

Inbound Correspondence Dunning (Filing Completion) History

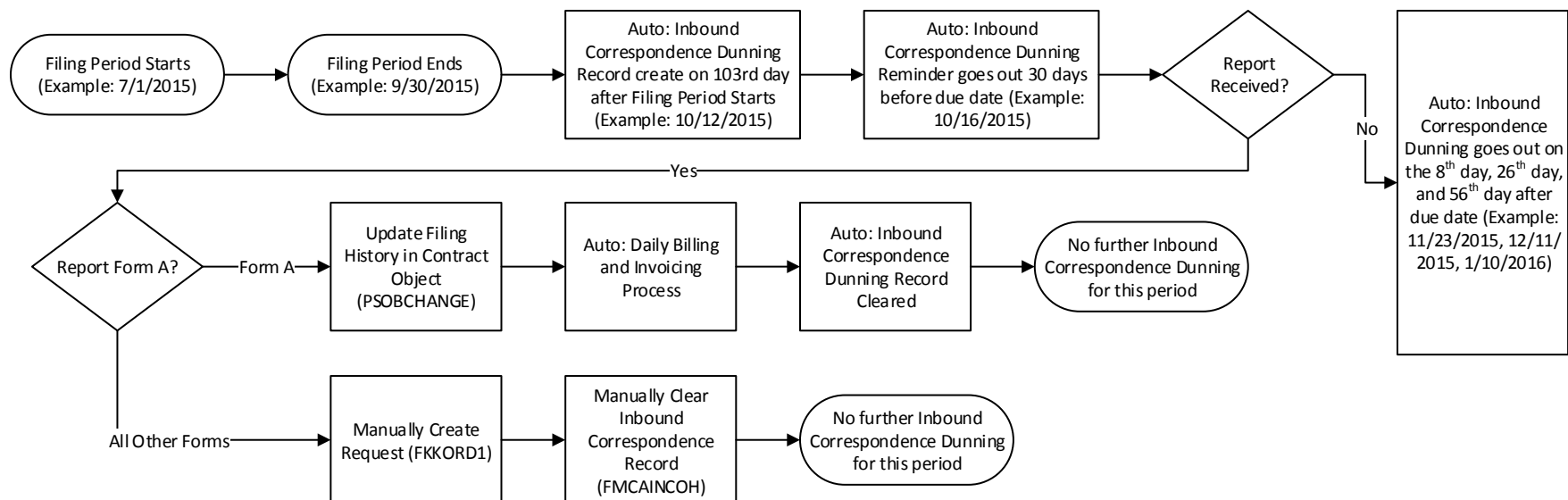
Module: PSCD // Process: Correspondence Dunning History

Transactions Used: FMCAINCOH

Overview

Inbound correspondence dunning is ran as a daily scheduled job. The contract objects meeting the “sending criteria” will be send out to customer’s preferred communication method automatically by the system. The dunning process will only stop after the 4th level or when the “Inbound Correspondence Dunning Record” is cleared.

To clear or review the cleared and uncleared “Inbound Correspondence Dunning Record”, use transaction code FMCAINCOH.





OCT Create & Post Payment and Check Lots





Module: PSCD // Process: Payments.

Transactions Used: FP05, FP25.

Edit Inbound Correspondence

Selection of Inbound Correspondences

Business Partner	<input type="text"/>	to	<input type="text"/>	
Contract Account	<input type="text"/>	to	<input type="text"/>	
Contract Object	<input type="text" value="91020361"/>		<input type="text"/>	
Contract Acct Categ.	<input type="text"/>			
Inbound Corresp.Cat.	<input type="text"/>	to	<input type="text"/>	

Limitation

Maximum Number of Hits	<input type="text" value="250"/>
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Further Restrictions

Only Initial Status

W/o Date of Recpt

Lower Limit for Ref. Period	<input type="text" value="11/10/2013"/>
Upper Limit for Ref. Period	<input type="text" value="11/10/2017"/>

A. Manually Clearing a Inbound Correspondence Dunning Record

1. Enter transaction code **FMCAINCOH**
2. Enter the following selection criteria:
 - a. Business Partner: Blank out
 - b. Contract Account: Blank out
 - c. Contract Object: CO# you are clearing
 - d. All other fields: Leave as default
3. Click **Execute** button

OCT Create & Post Payment and Check Lots

Module: PSCD // Process: Payments.

Transactions Used: FP05, FP25.

Inbound Correspondence for Reference Period

Reference Period: From 11/10/2013 to 11/10/2017

Set Status: [Dropdown]

Year	Receiver	Contract	Per.	InbCorrCat	Due Date	Clearing Date	PeriodName	Per.	Nm	RecipGUID	C
715001	91020361	15Q2	FALA	08/14/2015		Immediately					0

4. In the new screen, verify the record showing matches the CO# you are trying to clear, and Clearing Date field is blank.

Inbound Correspondence for Reference Period

Reference Period: From 11/10/2013 to 11/10/2017

Set Status: [Dropdown]

Year	Receiver	Contract	Per.	InbCorrCat	Due Date	Clearing Date	PeriodName	Per.	Nm	RecipGUID	C
715001	91020361	15Q2	FALA	08/14/2015		Immediately					0

5. Click the Selection Bar to the left of the record (the whole row will be selected and highlighted). Then click the Set Date of Receipt button.

Determine Date of Receipt f...

Date Received: 08/14/2015

[Green Checkmark] [Red X]

6. In the pop up window, type in the date of receipt, and click the Green Check.

Data was saved

7. Click the Save button at the top of the screen to save the change. Message display at the bottom of the screen "Data was saved".
8. Move on to the next record, or exit the transaction.



Note: if you have multiple records received on the same date, you can select multiple records and clear at the same time.

OCT Create & Post Payment and Check Lots





Module: PSCD // Process: Payments.

Transactions Used: FP05, FP25.

Edit Inbound Correspondence

Selection of Inbound Correspondences

Business Partner	<input type="text"/>	to	<input type="text"/>	
Contract Account	191000000	to	192999999	
Contract Object	<input type="text"/>	to	<input type="text"/>	
Contract Acct Categ.	<input type="text"/>			
Inbound Corresp.Cat.	<input type="text"/>	to	<input type="text"/>	

Limitation

Maximum Number of Hits	999,999
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Further Restrictions

Only Initial Status

W/o Date of Recpt

Lower Limit for Ref. Period	11/10/2013
Upper Limit for Ref. Period	11/10/2017

B. Review Cleared and Uncleared Inbound Correspondence Dunning Records

1. Enter transaction code **FMCAINCOH**
2. Enter the following selection criteria:
 - a. Business Partner: Blank Out
 - b. Contract Account: 191000000 to 192999999
 - c. Maximum Number of Hits: 999999
 - d. All other fields: Leave as default
3. Click **Execute** button

OCT Create & Post Payment and Check Lots

Module: PSCD // Process: Payments.

Transactions Used: FP05, FP25.

Inbound Correspondence for Reference Period

Change Amount

Reference Period: From 11/10/2013 to 11/10/2017

Set Status

Sort Filter Sum Export

Year	Receiver	Contract	Per.	InbCorrCat	Due Date	Clearing Date	PeriodName	Per.	Nm	RecipC
	715001	91020361	15Q2	FALA	08/14/2015	08/14/2015	Immediately			
	715002	92020461	15Q2	ULRA	08/17/2015		Immediately			
	715003	91020362	14Q4	FALA	02/17/2015		Immediately			
	715004	92020462	15Q2	ULRA	08/17/2015		Immediately			
	715005	92020463	15Q2	ULRA	08/17/2015		Immediately			
	715006	92020464	15Q2	ULRA	08/17/2015	11/06/2015	Immediately			
	715007	92020465	15Q2	ULRA	08/17/2015	08/30/2015	Immediately			
	715008	92020466	15Q2	ULRA	08/17/2015	11/06/2015	Immediately			
	715016	92020468	14Q4	ULRA	02/17/2015	03/16/2015	Immediately			

4. In the new screen, review the list of records.
 - a. Cleared records will have Clearing Date
 - b. Uncleared records will not have Clearing Date
 - c. You can use SAP's tools like Sort, Filter, and Sum to analyze the records.
 - d. You can also export the list of records to excel for further analysis. (**Note:** once the data leave SAP, it will be outdated as soon as other transactions changes the data in SAP.)