
Number of Returned Checks for Customer 32690				
1				

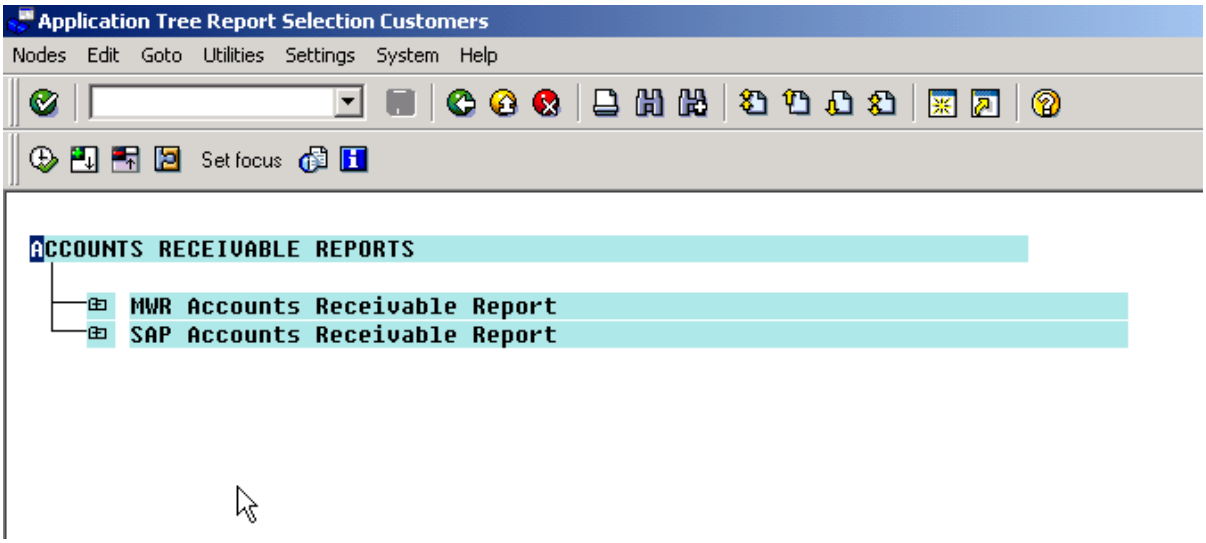
QA1 (1) (100) mwrsap1 INS 16:45

Customer Returned Check Aging Report

In order to ensure customer invoices are being paid on a timely basis, written off after 180 days and not aging excessively, a report can be executed to identify any customer invoice that is "overdue." Use the following menu path to execute this report:

Menu Path: ACCOUNTING>FINANCIAL ACCOUNTING>ACCOUNTS RECEIVABLE> PERIODIC PROCESSING> INFORMATION SYSTEM>REPORT SELECTION

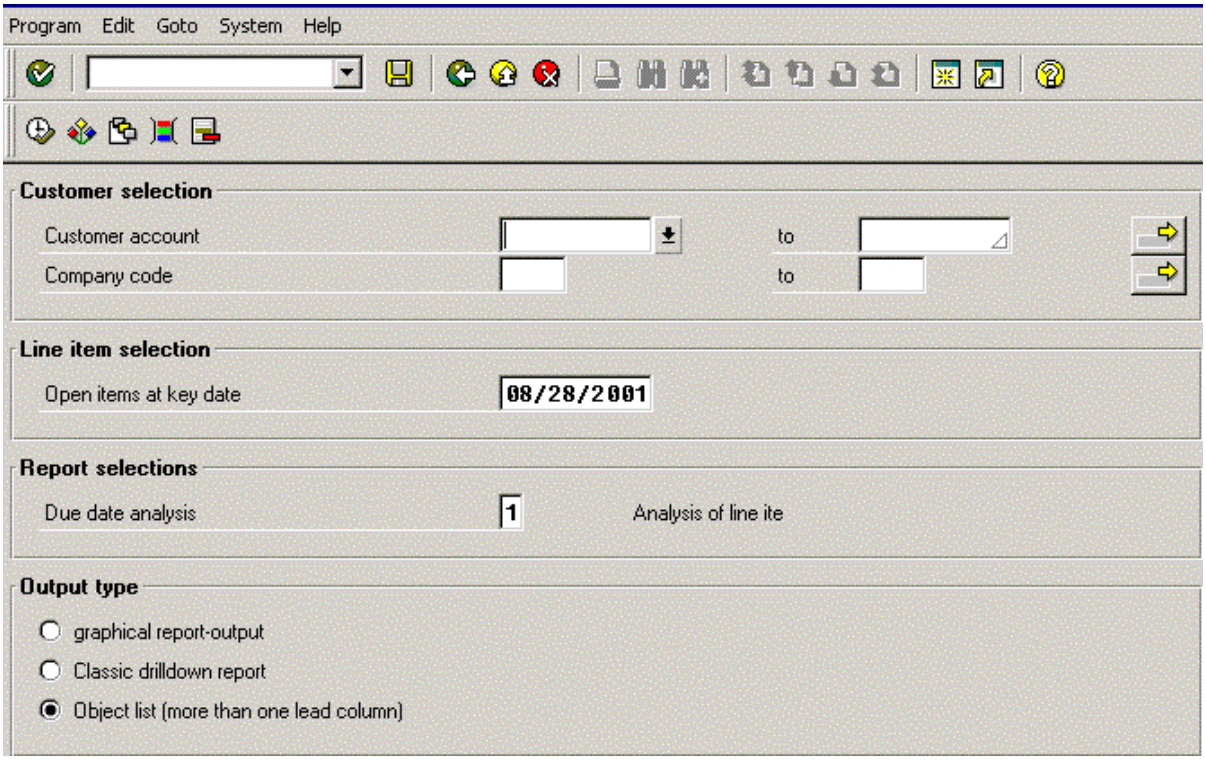
Initial Screen:



Within the Report tree, select: Click on the file icon beside each selection.
Then select this pathway within the report tree:

MWR ACCOUNTS RECEIVABLE REPORTS > OTHER ANALYSIS > CUSTOMER RETURNED CHECK AGING REPORT

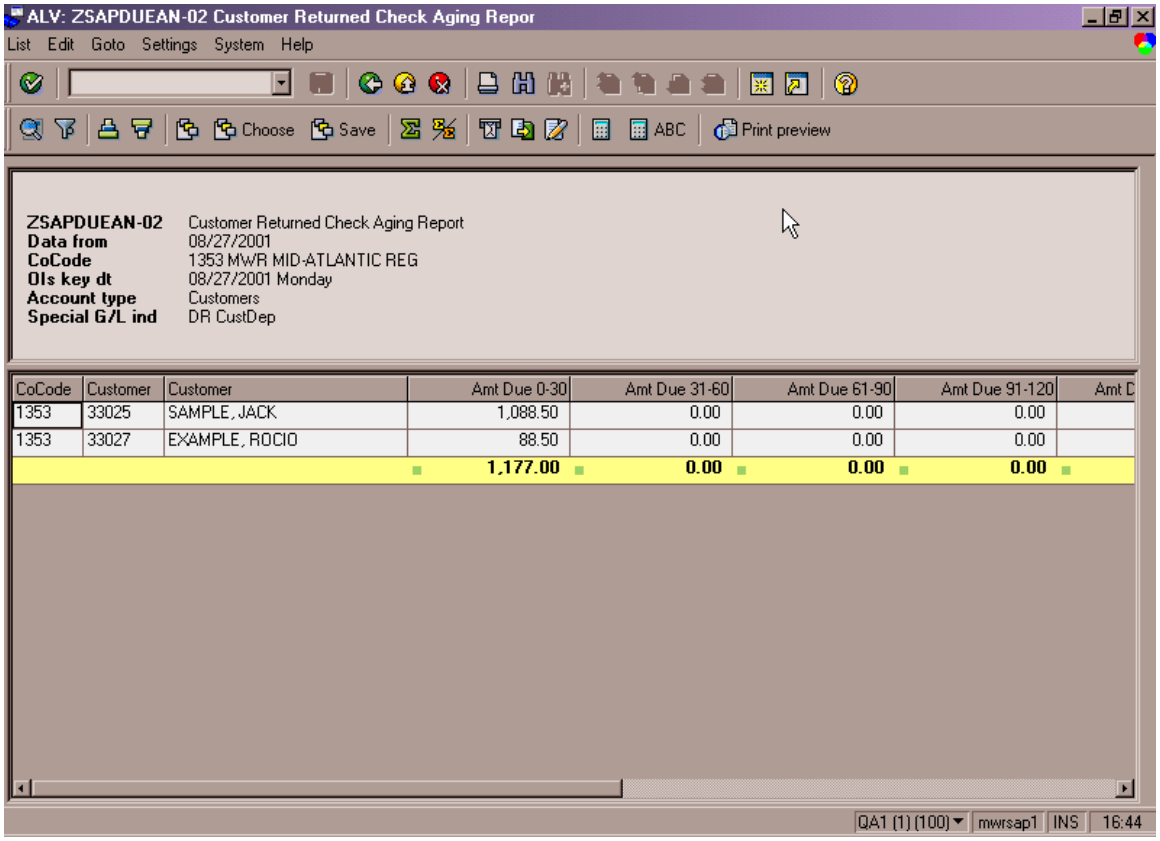
Customer Aging Report Screen



Enter the following data:

Customer:	Leave the "customer" field blank as you will want to have the system check ALL customers for items needing to be written off. *If aging data is needed on a specific customer the customer number or range of customer numbers can be put entered. However, only those customer numbers entered will be displayed in the report.
Company Code	Enter appropriate company code
Open Items at Key Date:	Should be set at the date you wish to view "overdue items" . The system will default in the current date but remember to change the date if you want a specific period ending date or effective date.
Due Date Analysis:	Should have a default value of "1"
Output Type	Ensure "object list (more than one lead column) is checked

Click on the "execute" button



Review this report carefully.

This report does NOT have drill down capability. Instead, create another session and using Customer Line Item Display, and review each overdue item. (Note: Credit memos, credits on customer accounts and payments are reflected with a “negative” number- a credit entry)

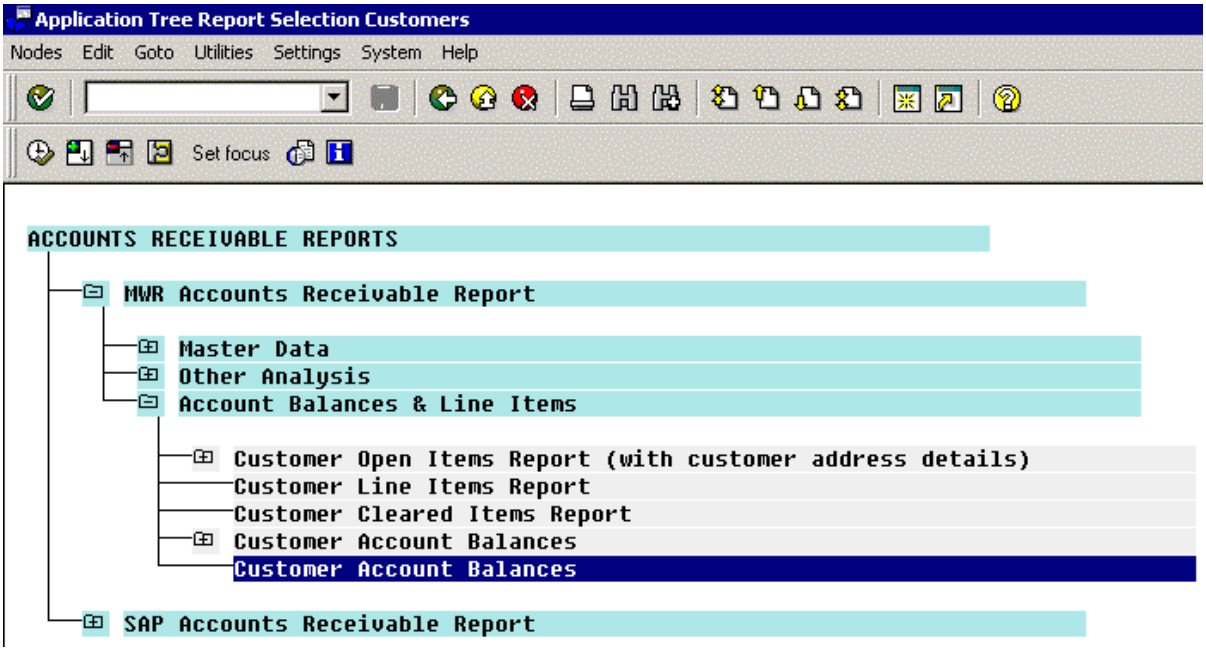
It will become increasingly important for field activities to monitor their Accounts Receivable balances and Aging very carefully.

Please remember to run this process FREQUENTELY- at least once a month. Ensure items are written off promptly (in accordance to policy) with the Commanding Officer’s approval.

CUSTOMER BALANCES

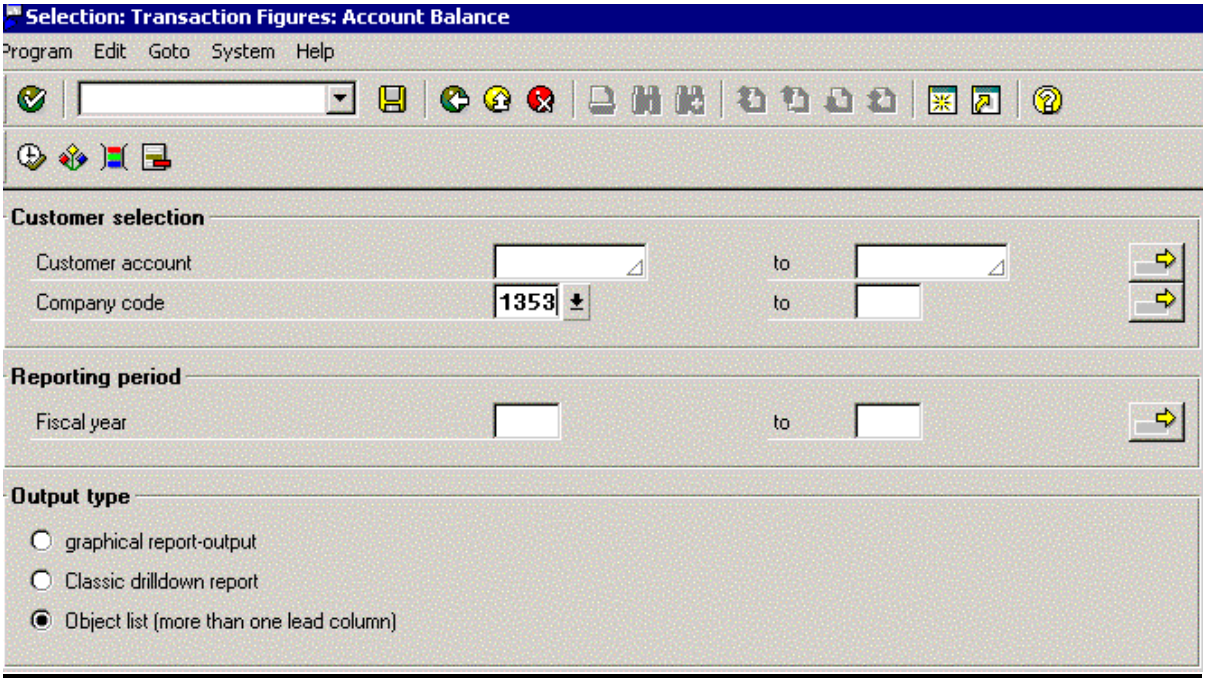
To review all customer open item (balances) use the following menu path:

Menu Path: ACCOUNTING>FINANCIAL ACCOUNTING>ACCOUNTS RECEIVABLE> PERIODIC PROCESSING> INFORMATION SYSTEM>REPORT SELECTION



Within the Report tree, select: Click on the file icon beside each selection.
Then select this pathway within the report tree:

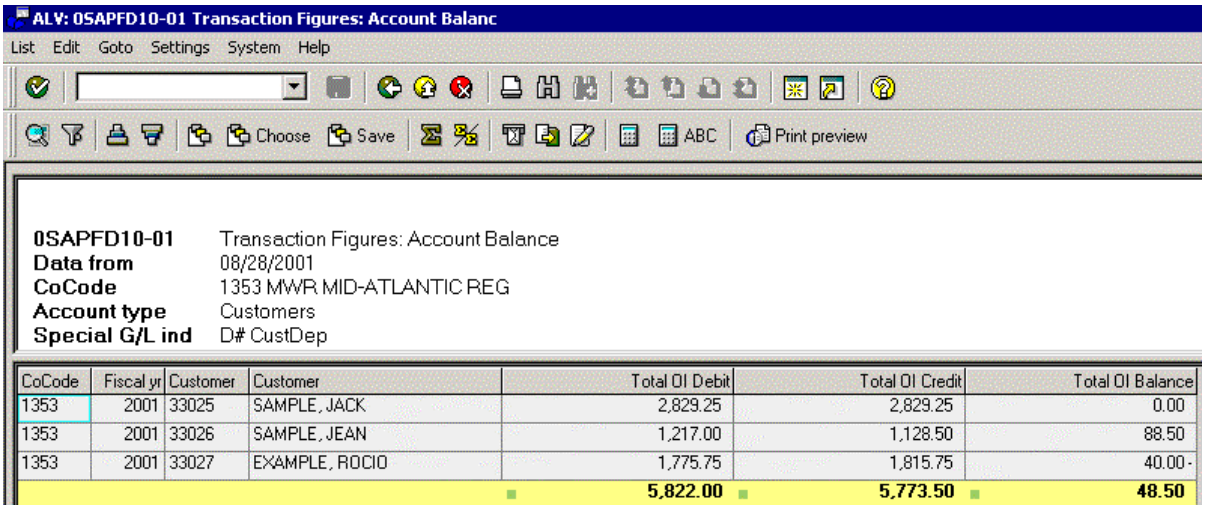
MWR ACCOUNTS RECEIVABLE REPORTS>ACCOUNT BALANCES & LINE ITEMS>CUSTOMER ACCOUNT BALANCE



Enter the following data:

Customer:	Leave the "customer" field blank as you will want to have the system check ALL customers for items needing to be written off.
Company Code	Enter appropriate company code
Fiscal Year	Leave Blank
Output Type	Object list (more than one lead column)

Now click on the "execute" button



CoCode	Fiscal yr	Customer	Customer	Total Ol Debit	Total Ol Credit	Total Ol Balance
1353	2001	33025	SAMPLE, JACK	2,829.25	2,829.25	0.00
1353	2001	33026	SAMPLE, JEAN	1,217.00	1,128.50	88.50
1353	2001	33027	EXAMPLE, ROCIO	1,775.75	1,815.75	40.00-
				5,822.00	**5,773.50**	**48.50**

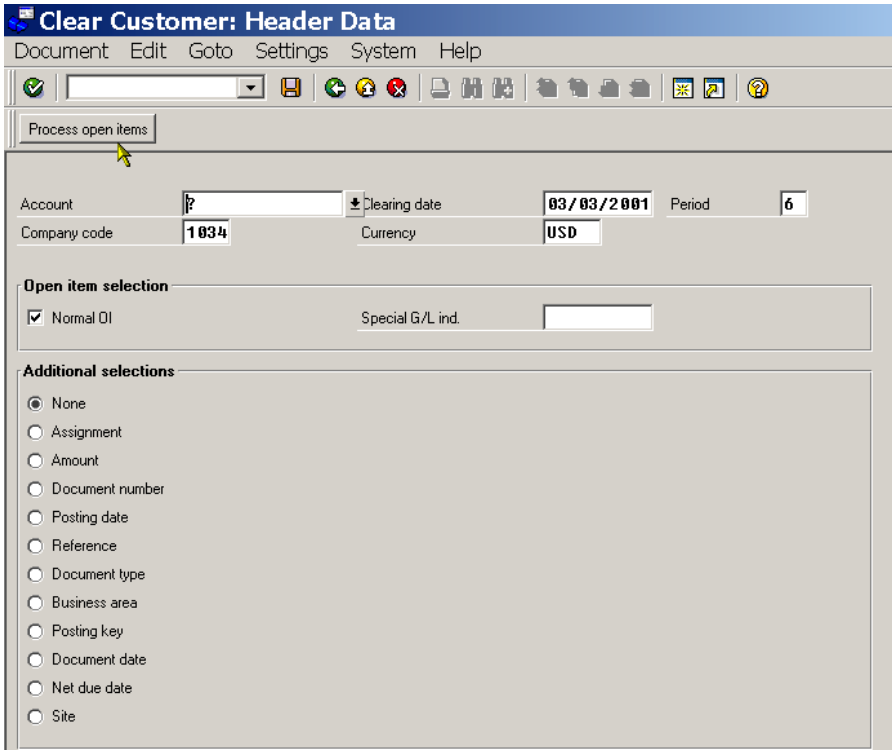
In order to properly view this report, you must select the Display Variant "AIMS 01-AIMS Customer Receivable Balances"

This will display all open item balances for each customer on record.

Manual Clearing of Open Items

Menu Path: ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS RECEIVABLE > ACCOUNT > CLEAR

Transaction Code: **F-32**



Enter customer number and company code.
Enter Special G/L indicator if applicable.

IMPORTANT: Enter **R** in the Special G/L indicator if you are clearing a **returned check.**
Enter **D** in the Special G/L indicator if you are clearing a **Customer Deposit.**
Enter **U** in the Special G/L indicator if you are clearing **Unearned Income**
Enter **V** in the Special G/L indicator if you are clearing **Fleet Vouchers**

Click on Process open items

Next Screen:

Clear Customer: Process Open Items

Clear Customer: Process open items

Document Edit Goto Settings Environment System Help

Distribute diff. Charge off diff. Editing options

Standard | Partial pmt | Res.items | Withhldg tax

Account items 33015 Sample, Joe

Reference	Document numb	Do	Document date	Po	Days	USD Gross	Cash discnt	CashD%
DAR 01	1000000002	SA	08/06/2001	15	2	100.00-		
55555	1300000003	SD	08/06/2001	15	2	125.00-		
DAR 01	1300000004	SD	08/06/2001	15	2	125.00-		
DAR 01	1300000009	SD	08/02/2001	15	2	150.00-		
P CONT 015...	1300000013	SD	08/07/2001	15	1	444.00-		

Amount | Gross<>Net | Currency | Items | Items | Disc.

Editing status

Number of items	17	Amount entered	0.1
Display from item	1	Assigned	0.1
Reason code		Difference postings	
Display in clearing currency		Not assigned	0.1

DV2 (1) (200) mwrsap5 OVR 09:25

Select (by double-clicking) the items you want to clear. Selected items will appear in blue or red.

Selected items must equal 0.00 (at bottom right corner of screen)in the field called “Not Assigned.”

If clearing is possible, save .

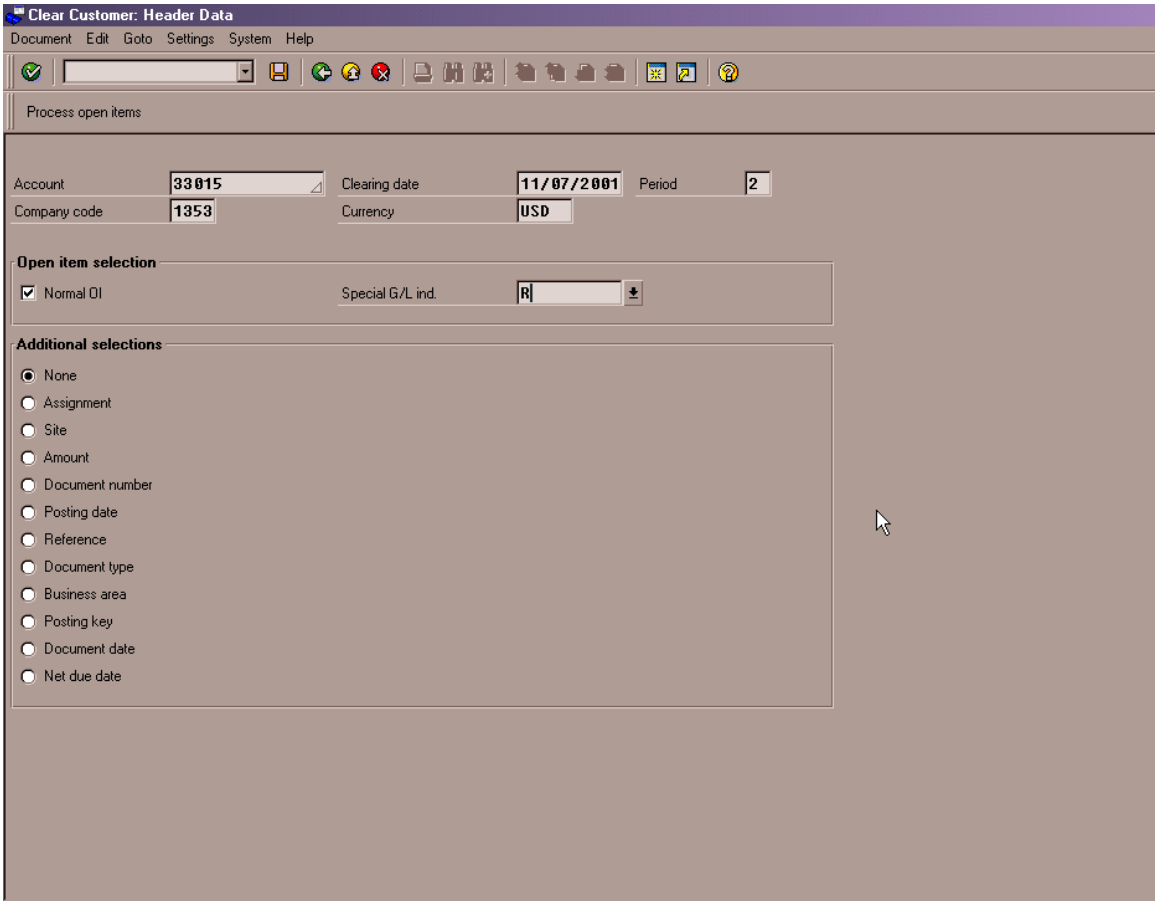
Items will now be cleared or closed.

Manual Clearing of Open Items when Payment Differs from Open Item Amount

Menu Path: ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS RECEIVABLE > ACCOUNT > CLEAR

Transaction Code: **F-32**

The Opening screen: *Clear Customer: Header Data*



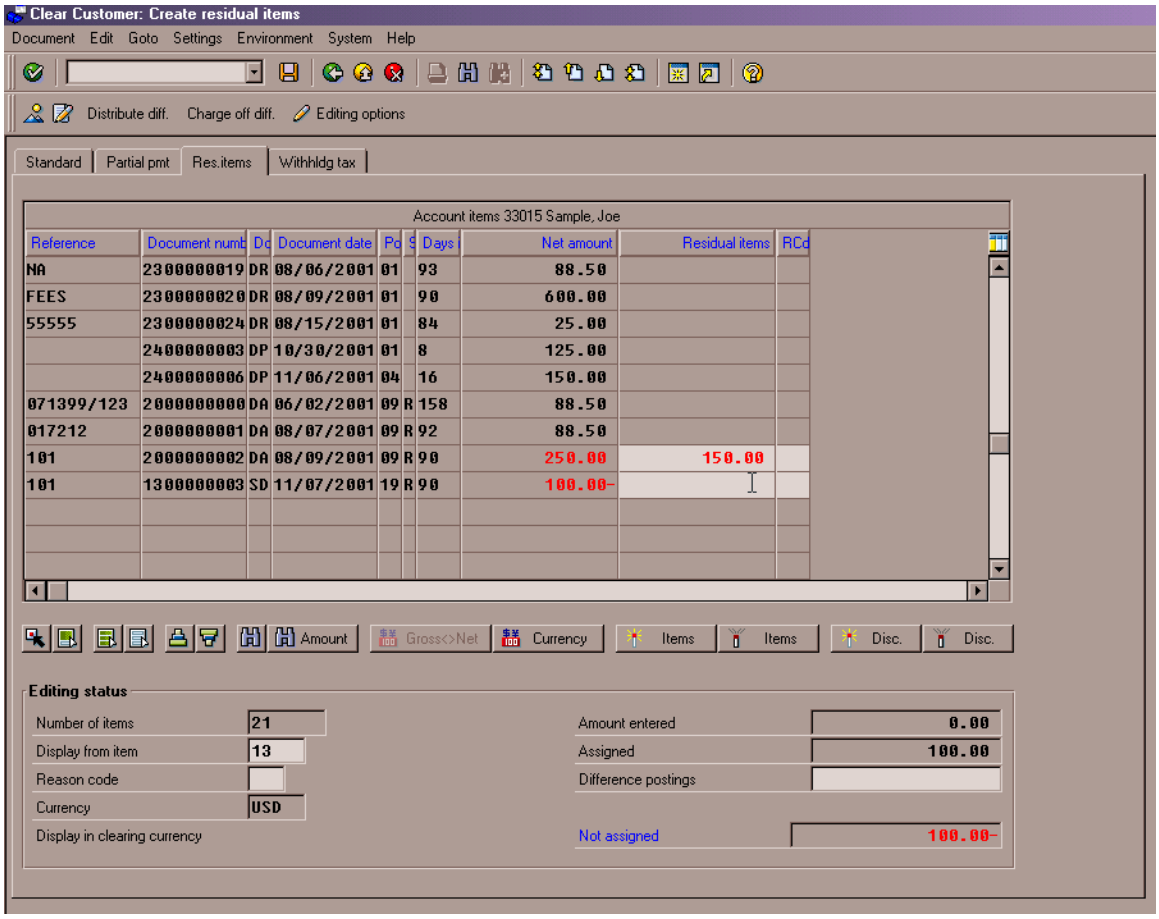
Use the following table for guidance in filling out this initial screen:

The Field Name	The Proper Entry
Account	**Customer Number**
Clearing Date	Enter today's date
Company code	The four digit Company code
Special G/L ind.	Enter "**Special GL indicator if needed" (Example is a Returned Check partial payment clearing)**

We then click on the Process open items

push button.

Once you have the expected open items on the screen, you can proceed to clear them. Make sure the open items are highlighted (either red or blue). They may appear this way when you first see the screen, or you may have to select them manually by double-clicking on each item individually. You will notice that there is an "out of balance" condition when we open the first screen and to properly clear this transaction, we must adjust the way the system will clear the selected open items.



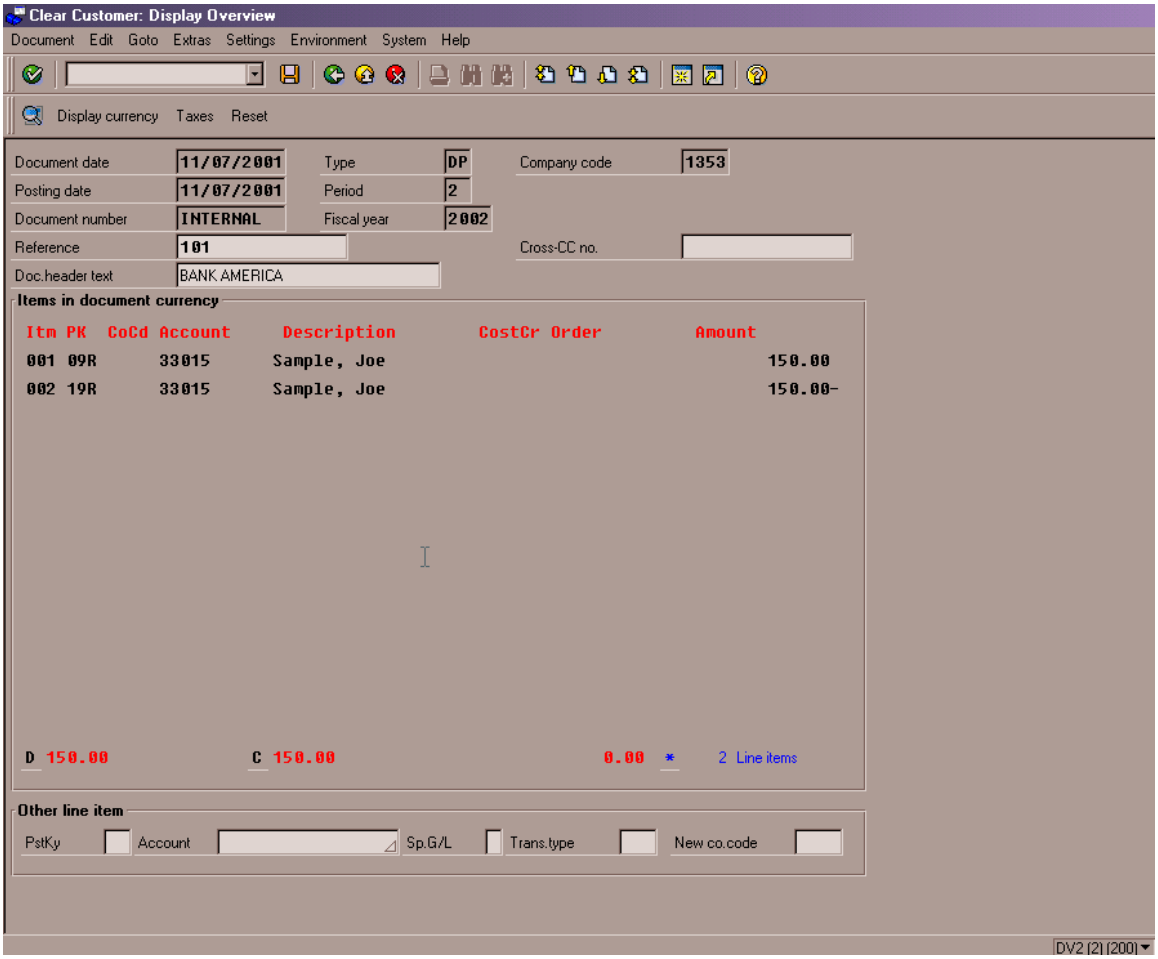
To do this follow the steps outlined below:

1. Click on the Residual Items tab, labeled **Res. Items.**
2. Notice that the two line items are not equal. In our example, the 09 entry is $250.00 and the 19 entry (partial payment) is $100.00.
3. Click on the column labeled **Residual Items** for each item.. The 09 line payment amount must be changed to 150.00 the amount that we have remaining. Note that the "sign" when changing the **Residual Items**.

4. At this point we may click the "Document Overview" push-button to check the equality of the transactions. This will show a blank window with no details on it.

Choose the menu path Document > Simulate and the system calculate and create the necessary residual item amount. In the example, a residual item for $150.00 was created.

Notice the screen below. You will need to correct the marked items (your new residual item: Double click on the entry that you need to change.



IMPORTANT: YOU NEED TO MAKE THESE CHANGES SO THAT ALL AGING AND DUNNING PROCESSES ARE CORRECT.

Returned checks: **Reenter the Reference field with the check number, Doc Header Text with Bank name and Text field with Reason bank returned check IMPORTANT: Change the DUE ON DATE to the original date of returned check so aging is correct.**

Regular Invoices: Reenter reference and text fields as was entered on original invoice. Change Bline Date to the date of original invoice and change payment terms to NET DUE IMMEDIATELY so aging will be correct.

Now click on the "Document Overview" push-button to return to the Document Overview screen.

As you can see from the Display Overview screen the Debits equal the Credits and the document can now be saved by clicking on the Save icon. Of course, the 10-digit document number should be recorded on the travel claim paperwork.

Resetting Cleared Items

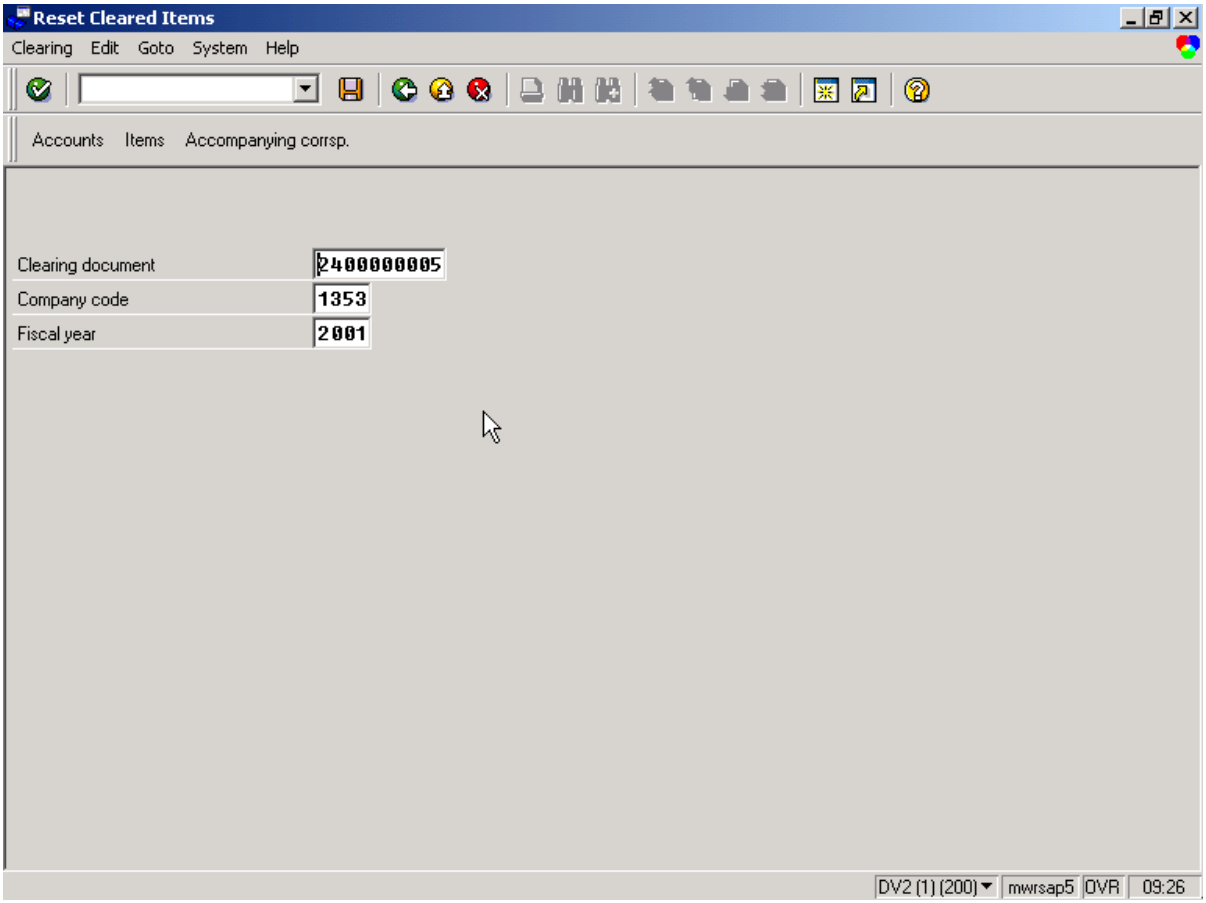
This transaction is used when it is determined that an error has been made after a customer account has been cleared. **If it is determined that you have cleared items incorrectly or matched items incorrectly, you may need to "reset" the clearing process you just completed above.** In effect, this transaction "breaks" the clearing and results in all the items for being reset as "open". At that time, the correction can be made and items manually cleared again if necessary.

Menu Path: ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS RECEIVABLE > DOCUMENT > RESET CLEARED ITEMS

Transaction Code: **FBRA**

Only cleared posted documents can be reset and cleared.

Initial Screen:



Enter the following data:

Clearing Document:	Enter Document number to be cleared
Company Code:	Enter Company code
Fiscal Year:	Enter Fiscal Year

To review the items to be reset, click on “Items”

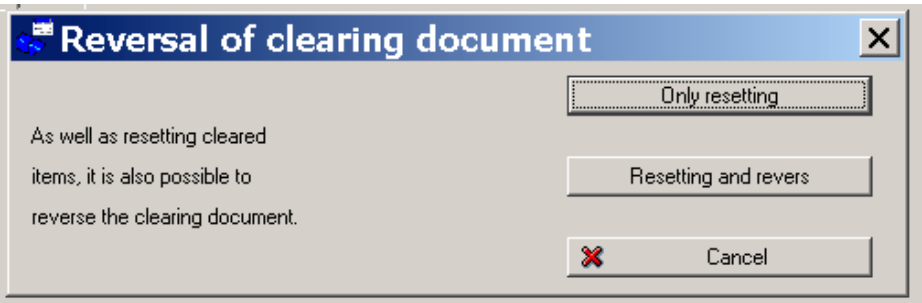
If you are sure you want to reset the cleared items, click on the green back arrow button

To review the accounts affected (customer accounts), click on “Accounts”

Press the Enter key or click the green checkmark icon to continue.

Click on the SAVE Button to reset clearing

Next Screen:



Here you have a choice. If you click on the Only Resetting Button, you will reverse the clearing of the two documents (invoice and payment), and they will fall back to being open items again. ***USE the “ONLY RESETTING” button!!!***

If you click on the **Resetting and Revers Button**, you will reverse the clearing of the two documents (invoice and payment), **but you will also reverse the payment document completely**. This transaction should be used with great care, please you understand the effect this will have if selected.

For this situation we want to Reset.

Click on the Only Resetting button

Dunning

Dunning is actually the process by which you "bill"or "invoice" a customer for past due items. This process results in the production of a DD139 for garnishment of wages. At MWR, VQ, NFC, and CIVNAFI, **dunning will mainly be used to attempt debt retrieval on bad checks** (or bad debts - overdue receivables) for the active duty military, retirees and reservists. For all other groups of customers, an ad hoc statement of the account (account statement) will be produced as required.

The procedure followed by MWR, VQ, NFC, and CIVMWR for retrieval of bad checks is as follows:

- **Step 1:** Phone call to customer on receipt of bad check – at this stage, perform posting outlined in paragraph on Returned Checks above
- **Step 2:** Letter to customer (+10 days)
- **Step 3:** Letter to CO (+7 days)
- **Step 4:** Legal letter to customer (→ DD139) (+13 days)
- **Step 5:** Issue DD139 (+10 days)
- **Step 6:** Follow-up on DD139 (dispersing officer) (+45 days)
- **Step 7:** Write-off (after 6 months)

REMINDER:

CHANGE CUSTOMER MASTER RECORDS TO INCLUDE CO ADDRESS, PAYMASTER ADDRESS, DISPERSING OFFICER NAME, ETC BEFORE PRINTING OUT DUNNING LETTERS FOR LEVELS 2, 4, and 5 SEE PROCEDURE ON PAGE III-143

Steps 2-6 above will be handled by dunning levels in SAP.

The levels of dunning for active duty military, retirees and reservists are as follows:

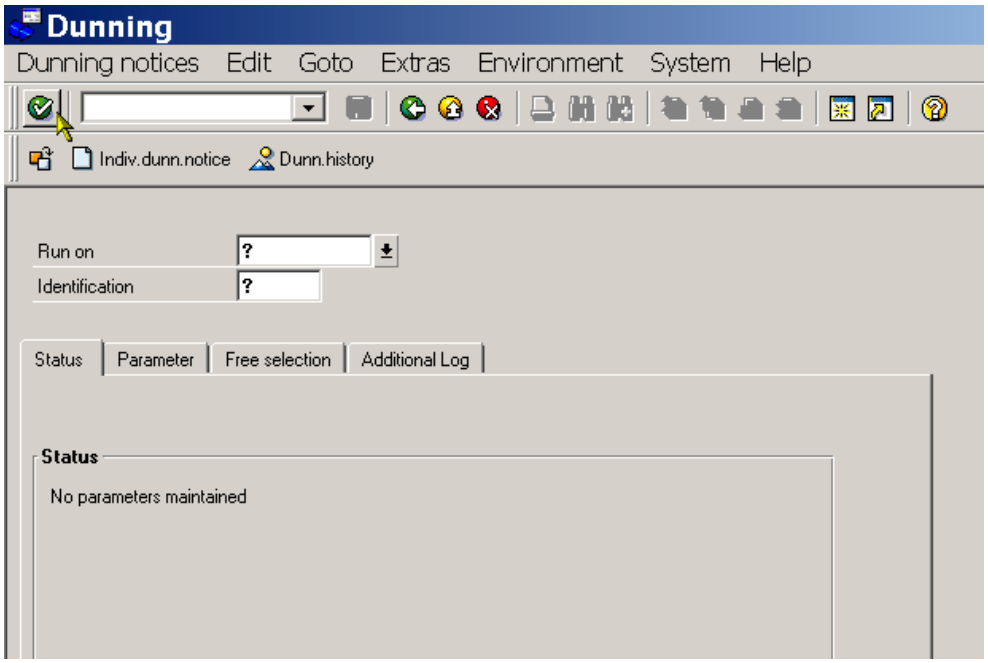
- Level 1: Letter to customer (+10 days after receipt of bad check)
- Level 2: Letter to CO (+7 days)
- Level 3: Legal letter to customer (→ DD139) (+13 days)
- Level 4: Issue DD139 (+10 days)
- Level 5: Follow-up on DD139 (dispersing officer) (+45 days)

This process is an external process.

Reminder - In dunning letters, include reference to service charge in text of letter. Amount posted to Accounting system is only the face value of the returned check.

NOTE: Before starting, the military customer must have the Dunning procedure 2000 filled in on the customer master record, as indicated below. Also, note that if the Grouping key is entered as 01, then when dunning occurs, each open item that qualifies for dunning will be processed on a separate dunning notice. If the Grouping key is left blank, all open items that qualify for dunning will appear as separate line items on one dunning notice.

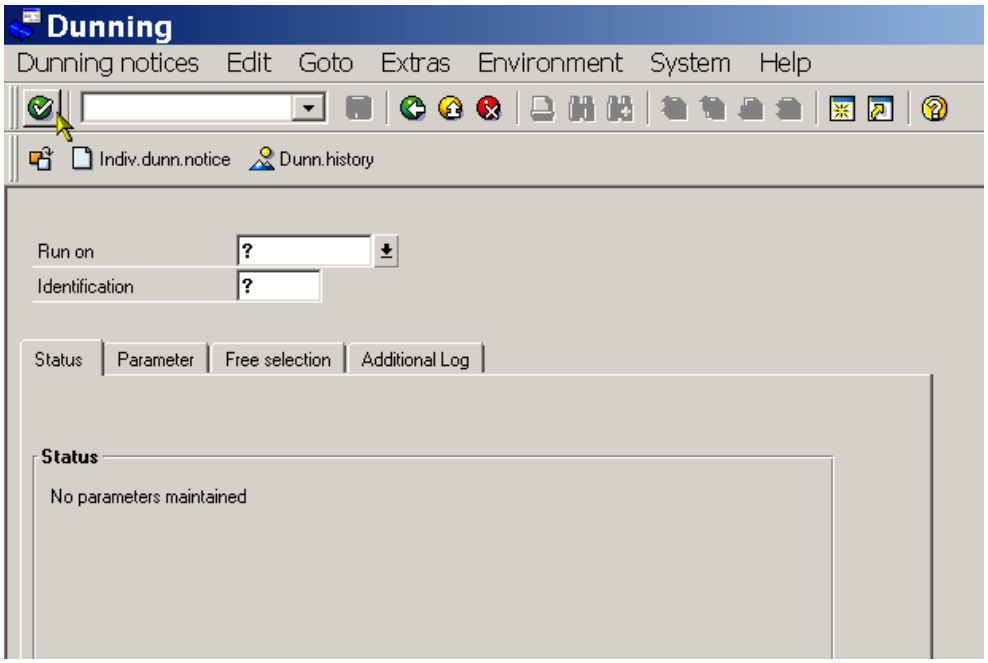
Initial Screen:



DUNNING PROCESS

Menu Path: ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS RECEIVABLE > PERIODIC PROCESSING > DUNNING

Transaction Code: **F150**



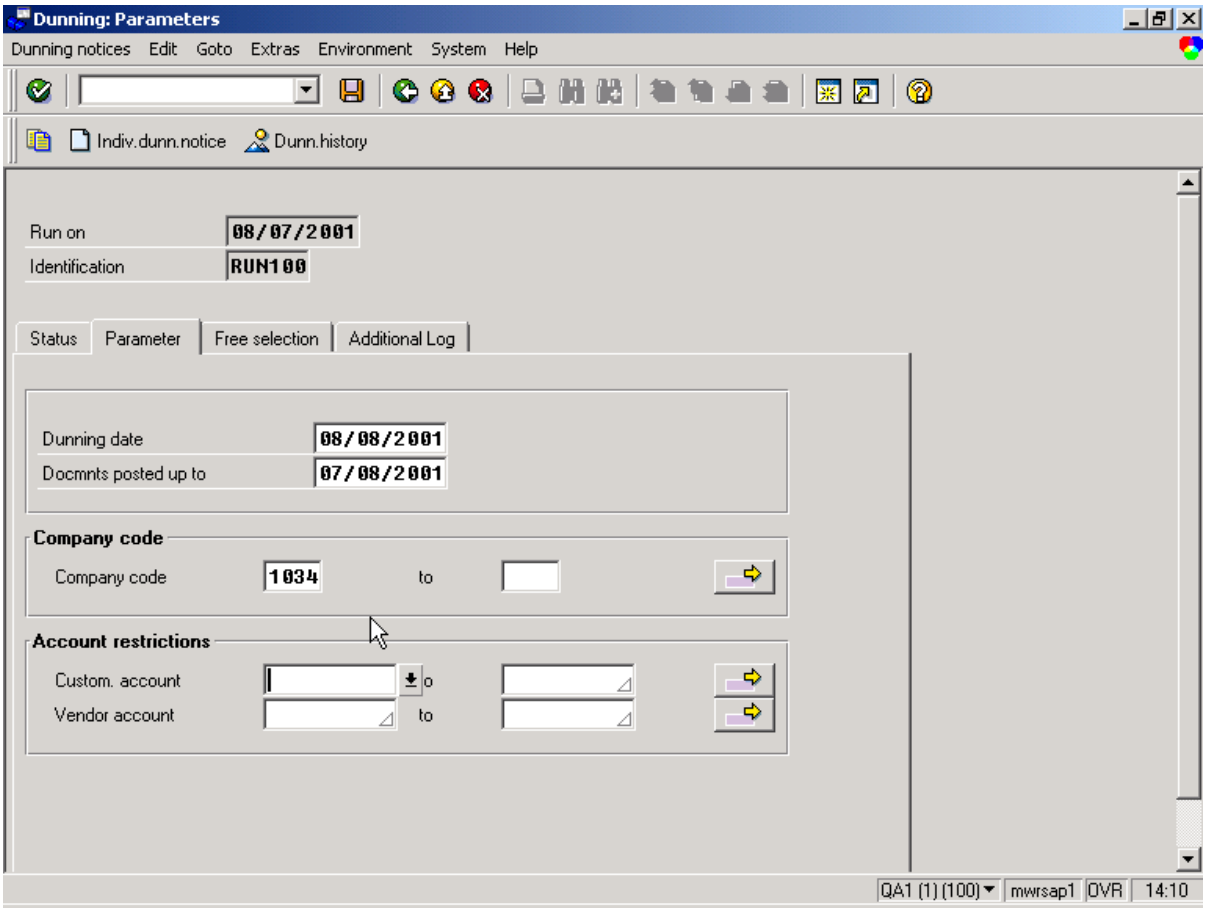
Run Date is today's date (must be manually entered in this field). **Identification** is User initials and number, (e.g. RUN001).

NOTE: Whenever you schedule a dunning run, the "Run Date" and "Identification" number must not be the same. You may run several dunning runs on the same date but the "Identification" name must be different. Alternatively, the "Identification" name may be the same as long as the "Run Date" is different.

Click on the "***Parameters***" tab.

NOTE: Maintaining Parameters. Parameters are limiting criteria that include the date of issue, dunning period, company codes and customer account numbers.
Click on the '**Parameter**' tab.

The following screen appears:



Enter the following data:

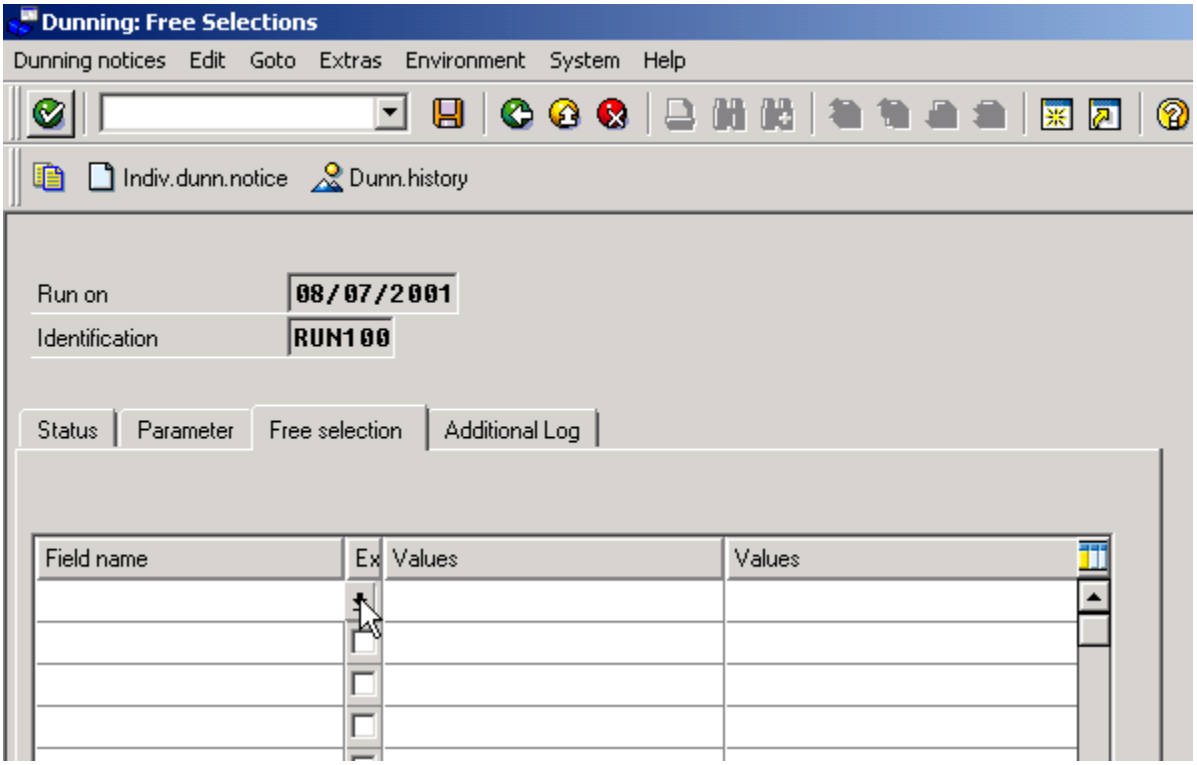
Dunning Date: Today's date
Documents posted up to: This date defines the period covered in the dunning run.

Company Codes: XXXX
Customers from: 1
Customers to: 99999999999

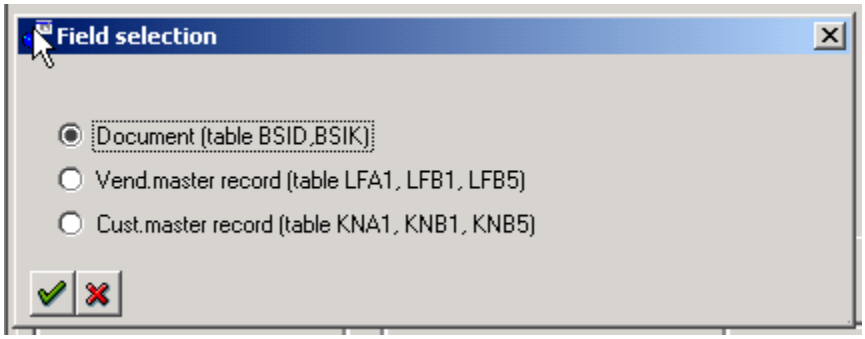
NOTE: The above example will run the dunning program for all customers in that company code. To run a dunning on a single customer, just enter the customer's account number in the "Customers from" field. To run a dunning on a select series of customers, enter the appropriate range of customer numbers.

Click on "**Free Selection" tab.** Enter the following information in order to dun Returned Checks customers only.

In the field name, click on the drop down menu



The following window will appear.



Press the Enter key or click the green checkmark icon to continue.

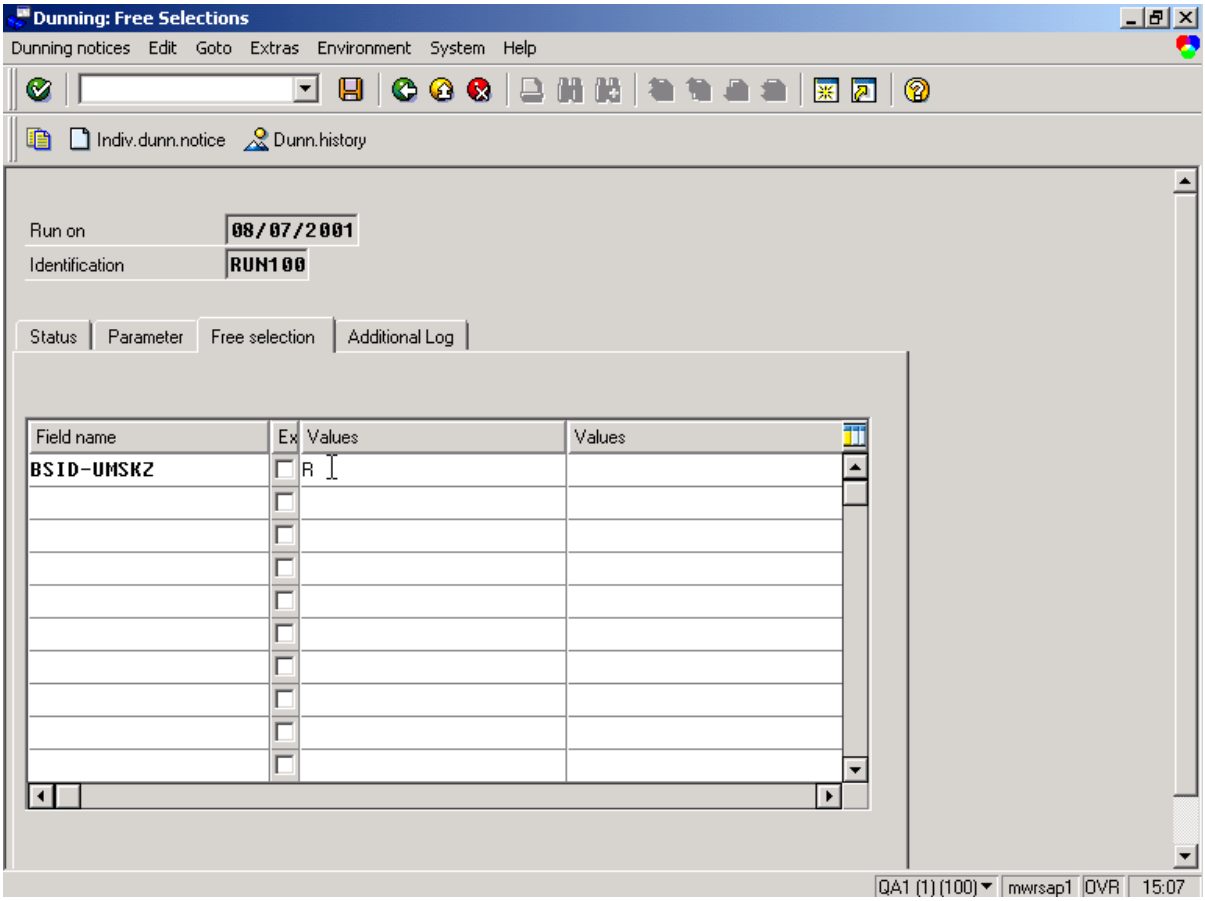
The next screen appears. Select the Special G/L Ind BSID-UMSKZ from the list.

Field name

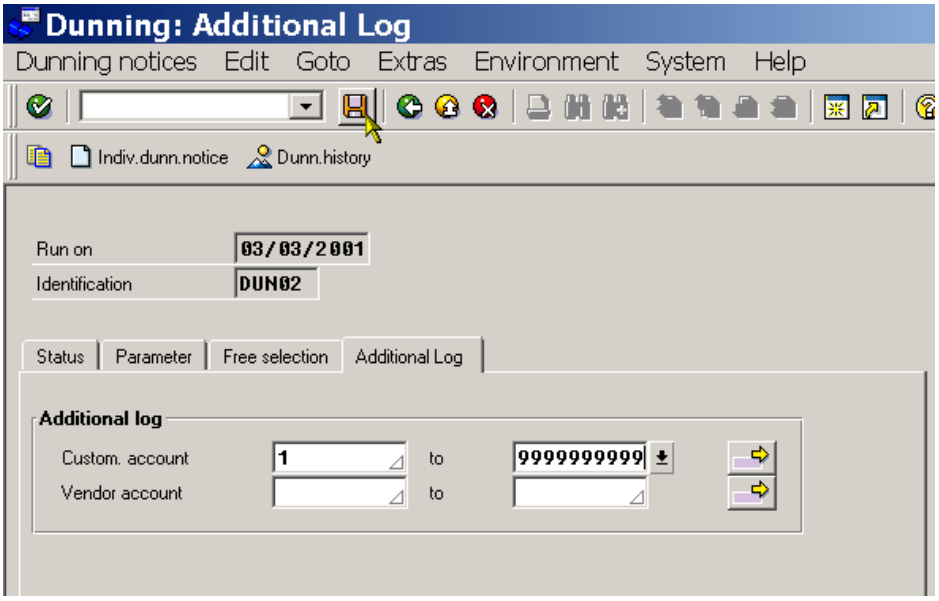
Field name	Fld name
Sp.G/L trans.type	BSID-UMSKS
Special G/L ind.	BSID-UMSKZ
Assignment	BSID-ZUONR
Fiscal year	BSID-GJAHR
Document number	BSID-BELNR
Line item	BSID-BUZEI
Posting date	BSID-BUDAT
Document date	BSID-BLDAT
Entry date	BSID-CPUDT
Currency	BSID-WAERS
Reference	BSID-XBLNR
Document type	BSID-BLART
Posting period	BSID-MONAT
Posting key	BSID-BSCHL
Trgt special G/L ind	BSID-ZUMSK
Debit/credit ind.	BSID-SHKZG
Business area	BSID-GSBER
Tax code	BSID-MWSKZ
Amt.in loc.cur.	BSID-DMBTR
Amount	BSID-WRBTR
Text	BSID-SGTXT
Order	BSID-AUFNR
Asset	BSID-ANLN1
Sub-number	BSID-ANLN2
G/L account	BSID-SAKNR
G/L account	BSID-HKONT
Branch account	BSID-FILKD

Press the Enter key or click the green checkmark icon to continue.

On the next screen, type in “ R” in the Values section



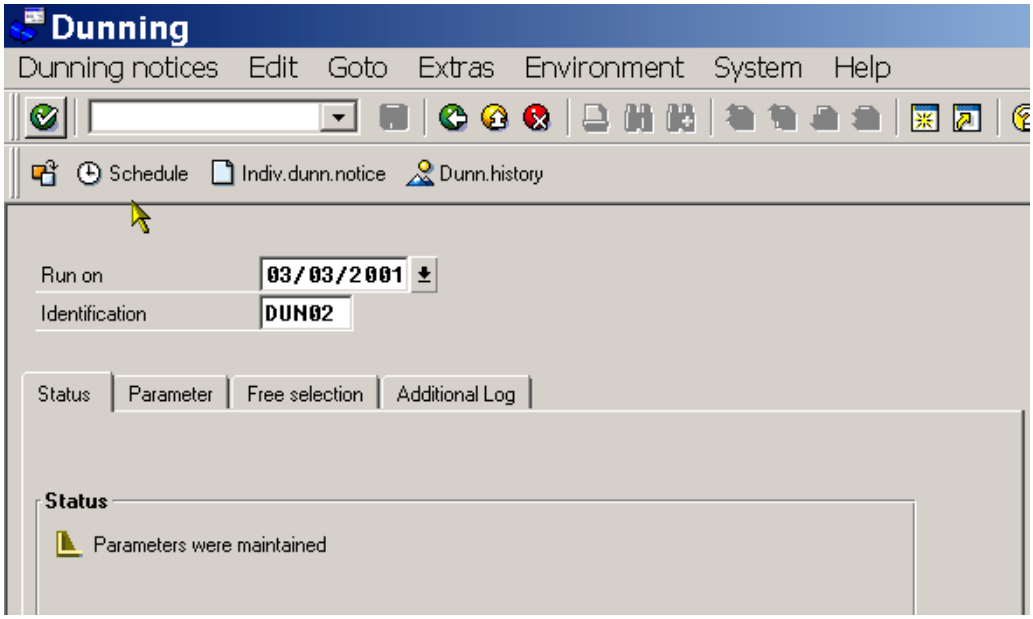
Click on ‘**Additional Log’** tab. Enter the range as follows:

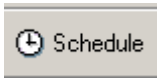


Click on the SAVE Button .

Click on '**Status**' tab.

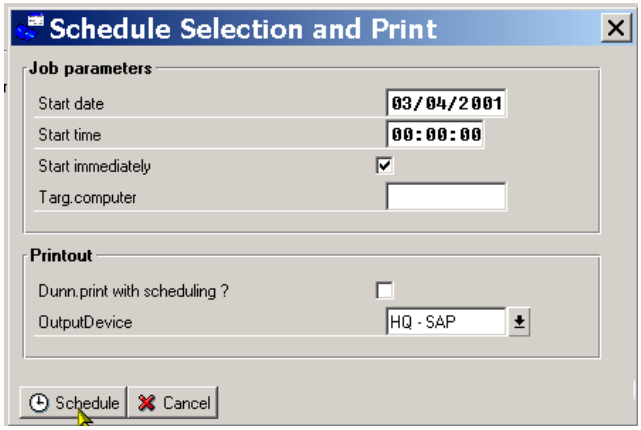
The screen will now appear as follows:

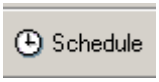


Click on 

button.

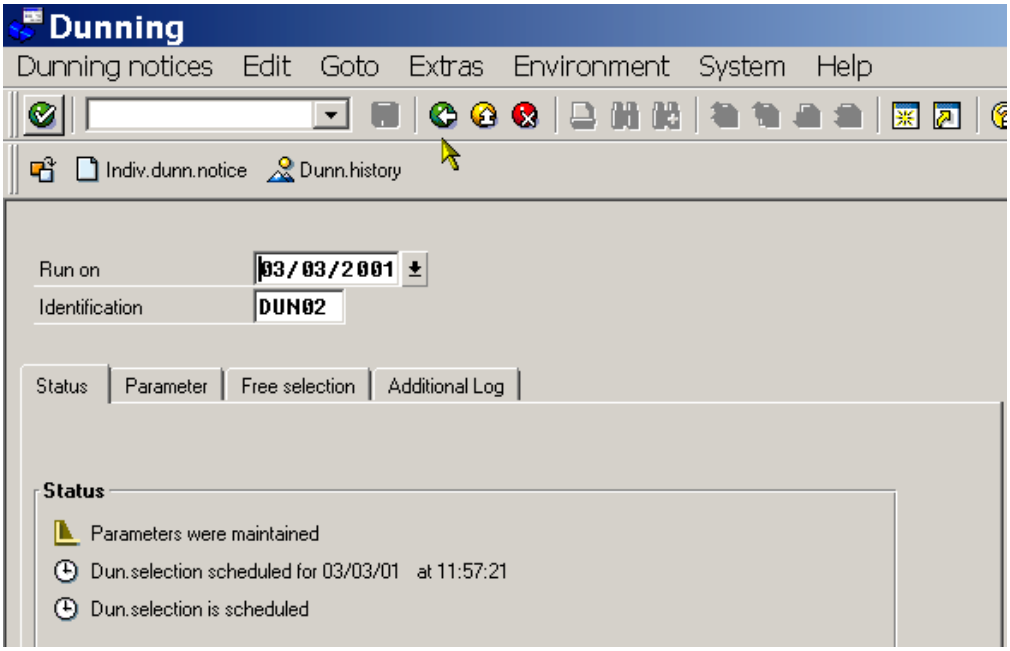
Verify correct date and time
Click in Start immediately field
Enter printer name. Click on the **'Start Immediately'** field when you select the printer.



Press the 

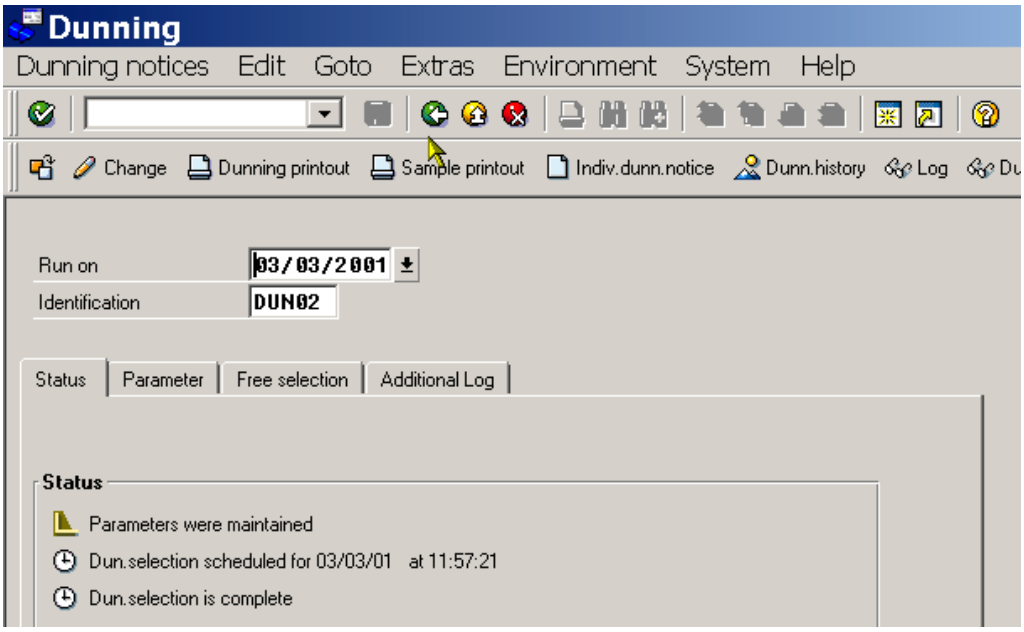
icon.

The following screen appears:



Select **Edit > Refresh** or press Enter until Dunning Selection is scheduled.

The following screen then appears showing that the Dunning selection process is complete:

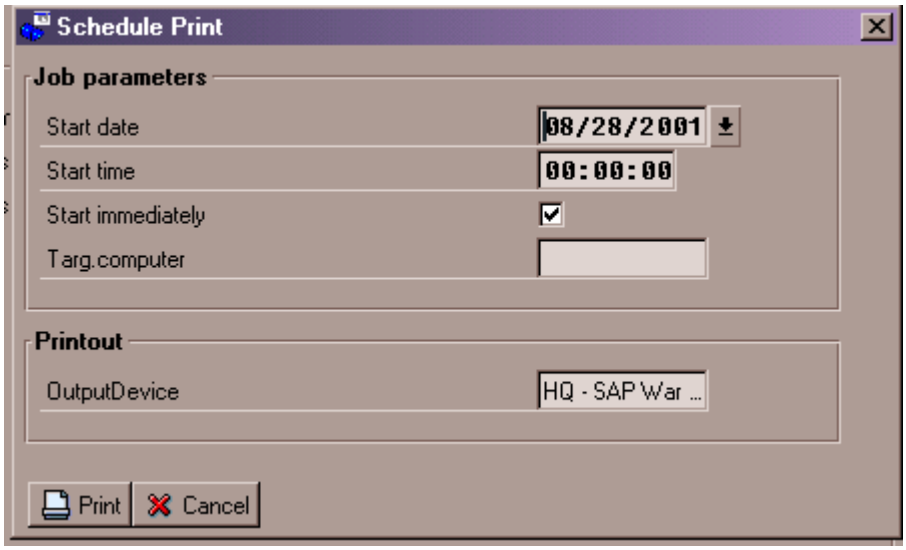


The next step is to schedule the dunning notice printout run.

Click on the button that reads

.

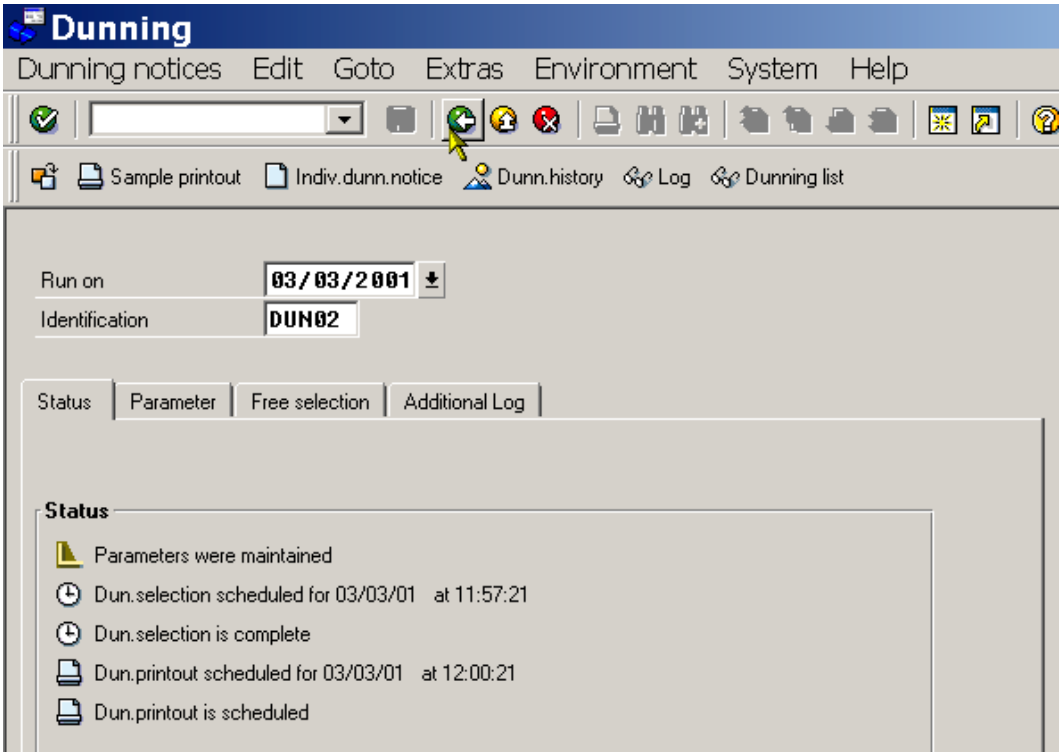
The following screen appears



Enter start date, flag "**Start immediately"** and enter printer name.

Then click on the Print icon.

A screen appears stating that the Dunning printout has been scheduled.



Select **Edit > Refresh** or press Enter until Dunning has finished.

BEFORE YOU FINISH PRINTING, CHANGE THE CUSTOMER MASTER RECORD TO ENTER FIELDS IN DUNNING DOCUMENTS. SEE THE END OF THIS SECTION FOR DIRECTIONS ON ENTERING THESE FIELDS.

After completing the changes in the customer master record: you may continue to print out dunning documents

The bottom line above on the screen will then state that Dun. Printout is complete
In order to kick off the print process, you must click on "SYSTEM", then "OWN SPOOL REQUEST", select your job and click on "PRINT DIRECTLY"

CHANGING CUSTOMER MASTER RECORDS FOR DUNNING

Before dunning printing can take place, you first have to change the customer master record in order to add Commanding Officer's address, Paymaster address, Accountable D.O name, and Certifying Officer name into the Dunning letters. You have to enter the appropriate names and addresses for your base in order for them to appear on the dunning letters and the DD139.

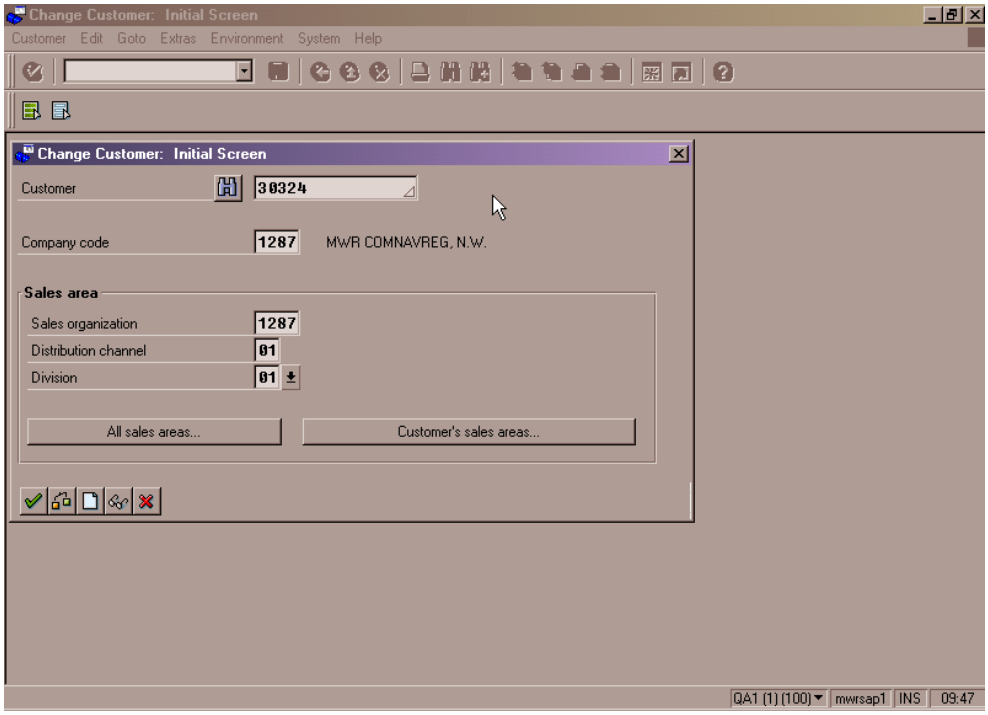
First navigate to the Change Customer Master Record screen.

Menu Path: LOGISTICS > RETAILING > MASTER DATA > EDIT CUSTOMER > BUSINESS PARTNER > CUSTOMER > CHANGE > FULL

Transaction Code: **XD02**

On the screen titled "Change Customer: Initial Screen", enter information in the fields as specified in the table on the next page.

Change Customer – Initial Screen



Enter the following data.

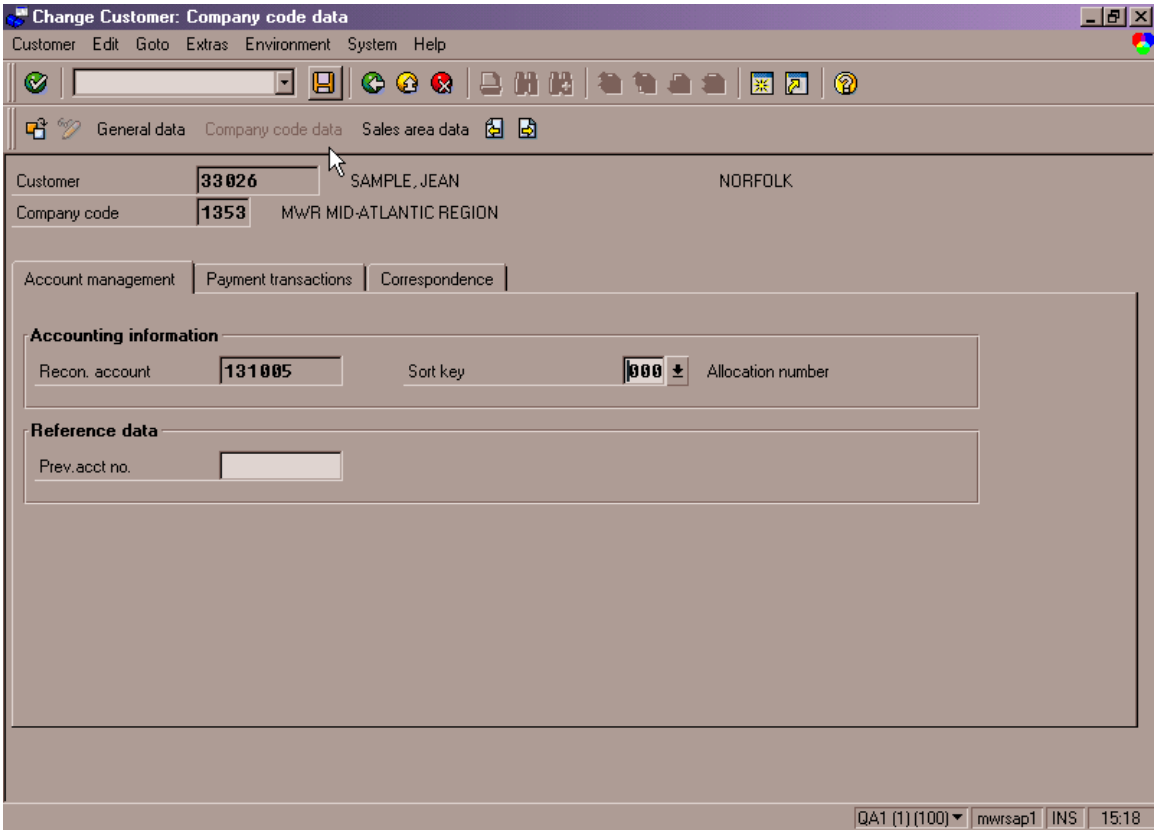
Change Customer: Initial Screen

Field Name	Description	R/O/C	User Action and Values
Customer	This is the customer record that is going to be changed.	R	Enter customer number or use down arrow to search. **CIVL = 60000 – 69999** **COMM = 10000 – 19999** **MILT = 30000 - 39999** **SHIPS = 20000 – 29999**
Company code	The company code ID	R	**Enter company code** Company code must be entered to change Accounting screens.

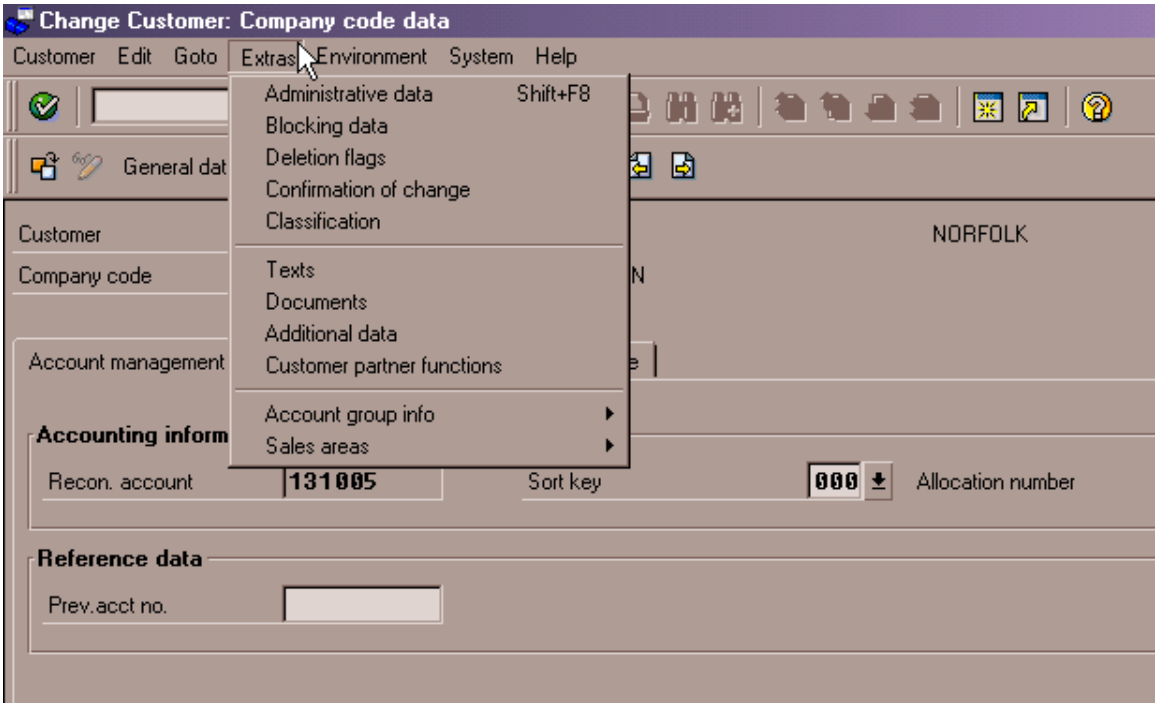
Sales organization	An organizational unit responsible for the sale of certain products or services. The responsibility of a sales organization may include legal liability for products and customer claims.	R	**Enter Sales Organization** Sales Organization mirrors company code. .1034=1034 1353=1353
Distribution channel	The way in which products or services reach the customer. Typical examples of distribution channels are wholesale, retail, or direct sales.	R	**Enter 01**
Division	A way of grouping materials, products, or services. The system uses divisions to determine the sales areas and the business areas for a material, product, or service.	R	**Enter 01**

Press the Enter key or click the green checkmark icon to continue.

Click on the Company Code Data Tab



Then click on “Extras” and select “Texts”.



The following screen will appear: Accounting Texts Screen

Change Customer: Accounting texts

Customer Edit Goto Extras Environment System Help

Create text Display text Delete text

Customer 33026 SAMPLE, JEAN NORFOLK

Company code 1353 MWR MID-ATLANTIC REGION

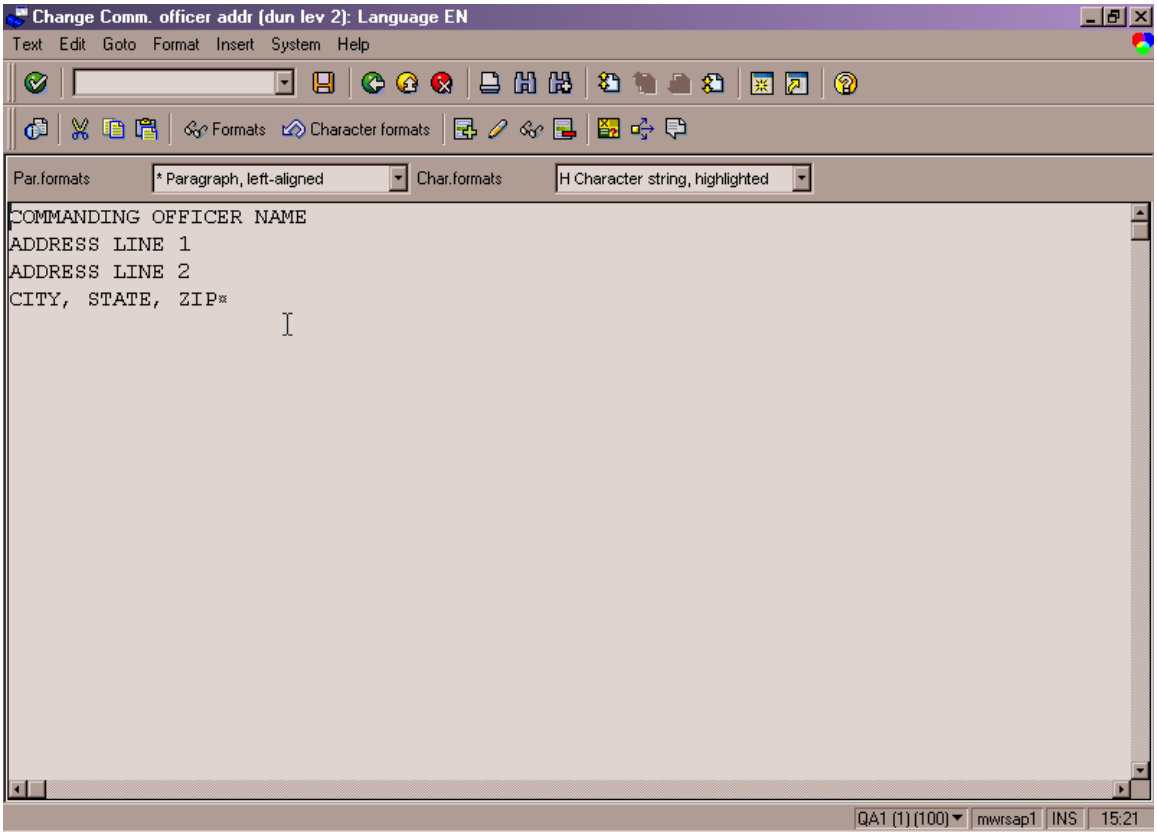
Default language EN English

Se	La	Description	1st line	M
		Accounting text (internal use)		☐
	EN	Account statement text	THIS IS SOME TEXT YOU CAN ENTER THAT WIL	☑
	EN	Comm. officer addr (dun lev 2)	COMMANDING OFFICER NAME	☑
	EN	Paymaster address "To" (DD139)	PAYMASTER NAME	☑
	EN	Accountable D.O. name (DD139)	ACCOUNTABLE DUTY OFFICER NAME	☐
	EN	Certifying officer (DD139)	CERTIFYING OFFICER NAME	☐

QA1 (1) (100) mwrsap1 INS 15:20

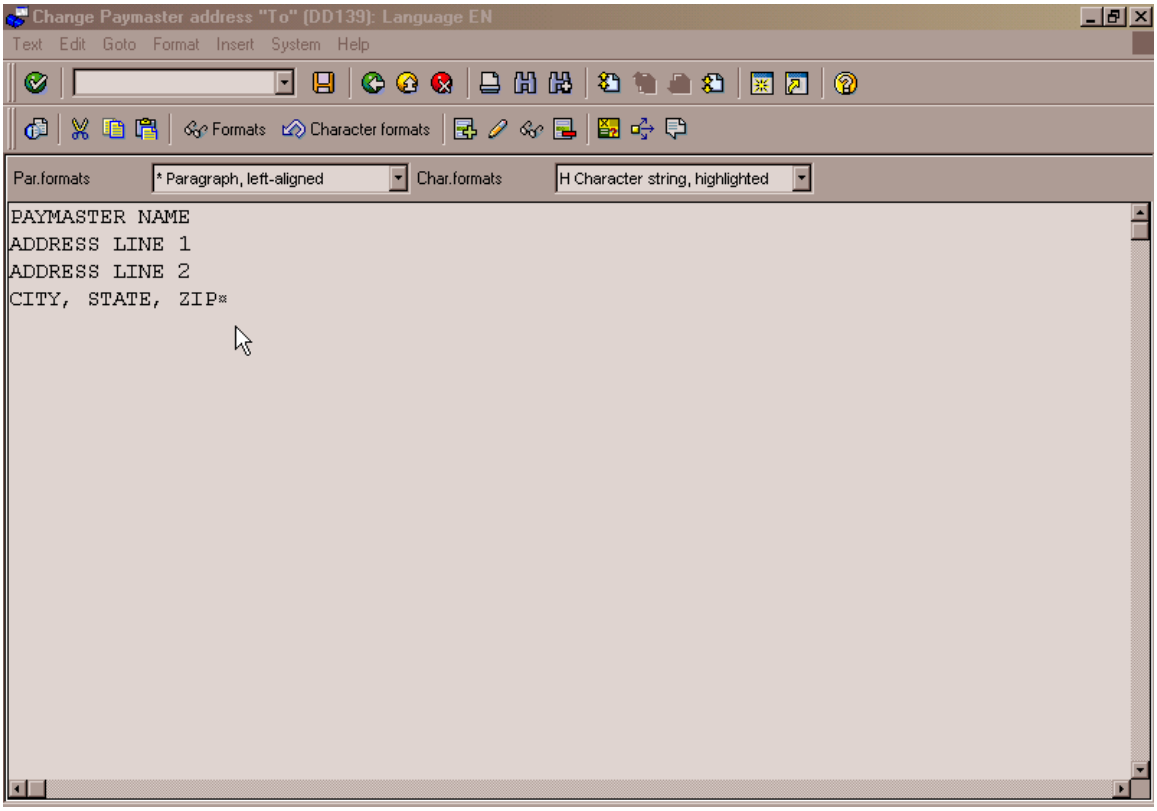
The last four lines (*Comm. Officer addr, Paymaster address, Accountable D.O. name and Certifying officer*) relate to the dunning process. Double click on *Comm. Officer addr (dunning lev 2)*

The screen on the following page appears.



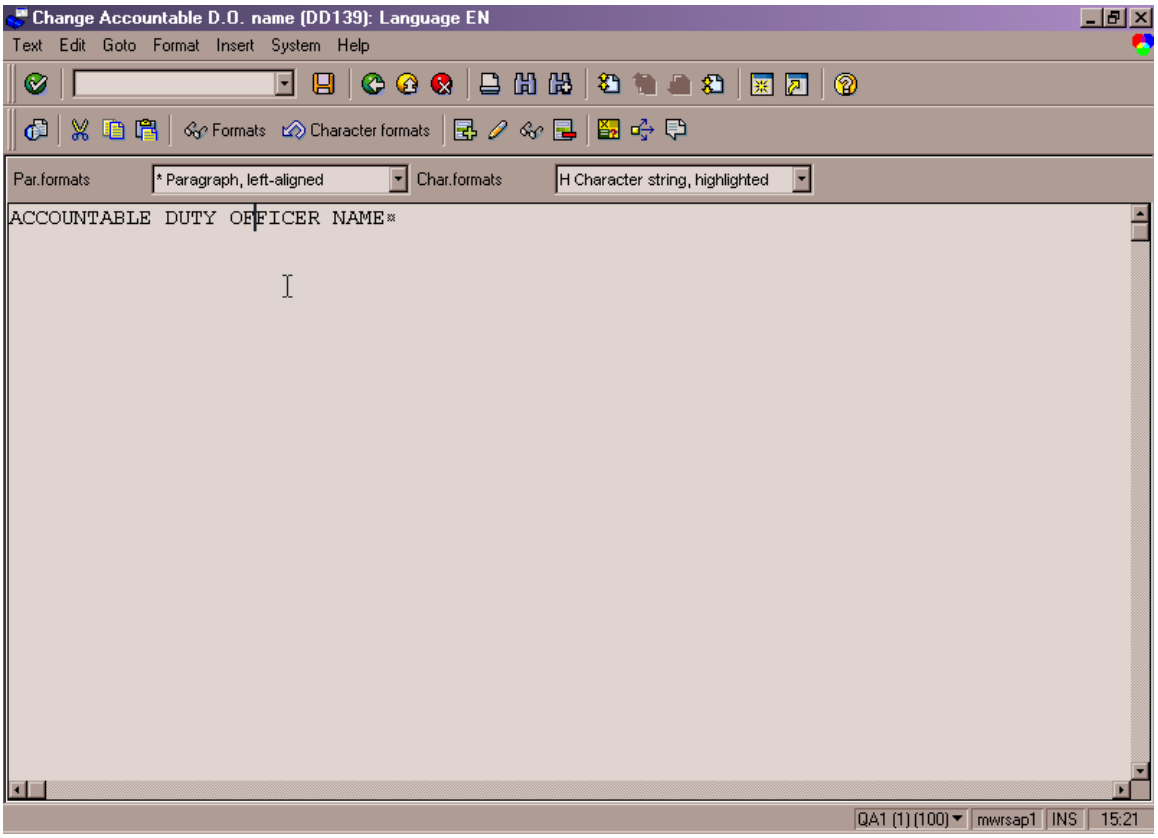
Enter the appropriate Commanding Officer's name and address. Then hit SAVE and click on the back green arrow . You will return to the Accounting texts screen

Double Click on the Paymaster address field and the following screen will appear.



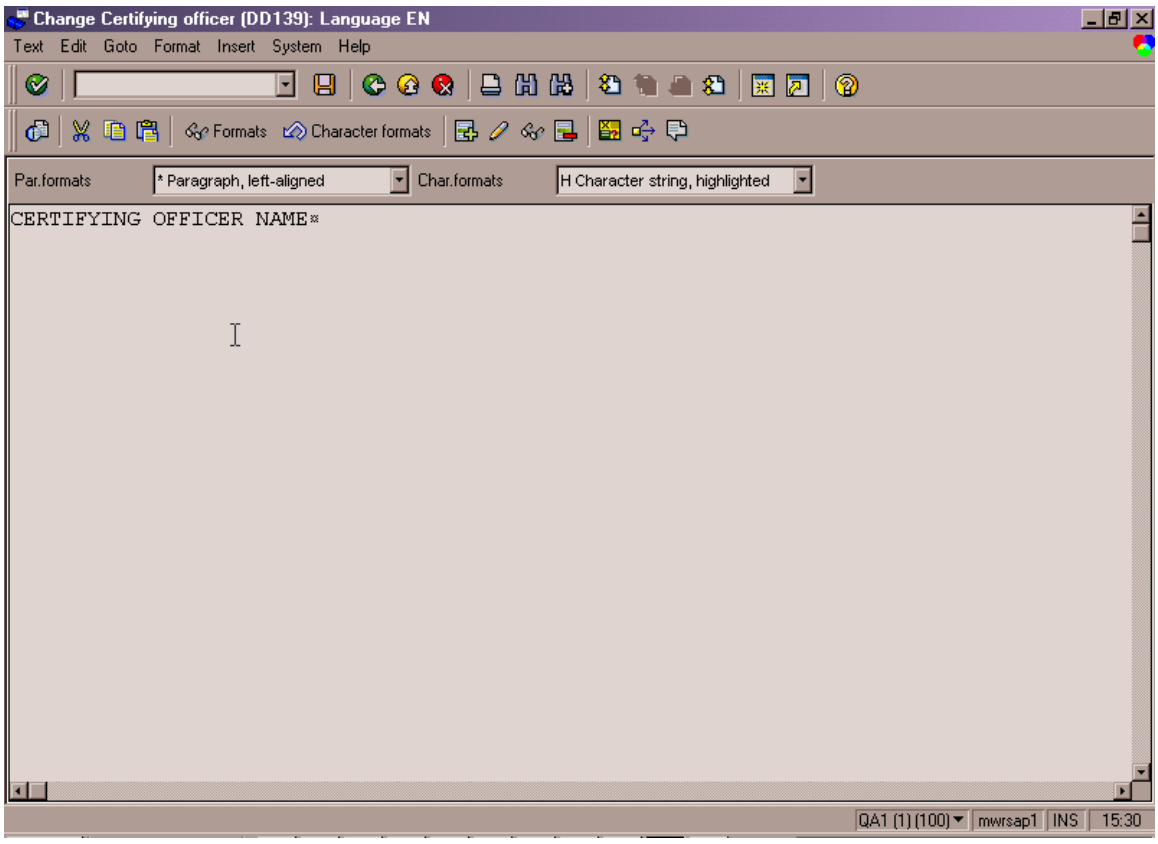
Enter the appropriate Paymaster name and address (the address of the Disbursing Officer or PSD where thegarnishment is to be submitted.) Click on Save and hit the back green arrow button. You will return to the Accounting text screen.

Then double click on the Accountable D.O name and the following screen appears.



Enter the appropriate Accountable Duty officer name (Disbursing Officer's name) and click on SAVE. Then hit the back green arrow button. You will return to the Accounting text screen.

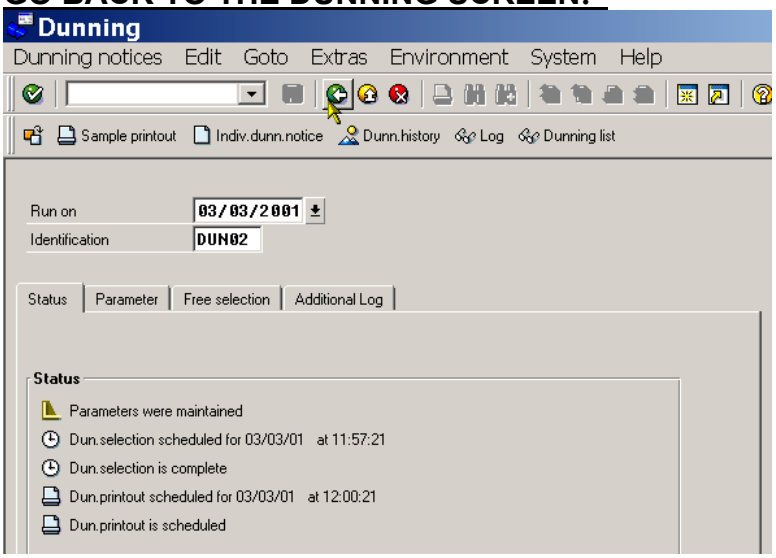
On the Accounting Texts screen, double click on the Certifying Officer field and the following screen appears.



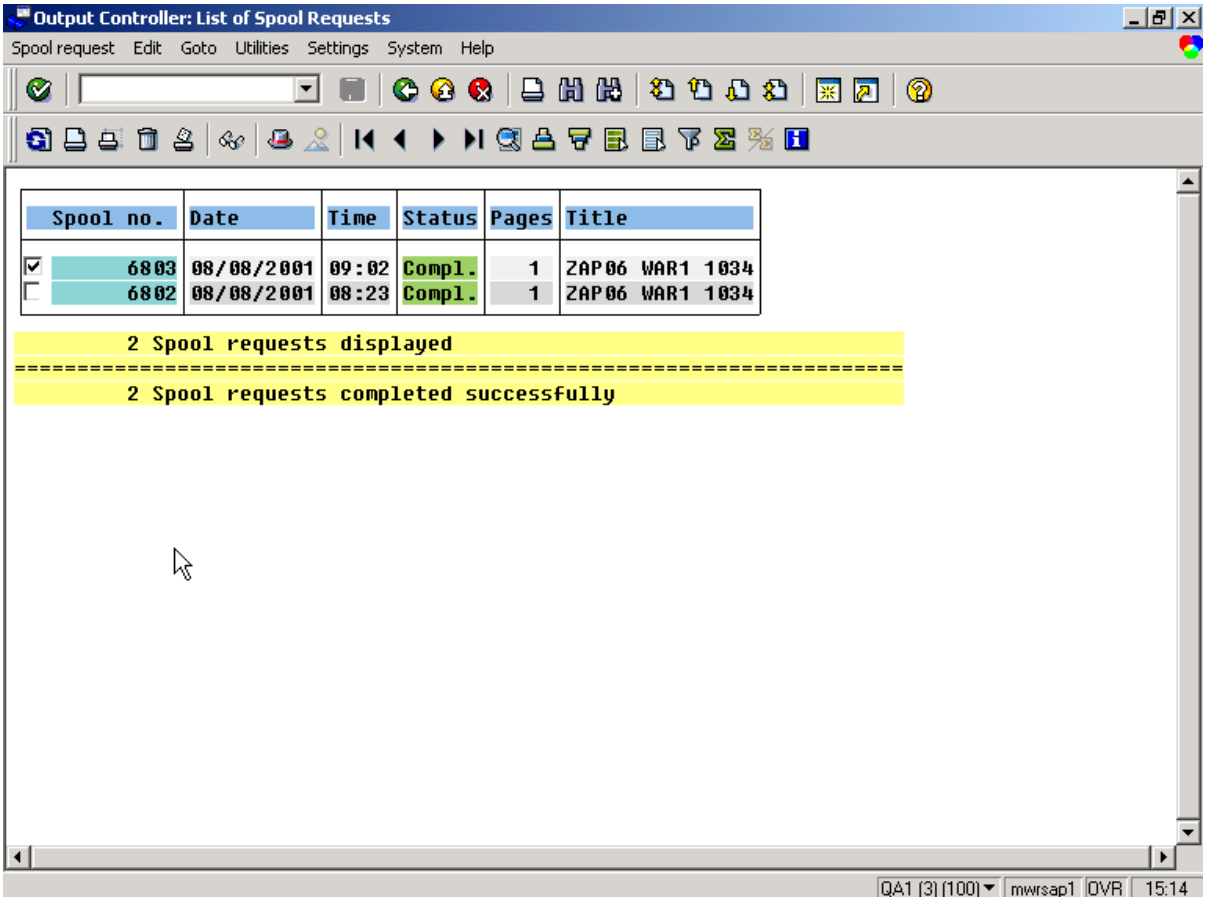
Enter the appropriate Certifying officer name (Ex: MWR Director of BQ Director- the individual that must sight the DD139 Form) and click on SAVE and then hit the green arrow button.

Once you are back to the Accounting Text Screen, YOU NEED TO SAVE THE CHANGES MADE TO THE CUSTOMER MASTER RECORD. Click on SAVE and you will receive a message that Changes have been made.

GO BACK TO THE DUNNING SCREEN:



The bottom line above on the screen will then state that Dun. Printout is complete
In order to kick off the print process, you must click on "SYSTEM", then "OWN SPOOL REQUEST" , the screen on the following page appears.
Select your job and click on "PRINT DIRECTLY"



Select **Extras>dunning run log** or hit button

.

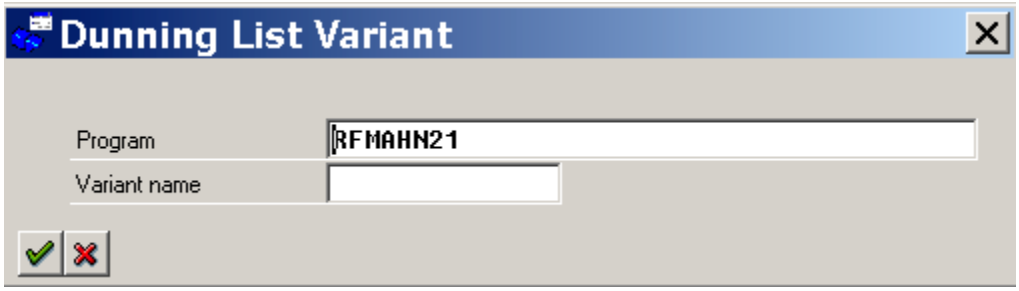
The following is a small extract from the log, showing that customer number XXXXX has been dunned:

Account D XXXXX dunning notice/dun.area. Dunning area Default is being processed.
Account D XXXXX dunning notice/dun.level. Dunning level 1 is being processed.
Account D XXXXX uses dunning procedure XXXX
Account D XXXXX / dunning procedure XXXX has no interest calculation indicator
Dunning level D XXXXX is used for account 1
Document XXXX000001/XXXX/001: Dunning level 1, days in arrears 164, status <.Dpi>
Account D XXXXX dunning data has been generated.

The customers who have been dunned may be viewed as follows:

Menu path: ***GOTO > DUNNING LIST*** or hit button

. The following screen appears:



Press Enter or click on the green check to get a display of customers who have been dunned in that run.

<u>Use this list to see the customer and their dunning level in order to determine those customers that need CO address information, etc entered into their master records.</u>

If you were to display the customer master record at this point (Menu Path: **ACCOUNTS RECEIVABLE > MASTER RECORD > DISPLAY**), it will show the date of dunning and the highest level to which the customer has been dunned.

Unit Allocation Funds

(Unit Allocation Funds and Funds Held on Behalf of Commands)

There are several scenarios relating to allocation funds and fund held on behalf of commands that will be addressed:

1. Command deposits funds with MWR from a fundraiser
2. Command issued request for full withdrawal of funds
3. Command issued request for partial withdrawal of funds
4. Command issued request for allocation funds
5. Command withdrawal of allocation funds
6. Command issued request for "payment" of funds to MWR activity
7. Command issued request for payment of funds to third-party vendor

All payments for Unit Allocation Funds (and funds held by MWR on behalf of Tenant Commands for such things as fund-raisers, etc) are recorded through SAP using customers. All amounts will be recorded through Deposits Payable (203001) – both Unit Funds and "fundraiser" monies deposited with MWR. Unit Allocation Funds are also provided through MWR ($10 per sailor per year) and expensed through Unit Allocations Expense (786).

Local MWR business offices should ensure a clear business procedure is established. A Command Funds Request Letter Form should be created for use by requesting commands. The form should include the following information per instruction 1710.11C:

- Command name and address
- UIC
- Telephone number
- Full name of the Payee (if the check is to be made payable to an individual versus the Command)
- Fiscal quarter the Unit Funds are being requested for (e.g. 1st quarter, 2nd quarter, etc)
- Number of active duty members
- Current roster of active members of the command (head count)
- Total amount of monies being requested
- Indication whether the request is for Unit Allocation monies or Fund Raiser monies (or both) (use checkboxes)
- Authorized signature for the Command

Other useful information that should appear on the Command Funds Request Letter Form or alternatively, a separate Payment Request Form includes the following:

- Customer account number - this information should be completed by the MWR AR technician only
- Indication whether request is a partial refund of funds or a full refund of funds (use checkboxes) – this box should be completed by the MWR AR technician only and marked as such

- Indication whether the requested dollar amount and the customer's deposit balance has been reviewed in the system (use checkbox) – this box should be completed by the MWR AR technician only and marked as such
- Indication whether the payment request is for a deposit (special G/L indicator "D")
- Document number – this information is useful when processing Partial Withdrawals since a particular open item (i.e. unit allocation) can be isolated and processed correctly

The AR technician's role when processing the refund request form is critical since they will determine the Command's fund balance. They can then determine whether there are sufficient funds for the requested refund and, if so, they can determine whether the refund is partial or full.

The AR Technician must also confirm that the Payee listed on the request form is the same POC name that appears in **the Name 2 field on the Command's customer master record**. This is imperative since the system will use the Name 2 field as the payee on the check. The user executing the automatic check payment run or creating the "hot" check is not authorized to change the payee name.

Command Deposits Funds with MWR from a Fundraiser

Commands sometimes hold fundraising events for the benefit of their members. Since Commands are not supposed to maintain their own bank accounts, they utilize local MWR business offices to deposit the proceeds from fundraising events for safekeeping. When MWR receives such funds they are deposited in the local depository bank account just like any other DAR cash receipt. These monies are not revenue to MWR, of course. Instead, they are accounted for as deposits payable and posted to the Command's customer sub-ledger account in the SAP system.

The special g/l indicator "D" can be used with customer line items to direct the credit amount to the DEPOSITS PAYABLE g/l account. A summary of this journal is shown below:

Example: A Command has a fundraiser and deposits $300.00 with MWR and subsequently requests their $300 for their XMAS party (not held at an MWR facility).

DAR Only (assume cash cage journal is performed as usual)

DR (PK 40)	DAR/POS Clearing Account (101060)	300.00	
CR (PK 19 "D")	Customer Account (203001)		300.00

Command Issued Request for Full Withdrawal of Funds

Upon written request, Commands are entitled to withdrawal funds that are being held on their behalf by MWR. Once MWR receives the appropriate form outlining the details of the withdrawal the AR Technician (responsible for allocation funds and funds held should make an assessment whether this withdrawal is a full withdrawal of the Command's funds or a partial withdrawal.

If it is determined that the request is a full withdrawal then a check can be created automatically during the regular check payment run. A "hot check can also be created for full withdrawals of funds, if necessary. **A request for payment form should be given to the accounts payable technician stating the Command's customer number and that the payment is a full payment (partial payment is discussed below). Also the special G/L indicator "D"** should be noted on the form.

The automatic payment run parameters will be adjusted to include the particular Command customer account number, and a payment with be generated. The user executing the payment run will need to unblock them item in the payment proposal since all customer credit open items are automatically blocked for payment to prevent accidental payments.

A summary of the payment journal (created automatically by the payment program) is shown below:

Example: A Command has funds totaling $300.00 deposited with MWR. The Command submits a request using the approved form to withdraw all of their funds. The Command will be paying a third-party (not an MWR facility) directly for hosting their Christmas party.

DR (PK 09 "D")	Customer Account (203001)	300.00	
CR (PK 50)	Inter-company Cash (101005)		300.00

Command Issued Request for Partial Withdrawal of Funds

This scenario really is the alternative to the full withdrawal of funds described above. If the AR Technician determines that the request from the Command is a **partial withdrawal** then a **"hot" check must be created** (partial withdrawals of funds cannot be processed through the automatic check payment runs. **A request for payment form should be given to the accounts payable technician stating the Command's customer number and that the payment is a partial payment. Also the special G/L indicator "D"** should be noted on the form.

A summary of the payment journal (posted automatically when the "hot" check is created) is shown below:

Example: A Command has funds totaling $300.00 on deposit with MWR. The Command submits a request using the approved form to withdraw some of their funds ($200.00). The Command will be paying a third-party (not an MWR facility) directly for hosting their Christmas party.

DR (PK 09 "D")	Customer Account (203001)	200.00	
CR (PK 50)	Inter-company Cash (101005)		200.00

NOTE to Accounts Payable Section – you MUST process Partial unit fund withdrawals using the "HOT" CHECK procedure !!!!

Command Issued Request for Allocation Funds

Tenant Commands are authorized to draw $10 per active duty member per year (or $2.50 per quarter) from MWR NAF Funds. These funds are used to support Command functions that benefit all members. Requests for Unit Funds must follow policies as set forth in 1710.11C and include a request from the Tenant with appropriate signature, a roster of active duty members, and receipts supporting purchases. When payments are made to Tenants by MWR, an offsetting entry is made the 786000 (Unit Allocations Expense).

A summary of the journal is shown below:

Example: A Command has requested their allocation funds for the year be issued them. Their request form states that they are seeking $700.00 since they have 70 active roster personnel (70 persons @ $10.00 per person per year = $700.00).

NOTE: The person chosen to do Unit Allocations should know the amounts of any previous fund allocations to the Command making the request prior to transfer and/or payment to prevent over-allocations.

Unit Allocation Expense

DR (PK 40)	Unit Allocation Expense (786000)	700.00	
CR (PK 19 "D")	Customer Account (203001)		700.00

Command Withdrawal of Allocation Funds

When a Command requests allocation funds, it can request that the funds be issued to them by check. The Command should submit supporting receipts for purchases that they made for which they are seeking to apply their allocation funds. Generally, requests are made to cover the cost of the purchases. Sometimes Commands make use of the MWR Purchasing Department for certain purchases. If this is the case, the Purchasing Department should provide a copy of the purchase order to the designated Unit Funds AR Technician to their convenience when reviewing the Command's fund withdrawal request.

If the Command requests that a check be issued to them then the following journal will be made automatically by the check payment run or during the creation of a "hot" check:

Example: The Command also indicated on the request described in the previous example that these funds will be used for Command party that will be held at a third-party facility (not an MWR facility). The Command will pay the cost of the party themselves using the funds they have been allocated.

DR (PK 09 "D")	Customer Account (203001)	700.00	
CR (PK 50)	Inter-company Cash (101005)		700.00

Command Issued Request for "Payment" of Funds to MWR Activity

Some Commands will hold events at MWR facilities, but will not pay the cost of the event directly. Rather, they will want to apply their allocation funds or other funds held on their behalf to the cost of the event. MWR facilities are only "allowed" to charge for the cost of the materials and labor and not earn any profit on their events. Rather than simply create a "mess requisition" journal to record the cost of the event, the revenue (even though there will be no profit) should be recorded as well. This will ensure that the volume of sales activity is properly reflected in the P&L of the MWR facility hosting the event. This way the MWR facility's financial performance will not be unnecessarily penalized. The COGS for the event will be recorded using the normal procedure at month-end (inventory count and COGS journal). MWR facilities using MICROS POS systems should record the party contract as usual, except that the revenue (sales price) should **equal (not exceed) the cost of the materials and labor**.

If the Command wishes to apply their funds to the cost of an event at an MWR facility, one of the following journals will be made:

Example: The Command has held their Christmas party at the Officer's Club. The party cost the facility $600.00 in labor $400.00 in food and other materials, which they recorded on a party contract. The Command has submitted the documentation showing the cost of the party to the MWR Business Office.

The Command wants to use both its unit allocation funds of $700.00 (see the example above for the journal) and the balance funds being held on their behalf (earned from fundraisers) to pay the debt.

A. Sufficient Funds

After reviewing the Command's customer sub-ledger, it was determined that there are enough funds to pay the all of the party costs. The Command has $700.00 in allocation funds and $300.00 from fundraisers on deposit with MWR.

Party Contract (record revenue as cost of the event only – no profit)

DR (PK 09 "D")	Customer Account (203001)	1000.00	
CR (PK 50)	Catering Revenue (302000)		1000.00

B. Insufficient Funds

After reviewing the Command's customer sub-ledger, it was determined that there are not enough funds to pay the all of the party costs which turned out to be $1400.00, not $1000.00 as expected. The Command only has $700.00 in allocation funds available and $300.00 in other funds on deposit with MWR. Since the Command did not pay for any portion of the party, an ordinary receivable for $400.00 will also have to be recorded.

Party Contract (record revenue as cost of the event only – no profit)

DR (PK 09 "D")	Customer Account (203001)	1000.00	
DR (PK 01)	Customer Account (131005)	400.00	
CR (PK 50)	Catering Revenue (302000)		1400.00

Command Issued Request for Payment of Funds to Third-party Vendor

Some Commands will hold events outside of the base, at private facilities, such as hotels, restaurants, or banquet halls. Rather than pay these third-party vendors directly, they will ask the vendor to invoice MWR for the cost of the event. MWR would then pay the invoice using the Command's allocation funds and other funds held on their behalf.

Of course, MWR will not just pay any invoice submitted by a vendor. A purchase order and goods receipt must exist before an invoice will be posted and then paid. As such, when a Command is planning an event using a third-party vendor's facility, they should arrange the details through the MWR Purchasing Department when they plan on requesting their unit allocation funds or other funds be used to pay for the event. This way a Contracting Officer in Purchasing can create a purchase order. The **PO item should be assigned to g/l account 203000 and an appropriate cost center (probably G&A for the Base where the tenant command is located)**. It is important for the Contracting Officer to contact the designated Unit Funds AR Technician to ensure that they Command has sufficient funds on deposit to "cover" the amount of the purchase order.

Once the event has been held, a goods receipt must be posted in the system. This should be done when the Command's request and documentation are approved and submitted. The third-party vendor's invoice is entered and paid following the regular invoice verification process.

Example: The Command has held their Christmas party at the Holiday Inn hotel. This party was organized with the assistance of the MWR Purchasing Department, who created a purchase order for Holiday Inn to hold the party. The amount of the purchase order was $1600.00 and was assigned to g/l account 203000.

The Command notifies MWR that the event was completed successfully was submitting their unit fund withdrawal request form and documentation to the MWR business office. The Command's $700.00 in allocation funds are recorded (see Unit Fund Allocation Request example above for this journal).

Goods Receipt (upon notification by Command that event was successful)

DR (PK 40)	Deposits Payable (203000)	1600.00	
CR (PK 50)	GR/IR Account (201010)		1600.00

Invoice Verification (when invoice is received from third-party-vendor)

DR (PK 40)	GR/IR Account (201010)	1600.00	

CR (PK 31)	Vendor Account (201000)	1600.00

If the Command wishes to apply their funds to the cost of an event at a third-party vendor's facility, the following journal will be made:

The Command wants to use both its unit allocation funds of $700.00 (see the example above for the journal) and the balance funds being held on their behalf (earned from fundraisers) to pay the debt.

A. Sufficient Funds

It turned out that the party cost only $1000.00. The purchase order was amended and the goods receipt posting was corrected to reflect the reduction in cost. After reviewing the Command's customer sub-ledger, it was determined that there are enough funds to pay the all of the party costs to the third-party vendor. The Command has $700.00 in allocation funds and $900.00 from fundraisers on deposit with MWR.

Third-party Vendor Event

DR (PK 09 “D”)	Customer Account (203001)	1000.00	
CR (PK 50)	Deposits Payable (203000)		1000.00

B. Insufficient Funds

The party cost $1600.00 as stated in the purchase order. After reviewing the Command’s customer sub-ledger, it was determined that there are not enough funds to pay the all of the party costs to the third-part vendor. The Command only has $700.00 in allocation funds available and no other funds on deposit with MWR. Since the Command did not pay for any portion of the party, an ordinary receivable for $900.00 will also have to be recorded.

Third-party Vendor Event

DR (PK 09 “D”)	Customer Account (203001)	700.00	
DR (PK 01)	Customer Account (131005)	900.00	
CR (PK 50)	Deposits Payable (203000)		1600.00

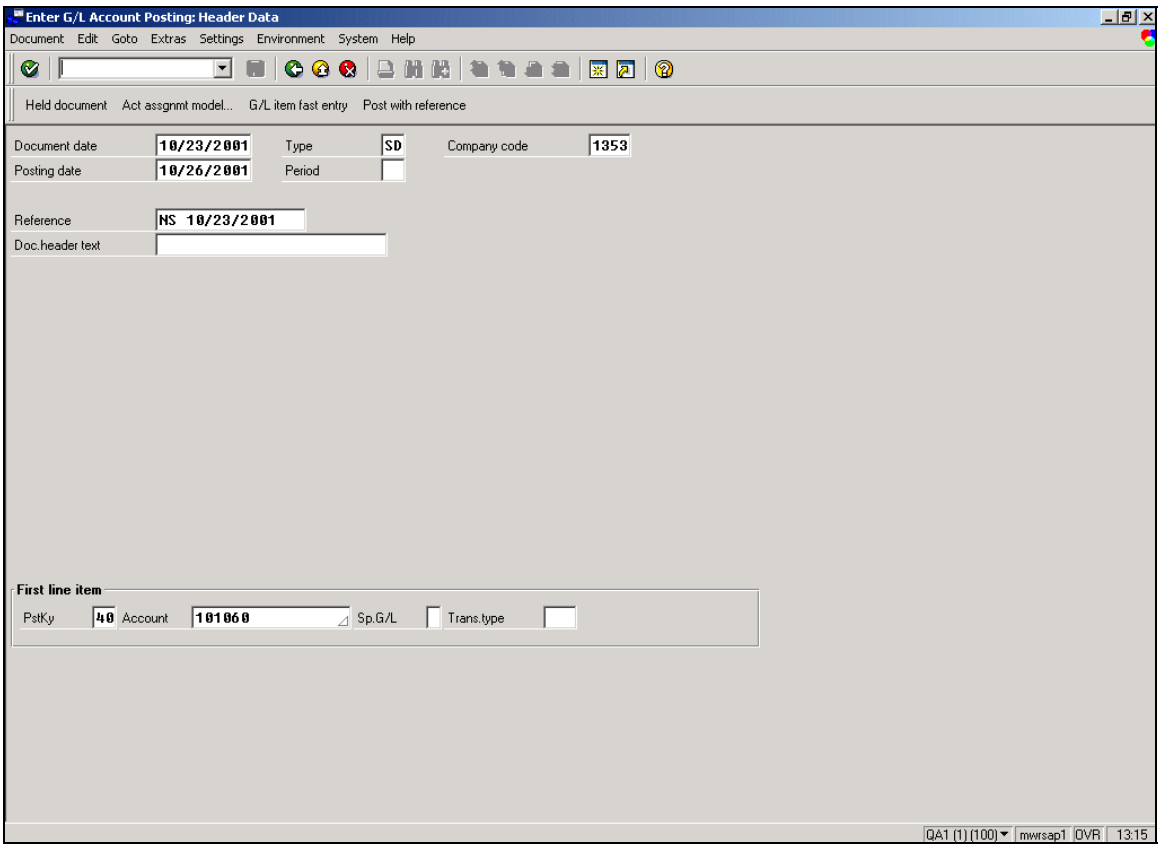
Scenario One: Command Deposits Funds with MWR from a Fundraiser

The following procedure is a standard DAR posting for a customer, except that special g/l indicator "D' is used to record the funds received from the customer a Deposit Payable.

Menu Path: Accounting >Financial Accounting> General Ledger> Document Entry>GL Accounting Posting

Transaction Code: F-02

First screen: *Enter G/L Account Posting: Header Data*



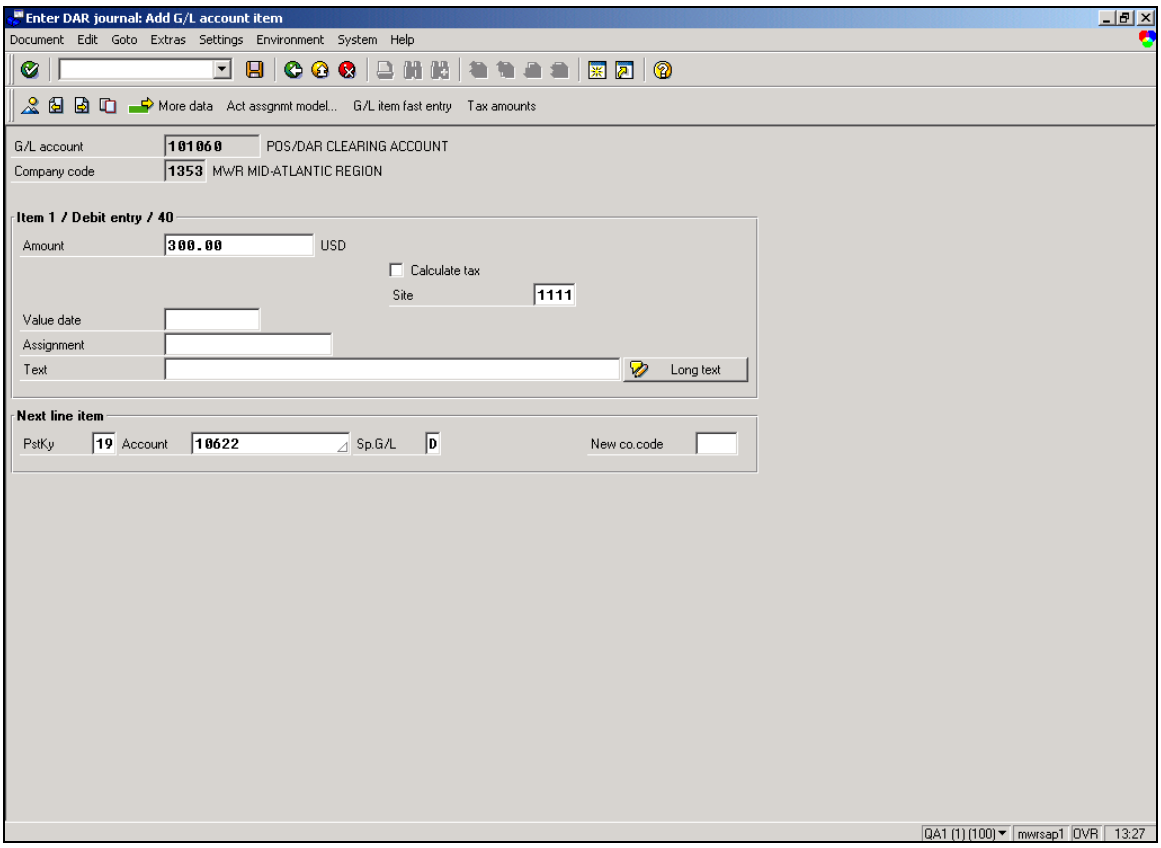
Use the following table to guide you with the correct entries for the window above.

Field Name	The proper entry
Document Date	Date of the DAR
Document type	SD – DAR
Posting Date	Same as the Document date
Reference	Use standard DAR reference numbering per local MWR business office procedure
Doc. Header text	Use standard DAR document header text per

	local MWR business office procedure
At the bottom of the window in the **First line item** section	
PstKy (Posting Key)	**40** – Debit
Account	**101060** – DAR/POS Clearing Account

Press the Enter key or click on the Green checkmark icon.

Second Screen: *Enter DAR Journal: Add G/L Account Item*



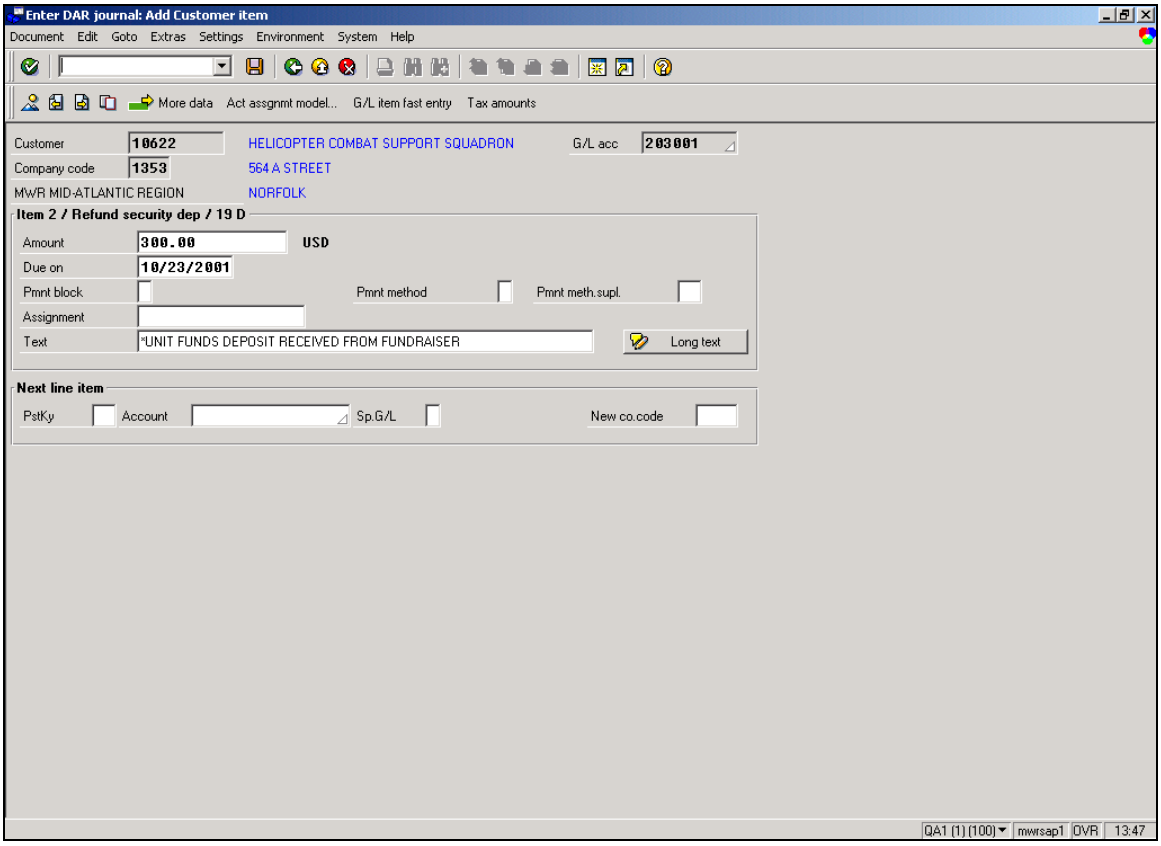
Use the following table for guidance:

The Field Name	The Proper Entry
Amount	Amount of the Deposit
Site	Enter the Site Number from the DAR
Move to the **Next Line Item** section	
PstKy (Posting Key)	**19** – Special GL Credit (for Customers)
Account	**Customer Account Number**
Sp. G/L	**D** – Deposits Payable **(VERY IMPORTANT)**

Using the special G/L Indicator "D" with the customer account number causes the system to redirect the posting to **Deposits Payable 203001** rather than Accounts Receivable 131005.

Press the Enter key or click on the Green checkmark icon to proceed to the detail screen for the next line item.

Third Screen: *Enter DAR Journal: Add Customer Item*



Use the following table for guidance:

The Field Name	The Proper Entry
Amount	Amount of the Deposit
Due on	Same as the Document date
Text	We recommend: **"*UNIT FUNDS DEPOSIT RECEIVED FROM FUNDRAISER"**

Press the Enter key or click on the Green checkmark to check the entries in the current line item.

Now click on the "Document Overview" push-button to view a summary of the DAR journal.

Fourth Screen: *Enter DAR Journal: Display Overview*

Enter DAR journal: Display Overview

Document Edit Goto Extras Settings Environment System Help

Display currency Park document Act assgnmt model... G/L item fast entry Taxes

Document date	10/23/2001	Type	SD	Company code	1353
Posting date	10/26/2001	Period	1		
Document number	INTERNAL	Fiscal year	2002		
Reference	NS 10/23/2001			Cross-CC no.	
Doc.header text					

Items in document currency

Itm	PK	CoCd	Account	Description	CostCr	Order	Amount
001	40		101060	POS/DAR CLEARING AC			300.00
002	19D		10622	HELICOPTER COMBAT S			300.00-

D 300.00 C 300.00 0.00 * 2 Line items

Other line item

PstKy Account Sp.G/L Trans.type New co.code

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As you can see from the Display Overview screen the Debits equal the Credits and the document can now be saved by clicking on the Save icon. Of course, the 10-digit document number should be recorded on DAR paperwork.

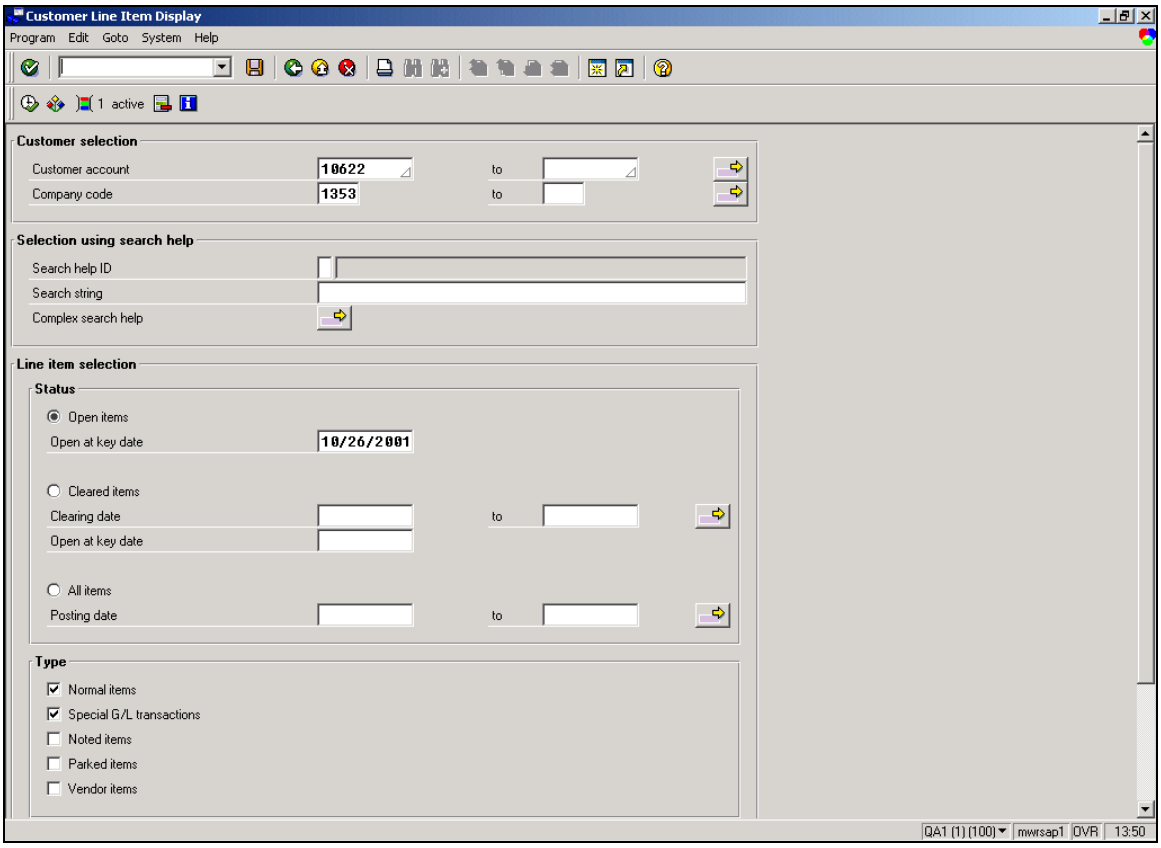
Scenario Two: Command Issued Request for Full Withdrawal of Funds

Upon receiving the Fund Request Letter from the Command requesting the withdrawal of their funds (generated from fundraisers), the AR Technician should **review the Customer deposit balance** to ensure that the customer has a deposit balance that is greater and or equal to the amount of the request**). This step is very important to prevent over-refunding to the Commands.**

Menu Path: Accounting >Financial Accounting> Accounts Receivable > Account > Display/Change Line Items

Transaction Code: FBL5N

First screen: *Customer Line Item Display*



Use the following table for guidance:

The Field Name	The Proper Entry
Customer account	Enter the customer's account number
Company code	Company code in which the funds are deposited
All items	Flag this radio button
Dynamic Selections	
G/L Account	Enter 203001 for deposits

Press the Execute push-button to execute the report.

Report screen: *Customer Line Item Display*

Customer Line Item Display

List Edit Goto Environment Settings System Help

Choose Save Selections

Status: open Parked Cleared
Due date: Overdue Due Not due

Run Date: 10/26/2001 13:47:02
User: JPHILLIPS

Open Items Key Date: 10/26/2001

HELICOPTER COMBAT SUPPORT SQUADRON 10622
564 A STREET
NORFOLK VA 23511-4011

St	CoCd	Assignment	Doc.no.	Type	Doc. date	Pstg date	PK	S	DD	Net due dt	Amt in loc.cur.	Clrng doc.	Text
	1353		1300001238	SD	10/23/2001	10/26/2001	19	D		10/23/2001	300.00-		*UNIT
*	1353										300.00-		
** Account 10622											300.00-		

Run Date: 10/26/2001 13:47:02
User: JPHILLIPS

Open Items Key Date: / /*

*
*
* * *

St	CoCd	Assignment	Doc.no.	Type	Doc. date	Pstg date	PK	S	DD	Net due dt	Amt in loc.cur.	Clrng doc.	Text
***											300.00-		

1 items were selected QA1 (1) (100) mwrsap1 OVR 13:50

The total deposit balance for the customer is displayed. The AR Technician can now determine whether the **Command has sufficient funds** for the amount requested. In addition, the AR Technician can determine whether this request is a **Full Withdrawal or a Partial Withdrawal**.

The AR Technician should indicate on the Payment Request form (or Command Request Fund Letter form, as explained above) whether the withdrawal is full or partial and whether sufficient funds exist by marked the appropriate checkboxes. The Payment Request form along with the Command's Request Letter should be forwarded to the Accounts Payable Department for payment processing.

The designated AP Technician responsible for Unit Refunds needs to know the following information in order to process the refund payment:

- **Customer Number – required when making a payment to a customer**
- **Full or Partial Payment – used to determine payment type (automatic payment or "hot" check)** (in this scenario - FULL)
- **Special G/L Indicator – used to ensure that payments is for a deposit and is posted to the correct g/l account**

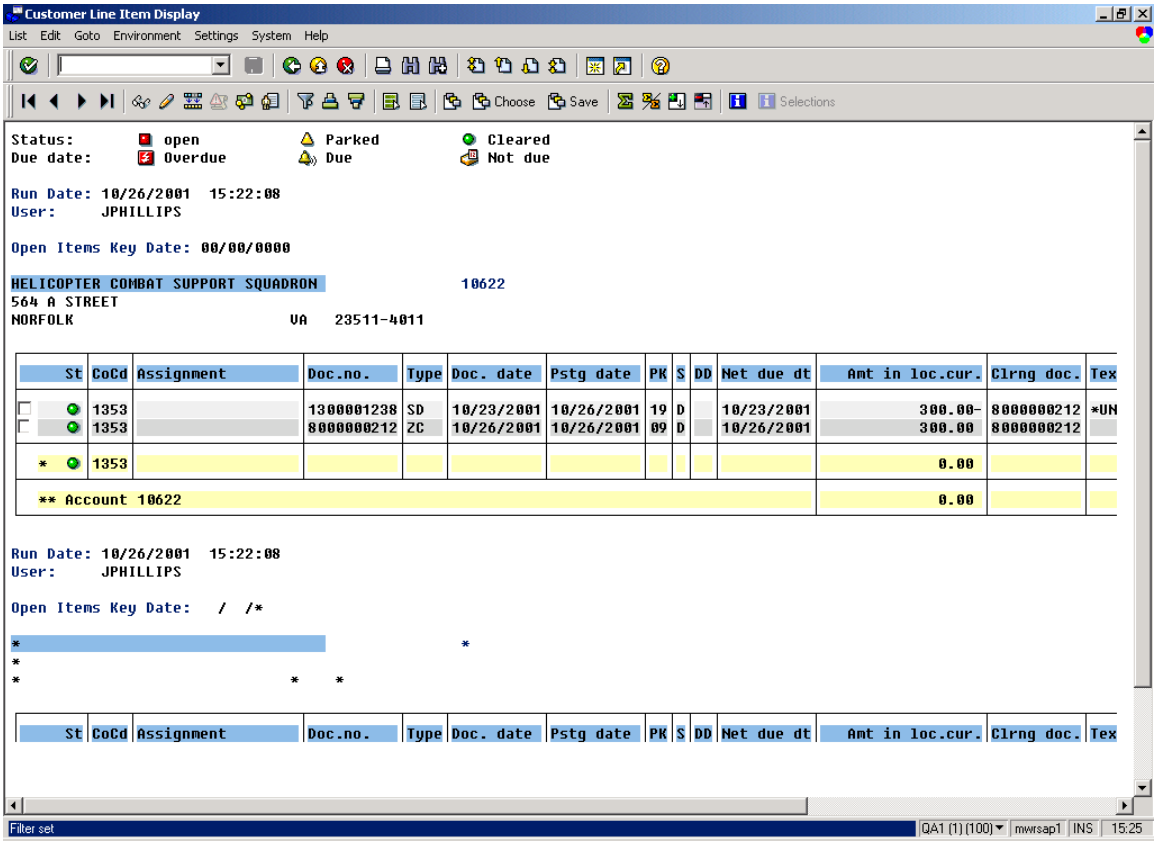
The designated AP Technician **must be able to execute the payment program and print checks.**

The AP Technician receives the documentation from the AR Technician and can proceed to process the payment request. Since the Command is requesting a Full

Withdrawal of funds, the automatic payment program can be used to create the check payment.

The payment program parameters need to be adjusted to include the Command's customer number. The payment proposal, once created, will need to be edited since all customer master records are blocked for payments. The customer's payment proposal item must be unblocked manually by the AP Technician. The edited proposal can be saved and the payment run executed.

After the payment has been made, the line item display for this Command's customer account will appear as displayed below:



Scenario Three: Command Issued Request for Partial Withdrawal of Funds

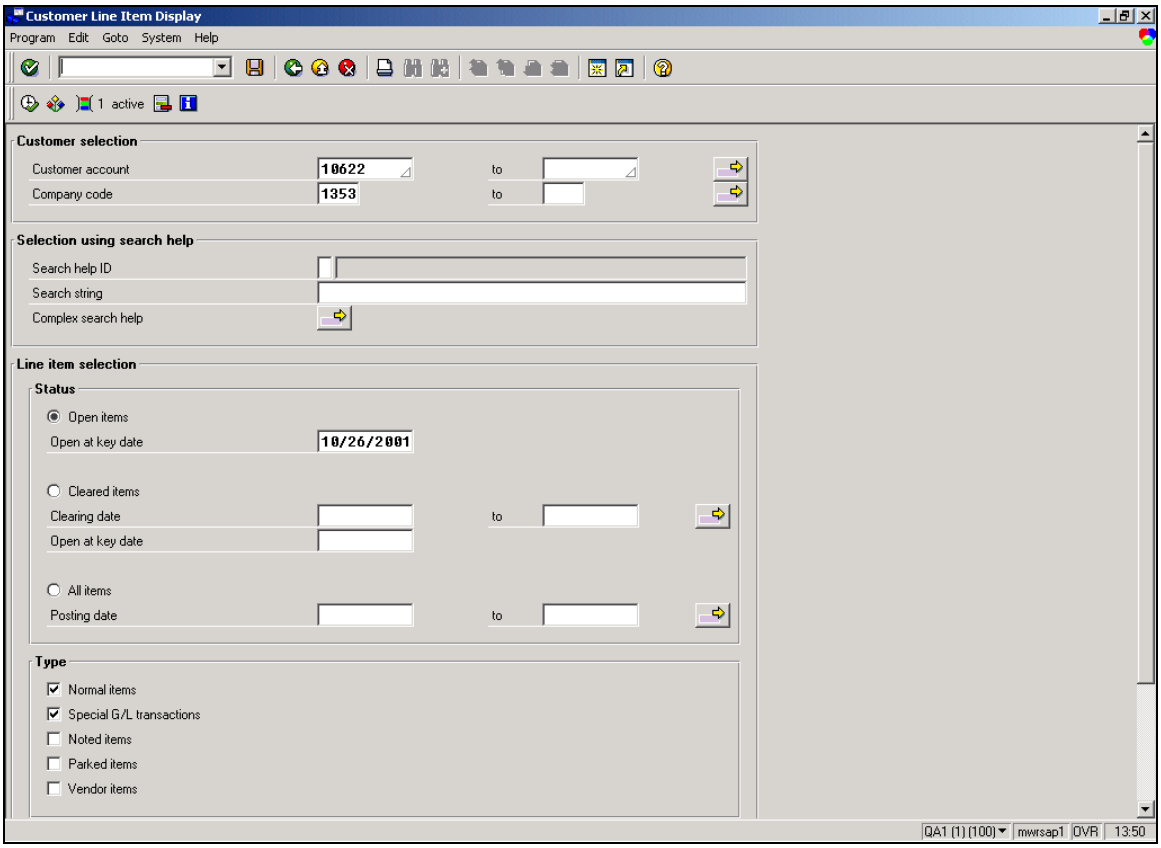
This scenario is similar to Scenario Two, except that the payment type for a Partial Withdrawal is always a "hot" check.

Upon receiving the Fund Request Letter from the Command requesting the withdrawal of their funds (generated from fundraisers), the AR Technician should **review the Customer deposit balance** to ensure that the customer has a deposit balance that is greater and or equal to the amount of the request**). This step is very important to prevent over-refunding to the Commands.**

Menu Path: Accounting >Financial Accounting> Accounts Receivable > Account > Display/Change Line Items

Transaction Code: FBL5N

First screen: *Customer Line Item Display*



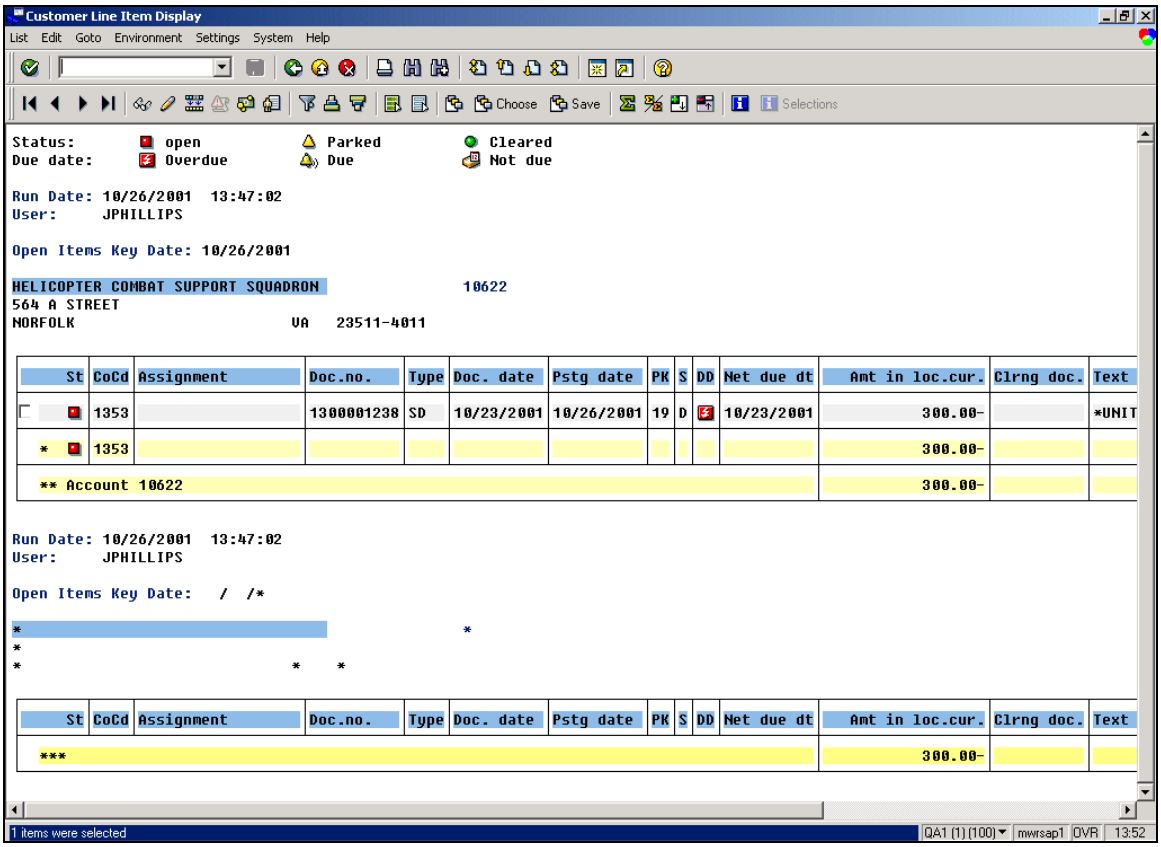
Use the following table for guidance:

The Field Name	The Proper Entry
Customer account	Enter the customer's account number
Company code	Company code in which the funds are

	deposited
All items	Flag this radio button
Dynamic Selections	
G/L Account	Enter 203001 for deposits

Press the Execute push-button to execute the report.

Report screen: *Customer Line Item Display*



The total deposit balance for the customer is displayed. The AR Technician can now determine whether the **Command has enough funds** for the amount requested. In addition, the AR Technician can determine whether this request is a **Full Withdrawal or a Partial Withdrawal**.

The AR Technician should indicate on the Payment Request form (or Command Request Fund Letter form, as explained above) whether the withdrawal is full or partial and whether sufficient funds exist by marked the appropriate checkboxes. The Payment Request form along with the Command's Request Letter should be forwarded to the Accounts Payable Department for payment processing.

The designated AP Technician responsible for Unit Refunds needs to know the following information in order to process the refund payment:

- **Customer Number – required when making a payment to a customer**

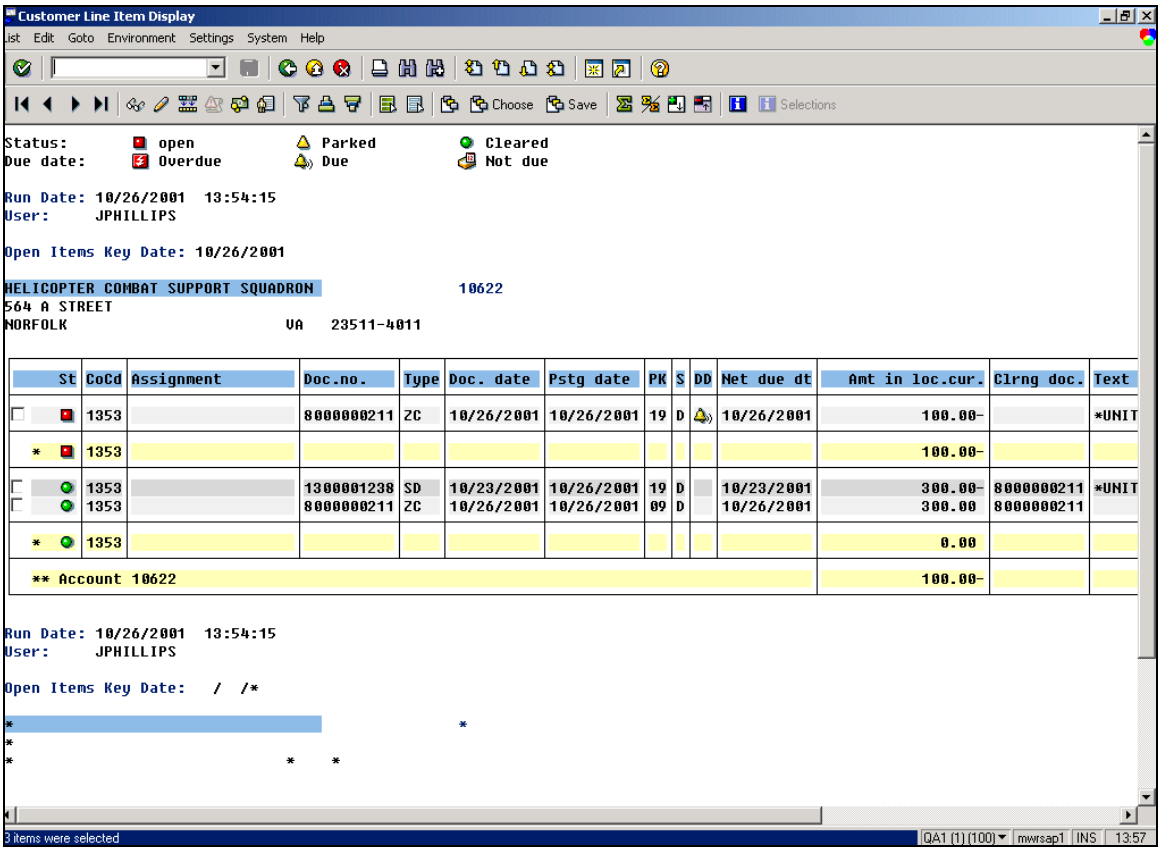
- **Full or Partial Payment – used to determine payment type (automatic payment or "hot" check)** (in this scenario – PARTIAL)
- **Special G/L Indicator – used to ensure that payments is for a deposit and is posted to the correct g/l account**

The designated AP Technician **must be able to create "hot" checks**.

The AP Technician receives the documentation from the AR Technician and can proceed to process the payment request. Since the Command is requesting a Partial Withdrawal of funds, only the "hot" check process can be used to make this payment. The "hot" check process allows the AP Technician to make a partial payment against an open item.

The "hot" check must be created for the Command's customer account with processing of open items. Do not simply post a payment on account. The open item(s) (outstanding deposit(s)) will need to be selected using the residual item tab screen. The amount of the partial withdrawal should be entered as the payment against the open item(s). The "hot" check can then be posted and printed. A residual open item will be posted for the difference.

After the payment has been made, the line item display for this Command's customer account will appear as displayed below:



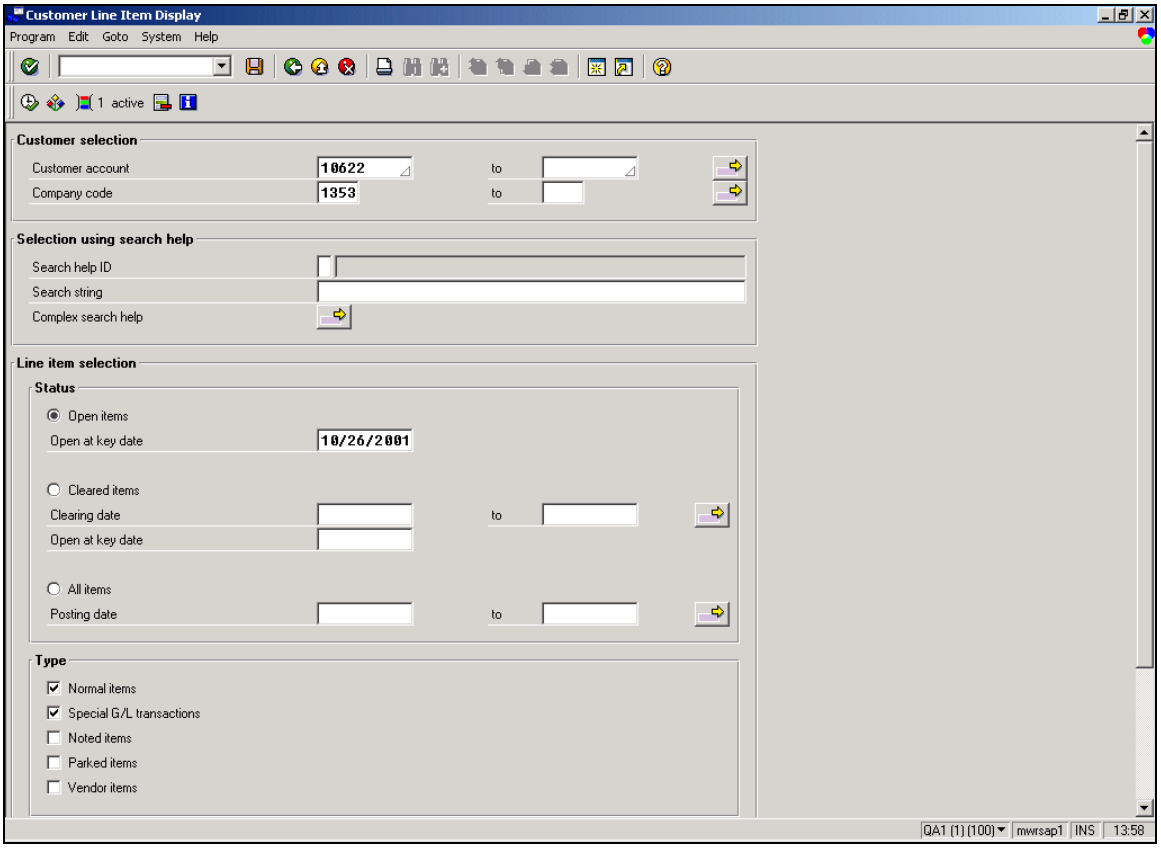
Scenario Four: Command Issued Request for Allocation Funds

Upon receiving the Fund Request Letter from the Command requesting their annual or quarterly allocation funds, the AR Technician should **review the Customer deposit balance** to ensure that the customer has not already received their allocation funds for the relevant fiscal/quarter. **This step is very important to prevent double-allocating funds to the Commands.**

Menu Path: Accounting > Financial Accounting > Accounts Receivable > Account > Display/Change Line Items

Transaction Code: FBL5N

First screen: *Customer Line Item Display*



Use the following table for guidance:

The Field Name	The Proper Entry
Customer account	Enter the customer's account number
Company code	Company code in which the funds are deposited
All items	Flag this radio button
Dynamic Selections	

G/L Account	Enter 203001 for deposits

Press the Execute push-button to execute the report.

Report screen: *Customer Line Item Display*

Customer Line Item Display

List Edit Goto Environment Settings System Help

Choose Save Selections

Status: open Parked Cleared
Due date: Overdue Due Not due

Run Date: 10/26/2001 13:47:02
User: JPHILLIPS

Open Items Key Date: 10/26/2001

HELICOPTER COMBAT SUPPORT SQUADRON 10622
564 A STREET
NORFOLK VA 23511-4011

St	CoCd	Assignment	Doc.no.	Type	Doc. date	Pstg date	PK	S	DD	Net due dt	Amt in loc.cur.	Clrng doc.	Text
	1353		1300001238	SD	10/23/2001	10/26/2001	19	D		10/23/2001	300.00-		*UNIT
*	1353										300.00-		
** Account 10622											300.00-		

Run Date: 10/26/2001 13:47:02
User: JPHILLIPS

Open Items Key Date: / /*

*
*
*
*

St	CoCd	Assignment	Doc.no.	Type	Doc. date	Pstg date	PK	S	DD	Net due dt	Amt in loc.cur.	Clrng doc.	Text
***											300.00-		

1 items were selected QA1 (1) (100) mwrsap1 OVR 13:52

The total deposit balance for the customer is displayed. The AR Technician can now determine whether the **Command is already received their unit allocation funds for the fiscal year/quarter.**

The AR Technician should indicate on the Command Fund Request Letter form that they have verified the Command's entitlement to the allocation funds requested.

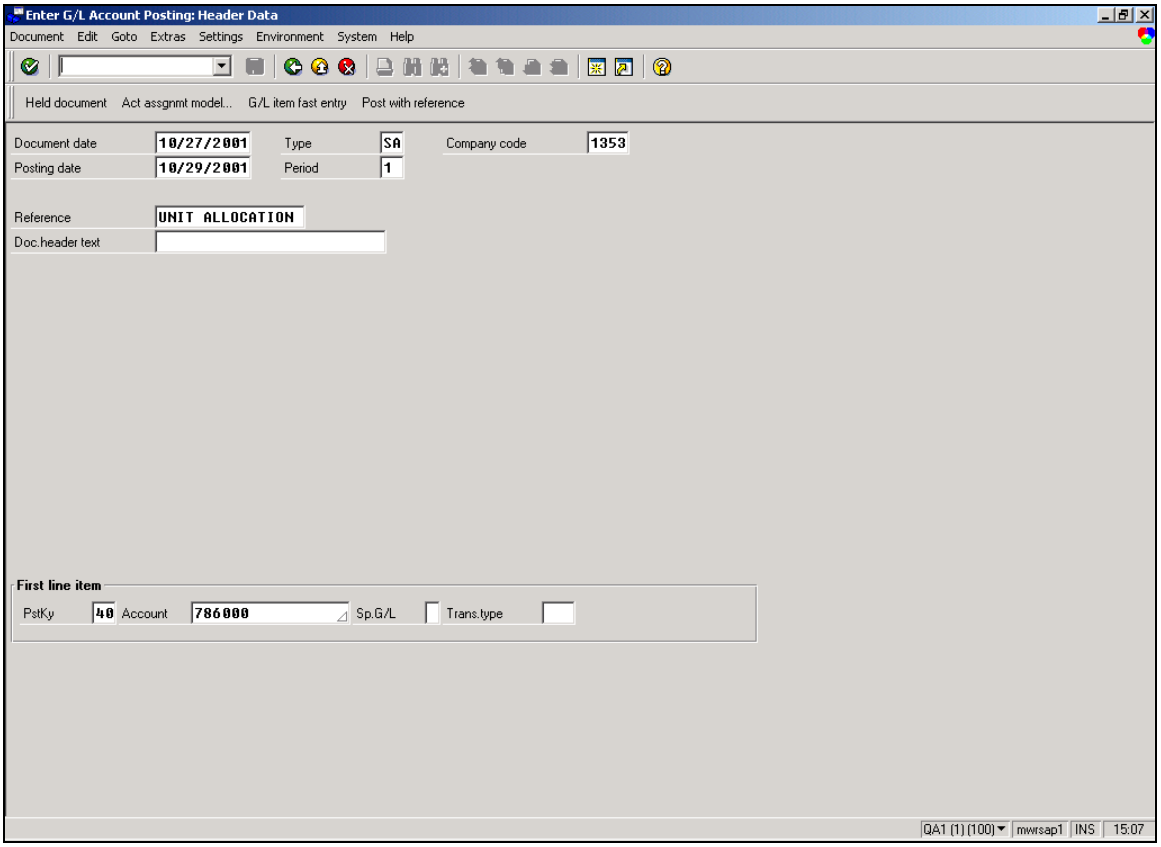
A customer GJV must now be posted to expense the allocation amount to Unit Allocations Expense (786000) account. The offset to this expense item is the Command's customer sub-ledger using special G/L indicator "D", which will redirect the credit amount to the Deposits Payable (203001) account.

To make the Unit Allocation Fund journal, the designated AR Technician must perform the following:

Menu Path: Accounting > Financial Accounting > General Ledger > Document Entry > GL Accounting Posting

Transaction Code: F-02

First screen: *Enter G/L Account Posting: Header Data*



Use the following table to guide you with the correct entries for the window above.

Field Name	The proper entry
Document Date	Date of the Unit Allocation Funds Request
Document type	SA – GJV
Posting Date	Same as the Document date
Reference	Use standard GJV reference numbering per local MWR business office procedure
Doc. Header text	Use standard GJV document header text per local MWR business office procedure
At the bottom of the window in the **First line item** section	
PstKy (Posting Key)	**40** – Debit
Account	**786000** – UNIT ALLOCATION

Press the Enter key or click on the Green checkmark icon.

Second Screen: *Enter General JV Journal: Add G/L Account Item*

Enter General JV: Add G/L account item

Document Edit Goto Extras Settings Environment System Help

More data Act assgnmt model... G/L item fast entry Tax amounts

G/L account 786000 UNIT ALLOCATION
Company code 1353 MWR MID-ATLANTIC REGION

Item 1 / Debit entry / 40
Amount 700.00 USD
Tax code
Calculate tax
Cost center 2307
Order
Article
Site
Quantity
Assignment
Text
Long text

Next line item
PstKy 19 Account 10622 Sp.G/L D New co.code

QA1 (1) (100) mwrsap1 INS 15:12

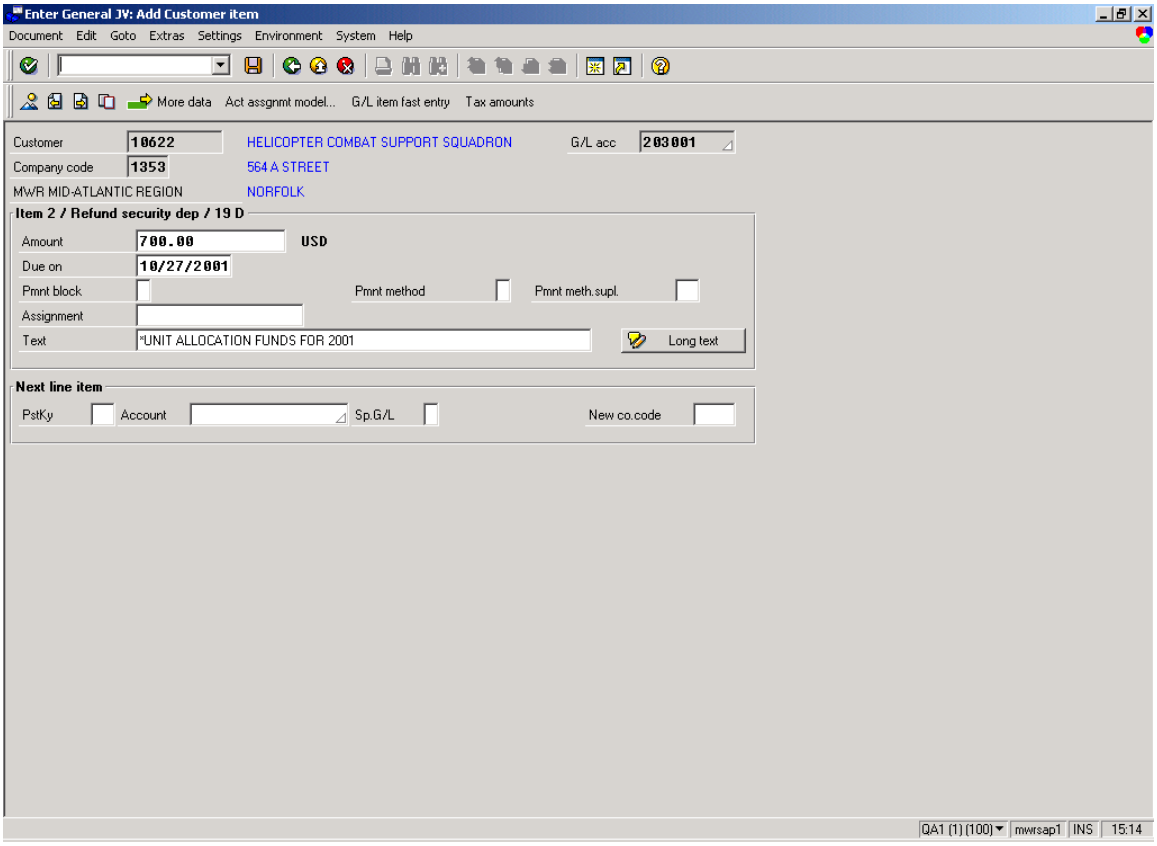
Use the following table for guidance:

The Field Name	The Proper Entry
Amount	Amount of the Unit Allocation Funds
Cost Center	Cost center to which unit allocation expense is to be assigned (Unit allocation G&A)
Move to the **Next Line Item** section	
PstKy (Posting Key)	**19** – Special GL Credit (for Customers)
Account	**Customer Account Number**
Sp. G/L	**D** – Deposits Payable **(VERY IMPORTANT)**

Using the special G/L Indicator "D" with the customer account number causes the system to redirect the posting to **Deposits Payable 203001** rather than Accounts Receivable 131005.

Press the Enter key or click on the Green checkmark icon to proceed to the detail screen for the next line item.

Third Screen: *Enter General JV Journal: Add Customer Item*



Use the following table for guidance:

The Field Name	The Proper Entry
Amount	Amount of the Unit Allocations Funds
Due on	Same as the Document date
Text	We recommend: **"*UNIT ALLOCATION FUNDS FOR 2001"**

Press the Enter key or click on the Green checkmark to check the entries in the current line item.

Now click on the "Document Overview" push-button to view a summary of the unit allocation GJV.

Fourth Screen: *Enter General JV Journal: Display Overview*

Enter General JV: Display Overview

Document Edit Goto Extras Settings Environment System Help

Display currency Park document Act assgnmt model... G/L item fast entry Taxes

Document date	10/27/2001	Type	SA	Company code	1353
Posting date	10/29/2001	Period	1		
Document number	INTERNAL	Fiscal year	2002		
Reference	UNIT ALLOCATION			Cross-CC no.	
Doc.header text					

Items in document currency

Itm	PK	CoCd	Account	Description	CostCr	Order	Amount
001	40		786000	UNIT ALLOCATION	2307		700.00
002	19D		10622	HELICOPTER COMBAT S			700.00-

D 700.00 C 700.00 0.00 * 2 Line items

Other line item

PstKy Account Sp.G/L Trans.type New co.code

QA1 (1) (100) mwrsap1 INS 15:16

As you can see from the Display Overview screen the Debits equal the Credits and the document can now be saved by clicking on the Save icon. Of course, the 10-digit document number should be recorded on Payment request form.

After the transfer of the Unit Allocation Funds to the Command customer account, the designated AR Technician should proceed immediately to process the request for withdrawal of allocation funds. MWR policy prohibits allocating and expensing of Unit Allocations without a request by the Command to withdraw the funds for the specific purpose that they outline in the request letter.

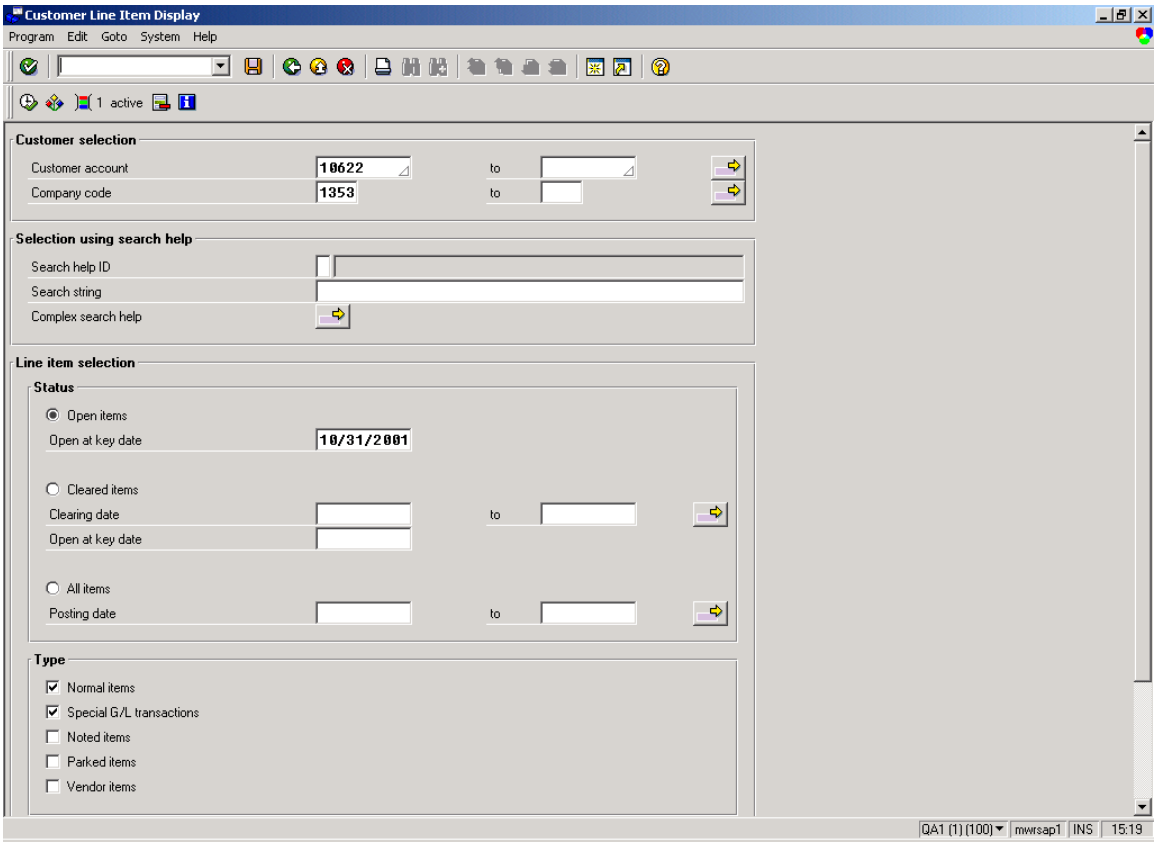
Scenario Five: Command Issued Request for Withdrawal of Allocation Funds

Upon receiving the Fund Request Letter from the Command requesting the withdrawal of their allocation funds, the AR Technician should **review the Customer deposit balance** to determine whether that the customer has a deposit balance that is greater than the allocation funds requests**. This situation will occur when the Command also has funds (from fundraisers) being held on their behalf. This step is very important to prevent over-refunding to the Commands.**

Menu Path: Accounting >Financial Accounting > Accounts Receivable > Account > Display/Change Line Items

Transaction Code: FBL5N

First screen: *Customer Line Item Display*



Use the following table for guidance:

The Field Name	The Proper Entry
Customer account	Enter the customer's account number
Company code	Company code in which the funds are deposited

All items	Flag this radio button
Dynamic Selections	
G/L Account	Enter 203001 for deposits

Press the Execute push-button to execute the report.

Report screen: *Customer Line Item Display*

Customer Line Item Display

List Edit Goto Environment Settings System Help

Choose Save Selections

Status: open Parked Cleared
Due date: Overdue Due Not due

Run Date: 10/26/2001 15:15:58
User: JPHILLIPS

Open Items Key Date: 10/31/2001

HELICOPTER COMBAT SUPPORT SQUADRON 10622
564 A STREET
NORFOLK VA 23511-4011

St	CoCd	Assignment	Doc.no.	Type	Doc. date	Pstg date	PK	S	DD	Net due dt	Amt in loc.cur.	Clrng doc.	Text
	1353		1000000113	SA	10/27/2001	10/29/2001	19	D		10/27/2001	700.00-		*UNIT
	1353		1300001238	SD	10/23/2001	10/26/2001	19	D		10/23/2001	300.00-		*UNIT
*	1353										1,000.00-		
** Account 10622											1,000.00-		

Run Date: 10/26/2001 15:15:58
User: JPHILLIPS

Open Items Key Date: / /*

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St	CoCd	Assignment	Doc.no.	Type	Doc. date	Pstg date	PK	S	DD	Net due dt	Amt in loc.cur.	Clrng doc.	Text
***											1,000.00-		

2 items were selected QA1 (1) (100) mwrsap1 INS 15:19

The total deposit balance for the customer is displayed. The AR Technician can now determine whether the **Command has additional "non-allocation" funds on deposit with MWR**. If there are other funds on deposit with MWR, in addition to the allocation funds then a **Partial Withdrawal** must be made. If the only funds on deposit are the unit allocation funds outlined in Scenario Four, then a **Full Withdrawal** can be made.

The AR Technician should indicate on the Payment Request form (or Command Request Fund Letter form, as explained above) whether this will be a full withdrawal or partial withdrawal of funds and that sufficient funds exist by marked the appropriate checkboxes. The AR Technician should also **record the document number of the Unit Allocation GJV so that the AP Technician can easily determine the unit allocation open item when processing a Partial Payment.**

The Payment Request form along with the Command's Request Letter should be forwarded to the Accounts Payable Department for payment processing.

The payment type (FULL or PARTIAL) will determine the procedures that the AP Technician will follow.

FULL WITHDRAWAL – proceed with Scenario Two (replace funds from a fundraiser with unit allocation funds)

PARTIAL WITHDRAWAL – proceed with Scenario Three (replace funds from a fundraiser with unit allocation funds)

The designated AP Technician responsible for Unit Refunds needs to know the following information in order to process the refund payment:

- **Customer Number – required when making a payment to a customer**
- **Full or Partial Payment – used to determine payment type (automatic payment or "hot" check)**
- **Special G/L Indicator – used to ensure that payments is for a deposit and is posted to the correct g/l account**
- **Unit Allocation GJV Document Number**

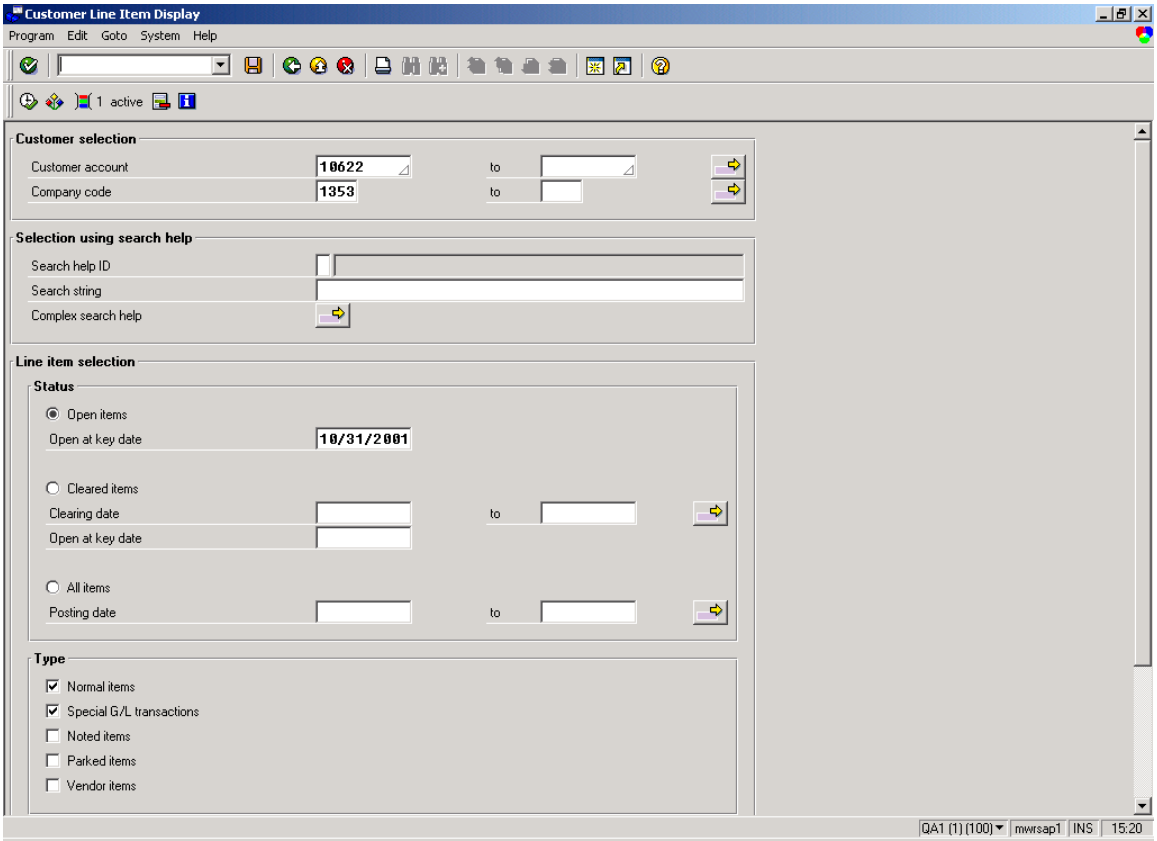
Scenario Six: Command Issued Request for "Payment" of Funds to MWR Activity

A Request for Withdrawal of Funds form may indicate that the Command wishes to apply its allocation funds and/or other funds on deposit with MWR to cover the cost of an event held at an MWR facility. If this occurs the designated AR Technician should review the deposit balance of the Command customer account and determine whether the MWR facility involved has submitted paperwork relating to this event.

Menu Path: Accounting >Financial Accounting > Accounts Receivable > Account > Display/Change Line Items

Transaction Code: FBL5N

First screen: *Customer Line Item Display*



Use the following table for guidance:

The Field Name	The Proper Entry
Customer account	Enter the customer's account number
Company code	Company code in which the funds are deposited
All items	Flag this radio button

Dynamic Selections	
G/L Account	Enter 203001 for deposits

Press the Execute push-button to execute the report.

Report screen: *Customer Line Item Display*

Customer Line Item Display

List Edit Goto Environment Settings System Help

Choose Save Selections

Status: open Parked Cleared
Due date: Overdue Due Not due

Run Date: 10/26/2001 15:16:42
User: JPHILLIPS

Open Items Key Date: 10/31/2001

HELICOPTER COMBAT SUPPORT SQUADRON 10622
564 A STREET
NORFOLK VA 23511-4011

St	CoCd	Assignment	Doc.no.	Type	Doc. date	Pstg date	PK	S	DD	Net due dt	Amt in loc.cur.	Clrng doc.	Text
	1353		1000000113	SA	10/27/2001	10/29/2001	19	D		10/27/2001	700.00-		*UNIT
	1353		1300001238	SD	10/23/2001	10/26/2001	19	D		10/23/2001	300.00-		*UNIT
*	1353										1,000.00-		
** Account 10622											1,000.00-		

Run Date: 10/26/2001 15:16:42
User: JPHILLIPS

Open Items Key Date: / /*

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St	CoCd	Assignment	Doc.no.	Type	Doc. date	Pstg date	PK	S	DD	Net due dt	Amt in loc.cur.	Clrng doc.	Text
***											1,000.00-		

2 items were selected QA1 (1) (100) mwrsap1 INS 15:20

The total deposit balance for the customer is displayed. The AR Technician can now, by reviewing the paperwork submitted by the MWR facility involved, determine whether the **Command has sufficient funds to cover the entire cost of the event or insufficient funds and must be invoiced for the remaining cost of the event.**

Sufficient Funds

A journal will need to be posted that will record the revenue the facility derived from the Command's event and application of the Command's funds on deposit.

Menu Path: Accounting > Financial Accounting > Accounts Receivable > Document Entry > Invoice

Transaction Code: F-22

First screen: *Enter Customer Invoice: Header Data*

Enter G/L Account Posting: Header Data

Document Edit Goto Extras Settings Environment System Help

Held document Act assgnmt model... G/L item fast entry Post with reference

Document date 10/28/2001 Type DR Company code 1353
Posting date 10/28/2001 Period 1

Reference PC 02-2092
Doc.header text

First line item
PstKy 50 Account 302000 Sp.G/L Trans.type

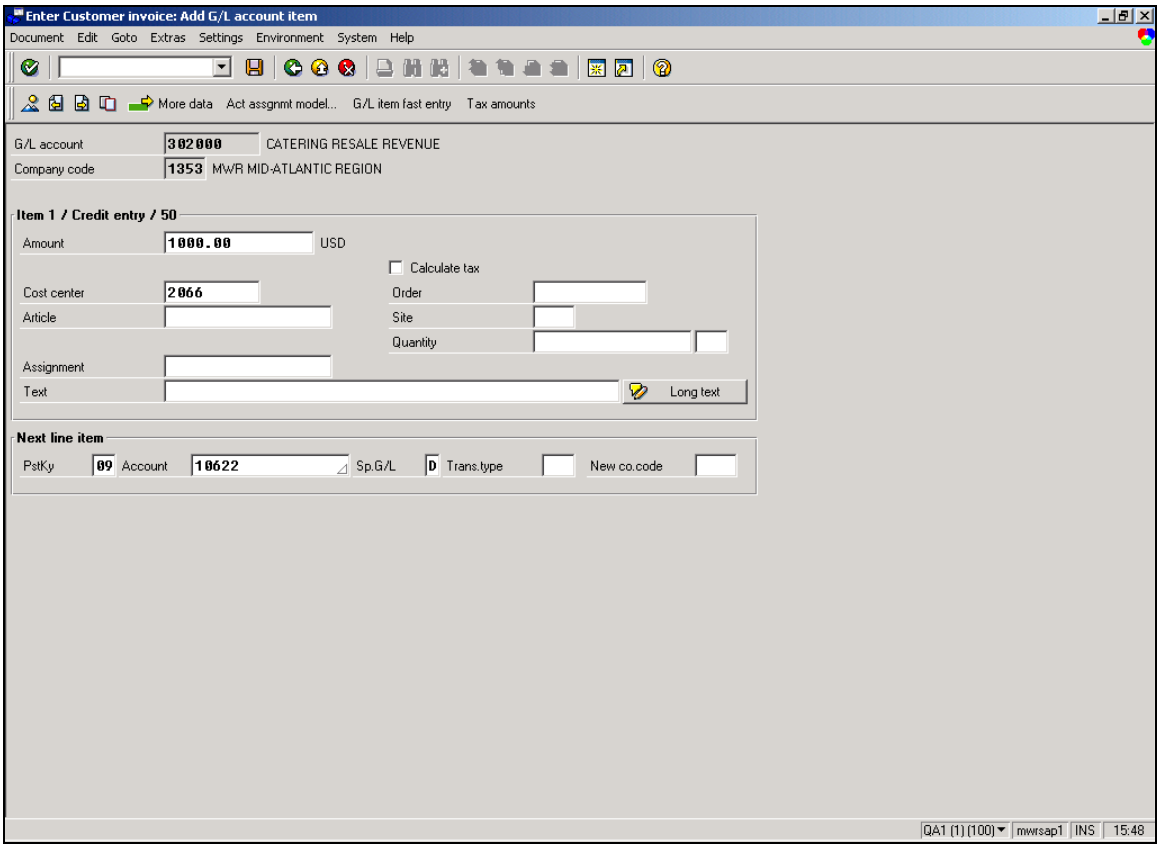
QA1 (1) (100) mwrsap1 INS 15:47

Use the following table to guide you with the correct entries for the window above.

Field Name	The proper entry
Document Date	Date of the Unit Funds Request
Document type	DR – Customer Invoice
Posting Date	Same as the Document date
Reference	Use standard customer invoice reference numbering per local MWR business office procedure
Doc. Header text	Use standard customer invoice document header text per local MWR business office procedure
At the bottom of the window in the **First line item** section	
PstKy (Posting Key)	**50** - Credit
Account	**Revenue account (e.g. catering 302000)**

Press the Enter key or click on the Green checkmark icon.Hit "enter"
Use the following table to guide you with the correct entries for the window above.

Second Screen: *Enter Customer Invoice: Add G/L Account Item*



Use the following table for guidance:

The Field Name	The Proper Entry
Amount	Amount of the party contract
Cost center	Cost center of facility
Move to the **Next Line Item** section	
PstKy (Posting Key)	**09** – Special GL Debit (for Customers)
Account	**Customer Account Number**
Sp. G/L	**D** – Deposits Payable **(VERY IMPORTANT)**

Using the special G/L Indicator "D" with the customer account number causes the system to redirect the posting to **Deposits Payable 203001** rather than Accounts Receivable 131005.

Press the Enter key or click on the Green checkmark icon to proceed to the detail screen for the next line item.

Third Screen: *Enter Customer Invoice: Add Customer Item*

Enter Customer invoice: Add Customer item

Document Edit Goto Extras Settings Environment System Help

More data Act assgnmt model... G/L item fast entry Tax amounts

Customer 10622 HELICOPTER COMBAT SUPPORT SQUADRON G/L acc 203001
Company code 1353 564 A STREET
MWR MID-ATLANTIC REGION NORFOLK

Item 2 / Security deposit / 09 D
Amount 1000.00 USD
Due on 10/28/2001
Pmnt block Pmnt method Pmnt meth.supl.
Assignment
Text *UNIT FUNDS APPLIED TO COMMAND PARTY AT O'CLUB Long text

Next line item
PstKy Account Sp.G/L Trans.type New co.code

QA1 (1) (100) mwrsap1 INS 15:49

Use the following table for guidance:

The Field Name	The Proper Entry
Amount	Amount of the Deposit
Due on	Same as the Document date
Assignment	Party Contract number
Text	We recommend: **"*UNIT FUNDS APPLIED TO COMMAND PARTY AT O'CLUB"**

Press the Enter key or click on the Green checkmark to check the entries in the current line item.

Now click on the "Document Overview" push-button to view a summary of the Customer invoice journal.

Fourth Screen: *Enter Customer Invoice: Display Overview*

Enter Customer invoice: Display Overview

Document Edit Goto Extras Settings Environment System Help

Display currency Park document Act assgnmt model... G/L item fast entry Taxes

Document date	10/28/2001	Type	DR	Company code	1353
Posting date	10/28/2001	Period	1		
Document number	INTERNAL	Fiscal year	2002		
Reference	PC 02-2092			Cross-CC no.	
Doc.header text					

Items in document currency

Itm	PK	CoCd	Account	Description	CostCr	Order	Amount
001	50		302000	CATERING RESALE REV	2066		1,000.00-
002	09D		10622	HELICOPTER COMBAT S			1,000.00

D 1,000.00 C 1,000.00 0.00 * 2 Line items

Other line item

PstKy Account Sp.G/L Trans.type New co.code

QA1 (1) (100) mwrsap1 INS 15:49

As you can see from the Display Overview screen the Debits equal the Credits and the document can now be saved by clicking on the Save icon. Of course, the 10-digit document number should be recorded on DAR paperwork.

After the invoice has been posted, the line item display for this Command's customer account will appear as displayed below:

Customer Line Item Display

List Edit Goto Environment Settings System Help

Choose Save Selections

Status: open Parked Cleared
Due date: Overdue Due Not due

Run Date: 10/26/2001 15:48:08
User: JPHILLIPS

Open Items Key Date: 10/31/2001

HELICOPTER COMBAT SUPPORT SQUADRON 10622
564 A STREET
NORFOLK VA 23511-4011

St	CoCd	Assignment	Doc.no.	Type	Doc. date	Pstg date	PK	S	DD	Net due dt	Amt in loc.cur.	Clrng doc.	Text
	1353		1800000113	SA	10/27/2001	10/29/2001	19	D		10/27/2001	700.00-		*UNIT
	1353		1300001238	SD	10/23/2001	10/26/2001	19	D		10/23/2001	300.00-		*UNIT
	1353		2300000000	DR	10/28/2001	10/28/2001	09	D		10/28/2001	1,000.00		*UNIT
*	1353										0.00		
** Account 10622											0.00		

Run Date: 10/26/2001 15:48:08
User: JPHILLIPS

Open Items Key Date: / /*

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St	CoCd	Assignment	Doc.no.	Type	Doc. date	Pstg date	PK	S	DD	Net due dt	Amt in loc.cur.	Clrng doc.	Text

3 items were selected QA1 (2) (100) mwrsap1 OVR 15:51

The customer should then be cleared manually **(FOLLOW INSTRUCTIONS FROM PAGE III-116 in your SAP Manual) and any necessary residual items created.**

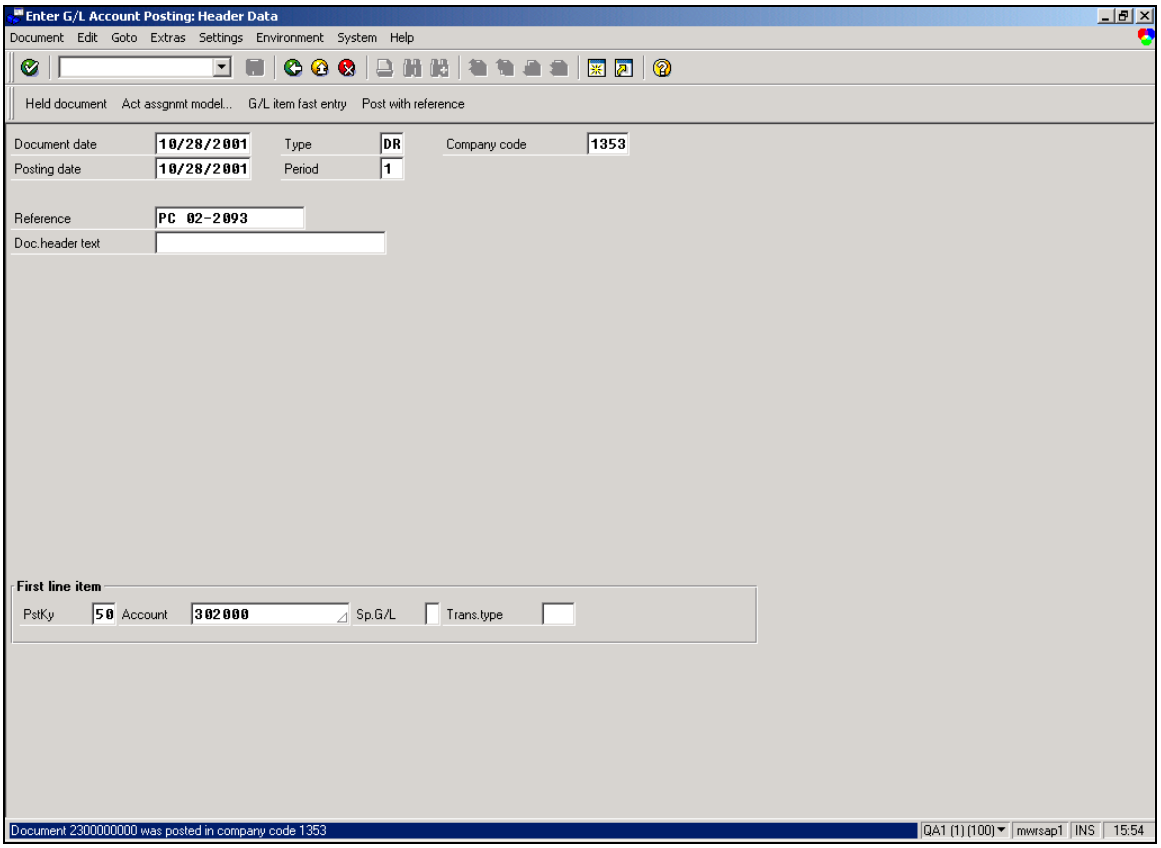
Insufficient Funds

A journal will need to be posted that will record the revenue the facility derived from the Command's event, the application of the Command's funds on deposit and the creation of a separate ordinary accounts receivable item for the cost of the event not covered by the available funds on deposit.

Menu Path: Accounting > Financial Accounting > Accounts Receivable > Document Entry > Invoice

Transaction Code: F-22

First screen: *Enter Customer Invoice: Header Data*



Use the following table to guide you with the correct entries for the window above.

Field Name	The proper entry
Document Date	Date of the Unit Funds Request
Document type	DR – Customer Invoice
Posting Date	Same as the Document date
Reference	Use standard customer invoice reference numbering per local MWR business office procedure
Doc. Header text	Use standard customer invoice document header text per local MWR business office procedure
At the bottom of the window in the **First line item** section	
PstKy (Posting Key)	**50** - Credit
Account	**Revenue account (e.g. catering 302000)**

Press the Enter key or click on the Green checkmark icon.Hit "enter"
Use the following table to guide you with the correct entries for the window above.

Second Screen: *Enter Customer Invoice: Add G/L Account Item*

Enter Customer invoice: Add G/L account item

Document Edit Goto Extras Settings Environment System Help

More data Act assgnmt model... G/L item fast entry Tax amounts

G/L account 302000 CATERING RESALE REVENUE

Company code 1353 MWR MID-ATLANTIC REGION

Item 1 / Credit entry / 50

Amount 1400.00 USD

Calculate tax

Cost center 2066

Order

Article

Site

Quantity

Assignment

Text

Long text

Next line item

PstKy 09 Account 10622 Sp.G/L D Trans.type New co.code

QA1 (1) (100) mwrsap1 INS 15:56

Use the following table for guidance:

The Field Name	The Proper Entry
Amount	Amount of the party contract
Cost center	Cost center of facility
Move to the **Next Line Item** section	
PstKy (Posting Key)	**09** – Special GL Debit (for Customers)
Account	**Customer Account Number**
Sp. G/L	**D** – Deposits Payable **(VERY IMPORTANT)**

Using the special G/L Indicator "D" with the customer account number causes the system to redirect the posting to **Deposits Payable 203001** rather than Accounts Receivable 131005.

Press the Enter key or click on the Green checkmark icon to proceed to the detail screen for the next line item.

Third Screen: *Enter Customer Invoice: Add Customer Item*

Enter Customer invoice: Add Customer item

Document Edit Goto Extras Settings Environment System Help

More data Act assgnmt model... G/L item fast entry Tax amounts

Customer 10622 HELICOPTER COMBAT SUPPORT SQUADRON G/L acc 203001
Company code 1353 564 A STREET
MWR MID-ATLANTIC REGION NORFOLK

Item 2 / Security deposit / 09 D
Amount 1000.00 USD
Due on 10/28/2001
Pmnt block Pmnt method Pmnt meth.supl.
Assignment
Text *UNIT FUNDS APPLIED TO COMMAND PARTY AT O'CLUB Long text

Next line item
PstKy 01 Account 10622 Sp.G/L Trans.type New co.code

QA1 (1) (100) mwrsap1 INS 15:57

Use the following table for guidance:

The Field Name	The Proper Entry
Amount	Amount of the Deposit
Due on	Same as the Document date
Assignment	Party Contract number
Text	We recommend: **"*UNIT FUNDS APPLIED TO COMMAND PARTY AT O'CLUB"**

Press the Enter key or click on the Green checkmark icon to proceed to the detail screen for the next line item.

Fourth Screen: *Enter Customer Invoice: Add Customer Item*

Enter Customer invoice: Correct Customer item

Document Edit Goto Extras Settings Environment System Help

More data Act assgnmt model... G/L item fast entry Tax amounts

Customer 10622 HELICOPTER COMBAT SUPPORT SQUADRON G/L acc 131005
Company code 1353 564 A STREET
MWR MID-ATLANTIC REGION NORFOLK

Item 3 / Invoice / 01
Amount 400.00 USD
Payt terms C003 Days/percent
Bline date 10/28/2001
Disc. base 400.00 Invoice ref.
Amount is calculated
Pmnt block Pmnt method Pmnt meth.supl.
Assignment
Text *BALANCE OF COST FOR COMMAND PARTY AT O'CLUB Long text

Next line item
PstKy Account Sp.G/L Trans.type New co.code

QA1 (1) (100) mwrsap1 INS 16:01

Use the following table for guidance:

The Field Name	The Proper Entry
Amount	Amount of the difference between the cost of the event and deposit balance
Due on	Same as the Document date
Text	We recommend: **"*BALANCE OF COST FOR COMMAND PARTY AT O'CLUB"**

Press the Enter key or click on the Green checkmark to check the entries in the current line item.

Now click on the "Document Overview" push-button to view a summary of the Customer invoice journal.

Fifth Screen: *Enter Customer Invoice: Display Overview*

Enter Customer invoice: Display Overview

Document Edit Goto Extras Settings Environment System Help

Display currency Park document Act assgnmt model... G/L item fast entry Taxes

Document date	10/28/2001	Type	DR	Company code	1353
Posting date	10/28/2001	Period	1		
Document number	INTERNAL	Fiscal year	2002		
Reference	PC 02-2093			Cross-CC no.	
Doc.header text					

Items in document currency

Itm	PK	CoCd	Account	Description	CostCr	Order	Amount
001	50		302000	CATERING RESALE REV	2066		1,400.00-
002	09D		10622	HELICOPTER COMBAT S			1,000.00
003	01		10622	HELICOPTER COMBAT S			400.00

D 1,400.00 C 1,400.00 0.00 * 3 Line items

Other line item

PstKy Account Sp.G/L Trans.type New co.code

QA1 (1) (100) mwrsap1 INS 16:00

As you can see from the Display Overview screen the Debits equal the Credits and the document can now be saved by clicking on the Save icon. Of course, the 10-digit document number should be recorded on DAR paperwork.

After the invoice has been posted, the line item display for this Command's customer account will appear as displayed below:

Customer Line Item Display

List Edit Goto Environment Settings System Help

Choose Save Selections

Status: open Parked Cleared
Due date: Overdue Due Not due

Run Date: 10/26/2001 15:58:52
User: JPHILLIPS

Open Items Key Date: 10/31/2001

HELICOPTER COMBAT SUPPORT SQUADRON 10622
564 A STREET
NORFOLK VA 23511-4011

St	CoCd	Assignment	Doc.no.	Type	Doc. date	Pstg date	PK	S	DD	Net due dt	Amt in loc.cur.	Clrng doc.	Text
	1353		1000000113	SA	10/27/2001	10/29/2001	19	D		10/27/2001	700.00-		*UNIT
	1353		1300001238	SD	10/23/2001	10/26/2001	19	D		10/23/2001	300.00-		*UNIT
	1353		2300000001	DR	10/28/2001	10/28/2001	01			10/28/2001	400.00		*BALA
	1353		2300000001	DR	10/28/2001	10/28/2001	09	D		10/28/2001	1,000.00		*UNIT
*	1353										400.00		
** Account 10622											400.00		

Run Date: 10/26/2001 15:58:52
User: JPHILLIPS

Open Items Key Date: / /*

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St	CoCd	Assignment	Doc.no.	Type	Doc. date	Pstg date	PK	S	DD	Net due dt	Amt in loc.cur.	Clrng doc.	Text

4 items were selected QA1 (1) (100) mwrsap1 OVR 16:02

The customer should then be cleared manually **(FOLLOW INSTRUCTIONS FROM PAGE III-116 in your SAP Manual) and any necessary residual items created.**

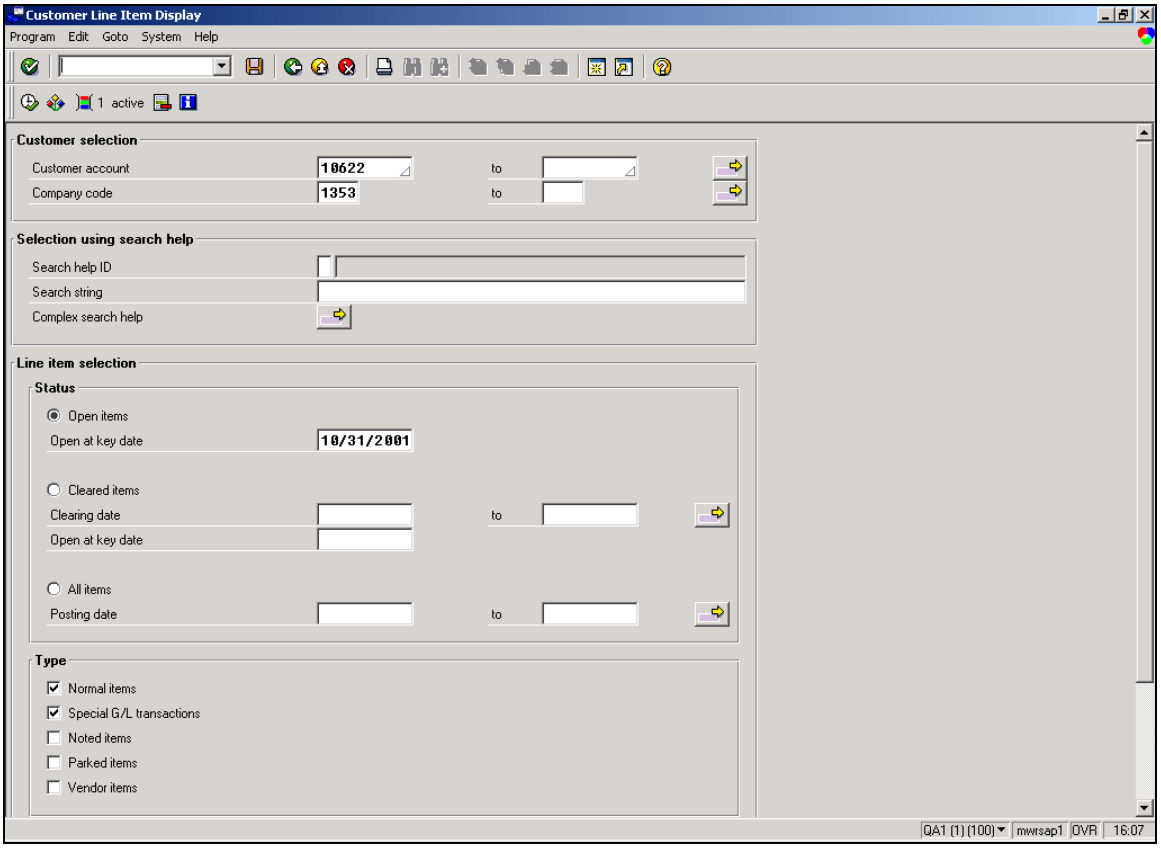
Scenario Seven: Command Issued Request for Payment of Funds to Third-party Vendor

A Request for Withdrawal of Funds form may indicate that the Command wishes to apply its allocation funds and/or other funds on deposit with MWR to cover the cost of an event held at a third-party vendor's facility. If this occurs the designated AR Technician should review the deposit balance of the Command customer account and determine whether the Command successfully held the event.

Menu Path: Accounting >Financial Accounting > Accounts Receivable > Account > Display/Change Line Items

Transaction Code: FBL5N

First screen: *Customer Line Item Display*



Use the following table for guidance:

The Field Name	The Proper Entry
Customer account	Enter the customer's account number
Company code	Company code in which the funds are deposited
All items	Flag this radio button
Dynamic Selections	

G/L Account	Enter 203001 for deposits

Press the Execute push-button to execute the report.

Report screen: *Customer Line Item Display*

Customer Line Item Display

List Edit Goto Environment Settings System Help

Choose Save Selections

Status: open Parked Cleared
Due date: Overdue Due Not due

Run Date: 10/26/2001 16:04:41
User: JPHILLIPS

Open Items Key Date: 10/31/2001

HELICOPTER COMBAT SUPPORT SQUADRON 10622
564 A STREET
NORFOLK VA 23511-4011

St	CoCd	Assignment	Doc.no.	Type	Doc. date	Pstg date	PK	S	DD	Net due dt	Amt in loc.cur.	Clrng doc.	Text
	1353		1000000113	SA	10/27/2001	10/29/2001	19	D		10/27/2001	700.00-		*UNIT
	1353		1300001238	SD	10/23/2001	10/26/2001	19	D		10/23/2001	300.00-		*UNIT
*	1353										1,000.00-		
** Account 10622											1,000.00-		

Run Date: 10/26/2001 16:04:41
User: JPHILLIPS

Open Items Key Date: / /*

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* * *

St	CoCd	Assignment	Doc.no.	Type	Doc. date	Pstg date	PK	S	DD	Net due dt	Amt in loc.cur.	Clrng doc.	Text
***											1,000.00-		

2 items were selected QA1 (1) (100) mwrsap1 OVR 16:08

The total deposit balance for the customer is displayed. The AR Technician can now, by reviewing the paperwork submitted by the MWR facility involved, determine whether the **Command has sufficient funds to cover the entire cost of the event or insufficient funds and must be invoiced for the remaining cost of the event.**

Sufficient Funds

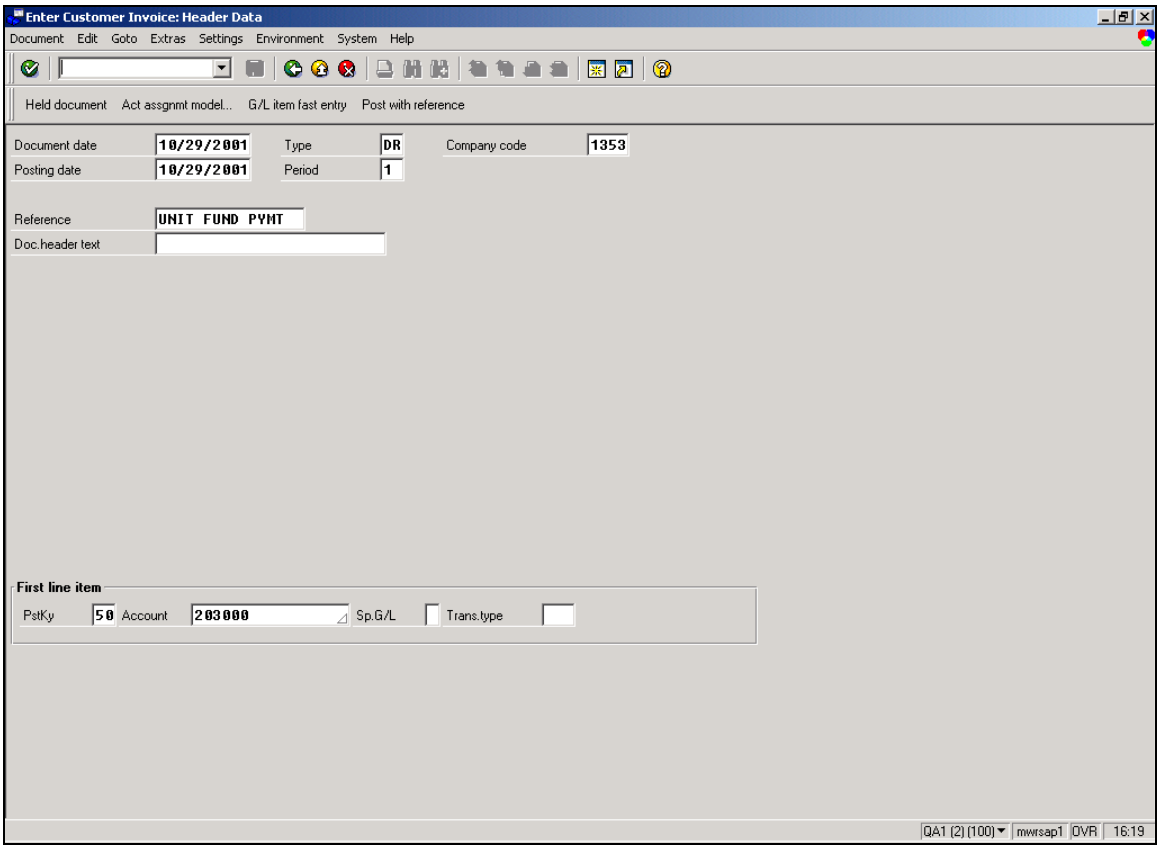
A journal will need to be posted that will record:

- reversal of the accrual created at the time of goods receipt (event was successfully held)
- application of the Command's funds on deposit.

Menu Path: Accounting > Financial Accounting > Accounts Receivable > Document Entry > Invoice

Transaction Code: F-22

First screen: *Enter Customer Invoice: Header Data*



Use the following table to guide you with the correct entries for the window above.

Field Name	The proper entry
Document Date	Date of the Unit Funds Request
Document type	DR – Customer Invoice
Posting Date	Same as the Document date
Reference	Use standard customer invoice reference numbering per local MWR business office procedure
Doc. Header text	Use standard customer invoice document header text per local MWR business office procedure
At the bottom of the window in the **First line item** section	
PstKy (Posting Key)	**50** - Credit
Account	**Deposits Payable 203000 (account assigned on PO)**

Press the Enter key or click on the Green checkmark icon.Hit "enter"
Use the following table to guide you with the correct entries for the window above.

Second Screen: *Enter Customer Invoice: Add G/L Account Item*

Enter Customer invoice: Add G/L account item

Document Edit Goto Extras Settings Environment System Help

More data Act assgnmt model... G/L item fast entry Tax amounts

G/L account 203000 DEPOSITS PAYABLE
Company code 1353 MWR MID-ATLANTIC REGION

Item 1 / Credit entry / 50
Amount 1000.00 USD
Tax code
Calculate tax
Cost center 2217
Order
Article
Site
Quantity
Assignment
Text
Long text

Next line item
PstKy 09 Account 10622 Sp.G/L D Trans.type New co.code

QA1 (2) (100) mwrsap1 OVR 16:15

Use the following table for guidance:

The Field Name	The Proper Entry
Amount	Amount of the party contract
Cost center	Cost center assigned on the purchase order
Move to the **Next Line Item** section	
PstKy (Posting Key)	**09** – Special GL Debit (for Customers)
Account	**Customer Account Number**
Sp. G/L	**D** – Deposits Payable **(VERY IMPORTANT)**

Using the special G/L Indicator "D" with the customer account number causes the system to redirect the posting to **Deposits Payable 203001** rather than Accounts Receivable 131005.

Press the Enter key or click on the Green checkmark icon to proceed to the detail screen for the next line item.

Third Screen: *Enter Customer Invoice: Add Customer Item*

Enter Customer invoice: Add Customer item

Document Edit Goto Extras Settings Environment System Help

More data Act assgnmt model... G/L item fast entry Tax amounts

Customer 10622 HELICOPTER COMBAT SUPPORT SQUADRON G/L acc 203001
Company code 1353 564 A STREET
MWR MID-ATLANTIC REGION NORFOLK

Item 2 / Security deposit / 09 D
Amount 1000.00 USD
Due on 10/29/2001
Pmnt block Pmnt method Pmnt meth.supl.
Assignment
Text *UNIT FUNDS APPLIED TO COMM PARTY AT HOLIDAY INN Long text

Next line item
PstKy Account Sp.G/L Trans.type New co.code

QA1 (2) (100) mwrsap1 OVR 16:16

Use the following table for guidance:

The Field Name	The Proper Entry
Amount	Amount of the Deposit
Due on	Same as the Document date
Assignment	Party Contract number
Text	We recommend: **"*UNIT FUNDS APPLIED TO COMMAND PARTY AT HOLIDAY INN"**

Press the Enter key or click on the Green checkmark to check the entries in the current line item.

Now click on the "Document Overview" push-button to view a summary of the Customer invoice journal.

Fourth Screen: *Enter Customer Invoice: Display Overview*

Enter Customer invoice: Display Overview

Document Edit Goto Extras Settings Environment System Help

Display currency Park document Act assgnmt model... G/L item fast entry Taxes

Document date	10/29/2001	Type	DR	Company code	1353
Posting date	10/29/2001	Period	1		
Document number	INTERNAL	Fiscal year	2002		
Reference	UNIT FUND PYMT			Cross-CC no.	
Doc.header text					

Items in document currency

Itm	PK	CoCd	Account	Description	CostCr	Order	Amount
001	50		203000	DEPOSITS PAYABLE	2217		1,000.00-
002	09D		10622	HELICOPTER COMBAT S			1,000.00

D 1,000.00 C 1,000.00 0.00 * 2 Line items

Other line item

PstKy Account Sp.G/L Trans.type New co.code

QA1 (2) (100) mwrsap1 OVR 16:17

As you can see from the Display Overview screen the Debits equal the Credits and the document can now be saved by clicking on the Save icon. Of course, the 10-digit document number should be recorded on DAR paperwork.

After the invoice has been posted, the line item display for this Command's customer account will appear as displayed below:

Customer Line Item Display

List Edit Goto Environment Settings System Help

Choose Save Selections

Status: open Parked Cleared
Due date: Overdue Due Not due

Run Date: 10/26/2001 15:48:08
User: JPHILLIPS

Open Items Key Date: 10/31/2001

HELICOPTER COMBAT SUPPORT SQUADRON 10622
564 A STREET
NORFOLK VA 23511-4011

St	CoCd	Assignment	Doc.no.	Type	Doc. date	Pstg date	PK	S	DD	Net due dt	Amt in loc.cur.	Clrng doc.	Text
	1353		1000000113	SA	10/27/2001	10/29/2001	19	D		10/27/2001	700.00-		*UNIT
	1353		1300001238	SD	10/23/2001	10/26/2001	19	D		10/23/2001	300.00-		*UNIT
	1353		2300000000	DR	10/28/2001	10/28/2001	09	D		10/28/2001	1,000.00		*UNIT
*	1353										0.00		
** Account 10622											0.00		

Run Date: 10/26/2001 15:48:08
User: JPHILLIPS

Open Items Key Date: / /*

*
*
*
*

St	CoCd	Assignment	Doc.no.	Type	Doc. date	Pstg date	PK	S	DD	Net due dt	Amt in loc.cur.	Clrng doc.	Text

3 items were selected QA1 (2) (100) mwrsap1 OVR 15:51

The customer should then be cleared manually **(FOLLOW INSTRUCTIONS FROM PAGE III-116 in your SAP Manual) and any necessary residual items created.**

Insufficient Funds

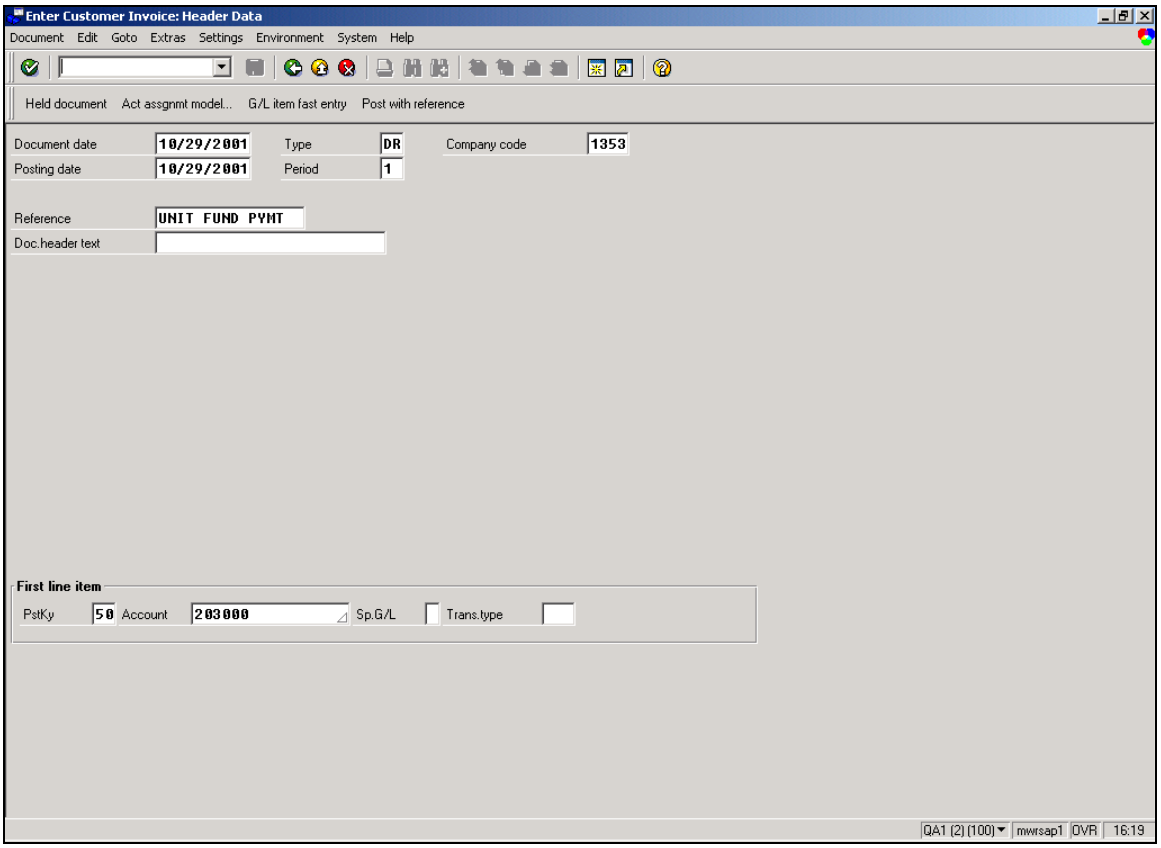
A journal will need to be posted that will record the:

- reversal of the accrual created at the time of goods receipt (event was successfully held)
- application of the Command's funds on deposit
- creation of a separate ordinary accounts receivable item for the cost of the event not covered by the available funds on deposit.

Menu Path: Accounting > Financial Accounting > Accounts Receivable > Document Entry > Invoice

Transaction Code: F-22

First screen: *Enter Customer Invoice: Header Data*



Use the following table to guide you with the correct entries for the window above.

Field Name	The proper entry
Document Date	Date of the Unit Funds Request
Document type	DR – Customer Invoice
Posting Date	Same as the Document date
Reference	Use standard customer invoice reference numbering per local MWR business office procedure
Doc. Header text	Use standard customer invoice document header text per local MWR business office procedure
At the bottom of the window in the **First line item** section	
PstKy (Posting Key)	**50** - Credit
Account	**Deposits Payable 203000 (account assigned on PO)**

Press the Enter key or click on the Green checkmark icon.Hit "enter"
Use the following table to guide you with the correct entries for the window above.

Second Screen: *Enter Customer Invoice: Add G/L Account Item*

Enter Customer invoice: Add G/L account item

Document Edit Goto Extras Settings Environment System Help

More data Act assgnmt model... G/L item fast entry Tax amounts

G/L account 203000 DEPOSITS PAYABLE
Company code 1353 MWR MID-ATLANTIC REGION

Item 1 / Credit entry / 50
Amount 1600.00 USD
Tax code
Calculate tax
Cost center 2217
Order
Article
Site
Quantity
Assignment
Text
Long text

Next line item
PstKy 09 Account 10622 Sp.G/L D Trans.type New co.code

QA1 (2) (100) mwrsap1 OVR 16:20

Use the following table for guidance:

The Field Name	The Proper Entry
Amount	Amount of the party contract
Cost center	Cost center assigned on the purchase order
Move to the **Next Line Item** section	
PstKy (Posting Key)	**09** – Special GL Debit (for Customers)
Account	**Customer Account Number**
Sp. G/L	**D** – Deposits Payable **(VERY IMPORTANT)**

Using the special G/L Indicator "D" with the customer account number causes the system to redirect the posting to **Deposits Payable 203001** rather than Accounts Receivable 131005.

Press the Enter key or click on the Green checkmark icon to proceed to the detail screen for the next line item.

Third Screen: *Enter Customer Invoice: Add Customer Item*

Enter Customer invoice: Add Customer item

Document Edit Goto Extras Settings Environment System Help

More data Act assgnmt model... G/L item fast entry Tax amounts

Customer 10622 HELICOPTER COMBAT SUPPORT SQUADRON G/L acc 203001
Company code 1353 564 A STREET
MWR MID-ATLANTIC REGION NORFOLK

Item 2 / Security deposit / 09 D
Amount 1000.00 USD
Due on 10/29/2001
Pmnt block Pmnt method Pmnt meth.supl.
Assignment
Text *UNIT FUNDS APPLIED TO COMM PARTY AT HOLIDAY INN Long text

Next line item
PstKy 01 Account 10622 Sp.G/L Trans.type New co.code

QA1 (2) (100) mwrsap1 OVR 16:21

Use the following table for guidance:

The Field Name	The Proper Entry
Amount	Amount of the Deposit
Due on	Same as the Document date
Assignment	Party Contract number
Text	We recommend: **"*UNIT FUNDS APPLIED TO COMMAND PARTY AT HOLIDAY INN"**

Press the Enter key or click on the Green checkmark icon to proceed to the detail screen for the next line item.

Fourth Screen: *Enter Customer Invoice: Add Customer Item*

Enter Customer invoice: Add Customer item

Document Edit Goto Extras Settings Environment System Help

More data Act assgnmt model... G/L item fast entry Tax amounts

Customer 10622 HELICOPTER COMBAT SUPPORT SQUADRON G/L acc 131005
Company code 1353 564 A STREET
MWR MID-ATLANTIC REGION NORFOLK

Item 3 / Invoice / 01
Amount 600.00 USD
Payt terms C003 Days/percent / /
Bline date 10/29/2001
Disc. base 600.00 Invoice ref. / /
Pmnt block Pmnt method Pmnt meth.supl.
Assignment
Text *BALANCE OF COST FOR COMMAND PARTY AT HOLIDAY INN Long text

Next line item
PstKy Account Sp.G/L Trans.type New co.code

USD 1,000.00- Customer Deposit - to 203001 exist QA1 (2) (100) mwrsap1 OVR 16:22

Press the Enter key or click on the Green checkmark to check the entries in the current line item.

Now click on the "Document Overview" push-button to view a summary of the Customer invoice journal.

Fifth Screen: *Enter Customer Invoice: Display Overview*

Enter Customer invoice: Display Overview

Document Edit Goto Extras Settings Environment System Help

Display currency Park document Act assgnmt model... G/L item fast entry Taxes

Document date	10/29/2001	Type	DR	Company code	1353
Posting date	10/29/2001	Period	1		
Document number	INTERNAL	Fiscal year	2002		
Reference	UNIT FUND PYMT			Cross-CC no.	
Doc.header text					

Items in document currency

Itm	PK	CoCd	Account	Description	CostCr	Order	Amount
001	50		203000	DEPOSITS PAYABLE	2217		1,600.00-
002	09D		10622	HELICOPTER COMBAT S			1,000.00
003	01		10622	HELICOPTER COMBAT S			600.00

D 1,600.00 C 1,600.00 0.00 * 3 Line items

Other line item

PstKy Account Sp.G/L Trans.type New co.code

QA1 (2) (100) mwrsap1 OVR 16:22

As you can see from the Display Overview screen the Debits equal the Credits and the document can now be saved by clicking on the Save icon. Of course, the 10-digit document number should be recorded on DAR paperwork.

After the invoice has been posted, the line item display for this Command's customer account will appear as displayed below:

Customer Line Item Display

List Edit Goto Environment Settings System Help

Choose Save Selections

Status: open Parked Cleared
Due date: Overdue Due Not due

Run Date: 10/26/2001 16:19:28
User: JPHILLIPS

Open Items Key Date: 10/31/2001

HELICOPTER COMBAT SUPPORT SQUADRON 10622
564 A STREET
NORFOLK VA 23511-4011

St	CoCd	Assignment	Doc.no.	Type	Doc. date	Pstg date	PK	S	DD	Net due dt	Amt in loc.cur.	Clrng doc.	Text
	1353		1800000113	SA	10/27/2001	10/29/2001	19	D		10/27/2001	700.00-		*UNIT
	1353		1300001238	SD	10/23/2001	10/26/2001	19	D		10/23/2001	300.00-		*UNIT
	1353		2300000002	DR	10/29/2001	10/29/2001	01			10/29/2001	600.00		*BALA
	1353		2300000002	DR	10/29/2001	10/29/2001	09	D		10/29/2001	1,000.00		*UNIT
*	1353										600.00		
** Account 10622											600.00		

Run Date: 10/26/2001 16:19:28
User: JPHILLIPS

Open Items Key Date: / /*

*
*
*
* *

St	CoCd	Assignment	Doc.no.	Type	Doc. date	Pstg date	PK	S	DD	Net due dt	Amt in loc.cur.	Clrng doc.	Text

4 items were selected QA1 (1) (100) mwrsap1 OVR 16:23

The customer should then be cleared manually **(FOLLOW INSTRUCTIONS FROM PAGE III-116 in your SAP Manual) and any necessary residual items created.**