

Extraction of Statement of Accounts

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1. Objective and Scope

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

Scope

 APAC

 EMEA

 LAM

 NAM

ERP

 PI1

 WP1

 PF1

References

Attachments

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

Open F.27 transaction and choose the following variant:

STATEMENT	Statement of account	A	PT300033	08.12.2014
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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

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

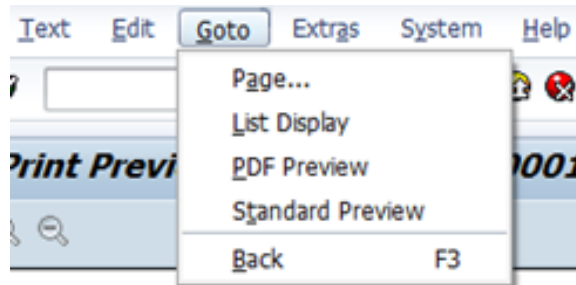
Persona de contacto
SOLVAY COLLECTIONS EMEA

Fax
+351218319219

E-Mail
solvay.collections@solvay.com

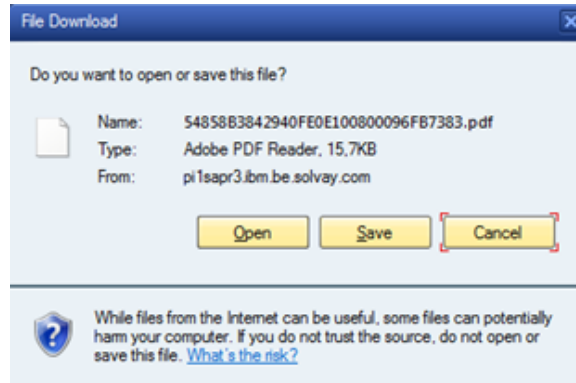
VERALLIA SPAIN, S.A.
PRINCIPE DE VERGARA - PLANTA 5132
E-28002 MADRID

Fecha 25.05.2017

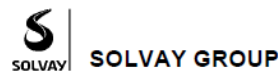


STEP 6

Afterwards, you can save it or print it:



Example:



ACCOUNT STATEMENT	
Customer Number	812795
This is the account situation as of 01.12.2014	
Contact person	SOLVAY COLLECTIONS EMEA
Fax	+351218319219
E-Mail	solvay.collections@solvay.com

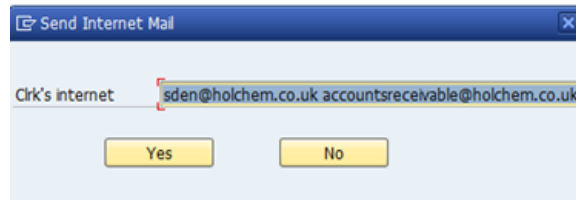
HOLCHEM LABORATORIES LIMITED
GATEWAY HOUSE, PILSWORTH ROAD
PILSWORTH ROAD INDUSTRIAL ESTATE
LANCASHIRE
BURY
Bury
BL9 6RD
UNITED KINGDOM
Date 08.12.2014

Ref. doc. nr	Doc. Date	Due date	Amount	Cum. Ref	Delay	Billing company
00056111298424	03.10.2014	30.11.2014	14,997.48	GBP CPO033203	8	
00056111298796	10.10.2014	30.11.2014	1,771.20	GBP CPO033206	8	
00056111299029	14.10.2014	30.11.2014	3,204.23	GBP CPO033273	8	
00056111299162	17.10.2014	30.11.2014	18,062.52	GBP CPO033204	8	
00056111299543	24.10.2014	30.11.2014	4,704.00	GBP CPO034196	8	
00056111299711	28.10.2014	30.11.2014	3,204.23	GBP CPO033494	8	
00056111300342	03.11.2014	31.12.2014	16,433.40	GBP CPO033498	23-	
00056111300546	07.11.2014	31.12.2014	1,305.60	GBP CPO034306	23-	
00056111300644	11.11.2014	31.12.2014	3,204.23	GBP CPO033498	23-	
00056111300652	11.11.2014	31.12.2014	544.32	GBP CPO034384	23-	
00056111300799	14.11.2014	31.12.2014	16,045.08	GBP CPO033499	23-	
00056111301084	21.11.2014	31.12.2014	3,526.00	GBP CPO033498	23-	
00056111301223	25.11.2014	31.12.2014	3,204.23	GBP CPO033498	23-	
00056111301291	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).

Indicator for periodic account statements (2)

Restrictions

Acct st...	Text
1	Weekly account statement
2	Monthly account statement
9	Occasional account statement

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".

Account Management Payment Transactions Correspondence Insurance

Dunning data

Dunn.Procedure	SOLV	Dunning Block	☐
Dunn.recipient		Leg.dunn.proc.	
Last Dunned		Dunning Level	0
Dunning clerk	F0	Grouping key	☐

Dunning areas..

Correspondence

Acctg clerk	F0	Account Statement	1
Acct at cust.		Coll. invoice variant	
Customer user		☐ Decentralized processing	
Act.ck tel.no.			
Clerk's fax			
Clrk's internet	deplactpay.im@pg.com czechhpfo.im@pg.com ptplactpay.im@pg.com romaniahpfo.im@pg.com		