SAP Quick Reference | OCT PSCD Functions

Receiving Forms

Form A

Tcode: **PSOBCHANGE**

1. Enter form data into Reporting History table.

   a. System will automatically create billing documents during nightly job processing using the data entered in the Reporting History table.

   b. System will automatically mark filing as being received in FMCAINCOH.

All Other Forms

Tcode: **FKKORD1**

1. Create a request for the amount of the billing.

Tcode: **FMCAINCOH**

2. Enter date of receipt for "Incoming Correspondence Record" (M1 Record)

➤ If the date of receipt is not entered, the system will send out a filing dunning notice to the customer during the next dunning run.

Receiving Payments

Check Payments

Tcode: **FP25**

1. Create a unique check lot for each day that checks are received.

2. Ensure Value Date in check lot is equal to date the checks were received

   a. The value date is used to determine if a payment is late and when interest is charged.

   b. System will automatically clear the payment against outstanding receivables during nightly batch job.

Electronic Payments

Tcode: **FP05**

1. Create unique payment lot for each day's electronic payments.

2. Ensure Value Date in payment lot is equal to date the electronic payment was received

   See a. and b. under Check Payments above regarding dunning and clearing.

Creating New Accounts

Business Partner

Tcode: **BP**

1. Determine if a business partner already exists. If not, submit a request for a new BP from Operational Accounting/Central AR.

Contract Account

Tcode: **CAA1**

1. Enter the BP and Contract Account Category

2. Click "Create with Sample" and complete each tab.

Contract Object

Tcode: **PSOBCREATE**

1. Select the appropriate Object Type and click "with Sample."

2. Click "Sample for A/R and A/P Data.

3. Complete the necessary tabs.

   a. Be sure to check the "Reminder" checkbox.

   b. Enter the filing periodicity and due date offset.

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Updating Existing Accounts

Business Partner

Tcode: **BP**

1. All Business Partner updates are completed by Operational Accounting/Central AR.

Contract Account

Tcode: **CAA2**

1. Update information as needed.

Contract Object

Tcode: **PSOBCHANGE**

1. Update information as needed.

Dunning for Non-Filing

Dunning tasks are run automatically in a batch job each night/early morning

Tcode: **FMCAM1**

This transaction creates the inbound correspondence record (M1 record) 90 days before the due date

Tcode: **FPCODU**

This transaction identifies any M1 record that does not have a "date of receipt" in FMCAINCOH and duns it according to the dunning rules.

Tcode: **FPCOPARA**

This transaction prints the output (dunning notices) which are sent to the business partners via email.

Dunning for Non-Payment

Dunning tasks are run automatically in a batch job each night/early morning

Tcode: **FPVA**

This transaction creates the dunning proposal by identifying items that are delinquent and ready to be dunned.

Tcode: **FPVB**

This transaction executes the dunning activities for the items included in the dunning proposal:
- Calculate/assess interest
- Create dunning notice

Tcode: **FPCOPARA**

This transaction prints the output (dunning notices) which are sent to the business partners via email.

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Display Transactions

TYPE	T-CODE	DETAILS
Business Partner	BP	Name, address, phone, email
Contract Account	CAA3	Contract account category, authorization code
Contract Object	PSOBDISPLAY	Filing periodicity, due date offset, contact information, correspondence recipients, correspondence dunning procedure/reminder, filing information for Form A
Account History	FMCACOV	Invoices/billings, payments, open items, account balance
Inbound Correspondence Record	FMCAINCOH	Filing indicator for each period, clearing date when filing was received
Document	FPE3	Accounting information for the document/posting, e.g. GL account, business area, business partner, contract object number, etc.
Payment Dunning History	FPM3	Date dunning was run, dunning level, dunning balance, interest charged, etc.
Correspondence (filing) Dunning History	FPCODUH	Date dunning was run, dunning level, reminder notice indicator