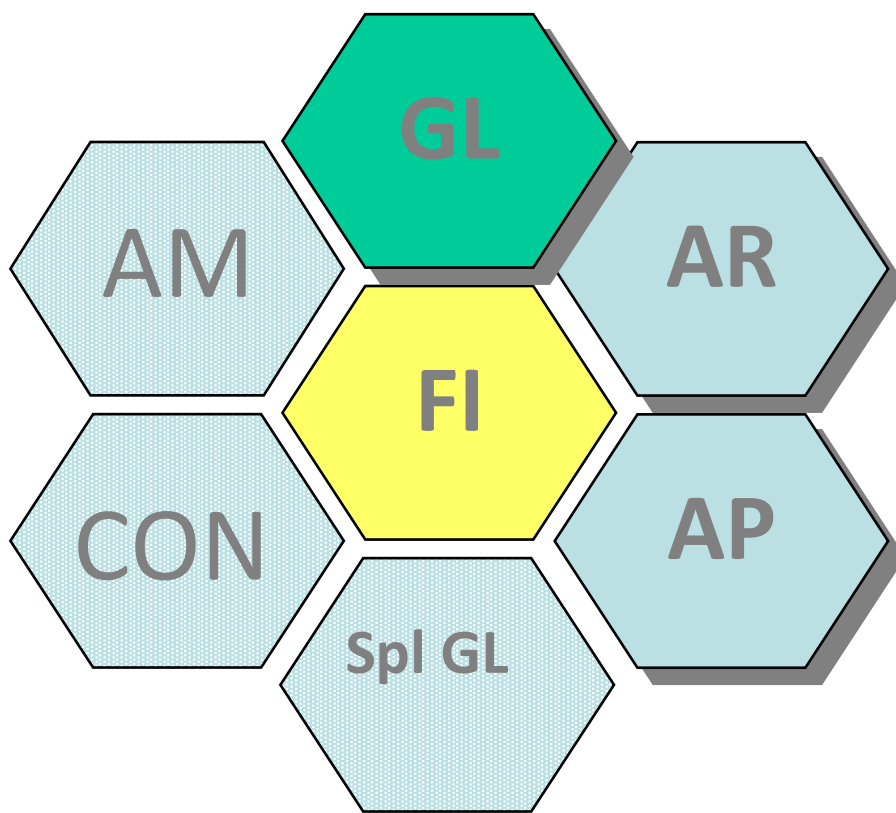


SAP FICO

NOTES BY

PRINCIPAL CONSULTANT

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Class: 1

ERP: ERP Stands for Enterprise Resource Planning. Moto of ERP System is Planning of Resources in the Organization in an effective manner in order to get more Profitability.

Planning in organization we do below Planning Activities.

- Productivity (Relates to Men and Machines)
- Effectiveness (related to Methods Employed)
- Efficiency (relates to men, Methods and Machines)

Enterprise: It is a big organization with huge resources.

Resources: An Enterprise has the following resources.

- Money (Finance Dept) – Oracle, Tally, JdEdwards, etc
- Men (Human Resource Dept) – Peoplesoft - HR
- Materials (Purchase & Stores dept) – Baan
- Machines (Production Dept) – Production software
- Marketing (Sales and Distribution)
- Methods (Pervade all the other resources)
- Management

Benefits of ERP Systems:

- Eliminates the duplication
- Redundancy in data
- More ROI on Information Technology implementation
- Delivers Quality information designed for the enterprise
- Faster
- Satisfying partners or Customers etc...

Characteristics of ERP System:

- Single Uniform System across the enterprise
- More integrated system
- Usage of multiple Languages and Currencies
- Client server architecture etc...

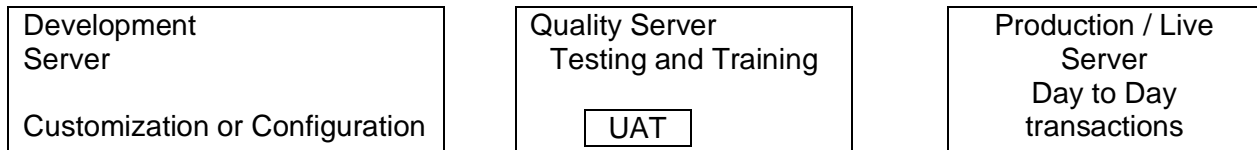
List of ERP Systems:

- SAP
- ORACLE : FINANCIALS
- PEOPLE SOFT
- RAMCO MARSHAL
- JD EDWARDS
- BAAN

SAP FICO

- CYBER etc...

More than 90% of the ERP Market spread over by SAP. The reasons are



Before developing of SAP the engineers observe the nature of all industries across the world and develop SAP in order to meet all enterprise requirements.

SAP

SAP stands for Systems Applications and Products in data processing and founded by Five Ex: IBM engineers in the year of 1972.

The current version of SAP is ECC6.0 EHP 8
EHP= Enhancement Package ECC= Enterprise Central Component

Modules of SAP:

- FICO (FINANCE AND CONTROLLING)
- MM (MATERIAL MANAGEMENT)
- SD (SALES AND DISTRIBUTION)
- HR (HUMAN RESOURCES)
- PP (PRODUCTION PLANNING)
- Basis
- CRM
- ABAP - Programming
- QM (QUALITY MANAGEMENT)
- PM (PLANT MAINTENANCE)
- PS (PROJECT SYSTEMS) Etc...

SAP Landscape:

The System Landscape represents the SAP System deployment at implementation. SAP System landscape consists of below 3 systems.

UAT – stands for User Acceptance Test

Development System: This system is used for configuration according to the business requirements. All the configurations will be stored in the respective server tables and saved under Transport request.

QAS: the changes done in the development server will be copy to quality server for testing and training activities. The changes will be more through transport request.

Production server: this is the end server which is used for posting of day to day Business transactions by the users.

Transport Request: It is the Media used to move the changes from development server to quality and production servers. While saving the changes in development server system will save the data in the respective tables and stores the information with TR Number. While moving the TR the table contents of development server will get copy to respective destination servers.

Types of Data in SAP:

In SAP we will use following types of data.

1. Configuration or customization data
2. Master data
3. Transactional data

Configuration data: the configuration must be done only in development server to meet the business requirement. System will generate Transport Request while saving the configuration data.

Ex: Interest calculations settings, Enterprise structure, depreciation terms, AP, AR, Asset management settings etc...

Master data: all transactional data get posted into SAP with reference to Master data.

Note: There will be no TR generated for master data and transactional data. This data must be maintained by the business users in the respective servers.

Ex: GL A/C's, Vendor Masters, customer masters, asset masters, cost centre, production order.

Transactional Data: The Day to Day business transactions are called as Transactional data

Ex: Sales posting, Asset Purchases, Depreciation calculations etc...

Login to SAP System

First Row of the screen is called **Menu Bar** Menu Edit, Favorites, Extras

Second Row is called **Standard Tool Bar**

Third Row is called **Title Bar**

Fourth Row is called **Tool Bar**

Fifth and Last row is called **Status Bar**

In your desktop Double click on SAP GUI or SAP Log on place the curser on ECC6 item click on "LOG ON" button

Client: 800 User: sapuser
Password: sapuser

Note:

- Password is case sensitive
- Password can be alpha numeric
- Continuous Login trials 3 times with wrong User ID & password will cause locking of client for further process.

Option 1: Continue with this log on end other logins in the system.

Option 2: Continue with this log on without ending of any other logins

Option 3: Terminate this login.

The transactions in SAP can be executed in 2 ways.

1. Through path (step by step approach)
2. Through T-Code (Short Cut) (T-Code = Transaction Code)

Each and every transaction in SAP is associates with T-Code.

T-Codes can be directly used by using "Transaction Code Bar"

SAP EASY ACCESS Screen which is called Gate of SAP SEA

To open new session or screens or working with multiple screens.

Option1: Select create a new session button in the standard tool bar. So that a new session will be open with the screen SAP Easy Access.

Option2: If you are aware of transaction code you can type the transaction code in the Transaction code bar with a Prefix of '/O' or '/N' to the T-Code.

/O: Creates new session without ending the existing session.

Use "alt + tab" to parallel work with multiple screens.

/N: Closes the existing screen and opens the new screen with the given transaction code.

The Transactions in SAP can be handled as below.

The screens in SAP are divided as

1. SAP Easy Access
2. SPRO = Semi Programming Run Way Operation Or SAP Reference Object
 - Easy access screen will be used by the business users for creation of Master data posting of transactional data, execution of reports. Etc...
 - **SPRO:** all the implementation guide activities will be performed under SPRO Screen by the Consultants. The business users don't have access to SPRO Screen

Login into SPRO Screen (or) IMG Screen

Path: SAP Easy Access Screen → SAP Menu → Tools → Customizing → IMG → Execute Project (SPRO) press enter here

Types of Projects:

1. Implementation
2. Support
3. Rollout
4. Upgrade
5. Enhancement

Implementation

Implementations are 2 types.

1. Big-Bang implementation
2. Phase-Wise implementation

Big-Bang Implementation: Implementing of SAP at a stretch for all the business units of the clients (irrespective of countries, industry type, segments) is called as Big-Bang Implementation. Very few companies will go with such type of implementations because

- a. High Risk
- b. More Investment
- c. High Monitory requires
- d. Less quality etc...

Phase-Wise Implementation: implementation of SAP for business entity at country level, segment level one after one is called as Phase-Wise implementation.

Methodologies following for Implementation:

1. ASAP Methodology
2. Solution Manager

Client Over View: Ashraf Group of Companies

Ashraf Group has business operations in the following sectors.

- a. Ashraf Engineering
- b. Ashraf Holdings LTD

The reasons for opting ERP and SAP by APPLE Group:

1. Beverages have two manufacturing plants & 'n' of Branches and depots across India and in other countries. All the inventory at warehouse located at Mumbai. The inventory transactions at branch offices will send regularly to the warehouse through mail system to the warehouse.
2. APPLE Group find challenging for consolidating the financial results, inventory mgt and providing MIS (management information system) reports on requirement. Hence decided to implement ERP for their business operations.

The implementation of SAP project was given to IBM by APPLE Group for their Line of Business (LOB) (Phase-Wise Implementation)

Always implementation project majorly handled or done at on site or client place.

IBM will identify project managers, delivery managers, team leaders and respective consultants for this project.

Implementation Process

- Company Profile

Note: During the implementation phase Business has to identify core team members and Super users who will provide information to the consultants on their business process.

Ex: GM, BP, CFO, CEO etc...

ASAP Methodology:

Accelerated SAP (ASAP) is SAP's standard implementation methodology.

It contains the road map, a step by step guide that incorporates experiences from many years for implementing of SAP R/3.

Phases of ASAP Methodologies:

1. Project preparation
2. Business blue print
3. Realization
4. Final preparation
5. Go-Live and Support

Phase 01. Project Preparation:

The primary focus of phase1 is getting the project started, identifying team members and developing a high level plan.

The main deliverables are:

- Project charter (Mission, Business drivers)
- Project procedure and standards
- Detailed project plan
- Technical requirements planning (order pc's)
- Project kickoff
- Project team training plan (Level 1 & 2)
- Project room set up
- Project team structure and roles
- Signoff of project preparation phase

Phase 02: Business Blue Print:

To understand the business goals of the company and to determine the business requirements needed to support those goals.

The main activities are:

- Understand current business process
- Create To-be business Blue Print
- Define organizational structure (Company, Plant etc...)
- Prepare conversion and interface requirement
- Enterprise and base line scope documents
- Business blue print approval
- Training level2

- Installed R/3 System

Understand Current Business Process:

(BRD Documents, Q&A Data base, the regular meeting with the core team members etc...)

Create To-be Business Blue Print:

Based on the understanding of the business process we consultants has to prepare business blue print documents.

Preparation of To-be document (Business Blue Print) this document consists of how the business want tracking of their business transactions in SAP. Our understanding of their enterprise structure, modules. They want to implement and their business process.

Define Organizational structure of client:

Understanding and deifying organisation is very important by the consultant. The organization structure depends on 'n' no. of parameters considering all we must define organization structure.

Preparation of End-user training manuals

Understanding of interface requirements

Interface:

The connection between SAP system to other third party systems is called as interface.

Preparation of Base line Scope document

Trainings to the End users or Super users

Phase 3: Realization:

The purpose of this phase is to implement all the business process requirements based on the business blue print. The customization in the development system will be done in step by step in two work packages.

1. Base configuration
2. Final configuration

The main activities are:

- ✓ Implement business process based on the blue print document
- ✓ Configuration of the settings and its documentations
- ✓ Testing
- ✓ Define Authorizations in the R/3 Systems
- ✓ Preparation of User Manuals

Phase 4: Final Preparation:

The main activities are:

1. Cut-over activities
Uploading of transactional data and master data from legacy system to SAP System.
2. Resolve all crucial open issues (GAPS)

Phase 5: Go-Live and Support:

All the transports will be moved from development system to production. Business will use SAP system for their regular transactions and stop legacy systems.

Business Blue-Print Phase for APPLE Group:

The scope of modules APPLE Group wants to implement below modules

1. FICO
2. MM

3. SD
4. PP
5. BASIS
6. ABAP
7. HR
8. QM
9. PM

FI Organization Structure

Company
Company code1, company code2..... company code n
Business Area1, Business Area2..... Business Area n

Create Apple Group Organizational Structure

FICO Scope:

Below sub modules want to be implement for FICO.

1. General Ledger
2. Accounts Payables
3. Accounts Receivables
4. Asset Accounting
5. Banking
6. Reporting system
7. Taxation
 - a. Excise
 - b. VAT
 - c. CST
 - d. TDS

The Reporting Requirement

APPLE Group want to generate their financial statements at manufacturing ltd. With currency INR and according to the accounting standards of IAS to meet external reporting. The internal reporting will be at plant level for management information.

Ashraf Group is following the reporting year as April to March.

Ashraf Group wants the below transactions to be posted in respect to the G/L Accounting.

- | | |
|--|--|
| 1. Journal entries | 11. Financial statements maintenance |
| 2. Parked documents | 12. Finalization of Accounts |
| 3. Recurring entries | 13. Carry forward balances to next years |
| 4. Document reversals | |
| 5. Foreign currency transactions posting | |
| 6. Accrual / Deferral postal | |
| 7. Interest calculations | |
| 8. Analysis of GL Accounts | |
| 9. Month end closing operations | |
| 10. Bank reconciliation | |

GL Configuration Steps

Configuration of organization structure

1. Define company
2. Define Credit Control Area
3. Define Company Code
4. Define Business Area
5. Define Functional Area
6. Maintain Consolidated Business Area

7. Maintain FM Area
8. Define Segment
9. Define Profit Center

Configuration of organization Structure

Company is a organizational unit in account. That represents a business organization according to the requirements of commercial law in a particular country. In SAP all consolidation functions in Financial Accounting are based on companies. A company can consists of one or more company codes.

Path: Sap Easy Access Menu → Sap Menu→Tools→ Customizing → Img→ Spro-Execute Project→ Sap Reference Img Press Enter.

To view T-Code for IMG Activities

Additional Information→Display Key→Img Activity

A new column with Transaction codes will be displayed next to the IMG Activity. The last 4 digits is called as T-Code.

Step01 - Define Company (OX15)

Enterprise Structure → Definition → Financial Accounting→ Define Company → Click On Img Activity Button → Select New Entries Button

Company	: TR10
Company Name	: Group of Industries Ltd.
Street	: Hyderabad
PO Box	: 500020
Postal Code	: 500020
City	: Hyderabad
Country	: IN
Language Key	: EN
Currency	: INR

Save – V_T880

229 Countries and 48 Languages available in SAP system.

Table Name is T880

Click on Create Request

Short Description : Ashraf Group enterprise structure

Click on save or Enter button

TR No : EC6K900560

Note: We can save the similar nature of customizing settings under one transport request. Each TR holds the contents of configuration changes with reference to respective tables.

Click on Enter Button

The Message will get as Data was Saved

View Table Contents: (T-Code= SE16N or SE16)

Table : T880

Company : TR10

Click on Execute button

The company details maintained in the fore ground, updated in the form of Table

View Transport Request Details: (T-Code = SE01/SE09/SE10)

USER: SAPUSER

REQUEST TYPE: Customizing request

The changes done by functional consultants will be stored under customizing request. We consultants only customizing the SAP Screens in order to meet Business requirements and not doing any changes to the existing screens or programs

Work Bench Request: the changes done by technical consultants (ABAP) in order to meet Business requirements are called as Bench request.

Ex: Changes to existing screen layouts, menus, new reports and program developments, Forms development etc...

Request Status

Modifiable

☐ Released

☐ Display

If the TR status was modifiable we can add more customization changes to the same TR No. Till the TR status was change into released.

Released: the Basis consultants can move the TR's from one server to another server only if the status of TR is Released. One cannot append (add) customization changes to the released TR. Display press enter on this button.

Each request consists of Task. Hence expand the task

- ✓ Expand IMG Activity
- ✓ View maintenance
- ✓ V-T880
- ✓ T880
- ✓ 800TR10

Step 2 - Define Credit Control Area: (OB45)

Credit control area is an organizational unit. Which is used to represent the credit limits of the customers with in the organization.

Note: The credit control area will be used by FI & SD Modules.

Path: Spro → Img → Enterprise Structure → Definition → Financial Accounting → Define Credit Control Area → New Entries

Credit Control Area : TR10

Currency : INR

Data for Updating SD

Update : 000018 Open delivery value for sales order, open billing document value

FY Variant :

Risk Category :

Credit Limit :

Representative group:

In detailed overview of credit control area will be discussed during AR and SD Modules.

Click on Back Button.

Description : Credit control area of Ashraf

Save - Table V_T014

View Maintenance Data: V_T014

Request : EC6K900560

Click on own request select or do Ashraf click on your TR click on Enter Button.

Step 03 - Define Company Code: (OX02) - T001

Company code is an organisational unit using which a complete set of financial statements (P&L and Balance Sheet) will be generated. All business transactions must be posted at company code level. Company code is called as a Legal entity.

We can have 'n' no. of company codes within the organisation depends on Business requirements and to meet legal reporting requirements.

We can have Transactions between inter company codes in such scenario the affiliated company codes will be treated as customers and vendors in order to initiate initial stock transports and elimination of inter company transactions etc...

Path: Spro → Img → Definition → Fin Acc → Edit, Copy, Check Company Code

Click on IMG activity → Edit Company Code data → New Entries

Company Code: TR10

Company Name: Ashraf Trading

Additional Data

City : Hyderabad

Country : IN

Currency : INR

Language : EN

Click on Address Button

Title : Company

Name : Ashraf Trading Co

Search Terms

Search Term ½ : Street :

Postal Code/Street:

Country : IN

Region : 13

PO Box Address

For Address Screen press the Enter.

Click on object Attributes Button to view Tables Effected

Save - Table is T001

Table to view Address of the Company Code (ADRC)

In detailed address will be stored with address No. In tool table and the detailed information of the address will be displayed under **ADRC** .

Step 04 - Define Business Areas: (OX03)

Business areas will be defined at geographical area level, product level, functional area level according to the business requirements. We can generate financial statements at business area level.

Business areas are independent of company codes and no need to assign business areas to company codes.

All business transactions will be posted at company code level and at the same time we can give business area for internal reporting.

The reason for non assignment of Business areas to company code is the business wants to get consolidated reporting at Business area level irrespective of company codes.

Business area is one of the organisational unit which is used for internal reporting purpose.

The business area mapping with geographical level always we done at plant level or Branch Offices.

Path: Spro→Enterprise Structure→Definition→FA→Define Business Area → New Entries

Business Area	Description
TR10	Telengana
TR11	Andhra Pradesh

Save Table is V_TGSB

Step 05 - Define Functional Areas: (OKBD) – This view is obsolete (Out dated)

Functional areas one of the organizational unit in FI used to classify the expenses of an organisation into functional areas to meet the needs of cost of sales accounting.

Functional areas are sales, production, marketing, administrating, research & development etc...

Step 06 – Maintain Consolidated Business Area (OCC1)

Path: Spro→Enterprise Structure→Definition→FA→ Maintain Consolidated Bus Area → New Entries → New Entries

Consolidation Business Area	Description
TR10	TR10 Consolidated Bussiness Area

Save - Table is V_TGSBK

Step 07 – Maintain FM Area (OF01)

Path: Spro→Enterprise Structure→Definition→FA→ Maintain FM Area → New Entries

Consolidation Business Area	Description	FM Area Currency
TR10	TR10 FM Area	INR

Save

Assignment of Organisational Unit:

Step 01 – Assign Company Code To Company

Step 02 – Assign Company Code To Credit Control Area

Step 03 – Assign Business Area To Consolidated Business Area

Step 04 – Assign Company Code to FM Area

Step 01 - Assignment of Company code to Company (OX16)

Path: Spro→Enterprise Structure→Assignment→FA→Assign Company Code To Company → Position → Enter Company Code : TR10

Save - Table is T001 **Note:** All company code assignments will be stored under table T001

Step 02 - Assign Company code to Credit Control Area:

Path: Spro→Enterprise Structure→Assignment→FA→Assign Company Code To Credit Control Area →Position → Enter Company Code : TR10

Business Area	Description	Consolidated Business Area	Description
TR10		TR10	
TR11		TR10	

Save it.

General settings or Basic Settings

For using of any company codes for Business transactions we must define below Basic Settings.

1. Fiscal/Financial year settings
2. Posting period variant
3. Field status variant
4. Tolerance groups for Employees and GL Accounts

5. Document types and Number rangers
6. Posting keys
7. Company code Global parameters
8. Assignment of Tax procedure at country level

Fiscal Year Variant:

The financial year of the organisation is called as Fiscal year.

Variant: all the settings and conversions for the respective configurations is stored or saved with a name which is called as a variant.

The characteristics of Variants

- a) Variants will be maintained at client level
- b) Can be used for n. no of company codes with respect to business requirements
- c) Changes to the variant will get applicable to all the company codes for which the variant has been assigned

All the conversions related to Financial year will be maintained under Fiscal year variant.

Types of Fiscal Year:

- I. Calendar year (January to December)
- II. Non-Calendar year
 - April to March
 - October to September
 - July to June

A fiscal year should normally consists of 12 regular periods and maximum of 4 special periods. This periods are called as virtual periods.

Special Periods:

In SAP we can additionally maintain **Four Special periods** (maximum) to meet year-end closing activities of the Business.

These are virtual periods and any posting done using this special periods will get updated to the last period of (Normal) your fiscal year variant.

Special periods will be identified with 13 to 16 periods.

Conversion of calendar periods to non-calendar periods:

Calendar month	No.of Days	SAP FY Periods April – March	SAP FY Periods Oct – Sept	SAP FY Periods July – June
January	31	10	4	7
February	28	11	5	8
March	31	12	6	9
April	30	1	7	10
May	31	2	8	11
June	30	3	9	12
July	31	4	10	1
August	31	5	11	2
September	30	6	12	3
October	31	7	1	4
November	30	8	2	5
December	31	9	3	6

Year Shift : +1 for Previous Periods 0 for Current Period -1 for Future Periods In SAP the system will not take 2years as financial year. Then we will take which year has maximum months has financial year.

Standard fiscal year Variants are

- K4 = CALENDAR YEAR
- V3 = April to March

SAP FICO

- V9 = October TO September
- V6 = July to June
- WK = Calendar Weeks

Maintain Fiscal Year (OB29):

Path: Spro→FA (New) →Financial Accounting Global Settings (New) → Ledgers → Fiscal Year & Posting Periods → Maintain Fiscal Year Variant (Maintain Shortened Fiscal Year) → New Entries

	Description	No.of Posting Periods	No.of Special Periods
TR	April to March	12	4

Save Table is T009
Double Click on Folders Periods

Month	Day	Period	Year Shift
1	31	10	-1
2	28	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

Save - Table is T009
Double Click on Folder Period Texts → New Entries

Language	Period	Text	Text
EN	1	APR	APRIL
EN	2	MAY	MAY
EN	3	JUN	JUNE
EN	4	JUL	JULY
EN	5	AUG	AUGUST
EN	6	SEP	SEPTEMBER
EN	7	OCT	OCTOBER
EN	8	NOV	NOVEMBER
EN	9	DEC	DECEMBER
EN	10	JAN	JANUARY
EN	11	FEB	FEBRUARY
EN	12	MAR	MARCH

Save

OR Copy V3 Variant and Change the name

Assign Company Code to Fiscal Year Variant (OB63)

Path: Spro→FA(New)→FA Global Settings (New)→Ledgers→Fiscal Year & Posting Periods→Assign Company Code To Fiscal Year Variant

System will Display warning messages ignore the warning messages by pressing Enter.

➔ Company Code:

➔ Assign Fiscal year Variant: TR
Save Table is T001

Year Dependent Fiscal Year:

The no. of periods and no. of days in a period are subjected to year dependent. The conversion rules must be defined each and every year according to the change.

Following are situations we use year dependent Fiscal Year

- a) **Shortened Fiscal Year:** A Financial year with less than 12 months is called as Shortened Fiscal year.

Ex. The Business start up or close in the mid of the year for the respective year must use shortened fiscal year.

Ex2. Business Suddenly want to convert from one financial year to other financial year to meet statutory requirements.

Scenario 1: Shifting over from April to March final reporting to January to December or vice versa.

Scenario 2: the closing day of the period is specific to a particular day then we use shortened fiscal year. We have to take in December 31 as day end.

Ex. Month end always should be last Friday of the period.

Ex2. When the business wants to use 4-4-5 period concept.

4-4-5: Each Quarter consists of 13 weeks and first 2 months will follow 4 weeks respectively and month consists of 5 weeks.

Maintaining Factory Calendar:

The Factory Calendar used to maintain Holiday calendar and Public holidays. It will be used by FI, MM, SD and HR modules.

Path: Spro → Sap Net Weaver → General Settings → Maintain Calendar →

X Public Holidays

Click on change Button

Click on create

With fixed date

Day: 31 Month: 01

Public Holiday Class: 1 (Ordinary Public Holiday)

Short Name: IND-Rep-Day

Save it.

The Transport message is

No TR will be generated for Holiday calendar. Hence must be maintain manually in the respective server.

Press Enter

Maintain like this for

Aug-15

May-1

Oct-2 etc...

Select Back Arrow Button

Click on Holiday Calendar

Change button

Click on Create Button

Calendar ID: TR (India Holiday Calendar)

Valid From: 2013 To: 2023

Click on Assign Holiday

Select Holidays and Click on
Assign Public Holiday

Save it.

Press Enter.

Select Back Arrow Button

Again Back Arrow Button

✓ Factory Calendar

Change

New entries or Create

Factory Calendar ID: 95 Factory calendar for APPLE Group

Valid From: 2013

To: 2013

Holiday Calendar ID: 95

Work Days

✓ Monday

✓ Tuesday

✓ Wednesday

✓ Thursday

✓ Friday

✓ Saturday

Sunday

Posting period variant:

Posting period variants are used to have a control on periods to be open and close in order to post business transactions.

The periods open and close will be controlled along with the Account type.

Account Type: In SAP Account Types are used to Identify and control nature of Business transactions.

S: General Ledgers

A: Assets

D: Customers

K: Vendors

M: Materials

+: All

Step1: Define Posting period variant (OBBO)

Path: SPRO→ FA(NEW)→ FA GLOBALSETTINGS→ LEDGERS→FISCAL YEAR AND POSTING PERIODS→POSTING PERIODS→ DEFINE VARIANTS FOR POSTING PERIODS

Variant	Name
New Entries	APPLE BL Posting Period Variant

Save it

Own Request

Table is: T001

Step2: Assign Variants to Company Code (OBBP)

Same Path

Position

Company Code:

Variant:

Save it.

Step 3: Open and Close Posting Periods (OB52)

Same Path

New Entries

Variant	A/C Type	From Account	To Account	From Period	Year	To Period	Year	From Period	Year	To Period	Year
	+	-	-	1	2013	1	2013	13	2013	16	2013
	A	-	999	1	2013	1	2013	13	2013	16	2013
	D	-	999	1	2013	1	2013	13	2013	16	2013
	K	-	999	1	2013	1	2013	13	2013	16	2013
	M	-	999	1	2013	1	2013	13	2013	16	2013

Save it.

Table is T001B

Field Status Variant:

Field Status variant controls the status of Field against field status group. While posting transactions.

FSTV (Field status variant) Consists of n. No of Field status groups. Each group consists common 80 fields.

Under this group fields will be maintain with below statuses.

1. Suppress
2. Require
3. Optional
4. Display

These field status groups will be maintain according to the Nature of GL Accounts.

Ex. G003 – Material Consumption Accounts

This group will be assign to the GL Accounts which are in Nature of material consumption Accounts.

Ex. Raw Material Consumption, packing material consumption etc...

For **G003** the fields related to materials management will be maintained with Status 'optional'.

G005 Bank Accounts

This group will be assign the GL Accounts belongs to Bank Accounts.

Class 15

The field status variant consists of n.no of Field status groups. All the groups commonly consists of 80 fields. According to the nature of GL Accounts these fields will be maintained with below Status.

- ✓ Support
- ✓ Require
- ✓ Optional

Note 1. While creation of GL Accounts we must assign the field status group to the GL Account. Hence while posting Business transactions system will validate the status of the fields against that group and accordingly the respective fields will get populated.

Note. 2 Standard SAP recommended only to copy field status variant from the existing variants 0001 OR 1000.

Define Field Status Variant (OBC4)

Path: SPRO → FA (NEW) → FA GLOBAL SETTINGS (NEW) → LEDGERS → FIELDS → DEFINE STATUS VARIANTS

Select the variant 1000

Click on Copy as Button
Change the field status to
Description: FSTV for APPLE Group
Press Enter
Select Copy all Button
The message is Number of 47 Dependent entries copied
Select the variant:
Double click on Field Status Groups
All the groups were copied
Save it
Table is T004V.

Assign company code to Field Status Variants (OBC5)

Same path

Position

Copy Code:
Fld Stat Var:
Save it.
The table is T001.

Tolerance Groups for Employees or Users.

Tolerance are used to maintain upper limits for below transactions. That the user can post.

1. Upper limit for amount that an user can post to a document.
2. Upper limit for line item amount
3. Maximum cash discount that an user can grant or take
4. Maximum allowed payment difference gain or loss

Null Tolerance Groups

Tolerance group always maintained at company code level. If any tolerance group maintain without providing group number or value is called as Null Tolerance group.

The properties maintained under this groups are by default applicable to all the users authorized for this company code.

In case of tolerance group with number business has to expressively assign the tolerance group to the respective users.

Define Tolerance Groups for Employees (OBA4)

Path: SPRO → FA (NEW) → FAGB → DOCUMENT → TOLERANCE GROUPS → DEFINE TOLERANCE GROUPS FOR EMPLOYEES

New Entries

Group:
Company Code:
Currency: INR

Upper Limits for Posting Procedures
Amount per Document: 999999999999

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Amount per Open Item Account item: 9999999999

Cash Discount for Line Item: 10%

Permitted Payment Difference

	Amount	Percent	Cash Discount Adj to
Revenue	10/-		
Expense	10/-		
		Save it.	

Class 16

Tolerance groups for GL Accounts

Path: SPRO→FA(NEW)→GENERAL LEDGER A/C(NEW)→BUSINESS TRANSACTION → OPEN ITEM CLEARING →CLEARING DIFFERENCES→DEFINE TOLERANCE GROUPS FOR GL A/C.

Company Code:

Tolerance Group tolerance group

Save it.

Table is T043S

Note: if Tolerance group maintained with Null value no need to assign this group for the GL A/C. these settings will be applicable to all the GL's created under T201 company code.

This setting is mandatory and which is used for GL A/C clearing while clearing of GL A/C any clearing differences in local currency will get posted to the predefined GL A/C with the maximum amount updated in this step.

Document Types and Number Ranges

Document Types: Document Types are used to identify the nature of your business transactions. We have 'N' No. of standard SAP delivered document type which can be used for our Business transactions. Upon requirement we can define new document type to differentiate or identify transactions.

Document Type Controls:

- ✓ Document number ranges
- ✓ Reverse Document
- ✓ A/C types allowed
- ✓ Net document type allowed
- ✓ Customer Vendor check
- ✓ Controls negative postings permitted
- ✓ Inter-company postings
- ✓ Inter trading partner
- ✓ Reference number and document headed text require or not during document entry
- ✓ Default exchange rate type for Foreign currency transactions.

Document Number Ranges. Each and every document type a Number range will be associated and for which number range interval maintained at company code level.

Document: Proof of Business transactions is called as Document

A Document will consist of one document header and multiple line items

According to the document principle the debit and credit line item amounts must be tallied.

Ex: Customer and Vendor invoices, credit memos, asset acquisition, depreciation, material consumptions etc...

While posting documents as per the nature of Business transactions we must refer respective document type.

Class: 17

Examples for Document Types:

- ✓ SA – GL ACCOUNT DOCUMENT
- ✓ AA – ASSET ACCOUNTING
- ✓ AF – DEPRECIATION
- ✓ KR – VENDOR INVOICE
- ✓ KG – VENDOR CREDIT MEMO
- ✓ KZ – VENDOR OUTGOING PAYMENT
- ✓ DR – CUSTOMER INVOICE
- ✓ DG – CUSTOMER CREDIT MEMO
- ✓ DZ – CUSTOMER INCOMING PAYMENT

Define Number Ranges:

Each and every document in SAP will be identified with a document number. This document numbers are associated with document type.

Number rangers characteristics

- ✓ Company code dependent
- ✓ Number rangers are year specific or year dependent
- ✓ Must maintain number range interval against the number range
- ✓ Number rangers are 2 types
 - i. Internal number ranges
 - ii. External number ranges

Number rangers are not automatically recorded or saved in transport request.

It is advisable to maintain number range in the respective servers instead of moving through Transport Request.

Document type path: (OBA7)

SPRO → FA (NEW) → FAGS (NEW) → DOCUMENT → DOCUMENT TYPE → DEFINE DOCUMENT TYPES FOR ENTRY VIEW

Document Type : SA

Number Range: 01

Number Rangers: (FBN1)

SPRO → FA (NEW) → FAGS (NEW) → DOCUMENT → DOCUMENT TYPE → DOCUMENT NUMBER RANGERS → DOCUMENT IN ENTRY VIEW → DEFINE DOCUMENT RANGES FOR ENTRY VIEW

Company Code:

Click on change Intervals

Click on Insert Intervals

New Intervals

No	Year	From Number	To Number	Current Number	Ext
01	2013	100000	199999	0	

Press Enter

Save it.

Note: During the implementation project we can create transport request for Number Rangers manually and we can move the Transport Request to respective clients.

Class: 18

Posting Keys: Posting keys are used to identify the type of line item transactions. It controls

1. Whether the entry is Debit or Credit
2. It controls account type

3. Field status of posting key
 - the field status control at two levels
 - a. At GL A/C level
 - b. Posting Key level

Standard SAP recommended not to make any changes related to the posting key field statuses which causes inconsistency while posting business transactions.

Note: Posting keys are maintained at client level. Any changes to these keys applicable to all the company codes under the client.

Posting key	Description	Debit/Credit indicator	Account Type
01	Customer invoice	Debit	Customer
11	Credit Memo	Credit	Customer
31	Vendor invoice	Credit	Vendor
40	Debit entry	Debit	G/L Account – SA
50	Credit entry	Credit	G/L Account - SA
70	Debit Asset	Debit	Asset
75	Credit Asset	Credit	Asset

Charts of Accounts: Charts of Account (COA) is list of GL A/C. We will control or maintain the parameters related to GL accounts creation at COA level.

There are 3 types of COA's can be used in SAP.

- a. Operative chart of accounts - INDIAN
- b. Group chart of accounts
- c. Country specific chart of account - CORPORATE

Note: It is mandatory to maintain operative COA to the company code. The rest of the COA's maintenance is optional or depends on Business reporting requirements.

Define Chart of Accounts (OB13)

SPRO → FA(NEW) → GENERAL LEDGER A/C(NEW) → MASTER DATA → GL A/C → PREPARATIONS → EDIT CHART OF ACCOUNTS LIST

New Entries

Chart of Accounts:

Description: APPLE Group Chart of Accounts

General specifications

Maintenance Language: English

Length of GL A/C Number: 6 (Max 10 Characters)

Integration

Controlling Integration: Manual creation of Cost Element

Once the controlling module is activates the P&L Accounts must be extend as a cost elements. This indicator controls whether cost elements to be created manually of automatically at the time of creation of GL A/C's

Consolidation

Group chart of Accounts:

This chart of accounts used for consolidation of Financial statements.

Group chart of accounts always used for consolidation purpose. This COA is necessary when multiple company codes are assign to different chart of accounts. For consolidation purpose we create a separate group chart of accounts. And assign it to Operative chart of Accounts.

Status

☐ Blocked

☐ If this indicator is selected one cannot create GL A/Cs using this COA's and Company Code.

Save it

Table is T004

Assign Chart of Accounts to Company Code (OB62)

Path: SPRO → FA → GL A/C → MASTER DATA → PREPARATIONS → ASSIGN COMPANY CODE TO CHART OF ACCOUNTS

SAP FICO

Position press enter

Company Code	Company Name	City	Chart of Account	Country COA
	APPLE Manufacturing	Mumbai		

Country Chart of Account: used to meet countries specific legal requirements.

Class: 19

Define Account Group (OBD4)

Path: SPRO→GL A/C (NEW)→MASTER DATA→ GL A/C→PREPARATIONS→DEFINE ACCOUNT GROUP

Grouping of GL A/C's according to its nature. The account group controls

- ✓ The number ranges of your GL Accounts
- ✓ Controls field status of GL Masters

Field Status

Master Data

Controls

A/C Group

New Entries

Transactional Data

Controls

GL Accounts and Posting Keys

Chart of Account	Account Group	Name	From Account	To Account
		LIABILITIES		
	SCCP	SHARE CAPITAL	100000	100099
	RSSP	RESERVES AND SURPLUS	100100	100199
	SCLN	SECURED LOAN	100200	100299
	USLN	UNSECURED LOAN	100300	100399
	CLPR	CURRENT LIABILITIES	100400	100499
	PROV	PROV AND OTHER LIABILITIES	100500	100599
	ACDP	ACCUMILATED DEPRICATION	100600	100699
	SUCR	SUNDRY CREDITORS	100700	100799
	TAXS	TAX ACCOUNTS	100800	100899
	CLGA	CLEARING ACCOUNTS	100900	100999
		ASSETS ACCOUNT		
	FXAS	FIXED ASSETS	200000	200099
	STTR	STOCK IN TRADE	200200	200299
	INVS	INVESTMENTS	200100	200199
	SUDR	SUNDRY DEBTORS	200300	200399
	CSBK	CASH & BANK	200400	200499
	LOAD	LOANS & ADVANCES	200500	200599
	CUAS	CURRENT ASSETS	200600	200699
		INCOMES		
	SALE	SALES	300000	300099
	OINC	OTHER INCOME	300100	300199
	INDR	INCREASE OR DECREASE STOCKS	300200	300299
		EXPENDITURE		
	RMCS	RAWMATERIAL CONSUMPTION	400000	400099
	PYEX	PAYROLL EXPENSE - SALARY	400100	400199
	MFEX	MANUFACTURING EXPENSES	400200	400299
	DEPR	DEPRICIATION	400300	400399
	ADMN	ADMINISTRATION EXPENSES - RENT	400400	400499
	FEXP	FINANCIAL EXPENSES	400500	400599

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	MEXP	MARKETING EXPENSES	400600	400699
	SDED	SALES DEDUCTIONS	400700	400799

Save it.

Table is T077S

LIABILITIES ACCOUNT	100000 –	199999
ASSETS ACCOUNT	200000 -	299999
INCOMES ACCOUNT	300000 -	399999
EXPENSES ACCOUNT	400000 -	499999

Class: 20

Note: there is a tight integration between Operative chart of account, company code and Account Groups for creation of GL Accounts.

Define Retained Earnings Account: (OB53)

Retained Earnings A/C is a nature of reserves GL A/C. Which captures the previous year carry forward profit and loss result in the current year.

Note: We must maintain this GL A/C before creation of other GL A/C

According to the Business requirements we can define one or two Retained Earning A/C's

Path: SPRO→FA (NEW)→GL A/C (NEW)→MASTER DATA→GL A/C→ PREPARATIONS → DEFINE RETAINED EARNINGS A/C

Chart of Accounts:

Transaction : BIL (Balance Carry Froward)

Account Assignment

P&L Statement Account

A 100100

Save it.

The message is Account 100100 not created in COA

Press Enter

Save in your Request.

Assignment of Tax Procedure to Country India: (OBBG)

Tax procedure consists of the calculation parameters of taxes against particular country.

In India the below taxes will be calculated.

1. Excise Duties (Cenvat)
2. Tax on Sales or Purchase
 - a. VAT
 - b. CST
3. Custom Duties
4. TDS (Tax Deducted at Source)

In SAP TDS will be called as with holding taxes.

The above components are Taxations we follow in SAP against country India is called as CIN. CIN stands for Country India Version.

Note: In detailed Taxation will be covered during AR Module. Now we are just assigning standard Tax procedure to Country India.

Path: SPRO→ FA (NEW)→FAGS (NEW)→TAX ON SALES OR PURCHASE→ BASIC SETTINGS→ ASSIGN COUNTRY TO CALCULATION PROCEDURE

Position

Country : IN

Cty	Name	Procedure
IN	INDIA	TAXINN

Press F4 for Tax Procedures

Save it.

Enter (or) Maintain Global Parameters: (OBY6)

Global parameters are used to maintained or view the parameters maintained against a company code.

Path: SPRO→FA (NEW)→FAGS (NEW)→ GLOBAL PARAMETERS FOR COMPANY CODE→ ENTER GLOBAL PARAMETERS

POSITION

Double click on Company Code:

COA:

Company: TR10

Credit Control Area: TR10

Fiscal Year Variant: 95

Field status variant:

Posting Period Variant:

Other Control indicators at Company Code level

→ Maximum Exchange rate deviation: 10%

→ Business area Financial Statement

Select this indicator only in case the Business wants to Generate internal financial statements at Business area level.

If this indicator selected system will make sure the availability of Business area field ready to input while posting of transactions from MM, SD and Controlling Modules.

→ Select Propose Fiscal Year

If this Indicator is selected the current fiscal year will get defaulted for Display and change transactions.

Note: This indicator must be selected with the company codes which are maintained with year dependent document number ranges.

→ Select Define default Value Date

Value date will be used as base for Bank Transactions and interest calculation settings.

If this indicator selected system date as value date while posting of line items.

Click on Additional Data

<u>Name</u>	<u>Parameter Value</u>
-------------	------------------------

Detail Tax Entry with MIRO:

TDS No. : TDS1234

PAN No. : PAN12345

Click on Back Arrow Button

Save it.

Class 21

Master data for GL: The Day to Day Business transactions (Transactional Data) will get posted with the base of Master data. Master data will be used as reference for all the reporting and the transactional figures will get stored under respective master data.

Example for Master Data: GL A/C's, Customer and Vendors A/C, Assets, Bank keys and Cost Centres etc...

For Master data there will be no TR generated. This Data must be maintained against the respective servers. It can be either manually or upload from legacy system or excel file to SAP using upload methods.

Ex: LSMW (Legacy System Migration Work Bench)

BDC (Batch Data Conversion)

Creation of GL Masters or Accounts:

GL A/C's are one of the primary master data which captures all the financial transactions, financial reporting also done through GL A/C's.

GL A/C creation will be controlled majorly by below parameters.

1. Chart of Accounts
2. Company Code
3. Account Group

The GL A/C creation always dependent on the relationship between Chart of Accounts and Company Code. If same Chart of A/C assign to multiple Company Codes one GL A/C number can be used across the Company Codes.

The GL A/C master will be maintained at Chart of Account level and Company Code Level.

Chart of Account data will remains same across the company codes.

Ex: A/C groups, GL account Type, GL Description, Trading Partners etc...

Company code data can be changed according to the company code requirements or business requirements.

Ex: Currency, Tax Codes, Field status group, reconciliation A/C's etc...

Create GL A/C's (Share Capital)

The GL A/C can be created in following ways.

1. Only in Chart of Accounts
2. Extend GL A/C to Company Code
3. Centrally (COA + Company Code)

Path: ACCOUNTING→FA→ GENERAL LEDGER→ MASTER RECORDS→ GL A/C'S→ INDIVIDUAL PROCESSING→ FSP0-IN CHART OF ACCOUNTS

Note: While creation of GL A/C's refer A/C Groups for GL A/C Number

- ➔ GL Account: 100000
- ➔ Chart of Account:
- ➔ Click on Create Button

Under Tab

Type/Description

Control in COA

Account Group: Share Capital

☐ P&L Statement A/C

Select Balance Sheet A/C

Description

Short Text: Eqty Share Capital

GL A/C Long Text: Equity Share Capital Account

Consolidation Data in COA

Trading Partner

Trading Partner: It is the ID of subjected companies with whom we are dealing for Business transactions (Inter Company Transactions). Trading Partners will be used for consolidation of Multiple company code transactions and elimination of Inter Company Business Transactions.

Under Tab

Key word Translation

Key word in COA

Language	Keyword

This tab is used to maintain GL A/C description in multiple languages.

Information: this tab is used to maintain long notes related to GL Account and its assignments.

Information

X L

Save it. Data Saved. Table is SKA1 (COA)

Class 22

Extending the GL A/C to Company Code Level (FSS0)

Same path

GL A/C : 100000

Company Code:

Click on Create Button

Control Data

Account Currency: INR

Account currency will be defaulted to company code currency. If A/C currency is maintained with company code currency the transactions to this GL A/C's can be posted with multiple currencies.

And the balances will get updated into local currency. Because of exchange rate conversions.

If A/C currency maintained other than company code currency transactions to that GL A/C get posted only be that currency.

→Select only balances in Local Currency

This indicator must be selected only for Balance sheet GL A/C's except below nature GL A/C's.

- ✓ GL A/C's maintained A/C Currency other than company code currency

- ✓ For Reconciliation A/C type GL A/C's

→Select Line Item Display

Selection of this indicator the Business can view in detailed itemised report on GL A/C's.

→Sort Key: 001 (Posting Date)

While posting of Business transactions to this GL A/C the value of the sort key will get updated to the assignment field. This assignment field will be used as base for sorting of GL line item reports.

Create Bank Interest Tab

→Field Status Group: G001

While posting of transactions to this GL A/C's System will check the field status of the group assign to this GL A/C's and populate the respective fields while posting.

Save it Table is SKB1.

Create GL Account Centrally: (FS00)

Cash in Hand A/C

Same path

To check the A/C Group T- Code is – OBD4

The A/C Group is Cash & Bank – 200400

→GL A/C No. 200400

→Company Code:

Click on Create Button

Type or Description

A/C Group: cash and Bank

Select Balance Sheet A/C

Description

Text: Cash in Hand A/c

Text: Cash in Hand A/c

Control Data

Account currency: INR

→select only Balances in Local Currency

→Select Line Item Display

→Sort Key: 001

Create/Bank Interest

→Field Status Group: G001

→Select Relevant to Cash Flow Button

Select this indicator for the GL A/C's which are relevant to cash flow. System will determine that this GL A/C's are relevant to payments and receipts.

Ex: Bank and Cash A/C's, Bank charges A/C's, Check clearing A/C's, the clearing A/C's used for payments.

Save it.

Create GL account Rent

→GL A/C: 400400

→Company Code:

Click on Create

Type Description

→A/C Group: Admin Expense

→Select P&L Statement A/C

Description

Text: Rent A/C

Control Data

→Currency: INR

→select Line Item Display

→Sort Key: 001

→Field Status Group: G001

Save it.

Create GL A/C Maintenance:

→GL A/C: 400401

→Company Code:

Click on Create with Template

Reference GL A/C: 400400

Company Code:

Change text: Maintenance A/C

Save it.

Posting of Transactional Data (F-02)

Path: ACCOUNTING →FA→ GL→ DOCUMENT ENTRY→ GENERAL POSTING

Document Date: It refers actual transaction Date. It will be the Invoice date as well.

Posting Date: The Date the transaction has been posted to SAP

Transaction Date: the date used to convert or translate foreign currency transactions to local currency. Using this date system will identify the appropriate exchange rate from Exchange rate table.

Value Date: this date will be used for Bank transactions to identify the dates for interest calculations.

Baseline Date: the date from which payment terms for customers and vendors will get applicable for calculation of due dates.

Asset Value date: This date will be used as base in Asset Accounting for depreciation calculation for Asset transfer, scrapping, retirement etc...

→Document Date: 22-04-2013

Press F4 to get the Calendar, Press F2 to populate current Date.

→Posting Date: 22-04-2013

→Document Type: SA

→Company Code:

→Period: 1

According to the Fiscal year variant conversion rules system automatically populate the period.

→Currency: INR

→Posting Key: 40

→Place the cursor on Account & Press F4

Company Code:

Press Enter

Double Click on 200400

→Account: 200400

Press Enter

Amount: 10000000

Business Area: 95S1

Text: Share Capital for AP

Posting Key: 50

Account: 100000

Press Enter

Amount: * amount copied from previous line item

Text: + copied from Previous line item

Go to Document→Simulate

Entry is

Cash A/C DR

To Equity Share Capital A/C

Save it.

Class 23

System will be shown error message No Item category assign to GL A/C 200400

Analysis is we are using ECC6.0 version. System will automatically activated document shifting against the company code.

Document Splitting to use generate Financial Statement. Internally we archive 0 balances field reporting.

Note: in order to reefing the issue temporarily we are deactivating document splitting.

Path: SPRO→FA NEW→GL NEW→BUSINESS TRANSACTIONS→DOCUMENT SPLITTING→ACTIVATE DOCUMENT SPLITTING

Double Click on Deactivation for Company Code

Position

Company Code:

Select Inactive Check Box

Save it.

After this configuration step again Share Capital Receipt Journal Voucher

→Document Number 100000 was posted in Company Code:

Tables

Document Header Data: BKPF

Document Line Item: BSEG

View A/C Document: (FB03)

Path: A/C→FA→GL→DOCUMENT→DISPLAY – FB03

Document Number: 100000

Company Code:

Fiscal Year: 2013

Press Enter

To View additional Header Details

Click on Display Document Header Button

We will get additional details.

Entered By:

Entry Date:

Time of Entry:

Document Type:

Change Accounting Document:

Once Accounting Document got posted one cannot change below fields.

- ✓ GL Account Number
- ✓ Amounts
- ✓ Additional A/C assignments

In case any changes require to above fields we must reverse the document and post a fresh entry with correct values.

The following fields can be changes

- ✓ Value Date
- ✓ Assignments
- ✓ Text

Change Document (FB02)

Same path:

Doc No. 100000

Company Code:

Fiscal Year: 2013

Press Enter

Double click on Cash in Hand line item change the text to Share Capital for AP Andhra Pradesh

Click on Next arrow Button (Shift + F7)

Give the text as “+”

Document

Save

Message is changes have been Saved.

Testing of Reversal Scenario

The accounting document must be reversed in case of wrong header details. GL A/C, Amounts and Additional A/C assignments. While reversing of Accounting document we must refer reversal reason code.

Reversal Reason Code: the reason codes are used to identify the reason for reversal and it also controls below parameters.

1. Alternative posting date is allowed
2. Negative reversals is allowed or not

Note: standard SAP provided n no. Of reason codes which can be used by reversing to meet our business requirements we can define new reason codes as well.

Define Reason Code:

SPRO→FA NEW→GL A/C NEW→ BUSINESS TRANSACTIONS→ADJUSTMENT

POSTING/REVERSAL→REASONS FOR REVERSAL

New Entries

Reason	Text	Negative Posting	Alternative Posting Date
9A	Wrong GL A/C		
9B	Wrong Business Area		✓
9C	Wrong Amount	✓	
9D	Wrong Document Header	✓	✓

Save it.

Permit Negative Postings:

Company Code	Company Name	City	Negative Posting Permitted
	APPLE Group	Mumbai	✓

Save it.

Alternative posting Date:

If this indicator was selected system will allows you to reverse the document with alternative date which is different than your original accounting document.

Ex: Document posting date is 22-04-2013 reversed date is 23-04-2013

Class 24

If this indicator was activated system reduces the transactional figures from the same side of the GL A/C instead of increasing opposite side Balances.

Testing of Reversals:

With Wrong GL A/C (F-01)

Doc Date: 24-04-2013

Type: SA

Company Code:

Posting Date: 24-04-2013

Posting Key: 40

Press Enter

GL A/C: 400400 press Enter

Amount: 1000

Business Area: 95S1

Text: Maintenance Expenses

Posting Key: 50

A/C: *

Text: +

Document→Simulate→save it

Document NO. 100001

View GL A/C Balances. (FAGLB03 OR FS10N)

Path: A/C→FA→GL→ACCOUNT→DISPLAY BALANCES NEW

Account Number: 400401

Company Code:

Fiscal Year: 2013

Execute

The message is No data found for fiscal year 2013.

User that entry might posted to wrong GL A/C to get confirmation he wants to check A/C entry.

Hence Display Document (FB-03)

→Doc No: 100001

→Company Code:

→Fiscal Year: 2013

Entry is

Rent A/c Dr

To Cash A/C

User realized maintenance posted to wrong GL A/C Rent(400400).

View GL Balances for Rent (FAGLB03/FS10N)

GL A/C: 400400

Co code:

Fiscal Year: 2013

Execute

Period	Debit	Credit	Balance	Cumulative Balance
Balance carry forward				
1	1000		1000	1000

User wants to reverse the transaction because of wrong GL A/C.

The reason is after posting A/C entry one cannot change GL A/C hence reverse the entry and post correct document.

For Reversal A/C Document (FB08)

Path: ACCOUNTING→FA→GL→DOCUMENT→REVERSE→INDIVIDUAL REVERSAL

Doc Number: 100001

Company code:

Fiscal Year: 2013

Specifications for Reverse Posting

Reversal Reason: 9A

Posting Date: 25-04-2013 press Enter

The Error Message

Reversal reason 9A only posting date 24-04-2013.

Reason alternative posting date check box was not maintained for reason code 9A

→Remove the date

System will post the reverse Doc with the Date 24-04-2013

Document→Post or Save

Document Number is 100002.

View Reversal Document FB03 or Document→ Display

A/C Entry is

Cash in Hand A/C Dr

To Rent A/C

Click on Doc Header Button

Reverse Doc for 100001

Double click on 100001

Click on Doc Header

Reversed By: 100002

Reversal Reason: 9A

View A/C Balances (FS10N)

GL A/C: 400400

Co Code:

Execute

Post Maintenance Entry with Rs. 1000/-.

F-02

Enjoy Screen (FB50)

A/C→FA→GL→POSTING→ENTER GL A/C DOCUMENT

Click on Switch Company Code

Company Code: press Enter

Basic Data

Doc Date: 24-04-2013

Currency: INR

GL A/C: 400401

Select Debit

Amount: 10000

Text: maintenance Charges

Business Area: 95S1

GL A/C: 200400

Credit

Amount: *

Text: +

Note: user wrongly posting entry with 10000/- instead of Rs. 10000/-.

Document→Simulate & Save

Doc No. 100003.

View GL Balance (FS10N)

GL A/C: 400401

Co Code:

Fiscal Year: 2013

Execute

Debit Balance of Rs. 10000/-.

→user realized Amount Rs. 10,000/- posted wrongly Hence reverse the document.

FB08

Doc Number: 100003

Co Code:

Fiscal Year: 2013

Reversal Reason: 9C

Save it.

Doc 100004 was posted.

View A/C Balance (FS10N)

GL A/C: 400401

Company Code:

Execute

Output is the Debit balance 10000/- removed from GL A/C instead of increasing credit balance.

Class: 25

Foreign Currency Transactions

The transactions posted other than company code currency are called as Foreign Currency transactions. To meet statutory reporting requirements like Financial statements. All foreign currency transactions must be valued or translated to Local currency or company code currency.

In SAP we use Exchange Rate Type for translation of Foreign currency to local currency while posting of a document we refer following currencies.

- ✓ **Document currency or Transaction currency:** The currency which is used to post the document is called as Document currency or transaction currency.
- ✓ **Local Currency:** Currency of the company code is called as local currency. If document currency is other than company code currency the transaction must be translated into local currency.

Important terms in Foreign Currency Transactions

1. **Exchange Rate Type:** during foreign currency transactions exchange rate type is key indicator which is used for
 - a. To maintain the relationship between two currencies
 - b. Conversion factors of those currencies
 - c. Maintain exchange rates date wise
2. **Conversion Factors:** With reference to Exchange rate types we maintain relations between two currencies and their conversion factors
3. **Exchange Rates:** Exchange Rates will be maintained with reference to exchange rate type date wisely while posting of business transactions and Foreign currency system will refer this exchange rate type and rate maintained in the table with the translation date and converts foreign currency into local currency.

Configuration Steps

1. Maintain Exchange Rate Type (OB07)

SPRO→SAP NET WEAVER→GENERAL SETTINGS→CURRENCIES→CHECK EXCHANGE RATE TYPES

According to the nature of business transactions we maintain multiple exchange rate types. Below are standard exchange rate types provided by the SAP.

M – Average Rate – Commonly used for all transactions

B – Bank Selling Rate – used at the time of imports

G - Bank Buying Rate – Used for Export transactions

Note: System will use exchange rate type 'M' as default for all applications. Hence we must maintain settings at least for 'M'.

NEW ENTRIES

Exchange Rates	Usage
9M	Average Rate
9B	Bank selling rate (imports)
9G	Bank buying rate (Exports)

Save it.

Table is TCURV.

Define Translation Ratios for Currency Translation (OBBS)

Same path

Ignore the warning message press Y Button

NEW ENTRIES

Exchange Rate Type	From	To	Valid from	Ratio from	Ratio to
9M	USD	INR	01.04.2013	1	1
9B	USD	INR	01.04.2013	1	1
9G	USD	INR	01.04.2013	1	1
M	USD	INR	01.04.2013	1	1

Save it.

Table is TCURF.

Enter Exchange Rates (OB08)

Same path1

NEW ENTRIES

Exchange Rate	Valid From	Ratio From	From Currency	Direct Quotation	To Currency
9M	01.04.2013	1	USD	47	INR
9B	01.04.2013	1	USD	50	INR
9G	01.04.2013	1	USD	52	INR
M	01.04.2013	1	USD	65	INR

Save it.

Testing of Foreign currency transactions

Step 1. Create GL A/C HDFC loan account (FS00)

→GL A/C: 100300

→Co. Code:

Create

→account Group: Unsecured loans

Select balance sheet A/C

Description: HDFC loan A/C

Currency: INR

Select Only balances in local currency

Select Line item Display

Sort Key: 001

Field status group: G005

Select Relevant to cash flow

Save it.

Step 2: HDFC Loan Receipt (F-02)

Doc Date: 26.04.2013

Doc Type: SA

Currency: USD

Posting key: 40

Account: 200400

Press Enter

Amount: 100\$

Amount in local currency: 5300/-

Business Area: 95S1

Text: FC transaction

Posting Key: 50

Account: 100300

Amount: *

Text: +

Simulate

To change currency press Display Currency Button to shift amounts from local currency and document currency

Save it.

Note: while posting of transactions in foreign currency initially system will check any default exchange rate type maintained to the document type if not found automatically search for exchange rates for the rate type 'M'.

Class 26

Assignment of Default Exchange Rate Type in the document type (OBA7)

Doc Type: SA

Default Values

Exchange rate type for foreign currency Docs: 9M

Save it.

Post Foreign currency transaction

Date: 26.04.2013

Currency: USD

Posting Key: 40

Account: 200400

Press Enter

Amount: 10\$

Business Area: 95S1

System validated document type SA and picked up the exchange rate type '9M' and according to the translation date in the document extracted the value of "47" from exchange rate table.

Posting key: 50

Account: 100300

Amount: *

Text: +

Simulate

Save it.

Maintain Exchange Rate Manually: (F-02)

Doc date: 26.04.2013

Currency/Rate: USD 57

The warning message Exchange Rate 57/- deviated from table rate 47/- by 21.28%. against the company code maximum exchange rate deviation maintained with 10%. Hence any exchange rate deviation between exchange rate table and manual exchange rate with through warning message.

Posting of Foreign currency other than USD (F-02)

Date: 26.04.2013

Currency: SAR

Press Enter

The error is conversion factors missing for rate type 9M currency SAR→INR.

Now maintain conversion factors (OBBS)

Select Yes

NEW ENTRIES

Exchange rate	From	To	Valid from	Ratio from	Ratio to
9M	SAR	INR	01.04.2013	1	1

Save it.

Maintain Exchange Rates (OB08)

NEW ENTRIES

Exchange Rates	Valid from	From Currency	Dir Quotation	To Currency
9M	01.04.2013	SAR	17	INR

Save it.

Post Data (F-02)

Date: 26.04.2013

Type: SA

Currency: SAR

Posting key: 40

Account: 200400

Press Enter

Amount: 1000 SAR

Amount in Local currency: 17000/- INR

Save it.

Group Currency:

Currency used for consolidated reporting purpose. This currency will be maintained at client level. If business wants to get the consolidated report at Group Currency level are must activated group currency at each company code.

Hence the transactions posted at company code level automatically get translated or posted parallel at Group Currency as well.

Class 27

Identifying of Group Currency Indicator (SCC4)

Group currency can be identify by going through the client settings. The client currency is terms as Group currency.

Double click on Client 800

The currency is EUR

Maintain Additional Currencies against Company Code (Parallel Currency) (OB22)

The transactions posted against company code can parallel update additionally with two currencies. They are

- ✓ Groups currency
- ✓ Company currency
- ✓ Hard currency
- ✓ Index Based currency

Press NEW ENTRIES

Company Code:

System automatically populates 1st local currency

Currency Type: 10 Company code currency

2nd Local currency

Currency Type: 30 Group Currency

40 Hard Currency

50 index-based currency

60 global company currency

Valuation: 0 Legal Valuation (1 – Group Valuation, 2 – Profit Centre Valuation)

Currency: EUR

Exchange Rate Type: M

Source Currency: 2 Translation taking first local currency as basis

1 Translation taking transaction currency as basis

Translation Date Type: 3 Translation Date (1 – Document Date, 2 – Posting Date)

Save it.

Define or Maintain Conversion Factors for Group Currency (OBBS)

New Entries

Exchange Rate Type	From	To	Valid From	Ratio From	Ratio To
M	INR	EUR	01.04.2013	1	1

Save it.

Define Exchange Rates (OB08)

New Entries

Exchange Rate Type	Valid From	From Currency	Direct Quotation	To Currency	Indirect Quotation
M	01.01.2013	INR	0.014114	EUR	70.8500

Save it.

Testing of Group Currency (F-02)

Doc Date: 27.04.2013

Company code:

Currency: INR

Posting Key: 40

A/C: 400401

Press Enter

Amount: 10000/-

Business Area: 95S1

Text: Testing of group currency

Posting Key: 50

A/C: 200400

Press Enter

Amount: *

Text: +

Click on Document Over View Button (Shift + F2)

Click on Display Currency

Select Group Currency

Press Enter

Amount: 140EUR Save it.

Posting of Foreign currency Transaction

Doc Date: 27.04.2013

Currency: USD

Posting Key: 40

A/C: 400401

Press Enter

Amount: 100\$

Amount in Local Currency: 4,700/-INR

Posting key: 50

Parking Document

Parked Documents are subjected to approvals. The document parked by the user will be sent to authorised person for cross check or verification. The person can be accept or reject the document.

Parked Documents are called as Preliminary documents and No Transactional Data will get updated or posted to GL Account till the parked document was accepted and posted by the user or by authorised person.

The parked functionality can be handled

- ✓ Manually
- ✓ Through Work Flow

Parking Functionality through Manual Concept

When the user or Accountant parked the document and send the document information through mail to the authorised user for validating the correctness. The authorised user validate the document and he can approve or reject the document. This information again sent to the user manually by mail.

Activate Users in SAP (SU01)

To view list of users available in the system
Place the cursor on User and Press F4
Press Enter
Select the user SAP
Click on change password
Give New password
Press enter

Parking of Document by SAP user (FV50)

Path: A/C→FA→GL→POSTING→EDIT OR PARK GL DOCUMENT

Company Code:

Doc Date: 29.04.2013

GL A/C: 400400

Debit

Amount: 1000

Text: Testing of Park Document

Business Area: 95S1

GL A/C: 200400

Credit

Amount: 10000

Text: +

Document→Park

Document 100009 was parked.

To View Document (FB03)

Doc No. 100009

Co code:

Fiscal year: 2013

Press Enter

Table for Parked Document: VBSEGS

Sending of Short message to Authorised user

System→Short Message

Title: Document No. 100009 parked. Company Code:

Document Content

Sir,

I have parked the document, kindly validate and update Thanks

Recipient	Recipient Type	Express Mail
SAP	SAP Logon Name	✓

Click on send.

Login SAP with user ID

SAP

Sap123

Change the password

View inbox

SAPMENU→OFFICE→WORK PLACE-SBWP

Press enter

Expand Inbox

The observation of User SAP is Document 100009 posted incorrectly with wrong amounts and hence sending a manual mail rejecting the document and for corrections.

Change or Edit Amounts for Parked Document (FV50)

A/C→FA→GL→DOCUMENT→PARKED DOCUMENT→FBV2-CHANGE

FBV2 – CHANGE

FBV0 – POST

FBV4 – CHANGE HEADER

FBV6 – REJECT

Company Code:

Document Number: 100009

Fiscal Year: 2013

Press Enter

For parked Document user can change Document Header fields as well as line item information.

Change Debit Amount to 10000/-

Click on Post (Shift + F11)

Document 100009 was posted in company code

Class 29

Posting Functionality through Work Flow

Work Flow is the feature used to send the information automatically when the scenario executed. Work flow will be developed by ABAP consultants. The work flow can be extensively used in case of authorisations and approval process.

Steps or Process of Parking in case of Workflow

- ✓ Initiator parks the document – FV50
- ✓ Workflow will get triggered automatically once the initiator parks the document
- ✓ A mail will automatically triggered to Authorized person or Finance officer with park document information
- ✓ Automatically if he opens the screen system will provide two options Accept or Reject
- ✓ If he clicks on Reject Button system automatically calls up transaction – FBV6 and a mail will triggered to initiator with rejection reason
- ✓ If he accept the document transaction – FBV0 will be triggered and again mail will be sent to initiator with comments

T-Code for Workflow creation or maintain SWDD

Recurring Documents

Recurring Documents are called as template documents and periodically accounting entries will be generated with reference to template document. Based on the frequency maintain in the recurring document we will execute and post Accounting Entries. All recurring nature transactions will be maintain under this document with the respective amounts and additional account assignments. These documents will save the time of the users for month end closing activities.

Creation of GL A/C (FS00)

GL Account: 400402

Create

Type/Description

A/C Group: Administration expenses

Select P&L Statement Account

Text: Stationary Expenses

Select Line Item Display

Sort Key: 001

Field Status Group: G001

Save it.

Define Number Ranges for Recurring Document (FBN1)

Recurring Documents will use same document type but Number range will be "X1".

Company Code:

Click on Change Intervals

Click on Insert Intervals

No	Year	From Number	To Number
X1	2013	1	9999

Save it

Define Recurring Document Templates (FBD1)

Note: These Recurring Documents will be maintained by the Business according to their requirements.

Path: ACCOUNTING→FA→GL→REFERENCE DOCUMENTS→FBD1-RECURRING DOCUMENT

Company code:

First Run on: 01.04.2013

Last Run on: 31.12.9999

Intervals in Months: 01 Per Month

Run Date: 5

Document Type: SA

Currency: INR

Posting Key: 40

Account: 400400

Press Enter

Amount: 10,000/-

Business Area: 95S1

Text: Rent

Posting Key: 40

Account: 400401

Press Enter

Amount: 5000/-

Text: +

Posting Key: 40

Account: 400402

Press Enter

Amount: 1000/-

Posting Key: 50

Account: 200400

Press Enter

Amount: 16,000/-

Text: +

Save it.

Document 1 was stored in Company Code

Execution of Recurring Documents

The Recurring Documents will be periodically executed in order to generate financial accounting entries.

Class 30

While execution of Recurring Document system will generate Batch Input Session for processing of Accounting Document in background instead of online.

Batch Input Session (BTIS)

Batch Input Session is the feature provided by the SAP to post documents in background. When business needs to execute or post or process multiple transactions we use batch input sessions. The BTIS consists of the parameters related to posting of transactions and we can view Log related to the execution of BTIS. If transactions consists of errors and again BTIS can be executed.

Path: A/C→FA→GL→PERIODIC PROCESSING→RECURRING ENTRIES→EXECUTE – F.14

Company Code:

Fiscal Year: 2013

Settlement period: 01.04.2013 to 30.04.2013

Batch Input Session Name: SAPF120_

Select Hold Processed Session

Execute

Message is Session SAPF120_ was created.

Note: The BTIS consists of the data transferred from the recurring documents. If we process BTIS the Recurring data will be posted to Accounts.

Process Batch Input Session (SM35)

SYSTEM MENU→SERVICES→BATCH INPUT→SESSIONS

Select the Session SAPF120_0510

Press Process Button

Processing Mode

Select Process/Foreground

If this option selected all the screens will be displayed while processing.

Press Enter

Document Date: 05.04.2013

Next Run: 05.05.2013

Document No. 1

Keep on press Enter till you get the message processing of BTIS completed.

Click on Session Overview

Double Click on your Session

Log Created

Document No. 100000

View Accounting Document (FB03)

Document No. 100010

Press Enter

View Recurring Document Information (FBD3)

Path: A/C→FA→GL→DOCUMENT→REFERENCE DOCUMENTS→RECURRING DOCUMENTS→FBD3-DISPLAY

FBD2-CHANGE

F.56-DELETE

FBD4-DISPLAY CHANGES

Document No. 1

Company Code:

Fiscal Year: 2013

View→Recurring Entry Data

Execution of Recurring Document for the month of May (F.14)

Company Code:

Fiscal Year: 2013

Settlement period: 01.05.2013 to 31.05.2013

Batch Input Session Name:

Select Hold Processed Session

Execute

Execute BTIS (SM35)

Select the Session

Process Mode

Select Display Errors Only Mode
Press Enter
Error is Period 2 is not open (OB52)
Posting Period Variant:
Open 2nd Period as well
Save it.

After rectification of error execute Batch Input Session Screen.
Processing of Batch Input Session completed.
Click on Session Overview
Click on Log Button
Double click on Session
Document No. 100011 was posted.

Open Item Management

This is the functionality used for clearing procedure. The GL Accounts which are subjected to clearing must be selected with open item management. If this option was selected the clearing can be done at Item level instead of balances.

Ex. Salary payable, rent payable, cash discount clearing accounts, GR, IR clearing accounts etc...

Clearing Procedure

Outgoing and incoming payments are called as clearing. This clearing can be done at Item level of the GL account if we select Open Item Management.

Clearing can be.

- Full clearing
- Partial clearing
- Residual clearing

Ex. Insurance payable is the GL A/C

Class 31

Create GL A/C Insurance Payable A/C (FS00)

GL Account: 100400
Account: Current Liabilities
Select Balance Sheet A/C
Text: Insurance Payable A/c
Select Only Balances in Local currency
Select Open Item Management
Select Line Item Display
Sort Key: 001
Field Status group: G001
Save it.

Creation of GL Insurance A/c

GL A/C: 400500
Account: Financial Expenses
Select P&L account
Text: Insurance account
Select Lind Item Display
Sort key : 001
Field Status Group: G001
Save it.

Posting of Insurance Payable Transaction (F-02)

Doc Dt: 30.04.2013

Posting Dt: 30.04.2013

Posting Key: 40

Account: 400500

Press Enter

Amount: 1000/-

Business Area: 95S1

Text: Testing of Open Item Management

Posting Key: 50

Account: 100400

Press Enter

Amount: *

Text: +

Save it.

Doc No. 100012.

Posting Insurance Payable for the Month of May (Post with Reference)

Press Post With Reference

Reference

Doc No. 100012

Co code:

Fiscal Year: 2013

Flow Controls

Select Line Item Display

Press Enter

Change the Dates to

Doc Dt. 31.05.2013

Postage Dt. 31.05.2013

Keep on Pressing Enter

Save it.

Doc No. 100013

Post Insurance payable Rs. 5,000/- for the month of May

Click on Post with Reference Button

Doc No. 100013

Select Display Line Item

Change Amount: 5,000/- for both the Line items.

Keep on press Enter

Save it.

Doc No. 100014

View GL Balances (FS10N)

GL Account: 100400

Co code:

Fiscal Year: 2013

Execute

View GL Line Item Display (FAGLL03 or FBL3N)

Path: A/C→GL→ACCOUNT→DISPLAY/CHANGE ITEMS(NEW)

GL Account: 100400

Co Code:

Select Open Items

Open at key Date: 31.05.2013

Execute.

Note: The total of Open Items must be equals to GL A/C Balances.

Output: 3 open line items displayed with the total amount of Rs. 7000/-

Clearing Procedure

The GL Accounts which are maintained as open item management are subjected to clearing indicates the items of the GL accounts will be cleared by other GL accounts or with the same GL account situational.

Outgoing payment of Rs. 1,000/- by cash towards Insurance payable of April (F-07)

Path: A/C→FA→GL→POSTING→OUTGOING PAYMENTS

Doc Dt. 03.05.2013

Type: SA

Bank GL A/C: 200400

Amount: 1,000/-

Text: Insurance payment

Open Item Selection

Account: 100400

A/C Type: S

Press Process open Items

Click on Select All Button

Click Deactivate Items

Double Click on The Line item which you want to Clear

Amount Entered: 1,000/-

Assigned: 1,000/-

Not Assigned: 0

Document → Simulate

Entry is

Insurance Payable A/C Dr 1,000/-

To Cash A/C 1,000/-

Note: Business Area to the cash Account automatically extracted from the original line item.

Save it

Doc No. 100015

View GL Balance (FS10N)

GL account: 100400

Co Code:

Fiscal Year: 2013

View Line Item Display (FAGLL03)

GL account: 100400

Select Open Items

Key Dt. 31.05.2013

List of Open item Balance is: 6,000/-

Select Back arrow button

Click on Cleared Items. Execute.

Class 32

Partial Clearing: Payment of partial amount of the open item

SAP treatment on partial payments is

- ✓ All the items remains open till the original invoice got totally cleared.
- ✓ We can identify partial documents with reference to clearing document No.

Testing of Partial Payments:

View Line Item Display (FBL3N)

GL Account: 100400

Select Open Items

Execute.

Payables are 1,000/- and 5,000/-

Partial Payment: out of 1,000/- make the payment of 200/- (F-07)

Dt. 06.05.2013

Type: SA

Bank Data

Account: 200400

Amount: 200/-

Text: Partial Payment

Account: 100400

Click on Process Open Items

Activate Item 1,000/-

Partial payment

Against 1,000/- Line Item

Double click on payment amount

Make it as 200/-

Document → Simulate

Insurance Payable A/C Dr 200/-

To Cash A/C 200/-

Save it. Doc No. 100016.

Line Item Display

GL: 100400

Payment of Balance 800/-

While Clearing Balance 800/- we must refer open invoice as well as partial clearing document (F-07)

Dt. 06.05.2013

Bank Data

GL: 200400

Amount: 800

Text: Balance Payment

Open item

Account: 100400

Activate Original invoice amount 1,000/- and 200/-. Hence balance will be 800/-

Simulate

Save it.

Doc no. 100017

FBL3N report

GL Account: 100400

Open Item: Rs. 5,000/-

Select Back arrow Button

Click on cleared items

Clearing date: 06.05.2013

Execute.

Residual Clearing:

One of the option of partial payment but Accounting treatment will be different.

Features of Residual

- ✓ While doing the partial payment using residual option system will Reverse Original invoice amount. Post payment Amount and creates New Open Item for the Balance amount to be cleared.
- ✓ There will be no connectivity or relation between original invoice and partial payment

Testing of Residual (FBL3N Report)

Open item is Rs. 5,000/-

Partial payment using residual option (F-07)

Dt: 06.05.2013

Type: SA

A/C: 200400

Amount: 2,700/-

Text: residual

GL: 100400

Residual Items

Activate the item 5,000/-

Double click on Residual Item (New Open Item)

2,300/-

Simulate

Insurance payable A/C Dr 5,000/-

To Cash A/C 2,700/-

To Insurance Payable A/C 2,300/-

Class 33

0

Foreign Currency Revaluation

Revaluation of Foreign Currency transactions in order to know Exchange Gain or Loss is a statutory requirement. We must revalue these transactions at item level or Balance level periodically or yearly.

Creation of GL A/C's (FS00)

GL: 400510

Group: Financial Expenses

Select P&L Statement account

Text: Exchange Loss

Select Line Item Display

Sort key: 001

Field status Group: G001

Save it.

GL: 300100

Group: Other Income

Select P&L Statement account

Text: Exchange Gain

Save it.

GL: 100900

Company Code:

Account Group: clearing Accounts

Select Balance Sheet accounts

Text: Clearing Exchange account

Select Only Balances in Local Currency

Select Line Item Display

Sort Key: 001

Save it.

Configuration Steps

Define Valuation Methods

Path: SPRO → FA(N) → GL ACCOUNT → PERIODIC PROCESSING → VALUATE → DEFINE VALUATION METHODS

New Entries

Method:

Description: Valuation Method Always

Valuation Procedure

Select **X Always Evaluate**

Document Type: SA

Exchange Rate Determination

Exchange Rate Type for Debit Balance: M

Exchange Rate Type for Credit balance: M

☐ Determine Exchange Rate Type from Account Balance

If this indicator selected Exchange Rate Type will be identified from GL Balance level.

☐ X Exchange Rate Type from Invoice Reference

If you selected this indicator the Exchange Rate Type determine from each invoice reference and currency combination.

Select option 2

Save it.

Define Valuation Areas

Same path

New Entries

Valuation	Valuation Method	Currency Type
95		Co. Code Currency

Save it.

Check Assignment of Accounting Principles to Ledger Group

Same path

Identify the Accounting principle assigned to the Ledger Group 0L

Accounting Principle	Target Ledger GL
IAS	0L

Assign Valuation Areas and Accounting Principles

Same path

New Entries

Valuation Area	Accounting Principle
95	IAS

Save It.

Prepare automatic posting for Foreign Currency Valuation

Path: SPRO→ FA→ GL→ PERIODIC PROCESSING→ VALUATE→ FOREIGN CURRENCY VALUATION→ PREPARE AUTOMATIC POSTINGS FOR FOREIGN CURRENCY VALUATION

Double click on KDF Exchange rate difference open items GL Accounts

Chart of Accounts:

New Entries

GL A/C: 100400

Currency: INR

Currency Type: 10

Exchange Rate Difference Realized

Loss: 400510

Gain: 300100

Valuation

Valuation Loss 1: 400510

Valuation Gain 1: 300100

Balance sheet adjustment: 100900

Save it.

KDF is used for open item managed GL A/C.

Note: Transaction Key KDF used to value open item managed GL Accounts.

Transaction: KDB

Exchange Rate Difference using Exchange Rate Key

If the Business wants to determine Exchange Rate Differences using key we must maintain below settings and this key must be assigned to all the GL accounts managed with Foreign Currency.

Exchange Rate Key	Expense Account	Gains
	400510	300100

Save it.

Assignment of Exchange Rate Key to GL Account: (FS00)

GL Account: 100300

Click on Change Button

Control Data

Exchange Rate Difference Key:

Save it.

Class 34

Testing of Exchange Gain or Loss

Post Foreign Currency transaction (Loan Receipt at Exchange Rate 40 in USD) (F-02)

Doc Dt. 08.05.2013

Currency: USD Rate: 40

Posting Key: 40

A/C: 200400

Press Enter

Amount: 1000\$

Business Area: 95S1

Text: Testing of Foreign Currency Transaction

Posting Key: 50

Account: 100300

Press Enter

Amount: *

Text: +

Document → Simulate

Save it.

Doc no. 100018

Maintain or change Exchange Rate to 48/- with Exchange Rate Type 9M (OB08)

New Entries

Exchange Rate	Valid From	From Currency	Direct Quotation	To Currency
9M	08.05.2013	USD	48	INR

Save it.

Foreign Currency Valuation (New) FAGL_FC_VAL)

Path: ACCOUNT → FA → GL → PERIODIC PROCESSING → CLOSING → VALUATE → FOREIGN CURRENCY VALUATION

General Data selection

Co. Code:

Valuation Dt. 31.05.2013

Valuation Area: 95

GL Balances

Select Valuate GL Account Balances

GL Account: 100300
Exchange Rate Difference Key:
Execute.

Output:

GL Account: 100300
Loan Amount: 1000\$
Old Value: 40,000/-
New Value: 48,000/-
Gain/Loss: 8,000/-

The Exchange Gain or Loss transactions are
FC transaction valuations can be executed periodically or yearly basis in case of periodic execution
relevant to Account Balances must be reversed in the future month.

Class 35

Interest Calculations

Creation of GL Accounts (FS00)

GL Account: 400501
Group: Financial Expenses
Select Profit and Loss Account
Text: Interest Expense or Loss
Select Line Item Display
Sort Key: 001
Field Status Group: G001
Save it.

GL Account: 300001
Group: Other Income
Select Profit and Loss Account
Text: Interest Gain Account
Select Line Item Display
Sort key: 001
Field Status Group: G001
Save it.

GL Account: 100401
Group: Current Liabilities
Select Balance Sheet Account
Text: Interest Payable Account
Select Only Balances in Local Currency
Select open Item Management
Select Line Item Display
Sort Key: 001
Field Status Group: G001
Save it.

GL Account: 200600

Group: Current Assets
 Select Balance Sheet account
 Text: Interest Receivable Account
 Select Only Balances in Local Currency
 Select Line Item Display
 Sort Key: 001
 Field Status Group: G001
 Save it.

GL Account: 100200
 Group: Secured loans
 Select Balance Sheet account
 Text: Loan from Third Party
 Select Only Balances in Local Currency
 Select Line Item Display
 Sort Key: 001
 Field Status Group: G001
 Save it.

Configuration Steps:

Define Interest indicator or Interest Calculation Types (OB46)

Path: SPRO → FA (NEW) → GL NEW → BUSINESS TRANSACTIONS → BANK ACCOUNT INTEREST CALCULATION → INTEREST CALCULATION GLOBAL SETTINGS → DEFINE INTEREST CALCULATION TYPES

New Entries

Interest Indicator	Name	Interest Calculation Type
95	Balance Interest Indicator	S

Save it.

S = Balance interest Calculation

P = Item interest Calculation

Z = Penalty interest Calculation

Prepare Account Balance interest Calculation (OBAA)

Same path;

New Entries

Interest Calculation Indicator: 95

Period Determination

Interest Calculation Frequency: 01 (1Month)

Interest Determination

Calendar Type: G

Standard SAP delivered below Calendar types

	<u>No. of days in year</u>	<u>No. of Days in Month</u>
B – Bank Calendar -	360	30
J – French Calendar	365	30
F – French Calendar	360	exact No. of Days in a calendar month
G – Gregorian Calendar	365	Exact No. of Days in a Calendar month

Select Balance Plus Interest

Save it.

Define Reference Interest Rates (OBAC)

Same path till Bank A/C interest Calculation → Interest Calculation → Define Reference Interest Rates → New Entries

In this step we create indicator for Reference Interest which is used to maintain interest rates periodically or date wise.

Reference Interest Rate: 95_D

Text: Debit Interest Rates

Date from: 01.04.2013
 Currency: INR
 Press Next Entry Button
 Reference Interest Rate: 95_C
 Text: Credit Balance Interest Rates
 Date from: 01.04.2013
 Currency: INR
 Save it.

Define Time Dependent Terms (OB81)

Same path:

New Entries
 Interest Calculation Indicator: 95
 Currency Key: INR
 Effective From: 01.04.2013
 Sequential Number: 1
 Term; Debit Interest Balance Interest Calculations

Interest Rates

Reference Interest Rate: 95_D
 Press Next Entry Button
 Interest Indicator: 95
 Currency Key: INR
 Effective from: 01.04.2013
 Sequential No. 2
 Term: Credit Interest Balance Interest Calculation
 Reference Interest Rate: 95_C Save it.

Enter Interest Values (OB83)

Same path:

New Entries

Reference Indicator	Valid from	Interest Rate
95_D	1.4.2014	10.25
95_C	1.4.2014	11
95_D	5.5.2014	10
95_C	5.5.2014	10.80

Save it.

Prepare GL Account Balance Interest Calculation (OBV2)

Same path till BANK INTEREST CALCULATION → INTEREST POSTING → PREPARE GL ACCOUNT BALANCE INTEREST CALCULATION

This step is used for automatic determination of GL Accounts related to Interest Calculation.
 GL Accounts assignment will be done using default account symbols.

Click on Account Button

Chart of Accounts:

Account Symbol	Currency	GL Account
0001 – Interest Received	INR	300101
0002 – Interest Paid	INR	400501
1000 – GL Account (Earned)	INR	200600
2000 – GL Account (Paid)	INR	100401

Save it.

Class 36

Assignment of Interest Indicator to the Loan Accounts (FS00)

GL Account: 100200

Click on Change Button

Create/Bank Interest

Assign Interest Indicator: 95 Balance Interest Indicator

Save it.

Loan Receipt Entry on 16.04.2013 (F-02)

Doc Dt. 10.05.2013

Posting key: 40

Account: 200400

Press Enter

Amount: 10,000/-

Text: Loan Receipt

Posting Key: 50

Account: 100200

Press Enter

Amount: *

Value Dt: 16.04.2013

Note: interest Calculation will be based on Value Date.

Text: +

Save it.

Calculation interest on Loan from party for the month of April (F.52)

A/C → FA → GL → PERIODIC PROCESSING → INTEREST CALCULATION → BALANCE

INTEREST CALCULATION

Chart of Account:

Co. Code:

Calculation period: 01.04.2013 to 30.04.2013

Interest Calculation Indicator: 95

Execute

Loan Amount: 10,000/-

Interest %: 11%

No. of Days for Interest Calculations: 15days

Interest is: 45.21/-

Select Back arrow button

Output Control

Select Additional Balance line

Select Interest Rate Overview

Posting Control

Select Post Interest Settlement

Select Update Master Records

Session Name: RFSZIS00

Posting Date of session: 30.04.2013

Select Hold Process session

All the above selection parameters can be stored under a variant so intern next time when you execute the transaction we can get the input values and can be modified accordingly.

Click on Save Button

Variant Name:

Meaning: Interest calculation

Click on Save (Variant Saved)

Select Back Arrow Button

Execute the Transaction F.52

Click on Get Variant Button

Execute the Variant Dialog Box

Select your variant

All the selection parameters populated on screen.

Execute

End of the page the message is Batch Input Session Created.

Executed Batch input Session (SM35)

Select and process your session in Process/Foreground

Keep on press Enter

System update the GL Master record with key date of last Interest calculation 30.04.2013

The date of last interest Run: 10.05.2013

Double click on Processed Batch Input Session

Go to Log

Doc No. 100024

View Accounting Document (FB03)

Doc No. 100024

Co. Code:

Fiscal Year: 2013

Interest Expense or Loss A/C Dr

To Interest Payable A/C

Execute Interest for the Month of May (F.52)

Click on Get variant Button

Variant:

Execute

Calculation period: 01.05.2013 to 31.05.2013

4days 11%

27 days 10.80%

Total Interest: 91.94/-

Batch Input Session Created.

Process BTIS (SM35)

Select the variant

Select Process in Display Errors Only

Doc No. 100025.

Class 37

ACCOUNTS PAYABLE

Accounts payable is subjected ledger of financial accounting and deals with Vendors (Suppliers) Vendors are called as sub ledgers. All Business transactions of the Vendors will be handled through these sub ledgers. For Financial Reporting each and every vendor master or sub ledger we must assign respective GL accounts. The GL accounts assign to subjected ledgers are called as Reconciliation Accounts.

No transactions can be directly posted to these reconciliation accounts. These accounts will get updated transactions posted to subsidiary accounts.

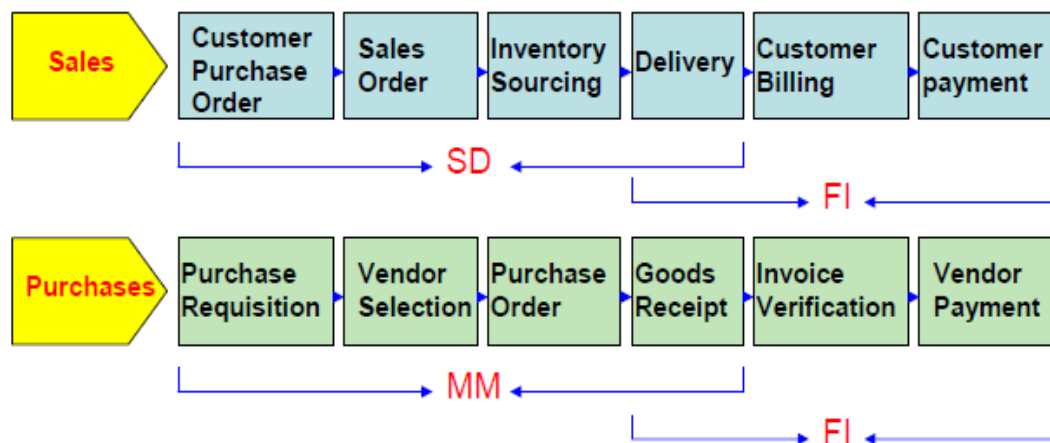
Reconciliation Accounts: Reconciliation Account is a GL Account. which will be assign to subsidiary ledgers. In detailed itemized report can be extracted through subsidiary ledgers and accumulated balances of these ledgers will be reported through Reconciliation Accounts.

Vendor Business Transactions:

1. Purchase Invoices

a. Non PO base Purchase (Purchase invoice posting using FI-AP module)

b. PO based Purchases (MM-FI Integration) Procurement to Payment Cycle (P to P Cycle)



In case of MM module is in scope all inventory procurements will be handled through PO based invoice level or PO based Purchases. AP module is used for

- i. Validate the invoice and post it to financial accounting
 - ii. Check Vendor open items for due date analysis
 - iii. Outgoing payments to Vendors on due dates
 - iv. Validating the tax calculations
 - v. Bank Reconciliation statements
 - vi. Statements to Vendors periodically with the list of transactions handled and information on due amounts.
2. Goods Returns
 3. Out Going Payments: Payments can be handled in SAP as below
 - i. By Cash
 - ii. By Bank
 - a. Manual Payments
 - b. Automatic payments (by Cheque, bank transfers, DD)
 4. Calculation of cash discounts based on the terms agreed with the vendor
 5. Interest Calculations: On Overdue items penalty interest will be calculated and to be paid
 6. Taxation: tax on Sales and Purchases
 - i. Excise Duties
 - ii. VAT
 - iii. CST
 - iv. Services taxes
 - v. Custom Duties
 - vi. TDS.

Configuration Steps

Create GL Accounts (FS00)

GL Account: 100700

Account Group: Sundry Creditors

Select Balance Sheet Account

Text: Domestic payables

Currency: INR

Do not select Only Balances in Local Currency

Reconciliation Account for Account Type: Vendors

Select Line Item Display

Sort Key: 012 (Vendor Number)

Field Status Group: G067 (Reconciliation A/C)

Save it.

Create With Template

GL A/C: 100701
Reference GL A/C: 100700
Co. Code:
Text: Foreign Payables
Save it.

Create with Template
GL A/C: 100702
Text: Affiliated Payables
Save it.

Create with Template
GL A/C: 100703
Text: Employee Payables Save it.

Create with Template
GL A/C: 100704
Text: Service Payables
Save it.

Create with Template
GL A/C: 100705
Text: One time Vendor Payables
Save it.

GL A/C: 400100
Group: Payroll Expenses
Select P&L Account
Text: Professional Service Charges
Select Line Item Display
Sort Key: 001
Field Status Group: G001
Save it.

Configuration Steps

Define Vendor Account Groups (OBD3)

SPRO→FA (NEW)→A/C RECEIVABLE & A/C PAYABLE→VENDOR ACCOUNTS→MASTER DATA→PREPARATIONS FOR CREATING VENDOR MASTER DATA→ DEFINE A/C GROUPS WITH SCREEN LAYOUT (VENDORS) → New Entries

Account Group:

Name: Domestic Vendor Group

Field Status

Double Click on Company Code Data

Double Click on A/C Management

Select Reconciliation A/C as Required Entry

While Creation of Vendor Master Reconciliation A/C will be the Mandatory Entry.

Save it. Create Request AP Configuration Settings.

Next Entry button

A/C Group: 9511

Name: Foreign Vendor Group

Maintain Reconciliation A/C has Required Field.

Save it.

Next Entry Button

A/C Group: 9512

Name: Affiliated Vendor Group

Save it.

Next Entry Button

A/C Group: 9513

Name: Employee Vendor Group

Save it

Next Entry Button

A/C Group: 9514

Name: Service Vendor Group

Save it.

Next Entry Button

A/C Group: 9515

Name: One Time Vendor Group

Select One Time Account

Reconciliation Account as Required Entry

Save it.

Create Number Ranges for Vendor A/C (XKN1)

Note: Vendor Master Number Ranges will be maintain at Client Level. Which indicates same Vendor Master can be used in Multiple Company Codes

Change Intervals

Insert intervals DOMESTIC PAYABLE

No	From No	To No
T1	20611	20619

Insert Button

Insert Intervals FOREIGN PAYABLE

No	From No	To No
T2	20620	20629

Insert Intervals

No	From No	To No
T3	20630	20639

Insert Intervals

No	From No	To No
T4	20640	20649

Insert Intervals

No	From No	To No
T5	20650	20659

Insert Intervals ONE TIME PAYABLE

No	From No	To No
T6	20660	20669

Save it.

Ignore the message & press Enter

Assign Number Ranges to Vendor A/C Groups (OBAS)

Position

A/C Group:

Group	Name	Number Range
	Domestic vendor Group	T1
9511	Foreign Vendor Group	T2
9512	Affiliated Vendor Group	T3
9513	Employee Vendor Group	T4
9514	Service Vendor Group	T5
9515	One Time Vendor Group	T6

Save it.

Define Sensitive Field for Dual Control (Vendors)

SAP FICO

In this step we maintain the field changes in the Vendor Master are critical subjected to Configuration of changes by authorized users.

Any changes to these fields in this material masters are subjected to confirmation till the changes were confirmed by authorized user. No payment can be processed against to the Vendor.

Same path

New Entries

Field Name	Field Label
LFA1-LNRZA	Alternative Payee
LFB1-ZTERM	Terms of Payment

Save it.

Class 39

Define Tolerance for Customer and Vendors OBA3

Path: SPRO → FA (NEW)→AR & AP → BUSINESS TRANSACTIONS→ OUTGOING PAYMENT→ MANUAL OUTGOING PAYMENTS→ DEFINE TOLERANCE (VENDORS)

New Entries

Co. Code:

Tolerance Group: ____ APPLE Group Tolerance

Permitted Payment Differences

	<u>Amount</u>	<u>Percent</u>		
Gain	10	1%	EX 10000	9990
Loss	10	1%		

Save it.

Define Document Types & Number Ranges for Vendor Transactions (OBA7)

Document Type	Description	Number Range
KA	Transfers and Reserves	17
KG	Vendor Credit Memo	19
KR	Vendor Invoice	17
KZ	Vendor Payment	15

Define Number Range interval for above Number Ranges (FBN1)

Co. Code	Number Range	Year	From Number	To Number
	17	2014	1700000	1799999
	15	2014	1500000	1599999
	19	2014	1900000	1999999

Save it.

Posting keys (OB41)

Posting key	Name	DR/CR	Account Type
31	Invoice	Credit	Vendor
21	Credit Memo	Debit	Vendor
25	Outgoing payment	Debit	Vendor
24	Other Payment	Credit	Vendor
26	Payment difference	Debit	Vendor
36	Payment difference	Credit	Vendor
29	Special GL Debit	Debit	Vendor
39	Special GL Credit	Credit	Vendor

Credit Vendor Master Data

Vendor Master consists of all the important information of the Vendor like

1. Address & communication information
2. Taxation Information
3. Vendor Bank details & alternative payee information

4. Reconciliation account, payment details, vendor statement information, purchase organisation details etc...

Vendor master data consists of following 3 views

- a. General DATA (Client Level)

- ➔ Address
- ➔ Control
- ➔ Payment Transaction

- b. Company code Data (at each co. Code this information can be changed)

- ➔ Accounting info
- ➔ Payment transaction
- ➔ Correspondence
- ➔ With Holding Tax

- c. Purchasing Organisation Data

This information will be maintained if materials are procured through MM Cycle

Create Vendor Master (FK01 or XK01)

A/C ➔ FA ➔ AP ➔ MASTER RECORDS ➔ FK01 CREATE (or)

➔ MAINTAIN CENTRALLY ➔ CREATE - XK01

Co. Code:

A/C Group: 9513 (Employee Vendor Group)

Screen 1 Address

Name

Title: Mr.

Name: Salman Khan

Search Terms

Search Terms: Salman

Street/Address

Country: IN

Select Next Screen

Screen2 Control

Account Control

Tax information will be maintained

Select Next Screen

Screen 3 Payment Transactions

Country	Bank Key	Bank A/C	A/C Holder
IN	ICICI	000123456	Salman

Bank key is the unique identity for any Bank which holds the Bank Address details

Click on Bank Data

Bank Name: ICICI

Region: 10

Bank Branch: JP Nagar, Bangalore

Press Enter

Next Screen

Screen 4 Account Information

Reconciliation Account: 100703 Employee Payables

Sort Key: 001

Cash Management Group: A5 (Personal Cost)

Select Next Screen

Screen 5 Payment Transactions

Select Check Double Invoice Button

If any invoice posted with the same reference key system will through warning message.

Select Next Screen

Screen 6 Correspondence

Save it.

Vendor No. 400700 was created in Co. Code

Post Transactional Data

Post Vendor Salaries Payable Transaction

A/C → FA → AP → DOCUMENT ENTRY → INVOICE GENERAL – F-43

Date: 27.05.2013

Doc Type: KR

Co. Code:

Posting key: 31

Account: 400700

Press Enter

GL Account: 100703

Amount: 50,000/-

Text: Salary Payable

Posting Key: 40

Account: 400101

Press Enter

Amount: *

Text: +

Document → Simulate

Save it.

Doc No. 1900000

GL Account creation

GL Account: 400101

Group: Payroll Expense

Select P&L Account

Text: Salaries Account

Select Line Item Display

Sort Key: 001

FSTG: G001

Save it.

Class 40

View GL A/C Balances (FS10N)

Accounting → Financial Accounts → Accounts Payable → Accounts → Display Balances

GL Account: 100703

Co. Code:

Execute

Credit balance of 50,000/- updated to GL A/C

Create Vendor Master (XK01)

Co. Code:

A/C Group: 9513

Address Screen

Title: Mr.

Name: Somayajulu K

Search Term: Somk

Country: IN

Region: 10

Payment Transactions

Country: IN

Bank Key: HDFC

Bank A/C: 00098765

A/C Holder: Somayajulu

Click on Bank Data

Bank Name: HDFC

Bank Branch: Bangalore

Accounting Information Accounting Screen

Recon A/C: 100703

Cash Management Group: A5

Select Check Double Invoice

Save it. Vendor No. 400705.

Post Salary Payable of 35,000/- against Vendor No. 400705 (F-43)

Doc Date: 28.05.2013 Type: KR

Posting Key: 31

Account: 400705

Press Enter

GL A/C: 100703

Amount: 35000

Text: Salary Payable

Posting Key: 40

Account: 400101

Amount: *

Text: +

Document → Simulate

Save it

Doc No. 1900001.

Display GL Balances (FS10N)

GL A/C: 100703

Co. Code:

Execute

The GL A/C credit Balance is 85,000/-

Double click on Balance Amount Field

The assignment field got updated with vendor number (The Sort Key for GL A/C 100703 maintained with Value 012 Vendor Number)

View Vendor Line Item Display (FBL1N)

A/C→FA→AP→ACCOUNT→FFBL1N- DISPLAY/CHANGE LINE ITEMS

Vendor A/C: 400705

Co. Code:

Select open items

Open at key date: 28.05.2013 Execute

One line item Displayed with the status open (Red Colour)

Net Due date symbol is DUE

Payable amount of 35,000/-

Outgoing Payment of 35000/- against to the Vendor 400705 (F-53)

A/C→FA→AP→DOCUMENT ENTRY→OUTGOING PAYMENT→ F-53-POST

Doc Dt: 28.05.2013

Type: KZ co. Code:

Bank Data

Account: 200400

Amount: 35,000/-

Text: Outgoing Payment

Open Item Selection

Account: 400705

Click on Process Open Items

Activate (Blue colour) the Vendor line item which the Business wants to clear by selection

Activate Items

Amount Entered: 35,000/-

Assigned: 35,000/-

Not Assigned: 0

Document → Simulate

Save it, Doc No. 1500000.

Vendor GL Balance (Recon A/C) (FS10N)

GL A/C: 100703

Co. Code:

Execute

Dr	Credit	Balance
35,000	85,000	50,000

Double click on Balance Amount

View Vendor Line Item Display (FBL1N)

Vendor A/C: 400705

Co. Code:

Select Cleared Items

Execute

The Invoice & Payment Documents displayed with the Status cleared (Green Colour)

Class 41

Payment Terms

Payment Terms are used to identify or calculate Net Due Date of the Invoices.

Net Due Date is used for

1. Identifying of Payment Due Date
2. Calculation of Cash Discounts
3. Interest Calculations on Items
4. Reminders to customers and vendors on their overdue line items
5. Automatic payment of Vendor Open Line Items etc...

Standard SAP has delivered n no. of payment terms according to the Business Requirement we can create additional terms.

The payment terms will be assigned to the Vendor Master as per the agreement had with the vendor.

Note: If Required we can assign the payment terms while posting of Business Transactions

Define Payment Terms (OBB8)

SPRO→FA (NEW)→ AR & AP→ BUSINESS TRANSACTIONS→ OUTGOING INVOICES OR CREDIT MEMOS→ MAINTAIN TERMS OF PAYMENT

Base Line Date: The date from which system will Payment Terms

The Base Line Date can be a posting date, document date or defaulted to fixed day or a month.

Create a Payment Term with 15 days due net from the date of posting date.

New Entries

Payment Terms: TR10

Account Type

Select Customer

Select Vendor

Default for Baseline Date

Select posting Date

Payment Terms

Term no. of days

1	15
---	----

Save it.

Post Vendor Invoice using Payment Term TR10 (F-43)

Doc Dt: 29.05.2013 Type: KR

Posting Key: 31 A/C: 400700

Press Enter

Amount: 10,000/-

Payment Terms: TR10 Days: 15

Base Line Date: 29.05.2013

Text: Testing of Payment Terms

Posting Key: 40 A/C: 400101

Press Enter

Amount: *

Text: +

Document → Simulate

Save it. Doc No. 1900002.

View Vendor Line Item Display (FBL1N)

Vendor A/C: 400700

Select Open Items

Key Date: 29.05.2013

Execute

Click on Change Layout Button

From the Hidden Fields select Net Due Date field from the Shown Fields Click on Document Date

Click on the Button Show selected Fields.

Click on Copy

Against 1000/- invoice Due date symbols is Not Due. Net Due Date is 13.06.2013.

Click on Save Layout Button

Layout:/Z

Save it.

Create Payment Terms with below Specifications (OBB8)

- ➔ Base line date 1st of Next Month
- ➔ Within 10 Days 3% Cash Discounts
- ➔ 20 Days 1% Cash Discount
- ➔ 30 Days is Due Net

New Entries

Payment Term: 9501

Base Line Date

Fixed Date:1

Additional Months: 1

Default Base Line Date

Select Posting Date

Payment Terms

<u>Term</u>	<u>Percentage</u>	<u>No. of Days</u>
1	3%	10
2	1%	20
3		30

Save it.

Post Vendor Invoice (F-43)

Doc Dt: 29.05.2013 Type: KR

Posting Key: 31 A/C: 400700

Press Enter

Amount: 2000/-

Payment Terms: 9501
 Base Line Date: 01.06.2013
 Posting Key: 40
 Amount: *
 Text: +

A/C: 400101

save it.

View Line Item Display (FBL1N)

Vendor A/C: 400700
 Select Open Items
 Execute
 Click on Select Layout Button, Select Your Layout
 The Net Due Date is 01.07.2013.

Create Instalment Payment Terms with below Specifications ((OBB8)

- ➔ 40% immediate Payment
- ➔ Rest of the Amount is Two Equal instalments
- ➔ Payable Every Month of

New Entries
 Payment Term: Z950
 Select Instalment Payment
 Next Entry Button
 Term: Z951
Default for Base Line Date
 Select Posting date
 Next Entry
 Term: Z952
 Select Base Line Posting date

Payment Terms

<u>Fixed Date</u>	<u>Additional Month</u>
5	1

Next Entry
 Term: Z953
Base Line Data
 Select Posting Date

Payment Term

<u>Fixed Date</u>	<u>Additional Months</u>
5	2

Save it.

Define Terms of Payment for Instalment Payment (OBB9

Same Path

New Entries

Terms of Payment	Instalment	Percent	Payment Term
Z950	1	40%	Z951
Z950	2	30%	Z952
Z950	3	30%	Z953

Save it.

Post Invoice (F-43)

Doc Dt: 29.05.2013
 Posting key: 31
 Amount: 10,000/-
 Payment Term: Z950
 Posting Key: 40
 Press Enter
 Amount: *
 Text: +

Type: KR
A/C: 400700
A/C:400101

Simulate

Vendor Invoice Splitted according to the payment terms

Item1: 4000/-, Item2: 3,000/-, Item3: 3,000/-

Save it. Doc no. 1900004.

View Line Item Display (FBL1N)

Layout: /Z

4,000/- Due Date is 29.05.2013

3,000/- Due Date is 05.06.2013

3,000/- Due Date is 05.07.2013

Post Vendor Credit Memo – FB65 or F-41

This is nothing but a Purchase return.

Class: 42 House Banks

The Banks with which we deal in SAP system are called as House Banks.

All Payment Transactions (dealing with Cheque, Online Transfers, Automatic Payments) must be done through House Banks.

House Banks = Bank Key + Bank A/C ID

Bank Key Holds the Bank Address information.

A/C ID consists of Account Number and GL A/C associated with that Bank.

Note: all the Bank related Business transactions must be done with the combination of House Bank and Bank A/C ID.

Ex. Cheque Transactions, automatic payments, E-Bank Statement, direct transfers, Lock Box Functionalities.

Note: at each change of Bank address we must define it has a New House Bank.

One House Bank can consists of Multiple A/C ID's

Create GL A/C (FS00)

GL: 200420

A/C: cash & Bank

Select Balance Sheet A/C

Text: STATE BANK OF INDIA Current A/C

Select Only balances in Local Currency

Select Line Item Display

Sort Key: 001

FSTG: G001

Select Relevant to cash flow.

Save it.

GL A/C: 200421

With Template

GL A/C: 200420

Press Enter

Text: STATE BANK OF INDIA Check issue Clearing A/C

Select Open Item Management

Select Line Item Display

Sort Key: 001

Save it.

Define House Banks (FI12)

SPRO→FA (NEW)→ BANK ACCOUNTING→ BANK ACCOUNTS→ DEFINE HOUSE BANKS

Co. Code:

Note: House Banks are Co. Code dependent.

New Entries

House Bank: 1000

House Bank Data

Bank Country: IN

Bank Key: SBI

Note: Bank Key maintained at Country Level

Create

Bank Name: State Bank of India (Hyderabad)

City: Hyderabad

Double click on Bank Accounts Folder

New Entries

A/C ID: acct1

Description: Current A/C No. 1

Bank A/C Number: 123456789

Currency: INR

GL A/C: 200420

Save it.

Maintain Check Lots (FCHI)

Check lots consists of from and to check no's issued by the Bank. We can also maintain the cheques are sequential or non sequential cheque lot. Business will create check lots on requirement.

Accounting → Fin Acc → Acc Payable → Periodic Processing → F110 – Payments

Menu → Environment → Check Information → Number Ranges

Paying Co. Code:

House Bank: 1000

A/C ID: acct1

Click on Change Button

Click on Create

Lot

Lot Number: 01

Check Number: 000001000

To : 000001099

Short Info: Check lot No. 1

Purchase Dt: 01.04.2013

Save it.

Class 43

Testing of Manual Payment by Check

Create New Vendor (XK01)

Co. Code:

A/C Group: 9154

Press Enter

Title: Mr.

Name: Salman Khan

Country: IN

Region: 10

Recon A/C: 100704

Sort Key: 001

Cash Management Group: A1

Save it. Vendor No. 400710

Create GL Master

GL A/C: 400110

Group: Payroll Expense

Select P&L A/C

Text: Professional charges

Select Line Item Display

Sort Key: 001

FSTG: G001

Save it.

Post Vendor Invoice (F-43)

Doc Dt: 31.05.2013

Type: KR

Posting Key: 31

A/C: 400710

Press Enter

Amount: 10,000/-

Text: Professional charges

Posting Key: 40

A/C: 400110

Amount: *

Text: +

Simulate

Save it, Doc No. 1900005

Vendor Business transactions will update below Tables.

- ✓ BKPF – Accounting Document Header
- ✓ BSEG – Accounting Document Line Items

Vendor Line Items are subjected to Open Item Management. Hence the Vendor Line Items additionally update below Tables.

- ✓ BSIK – Vendor Open Invoices
- ✓ BSAK – Vendor Cleared Items

View Vendor Line Item Display (FBL1N)

Vendor : 400710

Co. Code:

Select open Items

Execute

System populate the selection parameters under BSIK table and extract the information in a user defined format.

There is a Open Line Item of 10,000/-.

Check Payment of 10,000/- to Vendor 400710 (F-53)

Doc Dt: 31.05.2013

Type: KZ

Bank Account

A/C: 200421

Amount: 10,000/-

In case of Check payments and Bank transfers it is always advisable to post to a clearing account till business receive confirmation from the Bank about realization of check transactions.

Text: Check Payment

Open Item Selection

Account: 400710

Type: K

Press Process Open Items

Activate Vendor Line Item which you want to clear.

Document → Simulate

Save it. Doc No. 1500001.

View vendor Line Item Display (FBL1N)

Vendor: 400710

Co. Code:

Select Cleared Items

Execute.

Once the Open Items were cleared system removes the entry from Open Item Table (BSIK) and place it in Cleared Item Tables (BSAK).

Under Open Item Document (1900005) the Clearing Document No. 1500001 got updated.

Check Details Creation Against Payment Doc No. 1500001 (FCH5)

A/C→ FA→ AP→ Environment→ Check Information → Create→ FCH5 – Manual Checks

Payment Doc No. 1500001

Co. Code:

Fiscal Year: 2013

House Bank: 1000

A/C ID: acct1

Check No: 0000010000

Press Enter

City: Bangalore

Save it.

Check no. 000001000 created Successfully.

View Check Register (FCHN)

A/C→ FA→ AP→ Environment→ Check Information → Display→FCHN-Check Register

Co. Code:

House Bank: 1000

A/C ID: acct1

Execute

Check No	Payment	Amount	Recipient	Encashment Date
000001000	1500001	10,000/-	Salman Khan	-

Bank Statement Received that Check No. 000001000 encashed by vendor (Updation of check encashment date) **FCH6**

A/C→ FA→ AP→ Environment→ Check Information → Change→FCH6 – Additional Info / Cash

Co. Code:

House bank: 1000

A/C ID: acct1

Check No. 000001000

Press Enter

Check Encashment Date: 31.05.2013

Save it, Check No. 000001000 saved Successfully.

Post check Transactions to Main Bank A/C after check Realization (F-02)

Doc Dt: 31.05.2013

Type: SA

Posting Key:40

A/C: 200421

Press Enter

Amount:

10,000/-

Text: Check Clearing

Posting Key:

50

A/C: 200420

Press Enter

Amount:

*

Text: +

Document → Simulate

Save it. Doc No. 100028.

Class 44

Check Void or Cancelled in case of

1. Un used checks (check damage, destroy or old one) void
2. Issued Checks

The check issued to the vendor assigned to the payment document number but the same will be voided in following scenarios.

➔ Issued check dishonoured by bank due to signature mismatch, insufficient funds and vendor lost the check in all above cases we can avoid the issued check and give a new check to the vendor to the same payment document

Invoice➔ Outgoing Payment➔ Check Issue➔ Dishonour➔ Void Issued Check (Cash or Issue New Check)

In the above scenario the payment document will remains same and issue a new check against that document.

Cancel Payment FCH8)

In this case along with the issued check void payment document also will get reversed and vendor cleared item will be come as open item.

At the time of reversal of cleared or payment document system will reverse the payment document and also reset the cleared status to open status for vendor invoices (KR Document).

Creation of Void Reason Code:

SPRO ➔ Fin Acc ➔ A/R & AP ➔ Bus Transactions ➔ Outgoing Payments ➔ Automatic Outgoing Payments ➔ Payment Media ➔ Check Management ➔ FCHV - Define Void Reason Codes

Select New Entries

Reason :

Void Reason Code :

Save

Testing of Voiding

Void Unused Checks (FCH3)

Accounting ➔ Fin Accounting ➔ Accounts Payable ➔ Check Information➔ Void ➔ Unused Checks

Co. Code: House Bank: 1000 A/C ID: ACCT1

Check Number: 000001001

Vendor reason code: 06 (Destroyed or Unusable)

Click on Void

View Check Register (FCHN)

Co. code:

House Bank: 1000

A/C ID: ACCT1

Execute

Testing of issued check Void

Post Vendor Invoice (F-43)

Vendor A/C: 400700 posting Key:31

Amount: 500

Posting Key: 40 GL A/C: 400110

Save Doc No. 19000016.

Outgoing Payment (F-53)

Bank A/C: 200421 (Check issue Clearing A/C)

Amount: 500

Vendor: 400700

Deselect or deactivate all the line items and activate Rs. 500/- Line Item.

Save. Doc No. 1500002.

Issue check to the vendor against payment Doc No. 1500002 (FCH5)

Doc No. 1500002

Co. Code:

House Bank: 1000

A/C ID: ACCT1

Check No. 000001002

Press Enter

City: Bangalore

Save.

Issued check Dishonoured

Accounting → Fin Accounting → Accounts Payable → Check Information → Void → Issued Checks (FCH9)

Co. Code:

House Bank: 1000

A/C ID: ACCT1

Check No. 000001002

Void Reason Code: 07 (Stolen)

Void

Message: Check 000001002 voided payment document not reversed.

Issue New Check against Payment Doc No. 1500002 (FCH5)

Check No. 000001003

Press Enter

City: Bangalore

Save.

Check 1003 Honoured and En cashed (F-02)

Type: SA posting Key: 40

GL A/C: 200421

Amount: 500 Posting Key: 50

GL A/C: 200420

Simulate

Save.

Update Check EnCashment Details (FCH6)

Check No. 000001003

Check Encashment Dt: 03.06.2013

Save.

Voiding of issued check and Cancelled Payment

Invoice → outgoing Payment → Check Creation

Post Invoice (F-43)

Vendor: 400700 Amount: 1000/-

Debit GL A/C: 400110

Save. Doc No. 1900007

Outgoing Payment (F-53)

Bank A/C: 200421 Amount: 1000/-

Vendor A/C: 400700

Deactivate all the items and activate 1000/- invoice.

Save.

View Line Item Display (FBL1N)

Vendor A/C: 400700

Co. Code:

Select Cleared Items

Execute

The 1,000/- KR Document displayed with Cleared Status.

Check Creation (FCH5)

Payment Doc No. 1500003

Check No. 000001004

City: Bangalore

Save.

Void issued Check and Cancel Payment (FCH8)

Accounting → Fin Accounting → Accounts Payable → Check Information → Void → Cancel Payment

Void Issued Check + Reverse Payment Document + Reset Cleared Item into Open Item

1004

1500003

1900002

Co. Code:

Reason Code: 09 Reversed Check Payment

Reversal Data:

Reversal Reason: 01

Press Enter

Click on Cancel Payment

Message: Check No. 1004 cancelled, reverse doc No. 1700000.

View Line Item Display (FBL1N)

Vendor A/C: 400700

Co. Code:

Select Cleared Items

Execute

The payment Doc 1500003 reversed with 1700000

Select Back Arrow Button

Select open Items

Execute

The Doc 1900002 again appearing under open items.

Class: 45

Special GL Transactions

Special GL Transactions will be identified with special GL indicators. Below are list of Special GL Transactions.

Special GL Indicator	Description
A	Used for Down Payment/Advances
F	Down payment Request
G	Guarantees
H	Security Deposit
L	Letter of Credit
Q	Bills of Exchange

For each Special GL Indicator we will assign reconciliation A/C and Special GL A/C or Alternative Reconciliation A/C.

Alternative GL A/C: The GL A/C which will be assigned in the Special GL Indicator. If any Transactions posted with Special GL Indicator will bypass Recon A/C and update to Special GL A/C.

Create GL Account (FS00)

GL: 200610

Group: Current Assets

Select Balance Sheet

Text: Advances to Vendors

Recon A/C for A/C Type: Vendors

Select Line Item Display

Sort key: 012

FSTG: G067 (Reconciliation A/C)

Save it.

Automatic assignment of GL A/C's for Special GL Indicators or Down Payments made on Vendors (OBYR)

Spro→ FA (New) → AR & AP→ Business Transactions → Down payment Made → Define Alternative Recon A/C For Down Payments (Obyr)

Double click on Special GL Indicator A against A/C Type K

Chart of Accounts:

Recon A/C	Special GL
100700 – Domestic Payable	200610
100701 – Foreign Payable	200610
100702	200610
100703	200610
100704	200610
100705- one time vendor account	200610

Save it.

Testing of Advances to Vendors

Create New Vendor Master (XK01)

Co. Code:

A/C Group: 9514

Press Enter

Vendor Name: Ram

Country: IN Region: 10

Press Enter

Recon A/C: 100704 Sort Key: 001

Cash Management Group: A5

Save it.

Vendor No. 400711.

Vendor Advance Payment (Posting (F-48))

A/C → FA → AP → Document Entry → Down Payment → Down Payment → F-48 Down Payment

Dt: 04.06.2013

Type: KZ

Vendor A/C: 400711

Special GL Indicator: A

Bank A/C: 200400

Amount: 1,000/-

Business Area: 95S1

Text: Advance Payment to Vendor

Press Enter

Amount: 1,000/-

Text: +

GL A/C: 200610

As Special GL Indicator A being used system by pass the GL A/C 100704 and posted the Amount to Special GL A/C 200610.

Simulate

Save it. Doc No. 1500004

Vendor A/C Dr

To Cash A/C

View GL Balances (FS10N)

GL A/C: 200610

Co. Code:

Execute

Debit Balance of Rs. 1,000/- updated.

View Vendor Line Item Display (FBL1N)

Vendor A/C: 400711

Select open Items

Type

Select Special GL Transactions

Execute

1,000/- Line Item displayed with Special GL Indicator A.

Post Vendor Invoice for Rs. 1,000/- (F-43)

Dt. 04.06.2013

Type: KR

Posting Key: 31

A/C: 400711

Press Enter

GL A/C: 100701

Amount: 1,000/-

Text: Vendor invoice

Posting Key: 40

A/C: 400110

Amount: *

Text: +

Simulate

Professional Charges A/C Dr

To Vendor A/C

Save it, Invoice No. 1900008.

View FBL1N Report

A/C: 400711

Select Open Items

Type

Select Normal Items

Select Special GL transactions

Execute

One Line Item with Special GL 'A' and other item is Normal Invoice.

Transfer Advances to Normal Vendor A/C (Recon A/C) for clearing of Invoices (F-54)

A/C → FA → AP → Document Entry → Down Payment → Clearing F-54

Dt. 04.06.2013

Type: KA

Vendor A/C: 400711

Click on Process Down Payment

Under Transfer Posting

Double click on the field to Transfer Available amount or Enter the amount Manually.

Simulate

Vendor A/C Dr (100704)

To Vendor A/C (200610)

Save it. Doc No. 1700001.

Posting of Credit Memo (Goods Returned to Vendor) – FB65

Accounting > Fin Acc > Acc Payable > Document Entry > FB65 - Credit Memo

Vendor No =

Document Date =

Amount =

Text =

Gen Ledger Acc =

Amount = *

Text = +

Simulate and Post

View FS10N Report

A/C: 200610

Execute

View FBL1N Report

A/C: 400711

Select Normal Items

Both the Items display under normal items with Zero Balance but with the Status of Open.

Auto Clearing of Vendor Line Items (F-44)

A/C→FA→ AP→ A/C→ CLEAR F-44

A/C: 400711 clearing Dt. 04.06.2013

Co. Code:

Click on Process Open Items

Activate the Line Items

1000 Dr and 1000 Cr

Simulate

Document Generated without Line Items

Save it.

View FBL1N Report

Vendor: 400711

Select Cleared items

Execute.

Class 46

Scenario2: Advance is 2,000/- and Invoice is 1,200/-

Post Vendor Down Payment (F-48)

Dt. 05.06.2013

Type: KZ

Vendor A/C: 400711

Special GL Indicator: A

Bank A/C: 200400

Amount: 2,000/-

Press Enter

Amount: *

Text: Advance Payment

Simulate

Vendor A/C Dr

To Cash A/C

Save. Doc No. 1500005.

Posting Invoice (F-43)

Dt. 05.06.2013

Type: KR

Posting Key: 31

Vendor A/C: 400711

Press Enter

Amount: 1200/-

Text: Vendor Invoice

Posting Key: 40

GL A/C: 400110

Amount: *

Text: +

Simulate

Professional Charges A/C Dr

To Vendor A/C

Save. Doc No. 1900009.

Transfer of Advance from Special GL A/C (200610) to Recon A/C (100704) (Clear Vendor Down Payments) (F-54)

Doc Dt. 05.06.2013

Type: KA

A/C: 400711

Click on Process Down Payments

Transfer Posting: 1200/-

Simulate

Vendor A/C Dr (100704)

To Vendor A/C (200610)

Save. Doc No. 1700002.

View FBL1N Report

Vendor: 400711

Select Special GL Transactions

Execute.

The Advance of 800/- remains under Special GL transactions.

Select Back Arrow Button

Select Normal Items

Execute.

Vendor Auto Clearing (F-44)

A/C: 400711

Click on Process Open Items

Select the Line Items belongs to 1200/-

Simulate

No Line Items Generated as this transaction is used to auto clear Open Items which have Debit and Credit entries with the same amount and to set status to clear.

Save it.

Scenario3: Advance Less than Invoice Amount

Balance Advance is 800/- post Vendor Invoice with an amount of 1,100/- (F-43)

Vendor A/C: 400711

Press Enter

Information Message: 800/- down Payment on Current Assets Exists.

Amount: 1100/-

Text: Vendor Invoice

Posting Key: 40

A/C: 400110

Amount: *

Text: +

Save. Doc No. 19000010.

Transfer Advance of 800/- (F-54)

Dt. 05.06.2013

Type: KA

Vendor A/C: 400711

Press Enter

Transfer Posting: 800/-

Simulate and Save. Doc No. 1700003.

Clearing of 1,100/- Invoice with the Outgoing Payment of 300/- (F-53)

Dt. 05.06.2013

Type: KZ

Bank A/C: 200400

Amount: 300/-

Text: Outgoing Payment

Vendor A/C: 400711

Click on Process Open Items

Select Advance Transfer 800/- item

Invoice 1,100/-

Simulate

Vendor A/C Dr

To Cash A/C
Save it. Doc No. 150006.

Special GL Request

Down Payment Request are noted items used for reminder or information on due date. We can refer this request for actual Down Payments. These requests are called as Noted Items.

Class 47

Special GL Request

Special GL Indicator for Request is "F" the Settings are
Assignment of Special GL A/C against Indicator "F" (OBYR) or (FBKP)

Double click on Special GL
Double click on A/C Type "K" and Indicator "F"
Chart of A/C:

Recon A/C	Special GL A/C
100700	200610
100701	200610
100702	200610
100703	200610
100704	200610
100705	200610

Click on Properties

Save the Data.

Noted Items Selected

Target Special GL Indicators are: AIMB

While posting of Down Payment request we must refer only Target Special GL Indicators and Cannot the Indicator related to Request.

Save it.

Post Down Payment Request (F-47)

A/C → FA → AP → DOCUMENT ENTRY → DOWN PAYMENT → REQUEST F-47

Dt. 06.06.2013

Type: KA

Co. Code:

Vendor A/C: 400711

Target Special GL Indicator: A

Press Enter

Amount: 6000/-

Due on: 07.06.2013

Text: Advance Payment Request

The above document is noted item and update the transaction only in subjected ledgers but not to Finance.

Save it. Doc No. 1700004.

View FBL1N Report

Vendor: 400711

Select Noted Items

Execute

One Line Item displayed with Indicator "F".

Conversion of Noted Items to Actual Down Payment (F-48)

Dt. 06.06.2013

Type: KZ

Vendor A/C: 400711

Special GL Indicator: A

Bank A/C: 200400

Amount: 6000/-

Click on Request

Select the Line Item

Click on Create Down Payments

Save it.

Vendor A/C Dr

To Cash A/C

Request → Down Payment → Invoice → Transfer Down Payment → Auto Clearing

Automatic Payment Program (APP)

APP is a tool which is used to clear customers and vendors open items automatically based on the Due Dates of the Invoices.

Features of APP

1. Based on the due date Invoices and Payment request clear automatically
2. Cash Discounts calculated and posted to accounts
3. Checks will be generated automatically and assign to the Payment Document
4. Business can take the print out of payment advices and checks
5. Payments can be done by checks as well as by Bank Transfer

In case of Bank transfer system creates DME (Data Medium Exchange) file or IDOC (Intermediately Documents) with the payment information and send to the Bank for clearing purpose.

Configuration Steps

Configure Automatic Payment Program for Country (FBZP)

SPRO → FA (NEW) → AP & AR → BUSINESS TRANSACTIONS → OUTGOING PAMENTS → AUTOMATIC OUTGOING PAYMENTS → PAYMENT METHOD/ BANK SELECTION FOR PAYMENT PROGRAM → SET UP PAYMENT METHOD FOR COUNTRY FOR PAYMENT TRANSACTION

APP configuration maintained at payment method which will be created under a Country.

New Entries

Country: IN

Payment Method: C

Description: Check Payment

Payment Method

Select Out Going

Payment Method Classification

Select Check

Required Master Record Specification

Select Street, PO Box, Postal Code

Posting Details

Document Type for Payment: KZ

Clearing Document Type: KA

Payment Medium

Select Use Classic Medium Programs (RFFO*)

Payment Medium Program: RFFOUS_C

Name of Print Data Set: LIST1S

This consists of the List of all Printer details in order to Check Printing and Payment Advices.

Printing settings related to Advices and Checks.

Double click on Currencies Allowed

Maintain currencies here if the Business wants to restrict payment method with a particular currency.

To Apply the payment method for all sort of currencies do not maintain any values.
Save it.

Set up Payment Methods for Company code for Payment Transaction - FBZP

Same path

New Entries

Paying Co. Code:

Payment Method: **C**

Amounts Limits

Minimum Amount: **1000**

Maximum Amount: **500000**

Select Payment per **Due Day**

Select Foreign **Partner Allowed**

Select Foreign **Currency allowed**

Expand Form Data

Form for the Payment Medium: **F110_PRENUM_CHCK**

Drawer on the form

Accounts Executive

Execute.

Set up all Company codes for Payment Transactions

New Entries

Co. Code:

Sending Co. Code: **XXX**

Paying Co. Code: **XXX**

Select Separate Payment for Business area

Tolerance days for Payable: **_**

Out going Payment with cash Discount from: **_____**

Maximum Cash Discounts **do not select**

Vendors

Special GL Transaction to be Paid: **AF**

Save it.

Set up Paying Company Code for Payment Transactions

Note: In this step you will specify from which bank account should system makes payment.

Same path

New Entries

Paying Co. Code:

Control Data

Minimum Amounts for Incoming Payment: **100**

Minimum Amounts for Outgoing Payment: **100**

Expand Form

Form for the Payment Advice: **F110_IN_AVIS**

Expand Sender Details

Text ID: **ST**

Letter Header: **0001_Header**

Footer: **0001_Footer**

Signature: **0001_Signature**

Sender: **0001_Sender**

Save it.

Class 48

Set up Bank Determination

Same path

This step is used to assign House Bank and Respective A/C ID's to the Payment Method.

Position

Select Co. Code:

Double click on **Ranking order**

New Entries

Payment Method	Currency	Rank order	House Bank
B	INR	1	1000

Double click on Bank A/C's

New Entries

House Bank	Payment Method	Currency	Account	Bank Sub A/C
1000	B	INR	ACCT1	200421

Double click on Available Amounts

New Entries

House Bank	A/C	Days	Currency	Available for Outgoing Payments
1000	ACCT1	999	INR	99999999

Save it.

Testing of Automatic Payment Program(APP)

Assign payment Method to Vendor Master (Change Vendor) (XK02)

Accounting → Fin Accounting → Accounts Payable → Master Records → Maintain Centrally →

XK02 – Change

Vendor: 400710

Co. Code:

Under Co. Code Data

Select Payment Transactions

Press Enter

Assign Payment Method: **C**

Save it.

Follow the same Procedure for other Vendor Masters.

Note: while Execution of APP system will Validate Payment Method from the Vendor Invoice. If not Validate in Vendor Master.

While posting of Invoices Payment Method extracted from your Vendor Master.

We need to assign to all the vendors payment methods like above

Testing of APP Program:

Posting of Vendor Invoice (F-43)

Dt. 07.06.2013

Type: KR

Vendor: 400700

Amount: 15,000/-

Payment Method: B

Text: APP

Posting Key: 40

A/C: 400110

Amount: *

Business Area: 95S1

Text: +

Save.

Vendor: 400705

Amount: 5000/-

Business Area: 95S1

Save it.

Vendor: 400705
Amount: 2,000/-
Business Area: 95S2
Save it.

Posting of Vendor Down Payment Request (F-47)

Vendor: 400710
Special GL Indicator: A
Press Enter
Amount: 6000/-
Business area: 95S1
Due on: 07.06.2013 Payment Method: B
Save it.

Execute Automatic Payment Program

A/C → FA → AP → PERIODIC PROCESSING → PAYMENTS → F110 – PAYMENTS

Run Date: 07.06.2013
Identification: T1
Press Enter

Status

Message: No Parameters Entered as Yet

Parameters

Posting Dt. 07.06.2013

System uses this date for Clearing Document.

Docs Entered Up to: 07.06.2013

System will consider the eligible Vendor Line Items for Payment till this date.

Co. Code:

Payment Method: B

Next Payment Date: 08.06.2013

This date must be at least 1 day ahead to the Run Date. System will also include the Vendor Invoices which will become over due by Next Payment Date. In order to avoid loss of cash discounts and loss the credibility from the Vendor

The system will includes those line items also in this run business can decide whether include those invoices in this payment run or can be excluded by rejecting the invoice (Blocking) in the Edit Proposal.

Vendor: 1 to 999999

Additional Log

Select Due Date Check Button
Select Payment Method selection in all cases
Select Line Items of the Payment Documents
Vendor No. 1 to 999999

Based on the above selection parameters system will extract the Vendor invoices and creates a proposal. The proposal consists of list of items to be cleared. Business can view the proposal and edit the proposal. You can edit proposal for

1. Lock the Vendor Line Items against Payment
2. Change the cash discounts amounts and percentages
3. Re allocate or change House Bank Details

Save Parameters.

Details Have been saved for the run on 07.06.2013, Identification is T1.

Go to **Status**

Click on Proposal

Dt. 07.06.2013

Select Start Immediately

Press Enter

Message: Proposal run has been Schedule (system will generate Back end job to extract all open items)

The Status is Proposal is Running

Keep on Click on Status

Till Status changed to Payment Proposal has been Created

Click on Edit Proposal Select All Accounting Clerks

Press Enter

The Line Items Displayed in Red Colour.

Double Click on Vendor: 400700

The House Bank Field is Missing.

Error is, Required Address data is missing in Vendor Master.

Assign according to the configuration steps for Payment Method "B" Vendor Master must consists of Address Details.

Open a New Session "XK02"

Vendor: 400700

Select Address

Street NO. 1

Po Box. 500072

Save it.

Go to F110 screen

Place your Cursor on Payment Proposal has been created.

EDIT→ PROPOSAL→ DELETE

Proposal Delete: YES

Click on Schedule Proposal

Select Start Immediately

Click on Edit Proposal

All the Line Items are Green Colour

Except for the Vendor; 400705

Double Click on the Line Items

Error Message; Error in Creating the Payment Document read Job Log.

Class 49

Double Click on Error Line Item

Double Click on Line Item

Popup Displayed with Change Line Items

Error Message: Error in Creating the Payment Document

Click on Reallocate

House Bank: 1000 ACCT1

Press Enter

Select Back Arrow Button

The Vendor No. 400711 displayed under Exceptional List.

An Amount of 6,000/- displaying with Red Colour.

Double click on Line Item

Against the Vendor 400710 we created a down payment request 6,000/-

APP is considering the Due Date and Advance Payment is done through APP.

Granting of Additional Cash Discounts

Double click on the Line Item

Double click on Line Item

Cash Discount Percentage: 1%

Cash Discount Calculated: 10/-

Press Enter

Save the Proposal
Select Back Arrow Button
Message: Payment Proposal has been Edited.

Click on Schedule Payment Run
Dt. 08.06.2013
Select Start Immediately
Keep on press Enter till the Status Changed to Posting Orders 2 Generated, 2 Completed.

Additional Log
Click on Payment Run Log
System generated Doc No. 1500008, 1500009
Error with 400705 Vendor.
Exchange rate Different Accounts are incomplete for A/C 100703, Currency INR to EUR
payment is not possible.

Printout/Data Medium
Program Variant
RFFOUS_C _ABN
Select Maintain Variants
Select for All Selection Screens
Click on Continue
Co. Code Selection
Paying Co. Code:
Sending Co. Code:
Further Selection
Payment Method: B
House Bank: 1000
A/C ID: ACCT1
Print control

Select Print Checks	Printer LP01	Select Print Immediately
Select Print Payment Advice Notes	Printer LP01	Select Print Immediately
Select Payment Summary	Printer LP01	Select Print Immediately

No. of Sample Printouts: 0
Click on Attributes
Description: STATE BANK OF INDIA Bank Details
Variant Name: ABN
Select Back Arrow Button
Save the Parameters
Status
Click on Schedule Printout
Dt. 08.06.2013 select Start Immediately
Job Name: replace the ? with
Press Enter
Message: Job Has been Scheduled

To View the Job Status (SM37)

Job Name: *
User Name: SAP USER
Dt. 08.06.2013
Execute
The Job with the Status with Finished.

SAP FICO

Job displayed with Spool Symbol indicates system generated printouts.

View Spool Request (SP01)

Created By: SAP USER

Dt. 08.06.2013

Client: 800

Execute

Click on SAP SCRIPT BUTTON against Check Payment

Check printout has been Displayed

Select Back Arrow Button

Click on SAP SCRIPT BUTTON against Payment Advice

Payment Advice consists of Information about Invoices paid through Check.

we are sending you a separate payment advice for document 1507 from
05.06.2017 to explain the invoice items.

Sum total	0,00	51.000,00
-----------	------	-----------

Payment document	Check number	Date	Currency	Payment amount
1507	1002	05.06.2017	INR	*****51.000,00*

Bank number	Account number	Check number
123456	SBI123456	1002

STATE BANK OF INDIA - ACC1

*** FIFTY-ONE THOUSAND INR***	INR *****51.000,00*
-------------------------------	------------------------

Company
Umang Credit Supplier

Prathiba Rani Darling

Class 50

Execution of APP

Create Vendor Master (XK01)

Co. Code:

A/C Group: Other Income

Address

Title: Company

Name: XYZ Manufacturers

Street: Street No. 10

Postal code: 500016

Country: IN

Region: 10

Po. Box: 500016

Press Enter

Recon A/C: 100704

Cash management Group: A5

Payment Method: B

Save.

Vendor No. 400712.

Post Vendor Invoice (F-43)

Execute APP (F110)

Run Date: 10.06.2013

Identification: T1

Parameters

Posting Date: 10.06.2013

Document Entered Up to: 10.06.2013

Co. Code:

Payment Method: C

Next Posting Dt. 11.06.2013

Vendor: 400712

Additional Log

- X Select Due Date check
- X Select Payment method selection in all cases
- X Select Line items of the payment documents

Vendor No.

400712 save it.

Go to the Tab **Status**

Click on **Schedule Proposal**

Select start **Immediately**

Press Enter

Keep on press Status Button till the Message changed to **payment proposal** has been created.

Click on **Display Proposal** to view **List of Open Invoices** has been extracted by the system.

One Invoice displayed with status exception.

Select Back Arrow Button

Go to the Tab **Additional Log**

Click on **Proposal Run Log**

Error in No Entry for City made

Status

Place the cursor on proposal Line Item

Payment Proposal has been created

Edit→Proposal→Delete

Should the Proposal be Deleted press YES.

Change Vendor Master (XK02)

Vendor NO. 400712

Select address

City: Bangalore

Save.

After changes again Execute

Proposal Button

Keep on press Enter

Click on Display Proposal

The Status of vthe Line Item changed to Green
Select Back Arrow Button
Click on Edit Proposal
Select Accounting Clerks
Press Enter
Double click on Vendor Line Item
Double click on Line Item
Discount Amount: 50/-
Save it.

Click on Payment Run
Select Start Immediately
Keep on Press Enter
Payment Run has been Carried out.

Additional Log

Click on Payment Run Log
In table T030R the Entry SKE is Missing.

Analysis: System is calculating cash discount of Rs. 50/- but automatic assignment of cash discount GL A/C is Missing.

Go to Status tab
Place the cursor on Payment Run has been Carried out
Edit→ payments → Delete Output
Select YES.

Create GL A/C for Cash Discount Gain (FS00)

GL: 300102
Group: other Income
Select P&L A/C
Text: Cash Discount Gain A/C
Select Line Item Display
Sort Key: 001
FSTG: G001
Save it.

Automatic assignment of Cash Discount GL A/C

SPRO→ FA (NEW)→ AP & AR→ BUSINESS TRANSACTIONS→ OUTGOING PAYMENT →
OUTGOING PAYMENTS GLOBAL SETTINGS → DEFINE ACCOUNTS FOR CASH DISCOUNTS
TAKEN

Chart of Accounts:
Press Enter
Save the Posting Rules

Account

300102

Save it.

The calculated Cash discounts automatically posted to this GL A/C.

Execute F110

Run Date: 10.06.2013

Identification: T1

Click on Payment Run

Select Start Immediately

Keep on Press enter

Posting orders 1 Generated, 1 Completed.

Additional Log

Click on **Payment Run Log**

Doc No. 1500010

Entry is **(FB03)**

Vendor A/C Dr 5500/-

To Cash A/C 4950/-

To Cash Discount Gain A/C 50/-

Print out / Data Medium

Program Variant

RFFOUS_C **P1**

Click on **Maintain Variant**

Select for **all Selection Screens**

Press Enter

Program Run Dt. 10.06.2013

Co. Code:

Payment Method: B

House Bank: 1000

Account ID: ACCT1

Check Lot: 1

Select Print Checks

Select Print Payment Advice

Click on Attributes

Meaning: ABN AMRO

Save

Save Parameters.

Status

Click on **Printouts**

Select **Start Immediately**

Job Name **change ? with**

Press Enter

View Job Status SM37

Job Name: *

Execute

The Job Status in Finished

View Spool Request or Print Outs (SP01)

Execute

Click on **SAP Script Button** against Check.

Class 51

New GL Concept (Accounting)

New GL Accounting is introduced from SAP ECC5.0 version onwards. The below Three important features were introduced from ECC5.0 Version onwards.

1. Document Splitting
2. New General Ledger
3. Real Time FI-CO Reconciliation

The Business can decide weather they want to use above new features are not to their existing system. If the Business is using older than ECC5 version they must upgraded their systems to new versions in order to use this features. Such type of projects are called as upgrade projects.

Upgrade is Two Types

- a. **Technical Upgrade:** It means system will technically upgraded to New Version but business don't want to activate New Features of that Version.
Note: for technical upgrades we must make sure the functionality of older and new versions should remains same.
- b. **Functional Upgrade:** If Business wants to use the new features of the upgraded version that is called as Functional Upgrade Project.
Note: for Functional upgrade first System must be upgraded technically.

Document Splitting: Document Splitting is the New Feature introduced from ECC5.0 version. This will make sure the generation of **Zero Balance** internal reporting or Financial Statements.

Note: till 4.7 Version Business had faced many issues to achieve Zero Balancing internal reporting. Hence SAP related New Versions to avoid all the issues faced by the clients.

Characteristics of Document Splitting

1. Achieve Zero Balance reporting at Characteristics level (Business Area or Profit Centre or any other Characteristics)
2. Segmental Reporting

Document splitting Functionality

1. Identify and activate Splitting Characteristics for internal reporting
2. Classify the GL accounts according to the document splitting category
3. According to the classification of GL accounts system will extract characteristic value from the source item to destination line items.

Splitting Rules

1. **GL Accounts:** in case of GL Accounts system will validate existence of characteristics in any of the GL Line Item and the same will be populated to other Line Items. If multiple business areas entered system split the off setting entry also according to the characteristics used in the document.
2. **Assets:** all asset transactions will get posted through asset masters. System will derive or extract business area or profit centre from the asset master. The business area for vendor transactions will be extracted from Asset Line Item.
3. **Customer and Vendors:** the Business area will be extracted from the expense or Revenue GL A/C or Asset Line Item of the transaction.
4. **Materials:** In case of Logistics or Material transactions system will extract Business area with the combination of Plant and Division.
In case of Profit centre: Profit Centre will be assign in the respective Material Master.

Class 52

Configuration Steps

Activation of Document Splitting against Co. Code

SPRO → FA (NEW) → GL A/C (NEW) → BUSINESS TRANSACTIONS → DOCUMENT SPLITTING → ACTIVATE DOCUMENT SPLITTING

Activate Document Splitting

Select Document Splitting Check Box

Splitting Method: Z000000012

Level of Details

Select Inheritance

If this Indicator was selected the splitting characteristics for GL accounts are extended or forwarded to other lines that do not have assignments.

Double Click on Deactivation for Co. Code

Co. Code:

Deselect Inactive Check Box

Save it.

Define Document Splitting Characteristics for GL Accounting

SAP FICO

Same path

Field	Zero Balance	Partner Field	Mandatory Field
Business Area	✓	PARGB	✓
Profit Centre		PPRCTR	
Segment		PSEGMENT	

Save it.

Classify GL Accounts for Document Splitting

Same path

Chart of Accounts:

Press Enter

In this step we are assigning splitting category against GL Accounts.

New Entries

Account From	Account To	Category	Description
100000	100599	01000	Balance Sheet A/C
100600	100699	07000	Assets
100700	100799	03000	Vendors
100800	100899	05100	Tax on Sales or Purchases
100900	100990	01000	Balance Sheet A/C
100910	100999	01001	Zero Balance Posting
200000	200099	07000	Assets
200100	200199	01000	Balance Sheet A/C
200200	200299	06000	Material
200300	200399	02000	Customers
200400	200499	04000	Cash Account
200500	200699	01000	Balance Sheet A/C
300000	300999	30000	Revenue
400000	400999	20000	Expenses

Save it.

Create GL Accounts (FS00)

GL A/C: 100910

Co. Code:

A/C Group: Clearing Accounts

Select Balance Sheet A/C

Description: Zero Balance Clearing A/C

Select Only Balances in Local Currency

Select Line Item Display

Sort Key: 001 FSTG: G001

Save it.

Define Zero Balance Clearing Account

Same Path

Select the Key 000

Double Click on Accounts Folder

Chart of Accounts:

Press Enter

New Entries

GL A/C	Description
100910	Zero Balance Clearing A/C

Save it.

Testing of Document Splitting

Post Vendor Invoices with 2 Different Business Areas (F-43)

Dt. 12.06.2013

Type: KR

SAP FICO

Posting Key: 31 A/C: 400710
Press Enter
Amount: 1000/-
Text: Testing of Active Document Splitting
Posting Key: 40 A/C: 400110
Press Enter
Amount: 600 Business Area: 95S1
Text: +
Posting Key: 40 A/C: 400110
Press Enter
Amount: 400
Business Area: 95S2
Text: +
Simulate
Observation: No Business Area assign to Vendor Line Item.
Document → Simulate General Ledger to view line items after splitting.
Professional charges A/C Dr 600/- 95S1
 To Vendor A/C 600/- 95S1
Professional Charges A/C Dr 400/- 95S2
 To Vendor A/C 400/- 95S2
Select Back arrow Button
Leave list Press YES
Save it. Doc No. 1900015.

Outgoing Payment to The Vendor (F-53) (Passive Document Splitting)

Dt. 12.06.2013 Type: KZ
Co. Code:
Bank A/C: 200400
 Business Area for the Payment Document will be Extracted from the Original Invoice.
 Bank line items and cash discounts line items also splitted as per the Characteristic assignment in the original Invoice.
Amount: 990/-
Text: Testing of Passive Document Splitting
Open Item Selection
A/C: 400710 Type: K
Click on Process Open Items
Cash Discount: 10/- against Vendor Invoice No. 1900015
Simulate
Vendor A/C Dr 1000/-
 To Cash A/C 990/-
 To Discount Gain A/C 10/-
Simulate in general Ledger
Vendor A/C Dr 95S1 600/-
 To Cash A/C 594/-
 To Discount Gain A/C 6/-
Vendor A/C Dr 95S2 400/-
 To Cash A/C 396/-
 To Discount Gain A/C 4/-
Select Back arrow Save it. Doc No. 1500011.

Testing of Zero Balance Clearing Scenario

Share Capital (F-02)

Dt. 12.06.2013 Type: SA
Posting Key: 40 A/C: 200400
Press Enter
Amount: 100000/- Business Area: 95S1

Text: Testing of Zero Balance Clearing

Posting Key: 50

A/C: 100000

Press Enter

Amount: *

Business Are: 95S2

Text: +

Simulate

Document → Simulate General Leger

Cash A/C Dr 95S1

To Zero Balance Clearing A/C 95S1

Zero Balance Clearing A/C Dr 95S2

To Equity Share Capital A/C 95S2

Note: Always Make sure No transactions should hit Zero Balance Clearing Account

Select Back Arrow

Save it. Doc No. 100032

Class 53

New General Ledger

This is one of the New feature introduced from ECC5.0 version to meet parallel accounting requirements of the Business. Which indicates to maintain the books of accounts in Multiple Accounting standards or principles.

Purpose of Ledger Concept

1. For parallel Accounting
2. Using of Multiple Currencies
3. Reporting in different Fiscal periods other than co. Code fiscal reporting

Ledger are Two Types

- a. Leading Ledger
- b. Non – Leading Ledger

While creation of co. Code itself system will assign co. Code to leading ledger. This is the default ledger used by system for statutory requirements.

Leading Ledger identified with Indicator 0L.

Non – Leading Ledger: these ledgers are user define and n. No. of Non – Leading Ledgers can be defined based on the Business requirements. This ledger concept was introduced in order to avoid the issues faced by the Business for parallel accounting maintenance. Till 4.7version we used “Special Purpose Ledgers” for parallel accounting which is very tough.

Features of Non – Leading Ledgers

1. Should be created and activated manually
2. Used to meet parallel accounting, currency requirements and different Fiscal year reporting
3. Transactions posted in leading ledger automatically get updated in Non – Leading Ledger
4. If requires direct adjustment entries can be posted to Non – Leading Ledgers
5. While creation of Ledger system automatically creates ledger groups
6. Ledger groups can consists of Multiple ledgers
7. In each ledger group we must define one representative ledger. Which indicates other ledgers of the group must follow the currency and fiscal periods of representative ledger.

Configuration Steps

Define Ledgers for General Ledger Accounting

SPRO → FA (NEW) → FINANCIAL ACCOUNTING GLOBAL SETTINGS (NEW) → LEDGERS → LEDGER → DEFINE LEDGERS FOR GENERAL LEDGER ACCOUNTING

New Entries

Ledger	Ledger Name	Totals Table
9Z	-Non – Leading Ledger	FAGLFLEX

Save it.

Till 4.7 we have table up to GLTO.

Note: Ledger Group 9Z is created only with Ledger 9Z

Press Enter

Define and Activate Non – Leading Ledgers

Same Path

Ledger: 9Z

Press Enter.

New Entries

Co. Code:

Fiscal Year: K4

Posting Period Variant:

Save it.

Assign Scenarios and Customer Fields to Ledgers

Same path

Select the Ledger: 9Z

Double Click on Scenarios

New Entries

Scenario for GL Accounting	Description
FIN_CCA	Cost Centre update
FIN_GSBER	Business Area
FIN_PCA	Profit Centre update
FIN_SEGM	Segmentation

Save it.

If we activate scenarios the above fields will get populated while posting of transactions in to New GL Tables.

FAGLFLEX – TOTALS

FAGLFLEXA – LINE ITEMS

Define Ledger Group

Same path

Select the Group: 9Z

Double click on Ledger Assignment

Ledger	Representative Ledger
9Z	✓

Define Accounting Principles

SPRO → FA (NEW) → FINANCIAL ACCOUNTING GLOBAL SETTINGS (NEW) → LEDGERS → PARALLEL ACCOUNTING → DEFINE ACCOUNTING PRINCIPLES

New Entries

IFRS: International Finance Reporting Standards

Save it.

Assign Accounting Principle to Ledger Group

Same Path

New Entries

Accounting Principles	Target Ledger Groups
IFRS	9Z

Save it.

Define Document Types for Entry View in a Ledger

SPRO → FA (NEW) → FAGS (NEW) → DOCUMENT → DOCUMENT TYPES → DEFINE TYPES FOR ENTRY VIEW IN A LEDGER

Ledger: 9Z

Press Enter

New Entries

Type	Number Range
SA	9Z
AA	9Z
KA	9Z
KG	9Z
KR	9Z
KZ	9Z
DA	9Z
DG	9Z
DR	9Z
DZ	9Z
AF	9Z
AB	9Z
PR	9Z
RV	9Z
WE	9Z
WL	9Z
WA	9Z

Save it.

Define Document Types for General Ledger View

Same Path

Ledger: 9Z

Press Enter

New Entries

Maintain Document Type and Number Ranges same as it is of above step.

Save it.

Define Document Number Ranges for General Ledger View

SPRO → FA (NEW) → FAGS (NEW) → DOCUMENT → DOCUMENT NUMBER RANGES → DOCUMENTS IN GENERAL LEDGER VIEW → DEFINE DOCUMENT NUMBER RANGES FOR GENERAL LEDGER VIEW

Co. Code:

Click on Change Intervals

Insert Intervals

No	Year	From Number	To Number
9Z	2012	1	9999999999
9Z	2913	1	9999999999

Save it.

Testing of New Ledger Scenarios

Post Vendor Invoice (F-43)

Dt. 13.06.2013

Posting Key: 31

Press Enter

Type: KR

A/C: 400711

SAP FICO

Amount: 1000/-

Text: New GL Testing

Posting Key: 40

A/C: 400110 press Enter

Amount: *

Text: +

Simulate

Vendor A/C Dr

To Professional Service A/C

Document → Simulate in General Ledger

Click on Ledger

Ledger: 9Z

Press Enter

Posting Period: 6

Ledger: 9Z

Select Back Arrow

Save it. Doc No. 1900016.

Class 54

1

Legacy System Migration Work Bench

It is used to upload Master data and transactional data from Excel or Notepad to SAP. This tool is majorly used by functional consultants without taking the help of development team.

Testing of LSMW for GL A/C Upload

Open an Excel file and maintain a template which details you want to upload.

In Excel file

GL A/C No.	Co. Code	A/C Group	P&L	Balance Sheet	Short Text	Long Text	Currency	Only Balances in Local currency	Recon Type	Open Item MGT	Sort Key	LID	FSTG
100001		SCCP		X	Eqty Share Cap		INR	X			001	X	G001
400600		MEXP	X		Advertisement		INR				001	X	G001

Save it.

Execute LSMW (LSMW)

Project Selection

Project: Z

Sub Project: ZFI

Object: ZMASTER

Create

Description of all the above entries

Execute

Select Maintain Object Attributes

Execute

Select Change Mode

Select Batch Input Recording

Click on Recording Overview

Select Create Recording

Recording: Ztest

Description: GL Master Recording

Press Enter

Transaction Code: FS00

Press Enter

GL A/C: 400700

Co. code:

Create

A/C Group: Sales Deductions

Double click on Balance sheet Account

Click on P&L A/C

Text: Customer Discounts

Control Data

A/C Currency: INR

Double click on Only Balances in Local Currency

Double click on Recon A/C for A/C Type

Double click on Open Item Management

Select Line Item Display

Sort Key: 001

Field Status Group: G001

Save it.

Select Default All

Save

Select Back Arrow

Again Back Arrow

Batch Input Recording

Recording: ZTEST

Save it.

Back Arrow

Select Maintain Source Structures

Execute

Click on Change Mode

Create

Structure: ZFS00

Description: GL Structure

Press Enter

Excel Template Data will be assigned to this structure. This structure must consists of same fields of Excel fields.

Save it.

To view the Recorded Information

Click on Object Over View

Click on Table

Copy the table content and place in a new Excel sheet. The format will be text format.
Convert the data from text to column format.

Data → Text to Columns

The System has recorded below fields.

GL NO
CO. CODE
A/C GROUP
P&L A/C
BALANCE SHEET
SHORT TEXT
LONG TEXT
CURRENCY
ONLY BALANCES IN LOCAL CURRENCY
OPEN ITEM MANAGEMENT
LINE ITEM DISPLAY
SORT KEY
FIELD STATUS GROUP.

As System did not record Recon A/C Type. Remove the field from Excel.

Change "CHAR" to "C".

Go back to LSMW.

Select Maintain Source Fields

Using this step we are maintaining fields against the data structure.

Execute

Click on Change Mode

Place the cursor on ZFS00

Select Table Maintenance

From the Excel copy the contents in the below format.

Field Name	Type	Length	Field Description
SAKNR	C	10	GL A/C NUMBER
BUKRS	C	4	CO. CODE

Save and select Back Arrow.

Select Maintain Structure Relations

In this step we are mapping recording to Data Structure

Execute

Click on Change

ZTEST mapped with Data structure ZFS00

Save it. Select Back Arrow.

Select Maintain Field Mapping and Conversion Rules

Execute

In this step the recorded fields will be mapped with data structure fields.

Click on Change Button

Place the cursor on ZTEST

Extras Menu → Auto Field Mapping

Select Match Fields with Same Name

Select No Confirmation

Press Enter

Auto Field Mapping Complete

Press Enter

Cross check Mapping done correctly

Save it. Select back arrow.

Select Specify Files

Save as or convert the Excel Template GL Master.xls into Note Pad

Save as Tyep: Text (tab delimited) (*.txt)

Save it.

Go back to LSMW

Select Specify Files

Execute

Click on Change Mode

Place the cursor on Legacy data on the PC front end

Create to Add Entry

Browse the file GL Master.txt from the Desktop

Name: GL Master Upload

File Content

Select data for one source structure

Delimiter

Select Tabulator

Field Structure

Select Field Name ar Start of File

Press Enter

Save it. Back Arrow.

Note: Close all the Files after Assignments.

Select Assign Files

Execute

Click on Change

For Data Structure FS00

GL Master.txt Assigned

Save it.

Select Read Data

Execute

Again Execute

No. of Records are 2

Select Back Arrow

Select Display Read Data

Execute

Press Enter

Click on any of the Line Item.

Select Convert Data

Execute

Message: 2 Records Converted

Select Display converted Data

Execute

Press Enter

Validate the field mapping by clicking on Line Item

Select Create Batch Input Session

Execute

Select Keep Batch Input Folders

Execute

Message: 1 Batch Input Session created with 2 Transactions.

Select Run Batch Input Session

Execute

Select the Session Process

Select Display Errors Only

Process

Processing of Batch Input Session Completed.

Class 55

1

With Holding Taxes (TDS)

With Holding Tax is formally called as TDS. The customer reduces or deduct the with Holding Tax portion from the Vendor and he pays the with held amount directly to the appropriate Tax Authorities. According to the legal requirements below are few Examples for TDS.

Section

192	TDS on Salaries
193	TDS on Interest on Securities
194A	TDS on Other than Securities
194C	TDS on Payment to Contractors
194H	TDS on Commission & Brokerage
194I	TDS on Rent
194J	TDS on Professional & Technical Services

The TDS can be deducted by the customer either at the time of Invoice or Payment.

In SAP with Holding Taxes are 2 Types

1. Classic With Holding Tax
2. Extended with Holding Tax

Classic is the Old Feature of SAP and Extended is New Version available from 4.0 version.

Configuration Steps

Check With Holding Tax Countries

Path: SPRO → FA (NEW) → FAGS (NEW) → WITHHOLDING TAX → EXTENDED WITHHOLDING TAX → CHECK WITHHOLDING TAX COUNTRIES

New Entries

Country: IN

Withholding Tax Country: IN

Press Enter

Description: INDIA

Save it.

Define Withholding Tax Type for Invoice Postings

Path: SPRO → FA (NEW) → FAGS (NEW) → WITHHOLDING TAXES → EXTENDED WITHHOLDING TAX → CALCULATION → WITHHOLDING TAX TYPE → DEFINE WITHHOLDING TAX TYPE FOR INVOICE POSTINGS

Country: IN

General Data

Withholding Tax Type: Y1

Description: TDS on Commission & Brokerage

Base Amount:

Select Gross Amount

Rounding Rules

Select Withholding Tax Commercial Rounding

Select Post withholding Tax Amount

Accumulation Type

Select Per Year Starting with Month: 1

Control Data

Select With Hold Tax Base Manual

Select Manual Withholding Amount

Select No Certificate Numbering

Base Amount

Select Withholding Tax Code Level

Withholding Tax Amount

Select Withholding Tax Level

Save it.

Define other Tax Types for Education cess and Higher Education cess

Except Withholding Tax type and description all other settings remains as above for New Tax Types.

Next Entry

Tax Type: Y2

Description: Education cess

Base Amount

Select Tax Amount

Click on Inherit Base

Accumulation Type

Select No Accumulation Type

Save it.

Next Entry

Tax Type: Y3

Description: Higher Education cess

Base Amount

Select Tax Amount

Select Inherit Base

Select No Accumulation

Save it.

Define Withholding Tax Keys

Path: SPRO → FA (NEW) → FAGS (NEW) → WITHHOLDING TAX → EXTENDED WITHHOLDING TAX → BASIC SETTINGS → DEFINE WITHHOLDING TAX KEYS

Data Base Table: T059O, T059OT

Country: IN

New Entries

Official Key

Name

Y001

194H TDS on Commission & Brokerage

Save it.

Check Recipient Type

Path: SPRO → FA (NEW) → FAGS (NEW) → WITHHOLDING TAX → EXTENDED WITHHOLDING TAX → BASIC SETTINGS → CHECK RECEIPT TYPES

Country: IN

Press Enter

New Entries

Withholding Tax Type	Receipt Type	Text
Y1	OT	Others
Y2	OT	Others
Y3	OT	Others

Save it.

Define Business Places

Path: SPRO → FA (NEW) → FAGS (NEW) → WITHHOLDING TAX → EXTENDED WITHHOLDING TAX → BASIC SETTINGS → CHECK INCOME TYPES

Co. Code:

Press Enter

New Entries

Business Place: 1000 Hyderabad Business Place

Save

Give the Address

Country: IN

Region: 01

Save it.

Define Section Codes

Path: SPRO → FA (NEW) → FAGS (NEW) → WITHHOLDING TAX → EXTENDED TAX → EXTENDED WITHHOLDING TAX → BASIC SETTINGS → SOUTH KOREA → DEFINE SECTION CODE

Co. Code:

Press Enter

New Entries

Section Code	Name 1	Business
1000	Section Code	1000

Press Enter

Country: IN

Region: 01

Press Enter

Save.

Define Business Places

Path: SPRO → CROSS-APPLICATION COMPONENTS → GENERAL APPLICATION FUNCTIONS → NOTA FISCAL → CNPJ → BUSINESS PLACES → DEFINE BUSINESS PLACES

New Entries

Co. Code

Section Code

1000

Note: Maintain this step if assignment of Section code is missing.

Assign Factory Calendar to Business Places

Path: SPRO → FA (NEW) → FAGS (NEW) → WITHHOLDING TAX → EXTENDED WITHHOLDING TAX → BASIC SETTINGS → INDIA → ASSIGN FACTORY CALENDARS TO BUSINESS PLACES

New Entries

Co. Code:

Section Code: 1000

Factory Calendar: 01 General Calendar

Rule: Day after

Save it.

Maintain Tax Due Dates

Path: SPRO → FA (NEW) → FAGS (NEW) → WITHHOLDING TAX → EXTENDED WITHHOLDING TAX → BASIC SETTINGS → INDIA → MAINTAIN TAX DUE DATES

New Entries

Country	Official Withholding Tax Key	Recipient	No. Of Days
IN	Y001	OT	777

Save it.

Define Withholding Tax Codes

Path: SPRO → FA (NEW) → FAGS (NEW) → WITHHOLDING TAX → EXTENDED WITHHOLDING TAX → CALCULATION → WITHHOLDING TAX CODES → DEFINE WITHHOLDING TAX CODES

Country: IN

Press Entries

New Entries

Withholding Tax Type: Y1

Withholding Tax Code: YA

Official Withholding Tax Key: Y001

Description: TDS on Commission & Bank Charge

Base Amount

Percentage Subjected to Tax: 100%

Posting Indicator: 1 Standard Posting, Bank, Vendor, Customer Line Item reduced

Withholding Tax Rate: 2%

Next Entry

Tax Type: Y2

Tax Code: YB

Tax Key: Y001

Description: Education cess

Percentage Subjected to Tax: 100%

Posting Indicator: 1

Tax Rate: 2%

Next Entry

Tax Type: Y3

Tax Code: YC

Tax Key: Y001

Description: Higher Education cess

Percentage Subjected to Tax: 100%

Posting Indicator: 1

Tax Rate: 1%

Save it.

Portray Dependencies between Withholding Tax Types

Path: SPRO → FA (NEW) → FAGS (NEW) → WITHHOLDING TAX → EXTENDED
WITHHOLDING TAX → CALCULATION → WITHHOLDING TAX BASE AMOUNT → PORTRAY
DEPENDENCIES BETWEEN WITHHOLDING TAX TYPES

Country: IN

Position

Y1 check withholding Tax Type No. 28

Double Click on Y2

Dependency on Type No. 28

Next Entry

Type: Y3

Dependency on Type No. 28

Save it.

Define Minimum / Maximum amounts for Withholding Tax Codes

Path: SPRO → FA (NEW) → FAGS (NEW) → WOTHHOLDING TAX → EXTENDED
WITHHOLDING TAX → CALCULATION → MINIMUM AND MAXIMUM AMOUNTS → DEFINE
MIN/MAX AMOUNTS FOR WITHHOLDING TAX CODES

Country: IN

New Entries

Tax Type: Y1

Tax Code: YA

Currency: INR

Valid From: 01.04.2000

Withholding Tax Base Exempted Amount: 35000/-

Save it.

Assign Withholding Tax Types to Co. Codes

Path: SPRO → FA (NEW) → FAGS (NEW) → WITHHOLDING TAX → EXTENDED WITHHOLDING TAX → COMPANY CODE → ASSIGN WITHHOLDING TAX TYPES TO COMPANY CODES

New Entries

Co. Code:

Withholding Tax Type: Y1

Recipient Type: OT

Select Withholding Tax Agent

Withholding Tax Obligated from: 01.04.2013

Obligation to Withholding Tax Until: 31.12.2014

Next Entry

Co. Code:

Withholding Tax Type: Y2

Recipient Type: OT

Select Withholding Tax Agent

Withholding Tax Obligated from: 01.04.2013

Obligation to Withholding Tax Until: 31.12.2014

Next Entry

Co. Code:

Withholding Tax Type: Y3

Recipients Type: OT

Select Withholding Tax Agent

Withholding Tax Obligated from: 01.04.2013

Obligation to Withholding Tax Until: 31.12.2014

Save it.

Activated Extended Withholding Tax

Path: SPRO → FA (NEW) → FAGS (NEW) → WITHHOLDING TAX → EXTENDED WITHHOLDING TAX → COMPANY CODE → ACTIVATE EXTENDED WITHHOLDING TAX

Co. Code:

Save it.

Creation of GL Accounts for Withholding Tax (FS00)

GL A/C: 100800

Create

Group: Tax A/C

Select Balance Sheet A/C

Text: TDS on Commission and Brokerage

Select Only Balances in Local Currency

Select Line Item Display

Sort Key: 001

Field Status Group: G001

Save it.

GL A/C: 100801

Group: Tax A/C

Select Balance Sheet

Text: Education cess

Save it.

GL A/C: 100802

Group: Tax A/C

Select Balance Sheet A/C

Text: Higher Education cess

Save it.

Define Accounts for Withholding Tax to be Paid over

Path: SPRO → FA (NEW) → FAGS (NEW) → WITHHOLDING TAX → EXTENDED WITHHOLDING TAX → POSTING → ACCOUNTS FOR WITHHOLDING TAX → DEFINE ACCOUNTS FOR WITHHOLDING TAX TO BE PAID OVER

Chart of Accounts:

Press Enter

Save th Posting Rules

Tax Type	GL A/C
Y1	100800
Y2	100801
Y3	100802

Save it.

Specify Document Type (Accounts Payable)

Path: SPRO → FA (NEW) → FAGS (NEW) → WITHHOLDING TAX → EXTENDED WITHHOLDING TAX → POSTING → INDIA → REMITTANCE CHALLANS → DOCUMENT TYPES → SPECIFY DOCUMENT TYPE (ACCOUNT PAYABLE)

New Entries

Co. Code	Document Type
	SA

Save it.

Remittance Challan

A document, in India, that you present to a bank, when depositing any form of withholding tax that you have retained. The Challan states how much tax is being deposited. A separate Challan is required for each form of withholding tax.

Maintain Number Groups

Path: SPRO → FA (NEW) → FAGS (NEW) → WITHHOLDING TAX → EXTENDED WITHHOLDING TAX → POSTING → INDIA → REMITTANCE CHALLANS → MAINTAIN NUMBER GROUPS

New Entries

Co. Code	Section Code	Official Withholding Tax Key	Number Group
	1000	Y001	01

Save it.

Assign Number Ranges to Number Groups

Path: FA (NEW) → FAGS (NEW) → WITHHOLDING TAX → EXTENDED WITHHOLDING TAX → POSTING → INDIA → REMITTANCE CHALLANS → ASSIGN NUMBER RANGES TO NUMBER GROUPS

Number Group	Number Range
001	01

Save it.

Maintain Number Ranges

Path: FA (NEW) → FAGS (NEW) → WITHHOLDING TAX → EXTENDED WITHHOLDING TAX → POSTING → INDIA → REMITTANCE CHALLANS → MAINTAIN NUMBER RANGES

Maintain Groups

Select the Group against Number Group 001 Assigned

SAP FICO

Interval → Maintain

Co. Code:

Press Enter

Insert Interval

Year	From Number	To Number
2013	1	9999999999

Press Enter

Save it.

Class 56

1

Maintain Number Groups and SAP Script Forms

Path: FA (NEW) → FAGS (NEW) → WITHHOLDING TAX → EXTENDED WITHHOLDING TAX → POSTING → INDIA → WITHHOLDING TAX CERTIFICATES FOR VENDORS AND CUSTOMERS → ASSIGN NUMBER RANGES TO NUMBER GROUPS

New Entries

Co. Code:

Section Code: 1000

Official Withholding Tax Key: Y001

Form: J_1IEWT_CERT

Number Group: 001

Save it.

Assign Number Ranges to Number Group

Path: FA (NEW) → FAGS (NEW) → WITHHOLDING TAX → EXTENDED WITHHOLDING TAX → POSTING → INDIA → WITHHOLDING TAX CERTIFICATES FOR VENDORS AND CUSTOMERS → ASSIGN NUMBER RANGES TO NUMBER GROUPS

New Entries

Number Group	Internal No. Range
001	03

Save it.

Maintain Number Ranges

SAP FICO

Path: FA (NEW) → FAGS (NEW) → WITHHOLDING TAX → EXTENDED WITHHOLDING TAX → POSTING → INDIA → WITHHOLDING TAX CERTIFICATES FOR VENDORS AND CUSTOMERS → MAINTAIN NUMBER RANGES

Select Maintain Group Button

Select the Group against which Number Group 001 Assign

Interval → Maintain

Co. Code:

Insert Intervals

Year	From Number	To Number
2013	1	999999

Save it

Maintain Company Code settings Excise Registration

Path: SPRO → LOGISTICS - GENERAL TAX ON GOODS MOVEMENTS → INDIA → BASIC SETTINGS → MAINTAIN COMPANY CODE SETTINGS

New Entries

Co. Code:

Save it.

Assign Withholding Tax to Vendor Master Data (XK02)

Path: A/C → FA → AP → MASTER RECORDS → MAINTAIN CENTRALLY → XK02 CHANGE

Vendor No: 400700

Co. Code:

Select Withholding Tax Check Box

Withholding Tax Country: IN

Withholding Tax Type	Tax Code	Liable	Recipient Type
Y1	YA	✓	OT
Y2	YB	✓	OT
Y3	YC	✓	OT

Message: Post Process open items after charging relevant Withholding Tax Type

Ignore the Message and Save it.

Number Range Maintenance for Below Table Views (SM30)

Table View: J_1IEWT_CERTNO

Maintain

Validate the Existence of No. Group 001 and Number Range 03.

View: J_1IEWTNUMGR_N

Maintain

Validate Co. Code:

Section Code: 1000

Official Withholding Tax Key: Y001

Number Group: 001

View: J_1IEWTNUMGR_1

Maintain

New Entries

Co. Code	Section Code	Official Tax Key	No. Group
	1000	Y001	001

Save it.

Testing of Withholding Tax Transactions

Posting Vendor Invoice (F-43)

Internal Challan No. 1
And challan Dt. 17.06.2013
Bank Challan No. 1234
Bank Challan Dt. 17.06.2013
Bank Key: SBI
Execute
Message: challans were updated.

Certificates Print (J1INCERT)

Co. Code:
Fiscal Year: 2013
Business Place/ Section Code: 1000
Section: Y001
Posting Dt. 01.04.2013 to 31.03.2014
Bank Challan No. 1234
Bank Challan Dt. 01.04.2013 to 31.03.2014
Vendor: 400700
Certificate Dt. 31.03.2014
Signature: Shiva Prasad
Designation: Finance Manager
Place of Printing: Hyderabad
Save as Variant
Execute
Give the output device: LP01
No. Of copies: 1
Print
To view the print out **(SP01)**
Execute
Click on SAP Script Button.

Accounts Receivable

Accounts Receivable is a Subjected Ledger used to deal with Customer Business Transactions.

In detailed Item wise information will be extracted or possible through subjected Ledgers and Accumulated GL Balances associated with this Subjected Ledgers used for Financial Reporting.

Configuration Steps for AR

Create GL Accounts (FS00)

GL A/C: 200300

A/C Group: Sundry Debtors

Select Balance Sheet

Description: Domestic Receivables

Recon A/C for A/C Type: Customers

Select Line Item Display

Sort Key: 031 Customer No.

Field Status Group: G067

Save it.

GL A/C: 200301

A/C Group: Sundry Debtors

Select Balance Sheet

Description: Foreign Receivables

Recon A/C for A/C Type: Customers

Select Line Item Display

Sort Key: 031 Customer No.

Field Status Group: G067

Save it.

GL A/C: 200302

A/C Group: Sundry Debtors

Select Balance Sheet

Description: Affiliated Receivables

Recon A/C for A/C Type: Customers

Select Line Item Display

Sort Key: 031 Customer No.

Field Status Group: G067

Save it.

GL A/C: 200303

A/C Group: Sundry Debtors

Select Balance Sheet

Description: One Time Customer Receivables

Recon A/C for A/C Type: Customers

Select Line Item Display

Sort Key: 031 Customer No.

Field Status Group: G067

Save it.

GL A/C: 300000

Group: Sales

Text: Domestic Sales

Select P&L A/C

Select Line Item Display

Sort Key: 001

Field Status Group: G001

Save it.

Define Customer Master Groups (OBD2)

SPRO → FA (NEW) → AR & AP → CUSTOMER ACCOUNTS → MASTER DATA → PREPARATIONS FOR CREATING CUSTOMER MASTER DATA → DEFINE A/C GROUPS WITH SCREEN LAYOUT (CUSTOMER) **OBD2**

New Entries

A/C Group:

Name: Domestic Customer

Double Click on Co. Code Data

Double Click on Account Management

Select Reconciliation as Required Entry

Save it.

Next Entry

A/C Group: 9511

Name: Foreign Customer

Double Click on Co. Code Data

Double Click on Account Management

Select Reconciliation as Required Entry

Save it.

Next Entry

A/C Group: 9512

Name: Affiliated Customer

Double Click on Co. Code Data

Double Click on Account Management

Select Reconciliation as Required Entry

Save it.

Next Entry

A/C Group: 9513

Name: One Time Customer

Double Click on Co. Code Data

Double Click on Account Management

Select Reconciliation as Required Entry

Save it.

Create No. Ranges for Customer Accounts (XDN1)

Same path

Change Intervals

Insert Intervals

No	From No	To No
9A	500540	500549
9B	500550	500559
9C	500560	500569
9D	500570	500579

Save it.

Assign No. Ranges to Customer A/C Groups (OBAR)

Same path

A/C Group	
	9A
9511	9B
9512	9C
9513	9D

Save it.

Define Tolerances for Customers and Vendors (OBA3)

This step already maintained while doing Configuration steps for Accounts Payable.

New Entries

Co. Code:

Group: _____ APPLE Group Tolerance group

Permitted Payment Differences

Gain: 10/- 1%

Loss: 10/- 1%

Save it.

Define Document Types and Number Ranges (OBA7)

Type	Name	No. Range
DA	Customer Document	16

Click on No. Range information

Co. Code:

Change intervals

Insert intervals

No	Year	From No	To No.
16	2013	1600000	1699999

Save it

Type	Description	No. Range	From No	To No
DG	Customer Credit Memo	16		
DR	Customer Invoice	18	1800000	1899999
DZ	Customer Payment	14	1400000	1499999

Save it.

Posting Keys (OB41)

Key	Description	Dr/Cr	A/C Type
01	Customer Invoice	Debit	Customer
11	Credit Memo	Credit	Customer
15	Incoming Payment	Credit	Customer

Master Data Creation

Create Customer Master (FD01 or XD01)

A/C → FA → AR → MASTER RECORDS → CREATE – FD01 or MAINTAIN CENTRALLY → CREATE – XD01

A/C Group:

Click on A/C Group Overview Button

A/C Group No.

Press Enter

Double Click on A/C Group:

Co. Code:

Press Enter

General Data Screen

Title: Company

Name: ABC Enterprises

Country: In Region: 10

Click on Company Code Data

Recon A/C: 200300 Sort Key: 001

Save it. Customer No. 500540.

Customer Master Tables

KNA1 General Data

KNB1 Customer Master Co. Code Data

SAP FICO

KNB5 Customer Master (Dunning Data)
KNB4 Customer Payment History
KNBK Customer Bank Details

Vendor Master Tables

LFA1 Vendor Master General Data
LFB1 Vendor Master Co. Code Data
LFBK Vendor Bank Details

Transactional Data Tables

GLTO or FAGLFLEXT
BKPF
BSEG

The above Tables used for Financial Reporting Purpose using GL Accounts

Description	GL Table	Vendors	Customers
Open Line Item	BSIS	BSIK	BSID
Cleared Item	BSAS	BSAK	BSID

Testing of Customer Business Transactions

Post Customer Invoice (F-22)

A/C → FA → AR → DOCUMENT ENTRY → INVOICE GENERAL – F-22 or INVOICE – FB70

Dt. 18.06.2013

Type: DR

Posting Key: 01

A/C: 500540

GL A/C: 200300

Press Enter

Amount: 10,000/-

Payment Term: 9501

Text: Customer Sales Invoice

Posting Key: 50

A/C: 300000 Domestic Sales

Press Enter

Amount: *

Text: +

Business Area: 95S1

Simulate

Customer A/C Dr

To Sales A/C

Save it. Doc No. 1800000.

Maintain GL A/C's for Cash Discount Loss (FS00)

GL A/C: 400511

Group: Financial Expenses

Select P&L A/C

Text: Cash Discount Loss

Select Line Item Display

Sort Key: 001

Field Status Group: G001

Save it.

Automatic Assignment of Cash Discount Loss GL A/C

SPRO → FA (NEW) → AR & AP → BUSINESS TRANSACTIONS → INCOMING PAYMENTS → INCOMING PAYMENTS GLOBAL SETTINGS → DEFINE ACCOUNTS FOR CASH DISCOUNT GRANTED (**OBXI**)

Chart of Account:

Press Enter

Save the Posting Rules

Account

400511

Save it.

View Customer Line Item Display (FBL5N)

A/C → FA → AR → ACCOUNT → DISPLAY/CHANGE LINE ITEMS

Customer A/C: 500540

Co. Code:

Select Open Line Items

Execute

Open Line Item for Rs. 10,000/-

Incoming Payment from Customer by Cash (F-28)

A/C → FA → AR → DOCUMENT ENTRY → INCOMING PAYMENTS – F-28

Dt. 28.06.2013

Type: DZ

Bank Data

A/C: 200400

Amount: 10,000/-

Text: Incoming Payment

Open Item Selection

A/C: 500540

A/C Type: D

Click on Process Open Items

Cash Discount of 100/- eligible for Customer. Hence Incoming Payment Rs. 9,900/-

Click on Document Over View

Double Click on Cash Account Line Item

Amount: 9,900/-

Process Open Items

Simulate

Cash A/C Dr 9900/-

Cash Discount Loss A/C Dr 100/-

To Customer A/C 10,000/-

Save it. Doc No. 1400000.

View Line Item Display (FBL5N)

Customer: 500540

Select Cleared Items

Execute.

Class 58
Customer VS Vendor

1

Create Customer Master with Reference to any of the Vendor
View Vendor Master (XK03)

Vendor: 400700

Select Address

Mr. Salman Khan

Open a New Session for Customer Master Creation (XD01)

A/C Group:

Co. Code:

Title: Mr.

Name: Salman Khan

Search Term: Salman

Street: 1

Postal Code: 500016

Country: IN

Region: 10

Control Data

Vendor: 400700

Note: after saving Customer Master this Customer will get assigned to the Vendor Master.

Click on Co. Code Button

Recon A/C: 200300

Sort Key: 001

Save it. Customer No. 500541.

View Vendor Master (XK03)

Vendor: 400700

Select Address

Select Control

Press Enter

Customer No. 500541.

View Vendor Open Items (FBL1N)

Vendor No. 400700

Select Open Items

Execute

Total open items listed with the amount of 1,22,970/-.

Assign Programs for Correspondence Type

Same Path

New Entries

Co. Code:

Correspondence:

Name of the Print Program: RFKORD10

Name of Variant:

Save it.

Define Forms Names for Correspondence Print

Same Path

New Entries

Co. Code	Program	Form
	RFKORD10	F140_ACC_STAT_01

Save it.

Create Report Variants for Correspondence

Same Path

Program: RFKORD10

Execute

Sender Details:

Sort Variant for Correspondence: K1

Line Item Sorting: P1

Print Control

Output to Printer: LP01

Select Print Immediately

Save as Variant

Variant Name:

Meaning: Correspondence

Save it.

Assign Statement Indicator in Customer Master (XD02)

Customer: 500540

Co. Code Screen

Correspondence

Bank Statement: 2 (Monthly A/C Statement)

Save it.

Print Customer Statement (F.27)

Co. Code:

A/C Type: D

Customer A/C: 500540

Indicator in Master Record: 2

Key Dates for A/C Statements: 01.06.2013 to 30.06.2013

Correspondence:

Log to Printer: LP01

Execute. 1 Periodic Statement was requested.

Press Enter

Message: Like to Issue the Request. Click on YES.

Spool Request No is 25275.

View Print out (SP01)

Spool Request No. 25275
Execute. Click on SAP Script Button.

Class 59

Dunning: Dunning is sending Reminders to Customers on their Over Due items. This can be used to both with the Customers and Vendors. This is nothing but a reminder statement to the customers starting from Gentle reminder to till legal notice.

Configuration Steps for Dunning

Define Dunning Procedure (FBMP)

SPRO → FA (NEW) → AR & AP → BUSINESS TRANSACTIONS → DUNNING → DUNNING PROCEDURE → DEFINE DUNNING PROCEDURE

New Procedure

Dunning Procedure:

Name: 4 Dunning levels at 3 Days intervals

General Data

Dunning Levels in Days: 3

No. Of Dunning Levels: 4

Interest Indicator: 01

Select Standard Transaction Dunning

Click on Special GL Indicators

Against Vendor select Check box against "A" down payment on Current Assets

Select Back Arrow

Go to Environment → Co. Code Data

New Entries

Co. Code	By Dunning Level	Reference Co. Code	Sorting Indicator for GL A/C's	Sorting Indicator for Line Items
	✓		K1	P1

Save it.

Come back to the Dunning Procedure Main Screen

Click on Dunning Levels

Dunning Level	1	2	3	4
Days in Arrears		3	6	9
Always Dun?	✓	✓	✓	✓
Print all Items	✓	✓	✓	✓

Click on Charges

Currency: INR

Press Enter

Dunning Level	From Dunning Amount	Dunning Charge	Dunning Charge %
2	5000/-	10/-	
3			1%
4			5%

Click on Minimum Amounts

Dunning	Minimum Amounts
1	
2	10,000/-
3	10,000/-
4	15,000/-

Click on Dunning Texts

Co. Code:
Press Enter
A/C Type
Select Customer
Press Enter

Level	Form Number
1	F150_DUNN_01
2	F150_DUNN_02
3	F150_DUNN_03
4	F150_DUNN_04

Select Back Arrow
Save it.

Testing of Dunning

Assign Dunning Procedure in Customer Master (XD02)

Customer: 500541
Co. Code:
Press Enter
Co. Code Data Screen
Correspondence
Assign the Dunning Procedure:
Save it.

View Customer Line Item Display (FBL5N)

Customer: 500541
Co. Code:
Select Open Items
Execute
Over Due of 1,50,000/-

Execute Dunning Procedure (F150)

A/C → FA → AR → PEIRODIC PROCESSING → DUNNING – F150
Run Dt. 20.06.2013
Identification: T1
Parameters
Dunning Dt. 20.06.2013
Document Posted Upto: 20.06.2013
Co. Code:
Customer: 500541
Additional Log
Customer: 500541
Save
Message: Details have been saved.
Status
Click on Schedule
Optput Device: LP01
Press Enter
Start Dt. 20.06.2013
Select Start Immediately
Click on Schedule
Keep on press Enter till you get the Message Dunning Selection is Complete
Click on Log to view detailed information on dunning execution.
Select Back Arrow
Click on Dunning List

Program: RFMAHN21
Press Enter
Doc No. 180001 Displayed under List
Select Back Arrow
Click on Dunning Print out
Output Device: LP01 Press Enter
Statr Dt. 20.06.2013
Select Statr Immediately
Click on Print
Status: Dunning Print out Running
Press Entr till you get the Message Dunning Printout is Complete.

To View Dunning Statement (SP01)

Execute

View Customer Master Data (XD03)

Customer: 500541
Press Enter
Correspondence
Dunning Level 1 Updated
Last Dunned: 20.06.2013

Functional Specifications for Developing Customer A/C Statement

For any sort of developments or enhancements in SAP (New reports, programs, forms or script development) Functional Consultants are responsible for gathering of Business requirements. Based on the information we prepare functional Specification document and provided to the ABAPer. Based on this document ABAPer will prepare technical specification documents and develop the respective changes.

Class 60

Format

Left Side Corner Logo of the Company
Customer No
Customer Address
Right side Corner Co. Code Address
Statement Dt.
Credit Limit
Credit Terms
Middle of the List Statement of A/C's
Dt. INV No. Due Dt. Amount Balance Amount Aging

Detailed Steps

Selection parameters Co. Code, Customer No, analysis period.

Detailed or Logic for Statement

1. From the provided Co. Code in the selection parameters go to Table T001 and Extract Address.
2. Go to table ADRC and populate this address No and retrieve company address, Telephone No, Fax No. Etc...

From the Customer provided in selection parameters go to Table KNA1 get the address Number and populate in ADRC table to fetch Customer address details.

Extraction of Credit Terms

From Table KNB1 system will check customer details like payment term populate customer No. And payment term in table T052U and extract description of Payment Terms.

Extraction of Customer Line Items

From the selection parameters (Co. Code, customer, analysis date or key date) system will extract customer open line items from BSID table.

Calculation of Aging or Due Date

Due date of the Invoice can be calculated based on Document Date or Due Date.
In case of Document Date considered your
Aging = Key Date – Document Date
In case of Due Date
Aging = Key Date – Due Date of the Invoice

Class 61

Taxation

Taxes on Sales & Purchases

In India the taxation comprises of

1. Direct Taxes – Income Tax, Professional Tax
2. Indirect Taxes – sales & purchases Tax

Different Types of Taxes

Excise Duties levied on Manufacturing, Sales and Purchases

Custom Duties Levied on all Imports and Exports

CST: Central Sales Tax → all interstate sales Transactions

All the above taxes will come under India Localization taxes and called CIN (Country India Version).

All the taxes will be calculated in SAP using tax procedure which is maintained at country level. Tax procedure consists of important parameters like

1. Condition Type
2. Account Keys

Condition Type: Condition Types are very important in Tax procedure or pricing procedure.

Condition Type controls

Condition Clause: Which controls whether this condition type holds discounts or surcharges, prices or taxes.

Calculation Type: controls whether condition type is a fixed amount or calculated based on percentages or using unit of measurement.

Condition Category: It will explain condition belongs to prices, taxes, freight or confirmed purchase price etc...

Rounding Rule: It can be either Commercial Rounding, Round Up, Round Down.

Access Sequence: Access Sequences are used to differentiate tax percentages or sales deduction percentages based on condition records.

Tax procedure in SAP can be either Condition based or Formula Based. In case of formula based we need to maintain Multiple tax codes for each change of tax percentage.

Condition Types used for VAT

Condition Type	Description	Access Sequence	Condition Class	Calculation Type	Condition Category
----------------	-------------	-----------------	-----------------	------------------	--------------------

SAP FICO

BASB	Base Amount	Null	A (Discount or Surcharge	B (Fixed Amount)	K (Base Amount Excluding Tax)
MWRS	Input Tax	MWST	D (Taxes)	A (Percentages)	D (Tax)
MWAS	Output Tax	MWST	D	A	D

Account Key or Process Key

Account Key holds the calculated taxes or prices in a GL Account. This Account Key maintained in the tax or pricing procedure against to the Condition Type.

We Assign GL Accounts to the Account Keys.

Account Key or Process Key consists of

Tax Type: if this indicator was selected the calculated taxes not get posted to GL Accounts.

Posting Indicator: 1. No posting Required, 2. Separate Line Item, 3. Distribute to Relevant Expense or Revenue Items.

Below are Account Keys used for VAT

Process Key	Description	Tax Type	Not Deductable	Posting Indicator
VST	Input Tax	2 (Input Tax)	Do not Select	2 (Separate Line Item)
MWS	Output Tax	1 (Output Tax)	Do not Select	2 (Separate Line Item)

Creation of GL Accounts (FS00)

GL Account: 200200

Group: Stock in Trade

Select Balance Sheet

Text: **Inventory Raw Material A/C**

Select Only Balances in Local Currency

Tax Category: - (only Input Tax Allowed)

Select Line Item Display

Sort Key: 001

Select Posting Without Tax Allowed

Field Status Group: G001, save it.

GL A/C: 100810

Group: Tax Account

Select Balance Sheet A/C

Text: **Input Tax on VAT**

Select Only Balances in Local Currency

Select Line Item Display

Sort Key: 001

Field Status Group: G001

Save.

GL A/C: 100811

Group: Tax Account

Select Balance Sheet A/C

Text: **Output Tax on VAT**

Select Only Balances in Local Currency

Select Line Item Display

Sort Key: 001

SAP FICO

Field Status Group: G001
Save.

Change GL Account Sales 300000

Tax Category: + (only Output Tax Allowed)
Select Posting Without Tax Allowed.
Save it.

Define Tax Procedure (OBYZ)

Spro → FA (New) → FAGS (New) → Tax On Sales / Purchases → Basic Settings → Check Calculation Procedure

Double Click on Define Procedure

New Entries

Procedure

TP India Tax Procedure

Select the Entry

Double Click on Control Data

New Entries

Step	Condition Type	Description	From	To	A/C Key
10	BASB	Base Amount			
20	MWAS	Output Tax	10	10	MWS
30	MWVS	Input Tax	10	10	VST

Save it.

Assign Country to Calculation Procedure (OBBG)

Same path

Country: IN

Assign the Procedure: TP

Save it.

Assign Tax Codes for Sales and Purchases (FTXP)

Spro → FA (New) → FAGS (New) → Tax On Sales / Purchases → Calculation → Define Tax Codes For Sales & Purchases

Country: IN

Tax Code: V0

Press Enter

Description: Exempted Input Tax

Tax Type: V (Input Tax)

Press Enter

Against VST: 0%

Save it.

Tax code: V1 press Enter

Tax Code	Description	Tax Type	A/C Key	Tax %
V1	14% Input Tax	V	VST	14%
V2	12% Input Tax	V	VST	12%

Save it.

A0	Exempted Output Tax	A	MWS	0%
A1	8% Output Tax	A	MWS	0%

Save it.

Define Tax Accounts (OB40)

Spro → FA (New) → FAGS (New) → Tax On Sales / Purchases → Posting → Define Tax Accounts (Ob40)

Double click on Transaction Key or A/C Key: **MWS**

Chart of Account:

Press Enter

Save the Posting Rules

GL A/C: 100811

Save it.

Double Click on VST

Save the Posting Rule

GL A/C: 100810

Save it.

Assign Tax Codes for Non Taxable Transactions (OBCL)

Spro → FA (New) → FAGS (New) → Tax On Sales / Purchases → Posting →

Assign Tax Codes for Non-Taxable Transactions

Co. Code:

Input Tax: V0

Output Tax: A0

Save it.

Asset Accounting

Steps in Asset Accounting

- Step 01 : Check Country Specific Settings(Optional)
- Step 02 : Assign 0% Tax Codes for Non-Taxable Transactions**
- Step 03 : Copy reference Chart of Depreciation
- Step 04 : Specify Description of Chart of Depreciation
- Step 05 : Delete other than book depreciation
- Step 06 : Check whether depreciation area are copied or not
- Step 07 : Assign chart of dep to the company code
- Step 08 : Define Account Determination
- Step 09 : Create Screen Layout rules for asset class
- Step 10 : Create number ranges for asset master
- Step 11 : Define Asset Class
- Step 12 : Determine Depreciation area in **Asset Class**
- Step 13 : Maintain Depreciation Key
- Step 14 : Create GL Accounts
- Step 15 : General ledger account assignment to account determination
- Step 16 : Define Base Method for Depreciation

- Step 17 : Maintain Declining-balance methods
- Step 18 : Define Multilevel methods
- Step 19 : Define Period Control Method
- Step 20 : Define Document type and number ranges for asset depreciation
- Step 21 : Create Asset Master Records
- Step 22 : Create Sub-Master Records

Asset Accounting:

Asset Accounting Component supports Monitoring of Assets or tracking of assets. This Component supports Purchase of asset, Sale of asset, Profit on sale of asset, loss on sale of asset, Scrapping of asset, depreciation on asset etc.

Step 01 Check Country Specific Settings:

Path: Spro > Img > FA (N) > Asset Accounting > Org Stru > Check country specific settings (Optional)

> Position = Country = IN

> Country Currency - INR

Save

Step 02 : Assign 0% Tax Codes for Non-Taxable Transactions

Path: SPRO- Financial Accounting (New) - Asset Accounting- Integration with the General Ledger- Assign Input Tax Indicator for Non-Taxable Acquisitions

Execute

Go to Position button

Company Code :

Enter

Input Tax : V0

Output Tax : A0ave and enter

Step 03 Copy Reference Chart of Depreciation

Definition: Chart of depreciation means list of depreciation areas. Depreciation Area means one set of book keeping.

Path: SPRO- SAP Reference IMG- Financial Accounting (New)- Asset Accounting- Organizational Structures- Copy Reference Chart of Depreciation/Depreciation Areas (Tcode:OAP1)

Execute

Double click on Copy Reference Chart of Depreciation

Click on Copy org.object (F6)

From chart of dep. : 0DE

To chart of dep. :

Enter, Enter, Enter and enter

One time go back

Step 04 : Specify Description of Chart of Depreciation

Double click on Specify Description of Chart of Depreciation

Go to position button

Chart of Dep. :

Enter

Description : Chart of Depreciation for

Save and enter

One time go back

Step 05 : Delete other than book depreciation

Double click on Copy/Delete Depreciation Areas

Chart of Dep. = :

Enter

Select 2,3,10,15,20,30,31,32,41 and 51 (Select all depreciation areas except 1)

Click on Delete (Shift+F2)

Save and enter and enter

Step 06 : Check whether depreciation area are copied or not

Step 07 Assign Chart of Depreciation to Company Code

Path: *SPRO- Financial Accounting (New) - Asset Accounting- Organizational Structures- Assign Chart of Depreciation to Company Code (Tcode:OAB1)*

Execute

Go to position button

Company code :

Enter

Chrt Dep :

Save and enter

Step 08 : Define Account Determination

Definition: Account Determination is a bridge to flow the asset values to General ledger accounting (This is integration point between General ledger and Asset accounting)

Path: *SPRO- Financial Accounting (New) - Asset Accounting- Organizational Structures- Asset Classes- Specify Account Determination*

Execute

Click on New Entries (F5)

Acct.determ. Name of account determination

Buildings

TR11 Plant & Machinery

TR12 Furniture & Fixtures

TR13 Vehicles

Save and enter

Step 09 : Create Screen Layout rules for asset class

Definition: Screen layout controls Fields in Asset Master record.

Path: Same path

Execute

Select 1010, 2000 and 3000

Click on copy as (F6)

Buildings

TR11 Plant & Machinery

TR12 Furniture & Fixtures

TR13 Vehicles

Save and enter

Step 10 : Create number ranges for asset master

Path: Same path

Company Code :

Click on change interval

Click on Insert interval (Shift+F1)

No : 01

From number : 100000 To number : 199999

Enter

Click on Insert interval (Shift+F1)

No : 02

From number : 200000 To number : 299999

Enter

Click on Insert interval (Shift+F1)

No : 03

From number : 300000 To number : 399999

Enter

Save and enter

Step 11 : Define Asset Class

Definition: Asset class means which are having same characteristic features.

Path: same path

Execute

Click on New entries (F5)

Asset Class : Buildings

Short Text : Buildings

Asset Type

Account determ. : - Building

Scr.layout rule : - Building

Number range : 01

X No AUC or Summary management of AUC

Save and enter

Click on NEXT Button

Asset Class : Buildings

Short Text : Buildings

Asset Type

Account determ. : TR11 - Plant & Mach

Scr.layout rule : TR11 - Plant & Mach

Number range : 02

Inventory Data

X Include Asset

X No AUC or Summary management of AUC

X Mange Historically

Save and enter

Click NEXT Entry

Account determ. : TR12- Furniture & Fix

Scr.layout rule : TR12 - Furniture & Fix

Number range : 03

Inventory Data

X Include Asset

X No AUC or Summary management of AUC

X Mange Historically

Save and enter

Click on NEXT Entry

Account determ. : TR13- Vehicles

Scr.layout rule : TR13 - Vehicles

Number range : 04

Inventory Data

X Include Asset

X No AUC or Summary management of AUC

X Mange Historically

Save and enter

Step 12 : Determine Depreciation area in Asset Class

Path: SPRO- Financial Accounting- Asset Accounting- Valuation- Determine Depreciation Areas in the Asset Class

Execute

ChDep :
Enter
Go to position button
Asset Class :
Enter
Select _____
Double click on Depreciation Areas
Screen layout : 2000
Deselect Area deact.
Save and enter

9. Maintain Depreciation Key

Definition: Depreciation keys nothing but Depreciation rate.

Path: SPRO- Financial Accounting- Asset Accounting- Depreciation- Valuation Methods- Depreciation Key- Maintain Depreciation Key

Execute

Click on Select All (F7)
Click on Activate (Ctrl+F3)
Enter
Save and enter

Step 12 :Create GL Accounts

Building A/C

G/L Account : 200100
Company Code :
Click on Create
Go to Type/Description Tab
Account group : ASST Assets
Select Balance sheet Account
Short Text : Buildings A/C
G/L Acct Long Text : Buildings Account
Go to Control data Tab
Recon acct for Account type : **A Assets**
Select line item display
Sort Key : 018 (Asset Number)
Go to Create/bank/interest Tab
Field status group : G007
Save

10.2. Sale of Asset

G/L Account : 300030
Company Code :
Click on Create
Go to Type/Description Tab
Account group : INCO Incomes
Select P&L Statement Acct
Short Text : Sale of Asset A/C
G/L Acct Long Text : Sale of Asset Account
Go to Control data Tab
Select only balances in local crcy

Select line item display
 Sort Key : 001
 Go to Create/bank/interest Tab
 Field status group : G007
 Save

10.3. Profit on sale of Asset

G/L Account : 300040
 Company Code :
 Click on Create
 Go to Type/Description Tab
 Account group : INCO Incomes
 Select P&L Statement Acct
 Short Text : Pr.Sale of Asset A/C
 G/L Acct Long Text : Profit on Sale of Asset Account
 Go to Control data Tab
 Select only balances in local crcy
 Select line item display
 Sort Key : 001
 Go to Create/bank/interest Tab
 Field status group : G007
 Save

10.4. Loss on Sale of Asset

G/L Account : 400040
 Company Code :
 Click on Create
 Go to Type/Description Tab
 Account group : EXPN Expenses
 Select P&L Statement Acct
 Short Text : LS.Sale of Asset A/C
 G/L Acct Long Text : Loss on Sale of Asset Account
 Go to Control data Tab
 Select Only balances in local crcy
 Select line item display
 Sort Key : 001
 Go to Create/bank/interest Tab
 Field status group : G007
 Save

10.5. Scrap on Assets

G/L Account : 400050
 Company Code :
 Click on Create
 Go to Type/Description Tab
 Account group : EXPN Expenses
 Select P&L Statement Acct
 Short Text : Scrap on Asset A/C
 G/L Acct Long Text : Scrap on Asset Account
 Go to Control data Tab
 Select only balances in local crcy
 Select line item display
 Sort Key : 001
 Go to Create/bank/interest Tab
 Field status group : G007

Save

10.6. Depreciation A/C

G/L Account : 400060
 Company Code :
 Click on Create
 Go to Type/Description Tab
 Account group : EXPN Expenses
 Select P&L Statement Acct
 Short Text : Depreciation A/C
 G/L Acct Long Text : Depreciation Account
 Go to Control data Tab
 Select Only balances in local crcy
 Select line item display
 Sort Key : 001
 Go to Create/bank/interest Tab
 Field status group : G007
 Save

10.7. Acc.Dep Account

G/L Account : 110000
 Company Code :
 Click on Create
 Go to Type/Description Tab
 Account group : LIAB Liabilities
 Select Balance sheet Account
 Short Text : Acc.Dep A/C
 G/L Acct Long Text : Accumulated Depreciation Account
 Go to Control data Tab
 Recon.account for acct type : A Assets
 Select line item display
 Sort Key : 001
 Go to Create/bank/interest Tab
 Field status group : G007
 Save

11. Assign G/L Accounts

Path: SPRO- SAP Reference IMG- Financial Accounting (New) - Asset Accounting- Integration with the General Ledger- Assign G/L Accounts

Execute

ChDep :
 Enter
 Select Chrt/Accts
 Double click on Account determination
 Go to position button
 Account Determ. :
 Enter
 Select _____
 Double click on Balance sheet accounts
 Acquisition:Acquis. and production costs : 200100
 Loss made on asset retirement w/o reven. : 400050
 Clearing acct. revenue from asset sale : 300030
 Gain from asset sale : 300040
 Loss from asset sale : 400040
 Double click on Depreciation

Acc.dep. acctnt.for ordinary depreciation : 110000
Expense account for ordinary depreciat. : 400060
Save and enter and enter

12. Maintain Number ranges for Depreciation posting (Tcode: FBN1)

Company code :
Click on change interval
Click on Insert Interval (Shift+F1)
No : 04
Year :
From Number : 0400000000
To Number : 0499999999
Enter
Save and enter

13. Screen layout Rule

Definition: Screen layout rule controls fields in Asset Master Record

Path: SPRO- Financial Accounting (New) - Asset Accounting- Master Data- Screen Layout- Define Screen Layout for Asset Master Data

Execute

Double click on Define Screen Layout for Asset Master Data

Go to Position button

Screen layout :

Enter

Select _____

Double click on Logical Field groups

Select 3 Time dependent data

Double click on Field Group rules

Select Cost center optional

Save and enter

14. Creation of Asset Master Record

Path: Accounting- Financial Accounting- Fixed Assets- Asset- Create- AS01-Asset (Tcode: AS01)

Asset Class :
Company Code :
Enter
Go to General data Tab
Description : Building/Ameerpet
Capitalized on :
Go to Deprec.Areas Tab
DKey : DG20
Useful life : 50
Odep.start : 12.01.2010
Save

15. Purchase of Asset

15.1. With Bank (Tcode: F-02)

Enter Header data (Type SA)

PstKy : 70
Account : _____ - ____ (Asset Number)
TType : 100
Enter
Amount : 10000000
PstKy : 50
Account : 290100 (Bank A/C)
Enter
Amount : *

Go to Menu bar
Document - simulate
Save

15.2. With Vendor

*path: Accounting - Financial Accounting - Fixed Assets - Posting - Acquisition - External Acquisition
- F-90 - With Vendor (Tcode:F-90)*

Enter header data (Type KR)

PstKy : 31
Account : _____ (Vendor Number)

Enter
Amount : 20000000
PstKy : 70
Account :
TType : 100

Enter
Amount : *

Go to Menu bar
Document - simulate
Save

16. Sale of asset

16.1. With Bank (Tcode: F-02)

Enter Header data (Type SA)

PstKy : 40
Account : 290100

Enter
Amount :
PstKy : 50
Account : 300030

Enter
Amount : *

Select Asset Retirement

Go to Menu bar
Document - simulate

Asset Number :

Select Complete retirement

Enter

Save

16.2. With Customer

*Path: Accounting - Financial Accounting - Fixed Assets - Posting - Retirement - Retirement
w/Revenue - F-92 - With Customer (Tcode:F-92)*

Enter Header data (Type DR)

PstKy :
Account :

Enter
Amount :

PstKy :
Account :

Enter
Amount : *

Select Asset retirement

Go to Menu Bar

Document - simulate

Asset number :

Sub number :
 Asset value date :
 Select Complete Retirement
 Enter
 Save

17. Takeover of existing assets (Tcode: AS91)

Asset Class :
 Company Code :
 Enter
 Description :
 Capitalized on : 01.01.2000
 Go to Deprec.Areas Tab
 DKey : DG20
 Use life : 30
 Click on Takeover values (Shift+F8)
 Cum.acquis.val. 2000000
 Accm.ord.deprec : 500000
 Enter
 Save and enter

18.Scrap on asset:

Path: Accounting - Financial Accounting - Fixed Assets - Posting - Retirement – ABAVN-Asset retirement by scrapping (Tcode: ABAVN)

Execute

Click on change company code

Company code :		Scrap on asset a/c Dr.
Asset :		Accumulate depreciation a/c Dr.
Go to transaction data tab		To Asset a/c

Document date :
 Asset value date :

Click on simulate

Save and enter

19. Asset transfer

19.1 Asset transfer with in company code: (Business area to business area)

Path: Accounting - Financial Accounting - Fixed Assets - Posting - Transfer – ABUMN-Transfer with in company code (Tcode:ABUMN)

excute

Asset :		(Giver area asset number)
Goto transaction data tab		
Document date :		
Asset value date :		
Select Existing asset :		(Receiver area asset number)

19.2 Asset transfer for Inter company code:

Path : Same path (Tcode: ABT1N)

Company code :		(Giver company code)
Asset :		(Giver area asset number)
Go to transaction data tab		
Company code :		(Receiver company code)
Existing asset :		(Receiver area asset number)

Note : you can go to Assign G/L Accounts and you can give to receiver company clearing account number(FS00) in giver Assign G/L Accounts.

And you can give to give company clearing account number(FS00) in receiver Assign G/L Accounts

17. Depreciation run

Path: Accounting - Financial Accounting - Fixed Assets - Periodic Processing - Depreciation Run - AFAB - Execute (Tcode: AFAB)

Company Code :
Fiscal year :
Posting period : 1
Select Test run
Select Error analysis
Execute
Note: If there is any errors, Click on Error list (F7)
One time go back
Deselect Test run
Go to menu bar
Program - Execute in background
Output device : LP01
Number copies : 1
Enter
Click on Immediate
Save (Ctrl+S)
Go to Menu bar
System -services - output Control
Execute (F8)
Select Spool no.
Display contents (F6)

18. Document display (Tcode: FB03)

Click on Document list (Shift+F8)
Company Code :
Document type : AF
Execute

19. Asset explorer

Path: Accounting- Financial Accounting- Fixed Assets- Asset- AW01N - Asset Explorer (Tcode: AW01N)
Company code :
Asset : _____
Enter

MM Integration

1. Define plant

Definition: Plant is an operational area.

Path: SPRO- SAP Reference IMG- Enterprise Structure- Definition- Logistics - General- Define copy, delete, check plant (Tcode: OX10)

Execute

Double click on Copy, delete, check plant

Click on copy org.object (F6)

From plant : 1000
To plant :
Enter, Enter, enter and enter
One time go back
Double click on Define Plant
Go to position button
Plant :
Enter
Select _____
Click on Detail (Ctrl+Shift+F2)
Name1 : Bollaram Plant
Click on Address (Shift+F5)
Name : Bollaram Plant
Street : Bollaram
House number : 1-234
Postal code : 123456
City : Hyderabad
Country : IN
Enter
Save and enter

2. Maintain storage location

Definition: A storage location is the place where stock is physically kept within a plant.

Path: SPRO- SAP Reference IMG- Enterprise Structure- Definition- Materials Management- Maintain storage location (Tcode: OX09)

Execute

Plant :
Enter
Click on Select all (F7)
Click on Delete (Shift+F2)
Enter
Click on New Entries (F5)
SLoc Description
_____ Raw Material
_____ Semi Finished
_____ Finished Goods
Save and enter

3. Maintain purchasing organization

Definition: the purchasing organization is responsible for all purchasing activities (including the processing of requests for quotations and purchase orders.

Path: Same path (Tcode: OX08)

Execute

Click on New Entries (F5)
Purch.Organization :
purch.Org.Descr. : Pur. Org for _____
Save and Enter

4. Assign plant to company code

Path: SPRO- SAP Reference IMG- Enterprise Structure- Assignment- Logistics - General- Assign plant to company code (Tcode:OX18)

Execute

Click on New Entries (F5)
CoCd :

Plnt :
Save and enter

5. Assign purchasing organization to company code

Path: SPRO- SAP Reference IMG- Enterprise Structure- Assignment- Materials Management- Assign purchasing organization to company code (Tcode:OX01)

Execute

Go to Position button

Purchasing Org. :

Enter

CoCd :

Save and enter

6. Assign purchasing organization to plant

Path: same path (Tcode: OX17)

Execute

Click on New Entries (F5)

POrg. :

Plant :

Save and enter

7. Define Attributes of Material Types

Definition: Whenever you create a material master record, you must assign it to a material type.

Path: SPRO- SAP Reference IMG- Logistics General- Material Master- Basic Settings- Material Types- Define Attributes of Material Types (Tcode: OMS2)

Execute

Go to Position button

Material type : ROH

Enter

Select ROH

Double click on Quantity/Value updating

Go to position button

Valuation Area :

Material type : ROH

Select Qty updating

Select Value update

Save and

enter

8. Maintain Company Codes for Materials Management

Path: SPRO - SAP Reference IMG- Logistics General- Material Master- Basic Settings- Maintain Company Codes for Materials Management (Tcode: OMSY)

Execute

Go to Position button

Company code :

Enter

Year :

Period :

Select ABp

Save and enter

9. Set Tolerance Limits for Price Variance

Path: SPRO- SAP Reference IMG- Materials Management- Purchasing- Purchase Order- Set Tolerance Limits for Price Variance (Tcode: OMEU)

Execute

Select

CoCd TIKy

0001 PE

0001 SE

Click on Copy as (F6)

Company code :

Enter

Company Code :

Enter

Save and enter

10. Set Tolerance Limits

Path: SPRO- SAP Reference IMG- Materials Management- Inventory Management and Physical Inventory- Goods Receipt- Set Tolerance Limits (Tcode: OMC0)

Execute

Select

CoCd TIKy

0005 B1

0005 B2

Click on Copy as (F6)

Company code :

Enter

Company Code :

Enter

Save and enter

11. Maintain Default Values for Tax Codes

Path: SPRO- SAP Reference IMG- Materials Management- Logistics Invoice Verification- Incoming Invoice- Maintain Default Values for Tax Codes (Tcode:OMR2)

Execute

Click on New Entries (F5)

Company Code :

Save and enter

12. Edit PO Supplement Text in Invoice Verification

Path: Same path (Tcode: OMR8)

Execute

Click on order Text: general

Click on New Entries (F5)

CoCd :

Select PO Text

Save and enter

Two Time go back

Click on notifiable order text types

Click on New Entries (F5)

CoCd ID

_____ F03

_____ F07

Save and enter

13. Set Tolerance Limits

Path: SPRO- Materials Management- Logistics Invoice Verification- Invoice Block- Set Tolerance Limits (Tcode: OMR6)

Execute

Select

CoCd TIKy

0005 AN

0005 AP

0005 BD

0005 BR

0005 BW

[illegible]

14. Define Valuation Control

Definition: we can group together valuation areas by activating the valuation grouping code.

Path: SPRO- Materials Management- Valuation and Account Assignment- Account Determination- Account Determination Without Wizard- Define Valuation Control (Tcode: OMWM)

Execute

Select valuation grouping active

Save and enter

15. Group Together Valuation Areas

Path: Same path (Tcode: OMWD)

Execute

Go to Position button

Valuation area :

Enter

Val.Grpq.code :0001

and enter

Save

16. Define Valuation Classes

Definition: you define which valuation classes are allowed for a material type. The valuation class is a group of materials with the same account determination. If a transaction is to be posted to

different accounts depending on the valuation class, create an account determination for each valuation class in the step Create automatic postings.

Path: Same path (Tcode: OMSK)

Execute

Click on Valuation class

Valcl ARef

3000 0001

3001 0001

3002 0001

3003 0001

Save and enter

One time go back

Click on Material type/Account category reference

Go to position button

Material type : ROH

ARef : 0001

Save and enter

17. Create G/L Master Records (Tcode: FS00)

17.1. Raw Material A/C

G/L Account : 290500

Company Code :

Click on create

Go to Type/description Tab

Account Group : ASST Assets

Select Balance sheet Account

Short Text : Raw Material A/C

G/L Acct Long Text : Raw Material Account

Go to Control data Tab

Select only balances in local crcy

Select line item display

Sort Key : 001

Go to Create/Bank/Interest Tab

Field Status Group : G006

Select post automatically only

Save

17.2. GR/IR Clearing A/C

G/L Account : 190500

Company Code :

Click on Create

Go to Type/description Tab

Account Group : LIAB Liabilities

Select Balance sheet Account

Short Text : GR/IR Clearing A/C

G/L Acct Long Text : GR/IR clearing Account

Go to Control data Tab

Select only balances in local crcy

Tax Category : *

Select Posting without tax allowed

Select line item display

Sort Key : 001

Go to Create/Bank/Interest Tab

Field Status Group : G001

Save

For MM Integration, Tax procedure and Tax Codes required

18. Tax procedure

Definition: Tax procedure will be developed country wise. Tax procedure is assigned to country

18.1 Check Calculation Procedure

Path: SPRO- Financial Accounting- Financial Accounting Global Settings- Tax on Sales/Purchases- Basic Settings- Check Calculation Procedure (Tcode: OBYZ)

Execute

Double click on Define Procedures

Click on New Entries (F5)

Procedure :

Description :

Enter

Select _____

Double click on Control data

Click on New Entries (F5)

Step	CType	Fro	To	AcctKey
100	BASB			
110	MWVS	100	VST	
120	MWAS	100	MWS	

100 BASB

110 MWVS 100 100 VST

120 MWAS 100 100 MWS

Save and enter

18.2 Assign Country to Calculation Procedure

Path: Same path (Tcode: OBBG)

Execute

Go to position button

Country : IN

Enter

Proc. :

Save and enter

18.3. Define Tax Codes for Sales and Purchases

Definition: Tax Codes nothing but tax rates

Path: SPRO- Financial Accounting- Financial Accounting Global Settings- Tax on Sales/Purchases- Calculation- Define Tax Codes for Sales and Purchases (Tcode: FTXP)

Execute

Country : IN

Enter

Tax Code :

Tax Code : 4% Input Tax

Tax Type : V (Input Tax)

Enter

Input Tax	VST	4.000	110	100	MWVS
-----------	-----	-------	-----	-----	------

Save

Tax Code : M4

Tax Code : 4% Output Tax

Tax Type : A (Output Tax)

Enter

Output Tax	MWS	4.000	120	100	MWAS
------------	-----	-------	-----	-----	------

Save

18.4. Creation of G/L Master Records (Tcode: FS00)

18.4.1. Input Tax A/C

G/L Account : 290400

Company Code :

Click on Create

Go to Type/Description Tab

Account Group : ASST Assets

Select Balance sheet Account

Short Text : Input Tax A/C
G/L Acct Long Text : Input Tax Account
Go to Control data tab
Select only balances in local crcy
Select line item display
Sort Key : 001
Go to Create/bank/interest Tab
Field status group : G001
Save

18.4.2. Output Tax A/C

G/L Account : 190400
Company Code :
Click on Create
Go to Type/Description Tab
Account Group : LIAB Liabilities
Select Balance sheet Account
Short Text : Output Tax A/C
G/L Acct Long Text : Output Tax Account
Go to Control data tab
Select only balances in local crcy
Select line item display
Sort Key : 001
Go to Create/bank/interest Tab
Field status group : G001
Save

18.5. Define Tax Accounts

Path: SPRO- Financial Accounting- Financial Accounting Global Settings- Tax on Sales/Purchases- Posting- Define Tax Accounts (Tcode: OB40)

Execute

Double click on Input Tax VST
Chart of accounts :
Enter
Select Tax code
Save
Tax code :
Account : 290400
Save and enter
One time go back
Double click on Output Tax MWS
Select Tax code
Save
Tax Code :
Account : 190400
Save and enter

18.6. Maintain Tax Category * and Select posting without Tax allowed in Service account and Service Revenue A/C G/L Master Records in control data Tab. (Tcode:FS00)

19. Configure Automatic Postings

Path: SPRO- SAP Reference IMG- Materials Management- Valuation and Account Assignment- Account Determination- Account Determination Without Wizard- Configure Automatic Postings (Tcode: OMWB)

Execute

Click on Cancel (F12)
Click on Account Assignment (Shift+F4)
Double click on Inventory posting BSX

Chart of Accounts :
Enter
Select Valuation Modif.
Select Valuation
Save
Valuation modif. : 0001 (Valuation Grouping Code)
Valuation class : 3000
Account : 290500 (Raw Material Account)
Save and enter
One time go back
Double click on GR/IR clearing account WRX
Save
Account : 190500
Save and enter

20. Create Material Master Record

Path: Logistics - Materials Management - Material Master - Material - Create (General) - MM01 - Immediately (Tcode:MM01)

Material :
Industry Sector : C Chemical industry
Material type : ROH Raw Material
Enter
Select Basic Data 1
Select purchasing
Select General Plant Data / Storage 1
Select Accounting 1
Plant :
Stor.location :
Enter
Material :
Base Unit of measure :
Material Group : 0001
Enter
Purchasing Group : 004
Enter and enter
Valuation Class : 3000
Price Control : V
Moving price :
Save

21. Vendor Master Record

Path: Accounting- Financial Accounting - Accounts Payable - Master Records - Maintain Centrally - XK01 - Create (Tcode: XK01)

Vendor :
Company Code :
Purchasing organization :
Account Group : 0001
Enter
Title : Company
Name :
Search Term :
Street :
House number :
Postal code :
City : Hyderabad
Country : IN
Enter, enter and enter

Recon. Account : 190100
 Sort key : 012
 Cash mgmnt group : A1
 Enter, enter and enter
 Order currency : INR
 Terms of payments : 0001
 Inco terms : EXW
 Select GR-based Inv.verif.
 Purchasing group : 004
 Planned deliv.time : 1
 Save

22. Procure to process (P2P)

22.1. Purchase Requisition

Path: Logistics - Materials Management - Purchasing - Purchase Requisition - ME51N - Create (Tcode: ME51N)

Go to Items
 Material :
 Quantity :
 Delivery Date :
 Material Group : 004
 Plant :
 Stor.Loc. :
 Click on Check (Ctrl+Shift+F3)
 Save

Requisition number :

22.2. Request for Quotation (RFQ)

Path: Logistics - Materials Management - Purchasing - RFQ/Quotation - Request for Quotation - ME41 - Create (Tcode: ME41)

RFQ Type : AN
 Language key : EN
 RFQ Date :
 Quotation deadline :
 Purchasing organization :
 Purchasing group : 004
 Plant :
 Storage Location :
 Material group :
 Req.Tracking number : Suresh
 Enter
 Coll.no : 100
 Enter
 Material :
 RFQ Quantity :
 Deliv.time :
 Enter
 Click on Vendor Address (F7)
 Vendor :
 Enter
 Save

22.3. Maintain Quotation

Path: Logistics - Materials Management - Purchasing - RFQ/Quotation - Quotation - ME47 - Maintain (Tcode: ME47)

RFQ :

Enter
Net price :
Save

22.4. Price Comparison

Path: Same path (Tcode: ME49)

Purchasing organization :
Collecting RFQ :
Execute (F8)

22.5. Purchase order

Path: Logistics - Materials Management - Purchasing - Purchase Order - Create - ME21N - Vendor/Supplying Plant Known (Tcode: ME21N)

Click on Selection variant
Choose Request for quotations
Plant :
Storage location :
Material group :
Purchasing organization :
Purchasing group : 004
Company Code :
Keep blank Vendor Field
Execute (F8)

22.5.1. Pick and drop method

Hold left click on mouse to shopping cart.

22.5.2. Adopt purc.Document

Select Purch.Doc.
Click on Adopt
Go to Item details
Go to Invoice Tab
Tax Code : R4
Click on Check (Ctrl+Shift+F3)
Save

PO Number :

22.6. Maintain number ranges 50 and 51 for Document types WE (Goods Receipt) and RE (Invoice Verification) (Tcode: FBN1)

22.7. Goods Receipt

Path: Logistics - Materials Management - Inventory Management - Goods Movement - MIGO - Goods Movement (MIGO) (Tcode: MIGO)

A01 Goods Receipt R01 purchase order:

Enter
Select Item OK
Click on check (F7)
Click on post (Shift+F11)
A04 Display
Enter

Go to Header data
Go to Doc.Info Tab
Click on FI Documents

22.8. Invoice Verification

Path: Logistics - Materials Management - Logistics Invoice Verification - Document Entry - MIRO - Enter Invoice (Tcode: MIRO)

Invoice date :
Purchase order/Scheduling agreement: 4500017174
Enter
Select calculate Tax
Copy Balance Field amount to amount field
Click on Simulate (Ctrl+Shift+F7)
Click on post or save

22.9. Report (Tcode: FBL1N)

22.9. Outgoing payments (Tcode: F-53)

SD Integration

1. Define sales organization

Definition: Sales organization nothing but sales department.

Legally, a sales organization is included in exactly one company code. You can assign one or more plants to one sales organization. The sales organization has an address.

Path: SPRO- SAP Reference IMG- Enterprise Structure- Definition- Sales and Distribution- Define, copy, delete, check sales organization (Tcode: OVX5)

Execute

Double click on Copy, delete, check sales organization

Click on copy org.object (F6)

From sales org. : 1000

To sales org. :

Enter, enter, enter and enter

One time go back

Double click on Define Sales Organization

Go to position button

Sales org. :
Enter
Select
Click on Details (Ctrl+Shift+F2)
Sales organization : Hyderabad
Click on Address (Shift+F5)
Name : Hyderabad
Street : Ameerpet
House number : 1-234
Postal code : 123456
City : Hyderabad
Country : IN
Region : AP
Language : EN English

Enter, enter and enter

Save and enter

2. Define Shipping point

Definition: The shipping point is the top level in the organization for shipping. A shipping point can be allocated to several plants. A shipping point can be divided into several loading points.

Path: SPRO- SAP Reference IMG- Enterprise Structure- Definition- Logistics Execution- Define, copy, delete, check shipping point (Tcode: OVXD)

Execute

Double click on Copy, delete, check shipping point

Click on Copy org.object (F6)

From shipping point : 1000

To Shipping point :

Enter, enter, enter and enter

One time go back

Double click on Define shipping point

Go to position button

Shipping point :

Enter

Select _____

Click on Details (Ctrl+Shift+F2)

Click on address (Shift+F5)

Name : Shipping point for

Street : Ameerpet

House number : 234

Postal code : 123456

City : Hyderabad

Country : IN

Transportation zone : 0000000001

Enter

Save and enter

3. Assign sales organization to company code

Path: SPRO- SAP Reference IMG- Enterprise Structure- Assignment- Sales and Distribution- Assign sales organization to company code (Tcode: OVX3)

Execute

Go to position button

Sales org. :

Enter

CoCd :

Save and enter

4. Assign Shipping Points

Path: SPRO- SAP Reference IMG- Logistics Execution- Shipping- Basic Shipping Functions- Shipping Point and Goods Receiving Point Determination- Assign Shipping Points (Tcode: OVL2)
Execute

Shift+F7

Shipping cond. : 01

Loading group : 0001

Plant :

Enter

PrShP :

Save and enter

5. Creation of G/L Master Records (Tcode: FS00)

5.1. Cost of Goods Sold A/C

G/L Account : 400070

Company Code :

Click on Create

Go to Type/Description Tab

Account Group : EXPN Expense

Select P&L statement Acct

Short Text : COGS A/C

G/L Acct Long Text : Cost of Goods Sold A/C

Go to Control data Tab

Select only balances in local crcy

Select line item display

Sort Key : 001

Go to create/Bank/Interest Tab

Field status group : G003 **Save**

5.2. Finished Goods A/C

G/L Account : 290600

Company Code :

Click on create

Go to Type/description Tab

Account Group : ASST Assets

Select Balance sheet Account

Short Text : Finished Goods A/C

G/L Acct Long Text : Finished Goods Account

Go to Control data Tab

Select only balances in local crcy

Select line item display

Sort Key : 001

Go to Create/Bank/Interest Tab

Field Status Group : G006

Select post automatically only

Save

5.3. Sales Account

G/L Account : 300100

Company Code :

Click on Create

Go to Type/Description Tab

Account Group : INCO Incomes

Select P&L statement Acct

Short Text : Sales A/C

G/L Acct Long Text : Sales Account

Go to Control data Tab
 Select only balances in local crcy
 Tax Category :*
 Select posting without tax allowed
 Select line item display
 Sort Key : 001
 Go to create/Bank/Interest Tab
 Field status group : G029
 Save

6. Integration of COGS A/C and Finished goods Account (Tcode: OMWB)

Click on Cancel (F12)
 Click on Account Assignment (Shift+F4)
 Double click on Offsetting entry for inventory posting GBB
 Chart of Accounts :
 Enter
 Select General modification
 Select valuation modif.
 Select valuation class
 Save
 valuation modif. : 0001
 General modification : VAX
 Valuation class : 7920
 Account : 400070
 valuation modif. : 0001
 General modification : BSA
 Valuation class : 7920
 Account : 400070
 Save and enter
 One time go back
 Double click on Inventory posting BSX
 Valuation modif. : 0001
 Valuation class : 7920
 Account : 290600
 Save and enter

7. Assign Sales G/L Account

Path: SPRO- SAP Reference IMG- Sales and Distribution- Basic Functions- Account Assignment/Costing- Revenue Account Determination- Assign G/L Accounts
 (Tcode: VKOA)

Execute

Double click on Cust.Grp/MaterialGrp/AcctKey
 Click on New Entries (F5)
 App : V
 CndTy. : KOFI
 ChAc. :
 SOrg. :
 AAG : 01
 AAG : 03
 ActKy : ERL
 Account : 300100
 Save and enter

8. Maintain number ranges for 49 (Tcode: FBN1)

Company code :
 Click on change interval
 Click on Insert Interval (Shift+F1)
 No : 49

Year : 2014
 From Number : 4900000000
 To Number : 4999999999
 Enter
 Save and enter

9. Create Material master record (Tcode: MM01)

Material :
 Industry Sector : C Chemical Industry
 Material type : FERT Finished Goods
 Enter
 Select
 Basic Data 1
 Sales: Sales Org. Data 1
 Sales: Sales Org. Data 2
 Sales: General/Plant Data
 General Plant Data / Storage 1
 Accounting 1
 Enter
 Plant :
 Stor.Location :
 Sales org. :
 Distr.Channel :10
 Enter
 Material :
 Base Unit of measure : TO
 Material Group : 0001
 Division : 00
 Gross Weight : 10000
 Net Weight : 10000
 Enter
 Delivering Plant :
 T : 1
 Click on conditions

Scal	Quantity	Amount
1		100000
10		TR10
100		90000

 One time go back
 Enter
 Acct assignment grp : 03
 Enter
 Trans.Grp : 0001
 Loading Grp : 0001
 Enter and enter
 Valuation Class : 7920
 Price Control : S (Standard price)
 Standard price : 100000
 Save

10. Create Customer Master Records

Path: Accounting - Financial Accounting - Accounts Receivable - Master Records - Maintain Centrally - XD01 - Create (Tcode: XD01)

Account Group : 0001
 Customer :

Company Code :
 Sales organization :
 Distribution channel : 10
 Division : 00
 Enter
 Title : Company
 Name :
 Search Term :
 Street :
 House Number :
 Postal code :
 City :
 Country : IN
 Region : 01
 Transportation Zone : 0000000001
 Click on Company Code Data (Ctrl+F2)
 Recon.Account : 290300
 Sort Key : 031
 Click on Sales area data (Ctrl+F3)
 Go to Shipping Tab
 Delivery priority : 01
 Shipping conditions : 01
 Delivering plant :
 Go to Billing documents tab
 Incoterms : EXW
 Terms of payments : 0001
 Acct assgmt group : 01
 Tax classification : 1

Save

11. Initial Stock posting

Path: Logistics - Materials Management - Inventory Management - Goods Movement - Goods Receipt - MB1C - Other (Tcode: MB1C)

Movement type : 561
 Plant :
 Storage Location :
 Enter
 Material :
 Quantity :
 Enter
 Save

Go to Menu bar

Other Goods Receipts- Display

Enter

Click on

Accounting Document (F7)

11.1. Maintain Condition Records

Path: Logistics- Sales and Distribution- Master Data- Conditions- Select Using Condition Type- VK11 – Create (Tcode: VK11)

Condition type : MWST (Output Tax)
 Enter
 Select Domestic Taxes
 Enter
 Country : IN
 T : 1 (This is maintained in Customer Master)
 T : 1 (This is maintained in Material master)
 Tax code : M4

Save

12. Creation of Sales order

Path: Logistics - Sales and Distribution - Sales - Order - VA01 - Create (Tcode: VA01)

Order type : OR

Sales organization :

Distribution Chennel : 10

Division : 00

Enter

Sold to party : _____ (Customer Number)

PO Number : 10

Go to Sales Tab

Material :

Order Quantity : 10

Enter

Double click on Material

Go to Conditions Tab

Save

Sales order N

13. Goods Issue to customer

Path: Logistics - Sales and Distribution - Shipping and Transportation - Outbound Delivery - Create - Single Document - VL01N - With Reference to Sales Order

(Tcode: VL01N)

Shipping point :

Selection Date :

Order :

Enter

Go to Picking Tab

SLoc :

Picked Qty : 10

Enter

Click on post goods issue (Shift+F8)

Go to Menu bar

Outbound delivery - Display

Outbound Delivery :

Enter

Go to Menu bar

Environment - Document Flow

Select GD Goods Issue:Delivy

Click on Display Document (F8)

Click on Accounting Documents (F7)

Delivery Document No: 80015175

14. Customer invoice

Path: Logistics - Sales and Distribution - Billing - Billing Document - VF01 - Create (Tcode: VF01)

Document :

Enter

Save

Go to Menu bar

Billing Document - Display

Billing Document number :
Click on Accounting (F6)

Period End and Year End Process

1. Financial statements version

Path: SPRO- SAP Reference IMG- Financial Accounting (New)- General Ledger Accounting (New)- Master Data- G/L Accounts- Define Financial Statement Versions (Tcode: OB58)

Execute

Click on New Entries (F5)

Fin.Stmt.version :
Name : Financial Statements
Maint.Language : EN (English)

Select Item keys auto.

Chart of accounts :

Save and enter

Click on Fin. statement Items (Shift+F8)

Click on create items (F5)

Liabilities

Assets

Incomes

Expenses

Enter

Select Liabilities

Click on Assign Accounts (F6)

From Acct	To Account	D	C
100000	199999	-	-

Enter

Select Assets

Click on Assign Accounts (F6)

From Acct	to Account	D	C
-----------	------------	---	---

SAP FICO

200000 299999 - -
Enter
Select Incomes
Click on Assign Accounts (F6)
From Acct To Account D C
300000 399999 - -
Enter
Select Expense
Click on Assign Accounts (F6)
From Acct To Account D C
400000 499999 - -
Enter
Save and enter

1.1. Financial Statements Report

Path: Information Systems- Accounting- Financial Accounting- General Ledger- F.01 - Balance Sheet (Tcode: F.01)