



Unit: Controlling Reports

Topic: Aging and Dunning

1-1 Run the Customer Receivables Aging report.

Choose *Reports* → *Financials* → *Accounting* → *Aging* → *Customer Receivables Aging*.

Field Name or Data Type	Values
<i>Aging Date</i>	<Today's date>
<i>Interval/Days</i>	10, 20, 30

Choose *OK*.

In the results window, select *Age by Due Date*.

Review the list of documents for the relevant customer account.

Note a customer and the customer's open balance.

1-2 Run the Vendor Liabilities Aging report.

Choose *Reports* → *Financials* → *Accounting* → *Aging* → *Vendor Liabilities Aging*.

Field Name or Data Type	Values
<i>Aging Date</i>	<Today's date>
<i>Interval/Days</i>	Choose your intervals

Choose *OK*.

In the results window, select *Age by Due Date*.

Review the list of documents for the relevant vendor account.

Note a vendor and the vendor's open balance.

1-3 Dunning

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

Choose *Sales – A/R → A/R Invoice*.

Field Name or Data Type	Values
<i>Posting Date</i>	<Past date>
<i>Due Date</i>	<Today's date minus 1 month>

Post this invoice to any customer with any item.

1-3-2 Create Dunning Terms

Choose *Administration → Setup → Business Partners → Dunning Terms*.

Field Name or Data Type	Values
<i>Code</i>	<any, for example: Two Levels >
<i>Name</i>	<any, for example: Two Levels >
<i>Letter Layout</i> 1 2	Dunning Letter 01 Dunning Letter 02
<i>Effective After (Days)</i> 1 2	5 15
<i>For Dunning Letter 01 enter Fee Per Letter</i>	5
<i>For Dunning Letter 02 enter Fee Per Letter</i>	8
<i>For Dunning Letter 01 and Dunning Letter 02</i>	Check the <i>Interest</i> box.
<i>In the Bank Interest %fields:</i>	
<i>Annual Interest Rate</i>	5
<i>Automatic Posting</i>	Interest and fee.
<i>Browse icon</i>	Verify/ choose interest and fee accounts.

Delete the additional rows.

Set number of days in year and in month.

To save postal expense, in the *Dunning Letter Method* define **One Letter per Dunning Level**.

Choose *Add*.

Enter this dunning term into the customer to whom you posted the A/R invoice. Choose ***Business Partners*** → ***Business Partner Master Data*** and select your customer. Choose the *Payment Terms* tab and select your newly defined dunning term from the *Dunning Term* dropdown list.

Choose *Update*.

1-3-3 Use the Dunning Wizard

Choose *Sales – A/R* → *Dunning Wizard*.

Choose *Next*.

Select the *Start a Dunning Run* indicator.

Choose *Next*.

Do not change the default values on the *General Parameters* form.

Choose *Next*.

Choose *Add* and select your business partner.

Choose *Next*.

Don't change the default values on the *Document Parameters* form.

Choose *Next*.

The recommendation report should show your customer and the A/R invoice that you just posted. The recommended **dunning level** is 1.

Review the interest and fee amounts. In the Automatic Posting column, ensure that the Interest and Fee option is selected.

Choose *Next*.

Review the interest and fee amounts to be included in the automatic service invoice that will be created. Choose the relevant tax codes.

Choose *Next*.

Select the *Print Dunning Letters and Exit* indicator.

Choose *Finish*.

Print the dunning letters to the default printer. Review the service invoice.

Check the business partner master record. Verify that you see "1" under the *Accounting* tab in the *Dunning Level* field as this was the applied level. In the *Dunning Date* field, you should see today's date.

Note: The level 2 dunning letter will become effective 15 days after the level 1 dunning letter is generated.