



2 0 2 0

# SAP AC010

SISTEM  
AKUNTANSI  
DAN  
MANAJEMEN  
KEUANGAN

**TUGAS PENDAHULUAN**



## PERATURAN LABORATORIUM ENTERPRISE RESOURCE PLANNING

1. Praktikan wajib memastikan bahwa perangkat yang digunakan dapat digunakan. Segala bentuk kendala perangkat yang dialami selama berjalannya praktikum menjadi tanggung jawab praktikan.
2. Praktikan dianjurkan standby maksimal 15 menit sebelum jadwal praktikum masing-masing dimulai.
3. Praktikan wajib menggunakan dresscode kemeja bebas berkerah dan berkancing (dilarang kerah sanghai).
4. Praktikan wajib menggunakan nama jelas sesuai dengan yang tertera di KTM.
5. Praktikan wajib menampilkan muka (on cam) pada 10 menit pertama, sebagai bukti yang akan diserahkan kepada pihak fakultas.
6. Keterlambatan kurang dari sama dengan 15 menit setelah praktikum dimulai, praktikan diperbolehkan mengikuti praktikum namun nilai akhir di pertemuan tersebut akan dipotong 20 poin.
7. Keterlambatan lebih dari 15 menit setelah praktikum dimulai, praktikan diperbolehkan mengikuti praktikum, tetapi nilai akhir di pertemuan tersebut sama dengan 0.
8. Exercise praktikum dan tes awal/akhir hanya boleh dikerjakan pada saat praktikum berlangsung, dan takehome dapat dikerjakan seusai praktikum sampai dengan waktu yang ditentukan.
9. Praktikan WAJIB MENAMPILKAN USER, TANGGAL DAN WAKTU pada saat mengerjakan EXERCISE dan TAKE HOME. Jika tidak menampilkan **salah satu atau ketiga indikator diatas maka nilai dipotong 20 poin.**
10. Salah Subject dan Format pada pengumpulan EXCERCISE DAN TAKE HOME nilai dipotong 50% pada komponen nilai tersebut.
11. Terlambat pengumpulan EXCERCISE dan TAKE HOME nilai akan dipotong 50% pada komponen nilai tersebut.
12. Apabila praktikan tidak menyelesaikan EXERCISE dan TAKE HOME maka praktikan tidak berhak mengikuti praktikum modul selanjutnya sebelum menyelesaiannya terlebih dahulu.

13. Wajib menggunakan user masing-masing. Pengeraan EXERCISE dan TAKEHOME dengan menggunakan user praktikan lain merupakan bentuk plagiarisme, sehingga nilai praktikum minggu tersebut sama dengan 0.
14. Wajib menyertakan sumber dalam segala bentuk jawaban essay dan atau kesimpulan. Jika tidak mencantumkan sumber maka akan dinilai sebagai plagiarisme.
15. Tidak ada toleransi bagi segala bentuk kecurangan. Jika ditemukan kecurangan atau plagiarisme maka nilai praktikum di minggu tersebut sama dengan 0.
16. Segala bentuk perizinan dapat menghubungi komisi disiplin, dengan memberikan surat keterangan yang valid maksimal H+6 setelah praktikum yang tidak dihadiri.
17. Peraturan yang belum tercantum akan diatur kemudian merujuk kepada peraturan Laboratorium Fakultas Rekayasa Industri, Peraturan Laboratorium Sistem Informasi 2020 dan Kebijakan Laboratorium ERP serta publikasi setelahnya.
18. Peraturan dapat berubah sewaktu-waktu dengan mempertimbangkan peraturan yang berlaku di lingkungan Laboratorium Fakultas Rekayasa Industri dan Kebijakan Laboratorium terhadap kondisi dan urgensi serta publikasi setelahnya.

## PERATURAN TUGAS PENDAHULUAN

1. Do assignment independently with your **own user**. Using someone else user is considered as **plagiarism** and your practicum score at that week = 0.
2. **Display** your **OWN USER** in every screenshot is mandatory.
3. Screenshot **full screen** (with date and time) the final result in **every task**.
4. Give a **conclusion** in every final result **of the task**.
5. If the **DATE & TIME** and/or user is **not displayed**, your score will be deducted **-20** points.
6. If you have errors, please contact the assistant concerned.
7. The file sent is in the **.pdf** format and the file name:

**ASSISTANTCODE\_TP#\_FULL NAME\_NIM\_CLASS\_SHIFT#**

Example:

**ACA\_TP1\_NABILA ZHAFIRAH\_1202171116\_SI4205\_SHIFT1**

8. The file sent to **LMS** according to your class.
9. **Deadline:**  
Date : Sunday, 29 November 2020  
Time : 18.00 WIB
10. If the file name is **incorrect**, your preliminary task score will be deducted **50%**.
11. **Late** submission = your preliminary task score will be deducted **50%**.

This Preliminary task is the requirement to take the practicum.

If YOU DO NOT SUBMIT THIS PRELIMINARY TASK, YOU ARE NOT PERMITTED TO TAKE THE PRACTICUM.

## MODUL 1

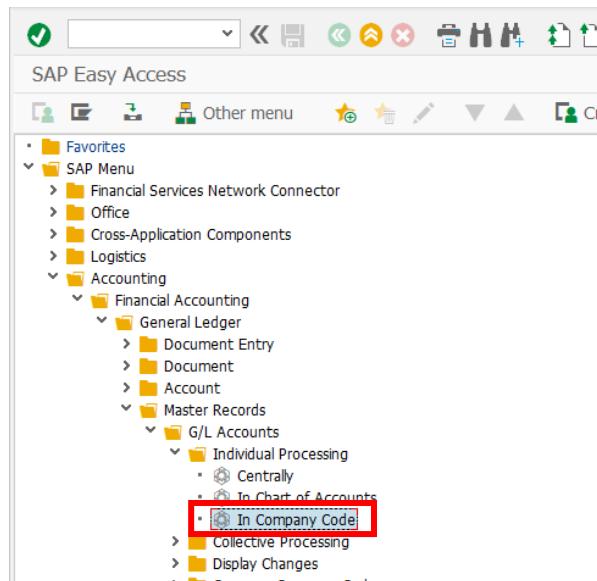
### UNIT 2 – General Ledger Accounting

#### Exercise 5: Organizational Structures for Financial Reporting

##### Task 1: Controlling area for company code 1000

Determine which controlling area company code 1000 is assigned by examining the *Company Code Information* tab in a General Ledger (G/L) account.

- a) Choose *Accounting → Financial Accounting → General Ledger → Master Records → G/L Accounts → Individual Processing → In Company Code (FSS0)*



- b) Choose **Display**

Field Name	Value
G/L Account	113100
Company Code	1000

Edit G/L Account Company code data

G/L Account	113100	
Company Code	1000	

Edit financial statement version

Control Data Create/bank/interest Information

c) Select the **Information Tab**

Display G/L Account Company code data

G/L Account	113100	Deutsche Bank (domestic)
Company Code	1000	IDES A.G.

Edit financial statement version Edit set

Control Data Create/bank/interest Information

Information in company code

Created on	23.06.1992	
Created by	SAP	
Chart of Accounts	INT	Chart of accounts - international
Country Chart/Accts	GKR	German Joint Standard Accounting System
Country Key	DE	Germany
FM Area	1000	IDES AG
Controlling Area	1000	CO Europe

d) Company code **1000** is assigned to **controlling area 1000, CO Europe**

Display G/L Account Company code data

G/L Account	113100	Deutsche Bank (domestic)
Company Code	1000	IDES A.G.

Edit financial statement version Edit set

Control Data Create/bank/interest Information

Information in company code

Created on	23.06.1992	
Created by	SAP	
Chart of Accounts	INT	Chart of accounts - international
Country Chart/Accts	GKR	German Joint Standard Accounting System
Country Key	DE	Germany
FM Area	1000	IDES AG
Controlling Area	1000	CO Europe

G/L Account texts in company code

X	L	Meaning	1st line	T	L	Cur	1 / 2
<input type="checkbox"/>	EN	Account assignme...					
<input type="checkbox"/>	EN	Accounting note					

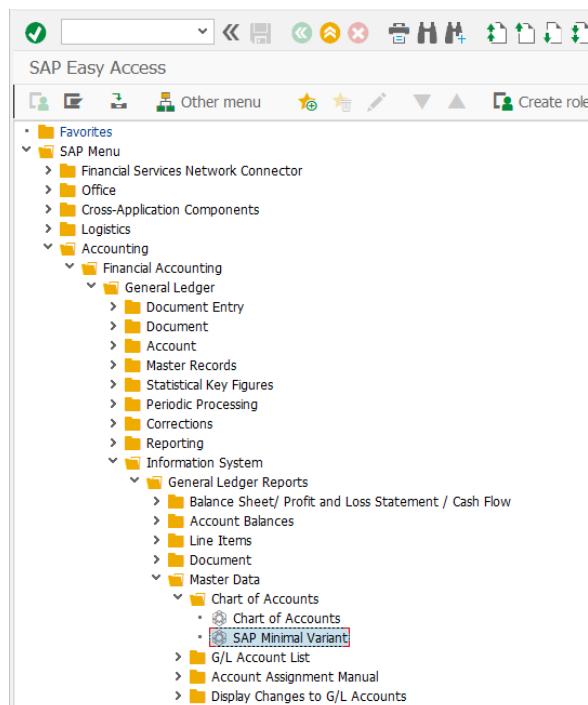
## Exercise 6

### Task 1: Display the chart of accounts

Display the chart of accounts report and the display the details of account 113110 within that chart.

1. Display the chart of accounts INT

- a) Choose *Accounting* → *Financial Accounting* → *General Ledger* → *Information System* → *General Ledger Reports* → *Master Data* → *Chart of Accounts* → *SAP Minimal Variant (S\_ALR\_87012325)*



- b) Run the report by choosing **Execute**

Field Name	Value
Chart of Accounts	INT

The screenshot shows the 'Chart of Accounts' report interface. At the top, there is a toolbar with several icons. Below it, a section titled 'General selections' contains a search bar. The search bar has the text 'Chart of accounts' and the value 'INT' is highlighted with a red box. A small number '1' is displayed next to the value. To the right of the search bar, there is a button with a magnifying glass icon and another button with a red box around it. The number '2' is also visible near the top left of the search bar area.

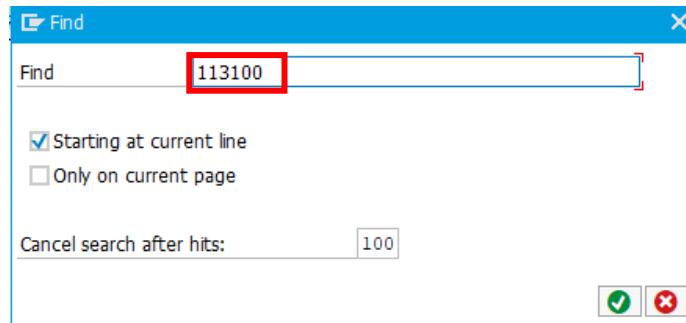
G/L acct	G/L Acct Long Text
1000	Real estate and similar rights
1010	Accum. depn - real estate and similar rights
1050	Appreciation land
2000	Buildings
2010	Accumulated depreciation-buildings
2011	Accumulated depreciation-buildings
2050	Appreciation buildings
2100	Buildings on other ground
2110	Buildings on other ground
11000	Machinery and equipment
11002	Constructions
11010	Accumulated depreciation - machinery and equipment
11020	Accumulated depreciation-constructions
11050	Appreciation Plant & Machinery
12000	Low value assets
12010	Depreciation - Low value assets
13000	Vehicles
13010	Depreciation - motor vehicles
21000	Fixtures and fittings
21010	Accumulated depreciation - fixtures and fittings
21050	Appreciation office equipment
22000	Low value assets (fixtures and fittings)
22010	Depreciation - LVA office equipment
22020	Depreciation - LVA office equipment, collection
22100	Low value assets collection of LVA
31000	Down payments made - tangible assets
31010	Input tax for down payments - tangible assets

2. Display the details of account 113100 within the chart.

a) Choose Find 

G/L acct	G/L Acct Long Text
1000	Real estate and similar rights
1010	Accum. depn - real estate and similar rights
1050	Appreciation land
2000	Buildings
2010	Accumulated depreciation-buildings
2011	Accumulated depreciation-buildings
2050	Appreciation buildings
2100	Buildings on other ground
2110	Buildings on other ground
11000	Machinery and equipment
11002	Constructions
11010	Accumulated depreciation - machinery and equipment
11020	Accumulated depreciation-constructions
11050	Appreciation Plant & Machinery
12000	Low value assets
12010	Depreciation - Low value assets
13000	Vehicles

- b) Enter account number **113100** in the “Find” field then Enter



- c) Put your cursor on **113100**, highlighted in yellow

Find	
No. of hits:	3
113100	Deutsche Bank (domestic)
1113100	Fixtures and fittings, Dep.
191113100	Deutsche Bank (domestic)

- d) This will take you to the location of account 113100 in the chart of accounts list.

Choose (F2)

Chart of Accounts	
G/L acct	G/L Acct Long Text
113100	Deutsche Bank (domestic)
113101	Deutsche Bank - checks payable
113102	Deutsche Bank - domestic bank transfers
113103	Deutsche Bank - foreign bank transfers
113104	Deutsche Bank - check clearing account
113105	Deutsche Bank - other postings
113106	Deutsche Bank- promissory bill of exchange liabilities
113107	Deutsche Bank - bill of exchange discount liabilities
113108	Deutsche Bank - checks received
113109	Deutsche Bank - customer payments
113110	Deutsche Bank- guarantees received
113111	Deutsche Bank - current bills of exchange payable
113112	Deutsche Bank - collection of bills of exchange
113113	TR-TM: Fixed-term deposits receivable
113114	TR-TM: Fixed-term deposits payable
113115	TR-TM: Deposit at notice receivable
113116	TR-TM: Deposit at notice payable
113117	Deutsche Bank - Customer checks (adjustment acc.)
113119	TR-CM: Deutsche Bank RFEBKQATI
113120	Deutsche Bank - checks payable with checkmanagement
113122	Deutsche Bank bills of exchange company code 2000
113123	Deutsche Bank Bills of exchange company code 3000
113127	TR-TM: Commercial Paper receivable
113128	TR-TM: Commercial Paper payable
113130	Deutsche Bank - outgoing cash
113131	Deutsche Bank - incoming cash
113150	Deutsche Bank - USD Account

e) G/L account long text **Deutsche Bank (domestic)**

Display G/L Account Chart of accts data

G/L Account	113100	Deutsche Bank (domestic)
Chart of Accts	INT	Chart of accounts - interna...
<input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> Edit financial statement version <input type="button"/> Edit se...		
<input type="button"/> With Template <input type="button"/>		
<input checked="" type="radio"/> Type/Description <input type="radio"/> Key word/translation <input type="radio"/> Information		
<b>Control in chart of accounts</b>		
Account Group	Liquid funds accounts	
Sample account		
<input type="radio"/> P&L statement acct	<input type="radio"/> Detailed control for P&L statement accounts <input type="radio"/> P&L statmt acct type <input type="radio"/> Functional Area	
<input checked="" type="radio"/> Balance sheet account		
<b>Description</b>		
Short Text	Dte Bank (domestic)	
G/L Acct Long Text	Deutsche Bank (domestic)	
<b>Consolidation data in chart of accounts</b>		
Trading Partner		
Group account number	110100	Cash

3. What is the account group for this G/L account?

a) Account Group: Liquid funds accounts (CASH)

Display G/L Account Chart of accts data

G/L Account	113100	Deutsche Bank (domestic)
Chart of Accts	INT	Chart of accounts - interna...
<input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> Edit financial statement version <input type="button"/> Edit se...		
<input type="button"/> With Template <input type="button"/>		
<input checked="" type="radio"/> Type/Description <input type="radio"/> Key word/translation <input type="radio"/> Information		
<b>Control in chart of accounts</b>		
Account Group	Liquid funds accounts	
Sample account		
<input type="radio"/> P&L statement acct	<input type="radio"/> Detailed control for P&L statement accounts <input type="radio"/> P&L statmt acct type <input type="radio"/> Functional Area	
<input checked="" type="radio"/> Balance sheet account		
<b>Description</b>		
Short Text	Dte Bank (domestic)	
G/L Acct Long Text	Deutsche Bank (domestic)	
<b>Consolidation data in chart of accounts</b>		
Trading Partner		
Group account number	110100	Cash

4. Check whether it is possible to translate the name of this account into other languages, and whether you can create key words to search for this account.
  - a) **Select the Key word/translation tab.** Here, you can translate the account name and enter keywords by language to search for the account

Display G/L Account Chart of accts data

G/L Account 113100 Deutsche Bank (domestic)  
 Chart of Accts INT Chart of accounts - interna... With Template

Type/Description Key word/translation Information

**Key words in chart of accounts**

Language	Keyword
Portuguese	BRASIL

**Translation**

Language Key	Short Text	Long Text
English	Dte Bank (domestic)	Deutsche Bank (domestic)
Chinese	银行1 (国内)	银行1 (国内)
Thai	ธนาคาร 1 (ในประเทศไทย)	ธนาคารและประเทศไทย
Korean	은행 1 (국내)	은행 1 (국내)
Romanian	Banca 1 (intern)	Cont CM

5. Can you add other information to the G/L account?
  - a) Yes. **Select the Information tab.** You can **enter G/L account texts** for various purposes here

Display G/L Account Chart of accts data

G/L Account 113100 Deutsche Bank (domestic)  
 Chart of Accts INT Chart of accounts - interna... With Template

Type/Description Key word/translation Information

**Information in chart of accounts**

Created on	23.06.1992
Created by	SAP
Group Chart of Accts	CONS Corporate group chart of accounts

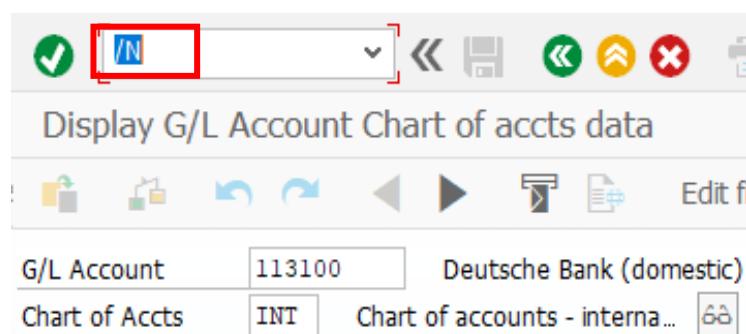
6. The definition of the account contains some control parameters. Here, for instance, you define whether the account is a P&L statement account or a balance sheet account. What type of account is account **113100**?
- a) Select the **Type/Description tab**. The account is marked as a **balance sheet account**

Display G/L Account Chart of accts data

G/L Account 113100 Deutsche Bank (domestic)  
 Chart of Accts INT Chart of accounts - interna... With Template

Type/Description	Key word/translation	Information
Control in chart of accounts		
Account Group	Liquid funds accounts	
Sample account		
<input type="radio"/> P&L statement acct	Detailed control for P&L statement accounts	
P&L statmt acct type		
Functional Area		
<input checked="" type="radio"/> Balance sheet account		
Description		
Short Text	Dte Bank (domestic)	
G/L Acct Long Text	Deutsche Bank (domestic)	
Consolidation data in chart of accounts		
Trading Partner		
Group account number	110100	Cash

- b) Return to the SAP Easy Access menu by typing **/N** in the **command field**



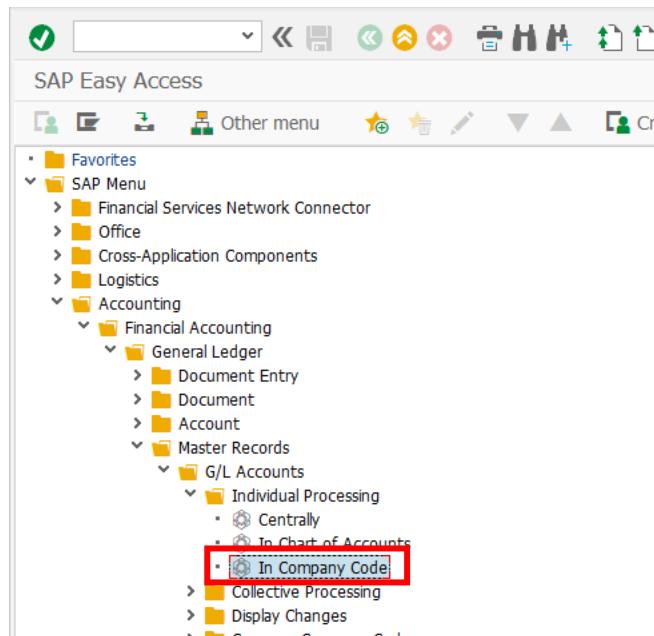
## Task 2: Observe company code-specific settings

Company code data has to be created for a G/L account in order to provide the settings specific to a company code. Without the company code-specific settings for a G/L account, the account cannot be posted to in that company code.

1. Look at the company-code settings of G/L account **113100** in company codes **1000** and **2000**.

What are the account currencies in company code **1000** and company code **2000**?

- a) Choose *Accounting → Financial Accounting → General Ledger → Master Records → G/L Accounts → Individual Processing → In Company Code (FSS0)*



- b) Settings of G/L account **113100** in company codes **1000**

Field Name	Value
G/L Account	113100
Company Code	1000

Edit G/L Account Company code data

G/L Account **113100** Deutsche Bank (domestic)  
 Company Code **1000** IDES A.G.

**Display**

c) Choose **Display**

Display G/L Account Company code data

G/L Account **113100** Deutsche Bank (domestic)  
 Company Code **1000** IDES A.G.

**Display**

d) The account currency is **EUR**

Display G/L Account Company code data

G/L Account **113100** Deutsche Bank (domestic)  
 Company Code **1000** IDES A.G.

Account control in company code

Account currency **EUR** Euro (EMU currency as of 01/01/1999)

Only balances in local crcy  
 Exchange rate difference key  
 Valuation group  
 Tax category  
 Posting without tax allowed  
 Recon. account for acct type  
 Alternative account no. **113100** Citibank Account  
 Acct managed in ext. system  
 Tolerance group

Account Management in Company Code

Open item management  
 Line item display  
 Sort key **027** Value date  
 Authorization Group  
 Accounting clerk

e) Remain in the same screen. Enter the following data:

Field Name	Value
G/L Account	113100
Company Code	2000

Display G/L Account Company code data

G/L Account 113100 Deutsche Bank (domestic)  
 Company Code 2000 IDES A.G.

Control Data Create/bank/interest Information

f) Choose Display

Display G/L Account Company code data

G/L Account 113100 Deutsche Bank (domestic)  
 Company Code 2000 IDES A.G.

Control Data Create/bank/interest Information

- g) The account currency is **GBP**

Display G/L Account Company code data

G/L Account 113100 Deutsche Bank (domestic)  
 Company Code 2000 BestRun UK

**Control Data** Create/bank/interest Information

Account control in company code

Account currency	GBP	British Pound
<input checked="" type="checkbox"/> Only balances in local crcty		
Exchange rate difference key		
Valuation group		
Tax category		
<input type="checkbox"/> Posting without tax allowed		
Recon. account for acct type		
Alternative account no. 113100 Midland Bank Account		
<input type="checkbox"/> Acct managed in ext. system		
Tolerance group		

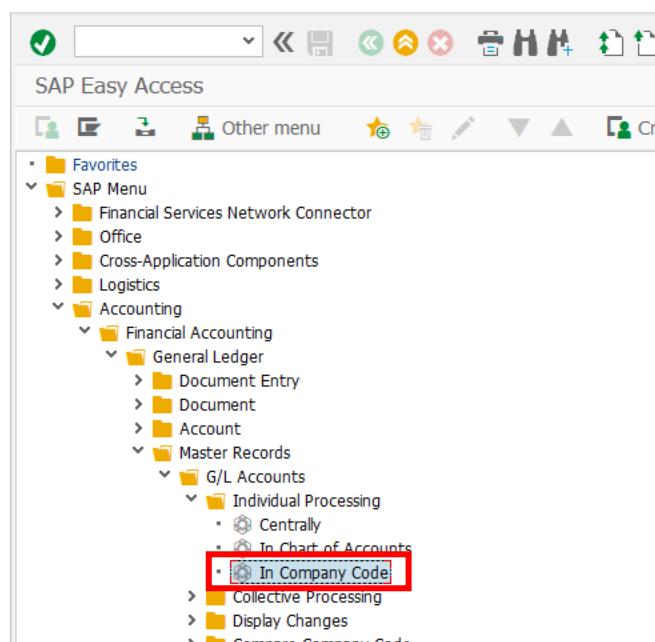
Account Management in Company Code

<input type="checkbox"/> Open item management	
<input checked="" type="checkbox"/> Line item display	
Sort key 001	Posting date
Authorization Group	
Accounting clerk	

- h) **Remain in this screen** for the next task

### Task 3: Identify Reconciliation Account

- View the company code specific settings for G/L account **160000** in company code **1000**. Is this account a reconciliation account? If so, for which subsidiary ledger? Determine this for accounts 140000 and 2000 in the same company code.
  - If you have returned to the SAP Easy Access menu in the previous task, choose *Accounting → Financial Accounting → General Ledger → Master Records → G/L Accounts → Individual Processing → In Company Code (FSS0)*



- b) Settings for G/L account 160000 in company code 1000

The screenshot shows the 'Edit G/L Account Company code data' screen. The 'Control Data' tab is selected. The 'G/L Account' field contains '160000' and the 'Company Code' field contains '1000'. Both fields are highlighted with red boxes.

- c) Choose Display

The screenshot shows the 'Edit G/L Account Company code data' screen. The 'Control Data' tab is selected. The 'G/L Account' field contains '160000' and the 'Company Code' field contains '1000'. The 'Display' icon (two overlapping squares) is highlighted with a red box.

- d) The Reconciliation Account for Account Type field is in the **Control Data tab** in the **Account Control in Company Code area**. The value **Vendors** is entered in this field.

Thus, this account is a reconciliation account for accounts payable

Display G/L Account Company code data

G/L Account **160000** Trade Payables - domestic  
 Company Code **1000** IDES A.G.

**Control Data** Create/bank/interest Information

**Account control in company code**

Account currency **EUR** Euro (EMU currency as of 01/01/1999)  
 Only balances in local curr  
 Exchange rate difference key  
 Valuation group  
 Tax category - Only input tax allowed  
 Posting without tax allowed  
**Recon. account for acct type** Vendors  
 Alternative account no. **160000** Trade Payables - domestic  
 Acct managed in ext. system  
 Inflation key  
 Tolerance group

- e) Determine if accounts **140000** and **1000** are reconciliation accounts by repeating the steps above.

✓ Account **140000: Clearing account for customers**

Display G/L Account Company code data

G/L Account **140000** Trade Receivables - domestic  
 Company Code **1000** IDES A.G.

**Control Data** Create/bank/interest Information

**Account control in company code**

Account currency **EUR** Euro (EMU currency as of 01/01/1999)  
 Only balances in local curr  
 Exchange rate difference key  
 Valuation group  
 Tax category + Only output tax allowed  
 Posting without tax allowed  
**Recon. account for acct type** Customers  
 Alternative account no. **140000** Trade Receivables - domestic  
 Acct managed in ext. system  
 Inflation key  
 Tolerance group

**Account Management in Company Code**

Open item management  
 Line item display  
 Sort key  
 Authorization Group  
 Accounting clerk

✓ G/L Account 2000: Clearing account for assets

Display G/L Account Company code data

G/L Account: 2000 Buildings  
Company Code: 1000 IDES A.G.

Control Data Create/bank/interest Information

**Account control in company code**

- Account currency: EUR Euro (EMU currency as of 01/01/1999)
- Only balances in local curr
- Tax category: - Only input tax allowed
- Posting without tax allowed
- Recon. account for acct type: Assets
- Alternative account no.: 2000 Buildings
- Acct managed in ext. system

**Account Management in Company Code**

- Line item display
- Sort key: [ ]
- Authorization Group: [ ]
- Accounting clerk: [ ]

**Joint venture data in company code**

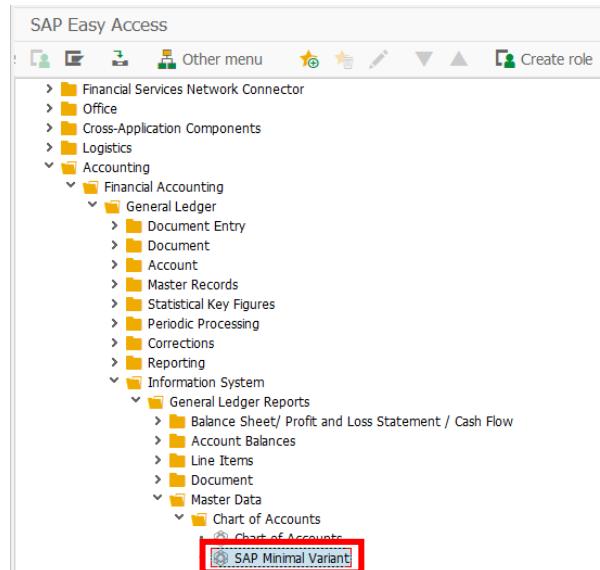
- Recovery Indicator: [ ]

f) Return to the **SAP Easy Access** menu by typing /N in the command field

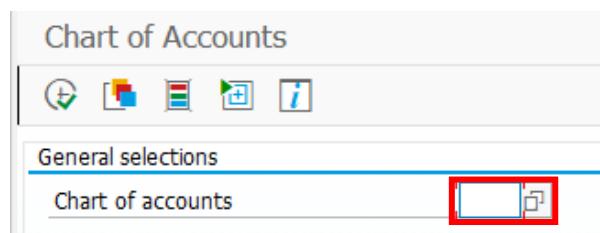


#### Task 4: Display G/L Account List for a company code

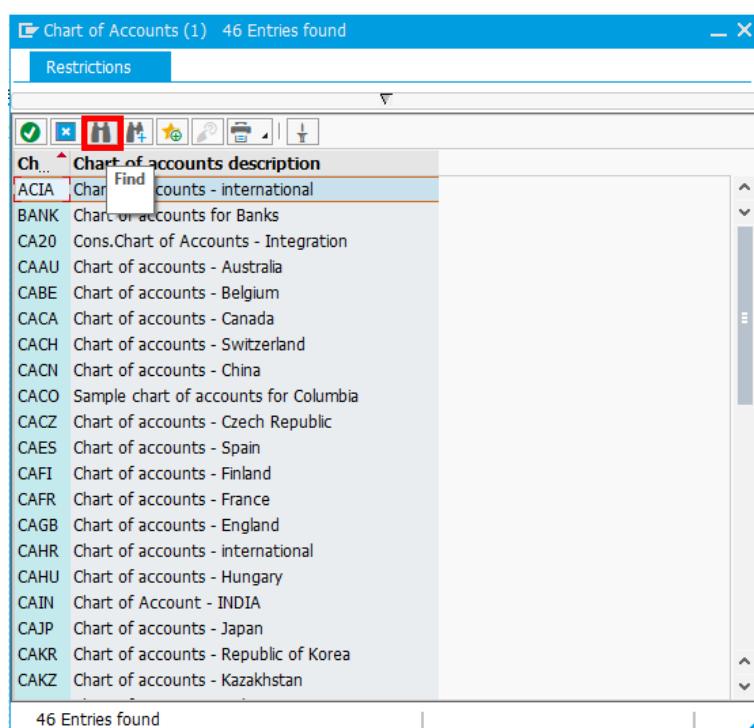
- Create the G/L account list of company code **3000** (IDES USA). Does this tell you which operating chart of accounts is used by this company code?
  - Choose *Accounting → Financial Accounting → General Ledger Information System → General Ledger Reports → Master Data → Chart of Accounts → SAP Minimal Variant (S\_ALR\_87012325)*



b) Choose Possible Entries/F4 in Chart of accounts field



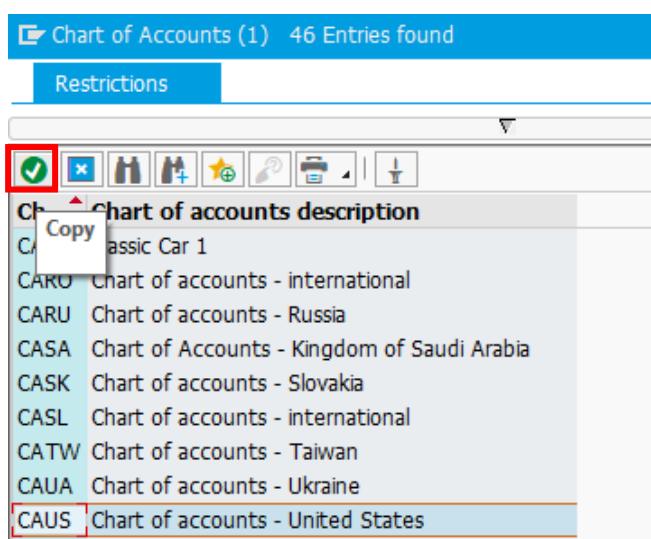
c) Choose Find



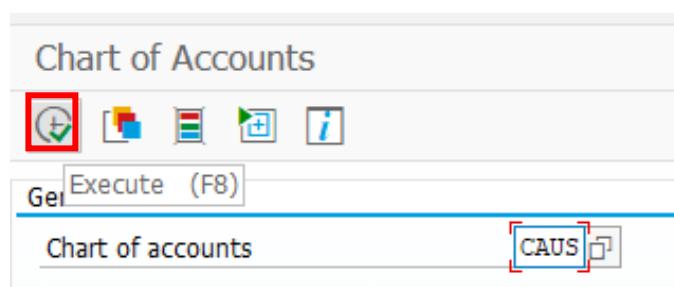
d) Enter **CAUS** in the “Find” field then choose **find**



e) Choose **Copy** ✓



f) Run the report by choosing **Execute** ⏪



\*\* The name of the chart of accounts is in the third line of the header data: CAUS =  
Chart of accounts U.S.A.

## Chart of Accounts



Date 09.10.2020  
Page 1

G/L acct	G/L Acct Long Text
1000	Land
1010	Accumulated depreciation - land
2000	Buildings
2010	Accumulated depreciation - buildings
11000	Plant and Equipment
11010	Accumulated depreciation - plant and equipment
11090	Plant and Equipment (Direct posting)
12000	Motor Vehicles
12010	Accumulated depreciation - motor vehicles
21000	Office equipment
21010	Accumulated depreciation - office equipment
22000	Furniture
22010	Accumulated depreciation - furniture
31000	Prepayments - fixed assets
31100	Activated down payments
31200	Clearing capitalized down pmnts - tangible assets
32000	Assets under construction
32010	Depreciation - assets under construction
34000	Computer Software
34010	Accumulated depreciation - computer software
35000	Concessions
35010	Amortization - Concessions
36000	Patents and Royalties
36010	Amortization - Patents and Royalties
37000	Licences
37010	Amortization - Licences
38000	Goodwill

- g) Return to the SAP Easy Access menu by typing /N in the command field



## **2. What is the difference between a chart of accounts list and a G/L account list?**

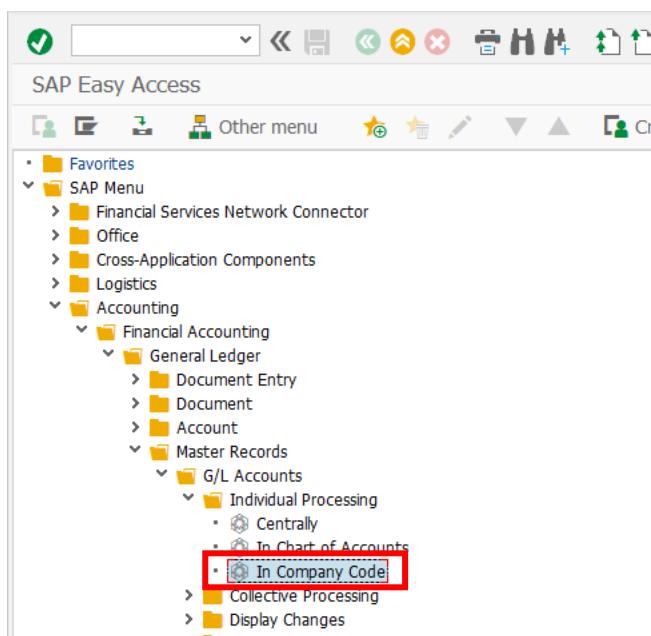
The chart of accounts list contains the accounts for which the chart of accounts segment has been created. The chart of accounts segment contains general information on an account that applies to all company codes. The G/L account list lists the accounts for which specific settings have been created for a certain company code. For each G/L account, the data that is dependent on the chart of accounts is displayed first, and then the company code-dependent data is displayed.

## Task 5: Determine the placement of account 160000 in financial account statement

### version INT

The balance sheet and income statement report can be run using different versions, called financial statement versions. Some versions can be very detailed, such as for the controller, and others can be summarized, such as for the board of directors. In order for an account to show up at a proper location in the balance sheet or income statement, it must be included in the financial statement version used when the balance sheet/income statement is run. If it is not put in the financial statement version, it will show up at the bottom of the income statement under a category called Unassigned Accounts.

1. The financial statement version we will use when we run the balance sheet/income statement for company code 1000 is INT, the same name as the chart of accounts. Note the location of account 160000 in the financial statement version INT. Note its financial statement item name and all items above it in the financial statement version hierarchy.
  - a) Choose *Accounting → Financial Accounting → General Ledger → Master Records → G/L Accounts → Individual Processing → In Company Code (FSS0)*



- b) Settings for G/L account **160000** in company code **1000**

Field Name	Value
G/LAccount	160000
Company Code	1000

Edit G/L Account Company code data

G/L Account  Deutsche Bank (domestic)  
 Company Code  IDES A.G.

**Control Data** **Create/bank/interest** **Information**

c) Choose **Display**

Display G/L Account Company code data

G/L Account  Deutsche Bank (domestic)  
 Company Code  IDES A.G.

**Control Data** **Create/bank/interest** **Information** **Display**

d) Choose **Edit Financial Statement Version**

Display G/L Account Company code data

G/L Account  Trade Payables - domestic  
 Company Code  IDES A.G.

**Edit financial statement version** **Edit set**

**Control Data** **Create/bank/interest** **Information**

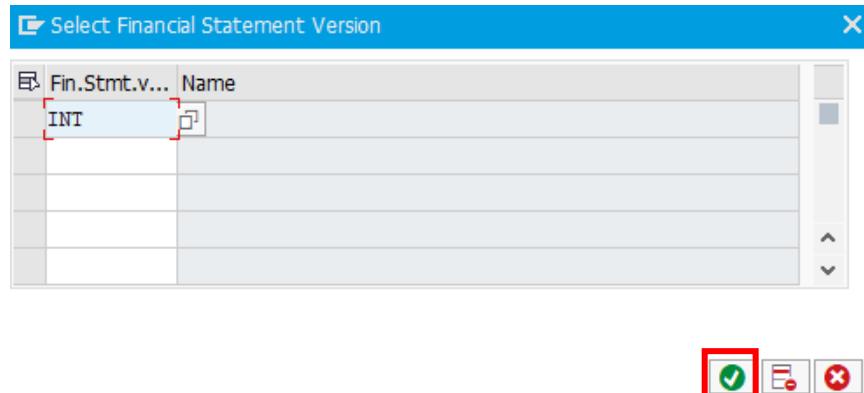
e) Input **INT** to Field **Fin.Stmt.ve**

Select Financial Statement Version

Fin.Stmt.v...	Name
INT	

**✓** **✖** **✖**

f) Choose Enter ✓



g) Account **160000** is found in the financial version as follows:

**(200000) Liabilities → (2040000) Payables → (2043000) Payments received on account o → (2043020) Due within 1 to 5 years**

Change Financial Statement Version

INT Commercial balance sheet

- 1000000 ASSETS Assets
- 2000000 LIABILITIES AND EQUITY Liabilities and Equity
- 2010000 Capital and reserves
- 2020000 Special items with reserves
- 2030000 Provisions
- 2040000 Payables
  - 2041000 Loans
  - 2042000 Amounts owed to credit institu
  - 2043000 Payments received on account o
    - 2044000 Accounts payable
      - 2044010 Due within one year
        - INT 0000160000 - 0000160000 X Trade Payables - domestic
        - INT 0000160010 - 0000160010 X Trade Payables - domestic one-time suppliers
        - INT 0000160099 - 0000160099 X Trade Payables - domestic adjustment account
        - INT 0000161000 - 0000161000 X Trade Payables - foreign
        - INT 0000161010 - 0000161010 X Trade Payables - foreign one-time vendors
        - INT 0000161099 - 0000161099 X Trade Payables - foreign adjustment account
        - INT 0000163100 - 0000163100 X Trade Payables - Adj for unrealized curr. diff.
        - INT 0000169900 - 0000169900 X Accounts Payable - consignment sale
        - INT 0000193000 - 0000193000 X Clearing supplier discounts (Net method)
        - INT 0000197100 - 0000197100 X Accounts Payable - payment withheld
      - 2044020 Due within 1 to 5 years
      - 2044030 Due after 5 years
    - 2045000 Bills of exchange payable

## Task 6 : Create G/L Account

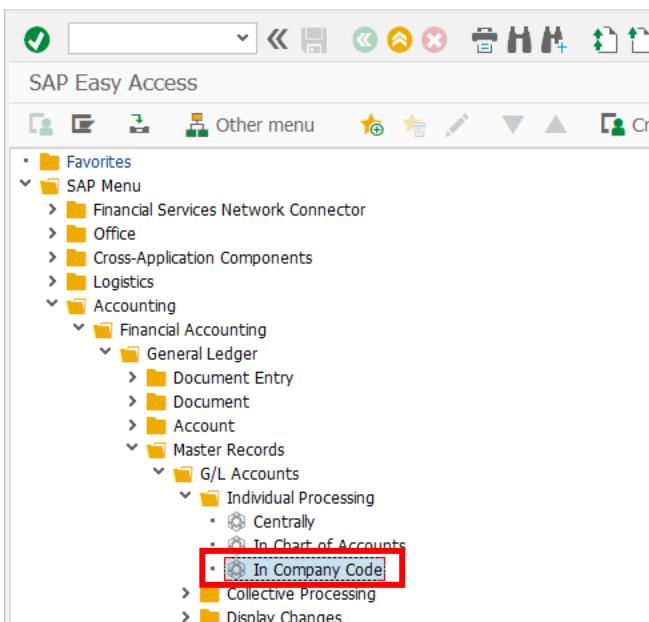
For a planned increase in capital, IDES Germany (company code 1000) needs a new G/L account.

1. Check the chart of accounts. The parent company is responsible for assigning account numbers and maintaining the charts of accounts for the IDES group. Based on the new requirement, the parent company should have created G/L account **700##** in chart of accounts INT. Check whether this account has been created.

**Note:** \*## is your group number

**Example:** account 27AC10**K-36** → G/L account 700**K36**

- a) Choose *Accounting → Financial Accounting → General Ledger → Master Records → G/L Accounts → Individual Processing → In Company Code (FSS0)*



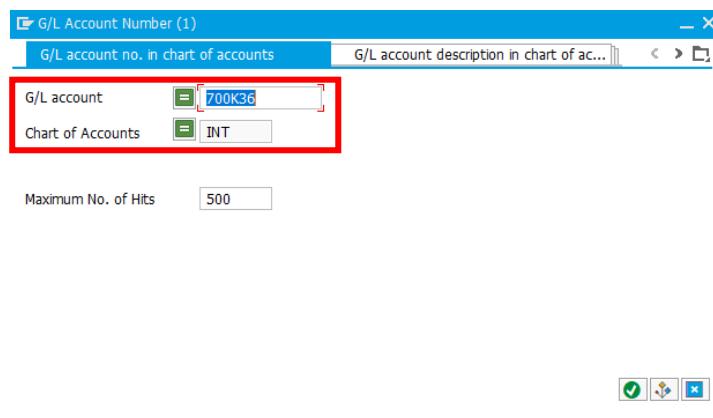
- b) Choose **Possible Entries/F4** in G/L Account field

The screenshot shows the 'Edit G/L Account Company code data' screen with the following details:

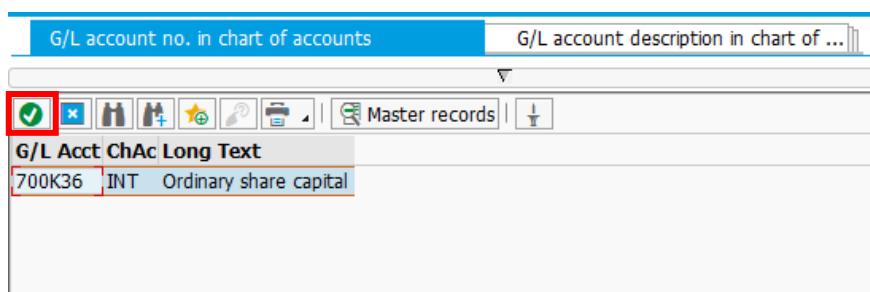
- Toolbar: Edit G/L Account Company code data, Save, Undo, Redo, Print, Edit financials.
- Form Fields:
  - G/L Account: A field containing 'Trade Payables - domestic' with a red box highlighting its input area.
  - Company Code: A field containing 'IDES A.G.'
  - Buttons: Save (green), Cancel (red), New (blue), Delete (orange).
- Bottom Navigation: Control Data, Create/bank/interest, Information.

c) Enter the following data, then **enter** ✓

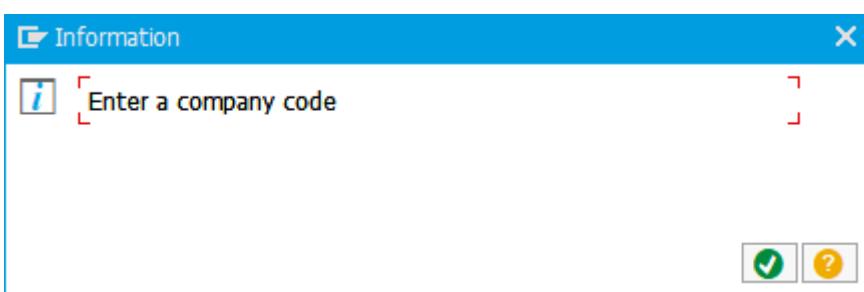
Field Name	Value
G/L Account	700*##
Chart of Accounts	INT



d) Choose **Enter** ✓



e) Choose **Display** 🔍



Account 700xxx does not exist because it has not been created in company code 1000. On the next task you will learn how to create it. Return to the SAP Easy Access menu.

## Task 7 : Maintain the company code-specific settings

Create the company code segment for G/L account **700\*##**

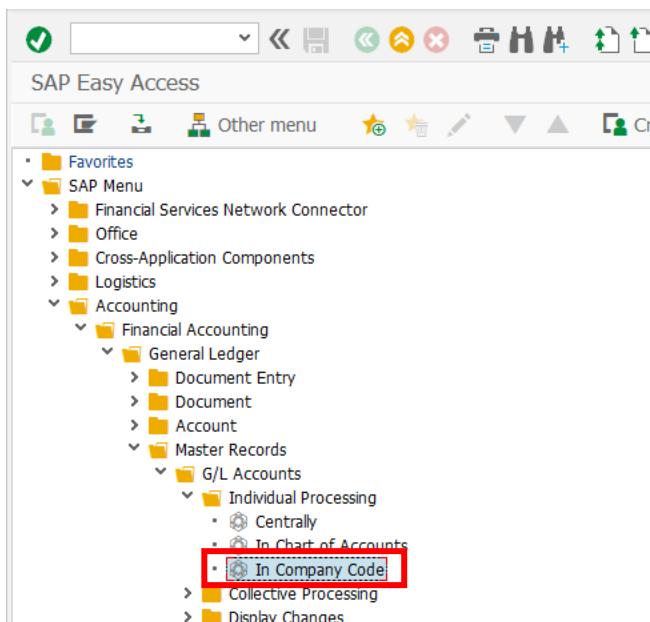
**Note :** \*## is your group number

**Example :** account **27AC10K-36** → G/L account **700K46**

1. Before postings can be made to account **700\*##** in company code 1000, you need to create the company code-specific settings. The account should have a structure similar to that of account **70 000**. For this reason, use this account as a reference.

Make sure that the account in Company Code **1000** uses the EUR currency, the line item display is activated, sort key **001** is entered, and the alternative account number has been removed. Save the account and remain in the G/L master record screen for the next task.

- a) Choose *Accounting → Financial Accounting → General Ledger → Master Records → G/L Accounts → Individual Processing → In Company Code (FSS0)*



- b) Settings for G/L account **160000** in company code **1000**

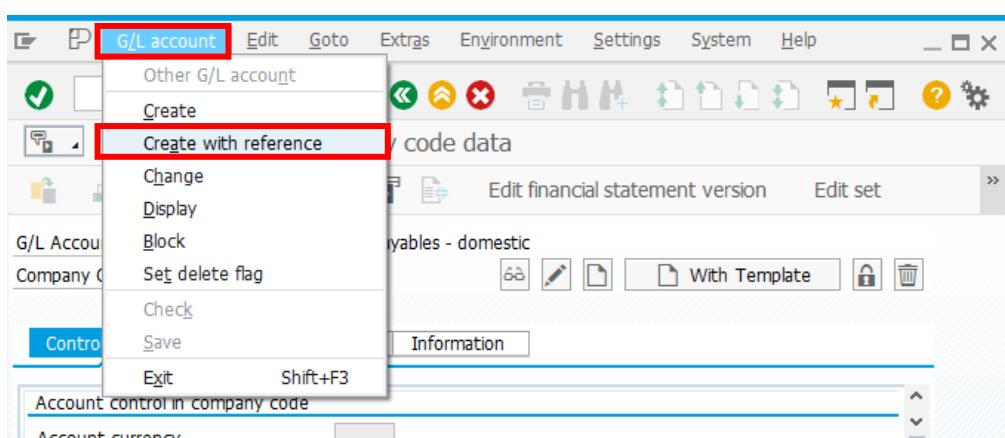
Field Name	Value
G/L Account	700*##
Company Code	1000

Edit G/L Account Company code data

G/L Account 700K36 Trade Payables - domestic  
 Company Code 1000 IDES A.G.

With Template

- c) In the menu bar, choose **G/L Account → Create with reference**



- d) Enter the following data and Choose **Enter ✓**

Field Name	Value
G/L Account	70000
Company code	1000

Reference Account

G/L Account 70000  
 Company Code 1000

- e) Check whether the default entries are correct and remove the **alternative account number** in the **Control Data tab**

SAP Fiori Create G/L Account Company code data screen. The Control Data tab is selected. The Alternative account no. field is highlighted with a red box.

**G/L Account:** 700K36 Ordinary share capital  
**Company Code:** 1000 IDES A.G.

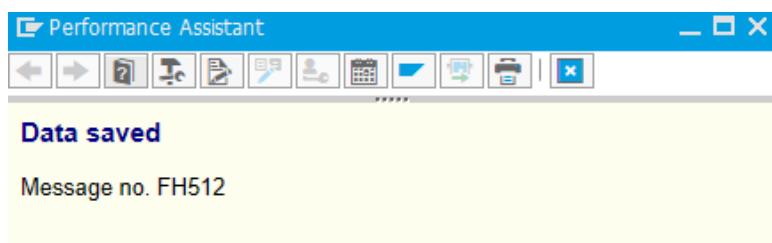
**Control Data Tab:**

- Account currency: EUR Euro (EMU currency as of 01/01/1999)
- Only balances in local curr
- Exchange rate difference key: [ ]
- Valuation group: [ ]
- Tax category: [ ]
- Posting without tax allowed
- Recon. account for acct type: [ ]
- Alternative account no.: [ ] (highlighted with a red box)
- Acct managed in ext. system
- Inflation key: [ ]
- Tolerance group: [ ]

**Account Management in Company Code:**

- Open item management
- Line item display
- Sort key: 001 Posting date
- Authorization Group: [ ]
- Accounting clerk: [ ]

- f) Choose **Save** , data has been saved



## Exercise 7: Accounting Transactions in the General Ledger

### Task 1 : Post an Increase in Capital

Post the increase in capital of **200,000 EUR** to account **700\*##**. Use account **78200**, Transfer of reserves, for the offsetting line item.

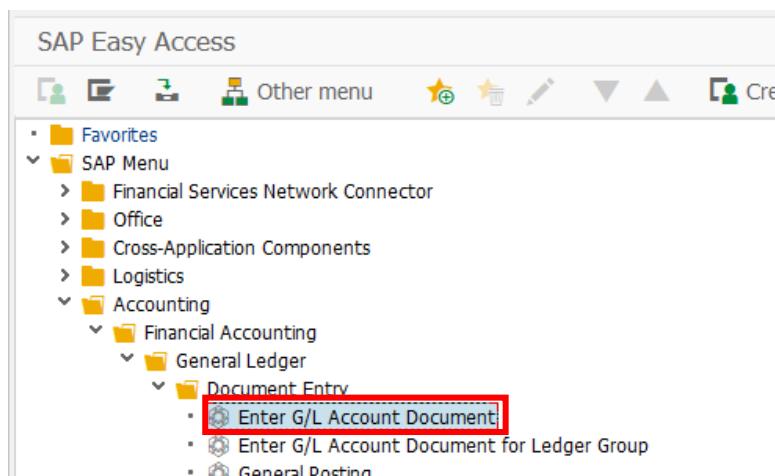
**Note :** \*## is your group number

**Example :** account 27AC10K-36 → G/L account 700K36

Use the With business area screen variant. Post the transaction to business area **B\*##**

**Example :** account 27AC10K-36 → Business area **BK36**

1. Enter Increase in capital, group ## for the short text.
  - a) Enter the increase in capital using the Enjoy screen. Choose *Accounting → Financial Accounting → General Ledger → Document Entry → Enter G/L Account Document (FB50)*



- b) If the **dialog box** for the **company code appears**, enter company code **1000**.

Note: If you do not need to enter a company code, the company code has already been determined during the last posting made. You can change the company code in the header by choosing **Edit → Change Company Code** on the G/L document entry screen

- c) Then choose Continue (**Enter**) ✓

**Enter Company Code**

Company Code	<input type="text" value="1000"/>
<input checked="" type="button"/> <input type="button"/>	

- d) Enter the following data on Header :

Field Name	Value
Document Date	<today's date>
Posting Date	<today's date>
Document Header Text	<b>Increase in capital *##</b> <b>e.g : Increase in capital K36</b>

Enter G/L Account Document: Company Code 1000

Tree on Company Code Hold Simulate Park Editing options

Basic Data Details

Document Date	09.10.2020	Currency	EUR
Posting Date	09.10.2020		
Reference			
Doc.Header Text	Increase in Capital K36		
Cross-CC no.			
Company Code	1000	IDES A.G. Frankfurt	

Amount Information

Total Dr.	0,00	EUR
Total Cr.	0,00	EUR
00		

- e) Choose Continue (Enter)

- f) If no entry variants are displayed on the left choose the Tree on button

Document Edit Goto Extras Settings Environment System Help

Tree on Company Code Hold Simulate Park Editing options

Display Templates (Shift+F1)

Basic Data Details

Document Date	09.10.2020	Currency	EUR
Posting Date	09.10.2020		
Reference			
Doc.Header Text			
Cross-CC no.			
Company Code	1000	IDES A.G. Frankfurt	

Amount Information

Total Dr.	0,00	EUR
Total Cr.	0,00	EUR
0AO		

- g) Open the **Screen variants** for items folder. Choose the **Z\_WITH BUSINESS AREA** entry variant

Enter G/L Account Document: Company Code 1000

Tree off Company Code Hold Simulate Park

Tree	Created on	Created by
Screen variants for items		
FB60_AC290	07.01.00	EISENMANN
MIT PROJEKT	16.11.99	OLBERT
RE ABRECHNUNG_0100	12.05.99	SAP
RE OBJEKTE_0100	12.05.99	SAP
RE VERTRAEGE_0100	12.05.99	SAP
SAFPIN	08.04.03	TIEMANN
STANDARD 1_0100	10.05.99	SAP
STANDARD 2_0100	10.05.99	SAP
STANDARD 3_0100	14.05.99	SAP
STANDARD 4_0100	05.08.99	SAP
ZHJ02	10.09.03	JUNKER
Z1LEGAL	16.06.04	RHODESJ
<b>Z_WITH BUSINESS AREA</b>	<b>6.08.99</b>	<b>OLBERT</b>
Z_WITH COST & QUANT	05.11.99	TIEMANN
Z_WITH COST CENTER	06.08.99	OLBERT
Z_WITH PROFITABILITY	03.07.00	OLBERT
> Account assignment template		
> Held documents		

Basic Data Details

Document Date 09.10.2020  
 Posting Date 09.10.2020  
 Reference  
 Doc.Header Text  
 Cross-CC no.  
 Company Code 1000 IDES A

0 Items ( No entry variant selected )

- h) Fill in the Line Item with following data

- ✓ Line Item

Field Name	Value
G/L Account	700*##
D/C	Credit
Amount in doc. Curr	200000
Business Area	B*## (based on user given)

- ✓ Line Item

Field Name	Value
G/L Account	78200
D/C	Debit
Amount in doc. Curr	200000
Business Area	B*## (based on user given)

Enter G/L Account Document: Company Code 1000

Tree off   Company Code   Hold   Simulate   Park   Editing options

**T.** Basic Data   Details

Document Date	09.10.2020	Currency	EUR
Posting Date	09.10.2020		
Reference			
Doc.Header Text			
Cross-CC no.			
Company Code	1000	IDES A.G. Frankfurt	

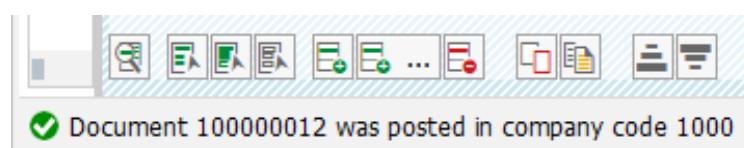
Amount Information

Total Dr.	0,00	EUR
Total Cr.	0,00	EUR

0 Items ( Screen Variant : with business area )

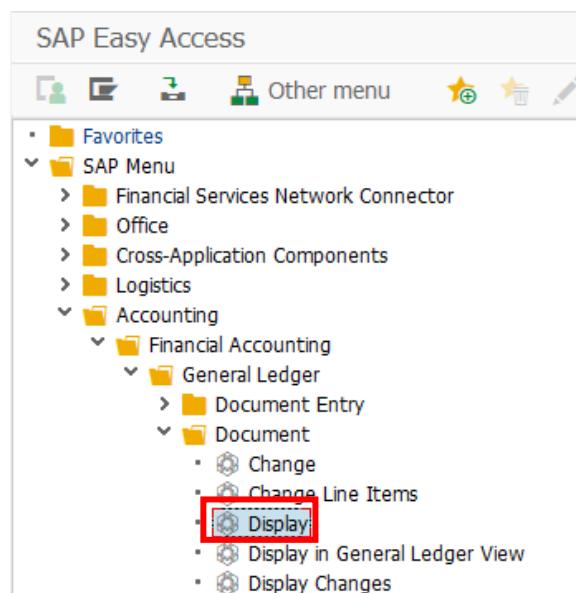
BS... S... G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	V.L...	Bu...	Grant	Vent...
700R36	Cred... ▼		200000	0,00		BK36		
78200	Debit ▼		200000	0,00		BK36		
				0,00				

- i) Choose Post



\*\* please write down the document number

2. Display the document. What is the meaning of the PK column and its entries, **40** and **50**?
- a) Choose *Accounting → Financial Accounting → General Ledger → Document → Display (FB03)*. The last document you posted should default into the Document number field. Choose **Enter** to see the document



- b) Enter the document number from previous step, then choose Enter ✓

Display Document: Initial Screen

Document List    First Item    Editing Options

Keys for Entry View

Document Number	1000000000
Company Code	1000
Fiscal Year	2020

- c) PK: Posting key (indicates if the line item is a debit or credit)

**40** : Posting key for **debit** postings in the general ledger

**50** : Posting key for **credit** postings in the general ledger

Display Document: Data Entry View

Display Currency    General Ledger View

Data Entry View

Document Number	1000000000	Company Code	1000	Fiscal Year	2020
Document Date	31.08.2020	Posting Date	31.08.2020	Period	8
Reference		Cross-Comp.No.			
Currency	EUR	Texts exist		Ledger Group	

Co... Itm PK S Account Material Description Amount Curr.

Co...	Itm	PK	S	Account	Material	Description	Amount	Curr.
1000	1	50		499998		Reconciliation FI-CO	23,41-	EUR
	2	40		499998		Reconciliation FI-CO	23,41	EUR

- d) Return to the SAP Easy Access menu by typing **/N** in the command field

## Task 2: Query an Account

To make certain that the posting was actually completed properly, check the balance of account 78200 for your business area only and drill down to the document.

1. Display the balance.

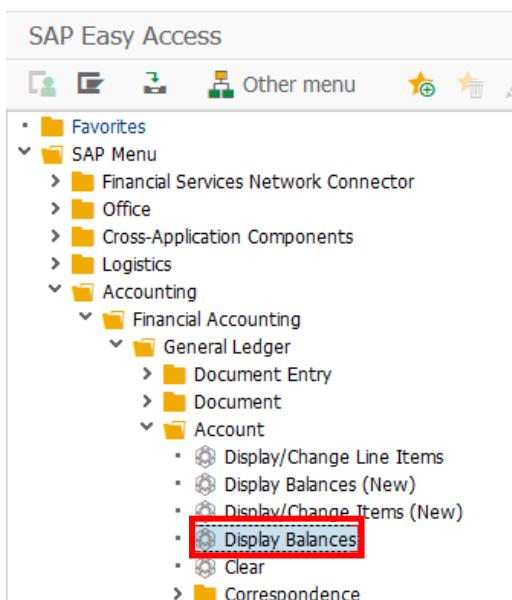
Check the transaction figures and the balance of account 78200 in company code

**1000** and business area **B\*##**.

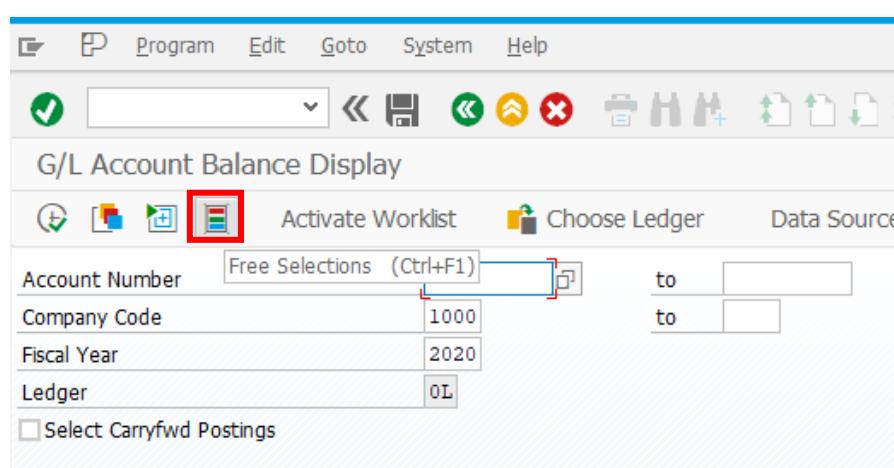
**Example :** account 27AC10K-46 Business area BK46

Why do you see only one balance of **200,000 EUR**? Did not all groups make their debit posting to this account? What happened to the postings of the other groups?

- a) Choose *Accounting → Financial Accounting → General Ledger → Account → Display Balances (FS10N)*



- b) Choose **Free Selections**



- c) Fill in the following data

Field Name	Value
Business Area	B*## (based on user given)

Free Selection

Single Values Only  New Field Selection

Dynamic selections

Transaction Type	<input type="text"/>	to <input type="text"/>	<input type="checkbox"/>
Cost Center	<input type="text"/>	to <input type="text"/>	<input type="checkbox"/>
Profit Center	<input type="text"/>	to <input type="text"/>	<input type="checkbox"/>
Functional Area	<input type="text"/>	to <input type="text"/>	<input type="checkbox"/>
Business Area	<input type="text" value="BK36"/>	to <input type="text"/>	<input type="checkbox"/>
Segment	<input type="text"/>	to <input type="text"/>	<input type="checkbox"/>

d) Choose **Save**

e) Enter the following data on the following fields:

Field Name	Value
Account Number	78200
Company Code	1000
Fiscal Year	<current year>

G/L Account Balance Display

1 Active      Activate Worklist       Choose Ledger      Data Sources

Account Number	<input type="text" value="78200"/>	<input type="checkbox"/>
Company Code	<input type="text" value="1000"/>	<input type="checkbox"/>
Fiscal Year	<input type="text" value="2020"/>	<input type="checkbox"/>
Ledger	<input type="text" value="0L"/>	<input type="checkbox"/>
<input type="checkbox"/> Select Carryfwd Postings		

f) Choose **Execute (F8)**

You see a balance of **200,000 EUR** because you have limited the selection to your own business area, B\*##. All other groups posted to different business areas. Since the transaction figures are kept per business area, you can view the account balance for just your business area

Balance Display: G/L Accounts For the Ledger 0L				
<input type="button" value="Document Currency"/>		<input type="button" value="Document Currency"/>		<input type="button" value="Document Currency"/>
Account Number	78200	Transfer of reserves		
Company Code	1000	IDES A.G.		
Fiscal Year	2020			
<input type="button" value="Display More Chars"/>				
All Documents in Currency	*	Display Currency	EUR	Company code
<input type="button" value="Print"/>	<input type="button" value="New"/>	<input type="button" value="Open"/>	<input type="button" value="Close"/>	<input type="button" value="Help"/>
Period	Debit	Credit	Balance	Cumulative balance
Bal.Carryfor...				
1				
2				
3				
4				
5				
6				
7				
8				
9				
10	200.000,00		200.000,00	200.000,00
11				200.000,00
12				200.000,00
13				200.000,00
14				200.000,00
15				200.000,00
16				200.000,00
Total	200.000,00		200.000,00	200.000,00

2. Display the line items of account 78200 for your business area, B\*##, only.

In the balance display, double-click the amount of the current period to display all line items that were posted to this account for your business area.

Example : Account **27AC10K-36** → Business area **BK36**

Choose various line layouts in order to see additional information in the line item list

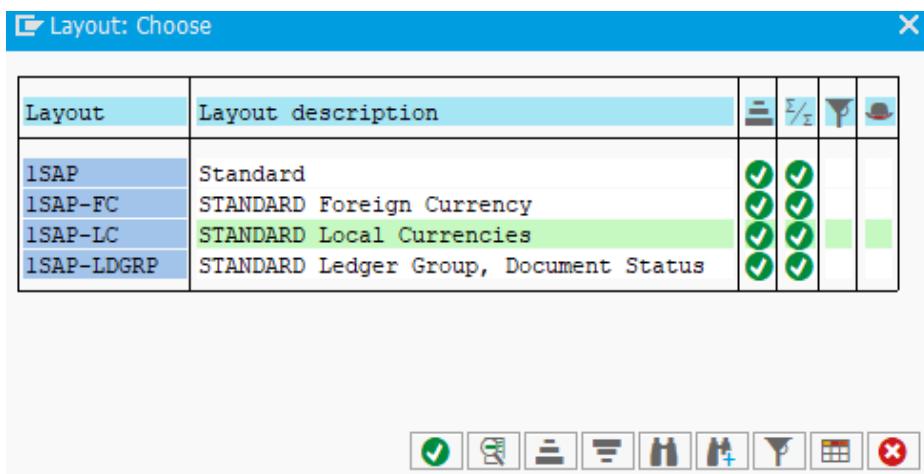
- a) **Double-click** the balance of the current period

Balance Display: G/L Accounts For the Ledger 0L					
<input type="button" value="Document Currency"/>		<input type="button" value="Document Currency"/>		<input type="button" value="Document Currency"/>	
Account Number		78200		Transfer of reserves	
Company Code		1000		IDES A.G.	
Fiscal Year		2020			
<input type="button" value="Display More Chars"/>					
All Documents in Currency		*		Display Currency	EUR
<input type="button" value="Print"/> <input type="button" value="New"/> <input type="button" value="Open"/> <input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="i"/>					
Period	Debit	Credit	Balance	Cumulative balance	
Bal.Carryfor...					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10	200.000,00		200.000,00	200.000,00	
11				200.000,00	
12				200.000,00	
13				200.000,00	
14				200.000,00	
15				200.000,00	
16				200.000,00	
Total	200.000,00		200.000,00	200.000,00	

- b) In the line item list, choose **Select Layout** icon at the top center of the screen in order to select a different layout

G/L Account Line Item Display G/L View					
<input type="button" value="Left"/>	<input type="button" value="Left"/>	<input type="button" value="Right"/>	<input type="button" value="Right"/>	<input type="button" value="Select Layout"/>	<input type="button" value="Σ"/>
G/L Account	78200	Transfer of reserves acc. (see account ass. text)			
Company Code	1000	--	--	--	--

- c) Select the **Standard line layout** and Enter ✓



### 3. Display your document

Go to the document display by drilling down on the line item display.

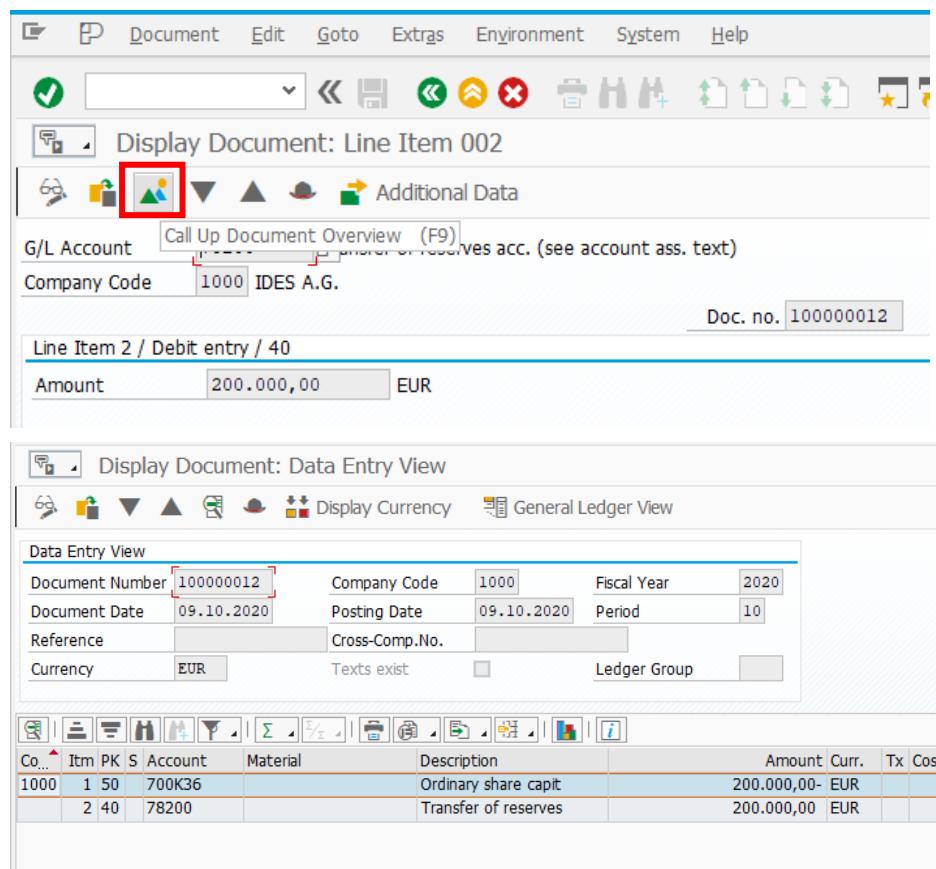
- a) Click **amount** in local current, the line item with business area B\*## to display the detail view of this line item. Then choose **Display** ⚡

St	Assignment	DocumentNo	BusA	Typ	Doc. Date	PK	Amount in local curr.	LCurr	Amount in loc.curr.2	LCur2	Amt in loc.curr. 3	LCur3
<input checked="" type="checkbox"/>	✓ 20201009	100000012	BK36	SA	09.10.2020	40	200.000,00	EUR	200.000,00	EUR	277.020,00	USD

G/L Account	*	*
Company Code	*	*
Ledger	OL	

- b) Click the **Document Overview** icon to call the document display



- c) Return to the SAP Easy Access menu by typing **/N** in the command field

### Task 3 : Create Complex Posting

Post the same accounting transaction (increase in capital) as you did in Task 1 using the General posting transaction. Use document type **SA**.

1. Use the G/L posting complex screen to debit account 78200 and credit account 700\*## for your business area, B\*##

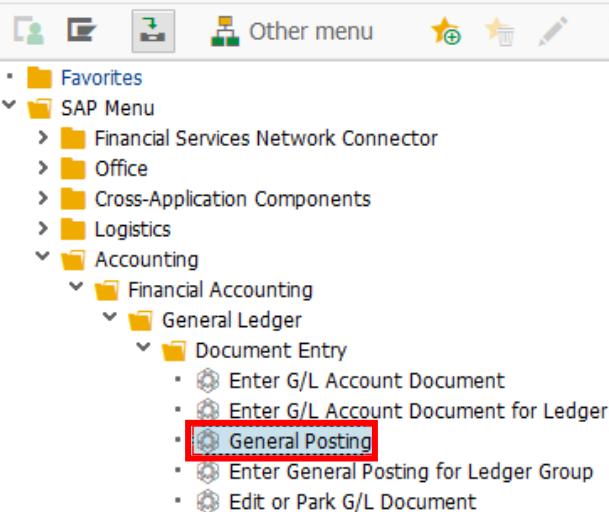
Note : \*## is your group number

Example : account 27AC10K-36 → Credit account 700K36

account 27AC10K-36 → Business area BK36

- a) Choose *Accounting → Financial Accounting → General Ledger → Document Entry → General Posting (F-02)*

### SAP Easy Access



b) Enter the following data on the following fields :

Field Name	Value
Document Date	<today's date>
Document Type	SA
Company Code	1000
Posting Date	<today's date>
Period	Current Period
Currency	EUR
First Line Item	
Posting Key	40
Account	78200

Enter G/L Account Posting: Header Data

Held Document	Account Model	<input checked="" type="checkbox"/> Fast Data Entry	<input type="checkbox"/> Post with reference
Document Date 09.10.2020	Type SA	Company Code 1000	
Posting Date 09.10.2020	Period 10	Currency/Rate EUR	
Document Number		Translatn Date	
Reference		Cross-CC No.	
Doc.Header Text			
Part.Bus.Area			

First Line Item

PKey	40	Account	78200	<input type="checkbox"/> /L Ind.	<input type="checkbox"/> ATT
------	----	---------	-------	----------------------------------	------------------------------

- c) Choose Enter 
- d) Enter the following data on the following fields (Item 1) :

Field Name	Value
Amount	200000
Business Area	B*## (based on user)
Posting Key	50
Account	700*## (based on user)

Enter G/L account document: Add G/L account item

G/L Account 78200 Transfer of reserves acc. (see account ass. text)  
 Company Code 1000 IDES A.G.

**Item 1 / Debit entry / 40**

Amount	200000	EUR
		<input type="checkbox"/> Calculate tax
Business Area	BK36	Trdg part.BA
Cost Center		
Profit Center		
Functional Area		<input type="button"/> More
Value date	09.10.2020	
Assignment		<input type="checkbox"/> Asst retirement
Text		<input type="button"/> Long Texts

**Next Line Item**

PKey	50	Account	700K36	/L Ind.	ATT	New Comp.Cod
------	----	---------	--------	---------	-----	--------------

- e) Choose Enter
- f) Enter the following data on the following fields (Item 2) :

Field Name	Value
Amount	200000
Business Area	B*## (based on user)

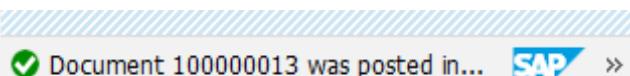
Enter G/L account document: Post (Ctrl+S) count item

G/L Account 700K36 Ordinary share capital  
 Company Code 1000 IDES A.G.

**Item 2 / Credit entry / 50**

Amount	200000	EUR
Business Area	BK36	Trdg part.BA
Cost Center		

- g) Choose Post
- h) Document has been posted



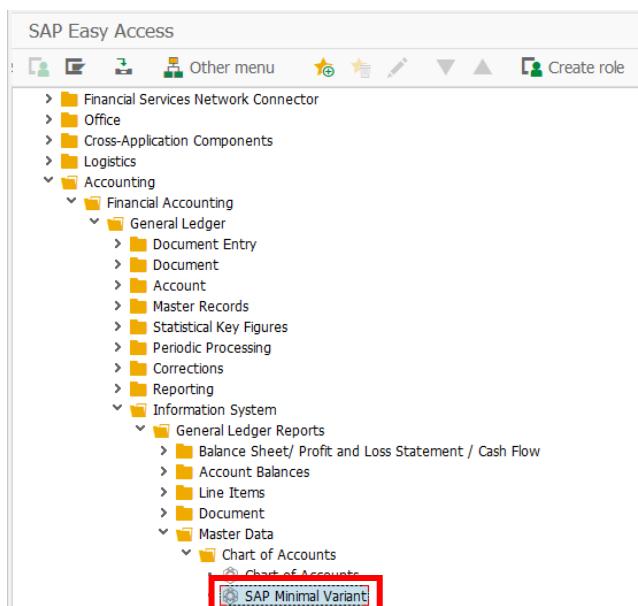
#### Task 4: Display Account Balances

To display a list of all G/L account balances, SAP offers standard reports. Run one of these reports.

1. Create the G/L account balance list report.

Start the G/L account balance list for the current posting period and company code 1000. Find the balance of account 78200. What is the balance in your business area, B\*##?

- a) Choose *Accounting → Financial Accounting → General Ledger → Information System → General Ledger Reports → Account Balances → General → G/L Account Balances → SAP Minimal Variant (S\_ALR\_87012276)*



- b) Enter the following data on the following fields :

Field Name	Value
G/L Account	78200
Company Code	1000
Fiscal Year	<current year>
Reporting periods	<current posting period>
Business Area Allocation	*checked*

G/L Account Balances

Data Sources

G/L account selection

G/L account	78200	to	<input type="text"/>	
Company code	1000	to	<input type="text"/>	

Transaction Figures Selection

Fiscal Year	2020	to	<input type="text"/>	
-------------	------	----	----------------------	--

Further selections

Reporting Periods	1	to	16
<input type="checkbox"/> Include Opening/Closing Entries			

Output control

<input checked="" type="checkbox"/> Business Area Allocation	
<input type="checkbox"/> Keep Print Parameters for Output	

Output Variants

<input checked="" type="checkbox"/> Totals of All Company Codes	Layout	Configure
	Layout	Configure

c) Choose execute or press F8

d) Scroll to account 78200 in the list or use the binoculars to find it. The balance in business area B\*## is 400,000

G/L Account Balances

IDES A.G.  
Frankfurt  
Carryforward Periods 00-00 2020 Reporting Periods 01-16 2020

CoCd	G/L acct	Short Text	Crcy	BusA	Balance	Carryforward	Balance,prev.periods	Debit	rept.period	Credit	repo
1000	78200	Transfer of reserves	EUR	BK36	0,00		0,00		400.000,00		
*1000			EUR		0,00		0,00		400.000,00		

IDES A.G.  
Frankfurt  
Carryforward Periods 00-00 2020 Reporting Periods 01-16 2020

TOTALS FROM ALL COMPANY CODES

CoCd	Crcy	BusA	Balance	Carryforward	Balance,prev.periods	Debit	rept.period	Credit	report per.	Accumulated	balance
1000	EUR	BK36	0,00		0,00	400.000,00		0,00		400.000,00	
*	EUR		0,00		0,00	400.000,00		0,00		400.000,00	

- e) **Return** to the SAP Easy Access menu by typing **/N** in the command field

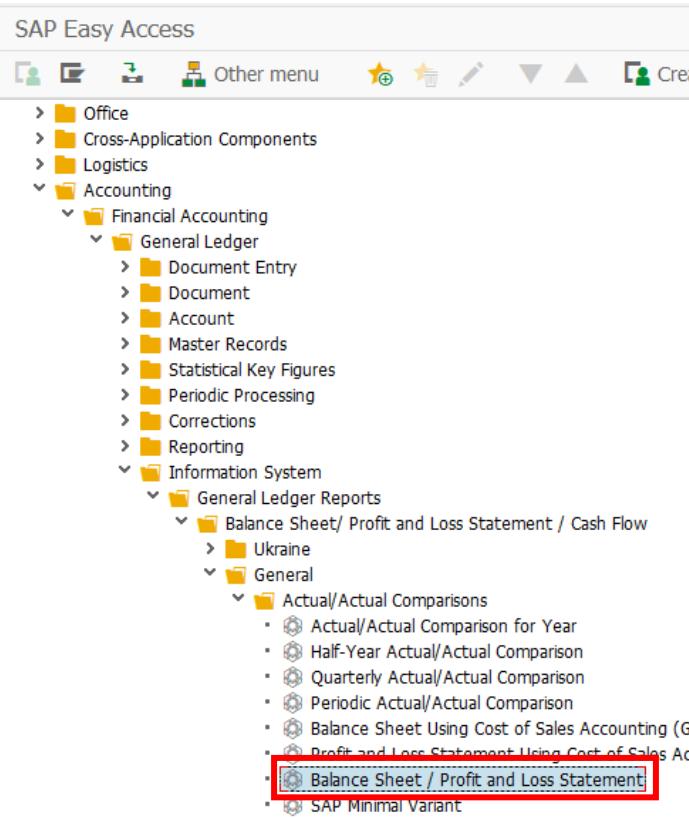
### Task 5 : Run the Balance Sheet

Run the balance sheet to see if the postings to your new account 700\*## are displayed under the assigned balance sheet item.

**Note :** \*## is your group number

**Example :** account **27AC10K-36** → G/L account **700K36**

1. Run the balance sheet for your account using financial statement version INT. If your postings show up at the end of the balance sheet under Accounts not assigned, you must alter your financial statement version to include your new account. Run the balance sheet for the current posting period and company code 1000. Use financial statement version INT and the Classical list view.
  - a) Choose *Accounting* → *Financial Accounting* → *General Ledger* → *Information System* → *General Ledger Reports* → *Balance Sheet/Profit and Loss Statement / Cash Flow* → *General Actual/Actual Comparisons* → *Balance Sheet/Profit and Loss Statement*



b) Enter the following data on the following fields :

Field Name	Value
G/L Account	700*##
Company Code	1000
Financial Statement	INT
Reporting Year	<current year>
Reporting Periods	<current posting period>
Comparison Year	<previous year>
Comparison Periods	<current posting period>
Classical List	<selected>

**Financial Statements**

Data Sources

Chart of accounts  to

G/L account	700K36	to	<input type="text"/>
Company code	1000	to	<input type="text"/>

Selection using search help

Search help ID   
 Search string

Transaction Figures Selection

Business area  to

Currency type

Ledger

**Further selections** **Special evaluations** **Output control**

Financial statement version  Language EN  
 Reporting year 2020  
 Reporting periods 1 to 16  
 Comparison year 2019  
 Comparison periods 1 to 16  
 Plan Version

List output  Classical list

c) Choose Execute

d) Financial statement is displayed

**Financial Statements**

IDES A.G. Commercial balance sheet Time 16:09:20 Date 09.10.2020  
 Frankfurt Ledger 0L RFBILA00/27AC10K-36 Page 1

Company code 1000 Business area \*\*\*\* Amounts in EUR

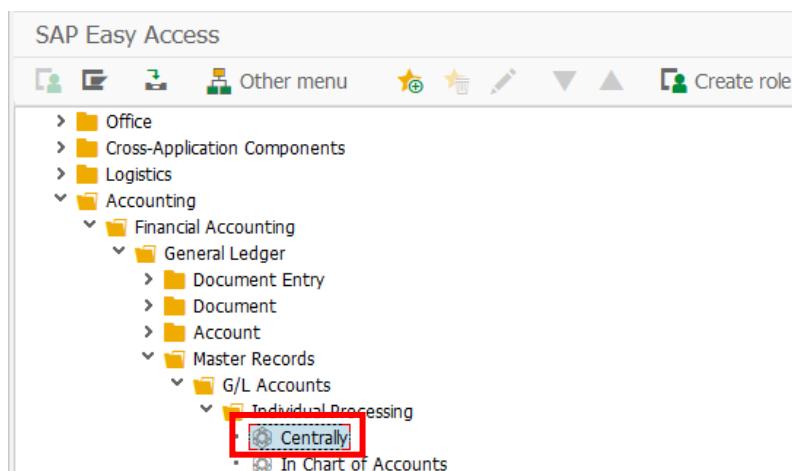
C	Comp	Bus.	Texts	Reporting period	Comparison period	Absolute difference	Rel dif	Sumtn level
F	code	area		(01.2020-16.2020)	(01.2019-16.2019)			
			Accounts not assigned					
			=====					
	1000	BK36	700K36 Ordinary share capital	400.000,00-	0,00	400.000,00-		
			Total accounts non-allocatable	400.000,00-	0,00	400.000,00-		*1*
			=====					

- e) **Return** to SAP Easy Access menu

#### **Task 6: View Cost Element**

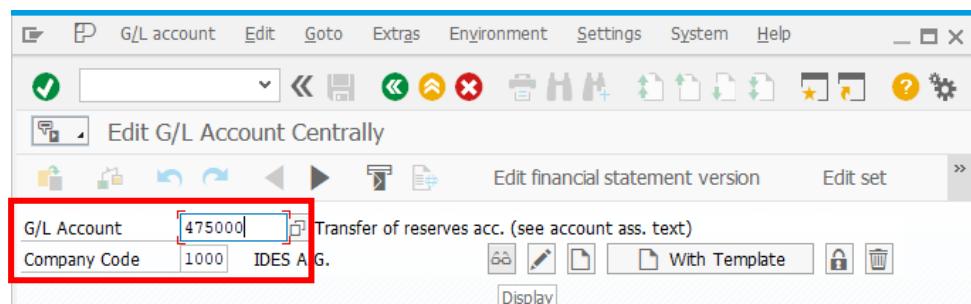
View the cost element for an expense account. A cost element must be created in order to post to objects in controlling, such as cost centers and/or internal orders. A primary cost element can be generated in the SAP system when creating a new P&L account. Display the cost element for G/L account 475000.

1. Display account 475000 centrally.
  - a) Choose *Accounting → Financial Accounting → General Ledger → Master Records → G/L Accounts → Individual Processing → Centrally (FS00)*

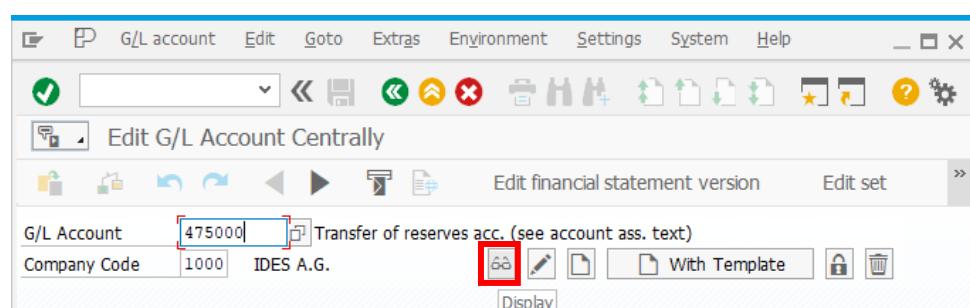


- b) Enter the following data on the following fields :

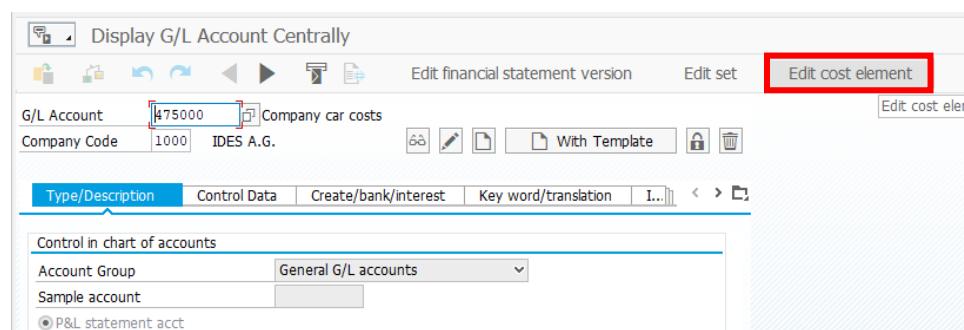
Field Name	Value
G/L Account	475000
Company Code	1000



c) Choose **Display**



d) Choose **Edit Cost Element**



e) The cost element is now displayed for account 475000. Note that the cost element has the same number as the **G/L account**. **1 = primary costs** is defined as the cost element category. **Do not change anything for this cost element; just observe it**

Change Cost Element: Basic Screen

Cost Element	475000	Vehicle costs
Controlling Area	1000	CO Europe
Valid From	01.01.1994	to 31.12.2400

**Basic Data**   **Indicators**   **Default Acct Assgnmt**   **History**

<b>Names</b>		
Name	Vehicle costs	
Description	Vehicle costs	
<b>Basic Data</b>		
CElem category	1	Primary costs/cost-reducing revenues
Attribute mix		
Functional Area		Imp. expenses(not in P&L)

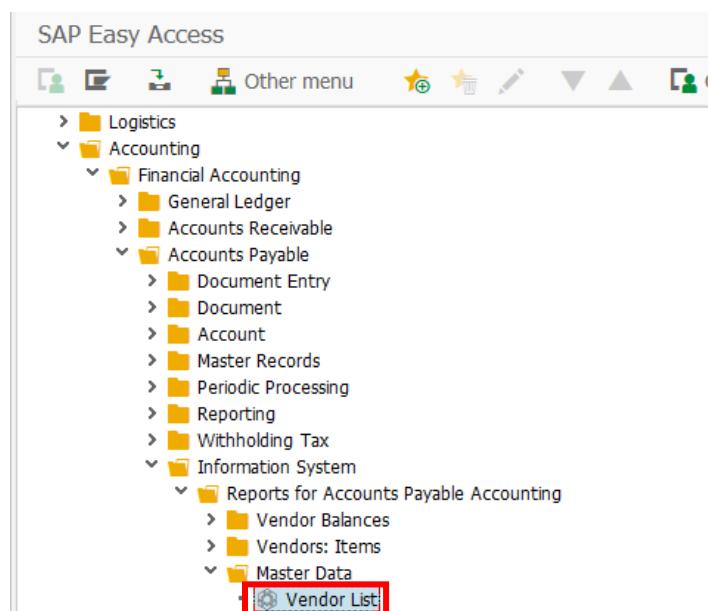
- f) **Return** to the SAP Easy Access menu

## UNIT 3

### Exercise 8: Vendor Master Data

#### Task 1: Create Vendor List

1. Create a list of all vendors in company code **1000**.
  - a) Choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Information System* → *Reports for Accounts Payable Accounting* → *Master Data* → *Vendor List* (**S\_ALR\_87012086**)



b) Enter Company Code :

Field Name	Value
Company code	1000

Vendor List

Vendor selection

Vendor account	<input type="text"/>	to	<input type="text"/>
Company code	<input type="text" value="1000"/>	to	<input type="text"/>

c) Choose Execute

d) The Vendor List data will be displayed

Vendor List

2020 Gnjl Telkom SI Frankfurt - Deutschland

Vendor List

Time 16:23:53 Date 09.10.2020  
RFKKVZ00/27AC10K-36 Page 1

Sort: Vendor

Name 1	Contents 1	Name 2	Contents 2	Name 3	Contents 3	Name 4	Contents 4	Name 5	Contents
Vendor 2	Company Code	Company Code Name							
Section	TECHNICAL DATA								
SearchTerm ELECTRO		Acct Group LIEF							
Created by LOEHLI		Created on 16.05.1995							
Section	COMMUNICATION WITH VENDOR								
Electronic Components Distributor			Language	EN					
Tower Lane 1082									
FOSTER CITY CA 94404									
UNITED STATES									
Vendor 8	Company Code	Company Code Name							
Section	TECHNICAL DATA								
SearchTerm DERPF1		Acct Group 0001							
Created by BAUERE		Created on 24.11.2003							
Section	COMMUNICATION WITH VENDOR								
Jose Fernandez			Language	EN					
Via Rioja 1									
11111 MEXICO CITY									
MEXICO									
Vendor 15	Company Code	Company Code Name							
Section	TECHNICAL DATA								
SearchTerm TIEDEMEIER		Acct Group 0001							
Created by C5055025		Created on 08.09.2004							
Section	COMMUNICATION WITH VENDOR								

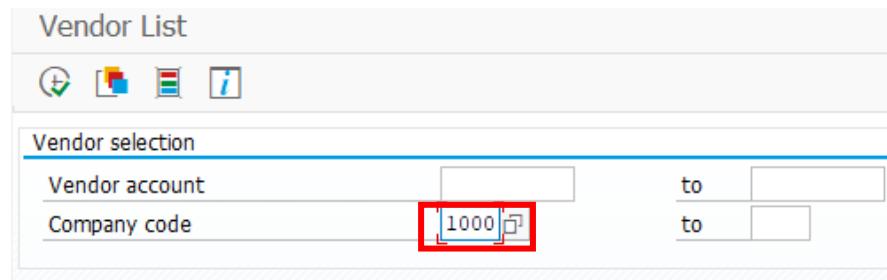
e) Return to the vendor list initial screen for the next exercise

2. Create the list for a specific account group.

a) Vendor list initial screen:

Field Name	Value
Company Code	1000

Vendor List

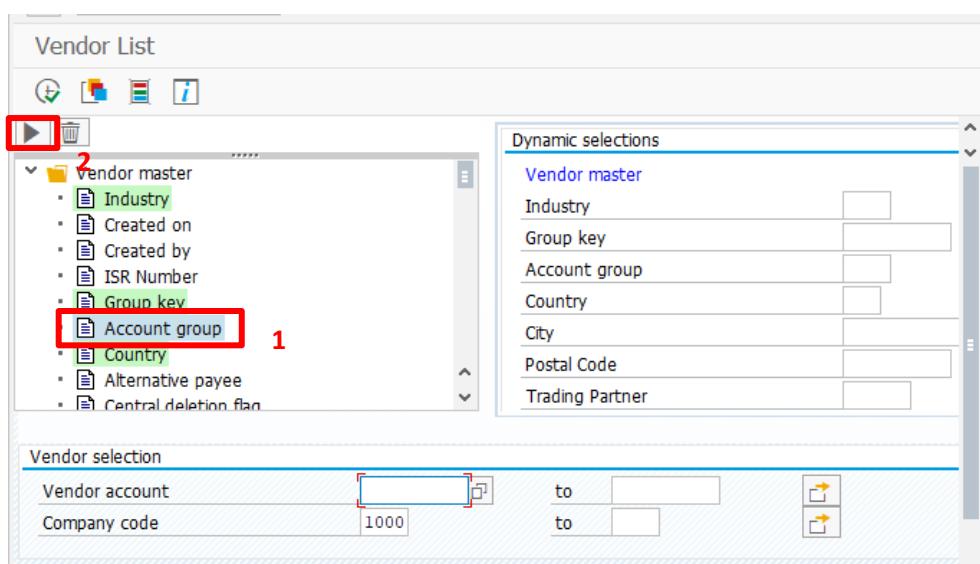


This screenshot shows the initial screen for a vendor list. At the top, there are four icons: a magnifying glass, a blue square, a green triangle, and a blue square with a white circle. Below these are two input fields: 'Vendor account' and 'Company code'. The 'Company code' field contains the value '1000', which is highlighted with a red box. To the right of these fields are two empty boxes labeled 'to'.

b) Choose the  **Free Selections** icon at the upper left of the screen

c) In the structure on the left side of the screen, **select Account Group and then Copy Selected** (icon  to the left of the trash can). In this way, the field to the right in the Dynamic Selections area is copied

Vendor List



This screenshot shows the vendor list screen with advanced selection options. On the left, there is a tree structure under 'Vendor master' with nodes for Industry, Created on, Created by, ISR Number, Group key, and Account group. The 'Account group' node is highlighted with a red box and has a small number '1' next to it. To the right of the tree is a 'Dynamic selections' panel. This panel contains several input fields: Industry, Group key, Account group, Country, City, Postal Code, and Trading Partner. Above these fields is a section titled 'Vendor master' with sub-fields for Industry, Group key, Account group, Country, City, Postal Code, and Trading Partner. The 'Account group' field in the main panel is also highlighted with a red box. The 'Vendor selection' section at the bottom is identical to the one in the previous screenshot.

- d) Choose **Execute**  . The list of vendors in company code **1000** that were created using account group **KRED** is displayed

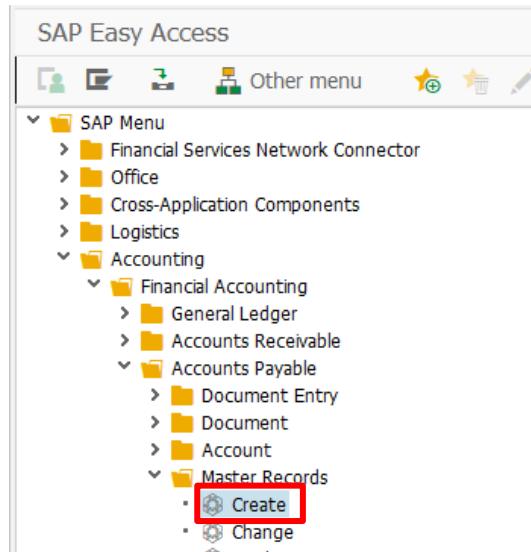
Vendor List					
Vendor List					
Sort:		Vendor			
Name 1	Contents 1	Name 2	Contents 2	Name 3	Contents 3
Vendor	100001	Company Code	Company Code Name		
Section		TECHNICAL DATA			
SearchTerm	FRITSCH	Acct Group KRED			
Created by	FROELICHU	Created on 24.02.1995			
Section		COMMUNICATION WITH VENDOR			
Frau		Language DE			
Charlotte Fritsch					
An der oberen Lache 45					
D-65933 FRANKFURT					
Vendor	100006	Company Code	Company Code Name		
Section		TECHNICAL DATA			
SearchTerm	DISPO	Acct Group KRED			
Created by	SERIE	Created on 25.11.1995			
Section		COMMUNICATION WITH VENDOR			
Lieferanten GmbH		Language DE			
D-900 HAMBURG					
Vendor	100007	Company Code	Company Code Name		
Section		TECHNICAL DATA			
SearchTerm	DISPO	Acct Group KRED			
Created by	MEISRH	Created on 25.11.1995			
Section		COMMUNICATION WITH VENDOR			
Fa. Kenneth K. Krediman		Language DE			
D-69190 HEIDELBERG					
Vendor	100033	Company Code	Company Code Name		
Section		TECHNICAL DATA			
SearchTerm	MILLER	Acct Group KRED			
Created by	SCHUNTER	Created on 14.01.1995			
Section		COMMUNICATION WITH VENDOR			
Miller Chris		Language DE			
Steinbeisstraße 10		Fax Number 05421/540-100			

- e) Return to the SAP Easy Access menu

## Task 2: Create a vendor master record

- In company code **1000**, create the master record **LANDLRD\*##** for the landlord. The master record should belong to account group **VEND**. IDES has created a reference account for each account group so that master data can be entered as easily and accurately as possible. The reference account for the account group **VEND** is **AGENCY00**.

- a) Choose Accounting → Financial Accounting → Accounts Payable → Master Records → Create (FK01)



- b) Enter the following data on the following fields:

Field Name	Value
Vendor	LANDLIRD*##
Company Code	1000
Account Group	VEND
Reference	
Vendor	AGENCY*##
Company Code	1000

\* = BATCH | ## = NUMBER

Create Vendor: Initial Screen

Vendor	LANDLRDK36
Company Code	1000
Account group	VEND
<hr/>	
Reference	
Vendor	AGENCYK36
Company code	1000

- c) Choose **Enter** ✓ or the Next screen icon
2. In the address screen, enter the search term AC010 and name and address information. Accept all values that are copied from the reference account as default values except for the language if your language is not German (DE).

- a) Enter the following data for the address:

**1<sup>st</sup> Screen: Address**

Field Name	Value
Name	<name of your choice>
Search Term	AC010
Other Street Address Fields	The complete address including a street number, postal code/city, region
Language	The language of country

### Create Vendor: Address

**Vendor** LANDLRDK36

**Name**

Title	Ms.
Name	Priyanka Ayu

**Search Terms**

Search term 1/2 AC010

**Street Address**

Street/House number	Jl. Haji Umayah	21
Postal Code/City	60272	Bandung
Country	DE	Germany

**PO Box Address**

PO Box	
Postal code	

**Communication**

Language	German	Other communication...
Telephone		Extension

b) Choose **Enter** ✓

c) **2<sup>nd</sup> Screen: Control**

Accept any default values and leave all other fields **blank**. Choose **Enter** ✓

d) **3<sup>rd</sup> Screen : Payment Transaction**

Leave all fields **blank**. Choose **Enter** ✓

e) **4<sup>th</sup> Screen: Accounting information Accounting**

The displayed data was copied from the reference vendor. **Do not change** this data.

Choose **Enter** ✓

f) **5<sup>th</sup> Screen: Payment transactions Accounting**

The displayed data was copied from the reference vendor. **Do not change** this data.

Choose **Enter** ✓

g) **6<sup>th</sup> Screen: Correspondence Accounting**

The displayed data was copied from the reference vendor. **Do not change** this data.

h) Choose **Save** . The vendor data has been created.

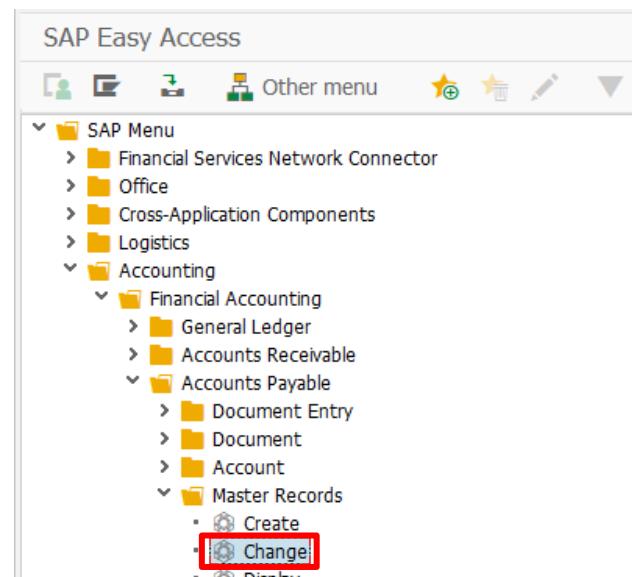
 Vendor LANDLRDK36 was created in company code 1000

i) **Return** to the SAP Easy Access menu

### Task 3: Maintain the Vendor Master Data

Check the terms of payment. According to the rental agreement, the rent is always to be paid by cheque immediately and without a cash discount. Which payment terms and payment methods could you use? Enter these in the vendor master record.

1. The landlord wishes to receive the rental payment by cheque. Define the appropriate payment methods.
  - a) Choose *Accounting → Financial Accounting → Accounts Payable → Master Records → Change (FK02)*



Field Name	Value
------------	-------

Vendor	LANDLRD*##
Company Code	1000
Company Code Data: Payment Transaction	Select this screen

Change Vendor: Initial Screen

Vendor	LANDLRDK36	Priyanka Ayu
Company Code	1000	IDES A.G.

General data

Address  
 Control  
 Payment transactions  
 Contact person

Company code data

Accounting info  
 Payment transactions  
 Correspondence  
 Withholding tax

b) Choose **Enter** 

c) Payment terms: 0001 or ZB00

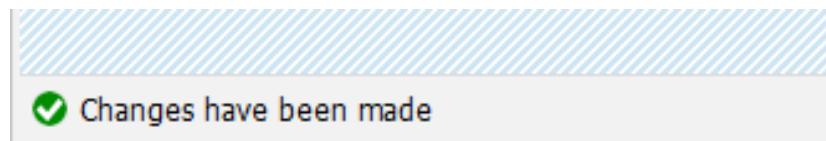
Payment methods: Confirm that C and S are entered

Change Vendor: Payment transactions Accounting

Vendor	LANDLRDK36	Priyanka Ayu	Bandung
Company Code	1000	IDES A.G.	
<b>Payment data</b>			
Payt Terms	ZB01	Tolerance group	<input type="text"/>
		Chk double inv.	<input type="checkbox"/>
Chk cashing time		<input type="checkbox"/>	
<b>Automatic payment transactions</b>			
Payment methods	CS	Payment block	<input type="checkbox"/>
Alternat.payee		House Bank	<input type="checkbox"/>
Individual pmnt	<input type="checkbox"/>	Grouping key	<input type="checkbox"/>
B/exch.limit		EUR	
Pmt adv. by EDI	<input type="checkbox"/>		
<b>Invoice verification</b>			
Tolerance group	<input type="text"/>		

2. Save the master record

a) Choose **Save**



b) **Return** to the SAP Easy Access menu by typing **/N** in the command field

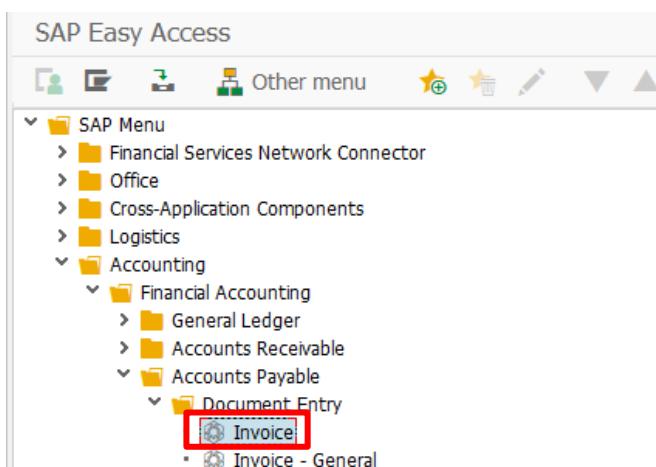
### Exercise 9: Accounting Transactions Within a Period in Accounts Payable

#### Task 1: Enter a Vendor Invoice and Check the Posting

The real estate agent invoices a commission of **EUR 4,400** for his services. The invoice includes input tax (tax code **1I**) of **10%**, that is **EUR 400**. As IDES has often used the services of this real estate agency, a master record already exists for it. The number of the master record is **Agency\*##**. The commission invoice has the previous day as the invoice date and was sent directly to the accounting department, without going via the logistics invoice verification. The invoice has invoice number **1##**.

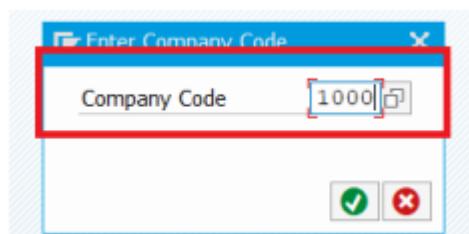
- Post the invoice to your Cost Center: **CC-\*##**. Use the With cost center entry variant.  
Use the G/L account **470000** as an offsetting account. Enter the invoice number in the Reference field and enter Real estate commission group **##** as the text.  
Write down the accounting document number.

- Choose **Accounting → Financial Accounting → Accounts Payable → Document Entry → Invoice (FB60)**



b) Enter the company code if the company code dialog box appears

Field Name	Value
Company Code	1000



c) Select **Enter**

d) Enter the following data on **Basic data tab** and **details tab** page:

Field Name	Value
Vendor	Agency*##
Invoice date	<yesterday date>
Bus.Area	B*##

Enter Vendor Invoice: Company Code 1000

Tree on Company Code Hold Simulate Park Editing options

Transactn Invoice

Bal. 0,00

Vendor	AgencyK36	SGL Ind	<input type="checkbox"/>
Invoice date	09.10.2020	Reference	
Posting Date	10.10.2020		
Cross-CC no.			
Amount		EUR	<input type="checkbox"/> Calculate tax
Tax amount		VA (19% domestic input tax)	
Text			
Company Code	1000 IDES A.G. Frankfurt		
Lot No.			

Enter Vendor Invoice: Company Code 1000

Tree on Company Code Hold Simulate Park Editing options

Transactn Invoice

Bal. 0,00

Basic data	Payment	Details	Tax	Notes	L.
G/L	160000	AP-domestic			
Assign.					
HeaderText					
Bus. Area	BK36	Tr.part.BA			
Contract		Flow Type			
Ref.key 1					
Ref.key 2					
RefKey 3		Rep.cntry			
VAT Reg.No		<input type="checkbox"/> EU triang. deal			

Vendor  
Address  
Firma  
Real Estate Agency Hamburg Gr.K36  
Main Street  
D-20000 HAMBURG

Bank data: not available

OIs

- e) Choose Enter . Note the link to the vendor master record on the right of the screen
- f) Enter the following data on the following fields:

Field Name	Value
Amount	4400
Tax Amount	400
Tax Code	(1I –input tax (training) 10%)
Reference	I*##
Text	Real estate commission group *##

Enter Vendor Invoice: Company Code 1000

Tree on    Company Code    Hold    Simulate    Park    Editing options

Transactn		Invoice			
Basic data		Payment	Details	Tax	Notes
Vendor	AGENCYK36	SGL Ind		Bal.	4.000,00-
Invoice date	09.10.2020	Reference	1K36		
Posting Date	10.10.2020				
Cross-CC no.					
Amount	4.400,00	EUR	<input type="checkbox"/> Calculate tax		
Tax amount	400,00	11 (Input tax 10%)			
Text	Real estate commission group K36				
Paymt terms	14 Days 3 %, 30 Days 2 %, 45 Days net				
Baseline Date	10.10.2020				

Address  
 Firma  
 Real Estate Agency Hamburg Gr.K36  
 Main Street  
 D-20000 HAMBURG

Bank data: not available

OIs

- g) Select **Tree on** button  . In the Screen variants for items folder, select variant **Z\_WITH COST CENTER**

Enter Vendor Invoice: Company Code 1000

Tree off    Tree on    Company Code    Hold    Simulate    Park

Tree	Created on	Created by
Screen variants for items		
· FB60_AC290	07.01.00	EISENMANN
· MIT PROJEKT	16.11.99	OLBERT
· RE ABRECHNUNG_0100	12.05.99	SAP
· RE OBJEKTE_0100	12.05.99	SAP
· RE VERTRAEGE_0100	12.05.99	SAP
· SAPFIN	08.04.03	TIEMANN
· STANDARD 1_0100	10.05.99	SAP
· STANDARD 2_0100	10.05.99	SAP
· STANDARD 3_0100	14.05.99	SAP
· STANDARD 4_0100	05.08.99	SAP
· ZHJ02	010.09.03	JUNKER
· ZLEGAL	16.06.04	RHODES
· Z_WITH BUSINESS AREA	06.08.99	OLBERT
· Z_WITH COST & QUANT	05.11.99	TIEMANN
· Z_WITH COST CENTER	06.08.99	OLBERT
· Z_WITH PROFITABILITY	03.07.00	OLBERT
Account assignment template		
· Held documents		

Basic data

Vendor

Invoice date

Posting Date

Cross-CC no.

Amount

Tax amount

Text

Paymt terms

Baseline Date

0 Items ( 1 )

S... G/L ac

h) Enter the following data:

Field Name	Value
G/L Account	470000
DIC	Debit
Doe, currency amount	4000
Tax Code	1I
Cost Center	CC-*##

0 Items ( Screen Variant : with cost center )

S...	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T..	V	L...	Bu...	Cost center
	470000		Debit ▼	4000	0,00	1I	▼			CC-K36
			Debit ▼		0,00	VA	▼			
			Debit ▼		0,00	VA	▼			
			Debit ▼		0,00	VA	▼			
			Debit ▼		0,00	VA	▼			
			Debit ▼		0,00	VA	▼			

...

i) Select **Post**

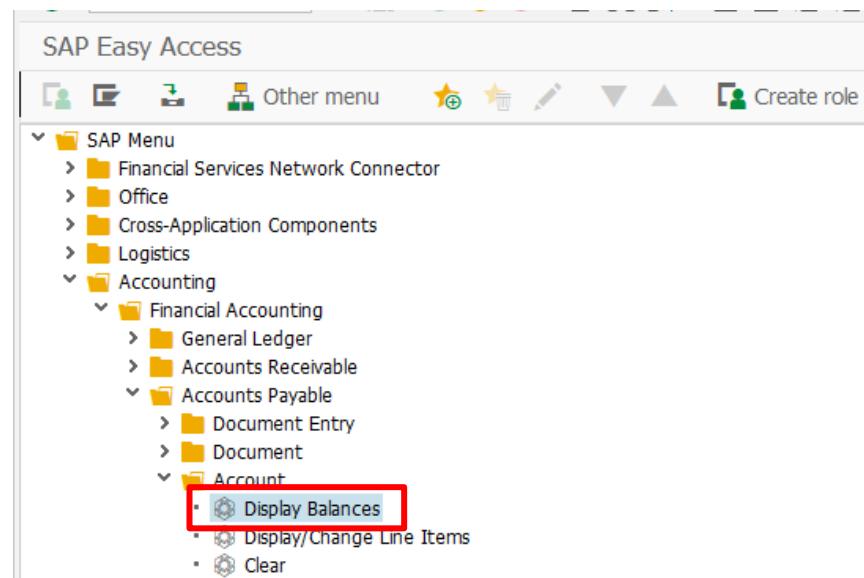
j) Write down the accounting document number

Document 1900000012 was posted in company code 1000

k) Return to the SAP Easy Access menu by typing **/N** in the command field

2. Use the balance display to check whether an open item was created for the vendor account when your document was posted. Identify the open item that was generated by your document.

a) Select *Accounting → Financial Accounting → Accounts Payable → Account → Display Balances (FK10N)*



b) Enter the following data :

Field Name	Value
Vendor	AGENCY*##
Company Code	1000
Fiscal Year	<current year>

The Vendor Balance Display dialog box is shown. The entered data is:

Vendor	AGENCYK36
Company code	1000
Fiscal year	2020

c) Choose Execute

- d) Double-click the **balance** of the current month

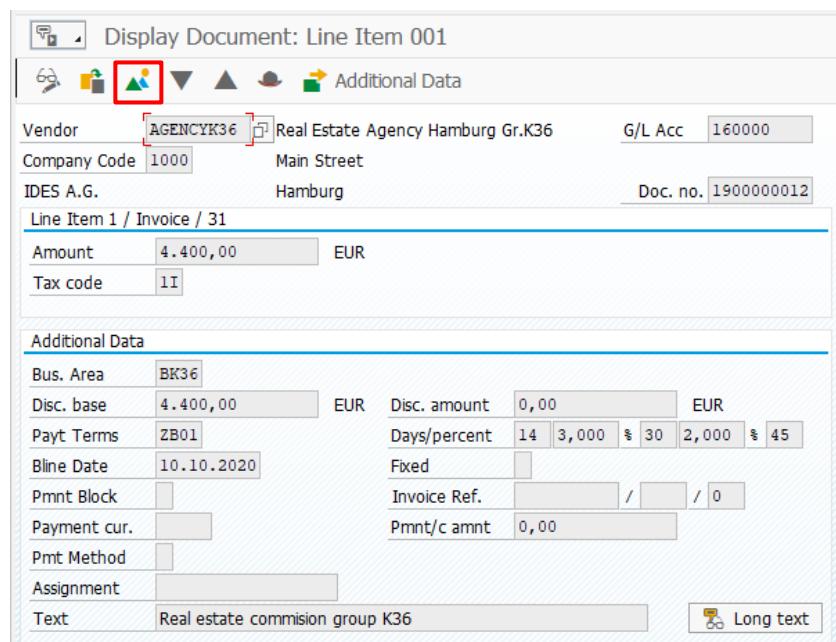
Vendor Balance Display					
Company Code	1000	IDES A.G.			
Fiscal Year	2020				
Display crmcy	EUR				
Bals	Special G/L				
Period	Debit	Credit	Balance	Cumulative balance	Sales/Purchases
Balance Car...					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10	4.400,00	4.400,00-	4.400,00-	4.400,00-	4.400,00-
11					
12					
13					
14					
15					
16					
Total	4.400,00	4.400,00-	4.400,00-	4.400,00-	4.400,00-

- e) A list of open items appears. Use the **document number** you wrote down to identify your document. **Double-click** the document number.

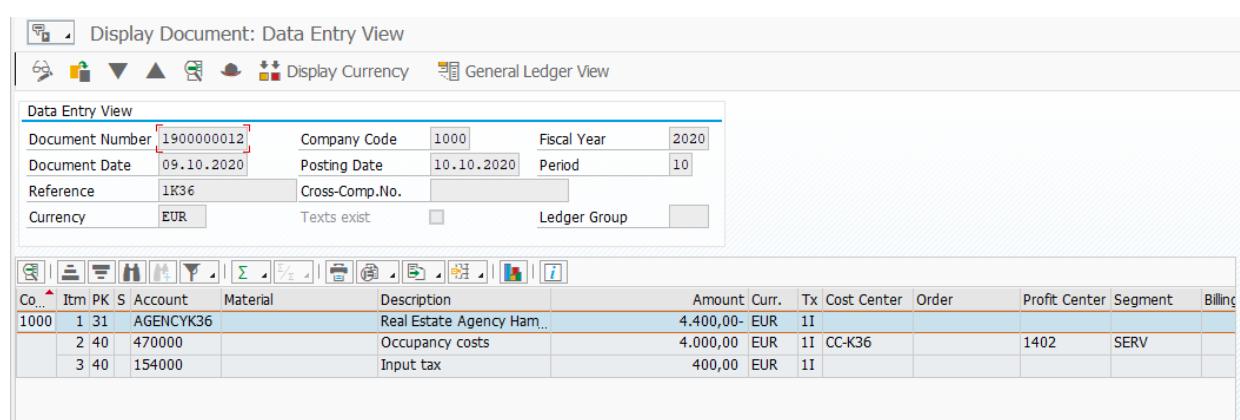
Vendor Line Item Display									
Vendor	AGENCYK36								
Name	Real Estate Agency Hamburg Gr.K36								
Street	Main Street								
City	Hamburg								
Telephone Number	+49								
20000									
Company Code	1000 IDES A.G.								
Clerk at vendor									
Telephone Number									
Clrk's internet									
Acct w/ vendor									
Payt Terms	ZB01 14 days 3%, 30/2%, 45 net								
Account memo									
St	Assignment	DocumentNo	Type	Doc. Date	S	DD	Amount in local cur.	LCurr	Clrng doc.
<input checked="" type="checkbox"/>	●	1900000012	R	09.10.2020			4.400,00-	EUR	
*	●						4.400,00-	EUR	
** Account AGENCYK36							4.400,00-	EUR	

3. View the whole document by choosing the (Document overview icon). Although you entered only two items (a vendor item and an expense item), the displayed document also contains a third item. What sort of item is it and how was it generated?
- a) Drill down on this line item, and then choose the **Document overview** icon

**Display Document: Line Item 001**

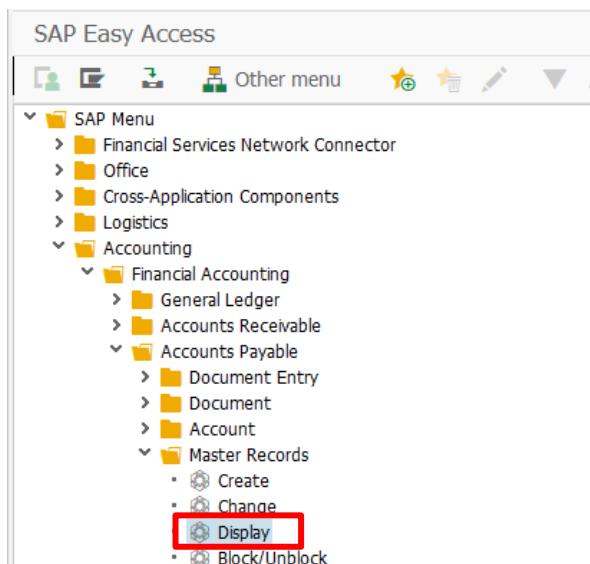


**Display Document: Data Entry View**



- b) Return to the SAP Easy Access menu by typing **/N** in the command field

4. Which reconciliation account is defined in the master record of the vendor AGENCY\*##?
- Choose *Accounting → Financial Accounting → Accounts Payable → Master Records → Display (FK03)*



- Enter the following data:

Field Name	Value
Vendor	AGENCY*##
Company Code	1000
Accounting Information	<checklist>

Display Vendor: Initial Screen

Vendor	AGENCYK36	Real Estate Agency Hamburg Gr.K36
Company Code	1000	IDES A.G.

General data

Address  
 Control  
 Payment transactions  
 Contact person

Company code data

Accounting info  
 Payment transactions  
 Correspondence  
 Withholding tax

- c) The reconciliation account is found on the Accounting info screen of the company code data. In this case, it has the number **160000**

Display Vendor: Accounting information Accounting

Vendor	AGENCYK36	Real Estate Agency Hamburg Gr.K36	Hamburg
Company Code	1000	IDES A.G.	

Accounting information

Recon. account	160000	Sort key	
Head office		Subsidy indic.	
Authorization		Cash mgmnt group	A1 Domestic
Minority indic.		Release group	
		Certificatn date	

Interest calculation

Interest indic.		Last key date	
Interest cycle	0	Last interest run	

Withholding tax

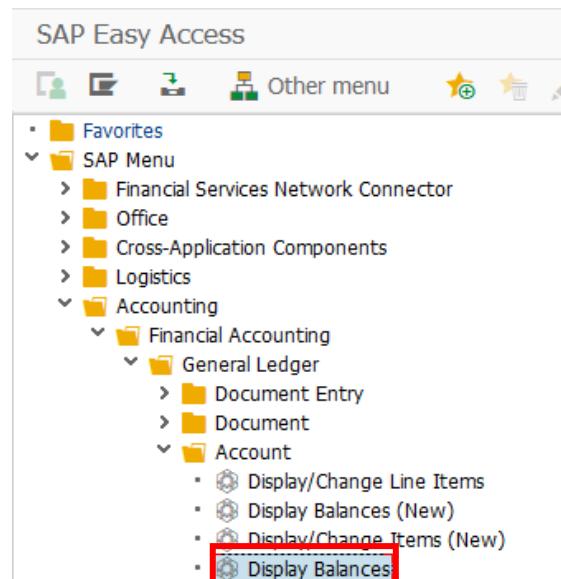
W. Tax Code		Exemption number	
WH Tax Country		Valid until	
Recipient type		Exempt.authority	

Reference data

Prev.acct no.		Personnel number	0
---------------	--	------------------	---

5. Check whether the commission amount has been posted to the reconciliation account in the General Ledger. To do so, limit the balance display to your business area, B\*##.

- a) Select *Accounting → Financial Accounting → General Ledger → Account → Display Balances (FS10N)*



- b) Enter the following data :

Field Name	Value
G/L Account	160000
Company Code	1000
Fiscal Year	<current year>

The screenshot shows the G/L Account Balance Display screen with the following parameters entered:

- Account Number: 160000 (highlighted with a red box)
- Company Code: 1000
- Fiscal Year: 2020
- Ledger: OL
- Select Carryfwd Postings

- c) Choose **Execute**

Balance Display: G/L Accounts For the Ledger 0L				
Document Currency		Document Currency		Document Currency
Account Number	160000	AP-domestic		
Company Code	1000	IDES A.G.		
Fiscal Year	2020			
<input type="checkbox"/> Display More Chars				
All Documents in Currency	*	Display Currency	EUR	Company cod
<input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/>				
Period	Debit	Credit	Balance	Cumulative balance
Bal.Carryfor...				
1				
2				
3				
4				
5				
6				
7				
8		12.354,00	12.354,00-	12.354,00-
9	441.180,00	867.620,50	426.440,50-	438.794,50-
10		630.320,80	630.320,80-	1.069.115,30-
11				1.069.115,30-
12				1.069.115,30-
13				1.069.115,30-
14				1.069.115,30-
15				1.069.115,30-
16				1.069.115,30-
Total	441.180,00	1.510.295,30	1.069.115,30-	1.069.115,30-

- d) **Return** to the SAP Easy Access menu by typing **/N** in the command field

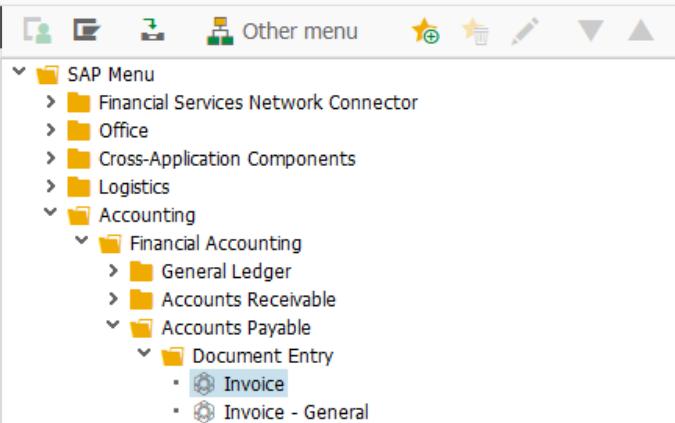
## Task 2: Enter and Track Vendor Invoice in Connection with Account Assignments

### Relevant to Cost Accounting

Besides the invoice from our rent scenario (with which we will continue in the following task), we receive a service invoice for the inspection of a company car. Ongoing costs for all IDES vehicles are typically entered in the "Vehicles" cost center. At the same time, IDES wants to be able to evaluate costs for each vehicle with an internal order.

- We receive a service invoice for our company car (car##) in the amount of EUR 550. Enter the incoming invoice under vendor number 1016. Choose the option "Calculate Tax". Use tax code 1I (input tax (training) 10%). Post the expense to account 475000, vehicle costs. Enter the costs on the car## order.
  - Select *Accounting → Financial Accounting → Accounts Payable → Document entry → Invoice (FB60)*

## SAP Easy Access



b) Enter the company code if the company code dialog box appears, then **Enter** ✓

c) Enter the following data on **Basic data tab** and **details tab**:

Field Name	Value
Vendor	1016
Invoice Date	<Yesterday's Date>
Posting Date	<Today's Date>
Bus. Area	B*##

Transactn	Invoice	Bal. 0,00	OA
<input type="button" value="Basic data"/> <input type="button" value="Payment"/> <input type="button" value="Details"/> <input type="button" value="Tax"/> <input type="button" value="Notes"/>			
Vendor	1016	SGL Ind	<input type="checkbox"/>
Invoice date	09.10.2020	Reference	<input type="text"/>
Posting Date	10.10.2020		
Cross-CC no.	<input type="text"/>		
Amount	<input type="text"/>	EUR	<input type="checkbox"/> Calculate tax
Tax amount	<input type="text"/>	VA (19% domestic input ...)	
Text <input type="text"/>			
Company Code	1000 IDES A.G. Frankfurt		
Lot No.	<input type="text"/>		

Transactn      Invoice

Basic data    Payment    Details **Details**    Tax    Notes    Local currency

G/L	160000	AP-domestic
Assign.		
HeaderText		
Bus. Area	BK36	Tr.part.BA
Contract	/	Flow Type
Ref.key 1		Int.block
Ref.key 2		Rep.cntry
RefKey 3		<input type="checkbox"/> EU triang. deal
VAT Reg.No		

< >

Bal. 0,00    OO

Vendor

Address

Firma  
Cosco Wholesale  
1503 Switzest Rd  
D-

Bank data: not available

OIs

- d) Select **Enter** . A link to the vendor master record is now shown on the right of the screen.
- e) Enter the following data on the **Basic data tab** page:

Field Name	Value
Amount	550
Calculate Tax	<Checked>
Tax Code	(1I –input tax (training) 10%)
Reference	10*##
Text	Service invoice company car*##

Transactn      Invoice

Basic data    Payment    Details    Tax    Notes    Local currency

Vendor	1016	SGL Ind	
Invoice date	09.10.2020	Reference	10K36
Posting Date	10.10.2020		
Cross-CC no.			
Amount	550,00	EUR	<input checked="" type="checkbox"/> Calculate tax
			1I (Input tax 10%)
Text	Service invoice company car 36		
Payment terms	14 Days 3 %, 30 Days 2 %, 45 Days net		
Baseline Date	10.10.2020		

< >

Bal. 550,00-    OO

Vendor

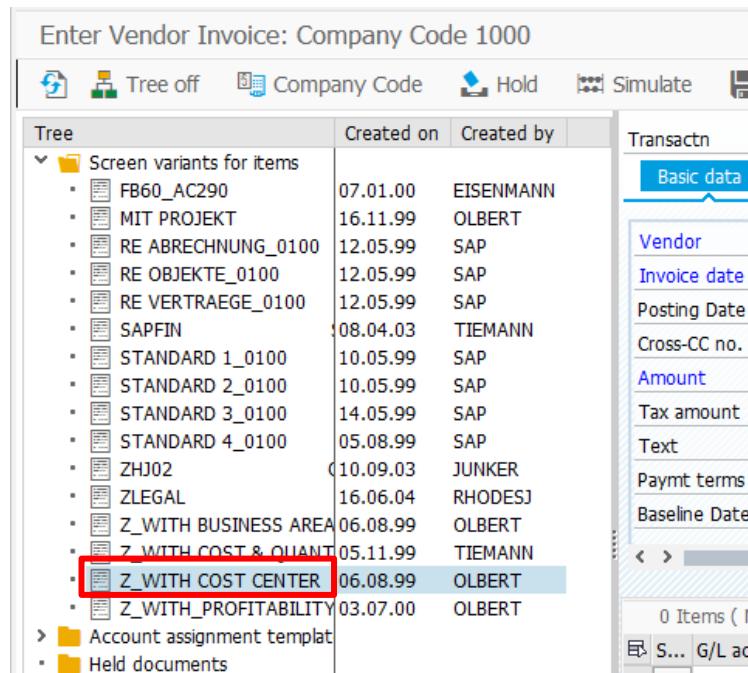
Address

Firma  
Cosco Wholesale  
1503 Switzest Rd  
D-

Bank data: not available

OIs

- f) Select **Tree on** button . In the Screen variants for items folder, select variant **Z\_WITH COST CENTER**



- g) Enter the following data:

Field Name	Value
G/L Account	475000
DIC	Debit
Amount in doe. Curr.	550
Tax Code	1I
Order	Car*##

0 Items ( Screen Variant : with cost center )							
S...	G/L acct	Short Text	D/C	Amount in doc.curr.	T..	V L...	Bu... Cost center Order
	475000		Debit	55	II		Car36
			Debit		II		
			Debit		II		
			Debit		II		
			Debit		II		
			Debit		II		

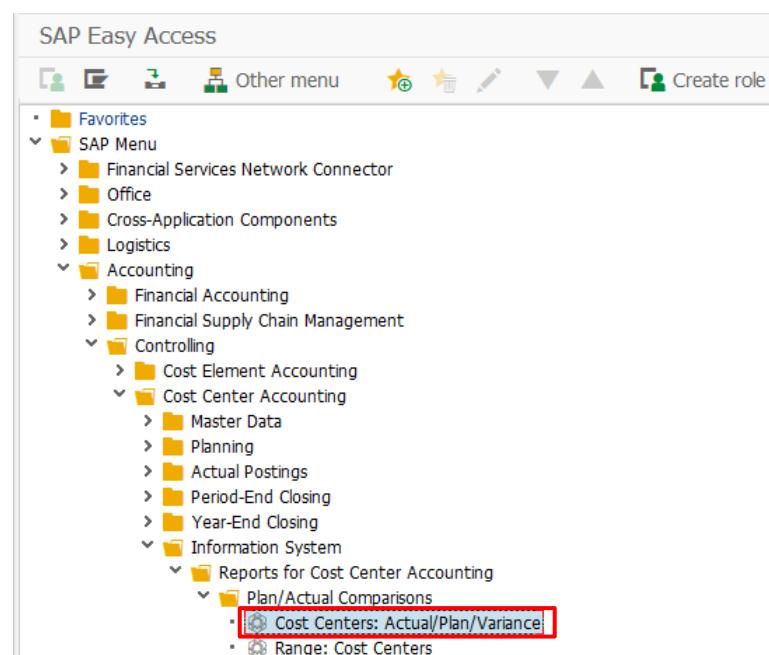
- h) Select **Enter**

- i) Choose **Post**

Document 1900000013 was posted in company code 1000

\*Write down your document number

2. Display the costs in the cost center for vehicles (1220) and the internal order car##.
- a) Choose *Accounting → Controlling → Cost Center Accounting → Information System → Reports for Cost Center Accounting → Plan/Actual Comparisons → Cost Centers: Actual/Plan/Variance (S\_ALR\_87013611)*



- b) Enter the following data :

Field Name	Value
<b>Selection Values</b>	
Controlling Area	1000
Fiscal Year	Current Fiscal Year
From Period	Current month
To Period	Current month
<b>Selection Groups</b>	
Cost Center Group	Leave blank
Or Value(s)	1220
Cost Element Group	Leave blank
Or Value (s)	475000

Cost Centers: Actual/Plan/Variance: Selection

(+) Data Source... (i)

**Selection values**

Controlling Area	1000
Fiscal Year	2020
From Period	10
To Period	10
Plan Version	0
Actual Valuation	

**Selection groups**

Cost Center Group			
Or value(s)	1220	to	
Cost Element Group			
Or value(s)	475000	to	

- c) Choose **Execute** . You receive an overview of actual costs posted to cost center 1220 in connection with cost element 475000

Cost Centers: Actual/Plan/Variance

Date: 10.10.2020 Page: 2 / 2

Column: 1 / 2

Cost Center/Group: 1220 Motor Pool  
 Person responsible: Park  
 Reporting period: 10 to 10 2020

Cost Elements	Act. Costs	Plan Costs	Var.(Abs.)	Var. (%)
475000 Vehicle costs	500,00		500,00	
* Debit	500,00		500,00	
** Over/Underabsorption	500,00		500,00	

- d) Double-click the **total amount** displayed to view a list of line items.

Cost Centers: Actual/Plan/Variance

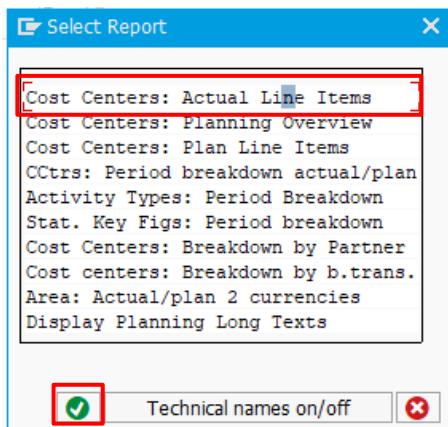
Date: 10.10.2020 Page: 2 / 2

Column: 1 / 2

Cost Center/Group: 1220 Motor Pool  
 Person responsible: Park  
 Reporting period: 10 to 10 2020

Cost Elements	Act. Costs	Plan Costs	Var.(Abs.)	Var. (%)
475000 Vehicle costs	500,00		500,00	
* Debit	500,00		500,00	

- e) In the "Select report" dialog screen, choose the **Cost centers: actual line items**,  
then **Enter** ✓



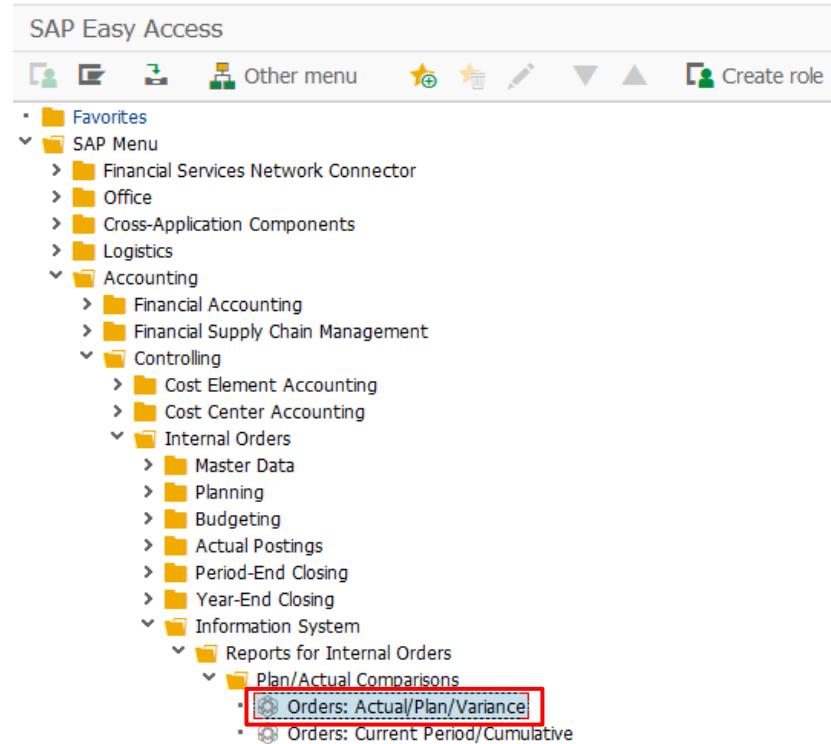
- f) Actual cost line items for cost center is displayed

Display Actual Cost Line Items for Cost Centers

Cost Elem.	Cost element name	Posting Date	DocumentNo	DocTyp	Σ	Value	TranCurr	Offsetting acct no.
475000	Vehicle costs	10.10.2020	200222367	KR		500,00		1016
<b>Cost Center 1220 Motor Pool</b>					500,00			
					500,00			

- g) Use the Command line /N to go back to the SAP Easy Access menu

- h) Choose *Accounting → Controlling → Internal Orders → Information System → Reports for Internal Order → Plan/Actual Comparisons → Orders:Actual/Plan/Variance (S\_ALR\_87012993)*



- i) Enter the following data:

Field Name	Value
Controlling Area	1000
Fiscal Year	Current fiscal year
From Period	Current month
To Period	Current month
Selection Group	
Order Group	Leave blank
Or Value(s)	Car*##
Cost Element Group	Leave blank
Or Value(s)	475000

Orders: Actual/Plan/Variance: Selection

Data Source...

Selection values

Controlling Area	1000
Fiscal Year	2020
From Period	10
To Period	10
Plan Version	0
Actual Valuation	

Selection groups

Order Group			
Or value(s)	Car36	to	
Cost Element Group			
Or value(s)	475000	to	

j) Choose **Execute** . You receive an overview of statistically posted costs for the internal order Car## in connection with cost element 475000.

k) Double-click the **amount** displayed to view a list of line items

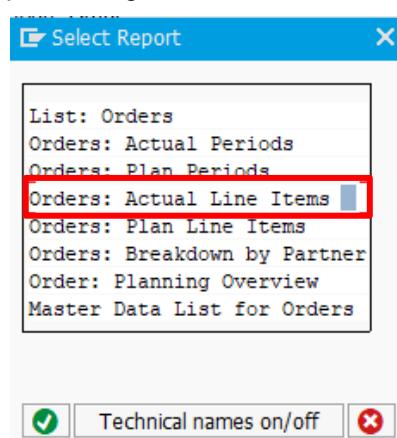
Orders: Actual/Plan/Variance

Date: 10.10.2020 06:13:34 Page: 2 / 2

Order/Group CAR36 Statistical order vehicle CAR Gr. 36  
Reporting period 10 - 10 2020

Cost Elements	Actual	Plan	Var.(Abs.)	Var. (%)
475000 Vehicle costs	500,00		500,00	
* Costs	500,00		500,00	
** Balance	500,00		500,00	

l) In the “Select report” dialog screen, choose the **Orders: Actual Line items**

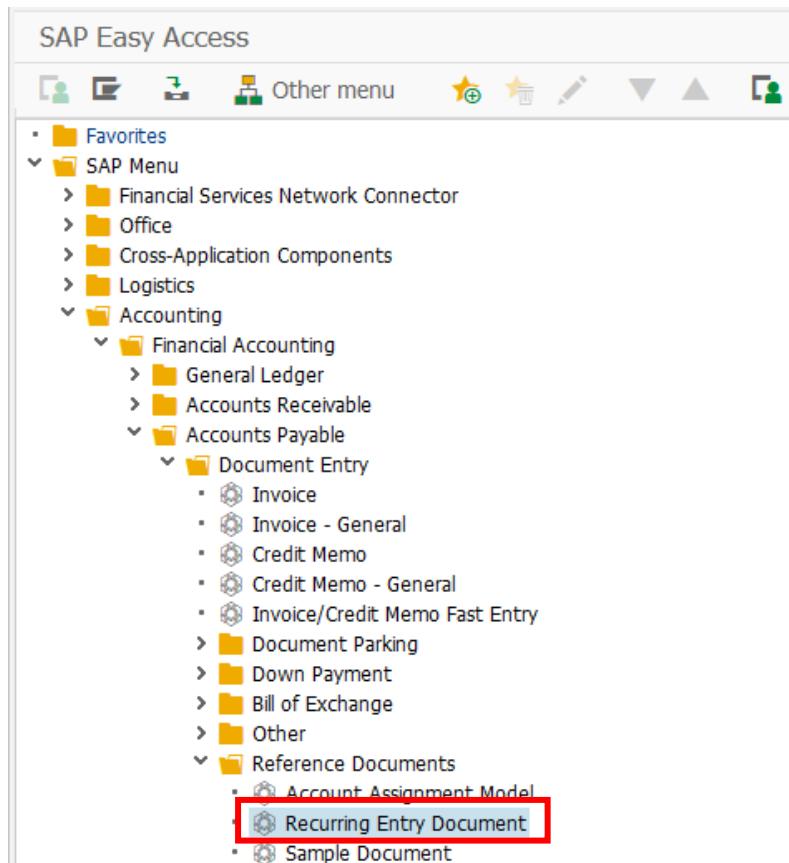


- m) Use the Command line **/N** to go back to the SAP Easy Access menu.

### Task 3: Create Recurring Entries

In our rent scenario, the rent is **EUR 2,000** per month (**input tax is 0%, tax code 0I**), and is due on the first of every month. The rental payments should start next month. The rental agreement has the number 0815 and is valid for exactly one year, since the employee will then return to his native country. To ensure that the posting and payment of the open rent item is not forgotten, the open item should be generated automatically.

1. Create a recurring entry document for the rent payable. The document should be document type KR. Enter Contract 0815 as the Reference. You have already created the vendor account LANDLDRD\*## for the landlord. Use the text edit format RENT for the item text. The offsetting entry is made to account 470000 (occupancy costs). Debit the rent to this account. The employee works for cost center CC-\*##.
  - a) Choose *Accounting → Financial Accounting → Accounts Payable → Document Entry → Reference Documents → Recurring Entry Document (FBD1)*.



- b) Enter the following data to the following fields:

Field Name	Value
First Run On	<First date of the next month>
Last Run On	<First date of the previous month of next year>
Interval in Months	1
Run Date	1
Document Type	KR
Reference	Contract 0815
Posting Key (PstKy)	31
Account	LANDLRD*##
Trading Part BA.	B*##

Enter Recurring Entry: Header Data

Post with reference

Company Code	1000				
Recurring entry run					
First run on	01.11.2020				
Last run on	01.12.2020				
Interval in months	1				
Run date	1				
Run schedule					
<input type="checkbox"/> Transfer amounts in local currency <input type="checkbox"/> Copy texts					
<input type="checkbox"/> Transfer tax amounts in local currency					
Document header information					
Document Type	KR	Currency/Rate	EUR		
Reference	Contract 0815	Translatn Date	10.10.2020		
Document Header Text					
Trading part.BA	BK36	<input type="button"/>			
First line item					
PstKy	31	Account	LANDLRDK36	SGL Ind	<input type="checkbox"/> TType

- c) Choose **Enter** ✓

- d) In the Enter Recurring Entry: Add Vendor Item screen, fill out the following fields:

Field Name	Value
Amount	2000
Payment Terms	ZB00 or 0001
Text	=RENT
Posting Key	40
Account	470000

Enter Recurring Entry Add Vendor item

More data Account Model Fast Data Entry Taxes

Vendor	LANDLRDK36	Priyanka Ayu	GL	160000
Company Code	1000	Jl. Haji Umayah 21		
IDES A.G.		Bandung		
Item 1 / Invoice / 31				
Amount	2000	EUR		
Tax amount				
<input type="checkbox"/> Calculate tax		Tax Code	**	
Bus. Area				
Payment Terms	ZB01		Days/Percent	14 3,000 / 30 2,000 / 45
Bline Date	10.10.2020		Fixed	
Disc. base			Disc. amount	
Pmnt Block			Invoice Ref.	
Payment cur.			Pmt Method	
Assignment			Pyamt Crcy Amt	
Text	=RENT		<input checked="" type="checkbox"/> Long Texts	
Next Line Item				
PKey	40	Account	470000	/L Ind. <input type="checkbox"/> ATT <input type="checkbox"/>

- e) Choose **Enter** ✓.

\*Choose **Enter again** if you receive a message about having changed the payment terms.

 **Terms of payment changed; Check**

- f) In the Enter Recurring Entry: Add G/L Account Item screen, fill out the following fields

Field Name	Value
Amount	2000
Tax Code	0I
Cost Center	CC-###

Enter Recurring Entry Add G/L account item

G/L Account 470000 Occupancy costs  
 Company Code 1000 IDES A.G.

Item 2 / Debit entry / 40

Amount	2000	EUR
Tax Code	0I	
Cost Center	CC-K36	<input type="button" value=""/>
WBS Element		Order
Network		Profit. Segment
Functional Area		Real Estate Obj
		Sales Order
		<input type="button" value="Mehr"/>

- g) Choose Post

Document 9100000002 was stored in company code 1000

\*Write down the document number. Note the message about the document being stored, not posted.

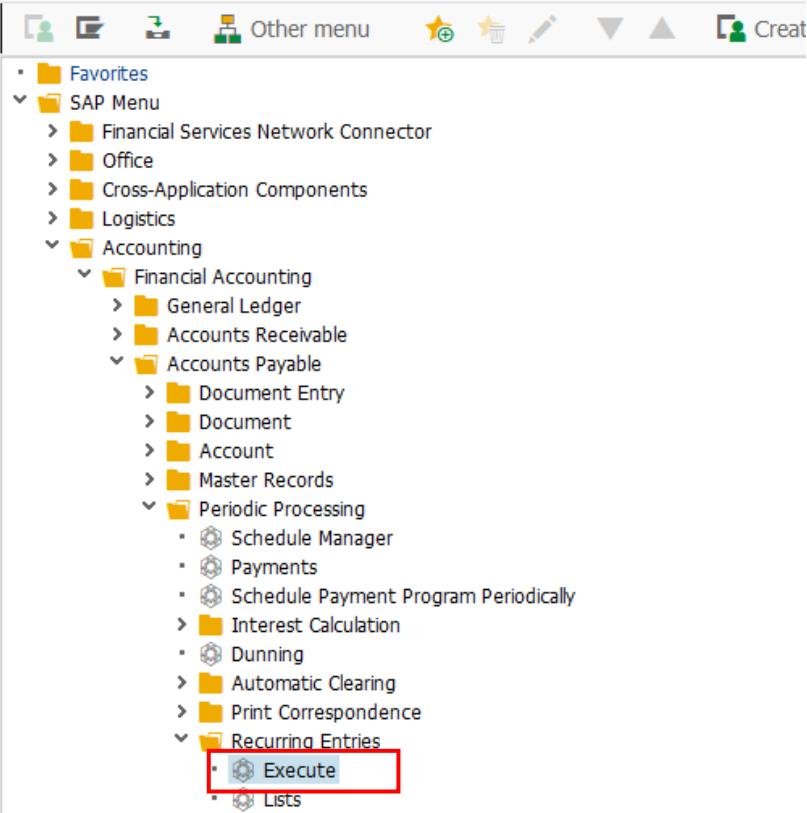
- h) Return to the SAP Easy Access menu by typing /N in the command field.

2. The recurring entry program must be run once a month so that actual documents are generated from the monthly recurring entry documents.

Start the recurring entry program.

- a) Choose Accounting → Financial Accounting → Accounts Payable → Periodic Processing → Recurring Entries → Execute (F.14)

## SAP Easy Access



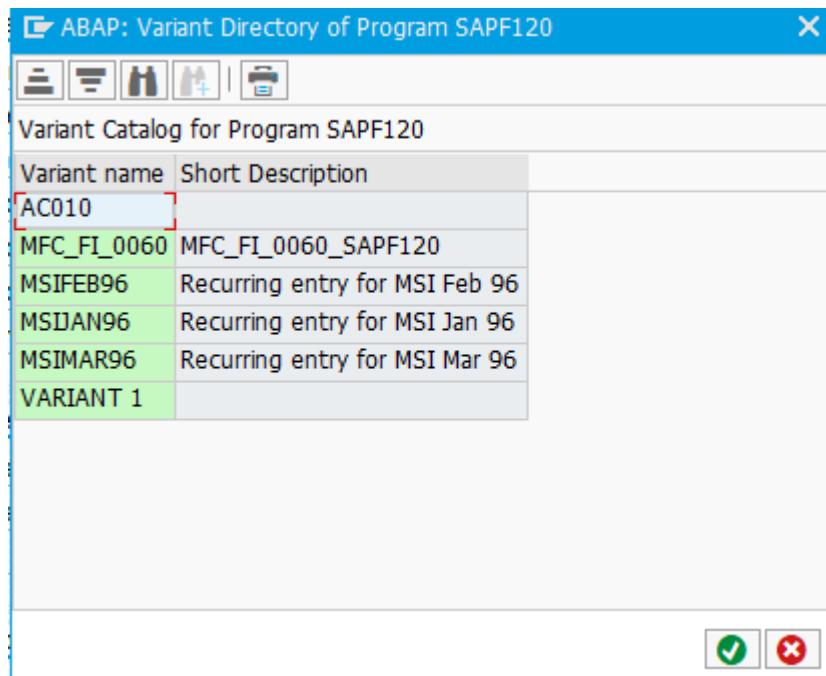
3. To assist you with the entries on the selection screen, report variant AC010 was created. Use this variant and replace ## with your group number in the three indicated fields. Enter the first of the next month as the settlement period.

- a) From the menu, choose **Goto** → **Variants** → **Get**, or use the (Get Variant) icon in the upper left of the screen.

Create Posting Documents from Recurring Documents

Company code	<input type="text"/>	to	<input type="text"/>
Document Number	<input type="text"/>	to	<input type="text"/>
Fiscal Year	<input type="text"/>	to	<input type="text"/>

- b) Choose variant **AC010**, then **Enter** ✓



- c) The displayed variant should suggest the following data:

Field Name	Value
Company Code	1000
Settlement Period	<1 date of the next month>
User	USER LOGIN
Batch Input Session Name	SAPF120*-## (e.g. SAPF120K-46)
User Name	USER LOGIN

Create Posting Documents from Recurring Documents

Company code	1000	to	<input type="text"/>	
Document Number	<input type="text"/>	to	<input type="text"/>	
Fiscal Year	<input type="text"/>	to	<input type="text"/>	

**General selections**

Document type	<input type="text"/>	to	<input type="text"/>	
Posting date	<input type="text"/>	to	<input type="text"/>	
Entry date	<input type="text"/>	to	<input type="text"/>	
Reference number	<input type="text"/>	to	<input type="text"/>	
Reference Transaction	<input type="text"/>	to	<input type="text"/>	
Reference key	<input type="text"/>	to	<input type="text"/>	
Logical system	<input type="text"/>	to	<input type="text"/>	

**Further selections**

Settlement period	01.11.2020	to	<input type="text"/>	
Run schedule	<input type="text"/>	to	<input type="text"/>	
User	27AC10K-36	to	<input type="text"/>	

**Output control**

Batch input session name	SAPF120K-36
User name	27AC10K-36
Blocking date for BI session	<input type="text"/>
<input type="checkbox"/> Hold processed session	

d) Choose **Execute**

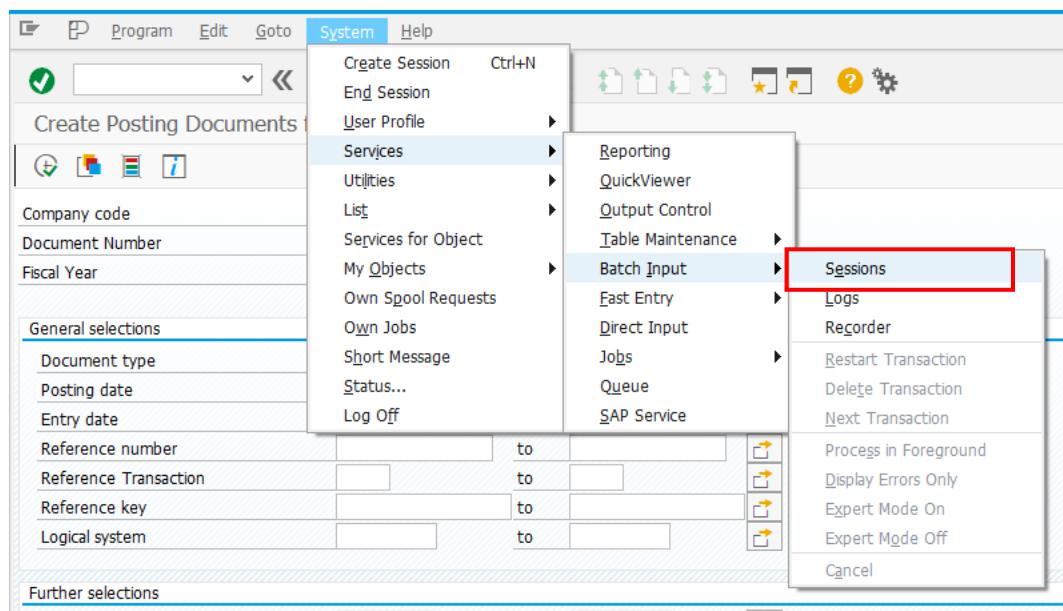
Session SAPF120K-36 was created

4. The recurring entry program generates a batch input session that must be processed so the actual documents are posted.

Have the system process the batch input session in the foreground so you can see how batch input processing works. The batch input session would normally be much larger (depending on the number of recurring entry documents), and would be processed in the background.

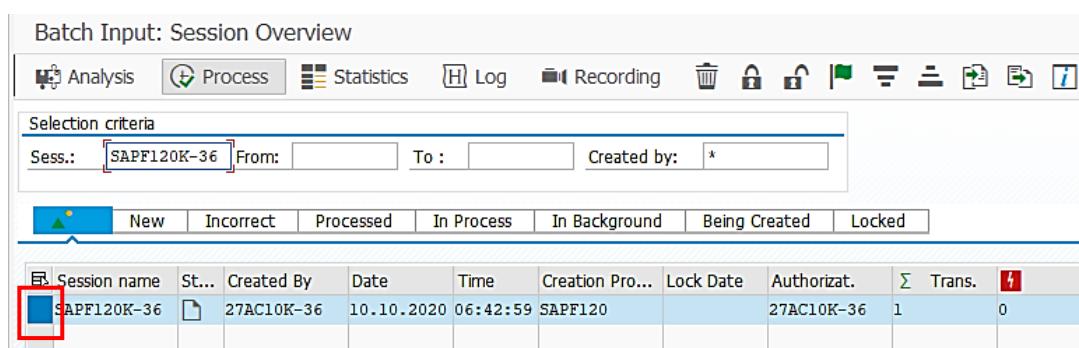
**Caution: Process only the session that you created yourself.**

- a) From the menu, choose: **System → Services → Batch Input → Sessions**



- b) On the screen Batch Input: Session Overview, select session SAPF120\*-##  
(e.g.SAPF120K-36).

Batch Input: Session Overview

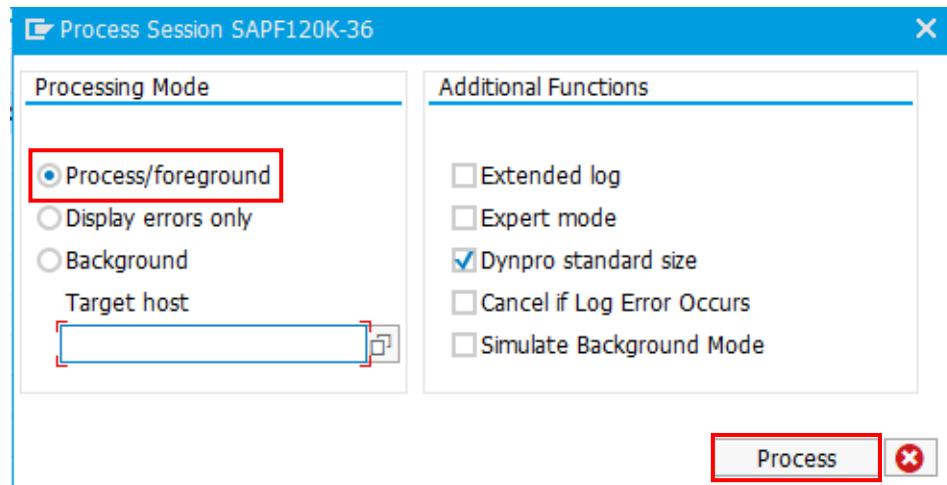


The table shows the following data:

Session name	St...	Created By	Date	Time	Creation Pro...	Lock Date	Authorizat.	$\Sigma$ Trans.	
SAPF120K-36		27AC10K-36	10.10.2020	06:42:59	SAPF120		27AC10K-36	1	0

- c) Choose Process 

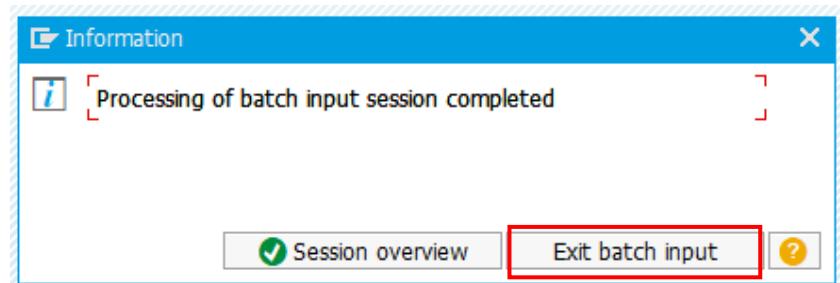
- d) Select the run mode **Process/Foreground**. Then choose **Process**. Observe how the system enters values from the session on a sequence of screens.



- e) Accept each screen and bypass any messages by choosing **Enter**.

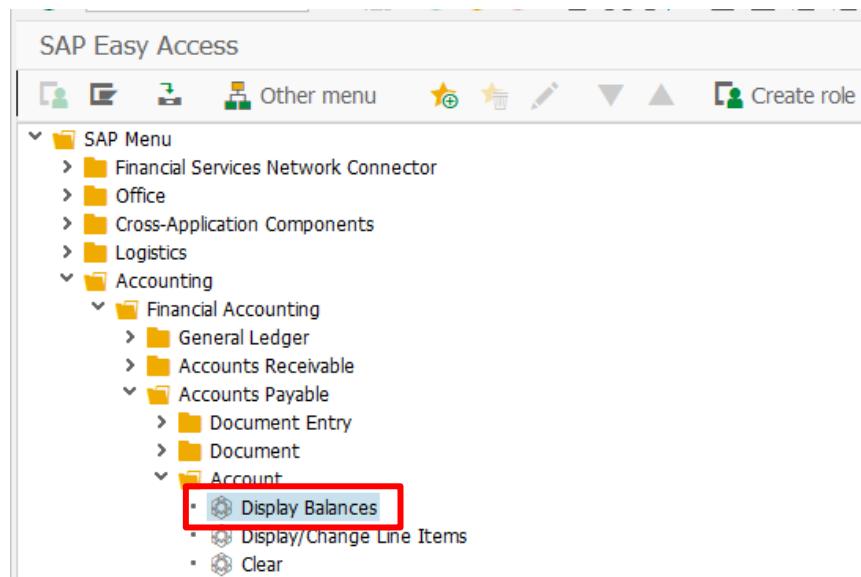
This screenshot shows the 'Realize Recurring Entry: Header Data' screen. It includes fields for Document Date (01.11.2020), Type (KR), Company Code (1000), Posting Date (01.11.2020), Period (10), Currency/Rate (EUR), Translatn Date, Reference (CONTRACT 0815), Doc.Header Text, Cross-CC no., Branch no., Pages, Trading part.BA, Tax details, Next run on (01.12.2020), Document Number (9100000002), Deletion ind., Fiscal Year (2020), Copy texts, and PstKy (31) Account (LANDLDRDK36). The 'First line item' section at the bottom has SGL Ind and TType fields.

- f) When you see "**Processing of batch input session completed**," choose **Exit Batch input**



5. Check whether the batch input session has generated an open item for the rent payable.

- a) Select *Accounting → Financial Accounting → Accounts Payable → Account → Display Balances (FK10N)*



- b) Enter the following data:

Field Name	Value
Vendor	LANDLRD*##
Company Code	1000
Fiscal Year	<Current Year>

The screenshot shows the 'Vendor Balance Display' screen. It features a search bar with placeholder text 'Activate worklist'. Below it are three input fields: 'Vendor' (value: LANDLRDK36), 'Company code' (value: 1000), and 'Fiscal year' (value: 2020).

- c) Choose **Execute** . You should see a balance of 2,000 EUR for next month.  
d) **Double click** to drill down the balance of the next month

Vendor Balance Display						
Vendor	LANDLRDK...	Priyanka Ayu				
Company Code	1000	IDES A.G.				
Fiscal Year	2020					
Display currency	EUR					
Bals	Special G/L					
Period	Debit	Credit	Balance	Cumulative balance	Sales/Purchases	
Balance Carr...						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11	2.000,00	2.000,00-	2.000,00-	2.000,00-	2.000,00-	
12						
13						
14						
15						
16						
Total	2.000,00	2.000,00-	2.000,00-	2.000,00-	2.000,00-	

- e) The automatically generated rent item is displayed. Call up the document display by **double-clicking the document number**.

Vendor Line Item Display										
Selections										
Vendor	LANDLRDK36									
Name	Priyanka Ayu									
Street	Jl. Haji Umayah 21									
City	Bandung									
Telephone Number	+49									
Company Code	1000 IDES A.G.									
Clerk at vendor										
TelephoneNumber										
Clerk's internet										
Acct w/ vendor										
Payt Terms	ZB01 14 days 3%, 30/2%, 45 net									
Account memo										
St	Assignment	DocumentNo	Type	Doc. Date	S	DD	Amount in local cur.	LCurr	Clrng doc.	Text
<input type="checkbox"/>	●	1900000014	KR	01.11.2020			2.000,00-	EUR		*rent for 11/2020
*	●						2.000,00-	EUR		
** Account LANDLRDK36							2.000,00-	EUR		

- f) Then choose the **Display Document header** to call up the document header.

**Display Document: Line Item 001**

Additional Data

Vendor	LANDLRRDK36	Display Document Header (F5)	G/L Acc	160000
Company Code	1000	Jl. Haji Umayah 21		
IDES A.G.		Bandung	Doc. no. 1900000014	
<b>Line Item 1 / Invoice / 31</b>				
Amount	2.000,00	EUR		
Tax code	0I			

**Additional Data**

Bus. Area								
Disc. base	2.000,00	EUR	Disc. amount	0,00	EUR			
Payt Terms	ZB01		Days/percent	14	3,000	% 30	2,000	% 45
Bline Date	01.11.2020		Fixed					
Pmnt Block			Invoice Ref.		/	/	0	
Payment cur.			Pmnt/c amnt	0,00				
Pmt Method								
Assignment								
Text		*rent for 11/2020						

- g) The document header dialog box contains a reference to the recurring entry document and to the batch input session name.

**Document Header: 1000 Company Code**

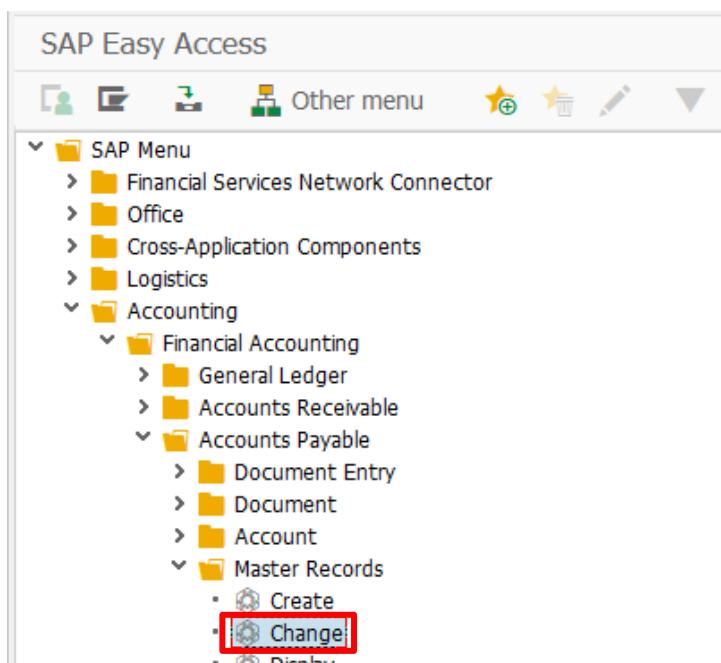
Doc. Type	KR	endor invoice	
Doc. Header			
Branch No.		No. Pages	0
Card Type		Card No.	
Request No.			
Reference	CONTRACT 0815	Doc. Date	01.11.2020
		Posting Date	01.11.2020
Currency	EUR	Posting Period	11 / 2020
Ref. Transactn	BKPF	Accounting document	
Reference Key	190000001410002020	LogSystem	EG1CLNT901
Entered By	27AC10K-36	Parked By	
Entered On	10.10.2020	Entered At	06:48:49
TCode	FBD5		
Rec.Entry Doc.	9100000002	Session Name	SAPF120K-36
Changed On		Last Update	
Ledger Grp			
Ref.Key 1 Header			Ref. Key 2
<input checked="" type="checkbox"/> <input type="checkbox"/>			

- h) **Close** the header box and return to the SAP Easy Access menu by typing **/N** in the command field.

#### Task 4: Post a Manual Outgoing Payment with Cheque Printing

The real estate agency, AGENCY\*##, requires the money urgently, and asks the accounting department to make the payment quickly.

1. Change the language in the Vendor Master Record to the language of your country.
  - a) Choose *Accounting → Financial Accounting → Accounts Payable → Master Records → Change (FK02)*



- b) Enter the following data:

Field Name	Value
Vendor	AGENCY*## (e.g. AGENCYK46)
Company code	10000
General Data:	<checked>
Address	

Change Vendor: Initial Screen

Vendor	AGENCYK36	Priyanka Ayu
Company Code	1000	IDES A.G.

**General data**

Address

Control

Payment transactions

Contact person

**Company code data**

Accounting info

Payment transactions

Correspondence

Withholding tax

c) Choose Enter

d) Enter your **language** in the Language field, if it has not been entered already

Change Vendor: Address

Vendor	AGENCYK36
--------	-----------

**Name**

Title	Company
Name	Real Estate Agency Hamburg Gr.K36

**Search Terms**

Search term 1/2	AC010
-----------------	-------

**Street Address**

Street/House number	Main Street
Postal Code/City	20000 Hamburg
Country	DE Germany

**PO Box Address**

PO Box	
Postal code	

**Communication**

Language	Indonesian	Other communication...
----------	------------	------------------------

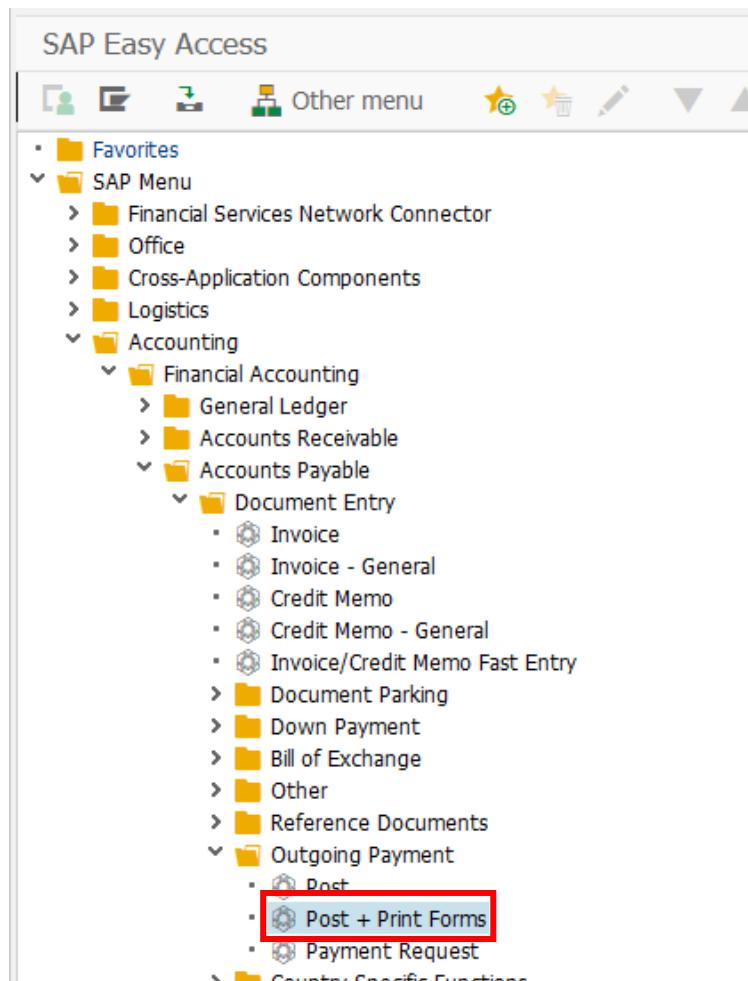
e) Choose **Save** 

 Changes have been made

f) Post a manual outgoing payment with simultaneous cheque printing. The payment is to be made via house bank 1000. Enter LP01 as the printer. Have the system calculate the payment amount.

Use either payment method C (prenumbered cheques) in connection with cheque lot 1 (Here, you specify a lot of prenumbered cheques that already exist in the system) or payment method S (non-prenumbered cheques).

a) Choose *Accounting → Financial Accounting → Accounts Payable → Document Entry → Outgoing Payment → Post + Print Forms (F-58)*



The screen Payment with printout: Header data is displayed.

- b) Enter the following data then choose the Enter Payments button. Section "Payee"

Field Name	Value
Company code	1000
Payment Method	C or S
House Bank	1000
Cheque Lot Number	1
Printer for Forms	LP01
Calculate Payment Amount	<checked>
Recipients Lang.	<checked>

Payment with Printout: Header Data

Delete Print Enter Payments

Payment Method and Form Specifications		Processing Type
Company Code	1000	<input checked="" type="checkbox"/> Calculate pmnt amnt
Payment method	C	
House Bank	1000	
Check lot number	1	
Alternative Form		
Padding Character		

Output Control		
Printer for forms	LP01	<input type="checkbox"/> Print immediately
Pmnt advice printer		<input checked="" type="checkbox"/> Recipient's lang.
		<input type="checkbox"/> Currency in ISO code
		<input type="checkbox"/> Test printout
		<input type="checkbox"/> Do not Void any Checks

- c) Choose the **Enter payments** button.

Payment with Printout: Header Data

Delete Print Enter Payments

- d) Enter vendor on Section "Payee"

Field Name	Value
Vendor	AGENCY*##

Payment with Printout Header Data

Process Open Items

Document Date	10.10.2020	Type	KZ	Company Code	1000
Posting Date	10.10.2020	Period	10	Currency/Rate	EUR
Document Number				Translatn Date	
Reference				Cross-CC no.	
Doc.Header Text				Trading part.BA	
Clearing text					

Bank posting details

Amount		Business Area	
Value date	10.10.2020	Assignment	
Text			

Payee

Vendor	AGENCYK36	Company Code	1000
Customer		Payee	
<input type="checkbox"/> Payment on acct	Pmnt on acct		

Paid items

<input checked="" type="checkbox"/> Standard OIs	Additional selections
Special G/L ind	<input type="radio"/> None
	<input type="radio"/> Amount
	<input type="radio"/> Others

e) Adopt all of the other data

f) Choose **Process Open Items**

Process Open Items

Payment with Printout Process open items

Distribute Difference Charge Off Difference Editing Options >

Standard Partial Pmt Res.Items WH Tax

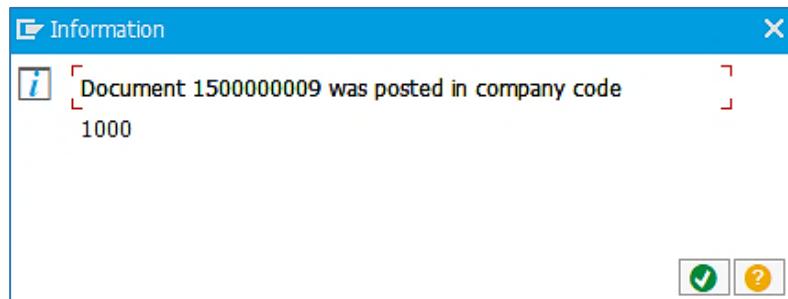
Account items AGENCYK36 Real Estate Agency Hamburg Gr.K36

Document...	D...	Docum...	P...	Bu...	Da...	EUR Gross	CashDiscount	CDPer.
1900000012	KR	09.10.2...	31	BK36	14-	4.400,00-	132,00-	3,000

Processing Status

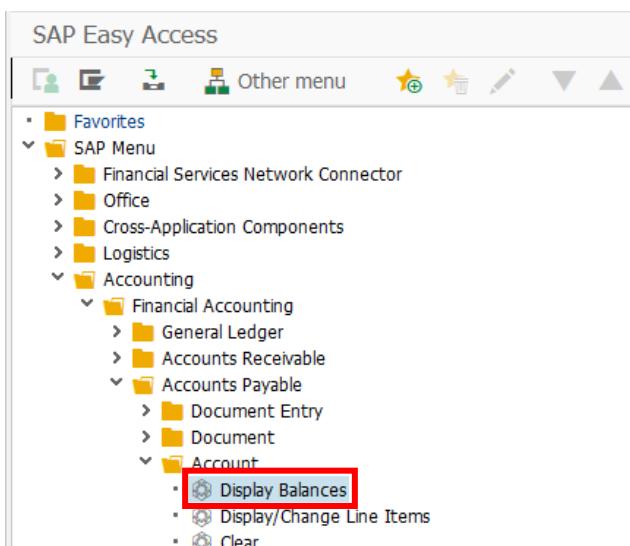
Number of items	1	Assigned	4.268,00
Display from item	1	Difference postings	
Reason code			
Display in clearing currency			

g) Choose **Post**



g) Check whether the outgoing payment has cleared the original open item and write down how much cash discount was calculated and posted.

- a) Select *Accounting → Financial Accounting → Accounts Payable → Account → Display Balances (FK10N)*



Field Name	Value
Vendor	AGENCY*##
Company Code	1000
Fiscal Year	Current Year

Vendor Balance Display

Activate worklist

Vendor	AGENCYK36
Company code	1000
Fiscal year	2020

b) Choose **Execute** 

Vendor Balance Display						
<input type="button" value="Print"/> <input type="button" value="Save"/> <input type="button" value="New"/> <input type="button" value="Delete"/> <input type="button" value="Search"/> <input type="button" value="Help"/>						
Vendor	AGENCYK36	Real Estate Agency Hamburg Gr.K36				
Company Code	1000	IDES A.G.				
Fiscal Year	2020					
Display crrncy	EUR					
Bals	Special G/L					
Period	Debit	Credit	Balance	Cumulative balance	Sales/Purchases	
Balance Carr...						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10	4.400,00	4.400,00			4.400,00-	
11						
12						
13						
14						
15						
16						
Total	4.400,00	4.400,00			4.400,00-	

c) **Double click** on the balance column of the current month. The original open item has been cleared and a payment item with the number you wrote down has been added.

The screenshot shows the SAP Fiori Vendor Balance Display application. The top navigation bar includes Account, Edit, Goto, Environment, System, and Help. Below the header, there's a toolbar with various icons for search, refresh, print, and file operations. The main title is "Vendor Balance Display". On the left, there are two small icons: a bar chart and a document.

Vendor details are displayed:

- Vendor: AGENCYK36 Real Estate Agency Hamburg Gr.K36
- Company Code: 1000 IDES A.G.
- Fiscal Year: 2020
- Display currncy: EUR

Below the vendor details, there are two tabs: "Bals" (selected) and "Special G/L".

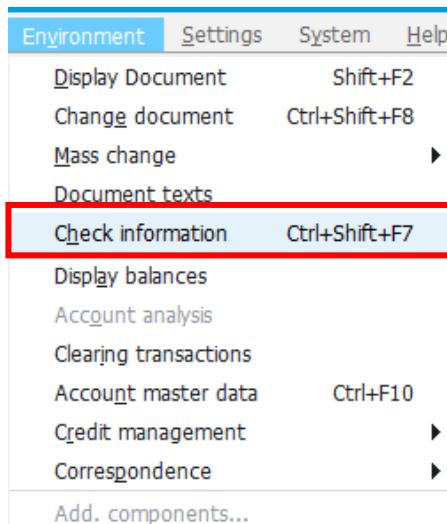
The main area is a table showing the balance sheet:

Period	Debit	Credit	Balance	Cumulative balance	Sales/Purchases
Balance Car...					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10	4.400,00	4.400,00		4.400,00-	
11					
12					
13					
14					
15					
16					
Total	4.400,00	4.400,00			4.400,00-

- d) Only for payment method C: Select the payment document line items (document type KZ)

Vendor Line Item Display																															
<span style="float: right;">Mass change</span> <span style="float: right;">Document texts</span> <span style="float: right;">Check information Ctrl+Shift+F7</span>																															
<span style="float: right;">Display balances</span> <span style="float: right;">Account analysis</span> <span style="float: right;">Clearing transactions</span> <span style="float: right;">Account master data Ctrl+F10</span> <span style="float: right;">Credit management</span> <span style="float: right;">Correspondence</span> <span style="float: right;">Add. components...</span>																															
<table border="1"> <tr> <td>Vendor</td> <td>AGENCYK36</td> </tr> <tr> <td>Name</td> <td>Real Estate</td> </tr> <tr> <td>Street</td> <td>Main Street</td> </tr> <tr> <td>City</td> <td>Hamburg</td> </tr> <tr> <td>TelephoneNumber</td> <td>+49</td> </tr> <tr> <td>Company Code</td> <td>1000 IDES</td> </tr> <tr> <td>Clerk at vendor</td> <td></td> </tr> <tr> <td>TelephoneNumber</td> <td></td> </tr> <tr> <td>Clrk's internet</td> <td></td> </tr> <tr> <td>Acct w/ vendor</td> <td></td> </tr> <tr> <td>Payt Terms</td> <td>ZB01 14 days 3%, 30/2%, 45 net</td> </tr> <tr> <td>Account memo</td> <td></td> </tr> </table>								Vendor	AGENCYK36	Name	Real Estate	Street	Main Street	City	Hamburg	TelephoneNumber	+49	Company Code	1000 IDES	Clerk at vendor		TelephoneNumber		Clrk's internet		Acct w/ vendor		Payt Terms	ZB01 14 days 3%, 30/2%, 45 net	Account memo	
Vendor	AGENCYK36																														
Name	Real Estate																														
Street	Main Street																														
City	Hamburg																														
TelephoneNumber	+49																														
Company Code	1000 IDES																														
Clerk at vendor																															
TelephoneNumber																															
Clrk's internet																															
Acct w/ vendor																															
Payt Terms	ZB01 14 days 3%, 30/2%, 45 net																														
Account memo																															
<input checked="" type="checkbox"/>	Assignment	DocumentNo	Type	Doc. Date	S	DD	Amount																								
<input checked="" type="checkbox"/>		1500000009	KZ	10.10.2020																											
*																															
** Account AGENCYK36																															

- e) In the menu bar choose **Environment** → **Check information** to see information about the cheque you just created.



Display Check Information

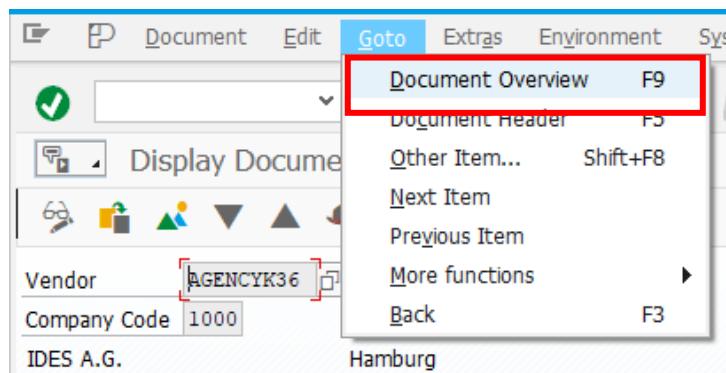
Paying company code	1000	Payment document no.	1500000009
<b>Bank details</b>			
House Bank	1000	Bank Key	50070010
Account ID	1000	Bank Account	10000100
Bank name	Deutsche Bank Gruppe		
City	60311 Frankfurt		
<b>Check information</b>			
Check number	10075	Currency	EUR
Payment date	10.10.2020	Amount paid	4.268,00
Check encashment		Cash discount amount	132,00
<b>Check recipient</b>			
Name	Real Estate Agency Hamburg Gr.K36		
City	Hamburg		
Payee's country	DE		

- f) Choose **Back**

- g) Double-click the payment item

Vendor Line Item Display											
Selection											
Vendor	AGENCYK36										
Name	Real Estate Agency Hamburg Gr.K36										
Street	Main Street										
City	Hamburg										20000
TelephoneNumber	+49										
Company Code	1000 IDES A.G.										
Clerk at vendor											
TelephoneNumber											
Clerk's internet											
Acct w/ vendor											
Payt Terms	ZB01 14 days 3%, 30/2%, 45 net										
Account memo											
St	Assignment	DocumentNo	Type	Doc. Date	S	DD	Amount in local cur.	LCurr	Clrng doc.	Text	
<input checked="" type="checkbox"/>		1500000009	KZ	10.10.2020			4.400,00	EUR	<input type="text" value="Clearing Document"/>		
*							4.400,00	EUR			
** Account AGENCYK36							4.400,00	EUR			

- h) From the menu, choose **Goto → Document overview (F9)**. In the document, you will see the item for posting the cash discount received.



- i) Because the vendor AGENCY\*## grants a 3% cash discount for payment made within 14 days, you receive a cash discount of 120 EUR on your payment of 4000 EUR. In addition, 12 EUR are posted to the input tax account as a tax on sales or purchases

Display Document: Data Entry View

Display Currency General Ledger View

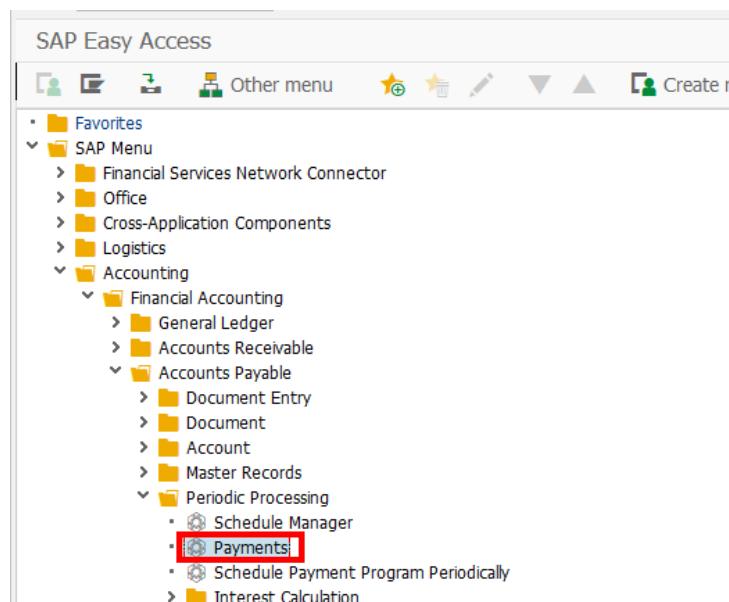
Data Entry View		Company Code	Fiscal Year								
Document Number	1500000009	1000	2020								
Document Date	10.10.2020	Posting Date	10.10.2020								
Reference		Cross-Comp.No.									
Currency	EUR	Texts exist	Ledger Group								
Co.	Itm PK S Account	Material	Description	Amount	Curr.	Tx	Cost Center	Order	Profit Center	Segment	Billing
1000	1 50	113120	Dte Bk - checkmanage	4.268,00-	EUR						
	2 50	276000	Discount received	120,00-	EUR	II					
	3 25	AGENCYK36	Real Estate Agency Ham...	4.400,00	EUR						
	4 50	154000	Input tax	12,00-	EUR	II					

- j) Return to the SAP Easy Access menu by typing /N in the command field.

### Task 5: Create an Automatic Payment

IDES has the A/P department run the payment program once a week. The rent is paid automatically by the payment program at the beginning of the next month, together with all the other open vendor items

- Create your own payment run. Enter the first day of the next month as the run date, and your business area, B\*##, as the identification.
  - Choose Accounting → Financial Accounting → Accounts Payable → Periodic Processing → Payments (**F110**)



b) Enter the following data:

Field Name	Value
Run Date	<First date of the next month>
Identification	B*##

Automatic Payment Transactions: Status

Status

Run Date: 01.11.2020

Identification: BK36

c) Choose **Enter**

The status of the new payment run is: No parameters entered as yet.

Status

No parameters entered as yet

2. Maintain the payment run parameters so that the payment run selects all documents that have been entered up until the first of next month for your landlord's account, LANDLRD\*##, in company code 1000. Any payments in this run should be made by cheque (payment method S) and posted on the first of next month. You must enter the posting date of the next payment run so that the system can decide whether the payment has to be made in this payment run, or whether it could wait until the next payment run. The next payment run is a week after the posting date.

a) Select the **Parameter** tab.

Field Name	Value
Posting Date	<First date of the next month>
Document Entered Up To	<First date of the next month>
Company Codes	1000
Payments Methods	S
Next Posting Date	<One week after the posting date>
Vendor	LANDLRD*## (e.g. LANDLRDK46)

Automatic Payment Transactions: Parameters

Run Date	01.11.2020
Identification	BK36

Status	Parameter	Free selection	Additional Log	Printout/data medium
Posting Date <input type="text" value="01.11.2020"/>		Docs entered up to <input type="text" value="01.11.2020"/>	Customer items due by <input type="text"/>	

Payments control

Company codes	Pmt meths	Next p/date
1000	S	07.11.2020

Accounts

Vendor <input type="text" value="LANDLRDK36"/>	to <input type="text"/>	<input type="button"/>
Customer <input type="text"/>	to <input type="text"/>	<input type="button"/>

Foreign currencies

Exchange rate type <input type="text"/>
---

b) Choose **Save**

Details have been saved for the run on 01.11.20 BK36

c) Select the **Additional Log** tab

Field Name	Value
Due Date Check	Select (first box)
Payment Method Selection In All Eases	Select (second)
Line Items of The Payment Documents	Select (fourth box)
Account Payable (from/to)	LANDLRD*## (e.g. LANDLRDK46)

Automatic Payment Transactions: Additional Log

<input type="button" value="Print"/>					
Run Date	01.11.2020				
Identification	BK36				
<input type="button" value="Status"/> <input type="button" value="Parameter"/> <input type="button" value="Free selection"/> <input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; border-radius: 5px; padding: 2px 10px; font-weight: bold; margin-right: 10px;" type="button" value="Additional Log"/> <input type="button" value="Printout/data medium"/>					
<b>Required logging type</b> <input checked="" type="checkbox"/> Due date check <input checked="" type="checkbox"/> Payment method selection in all cases <input type="checkbox"/> Pmnt method selection if not successful <input checked="" type="checkbox"/> Line items of the payment documents					
<b>Accounts required</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Vendors (from/to)</th> <th>Customers (from/to)</th> </tr> <tr> <td>LANDL RDK36</td> <td>LANDL RDK36</td> </tr> </table>		Vendors (from/to)	Customers (from/to)	LANDL RDK36	LANDL RDK36
Vendors (from/to)	Customers (from/to)				
LANDL RDK36	LANDL RDK36				

d) Choose **Save**

Details have been saved for the run on 01.11.20 BK36

e) Go back to the **Status tab**

<input type="button" value="Status"/> <input type="button" value="Parameter"/> <input type="button" value="Free selection"/> <input type="button" value="Additional Log"/> <input type="button" value="Printout/data medium"/>
<b>Status</b> Parameters have been entered

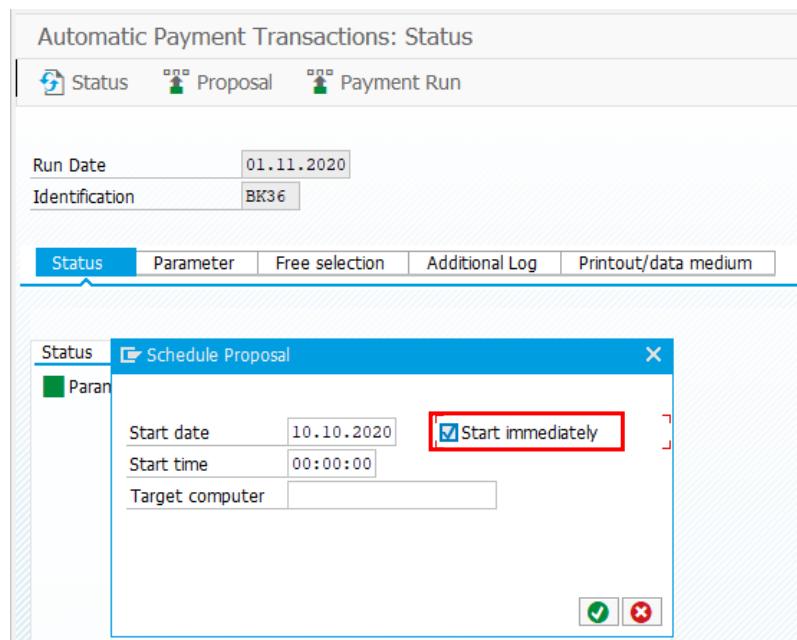
3. Have the system start generating the payment proposal by scheduling the proposal to start immediately. IDES usually schedules the payment proposal to be processed in the background at times when the system is less busy (at night, for example). Keep updating the status until a message is displayed telling you that the payment proposal has been created.

a) Choose **Schedule proposal**.

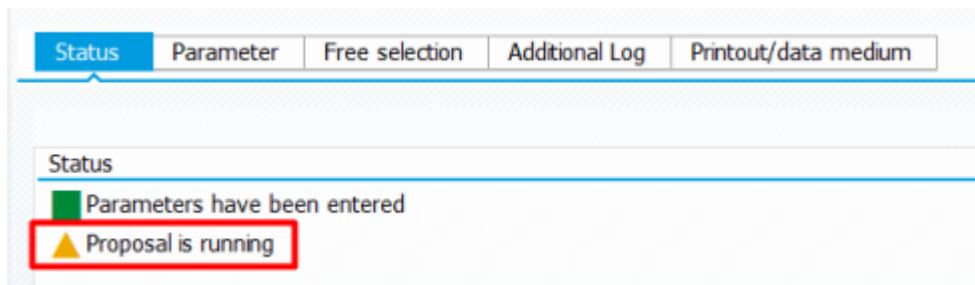
Automatic Payment Transactions: Status

<input type="button" value="Status"/>	<input checked="" style="border: 2px solid red; border-radius: 5px; padding: 2px 10px; font-weight: bold; margin-right: 10px;" type="button" value="Proposal"/>	<input type="button" value="Payment Run"/>
Schedule Proposal (Shift+F1)		
Run Date	01.11.2020 <input type="button" value="..."/>	
Identification	BK36	
<input type="button" value="Status"/> <input type="button" value="Parameter"/> <input type="button" value="Free selection"/> <input type="button" value="Additional Log"/> <input type="button" value="Printout/data medium"/>		
<b>Status</b> Parameters have been entered		

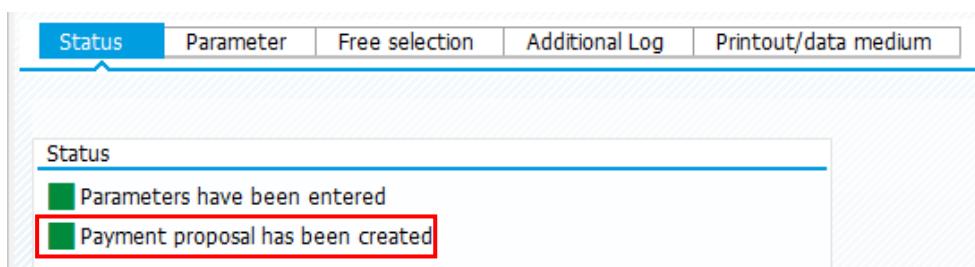
- b) Select Start immediately



- c) Choose Enter



- d) Keep updating the status by pressing Enter again or the Status button until message is displayed informing you that the payment proposal has been created.



4. Accounts payable clerks print out the payment proposal and check the payments before the actual payment run takes place. This prevents any incorrect payments from being made. If necessary, you can then edit the payment proposal by editing the exception list, removing items from the payment run, or changing payments. Have the system display the payment proposal on the screen.

- a) Choose the **Display proposal** button. And then **Back**

Automatic Payment Transactions: Status

Status	Payment Run	Proposal	<b>Display Proposal</b>	Proposal
Run Date	01.11.2020			Display Proposal (Shift+F9)
Identification	BK36			

Status

- Parameters have been entered
- Payment proposal has been created

5. You need to define variants for the print programs before the payment media and payment advice notes can be printed. Since payments can only be made by cheque in this payment run, you only need to choose a variant for the appropriate print program, RFFOD\_S. Use the Select variant, which has already been set up.

- a) Select the **Printout/data medium** tab.

Field Name	Value
Variant for RFFOD_S	SCHECK

Automatic Payment Transactions: Printout and DME

Maintain Variants	
Run Date	01.11.2020
Identification	BK36

Printout/data medium

Form printing/data medium exchange

Program	Variant	Variant	Variant	Variant
RFFOAVIS				
RFFOD_S	SCHECK			
RFFOEDII				

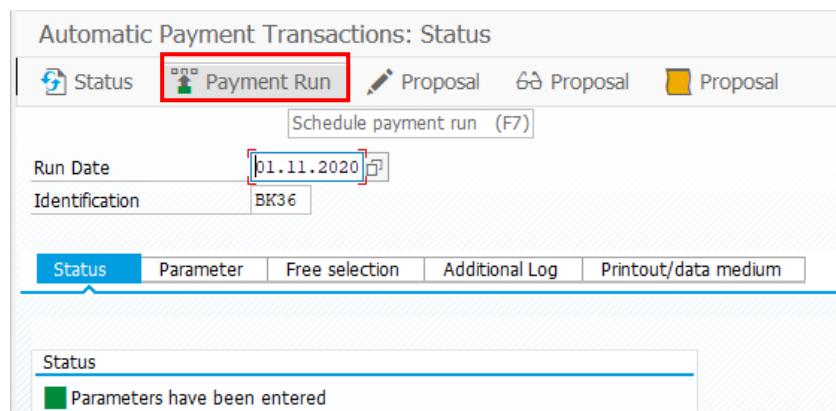
b) Choose **Save**

 Details have been saved for the run on 01.11.20 BK36

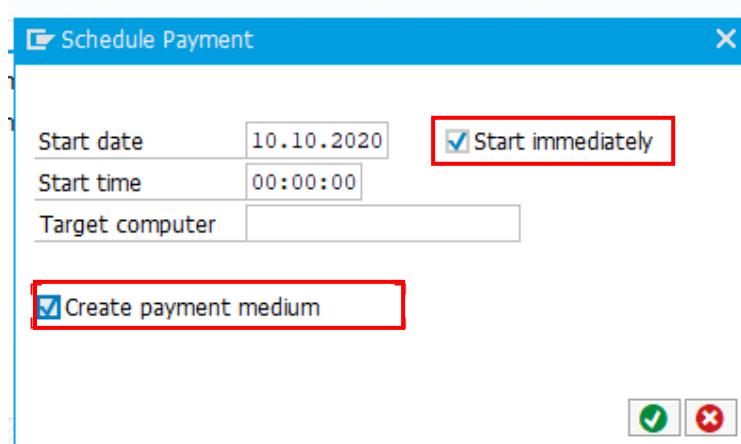
c) **Return** to the Status tab.

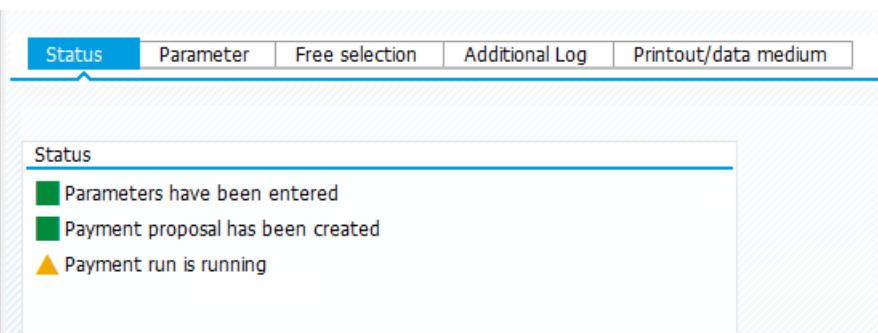
6. After the payment proposal has been checked and accepted as correct, the actual payment run is started, which posts the payments. By having selected a variant for the print program ahead of time, we can also print the cheque in this step. Start the payment run by scheduling it to start immediately. IDES usually schedules the payment run in the same way as the payment proposal, to be processed in the background at times when the system is less busy. Select the Create payment medium check box in the Schedule Payment dialog box to print out the check with the payment run.

a) Choose **Schedule payment run (F7)**.

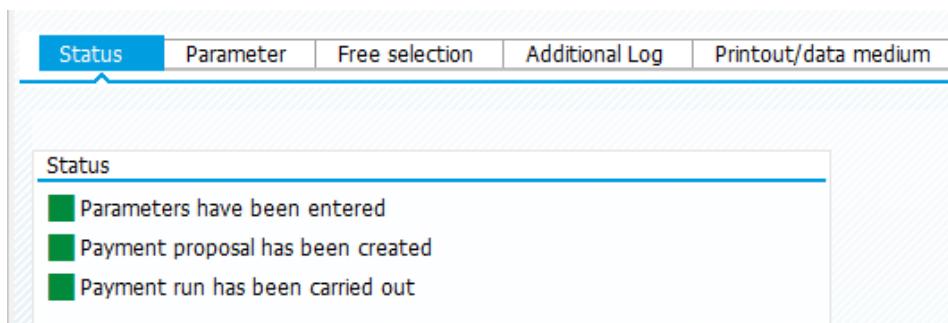


b) Select **Start immediately** & Select **Create payment medium**, then **enter** 



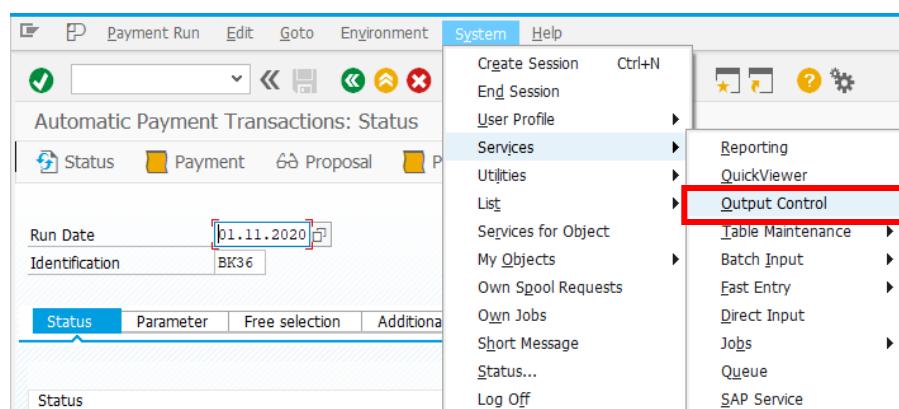


- c) Keep updating the status by choosing **Enter** again until a message is displayed telling you that the **payment run has been carried out** and posting orders have been generated and completed.



7. Go to the output controller to view the automatically created cheque.

- a) View the cheque in the spool list. From the menu choose **System → Services → Output control.**



- b) Enter the following data:

Field Name	Value
Created By	USER LOGIN

Output controller: Spool request selection screen

( Further selection criteria...)

**Spool requests** **Output requests**

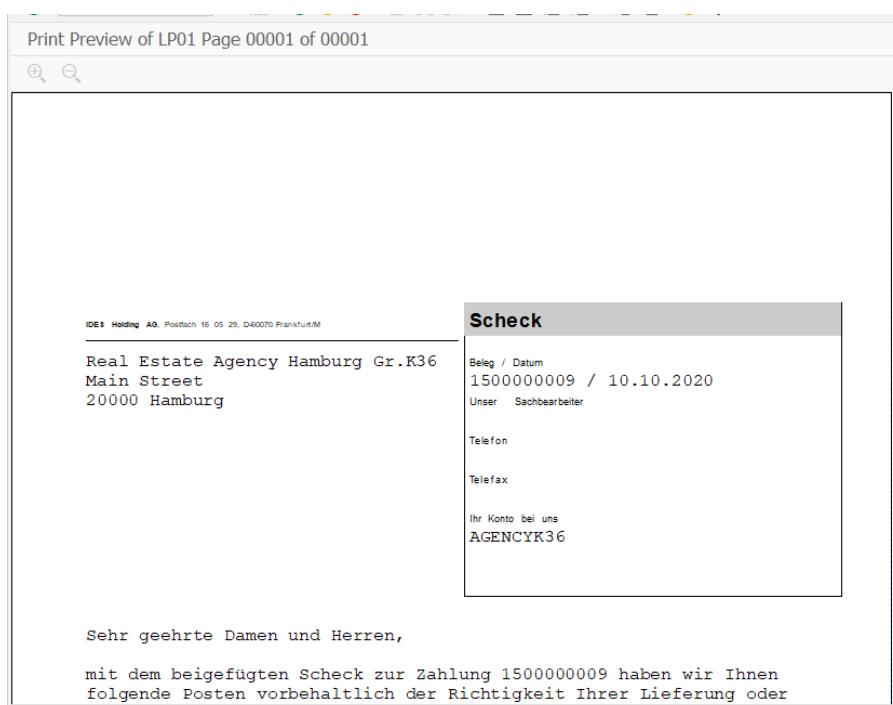
Spool Request Number	<input type="text"/>	
Created By	27AC10K-36	
Date created	10.10.2020	to <input type="text"/> 10.10.2020
Client	901	
Authorization	<input type="text"/>	
Output Device	<input type="text"/>	
Title	<input type="text"/>	
Recipient	<input type="text"/>	
Department	<input type="text"/>	
System Name	EG1	

- c) Choose **Execute** ()
- d) Select the box in the line that shows the cheque, and view its contents by choosing the **Display contents** (F6) icon

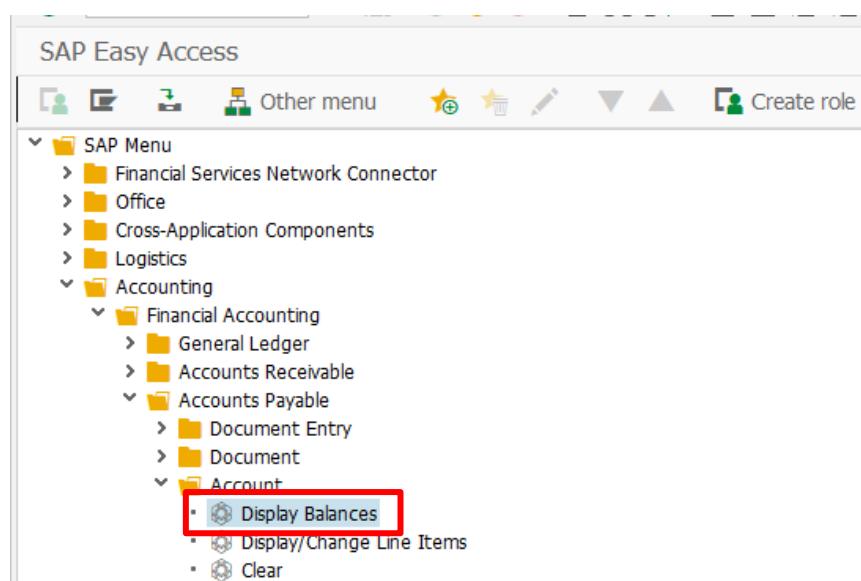
Output Controller: List of Spool Requests

Spool no.	Type	Date	Time	Status	Pages	Title
499902		10.10.2020	02:17	-	1	Error log
499901		10.10.2020	02:17	-	1	International Check

2 Spool requests displayed  
=====  
2 Spool requests without output request



- e) **Return** to the SAP Easy Access menu.
8. Check whether the automatic payment run has cleared the original open item. Drill down from the balance of the vendor's account to the payment document. Then view the complete payment document by using the Document overview icon.
- a) Select **Accounting → Financial Accounting → Accounts Payable → Account →Display Balances (FK10N)**



- b) Enter the following data:

Field Name	Value
Vendor	AGENCYK46*## (e.g. AGENCYK46)
Company Code	1000
Fiscal Year	Current Year

**Vendor Balance Display**

Activate worklist

Vendor	AGENCYK36
Company code	1000
Fiscal year	2020

- c) Choose **Execute**   
d) Drill down on the balance column of the next month.

Vendor Balance Display

Vendor	AGENCYK36 Real Estate Agency Hamburg Gr.K36
Company Code	1000 IDES A.G.
Fiscal Year	2020
Display crrncy	EUR

Bals Special G/L

Period      Debit      Credit      Balance      Cumulative balance      Sales/Purchases

Period	Debit	Credit	Balance	Cumulative balance	Sales/Purchases
Balance Car...					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10	4.400,00	4.400,00		4.400,00-	
11					
12					
13					
14					
15					
16					
Total	4.400,00	4.400,00			4.400,00-

e) The original open item has now been cleared and a payment item (document type ZP) has been created.

f) Drill down on the document by **double-clicking document number**

Vendor Line Item Display										
Selections										
Vendor	AGENCYK36									
Name	Real Estate Agency Hamburg Gr.K36									
Street	Main Street									
City	Hamburg									
TelephoneNumber	20000 +49									
Company Code	1000 IDES A.G.									
Clerk at vendor										
TelephoneNumber										
Clrk's internet										
Acct w/ vendor										
Payt Terms	ZB01 14 days 3%, 30/2%, 45 net									
Account memo										
St	Assignment	DocumentNo	Type	Doc. Date	\$	DD	Amount in local cur.	LCurr	Clrng doc.	Text
<input checked="" type="checkbox"/>		1500000009	KZ	10.10.2020			4.400,00	EUR	1500000009	
*							4.400,00	EUR		
** Account AGENCYK36							4.400,00	EUR		

g) Select the **Document overview** icon to see the complete transaction.

Display Document: Line Item 003

Additional Data

Vendor	AGENCYK36	Real Estate Agency Hamburg Gr.K36	G/L Acc	160000
Company Code	1000	Main Street		
IDES A.G.	Hamburg	Doc. no.	1500000009	
Line Item 3 / Outgoing payment / 25				
Amount	4.400,00	EUR		
Tax code				
Additional Data				
Bus. Area	BK36	Disc. amount	132,00	EUR
Bline Date	10.10.2020	Days/percent		
Pmnt Block		Invoice Ref.	/	/ 0
Pmt Method				
Clearing	10.10.2020 / 1500000009	Payment Amnt	4.268,00	EUR
Assignment				
Text				
Long text				

h) Document: Data entry view is displayed

The screenshot shows the SAP ERP interface for a 'Display Document: Data Entry View'. At the top, there are buttons for 'Display Currency' and 'General Ledger View'. Below this is a 'Data Entry View' section with fields for Document Number (1500000009), Company Code (1000), Fiscal Year (2020), Document Date (10.10.2020), Posting Date (10.10.2020), Period (10), Reference (Cross-Comp.No.), Currency (EUR), Texts exist, and Ledger Group.

The main area displays a table of transaction items:

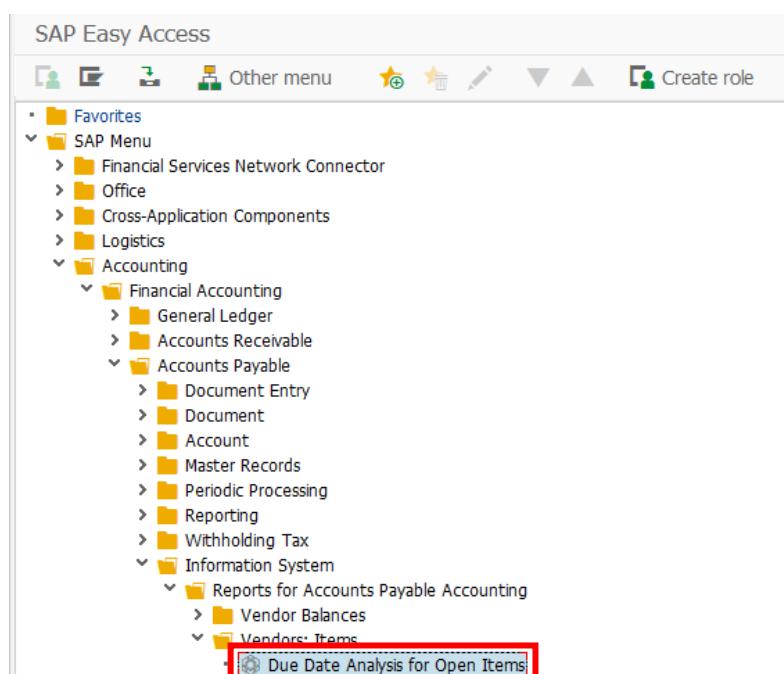
Co...	Itm	PK	S	Account	Material	Description	Amount	Curr.	Tx	Cost Center	Order	Profit Center	Segment	Billing
1000	1	50		113120		Dte Bk - checkmanage	4.268,00-	EUR						
	2	50		276000		Discount received	120,00-	EUR	1I					
	3	25		AGENCYK36		Real Estate Agency Ham...	4.400,00	EUR						
	4	50		154000		Input tax	12,00-	EUR	1I					

i) Return to the SAP Easy Access menu.

### Task 6: Display the Due Date Analysis Report

To gain an overview of the open items that are due in the future, you can display a drilldown report for due date analysis.

1. Carry out this report for company code 1000.
  - a) Choose *Accounting → Financial Accounting → Accounts Payable → Information System → Reports for Accounts Payable Accounting → Vendors: Items → Due Date Analysis for Open Items (S\_ALR\_87012078)*.



- b) Enter the following data and then choose **Execute** 

Field Name	Value
Company Code	1000
Open Items at Key Date	<Today's Date>

Selection: Due Date Analysis for Open Items

  Data Sources

**Vendor selection**

Vendor account	<input type="text"/>
Company code	<input type="text" value="1000"/> 

**Line item selection**

Open items at key date	10.10.2020
------------------------	------------

- c) Choose **Enter**  past any information message.
- d) At the bottom of the screen, you see all the due and non-due items ordered by days. The column on the left contains the navigation characteristics you can use to restrict the display. If you double-click the Country characteristic, for example, a list of all vendors and the totals of each of their due and non-due open items is displayed on the right, ordered by country.

## Execute Drilldown Report Due Date Analysis for Open Items



Selection date General Data Selection

Due Date Analysis for Open Items

Current data (10.10.2020 03:34:42)

Selection date General Data Selection

Account Type Vendors

Navigation	P	N	Vendor	Vendor	Due--Total o...	Not due--Tot...	Total open it...
• Vendor			• 15	Tiedemeier Entsorgun	1.771,51-	0,00	1.771,51-
• Document Typ			• 200	SMP	118.135,33-	0,00	118.135,33-
• Posting key			• 300	AluCast	593,92-	0,00	593,92-
• Country			• 1000	C.E.B. BERLIN	1.003.085,90-	0,00	1.003.085,90-
			• 1001	SKF Kugelmüller KGaA	50.703,37-	0,00	50.703,37-
			• 1003	Gusswerk US	21.529,88-	0,00	21.529,88-
			• 1005	PAQ Deutschland GmbH	731.420,13-	0,00	731.420,13-
			• 1006	Blacks AG	80.484,31-	0,00	80.484,31-
			• 1010	Sunny Electronics Gm	161.949,68-	0,00	161.949,68-
			• 1011	SKF Americas	1.061.367,68-	0,00	1.061.367,68-
			• 1015	Wollner AG	620.843,37-	0,00	620.843,37-
			• 1016	Cosco Wholesale	0,00	550,00-	550,00-
			• 1020	Grosshandel-Baden US	123.633,50-	0,00	123.633,50-
			• 1030	Jotachi Deutschland	261.003,14-	0,00	261.003,14-
			• 1100	Phunix GmbH	62.885.636,09	0,00	62.885.636,09
			• 1101	ABC Dienstleistungs	107.013,60-	0,00	107.013,60-
			• 1200	Finanzamt Frankfurt	559.526,71-	0,00	559.526,71-
			• 1234	K.F.W. Berlin	11.500.000,00-	0,00	11.500.000,00-
			• 1950	CPD L-Z	30.000,00-	0,00	30.000,00-
					.....		

Daily interval	Due	Not due	Total open items
0 - 30	47.340,00-	102.586,50-	149.926,50-
31 - 60	88.868,00-	826.470,80-	915.338,80-
61 - 90	0,00	0,00	0,00
91 - 120	0,00	0,00	0,00

## Execute Drilldown Report Due Date Analysis for Open Items



Selection date General Data Selection

Due Date Analysis for Open Items

Current data (10.10.2020 03:34:42)

Selection date General Data Selection

Account Type Vendors

Navigation	P	N	Text	Doc. Type	Document Type	Due--Total o...	Not due--Tot...	Total open it...
• Vendor			▲ ▼ C.E.B. BERLIN	• KR	Vendor invoice	596.265,00-	0,00	596.265,00-
• 1000				• RE	Gross inv. receipt	406.820,90-	0,00	406.820,90-
• Document Typ				• Result		1.003.085,90-	0,00	1.003.085,90-
• Posting key								
• Country								

Daily interval	Due	Not due	Total open items
0 - 30	0,00	0,00	0,00
31 - 60	0,00	0,00	0,00
61 - 90	0,00	0,00	0,00
91 - 120	0,00	0,00	0,00

- e) **Return** to the SAP Easy Access menu by typing **/N** in the command field.

— DONE —

#### DAFTAR PUSTAKA

AG, S. (2006). SAP AC010. In Business Processes in Financial Accounting.