

# Extraction of Statement of Accounts

## Table of contents

- [Table of contents](#)
- [1. Objective and Scope](#)
- [2. Statement of account](#)

## 1. Objective and Scope

The purpose of this document is to have a detailed procedure on how to extract Statement of Accounts.

### Scope

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### ERP

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### References

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### Attachments

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## 2. Statement of account

In case a customer requests a statement of account, this can be extracted by using transaction F.27 in the system in which the customer is managed (PI1 if assigned to 0231, local systems if not).

The statement of account will refer to all open items as of the date of extraction and for all entities invoicing the customer. Additionally customer master data can be customized so that a customer or several ones receive a statement on a recurrent basis (ex: monthly automatic sending to customer email)

### 2.1 Manual extraction of Statement of Account

This chapter explains how to manually extract from F.27 a customer statement of account.

#### STEP 1


STATEMENT	Statement of account	A	PT300033	08.12.2014
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Open F.27 transaction and choose the following variant:

#### STEP 2

This screen should be filled as following:

- **Customer account**
- **Open items at key dates:**  
Date for which statement is required

Click on Execute . The following screen appears:

**Periodic Account Statements**

General selections

Company code	0231	to	
Account type	D	to	
Account	29504	to	
Indicator in master record	9		
Key dates for acct statement	25.05.2017		
Accounting clerks		to	

Output control

Correspondence: SOL09

Individual request

Program control

Delete if finished since: 8

Print control

Log to printer: ZPDF  Print Immediately

Information

2 periodic account statements were requested

STEP 3

Click on Yes

Correspondence requests

2 correspondence requests were selected

Would you like to issue the request?

Yes No Cancel

STEP 4

Insert ZPDF and click on Continue

Output Parameters:

Output Device: ZPDF

Continue Cancel

STEP 5

In order to print/save go to "Go to" and "PDF Preview" as below:



**Extracto de cuenta**

Nº cliente: 29504

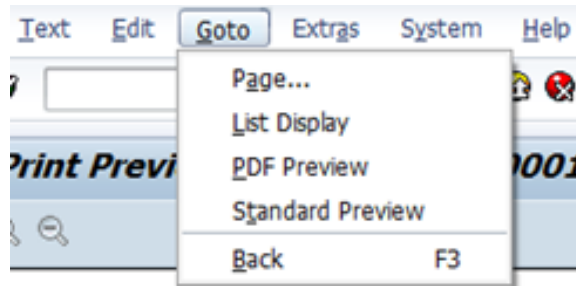
Esta es la situación de su cuenta al 25.05.2017

Persona de contacto: SOLVAY COLLECTIONS EMEA

Fax: +351218319219

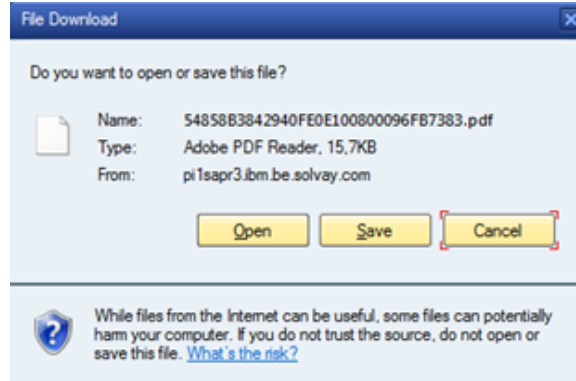
E-Mail: solvay.collectionse@solvay.com

VERALLIA SPAIN, S.A.  
 PRINCIPE DE VERGARA - PLANTA 5132  
 E-28002 MADRID  
 Fecha 25.05.2017



**STEP 6**

Afterwards, you can save it or print it:



Example:

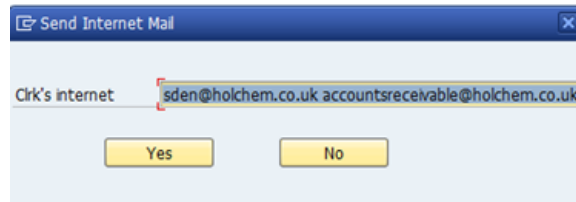
**SOLVAY GROUP**

ACCOUNT STATEMENT		HOLCHEM LABORATORIES LIMITED	
Customer Number 812795	This is the account situation as of 01.12.2014	GATEWAY HOUSE, PILSWORTH ROAD PILSWORTH ROAD INDUSTRIAL ESTATE LANCASHIRE BURY Bury BL9 6RD UNITED KINGDOM	
Contact person SOLVAY COLLECTIONS EMEA		Date 08.12.2014	
Fax +351218319219			
E-Mail solvay.collections@solvay.com			

Ref. doc. nr	Doc.Date	Due date	Amount	Curr. Ref	Delay	Billing company
0005611298424	03.10.2014	30.11.2014	14,997.48	GBP CPO033203	8	
0005611298796	10.10.2014	30.11.2014	1,771.20	GBP CPO033536	8	
0005611299029	14.10.2014	30.11.2014	3,204.23	GBP CPO032873	8	
0005611299162	17.10.2014	30.11.2014	18,062.52	GBP CPO033204	8	
0005611299543	24.10.2014	30.11.2014	4,704.00	GBP CPO034186	8	
0005611299711	28.10.2014	30.11.2014	3,204.23	GBP CPO033494	8	
0005611300342	03.11.2014	31.12.2014	16,433.40	GBP CPO033498	23-	
0005611300546	07.11.2014	31.12.2014	1,305.60	GBP CPO034306	23-	
0005611300644	11.11.2014	31.12.2014	3,204.23	GBP CPO033495	23-	
0005611300652	11.11.2014	31.12.2014	544.32	GBP CPO034384	23-	
0005611300799	14.11.2014	31.12.2014	16,045.08	GBP CPO033499	23-	
0005611301084	21.11.2014	31.12.2014	3,528.00	GBP CPO034489	23-	
0005611301223	25.11.2014	31.12.2014	3,204.23	GBP CPO033496	23-	
0005611301291	28.11.2014	31.12.2014	14,937.00	GBP CPO033500	23-	
Balance on 01.12.2014:			GBP	105,145.52		
Due items on 01.12.2014:			GBP	45,943.66		

**Warning**

Whenever the following window below pops-up only click on YES if you would like to send the statement of account to customer's email



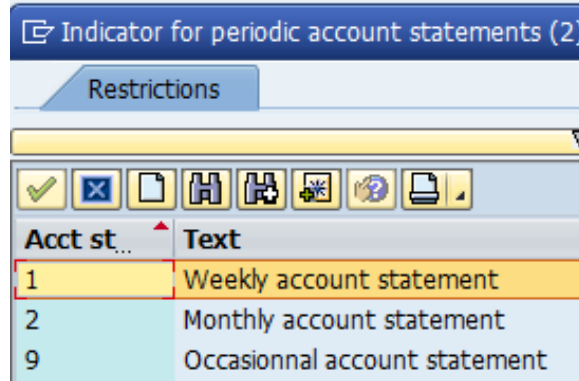
## 2.2 Automatic extraction of Statement of Account

This chapter explains how to define the system so that statements of customers' accounts are sent automatically to the customers.

**STEP 1**

Open customer master data through **FB L5N** or **XD03**

Go to "Company code date" and "Correspondence" tab and fill the "Account statement" field with 1 or 2, according to the frequency (weekly or monthly).



**STEP 2**

In the case below, customer will receive the statement of account on a weekly basis. The email will be sent automatically to the email(s) displayed in the "Clrk's internet".

