

Settings for Dunning: Overview

The SAP *Financial Accounting* component is delivered with the dunning procedure and all further specifications for dunning. Check whether you can use the predefined settings or whether you have to make changes. Assign the required dunning procedures and areas (if used) required to your business partners.

Note that some settings are company code-specific. If you do not use the company code keys delivered with the system, you must change the standard entries or make your own entries.


You can make the settings for the dunning program when you implement the system; you can however still change them at a later date. You make the system settings in three places:

- In **Customizing** (IMG) or the **application**
 - In the IMG for *Financial Accounting*, choose *Accounts Receivable and Accounts Payable* → *Business Transactions* → *Dunning*.
 - In the SAP *Easy Access* Menu, choose *Accounting* → *Financial accounting* → *Accounts receivable/Accounts payable* → *Periodic processing* → *Dunning*.
- In the **master record** for your customer or vendor

In the SAP *Easy Access* Menu, choose *Accounting* → *Financial accounting* → *Accounts receivable/Accounts payable* → *Master records* → *Create or Change* then *Company code data* → *Correspondence*.

- In the **document** (optional settings)

In the SAP *Easy Access* Menu, choose *Accounting* → *Financial accounting* → *Accounts receivable/Accounts payable* → *Document* → *Change* .

For more information about configuring the dunning program, see the  [Implementation Guide](#) for *Financial Accounting* under *Accounts Receivable and Accounts Payable* → *Business Transactions* → *Dunning*.

The following table gives an overview of the settings required:

Settings		Initial access	Menu path
Dunning Program	Dunning area (optional)	IMG <i>Dunning</i>	... → <i>Basic Settings for Dunning</i> → <i>Define Dunning Areas</i>
		Application <i>Dunning</i>	... <i>Environment</i> → <i>Change configuration</i> → <i>Environment</i> → <i>Dunning areas</i>
	Dunning keys	IMG <i>Dunning</i>	... → <i>Basic Settings for Dunning</i> → <i>Define Dunning Keys</i>
		Application <i>Dunning</i>	... <i>Environment</i> → <i>Change configuration</i> → <i>Environment</i> → <i>Dunning keys</i>

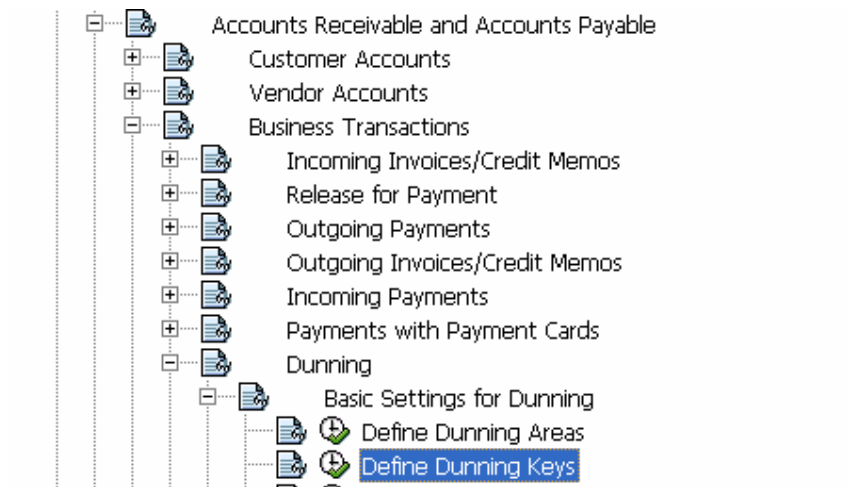
	Dunning block reason (optional)	IMG <i>Dunning</i>	... → <i>Basic Settings for Dunning</i> → <i>Define Dunning Block Reasons</i>
		Application <i>Dunning</i>	... <i>Environment</i> → <i>Change configuration</i> → <i>Environment</i> → <i>Dunning block reasons</i>
	Dunning procedure with - Dunning interval - Dunning levels - Minimum days in arrears - Interest - Known/negotiated leave	IMG <i>Dunning</i>	... <i>Dunning Procedure</i> → ...
		Application <i>Dunning</i>	... <i>Environment</i> → <i>Change configuration</i> → <i>Environment</i> → ...
	Company code data: - Dunning per dunning area - Dunning per dunning level - Reference company code - Dunning company code	IMG <i>Dunning</i>	... <i>Dunning Procedure</i> → <i>Define Dunning Procedure</i> , then <i>Environment</i> → <i>Company code data</i> .
		Application <i>Dunning</i>	... <i>Environment</i> → <i>Change configuration</i> → <i>Environment</i> → <i>Company code data</i>
	Dunning forms and payment media	IMG <i>Dunning</i>	... → <i>Printout</i> → ...
Dunning data in the customer master record (or vendor master record)	- Dunning procedure - Dunning area - Alternative dunning recipient (optional) - Accounting clerk for dunning (optional) - Grouping key (optional)	Application <i>Master data</i>	... <i>Correspondence</i> tab, and screen area <i>Dunning data</i> ...
	Head office-branch processing (optional)		... <i>Correspondence</i> tab and screen area <i>Correspondence</i> → <i>Decentralized processing</i>
Document	- Dunning block - Dunning key	Application <i>Document</i>	... Screen area <i>Additional details</i>

Table MAHNS – manage Accounts blocked by dunning selection

If account is blocked by dunning run the not exists any more,

This table can be maintained manually!!!

Customizing



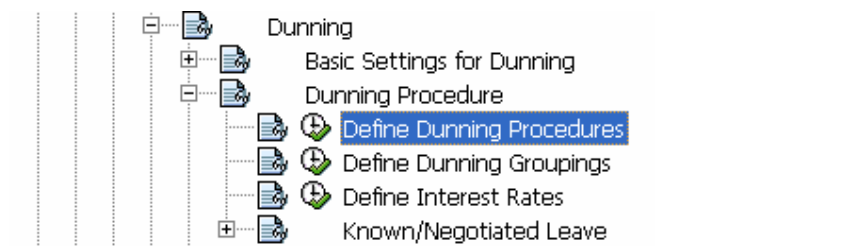
Use standard SAP settings

Change View "Dunning Keys": Overview

Table view Edit Goto Selection criteria Utilities System Help

New entries

Dunn.key	Max.level	Print sep	Text
1	1		Triggers maximum dunning level 1
2	2		Triggers maximum dunning level 2
3	3		Triggers maximum dunning level 3
Z		X	Payment has been made, separate item display



Maintain Dunning Procedure: Overview

Dunning procedure Edit Goto Utilities Environment System Help

Dunning levels Charges Minimum amounts Dunning texts Sp. G/L indicator

Dunn.procedure **Z001**
 Name Three-level dunning notice, every two weeks

General data

Dunning interval in days	14
No. of dunning levels	3
Total due items from dunning level	
Min. days in arrears (acct)	21
Line item grace periods	21
Interest indicator	<input type="checkbox"/>
Public hol. cal. ID	<input type="checkbox"/>
Standard transaction dunning	<input checked="" type="checkbox"/>
Dun special G/L transactions	<input checked="" type="checkbox"/>

Reference data

Ref. dun. proced.	Z001 Three-level dunning notice, every two weeks
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(If the field T047A-MAHNS (total due items from dunning level) is filled then all the items with the dunning level entered here will be grouped together in the dunning run. That means, you enter the dunning level from which all the due items in an account are totaled.)

Please ensure that you have made the proper configuration in transaction **FBMP** for grace period. Do not leave this blank or less than days in arrears if you do not want to include items in dunning level "0" in your dunning notice.

The number of grace days (line item) and days in arrears (first dunning level) you enter will normally be identical. So if your days in arrears for level 1 is 15, you should also indicate grace days of 15. Otherwise, if you leave the grace days blank or less than 15, the system will include also items in arrears earlier than 15 days (level 1).

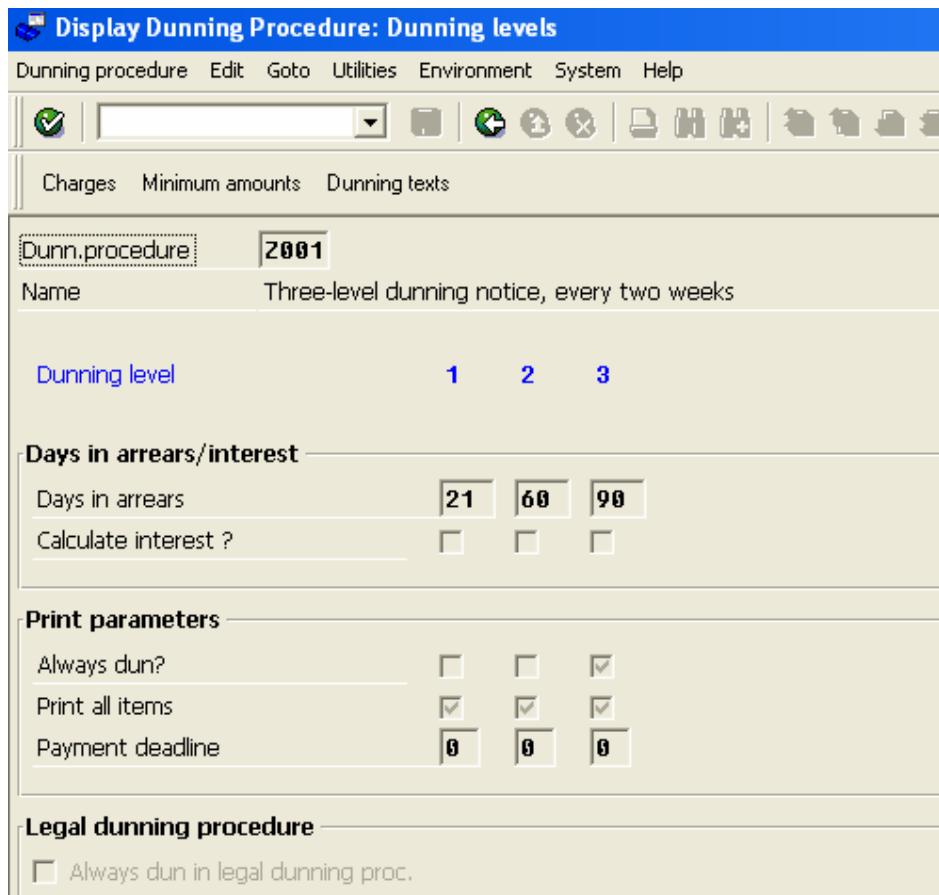
Grace period shorter than days in arrears

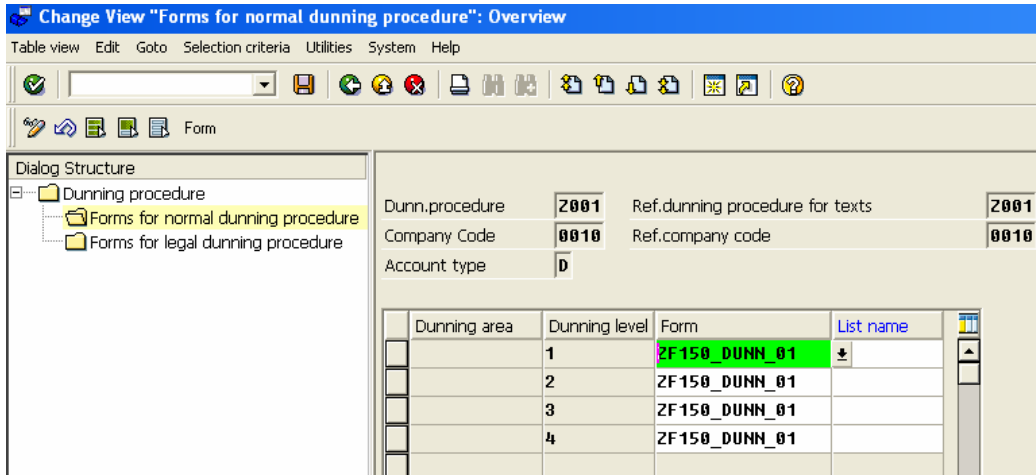
In this case there may be items which are overdue but which do not reach a certain dunning level due to the days in arrears. Although these items are printed out, they receive the dunning level zero. These items alone cannot trigger a dunning notice.

In the customizing of **FBMP**:
 Environment > Company Code Data > Field T047-XSTMV

An entry in this field means that a separate dunning notice is created within an account for every dunning level determined.
 If you do not select this parameter 'T047-XSTMV'/'by dunning level', 'all items at all dunning levels are dunned with one dunning notice and the highest occurring dunning level determines the dunning text.

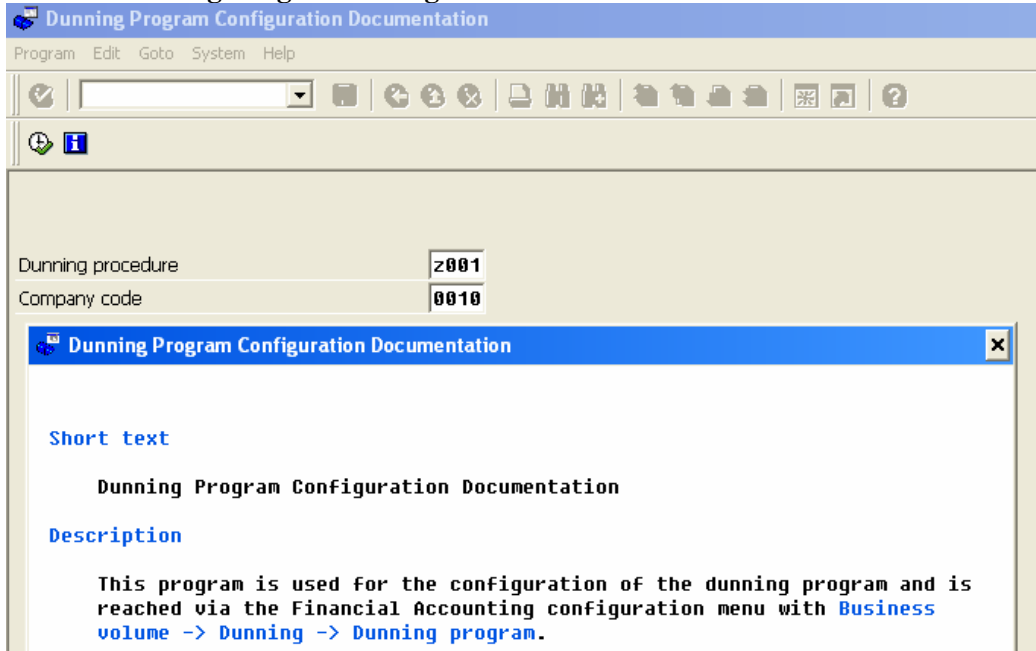
You should select the field T047-XSTMV and only the items with due date in the past will be printed.





Only one form applicable, in the form there reference for each level texts

OBL6 - Dunning Program Configuration Documentation



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