

## SOP On Advance Customer Settlement Process

### Advance Customer Settlement Process

1. Use T Code F-32 – for customer settlement
2. Enter Customer account number
3. Clearing date will be Accounting date for Daily Account/CGA Report.
4. Company Code as DOPI
5. Special GL indicator
  - a. **‘W’ – for advance customer**
6. Select additional section as posting date for period of settlement.  
(Additional Selections can also be based on Document Type, Document Numbers Etc.)
7. Than process open item

**Clear Customer: Header Data**

Process Open Items

Account  Clearing Date  Period

Company Code  Currency

Open Item Selection

Special G/L Ind   Standard OIs  
 Invoice Summary

Additional Selections

None  
 Amount  
 Document Number  
 Profit Center  
 Posting Date  
 Dunning Area  
 Reference  
 Payment order  
 Collective invoice  
 Document Type  
 Business Area  
 Others

8. Enter date range (For Posting date Selection)
9. In case other selection is required i.e Document Number or Document Type, Click on Save or Cntrl + S and proceed with other selection.
10. Once the required selection is completed/saved click on Process Open Items.

**Clear Customer Enter selection criteria**

Other selection Other account Process Open Items

Parameters entered

Company Code   
Account   
Account Type   
Special G/L ind.   Standard OIs

Posting Date

From  To

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11. List of Open Items will be displayed on the screen. Assigned amount should always be credit balance to advance customer. Double click on the line items (if incorrectly fetched) to exclude form the processing of settlement which shall alter the assigned amount.

**Clear Customer Process open items**

Distribute Difference   Charge Off Difference   Editing Options   Cash Disc. Due

Standard   Partial Pmt   Res.Items   WH Tax

Account items 6905 M S BIGDEAL MARKETIN

Assignment	Document...	D. P.	Posting Date	Document...	Text	INR Gross	Partially Paid Amt	CashDiscount	CDPer.	S...
	9000004556	RV 01	10.01.2019	10.01.2019	Usage for advance	280.00	0.00			
	4100001964	DZ 19	01.01.2019	01.01.2019	Advance from customer	10,000.00	0.00			

Processing Status

Number of items	2	Amount entered	0.00
Display from item	1	Assigned	9,720.00
Reason code		Difference postings	
Display in clearing currency		Not assigned	9,720.00

12. Click on Charge off difference also note down the not assigned amount from the previous screen.

13. Enter following in next screen
- Posting key as 19
  - customer number
  - Special GL indicator same as entered in 1<sup>st</sup> input screen

**Clear Customer Display Overview**

Process Open Items   Choose open items   Display Currency   Account Model   Taxes

Document Date: 20.01.2019   Type: AB   Company Code: DOPI  
 Posting Date: 20.01.2019   Period: 10   Currency: INR  
 Document Number: INTERNAL   Fiscal Year: 2018   Translatn Date: 20.01.2019  
 Reference:   Cross-CC no.:  
 Doc.Header Text:   Trading Part.BA:

Items in document currency

PK	BusA	Acct	INR	Amount	Tax amnt
D			0.00		
C			0.00		

0.00   \*   0 Line items

Other Line Items

PstKy: 19   Account: 6905   SGL Ind: W   type:   New co.code:

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14. Press Enter
15. Enter following in next screen
  - a. Amount = Not assigned amount
  - b. Profit center

**Clear Customer Add Customer item**

Choose open items    Process Open Items    More data    Account Model

Customer  M S BIGDEAL MARKETIN    G/L Acc   
 Company Code  H-34/68, 3RD FLOOR, SECTOR-3, ROHIN  
 Department of Post India

Item 1 / Down payment receive / 19 W

Amount  INR  
 Calculate tax    Bus./sectn

Bus. Area     Disc. Amount   
 Discount %     Real estate

Purch.Doc.       Profit Ctr  Flow Type

Contract  /   
 Fund

Funds Ctr     Cmnt Item   
 Assignment

Text  Long Texts

16. Press Enter
17. Input Segment as DMBE after pop-up

Display Currency    Taxes    Reset

Document Date     Type     Company Code   
 Posting Date     Period     Currency   
 Document Number     Fiscal Year     Translatn Date   
 Reference   
 Doc.Header Text     Cross-CC no.   
 Trading Part.BA

Items in document currency

PK	BusA	Acct		INR	Amount	Tax amnt
001	19W	1016	0000006905 M S BIGDEAL MARKETI		9,720.00-	
002	09W	1016	0000006905 M S BIGDEAL MARKETI		10,000.00	
003	17	1013	0000006905 M S BIGDEAL MARKETI		280.00-	

D 10,000.00    C 10,000.00    0.00 \*    3 Line items

18. Post document

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## Customer Account before settlement.

Customer Line Item Display												
Customer: 6905 Company Code: DOPI Name: M S BIGDEAL MARKETIN City: DELHI												
St	Assignment	DocumentNo	Typ	Doc. Date	S	DD	Amt in loc.cur.	LCurr	Clrng doc.	Text	Net due dt	Reversal
		4100001964	DZ	01.01.2019	W		10,000.00-	INR		Advance from customer	01.01.2019	
		9000004556	RV	10.01.2019			280.00	INR		Usage for advance	10.07.2018	
*							9,720.00-	INR				
** Account 6905							9,720.00-	INR				

## Customer account after settlement

Customer Line Item Display												
Customer: 6905 Company Code: DOPI Name: M S BIGDEAL MARKETIN City: DELHI												
St	Assignment	DocumentNo	Typ	Doc. Date	S	DD	Amt in loc.cur.	LCurr	Clrng doc.	Text	Net due dt	Reversal
		1000000215	AB	20.01.2019	W		9,720.00-	INR		Unused Advance	20.01.2019	
*							9,720.00-	INR				
		1000000215	AB	20.01.2019			280.00-	INR	1000000215		20.01.2019	
		1000000215	AB	20.01.2019	W		10,000.00	INR	1000000215		20.01.2019	
		4100001964	DZ	01.01.2019	W		10,000.00-	INR	1000000215	Advance from customer	01.01.2019	
		9000004556	RV	10.01.2019			280.00	INR	1000000215	Usage for advance	10.07.2018	
*							0.00	INR				
** Account 6905							9,720.00-	INR				

More details of Open Items in FBL5N screen :

- 1) Always Select "BNPL" variant for executing reports related to customer in FBL5N.
- 2) Special GL Items Denotes Advances form the customer with document type DZ & AB(partially Settled Document), Discounts with document type RV.
- 3) Normal Items denotes two Revenue items (RV):
  - a) Revenue document generated through monthly billing of advance customer POS Booking, will be assigned with contract number and long text starting with SL and should be comulsority settled.
  - b) Revenue Document genrated through monthly billing of advance customers COD deliveries towards commission will not assigned with contract number and long text shall contain COD and this RV documents should not be settled through this process.
- 4) Advnace Paymnet documents(DZ&AB) selected for Settlement should be always prior to Billing Documents(RV).
- 5) RV can be settled against only DZ or against only AB or Agains both AB/DZ.