

# S/4 HANA AR & AP Configuration



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## INTRODUCTION

The Accounts Receivable (AR) and Accounts Payable (AP) module is a sub ledger to FI- GL for managing the balances of Customers and Vendors. The AR and AP component stores all the information and balance details for customer and vendor. Data is updated from AR and AP in real time to the FI- GL module.

Business partner is now the central point of managing master data for both customer and vendor master. Thus transaction code FD01, FD02 and FD03 (Customer master create, change and display are obsolete) similarly transaction code FK01, FK02 and FK03 (Vendor master create, change and display are obsolete). If user enter the aforesaid transaction code SAP directs to transaction code BP (Business Partner)

In AR the tables such as BSID (Open item table) and BSAD (Cleared item table) are now DDL SQL view tables.

Similarly in AP the tables such as BSIK (Open item table) and BSAK (Cleared item table) are now DDL SQL view tables.

Although information is now captured in table ACDOCA such as the customer, vendor number, clearing document etc., but still majority of the information such as payment terms, payment method, baseline date, payment reference, payee and all other information is still stored in the DDL SQL view tables. Therefore we will have to still refer the DDL SQL view tables such as BSID, BSAD, BSIK and BSAK for creating queries or new reports if required.

# 1 Customer Accounts

## 1.1 Master Records

### 1.1.1 Define Account Groups with Screen Layout (Customers)

SAP Customizing Implementation Guide → Financial Accounting (New) → Accounts Receivable and Accounts Payable → Customer Accounts → Master Data → Preparations for Creating Customer Master Data → Define Account Groups with Screen Layout (Customers)

When creating a customer account, we must specify an account group. We use the account group to determine:

- the interval for the account numbers
- whether the number is assigned internally by the system or externally by the user (type of number assignment)
- whether it is a one-time account
- which fields are ready for input or must be filled when creating and changing master records (field status)

Click on 

Update the following: -

Table view Edit Goto Choose Utilities System Help

Expand Field Status


Account Group Y001

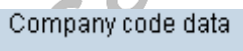
General data

Meaning	Customers External Universal
One-Time Account	<input type="checkbox"/>
Output determ.proc.	

Field status

- General Data
- Company Code Data
- Sales Data

Click on Save 

Double Click 

Field status Edit Goto Extras System Help

Subgroup list

**Maintain Field Status Group: Overview**

General Data Page 1 / 1

Acct group Y001  
Customers External Universal  
Company code data

Select Group

- Account management
- Payment transactions
- Correspondence
- Insurance
- W/holding tax data, w/h tax 2

Double Click



Field status Edit Goto Extras System Help

Field check

General Data Page 1 / 1

Acct group Y001  
Customers External Universal  
Company code data

Account management

	Suppress	Req. Entry	Opt. entry	Display
Reconciliation account	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Cash management group	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Previous account number	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Sort key	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Head office	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Authorization	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Preference indicator	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Interest calculation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Buying Group	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Personnel number	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Release Group	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Gross income tax	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Value adjustment key	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
CIU Code	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Change Reconciliation account and sort key from Opt entry to Req. entry

Field status Edit Goto Extras System Help

Field check

General Data Page 1 / 1

Acct group Y001  
 Customers External Universal  
 Company code data

Account management

	Suppress	Req. Entry	Opt. entry	Display
Reconciliation account	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cash management group	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Previous account number	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Sort key	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Head office	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Authorization	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Preference indicator	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Interest calculation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Buying Group	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Personnel number	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Release Group	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Gross income tax	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Value adjustment key	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
CIU Code	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Click on 

Field status Edit Goto Extras System Help

Field check

General Data Page 1 / 2

Acct group Y001  
 Customers External Universal  
 Company code data

Payment transactions

	Suppress	Req. Entry	Opt. entry	Display
Terms of payment	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Bill of exch. charges terms	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Payment block	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Payment methods	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Alternative payer account	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Clearing with vendor	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Bill of exchange limit	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Next payee	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Indicate payment history	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Tolerance group	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
House bank	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Known/negotiated leave	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Lockbox	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Payment advice via EDI	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Payment advice notes	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Single pmnt, grp key, PM supl.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Change Terms of payment from Opt. Entry to Req. entry

Field status Edit Goto Extras System Help

Field check

**Maintain Field Status Group: Payment transactions**

Page 1 / 2

General Data

Acct group Y001  
 Customers External Universal  
 Company code data

Payment transactions

	Suppress	Req. Entry	Opt. entry	Display
Terms of payment	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bill of exch. charges terms	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Payment block	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Payment methods	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Alternative payer account	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Clearing with vendor	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Bill of exchange limit	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Next payee	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Indicate payment history	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Tolerance group	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
House bank	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Known/negotiated leave	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Lockbox	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Payment advice via EDI	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Payment advice notes	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Single pmnt, grp key, PM supl.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Click on Save

### 1.1.2 Define Screen Layout per Company Code (Customers)

SAP Customizing Implementation Guide → Financial Accounting (New) → Accounts Receivable and Accounts Payable → Customer Accounts → Master Data → Preparations for Creating Customer Master Data → Define Screen Layout per Company Code (Customers)

Here in this step we specify, depending on the company code, which company code-dependent master record fields

- are ready for input

- require an entry
- are hidden.

This specification is linked to the field status of the account group and a specification for the transaction. By means of the link, we can see which status the fields have on the entry screen for master data. In this case, the fields take on the status which has the highest priority. Hiding a field has the highest priority, followed by a display field, a required field and then an optional field:

The entry under the company code \* applies to the company codes which are not explicitly entered in the table. We should not delete this entry.

Normally no configuration is required except in exceptional cases. For example, if the company codes are in different countries or some company codes do not use automatic payment processing for customers. If fields are to have an alternative status depending on the company code, specify the company code and determine the status of the fields.

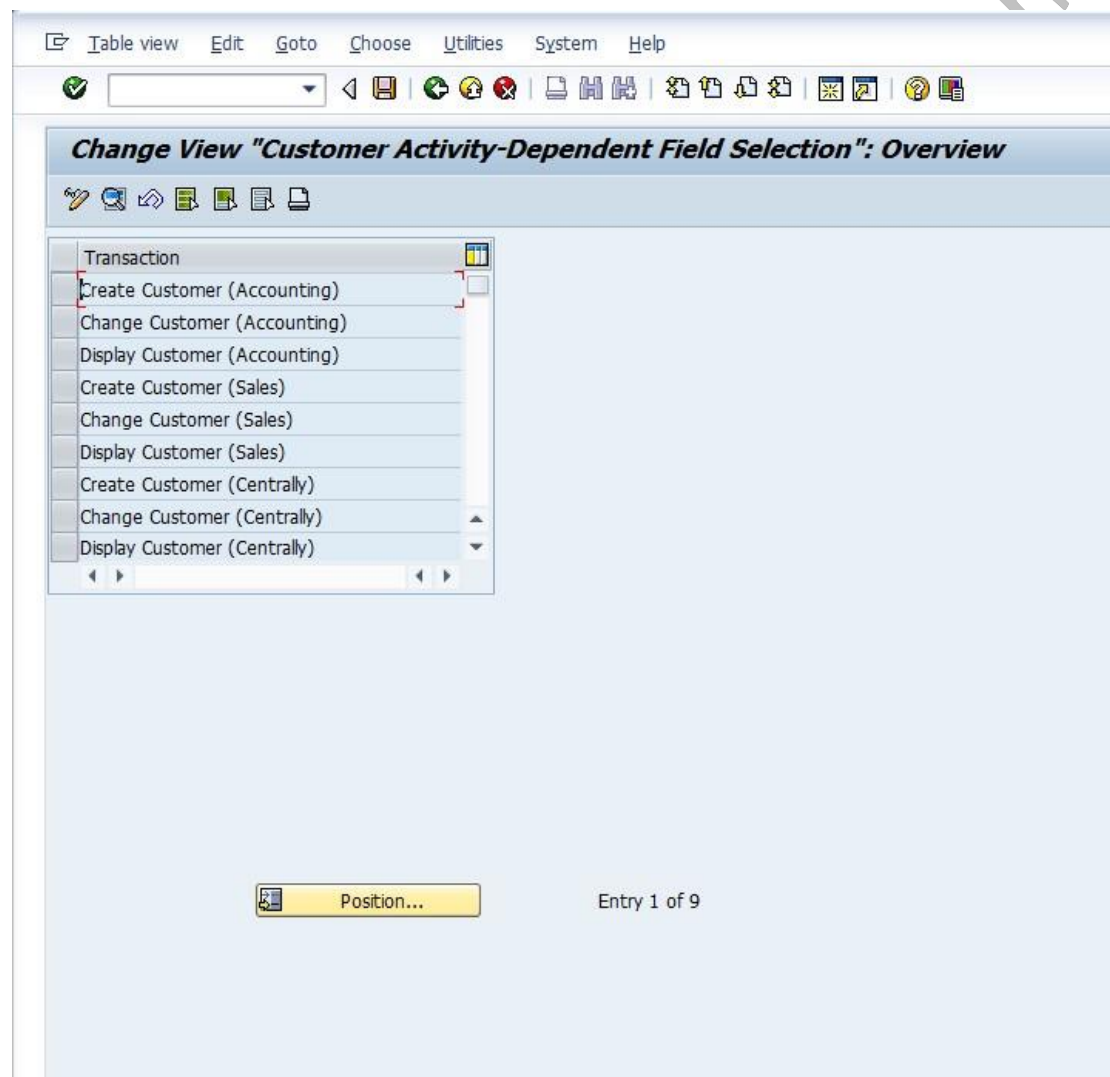
We will not configure anything here since we do not want field status differently based on company codes.



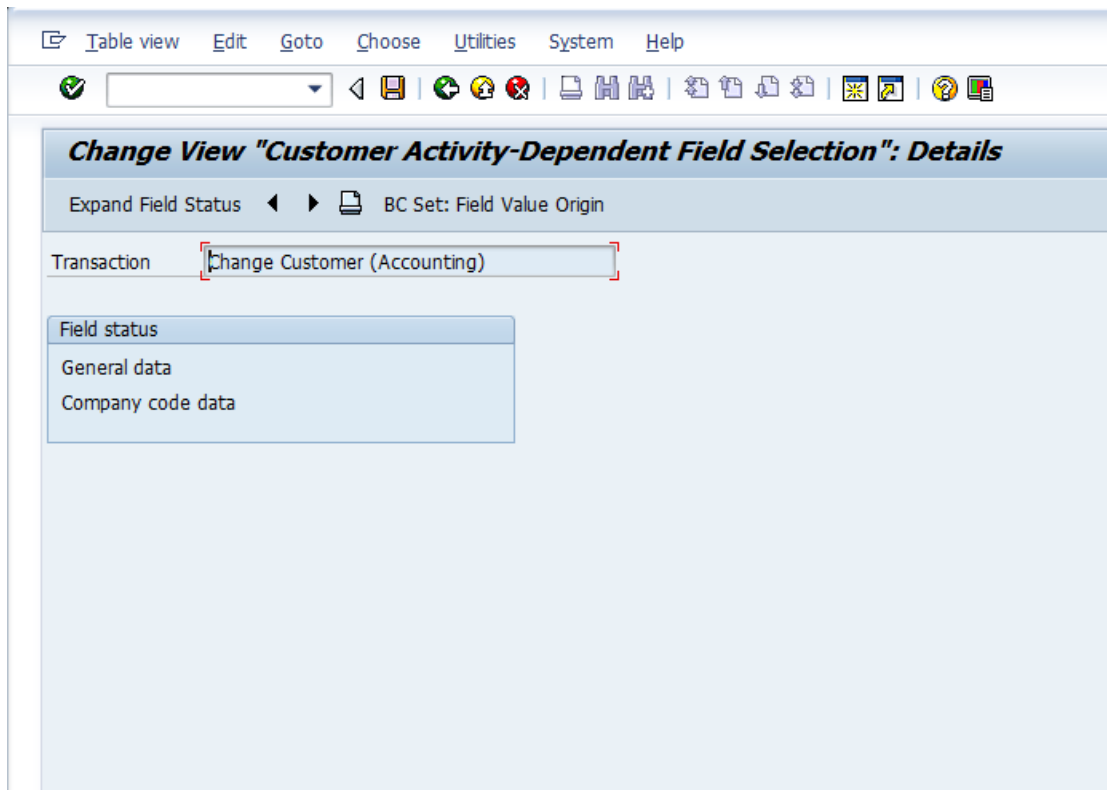
the fields take on the status which has the highest priority. Hiding a field has the highest priority, followed by a display field, a required field and then an optional field:

This, particular configuration is required if the fields are to be filled when creating and are not to be changed via the change transaction. This is required for reconciliation account. The reconciliation account updated during the create mode should not be changed later on in the change mode. This will create a lot of problem. In the change mode the field should not be available for change. It should be only in the display mode.

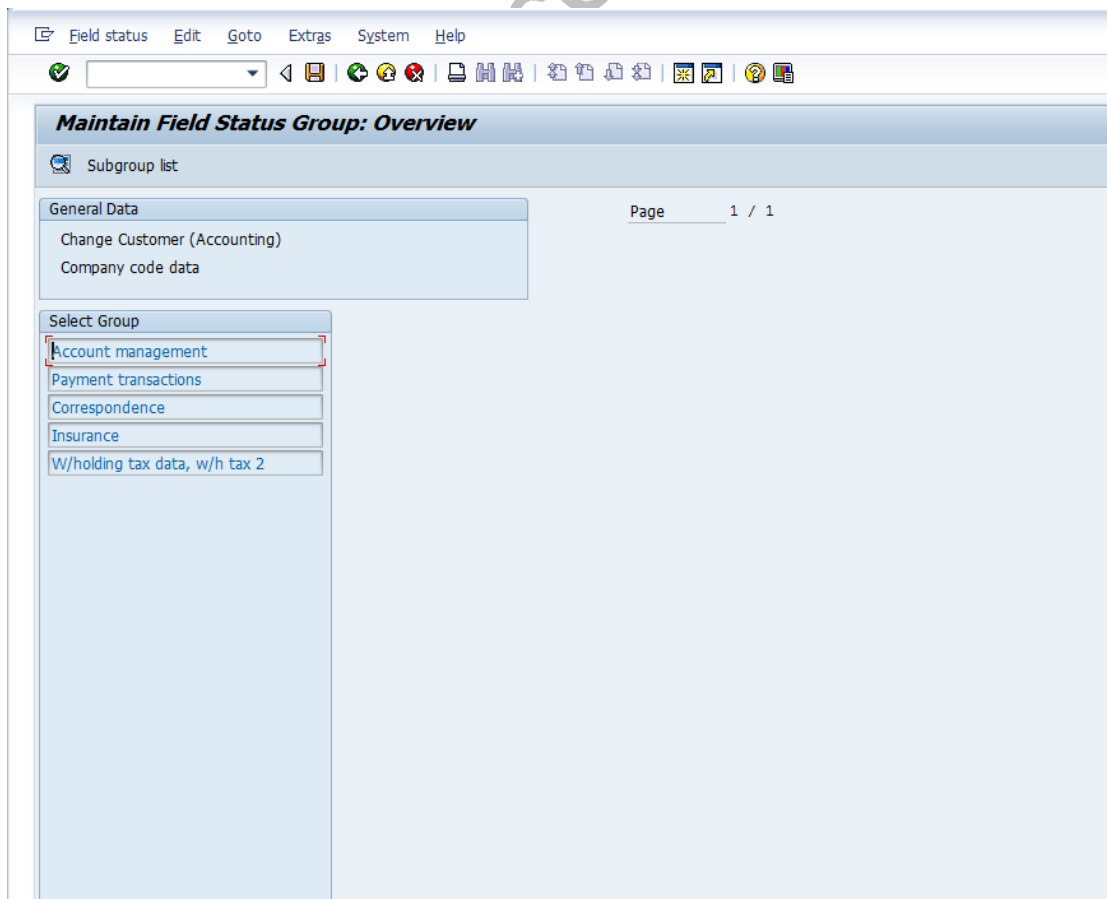
Let us configure that.



Double click Change Customer (Accounting)



Double click Company code data





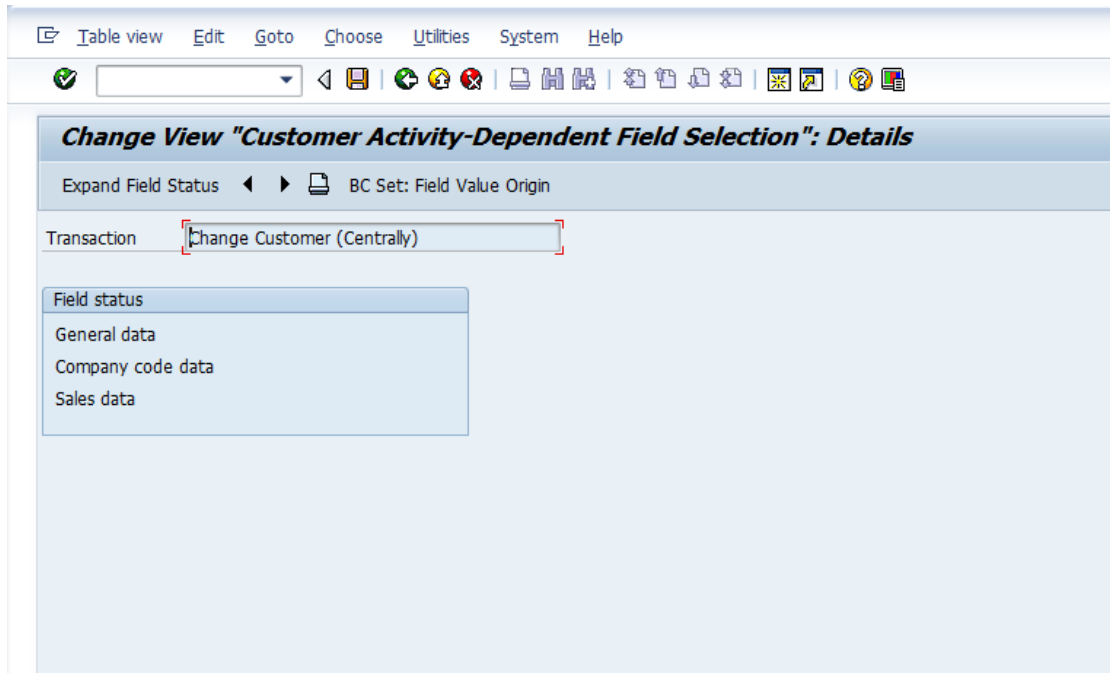
Double click **Account management**

Note that the reconciliation account is already display

	Suppress	Req. Entry	Opt. entry	Display
Reconciliation account	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Cash management group	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Previous account number	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Sort key	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Head office	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Authorization	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Preference indicator	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Interest calculation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Buying Group	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Personnel number	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Release Group	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Gross income tax	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Value adjustment key	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
CIU Code	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Click

Double click **Change Customer (Centrally)**



Double click Company code data

Field status Edit Goto Extras System Help

Subgroup list

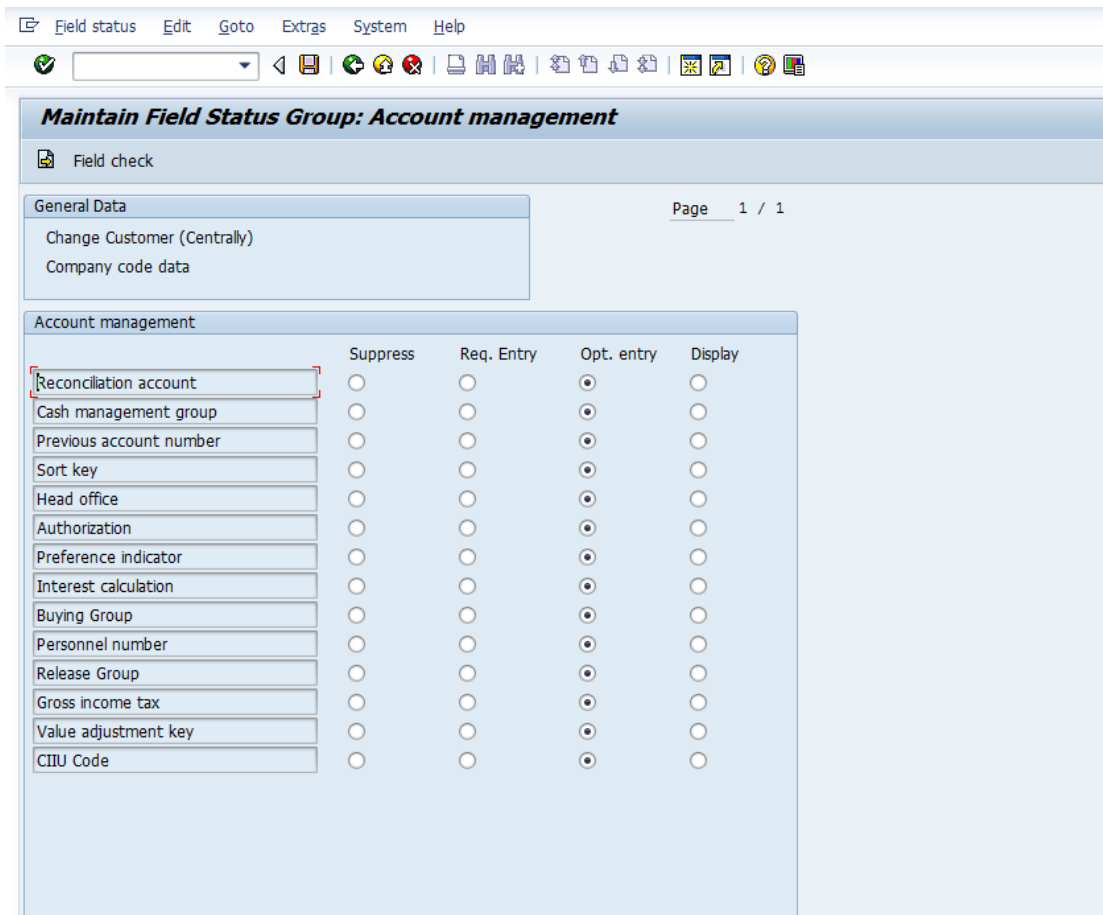
General Data Page 1 / 1

Change Customer (Centrally)  
Company code data

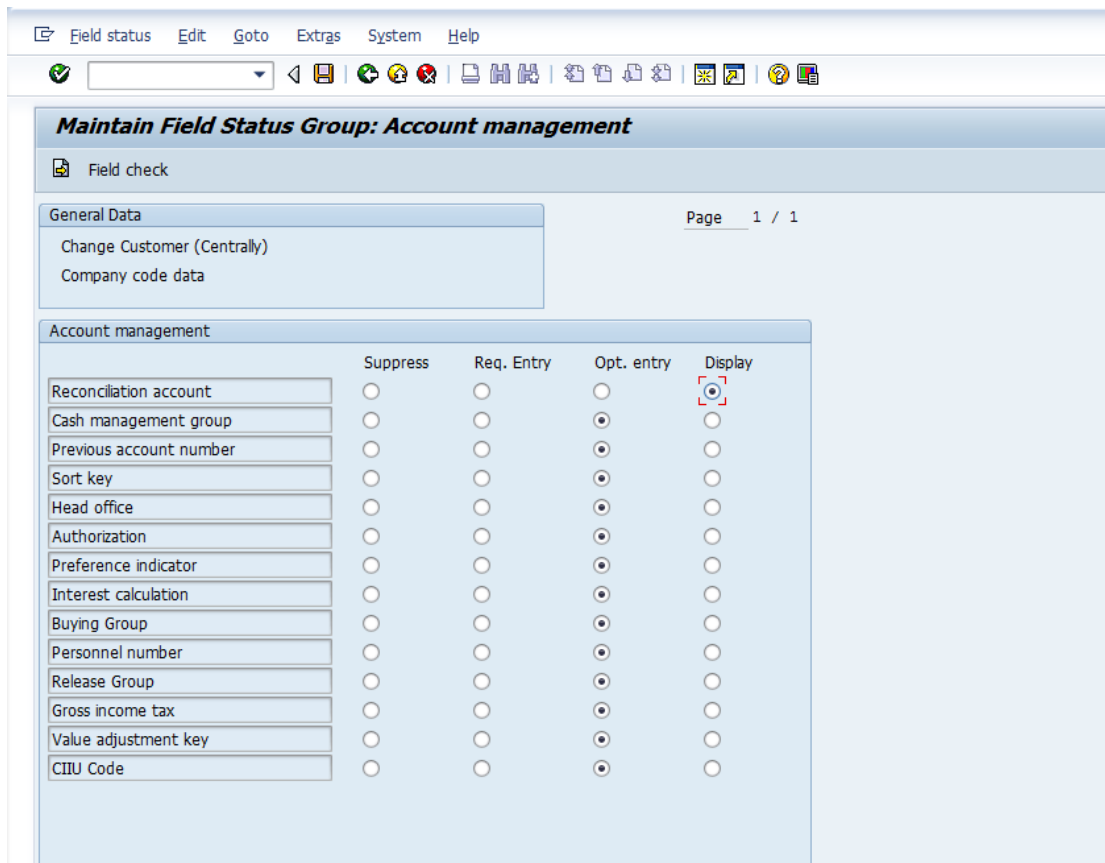
Select Group

- Account management
- Payment transactions
- Correspondence
- Insurance
- W/holding tax data, w/h tax 2

Double click



and change reconciliation account from optional entry to display

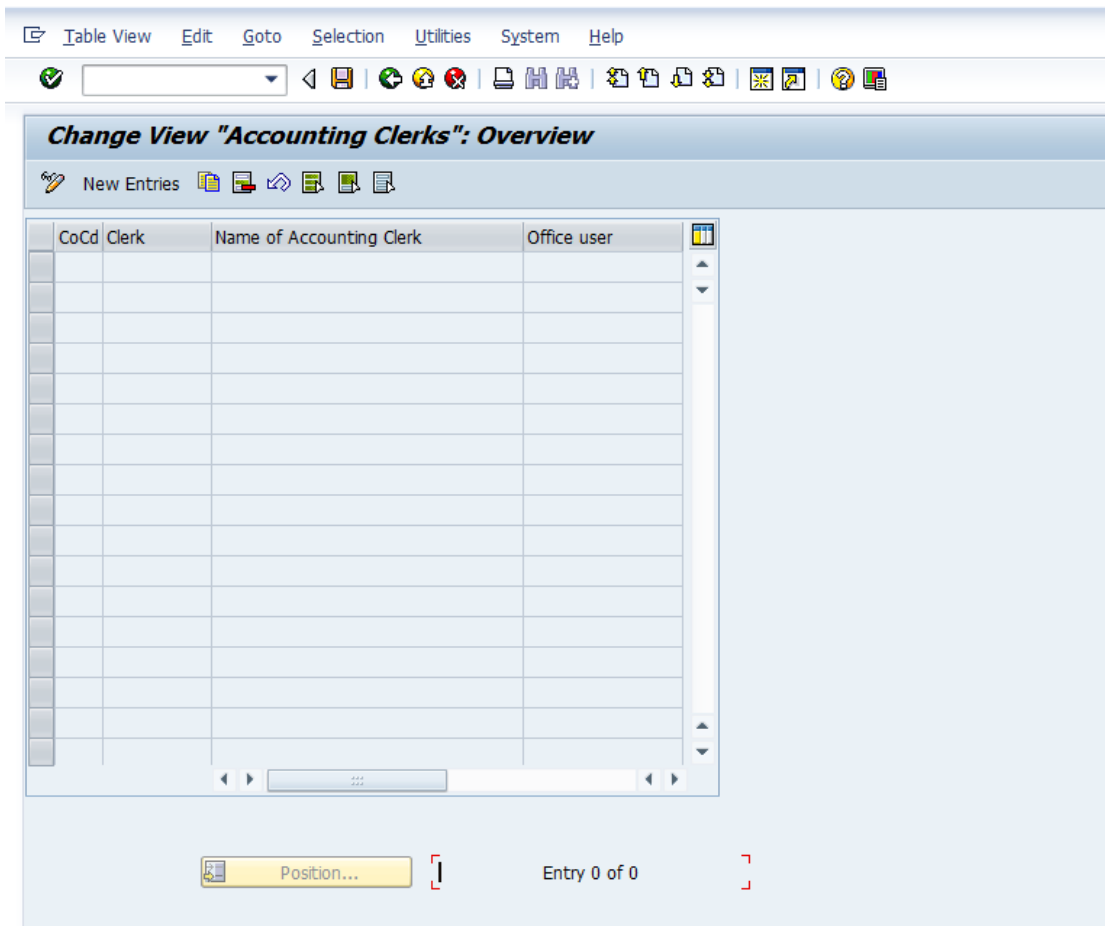


Click on Save 

#### 1.1.4 Enter Acct. Clerk Identification Code for Customers (optional)

SAP Customizing Implementation Guide → Financial Accounting (New) → Accounts Receivable and Accounts Payable → Customer Accounts → Master Data → Preparations for Creating Customer Master Data → Enter Accounting Clerk Identification Code for Customers

Here we define the names of the accounting clerks under a name identification code. We enter the identification code in the customer master records which the accounting clerk supervises. We can use this information for evaluations and for correspondence.



Click on **New Entries**

Update the following:-

CoCd	Clerk	Name of Accounting Clerk	Office user
6600	01	David Shepherd	
6600	02	Wilna Kennedy	

Click on Save



### 1.1.5 Define Industries (Optional)

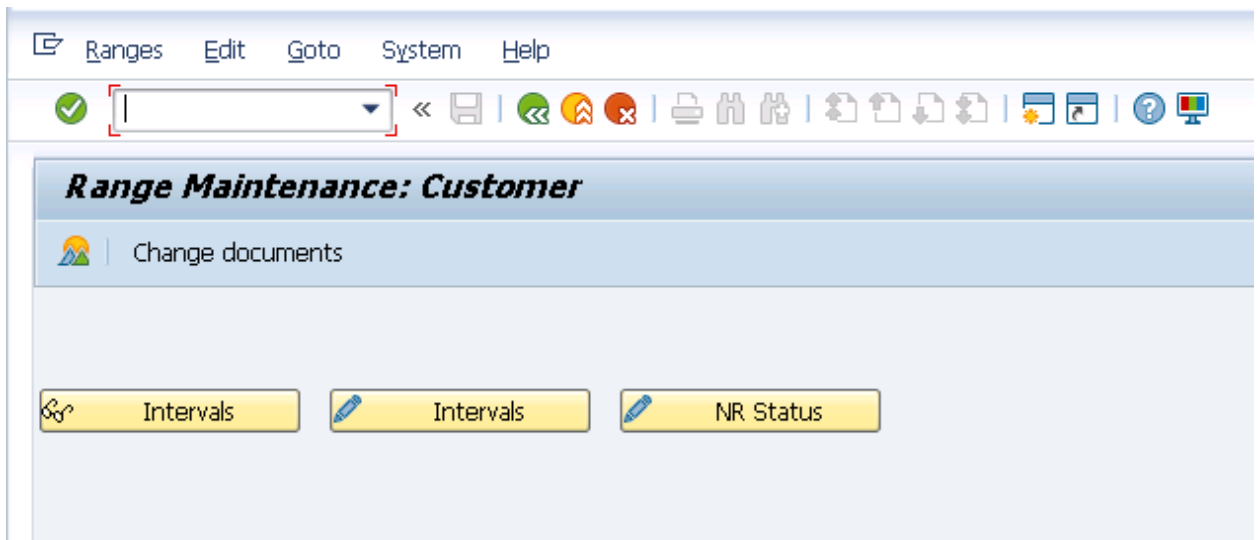
SAP Customizing Implementation Guide → Financial Accounting (New) → Accounts Receivable and Accounts Payable → Customer Accounts → Master Data → Preparations for Creating Customer Master Data → Define Industries

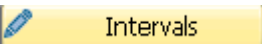
Here we define the industries we require. We can group together our customers by industry. The industry field is located in the general area of the customer's master record. We specify what industry a business partner belongs to by entering an industry key in its master record. We can use this information for evaluations, for example, to create a customer list according to industry.

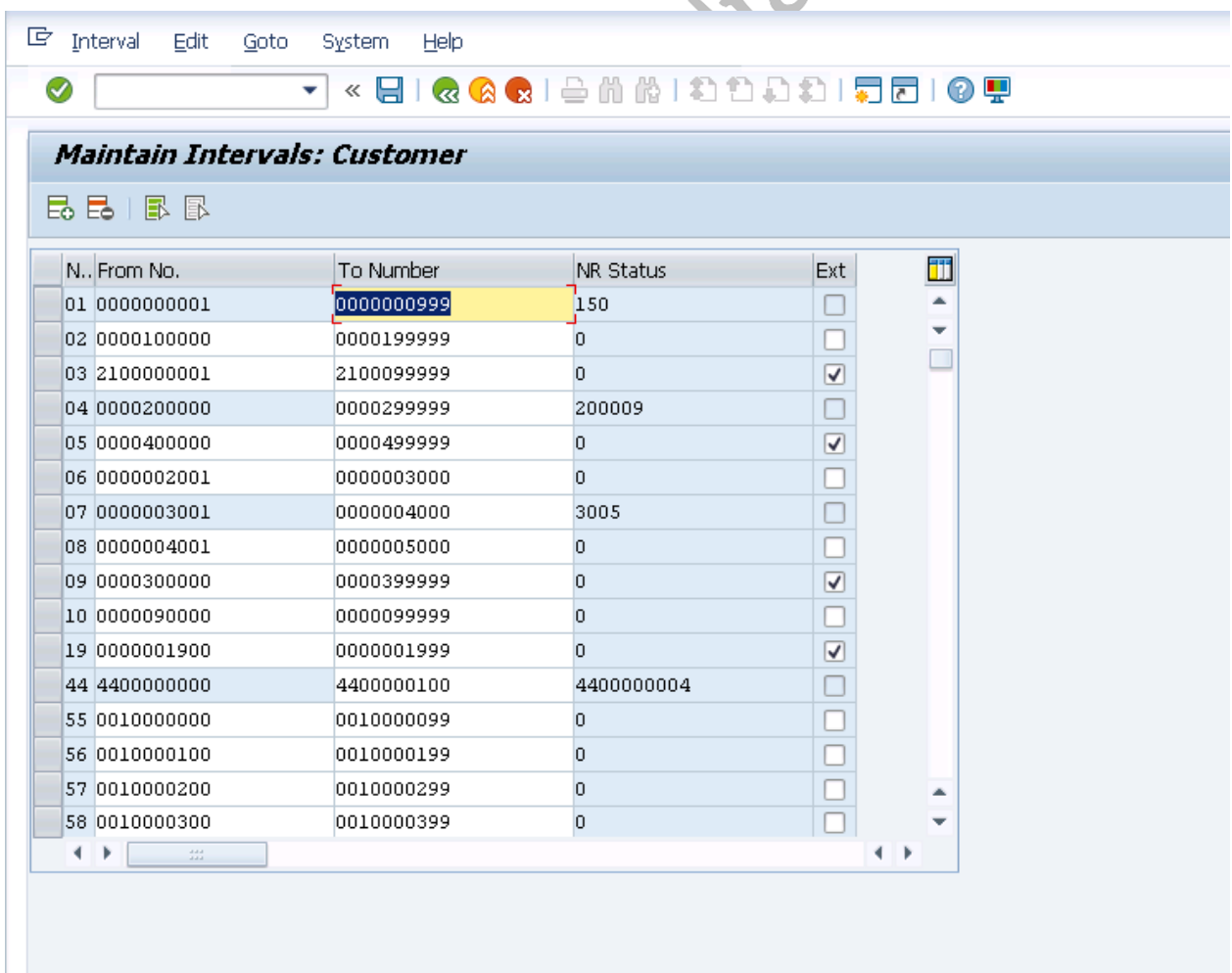
We will not configure anything here. In case we want to configure click on new entries, enter a 3 digit code and description.







Click on  Intervals

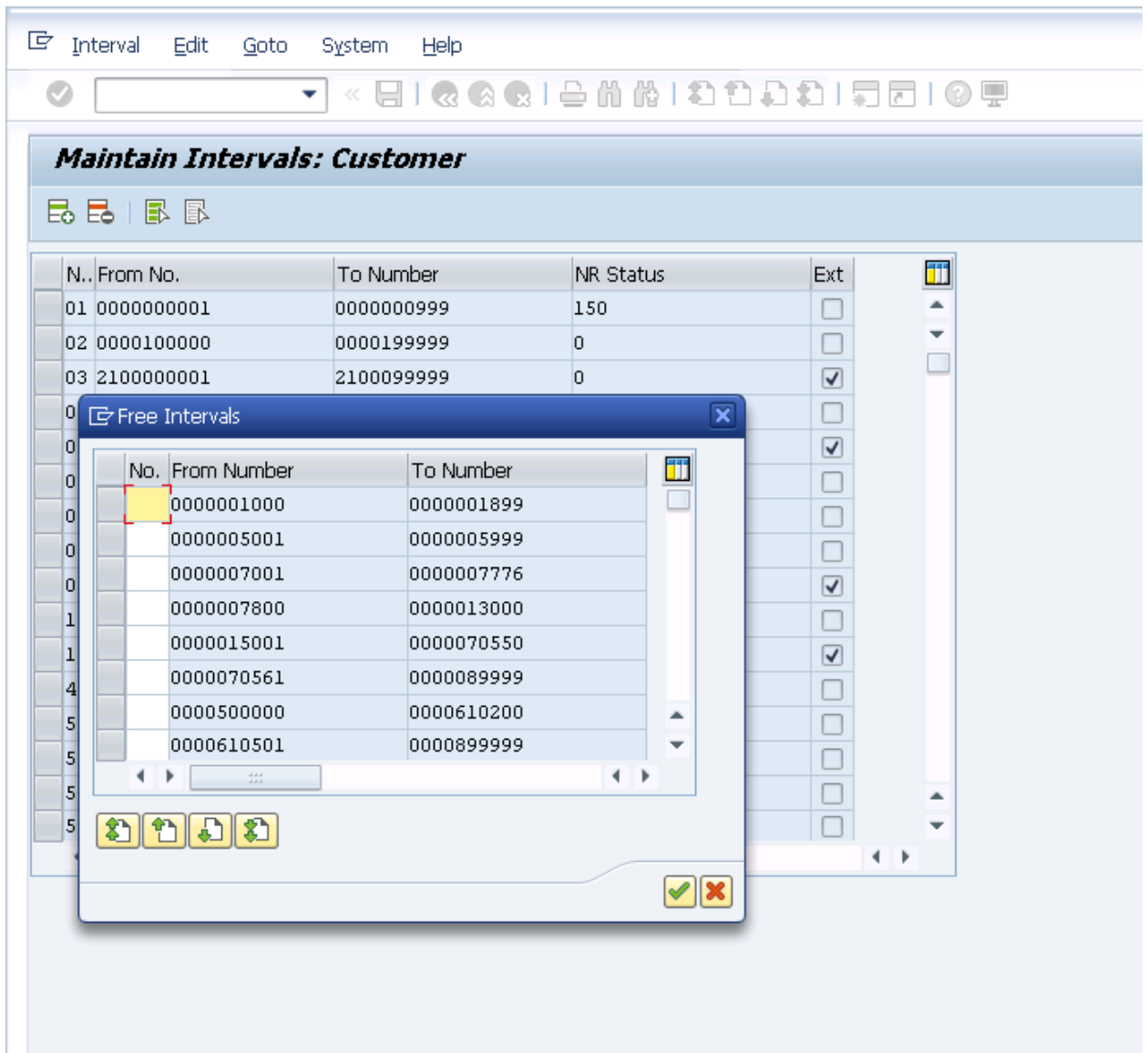


Already lot of intervals exist to check free intervals

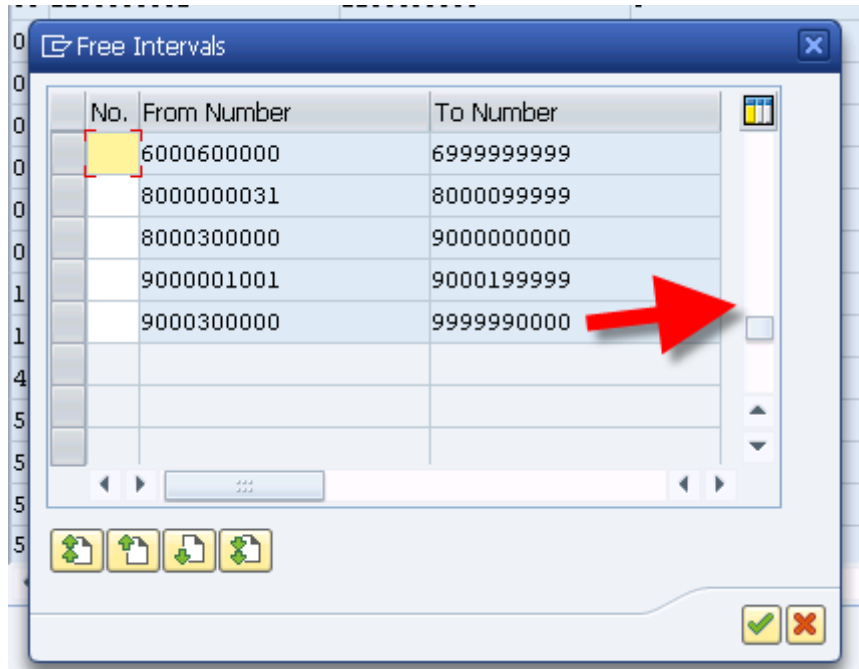
Click on

The screenshot shows the SAP S/4 HANA interface. On the left, a menu is open with the following items: 'Display element', 'Change current number', 'Check', 'Free Intervals', 'Local Values', 'Assigned Numbers', 'Organize', 'Save', 'EKit', and 'u-s-uuuuuuuuuu'. The 'Free Intervals' item is highlighted. The main area displays a table with the following columns: 'NR Status', 'Ext', and 'liD'. The table contains 11 rows of data, with the first row having a value of 150 in the 'NR Status' column and 0 in the 'Ext' column. The 'liD' column contains a vertical stack of '0' characters.

	NR Status	Ext	liD
	150	0	0
	0	0	0
	0	0	0
	200009	0	0
	0	0	0
06 0000002001	0	0	0
07 0000003001	3005	0	0
08 0000004001	0	0	0
09 0000300000	0	0	0
10 0000090000	0	0	0

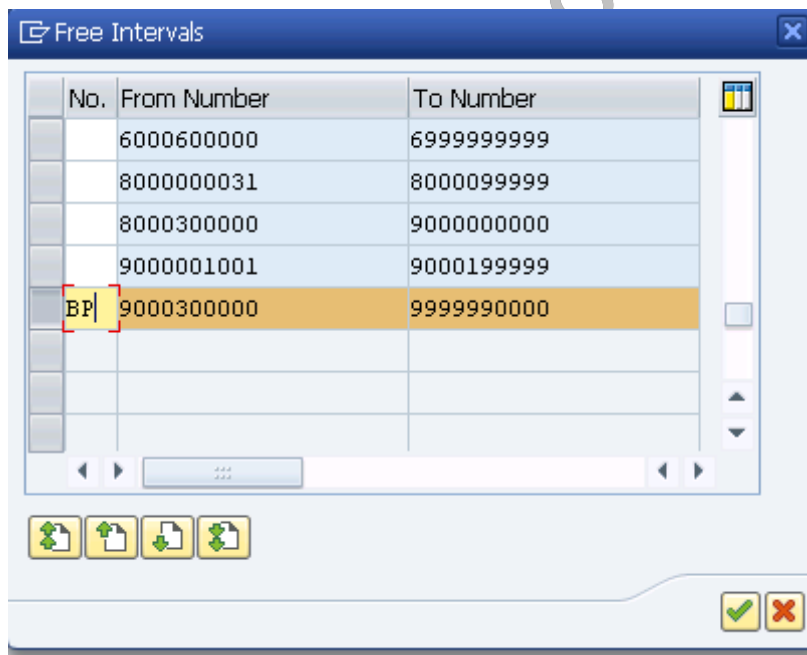


Scroll down



Let us select this

Update the following:-



Click 

Interval Edit Goto System Help


✓ [Dropdown] << [Icons]

### Maintain Intervals: Customer

[Icons]

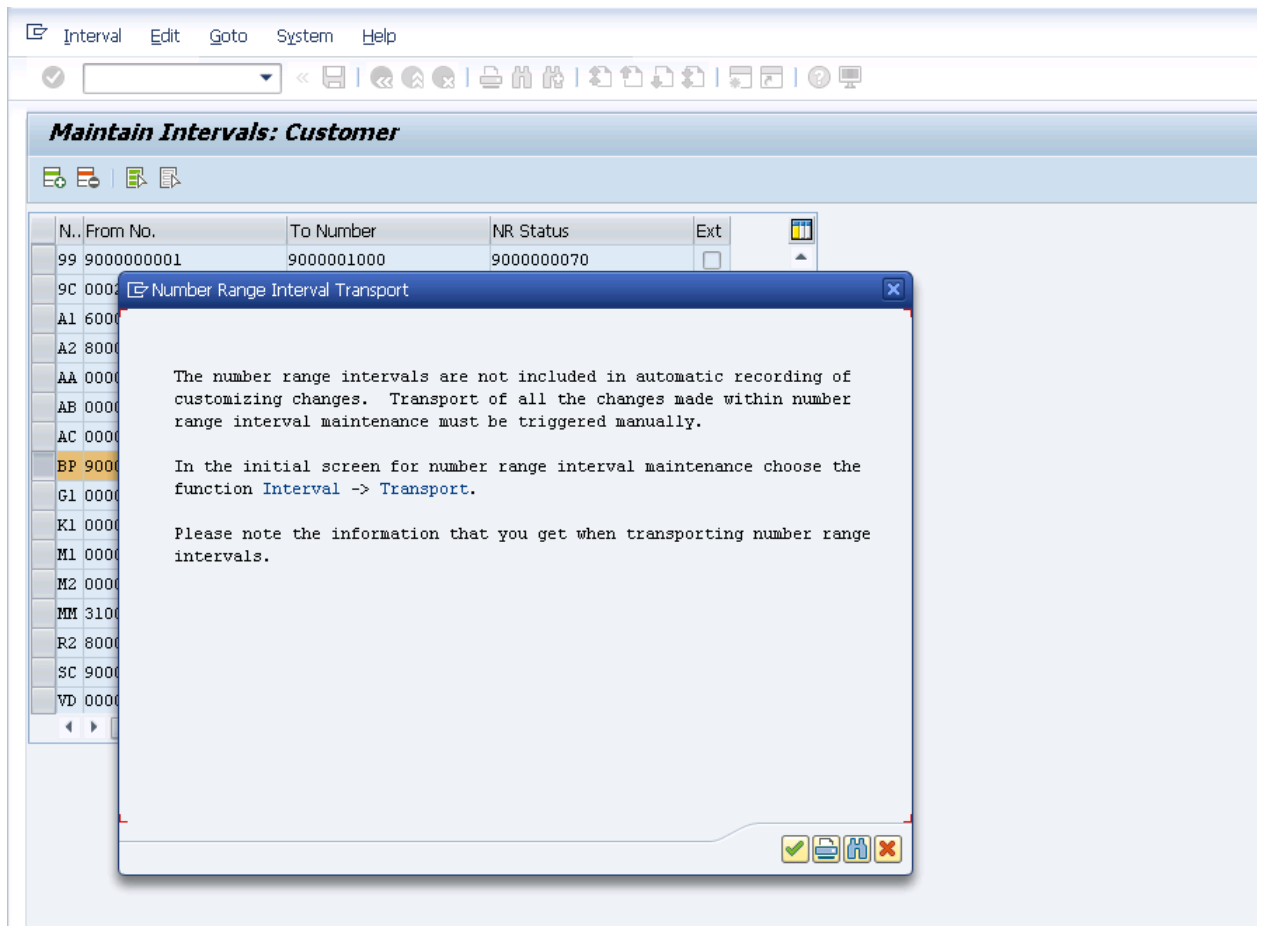
N..	From No.	To Number	NR Status	Ext
99	9000000001	9000001000	9000000070	<input type="checkbox"/>
9C	0002000000	0002999999	0	<input type="checkbox"/>
A1	6000000000	6000000030	6000000014	<input type="checkbox"/>
A2	8000000000	8000000030	0	<input checked="" type="checkbox"/>
AA	0000610401	0000610500	0	<input type="checkbox"/>
AB	0000610301	0000610400	0	<input type="checkbox"/>
AC	0000610201	0000610300	0	<input type="checkbox"/>
BP	9000300000	9999990000	0	<input checked="" type="checkbox"/>
G1	0000070551	0000070560	70555	<input type="checkbox"/>
K1	0000007777	0000007799	0	<input checked="" type="checkbox"/>
M1	0000013001	0000014000	13020	<input type="checkbox"/>
M2	0000014001	0000015000	0	<input type="checkbox"/>
MM	3100000000	3199999999	3100000004	<input type="checkbox"/>
R2	8000100000	8000199999	0	<input checked="" type="checkbox"/>
SC	9000200000	9000299999	9000200009	<input type="checkbox"/>
VD	0000900000	0000999999	0	<input type="checkbox"/>

← → [Page] ← →



Switching on external tick is important since the number range for customer and business partner must be the same.

Click 



Click 

**Number ranges must be manually maintained on the respective system (quality, production).**

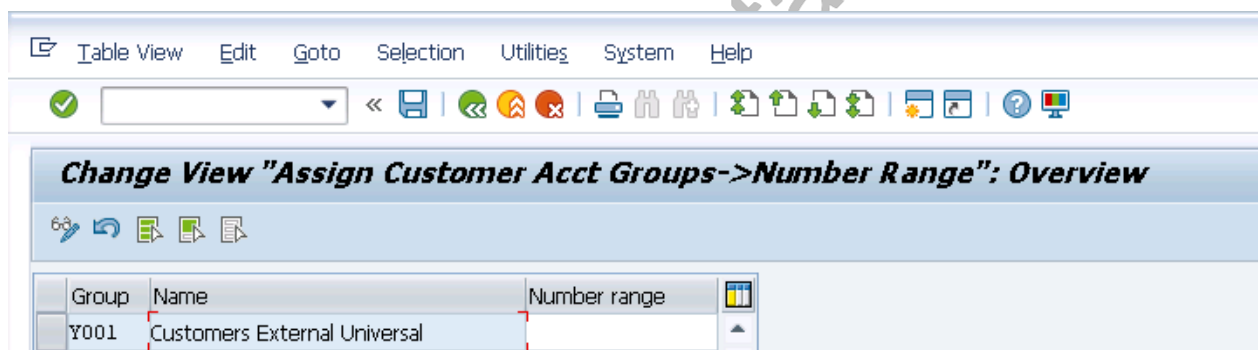
### 1.1.7 Assign Number Ranges to Customer Account Groups

SAP Customizing Implementation Guide → Financial Accounting (New) → Accounts Receivable and Accounts Payable → Customer Accounts → Master Data → Preparations for Creating Customer Master Data → Assign Number Ranges to Customer Account Groups

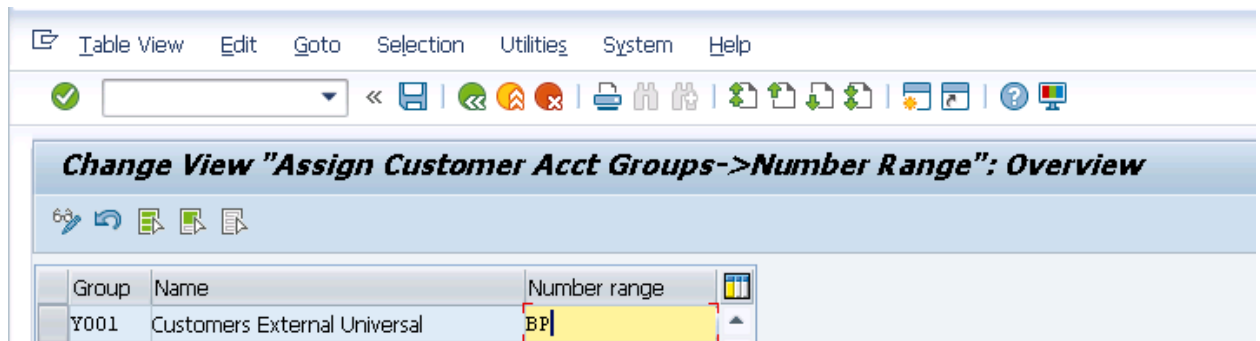
Here we assign the number ranges we created in the preceding step to the account groups for customers. We can use one number range for several account groups.

We will assign number ranges as follows:-

Account group	Number range
Y001 Customers External Universal	BP



Update the following:-



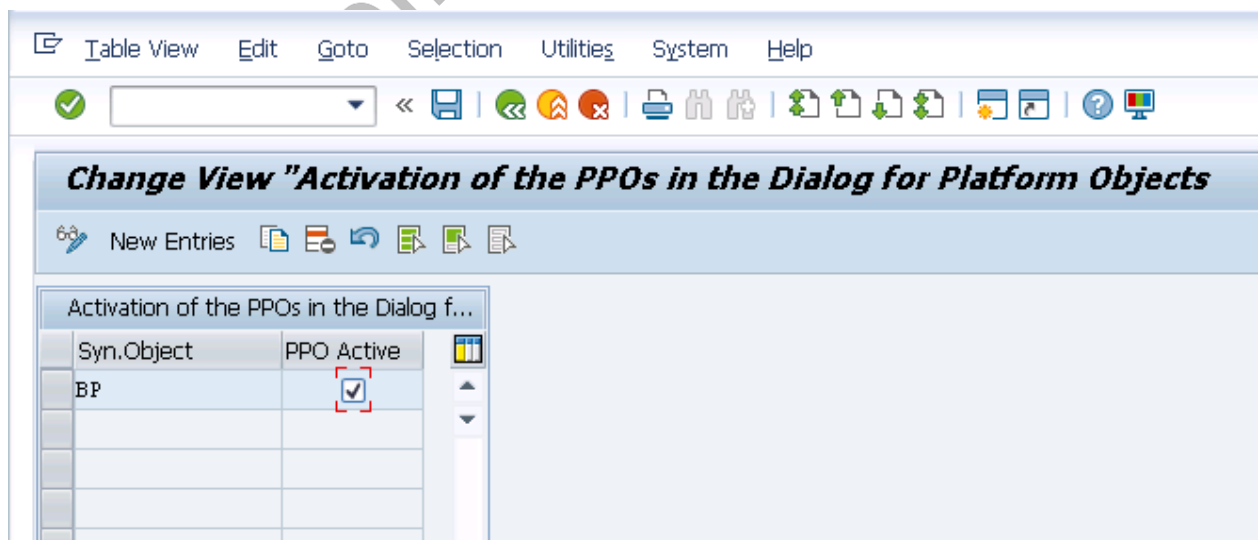
Click on Save 

### 1.1.8 Activate PPO Requests for Platform Objects in the Dialog

SAP Customizing Implementation Guide → Cross-Application Components → Master Data Synchronization → Synchronization Control → Synchronization Control → Activate PPO Requests for Platform Objects in the Dialog

This is a standard configuration for a post processing request which is to be written in the event of a synchronization error.

This is done for the business partner object.

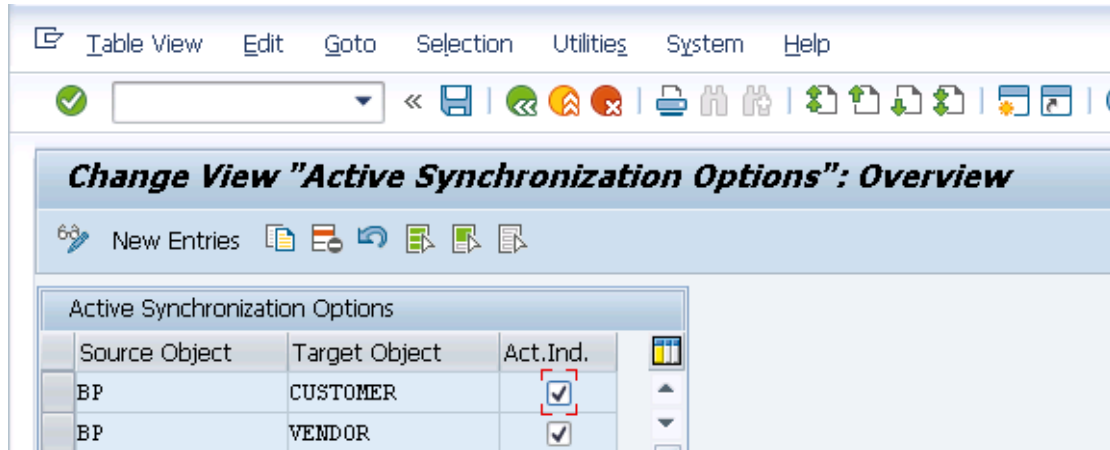




### 1.1.9 Activate Synchronization Options

SAP Customizing Implementation Guide → Cross-Application Components → Master Data Synchronization → Synchronization Control → Synchronization Control → Activate Synchronization Options

Here we configure the object Business partner for Customer and Vendor for which we want synchronization.



### 1.1.10 Define BP Roles

SAP Customizing Implementation Guide → Cross-Application Components → SAP Business Partner → Business Partner → Basic Settings → Business Partner Roles → Define BP Roles

Here we define the business partner roles and their attributes. We also define the role categories with the other data.

Do not modify the standard business partner role provided by SAP such as

FLCU00 – Business partner FI Customer

FLVN00 – Business Partner Vendor

Do not modify these settings.

You should not, in particular, modify the role categories delivered by SAP because SAP programs may access them directly.

Let us copy role category FLCU00 to ZFLCU0

And role category FLVN00 to ZFLVN