

SAP Bank Configuration

Published by Team of SAP
Consultants at SAPTOPJOBS

Visit us at www.sap-topjobs.com

Copyright 2005@SAPTOPJOBS

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form, or by any means electronic or mechanical including photocopying, recording or any information storage and retrieval system without permission in writing from SAPTOPJOBS.

TABLE OF CONTENTS

INTRODUCTION	3
1 Bank Accounting	4
1.1 Define House Banks.....	4
1.2 Electronic Bank Statement and Manual Bank Statement	7
1.2.1 Make Global Settings for Electronic Bank Statement	8
1.2.2 Create and Assign Business Transactions	17
1.2.3 Define Variants for Manual Bank Statement	18
1.3 Check Deposit	27
1.3.1 Define Posting Keys and Posting Rules for Check Deposit	27
1.3.2 Create and Assign Business Transactions	31
1.3.3 Define Variants for Check Deposit	32
1.4 Cash Journal	37
1.4.1 Create G/L Account for Cash Journal	37
1.4.2 Define Document Types for Cash Journal Documents	40
1.4.3 Define Number Range Intervals for Cash Journal Documents	42
1.4.4 Set Up Cash Journal.....	43
1.4.4 Create, Change, Delete Business Transactions	44
1.4.5 Set Up Print Parameters for Cash Journal.....	45

INTRODUCTION

The component Bank Accounting is used to handle accounting transactions that you process with your bank. It includes the management of bank Master data, the creation and processing of incoming and outgoing payments. All country specific characteristics such as the specifications for manual and electronic payment procedures, payment forms or data media can be freely defined.

We will configure a house bank for our company code 9100 (A Ltd.). We will also cover the configuration of Manual/Electronic bank statement, Check deposit and Cash journal.

1 Bank Accounting

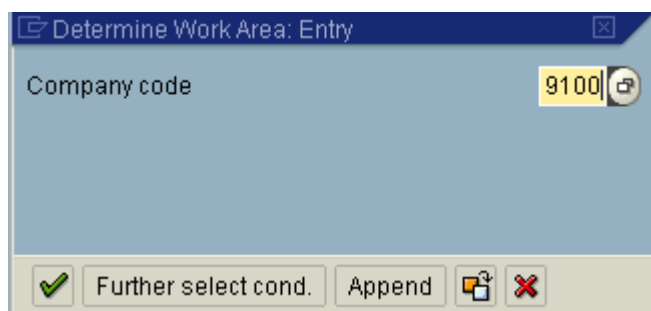
1.1 Define House Banks

IMG → Financial Accounting → Bank Accounting → Bank Accounts → Define House Banks

Each house bank of a company code is represented by a bank ID in the SAP system. The House bank is used for automatic payment program, check deposit, bank reconciliation. Thus you will only need to create a house bank for a bank account if you want to use the aforesaid functionality.

Let us configure a house bank.

Enter Company code 9100



Click on 

Update the following fields:-

House bank: This is the code for house bank. Give an alpha numeric key. Numeric is also possible.

Bank key: Bank key is the Bank account number

Table view Edit Goto Selection criteria Utilities System Help

New Entries: Details of Added Entries

Dialog Structure

- House Banks
 - Bank Accounts

Company Code: 9100 A Ltd.

House bank: ICICI

House bank data

Bank country: IN India

Bank key: 850002631

Communications data

Telephone 1: 25600454 Tax code 1:


Contact person: Anuradha

Address

EDI partner profiles

Data medium exchange

Create Change

Click on the  Create to create the Bank key and update the following fields

Bank Data

Bank country: IN

Bank key: 850002631

Address

Bank name: ICICI Bank Ltd

Region: 13

Street: Linking Road

City: Mumbai

Branch: Ghatkopar

Control data

SWIFT code: 7877777

Bank group:

☐ Post.bank acct

Bank number:

✓ [List Icon] ✗

Click on  and update the following fields

Bank ; IN 850002631

Name	
Title	
Name	ICICI Bank Ltd

Search terms

Search term 1/2


Street address	
Street/House number	Linking Road
Postal code/City	400077 Mumbai
Country	IN Region 13


PO box address	
PO Box	
Postal Code	
Company postal code	

Communication	
Language	English
Telephone	
Fax	
E-mail	

Comments

☐ ☐ ☐ Preview ☐ ☐

In the  EDI partner profiles you need to attach the EDI partner after you create EDI partner. This field is used in case you want to enable E-banking.

Click on  to save your entry.

Click on  Bank Accounts

Click on  New entries and maintain the following fields:-

Table view Edit Goto Selection criteria Utilities System Help

New Entries: Details of Added Entries

Dialog Structure

- House Banks
 - Bank Accounts**

Company Code	9100	A Ltd.
House bank	ICICI	
Account ID	ICICI	
Description	ICICI Bank Ltd.	

Bank account data	
Bank account number	850002631
Alternative acct no.	
Currency	INR
Control key	
G/L account	111410
Discount acct	

House bank data	
Bank country	IN
Bank key	850002631

Address	
Bank name	ICICI Bank Ltd
Region	13
Street	Linking Road
Location	Mumbai
Branch office	Ghatkopar

Control data	
SWIFT code	7877777
Bank group	
<input type="checkbox"/> Post.bank acct	
Bank number	

Maintain the GL Code and the account id (Account id together with the ID for the house bank uniquely defines a bank account).

Click on 

1.2 Electronic Bank Statement and Manual Bank Statement

Electronic bank statement – It is an electronic document sent by the bank which gives details of the transactions done by the account holder. The electronic document can be remitted by the bank in the following formats SWIFT, Multicash, BAI etc. This statement is used in SAP to do an automatic reconciliation. The statement is uploaded in SAP and it clears the various Bank clearing accounts such as the Chk out, Chk in account to the main bank account.

In our scenario we have the following bank GL codes (Sub accounts) for our Main Bank (111410 ICICI bank – Main account a/c):-

:

111411 ICICI check issued out
111412 ICICI outgoing w/tfr
111415 ICICI other interim posting
111419 ICICI check received

Checks issued out to vendors will be credited to GL code **111411 ICICI check issued out, which is a clearing account.**

Similarly checks received from customer are debited to GL code **111419 ICICI check received, which is a clearing account.**

When the bank statement is uploaded in SAP the following will happen:-

For checks issued out – based on checks cleared in the bank account the following entry will be passed automatically.

<u>GL code</u>	<u>account description</u>	<u>Debit /Credit</u>
111411	ICICI check issued out	Debit
111410	ICICI bank – Main account a/c	Credit

For checks received in – based on checks cleared in the bank account the following entry will be passed automatically.

<u>GL code</u>	<u>account description</u>	<u>Debit /Credit</u>
111419	ICICI check received	Credit
111410	ICICI bank – Main account a/c	Debit

Thus after uploading the bank statement in the system, the Main bank account i.e. GL code 111410 ICICI bank – Main account a/c will exactly match with the balance shown in the bank. All the clearing accounts having balances will be the reconciliation items.

Manual bank statement – In case the bank is not able to give an electronic statement then the statement can be manually entered in the manual bank statement and uploaded.

The common configuration for both type of statement is as follows:-

1.2.1 Make Global Settings for Electronic Bank Statement

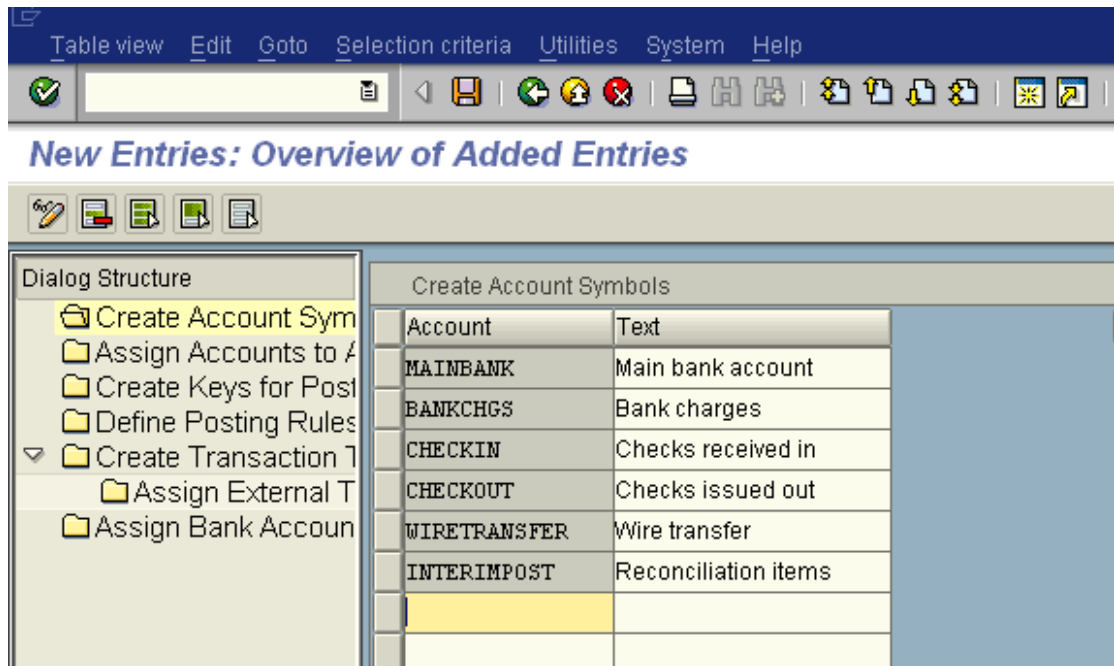
IMG → Financial Accounting → Bank Accounting → Business Transactions → Payment Transactions → Electronic Bank Statement → Make Global Settings for Electronic Bank Statement

Enter the chart of accounts **YCCA**

1. Create account symbol

Specify G/L accounts (such as bank, cash receipt, outgoing checks) to which postings are to be made from account statement. You assign account symbols to the G/L account numbers. These are required for the posting rules in step 2.

Click on  and type in the following:-

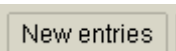


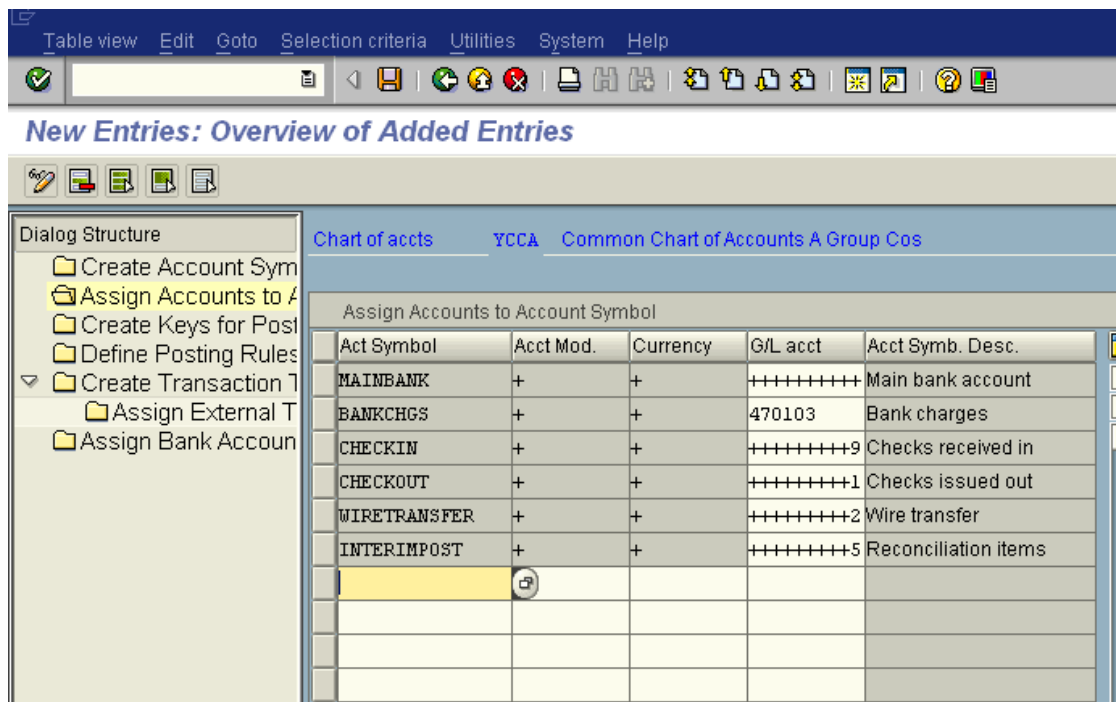
Click on  to save entries.

2. Assign accounts to account symbols

Here we assign accounts to account symbols.

Double click on 

Click  and update the following:-





To avoid having to define a separate account symbol for every single house bank account (with a different G/L account in each case), the G/L account field can contain a masked output. The masking is done using ++++++ for the main bank account. For the sub accounts all the other digits are masked except the last one.

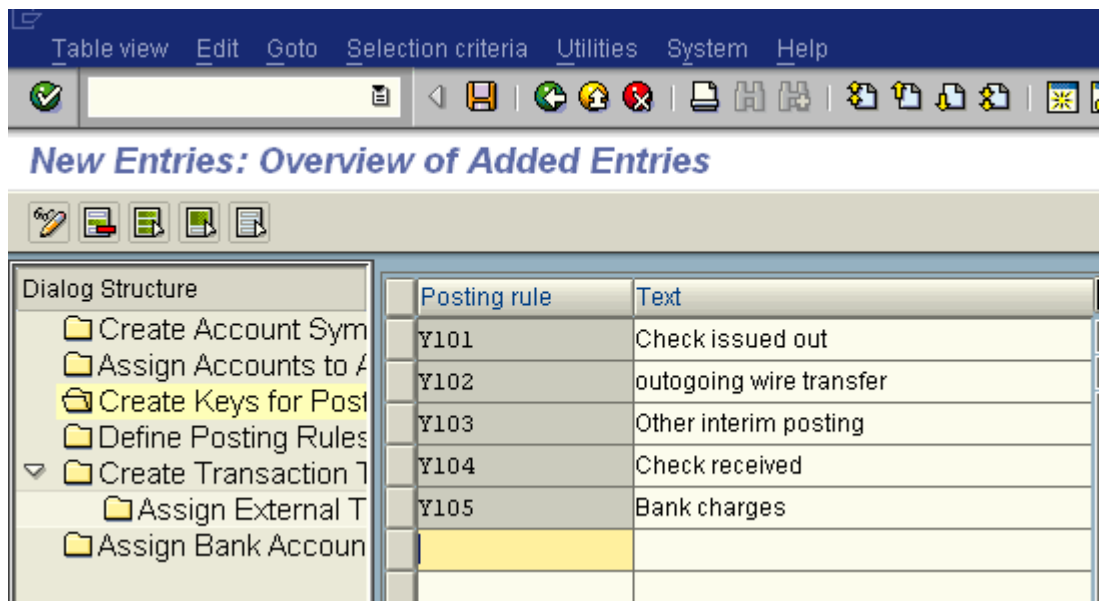
Bank charges account is hard coded.

Click on  to save entries.

3. Create keys for posting rules

Double click  and click on  and

Update the following information:-



Click on 

4. Define posting rules

Here you will assign the posting rules to the account symbols created.

Click on 

Update the following: -

Table view Edit Goto Selection criteria Utilities System Help

New Entries: Details of Added Entries

Dialog Structure

- Create Account Symbols
- Assign Accounts to Acco
- Create Keys for Posting I
- Define Posting Rules
- Create Transaction Type
- Assign External Tran
- Assign Bank Accounts to

Posting Rule Y101

Posting area 1

Debit	Credit
Posting key	50
Special G/L ind	
Acct symbol	MAINBANK
<input type="checkbox"/> Compression	<input type="checkbox"/> Compression

Document Type SA

Posting Type

Posting on acct key

Reversal reason

Simulation

Posting Type 4 (Clear Debit G/L account)

Click on Save

Click on New entries

Table view Edit Goto Selection criteria Utilities System Help

New Entries: Details of Added Entries

Dialog Structure

- Create Account Symbols
- Assign Accounts to Acco
- Create Keys for Posting I
- Define Posting Rules
- Create Transaction Type
 - Assign External Tran
 - Assign Bank Accounts to

Posting Rule Y104
Posting area 1

Debit		Credit	
Posting key	40	Posting key	
Special G/L ind		Special G/L ind	
Acct symbol	MAINBANK	Acct symbol	CHECKIN
<input type="checkbox"/> Compression		<input type="checkbox"/> Compression	

Document Type SA
Posting Type 5
Posting on acct key
Reversal reason

Simulation

Select Posting type 5 (Clear credit G/L acct)

Click on New entries

Table view Edit Goto Selection criteria Utilities System Help

New Entries: Details of Added Entries

Dialog Structure

- Create Account Symbols
- Assign Accounts to Acco
- Create Keys for Posting I
- Define Posting Rules
- Create Transaction Type
 - Assign External Tran
 - Assign Bank Accounts to

Posting Rule Y102
Posting area 1

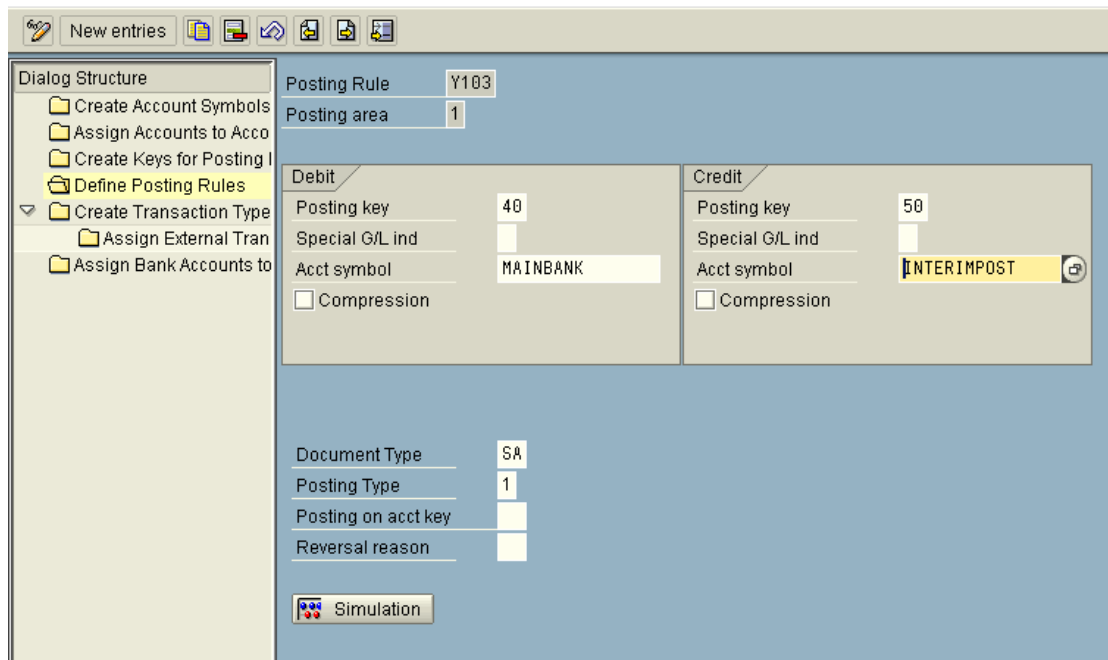
Debit		Credit	
Posting key		Posting key	50
Special G/L ind		Special G/L ind	
Acct symbol	WIRETRANSFER	Acct symbol	MAINBANK
<input type="checkbox"/> Compression		<input type="checkbox"/> Compression	

Document Type SA
Posting Type 4
Posting on acct key
Reversal reason

Simulation

Click on Save 

Click on 



The screenshot shows the 'New entries' dialog box in SAP. The 'Dialog Structure' pane on the left lists several options, with 'Define Posting Rules' selected. The main area is divided into 'Debit' and 'Credit' sections. The 'Debit' section has a 'Posting key' of 40, 'Special G/L ind' as an empty field, and 'Acct symbol' as 'MAINBANK'. The 'Credit' section has a 'Posting key' of 50, 'Special G/L ind' as an empty field, and 'Acct symbol' as 'INTERIMPOST'. Below these sections, there are fields for 'Document Type' (SA), 'Posting Type' (1), 'Posting on acct key' (empty), and 'Reversal reason' (empty). A 'Simulation' checkbox is at the bottom left.

Debit		Credit	
Posting key	40	Posting key	50
Special G/L ind		Special G/L ind	
Acct symbol	MAINBANK	Acct symbol	INTERIMPOST
<input type="checkbox"/> Compression		<input type="checkbox"/> Compression	

Document Type: SA
Posting Type: 1
Posting on acct key:
Reversal reason:
☐ Simulation

Select Posting type 1 (Post to G/L account)

Click on Save 

Click on 

Table view Edit Goto Selection criteria Utilities System Help

New Entries: Details of Added Entries

Dialog Structure

- Create Account Symbols
- Assign Accounts to Acco
- Create Keys for Posting I
- Define Posting Rules
- Create Transaction Type
 - Assign External Tran
 - Assign Bank Accounts to

Posting Rule

Posting area

Debit		Credit	
Posting key	<input type="text" value="40"/>	Posting key	<input type="text" value="50"/>
Special G/L ind	<input type="text"/>	Special G/L ind	<input type="text"/>
Acct symbol	<input type="text" value="BANKCHGS"/>	Acct symbol	<input type="text" value="MAINBANK"/>
<input type="checkbox"/> Compression		<input type="checkbox"/> Compression	

Document Type

Posting Type

Posting on acct key

Reversal reason

3 additional configuration steps required for electronic bank statement.

5. Create Transaction type

Click on

Update the following: -

Table view Edit Goto Selection criteria Utilities System Help

New Entries: Overview of Added Entries

Dialog Structure

- Create Account Symbols
- Assign Accounts to Acco
- Create Keys for Posting I
- Define Posting Rules
- Create Transaction Type
 - Assign External Tran
 - Assign Bank Accounts to


Trans. type	Name
Z_91	A Ltd. Electronic bank

Click on Save 

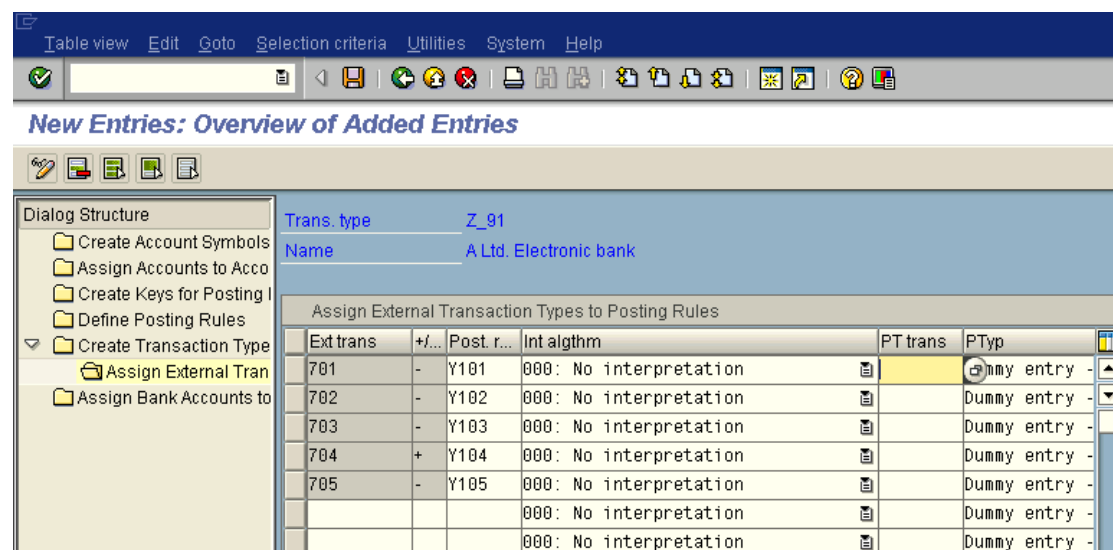
6. Assign external transaction type to posting rules

Here we assign the external transaction type of banks to our posting rules. Banks generally have their own codes for various transactions such as Check received 704, Bank charges 705 etc.

Select  A Ltd. Electronic bank

Double Click  Assign External Tran

Click on 










New Entries: Overview of Added Entries

Dialog Structure

- Create Account Symbols
- Assign Accounts to Acco
- Create Keys for Posting I
- Define Posting Rules
- Create Transaction Type
- Assign External Tran**
- Assign Bank Accounts to

Trans. type Z_91
Name A Ltd. Electronic bank


Ext trans	+/...	Post. r...	Int alghth	PT trans	PTyp
701	-	Y101	000: No interpretation		Dummy entry -
702	-	Y102	000: No interpretation		Dummy entry -
703	-	Y103	000: No interpretation		Dummy entry -
704	+	Y104	000: No interpretation		Dummy entry -
705	-	Y105	000: No interpretation		Dummy entry -
			000: No interpretation		Dummy entry -
			000: No interpretation		Dummy entry -

Click on Save 

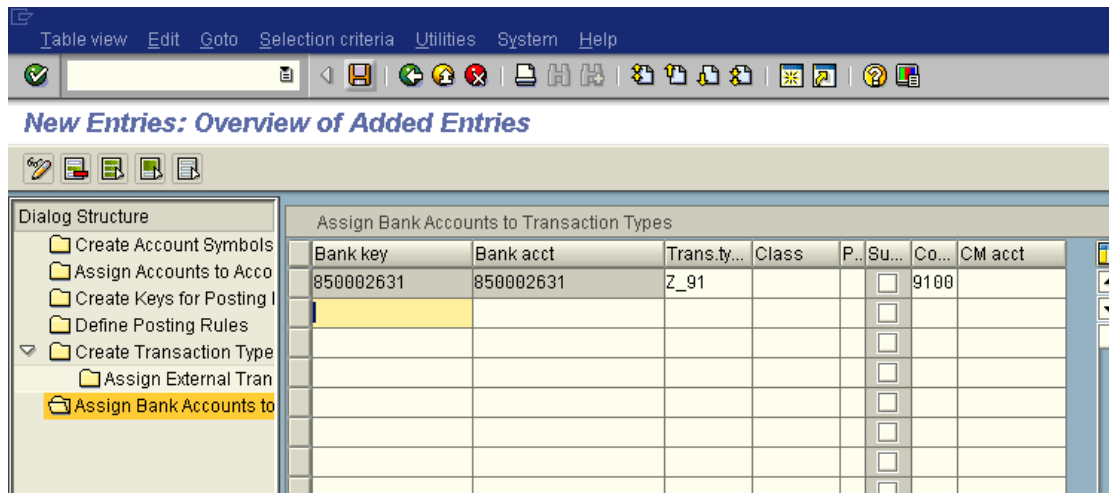
7. Assign Bank Accounts to Transaction types

Assign bank details, for which the account statements are to be imported, to a transaction type.

All the house bank accounts at a particular bank are usually assigned to the same transaction type.

Double Click  Assign Bank Accounts to

Click on 



Click on Save 

2 Additional steps required for Manual Bank statement

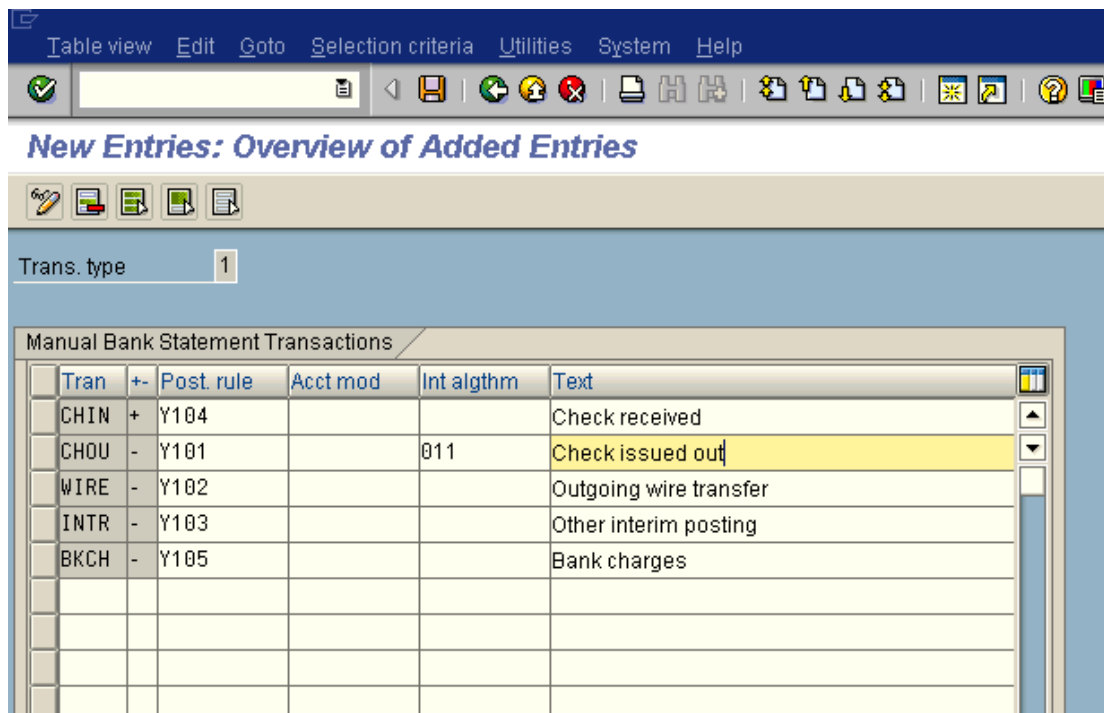
1.2.2 Create and Assign Business Transactions

IMG → Financial Accounting → Bank Accounting → Business Transactions → Payment Transactions → Manual Bank Statement → Create and Assign Business Transactions

Herein this step you store an indicator for each business transaction and allocate a posting rule to each business transaction.

Click on 

Update the following:-



Select this algorithm (**011:Outgoing check: check no.different from pymt doc.no.**) for clearing the outgoing checks based on check reference.

Click on 

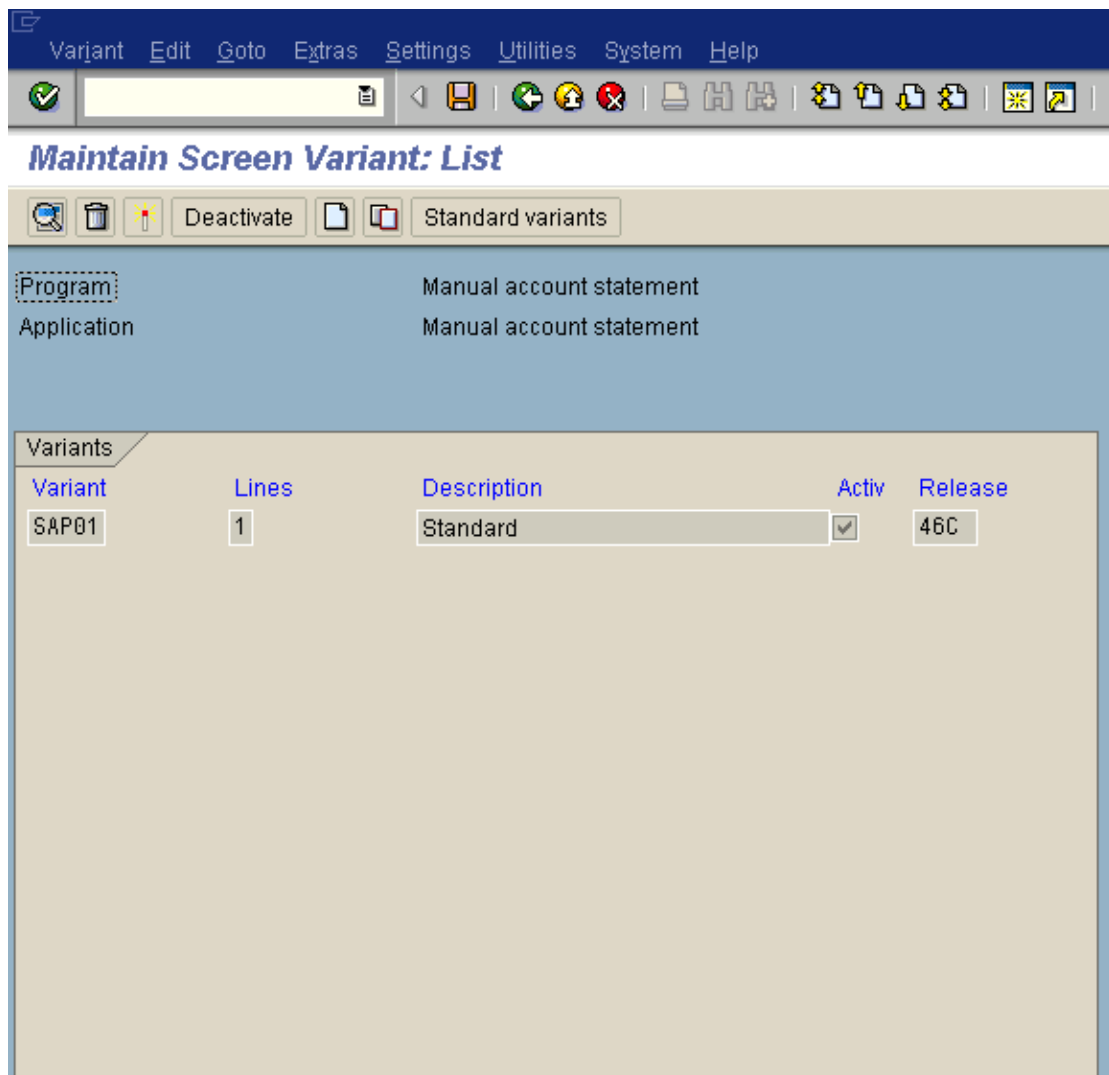
1.2.3 Define Variants for Manual Bank Statement

IMG → Financial Accounting → Bank Accounting → Business Transactions → Payment Transactions → Manual Bank Statement → Define Variants for Manual Bank Statement

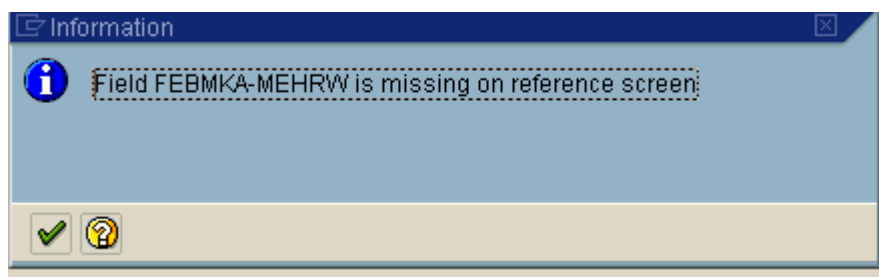
Here you can create separate account assignment variants for the manual bank statement in order to adapt the arrangement and/or the selection of account assignment fields to your company-specific requirements.

Standard Variant SAP01 is available which is generally not suitable for customer's need. It is not modifiable. Therefore we need to create a new variant.

Let us see the standard variant SAP01



Double click on .



Click to continue.

These are the fields available. The last 4 fields are not suitable for us.

Variant Edit Goto Extras Settings Utilities System Help

Maintain Screen Variant: Fields

Technical names

Program Manual account statement
 Application Manual account statement
 Variant Standard

Fields of the variant

Column	Offset	Length	Current fields	Possible fields
1	3	4	Transaction	Allocation number (ass...
2	8	10	Value date (se...	Allocation number (se...
3	19	15	Amount	Alternative comp.code (s...
4	37	10	Document number	Amount
5	50	7	Customer matchcode (se...	Bank reference
6	60	5	Foreign currency (Ac...	Business area (as...
7	66	14	Foreign currency amt (ac...	Collective invoice (sel...
				Contract number (se...
				Contract type (as...
				Cost center (as...
				Customer matchcode (se...
				Customer number (se...
				Document date (se...
				Document number

Let us create a new variant.

Click on  and update the following:-

Copy variant

From variant SAP01
 To variant Z9100

☒ ☐

Variant Edit Goto Extras Settings Utilities System Help


Maintain Screen Variant: Fields

Technical names Standard offset Standard offset+length

Program Manual account statement
 Application Manual account statement
 Variant Standard

Fields of the variant

Column	Offset	Length	Current fields	Possible fields
1	3	4	Transaction	Allocation number (ass...
2	8	10	Value date (se...	Allocation number (se...
3	19	15	Amount	Alternative comp.code (s...
4	37	10	Document number	Amount
5	50	7	Customer matchcode (se...	Bank reference
6	60	5	Foreign currency (Ac...	Business area (as...
7	66	14	Foreign currency amt (ac...	Collective invoice (sel...
				Contract number (se...
				Contract type (as...
				Cost center (as...
				Customer matchcode (se...
				Customer number (se...
				Document date (se...
				Document number

Position the cursor on **Document number** and click on  to delete the field. Similarly delete Customer matchcode, foreign currency, and foreign currency amt

Now the variant will look like this:-

Variant Edit Goto Extras Settings Utilities System Help

Maintain Screen Variant: Fields

Technical names Standard offset Standard offset+length

Program Manual account statement
 Application Manual account statement
 Variant Standard

Fields of the variant

Column	Offset	Length	Current fields	Possible fields
1	3	4	Transaction	Allocation number (ass...
2	8	10	Value date (se...	Allocation number (se...
3	19	15	Amount	Alternative comp.code (s...
				Amount
				Bank reference
				Business area (as...
				Collective invoice (sel...
				Contract number (se...
				Contract type (as...
				Cost center (as...
				Customer matchcode (se...
				Customer number (se...
				Document date (se...
				Document number

Double Click on Allocation number (ass...

Specify output length

Output length 18

✓ ✗

Click ✓ to confirm

The allocation number now comes in the current field.

Variant Edit Goto Extras Settings Utilities System Help

Maintain Screen Variant: Fields

Technical names Standard offset Standard offset+length

Program Manual account statement
 Application Manual account statement
 Variant Standard

Fields of the variant

Column	Offset	Length	Current fields	Possible fields
1	3	4	Transaction	Allocation number (ass...
2	8	10	Value date (se...	Allocation number (se...
3	19	15	Amount	Alternative comp.code (s...
4	35	18	Allocation number (as...	Amount
				Bank reference
				Business area (as...
				Collective invoice (sel...
				Contract number (se...
				Contract type (as...
				Cost center (as...
				Customer matchcode (se...
				Customer number (se...
				Document date (se...
				Document number

Double click on Bank reference

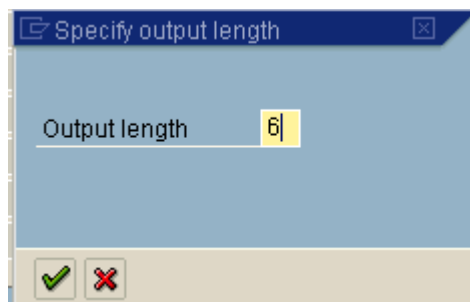
In Bank reference you will capture the check number (the check number for outgoing check cleared). For incoming payment (check inward) you will capture the check number in the allocation number (assignment field).

Specify output length

Output length 13

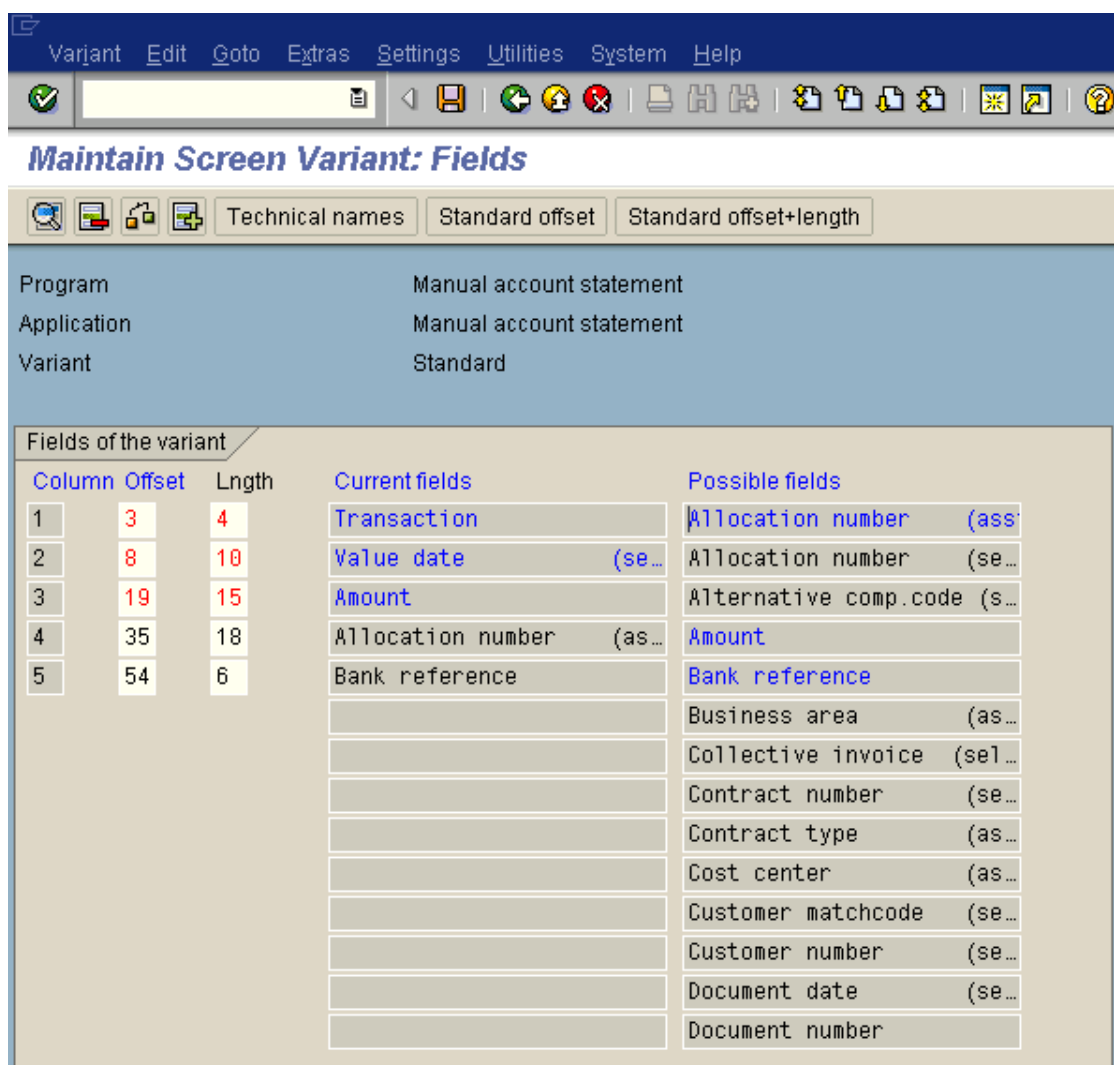
✓ ✗


Reduce the output length from 13 to 6




Click  to confirm.

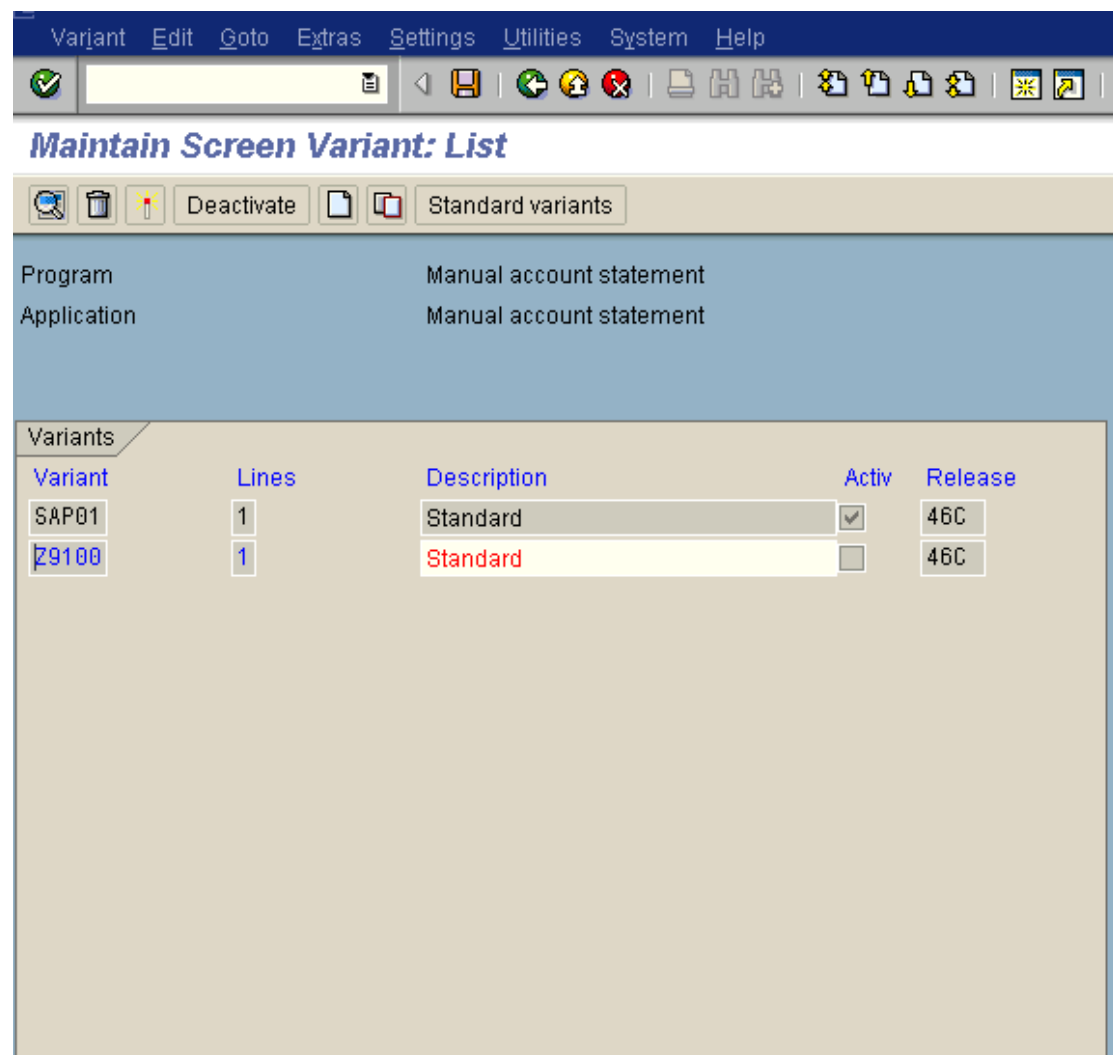
Finally the screen variant will look like this:-



Click  to check the variant. You should get the message Variant Z9100 is correct.

Click on 

Change the variant name for Z9100 from Standard to A Ltd. bank statement



The screenshot shows the SAP 'Maintain Screen Variant: List' interface. The menu bar includes 'Variant', 'Edit', 'Goto', 'Extras', 'Settings', 'Utilities', 'System', and 'Help'. The toolbar contains various icons for navigation and actions. The main area is divided into sections for 'Program' and 'Application', both set to 'Manual account statement'. Below this is a 'Variants' table with columns for 'Variant', 'Lines', 'Description', 'Activ', and 'Release'.

Variant	Lines	Description	Activ	Release
SAP01	1	Standard	<input checked="" type="checkbox"/>	46C
Z9100	1	Standard	<input type="checkbox"/>	46C

Variant Edit Goto Extras Settings Utilities System Help

Standard variants


Program Manual account statement
Application Manual account statement

Deactivate

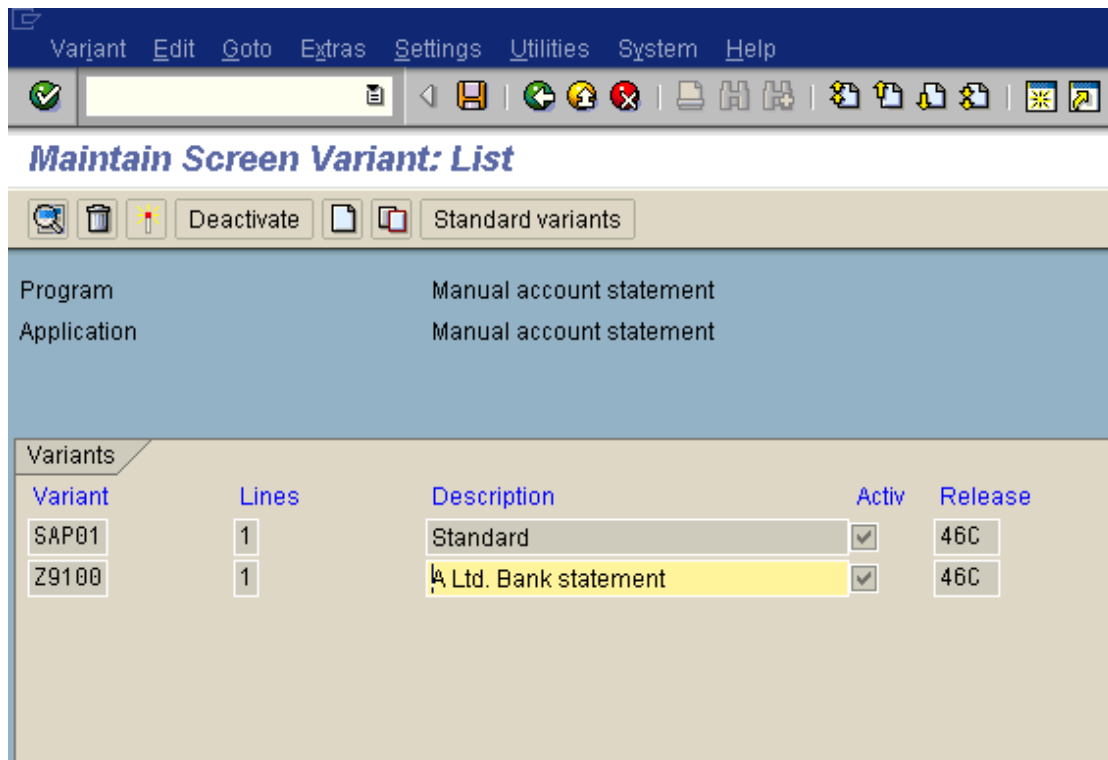
Standard variants

Variables

Variant	Lines	Description	Activ	Release
SAP01	1	Standard	<input checked="" type="checkbox"/>	46C
Z9100	1	A Ltd. Bank statement	<input type="checkbox"/>	46C

Click on 

Click on  to activate variant Z9100

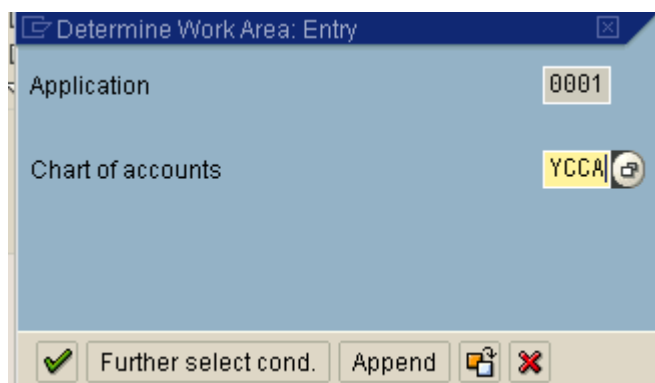


1.3 Check Deposit

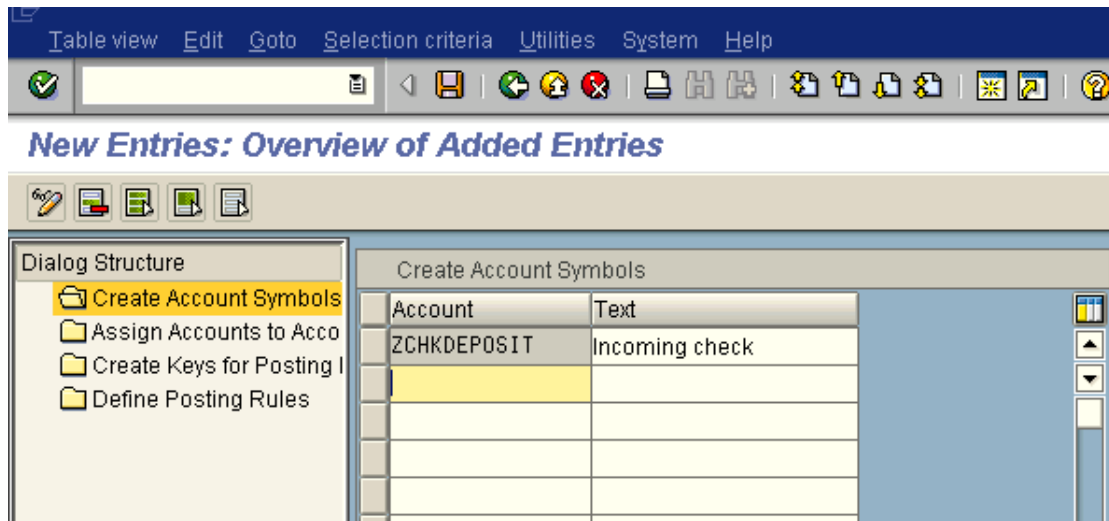
1.3.1 Define Posting Keys and Posting Rules for Check Deposit

IMG → Financial Accounting → Bank Accounting → Business Transactions → Check Deposit → Define Posting Keys and Posting Rules for Check Deposit

Update the following



Click on new entries to create account symbol

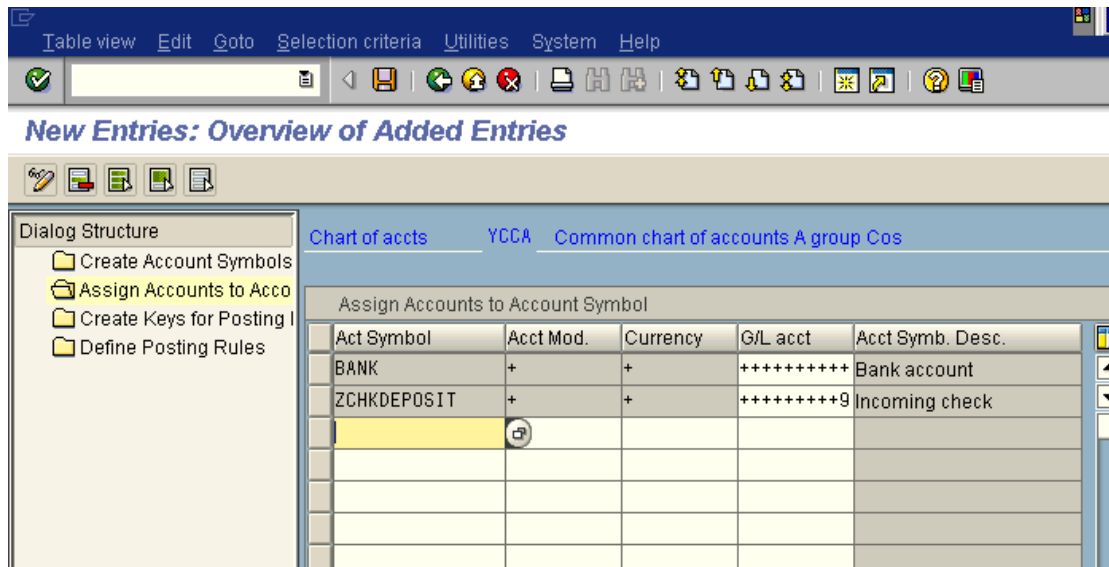


Click on

Double click

Click on

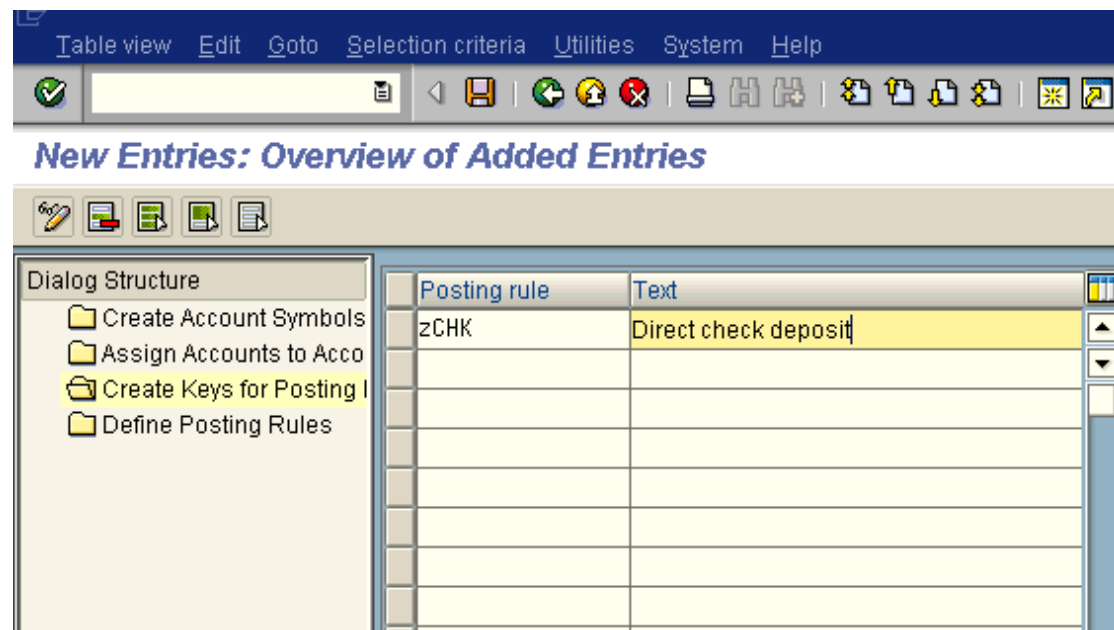
Select existing account symbol **bank** and the one configured by us.




Click on

Double click

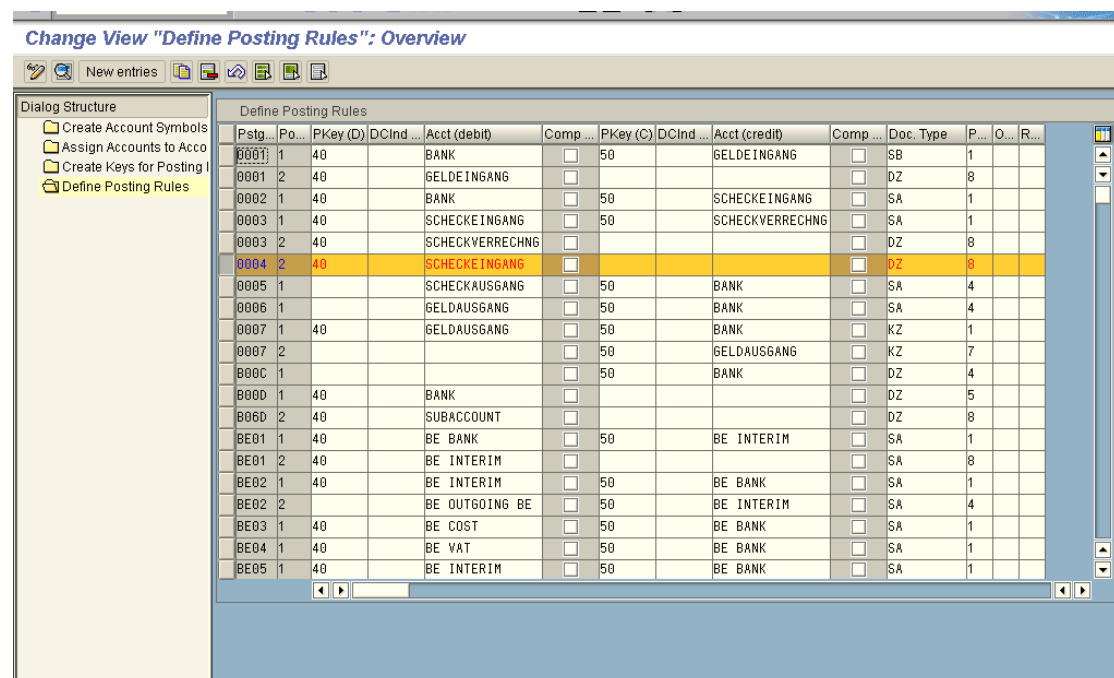
Click on 



Click on 

Double click  Define Posting Rules

Select



Click 

Table view Edit Goto Selection criteria Utilities System Help

Change View "Define Posting Rules": Details of Selected Set

Dialog Structure

- Create Account Symbols
- Assign Accounts to Acco
- Create Keys for Posting I
- Define Posting Rules

Posting Rule 0004

Posting area 2

Debit		Credit	
Posting key	40	Posting key	
Special G/L ind		Special G/L ind	
Acct symbol	SCHECKEINGANG	Acct symbol	
<input type="checkbox"/> Compression		<input type="checkbox"/> Compression	

Document Type DZ

Posting Type 8

Posting on acct key

Reversal reason

Simulation

Now change the Posting rule and the acct symbol with the one we configured

Table view Edit Goto Selection criteria Utilities System Help

Change View "Define Posting Rules": Details of Selected Set

Dialog Structure

- Create Account Symbols
- Assign Accounts to Acco
- Create Keys for Posting I
- Define Posting Rules

Posting Rule ZCHK

Posting area 2

Debit	Credit
Posting key 40	Posting key
Special G/L ind	Special G/L ind
Acct symbol ZCHKDEPOSIT	Acct symbol
<input type="checkbox"/> Compression	<input type="checkbox"/> Compression

Document Type DZ

Posting Type 8

Posting on acct key

Reversal reason

Simulation

Click 

Click on 

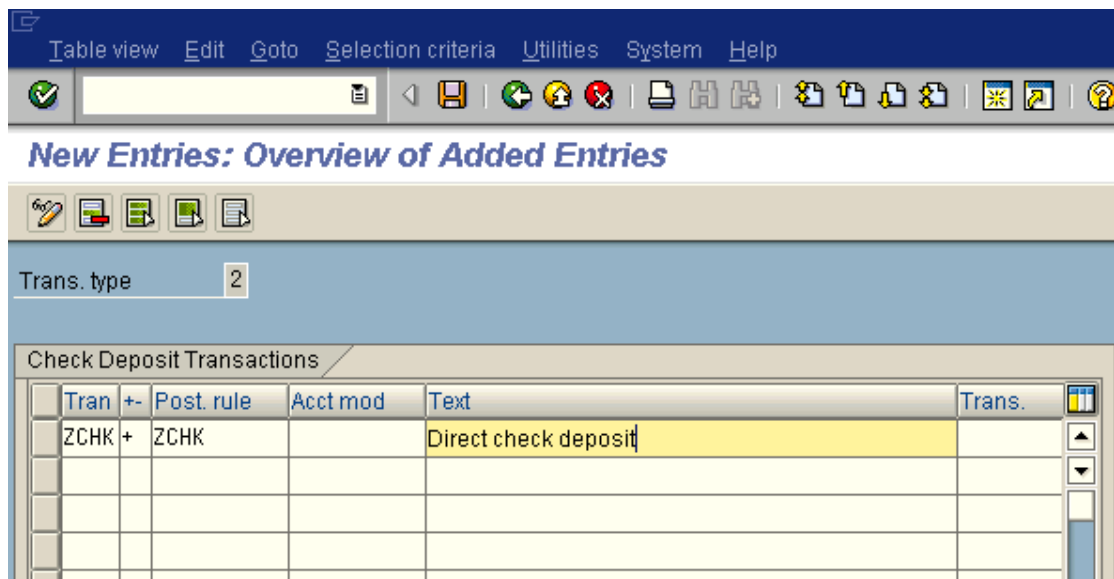
1.3.2 Create and Assign Business Transactions

IMG → Financial Accounting → Bank Accounting → Business Transactions → Check Deposit → Create and Assign Business Transactions

Here you store transaction indicators for check deposit and allocate these indicators to a posting rule. We have created posting rule ZCHK in the earlier step. We need to allocate this to the transaction indicator. You specify this indicator in the "Transaction" field on the initial screen of check deposit.

Click on 

Update the following:-



Click on 

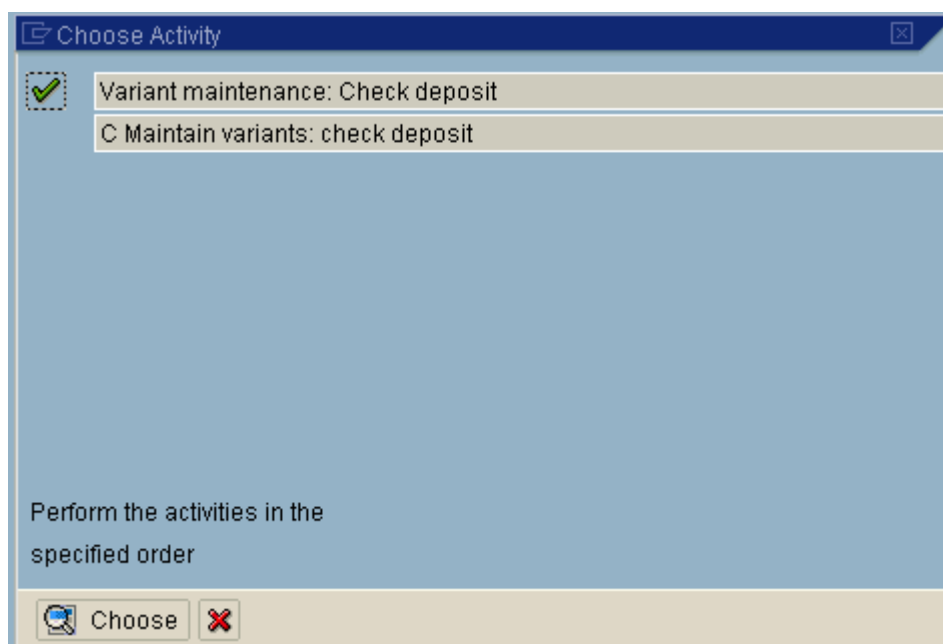
1.3.3 Define Variants for Check Deposit

IMG → Financial Accounting → Bank Accounting → Business Transactions → Check Deposit → Define Variants for Check Deposit

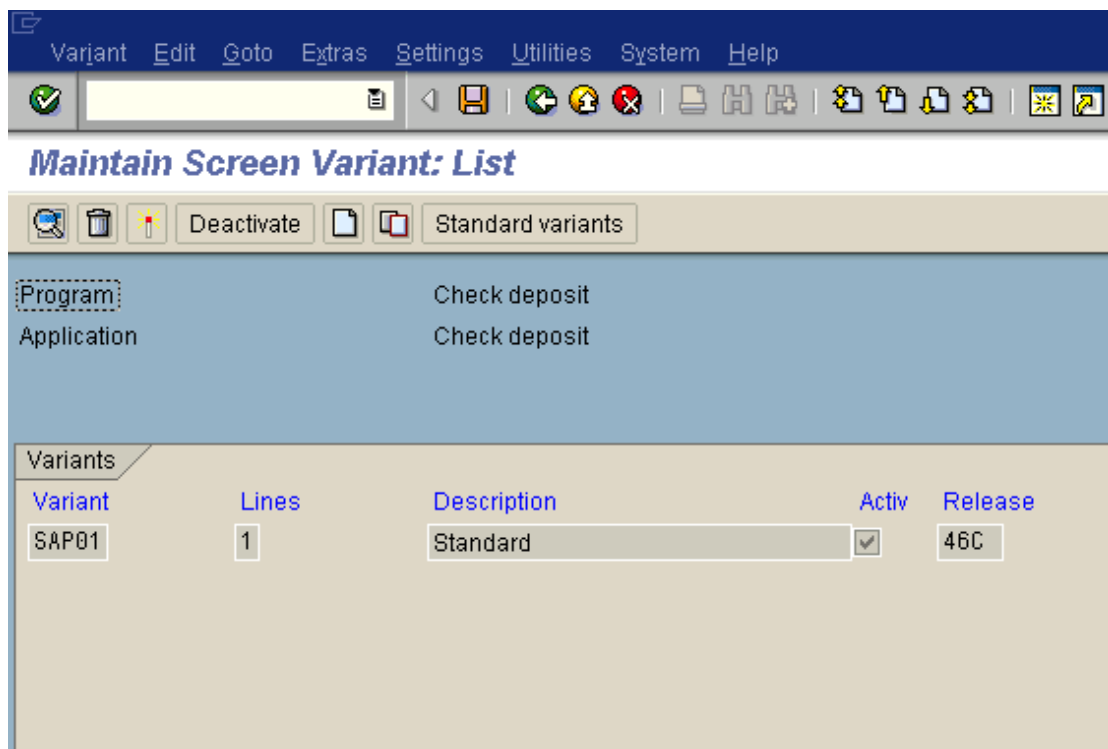
Here you can create your own account assignment variants for check deposit in order to modify the arrangement and/or selection of account assignment fields according to your company-specific requirements.

One variant SAP01 is delivered as a default. It cannot be changed.

We will create a new variant.

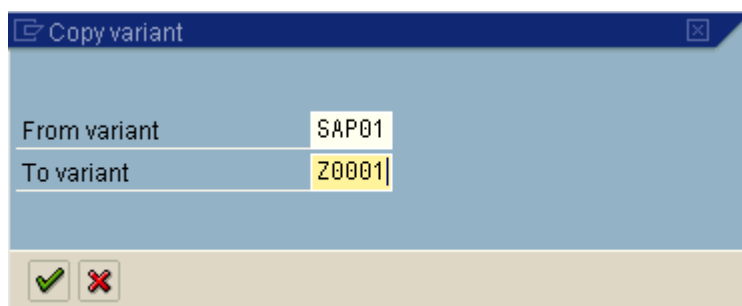


Double click **variant maintenance: check deposit**

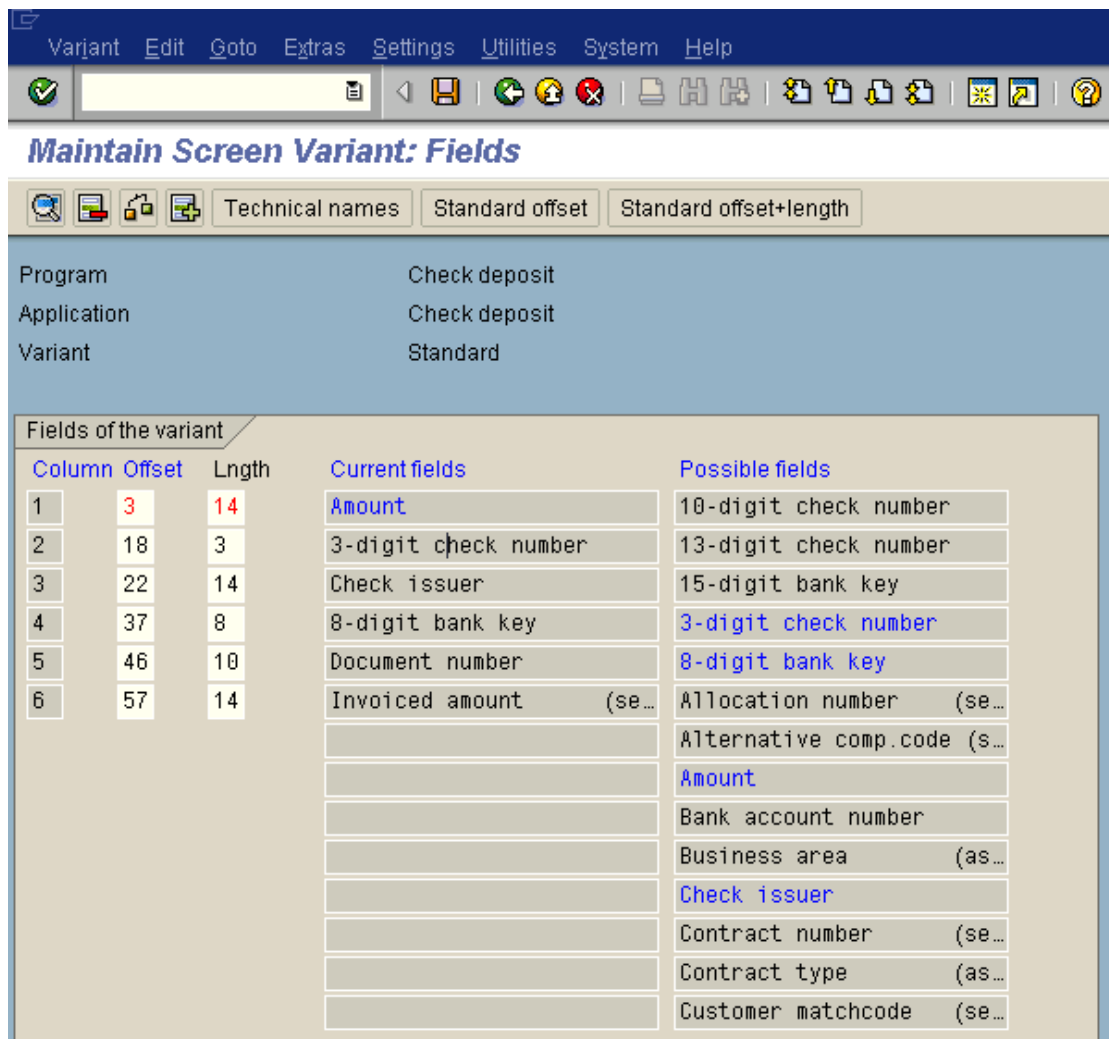


Position the cursor on variant SAP01 and click 

Update the following:-

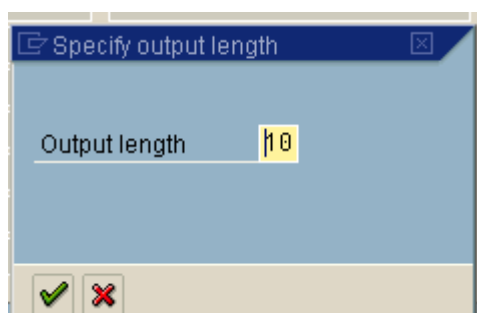


Delete 3 digit check number by clicking on 3 digit number and click 



Similarly Delete 8 –digit bank key and Invoiced amount

Double click 10-digit check number



Click  to confirm

Variant Edit Goto Extras Settings Utilities System Help

Maintain Screen Variant: Fields

Program Check deposit
 Application Check deposit
 Variant Standard

Fields of the variant

Column	Offset	Length	Current fields	Possible fields
1	3	14	Amount	10-digit check number
2	22	10	Check issuer	13-digit check number
3	46	10	Document number	15-digit bank key
4	57	10	10-digit check number	3-digit check number
				8-digit bank key
				Allocation number (se...
				Alternative comp.code (s...
				Amount
				Bank account number
				Business area (as...
				Check issuer
				Contract number (se...
				Contract type (as...
				Customer matchcode (se...

Click on

Change the description of the variant from the first screen

Variant Edit Goto Extras Settings Utilities System Help

Standard variants

Program Check deposit
Application Check deposit

Variants

Variant	Lines	Description	Activ	Release
SAP01	1	Standard	<input checked="" type="checkbox"/>	46C
Z0001	1	Standard	<input type="checkbox"/>	46C


Variant Edit Goto Extras Settings Utilities System Help

Standard variants

Program Check deposit
Application Check deposit

Variants

Variant	Lines	Description	Activ	Release
SAP01	1	Standard	<input checked="" type="checkbox"/>	46C
Z0001	1	A Ltd check deposit variant	<input type="checkbox"/>	46C

Position the cursor on Z0001 and click  to activate

1.4 Cash Journal


1.4.1 Create G/L Account for Cash Journal

IMG → Financial Accounting → Bank Accounting → Business Transactions → Cash Journal → Create G/L Account for Cash Journal

Here you create a G/L account for the cash journal in the company code 9100. The GL code must be switched on post automatically.

If you want to run several cash journals with different currencies in this account, make sure that

- ✓ The indicator Balances in local currency only is not set
- ✓ The account currency corresponds to the company code currency

Click on 

Update the following

[G/L account](#) [Edit](#) [Goto](#) [Extras](#) [Environment](#) [Settings](#) [System](#) [Help](#)

Create G/L Account Centrally

[Edit financial statement version](#) [Edit set](#) [Edit cost element](#)

G/L account no.
 Company code A Ltd

with reference

[Type/description](#) [Control data](#) [Create/bank/interest](#) [Key word/translation](#) [Inf...](#)

Control in chart of accounts

Account group

☐ P&L statement acct
☒ Balance sheet account

Description

Short text
 G/L acct long text

Consolidation data in chart of accounts

Trading partner

G/L account Edit Goto Extras Environment Settings System Help

Create G/L Account Centrally

Edit financial statement version Edit set Edit cost element

G/L account no. 110000
Company code 9100 A Ltd

with reference

Type/description Control data Create/bank/interest Key word/translation Inf...

Account control in company code

Account currency **INR** Indian Rupee

☐ Only balances in local crcy

Exchange rate difference key

Valuation group

Tax category

☐ Posting without tax allowed

Recon. account for acct type

Alternative account no.

☐ Acct managed in ext. system

Inflation key

Tolerance group

Account management in company code

☐ Open item management

☒ Line item display

Sort key 002 Doc.no., fiscal year

Authorization group

Accounting clerk

G/L account Edit Goto Extras Environment Settings System Help

Create G/L Account Centrally

Edit financial statement version Edit set Edit cost element

G/L account no. 110000
Company code 9100 A Ltd

Type/description Control data Create/bank/interest Key word/translation Inf...

Control of document creation in company code

Field status group 6001

☒ Post automatically only

☐ Supplement auto. postings

☐ Recon. acct ready for input

Bank/financial details in company code

Planning level

☐ Relevant to cash flow

House bank

Account ID

Interest calculation information in company code

Interest indicator

Interest calc. frequency

Key date of last int. calc.

Date of last interest run

Click on 

1.4.2 Define Document Types for Cash Journal Documents

IMG → Financial Accounting → Bank Accounting → Business Transactions → Cash Journal → Define Document Types for Cash Journal Documents

Here you can use the standard accounting document type SK or you can create your own document type. Let's see the standard document type SK's configuration settings.

Table view Edit Goto Selection criteria Utilities System Help

Change View "Document Types": Overview

New entries

Type	Description
SB	G/L account posting
SK	Cash document
SU	Adjustment document
UE	Data transfer
WA	Goods issue
WE	Goods receipt
WI	Inventory document
WL	Goods issue/delivery
WN	Net goods receipt
ZP	Payment posting
ZR	Bank reconciliation
ZS	Payment by check
ZV	Payment clearing

Table view Edit Goto Selection criteria Utilities System Help

Change View "Document Types": Details

New entries

Document type SK Cash document

Properties

Number range 13 Number range information

Reverse doc. type AB

Authorization groups

Account types allowed

☐ Assets

☐ Customer

☐ Vendor

☐ Material

☒ G/L account

Special usage

☐ Btch input only

☐ Rollup

☐ Planning

☐ Act.allocation

☐ Plan.allocation

Control data

☐ Net document type

☐ Cust/vend check

☐ Negative postings allowed

☐ Inter-company postgs

☐ Enter trading partner

Default values

Ex.rate type for forgn crncy docs

Required during document entry

☐ Reference number

☐ Document header text

Joint venture

Debit rec.ind.

Rec.Ind. Credit

1.4.3 Define Number Range Intervals for Cash Journal Documents


IMG → Financial Accounting → Bank Accounting → Business Transactions → Cash Journal → Define Number Range Intervals for Cash Journal Documents

You have to define a number range interval for cash journal documents. Each document then receives a unique number that does not clash with the G/L document number.

Let us copy from company code 0001

Click on 

Click 

Click  when the message is received

1.4.4 Set Up Cash Journal


IMG → Financial Accounting → Bank Accounting → Business Transactions → Cash Journal → Set up Cash Journal

If you want to run a cash journal whose currency does not correspond to that of the company code, you have to consider the following details in the corresponding cash journal G/L account master data:

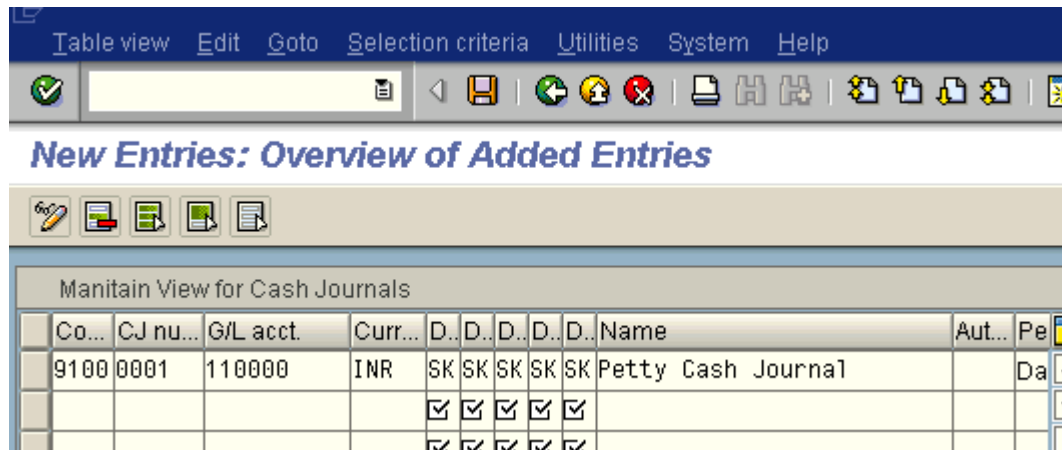
- ❖ The indicator Balances in local currency only should **not** be set
- ❖ The account currency must correspond to the company code currency

You can run several cash journals with different currencies in one cash journal G/L account. Several cash journals with the same currency in one G/L account is however not possible.

If you want to run several cash journals in the same currency in one company code, you have to select different cash journal G/L accounts.

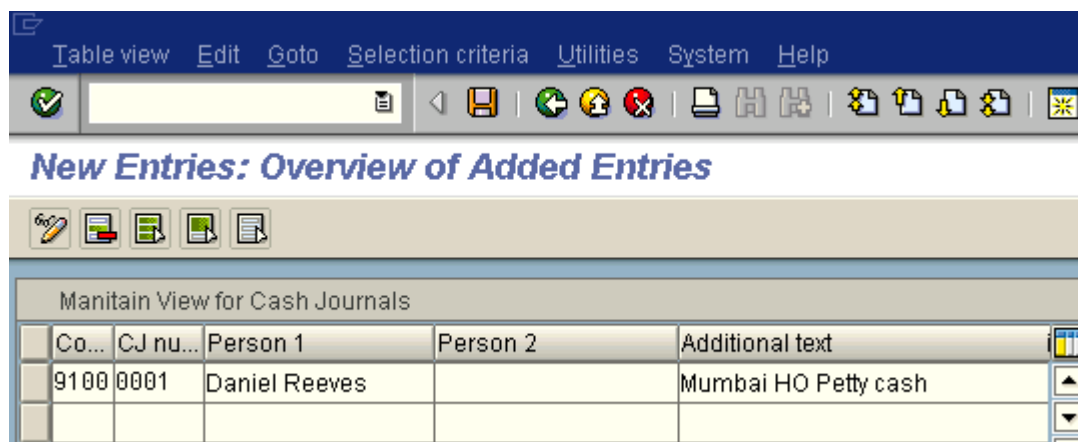
Click on 

Update the following:-



The screenshot shows the SAP 'New Entries: Overview of Added Entries' screen. The title bar includes 'Table view', 'Edit', 'Goto', 'Selection criteria', 'Utilities', 'System', and 'Help'. Below the title bar is a toolbar with various icons. The main area is titled 'Maintain View for Cash Journals'. It contains a table with the following columns: Co..., CJ nu..., G/L acct., Curr..., D., D., D., D., D., Name, Aut..., and Pe... The first row of data shows '9100 0001 110000 INR SK SK SK SK SK Petty Cash Journal'. Below this row, there are several rows with checkboxes in the 'D.' columns.

Co...	CJ nu...	G/L acct.	Curr...	D.	D.	D.	D.	D.	Name	Aut...	Pe...
9100	0001	110000	INR	SK	SK	SK	SK	SK	Petty Cash Journal		Da
				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			



The screenshot shows the SAP 'New Entries: Overview of Added Entries' screen. The title bar includes 'Table view', 'Edit', 'Goto', 'Selection criteria', 'Utilities', 'System', and 'Help'. Below the title bar is a toolbar with various icons. The main area is titled 'Maintain View for Cash Journals'. It contains a table with the following columns: Co..., CJ nu..., Person 1, Person 2, and Additional text. The first row of data shows '9100 0001 Daniel Reeves Mumbai HO Petty cash'.

Co...	CJ nu...	Person 1	Person 2	Additional text
9100	0001	Daniel Reeves		Mumbai HO Petty cash

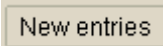
Click on 

1.4.4 Create, Change, Delete Business Transactions

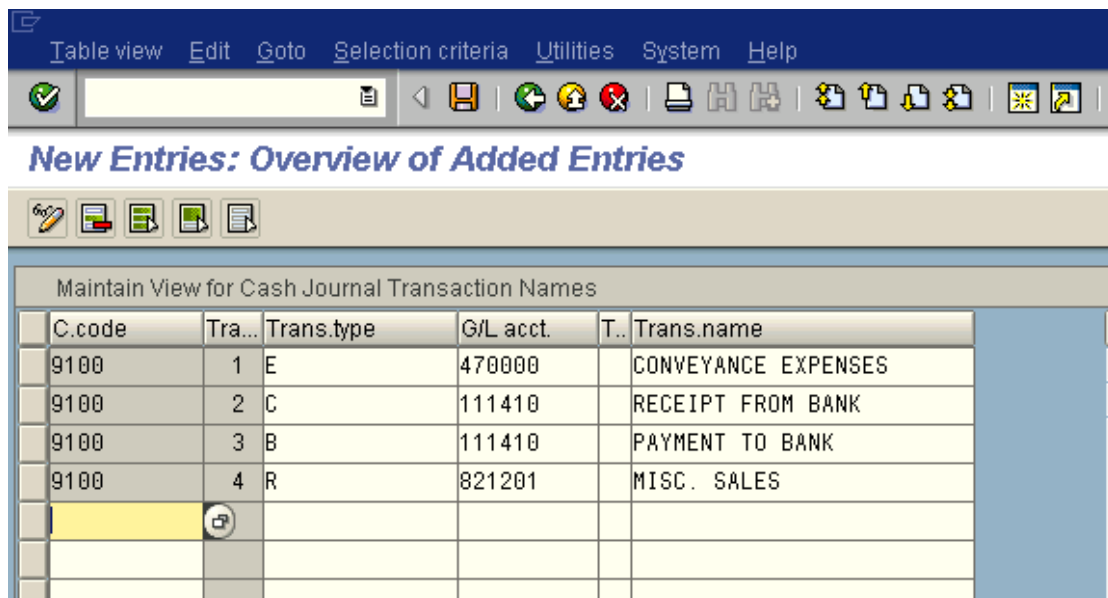
IMG → Financial Accounting → Bank Accounting → Business Transactions → Cash Journal → Create, Change, Delete Business Transactions

Here you can create, change, and delete accounting transactions for the cash journal.

Alternatively, you can create the accounting transactions online using the cash journal document entry. From the SAP Easy Access screen, select Accounting → Financial accounting → Banking → Input or Outgoings → Cash journal.

Click on 

C	Receipt from bank account
B	Payment to bank account
R	Revenue
E	Expense
D	Customer posting
K	Vendor posting



C.code	Tra...	Trans.type	G/L acct.	T.	Trans.name
9100	1	E	470000		CONVEYANCE EXPENSES
9100	2	C	111410		RECEIPT FROM BANK
9100	3	B	111410		PAYMENT TO BANK
9100	4	R	821201		MISC. SALES

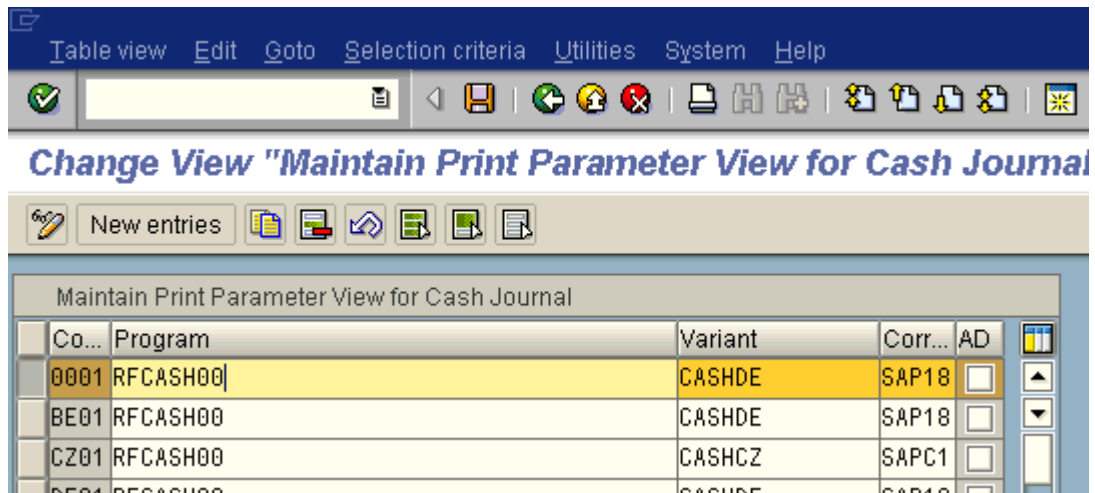
Click on 

1.4.5 Set Up Print Parameters for Cash Journal

IMG → Financial Accounting → Bank Accounting → Business Transactions → Cash Journal → Set Up Print Parameters for Cash Journal

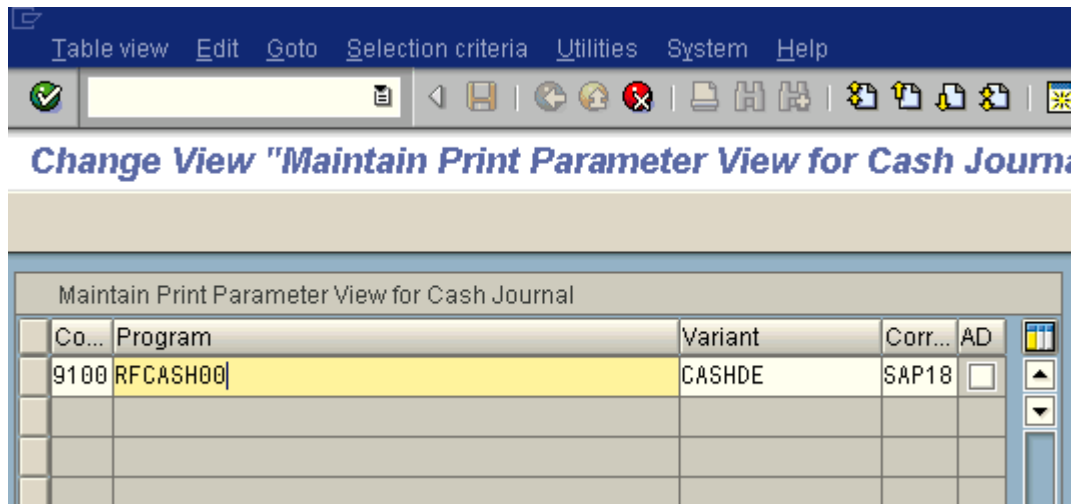
In order to print the cash journal and the cash journal receipts, you have to set up the corresponding print program parameters per company code.

Select



Click 

Change 0001 to 9100



Click on 