

# Exercises



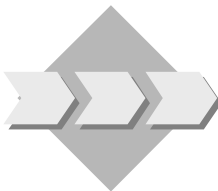
## Unit: Controlling Reports

### Topic: Aging and Dunning



At the conclusion of this exercise, you will be able to:

- Generate aging reports for vendor liabilities and customer receivables
- Create reminder letters and service invoices on interest and fee to customers using the Dunning Wizard



The accounting clerk regularly checks the open vendor liabilities and customer receivables, and initiates the necessary payment transactions.

#### 1-1 Run the Customer Receivables Aging report.

Call up the *Customer Receivables Aging* report to display a list of all the accounts receivable for today's date. To make sure that the list is complete, do not enter any customer master records or time intervals. Let the system retrieve the due date from the sales documents and structure the report in intervals of 10 days.

Note the name of a customer with open invoices, as well as the total open amount.

Customer: \_\_\_\_\_

Open receivables: \_\_\_\_\_

#### 1-2 Run the Vendor Liabilities Aging report.

Call up the *Vendor Liabilities Aging* report to display a list of all the open invoices for today's date. To make sure that the list is complete, do not enter any vendor master records or time intervals. Let the system retrieve the due date from the sales documents and structure the report in intervals of 10 days.

Note the name of a vendor with open invoices, as well as the total open amount.

Vendor: \_\_\_\_\_

Open payables: \_\_\_\_\_

### **1-3 Dunning**

#### **1-3-1 Create an A/R Invoice with past Due Date**

Create an A/R invoice for any domestic customer whose due date is one month past. You can post this invoice into the current posting period and just manually change the due date. Ignore the warnings that will come up.

#### **1-3-2 Create a Dunning Term**

Create a dunning term with two dunning levels. The first one is effective after five days and the second one is effective after 15 days. Include fee and interest in both dunning levels. In the Bank Interest %fields define the relevant settings with annual interest rate of 5 and automatic posting for interest and fee.

Enter this dunning term into the business partner to whom you posted the A/R invoice.

#### **1-3-3 Use the Dunning Wizard**

Use the Dunning Wizard to create a dunning letter and a service A/R invoice for the customer.