

## **1. ORGANISATIONAL UNITS FOR FINANCIAL ACCOUNTING**

### **DEFINE COMPANY:**

- ✓ SPRO → REF IMG → Enterprise Structure → Definition → Financial Accounting → Define Company (or) **OX15**

Select NEW ENTRIES button and enter the data as shown below.

Company	8300
Company name	Ananth Group
Name of company 2	
<b>Detailed information</b>	
Street	Hitech City
PO Box	
Postal code	500001
City	Hyderabad
Country	IN
Language Key	EN
Currency	INR

& SAVE

### **TRANSPORT REQUEST**

To create Transport request, select create button.

Give Short Description – 8300: FI Consultant Batch & save. After completing the total configuration by using SE09 or SE10 we will release this Transport Request from Development server to Testing Server. In general BASIS people will do this.

### **EDIT, COPY, DELETE, CHECK COMPANY CODE:**

- ✓ SPRO → REF IMG → Enterprise Structure → Definition → Financial Accounting → Edit, Copy, Delete, Check Company Code (or) **OX02**

Double click on EDIT COMPANY CODE DATA. Select NEW ENTRIES button.

Company Code	8301
Company Name	ATL
<b>Additional data</b>	
City	Hyderabad
Country	IN
Currency	INR
Language	EN

Press SAVE button and it will ask Company Code address. Fill the necessary fields and SAVE.

### **ASSIGN COMPANY CODE TO COMPANY:**

- ✓ SPRO → REF IMG → Enterprise Structure → Assignment → Financial Accounting → Assign Company Code to Company (or) **OX16**

Select POSITION button. Enter Company Code and press enter. Besides to your Company Code give your Company and SAVE.

	CoCd	Company Name	City	Company
	8301	Sita Corp - HYD - INDIA	Hyderabad	8300
	8302	Sita Corp - MUM - INDIA	Mumbai	8300

### **DEFINE BUSINESS AREA:**

- ✓ SPRO → REF IMG → Enterprise Structure → Definition → Financial Accounting → Define Business Area (or) **OX03**  
Select NEW ENTRIES button.

Business Area	Description
830B	Bangalore Business Area
830D	Delhi Business Area
830H	Hyderabad Business Area
830M	Mumbai Business Area

&SAVE

### **MAINTAIN CONSOLIDATION BUSINESS AREA:**

- ✓ SPRO → REF IMG → Enterprise Structure → Definition → Financial Accounting → Maintain Consolidation Business Area (or) **OCC1**  
Select NEW ENTRIES button.

Cons.business area	Description
83N0	North - India
83S0	South - India

&SAVE

### **ASSIGN BUSINESS AREA TO CONSOLIDATION BUSINESS AREA:**

- ✓ SPRO → REF IMG → Enterprise Structure → Assignment → Financial Accounting → Assign Business Area to Consolidation Business Area (or) **OB6B**

Select POSITION button. Select you're Business Areas, there give your Cons. B.A.

Business Area	Description	Cons.bus.area	Description
830B	Bangalore Business Area	83S0	South - India
830D	Delhi Business Area	83N0	North - India
830H	Hyderabad Business Area	83S0	South - India
830M	Mumbai Business Area	83N0	North - India

& SAVE

## **2. ORGANIZATIONAL UNITS FOR ALL MODULES – LOGISTIC GENERAL**

The Sales & Distribution and Material Management belong to the Logistics Modules. This Logistic Modules has a certain Organizational Units, which are applicable to all the Modules under the Logistics. [Logistic means, the Organization of supplies & services for any complex operation.] They are as follow.

1) Plant      2) Location (Address of the object)      3) Division

### **DEFINE PLANT:**

- ✓ SPRO → REF IMG → Enterprise Structure → Definition → Logistics – general → Define, Copy, Delete, Check Plant (or) **OX10**

Double click on the DEFINE PLANT. Select NEW ENTRIES button.

Plant – 8301, Factory Calendar – 01(Germany Stand)

Press SAVE button and then another screen will come; here give complete Plant details and SAVE

### **DEFINE LOCATION:**

- ✓ SPRO → REF IMG → Enterprise Structure → Definition → Logistics – general → Define Location

Select NEW ENTRIES button.

Plant	Location	Name
8301	SLOC1	8301: Location 1
8301	SLOC2	8301: Location 2

&SAVE.

#### DEFINE, COPY, DELETE, CHECK DIVISION:

- ✓ SPRO → REF IMG → Enterprise Structure → Definition → Logistics – general → Define, Copy, Delete, Check Division (or) **OVXB**

Double click on DEFINE DIVISION. Select NEW ENTRIES button.

Division	Name
83	8301: Division

After entering the data press SAVE button.

#### ASSIGN PLANT TO COMPANY CODE:

- ✓ SPRO → REF IMG → Enterprise Structure → Assignment → Logistics – general → Assign Plant to Company Code (or) **OX18**

Select NEW ENTRIES button.

CoCd	Plnt	Name of Plant	Company Name	Status
8301	8301	8301: Plant	Sita Corp - HYD - INDIA	

& SAVE

#### ASSIGN BUSINESS AREA ACCOUNT ASSIGNMENT:

- ✓ SPRO → REF IMG → Enterprise Structure → Assignment → Logistics – general → Assign Business Area to Plant/Valuation area & Division (or) **OMJ7**

I. Select **PLANT/DIVISION** button. Press NEW ENTRIES.

[To determine the Business Area we are using this.]

Plnt	Dv	Name	BusA	Description
8301	83	8301: Division	830H	Hyderabad Business Area

&SAVE.

II. Select **VALUATION AREA/DIVISION** button. Press NEW ENTRIES.

ValA	Dv	Name	BusA	Description
8301	83	8301: Division	830H	Hyderabad Business Area

&SAVE.

**VALUATION AREA:** Organizational level at which the material is valued. It may be at Company Code level (or) at Plant level. SAP suggests the valuation area maintain at Plant level. Once you define Valuation Area then you can't edit or delete it.

### 3. ORGANIZATIONAL UNITS FOR SALES & DISTRIBUTION

#### DEFINE SALES ORGANIZATION:

- ✓ SPRO → REF IMG → Enterprise Structure → Definition → Sales and Distribution → Define, Copy, Delete, Check Sales Organization (or) **OVX5**

Double click on the DEFINE SALES ORGANIZATION. Select “0001” Sales Organization.

Select COPY button.

Sales Organization – 8301 – Sales Organization

Statistics currency – INR

Sales Org. calendar – 01 and SAVE. Then give the address and other details in the next screen.

#### DEFINE DISTRIBUTION CHANNEL:

- ✓ SPRO → REF IMG → Enterprise Structure → Definition → Sales and Distribution → Define, Copy, Delete, Check Distribution Channel (or) **OVXI**

Double click on the DEFINE DISTRIBUTION CHANNEL. Select NEW ENTRIES.

Distr. Channel	Name
83	83 Distribtn Channel

And SAVE.

#### ASSIGN SALES ORGANIZATION TO COMPANY CODE:

- ✓ SPRO → REF IMG → Enterprise Structure → Assignment → Sales and Distribution → Assign Sales Organization to Company Code (or) **OVX3**

Besides to Sales Organization under Company Code – 8301 and enter and SAVE.

SOrg.	Name	CoCd	Company Name	Status
8301	8301 Sales Org.	8301	Sita Corp - HYD - INDIA	

#### **ASSIGN DISTRIBUTE CHANNEL TO SALES ORGANIZATION:**

- ✓ SPRO → REF IMG → Enterprise Structure → Assignment → Sales and Distribution → Assign Distribute Channel to Sales Organization (or) **OVXK**

Select NEWENTRIES button and SAVE.

SOrg.	Name	DChl	Name	Status
8301	8301 Sales Org.	83	83 Distribtn Channel	

#### **ASSIGN DIVISION TO SALES ORGANIZATION:**

- ✓ SPRO → REF IMG → Enterprise Structure → Assignment → Sales and Distribution → Assign Division to Sales Organization (or) **OVXA**

Select NEWENTRIES button and SAVE.

SOrg.	Name	Dv	Name	Status
8301	8301 Sales Org.	83	8301: Division	

#### **ASSIGN SALES ORGANIZATION – DISTRIBUTION CHANNEL – PLANT:**

- ✓ SPRO → REF IMG → Enterprise Structure → Assignment → Sales and Distribution → Assign Sales Organization – Distribution Channel – Plant (or) **OVX6**

Select NEWENTRIES button and SAVE.

SOrg.	Name	DChCust/Mt	Name	Plnt	Name 1	Status
8301	8301 Sales Org.	83	83 Distribtn Channel	8301	8301: Plant	

#### **SET UP SALES AREA:**

- ✓ SPRO → REF IMG → Enterprise Structure → Assignment → Sales and Distribution → Set up Sales area (or) **OVXG**

Select NEWENTRIES button and SAVE.

SOrg.	Name	DChl	Name	Dv	Name	Status
8301	8301 Sales Org.	83	83 Distribtn Channel	83	8301: Division	

#### **DEFINE RULES BY SALES AREA:**

- ✓ SPRO → REF IMG → Enterprise Structure → Assignment → Sales and Distribution → Business area Account Assignment → Define Rules By Sales Area (or) **OVF2**

Select POSITION button and enter Sales Organization – 8301      Distribution Channel – 83      Division – 83 and enter. Select Rule – 1[Business Area determination from Plant/Division]

SOrg.	DChl	Dv	Name	Rule
8301	83	83	8301: Division	1

And SAVE.

## **4. ORGANIZATIONAL UNITS FOR MATERIAL MANAGEMENT**

#### **MAINTAIN STORAGE LOCATION:**

- ✓ SPRO → REF IMG → Enterprise Structure → Definition → Material Management → Maintain Storage Location (or) **OX09**

Enter Plant – 8301 and enter and select NEW ENTRIES.

Dialog Structure		Plant	8301
Storage locations		Addresses of storage	
SLoc	Description		
S107	8301:Storage Loc		

& SAVE.

### **MAINTAIN PURCHASE ORGANIZATION:**

- ✓ SPRO → REF IMG → Enterprise Structure → Definition → Material Management → Maintain Purchase Organization (or) **OX08**

Select NEW ENTRIES button.

Purch. Organization	Purch. Org. Descr.
8301	8301:Purchase Org.

& SAVE.

### **ASSIGN PURCHASING ORGANIZATION TO COMPANY CODE:**

- ✓ SPRO → REF IMG → Enterprise Structure → Assignment → Material Management → Assign Purchasing Organization to Company Code (or) **OX01**

Enter Company Code – 8301 beside to your Purchase Organization – 8301

POrg	Description	CoCd	Company Name	Status
8301	8301:Purchase Org.	8301	Sita Corp - HYD - INDIA	

& SAVE.

### **ASSIGN PURCHASING ORGANIZATION TO PLANT:**

- ✓ SPRO → REF IMG → Enterprise Structure → Assignment → Material Management → Assign Purchasing Organization to Plant (or) **OX17**

Select NEW ENTRIES button.

POrg	Description	Plnt	Name 1	Status
8301	8301:Purchase Org.	8301	8301: Plant	

& SAVE.

## **5. ORGANIZATIONAL UNITS FOR LOGISTIC EXECUTION**

### **DEFINE SHIPPING POINT:**

- ✓ SPRO → REF IMG → Enterprise Structure → Definition → Logistic Execution → Define, Copy, Delete, Check Shipping point (or) **OVXD**

Double click on the DEFINE SHIPPING POINT. Select NEW ENTRIES.

Shipping point – 8301 – 8301: Shipping Point

Factory Calendar – 01 press enter and SAVE. In the next screen enter the following data.

Name – 8301- Shipping point

Country – IN

Language – English press enter and SAVE.

### **ASSIGN SHIPPING POINT TO PLANT:**

- ✓ SPRO → REF IMG → Enterprise Structure → Assignment → Logistic Execution → Assign Shipping point to Plant (or) **OVXC**

Select FIND button. Enter your Plant – 8301 press enter and double click on your Plant and select your Shipping Point – 8301 enter

Plant	Shipping Points
8301	8301: Plant
	8301 8301: Shipping Point

& SAVE.

## FISCAL YEAR

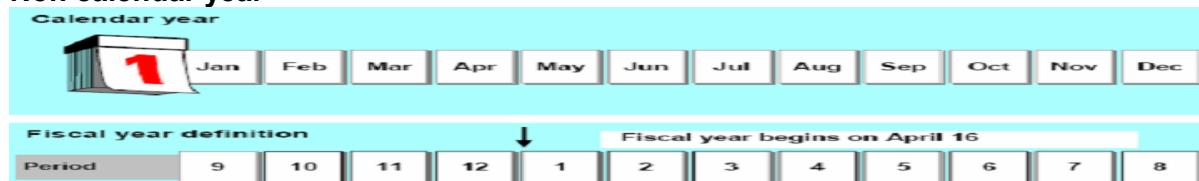
Fiscal year is a period of 12 months. But this is not obligatory. Each period is called as a POSTING PERIOD, which is used to assign the business transactions of the Organization.

SAP system provides 4 special periods to record the adjustment entries after year ending. Fiscal year may be Calendar year (Jan to Dec) (or) Non calendar year (Apr to Mar).

### Calendar year



### Non calendar year



Fiscal year may be Dependant or Independent.

**Dependant Fiscal Year:** In any year the starting period and ending period may be different (or) if you have less than 12months, that fiscal year must be define as a DEPENDANT FISCALYEAR (or) SHORT END FISCAL YEAR.

**Independent Fiscal Year:** In any year the starting period and ending period will be same and same posting periods for continues years. It is called as INDEPENDANT FISCALYEAR.

## FISCAL YEAR STRUCTURE

The screenshot shows the SAP Fiori interface for defining a fiscal year variant. On the left, a sidebar titled 'Dialog Structure' shows a tree view with 'Fiscal year variants' expanded, and 'Periods' is selected. The main area displays 'FI.Year Variant V3' with the note 'Apr - March, 4 special periods'. It includes two checkboxes: 'Year-dependent' and 'Calendar year'. To the right, there are two input fields: 'No.posting periods' set to 12 and 'No.special periods' set to 4. Below these, a table titled 'Periods' lists the mapping between months, days, periods, and year shifts. The table has columns for Month, Day, Period, and Year shift. The data is as follows:

Month	Day	Period	Year shift
1	31	10	-1
2	29	11	-1
3	31	12	-1
4	30	1	0
5	31	2	0
6	30	3	0
7	31	4	0
8	31	5	0
9	30	6	0
10	31	7	0
11	30	8	0
12	31	9	0

### Year Shift:

Fiscal year = Calendar year then it is "0"

Fiscal year < Calendar year then it is "-1"

Fiscal year > Calendar year then it is "+1"

SAP follows a variant principle. [1. Variant is used to store the information about a particular component. 2. Variants are settings for particular set of programs. This would be running a background program and pick the values. Say if you are running a same program in your daily business you can set variants to run those programs, which would save your time running them every time. Example Payment program run at F110, in printout/data medium you specify a variant and then run the payment program. It'll pick up the values you mentioned in the variant.] In variant principle there are 3 steps.

- I. Define a variant.
- II. Populate variant with values.
- III. Assign the variant to different objects, which are using the same value.

### **MAINTAIN FISCAL YEAR VARIANT:**

- ✓ SPRO → REF IMG → Financial Accounting (New) → Financial Accounting Global Settings (New) → Ledgers → Fiscal year and Posting Periods → Maintain Fiscal year variant (Maintain Shortened Fisc. Year) (or) **OB29**

Here you can find some SAP stranded provided some variants for example V3, V6, V9, K1, K2, K3 and K4. You can use the same or you can copy it and change the name. In the following picture select V3 and copy it and change the name as “**83**” & SAVE (or) you can create your own.

FV	Description	Year-dep...	Calenda...	Number of posting...	No.of special p
24	Half periods	<input type="checkbox"/>	<input type="checkbox"/>	24	
C1	1st period (calendar year)	<input type="checkbox"/>	<input type="checkbox"/>	1	
K0	Calendar year, 0 spec. period	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12	
K1	Cal. Year, 1 Special Period	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12	1
K2	Cal. Year, 2 Special Periods	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12	2
K3	Cal. Year, 3 Special Periods	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12	3
K4	Calendar year, 4 spec. periods	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12	4
R1	Shortened fisc.year Jan-Sep'94	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12	4
V3	Apr.- March, 4 special periods	<input type="checkbox"/>	<input type="checkbox"/>	12	4
V6	July - June, 4 special periods	<input type="checkbox"/>	<input type="checkbox"/>	12	4
V9	Oct.- Sept., 4 special periods	<input type="checkbox"/>	<input type="checkbox"/>	12	4
WK	Calendar weeks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	53	

### **ASSIGN COMPANY CODE TO FISCAL YEAR VARIANT:**

- ✓ SPRO → REF IMG → Financial Accounting (New) → Financial Accounting Global Settings (New) → Ledgers → Fiscal year and Posting Periods → Assign Company Code to a Fiscal year variant (or) **OB37**

Select POSITION button. Give your Company Code – 8301 and enter. Select your F.Y. Variant – “**83**” & SAVE.

CoCd	Company Name	Fiscal Year Variant	Description
8301	Sita Corp - HYD - INDIA	83	Apr.- March, 4 special periods
8302	Sita Corp - MUM - INDIA	83	Apr.- March, 4 special periods

## **ACCOUNT TYPES & POSTING PERIODS**

### **ACCOUNT TYPES:**

SAP system classifies the Accounts as follows.

S – General Ledger Account

D – Customer Account

K – Vendor Account

A – Asset Accounting

M – Material Account

V – Contract Account

To represent all these Accounts SAP uses a symbol “+”.

### **POSTING PERIODS:**

Fiscal year structure contains posting periods. For each posting period we have specified day end. To process business transactions these posting periods must be in open status. You can open all the posting periods (or) you can restrict the posting periods by Account Type wise and Account No wise and Authorization group wise.

To restrict the posting periods by Account Types wise first you need to open the posting periods for all Account Types (“+” symbol).

### **DEFINE VARIANT FOR POSTING PERIOD:**

- ✓ SPRO → REF IMG → Financial Accounting (New) → Financial Accounting Global Settings (New) → Ledgers → Fiscal year and Posting Periods → Posting periods → Define variant for Posting period (or) **OBBO**

Select NEW ENTRIES.

Variant	Name
83PP	8301: Posting period variant

& SAVE.

## OPEN & CLOSE POSTING PERIODS:

- ✓ SPRO → REF IMG → Financial Accounting (New) → Financial Accounting Global Settings (New) → Ledgers → Fiscal year and Posting Periods → Posting periods → Open & close Posting Periods (or) **OB52**  
 Select NEW ENTRIES.

Var.	A	From acct	To account	From per.1	Year	To period	Year	From per.2	Year	To period	Year	AuGr
83PP +				1	2008	12	2009	13		2008	16	2009
83PP D 1		9999999999	1		2008	12	2009					
83PP K 1		9999999999	1		2008	12	2009					

&SAVE.

## ASSIGN VARIANTS TO COMPANY CODE:

- ✓ SPRO → REF IMG → Financial Accounting (New) → Financial Accounting Global Settings (New) → Ledgers → Fiscal year and Posting Periods → Posting periods → Assign Variants to Company Code (or) **OBBP**

Select POSITION button. Enter your Company Code – 8301 and enter. The below screen will appear then in the Variant column enter “83PP” and SAVE.

CoCd	Company Name	City	Variant
8301	Sita Corp - HYD - INDIA	Hyderabad	83PP
8302	Sita Corp - MUM - INDIA	Mumbai	83PP

## **CHART OF ACCOUNTS**

Chart of Accounts is nothing but a list of all General Ledger Accounts. For each General Ledger Account the Chart of Accounts contains 2 types of data.

1. General Data      2 Company Specific Data

This data you can find in Transaction code – **FS00**.

**A. GENERAL DATA:** Includes (I) General Ledger Account no (II) Account Group (III) Type of Account [P&L Account or Balance sheet] (IV) Description of Account [Short text, General Ledger Account Long text]. These fields you can find in TYPE/DESCRIPTION tab.

**B. COMPANY SPECIFIC DATA:** They are as follows. These fields you can find in CONTROL DATA tab & CREATE/BANK/INTEREST tab.

### **1. ACCOUNT CONTROL IN COMPANY CODE:**

**1.1. Account Currency** – To specify in which currency the Accounts balances are maintained.

**1.2. Only Balances in Local Currency** – indicates that balances are updated only in Local Currency, when user posts transaction to this Account.

**1.3. Exchange Rate difference Key & Valuation Group** – To value the foreign currency balance & determine the exchange rate differences.

**1.4. Tax Category Field, Posting without tax allowed** – To specify whether an Account is a Tax relevant account (or) Tax account.

**1.5. Recon. Account for Account Type** – An entry in this field characterizes the G/L account as a reconciliation account. The reconciliation account ensures the integration of a sub ledger account into the general ledger.

**1.6. Alternative Account No** – The alternative account number field in the company code area is freely definable. You could use it to enter.

- The account number from your legacy system (or)
- **The account number from a country chart of accounts if your corporate group uses a standard chart of accounts.**

The alternative account number is only issued in the financial statement if you explicitly assign it to the relevant items in the financial statement version.

**1.7. Inflation Key** – A system object that tells the SAP System how to adjust a G/L account for inflation, for example:

- The inflation index to be applied
- Whether the balance only is to be adjusted, or whether all the line items in the account are to be adjusted separately.

## **1. ACCOUNT MANAGEMENT IN COMPANY CODE:**

- 1.1. Open Item Management** – is used for only Balance sheet Accounts to specify that it is a clearing account.
- 1.2. Line Item Display** – is used to display the transactions posted under a particular period.
- 1.3. Sort Key** – is used to sort the data posted in the General Ledger Accounts.
- 1.4. Authorization Group** – is used to specify, which employee is authorized to process the data.

## **2. CONTROL OF DOCUMENT CREATION IN COMPANY CODE:**

- 2.1. Field Status Group** – is used to specify which screen layout have to process the transaction data for this General Ledger Account.
- 2.2. Post automatically only** – won't allow the user to process the transaction data for this account and this account can only be posted to by the system using account determination tables.
- 2.3. Supplement Auto. Postings** – for example if you set this indicator for the G/L account for bank charges. If you post an incoming payment, which contains bank charges, the system automatically generates a line item for these charges and displays the document overview screen where you can select the line item and supplement it with an account assignment. You could then assign the bank charge to a cost center.
- 2.4. Recon. Account ready for input** – which determines that the reconciliation account is ready for input when posting a document. This is used to change the reconciliation account at the time of document entry. The indicator is used in Financial Assets Management.

## **3. BANK/FINANCIAL DETAILS IN COMPANY CODE:**

- 3.1. Planning level** – is used for Cash Management purpose.
- 3.2. Relevant to Cash flow** – is used to specify that account is a Cash Account or Bank Account for which we create a cash flow statement. The following accounts are typically defined as cash flow accounts:
  - bank account
  - account for bank charges
  - check clearing account
  - clearing account for incoming payments
- 3.3. House Bank & Account ID** – is used to link the Bank Account to the Bank Account component.

## **4. INTEREST CALCULATION INFORMATION IN COMPANY CODE:**

- 4.1. Interest Indicator** – is used to calculate the interest for that General Ledger Account.

## **STRUCTURE OF COA**

The Chart of Account has 3 functions. They are as follows.

- 1) Operating Chart of Accounts:** is the Chart of Account to which we have to create General Data as well as Company specific Data to record the business transactions for both Financial Accounting and Controlling. This Chart of Account must be assigned to your Company Code.

If you are following different Chart of Account for each Company Code then refer the Group Chart of Accounts in the place of Operating COA.

- 2) Group Chart of Accounts:** to be maintained if you are following different Chart of Accounts for each Company Code. For Group Chart of Accounts maintain General Data. The assigning of a corporate group chart of accounts to a company code is **optional**.

- 3) Country Specific Chart of Accounts:** to meet the Country specific legal requirement you can maintain one more Chart of Accounts and also you can assign it to your Company Code. This allows you to provide statements for the country's legal requirements. The assigning of a country-specific chart of accounts to a company code is **optional**.

### EDIT CHART OF ACCOUNTS LIST:

- ✓ SPRO → REF IMG → Financial Accounting (New) → General Ledger Accounting (New) → Master Data → G/L Accounts → Preparations → Edit Chart of Accounts List (or) **OB13**  
Select NEW ENTRIES.

Chart of Accts 8301  
Description 8301: Chart of Accounts

General specifications  
Maint.language English  
Length of G/L account number 6

Integration  
Controlling integration Manual creation of cost elements

Consolidation  
Group Chart of Accts

Status  
 Blocked

SAVE.

### ASSIGN COMPANY CODE TO CHART OF ACCOUNTS:

- ✓ SPRO → REF IMG → Financial Accounting (New) → General Ledger Accounting (New) → Master Data → G/L Accounts → Preparations → Assign Company Code to Chart of Accounts (or) **OB62**

Select POSITION button.

Enter your Company Code – 8301 & enter. Enter your Chart of Accounts – 8301 & SAVE.

CoCd	Company Name	City	Chrt/Accts	Cty ch/act
8301	Sita Corp - HYD - INDIA	Hyderabad	8301	
8302	Sita Corp - MUM - INDIA	Mumbai	8301	

HERE YOU HAVE TO ASSIGN OPERATING CHART OF ACCOUNTS.

HERE YOU CAN ASSIGN COUNTRY SPECIFIC CHART OF ACCOUNTS.

### **FIELD STATUS GROUP**

Field Status Group is nothing but a screen layout. Screen layout for inputting the data. There are 2 types of data is there in SAP system. They are as follows.

1. **MASTER DATA:** has a permanent Ledger until we delete. Master Data is used to process the Transaction data.
2. **TRANSACTION DATA:** where is from time to time to process the transaction data 1<sup>st</sup> we need to setup (or) maintain Master Data.

To setup Master Data there must be input screen. The screen can be defined (or) can be customize as per Client requirement. SAP provides Field Status Group, which contain fields. You can specify the status of these fields to customize the screens. The status of the field may be as follows.

- |                         |                          |
|-------------------------|--------------------------|
| I. Suppress (or) Hidden | II. Optional             |
| III. Required           | IV. Display purpose only |

There are 2 types of F.S.G. are there in SAP system.

1. **FIELD STATUS GROUP FOR MASTER DATA:** are managed while creating **Account Groups** for General Ledger Accounts, Customer Accounts, Vendor Accounts and other Master Accounts (Ex. Asset Accounts) while creating Master Records.
2. **FIELD STATUS GROUP FOR TRANSACTION DATA:** are managed independently and must assign to the **General Ledger Account**. Field Status Group is also managed at posting key level.

## 1. ACCOUNT GROUP (Field Status Group for Master Data)

Account Group is used to group the Accounts of similar nature under one head and this group must be assigned to your Chart of Accounts and the General Ledger must be assigned to Account Group while creating a General Ledger Account.

At this Account Group level you can control the following.

A. Number interval              B. Field Status Group

**A. NUMBER INTERVAL:** must be follow for each Account Group, which is used to assign Account No to the General Ledger Account while creation.

**B. FIELD STATUS GROUP:** you can define your own field layout for maintaining the master data for the General Ledger Account by managing the Field Status Group.

### **DEFINE ACCOUNT GROUP:**

- ✓ SPRO → REF IMG → Financial Accounting (New) → General Ledger Accounting (New) → Master Data → G/L Accounts → Preparations → Define Account Group (or) **OBD4**  
Select NEW ENTRIES.

Chrt/Accts	Acct Group	Name	From acct	To account
8301	A001	ASSETS	200000	299999
8301	E001	EXPENSES	400000	499999
8301	I001	INCOMES	300000	399999
8301	L001	LIABILITIES	100000	199999

& SAVE.



To define your own screen layout, select the Account Group and click on the Field status button. In the next screen double click on ACCOUNT CONTROL. There you can select which ever fields you want to display when you are creating the Master data [General Ledger Accounts, Customer Accounts, Vendor Accounts and other Master Accounts (Ex. Asset Accounts)].

### **RETAINED EARNINGS ACCOUNT**

At the end of a fiscal year, the system carries forward the balance of the P&L account to the Retained Earnings Account. You may maintain a single (or) Multiple Retained Earnings Account. If you are using one Chat of Account for all your Company Codes then create one Retained Earnings Account. If you are using different Chart of Accounts for each Company Code then define Retained Earnings Accounts for each Chart of Accounts as well as Group of Chart of Account.

### **DEFINE RETAINED EARNINGS ACCOUNT:**

- ✓ SPRO → REF IMG → Financial Accounting (New) → General Ledger Accounting (New) → Master Data → G/L Accounts → Preparations → Define Retained Earnings Account (or) **OB53**

Enter your Chart of Accounts – 8301 and enter.

### **Maintain FI Configuration: Automatic Posting - Accounts**

Posting Key	
Chart of Accounts      8301      8301: Chart of Accounts	
Transaction      BIL      Balance carried forward	
Account assignment	
P&L statmt acct type	Account
X	100100
Y	100101

Press enter; it will give you warning messages. Again press enter and SAVE.

## 2. FIELD STATUS GROUPS FOR TRANSACTION DATA

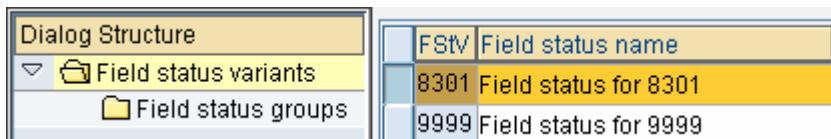
Field Status Groups are used to design your own screen layout (or) customize the screen template as per client requirement to maintain (or) input the data in the General Ledger Accounts.

While creating G/L Account which Field Status Group you want maintain, specify that in that particular General Ledger Account. For this purpose you have to create Field Status Groups and you have to store (or) consolidate under one Field Status Variant and then we have to assign it to your Company Code (or) you can copy SAP standard Field Status Variant [0001] and change the name of the Field Status Variant and assign it to your Company Code.

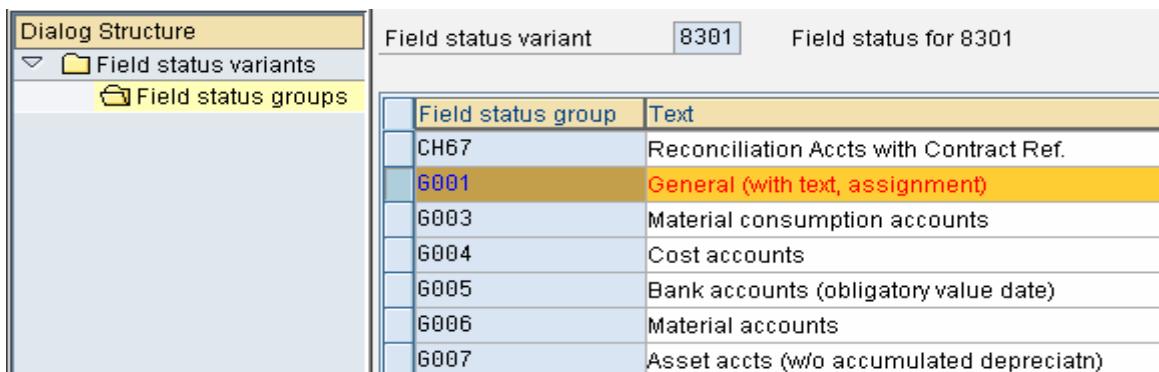
### **MAIN TAIN FIELD STATUS VARIANTS:**

- ✓ SPRO → REF IMG → Financial Accounting (New) → Financial Accounting Global Settings (New) → Ledgers → Fields → Define Field Status Variants (or) **OBC4**

Select Field Status Variant “0001” & Select “COPY AS” button and change the name as 8301 and enter. Then it will display another screen there press “COPY ALL” button and then press continue button and SAVE.

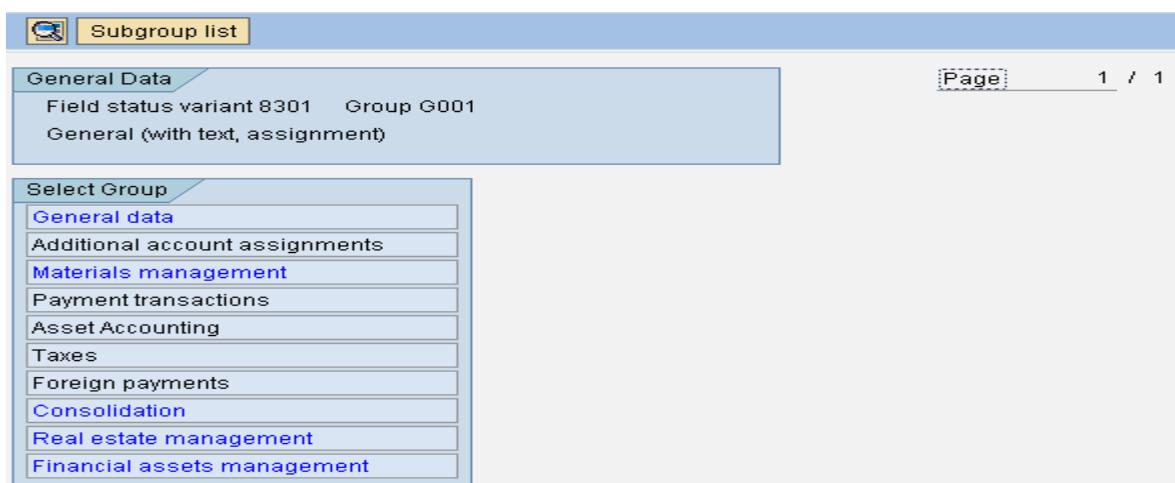


Select the Field Status Variant to check the Field Status Groups. Double click on Field Status Groups (in above Picture left side you will find it). In the next screen you can find Field Status Groups as shown in the below picture.



Each Field Status Group contains some fields. By managing these fields with the help of their status (Suppress, Required, Optional) you can define different template. But you have to assign this Field Status Group to your General Ledger Account.

To check the fields in the Field Status Group, select one Field Status Group for Ex. G001 and select the FIELD STATUS button (or) double click on the Field Status Group.



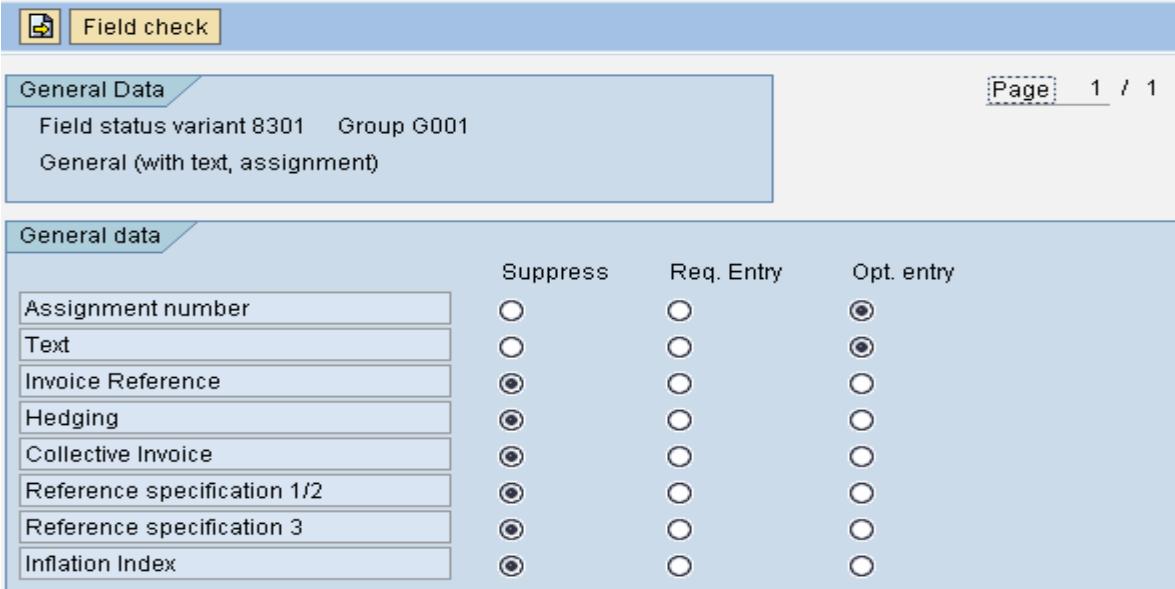
Sap divides the fields into subgroup list. They are as follows.

- |                           |                                   |
|---------------------------|-----------------------------------|
| 1. General data           | 2. Additional account assignments |
| 3. Materials management   | 4. Payment transactions           |
| 5. Asset Accounting       | 6. Taxes                          |
| 7. Foreign payments       | 8. Consolidation                  |
| 9. Real estate management | 10. Financial assets management   |

**ADDITIONAL ACCOUNT ASSIGNMENTS** fields are sub objects, which are used to assign General Ledger Account information at the time of posting. Assigning General Ledger Account information to business objects is called Account Assignment Object.

In the above picture black color subgroups indicates that all fields are in **suppress** mode. In blue color subgroups indicates some fields are selected as **optional** (or) **required** mode.

To check the fields in the subgroup list, keep the cursor on one subgroup select CHOOSE  button.



The screenshot shows the SAP Fiori Field Check interface. At the top, there is a header bar with a 'Field check' button. Below it, a sub-header 'General Data' is shown, followed by 'Field status variant 8301 Group G001' and 'General (with text, assignment)'. On the right, there is a 'Page' indicator showing '1 / 1'. The main content area is titled 'General data' and contains a table with eight rows. Each row has three columns: 'Suppress' (radio buttons), 'Req. Entry' (radio buttons), and 'Opt. entry' (radio buttons). The 'Opt. entry' column is highlighted in blue, indicating optional fields. The rows are: Assignment number, Text, Invoice Reference, Hedging, Collective Invoice, Reference specification 1/2, Reference specification 3, and Inflation Index.

To check the other groups press NEXT GROUP  button. To see the flow of field, keep the cursor on the field and select FIELD CHECK  button and come back and SAVE.

### **ASSIGN COMPANY CODE TO FIELD STATUS VARIANTS:**

- ✓ SPRO → REF IMG → Financial Accounting (New) → Financial Accounting Global Settings (New) → Ledgers → Fields → Assign Company Code to Field Status Variants (or) **OBC5**

Select POSITION button.

Enter your Company Code – 8301 and enter.

CoCd	Company Name	City	Fld stat.var.
8301	Sita Corp - HYD - INDIA	Hyderabad	8301
8302	Sita Corp - MUM - INDIA	Mumbai	8301

In the Field Status Variant column enter your Field Status Variant as 8301 and SAVE.

### **SCREEN CODING BLOCK (OR) SUB SCREENS FOR CODING BLOCK**

R/3 System account assignment transactions use sub screens, which contain the various account assignment fields. When generating the screens for these transactions, the system searches for the most suitable sub screen, that is, the one containing the most required fields.

If there is no sub screen that contains all the necessary fields, you have to enter the additional fields in a separate dialog box.

You can define your own sub screens. This means you can structure your sub screens to suit your own requirements and thus avoid having to enter account assignment fields in an additional dialog box.

## **MAIN TAIN SUB SCREENS FOR CODING BLOCK:**

- ✓ SPRO → REF IMG → Financial Accounting (New) → Financial Accounting Global Settings (New) → Ledgers → Fields → Define Sub Screens for Coding Blocks (or) **OXK1**  
Select CREATE button. Sub screen – 9002 (system automatically generates the no) – 8301: Sub Screen.

### **Maintain Coding Block Subscreens: Detail**

Field Name	Position	With Text
Accounting Indicator	1	<input checked="" type="checkbox"/>
Activity Type		<input type="checkbox"/>
Asset	3	<input checked="" type="checkbox"/>
Business Area		<input type="checkbox"/>
Business Process		<input type="checkbox"/>
Commitment Item		<input type="checkbox"/>
Company Code		<input type="checkbox"/>
Controlling Area		<input type="checkbox"/>
Cost Center	5	<input checked="" type="checkbox"/>

Select the check box of the fields which you want to display in Sub screen and specify the row position & select GENERATE button and SAVE

To check your Sub screen double click on it.

## **TOLERANCE GROUPS**

Tolerance groups are used to define the permissions, acceptance and limitations given to the users (or) employees of the organization. This may include cash discount to be allowed, payment differences, upper limit for posting a document, upper limit for posting open item account. Tolerance Groups are Company dependents

SAP divides Tolerance group into 2. They are as follows.

1. User (or) Employee Tolerances
2. Master Record Level Tolerances
  - (A). General Ledger Tolerances
  - (B). A/R and A/P Tolerances

For payment differences SAP maintains his Master record level Tolerances. You can specify the payment differences limit at Employee Tolerances, General Ledger Tolerances and A/R & A/P Tolerances. When you are clearing the payments to General Ledger (or) A/R & A/P level the system checks the Tolerance limit for payment differences specified at the Employee Level and specified in the General Ledger (or) A/R & A/P Level and it takes the lower of these two as upper limit and it will accept the payment differences.

## **DEFAULT TOLERANCE GROUP FOR GENERAL LEDGER ACCOUNTS, CUSTOMER & VENDOR ACCOUNTS:**

These values apply to all General Ledger Accounts, Customer Accounts, Vendor Accounts to which you haven't assigned any Tolerance Group.

## **DEFINE TOLERANCE GROUPS FOR GENERAL LEDGER ACCOUNTS:**

- ✓ SPRO → REF IMG → Financial Accounting (New) → General Ledger Accounting (New) → Business Transactions → Open Item Clearing → Clearing Differences → Define Tolerance Groups for G/L Accounts (or) **OBA0**

Select NEW ENTRIES button & enter the data as shown in the below pictures.

Company Code	8301	Sita Corp - HYD - INDIA		
Tolerance group		Default Tolerance Group for GL		

Tolerances for Groups of G/L Accounts in Local Curre				
Debit posting	200,00	INR	Percentage	1,0 %
Credit posting	200,00	INR	Percentage	1,0 %

Company Code	8301	Sita Corp - HYD - INDIA
Tolerance group	T001	G/L Tolerance - T001

Tolerances for Groups of G/L Accounts in Local Curre			
Debit posting	500 , 00	INR	Percentage <input type="text"/> %
Credit posting	500 , 00	INR	Percentage <input type="text"/> %

and SAVE.

#### **DEFINE TOLERANCE GROUPS FOR EMPLOYEES:**

- ✓ SPRO → REF IMG → Financial Accounting (New) → General Ledger Accounting (New) → Business Transactions → Open Item Clearing → Clearing Differences → Define Tolerance Groups for Employees (or) **OBA4**

Select NEW ENTRIES button and there enter the data as shown in the below picture.

Group	<input type="text"/>		
Company code	8301	Sita Corp - HYD - INDIA	Hyderabad
Currency	INR		
<b>Upper limits for posting procedures</b>			
Amount per document	100 . 000 . 000 , 00		
Amount per open item account item	5 . 000 . 000 , 00		
Cash discount per line item	5 , 000 *		
<b>Permitted payment differences</b>			
Revenue	Amount <input type="text"/>	Percent <input type="text"/> %	Cash discnt adj.to <input type="text"/>
Expense	<input type="text"/>	<input type="text"/> %	<input type="text"/>

& SAVE.

#### **ASSIGN USERS TO TOLERANCE GROUPS: (Don't define this. Just see it)**

- ✓ SPRO → REF IMG → Financial Accounting (New) → General Ledger Accounting (New) → Business Transactions → Open Item Clearing → Clearing Differences → Assign Users to Tolerance Groups (or) **OB57**

Select NEW ENTRIES button.

User name	Tolerance group
USER01	

This will define by BASIS people.  
This will define by FI consultant.

#### **CREATE A/C FOR CLEARING DIFFERENACES: (Don't define. Just see it)**

- ✓ SPRO → REF IMG → Financial Accounting (New) → General Ledger Accounting (New) → Business Transactions → Open Item Clearing → Clearing Differences → Create Account for Clearing Differences (or) **OBXZ**

To write off the differences, which are within, the Tolerances limit. You need to specify the system General Ledger Account to be Debited (or) Credited.

#### **DEFINE TOLERANCE GROUPS FOR A/R & A/P:**

- ✓ SPRO → REF IMG → Financial Accounting (New) → Accounts Receivable and Accounts Payable → Business Transactions → Outgoing payments → Manual Outgoing payments → Define Tolerances (Vendor) (or) **OBA3**

Select NEW ENTRIES button and there enter the data as shown in the below picture.

Company Code	8301	
Currency		
Tolerance group	8301: Tolerances for AR & AP	
Specifications for Clearing Transactions		
Grace days due date	<input type="checkbox"/>	Cash Discount Terms Displayed <input type="checkbox"/>
Arrears Base Date	<input type="checkbox"/>	
Permitted Payment Differences		
Gain	Amount	Percent
	<input type="text"/>	5 %
Loss		<input type="text"/>
		5 %
Adjust Discount By		
Permitted Payment Differences for Automatic Write-Off (Function Code AD)		
Rev.	Amount	Percent
	<input type="text"/>	<input type="text"/> %
Expense		<input type="text"/>
		<input type="text"/> %
Specifications for Posting Residual Items from Payment Differences		
<input type="checkbox"/> Payment Term from Invoice	Fixed payment term <input type="checkbox"/>	
<input type="checkbox"/> Only grant partial cash disc		
Dunning key	<input type="checkbox"/>	
Tolerances for Payment Advices		
Outst.receiv.from	Amount	Percent
	<input type="text"/>	<input type="text"/> %
Outst.payable from		<input type="text"/>
		<input type="text"/> %

And SAVE.

Tolerance Groups are prerequisite to create General Ledger Account Master Records, Customer Account Master Record and Vendor Account Master Record.

### DOCUMENT TYPES AND NUMBER RANGES

Document types are used to differentiate the business transactions and control number interval to be maintained for each type of business transaction. Account types to be allowed for each type of document.

For each Document type you need to specify the following parameters.

- A. Document Id
- B. Number Range (or) number Object
- C. Authorization group
- D. Account types to be allowed

Document Type	SA	G/L Account Document	<b>A. DOCUMENT ID</b>
Properties Number range 01 Reverse DocumentType AB Authorization Group <input type="checkbox"/>			<b>B. NUMBER RANGE</b> <small>Range information</small>
Account types allowed <input checked="" type="checkbox"/> Assets <input checked="" type="checkbox"/> Customer <input checked="" type="checkbox"/> Vendor <input checked="" type="checkbox"/> Material <input checked="" type="checkbox"/> G/L account			<b>C. AUTHORIZATION GROUP</b>
Control data <input type="checkbox"/> Net document type <input type="checkbox"/> Cust/Vend check <input type="checkbox"/> Negative Postings Permitted <input type="checkbox"/> Inter-company postgs <input type="checkbox"/> Enter trading partner		Special usage <input type="checkbox"/> Bitch input only	
Required during document entry <input type="checkbox"/> Reference number <input type="checkbox"/> Document header text		Default values Ex.rate type for forgn crnicy docs <input type="checkbox"/>	
Joint venture Debit Rec.Indic <input type="checkbox"/> Rec.Ind. Credit <input type="checkbox"/>			

**ENTER TRADING PARTNER MANUALLY:** Indicates that for postings with the document type selected, you can enter the trading partner manually.

**B. Number Ranges:** is used to store the number interval. This number range may be used for a single Document type (or) multiple Document types. This number range may be Dependent number range (or) Independent number range. This number range contains number interval. This number interval may be Internal (or) External number range.

- **Dependent Number Range:** means every year you have to specify the number interval.
- **Independent Number Range:** means you can main the same number intervals up to certain future fiscal years.
- **Internal Number Range:** means while posting a document system automatically picks the number.
- **External Number Range:** means User has to specify the number from the number interval before posting a document.

Number intervals are Company dependents Where as Document types are Client dependents  
 You can create your own Document types but use SAP standard Document types. The following are the SAP Document types and Number ranges. You have to define your own Number Intervals.

DOCUMENT TYPE	DESCRIPTION	NUMBER RANGE	NUMBER INTERVAL
SA	General Ledger Document	01	100000 - 199999
DR	Customer Invoice	18	200000 - 299999
DZ	Incoming Payment	14	400000 - 499999
DG	Customer Memo	16	600000 - 699999
KR	Vendor Invoice	19	300000 - 399999
KZ	Vendor Payment	15	500000 - 599999
KG	Vendor Memo	17	700000 - 799999
AA	Asset Account Document	01	100000 - 199999
AF	Depreciation Posting	04	800000 - 849999
WE	Goods Receipt	50	860000 - 869999
WI	Inventory Document	49	850000 - 859999
WL	Goods Issue/Delivery	49	850000 - 859999
RF	Invoice	01	100000 - 199999
RE	Gross invoice Receipt	51	870000 - 879999

#### **DEFINE DOCUMENT TYPES:**

- ✓ SPRO → REF IMG → Financial Accounting (New) → Financial Accounting Global Settings (New) → Document → Document Types → Define Document Types for Entry View (or) **OBA7**

Select POSITION button. Enter Document type – “**SA**” and enter. Double click on “**SA**” Document type. Next screen will appear as below. To specify the Number interval select NUMBER RANGE INFORMATION button (see the below picture). This will take you another screen. Screen name is DEFINE NUMBER RANGE. You can select here (or) you can go through navigation path. Navigation path is given below.

The screenshot shows the SAP Define Document Types interface for Document Type SA. At the top, the Document Type is set to SA. The 'Number range' field contains '01'. To the right of the 'Number range' field is a button labeled 'Number range information' with a black arrow pointing to it. Below this section, there are two red-highlighted areas: 'Control data' and 'Required during document entry'. The 'Control data' section contains several checkboxes for document types like Assets, Customer, Vendor, Material, and G/L account. The 'Required during document entry' section also contains checkboxes for Reference number and Document header text. On the right side of the screen, there are other sections like 'Special usage' (with a checkbox for 'Btch input only') and 'Default values' (with a field for 'Ex.rate type for forgn crnicy docs').

### **DEFINE NUMBER RANGE:**

- ✓ SPRO → REF IMG → Financial Accounting (New) → Financial Accounting Global Settings (New) → Document → Document Number Ranges → Documents in Entry View → Define Document Number Ranges for Entry View (or) **FBN1**

Company Code – 8301 & enter. Here Select CHANGE INTERVALS button. In the next screen select INSERT INTERVAL button and enter the details as shown below. If your Number Interval is External interval then select External Interval check box as shown in the below picture. Before using this Number interval you should know whether this is external purpose (or) internal purpose. Once you use this Number interval later you cannot select (or) change this option.

No	Year	From number	To number	Current number	Ext
01	9999	0000100000	0000199999	0	<input type="checkbox"/>
02	9999	0000930000	0000939999	0	<input type="checkbox"/>
04	9999	0000200000	0000299999	0	<input type="checkbox"/>
14	9999	0000300000	0000399999	0	<input type="checkbox"/>
15	9999	0000400000	0000499999	0	<input type="checkbox"/>
16	9999	0000500000	0000599999	0	<input type="checkbox"/>
17	9999	0000600000	0000699999	0	<input type="checkbox"/>
18	9999	0000700000	0000799999	0	<input type="checkbox"/>
19	9999	0000800000	0000899999	0	<input type="checkbox"/>
49	9999	0000900000	0000999999	0	<input type="checkbox"/>
50	9999	0000910000	0000919999	0	<input type="checkbox"/>
51	9999	0000920000	0000929999	0	<input type="checkbox"/>



& SAVE.

### **MASTER DATA – TAB SCREENS**

#### **DEFINE LAYOUT:**

- ✓ SPRO → REF IMG → Financial Accounting (New) → General Ledger Accounting (New) → Master Data → G/L Accounts → Preparations → Additional Activities → Layouts for Individual Processing → Define Layouts (or) **OB\_GLACC21**

#### **ASSIGN LAYOUT TO CHART OF ACCOUNTS:**

- ✓ SPRO → REF IMG → Financial Accounting (New) → General Ledger Accounting (New) → Master Data → G/L Accounts → Preparations → Additional Activities → Layouts for Individual Processing → Assign Layout to Chart of Accounts

### **GENERAL LEDGER ACCOUNT MASTER RECORDS**

**GENERAL LEDGER ACCOUNTS:** to create General Ledger Accounts you need the following prerequisites to your Company Code.

1. Create Chart of Accounts
2. Assign Chart of Accounts to your Com Code
3. Create Account Groups
4. Maintaining Tolerance Group to your Com Code
5. Maintain & Assign Field Status Group
6. Maintain Retained Earnings Account

You can create General Ledger Account as follows.

1. Manually (**Page no's. 31 to 34**).
2. With reference – you can use the same Company Code (or) other Company Code (**Page no's. 34 to 45**).
3. Copying. (**Page no's. 47 to 48**)
4. Using Sample Account. (**Page no's. 49 to 52**)

#### **1. MANUAL CREATION OF GENERAL LEDGER ACCOUNTS:**

- ✓ Accounting → Financial Accounting → General Ledger → Master Records → Individual processing → Centrally (or) **FS00**

1. Enter G/L Account No. – **100000**

Company Code – 8301 and select CREATE  button. Under this it will shows Type/Description tab this is General data. Under the same screen you will find Control data tab & Create/bank/interest tab these are Company Code specific data.

**Under Type/Description tab**

Account Group – LIABILITIES

- Balance sheet

Short text – **Share Capital A/C**

G/L acct long text – **Share Capital A/C**

Trading partner – 8300 [to eliminate inter Company transactions]

**Under Control data tab**

Account currency – INR

Only Balances in local currency

Line item display

Sort key – 001

**Under Create/bank/interest tab**

Field status group – G001 [this is fields will appear at the time of business transaction] and SAVE.

2. Enter G/L Account No. – **210000**

Company Code – 8301 and select CREATE  button.

**Under Type/Description tab**

Account Group – ASSETS

- Balance sheet

Short text – **Cash in Hand A/C**

G/L acct long text – **Cash in Hand A/C**

**Under Control data tab**

Account currency – INR

Only Balances in local currency

Line item display

Sort key – 001

**Under Create/bank/interest tab**

Field status group – G005

Relevant to cash flow and SAVE

Under G005 – **Value date** is a field, which is used to specify the data on which the business transactions affect the cash position of the organization.

3. Enter G/L Account No. – **211000**

Company Code – 8301 and select CREATE  button.

**Under Type/Description tab**

Account Group – ASSETS

- Balance sheet

Short text – **ABN AMRO Bank A/C**

G/L acct long text – **ABN AMRO Bank A/C**

**Under Control data tab**

Account currency – INR

Only Balances in local currency

Line item display

Sort key – 001

**Under Create/bank/interest tab**

Field status group – G005

Relevant to cash flow and SAVE

4. Enter G/L Account No. – **100100**

Company Code – 8301 and select CREATE  button.

**Under Type/Description tab**

Account Group – LIABILITIES

- Balance sheet

Short text – **Retained Earnings 1 A/C**

G/L acct long text – **Retained Earnings 1 A/C**

**Under Control data tab**

Account currency – INR  
 Only Balances in local currency  
 Line item display

Sort key – 001

**Under Create/bank/interest tab**

Field status group – G001 and SAVE.

5. Enter G/L Account No. – **100101**

Company Code – 8301 and select CREATE  button.

**Under Type/Description tab**

Account Group – LIABILITIES

- Balance sheet

Short text – **Retained Earnings 2 A/C**

G/L acct long text – **Retained Earnings 2 A/C**

**Under Control data tab**

Account currency – INR

Only Balances in local currency

Line item display

Sort key – 001

**Under Create/bank/interest tab**

Field status group – G001 and SAVE.

**CREATION OF RECONCILIATION ACCOUNTS:**

Enter G/L Account No. – **250000**

Company Code – 8301 and select CREATE  button.

**Under Type/Description tab**

Account Group – ASSETS

- Balance sheet

Short text – **A/R (or) SUNDAY DEBTORS A/C**

G/L acct long text – **A/R A/C**

**Under Control data tab**

Account currency – INR

Reconciliation account for A/C type – Customers

**Under Create/bank/interest tab**

Field status group – G067 and SAVE.

6. Enter G/L Account No. – **150000**

Company Code – 8301 and select CREATE  button.

**Under Type/Description tab**

Account Group – LIABILITIES

- Balance sheet

Short text – **A/P (or) SUNDAY CREDITORS A/C**

G/L acct long text – **A/P A/C**

**Under Control data tab**

Account currency – INR

Reconciliation account for A/C type – Vendors

**Under Create/bank/interest tab**

Field status group – G067 and SAVE.

**CREATION OF CLEARING ACCOUNTS:**

These Clearing Accounts are used to offset the line items in an account. Debit line item verses Credit line item and Credit line item verses Debit line item. Then you can know the open items in an account. To define an account as a Clearing account, select Open item management check box. For Ex. Salary payable account, rent payable account. In SAP GR IR Account and Checks deposited but not cleared is also Clearing Accounts.

7. Enter G/L Account No. – **160000**  
Company Code – 8301 and select CREATE  button.

**Under Type/Description tab**

Account Group – LIABILITIES

- Balance sheet

Short text – **Outstanding Expenses A/C**

G/L acct long text – **Outstanding Expenses A/C**

**Under Control data tab**

Account currency – INR

- Only Balances in local currency
- Open item management
- Line item display

Sort key – 001

**Under Create/bank/interest tab**

Field status group – G001 and SAVE.

**2. WITH REFERENCE – CREATION OF GENERAL LEDGER A/C's:**

8. Enter G/L Account No. – **160100**  
Company Code – 8301 and select CREATE w. Template button.  
 There give Reference General Ledger no – 160000 and Company Code – 8301 and enter. In the next screen change Description – **Rent payable A/C** and SAVE.
9. Enter G/L Account No. – **160200**  
Company Code – 8301 and select CREATE w. Template button.  
 There give Reference General Ledger no – 160000 and Company Code – 8301 and enter. In the next screen change Description – **TDS payable A/C** and SAVE.
10. Enter G/L Account No. – **160300**  
Company Code – 8301 and select CREATE w. Template button.  
 There give Reference General Ledger no – 160000 and Company Code – 8301 and enter. In the next screen change Description – **VAT payable A/C** and SAVE.

**BANK CLEARING ACCOUNTS:**

11. Enter G/L Account No. – **211001**  
Company Code – 8301 and select CREATE w. Template button.  
 There give Reference General Ledger no – 211000 and Company Code – 8301 and enter. In the next screen change Description – **ABN AMRO Checks Deposit A/C**.

\* Select OPEN ITEM MANAGEMENT check box in the Control data tab and SAVE

12. Enter G/L Account No. – **211002**  
Company Code – 8301 and select CREATE w. Template button.  
 There give Reference General Ledger no – 211001 and Company Code – 8301 and enter. In the next screen change Description – **ABN AMRO Checks Issued A/C**.

\* Select OPEN ITEM MANAGEMENT check box in the Control data tab and SAVE.

**[NOTE: any Outstanding items in an account is called OPEN ITEMS (or) DUE (or) PENDING ITEMS.]**

13. Enter G/L Account No. – **300000**  
Company Code – 8301 and select CREATE  button.

**Under Type/Description tab**

Account Group – INCOME

- P & L A/C

P & L Statement a/c type – X → [if you are using more than 1 Retained earnings Account then you have to specify this]

Short text – **Sales Revenue A/C**

G/L acct long text – **Sales Revenue A/C**

**Under Control data tab**

Account currency – INR

- Line item display

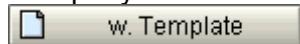
Sort key – 001

**Under Create/bank/interest tab**

Field status group – G029 and SAVE.

14. Enter G/L Account No. – **310000**

Company Code – 8301 and select CREATE w. Template button.

 There give Reference General Ledger no – 300000 and Company Code – 8301 and enter. In the next screen change Description – **Discount Received A/C** and SAVE.

15. Enter G/L Account No. – **311000**

Company Code – 8301 and select CREATE w. Template button.

 There give Reference General Ledger no – 300000 and Company Code – 8301 and enter. In the next screen change Description – **Interest Received A/C** and SAVE.

16. Enter G/L Account No. – **312000**

Company Code – 8301 and select CREATE w. Template button.

 There give Reference General Ledger no – 300000 and Company Code – 8301 and enter. In the next screen change Description – **Exchange Rate Gain A/C** and SAVE.

17. Enter G/L Account No. – **313000**

Company Code – 8301 and select CREATE w. Template button.

 There give Reference General Ledger no – 300000 and Company Code – 8301 and enter. In the next screen change Description – **Revenue from sale of Asset A/C** and SAVE.

18. Enter G/L Account No. – **3140000**

Company Code – 8301 and select CREATE w. Template button.

 There give Reference General Ledger no – 300000 and Company Code – 8301 and enter. In the next screen change Description – **Profit on sale of Asset A/C** and SAVE.

19. Enter G/L Account No. – **315000**

Company Code – 8301 and select CREATE w. Template button.

 There give Reference General Ledger no – 300000 and Company Code – 8301 and enter. In the next screen change Description – **Miscellaneous Income A/C** and SAVE.

**EXPENSE ACCOUNTS:**

20. Enter G/L Account No. – **400000**

Company Code – 8301 and select CREATE  button.

**Under Type/Description tab**

Account Group – EXPENSES

- P & L A/C

P & L Statement a/c type – X

Short text – **Cost of Goods Sold A/C**

G/L acct long text – **Cost of Goods Sold A/C [with out Cost Element]**

**Under Control data tab**

Account currency – INR

- Only Balances in local currency
- Line item display

Sort key – 001

**Under Create/bank/interest tab**

Field status group – G001 and SAVE.

21. Enter G/L Account No. – **400100**

Company Code – 8301 and select CREATE w. Template button.

 There give Reference General Ledger no – 400000 and Company Code – 8301 and enter. In the next screen change Description – **Changes in Stock A/C** and SAVE.

22. Enter G/L Account No. – **400200**

Company Code – 8301 and select CREATE w. Template button.

 There give Reference General Ledger no – 400000 and Company Code – 8301 and enter. In the next screen change Description – **Price/Cost differences A/C** and SAVE.

23. Enter G/L Account No. – **400300**

Company Code – 8301 and select CREATE w. Template button.

 There give Reference General Ledger no – 400000 and Company Code – 8301 and enter. In the next screen change Description – **Inventory differences A/C** and SAVE.

24. Enter G/L Account No. – **400400**

Company Code – 8301 and select CREATE w. Template button.

 There give Reference General Ledger no – 400000 and Company Code – 8301 and enter. In the next screen change Description – **Stock transfer – Losses A/C** and SAVE.

25. Enter G/L Account No. – **400600**

Company Code – 8301 and select CREATE w. Template button.

 There give Reference General Ledger no – 400000 and Company Code – 8301 and enter. In the next screen change Description – **Raw material consumption A/C** and SAVE

26. Enter G/L Account No. – **401000**

Company Code – 8301 and select CREATE w. Template button.

 There give Reference General Ledger no – 400000 and Company Code – 8301 and enter. In the next screen change Description – **Material Purchases A/C** and SAVE

27. Enter G/L Account No. – **402000**

Company Code – 8301 and select CREATE w. Template button.

 There give Reference General Ledger no – 400000 and Company Code – 8301 and enter. In the next screen change Description – **Stores & Spares A/C** and SAVE

28. Enter G/L Account No. – **403000**

Company Code – 8301 and select CREATE w. Template button.

 There give Reference General Ledger no – 400000 and Company Code – 8301 and enter. In the next screen change Description – **Wages A/C** and SAVE

29. Enter G/L Account No. – **404000**

Company Code – 8301 and select CREATE w. Template button.  
 There give Reference General Ledger no – 400000 and Company Code – 8301 and enter. In the next screen change Description – **Manufacturing expenses A/C** and SAVE.

30. Enter G/L Account No. – **405000**

Company Code – 8301 and select CREATE w. Template button.  
 There give Reference General Ledger no – 400000 and Company Code – 8301 and enter. In the next screen change Description – **Machinery maintenance A/C** and SAVE

31. Enter G/L Account No. – **406000**

Company Code – 8301 and select CREATE w. Template button.  
 There give Reference General Ledger no – 400000 and Company Code – 8301 and enter. In the next screen change Description – **Plant maintenance A/C** and SAVE

32. Enter G/L Account No. – **407000**

Company Code – 8301 and select CREATE w. Template button.  
 There give Reference General Ledger no – 400000 and Company Code – 8301 and enter. In the next screen change Description – **Repairs & Maintenance A/C** and SAVE

33. Enter G/L Account No. – **420000**

Company Code – 8301 and select CREATE w. Template button.  
 There give Reference General Ledger no – 400000 and Company Code – 8301 and enter. In the next screen change Description – **Salaries A/C** and SAVE

34. Enter G/L Account No. – **420100**

Company Code – 8301 and select CREATE w. Template button.  
 There give Reference General Ledger no – 400000 and Company Code – 8301 and enter. In the next screen change Description – **Bonus A/C** and SAVE

35. Enter G/L Account No. – **420200**

Company Code – 8301 and select CREATE w. Template button.  
 There give Reference General Ledger no – 400000 and Company Code – 8301 and enter. In the next screen change Description – **Fringe benefits to Employees A/C** and SAVE

36. Enter G/L Account No. – **408000**

Company Code – 8301 and select CREATE w. Template button.  
 There give Reference General Ledger no – 400000 and Company Code – 8301 and enter. In the next screen change Description – **Indirect Labor A/C** and SAVE

37. Enter G/L Account No. – **409000**

Company Code – 8301 and select CREATE w. Template button.  
 There give Reference General Ledger no – 400000 and Company Code – 8301 and enter. In the next screen change Description – **Indirect Expenses A/C** and SAVE

38. Enter G/L Account No. – **420300**

Company Code – 8301 and select CREATE w. Template button.  
 There give Reference General Ledger no – 400000 and Company Code – 8301 and enter. In the next screen change Description – **Idle Time A/C** and SAVE

39. Enter G/L Account No. – **430000**  
 Company Code – 8301 and select CREATE w. Template button.  
 w. Template. There give Reference General Ledger no – 400000 and Company Code – 8301 and enter. In the next screen change Description – **Printing & Stationery A/C** and SAVE
40. Enter G/L Account No. – **430100**  
 Company Code – 8301 and select CREATE w. Template button.  
 w. Template. There give Reference General Ledger no – 400000 and Company Code – 8301 and enter. In the next screen change Description – **Staff welfare expenses A/C** and SAVE.
41. Enter G/L Account No. – **430200**  
 Company Code – 8301 and select CREATE w. Template button.  
 w. Template. There give Reference General Ledger no – 400000 and Company Code – 8301 and enter. In the next screen change Description – **Canteen expenses A/C** and SAVE.
42. Enter G/L Account No. – **430300**  
 Company Code – 8301 and select CREATE w. Template button.  
 w. Template. There give Reference General Ledger no – 400000 and Company Code – 8301 and enter. In the next screen change Description – **Telephone expenses A/C** and SAVE.
43. Enter G/L Account No. – **430400**  
 Company Code – 8301 and select CREATE w. Template button.  
 w. Template. There give Reference General Ledger no – 400000 and Company Code – 8301 and enter. In the next screen change Description – **Rent A/C** and SAVE
44. Enter G/L Account No. – **430500**  
 Company Code – 8301 and select CREATE w. Template button.  
 w. Template. There give Reference General Ledger no – 400000 and Company Code – 8301 and enter. In the next screen change Description – **Power expenses A/C** and SAVE.
45. Enter G/L Account No. – **440000**  
 Company Code – 8301 and select CREATE w. Template button.  
 w. Template. There give Reference General Ledger no – 400000 and Company Code – 8301 and enter. In the next screen change Description – **Interest paid A/C** and SAVE.
46. Enter G/L Account No. – **440100**  
 Company Code – 8301 and select CREATE w. Template button.  
 w. Template. There give Reference General Ledger no – 400000 and Company Code – 8301 and enter. In the next screen change Description – **Discount allowed A/C** and SAVE.
47. Enter G/L Account No. – **440200**  
 Company Code – 8301 and select CREATE w. Template button.  
 w. Template. There give Reference General Ledger no – 400000 and Company Code – 8301 and enter. In the next screen change Description – **Bank charges A/C** and SAVE.
48. Enter G/L Account No. – **440250**  
 Company Code – 8301 and select CREATE w. Template button.  
 w. Template. There give Reference General Ledger no – 400000 and Company Code – 8301 and enter. In the next screen change Description –

## Exchange Rate Loss A/C and SAVE.

49. Enter G/L Account No. – **440300**

Company Code – 8301 and select CREATE w. Template button.  
 There give Reference General Ledger no – 400000 and Company Code – 8301 and enter. In the next screen change Description – **Bank discount charges A/C** and SAVE.

50. Enter G/L Account No. – **440400**

Company Code – 8301 and select CREATE w. Template button.  
 There give Reference General Ledger no – 400000 and Company Code – 8301 and enter. In the next screen change Description – **Bank collection charges A/C** and SAVE.

51. Enter G/L Account No. – **440500**

Company Code – 8301 and select CREATE w. Template button.  
 There give Reference General Ledger no – 400000 and Company Code – 8301 and enter. In the next screen change Description – **Payment differences A/C** and SAVE.

52. Enter G/L Account No. – **450000**

Company Code – 8301 and select CREATE w. Template button.  
 There give Reference General Ledger no – 400000 and Company Code – 8301 and enter. In the next screen change Description – **Sales commission A/C** and SAVE.

53. Enter G/L Account No. – **450100**

Company Code – 8301 and select CREATE w. Template button.  
 There give Reference General Ledger no – 400000 and Company Code – 8301 and enter. In the next screen change Description – **Advertisement A/C** and SAVE

54. Enter G/L Account No. – **450200**

Company Code – 8301 and select CREATE w. Template button.  
 There give Reference General Ledger no – 400000 and Company Code – 8301 and enter. In the next screen change Description – **Freight outward A/C** and SAVE

55. Enter G/L Account No. – **450300**

Company Code – 8301 and select CREATE w. Template button.  
 There give Reference General Ledger no – 400000 and Company Code – 8301 and enter. In the next screen change Description – **Delivery Van expenses A/C** and SAVE.

56. Enter G/L Account No. – **450400**

Company Code – 8301 and select CREATE w. Template button.  
 There give Reference General Ledger no – 400000 and Company Code – 8301 and enter. In the next screen change Description – **Entertainment A/C** and SAVE

57. Enter G/L Account No. – **455000**

Company Code – 8301 and select CREATE w. Template button.  
 There give Reference General Ledger no – 400000 and Company Code – 8301 and enter. In the next screen change Description – **Vehicle maintenance A/C** and SAVE

58. Enter G/L Account No. – **460000**

Company Code – 8301 and select CREATE w. Template button.  
 There give Reference General Ledger no – 400000 and

Company Code – 8301 and enter. In the next screen change Description – **Depreciation A/C** and SAVE

59. Enter G/L Account No. – **460100**

Company Code – 8301 and select CREATE w. Template button.  There give Reference General Ledger no – 400000 and Company Code – 8301 and enter. In the next screen change Description – **Loss on sale of Asset A/C** and SAVE.

60. Enter G/L Account No. – **460200**

Company Code – 8301 and select CREATE w. Template button.  There give Reference General Ledger no – 400000 and Company Code – 8301 and enter. In the next screen change Description – **Scraping of Asset A/C** and SAVE.

61. Enter G/L Account No. – **460300**

Company Code – 8301 and select CREATE w. Template button.  There give Reference General Ledger no – 400000 and Company Code – 8301 and enter. In the next screen change Description – **Special Depreciation (or) Tax Depreciation A/C** and SAVE

62. Enter G/L Account No. – **151000**

Company Code – 8301 and select CREATE  button.

**Under Type/Description tab**

Account Group – LIABILITIES

- Balance sheet

Short text – **Down payment received (Customers) A/C**

G/L acct long text – **Down payment received (Customers) A/C**

**Under Control data tab**

Account currency – INR

Reconciliation account for account type – Customers

Line item display

Sort key – 031

**Under Create/bank/interest tab**

Field status group – G067 and SAVE.

63. Enter G/L Account No. – **152000**

Company Code – 8301 and select CREATE  button.

**Under Type/Description tab**

Account Group – LIABILITIES

- Balance sheet

Short text – **Down payment request (Vendors) A/C**

G/L acct long text – **Down payment request (Vendors) A/C**

**Under Control data tab**

Account currency – INR

Reconciliation account for account type – Vendors

Line item display

Sort key – 012

**Under Create/bank/interest tab**

Field status group – G067 and SAVE.

64. Enter G/L Account No. – **251000**

Company Code – 8301 and select CREATE  button.

**Under Type/Description tab**

Account Group – ASSETS

- Balance sheet

Short text – **Down payment made on Current Assets A/C**

G/L acct long text – **Down payment made on Current Assets A/C**

- Under Control data tab**  
 Account currency – INR  
 Reconciliation account for account type – Vendors  
 Line item display  
 Sort key – 001
- Under Create/bank/interest tab**  
 Field status group – G067 and SAVE.
65. Enter G/L Account No. – **252000**  
 Company Code – 8301 and select CREATE  button.
- Under Type/Description tab**  
 Account Group – ASSETS  
  - Balance sheet
 Short text – **Down payment request (Customers) A/C**  
 G/L acct long text – **Down payment request (Customers) A/C**
- Under Control data tab**  
 Account currency – INR  
 Reconciliation account for account type – Customers  
 Line item display  
 Sort key – 031
- Under Create/bank/interest tab**  
 Field status group – G067 and SAVE.
66. Enter G/L Account No. – **255000**  
 Company Code – 8301 and select CREATE  button.
- Under Type/Description tab**  
 Account Group – ASSETS  
  - Balance sheet
 Short text – **Bill receivables A/C**  
 G/L acct long text – **Bill receivables A/C**
- Under Control data tab**  
 Account currency – INR  
 Reconciliation account for account type – Customers  
 Line item display      Sort key – 031
- Under Create/bank/interest tab**  
 Field status group – G067 and SAVE.
67. Enter G/L Account No. – **155000**  
 Company Code – 8301 and select CREATE  button.
- Under Type/Description tab**  
 Account Group – LIABILITIES  
  - Balance sheet
 Short text – **Bills discounting A/C**  
 G/L acct long text – **Bills discounting A/C**
- Under Control data tab**  
 Account currency – INR  
 Only balances in local currency  
 Open item management  
 Line item display  
 Sort key – 001
- Under Create/bank/interest tab**  
 Field status group – G001  
 Post automatically and SAVE.
68. Enter G/L Account No. – **220000**  
 Company Code – 8301 and select CREATE  button.
- Under Type/Description tab**  
 Account Group – ASSETS

- Balance sheet
- Short text – **Finished goods stock A/C**  
 G/L acct long text – **Finished goods Inventory A/C**

**Under Control data tab**

Account currency – INR  
 Only balances in local currency  
 Line item display  
 Sort key – 001

**Under Create/bank/interest tab**

Field status group – G001  
 Post automatically and SAVE.

69. Enter G/L Account No. – **221000**

Company Code – 8301 and select CREATE w. Template button.  
 There give Reference General Ledger no – 220000 and Company Code – 8301 and enter. In the next screen change Description – **Raw material stock A/C** and SAVE

70. Enter G/L Account No. – **156000**

Company Code – 8301 and select CREATE  button.

**Under Type/Description tab**

Account Group – LIABILITIES

- Balance sheet
- Short text – **GR/IR Clearing A/C**  
 G/L acct long text – **Goods Receipt/Invoice Receipt Clearing A/C**

**Under Control data tab**

Account currency – INR  
 Only balances in local currency  
 Tax category – “–”  
 Posting without tax allowed  
 Open item management  
 Line item display  
 Sort key – 001

**Under Create/bank/interest tab**

Field status group – G001 and SAVE.

71. Enter G/L Account No. – **120000**

Company Code – 8301 and select CREATE  button.

**Under Type/Description tab**

Account Group – LIABILITIES

- Balance sheet
- Short text – **Term Loan from Bank A/C**  
 G/L acct long text – **Term Loan from Bank A/C**

**Under Control data tab**

Account currency – INR  
 Only balances in local currency  
 Open item management  
 Line item display  
 Sort key – 001

**Under Create/bank/interest tab**

Field status group – G001 and SAVE.

72. Enter G/L Account No. – **121000**

Company Code – 8301 and select CREATE w. Template button.  
 There give Reference General Ledger no – 120000 and Company Code – 8301 and enter. In the next screen change Description – **Unsecured loans A/C** and SAVE.

## **DISPLAY A GENERAL LEDGER INFORMATION:**

- ✓ Accounting → Financial Accounting → General Ledger → Information system → General Ledger Reports → Master data → Chart of Accounts → Chart of Accounts (or) **S\_ALR\_87012326**

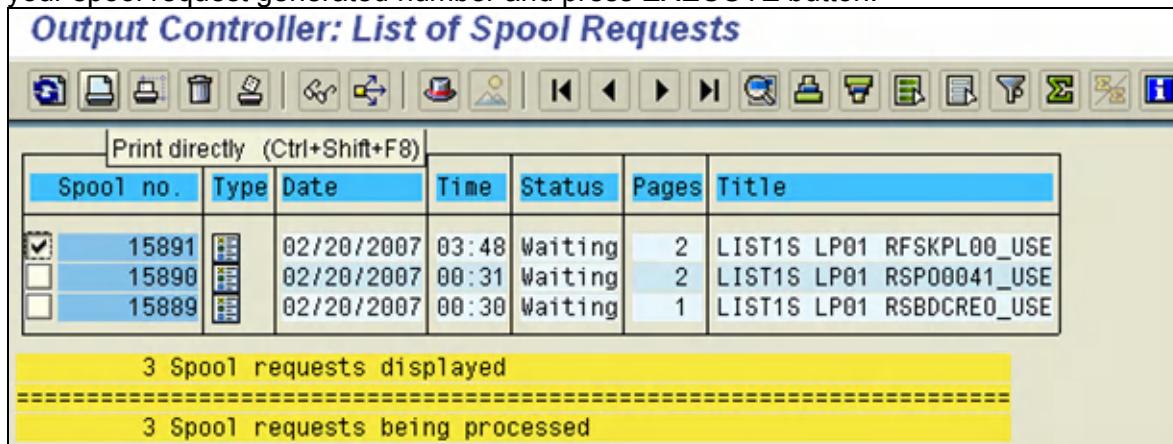
Specify your Chart of Accounts – 8301 and press F8 (or) EXECUTE  button.

To take printout, select Menu item LIST → PRINT. In the next screen give your Output Device – LP01 and press on CONTINUE button. Then spool request (spool request is a print preview option before printing) will generate one number.

R/3 to BW Metuchen, NJ	Chart of Accounts	Date 02/20/2008 Page
ChartofAccts: 8301 = 8301:Chart Of Accounts		
G/L Account No. Account name		
100000 Share Capital 100100 Reatained earnings 120000 Term Loan from UTI Bank		

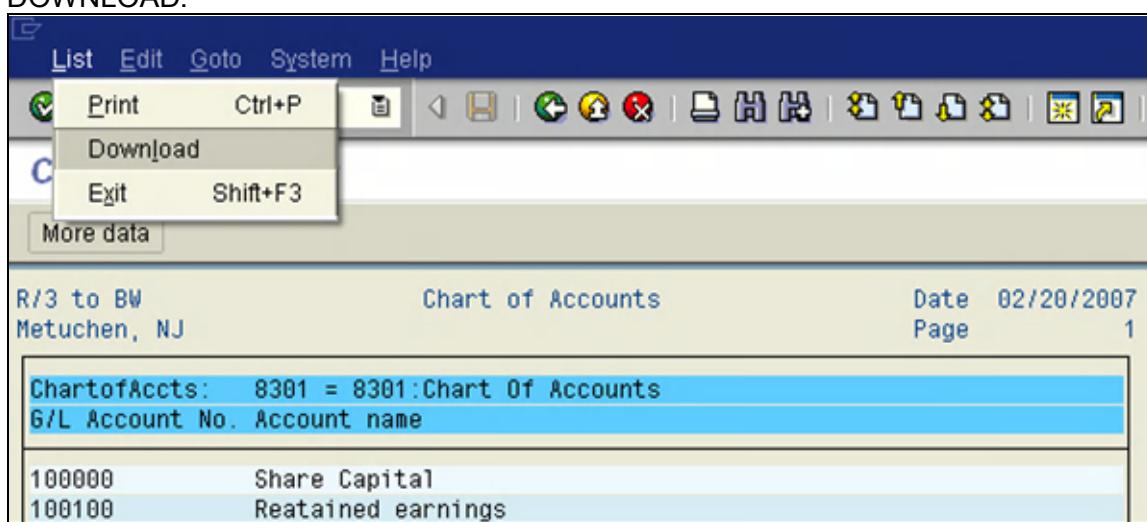
 Spool request (number 0000015891) sent to SAP printer LP01

To see this print preview go to SYSTEM → SERVICES → OUTPUT CONTROLL. Their give your spool request generated number and press EXECUTE button.



To take printout, select your spool request & select PRINT DIRECTLY button. To check the details in the spool request, select spool request and click on DISPLAY CONTENTS  button.

To save the file in other format like MS word, XL sheet, HTML or Note pad, select LIST → DOWNLOAD.



Here you will get the options (formats). Select RICH TEXT FORMAT and enter and browse the file where ever you want to save it. Give the file name and SAVE. Then go to that file open and see.

### **3. COPYING:**

1. Copying one Company Code structure to another Company Code
2. Copying one Company Code Chart of Accounts to another Company Code
3. Copying G. L. Accounts from one Company Code to another Company Code

#### **3.1 COPYING ONE COMPANY CODE STRUCTURE TO ANOTHER COMPANY CODE:**

- ✓ SPRO → REF IMG → Enter Prize Structure → Definition → Financial Accounting → Edit, Copy, Delete, Check Company Code (or) **EC01**

Double click on COPY, DELETE, CHECK COMPANY CODE. Select ORGANIZATIONAL OBJECT → COPY ORG. OBJECT (as shown below).



AND GIVE from Company Code – 8301 and To Company Code – 8302 & press enter and SAVE.

#### **3.2 COPYING CHART OF ACCOUNTS FROM ONE COMPANY CODE ANOTHER COMPANY CODE (COMPANY CODE DATA):**

- ✓ SPRO → REF IMG → Financial Accounting → General Ledger Accounting → G/L Accounts → Master Records → Preparations → Assign Company Code to Chart of Accounts (or) **OB62**

Select POSITION button. Enter your another Company Code – 8302 & press enter there give your Chart of Accounts – 8301 and SAVE.

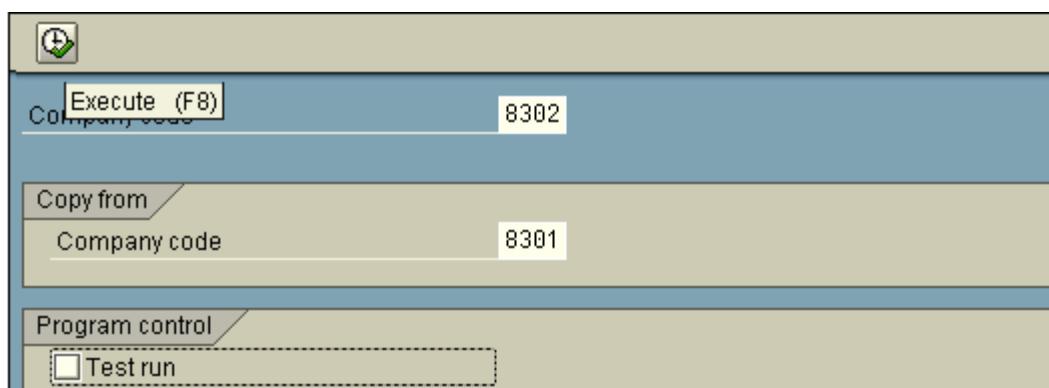
#### **3.3 COPYING GENERAL LEDGER A/C's FROM ONE COMPANY CODE TO ANOTHER COMPANY CODE:**

Here you can follow the below two ways to copy General Ledger Accounts from one Company Code to another Company Code.

##### **3.3.1 COPYING GENERAL LEDGER A/C's FROM ONE COMPANY CODE TO ANOTHER COMPANY CODE:**

- ✓ SPRO → REF IMG → Financial Accounting → General Ledger Accounting → G/L Accounts → G/L Accounts Creation & Processing → Alternative methods → Copy G/L Accounts → Copy Company Code (or) **OBY2**

**NOTE:** Here you have to copy whole G/L Accounts of other Company Code.



Company Code – 8302

Copy from

Company Code – 8301 and **deselect** TEST RUN option & press EXECUTE.

### 3.3.2 COPYING GENERAL LEDGER A/C's FROM ONE COMPANY CODE TO ANOTHER COMPANY CODE:

- ✓ ACCOUNTING → Accounting → General Ledger → Master records → Compare Company Code → Send (or) **FS15**  
**NOTE:** Here you can copy individual (or) whole G/L Accounts of other Company Code.

The screenshot shows the SAP GUI interface for transferring G/L account data. The top bar has 'Execute (F8)' and 'Company Code' fields set to '100000' and '8301' respectively. The main area is titled 'Selection of areas to be transferred' with three checkboxes: 'Transfer master data' (checked), 'Transfer blocking indicator' (unchecked), and 'Transfer deletion flags' (unchecked). Below this is the 'Transfer Selected Data' section, which includes 'Transfer Data Directly' settings: 'Target company code' set to '8302', 'Update File Immediately' checked, 'Batch input session name' set to 'RFBISA10', and 'Check file only' unchecked. At the bottom is the 'Write data to sequential file (only for external SAP systems)' section with 'File name' and 'Structures from Release < 4.0' checkboxes.

Deselect CHECK FILE option and fill the above data and EXECUTE.

#### 4. SAMPLE ACCOUNTS CONFIGURATION:

Sample accounts and the data transfer rules determine which field values are specified when creating a G/L account master record and whether these values can be overwritten. This activity includes all settings that are necessary when using sample accounts. This includes:

- **Data transfer rules**

With the data transfer rules, you specify which values are transferred from the sample account to the G/L account master record and whether they may be overwritten later. These rules also take effect when changing a G/L account.

- **Sample accounts**

The sample account contains the values that are to be transferred when creating the G/L account master record in the company code.

**NOTE:** The use of sample accounts is optional. The following sections are therefore only relevant if you do use sample accounts. Sample accounts are useful if you work with several company codes and want to specify values for master record fields centrally.

#### MAINTAIN LIST OF RULE TYPES:

- ✓ SPRO → REF IMG → Financial Accounting → General Ledger Accounting → G/L Accounts → Master records → Preparations → Additional Activities → Sample Accounts → Maintain List of rule types (or) **OB15**

Select NEW ENTRIES button.

The screenshot shows the SAP GUI interface for maintaining rule types. The top bar has 'New Entries' and various icons. The main area is a table with columns 'Var.' and 'Long Text'. One row is visible: '8301' in 'Var.' and '8301:Sample Accounts' in 'Long Text'. There are navigation buttons at the bottom right.

& SAVE.

#### DEFINE DATA TRANSFER RULES:

- ✓ SPRO → REF IMG → Financial Accounting → General Ledger Accounting → G/L Accounts → Master records → Preparations → Additional Activities → Sample Accounts → Define Data Transfer Rules (or) **FSK2**

Select your Sample acct. rules var. – 8301 and enter.  
 There select all TRANSFER VALES and CANNOT BE CHANGED IF SET check boxes and SAVE.

Field	Transfer value	Cannot be changed if set	Cannot be changed if initial
Alternative account no.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Authorization Group	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Valuation group	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accounting clerk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning level	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commitment item	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Field status group	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
House bank	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Account ID	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inflation key	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exchange rate difference key	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recon. account for acct type	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tax category	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recovery Indicator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Interest indicator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Currency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acct managed in ext. system	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relevant to cash flow	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Post automatically only	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Line item display	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recon. acct ready for input	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Posting without tax allowed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supplement auto. postings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Open item management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Only balances in local crncy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interest calc. frequency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sort key	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

#### ASSIGN COMPANY CODE TO RULE TYPE:

- ✓ SPRO → REF IMG → Financial Accounting → General Ledger Accounting → G/L Accounts → Master records → Preparations → Additional Activities → Sample Accounts → Assign Company Code to rule type (or) **OB67**

Select POSITION button enter Company Code – 8301 and  
 Assign your Rules Var. – 8301 & SAVE.

CoCd	Company Name	Rules var.	Long Text
8301	Sita SAP Solutions - IND	8301	8301:Sample Accounts
8302	Sita SAP Solutions - US	8301	8301:Sample Accounts

#### CREATE SAMPLE ACCOUNTS:

- ✓ SPRO → REF IMG → Financial Accounting → General Ledger Accounting → G/L Accounts → Master records → Preparations → Additional Activities → Sample Accounts → Create Sample Accounts (or) **FSM1**

Sample account – EXP (for example)  
 Chart of Account – 8301

Sample account	EXP
Chart of Accounts	8301 

And press enter. In the next screen enter the data as shown in the below picture.

The screenshot shows the SAP Fiori interface for account configuration. At the top, the account number is set to EXP and the chart of accounts is 8301: Chart Of Accounts. The configuration sections include:

- Account control:** Account currency is INR (Indian Rupee). Checkboxes include "Only balances in local curr" (checked), "Posting without tax allowed" (unchecked), and "Account managed in ext. systm" (unchecked).
- Account management:** Line item display is checked. Sort key is 001. Authorization Group and Accounting clerk fields are present.
- Document entry control:** Field status group is 6001. Post automatically only and Supplement auto. postings checkboxes are unchecked.

SAVE.

#### **CREATE GENERAL LEDGER ACCOUNT USING SAMPLE ACCOUNT:**

- ✓ Accounting → Financial Accounting → General Ledger → Master records → Individual processing → Centrally (or) **FS00**

When you are creating General Ledger Account with the reference of SAMPLE ACCOUNT, go to FS00. There select (for Example)

General Ledger – **460400**

Account Group – EXPENSES

Sample Account – EXP (which you created above)

- P & L Statement account

P & L Statement account type – X

Short text – **Building maintenance A/C**

G/L acct long text – **Building maintenance A/C** and press enter.

The screenshot shows the SAP Fiori interface for G/L Account creation. The account number is 460400 and the company code is 8301: Sita SAP Solutions - IND. The tabs at the top are Type/description, Control data, Create/bank/interest, Key word/translation, and Inf... The Control data tab is active, showing:

- Control in chart of accounts:** Account group is EXPENSES. Sample account is EXP. P&L statement acct is selected, with a note: "Detailed control for PL statement accounts" and "P&L statmt acct type" set to X. Balance sheet account is also listed.
- Description:** Short text is Building maintenance. G/L acct long text is Building maintenance Account.
- Information:** A message box says "Data from changed sample account was accepted" and "check data".

Then what ever fields you selected under “EXP” Sample Account, all those fields automatically comes as default for this General Ledger Account. And SAVE. [If you want to check the SAMPLE ACCOUNT fields are default in this new GENERAL LEDGER ACCOUNT. Then go to CONTOL DATA tab & CREATE/BANK/INTEREST tab and see the fields.]

## LAYOUTS – TAB SCREENS FOR G/L

### DEFINE LAYOUTS:

- ✓ SPRO → REF IMG → Financial Accounting → General Ledger Accounting → G/L Accounts → Master records → Preparations → Additional Activities → Layouts for Individual Processing → Define Layout (or) **FSM1**

## CUSTOMER & VENDOR MASTER RECORDS

Customers & Vendors are the business partners, who share the business of Company. Company buy goods from vendors and Company sell goods to Customers.

In SAP system we can divide the business partners into different groups. For example, product wise, region wise. For this you need to maintain Account Groups for Customers and Account Groups for Vendors. To maintain an identification number for each business partner, you can maintain separate Number Interval for each Account Group (or) one Number Interval for all Account Groups. At the Account Group level you can control (or) manage the Field Status Group for master data maintenance of business partners.

In SAP system we can segregate the business partners as Regular business partners (or) one time business partners. To create business partners first you need to setup the following prerequisites.

- A. G/L Ledger Account to be maintained to link the A/R, A/P components.
- B. Creation of Customer Account Groups & Vendor Account Groups.
- C. Number Intervals to be followed for Business partners.
- D. Tolerance Group for A/R & A/P.

## B. CREATION OF CUSTOMER & VENDOR ACCOUNT GROUPS

Make sure that G/L Account (G/L no.250000) for A/R (Sundry Drs) is created.

### 1. DEFINE ACCOUNT GROUPS WITH SCREEN LAYOUT (CUSTOMERS):

- ✓ SPRO → REF IMG → Financial Accounting → Accounts Receivable and Accounts Payable → Customer Accounts → Master data → Preparations for creating Master data → Define Account groups with Screen Layout (Customers) (or) **OBD2**

1. Select NEW ENTRIES button.

Account Group – **83CS**,  
Name – **8301: Service Customer**

General data	
Name	8301:Service Customer
One-time account	<input type="checkbox"/>
Output determ.proc.	

Field status	
General data	←
Company code data	←
Sales data	←

& SAVE. 35

Customer Account data is divided into 3 (as shown in the above picture).

- A. General data      B. Company Code data      C. Sales Area data

**A. GENERAL DATA:** is available for all Company Codes with in the Client.

**B. COMPANY CODE DATA:**      **C. SALES AREA DATA:**      } Company Code data & Sales Area data are specific to that particular Company Code & Sales Organization.

At Customer Account Group level you can control whether that Account Group is for regular Customers (or) one time Customers. If it is one time Customer, then you have to select the option ONE TIME ACCOUNT (you can find the same in the next screen).

You can also control the field status of the Field Status Group. So that you can design Master Data screen template as per Client requirement.

2. Select NEW ENTRIES button.

Account Group

– 83CO

Name

– 8301: One time Customer

Account group	83CO
General data	
Name	8301:One time Customer
One-time account	<input checked="" type="checkbox"/>
Output determ.proc.	
Field status	
General data	
Company code data	
Sales data	

& SAVE.

3. Select NEW ENTRIES button.

Account Group

– 83CG

Name

– 8301: Customer for Goods

Account group	83CG
General data	
Name	8301:Customer for Goods
One-time account	<input type="checkbox"/>
Output determ.proc.	
Field status	
General data	
Company code data	
Sales data	

& SAVE.

**INDUSTRY WISE:** You can also segregate the Customers industry wise. For that purpose you have to setup Industries Master Data. This Industry has to specify in the Customer Master Data. To define the Industry you have to follow the below path.

#### DEFINE INDUSTRIES:

- ✓ SPRO → REF IMG → Financial Accounting → Accounts Receivable and Accounts Payable → Customer Accounts → Master data → Preparations for creating Customer Master data → Define Industries (or) **OB44**

Select NEW ENTRIES button.

Indus.	Description
I083	8301: Hardware Shop
I084	8301:Service Provide

& SAVE.

**ACCOUNT CLERK:** You define the names of the accounting clerks under a name identification code. You enter the identification code in the customer master records which the accounting clerk supervises. You can use this information for evaluations and for correspondence.

#### **ENTER ACCOUNTING CLERK IDENTIFICATION CODE FOR CUSTOMERS:**

- ✓ SPRO → REF IMG → Financial Accounting → Accounts Receivable and Accounts Payable → Customer Accounts → Master data → Preparations for creating Customer Master data → Enter Accounting Clerk Identification code for Customers (or) **OB05**

Select NEW ENTRIES button.

Co...	Clerk	Name of Accounting Clerk	Office user
8301	RA	RAMS	RAMESH

& SAVE.

#### **CREATE NUMBER RANGES FOR CUSTOMER ACCOUNTS:**

- ✓ SPRO → REF IMG → Financial Accounting → Accounts Receivable and Accounts Payable → Customer Accounts → Master data → Preparations for creating Customer Master data → Create Number Ranges for Customer Accounts (or) **XDN1**

Select CHANGE INTERVAL button. In the next screen select INSERT INTERVAL button.

No	From number	To number	Current number	Ext
04	0000200000	0000299999	0	[Edit]
05	5000000000	5999999999	0	[Edit]

&SAVE

#### **ASSIGN NUMBER RANGES TO CUSTOMER ACCOUNT GROUPS:**

- ✓ SPRO → REF IMG → Financial Accounting → Accounts Receivable and Accounts Payable → Customer Accounts → Master data → Preparations for creating Customer Master data → Assign Number Ranges to Customer Account Groups (or) **OBAR**

Select POSITION button. Give your Account Group and enter. Opposite to your Account Group give the Number range you created and SAVE.

Group	Name	Number range
830G	8301:Customer for Goods	04
830O	8301:One time Customer	04
830S	8301:Service Customer	04

You can also create different number range for each Account Group and you can assign to your Account Group.

#### **2. DEFINE ACCOUNT GROUPS WITH SCREEN LAYOUT (VENDORS):**

- ✓ SPRO → REF IMG → Financial Accounting → Accounts Receivable and Accounts Payable → Vendor Accounts → Master data → Preparations for creating Vendor Master data → Define Account Groups with screen layout (Vendors) (or) **OBD3**

1. Select NEW ENTRIES button.

Account Group – **83VS**  
Name – **8301: Service Vendor**

General data	
Name	8301:Service Vendor
One-time account	<input type="checkbox"/>

& SAVE.

2. Select NEW ENTRIES button.

Account Group – **83VO**  
Name – **8301: One time Vendor**

The screenshot shows a SAP interface for creating a new vendor account. The title bar says 'Account group' and '83VO'. Below it is a 'General data' section with a table. The 'Name' field contains '8301: One time Vendor' with a yellow background. The 'One-time account' checkbox is checked. There are tabs for 'General data' and 'Address'.

& SAVE.

3. Select NEW ENTRIES button.

Account Group – **83VG**  
Name – **8301: Vendor for Goods**

The screenshot shows a SAP interface for creating a new vendor account. The title bar says 'Account group' and '83VG'. Below it is a 'General data' section with a table. The 'Name' field contains '8301: Vendor for Goods' with a yellow background. The 'One-time account' checkbox is unchecked. There are tabs for 'General data' and 'Address'.

& SAVE.

### **CREATE NUMBER RANGES FOR VENDOR ACCOUNTS:**

- ✓ SPRO → REF IMG → Financial Accounting → Accounts Receivable and Accounts Payable → Vendor Accounts → Master data → Preparations for creating Vendor Master data → Create Number Ranges for Vendor Accounts (or) **XKN1**

Select CHANGE INTERVAL button. In the next screen select INSERT INTERVAL button.

The screenshot shows a SAP interface for creating number ranges. The title bar says 'Number Range Object' and 'Vendor'. Below it is a 'Ranges' section with a table. It has one row with columns: No (04), From number (0000300000), To number (0000399999), Current number (0). There are buttons for 'Ext' and 'New'.

& SAVE.

### **ASSIGN NUMBER RANGES TO VENDOR ACCOUNT GROUPS:**

- ✓ SPRO → REF IMG → Financial Accounting → Accounts Receivable and Accounts Payable → Vendor Accounts → Master data → Preparations for creating Vendor Master data → Assign Number Ranges to Vendor Account Groups (or) **OBAS**

Select POSITION button. Give your Account Group and enter. Opposite to your Account Group give the Number range you created and SAVE.

Group	Name	Number range
83VG	8301:Vendor for Goods	04
83VO	8301:One Time Vendor	04
83VS	8301:Service Vendor	04

You can also create different number range for each Account Group and you can assign to your Account Group.

### **PAYMENT TERMS**

Payment terms are conditions established between business partners to settle the invoices. Every business partner (Sundry Debtors, Sundry Creditors) will be given a credit period to settle the invoice. At the same time you can also specify the terms in case the payment received (or) paid in advance. In SAP system you can specify 2 terms a part from the maximum credit period.

The payment term contains the following parameters.

1. **BASELINE DATE:** is the date used to determine the due date of the term. The base line date may be a posting date (or) document date (or) document entry date (or) number default date (in case of number default date, you have to specify the base line date at the time of invoice posting) (or) fixed date in a month with some additional months.

**2. NET DUE DATE:** is the date calculated by adding terms to the baseline date (Net due date = Baseline date + Terms).

We have **2 types of payment terms**. They are as follows.

1. General Payment term
2. Installment Payment term

#### **MAINTAIN TERMS OF PAYMENT:**

- ✓ SPRO → REF IMG → Financial Accounting → Accounts Receivable and Accounts Payable → Business Transactions → Incoming invoices/Credit memos → Maintain terms of payment (or) **OB8B**

1. Select NEW ENTRIES button.

Payment terms	8301	Sales text	Normal payment term																									
Day limit	0	Own explanation																										
Account type		Baseline date calculation																										
<input checked="" type="checkbox"/> Customer		Fixed day	<input type="text"/>																									
<input checked="" type="checkbox"/> Vendor		Additional months	<input type="text"/>																									
Pmnt block/pmnt method default		Default for baseline date																										
Block key		<input type="radio"/> No default	<input checked="" type="radio"/> Posting date																									
Payment method		<input type="radio"/> Document date	<input type="radio"/> Entry date																									
<table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td colspan="2">Payment terms</td> <td colspan="3">Rec. Entries: Supplement fm Master</td> </tr> <tr> <td>Term</td> <td>Percentage</td> <td>No. of days</td> <td>/</td> <td>Fixed date</td> </tr> <tr> <td>1.</td> <td>2,000 %</td> <td>10</td> <td></td> <td><input type="text"/></td> </tr> <tr> <td>2.</td> <td>1,000 %</td> <td>20</td> <td></td> <td><input type="text"/></td> </tr> <tr> <td>3.</td> <td></td> <td>30</td> <td></td> <td><input type="text"/></td> </tr> </table>				Payment terms		Rec. Entries: Supplement fm Master			Term	Percentage	No. of days	/	Fixed date	1.	2,000 %	10		<input type="text"/>	2.	1,000 %	20		<input type="text"/>	3.		30		<input type="text"/>
Payment terms		Rec. Entries: Supplement fm Master																										
Term	Percentage	No. of days	/	Fixed date																								
1.	2,000 %	10		<input type="text"/>																								
2.	1,000 %	20		<input type="text"/>																								
3.		30		<input type="text"/>																								

&SAVE

2. Select NEW ENTRIES button.

Payment terms	8302	Sales text	Normal payment term + 1 month
Day limit	0	Own explanation	
Account type		Baseline date calculation	
<input checked="" type="checkbox"/> Customer		Fixed day	5
<input checked="" type="checkbox"/> Vendor		Additional months	1
Pmnt block/pmnt method default		Default for baseline date	
Block key		<input type="radio"/> No default	<input checked="" type="radio"/> Posting date
Payment method		<input type="radio"/> Document date	<input type="radio"/> Entry date

& SAVE

3. Select NEW ENTRIES button.

Payment terms	8303	Sales text	Normal payment term + 2 months
Day limit	0	Own explanation	
Account type		Baseline date calculation	
<input checked="" type="checkbox"/> Customer		Fixed day	5
<input checked="" type="checkbox"/> Vendor		Additional months	2
Pmnt block/pmnt method default		Default for baseline date	
Block key		<input type="radio"/> No default	<input checked="" type="radio"/> Posting date
Payment method		<input type="radio"/> Document date	<input type="radio"/> Entry date

& SAVE

#### **MAINTAIN INSTALLMENT PAYMENT TERMS:**

To define Installment payment term, first you have to define a Normal payment term to which we have to specify that it is an Installment payment term by selecting the Installment payment check box.

- ✓ SPRO → REF IMG → F. A. → A/R and A/P → Business Transactions → Incoming invoices/Credit memos → Maintain terms of payment (or) **OB8B**

**4. Select NEW ENTRIES button.**

Payment terms	830I	Sales text	Instalment payment - 1
Day limit	0	Own explanation	
Account type		Baseline date calculation	
<input checked="" type="checkbox"/> Customer		Fixed day	<input type="text"/>
<input checked="" type="checkbox"/> Vendor		Additional months	<input type="text"/>
Pmnt block/pmnt method default		Default for baseline date	
Block key		<input type="radio"/> No default	<input checked="" type="radio"/> Posting date
Payment method		<input type="radio"/> Document date	<input type="radio"/> Entry date
Payment terms		<input type="checkbox"/> Rec. Entries: Supplement fm Master	
<input checked="" type="checkbox"/> Installment payment		& SAVE	

**DEFINE TERMS OF PAYMENT FOR INSTALLMENT PAYMENTS:**

- ✓ SPRO → REF IMG → Financial Accounting → Accounts Receivable and Accounts Payable → Business Transactions → Incoming invoices/Credit memos → Define terms of payment for Installment payments (or) **OB9**

**4.1 Select NEW ENTRIES button.**

	Payment terms	Inst	Percent	Pmnt term
	830I	1	50,000	0001
	830I	2	50,000	8301

& SAVE.

**5. Create one more Installment payment term. T. Code – **OB8****

Select NEW ENTRIES button.

Payment terms	831I	Sales text	Instalment payment - 2
Day limit	0	Own explanation	
Account type		Baseline date calculation	
<input checked="" type="checkbox"/> Customer		Fixed day	<input type="text"/>
<input checked="" type="checkbox"/> Vendor		Additional months	<input type="text"/>
Pmnt block/pmnt method default		Default for baseline date	
Block key		<input type="radio"/> No default	<input checked="" type="radio"/> Posting date
Payment method		<input type="radio"/> Document date	<input type="radio"/> Entry date
Payment terms		<input type="checkbox"/> Rec. Entries: Supplement fm Master	
<input checked="" type="checkbox"/> Installment payment		& SAVE.	

**DEFINE TERMS OF PAYMENT FOR INSTALLMENT PAYMENTS:**

- ✓ SPRO → REF IMG → Financial Accounting → Accounts Receivable and Accounts Payable → Business Transactions → Incoming invoices/Credit memos → Define terms of payment for Installment payments (or) **OB9**

**5.1 Select NEW ENTRIES button.**

	Payment terms	Inst	Percent	Pmnt term
	830I	1	50,000	0001
	830I	2	50,000	8301
	831I	1	50,000	8302
	831I	2	50,000	8303

and SAVE.

## CUSTOMER ACCOUNTS

When you are creating Customer (or) Vendor Accounts in that you will find 2 types of data. If you want to assign Sales organization to your Customer Account go to VD01. There you can assign Sales your Sales Organization to your Company Code. If you want to change Account Group go to XD07. There you can change your Account Group.

- 1. GENERAL DATA:** is available to all Company Code with in that Client.

Customer	24	HUNDAI - Branch Office	Hyderabad
Address			
Name	Mr.		
Name	HUNDAI - Branch Office		
Search terms			
Search term 1/2	HUN - B		
Street address			
Street/House number	S.R. Nagar		
Postal code/City	500045	Hyderabad	
Country	IN	India	Region
Time zone	INDIA		
PO box address			
PO Box			
Postal code			
Company postal code			

- 2. COMPANY CODE DATA:** is available to only for that particular Company Code only.

Customer	24	HUNDAI - Branch Office	Hyderabad
Company Code	8301	Sita SAP Solutions - IND	
Account management			
Payment transactions			
Correspondence			
Insurance			
Accounting information			
Rec. Account	250000	Sort key	031
Head office	23	Preference ind.	
Authorization		Cash mgmt group	
Release group		Value adjustment	
Customer number			
Interest calculation			
Interest indic.		Last key date	
Interest cycle		Last interest run	
Reference data			
Prev.acct no.		Personnel number	
Buying Group			
Default data for tax reports			
Activity Code		Distr. Type	

## **DEFINE CUSTOMER ACCOUNTS WITHOUT SALES AREA DATA:**

- ✓ Accounting → Financial Accounting → Accounts Receivable → Master Records → Create (or) **FD01**

1. Account Group – 8301:Service Customer  
Company Code – 8301 and enter.

To specify the **General data** do the below configuration.

### **ADDRESS tab:**

Title	– Company
Name	– <b>LG</b>
Search term	– LG
Country	– IN
Region	– 01

### **CONTROL DATA tab:**

[If the Customer & Vendor is the same person, then follow the below steps.]

- A. Create Customer A/C & Vendor A/C.
- B. Refer Vendor Account no. in the Customer Master record and refer Customer Account no. in the Vendor Mater record.
- C. After specifying the Account no's in the Customer & Vendor in the respective fields then system displays CLEARING AGAINST VENDOR and CLEARING WITH CUSTOMER check boxes with in the respective Master records. Select these 2 check boxes to clear the invoices.
- D. **Trading Partner:** is used to eliminate inter company business transactions by specifying the group Company name in the respective Customer & Vendor Master records.]

### **PAYMENT TRANSACTIONS tab:**

Here you have to specify the Customer Bank details.

### **UNLOADING POINT tab:**

Here you have to specify the Customer godown details.

To specify the **COMPANY CODE** data do the below configuration.

### **ACCOUNT MANAGEMENT tab:**

Rec. Account	– 250000 (Accounts Receivable)
Sort key	– 031 (Customer no)

### **PAYMENT TRANSACTIONS tab:**

Here you will find the CLEARING WITH VENDOR check box (this will appear once you assign Vendor Account to this Customer Account). Select it & SAVE.

### **CORRESPONDENCE tab:**

Here **Dunning** means reminder.

**Decentralized processing:** for sending the correspondence to the branch wise.

To specify the **CIN details** press on the CIN DETAILS button. There give Excise duty no, Sales tax no, Withholding tax no's of the Customer. And SAVE the Customer Account.

## **DEFINE CUSTOMER A/C'S WITH SALES AREA (MAINTAIN CENTRALLY):**

- ✓ Accounting → Financial Accounting → Accounts Receivable → Master Records → Maintain Centrally (or) **XD01**

2. Account Group – 8301:Customer for Goods  
Company Code – 8301 & press enter.

Name – **SAM SUNG**

Country – IN  
Region – 02

Select **Company Code Data** button.

Rec. Account – 250000  
Sort key – 031 and SAVE.

**HEAD OFFICE & BRANCH OFFICE:** in case the Customer has Head office & Branch office. Maintain central account by doing the follow steps.

- A. Create Customer A/C for Head office & Customer A/C for Branch office.
- B. In the Branch Customer A/C specify the Head office Customer Account no. in the Head office field (see the pictures in the **Page no's. 61 & 62**).

3. Account Group – 8301:Customer for Goods  
Company Code – 8301 & press enter.

Name – **HYUNDAI – Head Office**  
Country – IN  
Region – 01

Select **Company Code Data** button.

Rec. Account – 250000  
Sort key – 031 and SAVE.

4. Account Group – 8301:Customer for Goods  
Company Code – 8301 & press enter.

Name – **HYUNDAI – Branch Office**  
Country – IN  
Region – 02

Select **Company Code Data** button.

Rec. Account – 250000  
Sort key – 031  
Head office – \*\*\*\*\* (here give Head office Customer no) and SAVE.

#### **CREATION OF CUSTOMER ACCOUNTS WITH REFERENCE:**

5. Account Group – 8301:Customer for Goods  
Company Code – 8301

#### **REFERENCE:**

Customer – \*\*\*\*\* (here give SAM SUNG Customer no)  
Company Code – 8301 & press enter.

Name – **TCS**  
Country – IN  
Region – 02 and SAVE.

Like this you can create some more Customer Accounts.

#### **DISPLAY (or) TO TAKE PRINT OUT OF CUSTOMER LIST:**

- ✓ Accounting → Financial Accounting → A/R → Information system → Reports for A/R A/C → Master data → Customer List

Company Code – 8301 & Execute. To take print out select menu item LIST → PRINT and press continue.

## VENDOR ACCOUNTS

If you want to assign Purchase organization to your Vendor Account go to MK01. There you can assign Sales your Sales Organization to your Company Code. If you want to change Account Group go to XK07. There you can change your Account Group.

### **DEFINE VENDOR ACCOUNTS WITHOUT PURCHASE AREA DATA:**

- ✓ Accounting → Financial Accounting → Accounts Payable → Master Records → Create (or) **FK01**

1. Company Code – 8301      Account Group – 83VS & press enter.  
Name – **LG (give full address to all vendors)**  
Country – IN & press enter.  
  
Customer – \*\*\*\*\* (in the Customer Master record you created **LG** Customer. Specify LG Customer number in this field)  
[If the Customer & Vendor is the same person, then see the Page no. 63]  
Trading partner – 8300 & press enter.

In this screen give the Vendor Bank details (before you specify this details you have to create Vendor Bank details in the House Bank).

Here you will find one more field ALTERNATIVE PAYEE. For this you need to do the following steps.

- i. Create Alternative Payee Vendor Master Record (when you are creating Vendor under XK01, under the PAYMENT DATA tab select Payment block – A) and specify block for posting.
- ii. Refer the Alternative payee Vendor Master Record in the original Master Record & press enter.

- Rec. Account – 150000 (Accounts Payable)  
Sort key – 012 (Vendor no)  
Cash mgmnt group – A1 (Domestic payments) & press enter.  
Payment terms – 8301, Clearing with Customer –  & press enter.  
Acct statement – 2 (Monthly statement), Acctg clerk – RA & SAVE. And see Page no. 63 and see the (C) option, according to that make changes in the Customer master record using Transaction code – FD02.

### **DEFINE VENDOR A/C'S WITH PURCHASE AREA (MAINTAIN CENTRALLY):**

- ✓ Accounting → Financial Accounting → Accounts Payable → Master Records → Maintain Centrally (or) **XK01**

2. Company Code – 8301      Purch. Organization – 8301  
Account Group – 83VG & press enter.  
  
Name – **EPIC TECHNOLOGIES**  
Country – IN press enter & press enter & again press enter.  
  
Rec. Account – 150000 (Accounts Payable)  
Sort key – 012 (Vendor no)  
Cash mgmnt group – A1 (Domestic payments) & press enter.  
Payment terms – 8301, Chk double inv. –  & press enter.  
Acct statement – 2 (Monthly statement), Acctg clerk – RA & SAVE.
3. Company Code – 8301  
Purch. Organization – 8301  
Account Group – 83VG & press enter.  
  
Name – **DELL**  
Country – IN press enter & press enter & again press enter.

Rec. Account	– 150000 (Accounts Payable)
Sort key	– 012 (Vendor no)
Cash mgmnt group	– A1 (Domestic payments) & press enter.
Payment terms	– 8301
Chk double inv.	– <input checked="" type="checkbox"/> & press enter.
Acct statement	– 2 (Monthly statement) & SAVE.

### **CREATION OF VENDOR ACCOUNTS WITH REFERENCE:**

4. Company Code	– 8301
Purch. Organization	– 8301
Account Group	– 83VG & press enter.

#### **REFERENCE:**

Vendor	– ***** (Here give Dell Vendor no)
Company Code	– 8301 & press enter.

Name	– <b>SATYAM</b>
Country	– IN
Region	– 02 and SAVE.

### **DISPLAY (or) TO TAKE PRINT OUT OF VENDOR LIST:**

- ✓ Accounting → Financial Accounting → A/P → Information system → Reports for A/P A/C → Master data → Vendor List

Company Code – 8301 & Execute.

To take print out select menu item LIST → PRINT and press continue.

r3 ind		Vendor List		Time 13:21:10	Date 12.10.2007
hyderabad				RFKKVZ00/RAMESH	Page 1
Vendor	Sort:	Vendor			
300000	SearchTerm LG	Acct Group 83VS	Created by RAMESH	Created on 25.06.2018	
	Communication with vendor				
	Company		Language EN		
	LG				
	Jubilee Hills				
	500001 HYDERABAD				
	INDIA				

### **HOUSE BANK**

**BANK:** means through which organization make & receive payments.

Before going to create Bank Master Record check whether the General Ledger Accounts has been created (or) not. In the SAP system House Bank procedure is used for Check Management (it may be Check issued (or) received), Bank reconciliation, Lock Box processing purposes.

**LOCK BOX:** You use this component to collect and process incoming payments using the lockbox procedure. This is a service offered by banks in the USA.

Instead of sending your payments and payment advice notes to your bank's office, you send them to a Central bank (normally a P.O. Box). Once the payments have been received, the bank creates a data file from the payment advice data and payment amounts of the customer. The check amounts are credited to your bank account. The file itself is sent to you at regular intervals to enable you to update your ledgers.

## **BANK CHAIN:**

Companies have the option to specify not only the banks at the start & at the end of the payment cycle (House Bank & Business partner Bank) but also the Banks via which the payment should be made in between.

The payment program can determine a predefined combination of intermediary banks for each payment.

- i. Intermediary banks are banks which companies use to make/receive payments to/from their business partners abroad. These banks are used in addition to House banks & Business partner banks. Payments made using intermediary banks utilize a bank chain, which consist of a House Bank, a Business partner bank, and up to three intermediary banks.
- ii. The bank chain function can be activated according to the Client. A scenario for determining a bank chain needs to be assigned to a Client.

## **DEFINE HOUSE BANK:**

- ✓ SPRO → REF IMG → Financial Accounting → Bank Accounting → Bank Accounts → Define House Banks (or) **FI12**

Company Code – 8301 & press enter. Select NEW ENTRIES button.

House Bank – ABN Amro Bank

Bank Country – IN

Bank Key – 1498398 and select CREATE button

## **ADDRESS**

Bank Name – ABN Amro Bank

City – Hyderabad

Bank Branch – Banjara Hills & SAVE.

Double click on BANK ACCOUNTS left side of the screen & select NEW ENTRIES.

Account ID	000
Description	ABN Amro Bank (Bank Balance = Passbook Balance)
Bank Account Data	
Bank Account Number	000
Alternative acct no.	
Currency	INR
IBAN	
G/L	211000
Control key	
Discount acct	

& SAVE.

GO back & select NEW TNTRIES.

Account ID	001
Description	ABN Amro Bank - Incoming Checks Deposits
Bank Account Data	
Bank Account Number	001
Alternative acct no.	
Currency	INR
IBAN	
G/L	211001
Control key	
Discount acct	

& SAVE.

GO back & select NEW TNTRIES.

Account ID	002
Description	ABN Amro Bank - Outgoing Checks Issued/Clearing
Bank Account Data	
Bank Account Number	002
Alternative acct no.	
Currency	INR
IBAN	
G/L	211002
Control key	
Discount acct	

& SAVE.

### **MAINTAIN CHECK LOTS:**

- ✓ SPRO → REF IMG → Financial Accounting → Accounts Receivable & Accounts Payable → Business Transactions → Outgoing payments → Automatic Outgoing payments → Payment Media → Check Management → Define Number Ranges for Checks (or) **FCHI**

Paying company code	8301	Sita SAP Solutions - IND
House bank	ABN	ABN Amro Bank
Account ID	002	ABN Amro Bank - Outgoing Checks Issued/Clearing

Select CHANGE button and select CREATE button.

Lot	
Lot number	1
Check number	100000
To	100050

and save.

Again select CREATE button.

Lot	
Lot number	2
Check number	100051
To	100100
Control data	
Next lot number	<input type="text"/>
Prmt meths list	<input checked="" type="checkbox"/> Non-sequential

and SAVE.

Maintain check lot for manual processing with “NON SEQUENTIAL”. Maintain check lot for automatic processing with “SEQUENTIAL”. By default the check series is a “SEQUENTIAL”.

To specify that it is the NON SEQUENTIAL NO selects the check box  Non-sequential

### **DEFINE VOID REASON CODES:**

- ✓ SPRO → REF IMG → Financial Accounting → Accounts Receivable & Accounts Payable → Business Transactions → Outgoing payments → Automatic Outgoing payments → Payment Media → Check Management → Define Void Reason Codes (or) **FCHV**

Select NEW ENTRIES button.

Check Void Reason Codes		
Reason	Void reason cde	Reserved for print programs
11	Cheque cancelled due to LOST	<input type="button" value="New"/>

& SAVE.

### **CHECK NUMBER SERIES:**

- ✓ Accounting → Financial Accounting → A/P → Information system → Reports for A/P A/C → Payment Transactions → Number Ranges for Checks

Check lots	
Paying company code	8301
House bank	ABN
Account ID	002

F8 (or)  button.

In this screen you can see the check lots.

Paying company code	8301	Sita SAP Solutions - IND					
Bank	ABN	ABN Amro Bank					
Bank key	1498398						
Acct number	002						
Check number range							
Lot	Short info	Fra check no.	To check no.	Next lot	No range stat	Part archiv	Archived
0001	ABN Check lot 1	100000	100050				
0002	ABN Check lot 2	100051	100100				

## POSTING KEYS

Posting keys are used to specify which side of an account to be posted. Whether debit side (or) credit side. Posting keys controls which type of account to be allowed for postings. Posting keys also controls field status group at posting key level which specifies the status of the fields at posting key level.

For posting keys you need to follow the below steps.

- I. A field which is suppressed at the posting key level shouldn't be required in the field status group specified in the General Ledger Account.
- II. A field which is suppressed in the field status group under General Ledger Account shouldn't be specified as required in the posting key level.
- III. Posting keys are defined by Account type wise.

### DEBIT POSTING KEYS

GENERAL LEDGER	ACCOUNTS RECEIVABLE	ACCOUNTS PAYABLE	ASSET	MATERIAL
40	01	21	70	80
	02	22		81
	03	23		82
	04	24		83
	05	25		84
	06	26		85
	07	27		86
	08	28		87
	09	29		88
				89

### CREDIT POSTING KEYS

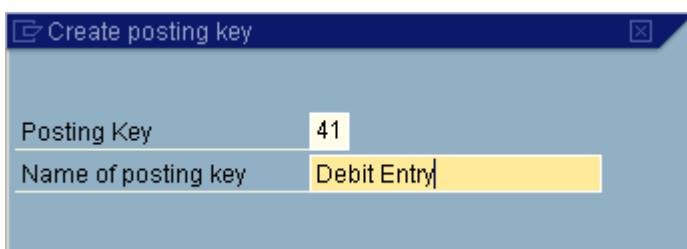
GENERAL LEDGER	ACCOUNTS RECEIVABLE	ACCOUNTS PAYABLE	ASSET	MATERIAL
50	11	31	75	90
	12	32		91
	13	33		92
	14	34		93
	15	35		94
	16	36		95
	17	37		96
	18	38		97
	19	39		98
				99

Always use posting keys defined by SAP. If you want you can also create your own posting keys.

### DEFINE POSTING KEYS:

- ✓ SPRO → REF IMG → Financial Accounting → Financial Accounting Global Settings → Document → Line Item → Controls → Define Posting Keys (or) **OB41**

To create your own posting key select CREATE button.



and enter.

The screenshot shows the SAP Fiori Field status dialog for a Debit Entry. The dialog has a header with 'Field status' and a 'Print' icon. Below the header, there are several sections: 'Posting Key' (set to 41), 'Debit/credit indicator' (radio button selected for 'Debit'), 'Account type' (radio button selected for 'G/L account'), 'Other attributes' (checkboxes for Sales-related, Special G/L, Reversal posting key, and Payment transaction), and a preview of the document header.

and SAVE.

To manage the fields at posting key level select FIELD STATUS button and do what ever settings you want to do. In the posting key level all fields are optional entries.

## DOCUMENT STRUCTURE

SAP system uses the document concept to post the information. All transactions are posted through document and stored in the database. In the SAP document format is electronic format.

The document structure contains 2 parts.

1. Header Part
2. Line Item

**1. HEADER PART:** Document header part contains the following information.

Document Date	<input type="text"/>	Type	<input checked="" type="checkbox"/>	Company Code	<input checked="" type="checkbox"/>
Posting Date	<input checked="" type="checkbox"/>	Period	<input type="text"/>	Currency/Rate	<input checked="" type="checkbox"/>
Document Number	<input type="text"/>			Translation dte	<input type="text"/>
Reference	<input type="text"/>			Cross-CC no.	<input type="text"/>
Doc.Header Text	<input type="text"/>				
Trading Part.BA	<input type="text"/>				

From the above list Document Date, Document Type, Company Code, Posting Date, Posting Period, Currency/Exchange Rate, Document Number are mandatory.

If you want to make Document reference, Document Header Text as required field then go to T. code – OBA7 there select your Document type and double click on it in the below you will find the below fields.

The screenshot shows a configuration dialog for 'Required during document entry'. It contains two checkboxes: 'Reference number' and 'Document header text', both of which are currently unchecked.

If you want to make these fields required then select these boxes and SAVE. For remaining fields also you can put control using **validation & substitution** rules. The Header part of the document is stored in the database table “BKPF” (Account Header file). To view Database tables T. Code is **SE11**.

**2. LINE ITEM:** comprises of posting key, General Ledger A/C, Amount, Text & other account assignment objects (Business Area, Cost Center etc.). Line Item means one Debit transaction and one Credit transaction.

For each document there must be 2 line items. One line item is for Debit and one line item is for Credit. You can specify up to 999 Line Items.

## DEFAULT VALUES FOR DOCUMENT PROCESSING

### **DEFAULT VALUES:**

- ✓ SPRO → REF IMG → Financial Accounting → Financial Accounting Global Settings → Document → Default values for document processing → Default values (or) **OB1**

To post the transactions, SAP defines **F-01 to F-92** transaction codes. For each transaction code set the default values for posting keys & Document types. For that double click on the Transaction code and change the values.

### **ENABLE FISCAL YEAR DEFAULT:**

- ✓ SPRO → REF IMG → Financial Accounting → Financial Accounting Global Settings → Document → Default values for document processing → Enable Fiscal Year Default (or) **OB63**

Select POSITION button. Enter Company Code – 8301 & press enter & select PROPOSE FISCAL YEAR check box and SAVE.

### **DEFAULT VALUE DATE:**

- ✓ SPRO → REF IMG → Financial Accounting → Financial Accounting Global Settings → Document → Default values for document processing → Default value Date (or) **OB68**

Select POSITION button. Enter Company Code – 8301 & press enter & select PROPOSE VALUE DATE check box and SAVE.

### **CHANGING ERROR MESSAGE INTO WARNING MESSAGE:**

- ✓ SPRO → REF IMG → Financial Accounting → Financial Accounting Global Settings → Document → Default values for document processing → Change Message Control for Document Processing (or) **OBA5**

Application Area – F5 (for example) and enter.

Select NEW ENTRIES. Select the message which you want to reverse. It is shown as below picture.

&SAVE.

## DOCUMENT PROCESSING

To process the document SAP divides the document into 2 types.

1. Original Documents
2. Processing (or) Reference Documents

1. **Original Documents:** are documents which are posted to General Ledger A/C, Customer A/C, and Vendor A/C. All posted documents are called Original documents. Which we cannot delete.
2. **Processing (or) Reference Documents:** are documents which are used to process the Original documents. These are the stored documents which we can delete. There are 3 types of processing documents are there. They are as follows.

- i) **Sample Document:** is used to process regular transaction.
- ii) **Recurring Document:** is used to process periodical transaction.
- iii) **Account Assignment Model:** is used to post all General Ledger Accounts at a time and also distribute the amount to different Account Assignment objects.

Original documents also can be used as a processing document. To process the documents SAP uses the posting functions. Examples of documents – bank posting, Invoice posting, Payment posting, and General posting.

## POSTING ORIGINAL DOCUMENTS

### GENERAL LEDGER POSTINGS

- ✓ Accounting → Financial Accounting → General Ledger → Document Entry → General Posting (or) **F-02**

**1)** Document Date – \*\*/\*\*/\*\*\*\*  
Company Code – 8301

Posting Date – \*\*/\*\*/\*\*\*\*  
Currency – INR

PstKy – 40 Account – 210000 (Cash In hand) & press enter  
Amount – 200000/- Business Area – 830H  
Text – Being cash received from Share Capital

PstKy – 50 Account – 100000 (Share Capital) & press enter  
Amount – \* Business Area – 830H (Under MORE button you will find it)  
Text – + and press enter

To see the document over view, select DISPLAY DOCUMENT OVERVIEW  button. Here system displays the line items entered by the user. Here it won't perform any checking's like required entry field values and any performance of calculations and automatic generation of new line items.

To perform all above functions SAP provides one more function called SIMULATION. To simulate the document select menu item DOCUMENT → SIMULATE (If any mistakes are there then it will show the errors). To post the document select POST  button. When you select the SAVE button for posting then system automatically assign a document number to the document.

- ✓ A/C → F. A. → G. L. → Document Entry → Enter G/L Account Document (or) **FB50**

**2)** Document Date – \*\*/\*\*/\*\*\*\*  
Company Code – 8301

Posting Date – \*\*/\*\*/\*\*\*\*  
Currency – INR

St...	G/L acct	Short text	D/C	Amount in doc.curr.	Loc.curr.amount	T/V	Text	L...	Co...	Business area
✓	211000	ABN AMRO ...	Debit 	50.000,00	50.000,00		Cash deposit		8301	830H
✓	430000	Printing & S...	Debit 	1.500,00	1.500,00		Stationery purchased		8301	830H
✓	430100	Staff welfar...	Debit 	250,00	250,00		Staffwelfare expenses		8301	830H
✓	210000	Cash in Ha...	Credit 	51.750,00	51.750,00		Cash expenditure		8301	830H

Simulate the Document and then press POST  button.

- ✓ Accounting → F. A. → General Ledger → Document Entry → General Posting (or) **F- 02**

#### **3) Received Loan from Bank**

40 – ABN AMRO Bank A/C (211000) Dr 5,00,000  
50 – To Term Loan from Bank A/C (120000) 5,00,000

#### **4) Provisional entries – Rent Payable.**

40 – Rent A/C (430400) Dr 5,000  
50 – To Rent Payable A/C (160100) 5,000

Under F-02 not only expenditure you can also post J V's like above one.

**5) 40 – Wages A/C (403000) Dr 2,500**  
50 – To Cash in Hand A/C (210000) 2,500

And select DISPLAY DOCUMENT OVERVIEW  button and see the layout. Whatever layout you define above it will appear and select POST  button.

## CUSTOMER INVOICE POSTINGS

- ✓ Accounting → Financial Accounting → Accounts Receivable → Document Entry → Invoice – general (or) F- 22

1) Document Date – \*\*/\*\*/\*\*\*\*

Company Code – 8301

Posting Date – \*\*/\*\*/\*\*\*\*

Currency – INR

PstKy – 01

Amount – 50,000/-

Text – Sale of goods

Account – \*\*\*\*\* (LG) & press enter

Business Area – 830B

Payt terms – 8301

PstKy – 50

Amount – \*

Text – + & press enter. Select menu item DOCUMENT → SIMULATE & POST.

Account – 300000 (Sales revenue) & press enter

Business Area – 830B (Under MORE button you will find it)

2) PstKy – 01

Amount – 70,000/-

Text – Sale of goods

Account – \*\*\*\*\* (SAM SUNG) & press enter

Business Area – 830N

Payt terms – 831I

PstKy – 50

Amount – \*

Text – + & press enter. Select menu item DOCUMENT → SIMULATE & POST.

Account – 300000 & press enter

Business Area – 830N

### 3) Branch Account Posting

PstKy – 01

Amount – 60,000/-

Text – Sale of goods

Account – \*\*\*\*\* (Hyundai – Branch) & press enter

Business Area – 830B

Payt terms – 8301

PstKy – 50

Amount – \*

Text – + & press enter. Select menu item DOCUMENT → SIMULATE & POST.

Account – 300000 & press enter

Business Area – 830B

### 4) Head Office Account Posting

PstKy – 01

Amount – 62,000/-

Text – Sale of goods

Account – \*\*\*\*\* (Hyundai – Head Office) & press enter

Business Area – 830L

Payt terms – 8302

PstKy – 50

Amount – \*

Text – + & press enter. Select menu item DOCUMENT → SIMULATE & POST.

Account – 300000 & press enter

Business Area – 830L

### 5) PstKy – 01

Amount – 55,000/-

Text – Sale of goods

Account – \*\*\*\*\* (TCS) & press enter

Business Area – 830H

Payt terms – 830I

PstKy – 50

Amount – \*

Text – + & press enter. Select menu item DOCUMENT → SIMULATE & POST.

Account – 300000 & press enter

Business Area – 830H

## **VENDOR INVOICE POSTINGS**

- ✓ Accounting → Financial Accounting → Accounts Payable → Document Entry → Invoice – general (or) **F- 43**

- 1) Document Date – \*\*/\*\*/\*\*\*\*      Posting Date – \*\*/\*\*/\*\*\*\*
   
Company Code – 8301      Currency – INR
   
  
 PstKy – 31      Account – \*\*\*\*\* (LG) & press enter
   
Amount – 50,000/-      Business Area – 830B
   
Text – Goods purchased
   
  
 PstKy – 40      Account – 401000 (Material Purchased) & press enter
   
Amount – \*      Business Area – 830B (Under MORE button you will find it)
   
Text – + & press enter. Select menu item DOCUMENT → SIMULATE & POST.
  
- 2) PstKy – 31      Account – \*\*\*\*\* (EPIC TECHNOLOGIES) & press enter
   
Amount – 60,000/-      Business Area – 830N,      Payt terms – 0001
   
Text – Goods purchased
   
  
 PstKy – 40      Account – 402000 (Stores & Spears) & press enter
   
Amount – \*      Business Area – 830N
   
Text – + & press enter. Select menu item DOCUMENT → SIMULATE & POST.
  
- 3) PstKy – 31      Account – \*\*\*\*\* (DELL) & press enter
   
Amount – 45,000/-      Business Area – 830B,      Payt terms – 0001
   
Text – Goods purchased
   
  
 PstKy – 40      Account – 401000 & press enter
   
Amount – \*      Business Area – 830B
   
Text – + & press enter. Select menu item DOCUMENT → SIMULATE & POST.
  
- 4) PstKy – 31      Account – \*\*\*\*\* (SATYAM) & press enter
   
Amount – 25,000/-      Business Area – 830L,      Payt terms – 8302
   
Text – Goods purchased
   
  
 PstKy – 40      Account – 402000 & press enter
   
Amount – \*      Business Area – 830L
   
Text – + & press enter. Select menu item DOCUMENT → SIMULATE & POST.

## **DISPLAY OF ACCOUNTS**

### **DISPLAY GENERAL LEDGER ACCOUNTS:**

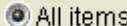
- ✓ Accounting → Financial Accounting → General Ledger → Account → Display Balances (or) **FS10N**

G/L account – 210000  
 Company Code – 8301  
 Fiscal year – \*\*\*\* (Current year) & press EXECUTE button.

To see the transactions posted in a period follow the steps.

- A. To see the Debits & Credits double click on the period column.
  - B. To see the only Debit postings double click on the Debit column in the same way for Credit also. (Or)
- ✓ Accounting → Financial Accounting → General Ledger → Account → Display/Change Line Items (or) **FBL3N**

G/L account – 210000  
 Company Code – 8301

 All items and press EXECUTE button. It will show the report as below.

Status: <span style="color: green;">✓</span> Posted <span style="color: yellow;">△</span> Parked <span style="color: red;">■</span> open <span style="color: green;">●</span> Cleared										
G/L Account No.		210000	Cash in Hand							
Company Code		8301								
St	Postg Date	Doc. Date	Type	BusA	Amount in local cur.	DocumentNo	Check number	Text		
<input type="checkbox"/>	<span style="color: green;">✓</span> 10/01/2006	10/01/2006	SA	830H	2,500.00-	100014		Being wages for the month of Oct'06		
<input type="checkbox"/>	<span style="color: green;">✓</span> 11/21/2006	11/21/2006	SA	830H	500,000.00	100001		Being Cash received towards Share Capital		
<input type="checkbox"/>	<span style="color: green;">✓</span> 11/28/2006	11/28/2006	SA		52,000.00-	100004		Cash dep.in ABN, Printing&Stationery, S		
<input type="checkbox"/>	<span style="color: green;">✓</span> 11/28/2006	11/28/2006	SA	830B	2,500.00-	100005		Being wages for the month of Oct'06		
<input type="checkbox"/>	<span style="color: green;">✓</span> 12/11/2006	12/11/2006	SA		30,000.00-	100015				
<input type="checkbox"/>	<span style="color: green;">✓</span> 12/11/2006	12/11/2006	SA	830N	500.00-	100016		Indirect expenses paid by cash		
*	<span style="color: green;">✓</span>				412,500.00					
<b>** Account 210000</b>					412,500.00					

## DEFAULT SETTINGS FOR TRANSACTION CODES

Making Company Code as default for Transaction Code. T code – SE93.

For example: Transaction Code – F-02 & select CHANGE button. Then you can enter into the parameter screen, in this screen below you will find default values.

To set Company Code as default value for F-02, select button.

Name of screen field	Value
BKPF - BUKRS	8301

and SAVE.

Go to T code – F-02 here you will find 8301 as default value in Company Code field.

## DISPLAY CUSTOMER ACCOUNTS:

- ✓ Accounting → Financial Accounting → Accounts Receivable → Account → Display Balances (or) **FD10N**

Customer – \*\*\*\*\*

Company Code – 8301

Fiscal year – \*\*\*\* (Current year) & press EXECUTE button

To see the transactions posted in a period follow the steps.

- To see the Debits & Credits double click on the period column.
- To see the only Debit postings double click on the Debit column in the same way for Credit also. (Or)

- ✓ Accounting → Financial Accounting → Accounts Receivable → Account → Display/Change Line Items (or) **FBL5N**

Customer – \*\*\*\*\*

Company Code – 8301

All items And press EXECUTE button, it will show the report as below.

Customer 20 Company Code 8301										
Name LG City Hyderabad										
St	Assignment	DocumentNo	Typ	Doc. Date	S	DD	Amt in Loc.cur.	LCurr	Cirng doc.	Text
<input type="checkbox"/>	<span style="color: green;">●</span> 0000000020	100026	AB	02/12/2007			100,001.00-	INR	100026	
<input type="checkbox"/>	<span style="color: green;">●</span> 0000000020	100026	AB	02/12/2007			100,001.00	INR	100026	
<input type="checkbox"/>	<span style="color: green;">●</span> 0000000020	700003	DR	12/18/2006			100,001.00	INR	100026	Customer Invoice
<input type="checkbox"/>	<span style="color: green;">●</span> 0000000200000	300000	DZ	02/07/2007			100,001.00-	INR	100026	0000000200000 001
<input type="checkbox"/>	<span style="color: green;">●</span> 0000000020	100029	AB	02/13/2007			50,000.00	INR	100029	
<input type="checkbox"/>	<span style="color: green;">●</span> 0000000020	100029	AB	02/13/2007			50,000.00-	INR	100029	
<input type="checkbox"/>	<span style="color: green;">●</span> 0000000020	700000	DR	11/28/2006			50,000.00	INR	100029	Sale of Goods
<input type="checkbox"/>	<span style="color: green;">●</span> 0000000143143	300005	DZ	02/13/2007			50,000.00-	INR	100029	0000000143143 001
*	<span style="color: green;">●</span>						0.00	INR		
<b>** Account 20</b>							0.00	INR		

## DISPLAY VENDOR ACCOUNTS:

- ✓ Accounting → Financial Accounting → Accounts Payable → Account → Display Balances (or) **FK10N**
  - Vendor – \*\*\*\*\*
    - Company Code – 8301
    - Fiscal year – \*\*\* (Current year) & press EXECUTE button
  - To see the transactions posted in a period follow the steps.
    - A. To see the Debits & Credits double click on the period column.
    - B. To see the only Debit postings double click on the Debit column in the same way for Credit also. (Or)
- ✓ Accounting → Financial Accounting → Accounts Payable → Account → Display/Change Line Items (or) **FBL1N**
  - Vendor – \*\*\*\*\*
    - Company Code – 8301
    - All items and press EXECUTE button. It will show the report as below.

Vendor	29									
Company Code	8301									
Name	SREE KRISHNA									
City	Hyderabad									
<hr/>										
St	Postg Date	Typ	DocumentNo	Reference	Bus#	DD	LC amnt	Clrng doc.	Clearing	Text
<input type="checkbox"/>	12/28/2006	KR	800053		830B		400.00-	400032	12/29/2006	Goods purchased
<input type="checkbox"/>	12/28/2006	KR	800054		830B		500.00-	400032	12/29/2006	Goods purchased
<input type="checkbox"/>	12/29/2006	KR	800055		830B		500.00-	400032	12/29/2006	Goods purchased
<input type="checkbox"/>	12/28/2006	KZ	400032		830B		1,400.00	400032	12/29/2006	
*							0.00			
** Account 29							0.00			

## WORK LIST

Determine which accounts you want to group together for line item and balance display and which for open item processing. You can also group together company codes for line item display.

### CREATING WORK LIST FOR G/L A/C, CUSTOMERS & VENDORS:

- ✓ SPRO → REF IMG → Financial Accounting → General Ledger Accounting → G/L Accounts → Balances → Maintain work list for Display Balances (or) **OB55**
  - 1) Double click on General Ledger Accounts. Select CREATE button.  
 Work list – GL8301  
 Name – General Ledger Accounts and enter  
VALUE  
 210000  
 211000  
 211001  
 211002 and SAVE.
  - 2) Select Customers. Select CREATE button.  
 Work list – C8301  
 Name – Customers Account and enter  
VALUE  
 \*\*\*\*\* (here select the Customers list which you want to display)  
 \*\*\*\*\*  
 \*\*\*\*\* And SAVE.
  - 3) Select Vendors. Select CREATE button.  
 Work list – V8301  
 Name – Vendors Account and enter  
VALUE  
 \*\*\*\*\* (here select the Vendors list which you want to display)  
 \*\*\*\*\*  
 \*\*\*\*\* And SAVE.

## **USING WORK LIST:**

- ✓ Accounting → Financial Accounting → General Ledger → Account → Display Balances (or) **FS10N**

Select ACTIVATE WORK LIST button.

G/L account work list – GL8301 and press EXECUTE button.

Like this you can view Customers (T. code – FD10N) and Vendors (T. Code – FK10N).

## **CLEARING**

Clearing is a function to set up a line item in an account. To execute clearing function for General Ledger Accounts the Accounts must be an Open Item Management Account and also Line Item Display must be selected.

Clearing is two types. They are as follows.

1. Post with clearing
2. Account Clearing

**1. POST WIRH CLEARING:** adjusting payments (receipt/payment) against line Item (Invoice) is called Post with Clearing.

**2. ACCOUNT CLEARING:** adjusting any transfer entries (Credit Memo) is called Account Clearing

To clear the items SAP provides the following transactions.

For General Ledger Account – Incoming Payment – F-06  
Outgoing Payment – F-07

For Customers – A/R – Incoming Payment – F-28

For Vendors – A/P – Outgoing payment – F-53

While clearing a transaction you can adjust the amount as a full payment (or) partial payment (or) residual payment. For this SAP provides the following three functions.

- i. **STANDARD CLEARING** – full payment adjustment.
- ii. **PARTIAL CLEARING** – part payment adjustment.
- iii. **RESIDUAL CLEARING** – full amount is cleared for the remaining amount  
System will generate one more line item as open item (or) due item.

## **DIFFERENCE BETWEEN PARTIAL & RESIDUAL CLEARING:**

- A. In the case of partial clearing both open item & payment item will be shown as open item until full clearing is done.
- B. In the case of residual clearing the system displays open item & payment item as clear items. For the remaining balance system generates one more line item as open (or) due item. This amount may be adjusted as a payment difference, if the difference is within the limit specified in the tolerance group.

## **GENERAL LEDGER ACCOUNT CLEARING – FULLY**

### **OUTGOING PAYMENT:**

- ✓ Accounting → Financial Accounting → General Ledger → Document Entry → Outgoing Payment → Post (or) **F-07**

#### **1. Clearing the Rent Payable Account (Page no. 75)**

Document Date – \*\*/\*\*/\*\*\*\* Document Type – SZ

Company Code – 8301 Currency/Rate – INR

Account – 210000 (Cash Account) Amount – 5000/- Value date – \*\*/\*\*/\*\*\*\*

Account – 160100 (Rent Payable A/C) & enter & select STANDARD tab (by default Standard clearing tab will come). If there is more than one line item then deselect all line items by double clicking on them. Select the line item against which you want to adjust the payment, double click on that line item. Go to menu item DOCUMENT → SIMULATE & press POST button.

#### **DISPLAY OR CHANGE GENERAL LEDGER ACCOUNTS:**

- ✓ Accounting → Financial Accounting → General Ledger → Account → Display/Change Line Items (or) **FBL3N**

G/L account – 160100

Company Code – 8301

Cleared items

And press EXECUTE button and see the report.

**NOTE:** When ever you clear the item (fully) then the system maintains Clearing Document No & Clearing Date in the open item as well as payment item. When ever the system finds this value, then the system displays as Cleared Item.

#### **GENERAL LEDGER ACCOUNT CLEARING – PARTIAL**

#### **GENERAL LEDGER POSTING:**

- ✓ Accounting → Financial Accounting → General Ledger → Document Entry → General Posting (or) **F-02**

#### **2. Material purchased**

40 – Material Purchases A/C (401000) Dr 10,000  
50 – O/S Exp. Payable A/C (160000) 10,000

#### **OUTGOING PAYMENT:**

- ✓ Accounting → Financial Accounting → General Ledger → Document Entry → Outgoing Payment → Post (or) **F-07**

#### **1<sup>st</sup> Partial Clearing for the above Invoice.**

Document Date – \*\*/\*\*/\*\*\*\* Document Type – SZ  
Company Code – 8301 Currency/Rate – INR  
Account – 210000 (Cash Account) Amount– 4000/- Value date– \*\*/\*\*/\*\*\*\*

Account – O/S Exp. Payable A/C (160000) & enter & select PARTIAL tab and double click in the PAYMENT AMOUNT column. Go to menu item DOCUMENT → SIMULATE & press POST button.

#### **DISPLAY OR CHANGE GENERAL LEDGER ACCOUNTS:**

- ✓ Accounting → Financial Accounting → General Ledger → Account → Display/Change Line Items (or) **FBL3N**

G/L account – 160000

Company Code – 8301

All items

And press EXECUTE button and see the report.

#### **OUTGOING PAYMENT:**

- ✓ Accounting → Financial Accounting → General Ledger → Document Entry → Outgoing Payment → Post (or) **F-07**

#### **2<sup>nd</sup> Payment for the above Invoice**

Document Date – \*\*/\*\*/\*\*\*\* Document Type – SZ  
Company Code – 8301 Currency/Rate – INR  
Account – 210000 (Cash Account) Amount – 6000/- Value date – \*\*/\*\*/\*\*\*\*

Account – O/S Exp. Payable A/C (160000) & enter & select PARTIAL tab and deselect the all Line items by double clicking on them and again opposite to invoice line item(against which invoice you paid) double click in the PAYMENT AMOUNT column. Go to menu item DOCUMENT → SIMULATE & press POST button.

### DISPLAY OR CHANGE GENERAL LEDGER ACCOUNTS:

- ✓ Accounting → Financial Accounting → General Ledger → Account → Display/Change Line Items (or) **FBL3N**

G/L account – 160000

Company Code – 8301

All items and press EXECUTE button and see the report.

**NOTE:** In the partial payment after making full payment also still it will shows the invoice amount and payment item as open items. To clear these open items we have to do **Manual Clearing** as follows.

#### **MANUAL CLEARING**

- ✓ Accounting → Financial Accounting → General Ledger → Account → Clear (or) **F-03** (this is for single transaction clearing)  
(Or)
- ✓ Accounting → Financial Accounting → General Ledger → Periodic Processing → Automatic Clearing → Without Specification of Clearing Currency (or) **F.13** (this is for multiple transaction clearing)

First we will clear single transaction using T. Code – F-03

Account – 160000 (O/S Expenses Payable)

Clearing date – \*\*/\*\*/\*\*\*\* (Current Date)

Select PROCESS OPEN ITEM button. First deselect all items (by double clicking on the line items). Then double click on the Invoice line Item (Invoice – 10000) and double click on the first payment (Payment item – 4000) and again double click on the second payment (Payment item – 6000) and SIMULATE and POST.

**NOTE:** To maintain clearing document number & clearing date in the open items & in the payment items, the system creates a document without any line item when we are doing manual clearing.

### DISPLAY OR CHANGE GENERAL LEDGER ACCOUNTS:

- ✓ Accounting → Financial Accounting → General Ledger → Account → Display/Change Line Items (or) **FBL3N**

G/L account – 160000

Company Code – 8301

All items and press EXECUTE button and see the report.

### **GENERAL LEDGER ACCOUNT CLEARING – RESIDUAL**

#### GENERAL LEDGER POSTING:

- ✓ Accounting → Financial Accounting → General Ledger → Document Entry → General Posting (or) **F-02**

##### **3. Printing & Stationery purchased**

40 – Printing & Stationery A/C (430000) Dr 3,000

50 – O/S Exp. Payable A/C (160000) 3,000

#### OUTGOING PAYMENT:

- ✓ Accounting → Financial Accounting → General Ledger → Document Entry → Outgoing Payment → Post (or) F-07

##### **Residual payment.**

Document Date – \*\*/\*\*/\*\*\*\* Document Type – SZ

Company Code – 8301 Currency/Rate – INR

Account – 210000 (Cash Account) Amount – 2700/- Value date – \*\*/\*\*/\*\*\*\*

Account – O/S Exp. Payable A/C (160000) & enter & select RESIDUAL tab and double click in the RESIDUAL ITEMS column. Go to menu item DOCUMENT → SIMULATE & press POST button.

## DISPLAY OR CHANGE GENERAL LEDGER ACCOUNTS:

- ✓ Accounting → Financial Accounting → General Ledger → Account → Display/Change Line Items (or) **FBL3N**

G/L account – 160000

Company Code – 8301

All items and press EXECUTE button and see the report.

## **AUTOMATIC POSTING OF DISCOUNT, BANK CHARGES & EXCHANGE RATE DIFFERENCES**

### DISCOUNT RECEIVED FROM VENDORS:

- ✓ SPRO → REF IMG → Financial Accounting → A/R and A/P → Business Transactions → Outgoing payments → Outgoing Payments Global Settings → Define Accounts for Cash Discount Taken (or) **OBXU**

Chart of Accounts – 8301 and press enter and SAVE.

Account – 310000 (Discount Received A/C) and SAVE.

### DISCOUNT ALLOWED TO CUSTOMERS:

- ✓ SPRO → REF IMG → Financial Accounting → A/R and A/P → Business Transactions → Incoming payments → Incoming Payments Global Settings → Define Accounts for Cash Discount Granted (or) **OBXI**

Chart of Accounts – 8301 and press enter and SAVE.

Account – 440100 (Discount Allowed A/C) and SAVE.

### BANK CHARGES:

- ✓ SPRO → REF IMG → Financial Accounting → A/R and A/P → Business Transactions → Incoming payments → Incoming Payments Global Settings → Define Accounts for Bank Charges (Customers) (or) **OBXK**  
COA – 8301 and press enter & SAVE. Account – 440200 (Bank Charges A/C) & SAVE.

### EXCHANGE RATE DIFFERENCES:

- ✓ SPRO → REF IMG → Financial Accounting → A/R and A/P → Business Transactions → Incoming payments → Incoming Payments Global Settings → Define Accounts for Exchange rate differences (or) **OB09**

Chart of Accounts – 8301 and press enter and SAVE. Select NEW ENTRIES button.

Chart of Accounts	8301	8301:Chart Of Accounts
G/L Account	150000	
Currency		
Currency type	10	Company code currency
Exchange rate difference realized		
Loss	440250	<input type="button" value=""/>
Gain	312000	

And SAVE.

Select back button and select NEW ENTRIES button

Chart of Accounts	8301	8301:Chart Of Accounts
G/L Account	250000	
Currency		
Currency type	10	Company code currency
Exchange rate difference realized		
Loss	440250	<input type="button" value=""/>
Gain	312000	

And SAVE.

## **VENDOR ACCOUNT CLEARING – FULLY**

### **OUTGOING PAYMENT:**

- ✓ Accounting → Financial Accounting → Accounts Payable → Document Entry → Outgoing Payment → Post (or) **F-53**

#### **1. Clearing the LG invoice (Invoice no – 1, Page no. 77)**

Document Date – \*\*/\*\*/\*\*\*\* Document Type – KZ  
 Company Code – 8301 Currency/Rate – INR

Account – 211000 (ABN Bank A/C) Business Areas – 830B  
 Amount t – 49,900/- Text – Full payment  
 Account – \*\*\*\*\* (LG) & enter.

In the STANDARD tab, if there is more than one line item then deselect all line items by double clicking on them. Select the line item against which you want to adjust the payment, double click on that line item.

Go to CASH DISCOUNT column and there give Rs.100/- (this is discount if you want to give more than this then you have to go to T. Code – OBA4. Go to your Company Code; double click on it in that change the field CASH DISCOUNT PER LINE ITEM and SAVE. After doing this change you can post discount how much you specified here).

Go to menu item DOCUMENT → SIMULATE & press POST button.

### **DISPLAY OR CHANGE VENDOR ACCOUNTS:**

- ✓ Accounting → Financial Accounting → Accounts Payable → Account → Display/Change Line Items (or) **FBL1N**

Vendor account – \*\*\*\*\* (LG)  
 Company Code – 8301

All items and press EXECUTE button and see the report.

To see the detailed line item double click on the payment line item.

**NOTE:** If you want to see the Discount Received A/C go to T. Code FBL3N, there select Discount Received Account (310000) and execute.

## **VENDOR ACCOUNT CLEARING – PARTIAL**

### **OUTGOING PAYMENT:**

- ✓ Accounting → Financial Accounting → Accounts Payable → Document Entry → Outgoing Payment → Post (or) **F-53**

#### **2. 1<sup>st</sup> Partial Clearing (Invoice no – 2, Page no. 77)**

Document Date – \*\*/\*\*/\*\*\*\* Document Type – KZ  
 Company Code – 8301 Currency/Rate – INR

Account – 211000 (ABN Bank A/C) Business Areas – 830N

Amount – 39,900/-,

Bank charges – 100/-

Text – Partial payment against the invoice

Account – \*\*\*\*\* (EPIC TECHNOLOGIES) & enter & select PARTIAL tab and opposite to Vendor invoice line item double click in the PAYMENT AMOUNT column. Go to menu item DOCUMENT → SIMULATE & press POST button.

### **DISPLAY OR CHANGE VENDOR ACCOUNTS:**

- ✓ Accounting → Financial Accounting → Accounts Payable → Account → Display/Change Line Items (or) **FBL1N**

Vendor account – \*\*\*\*\* (EPIC TECHNOLOGIES)  
 Company Code – 8301

All items and press EXECUTE button and see the report.

### **OUTGOING PAYMENT:**

- ✓ Accounting → Financial Accounting → Accounts Payable → Document Entry → Outgoing Payment → Post (or) **F-53**

#### **2<sup>nd</sup> Partial Clearing (Invoice no – 2, Page no. 77)**

Document Date – \*\*/\*\*/\*\*\*\* Document Type – KZ  
Company Code – 8301 Currency/Rate – INR

Account – 211000 (ABN Bank A/C) Business Areas – 830N

Amount – 19,950/-

Bank charges – 50/- Text – Full & final settlement for this invoice

Account – \*\*\*\*\* (EPIC TECHNOLOGIES) & enter & select PARTIAL tab and deselect the Line items by double clicking on them and again double click on the Invoice and double click (opposite to Invoice) in the PAYMENT AMOUNT column. Go to menu item DOCUMENT → SIMULATE & press POST button.

### **DISPLAY OR CHANGE VENDOR ACCOUNTS:**

- ✓ Accounting → Financial Accounting → Accounts Payable → Account → Display/Change Line Items (or) **FBL1N**

Vendor account – \*\*\*\*\* (EPIC TECHNOLOGIES)

Company Code – 8301

All items and press EXECUTE button and see the report.

### **MANUAL CLEARING FOR VENDOR**

- ✓ Accounting → Financial Accounting → Accounts Payable → Account → Clear (or) **F-44**

Account – \*\*\*\*\* (EPIC TECHNOLOGIES)

Clearing date – \*\*/\*\*/\*\*\*\* (Current Date)

Select PROCESS OPEN ITEM button. First deselect all items (by double clicking on the line items). Then double click on the Invoice line Item (Invoice – 60,000) and double click on the first payment (Payment item – 40,000) and again double click on the second payment (Payment item – 20,000) and SIMULATE and POST.

**NOTE:** To maintain clearing document number & clearing date in the open items & in the payment items, the system creates a document without any line item when we are doing manual clearing.

### **DISPLAY OR CHANGE VENDOR ACCOUNTS:**

- ✓ Accounting → F. A. → A. Payable → Account → Display/Change Line Items (or) **FBL1N**

Vendor account – \*\*\*\*\* (EPIC TECHNOLOGIES)

Company Code – 8301

All items and press EXECUTE button and see the report.

### **CORRESPONDENCE TYPE**

Using the *Correspondence* function, you can generate specific letters for the financial transactions managed in the system. (or)

A correspondence type represents the type of letters in the system. You must create a correspondence type for the possible correspondences for each type of letter which you need.

You can define further correspondence types for payment notices, such as payment notices especially for payments which are made for invoices already cleared, or for credit memos cleared twice.

The correspondence types are

- Offered to the user by the system for selection when processing business transactions or
- Created automatically according to rules defined by the user or
- Always created automatically by the system

## MAINTAIN CORRESPONDENCE TYPE TO YOUR COMPANY CODE:

- ✓ SPRO → REF IMG → Financial Accounting → A/R and A/P → Vendor Accounts → Line Items → Correspondence → Carry Out and Check settings for Correspondence → Define Correspondence Types (or) **OB77**  
When you execute it will display **Caution: The table is cross – client.** Press continue button.  
Select SAP01 line item & select copy function. Change Correspondence name as below. Correspondence – 8301 and enter and SAVE.

## DEFINE FORM NAMES FOR CORRESPONDENCE PRINT:

- ✓ SPRO → REF IMG → Financial Accounting → A/R and A/P → Vendor Accounts → Line Items → Correspondence → Carry Out and Check settings for Correspondence → Define Form Names for Correspondence Print (or) **OB96**  
Select 1<sup>st</sup> line and select copy button and give your company code no & SAVE.

CoCd	Program	Program title	Fo.ID	Form
8301	RFKORD00	Print Program: Payment Notice		F140_PAY_CONF_01

## **REASON CODES**

Reason codes come about, for example, if the cash discount period was exceeded, if cash discount was taken when net payment was due or simply if there is a computer error at the customer's.

Per reason code, you determine:

- In which company code it is valid
- Which correspondence type (payment notice to the customer) is connected to it
- Short text and long text of the reason code

Finally, you can set the A indicator (= charge off difference) for each reason code. This means that the **payment difference** is charged off using a separate G/L account. You define this G/L account in the General Ledger Implementation Guide in the "Create G/L accounts" step. For more information on this, read the chapter "Define accounts for payment differences". If you do not set the indicator, then a new item is generated in the form of an outstanding receivable in the customer's account.

## EXCHANGE RATE DIFFERENCES:

- ✓ SPRO → REF IMG → Financial Accounting → A/R and A/P → Business Transactions → Outgoing payments → Manual Outgoing Payments → Over Payment/Under Payment → Define Reason Codes (Manual Outgoing Payments)  
Company Code – 8301 & enter and select NEW ENTRIES.

RCd	Short text	Long text	CorrT	C	D	Do not Copy Text	Adv. Note Diff.
DA	Discount Allowed	Discount Allowed	8301	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DR	Discount Received	Discount Received	8301	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FO	Fright Outward	Fright Outward	8301	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

& SAVE.

## DEFINE ACCOUNTS FOR PAYMENT DIFFERENCES (MANUAL OUTGOING PAYMENT):

- ✓ SPRO → REF IMG → Financial Accounting → A/R and A/P → Business Transactions → Outgoing payments → Manual Outgoing Payments → Over Payment/Under Payment → Define Accounts for Payment Differences (Manual Outgoing Payment)

Chart of Accounts – 8301 enter

Debit/Credit –

Reason Code –  & SAVE & enter the data as shown in the below picture.

Reason co...	Debit	Credit
DA	440100	440100
DR	310000	310000
FO	450200	450200

& SAVE

## **VENDOR ACCOUNT CLEARING – RESIDUAL OUTGOING PAYMENT (using Reason Code):**

- ✓ Accounting → Financial Accounting → Accounts Payable → Document Entry → Outgoing Payment → Post (or) **F-53**

### **3. Residual payment (Invoice no – 3, Page no. 77)**

Document Date – \*\*/\*\*/\*\*\*\* Document Type – KZ  
Company Code – 8301 Currency/Rate – INR

Account – 211000 (ABN Bank A/C) Business Areas – 830B

Amount – 43,000/-,

Text – Part payment,

Account – \*\*\*\*\* (DELL) And enter & select RESIDUAL tab and double click in the RESIDUAL ITEMS column and select DR (Discount Received) reason code. Go to menu item DOCUMENT → SIMULATE & press POST button.

**To prepare payment notice**, select menu item ENVIRONMENT → CORRESPONDENCE → select SAP01, simulate & SAVE. **OR**

- ✓ Accounting → Financial Accounting → Accounts Payable → Account → Correspondence → Request (or) **FB12**

Company Code – 8301 enter and select SAP01 double click on it and give the below details in the next screen.

Document no – \*\*\*\*\* (Clearing Document no)

Fiscal year – 2007 press enter and come back and follow the below path.

- ✓ Accounting → Financial Accounting → Accounts Payable → Account → Correspondence → Maintain (or) **F.64**

Company Code – 8301 and execute. Select the line item and go to main menu LIST → PRINT and enter Output Device – LP01 and press continue. Then system will display spool request. If you want to see the print preview select main menu EDIT → PRINT PREVIEW and press continue. Output Device – LP01 and press enter. Here you can see Document preview. Then go to main menu SYSTEM → SERVICES → OUTPUT CONTROL and then press execute again. Here you will find the Spool requests.

## **DISPLAY OR CHANGE VENDOR ACCOUNTS:**

- ✓ Accounting → Financial Accounting → Accounts Payable → Account → Display/Change Line Items (or) **FBL1N**

Vendor account – \*\*\*\*\* (DELL)

Company Code – 8301

All items and press EXECUTE button and see the report.

## **CUSTOMER CLEARING – FULL& PARTIACL PAYMENT AT A TIME**

### **INCOMING PAYMENT:**

- ✓ Accounting → Financial Accounting → Accounts Receivable → Document Entry → Incoming Payment (or) **F-28**

#### **1. Full payment for 1 invoice & Partial payment for another invoice at a time (Invoice no – 3&4, Page no. 76)**

Document Date – \*\*/\*\*/\*\*\*\* Document Type – DZ  
Company Code – 8301 Currency/Rate – INR

Account – 211000 (ABN Bank A/C) Business Area – 830B

Amount – 70,000/- Text – Payment received

Account – \*\*\*\*\* (Hyundai – Head Office) & enter.

Select PARRCIAL PMT tab. Besides to Rs.60000/- (Business Area – 830B) in the Payment column double click and again Besides to Rs.62000/- (Business Area – 830L) double click in the Payment column. To menu item DOCUMENT → SIMULATE & POST.

### **DISPLAY OR CHANGE CUSTOMER ACCOUNTS:**

- ✓ Accounting → Financial Accounting → Accounts Receivable → Account → Display/Change Line Items (or) **FBL5N**
  - Customer account – \*\*\*\*\* (Hyundai – Head Office)
  - Company Code – 8301
  - All items and press EXECUTE button and see the report.

### **CUSTOMR ACCOUNT CLEARING – PARTIAL 1**

#### **INCOMING PAYMENT:**

- ✓ Accounting → Financial Accounting → Accounts Receivable → Document Entry → Incoming Payment (or) **F-28**

#### **2. 1<sup>st</sup> Partial Clearing (Invoice no – 5, Page no. 76)**

Document Date – \*\*/\*\*/\*\*\*\* Document Type – DZ  
 Company Code – 8301 Currency/Rate – INR

Account – 211000 (ABN Bank A/C) Business Area – 830H

Amount – 27,500/-

Value Date – \*\*/\*\*/\*\*\*\* Text – Partial payment against the invoice

Account – \*\*\*\*\* (TCS) & enter & select PARTIAL tab and deselect the all Line items by double clicking on them and again double click on the 1<sup>st</sup> line item(Rs.27,500/-) and double click (opposite to Invoice) in the PAYMENT AMOUNT column. Go to menu item DOCUMENT → SIMULATE & POST button.

### **DISPLAY OR CHANGE CUSTOMER ACCOUNTS:**

- ✓ Accounting → Financial Accounting → Accounts Receivable → Account → Display/Change Line Items (or) **FBL5N**

Customer account – \*\*\*\*\* (TCS)

Company Code – 8301

All items And press EXECUTE button and see the report.

#### **INCOMING PAYMENT:**

- ✓ Accounting → Financial Accounting → Accounts Receivable → Document Entry → Incoming Payment (or) F-28

#### **2<sup>nd</sup> Partial Clearing (Invoice no – 5, Page no. 76)**

Document Date – \*\*/\*\*/\*\*\*\* Document Type – DZ  
 Company Code – 8301 Currency/Rate – INR

Account – 211000 (ABN Bank A/C) Business Area – 830H

Amount – 26,950/-,

Value Date – \*\*/\*\*/\*\*\*\* Text – Full & final settlement for this invoice

Account – \*\*\*\*\* (TCS) & enter & select PARTIAL tab and deselect the all Line items by double clicking on them and again double click on the Invoice(Rs.26,950/-) and double click (opposite to Invoice) in the PAYMENT AMOUNT column. Go to menu item DOCUMENT → SIMULATE & press POST button.

### **DISPLAY OR CHANGE CUSTOMER ACCOUNTS:**

- ✓ Accounting → Financial Accounting → Accounts Receivable → Account → Display/Change Line Items (or) **FBL5N**

Customer account – \*\*\*\*\* (TCS)

Company Code – 8301

All items And press EXECUTE button and see the report.

### **CUSTOMER INVOICE POSTING (for MANUAL CLEARING PURPOSE):**

- ✓ Accounting → F. A. → A. Receivable → Document Entry → Invoice – general (or) **F-22**

6) PstKy – 01 Account – \*\*\*\*\* (TCS) & press enter

Amount – 25,000/- Business Area – 830L Payt terms – 0001

Text – Sale of goods

PstKy – 50 Account – 300000 (Sales revenue) & press enter

Amount – \* Business Area – 830L

Text – + & press enter. Select menu item DOCUMENT → SIMULATE & POST.

### **CUSTOMR ACCOUNT CLEARING – PARTIAL 2**

#### **INCOMING PAYMENT:**

- ✓ Accounting → F. A. → A. Receivable → Document Entry → Incoming Payment (or) **F-28**

#### **3. 1<sup>st</sup> Partial Clearing (Invoice no – 6, above Invoice)**

Document Date – \*\*/\*\*/\*\*\*\* Document Type – DZ

Company Code – 8301 Currency/Rate – INR

Account – 211000 (ABN Bank A/C) Business Area – 830L

Amount – 20,000/-

Text – Partial payment against the invoice

Account – \*\*\*\*\* (TCS) & enter & select PARTIAL tab and deselect the all Line items by double clicking on them and again double click on the 1<sup>st</sup> line item(Rs.25,000/-) and double click (opposite to Invoice) in the PAYMENT AMOUNT column. Go to menu item DOCUMENT → SIMULATE & POST button.

#### **DISPLAY OR CHANGE CUSTOMER ACCOUNTS:**

- ✓ Accounting → Financial Accounting → Accounts Receivable → Account → Display/Change Line Items (or) **FBL5N**

Customer account – \*\*\*\*\* (TCS) Company Code – 8301

All items and press EXECUTE button and see the report.

#### **INCOMING PAYMENT:**

- ✓ Accounting → Financial Accounting → Accounts Receivable → Document Entry → Incoming Payment (or) **F-28**

#### **2<sup>nd</sup> Partial Clearing (Invoice no – 6, Page no. 96)**

Document Date – \*\*/\*\*/\*\*\*\* Document Type – DZ

Company Code – 8301 Currency/Rate – INR

Account – 211000 (ABN Bank A/C) Business Area – 830H

Amount – 5,000/-,

Value Date – \*\*/\*\*/\*\*\*\* Text – Full & final settlement for this invoice

Account – \*\*\*\*\* (TCS) & enter & select PARTIAL tab and deselect the all Line items by double clicking on them and again double click on the Invoice(Rs.25,000/-) and double click (opposite to Invoice) in the PAYMENT AMOUNT column. Go to menu item DOCUMENT → SIMULATE & press POST button.

#### **DISPLAY OR CHANGE CUSTOMER ACCOUNTS:**

- ✓ Accounting → Financial Accounting → Accounts Receivable → Account → Display/Change Line Items (or) **FBL5N**

Customer account – \*\*\*\*\* (TCS)

Company Code – 8301

All items and press EXECUTE button and see the report.

## **MANUAL CLEARING FOR CUSTOMERS**

- ✓ Accounting → F. Accounting → Accounts Receivable → Account → Clear (or) **F-32**

Account – \*\*\*\*\* (TCS)

Clearing date – \*\*/\*\*/\*\*\*\* (Current Date)

Select PROCESS OPEN ITEM button. First deselect all items (by double clicking on the line items). Then double click on the invoice line Item (Invoice – 25,000) and double click on the first payment (Payment item – 20,000) and again double click on the second payment (Payment item – 5,000) and SIMULATE and POST.

**NOTE:** To maintain clearing document number & clearing date in the open items & in the payment items, the system creates a document without any line item when we are doing manual clearing.

## **DISPLAY OR CHANGE CUSTOMER ACCOUNTS:**

- ✓ Accounting → Financial Accounting → Accounts Receivable → Account → Display/Change Line Items (or) **FBL5N**

Customer account – \*\*\*\*\* (TCS)

Company Code – 8301

All items and press EXECUTE button and see the report.

## **MANUAL ISSUE OF CHECKS TO THE PAYMENT DOCUMENTS**

Display Vendor lines by using T. code – **FBL1N**

Vendor – \*\*\*\*\*

Company Code – 8301

Cleared items and Execute.

## **CREATE MANUAL CHECKS:**

- ✓ Accounting → Financial Accounting → Accounts Payable → Environment → Check Information → Create → Manual Checks (or) **FCH5**

Payment document no.		Sita SAP Solutions - IND
Paying company code	8301	
Fiscal Year	2007	
Check		
House bank	ABN	ABN Amro Bank
Account ID	002	ABN Amro Bank - Outgoing Checks Issued/Cleari...
Check Number	100000	

and enter. To see against which invoice we maid payment select ACCOMPANYING DOCS button. To comeback press F3 (or) BACK button. To check the payment document, select PAYMENT DOCUMENT button. To comeback press F3 (or) BACK button and then SAVE.

## **CHECK CLEARING DATE IN BANK (or) ENTER ENCASHMENT DATE:**

- ✓ Accounting → Financial Accounting → Accounts Payable → Environment → Check Information → Change → Additional info/cash (or) **FCH6**

Paying company code	8301	Sita SAP Solutions - IND
Check data		
House bank	ABN	Bank Key
Account ID	002	Bank Account Number
Check Number	100000	

Press enter and in the next screen enter Check enhancement date (check clearing in the bank date) and SAVE.

## CANCELLATION OF ISSUED CHECKS

**NOTE:** Before cancellation of check, first you should rest the cleared item and then you can cancel the issued check.

### **1. RESET CLEARED ITEMS:**

- ✓ Accounting → Financial Accounting → Accounts Payable → Document → Reset cleared items (or) **FBRA**

Enter Clearing document no, Company Code & Fiscal year. Select menu item CLEARNING → Reset cleared items & select ONLY RESETING.

### **2. CANCELLATION OF ISSUED CHECK:**

- ✓ Accounting → Financial Accounting → Accounts Payable → Environment → Check Information → Void → Issued checks (or) **FCH9**

Enter Check no, void reason code & press VOID button.

### **CANCELLATION OF UNUSED CHECKS:**

- ✓ Accounting → Financial Accounting → Accounts Payable → Environment → Check Information → Void → Unused checks (or) **FCH3**

Paying company code	8301	Sita SAP Solutions - IND
House bank	ABN	ABN Amro Bank
Account ID	002	ABN Amro Bank - Outgoing Checks Issued/Cleari...
<input type="checkbox"/> Payroll checks		
Checks to be voided		
Check number from	100050	To 100060
Void reason code	7	Stolen

& press VOID button.

### **DISPLAY OF CHECK REGISTER:**

- ✓ Accounting → Financial Accounting → Accounts Payable → Environment → Check Information → Display → Check register (or) **FCHN**

Paying Company Code	8301	to	<input type="button" value=""/>
House bank	ABN	to	<input type="button" value=""/>
Account ID	002 <input type="button" value=""/>	to	<input type="button" value=""/>
<input type="checkbox"/> Payroll checks			

& Execute.

### **DISPLAY/CHANGE DOCUMENT**

#### **CHANGE DOCUMENT:**

- ✓ Accounting → Financial Accounting → Accounts Payable → Document → Change (or) **FB02**

To check the list of documents, select DOCUMENT LIST button.

Company Code – 8301      Fiscal year – 2007

Document type – SA & execute. To make changes, double click on the document no.

**Changing Document Header:** to make change of Document Header, select DOCUMENT HEADER button.

**Changing Line Item:** to make changes in line item, double click on the line items. \*  
*Assignment field value is the sort key value of the G/L Account.*

#### **DISPLAY CHANGES OF THE DOCUMENT:**

- ✓ Accounting → Financial Accounting → Accounts Payable → Document → Display changes (or) **FB04**

Company code – 8301

Document no – \*\*\*\*\*

Fiscal year – 2007

& press execute. Select ALL CHANGES button.

### **TO PRINT THE VOUCHER UNDER DISPLAY MODE:**

- ✓ Accounting → Financial Accounting → Accounts Payable → Document → Display (or) **FB03**
  - Company code – 8301      Document no – \*\*\*\*\*
    - Fiscal year – 2007 & press enter. Select menu item DOCUMENT → PRINT PREVIEW and again select DOCUMENT → PRINT.

### **DESIGN LINE LAYOUT FOR DOCUMENT CHANGE/DISPLAY:**

- ✓ SPRO → REF IMG → Financial Accounting → Financial Accounting Global Settings → Document → Line Item → Define Line Layout for Document Change/Display (or) **O7Z1**
  - Select CREATE button. Line Layout – 83
    - Description – 8301: Line layout–Doc Display/Change

Select INSERT AFTER button & select the field by double click on it & put the cursor on the field which you selected and again select INSERT AFTER button & select the field by double click on it. Like this select the below fields as shown below.

1. Posting Key
2. Account No (double click on it & change the length to 8)
3. Description (double click on it & change the length to 17)
4. Business Area (double click on it & change the length to 4)
5. Text (double click on it & change the length to 25) and SAVE.

**NOTE:** if you didn't set the Length then after selecting these fields, then system will display this message "*Total output length (66) exceeds 061 characters*".

After saving the Layout, select COLUMN HEADING button.

Column heading				
PK	Acct no.	Description	BA	Text
A	B	C	D	E

& SAVE.

### **SPECIFY YOUR LINE LAYOUT AS DEFAULT LINE LAYOUT FOR DISPLAY:**

- ✓ Accounting → Financial Accounting → G. Ledger → Document → Display (or) **FB03**
  - Select EDITING OPTIONS button. Line Layout – 83 & SAVE.
  - (Or)
- ✓ Accounting → Financial Accounting → General Ledger → Environment → User Parameters → Editing Options (or) **FB00**
  - Select DOC. DISPLAY tab. There select Line Layout – 83 & SAVE.

### **DISPLAY DOCUMENT:**

- ✓ Accounting → Financial Accounting → G. Ledger → Document → Display (or) **FB03**
  - Document no – \*\*\*\*\*
    - Company Code – 8301
    - Fiscal year – 2007 and enter and you can find your Line item Layout.

### **REVERSAL OF A DOCUMENT**

You can do the reversal in 2 ways

1. Normal way
2. Negative postings

**1. ALTERNATIVE POSTING DATE:** In this case, system posts the document in the opposite of the document and later day you can again reverse the document.

**2. NEGATIVE POSTING DATE:** In this case, the system posts the information on the same side with negative symbol. In this case we have to reverse the document in the same day only. A Negative posting that decreases the transaction figures in the account posted to and total entry will be disappear in the Account level (FS10N). But you can find the reversal entries at the line item level (FBL3N).

You can define the Negative postings at the DOCUMENT TYPE level also. For this, go to T. code – OBA7. Select any document type and double click on it and there you will find Negative Postings allowed option.

In the both cases system creates a document.

To reverse a document you need to define the reason codes. In the reason codes you have to specify whether it is a Normal (or) Negative postings.

#### **DEFINE REASON CODES FOR REVERSAL:**

- ✓ SPRO → REF IMG → Financial Accounting → General Ledger Accounting → Business Transactions → Adjustment Posting/Reversal → Define Reasons for Reversal

Select NEW ENTRIES

Reason	Text	Neg.postng	Alt.pos.dt
R1	Normal reverse - wrong posting	<input type="checkbox"/>	<input checked="" type="checkbox"/>
R2	Negative reverse - wrong posting	<input checked="" type="checkbox"/>	<input type="checkbox"/>

& SAVE

**NOTE:** Negative postings must also be allowed for the company code of the document to be reversed. If a company code does not generally use any negative postings, the indicator set here is ignored. So you have to follow the below step.

#### **PERMIT NEGATIVE POSTINGS:**

- ✓ SPRO → REF IMG → Financial Accounting → General Ledger Accounting → Business Transactions → Adjustment Posting/Reversal → Permit Negative Posting

Select POSITION button. Enter Company code – 8301 & enter and select Negative Posting Allowed check box and SAVE.

#### **1. REVERSAL OF A DOCUMENT – NORMAL REVERSAL:**

1<sup>st</sup> post one transaction using **F-02**, Provisional entries – **Rent Payable**

40 – Rent A/C (430400), B.A. – 830N      Dr 5,000  
 50 – Rent Payable A/C (160100), B.A. – 830N  5,000  
 (Remember the saved document number) and then

- ✓ Accounting → Financial Accounting → General Ledger → Document → Reverse → Individual Reversal (or) **FB08**

Document no – \*\*\*\*\* (above saved doc. no.), Company Code – 8301, Fiscal year – 2007, Reversal reason – R1 (if you want to see the document before reversal press “DISPLAY BEFORE REVERSAL” button) and SAVE.

#### **DISPLAY GENERAL LEDGER ACCOUNTS**

- ✓ Accounting → Financial Accounting → General Ledger → Account → Display Balances (or) **FS10N**

G/L account – 430400 (Rent A/C)  
 Company Code – 8301  
 Fiscal year – \*\*\*\* (Current year) & press EXECUTE button

#### **2. REVERSAL OF A DOCUMENT – NEGATIVE REVERSAL:**

1<sup>st</sup> post one transaction using **F-02**

##### **Material purchased**

40 – Material Purchases A/C (401000), B.A. – 830L      Dr 5,500  
 50 – O/S Exp. Payable A/C (160000), B.A. – 830L  5,500  
 (Remember the saved document number) and then

- ✓ Accounting → Financial Accounting → General Ledger → Document → Reverse → Individual Reversal (or) **FB08**

Document no – \*\*\*\*\* (above saved doc. no.), Company Code – 8301, Fiscal year – 2007, Reversal reason – R2 (if you want to see the document before reversal press “DISPLAY BEFORE REVERSAL” button) and SAVE.

## DISPLAY GENERAL LEDGER ACCOUNTS

- ✓ Accounting → Financial Accounting → General Ledger → Account → Display Balances (or) **FS10N**

G/L account – 401000 (Material Purchases A/C)  
 Company Code – 8301  
 Fiscal year – \*\*\*\* (Current year)  
 & press EXECUTE button

## **CHANGE ERROR MESSAGE INTO WARNING MESSAGE TO REVERSE THE REVERSED DOCUMENT**

If you want to make reversal of already reversed document, you have to follow the below configuration. Otherwise it will give you a message “Document already reversed”

- ✓ SPRO → REF IMG → Controlling → General Controlling → Change Message Control (or) **OBA5**

Application Area – F5 & enter and select NEW ENTRIES.

MsgNo	Message text	User Name	Online	Batchl	Standard
361	Document was already reversed	RAMESH	W	W	E

& SAVE.

## **REVERSE THE ALREADY REVERSED DOCUMENT:**

- ✓ Accounting → Financial Accounting → General Ledger → Document → Reverse → Individual Reversal (or) **FB08**

Document no – \*\*\*\*\* (Reversed doc. no.)  
 Company Code – 8301  
 Fiscal year – 2007  
 Reversal reason – R2 (if you want to see the document before reversal press “DISPLAY BEFORE REVERSAL” button) and SAVE.

## DISPLAY GENERAL LEDGER ACCOUNTS

- ✓ Accounting → Financial Accounting → General Ledger → Account → Display Balances (or) **FS10N**

G/L account – \*\*\*\*\*  
 Company Code – 8301  
 Fiscal year – \*\*\*\* (Current year)  
 & press EXECUTE button

## **PROCESSING (or) REFERENCE DOCUMENTS**

Processing/Reference documents are used to process the original documents. To process the original documents you need to refer the process document no then system copies the contents of the processing document to original document. You can make changes & post the document. They are...

1. SAMPLE DOCUMENT – is used to post the regular activities.
2. RECURRING DOCUMENT – is used for periodical postings.
3. A/C ASSIGNMENT MODEL – is used to post N number of entries at a time.

**NOTE:** Maintain Number range for Sample & Recurring Documents. SAP provided two standard number objects for Sample & Recurring Documents. They are....

\*Number object for Sample Document – **X2**

\*Number object for Recurring Document – **X1**

- ✓ SPRO → REF IMG → Financial Accounting → Financial Accounting Global Settings → Document → Document Number Ranges → Define Document Number Ranges (or) **FBN1**  
 Give your Company Code – 8301 and enter. Here Select CHANGE INTERVALS button. In the next screen select  button

No	Year	From number	To number	Current number	Ext
X1	9999	0000010000	0000019999	0	<input type="checkbox"/>
X2	9999	0000020000	0000029999	0	<input type="checkbox"/>

& SAVE.

## 1. CREATION OF SAMPLE DOCUMENT

- ✓ Accounting → Financial Accounting → General Ledger → Document Entry → Reference Documents → Sample Document (or) **F-01**

Here by default Document type will be AB, change it to SA.

### Indirect Labor charges paid

40 – Indirect Labor A/C (408000), B.A. – 830H Dr 1,500  
 50 – Cash in Hand A/C (210000), B.A. – 830H 1,500 & SAVE.

## POSTING DOCUMENT WITH REFERENCE OF SAMPLE DOCUMENT:

- ✓ Accounting → Financial Accounting → General Ledger → Document Entry → General Posting (or) **F-02**

Select POST WITH REFERENCE DOCUMENT button. Enter the Sample Document no & enter & again press enter. If you want make any changes, just double click on the line item and change what ever you want & simulate & post.

## 2. CREATION OF RECURRING DOCUMENT

- ✓ Accounting → Financial Accounting → General Ledger → Document Entry → Reference Documents → Recurring Document (or) **FBD1**

Company Code – 8301	First run on – 01.04.2007	Last run on – 31.03.2007
Interval in months – 1	Run date – 2	
Document type – SA	Currency – INR	

PSTKY – 40	Account – 120000(Term Loan) and enter
Amount – 10,000/-	Business Area – 830H Text – Term loan installment
PSTKY – 50	Account – 211000(ABN Amro Bank) and enter
Amount – *	Business Area – 830H Text – + & SAVE.

### DISPLAY RECURRING DOCUMENT:

- ✓ Accounting → Financial Accounting → General Ledger → Document → Reference Documents → Recurring Document → Display (or) **FBD3**

Document no – 10000 Company Code – 8301 Fiscal year – 2007 & Enter.

### POSTING RECURRING DOCUMENT:

- ✓ Accounting → Financial Accounting → General Ledger → Periodic Processing → Recurring Entries → Execute (or) **F.14**

Company code – 8301	Document number – 10000
Fiscal year – 2007	Settlement period – 01.04.2007 to 31.03.2008

Batch input session name – Rams (when we execute this system creates a Batch in put session name (or) you can give the name in the Batch input session. Then system will take it as the Batch input name.) and press F8 button.

Then it will show “Rams Session was created”. To post the information into the Ledger Account we need to run the “Rams” session. To run the session, select menu item SYSTEM → SERVICES → BATCH INPUT → SESSIONS (**SM35**)

	New	Incorrect	Processed	In processing	In background	Being created		
	Session name	Sta...	Created by	Date	Time	Creation Pro...	Lock date	Authorizat...
	RAMS		RAMESH	04.07.2007	20:50:36	SAPF120		RAMESH

Select your session name as shown in the above picture and select PROCESS button. Select DISPLAY ERRORS ONLY option and again press PROCESS button & select EXIT BATCH INPUT button. It will give you a document number remember that number.

### DISPLAY DOCUMENT:

- ✓ Accounting → F. A. → G. L. → Document → Display (or) **FB03**  
 Document no – \*\*\*\*\* Company code – 8301 Fiscal year – 2007 & enter & Execute.

## **PRINTING OF INTERNAL DOCUMENT**

Before printing the document you have to do the following configuration.

### **ASSIGN CORRESPONDENCE TYPE INTERNAL DOCUMENT TO YOUR COMPANY CODE:**

- ✓ SPRO → REF IMG → Financial Accounting → A/R and A/P → Customer Accounts → Line Items → Correspondence → Carry Out and Check Settings for Correspondence → Assign Programs for Correspondence Types (or) **OB78**

Select line SAP09 – Internal Document & select COPY button.

Enter Company Code – 8301 and enter and SAVE.

### **DEFINE FORM NAMES FOR CORRESPONDENCE PRINT:**

- ✓ SPRO → REF IMG → Financial Accounting → A/R and A/P → Customer Accounts → Line Items → Correspondence → Carry Out and Check Settings for Correspondence → Define Form Names for Correspondence Print (or) **OB96**

CoCd	Program	Program title	Fo.ID	Form
	RFKORD30	Print Program: Internal Documents		F140_INT_DOCU_01

Select line as shown above & select COPY & enter Co Cd – 8301 & enter & SAVE.

### **1. PRINTING:** here you can take print of only one document.

#### **REQUEST FOR INTERNAL DOCUMENT:**

- ✓ Accounting → F. A. → G. Ledger → Account → Correspondence → Request (or) **FB12**
- Company code – 8301 and enter and select SAP09 and enter Company code – 8301, Document number – \*\*\*\*\*, Fiscal year – 2007 & Enter it will display “internal document was requested”.

#### **MAINTAIN INTERNAL DOCUMENT:**

- ✓ Accounting → F. A. → G. L. → Account → Correspondence → Maintain (or) **F.64**
- Correspondence – SAP09, Company code – 8301 & execute and double clicks on the correspondence line item and enter.
- Output Device – LP01 and enter. To take the print of document select menu item TEXT → PRINT.

### **2. PRINTING:** here you can take print of multiple documents.

#### **INTERNAL DOCUMENT:**

- ✓ Accounting → Financial Accounting → General Ledger → Periodic Processing → Print Correspondence → Internal Documents (or) **F.62**

Company Code – 8301

Fiscal year – 2007

Document type – SA

Standard documents

Actual Documents and press execute button.

And it will display a message and press enter. Again it will show message regarding correspondence press YES and it will ask Output Device – LP01 (If there are 10 documents, then you have to type LP01 ten times).

To see the documents, go to menu item SYSTEM → SERVICES → OUTPUT CONTROL. In the next screen press execute button. You will find the below screen.

Spool no.	Type	Date	Time	Status	Pages	Title
31906		05.07.2007	15:41	-	10	SAP09 LP01 8301
31905		05.07.2007	15:30	-	1	F140ER LP01 SAP09 8301

Click on the Type, then it will display the documents preview. Here you will find only one document. If you want to see other documents press PAGE DOWN. To see the previous pages press PAGE UP.

## RECURRING DOCUMENT WITH RUN SCHEDULE

### DEFINE RUN SCHEDULE:

- ✓ SPRO → REF IMG → Financial Accounting → Financial Accounting Global Settings → Document → Recurring Entries → Define Run Schedules (or) **OBC1**

Select NEW ENTRIES

Run sched.	Description
8301	8301: Run Schedule

& SAVE.

### ENTER RUN DATES:

- ✓ SPRO → REF IMG → Financial Accounting → Financial Accounting Global Settings → Document → Recurring Entries → Enter Run Dates (or) **OBC2**

Select Run schedule – 8301 and enter. Select NEW ENTRIES.

Run date
01.05.2007
15.05.2007
01.06.2007
15.06.2007
01.07.2007

And enter and SAVE.

### CREATING A RECURRING DOCUMENT WITH RUN SCHEDULE:

- ✓ Accounting → Financial Accounting → General Ledger → Document Entry → Reference Documents → Recurring Entry document (or) **FBD1**

Company Code – 8301

First run on – 01.05.2007 Last run on – 31.03.2007

**Run schedule – 8301** Document type – SA

PSTKY – 40 Account – 403000(Wages) and enter

Amount – 2,500/- Business Area – 830H Text – Wages payable

PSTKY – 50 Account – 160000(O/S expenses) and enter

Amount – \* Business Area – 830H Text – + & SAVE.

Remember the document number.

### POSTING RECURRING DOCUMENT USING RUN SCHEDULE:

- ✓ Accounting → Financial Accounting → General Ledger → Periodic Processing → Recurring Entries → Execute (or) F.14

Company code – 8301

Document number – 10001

Fiscal year – 2007

Settlement period – 01.04.2007 to 31.03.2008

Batch input session name – Rams (when we execute this system creates a Batch in put session name (or) you can give the name in the Batch input session. Then system will take it as the Batch input name.) And press F8 button.

Then it will show “Rams Session was created”. To post the information into the Ledger Account we need to run the “Rams” session. To run the session, select menu item SYSTEM → SERVICES → BATCH INPUT → SESSIONS (SM35)

Session name	Sta...	Created by	Date	Time	Creation Pro...	Lock date	Authorizat.
RAMS	RAMESH		04.07.2007	20:50:36	SAPF120		RAMESH

Select your session name as shown in the above picture and select PROCESS button. Select DISPLAY ERRORS ONLY option and again press PROCESS button & select EXIT BATCH INPUT button.

### **DISPLAY DOCUMENT:**

- ✓ Accounting → F. A. → G. L. → Document → Display (or) FB03

Document no – \*\*\*\*\*

Company code – 8301

Fiscal year – 2007 & enter.

### **DISPLAY ACCOUNT:**

- ✓ Accounting → Financial Accounting → General Ledger → Account → Display/Change Line Items (or) **FBL3N**

G/L account – 403000

Company Code – 8301



All items And press EXECUTE button

### **3. ACCOUNT ASSIGNMENT MODEL**

A reference for document entry that provides default values for posting business transactions. An account assignment model can contain any number of G/L account items and can be changed or supplemented at any time. In contrast to sample documents, the G/L account items for account assignment models may be incomplete.

**A.** During document entry you can change, add to, or delete the proposed data. You can also call up any number of account assignment models and switch from a model to standard item entry procedure and back again.

**B.** You can also assign **equivalence numbers** to account assignment models. In this case, you simply enter a total amount which is then distributed to the items within the model according to set ratios.

- ✓ SPRO → REF IMG → Financial Accounting → Financial Accounting Global Settings → Document → Recurring Entries → Account Assignment Models: Define Entry Screen Templates (or) **O7E3**

Put cursor on the **SAP01** variant and select COPY AS button and give the variant name as 8301 and press enter. Here (Current Fields) if you want to add fields to your layout, double click on the fields which are under POSSIBLE FIELDS column. If you want to remove the Fields under CURRENT FIELDS, put the cursor on that field and select DELETE FIELD button and SAVE.

To activate your variant (8301), put cursor on your variant and press ACTIVATE button.

### **A. CREATING ACCOUNT ASSIGNMENT MODEL:**

- ✓ Accounting → Financial Accounting → General Ledger → Document Entry → Reference Documents → Account Assignment Model (or) **FKMT**

Acct Assignment Model – “8301AAM-A” and select CREATE button.

Currency – INR

Chart of Accounts – 8301

Sample text – 8301: AC Assignment Model – Amount and select on LINE ITEMS button.

To select your template go to menu item SETTINGS → SCREEN TEMPLATE and double click on your variant 8301.

Kontierungsmuster-Zeilen				
PK	CoCd	G/L	BusA	Amount
40	8301	420000	830H	5.000,00
40	8301	420000	830B	6.000,00
40	8301	430400	830H	5.000,00
40	8301	430400	830B	5.000,00
50	8301	210000		*

Presses enter & SAVE and select BACK button and press SAVE again.

## **B. CREATING ACCOUNT ASSIGNMENT MODEL:**

- ✓ Accounting → Financial Accounting → General Ledger → Document Entry → Reference Documents → Account Assignment Model (or) **FKMT**
- Acct Assignment Model – “8301AAM-P” and select CREATE button.  
 Currency – INR  
 Chart of Accounts – 8301  
 Sample text – 8301: AC Assignment Model – Percentage  
 Select “ Equivalence to” and select on  LINE ITEMS button.

Kontierungsmuster-Zeilen				Equiv
PK	CoCd	G/L	BusA	
40	8301	420000	830B	40
40	8301	420000	830H	30
40	8301	420000	830N	30
50	8301	210000		100

Press enter & SAVE and select BACK  button and press SAVE again.

## **POSTING A DOCUMENT USING ACCOUNT ASSIGNMENT MODEL:**

### **A**

- ✓ Accounting → Financial Accounting → General Ledger → Document Entry → General Posting (or) F-02

Document Date – \*\*/\*\*/\*\*\*\*  
 Company Code – 8301

Posting Date – \*\*/\*\*/\*\*\*\*  
 Currency – INR

Select Account Assignment Model  button. Enter Account Assignment Model – 8301AAM-A and enter and SIMULATE and if it ask “Correct the marked line items”. Then Double click on the blue color line item and there enter the required fields and POST.

### **B**

- ✓ Accounting → Financial Accounting → General Ledger → Document Entry → General Posting (or) F-02

Document Date – \*\*/\*\*/\*\*\*\*  
 Company Code – 8301

Posting Date – \*\*/\*\*/\*\*\*\*  
 Currency – INR

Select Account Assignment Model  button. Enter Account Assignment Model – 8301AAM-P and enter

Debit distribution –10,000/-  
 Debit distribution –10,000/- and press enter and SIMULATE and if it ask “Correct the marked line items”. Then Double clicks on the blue color line item and there enter the required fields and POST.

## **HOLDING & PARKING DOCUMENTS**

Some times it requires to keep pending the documents (or) send the document for approval of higher authorities. For this purpose SAP provides Holding and Parking of a document. Though object is same, there are certain **differences and similarities** between these two.

- ❑ Holding document holds with temporary no & parking document parked with original no.
- ❑ Both can be deleted or posted.
- ❑ Both documents don't update transaction figures.
- ❑ Parking documents doesn't update transaction figures but it can be consider for the Account evaluation purpose & also tax purpose.

### HOLDING DOCUMENTS:

- ✓ Accounting → Financial Accounting → General Ledger → Document Entry → General Posting (or) F-02

#### **1. Indirect Expenses paid**

40 – Indirect Expenses A/C (409000), B.A. – 830L Dr 2,500

50 – Cash in Hand A/C (210000), B.A. – 830L 2,500 & select the menu item DOCUMENT → HOLD.

**NOTE:** If it shows “Held documents must be converted” then do as follow.

To convert from previous to current version, the hold document previous version also should be converting into current version. To convert the hold document you must execute the program **RFTMPBLU**. To execute the program use T Code – SE38.

Program – RFTMPBLU and select DISPLAY button. In the next screen select DIRECT PROCESSING button. In the next screen select “ No termination for read error” and Execute and it will display “Held documents successfully converted”

#### **2. Stores & Spares**

40 – Stores & Spares A/C (402000), B.A. – 830N Dr 3,200 & select the menu item DOCUMENT → HOLD.

### POSTING HELD DOCUMENTS:

- ✓ Accounting → Financial Accounting → General Ledger → Document Entry → General Posting (or) F-02

Select the HELD DOCUMENT button. To see the list of held documents, click on the DOCUMENT LIST button. Choose Document no.1 & double click on it & again double click on the line items if you want to make any changes and then SIMULATE & POST.

To **DELETE** the Held document, select the Document no.2 and press DELETE button.

### PARKING DOCUMENTS:

- ✓ Accounting → Financial Accounting → Accounts Payable → Document entry → Document Parking → Invoice parking - general (or) **F-63**

1. Document Date – \*\*/\*\*/\*\*\*\*                          Posting Date – \*\*/\*\*/\*\*\*\*  
Company Code – 8301                                      Currency – INR

PstKy – 31                                              Account – \*\*\*\*\* (LG) & press enter  
Amount – 45,000/-                                      Business Area – 830B  
Text – Goods purchased

PstKy – 40                                              Account – 401000 (Material Purchased) & press enter  
Amount – \*                                              Business Area – 830B (Under MORE button you will find it)  
Text – + & press enter. Select menu item DOCUMENT → PARK DOCUMENT.

### HOW TO SEND PARKED DOCUMENTS TO HIGHER AUTHORITIES:

- ✓ Accounting → Financial Accounting → Accounts Payable → Document → Parked Documents → Change (or) **FBV2**

To see the list of held documents, click on the DOCUMENT LIST button and give your Company Code and Fiscal year and press execute button. Choose Document no.\*\*\*\*\* & double click on it & select button or select menu item SYSTEM → SERVICES FOR OBJECT and select SEND OBJECT WITH NOTE button. In the next screen enter to whom you are sending in recipient address and select SEND button.

### **TO CHECK THE INTERNAL MAILING SYSTEM:**

- ✓ Office → Workplace (or) **SBWP**

Here select Inbox and there you will find Documents folder, select it. There you will find mail.

### **CHANGING THE DATE RELEASE & AMOUNT RELEASE:**

M...	Ty...	Title	Att...	Author	Date recei...	Co...	Re...	Reci...
		830100003000082007		Reddy	09.07.2007			1

Double click on attachment (in the above picture arrow is showing) button.

Type	Description	Size	Type
	830100003000082007	1K	OBJ

Again double click on the above attachment. In the next screen select menu item DOCUMENT → CHANGE

If you want make changes of document header and change the **Document date** or what ever you want and press BACK button.

If you want make changes of **Amount** double click on the line items and change the amounts and SAVE the document.

### **POST (or) DELETION OF A PARKED DOCUMENT:**

- ✓ Accounting → Financial Accounting → Accounts Payable → Document → Parked Documents → Post/Delete (or) **FBV0**

Company Code – 8301, Document no. – \*\*\*\*\*, Fiscal year – 2007 and enter and select POST button.

### **PARKING SOME MORE DOCUMENTS:**

- ✓ Accounting → Financial Accounting → Accounts Payable → Document entry → Document Parking → Invoice parking - general (or) **F-63**

#### **1. Material Purchases**

31 – \*\*\*\*\* (SATYAM), B.A. – 830L Dr 62,500

40 – Material Purchases A/C (401000), B.A. – 830L 62,500 & select the menu item DOCUMENT → PARK DOCUMENT.

### **TO SEE THE PARKED DOCUMENTS:**

- ✓ Accounting → Financial Accounting → General Ledger → Information System → Document → General → Compact Document General → Compact Document General

Company code – 8301, Fiscal year – 2007 and select  Parked documents and execute.

(Or)

If the document type is SA then go to T code – FBL3N (or) if the document type is KR then go to FBL1N (or) if the document type is DR then go to FBL5N

Company code – 8301, Fiscal year – 2007 and select  Parked documents and execute.

### **DELETE PARKED DOCUMENT:**

- ✓ Accounting → Financial Accounting → General Ledger → Document → Parked Documents → Post/Delete (or) **FBV0**

Company Code – 8301, Document no. – \*\*\*\*\*, Fiscal year – 2007 & select the menu item DOCUMENT → DELETE.

### **TO SEE THE PARKED DOCUMENTS:**

- ✓ Accounting → Financial Accounting → General Ledger → Information System → Document → General → Compact Document General → Compact Document General

Company code – 8301, Fiscal year – 2007 and select  Parked documents and execute. Here you can see the deleted park document no.

## CURRENCIES

Generally business transactions are process in Company code currency (local currency). Some times it requires processing the document other than the local currency. To account these transactions you need to convert the foreign currency into local currency using exchange rate and translation ratio as the exchange rates are fluctuating day to day. To maintain the data exchange rates SAP uses EXCHANGE RATE TYPES. These are 3 types of exchange rates.

1. M – Type (Average)
2. B – Type (Selling)
3. G – Type (buying)

To these types you need to specify the translation ratio between the currency pairs and also exchange rates. \*The default exchange rate is used by SAP system is “M – Type”. To change the default exchange rate, you have to change it in the Document type. For this use T code – OBA7. Select the Document type – SA double clicks on it and give the different type in the EX.RATE TYPE FOR FORGN CRNCY DOCS field.

To maintain different rates create separate document type and specify the exchange rate. When you are posting the document refer your document type in the document type field.

**SAP delivered the exchange rate type M, B, G types and you can also define your own type.**

### **CHECK EXCHANGE RATE TYPE:**

- ✓ SPRO → REF IMG → General Settings → Currencies → Check exchange rate types (or) **OB07**

Select POSITION button and enter M.

### **DEFINE TRANSLATION RATIOS FOR CURRENCY TRANSLATION:**

- ✓ SPRO → REF IMG → General Settings → Currencies → Define translation ratios for currency translation (or) **OBBS**

Press YES button. Select NEW ENTRIES button.

ExRt	From	To	Valid from	Ratio(from)	Ratio (to)	Alt. ERT
M	USD	INR	01.04.2007	1	1	
B	USD	INR	01.04.2007	1	1	
G	USD	INR	01.04.2007	1	1	

& SAVE.

### **ENTER EXCHANGE RATES:**

- ✓ SPRO → REF IMG → General Settings → Currencies → Enter exchange rates (or) **OB08**

Select NEW ENTRIES button.

ExRt	ValidFrom	Indir.quot	Ratio(from)	From	Dir.quot.	Ratio (to)	To
M	01.04.2007	X		1 USD	= 35,00000	X	1 INR
B	01.04.2007	X		1 USD	= 40,00000	X	1 INR
G	01.04.2007	X		1 USD	= 30,00000	X	1 INR

**DIRECT QUOTATION:** The conversion of foreign currency into Company code currency

**INDIRECT QUOTATION:** The conversion of Company code currency into foreign currency

### **MAINTAIN EXCHANGE RATE SPREADS:**

- ✓ SPRO → REF IMG → General Settings → Currencies → Maintain exchange rate spreads (or) **OBD6**

This is the constant difference between the buying rate, average rate & selling rate. By adding (or) subtracting the exchange rate spread to any rate, you will get buying rate and selling rate.

**Example:** If the average rate between USD → DEM is 1.46000 and the spread is 0.00400, the bank buying rate derived is 1.45600.

To make that calculation you must make the following entries in this step:

M (rate type)    USD (From)    DEM (To)    0.00400 (spread)

## **POSTING VENDOR INVOICE DOCUMENT IN FOREIGN CURRENCY:**

- ✓ Accounting → Financial Accounting → Accounts Payable → Document Entry → Invoice - general (or) **F-43**

Before going to post the invoice, check whether the Exchange rate type “**M**” is assigned to your document type or not. Go to T code – OBA7 there select your document type “**KR**” and double click on it and in the field EX.RATE TYPE FOR FORGN CRNCY DOCS give M and SAVE.

### **1. Material Purchases**

Document Date – \*\*/\*\*/\*\*\*\*

Posting Date – \*\*/\*\*/\*\*\*\*

Company Code – 8301

Currency – **USD**

PstKy – 31 Account – \*\*\*\*\* (EPIC TECHNOLOGIES) & press enter

Amount – 2,500/- Business Area – 830N

Text – Material Purchases

PstKy – 40 Account – 401000 (Material Purchased) & press enter

Amount – \* Business Area – 830N (Under MORE button you will find it)

Text – + & press enter. Select menu item DOCUMENT → SIMULATE & to see the document in the foreign currency select DISPLAY CURRENCY button after that POST the document.

### **1. clearing the above EPIC TECHNOLOGIES invoice**

Document Date – \*\*/\*\*/\*\*\*\*

Document Type – KZ

Company Code – 8301

Currency/Rate – **USD/31**(I bought the Dollar for Rs.31)

Account – 211000 (ABN Bank A/C) Business Area – 830N

Amount – 2,500/-

Text – Full payment

Account– \*\*\*\*\* (EPIC TECHNOLOGIES) & enter.

In the STANDARD tab, if there is more than one line item then deselect all line items by double clicking on them. Select the line item against which you want to adjust the payment, double click on that line item. Go to menu item DOCUMENT → SIMULATE.

Items in local currency					
PK	Acct no.	Description	BA	Text	Amount in INR
50	211000	ABN AMRO Bank A/C 830N	Full & final settlement f		77.500,00-
25	300005	EPIC TECHNOLOGIES 830N	Full & final settlement f		87.500,00
50	312000	Exchange Rate Gai 830N	Exchange rate gain		10.000,00-

To see the document in the foreign currency select DISPLAY CURRENCY button after that POST the document.

### **DISPLAY VENDOR ACCOUNTS:**

- ✓ Accounting → Financial Accounting → Accounts Payable → Account → Display/Change Line Items (or) **FBL1N**

Vendor – \*\*\*\*\*

Company Code – 8301

All items and press EXECUTE button.

Double click on the payment document and select CALL UP DOCUMENT OVERVIEW 

Items in document currency					
PK	Acct no.	Description	BA	Text	Amount in USD
50	211000	ABN AMRO Bank A/C 830N	Full & final settlement f		2.500,00-
25	300005	EPIC TECHNOLOGIES 830N	Full & final settlement f		2.500,00
50	312000	Exchange Rate Gai 830N	Exchange rate gain		0,00

Select DISPLAY CURRENCY button to see the document in the local currency. This procedure is same for all Vendors and Customers.

## **INTEREST CALCULATION**

In SAP system we have 2 types of interest calculation is there. They are.....

1. Balance Interest Calculation

2. Item Interest Calculation

**1. BALANCE INTEREST CALCULATION:** It means calculating the interest on account balances

**2. ITEM INTEREST CALCULATION:** It means calculating the interest on over due.

To differentiate & calculate the interest SAP maintain interest calculation type indicators. For Balance interest calculation “S” type indicator and for Item interest calculation “P” type.

To these indicators you need to specify the general terms like frequency, settlement date, and calendar type. For applying different rates of interest basing on the time, amount and balance you need to specify time dependent terms to each indicator.

The interest indicator must be assigned to the account on which you are calculating the interest.

### **DEFINE INTEREST CALCULATION TYPES:**

- ✓ SPRO → REF IMG → Financial Accounting → A/R and A/P → Business Transactions → Interest Calculation → Interest Calculation Global Settings → Define Interest Calculation Types (or) **OB46**

Select NEW ENTRIES button.

Int ID	Name	Acct no.as IntCInd	Int calc. type	Name
B8	8301: Balance Int.	<input type="checkbox"/>	S	Balance Interest Calcula
I8	8301: Item Interest	<input type="checkbox"/>	P	Item Interest Calculatio

& SAVE.

### **DEFINE NUMBER RANGES FOR INTEREST FORMS:**

- ✓ SPRO → REF IMG → Financial Accounting → A/R and A/P → Business Transactions → Interest Calculation → Interest Calculation Global Settings → Define Number Ranges for Interest Forms (or) **FBN1**

Company Code – 8301 and select CHANGE INTERVALS button. Select INSERT INTERVAL button.

No	Year	From number	To number	Current number	Ext
IN	9999	30000	39999	0	<input type="checkbox"/>

Press enter and SAVE.

### **PREPARE ACCOUNT BALANCE INTEREST CALCULATION:**

- ✓ SPRO → REF IMG → Financial Accounting → A/R and A/P → Business Transactions → Interest Calculation → Interest Calculation Global Settings → Prepare Account Balance Interest Calculation (or) **OBAA**

Select NEW ENTRIES button.

Int.calc.indicator – B8      Interest calc.freq. – 1      Settlement day – 31

Calendar type – G      Number range – IN       Balance plus interest and SAVE.

### **PREPARE INTEREST ON ARREARS CALCULATION:**

- ✓ SPRO → REF IMG → Financial Accounting → A/R and A/P → Business Transactions → Interest Calculation → Interest Calculation Global Settings → Prepare Interest on Arrears Calculation (or) **OB82**

Select NEW ENTRIES button.

Int.calc.indicator – I8       open and all cleared items      Calendar type – G

Factory Calendar ID – 01      Number range – IN and SAVE.

### **DEFINE REFERENCE INTEREST RATES:**

- ✓ SPRO → REF IMG → Financial Accounting → A/R and A/P → Business Transactions → Interest Calculation → Interest Calculation → Define Reference Interest Rates (or) **OBAC**

Select NEW ENTRIES button and enter data and save then go next entry

Ref.Int.Rate	B801
Define Reference Interest Rate	
Long text	9% Interest rate
Short text	9% Interest
Date from	01.04.2007
Currency	INR

Ref.Int.Rate	B802
Define Reference Interest Rate	
Long text	7.5% Interest rate
Short text	7.5% Interest
Date from	01.04.2007
Currency	INR

& SAVE & SAVE.

### **ENTER INTEREST VALUES:**

- ✓ SPRO → REF IMG → Financial Accounting → A/R and A/P → Business Transactions → Interest Calculation → Interest Calculation → Enter Interest Values (or) **OB83**  
Select NEW ENTRIES button.

Reference	Short text	Eff. from	Int. rate
B801	9% Interest	01.04.2007	9,0000000
B801	9% Interest	01.08.2007	10,0000000
B802	7.5% Interest	01.04.2007	7,5000000
B802	7.5% Interest	01.08.2007	8,5000000

& SAVE.

### **DEFINE TIME BASED TERMS:**

- ✓ SPRO → REF IMG → Financial Accounting → A/R and A/P → Business Transactions → Interest Calculation → Interest Calculation → Define Time-Based Terms (or) **OB81**  
Select NEW ENTRIES button.

Int.calc.indicator	B8
Currency Key	INR
Eff. from	01.04.2007
Sequential number	1
Term	Debit interest: balance interest calc.
Interest rates	
Ref. Interest Rate	B801
	9% Interest rate

SAVE. Select NEXT ENTRY

Int.calc.indicator	B8
Currency Key	INR
Eff. from	01.04.2007
Sequential number	2
Term	Credit interest: balance interest calc.
Interest rates	
Ref. Interest Rate	B802
	7.5% Interest rate

SAVE. Select NEXT ENTRY

Int.calc.indicator	I8
Currency Key	INR
Eff. from	01.04.2007
Sequential number	1
Term	Debit interest: arrears interest calc.
Interest rates	
Ref. Interest Rate	
Premium	7,000000

SAVE. Select NEXT ENTRY

Int.calc.indicator	I8
Currency Key	INR
Eff. from	01.04.2007
Sequential number	2
Term	Credit interest: arrears interest calc.
Interest rates	
Ref. Interest Rate	
Premium	8,000000

SAVE.

## ASSIGN FORMS FOR INTEREST INDICATORS:

- ✓ SPRO → REF IMG → Financial Accounting → A/R and A/P → Business Transactions → Interest Calculation → Print → Assign Forms for Interest Indicators (or) **OB841**  
Select NEW ENTRIES button.

Int.ind.	Co...	Company Name	Form
I8	8301	Sita SAP Solutions - IND	F_DUZI_01

SAVE.

### **1. TEST CASE FOR BALANCE INTEREST INDICATOR – G/L Account:**

Maintain General Ledger Account (Unsecured Loan A/C) and assign Interest Indicator to this General Ledger Account.

Go to T code – FS00, select Unsecured Loan Account (121000) and select CHANGE  button. Select Create/Bank/Interest tab & select Interest Indicator – B8, Interest Calc. frequency – 1 and SAVE.

Post a document using T Code – F-02

Document Date	03.04.2007	Type	SA	Company Code	8301
Posting Date	03.04.2007	Period	1	Currency	INR
Document Number	INTERNAL	Fiscal Year	2007	Translation dte	03.04.2007
Reference				Cross-CC no.	
Doc.Header Text				Trading Part.BA	
<b>Items in document currency</b>					
PK G.L. Name	Account	Amount	B.A. Text		
40 ABN AMRO Bank A/C	211000	200000,00	830H Unsecured loan from		
50 Unsecured Loans A/C	121000	200000,00-	830H Unsecured loan from		

SAVE.

**NOTE:** here Value date is used to calculate Interest from which date you want to calculate the interest.

### **EXECUTE INTEREST– G/L Account:**

- ✓ Accounting → Financial Accounting → General Ledger → Periodic Processing → Interest Calculation → Balances (or) **F.52**

Chart of Accounts – 8301

G/L Account – 121000 (Unsecured loan)

Company Code – 8301

Calculation period – 01.04.2007 to 30.04.2007

Additional balance line

and execute.

### **SPECIFY G/L A/C's FOR INTEREST POSTING:**

- ✓ SPRO → REF IMG → Financial Accounting → G/L Accounting → Business Transactions → Bank Account Interest Calculation → Interest Posting → Prepare G/L Account Balance Calculation (or) **OBV2**

Select ACCOUNTS button and enter Chart of Accounts – 8301 and enter.

**NOTE:** don't press enter button until you finish entering the below shown data.

Application	0004	G/L account interest scale
Chart of Accts	8301	8301:Chart Of Accounts
<b>Account assignment</b>		
Acct symbol	Currency	G/L acct
0001	INR	INTEREST RECEIVED → 311000
0002	INR	INTEREST PAID → 440000
1000	INR	G/L ACCOUNT (EARNED) ++++++++
2000	INR	G/L ACCOUNT (PAID) ++++++++

→ This is called Mass Calculation

SAVE.

### POSTING OF INTEREST TO G/L Account:

- ✓ Accounting → Financial Accounting → General Ledger → Periodic Processing → Interest Calculation → Balances (or) **F.52**

Chart of Accounts – 8301	G/L Account – 121000 (Unsecured loan)
Company Code – 8301	Calculation period – 01.04.2007 to 30.04.2007
<input checked="" type="checkbox"/> Additional balance line	<input checked="" type="checkbox"/> Post interest settlements
<input checked="" type="checkbox"/> Update master record	Session name – Rams,
Posting date of session – **/**/**** (Current date) & execute.	

**EXECUTE INPUT SESSION:** go to menu item SYSTEM → SERVICES → BATCH INPUT → SESSIONS. Select your session name – Rams and select PROCESS button. Again select  DISPLAY ERRORS ONLY & press PROCESS button again.

### DISPLAY DOCUMENT:

- ✓ Accounting → Financial Accounting → General Ledger → Document → Display (or) **FB03**  
Document no – \*\*\*\*\*, Company Code – 8301, Fiscal year – 2007 and enter and you can see the interest entry. Find your Line item Layout.

### **2. TEST CASE FOR ITEM INTEREST INDICATOR – Customer Accounts:**

First assign Interest Indicator to Customer Accounts. To do this, use T code – XD02. There select your Customer A/C – SAMSUNG, Company code – 8301 and enter. Then select COMPANY CODE DATA button. There under the ACCOUNT MANAGEMENT tab, select interest indic. as “I8” and SAVE. In the same way assign Interest indicator to all your Customers.

### EXECUTE INTEREST– Customer Accounts:

- ✓ Accounting → Financial Accounting → Accounts Receivable → Periodic Processing → Interest Calculation → Arrears interest → Free selections (or) **F.24**

Customer Account – \*\*\*\*\* (SAMSUNG)      Company Code – 8301  
Calculation period – 01.04.2007 to 31.07.2007

- Print form Form printer (batch) – LP01
  - Print account overview
- Account overview printer (batch) – LP01 and execute.

Give Output device – LP01,  Print immediately & select PRINT PRIVIEW button.

### SPECIFY CUSTOMER & VENDOR A/C's FOR INTEREST POSTING:

- ✓ SPRO → REF IMG → Financial Accounting → Accounts Receivable & Accounts Payable → Business Transactions → Interest Calculation → Interest Posting → A/R Calculation of Interest on Arrears (or) **OBV2**

Select ACCOUNTS button and enter Chart of Accounts – 8301 and enter.

**NOTE:** don't press enter button until u finish entering the below shown data.

Application	0002	Interest on A/R arrears
Chart of Accts	8301	8301:Chart Of Accounts
<b>Account assignment</b>		
Acct symbol	Currency	G/L acct
0001	INR	INTEREST RECEIVED
0002	INR	INTEREST PAID
1000	INR	CUSTOMER POSTING
		311000
		440000
		++++++

SAVE.

By default in the system you will find the below picture.

Application	0002	Interest on A/R arrears		
<b>Posting specifications</b>				
Business transaction	1000	Interest indicator	<input type="checkbox"/>	
Company code	<input type="checkbox"/>	Business area	<input type="checkbox"/>	
Debit	01	1000	Customer posting	<input type="checkbox"/>
Credit	50	0001	Interest received	<input type="checkbox"/>

### **POSTING OF INTEREST– Customer Accounts:**

- ✓ Accounting → Financial Accounting → Accounts Receivable → Periodic Processing → Interest Calculation → Arrears interest → Free selections (or) **F.24**

Customer Account – \*\*\*\*\* (SAMSUNG)  
Calculation period – 01.04.2007 to 31.07.2007

Company Code – 8301

- Post interest settlements  
 Maintain master records

Batch input session name – RAMS

Interest posting date – \*\*/\*\*/\*\*\*\* (Current date) and execute and **press BACK** button (**\*to create session, we need to press BACK button**). It will shows a message “Batch input session RAMS Created”

**EXECUTE INPUT SESSION:** go to menu item SYSTEM → SERVICES → BATCH INPUT → SESSIONS. Select your session name – Rams and select PROCESS button. Again select  DISPLAY ERRORS ONLY & press PROCESS button again.

### **DISPLAY DOCUMENT:**

- ✓ Accounting → Financial Accounting → General Ledger → Document → Display (or) **FB03**  
Select DOCUMENT LIST button. Enter Company Code – 8301, Fiscal year – 2007 and Document Type – “DA” and execute and in the next screen double click on the line item and you will find the interest entry.

### **APPLICATION OF INTEREST RATE ON GRADUATED BALANCES:**

#### **DEFINE TIME BASED TERMS & SPECIFY THE AMOUNT FROM:**

- ✓ SPRO → REF IMG → Financial Accounting → A/R and A/P → Business Transactions → Interest Calculation → Interest Calculation → Define Time-Based Terms (or) **OB81**  
Select NEW ENTRIES button.

Int.calc.indicator	B8
Currency Key	INR
Eff. from	01.04.2007
Sequential number	3
Term	Debit interest: balance interest calc.
Interest rates	
Ref. Interest Rate	
Premium	6,000000
Amount from	100.001,00

SAVE.

NEXT ENTRY  button

Int.calc.indicator	B8
Currency Key	INR
Eff. from	01.04.2007
Sequential number	4
Term	Credit interest: balance interest calc.
Interest rates	
Ref. Interest Rate	
Premium	6,000000
Amount from	100.001,00

SAVE.

NEXT ENTRY  button

Int.calc.indicator	B8
Currency Key	INR
Eff. from	01.04.2007
Sequential number	5
Term	Debit interest: balance interest calc.
Interest rates	
Ref. Interest Rate	
Premium	5,000000
Amount from	200.001,00

SAVE.

NEXT ENTRY  button

Int.calc.indicator	B8
Currency Key	INR
Eff. from	01.04.2007
Sequential number	6
Term	Credit interest: balance interest calc.
<b>Interest rates</b>	
Ref. Interest Rate	
Premium	5,000000
Amount from	200.001,00

SAVE.

#### **EXECUTE INTEREST– G/L Account:**

- ✓ Accounting → Financial Accounting → General Ledger → Periodic Processing → Interest Calculation → Balances (or) **F.52**

To apply single rate of interest from the beginning balance rate at different levels go to T code – OBAA. There select your Interest indicator “**B8**”, double click on it and select  Interest rates depend on total amount and SAVE.

Chart of Accounts – 8301

G/L Account – 121000 (Unsecured loan)

Company Code – 8301

Calculation period – 01.04.2007 to 31.07.2007

Additional balance line

Post interest settlements

Maintain master records

Batch input session name – RAMS

Interest posting date – \*\*/\*\*/\*\*\*\* (Current date) and execute.

**NOTE:** If the Customers have different balances. For each balance we can maintain different rate of interests. Go to T code – OBAA. There select your Interest indicator “**I8**”, double click on it and **deselect** “Interest rates depend on total amount” and SAVE and also we have to maintain Time based terms for this indicator.

**EXECUTE INPUT SESSION:** go to menu item SYSTEM → SERVICES → BATCH INPUT → SESSIONS. Select your session name – Rams and select PROCESS button. Again select  DISPLAY ERRORS ONLY & press PROCESS button again.

#### **PAYMENT PROCESSING – OUT GOING PAYMENTSS**

In the SAP system there are two ways to process the payment. They are

1. Automatic Payment Processing
2. Manual Payment Processing

**1. AUTOMATIC PAYMENT PROCESSING:** In automatic payment processing the system pickup the invoices to be paid and it will prepare a payment document and to that payment document system prepare a CHECK along with payment advice. This will happen in the case of Classic Payment Medium Program.

In the case of Payment Medium Workbench, in the place of check it will generate a FILE. This file should send it bank to make vendor payments.

**A. USE CLASSIC PAYMENT MEDIUM PROGRAM (RFFO\*):** SAP delivers a number of predefined format trees that can be used by applications, for the specified formats. The format trees for outgoing files can be used to generate DME files without any further configuration in DMEE. In addition, you can use the format trees as templates to create new trees to cover any regional or bank-specific formats not supported by SAP.

Two sample formats are available that highlight the features you can use when you create a format tree. They are both called SAP\_EXAMPLE, and are delivered for tree types PAYM and MCSH.

**Or**

**B. USE PAYMENT MEDIUM WORKBENCH:** The Payment Medium Workbench (PMW) is a tool used to configure and create payment media sent by organizations to their house banks. This generic tool will gradually phase out the classic payment medium programs (RFFO\*) due to the range of advantages that it provides.

- Superior control and verification of payment procedure
- Improved performance with mass payments (> 50,000)
- Better sort functions with payment advice notes
- Clearer to work with than the myriad previous payment medium programs
- Easier to maintain and to extend

**2. MANUAL PAYMENT PROCESSING:** We have to prepare a payment document and to that payment document we have to prepare a check manually.

### **1. AUTOMATIC PAYMENT PROGRAM**

#### **A. USE CLASSIC PAYMENT MEDIUM PROGRAM**

You can find the total APP configuration steps here in this T code – **FBZP**

##### **SET UP PAYMENT PROGRAM:**

- ✓ SPRO → REF IMG → Financial Accounting → Accounts Receivable and Accounts Payable → Business Transactions → Outgoing Payments → Automatic Outgoing Payments → Payment Method/Bank Selection for Payment Program → Set Up Payment Program (or) **FBZP** (Or) Go through the below steps.

##### **SET UP ALL COMPANY CODES FOR PAYMENT TRANSACTIONS:**

- ✓ SPRO → REF IMG → Financial Accounting → Accounts Receivable and Accounts Payable → Business Transactions → Outgoing Payments → Automatic Outgoing Payments → Payment Method/Bank Selection for Payment Program → Set Up All Company Codes for Payment Transactions

Select NEW ENTRIES.

Company Code – 8301

Sending company code – 8301

Paying company code – 8301 enter and SAVE.

##### **SET UP PAYING COMPANY CODES FOR PAYMENT TRANSACTIONS:**

- ✓ SPRO → REF IMG → Financial Accounting → Accounts Receivable and Accounts Payable → Business Transactions → Outgoing Payments → Automatic Outgoing Payments → Payment Method/Bank Selection for Payment Program → Set Up Paying Company Codes for Payment Transactions

Select NEW ENTRIES.

Paying company code – 8301

Minimum amount for incoming payment – 100/-

Minimum amount for outgoing payment – 100/-

Select FORMS button.

Form for the Payment Advice – **F110\_IN\_AVIS** (to select this press F4, select INTERNATIONAL again select PAYMENT ADVICE NOTE (INTERNATIONAL) & again from CLIENT 800 select LANGUAGE EN TRANSLATE, SAVED(double click on this) & SAVE.

##### **SET UP PAYMENT METHODS PER COUNTRY FOR PAYMENT TRANSACTIONS:**

- ✓ SPRO → REF IMG → Financial Accounting → Accounts Receivable and Accounts Payable → Business Transactions → Outgoing Payments → Automatic Outgoing Payments → Payment Method/Bank Selection for Payment Program → Set Up Payment Methods per Country for Payment Transactions

Select NEW ENTRIES.

Country – In, Payment Method – C

Description – 8301: Check

Outgoing payments

Check

Document type for payment – KZ

Clearing document type – KA

**Use Classic Payment Medium Program (RFFO\*)**

Payment medium program – RFFOUS\_C

Name of print dataset – LIST1S and SAVE.

### **SET UP PAYMENT METHODS PER COMPANY CODE FOR PAYMENT TRANSACTIONS:**

- ✓ SPRO → REF IMG → Financial Accounting → Accounts Receivable and Accounts Payable → Business Transactions → Outgoing Payments → Automatic Outgoing Payments → Payment Method/Bank Selection for Payment Program → Set Up Payment Methods per Company Code for Payment Transactions

Select NEW ENTRIES.

Select FORM DATA button.

Form for the Payment transfer medium – F110\_IN\_AVIS (to select this press F4, select INTERNATIONAL again select PAYMENT ADVICE NOTE (INTERNATIONAL) and again from CLIENT 800 select LANGUAGE EN TRANSLATE, SAVED(double click on this) and SAVE.

### **SET UP BANK DETERMINATION FOR PAYMENT TRANSACTIONS:**

- ✓ SPRO → REF IMG → Financial Accounting → Accounts Receivable and Accounts Payable → Business Transactions → Outgoing Payments → Automatic Outgoing Payments → Payment Method/Bank Selection for Payment Program → Set Up Bank Determination for Payment Transactions

Select the POSITION button. Paying Company Code – 8301 and enter. Select your company code line item as shown below. Double click on the RANKING ORDER (left side).

Select NEW ENTRIES.

Pymt meth.	Currency	Rank.order	House bank
C	INR	1	ABN

Enter and double click on the BANK ACCOUNTS (left side). Select NEW ENTRIES.

House bank	Pmt method	Currency	Account ID	Bank subaccount
ABN	C	INR	002	211002

Enter and double click on the AVAILABLE AMOUNTS (left side). Select NEW ENTRIES.

House bank	Account ID	Days	Currency	Available for outgoing payment	Scheduled incoming pa
ABN	002	999	INR	100.000,00	100.000,00

SAVE.

### **ASSIGN PAYMENT METHOD TO VENDOR MASTER RECORD:** (Go to XK02)

Vendor – \*\*\*\*\* (SATYAM), Company Code – 8301 Under Company Code data select Payment transactions check box and enter.

Payment methods – C & SAVE For all vendors specify the PAYMENT METHOD.

## VENDOR INVOICE POSTINGS:

- ✓ Accounting → Financial Accounting → Accounts Payable → Document Entry → Invoice - general (or) **F-43**

1) Document Date – \*\*/\*\*/\*\*\*\*                      Posting Date – \*\*/\*\*/\*\*\*\*  
Company Code – 8301                      Currency – INR

PstKy – 31              Account – \*\*\*\*\* (SATYAM) & press enter  
Amount – 50,000/-              Business Area – 830L              Payment term – 0001  
Text – Material purchased

PstKy – 40              Account – 401000 (Material Purchased) & press enter  
Amount – \*              Business Area – 830L

Text – + & press enter. Select menu item DOCUMENT → SIMULATE & POST.

2) Like the above entry post some entries in all Vendors account.

## 1. EXECUTION OF A P P

### 1.1 SINGLE INVOICE AND SINGLE CHECK PAYMENT:

The following are the steps when you execute APP.

- A. Setup parameters.
- B. Payment: in the payment run system prepare two lists. They are...
  - 1. Exceptional list              2. Proposal list
- C. Payments run.
- D. Print out.

- ✓ Accounting → Financial Accounting → Accounts Receivable → Periodic Processing → Payments (or) **F110**

Run date – \*\*/\*\*/\*\*\*\* (Current date)  
Identification – 8301

Select PARAMETER tab

Enter the data as shown in the below picture.

Run date	12.07.2007
Identification	8301
Status	
Parameter	
Free selection	
Additional Log	
Printout/data medium	
Posting Date	12.07.2007
Docs entered up to	12.07.2007
Customer items due by	12.07.2007
Payments control	
Company codes	Pmt meths
8301	C
Vendor	Next p/date
Vendor - LG	
Accounts	Foreign currencies
Vendor	Exchange rate type

and SAVE parameters. Select STATUS tab. Select button. In the next screen select check box START IMMEDIATELY and press enter. Then system will display "Proposal run has been scheduled". Press enter key until it shows a message "Payment proposal has been created".

To checkup the items: select button & press continue.

[To Block the Payment: double click on the Vendor no and to block the invoice again double click on the document no. Select PAYMENT BLOCK– A (block for payment) and enter and press BACK button & SAVE. Then it will show a message on STATUS tab "Payment proposal has been edited". After doing this, this particular document no is blocked for payment.]

To create variants for **PRINTING CHECKS**, select PRINTOUT/DATA MEDIUM tab. Keep the cursor in the Variant column (RFFOAVIS) and give some name for ex. **8301\_AVIS** & select MAINTAIN VARIANTS button and select CONTINUE button.

Paying Company code – 8301, Sending Company code – 8301

Number of Sample Printouts – 0

Messages to printer – LP01  Print Immediately

Select ATTRIBUTES button in the next screen,

Description – **8301: Payment Advice Note** & SAVE and press BACK button.

Keep the cursor besides to RFFOUS\_C and give name as **8301\_CHK** & select MAINTAIN VARIANTS button and select CONTINUE button.

Paying Company code – 8301, Sending Company code – 8301

Payment method – C

House bank – ABN

Account ID – 002

Print control		
<input checked="" type="checkbox"/> Print checks	Printer	LP01
<input checked="" type="checkbox"/> Print payment advice notes	Printer	LP01
<input checked="" type="checkbox"/> Print payment summary	Printer	LP01
		<input checked="" type="checkbox"/> Print Immediately
		<input checked="" type="checkbox"/> Print Immediately
		<input checked="" type="checkbox"/> Print Immediately

Number of sample printouts – 0  Do not Void any Checks

Select ATTRIBUTES button in the next screen,

Description – **8301: Check** & SAVE and press BACK button and SAVE again. Select STATUS tab it will ask SAVE DATA press YES.

**Payment Run:** select  Pmnt Run button. In the next screen select check box START IMMEDIATELY and press enter. Then system will display “Payment run is ready to be started”. Press enter key until it shows a message “Payment run has been carried out, Posting orders: 1 generated, 1 completed”.

**To print out checks:** select PRINTOUT button. In the next screen Under JOB NAME remove the “?” and give some name & press continue. Go to menu item SYSTEM → SERVICES → OUTPUT CONTROL and press execute.

Select the spool no for “Payment summary” as shown in the below picture and select DISPLAY CONTENT button.

Spool no.	Type	Date	Time	Status	Pages	Title
31910		12.07.2007	17:10	Waiting	1	Error log
31909		12.07.2007	17:10	Waiting	3	Payment summary
31908		12.07.2007	17:10	Waiting	2	Payment advices
31907		12.07.2007	17:10	Waiting	2	8301 : Check

In the same way see Payment advices and 8301: Check also.

#### POST + PRINT FORMS:

- ✓ Accounting → Financial Accounting → Accounts Payable → Document Entry → Outgoing payment → Post + print forms (or) **F-58**

**(Before doing this, post an invoice for Rs.60000/- in the EPIC A/C)**

Company Code – 8301 Payment method – C House bank – ABN

Check lot number – 2 Alternative form – F110\_PRENUM\_CHCK

Printer for forms – LP01  Print Immediately  Do not Void any Checks

Select ENTER PAYMENTS button.

Amount – 35000/-

Value date – \*\*/\*\*/\*\*\*\*

ECC-6.0

Vendor – \*\*\*\*\* (EXPIC TECHNOLOGIES) Select PROCESS OPEN ITEMS button. Select PARTIAL PAYMENT tab. Adjacent to your invoice Rs.60000/- in the PAYMENT column double click and then simulate & SAVE. Select CONTINUE button. Enter Output Device – Lp01, select CONTINUE button. Then it will create a job.

**To check the job:** Go to menu item SYSTEM → SERVICES → OUTPUT CONTROL and press execute. You will find the below picture

Spool no.	Type	Date	Time	Status	Pages	Title
<input checked="" type="checkbox"/> 31911		13.07.2007	11:24	Waiting	1	8301: Check

Select the spool no for “8301: Check” as shown in the above picture and select DISPLAY CONTENT button and you will find the below picture.

Company EPIC TECHNOLOGIES Thirunavelli 300001 Chennai	Check  Document / Date 500016 / 13.07.2007 Our accounting clerk Mr. Reddy Telephone Fax  Your account with us 300005																																																		
<p>Dear Sir/Madam, We have settled the items listed below with the enclosed check for payment 500016, subject to the goods and services supplied and the invoice therefore being in order.</p> <table border="1"> <thead> <tr> <th>Document</th> <th>Your document</th> <th>Date</th> <th>Deductions</th> <th>Gross amount</th> </tr> </thead> <tbody> <tr> <td colspan="5">We are sending you a separate payment advice for document 500016 from 13.07.2007 to explain the invoice items.</td> </tr> <tr> <td colspan="2">Sum total</td> <td></td> <td>0,00</td> <td>60.000,00</td> </tr> <tr> <td>Payment document</td> <td>Check number</td> <td>Date</td> <td>Currency</td> <td>Payment amount</td> </tr> <tr> <td>500016</td> <td>100101</td> <td>13.07.2007</td> <td>INR</td> <td>*****60.000,00*</td> </tr> <tr> <td>Bank number</td> <td>Account number</td> <td></td> <td>Check number</td> <td></td> </tr> <tr> <td>ABN Amro Bank Hyderabad</td> <td>002</td> <td></td> <td>100101</td> <td></td> </tr> <tr> <td colspan="4">*** SIXTYTHOUSAND INR***</td> <td>INR *****60.000,00*</td> </tr> <tr> <td>Company EPIC TECHNOLOGIES Thirunavelli 300001 Chennai</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="5">13.07.2007</td> </tr> </tbody> </table>		Document	Your document	Date	Deductions	Gross amount	We are sending you a separate payment advice for document 500016 from 13.07.2007 to explain the invoice items.					Sum total			0,00	60.000,00	Payment document	Check number	Date	Currency	Payment amount	500016	100101	13.07.2007	INR	*****60.000,00*	Bank number	Account number		Check number		ABN Amro Bank Hyderabad	002		100101		*** SIXTYTHOUSAND INR***				INR *****60.000,00*	Company EPIC TECHNOLOGIES Thirunavelli 300001 Chennai					13.07.2007				
Document	Your document	Date	Deductions	Gross amount																																															
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ABN Amro Bank Hyderabad	002		100101																																																
*** SIXTYTHOUSAND INR***				INR *****60.000,00*																																															
Company EPIC TECHNOLOGIES Thirunavelli 300001 Chennai																																																			
13.07.2007																																																			

## 2. MANUAL PAYMENT PROGRAM (Page no. 125)

### A. CHECK DEPOSITS FROM CUSTOMERS – CONFIGURATION:

#### DEFINE POSTING RULES:

- ✓ SPRO → REF IMG → Financial Accounting → Bank Accounting → Business Transactions → Check Deposit → Define Posting Keys and Posting Rules for Check Deposit

Chart of Accounts – 8301 & enter.

Select CREATE ACCOUNT SYMBOLS (left side) & select NEW ENTRIES.

Account	Text
8301: CHK DEP	8301: Checks Deposit

& SAVE.

Double click on ASSIGN ACCOUNTS TO ACCOUNT SYMBOL (left side) & select NEW ENTRIES.

Act Symbol	Acct Mod.	Currency	G/L acct	Acct Symb. Desc.
8301: CHK DEP	+	INR	++++++1	8301: Checks Deposit

& SAVE.

Double click on CREATE KEYS FOR POSTING RULES (left side) & select NEW ENTRIES.

Posting rule	Text
83CD	8301: Posting key for Check Deposits

& SAVE.

Double click on DEFINE POSTING RULES (left side) & select NEW ENTRIES.

Posting Rule	83CD
Posting area	1
Debit	
Posting Key	40
Sp.G/L Indicator	<input type="checkbox"/>
Acct symbol	8301: CHK DEP
<input type="checkbox"/> Compression	
Credit	
Posting Key	15
Sp.G/L Indicator	<input type="checkbox"/>
Acct symbol	
<input type="checkbox"/> Compression	
Document Type	DZ
Posting Type	1

& SAVE.

#### **CREATE AND ASSIGN BUSINESS TRANSACTIONS:**

- ✓ SPRO → REF IMG → Financial Accounting → Bank Accounting → Business Transactions → Check Deposit → Create and Assign Business Transactions (or) **OT53**

Select NEW ENTRIES

Tran	+	Post. rule	Acct mod	Text	Trans.
8301	+	83CD		8301:Check Deposit	

& SAVE.

#### **DEFINE VARIANTS FOR CHECK DEPOSIT:**

- ✓ SPRO → REF IMG → Financial Accounting → Bank Accounting → Business Transactions → Check Deposit → Define Variants for Check Deposit (or) **OT45**

To create your own variant Select CREATE button.

Variant – 83CD

Description – 8301: Chk deposit from Customer and enter. Select menu item EDIT → STANDARD OFFSET.

Fields of the Variant			Current Fields	Possible Fields
Column	Offset	Lngth		
1	3	10	Amount	10-digit check number
2	14	8	10-digit check number	13-digit check number
3	23	8	8-digit bank key	15-digit bank key
4	32	8	Bank account number	3-digit check number
5	41	10	Customer number (se...	8-digit bank key
6	52	4	Business area (as...	Allocation number (se...
7	57	7	Invoice reference (se...	Alternative comp.code (s...

Double click on “10–Digit Check Number”, enter Output length – 6 & enter.

Double click on “8–Digit Bank key” & enter.

Double click on “Bank Account Number” & enter.

Double click on “Customer Number” & enter.

Double click on “Business Area” & enter. Double click on “Invoice reference” & enter.

Select the fields what ever you want by doing the above method. After doing this SAVE and select ACTIVE button.

#### **Lab –A POST INVOICE ‘S IN Customer’s A/C:** using T code – F-22

1. Document Date – \*\*/\*\*/\*\*\*\*  
Company Code – 8301

Posting Date – \*\*/\*\*/\*\*\*\*  
Currency – INR

PstKy – 01 Account – \*\*\*\*\* (LG) & press enter  
 Amount – 40,000/- Business Area – 830B Payt terms – 0001  
 Text – Sale of goods

PstKy – 50 Account – 300000 (Sales revenue) & press enter  
 Amount – \* Business Area – 830B  
 Text – + & press enter. Select menu item DOCUMENT → SIMULATE & POST.

- 2.** PstKy – 01 Account – \*\*\*\*\* (SAM SUNG) & press enter  
 Amount – 60,000/- Business Area – 830N Payt terms – 0001  
 Text – Sale of goods
- PstKy – 50 Account – 300000 (Sales revenue) & press enter  
 Amount – \* Business Area – 830N  
 Text – + & press enter. Select menu item DOCUMENT → SIMULATE & POST.

### 3. HEAD OFFICE INVOICE POSTING

PstKy – 01 Account – \*\*\*\*\* (Hyundai – Head Office) & press enter  
 Amount – 52,000/- Business Area – 830L Payt terms – 0001  
 Text – Sale of goods

PstKy – 50 Account – 300000 (Sales revenue) & press enter  
 Amount – \* Business Area – 830L  
 Text – + & press enter. Select menu item DOCUMENT → SIMULATE & POST.

#### **ENTERING CHECKS RECEIVED FROM Customer's (for the above Invoices):**

- ✓ Accounting → Financial Accounting → Banks → Incomings → Check Deposit → Manual Entry (or) **FF68**

Start Variant – 83CD, Processing type – 2 and enter & enter again enter. If you want to change this Start variant & Processing type in the same screen go to SETTINGS → SPECIFICATIONS.

Bank Key	1498398	ABN Amro Bank
Bank Account Number	001	ABN Amro Bank - Incoming Checks Deposits
Currency	INR	Indian Rupee
Group	1	
User name	RAMESH	
Entry date	16.07.2007	
<b>Controls</b>		
Transaction	8301	8301:Check Deposit
Posting date	16.07.2007	
Value date	16.07.2007	
Currency	INR	Indian Rupee

&Enter

Bank Accou	001	G/L Account	211001	CoCode	8301	Crcy	INR
<b>Check deposit list items</b>							
Amount	Check	Bank key	Bank account no.	Customer	BusA	Inv.ref.	
40.000,00	120001	1498398	001	200000	830B	200011	
60.000,00	459463	1498398	001	200010	830N	200012	
52.000,00	396222	1498398	001	200011	830L	200013	

SAVE and press BACK button.

**TO SEE PRINT PREVIEW** – select menu item CHECK DEPOSIT TRANS. → PRINT → INDIVIDUAL LIST and enter Output devise – LP01 and select PRINT PREVIEW button.

**POST THE RECEIPT** – select menu item CHECK DEPOSIT TRANS. → POST → INDIVIDUAL LIST.

Then system creates a session with Bank Key & Bank Account Number combination. To run this session, select menu item SYSTEM → SERVICES → BATCH INPUT → SESSIONS (**SM35**)

	New	Incorrect	Processed	In processing	In background	Being created	
Session name	Sta...	Created by	Date	Time	Creation Pro...	Lock date	Authorizat...
ABN-001		RAMESH	17.07.2007	19:07:52	RFEBBU00		RAMESH

Select your above session ABN-001 as shown in the above picture and select PROCESS button. Select DISPLAY ERRORS ONLY option and again press PROCESS button & select EXIT BATCH INPUT button. It will give you a document number remember that number.

#### **DISPLAY G/L ACCOUNT:**

- ✓ Accounting → Financial Accounting → General Ledger → Account → Display Balances (or) **FS10N**

G/L account – 211001  
 Company Code – 8301  
 Fiscal year – \*\*\*\* (Current year) & press EXECUTE button.

#### **DISPLAY CUSTOMER'S LINE ITEM:**

- ✓ Accounting → Financial Accounting → Accounts Receivable → Account → Display/Change Line Items (or) **FBL5N**

Customer – \*\*\*\*\*

Company Code – 8301

All items

Posting date 16.07.2007 to 16.07.2007

and press EXECUTE button. It will show the report as below.

#### **B.1. CHECK DEPOSITS CLEARING (Customers) &**

#### **B.2. CHECK ISSUED CLEARING (Vendor) – Configuration:**

#### **DEFINE POSTING KEYS & POSTING RULES FOR MANUAL BANK STATEMENT:**

- ✓ SPRO → REF IMG → Financial Accounting → Bank Accounting → Business Transactions → Payment Transactions → Manual Bank Statement → Define Posting Keys and Posting Rules for Manual Bank Statement

Chart of Accounts – 8301 enter

Select CREATE ACCOUNT SYMBOLS (left side) & select NEW ENTRIES.

Account	Text
8301: CD CLEAR	8301:Chk Deposit Clr
8301: CI CLEAR	8301:Chk Issue Clr
8301: MAIN BANK	8301: Main Bank

& SAVE.

Double click on ASSIGN ACCOUNTS TO ACCOUNT SYMBOL (left side) & select NEW ENTRIES.

Act Symbol	Acct Mod.	Currency	G/L acct	Acct Symb. Desc.
8301: CD CLEAR	+	INR	++++++1	8301:Chk Deposit Clr
8301: CI CLEAR	+	INR	++++++2	8301:Chk Issue Clr
8301: MAIN BANK	+	INR	++++++0	8301: Main Bank

& SAVE.

Double click on CREATE KEYS FOR POSTING RULES (left side) & select NEW ENTRIES.

Posting rule	Text
8CDC	8301: CD Posting rules - Clearing
8CIC	8301: CI Posting rules - Clearing

& SAVE.

Double click on DEFINE POSTING RULES (left side) & select NEW ENTRIES.

Posting Rule	8CDC		
Posting area	1		
Debit		Credit	
Posting Key	40	Posting Key	
Sp.G/L Indicator		Sp.G/L Indicator	
Acct symbol	8301: MAIN BANK	Acct symbol	8301: CD CLEAR
<input type="checkbox"/> Compression		<input type="checkbox"/> Compression	
Document Type	SA		
Posting Type	5	& SAVE	

select NEXT ENTRY button.

Posting Rule	8CIC		
Posting area	1		
Debit		Credit	
Posting Key		50	
Sp.G/L Indicator		Sp.G/L Indicator	
Acct symbol	8301: CI CLEAR	Acct symbol	8301: MAIN BANK
<input type="checkbox"/> Compression		<input type="checkbox"/> Compression	
Document Type	SA		
Posting Type	4	& SAVE.	

#### **CREATE AND ASSIGN BUSINESS TRANSACTIONS:**

- ✓ SPRO → REF IMG → Financial Accounting → Bank Accounting → Business Transactions → Payment Transactions → Manual Bank Statement → Create and Assign Business Transactions (or) **OT52**

Select NEW ENTRIES

Tran	+-	Post. rule	Acct mod	Int alghm	Text
83CD	+	8CDC			8301: Checks Deposit Clearing
83CI	-	8CIC			8301: Checks Issued Clearing

& SAVE.

#### **Lab – B.1. ENTERING CHECK DEPOSITS CLEARING – Customer's A/C:**

- ✓ Accounting → Financial Accounting → Banks → Incomings → Bank Statement → Manual Entry (or) **FF67**

Start Variant – SAP01, Processing type – 1 and enter. If you want to change this Start variant & Processing type in the same screen go to SETTINGS → SPECIFICATIONS.

Bank Key	1498398
Bank Account Number	001
Currency	INR
Statement number	1
Statement date	17.07.2007
Controls	
Beginning balance	
Ending balance	100000
Posting date	17.07.2007

& press enter. [Here we are clearing the LG incoming payment amount Rs.40,000/- &

SAMSUNG incoming payment amount Rs.60,000/- that's the reason we have given Rs.1,00,000/- in the Ending balance field.]

Bank Acct.	001	G/L Account	211001	CoCode	8301	Crcy	INR
Bank statement items							
Tran	Value date	Amount	Doc. no.	Cust MC	FC	FC amount	
83CD	17.07.2007	40.000,00	400013	D			
83CD	17.07.2007	60.000,00	400014	D			

& SAVE

**POST THE CLEAR ITEM – select menu item BANK STATEMENT → POST → INDIVIDUAL STATEMENT.** You can find the same in the following picture.

Sita SAP Solutions - IND Hyderabad			Bank statement posting Processing Statistics					Time 16:06:40	Date 17.07.2007		
BNo	Account no.	Session	Group	FB01	FB05	On acct	No errors	Errors	Total	Debit total	Credit total
Bank Accounting											
1498398	001	ABN-001		0	2	0	0	0	2	100.000,00	0,00
Total acct:				—	—	—	—	—	—		
				0	2	0	0	0	2	100.000,00	0,00
Total bank postings:				—	—	—	—	—	—		
				0	2	0	0	0	2		
Subledger postings											
1498398	001			0	0	0	2	0	2	100.000,00	0,00
Total acct:				—	—	—	—	—	—		
				0	0	0	2	0	2	100.000,00	0,00
Total subledger postings:				—	—	—	—	—	—		
				0	0	0	2	0	2		
Total accounting:				0	2	0	2	0	4		

Then system creates a session with Bank Key & Bank Account Number combination. To run this session, select menu item SYSTEM → SERVICES → BATCH INPUT → SESSIONS (**SM35**)

New	Incorrect	Processed	In processing	In background	Being created

Session name	Sta...	Created by	Date	Time	Creation Pro...	Lock date	Authorizat...
ABN-001	RAMESH	17.07.2007	19:07:52	RFEBBU00			RAMESH

Select your above session ABN-001 as shown in the above picture and select PROCESS button. Select DISPLAY ERRORS ONLY option and again press PROCESS button & select EXIT BATCH INPUT button. It will give you a document number remember that number.

#### DISPLAY G/L ACCOUNT:

- ✓ Accounting → Financial Accounting → General Ledger → Account → Display Balances (or **FS10N**)

G/L account – 211001      Company Code – 8301  
Fiscal year – \*\*\*\* (Current year) & press EXECUTE button

## **Lab – B.2. ENTERING CHECK ISSUED CLEARING – Vendor's A/C:**

First go to T code – FS10N there view G/L Account 211002. To transfer the checks from CHECK ISSUED ACCOUNT (211002) to BANK ACCOUNT (211000) go through the below steps.

- ✓ Accounting → Financial Accounting → Banks → Incomings → Bank Statement → Manual Entry (or) **FF67**

Bank Key	1498398	ABN Amro Bank
Bank Account Number	002	ABN Amro Bank - Outgoing Checks Issued/Clear...
Currency	INR	Indian Rupee
Statement number	1	
Statement date	18.07.2007	
<b>Controls</b>		
Beginning balance		
Ending balance	-25000	
Posting date	18.07.2007	(

& enter

Bank Acct.	002	G/L Account	211002	CoCode	8301	Crcy	INR
<b>Bank statement items</b>							
Tran	Value date	Amount	Doc. no.	Cust MC	FC	FC amount	
83CI	18.07.2007	25.000,00-	500007	K			

& SAVE

**POST CLEAR ITEM** – select menu item BANK STATEMENT → POST → INDIVIDUAL STATEMENT. You can find the same in the following picture.

Sita SAP Solutions - IND Hyderabad			Bank statement posting Processing Statistics					Time 15:57:19	Date 18.07.2007	Page 1	
BNo	Account no.	Session	Group	FB01	FB05	On acct	No errors	Errors	Total	Debit total	Credit total
Bank Accounting											
1498398	002	ABN-002		0	1	0	0	0	1	0,00	25.000,00
Total acct:				—	—	—	—	—	—		
				0	1	0	0	0	1	0,00	25.000,00
Total bank postings:				—	—	—	—	—	—		
				0	1	0	0	0	1		
Subledger postings											
1498398	002			0	0	0	1	0	1	0,00	25.000,00
Total acct:				—	—	—	—	—	—		
				0	0	0	1	0	1	0,00	25.000,00
Total subledger postings:				—	—	—	—	—	—		
				0	0	0	1	0	1		
Total accounting:				0	1	0	1	0	2		

The system creates a session with Bank Key & Bank Account Number combination. To run this session, select menu item SYSTEM → SERVICES → BATCH INPUT → SESSIONS (**SM35**)

New	Incorrect	Processed	In processing		In background	Being created	
Session name	Sta...	Created by	Date	Time	Creation Pro...	Lock date	Authorizat...
ABN-002	RAMESH	18.07.2007	19:27:19	RFEBBU00			RAMESH

Select your above session ABN-002 as shown in the above picture and select PROCESS button. Select DISPLAY ERRORS ONLY option and again press PROCESS button & select EXIT BATCH INPUT button. It will give you a document number remember that number.

## DISPLAY G/L ACCOUNT:

- ✓ Accounting → Financial Accounting → General Ledger → Account → Display Balances (or) **FS10N**

G/L account – 211002                              Company Code – 8301  
Fiscal year – \*\*\*\* (Current year) and press EXECUTE button.

## **CASH JOURNAL or PETTY CASH**

Prerequisites for configuring Cash Journal

### CREATE G/L ACCOUNT FOR CASH JOURNAL:

- ✓ SPRO → REF IMG → Financial Accounting → Bank Accounting → Business Transactions → Cash Journal → Create G/L Account for Cash Journal (or) **FS01**

G/L Account No – 210100 & take reference from Cash Account (210000).  
Text – Cash Journal

Select “Create/Bank/Interest” tab, there select  Post automatically only & SAVE.

### DEFINE DOCUMENT TYPES FOR CASH JOURNAL DOCUMENTS:

- ✓ SPRO → REF IMG → Financial Accounting → Bank Accounting → Business Transactions → Cash Journal → Define Document Types Cash Journal Documents (or) **OBA7**

Select Document type – SA, double click on that and see in that

- Customer
- Vendor
- G/L Account are selected or not. If they are not selected then select all and SAVE.

### DEFINE NUMBER RANGE INTERVALS FOR CASH JOURNAL DOCUMENTS:

- ✓ SPRO → REF IMG → Financial Accounting → Bank Accounting → Business Transactions → Cash Journal → Define Number Range Intervals for Cash Journal Documents

Give your Company Code – 8301 and enter. Here Select CHANGE INTERVALS button. In the next screen select  button and enter the details as shown below in the below picture.

No	From number	To number	Current number	Ext
01	00000000001	00000099999	0	<input type="checkbox"/>

& SAVE.

### SET UP CASH JOURNAL:

- ✓ SPRO → REF IMG → Financial Accounting → Bank Accounting → Business Transactions → Cash Journal → Set Up Cash Journal

Select NEW ENTRIES

Co...	CJ number	G/L Account No.	Curr...	CJ Closed	D..	D..	D..	D..	Cash journal name
8301	83CJ	210100	INR	<input type="checkbox"/>	SA	KZ	KZ	DZ	8301 : HYD-PETTY CASH

& SAVE.

### CREATE, CHANGE, DELETE BUSINESS TRANSACTIONS:

- ✓ SPRO → REF IMG → Financial Accounting → Bank Accounting → Business Transactions → Cash Journal → Create, Change, Delete Business Transactions

Select NEW ENTRIES

Com...	Tra...	B/G/L Accou...	T..	Cash journal business trans.	BusTraBkId	Acct Mod.	Tax Mod.
8301	1	C 211000		CASH WITHDRAWN FROM BANK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8301	2	B 211000		CASH DEPOSITED INTO BANK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8301	3	R 300000		CASH SALES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8301	4	D		RECEIPTS FROM CUSTOMERS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8301	5	K		PAYMENTS TO VENDOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8301	6	E 403000		WAGES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8301	7	E 408000		INDIRECT LABOUR WAGES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8301	8	E 420000		SALARIED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8301	9	E 420000		SALARIES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8301	10	E 430000		PRINTING & STATIONERY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8301	11	E 430200		CANTEEN EXPENSES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8301	12	E 430100		STAFF WELFARE EXPENSES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8301	13	E 430400		RENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

& SAVE.

## SET UP PRINT PARAMETERS FOR CASH JOURNAL:

- ✓ SPRO → REF IMG → Financial Accounting → Bank Accounting → Business Transactions → Cash Journal → Set Up Print Parameters for Cash Journal

Select “1000” Company code line and select COPY AS button and enter your Company Code & press enter and SAVE.

CoCode	Program	Variant	Correction	AD
8301	RFCASH00	CASHDE	SAP18	<input type="checkbox"/>

### **Specify the following variables while printing the Cash Journal:**

Closing Balance Text – FI\_CASH\_EB

Carried Forward Balance – FI\_CASH\_EF

Signature text – FI\_CASH\_SI

## ENTER CASH JOURNAL

- ✓ Accounting → Financial Accounting → General Ledger → Document Entry → Cash Journal Posting (or) **FBCJ**

Select button and enter

Company Code – 8301

Cash Journal – 83CJ and enter. Select “Cash receipts” tab

Cash payments		Cash receipts		Check receipts			
Business transaction	Amount	Do...	Split	T..	G/L	Recpt recipient	Text
CASH WITHDRAWN FROM BANK	15.000,00	OO	●	211000			Cash Withdrawn

And select POST button. To take print of the receipt select button.

Again post the below entries under Cash Receipts tab.

Cash payments		Cash receipts		Check receipts			
Business transaction	Amount	Do...	T..	G/L	Recpt recipient	Text	Vendor
CASH WITHDRAWN FROM BANK	15.000,00	OO	●	211000		Cash Withdrawn	
RECEIPTS FROM CUSTOMERS	70.000,00	OO			Company SAMSUNG	Cash received	200010
CASH SALES	5.000,00	OO		300000		Cash Sales	

And select POST button.

Select “Cash payments” tab

Cash payments		Cash receipts		Check receipts			
Business transaction	Amount	Do...	T..	G/L	Recpt recipient	Text	Vendor
CASH DEPOSITED INTO BANK	30.000,00	OO	●	211000		Cash Deposited	
RENT	5.000,00	OO	●	430400		Rent paid	
PRINTING & STATIONERY	2.500,00	OO	●	430000		Printing & Stationery	
STAFF WELFARE EXPENSES	10.000,00	OO	●	430100		Staff welfare expen...	
WAGES	6.000,00	OO	●	403000		Wages paid	
PAYMENTS TO VENDOR	21.500,00	OO	●		Company LG	Vendpr payment	300000

& POST.

## **TO PRINT CASH JOURNAL:**

Select button.

Chart of accounts – 8301

G/L Account – 210100

Company code – 8301

Opening balance text	FI_CASH_BB
Closing balance text	FI_CASH_EB
Transfer text	FI_CASH_CF
Title text	FI_CASH_SI

And enter or execute and you will find the below picture.

Sita SAP Solutions - IND Hyderabad 210100 Cash Journal A/C	Cash Journal 8301:MUMBAI-PETTY CASH 05.07.2007 - 05.07.2007	Time 12:08:01 RFCASH00/RAMESH Page	Date 14.09.2008 INR Rupee
Postg Date Int.doc.o Document Header Text	Incom pmnt Tax inc.pyt Payment Tax outg.pyt		
Opening balance INR:			0,00
05.07.2007 1 CASH WITHDRAWN FROM BANK	15.000,00		
05.07.2007 2 RECEIPTS FROM CUSTOMERS	70.000,00		
05.07.2007 3 CASH SALES	5.000,00		
05.07.2007 4 CASH DEPOSITED INTO BANK		30.000,00	
05.07.2007 6 RENT		5.000,00	
05.07.2007 7 PRINTING & STATIONERY		2.500,00	
05.07.2007 8 STAFF WELFARE EXPENSES		10.000,00	
05.07.2007 9 WAGES		6.000,00	
05.07.2007 10 PAYMENTS TO VENDOR		21.500,00	
*Currency INR	90.000,00		75.000,00
Closing balance INR			15.000,00
Prepared Signed Approved	Confirmed	Enclosures	Receipts Expenditur
3 6			

To take the print out of this, select menu item LIST → PRINT and give Output Device – LP01 and enter and press enter again. To see contents. To see this print preview go to SYSTEM → SERVICES → OUTPUT CONTROLL. Their give your spool request generated number and press EXECUTE button.

Display contents (F6)						
Spool no.	Type	Date	Time	Status	Pages	Title
<input checked="" type="checkbox"/> 31930		20.07.2007	15:51	-	1	LIST1S LP01 RFCASH00_RAM

To check the details in the spool request, select spool request and click on DISPLAY CONTENTS button.

## DUNNING PROCEDURE

Dunning procedure is used to send reminders to Customers for overdue payment. For this we need to create one Dunning procedure. In the Dunning procedure you have to specify the followings. **Below 7, 8 are optional.**

1. No. of Intervals – **Max. No. of intervals is 9.**
2. frequency between intervals
3. interest indicator – to apply interest
4. Minimum charges – notice cost
5. Minimum amount –
6. Form of letter – Dunning Text
7. **Dunning key** – With the dunning keys, you can limit the dunning level of an item. Define either instead of or in addition to the dunning key whether the items with a dunning key are to be displayed separately in the dunning letter. For **Ex.** Payment has been made, separate item display Dunning key can be used to mark specific items, such as residual items, that shouldn't be trigger as a higher dunning level.
8. **Dunning area** – Dunning areas are used if several organizational units are responsible for carrying out dunning within one company code. These organizational units are referred to as dunning areas. The dunning area can correspond, for example, to a profit center, a distribution channel, a sales organization or a business area. The individual dunning areas can use different procedures or the same dunning procedure.
  - The dunning areas with the required dunning procedures are to be entered into the customer or vendor master record if you use different dunning procedures.
  - Otherwise, the system uses the standard dunning procedure. The dunning area is then entered in the line item. The system enters the dunning area into the master record automatically with the corresponding data.

**These parameters must be specify to the dunning procedure and must be assigned to the customer master record.**

## DEFINE DUNNING PROCEDURE:

- ✓ SPRO → REF IMG → Financial Accounting → A. R. and A. P. → Business Transactions → Dunning → Dunning Procedure → Define Dunning Procedures (or) **FBMP**

Select NEW PROCEDURE button. Select DUNNING LEVELS button.

Select CHARGES button as shown in the above picture and enter Currency – INR & enter

Select MINIMUM AMOUNTS button and enter Currency –INR and enter.

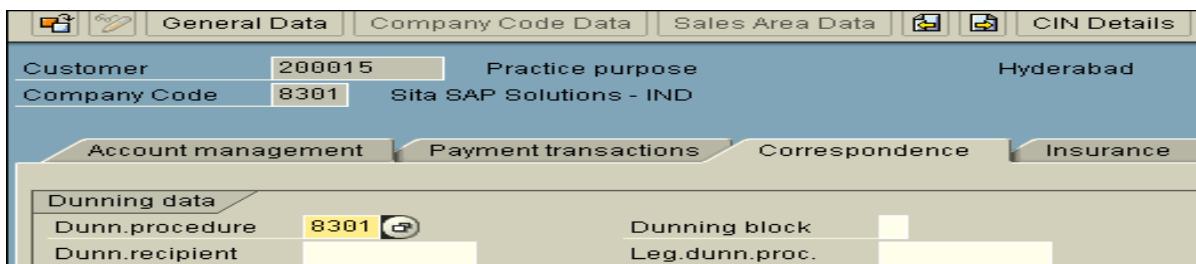
Dunn.Level	From Dunn. Amt	Dunn.charge	Dunn.chrg %
1	10.000,00	100,00	INR
2	20.000,00	200,00	INR
2	30.000,00	350,00	INR
3	30.000,00	350,00	INR
4	30.000,00	350,00	INR

Select DUNNING TEXT button. Enter Company code – 8301 and enter. Select NEW COMPANY CODE button. Enter Company code – 8301 and enter. Here select  SEPARATE NOTICE PER DUNNING LEVEL & SAVE & come back & SAVE. Again select DUNNING TEXT button. Enter Company code – 8301 and enter.

<u>Dunn. Lev.</u>	<u>Form</u>	<u>Last name</u>
1	F150_DUNN_01 (Press F4, select 5 <sup>th</sup> one DUNNING FORM & select CLEINT 800, Language EN Translate, Saved – Double click on that)	LIST1S
2	F150_DUNN_02 (Press F4, select 6 <sup>th</sup> one DUNNING FORM WITH INTEREST & select CLEINT 800, Language EN Activ – Double click on that)	LIST1S
3	F150_DUNN_02	LIST1S
4	F150_DUNN_02	LIST1S
	Legal Dunning Proceedings – F150_DUNN_03 (Press F4, select 7 <sup>th</sup> one INTERNAL DUNNING NOTICE FOR RESPONDENT & select CLEINT 800, Language EN Activ – Double click on that) press BANK button & SAVE.	LIST1S

### **ASSIGN DUNNING PROCEDURE TO CUSTOMER MASTER: T code – XD02**

Select Customer master record. Select COMPANY CODE DATA button. Select CORRESPONDEN (see the below) and select Dunning procedure –8301 &SAVE



Specify your dunning procedure to all your Customers.

### **EXECUTION OF DUNNING PROCEDURE:**

- ✓ Accounting → Financial Accounting → Accounts Receivable → Periodic Processing → Dunning (or) **F150**

#### **1<sup>st</sup> Dunning Run**

Run on – 23/07/2007 (current date)

Identification – 8301

Select PARAMETER tab

Dunning Date – **23/07/2007** (current date)

Documents posted up to – 23/07/2007 (current date)

Company code – 8301

Customer – \*\*\*\*\* to \*\*\*\*\* and SAVE.

Select STATUS tab and select SCHEDULE button in the next screen select

Start immediately

Output Device – LP01 & select SCHEDULE button. Then system displays “Dunning selection is scheduled”. Press enter until the system displays “Dunning selection is complete”.

### **TO CHECK THE DUNNING LIST:**

Select the DUNNING LIST button and press enter, here you can find the dunning list. Press BACK button select DUNNING PRINTOUT button. Enter Output Device – LP01 and enter in the next screen select

Start immediately

Output Device – LP01 & select PRINT button. Then system displays “Dunning printout Running”. Press enter until the system displays “Dunning printout complete”.

Select DUNN. HISTORY button.

Account type – D

Company code – 8301

Customer – \*\*\*\*\* to \*\*\*\*\* and execute.

IDES-ALE: Central FI Syst Frankfurt - Deutschland										Time 13:19:47	Date 23.07.2007						
Dunn.history										RFMAHN20/RAMESH	Page 1						
Comp.	Acct	typ	Account	Run date	ID	Print	Date	Dun.	date	Leg.dun.pr	Procedure	Sort field	CPD	Area	Dunn.lev.	Due items	Crcy
8301	D		200000	23.07.2007	8301		23.07.2007	23.07.2007			8301				1	50.000,00	INR
8301	D		200011	23.07.2007	8301		23.07.2007	23.07.2007			8301				1	65.000,00	INR

Keep the cursor on the customer line item. Select DISPLAY DUNNING NOTICE button & select PRINT PREVIEW button. Enter output device – LP01 and press enter. There you can find the Dunning notice.

## 2<sup>nd</sup> Dunning Run

Identification – 8301 and enter & select INDIV. DUNN. NOTICE button. Enter output device – LP01 and press enter.

Account			
Company Code	8301	<input type="checkbox"/> Cross-company code dunning	
Customer	200000		
Vendor			
Selection			
Run on	07.08.2007		
Dunning date	07.08.2007		
Docmnts posted up to	23.07.2007		
Printer			
Output Device	LP01		
<input checked="" type="checkbox"/> Print preview			
<input type="button" value="Test run with log"/>	<input type="button" value="Sample printout"/>	<input type="button" value="Printout"/>	<input type="button" value="X"/>

Select PRINTOUT button. Then it will ask “Should dunning printout be run”, press YES button.

## DEFINE INTEREST RATES:

- ✓ SPRO → REF IMG → Financial Accounting → Accounts Receivable and Accounts Payable → Business Transactions → Dunning → Dunning Procedure → Define Interest Rates (or) OB42

Select NEW ENTRIES button.

Int ID	Crcy	Valid from	Debit %	Cred. %
I8	INR	01.04.2007	5,000	5,000

& SAVE.

Go to T code **FBMP**. There double click on your Dunning procedure. In the next screen select CHARGES Button, enter Currency – INR and enter. In next screen remove the 3<sup>rd</sup>, 4<sup>th</sup> dunning charges as shown in the below picture.

If you do that then in the 3<sup>rd</sup> & 4<sup>th</sup> dunning notices the system automatically picks the above interest rate.

Charges		From Dunn. Amt	Dunn.charge	Dunn.chrge %
Dunn.Level				
1				INR
2		10.000,00	100,00	INR
2		20.000,00	200,00	INR
2		30.000,00	350,00	INR
3		30.000,00		INR
4		30.000,00		INR

### 3<sup>rd</sup> Dunning Run

Identification – 8301 and enter & select INDIV. DUNN. NOTICE button. Enter output device – LP01 and press enter.

<b>Account</b>		
Company Code	8301	<input type="checkbox"/> Cross-company code dunning
Customer	200000	
Vendor		
<b>Selection</b>		
Run on	22.08.2007	
Dunning date	22.08.2007	⊕
Docmnts posted up to	23.07.2007	
<b>Printer</b>		
Output Device	LP01	
<input checked="" type="checkbox"/> Print preview		
<input type="button" value="Test run with log"/> <input type="button" value="Sample printout"/> <input type="button" value="Printout"/> <input type="button" value="X"/>		

Select PRINTOUT button. Then it will ask “Should dunning printout be run”, press YES button.

### 4<sup>th</sup> Dunning Run

Identification – 8301 and enter & select INDIV. DUNN. NOTICE button. Enter output device – LP01 and press enter.

<b>Account</b>		
Company Code	8301	<input type="checkbox"/> Cross-company code dunning
Customer	200000	
Vendor		
<b>Selection</b>		
Run on	07.09.2007	
Dunning date	07.09.2007	⊕
Docmnts posted up to	23.07.2007	
<b>Printer</b>		
Output Device	LP01	
<input checked="" type="checkbox"/> Print preview		
<input type="button" value="Sample printout"/> <input type="button" value="X"/>		

Select PRINTOUT button. Then it will ask “Should dunning printout be run”, press YES button.

## **TO CHECK THE DUNNING LIST:**

Select the DUNNING LIST button and press enter, here you can find the dunning list. Press BACK button select DUNNING PRINTOUT button. Enter Output Device – LP01 and enter in the next screen select

- Start immediately

Output Device – LP01 & select PRINT button, then system displays “Dunning printout running”. Press enter until the system displays “Dunning printout complete”.

Select DUNN. HISTORY button

Account type – D

Company code – 8301

Customer – \*\*\*\*\* and execute.

## **SPECIAL G/L TRANSACTION**

Special G/L transactions are used to process the customers & vendors transactions other than the standard transactions.

**EX.** Down payments received, down payments made, dealership deposit, security deposit, reserve for bad debts etc.

To process these transactions SAP uses Special G/L posting keys & special G/L indicators.

### **SPECIAL POSTING KEYS:**

	<b>DR</b>	<b>CR</b>
Customer	09	19
Vendor	29	39

### **SPECIAL G/L INDICATORS:**

**A – Down payments (Advance)**

**W – Bills of Exchange transactions**

**E – Reserve for Bad debts**

**F – Down payment request**

If you required, you can also **define special G/L indicator (T Code FBKP)**. To post separately you need to define an alternative reconciliation account. Each special G/L indicator has to establish a link between reconciliation account & alternative reconciliation account.

Special G/L transactions are special transactions in accounts receivable and accounts payable that are displayed separately in the general ledger and the sub ledger. This may be necessary for reporting or for internal reasons. For example, down payments must not be balanced with receivables and payables for goods and services. Consequently, they are treated as special G/L transactions in the General Ledger (FI-GL) Accounts Payable (FI-AP) and Accounts Receivable (FI-AR) application components.

Special G/L transactions are already available in the standard system. However, you can change the specifications or define your own special G/L transactions.

In the R/3 System, distinctions are made between different types of special G/L transaction. These distinctions are made according to business-related and technical factors.

On the business side, a distinction is made between:

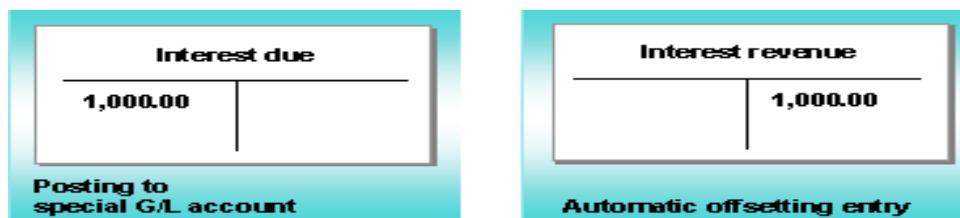
- ✓ Bills of exchange
- ✓ Down payments
- ✓ Miscellaneous special G/L transactions, such as guarantees

On the technical side, a distinction is made between:

- ✓ Postings with a freely-definable offsetting entry. These include down payment and bill of exchange postings.
- ✓ Postings with a preset offsetting entry. These transactions are called **statistical postings**.
- ✓ Postings without an offsetting entry. These procedures are called **noted items**.

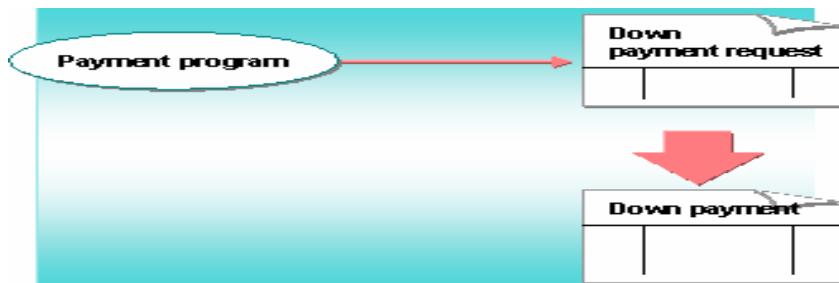
## STATISTICAL POSTINGS:

Statistical postings are transactions where you always post to the same offsetting account. For example, when you post interest due, you always post to the offsetting account "interest revenue". To simplify the posting procedure, you can define the number of the account required for the offsetting entry in the system. The system then posts the offsetting entry automatically. Also when you clear open items in an open item account, the system automatically clears the relevant open items in the offsetting account.



## NOTED ITEMS:

Special G/L transactions are also used to manage noted items. These are postings that are not displayed in your accounts but are only to remind you of outstanding payments due or to be made. You can process them with the payment program or dunning program. As a result, it is possible to dun outstanding down payments or to make down payments with the payment program. To do this, you enter and store a down payment request. This special document does not update the account balance: it is merely managed as a line item in the open item account and the special G/L account. Therefore, you should always mark the *Line item display* option for these accounts.



The same procedure is used in Spain, Italy and France to issue bills of exchange automatically with the payment program. The noted item required for this is called a bill of exchange payment request.

## DEFINING POSTING PROCEDURE

The system defines the posting procedure by combining the business-related and technical aspects. The following combinations are available in the system for A/R and A/P procedures: Here “\*” is for Customers only and “#” for Vendors only.

Technical Business-related	Free offsetting entry	Statistical posting	Noted item
<b>Down payments</b>			
Down pymt. request			×
Down payment	×		
<b>Bills of exchange</b>			
Bill of exch. pymt req. *			×
Bill of exch. receivab. *	×		
Bill of exch. payable #	×		
Check/bill of exchange		×	
<b>Others</b>			
Guarantee		×	
Payment request			×

If you define your own special G/L transactions, it is important to differentiate transactions according to business-related and technical aspects. You classify your new transaction accordingly.

### **DEFINE G/L ACCOUNTS – Alternative Reconciliation Accounts:**

T code – **FS00**

We already defined the G/L Accounts (**Page no. 42, 43**). They are as follows.

1. **151000** – Down payment received (Customers) A/C
2. **152000** – Down payment request (Vendors) A/C
3. **251000** – Down payment made on Current Assets A/C
4. **252000** – Down payment request (Customers) A/C

### **ESTABLISH LINK BETWEEN RECONCILIATION A/C & ALTERNATIVE RECONCILIATION A/C**

#### **DOWN PAYMENT RECEIVED:**

- ✓ SPRO → REF IMG → Financial Accounting → A/R & A/P → Business Transactions → Down Payment Received → Define Reconciliation Accounts for Customer Down Payments (or) **OBXR**

Double click on D, A combination line. Enter Chart of Accounts – 8301 and enter.

Recon. acct	Special G/L account	Planning level	Output tax clearing
250000	151000		

SAVE & press BACK button.

Double click on D, F combination line.

Recon. acct	Special G/L account	Planning level	Output tax clearing
250000	252000		

SAVE.

#### **DOWN PAYMENT MADE:**

- ✓ SPRO → REF IMG → Financial Accounting → A/R and A/P → Business Transactions → Down Payment Made → Define Alternative Reconciliation Account for Down Payments (or) **OBYR**

Double click on K, A combination line. Enter Chart of Accounts – 8301 and enter.

Recon. acct	Special G/L account	Planning level	Input tax clearing
150000	251000		

SAVE & press BACK

Double click on K, F combination line.

Recon. acct	Special G/L account	Planning level	Input tax clearing
150000	152000		

SAVE.

### **PROCESSING DOWNPAYMENT RECEIVED FROM CUSTOMER'S**

#### **ENTERING DOWNPAYMENT REQUEST:**

We request the Customer to give some money in advance against supply.

- ✓ Accounting → Financial Accounting → Accounts Receivable → Document Entry → Down payment → Request (or) **F-37**

Document date – 24/07/2007 (current date)

Posting date – 24/07/2007 (current date)

Account – \*\*\*\*\* (LG) & enter.

Amount – 50000/-

Business area – 830B

Due on – 27/07/2007

Text – Down payment request & POST



## DISPLAY CUSTOMER A/C – TO SEE OPEN ITEMS:

Select the T code **FBL5N**

Customer Account – \*\*\*\*\* (LG) Company code – 8301

Open items

Normal items (deselect the rest of the all check boxes) & execute.

## **CLEARING OPEN ITEMS MANUALLY:**

- ✓ Accounting → Financial Accounting → Accounts Receivable → A/C → Clear (or) **F-32**

Account – \*\*\*\*\* (LG) Clearing date – \*\*/\*\*/\*\*\*\* (Current Date)

Select PROCESS OPEN ITEM button. First deselect all items (by double clicking on the line items). Then double click on the first invoice line Item (Invoice – 50,000) and double click on the payment (Document type – DA) and SIMULATE and POST.

## DISPLAY CUSTOMER A/C – TO SEE ALL ITEMS:

Select the T code **FBL5N**

Customer Account – \*\*\*\*\* (LG) Company code – 8301

All items

Normal items (deselect the rest of the all check boxes) & execute.

## **PROCESSING DOWNPAYMENT MADE TO VENDOR**

### ENTERING DOWNPAYMENT REQUEST:

- ✓ Accounting → Financial Accounting → Accounts payable → Document Entry → Down payment → Request (or) **F-47**

Document date – 24/07/2007 (current date) Posting date – 24/07/2007 (current date)

Account – \*\*\*\*\* (LG)

Trg.sp.G/L Ind. – A & enter.

Amount – 25000/-

Business area – 830B

Due on – 27/07/2007

Text – Down payment request & POST

## DISPLAY VENDOR A/C – TO SEE NOTED ITEMS:

All requests are comes under **NOTED ITEMS**. To see this, select the T code **FBL1N**.

Vendor Account – \*\*\*\*\* (LG) Company code – 8301

All Items

Noted items (deselect the rest of the all check boxes) & execute.

### ENTERING DOWNPAYMENT MADE TO VENDOR:

- ✓ Accounting → Financial Accounting → Accounts Payable → Document Entry → Down payment → Down payment (or) **F-48**

Document date – 24/07/2007 Posting date – 24/07/2007

Account – \*\*\*\*\* (LG) Special G/L ind – A

Account – 211002 Business area – 830B

Amount – 25000/-

Value date – 24/07/2007 Text – Down payment paid. (**Don't press enter**)

Select REQUEST button.

DocumentNo	Itm	Due	Account assignment	Amount
<input checked="" type="checkbox"/> 0000700000	001	27.07.07		25.000,00-

Select the check box as shown in the above picture & select CREATE DOWN PAYMENTS button and SAVE.

## **DISPLAY VENDOR A/C – TO SEE DOWN PAYMENT MADE:**

Select the T code **FBL1N**

Vendor Account – \*\*\*\*\* (LG)

Company code – 8301

All Items

Special G/L transactions (deselect the rest of the all check boxes) & execute.

## **POST PURCHASE INVOICE AGAINST PAYMENT MADE:**

- ✓ Accounting → Financial Accounting → Accounts Payable → Document Entry → Invoice - general (or) **F-43**

Document Date – \*\*/\*\*/\*\*\*\*

Posting Date – \*\*/\*\*/\*\*\*\*

Company Code – 8301

Currency – INR

PstKy – 31

Account – \*\*\*\*\* (LG) & press enter

Amount – 50,000/-

Business Area – 830B

Payt terms – 830I

Text – Goods purchased

PstKy – 40

Account – 401000 (Material Purchased) & press enter

Amount – \*

Business Area – 830B

Text – + & press enter. Select menu item DOCUMENT → SIMULATE & POST.

## **CLEARING OF DOWNPAYMENT MADE AGAINST INVOICE:**

- ✓ Accounting → Financial Accounting → Accounts Payable → Document Entry → Down payment → Clearing (or) **F-54**

Document date – 24/07/2007

Posting date – 24/07/2007

Account – \*\*\*\*\* (LG)

Invoice ref. – \*\*\*\*\* (against which Vendor invoice you want to clear)

Text – Clearing document

Select PROCESS DOWN PAYMENTS button. Double click in the TRASFER POSTING (or) specify the amount & SIMULATE & SAVE.

## **DISPLAY VENDOR A/C – TO SEE OPEN ITEMS:**

Select the T code **FBL1N**

Customer Account – \*\*\*\*\* (LG)

Company code – 8301

Open items

Normal items (deselect the rest of the all check boxes) & execute.

## **CLEARING OPEN ITEMS MANUALLY:**

- ✓ Accounting → Financial Accounting → Accounts Payable → Account → Clear (or) **F-44**

Account – \*\*\*\*\* (LG)

Clearing date – \*\*/\*\*/\*\*\*\* (Current Date)

Select PROCESS OPEN ITEM button. First deselect all items (by double clicking on the line items). Then double click on the first invoice line Item (Invoice – 25,000) and double click on the payment (Document type – KA) and SIMULATE and POST.

## **DISPLAY VENDOR A/C – TO SEE ALL ITEMS:**

Select the T code **FBL1N**

Customer Account – \*\*\*\*\* (LG)

Company code – 8301

All items

Normal items (deselect the rest of the all check boxes) & execute.

## BILL OF EXCHANGE

Bill of exchange is short term finance. In this case, customer gives an acceptance to the company against for the supplies that he will make the payment to company (or) 3<sup>rd</sup> party. Basing on this company may discount the bills in a Bank (or) it may send for collection (this is done only on the due date). This is a “special G/L transaction”.

### DEFINE G/L ACCOUNTS:

T code – **FS00**

We already defined the G/L Accounts (**Page no. 43**). They are as follows.

1. **255000** – Bills receivable A/C (it is a Customer reconciliation a/c)
2. **155000** – Bills discounting A/C
3. **255100** – Bills for collection – “create this by using **255000** as reference”.

### **ESTABLISH LINK BETWEEN A/R & B/R & BILLS FOR COLLECTION USING SPECIAL G/L INDICATOR “W”**

#### DEFINE ALTERNATIVE RECONCILIATION A/C FOR BILLS OF EXCHANGE RECEIVABLE:

- ✓ SPRO → REF IMG → Financial Accounting → Bank Accounting → Business Transactions → Bill of Exchange Transactions → Bills of Exchange Receivable → Post Bill of Exchange Receivable → Define Alternative Reconciliation Account for Bills of Exchange Receivable (or) **OBYN**

Double click on D, W (B/E receivable) combination line. Enter Chart of Accounts – 8301 and enter.

Recon. acct Special G/L account Planning level			
250000	255000		<input type="button" value=""/>

& SAVE.

Double click on D, B (Bills for collection) (**to change the name, put the cursor on the D, B combination and go to menu item EDIT → CHANGE NAME and enter name as “Bills for collection”**) combination line.

Recon. acct Special G/L account Planning level			
250000	255100		<input type="button" value=""/>

& SAVE.

#### DEFINE ACCOUNTS FOR BILL OF EXCHANGE TRANSACTIONS:

- ✓ SPRO → REF IMG → F. Accounting → Bank Accounting → Business Transactions → Bill of Exchange Transactions → Bills of Exchange Receivable → Post Bill of Exchange Receivable → Define Accounts for Bill of Exchange Transactions (or) **OBYH**

Double click on “Bank discount charges” – BDS & enter Chart of Accounts – 8301 & enter

Account
440300

(Bank discount charges) & SAVE.

Double click on “Bank collection charges” – BIK.

Account
440400

(Bank collection charges) & SAVE.

#### DEFINE BANK SUB ACCOUNTS:

- ✓ SPRO → REF IMG → Financial Accounting → Bank Accounting → Business Transactions → Bill of Exchange Transactions → Bills of Exchange Receivable → Present Bill of Exchange Receivable at Bank → Define Bank Sub accounts (or) **OBYK**

Select NEW ENTRIES button.

ChAc	Bank acct	Usage	Sp.G/L	Customer recon. acct	Bank subaccount for liab.
8301	211000	Discounting	W	250000	155000
8301	211000	Collection	B	250000	155000

SAVE.

### **1.1 POSTING CUSTOMER INVOICE – this is for DISCOUNTING BILL:**

- ✓ Accounting → Financial Accounting → Accounts Receivable → Document Entry → Invoice - general (or) **F-22**

Document Date – 25/07/2007                      Posting Date – 25/07/2007  
 Company Code – 8301                              Currency – INR  
 PstKy – 01                              Account – \*\*\*\*\* (HYUNDAI – Head office) & press enter  
 Amount – 100000/-                      Business Area – 830L  
 Text – Invoice for Bill for Discount  
 PstKy – 50                              Account – 300000 (Sales revenue) & press enter  
 Amount – \*                              Business Area – 830L  
 Text – + & press enter. Select menu item DOCUMENT → SIMULATE & POST.

### **1.2 BILL OF EXCHANGE PAYMENT– Discounting:**

- ✓ Accounting → Financial Accounting → Accounts Receivable → Document Entry → Bill of exchange → Payment (or) **F-36**

Document Date – 25/07/2007                      Posting Date – 25/07/2007  
 Company Code – 8301                              Currency – INR  
 Incoming payment  
 PstKy – 09                              Account – \*\*\*\*\* (HYUNDAI – Head office) Sp.G/L – W & enter  
 Amount – 100000/-                      Business Area – 830L  
 Text – Bills of exchange documents received for Discount  
 Due on – **01/08/2007** (6days due)              Planning usage – **Discounting** & select  
 PROCESS OPEN ITEMS button and press enter. First deselect all items by double  
 clicking on them. Then select only Bills of Exchange invoice & SIMULATE & SAVE  
 (remember the saved document no).

### **DISPLAY G/L ACCOUNT: T CODE “FS10N”**

G/L Account – 255000                              Company code – 8301  
 Fiscal year – 2007 and execute.

### **DISPLAY CUSTOMER ACCOUNT: T CODE “FBL5N”**

Customer Account – \*\*\*\*\* (HYUNDAI – Head office)      Company code – 8301  
 All Items and execute.

### **1.3 DISCOUNTING OF BILL IN BANK:**

- ✓ Accounting → Financial Accounting → Accounts Receivable → Document Entry → Bill of exchange → Discounting (or) **F-33**

Document Date – 25/07/2007                      Posting Date – 25/07/2007  
 Company Code – 8301                              Currency – INR  
 Usage – **Discounting**                              Value Date – 25/07/2007  
 Bank account – 211000                              Business area – 830L  
 Amount – 99000                                      Bank Charges – 1000  
 Text – Discounting bills in the ABN Bank and select “SELECT BILL OF EXCHANGE”  
 button.

Doc. Number	Item	Fiscal year
400030		2007

(You have to give above remembered Doc. no. (Or) go to T code FBL5N. There give your customer (HYUNDAI – Head off.) and execute. There you will find Document type – DZ and Amount – 100000/- here also you can find the Doc. no.)

Then press enter and select  DISPLAY DOCUMENT OVERVIEW button & SAVE (if it says “correct the mark line item”, then double click on the BLUE COLOR line item and in the Business are – 830L and enter the Text – Bank Discount Charges & SIMULATE & POST).

## **BILL OF EXCHANGE REGISTER:**

- ✓ Accounting → Financial Accounting → Accounts Receivable → Periodic Processing → Bill of exchange processing → Korea → Bill of exchange management

Discount/Collected & execute.

#### **1.4 REVERSE CONTINGENT LIABILITY FOR BILL DISCOUNTING:**

Once customer makes payment to the bank, then we have to clear the contingent liability (G/L no. 255000) as follows.

- ✓ Accounting → Financial Accounting → Accounts Receivable → Document Entry → Bill of exchange → Reverse contingent liability (or) **F-20**

**Document Date – 25/07/2007**      **Posting Date – 25/07/2007**  
**Company Code – 8301**      **Currency – INR**

Due by – **01/08/2007** & select EDIT LINE ITEMS. To select the bill, specify the “+” symbol on “COM” box & POST.

## **DISPLAY G/L ACCOUNT: T CODE “FS10N”**

G/L Account – 255000 Company code – 8301 Fiscal year – 2007 and execute.

## **2.1 POSTING CUSTOMER INVOICE – this is for COLLECTION BILL:**

- ✓ Accounting → F. A. → A. R. → Document Entry → Invoice - general (or) **F-22**

**Document Date – 25/07/2007**      **Posting Date – 25/07/2007**  
**Company Code – 8301**      **Currency – INR**

PstKy – 01                      Account – \*\*\*\*\* (TCS) & press enter  
Amount – 90,000/-              Business Area – 830H  
Text – Invoice for Bill for Collection

PstKy – 50                      Account – 300000 (Sales revenue) & press enter  
Amount – \*                      Business Area – 830H  
Text – + & press enter. Select menu item DOCUMENT → SIMULATE & POS

## **2.2 BILL OF EXCHANGE PAYMENT – Collection:**

- ✓ Accounting → F. A. → A/R → Document Entry → Bill of exchange → Payment (or) F-36

**Document Date – 25/07/2007**      **Posting Date – 25/07/2007**  
**Company Code – 8301**      **Currency – INR**

 Incoming payment

PstKy – 09                      Account – \*\*\*\*\* (TCS)  
Amount – 90000/-              Business Area – 830H

Due on – **01/08/2007** (6days due) Planning usage – **Collection & select PROCESS**  
OPEN ITEMS button and press enter. First deselect all items by double clicking on them.  
Then select only Bills of Exchange invoice & SIMULATE & SAVE (**remember the saved document no.**)

DISPLAY C/L ACCOUNT: T-CODE "ES10N"

**DISPLAY G/L ACCOUNT:** **I CODE - FSTUN** **Company code:** 8301 **Fiscal year:** 2007 and execute.

#### **DISPLAY CUSTOMER ACCOUNT: T-CODE "FBL5N"**

Customer Account - \*\*\*\*\* (TCS) Company code - 8301 All Items & execute

### **2.3 SENT THE BILL TO CUSTOMER FOR COLLECTION:**

- ✓ Accounting → Financial Accounting → Accounts Receivable → Document Entry → Bill of exchange → Collection (or) **F-34**

Document Date – **01/08/2007**

Posting Date – **01/08/2007**

Company Code – 8301

Currency – INR

Usage – **Collection**

Value Date – **01/08/2007**

Bank account – 211000

Business area – 830H

Amount – 89500

Bank Charges – 500

Text – Bill sent for collection and select “SELECT BILL OF EXCHANGE” button.

Doc. Number	Item	Fiscal year
400031		2007

(You have to give above remembered Doc. no. (Or) go to T code **FBL5N**. There give your customer (TCS) and execute. There you will find Document type – DZ and Amount – 90000/- here also you can find the Doc. no.)

Then press enter and select  DISPLAY DOCUMENT OVERVIEW button & SAVE (if it says “correct the mark line item”, then double click on the BLUE COLOR line item and in the Business are – 830H & enter the Text – Bank Collection Charges & SIMULATE & ).

### **BILL OF EXCHANGE REGISTER:**

- ✓ Accounting → Financial Accounting → Accounts Receivable → Periodic Processing → Bill of exchange processing → Korea → Bill of exchange management

Chart of accounts – 8301

G/L account – 255100

Company Code – 8301

Business area – 830H

Special G/L Indicator – B (Bills for collection)

Usage – I (Collection)

Discount/Collected  & execute.

### **2.4 REVERSE CONTINGENT LIABILITY FOR BILL COLLECTION:**

Once customer makes payment to company, then we have to clear the contingent liability (G/L no. 255100) as follows.

- ✓ Accounting → Financial Accounting → Accounts Receivable → Document Entry → Bill of exchange → Reverse contingent liability (or) **F-20**

Document Date – **01/08/2007**

Posting Date – **01/08/2007**

Company Code – 8301

Currency – INR

G/L account – 255100

Usage – **Collection**

Due by – **01/08/2007** & select EDIT LINE ITEMS. To select the bill, specify the “+” symbol on “COM” box & POST.

### **DISPLAY G/L ACCOUNT: T CODE “FS10N”**

G/L Account – 255100

Company code – 8301

Fiscal year – 2007 and execute.

### **BILL OF EXCHANGE FLOW OF ENTRIES**

#### ACCOUNTS ENTRIES

1. Customer A/C Dr  
To Sales Revenue A/C

**F-22**

2. Bill Receivable A/C Dr  
To Customer A/C

**F-36**

3. ABN Bank A/C Dr  
Discount A/C Dr  
To Bill Receivable A/C

**F-33**

1. Customer A/C Dr  
To Sales Revenue A/C

2. B. E. Special G/L A/C Dr  
To Customer A/C

3. ABN Bank A/C Dr  
Discount A/C Dr  
To Bill Receivable A/C

**F-20**

4. Bills Discount A/C Dr  
To B. E. Special G/L A/C

## TAXES

Using this application component you can calculate, prepare and reports to tax authorities of the following types of Taxes.

1. Tax on sales/purchases
    - Tax on **sales** is **Output tax – A**
    - Tax on **purchases** is **Input tax – V**
  2. VAT – Value Added Tax
  3. Acquisition tax – In some countries, deliveries to certain companies abroad can be tax-exempt, such as in the case of goods exported within the EU.  
The vendor does not charge any tax in these cases, although the invoice will record the fact that no tax was charged on the transaction.
  4. Sales & use tax (U.S.A.) – In the United States, tax on sales and purchases is Known as sales and use tax
  5. with holding tax (T.D.S.)

There are 2 types of taxations levels are there.



To meet this requirement SAP uses **tax jurisdiction code**, which is an 8 character code divided into 4 parts.

<https://forums.sdn.sap.com/thread.jspa?threadID=862970&tstart=0>

A jurisdiction code specifies to the tax authorities, to which sales tax is to be paid and how much amount (or) a jurisdiction code is a combination of tax authorities, who claim taxes on sale. Up to 4 levels below federal level is possible.

1. State                  2. Country                  3. City Code                  4. Sub city code

**Ex. U.S.A.**

State	Country	City	Sub City
2	3	4	1
↓	↓	↓	↓
25	012	1105	1

For taxation purpose SAP divides the G/L into 3 categories.

- (A) Tax relevant A/C      (B) Tax A/C      (C) Tax no relevant A/C

**(A) TAX RELEVANT A/C:** means account on which taxes are calculated. To specify it is tax relevant account, SAP uses the following symbols which are to be specified the tax category of the G/L account. The system activates the tax code under document.

Output tax symbol – “+”

Input tax symbol – “-”

Both - “\*”

While posting information you may post either taxable item (or) non taxable item in the G/L account. To allow non taxable item postings, under G/L account (under CONTROL DATA tab) you need to select the  **Posting without tax allowed** check box. **EX.** Sales, Purchases.

(B) **TAX A/C:** are those accounts which are used to post the tax component of the tax relevant accounts.

Symbol for Output tax – “>”

Symbol for Input tax – “<”

These symbols are to be specified in the tax category field.

**EX.** Excise duty payable, Cess payable, CST payable, VAT payable, VAT paid.

**(C) TAX NOT RELEVANT A/C:** other than the above are tax not relevant account (0r) doesn't specify the tax category field then it is a tax not relevant account.

**Taxes are to be configured at country level.** For this purpose SAP uses procedure and maintains the tax procedure at country level.

A “**Tax procedure**” is a chart used to specify the calculation procedure for how taxes are to be calculated. Tax procedure contains the following steps.

1. Which is used to specify for the calculation of taxes (or) tax is to be calculated on certain base amount.
2. In each step you need to specify

**(i) Condition type:** specify the base amount in the FROM STEP & TO STEP

**(ii) Account Key:** used to post the tax component to a separate G/L account (or) to same account. Account key determines whether to post to a G/L a/c (or) distribution exp. (or) revenue a/c

#### **What is a Condition?**

Condition is used to determine the base amount (or) calculation rules. A condition type may be created for any of the following purpose.

1. Determine the price (Sales & Distribution)
2. Discount (Trade discount)
3. Sub charges ( Taxes, freight (or) any one of these in invoice)

**CONDITION TYPE:** contains condition of class. Condition of class contains the above (it may be price or taxes).

**CALCULATION TYPE:** whether it is percentage, quality based calculation or a fixed amount.

**CONDITION CATEGORY:** is for taxes, price etc.

If you are applying taxes at jurisdiction level then you have to specify the jurisdiction level category otherwise specify the tax category.

**ACCESS SEQUENCE:** is specify only for calculating the taxes, discounts, surcharges

**CONDITION TECHNIQUES:** is used to determine price, discount & surcharge which contain the following elements.

- 1) Condition type (2) Condition table (3) Access sequence (4) Condition records

**TAXINN** procedure is used for **MM** & **TAXINJ** procedure is used for **SD**.

#### **TAX PROCEDURE**

#### **DEFINE CONDITION TYPES:**

- ✓ SPRO → REF IMG → Financial Accounting → Financial Accounting Global Settings → Tax on Sales/Purchases → Basic Settings → Check Calculation Procedure (or) **OBQ1**

Double click on “**DEFINE CONDITION TYPE**”

Define condition types for Base amount, Output tax, Input tax.

**Default condition types provided by SAP system** “**BASB**” for “Base amount”, “**MWAS**” for “Output tax”, “**MWVS**” for “Input tax”.

#### **Create Condition Types for Output Tax:**

1. Select “**MWAS**” (Output tax) & select COPY button.

Condition type – **O830 – Excise duty payable**

Condition class – D and enter & SAVE.

2. Select “**MWAS**” (Output tax) & select COPY button.

Condition type – **O831 – Cess payable**

Condition class – D and enter & SAVE.

3. Select “**MWAS**” (Output tax) & select COPY button.

Condition type – **O832 – VAT payable**

Condition class – D and enter & SAVE.

4. Select “**MWAS**” (Output tax) & select COPY button.

Condition type – **O833 – CST payable**

Condition class – D and enter & SAVE.

### Create Condition Types for Input Tax:

1. Select “MWVS” (Input tax) & select COPY button.  
Condition type – **I830 – Excise duty paid**  
Condition class – D and enter & SAVE.
2. Select “MWVS” (Input tax) & select COPY button.  
Condition type – **I831 – Cess paid**  
Condition class – D and enter & SAVE.
3. Select “MWVS” (Input tax) & select COPY button.  
Condition type – **I832 – VAT paid**  
Condition class – D and enter & SAVE.
4. Select “MWVS” (Input tax) & select COPY button.  
Condition type – **I833 – CST paid**  
Condition class – D and enter & SAVE.

### CHECK AND CHANGE SETTINGS FOR TAX PROCESSING:

- ✓ SPRO → REF IMG → Financial Accounting → Financial Accounting Global Settings → Tax on Sales/Purchases → Basic Settings → Check and Change Settings for Tax Processing (or) **OBCN**  
Select NEW ENTRIES button.

1. Process – **O80**, Description – **Excise duty payable**, Tax type – **1** (Output tax), Posting indicator – **2** (Separate line item) & SAVE.
2. Process – **O81**, Description – **Cess payable**, Tax type – **1**, Posting indicator – **2** & SAVE
3. Process – **O82**, Description – **VAT payable**, Tax type – **1**, Posting indicator – **2** & SAVE
4. Process – **O83**, Description – **CST payable**, Tax type – **1**, Posting indicator – **2** & SAVE
5. Process – **I80**, Description – **Excise duty paid**, Tax type – **2** (Input tax), Posting indicator – **3** (Distribute to relevant exp. /revenue items) & SAVE.
6. Process – **I81**, Des. – **Cess paid**, Tax type – **2**, Posting indicator – **3** & SAVE.
7. Process – **I82**, Des. – **VAT paid**, Tax type – **2**, Posting indicator – **2** & SAVE.
8. Process – **I83**, Des. – **CST paid**, Tax type – **2**, Posting indicator – **3** & SAVE.

### DEFINE TAX PROCEDURE:

- ✓ SPRO → REF IMG → Financial Accounting → Financial Accounting Global Settings → Tax on Sales/Purchases → Basic Settings → Check Calculation Procedure (or) **OBQ3**

Double click on “DEFINE PROCEDURES” & select NEW ENTRIES.



Select your tax procedure as shown in the above picture. Double click on CONTROL DATA (left side) & select NEW ENTRIES.

Step	Cntr	CTyp	Description	Fro	To	Man.	Mdt	Stat	Print	SubTo	Reqt	AltCTy	AltCBV	ActKy	Accrils
10	0	BASB	Base Amount			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
100	0	I830	Excise duty paid	10	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							I80
110	0	I831	Cess paid	100	100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							I81
120	0	I832	VAT paid	10	110	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							I82
130	0	I833	CST paid	10	110	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							I83
140	0		Total tax paid	100	130	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>							
150	0		Base Amount	10	10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>							
200	0	0830	Exciseduty Payable	150	150	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							080
210	0	0831	Cess payable	200	200	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							081
220	0	0832	VAT payable	150	210	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							082
230	0	0833	CST payable	150	210	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							083
240	0		Total tax payable	200	230	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>							

& SAVE.

## ASSIGN COUNTRY TO CALCULATION PROCEDURE:

- ✓ SPRO → REF IMG → Financial Accounting → Financial Accounting Global Settings → Tax on Sales/Purchases → Basic Settings → Assign Country to Calculation Procedure (or) **OBBG**

Select POSITION button. Country – IN and enter.

Cty	Name	Proc.
IN	India	8301

& SAVE.

## ACTIVATE COUNTRY VERSION INDIA FOR SPECIFIC FISCAL YEAR:

- ✓ SPRO → REF IMG → Financial Accounting → Financial Accounting Global Settings → Tax on Sales/Purchases → Basic Settings → India → Activate Country Version India for Specific Fiscal Year

Select POSITION button. Component – IN and enter.

Comp	To year	Activ
IND	2999	<input checked="" type="checkbox"/>

& SAVE.

## DEFINE TAX CODES FOR SALES AND PURCHASES:

- ✓ SPRO → REF IMG → Financial Accounting → Financial Accounting Global Settings → Tax on Sales/Purchases → Calculation → Define Tax Codes for Sales and Purchases (or) **FTXP**

Country – IN and enter. Tax code – **I0** (Exempted tax) and enter

(1) Tax code – **I0 – Input tax Exempted**, Tax type – **V (Input tax)** & press enter

Excise duty paid – 0, Cess paid – 0, VAT paid – 0, CST paid – 0 & enter (you can find the same in the below picture)

Tax Type	Acct	Key	Tax Percent.	Rate	Level	From Lvl	Cond. Type
Base Amount					10	0	BASB
Excise duty paid	I80		0,000		100	10	I830
Cess paid	I81		0,000		110	100	I831
VAT paid	I82		0,000		120	10	I832
CST paid	I83		0,000		130	10	I833

SAVE.

If you want to deactivate any line, then put cursor on that line and select DEACTIVATE LINE button.

(2) Tax code – **I1 – Excise duty paid + Cess paid + VAT paid**, Tax type – **V (Input tax)** & press enter. Excise duty paid – 16.5, Cess paid – 2, VAT paid – 12.5, CST paid – 0 & Enter & SAVE.

(3) Tax code – **I2 – Excise duty paid + Cess paid + CST paid**, Tax type – **V (Input tax)** & presses enter. Excise duty paid – 16.5, Cess paid – 2, VAT paid – 0, CST paid – 4 & Enter & SAVE.

(4) Tax code – **O0 – Output tax Exempted**, Tax type – **A (Output tax)** & Enter Excise duty payable – 0, Cess payable – 0, VAT payable – 0, CST payable – 0 & enter (you can find the same in the below picture)

Tax Type	Acct	Key	Tax Percent.	Rate	Level	From Lvl	Cond. Type
Base Amount					10	0	BASB
Excise duty paid	I80		16.5		100	10	I830
Cess paid	I81		2		110	100	I831
VAT paid	I82		12.5		120	10	I832
CST paid	I83		0		130	10	I833
Total tax paid					140	100	
Base Amount					150	10	
Exciseduty Payable	O80		0,000		200	150	O830
Cess payable	O81		0,000		210	200	O831
VAT payable	O82		0,000		220	150	O832
CST payable	O83		0,000		230	150	O833
Total tax payable					240	200	

& SAVE.

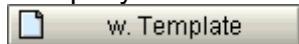
- (5) Tax code – **O1 – Excise duty payable + Cess payable + VAT payable**, Tax type – **A (Output tax)** & Enter Excise duty payable – 16.5, Cess payable – 2, VAT payable – 12.5, CST payable – 0 & enter & SAVE.
- (6) Tax code – **O2 – Excise duty payable + Cess payable + CST payable**, Tax type – **A (Output tax)** & Enter Excise duty payable – 16.5, Cess payable – 2, VAT payable – 0, CST payable – 4 & enter & SAVE.

#### **DEFINE G/L ACCOUNTS FOR TAX ACCOUNTS:**

- ✓ A/C → F A → G L → Master Records → Individual processing → Centrally (or) **FS00**
73. Enter G/L Account No. – **160300 (VAT payable A/C)** & select **CHANGE**  button. Go to CONTROL DATA tab there select Tax category – “>” (**Output tax**) & SAVE.
74. Enter G/L Account No. – **160301**  
 Company Code – 8301 and select CREATE w. Template button.  
 **w. Template**. There give Reference General Ledger no – 160300 and Company Code – 8301 and enter. In the next screen change Description – **Excise duty payable A/C** & SAVE.
75. Enter G/L Account No. – **160302**  
 Company Code – 8301 and select CREATE w. Template button.  
 **w. Template**. There give Reference General Ledger no – 160300 and Company Code – 8301 and enter. In the next screen change Description – **Cess payable A/C** and SAVE
76. Enter G/L Account No. – **160303**  
 Company Code – 8301 and select CREATE w. Template button.  
 **w. Template**. There give Reference General Ledger no – 160300 and Company Code – 8301 and enter. In the next screen change Description – **CST payable A/C** and SAVE
77. Enter G/L Account No. – **260300**  
 Company Code – 8301 and select CREATE  button.
- Under Type/Description tab**  
 Account Group – ASSETS  
 • Balance sheet  
 Short text – **VAT paid A/C**  
 G/L acct long text – **VAT paid A/C**
- Under Control data tab**  
 Account currency – INR  
 Only Balances in local currency  
 Tax category – “<” (**Input tax**)  
 Line item display  
 Sort key – 001
- Under Create/bank/interest tab**  
 Field status group – G001 and SAVE.
78. Enter G/L Account No. – **260301**  
 Company Code – 8301 and select CREATE w. Template button.  
 **w. Template**. There give Reference General Ledger no – 260300 and Company Code – 8301 and enter. In the next screen change Description – **Excise duty paid A/C** and SAVE.

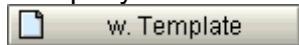
**79. Enter G/L Account No. – 260302**

Company Code – 8301 and select CREATE w. Template button.

 There give Reference General Ledger no – 260300 and Company Code – 8301 and enter. In the next screen change Description – **Cess paid A/C** and SAVE.

**80. Enter G/L Account No. – 260303**

Company Code – 8301 and select CREATE w. Template button.

 There give Reference General Ledger no – 260300 and Company Code – 8301 and enter. In the next screen change Description – **CST paid A/C** and SAVE.

**SPECIFY TAX CATEGORY TO SALES REVENUE A/C & PURCHASE A/C's:**

81. Enter G/L Account No. – **300000 (Sales Revenue A/C)** & select **CHANGE**  button. Go to CONTROL DATA tab there select Tax category – “+” & select check box  **Posting without tax allowed** & SAVE.

82. Enter G/L Account No. – **401000 (Material Purchases A/C)** & select **CHANGE**  button. Go to CONTROL DATA tab there select Tax category – “-” & select check box  **Posting without tax allowed** & SAVE.

83. Enter G/L Account No. – **402000 (Stores & Spares A/C)** & select **CHANGE**  button. Go to CONTROL DATA tab there select Tax category – “-” & select check box  **Posting without tax allowed** & SAVE.

**SPECIFY TAX CATEGORY TO A/R & A/P:**

84. Enter G/L Account No. – **150000 (Accounts Payable A/C)** & select **CHANGE**  button. Go to CONTROL DATA tab there select Tax category – “-” & select check box  **Posting without tax allowed** & SAVE.

85. Enter G/L Account No. – **250000 (Accounts Receivable A/C)** & select **CHANGE**  button. Go to CONTROL DATA tab there select Tax category – “-” & select check box  **Posting without tax allowed** & SAVE.

**DEFINE G/L ACCOUNT'S FOR TAX POSTINGS:**

- ✓ SPRO → REF IMG → Financial Accounting → Financial Accounting Global Settings → Tax on Sales/Purchases → Postings → Define Tax Accounts (or) **OB40**

1. Go to your Account Key **O80** (Excise duty payable), double click on it and enter your chart of accounts – 8301 and press enter and select Tax code  check box & SAVE. Select POSTING KEY button. Enter Dr – 40, Cr – 50 & SAVE. Select ACCOUNTS button.

Tax code	Account
00	160301
01	160301
02	160301

& SAVE & BACK

2. Go to your Account Key **O81** (Cess payable), double click on it and enter your chart of accounts – 8301 and press enter and select Tax code  check box & SAVE. Select POSTING KEY button. Enter Dr – 40, Cr – 50 & SAVE. Select ACCOUNTS button.

Tax code	Account
00	160302
01	160302
02	160302

& SAVE & SAVE & BACK.

3. Go to your Account Key **O82** (VAT payable), double click on it and enter your chart of accounts – 8301 and press enter and select Tax code  check box & SAVE. Select POSTING KEY button. Enter Dr – 40, Cr – 50 & SAVE. Select ACCOUNTS button.

Tax code	Account
00	160300
01	160300
02	160300

& SAVE & SAVE & BACK.

4. Go to your Account Key **O83** (CST payable), double click on it and enter your chart of accounts – 8301 and press enter and select Tax code  check box & SAVE. Select POSTING KEY button. Enter Dr – 40, Cr – 50 & SAVE. Select ACCOUNTS button.

Tax code	Account
00	160303
01	160303
02	160303

& SAVE & SAVE & BACK.

5. Go to your Account Key **I82** (VAT paid), double click on it and enter your chart of accounts – 8301 and press enter and select Tax code  check box & SAVE. Select POSTING KEY button. Enter Dr – 40, Cr – 50 & SAVE. Select ACCOUNTS button.

Tax code	Account
I0	260300
I1	260300
I2	260300

& SAVE & SAVE & BACK.

#### **CALCULATE TAXES FOR VENDOR INVOICE:**

- ✓ Accounting → Financial Accounting → Accounts Payable → Document Entry → Invoice - general (or) **F-43**

1. Document Date – \*\*/\*\*/\*\*\*\*                          Posting Date – \*\*/\*\*/\*\*\*\*  
 Company Code – 8301                                  Currency – INR  
 PstKy – 31                                              Account – \*\*\*\*\* (DELL) & press enter  
 Amount – 100000/-                                    Tax amount – 25000/- (**if you are entering Tax amount manually then don't select  Tax code check box**)  
 Business Area – 830B  
 Text – Material purchased  
 PstKy – 40                                              Account – 401000 (Material Purchased) & press enter  
 Amount – \*                                              Tax code – I1                                      Business Area – 830B  
 Text – + & press enter. Select menu item DOCUMENT → SIMULATE & press enter (if it says correct the marked line item then double click on it and press BACK button). To see the tax calculation press on **H Taxes** button and press BACK button & POST.

2. Document Date – \*\*/\*\*/\*\*\*\*                          Posting Date – \*\*/\*\*/\*\*\*\*  
 Company Code – 8301                                    Currency – INR  
 PstKy – 31                                              Account – \*\*\*\*\* (EPIC TECHNOLOGIES) & press enter  
 Amount – 100000/-                                     Calculate Tax                              Business Area – 830N  
 Text – Material purchased  
 PstKy – 40 Account – 401000 (Material Purchased) & press enter  
 Amount – \*                                              Tax code – I1                                      Business Area – 830N  
 Text – + & press enter. Select menu item DOCUMENT → SIMULATE & press enter (if it says correct the marked line item then double click on it and press BACK button). To see the tax calculation press on **H Taxes** button and press BACK button & POST.

3. Document Date – \*\*/\*\*/\*\*\*\*      Posting Date – \*\*/\*\*/\*\*\*\*  
 Company Code – 8301      Currency – INR
- PstKy – 31      Account – \*\*\*\*\* (LG) & press enter  
 Amount – 50000/-       Calculate Tax      Business Area – 830B  
 Text – Material purchased
- PstKy – 40      Account – 401000 (Material Purchased) & press enter  
 Amount – \*      Tax code – **I0**      Business Area – 830B  
 Text – + & press enter. Select menu item DOCUMENT → SIMULATE & POST.
4. Document Date – \*\*/\*\*/\*\*\*\*      Posting Date – \*\*/\*\*/\*\*\*\*  
 Company Code – 8301      Currency – INR
- PstKy – 31      Account – \*\*\*\*\* (SATYAM) & press enter  
 Amount – 60000/-       Calculate Tax      Business Area – 830L  
 Text – Material purchased
- PstKy – 40      Account – 401000 (Material Purchased) & press enter  
 Amount – \*      Tax code – **I2**      Business Area – 830L  
 Text – + & press enter. Select menu item DOCUMENT → SIMULATE & POST.

#### **CALCULATE TAXES FOR CUSTOMER INVOICE:**

- ✓ Accounting → Financial Accounting → Accounts Receivable → Document Entry → Invoice - general (or) **F-22**

1. Document Date – \*\*/\*\*/\*\*\*\*      Posting Date – \*\*/\*\*/\*\*\*\*  
 Company Code – 8301      Currency – INR
- PstKy – 01      Account – \*\*\*\*\* (SAMSUNG) & press enter  
 Amount – 100000/-       Calculate Tax      Business Area – 830N  
 Text – Sale of goods
- PstKy – 50      Account – 300000 (Sales revenue) & press enter  
 Amount – \*      Tax code – **O1**      Business Area – 830N  
 Text – + & press enter. Select menu item DOCUMENT → SIMULATE & POST.
2. Document Date – \*\*/\*\*/\*\*\*\*      Posting Date – \*\*/\*\*/\*\*\*\*  
 Company Code – 8301      Currency – INR
- PstKy – 01      Account – \*\*\*\*\* (TCS) & press enter  
 Amount – 90000/-       Calculate Tax      Business Area – 830H  
 Text – Sale of goods
- PstKy – 50      Account – 300000 (Sales revenue) & press enter  
 Amount – \*      Tax code – **O2**      Business Area – 830H  
 Text – + & press enter. Select menu item DOCUMENT → SIMULATE & POST.

#### **TAX REPORT:**

- ✓ Accounting → Financial Accounting → General Ledger → Reporting → Tax Reports → General → Advance Return for Tax on Sales/Purchases → **Advance Return for Tax on Sales/Purchases**

Company Code – 8301  
 Fiscal year – \*\*\*\*

Posting date – 01.04.2007 to 31.08.2007 and press  EXECUTE button.

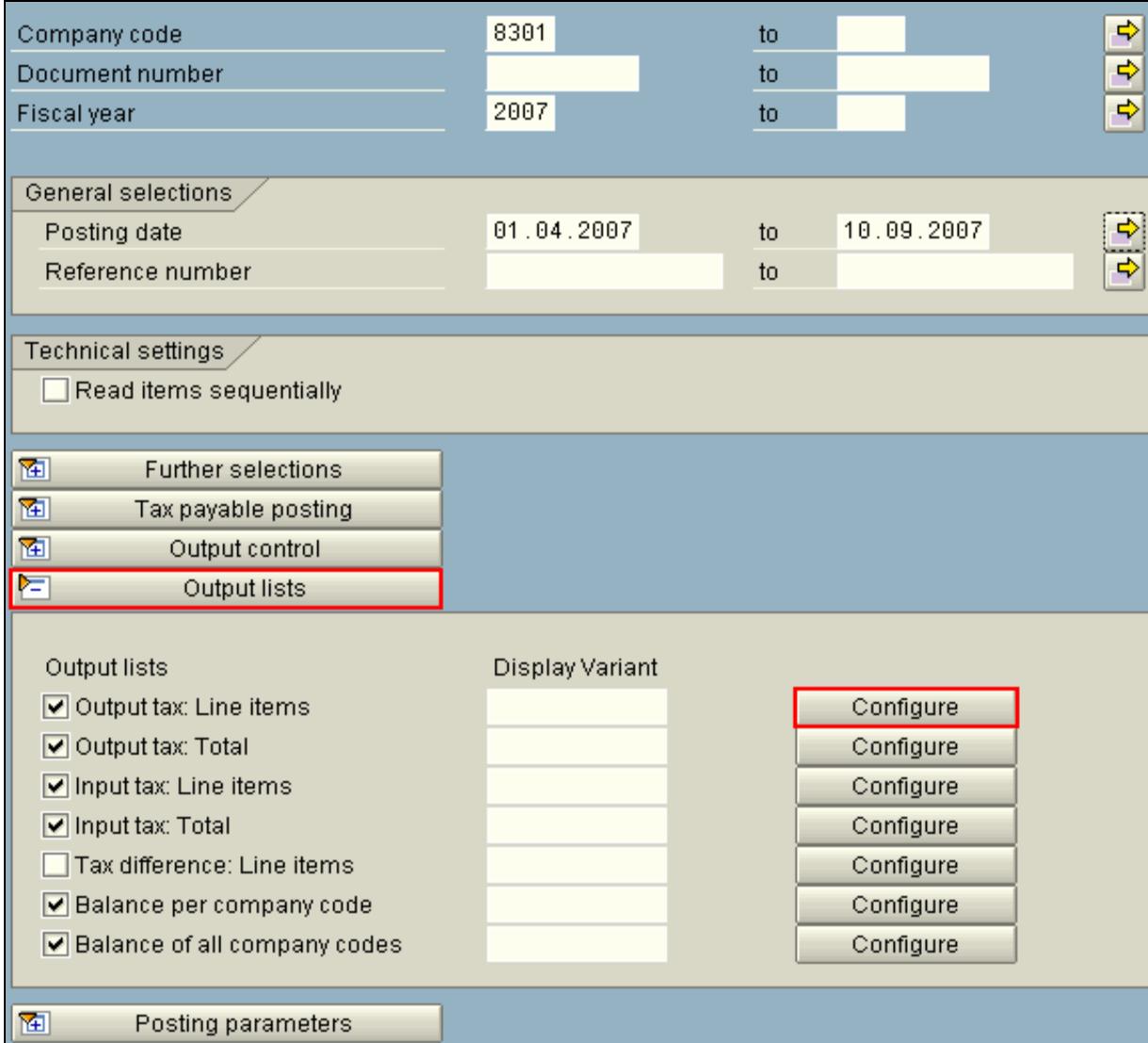
**NOTE:**

1. If you want only OUTPUT TAX items, select  Further selections button.

Transaction – O80

- Select output tax and press EXECUTE (F8) button.

2. To create the Tax report layout select  Output lists button. select in which format you want to configure. For example select CONFIGURE button (see the below picture).



The screenshot shows the SAP Fiori interface for configuring a Tax report layout. The main area displays several selection fields:

- Company code: 8301
- Document number: [redacted]
- Fiscal year: 2007
- General selections: Posting date (01.04.2007) to (10.09.2007), Reference number: [redacted]
- Technical settings:  Read items sequentially

In the sidebar on the right, there are several buttons:

- Further selections
- Tax payable posting
- Output control
- Output lists** (this button is highlighted with a red box)

Under the "Output lists" section, there are two columns:

Output lists	Display Variant	Configure
<input checked="" type="checkbox"/> Output tax: Line items	[redacted]	Configure
<input checked="" type="checkbox"/> Output tax: Total	[redacted]	Configure
<input checked="" type="checkbox"/> Input tax: Line items	[redacted]	Configure
<input checked="" type="checkbox"/> Input tax: Total	[redacted]	Configure
<input type="checkbox"/> Tax difference: Line items	[redacted]	Configure
<input checked="" type="checkbox"/> Balance per company code	[redacted]	Configure
<input checked="" type="checkbox"/> Balance of all company codes	[redacted]	Configure

At the bottom of the sidebar is a "Posting parameters" button.

There select CHANGE LAYOUT button. There select the fields according to the client requirement. For example CO CODE, TAX CODE, TAX RATE, OUTPUT TAX and TAX AMOUNT. Then save layout with the name “Z8301”. Select this layout as a default format and SAVE and come back to main screen & press execute button.

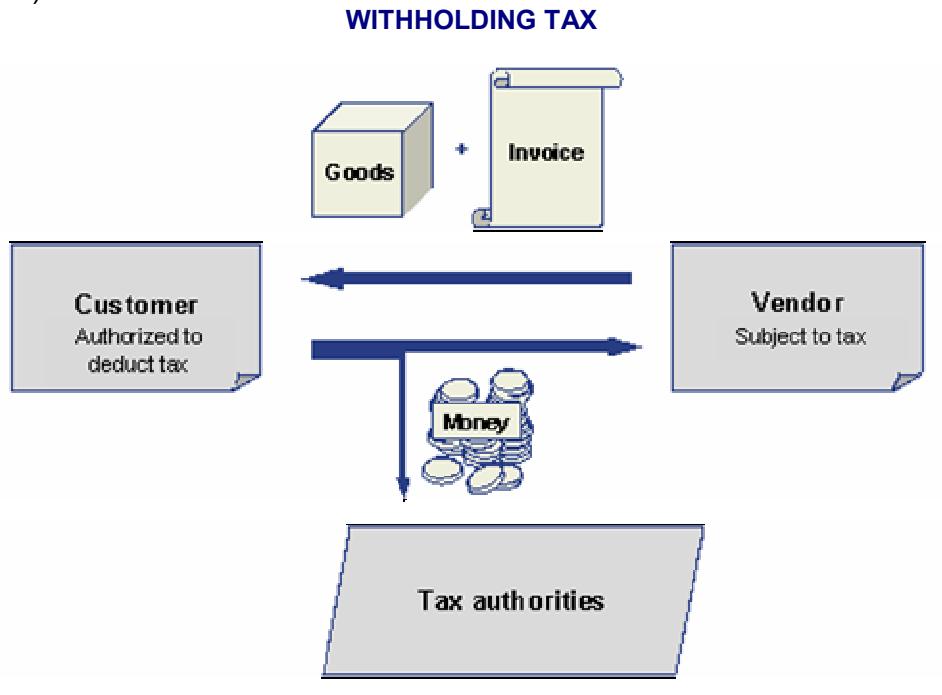
- ✓ Accounting → Financial Accounting → General Ledger → Reporting → Tax Reports → General → Additional List for Advance Return for Tax on Sales/Purchases → **Additional List for Advance Return for Tax on Sales/Purchases**

## WITHHOLDING TAX (TDS)

### DEFINITION

Tax that is charged at the beginning of the payment flow in some countries usually, the party that is subject to tax does not pay the withholding tax over to the tax authorities himself.

When a customer that is authorized to deduct withholding tax pays invoices from a vendor subject to withholding tax, the customer reduces the payment amount by the withholding tax proportion. The customer then pays the tax withheld directly to the appropriate tax authorities (see diagram).



An exception to this rule is self-withholding. The vendor subject to tax then has the right to pay the tax to the authorities himself.

### **USE**

To calculate, pay, and report the withholding tax, the SAP System provides two functions:

1. Classic Withholding Tax (all Releases)
2. Extended Withholding Tax (from Release 4.0)

For each company code, you can decide whether you want to use classic or extended withholding tax. Since the extended withholding tax option includes all the functions of classic withholding tax, SAP recommends the use of extended withholding tax (see below: Table of Classic and Extended Withholding Tax Functions or differences).

 If you have previously used classic withholding tax, and now wish to change over to extended withholding tax, you must first convert the withholding tax data in all the company codes affected.

Do **not** activate extended withholding tax before you have converted the data.

SAP has developed a special tool to support the withholding tax changeover. For more information, see **Withholding Tax Changeover**.

## CLASSIC AND EXTENDED WITHHOLDING TAX FUNCTIONS OR DIFFERENCES

Individual Functions	Classic Withholding Tax	Extended Withholding Tax
Withholding tax on outgoing payment	X	X
Withholding tax on incoming payment		X
Withholding tax posting at time of payment	X	X
Withholding tax posting at time of invoice		X
Withholding tax posting on partial payment		X
Number of withholding taxes for each document	Max. 1	Several
Withholding tax base:		
Net amount	X	X
Modified net amount		X
Gross amount	X	X
Tax amount		X
Modified tax amount		X
Rounding rule		X
Cash discount considered		X
Accumulation		X
Minimum/maximum amounts and exemption		X
Number assignment on document posting		X
Calculation formulas	X	X

In Classical withholding Tax we can create only one Tax code where in Extended Withholding Tax we can create multiple Tax codes.

### COUNTRY-SPECIFIC REQUIREMENTS

Due to legal requirements, the following countries use **EWT tax**:

America	Europe and Africa	Asia/Pacific
Argentina	United Kingdom	India
Brazil	Slovakia	The Philippines
Chile	Turkey	South Korea
Colombia		Thailand
Mexico		
Peru		
Venezuela		

### BASIC SETTINGS FOR EXTENDED WITHHOLDING TAX:

#### DEFINE TAX PROCEDURE:

- ✓ SPRO → REF IMG → Financial Accounting → Financial Accounting Global Settings → Withholding Tax → Extended Withholding Tax → Basic Settings → Check Withholding tax Countries

Select NEW ENTRIES

Ctry	WCty	Description
IN	IN	India

Country → Withholding tax country  
and SAVE.

### DEFINE OFFICIAL WITHHOLDING TAX CODES:

- ✓ SPRO → REF IMG → Financial Accounting → Financial Accounting Global Settings → Withholding Tax → Extended Withholding Tax → Basic Settings → Define Official Withholding Tax Codes



And press enter

### Select NEW ENTRIES

Country	IN	India
<b>Off. Key</b> <b>Name</b> <b>NatTaxCode</b>		
192	Sec 192 TDS on Salaries	
193	Sec 193 TDS on Interest on Securities	
194	Sec 194 TDS on Dividend	
194C	Sec 194C TDS on Contractors	
194I	Sec 194I TDS on Rent	
194J	Sec 194J TDS on Professional Fees	

And press enter and SAVE.

### CHECK INCOME TYPES:

- ✓ SPRO → REF IMG → Financial Accounting → Financial Accounting Global Settings → Withholding Tax → Extended Withholding Tax → Basic Settings → Check Income Types



and press enter

### Select NEW ENTRIES

Country	IN
<b>ITyp</b> <b>Text</b>	
1100	40 (1) Salary, Wage, Per Diem, Bonus
14A	40 (4) (A) Interest on Bonds, Deposits
14B	40 (4) (B) Dividends
1700	40 (7) Contract of Work
1500	40 (5) Property on Hire or Hire-Purchase

and press enter and SAVE.

### DEFINE BUSINESS PLACES:

- ✓ SPRO → REF IMG → Financial Accounting → Financial Accounting Global Settings → Withholding Tax → Extended Withholding Tax → Basic Settings → India → Define Business Places



And press enter

### Select NEW ENTRIES

Company Code	8301
Business Place	8301:Business Place - Tax Off

and SAVE.

Then it will display the below screen. Enter the data as shown in the below screen. After finishing entering data press enter and then SAVE.

#### **ASSIGN FACTORY CALENDARS TO BUSINESS PLACES:**

- ✓ SPRO → REF IMG → Financial Accounting → Financial Accounting Global Settings → Withholding Tax → Extended Withholding Tax → Basic Settings → India → Assign Factory Calendars to Business Places

Select NEW ENTRIES

Calendar for Payment Due date-EWT India				
Company C...	Business...	Fact...	Tax Due Date Rule	
8301	8301	01	Day After	

and SAVE.

#### **MAINTAIN TAX DUE DATES:**

- ✓ SPRO → REF IMG → Financial Accounting → Financial Accounting Global Settings → Withholding Tax → Extended Withholding Tax → Basic Settings → India → Maintain Tax Due Dates

Select NEW ENTRIES

Tax Due Dates				
Country	Official Withholding Tax Key	Recipient type	No. Days Until Tax Due Date	
IN	192		777	
IN	193		777	
IN	194		777	
IN	194C		777	
IN	194I		777	
IN	194J		777	

& SAVE.

#### **DEFINE WITHHOLDING TAX TYPES:**

#### **DEFINE WITHHOLDING TAX TYPE FOR INVOICE POSTING:**

- ✓ SPRO → REF IMG → Financial Accounting → Financial Accounting Global Settings → Withholding Tax → Extended Withholding Tax → Calculation → Withholding Tax Type → Define Withholding Tax Type for Invoice Posting

Country Key – IN and press enter

Select NEW ENTRIES

Country IN India			
<b>General data</b> Withhold tax type I7 Description TDS: Invoice Posting W/wtax type no. 1			
<b>Calculation</b> <table border="1"> <tr> <td> <input type="radio"/> Net amount  <input type="radio"/> Modif. net amount  <input checked="" type="radio"/> Gross amount  <input type="radio"/> Tax amount  <input type="radio"/> Modif. tax amount  <input type="checkbox"/> Inherit base  <input type="checkbox"/> Base amnt reductn         </td> <td> <b>Rounding Rule</b>  <input checked="" type="radio"/> W/wtax comm. round.  <input type="radio"/> Round w/wtax amnt up  <input type="radio"/> Round w/wtax amount         </td> </tr> </table> <p><input checked="" type="checkbox"/> Post w/wtax amount</p>		<input type="radio"/> Net amount <input type="radio"/> Modif. net amount <input checked="" type="radio"/> Gross amount <input type="radio"/> Tax amount <input type="radio"/> Modif. tax amount <input type="checkbox"/> Inherit base <input type="checkbox"/> Base amnt reductn	<b>Rounding Rule</b> <input checked="" type="radio"/> W/wtax comm. round. <input type="radio"/> Round w/wtax amnt up <input type="radio"/> Round w/wtax amount
<input type="radio"/> Net amount <input type="radio"/> Modif. net amount <input checked="" type="radio"/> Gross amount <input type="radio"/> Tax amount <input type="radio"/> Modif. tax amount <input type="checkbox"/> Inherit base <input type="checkbox"/> Base amnt reductn	<b>Rounding Rule</b> <input checked="" type="radio"/> W/wtax comm. round. <input type="radio"/> Round w/wtax amnt up <input type="radio"/> Round w/wtax amount		
<b>Accumulation type</b> <input checked="" type="radio"/> No accumulation <input type="radio"/> Per Calendar Year <input type="radio"/> Per quarter <input type="radio"/> Per month <input type="radio"/> Per Year, Starting with Mnth  <input type="checkbox"/> Acc. w/wtax to max.	<b>Control data</b> <input checked="" type="checkbox"/> W/wtax base manual <input checked="" type="checkbox"/> Manual w/wtax amnt <input checked="" type="checkbox"/> No cert. numbering		
<b>Information for regional withholding tax</b> Region			
<b>Define minimum/maximum amounts</b> <table border="1"> <tr> <td> <b>Base amount</b>  <input checked="" type="radio"/> W/wtax code level  <input type="radio"/> Type level         </td> <td> <b>Withholding tax amount</b>  <input checked="" type="radio"/> W/wtax code level  <input type="radio"/> Type level         </td> </tr> </table>		<b>Base amount</b> <input checked="" type="radio"/> W/wtax code level <input type="radio"/> Type level	<b>Withholding tax amount</b> <input checked="" type="radio"/> W/wtax code level <input type="radio"/> Type level
<b>Base amount</b> <input checked="" type="radio"/> W/wtax code level <input type="radio"/> Type level	<b>Withholding tax amount</b> <input checked="" type="radio"/> W/wtax code level <input type="radio"/> Type level		

And SAVE.

### **DEFINE WITHHOLDING TAX TYPE FOR PAYMENT POSTINGS**

- ✓ SPRO → REF IMG → F A → F A G S → Withholding Tax → Ext. W. Tax → Calculation → Withholding Tax Type → Define Withholding Tax Type for Payment Posting  
 Country Key – IN and press enter. Select NEW ENTRIES

Country IN India				
<b>General data</b> Withhold tax type P7 Description TDS: Payment Posting W/wtax type no. 2				
<b>Calculation</b> <table border="1"> <tr> <td> <input type="radio"/> Net amount  <input type="radio"/> Modif. net amount  <input checked="" type="radio"/> Gross amount  <input type="radio"/> Tax amount  <input type="radio"/> Modif. tax amount  <input type="checkbox"/> Inherit base         </td> <td> <b>Rounding Rule</b>  <input checked="" type="radio"/> W/wtax comm. round.  <input type="radio"/> Round w/wtax amnt up  <input type="radio"/> Round w/wtax amount         </td> <td> <b>Cash discount</b>  <input type="radio"/> W/wtax pre c/dis  <input checked="" type="radio"/> C/disc pre W/wtx         </td> </tr> </table> <p><input checked="" type="checkbox"/> Post w/wtax amount</p>		<input type="radio"/> Net amount <input type="radio"/> Modif. net amount <input checked="" type="radio"/> Gross amount <input type="radio"/> Tax amount <input type="radio"/> Modif. tax amount <input type="checkbox"/> Inherit base	<b>Rounding Rule</b> <input checked="" type="radio"/> W/wtax comm. round. <input type="radio"/> Round w/wtax amnt up <input type="radio"/> Round w/wtax amount	<b>Cash discount</b> <input type="radio"/> W/wtax pre c/dis <input checked="" type="radio"/> C/disc pre W/wtx
<input type="radio"/> Net amount <input type="radio"/> Modif. net amount <input checked="" type="radio"/> Gross amount <input type="radio"/> Tax amount <input type="radio"/> Modif. tax amount <input type="checkbox"/> Inherit base	<b>Rounding Rule</b> <input checked="" type="radio"/> W/wtax comm. round. <input type="radio"/> Round w/wtax amnt up <input type="radio"/> Round w/wtax amount	<b>Cash discount</b> <input type="radio"/> W/wtax pre c/dis <input checked="" type="radio"/> C/disc pre W/wtx		
<b>Accumulation type</b> <input checked="" type="radio"/> No accumulation <input type="radio"/> Per Calendar Year <input type="radio"/> Per quarter <input type="radio"/> Per month <input type="radio"/> Per Year, Starting with Mnth  <input type="checkbox"/> Combined accum. <input type="checkbox"/> Acc. w/wtax to max.	<b>Control data</b> <input checked="" type="checkbox"/> W/wtax base manual <input checked="" type="checkbox"/> Manual w/wtax amnt <input type="checkbox"/> Self-w/wholding	<input type="checkbox"/> W/wtax alrdy w/hd <input type="checkbox"/> W/wtax for pmnts <input checked="" type="checkbox"/> No cert. numbering		
<b>Information for regional withholding tax</b> Region				
<b>Define minimum/maximum amounts</b> <table border="1"> <tr> <td> <b>Base amount</b>  <input checked="" type="radio"/> W/wtax code level  <input type="radio"/> Type level         </td> <td> <b>Withholding tax amount</b>  <input checked="" type="radio"/> W/wtax code level  <input type="radio"/> Type level         </td> </tr> </table>		<b>Base amount</b> <input checked="" type="radio"/> W/wtax code level <input type="radio"/> Type level	<b>Withholding tax amount</b> <input checked="" type="radio"/> W/wtax code level <input type="radio"/> Type level	<b>Central invoice</b> <input type="radio"/> No centr. invoice <input type="radio"/> Cent.inv.& 1st p.pmt <input checked="" type="radio"/> Central inv. prop.  <div style="background-color: pink; padding: 2px;">To adjust the deducted TDS on Down Payment at the time of Invoicing</div>
<b>Base amount</b> <input checked="" type="radio"/> W/wtax code level <input type="radio"/> Type level	<b>Withholding tax amount</b> <input checked="" type="radio"/> W/wtax code level <input type="radio"/> Type level			
<b>Minimum Check</b> <input checked="" type="radio"/> Minimum Check at Item Level <input type="radio"/> Check min. base amnt at pmnt doc level <input type="radio"/> Min.base amnt check at doc.invoice level <input type="radio"/> Min. Amt Check at Payment Doc. Level <input type="radio"/> Base Exempt Amnt Check at Pymt Doc. Level				

And SAVE.

## DEFINE WITHHOLDING TAX CODES:

- ✓ SPRO → REF IMG → Financial Accounting → Financial Accounting Global Settings → Withholding Tax → Extended Withholding Tax → Calculation → Withholding Tax Codes → Define Withholding Tax Codes



and press enter

### 1. Select NEW ENTRIES

Country	IN
General data	
Withhld tax type	I7
W/tax code	10
Off. W/Tax Key 194C	
Description 2% TDS on Contract	
Base amount	
Percentage subject to tax	100,00 %
Postings Post.indic. 1	
Calculation	
With/tax rate	2,02 %
With/tax rate (fraction)	/
<input type="checkbox"/> W.tax form.	
Reporting information	
Region	
Prov.tax code	
Income type	

& SAVE.

### 2. In the same screen select NEXT ENTRY button.

Country	IN
General data	
Withhld tax type	I7
W/tax code	11
Off. W/Tax Key 193	
Description TDS on Interest on Securities	
Base amount	
Percentage subject to tax	100,00 %
Postings Post.indic. 1	
Calculation	
With/tax rate	22,0000 %
With/tax rate (fraction)	/
<input type="checkbox"/> W.tax form.	
Reporting information	
Region	
Prov.tax code	
Income type	148

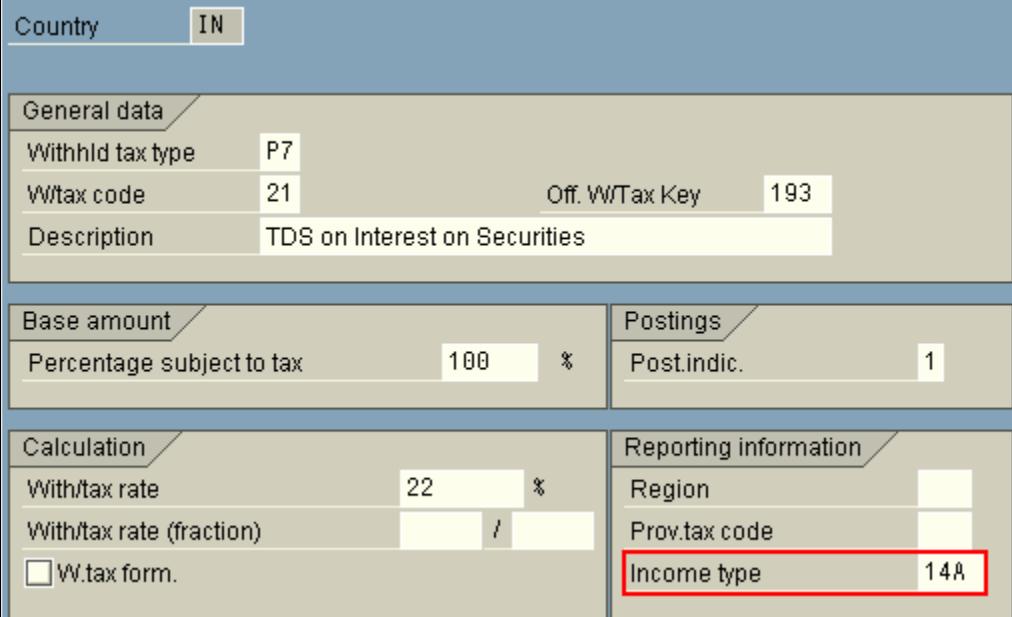
& SAVE.

### 3. In the same screen select NEXT ENTRY button.

Country	IN
General data	
Withhld tax type	P7
W/tax code	20
Off. W/Tax Key 194C	
Description 2% TDS on Contract	
Base amount	
Percentage subject to tax	100,00 %
Postings Post.indic. 1	
Calculation	
With/tax rate	2,02 %
With/tax rate (fraction)	/
<input type="checkbox"/> W.tax form.	
Reporting information	
Region	
Prov.tax code	
Income type	

& SAVE. 128

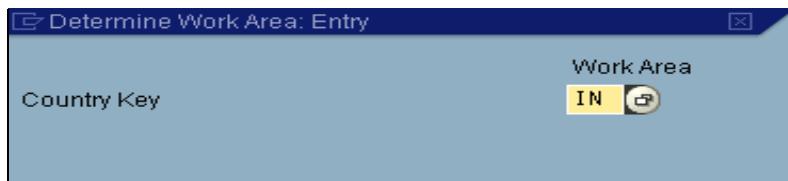
4. In the same screen select NEXT ENTRY  button.



& SAVE.

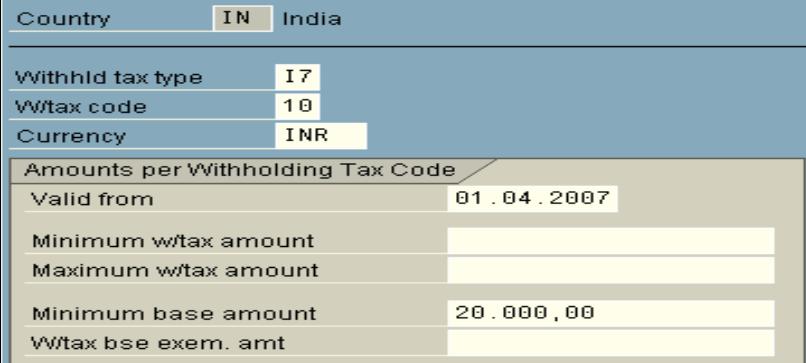
#### **DEFINE MIN/MAX AMOUNTS FOR WITHHOLDING TAX CODES:**

- ✓ SPRO → REF IMG → Financial Accounting → Financial Accounting Global Settings → Withholding Tax → Extended Withholding Tax → Calculation → Minimum and Maximum Amounts → Define Min/Max Amounts for Withholding Tax Codes



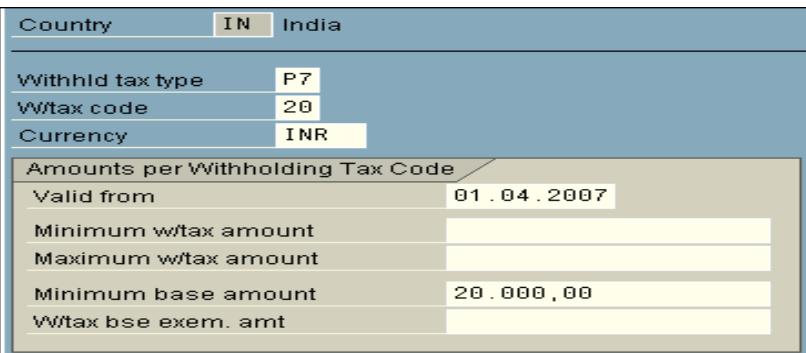
and press enter

#### **1. Select NEW ENTRIES**



& SAVE.

#### **2. Select NEXT ENTRY button. Enter the data as shown in the below picture.**



& SAVE.

### **CHECK RECIPIENT TYPES:**

- ✓ SPRO → REF IMG → Financial Accounting → Financial Accounting Global Settings → Withholding Tax → Extended Withholding Tax → Basic Settings → Check Recipient Types



And press enter

#### Select NEW ENTRIES

Wth.t.type	Rec.ty	Text
I7	CO	Company
P7	CO	Company
I7	OT	Other than Company
P7	OT	Other than Company

& SAVE.

### **ASSIGN WITHHOLDING TAX TYPES TO COMPANY CODES:**

- ✓ SPRO → REF IMG → Financial Accounting → Financial Accounting Global Settings → Withholding Tax → Extended Withholding Tax → Company Code → Assign Withholding Tax Types to Company Codes

#### 1. Select NEW ENTRIES

Company Code	8301	Sita SAP Solutions - IND	
Withhld tax type	I7	Recipient type	CO
Vendor data			
<input checked="" type="checkbox"/> With/tax agent			
Validity period			
W/tax obligated frm	01.04.2007	Oblig.to w/tax until	31.03.2008

SAVE.

#### 2. Select NEXT ENTRY button. Enter the data as shown in the below picture.

Company Code	8301	Sita SAP Solutions - IND	
Withhld tax type	P7	Recipient type	CO
Vendor data			
<input checked="" type="checkbox"/> With/tax agent			
Validity period			
W/tax obligated frm	01.04.2007	Oblig.to w/tax until	31.03.2008

SAVE

### **ACTIVATE EXTENDED WITHHOLDING TAX:**

- ✓ SPRO → REF IMG → Financial Accounting → Financial Accounting Global Settings → Withholding Tax → Extended Withholding Tax → Company Code → Activate Extended Withholding Tax

Select POSITION button. Enter COMPANY CODE – 8301 and enter. Select the EXT. W/tax check box and SAVE. **Activate for COMPANY CODE – 8302 also.**

CoCd	Company Name	Ext.w/tax
8301	Sita SAP Solutions - IND	<input checked="" type="checkbox"/>

### DEFINE ACCOUNTS FOR WITHHOLDING TAX TO BE PAID OVER:

- ✓ SPRO → REF IMG → Financial Accounting → Financial Accounting Global Settings → Withholding Tax → Extended Withholding Tax → Postings → Accounts for Withholding Tax → Define Accounts for Withholding Tax to be Paid Over



and press enter.

Select the below options.

Chart of Accounts	8301	8301:Chart Of Accounts
Transaction	WIT	Extended withholding tax
Accounts are determined based on		
Debit/Credit	<input checked="" type="checkbox"/>	
Withholding tax code	<input checked="" type="checkbox"/>	
Withholding tax type	<input checked="" type="checkbox"/>	

& SAVE.

Then immediately the next screen will appear as shown below. And then enter the data as shown in the below picture.

Withholding tax type	Withholding tax code	Debit	Credit	
I7	10	160200	160200	→TDS Payable
I7	11	160200	160200	
P7	20	160200	160200	
P7	21	160200	160200	And SAVE.

## CIN SETTINGS FOR INDIA – WITHHOLDING TAX

### SPECIFY DOCUMENT TYPE (ACCOUNTS PAYABLE):

- ✓ SPRO → REF IMG → Financial Accounting → Financial Accounting Global Settings → Withholding Tax → Extended Withholding Tax → Postings → India → Remittance Challans → Document Types → Specify Document Type (Accounts Payable)

Select NEW ENTRIES

CoCd	RC Doc Typ
8301	SA

SAVE.

### MAINTAIN NUMBER GROUPS:

- ✓ SPRO → REF IMG → Financial Accounting → Financial Accounting Global Settings → Withholding Tax → Extended Withholding Tax → Postings → India → Remittance Challans → Maintain Number Groups (or) **J1INUM**

1. Select NEW ENTRIES

Company Code	8301
Business Place	8301
Off. W/Tax Key	194C
Number Groups For Int	
Number group	001

SAVE.

2. Select NEXT ENTRY  button Enter the data as shown in the below picture.

Company Code	8301
Business Place	8301
Off. W/Tax Key	193
Number Groups For Int	
Number group	001

SAVE

**NOTE:** Specify NUMBER GROUPS to all “Official Withholding Tax Keys”.

### ASSIGN NUMBER RANGES TO NUMBER GROUPS:

- ✓ SPRO → REF IMG → Financial Accounting → Financial Accounting Global Settings → Withholding Tax → Extended Withholding Tax → Postings → India → Remittance Challans → Assign Number Ranges to Number Groups (or) **J1INO**

Select NEW ENTRIES

INTERNAL NO RANGE	
Number grp	IntNR
001	01

SAVE.

### MAINTAIN NUMBER RANGES:

- ✓ SPRO → REF IMG → Financial Accounting → Financial Accounting Global Settings → Withholding Tax → Extended Withholding Tax → Postings → India → Remittance Challans → Maintain Number Ranges (or) **J1INUMBER**

Select  button. In the next screen select your “001” check box and select  MAINTAIN button as shown in the below picture.

**Maintain Number Range Groups**

		
Number range object Challan No range Grouping.....		
<input checked="" type="checkbox"/> Withholding tax - Remittance Challan No range 001		

COMPANY CODE – 8301 and press enter. In the next screen select INSERT INTERVAL button.

Year	From number	To number	Current number	Ext	SAVE.
2008	000000000001	000000999999	0	<input type="checkbox"/>	SAVE.

#### **MAINTAIN NUMBER GROUPS AND SAP SCRIPT FORMS:**

- ✓ SPRO → REF IMG → Financial Accounting → Financial Accounting Global Settings → Withholding Tax → Extended Withholding Tax → Postings → India → Withholding Tax Certificates for Vendors and Customers → Maintain Number Groups and SAP Script Forms (or) **J1INCRT**

Select NEW ENTRIES

CoC...	Bus. Place	Off. WTax Key	Sec. type	Form	Number grp
ATL1	A001	194A		J_1IWT_CERT_N	001
ATL1	A001	194C		J_1IWT_CERT_N	001
ATL1	A001	194H		J_1IWT_CERT_N	001
ATL1	A001	194I		J_1IWT_CERT_N	001
ATL1	A001	194J		J_1IWT_CERT_N	001

SAVE.

#### **ASSIGN NUMBER RANGES TO NUMBER GROUPS:**

- ✓ SPRO → REF IMG → Financial Accounting → Financial Accounting Global Settings → Withholding Tax → Extended Withholding Tax → Postings → India → Withholding Tax Certificates for Vendors and Customers → Assign Number Ranges to Number Groups (or) **J1INCTNO**

Select NEW ENTRIES

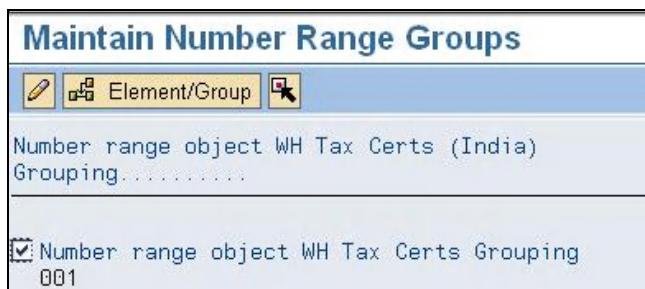
Number grp	IntNR
001	01

SAVE.

#### **MAINTAIN NUMBER RANGES:**

- ✓ SPRO → REF IMG → Financial Accounting → Financial Accounting Global Settings → Withholding Tax → Extended Withholding Tax → Postings → India → Withholding Tax Certificates for Vendors and Customers → Maintain Number Ranges (or) **J1INCT**

Select Groups button. In the next screen select your “001” check box and select MAINTAIN button as shown in the below picture.



COMPANY CODE – 8301 and press enter. In the next screen select INSERT INTERVAL button.

Year	From number	To number	Current number	Ext	SAVE.
2008	0000100000	0000199999	0	<input type="checkbox"/>	SAVE.

**NOTE:** IF you want to show Surcharge and Education Cess separately in Form 16 A then create another 2 separate tax codes for Surcharge and Education cess and then do the below configuration.

### **MAINTAIN SURCHARGE CALCULATION METHODS:**

SPRO → REF IMG → Financial Accounting (New) → Financial Accounting Global Settings (New) → Withholding Tax → Extended Withholding Tax → calculation → India → Surcharges → Maintain Surcharge Calculation Methods

	CoCd	Surcharges
	ATL1	<input checked="" type="checkbox"/>

### **MAINTAIN SURCHARGE TAX CODES (SEPARATE TAX CODES):**

SPRO → REF IMG → Financial Accounting (New) → Financial Accounting Global Settings (New) → Withholding Tax → Extended Withholding Tax → calculation → India → Surcharges → Maintain Surcharge Tax Codes (Separate Tax Codes) (or) **J1INSUR**

Surcharge Tax Codes		
Country	Withholding tax type	Withholding tax code
IN	A2	A2
IN	A6	A6
IN	AB	AB
IN	AF	AF
IN	C2	C2
IN	C6	C6
IN	CB	CB
IN	CF	CF
IN	D2	D2
IN	D6	D6
IN	DB	DB
IN	DF	DF
IN	H2	H2
IN	H6	H6
IN	HB	HB
IN	HF	HF
IN	I2	I2
IN	I6	I6
IN	IB	IB
IN	IF	IF
IN	J2	J2
IN	J6	J6
IN	JB	JB
IN	JF	JF
IN	R2	R2
IN	RB	RB

### **MAINTAIN EDUCATION CESS TAX CODES: (T CODE – SM30)**

Table/View	J_1IEWTECESS
<input type="radio"/> Restrict Data Range <input checked="" type="radio"/> No Restrictions <input type="radio"/> Enter conditions <input type="radio"/> Variant	
<input type="button" value="Display"/> <input type="button" value="Maintain"/> <input type="button" value="Transport"/> <input type="button" value="Customizing"/>	

Select **MAINTAIN** Button.

Education Cess Codes		
Cty	Wht.t.type	WTx
IN	A3	A3
IN	A7	A7
IN	AC	AC
IN	AG	AG
IN	C3	C3
IN	C7	C7
IN	CC	CC
IN	CG	CG
IN	D3	D3
IN	D7	D7
IN	DC	DC
IN	DG	DG
IN	H3	H3
IN	H7	H7
IN	HC	HC
IN	HG	HG
IN	I3	I3
IN	I7	I7
IN	IC	IC
IN	IG	IG
IN	J3	J3
IN	J7	J7
IN	JC	JC
IN	JG	JG
IN	R3	R3
IN	RC	RC

And SAVE.

### **MAINTAIN SEPARATE TAX CODE EDUCATION CESS: (T CODE – SM30)**

Table/View	J_1IEWT_ECFLAG
Restrict Data Range <input checked="" type="radio"/> No Restrictions <input type="radio"/> Enter conditions <input type="radio"/> Variant	

Select **MAINTAIN** Button.

Separate Tax code for Ecess:	
CoCd	Ecess
ATL1	X

### **MAINTAIN GLOBAL PARAMETERS:**

- ✓ SPRO → REF IMG → Financial Accounting → Financial Accounting Global Settings → Company Code → Enter Global Parameters (or) **OBY6**

Select POSITION button. Select your COMPANY CODE – 8301 and enter. Select ADDITIONAL DETAILS button.

Name	Parameter value
TDS No	TDS321654
PAN No	PAN987654
GIR No	GIR546981

BACK button and SAVE.

In the same screen select DOCUMENT ENTRY SCREEN VARIANT – 2 & SAVE.

↓  
For France and Countries with Withholding Tax

## MAINTAIN COMPANY CODE SETTINGS FOR TAX:

- ✓ SPRO → REF IMG → Logistic - General → Tax on Goods Movements → India → Basic Settings → Maintain Company Code Settings

Select NEW ENTRIES

Company Code	8301		
Company Code Settings			
CENVAT Doc. Type	<input type="checkbox"/>	Utl FI Doc Typ	<input type="checkbox"/>
<input type="checkbox"/> Debit Acc Override	<input type="checkbox"/> Aut adj ind	<input type="checkbox"/> Imm. credit on Capital Goods	
First Month	April	<input type="button" value=""/>	

SAVE.

## WITHHOLDING TAX HEALTH CHECK:

- ✓ SPRO → REF IMG → Financial Accounting → Financial Accounting Global Settings → Withholding Tax → Withholding Tax Changeover → Withholding Tax Changeover India → Health Check (or) J1INHC

### **Health Check for Migration to EWT**

Selection criteria	
Country key	IN
Company code	ATL1
Obligatory customizing only	<input checked="" type="checkbox"/>
Document details	
Reversed documents	<input checked="" type="checkbox"/>
Invoice with payment type docume	<input checked="" type="checkbox"/>
Down payment with Invoice type d	<input checked="" type="checkbox"/>
Down payment request document	<input checked="" type="checkbox"/>
Parked documents	<input checked="" type="checkbox"/>
Recurring documents	<input checked="" type="checkbox"/>
Posting date	01.04.2008
	to
	05.12.2008
Other checks	
Vendor master checks	<input checked="" type="checkbox"/>
Migrated tax code mapping	<input checked="" type="checkbox"/>

And EXECUTE.

## ASSIGN WITHHOLDING TAX TYPE TO VENDOR MASTER RECORD:

Go to XK02.

Vendor	300005	EPIC TECHNOLOGIES
Company Code	8301	Sita SAP Solutions - IND
Purch. Organization		
General data		
<input type="checkbox"/> Address		
<input type="checkbox"/> Control		
<input type="checkbox"/> Payment transactions		
Company code data		
<input type="checkbox"/> Accounting info		
<input type="checkbox"/> Payment transactions		
<input type="checkbox"/> Correspondence		
<input checked="" type="checkbox"/> Withholding tax		

and enter.

WH Tax Country	IN		
With/tax information			
Wth.t.type	W/tax co...	Liable	Rec.ty
I7	10	<input checked="" type="checkbox"/>	CO
P7	20	<input checked="" type="checkbox"/>	CO

SAVE.

Like this change settings to all Vendor Master Accounts.

### VENDOR INVOICE POSTINGS:

- ✓ Accounting → Financial Accounting → Accounts Payable → Document Entry → Invoice - general (or) **F-43**

- 1) Document Date – 13/09/2007                          Posting Date – 13/09/2007  
Company Code – 8301                          Currency – INR  
  
PstKy – 31                          Account – \*\*\*\*\* (EPIC TECHNOLOGIES) & press enter  
Amount – 22000/-                          Business Place – 8301                          Business Area – 830N  
Text – Wages payable  
  
PstKy – 40                          Account – 403000 (Wages A/C) & press enter. Then **remove TDS: Payment Posting – 20** and press enter  
Amount – \*                          Business Place – 8301                          Business Area – 830N  
Text – + & press enter. Select menu item DOCUMENT → SIMULATE & POST.
- 2) PstKy – 31                          Account – \*\*\*\*\* (EPIC TECHNOLOGIES) & press enter  
Amount – 24000/-                          Business Place – 8301                          Business Area – 830N  
Text – Wages payable  
  
PstKy – 40 Account – 403000 (Wages A/C) & press enter. Then **remove TDS: Payment Posting – 20** and press enter  
Amount – \*                          Business Place – 8301                          Business Area – 830N  
Text – + & press enter. Select menu item DOCUMENT → SIMULATE & POST.

### CREATE REMITTANCE CHALLAN:

- ✓ Accounting → Financial Accounting → Accounts Payable → Withholding Tax → India → Withholding Tax → Extended Withholding Tax → Remittance of Withholding Tax → Create Remittance Challan

Company Details	
Company Code	8301
Fiscal Year	2007
Business Place	8301
	to
	<input type="button" value="&gt;"/>
Details of Withholding Tax Items	
Document Numbers	
Posting Dates	01.09.2007
Section	194C
Payment Due Dates	
Vendors	
Recipient Types	CO
	to
	<input type="button" value="&gt;"/>
Tax Remittance Details	
Document Date	13.09.2007
Posting Date	13.09.2007
Bank Account	211002
Business Area	
Bank Charges	

And EXECUTE. Then it will show another window. Here by default DOCUMENT NUMBER will be there. Press continue button. Select DOCUMENT OVERVIEW button. Double click on the ABN CHECKS ISSUED line item. Enter Amount – 929.20/. Select menu item DOCUMENT SIMULATE

PK G.L. Name	Account	Amount	B.A.	Text
50 ABN Checks Issued	211002	929,20-		TDS paid
40 TDS payable A/C	160200	929,20	830N	TDS paid

& SAVE.

### ENTER BANK CHALLAN:

Accounting → Financial Accounting → Accounts Payable → Withholding Tax → India → Withholding Tax → Extended Withholding Tax → Remittance of Withholding Tax → Enter Bank Challan

Company Details	
Company Code	8301
Fiscal Year	2007
Remittance Challan	
Challan Clearing Number	100074
Internal Challan Number	000000000001
Internal Challan Date	13.09.2007
Bank Challan	
Bank Challan Number	1
Bank Challan Date	13.09.2007
Bank Key	ABN

Press F4 and select the Clearing no. then below 2 fields will be selected automatically.

press execute button. then you will get the below screen.

Sr. No.	Co.Cd	Doc.No	Year	Int Challan No	Int Challan Dt	Ext Challan No	Ext Challan Dt	Bank
1	8301	100074	2007	000000000001	13.09.2007	1	13.09.2007	ABN

Challans were updated

### WITHHOLDING TAX CERTIFICATES – PRINT:

- ✓ Accounting → Financial Accounting → Accounts Payable → Withholding Tax → India → Withholding Tax → Extended Withholding Tax → Withholding Tax Certificates → Print

Company Details			
Company Code	8301		
Fiscal Year	2007		
Business Place	8301		
Section	194C		
Document Details			
Posting Dates	01.09.2007	to	13.09.2007
Bank Challan Numbers	1	to	
Bank Challan Dates	13.09.2007	to	
Vendors	300005	to	
Certificate Details			
Certificate Date	14.09.2007	EPIC TECHNOLOGIES	
Signatory	Rams		
Designation	Accounts Executive		
Place of Printing	HYD		

Select OUTPUT DEVICE – LP01,  Print Immediately & select PRINT button. It will generate a spool request. Go to menu item SYSTEM → SERVICES → OUTPUT CONTROL and execute. you will find the below screen.

Spool no.	Type	Date	Time	Status	Pages	Title
502		13.09.2007	17:29	Waiting	3	SCRIPT LP01 RAMESH

To see the Withholding tax certificate document, double click on the icon which is showed in the red circle.

## **ANNUAL RETURNS:**

- ✓ Accounting → Financial Accounting → Accounts Payable → Withholding Tax → India → Withholding Tax → Extended Withholding Tax → Reporting → Annual Returns

Income tax Section – 194C

Company Code – 8301

Fiscal Period – 01.09.2007 to 13.09.2007

Section – 194C

Business place – 8301

Signatory – Rams

Designation of Signatory – Accounts executive Date of Signing – 13.09.2007

And then press enter (it will display some fields automatically) and then press Execute button. Then it will display the ANNUAL RETURN form.

## **CROSS-COMPANY CODE TRANSACTIONS**

In Cross Company Code Transaction, on behalf of one Company another Company makes payment. If 1<sup>st</sup> Company Code is making payment on behalf of 2<sup>nd</sup> Company Code using Cross Company Code Transaction, then an offsetting entry will be posted in 2<sup>nd</sup> Company Code. System post a separate document with its own Document Number in each Company Code and it will also generate common Cross Company Code number.

## **DEFINE GENERAL LEDGER ACCOUNTS: FS00**

### **COMPANY CODE: 8301**

86. Enter G/L Account No. – **280000**

Company Code – 8301 and select CREATE  button.

#### **Under Type/Description tab**

Account Group – ASSETS

- Balance sheet

Short text – **CO CODE: 8302**

G/L acct long text – **CO CODE: 8302**

#### **Under Control data tab**

Account currency – INR

- Only Balances in local currency
- Open item management
- Line item display

Sort key – 001

#### **Under Create/bank/interest tab**

Field status group – G001 and SAVE

### **COMPANY CODE: 8302**

87. Enter G/L Account No. – **280001**

Company Code – 8302 and select CREATE  button.

#### **Under Type/Description tab**

Account Group – ASSETS

- Balance sheet

Short text – **CO CODE: 8301**

G/L acct long text – **CO CODE: 8301**

#### **Under Control data tab**

Account currency – INR

- Only Balances in local currency
- Open item management
- Line item display

Sort key – 001

#### **Under Create/bank/interest tab**

Field status group – G001 and SAVE.

### **PREPARE CROSS-COMPANY CODE TRANSACTIONS:**

- ✓ SPRO → REF IMG → Financial Accounting → General Ledger Accounting → Business Transactions → Prepare Cross-Company Code Transactions (or) **OBYA**

Company Code 1 – 8301

Company Code 1 – 8302 and press enter.

Transaction	BUV	Clearing between company codes	
Company Code 1			
Posted in	8301		
Cleared against	8302		
Receivable		Payable	
Debit posting key	40	Credit posting key	50
Account debit	280000	Account credit	280000
Company Code 2			
Posted in	8302		
Cleared against	8301		
Receivable		Payable	
Debit posting key	40	Credit posting key	50
Account debit	280001	Account credit	280001

### **8301 IS MAKING PAYMENT ON BEHALF OF 8302: F-02**

1. Document Date – \*\*/\*\*/\*\*\*\*                          Posting Date – \*\*/\*\*/\*\*\*\*  
Company Code – 8301                                      Currency – INR  
  
PstKy – **50**                                              Account – 210000 (Cash In hand) & press enter  
Amount – 5000/-                                      Business Area – 830N  
Text – Rent paid on behalf of Co Code: 8302  
  
PstKy – **40**                                              Account – 430400 (select this RENT a/c from **CO CODE: 8302**)  
**New co code – 8302** & press enter  
Amount – \*                                              Business Area – 830N  
Text – + and press enter & SIMULATE & POST.
- 1. DISPLAY G/L LEDGER (G/L no. 280000) USING T CODE – FB03 or FBL3N**

### **8301 IS MAKING VENDOR PAYMENT ON BEHALF OF 8302: F-02**

**Before making payment, post 2 invoices under Co Code 8302.**

2. Document Date – \*\*/\*\*/\*\*\*\*                          Posting Date – \*\*/\*\*/\*\*\*\*  
Company Code – 8301                                      Currency – INR  
  
PstKy – **50**                                              Account – 211002 (ABN Check issued a/c) & press enter  
Amount – 12,500/-                                      Business Area – 830H  
Text – Paid on behalf of Co Code: 8302  
  
PstKy – **25**                                              Account – 430400 (select this VENDOR a/c from **CO CODE: 8302**) **new co code – 8302** & press enter  
Amount – \*                                              Business Area – 830H  
Text – + and press enter & SIMULATE & POST.

## **2. DISPLAY G/L LEDGER (G/L no. 280001) USING T CODE – FB03 or FBL3N 8301 IS MAKING VENDOR/CUSTOMER PAYMENT ON BEHALF OF 8302: F-53 or F-28**

If you want to make payment using through F-53 or F-28, then you have to configure the below step.

- ✓ SPRO → REF IMG → Financial Accounting → A/R and A/P → Business Transactions → Outgoing payments → Manual Out going payments → Prepare Cross-Company Code Manual Payments (or) **OB60**

Select NEW ENTRIES button.

Company Code	Clearing procedure	Payments for
8301	AUSGZAHL	8302

**Outgoing Payment**

& SAVE

### **8301 IS MAKING VENDOR PAYMENT ON BEHALF OF 8302: F-53**

- 3. Document Date – \*\*/\*\*/\*\*\*\*                          Posting Date – \*\*/\*\*/\*\*\*\*
    - Company Code – 8301                                  Currency – INR
    - Account – 211000 (ABN Bank A/C)                  Business Areas 830H
    - Amount – 7,500/-,
    - Text – Paid on behalf of Co Code: 8302
- Account – \*\*\*\*\* (select this VENDOR a/c from **CO CODE: 8302**) & enter. Go to menu item DOCUMENT → SIMULATE & press POST button.

## **3. DISPLAY Co Code 8302 VENDOR a/c USING T CODE – FBL1N**

### **MATERIAL MANAGEMENT**

#### **PURCHASE ORDER TOLERANCE GROUP:**

- ✓ SPRO → REF IMG → Material Management → Purchasing → Purchase Order → Set Tolerance Limit for Price Variance

Here you have to maintain **PE** (Price variance: purchasing) & **SE** (Max. cash disc. deduction (purchasing)) to your Company Code.

Select Co Code “1000” PE & SE lines & copy & enter your Co Code 8301 & SAVE.

#### **GOODS RECEIPT TOLERANCE:**

- ✓ SPRO → REF IMG → Material Management → Inventory Management and Physical Inventory → Goods Receipt → Set Tolerance Limits (or) **OMC0**

Here you have to maintain **B1** (Order price qty variance (GR)/E-MSG), **B2** (Order price qty variance (GR)/W-MSG) and **VP** (Moving average price variance) to your Company Code.

Select Co Code “1000” B1, B2 & VP lines and copy and enter your Co Code 8301 and SAVE.

#### **MAINTAIN PLANT PARAMETERS:**

- ✓ SPRO → REF IMG → Material Management → Inventory Management and Physical Inventory → Plant Parameters

Select NEW ENTRIES button. Plant – 8301

Create Storage Location automatically –

Delivery completed default –  and SAVE.

#### **MAINTAIN DEFAULT VALUES FOR TAX CODES:**

- ✓ SPRO → REF IMG → Material Management → Logistics Invoice Verification → Incoming Invoice → Maintain Default Values for Tax Codes (or) **OMR2**
  - Select NEW ENTRIES button. Company Code – 8301 and SAVE.

## CONFIGURE VENDOR-SPECIFIC TOLERANCES:

- ✓ SPRO → REF IMG → Material Management → Logistics Invoice Verification → Incoming Invoice → Configure Vendor-Specific Tolerances  
Select NEW ENTRIES button.  
Company Code – 8301, Tolerance Group – V001 and SAVE.

## DEFINE AUTOMATIC STATUS CHANGE:

- ✓ SPRO → REF IMG → Material Management → Logistics Invoice Verification → Invoice Verification in Background → Define Automatic Status Change  
Select NEW ENTRIES button.

CoCd	Comp...	Set correct invoice to "completed"
8301	Sita SA...	<input checked="" type="checkbox"/>

& SAVE.

## **VALUATION & A/C ASSIGNMENT**

**SPLIT VALUATION:** This enables you to valuate the sub stock of the material in different ways. **Ex:** according to external procurement (purchasing from outside) or in-house production or by batches.

**MOVEMENT TYPE:** This is the movement of the goods. Goods receipt and goods issued. Each MOVEMENT TYPE is a 3 character code. For each MOVEMENT, SAP maintains a Transaction Key or Event. To this Transaction Key or Event you need to specify in G/L account and to be updated.

**TRANSACTION KEY:** A code representing different process within Inventory Management, by which the Automatic A/C Assignment table (Table 030) in the Material Management module is stored.

**A/C GROUPS:** This is also called as a General A/c or A/C Modification. As our convenience, this A/C and different G/L accounts, SAP maintains different Account groups for certain transactions.

**VALUATION CLASS:** Valuation Class is to group similar characteristics of materials. This Valuation Class is to be referring in the Material Master record (MMR) and to this Valuation Class along with Transaction Key or Event. You need to specify as G/L Account.

**VALUATION AREA:** Valuation area is used to apply the price or rate to valuate the movement of material. Valuation Area may be at company code level or at plant level. **SAP suggests the Valuation Area maintain at plant level.**

## **MAINTAIN ATTRIBUTES OF MATERIAL TYPE:**

- ✓ SPRO → REF IMG → Logistics - General → Material Master → Basic Settings → Material Types → Define Attributes of Material Types (or) **OMS2**

Material Type	Material Type Description
ROH	Raw material
FERT	Finished Goods
HALB	Semi Finished Goods
HAWA	Trading Goods
HERS	Manufacturing

1. Select POSITION button. Material Type – ROH and enter. Select ROH line item and double click on the QUANTITY /VALUE UPDATING (left side). Again select POSITION button.

Valuation Area – 8301 and enter.

Dialog Structure		Quantity/value updating					
Material types		Val...	Mat...	Qty updating	Value updati...	Pipe.mand.	PipeAllowd
	Quantity/value updating	8301	ROH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

& SAVE.

2. Select POSITION button. Material Type – FERT and enter. Select FERT line item and double click on the QUANTITY /VALUE UPDATING (left side). Again select POSITION button. Valuation Area – 8301 and enter.

Dialog Structure		Quantity/value updating					
Material types		Val...	Mat...	Qty updating	Value updati...	Pipe.mand.	PipeAllowd
	Quantity/value updating	8301	FERT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

&SAVE.

### **MAINTAIN COMPANY CODES FOR MATERIAL MANAGEMENT:**

- ✓ SPRO → REF IMG → Logistics - General → Material Master → Basic Settings → Maintain Company Codes for Material Management (or) **OMSY**

Select POSITION button. Company Code – 8301 and enter.

Year – 2007

Period – 7 (**CURRENT PERIOD**) ←

Abp -  (**Allow Back Postings**) and SAVE.

### **TO CHANGE OR CLOSE THE ABOVE PERIOD – T CODE: MMPV**

Here if you specify 8<sup>th</sup> period then you cannot open the 7<sup>th</sup> period

### **TO CHANGE or CLOSE THE ABOVE PERIOD GO TO: TCODE – MMPV**

Once you specify the 7<sup>th</sup> period it means 6<sup>th</sup> period is closed. Once you close the period you can't open it again.

### **ACCOUNT DETERMINATION FOR MATERIAL MANAGEMENT**

Maintain Account Determination for the following Transaction Events (or) Keys and for its Account Groups.

**TRANSACTION EVENTS (or) KEYS:** a code representing different process with in Inventory Management, by which the automatic account assignment table (Table 030) in the Material Management module is stores.

1. EXPENDITURE/INCOME FROM TRANSFER POSTING (AUM)
2. CHANGE IN STOCK (BSV)
3. STOCK POSTINGS (BSX)
4. OFFSETTING ENTRY FOR STOCK POSTING (GBB) – under this you will find Account Groups
  - 4.1. AUA – for order settlement
  - 4.2. AUF – for goods receipt for order (without Account Assignment)
  - 4.3. AUI – subsequent adjustment of actual price from cost center directly to material
  - 4.4. BSA – for initial entry of stock balances
  - 4.5. INV – for expenditure/income from inventory differences
  - 4.6. VAX – for goods issues for sales order without a/c assignment object
  - 4.7. VAY – for goods issues for sales order with a/c assignment object
  - 4.8. VBO – for consumption from stock of material provided to vendor

- 4.9. VBR – for internal goods issues **EX:** Cost Center
- 4.10. VKA – for sales order a/c assignment **EX:** Individual Purchase Order
- 4.11. ZOB – for goods receipt without purchase orders movement type – 501
- 4.12. ZOF – for goods receipt without production orders movement type – 521, 531
5. **PRICE DIFFERENCES (PRD)** – it has Account Groups
  - 5.1. None for goods & invoice receipts against purchase order
  - 5.2. PRF – for goods receipt against production orders & order settlement
  - 5.3. PRA – for goods issues under the movement
  - 5.4. PRU – for transfer postings (price differences in the case of external amount)
6. **GR/IR CLEARING ACCOUNT (WRX)**

#### **DEFINE G/L ACCOUNTS – FS00:**

We already defined the below G/L accounts. You have to make some changes as shown below.

#### **NO NEED OF ANY CHANGES TO THE BELOW G/L ACCOUNTS:**

1. 400000 – **Cost of Goods sold A/C** [without Cost Element] – Under EXPENSES Account Group
2. 400100 – **Changes in Stock A/C** – Under EXPENSES Account Group
3. 400200 – **Price/Cost differences A/C** – Under EXPENSES Account Group
4. 400300 – **Inventory differences A/C** – Under EXPENSES Account Group
5. 400400 – **Stock transfer - Losses A/C** – Under EXPENSES Account Group
6. 400600 – **Raw material consumption A/C** – Under EXPENSES Account Group
7. 156000 – GR/IR Clearing A/C – Under LIABILITIES Account Group

#### **MAKE CHANGES TO THE BELOW G/L ACCOUNTS:**

8. 220000 – **Finished goods Inventory A/C** – Under ASSETS Account Group
 

**Under Control data tab**

Tax category – “–”

Posting without tax allowed and SAVE.
9. 221000 – **Raw material stock A/C** – Under ASSETS Account Group
 

**Under Control data tab**

Tax category – “–”

Posting without tax allowed and SAVE.

#### **CREATE NEW G/L ACCOUNT:**

88. Enter G/L Account No. – **220900**

Company Code – 8301 and select CREATE  button.

**Under Type/Description tab**

Account Group – ASSETS

- Balance sheet

Short text – **Inventory Clearing**

G/L acct long text – **Inventory Clearing A/C**

**Under Control data tab**

Account currency – INR

- Only balances in local currency

- Open item management

- Line item display

Sort key – 001

### **Under Create/bank/interest tab**

Field status group – G001 and SAVE.

#### **GROUP TOGETHER VALUATION AREAS:**

- ✓ SPRO → REF IMG → Material Management → Valuation and Account Assignment → Account Determination → Account Determination Without Wizard → Group Together Valuation Areas (or) **OMWD**

Select POSITION button. Valuation Area – 8301 and enter. There select VAL. GRPG CODE as 8301 & SAVE.

#### **DEFINE VALUATION CLASSES:**

- ✓ SPRO → REF IMG → Material Management → Valuation and Account Assignment → Account Determination → Account Determination Without Wizard → Define Valuation Classes (or) **OMSK**

Select VALUATION CLASSES button. Here already defined Valuation Classes will be there.

For **EX:** 3000 – Raw Material

7920 – Finished Products

#### **DEFINE ACCOUNT GROUPING FOR MOVEMENT TYPES:**

- ✓ SPRO → REF IMG → Material Management → Valuation and Account Assignment → Account Determination → Account Determination Without Wizard → Define Account Grouping for Movement Types (or) **OMWN**

Here already defined Transaction Keys/Events & Account Modify will be there.

### **INTEGRATION BETWEEN FI & MATERIAL MANAGEMENT**

#### **CONFIGURE AUTOMATIC POSTING:**

- ✓ SPRO → REF IMG → Material Management → Valuation and Account Assignment → Account Determination → Account Determination Without Wizard → Configure Automatic Posting (or) **OMWB**

Select CANCEL button. Select ACCOUNT ASSIGNMENT button – **OBYC**

1. Double click on **AUM – Expense/revenue from stock transfer**

Enter Chart of Accounts – 8301 & enter.

Accounts are determined based on	
Debit/Credit	<input checked="" type="checkbox"/>
General modification	<input type="checkbox"/>
Valuation modif.	<input checked="" type="checkbox"/>
Valuation class	<input checked="" type="checkbox"/>

& SAVE.

Valuation modif.	Valuation class	Debit	Credit
8301	3000	400400	315000
8301	7920	400400	315000

Miscellaneous Income A/C

& SAVE.

Stock Transfer loss A/C

2. Double click on **BSV – Change in stock account**

Enter Chart of Accounts – 8301 & enter.

Accounts are determined based on	
Debit/Credit	<input checked="" type="checkbox"/>
Valuation modif.	<input checked="" type="checkbox"/>
Valuation class	<input checked="" type="checkbox"/>

& SAVE.

Valuation modif.	Valuation class	Debit	Credit	
8301	3000	400100	400100	→ Changes in Stock A/C
8301	7920	400100	400100	& SAVE.

### 3. Double click on BSX – Inventory posting

Enter Chart of Accounts – 8301 & enter.

Accounts are determined based on	
Debit/Credit	<input type="checkbox"/> Not changeable
Valuation modif.	<input checked="" type="checkbox"/>
Valuation class	<input checked="" type="checkbox"/>

& SAVE.

Valuation modif.	Valuation class	Account
8301	3000	221000 → Raw Material stock A/C
8301	7920	220000 → Finished Goods Inventory A/C

& SAVE.

### 4. Double click on GBB – Offsetting entry for Inventory posting

Enter Chart of Accounts – 8301 & enter.

Accounts are determined based on	
Debit/Credit	<input checked="" type="checkbox"/>
General modification	<input checked="" type="checkbox"/>
Valuation modif.	<input checked="" type="checkbox"/>
Valuation class	<input checked="" type="checkbox"/>

& SAVE.

Valuation modif.	General modification	Valuation class	Debit	Credit	
8301	AUA	7920	400000	400000	→ Cost of Goods Sold A/C
8301	AUF	3000	400600	400600	→ Raw material Consumption A/C
8301	AUI	3000	400600	400600	
8301	BSA	3000	220900	220900	→ Inventory Clearing A/C
8301	BSA	7920	220900	220900	
8301	INV	3000	400300	400300	→ Inventory differences A/C
8301	INV	7920	400300	400300	
8301	VAX	7920	400000	400000	
8301	VAY	7920	400000	400000	
8301	VBO	3000	400600	400600	
8301	VBR	3000	400600	400600	
8301	VKA	7920	400000	400000	
8301	ZOB	3000	400600	400600	
8301	ZOF	7920	400600	400600	

& SAVE.

### 5. Double click on PRD – Cost (price) differences

Enter Chart of Accounts – 8301 & enter.

Accounts are determined based on	
Debit/Credit	<input checked="" type="checkbox"/>
General modification	<input checked="" type="checkbox"/>
Valuation modif.	<input checked="" type="checkbox"/>
Valuation class	<input checked="" type="checkbox"/>

& SAVE.

Valuation modif.	General modification	Valuation class	Debit	Credit	
8301		3000	400200	400200	→ Price/Cost differences A/C
8301	PRA	3000	400200	400200	
8301	PRA	7920	400200	400200	
8301	PRF	3000	400200	400200	
8301	PRF	7920	400200	400200	
8301	PRU	3000	400200	400200	
8301	PRU	7920	400200	400200	

& SAVE.

#### 6. Double click on WRX – GR/IR clearing account

Enter Chart of Accounts – 8301 & enter.

Accounts are determined based on	
Debit/Credit	<input checked="" type="checkbox"/>
General modification	<input type="checkbox"/>
Valuation modif.	<input checked="" type="checkbox"/>
Valuation class	<input checked="" type="checkbox"/>

& SAVE.

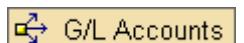
Valuation modif.	Valuation class	Debit	Credit
8301		156000	156000
8301	3000	156000	156000

& SAVE.

↓  
Goods Receipt/Invoice Receipt Clearing A/C

#### CONFIGURE AUTOMATIC POSTING:

- ✓ SPRO → REF IMG → Material Management → Valuation and Account Assignment → Account Determination → Account Determination Without Wizard → Configure Automatic Posting (or) OMWB

To check the GL assigned in account determination select  G/L Accounts

**Where-Used List: G/L Accounts in MM Account Determination**

	
Company Code	8301
Valuation Area	

In the next screen enter your Company Code and EXECUTE.

#### **CREATE MATERIAL MASTER RECORD:**

- ✓ Logistics → Materials Management → Material Master → Material → Create (General) → Immediately (or) MM01

Industry Sector	Mechanical Engine ... 
Material Type	Raw material 

1. Select SELECT VIEW(S) button.

Select Basic Data1, Purchasing, General Plant Data/ Storage 1, Accounting 1. Select ORGANIZATIONAL LEVELS button.

Plant – 8301

Storage Location – S107 and press CONTINUE button.

**Under BASIC DATA 1 tab**

Material – 8301: Raw material 1

Base Unit of Measure – PC  
Division – 83 and enter.

Material Group – 00104

### **Under PURCHASING tab**

Purchasing Group – 000 and press enter 2 times.

### **Under ACCOUNTING 1 tab**

Valuation Class – 3000      Price Control – V  
Moving Price – 2000 & SAVE.

2. Select SELECT VIEW(S) button.

Select Basic Data1, Purchasing, General Plant Data/ Storage 1, Accounting 1. Select ORGANIZATIONAL LEVELS button.

Plant – 8301

Storage Location – S107 and press CONTINUE button.

### **Under BASIC DATA 1 tab**

Material – **8301: Raw material 2**

Base Unit of Measure – PC      Material Group – 00104  
Division – 83 and enter.

### **Under PURCHASING tab**

Purchasing Group – 000 and press enter 2 times.

### **Under ACCOUNTING 1 tab**

Valuation Class – 3000      Price Control – V  
Moving Price – 1200 & SAVE.

### **TO VIEW RAW MATERIAL:**

- ✓ Logistics → Materials Management → Material Master → Other → Material List (or) **MM60**

Database selections	
Material	<input type="text" value=""/>
Plant	<input type="text" value="8301"/> to <input type="text"/>
Material type	<input type="text"/> to <input type="text"/>
Material group	<input type="text"/> to <input type="text"/>
Created by	<input type="text"/> to <input type="text"/>
<input checked="" type="checkbox"/> Valuated materials only	

**Make sure that your TAX PROCEDURE is assigned to your COUNTRY. T code – OBBG.**

### **MAINTAIN PURCHASING ORG. DATA TO VENDOR'S:**

- ✓ Logistics → Materials Management → Purchasing → Master Data → Vendor → Purchasing → Create (or) **MK01**

If you want to add purchasing organization to vendors then you have to use this.

Vendor	<input type="text" value="300006"/>	Dell
Purch. organization	<input type="text" value="8301"/>	8301:Purchase Org.
Account group	<input type="text" value="83VG"/>	

Press enter 2 times & SAVE.

### **CHANGE THE F. S. G. & SPECIFY THE MANAGEMENT FIELDS:**

Go to T Code – OBC4. Select your Field Status variant and double click on Field Status Groups (right side) and again double click on G001 and again double click on Materials Management & select the below fields as optional and SAVE.

	Suppress	Req. Entry	Opt. Entry
Vendor goods movement	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Customer goods movement	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Purchase order	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Reservation number	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Inventory fields	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ext. GA amount in LC	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Transport Order	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

### **MAINTAIN DOCUMENT NO RANGE FOR NO OBJECTS 49,50 & 51:**

Go to T Code – FBN1. Enter Company Code – 8301 and select CHANGE INTERVALS button. See whether 49, 50 & 51 are defined or not.

No	Year	From number	To number	Current number	Ext
49	9999	0000900000	0000909999	0	<input type="checkbox"/>
50	9999	0000910000	0000919999	0	<input type="checkbox"/>
51	9999	0000920000	0000929999	0	<input type="checkbox"/>

### **1. CREATE PURCHASE ORDER:**

- ✓ Logistics → Materials Management → Purchasing → Purchase Order → Create → Vendor/Supplying Plant known (or) **ME21N**

Select Standard PO      Vendor – 0000300006 (DELL) and enter

#### **Under ORG. DATA 1 tab**

Purchasing Org. – 8301

Purchase group – 000

Company Code – 8301 press enter then it will take you to DELIVERY/INVOICE tab there give Currency – INR and then

Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per	O...	Matl g...	Plnt	Stor.loc
711		10			09.10.2007	2000	INR				8301	S107

Press enter. To see the preview, select PRINT PREVIEW button.

{If print preview isn't working then do the below configuration.

- ✓ SPRO → REF IMG → Material Management → Purchasing → Messages → Forms (Layout Sets) for Messages → Assign form and Output Program for Purchase Order

Out.	Name	Med	Program	FORM routine	Form
NEU	New PO printout	1	SAPFM06P	ENTRY_NEU	MEDRUCK

& SAVE.

Then go to ME21N there select MESSAGES button. There if output is NEU, then put the cursor in the NEU line and select COMMUNICATION METHOD button. In the screen select Form – MEDRUCK and press BACK button 2 times. In the PO screen select PRINT PRIVIEW button.}

To specify the TAX CODE to invoice under PO, select INVOICE tab (below). There select below options.

Material data	Quantities/weights	Delivery schedule	Acceptance period	Delivery	Invoice
<input checked="" type="checkbox"/> Inv. receipt <input type="checkbox"/> Final invoice <input checked="" type="checkbox"/> GR-based IV			Tax code I1 <input type="button" value="Change"/>		

& SAVE.

## **2. GOODS RECEIPT:**

- ✓ Logistics → Materials Management → Inventory Management → Goods Movement → Goods Movement (MIGO) (or) **MIGO**

Enter your Purchase Order No – \*\*\*\*\*

Posting Date – 09/10/2007

Document Date – 09/10/2007

Delivery Note – 1 & enter.

Under bottom select  Item OK . Select **Quantity** tab & enter Qty in delivery note – 10 & press CHECK button and Then press POST button.

## **CHANGE MATERIAL DOCUMENT:**

- ✓ Logistics → Materials Management → Inventory Management → Material Document → Change (or) **MB02**

Enter the Material Document – \*\*\*\*\*

Material Document year – 2007 and press enter. Select ACCOUNTING DOCUMENTS button.

Itm	PK	S	Account	Account short text	BusA	Tx	Amount LC	Crcy	DISPLAY ENTRY
1	89		221000	Raw material stock	830H		23.366,00	INR	
2	96		156000	GR/IR Clearing A/C	830H		23.366,00-	INR	

## **3. INVOICE VERIFICATION:**

- ✓ Logistics → Materials Management → Logistics Invoice Verification → Document Entry → Enter Invoice (or) **MIRO**

Invoice Date – 09/10/2007

### **Under PO REFERENCE tab**

Enter Purchase Order No – \*\*\*\*\* and press enter. Select  Calculate tax . Enter BALANCE amount in the AMOUNT field and enter (**See the below picture**).

Invoice date	10.10.2007	Reference	Vendor 0000300006
Posting Date	10.10.2007		Dell
Amount	6.286,75	INR	Jayanagar
Tax amount	6.286,75		400021 BANGALORE
			INDIA

Under PAYMENT tab give the Base line date and then SIMULATE & POST. You can find the below entry.

86 GR/IR Clearing Account	Dr	23,366.00
40 VAT Paid Account	Dr	2,920.75
31 To Vendor Account		25,755.76
50 To TDS Payable Account		530.99

**NOTE:** To reverse MIRO T code is MR8M

## TAX ON GOODS MOVEMENT (CIN SETTINGS)

### MAINTAIN EXCISE REGISTRATIONS:

- ✓ SPRO → REF IMG → Logistic - General → Tax on Goods Movement → India → Basic Settings → Maintain Excise Registrations

Select NEW ENTRIES button.

Excise Reg.	1	
Reg.Description	EXCISE REGISTRATION NO	
<b>Excise Registrations</b>		
ECC No.	37/1992	
Excise Reg. No.	AAACM2415LXM001	
Excise Range	HYDERABAD	
Excise Division	A.P.	
Commissionerate	HYD	
<b>Duty applicability</b>		
<input type="checkbox"/> Liable to AED	<input type="checkbox"/> Liable to SED	<input checked="" type="checkbox"/> Liable to Cess
<b>Options</b>		
<input checked="" type="checkbox"/> Partial credit	No of items in Excise Inv	99

& SAVE.

### MAINTAIN COMPANY CODE SETTINGS:

- ✓ SPRO → REF IMG → Logistic - General → Tax on Goods Movement → India → Basic Settings → Maintain Company Code Settings

Select NEW ENTRIES button.

Company Code	8301			
<b>Company Code Settings</b>				
CENVAT Doc. Type	SA	Utl Fl Doc Typ	SA	→ <b>Financial A/C Doc. Type for TDS posting</b>
<input checked="" type="checkbox"/> Debit Acc Override	<input checked="" type="checkbox"/> Aut adj ind	<input type="checkbox"/> Imm. credit on Capital Goods		
First Month	April			<input type="button" value=""/>
<b>Excise Invoice Selection params</b>				
Exc Sel Days	15	No. Exclnv Sel	30	<input type="button" value=""/>
Exl Sel. Proc.	FIFO			<input type="button" value=""/>

&SAVE

### MAINTAIN PLANT SETTINGS:

- ✓ SPRO → REF IMG → Logistic - General → Tax on Goods Movement → India → Basic Settings → Maintain Plant Settings

Select NEW ENTRIES button.

	Plant	Depot	Exc. Reg.	GRs per EI
	8301	<input type="checkbox"/>	001	Single Goods Receipt

& SAVE.

### MAINTAIN EXCISE GROUPS:

- ✓ SPRO → REF IMG → Logistic - General → Tax on Goods Movement → India → Basic Settings → Maintain Excise Groups

Select NEW ENTRIES button.

Excise Group	61	Plant	8301
Description	Excise Group		
<b>Excise Groups</b>			
Excise Reg.	1	No. GRs per EI    Multiple Goods Receipts, Single Credit	
<input checked="" type="checkbox"/> Default Challan Qty in GR			
<b>Outgoing Excise Invoice</b>			
<input checked="" type="checkbox"/> Excise Inv during Billing		<input checked="" type="checkbox"/> Create and Post Inv single step	
<b>Part1 posting trigger</b>			
<input checked="" type="checkbox"/> Consumption			
<b>Depot settings</b>			
<input type="checkbox"/> Depot indicator	<input type="checkbox"/> Folio Numbers	<input type="checkbox"/> Depot Excise Invoice	
<b>Address details</b>			
Address	1		
<b>MIGO settings</b>			
<input checked="" type="checkbox"/> EI Capture	<input checked="" type="checkbox"/> Post EI in MIGO	<input checked="" type="checkbox"/> Duty different at GR	
<input checked="" type="checkbox"/> EI create/RG23D Selection		<input checked="" type="checkbox"/> Update RG1 at MIGO	

& SAVE.

#### **MAINTAIN SERIES GROUPS:**

- ✓ SPRO → REF IMG → Logistic - General → Tax on Goods Movement → India → Basic Settings → Maintain Series Groups

Select NEW ENTRIES button.

Series Grp	Series Des	Exc. Reg.	No utilization
SG0	SERIES GROUP FOR 8301	1	<input type="checkbox"/>

& SAVE.

#### **MAINTAIN EXCISE DUTY INDICATORS:**

- ✓ SPRO → REF IMG → Logistic - General → Tax on Goods Movement → India → Basic Settings → Maintain Excise Duty Indicators

Select NEW ENTRIES button.

Exc. Ind.	+
1	FULL TAX
2	50% TAX
3	NILL DUTY

& SAVE.

#### **MAINTAIN POSTAL ADDRESSES:**

- ✓ SPRO → REF IMG → Logistic - General → Tax on Goods Movement → India → Basic Settings → Maintain Postal Addresses

Select NEW ENTRIES button.

Address	Adr. Descp
1	Excise Address

& SAVE.

#### **SELECT TAX CALCULATION PROCEDURE:**

- ✓ SPRO → REF IMG → Logistic - General → Tax on Goods Movement → India → Basic Settings → Determination of Excise Duty → Select Tax Calculation Procedure

Setup your Tax Procedure to INDIA

Cty	Name	Proc.
IN	India	8301

& SAVE.

### **MAINTAIN EXCISE DEFAULTS:**

- ✓ SPRO → REF IMG → Logistic - General → Tax on Goods Movement → India → Basic Settings → Determination of Excise Duty → Maintain Excise Defaults  
Select NEW ENTRIES button.

Tax proc.	CET	AVP BED Cond	AAR BED Cond	AA/R CESS Cond	BED Perc	SED Perc
8301		I830	0830	0831	0830	0831

& SAVE.

### **DEFINE TAX CODE DOE PURCHASING DOCUMENTS:**

- ✓ SPRO → REF IMG → Logistic - General → Tax on Goods Movement → India → Basic Settings → Determination of Excise Duty → Condition – Based Excise Determination → Define Tax Code for Purchasing Documents

Country – IN and enter.

Tax code – I1 and enter. This tax code is already defined.

### **ASSIGN TAX CODE TO COMPANY CODES:**

- ✓ SPRO → REF IMG → Logistic - General → Tax on Goods Movement → India → Basic Settings → Determination of Excise Duty → Condition – Based Excise Determination → Assign Tax Code to Company Codes

Select NEW ENTRIES button.

Co. Code	Tax Code
8301	I1
8301	I2

& SAVE.

### **CLASSIFY CONDITION TYPES:**

- ✓ SPRO → REF IMG → Logistic - General → Tax on Goods Movement → India → Basic Settings → Determination of Excise Duty → Condition – Based Excise Determination → Classify Condition Types

Select NEW ENTRIES button.

Procedure	Condition type	Condition Name
8301	I830	
8301	I831	
8301	I832	
8301	I833	

& SAVE.

### **MAINTAIN CHAPTER IDs:**

- ✓ SPRO → REF IMG → Logistic - General → Tax on Goods Movement → India → Master Data → Maintain Chapter IDs

Select NEW ENTRIES button.

Chapter ID	CHP_01
View of Chapter ID and text	
UOM Excise	EA
Desc as per Law	
CENTRAL EXCISE LAW	

& SAVE.

UOM – Unit of Measurement

### **MAINTAIN CHAPTER IDs:**

- ✓ SPRO → REF IMG → Logistic - General → Tax on Goods Movement → India → Master Data → Assign Users to Material Master Screen Sequence for Excise Duty

Double click on “User screen reference” (Left side). Select NEW ENTRIES button.

Name	SRef. user
RAMESH	IN

Here enter log in USER

& SAVE.

## ACCOUNT DETERMINATION

### **DEFINE G/L ACCOUNTS FOR TAXES:**

- ✓ SPRO → REF IMG → Logistic - General → Tax on Goods Movement → India → Account Determination → Define G/L Accounts for Taxes  
We already defined the G/L Accounts for Taxes.

### **SPECIFY EXCISE ACCOUNTS PER EXCISE TRANSACTION:**

- ✓ SPRO → REF IMG → Logistic - General → Tax on Goods Movement → India → Account Determination → Specify Excise Accounts per Excise Transaction  
System already specified Excise Accounts per Excise Transaction.

### **SPECIFY G/L ACCOUNTS PER EXCISE TRANSACTION:**

- ✓ SPRO → REF IMG → Logistic - General → Tax on Goods Movement → India → Account Determination → Specify G/L Accounts per Excise Transaction  
1<sup>st</sup> create below G/L Accounts.

**89.** Enter G/L Account No. – **290000**

Company Code – 8301 and select CREATE  button.

#### **Under Type/Description tab**

Account Group – ASSETS

- Balance sheet

Short text – **RG23A A/C**  
G/L acct long text – **RG23A A/C**

#### **Under Control data tab**

Account currency – INR

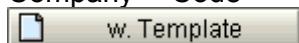
- Only balances in local currency
- Tax category - \*
- Posting without tax allowed
- Open item management
- Line item display

Sort key – 001

#### **Under Create/bank/interest tab**

Field status group – G001 and SAVE.

**90.** Enter G/L Account No. – **290100**

Company Code – 8301 and select CREATE w. Template button.  
 w. Template. There give Reference General Ledger no – 290000 and Company Code – 8301 and enter. In the next screen change Description – **RG23C A/C** and SAVE

**91.** Enter G/L Account No. – **290200**

Company Code – 8301 and select CREATE  button.

#### **Under Type/Description tab**

Account Group – ASSETS

- Balance sheet

Short text – **PLA Register A/C**  
G/L acct long text – **PLA Register A/C**

#### **Under Control data tab**

Account currency – INR

- Only balances in local currency
  - Open item management
  - Line item display
- Sort key – 001

#### **Under Create/bank/interest tab**

Field status group – G001 and SAVE.

**92. Enter G/L Account No. – 290300**

Company Code – 8301 and select CREATE w. Template button.



w. Template

. There give Reference General Ledger no – 290200 and Company Code – 8301 and enter. In the next screen change Description – **PLA Clearing A/C** and SAVE (**PLA – Personal Ledger Account**)

**93. Enter G/L Account No. – 290400**

Company Code – 8301 and select CREATE  button.

#### **Under Type/Description tab**

Account Group – ASSETS

- Balance sheet

Short text – **Cenvat A/C**

G/L acct long text – **Cenvat A/C**

#### **Under Control data tab**

Account currency – INR

- Only balances in local currency

Tax category - \*

- Open item management

- Line item display

Sort key – 001

#### **Under Create/bank/interest tab**

Field status group – G001 and SAVE.

**94. Enter G/L Account No. – 290500**

Company Code – 8301 and select CREATE w. Template button.



w. Template

. There give Reference General Ledger no – 290000 and Company Code – 8301 and enter. In the next screen change Description – **Cenvat Clearing A/C** and SAVE

Select NEW ENTRIES button.

Excise Gp	ETT	CoCode	S Chn/acts	RG23A BED	FF	RG23C BED	RF	Offset	Mod Clearing		PLA Excise Duty		Cenvat On Hold		Cenvat Suspense		
									Mod	Clearing	PLA	BED	CESS	CENVAT OH ICEN	SSE	PLA	On Hold
61	57CM	8301	8301	2900000		290100		290500	290500		290200		290500		290500		290300
61	57FC	8301	8301	2900000		290100		290500	290500		290200		290500		290500		290300
61	ARE1	8301	8301	2900000		290100		290500	290500		290200		290500		290500		290300
61	DLFC	8301	8301	2900000		290100		290500	290500		290200		290500		290500		290300
61	EWPO	8301	8301	2900000		290100		290500	290500		290200		290500		290500		290300
61	GRPO	8301	8301	2900000		290100		290500	290500		290200		290500		290500		290300
61	OTHR	8301	8301	2900000		290100		290500	290500		290200		290500		290500		290300
61	TR6C	8301	8301	2900000		290100		290500	290500		290200		290500		290500		290300
61	UTLZ	8301	8301	2900000		290100		290500	290500		290200		290500		290500		290300

**EIT ▶ Description**

57CM	57F CHALLAN COMPLETION
57FC	57F CHALLAN CAPTURE/CHANGE
ARE1	EXPORT PROCESSING UNDER ARE1
DLFC	GOODS REMOVAL THROUGH SALES
EWPO	EXCISE INVOICE WITHOUT PO
GRPO	EXCISE INVOICE FOR GOODS RECEIPT/PO
OTHR	EXCISE INVOICE FOR OTHER MOVEMENTS
TR6C	PLA ACCOUNT ADJUSTMENT THROUGH
UTLZ	FORTNIGHTLY PAYMENTS

### **DEFINE PROCESSING MODES PER TRANSACTION:**

- ✓ SPRO → REF IMG → Logistic - General → Tax on Goods Movement → India → Business Transaction → Incoming Excise Invoices → Define Processing Modes Per Transaction  
Select NEW ENTRIES button.

TCode	Proc. mode	Active
J1IA101	Capture Excise Invoice	<input checked="" type="checkbox"/>
J1IA101	Change	<input checked="" type="checkbox"/>
J1IA101	Display	<input checked="" type="checkbox"/>
J1IA101	Post	<input checked="" type="checkbox"/>
J1IA101	Create ARE-1	<input checked="" type="checkbox"/>
J1IA101	Create ARE-3	<input checked="" type="checkbox"/>
J1IEX	Capture Excise Invoice	<input checked="" type="checkbox"/>
J1IEX	Change	<input checked="" type="checkbox"/>

& SAVE.

### **DEFINE REFERENCE DOCUMENTS PER TRANSACTION:**

- ✓ SPRO → REF IMG → Logistic - General → Tax on Goods Movement → India → Business Transaction → Incoming Excise Invoices → Define Reference Documents Per Transaction  
Select NEW ENTRIES button.

See the next page.

TCode	Proc. mode	Ref. doc.	Active
J1IA101	Capture Excise Invoice	<input checked="" type="checkbox"/> Internal Excise Invoice	<input checked="" type="checkbox"/>
J1IA101	Change	<input checked="" type="checkbox"/> Purchase Order	<input checked="" type="checkbox"/>
J1IA101	Change	<input checked="" type="checkbox"/> Vendor Excise Invoice	<input checked="" type="checkbox"/>
J1IA101	Change	<input checked="" type="checkbox"/> Outgoing Excise Invoice	<input checked="" type="checkbox"/>
J1IA101	Display	<input checked="" type="checkbox"/> Goods Receipt	<input checked="" type="checkbox"/>
J1IA101	Post	<input checked="" type="checkbox"/> Purchase Order	<input checked="" type="checkbox"/>
J1IA101	Post	<input checked="" type="checkbox"/> Stock Transport Order	<input checked="" type="checkbox"/>
J1IA101	Post	<input checked="" type="checkbox"/> Scheduling Agreement	<input checked="" type="checkbox"/>
J1IA101	Post	<input checked="" type="checkbox"/> Contract	<input checked="" type="checkbox"/>
J1IA101	Post	<input checked="" type="checkbox"/> Goods Receipt	<input checked="" type="checkbox"/>
J1IA101	Post	<input checked="" type="checkbox"/> Without Purchase Order	<input checked="" type="checkbox"/>
J1IA101	Post	<input checked="" type="checkbox"/> Internal Excise Invoice	<input checked="" type="checkbox"/>
J1IA101	Post	<input checked="" type="checkbox"/> Vendor Excise Invoice	<input checked="" type="checkbox"/>
J1IA101	Post	<input checked="" type="checkbox"/> Outgoing Excise Invoice	<input checked="" type="checkbox"/>
J1IA101	Post	<input checked="" type="checkbox"/> ARE1 Internal Document	<input checked="" type="checkbox"/>
J1IA101	Post	<input checked="" type="checkbox"/> ARE1 Form	<input checked="" type="checkbox"/>
J1IA101	Post	<input checked="" type="checkbox"/> ARE3 Internal Document	<input checked="" type="checkbox"/>
J1IA101	Post	<input checked="" type="checkbox"/> ARE3 Form	<input checked="" type="checkbox"/>
J1IA101	Update	<input checked="" type="checkbox"/> Purchase Order	<input checked="" type="checkbox"/>
J1IA101	Update	<input checked="" type="checkbox"/> Stock Transport Order	<input checked="" type="checkbox"/>
J1IA101	Update	<input checked="" type="checkbox"/> Scheduling Agreement	<input checked="" type="checkbox"/>
J1IA101	Update	<input checked="" type="checkbox"/> Contract	<input checked="" type="checkbox"/>
J1IA101	Update	<input checked="" type="checkbox"/> Goods Receipt	<input checked="" type="checkbox"/>
J1IA101	Update	<input checked="" type="checkbox"/> Without Purchase Order	<input checked="" type="checkbox"/>
J1IA101	Update	<input checked="" type="checkbox"/> Internal Excise Invoice	<input checked="" type="checkbox"/>
J1IA101	Update	<input checked="" type="checkbox"/> Vendor Excise Invoice	<input checked="" type="checkbox"/>
J1IA101	Update	<input checked="" type="checkbox"/> Outgoing Excise Invoice	<input checked="" type="checkbox"/>
J1IA101	Update	<input checked="" type="checkbox"/> ARE1 Internal Document	<input checked="" type="checkbox"/>
J1IA101	Update	<input checked="" type="checkbox"/> ARE1 Form	<input checked="" type="checkbox"/>

## **SPECIFY WHICH MOVEMENT TYPES INVOLVE EXCISE INVOICES:**

- ✓ SPRO → REF IMG → Logistic - General → Tax on Goods Movement → India → Business Transaction → Incoming Excise Invoices → Specify Which Movement Types Involve Excise Invoices

Select NEW ENTRIES button.

Movmt type	Register
101	Register RG23A
101	Register RG23C
103	Register RG23A
103	Register RG23C

& SAVE.

## **EXCISE RATE MAINTANENCE: T Code – J1ID**

1. Select  Chapter-Id. Select MAINTAIN  button. There check your Chapter ID is there or not (CHP 01).
2. Select  Material and Chapter-Id combination. Select MAINTAIN  button.

Select NEW ENTRIES button.

Material	Plant	Chap.ID	Subcontr's	Mattype	GR - xref	Declared	decl.date
711	8301	CHP 01	<input type="checkbox"/>	Raw materials	Multiple Goods Receipts, Single Credit		01.04.2007
712	8301	CHP 01	<input type="checkbox"/>	Raw materials	Multiple Goods Receipts, Single Credit		01.04.2007

↓

8301: RAW MATERIAL 1	EN	711
8301: RAW MATERIAL 2	EN	712

SAVE.

3. Select  Material Assessable value. Select MAINTAIN  button.

Select NEW ENTRIES button.

Plant	Material	Valid from	Curr. Key	NDP	Ass. value	Entered by	Chngd
8301	711	01.04.2007			4.000,00		
8301	712	01.04.2007			3.000,00		

& SAVE.

4. Select  CENVAT Determination . Select MAINTAIN  button.

Select NEW ENTRIES button.

Plant	Input Mat.	Output Mat	X	Int. date
8301	711		<input type="checkbox"/>	
8301	712		<input type="checkbox"/>	

& SAVE.

5. Select  Vendor Excise details . Select MAINTAIN  button.

Select NEW ENTRIES button.

Vendor	ECC No	Excise Reg. No.	Excise Range	Excise Division	Excise Commissionerate	CST number	LST number	Permanent account number	Exc.Ind.Vendor	STC
300000	98485	7321	1	1	HYDERABAD	4444	2222	984856227	1	

& SAVE. Like above enter the details to all your Vendor Accounts & SAVE.

6. Select  Excise Indicator for Plant . Select MAINTAIN  button.

Select NEW ENTRIES button.

CoCode	Plant	Month
8301	8301	April 

& SAVE.

Full Tax

7. Select  Excise Indicator for Plant and Vendor. Select MAINTAIN  button.

Select NEW ENTRIES button.

Excise Tax Indicator for Company	Excise Tax Indicator for Vendor	Excise Tax Indicator
1	1	1

& SAVE.

8. Select  Excise Tax Rate. Select MAINTAIN  button.

Select NEW ENTRIES button.

Chap. ID	ExclInd	Valid from	Valid to	Exc. rate (%)	Specific Rate	Currency	Unit	UOM
CHP_01		01.04.2007	31.03.9999	16,5		Inr	1	EA

**Excise Tax indicator**

**Unit of Measurement**

& SAVE.

9. Select  Cess Rates. Select MAINTAIN  button.

Select NEW ENTRIES button.

Plant	Material	Valid from	Valid to	Cess	Rate	CondCurr	Unit
8301	711	01.04.2007	31.03.9999	2,000		1	

& SAVE.

#### **MAINTAIN NUMBER RANGES:**

- ✓ SPRO → REF IMG → Logistic - General → Tax on Goods Movement → India → Tools → Number Ranges (or) **J1I9**

Define the below number intervals under “01” only.

1. **OBJECT – J\_1IINTNUM & select NUMBER RANGE button. Select CHANGE INTERVALS button and select INSERT INTERVAL button.**

No	Year	From number	To number
01	9999	0000000001	0000000999

& SAVE. press BACK button 2 times.

2. **OBJECT – J\_1IRG23A1 & select NUMBER RANGE button. Excise group – G1 and select CHANGE INTERVALS button and select INSERT INTERVAL button.**

No	Year	From number	To number
01	9999	0000001000	0000001999

& SAVE. press BACK button 2 times.

3. **OBJECT – J\_1IRG23A2 & select NUMBER RANGE button. Excise group – G1 and select CHANGE INTERVALS button and select INSERT INTERVAL button.**

No	Year	From number	To number
01	9999	0000002000	0000002999

& SAVE. press BACK button 2 times.

#### **1. CREATE PURCHASE ORDER:**

- ✓ Logistics → Material Management → Purchasing → Purchase Order → Create → Vendor/Supplying Plant known (or) **ME21N**

Select Vendor – 300006 (DELL)

Under Org. data Tab

Purchasing Org. – 8301

Company Code – 8301 and press enter.

Purchasing Group – 000 and enter

Under **Delivery/Invoice Tab**

Currency – INR & enter

Material	Short text	PO quantity	OUn	Deliv. date	Net price	Curr...	Per	O...	Matl group	Plnt	Stor.loc
711		15		22.10.2007	2000	INR				8301	S107

And press enter

{If it shows “ACCOUNT ASSIGNMENT MANDATORY” error, then go to T code – **OMS2 (Page no. 293)** here see whether against your VALUATION ARE the below two options are selected or not. If not selected then select them and SAVE.

Qty updating	Value updati...
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Under the above picture you will find the below picture and choose the options what ever choose in the below picture & SAVE.



## **2. GOODS RECEIPT:**

- ✓ Logistics → Material Management → Inventory Management → Goods Movement → Goods Movement (or) **MIGO**

Enter Purchase Order no – \*\*\*\*\*

Under **GENERAL** tab

Delivery Note no – 2 and press enter.

Below you will find **QUANTITY** tab. There select Qty in delivery note – 15 and select  Item OK check box and enter.

Then select **EXCISE ITEM** tab. There it will shows the automatic calculation.

Then select **EXCISE INVOICE** tab (on the top) and press enter

Excise Invoice – 2, Excise Inv. Date – 22/10/2007 (Current date) and press  button and press  button.

## **CHANGE MATERIAL DOCUMENT:**

- ✓ Logistics → Material Management → Inventory Management → Material Document → Change (or) **MB02**

Material Doc. – \*\*\*\*\*

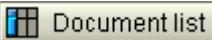
Mater.Doc. Year – 2007 Press enter.

In the next screen select  button, then you will find the GOODS RECEIPT entry as shown below.

Itm	PK	S	Account	Account short text	BusA	Tx	Amount LC	Crcy
1	89		221000	Raw material stock	830H		30.000,00	INR
2	96		156000	GR/IR Clearing A/C	830H		30.000,00-	INR

### DISPLAY CENVAT DOCUMENT:

- ✓ Accounting → Financial Accounting → G. Ledger → Document → Display (or) **FB03**

Select  button and enter

Company Code – 8301  
Document type – SA

Fiscal year – 2007  
Posting date – 22/10/2007

And press execute. In the next screen double click on the Document No and it will display the below entry.

Item	PK	S	Account	Account short text	BusA	Tx	Amount LC	Crcy
1	40		2900000	RG23A A/C	830H		4.950,00	INR
2	50		2905000	Cenvat Clearing A/C	830H		4.950,00-	INR

### 3. CHANGE MATERIAL DOCUMENT:

- ✓ Logistics → Material Management → Logistics Invoice Verification → Document Entry → Enter Invoice (or) **MIRO**

Invoice date – 22/10/2007

and press enter.

Then select  Calculate tax check box (besides Amount). Then it will calculate the Tax automatically. In the amount field enter – 39.430, 13/- (this amount you will find on the top right side of the same screen ).

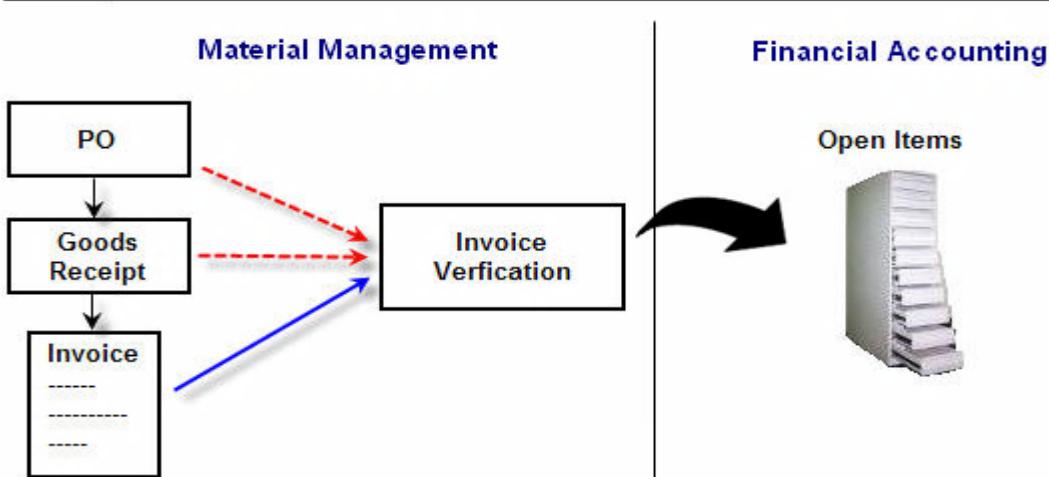
Under the **PAYMENT** tab give the Baseline Dt – 22/10/2007. Under the **DETAILS** tab give the Business Area – 830H and then select SIMULATE button and select POST button.

Item	PK	S	Account	Account short text	BusA	Tx	Amount LC	Crcy
1	31		3000006	Dell	830H	I1	38.633,64-	INR
2	86		1560000	GR/IR Clearing A/C	830H	I1	30.000,00	INR
3	89		2210000	Raw material stock	830H	I1	5.049,00	INR
4	40		2603000	VAT paid A/C		I1	4.381,13	INR
5	50		1602000	TDS payable A/C			796,49-	INR

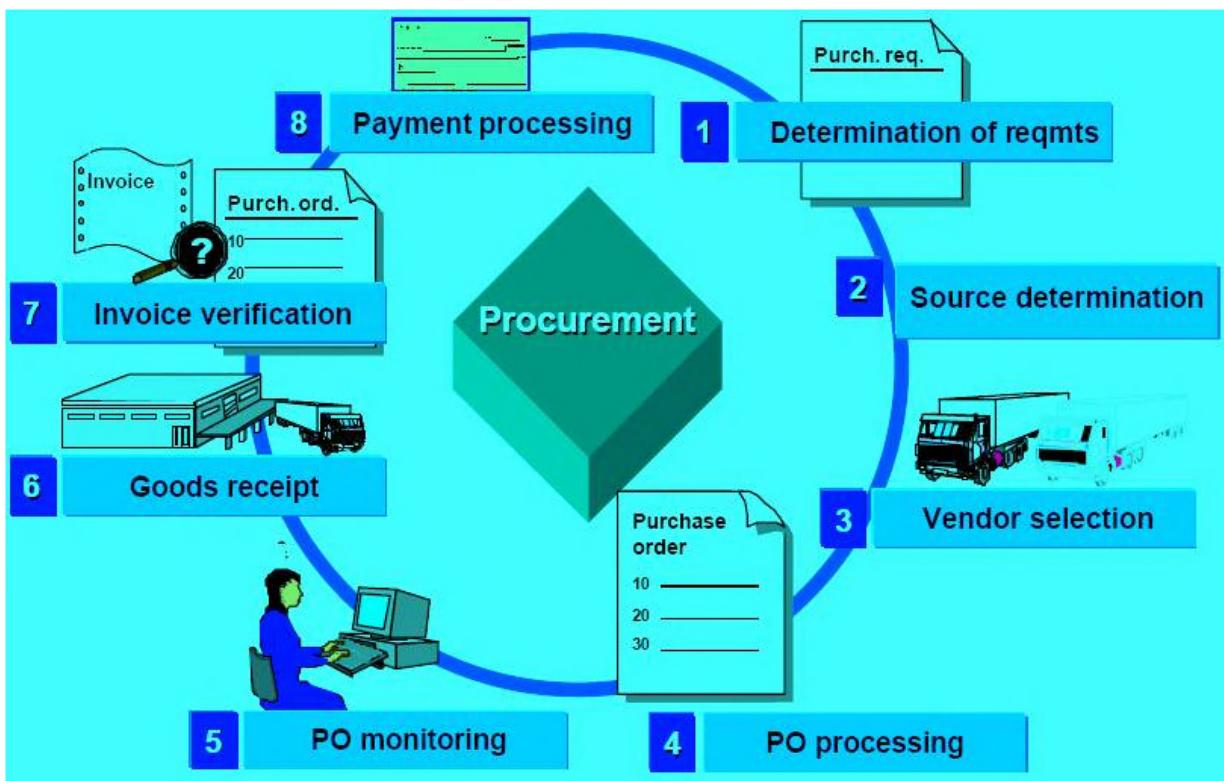
### DISPLAY INVOICE VERIFICATION DOCUMENT:

- ✓ Logistics → Material Management → Logistics Invoice Verification → Further Processing → Display Invoice Document (or) **MIRO**

## **INVOICE VERIFICATION ENVIRONMENT**



## MATERIAL MANAGEMENT LIFE CYCLE



# SALES & DISTRIBUTION

## **DEFINE AND ASSIGN PRICING PROCEDURES:**

- ✓ SPRO → REF IMG → Sales and Distribution → Basic Functions → Pricing → Pricing Control → Define and Assign Pricing Procedures

Double Click on “**Maintain Pricing Procedures**” and select POSITION button and enter Procedure – RVAA01 (Standard procedure) and enter. Select RVAA01 line and copy and change Procedure Name – 8301 and select COPY ALL button and then SAVE.

You must assign this procedure to your Sales Organization. Press BACK button.

Double Click on “**Define Pricing Procedure Determination**” and select NEWENTRIES button.

Sales Org.	Division	Pricing procedure assigned to this customer		Condition Type				
		DChl	Dv	DoPr	CuPP	PriPr.	Pricing procedure	CTyp
8301	83	83	A	1	8301	8301: Procedure	PR00	Price
Distribution Channel		Document procedure (for determining pricing procedure)		Pricing Procedure				

A – Standard

1 – Standard

PR00 – Arrive the Price

## **DEFINE CONDITION TYPES:**

- ✓ SPRO → REF IMG → Sales and Distribution → Basic Functions → Pricing → Pricing Control → Define Condition Types

Double Click on “**Maintain Condition Types**” and select POSITION button and enter Condition Type – MWST and enter.

1. Select **MWST** line and select COPY AS button and change the Condition type – **O830 – Excise duty payable**.
2. Select **O830** line and select COPY AS button and change the Condition type – **O831 – Cess payable**.
3. Select **O830** line and select COPY AS button and change the Condition type – **O832 – VAT payable**.
4. Select **O830** line and select COPY AS button and change the Condition type – **O833 – CST payable**. And SAVE.

## **DEFINE ACCOUNT KEYS:**

- ✓ SPRO → REF IMG → Sales and Distribution → Basic Functions → Account Assignment/Costing → Revenue Account Determination → Define and Assign Account Keys

Double Click on “**Define account key**” and select NEWENTRIES button.

ActKy	Name
080	Excise duty payable
081	Cess payable
082	VAT payable
083	CST payable

And SAVE.

## **ASSIGN CONDITION TYPES TO THE PRICING PROCEDURES:**

- ✓ SPRO → REF IMG → Sales and Distribution → Basic Functions → Pricing → Pricing Control → Define and Assign Pricing Procedures

Double Click on “**Maintain Pricing Procedures**” and select POSITION button and enter Procedure – 8301 and enter. Select your Pricing Procedure line and double click on CONTROL DATA (left side the screen).

Step	Cntr	CTyp	Description	Fro	To	Man.	Mdt	Stat	Print	SubTo	Reqt	AltCTy	AltCBV	ActKy	Accrls
908	0		NetValue 3			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
915	0	0830	Excise duty payable	908	908	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			10		16	080	
916	0	0831	Cess payable	915	915	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			10			081	
917	0	0832	VAT payable	908	916	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			10			082	
918	0	0833	CST payable	908	916	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			10			083	
920	0		Total			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A		4				

And SAVE.

#### **DEFINE TAX DETERMINATION RULE:**

- ✓ SPRO → REF IMG → Sales and Distribution → Basic Functions → Taxes → Define Tax Determination Rules (or) **OVK1**

Select NEWENTRIES button.

Tax count.	Name	Seq.	Tax categ.	Name
IN	India	1	0830	Excise duty payable
IN	India	2	0831	Cess payable
IN	India	3	0832	VAT payable
IN	India	4	0833	CST payable

and SAVE.

#### **DEFINE TAX RELEVANCY OF MASTER RECORDS:**

- ✓ SPRO → REF IMG → Sales and Distribution → Basic Functions → Taxes → Define Tax Relevancy of Master Records

Double Click on “**Customer Taxes**” and Select NEWENTRIES button.

Tax categ.	Name	Tax class.	Description
0830	Excise duty payable	1	Taxable
0831	Cess payable	1	Taxable
0832	VAT payable	1	Taxable
0833	CST payable	1	Taxable

& SAVE and press BACK button.

Double Click on “**Material Taxes**” and Select NEWENTRIES button.

Tax categ.	Name	Tax class.	Description
0830	Excise duty payable	1	Taxable
0831	Cess payable	1	Taxable
0832	VAT payable	1	Taxable
0833	CST payable	1	Taxable

& SAVE

## INTEGRATION BETWEEN FI & SD

### **FOR REVENUE ACCOUNT DETERMINATION ACCOUNT ASSIGNMENT/COSTING ASSIGN G/L ACCOUNTS:**

- ✓ SPRO → REF IMG → Sales and Distribution → Basic Functions → Account Assignment/Costing → Revenue Account Determination → Assign G/L Accounts (or) **VKOA**

Double Click on “**001 – Cust. Grp/Material Grp/Acct Key**” and select NEWENTRIES button.

Application Component	CndTy	Chart of Accounts	SOrg	A/C Assignment		Account key	
				Group	Customer		
V	KOFI	8301	8301	01	03	ERL	300000
<b>Condition Type</b>				<b>A/C Assignment</b>			
				Group	Customer	<b>Material</b>	

& SAVE.

V	– Sales/Distribution
KOFI	– Account Determination
01	– Domestic Revenue
03	– Finished Goods
ERL	– Sales Revenue

### **PARTNER DETERMINATION:**

There are four types of partners are there.

1. Sold to party
2. Ship to party
3. Bill to party
4. Payer

### **SETUP PARTNER DETERMINATION:**

- ✓ SPRO → REF IMG → Sales and Distribution → Basic Functions → Partner Determination → Set Up Partner Determination

Double Click on “**Set Up Partner Determination for Customer Master**” and double click on PARTNER FUNTIONS (left side) there see whether the below Partner Functions are there or not.

SP – Sold to party  
 SH – Ship to party  
 BP – Bill to party  
 PY – Payer

Double click on ACCOUNT GROUPS – FUNTION ASSIGNMENT (left side) & select NEWENTRIES button.

Partn.Funct.	Name	Account Grp	Name
SP	Sold-to party	8306	8301:Customer for Goods
SH	Ship-to party	8306	8301:Customer for Goods
BP	Bill-to party	8306	8301:Customer for Goods
PY	Payer	8306	8301:Customer for Goods

& SAVE.

Double click on PARTNER DETERMINATION PROCEDURES (left side) & select NEWENTRIES button.

Part.Det.Proc	Name
8301	Partner Determinati

& SAVE.

Select your PARTNER DETERMINATION PROCEDURE line (above one). And double click on PARTNER FUNTIONS IN PROCEDURE & select NEWENTRIES button.

Part.Det.Proc	Partn.Funct.	Name	Not Modifiable	Mandat.Funct
8301	SP	Sold-to party	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8301	SH	Ship-to party	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8301	BP	Bill-to party	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8301	PY	Payer	<input type="checkbox"/>	<input checked="" type="checkbox"/>

& SAVE.

Double click on PARTNER DETERMINATION PROCEDURE ASSIGNMENT (left side) & select POSITION button and enter Account Group – 83CG and enter.

Group	Description	ParPr	Name
8306	8301:Customer for Goods	8301	Partner Determinatio

& SAVE.

### **CREATE SALES AREA TO CUSTOMER MASTER RECORD:**

- ✓ Logistics → Sales & Distribution → Master Data → Business Partner → Customer → Create → Sales & Distribution (or) **VD01**

Account group	8301:Customer for Goods
Customer	2000010 SAMSUNG
Sales area	
Sales Organization	8301 8301 - Sales Org.
Distribution Channel	83 8301:Direct Sales
Division	83 8301:Division

and enter.

Under **SALES** tab

Cust.pric.proc.

1

Valid from – 01.04.2007

Valid to – 31.03.9999

Under **SHIPPING** tab

Delivery Priority – 02 (Normal)

Shipping Conditions – 01 (As soon as possible)

Delivering Plant – 8301

Under **BILLING DOCUMENT** tab

Price determin.

Incoterms – CIF – HYD (CIF – Costs, Insurance & freight)

Terms of Payment – 0001

A/C assignment group – 01 (Domestic revenues)

Taxes						
Country	Name	Tax category	Name	Tax classification	Description	
IN	India	0830	Excise duty payable	1	Taxable	
IN	India	0831	Cess payable	1	Taxable	
IN	India	0832	VAT payable	1	Taxable	
IN	India	0833	CST payable	1	Taxable	

Under **PARTNER FUNTIONS** tab

Here it will show the Partner Functions automatically.

In the same way do the same changes to all your Customer Accounts.

## **DEFINE MATERIAL MASTER RECORD FOR FINISHED PRODUCT:**

- ✓ Logistics → Sales & Distribution → Master Data → Products → Material → Other Material → Create (or) **MM01**

Material	
Industry Sector	Mechanical Engine ...
Material Type	Finished product

And select VIEW(S) button.

Select Basic Data 1, Sales: Sales Org. Data 1, Sales: Sales Org. Data 2, Sales: General/Plant Data, Sales Text, MRP1, General Plant Data / Storage 1, Accounting 1, Costing 1 and enter.

Organizational levels	
Plant	8301
Storage Location	S107
Sales Org.	8301
Distr. Channel	83

and press enter.

Under **BASIC DATA 1** tab

Material	719	8301:Finished Product	<input type="button" value="H"/>								
<table border="1"> <tr> <td>General data</td> <td>Piece's</td> </tr> <tr> <td>Base Unit of Measure</td> <td>PC</td> </tr> <tr> <td>Old material number</td> <td></td> </tr> <tr> <td>Division</td> <td>83</td> </tr> </table>				General data	Piece's	Base Unit of Measure	PC	Old material number		Division	83
General data	Piece's										
Base Unit of Measure	PC										
Old material number											
Division	83										

And

press enter.

Under **SALES: SALES ORG. DATA 1** tab

C...	Country	Tax...	Tax category	T	Tax classification
IN	India	0830	Excise duty payable	1	Taxable
IN	India	0831	Cess payable	1	Taxable
IN	India	0832	VAT payable	1	Taxable
IN	India	0833	CST payable	1	Taxable

and press enter.

Under **SALES: SALES ORG. DATA 2** tab

Account assignment group – 03 (Finished goods) and press enter.

Under **SALES: GENERAL/PLANT** tab

C...	Country	Tax...	Tax category	T	Tax classification
IN	India	0830	Excise duty payable	1	Taxable
IN	India	0831	Cess payable	1	Taxable
IN	India	0832	VAT payable	1	Taxable
IN	India	0833	CST payable	1	Taxable

and press enter.

Under **SALES: SALES ORG. DATA 2** tab

Availability check – KP (No check)

Transportation group – 0001 (On palettes)

Loading group – 0003 (Manual) and press enter.

Under **SALES TEXT** tab. leave it blank and select **PURCHASING** tab and press enter.

Under **MRP 1** tab

MRP Type – ND (No planning) and press enter 2 times.

Under **ACCOUNTING 1** tab

Valuation Class – 7920 (Finished Product)

Price Control – S (Standard price)

Standard price – 8500 and press enter and SAVE.

**Like this you can create “N” number of “FINISHED PRODUCTS”**

### ASSIGN SHIPPING POINT:

- ✓ SPRO → REF IMG → Logistics Execution → Shipping → Basic Shipping Functions → Shipping point & Goods Receiving Point Determination → Assign Shipping Points  
Select NEWENTRIES button.

Shipping Condition	Loading group	Plnt	PrShP	Partner Shipping Point
SC	LGrp	Plnt	PrShP	
01	0003	8301	8301	

& SAVE.

01 – As soon as possible  
0003 – Manual

### MAINTAIN CONDITION RECORD:

- ✓ Logistics → Sales & Distribution → Master Data → Conditions → Select Using Condition Types → Create (or) **VK11**

1. Condition type – PR00 (Pricing procedure) and enter.

If you want to maintain by Customer / material wise,

Then select  Customer/material with release status and press enter.

Sales Organization	8301	8301 - Sales Org.
Distribution Channel	83	8301:Direct Sales
Customer	200000	LG

Customer/material with release status									Valid on
Material	Description	P..	Amount	Unit	per	U...	C...	S...	
719			8500						01.04.2007

SAVE

Do the same changes to all your customers.

2. Condition type – O830 (Excise duty payable) and enter.

Select  Domestic Taxes and press enter.

Country	IN
Valid on	01.04.2007
Valid to	31.03.9999

Domestic Taxes					
TaxCl1Cust	TaxCl.Mat		Amount	Tax code	
1	1			01	

And press enter. It will take the rest of fields automatically and then press SAVE.

Like above Condition type create the below Condition types also.

3. Condition type – O831 (Cess payable) and Tax code – O1
4. Condition type – O832 (VAT payable) and Tax code – O1
5. Condition type – O833 (CST payable) and Tax code – O0

### 1. CREATE SALES ORDER:

- ✓ Logistics → Sales & Distribution → Sales → Order → Create (or) **VA01**

**SALES ORDER:** is a contractual agreement between a Sales Org. & a Customer. Concerning to be delivered or service rendered.

Order Type	OR	Standard Order
Organizational data		
Sales Organization	8301	8301 - Sales Org.
Distribution Channel	83	8301:Direct Sales
Division	83	8301: Division

and press enter.

Sold- to party – \*\*\*\*\* (TCS)  
PO Number – 1

Under **SALES** tab

Req. deliv. date – D – 26.10.2007 (current date)      Delivery Plant – 8301

Item	Material	Order quantity
	719	25

and press enter

 8301:Finished Product

To check the *Delivery date*, select **SHIPPING** tab. Here you can find the Delivery date. To check the *Product price*, double click on the Material (8301: Finished Product). Here under **SALES A** you will find the price. In the same screen select **SHIPPING** tab, here give Net weight – 10 and Gross weight – 10 and then select **CONDITION** tab. Here you can change the *Product price*. To check the incompleteness data, select menu item **EDIT → INCOMPLETION LOG**. If you found any mistakes rectify it and then **SAVE**.

## 2. GOODS RECEIPT:

- ✓ Logistics → Materials Management → Inventory Management → Goods Movement → Goods Receipt → Other (or) **MB1C**

**GOODS RECEIPT:** is a document posted in the Sales & Distribution, which is used as the source document for recording changes in stock levels associated with delivering materials to customers & recording the financial impact of such transactions in the G/L.

Document Date – \*\*/\*\*/\*\*\*\*      Movement Type – 561  
Plant – 8301      Storage location – S107 and press enter.

Material – \*\*\* (8301: Finished Goods)      Quantity – 25 and enter and **SAVE**.

## CHANGE MATERIAL DOCUMENT:

- ✓ Logistics → Material Management → Inventory Management → Material Document → Change (or) **MB02**

Material Doc. – \*\*\*\*\*

Mater.Doc. Year – 2007 Press enter.

In the next screen select **Accounting Documents...** button. Then you will find the **GOODS RECEIPT** entry as shown below.

Itm	PK	S	Account	Account short text	BusA	Tx	Amount LC	Crcy
1	89		220000	Finished goods Inven	830H		212.500,00	INR
2	91		220900	Inventory Clearing	830H		212.500,00-	INR

## 3. OUTBOND DELIVERY:

- ✓ Logistics → Sales & Distribution → Shipping and Transportation → Outbound Delivery → Create → Single Document → With Reference to Sales Order (or) **VL01N**

Shipping point	8301
Sales order data	
Selection date	26.10.2007
Order	8168

 This date should be taken from "Req. del. date". This you will find under SALES ORDER. T Code : VK01

And enter and select **PICKING** tab. There under **PICK QUANTITY** – 25 and select **Post goods issue** button.

## DISPLAY CENVAT DOCUMENT:

- ✓ Accounting → Financial Accounting → G. Ledger → Document → Display (or) **FB03**

Select Document list button and enter

Company Code – 8301

Fiscal year – 2007

Posting date – 26/10/2007

And press execute. In the next screen double click on the last Document No and it will display the below entry.

Itm	PK	S	Account	Account short text	BusA	Tx	Amount LC	Crcy
Cr	99		2200000	Finished goods Inven	830H		212.500,00-	INR
Dr	81		4000000	Cost of Goods sold	830H		212.500,00	INR

### **4. BILLING:**

- ✓ Logistics → Sales & Distribution → Billing → Billing Document → Create (or) **VF01**

**BILLING:** a document posted in the Sales & Distribution, which supports the creation of Customer Invoices , Cr or Dr notes & recording of the financial impact of there transactions in the G/L.

Select the delivery note line as shown in the below picture and press execute & SAVE.

Document	Item	SD document categ.	Processing status	Billing Type	Cancld bill.dc
80011318					

In the same screen, select menu item BILLING DOCUMENT → CHANGE. In this screen select Accounting button. Then you will find the below entry.

Itm	PK	S	Account	Account short text	BusA	Tx	Amount LC	Crcy
1	01		2000013	TCS	830H	00	295.150,20	INR
2	50		3000000	Sales Revenue A/C	830H	00	212.500,00-	INR
3	50		160301	Excise duty payable		01	35.062,50-	INR
4	50		160302	Cess payable A/C		01	5.785,31-	INR
5	50		160300	VAT payable A/C		01	41.802,39-	INR

