

Reviewing customer Accounts for Open Receivables

SAP Transaction FBL5N can be utilized to display customer receivables. This report displays if receivables are parked, posted, paid or overdue. Perform this procedure when you need to display the transaction details for one customer at a time or for a range of customers.

Prerequisites

The Customer Master Data account must have been created and items/transactions must have been posted, cleared, or closed.

Transaction Code: FBL5N

Access the transaction by utilizing the command field or double clicking the menu item.



Selection Criteria

The initial screen of the Customer Line Item Display transaction can be used to limit the search made on the customer.

1. The customer account selection box allows for an individual account number, a range of account numbers, or several individual account numbers
2. The line item selection box is used to define the document status and type of queried items. Select the status and date range, if applicable
3. Check any boxes under "type" to include nonstandard items (i.e. parked items, special general ledger account items, etc.)

Customer Line Item Display

Menu         Data Sources

Customer Selection

Customer Account  to 

Company Code to 

Selection using search help

Search help ID

Search string

 Search help

Line item selection

Status

Open items

Open at key date

Cleared items

Clearing date to 

Open at key date

All items

Posting date to 

Type

Normal items

Special G/L transactions

Noted items

Parked items

Vendor items

List Output

Layout

Maximum number of items

Functionality within the report

Turn on the legend display by clicking settings on the menu bar. Follow the drop-down menu to activate the legend.

The screenshot shows the SAP Customer Line Item Display interface. The 'Menu' bar is open, and the 'Settings' option is selected. A sub-menu is displayed, showing 'Legend on/off' with a checkmark, indicating that the legend is active. The 'Icons' option is also visible in the sub-menu. The main table displays the following data:

Date	S	DD	Amt in loc. cur.	LCurr	Clrng doc.	Text
21/2023			100,000.00	USD		ABC service on 3.21.2023
			100,000.00	USD		
			0.00	USD		

The screenshot shows the SAP Customer Line Item Display interface with the status keys legend displayed. The legend includes the following items:

- Status: open
- Due date: Overdue
- Parked
- Due
- Cleared
- Not due

The legend is located in the top right corner of the interface. A blue arrow points from the legend to the status columns in the table below.

Customer: 109687
Company Code: TRBU
Name: TEST
City: BOSTON

The status keys appear in the status columns and provide a quick view of the status of the line item

Display Document

To review the document, click the Control checkbox  next to the document you would like to view.

Click the Display Document button 

Customer Line Item Display

Menu 

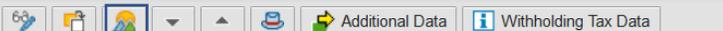
Status: ● open ▲ Parked ■ Cleared
 Due date: ■ Overdue ▲ Due ■ Not due

Customer: 109687
 Company Code: TRBU
 Name: TEST
 City: BOSTON

St	Assignment	DocumentNo	Typ	Doc. Date	S	DD	Amt in Loc.cur.	LCurr	Clrng doc.	Text
<input checked="" type="checkbox"/>	●	1800097919	DR	03/21/2023			100,000.00	USD		ABC service on 3.21.2023
*	●						100,000.00	USD		
**	Account 109687						100,000.00	USD		

Next, click the call up document button (F9)

Display Document: Line Item 001

Menu    

Customer:  TEST
 CoCode: 1 STREET
 Trustees of Boston Univ: BOSTON
 G/L Acc:
 Doc. No.:

Line Item 1 / Invoice / 01

Amount: USD
 Tax Code:

Additional Data

Bus. Area:
 Disc. base: Disc. Amount: USD
 Pmnt Terms: Days/percent: % %
 Bline Date: Invoice Ref.: / /
 Pmnt Block:
 Payment Ref.:
 Dunn. Block: Dunning Key:
 Last Dunned:
 Assignment:
 Text:  Long text

Call Up Document Overview

