



# SAP FICO

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## About the Tutorial

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SAP FI stands for Financial Accounting and it is one of important modules of SAP ERP. It is used to store the financial data of an organization. SAP FI helps to analyze the financial conditions of a company in the market. It can integrate with other SAP modules like SAP SD, SAP PP, SAP MM, SAP SCM, etc.

SAP Controlling (CO) is another important SAP module offered to an organization. It supports coordination, monitoring, and optimization of all the processes in an organization. SAP CO includes managing and configuring master data that covers cost and profit centers, internal orders, and other cost elements and functional areas.

This is an introductory tutorial that covers the basics of SAP FICO and how to deal with its various modules and sub-modules.

## Audience

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This tutorial will be extremely useful for professionals who aspire to learn the ropes of SAP FICO and implement it in practice. It is especially going to help consultants who are mainly responsible for implementing Financial Accounting and Cost Accounting with SAP ERP Financials.

## Prerequisites

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It is an elementary tutorial and you can easily understand the concepts explained here with a basic knowledge of how a business deals its Financials. However, it will help if you have some prior exposure to accounting and how to deal with financial data.

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# 1. SAP FI – Overview

SAP FI stands for Financial Accounting and it is one of important modules of SAP ERP. It is used to store the financial data of an organization. SAP FI helps to analyze the financial conditions of a company in the market. It can integrate with other SAP modules like SAP SD, SAP PP, SAP MM, SAP SCM, etc.

SAP FI comprises of the following sub-components:

- Finance Accounting General Ledger
- Finance Accounting Accounts Receivable and Payable
- Finance Accounting Asset Accounting
- Finance Accounting Bank Accounting
- Finance Accounting Travel Management
- Finance Accounting Fund Management
- Finance Accounting Legal Consolidation

## Where Do We Use SAP FI?

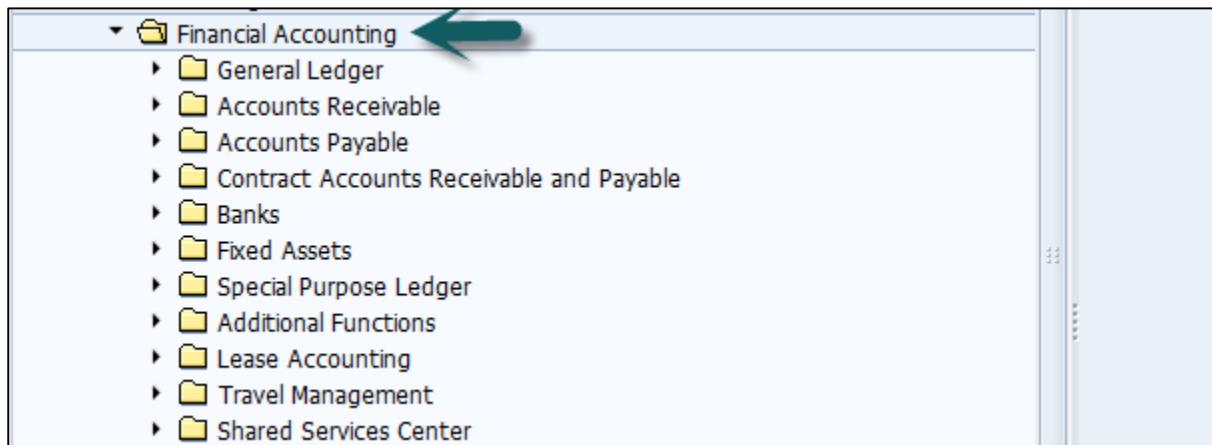
SAP FI module enables you to manage financial accounting data within an international framework of multiple companies, currencies, and languages. SAP FI module mainly deals with the following financial components:

- Fixed asset
- Accrual
- Cash journal
- Accounts receivable and payable
- Inventory
- Tax accounting
- General ledger
- Fast close functions
- Financial statements
- Parallel valuations
- Master data governance

SAP FI consultants are mainly responsible for implementing Financial Accounting and Cost Accounting with SAP ERP Financials.

## 2. SAP FI – Submodules

SAP FI has a collection of submodules, as depicted in the following screenshot:



### Finance Accounting – General Ledger

A General Ledger contains all the transaction details of a company. It acts as the primary record to maintain all accounting details. Common general ledger entries are customer transactions, purchases from vendors, and internal company transactions.

Common **T-codes** that are used to maintain G/L accounting:

- F-06
- F-07
- FBCJ
- FB50
- FB02

### Finance Accounting – Accounts Receivable and Payable (AR / AP)

It includes the details of amount that is paid by the customer and the amount that is paid by company to the vendors. In other words, AP includes all the vendor transactions and AR includes all the customer transactions.

Common SAP AR **T-codes**:

- FD11
- FD10
- FRCA
- VD01

Common SAP AR Tables:

- KNA1
- KNVV
- BSIW

Common SAP AP **T-codes**:

- XK01
- MK01
- MK02
- FCHU

Common SAP AP Tables:

- LFA1
- LFM2
- LFBK

## **Finance Accounting Asset Accounting**

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Asset Accounting deals with all the fixed asset of the company and provides all the transaction details about fixed assets. The asset accounting module of Finance Accounting works closely with other modules like SAP MM, SAP Plant Management, EWM, etc.

Common **T-codes** used for Asset Accounting:

- AT01
- AT03
- AUN0
- ASEM

**Example:** When a company purchases an item that can be considered as an asset, the details will be passed to Asset accounting module from the SAP MM module.

## **Finance Accounting Bank Accounting**

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It deals with all the transactions done through bank. It includes all the incoming and outgoing transactions performed, balance management and bank transaction master data.

You can create and process any type of bank transactions using the Bank accounting component.

Common Bank Accounting module tables that are used for this are:

- LFBK
- BNKA
- KNBK

Common **T-codes** with bank accounting:

- FIBLAROP
- OBEBGEN
- FI13
- FF\_6
- RVND

## **Finance Accounting Travel Management**

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This module is used to manage all the travel expenses of a company. It involves all the travels request, their planning and expenses involved in all the requested trips.

It helps an organization to manage travel expenses in an efficient manner, as it provides integration with all the other modules of SAP.

Common Travel Management **T-codes**:

- PR05
- PRTS
- TRIP
- PR00

Common Travel Management tables:

- TA22B
- PTRV\_HEAD
- FTPT\_PLAN
- FTPT\_ITEM

## **Finance Accounting Fund Management**

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This module is used to manage funds in a company. Fund Management module interacts with other modules like Bank accounting, General Ledger (G/L, SAP AR/AP, and SAP Material Management, etc. to get fund details.

It involves all the transactions for fund receiving, fund expenditure, and future expenses. It helps a company to create budget forecasting and to use the funds in a proper way.

Common tables that store Funds management data:

- FMFCTR
- FMIFIIT
- FMIT

Common SAP Funds Management **T-codes**:

- FM5I
- FMWA

- FMEQ

## **Finance Accounting Legal Consolidation**

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It helps an organization to treat its multiple units as a single company, hence it enables to view all the details as a single financial statement for all the companies under that group. An organization can get a clear idea of its financial conditions as a single entity.

Common tables in FI Legal Consolidation module:

- FILCP
- MCDX
- GLT3
- T000K

**Note:** FI-Legal Consolidation module was supported in older versions of SAP ERP implementation. This work is performed by SAP Business Process Consolidation BPC and SEM-BCS now.

### 3. SAP FI – Company Basics

A company is defined as the smallest unit for which financial statements can be created in accordance with commercial legal regulations.

In SAP FI, a company can comprise of multiple codes, however it acts as a single unit for which financial statements are available. All the company codes must use the same chart of accounts list and fiscal year, however each code can have a different local currency.

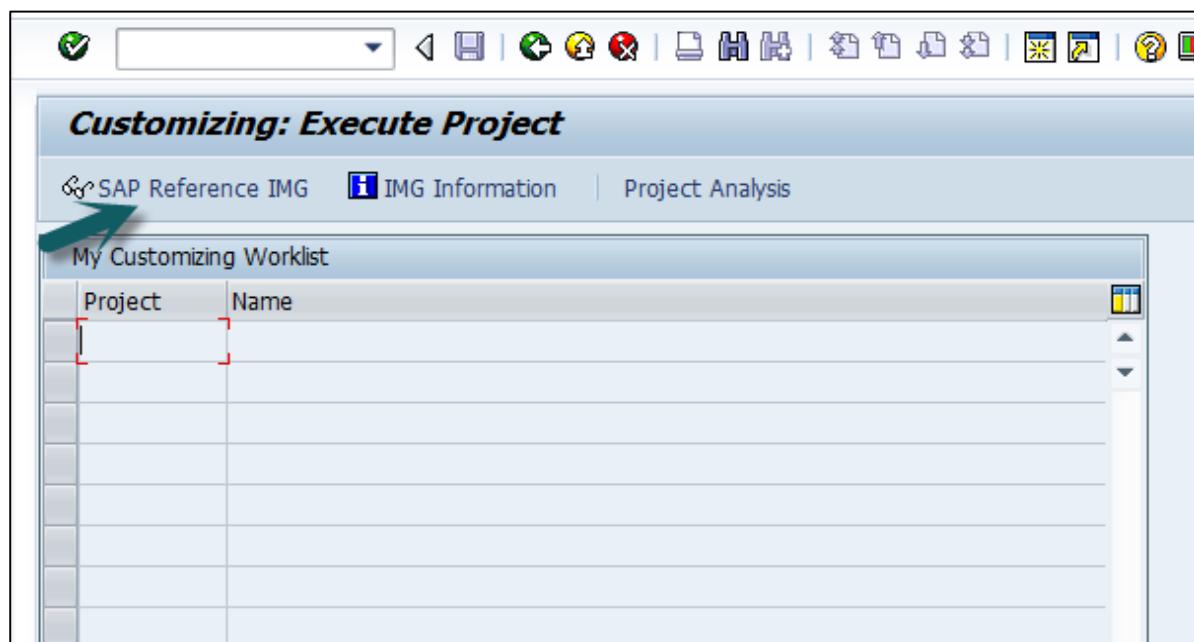
A chart of accounts list consists of all the chart of accounts that can be used and each code must have one chart of account.

A fiscal year normally consists of twelve months' time period where company creates the financial statements.

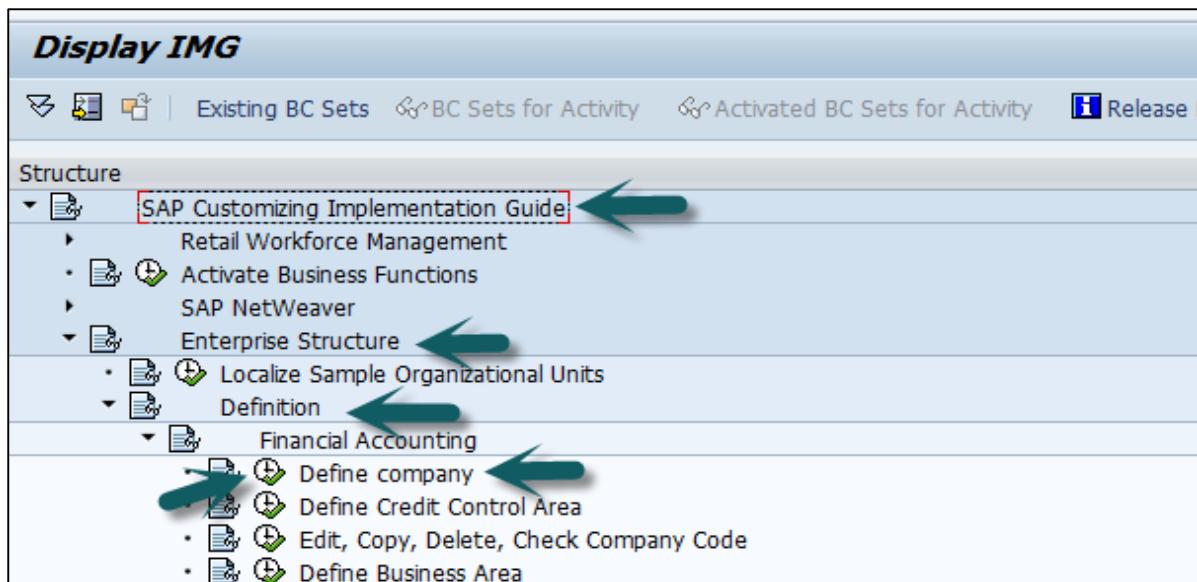
#### SAP FI – Create Company

##### Login to SAP FICO

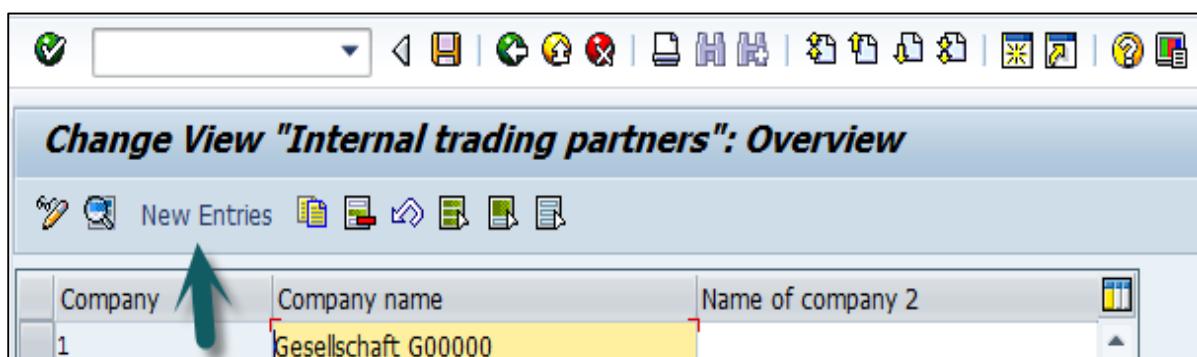
Use **T-code** SPRO -> click on SAP Reference IMG -> New window will open



Expand SAP Customizing implementation guide -> Enterprise Structure -> Definition -> Finance Accounting -> Define Company -> click on Execute (see the pointer in the screenshot).

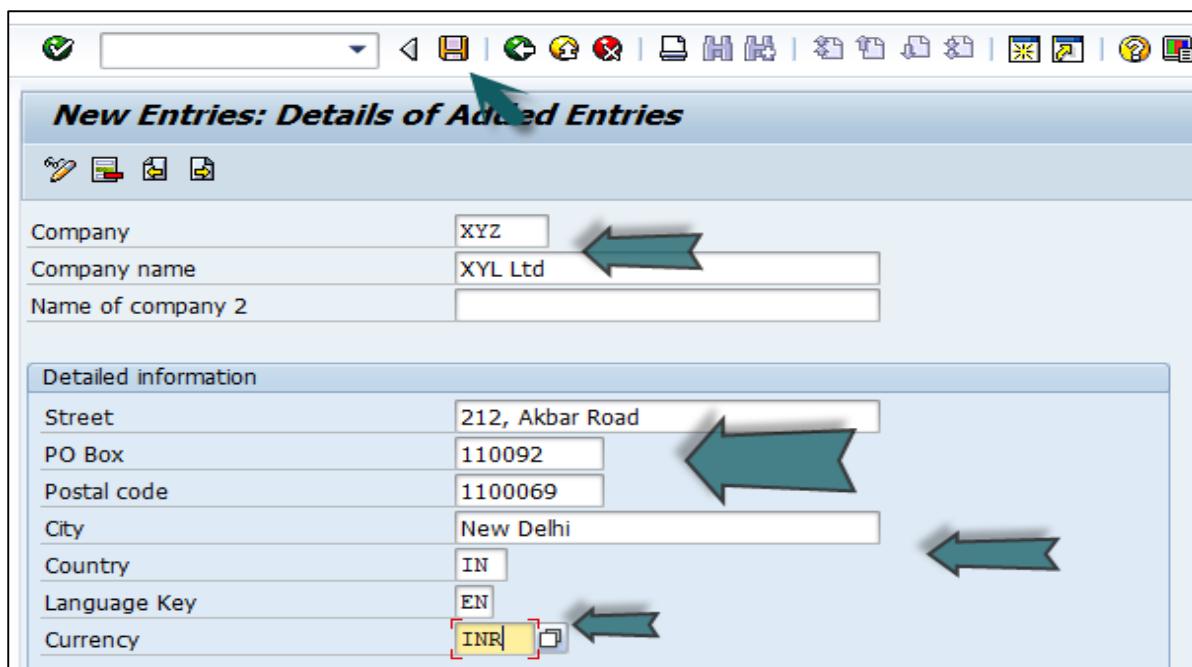


A new window will open -> click on New Entries -> New Entries: Details of added entry



You need to provide the following details to create a new company:

- Enter the company code to represents group of company.
- Enter the company name
- Enter the full address-street, PO Box, postal code, city
- Enter the Country
- Enter the Language key
- Enter the currency



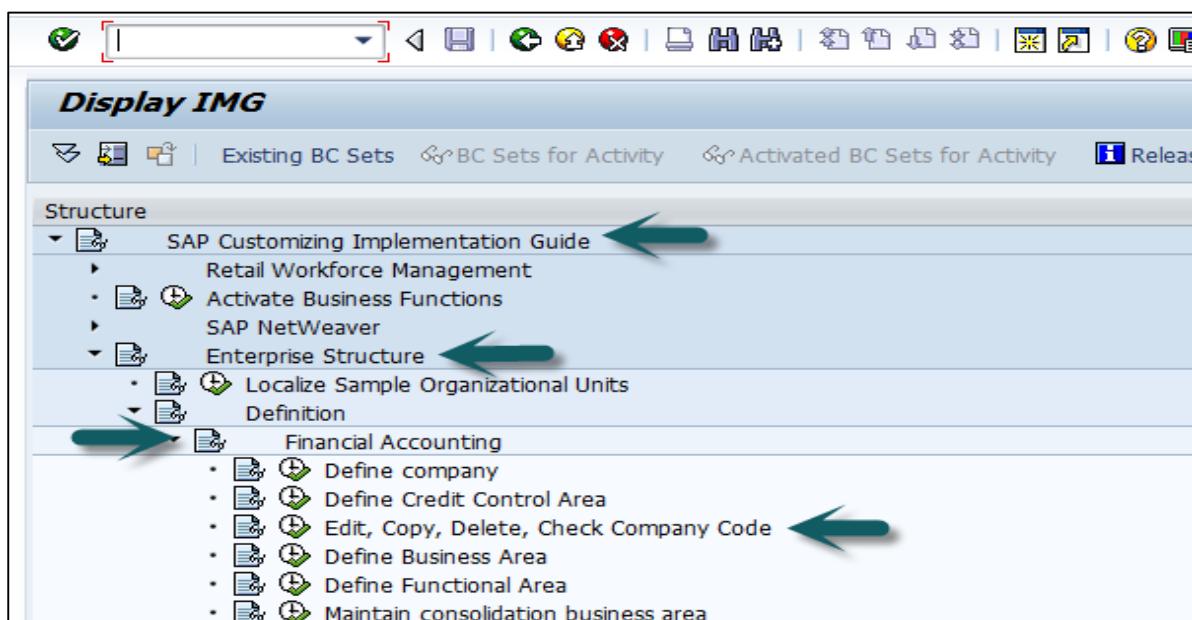
The next step is to save the company details -> CTRL+S or as shown in the above screenshot.

## SAP FI – Create Company Code

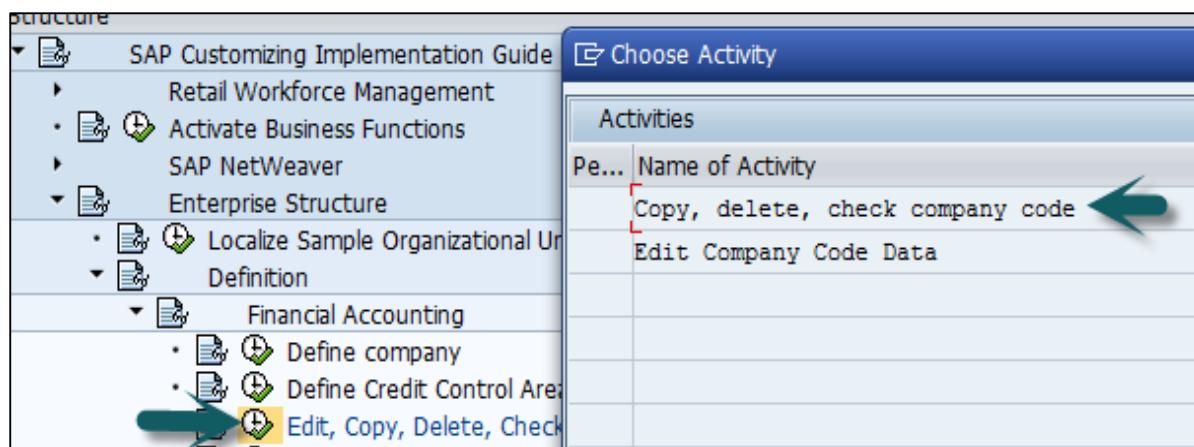
In SAP FI, a company can comprise of multiple codes, however it acts as a single unit for which financial statements are available. Company code is the smallest unit in an organization for which financial statements (profit-loss statement, etc.) can be generated.

### Create, edit, delete a company code

Let us discuss how to create, edit, and delete a company code. Take a look at the following screenshot.



Expand Enterprise Structure as mentioned in the previous topic -> Definition -> Financial Accounting -> Edit, Copy, Delete, check company code -> Execute using click on the watch image -> New window will open -> You can create a new company code by selecting both the options.



Select Edit, Copy, Delete, and Check Company Code. It allows you to copy all the configurations and tables automatically.

If you select Edit company code, you will get the following window -> click on New Entries and update the code details.

**Change View "Company Code": Overview**

New Entries

Company Code	Company Name
0000	Cap
0001	SAP A.G.

**New Entries: Details of Added Entries**

Company Code: XYZ1  
Company Name: XYZ Pvt Ltd

Additional data

City	New Delhi
Country	IN
Currency	INR
Language	EN

You can click on the Address button and update the following fields. Once the Address field is updated, click the Save button.

Edit address: XYZ1

<b>Name</b>	
Title	Mr.
Name	XYZ Pvt Ltd
<b>Search Terms</b>	
Search term 1/2	XYZ1
<b>Street Address</b>	
Street/House number	Akbar Road
Postal Code/City	1100069 New Delhi
Country	IN
Region	
<b>PO Box Address</b>	
PO Box	110092
Postal Code	1100069
Company postal code	
<b>Communication</b>	
Language	English
Telephone	
Mobile Phone	
Fax	
E-Mail	
Standard Comm.Method	
<b>Comments</b>	
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Preview <input type="checkbox"/> <input type="checkbox"/> International Versions <input type="checkbox"/>	

## 4. SAP FI – Define Business Area

Business Areas are used to differentiate transactions that come from different lines of business in a company.

### Example

There is a big company XYZ which runs multiple businesses. Let us assume it has three different domains like manufacturing, marketing, and sales.

Now you have two options:

- First is to create different company codes
- And the other better option is to create each of these business lines into the business areas

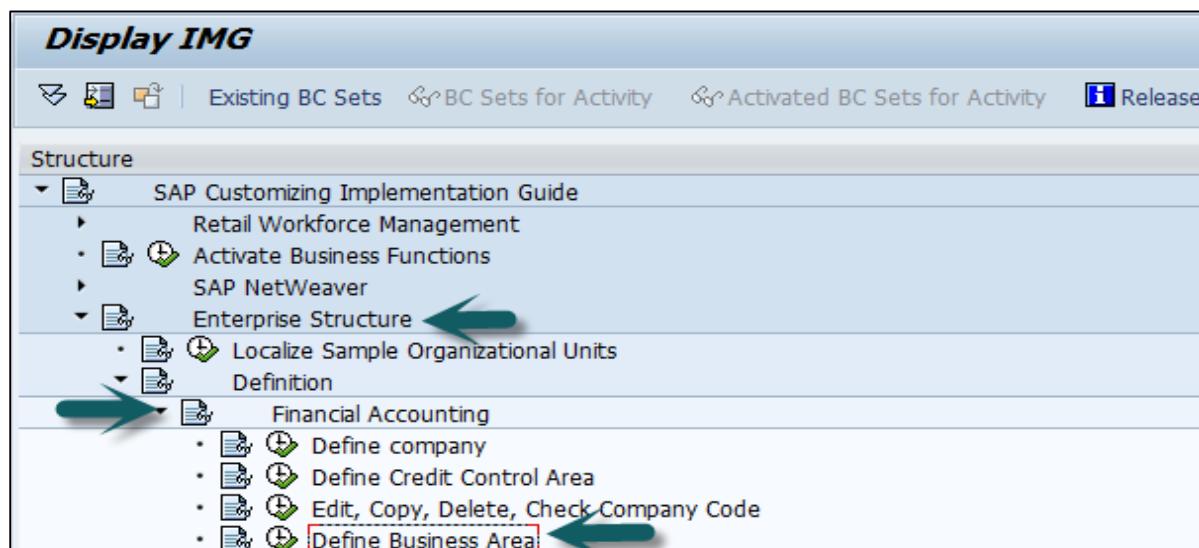
The benefits of using Business Areas in this case are as follows:

- You can use these business areas if other company codes require the same areas.
- It is easy to configure if you use a Business Area, as you just need to attach to the company code and the other details in that business area will get attached automatically.
- By using Business Areas in controlling, you can create Profit and Loss statement, Balance Sheet, etc. for business areas. Hence it is used for management accounting in a few companies.

**Note:** Business areas are used more in Controlling as compared to Finance Accounting.

### How to create a new Business Area in SAP FI?

Expand Enterprise Structure as mentioned in the previous topic -> Definition -> Financial Accounting -> Define Business Area -> Execute -> Go to New Entries



<b>Change View "Business areas": Overview</b>	
 <b>New Entries</b>	     
Business Area	Description
0001	Business area 0001

Enter the 4 digit Business Area code and save the configuration.

<b>New Entries: Overview of Added Entries</b>	
    	
Business Area	Description
XYZK	Kolkata
XYZH	Hyderabad
XYZB	Bangalore

## 5. SAP FI – Define Functional Area

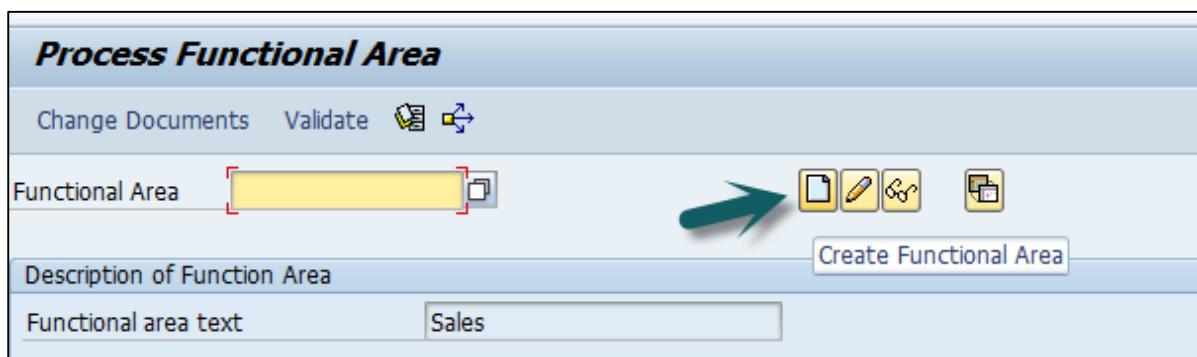
Function Areas in finance accounting are used to define the expenses in a company according to individual function units. The most common Functional Areas are:

- Manufacturing
- Sales and Distribution
- Production
- Administration

### How to Define a Functional area in SAP FI?

You can define a Functional Area using the **T-code FM\_FUNCTION** (Earlier it was OKBD, but this is obsolete). It will open a new window.

Click on Create Functional Area as shown below and a new window will open.



Enter the following details:

- Name of Functional Area
- Description
- Validity to and from date
- Expiration date and Authorization.

Once all the details are provided, click the Save button at the top. Once you click Save, you will see a message at the bottom that a new functional area has been created.

**Create Functional Area**

Validate

Functional Area **XYZP**

Description of Function Area  
Functional area text **Production**

Validity Period  
Valid from **13.12.2015** Valid to **24.01.2016**  
Expiration Date **19.01.2016**

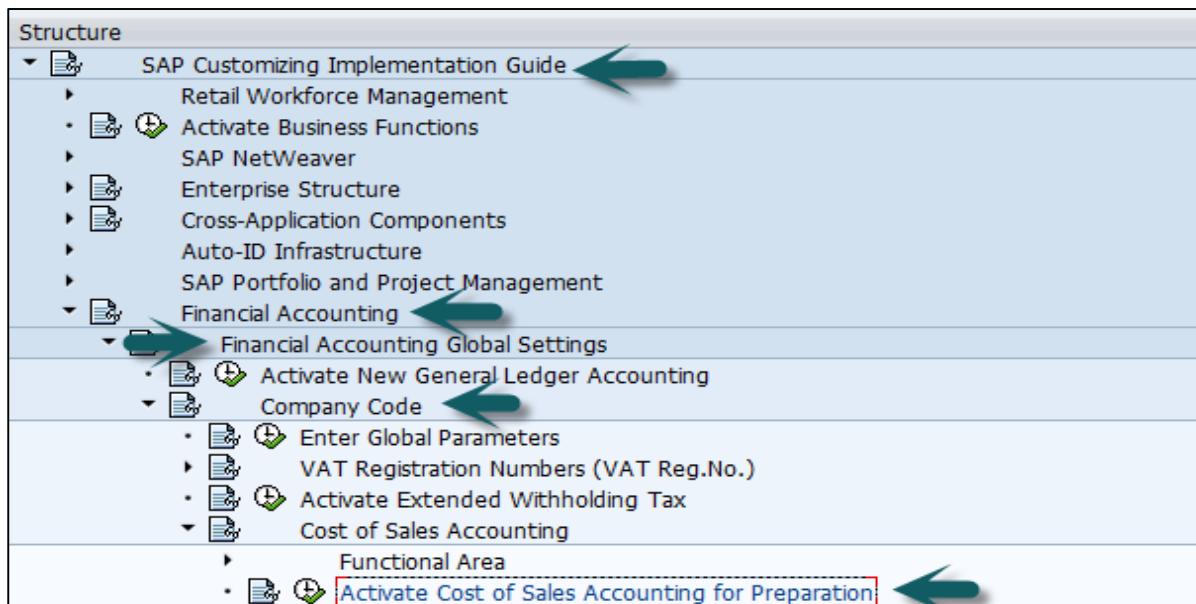
Authorization Group  
Authorization Group

Change Log  
Created by **SAPEXT16** Changed by   
Entered on **14.12.2015** Changed on   
Entered at **00:14:58** Changed at **00:00:00**

Functional area XYZP has been saved

Functional Areas are used to create Profit and Loss statements using the cost of sales accounting and they are also used to analyze the cost of sales accounting. For this, you need to activate the cost of sales accounting as follows:

Go to SPRO -> SAP Reference IMG -> Financial Accounting -> FI Global Settings -> Company Code -> Cost of Sales Accounting -> Activate cost of sales accounting for preparation.



# 6. SAP FI – Define Credit Control

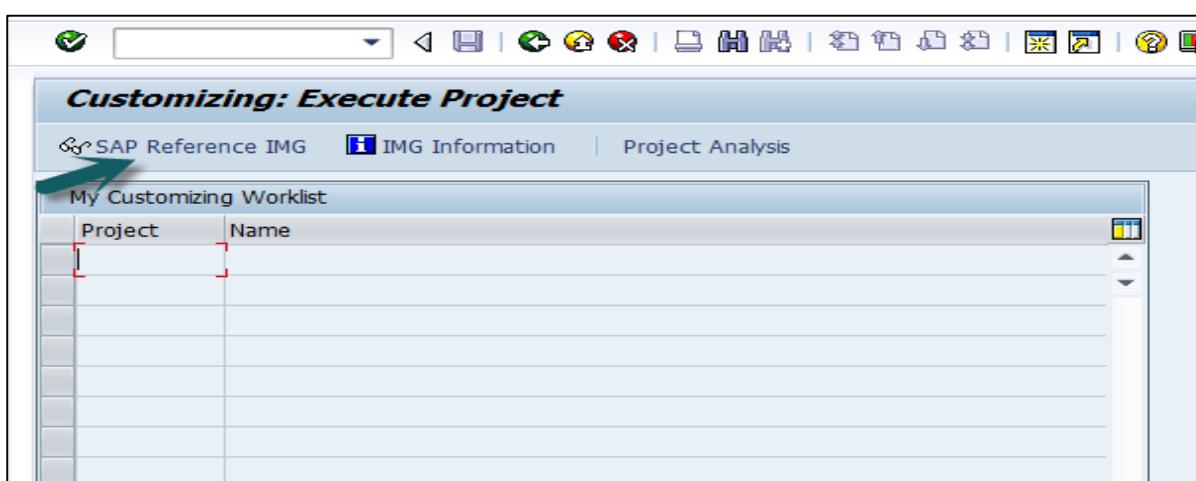
Credit Control in FI is used to check the credit limit for the customer and it can use one or more codes. It is used for credit management in Application components such as Account Receivable (AR) and Sales and Distribution.

The credit control area is determined in the following sequence:

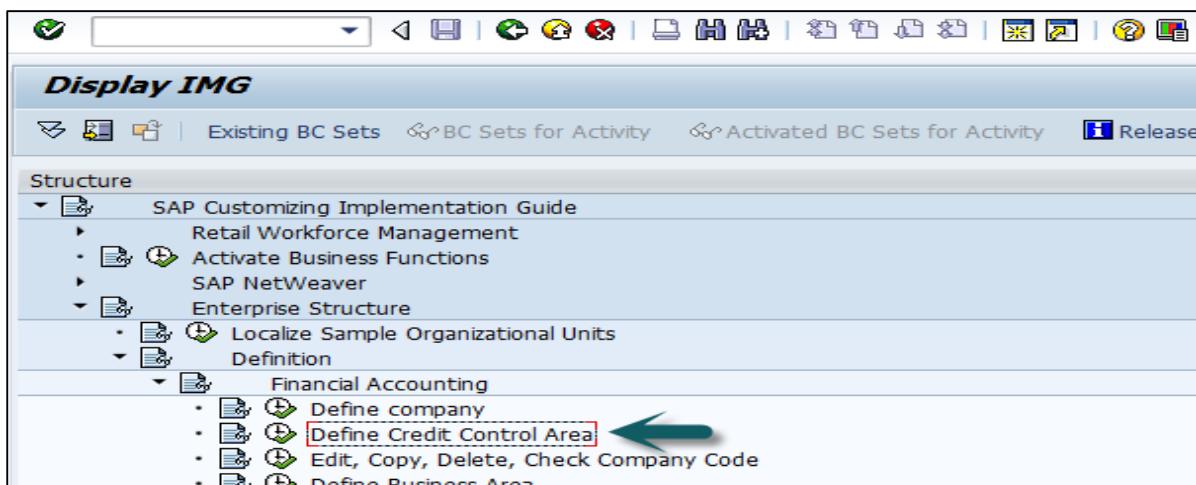
- User exit
- Distribution channel
- Customer master
- Company code for the sales organization

## How to define a Credit Control Area?

A Credit Control Area is defined in accordance with the areas of responsibility for credit monitoring. Use the **T-code SPRO** -> click SAP Reference IMG. It will open a new window.



Expand SAP Customizing implementation guide -> Enterprise Structure -> Definition -> Finance Accounting -> Define Credit Control Area -> Execute.

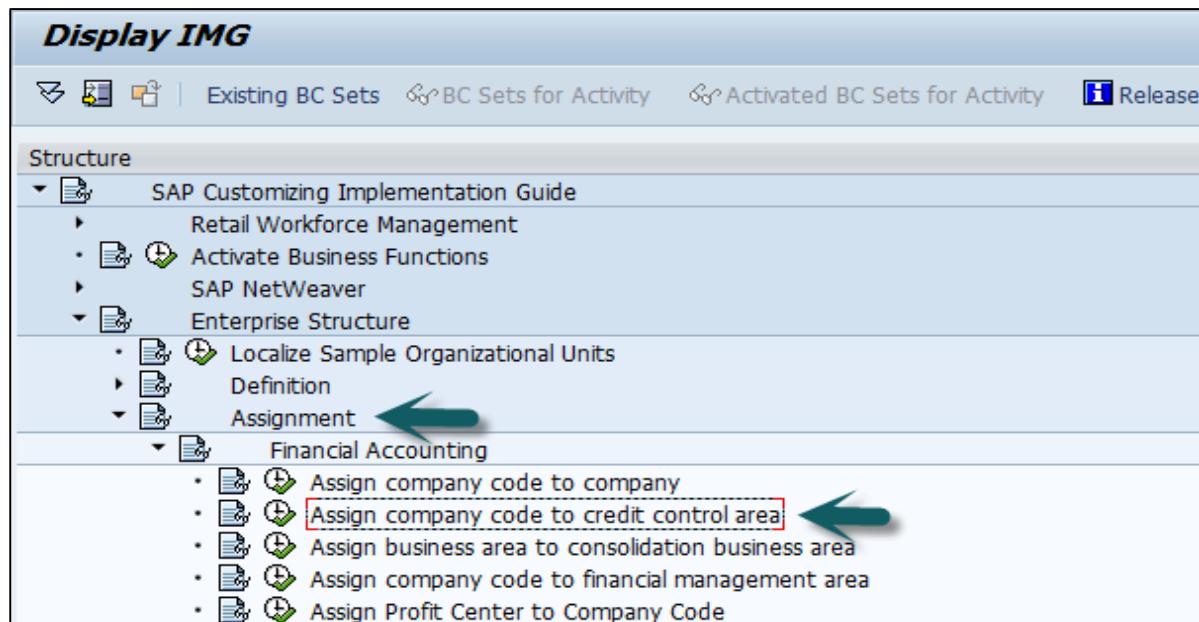


Click Execute -> New entries -> Enter the below details -> Save. Now you have successfully configured the Credit Control Area.

<b>New Entries: Details of Added Entries</b>	
Cred.ctrn.area	XY25
Currency	INR
Data for updating SD	
Update	<input type="text"/>
FY Variant	<input type="text"/>
Default data for automatically creating new customers	
Risk category	<input type="text"/>
Credit limit	999999
Rep. group	<input type="text"/>
Organizational data	
<input type="checkbox"/> All co. codes	

Once you create the Credit Control Area, the next step is to assign a company code to the credit control area.

Expand Enterprise structure -> Assignment -> Finance Accounting -> Assign company code to credit control area -> Execute.



A new window will open -> click Position -> it will open another new window. Enter the company code and click Continue.

CoCd	Company Name	City	CCAr	Overwrite CC...	
0000	cap	ahmedabad		<input type="checkbox"/>	
0001	SAP A.G.	Walldorf		<input type="checkbox"/>	
0005	IDES AG NEW GL	Frankfurt	1000	<input type="checkbox"/>	
0	Another entry		3000	<input type="checkbox"/>	
0			1000	<input type="checkbox"/>	
0			3000	<input type="checkbox"/>	
0			1000	<input type="checkbox"/>	
0				<input type="checkbox"/>	
0				<input type="checkbox"/>	
0				<input type="checkbox"/>	
0				<input type="checkbox"/>	

Enter the Credit Control Area in CCAR and save the details.

Change View "Assign company code -> credit control area": Overview					
CoCd	Company Name	City	CCAr	Overwrite CC...	
YA02	yashika steel ltd	AHMEDABAD	XY25	<input type="checkbox"/>	

# 7. SAP FI – General Ledger

The General Ledger is used to record all the business transactions in a software system.

## SAP FI – Chart of Accounts

The FI chart of accounts represents the list of GL accounts that are used to meet the daily needs and the operating country's legal requirement in a company. The master chart of accounts must be assigned to each company code.

Chart of accounts (COA) can be divided into the following types:

- **Operating Chart of Accounts** – It contains all the General Ledger accounts that are used to meet the daily needs in a company. The operating chart of accounts has to be assigned to a company code.
- **Country Chart of Accounts** – It contains a list of all General Ledger accounts that are required to meet the operating country's legal requirements. You can also assign a company chart of account to the company code.
- **Chart of Accounts Group** – This COA group contains a list of all the G/L accounts that are used by the entire company.

### How to create a new Chart of Accounts?

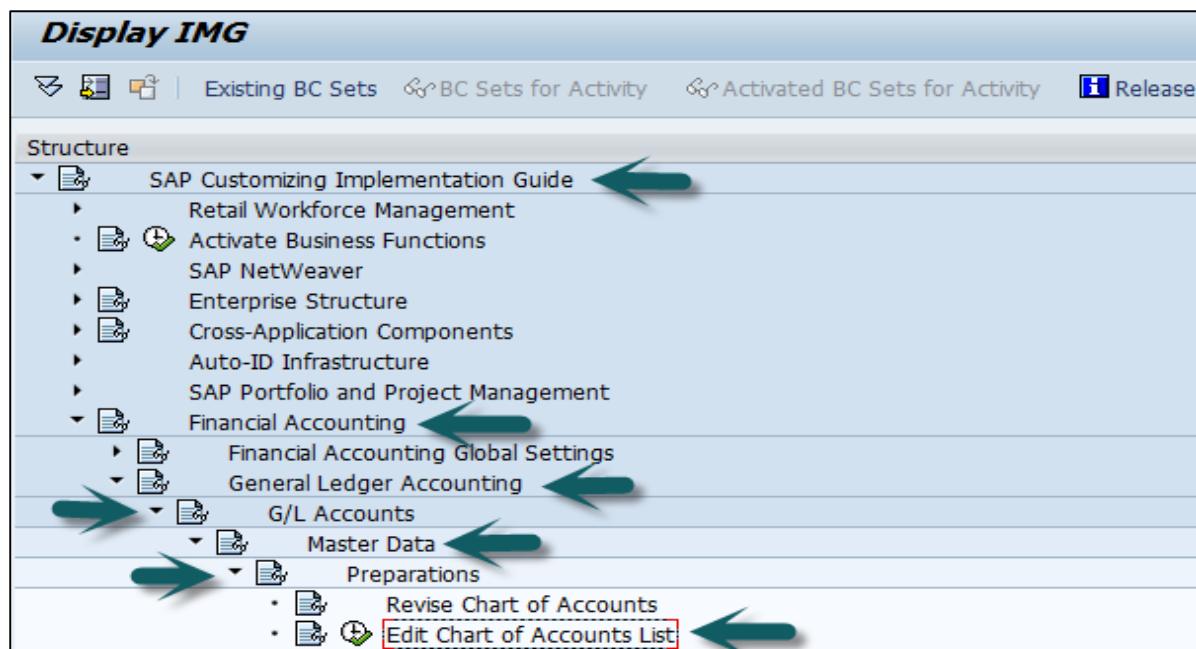
You can create a new Chart of Accounts by using the **T-code OB 13** or by going to Finance Accounting -> G/L accounts.

Type the **T-code** OB13 in SAP Easy Access and it will take you to the following screen:

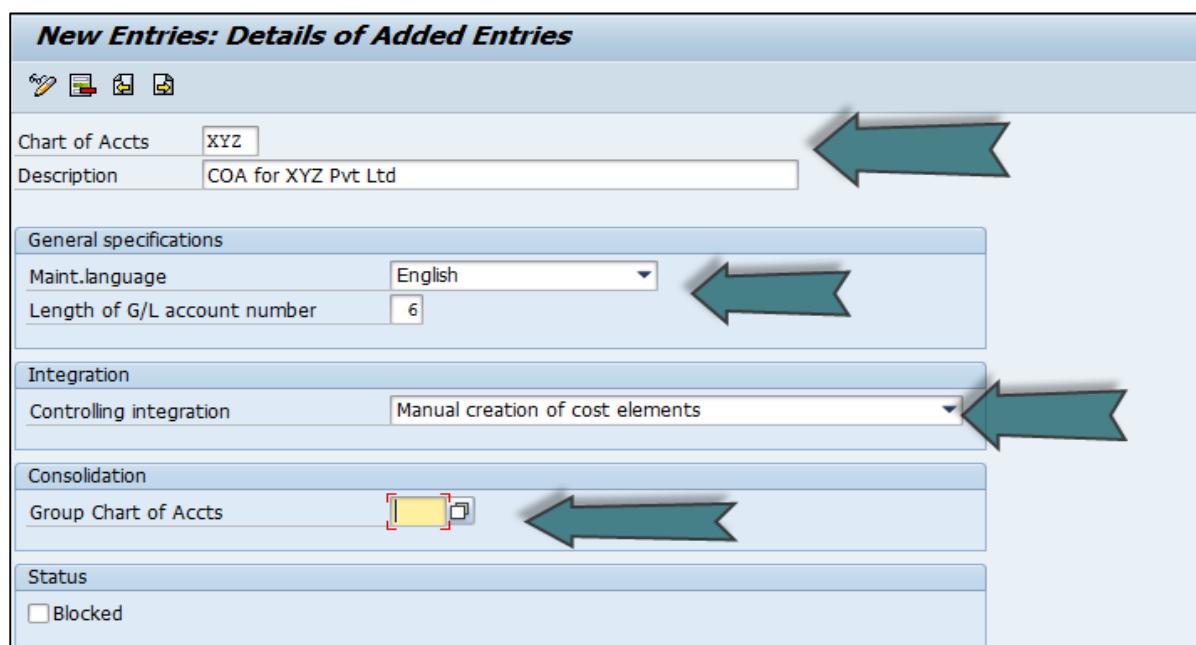
Change View "List of All Charts of Accounts": Overview	
  New Entries	      
Chart of Accts	Chart of accounts description
11	hr
1111	global industries ltd
1234	hr
1511	chart of account
1512	Chart of Accounts Satya Television

This window can also be opened by following the path:

**T-code** SPRO -> SAP Reference IMG -> Financial Accounting -> General Ledger Accounting -> G/L accounts -> master data -> Preparations -> Edit Chart of Account Lists -> Execute -> New Entries to create a new charts of account.



You can choose Controlling Integration as manual creation of cost elements or automatic creation of cost elements. (Recommended to use manual creation).



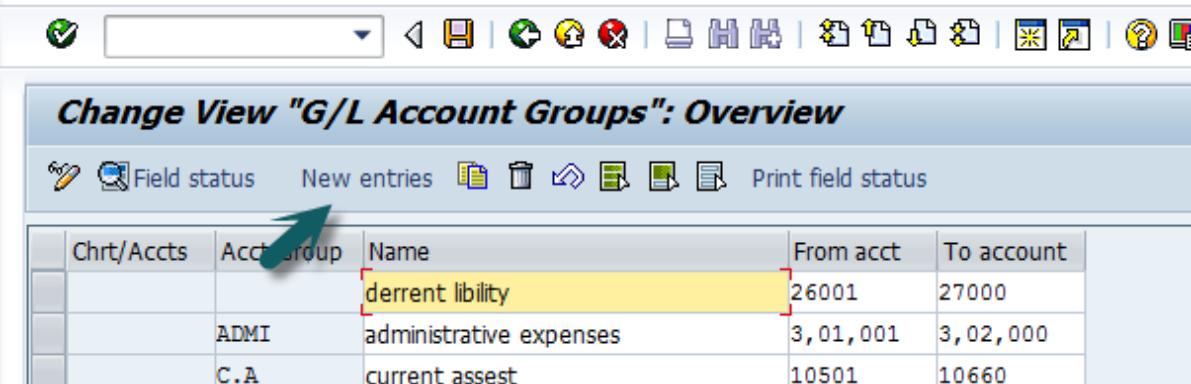
Group Chart of Accounts is used for report consolidation. Uncheck the Blocked checkbox under the status tab and click the Save option.

## 8. SAP FI – COA Group

You can create a SAP FI chart of accounts group as per your requirement. To effectively manage and control a large number of G/L accounts, you should use COA groups.

### How to define Chart of Accounts Group?

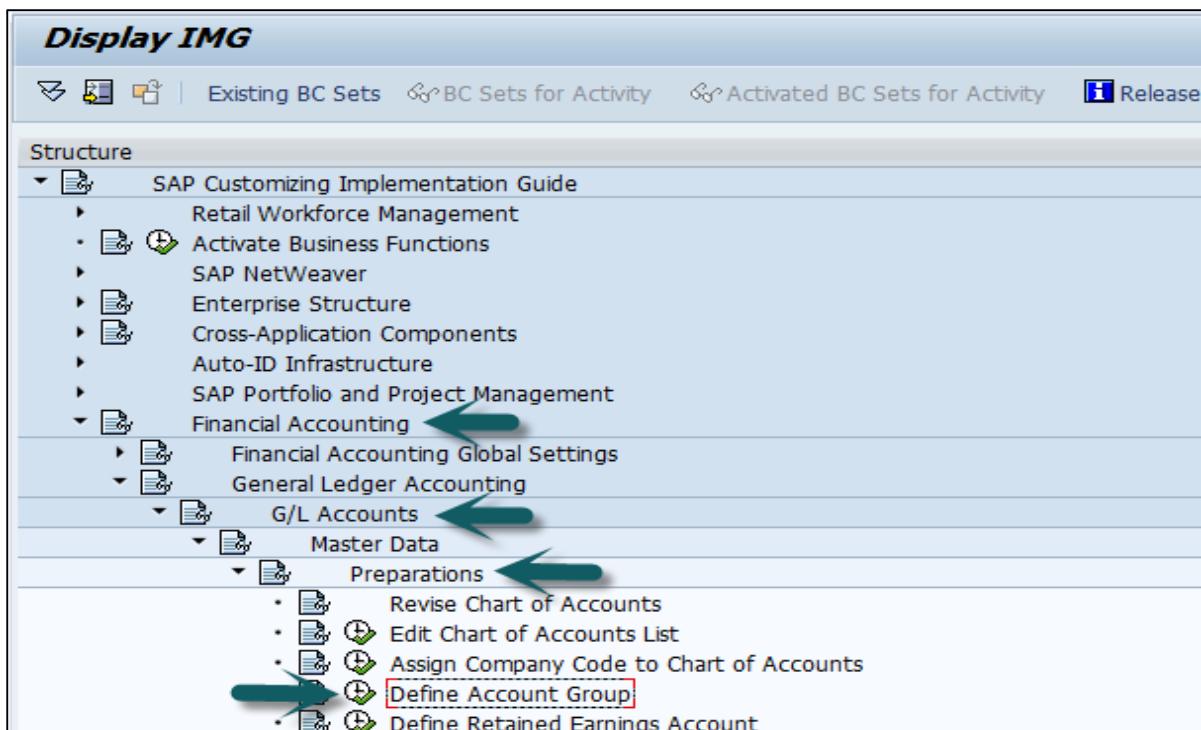
There are two ways you can create a new COA group. The first method is to use the **T-code OBD4**.



Chrt/Accts	Acct/group	Name	From acct	To account
		derrent liability	26001	27000
	ADMI	administrative expenses	3,01,001	3,02,000
	C.A	current asset	10501	10660

You can also reach to this screen by following the path:

**T-code** SPRO -> SAP Reference IMG -> Financial Accounting -> General Ledger Accounting -> G/L Accounts -> Preparations -> Define Account Group -> Execute -> New window will open -> New Entries



**Change View "G/L Account Groups": Overview**

Chrt/Accts	Acct group	Name	From acct	To account
		derrent liblity	26001	27000
	ADMI	administrative expenses	3,01,001	3,02,000
	C.A.	current asset	10501	10660

Populate the following fields in the COA group: Chart of Account Key, Acct Group, Name, From Acct. and To Account details.

**New Entries: Overview of Added Entries**

Chrt/Accts	Acct Group	Name	From acct	To account
XYZP	OTIN	Other Income	1902	2103

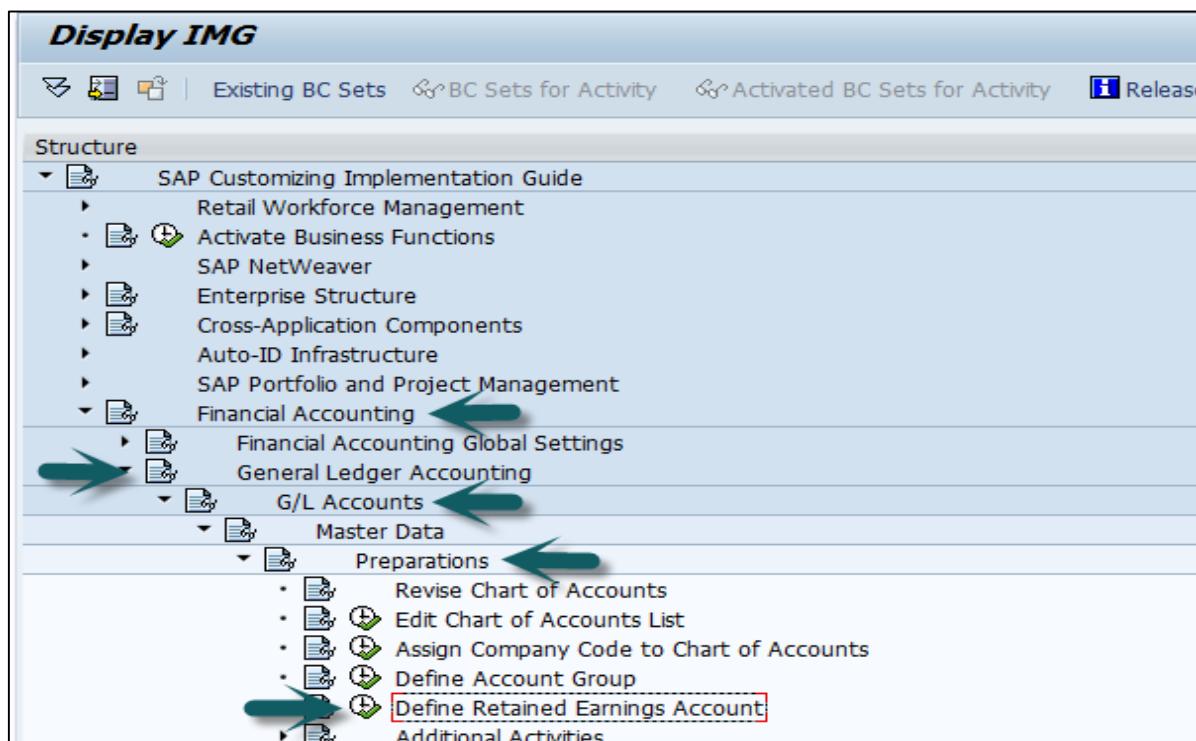
After providing the required details, click the Save Configuration option to create the COA group.

# 9. SAP FI – Retained Earnings Account

Retained Earnings Account is used to carry forward the balance from one fiscal year to the next fiscal year. You can assign a Retained Earnings Account to each P&L account in the chart of accounts (COA). To automatically carry forward the balance to the next fiscal year, you can define P&L statements as per COA and assign them to the retained earnings accounts.

## How to define Retained Earnings Account?

There are two ways to define a Retained Earnings Account. You can either use the **T-code OB53** or by **T-code SPRO**. Go to SAP Reference IMG -> Financial Accounting -> General Ledger Accounting -> G/L Accounts -> Preparations -> Define Retained Earnings Account -> Execute.



Enter the Chart of Accounts to define the Retained Earning Account for COA and press Enter.



Provide the P&L Account statement account type and account -> Press Enter and save the configuration.

# 10. SAP FI – G/L Account

General Ledger (G/L) accounts are used to provide a picture of external accounting and accounts and to record all the business transactions in a SAP system. This software system is fully integrated with all the other operational areas of a company and ensures that the accounting data is always complete and accurate.

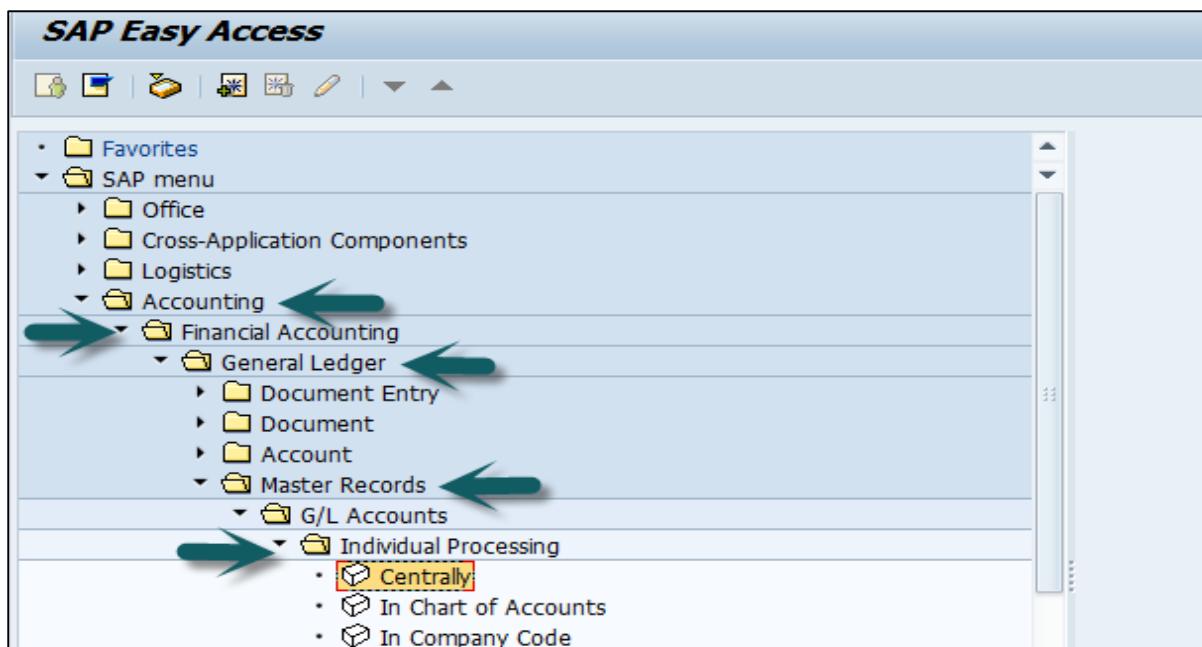
## How to Create a New G / L Account?

You can use the **T-code** FS00 to centrally define a G/L account. Refer the following screenshot.

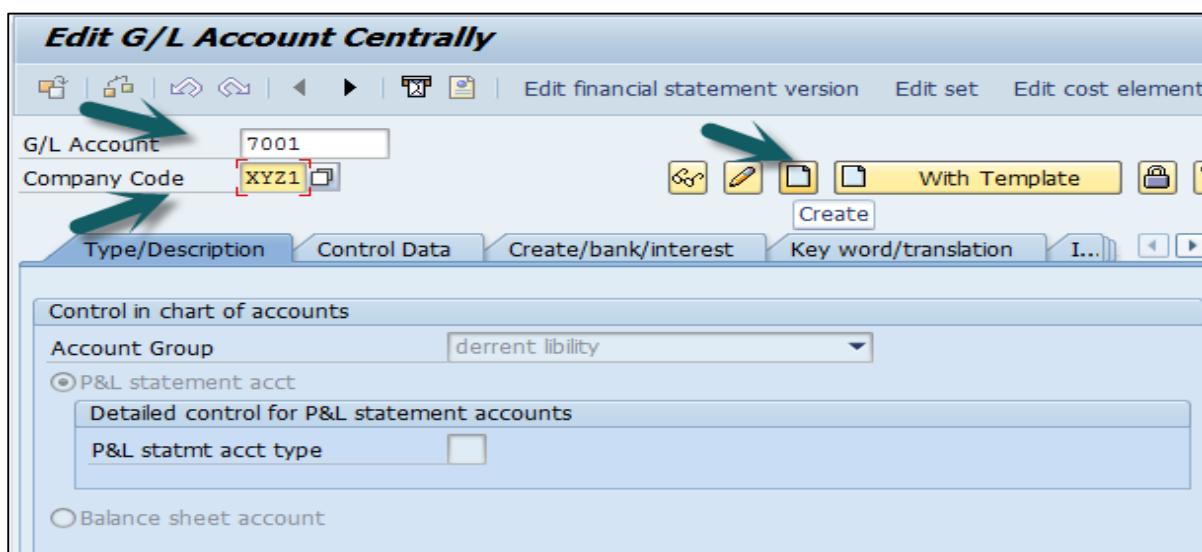
The image shows two screenshots of the SAP R/3 user interface. The top screenshot displays the SAP Easy Access screen with the T-code 'FS00' highlighted in the toolbar. The bottom screenshot shows the 'Edit G/L Account Centrally' dialog box, where the 'G/L Account' field is selected. Both screenshots illustrate the process of creating a new G/L account via the central definition route.

You can also use the following path:

In SAP R/3, go to Accounting -> Finance Accounting -> General Ledger -> Master Records -> G/L accounts -> Individual Processing -> Centrally.



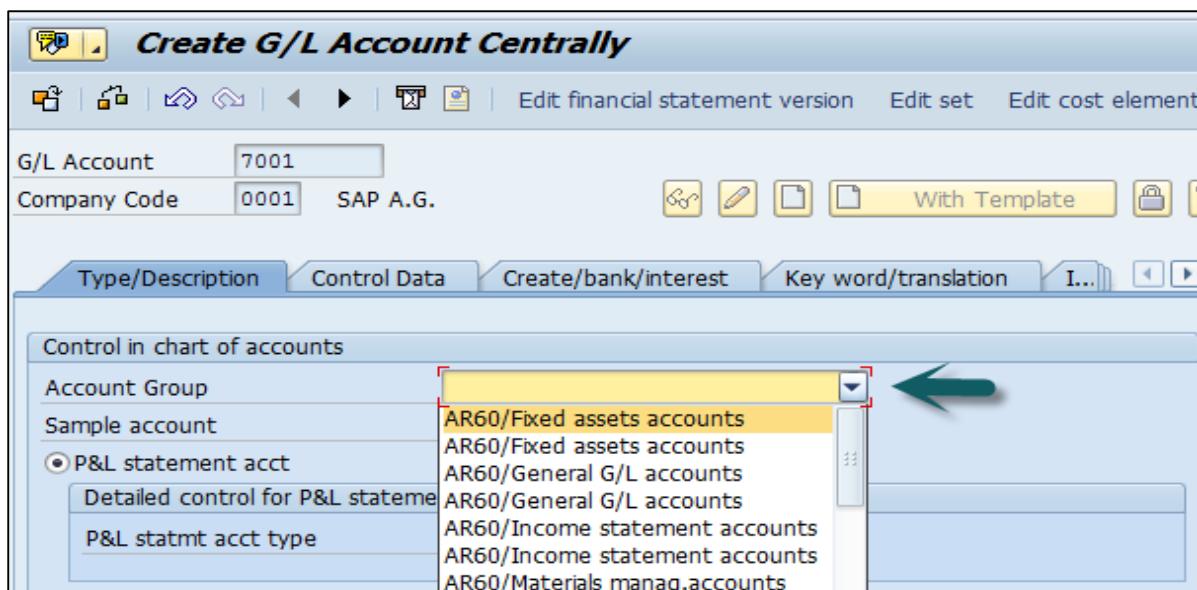
In the field G/L Account, enter the account number of G/L account and the company code key and click the Create icon as shown in the following screenshot:



The next step is to enter the details in the Charts of Account.

## Account Group

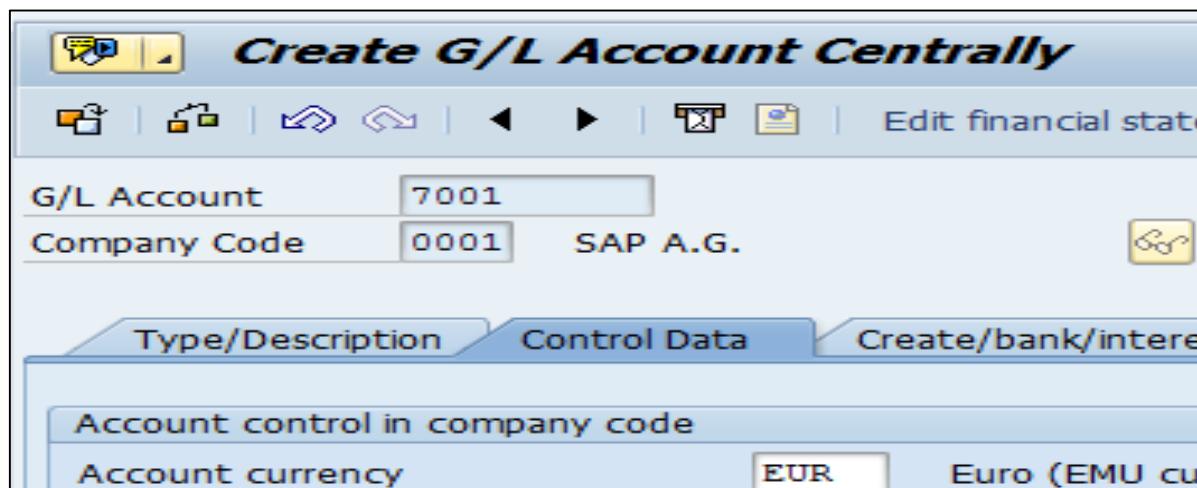
Account Group determines the group for which the G/L account must be created, for example, Administrative Expenses, etc.



## P&L Statement Acct

If the G/L account is to be used for P&L Statement Account, then select this option, otherwise use Balance Sheet Account.

Under description, provide a short text or G/L account long text.



The next step is to click the Control Data and provide data for Account Currency and other fields such as Balance in local currency, Exchange rate difference key, Tax category, posting without tax allowed, Recon account for acct type, alternative account number, Tolerance group, etc. as shown in the following screenshot.

**Edit G/L Account Centrally**

G/L Account **7001** Company Code **0001** SAP A.G.

Type/Description Control Data Create/bank/interest Key word/translation I...

**Account control in company code**

- Account currency
- 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
- Authorization Group

Click Create / bank interest and provide data in the following fields:

**Edit G/L Account Centrally**

G/L Account **7001** Company Code **0001** SAP A.G.

Type/Description Control Data Create/bank/interest Key word/translation I...

**Control of document creation in company code**

- Field status group
- Post automatically only
- Supplement auto. postings
- Recon. acct ready for input

**Bank/financial details in company code**

- Planning level
- Relevant to cash flow
- Commitment Item
- House Bank
- Account ID

**Interest calculation information in company code**

- Interest indicator
- Interest calc. frequency  0
- Key date of last int. calc.
- Date of last interest run

Once the details are entered, click the Save button to create a G/L account.

## Posting to General Ledger

After you complete the payroll run, the next step is to add results to the GL accounts and this includes cost centers. GL posting includes the following steps:

- Groups together posting-relevant information from the payroll results
- Creates summarized documents.
- Performs the relevant postings to appropriate GL accounts and cost centers

## How Posting is Evaluated?

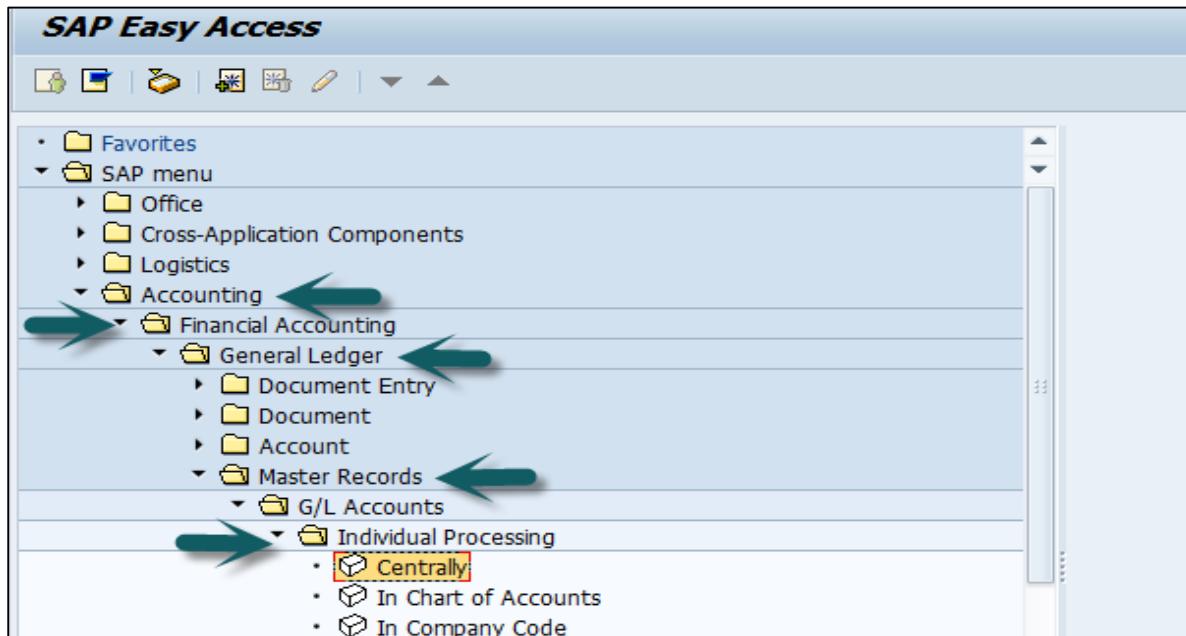
Each employee's payroll result contains different wage types that are relevant to accounting:

- Wage types such as standard salary, bonuses, and overtime represent expenses for the company, which are posted to a corresponding expense account.
- Wage types such as bank transfer, employment tax, employee's contribution to social insurance, etc. are the employer's payables to the employee, the tax office, etc. and are posted as credits to a corresponding payables or financial account.
- In addition, there are wage types such as the employer's health insurance contribution, which represents an expense for the enterprise and, at the same time, a payable to the social insurance agency. For this reason, such wage types are posted to two accounts – once debited as an expense, and once credited as a payable.

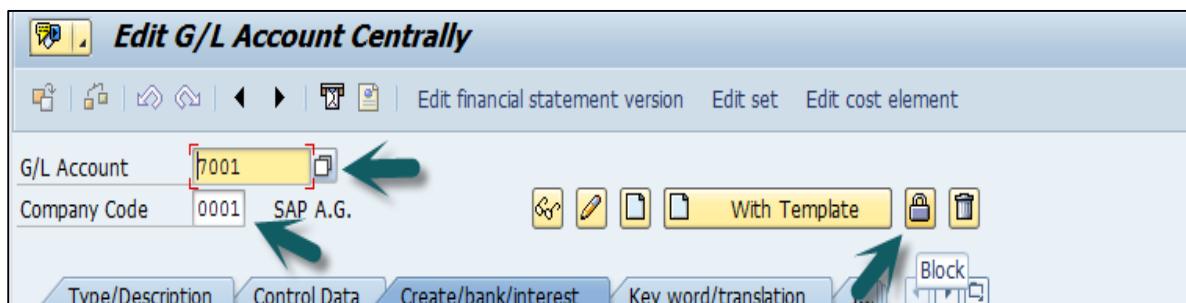
Other types of wage types also exist, for example, accruals, provisions, etc. These wage types are usually posted to two accounts, once debited as an expense and once credited as a provision.

# 11. SAP FI – Block G/L Accounts

In SAP R/3, go to Accounting -> Finance Accounting -> General Ledger -> Master Records -> G/L accounts -> Individual Processing -> Centrally



In G/L Account, provide the account number of G/L account and the company code key. Click the Block button as shown in the following screenshot.

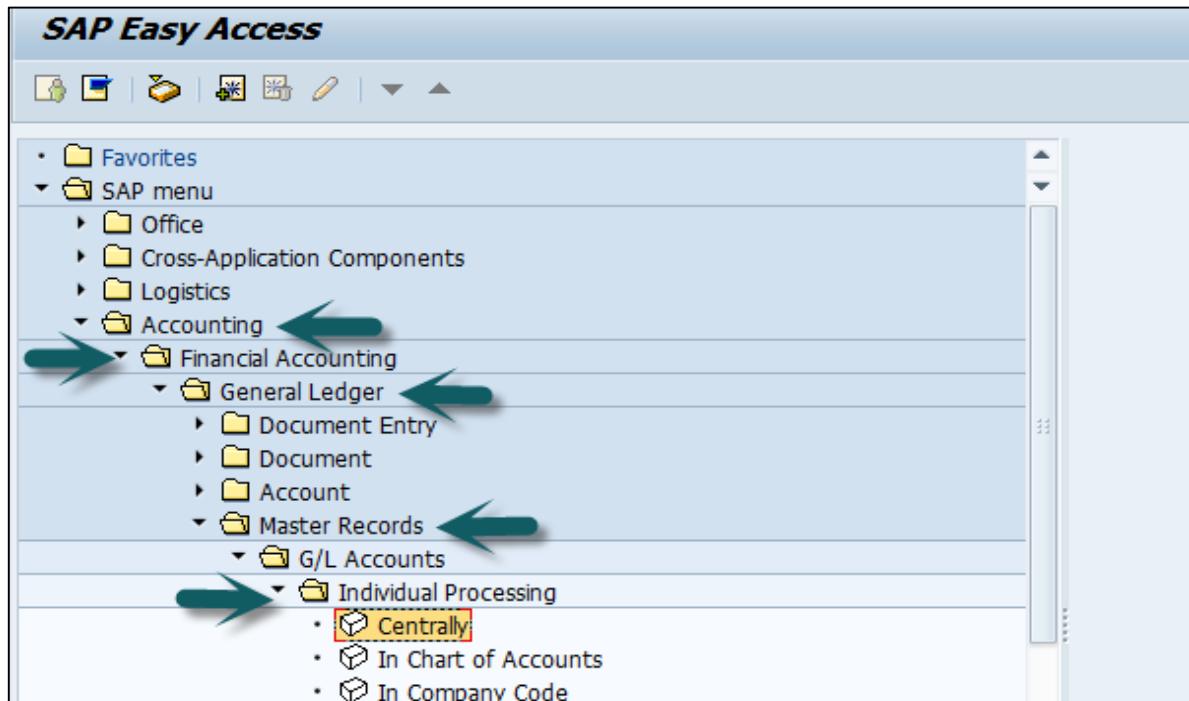


Once you click the Block button, you will get different blocking options such as:

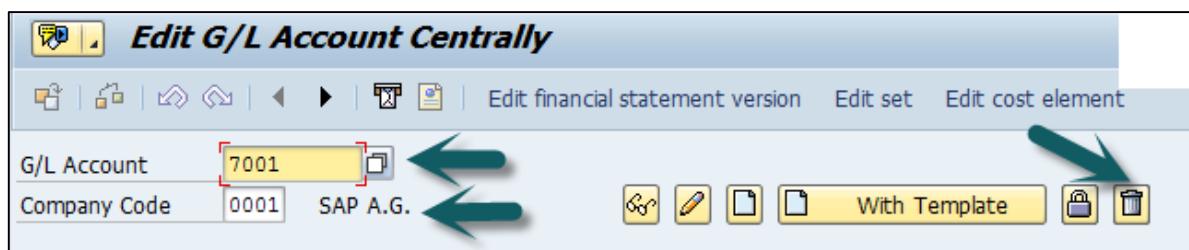
- Block in Chart of accounts
  - Blocked for creation
  - Blocked for Posting
  - Blocked for Planning
- Block in Company Code
  - Blocked in posting

## 12. SAP FI – Deleting G/L Accounts

In SAP R/3, go to Accounting -> Finance Accounting -> General Ledger -> Master Records -> G/L accounts -> Individual Processing -> Centrally.



In the G/L Account, provide the account number of G/L account and the company code key. To delete a G/L account, click the Delete button as shown below.

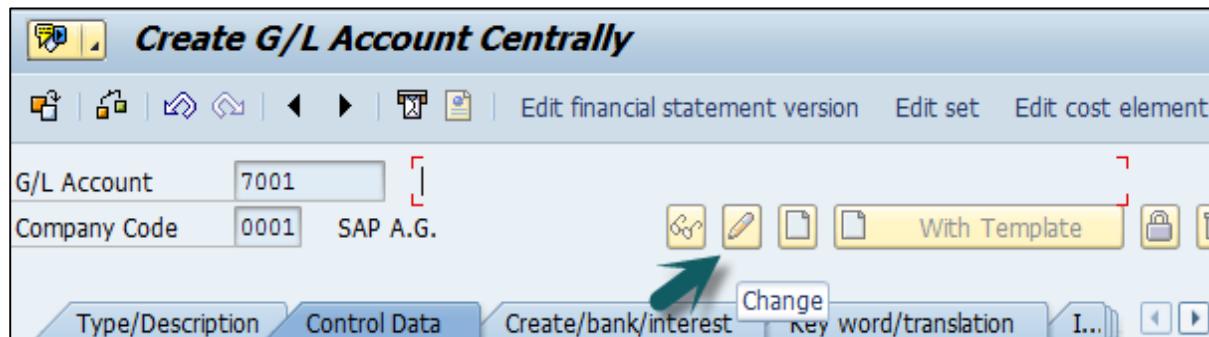


The next step is to select deletion options for the G/L account:

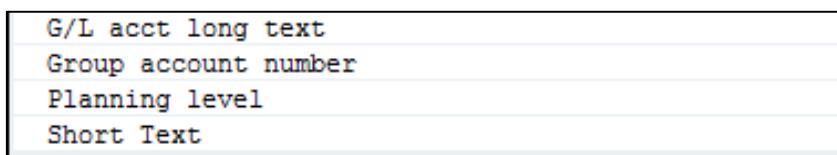
- Deletion flag COA
- Deletion flag in company code.
- Select the correct check box and click the Save configuration.

## SAP FI – Modify a G/L Account

To modify a G/L account, click the Change option. Refer the following screenshot.



The next step is to select the changed field:



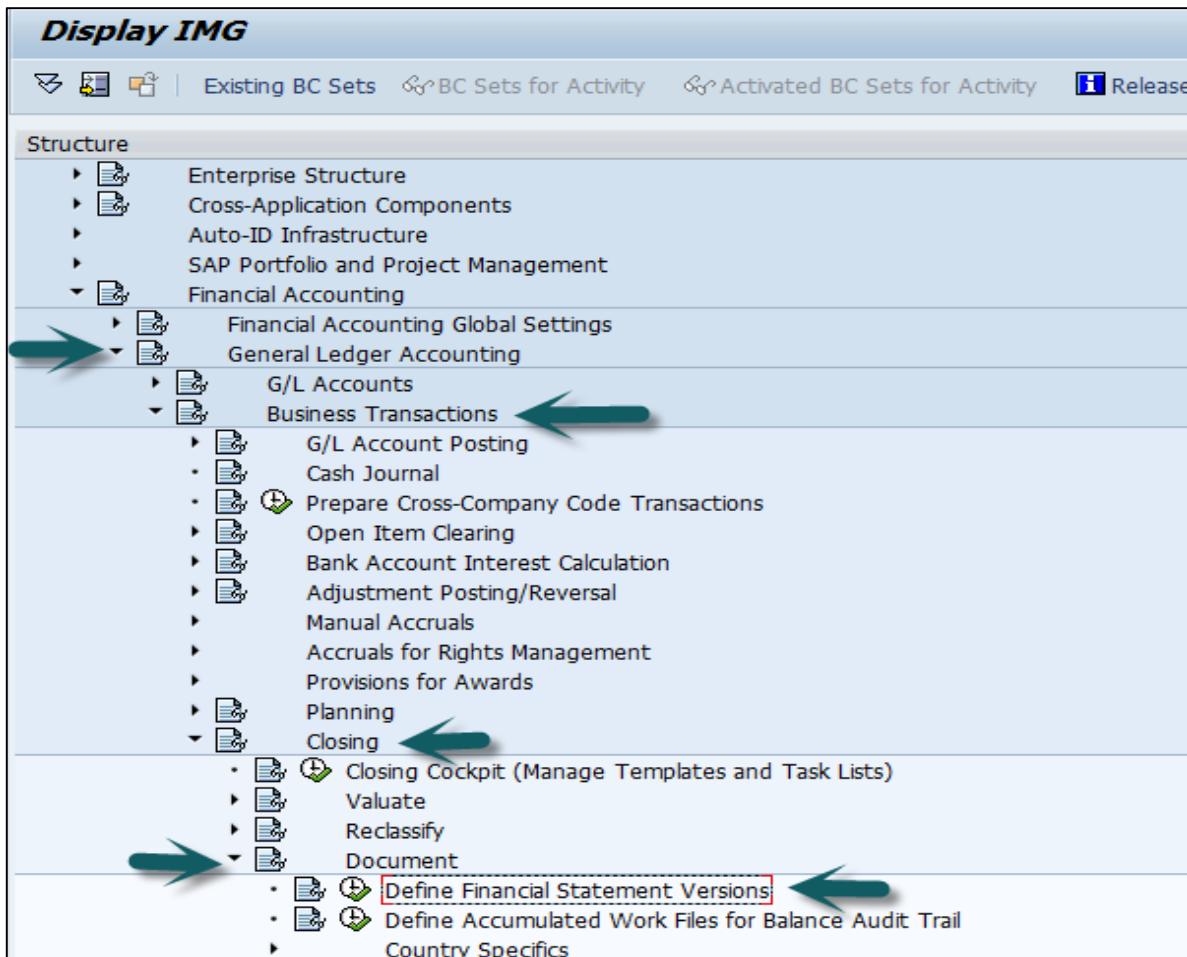
Click the Save button to effect the changes.

# 13. SAP FI – Financial Statement Version

General Ledger accounts can be used as per legal regulations to generate the final statements. Financial statement versions are used to create the financial statements, to run account balance reports and for General Ledger accounting planning.

You can also define multiple financial statement versions to generate financial statements in different formats. Follow the steps given below to create financial statement versions:

**T-code** SPRO -> SAP Reference IMG -> Financial Accounting -> General Ledger Accounting -> Business Transactions -> Closing -> Document -> Define Financial Statement Versions -> Execute.

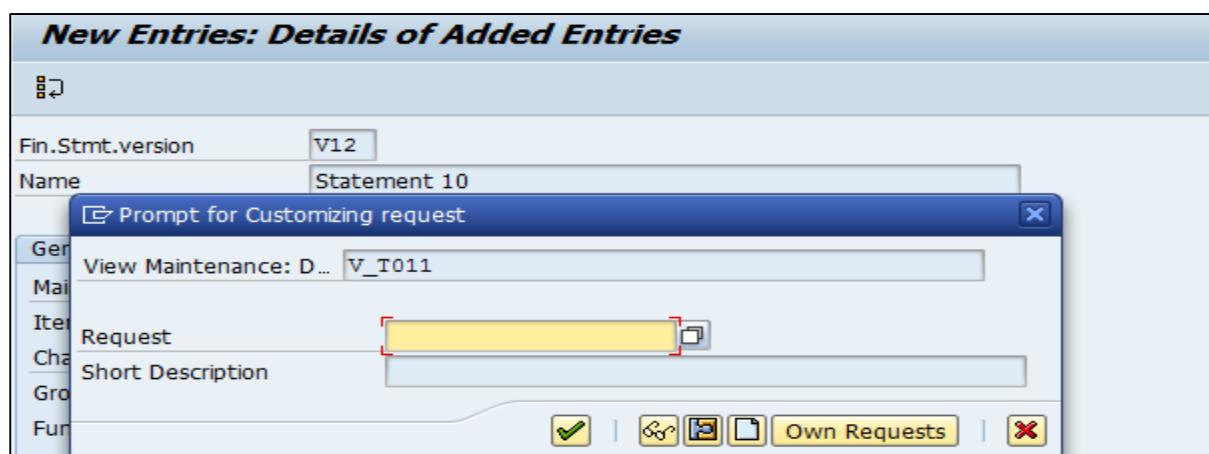
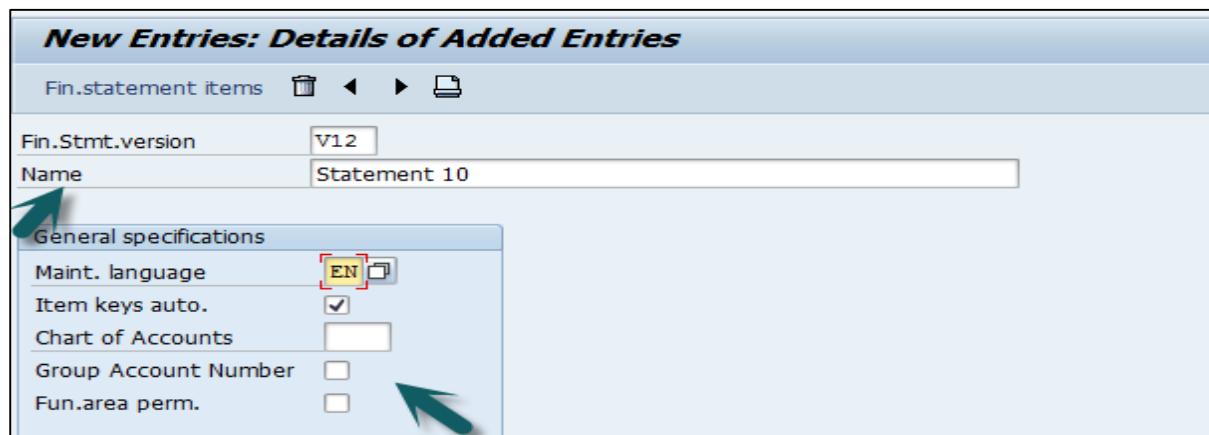


Click the button New Entries as shown below:

Change View "Financial Statement Versions": Overview	
	New entries
Fin.Stmt.version	Financial Statement Version Name
7777	FS FOR REL

Provide the following details:

- Enter the Fin. Stmt. Version.
- Enter the Description of the financial statement version.
- **Maint. Language:** Enter the language key in which you display texts, enter texts, and print statement.
- **Item Keys auto:** It tells keys of financial statement items are assigned manually or automatically when the financial statement versions are defined.
- **Charts of Accounts:** All accounts from this chart of accounts COA can be assigned when you define the financial statement. If you do not specify a chart of accounts, accounts from several charts of accounts can be assigned when you define the financial statement.
- **Group Account Number:** Enter this Indicator that specifies that the group account numbers should be assigned instead of the account numbers when you define the financial statement version.
- **Fun. Area Parameter:** This indicator is used to make it possible to assign functional areas or accounts in the financial statement version. Once the above fields are defined, you can click on the save configuration and to generate change request number. To edit this Financial Statement version, click on Fin. Statement items -> you can maintain nodes in version.



# 14. SAP FI – Journal Entry Posting

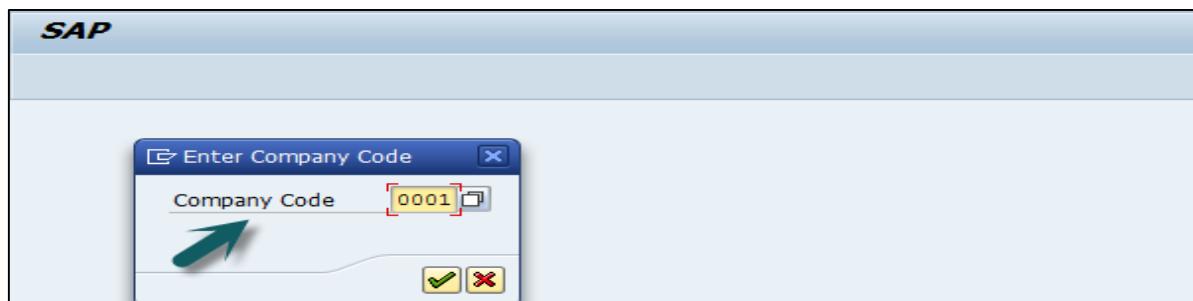
The use of Journal Entry (JE) posting in SAP FI is to take a batch, validate it for consistency, and create FI documents and post those entries in various line item accounts needed for subsequent business processing.

JE Posting is a process that, with a few exceptions, runs "behind the scenes" and is the heart of Journal Entry. It receives journal entry data (representing financial transactions) from the PRA modules (Valuation, Revenue Distribution, etc.), and summarizes them in batches and posts them to the PRA JE line item tables and to SAP FI.

Journal Entry Posting is the link between the journal entries coming from PRA applications and the FI documents and JE line item table items that are created.

## How to post a journal Entry in SAP FI?

Use **T-code** FB50 -> Provide the Company code.



Enter the document date as shown below:

Basic Data		Amount Information	
Document Date	16.12.2015	Currency	EUR
Posting Date	16.12.2015	Total Dr.	0,00
Reference		Total Cr.	0,00
Doc.Header Text			
Cross-CC no.			
Company Code	0001	SAP A.G. Walldorf	

The next step is to provide the following details:

- **G/L Account:** Enter the account to be credited
- **Short Text:** Description of amount
- **Amount in Doc Currency:** Enter the amount to be credited

Similarly, for the Debit, provide data in the following fields:

**Enter G/L Account Document: Company Code 0001**

Tree on    Company Code    Hold    Simulate    Park    Editing options

Basic Data    Details

Document Date	16.11.2015	Currency	EUR
Posting Date	16.12.2015		
Reference			
Doc.Header Text			
Cross-CC no.			
Company Code	0001	SAP A.G. Walldorf	

Amount Information

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

0 items ( No entry variant selected )

Ex.	S... G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T..	Tax jurisdiction	co
	1001		Cred... ▾	1000	0,00			
	1201		Debit ▾	1000	0,00			
			▼		0,00			

Click the Save button and you will get the document number to be posted for the company code.

# 15. SAP FI – Fiscal Year Variant

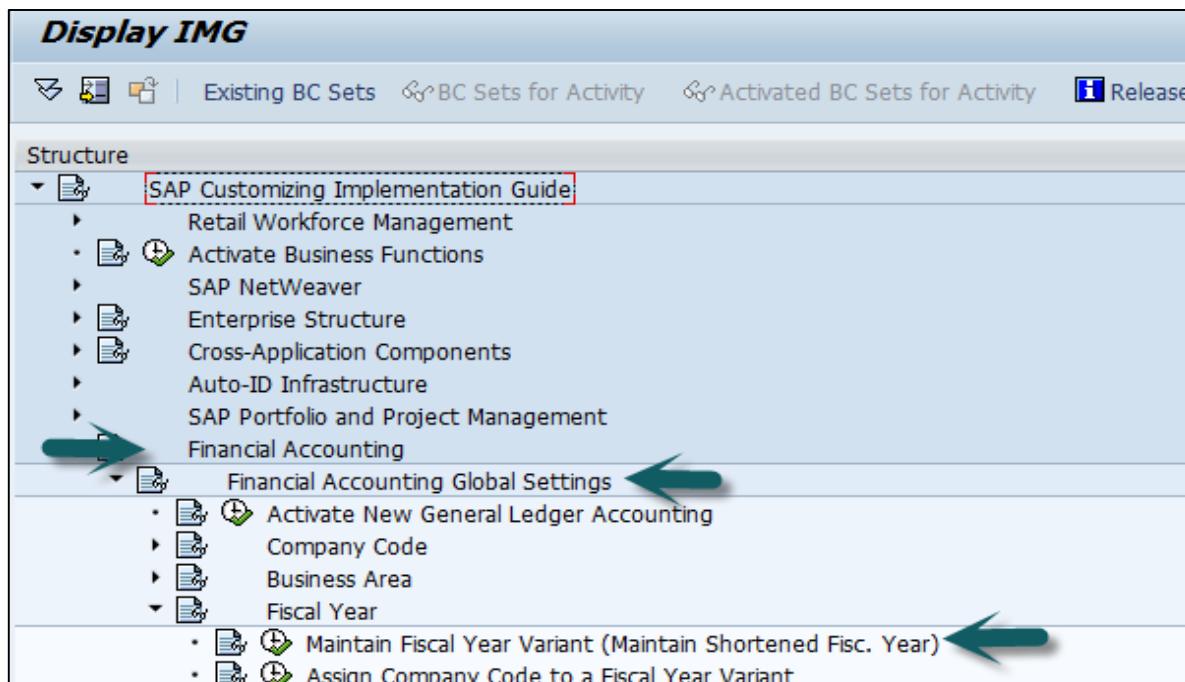
Fiscal year variant contains the number of posting periods in a fiscal year and the number of special periods. You can define up to 16 posting periods in a fiscal year in the controlling component CO.

You need to specify the fiscal year variant for each company code. When you create a controlling area, you also need to specify the fiscal year variant.

The fiscal year variants of the company code and controlling area may only differ in the number of special periods used. You need to ensure that the fiscal year variants match. In other words, they may not have a time conflict.

## How to create a Fiscal year variant?

Go to SPRO -> SAP Reference IMG -> Financial Accounting -> Financial Accounting Global Setting -> Fiscal Years -> Maintain Fiscal year variant -> Execute.



It will open the following window.

FV	Description	Year-depen...	Calendar yr	Number of post
01	Calendar year, 1 spec. ...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12
15	April to March 2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12
24	Half periods	<input type="checkbox"/>	<input type="checkbox"/>	24

Click New Entries and it will open a new window as shown below.

FV	Description	Year-depend...	Calendar yr	Number of postin...	No.of special peri...
21	India FY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10	2

Provide the following details:

- **FV:** Enter 2-digit Fiscal year.
- **Description:** Enter a description of the Fiscal year variant.
- **Year Dependent:** If the start and the end date of the fiscal year changes between year, then check this box.
- **Calendar Year:** If the fiscal year is same as the calendar year Jan-Dec, then check this option.
- **Number of Postings:** Enter the number of posting periods for a Fiscal year
- **Number of special postings:** Enter the number of special posting periods for a fiscal year.

The next step is to save the details. Enter the customizing request number that a new fiscal year variant is created.

Prompt for Customizing request

View Cluster Mainten... VC\_T009

Request

Short Description

Own Requests

You can maintain the posting period by using the Period option under the Fiscal year variant.

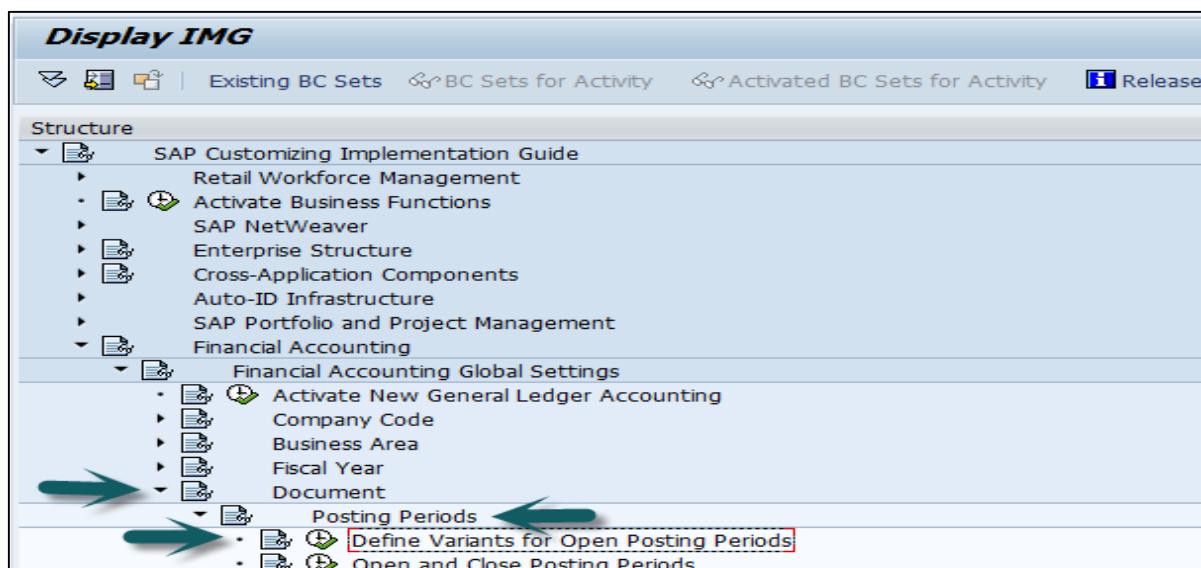
# 16. SAP FI – Posting Period Variant

SAP FI Posting period variant is used to maintain accounting periods that are open for posting and all closed period are balanced. This is used for opening and closing period in the fiscal year for posting purpose.

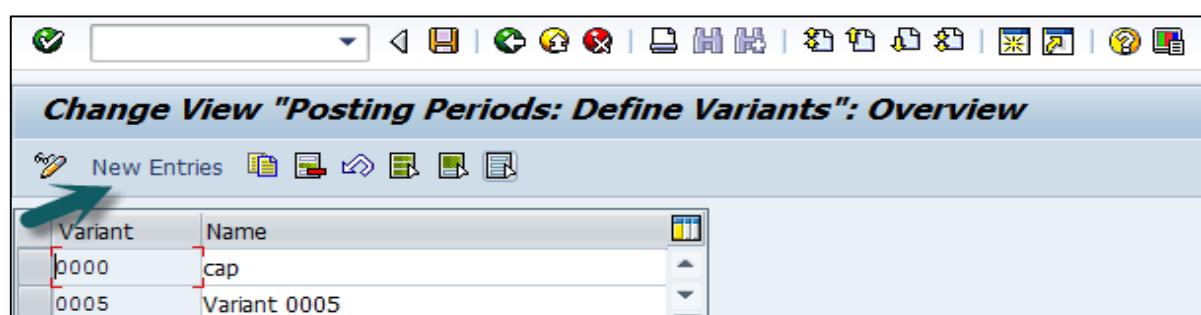
You can assign these posting periods to one or more company codes.

## How to create posting period variants in SAP FI?

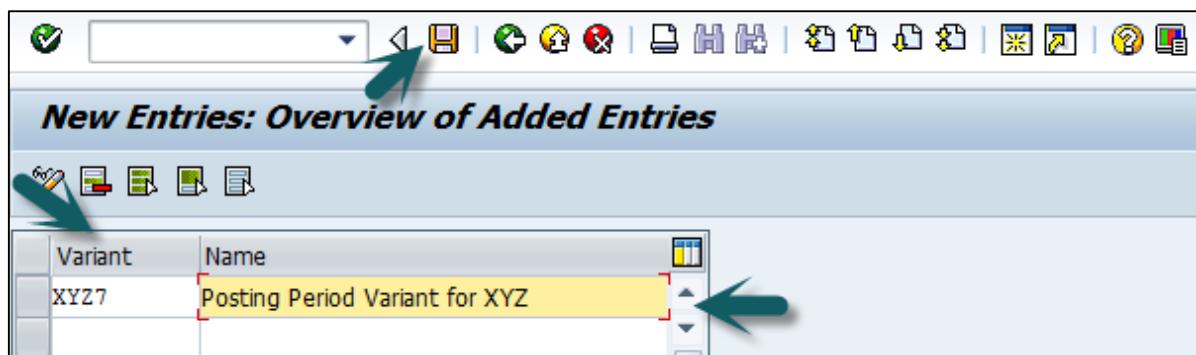
Go to SPRO -> SAP Reference IMG -> Financial Accounting -> Financial Accounting Global Setting -> Document -> Posting Periods -> Define Variant for open Posting Periods -> Execute.



It will open a new window. Now, click New Entries.

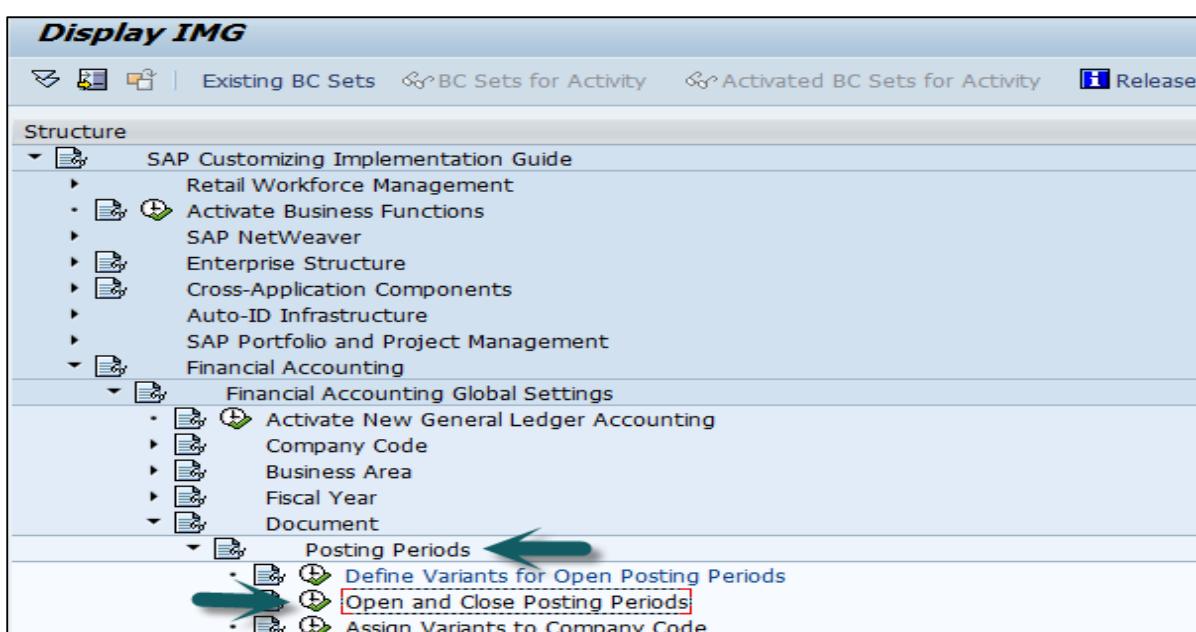


It will open another window, as shown below. Enter the 4-digit Posting Period Variant and name of the field. Click the Save icon to save this variant.

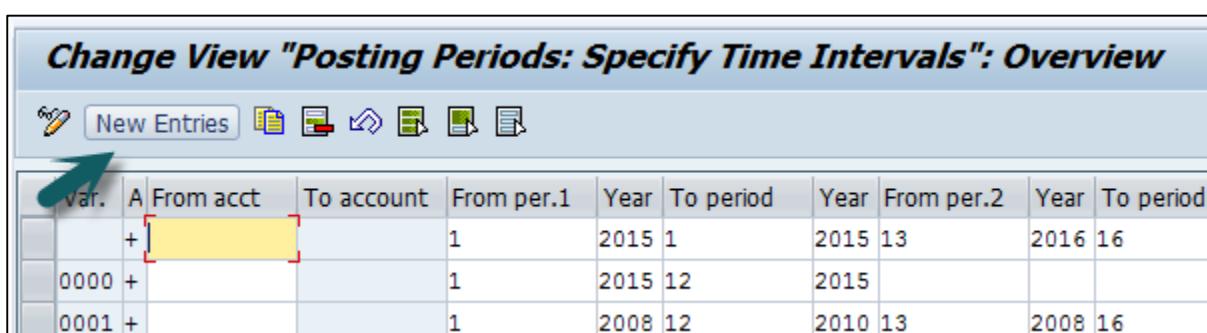


## Open and Close Posting Periods

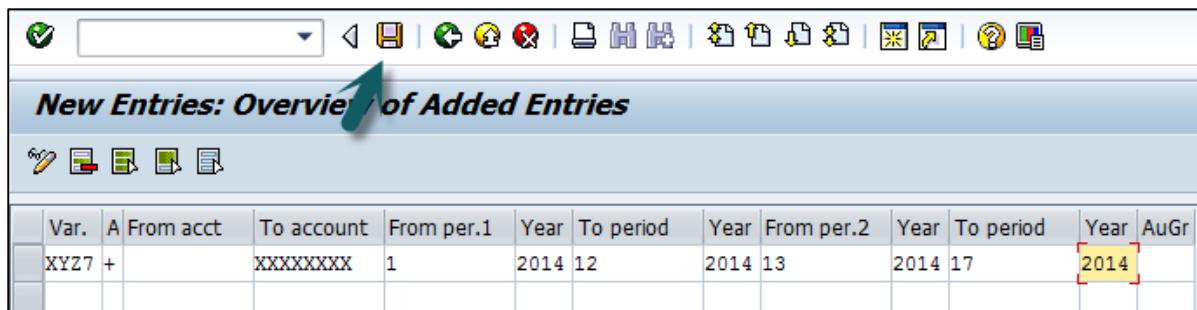
Go to SPRO -> SAP Reference IMG -> Financial Accounting -> Financial Accounting Global Setting -> Document -> Posting Periods -> Open and Close Posting Periods -> Execute.



Click the button New Entries, as shown in the following screenshot.



Now, you need to provide the following details:



Var.	A	From acct	To account	From per.1	Year	To period	Year	From per.2	Year	To period	Year	AuGr
XYZ7 +			XXXXXXXX	1	2014	12		2014	13		2014	17

- Var. = Enter 4-digit Variant code
- Select Account Type:
  - + = Valid for all account type (masking)
  - A = Asset
  - D = Customers
  - K = Vendors
  - M = Materials
  - S = General Ledger Account
- From Per.1 = Enter Starting Period
- Year = Enter Year
- To Period = Enter Ending Period
- Year = Enter Year
- From Period2 = Enter First Special Period
- Year = Enter Year
- To Period = Enter Period
- Year = Enter Year
- Authorization Group = It is used to open a period for particular users

Once all the details are provided, click the Save button to save the open and closing posting periods.

# 17. SAP FI – Field Status Variant

Field Status Variant is used to define the fields which are used for input like cost center, profit center, plant, etc., which are entry fields, and hidden fields. Field status Variant is a tool which is provided by SAP to assign the same set of properties to more than one object.

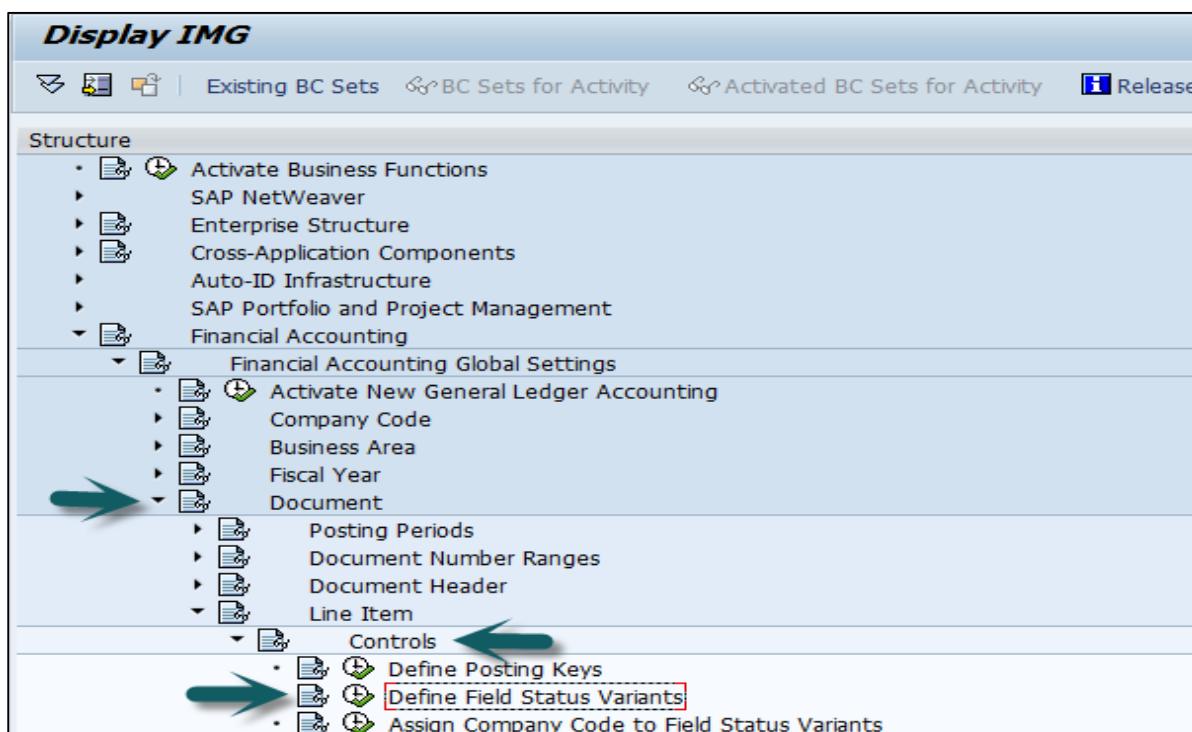
**Example:** We define fiscal year variant and it can be assigned to more than one company code. If a field status variant is assigned to more than one company code, the same set of screen field will be displayed while posting those company fields.

## Difference between field status variant and field status group

Field status variant will have field status groups. Field status group is maintained in GL account and it defines the fields while posting to the GL.

## How to create Field Status Variant?

Go to SPRO -> SAP Reference IMG -> Financial Accounting -> Financial Accounting Global Setting -> Document -> Line Item -> Controls -> Define Field Status Variant -> Execute.



It will open a new window. Select field status variants 0001 by clicking the box before 0001-> click the Copy icon as shown below.



It will open another window. Enter the new Field status variant code and the name of field name variant for the company. The target key must be different from the source key. Press the Enter Key and click the Copy All option.

FStV	Field status name
0001	Field status for ...
1000	IDES Group
0002	Field status for XYZ

**Specify object to be copied**

Entry 1 of the entries to be copied has dependent entries.

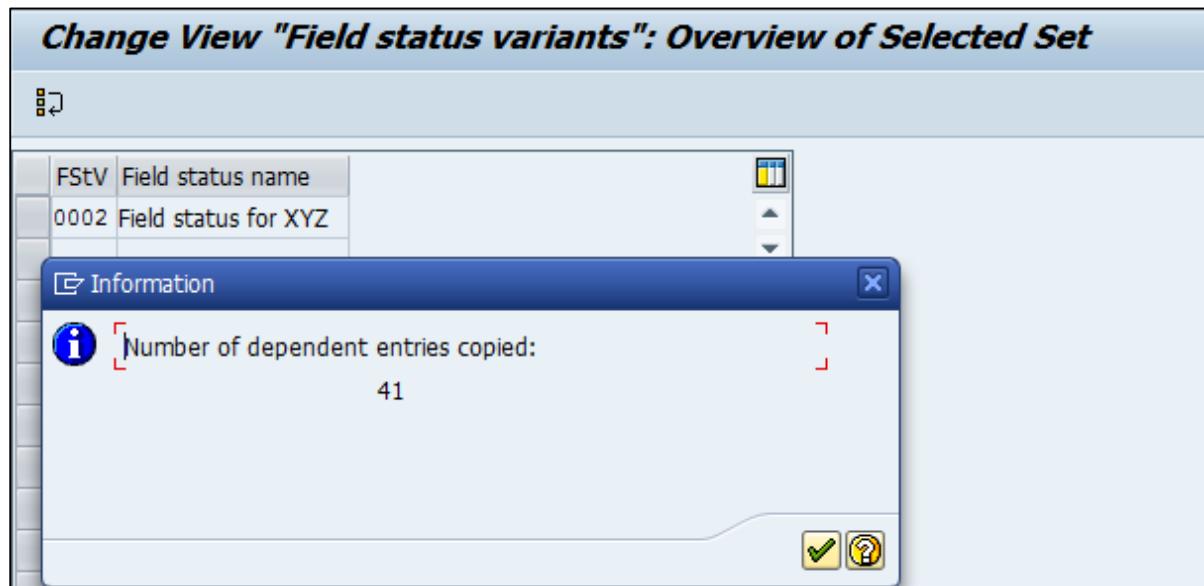
You can copy the entry with all dependent entries, or just the entry itself.

copy all

only copy entry

Cancel

You will get a confirming message, something like: "Number of dependent entries copied: 41". Click the Save button.



## 18. SAP FI – Field Status Group

Field status group is assigned to GL account. Through field status group, one can define a field as optional, suppressed, or mandatory. According to the field status groups, respective fields will be displayed as mandatory or suppressed when the postings are made to that GL account.

All these field status groups are clubbed to a field status variant and the Field status variant is assigned to a company code. With this, field's status groups from fields status variant can only be assigned when a General Ledger account is created for a company code.

- Suppress: The field is hidden on the screen.
- Optional: The field is available on the screen, you can keep it blank or fill it.
- Require: The field is available on the screen, and you have to fill it.
- Display: The field is available on the screen, but it's grayed out, you cannot fill anything in here.

# 19. SAP FI – Define Posting Keys

Posting Keys in SAP FI are used to determine Account types (A, D, K, M, and S) and also the type of posting. It is 2-digit numerical key.

Different Account Types in SAP FI:

- A = Assets
- D = Customers
- K = Vendors
- M = Materials
- S = General Ledger Account

## Asset Posting Keys

Posting Key	Description	Debit/Credit
70	Debit Asset	Debit
75	Credit Asset	Credit

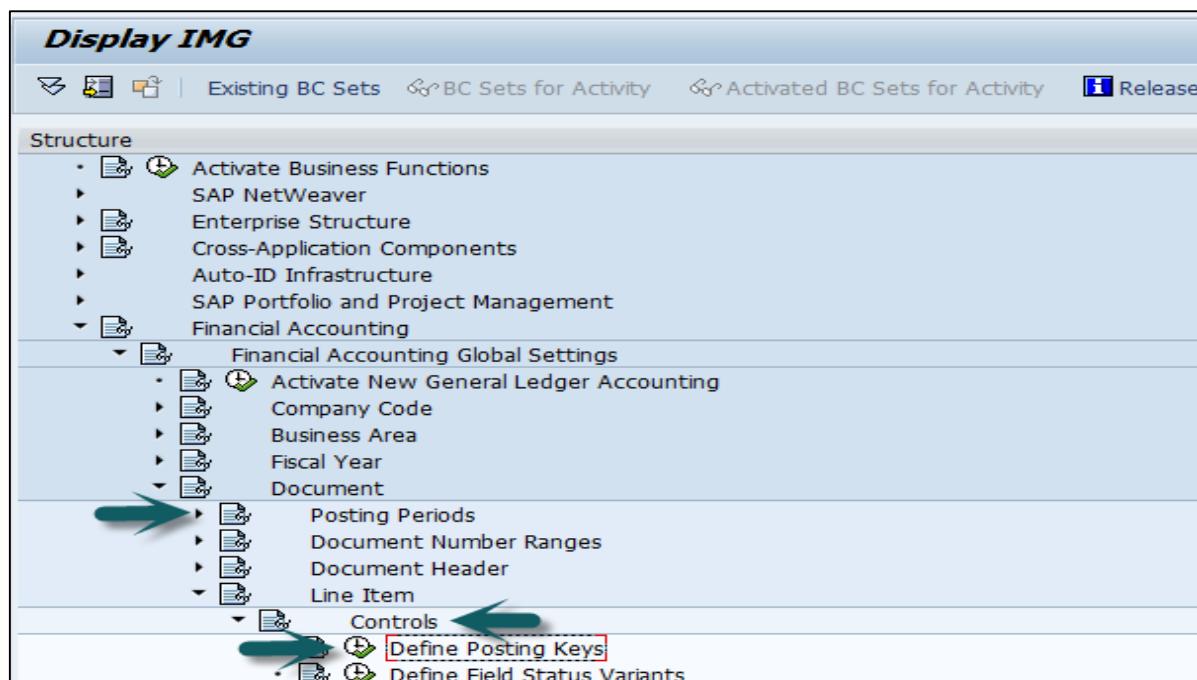
## Material Posting Keys

Posting Key	Description	Debit/Credit
89	Stock Inward Movement	Material Debit
99	Stock outward Movement	Material Credit

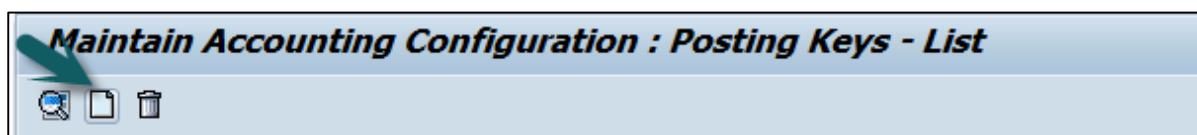
There are various Account type posting keys available in SAP FI.

## How to create a SAP FI Posting Key?

Go to SPRO -> SAP Reference IMG -> Financial Accounting -> Financial Accounting Global Setting -> Document -> Line Item -> Controls -> Define Posting Keys -> Execute



Click the Create icon.

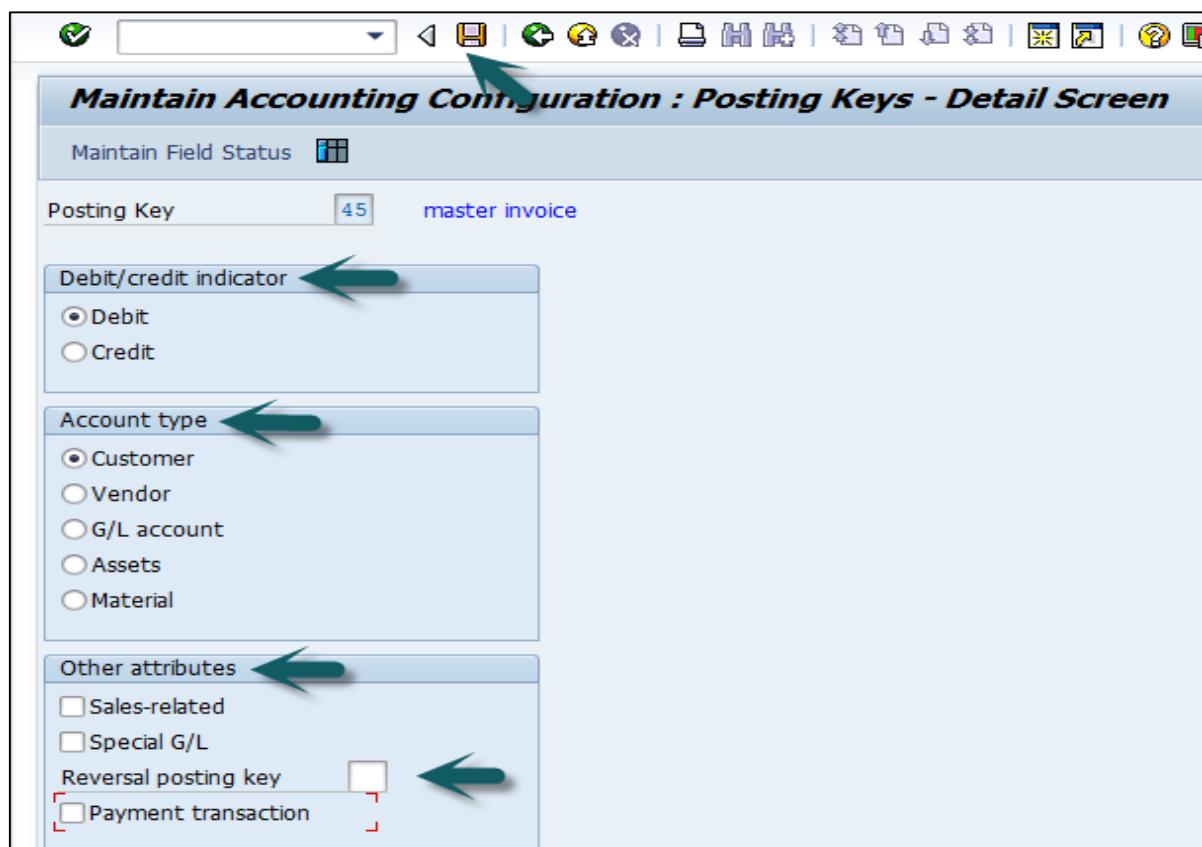


Enter the 2-digit numeric code (Example '02') and the name of the posting key and press the Enter key.

The screenshot shows the 'Create posting key' dialog box. It has fields for 'Posting Key' (containing '02') and 'Name of posting key' (containing 'master invoice', which is highlighted with a red box). There are other fields like 'Spec.', 'Cred.', 'Rev.', and 'Oth.' but they are mostly empty or have placeholder text. The dialog box has a blue header with the title 'Create posting key' and a close button.

Now you need to provide the following details:

- **Debit/Credit Indicator:** Select Debit or Credit
- **Account Type:** Select the Appropriate account type
- **Other Attributes:** Select other appropriate attributes
- **Reversal Posting Key:** Update the reversal posting key



The next step is to click the Save icon to successfully configure the posting key.

# 20. SAP FI – Define Document Type

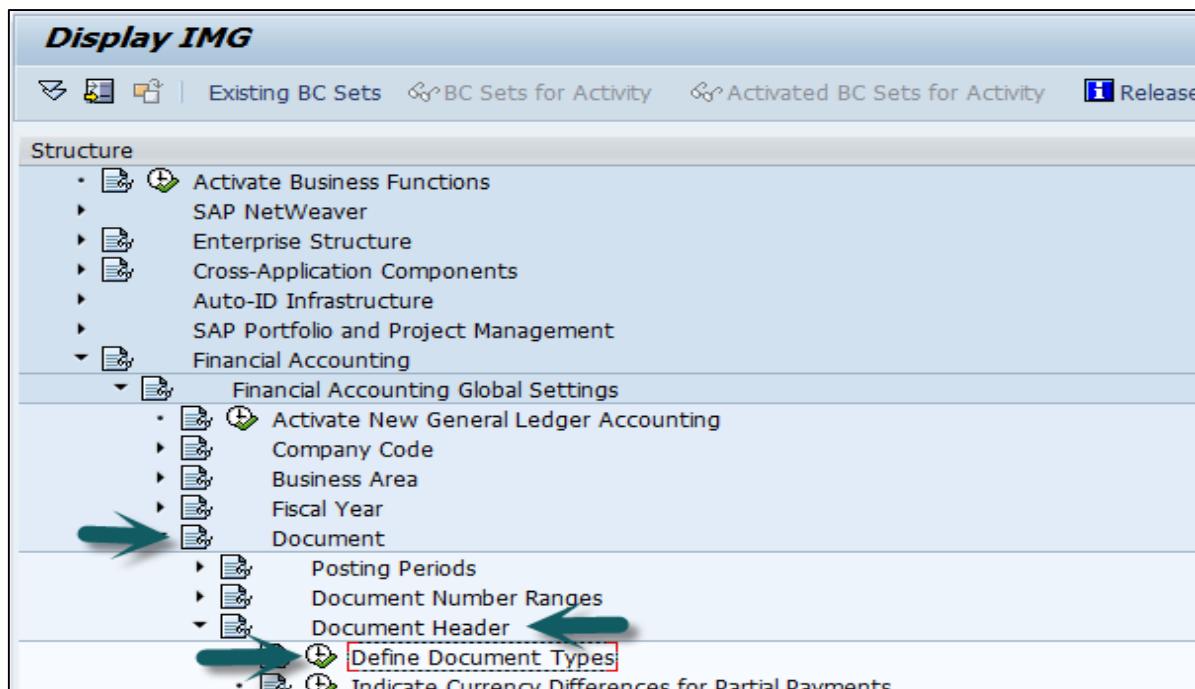
Document Type Key is used to distinguish between different business transactions and to classify the accounting documents. It is also used to determine the number range for documents and account types such as asset, material, vendor, etc. for posting.

Common Document Type Keys are as follows:

Document Type	Document Type Description
AA	Asset Posting
AN	Net Asset Posting
DR	Customer Invoice
DZ	Customer Payment
KA	Vendor Document
KG	Vendor Credit Memo

## How to define Document Type in SAP FI?

Go to SPRO -> SAP Reference IMG -> Financial Accounting -> Financial Accounting Global Setting -> Document -> Document Header -> Define Document Types -> Execute.



It will open a new window. Click New Entries and provide the following details:

- **Document Type:** Unique 2-digit code
- **Number Range:** Number Range Code
- **Reverse Document Type:** Reverse Document Type Key Code
- **Number Range Information:** Number ranges are maintained for document types
- **Account Types allowed:** Asset, Customer, Material, Vendor, and G/L Account
- **Control Data:** Control data for document type

<b>New Entries: Details of Added Entries</b>							
<input type="button" value="New"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Print"/>							
<b>Document Type</b> <input style="border: 2px solid red; width: 100px; height: 20px; margin-right: 10px;" type="text"/> 							
<b>Properties</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"><input style="width: 100px; height: 20px; margin-right: 10px;" type="text"/> Number range</td> <td style="padding: 5px; border: 1px solid yellow; background-color: #ffffcc;">Number range information</td> </tr> <tr> <td style="padding: 5px;"><input style="width: 100px; height: 20px; margin-right: 10px;" type="text"/> Reverse DocumentType</td> <td></td> </tr> <tr> <td style="padding: 5px;"><input style="width: 100px; height: 20px; margin-right: 10px;" type="text"/> Authorization Group</td> <td></td> </tr> </table>		<input style="width: 100px; height: 20px; margin-right: 10px;" type="text"/> Number range	Number range information	<input style="width: 100px; height: 20px; margin-right: 10px;" type="text"/> Reverse DocumentType		<input style="width: 100px; height: 20px; margin-right: 10px;" type="text"/> Authorization Group	
<input style="width: 100px; height: 20px; margin-right: 10px;" type="text"/> Number range	Number range information						
<input style="width: 100px; height: 20px; margin-right: 10px;" type="text"/> Reverse DocumentType							
<input style="width: 100px; height: 20px; margin-right: 10px;" type="text"/> Authorization Group							
<b>Account types allowed</b>  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"><input type="checkbox"/> Assets</td> <td style="padding: 5px;"><input type="checkbox"/> Customer</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Vendor</td> <td style="padding: 5px;"><input type="checkbox"/> Material</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> G/L account</td> <td></td> </tr> </table>		<input type="checkbox"/> Assets	<input type="checkbox"/> Customer	<input type="checkbox"/> Vendor	<input type="checkbox"/> Material	<input type="checkbox"/> G/L account	
<input type="checkbox"/> Assets	<input type="checkbox"/> Customer						
<input type="checkbox"/> Vendor	<input type="checkbox"/> Material						
<input type="checkbox"/> G/L account							
<b>Control data</b>  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"><input type="checkbox"/> Net document type</td> <td style="padding: 5px;"><input type="checkbox"/> Cust/vend check</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Negative Postings Permitted</td> <td style="padding: 5px;"><input type="checkbox"/> Inter-company postgs</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Enter trading partner</td> <td></td> </tr> </table>		<input type="checkbox"/> Net document type	<input type="checkbox"/> Cust/vend check	<input type="checkbox"/> Negative Postings Permitted	<input type="checkbox"/> Inter-company postgs	<input type="checkbox"/> Enter trading partner	
<input type="checkbox"/> Net document type	<input type="checkbox"/> Cust/vend check						
<input type="checkbox"/> Negative Postings Permitted	<input type="checkbox"/> Inter-company postgs						
<input type="checkbox"/> Enter trading partner							
<b>Required during document entry</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"><input type="checkbox"/> Reference number</td> <td style="padding: 5px;"><input type="checkbox"/> Document header text</td> </tr> </table>		<input type="checkbox"/> Reference number	<input type="checkbox"/> Document header text				
<input type="checkbox"/> Reference number	<input type="checkbox"/> Document header text						
<b>Special usage</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"><input type="checkbox"/> Btch input only</td> </tr> </table>		<input type="checkbox"/> Btch input only					
<input type="checkbox"/> Btch input only							
<b>Default values</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Ex.rate type for forgn crncy docs</td> <td style="padding: 5px;"><input type="text"/></td> </tr> </table>		Ex.rate type for forgn crncy docs	<input type="text"/>				
Ex.rate type for forgn crncy docs	<input type="text"/>						
<b>Joint venture</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"><input type="checkbox"/> Debit Rec.Indic</td> <td style="padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Rec.Ind. Credit</td> <td style="padding: 5px;"><input type="checkbox"/></td> </tr> </table>		<input type="checkbox"/> Debit Rec.Indic	<input type="checkbox"/>	<input type="checkbox"/> Rec.Ind. Credit	<input type="checkbox"/>		
<input type="checkbox"/> Debit Rec.Indic	<input type="checkbox"/>						
<input type="checkbox"/> Rec.Ind. Credit	<input type="checkbox"/>						

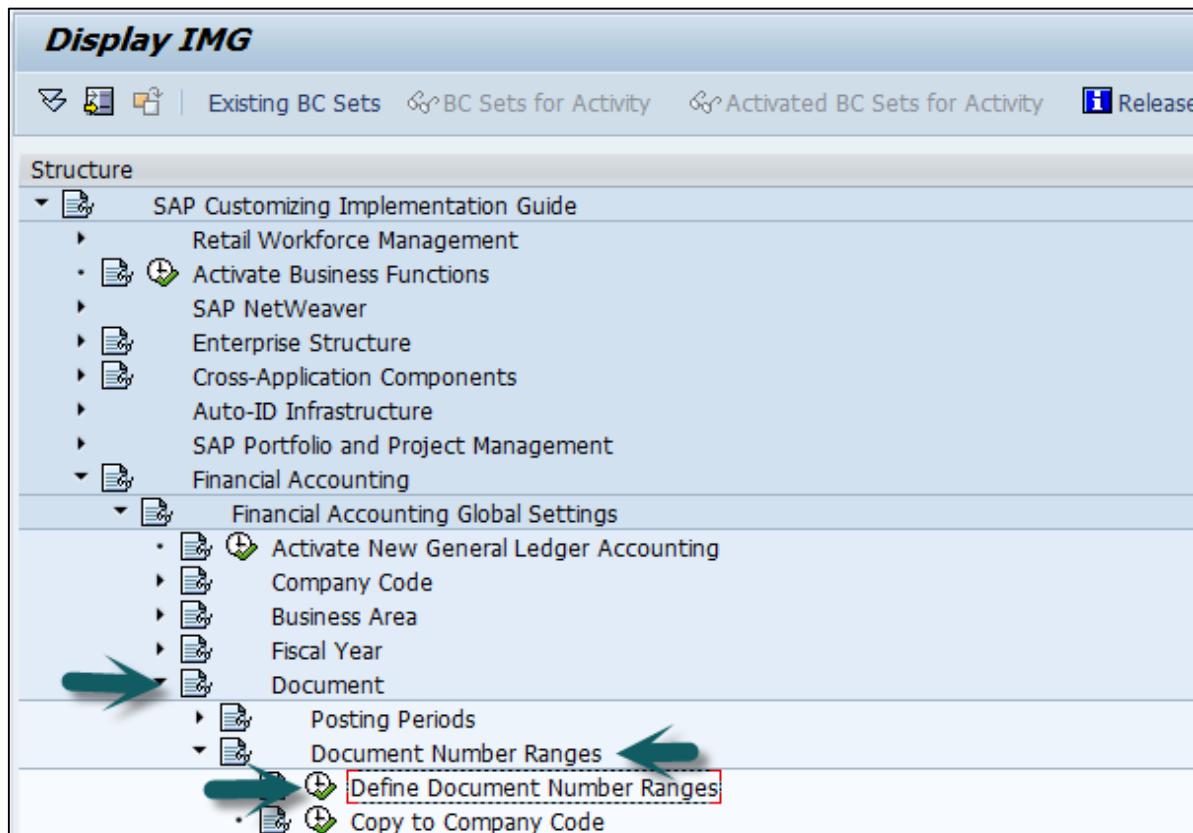
Once you enter the above data, click the Save icon. Enter the description of document and save. It will save the configuration of the document type.

# 21. SAP FI – Document Number Ranges

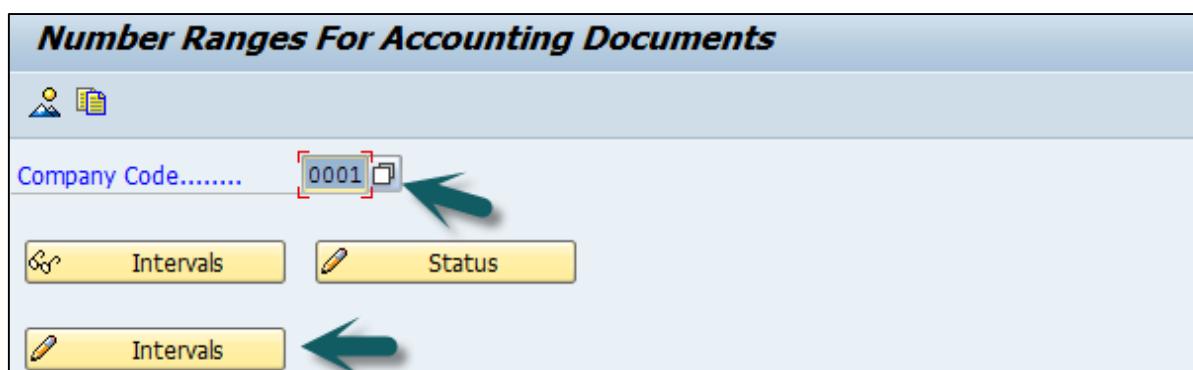
You can assign one or more document types to number range. The number range is applicable to document type as mentioned in the document posting and entry.

## How to define Document Number Ranges in SAP FI?

You can define document number ranges in SAP FI in two way. You can either use the T-code FBN1 or go to SPRO -> SAP Reference IMG -> Financial Accounting -> Financial Accounting Global Setting -> Document -> Define Document Number Ranges -> Execute.



A new window will open. Enter the company code and click Change Intervals as shown below.



It will open another window. Click Insert Interval.

No	Year	From number	To number	Current number	Ext
01	1992	0100000000	0199999999	0	<input type="checkbox"/>

Enter the following details:

- **No:** Number range code
- **Year:** Enter Year
- **From Number:** From number
- **To Number:** To Number
- **Current Number:** (By default it will be 0)
- **Ext:** (Internal or External)

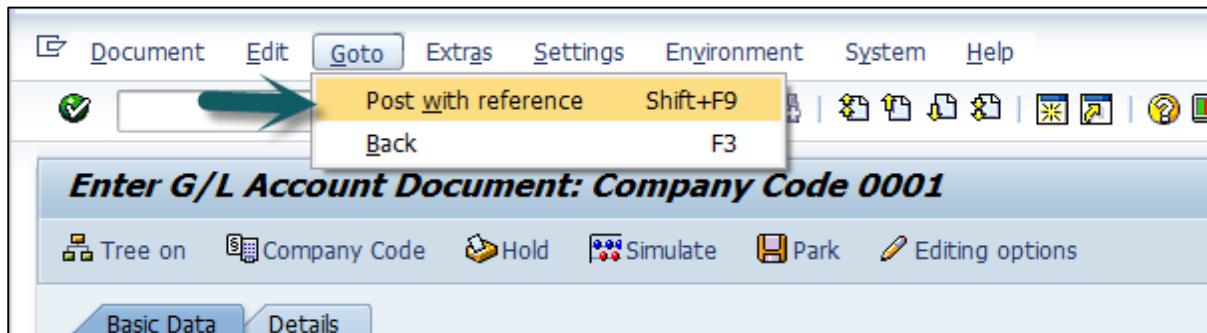
No	Year	From number	To number	Current number	Ext
01	2014	10000	19999	0	<input type="checkbox"/>

No	Year	From number	To number	Number Range Status	Ext
01	1992	0100000000	0199999999	0	<input type="checkbox"/>
01	1993	0100000000	0199999999	0	<input type="checkbox"/>

After providing all these details, click Save to save the changes.

## 22. SAP FI – Post with Reference

To post a document with reference in SAP FI, use the **T-code** FB50. Click the Goto tab and Post with reference, as shown in the following screenshot.



Enter the following details:

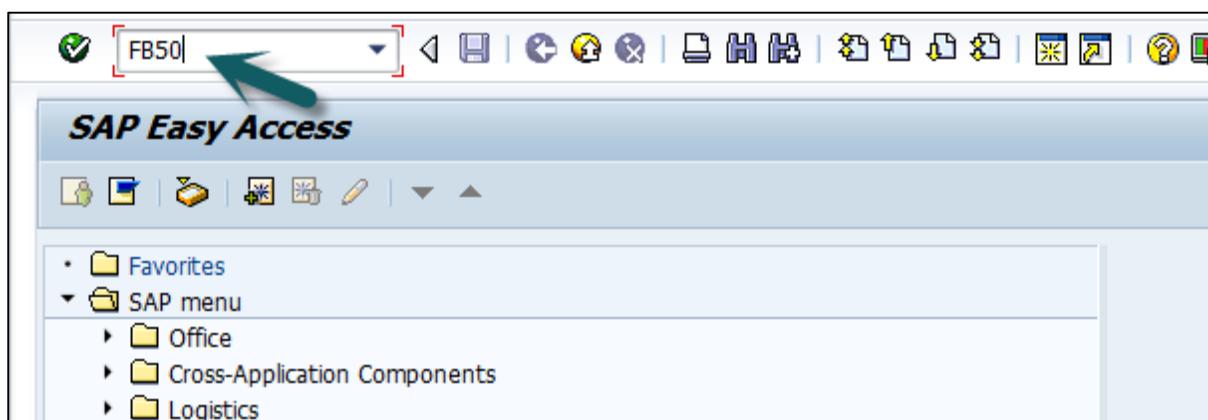
The screenshot shows the 'Enter G/L Account Document' screen for Company Code 0001. The 'Basic Data' tab is selected. The form fields include: Document Date (24.11.2015), Posting Date (19.12.2015), Reference (empty), Doc.Header.Text (empty), Cross-CC no. (empty), and Company Code (0001 SAP A.G. Walldorf). To the right, the 'Amount Information' section displays: Total Dr. (0,00 EUR) and Total Cr. (0,00 EUR). A status message 'OK' is visible at the bottom right.

After providing the necessary details, click the Save button at the top to post a new document.

## 23. SAP FI – Hold a G/L Document Posting

You can also hold posting of a G/L document or temporarily save the document in the following conditions:

- When G/L document is not complete
- Incomplete/Incorrect Information in the document
- To save the document at a later stage



To hold a G/L document posting, you can use the **T-code** FB50, and enter the following details:

- Enter Document Date
- Enter G/L account to be credited
- Enter Credit Account
- Enter G/L account to be debited
- Enter Debit amount

**Enter G/L Account Document: Company Code 0001**

Tree on   Company Code   Hold   Simulate   Park   Editing options

Basic Data   Details

Document Date	24.11.2015	Currency	EUR
Posting Date	19.12.2015		
Reference			
Doc.Header Text			
Cross-CC no.			
Company Code	0001	SAP A.G. Walldorf	

Amount Information

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

OAO

0 Items ( No entry variant selected )

S...	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T..	Tax jurisdicn cod
	1000		Debit ▾	3412	0,00		
	1001		Debit ▾	2345	0,00		

The next step is to click the Hold (F5) button at the top -> Enter the temporary document number and click Hold document.

**Enter G/L Account Document: Company Code 0001**

Tree on   Company Code   Hold   Simulate   Park   Editing options

Basic Data   Details

# 24. SAP FI – Park a G/L Document Posting

SAP FI also provides an option with Limited Authorization Amount for Posting.

## Example

An Accountant has an authority to post documents to a maximum amount \$2000. Now he has to feed a document with an amount of \$5000 for which he does not have the authority.

SAP FI provides a Park Facility for the document which allows the user to save the document but the amount is not posted in the G/L accounts.

This allows to review the document later reviewed by a higher authority Personnel who has appropriate posting amount authorization. Once approved, the document is posted in the G/L accounts.

## How to park a G/L document posting?

To hold a G/L document posting, you can use the **T-code** FB50, and enter the following details:

- Enter Document Date
- Enter G/L account to be credited
- Enter Credit Account
- Enter G/L account to be debited
- Enter Debit amount

**Enter G/L Account Document: Company Code 0001**

Tree on    Company Code    Hold    Simulate    Park    Editing options

Basic Data    Details

Document Date	24.11.2015	Currency	EUR
Posting Date	19.12.2015		
Reference			
Doc.Header Text			
Cross-CC no.			
Company Code	0001	SAP A.G. Walldorf	

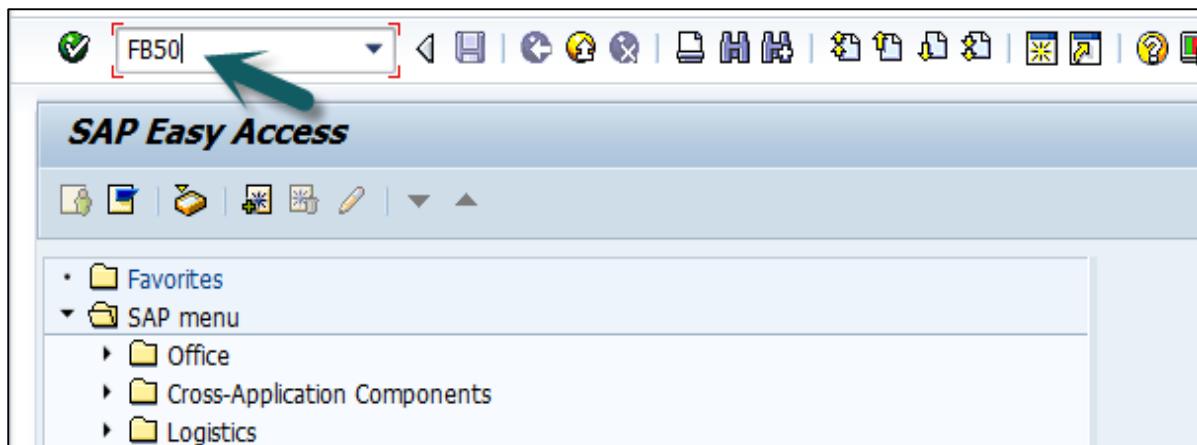
Amount Information

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

OAO

0 Items ( No entry variant selected )

S...	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T..	Tax jurisdiction code
	1000		Debit ▼	3412	0,00		
	1001		Debit ▼	2345	0,00		



The next step is to press the Hold (F5) button at the top -> Enter the temporary document number and click Park document.



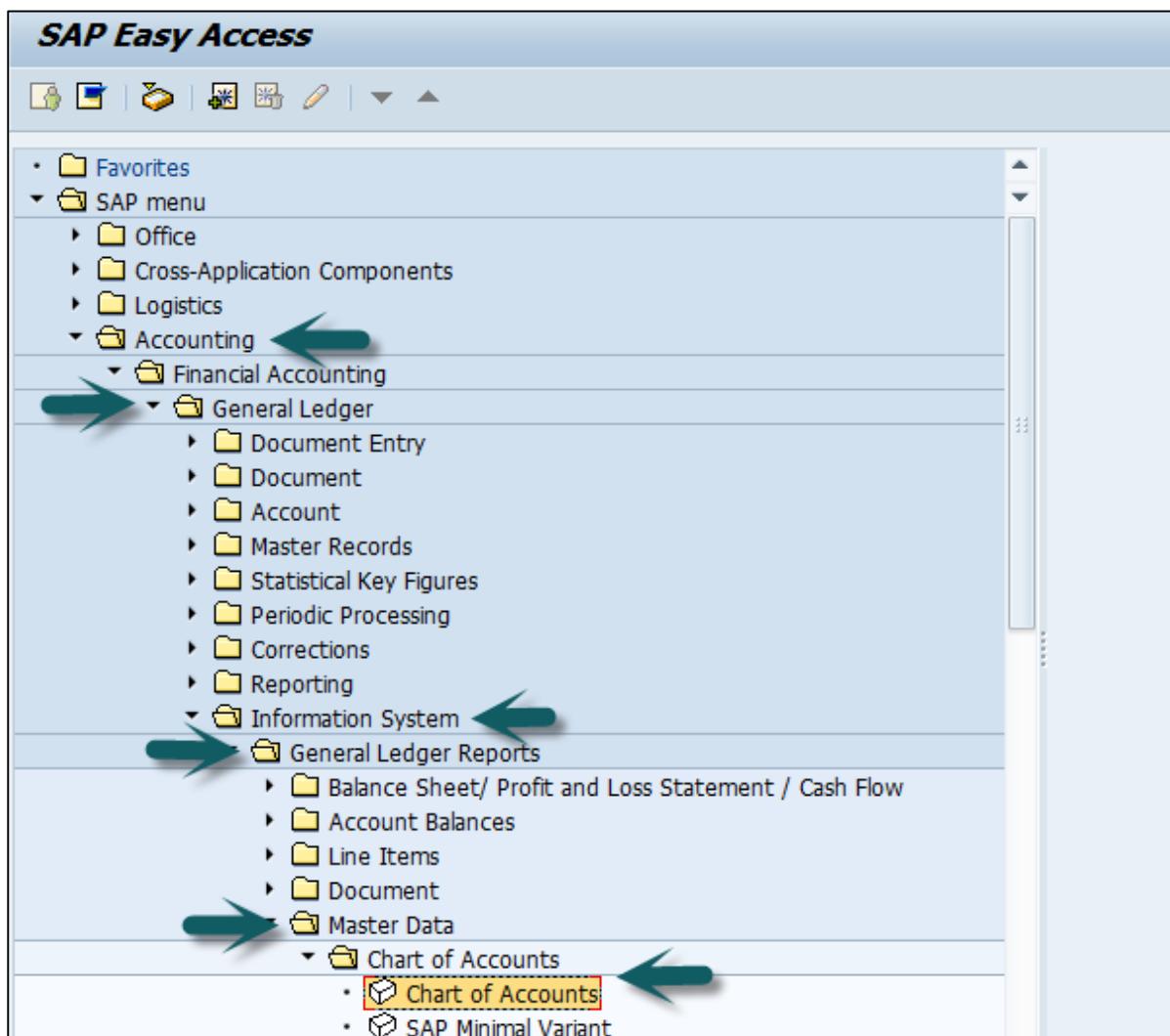
# 25. SAP FI – G/L Reporting

There are various G/L reports that can be generated in SAP FI. The most common ones are:

- G/L Chart of Accounts List
  - G/L Account Balances
  - G/L Account List
  - G/L Account Totals and Balances

## G/L Chart of Accounts List

Use the **T-code S\_ALR\_87012326** or in the SAP Easy access menu, go to Accounting -> Finance Accounting -> General Ledger -> Information System -> General Ledger Reports -> Master Data -> Chart of Accounts.



A new window will open. Enter the Chart of Accounts key -> Execute (F8).

**Chart of Accounts**

G/L account selection

G/L account  to

Selection using search help

Search help ID

Search string

Search help

General selections

Chart of accounts  to

Charts of accts not assigned

This will open a list of all G/L Chart of Accounts with respect to the key mentioned.

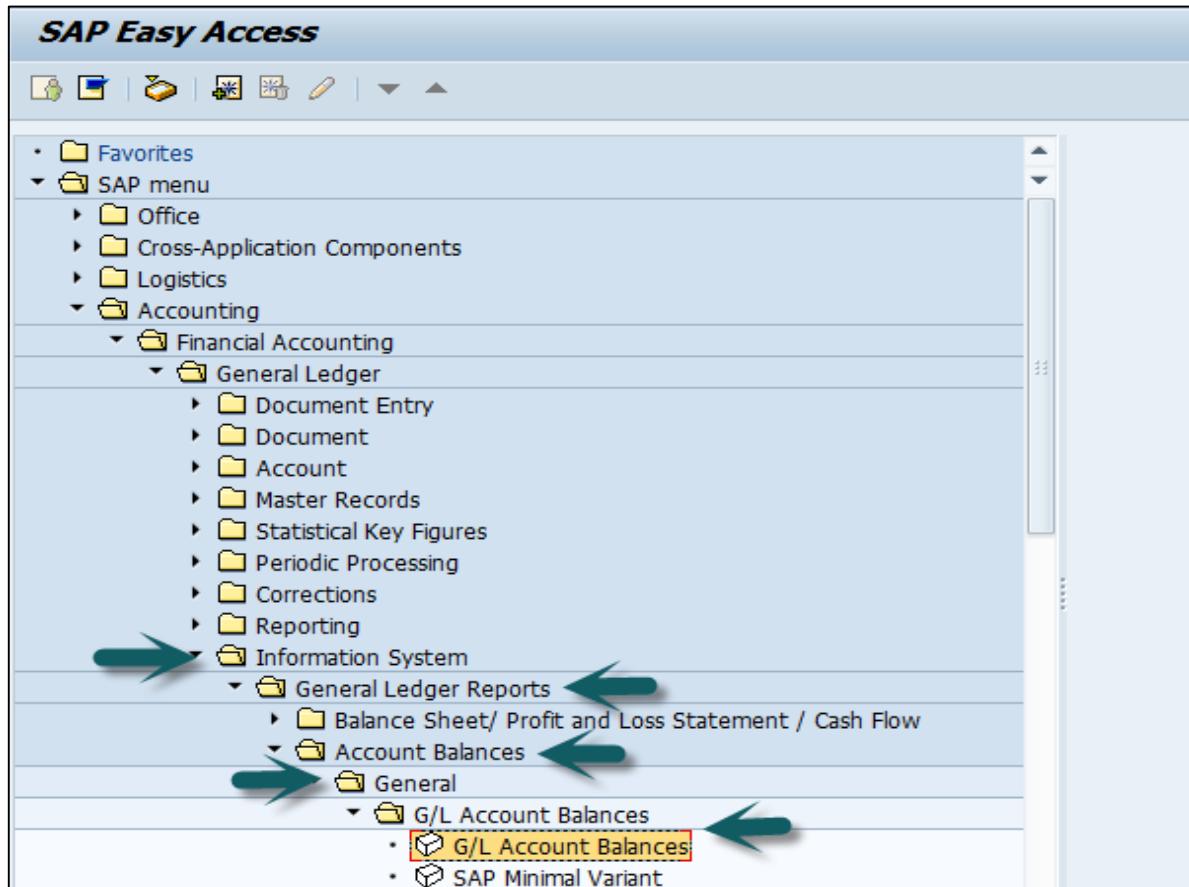
**Chart of Accounts**

cap Chart of Accounts Date 20.12.2015  
ahmedabad Page 1  
ChartofAccts INT Chart of accounts - international

G/L acct	G/L Acct Long Text
1000	Real estate and similar rights
1010	Accum. depn - real estate and similar rights
1050	Appreciation land
2000	Buildings
2010	Accumulated depreciation-buildings
2050	Appreciation buildings
2100	Buildings on other ground
2110	Buildings on other ground
11000	Machinery and equipment
11002	Constructions
11010	Accumulated depreciation - machinery and equipment
11020	Accumulated depreciation-constructions
11050	Appreciation Plant & Machinery
12000	Low value assets
12010	Depreciation - Low value assets
13000	Vehicles
13010	Depreciation - motor vehicles
21000	Fixtures and fittings
21010	Accumulated depreciation - fixtures and fittings
21050	Appreciation office equipment
22000	Low value assets (fixtures and fittings)
22010	Depreciation - LVA office equipment
22020	Depreciation - LVA office equipment, collection
22100	Low value assets collection of LVA
31000	Down payments made - tangible assets
31010	Input tax for down payments - tangible assets
31100	Capitalized payments on account - tangible assets

## G/L Account Balances

Use the **T-code** S\_ALR\_87012277 or in the SAP easy access menu, go to Accounting -> Finance Accounting -> General Ledger -> Information System -> General Ledger Reports -> Account Balances -> General -> G/L Account Balances -> G/L Account Balances.

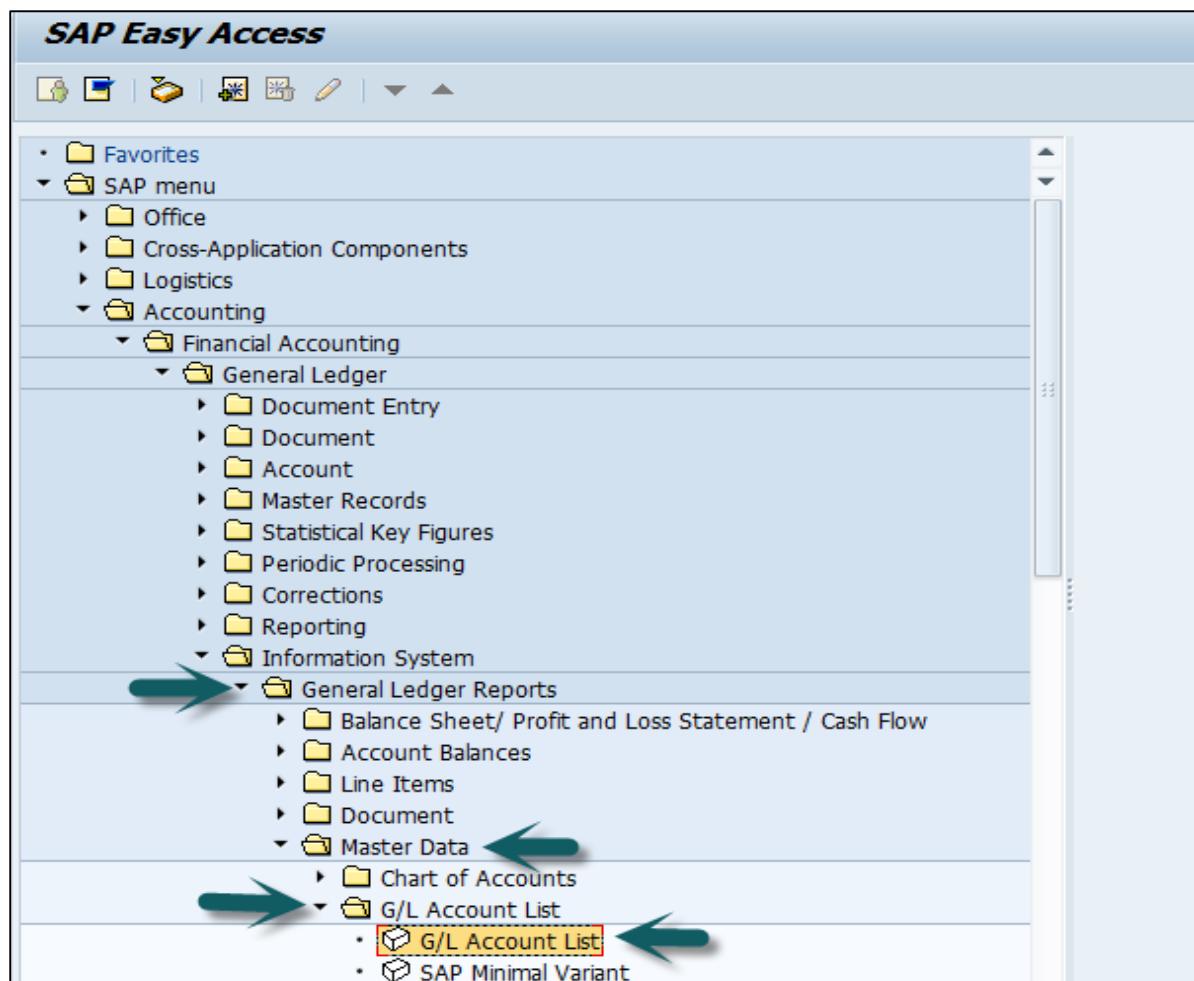


Enter the input parameters like company code to generate G/L Account Balances report -> Execute.

## G/L Account List

Use the **T-code** S\_ALR\_87012328 or go to the path given below:

Accounting -> Finance Accounting -> General Ledger -> Information System -> General Ledger Reports -> Master Data -> G/L Account List -> G/L Account List.



Enter Input parameters such as Company Code, Chart of Accounts, etc. to apply filter to G/L Account List -> Execute.

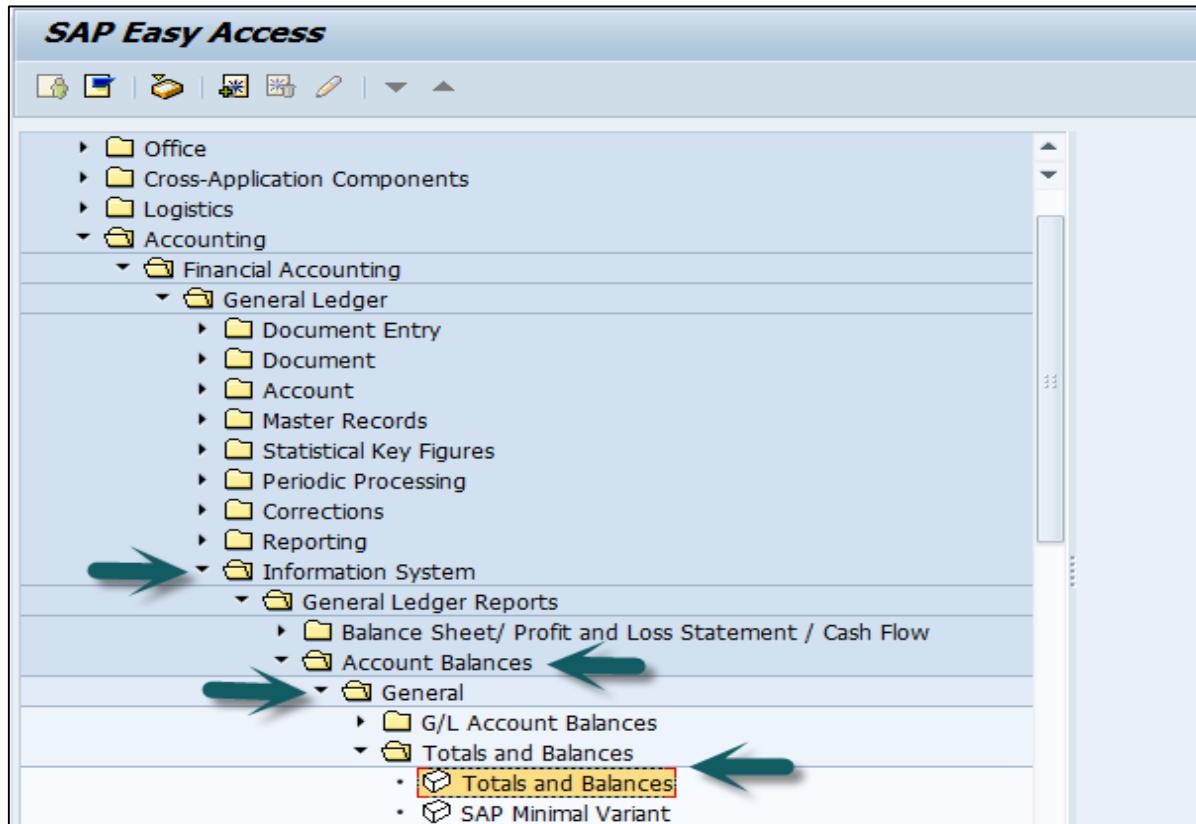
The screenshot shows the G/L account selection screen with the following input fields:

- G/L account selection
  - G/L account:
  - to:
- Selection using search help
  - Search help ID:
  - Search string:
  -
- General selections
  - Chart of Accounts:  to:
  - Charts of accts not assigned:
  - Company Code:    (This field is highlighted with a red border)
  - F/S Version Assignment:  to:

A teal arrow points to the Company Code input field, highlighting it.

## G / L Account Totals and Balances

Use the **T-code S\_ALR\_ 87012301** or go to the path shown in the following screenshot.



Enter the report input parameters such as company code, COA, etc. and click Execute. A report will be generated based on input parameters.

## 26. SAP FI – Accounts Receivable

SAP FI Accounts Receivable component records and manages accounting data of all customers. It is also an integral part of sales management.

All postings in Accounts Receivable are also recorded directly in the General Ledger. Different G/L accounts are updated depending on the transaction involved (for example, receivables, down payments, and bills of exchange). The system contains a range of tools that you can use to monitor open items such as account analyses, alarm reports, due date lists, and a flexible dunning program.

The correspondence linked to these tools can be individually formulated to suit your requirements. This is also the case for payment notices, balance confirmations, account statements, and interest calculations. Incoming payments can be assigned to due receivables using user-friendly screen functions or by electronic means such as EDI.

The payment program can automatically carry out direct debiting and down-payments.

We have a range of tools available for documenting the transactions that occur in Accounts Receivable, including balance lists, journals, balance audit trails, and other standard reports. When drawing up financial statements, the items in foreign currency are revalued, customers who are also vendors are listed, and the balances on the accounts are sorted by their remaining life.

Accounts Receivable is not merely one of the branches of accounting that forms the basis of adequate and orderly accounting. It also provides the data required for effective credit management (as a result of its close integration with the Sales and Distribution component) as well as important information for the optimization of liquidity planning.

## 27. SAP FI – Customer Master Data

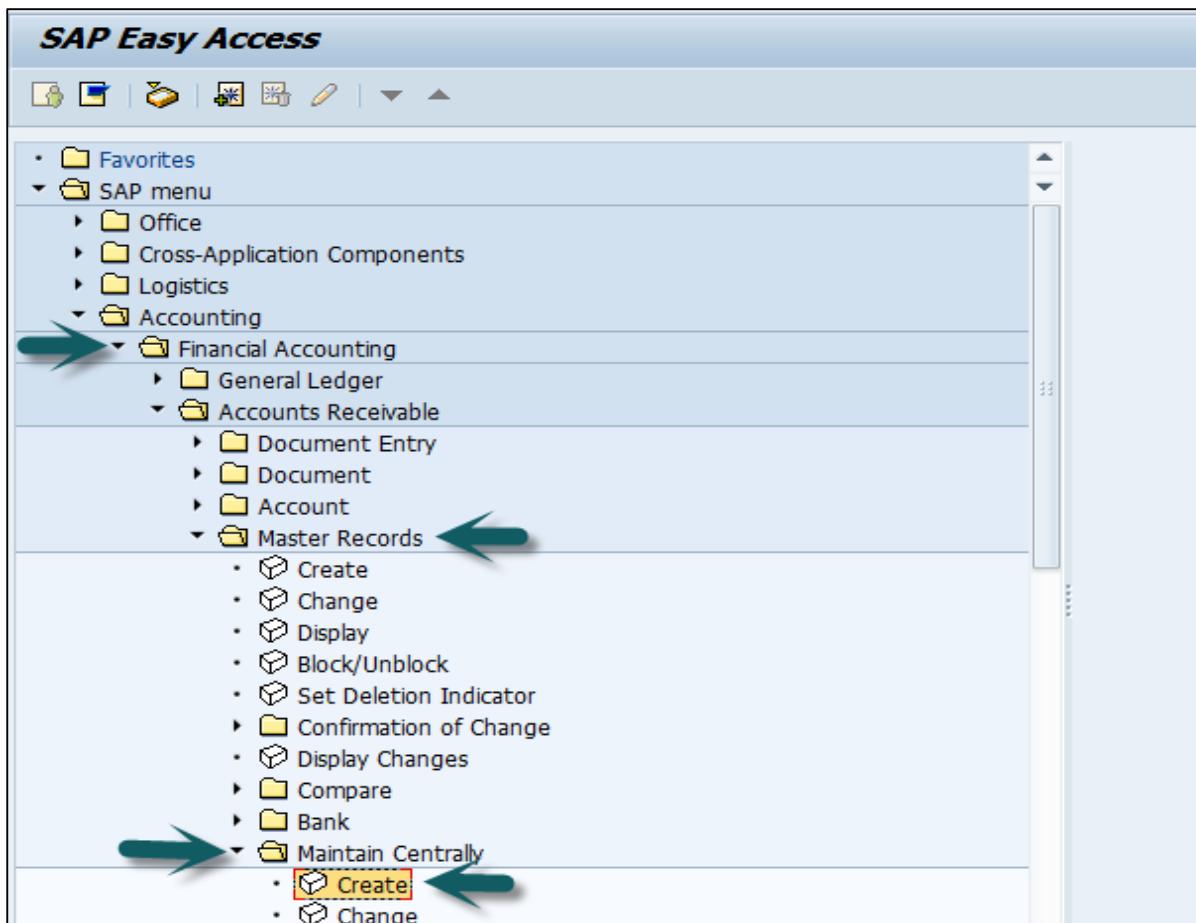
In SAP FI, all business transactions are posted to and managed in accounts. You must create a master record for each account that you require. The master record contains data that controls how business transactions are recorded and processed by the system. It also includes all the information about a customer that you need to be able to conduct business with him.

Customer master data is used by both the accounts and sales department in an organization. By maintaining customer master data centrally, it can be accessed throughout your organization and avoid the need to enter the same information twice. You can also avoid inconsistencies in master data by maintaining it centrally.

**Example:** There is a change in address of one of your customers, so you only have to enter this change once in the system, and your accounting and sales departments will always have up-to-date information.

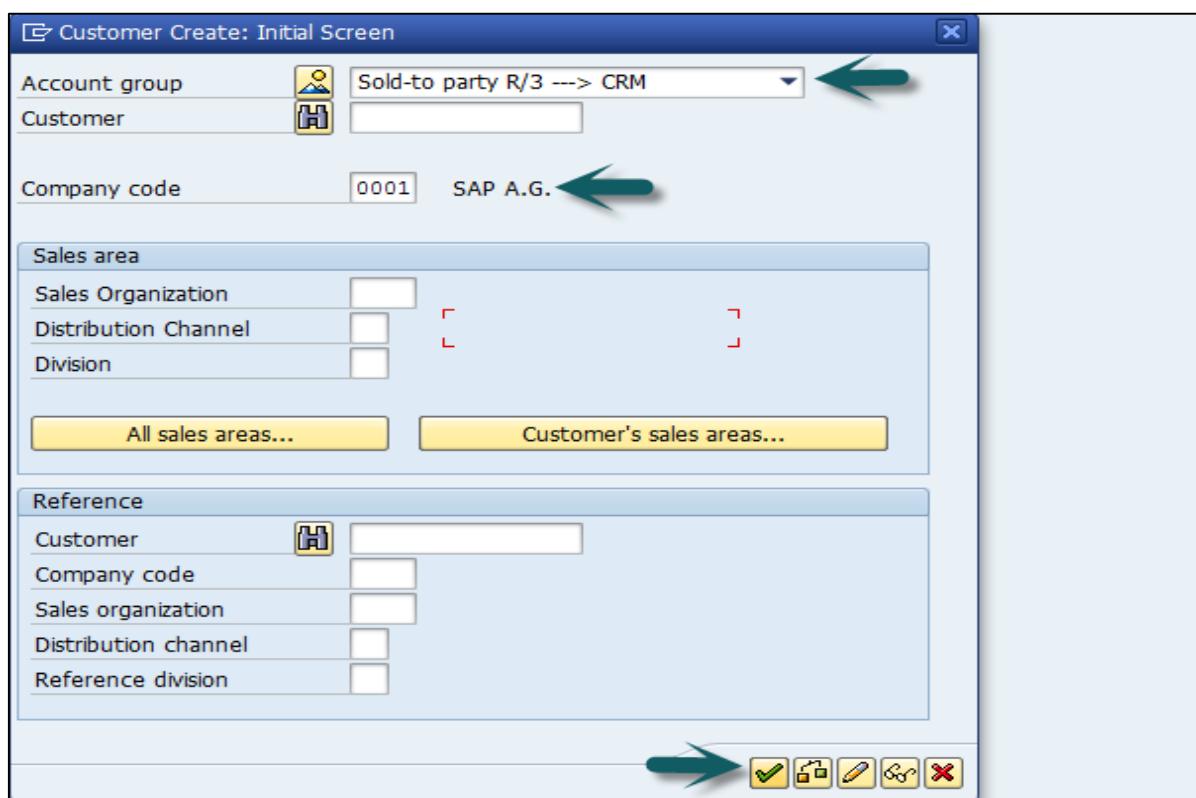
### How to create a customer master data centrally in SAP FI?

Use the **T-code** FD01 or go to Accounting -> Finance Accounting -> Accounts Receivable -> Master Records -> Maintain Centrally -> Create.



A new window will open. Enter the following details:

- Select an account group.
- Depending on the type of number assignment (internal or external) used for the account group, you also enter an account number.
- If you wish to maintain the company code data or the sales data as well as the general data, also enter:
  - A company code for maintaining the FI data (accounting data)
  - A sales area for maintaining sales data
- To continue, choose Continue.



Once you click Continue, a new screen appears with customer data. Enter the following customer data and click Save.

- Enter the name of the customer
- Enter Search Term, for searching the customer Id
- Enter Street/House Number
- Enter Postal code/City
- Enter Country/Region

**Create Customer: General Data**

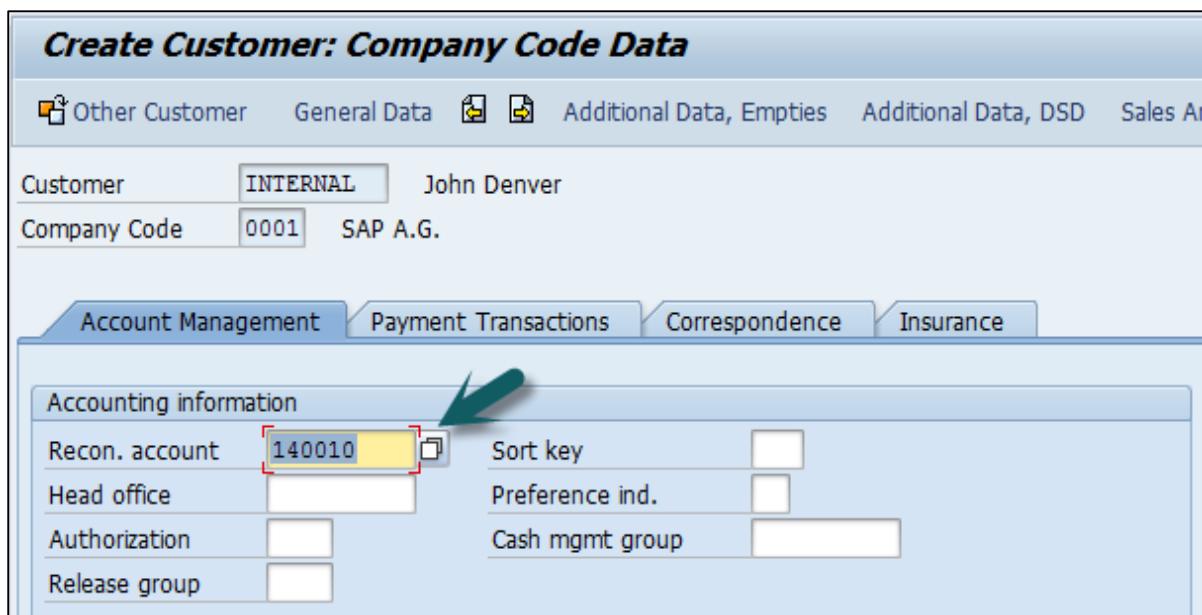
Other Customer	Company Code Data	Additional Data, Empties	Additional Data, DSD	Sales Area Information, DSD
Customer INTERNAL Address Control Data Payment Transactions Marketing Unloading Points Export Data Contact Person				
<input type="button" value="Preview"/> <input type="button" value="Print"/> Internat. versions				
<b>Name</b> <input type="text" value="John Denver"/>				
Title: Mr. <input type="button" value="..."/>				
Street Address <input type="text" value="123 Main Street"/>				
Postal Code/City: <input type="text" value="10000-0000"/>				
Country: <input checked="" type="checkbox"/> Region: <input type="text"/>				
PO Box Address <input type="text" value="PO Box 1234"/>				
PO Box: <input type="text"/>				

Click the Control Data tab and enter Corporate Group etc. if the customer belongs to a corporate group.

**Create Customer: General Data**

Other Customer	Company Code Data	Additional Data, Empties	Additional Data, DSD	S
Customer INTERNAL John Denver				
Address Control Data Payment Transactions Marketing Unloading Points Export Data				
Account control <input type="text" value="XY201"/>				
Vendor: <input type="text"/> Authorization: <input type="text"/> Trading Partner: <input type="text"/> Corporate Group: XY201				
Reference data/area				
Location no. 1: <input type="text"/> Location no. 2: <input type="text"/> Check digit: <input type="text"/> Industry: <input type="text"/> Train station: <input type="text"/> Express station: <input type="text"/> Transport.zone: <input type="text"/> Location code: <input type="text"/>				
Tax information				
Tax Number 1: <input type="text"/> Equaliztn tax: <input type="checkbox"/> Tax Number 2: <input type="text"/> Natural person: <input type="checkbox"/> Fiscal address: <input type="text"/> Sales/pur.tax: <input type="checkbox"/>				

Click the second option Company Code data and go to Account Management.



**Create Customer: Company Code Data**

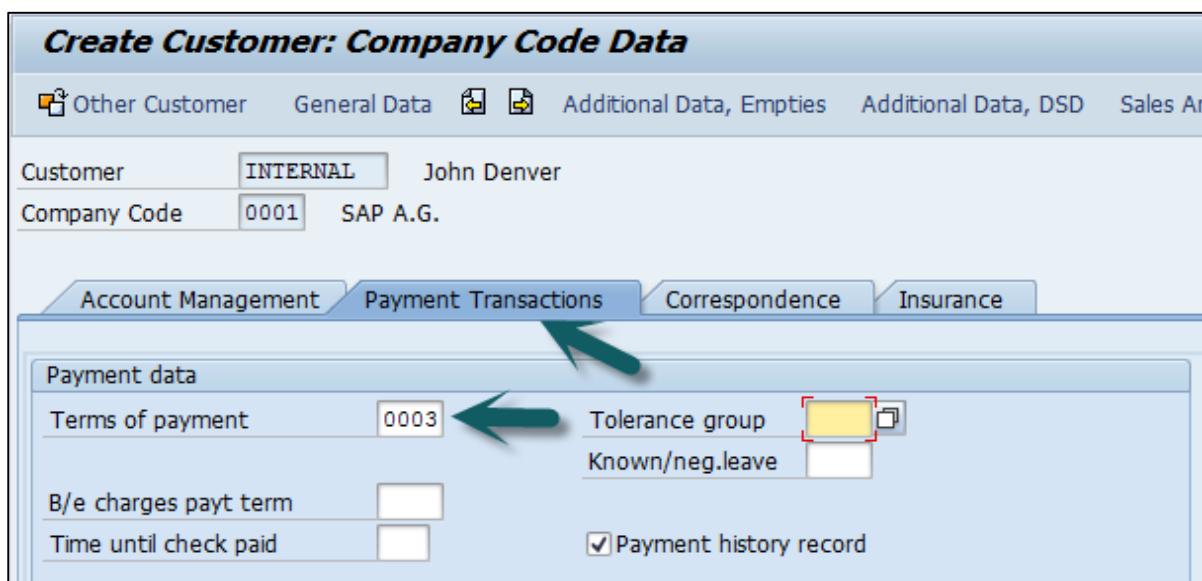
Customer INTERNAL John Denver  
Company Code 0001 SAP A.G.

Account Management Payment Transactions Correspondence Insurance

Accounting information

Recon. account	140010	Sort key
Head office		Preference ind.
Authorization		Cash mgmt group
Release group		

Enter Recon. Account number from the list provided. Go to Payment Transactions, enter terms of payment, tolerance group, etc.



**Create Customer: Company Code Data**

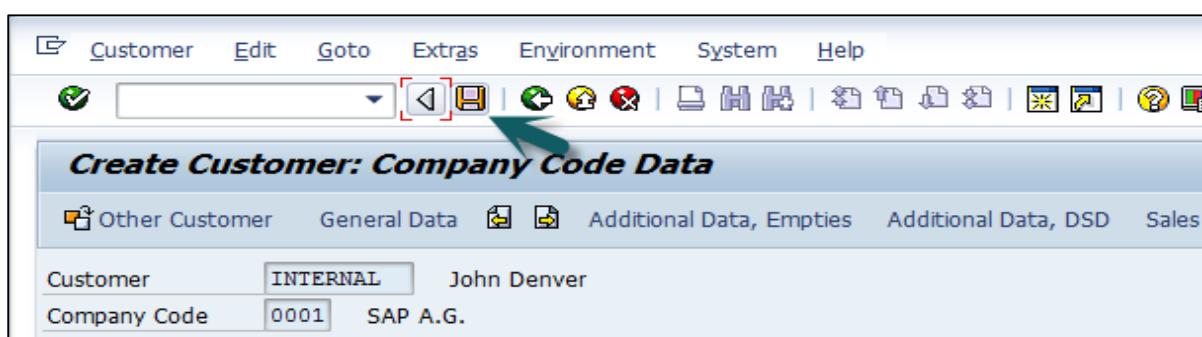
Customer INTERNAL John Denver  
Company Code 0001 SAP A.G.

Account Management Payment Transactions Correspondence Insurance

Payment data

Terms of payment	0003	Tolerance group	Known/neg.leave
B/e charges payt term		<input checked="" type="checkbox"/> Payment history record	
Time until check paid			

Once you are done with all the details, click the Save icon at the top.



**Create Customer: Company Code Data**

Customer INTERNAL John Denver  
Company Code 0001 SAP A.G.

## 28. SAP FI – Block a Customer

You can block a customer account in AR so that postings are no longer made to that account. You have to block a customer account before marking a customer master record for deletion.

### Example

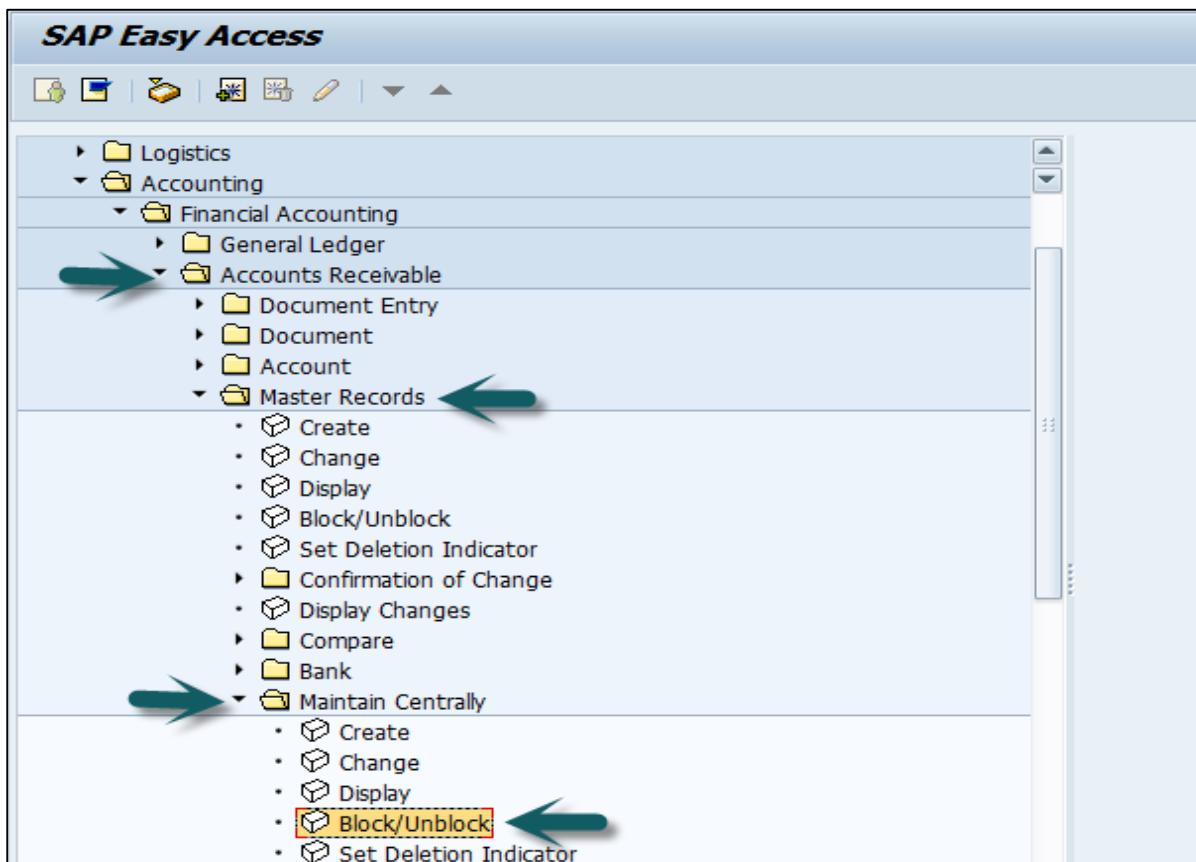
You would also block a customer that you use only as an alternative dunning recipient, so that nobody can post to that customer by mistake.

In Sales and Distribution (SD) application component, you can set the following blocks for a customer:

- Posting block
- Order block
- Delivery block
- Invoicing block

### How to block a customer account centrally?

Go to Accounting -> Finance Accounting -> Accounts Receivable -> Master Records -> Maintain Centrally -> Block/Unblock.



The initial screen appears. On this screen, you can specify the areas that you need to block by entering the company code, sales organization, distribution channel, and division. If you do not specify the key for an area, the corresponding block fields are not set.

Customer	DE_NO_02	North 02
Company Code	0001	SAP A.G.
Sales Organization	0001	Sales Org. Germany
Distribution Channel	01	Direct Sales
Division	01	Pumps

Enter the customer's account number and the company code. If you wish, you can also enter the sales organization, distribution channel, and division.

The Block/Unblock Customer: Details screen appears.

To block posting, select the company code of the displayed customer master record, or select all the company codes by selecting the corresponding field.

To block orders, deliveries, and invoices, select either the displayed sales area or all the sales areas. Save your entries.

Press Enter and a new window will open. Select the checkbox Posting Block.

Customer	DE_NO_02	North 02	Ahrensbök
Company Code	0001	SAP A.G.	
Sales Org.	0001	Sales Org. Germany	
Distr. Channel	01	Direct Sales	
Division	01	Pumps	

**Posting Block**

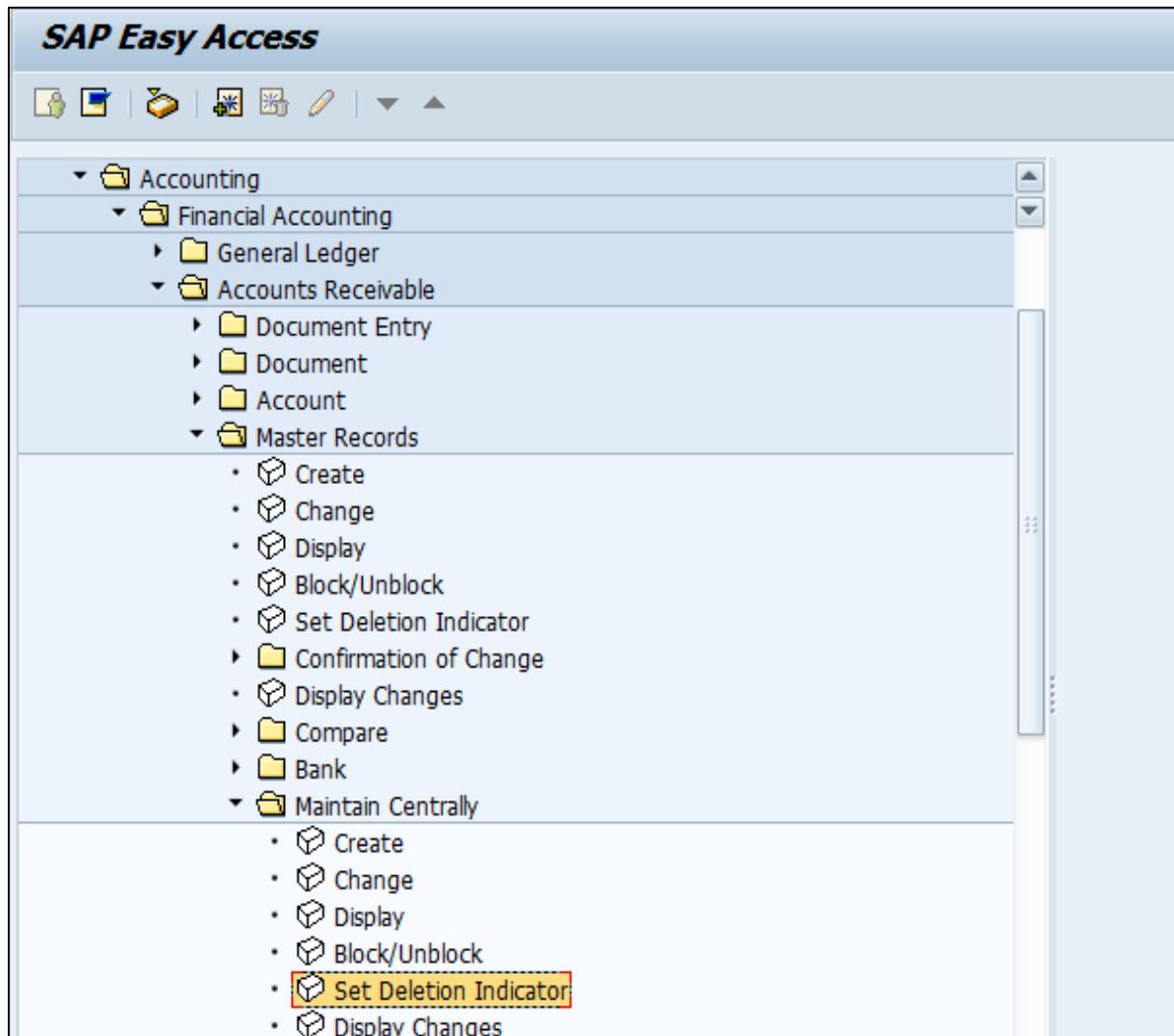
- All Company Codes
- Selected Company Code

Once the selection is done, click the Save button at the top.

## 29. SAP FI – Delete a Customer

You can archive customer master records that you no longer need. When data is archived, it is extracted from the SAP database, deleted, and placed in a file. You can then transfer this file to an archive system.

Go to Accounting -> Finance Accounting -> Accounts Receivable -> Master Records -> Maintain Centrally -> Set Deletion Indicator.



Select the customer id, company code, etc. to be deleted as shown below and press the Enter key.

**Customer Flag for Deletion: Initial Screen**

Sales Areas	Sales Areas by Customer	
Customer	DE_NO_02	North 02
Company Code	0001	SAP A.G.
Sales Organization	0001	Sales Org. Germany
Distribution Channel	01	Direct Sales
Division	01	Pumps

A new window will open. Select the Deletion flag as shown below:

**Customer Flag for Deletion: Details**

Customer	DE_NO_02	North 02	Ahrensbök
Company Code	0001	SAP A.G.	
Sales Org.	0001	Sales Org. Germany	
Distr. Channel	01	Direct Sales	
Division	01	Pumps	

**Deletion flags**

- All areas
- Selected company code
- Selected sales area

**Deletion blocks**

- General data
- Selected company code incl. general data

After selecting the Deletion flag, click the save icon at the top.

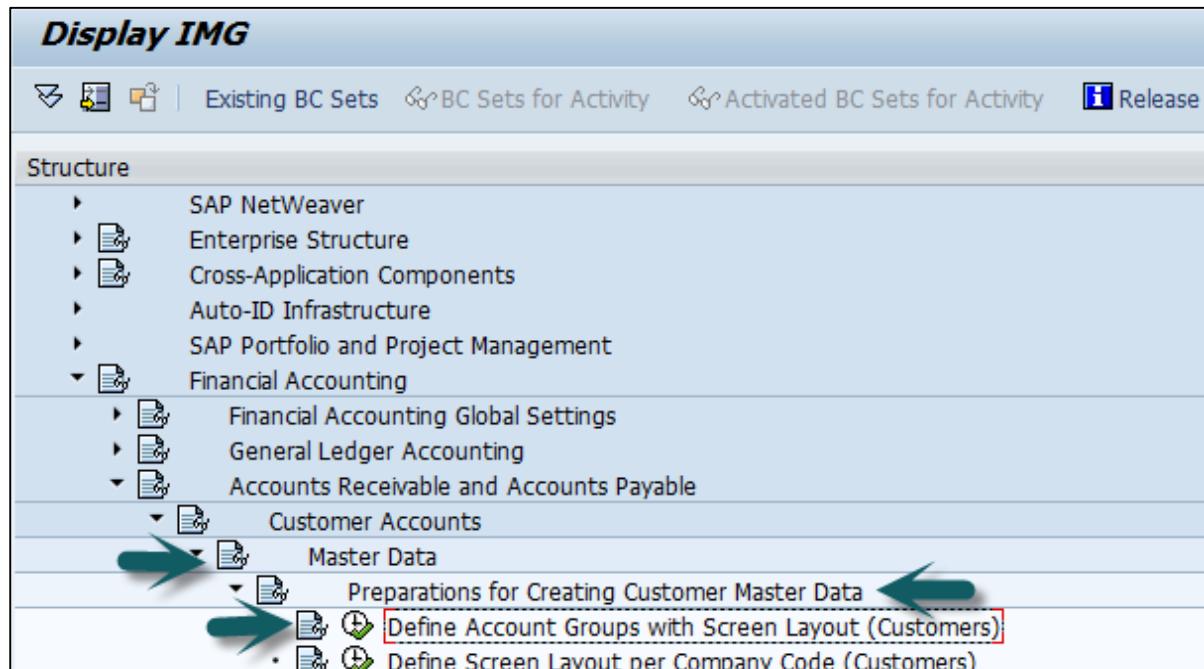
# 30. SAP FI – Customer Account Group

There are different types of customer account group that can be created in Account Receivable in SAP FI.

Group	Name
X001	Domestic Customers
X002	Export Customers
X003	One Time Customers

## How to create a Customer Account Group?

Go to SPRO -> SAP Reference IMG -> Financial Accounting -> AR and AP -> Customer Accounts -> Master Data -> Preparations for creating customer master data -> Define Account Groups with screen layout (Customers) -> Execute.



A new window will open. Click New Entries as shown in the following screenshot.

Change View "Customer Account Groups": Overview	
	New entries
Group	Name
0001	Sold-to party - 0001
0002	Goods recipient
0003	Payer
0004	Bill-to party

It will open another new window. Enter the following details:

- **Customer Account Group:** Enter 4-digit account group
- **Name:** Enter the name under General data field
- **Field Status:** Click Company code data

**New Entries: Details of Added Entries**

Account group	X001										
<b>General data</b> <table border="1"> <tr> <td>Name</td> <td>Dom. Customer</td> <td></td> </tr> <tr> <td>One-time account</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Output determ.proc.</td> <td><input type="text"/></td> <td></td> </tr> </table>			Name	Dom. Customer		One-time account	<input type="checkbox"/>		Output determ.proc.	<input type="text"/>	
Name	Dom. Customer										
One-time account	<input type="checkbox"/>										
Output determ.proc.	<input type="text"/>										
<b>Field status</b> <table border="1"> <tr> <td>General data</td> <td></td> </tr> <tr> <td>Company code data</td> <td></td> </tr> <tr> <td>Sales data</td> <td></td> </tr> </table>			General data		Company code data		Sales data				
General data											
Company code data											
Sales data											

Once you select Field Status, a new window will open.

Select Account Management from the select group and click Reconciliation account Req. Entry.

**Maintain Field Status Group: Overview**

	Subgroup list										
<b>General Data</b> <table border="1"> <tr> <td>Acct group X001</td> <td></td> </tr> <tr> <td>Dom. Customer</td> <td></td> </tr> <tr> <td>Company code data</td> <td></td> </tr> </table>		Acct group X001		Dom. Customer		Company code data					
Acct group X001											
Dom. Customer											
Company code data											
<b>Select Group</b> <table border="1"> <tr> <td>Account management</td> <td></td> </tr> <tr> <td>Payment transactions</td> <td></td> </tr> <tr> <td>Correspondence</td> <td></td> </tr> <tr> <td>Insurance</td> <td></td> </tr> <tr> <td>W/holding tax data, w/h tax 2</td> <td></td> </tr> </table>		Account management		Payment transactions		Correspondence		Insurance		W/holding tax data, w/h tax 2	
Account management											
Payment transactions											
Correspondence											
Insurance											
W/holding tax data, w/h tax 2											
Page 1 / 1											

**Maintain Field Status Group: Account management**

Field check

General Data Page 1 / 1

Acct group X001  
Dom. Customer  
Company code data

Account management

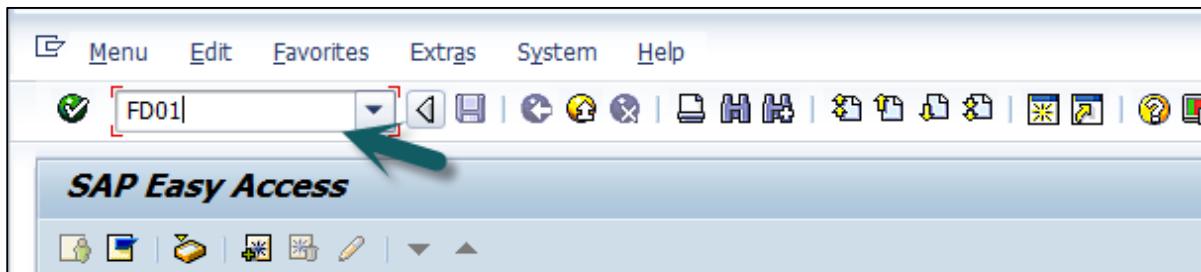
	Suppress	Req. Entry	Opt. entry	Display
Reconciliation account	<input type="radio"/>	<input checked="" type="radio"/> 	<input type="radio"/>	<input type="radio"/>

Once this is done, click the save icon at the top to save the configuration. Similarly you can create X002, X003 for other customers.

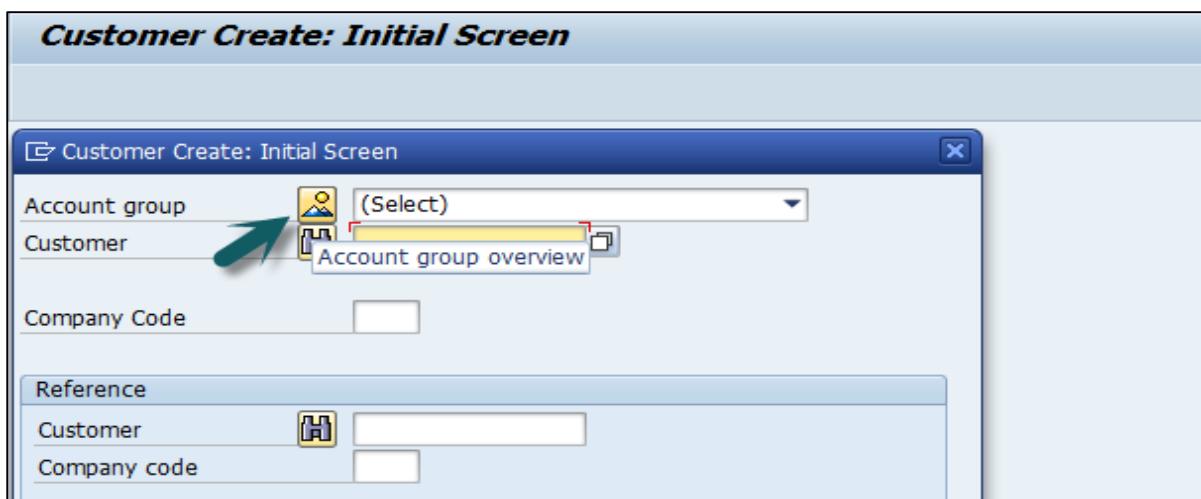
# 31. SAP FI – One-Time Customer Master

In SAP FI, one-time customer master record is required for those customers who don't want to maintain their records separately or don't have frequent transactions.

To create one-time customer master, use the **T-code** FD01.

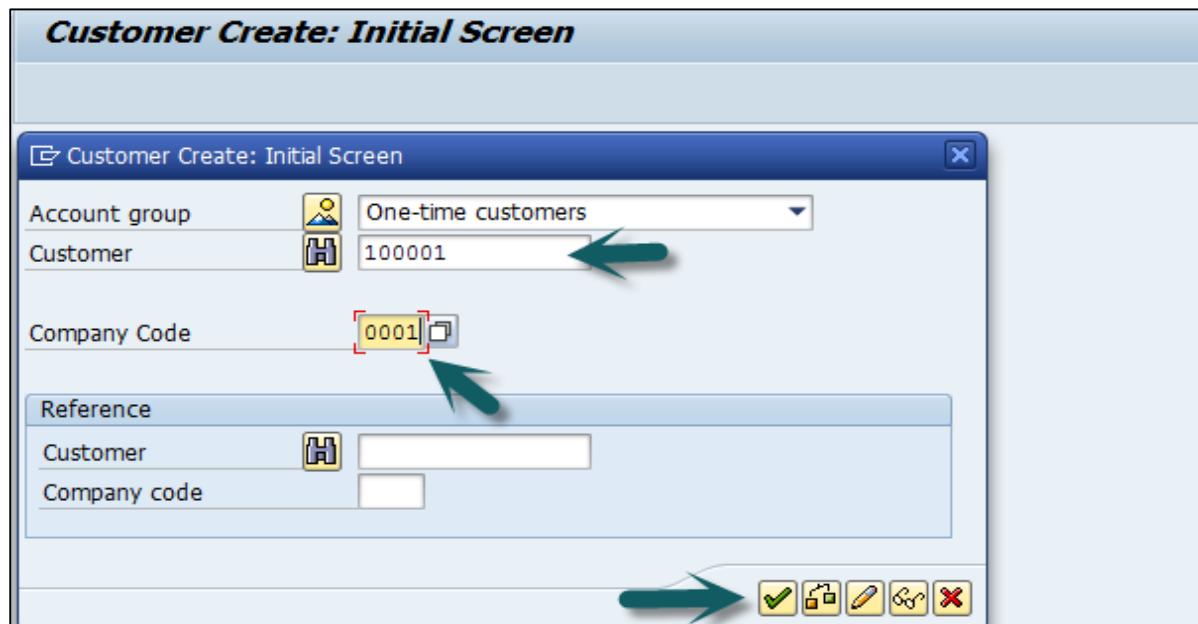


In the next screen, select account group overview button as shown below. Select the account group for which one-time customer property is checked -> click the tick mark



Group	Name	OTA	Exter...	Lower lim.	Upper lim.	Status
CINM	shah cinema maninagar	<input type="checkbox"/>	<input type="checkbox"/>	19000000000	19999999999	0001900000004
CINP	shah cinema paldi	<input type="checkbox"/>	<input type="checkbox"/>	19000000000	19999999999	0001900000004
CINS	shah cinema s.g.highway	<input type="checkbox"/>	<input type="checkbox"/>	19000000000	19999999999	0001900000004
CINV	shah cinema vastrapur	<input type="checkbox"/>	<input type="checkbox"/>	19000000000	19999999999	0001900000004
CMOB	Customer for Mobile	<input type="checkbox"/>	<input type="checkbox"/>	0000100000	0000199999	0000000100445
COMR	commercial customers	<input type="checkbox"/>	<input type="checkbox"/>	00000000001	0000000999	0000000000045
CPB1	Sold-to party (Beverage)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A	ZZZZZZZZZZ	
CPB2	DSD Driver	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A	ZZZZZZZZZZ	
CPD	One-time customers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	00000000001	0000000999	0000000000045
CPDA	One-time customer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A	ZZZZZZZZZZ	
CTV	Customer for Television	<input type="checkbox"/>	<input type="checkbox"/>	0000100000	0000199999	0000000100445

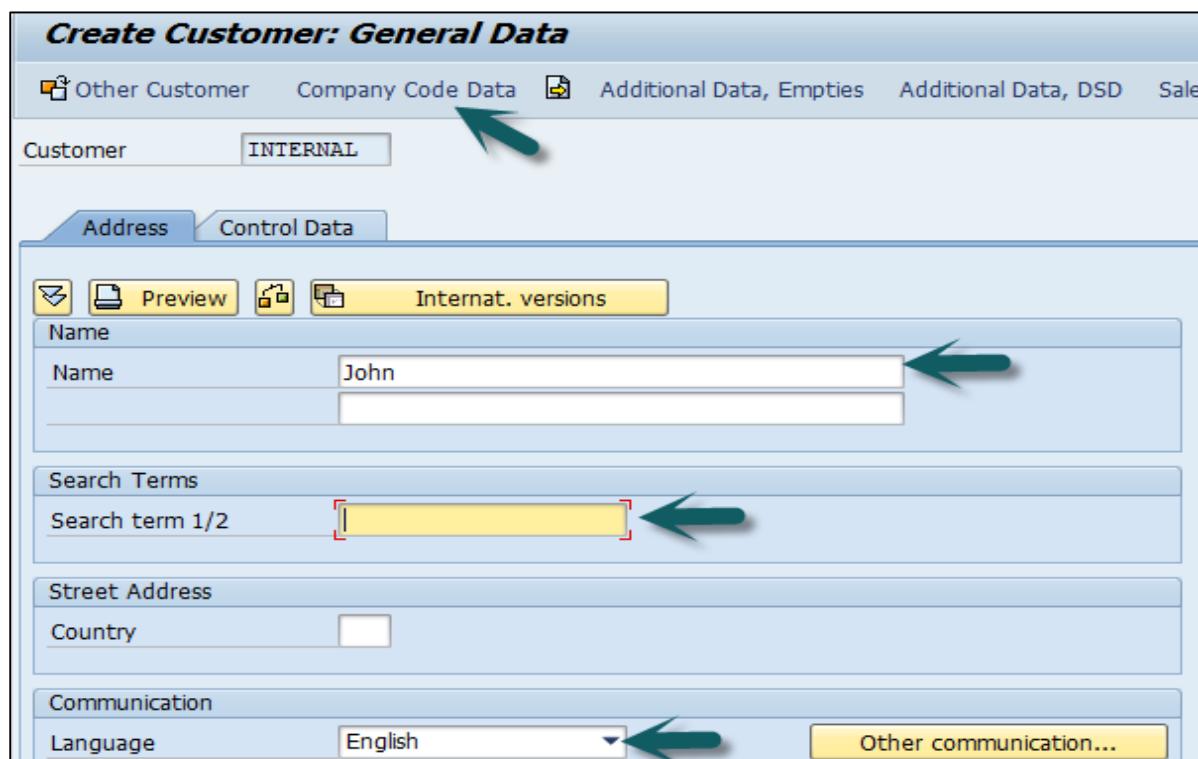
In the main window, enter the following details. Enter the Customer ID as per the number range assigned to this customer account type or if it uses internal number assignment, leave it blank and the company code in which this account has to be created.



Once you click the tick mark, a new window will open.

Enter the following details:

- Enter the name for the one-time customer
- Enter the search term
- Enter the communication language



Click the Company code data once the above values are defined. Next, go to Account Management tab and enter Recon Account. Then, save the customer account details.

**Create Customer: Company Code Data**

Customer INTERNAL John  
Company Code 0001 SAP A.G.

Account Management Payment Transactions Correspondence

Accounting information

Recon. account	10041	Sort key
Authorization		Cash mgmt group

Reference data

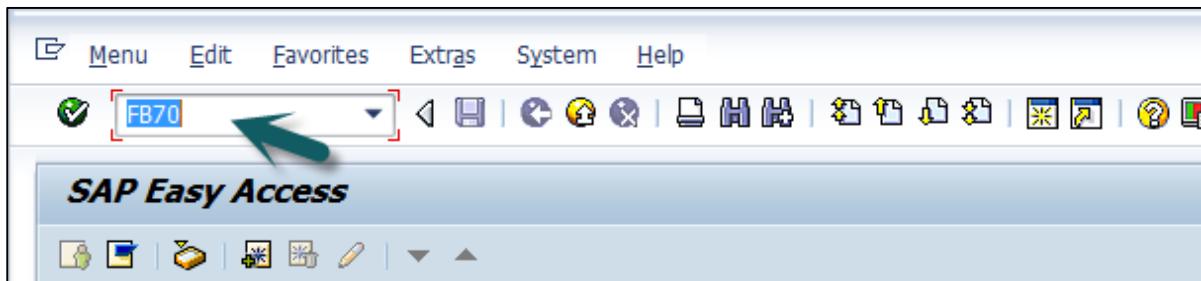
Prev.acct no.
---------------

Customer 000000045 has been created for company code 0001

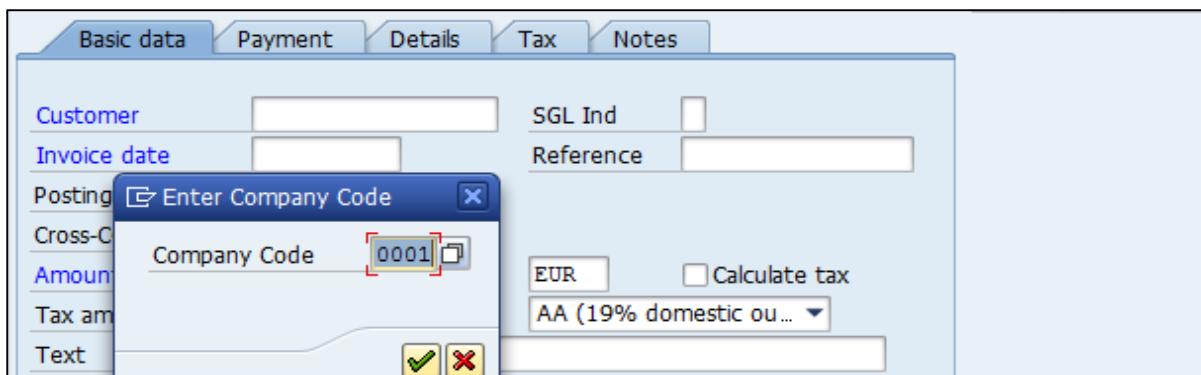
## 32. SAP FI – Post a Sales Invoice

In this process, you post an open item for any customer. The customer is to pay the invoice in cash. You then enter the payment in the cash journal.

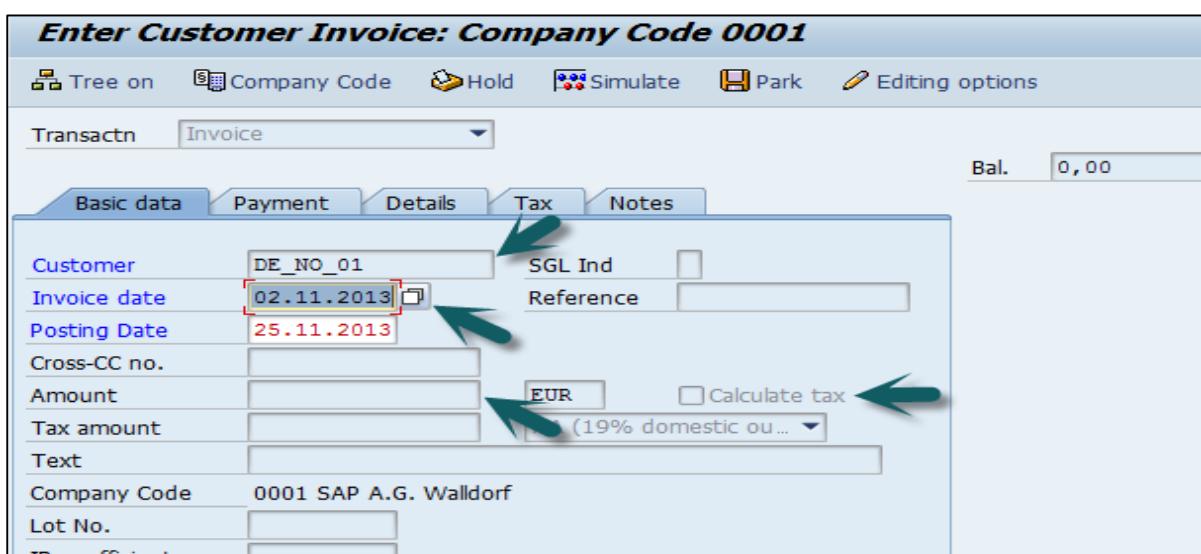
**T-code:** FB70



Enter the company code you want to post invoice to as shown below:



Enter the following details: Customer ID of the customer to be invoiced, invoice date, Amount for the invoice, Tax Applicable, and tax indicator.



Enter the payment details like payment terms in Payment tab. Go to Details tab and enter the item details.

Once all the details are entered, click the Save button to generate the document number.

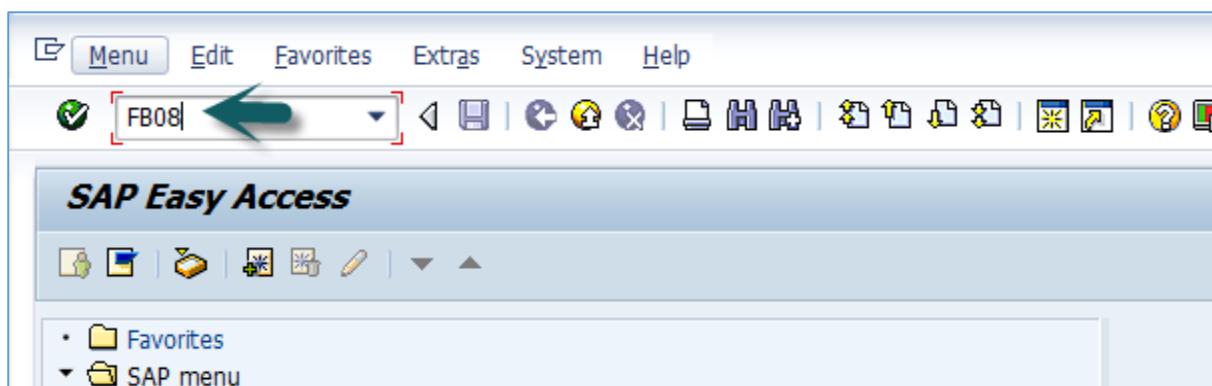
### 33. SAP FI – Document Reversal

You can also reverse an incorrect document and can also clear the open items. A document can only be reversed if:

- It contains no cleared items.
- It contains only customer, vendor, and G/L account items.
- It was posted with Financial Accounting.
- All entered values (such as business area, cost center, and tax code) are still valid.

#### How to reverse a document in SAP FI?

Use the **T-code**: FB08



Enter the following details:

- Document number to be reversed
- Company Code
- Fiscal year of posting
- Reversal Reason
- Enter posting date and period

**Reverse Document: Header Data**

Display before reversal   Document list   Mass Reversal

**Document Details** ←

Document Number	1000234511
Company Code	0001
Fiscal Year	2013

**Specifications for Reverse Posting** ←

Reversal Reason	07
Posting Date	28.12.2013 <input style="width: 20px; height: 20px; vertical-align: middle;" type="button" value="..."/>
Posting Period	<input style="width: 20px; height: 20px; vertical-align: middle;" type="button"/>

**Check management specifications** ←

Void reason code	<input type="checkbox"/>
------------------	--------------------------

If the document includes a payment check, use void reason checkbox.

You can also click on option display before reversal at the top to see a preview of reversal document. If things are OK, go back to the previous screen and click Save.

## 34. SAP FI – Sales Returns

Sales Returns in SAP FI are used to manage full products that the customer has returned. These are used in consumer goods industry.

All returns are related to quality defects and not incorrect deliveries. The path that the returned merchandise takes often has to be tracked in detail. Returned items have to be sent for inspection.

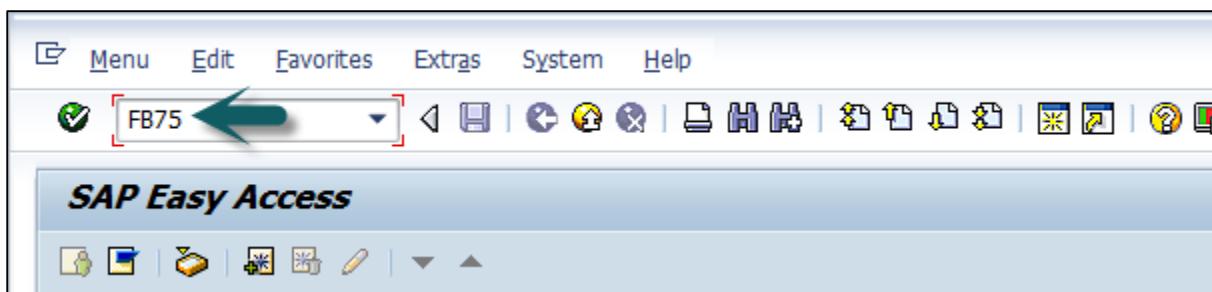
**Example:** Once the analysis of the returned merchandise is complete, the vendor or manufacturer determines:

- The status of the merchandise and whether it can be reused
- Whether the customer will be credited for the merchandise and the amount of credit

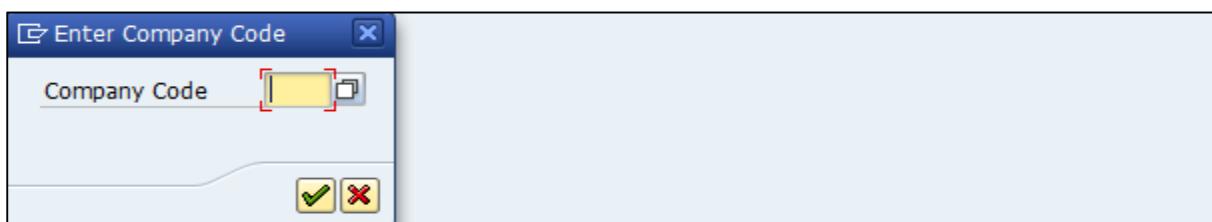
The "Sales Returns" component gives you an overview of your physical warehouse stocks and the corresponding postings whenever you require.

### How to post a Sales Return in SAP FI?

**T-code:** FB75



Enter Company Code, as shown in the following screenshot.



It will open a new window. Enter the following details:

- Enter the Customer ID of the customer to be issued the credit memo
- Enter the Document Date
- Enter the Amount to be credited
- Enter the tax code used in the original invoice
- Check the Calculate Tax checkbox

**Enter Customer Credit Memo: Company Code 0001**

Tree on   Company Code   Hold   Simulate   Park   Editing options

Transactn: Credit memo

Bal. 0,00

Basic data   Payment   Details   Tax   Notes

Customer	DE_SO_01	SGL Ind	<input type="checkbox"/>
Document date	21.12.2014	Reference	<input type="text"/>
Posting Date	21.12.2015		
Cross-CC no.	<input type="text"/>		
Amount	1250	EUR	<input type="checkbox"/> Calculate tax
Tax amount	<input type="text"/>	10 (Output tax 10%)	
Text	<input type="text"/>		

Go to Item details section and enter the following data:

- Enter the Sales Revenue Account for the Original Invoice was posted.
- Enter the Amount to be debited and check the Tax code.

Once the required details are entered, click the Save button at the top. You will get a confirmation that Sales Return is posted in Company Code 0001.

**Enter Customer Credit Memo: Company Code 0001**

Tree on   Company Code   Hold   Simulate   Park   Editing options

Transactn: Credit memo

Bal. 0,00

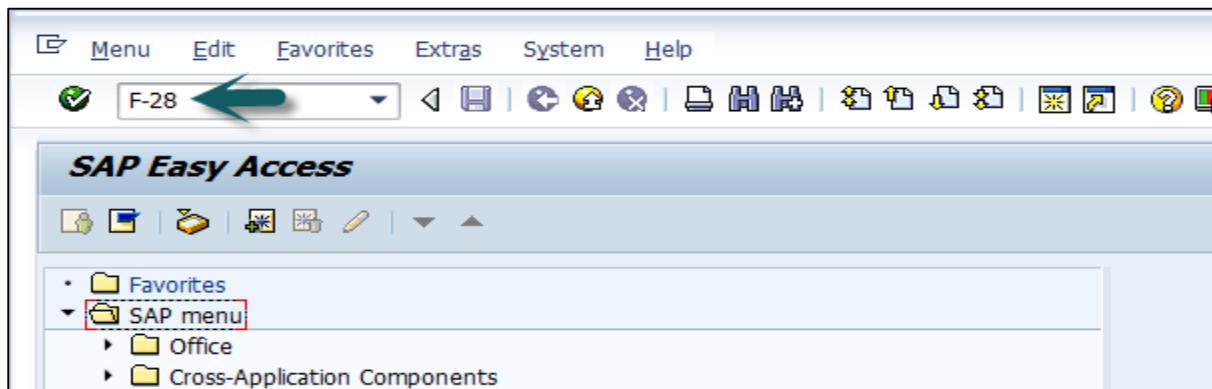
Basic data   Payment   Details   Tax   Notes

Customer	DE_SO_01	SGL Ind	<input type="checkbox"/>
----------	----------	---------	--------------------------

## 35. SAP FI – Post Incoming Payment

Once the customer has paid the billing document, you post the incoming payment.

**T-code:** F-28



A new window will open. Enter the following details:

- Document Date
- Company Code
- Payment Currency
- Cash/Bank Account the Payment is to be posted
- Payment Amount
- Customer Id of the customer making the Payment

A screenshot of the 'Post Incoming Payments: Header Data' dialog box. It contains several sections: 'Process open items', 'Bank data', 'Open item selection', and 'Additional selections'. Various fields are highlighted with red boxes and arrows. In the 'Process open items' section, 'Document Date' (21.12.2013), 'Type' (DZ), 'Company Code' (0001), 'Currency/Rate' (EUR), and 'Bank data' fields ('Account' 11050, 'Amount' 1250) are shown. In the 'Open item selection' section, 'Account' (1050) is highlighted with a yellow background and a red box. The 'Additional selections' section includes radio buttons for 'None', 'Amount', 'Document Number', 'Posting Date', 'Dunning Area', and 'Others'.

To check the list of open invoices, click Process Open Items at the top:



Enter the assigned payment amount value to balance with the invoice amount. At the end, save the details.

# 36. SAP FI – Foreign Currency Invoice

You can post a vendor invoice in a foreign currency, so that you can process a currency analysis. You should not post your invoice in MM but rather directly in FI. This makes it easier to post backdated invoices.

## How to post an invoice in Foreign Currency?

**T-code:** F-43

A new window will open. Enter the following details:

**Enter Vendor Invoice: Header Data**

Held document	Acct model	<input checked="" type="checkbox"/> Fast Data Entry	<input type="checkbox"/> Post with reference	<input type="checkbox"/> Editing Options	
Document Date	21.12.2001	Type	KR	Company Code	0001
Posting Date	21.12.2001	Period	12	Currency/Rate	USD
Document Number	110334563			Translatn Date	21.12.2002
Reference				Cross-CC no.	
Doc.Header Text					
Trading part.BA					

**First line item**

PstKy	31	Account	9002	SGL Ind	<input type="checkbox"/> TType	
-------	----	---------	------	---------	--------------------------------	--

After providing all the required details, click the Save icon.

# 37. SAP FI – Incoming Partial Payments

In SAP FI, you can also post partial payments from the customers. These partial payments are posted as separate open items.

Customers can see clearly what all invoices have been issued to customers and what payments he has made. But it keeps the multiple open items, until the invoice is fully paid/cleared.

**Example:** There is a customer with an outstanding amount of 1500 and he makes a payment of 500 as partial payment, then there will be two separate open items of 1500 Debit and 500 Credit in the FI system and no clearing document will be created.

## How to post a Partial payment?

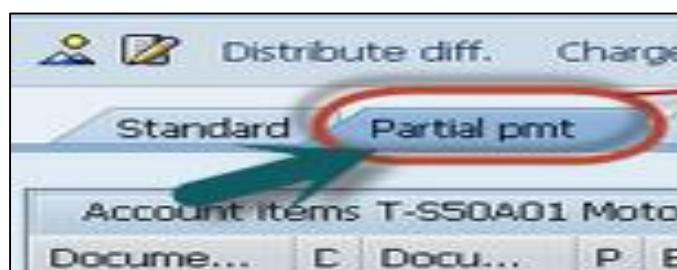
**T-code:** F-28

- Document Date
- Company Code
- Payment Currency
- Cash/Bank Account the Payment is to be posted
- Payment Amount
- Customer Id of the customer making the Payment
- Process Open Items

**Post Incoming Payments: Header Data**

Process open items					
Document Date	21.12.2013	Type	DZ	Company Code	0001
Posting Date	21.12.2013	Period	12	Currency/Rate	EUR
Document Number				Translatn Date	
Reference				Cross-CC no.	
Doc.Header Text				Trading part.BA	
Clearing text					
<b>Bank data</b>					
Account	11050			Business Area	
Amount	1250			Amount in LC	
Bank charges				LC bank charges	
Value date	21.12.2015			Profit Center	
Text				Assignment	
<b>Open item selection</b>			<b>Additional selections</b>		
Account	1050	<input type="checkbox"/>	<input checked="" type="radio"/> None <input type="radio"/> Amount <input type="radio"/> Document Number <input type="radio"/> Posting Date <input type="radio"/> Dunning Area <input type="radio"/> Others		
Account Type	D	<input type="checkbox"/> Other accounts			
Special G/L ind		<input checked="" type="checkbox"/> Standard OIs			
Pmnt advice no.					
<input type="checkbox"/> Distribute by age					
<input type="checkbox"/> Automatic search					

Once you click on Process Open Items -> Go to Partial Payment tab and select the invoice for which partial payment is done and the amount.



Click the Save button to post the document.

**Post Incoming Payments: Header Data**

Process open items
--------------------

# 38. SAP FI – Reset AR Cleared Items

In SAP FI, this is used to reset the incorrect payment invoices. If a payment is made to incorrect invoices, then it can be reset.

## How to reset AR cleared items?

T-code: FBRA

**Reset Cleared Items**

Accounts	Items	Accompanying Correspondence
Clearing Document	<input type="text"/>	
Company Code	0001	
Fiscal Year	<input type="text"/>	

Enter the following details: Clearing Document number, Company Code, and Fiscal Year in the above window.

**Reset Cleared Items**

Accounts	Items	Accompanying Correspondence
Clearing Document	1800000	
Company Code	0001	
Fiscal Year	2012	

Click the Save icon at the top.



Once you click the Save icon, enter the reversal reason of customer payment and posting date and click  . It will generate a Reversal Document Number.

## 39. SAP FI – Credit Control

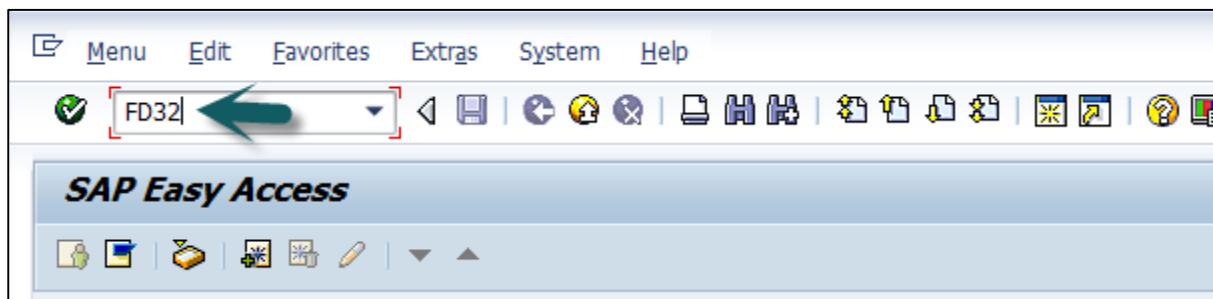
In SAP FI, Credit Control is used to specify and control the customer credit limits. A credit control area can include one or more company codes. It is not possible to divide a company code into several credit control areas.

The benefits of defining a credit control area in SAP FI are as follows:

- The credit control area is used for credit management in AR and SD components.
- You define a credit control area according to the areas of responsibility for credit monitoring. For each credit control area, you enter a key, a name, and the currency in which the credit limit is to be managed in the credit control area. You select a four-character alphanumeric key. In the simplest case, each company code corresponds to one credit control area. In this case, we recommend that you use the same key for the credit control area as for the company code.
- Credit control can include one or more company codes and to enable it to do this, you must assign the respective credit control area to the company codes.
- If a customer is created in several company codes that are assigned to different credit control areas, a separate credit limit is managed for the customer in each of the different credit control areas.

### How to define a Credit Control area for a customer in SAP FI?

T-code: FD32



A new window will open. Enter the following details:

- Enter Customer Id for the Customer for which you want display the Credit Limits.
- Enter the Credit Control Area.
- Check Central data section and press Enter.

The image shows two screenshots of SAP FICO Customer Credit Management Change interface.

**Initial Screen:**

- Customer: 27
- Credit control area: AA
- General data section has 'Central data' checked.
- Credit control area data section includes Status and Payment history.

**Central Data Screen:**

- Customer: 27 (Chirpal Infra Ltd)
- Current credit limit assigned:
  - Total amount: 0,00
  - Largest indiv.limit: 0,00 (Cred.contr.area: [ ])
- Maximum permitted credit limits:
  - Total amount: 231.345.233,00
  - Individual limit: 231.345.232,00
  - Currency: INR
- Last information: Last general info: 20.11.2015

Maintain the credit limit data for customers in the above window. Individual limit shouldn't be greater than the total limit for a customer.

Once the details are updated, click the Save icon at the top.



## 40. SAP FI – Accounts Payable

SAP FI Accounts Payable is used to manage and record accounting data for all the vendors. All invoices and deliveries are managed as per vendor requests. Payables are managed as per the payment program and all the payments can be made using checks, transfer, electronic transfers, etc.

All the postings that are made in the Account Payable are also updated in the General Ledger simultaneously and the system also maintains forecasts and standard reports that can be used to keep track of all the open items.

- XK01 – Create vendor (centrally)
- XK02 – Change vendor (centrally)
- XK03 – Display vendor (centrally)
- XK04 – Vendor Changes (Centrally)
- XK05 – Block Vendor (Centrally)
- XK06 – Mark vendor for deletion (centrally)
- XK07 – Change vendor account group
- XK11 – Create Condition
- XK12 – Change Condition
- XK13 – Display Condition
- XK14 – Create with cond. ref. (cond. list)
- XK15 – Create Conditions (background job)
- XK99 – Mass maintenance, vendor master
- XKN1 – Display Number Ranges (Vendor)

# 41. SAP FI – Create a Vendor

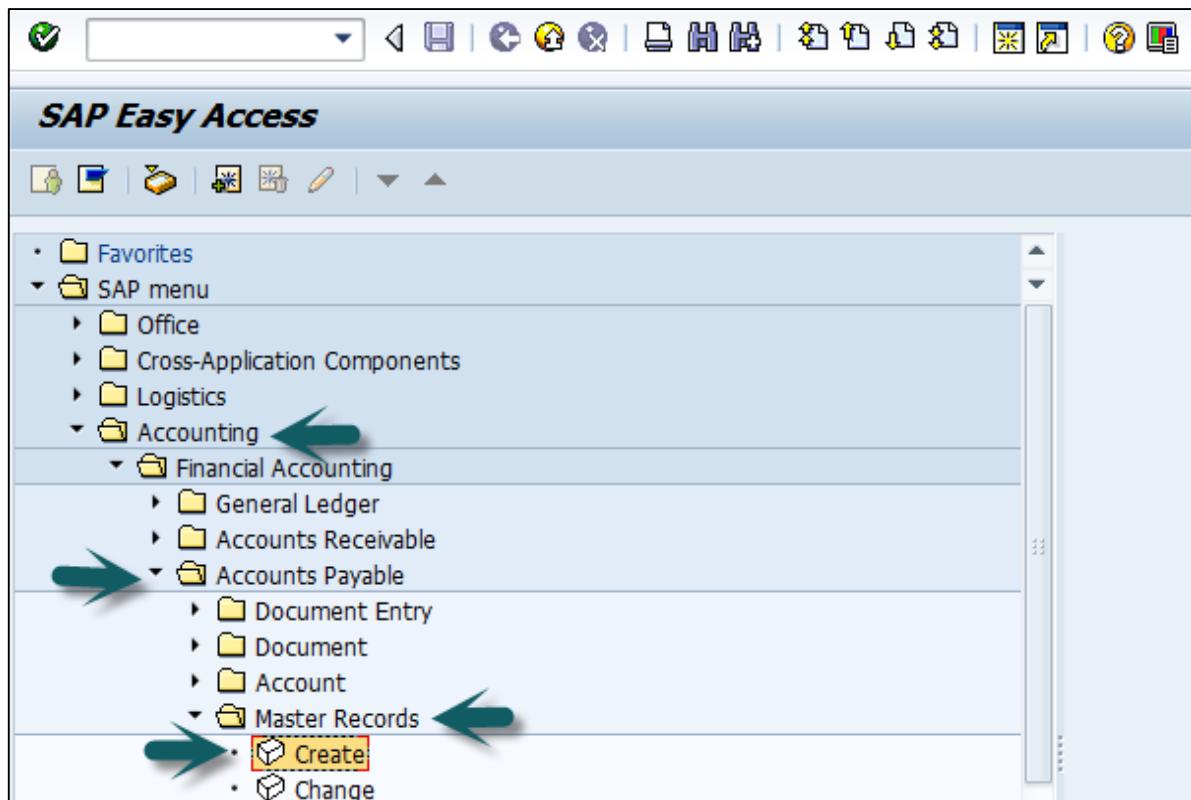
Vendor Master Records are used by both the Accounting component and the Purchasing component. Before you create a vendor master record in Accounting, you need to make sure that the master record is not already created in Purchasing.

## How to create vendor master data in SAP FI?

You can create a vendor master record by referencing an existing one. In this case, the system copies certain data from the reference master record, however the system does not transfer all the data.

If you have SAP Material Management configured, you can create a vendor master record centrally. Here we will discuss how to create vendor master record for a company code.

Go to Accounting -> Finance Accounting -> Accounts Payable -> Master Record -> Create.



The following window will open. If you are using an external number assignment, enter the vendor account number, otherwise the system will assign once you click "Save the master record".

**Create Vendor: Initial Screen**

Vendor	<input type="text"/>	<input type="button"/>
Company Code	0001	SAP A.G.
Account group	0001	<input type="button"/>

**Reference**

Vendor	<input type="text"/>
Company code	<input type="text"/>

Press Enter after entering the Company code, Account group. It will open a new window where you need to enter the following details:

- Name of the Vendor
- Term for searching the Vendor Id
- Street/House Number and Postal code 6 digit/City
- Country/Region and click the Next screen button at the top.

**Create Vendor: Address**

<input type="button"/>	<input type="button"/>	<input checked="" type="button"/>
Vendor	INTERNAL	
<input type="button"/> Preview <input type="button"/> Internat. versions		
<b>Name</b>		
Title	Company	<input type="button"/>
Name	XYZ Pvt Ltd	<input type="button"/>
<b>Search Terms</b>		
Search term 1/2	XYZ	
<b>Street Address</b>		
Street/House number	Akbar Road	212
Postal Code/City	1100069	New Delhi
Country	IN	Region 30
<b>PO Box Address</b>		
PO Box	<input type="button"/>	
Postal code	<input type="button"/>	
<b>Communication</b>		
Language	English	<input type="button"/> Other communication...
Telephone	<input type="text"/>	Extension <input type="button"/>
Fax	<input type="text"/>	Extension <input type="button"/>
E-Mail	<input type="button"/>	

A new window will open. Enter the Vendor control group details. If the vendor is from a corporate group, enter the corporate group name.

**Create Vendor: Control**

	Tax categories																																								
Vendor	INTERNAL XYZ Pvt Ltd New Delhi																																								
<b>Account control</b> <table border="1"> <tr> <td>Customer</td> <td><input type="text"/></td> <td>Authorization</td> <td><input type="text"/></td> </tr> <tr> <td>Trading Partner</td> <td><input type="text"/></td> <td>Corporate Group</td> <td>XYPL01</td> </tr> </table>		Customer	<input type="text"/>	Authorization	<input type="text"/>	Trading Partner	<input type="text"/>	Corporate Group	XYPL01																																
Customer	<input type="text"/>	Authorization	<input type="text"/>																																						
Trading Partner	<input type="text"/>	Corporate Group	XYPL01																																						
<b>Tax information</b> <table border="1"> <tr> <td>Tax Number 1</td> <td><input type="text"/></td> <td>Tax number type</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/> Equaliztn tax</td> </tr> <tr> <td>Tax Number 2</td> <td><input type="text"/></td> <td>Tax type</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/> Sole Proprietor</td> </tr> <tr> <td>Tax Number 3</td> <td><input type="text"/></td> <td></td> <td></td> <td><input type="checkbox"/> Sales/pur.tax</td> </tr> <tr> <td>Tax Number 4</td> <td><input type="text"/></td> <td></td> <td></td> <td><input type="checkbox"/> Tax split</td> </tr> <tr> <td>Fiscal address</td> <td><input type="text"/></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Tax Jur.</td> <td><input type="text"/></td> <td>VAT Reg. No.</td> <td><input type="text"/></td> <td>Other...</td> </tr> <tr> <td>Tax office</td> <td><input type="text"/></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Tax Number</td> <td><input type="text"/></td> <td></td> <td></td> <td></td> </tr> </table>		Tax Number 1	<input type="text"/>	Tax number type	<input type="checkbox"/>	<input type="checkbox"/> Equaliztn tax	Tax Number 2	<input type="text"/>	Tax type	<input type="checkbox"/>	<input type="checkbox"/> Sole Proprietor	Tax Number 3	<input type="text"/>			<input type="checkbox"/> Sales/pur.tax	Tax Number 4	<input type="text"/>			<input type="checkbox"/> Tax split	Fiscal address	<input type="text"/>				Tax Jur.	<input type="text"/>	VAT Reg. No.	<input type="text"/>	Other...	Tax office	<input type="text"/>				Tax Number	<input type="text"/>			
Tax Number 1	<input type="text"/>	Tax number type	<input type="checkbox"/>	<input type="checkbox"/> Equaliztn tax																																					
Tax Number 2	<input type="text"/>	Tax type	<input type="checkbox"/>	<input type="checkbox"/> Sole Proprietor																																					
Tax Number 3	<input type="text"/>			<input type="checkbox"/> Sales/pur.tax																																					
Tax Number 4	<input type="text"/>			<input type="checkbox"/> Tax split																																					
Fiscal address	<input type="text"/>																																								
Tax Jur.	<input type="text"/>	VAT Reg. No.	<input type="text"/>	Other...																																					
Tax office	<input type="text"/>																																								
Tax Number	<input type="text"/>																																								

Once you press Enter or click Next Screen, enter the bank account details as shown below and click the Next Screen icon.

**Create Vendor: Payment transactions**

Vendor	INTERNAL XYZ Pvt Ltd New Delhi														
<b>Bank Details</b> <table border="1"> <tr> <th>C...</th> <th>Bank Key</th> <th>Bank Account</th> <th>Acct holder</th> <th>CK</th> <th>IBAN</th> <th>IBANValue</th> </tr> <tr> <td>IN</td> <td>100</td> <td>IOB</td> <td>SPG</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> </table>		C...	Bank Key	Bank Account	Acct holder	CK	IBAN	IBANValue	IN	100	IOB	SPG	<input type="checkbox"/>		
C...	Bank Key	Bank Account	Acct holder	CK	IBAN	IBANValue									
IN	100	IOB	SPG	<input type="checkbox"/>											

Next, enter the contact person details, name, telephone, description and go to the next screen.

In the next screen, enter the Recon Account and cash management group (domestic/Foreign, etc.)

**Create Vendor: Accounting information Accounting**

Vendor	INTERNAL XYZ Pvt Ltd New Delhi																				
Company Code	0001 SAP A.G.																				
<b>Accounting information</b> <table border="1"> <tr> <td>Recon. account</td> <td>31000</td> <td>Sort key</td> <td><input type="text"/></td> </tr> <tr> <td>Head office</td> <td><input type="text"/></td> <td>Subsidy indic.</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Authorization</td> <td><input type="text"/></td> <td>Cash mgmnt group</td> <td>A1 </td> </tr> <tr> <td>Minority indic.</td> <td><input type="text"/></td> <td>Release group</td> <td><input type="text"/></td> </tr> <tr> <td></td> <td></td> <td>Certificatn date</td> <td><input type="text"/></td> </tr> </table>		Recon. account	31000	Sort key	<input type="text"/>	Head office	<input type="text"/>	Subsidy indic.	<input type="checkbox"/>	Authorization	<input type="text"/>	Cash mgmnt group	A1	Minority indic.	<input type="text"/>	Release group	<input type="text"/>			Certificatn date	<input type="text"/>
Recon. account	31000	Sort key	<input type="text"/>																		
Head office	<input type="text"/>	Subsidy indic.	<input type="checkbox"/>																		
Authorization	<input type="text"/>	Cash mgmnt group	A1																		
Minority indic.	<input type="text"/>	Release group	<input type="text"/>																		
		Certificatn date	<input type="text"/>																		

Click the Next Screen icon and enter the payment transactions accounting details.

Enter Payt terms (like pay immediately, pay after 14 days 3% cash, etc.).

**Create Vendor: Payment transactions Accounting**

Vendor	INTERNAL	XYZ Pvt Ltd	New Delhi
Company Code	0001	SAP A.G.	
<b>Payment data</b>			
Payt Terms	0001	Tolerance group	
Cr memo terms		Chk double inv.	<input type="checkbox"/>
Chk cashng time			

**Create Vendor: Correspondence Accounting**

Vendor	INTERNAL	XYZ Pvt Ltd	New Delhi
Company Code	0001	SAP A.G.	
<b>Dunning data</b>			
Dunn.Procedure	0001	Dunning block	
Dunn.recipient		Legal dunn.proc.	
Last dunned		Dunning level	
Dunning clerk	<input type="checkbox"/>	Grouping key	
<b>Dunn. Areas</b>			

Once you are done with all the details, click the Save button at the top. You will get a message that a vendor has been created in the given company code.

Vendor Edit Goto Extras Environment System Help

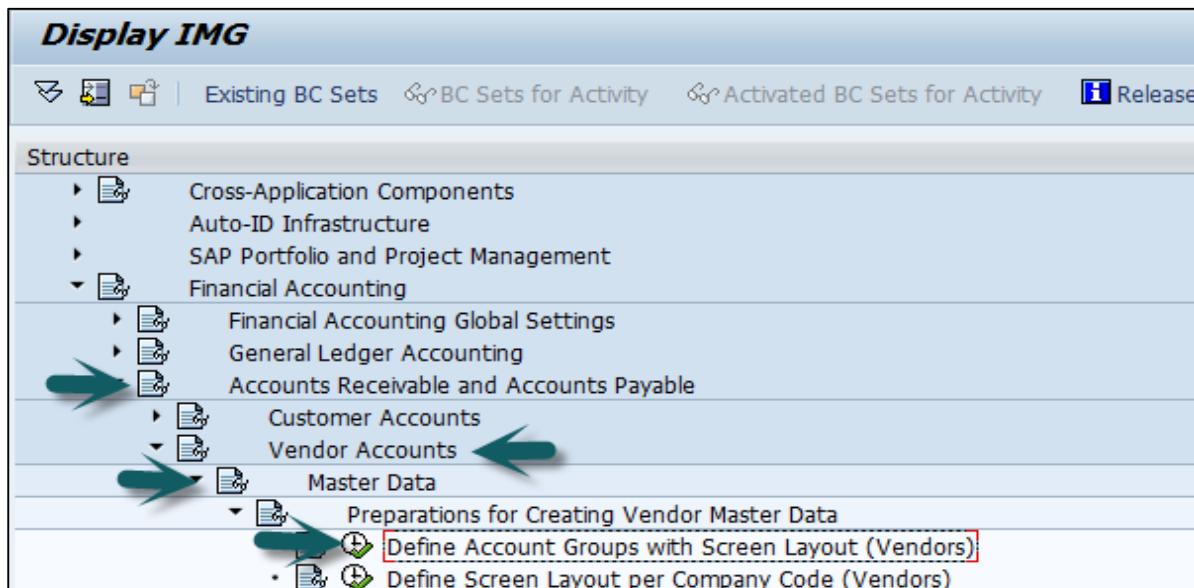
**Create Vendor: Correspondence Accounting**

Vendor 0000100456 was created in company code 0001

## 42. SAP FI – Create Vendor Account Group

Use the **T-code**: OBD3 or go to the path given below:

SPRO -> SAP Reference IMG -> Financial Accounting -> AR and AP -> Vendor accounts -> master data -> preparation for creating vendor master data -> Define Account groups with screen layout (Vendors) -> Execute.



Click the New Entries button.



It will open a new window. Enter the following details:

- Unique key as Account Group key
- Description for the Account Group
- Select box for creating Account Group for One Time Vendors
- Select the Field Status

**New Entries: Details of Added Entries**

Edit field status

Account group **XYZ1**

General data	
Name	New Vendor Account Group
One-time account	<input type="checkbox"/>

Field status

- General data
- Company code data
- Purchasing data

Once you provide the above details, click Edit Field Status and a new window will open. Select the fields you want to maintain in the field status.

**Maintain Field Status Group: Overview**

General Data

Acct group XYZ1  
New Vendor Account Group  
Company code data

Page 1 / 1

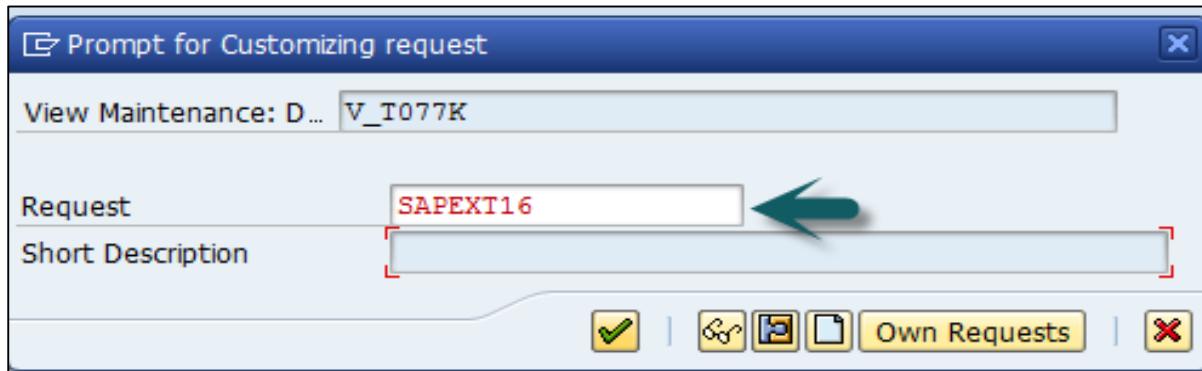
Select Group

- Account management
- Payment transactions
- Correspondence
- W/holding tax data, w/h tax 2

After providing the required details, click the Save icon at the top.



Enter the customizing request number as shown below to create a new vendor account group.



# 43. SAP FI – Display Changed Fields

When you change a master record, the system logs these changes and generates the change documents. For each field, it stores the time of change, the name of the user, and the previous field contents.

You can display all the changes for the following:

- A certain field
- A master record

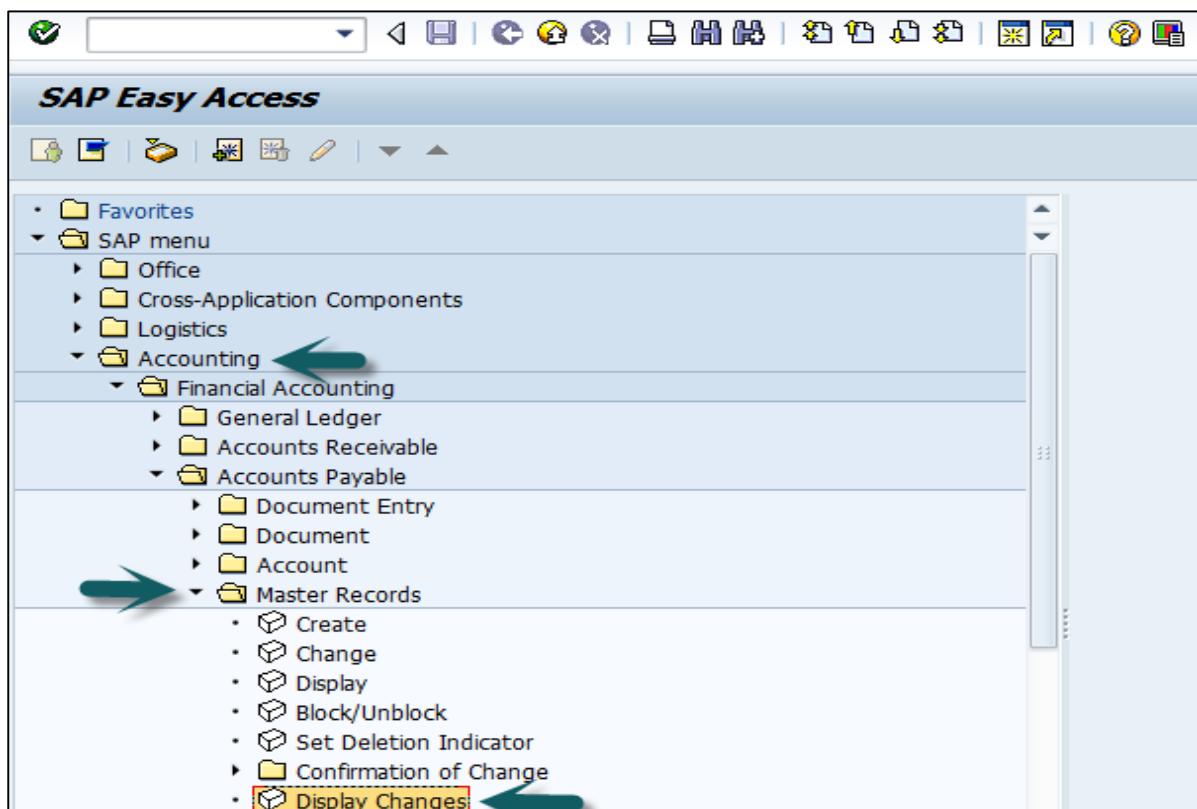
For several vendor master records, the following changes are displayed separately:

- Overwritten field contents
- Any bank details and/or dunning areas entered after the master record was created
- Any bank details and/or dunning areas that have been deleted

Using the change documents, you can find all the changes that are made and when they were made.

## How to display changes in Vendor master records?

Go to Accounting -> Financial Accounting -> Accounts Payable -> Master Records -> Display Changes.



Enter the Vendor Account number and the Company code and press Enter.

**Vendor Account Changes: Initial Screen**

Vendor	<input type="text" value="1"/>	<input type="button" value=""/>	
Company Code	<input type="text" value="0001"/>		
Dunning Area	<input type="checkbox"/>		
<b>Period of change</b>			
From change date	<input type="text"/>		
Time	<input type="text" value="00:00:00"/>		
Changed by	<input type="text"/>		
<b>Field selection</b>			
<input type="checkbox"/> Sensitive flds only <input type="checkbox"/> Comp.code-specific fields only			

A new window will open. Select the changed field and click All Changes.

**Vendor Changes : Changed Fields**

<input type="radio"/> All Changes	<input type="radio"/> Entries	<input type="radio"/> Deletions	<input type="radio"/> Field Names														
Vendor 0000000001 Forks Manufacturing GmbH																	
<table border="1"> <tr> <td><b>Field</b></td> <td></td> </tr> <tr> <td>Industry</td> <td></td> </tr> <tr> <td>Name</td> <td></td> </tr> <tr> <td>P.O. Box Postal Code</td> <td></td> </tr> <tr> <td>Search term</td> <td></td> </tr> <tr> <td>Street</td> <td></td> </tr> <tr> <td>Time zone</td> <td></td> </tr> </table>				<b>Field</b>		Industry		Name		P.O. Box Postal Code		Search term		Street		Time zone	
<b>Field</b>																	
Industry																	
Name																	
P.O. Box Postal Code																	
Search term																	
Street																	
Time zone																	

**Vendor Changes : Overview**

<input type="radio"/> <b>Changed Fields</b>	<input type="radio"/> Entries	<input type="radio"/> Deletions	<input type="radio"/> Field Names
Vendor 0000000001 Forks Manufacturing GmbH			
Date	Field	New	Old
23.01.03	Time zone	CET	
18.03.97	Search term	CPG	FORKS?
18.03.97	Industry	TRAD	
18.03.97	P.O. Box Postal Code	98999	098999
18.03.97	Street	Heinerstraße 98-100	Gabelstraße 55-100
07.11.95	Name	Forks Manufacturing GmbH	Forks Manufacturing ltd
07.11.95	Street	Gabelstraße 55-100	Forkstreet 55 - 100

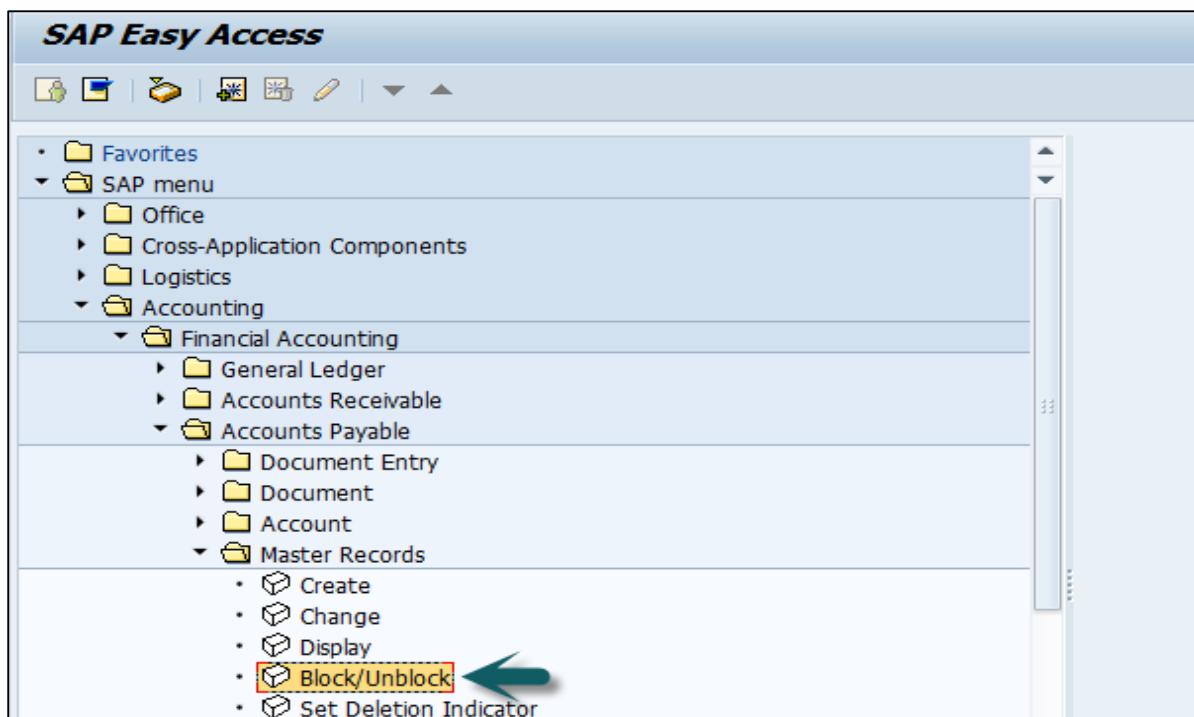
## 44. SAP FI – Block a Vendor

You can block a vendor account for posting. You have to block a vendor master record before you can mark it for deletion. You would also block a vendor that you use only as an alternative payment recipient, so that nobody can post to it by mistake.

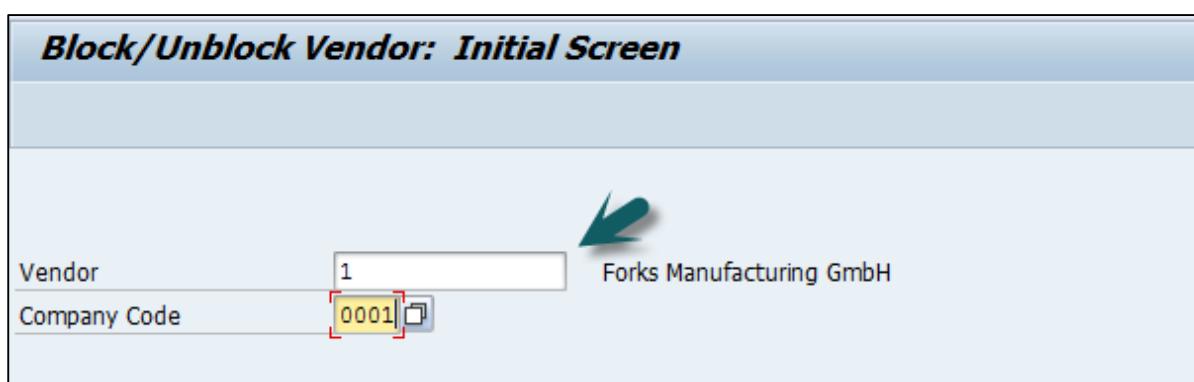
You can apply the following blocks:

- Posting a block for certain company codes or for all the company codes.
- Purchasing a block for certain purchasing organizations or for all the purchasing organizations. This is of course only if you have purchased and installed the purchasing application component.

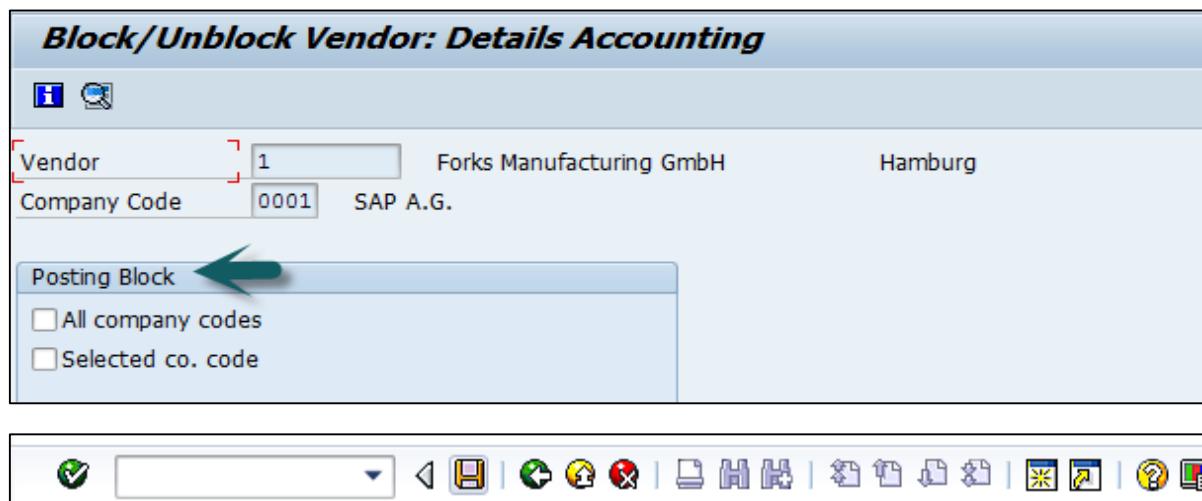
Use the **T-code** FK05 or go to Accounting -> Financial Accounting -> Accounts Payable -> Master Records -> Display Changes.



Enter the Company code and Vendor account as shown below and press enter.

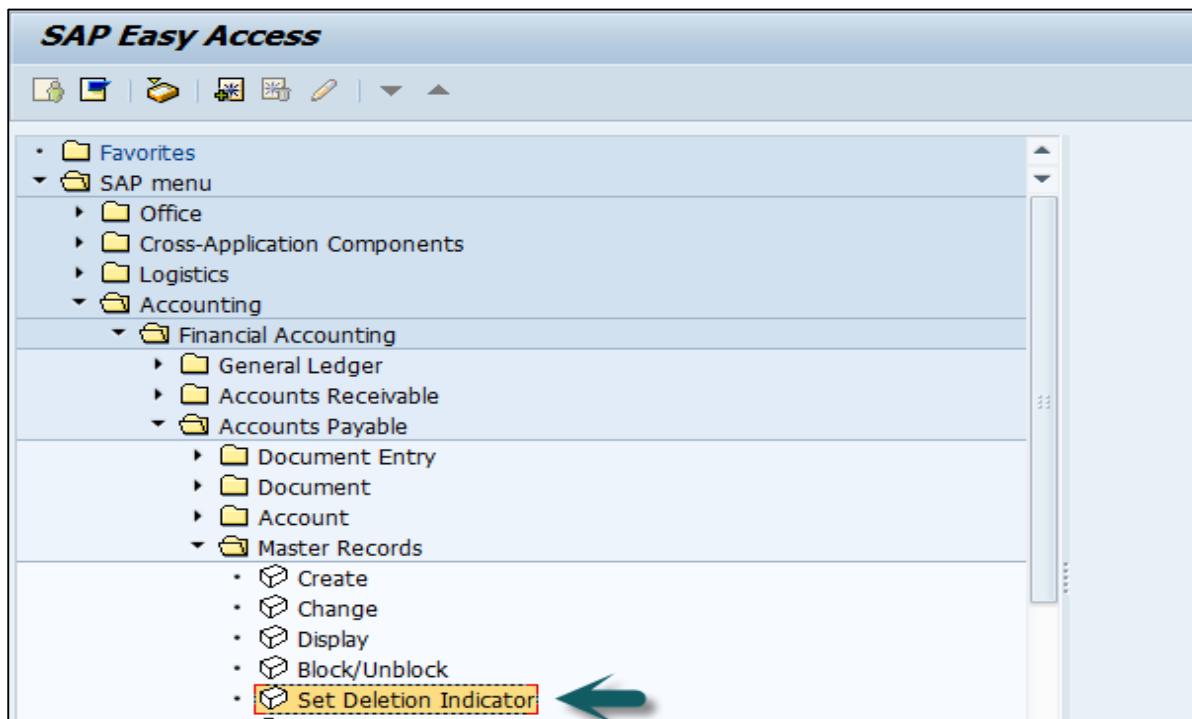


A new window will open. Check the block indicator for data to be blocked. Once the selection is made, click the Save icon at the top.



## 45. SAP FI – Delete a Vendor

Use the **T-code** FK06 or go to Accounting -> Financial Accounting -> Accounts Payable -> Master Records -> Display Changes.



Enter the company code and the Vendor account and press Enter as shown below.

The screenshot shows the 'Flag for Deletion Vendor: Initial Screen'. The vendor number '1' is entered in the Vendor field, and the company code '0001' is entered in the Company Code field. Both fields have a red border around them.

Vendor	1	Forks Manufacturing GmbH
Company Code	0001	SAP A.G.

A new window will open. Select the deletion flag and the deletion blocks and click the Save button at the top.

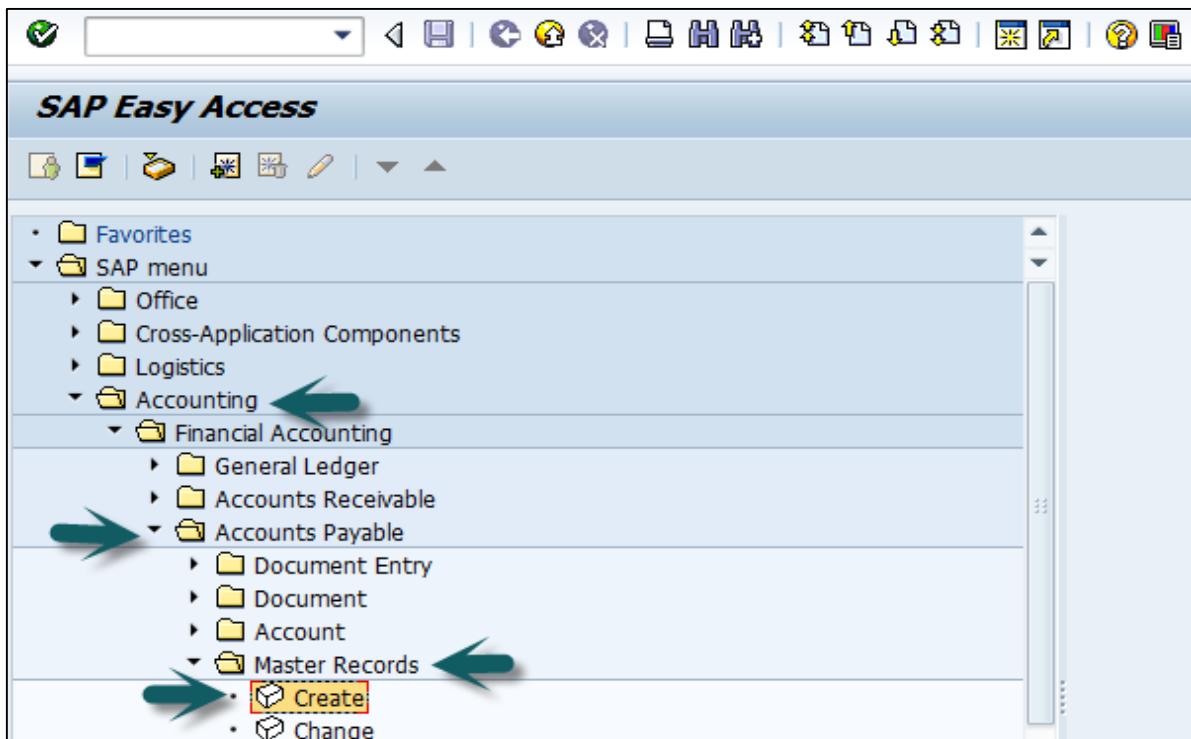
**Flag for Deletion Vendor: Details Accounting**

<input type="button" value="H"/>	<input type="button" value="S"/>		
Vendor Company Code	1 0001	Forks Manufacturing GmbH SAP A.G.	Hamburg
<b>Deletion flags</b> 			
<input type="checkbox"/> All areas <input type="checkbox"/> Selected company code			
<b>Deletion blocks</b> 			
<input type="checkbox"/> General data <input type="checkbox"/> Selected company code incl. general data			
<input checked="" type="checkbox"/> Changes have been made			

## 46. SAP FI – One-Time Vendor

In SAP FI, you can also create One-Time Vendor Master Record for the Vendors with only a few transactions and there is no need to maintain their master records separately. In such cases, you can create One-Time Vendor with General Information such as Name, Address, Phone, etc.

Use the **T-code** FK01 or go to Accounting -> Finance Accounting -> Accounts Payable -> Master Record -> Create.



It will open the following window. Select the account group and search for the one-time vendor.

The screenshot shows the 'Create Vendor: Initial Screen' dialog box. It has fields for 'Vendor' (with a red box around the input field), 'Company Code' (with a red box around the input field and the value 'SAP A.G.' displayed), 'Account group' (with a red box around the input field and a small yellow icon next to it), and 'Reference' (with two sub-fields: 'Vendor' and 'Company code'). A teal arrow points to the 'Account group' field.

0020	04	<input type="checkbox"/>	Vendor-BP-Commission Recipient
003	02	<input type="checkbox"/>	weast vendro
004	02	<input type="checkbox"/>	south vendor
0099	01	<input checked="" type="checkbox"/>	One-time vendors
0100	XX	<input type="checkbox"/>	Vendor distribution center

Enter the vendor id as per the number range assigned to the account group and the company code in which you want to create this record and press Enter.

**Create Vendor: Initial Screen**

Vendor	00000000000012	<input type="button" value=""/>
Company Code	0001	SAP A.G.
Account group	0099	
<b>Reference</b>		
Vendor	<input type="text"/>	
Company code	<input type="text"/>	

A new window will open. Enter the following details:

- Name of the Vendor
- Term for searching the Vendor Id
- Street/House Number and Postal code 6 digit/City
- Country/Region and click on Next screen button at top

**Create Vendor: Address**

Vendor INTERNAL

Preview Internat. versions

Name  
Title Company  
Name XYZ Pvt Ltd

Search Terms  
Search term 1/2 XYZ

Street Address  
Street/House number Akbar Road 212  
Postal Code/City 1100069 New Delhi  
Country IN Region 30

PO Box Address  
PO Box  
Postal code

Communication  
Language English Other communication...  
Telephone Extension  
Fax Extension  
E-Mail

In the next screen, enter the Vendor Control Group details. If a vendor is from a corporate group, enter the corporate group name.

**Create Vendor: Control**

Tax categories

Vendor INTERNAL XYZ Pvt Ltd New Delhi

Account control  
Customer Trading Partner Authorization Corporate Group XYPL01

Tax information  
Tax Number 1 Tax number type Equaliztn tax  
Tax Number 2 Tax type Sole Proprietor  
Tax Number 3 Sales/pur.tax  
Tax Number 4 Tax split  
Fiscal address  
Tax Jur. VAT Reg. No. Other...  
Tax office  
Tax Number

Now, enter the bank account details as shown below and click the Next Screen button.

**Create Vendor: Payment transactions**

Vendor	INTERNAL	XYZ Pvt Ltd	New Delhi														
<b>Bank Details</b>  <table border="1"> <tr> <th>C...</th> <th>Bank Key</th> <th>Bank Account</th> <th>Acct holder</th> <th>CK</th> <th>IBAN</th> <th>IBANValue</th> </tr> <tr> <td>IN</td> <td>100</td> <td>IOB</td> <td>SPG</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>				C...	Bank Key	Bank Account	Acct holder	CK	IBAN	IBANValue	IN	100	IOB	SPG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C...	Bank Key	Bank Account	Acct holder	CK	IBAN	IBANValue											
IN	100	IOB	SPG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											

The next step is to enter the contact person details, name, telephone, description and go to the next screen. In the next screen, enter the Recon Account and cash management group (domestic/Foreign, etc.)

**Create Vendor: Accounting information Accounting**

Vendor	INTERNAL	XYZ Pvt Ltd	New Delhi																				
Company Code	0001	SAP A.G.																					
<b>Accounting information</b> <table border="1"> <tr> <td>Recon. account</td> <td>31000</td> <td>Sort key</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Head office</td> <td></td> <td>Subsidy indic.</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Authorization</td> <td></td> <td>Cash mgmnt group</td> <td>A1  </td> </tr> <tr> <td>Minority indic.</td> <td></td> <td>Release group</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td>Certificatn date</td> <td><input type="checkbox"/></td> </tr> </table>				Recon. account	31000	Sort key	<input type="checkbox"/>	Head office		Subsidy indic.	<input type="checkbox"/>	Authorization		Cash mgmnt group	A1  	Minority indic.		Release group	<input type="checkbox"/>			Certificatn date	<input type="checkbox"/>
Recon. account	31000	Sort key	<input type="checkbox"/>																				
Head office		Subsidy indic.	<input type="checkbox"/>																				
Authorization		Cash mgmnt group	A1  																				
Minority indic.		Release group	<input type="checkbox"/>																				
		Certificatn date	<input type="checkbox"/>																				

Click Next and enter the payment transactions accounting details. Enter Payt terms (like pay immediately, pay after 14 days 3% cash, etc.).

**Create Vendor: Payment transactions Accounting**

Vendor	INTERNAL	XYZ Pvt Ltd	New Delhi												
Company Code	0001	SAP A.G.													
<b>Payment data</b> <table border="1"> <tr> <td>Payt Terms</td> <td>0001  </td> <td>Tolerance group</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Cr memo terms</td> <td><input type="checkbox"/></td> <td>Chk double inv.</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Chk cashng time</td> <td><input type="checkbox"/></td> <td colspan="2"></td> </tr> </table>				Payt Terms	0001  	Tolerance group	<input type="checkbox"/>	Cr memo terms	<input type="checkbox"/>	Chk double inv.	<input type="checkbox"/>	Chk cashng time	<input type="checkbox"/>		
Payt Terms	0001  	Tolerance group	<input type="checkbox"/>												
Cr memo terms	<input type="checkbox"/>	Chk double inv.	<input type="checkbox"/>												
Chk cashng time	<input type="checkbox"/>														

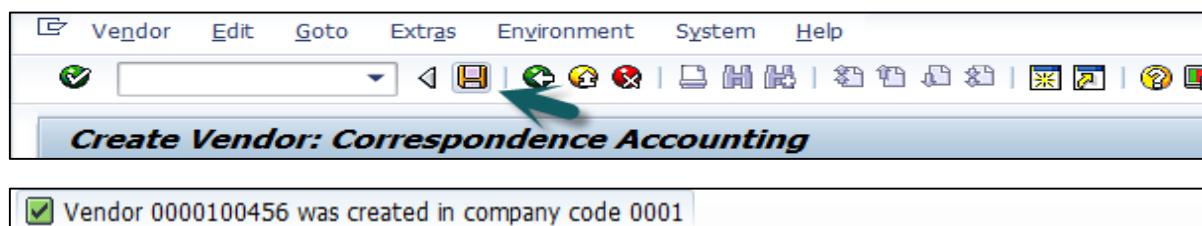
**Create Vendor: Correspondence Accounting**

Vendor	INTERNAL	XYZ Pvt Ltd	New Delhi
Company Code	0001	SAP A.G.	

Dunning data

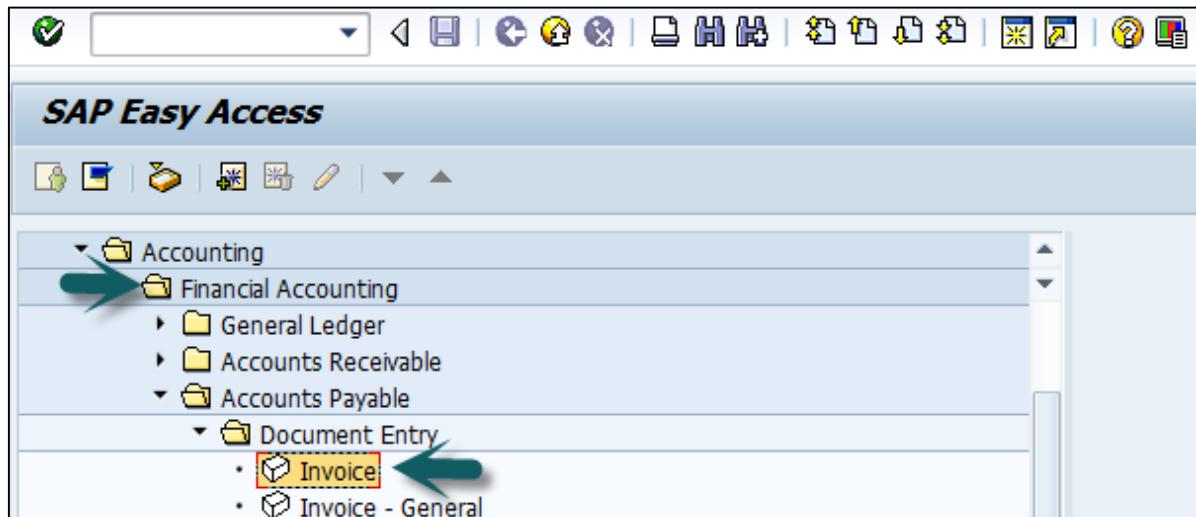
Dunn.Procedure	0001	Dunning block	
Dunn.recipient		Legal dunn.proc.	
Last dunned		Dunning level	
Dunning clerk		Grouping key	
<b>Dunn. Areas</b>			

Once you are done with all the details, click the Save button at the top. You will get a message that a vendor has been created in the given company code.



## 47. SAP FI – Post Purchase Invoice

Use the **T-code** FB60 for an incoming invoice or go to Accounting -> Financial Accounting -> Accounts Payable -> Document Entry -> Invoice.



Enter the company code you want to post this invoice to and press Enter. It will open a new window. Enter the following details:

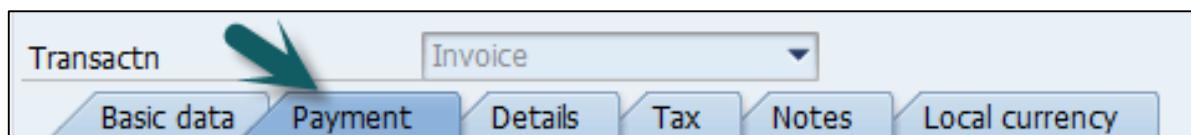
- Vendor ID of the vendor
- Invoice Date
- Amount for Invoice
- Tax Code for the Tax Applicable
- Tax Indicator "Calculate Tax"

The screenshot shows the 'Enter Vendor Invoice: Company Code 0001' dialog box. The 'Basic data' tab is selected. The following data is entered:

Field	Value
Vendor	TP_AIR_HH
Invoice date	10.11.2015
Posting Date	24.12.2015
Amount	1001
Tax amount	VA (19% domestic input tax)
Text	(empty)
Company Code	0001 SAP A.G. Walldorf
Lot No.	(empty)

Other visible fields include 'SGL Ind' (unchecked), 'Reference' (empty), 'EUR' (currency), and a checked checkbox for 'Calculate tax'.

Go to the Payment tab and enter the Payt terms like pay immediately, after 14 days, etc.



In Item details, enter the following details:

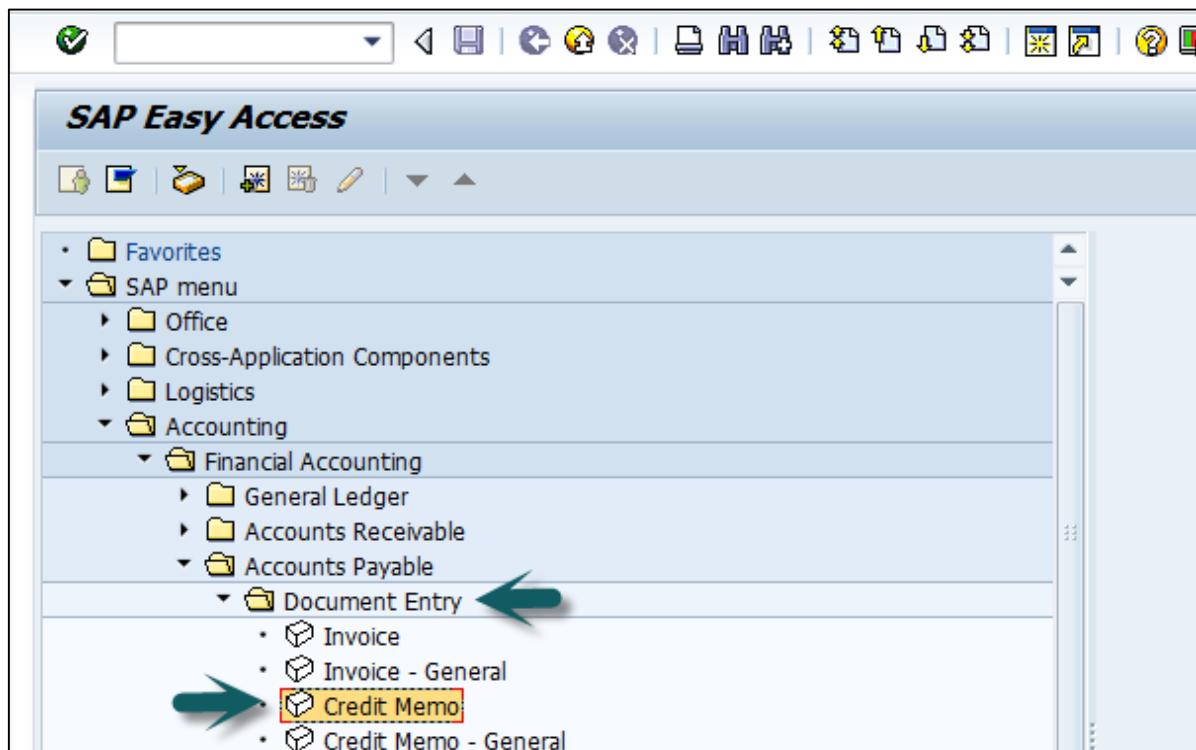
- Purchase Account
- Select Debit
- Amount for the Invoice
- Check Tax code

After entering these details, click Check the Status of the Document and thereafter, click the Save button at the top.

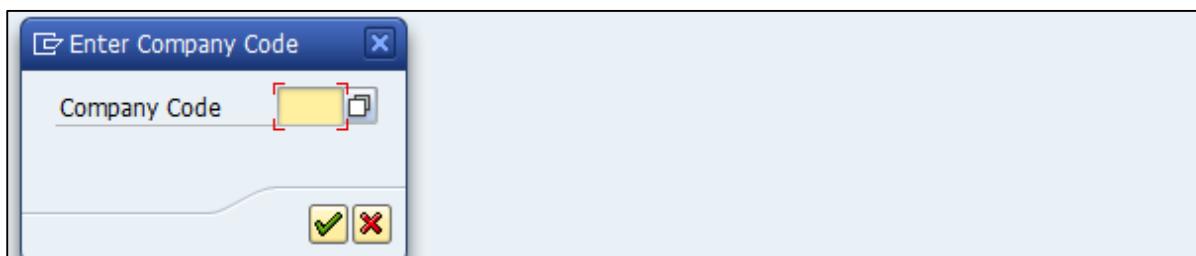


## 48. SAP FI – Purchases Returns

Use the **T-code** FB65 or go to Accounting -> Financial Accounting -> Accounts Payable -> Document Entry -> Credit memo.



Enter the company code as shown below:



In the next screen, enter the following details:

- Enter the vendor ID
- Enter the Document date
- Enter the amount to be credited
- Enter the tax code used in the original invoice
- Check the Calculate Tax check box

The screenshot shows the SAP FICO Credit Memo interface. At the top, 'Transactn' is set to 'Credit memo'. Below it, tabs for 'Basic data', 'Payment', 'Details', 'Tax', and 'Notes' are visible. The 'Basic data' tab is active. The form contains the following data:

- Vendor:** TP\_AIR\_LON
- Document date:** 24.11.2015
- Posting Date:** 25.12.2015
- Cross-CC no.:** (empty)
- Amount:** 1000
- Tax amount:** (empty)
- Text:** (empty)
- Company Code:** 0001 SAP A.G. Walldorf
- Lot No.:** (empty)

On the right side, there are fields for 'SGL Ind' (checkbox), 'Reference' (text box), and a dropdown menu for 'Tax code' which is currently set to 'VA (19% domestic input...)'.

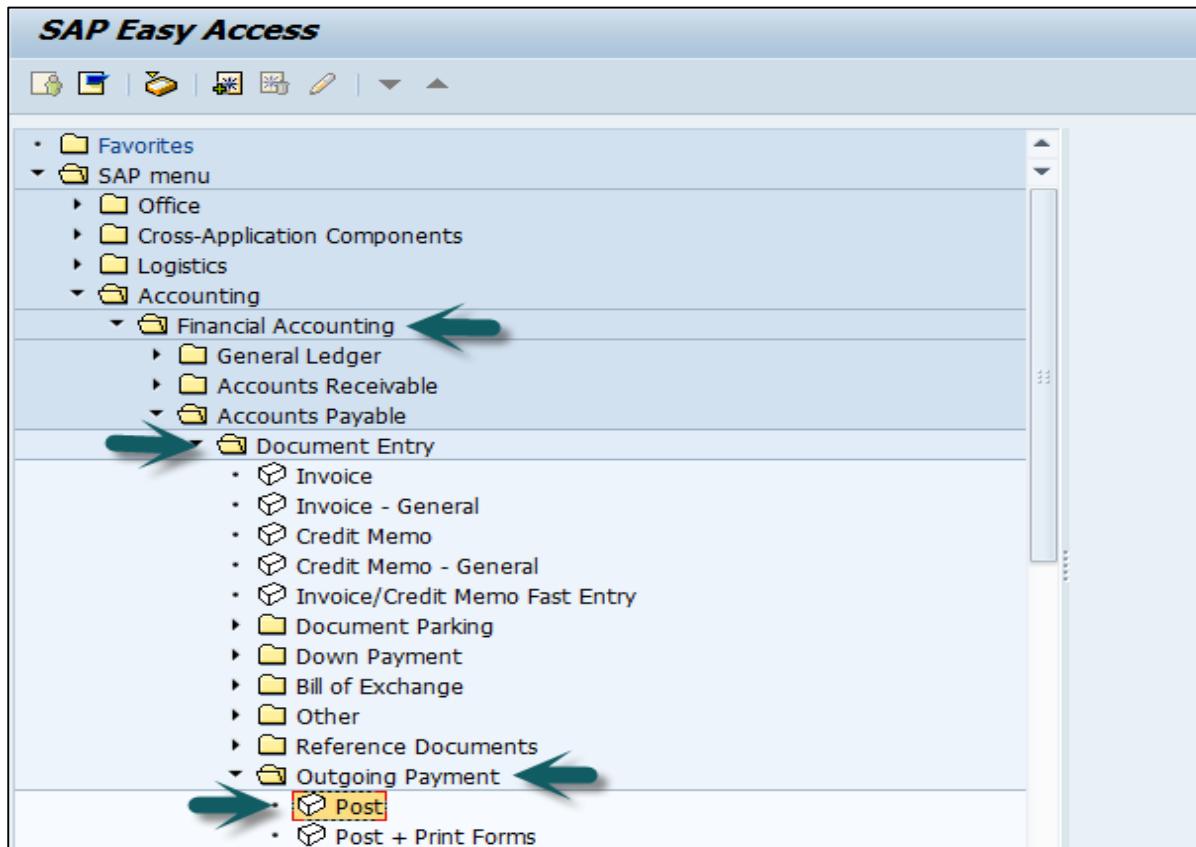
Go to Item details section and enter the following data:

- Enter the Purchase Account for the Original Invoice posted
- Enter the Amount to be debited and select credit
- Check the tax code

Once the details are entered, click the Save button at the top. You will get a confirmation that a vendor credit memo is posted in the company code 0001.

## 49. SAP FI – Post Outgoing Vendor Payment

Use the **T-code** F-53 or go to Accounting -> Financial Accounting -> Account Payable -> Document Entry -> Outgoing Payment -> Post.



In the next screen, input the following details:

- Select the Document Date
- Select the Company Code
- Select the Payment Currency
- Select the Cash/Bank Account in which Payment is to be credited and Payment Amount
- Select the Vendor Id of the receiving vendor

**Post Outgoing Payments: Header Data**

Process open items					
Document Date	24.12.2015	Type	KZ	Company Code	0001
Posting Date	25.12.2015	Period		Currency/Rate	AUD
Document Number		Translatn Date		Cross-CC no.	
Reference		Trading part.BA			
Doc.Header Text					
Clearing text					
<b>Bank data</b>					
Account	1001	Business Area			
Amount	1000	Amount in LC			
Bank charges		LC bank charges			
Value date		Profit Center			
Text		Assignment			
<b>Open item selection</b>			<b>Additional selections</b>		
Account	1098	<input checked="" type="radio"/> None			
Account Type	K	<input type="radio"/> Other accounts			
Special G/L ind		<input checked="" type="radio"/> Standard OIs			
Pmnt advice no.		<input type="radio"/> Distrubute by age			
<input type="checkbox"/> Distribute by age		<input type="radio"/> Automatic search			
<input type="checkbox"/> Automatic search		<input type="radio"/> Invoice Summary			
<input type="checkbox"/> Invoice Summary		<input checked="" type="radio"/> None			
<input type="radio"/> Amount		<input type="radio"/> Document Number			
<input type="radio"/> Posting Date		<input type="radio"/> Dunning Area			
<input type="radio"/> Others		<input type="radio"/> Others			

Once you provide the above details, click Process Open Items.

**Post Outgoing Payments: Header Data**

Process open items
--------------------

Assign the payment amount to the appropriate invoice so as to balance the payment with the invoice amount.

Account items 88899 XYZ Company							
Docume...	D	Docu...	P	B...	D...	EUR Gross	Cash discnt
17000000000	KG	12.05.2015	21	0		100.00	

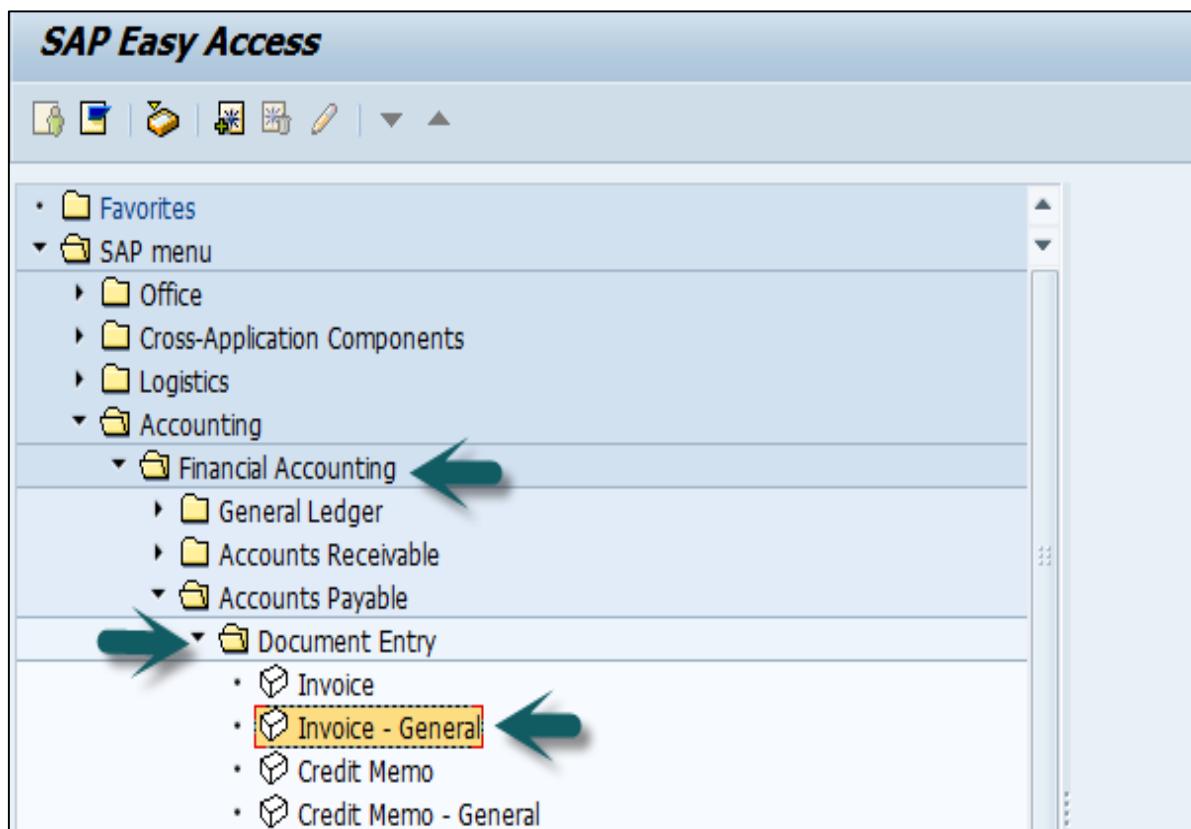
Click the Save button at the top to get the document number to be generated.

# 50. SAP FI – Foreign Currency Invoice

In SAP FI, you can post a vendor invoice in foreign currency so you can do currency analysis. If you post in FI, you can directly post backdate invoices.

## How to post a foreign currency vendor invoice?

Use the **T-code** F-43 or go to Accounting -> Financial Accounting -> Accounts Payable -> Document entry -> Other -> Invoice -> General.



In the next window, enter the following details:

- Document Date
- Document Type
- Company Code
- Posting Date
- Currency
- PstKy
- Account (Vendor)

**Enter Vendor Invoice: Header Data**

Held document	Acct model	<input checked="" type="checkbox"/> Fast Data Entry	<input type="checkbox"/> Post with reference	<input type="checkbox"/> Editing Options	
Document Date	23.11.2015	Type	KR	Company Code	0001
Posting Date	25.12.2015	Period	<input type="button" value="..."/>	Currency/Rate	AUD
Document Number				Translatn Date	
Reference				Cross-CC no.	
Doc.Header Text					
Trading part.BA					

First line item

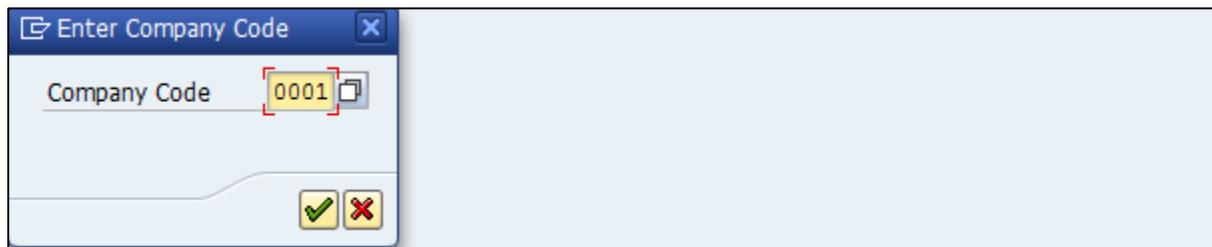
PstKy	31	Account	1560	<input type="checkbox"/> L Ind	<input type="checkbox"/> TType	<input type="button" value="..."/>
-------	----	---------	------	--------------------------------	--------------------------------	------------------------------------

Press Enter and a new window will open. Input the amount, calculate tax, Tax code, PstKey, Account (Revenue account) and press Enter.

The amount in local currency is displayed in the field. Click the Save button at the top and note the document number.

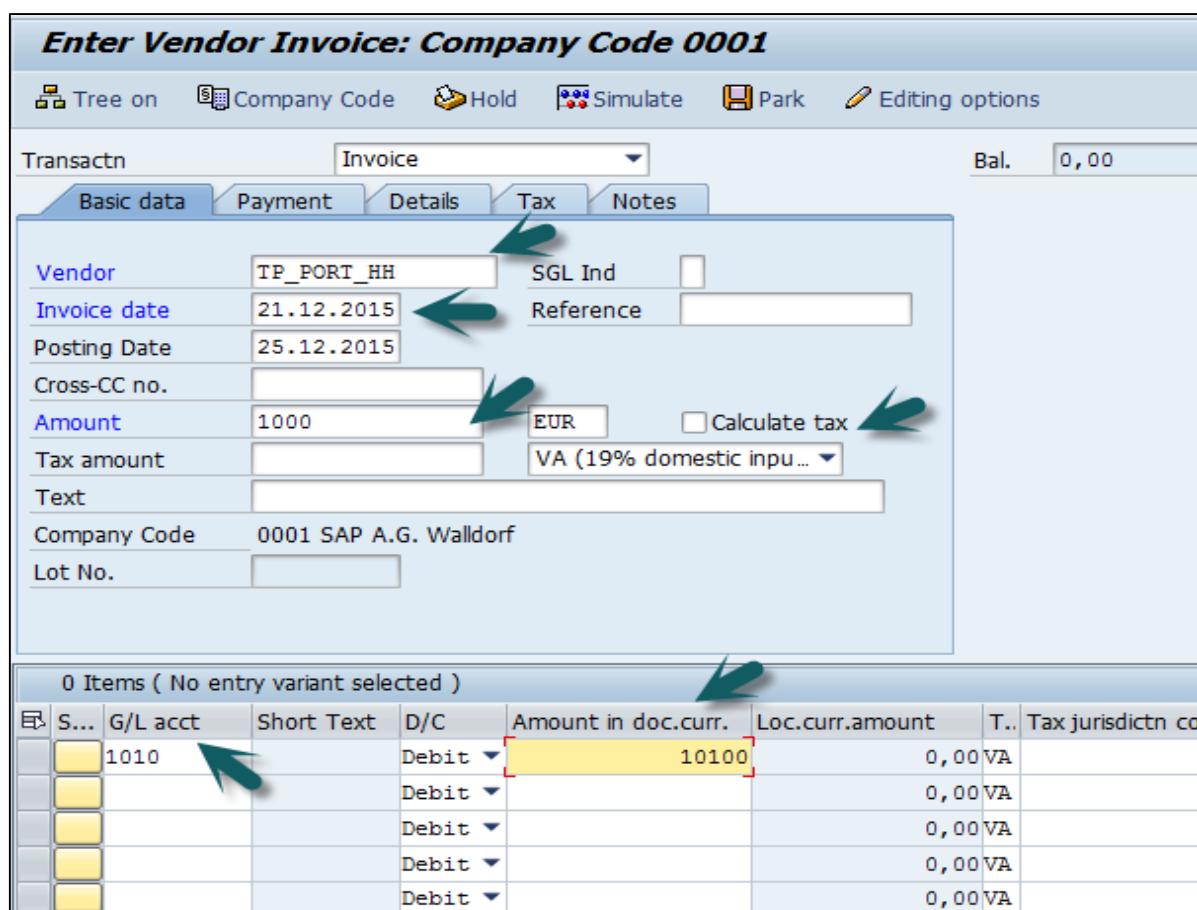
# 51. SAP FI – Withholding Tax in vendor invoice

Use the **T-code** FB60 and enter the company code.



In the next screen, input the following details:

- Vendor ID of the Vendor to be Invoice and Invoice Date
- Check Document Type as Vendor Invoice
- Enter Amount for Invoice
- Select Tax Code for the Tax Applicable
- Select Tax Indicator "Calculate Tax"
- Purchase Account and Amount for the Invoice



**Enter Vendor Invoice: Company Code 0001**

Transactn **Invoice** **Tax** **Notes** **Bal. 0,00**

Vendor	TP_PORT_HH	SGL Ind
Invoice date	21.12.2015	Reference
Posting Date	25.12.2015	
Cross-CC no.		
Amount	1000	EUR <input type="checkbox"/> Calculate tax
Tax amount		VA (19% domestic input...)
Text		
Company Code	0001 SAP A.G. Walldorf	
Lot No.		

0 Items ( No entry variant selected )							
S...	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T..	Tax jurisdicn co
	1010		Debit ▼	10100	0,00	VA	
			Debit ▼		0,00	VA	
			Debit ▼		0,00	VA	
			Debit ▼		0,00	VA	
			Debit ▼		0,00	VA	

After completing the above fields, click Withholding tax.

- Tax Base Amount
- Tax Exempt Account
- Withholding Tax code

Click the Save icon and note down the document number to be generated.

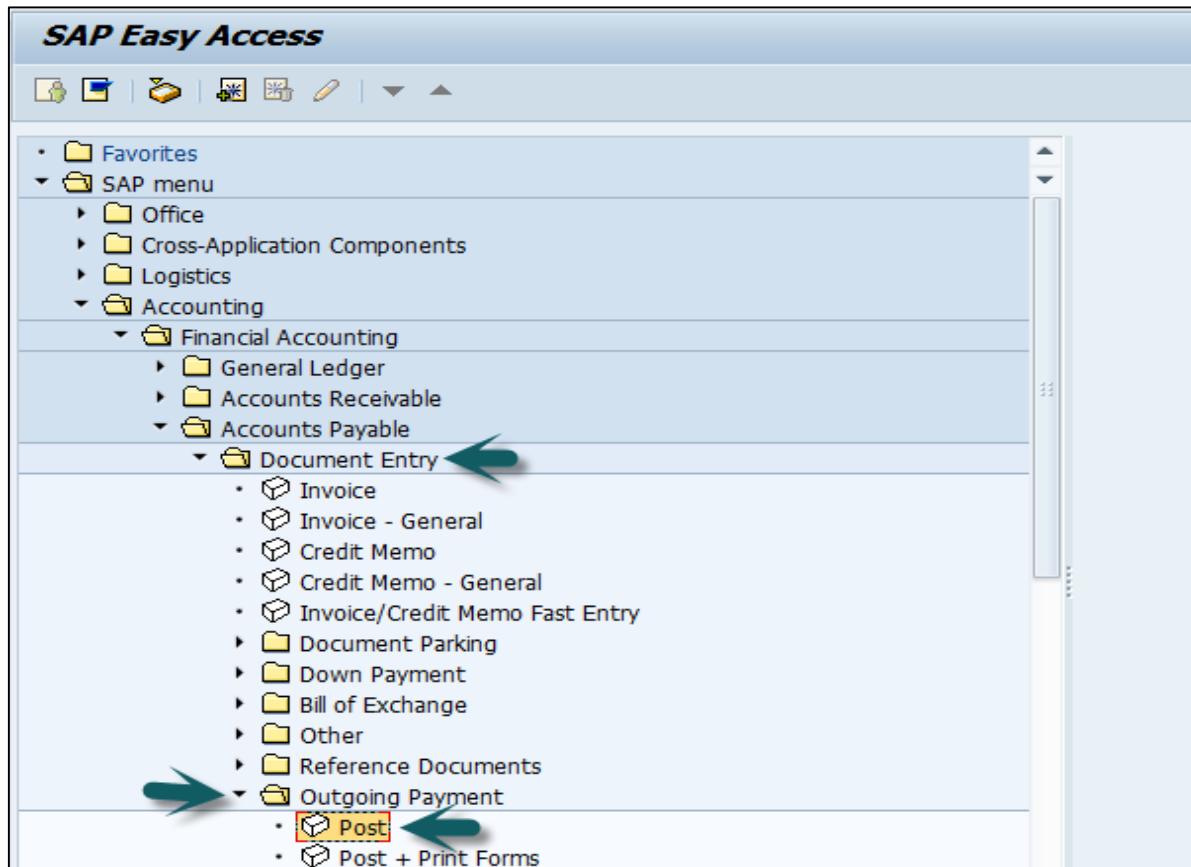


## 52. SAP FI – Outgoing Partial Payments

In SAP FI, you can also post outgoing partial payments for a vendor. Partial payment from a vendor will open as an open item and no clearing document will be generated.

### How to post an outgoing partial payment?

Use the **T-code** F-53 or go to Accounting -> Financial Accounting -> Accounts Payable -> Document Entry -> Outgoing Payment -> Post.



In the next window, input the following details:

- Document Date
- Company Code
- Cash/Bank Account for the payment to be posted
- Payment Amount
- Vendor ID of the Vendor making the payment

**Post Outgoing Payments: Header Data**

Process open items					
Document Date	28.12.2015	Type	KZ	Company Code	0001
Posting Date	28.12.2015	Period		Currency/Rate	AUD
Document Number				Translatn Date	
Reference				Cross-CC no.	
Doc.Header Text				Trading part.BA	
Clearing text					
<b>Bank data</b>					
Account	1010	Business Area			
Amount	1100	Amount in LC			
Bank charges		LC bank charges			
Value date		Profit Center			
Text		Assignment			
<b>Open item selection</b>			<b>Additional selections</b>		
Account	1098	<input type="checkbox"/>	<input checked="" type="radio"/> None		
Account Type	K	<input type="checkbox"/> Other accounts	<input type="radio"/> Amount		
Special G/L ind		<input checked="" type="checkbox"/> Standard OIs	<input type="radio"/> Document Number		
Pmnt advice no.		<input type="checkbox"/>	<input type="radio"/> Posting Date		
<input type="checkbox"/> Distribute by age		<input type="checkbox"/>	<input type="radio"/> Dunning Area		
<input type="checkbox"/> Automatic search		<input type="checkbox"/>	<input type="radio"/> Others		
<input type="checkbox"/> Invoice Summary					

The next step is to click Process Open Items. It will open a new window wherein you need to take the following actions:

- Click on the Partial Payment Tab
- Select and Activate the Invoice against which the partial payment has been made.
- Enter Partial Amount

Once the above details are supplied, click the Save icon. Note down the document number that is generated.



# 53. SAP FI – Reset AP Cleared Items

In SAP FI, you can clear a vendor payment if an incorrect payment is made in Account Payables.

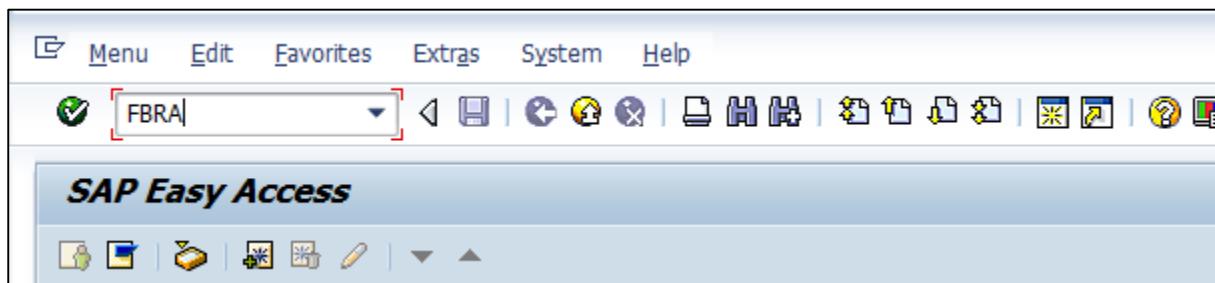
## Example

You have an invoice # 23156 and this invoice will remain open till you receive a payment for this invoice. When a payment is received, a new document is created # 50000678, when you enter the receipt and this document also becomes the clearing document.

Now, due to some error, if you have to reverse this payment document, then you need to use the **T-code** FBRA. When you use this, the system will first reset the documents as open items and then reverse the document number.

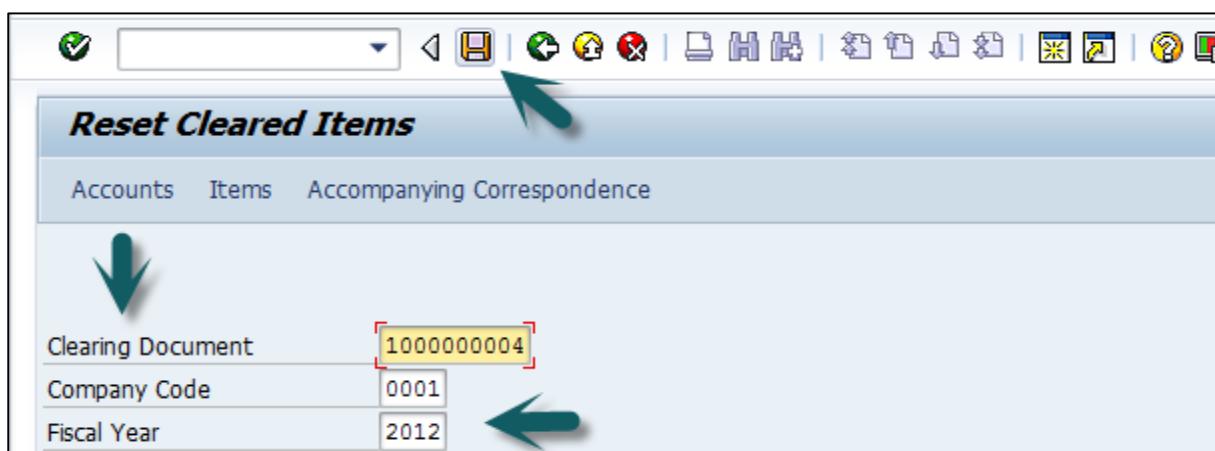
## How to reset AP cleared items?

Use the **T-code** FBRA.



In the next screen, enter the following details:

- Clearing document number
- Company Code
- Fiscal Year



Confirm the reset of the clearing document.

## 54. SAP FI – Automatic Payment Run

Automatic Payment Program (APP) serves the purpose of posting accounts payable like payment to a vendor based on vendor invoices automatically.

APP is used to find out due/overdue invoices and to process a list of customer and vendor invoices to make payments in one go. APP cannot be used for all company codes from different countries.

APP has the following categories:

- Setup all company codes
- Setup paying company codes
- Payment method per country
- Payment method per country code
- Bank Selection
- House Bank

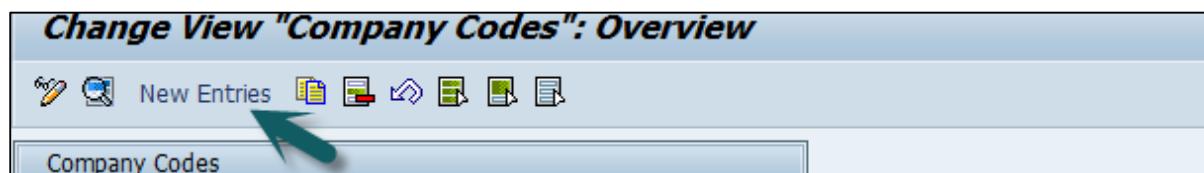
Use the **T-code** FBZP to see all the following options.

**Customizing: Maintain Payment Program**

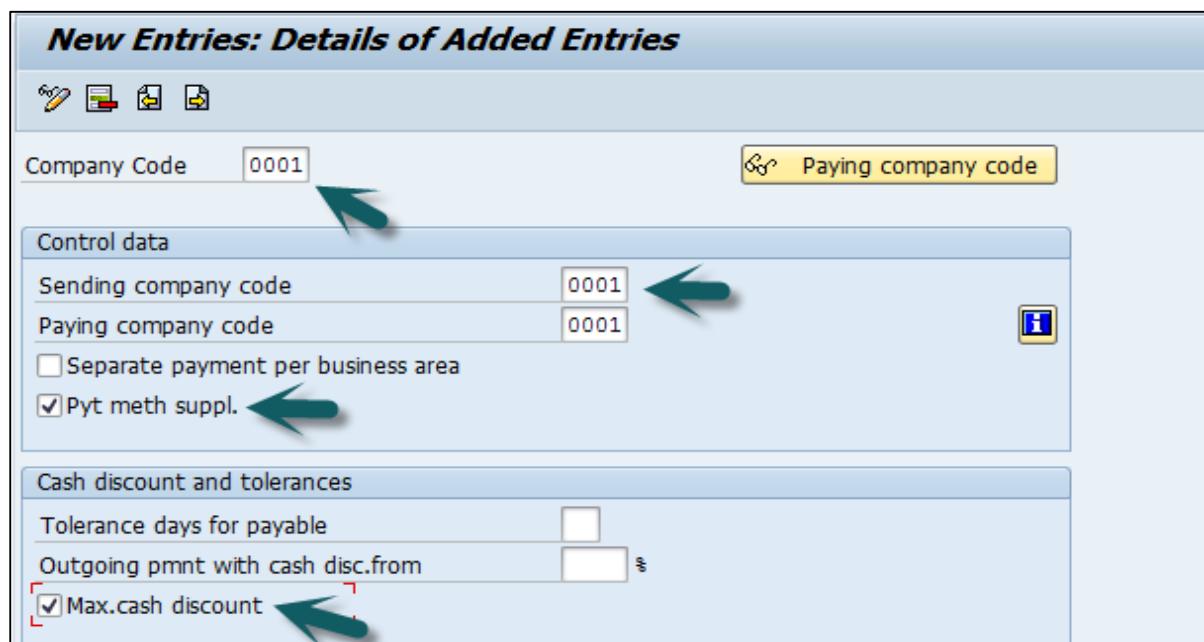
All company codes
Paying company codes
Pmnt methods in country
Pmnt methods in company code
Bank determination
House banks

## Setup all Company Codes

Click the option All Company Code in the above screen. A new window will open. Go to New Entries

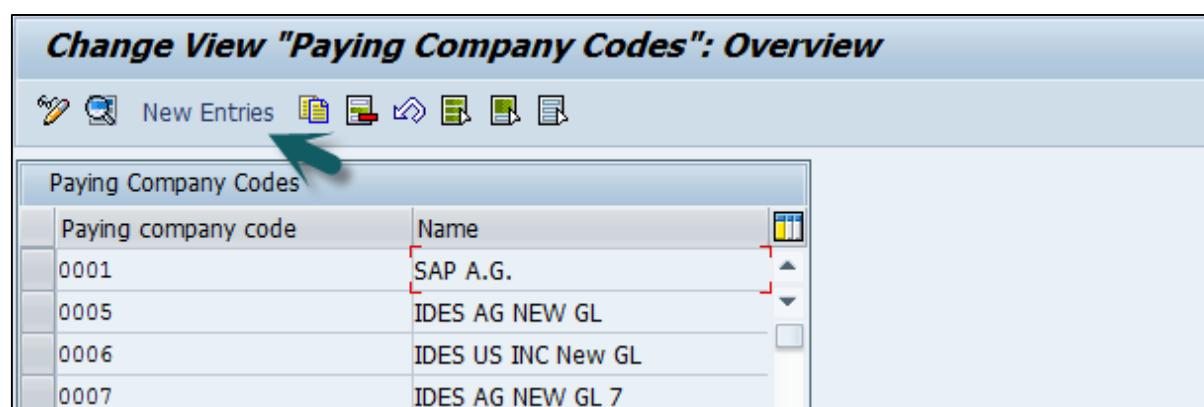


Enter the company code in the field Paying Company Code. Select the checkboxes Pyt. Meth Suppl. and Max. Cash Discount as shown below:



## Setup Paying Company Codes

Click Paying Company Codes and go to New Entries.



It will open a new window wherein you need to provide the following details:

- Paying company code
- Min amount for incoming payment
- Min amount for outgoing payment
- Exchange rate differences, separate payment for each Ref., Bill / Exch pymt.

**New Entries: Details of Added Entries**

Paying co. code	0001	Company Codes
Control Data Minimum amount for incoming payment: 1000 ZAR Minimum amount for outgoing payment: 1000 ZAR <input type="checkbox"/> No exchange rate differences <input type="checkbox"/> No Exch.Rate Diffs. (Part Payments) <input type="checkbox"/> Separate payment for each ref. <input type="checkbox"/> Bill/exch pymt		

## Payment Method in Country

Click the option Payment Method in Country on the main window. Go to New Entries as shown below.

**Change View "Payment Method/Country": Overview**

Dialog Structure	Payment Method/Country																																
<ul style="list-style-type: none"> <li>Payment Method/Country           <ul style="list-style-type: none"> <li>Currencies Allowed</li> <li>Permitted Destinat</li> <li>Note to Payee by C</li> </ul> </li> </ul>	<table border="1"> <thead> <tr> <th>Co...</th> <th>Name</th> <th>Pmt me...</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>AR</td> <td>Argentina</td> <td>A</td> <td>Débito Automático</td> </tr> <tr> <td></td> <td></td> <td>C</td> <td>Cheque Corriente</td> </tr> <tr> <td></td> <td></td> <td>D</td> <td>Cheque Diferido</td> </tr> <tr> <td></td> <td></td> <td>P</td> <td>Venc. Ch Dif. Emit. (a Banco)</td> </tr> <tr> <td></td> <td></td> <td>T</td> <td>Transferencia Bancaria</td> </tr> <tr> <td></td> <td></td> <td>W</td> <td>Pago electrónico</td> </tr> <tr> <td>AT</td> <td>Austria</td> <td>A</td> <td>Bankabbuchung</td> </tr> </tbody> </table>	Co...	Name	Pmt me...	Name	AR	Argentina	A	Débito Automático			C	Cheque Corriente			D	Cheque Diferido			P	Venc. Ch Dif. Emit. (a Banco)			T	Transferencia Bancaria			W	Pago electrónico	AT	Austria	A	Bankabbuchung
Co...	Name	Pmt me...	Name																														
AR	Argentina	A	Débito Automático																														
		C	Cheque Corriente																														
		D	Cheque Diferido																														
		P	Venc. Ch Dif. Emit. (a Banco)																														
		T	Transferencia Bancaria																														
		W	Pago electrónico																														
AT	Austria	A	Bankabbuchung																														

In the next screen, input the following details:

- Enter Country name, Payment method and Description.
- Select payment method: Incoming/outgoing payment
- Select payment method classification

**New Entries: Details of Added Entries**

Country	IN	India
Pyamt Method	C	
Description	Check	
Descript.		
<b>Payment method for</b> <input checked="" type="radio"/> Outgoing payments		
<b>Payment method classification</b> <input type="radio"/> Bank transf		
<input checked="" type="radio"/> Check		
<input type="radio"/> Bill/ex		
<input type="radio"/> Check/bill/ex.		
<input type="checkbox"/> Post office curr.acct method?		
<input checked="" type="checkbox"/> Allowed for personnel payments		
<input type="checkbox"/> Create bill/exch.before due date		
<input type="checkbox"/> Bill of exch. accept		
<input type="checkbox"/> ISR Payment Proce		
<input type="checkbox"/> EU Internal Transfe		

## Payment Method in Company Code

Click the option Pmnt. Method in Company Code on the main window. Go to New Entries as shown below:

**Change View "Maintenance of Company Code Data for a Payment Method"**

CoCd	Name	City	Pmt ...	Name
0001	SAP A.G.	Walldorf	A	Bankabbuchung
			C	International Check
			E	Bankeinzug
			K	Bankscheck bei Auslandszahlung

In the next screen, enter the following details:

- Enter Paying Co Code and Pymt. Method.
- Enter minimum and maximum amount limits.
- Select Bank selection control option
- Go to form data as shown below.

**New Entries: Details of Added Entries**

Paying co. code 0001 SAP A.G. ←  
Pymt Method C International Check →

Amount limits  
Minimum amount 100,00 EUR ←  
Maximum amount 100.000,00 EUR ←  
Distribution amnt EUR ←

Grouping of items  
 Single payment for marked item  
 Payment per due day

Foreign payments/foreign currency payments  
 Foreign business partner allowed  
 Foreign currency allowed  
 Cust/vendor bank abroad allowed?

Bank selection control ←  
 No optimization  
 Optimize by bank group  
 Optimize by postal code

Form Data ←

Update Form Data Type. Click the Search button and select the value.

Form Data

Forms

Form for the Payment Medium SAPscript → ←  
Next form SAPscript → ←

Form

Structure

- Payment Medium
  - International
  - USA
    - Payment Medium Workbench
      - Payment Advice Note (USA) (highlighted)
      - DME Accompanying Sheet(US)

Enter the field-drawer of the form and once all the details are supplied, click the Save button.

**New Entries: Details of Added Entries**

Paying co. code	0001	SAP A.G.	Pytm meth. in ctry
Pytm Method	C	International Check	
Amount limits		Grouping of items	
Minimum amount	100,00	EUR	<input type="checkbox"/> Single payment for marked item
Maximum amount	100.000,00	EUR	<input type="checkbox"/> Payment per due day
Distribution amnt		EUR	
Foreign payments/foreign currency payments		Bank selection control	
<input type="checkbox"/> Foreign business partner allowed <input type="checkbox"/> Foreign currency allowed <input type="checkbox"/> Cust/vendor bank abroad allowed?		<input checked="" type="radio"/> No optimization <input type="radio"/> Optimize by bank group <input type="radio"/> Optimize by postal code	
<b>Form Data</b> Forms Form for the Payment Medium: SAPscript F110_US_AVIS Next form: SAPscript			
Drawer on the form: SAP		Sorting of the Correspondence Line items	

## Bank Determination

Click the option Bank Determination in the main window. Select Paying Company Code and click the option Select Block as shown below and go to Bank Account.

**Display View "Bank Selection": Overview**

	Dialog Structure - Bank Selection - Ranking Order - Bank Accounts - Available Amounts - Value Date	Bank Selection <table border="1"> <tr> <td>Paying company code</td> <td>Name</td> </tr> <tr> <td>0001</td> <td>P A.G.</td> </tr> <tr> <td>0005</td> <td>IDES AG NEW GL</td> </tr> <tr> <td>0006</td> <td>IDES US INC New GL</td> </tr> </table>	Paying company code	Name	0001	P A.G.	0005	IDES AG NEW GL	0006	IDES US INC New GL
Paying company code	Name									
0001	P A.G.									
0005	IDES AG NEW GL									
0006	IDES US INC New GL									

Click the button Ranking Order and go to New Entries as shown below:

**Change View "Bank Accounts": Overview**

	Dialog Structure - Bank Selection - Ranking Order - Bank Accounts - Available Amounts - Value Date - Expenses/Charges	Paying company code: 0001 SAP A.G. Bank Accounts <table border="1"> <thead> <tr> <th>House ...</th> <th>P...</th> <th>Curr...</th> <th>Accoun...</th> <th>Bank subaccount</th> <th>Clear.acct</th> </tr> </thead> <tbody> <tr> <td>DB</td> <td>A</td> <td></td> <td>GIRO</td> <td>113102</td> <td></td> </tr> <tr> <td>DB</td> <td>S</td> <td></td> <td>GIRO</td> <td>113101</td> <td></td> </tr> </tbody> </table>	House ...	P...	Curr...	Accoun...	Bank subaccount	Clear.acct	DB	A		GIRO	113102		DB	S		GIRO	113101	
House ...	P...	Curr...	Accoun...	Bank subaccount	Clear.acct															
DB	A		GIRO	113102																
DB	S		GIRO	113101																

Enter the new bank account details as shown below to create a bank account.

House ...	P...	Curr...	Accoun...	Bank subaccount	Clear.acct
ICICI	C	INR	10000		

## House Banks

House Banks provide the details of the bank account which is used by a company to make payments to its vendors and customers.

Click the option House Banks on the main screen and enter the company code as shown below:

The next window will show a list of all house banks which the company is using to make payments to its vendors and customers.

House bank	Bank ctry.	Bank Key	Bank name
DB	DE	10020030	Deutsche Bank
DRE	DE	20030040	Dresdner Bank

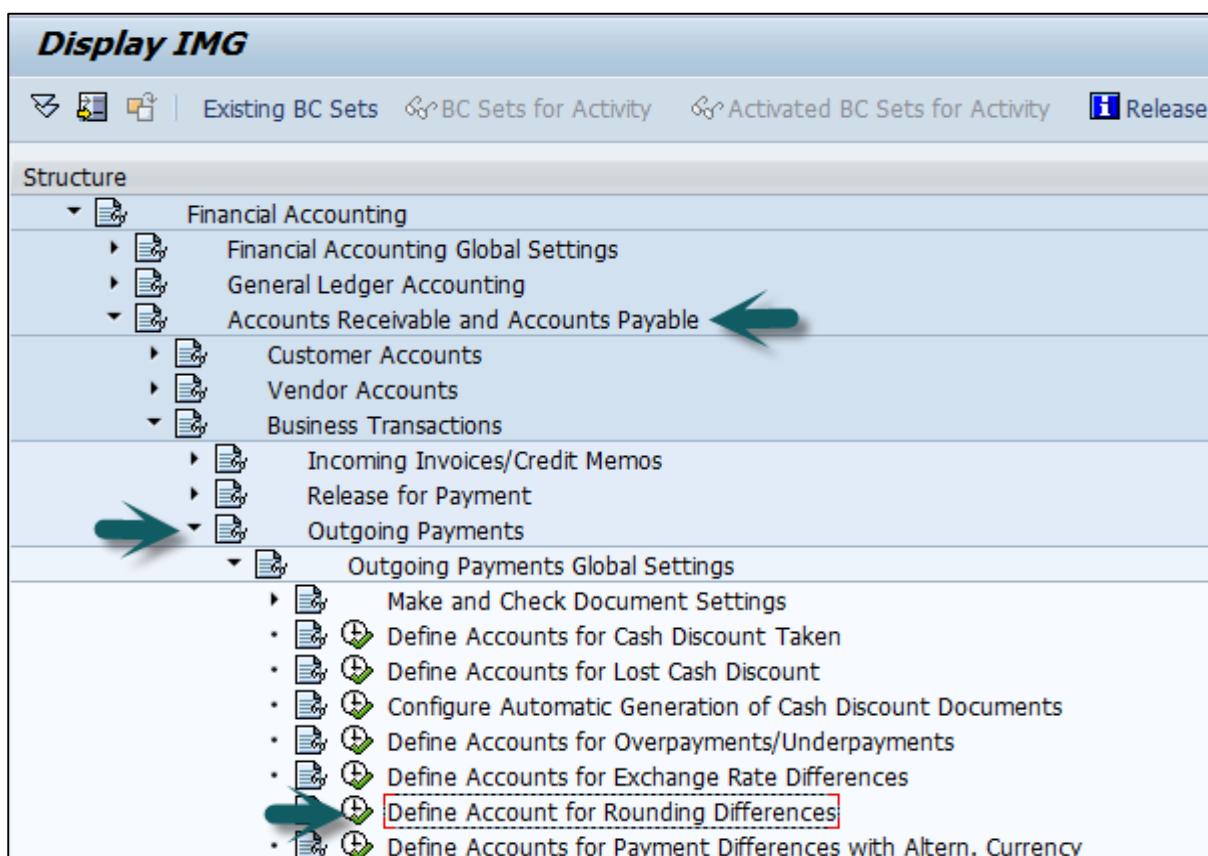
# 55. SAP FI – Posting Rounding Differences

While clearing Financial Accounting documents that have been posted in a foreign currency, you can post the rounding differences that arise to a separate revenue/expense account. Earlier these differences were displayed as exchange rate differences at the time of clearing.

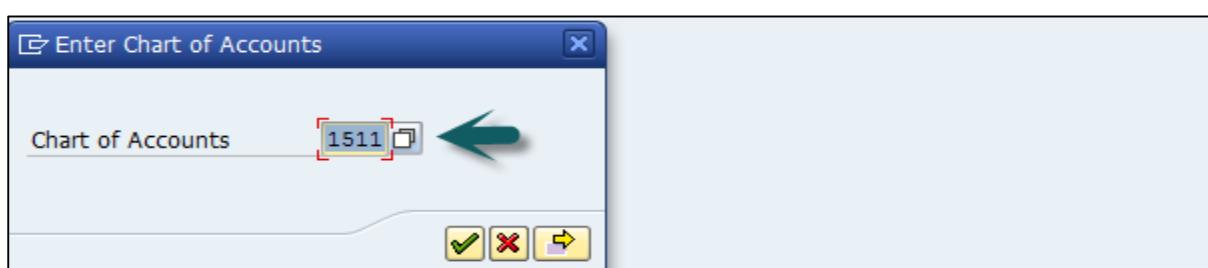
Rounding differences can be posted to the General Ledger account as Expense or Revenue.

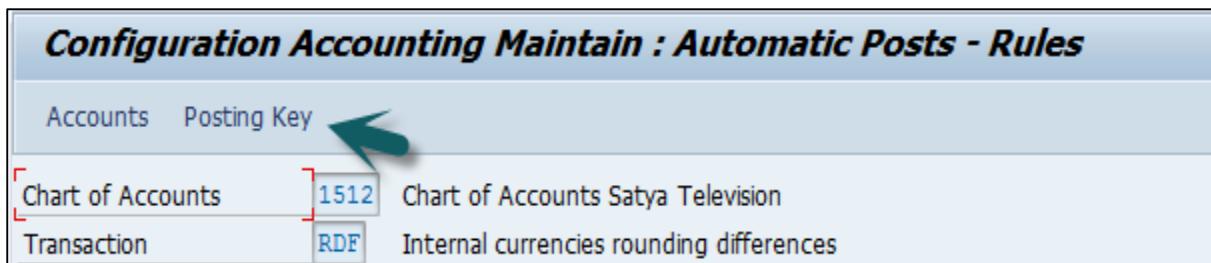
## How to post rounding difference in SAP FI?

Go to SPRO -> SAP Reference IMG -> Financial Accounting -> AR and AP -> Business Transactions -> Outgoing Payments -> Outgoing Payment Global settings -> Define account for rounding differences -> Execute.



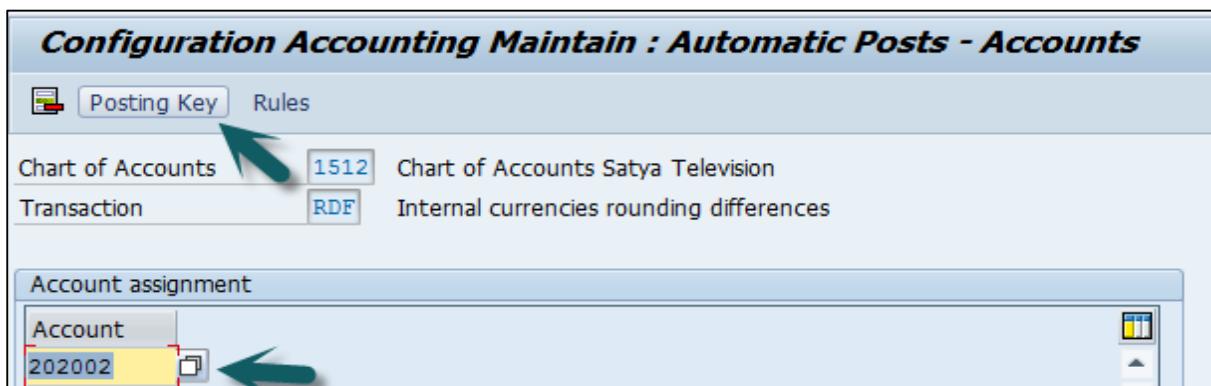
Select Chart of Accounts and click . Go to Posting Key.





In the next screen, enter the following details:

- Enter the G/L account to post rounding difference. Click Posting Key at the top.
- Enter the Credit and Debit posting key and click the Save icon at the top.
- Enter the request customizing number to save the configuration.

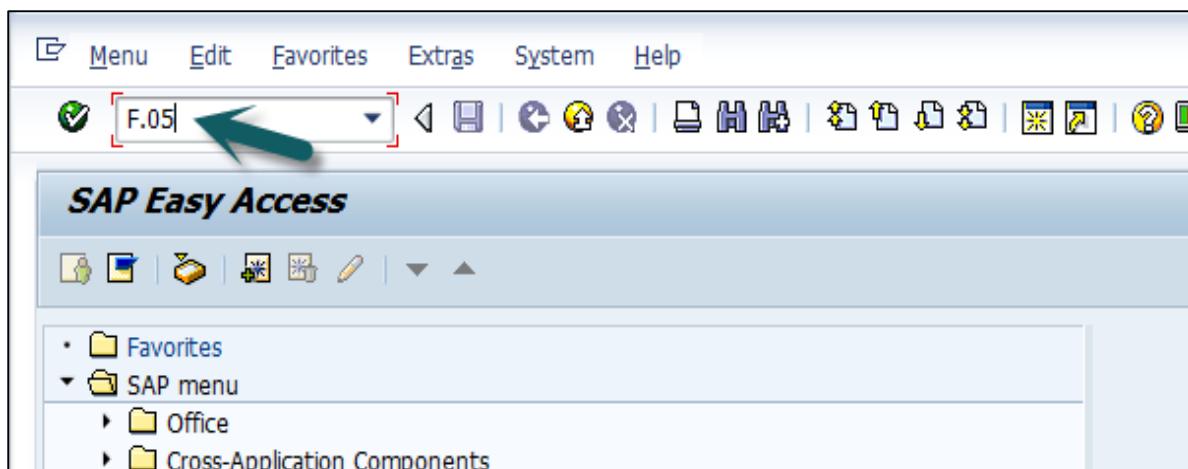


# 56. SAP FI – Month End Closing

In SAP FI, month-end closing involves activities in posting a closing period. You can carry out the following activities as a part of month-end closing:

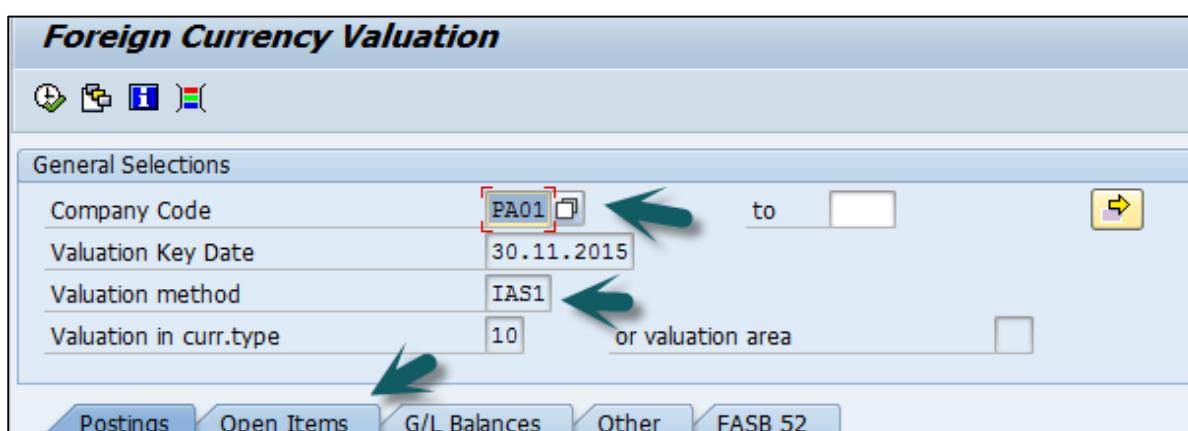
- Open and close posting periods
- You close one or more posting periods in the past for posting, and permit posting to be made to one or more current or future posting periods.

Use the **T-code** F.05 or FAGL\_FC\_VAL for new G/L accounts.



It will open a new window wherein you need to enter the following details:

- Company Code for which Foreign Currency Valuation is to be carried out
- Evaluation Key Date
- Valuation Method for Exchange Rate Consideration
- Valuation in Currency Type



You can filter out Valuation activity by entering the appropriate parameters in the Tab Screens.

Postings		Open Items		G/L Balances		Miscellaneous	
<input type="checkbox"/> Valuate G/L Account Open Items							
G/L Account				to			
Exchange rate difference key				to			
<input checked="" type="radio"/> No GR/IR Accounts							
<input type="radio"/> Valuate GR/IR accts							
<input type="radio"/> GR/IR with FI Data							
GR/IR Delivery Costs				to			
<input type="checkbox"/> Valuate Vendor Open Items							
Vendor				to			
<input type="checkbox"/> Valuate Customer Open Items							
Customer				to			
Reconciliation Account				to			
Document Number				to			
Currency				to			

Click the Execute button . It will open a list of all G/L accounts selected for foreign currency valuation.

Foreign Currency Valuation																
0 Postings  1 Messages																
Foreign Currency Valuation cap ahmedabad Key Date 30.11.15 Valuation in Company code currency (10) Method DEMO Valuation w/ Exchange Rate Type M Ledger Group L5																
Time 15:41:11 Date 28.12.2011 PAGL_FC_VALUATION/SAPEXT16 Page																
Ld	AccTy	G/L	Account Nu	DocumentNo	Itm	Amount in FC	Crcy	Amount in LC	Local Curr	Exch. Rat	S	Exch.rate	Typ	Valuation diff.	Valuation diff.	Amount Posted

# 57. SAP FI – Dunning

In SAP FI, if a customer misses the payment for the outstanding invoice by payment due date, you can generate a **dunning letter** using SAP FI and send it to the customer address to remind him of the outstanding payment.

## Requirement

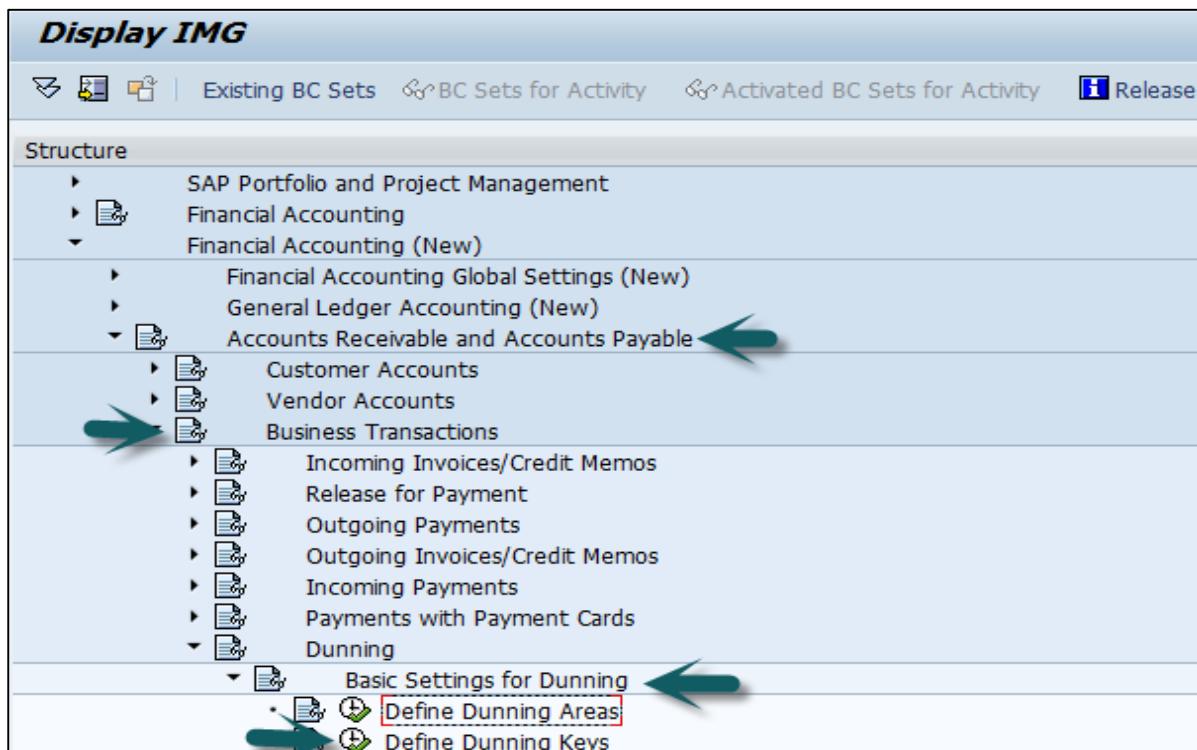
The dunning system enables to trace liable customers who have not paid their open invoices within a given time span. It enables you to handle the process from, for example, sending a reminder to customers of their outstanding payments through referring such customers to collections agencies.

The dunning system covers the following documents:

- Open A/R invoices, including invoices that are partially credited or partially paid
- Invoices that include installments
- A/R credit memos
- Incoming payments that are not based on invoices

## How to Create Dunning Keys?

Go to SPRO -> SAP Reference IMG -> Financial Accounting (New) -> AR and AP -> Business Transactions -> Dunning -> Basic Setting for Dunning -> Define Dunning Keys -> Execute.



<b>Change View "Dunning Keys": Overview</b>			
Dunn.key	Max.level	Print sep	Text
1	1	<input type="checkbox"/>	Triggers maximum dunning level 1
2	2	<input type="checkbox"/>	Triggers maximum dunning level 2
3	3	<input type="checkbox"/>	Triggers maximum dunning level 3
2		<input checked="" type="checkbox"/>	Payment has been made, separate item display

## Define Block Reason for Dunning

Here you define the reason for dunning block reason under a key. It can be defined for an item or for a customer master. Blocked item or customer account are not considered for dunning reason.

**Display IMG**

Existing BC Sets | BC Sets for Activity | Activated BC Sets for Activity | Release

**Structure**

- ▶ SAP Portfolio and Project Management
- ▶ Financial Accounting
- ▶ Financial Accounting (New)
  - ▶ Financial Accounting Global Settings (New)
  - ▶ General Ledger Accounting (New)
  - ▶ Accounts Receivable and Accounts Payable
    - ▶ Customer Accounts
    - ▶ Vendor Accounts
    - ▶ Business Transactions
      - ▶ Incoming Invoices/Credit Memos
      - ▶ Release for Payment
      - ▶ Outgoing Payments
      - ▶ Outgoing Invoices/Credit Memos
      - ▶ Incoming Payments
      - ▶ Payments with Payment Cards
      - ▶ Dunning
        - ▶ Basic Settings for Dunning
          - Define Dunning Areas
          - Define Dunning Keys
          - Define Dunning Block Reasons

<b>Change View "Dunning Block Reasons": Overview</b>	
Lock	Text
	Freed for dunning
A	Manual block due to a telephone payment advice
B	Manual block due to complaints against vendor
D	Disputed item
H	Block reason H
R	Blocked by invoice verification

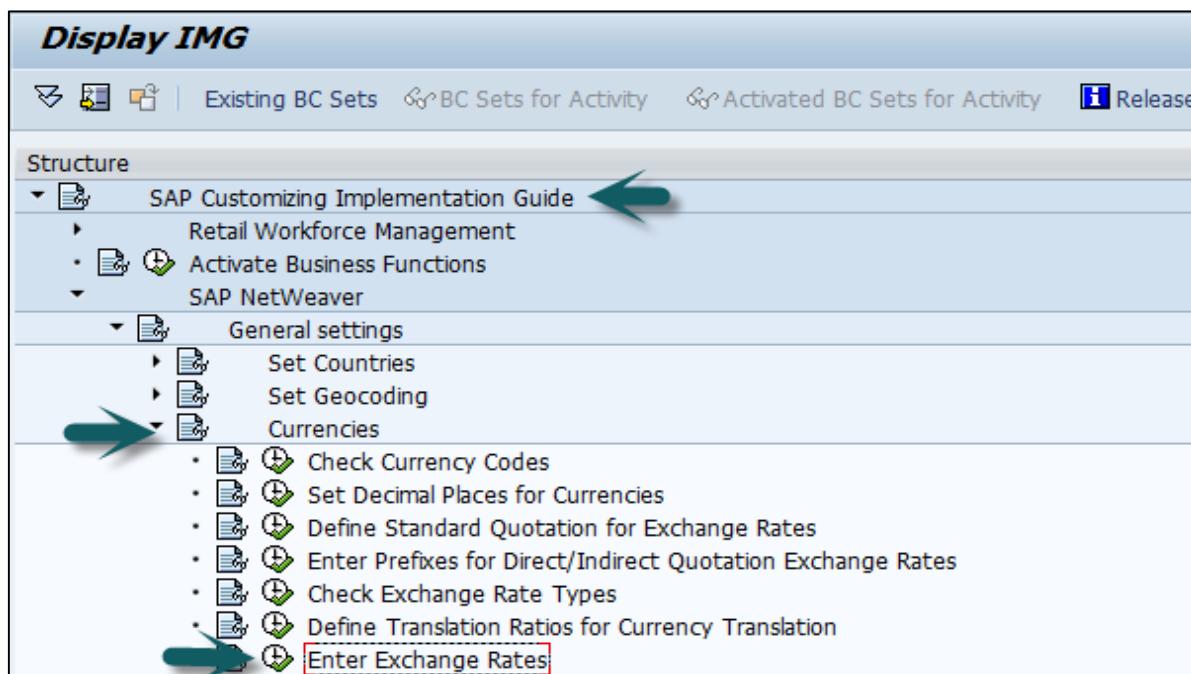
## 58. SAP FI – Exchange Rates

Exchange Rates are used to define a relationship between two currencies and also to maintain exchange rates that are used to translate an amount into another currency.

You define exchange rates in the system for the following purposes:

- **Posting and Clearing:** To translate amounts posted or cleared in foreign currency, or to check a manually entered exchange rate during posting or clearing.
- **Exchange Rate Differences:** To determine gains or losses from exchange rate differences.
- **Foreign Currency Valuation:** To value open items in foreign currency and foreign currency balance sheet accounts as part of the closing operations.

Go to SPRO -> SAP Reference IMG -> SAP Netweaver -> General Settings -> Currencies -> Enter Exchange Rates -> Execute.



Exchange rates can be entered as direct or indirect quotations. In direct quotation, we give multiple of base currency to foreign currency.

**Example:** 1 USD = 65 × 1 INR

For indirect quotation, it will be 1/65 USD = 1 INR.

## How to create direct / indirect quotation in SAP FI?

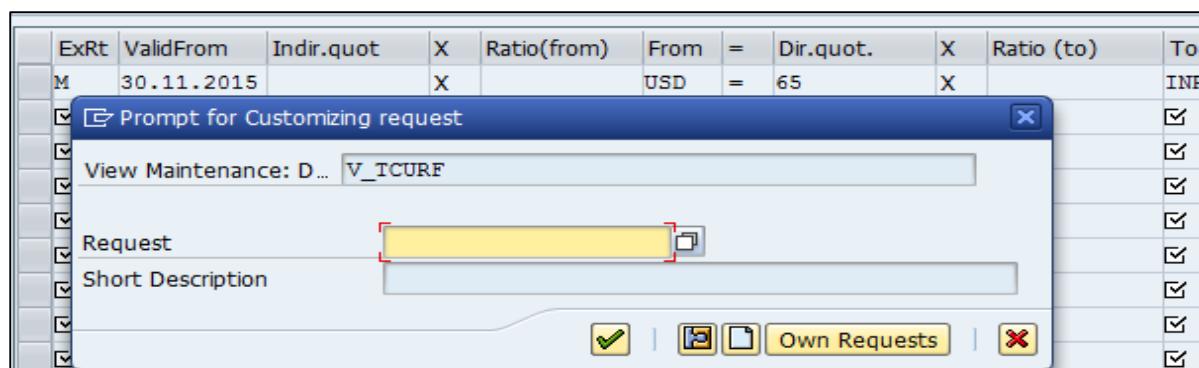
Change View "Currency Exchange Rates": Overview											
ExRt	ValidFrom	Indir.quot	X	Ratio(from)	From	=	Dir.quot.	X	Ratio (to)	To	
001	11.03.1999		X		1 EUR	=	1,00000	X		1 INR	
001	11.03.1999		X		1 GBP	=	1,50000	X		1 EUR	
001	01.01.1999		X		1 GBP	=	1,40000	X		1 EUR	

In the next window, enter the following details:

- Exchange Rate Type
- Valid From date that is the start date from which the rates are applicable
- First Currency
- Quotation Rate
- Second Currency

New Entries: Overview of Added Entries											
ExRt	ValidFrom	Indir.quot	X	Ratio(from)	From	=	Dir.quot.	X	Ratio (to)	To	
M	30.11.2015		X		USD	=	65	X		INR	

After entering the details, click the Save button. Enter the request number and click the tick mark.



## 59. SAP FI – Tables in FI Module

FBAS	Financial Accounting "Basis"	
BKPF	Accounting Document Header	MANDT / BUKRS / BELNR / GJAHR
BSEG	Accounting Document Segment	MANDT / BUKRS / BELNR / GJAHR / BUZEI
BSIP	Index for Vendor Validation of Double Documents	MANDT / BUKRS / LIFNR / WAERS / BLDAT / XBLNR / WRBTR / BELNR / GJAHR / BUZEI
BVOR	Inter Company Posting Procedure	MANDT / BVORG / BUKRS / GJAHR / BELNR
EBKPF	Accounting Document Header (docs from External Systems)	MANDT / GLSBK / BELNR / GJHAR / GLEBK
FRUN	Run Date of a Program	MANDT / PRGID
KLPA	Customer / Vendor Linking	MANDT / NKULI / NBUKR / NKOAR / PNTYP / VKULI / VBUKR / VKOAR
KNB4	Customer Payment History	MANDT / KUNNR / BUKRS
KNB5	Customer Master Dunning Data	MANDT / KUNNR / BUKRS / MABER
KNBK	Customer Master Bank Details	MANDT / KUNNR / BANKS / BANKL / BANKN
KNC1	Customer Master Transaction Figures	MANDT / KUNNR / BUKRS / GJHAR
KNC3	Customer Master Special GL Transactions Figures	MANDT / KUNNR / BUKRS / GJAHR / SHBKZ
LFB5	Vendor Master Dunning Data	MANDT / LIFNR / BUKRS / MABER
LFBK	Vendor Master Bank Details	MANDT / LIFNR / BANKS / BANKL / BANKN
LFC1	Vendor Master Transaction Figures	MANDT / LIFNR / BUKRS / GJHAR
LFC3	Vendor Master Special GL Transactions Figures	MANDT / LIFNR / BUKRS / GJHAR / SHBKZ

VBKPF	Document Header for Document Parking	MANDT / AUSBK / BUKRS / BELNR / GJHAR
FBASCORE	Financial Accounting General Services "Basis"	
KNB1	Customer Master (Company Code)	MANDT / KUNNR / BUKRS
LFA1	Vendor Master (General Section)	MANDT / LIFNR
LFB1	Vendor Master (company Code Section)	MANDT / LIFNR / BUKRS
SKA1	G/L Account Master (Chart of Accounts)	MANDT / KTOPL / SAKNR
SKAT	G/L Account Master (Chart of Accounts – Description)	MANDT / SPRAS / KTOPL / SAKNR
MAHNS	Accounts Blocked by Dunning Selection	MANDT / KOART / BUKRS / KONKO / MABER
MHNK	Dunning Data (Account Entries)	MANDT / LAUFD / LAUFI / KOART / BUKRS / KUNNR / LIFNR / CPDKY / SKNRZE / SMABER / SMAHSK / BUSAB
FI-GL-GL (FBS)	General Ledger Accounting: Basic Functions- G/L Accounts	
SKAS	G/L Account Master (Chart of Accounts – Key Word list)	MANDT / SPRAS / KTOPL / SAKNR / SCHLW
SKB1	G/L Account Master (Company Code)	MANDT / BUKRS / SAKNR
FI-GL-GL (FBSC)	General Ledger Accounting: Basic Functions - R/3 Customizing for G/L Accounts	
FIGLREP	Settings for G/L Posting Reports	MANDT
TSAKR	Create G/L account with reference	MANDT / BUKRS / SAKNR
FI-GL-GL (FFE)	General Ledger Accounting: Basic Functions - Fast Data Entry	
KOMU	Account Assignment Templates for G/L Account items	MANDT / KMNAME / KMZEI
FI-AR-AR (FBD)	Accounts Receivable: Basic Functions - Customers	
KNKA	Customer Master Credit Management : Central Data	MANDT / KUNNR
KNKK	Customer Master Credit Management : Control Area Data	MANDT / KUNNR / KKBER
KNKKF1	Credit Management : FI Status data	MANDT / LOGSYS / KUNNR / KKBER / REGUL
RFRR	Accounting Data – A/R and A/P Information System	MANDT / RELID / SRTFD / SRTF2

FI-BL-PT (BFIBL_CHECK_D)	Bank Accounting: Payment Transactions – General Sections	
PAYR	Payment Medium File	MANDT / ZBUKR / HBKID / HKTID / RZAWE / CHECT
PCEC	Pre-numbered Check	MANDT / ZBUKR / HBKID / HKTID / STAPL
FI-BL-PT- AP(FMZA)	Bank Accounting: Payment Transactions – Automatic Payments	
F111G	Global Settings for Payment Program for Payment Requests	MANDT
FDZA	Cash Management Line Items in Payment Requests	MANDT / KEYNO
PAYRQ	Payment Requests	MANDT / KEYNO
FI-AA-AA (AA)	Asset Accounting: Basic Functions – Master Data	
ANKA	Asset Classes: General Data	MANDT / ANLKL
ANKP	Asset Classes: Fld Cont Dpndnt on Chart of Depreciation	MANDT / ANLKL / AFAPL
ANKT	Asset Classes: Description	MANDT / SPRAS / ANLKL
ANKV	Asset Classes: Insurance Types	MANDT / ANLKL / VRSLFD
ANLA	Asset Master Record Segment	MANDT / BUKRS / ANLN1 / ANLN2
ANLB	Depreciation Terms	MANDT / BUKRS / ANLN1 / ANLN2 / AFABE / BDATU
ANLT	Asset Texts	MANDT / SPRAS / BUKRS / ANLN1 / ANLN2
ANLU	Asset Master Record User Fields	.INCLUDE / MANDT / BUKRS / ANLN1 / ANLN2
ANLW	Insurable Values (Year Dependent)	MANDT / BUKRS / ANLN1 / ANLN2 / VRSLFD / GJAHR
ANLX	Asset Master Record Segment	MANDT / BUKRS / ANLN1 / ANLN2
ANLZ	Time Dependent Asset Allocations	MANDT / BUKRS / ANLN1 / ANLN2 / BDATU
FI-AA-AA (AA2)	Asset Accounting: Basic Functions – Master Data 2.0	
ANAR	Asset Types	MANDT / ANLAR
ANAT	Asset Type Text	MANDT / SPRAS / ANLAR
FI-AA-AA (AB)	Asset Accounting: Basic Functions – Asset Accounting	

ANEK	Document Header Asset Posting	MANDT / BUKRS / ANLN1 / ANLN2 / GJAHR / LNRAN
ANEP	Asset Line Items	MANDT / BUKRS / ANLN1 / ANLN2 / GJAHR / LNRAN / AFABE
ANEV	Asset Downpymt Settlement	MANDT / BUKRS / ANLN1 / ANLN2 / GJAHR / LNRANS
ANKB	Asset Class: Depreciation Area	MANDT / ANLKL / AFAPL / AFABE / BDATU
ANLC	Asset value Fields	MANDT / BUKRS / ANLN1 / ANLN2 / GJAHR / AFABE
ANLH	Main Asset Number	MANDT / BUKRS / ANLN1
ANLP	Asset Periodic Values	MANDT / BUKRS / GJAHR / PERAF / AFBNR / ANLN1 / ANLN2 / AFABER
FI-SL-VSR (GVAL)	Special Purpose Ledger: Validation, Substitution and Rules	
GB03	Validation / Substitution User	VALUSER
GB92	Substitutions	MANDT / SUBSTID
GB93	Validation	MANDT / VALID

# 60. SAP FI – AR Invoice Processes

In addition to invoicing processes delivered by SAP, you can define your own invoicing processes. For each process, you can adjust the behavior of the SAP invoicing program to your own requirements such that only the required invoicing functions are run and under the consideration of your individual settings for these functions. This flexibility is in addition to non-modification enhancement which includes BAdIs, and events.

Invoicing processes are used as selection parameters for mass activities for "Invoicing in Contract Accounts Receivable and Payable".

Number ranges for invoicing documents are defined dependent on the invoicing processes.

Invoicing processes are a differentiation characteristic for the activation of optional invoicing functions.

The individual process steps of "Invoicing in Contract Accounts Receivable and Payable" are explained below.

## Process Steps: Invoice Processes

Invoice processes involve the following steps:

- **Data Selection** – In data selection, the invoicing orders are selected for the invoicing process. You define the selection criteria for the data selection for the invoicing process.
- **Creation of Invoicing Units** – The invoicing orders selected are grouped into invoicing units for each contract account. You can create several invoicing units for each contract account. For each invoicing unit, "Invoicing in Contract Accounts Receivable and Payable" creates one invoicing document. You define the criteria for creating the invoicing units for the invoicing process.
- **Processing of Billing Documents** – The billing documents selected for an invoicing unit are included in the invoicing document. The billing document items are linked with the items of the invoicing document, and the derivations required for the posting in "Contract Accounts Receivable and Payable" (FI-CA) are performed.
- **Performance of Additional Functions** – In addition to processing billing documents, in "Invoicing in Contract Accounts Receivable and Payable", you can integrate further functions of FI-CA. For example, interest calculation, creation of dunning proposals, or the calculation of charges and discounts. You define which additional functions are performed for each invoicing process.
- **Account Maintenance** – Using the account maintenance integrated in "Invoicing in Contract Accounts Receivable and Payable", you can perform clearing between the posting documents entered in Invoicing and the open items of the contract account posted before invoicing. You define the criteria for clearing in the clearing control.

- **Update** – The invoicing document created for the invoicing unit and the posting documents are written to the database. The invoicing orders processed are deleted. As well as the invoicing unit, a correspondence container for invoice printing and an extraction order for the update to BW are created.

# 61. SAP FI – AR Account Analysis

There are many types of reports that can be used for account analysis (A/R):

- Customer Line Item Analysis
- Balance Analysis
- Customer Evaluation Report

## Customer Line item Analysis

**T-code:** FBL5N

Customer line item report will be generated based on the open items, cleared items, and all items. It has options available to see transactions based on type: i.e., special G/L, Noted items, Parked items and vendor items.

## Customer Balance

**T-code:** FD10N

This report will be generated as customer-wise / period-wise balances, including debit and credit amount separately. It will also display the balances related to special G/L under different form and gives the total.

Balances of open Sales Invoice, Debit note and Credit note is available under separate columns in the same report. Users have the facility to incorporate required fields by changing the report layout.

## Customer Evaluations

**T-code:** F.30

This report helps in analyzing customer open transactions company-wise, group-wise, Credit control, etc. Users can define open transactions criteria based on due date, payment history, currency analysis, overdue items etc.

SAP **T-codes** to be used for Account Analysis in SAP FI:

- Customer line item display : FBL5N
- Customer Balance Display : FD10N
- Accounts Receivable info system : F.30

## 62. SAP FI – AR Reporting

There are various reports that you can generate in Account Receivable. Following are the common reports in SAP FI AR along with their **T-codes** used to generate the report:

- Bill Holdings (Bill of Exchange Receivable List with ALV facility): S\_ALR\_87009987
- Customer Balances in Local Currency: S\_ALR\_87012172
- Customer Line Items: S\_ALR\_87012197
- Due Dates Analysis for Open Items: S\_ALR\_87012168
- List of Customer Open Items: S\_ALR\_87012173
- Customer Evaluation with Open Item Sorted List: S\_ALR\_87012176
- Customer Payment History: S\_ALR\_87012177
- Customer Open Item Analysis (Overdue Items Balance): S\_ALR\_87012178
- List of Customer Cleared Line Items: S\_ALR\_87012198
- List of Down Payments open at key date: S\_ALR\_87012199
- Debit & Credit Notes Register u2013 Monthly: S\_ALR\_87012287
- Customer-wise Sales: S\_ALR\_87012186

# 63. SAP FI – AA Overview

The FI-Asset Accounting (FI-AA) component is used for managing the fixed assets in FI system. In Financial Accounting, it serves as a subsidiary ledger to the General Ledger, providing detailed information on transactions involving fixed assets.

**Integration with other components:** As a result of the integration in the SAP system, Asset Accounting (FI-AA) transfers data directly to and from other SAP components.

## Example

It is possible to post from the Materials Management (MM) component directly to FI-AA. When an asset is purchased or produced in-house, you can directly post the invoice receipt or goods receipt, or the withdrawal from the warehouse, to assets in the "Asset Accounting" component.

At the same time, you can pass on depreciation and interest directly to the "Financial Accounting" (FI) and "Controlling" (CO) components. From the "Plant Maintenance" (PM) component, you can settle maintenance activities that require capitalization to assets.

## Components of Asset Accounting

The "Asset Accounting" component consists of the following parts:

- Traditional asset accounting
- Processing leased assets
- Preparation for consolidation
- Information System

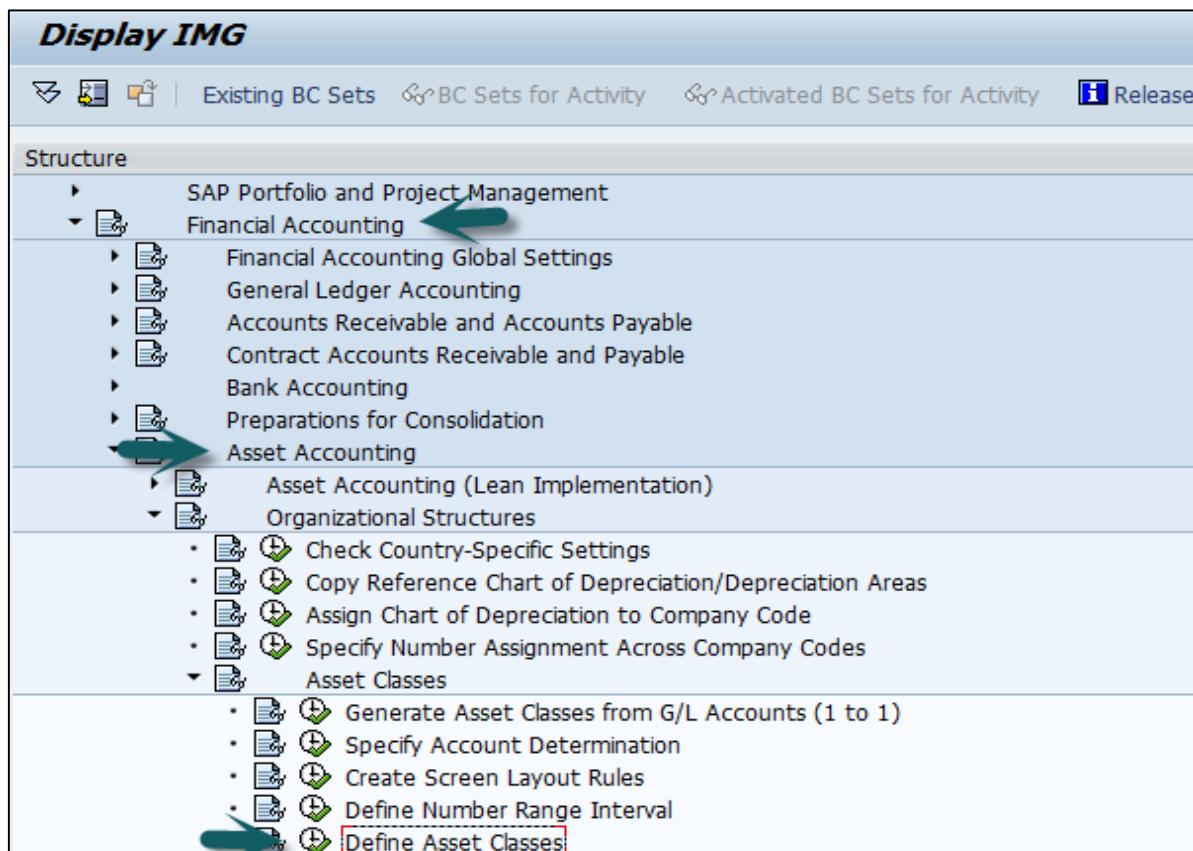
Traditional asset accounting encompasses the entire lifetime of the asset from purchase order or the initial acquisition through its retirement. The system calculates, to a large extent automatically, the values for depreciation, interest, insurance and other purposes between these two points in time, and places this information at your disposal in varied from using the Information System. There is a report for depreciation forecasting and simulation of the development of asset values.

The system also offers special functions for leased assets, and assets under construction. The system enables you to manage values in parallel currencies using different types of valuation. These features simplify the process of preparing for the consolidation of multi-national group concerns.

The "Plant Maintenance" (PM) component offers functions for the technical management of assets in the form of functional locations and as equipment. The "Treasury" (TR) component offers special functions for managing financial assets.

## Create New Asset Classes

Use the **T-code** OAOA or go to SPRO -> SAP Reference IMG -> Financial Accounting -> Asset Accounting -> Organizational Structure -> Asset Classes -> Define Asset Classes -> Execute.



Click New Entries as shown in the following screenshot.

Change View "Asset classes": Overview			
	Class	Short Text	Asset class description
	1000	Real estate	Real estate

In the next screen, enter the following details:

- Asset class and Short Text
- Asset Type details
- Number Range from number assignment
- Select include asset under inventory

You can also select Asset under construction (AuC).

**New Entries: Details of Added Entries**

Asset Class: 1000      Real Estate

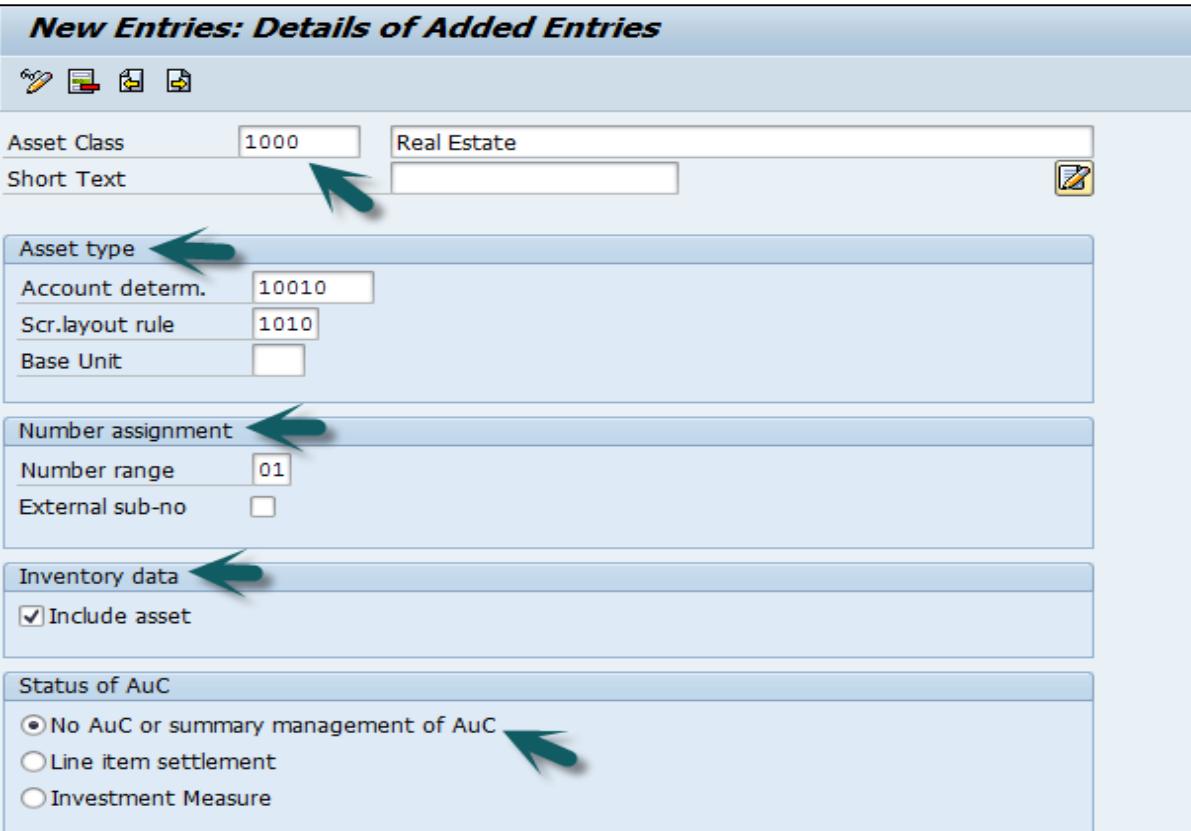
Short Text:

Asset type: Account determ. 10010  
Scr.layout rule 1010  
Base Unit

Number assignment: Number range 01  
External sub-no

Inventory data:  Include asset

Status of AuC:  No AuC or summary management of AuC  
 Line item settlement  
 Investment Measure



Click the Save icon to configure the asset class.

# 64. SAP FI – AA Asset Explorer

This function shows all the values of a fixed asset, including APC values and depreciation, in various forms and summarization levels. Planned values are displayed as well as the values already posted. You use this function to display and analyze asset values.

## Components of Asset Explorer

Asset Explorer consists of the following components:

- **Header:** This is the field where you enter the company code and asset number.
- **Overview tree:** Using overview tree, you can navigate between different depreciation areas. Overview tree displays objects related to the asset.
- **Tab:** This is where you analyze plan values and posted values using different parameters, and compare fiscal years and depreciation areas.

**Note:** The Asset Explorer uses ALV Grid Control for its table display. You can use it to specify the contents of the columns.

### Header

With the company code and main asset number, you can also enter the asset sub-number. If you enter an asterisk (\*) in the sub number field, the Asset Explorer shows all transactions and depreciation of all sub numbers of the asset main number. Use “This graphic” is explained in the accompanying text and “This graphic” is explained in the accompanying text icons to navigate to different fiscal years.

### Overview Tree for Depreciation Areas

Choose the pushbutton above the overview tree, or “this graphic” is explained in the accompanying text Display master data function, to reach the display transaction for asset master data.

To navigate between depreciation areas in the overview tree, select the depreciation area you want. Icons indicate the type of depreciation area. This graphic is explained in the accompanying text icon indicates a real depreciation area, and the “This graphic” is explained in the accompanying text icon indicates a derived depreciation area.

### Overview Tree for Related Objects

The system automatically searches for objects related to the asset, such as cost center, equipment, G/L account, WBS element, and displays them in an overview tree. From this overview tree, you can jump directly to the display transaction of the given master data.

There are additional options if the asset was created or posted from a purchase order. In that case, you can double click on the Purchase Orders folder to go to a report that displays all Materials Management documents that are linked to the asset.

When you enter an asterisk (\*) for the sub-number in the Asset Explorer, the search for related objects is deactivated. On the Planned Values, Posted Values, and Comparisons

tab pages, the system shows the total of all sub-numbers for all fields. On the Parameters tab page, the individual parameters are displayed only if they are the same for the main number and all sub-numbers. If they are not all the same (for example, the main asset and sub-numbers have different useful lives), then the field is shown with an asterisk (\*).

The Transactions subscreen shows all transactions for all the sub-numbers. The display of planned/posted depreciation per period shows the total of all sub-numbers for each period. When you jump to other Asset Accounting reports, these are started without being limited to a sub-number. The report then displays all sub-numbers.

### **Limitations of using an asterisk (\*) for the sub-number**

**Display of the depreciation trace (RATRACE0N):** The trace always relates to a specific asset and it is not possible to add assets together. The report is started for the asset that has the lowest sub-number.

**Display of asset master record (AS03):** It is started for the first existing asset.

# 65. SAP FI – Cash Management

The Cash Management field in SAP FI is used to manage cash flows and to ensure that you have sufficient liquidity to cover your payment obligations.

## Integration with other SAP components

SAP FI Cash Management is a sub-component of Financial Supply Chain Management. It can be integrated with a range of other SAP components.

**Example:** The liquidity forecast – in a medium- to long-term liquidity trend – integrates expected incoming and outgoing payments in financial accounting, purchase, and sales.

## Features of Cash Management

SAP FI Cash Management Incomings area covers the following topics:

- Electronic and manual bank statements
- Electronic and manual check deposits
- Bill of exchange presentation
- Memo record
- Polling
- Payments
- Lockbox

Compare payment advices, "Interest calculation" and "Returned vendor checks" are dealt with the Checks topic.

Cash concentration can be found in the Planning topic. Planning also deals with the "payment program", "payment requests", "bill of exchange presentation", "memo record" and "telephone list".

The tools topic covers the "distribution" to cash management systems.

The Information System topic deals among other things with the "Liquidity forecast."

Further topics include: Payment advice journal, Compare and check and "Reconciliation with cash management.

In the Environment area, you will find functions for transferring market data to the SAP system. Market data can be transferred using the file interface, real-time data feed, or via a spreadsheet.

## 66. SAP CO – Overview

SAP Controlling (CO) is another important SAP module offered to an organization. It supports coordination, monitoring, and optimization of all the processes in an organization. SAP CO involves recording both the consumption of production factors and the services provided by an organization.

SAP CO includes managing and configuring master data that covers cost and profit centers, internal orders, and other cost elements and functional areas.

The main purpose of SAP controlling module is planning. It enables you to determine variances by comparing actual data with plan data and thus enables you to control business flows in your organization.

### **SAP CO Integration with Financial Accounting**

Both SAP CO and SAP FI modules are independent components in a SAP system. The data flow between these components takes place on a regular basis.

Data flows relevant to cost flows to Controlling from Financial Accounting. At the same time, the system assigns the costs and revenues to different CO account assignment objects, such as cost centers, business processes, projects or orders.

## 67. SAP CO – Submodules

The key submodules of SAP controlling system are listed below:

- **Cost Element Accounting:** Cost and Revenue Element Accounting provides you with an overview of the costs and revenues that occur in an organization. Most of the values are moved automatically from Financial Accounting to Controlling. Cost and Revenue Element Accounting only calculates costs which either do not have another expense or only one expense in Financial Accounting.
- **Cost Center Accounting:** Cost Center Accounting is used for controlling purposes within your organization.
- **Activity-Based-Accounting:** It is used to analyze cross-departmental business processes.
- **Internal Orders:** Internal orders in SAP CO are used to collect and control according to the job that incurred them. You can assign budgets for these jobs that is system monitored to ensure that they are not exceeded from the set budgets.
- **Product Cost Controlling:** It calculates the cost for manufacture a product, or to provide a service. It allows you to calculate the price at which you can profitably marketed it.
- **Profitability Analysis:** It is used to analyze the profit or loss of an organization by individual market segments. Profitability Analysis provides a basis for decision-making. For example, it is used to determine price, conditioning, customer, distribution channel, and market segment.
- **Profit Center Accounting:** It is used to evaluate profit or loss of individual, independent areas within an organization. These areas are responsible for their costs and revenues.

# 68. SAP CO – Cost Center

A Cost Center is defined as a component in an organization that adds to the cost and indirectly adds to the profit of the organization. Examples include Marketing and Customer Service.

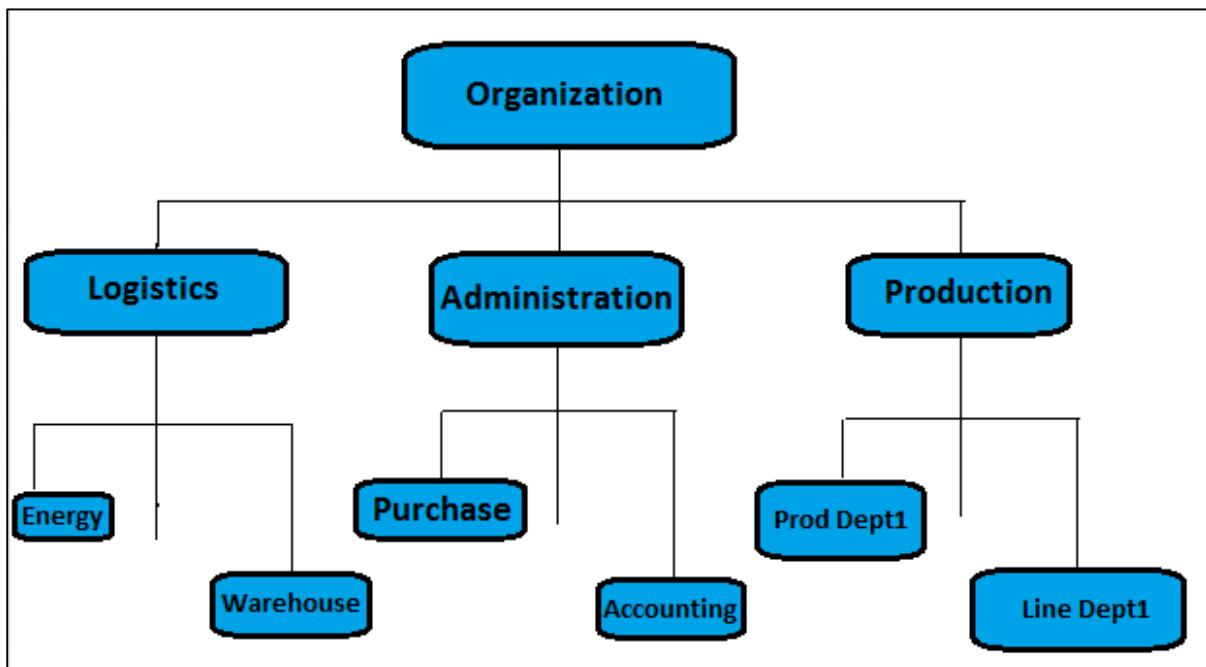
A company can classify a business unit in three ways:

- Profit center,
- Cost center, or
- Investment center.

The simple and straightforward division in an organization can be classified as cost center because cost is easy to measure.

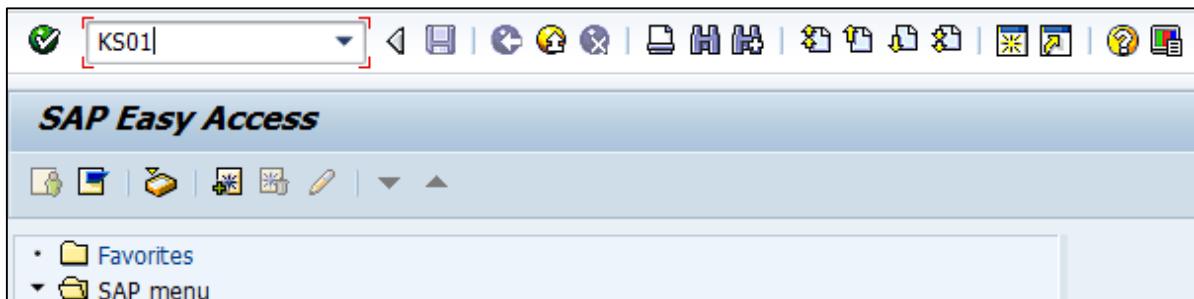
## Cost Center Hierarchy

The hierarchy of a cost center looks as follows:

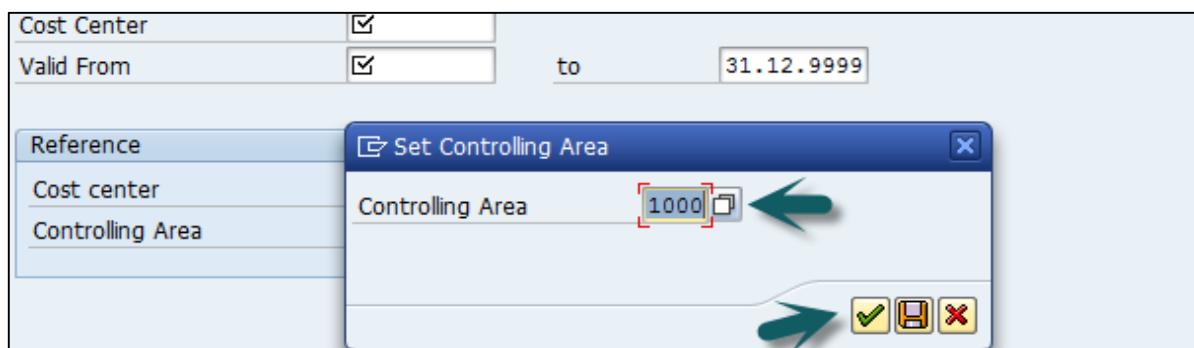


# 69. SAP CO – Create Cost Center

To create a cost center, use the **T-code** KS01. It will open the following window.



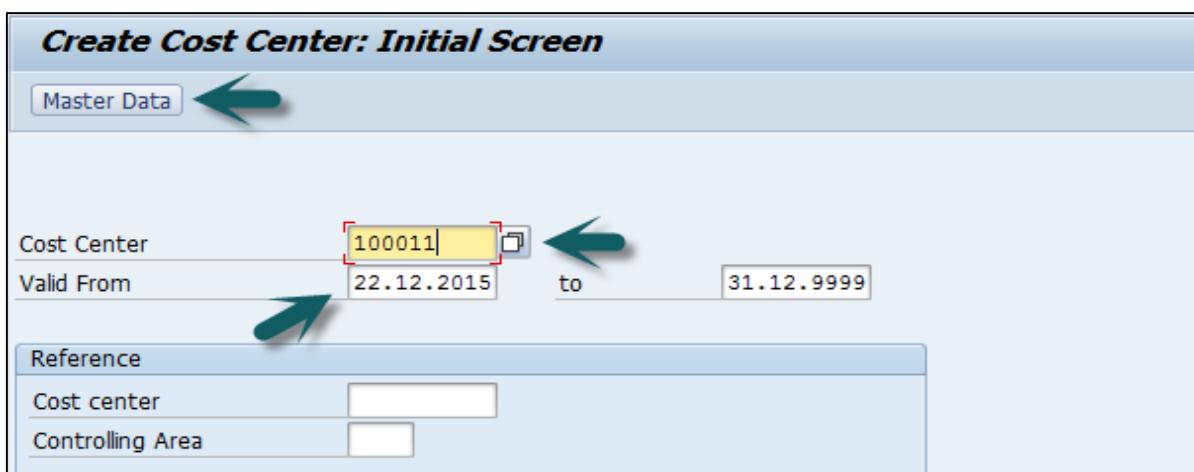
Enter the Controlling Area in the next screen and click the tick mark.



In the next window, enter the following details and click the Master Data.

- New cost center number
- Validity dates of the new cost center.

You can also create a new cost center with a reference.



Once you click Master Data, a new window will open. Enter the following details in the basic data tab:

- Enter the name of the new cost center
- Enter a description for the new cost center
- Enter the User and Person Responsible
- Cost Center Category
- Hierarchy area
- Company Code
- Profit Center

**Create Cost Center: Basic Screen**

Drilldown

Cost Center	100011	Production
Controlling Area	1000	CO Europe
Valid From	22.12.2015	to 31.12.9999

Basic data   Control   Templates   Address   Communication   History

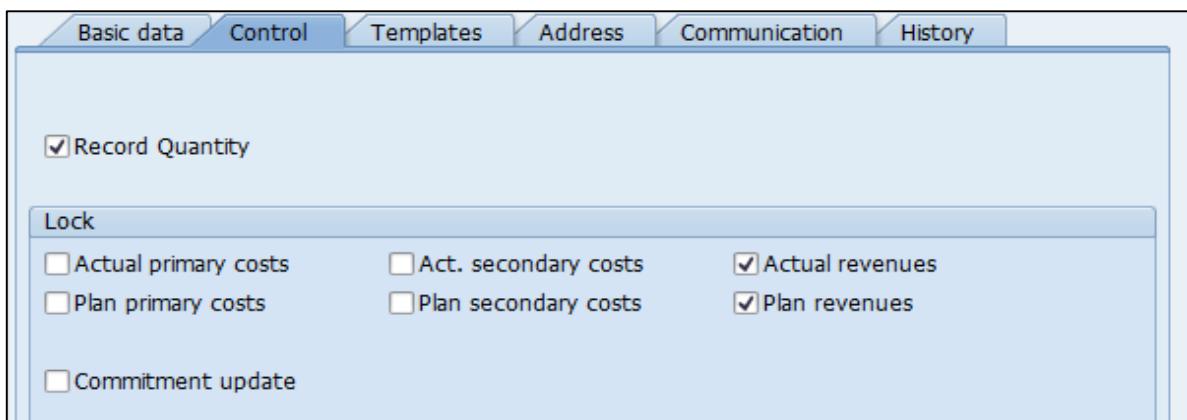
**Names**

Name	Production
Description	Production

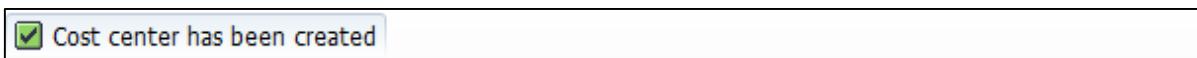
**Basic data**

User Responsible	MARTINK	Karsten Martin
Person Responsible	Controlling	
Department		
Cost Center Category	F	Production
Hierarchy area	B00	Consulting Department Group 00
Company Code	0005	IDES AG NEW GL
Business Area		
Functional Area		Imp. expenses(not in P&L)
Currency	EUR	
Profit Center	1000	Motorcycles

Next, click the Control tab and select the correct indicator.



At the end, click the save icon at the top.



## 70. SAP CO – Post to a Cost Center

To post to a cost center, use the **T-code** FB50. It will take you to the following window.

**Enter G/L Account Document: Company Code 0001**

Tree on   Company Code   Hold   Simulate   Park   Editing options

Basic Data   Details

Document Date	01.01.2012	Currency	EUR
Posting Date	01.01.2016		
Reference			
Doc.Header Text			
Cross-CC no.			
Company Code	0001	SAP A.G. Walldorf	

Amount Information

Total Dr.	0,0
Total Cr.	0,0

0 Items ( No entry variant selected )

S...	G/L acct	Short Text	D/C	Amount in d...	Text	L...	Co...	Trad...	Bu...	Pa...	Co...
	112655		Debit ▼	1000			0001				
	112600		Cred... ▼	1000			0001				

In this window, you need to enter the following details:

- Document date
- Company code
- G/L Account for the Debit Entry which is to be posted to the Cost Center
- Debit Amount
- Cost Center in which the Amount is to be posted
- G/L Account for Credit Entry
- Credit Amount

Click the Save button at the top to post to this cost center.

# 71. SAP CO – Internal Orders

SAP CO internal order monitors the parts of the costs and in a few cases, it also monitors the revenues of the organization.

You can create an internal order to monitor the costs of a time-restricted job or the costs for the production of activities. Internal orders can also be used for the long-term monitoring of costs.

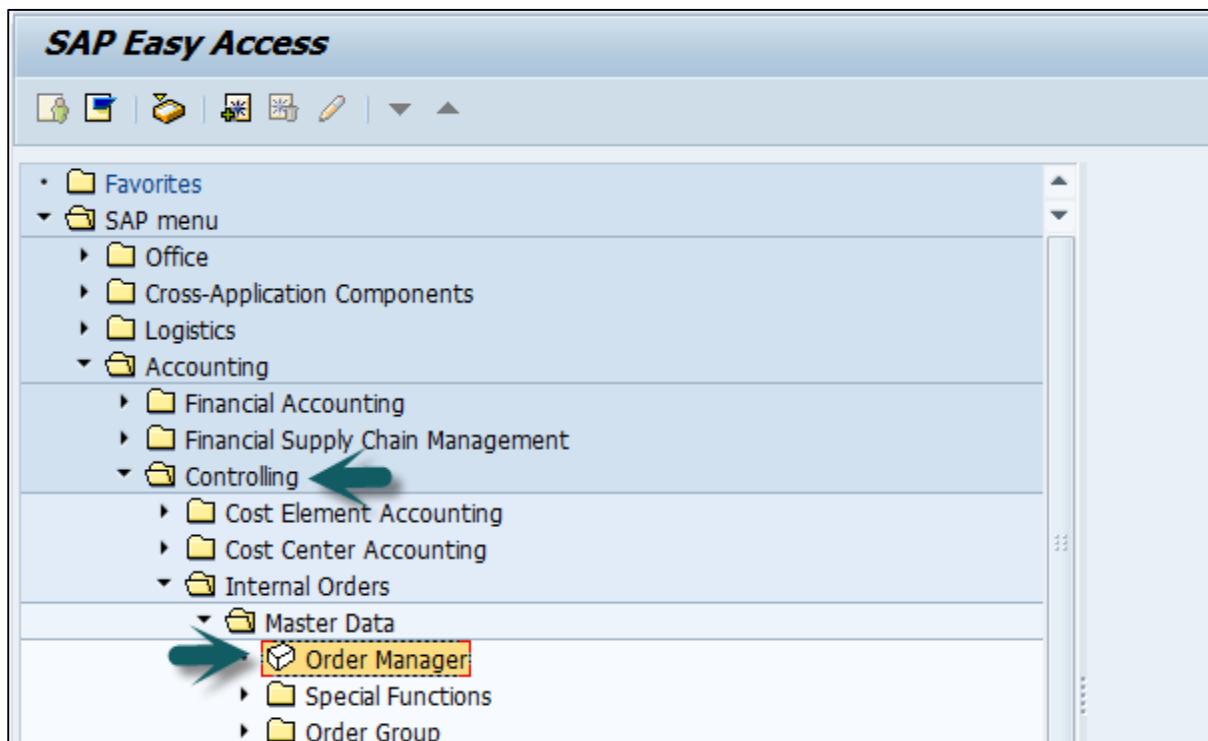
Investment cost related to fixed assets are monitored using Investment orders.

Period-related accrual calculation between expenses in FI and the costing-based costs debited in Cost Accounting are monitored using Accrual orders.

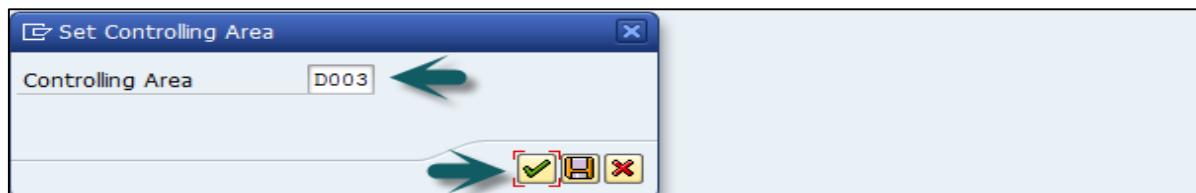
Costs and revenues incurred for activities for external partners or for internal activities that do not form a part of the core business for your organization are monitored using order with revenues.

## How to create an Internal Order in SAP CO?

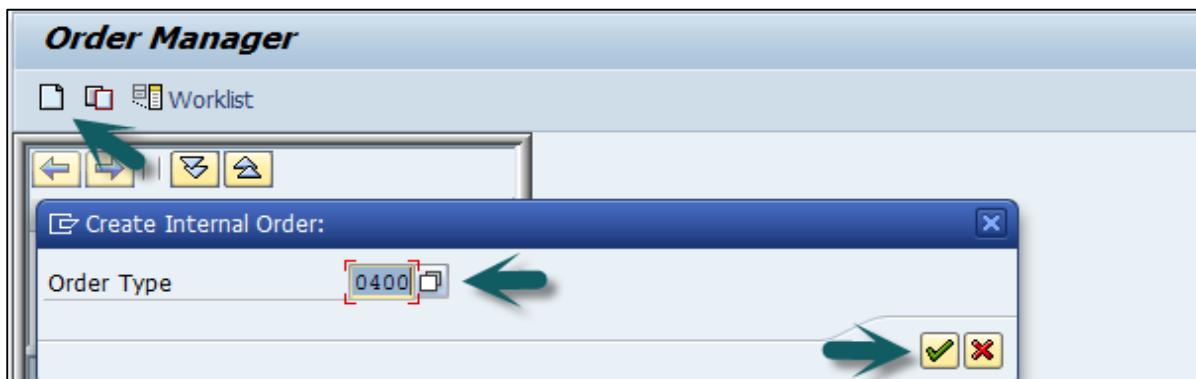
Use the **T-code** KO04 or go to Accounting -> Controlling -> Internal Orders -> Master Data -> Order Manager.



In the next screen, input the controlling area as shown below:



Click the Create button at the top to create a new internal order and enter the order type.



In the next window, enter the following details:

- Company Code
- Business area
- Object Class of the Order
- Profit Center
- Cost Center responsible for the internal order

Assignment Detail	Value	Description
Company Code	1000	IDES AG
Business Area	1000	Mechanical engineering
Object Class	Overhead	
Profit Center	1000	Motorcycles
Responsible CCtr	3200	Marketing
User Responsible		
WBS element		
Requesting CCtr		
Requesting Co.Code		
Requesting order		
Sales Order		
External order no.		

After entering the above details, click the Save button at the top to create the internal order.

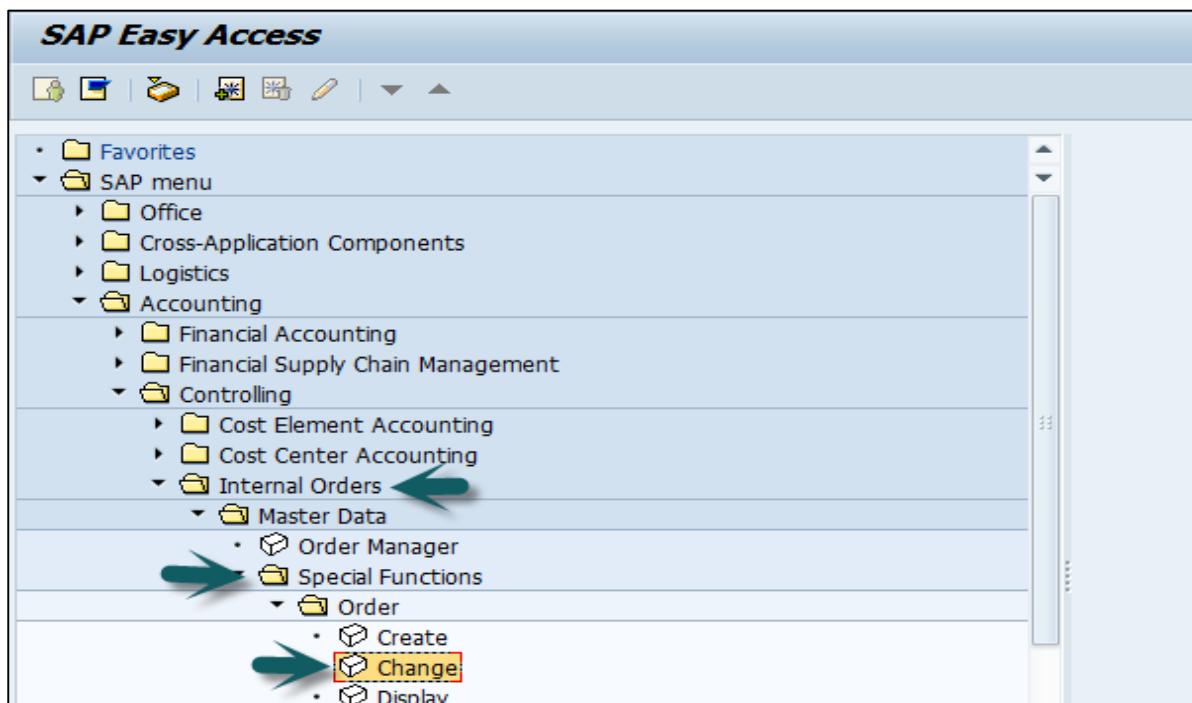
 Order was created with number 400217

## 72. SAP CO – Settlement of IO

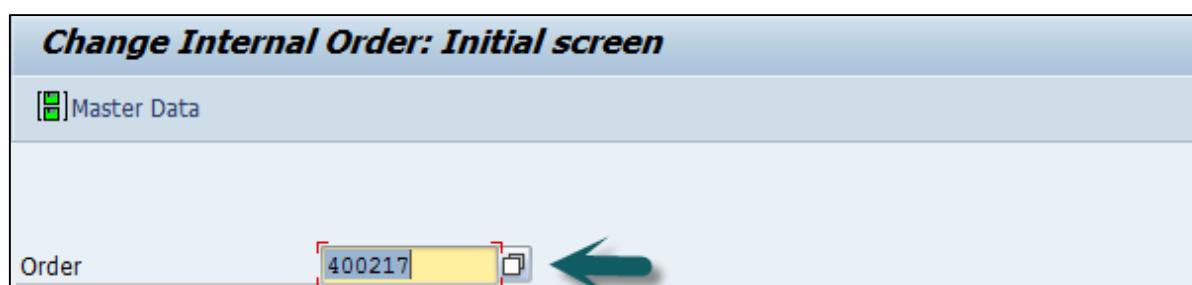
An internal order is used as an interim collector of costs and is used for planning, monitoring, and controlling the processes. When the job has been completed, you settle the costs to one or more receivers like cost centers, fixed assets, etc.

### How to perform settlement of IO to Cost Centers?

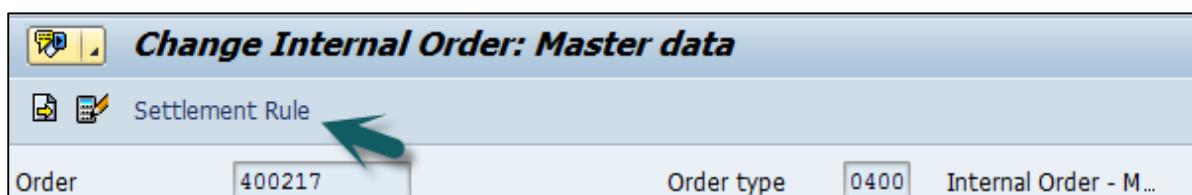
Use the **T-code**: K002 or Go to Accounting -> Controlling -> Internal Orders -> Master Data -> Special Functions -> Change.



A new window will open. Enter the Order number for which settlement is to be done.



Click the Settlement rule button at the top:



Enter the following details:

- In Category column, enter 'CTR' for the cost center.
- In Settlement receiver Column, enter the Cost Center in which the Order is to be settled.
- Enter the percentage amount which is to be settled.
- In Settlement type, enter 'PER' for periodic settlement.

Distribution rules								
Cat	Settlement Receiver	Receiver Short Text	%	Settlement type	No.	Strategy	Fro...	From...
CTR	1000		100	PER				

Click the save button at the top to save the settlement rule and come back to the main screen.

Enter the **T-code KO88** and input the following details:

- Order for which the settlement rule is maintained
- Period for settlement
- Fiscal Year
- Uncheck the Test Run
- Click on the Execute Button to run the settlement

Parameters	
Settlement period	001
Fiscal Year	2014
Processing type	Automatic

Processing Options	
<input checked="" type="checkbox"/> Test Run	
<input type="checkbox"/> Check trans. data	

A new window will open with a Settlement display message. Click the Continue button to complete the processing.

# 73. SAP CO – Profit Center

SAP CO Profit Center is used for managing internal controlling. When you divide your company into profit centers, it allows you to delegate responsibility to decentralized units and treat them as separate companies in a company. It also allows you to calculate key figures in cost accounting like ROI, Cash flow, etc.

Profit Center is a part of Enterprise Controlling module and is integrated with a new General Ledger Accounting.

## Key Features of SAP CO Profit Center

Profit Center Accounting is used to determine profit for internal areas of responsibility. It lets you determine profits and losses using either period accounting or the cost-of-sales approach.

It allows you to analyze fixed assets by profit center, thus using them as investment centers. It allows to expand profit centers to investment centers.

## Why Do We Create Profit Center?

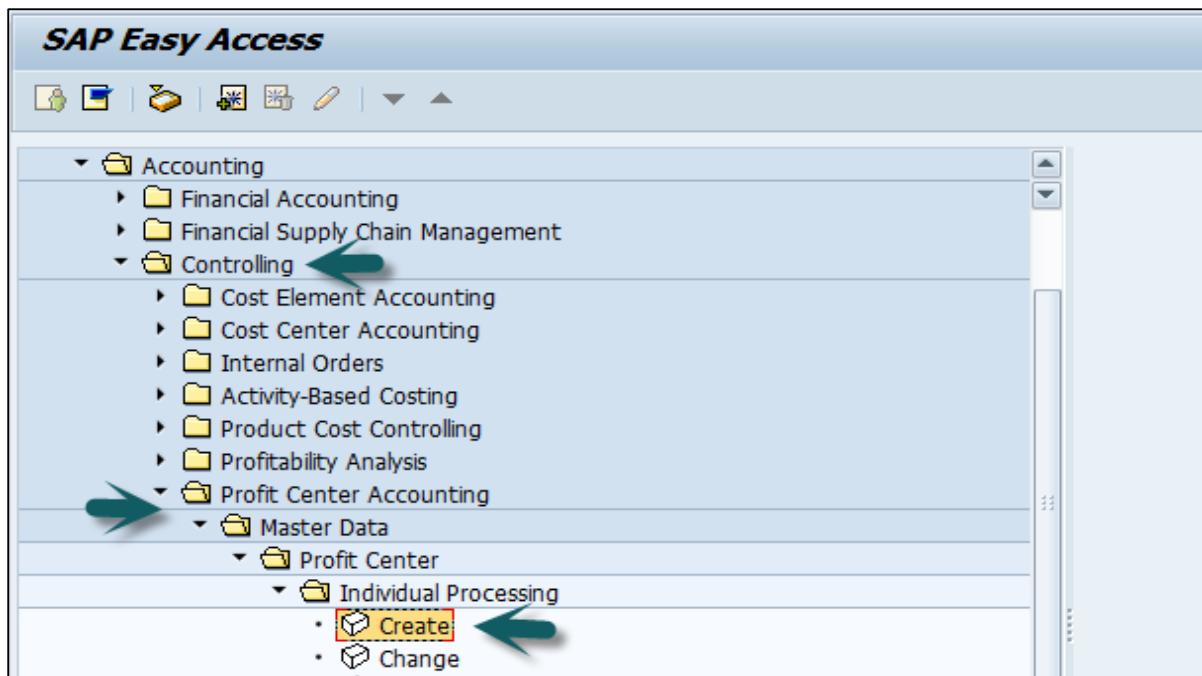
The main aim of creating a Profit Center in SAP CO is to analyze the cost of a product line or a business unit.

You can also generate P&L accounts according to a Profit Center and also generate balance sheets, however a Profit Center should only be used for internal reporting purpose.

The key components of a profit center include – name of the profit center, the controlling area under which it is assigned, time period, person responsible for the profit center, standard hierarchy, etc.

## How to Create a Profit Center?

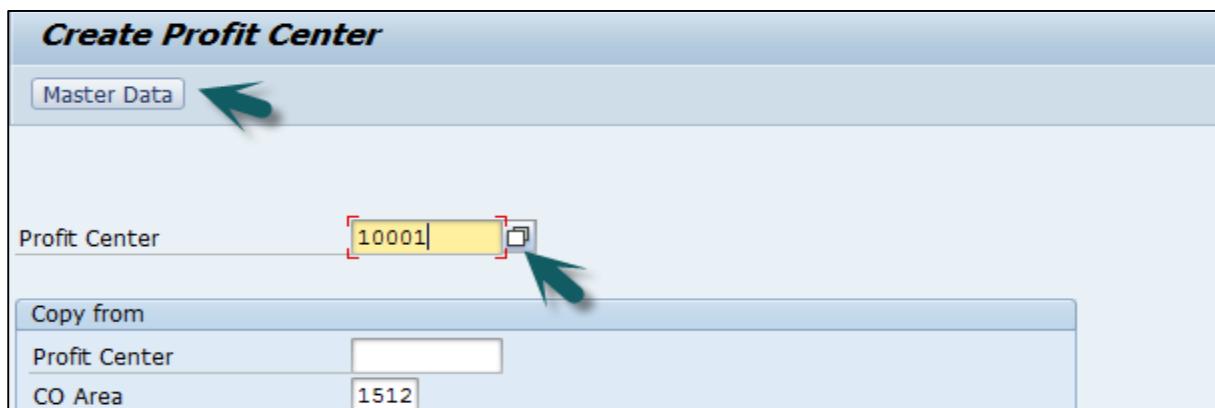
Use the **T-code** KE51 or go to Accounting -> Controlling -> Profit Center Accounting -> Master Data -> Profit Center -> Individual Processing -> Create.



In the next screen, enter the controlling area in which the profit center is to be created and click the tick mark.



In the next screen, enter the unique profit center ID and click Master Data.



A new window will open where you need to input the following details:

- Profit center name and a short description of the profit center.
- Person responsible for the profit center
- Profit center group for which the profit center belongs to

**Create Profit Center**

General Data

Controlling Area	1512	controlling area
------------------	------	------------------

Basic data Indicators Company codes Address Communication History

Descriptions

Profit Center	10001	Status	Inactive: Create
Analysis Period	01.01.2016	to	31.12.9999
Name	SALES		
Long Text	Profit Center Sales		

Basic Data

User Responsible	
Person Respons.	Controlling
Department	
Profit Ctr Group	GR02
Segment	

Click the Save icon at the top to create the profit center in inactive mode. To activate the profit center, click the icon as shown in the following screenshot.

**Create Profit Center**

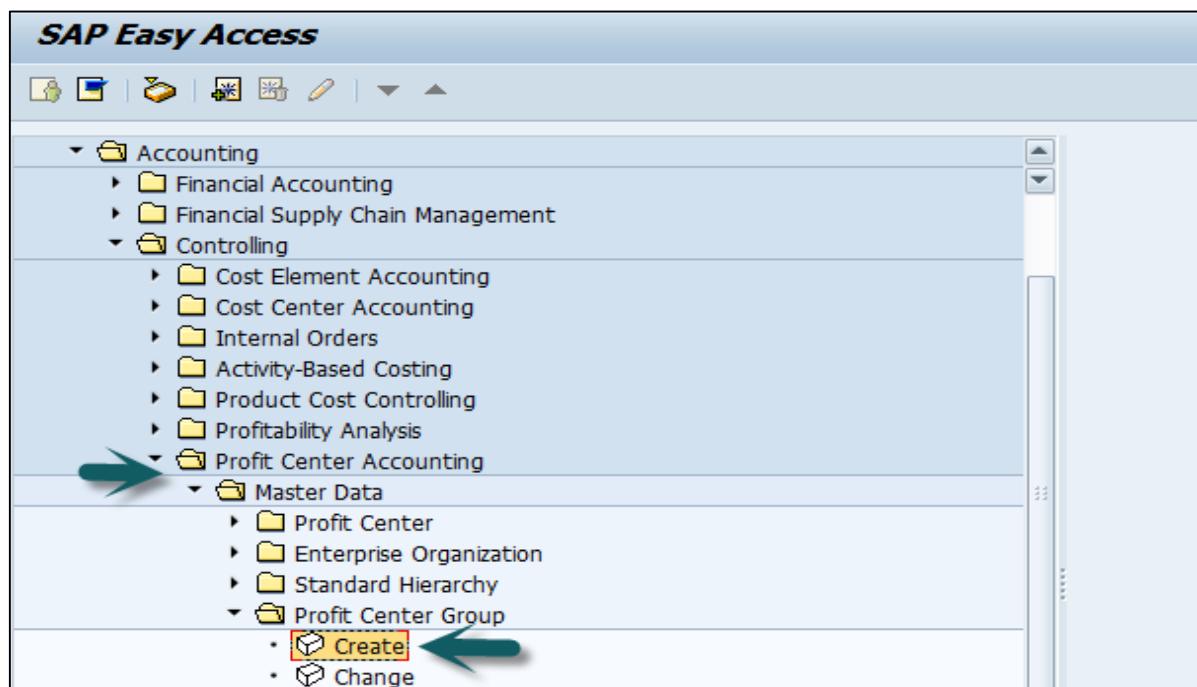
Drilldown

General Data

Controlling Area	1512	controlling area
------------------	------	------------------

## How to Create a Profit Center Group?

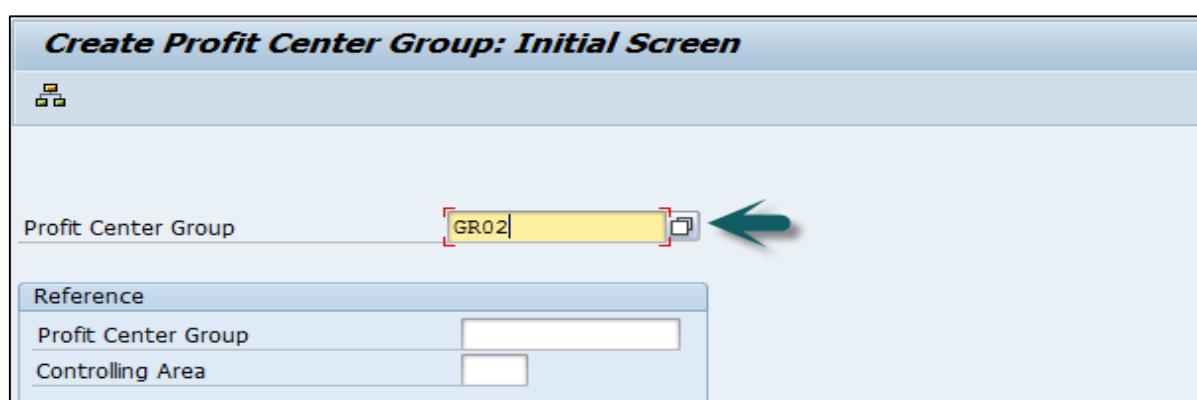
Use the **T-code** KCH1 or go to Accounting -> Controlling -> Profit Center Accounting -> Master Data -> Profit Center Group -> Create.



Enter the Controlling Area in which the Profit Center is to be created.



Enter the Unique Profit Center Group Id as shown below and press Enter.



Enter the short description for the profit center group and click the Save icon at the top.

The changes have been saved

## 74. SAP CO – Postings to Profit Center

To post to a Profit Center, use the **T-code** FB50. It will take you to the following window.

**Enter G/L Account Document: Company Code 0001**

Tree on	Company Code	Hold	Simulate	Park	Editing options
Basic Data			Details		
Document Date	05.01.2013	Currency	EUR	Amount Information	
Posting Date	01.01.2016	Total Dr. 0,0			
Reference		Total Cr. 0,0			
Doc.Header Text					
Cross-CC no.					
Company Code	0001 SAP A.G. Walldorf				

Enter the Document date and the Company code. Thereafter, provide input data in the fields as shown in the following screenshot.

0 Items ( No entry variant selected )							
S...	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T..	Tax jurisdicn co
	112655		Debit ▼	1999	0,00		
	112680		Cred... ▼	1999	0,00		
			▼		0,00		
			▼		0,00		
			▼		0,00		
			▼		0,00		
			▼		0,00		
			▼		0,00		

After entering the line items, select the debit line item and click the button Detail Item button. Refer the following screenshot.

0 Items ( No entry variant selected )							
S...	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T..	Tax jurisdicn co
	112655		Debit ▼	1999	0,00		
	112680		Cred... ▼	1999	0,00		
			▼		0,00		
			▼		0,00		
			▼		0,00		
			▼		0,00		
			▼		0,00		
			▼		0,00		
			▼		0,00		

A new window will open. Enter the Profit Center and click the Save icon at the top.

# 75. SAP CO – Profit Center Standard Hierarchy

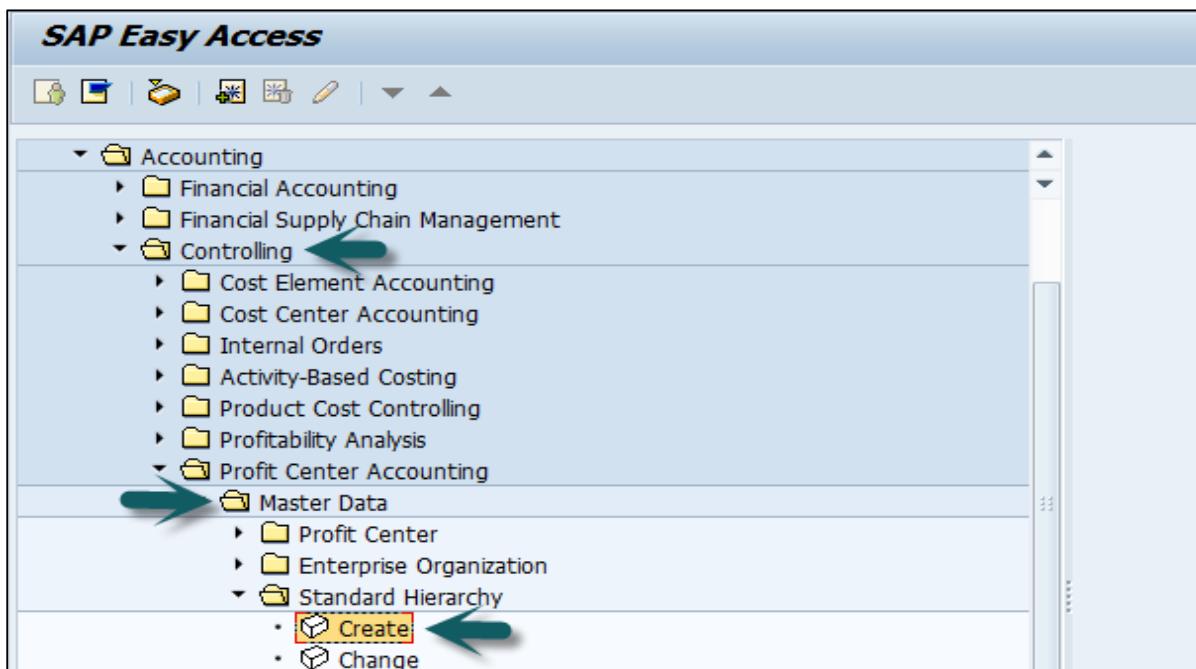
SAP CO Profit Center standard hierarchy, known as **tree structure**, that contains all the profit centers in a controlling area.

If you want to create/change the structure of a standard hierarchy, it can be done at two places:

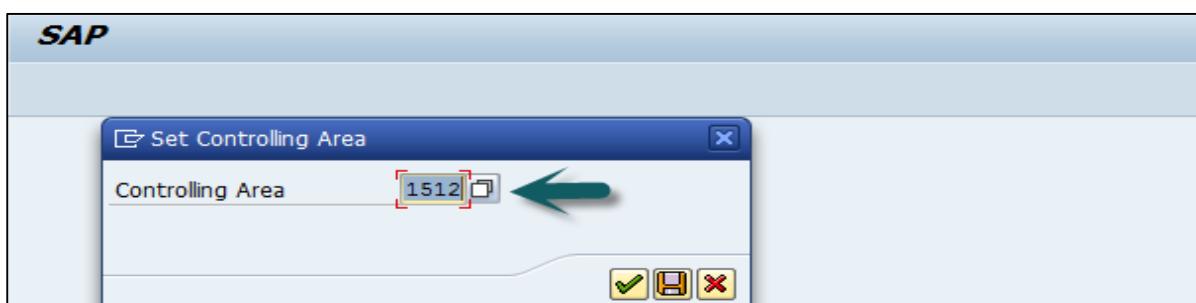
- In the Profit Center Accounting
- In Customizing for Profit Center Accounting

## How to Create Profit Center Standard Hierarchy?

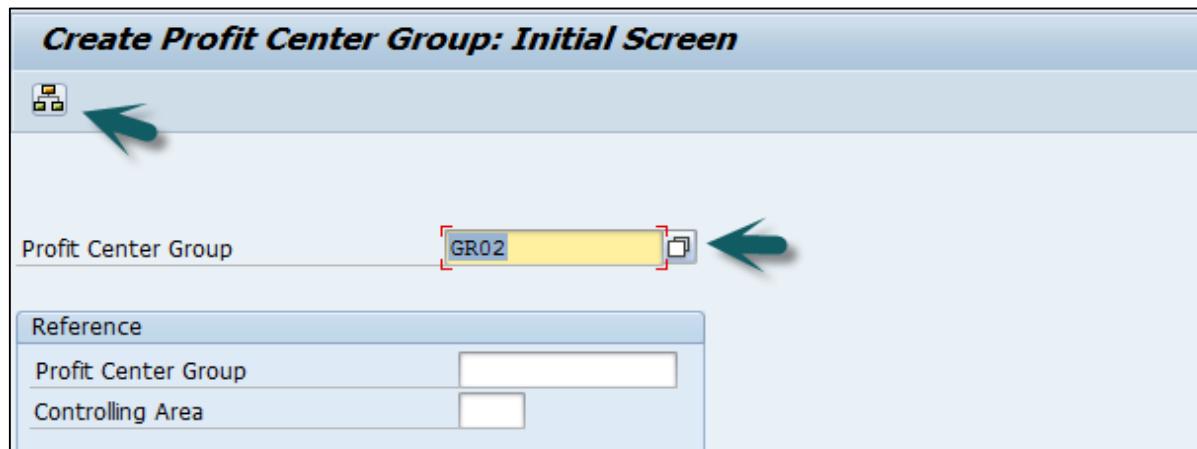
Use the **T-code** KCH1 or go to Accounting -> Controlling -> Profit Center Accounting -> Master Data -> Standard Hierarchy -> Create.



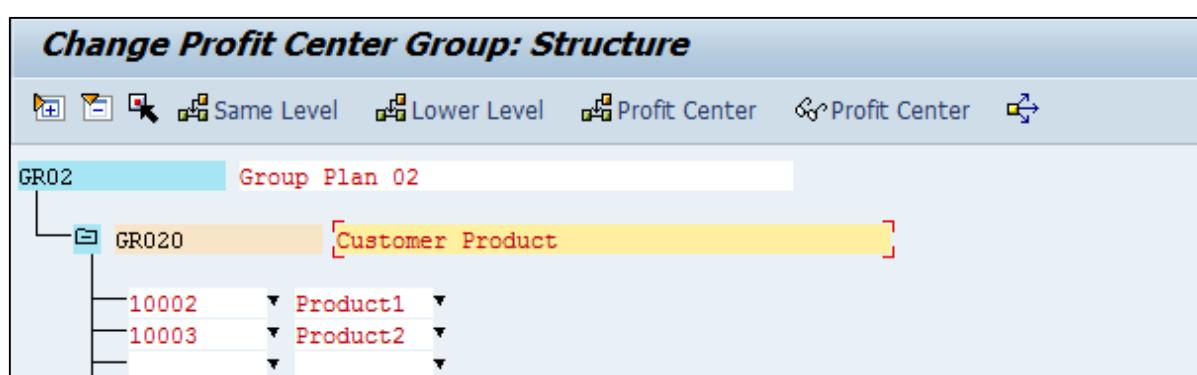
In the next screen, enter the Controlling Area for which you want to create a Standard hierarchy.



Enter the Profit Center Group and click Hierarchy at the top and enter the sub-nodes of the Profit Center Standard Hierarchy.



Click the Lower lever button to create a hierarchy. Click the Profit center to assign a Profit Center group.

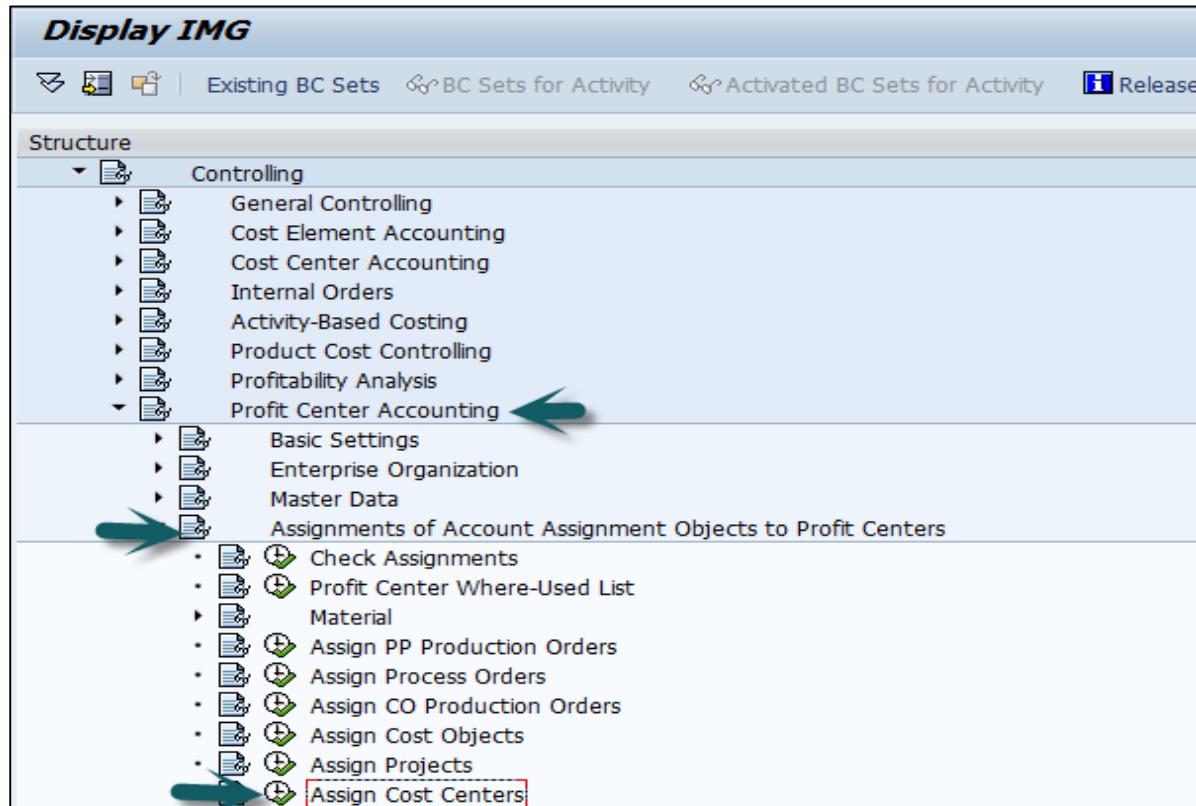


Click the Save button at the top and you will get a confirmation message.

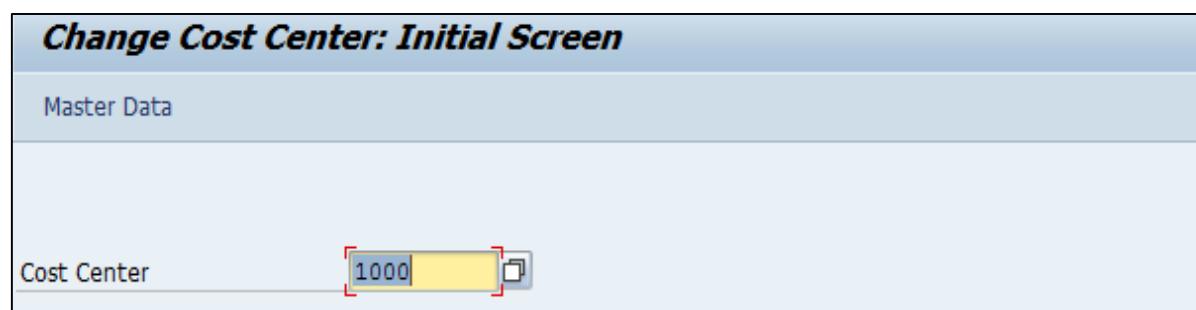
The changes have been saved

# 76. SAP CO – Assigning Cost Centers to Profit Centers

Go to SPRO -> SAP Reference IMG -> Controlling -> Profit Center Accounting -> Assignments of Account Assignment objects to Profit Center ->Assign Cost Centers -> Execute.



Enter the Cost center to be assigned to the Profit center.



In the next screen, enter the profit center to which the cost center is assigned and click the Save icon at the top.

**Change Cost Center: Basic Screen**

Drilldown

Cost Center	1000	Corporate Services
Controlling Area	1000	CO Europe
Valid From	01.01.1994	to 31.12.9999

Basic data   Control   Templates   Address   Communication   History

**Names**

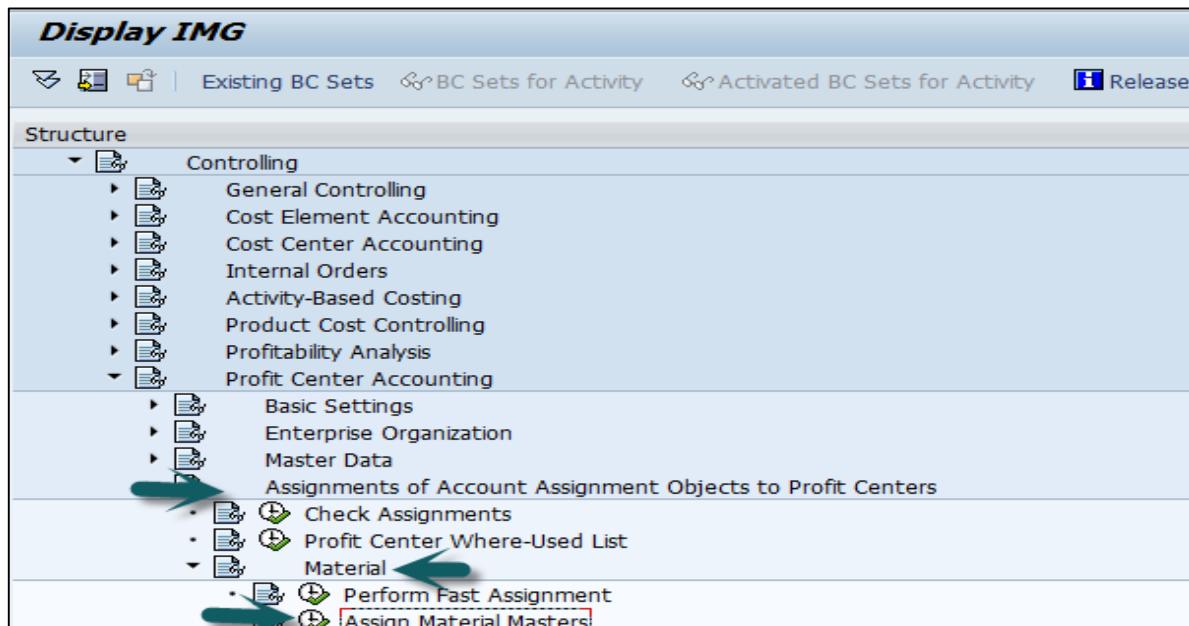
Name	Corporate Services
Description	Corporate Services

**Basic data**

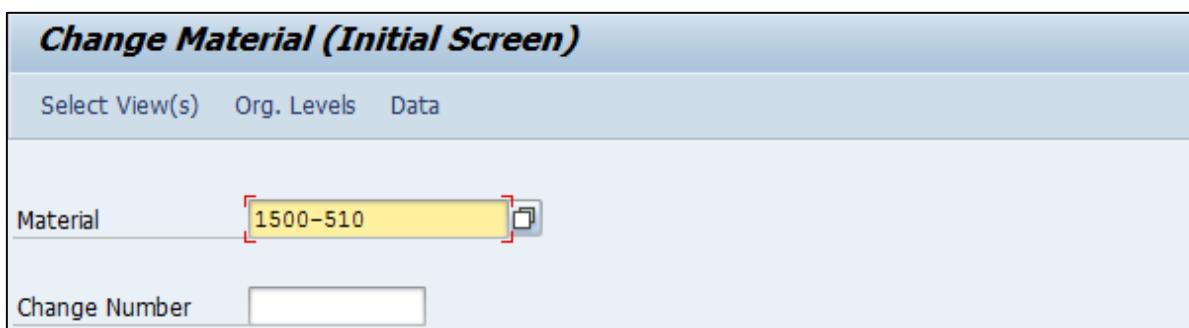
User Responsible		
Person Responsible	Pfaehler	
Department	Corporate	
Cost Center Category	4	Administration
Hierarchy area	H1120	Internal services
Company Code	1000	IDES AG
Business Area	9900	Corporate Other
Functional Area	0400	Administration
Currency	EUR	
Profit Center	1402	Administration

# 77. SAP CO – Assigning Materials to Profit Center

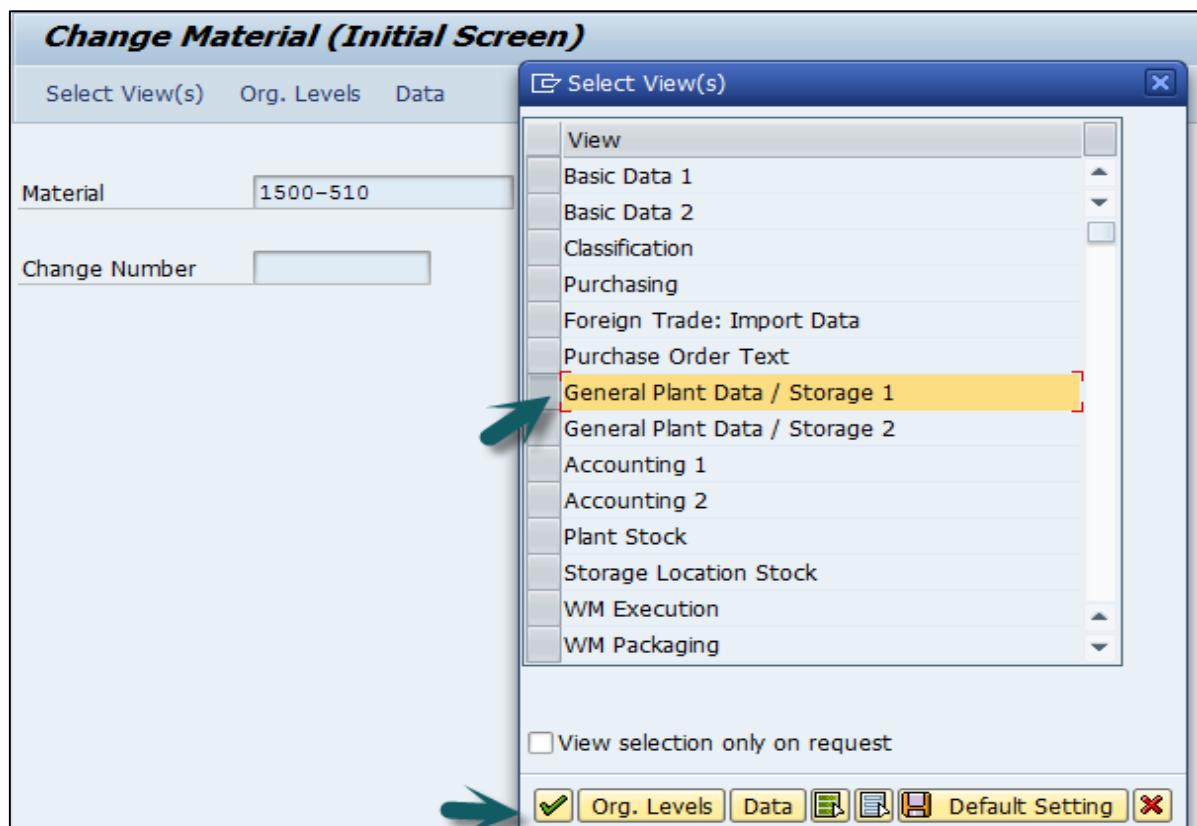
Go to SPRO -> SAP Reference IMG -> Controlling -> Profit Center Accounting -> Assignments of Account Assignment objects to Profit Center -> Material -> Assign Material Masters -> Execute.



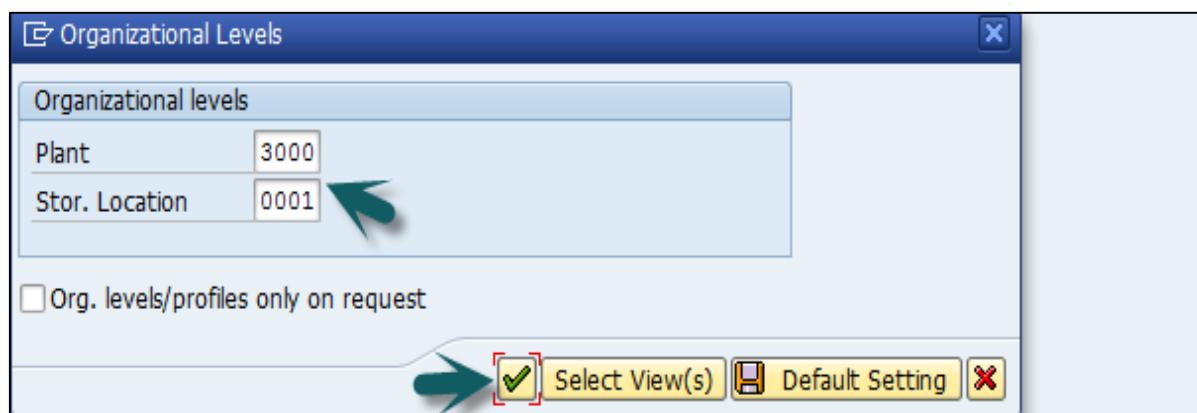
A new window will open. Enter the material Id for which the profit center is to be assigned and press Enter.



Select the view of the material master.



In the next window, enter the following details:



In the next window, enter the Profit Center and click the Save icon at the top.

# 78. SAP CO – Tables in CO Module

Important Tables in SAP CO		
AUSP	Characteristic Values	MANDT / OBJEK / ATINN / ATZHL / MAFID / KLART / ADZHL
<b>CO-KBAS</b>	<b>Overhead Cost Controlling</b>	
A132	Price per Cost Center	MANDT / KAPPL / KSCHL / KOKRS / VERSN / RESRC / KOSTL / DATBI
A136	Price per Controlling Area	MANDT / KAPPL / KSCHL / KOKRS / VERSN / RESRC / DATBI
A137	Price per Country / Region	MANDT / KAPPL / KSCHL / KOKRS / VERSN / RESRC / LAND1 / REGIO / DATBI
COSC	CO Objects: Assignment of Original Costing Sheets	MANDT / OBJNR / SCTYP / VERSN / GJAHR
CSSK	Cost Center / Cost Element	MANDT / VERSN / KOKRS / GJAHR / KOSTL / KSTAR
CSSL	Cost Center / Activity Type	MANDT / KOKRS / KOSTL / LSTAR / GJAHR
KAPS	CO Period Locks	MANDT / KOKRS / GJAHR / VERSN / VRGNG / PERBL
<b>CO-KBASCORE</b>	<b>Overhead Cost Controlling: General Services</b>	
CSKA	Cost Elements (Data Dependent on Chart of Accounts)	MANDT / KTOPL / KSTAR
CSKB	Cost Elements (Data Dependent on Controlling Area)	MANDT / KOKRS / KSTAR / DATBI
CSKS	Cost Center Master Data	MANDT / KOKRS / KOSTL / DATBI
CSLA	Activity Master	MANDT / KOKRS / LSTAR / DATBI
<b>CO-OM (KACC)</b>	<b>Overhead Cost Controlling</b>	
COBK	CO Object: Document Header	MANDT / KOKRS / BELNR
COEJ	CO Object: Line Items (by Fiscal Year)	MANDT / KOKRS / BELNR / BUZEI / PERBL
COEJL	CO Object: Line Items for Activity Types (by Fiscal Yr)	MANDT / KOKRS / BELNR / BUZEI / PERBL
COEJR	CO Object: Line Items for SKF (by Fiscal Year)	MANDT / KOKRS / BELNR / BUZEI / PERBL
COEJT	CO Object: Line Items for Prices (by Fiscal Year)	MANDT / KOKRS / BELNR / BUZEI / PERBL
COEP	CO Object: Line Items (by Period)	MANDT / KOKRS / BELNR / BUZEI
COEPL	CO Object: Line Items for Activity Types (by Period)	MANDT / KOKRS / BELNR / BUZEI
COEPR	CO Object: Line Items for SKF (by Period)	MANDT / KOKRS / BELNR / BUZEI
COEPT	CO Object: Line Items for Prices (by Period)	MANDT / KOKRS / BELNR / BUZEI

COKA	CO Object: Control Data for Cost Elements	MANDT / OBJNR / GJAHR / KSTAR / HRKFT
COKL	CO Object: Control Data for Activity Types	MANDT / LEDNR / OBJNR / GJAHR / VERSN
COKP	CO Object: Control Data for Primary Planning	MANDT / LEDNR / OBJNR / GJAHR / WRTTP / VERSN / KSTAR / HRKFT / VRGNG / VBUND / PARGB / BEKNZ / TWAER
COKR	CO Object: Control Data for Statistical Key Figures	MANDT / LEDNR / OBJNR / GJAHR / WRTTP / VERSN / STAGR / HRKFT / VRGNG
COKS	CO Object: Control Data for Secondary Planning	MANDT / LEDNR / OBJNR / GJAHR / WRTTP / VERSN / KSTAR / HRKFT / VRGNG / PAROB / USPOB / BEKNZ / TWAER
<b>CO-OM-CEL (KKAL)</b>	<b>Cost Element Accounting (Reconciliation Ledger)</b>	
COFI01	Object Table for Reconciliation Ledger COFIT	MANDT / OBJNR
COFI02	Transaction Dependent Fields for Reconciliation Ledger	MANDT / OBJNR
COFIP	Single Plan Items for Reconciliation Ledger	RCLNT / GL_SIRID
COFIS	Actual Line Items for Reconciliation Ledger	RCLNT / GL_SIRID
<b>CO-OM-CCA</b>	<b>Cost Center Accounting (Cost Accounting Planning)</b>	
A138	Price per Company Code	MANDT / KAPPL / KSCHL / KOKRS / VERSN / RESRC / BUKRS / GSBER / DATBI
A139	Price per Profit Center	MANDT / KAPPL / KSCHL / KOKRS / VERSN / RESRC / PRCTR / DATBI
<b>CO-OM-OPA(KABR)</b>	<b>Overhead Orders: Application Development R/3 Cost Accounting Settlement</b>	
AUAA	Settlement Document: Receiver Segment	MANDT / BELNR / LFDNR
AUAB	Settlement Document: Distribution Rules	MANDT / BELNR / BUREG / LFDNR
AUAI	Settlement Rules per Depreciation Area	MANDT / BELNR / LFDNR / AFABE
AUAK	Document Header for Settlement	MANDT / BELNR
AUAO	Document Segment: CO Objects to be Settled	MANDT / BELNR / LFDNR
AUAV	Document Segment: Transactions	MANDT / BELNR / LFDNR
COBRA	Settlement Rule for Order Settlement	MANDT / OBJNR
COBRB	Distribution Rules Settlement Rule Order Settlement	MANDT / OBJNR / BUREG / LFDNR
<b>CO-OM-OPA (KAUF)</b>	<b>Overhead Orders: Cost Accounting Orders</b>	
AUFK	Order Master Data	MANDT / AUFNR
AUFLAY0	Entity Table: Order Layouts	MANDT / LAYOUT

<b>EC-PCA (KE1)</b>	<b>Profit Center Accounting</b>	
CEPC	Profit Center Master Data Table	MANDT / PRCTR / DATBI / KOKRS
CEPCT	Texts for Profit Center Master Data	MANDT / SPRAS / PRCTR / DATBI / KOKRS
CEPC_BUKRS	Assignment of Profit Center to a Company Code	MANDT / KOKRS / PRCTR / BUKRS
GLPCA	EC-PCA: Actual Line Items	RCLNT / GL_SIRID
GLPCC	EC-PCA: Transaction Attributes	MANDT / OBJNR
GLPCO	EC-PCA: Object Table for Account Assignment Element	MANDT / OBJNR
GLPCP	EC-PCA: Plan Line Items	RCLNT / GL_SIRID
<b>EC-PCA BS (KE1C)</b>	<b>PCA Basic Settings: Customizing for Profit Center Accounting</b>	
A141	Dependent on Material and Receiver Profit Center	MANDT / KAPPL / KSCHL / KOKRS / WERKS / MATNR / PPRCTR / DATBI
A142	Dependent on Material	MANDT / KAPPL / KSCHL / WERKS / MATNR / DATBI
A143	Dependent on Material Group	MANDT / KAPPL / KSCHL / WERKS / MATKL / DATBI

# 79. SAP CO – Product Costing

SAP CO Product Costing module is used to find the value of internal cost of products. It is also used for profitability and management accounting for production.

While configuring Product Costing, it involves two areas for setting:

- Product Cost Planning
- Cost Object Controlling

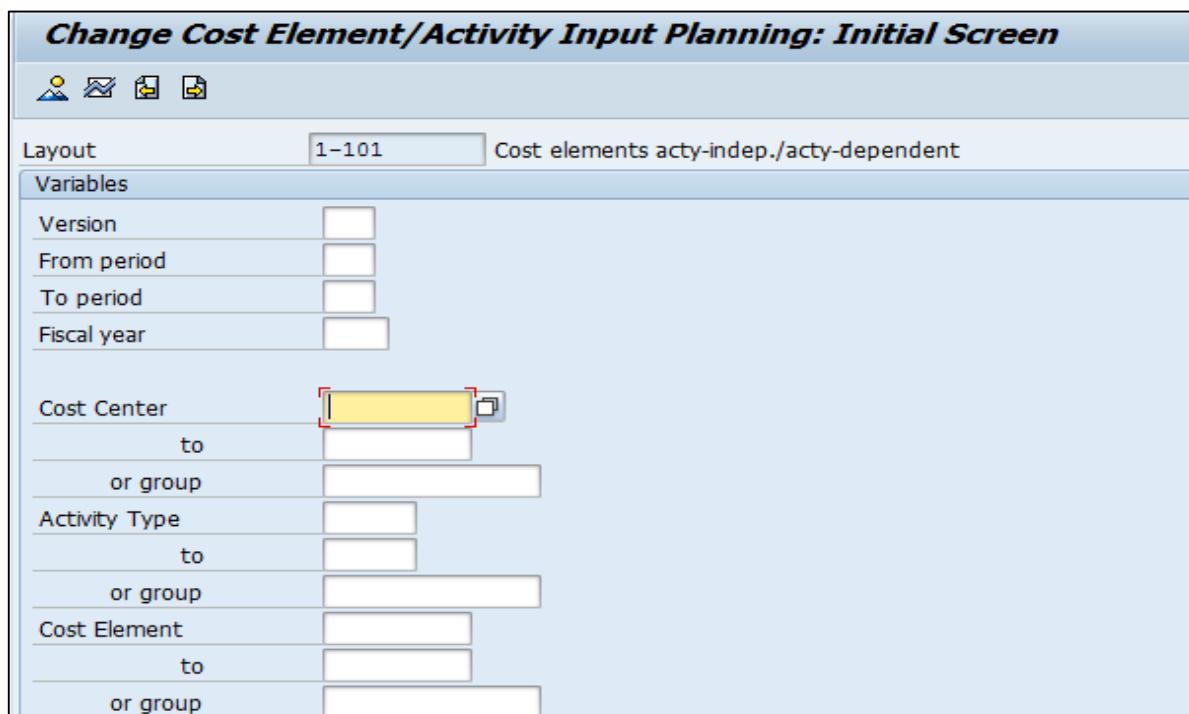
The basics of Product Costing is Cost Center Planning. The goal of cost center planning is to plan total dollars and quantities in each Cost Center in a Plant.

## Product Costing – Overview

Use the **T-code** KP06 and enter the controlling area.

Cost Center dollars are planned by activity Type and cost element. You can also enter the variable and fixed dollar amounts.

You can plan all costs in production cost centers where they will end up through allocations, or you can plan costs where they are incurred and use plan assessments and distributions to allocate.



To define cost center activity quantities, use the **T-code** KP26. You can also manually enter an activity rate based on last year's actual values. Note that if you enter an activity rate instead of using the system to calculate a rate, you lose the opportunity to review actual vs. plan and see dollar and unit variances. It is a best practice to plan activity quantities based on practical installed capacity which accounts for downtime. If you plan at full capacity, plan activity rates will be underestimated.

## Example

Let's say we are using Product Costing to value our inventory in a cookie baking shop. This will help us value our cookies (finished good), frosting (semi-finished good), and baking items like eggs, milk, and sugar (raw materials). In order to calculate costs, we need to come up with rates for each activity, such as mixing baking items, oven baking, and cookie cooling. Since a rate is a dollar per unit, we can either come up with a rate based on previous year's actual rates, or enter our total costs and total units.

# 80. SAP CO – Profitability Analysis

SAP CO Profitability Analysis is used to analyze the market segments classified as products, customers, sales area, business area, etc.

SAP CO Profitability Analysis (CO-PA) is used for the evaluation of Market segments which is classified according to products, customers, and orders

- or any combination of these
- or Strategic business units such as sales organizations
- or business areas, with reference to company's profit
- or contribution margin.

There are two types of Profitability Analysis are supported:

- **Costing-based Profitability Analysis:** It is used to group the costs and revenues as per the value fields. It is used to ensure that you access at all times to a complete, short-term profitability report.
- **Account-based Profitability Analysis:** It is used to provide you with a profitability report that is permanently reconciled with financial accounting. It is mainly used for getting information related to sales, marketing, product management and corporate planning departments to support internal accounting and decision-making.

## Key Components in SAP CO-PA

The key components in SAP CO-PA are as follows:

- **Actual Posting:** It allows you to transfer sales orders and billing documents from the Sales and Distribution application component to CO-PA in real time. You can also transfer costs from cost centers, orders and projects, as well as costs and revenues from direct postings or settle costs from CO to profitability segment.
- **Information System:** It allows you to analyze existing data from a profitability standpoint using drilldown function in the reporting tool. It allows you to navigate through a multidimensional data cube using different functions like drilldown or switching hierarchies. The system displays data in either value fields or accounts, depending on the currently active type of Profitability Analysis and the type to which the report structure is assigned.
- **Planning:** This allows you to create a sales and profit plan. Whereas both types of Profitability Analysis can receive actual data in parallel, there is no common source of planning data. Consequently, you always plan either in accounts (account-based CO-PA) or in value fields (costing-based CO-PA). The manual planning function allows you to define planning screens for your organization. With this you can display reference data in planning, calculate formulas, create forecasts, and more. You can perform planning at any level of detail.

## Example

You can plan at a higher level, and have this data distributed top-down automatically. In automatic planning, you can copy and reevaluate actual or planning data for a large number of profitability segments at once.

# 81. SAP CO – Planning Methods

SAP CO Planning Method allows you to plan the profitability segments as mentioned in the Planning packages.

To execute a planning method, you need to define it in a parameter set. Each planning method is executed via parameter set. To create a parameter set, you need to first define the Planning level. For parameter set to execute, there should be at least one planning package exists at that level.

There are two different types of planning methods and they differ in the way they allow you to enter and edit planning data for the profitability segments.

## **Manual Type**

Manual planning methods allows you to enter planning data and display planning data in the profitability segments specified in the planning package are listed individually for editing or display.

In parameter set, you mention how the profitability segments are to be listed. When planning method is executed, processing of parameter set occurs and you can directly check the results of your processing.

## **Automatic Type**

With automatic planning methods like copy, top-down distribution and delete, all profitability segments that are specified in the planning package are processed.

You need to mention in the parameter set like- how these segments are to be processed, when you execute the method, the system automatically processes the segments without any need of manual action.

Results of the processing can be checked using a report in the information system or by manual planning method display planning data.

# 82. SAP FI – Integration

SAP FI is commonly integrated with MM and SD component. SAP FI Integration with other modules means how the system maps with different modules and how the effect of those is passed into FI Module.

## FI Integration with SD and MM

For SAP FI-MM, use the **T-code** OBYC

Configuration Accounting Maintain : Automatic Posts - Procedures		
Group	RMK	Materials Management postings (MM)
Procedures		
Description	Transaction	Account determ.
Rev.from agency bus.	AG1	<input checked="" type="checkbox"/>
Sales fr.agency bus.	AG2	<input checked="" type="checkbox"/>
Exp.from agency bus.	AG3	<input checked="" type="checkbox"/>
Expense/revenue from consign.mat.consum.	AKO	<input checked="" type="checkbox"/>
Expense/revenue from stock transfer	AUM	<input checked="" type="checkbox"/>
Subsequent settlement of provisions	BO1	<input checked="" type="checkbox"/>
Subsequent settlement of revenues	BO2	<input checked="" type="checkbox"/>
Provision differences	BO3	<input checked="" type="checkbox"/>
Inventory posting	BSD	<input checked="" type="checkbox"/>
Change in stock account	BSV	<input checked="" type="checkbox"/>
Inventory posting	BSX	<input checked="" type="checkbox"/>
Revaluation of other consumables	COC	<input checked="" type="checkbox"/>
Delkredere	DEL	<input checked="" type="checkbox"/>
Materials management small differences	DIF	<input checked="" type="checkbox"/>
Purchase account	EIN	<input checked="" type="checkbox"/>
Purchase offsetting account	EKG	<input checked="" type="checkbox"/>
Freight clearing	FR1	<input checked="" type="checkbox"/>
Freight provisions	FR2	<input checked="" type="checkbox"/>

Whenever there is a delivery created with reference to a sales order, goods movement takes place in the system.

## Example

In case of standard sales order, you create an outbound goods delivery to the customer. Here movement 601 takes place. This movement is configured in MM and movement of goods hit some G/L account in FI.

Every such movement of goods hits General Ledger account in FI.

The accounts posting in FI is done with reference to the billing documents like credit and debit note, invoice etc. created in SD and hence this is link between SD and FI.

Tax determination: In case of a tax determination, there is a direct link between SD and MM.

## Movement Types

Material movements in MM is done with respect to a Movement Type.

- Goods receipt – movement type 101
- Goods issue to production order – movement type 261
- Scrapping of goods – movement type 551
- Goods delivered to the customer – movement type 601
- Initial upload of stock – movement type 561

SAP allows us to use different G/L accounts for the various movements for the same material by linking this movement type to a transaction key and hence we can set G/L accounts as per movement type.