SAP FI - Automatic Payment Program (Configuration and Run)

Applies to:
SAP ECC 6.0. For more information, visit the Financial Excellence homepage.

Summary
This document helps you to configure and run Automatic Payment Program in FICO Module in SAP ECC 6.0.

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Introduction

Automatic Payment Program serves the purpose of posting accounts payable (say, payment to a vendor) based on vendor invoices automatically, shortly termed as APP.

Steps for Configuring APP:

1. Setup payment method per country
2. Setup payment method per company code
3. Setup all company codes
4. Setup paying company code
5. Bank determination
6. Assign payment method to vendor account

Step by Step Process

Step 1:
Go to transaction ‘FBZP’ and click on ‘All Company Codes’ button.

Click on ‘New Entries’, enter your company code in the ‘company code’ field as well as in the ‘Paying company code’ field, check the two check boxes as shown in the below screen and save it.
Step 2:

Select the 'Paying company codes' button, click on 'New Entries'. Type your paying company code. Click on 'Forms' button and 'Sender Details' button to open their respective input screens.
Type in the rest of the details as shown. The amounts for minimum incoming payment and minimum outgoing payment could be given as per the organization standards.

**Step 3:**

Now select the 'Payment methods in country' button. Click on 'New Entries' and type your country's name, select payment method as required. In this case, I have given it as 'C' since I have configured it for check payment.

<table>
<thead>
<tr>
<th>Country</th>
<th>IN</th>
<th>India</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pynt Method</td>
<td>C</td>
<td>Cheque</td>
</tr>
</tbody>
</table>

**Payment methods for:**
- **Outgoing payments**
- **Incoming payments**

**Payment method classification**
- **Bank transfer**
- **Check**
- **Billflex**
- **Checkbookalex**

- **Post office cash method?**
- **Bill of exchange accepted**
- **ISP Payment Procedure**
- **EU Internal Transfer**

**Required master record specifications**
- **Street, P.O. Box or P.O. Box + code**
- **Bank details**
- **Account Number Description**

**Posting details**
- **Document type for payment**
- **Clearing document type**
- **วัตถุ**

**Payment medium**
- **Use payment medium workbench**
- **Use classic payment medium programs (RFO)**
  - **Payment medium program** RFFOUS_C
  - **Name of print dataset** LIST1S
  - **Key in code line** 11
  - **Print dataset for cheque**

Select

- Payment method for 'Outgoing Payments' as this is for a vendor payment (Accounts Payable)
- Payment method classification to be 'Check', select the check box for 'Allowed for personal payments'.

- Type the posting details for document type for payment and clearing document type as 'KZ', which indicates vendor payment.

- For the payment medium, select radio button 'Use classic payment medium program (RFFO*)', type payment medium program as 'RFFOUS_C' and give the name of print dataset as 'LIST1S'.

- Give the key in code line as '11' and save it.
Step 4:
Click the 'Payment Methods in Company Code' button, click on 'New Entries'.

- Give your company code and the payment method as 'C', Select 'No optimization' for Bank selection control
- In the form data type as 'F110_PRENUM_CHCK'.
- Enter details that are to be printed on the form in 'Drawer on the form' and save it.

Step 5:
Click on 'Bank Determination' button, select your company code from the list displayed.
Then double click Ranking Order.

Give the payment method as ‘C’, Rank order can be given as per your organization's requirement, you can give choose your ‘House Bank’ if you have maintained one and save it, if not, you should create a house bank in the transaction ‘FI12’ or by clicking the House Bank button.

Now double click on Bank Accounts and you will get a screen as shown.

Type in your House bank name and House bank Account id and G/L account for Bank sub-account from the input help, save it.
Now double click on Available Amounts and provide details as required, save it and click back.

Step 6:
Now Vendor Master Record should be updated with the payment method. For this, go to transaction 'FK02', specify your vendor's name, company code, check payment transaction check box and click enter.

Specifying details as above and save it.

With this, APP configuration is done.

Now it's time for APP Run.
Before APP Run, we must have an open item, for that we have to create a vendor invoice in

**Enter Vendor Invoice: Header Data**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Date</td>
<td>10.01.2011</td>
</tr>
<tr>
<td>Posting Date</td>
<td>10.01.2011</td>
</tr>
<tr>
<td>Document Number</td>
<td></td>
</tr>
<tr>
<td>Reference</td>
<td></td>
</tr>
<tr>
<td>Doc. Header Text</td>
<td></td>
</tr>
<tr>
<td>Trading part BA</td>
<td></td>
</tr>
<tr>
<td>Company Code</td>
<td>VV8</td>
</tr>
<tr>
<td>Currency/Rate</td>
<td>INR</td>
</tr>
<tr>
<td>Translation Date</td>
<td></td>
</tr>
<tr>
<td>Cross-CC no.</td>
<td></td>
</tr>
</tbody>
</table>

Enter your vendor number with the posting key 31 (Vendor Credit) and press enter.

**Enter Vendor Invoice: Add Vendor item**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor</td>
<td>600020</td>
</tr>
<tr>
<td>Company Code</td>
<td>VV8</td>
</tr>
<tr>
<td>Building Materials Vendor</td>
<td></td>
</tr>
<tr>
<td>O/L Acc</td>
<td>401</td>
</tr>
<tr>
<td>Vendor Code</td>
<td></td>
</tr>
<tr>
<td>Balaji</td>
<td>Coimbatore</td>
</tr>
<tr>
<td>Item 1 / Invoice / 31</td>
<td></td>
</tr>
<tr>
<td>Amount</td>
<td>25000</td>
</tr>
<tr>
<td>Payt Terms</td>
<td>0001</td>
</tr>
<tr>
<td>Bline Date</td>
<td>10.01.2011</td>
</tr>
<tr>
<td>Disc. base</td>
<td></td>
</tr>
<tr>
<td>Pmnt Block</td>
<td></td>
</tr>
<tr>
<td>Payment cur</td>
<td></td>
</tr>
<tr>
<td>Assignment</td>
<td></td>
</tr>
<tr>
<td>Text</td>
<td>Vendor Invoice</td>
</tr>
<tr>
<td>Next line item</td>
<td></td>
</tr>
<tr>
<td>PstKy</td>
<td>40</td>
</tr>
<tr>
<td>Account</td>
<td>B</td>
</tr>
<tr>
<td>LInd</td>
<td></td>
</tr>
<tr>
<td>TType</td>
<td></td>
</tr>
<tr>
<td>New co. code</td>
<td></td>
</tr>
</tbody>
</table>
Then in the next screen, specify the amount for which the invoice is to be generated. Give a
description and in the next line item window, specify posting key as 40(Debit entry), your purchase
account in the account input field and press enter.

In the next screen, type '*' in the amount field and '+' in the text field. This will return the previously
entered values.

Then click simulate in the menu bar.
You will get the screen showing the debit and credit entry together.

**Enter Vendor invoice: Display Overview**

<table>
<thead>
<tr>
<th>Document Date</th>
<th>Posting Date</th>
<th>Type</th>
<th>Company Code</th>
<th>Currency</th>
<th>Reference</th>
<th>Doc Header Text</th>
<th>Trading part BA</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.01.2011</td>
<td>10.01.2011</td>
<td>KR</td>
<td>VVB</td>
<td>INR</td>
<td>INTERNAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document Number: INTERNAL</td>
<td>Fiscal Year: 2010</td>
<td>Translation Date: 16.01.2011</td>
<td>Cross-CC no.</td>
<td>Trading part BA</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Items in document currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>FK</td>
</tr>
<tr>
<td>001</td>
</tr>
<tr>
<td>002</td>
</tr>
</tbody>
</table>

D 25,000.00  C 25,000.00  0,00  2 Line Items

Then click the post button.

![Post button](image)

You will get the status message as below.

☑ Document 2074 was posted in company code WB
You can check the open items for vendors in the transaction 'FBL1N', by specifying the necessary parameters and click execute.

You will see the open line item with a red colored indicator as shown above.

Now go to Transaction 'F110', give the date of APP Run and any 5 digit alpha-numeric characters as identification.
Click Parameter tab.

Give your company code and type the payment method as C, give the next p/date to be minimum 2 days later than the current posting date. Provide your vendor number using the input help.
Move on to the Additional Log tab

Select the check boxes for Due date check, Payment method selection in all cases and Line items of the payment documents, give your vendor number and save it.

You will get a status message as shown above. Then click back.

Now click the Proposal button in the menu bar.

Type today's date, select the start immediately check box and type your target computer's name.
Click OK.
You will see the status as 'Proposal is running' and receive a status message.

<table>
<thead>
<tr>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parameters have been entered</td>
</tr>
<tr>
<td>Proposal is running</td>
</tr>
</tbody>
</table>

Press Enter and you will see the status changes as shown below.

<table>
<thead>
<tr>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parameters have been entered</td>
</tr>
<tr>
<td>Payment proposal has been created</td>
</tr>
</tbody>
</table>

Now click the edit proposal button, and press Enter.

You will get the details of transactions between your company and the vendor(Line Items).
Double click the item and you will be navigated to another screen with further more details of the line item.
Again double click the entry, and you will get a pop-up window as shown below.

![Change Line Items](image)

- **Payment Block**: Payment Block
- **Payment method**: Payment Method
- **Days/percent**: 0 / 0.00%
- **Discount base**: 25,000.00 INR

**Cash discount**

- **Discount amount**: 
- **Cash discount %**: 

**Note**

![Choose cash discount](image)

Click the Reallocate button, another window will pop-up.

![Change Payment](image)

- **Payment control**
  - **Payment method**: 
  - **House Bank**: ICICI
  - **Instruction key**: 
  - **Due Date**: 10.01.2011

- **Payee**
  - **Name**: Building Materials Vendor
  - **City**: Coimbatore
  - **Country**: IN

- **Bank details**
  - **Bank country**: 
  - **Bank number**: 
  - **Bank Acct No.**: 
  - **IBAN**: 

![Choose cash discount](image)
Type in all details as shown above, click OK, save it and click back. The next screen will show the cleared line item.

```
Edit Payment Proposal: Payments

Choose Change Back from find Recalculate withholding tax

Run On: [10.01.2011] ID Snr. CC VVB

Payments/exceptions

<table>
<thead>
<tr>
<th>Ty..</th>
<th>Date</th>
<th>Local currmnt amnt</th>
<th>Crty</th>
<th>Vendor</th>
<th>Name 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10.01.2011</td>
<td>0,00</td>
<td>INR</td>
<td>600020</td>
<td>Building Materials Vendo</td>
</tr>
<tr>
<td>2</td>
<td>10.01.2011</td>
<td>25,000,00</td>
<td>INR</td>
<td>600020</td>
<td>Building Materials Vendo</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>25,000,00</td>
</tr>
</tbody>
</table>
```

Click back and then click Payment Run button.

```
Run
```

Specify the date and target computer, press enter.
Press enter till the status turns out as shown below.

**Automatic Payment Transactions: Status**

- Run Date: 10.01.2011
- Identification: VBID

Status
- Parameters have been entered
- Payment proposal has been created
- Payment proposal has been edited
- Payment run is running
- Posting orders: 1 generated, 0 completed

Go to the Printout/data medium tab and specify your identification against the RFFOUS_C field and click Maintain variants button.

**Automatic Payment Transactions: Printout and DME**

- Run Date: 10.01.2011
- Identification: VBID

Form printing/data medium exchange
- Program: RFFOAIVS
- Variant: VBID
- Program: RFF0EDI1
- Variants: VBID
- Program: RFFOUS_C
- Variant: VBID
Specify details as shown and click attributes button.

You will be navigated to the next screen.

Give a meaningful text for your Identification and click save.

You will get a status message.

Click save, back and then save, again click back.

You will see the status messages as shown.
Now click the Printout button.

Specify your identification and click OK. You will get a status message.
Now go to menu bar, click system → services → Output Control.

You will get a screen for spool request selection, click execute.

**Output controller: Spool request selection screen**

- Spool Request Number
- Spool request name
- Spool request name (suffix 1)
- Spool request name (suffix 2)
- Created By: VBALAJI
- Date created: 10.01.2011 to 10.01.2011
- Client: 100
- Authorization
- Output Device
- Format
- Title
- Recipient
- Department
- Delete date
- Number of copies
You will get a list of spool requests from which you can choose your respective document to be viewed.

### Output Controller: List of Spool Requests

<table>
<thead>
<tr>
<th>Spool no.</th>
<th>Type</th>
<th>Date</th>
<th>Time</th>
<th>Status</th>
<th>Pages</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>97172</td>
<td></td>
<td>10.01.2011</td>
<td>06:08</td>
<td>Waiting</td>
<td>1</td>
<td>Error log</td>
</tr>
<tr>
<td>97171</td>
<td></td>
<td>10.01.2011</td>
<td>06:08</td>
<td>Waiting</td>
<td>3</td>
<td>Payment summary</td>
</tr>
<tr>
<td>97170</td>
<td></td>
<td>10.01.2011</td>
<td>06:08</td>
<td>Waiting</td>
<td>2</td>
<td>Payment advices</td>
</tr>
<tr>
<td>97169</td>
<td></td>
<td>10.01.2011</td>
<td>06:08</td>
<td>Waiting</td>
<td>2</td>
<td>Cheque</td>
</tr>
</tbody>
</table>

4 Spool requests displayed

Click on the icons in the 'Type' column to view the document.

You should now be able to view smartforms for check and payment advice as shown below.

---

### Form summary section

<table>
<thead>
<tr>
<th>Bank</th>
<th>ICICI</th>
<th>Company code VVB</th>
<th>Payment advices</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>**********<strong>1</strong></td>
</tr>
</tbody>
</table>

No.of checks created

<table>
<thead>
<tr>
<th>Forms with payment advice note</th>
<th>**********<strong>1</strong></th>
</tr>
</thead>
</table>

Printed checks

<table>
<thead>
<tr>
<th>from</th>
<th>0001</th>
<th>Check no.</th>
</tr>
</thead>
<tbody>
<tr>
<td>to</td>
<td>0001</td>
<td>1224</td>
</tr>
</tbody>
</table>

Net total in INR

<table>
<thead>
<tr>
<th>**********<strong>25,000.00</strong></th>
</tr>
</thead>
</table>
Dear Sir/Madam,

We have settled the items listed below with the enclosed check for payment 1084, subject to the goods and services supplied and the invoice therefore being in order.

<table>
<thead>
<tr>
<th>Document</th>
<th>Your document</th>
<th>Date</th>
<th>Deductions</th>
<th>Gross amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1084</td>
<td>1084</td>
<td>10.01.2011</td>
<td>25,000,00</td>
<td>1084</td>
</tr>
</tbody>
</table>

We are sending you a separate payment advice for document 1084 from 10.01.2011 to explain the invoice items.

This ensures that your Automatic Payment Program Run is executed successfully.

Once APP is executed, the open line item for the vendor will be cleared. You can check it by executing the transaction 'FBL1N' and selecting the radio button for 'cleared item'. You will see the cleared line items as listed.
Related Content

Automatic Payment Transactions

Automatic Payment Transactions 2


For more information, visit the Financial Excellence homepage
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