**SAP : System Application and Products in data processing.**

Sap is a product of ERP (Enterprise Resource Planning)

There is version in SAP i.e ECC 6.0 (ERP Central Component)

SAP Land Scape/Environment/Systems/Servers (SAP R/3).

Development ->Quality -> Pre-Production->Production

1. In Dev- Where we can configure all Settings of SAP

* Golden Box,(Actual Configuration/Customization will be done/Unit Testing)
* Sand Box (Its a Play ground of SAP, you can do any change irrespectively)

1. In Quality (UAT-User Acceptance Test): Actual business team/users will perform the business transactions as part of UAT/Integration/Regression Testing and Sign off.
2. In pre-Production- this system also used by business team/users for their UAT/Integration/Regression testing purpose further. Once business sign off the UAT/Integration testing.
3. In Production: Go-Live and Support: All Changes/customizations/configurations will move to Production system further to use in their regular business transactions.

Note: (Transport) Movement of changes across the systems are followed.

1. Development – Quality
2. Development – Pre-Production
3. Development- Production

There is a method in SAP to implement the projects any where i.e ASAP Methodology.

ASAP: Accelerated SAP(Road map of SAP Implementation), where we have 5 phases in ASAP.

1. Project Preparation
2. Business Blue Print
3. Realization
4. Finalization
5. Go-Live & Support

1: Project Preparation

During this phase, the core team goes through initial planning and preparation for SAP project.

2: Business Blueprint

The purpose of this phase is to achieve a common understanding of how the company intends to run SAP to support their business. In Standard ASAP the result is the Business Blueprint, a detailed documentation of the results gathered during requirements workshops and prepare the documentation related to configuration. Ex: BPML (Business process master list, AS-IS and To-BE process documentation and GAPS.

3: Realization

The purpose of this phase is to implement all the business process requirements based on the Business Blueprint. The system configuration in Standard ASAP is done in two work packages: Baseline configuration (major scope); and Final configuration (remaining scope).

4: Final Preparation (Finalization)

The purpose of this phase is to complete the final preparation (including testing, end user training, system management and cutover activities) to finalize your readiness to go live. The Final Preparation phase also serves to resolve all critical open issues. On successful completion of this phase, you are ready to run your business in your live SAP System.

5: Go Live Support

The purpose of this phase is to move from a project-oriented, pre-production environment to live production operation.

**SAP FICO Training Course Content**

**Financials**

**1. Organization Structure**

Client

Chart of accounts

Company code

Business Area

**2. Fiscal Year**

Maintain Fiscal Year

Assign Fiscal Year

Calendar year

Year Independent

Year Dependent

**3. Documents**

Document header

Line items

Document type

Special document types

Document number ranges

Posting keys

Field status definition

**4. Posting periods**

Define Variant for Open Posting Periods

Open and Close Posting periods

Assign Posting Periods

**5. Foreign Currency**

Foreign Currency keys

Parallel currencies

Exchange rates

**6. Reference documents**

Sample documents

Recurring documents

7. Other Special Features

Fast entry

Hold data

Document parking

**8. Account Receivable / Customers**

Customer Account Group

Number Range

Tolerance for Customer

Create Customer Master

Change

Display

Block

**9. Customer Payment Terms**

Sales Invoice

Incoming Payments

Partial Payments

Residual Payments

Cash Discount Received

Sales Tax

**10. Customer Advance Payment**

Down Payment Received

Clearing

**11. Account Payable / Vendors**

Vendor Account Group

Number Range

Tolerance for Vendor

Create Vendor Master

Change

Display

Block

**12. Vendor Payment Terms**

Purchase Invoice

Outgoing Payments

Partial Payments

Residual Payments

Cash Discount Made

Automatic Payments Program (APP)

**14. House Bank**

**1. Manual Bank Statement**

**2. Electronic Bank Statement**

**13 Vendor Advance Payments**

Down Payment Made

Clearing

**15. Extended Withholding Tax (TDS)**

**16. Dunning**

**17. Closing using New GL**

Month- end closing

Yearend closing

**18. Financial Statements**

Main structures

Financial statement versions

**19. Reports**

Standard Report

Chart of Account Report

Customer Report

Vendor Report

General Ledger Report

**20. Asset Accounting**

Chart of depreciation

Organizational Units in Fixed Assets Accounting

Depreciation Areas

Different depreciation methods

Transactions in Fixed Assets Accounting

Fixed Assets Reports

Depreciation Run.

**CO: Controlling**

**1.** C0st Element Accounts

**2. C**ost Center Accounting

**3.** Co to FI online Reconciliations

**4.** Statistical Key Figures.

**5.** Internal Orders

**6.** Profit Center Accounting

New GL Accounting

Integrations

FI – SD and FI-MM

S4 HANA Basics

1. Simple Finance Basics and use for future Migrations.

Real time:

1. Preparation of Functional Design/Specifications
2. Real Time Scenarios
3. Live System and working Experience
4. Ticket/Change Management
5. Extended Support for Real time issues.

**Note: Provide SAP All Modules Certification Training.**

Reliance Group (Company)

1. Reliance Fresh (Company Code)
2. Business Area/Profit Centre
3. Reliance Jewelries
4. Reliance Digitals
5. Reliance power
6. Reliance Petrol
7. Reliance Telecom

Note: to Activate the T.code at path level please follow the below steps.

* From Menu
* Additional Information
* Again Additional Information
* Display Keys
* IMG Activities

1. *Define Company : OX15*

Path:- SPRO-SELECT SAP REFERENCE IMG-SELECT ENTERPRISE STRUCTURE- SELECT DEFINITION-SELECT FINANCIAL ACCOUNTING-SELECT COMPANY

* Select New Entries button
* COMPNAY :RILGRP
* Company name: Reliance Group
* Street: IT Park
* Post box:560034
* Postal code:560034
* Country:IN
* Language key: EN
* Currency: INR

Select SAVE button or CTRL+S

Save the settings in Transport Request as followed

Select Create button, in Description: Basic settings for Reliance group

Select Enter button, to Save the settings.

You can able to seethe TR number.

1. Define Company code(OX02)

Path: Same till financial accounting-> Select Edit, copy, Delete Check company code

1. Define Business Area (Ox03)

Path: same, Select Define business Area

1. Define Credit Control Area (OB45)

nOTE: All Co.Codes: if you select the check box of All Co.codes Same Credit control will applicable for all company codes under the company. If not selected , credit control will only permits for particular company code.

1. Define Functional Area (OKBD)

Path is same

Nothing but An organizational unit in Accounting that classifies the expenses of an organization by functions such as:

* Administration
* Sales and distribution
* Marketing
* Production
* Research and development

Classification takes place to meet the needs of cost-of-sales accounting.

1. Maintain FM Area (of01)

Path is same:

In this step, we create financial management (FM) areas. The [financial management area](SAPEVENT:DOCU_LINK\GL:financial_management_area) is an organizational unit within accounting which structures the business organization from the perspective of Cash Budget Management and Funds Management.

You define the functional characteristics of FM areas separately for both Cash Budget Management and Funds Management in the implementation guide for each of these areas.

1. Assign company code to company (ox16)

Path: Path is same till Enterprise structure

* Assignment
* Financial Accounting
* Assign company code to company
* Select position
* Company code: RT01
* PRESSS ENTER BUTTON
* Give company: RILGRP
* Select Save or ctrl+S button to save the settings in your own request.

**Chart of Accounts**: is mandatory for every company codes, countries to create GL accounts for regular postings purpose.

COA is nothing but a List/ Set of GL Accounts, where we can classify the creation of GL.

There are 3 types of COA in SAP

1. Operational Chart of Accounts
2. Country Chart of Accounts
3. Group Chart of Accounts
4. We use Operational COA for our regular postings in business.
5. When we have any country specific postings requirement will follow the country COA.
6. When business wants to consolidate the all company codes PL & Balance sheets in one report, will follow the Group COA. (consolidation purpose).

**Define Chart of Accounts: (OB13)**

Path: Spro-Select Ref IMG-select Financial accounting-General Ledger Accounting (New)-Master Data-GL Accounts-Preparations-Edit Chart of Accounts List-Execute

Select New entries button

* Chart of Accts: RTCA
* Description :Chart of Accounts for Reliance Group
* Maint.language: English
* Length of G/L account number :06
* Controlling integration: Manual Creation of Cost Elements
* Group Chart of Accts: Blank
* Deselect BLOCKED check box

Note: in Controlling Cost Elements are required only for Expenditure GL account and not for all GL account.

Hence please select Manual Creation of Cost Elements in COA to avoid creation of Cost elements automatically in Controlling module.

If you select Automatic Creation of Cost Elements, Cost element will create automatically when we create GL account in FI irrespectively.

**Assign Company Code to Chart of Accounts: (OB62)**

Path is same

Select Position button

Company code: RT01

Select Enter button/continue button

Assign COA: RTCA

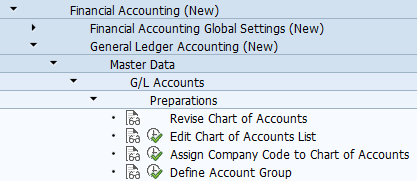
Note: you can also assign country COA to company code when business have country specific requirement.

**Account Group: OBD4**

Account Group nothing but classification of List of GL Accounts where we can control the GL account fields using, Suppress, Display, Required and Optional.

When creating a G/L account, you must specify an [account group](SAPEVENT:DOCU_LINK\DS:GLOS.3526B882AFAB52B9E10000009B38F974).

**Path:**



**Select New Entries**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 4550 | SCPL | Share Capital | 100000 | 100099 |
| 4550 | RSPL | Reserves & Surplus | 100100 | 100199 |
| 4550 | ACDN | Accumulated depreciation | 100200 | 100299 |
| 4550 | SCLN | Secured Loans | 100300 | 100399 |
| 4550 | UNSL | Unsecured loan | 100400 | 100499 |
| 4550 | CLPL | Current Liabilities and | 100500 | 100599 |
| 4550 | FAST | Fixed Assets | 200000 | 200099 |
| 4550 | CAST | Current Assets loans & | 200100 | 200199 |
| 4550 | SALE | Sales | 300000 | 300099 |
| 4550 | OTHER | Other Income | 300100 | 300199 |
| 4550 | INCR | Increase / Decrease in Stock Account | 300200 | 300299 |
| 4550 | RMCL | Raw material consumption | 400000 | 400099 |
| 4550 | PRSN | Personnel cost | 400100 | 400199 |
| 4550 | MFRG | Manufacturing Expenses | 400200 | 400299 |
| 4550 | ADMN | Administration Expenses | 400300 | 400399 |
| 4550 | INTR | Interest | 400400 | 400499 |
| 4550 | DEPR | Depreciation | 400500 | 400599 |

**SAVE/CTRL+S to save in your Request.**

**Define Retained Earnings Account: OB53**

REA is nothing a type of GL account, which can used to carry forward the balances of P&L account to Balance sheet automatically at end of the fiscal year.

Balances of Balance sheet can also carry forward from current fiscal year to next fiscal year. Closing balances of current is open balances of next year.

Note: Business can use one REA or multiple

This is required in the year end and not during the implementation. SAP has made mandatory this step during the implementation. If the consultant does not do this step, we will have problems in the year end.

Though accounts are not yet created assign on account for retained earnings account purpose. We can specify retained earnings account any account number which is with in range 100100-100199.

**Path: same**

* Define Retained Earnings Account
* Chart of accounts: RTCA

P&l Statement Acc Type: X

GL Account: 100100

SAVE

Ignore the warning message and press enter to save the settings in your request.

Note: If you want to create no of REA, X,Y,Z etc, you should specify the REA type at time of GL Account creation in FS00 transaction.

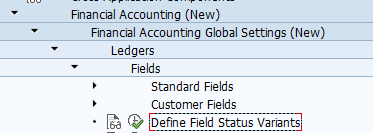
**Define Field Groups : OBC4**

**Path same till preparation -> Additional Activities ->Define Field Groups**

* **Select New Entries**

**Define Field Status Variants:**

**SPRO-> SAP Ref img, -**



Select Entries

Select: Field Status variant:0001

Select: copy as button

Change the field status variant to: RTFV

Name: Field Status variant Reliance

Press Enter and SAVE

**Assign Company Code to Field Status Variants**

**Path is same**

**Select position button**

**Compnay code: RT01**

**Press enter or continue button**

**COMPANY CODE: RT01 assign FSV:RTFV**

**Save or ctrl+s to save the settings in your request.**

**Maintain Fiscal Year Variant (Maintain Shortened Fisc. Year) ob29**

**Path: same till**

* **Fiscal Year and Posting Periods**
* **Maintain Fiscal Year Variant (Maintain Shortened Fisc. Year)**

**Select: V3, and copy as button, press enter**

**Enter: R3 our own FV,**

**Description: Apr to march, 4 spl periods**

**Posting period: 12**

**Spl posting periods:4**

**SAVE**

**Note:Year Dependent:**

**Calender year: January to December**

**Note: Fiscal year: The year which is having the periods 6 or more is called Fiscal year. 2017 fiscal year.**

**Short end fiscal year: when the fiscal year having less than 12 periods is called short end fiscal year.**

**Assign Company Code to a Fiscal Year Variant**

**Path same: tcode:0b37**

**Select position button: company code : RT01,**

**Assign FY variant: R3  
SAVE**

**Define Variants for Open Posting Periods : OBBO**

**Path: same till Fiscal Year and Posting Periods**

* **Posting periods**
* **Select variants for open posting periods**

**Posting period variant: RTPV**

**Description: Posting period variant for Reliance**

**SAVE**

**Assign Variants to Company Code**

**Path is same: obbp**

**Select position button**

**Company code: RT01**

**ASSign posting period variant: RTPV for company code: RT01**

**SAVE**

**Open and Close Posting Periods**

**Path is same: tcode:0B52**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Variant** | **A** | **From Account** | **To Account** | **From per1** | **year** | **To per1** | **year** | **Au Grp** | **From per2** | **year** | **To per2** | **year** |
| RTPV | + |  |  | 1 | 2017 | 12 | 2017 |  | 13 | 2017 | 16 | 2017 |

**Note: AU Grp: authorization Group will be created by SAP Security team and provide/assign.**

**Posting periods entry at end user area:**

***Path: Accounting –Financial accounting –General Ledger - Environment –Current settings-open and close posting periods (Tcode :S\_ALR\_87003642)***

Select position button

Posting period variant: RTPV

Enter

Make the changes in period open and close at end the month and SAVE.

Note: SAP will not ask you to save the changes/settings of period open and close for this step in Transport Request since its End user area.

**Document type and no. ranges**

In normal accounting, accountant only will pass all the entries related to all transactions. He/She will get voucher no‘s continuously. But In SAP vouchers nothing but documents.

Process in SAP as followed for all departments

|  |  |  |  |
| --- | --- | --- | --- |
|  | **FI Accounts Person** | **MM Stores Person** | **SD Sales Person** |
| Material Receipt |  | 1 |  |
| Payment | 2 |  |  |
| Sales |  |  | 3 |
| Receipt | 4 |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Doc.type | SA | RE | RV |
| No.Range | 01 | 02 | 03 |
| No.Range interval | 1-10000 | 10001-20000 | 20001-30000 |

**Path:SPRO-Financial accounting New-Financial accounting Global settings – Document –Document Header-Define Document Types (T.code:OBA7)**

Select position button

Document type select: SA

GL Account document

Enter

Select type:SA

Select details button (Ctrl+Shift+F2)

Number range :01

Select number range information button

Give the company code: RT01

Select change intervals button (↓)

Select interval button

No.range:01

Year: 2017

From number :1

To Number:100000

Current number:0

**Deselect external(Ext) check box**

Select press enter.

Select **save button or Ctrl+S**

Ignore warning message press enter

**NOTE**: If we select external check box, we have to give at the time of posting what should be the document number manually.

Note:Number range interval can‘t be transported to production client – what ever number for development client for testing and etc.

1. Consultant is an outsider – She/he does not know how many document numbers are required for each area.

2. All the departments want to have 1—100000 which is not possible. In live environment, before going live all the department heads sit together and decide for production client.

Note: As a consultant we should take the business approvals from respective department further to create no ranges decided by all dept heads.

What should be FI document number

What should be MM document number

What should be SD document number.

There are two options to maintain No.ranges i.e

Same range can maintain for all company codes

Separate ranges can maintain for each company code

Ex:

1. Doc type: SA- No range:01, 1-10000 for RT01, RT02 & RT03 etc..
2. Doc type: SA- No range:01, 1-10000 for RT01

Doc type: SA- No range:01, 10001-20000 for RT02

**Field status variant and field status groups**

At the time of posting on screen we get around 70 fields. Fields are quality, text (Narration), business area, value date

Debit 70 Fields

Credit 70 Fields

------

140 Fields

====

If we start filling up all the fields it takes so much time to post one document.

SAP has given a facility to make any filed as

1. Suppress 2. Display 3. Required 4.Optional (SDRO)

1. Suppress: The filed will not be visible on screen at the time of posting.
2. Display: The field will be visible on screen at the time of posting.
3. Required: We have to enter values to the field compulsory/Mandatory. The field value will appear with question mark or tick mark-without entering the values we can not go to next screen.
4. Optional: The field will be visible on screen our choice to enter values or not, the fields selection is not common to all accounts. It depends on the account what we are using. In case of sales account quantity filed is required. In case of repairs account quantity filed is not required, we have 1000 accounts – we have to create 1000 scenarios. In stead of creation of 1000 scenarios SAP have given field status groups to maintain multiple scenarios in single transaction using Field Status Group.

Ex:

Cash account Dr

To Equity share capital

1. When we create GL accounts we have to assign field status group.

2. For filed status group which field is suspected and which filed is optional.

3. At the time of posting by the user- She/he gives the account number the screen will appear based on the fields selection to the field status group which is assigned in account number.

4. Filed status groups are created under field status variant and field status variant is assigned to company code / codes.

**Path:**SPRO- Financial accounting – Financial global settings –Ledgers- Fields- Define filed status variants. Tcode: OBC4

Select field status variant 1000 that is IDES group Select copy as button (F6)

Change filed status variant (0001) to RTFV

Change field status name to field status VAR for RTFV Press enter

Select copy all button

We get a message number of dependent entries copies 47 Enter

Select save button or Ctrl+S

Select your request and press enter to save in your request.

Select field status variant: RTFV

Double click on field status groups folder

Double click field status on G001 that general (with,text, allocation) Double click on General data

Text make it required entry filed Select next group button

Select next page or page down button two times. Business areas make it as required entry field Save

Double click on field status group G005 That is Bank A/c obligatory value date Double click on General data

Text make it as required entry field Select next group button

Select next page or page down button two times. Business area make it as required entry field. Select next group button two times,

Value date make it as required entry filed.

Save.

Note: Value date( Effective date) Applicable date for any calculations by bank.

How to create our own Field Status Group:

Same path: OBC4

Tolerance Groups:(Clearing Differences)

TG are nothing ofcontrolling of GL account postings by user for particular amounts applicable for employees as well.

Majorly uses for clearing of documents/rounding of values in the documents will cover under the Tolerance Groups.

Ex: bill value is Rs.100.29 but customer make the payment for 100. The remaining .29 is rounding value, that should be cleared by end user with tolerances.

Define Tolerance Groups for G/L Accounts

For G/L account clearing, tolerance groups define the limits within which differences are accepted and automatically posted to predefined accounts. The groups defined here can be assigned in the general ledger account master record.

Path: spro-Financial Accounting (New)-General Ledger Accounting (New)-Business Transactions-Open Item Clearing-Clearing Differences-Define Tolerance Groups for G/L Accounts., Tcode:OBA0.

Define Tolerance Groups for Employees:

Path same: OBA4

you can define different amount limits for your employees. You use these limits to determine:

* The maximum amount for which an employee is permitted to post a document
* The maximum line item amount an employee is permitted to enter in a customer, vendor or general ledger account
* The percentage amount an employee can enter in a line item
* The maximum acceptable payment difference

Define Tolerance Groups for Vendors/Customers

Path: spro-financical accounting-Accounts Receivable and Accounts Payable-Business Transactons-open item clearing-clearing differences. OBA3

New Entries- company code: RT01, Tolerance group: Blank: Descroiptions: Reliance tolerance group:

SAVE

Assign Users to Tolerance Groups

Path same: OB57

you can assign a Financial Accounting employee, for whom you want to define special tolerances, to a group. Tolerances for posting and clearing documents or document line items are defined for the group.

Create Accounts for Clearing Differences

Path same: OBXZ

For G/L account clearing, tolerance groups define the limits within which differences are accepted. you define the accounts to which these differences should be posted.

**SALES TAX PROCEDURE (all tax procedures replace with GST now) (Goods Services and Tax applicable from July 1 2017)**

General ledger, Accounts payable, Accounts receivable and Assets accounting

Basic Excise

VAT /CST /

To do normal posting also, sales tax procedure is required.

A) Create procedure

B) Create tax codes

C) Create accounts

D) Design accounts

Assign for country IN-tax US (Sales tax USA)

Tax IN (sales tax India) Temporary assignment For our company any code: Country IN

Note the path this one

***SPRO-Financial accounting –Financial accounting global settings-Tax on sales / Purchases - Basic settings - Assign country calculation procedure***

Select position button

Give the country IN for India

Enter

For country IN assign procedure TaxUS

Sales Tax – USA

Select save button or Ctrl+S

Press enter to save in your request.

**GLOBAL PARAMETERS:OBY6**

Path:SPRO-Financial accounting -Financial accounting global settings- Global parameters for Company code-Enter global parameters.

Select position button

Give the company code : RT01

Enter

Select company code :RT01

Select details button (F2)

Select business area financial statements check box

Select propose fiscal check box

Select define default value date check box

Select negative posting permitted check box

Select addition data button Company code : RT01

Business Area : RTBN RTHY RTCN

Business place :City factory City office Factory

Permanent Account No. (PAN) – At company

Code level(Form 49A) 10 Digits Alpha numeric code

At company code level / business area level / at business place level (GIR No.: General Identification Number)

TDS No.RT01TDS0001

PAN NO.RT01PAN0001

Select back arrow, then

Save

Press enter to save in your request

**Negative postings:**In case of reversals if we select negative postings check box it reduces from the same side.

In SAP, when we post a wrong entry, we can‘t change the document. We must go for reversal or pass rectification entry.

EX:

Equity share capital receipt:

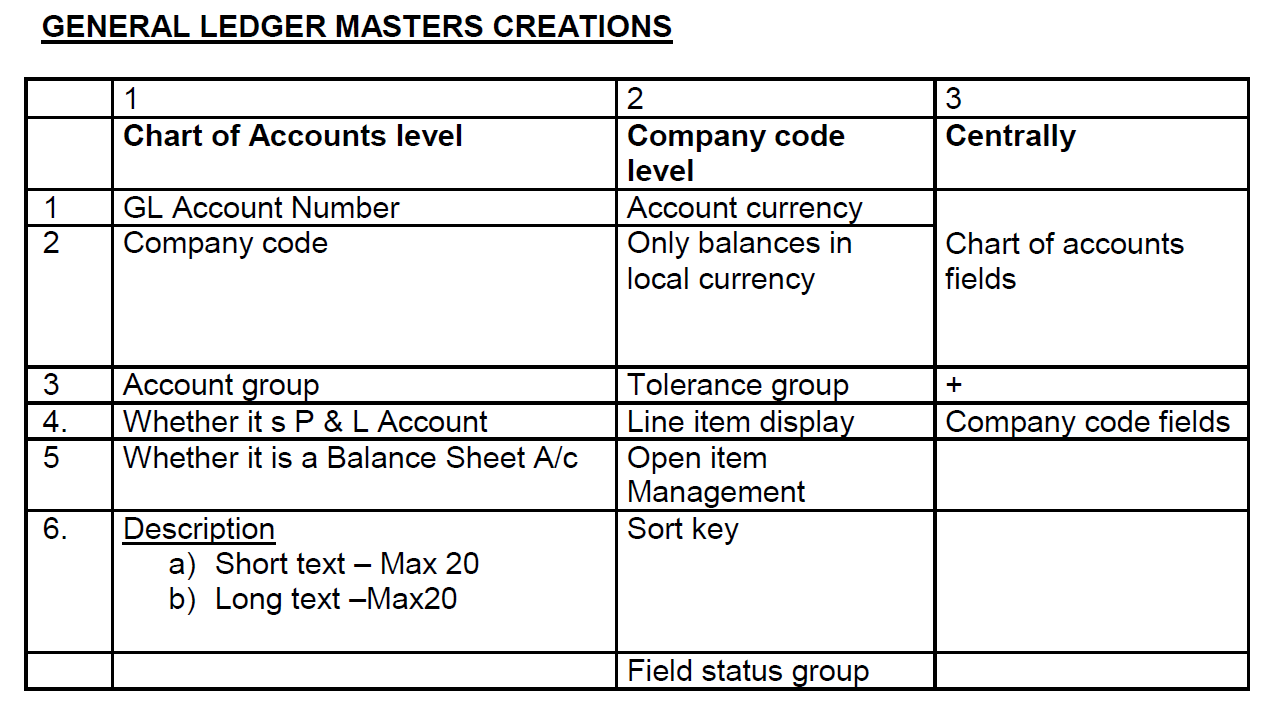
Cash account Dr 10000

To Equity share capital 10000

Reversal of Equity share capital receipt

Equity share capital Dr 10000

To Cash account 10000



Accounts to be created:

1. Surplus in P & L Account – Reserves & Surplus

2. Equity share capital – Share capital

3. Cash account –current assets, loans & advances

To check accounts groups for giving account numbers in earlier class

Path: SPRO – Financial Accounting – General ledger accounting – GL Accounts – Master Data- Preparations- Define Account group (Tr.Code:OBD4)

Select position button

Give your chart of accounts RTCA -> Enter

Reserves & Surplus 100100-100199

Share capital 100000-100099

Cash account-current 200100-200199

**Creation of General Ledger:**

**Path** : Accounting-Financial accounting –General Ledger-Master records –GL Accounts-Individual Processing –Centrally (Tr. Code is FS00)

Give the GL account 100100

Company code RT01

From the menu select -> GL Account create button

Account group: select reserves & surplus

Select balance sheet account radio button

Short text: surplus in P & L Account

GL Account Long text: Surplus in profit & Loss Account

Select control data tab

Select only balances in local currency in check box

Tolerance group: Blank

Select line item display check box

Short key select 001 posting data

Select create / bank / interest (CBI)

Field status group G001 General (with text, allocation)

**Save**

GL Account :100000

Company code: RT01

Select with Template button

GL Account :100100 (Surplus in P & L Account)

Company code: RT01

Enter

If select by Save button You can’t **Save**

Change account group to **Share capital**

Select balance sheet a/c radio button

Change short text to Equity Share capital

Change GL account long text to Equity share capital

Other fields are common select **Save** button

GL Account 200100

Company code: RT01

Select with template button

Give the GL Account 100100 surplus in P & L account

Company code: RT01

Enter

Change account group to current assets, loans & advances

Change short text to Cash account

Select balance sheet a/c radio button

Change GL account long text to Cash account

Select create / bank / interest tab

Change filed status group to G005 bank accounts (Obligatory value date)

**Select relevant cash flow check box,**

Select Save button or Ctrl+S To view the accounts created.

Select Drop down button beside GL account

Give the company code: RT01

Press Enter

Short text: At the time of entry

GL account long text: At the time of General ledger display

**Posting of Transactions*(T.Code F-02)***

***Path: Accounting – Financial Accounting –General ledger – Document Entry/posting –General posting***

Posting transaction :13.06.2017

Document date: 13.06.2017(In case of purchases document date will be party bill date-

we can enter manually or select F4- It gives calendar and select F-2 – It selects today‘s date)

Posting date: 13.06.2017(Ledger updation will be based on posting date period will

appear automatically based on Posting date)

Reference: Party bill or Invoice No.

Doc No :1

Normal cases

Document date (F4) :13.06.2017

Posting date: will come automatically this is server date.

Doc Type:SA

Company Code: RT01

Currency: INR

System does not know debits and credits, To differentiate between debit and credit SAP has given posting keys

Posting key 40 GL account Debit

Positing key 50 GL Account Credit

**Posting key: 40 Debit**

Account select the drop-down button

GL long text :\*Cash\*

Company code: RT01

GL Account : Z\*

|  |
| --- |
| Enter |
| Select account No.200100 |
| Enter |
| 200100 Cash account – Filed status GRP G005 |
|  |

For Text, Business Area, Value date Selected Required Entry

In enter global parameters select define default value

date check box

Amount: 100000

Business area: RTBN

Text: Equity share capital receipt

**Posting key: 50 Credit**

Account: select drop down button

Give the company code RT01 and press enter

Select account:100000 Equity share capital

Press enter

Amount enter:\*(star)

Note: \* (star) Means debits and credits equal.

Cash A/c Dr 500000

To Equity 300000

To Preference\* (Star to consider remaining amount in the line item automatically)

Business area: RTBN

Text: Enter +

Note: +(plus) mean copies the last line item narration in the same document.

From the menu select document Simulate (Shift +F9)

In one document we can have 999 line items.

Debit item Amount will be posted without any assign

Credit item amount will be posted with minus sign. (-)

Select Save button or Ctr+S

We get a message document 1 was posted in company code: RT01.

How to view the last posted document 1.

From the menu select document display. Select display document header button or (F5).

**Display document**

***Path: Accounting – Financial accounting – General ledger-Document –Display (Tr.Code:FB03)***

Select document list button

Give the company code: RT01

Document type:SA

Select executive button (F8)

To view last one week posted document 09.06.2017 to 13.06.2017

Select execute button

To view self (documents posted by us)

Select own documents only check box

To view documents posted by a specific user

From the menu select –> Edit –> Dynamic –> Selections (Shift +F4)

User name:SAPUSER

Select execute (F8) button Double click on document no.1

Note: if there is any error when you are posting the document, please check the whether document splitting activated, if so, please deactivate the document splittings.

Path: spro-financial accounting new-General ledgers-Business Transactions- Activate Doc Splittings.

**Deselect** Document splitting check box

SAVE

NOTE: ONCe you posted the document system will not allow you to change any parameters in line item otherthan Assignment field and text field.

Assignment Field: Sort key in GL account Indicates the layout rule for the [Allocation](SAPEVENT:DOCU_LINK\DS:DE.DZUONR) field in the [document line item](SAPEVENT:DOCU_LINK\GL:(document)_line_item).

We can post 999 line items in one document at a time.

Salaries Ac Dr 100000

To Salaries O/s 100000

Venkat 10000

Naresh 10000

Asha 10000

Shobha 10000

Raj 10000

Being salaries payable in the month june 2017

Salaries O/s Dr 100000

To Bank Ac 100000

Reliance: fresh.

Tomorrow ac dr 1000

Mirchi ac dr 1000

Other spices dr 1000

To Vendor ac 3000

Steel Dr 1000

To vendor 1000

Cement Dr 1000

To vendor 1000

Sand dr 1000  
To Vendor 3000

**Change document:**(T.code FB02)

Path: Accounting – Financial Accounting –General ledger-Document –Change

Document No :1

Company code: RT01

Fiscal year:2017

Enter

Double click on first line item cash account

Note: We can change only value date field assignment filed and text field.

**Account display:**(T.code. FS10N)

Path: Accounting – Financial Accounting –General ledger – Account – Display balances Note: To view more than one account transactions select multiple selection button beside GL Account no.

We want to view random account numbers transactions.

Press select single value tab.

Give the account no.100100 to 200100

Select copy button

To view continuous account numbers transactions

Press select intervals tab

Low limit :100000

Upper limit :100099

Select copy button

Account no.100050

To exclude an account from the range

Select exclude single value tab

Singe value : 100050

Select copy button to exclude a range of accounts

select exclude intervals tab

Low limit :100050

Upper limit :100059

Select copy button

To view only one account

Select drop down button beside GL Account

Give the company code : RT01

Enter

Select account no.100000 Equity share capital

Company code : RT01

Fiscal year :2017

Business area : RTBN

Select execute (F8) button

Double click on cumulate balance amount

Double click on document No.1

Select call up document overview button (F9)

Select back arrow (F3)

Ex:

|  |  |  |
| --- | --- | --- |
| Document Number | Posting date | Text |
| 1 | 13.06.2017 | Share capital |

Also We can create our own line layout

**How to create our own line layout:**

Select change layout button (Ctrl+F8) Select the filed which are not required

Select right arrow or hide selected fields button From hidden fields column

Select posting date

Select left arrow show select fields button change column positions.

**Hold Documents:**

It is a temporary document

This is use for adjustment purpose or at the time of posting we do not know either debit or credit.

This document can be deleted there is no tracking for this document.

A) Loans to Directors

Create as hold document once he gives money back delete the document.

B) Payment to a party –purpose of payment we don‘t know.

Cash balance = Account balance +/ Hold documents

Hold documents will not update records

Steps:

1. Run a program called ―RFTMPBLUfor conversion of hold documents in SE38 tcode.

2. Creation of hold documents

3. Delete / complete hold documents

1. **Run a program called “RFTMPBLU” for conversion of hold documents**

***Path : Tools – ABAP Workbench- Development –ABAP Editor (SE38)***

Program : give the program name :RFTMBLU‖

Select execute button

Select no. termination for read error check box

Execute

**2.Creation of Hold documents**

Use the transaction code (F-02)

Document date : Today date

Type :SA

Company code: RT01

Posting key :50

Account no. :200100 (cash account)

Enter

Give the amount: 5000

Business area : RTBN

Text :Amount paid to Mr.Venkat

From the menu select document hold

Tem parry document No.: RTHD1

Select hold document button

1. We get a message document RTHD1 was held

Second

F-02

Give the document date: Today date

Type :SA

Company code: RT01

Posting key : 40

Account 200100 (Cash account)

Enter

Give the amount 20000

Business area : RTBN

Text : Hold document testing

Posting key: : 50

Account no.: 100000 (Equity share capital)

Enter

Amount enter :\* (Star)

Business area : RTBN

Text :+

From the menu select Document –> Hold : Document no:RTHD2

Select hold document button

**3. Delete / Complete hold document (F-02)**

Use the transaction code f-02 From the menu select

***Path :Document – Get held document –Select document list button***

Keep the cursor on document number RTHD1 Select delete button

select yes button select back arrow (F3)

select document list button

Keep the cursor on document no. RTD

Select choose button

Give posting key : 40

Account no. 100000

Enter

Amount Enter: \*(STAR)

Business Area: RTBN

Text: +

**From the menu select document –Simulate and Save**

**Park Documents:**

This is used for getting the approvals from head Cashier/senior/manger/treasury manager/T.Head.

**1.**Enter the document and park, Accounts will not update

2. Inform to Superior to get Approve the same

3. Superior/Manager can make the changes in the amount, date etc before it get releasing from their end, and release the document.

4. once they release the document will post and update the records.

**Steps:**

1. Posting of parked document by cashier/Accountant

2. Informed to Sr. person for release –By cashier

3. Display parked document and change date and amount

4. After change, inform to Cashier about approval

5. Display changes to parked document

**1. Posting of Parked Document**

***Path : Accounting – Financial accounting – General Ledger- Posting-General document parking***

***Or***

***Accounting – Financial accounting – General Ledger-Document Entry-General document Parking. (F-65)***

Give the document date : Today date

Document type : SA

Company code : RT01

Posting key :40

Account :200100 (Cash account)

Enter

Amount :9999

Business area : RTBN

Text : park document testing

Posting key: :50

Account :100000 (Equity share capital)

Enter

Amount enter : \*(Star)

Business area : RTBN

Text : +

***From the menu select – Document – Park document***

**2. Informed to Superior Person for release**

***From the menu select system –>short message***

Give the title : Please release Doc.No.3 /201

Receipt user id of Superior person (sap user)

Recipient type : Select SAP logon name

Select express mail check box (Screen down right side)

Select send button (Shift+F8)

From the menu select system –> Create session.

**Display parked document and change date and amount**

***Path :Accounting –Financial accounting – General ledger-Document – parked documents- post / delete (FBV0) .***

Select document list button

Give the company code : RT01

Enter by user Id:sapuser

Execute (F8)

Double click on document no.3 /201

To change the date

Select document header button

Change document date and posting date to 16.06.2017 Select back arrow

Select fast data enter button Change amount 9999 Debit 9999 Credit

Select back arrow

From the menu select document post

Inform to cashier about approval

From the menu select –System –>Short message.

Title document no.3 released

Recipient User Id of Cashier

Recipient type

Select SAP logon name

Select express mail check box

Select send button (left side upper)

*From the menu select system –> Create session*

**Display changes to parked document**

Path: Accounting –Financial accounting – General ledger-Document - Parked Documents-Display changes (FBV5).

|  |  |
| --- | --- |
| Company code | : RT01 |
| Document No | :3/201 |
| Fiscal year | :2017 |
| Enter | |
| Select all changes button | |
|  | |

**Sample documents:**

This is used for month end provisions

Salaries A/c Dr. 100000

Rent Dr 50000

Wages Dr 500000

To outstanding 650000

Create a sample document and store in the system every month by coping sample document number and by changing date and amount we post the provisions we will not forget any provisions.

**Steps:**

1. Create 3GL masters

A) Salaries A/c Personnel cost

B) Rent A/c Administration

C) Outstanding expenses – Current liabilities & Provision

2. Difference no.range interval for no.range X2

3. Creation of sample document

4. posting of transaction by copying sample document template.

To check account groups for giving account numbers. The transaction code is OBD4

Select position button

Give the chart of accounts: RTCA-> Enter

The personnel cost is 400100-400199

Administration range 400300-400399

Current liabilities & Provision range is 100500-100599.

**Creation of GL masters (FS00)**

Give the GL Account 400100 Company code: RT01

Select with template button

Give the GL Account 100000 (Equity share capital)

Company code : RT01

Enter

Change account group to personnel cost (Staff cost)

Select P & L statement radio button

Change short text to Salaries A/c

Change long text to Salaries A/c

Other fields are common

Select save button or Ctr+S

GL A/c No: .400300

Company code: RT01

Select with template button

Give the GL account :400100 salaries

Company code: RT01

Enter

Change account group to Administration

Change short text to Rent account

Change long text to Rent account

Other fields are common

Select save button or Ctrl+S

GL Account :100500

Company code: RT01

Select with template button

Give the GL account :100000 (Equity share capital)

Company code: RT01

Enter

Change account group to Current liability & Provisions. Change short text to Outstanding express

Change GL Account Outstanding Express Select control data tab

**Select open item management check box**

**Save**

**Define no. range interval for No. range X2:**

Path: SPRO – Financial accounting –Financial accounting global settings – Document – Document number ranges- (FBN1)

Give the company code: RT01

Select change intervals button

Select interval button

No. range:X2

Year:2017

From number:500001

To number:500100

Enter & Save

Ignore the message press enter

Creation of sample document

Path: Accounting – Financial accounting – General ledger - Posting – Reference documents – Sample document (F-01)

Document date :16.06.2017

Posting date: 16.06.2017

Type:SA

Company code: RT01

Posting key :40

Accounting :400100 (salaries a/c)

Enter

Ignore the warning message,press enter

Amount :500000

Business area: RTBN

Text: Salaries provision for the month

Posting key: :40

Account :400300 (Rent account)

Enter

Account :75000

Business area: RTBN

Text: Rent provision for the month

Posting key: :50

Account no. :100500 (out standing exp)

Enter

Amount enter: \*

Business area: RTBN

Text: Provision for the month

Select Save button or Ctrl+S

**We get a message document 500001 was stored in company code : RT01**

**NOTE: PLEASAE NOTE THE DOCUMENT NUMBER POSTED: 500001**

**5. Posting of transaction by coping sample document: (F-02)**

From the menu select document post with reference.

Give the document no.:500001

Company code : RT01

Fiscal year :2017

Select display line items check box

Enter

Change the document date :16.06.2017

Posting date : 16.06.2017

**Month end provisions:**

**Normally There are two options in month end provisions**

1. **Accrual Deferral Document**
2. **Open Item Management**

|  |
| --- |
| **Accrual Deferral document** |

30.06.2017 Salary provision

Salaries Dr 100000

To O/S Salaries 100000

01.07.2017 Reversal next month 1st

O/S Salaries Dr 100000

To Salaries 100000

05.07.2017 Payment of salaries

Salaries Dr 105000

To Bank 105000

**Salaries A/c**

Dr Cr

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Particulars | Amount | Date | Particular | Amount |
| 30.06.2017 | To O/s Salaries | 100000 | 01.07.2017 | By O/s Salaries | 100000 |
| 05.07.2017 | To Bank Ac | 105000 |  |  |  |
|  | **Total Difference** | **105000** |  |  |  |

Dr **O/S Salaries A/c**  Cr

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Particulars | Amount | Date | Particular | Amount |
| 01.07.2017 | To Salaries | 100000 | 30.06.2017 | By Salaries | 100000 |
|  | Total | 0 |  |  | 0 |

Profitability effect:

For June: 100000

For July because June: 5000

**Open Item Management:**

30.06.2017 Salaries provision

Salaries Dr 100000

To O/S Salaries 100000

05.07.2017 Salaries payment

O/S Salaries Dr 100000

Salaries Dr 5000

To Bank 105000

**Salaries A/c**

Dr Cr

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Particulars | Amount | Date | Particular | Amount |
| 30.06.2017 | To O/s Salaries | 100000 |  |  |  |
| 05.07.2017 | To Bank Ac | 5000 |  |  |  |
|  | **Total** | **105000** |  |  |  |

Dr **O/S Salaries A/c**  Cr

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Particulars | Amount | Date | Particular | Amount |
| 01.07.2017 | To Bank | 100000 | 30.06.2017 | By Salaries | 100000 |
|  | Total | 0 |  |  | 0 |

Profitability effect:

For June: 100000, For July because June: 5000

Note:

Companies follow 1st option (except year-end)

In case of option 2 – the person who makes the provision is accountant and the person who is making the payment and clearing is Cashier - Cashier has to track the provision and clear against the provision.

**Option 1: Accrual / Deferral document:**

Steps:-

1.Creation of reversal reason and reversal reason should allow us to reverse on any day.

2. Enter accrual / Deferral documents

A) Rent Provision :17.06.2017

B) Salary provision: 30.06.2017

3.Reversal of accrual / deferral documents in one step.

**1.Creation of reversal reason.**

Path: SPRO- Financial accounting –General ledger accounting-Business transactions –Adjustment posting / Reversal - Define reason for reversal

Select new entries button

Reason :11

Text: Real / Deferral Reversal reason for RT01

Select Neg. posting check box

Select alternative position date check box

Select save button or Ctrl+S

Save in your request

NOTE:

If we do not select alternative posting date check box, System will allow you to reverse only 30.06.2017. We want to reverse next month 1st select alternative posting date check box

**Rent provision:**

Path: Accounting – Financial Accounting – General ledger –Periodic processing– Closing – Valuate- Enter Accrual / Deferral Document (FBS1)

Document date: Today date

Type:SA

Company code: RT01

Reversal reason: Select 11

Reversal date :1.07.2017 (next month first date)

Posting key :40

Amount :400300 (Rent A/c)

Enter

Amount :50000

Business area: RTBN

Text: Rent provision for june

Posting key :50

Account no. :100500 (outstanding exp)

Enter

Amount : \*(star)

Business area : RTBN

Text :+

From the menu select document –>Simulate and **Save**

**Salaries provision: FBS1**

Document date:30.06.2017

Posting date: 30.06.2017

Type:SA

Company code: RT01

Reversal reason:11

Reversal date:01.07.2017

Posting key:40

Account:400100 (Salaries A/c)

Enter

Ignore the warning message press enter

Give the amount 100000

Business area: RTBN

Text:Salaries provision for the month of October

Posting key 50

Account :100500 (outstanding exp.)

Enter

Amount: \*

Business area: RTBN

Text :+

From the menu select document –> Simulate and **SAVE**

**Reversal accrual / Deferral document:**

***Path : Accounting – Financial Accounting – General Ledger – Periodic processing – Closing –Valuate – Reverse accrual / Deferral Document ( F.81)***

Give the company code: RT01

Reverse posting date: 01.07.2017

Select TEST run check box

Execute (F8)

Select reversal documents button

Select back arrow

**To view the Reversed documents: FB03**

Open the new session

Document no: 501

Company code: RT01

Fiscaal year: 2017

Select enter button

**OPTION 2 : Open Item Management**

This is used for vendors, customers / Balance Sheet items where clearing is required. We must select open item management check boxWhile creating the GL accounts.

We can see the account in 3 ways

1. Open items: Payable – Salaries and wages

2. cleared items: Paid rent and bank

3. All items: Payable + paid

There are 3 Scenarios in document Clearing.

1. Full Clearing
2. Partial clearing
3. Residual items method

A) Rent Provision –(F-02) or FB50

Document Date & posting date :17.06.2017

Type: SA

Company code: RT01

Posting key :40

Account no :400300 (Rent A/c.)

Enter

Give the amount :15000

Business area: RT01

Text: Rent provision

Posting key :50

Account no. :100500 (outstanding exp)

Enter

Amount:\* (enter star)

Business area: RT01

Text:+

From the menu select Document –> Simulate and **Save**

B) How to view open item managed account transactions:

Path: Accounting – Financial Accounting – General Ledger- Account – Display / Change line items (FBL3N)

Give the GL Account :100500 (O/SExp)

Company code: RT01

Select open items radio button

Select Normal items check box

Execute (F8)

**1st Scenario:**OUT GOING PAYMENT WITH FULL CLEARING:

Path: Accounting – Financial Accounting – General Ledger - Posting – Out going payments (F-07)

OR

Accounting – Financial Accounting – General Ledger-Document Entry-Outgoing payment.(F-07)

Give the document date: Today‘s date

Type: SA

Company code: RT01

Clearing text: Outgoing Payment

Account Under bank data: 200100 (Cash A/c.)

Business Area: RTBN

Amount: 15000

Text: Outgoing Payment

Account under Open item selection :100500 (O/S Expenses)

Amount type: S(S is default) (S: Stands for GL Accounts)

Select process open items button

Go and See the FBL3N

GL Account: 100500

Select : Open item radio button

Execute:

Select Back Arrow

Select Cleared Items radio button

Execute

Select Back Arrow

Select All Items radio button

Execute.

Reversed documents will not appear for clearing:

Double click on payable amount 15000 Document – > Simulate and Save

Go and see open item account transactions (FBL3N)

Give the GL Account no: 100500 (outstand expenses)

Company code: RT01

Select cleared items radio button

Clearing data: Today‘s date

Select Normal items check box

Execute (F8)

Select back arrow

Select open item radio button

Execute

**2nd Scenario**: Partial Outgoing Clearing

When we make partial payment we can use either partial clearing or residual items method.

**Rent Provision F-02**

Document date: Today date

Type: SA

Company code: RT01

Reference :3456

Posting key :40

Account No. :400300 (Rent a/c)

Enter

Amount: 40000

Business Area: RTBN

Text: Rent provision

Posting key: 50

Account No. :100500 (Outstanding exp.)

Enter

Amount: \* (enter star)

Text:+

From the menu select Document –Simulate and Save

**Out Going payment using partial clearing method: (F-07)**

Document Date: Today‘s Date

Type: SA

Company code: RT01

Reference: 3456

Clearing text:Outgoing payment

Account under bank data: 200100 (Cash a/c)

Business area: RTBN

Account: 5000

Text: Outgoing payment

Account under open item selections 100500 (outstanding exp)

Select process open items button

Keep the cursor on the amount filed of line item against which we want to adjust.

Select partial payment tab

Creates payment amount column Double click amount 40000

Double click on payment amount 40000 From the menu select Document – >Simulate

Gives a message correct the marked Line items

Double click on blue font line items

Text enter :+

Select save button or Ctrl +S

**Go and see open item account transactions**:***FBL3N***

Give the GL account :100500 (outstanding Exp.)

Company code: RT01

Select open items radio button.

Select normal items check box

Select execute button

To view bill wise outstanding

Select change layout button (Ctrl+F8)

From the hidden fields column

Select reference field

Select amount in local currency under column contain.

Select left arrow or show selected fields button

Select copy button

Keep the cursor on reference

Select sub-total button

To make balance payment of 35000 and cleared provision and part payment **(F-07)**

Give the document date : Todays date

Type : SA

Company code : RT01

Reference :3456

Clearing Text : Out going payment

Amount under bank date :200100 (Cash A/c)

Business Area : RTBN

Amount :35000

Text : Outgoing payment

Account : Under open item selection 100500 (out standing exp)

Account type : S

Select process open item button

Double click on provision 40000

Double click on part payment 5000

From the menu select document –> Simulate and save

Go and see open item managed account transactions **(FBL3N**)

Give the GL Account o. :100500(out standing exp)

Company code : RT01

Select cleared items radio button

Select normal items check box

Execute

**3rd Scenario:** Residual Out Going Payments.

Rent provision F-02

Give the document date: Todays date

Type: SA

Company code: RT01

Posting key: 40

Account no. :400300 (Rent account)

Enter

Amount :30000

Business area : RTBN

Text : Rent provision

Posting key :50

Account no. :100500 (outstanding exp)

Enter

Amount: \*

Business area: RTBN

Text: +

From the menu select Document ->Simulate and Save

Out Going Payment Using Residual Items Method: (F-07)

Give the document date: To days date

Type: SA

Company code: RT01

Clearing Text: out going payment

Account under bank date: 200100 (Cash a/c)

Business area: RTBN

Amount :20000

Text: out going payment

Account type:S (default comes)

Select process open item button

Account: Under open item selection 100500 (out standing exp) Keep the cursor on the amount filed of the line item against which we want adjust.

Select residual items tab

It creates residual items column Double click on next amount 30000 Double click on residual items amount

From the menu select Document –> Simulate

It gives the message correct the marked line items.

Double click on blue font line item.

Text enter : +

Save

Go and see the open item managed account transactions (FBL3N):

Give the GL Account no. :100500 (out standing exp.)

Company code : RT01

Select open items radio button

Select normal items check box

Execute

**FOREIGN CURRENCY TRANSACTIONS:**

1. Check exchange rate type

Bank buying Exports G type

Bank selling Imports / Expenditure B type

Average rate MM /SD users type M type

Path: SPRO-SAP Net weaver- General Settings – Currencies – Check Exchange rate types

Select position button

Exchange rate type: B (enter B)

Enter

Check Currency codes:

Same path: Check Currency Codes

Define translation rates for currency translation:

Giving conversion factors for two currencies:

USD1: INR 1

GBP1: INR 1

INR1 : EUR1

Once we follow one conversion factor follow continuously for all the years. **Don‘t change**in between if we change in between it gives wrong results.

This is given at client level and not at company code level (Client 800).

Path: SPRO – SAP Net weaver- General settings – Currencies – Define translation ratios for currency translation (OBBS)

Ignore the message select yes button.

Select New Entries button

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Exchange R.Type** | **From Currency** | **To Currency** | **Valid From** | **Ratio from** | **Ratio To** |
| G (BankBuying) | USD | INR | 01.06.2017 | 1 | 1 |
| B (Bank Selling) | USD | INR | 01.06.2017 | 1 | 1 |
| M (Average Rate) | USD | INR | 01.06.2017 | 1 | 1 |

Select Save button or Ctrl+S

Press enter to save in your request.

**Enter exchange rates:**

Path: SPRO- SAP Net weaver- General settings- currencies – Enter exchange rates: **OB08**

Forex Table:

We can enter Daily quotations / Week end quotations / Month end quotations.

For each day end for each type we can enter only one rate.

Select New entries button

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Exc R.Type** | **Valid From** | **Ind Quo** | **Ratio from** | **From Currency** | **Dir Quotation** | **Ratio To** | **To Currency** |
| G (BankBuying) | 01.06.2017 |  | 1 | USD | 65 | 1 | INR |
| B (Bank Selling) | 01.06.2017 |  | 1 | USD | 64.49 | 1 | INR |
| M (Avereage Rate) | 01.06.2017 |  | 1 | USD | 60 | 1 | INR |

Press enter and Save in your request.

Exchange rates entry at the End User Area:

Path: Accounting – Financial accounting – General Ledger-Environment – Current settings – Enter translation rates (S\_BCE\_68000174).

**Foreign currency postings for end user area:**

SCENARIO:1 -> When exchange rate is NOTentered at the time of posting.

SCENARIO:2 -> When exchange rate is entered at the Time of posting

1. IF we don‘t enter the rate at the time of posting, it takes rate from Forex table.
2. If take the latest date rate

01.06.2017 M Rate: 60

1. To enter default exchange rate type based on document type.

General ledger posting : SA Bank selling rate

Purchase INV posting (FI purchases): KR Bank selling rate

MM Purchases:RE Bank selling rate

Sales invoice posting (FI Sales) : DR Bank buying rate

SD sales: RV Bank buying rate

**If we do not specify system takes average rate automatically.**

1. To enter default exchange rate type (B Bank selling rate or G Bank Buying rate) for document type: SA‘

**Use the TCode is OBA7**

Select type: SA Select details button.

Under default values exchange rate type for foreign currency documents. Select B (Bank selling rate)

Save

2. Posting of expenditure in USD (F-02)

Give the document date: To days date

Type: SA

Company code: RT01

Currency: USD

Rate: Blank

Posting key :40

Account: 400100 (salary)

Enter

Give the amount :1000

Business area: RTBN

Text : Salary payment

Enter

Posting key : 50

Account :200100 (cash account)

Enter

Amount: \*

Business area : RTBN

Text:+

From the menu select Document ->Simulate

To view in INR

Select display currency button

Save

When exchange rate is ENTERED at the time of posting

Expenditure posting TCode is F-02

Document date: To days date

Type : SA

Company code : RT01

Currency : USD

Rate :70

Posting key :40

Account no. :400100 (salary account)

Enter

It gives the warning message Exchange rate 70,00000 deviates from table rate 64,49000 by 8,54 %

Amount :10000 USD

Business area : RTBN

Text : Salary payment

Enter

Posting key :50

Account no. :200100 (Cash account)

Enter

Amount :\*

Business area: RTBN

Text :+

From the menu select Document ->Simulate and Save

**Avarage Rate: M**

Go to tcode: OBA7, Select document type: SA

Remove: Ex.rate type for forgn crncy docs: B

Save.

Expenditure posing: F-02

Give the document date: To days date

Type: SA

Company code: RT01

Currency: USD

Rate: Blank

Posting key :40

Account: 400100 (salary)

Enter

Give the amount :1000

Business area: RTBN

Text : Salary payment

Enter

Posting key : 50

Account :200100 (cash account)

Enter

Amount: \*

Business area : RTBN

Text:+

From the menu select Document ->Simulate

To view in INR

Select display currency button

Save

**REVERSALS:**

1. Individual Document Reversal

2. Reversal of Reversed document

3. Mass Reversal

4. Clearance Items Reversal

5. Account Deferral document reversal

1. Individual Document Reversal

A) To reverse one document at the time

B) To give reversal reason

C) At the time of reversal, we do not give reversal date it takes original document posting.

Path: Accounting – Financial Accounting – General ledger – Document – Reverse– Individual Reversal (FB08)

Give the document no. :1

Company code: RT01

Fiscal year :2017

Select 01 reversal reason

Posting date: Blank

Select display before reversal button

Select back arrow

Select save button or Ctrl+S

From the menu select Document –>Display

Select Go to Display document Head button (F5)

Double click on document no.1

Select display document header button 1. Posted Documents 1

2. Document type and no./ranges: OBA7

Select type : SA

Select details button

Number range :01

Reversal Doc.type : AB

3. Document display: FB03

Company code : RT01

Doc. Type : SA original documents

AB Reversed documents

2. Reversal of Reversed Document

Indirect method (work around)

To reverse Doc No.2 By mistake we have reversed Doc.No.1 and it has generate another document 18

Use transaction code F-02

From the menu select post with reference

Give the document no. :18

Company code: RT01

Fiscal year:2008

Select generate reverse posting check box

Select display line items check box

Enter

Enter once again

Change the text to reversal for Doc No.18

Enter

Text :+

Enter

Save

Enter

From the menu select Document ->Display

Select display document header button

3. Mass Reversal

A)To reverse more than one document at a time we use mass reversal.

B) The documents to be reversed can be continuous numbers or random numbers.

**Path:** Accounting – Financial accounting – General ledger – Document – Reverse – Mass reversal (F.80)

Give the company code : RT01

To reverse random numbers

Select multiple selection button beside document no.(-->) Under single values

Give document no .

Select copy button Reason for reversal 01 Select test run check box Execute

Select reverse documents button

**Cleared Items Reversal**

1. Go and see open item managed account transactions (FBL3N) Give the GL Account Number 100500 (out-standing exp)

Company code: RT01

Select clear items radio button

Execute

Path: Accounting – Financial accounting – General ledger-Document –Reset clear items (FBRA)

Clearing document : 10

Company code: RT01

Fiscal year: 2017

Select save button or Ctrl +S

Select resetting and reverse button

Reversal reason:01

Enter

We get a message clearing 10 reset

Enter

Go and see open item managed account transactions (FBL3N)

Give the GL Account no.100500 outstanding expenses

Company code: RT01

Select open item radio button

Execute

**Interest Calculations in SAP**

**Principle amount : 1000, rate of interest 24% per annum.**

**1000\*24/100= 240, 240/12=20, 20/30=0.7.**

Define Interest calculation type:

Path: SPRO- Financial accounting – General ledger accounting- Business transactions – Bank account interest calculation – Interest calculation Global settings – Define interest calculation types

We have two type of calculations:

S for Balance interest calculation

P: Item interest calculation

Interest indication: R1

Name: 10% Monthly

Interest calculation type: Select S

Balance interest calculation

Press enter to save in your request

**Prepare account balance interest calculation:**

Path: SPRO- Financial accounting – General ledger accounting- Business transactions – Bank account interest calculation – Interest calculation Global settings- prepare account balance interest calculation (OBAA)

Select new entries button

Interest calculation indicator: R1

Interest calculation frequency: Select 01

Calendar type: Select G (28..,.31/365)

Select balance plus interest check box

Save

Press enter to save in your request

**Calendar Type**

In case of rupee loans we use G Calendar

In case of foreign currency loans we use F calendar.

FC Loan from SBI LIBOR +2%

(LIBOR Mean London Inter Bank Offer Rate)

For interest calculations, the denomination will be always 360 days

FIBOR – Frankfurt Inter Bank Offer Rate

MIB - Mumbai Inter Bank Offer Rate.

There are two types of Interest Calculations

1. Simple Interest
2. Compound Interest

**Define Reference Interest Rates**:

A) Interest rates are given to reference interest rate (R2 and R3)

B) Reference interest rates are specified separately if there is a credit balance and if there is a debit balance and it will be assigned to interest indicator

C) Interest indicator will be specified in loan account.

**Define reference interest rates:**

***Path : SPRO – Financial accounting – General ledger accounting – Business transaction –Bank account interest calculation – Interest calculation –Define reference interest rates (OBAC)***

Select new entries button

Ref int.rate : R2

Long text: Credit balance 10% interest

Description also credit balance 10% interest

Date from :01.04.2017

Currency: INR

Save

Press enter to save in your request

Select next enter button

Ref.int.rate : R3

Long text : Debit balance 8% interest

Description : Dr. Bal 8% int

Date from : 01.04.2017

Currency : INR

Save

**Define Time – Dependent Terms**

***Path: SPRO – Financial accounting – General ledger accounting – Business transaction – Bank account interest calculation – Interest calculation- Define time***

***– Dependent Terms OB81***

Select new entries button

Interest calculation indicator: R1

Currency key : INR

Effective from : 10.04.2017

Sequential number :1

Terms: Select credit interest balance interest calculation

Ref.interst rate : R2

Save

Press enter to save in your request

Select next entry button (F8)

Interest calculation indication: R1

Currency key: INR

Effective from :01.04.2017

Sequential number :2

Term: Select debit interest balance interest

calculation

Reference rate:R3

Save

**Enter Interest Values**

Same path as above (***OB83)***

Select new entries button

Reference interest rate: R2

Valid from : 01.04.2017

Interest rate : 10 (one month)

Reference interest rate : R3

Valid from : 01.04.2017

Interest rate : 5

Save

Press enter to save in your request

**Creation Of 2 GL Masters**

A. SBI Rupees term loan: Secured loans

B. Interest account: Interest

To check account groups for giving account numbers **OBD4**

Select position button

Give the chart of accounts: RT01

Enter

Secured loan range :100300 -100399

Interest range: 400400-400499

**Creation Of GL Masters (FS00)**

Give the GL account no. :100300

Company code : RT01

Select with template button

Give the GL Account no. :100000 Equity share capital

Company code : RT01

Enter

Change the account group to secured loans

Change short text to SBI rupee term loan

Change GL account long text to SBI rupee term loan

Change GL Account text to SBI rupees term loan

Select Create / Bank / Interest tab

Field status group change to G005

Interest indicator select R1

Save

TCode:**FS00**

GL Account no:400400

Company code: RT01

Select with template button

Give the GL account no. :400100 salaries account

Company code: RT01

Enter

Select type / Description tab

Change account group to interest

Change short text to interest a/c

GL account long text: Interest account

Save

Assignment of accounts for automatic postings:

Path : SPRO- Financial accounting – General Accounting – Business Transactions – bank account interest calculation- Interest Posting – prepare GL Account balance interest calculation (OBV2)

Select symbols button

0002 Interest paid

2000 GL Account (paid)

Interest account Dr 0002 400400

To SBI rupees term loan 2000 100300

If more than one term loan 2000 ++++++++++ (10 Times plus)

(10 times +(plus) mean any account number)

Length of account no. maximum 10 digits

We are using 6 digits – why can’t we use ++++++ (6 times plus) When we post a transaction – Cash account Dr

Credit to equity share capital and when we give the account number 200100 for cash account and 100000 for Equity Share Capital – It takes in the beginning 0000200100 Debit and 0000100000 Credit and when we save it saves with 200100 and 100000.

If we gives 6 times plus – when we simulate for loan it takes 000010 and it can not save.

SBI rupees term loan 100300

IDBI rupees term loan 100301

ICICI rupees term loan 100302

At the time of interest calculation, we give for which loan account interest is to be calculated. Now we are asking the system to calculate interest for 100301 – IDBI rupees term loan account 100301 will be replaced in ++++++++++.

Select accounts button

Give the Chat of Accounts: RT01

Enter

|  |  |  |
| --- | --- | --- |
| Accounts symbol | Currency | GL A/c |
| 0002 | INR | 400400 |
| 2000 | INR | ++++++++++ |

Select save button or

Ctrl +S

Press enter to save in your request

SBI rupee term loan receipt: F-02

01.05.2017 SBI cheque date 100000

20.05.2017 Cheque deposit in bank

Document date :20.05.2017

Posting date :20.05.2017

Interest calculation in SAP from 20.05.2017

Where as bank calculates from 01.05.2017

Note for Value date:

When we are giving value date 01.05.2017 then SAP also calculates interest from 01.05.2017.

Document date & posting date :20.05.2017

Type : SA

Company code : RT01

Posting key :40

Account :200100 (Cash a/c)

Enter

Ignore the warning message press enter

Amount :100000

Business area : RTBN

Value date :01.05.2017

Text : SBI Term loan receipt

Posting key :50

Account key :100300 SBI Rupee term loan

Enter

Amount : \*

Business area : RTBN

Value date :01.05.2017

Text :+

From the new select document simulate and save.

**Term loan repayment (F-02)**

**F-02**

Give the document date & posting date Today date

Type : SA

Company code : RT01

Currency : INR

Posting key :40

Account no. :100300 SBI rupee term loan

Enter

Ignore the warning message press enter

Amount :50000

Business area : RTBN

Value date :01.06.2017

Text : SBI Term Loan Repayment

Posting key :50

Account :200100 (Cash account)

Enter

Amount enter :\*

Business area : RTBN

Value date :01.06.2017

Text :+

From the menu select document –>Simulate and save

**Balance Interest calculations:**

***Path: Accounting – Financial accounting – General ledger- periodic processing-Interest calculation-Balance interest calculation (F.52)***

Company code: RT01

Give the GL account :100300 ( SBI Rupee Term Loan)

Calculation period :01.04.2017 to 31.03.2018

Execute

Select back arrow

To view line item wise interest

Select additional balance line check box

Execute

Select bank arrow

Open one more session with SPRO

Path :SPRO- Financial accounting – General ledger accounting – Business transactions- Bank account interest calculation – Interest calculation- Enter Interest Values (OB83)

Select new entries button

Reference interest rate: R2

Valid from:01.06.2017

Interest rate:15

R3: 10

Save

Press enter to save in your request come to the first session

Execute

Select back arrow

***Interest postings to accounts:***

Change the calculation period : 01.05.2017 to 30.06.2017

Select post interest settlements check box

Select update master records check box

Session name : RT01

Posting to business area : RTBN

Posting date of session :30.06.2017

Posting segment text : Interest for may/ June 2017

Select execute button

To view the batch input session

From the menu select system – >Services –> Batch inputSession

Select session name: RT01

Select process button

Select display errors only radio button

Select process button

We get a message processing of batch input session completed

Select exit batch input button

To view the document posted use the (FB03)

Go and see the GL maser (FS00)

Give the GL Account no. :100300 (SBI rupee T.L)

Company code : RT01

From the menu select GL account –->Display –-> Select create / Bank / Interest tab

Key date of last interest calculation :30.06.2017

Date of last interest run :20.06.2017 On which date we have to run

Interest also to post to separate accounts

400400 Interest on SBI Rupee Term Loan

400401 Interest on IDBI Rupee Term Loan

400402 Interest on ICICI Rupee Term Loan

0002-400400 interest on SBI rupee term loan, we are calculating interest for IDBI rupee term loan

In batch input session – select process forward radio button

select display errors only radio button

How to make open items initially inactive:

Clearing

1 1000 Cr

2 2000 Cr

3 3000 Cr

Payment 1000 Dr

The difference is too large for clearing all items are initially inactive

1 1000 Cr

2 2000 Cr

3 3000 Cr

Payment 1000 Dr

Path: Accounting – Financial Accounting – General ledger – Environment – User parameter- Editing options (FB00)

Select open items tab

Select selected items initially inactive check box

Save

Foreign Currency Balance Revaluation:

As part of creating Financial Statements, we have to perform Foreign Currency Valuation for the Transaction done in Foreign Currency.

These transactions can be bills receivables or bills payable or might be intercompany money transfers which involves G/L Accounts, Customer or Vendor.

Revaluation of Foreign currency decides the Exchange Loss or Gains of transactions in Business.

FC term loan (Foreign currency)

Long term working capital

Fixed assets purchase

Local assets

Imported assets

example

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 23.06.2017 | 100000 | USD | 63 | 6300000 |
| 10.06.2017 | 100000 | USD | 65 | 6500000 |
|  |  |  | Exc loss | 200000 |

As per accounting standard 11 (ASII) Balance to be revaluated and change to profit & loss account.

Creation of 3 GL Masters

A) SBI FC Term Loan Secured loans

B) Exchange Gain other income

C)Exchange Loss Administration

To check account groups for giving account no.OBD4

Select position button

Give the chat of accounts: RTCA

Enter

Please Note the other income range 300100 to 300199

**Create of GL masters: FS00**

Give the GL account no.100301

Company code: RT01

Select with template button

Give the GL account no :100300 (SBI Rupee Term Loan)

Company code: RT01

Enter

Change short text and long test to SBI FC term loan

Select control data tab

Account currency change to USD

Deselect only balance and loan currency check box

Select create / bank / Interest tab

Interest indicator: Blank

Delete the dates

Save

GL Account :300100

Company code: RT01

Select with template button

Give the GL account no. :400300 Rent account

Company code: RT01

Enter

Select type/ Description tab

Change account group to other income change

Short text and GL account long text to exchange gain

Save

GL Account: 400301

Company code: RT01

Select with template button

Give the GL account no.400300 rent account

Company code : RT01

Enter

Change short text and GL account long text to exchange loss

Save

**DEFINE ACCOUNT PRINCIPLES**

Path: SPRO- Financial accounting(new)-Financial accounting global setting (new)-Ledgers-Parallel Accounting-Define accounting principles

Select new entries button

Accounting principle:RIAS

Name / Description of accounting principle.: INDIAN ACCOUNTING STANDARDS Press enter to save in your request

Assignment accounting principle to ledger groups

Same path as above

Select new entries button

Accounting principle: RIAS

Target ledger group :0L (ZERO L)

Save

Press enter to save in your request

Define valuation methods

Path: SPRO- Financial accounting (new)- General ledger accounting (new)-Periodic processing – Valuate- Define valuation methods

Select new entries button

Valuation method: RTVM

Description: FC valuation bank selling method for RT01

Select always evaluate radio button

Document type: SA

Exchange rate type for debit balance: B (bank selling rate)

Exchange rate type for credit balance:B

Select determine exchange rate of ratio button

Save

Press enter to save in your request

Define Valuation Areas

Path is same

Select new entries button

Valuation area: RV

Valuation method: RTVM

Currency type: Select company code currency

Save

Press enter to save in your request

Assign valuation areas and accounting principles

Path is same

Select new entries button

Valuation area: RV

Accounting principle: R1

Save

Press enter to save in your request

Prepare automatic postings for foreign currency valuation:

Path is same:Upto valuate -Foreign currency valuation-Prepare automatic posting for foreign currency valuation (OBA1)

Double click on exchange rate difference using exchange rate key-KDB

Give you chart of accounts: RTCA

Select change valuation area or right arrow button

Give the valuation area: RV

Enter

Exchange rate difference key: USD

expenses account :400301

Exchange rate gains account :300100

Select Save button or Ctrl+S

Press enter to save in your request

Delete the ledgers (other than 0L) for Ledger Group – 0L

April –March 0L Leading ledger (India)

Jan- Dec G1 Non-Leading ledger 1(US)

July – June G2 Non-Leading ledger 2(Australia)

At the time of posting – FI we don‘t give ledger group it updates all the ledgers automatically

Indian accounting standards /

US Accounting standards (US GAAP)

Australian accounting standards

Path:SPRO-Financial accounting (new)- Financial Accounting Global settings (new) – Ledger-Define ledger group-

Select ledger group :0L

Double click ledger assignment folder

Select ledgers other than 0L

From the menu select delete

Ignore the message press enter and save

Press enter to save in your request

Assign exchange rate difference key in GL Master (FS00)

Give the GL 100301 SBI FC Term loan

Company code: RT01

From the menu select GL Account change

Select control data tab

Exchange rate difference key: Select USD

Select Save button or Ctrl+S

Foreign currency term loan receipt (F-02)

Give the document date: Today‘s date

Type: SA

Company code: RT01

Currency: USD, Rate :63

Posting key :40

Account :200100 (Cash account)

Enter

Ignore the warning message press enter

Amount :1000

Business area: RTBN

Text:SBI FC Term Loan Receipt

Enter

Posting key :50

Account :100301 SBI FC Term loan

Enter

Amount enter :\*

Business area : RTBN

Text :+

From the menu select Document, Simulate and Save

Enter year end exchange rate in Forex table – OB08

Select new entries button

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Exc R.Type** | **Valid From** | **Ind Quo** | **Ratio from** | **From Currency** | **Dir Quotation** | **Ratio To** | **To Currency** |
| G (BankBuying) | 20.06.2017 |  | 1 | USD | 70 | 1 | INR |
| B (Bank Selling) | 20.06.2017 |  | 1 | USD | 70 | 1 | INR |
| M (Avereage Rate) | 20.06.2017 |  | 1 | USD | 70 | 1 | INR |

SAVE

**Foreign Currency Revalution:**

Path: Accounting – Financial Accounting-General ledger-Periodic processing-closing-valuate-foreign currency valuation (new) (FAGL\_FC\_VAL)

Give the company code: RT01

Valuation key date:31.03.2018

Valuation area: RV

Select GL balance tab

Select valuate GL Account balance check box

GL account 100301 SBI FC term loan

Select postings button

Give the batch input session name: RT01

Select execute button

Select 1postings button

Select back arrow two times

**Month end revaluation**

procedure for month-end revaluation: (FAGL\_FC\_VAL)

Enter month end exchange rates in Forex table.OB08

Company code: RT01

Valuation key date: Month end date

Valuation area: RV

Select crate posting check box

Select reverse posting check box

Or

SELECT POST VALUATION RADIO BUTTON

Select execute button

**Procedure for year-end revaluation**

Enter year exchange rate in Forex table

Company code: RT01

Valuation key date year end date

Valuation area: RV

Select create posting check box

Reversal posting date:Blank

Deselect reverse posting check box Select execute button

Or

SELECT POST VALUATION RADIO BUTTON

From the menu select System –-> Services-Batch input – Sessions Select session FAGL\_FC\_VALU

Select process button

Give the business area: RTBN

Enter

Second

Business Area: RTBN

Enter

We get a message processing of batch in put session completed

Select exit batch input button

POSTING HAS BEEN COMPLETED NOW.

To view the document posted view FB03

Enter

Select display currency button

End-user Area

How to view path when transaction code is given In command filed enter search – SAP- menu Search –SAP-Menu

Press enter

Search text entry: F-02 Enter

**NOTE**:

CUSTOMIZATION AREA: Use the SPRO

Select find button (Ctrl+F) Search term: RETAINED EARNINGS ACCOUNTS

Select fiscal year in area financial accounting global settings Enter

**ACCOUNT PAYABLES**

This is subledger (subsidiary ledger). This is used when material management (MM) module is not implemented for all type purchases material purchase, services.

When Material Management(MM) module is implemented.

This is used for services where TDS is to be deducted.

Ex.Job work charges /legal and professional charges

In normal accounting for raw material purchases.

Purchase A/c Dr

To party (Vendor)

In SAP:for Raw material purchases

Inventory RM Dr

To party (Vendor)

General Ledger

|

Sub ledger –Sundry creditors

|

Reconciliation account on control account

Trail balance will not match –when we post to party automatically it updates sundry creditors –RM

Basic settings for account payable:

1. Creation of vendor account groups

a) we create FI vendors services parties

b) MM vendors -Reconciliation account -Material parties -Required entry field

2. Create number range for vendor accounts:

3. Assign number range group to vendor account group.

4. Define tolerance group for vendors.

5. Creation of 2GL masters.

a) Inventory raw material - Current assets, loans & advances

b) Sundry creditors – RM -Current liabilities & Provisions

6. Creation of vendor master

7. Document type and no.ranges

KR: Vendor invoices, KZ: Vendor payment

KA: Vendor document for transfers / Reversals

1. Posting keys: 25 Vendor Debit, 31 Vendor Credit

Creation of vendor accounts groups:

Path:SPRO –Financial accounting –Accounts receivable and accounts payable-Vendor Accounts-Master data-preparation for creating vendor master data- Define account groups with screen layout (vendors)

Select new entries button

Account group: RTFI

Name:FI vendors for RT01

* Double click on company code data
* Double click on account management
* Reconciliation account make it required entry field
* Cash management group make it suppress select save button

select create request button

Short-Description:AP customization for RT01 enter

press enter to save in your request

**Note**: One time Account: please select this check box where ever business doing transactions very often/once or twice or irregularly. Payment settlement will be done on the spot.

select next entry button

account group: RTMM

Name: MM vendor for RT01

* Double click on company code data
* Double click on account management
* Reconciliation account: Make it required entry filed.
* Cash management group select suppress

Save

Create number range for vendors account:

Up to preparation for creating vendor master data path is same

Create number ranges for vendors account. (XKN1)

Select change intervals button

Select interval button

Number range:13

From no: 200001

To no:300000

Enter

Select interval button once again

No.range:14

From No:300001

To no:400000

Enter

Save

Ignore the warning message press enter

**Note:** No ranges can not Transported across the landscape, since it is recommendable to create no. ranges in each system individually.

As a consultant, please do not create any no ranges in production environment with-out having any business approvals from concern approver.

Assign number range to vendor account groups:

Same path

Select position button

Account group: RTFI

Enter

For account group: RTFI

Number range :13

Account group RTMM

Number range :14

Press enter to save in your request

Define tolerance group for vendor

Path:SPRO-Financial Accounting-Account receivable and account payable-Business transactions-Outgoing payments-manual outgoing payments-Define tolerances(Vendors) OBA3

Select new entries button

Company code: RT01

Tolerance group: Blank

Description: Tolerance group for RT01

Save

Press enter save in your request

Creation 2GL masters (FS00)

Give the GL account no.200120

Company code: RT01

Select with template button

Give the GL account no.200100 Cash A/c

Company code: RT01

Enter

Change short text and GL A/c long text to Inventory RM (Raw material) Select create /bank /interest tab

Field status group change to G001

Deselect relevant to cash flow check box

Save

One more A/c

GL Account No.100501

Company code: RT01

Select with template button

Give the GL A/c No.100500 (Outstanding Exp)

Company code: RT01

Enter

Select type/ Description tab

Change short test and GL account long test to Sundry Creditor to RM Select control data tab

Deselect only balances in local currency check box

Reconciliation account for account type select vendor

Deselect open item management check box

Sort key:Select 012 vendor number

Select create /bank /interest tab

Field status group change to G067 (reconciliation accounts)

Save

Creation of vendor master:

Path: Accounting-Financial accounting –Account payable-Master records-Maintain centrally-Create (XK01)

**Note:** Client Level: XK01, Company code: FK01

Give the company code: RT01

Account group: RTFI

Enter

Title:Select company

Name: Airtel India Pvt Ltd

Street: Ameerpet

Post:500082

City:Hyderabad

Country:In(India)

Telephone no. :040123456

Select next screen button three times

Reconciliation account:Select 100501 (sundry creditors raw materials)

Sort key :012 Vendor no

Select next screen button

Payment terms:Select 0001 (payable immediately)

Tolerance group:Blank

Select check double invoice check box

Save

**Note:** Check Double Invoice Check box, it is required to control the duplicate invoice posting, we can avoid the duplicate postings by user.

**Logic:** Vendor name, Reference number/Bill number and invoice date.

MM Module FI Module

Material Requisition Invoice Postings

| |

Purchase Requisition payment (Manual/Automatic payment)

|

Enquiries/Quotations

|

Purchase order

|

Goods receipt

|

Invoice verification

|

Payment (Manual/Automatic payment)

Document types and no. ranges (OBA7)

Select type: KR Vendor invoice

Select details button

Number range: 19 (Note down the no.range)

Select number range information button

Give the company code: RT01

Select change intervals button

Select Select Insert line button

No.range:19

Year:2017

From no:100001 To no :200000

Enter and save

Ignore the warning message press enter

Select back arrow 3 times

Select type -KZ vendor payment

Select details button

No. range: 15 (note down the no.range)

Select no.range information button

Give the company code: RT01

Select change intervals button

Select Insert Line button

|  |  |  |  |
| --- | --- | --- | --- |
| No.range | year | From no. | To no. |
| 15 | 2017 | 200001 | 300000 |

Enter and save

Ignore the warning message press enter

Select back arrow 3 times

Select type – KA vendor document

Select details button

No.range: 17

Select no.range information button

Company code: RT01

Select change interval button

Select insert line button

No.range:17

Year:2017

Form no.:300001 To no:400000

Enter and Save

**HOUSE BANK**

**Scenario:1**

|  |  |  |
| --- | --- | --- |
| House bank | SBI Main branch | SBI Main branch |
| Account ID | Current A/c No:1 | Current A/c No:2 |

**Scenario:2**

|  |  |  |
| --- | --- | --- |
| House bank | SBI Main branch | SBI Koramangala |
| Account ID | Current A/c No:1 | Current A/c No:100 |

**Please follow the second scenario for your business.**

**Note: house banks are created at branch level.**

**Ex: SBI Koramangala, SBI HSR Layout, SBI Whitefield.**

**Steps:**

**1**) Creation of GL Master

->SBI current account

->Current assets, Loans & Advances.

2) Define House bank

3) Creation of check lots-> check from no., check to no.

**Note:** In SAP check mean Cheque

1. Creation of GL Master (FS00)

Give the GL account no.200105

Company code: RT01

Select with template button

Give the GL account no:200100(Cash A/c)

Company: RT01

Enter

Change short text and GL account long text SBI current A/c

Save

2. Define house banks

Path: SPRO-Financial accounting –Bank Accounting-Bank accounts – Define house banks (FI12)

Give the company code: RT01

Enter

Select new entries button

House bank:SBI

Bank country:IN

Bank key: SBIN (text field)

Save

Bank name:State Bank of India

Street:Bank Street

City: Bangalore

Bank branch:Main branch

Enter

Press enter to save in your request

Double click on bank account folder

Select new entries button

Account ID: SBI1

Description: SBI current A/c No:1

Bank account no.: 2244668899

Currency:INR

G/L Account no. :200105 SBI current a/c

Select save button

Ignore the warning message incase when you redirected to the IBAN no transport.

3. Creation of check lots:

Path:Accounting –Financial Accounting-Accounts Payable –Periodic Processing -payments (F110)

From the menu select -Environment-check Information-Number ranges(FCHI)

Paying company code: RT01

House bank:SBI

Account ID:SBI1

Select change button (Shift +F5)

Select create button

Lot no.: 1

Check no :001

To no. :100

Select – Non-sequential check box

Short information:SBI

Purchase date:Today‘s date i.e Check box issue date

Enter and save

We have two types of payments in SAP.

**Manual payment**

We can issue any check any time, Sequential or Non-sequential

**Automatic payment**

System will issue check one after Another, Sequential

**Purchase invoice posting**

Path: Accounting-Financial Accounting-Account payable –Document Entry-Invoice general (F-43) or (FB60) or (FB05).

Give the document date:Todays date

Type:KR(Vendor)

Company code: RT01

Posting key:31 (Vendor credit)

Account: 200001 (Vendor no.)

Enter

Give the amount:500000

Business area: RTBN

Text:Purchase invoice posting

Posting key :40

Account no. :200120 (Inventory raw material)

Enter

Amount: \*

Business area:RTBN

Text:+

From the menu select document, Simulate and Save

How to view vendor account transactions

Path: Accounting –Financial Accounting-Account payable-Account –Display change line items (FBL1N)

Give the vendor account: 200001

Company code: RT01

Select open items radio button

Select normal items check box

Select execute button

To view general ledger sundry creditor raw material – FS10N

Give the GL account no.:100501 Sundry creditor raw material

Company code: RT01

Fiscal year: 2017

Business area: RTBN

Select execute button

Double click on cumulate balance amount

To view vendor wise

Select change layout button

Select assignment field from the hidden fields column

Select amount in local currency (under column content)

Select left arrow

Select copy button

100501 Sundry creditors RM

Sort key :012 Vendor number

Note:Sort key updates assignment field automatically in line item.

Outgoing payment with clearing

Path: Accounting – Financial Accounting-Accounts payable -Document entry–Outgoing payment –Post (F-53)

Give the document date: Todays date

Type:KZ

Company code: RT01

Clearing text:Outgoing payment

Account under bank date:200105 (SBI current account)

Amount:500000

Business area: RTBN

Text:Outgoing payment

Account under open item select:200001

Account type:K comes by default (K stands for Vendors)

Select process open items button

Double click on payable amount:500000

From menu, Select Document, Simulate

Select SAVE button or Ctrl+S

Go and see the vendor account trancation (FBL1N)

Give the vendor account no.: 200001

Company code: RT01

Select cleared item radio button

Select normal items check box

Execute

**Creation of manual check**

Path: Accounting –Financial accounting –Accounts payable –Environment–Check information –Create –Manual checks (FCH5)

House bank: SBI

Account ID: SBI1

Give the check no. :025

Save/Enter

CITY: BANGALORE

Country: IN

SAVE

Display check register

Path: same upto check information - Display –Check register (FCHN)

Give the paying company code: RT01

Execute

Double click on check no.: 25

Select accompany documents button

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Bill no. | Amount | Payment | Payment doc.no. | Check |
| 1 | 5000 | 5000 | 200005 | 500001 |

Vendor Clearing: F-44

Path:

Account No:200001

Company code: RT01

Select Open process button

SAVE.

To view the Vendor report: FBL1N

Vendor No: 200001

Compnay code: RT01

Select Cleared items radio button

Normal items check box.

Execute

**Note:** once you execute the vendor clearing transaction, all cleared item will move to Cleared status. You are not able to see the same items at open item state.

Come bac to the screen.

Clearing date and document was updated: today, 602.

From menu, select environment,

Select check information button, where you can able to see the issued check number against to the invoice posting with amount and bank details.

Check encashment date updating: FCHN/FCH6

. upto check information the path is same change –Additional info/Cash

(FCH6)

Based on bank statement we update check encashment date.

**Note**: once the check has encashed, that date must be updated in encashment date field. And it cannot change any more after the payment received by vendor.

**Advantage**

1. We know on which date the check is encased by the party(Vendor)

2. Bank reconciliation is easie

paying company code: RT01

House bank:SBI

Account ID:SBI1

Check no.: 25

Enter

Give the check encashment: 29.06.2017

Save

Go and see check register FCHN

give the paying company code: RT01

Execute

Sort date wise –FI the encashment date is bank or offer 30.06.2017Checks issued but not presented.

Unissued checks cancellation

Some time while writing check we commit mistake before issuing to party – we cancel the check

Up to check information the path is same- void –unused checks (FCH3)

Give the paying company code: RT01

House bank:SBI

Account id:SBI1

Check no.from:500001

Void reason code:Select 06 destroyed

select void button (Shift+F5)

Go and see the check register (FCHN)

Give the paying company code: RT01

Select execute button

Once the check lot is over all check keep the cursor and cheque no.from to select

sort in ascending order button (Ctrl +F5)

If any number is missing between the check is misused.

Note: check no:001 will not be used any more.

**How to create void reason code**

Path:SPRO-Financial accounting –Accounts receivable and accounts payable-Business trancations-Outgoing payments –Automatic outgoing payments-Payment media –check management –Define void reason codes (FCHV)

Select new entries button

Reason :18

Void reason code: Stop payment for RT01 checks.

Select save button or Ctrl+S

Press enter to save in your request

How to delete encashment date data:

we have to give encashment date 30.06.2017 in 019.by mistake we have given for 020.

30.06.2017 to delete encashment date.

Path:up to check information the path is same – Delete –Reset data (FCHG)

Give the paying company code: RT01

House bank:SBI

Account id:SBI1

Check number:025

Select reset cashing data radio button

Execute

Select yes button for the message to reset data

Go and see the check register (FCHN)

Give the paying company code: RT01

Execute

**Issued check cancellation**

**Note:**System will not permit to cancel encashed checks.

A) Invoice posting (F-43)

B) Outgoing payment with clearing (F-53)

C) Manual check creation (FCH5)

D)Display check register (FCHN)

E) Issued check cancellation

1)Reset cleared items –Delinking bill amount and payment amount

2)Reverse payment

Cancel check:

Path:upto check information the path is same –Void-Cancel payment (FCH8)

Paying company code: RT01

House bank:SBI

Account ID:SBI1

Check number:select 500025

Void reason code :18 (stop payment for RT01)

Reversal reason:select 01(reversal in current period)

Select cancel payment button

**Note**: please post new invoice and make the out going payment with new check no and try to cancel the check.

Reset Cleared items, FBRA,

Give the cleared doc no: 602

From menu, select clearing

Select Reset cleared items

Go and seethe vendor account FBL1N

Give the vendor account no.: 200001

Company code: RT01

Select open items radio button

Select normal items check box

Select execute button

Cancel check:

Path:upto check information the path is same –Void-Cancel payment (FCH8)

Paying company code: RT01

House bank:SBI

Account ID:SBI1

Check number:select 500025

Void reason code :18 (stop payment for RT01)

Reversal reason:select 01(reversal in current period)

Select cancel payment button

Go and see the vendor account FBL1N

Give the vendor account no.: 200001

Company code: RT01

Select open items radio button

Select normal items check box

Select execute button

Note: all cleared cleared documents were cancelled and pending amount line item display in open items again.

Go and see the check register FCHN

Give the paying company code: RT01

Select execute button

Advance payments to vendors (down payments to vendors)

1. Creation of GL master –Advance to vendors –Current assets, Loans & Advances.

2. Link between sundry creditors and advances to vendors:A (Advance special GL indicator)

Advance payment posting

Purchase invoice posting

* Transfer of advance from special GL to normal by clearing special GL items
* Clearing of normal items.

Vendor account have two parts

1) Normal items

2) Special GL items

Creation of GL master advance to vendors (FS00)

GL A/c No. :200150

Company code: RT01

Select with template button

Give the GL account no.100501 (Sundry creditors raw material)

Company code: RT01

Enter

Change account group to current assets loans & advances

Change short text &GL account long text to Advance to vendors Other fields are common

Select save button or Ctrl+S

**Link between sundry creditors and advance to vendors:**

**Path:** SPRO-Financial Accounting-Accounts receivables and accounts payables – Business Transactions-Down payment made-Define alternative reconciliation account for down payments (OBYR)

Double click on A or down payment on current assets

Give the chart of accounts: RT01

Enter

Reconciliation account:100501

Special GL account:200150

Select save button or Ctrl+S

Press enter to save in your request

**Advance payment posting:**

**Path**:Accounting –Financial accounting –Account payable –Document entry-down payment –Down payment (F-48)

Document date:Todays date

Type:KZ

Company code: RT01

Vendor account:200001

**Special GL indicator:A**

Bank account:200105 SBI current account

Business area: RTBN

Amount:25000

Text:Advance payment posting

Enter

Amount:\*

Business area: RTBN, Text:+

From the menu select Document –Simulate and Save

Go and see the vendor account transaction (FBL1N)

Give the vendor account no.: 200001

Company code: RT01

Select open items radio button

Select special GL transaction check box

Execute

Purchase invoice posting (F-43)

Give the document date:Today‘s date

Type:KR

Company code: RT01

Posting key:31

Account no: 200001

Enter

Amount :25000

Business area: RTBN

Text:purchase invoice posting

Posting key:40

Account no.:200120 inventory raw material

Enter

Amount:\*

Business area: RTBN

Text :+

From the menu select document –simulate and save

Go and see the vendor account (FBL1N)

Give the vendor account no.: 200001

Company code:RT01

Select open item radio button

Select normal items check box

Execute

Select back arrow

Select special GL truncation check box along with normal items

Execute

Transfer of advance from special GL to normal by clearing special GL items

**Path**: Accounting –Financial Accounting-Accounts payable-Document entry-Down payment –Clearing (F-54)

Give the document date:Today‘s date

Document type:KA

Company code: RT01

Vendor account :200001

Text: Advance transfer to normal

Select process down payments button

Transfer posting :25000

Save

Go and see the vendor account (FBL1N)

Give the vendor account no.:200001

Company code: RT01

Select clearing items radio button

Select special GL transaction check box

Execute

Select back arrow

Select open items radio button

Select normal items check box

Execute

Clearing of normal items:

**Path**: Accounting –Financial accounting –Accounts payable –Account –Clear (F-44)

Give the account no.: 200001

Company code: RT01

Select process open items button

Double click on credit 25000

Double click on debit 25000

Save

Go and see the vendor accounts (FBL1N)

Give the vendor account no.: 200001

Company code: RT01

Select OPEN items radio button

Select normal items check box

SELECT BACK ARROW

SELECT CLEARED ITESM RADIO BUTTON

Select normal items check box

Execute

**2nd Scenario**

Advance more bill less

Advance: 200000

Bill amount: 50000 (PURCHASED INVOICE)

Note:

Vendor special GL shows a balance of Rs.1500000 – Advance to vendors To be cleared against future bills.

**3rd Scenario**

Advance less bill more

Advance: 9000

Bill amount: 90000 (Purchased invoice)

**Note:**

While making balance payment Of Rs.81000 double click on bill Amount 900000 and payment amount Rs.9000.

All the 3 line items will go to Clearing items (F-53)

**TERMS OF PAYMENT**

If there are any cash discounts applicable for regular transactions, those discounts will be loose with Terms of payment.

0001 Payable immediately - Due net

***Path: SPRO-Financial accounting –Accounts receivable and accounts payable –Business transactions-Incoming invoices / Credit memos – Maintain terms of payment(OBB8)***

Select new entries button

Payment terms: Z001

Select customer check box

Select vendor check box

Default for base line date

**No default:**when you have No.of purchases during the month, base line date at the time of Invoice posting **Blank**

For all purchases during the month give month end date.

**Document date**: Party bill date

**Posting date**: Goods receipt date

**Entry date**: Quality approval date

Payment terms: If the payment is made within 10 days -3% cash discount.

If the payment is made within 20 days -2%

No cash discount payable within 30 days

Under default for baseline date: Select posting date radio button.

|  |  |  |  |
| --- | --- | --- | --- |
| Percentage | | No.of days | |
| Term 1 | 3 | | 10 |
| Term2 | 2 | | 20 |
| Term3 | - | | 30 |

SAVE

**Cash Discount Received**

Trade discounts are to be adjusted to purchases where as cash discounts are to be shown under other income.

**Creation of GL master –Cash discount received (other income)(FS00)**

Give the GL A/c no. :300101

Company code :RT01

Select with template button

Give the GL account 300100 exchange gain

Company code :RT01

Enter

Change short text and GL account long text to cash discount received. Save

**Assignment of account for automatic postings:**

**Path**:SPRO-Financial accounting-Accounts receivable and Accounts payable-Business transactions-Out going payments-Out going payments global settings –

Define accounts for cash discount taken. (Tr Code is OBXU)

Give the Chart of Accounts :RTCA

Enter

Save

Give the account no.300101 cash discount received

Save

Press enter to save in your request

**Purchase invoice posting (F-43)**

Document date :15.07.2017

Posting date :20.07.2017

Entry date :Today‘s date

Type :KR

Company code :RT01

Currency :INR

Posting key :31

Account :200001

Enter

Amount :100000

Payment terms :Select Z001

Text :Purchase invoice posting

Enter

Ignore the warning message press enter

Posting key :40

Account no. :200120 Inventory raw material

Enter

Amount :\*

Business area :RTBN

Text :+

From the menu select document –Simulate and Save

**Go and see the vendor account (Transaction code is FBL1N):**

Vendor account :200001

Company code :RT01

Select open item radio button

Select normal items check box

Execute

From the menu select change layout button

From the hidden fields column

Select current cash discount amount

Select amount in document currency under column-contain

Select left arrow or show selected fields button

Select copy button

**Outgoing payment with clearing (F-53)**

Document date :Today‘s date

Type :KZ

Company code: RT01

Clearing text:Out going payment

Account under bank data :200105 SBI current account

Business area: RTBN

Amount :97000

Text: Out going payment

Account:Under open item selection 200001

Select process open items button

Double click on payable amount :100000

From the menu select document Simulate

We get a message correct the marked line items.

Double click on blue font

Text enter :+

Save

**Go and See Cash Discount GL Balance Account. FS10N**

GL Account: 300101

Company code: RT01

Fiscal year: 2017  
Select Execute Button

See the Cash Discount amount received here.

Double click on Credit amount 3000

Select line item check box

Select Display document button

Select call up document overview button

Then you see the original posting entries here

**Automatic payment program (APP)**

System will -Check due dates

-Issue check

-Pass the entry and cleared party account

-Generate payment advice - update check register

The check lot should be sequential,

This program is not customized by us– it is system given payment program.

Check format and payment advice format APP will be used by cash rich companies

They run weekly / for every 10 days /For every 15 days/ once in a month.

At the time of APP run, we have to give bankwise ranking with available amounts.

SBI 1 1000000

IDBI 2 500000

ICICI 3 300000

It will issue checks from SBI upto 10 lakhs. Then afterwards it issued form IDBI upto 500000 – Then it goes to ICICI and issued up to 3000000

After run, it gives a proposal – In the proposal it shows for which parties for which bills from which bank it is going to issue to checks.

We can edit proposal By blocking some invoices for payment

EX: When there are 5 invoices for vendor we Block invoices 4,5 and make the payment for 1,2 and 3 use the fund for party bill payments.

**Path**:SPRO –Financial accounting-Account receivable and account payable – Business transactions-Outgoing payments –Automatic outgoing payments - Payment method /Bank selection for payment program-**FBZP**

**Setup all company codes for payment transactions:**

Same path

Select new entries button

Company code : RT01

Sending company code: RT01 (optional)

Paying company code: RT01

Separate payment per business area check box

Out going payment with cash discount from: Bank interest rate 1.5% per month 18% per annum

**Payment term:**

If we make the payment within 30 days we get -1% cash discount Due within 60 days

System will payment 60 days since discount is less than bank interest rate.

Within 30 days :Interest for month 1.5

Within 60 days :Interest for month 1.5+1.5

**Payment terms:**

If we make the payment within 30 days we get 2% cash discount. Due with in 60 days

System will within 30 days since discount more than bank interest rate.

Maximum cash discount: Payment term:

If we make the payment within 30 days we get 1% cash discount. Due within 60 days.

Though we are not entitled, system claims 1% cash discount and make the balance payment only even if it is paid with 60 days.

Special GL transaction to be paid under vendors : Select A (Advances) Save

Press enter to save in your request

**Setup paying company codes for payment transactions:**

Same path

Select new entries button

Paying company code : RT01

Minimum incoming payment for customer: 100

Minimum outgoing payment for vendor: 100

Separate payment for each reference: If you select this check box, separate checks will generate by system as per each invoice document. Other wise single check will produced by system for all payments.

Select forms button

From for the payment advise F110\_D\_AVIS

EDI accompanying sheet form : Blank

Select sender details button

Text ID :Select ST (ST stands for Text)

Letter header :F\_0001\_HEADER

Footer :F\_0001\_FOOTER

Sender :F\_0001\_SENDER

Save and Press enter to save in your request

**Setup payment methods for country for payment transactions**

Select new entries button

Country:IN

Payment method : R

Description :Check

Select outgoing payments radio button

Select check radio button

Document type for payment : ZP

Clearing document type : ZV

Payment medium program:RFFOUS\_C

Name of print date set:LIST1S

Save

Press enter to save in your request

Setup payment methods per company code for payment transactions:

Same path

Select new entries button

Paying company code : RT01

Payment method : R

Minimum amount :10

Maximum amount :9999999999

Select payment per due day check box

Select from data button

From for the payment medium: F110\_PRENUM\_CHCK

Drawer on the form: for Reliance Telecom Limited

Authorized signatory

Save

Press enter to save in your request

**Setup bank determination:**

Path :Accounting –Financial accounting –Accounts payable-Periodic processing-Payments (Tr code is FBZP)

From the menu select Environment maintain -Configuration

Automatic payment program –Customization one –Screen FBZP

Select bank determination button

Select position button

Paying company code : RT01

Enter

Select RT01

Double click on ranking order folder

Select new entries button

Payment method : R

Currency :INR

Bank order :1

House bank :SBI

Save

Press enter to save in your request

Double click on bank accounts folder

Select new entries button

House bank :SBI

Payment method :R

Currency :INR

Account ID :SBI1

Bank sub account :200105 (SBI current account)

Business area : RTBN

save

Double click available amounts folder

Select new entries button

House bank :SBI

Account ID :SBI1

Days :999

Currency :INR

available for outgoing payment :1000000 Save

CHECK RECEIVED AC DR 1000

TO CUSTOMER 1000

(BEING CHECK RECEIVED FROM CUSTOMER)

WE will present the check at bank for collection and its credited in our account.

Bank Ac Dr 1000

To Check received clearing ac 1000

(Being amount check received and credited in account)

**Creation of sequential check lots (FCHI)**

Paying company code :RT01

House bank :SBI

Account ID :SBI1

Select change button

Lot number:2

Check number:800001 To :801000

Deselect non-sequential check box

Short information:SBI

Purchase date:Today‘s

Enter and save

**Note**: please maintain no ranges for Document type: ZP in OBA7 to avoid the errors in APP Execution.

**Assign payment methods in vendor master:**

**Path**:Accounting-Financial accounting –Accounts Payable-Master records – Maintain centrally-Change (FK02/XK02)

Give the vendor no. :200001

Company code : RT01

Select payment transaction check box under company code data

Enter

Payment methods : R

Payment block

Alternative payee

House bank:BCL in having account in ICICI –It instructs us to issue

check from ICICI only – We give house bank ICICI- check

we issued only form ICICI.

Individual payment :When we run APP, it will issue one check only for all the bills due –some parties ask us to issue separate check for

each bill. Select individual payment check box.

Separate check will be issued for each bill.

Select save button or Ctrl+S

**APP RUN-Automatic Payment Program (F110)**

Path: Accounting – Financial Accounting- Accounts Payable- Periodic Processing- Payments.

Run date :Today‘s date

Identification :RT01C

Select parameter tab

Company codes :RT01

Payment methods :R

APP run today: It asks next Posting date :30.07.2017

Next payable date:30.07.2017

Next posting date:30.07.2017

Vendor from:200001

Vendor to 200001

**Save**

Select bank arrow

Select proposal button (Shift +F1)

Select start immediately check box

Enter

Go on press enter (Basic Tr code box green tick mark box)

Till we get the message payment Proposal has been created

To edit the proposal -Select any proposal button enter (Shift +F4)

Double click on vendor no.

To block on invoice for payment Double click on document no. Payment block

Enter

Payment method:R

House bank:SBI

Account ID:SBI1

Enter

Save

Select bank arrow two times

We get a message payment proposal has been edited Select payment run button

Enter

Go on press enter .

It we get the message payment run has been carried out.

**To take check printing:**

Select printout / data medium tab for the program RFFOUS\_C

Give the variant :RTV

Select maintain variants button

Select for all selection screen radio button

Select continue button

Program run date :24.07.2017

Identification feature :RT01

Paying company code :RT01

Payment method :R

Business area :RTBN

House bank :SBI

Account id :SBI1

Check lot no. :2

Select print checks check box

Printer :LP01

Select print immediately check box

Select print payment advice notes check box printer :LP01 Select print immediately check box

Select print payment summary check box

Printer :LP01

Select print immediately check box

No.of sample print outs :0

Select don‘t void any checks check box

Select attributes button (F5)

Meaning :SBI check printing date 24.07.2017

Save

Select back arrow

Save once again

Select bank arrow

Select print out button

Select start immediately check box

For job name –in place of question of mark –Give variant RTV

Company code: RT01

Business area:RETBN

Bank:SBI

Account ID:SBI1

Check lot no.:2

Parameters are saved in the variant in place of question mark A1 Press enter

Enter once again

To view check printing

From the menu select system –Services output control

Select execute button

Select spool no.check box for check

Select display contents (F6)

**Go and see the vendor Account FB11N**

Give the vendor account :200001

Company code : RT01

Select cleared items radio button

Select normal items check box

Execute

Double click on document type : ZP

For the amount :9999

Select call up document overview button (F9)

Select display document header button

Enter

From the menu select Environment check information

**Go and see the check register (FCHN)**

Give the paying company code : RT01

Execute

**Credit memo postings**

Purchase from Vodafone India

If the material is not good Return the material or reduce the amount (Price)

Vodafone will issue credit note to mail or RT01 raises Debit note on Vodafone Both are same

Doc type:KG (Credit memo)

Path :Accounting- Financial accounting –Accounts payable –Document entry – Credit memo general (F-41/FB65)

Document date :Today‘s date

Type :KG (Vendor credit memo)

Company code :RT01

Posting key :21 Credit memo

Account :200001

Enter

Give the amount :1000

Business area:RTBN

Text : Credit memo posting

Posting key :50

Account no. :200120 Inventory raw material

Enter

Amount :\*

Business area :RTBN

Text :+

From the menu select Document –Simulate and save

Note: Cash journal postings – not accept negative balances Normal postings Accept negative postings

GO and see vendor account again: FBL1N

Vendor: 200001

Company code: rt01

Select opend item radio button

Select execute button

**DME Configuration (Data Medium Exchange)**

In Data Medium Exchange (DME), you create a file that contains payment

instructions. You send it to your bank and the bank transfers the money from your

account to a third party's account. Alternatively, you can use DME to debit money

from your customer's account or you can send a DME file with tax data to the tax

authorities. The Banks and Financial Institutions define their own file formats and accept the files from their clients in the same format. There is no standard format universally used by the Banking organisations.

In R3 there is a simple tool – Data Medium Exchange Engine which enables you to define a file format that is acceptable to banks. This tool does not require any ABAP knowledge.

Data Medium Exchange Engine (DMEE)

Creation of a DME file format is better explained by the following example.

Following is the file format details that are required by the Bank

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No. | Level | Field | Character Length | Additional field attributes |
| 1 | 1 | Record ID | 3 |  |
| 2 | 1 | Sender Name - Payer | 15 |  |
| 3 | 1 | Account Number - Payer | 15 |  |
| 4 | 1 | Bank ID - Payer | 10 |  |
| 5 | 1 | Creation Date | 8 |  |
| 6 | 2 | Record ID of Business Partner | 3 |  |
| 7 | 2 | Business Partner | 20 |  |
| 8 | 2 | Business Partners Account Number | 15 |  |
| 9 | 2 | Business Partners Bank ID | 10 |  |
| 10 | 2 | Business Partners Bank Name | 15 |  |
| 11 | 3 | Payment Record ID | 3 |  |
| 12 | 3 | Payment Sequential Number | 4 | Right justified Numeric Characters |
| 13 | 3 | Payment Amount | 15 | Amount left justified with 2 decimals |
| 14 | 3 | Payment Currency | 4 |  |
| 15 | 3 | Euro Indicator | 1 | Indicator for Euro Payments. If it is a Euro payment it should indicate ‘Y’, else ‘N’ |
| 16 | 1 | Footer Record ID | 3 |  |
| 17 | 1 | Sum of Payment | 15 | Amount left justified with 2 decimals |

The file can be created as follows:

1. **Creation of Payment Medium Format (OBPM1)**

**Path:** SPRO > Financial Accounting > Accounts Receivable and Accounts Payable >Business Transactions >Outgoing Payment > Automatic Outgoing Payments > Payment Media > Make Settings for Payment Medium Formats from Payment Medium Workbench > Create Payment Medium Formats

Ignore the message of Caution: The table is cross-client, press Continue button

Create a new Format.

Select Standard USA payment medium format ACH and select Copy As button.

Change the parameters as followed.

1. Specify the name of the format IN\_SAP\_PAYM
2. Specify the file Type: 01
3. Country: IN
4. Check the box ‘Mapping using DME Engine’
5. The output media file can be divided based on Company Code, House Bank, House Bank Accounts, Debit / Credit Memo or Payment Method
6. Select DME Engine button, you will reach the screen of format Tree creation.

Select back arrow after ignoring of error message.

Select save button to save the settings in your work bench request.

1. **Creation of a Format Tree: (DMEE)**

Enter Tree Type: ‘PAYM’.

Enter Format Tree: IN\_SAP\_PAYM

Select Create Button if you want to create new format tree and select flat file or XML File format.

Select Copy As button.

>In Source format Tree: Type: PAYM and Format Tree: ACH

>In Target Format Tree: Type: PAYM and Format Tree: IN\_SAP\_PAYM

> Select Copy button

SAVE button.

Pls. note that the Payment Medium Format Name created in Step1 above should be identical to the DME Format Tree Name.

The format tree creation screen is divided into 3 parts as shown below

1. **Tree Structure**
2. **Details**: This place the attributes of the nodes are specified
3. **Source Fields**: This place contains the source fields from where the data is extracted and mapped to the various nodes

**Tree Structure**

In this section, the format tree is defined by inserting nodes and specifying their attributes in the ‘Details’ view in line with the file format requirements.

The format tree structure has two parts

1. Header
2. Nodes

**Define Payment method for DME-Payments: FBZP**

Country: IN

Payment Method: Z

Payment method classification: Out going payment / Tranfer

Payment Document type: ZP

Clearing document type: ZV

Bank Account : select Check box

Select Payment medium work bench: IN\_SAP\_PAYM

Save.

**Assign Payment method Z to Company code: RT01 in FBZP.**

Select payment methods in company code:

Select New Entries

Paying company code: RT01

Payment method: Z

Minimum amount : 100

Maximum amount: 999999999

Select payment for due day check box

Under the form data: Next form: F110\_D\_AVIS

SAVE to save the settings in your request.

**Assign payment medium format to payment method:**

In the T Code OBVCU, select the payment method for the country & assign the payment medium format as per PMW:

instead of “Use classic payment medium programs”, we should assign it as “Use PMW”.

**Assign Payment method in company code:**

Sending company code/paying company code: RT01

Payment method: Z

Minimum amount: 100

Maximum Amount:9999999999

Select Form Data: Next form: F110\_IN\_AVIS

Drawer on the form: SBI

Authorised Signatory

SAVE.

**Creation of Payment Medium Report**

The DME file report variant is attached to the Payment Medium Format. This variant is created as follows:

From MenuPath: System > Services > Reporting

Specify the Payment Program name : **RFFOAVIS\_FPAYM**

Goto Variants

Specify variant name and then click ‘Create’: dmepayment

Enter the Payment Medium Format: IN\_SAP\_PAYM

Check the box ‘Data Medium Exchange’

Save the Variant

**Maintain Variants for payment medium formats:**

The variant for the payment medium format have to be maintained for the combination of Company Code & House Bank. This has to be done in the OBPM4.

**Path is same as first step**

Variant :DME\_IN, select other variant button

Enter the identification as your own

Run date: todays date

Payment medium format: IN\_SAP\_PAYM

Select print parameters for payment summary: out put device:LP01

Select continue button

Select back arrow

Select save button/yes button

Again save button.

**Activation of Format Tree **

A format tree is initially created in Maintenance Version (001). After it is complete and errorless, it is activated. The system then stores it in the Active Version (000).

**APP Run for DME payments.**

Pre-Requistis:

1. Vendor master creation
2. Assign payment method created for DME payments (Z) in Vendor master record FK02/XK02
3. Post vendor invoice \_ (F-43)
4. Run APP with Payment method Z with company code

>Varinat:Select printout/data medium: select DMEPAYMENT for RFFOAVIS\_FPAYM

>Keep the cursor on variant DMEPAYMENT and from menu select Environment and select main Variant

>paying company code: RT01, payment method: Z, house bank: SBI, account id: SBI1, printer:LOCL/Lp01 (Local printer). Select print immediate check box,

>select back arrow to save the variant. And select status button .

>select proposal button, select immediate check box and continue button.

Press enter until you get the message payment proposal has been created.

>Select display proposal button

>double click vendor line item and see the all open items to clear.

>select back arrow two times.

>Payment Run button, select start immediate check box

Press enter until you get the message: Payment run has been carried out

One generated one completed.

Print advise: select print out button

Remove the question mark (?) replace with any character: 01

Press enter:

To view the payment advise

From menu select systems, services, output control, then you will redirected to spool: SP01(TCODE)

Select execute button

Select advise check box and see the payment summary.

**Now its time to view the DME File:**

Please check the file path of DME and download to verify before sending it to Banker further settle the final payment to vendors/customers.

File path is based on the business/client defined or customised program should be performed. Please check SAP Directory: AL11 to download the DME File.

**Go and see the Vendor Balances: FBL1N**

**Vendor: 200001**

**Company code: RT01**

**Select open items radio button**

**Select back arrow**

**Select cleared items radio button**

**Select normal item check box.**

Once APP Has Executed the payment file DME will create, and place in SAP Directory: tcode: AL11, go to the path of directory and download the DME file which has generated after APP Execution.

Send the same DME File to Bankder to settle the amounts to Vendors given in the file.

Finally go and see the Vendor accounts in FBL1N whether all open documents cleared.

HOW DOES WE KNOW WHEATHER THE VENDORS HAS BEEN CREDITED MEANS, WE WILL RECEIVE THE BANK STATEMENT FOR RECONCILIATION.

BRS: ONCE UPLOAD THE BRS FILE IN SAP AUTOMATICALLY ALL ITEMS WILL UPDATE ALONG WITH PAYMENT REFERENCE.

**ACCOUNTS RECEIVABLE (A/R)**

This is also a Sub Ledger (Subsidiary Ledger).

This is used when Sales & Distribution (SD) Module Is not implemented-

It is used for All types of sales.

Eg: Product Sale/Raw Material Sale/Scrap Sale

When Sales & Distribution(SD) Module is implemented-This is used for Raw Material Sale /Scrap Sale/Asset Sale- (Other than Product Sale).

**BASIC SETTINGS FOR ACCOUNTS RECEIVABLE:**

1.Creation Of Customer Account Groups

A) FI Customers:

>Asset Sale/Scrap Sale/RM Sale Reconciliation account field Parties

B) SD CUSTOMERS

2.Create number ranges for customer accounts

3.Assign number ranges to customer account groups

4.Creation of 2 GL masters

A) Sundry Debtors- "Current Assets, Loans & Advances"

B) Sales Account Sales

5.Creation Of Customer Master

6. Document Types And No.Ranges

DR Customer Invoice

DZ Customer Payment

DA Customer Document For Transfers/Reversals

7.Posting Keys:01 Customer Debit (OB41)

15 Customer Credit

We test a scenario where vendor is a customer

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Party Airtel** | **Amount** |  | **Party Airtel** | **Amount** |
| Purchase: | 100000 |  | Sales: | 100000 |
| Sales: | 20000 |  | Purchase: | 20000 |
| **Net Payable** | **80000** |  | **Net Receivable** | **80000** |

When we Pay/Receive net amount we have to clear vendor transactions and customer transactions at a time.

Note : Create receipt terms (if any cash discount debit - Debit expenses )

**Creation of customer account groups**

Path: SPRO- Financial Accounting- Account Receivables and accounts payables customer accounts – Master data- Preparation for creating customer master data-Define account groups with screen layout (customers)

Select new entries button

Account group: RTFI

Name: FI Customers for RT01

Double lick company code data

Double click account management

Reconciliation account make it required entry filed

Terms of payment : Select Required Entry field.

Save

Select create request button

Short description for AR customization for RT01

Press enter

Enter once again to Save in your request

Select next entry button.

Account group: RTSD

Name: SD customers for RT01

Double click on company code data

Double click on account management

Reconciliation account make it required entry filed.

Save.

**Create No. range for customer accounts:**

Path: same Upto preparation for creating customer master data.-Create no. range for customer accounts (XDN1)

Select change intervals button

Select interval button

No. range :23

From no.:300001

To no :310000.

Enter

Select interval button once again

No.range:24

From no.:310001

To no.:320000

Enter

Ignore the warning message press enterand Save

**NOTE**: No ranges can not transport across the land scape since its advisable to create separately in each system. There is chance to override the existed no ranges when we transport from one system to another., so recommendable to create no.ranges separately.

**Assign Number ranges to customer account groups:**

Same path

Select position button

Account group: RTFI

Enter

For RTFI Assign no.range :23

For RTSD Assign no.range :24

SAVE.

Press Enter to save in your request.

**Define tolerance group for Customer (OBA3)**

Path:SPRO-Financial Accounting-Accounts receivable and accounts payable-Business truncations-incoming payments-manual incoming payments-Define tolerances(Customers)

Select new entries button

Company code: RT01

Tolerance group: Blank

Description:Tolerance group for RT01

Keep the all fields blank

Save

Press enter save in your request

**Creation of GL Masters (FS00):**

Give the GL account no. :200110

Company code : RT01

Select with template button

Give the GL account no.200150 advance to vendors

Company code : RT01

Enter

Change short text and GL account long text to Sundry Debtors Select control data tab

Change reconciliation account for account type to customers Change sort key to 031 customer number

Select Create / Bank / Interest tab

Field status group :G067

Save

GL account no:300000

Company code:RT01

Select with template button

Change GL account 300100(Exchange gain)

Company code : RT01

Enter

Select type/description tab

Change the account group to Raw Material Sales.

Change short text and GL account loge text to Raw Material Sales

All Other fields are common

Select save button or Ctrl+S

**Creation of customer master**

Path: Accounting- Financial accounting –Accounts receivables-Master records-Maintain Centrally-Create (XD01/FD01)

Account group: select FI customer for RT01

Company code : RT01

Enter

Title : select Company

Name : Airtel India Limited

Country : IN for India

Select control data tab

Vendor :200001

Select company code data button

Reconciliation account :200110 Sundry debtors

Sort key :031 (Customer no.)

Select payment transaction tab

Terms of payment :0001 payable immediately due net

Save

Customer Account No: 300001 created

**Document types & number ranges (OBA7)**

Select type Dr customer invoice

Select details button

No.range:18

Select no.range information button

Company code:RT01

Select change intervals button

Select intervals button

No.range:18

Year:2017

Form no.:400001

To no.:410000

Enter and save

Ignore the warning message press enter

Select back arrow 3 times

Select type:DZ (Customer payment )

Select details button

No. range:14

Select no.range information button

Company code:RT01

Select change intervals button

Select interval button

No.range:14

Year: 2017

From no:410001

To no :420000

Enter and save

Ignore the message press enter

Select back arrow three times

Select type:DA (customer document)

Select details button

No.range:16

Select no.range information button

Company code :RT01

Select change interval button

Select interval button

No.range :16

Year:2017

From no.:420001

To no.:430000

Enter and save

Ignore the warning message press enter

**End User Area:**

**Customer Invoice Postings:(F-22)**

**Path:** Accounting-Financial Accounting-Accounts Receivable-Document Entry-Invoice – General.

Give the document date:Today‘s date

Type:DR

Company code: RT01

Posting key :01 Invoice (Customer debit)

Account: select 300001

Enter

Give the amount :700000

Business area: RTBN

Text : Sales Invoice posting

Posting key :50

Account :300000 (sales account)

Enter

Account:\*

Business area: RTBN

Text :+

From the menu select document Simulate and **save**

**Go and see Customer Balance: FBL5N**

**Customer:** Account: 300001

Select Open items radio button

Select Normal items Check box

Select Execute button

**Go and See Vendor Balance: FBL1N**

Select: Vendor account: 200001

Select Normal item check box

Execute

**Incoming payment and clear vendor and customer transactions together**

A)Document type DZ should allow vendor transactions

Document types and no. Ranges-OBA7

Use the Tcode: OBA7

Select document type: DZ (customer payment ) select details button

select vendor check box save to SAVE the settings in your request.

**Vendor invoice posting: F-43**

Document date :today’s date

Posting date :today’s date

Entry date :Today‘s date

Type :KR

Company code :RT01

Currency :INR

Posting key :31

Account :200001

Enter

Amount :100000

Payment terms :Select 0001

Text :Purchase invoice posting

Enter

Ignore the warning message press enter

Posting key :40

Account no. :200120 Inventory raw material

Enter

Amount :\*

Business area :RTBN

Text :+

From the menu select document –Simulate and Save

**Go and see Customer Balance: FBL5N**

**Customer:** Account: 300001

Select Open items radio button

Select Normal items Check box

Select Vendor check box

Select Execute button

**Incoming Payment :**

Path:Accounting – Financial accounting – Accounts receivable- Document entry-Incoming payments – **(F-28)**

Give the document date: Today‘s date

Type: DZ Customer payment

Company code: RT01

Clearing text: Incoming payment

Account under bank data: 200105 (SBI current account)

Business area : RTBN

Amount :600000

Text: Incoming payment

Account under open item selection: Select 300001

Account type:D comes by default (D stands for customers)

Select other accounts check box

Select process open item button

Select standard open items check box

Account type: Select K (Vendors)

Company code: RT01

Account :200001

Select the Standard open items check box

Select continue button

Double click on all open items Document Simulate and save

**Go And See The Customer Account Transactions**(FBL5N)

Give the customer account no.:300001

Company code: RT01

Select cleared items radio button

Select normal items check box

Select vendor items check box

Execute

**Go and See Vendor Balance: FBL1N**

Select: Vendor account: 200001

Select open items execute

Select Cleared items radio button

Select Normal item check box

Select Customer items check box

Execute

**Advance Payment Receipts From Customers**

1. Creation Of GL Master-Advance From Customers- under Current Liabilities &Provisions (FS00)

2. Link between Sundry Debtors and advance from Customers

A (Advance) Special GL Indicator /\

Sundry debtors Advance from customers

(Reconciliation Account) (Alternative reconciliation account or special GL account)

3.Advance Receipt Posting

4. Sales invoice posting

5. Transfer of advance from special GL to normal by clearing special GL items

6. Clearing of normal items

a)Customer account two parts

b) Special GL items

**1. Creation of GL master –Advance from customer (current liabilities & provisions (FS00)**

Give the GL account no. :100502

Company code: RT01

Select with template button

Give the GL account no. :200110 Sundry debtors

Company code:RT01

Change account group to current liability & provisions

Change short & GL account long text advance from customers

Save

**2. Link between Sundry Debtors and advance from Customers**

Path :SPRO-Financial accounting-Accounts receivable and accounts payable-Business transactions-Down payment received –Define reconciliation accounts for customer down payments(OBXR)

Double click on special GL indicator A

Give a your chart of accounts: RT01

Enter

Reconciliation account:200110

Special GL account:100502

Select save button or Ctrl+S

Changes have been made

Press enter to save in your request

**END USER AREA**

**Advance receipt posting:**

Path:Accounting- Financial accounting –Accounts receivable-Document entry-Down payment –Down payment (F-29)

Give the document date :Today‘s date

Type :DZ

Company code: RT01

Customer account :300001

Special G/L indicator:A

Bank account :200105 SBI current account

Business area : RTBN

Amount :75000

Text :Advance receipt posting

Enter

Amount :\*

Business area :RTBN

Text :+

From the menu select –Document –Simulate and save

**Go and see the customer account transaction (FBL5N)**

Give the customer account no. :300001

Company code :RT01

Select open items radio button

Select special GL transactions check box

Execute

**Sales invoice posting (F-22)/FB70**

Give the document date :Today‘s date

Type :DR customer invoice

Company code :RT01

Posting key :01

Account :300001

Enter

Amount :75000

Business area : RTBN

Text :Sales invoice posting

Posting key :50

Account no. :300000 Sales A/c

Enter

Amount enter :\*

Business area :RTBN

Text :+

Form the menu select document –Simulate and save

**Go and see the customer account transaction (FBL5N)**

Give the customer account no. :300001

Company code: RT01

Select open items radio button

Select normal items check box Execute

Select back arrow

Select special G/L transactions check box along with normal items Execute

**Transfer of advance from special GL to Normal by clearing special GL items:**

Path :Accounting-Financial accounting –Accounts receivable-Document entry-Down payment clearing (F-39)

Give the document date:Today‘s date

Type:DA

Company code:RT01

Customer account :300001

Text :Advance receipt clearing

Select process down payment button

Transfer posting :75000

Save

**Go and see the customer account transactions (FBL5N)**

Give the customer account no. :300001

Company code :RT01

Select cleared items radio button

Select special GL transactions check box

Execute

Select bank arrow

Select open items radio button

**Clearing of normal items:**

Path :Accounting- Financial accounting –Accounts receivable –Account –Clear (F-32)

Give the account no.:300001

Company code:RT01

Select process open item button

Double click on debit:75000

Double click on credit:75000

Save

**Note**: please maintain no. range 26 if necessary for document type: A1 (Customer clearing)

**Go and see the customer account transactions FBL5N**

Give the customer account no. :300001

Company code :RT01

Select cleared items radio button

Select normal items check box

Execute

**Practice: two scenarios**

1. Advance 10000 and sales invoice less 65000
2. Advance 80000 and sales invoice more 100000.

Customer master change: FD02/XD02

Vendor master change: FK02/XK02

**DUNNING**

If the customer does not make the payment as per terms of payment system will issue dunning letters.Dunning is the functionality in sap to serve the notice or Reminder to the customers , vendors, and special general ledger transactions also, which are overdue for the payment. Dunning means to remind or to give notice for payment of due items. It is regular activities to serve the notice to customers for their overdue amount.

To customize the dunning we have to follow the following configuration.

**Dunning area:**

Company code as a whole /Regional wise / location wise

Dunning levels type of letters

Maximum:9 levels

We are using:4 levels

**Dunning charges:** For sending the letter we can collect dunning charges form the customer.

It can be level based / amount Based

It can be fixed percentage amount It will be shown only in the letter **It will not be posted in any accounts in SAP**

**Create Dunning Keys**

We define dunning keys in this step. Dunning keys limits the dunning level of an item(document line item).

**Path**: SPRO> Financial Accounting (New) > Account Receivable and Account Payable > Business Transactions > Dunning > Basic Setting for Dunning > Define Dunning Keys

Dunning Key: R

Text: Trigger Maximum 4 Levels

SAVE

**Dunning area:**

Path: same, Select Define Dunning Area.

Select New Entries Button

Company code: RT01

Dunning Area: R1 : Bangalore Dunning Area

Dunning Area:R2 : Hyderabad Dunning Area

Dunning Area: R3 : Amaravathi Dunning Area.

SAVE

Ignore the warning messages to save the settings in your request.

**Define Block reason for Dunning Notices**

In this step, we define the reasons for a dunning block under a dunning key. The key can be entered in an item or in the account of a Customer master. Blocked items or accounts are not considered for the dunning run

Path: SPRO> Financial Accounting (New) > Account Receivable and Account Payable > Business Transactions > Dunning > Basic Setting for Dunning > Define Dunning Block Reasons.

Block: Z

Text: Dunning Block for the Account/Item

SAVE

**Note:** There is a payment block option for customer payments, when you select the payment block options for customer payments, system will not consider the Direct Debit payment method for incoming payments and takes the control by the dunning procedure further to issue Reminder letters/notices.

We can execute the APP for customer payments as well, the mode incoming payments with Direct Debit payment method. Here system will not consider the dunning procedure when you select the Direct Debit payment method in customer master or line item level.

**DEFINE DUNNING PROCEDURE**

**Path**: SPRO>financial accounting>accounts receivable and accounts

payable>business transactions>dunning>define dunning procedure:**FBMP**

The dunning procedures are company code independent. They determine Dunning levels, dunning Intervals,grace days for due date determination.

Select New procedure button

Dunning procedure :RT01

Name:Dunning procedure for Reliance Telecom India PVt Ltd

Dunning interval in days:10

No.of dunning levels :4

Line item grace periods :3 days

Interest indicator:Select 01 standard item interest calculation

Select standard transactions dunning check box

Select Dunn Special GL Transaction check box

Select Dunning Even for Credit account balances check box

SAVE

Ignore the warning message press enter

**Select Dunning texts button**

Company code :RT01

Select customer radio button UNDER ACCOUNT TYPE: Enter

Select new company code button Give the company code :RT01Enter

For company code :RT01select separate notice per dunning level check box

Select back arrow two times

Select Yes button for the message to save date Press enter to save in your request

**Select dunning levels button**

Select always dun check box for all the four levels

Select charges button (F6)

Give the currency:INR

Enter

Company code :RT01

Select customer radio button

Enter

**Open one more session with transaction code :FBMP**

Double click on procedure RT01

Select dunning text button

Give the company code:RT01

Select customer radio button

Enter

**Come to the first session**

**Select Dunning Text button**

Dunning level 1

From F150-DUNN -01

Dunning level 2

Select pagedown button (right side)

Dunning level 3

Form F150\_DUNN\_02

Dunning level 4

Form F150\_DUNN\_02

**Now select charges button**

Give the currency :INR

Dunning levels for all four:

From dunn Amount: 100, percentage 10%. For 4th level make it 20%.

Enter

Select back arrow

Save

Ignore the warning message press enter

Press enter to save in your request

**Assign dunning procedure in customer master:**

**Path** :Accounting-Financial accounting-Accounts receivable –Master records-Maintain centrally-Change (XD02)

Give the customer account no. :300001

Company code:RT01

Enter

Select company code date button

Select correspondence tab

Dunning procedure:select RT01

Save

**Define Dunning Charges to Dunning Procedures**

In this step we add the dunning charge as per the dunning level. This is like an administration charge to dun the customer.

Path: SPRO > Financial Accounting (New) > Account Receivable and Account Payable > Business Transactions > Dunning > Dunning Procedure > Define Dunning Procedure

Tcode: FBMP

Choose the Dunning procedure, click “Choose” Button, and choose “Charges” button

Dunning Level:1, Dunning charges:05

Dunning Level:2, Dunning Charges:10

Dunning Level:3, Dunning Charges:15

Dunning Level:4, Dunning charges:20

SAVE

**END USER AREA**

**Sale invoice posting (F-22)**

Give the document date & posting date :30.07.2017

Type :DR

Company code :RT01

Posting key :01

Account :300001

Enter

Amount :15000

Business area : RTBN

PAYMENT TERMS: 0001

Baseline date: 30.07.2017

Text:Sales invoice posting

Posting key :50

Account no. :300000 Sales account

Enter

Amount :\*

Business area : RTBN

Text :+

From the menu Select Document –Simulate and save

**Another Sales Invoice posting using Enjoy SAP Screen: FB70**

Select company code button: RT01

Press Enter

Customer: 300001

Invoice Date: 29.07.2017

Posting Date: 29.07.2017

Reference no: R3

Amount: 35000

Text: Sales invoice posting

GL Account: 300000

D/C: Credit

Amount in Document currency: 35000

Value date: 29.07.2017

Text: Sales invoice posting

Business Area: RTBN

Select Simulate button

Select Back arrow

SAVE/POST Button

Document was posted in company code: RT01

**Go and See the Customer Balances: FBL5N**

Cusomter: 300001

Compnay code: RT01

Select Open item Radio button

Select Normal items check box

Select Exectue button

Here you can view the all open items further to issue the dunning letters to customer.

**Dunning run**

**Path**: Accounting –Financial Accounting -Accounts Receivable-Periodic Processing-Dunning-**(F150)**

Run on :Today‘s date

Identification:RTID

Select parameter tab

Dunning date:Todays date

Documents posted up to :Today date

Company code: RT01

Customer: 300001

Select Status button

Save

Select schedule button

Output device:LP01 Select Continue button

Select start immediately check box

Select Schedule/Execute button again

Go on press enter till we get the message ‗ Dun selection is completed‘

1 dunning notices generated, of which 1 are to be sent

**Select Dunning List button to view the items which has dunned before the print out.**

Dunning List Button/ Program: RFMAHN21: ENTER

Select dunning print out button Select print button

Output device: LP01

Select Continue button or Press Enter

Select Start Immediate Check box

Select Print button

Go on press enter till we get the message dunning print out is completed

Select dunning history button

Account Type: D

Give your company code : RT01 Execute (F8)

Keep the cursor on 350000

Select display dunning notice button Keep the cursor on the document no.

Select print preview button

Output Device: LP01

Select Continue button

Now you can see the dunning letter which we generated for customers.

OR

From Menu Select Systems, Service, OUTPUT Control, (SP01= spool)

User id/Created by: SAPUSER

Select Execute button

Select Spool no: check box

Select Contents button to display the dunning letter.

Select back arrow once

Select Print directly button to give the print out of letter to send the courier or post to customer.

**Note: please DO NOT execute any dunning or print out process in PRODUCTION SYSTEM.**

**Go and see the customer master (XD03)**

Customer :300001

Company code : RT01

Enter

Select company code data button

Select correspondence tab

Its updates automatically

Last dunned date :02.08.2017 and dunning level.

**Goods and Services Tax (GST)**

Goods and Services Tax (GST) is now a trend in Indian Taxation. GST has replaced Indirect Taxes and amalgamates various Central and State taxes into a single tax systemand brought them under one umbrella to make compliance easier

The GST prerequisites have already been rolled out by SAP and customers are in progressing of GST Implementations across India.

The primary need of GST in SAP is to migrate from the tax code based process (TAXINJ- is a formula based procedure) to condition based procedure (TAXINN- is a condition based procedure).

Please follow the below [GST SAP Blog](https://blogs.sap.com/2017/01/25/gstgoods-and-service-tax-india-solution/)link for more information about SAP GST Pre-Requisites.

**Taxes previously levied and collected by the Central Govt:**

1. Central Excise duty
2. Additional Duties of Customs (commonly known as CVD)
3. Special Additional Duty of Customs (SAD)
4. Service Tax

**Taxes previously levied and collected by the State Govt:**

1. State VAT
2. Central Sales Tax
3. Entertainment and Amusement Tax
4. Taxes on lotteries, betting, and gambling
5. Luxury Tax

**There are Three Taxes in GST.**

* CGST: Central GST

The GST levied on the intra-State supply of goods or services by the Centre is Central GST

* SGST: State GST

The GST levied on the intra-State supply of goods or services by the states is State GST

* IGST: Integrate GST

On inter-state supply of goods and services, Integrated GST (IGST) is collected by Centre. IGST is also applicable on imports.

**For Eg**: – Venkat a dealer in AP sold goods to Akhilesh in AP worth Rs.10,000. The [GST rate](https://cleartax.in/s/gst-rates) is 18% comprising of CGST rate of 9% and SGST rate of 9%, in such case the dealer Venkat collects Rs.1800 and Rs.900 will go to the central government and Rs.900 will go to the AP government.

Now, if Venkat in AP had sold goods to Akhilesh in Telangana worth Rs.1,00,000. The GST rate is 18% comprising of CGST rate of 9% and SGST rate of 9%. In such case the dealer Venkat has to charge Rs.18,000 as IGST. This IGST will go to the Central Govt.

**Note:**

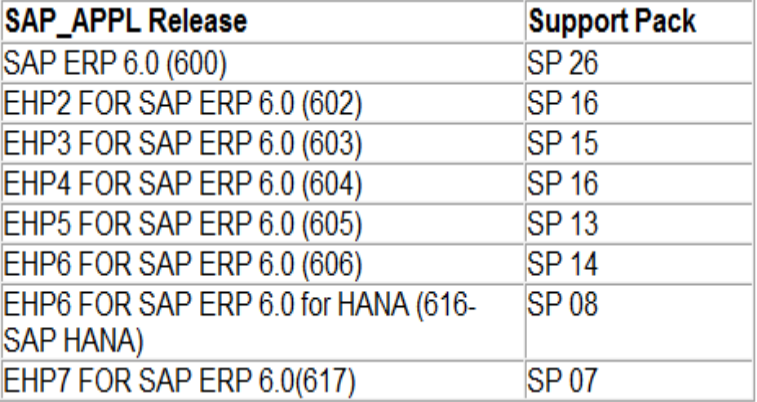
If you are using TAXINN then system will pick rate from condition record maintained using tcode FV11.

If you are using TAXINJ then rates are to be entered while creating tax code in FTXP & J1ID.

GST Number/ID has to assign there in Business Place level to capture GST ID further.

GST Number has to Assign in Vendor/Customer master at Taxation level.

**Refer SAP Note:1175384 for GST Support Pack to be enhanced.**



This Configuration is not Actual GST and proper packages does not existed in our system, we are creating GST as per system availability source only.

**Note**: Please refer the above packages for actual GST Implementation.

**Create Condition types in OBQ1 if does not existed in SAP.**

Select: Condition type: MWAS

Select copy button, change condition type: JICG- Description: CGST

Next Entry button

Select copy button, change condition type: JISG- Description: SGST

Next Entry button

Select copy button, change condition type: JIIG- Description: IGST

Press Enter

SAVE in your Request.

**Define Process/Account Keys: (OBCN)**

Process: JIC

Description: CGST-Output

Tax type: 1 (Output)

Posting Indicator: 2 (Separate Line item)

Next Entry Button

Process: JIS

Description: SGST-Output

Tax type: 1 (Output)

Posting Indicator: 2 (Separate Line item)

Next Entry Button

Process: JII

Description: IGST-Output

Tax type: 1 (Output)

Posting Indicator: 2 (Separate Line item)

**1. Define tax procedure**

Path:SPRO-Financial accounting –Financial accounting global settings-Tax on sales /purchases-Basic Settings-Check calculation procedure.

**Double click on define procedures**

Select new entries button

Procedure: TAXIN

Description: IN; India taxes New

Save

Press enter to save in your request

Select TAXIN

Double click Control data folder

Select new entries data folder

Select new entries button

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Step | Co | CType | Description | From | To | Account Key |
| 10 | 0 | BASB | Base Amount | 10 | 10 |  |
| 20 | 0 | MWVS | Input Tax | 10 | 10 | VST |
| 30 | 0 | MWAS | Output Tax | 10 | 10 | MWS |
| GST |  |  |  |  |  |  |
| 990 | 0 | JICG | IN-Central GST | 10 | 10 | JIC |
| 991 | 0 | JISG | IN-State GST | 10 | 10 | JIS |
| 992 | 0 | JIIG | IN-Intra GST | 10 | 10 | JII |

SAVE

**Assign country to calculation procedure**

Up to basic settings the path is same Assign country to calculation procedure

Select position button

Give the country:IN for India

Enter

For country IN assign procedure TAXIN

Save

Press enter to save in your request

**Note:** Input Tax (Purchase-When we paying the invoice to vendor it includes inputs tax)

Output Tax (Sales-When we Collecting the invoice amount from Customer it includes outputs tax)

**Define tax codes for sales and purchases**

Up to tax on sales of purchases the path is same-Calculation –Define-Tax codes for sales and purchases. (FTXP)

Give the country:IN for India

Enter

Give the tax code:G0

Enter

Description:0% GST-IN

Tax type:Select V input tax

Enter

JIC: 0%

JIS: 0%

JII: 0%

Keep the cursor on ouput tax, tax percent rate

Select deactivate line (F5) button

Save

Tax code:G1

Enter

Description :18% GST-IN

Tax type:select V input tax

Enter

JIC: 9%

JIS: 9%

JII: 0%

Keep the cursor output tax, tax percent rate

Select deactivate line button

Save

Tax code:G2

Enter

Description:18% IGST-IN

Tax type:select V input tax

Enter

JIC: 0%

JIS: 0%

JII: 18%

Keep the cursor output tax, tax percent rate

Select deactivate line button

Save

Tax code:G3

Enter

Description:0% GST-OUT

Tax type:select A output tax

Enter

JIC: 0%

JIS: 0%

JII: 0%

Keep the cursor our input tax, tax percent rate

Select deactivate line button

Save

Tax code:G4

Enter

Description:18% GST-OUT

Tax type:select A output tax

Enter

JIC: 9%

JIS: 9%

JII: 0%

Keep the cursor our input tax, tax percent rate

Select deactivate line button

Save

Tax code:G5

Enter

Description :18% IGST-OUT

Tax type:select A output tax

Enter

JIC: 0%

JIS: 0%

JII: 18%

Keep the cursor our input tax, tax percent rate

Select deactivate line button

Save

**Assign tax codes for Non-taxable transactions**

**Path**:Same Up to tax on sales/purchases-Posting -Assign tax codes for non-taxable transactions (OBCL)

Select position button

Give your company code:RT01

Enter

For RT01 select GST-IN:**G0** and GST-OUT:**G3**

Save

Press enter save in your request

**Creation of GL master FS00**

1.GST receivable: Current assets,Loans & Advances

2.CGST payable: Current liability

3.SGST payable: Current liability

4.IGST payable: Current liability

Tcode: FS00

Give the GL account no.:200155

Company code: RT01

Select with template button

Give the GL account no.:200120 (Inventory RM)

Company Code:RT01

Enter

Change short and GL long text to GST Receivable

Select create / Bank /Interest tab

Field status group change to G041 (Tax office clearing accounts)

Save

One more account

Give the GL account no.100505

Company code:RT01

Select with template button

Give the GL account no. :200155

Company code:RT01

Enter

Select type/Description tab

Change account group to current liability and provisions

Change short text and GL account long text to CGST payable

Save

One more account

Give the GL account no.100506

Company code:RT01

Select with template button

Give the GL account no. :100505

Company code:RT01

Enter

Select type/Description tab

Change short text and GL account long text to SGST payable

Save

One more account

Give the GL account no.100507

Company code:RT01

Select with template button

Give the GL account no. :100506

Company code:RT01

Enter

Select type/Description tab

Change short text and GL account long text to IGST payable

Save

Give the GL account no.:200120

Company code:RT01

From the menu select GL account change

Select control data tab

Tax category:Select \* (All tax types allowed)

Select posting without tax allowed check box

Save

Ignore the warning message press enter

GL Account:300000 Sales A/c

Company code: RT01

From the menu select GL account change

Tax category:select \*

Select posting without tax allowed check box

Save

Ignore the message press enter

**Assignment of accounts for automatic postings:**

Path:SPRO-Financial accounting –Financial accounting global settings-Tax on sales/purchases-posting-Define tax accounts (OB40)

Double click on transactions: VST (input tax)

Give the Chart of Accounts:RT01

Enter

Select save button or Ctrl+S

Double click on transactions **JIC**(output tax)

Save

Give the account no.100505 CGST Payable

Save

Press enter to save in your request

Select back arrow

Double click on transactions **JIS**(output tax)

Save

Give the account no.100506SGST Payable

Save

Press enter to save in your request

Double click on transactions **JII**(output tax)

Save

Give the account no.100507IGST Payable

Save

Press enter to save in your request

**NOTE:** In line environment FI Consultant‘s job:

Customization

Creation of Tax procedure

Creation of tax codes

Creation of GL accounts

Assignment of GL accounts

**End User Area**

**Sales invoice posting (F-22)**

Give the document date:Today‘s date

Company code: RT01

Posting key :01 customer debit

Account :300001

Enter

Give the amount :1180

Select calculate tax check box

Text :Tax sales invoice posting

Posting key :50

Account no. :300000 (Sales a/c)

Enter

Amount:\*

Tax code:Select G4

Business area:RTBN

Text:+

From the menu select Document- Simulate Double click on GST payable line items

Business area:RTBN

Text :+

Save

**Accounting Entry:**

Customer(Airtel) Ac Dr 1180

To Raw-material sales 1000

To SGST 90

To CGST 90

(Sales invoice posting with GST Calculation)

**Go and See CGST/SGST/IGST Payable GL Account: 100505/100506/100507 (FS10N)**

GL Account: 100505

Company code: RT01

Fiscal Year: 2017

Execute

**Now you can see the total GST 18% i.e 180 Rupess includes, SGST and CGST.**

**Apply the same process for Purchases as well.**

**Bank Accounting:**

**BANK RECONCILIATION**

|  |  |
| --- | --- |
| **Check Deposit** | **Bank statement** |
| 🡪Manual | 🡪Manual |
| 🡪Electronic | 🡪Electronic |

Manual check deposit /manual bank statement

For each current Account, we have to create 5 GL accounts minimum.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | Account no. should be with | | 1.Main bank account 0 | | 2.Check issue account Open item 1 | | 3.Check deposit A/c Open item 2 | | 4.clearing account Open item 3 | | 5.Bank Changes | |

If we have 100 Bank current accounts instead of assigning accounts 100 times –we assign only one time using masking.

|  |  |
| --- | --- |
| 1. Main bank account | +++++++++0 |
| 2. check issue account | +++++++++1 |
| 3. check deposit a/c | +++++++++2 |
| 4. clearing account | +++++++++3 |

Always main bank account balance and bank statement balance will be same.

**Banking Flow:**

**Sales:**

**1. Sales invoice posting F-22**

Customer A/c Dr 100000

To Sales 100000

**2. Check deposit**

HDFC Check deposit a/c Dr 100000

To Customer with clearing 100000

**3. Enter manual bank statement**

A) If the check deposited and credit is not there –The item display as open items in bank check deposit A/c-Checks Deposited but not credited

B) If the check deposit credit comes in bank statement

HDFCmain bank A/c Dr 100000

To HDFCCheck deposit a/c 100000

**Purchases:**

**4. Purchase invoice posting F-43**

Inventory RM Dr 200000

To Party A/c 200000

**5 Outgoing payment with clearing F-53**

Party A/c Dr 200000

To HDFCcheck issue A/c 200000

**6. Manual check creation**

Assign check no.to payment doc.no.

**7. Enter manual bank statement**

A) If the check is not Debited there the item shows as open items bank check issue A/c. check issued but not presented.

B) If the check issued and debited

HDFCcheck issue Dr 200000

To HDFCMain Bank a/c 200000

**8.Bank charges direct debits**

Bank charges Dr 5000

To HDFCmain bank a/c 5000

**1. Creation of GL masters (FS00)**

Give the GL A/c no. :200130

Company code: RT01

Select with template button

Give the GL A/c no.200105 SBI A/c Company code: RT01 Enter

Change short text and GL Account long text to HDFC main bank

Save

GL A/c No. :200131

Company code: RT01

Select with template button Give the GL A/c NO.200130 Company code: RT01 Enter

Change short text and GL A/c long text to HDFC check issue

Select control data tabs

Select open item management check box

Save

GL A/c No. :200132

Company code: RT01

Select with template button

Give the GL A/c No. :200131

Company code: RT01

Enter

Select type/description tab

Change short text and GL A/c long text to HDFCcheck deposit

Save

GL A/c No. :200133

Company code: RT01

Select with template button

Give the GL A/c No. :200132

Company code: RT01

Enter

Select type/description tab

Change short text and GL A/c long text to Check Clearing A/c

Save

GL A/c No. :400304

Company code: RT01

Select with template button

Give the GL A/c No. :400300 Rent A/c

Company code: RT01

Enter

Change GL A/c short text and GL A/c long text to Bank charges

Save

**Note:** you can create as many GL account as required in the business, but in our session, we have covered only 5 GL accounts. Ex: Bank Interest, Bank Loan etc..

**Define House Bank (FI12)**

Give the company code: RT01

Enter

Select new entries button

House bank:HDFC

Bank country:IN

Bank key: HDFCKEY

Save

Give the name HDFCbank limited

Street: Bank Street,

City: Bangalore

Bank branch:Main branch

Enter

Press enter to save in your request

Double click on bank accounts folder

Select new entries button

Account ID: HDFC1

Description: HDFC Current A/c no.1

Bank account no: 501002040

Currency:INR

GL A/c No. :200130 HDFCMain bank

Save

**3. Creation of Check lots (FCHI)**

Give the paying company code: RT01

House bank: HDFC

Account ID :HDFC1

Select change status button

Select create button (shift+F5) beside details button

Lot no. :1

Check no. :100001

To no. :100100

Select non-sequential check box

Short information: HDFCBank

Purchase date:Today‘s date

Enter and save

**Define posting keys and posting rules for check deposit.**

**Path**:SPRO-Financial accounting –Bank accounting –Business transactions – Check deposit –Define posting keys and posting rules for check deposit

Chart of accounts: RTCA

Enter

Select new entries button

Accounts symbol: RT0A Text:Main Bank

Accounts symbol: RT0B Text: Check issue

Accounts symbol: RT0C Text:Check deposit

Accounts symbol: RT0D Text:Bank charges

Save

press enter to save in your request

**Double click on assign accounts to account symbol folder**

Select New entries button

|  |  |  |
| --- | --- | --- |
| **Account symbol** | **Currency** | **GL A/c** |
| RT0A | INR | +++++++++0 (9 times plus) |
| RT0B | INR | +++++++++1 (9 times plus) |
| RT0C | INR | +++++++++2 (9 times plus) |
| RT0D | INR | 400304 –Bank Charges A/c |

Save

**Double click Creates keys for posting rules folder**

Select new entries button

|  |  |
| --- | --- |
| **Posing rule** | **Text** |
| RT11 | Check receipt –Clear customer |
| RT22 | Check deposit clearing in Bank |
| RT33 | Check issue clearing in Bank |
| RT44 | Bank charges direct debit by banks |

Save

**Double click on define posting rules folder**

Select new entries button

**Note:**

**Check receipt –clear customer**

RT11-Check receipt clear customer

HDFC check deposit Dr GL

To Customer –with clrg GL

Doc.Type: DZ

Posting rule:RT11

Posting area:select 2 (sub ledger accounting)

**Debit** posting key :40

Account symbol:RT0C (check deposit)

Document type:DZ

Posting type:select 8 (sub ledger a/c)

**Select next entry button**

Posting rule:select RT22 (check deposit clearing in bank)

**Note:RT22:Check deposit clearing in bank**

HDFC Main account Dr GL

To HDFC check deposit with clearing GL

Doc.type:SA

Posting area:select 1 (Bank accounting)

**Debit** posting key:40

Accounts symbol: RT0A (main bank a/c)

Document type:SA (GL account document)

Posting type:select 5 (clear credit GL Account)

**Select next entry button**

Posting rule:**RT33 (check issue clearing in bank)**

**Note**: **RT33 Check issue clearing in Bank**

HDFC check issue with clrg DR GL

To HDFC main bank A/c

Doc.type:SA

Posting area:select 1 (bank accounting Debit account)

symbol:RT0B

**Credit:** posting key:50

Account symbol:RT0A Main bank

Document type:SA

Posting type:select 4 (clear debit GL Account)

**Select next entry button**

**Posting rule:RT44 Bank charges:**

**Note**:Direct debit by bank

Bank charges Dr GL

To HDFC Main bank A/c GL

Doc type:SA

Posting area:select 1 (Bank accounting)

Debit posting key:40

Account symbol:RT0D

Credit posting key:50

Account symbol:RT0A

Document type:SA

Posting type:select 1 (post to GL A/c)

Save

**Create and assign business transactions:**

Path: same up to business transactions–Check deposit –Create and assign business transactions (OT53)

Select new entries button

Transaction: RT01

+/-:+

Posting rule: RT11

Text:Check receipt clear customer

Transaction: RT01

+/-:- (for posting revenues)

Posting rule: RT11

Text:Check receipt clear customer reversal

Select save button

**Select cancel button**

Select Yes button

Save

Press enter to save in your request

**Define variants for check deposit**

Same path (OT45)

Select create button

Variant:RTCDV

Name:check deposit variant for RT01

Enter

From the possible fields column

Double click on reference document no.(selection)

ENTER20 in offset 2 column

|  |  |  |  |
| --- | --- | --- | --- |
| Column | Offset | Length | From Possible Fields |
| 1 | 3 |  |  |
| 2 | 20 | 16 | Double Click on Reference document no. (sel.) enter 20 in offset in 2 column |
| 3 | 37 | 4 | Double Click on Business area (assign) |
| 4 | 52 | 10 | Double Click on Customer number (sel.) |

Save

Select create request button

Short Description: Work Bench request for RT01 Enter

press enter to save in your request keep the customer on RT01

select activate button

**Create and assign business transaction for manual bank statement**

path:same up to business transaction–Payment transactions –manual bank statement –Create and assign business transactions

select new entries button

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Transaction** | **+/-** | **Posting Rule** | **Interpretaion Algorithm** | **Text** |
| RT22 | + | RT22 |  | Check Deposit |
| RT22 | - | RT22 |  | Check Deposit Clearing in Bank Reversal |
| RT33 | - | RT33 | 011 Outgoing check no difference from payment doc | Check Issue Clearing in Bank |
| RT33 | + | RT33 | 011 | Check Issue Clearing in Bank (Reversal) |
| RT44 | - | RT44 |  | Bank Charges Direct Debit by Bank |
| RT44 | + | RT44 |  | Bank Charges Direct Debit by Bank(Reversal) |

SAVE

Press Enter to save in your Request.

**1. Purchase invoice posting F-43**

Inventory RM DR 200000

To Party A/c 200000

Doc no.1

**2.Outgoing payment with clearing F-53**

Party A/c DR with clearing 200000

To HDFC Check issue A/c 200000

Doc no.200202

**3.Manual check creation FCH5**

Assign check no. to payment doc no.

Assign check no.100001 to payment Doc no.200202

Check no. and payment Doc no. are different

Payment document no. 200202

Paying company code: RT01 Reliance Telecom

Fiscal Year : 2017

House Bank: HDFC HDFC BANK LTD

Account ID: HDFC1 HDFC Current Account No:1

Check number: 100001

SAVE

**Define variants for manual bank statement**

Same path (OT43)

Select create button

Variant: RT01B

Name:Manual bank statement variant for RT01

Enter

* From the possible fields column double click on reference doc.number (selection) Enter 4th column (20+16) :36
* From the possible field column double click on bank reference Enter
* From the possible fields column double click on business area

Enter (53+13+4):67 Save

Press enter to save in your work bench request

Keep the cursor on RT01Bselect activate button

**To make text field optional field for field status groups G001 and G005 (OBC4)**

Select field status variant: RTFV Double click on field status group folder

Double click on G001

Double click on general data Text make it optional entry field Save

Press enter to save in your request

Double click on G005

Double click on General data

Text make it optional entry field Save to save the settings in your request.

**SALES**

**Sales invoice posting (F-22)**

Give the document date:Today‘s date

Type:DR

Company code: RT01

Posting key :01

Reference bill no. :R6

Account :300001

Enter

Amount :100000

Business area: RTBN

Text:Sales invoice posting

Posting key :50

Account no. :300000 Sales a/c

Enter

Amount:\*

Business area: RTBN

Text :+

Document –simulate & Save

**Manual check deposit**(FF68)

**Path**:Accounting –financial accounting –Banks –Incomings-check deposit-Manual entry

From the menu select settings -> Specifications

Start variant: Select RTCDV

Enter

Bank key: HDFCKEY

Bank account: 501002040

Currency:INR

Group:1 (paying slip no.)

Transaction: select RT11 (check receipt clear customer )

Posting date:Today‘s date

Value date:Today‘s date

Currency:INR

Enter

Amount :100000

Reference no. :R6 (bill no.)

Business area: RTBN

Customer no.: 300001

Enter & save

Save once again

From the menu select System –>services -> Batch input ->Sessions ->select session name:HDFC-HDFC1

Select process button

Select Display errors only radio button Select process button

We get a message processing of batch in put session completed

Select exit batch input button

HDFC Check Deposit Dr 100000

To Customer ac 100000

**Go and See the customer A/c FBL5N**

Give the customer no.300001

Company code: RT01

Select cleared items radio button

Select normal items check box

Execute

Double click on type DZ

Select column document overview button

**Check deposit credit in bank statement/Manul Bank Statement entry**

**Path**:Accounting –Financial accounting –Banks-Incoming –Bank statement – manual entry (FF67)

From the menu select settings –specifications

Start variant: select RT01BV

Enter

Bank key: HDFCKEY

Bank account: 502001040

Currency:INR

Give the statement no. :1

Statement date:Today‘s date

Opening balance :0

Closing balance :100000

Posting date:Today‘s date

Enter

Ignore the warning message press enter

Transaction: select RT22 check deposit in bank

Value date:Today‘s date

Amount :100000

Give the reference doc no. :1 (That is paying slip no.)

Business area: RTBN

Enter & Save

Save once again

From the menu select System –Services –Batch input session Select session name :HDFC–HDFC1

Select process button

Select display errors only radio button Select process button

Ignore the message and exit batch input button

**Go and see the HFDC check deposit A/c (FBL3N)**

Give GL A/c No.:200132

Company code: RT01

Select cleared items radio button

Select normal items check box

Execute

Double click credit 100000

Select call up document overview button

HDFC Main Bank Ac Dr 100000

To HDFC Check Deposit 100000

**1. Purchases**

**Purchase invoice posting (F-43)**

Give the document date:Today‘s date

Type:KR

Company code: RT01

Posting key :31

Account no. :200001

Enter

Give the amount :20000

Business area: RTBN

Text:Purchase invoice posting

Posting key :40

Account no. :200120 Inventory RM

Enter

Amount:\*

Business area: RTBN

Text:+

Document –Simulate and Save

**2. Outgoing payment with clearing (F-53)**

Give the document date:Today‘s date

Type:KZ

Company code: RT01

Clearing text:Outgoing payment

Account under bank data :200131 (HDFC Check issue date)

Business area: RTBN

Amount :200000

Text:Outgoing payment

Account under open item selection :200001

Select process open item button

Double click on payable amount :20000

From the menu select Document --Simulate & Save

**3. Manual check creation (FCH5)**

Give the check no.100010

Save

**4. Enter manual bank statement (FF67)**

Select overview button (F8)

Keep the cursor on RT01 HDFC Bank Ltd

Select new statement button

Opening balance:100000

Closing balance (100000-20000)=80000

Posting date:today‘s date

Enter

Transaction: RT33 check issue clearing in Bank

Value date:today‘s date

Amount: 20000- (**with minus)**

Bank reference :100010 (check no.)

Business area: RTBN

Enter

Select save button , save once again

From the menu select System –Service –Batch input –Sessions Select session name :HDFC-HDFCC1

Select process button

Select Display errors only radio button Select process button

Ignore the message exit batch input button

**Go and see HDF check issue account (FBL3N)**

Give the GL account :200131 HDFC check issue account

Company code: RT01

Select cleared items radio button

Select normal items check box

Execute

Double click on debit 20000

Select call up document overview button

**Bank charges Direct debits**

Enter manual bank statement FF67

Select overview button

Keep the cursor on RT01 HDFC Bank Ltd

Select new statement button

Give the closing balance :79500

Posting date:Today‘s date

Enter

Transaction: RT44 Bank charges direct debits

Value date:Today‘s date

Amount :500- (With Minus)

Business area: RTBN

Enter & Save

Save once again

From the menu select System –Services –Batch input –Session Select session name :HDFC–HDFC1

Select process button

Select display errors only radio button Select process button

Ignore the message and select exit batch input button

**To view the document posted (FB03)**

Enter

**To view bank statements in SAP FF67**

Select overview button

Double click on RT01 HDFC Bank Ltd

**To view the transactions in the statement**

Double click on statement no.

**Electronic Bank Statement**

The concept of bank reconciliation as handled in SAP

❖ Reconciliation using Electronic Bank Statement (EBS)

❖ Reconciliation through Manual Bank Statement

This is another way of processing bank statement is electronically. This is the most prevalent method of bank reconciliation. Every organization is following this method only. In this method, the electronic statement will receive from the Bank and same will be processed/upload with in the SAP environment.

SAP supports the file formats used by the banks. Generally, most of the banks maintain the electronic format of BAI and **MT940**, SWIFT, MULTI CASH AND TXT for their statement purposes.

No manual intervention will be there in EBS and every transaction can be posted

automatically.

Most of the configuration is same as Manual Bank Statement up to Posting Rules.

Configuration Steps:

1. Create Account Symbols
2. Assign Accounts to Account Symbols
3. Create keys for Posting Rules
4. Define posting Rules.
5. Create Transaction Type
6. Assign External Transaction Types
7. Assign Bank accounts to Transaction type

**Create Transaction Type**

This is to group together the bank accounts which contain same 'external transaction types'. Thus, it helps to minimize the efforts in customizing EBS for more than one bank account having same 'external transaction types'. We just have to assign the additional bank account to this transaction type.

**Path:**SPRO- Financial Accounting (New) - Bank Accounting - Business Transactions - Payment Transactions - Electronic Bank Statement - Make Global Settings for EBS.

Chart of Accounts: RTCA, Press Enter

Select Create Transaction Type folder

Select New Entries Button

Transaction Type: RTHDFCTT

Name: RTHDFCTT Electronic Bank Statement.

SAVE

**Assigning External Transaction Types to Posting Rules**

This step links the external data source i.e. bank statement to the internal posting rules in order to account for the transaction appearing in the bank statement. This is done through the external transaction types by assigning them to the appropriate posting rules.

Also if a transaction is set to clear automatically as per the definition under 'posting type', this step enables to determine the common parameter to be used for auto clearing. The same is determined using 'Interpretation Algorithm' that reads details from the bank statement and selects the matching criteria.

**Path**: Same

Select Transaction Type: RTHDFCTT and double click Assigning External Transaction Types to Posting Rules

Select New Entries button

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Transaction** | **+/-** | **Posting Rule** | **Interpretation Algorithm** | **Text** |
| RT11 | + | RT11 |  | Check receipt clear customer |
| RT11 | - | RT11 |  | Check receipt clear customer reversal |
| RT22 | + | RT22 |  | Check Deposit |
| RT22 | - | RT22 |  | Check Deposit Clearing in Bank Reversal |
| RT33 | - | RT33 | 011 Outgoing check no difference from payment doc | Check Issue Clearing in Bank |
| RT33 | + | RT33 | 011 | Check Issue Clearing in Bank (Reversal) |
| RT44 | - | RT44 |  | Bank Charges Direct Debit by Bank |
| RT44 | + | RT44 |  | Bank Charges Direct Debit by Bank(Reversal) |

SAVE.

**Assigning Bank A/c's to Transaction Types**

All such bank accounts are assigned to this Transaction Type using relevant 'Bank Key' and 'Bank Account Number' for the respective company code as maintained in the system.

Path: Same

Double click on Assign Bank Accounts to Transaction Types Folder

Select New Entries button

|  |  |  |  |
| --- | --- | --- | --- |
| Bank Key | Bank A/c | Transaction Type | Co.code |
| HDFCKEY | 502001040 | RTHDFCTT | RT01 |

SAVE

**Note**: Regarding Search String, we can discuss it later when it required. Not covered in this class.

**End User Area:**

**Upload EBS in SAP (FF\_5 or FF.5) (MT940 Format)**

Select: Import Data check box

Select EBS format: MT940 International format

From Statement File: upload the file here

Select Do Not Post Radio Button under posting parameters

Maintain BELNR or XBLNR Number Intervals if Required.

Select Print Bank Statement check box

Select Execute

Once you executed the EBS here , you can see the transactions listed in the bank statement here , its just view before the actual posting in SAP.

**Post The Bank Statement: FEBP**

Select Application: 0001

Statement date: 30.08.2017

Statement no: 001

House Bank: HDFC

Account Id: HDFC1

Company code: RT01

Currency: INR

Select Post Immediate Radio button

Select Assign Value date to Account check box

Maintain BELNR or XBLNR Number Intervals if Required.

Print posting log

Select EXECUTE

**Note:**Once you executed the EBS Posting steps as above. Now you can check the total balances of bank statement and SAP systems to compare. Both should be equal.

**Analyze the bank statement = FEBA**

Application: E&MBS

Company code: RT01

House Bank: HDFC

Account Id: HDFC1

Statement Status: All Line Items

Posting Area: GL Account

Posting Method: Display Incorrect Screens

**Note**:Here you post if there are any pending documents to be posted. Or error items can corrected to be posted. YOU CAN double click on error or to be posted items to view the details further postings.

**Go and See the Bank GL Accounts whether they posted in FBL3N**

GL Account: 200105

Compnay code: RT01

**Execute**

**Cash Journal**

The cash journal is a subledger of Bank Accounting. It is used to manage a company's cash transactions. The system automatically calculates and displays the opening and closing balances, and the receipts and payments totals. We can run several cash journals for each company code.

1) To view daily cash and bank opening balances, Receipts, Payments and closing balance

2) GL Cash account accepts negative cash balance –Cash Journal will not accept negative cash balance

3) For petty cash purpose

**1. Creation of GL master (FS00**)

Petty cash account –Current Assets-Loans & Advances

Give the GL A/c No. :200101

Company code: RT01

Select with template button

Give the GL A/c No. :200100

Company code: RT01, Enter

Change short text and GL a/c long text to Petty Cash A/c

Select create /bank /interest tab

Select post automatically only check box &**Save**

**Define number rage intervals for cash journal documents**(FBCJC1)

**Path**:SPRO-Financial accounting –bank accounting –Business transactions-Cash journal –Define number range intervals for Cash journal Documents (FBCJC1)

Give the company code: RT01

Select change intervals button

Select interval button

No.range:01 From no:500001 To no:600000

Enter & Save, Ignore the warning message press enter

**Setup cash journal (FBCJC0)**

Same path

Select new entries button

Company code: RT01

Cash journal no. :0009

GL A/c No. :200101

Currency :INR

Document type for GL A/c :SA

Document type vendor payment :KZ

Document type vendor receipt :KZ

Document type customer receipts:DZ

Document type customer payment:DZ

Cash Journal name: RT01 Bangalore petty cash

Save, Press enter to save in your request

**Create, Change delete business transactions (FBCJC2)**

Same path

Select new entries button

Company code: RT01

Business transaction type:R Revenue

G/L A/c:300000

Cash journal business transaction:Revenue

Select account modifiable check box

Company code: RT01

Business transaction type: E Expenses

GL A/c No:400100 Salaries A/c

Cash journal Business transaction:Expenses

Select account modifiable check box

Save

Press enter to save in your request

**Setup print parameters for cash journal**

**Path same**

Select new entries button

Company code: RT01

Cash journal print program name:RFCASH00

Report variant:DEMOEN (Demo English)

Correspondence:select SAP18 Cash document

Save

Press enter to save in your request

**Posting to Cash journalFBCJ**

**Path**:Accounting –Financial accounting –General ledger –Document Entry –Cash journal posting (FBCJ)

From the menu select Extras -> Change Cash journal

Give your company code: RT01

Cash journal :0009

Enter

Select cash receipts tab

Business transaction: select Revenue

Amount :5000

Business area: RTBN

G/L A/c :300000 Sales A/C

Text :Cash sales Scrap

Save

Select post button

Select Cash Payment Tab

Business transaction: select Expenses

Amount :2000

Business area: RTBN

G/L A/c :400100 Salaries A/c

Text :Cash Spent for miscellaneous

Select print cash journal button

Ignore the message press enter

**Go and See Petty Cash GL Account: 200101**(FS10N)

GL Account: 200101

Company code: RT01

Fiscal year: 2017

Select Execute Button.

**Note**: For time being we used Salary Account for Expenses and Sales Account for Revenue instead of creating separate GL accounts for Petty Expenses and Revenues.

In your case please create separate GL accounts for Petty Expenses and Revenues and assign accordingly.

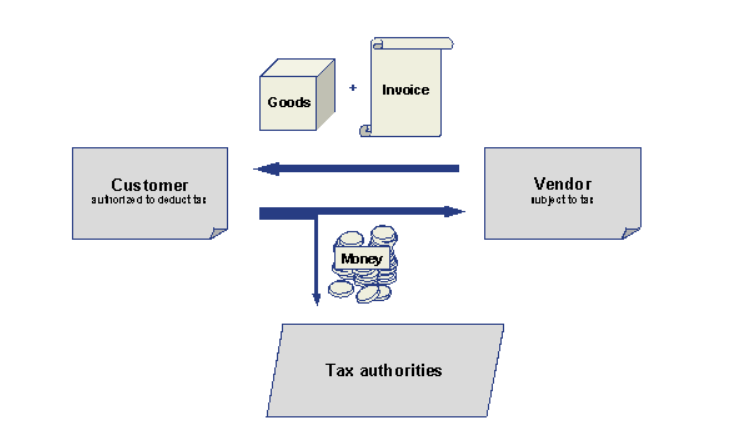
**WITH HOLDING TAX (TDS)**

Withholding tax is an Income tax which is deducted at the source of the revenue.

With Holding Tax that is charged at the beginning of the payment flow in some countries. Usually, the party that is subject to tax does not pay the withholding tax over to the tax authorities himself.

When a customer that is authorized to deduct withholding tax pays invoices from a vendor subject to withholding tax, the customer reduces the payment amount by the withholding tax proportion. The customer then pays the tax withheld directly to the appropriate tax authorities.

An exception to this rule is self-withholding. The vendor subject to tax then has the right to pay the tax to the authorities himself.



TDS: Tax deducted at source on Vendors/ Contractors/Local and professional charges

TCS: Tax collected at source –on Customers/ scrap sale /waste sale

TDS is part of CIN (Country India Version)

Two types of WHT:

1. Classic Withholding Tax
2. Extended Withholding Tax (Classic WT+New WT)

**Classic Withholding Tax**: we can process only payments, and vendor view related tax deductions.

**Extended Withholding Tax:**With extended withholding tax, you can process withholding tax from both the vendor and customer view.

In Accounts Payable, the vendor is the person subject to tax, and the company code is obligated to deduct withholding tax and pay this over to the tax authorities on the vendor’s behalf. In Accounts Receivable, the company code itself is subject to tax, and the customers that do business with this company code deduct withholding tax and pay this over to the tax authorities on the company code’s behalf. In both cases, the business partner of the person/entity subject to tax deducts the tax and pays it over to the tax authorities.

|  |  |  |  |
| --- | --- | --- | --- |
| **Individual Functions/particulars** | | **Classic Withholding Tax** | **Extended Withholding Tax** |
| Withholding tax on outgoing payment | | **Yes** | **yes** |
| Withholding tax on incoming payment | |  | **yes** |
| Withholding tax posting at the time of payment | | **Yes** | **Yes** |
| Withholding tax posting at time of invoice | |  | **Yes** |
| Withholding tax posting on partial payment | |  | **Yes** |
| Number of withholding taxes for each document item | | **Max. 1** | **Several/no. of docs** |
| Withholding tax base: | Net amount | **Yes** | **Yes** |
| Modified net amount |  | **Yes** |
| Gross amount | **Yes** | **Yes** |
| Tax amount |  | **Yes** |
| Modified tax amount |  | **Yes** |
| Rounding rule | |  | **Yes** |
| Cash discount considered | |  | **Yes** |
| Accumulation | |  | **Yes** |
| Minimum/maximum amounts and exemption limits | |  | **Yes** |
| Number assignment on document posting (certificate numbering) | |  | **Yes** |
| Calculation formulas | | **Yes** | **Yes** |

**Maintain calendar**

**Path**:SPRO-SAP Net weaver –General settings –Maintain calendar.

Select public holidays radio button

Select change button

Select create button

Select with fixed date radio button

Select create button

Day :15

Month: Select 08 August-15

Short holiday name:August-15

Long holiday name:August-15

Select Create button/Enter

Ignore the message select Yes button

Ignore the message press enter

Select back arrow

Select holiday calendar radio button

Select change button

Select create button

Calendar ID: R1 (RT01 BANGALORE Factory Holiday calendar)

Select assign holiday button

Select August-15 check box

Select assign public holiday button

Save

Ignore the message press enter

Select back arrow two times

Select factory calendar radio button

Select change button

Select create button

Factory calendar ID: R2

Description:RT01 BANGALORE Factory calendar

Holiday calendar ID:R1

Work days select Monday to Friday check boxes

Save

Ignore the message press enter.

**Check withholding tax countries**

**Path**:SPRO-Financial Accounting –Financial accounting global settings-Withholding tax-Extended withholding tax-basic settings-Check withholding tax countries

Select new entries button

Country:IN

Withholding tax country:IN

Description:India

Select save button or Ctrl+S

Save

**Define withholding tax keys**

Same path

Give the country key: IN for India

Enter

Select new entries button

Official withholding tax :194C

Name:Payments contractors

Save

Press enter to save in your request.

**NOTE:** please create Business place and sections code with same code.

Ex: Business Place and Section Code: RSC1

**Define Business places (section code**)

Path:path is same up to extend withholding tax -Basic settings - India -

Define business places

Select new entries

Company code: RT01

Business place: RBP1

Name: RT01 Bangalore factory

Save

Title: Company

Give the name: RT01 Bangalore Factory

Press enter to save in your request

**Assign factory calendars to Business places(Section code)**

Same path

Select new entries button

Company code: RT01

Business place: RBP1

Factory calendar ID: R2

Tax due date Rule:select Day before

Save

Press enter to save in your request

**Define Section Codes(Business Place)**

**Path**: Form the menu select System –Services –Table maintenance –Extended table maintenance (SM30)

Table/view:J\_1BBRANCV

Select maintain button

Give the company code: RT01

Enter

Select new entries button

Section code: RSC1

Description: RT01 Bangalore factory

Business place:RBP1

Save

Title: Company

Give the name: RT01 Bangalore factory

Press enter to save in your request

**Assign section code to business place (SM30)**

**Path same:**

Table /View: V\_SECCODE

Select maintain button

Give the company code: RT01

Enter

For section code: RSC1

Business place: RBP1

Save, Press enter to save in your request

**Assign factory calendars to Section code**

Same path

Select new entries button

Company code: RT01

Section code: RSC1

Factory calendar ID: R2

Tax due date Rule: select Day before

Save

Press enter to save in your request

**Define withholding tax type for Invoice posing:**

Path: path is same up to Extended withholding tax –Calculation –Withholding tax type –Define withholding tax type for invoice posing.

Give the country key:IN

Enter

Select new entries button

Withholding tax type: V1(Invoice)

Description:194C contractors Invoice posting

Select gross amount radio button

Select withholding tax commercial rounding radio button(UNDER ROUNDING RULES)

Select post withhold tax amount check box

Select no accumulation radio button

Save

Press enter to save in your request

**Define withholding tax type for payment posing(Advances)**

Same path

Give the country key:IN

Enter

Select new entries button

Withholding tax type: V2(Payment)

Description:194C contractors –Advance posting

Select gross amount radio button

Select withholding tax commercial rounding radio button

Select no accumulation radio button

Select post withholding tax amount check box

**Select central invoice proportionate radio button (SELECT ONLYE IF ITS AVAILABLE)**

Select save button or Ctrl+S

Press enter to save in your request.

**Why we need to select central invoice proportionate for advance payments**

**1. Advance payment F-48 (01.09.2017)(2.5%)**

Party special GL (A) Dr 100000

To Bank 97500

To TDS (To deposit before 07.10.2017) 2500

**(Being Advance payments made)**

**2. Purchase invoice posting F-43 (01.09.2017)**

Conversion charges Dr 300000

To party 292500

To TDS (to Deposit before 07.10.2017) 7500

**(Being Purchases against Advance amount)**

**3. Transfer of advance from special GL to normal by clearing special GL F-54** 01.09.2017

Party Dr 97500

TDS Dr 2500(Auto Debit)

To Party special GL (A)100000

TDS payable on 07.10.2017 (7500-2500=5000)

**Define withholding tax codes**

Path: same up to extend withholding tax–Calculation - Withhold tax codes -Define withholding tax codes

Give the country key:IN

Enter

Select new entries button

Withholding tax type:V1

With holding tax code:T1

Description:Section 194C contractors Invoice (2.5%)

Official withholding tax: Section 194C

Base amount percentage subject to tax:100

Withholding tax rate :2.5%

Posing Indicator: Sel1 (standard posting: Bank/Vendor/Customer line item reduced

Save

Press enter to save in your request

**Select back arrow**

Select withholding tax type: V1

Select copy as button:

Change withholding tax type V1 to V2

Change withholding tax code: T1 to T2

Description: Sec 194C (contractors –Advance 2.5%)

Enter and Save

**Check recipient type**

**Path**:Same up to extended withhold tax–Basic settings –Check recipient types

Give the country key:In for India

Enter

Select new entries button

Withholding tax type:V1

Recipient type:CO

Text: Company

One more

Withholding tax type:V2

Recipient type:CO

Text: Company

Save

Press enter to save in your request

**Maintain tax due dates**

**Path**: Same up to extend withholding tax–Basic settings –India- Maintain tax due dates

Select new entries button

Country:IN

Official withholding tax key :194C

Recipient type: CO

No.of days unit tax due date :777

Save

**Assign withholding tax types to company code**

**Path**: Same up to Extend withholding tax –company code-Assign withholding tax types to company code.

Select new entries button

Company code: RT01

Withholding tax type:V1

Recipient type:CO

Select withhold tax agent check box

Withholding tax obligated firm :01.04.2017

Obligated to withhold tax until:31.03.2018

Save

Press enter to save in your request

Select back arrow

Select company code RT01 with tax type V1

Select copy as button

Change the Withholding tax type to V2

Enter & Save

**Activate extended withholding tax:**

Same path

Select position button

Give the company code:RT01

Enter For company code RT01 select extended withholding tax check box Save

Ignore the warning message press enter Press enter to save in your request

**Combined with holding tax code**

**Path**: Same up to Extend withholding tax–Calculation –India – surcharges –Maintain surcharge rates (Surcharges combined with basic withholding tax codes)

Select new entries button

Company code: RT01

Withholding tax code: T1

Recipient type: CO

Surcharge rate: 10

Company code: RT01

Withholding tax code:T2

Recipient type: CO

Surcharge: 10

Save

Press enter to save in your request

**Creation of 2 GL masters (FS00)**

1. Conversion charges under manufacturing group

2. TDS on contractors under Current Liabilities & Provision group

Give the GL A/c No.:400200

Company code:RT01

Select with template button

Give the GL A/c: 400100 Salaries A/c

Company code: RT01

Enter

Change the A/c group to Manufacturing Expenses

Change short text and GL A/c long text to Conversion Changes

Save

One more

Give the GL Account no.:100510

Company code: RT01

Select with template button

Give the GL A/c No.100500 Outstanding exp.

Company code:RT01

Enter

Change short text and GL account long text to TDS on Contractors Save

**Assignment of accounts for Automatic postings:**

**Path**: Same up to Extended withholding tax–Posting –Accounts for withholding tax –Define accounts for withholding tax to paid over

Give the Chart of Accounts:RTCA

Enter

Select withholding tax code check box

And with withholding tax type check box

Save

Withholding tax type:V1

Withholding tax code:T1

Account :100510

Withholding tax type:V2

Withholding tax code:T2

Account :100510

Save

Press enter to save in your request

**Maintain company code settings**

**Path**:SPRO-Logistics- General –Tax on goods movement –India –Basic settings – Maintain company code settings

Select new entries button

Give the company code RT01 and Save

Press enter to save in your request

OR

Select Copy as button and change the company code to :RT01

Press Enter, SAVE.

**Specify document type for remittance challans**

Remittance challans TDS on contractors

1. CO RT01 (Company)

2. OT 1000 (Individual)

3. CO RT02 (Company)

When we make TDS payment –we have to prepare two challans

1 for Companies

2 for Individuals

In remittance challan screen

Ex:

TDS on contractors Dr-With Clg 5000 GL

To Bank 5000 GL

Document Type:SA

**Path**: Same up to Extended withholding tax–Posting –India – Remittance challans –Document types –Specify document type (Accounts payable)

Select new entries button

Company code: RT01

Remittance challan document type:SA

Save

Press enter to save in your request

**Maintain number groups:**

Same pathSame up to Extended withholding tax–Posting –India – Remittance challans –Document Types-Maintain number groups.

Select new entries button

Company code: RT01

Section code: RSC1

Official withholding tax key:194C

Number group :08

Save

Press enter to save in your request

**Assign number ranges to Number groups: (J1INO)**

Same path

Select new entries button

Internal number range group :08

Internal NR :08

Save

**Maintain number ranges:(J1INUMBER)**

Same path

Select maintain groups button

Select group without tax having 08 check box

From the menu select Interval – Maintain

OR

SELECT change intervals buttons

Give the company code: RT01

Enter

Select interval button

Year:2017

From no.:1

To number:10000

Enter & Save

Ignore the message press enter

**Assign remittance challan number group to Business place (SM30**)

Give the Table /View: J\_1IEWTNUMGR

Select maintain button

Select new entries button

Company code: RT01

Business place: RBP1

Official with holding: 194C Tax key

Number group:08

Save

**Assign remittance challan number group to section code :(SM30)**

Table /view: J\_1IEWTNUMGR\_1

Select maintain button

Select new entries button

Company code: RT01

Selection code: RSC1

Official withholding: 194C Tax key

Number group:08

Save

Press enter to save in your request

**NOTE**: please maintain Section Code if system does not consider automatically since we assigned both Section codes and Business places earlier. so number 08 should be applicable automatically, if not maintain manually.

**Maintain number groups and SAP script forms (J1INCRT)**

Path: Same up to Extend withholding tax –Postings –India – Withholding tax certificates for Vendors and Customers –Maintain number groups as SAP script forms

Select new entries button

Company code: RT01

Section code: RSC1

Official withholding tax key: 194C

Form: J\_11EWT\_CERT

No group: 09

Save

Press enter to save in your request

**Assign number ranges to number groups**

Same path

Select new entries button

Number group: 09

Internal number range: 09

Save

Press enter to save in your request

**Maintain number ranges**

Sam path

Select maintain groups button

Select group without text having 09 check box

From the menu select interval maintain

OR

SELECT CHANGE INTERVALS BUTTON

Company code: RT01

Enter

Select interval button

Year:2017

From number: 10001

To number: 20000

Enter & Save

Ignore the message press enter

**Assign withholding tax code in Vendor master**

Path:Accounting –Financial accounting –Accounts payable –Master records-Maintain centrally –change (XK02/FK02)

Give the vendor no. :200001

Company code: RT01

Select withhold tax check box

Enter

Give the withhold tax country:IN (India)

Withholding tax type: V1

Withholding tax code: T1

Select liable check box

Recipient type:CO

Withholding tax type: V2

Withholding tax code: T2

Select liable check box

Recipient type:CO

**Select CIN details button**

Ignore the warning message press enter

Select withholding tax tab

**Give the PAN of vendor: AOGPA3551A**

Select back arrow

Save

**Note**: Please maintain the CIN details and Vendor PAN number if required fields are available in vendor master record as stated above.

**END USER AREA**

**Conversion charges posting (F-43)**

Document type: Today‘s date

Type:KR

Company code: RT01

Posting key: 31

Account no.: 200001

Enter

Give the amount :100000

Select Calculate Tax checkbox

Business area: RTBN

Business place /section code: select RBP1/RSC1

Enter

Text:Conversion charges posting

Posting key :40

Account :400200 conversion charges account

Enter

Remove withhold tax code:T2

Enter

Amount:\*

Business area: RTBN

Text:+

From the menu select Document, Simulate and Save

**Note**: If you get a error message once check it Activate extended withholding tax / Document splitting

**Remittance challan update /Creation(J1INMIS**)

Path: Accounting –Financial accounting –Accounts payable –Withholding tax – India –Extended withholding tax –Remittance of withholding tax-Create remittance challan

Company code: RT01

Fiscal year:2017

Posting date:01.01.2017 to 30.09.2017

Business plane/ Second code:RBP1/RSC1

Official Withholding Tax: 194C

select the challan update status radio button

Execute

Select vendor line item of tax amount check box

Select Challan Update button.

**Note**: you redirect to create Remittance Challan screen automatically.

**Remittance Challan Creation (J1INCHLN)**

Company code: RT01

Fiscal year:2017

Business plane/ Second code:RBP1

Posting date:01.01.2017 to 30.09.2017

Section:194C

Recipient type:CO

Document date:07.10.2017

Posting date:07.10.2017

Bank account :200105 SBI CA

Execute (F8)

Enter

Business area: RTBN

Text:Conversion charges amount

Double click on (INR Gross 2500) all open items (by default one rupee can’t see in SAP zero)

Select document overview button

Double click on the line item

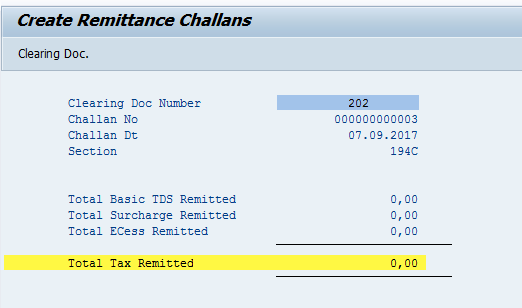
SBI current A/c with one rupee

Amount:\*

Select Back arrow,

Business Area: RTBN

Save



**Note**: if you are unable to clear the 1 rs difference, please you select partial payment button and double click on amount 2500 to make the rounding off to zero.

Also remember the challan clearing document number further to update in bank challan.

**Enter Bank challan(J1INBANK)**

Path: Same path

Give the company code: RT01

Fiscal year :2017

Challan clearing number:select document no.306

(Once we select challan clearing number, Internal challan number and internal challan date will be update automatically when executed)

Base challan no :999

Bank challan date:07.10.2017

Bank key: SBI

Execute

**Print TDS Certificate**

Path: Same up to extend withholding tax–Certificates–Print (J1INCERT)

Company code: RT01

Fiscal year:2017

Business Place /Section code: RBP1/RSC1

Section :194C

Posting dates :06.09.2017 to 06.09.2017

Document type: SA

Bank Challan No:999

Bank challan dates :06.09.2017 to 06.09.2017

Certificate date :06.09.2017

Signatory:Mr Venkat

Designation: Treasury Manager

Place of printing: Bangalore

Consider provisions check box

**Execute**

Select print button

Output device:LP01

Select print button

**To view the print out**

From the menu select –System –Services –Output control

Select execute button

Select spool no.check box

Select display contents button

**Quarterly returns (J1INQEFILE)**

Path for Entering acknowledgement numbers.

In TDS Certificate, we have to specify acknowledgment number for each quarterly return field.

**Path**:System –Service –Table maintenance –Extended table maintenance (SM30)

Table /View J\_1EWT\_ACKN\_N

Select maintain button

Select new entries button

Company code: RT01

Year: 2017

Section code: RSC1

Period: select second quarter

Acknowledgement No.: 001

Save

**Note:** Quarterly return not working in pirated software ‘s patches updated in genuine SAP software

**Advance posting:**

1. Advance payment posting F-48

02.09.2017 50000 1250 TDS to deposit before 07.10.2017

2. Conversion charges posting F-43

02.09.2017 200000 5000

3. Transfer of advance from special GL to normal by clearing special GL F-54 02.09.2017

Auto debit will come before 07.02.2009 to deposit: 5000-1250=3750

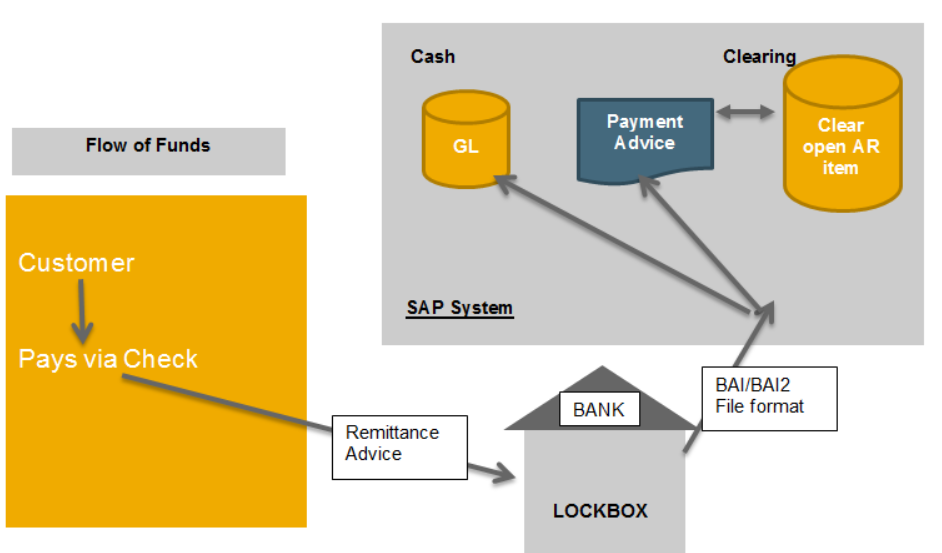
Do practice with above Scenario yourself.

**Lockbox Payments**

The Primary way that payments are made in US/Canada is by checks. Lockbox’s help in speedy deposit of funds and clearance of customer accounts. Lockbox’s are special depository accounts set up at a bank to which customer remit their invoice payments.

Banks daily submit company’s an electronic file listing all deposits and invoices that are paid against. Company’s upload these files in SAP and update their balance and clear customers i.e. A/R accounts.

Some company’s setup single lockbox whereas others set up Lockbox’s at various locations thought the country in-order to decrease the time it takes to receive the customer payments.

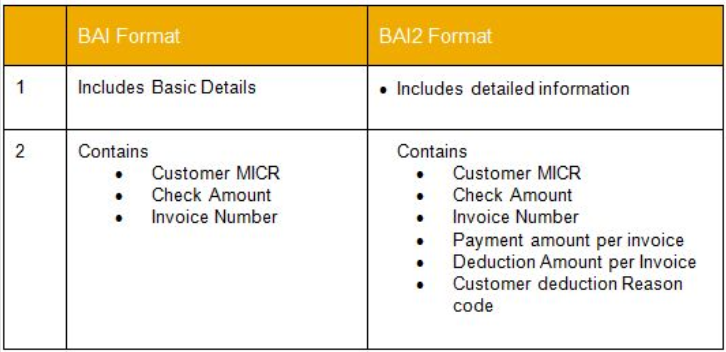


Lockbox File Formats

SAP supports both US/Canada lockbox file formats – BAI & BAI2.Each bank has its own standard BAI and BAI2, hence configuration and testing needs to be done depending on bank file configuration.

Hence if you are not comfortable with bank file format either you can approach them to modify it depending on your requirement else ABAP can help in writing a preprocessing program and make file fit with SAP standard format.

Difference between BAI and BAI2



**Note:**BAI2 is advised as because it has greater probability of producing automatic matches in the processing and because it allows one to record deduction information and create proper residual postings.

## **Relationship between EBS and Lockbox**

Assume on Day 1 company receives Lockbox file from bank and on Day 2 receives EBS file.

**Day 1** When the bank receives a check from customer with remittance information its sends in Lockbox file. Once we upload the Lockbox file will generate below accounting posting.

         Bank Clearing A/c-IncomingDr

     To Lockbox Clearing A/c

**When Lock box payment team submitted to Bank deposit**

          Lock box clearing A/c Dr

     To Customer A/c (customer sub ledger)

**Day 2** when the check is cleared in bank, it appears in EBS. when processed EBS produces below accounting entry

Main Bank A/c Dr

          To Bank Clearing A/c – incoming

**Final Accounting Entry:**

Main Bank A/c Dr

TO Customer A/c (customer sub ledger)

**Configuration of Lockbox:**

**Define Lockbox Procedure:OBAX**

**Define Posting/Control Parameters: OBAX**

**Path**: SPRO- Financial Accounting-Bank Accounting-Business Transactions-Payment Transactions-Lock box - Define posting/Control parameters

Select New Entries button

Processing Procedure for check payment: LOCKBOX

Record Format: BAI2

Document Number Length: Field is only applicable for BAI record

Num. of doc numbers in type 6: Field is only applicable for BAI record

Num. of doc numbers in type 4: Field is only applicable for BAI record

Select G/L Account Posting check box

Select Incoming Customer payments check box

Select Insert Bank Details check box

Select GL account posting type: 1

SAVE settings in your request

**Automatic Posting from lockbox : OBAY**

Path: SPRO-Financial Accounting-Bank Accounting-Business Transactions-Payment Transactions-Lock box- Define posting data.

Select New Entries button

Destination: RTDESTIN

Origin: RTORIGIN

Compnay code: RT01

House Bank: HDFC

Account Id: HDFC1

Bank GL account: 200105

Bank Clear Account: 200106

Bank posting Doc.type: SA

Customer posting Doc.type:DZ

posting key, Debit GL:40

Posting key, Credit GL:50

Posting key.Credit customer:15

SAVE

**Define Lockbox for House Bank**

**Path**: SPRO-Financial Accounting-Bank Accounting- Bank Account- Define Lockbox for House Bank.Click on Define Lockbox Accounts at House Banks.

Select New Entries button

Company code: RT01

Lockbox: LOCKBOX\_1

House Bank: SBI

LBox No:1001

Title: Company, Name: RT01 LOCKBOX Payments

Country: US : SAVE

**Maintain Bank details in customer master data which bank will send in lockbox file (XD02/FD02)**

Customer: 300001

Company code: RT01

Double click on General Data button

Payment Transactions

country:IN

Bank key:SBI

Bank Account: 22446688

STATE BANK OF INDIA

Select Company code button

Select Payments Transactions Tab

Lockbox:

SAVE

**Customer Invoice posting (F-22/FB70)**

Give the document date: Today‘s date

Type: DR

Company code: RT01

Posting key :01 Invoice (Customer debit)

Account: select 300001

Enter

Give the amount :100000

Business area: RTBN

Text: Sales Invoice posting

Posting key :50

Account :300000 (sales account)

Enter

Account: \*

Business area: RTBN

Text:+

From the menu select document Simulate and save

**Display Document (FB03)**

Document No:

Company code: RT01

Fiscal year: 2017

Press Enter

**Display customer Balances (FBL5N)**

Customer: Account: 300001

Select Open items radio button

Select Normal items Check box

Select Execute button

**Lockbox File Processing (FLB2)**

SAP gives option of using one of the two standard algorithms for lockbox processing.Two algorithms that are used are 001 and 003. If file contains checks that cannot be applied against specific invoice but for which customer account is known, SAP posts them on the customer account without reference to any specific invoice. Using algorithm 003, SAP distributes the check across open invoices, beginning at the oldest invoice and working its way forward until the check amount is fully distributed.

**Path**: SAP Easy Access- Accounting - Financial Accounting - Banks -Incomings-Lockbox-Import. Save the lockbox file attached with this document and modify the document number in file with open customer invoice.

**Select Import into bank data storage check box**

PC Upload check box

Lock box file:

Procedure: LOCKBOX\_1

Input Record format: BAI2

Invoice: 1

Select Enhanced invoice no.check

Algthm.check with advice: 001

Algthm.check without advice: 001

Assign value date check box

Select Print Statistics

Execute, Select Allow

Select Back arrow once the file is appeared on the sap screen.

**Lockbox posting the file. (FLBP) Path same**

Destination: RTDESTIN

Origin: RTORIGIN

Lockbox: LOCKBOX

Statement date: TODAY’S DATE

Procedure: LOCKBOX\_1

Select Execute button, SAVE

All Lockbox will be posted in sap automatically.

**Enter Lockbox Details to display (FLB1) Path same**

Destination: RTDESTIN

Origin: RTORIGIN

Lockbox: LOCKBOX

Date: Today's date

Execute

ALL LOCKBOX DETAILS WILL APPEAR ON THE SCREEN.

**Go and See the Customer Line item display. (FBL5N)**

Customer: 300001

Company code: RT01

Select Open items radio button, Select Execution.

**Asset Accounting (Fixed Assets Management)**

Asset Accounting module in SAP manages fixed assets data of an organization by way of asset master records. Asset accounting module thus acts as a sub ledger to the FI module for managing asset records.

SAP gives us the functionality in Asset module of managing depreciation and assets in parallel according to various reporting requirements i.e. Local

Reporting, Parent company reporting, Tax reporting, US GAAP reporting and so on.

You must assign a chart of depreciation to each company code that is defined in Asset Accounting. SAP provides country-specific charts of depreciation with predefined depreciation areas. These charts of depreciation serve only as a referencefor creating our own chartsof depreciation, and are therefore not directly accessible in the SAP system.

When creating a chart of depreciation, you have to copy the reference chart of depreciation.

Chart of Depreciation, (country level) we have to copy either German chart of Depreciation or Indian chart of depreciation.

Asset customization will be done to chart of depreciation and COD will be assigned to company code/codes

Depreciation Areas

1. Book Depreciation (normal postings to accounts will be book depreciation)

All other depreciation areas are for information / reporting purpose only.

1. Tax Depreciation
2. Costing Depreciation
3. Group Depreciation
4. Delta Depreciation(Incase there are any Local Adjustments purpose)

Depreciation methods,

1. Straight Line Depreciation (SLDM)

Ex: Value of asset: 100000 life time is: 10 year or 10%, depreciation per annum is: 10000.

1. Written Down Value Depreciation (WDV)

Value of asset: 100000 depreciation is: 10%, depreciation first year is: 10000

100000-10000: 90000 (value of asset in second year)

90000 \*10% : depreciation in second year is :9000

90000-9000 =81000 (value of asset in third year)

Depreciation Key: (assign in the asset master)

Rate (%) + Method (SLDM or WDV)

Posting keys:Debit : 70 Credit: 75

Transaction types: (by using TT we know the asset debit has come because of which type of purchase)

100: External Acquisitions

110: Inhouse Production

210: Retirement with Revenue

Asset Accounting Rules / Asset Accounting flow/ Asset Accounting Cycle:

1. Sub Asset Master is to be created with reference of Main Asset Master
2. Main Asset master is to be created with Reference of Asset Class
3. Account Determination will be specified in the Asset Class
4. For Account Determination, we will assign GL accounts (Based on nature of transactions)

Total Asset Accounting Flow till Depreciation:/ Calculation of Depreciation:

1. Acquisition of main /sub Asset
2. Calculation of Depreciation
3. Retirement of Assets (sale of asset)

Note: Depreciation will calculate only on Fixed Assets, We can-not Calculate Depreciation on AUC Assets (Assets Under Construction).

**CUSTOMIZATION**

**Copy reference Chat of Depreciation /Depreciation Areas:(EC08)**

**Path**:SPRO-Financial Accounting-Asset Accounting –Organizational structures – Copy reference Chart of Depreciation /Depreciation areas

Double click on copy reference Chart of Depreciation

From the menu select organizational object

Copy org. object (F6)

From Chart of Depreciation:Select ODE (Maximum valuation: Germany)

To chart of Depreciation:RCOD Enter

Select back arround

Press enter once again to save in your request

We get a message chart of depreciation ODE copy to RTCD

Enter

Select back arrow

Double click on specify depreciation of Chart of Depreciation

Select position button

Chart of Depreciation: RCOD

Enter

Change the description to Chart of Depreciation Of Reliance for RT01

Press enter to save in your request

Select back arrow

Double click copy /delete depreciation areas

Give the Chart of Depreciation: RTCD

Enter

Select areas 3,10,15,20,31,32,41 &51

From the menu select Edit and Delete if you want.

Save

Ignore the warning message press enter

Press enter to save in your request

**Assign Chart of Depreciation to Company code(OAOB)**

Path: same upto organization structure –Assign Chart of Depreciation to company code

Select position button

Give the company code: RT01

Enter

For company code RT01 Chart of Depreciation RCOD

Save

Press enter to save in your request

**Specify account determination**

**Path**: same up to the organizational structure –Asset Class-Specify account determination

Select new entries button

|  |  |
| --- | --- |
| **Account Determination** | **Description** |
| RT10000 | Land |
| RT11000 | Building |
| RT20000 | Plant & Machinery |
| RT30000 | Furniture & Fixtures |
| RT31000 | Vehicles |
| RT40000 | Assets Under Construction |

Save

Press enter to save in your request

**Create screen Layout Rule**

Same path

Select screen layout: 1000

Select screen layout: 1100

Select screen layout: 2000

Select screen layout: 3000

Select screen layout: 3100

Select screen layout: 4000

Select copy as button

Change screen layout 1000 to RT1

Name:Land

Change screen layout 1100 to RT2

Name:Buildings

Change screen layout 2000 to RT3

Name:Plant & Machinery

Change screen layout 3000 to RT4

Name:Furniture & Fixtures

Change screen layout 3100 to RT5

Name:Vehicle

Change the screen layout 4000 to RT6

Name:Asset Under Construction Enter & Save

Press enter to save in your request

**Define number range intervals (AS08)**

Path:Same path

Company code: RT01

Select change intervals button

Select interval button

Number range:01

From number:000001

To Number:100000

Enter

Select interval button once again

No.range:02

From no.:100001

To no.:200000

Enter

Select interval button

No.range:03

From no.:200001

To no.:300000

Enter

Select interval button

No.range:04

From no.:300001

To no.:400000

Enter

Select interval button

No.range:05

From no.:400001

To no.:500000

Enter

Select interval button

No.rage:06

From no.:500001

To no.:600000

Enter & Save

**Define asset classes (OAOA)**

Path:Same path

Select new entries button

Asset class:RT1000

Description:Free hold land

Short text also:Free hold land

Account determination: Select RT10000 Land

Screen layout rule: Select RT1 Land

No.rage:01

Select included asset under inventory data

Select no.AUC or Summary Management of AUC Save

Press enter to save in your request

Note: AUC stands for Asset Under Construction

Select next entry button (F8)

Asset class:RT1100

Description:Factory Buildings

Short text: Factory Buildings

Account determination:select RT11000 Buildings

Screen layout rule:RT2

Number rage :02

Select include asset under inventory data check box

Select no.AUC or Summary Management of AUC

Save

Select next entry button (F8)

Asset class: RT2000

Description:Plant & Machinery

Short text:Plant & Machinery

Account determination: select RT20000 P & M

Screen layout rule: RT3

Number rage :03

Select include asset under inventory data check box

Select no.AUC or Summary Management of AUC

Save

Select next entry button (F8)

Asset class: RT3000

Description: Furniture & Fixtures

Short text: Furniture & Fixtures

Account determination: select RT30000 Furniture & Fixtures

Screen layout rule: RT4

Number rage :04

Select include asset under inventory data check box

Select no.AUC or Summary Management of AUC

Save

Select next entry button (F8)

Asset class: RT3100

Description: Vehicles and others

Short text: Vehicles and others

Account determination: select RT31000 Vehicles and others

Screen layout rule: RT5

Number rage :05

Select include asset under inventory data check box

Select no.AUC or Summary Management of AUC

Save

Select next entry button (F8)

Asset class: RT4000

Description:Asset Under Construction -General

Short text:Asset Under Construction-General

Account determination: select RT40000 CWIP-General

Screen layout rule: RT6

Number rage :06

Select include asset under inventory data check box

Select line item settlement radio button

Save

**NOTE**: **Select include asset under inventory data check box:**

Inventory means fixed inventory, whatever assets we create they will be included in fixed assets inventory.

As per company’s auditors report order (CARO) – the auditor will state whether fixed assets have been physically verified by management or not.

In case of big companies, physical verification in a phased manner

When we create an asset master – There is a field called last verification date.

We have not selected for AUC

We cannot verify every that assets –once they are commissioned they will be shown under respective head and not under capital work in progress

For Asset Under Construction-General –Select line item settlement radio button.

**Determine areas in the asset class:**(OAYZ)

**Path**:SPRO-Financial accounting –Asset Accounting-Valuation –Determine depreciation areas in the asset class.

Give the chat of depreciation:RCOD

Enter

Select position button

Asset class: RT1000 (Free hold land) Enter

Select RT1000 (Free hold land) Double click depreciation areas folder

Deselect deactivation check box for area 01, 02 and 31 Book depreciation Areas.

Layout: Select 2000 for all Depreciation Areas 01, 02 and 31.

Save

Press enter to save in your request Select back arrow

**Note**: Deselect deactivation check box for area 01,02 and 31 for land there is no depreciation.

In asset master creation-Capitalization date –required Land purchase details registration date

**The same procedure the followed for asset class**

**Please don’t Select deactivation check box other than Land**

|  |  |
| --- | --- |
| **Account Determination** | **Description** |
| RT10000 | Land |
| RT11000 | Building |
| RT20000 | Plant & Machinery |
| RT30000 | Furniture & Fixtures |
| RT31000 | Vehicles |
| RT40000 | Assets Under Construction |

**Creation of 15 General ledger master: (FS00)**

|  |  |  |
| --- | --- | --- |
| **GL account to Create** | **Reference GL A/C** | **Selection parameters to maintain** |
| 200000 Land | 200100 | Account Group: Change to Fixed Asset  Account Fixed Asset, short text and long text: Land Account.  Recon. account for acct type: Assets  Sort key: 018, Field status group: G067.  Deselect Relevant to Cash flow checkbox  Save |
| 200005 Buildings | 200000 | Short and long text: Building Account  All other fields are common. |
| 200010 plant & Machine ac | 200000 | Short & long text: plant & Machine Acc  All other fields are common. |
| 200020 vehicles | 200000 | Short & long text: Vehicle Account  All other fields are common |
| 200025 AUC A/c | 200000 | Short & long text: AUC account  All other fields are common. |
| 200015 Furniture account | 200000 | Short&long text: Furniture  All other fields are common. |
| 100200: Accumulate Dep on Buildings | 200000 | Account Group: Accumulate Depreciation. Short&Long text: ACC DEP Buildings A/c  Recon. account for acct type: assets, Sort key:018, Field status group: G067 |
| 100205: Accumulated dep on plant & machine. | 100200 | Accumulated Dep plant  All other fields are common |
| 100210: Accumulated dep on furniture account | 100200 | Accumulated Dep furniture  All other fields are common |
| 100215: Accumulated dep on vehicles | 100200 | All other fields are common |
| 300102: Asset Sale acc | 300100 (exchange gain) | Account Group: other income  Short&long text: Asset Sale account,  Sort key: 018, Field status group: G052. |
| 300103: Profit on sale of asset | 300100 | Account Group: other income  Short&long text: Profit on sale of asset,  Sort key: 018, Field status group: G001. |
| 400302: Loss on asset sale acc | 300103 | Account Group: Administration Exp  Short&long text: Loss on sale of asset,  Sort key: 018, Field status group: G001. |
| 400303: Loss due to scrap | 400302 | Short&long text: Loss due to scrap, all other fields are common. |
| 400500: Depreciation account | 400302 | Account Group: Depreciation,  Short & long text: Depreciation account,  Sort key: 018, Field status group: G001. |

**Assignment of accounts for automatic postings: (AO90)**

**Path**:SPRO-Financial accounting –Asset Accounting-Integration with the general ledger-Assign GL accounts.

Give your Chat of Depreciation: RCOD

Enter

Select chart of accounts: RTCA

Double click on account determination folder

Select account determination: RT10000 Land

Double click on Balance sheet accounts folder

**Acquisition column: Bal.sh.acct APC (**Acquisition and production costs) Give the A/c No.:200000.

Land Loss made on asset retirement w/o revenue. (w/o revenue mean scrap)

Give the account no.400303 loss to scraping

Clearing account revenue from asset sale:300102

Gain from asset sale:300103

Loss from asset sales:400302

Press enters

Select save button

Ignore the warning message press enter

Press enter to save in your request

Select Back arrow two times

Double click on account determination folder

Select account determination: RT11000 Buildings

Double click on Balance Sheet accounts folder

Bal.sh.acct APC (Acquisition column acquisition and production cost a/c no.200005

Loss made on asset retirement w/o revenue:400303

Clearing account revenue from asset sale:300102

Gain from asset sale:300103

Loss from asset sale:400302

Save

Ignore the message press enter Double click on depreciation folder

Accumulated depreciation for ordinary depreciation 100200 accumulated depreciation buildings (Ordinary Depreciation account assignment)

Expense account for ordinary depreciation 400500 Depreciation account (Ordinary Depreciation account assignment)

Save

Ignore the message press enter

Select Back arrow two times

Double click on account determination folder

Select account determination: RT20000 P & M

Double click on Balance Sheet accounts folder

Bal.sh.acct APC (Acquisition column acquisition and production cost) account no.:200010

Loss made on asset retirement (without) w/o revenue 400303

Clearing account revenue from asset sales:300102

Gain from asset sale:300103

Loss from asset sale:400302

Select save button or Ctrl+S

Double click on depreciation folder

Accumulated depreciation account for ordinary depreciation a/c no.100205

Expense account for ordinary deprecation:400500

Save

Ignore the message press enter

Select Back arrow two times

Double click on account determination folder

Select account determination: RT30000 Furniture & Fixtures

Double click on balance sheet account folder

Bal.sh.acct APC (Acquisition: Acquisition and production costs) 200015 (Furniture & Fixtures a/c)

Loss made on asset retirement w/o revenue:400303

Clearing account revenue from asset sale:300102

Gain from asset sale:300103

Loss from asset sale: 400302

save

Ignore the message press enter

Double click on depreciation folder

Accumulated depreciation account for ordinary depreciation 100210

Expense for ordinary deprecation:400500

Save

Ignore the message press enter

Select Back arrow two times

Double click on account determination folder

Select account determination: RT31000 vehicles

Double click on Balance Sheet accounts folder

Bal.sh.acct APC (Acquisition: Acquisition production costs):200020

Loss made on asset retirement w/o revenue:400303

Clearing account revenue from asset sale:300102

Gain from asset sale:300103

Loss from asset sale:400302

Save

Ignore the message press enter

Double click on depreciation folder

Accumulate depreciation for ordinary depreciation:100215

Expenses account for ordinary depreciation:400500

Save

Ignore the message press enter

Select Back arrow two times

Double click on account determination folder

Select account determination: RT40000 Assets Under Construction

Double click on Balance Sheet accounts folder

Bal.sh.acct APC (Acquisition: Acquisition and production cost):200025

Loss made on asset retirement w/o revenue:400303

Clearing accounts revenue from asset sale:300102

Gain from asset sale:300103

Loss from asset sale:400302

Select save button or Ctrl+S

Ignore the message press enter to save the settings in your request.

**Specify document type for posting of deprecation: (OBA7)**

Path: Same Up to integration with general ledger –Post-Deprecation to the GL –Specify Document type for posting deprecation-Double click on define document type.

Select Document type: AF (Deprecation postings)

Select details button

Note the number range 03

Select number range information button

Give the company code: RT01

Select change intervals button

Select intervals button

Number range:03

Year:2017

From no.:700001

To no.:800000

**Select External check box**

Enter and save

Ignore the warning message press enter

**NOTE**:When we select external check box, we have to give what should be the document number at the time of posting.

But There is an exception –for deprecation postings we have to select external check box

In normal postings. In case of deprecation / when we run depreciation number of documents will be generated at a time based on account determination.

The exception has inputed here the postings will occur from Asset Accounting to Financial accounting when Depreciation was executed, so the document number will generate from AA to Financial Accounting externally. Hence External check box should be selected for Doc.type: AF to posti no of documents at a time.

When we run depreciation 4 documents will be generated automatically every month.

710001 Depreciation DR

To Acc Dep Buildings

710002 Depreciation DR

To Acc. Dep-Plant & Machinery

710003 Depreciation DR

To Acc Dep Furniture & Fixtures

710004 Depreciation DR

To Acc Dep -Vehicles

**Specify intervals and posting rules: (OAYR)**

Same path (next step)

Select company code: RT01

Double click on posting rules folder

Select monthly posting radio button

Save

Press enter to save in your request

**NOTE**: There is one more button i.e Smoothing, if you are not selecting the smoothing that become Catch-up.

Smoothing and Catch-up methods will applicable when there is any difference in posting of Depreciation Overall Fiscal year.

**Specify rounding for net book value and /or depreciation:**

Path:SPRO-Financial Accounting-Asset Accounting-Valuation –Amount specifications (company code/Deprecation area)–Specify rounding of net book value and /or deprecation

Ignore the message press enter, Select Continue button

From Position ButtonSelect company code: RT01

Double click on rounding specifications folder

Select Area 01 book deprecation

Select details button

Select automatically calculated depreciation check box

Select arithmetic rounding radio button

Save

Press enter to save in your request

**Define screen layout for asset master data:**

Path: SPRO-Financial Accounting-Asset Accounting-Master Data-Screen Layout-Define screen layout for asset master data

Double click on define screen layout for asset master data

Select layout: RT1 Land

Double click on logical fields groups folder

Select 2 posting information

Double click on field group rules folder

Capitalization data make it required entry field

Select main number check box

Select sub-no check box

Select copy check box

Select save button or CTRL+S

Press enter to save in your request

Select back arrow

Select 3-time dependent date

Double click on filed group rules folder Business area make it required entry field

Select Main No.check box, Sub No.check box

Save

Select back arrow two times

The same procedure is to the followed layout of RT01

2 Buildings

3 Plant & Machinery

4 Furniture & Fixtures

5 Vehicles

6 Asset Under Construction(AUC or WIP (Work in Progress)

**Define screen layout for asset deprecation areas:(AO21)**

Same path

Select screen layout 2000 deprecation on asset sub no.level

Double click on field groups folder

Depreciation keys make it required entry filed

Select Main No.check box

Select Sub-No.check box

Select Copy check box

For Useful Life make it Optional entry

Select Main No.check box

Select Sub-No.check box

Select Copy check box

Save

**Deprecation keys creation (Rate+ Methods)**

1. Define base methods

2. Define declining balance method

3.Define Multi Level method

4. Define period control method

5. Maintain deprecation key

First four steps will be assigned in 5th step and 5th step will be assigned in Asset master.

1. **Define Base Methods:**

**Path**: SPRO –Financial Accounting-Asset Accounting-Depreciation –Valuation methods –Depreciation Key-Calculation methods –Define base methods

Base method :0014 Ordinary: Explicit percentage (after end of life)

A) Ordinary deprecation

B) Explicit percentage –creation percentages rate given in Companies Act Schedule XIV

C) After end of line –If the next box value becomes zero no depreciation should be calculated.

SAVE

Note: please use Standard Base Method 0014 for your practice

1. **Define declining balance methods**

Same path

Give the Char of Depreciation RCOD Enter

Decline Balance Method: 002, Decimal factor 2 Max percentage 20

Beginning years: Wear and tear will be less

Acquisition value: 100000

Rate of depreciation: 5%

First year: 5

Second year: 5

Third year: 5

Fourth year: 5

---

20

SAVE

Note: please use Bal Decl Method 002 for your practice

1. **Define Multi Level Methods: (AFAMS)**

same path

select new entries button

multilevel method: R0

Description:10% SLM

Validity star: Select from ordinary deprecation on start date

Save

Press enter to save in your request

Double click on levels folder

Select new entries button

Acquisition year:9999

Year:999

Periods:12

Base value: Select 01 Acquisition value

Percentage:10

Reduction: Keep Blank(If you specify 10% here system will calculate Depreciation only 90% on Asset Base Value.

Save

**NOTE**: Acquisition year:9999

We have given say any year 2017- This rate is applicable for the assets purchased in the year 2017 –Next year also we are purchasing an asset having 10% rate-we have to create acquisition year once again in the next year.

When we give 9999 purchases can be in any year

Select acquisition year 9999

Double click on Multi level method folder

Select next entry button

Multilevel method: R1

Description:10% WDV

Validity star: From ordinary depreciation star date

Save

Select acquisition year 9999

Double click on levels folder

Select new entries button

Acquisition year:9999

Year:999

Periods:12

Base value: Select 24 net book value

Percent:10

Reduction: Blank

Save

1. **Maintain period control methods: (AFAMP)**

Same path

Give the Chart of deprecation: RCOD

Enter

Select New Entries button

Period method: 006

Description: RT01 period control method

Acquisition year: Select 01 pro rate at period start date

Add year: Select 01

Retirement year: 01 (Retirement mean sale)

Transfer year: 01

Press enter to save in your request

1. **Maintain deprecation key: AFAMA**

Same path

Select new entries button

Depreciation key:RTD1

Description :10% Straight line Dep.Method

Select period control according to fiscal year check box

Select dep. to the day check box

Save

Ignore the warning message press enter Press enter to save in your request

Double click on assignment of calculation methods folder

Select new entries button

Depreciation type: Select ordinary deprecation

Phase: Select from the start of depreciation

Base method:0014

Declare balance method:002

Period control method:006

Multilevel method: R0

Class: Select straight line depreciation

Save

Select back arrow 4 times

Select depreciation key: RTD1

Select activate button

Save

Select Back arrow 4 times.

Select new entries button

Depreciation key: RTD2

Depreciation :10% written Down Value Deprecation method

Period control according to Fiscal year check box

Select depreciation to the day check box

Save

Ignore the warning message press enter

Double click assignment of calculation methods folder

Select new entries button

Depreciation type: Select ordinary depreciation

Phase: Select from the start of depreciation

Base method: 0014

Declare balance method:001

Period control method :006

Multilevel method: R1

Class:Select declining –balance depreciation

Save

Select back arrow four times

Select depreciation key RTD2

Select activate button

Save

Select first page control page up button

Select depreciation key: 0000(no depreciation no interest)

Select activate button

Save

**SAP-FI-END USER AREA:**

**Creation of main asset master:(AS01)**

**Path**: Accounting-Financial Accounting-Fixed Assets-Asset –Crete –Asset

Asset class: Select RT2000 Plant & Machinary

Company code: RT01

Enter

Give the description: Benz Machine

Capitalized on: Today's date

Select time dependent tab

Business area: RTBN

Select Origin tab: give if there is any vendor number/name

Select depreciation area tab

Depreciation key: Select RTD1

Useful life: 10 years

Period: 6 months

Ordinary depreciation start date: Today's date

Save

Asset no: 200001-0 is created.

**Note:** Commissioning date –Indian system, in some countries dep date is next month first day. Eg. 01/10/2017

**Creation of sub asset master (AS11)**

**Path**:same up to fixed assets -Asset-Create-Sub number –Asset

Asset: 200001

Company code: RT01

Enter

Description: Benz Machine-Motor

Capitalized on: Today's date

Select time dependent tab

Select deprecation area tab

Change the depreciation key RTD2

Useful life:10 years

Period: 06

Ordinary depreciation: Today's date

Save

Sub-Asset 200001-1 is created

**Main asset purchase posting:(F-90)**

Path: Accounting-Financial Accounting-Fixed Asset –Posting-Acquisition-External acquisition -With vendor

Give the document date and posting date: 01.09.2017

Type:KR (Vendor invoice)

Company code: RT01

Currency: INR

Reference: A01

Document header text: Asset Acquisition from vendor

Posting key:31 Vendor credit

Account: 200001

Enter

Ignore the warning message press enter

Amount:500000

Select Calculate Tax check box

Business place/Section code: RSC1

Business area: RTBN

Payment terms: Z000

Text:purchase posting

Posing key:70 Debit asset

Account:Select 200001 -0 Machine no.

Transaction type:Select 100 (External asset acquisition)

Enter

Ignore the warning message two time and continue

Remove Withholding tax key: T2

Press Enter

Amount enter:\*

Text:+

From the menu select document Simulate and Save

**Sub asset purchase posting (F-90)**

Give the document date:Today ‘s date

Type: KR

Company code: RT01

Currency: INR

Reference no: A01-1

Doc.Header Text: Sub Asset Acquisition

Posting key: 31

Account no.:200001

Enter

Amount: 100000

Business area: RTBN

Text: Motor purchase posting

Posting key :70

Account :200001-1 Benz motor

Transaction type :100

Enter

Ignore the warning message two time and continue

Remove WHT Keys: T1 and T2

Press Enter

Amount:\*

Text:+

From the menu select document –Simulate and Save

**REPORT TO VIEW ASSET WISE, YEAR WISE VALUES (Asset Explorer) (AW01N)**

Path: Accounting –Financial accounting –Fixed assets –Asset –Asset explorer

Give the company code: RT01

Asset no.:200001

Sub No.:0

Fiscal year: 2017

Enter

Select Planned Values Tab: See the Asset Cost: 500000 and Planned Ordinary Dep:

Select Posted Values Tab: Asset cost: 500000: Planned Dep per month

Select period information button

Select back arrow

Select comparision tab

Change the asset to 200001

Sub no.:1

Enter

Select planned values tab

Change the fiscal year to 2018

Enter

Select Posted Values button

**2nd Report**

**Report to view for all assets for particular period(S\_ALR\_87011965)**

**Path**: Accounting-Financial accounting –Fixed assets –Information system – Reports on asset accounting –Asset balances –Balance lists –Once again asset balances –By business area

Press all selections button (Shift +F7)

Give the company code: RT01

Report date :30.09.2017

Depreciation Area: 01

Sort Varaint: 0001

Execute

Double click on Buildings

Double click on Machine no.1

Select back arrow 3 times

Change the report date to 01.11.2017

Execute

Double click on Buildings

**Depreciation Run: RAPOST2000 vs. RAPOST2010(AFAB)**

If you have to run depreciation by company code wise, the t-code AFAB (Program name RAPOST2000) can be executed. The program RAPOST2010 allows selection of several company codes. The Report selection variables can be maintained in the TVARV table for both these programs and can be scheduled using the scheduler Manager.

**Planned Posting Run**

The Planned Posting Run is the standard periodic run to post planned depreciation. This should be used when the last depreciation run was successful, and it’s time to carry out the depreciation run as part of the new period-closing process. The system checks that the posting period is the one following the last successfully posted period; this information is then recorded in Table T093D, in the AFBLPE (period) and AFBLGJ (year) fields. In addition, the status of a depreciation run is also updated in the table TABA. The field names in TABA are “Document posted indicator-XBUKZ and Period in which last depreciation was posted-AFBLPE. Please note TABA entry is created first during the posting process. The table T093D is updated as one of the last steps. However, please note the table T093D wouldn’t be updated for test runs. In addition, the table ANLP stores the depreciation posting values from each depreciation run. The field NAFAZ has value to be posted from this depreciation run.

**Restart**

The Restart run would only be used if the depreciation Posting Run terminated during processing due to either a system outage or error may have caused it to end abnormally. If posting run terminated for technical reasons, and changes made already made to the database, the depreciation run report must be begin in restart mode.

For example, when an asset has an either closed WBS or invalid cost center, system makes posting to Fixed Assets sub-ledger (by updating the tables ANLC/ANLP), but the job failed to post to G/L.

**Note**: This affects only those assets that were not successfully executed in the previous run.

**Repeat**

The Repeat run is used to repeat the posting run within the period last posted. Repeat would be used if changes have been made after the period depreciation run has been posted.

For example, let’s say depreciation terms (e.g. an asset useful life) are changed in the asset master data or new transactions posted (for e.g. asset transfers). Therefore, there is a need to depreciate in the current period for the changes made. The system recalculates the depreciation for the period, subtracts the depreciation already posted, and then posts only the difference. This can be restricted to specific assets which can be listed under parameters for Test Run or for all assets in the company code. In addition, the Repeat posting run may be used if additional assets were settled after the planned posting run was complete. An example would be allocation was run which caused additional assets to be created. A Repeat run could then be processed for only those specific asset numbers or a single asset.

**Note**: During a repeat posting run, the system only posts the differences that resulted between the first posting run and the repeat posting run in other words no double posting or overwriting existing posting.

**Unplanned Posting Run**

The Unplanned Posting run allows posting outside of the normal processing cycle (for example monthly). This option is not same as unplanned depreciation. Several periods can be posted in a single run with this option. By setting this indicator, the system does not check for the connection to the previous period and allows skipping over periods. This can be a useful option for test purposes for estimation or validating some depreciation calculation, but generally this option is not recommended.

**Depreciation run:(AFAB)**

**Path**: Accounting –Financial accounting –Fixed assets -period processing – depreciation run –Execute

Give the company code: RT01

Fiscal year: 2017

Posting period: 1

Select planned posting run radio button

Select test run check box

(Note: If you run in middle of year select unplanned posting run radio button)

Execute

Ignore the warning message press enter Select error list button (F7) (Right side corner)

Double click on Ref Doc number: to see the accounting entry for depreciation postings.

Select back arrow two times

**Deselect** text run check box

From the menu select program Execute in back ground Enter

Output device: LP01

Select continue button

Press Enter again or continue button

**Note**: To schedule in the nights, select date /time button Give the schedule start date :25.09.2017

Time: Give HR 23.00

Save

To post immediately select immediate button Save

**Note down** get a message background job was scheduled for program RAPOST 2000 To check whether the job is success or not from the menu select System –Jobs-Job overview-Services –select execute button or SE37(t.code).

Job name: RAPOST2000 OR \* (Star)

User name: SAPUSER or your own user id

Execute

Check the status of job run: Finished

**Note**: When you acquired the Asset in middle of the fiscal year, you can execute the depreciation with unplanned dep run. So when you are practicing create one asset in fiscal year start period(april) and another with middle(September) of fiscal year to see the difference.

**To view the Depreciation document posted: (FB03)**

Select document list button

Give the company code: RT01

Document type: AF

Execute

Double click on document no.

Company code: RT01

Fiscal year :2017

Before Dep run for Sep 2017 and after Dep run for Sep 2017 we have commissioned an asset with back date 200002-0 Machine no.2 25.09.2017

Posted period: 2

1.Select planned posting run radio button posting as per plan (earlier we have selected monthly posting)

Repeat run is possible only after planned posting run

We have run depreciation up to September 2017 -now we have commissioned an asset with April date repeat run is possible only for last planned posting run-In this example only for October.

**2.Restart**

Rare cases –server is down during processing time system gives message restart.

Unplanned posting run:

Posting run not as per plan,

We have run for April, We want to run May to September fro Buildings At a time.

Posting period 9

Select unplanned posting run

Depreciation will be posted from May to till September.

**Go and See Asset Explorer (AW01N)**

Company Code: RT01

Asset: 200001-0

Fiscal year: 2017

Press Enter

Select Posted Values Tab to see the posted depreciation in current period.

**Check Field Status for Asset Sales**

**To check fields status for field status group G052 use T.code: OBC4**

Select field status variant: RTFV

Double click on filed status groups folder

Select field status group G052 (Accounts for fixed assets retirement)

Double click on Asset accounting

Asset retirement make it required entry field Save

Press enter to save in your request

**ASSET SALE (F-92)**

**Path**: Accounting –financial Accounting –Fixed assets –Posting –Retirement – Retirement with revenue –with customer

Give the document date & Posting date: Today's date

Type: DR

Company code: RT01

Posting key :01

Account no. :300001

Enter

Ignore the message press enter

Give the amount :600000

Business area: RTBN

Text: Asses sale

Posting key :50

Account no. :300102 Asset sale

Enter

Amount:\*

Business area: RTBN

Text:+

**Select asset retirement check box**

From the menu select document –Simulate

Enter

Asset no. :200001

Sub number :0

Transaction type :210 comes by default

(210 stands for retirement with revenue)

Give the asset value (Capitalization date):01.09.2017

Select complete retirement check box

Enter

We get a message correct the marked line item.

Double click on blue font line item

Select display document overview button

**ASSET TRANSFER (ABUMN)**

When we transfer an asset from one unit to another unit with the company code –we have to transfer at cost from BGL to HYD.

200001-0

Capitalization date 01.09.2017

To transfer asset on 01.10.2017 to HYD to transfer acquisition value

To transfer accumulated depreciation from the date of receipt (From 01/09) depreciation will be calculated in HYD unit

**Note**: There are two ways to transfer the Asset

1. Within the company code (Intra Company) one business area to another (ABUMN)
2. From one company code to another company code(Intercompany) (ABT1N)

**Path**: Accounting –Financial accounting –Fixed assets –Posting –Transfer – Transfer with in company code

Give your company code:RT01

Enter

Give the asset no.200001

Sub No.1

Document date:21.09.2017

Posting date:21.09.2017

Asset value date: 21.09.2017

Text:Asset Transfer

Select new asset radio button

Give the description:Benz Machine-HYD

Asset class: RT2000 P&M

Select master data button

Give the business area: RTHY

Select additional data button

Give the capitalized on 21.09.2017

Select depreciation area tab

Give the depreciation key: RT1

Useful life :10 years

Period :5 months

Ordinary depreciation date :01.04.2017

Select back arrow

Enter

Select save button or Ctrl+S

**Note**: please practice Intercompany assets transfer when you have created two company codes (ABT1N).

**Go and See Asset Explorer (AW01N)**

Asset No: 200001-1

Company code: RT01

Fiscal Year: 2017

Press Enter

Net book become Zero since this asset has been transferred to 200002-0 in HDY Business Area.

Asset No: 200002-0

Press Enter to see the Net book value of New asset in HYD location.

**Go and see the document FB03**

Give the document no.2

Company code: RT01

Fiscal year :2017

Enter

1) When we want to transfer no. of assets at a time go for two step procedures

2) When the asset has to be created in the receiving unit as a sub asset goes for two step procedures.

Asset 200002-0 Dr 100000 (New asset RTHY)

To Asset 200001-1 100000 (Old Asset RTBN)

**Asset scrapping**

200002-0Bezn Motor in Hyderabad unit 30.09.2017

This can‘t be sold transferred /used we can scrap the asset

Scrap asset on 01.10.2017

It calculates depreciation up to 30.09.2017

The net book value will be charged to P & L Account

**Impairment of assets (AS28-Accounting Standard)**

If the expected relation of the asset is less than net book value and future cash flows are negative, we have to impair the asset for the difference.

Also Asset values is less than market value some time, so we can increase asset values to current market value by impairment of Assets.

To check Benz motor value as on 30.09.2017 (S\_ALR\_87011965)

Press all selections button

Give the company code: RT01

Business area: RTHY

Depreciation Area: 01

Report date :30.09.2017

Select execute button

Double click on Buildings

You can also add the asset value by using regular transaction F-91.

**Asset Scrapping**: (ABAVN)

**Path**:Accounting –Financial accounting –Fixed Assets –Posting –Retirement-Asset retirement by scrapping.

Give the asset no.200002 Sub No.0

Document date:01.10.2017

Posting date: 01.10.2017

Asset value date:01.10.2017

Text:Asset scrapping

Save

**Note**: please select Partial Retirement Tab when you want to to retire partial asset.

**Go and see the document (FB03)**

Document no.:102

Company code: RT01

Fiscal year: 2017

Enter

Loss Due to Scrap Ac Dr 100000

To Asset Account 200002-0 100000

**Go and See Asset Explorer: (AW01N)**

Company code: RT01

Asset No: 200002-0

Fiscal Year: 2017

Press Enter to see the values of Scrapped Asset.

**Insurance:**

**Path**: Financial Accounting (New) - Asset Accounting - Special Valuation - Insurance

we can maintain insurance index when we have taken the Insurance policy for all Assets in Business.

The claiming process would be undergone when unexpected certainties occurred for the fiscal Assets.

This entire process has to cover in Asset Master Data, and Insurance index should be maintained in Asset Allocation with Insurance Policy details.

To maintain insurance, have to select the insurance required entry field in Screen layout rules.

**Closing Procedure in Asset Accounting.**

In the year end what steps we have to do April 2017 –March 2018 fiscal year 2017.

All Business team has to perform the below activities in last week of March 2018

Please follow the procedure only its required, otherwise ignore to avoid the error messages in your practice.

**1. To carry forward Vendor and Customer balances to next year.(F.07)**

**Path**: Accounting –Financial Accounting-Accounts payable –Periodic processing –Closing –Balance carry forwarded

Give the company code: RT01

Carry forward TO fiscal year:2018

Select, select customer check box

Select, select vendors check box

Select Test Run checkbox

Deselect detail log check box

Execute

Ignore the warning message press enter

Deselect Test Run check box (Execute only in year ending not middle of year)

**Note**: One-time exercise for each year.

**2. To carry forwarded asset balances We can open 2 years at a time 2017 & 2018.**

**A) To check which year is closed for asset accounting.**(OAAQ)

**Path**: Accounting -Financial accounting –Fixed assets –Periodic processing – year end closing –Undo-Entire company code

Select position button

Give the company code: RT01

Enter

Close Fiscal year: 2016

**3. To close fiscal year 2017 (not mandatory step in middle of year)(AJAB)**

**Path:** Same Up to periodic processing –Year end closing –Execute

Company code: RT01

Fiscal year to be closed 2017

Select Test Run check box

Execute, ignore warning message and Press enter button

Deselect test run check box

From the menu select Program- Execute in back ground

Enter

Select immediately button

Select save button (down side)

We get a message Back ground job was scheduled for program RAJABS00

**To check whether the job is processed or not**

From the menu select System –Services-Jobs –Job overview

Select execute button

**To view result of the job**

Select job RAJABS00 check box

Select spool button

Select spool no check box

Select display content button

To close only year for asset a accounting we have to post depreciation for all assets and for all months.

**4. To open New fiscal year 2018 for asset accounting(AJRW)**

**Path**: Same up to period processing –Fiscal year change

Give the company code: RT01

New fiscal year :2018

Select test run check box

Execute (Ignore the warning message press Enter button)

Select Back arrow

Deselect test run check box

From the menu select program execute in back ground Enter

Select immediate button

Select Save button

We get a message back ground job was scheduled for program RAJAWE\_00

To check whether the job is processed or not

From the menu select System, Services, Jobs job overview

Select execute button

**To view the result of job**

Select job RAJAWE00 check box

Select SPOOL button

Select SPOOL no.check box

Select display contents button

**5. To carryforward GL Balances(FAGLGVTR)**

**Path**: Accounting –Financial accounting –General Ledger –Periodic processing –Closing –Carryforward-Balances carryforward new

Ledger: select OL (Leading ledger)

Company code: RT01

Carryforward to fiscal year: 2018

select test run check box

Execute

Back arrow

Deselect test run check box

Select output list of results check box

Select balances in retained earnings acc check box

Execute

Select retained earning accounts button

Select back arrow

Select Balances sheet accounts button

**6. To copy number range interval for next year(OBH2)**

**Path**:SPRO-Financial accounting –Financial accounting global settings – Document –Document number ranges -Documents in Entry view–copy to fiscal year

Ignore the message press enter

Company code: RT01

No.ranges: Blank

To fiscal year details under source fiscal year:2017

To fiscal year under target fiscal year details:2018

Execute

Select Yes button

**Note**: do this transfer only in year end not middle of year.

**7. How to open special periods (OB52)**

Same path:OB52

For variant:RTPV

From the period2:13

Year:2017

To period:16

Year:2017

Save

**8. How to post to in special periods (F-02)**

(Adjustment of management entries)

Document date & Posting date:31.03.2018

Doc.type:SA

Company code:RT01

Period: 13

Posting key:40

Account no.:400100 Salaries A/c

Enter

Ignore the warning message press enter

Amount:500000

Business area:RTBN

Text:Salaries provision

Posting key:50

Account no.:100500 Outstanding exp

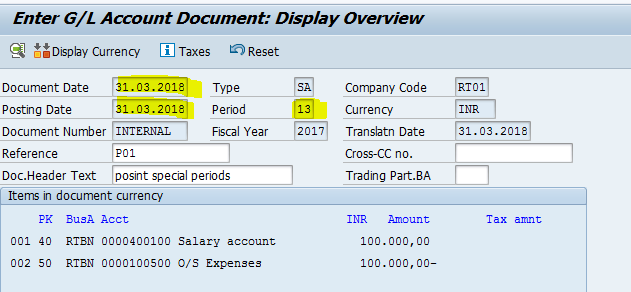
Enter

Amount:\*

Business area:RTBN

Text:+

Select document –Simulate and Save



**9. Go and see the GL A/c (FS10N)**

Give the GL A/c No.:400100 Salaries A/c

Fiscal year:2017

Business area: RTBN

Company code: RT01

Execute

**Reports.**

There are Two Types of Reports in SAP.

1. Standard SAP Reports

2. Customized SAP Reports(Starts with “Z") (Create with help of ABAP team with Technical data)

**Chart of Accounts/GL Accounts List(S\_ALR\_87012326)**

**Path**: Accounting –Financial accounting –General ledger –Information system –General ledger reports (New) –Master data –Chart of account

Give your chart of accounts: RTCA

Execute

**Note**: You can refer more Reports related GL List view in the same path

**TRAIL BALANCE(S\_ALR\_87012310)**

**Path**: same up to general ledger report -Account balances – Korea-Trail Balance Country: India

Trail balance: India RT01

Give the company code: RT01

Execute

Ignore the warning message press enter Select current layout button

Keep the fields GL account

GL account long text Closing Balances Enter

To down lead to excel from the menu select list export –spread sheet Enter

List –>Export local file

Select spread sheet radio button Enter

See directory file name: RT01.xls Select generate button

**Note**: you can also take the trail balances Business Area wise

**Ledger:*(S\_ALR\_87100205)***

**Path**: Accounting –Financial accounting –General ledger –Periodic processing closing –Document –Balances audit trail –All accounts -General ledger from the document file

Company code: RT01

Execute

(Select menu bar –Settings-Layout –Current button) or

Select current layout button(Ctrl+F8) Keep the fields document no. Posting date

From the hidden fields column Select text fields

Select left arrow

Select debit amount in local currency Select left arrow

Select credit amount in local currency Select cumulative balances

Select left arrow

Select total check box for debit amount in local currency, Credit amount in local currency

Select copy button

To go the document level Double, click an amount no.

Select call up document over view button

**VENDORS LIST(S\_ALR\_87012086)**

**Path**: Accounting –Financial accounting –Accounts payable –Information system -Reports for accounts payable accounting –Mater data –Vendor list

Give the company code: RT01

Select address and telecom check box

Execute

**Vendor wise Business Report (S\_ALR\_87012093)**

**Path**: Same up to report for account payable accounting- Vendor balances vendor business

Give the company code: RT01

Execute

Each vendor wise

**Out standing list of vendors:(S\_ALR\_87012083)**

**Path**: Same up to reports for accounts payable accounting - Vendor Items- List of Vendors Open item for printing

Give the company code: RT01

Execute

**Age wise analysis of vendors: (S\_ALR\_87012085)**

**Path**:same up to vendors column item-Vendor payment history with open item sorted list.

company code: RT01

Summarization level :0

Select days overdue squirted list check box

Execute

**Vendor advances report(S\_ALR\_87012105)**

**Path**: same up to vendors column items –List of Down payments open on key date vendors

Give the company code: RT01

Execute

**Vendor ledger:(S\_ALR\_87012103)**

Path: Open and cleared up to vendors: Item the path is same –List of vendor line item

Give the company code: RT01

Execute

**Depreciation fore cost(S\_ALR\_87012936)**

**Path**: Accounting –Financial accounting –Fixed Assets –Information system -Reports on asset accounting –Depreciation fore cost-Depreciation on Capitalized Assets (Depreciation simulation)

Give the company code: RT01

Report date :31.03.2018 (Give the any month end date)

Execute

**Fixed assets schedule as per schedule VI of Companies Act (AR02)**

**Path**: Information system –Accounting –Financial accounting –Fixed assets -Asset history sheet

Give the company code: RT01

Report date :31.03.2018

Select group totals only radio button

Execute

Select assets button

Double click on asset retirements

**Financial Statement Version**

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

We can create number of financial statement versions for our chart of accounts in SAP.one for the Local Reporting, one for Parent Reporting and another for creation of Provisional Balance sheets to secure the bank loans. etc..

1. **Define Financial Statement Verstion: (OB58)**

**Path**: SPRO – Financial Accounting- GL Accounts-Master Data- Define Financial Statement Versions.

Select New Entries Button

Fin.Stmt.version: RFSV

Name: Financial Statement Version for Reliance Group

Maint. Language: EN

Select Item keys auto check box

Chart of Accounts: RTCA

SAVE

Select Financial Statement items button

Double click on Fin. Statement Notes line item

Under the Item: FSV India

Select Continue button

Keep the cursor on FSV India- Select Create Items button

1. **Financial Statement: (S\_ALR\_87012284)**

**Path:** Accounting-Financial Accounting-General Ledger-Information System-General Ledger Reports (New)-Financial Statement / Cash Flow-General-Actual/Actual Comparisons-Financial Statement.

Chart of Accounts: RTCA

Company Code: RT01

Financial statement version: RFSV

Language: EN

Reporting year: 2017

Reporting periods:1t o 16

Comparison year: 2016

Comparison periods: 1 to16

Select Execute button

**SAP Controlling (CO)**

The SAP CO (Controlling) nothing but Cost and Management Accounting, SAP CO Module provides supporting information to Management for planning, reporting, as well as monitoring the operations of their business. Management decision-making can be achieved with the level of information provided by this module.

Highest node is Controlling Area. In FI Highest node is Company & Company code.

The Sub-Modules in CO(Controlling) are as follows:

* Cost Element Accounting
* Cost Center Accounting
* Internal Orders
* Profit Center Accounting
* Profitability Analysis (CO-PA)
* Activity-Based Costing (ABC)
* Product Costing (CO-PC)

**Cost Element Accounting. (Nothing but GL in FI, Cost Elements in CO)**

The Cost Element Accounting component provides information which includes the costs and revenue for an organization. These postings are automatically updated from FI (Financial Accounting) to CO (Controlling). The cost elements are the basis for cost accounting and enables the User the ability to display costs for each of the accounts that have been assigned to the cost element. Examples of accounts that can be assigned are Cost Centers, Internal Orders, WBS(work breakdown structures).

There are two types of cost elements

1. Primary Cost Elements

2. Secondary Cost Elements

**Cost Center Accounting (Department)**

Cost Center Accounting provides information on the costs incurred by your business. Within SAP, you can assign Cost Centers to departments and /or Managers responsible for certain areas of the business as well as functional areas within your organization. Cost Centers can be created for such functional areas as Marketing, Purchasing, Human Resources, Finance, Facilities, Information Systems, Administrative Support, Legal, Shipping/Receiving, or even Quality.

Benefits of Cost Center Accounting

(1) Managers can set Budget /Cost Center targets

(2) Cost Center visibility of functional departments/areas of your business;

(3) Planning

(4) Availability of Cost allocation methods

(5) Assessments/Distribution of costs to other cost objects.

**Internal Orders**

Internal Orders provide user to tracking costs of a specific job/object wise, service, or task. Internal Orders are used as a method to collect those costs and business transactions related to the task. This level of monitoring can be very detailed but allows management the ability to review Internal Order activity for better-decision making purposes.

**Profit Center Accounting**

Profit Center Accounting provides visibility of an organization’s profit and losses by profit center.Profit Centers can be set-up to identify product lines, divisions, geographical regions, offices, production sites or by functions.

Profit Centers are used for Internal Control purposes enabling management the ability to review areas of responsibility within their organization.

The difference between a Cost Center and a Profit Center is that the Cost Center represents individual costs incurred during a given period and Profit Centers contain the balances of costs and revenues.

**Profitability Analysis (CO-PA)**

Profitability Analysis: This is used to view profitability for number of parameters at a time.

Ex. Sales order wise / Customer wise / Product wise / Plant wise / Sales organization wise profitability this is reporting tool

Profitability Analysis allows Management the ability to review information with respect to the company’s profit or contribution margin by business segment.

Profitability Analysis can be obtained by the following methods:

* **Account-Based Profitability Analysis** which uses an account-based valuation approach. In this analysis, cost and revenue element accounts are used. These accounts can be reconciled with FI (Financial Accounting).
* **Cost-Based Profitability Analysis** uses a costing based valuation approach as defined by the Business User.

**Activity-Based Costing (ABC)**

Activity-Based Costing allows a better definition of the source of costs to the process driving the cost. Activity-Based Costing enhances Cost Center Accounting in that it allows for a process-oriented and cross-functional view of your cost centers. It can also be used with Product Costing and Profitability Analysis.

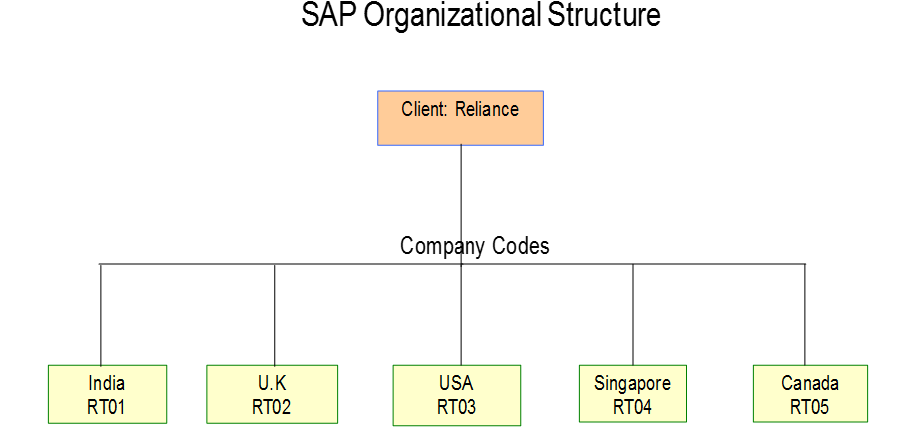
**Product Costing (CO-PC)**

Product Cost Controlling allows management the ability to analyze their product costs and to make decisions on the optimal price(s) to market their products. It is within this module of CO (Controlling) that planned, actual and target values are analyzed.

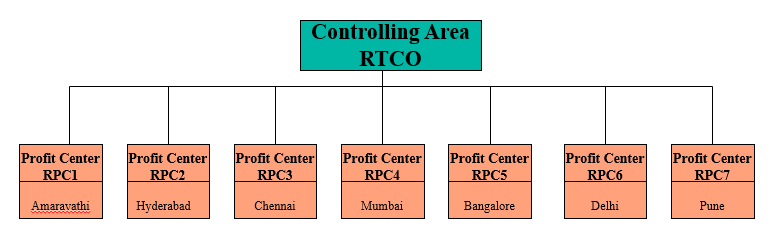
Sub-components of the module are:

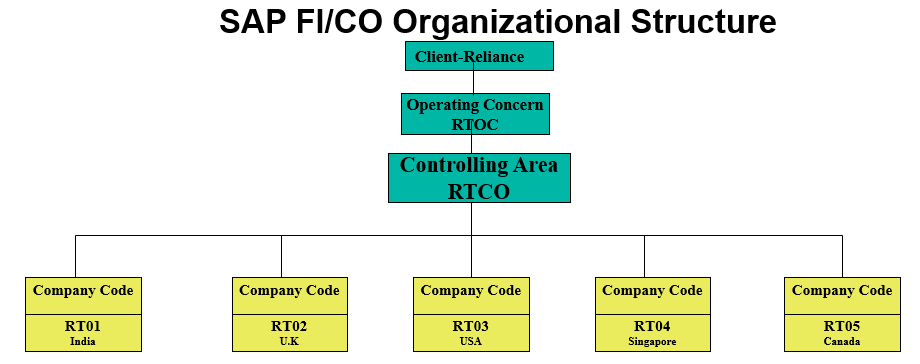
* Product Cost Planning which includes Material Costing(Cost estimates with Quantity structure, Cost estimates without quantity structure, Master data for Mixed Cost Estimates, Production lot Cost Estimates), Price Updates, and Reference and Simulation Costing.
* Cost Object Controlling includes Product Cost by Period, Product Cost by Order, Product Costs by Sales Orders, Intangible Goods and Services, and CRM Service Processes.
* Actual Costing/Material Ledger includes Periodic Material valuation, Actual Costing, and Price Changes.

**SAP FI Organization Structure:**



**SAP CO Organization Structure**





**Maintain Controlling Area: (OKKP)**

**Path**: SPRO – Controlling – General controlling – Organization – Maintain controlling area

If we go for 1st scenario – company code should be the controlling area.

If we go for 2nd scenario we can use any code for controlling area code.

Double click maintains controlling area.

Select new entries button

Controlling area: RTCO

Name: Controlling area Reliance

Company code to controlling area: Select controlling area same as company code (Company code: RT01 and Controlling Area: RT01)

**Note**: If you Select Cross Company Code Cost Accounting (Company code: RT01 and Controlling Area: RTCO)

Currency type: select 10 company code currency.

**Note**: Once we select 10 company code currency, currency field, Chart of Accounts filed and Fiscal year variant filed will be updated automatically.

Cost Center standard hierarchy: RCCHIER

Save

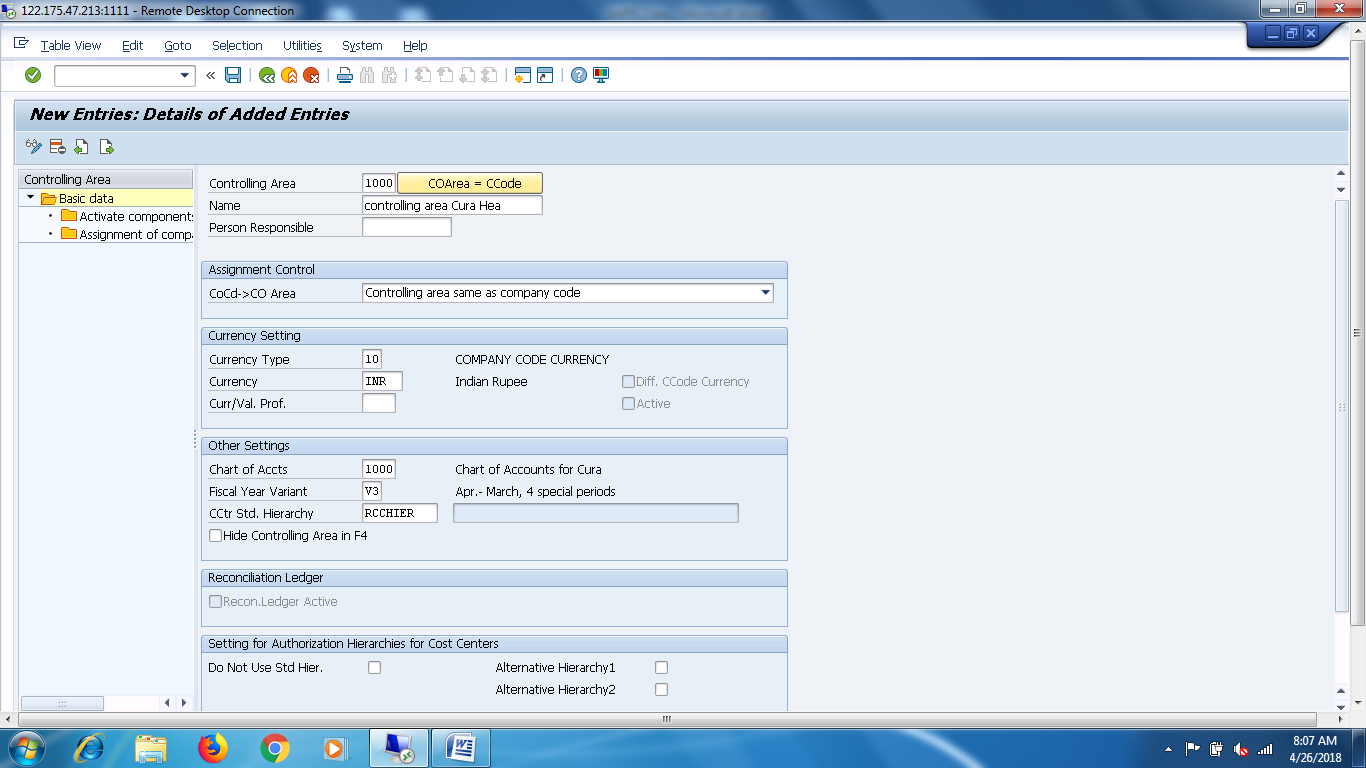
Select yes button for the message system to create as a standard hierarchy

Select create request button

Short Description: Co customization for Reliance

Press enters

Press enter once again to save in the request.



Double click on assignment of company codes folder

Select new entries button

Give the company code: RT01

Select save button or Ctrl+S

Press enter to save in your request

Double click on a activate components / control indicators folder

Select new entries button

Fiscal year:2017

Cost center: Select component active

Select AA-Active type check box

Order management select component active.

Select profit center accounting check box

Save

Ignore the warning message press enter

**Note**: Cost Center Standard Hierarchy:

Cost center standard hierarchy: RCCHIER

|

Cost centers Dept.Sales, Dept.Purchase, Dept.Admin

At the time of cost center creation – It will ask under which hierarchy we are creating the cost centers.

In the report – when we give cost center Dept.Sales – It gives only Dept.Sales data. When we give cost center Dept.Purchase – It gives only Dept.Purchase data.

When we give cost center hierarchy RCCHIER– It gives all the cost centers data.

**Maintain Number Ranges for Controlling Documents: (KANK)**

Path: SPRO- Controlling – General controlling – Organization- Maintain number ranges for controlling document.

CO through posting from FI (Business transaction – COIN) CO No rang interval for the business transaction –COIN

Repost Co line items (Business transaction –RKU3)

Repost costs (Business transactions – RKU1)

Planning primary costs (Business transaction RKP1)

Planning cost center wise or no. range interval for all the types, budgeting cost center wise for each cost element.

Controlling area: RTCO

Select maintain groups button

From the menu select group – Insert

Text: Co doc no. range interval for RT01

OR

From Menu Select Group-Create

Text: Co doc no. range interval for RT01

From number: 1

To number :100000

SAVE: Ignore the warning message press enter to save the settings.

**For Earlier Version:**

**Double click on business transactions COIN, RKU3, RKU1 and RKP1**

**Select Co.No.range interval for RT01 check box.**

**From the menu select Edit – Assignment element group**

OR

**Latest Version:**

Keep the cursor on **COIN** and Select Element Group button

Double click on Co.No.range interval for RT01 check box. (01)

Keep the cursor on **RKU3** and Select Element Group button

Double click on Co.No.range interval for RT01 check box. (01)

Keep the cursor on **RKU1** and Select Element Group button

Double click on Co.No.range interval for RT01 check box. (01)

Keep the cursor on **RKP1** and Select Element Group button

Double click on Co.No.range interval for RT01 check box. (01)

Save

Ignore the message press enter

Come to down to the screen and see the assignments for RT01 no.range intervals.

**Note**: drag down to view the list of Business Transaction which were assigned for No.ranges.

**Maintain Versions**

Version are nothing but budgets

Original budgets Version: 0

Revised budget version: 1

Re revised budget Version: 2

We can compare actual with original budget, Revised budget and Re revised budget

**Path**: SPRO – Controlling –General controlling – Organization – Maintain versions

Select version:0 (Plan /actual version)

Double click on settings for each fiscal year folder

Give the controlling area: RTCO

Enter

Select new entries button

Fiscal year :2017

Exchange rate type: select B (Bank selling rate)

Select save button or Ctrl+S

Press enter to save in your request

Select bank arrow

**Note**:Once budgeting is completed users can lock the version by selecting **version locked check box–** So that no-body can change budget figures.

**Cost Elements Accounting:**

Cost Elements are required to update CO records / sub modules in Controlling.

There are 2 types of cost elements

|  |  |
| --- | --- |
| **Primary Cost Element** | **Secondary Cost Elements** |
| A)Primary cost elements are our general ledger accounts | A)Secondary cost elements are other than general ledger accounts |
| B) Posting to primary cost elements are possible | B) Postings to secondary cost elements are not possible. They are used to allocations / Settlements purpose. |

**Cost Element Categories**

Primary Cost Element Categories:

1. Primary cost / costs reducing revenues. This used for expenditure accounts

3. Accrual / Deferral per surcharge:This is used for month end provisions only in CO

11. Revenues: This is used for income accounts

12. Sales Deduction: This is used for expenditure accounts like sales commission Trade discount where CO-Profitability analysis module is activated

22. External settlement (Settlement from CO – FI): This is used for allocation of internal order settlement to GL Accounts / Assets.

Secondary Cost Element Categories:

21. Internal settlement (Settlement from CO to CO) This is used for allocation of internal order settlement cost to cost centers.

31. Order/ Project Results analysis: This is used for work in process calculations in product costing.

41. Overheads rates:This is used for calculation of raw material overhead rate /

Production overhead rate in product costing.

42. Assessment: This is used for allocation of primary cost element posing and secondary cost postings from one cost center to other cost centers.

43. Internal Activity Allocation: This is used for calculation of activity types in production cost.

Eg: Machine hours rate / labor hour rate in product costing.

**Cost Center Accounting**

This is used to view department wise costs we use cost center accounting.

1. Creation of primary cost elements, we can create in no.of ways as followed.

A) FI Area (FS00)

B) CO Area (KA01)

C) Automatic Creation(OKB2)

2. Display cost elements created

3. Creation of field status group by selecting cost center required entry field

4. Assign new field status group in GL expenditure accounts

5. Creation of cost centers.

6. Creation of cost center groups.

7. Creation of cost element groups

8. To enter exchange rate for type M for INR to USD (OB08)

9. Posting of transaction in FI

10. To view cost center wise report.

11. To view CO documents

**1.A) Creation of primary cost element at FI area (FS00)**

FS00 – GL master’s creation

Give the GL account number: 400100 Salaries Account

Company code: RT01

Form the menu select GL Account display

Now select Edit cost element button

Valid from date :01.04.2017

To date:31.12.9999 comes automatically

Enter

Cost element category: Select 1 (Primary cost / cost reducing revenues)

Select save button or Ctrl+S

**1.B) Creation of Primary cost element at CO area:(KA01)**

**Path**: Accounting- Controlling- Cost element accounting-Master Data-Cost element –Individual Processing-Create primary (KA01)

Cost element: 400300 Rent Account

Valid from :01.04.2017 to 31.12.9999

Enter

Cost element category :1 (primary cost /cost reducing revenue)

Save

**1.C) Automatic creation of primary cost Elements:(OKB2)**

**Path**: SPRO-Controlling-Cost Element Accounting-Master data – Cost elements –Automatic creation primary and secondary cost elements-Make default settings.(OKB2)

Give the chart of Accounts: RTCA

Enter

Account from: 400301

Account to: 499999

Cost element category select 1

Save

Press enter to save in your request

To Create batch input session (OKB3)

Same path as above

Give the controlling area: RTCO

Valid from :01.04.2017

Valid to :31.12.1999

Session name: RT01 (This is text field)

Batch Input user: SAPUSER

Execute

**Execute batch input session (SM35)**

Same path as above

Select session name: RT01

Select process button

Select session:RT01

Select display errors only radio button

Select process button

We get a message processing of batch input session completed.

Ignore the message & select exit batch input button

**Display primary cost elements created (KA03)**

Path: Accounting-Controlling-Cost element accounting-Mater data-Cost element –Individual processing – Display- (KA03)

Select drop down button beside cost element

Give the Controlling area: RTCO

Enter

**Creation of field status group by Selecting cost center required entry field: (OBC4)**

Select field status variant: RTFV

Double click on filed status groups folder

**Note:**100000 equity share capital G001 We can’t make cost center required for balance sheet accounts

400100 Salaries Account G001

For G004 we make cost center required and assign in salaries account (i.e in expenditure accounts)

Double click on field status group G004 cost accounts

Double click on General data

Text make it required entry field

Select next group button

Cost center select required entry filed

Select next page or page down button two times.

Business area make it option entry filed

Save

Press enter to save in your request

**Assign group new field group in GL expenditure accounts (FS00)**

Give the GL account 400100 salaries account

Company Code: RT01

From the menu select GL account change select create / Bank / Interest tab

Filed status group change to G004

Save

Give the GL Account No.400300 Rent A/c

Company Code: RT01

From the menu select GL account change

Change field status group to G004

Save

**Creation of cost centers:(KS01)**

Path: Accounting-Controlling-Cost center accounting-Master Data-Cost Center-Individual processing-create

Cost center: RTSA

Valid from :01.04.2017 to 31.12.9999

Enter

Give the name: Reliance-Sales

Give the description: Reliance-Sales

Person responsible:Mr.Venkat

Cost center category: 3 Sales

Hierarchy area: RCCHIER

Business area: RTBN

Currency:INR

Select save button or Ctrl+S

Ignore the warning message press enter

One more cost center: RTHR

Valid from :01.04.2017 to 31.12.9999

Reference cost center: RASA

Controlling area: RT01

Enter

Change the name to Reliance-HR

Change the description to cost center Reliance-HR

Change the person responsible: Mr.Akhil

Other fields are common

Select save button

Ignore the warning message press enter

Cost center: Reliance-PRD

Valid from :01.04.2017 to 31.12.9999

Reference cost center: RAHR

Controlling area: RT01

Enter

Change the name to: RAPR

Change the description to cost center: Reliance-Productions

Change person responsible to Mr.Raj

Cost center category: Select to 2 (service cost center)

Select save button or Ctrl+s

Ignore the warning message press enter

**Creation of cost center groups:**(KSH1)

If we want to see all Cost centers data – Create a cost center group and assign Dept Sales. Dept HR, and Dept Production.

**Path**: Accounting – Controlling – Cost center accounting – Master data- Cost center group – Create (KSH1)

Give the cost center name: Cost Center Group (CCGroup)

Enter

Description: Cost Center Group

Select: Insert Cost Center button

OR

From Menu Select Edit ->Cost Center-> Insert cost center button

Enter the Cost Centers: RTSA, RTHR and RTPR

Save

**Creation of cost Element group:**(KAH1)

Path: Accounting –Controlling-Cost center accounting-Master Data-Cost element group –Create

Cost element group name: CEGROUP

Enter

Description: Cost Element Group for Reliance

Select insert cost element button (Shift+F4) (Edit –Cost element –Insert cost element)

From 400300 to 400399

Save

**To enter exchange rate for type M for INR to USD (OB08)**

Select new entries button

Exchange rate type: M (Average rate)

Valid from :01.10.2017

From currency: INR

To: USD

Direct quotation :0.02

Select save button or Ctrl+S

Press enter to save in your request

**Posting of transaction in FI (F-02) (FB50)**

Company code:RT01

Give the document date: Today’s date

Posting date: Todays date

Currency: INR

Doc.Header Text: Cop-fi Posting

GL Account :400100 salaries account (Debit)

Amount in local currency :500000

Business Area: RTBN

Cost center: RTSA

Text :Salaries posting

One more expenditure

GL Account :400300 Rent account (Debit)

Amount in local currency :200000

Business Area: RTBN

Cost center: RTHR

GL Account :200105 SBI current account (Credit)

Amount in local currency: 700000

Business area: RTBN

Text: Expenditure posting

From the menu select Document, Simulate

Select save button or Ctrl+S

**To view cost center wise report:**(KSB1)

**Path**: Accounting –Controlling-cost center accounting –Information System-Report for cost center accounting-Line items –Cost centers: Actual line items

Controlling Area: RT01

Cost center: RTSA

Select execute button

Keep the cursor on the first line item

Select document button or double on line item

Select back arrow

Select change layout button (Ctrl+F8)

Select Document no.under column set

Select value in reporting currency under displayed columns

Select left arrow or show selected filed button

Select reference document no.under column set

Select value in report current under displayed columns

Select left arrow

Select business transition under column set

Select document no. under displayed columns

Select left arrow

Enter

**To View Cost Center Group wise Report (KSB1)**

Controlling Area: RT01

Cost center Group: CCGROUP

Select execute button

**To view co documents:**(KSB5)

Path: same Up to reports for cost center accounting -Line items – Co documents: Actual costs

Document no. :1 to 100000

Execute

Select folder button for document no.1

**Repost co line items: (KB61)**

Path: Accounting – Controlling-Cost center accounting –Actual Postings-Repost line items-Enter

Select document no. :13

Company code:RT01

Fiscal year :2017

Execute

Double click on line item no.1

Amount under new account assignment 150000

Cost center:RTPR

Select new item button

Select next button

Amount under new account assignment 50000

Cost center: RTSA

Save

**Go and see the cost center report (KSB1)**

Give the cost center:RTSA

Select execute button

To view cost element wise to total

Select cost element column

Select sub totals button

(Note:That is dues cost element wise total)

**Repost costs (Business transaction RKU1) (KB11N)**

This is used when we split a cost center in to number of cost centers or wrong cost center postings.

**Note:**

No FI document will be generated

Only CO document will be generated

Transfer cost element wise (GL account wise)

**Path**: Accounting-Controlling-cost center accounting –Actual postings-manual reposting of costs – Enter

Document text: Changing for cost center cost to another cost center

Cost center (old): RTSA

Cost element 400100 Salaries

Amount :500000

Cost center new: RTPR

Text: Change cost from RTSA to RTPR

One more cost center (old): RTPR

Cost element :400300 Rent

Amount :25000

Cost center (new):RTHR

Text: Change cost from RTPR to RTHR

Enter

Select save button or Ctr+S

**Go and see the cost center report (KSB1)**

Give the cost center: RTSA

Select execute button

To view cost element wise to total

Select cost element column

Select sub totals button

(Note:That is dues cost element wise total)

**Period lock: (OKP1)**

Path: Accounting – Controlling-cost center accounting-Environment –Period lock-change.

Controlling area: RT01

Fiscal year :2017

Select actual button

Select period :08

Select lock period button

Save

**Note**: Period lock is used to avoid the usersfor any co reposting’s or changes in existed co documents.

**Set controlling area :(OKKS):**

Path: same up to Environment and Select Set Controlling Area

Give the controlling area:RT01

Enter

**Note:**Real time integration of controlling with FI on line reconciliation ledger

This is used when we get for 2nd scenario (no.of company codes having one controlling area ) all the company codes should use same Chart of Accounts.

**Planning cost center wise (KP06)**

Path:Accounting –Controlling- cost center accounting –Planning –Cost and Activity inputs –Change

Version:select 0 (Original budget)

From period :1

To period :12

Fiscal year :2017

Select next page or page down button

Cost center group:CCGROUP

Cost element From:400000

Cost element To:499999

Select form based radio button

Select overview screen button

For Cost Center: RTSA

For cost element 400100 Plan Fixed cost 1200000

Distribution key 1 Equal distribution

From cost element 400300 Plan fixed cost 2400000

Distribution key: 1 (Equal Distribution)

From the menu select Goto –Period screen

Select Next Combination button to view the next cost center plan values.

Select back arrow

To plan for RTHR Cost center –Select next combination button

For cost element 400100 Plan Fixed cost 1800000

Distribution key 1 Equal distribution

From cost element 400300 Plan fixed cost 1200000

Distribution key: 1 (Equal Distribution)

From the menu select Goto –Period screen

Select Next Combination button to view the next cost center plan values.

Select back arrow

To plan for RTPR Cost center –Select next combination button

For cost element 400100 Plan Fixed cost 600000

Distribution key 1 Equal distribution

From cost element 400300 Plan fixed cost 600000

Distribution key 1 (Equal Distribution)

From the menu select Goto –Period screen

Select Next Combination button to view the next cost center plan values.

Select Back arrow

Save

**Note**: If we select FREE radio button, We have to select cost element from the drop down list and plan against the Elements.

If we select Form based radio button, The cost element list is available on screen by default to plan against cost elements.

**To view variance report cost center wise(S\_ALR\_87013611)**

Path:Accounting – Controlling-Cost center accounting –Information system –Reports for cost center accounting –Plan /Actual comparisons –Cost centers: Actual /Plan/Variance

Controlling area:RTCO

Fiscal year :2017

From period :9

To period :9

Plan version :0

Cost center Value:RTSA

Execute

Keep the cursor on Salaries A/c actual costs amount

Select call up report button

Double click on cost centers: Actual line items keep the cursor on the first line item.

Select document button

Select Back arrow two times

Cost Center values: RTHR

Execute

Select Back arrow two times

Cost Center Group: CCGROUP

Execute

**Online Reconciliation Ledger/Real Time Integrations(Cross Company)**

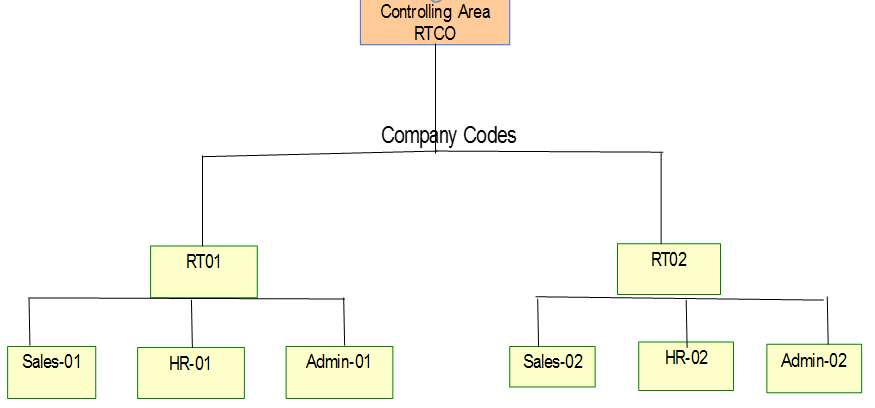
Reconciliation postings are generated in Financial Accounting for the cross-company code, cross-business area or cross-functional area postings made in CO that are relevant to FI.

Reconciliation Pre-Requisites as followed.

1. All Company codes should have one controlling area

2. All the company codes should use the same Chart of Accounts

3. All the company codes should have same periods.



If salaries paid and posted in FI(F-02)

Ex:-If we use the reconciliation account at cost center level and the 20000/- is transfer to company code RT02 (Reliance-Sales) it passes the entry in financial automatically as followed.

**Salaries Normal Entry;**

Salaries Ac Dr 20000

To Bank 20000

**In RT01 Books**

RT02 Dr 20000

To Salaries a/c 20000

**In RT02 books**

Salaries account Dr 20000

To RT01 a/c 20000

**Customization in Finance:**

**To copy company code RT01 customization including accounting entries to RT02**

**Path**:SPRO-Enterprise structure – Definition –Financial accounting –Edit, copy, Delete, Check company code(EC01)

Double click on copy, delete, check company code

From the menu select organizational object – copy organization object

From Company code: RT01

To company code: RT02

Enter

**Select Yes for the message (for copy the GL accounts)**

**Select No button allocates a different local currency**

Ignore the message press enter

Select No button for Transporting of No.Ranges.

Select create request button

Short description:Customization for Reliance JIO Limited

Press enters

Enter once again to saving the request

Go on press enter till you got the message company code RT01 copied to RT02 without 75 number range object

Ignore the message press enter

Select back arrow

Double click on edit company code data

Select position button

Give the company code: RT02

Enter

Select company code: RT02

Select Details button

Change the company name to: Reliance JIO limited

City: Hyderabad

Enter

Save and Save in your request button

**Assign company code to company(OX16)**

**Path**:SPRO-Enterprise Structure-Assignment –Financial Accounting-Assign company code to company

Select position button

Give the company code: RT02

Enter

For the company code: RT02 assign RILGRP (group name)

Select save button or Ctrl+S

Press enter to save in your request

**Document type SA should allow intercompany postings: (OBA7)**

Select type: SA

Select details button

Select intercompany postings check box

Save, Press enter to save in your request

**Creation of GL Masters (FS00)**

|  |  |  |
| --- | --- | --- |
|  |  | |
| **RT01 Books** | | **RT02 Books** |
| 1) FI/CO reconciliation account under any expenditure group which should not be a cost element 400150 –Personnel group | | 1)FI/CO reconciliation account under any expenditure group which should not be a cost element 400150 personnel group |
| 2)RelianceJIO Pvt limited, current assets, Loans & Advances 200160-(RJ Limited) | | 2)Reliance TelecomLimitedCurrent Assets, Loans & Advances 200161 – (RT Limited) |

Give the GL account no. :400150

Company code: RT01

Select with template button

Give the GL account o. :400100 Salaries

Company code: RT01

Enter

Change short text & GL account long text to FI/CO reconciliation account

Select create / bank /interest tab

Field status group change to ‘ICCF’ CO < -> FI reconciliation posting

Save

**Give the GL Account No.200160**

Company code: RT01

Select with template button

Give the GL Account No.200100 Cash A/c

Company code:RT01

Enter

Select type/Description /tab

Change short text GL account long text to Reliance Jio LIMITED

Select create / Bank/Interest tab

Filed status group change to G067

Deselect relevant to cash flow check box

Save

Give the GL account No.400150

Company code: RT02

Select with template button

Give the GL account 400150

Company code: RT01

Enter & Save

Give the GL account 200161

Company code: RT02

Select with template button

Give the GL account 200160

Company RT01

Enter

Select type / Description tab

Change short text +GL long text to Reliance Telecom

Save

**Prepare cross company code Transaction (OBYA)**

Path: SPRO-Financial accounting-GL accounting –Business Transactions-Prepare cross company code transactions

Company code1: RT01

Company code2: RT02

Enter

Posted in RT01 cleared against RT02

Debit posting key :40

Account debit :200160 (Reliance Jio Limited)

Credit posting key :50

Account credit :200160

Posted in RT02

Cleared against RT01

Debit posting key :40

Account debit :200161 Reliance Telecom

Credit posting key :50

Account credit :200161

Save

Press enter to save in your request

**CO customization (OKKP)**

Maintain controlling area

Assign company RT02 to controlling area RT01/RTCO

Select controlling area: RT01

Select details button

Company code to controlling area: Select cross company code cost accounting

Reconciliation ledger document type:SA (GL accounts document)

Double click on activate components / control indicators folder

Select company code validation check box

Double click on assignment of company codes folder

Select company code:RT01

Select copy as button

Change the company code to RT02

Enter & save

Ignore the warning message press enter

**Activate reconciliation ledger (KALA)**

Note: Follow through path

Path:SPRO –Controlling –Cost element accounting-Reconciliation Ledger-Activate deactivate reconciliation ledger

Double click on activate reconciliation ledger

Controlling area:RT01/RTCO

Select Execute button

Ignore the warning message press enter

**Define adjustment accounts for reconciliation posting (OK17)**

Same path

Double click on define accounts for automatic postings

Select change account determination button

Save

Reconciliation account: Give the account no.400150 FI/CO

SavePress enter to save in your request

**FI CUSTOMIZATION**

**Define variant for real time integration**:

Path:SPRO-Financial accounting (new)-Financial accounting global setting (new) – Ledger-Real time integration of controlling with financial accounting –Define variants for real time integration

Select new entries button

Variant for real time integration R1

Select real time integration active check box

Select account determination active check box

Key date active from :01.04.2017

Document type:SA

Ledger group (FI) :0L

Text variant for:Reliance Integration (RT01)

Select cross company code check box

Select cross business area check box

Select cross profit center check box

Save

Press enter to save in your request

**Assign variants for real time integration to company code:**

Same path.

Select new entries button

Company code:RT01

Variant:R1

Company code:RT02

Variant:R1

Save

Press enter to save in your request

**Creation of cost center for company code RT01 (KS01)**

Give the cost center:RTCA

Valid from :01.04.2017

To date :31.12.9999

Reference cost center: RTSA

Controlling area: RT01

Enter

Change the name to: RTCA

Change the description to cost center Reliance-Cafeteria

Change company code to RT02

Select save button or Ctrl+s

Ignore the warning message press enter

**Repost costs (KB11N)**

Controlling Area: RT01/RTCO

Press Enter

Document/Posting date: Today’s date

Document text: Reposting of cost to new cost center (RTCA)

Cost center old: RTSA

Cost element :400100 Salaries

Amount :20000

Cost center new RTCA

Save

**To make text field optional for field status group G004 cost accounts(OBC4**)

Select field status variant: RTFV

Double click on field status groups folder

Double click field status: G004

Double click on General data

Text: make it optional entry field

Select SAVE

Press enter to save in your request

**Go and see the FI documents (FB03)**

Select document list button

Give the company code: RT01

Fiscal year: 2017

Enter the date: From date: 01.12.2017

To Date: 31.12.2017

Execute

Double click on document no.

Select back arrow

Chang the company code to RT02

Execute

Double click on document no.

**Go and see the Cost Center Report: KSB1**

Controlling Area: RTCO/RT01

Cost Center: RTSA

Execute

Select Back arrow

Cost Center: RTCA

Execute

**Salary Provision in RT02 Company code: (F-02)**

Document/Posting date: Today’s date

Type: SA

Company code:RT02

Posting key :40

Account no.: 400100 (Salaries)

Enter

Amount :100000

Cost Center: RTCA

Text:Salaries Provision for the month of Dec 2017

Posting key :50

Account no :100500 (outstanding exp)

Amount: \*

Business area: RTBN

Text: +

From the menu select document- Simulate: SAVE

Salaries Acc (400100) 100.000,00

O/S Account (100500) 100.000,00-

**Go and see Open Balances: FBL3N**

GL Account: 100500

Company code: RT02

Execute

**Go and see the Cost Center Report: KSB1**

Controlling Area: RTCO/RT01

Cost Center: RTCA

Execute

**CROSS COMPANY CODE POSTINGS(F-02)**

Document/Postingdate: Today’s date

Type: SA

Company code:RT01

Posting key :50

Account no. :200105 SBI CA

Enter

Amount :100000

Business area:RTBN

Text:outstanding expense payment on behalf of Reliance Jio

Posting key :40

Account no :100500 outstanding exp.

New company code: RT02

Enter

Amount: \*

Business area: RTBN

Text: +

From the menu select document- Simulate

Double click onRT01 (Reliance Telecom)

**Reliance Jio LIMITED Dr 100000**

**To SBI Bank Ac 100000-**

Double click on Debit line item

Business area: RTBN

Cost Center: RTSA

Text: +

Select Back arrow TWO times

Double click onRT02 (Reliance JIO Ltd)

**O/S Account Dr. 100.000,00**

**To Reliance Telecom Ltd 100.000,00-**

Double click on Credit line item

Business area: RTHY

Cost Center: RTCA

Text: +

Select Back arrow: Ignore the waring message regarding Business Area change.

Select Back arrow once again.

Select save button or Ctr+S

**Note:**By viewing the cross-company code document number – We know which companycode has initiated the posting.

**Select continue button**

**Accrual orders (Imputed cost calculation)**

Accrual order is used for month end provision only in CO and This is used for irregular expenses like Bonus.

You create the associated accrual cost element with cost element category-3 "Accrual cost element/overhead" or "Accrual cost element/ target=actual."

Example: -

Vacation and holiday bonuses calculated in Cost Center Accounting (CO-OM-CCA). The SAP System debits these costs to the corresponding cost center and credits them to an accrual order.

In SAP when we take production an accounting entry will be generated automatically – Finished goods valuation will be based on costs for the month which includes all Bonus.

you can also create Overhead structure for calculation of Bonus based on the employees’ salaries and percentage.

Ex: Salary of en employee: 100000 and 10% Bonus on Salary is: 10000.

You can also create Dummy Cost Centers for provisions in the year end and Dummy Cost center values will be zero

**Bonus-GL Master Creation (FS00)**

Give the GL Account No. :400105

Company code: RT01

Select with template button

Give the GL account no. :400100 (salaries)

Company code: RT01

Enter

Change short and GL account long text to Bonus account

Save

Select edit cost element button (F8)

Valid from date :01.04.2017 to 31.12.9999

Enter

Cost element category: Select 3 accrual deferral per surcharge

save

**Creation of cost center – Dummy (KS01)**

Give the cost center: Dummy

Reference cost center:RTSA

Controlling area: RT01/RTCO

Enter

Change name to Cost Center Dummy

Change description to cost center: Department dummy

Select save button

Ignore the warning message press enter

**Maintain overhead structure:**(KSAZ)

Path:SPRO-Controlling –Cost element accounting-Accrual calculation –percentage method-maintain overhead structure

Select create overhead structure button (F7)

Overhead structure: RTOHS

Description: Reliance overhead structure

Select save button

|  |  |
| --- | --- |
| Row | Base |
| 10 | R1 |

Enter

Give the name salaries

Select create button

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Row | O/H rate (Overhead rate) | Description | FR | To | CR |
| 20 | R2 | Bonus | 10 | 10 | R3 |

Enter

Give the name Bonus

Dependency: KRS1(controlling area)

Select create button (2time)

Save

Ignore the message press enter

Keep the cursor on overhead structure RTOHS

Select assignment button (F5)

Controlling area: RT01/RTCO

Select Actual accrual radio button

Select continue button

|  |  |  |
| --- | --- | --- |
| Valid from | valid to | Overhead structure |
| 01 2017 | 12 2017 | RTOH |

Save

Double click on overhead structure RTOH

Keep the cursor on R1

From the menu select Goto calculation base

From cost element 400100 (Salaries)

Save

Kept the cursor on R2

From the menu select Goto overhead rate

|  |  |  |
| --- | --- | --- |
| Valid from | Valid to | Actual overhead |
| 01 2017 | 12 2017 | 10% |

Save

From 10 To 10 Credit R3

Keep the cursor on R3

From the menu select go to credit

Company code: RT01

Business area: RTBN

Valid to: 12 2017

Cost element :400105 (Bonus A/C)

Cost center:Dept. Dummy

Save

**Define CO.no range interval for the business transaction KAZI-Actual Cost Center accrual:(KANK)**

Give the controlling area: RT01/RTCO

Select maintain group button

Double click on KAZ1- Actual cost center accrual

Select CO.No range interval for RT01 check box

From the menu select Edit-Assigned element group

OR

Keep cursor on Business Transaction KAZI and Select Element Group Button(Assign Element Group Button)

Keep cursor on No.range 01

Select Enter button or Copy button

Save

Ignore the warning message press enter

**Posting of salaries for the month of December F-02**

Give the document date end posting date :18.12.2017

Date :18.12.2017

Type:SA

Company code: RT01

Posting key :40

Account no. :400100 Salaries A/c

Enter

Ignore the warning message press enter

Amount: 100000

Cost center RTSA

Text:Salaries posting

Posting key :50

Account no :200105 SBI current Account

Enter

Amount:\*

Business area: RTBN

Text:+

From the menu select document Simulate and save

**Accrual calculation (KSA3)**

Accounting – Controlling –Cost element accounting-Actual postings –Accrual calculation

select cost center radio button

give the cost center: RTSA

period :09

fiscal year :2017

Select test run check box

Select Details list check box

Execute

Select next list level button

Keep the cursor on line item

Select Overhead rates button (to see the base values)

Select Back Arrow 3 times.

Deselect test run check box

Select Details list check box

Execute

Select next list level button

**NOTE**: If there is any error to complete the execution process of Actual accrual order calculation related to functional area, please assign Functional areain Cost Center category in OKA2. Functional Area field will be grayed out in Cost center master always since standard behavior so please update Functional area field in cost center using KS12 transaction in sap.

Then and go and see the functional area field updated in Cost center in KS03.

**Go and see the cost center report KSB1**

Give the cost center: RTSA

Posting date :01.04.2017 to 31.12.2017

Execute

Select back arrow

Give the cost center:Dept. dummy

Execute

**Bonus provision in the year end in FI Transaction F-02**

Give the document date & Posting :31.03.2017

Type:SA

Company code: RT01

Posting key :40

Account no. :400105 bonus account

Enter

Ignore the warning message press enter

Amount :18000

Cost center:Dept dummy

Text:Bonus provision for the year 2017-18

Posting key :50

Account :100500 outstanding exp.

Enter

Amount:\*

Business area: RTBN

Text:+

Document – Simulate and save

**Go and see the cost center report KSB1**

Give the cost center: Dept dummy

Posting date :01.04.2017 to 31.03.2018

Execute

**Statistical Key Figures (SKF)**

The ‘Statistical Key Figure (SKF)’ is used as the basis (tracing factor) for making allocations of cost from one cost center to another cost center (Assessments/Distributions/Periodic Reposting/Indirect Activity Allocation).

Suppose that you are incurring a monthly expense of INR 10,000 in the cost center cafeteria, the cost of which needs to be allocated to other cost centers. You can achieve this by the SKF.

Imagine that you want this to be allocated based on the ‘number of employees’ working in each of the other cost centers such as administrative office (50 employees) and the factory (200 employees). You will now use the number of employees as the SKF for allocating the costs.

In SKF allocation, you have the flexibility of using two different SKF Categories; namely, Total value or Fixed value. You will use fixed values in situations where the SKF does not change very often, as in the case of the number of employees, area, etc. You will use total values in situations where the value is expected to change every now and then, as in the case of power use or water consumption and the like.

1) Fixed value: Fixed values are carried forward from the current posting period to all subsequent posting periods.

For example: The statistical key figure Employees is defined as a fixed value. In period 1 of the fiscal year, you post 10 Employees on cost center Admin. The system then automatically posts 10 employees in periods 2 to 12.

In period 6, the number of employees is increased to 15.This means that in period 6, you post 15 Employees on the cost center Admin. The system automatically posts 15 employees in periods 6 to 12.

2) Total value: Totals values are posted in the current posting period only.

For example: You define the statistical key figure Telephone units as a totals value. In period 1 of the fiscal year, you post 1000 Telephone units on cost center Admin. The system posts 1000 telephone units in period 01 only.

**Define co.no range interval for the business transaction RKS-(KANK)**

Enter Statistical key figures

Give the controlling area: RT01/RTCO

Select maintain groups button

Double click on RKS (Enter statistical key figures)

Select Co.No.range interval for RT01 check box

From the menu select Edit-> Assignment element group.

Save Ignore the warning message press enter.

OR

Keep cursor on Business Transaction RKS (Enter statistical key figures)

Select Element Group Button(Assign Element Group Button)

Keep cursor on No.range 01

Select Enter button or Copy button

Save

Ignore the warning message press enter

**Create Statistical key figures(KK01)**

Path: Accounting – Controlling –cost center accounting - master Data-Statistical key figures – Individual processing – Create

Controlling Area: RTCO/RT01

Enter

Statistical key figure: RTEMP

Enter OR Master data button

Name: Employee

Statistical key figure unit of measurement: Select EA each

Key figure category: Select fixed values radio button

Save

**Statistical Key Figure – Data Posting to Cost Center (KB31N)**

Path: Accounting –Controlling – Cost Center accounting –actual postings-statistical key figures-Enter

Document/Posting date: Today’s date

Doc. Text: SKF POSTINGS FOR CC

Received cost center: RTSA

Statistical KF: RTEMP

Total quantity :500

Received cost center: RTHR

Statistical KF: RTEMP

Total quantity :250

Save

**Period end closing**

In the month end, we allocate costs from one cost center to another cost centers.

Basis of allocation can be percentage method/statistical key figures method/activity type (machine hour/labor rate).

THERE ARE FOUR ALLOCATION METHODS IN SKF AS FOLLOWED,

**Allocation methods:**

**1. Assessment:**

A) Transfer primary cost postings and secondary cost postings.

B) Receiving cost centers cannot track original cost element Dept RTSA and RTHR will not show the transfer value –how much salaries wages and rent.

C) Define Co.No.range interval for business transaction RKIU actual overhead assessment

**2. Distribution:**

A) Transfer only primary cost postings

B) Receiving cost center can track original cost elements.

C) Sender should be only cost center

D) Define Co.No.range interval for the business transaction RKIV actual overhead distribution.

**3. Periodic reposting:**

A) Transfer only primary cost postings

B) Receiving cost center can track original cost elements.

C) Sender can be a cost center or internal order.

D) Define Co.No.range interval for the business transaction.

RKIB periodic reposting.

**4. Indirect activity allocation.**

A) Transfer only primary cost postings.

B) Receiving cost center can track original cost elements.

C) Sender should be only cost center.

D) Transfer quantities as well as values.

E) Define Co.No.range interval for the business transaction.

RKIL Indirect activity allocation.

Whichever method we follow, we have to create cycles.

When the allocation basis is different for the cost elements in the cost center, we have to create number of cycles for number of segments for a cycle.

**ASSESSEMENT**

**1. Creation secondary cost element: i.e Assessment cost element:(KA06)**

Path: Accounting –Controlling –Cost element accounting-Mater Data-Cost element –Individual processing –Create secondary

Give the controlling area: RT01/RTCO

Enter

Cost element: 1000000

Valid from :01.04.2017 to 31.12.9999

Enter or Select Master data button

Name and description: Assessment cost element.

Cost element category: 42 (Assessment)

Save

**2. Define Co.No.range interval for the business transaction- RKIU-Actual overhead assessment(KANK)**

Give the controlling area: RT01/RTCO

Select maintain groups button

Double click on RKIU

Select Co.No.range interval for RT01 check box

From the menu select Edit-> Assignment element group.

Save Ignore the warning message press enter.

OR

Keep cursor on Business Transaction RKIU (Actual Cost Assessment)

Select Element Group Button (Assign Element Group Button)

Keep cursor on No.range 01

Select Enter button or Copy button

Save

Ignore the warning message press enter

**Creation of assessment cycle:(S\_ALR\_87005742)**

Path: Accounting –Controlling –Cost center accounting-Period and closing –Current settings–Define assessment

Give the cycle: RTAS01

Start date :01.04.2017

Enter

Text: Assessment cycle

Select Iterative check box.

Select save button or Ctrl+S

Press enter to save in your request

**Note: Select iterative check box**

Dept RTSA

Salaries: 500000

Add: Allocation: 100000

TOTAL SALARIES**: 600000**

Less: Allocation 600000

Dept RTHR 60% 360000

Dept RTPR 30% 180000

Dept RTCA 10% 60000

We have to run number of items to make both cost center values zero. If we select interactive check box, system will run number of items automatically till both cost center values become zero.

Select attach segment button.

Segment name: Segment-1

Description: Salaries allocation

Assessment cost element: select 1000000

Sender rule: select posted amounts

Share in % :100

Select actual value origin radio button

Receiver rule: Select variable portions

Variable portion type: **Select Actual statistical key figures**

Select sender / receivers tab

Sender cost center: Dept RTCA (CAFETERIA)

Under Cost element :400100 (Salaries a/c)

Under Receiver cost center group:CCGROUP

Select receiver tracing factor tab

Statistical key figure: RTEMP

Select receiver weight factors tab

Select save button or Crl+S

Press enter to save in your request

Select attaché segment button

Assessment cycle: RTAS02

Start date :01.04.2017

Enter

Text: Assessment cycle

Select Iterative check box.

Select save button or Ctrl+S

Press enter to save in your request

Segment name: Segment-2

Description: Rent allocation

Assessment cost element:1000000

Sender rules: Posted amount

Sharing in %: 100%

Select actual value origin radio button

Select receive rule: **Fixed percentages**

Select senders/ receivers tab

sender cost center: RTCA (CAFETERIA)

Cost element: 400300 (Rent)

Receiver cost center group: CCGROUP

Select receiver tracing factor tab

Dept RTSA 70

Dept RTHR 30

Save

Press enter to save in your request

**Go and see the cost center Report (KSB1)**

Cost center:RTSA/RTHR/RTPR/RTCA

Posting date :01.12.2017 to 31.12.2017

Execute

Select cost element column

Select sub totals button

**Note**: please check the all balances in Cost centers before Assessment cycle execution.

**Execution of Assessment cycle:(KSU5)**

Path: Accounting –Controlling –Cost center accounting –Period end closing-Single Functions-Allocations –Assessment

Give the period:12 (December)

Fiscal year: 2017

Deselect text run check box

Select details list check box

Cycle select: RTASS

Execute

Select receiver button

**NOTE:**please practice YOUR SELF for the rest of methods with same process i.e Distributions, Periodic Reposting, Indirect Activity Allocation.,

PROCESS SAME ALL METHODS.

**Internal Orders**

Internal orders are used to monitor overhead costs incurred for a specific object, event, project or activity. It can be used for a restricted period when executing a job, or for long-term monitoring of portions of overhead costs. Internal Orders are company code dependent. Internal order groups can be created for cross-company reporting.

Overhead cost orders will be used to collect actual costs incurred. This allows costs to be monitored continuously. The overhead costs assigned to the overhead-Orders can be settled fully to Cost Collected Order. This is generally on the periodic basis, at month-end. Internal orders plan and monitor the costs of a specific job.

There are 4 types of Object Classes in Internal Order Creation.

1. Over-head orders

2. Profitability orders

3. Investment orders

4. Production orders

However, internal order means overhead orders. It deals with management of overheads of a job or task.

This component enables the organization to capture the overheads in a Systematic manner relating to a object.

There by we can know the overall cost of the object and even profitability of the object.

An Internal order is created under an Order type.

An order type is used for storing various control parameters and various defaults while creating an Internal Order.

The order type is client-specific, which means that every order type can be used in all controlling areas.A number range is assigned to the internal order type.

Internal order is a cost object that tracks the cost of a specific event. IO has a short life compared to a cost center. In SAP solutions, you will find two types of IO:

(1) Real Internal Order

(2) Statistical Internal Order

Through Real Internal Order, you can track the cost of particular-event, and at the month end you can settle the IO cost to the respective cost center.

Ex:- In the month end we allocate the costs from Cost Center to production orders there by cost center will be zero.

In statistical Internal Order, you can only collect cost; you can’t settle statistical IO to any other cost object. Statistical Order are used for Reporting or management decision purpose.

**Activate Order Management in Controlling Area:(OKKP)**

**Path**: SPRO- Controlling- Internal Orders- Activate Order Management in Controlling Area

Select Position button and Enter RT01/RTCO and ENTER

Select Controlling Area: RT01/RTCO

Double Click on “Activate Components/Control Indicators”

Cost Centers: Select “Component Active”

Select AA. Activity Type Check box

Order Management: Select “Component Active”

Commit Management: Select “Component Active”

**Select check boxes of below mentioned items**

Profit Center Acctg

Projects

Sales Orders

Cost Objects

Real Estate Mgmt

W.Coimmit.Mgt

Select “Variances” Check box under OtherIndicators Then click on “SAVE”

**Creation of order types:(KOT2\_OPA)**

**Path**: SPR O –Controlling –Internal orders – order master data-Define order types.

Select new entries button

Order category: Select 01 Internal order (Controlling)

Enter

Order type:RTEL

Description: Telephone orders for RT01

**Planning profile: select 000001 (General budget /plan profile)**

Object class: Select Overhead cost

Select release immediately check box

**Save**

We get message No.range not processed

Ignore the message, press enter save the settings in your request.

Select assign /change interval button beside no.reage interval

Double click order type: RTEL

**Select motor pool A-ZZZZZZZZZZZZ(External)**

From the menu select Edit- Assign element group

OR

Keep the cursor on RTEL (Telephone orders for RT01)

Double click on No.range 02 (M**otor pool A-ZZZZZZZZZZZZ(External)**

Select Assign Element/Group button

Save

Ignore the message press enter

**Creation of filed status group by making cost center and internal order required entry fields (OBC4)**

Select field status variant: RTFV

Double click on field status group folder

Select field status group G004 cost accounts

Select copy as button

Change the filed status group to G002

Change the text to cost accounts (CC & IO required) IO =Internal order

Enter

Save CC=Cost Center

Press enter to save in your request

Double click on G002

Double click on additional account assignment

CO /PP order make it required entry field.

Save

**Creation of GL master Telephone expense (FS00)**

Give the GL account no.400305

Company code: RT01

Select with template button

GL account 400300 Rent account

Company code: RT01

Enter

Change short text and GL a/c long text to Telephone expenses

Select crate / Bank/Interest tab

Change the filed status group to G002

Save

**Select edit cost element button**

Valid from date :01.04.2017

Enter

Cost element category: Select 1

Save

**Statistical Orders**

**Creation of Internal orders:(KO01)**

**Path**: Accounting –Controlling-Internal Orders-Master Data-Special functions –Order –Create

Order type: Select RTEL

Press Enter OR Select Master Data button

Controlling Area: RTCO/RTCA->Enter

Order no.: RAPPLE01(Telephone no.)

Description: Telephone order no. RAPPLE01

Company code: RT01

Business area: RTBN

Object Class: Overhead

Select control data tab

**Select statistical order check box**

Save

One more order

Order type: RTEL

Enter OR Select Master Data button

Order: RMOTO02

Description: Telephone order no. RMOTO02

Company code: RT01

Business area: RTBN

Select control data tab

Select statistical order check box

Save

**Creation of Internal order group(KOH1)**

Path is same Up to master data - Order group- Create.

Order group name: RTGROUP

Enter

Description: India order groupfor RT01

Select insert order button (Select menu bar- Edit - Order- Insert Order)

Select to orders: RAPPLE01

: RMOTO02

Save

**Posting of transaction in FI (F-02)**

Document date: Today’s date

Type:SA

Company code: RT01

Posting key :40

Account no. :400305 Telephone exp

Enter

Give the amount: 100000

Cost center: RTPR

Order: RAPPLE01

Text:Telephone expenses

Posting key :50

Account no. :200105 (SBI current account)

Enter

Amount:\*

Business area: RTBN

Text:+

From the menu select –Document –Simulate and save

**To view internal order wise report(KOBI)**

**Path**:Accounting –Controlling-Internal Order-Information System-Reports for Interval orders -Line items –Order -Actual line items-

Controlling Area: RTCO/RT01

Give the order no. RAPPLE01

Remove the order group

Execute

Double click on line item OR Keep the cursor on telephone expense line item

select document button

**Planning order wise(KPF6)**

**Path**: Accounting –Controlling –Internal orders –Planning –Cost and activity inputs –Change

Version :0

From period :01, To period: 12, Fiscal year:2017

Order: RAPPLE01

Note: here you plan order wise with price or revaluations.

**To view variance report order wise (S\_ALR\_87012993)**

**Path**: Accounting Controlling-Internal order –Information System-Reports for internal order-Plant /Actual Comparisons-Order: Actual / plan / Variance

Controlling area: RTCO/RT01 Fiscal year :2017

From period: 1 (Current month)

To period: 12

Plan version: 0

Order values: RAPPLE01

Execute

**Real orders:**

Real orders are uses to track the object wise cost/expenses. Ex: vehicle wise petrol expenses and telephone expenses.

Petrol expenses Dr 50000 (Order no.RAPPLE01)

To Bank 50000

In the month end Internal orders (Real) can be settled to Cost Center or Fixed Assets.

Ex: Cost center Dept RTSA Order no.RAPPLE01 Settle to Cost center Dept RTHR

Settlement can be percentage basis / ratio basis /Amount basis

Once we settled the order to cost center and from cost center common allocate to Dept RTSA, Dept RTHR and Dept RTSE or RTCA by assessment / Distribution / Periodic posting /Direct activity allocation.

**Creation of filed status group by making only internal order required entry filed (OBC4)**

Select filed status variant: RTFV

Double click on filed status group folder

Select field status group G002

Select copy as button

Change field status group to G010

Change the text to Internal Order (IO)Required

Enter and save

Press enter to save in your request

Double click on G010

Double cock additional account assignments

Cost center make it optional entry field

Save

**Creation of GL master Petrol expense (FS00)**

Give the GL Account no.:400310

Company code: RT01

Select with template button

Give the GL account no.400300 Rent account

Company code: RT01

Enter

Change short text and long text to petrol expenses

Select create/bank /interest tab

Field status group:G010

Save

Select edit cost element button

Valid from date :01.04.2017

Enter

Cost element category :01

Save

**Creation of secondary cost element i.e. Settlement cost element (KA06):**

Give the cost element: 1000001

Enter

Name and description settlement cost element

Cost element category: Select 21 internal settlement

Save

**Maintain allocation structure:**

**Path**:SPRO-Controlling –Internal Orders-Actual posting- Settlement-Maintain allocation structures

Select new entries button

Allocation structure: RA

Text: RT01 allocation structure

Save

Press enter to save in your request

Select: RA

Double click onAssignments folders

Select new entries button

Assignment: 01

Text: Vehicle expenses settlement

Save

Select: 01

Double click on Source folder

From cost element: 400310 Petrol expenses

Save

Press enter to save in your request

Double click on settlement cost elements folder

Select new entries button

**Receiver category: Select CTR (cost center)**

Settlement cost element: 1000001

Save

**Note:**Petrol expenses will be settled to cost center by using secondary cost element i.e settlement cost element through orders.

**Maintain settlement profiles:**

**Path**: Same path

Double click on maintain settlement profiles

Select new entries button

Settlement profiles: RTSP

Description: RT01 settlement profile

Allocation structure: RA

Select to be settled in full radio button

Double click on CTR (cost center)Settlement Required

Select % settlement check box

Select equivalence number check box

Select amount settlement check box

Max.no. distribution rules: 999

Residence time: 12 months

Save

Press enter to save in your request

**Maintain number range for settlement documents:(SNUM)**

Same path

Select maintain groups button

Double click on controlling area RTCO/RT01

Select Standard accounting document check box

From the menu select Edit-Assign element group

OR

Keep the cursor on Controlling Area:RTCO/RT01

Select Assign Element Group button

Select No.range 01(Standard Accounting Document)

SAVE

**Creation of order type (KOT2\_OPA)**

Select new entries button

Order category: Select 01 Internal order (controlling)

Enter

Give the order type: RVEH Vehicle order type RT01

Settlement profile: RTSP

Budget profile :0000001 (General budget profile)

Object class select: Overhead costs

Select release immediately check box

Save

YOU GET THE MESSAGE I.E NO.RANGE NOT PROCESSED

Ignore the message press enter save in your request

Select assign /Change intervals button beside no.range interval

Double click on RTVEH

Select motor pool A-ZZZZZZZZZZZZZZ external check box

From the menu select Edit –Assign element group.

OR

Keep the cursor on RVEH (Vehicle orders for RT01)

Select Assign Element/Group button

Double click on No.range 02 (M**otor pool A-ZZZZZZZZZZZZ(External)**

SAVE

Ignore the message press enter

**Define Co.no.range interval for the business transaction KOA0-Actual settlement.(KANK)**

Give the controlling area: RTCO/RT01

Select maintain groups button

Double click on KOAO actual settlement

Select co.no.range interval for RTCO check box

Form the menu select Edit –Assign element group.

keep the cursor on KOAO and Select Assign Element Group button

SAVE

Ignore the warning message press enter

**END USER AREA:**

**Creation of internal order (KO01)**

Give the order type: RTVEH

Enter

Give the order: RTSCOR01

Description: Scorpio Car no.AP07-1234

Company code: RT01

Business area: RTBN

Select control data tab

Deselect statistical order check box

**Select settlement rule button**

Category: CTR cost center

Settlement receiver: RTSA

Give the percentage :70

One more

Category: CTR

Settlement receiver: RTHR

Percentage: 30

Save

Ignore the warning message press enter

**Posting of petrol exp F-02**

Give the document date:Today’s date

Type: SA

Company code: RT01

Posting key: 40

Account no.: 400310 petrol exp.

Enter

Give the amount: 100000

Give the order no: RTSCOR01

Text: Petrol exp.

Posting key: 50

Account no.:200105 SBI current account

Enter

Amount:\*

Business area: RTBN

Text:+

From the menu select menu document –Simulate and save

**Actual settlement:(K088)**

**Path**:Accounting –Controlling-Internal Order-Period end closing-Single Functions-Settlement –Individual processing

Give the order: RTSCOR01

Settlement period: 9 (current month)

Fiscal year :2017

Select test run check box

Select check transaction date check box

Select details list button

Select Back arrow Two times.

Deselect test run check box

Select execute button

Select Details list button

Select accounting Documents button.

**Note:** Order means overall expenses Eg: Vehicle Expenses

Cost Element means each item wise: Eg: Vehicle expenses for Petrol, Repairs, Driver salary etc

**Go and check Cost Center Report: KSB1**

Controlling Area: RTCO/RT01

Cost Center: RTSA/RTHR/RTCA

Execute

**BUDGETING AND AVAILABILITY CONTROL (BAC)**

Budget availability control in the Managerial Accounting (Controlling) and Project System (PS) modules is a standard SAP functionality that automates budget control through warnings and error messages. It also can send notification emails automatically to respective budget holders/Manager based on defined conditions

Planning: -

1. We can plan Cost Element wise in the order

2. We can plan period wise in the year end (month wise)

3. Micro Level (Low-Level)

Budgeting: -

1.Budgeting will be done Order wise

2.Budgeting should be year wise

3.Macro Level (High-Level)

4.For Budgeting SAP has given Availability Control.

Levels of Budget Availability Control.

**Level:1**

Give warning (When exceeds 80%)

**Level:2**

Give Warning To the user inform to Budget manager (When exceeds 90%)

**Level:3**

Give Error (When exceeds 100%)

For Example: Budget amount 100000

If actual amount exceeds 80% of budget 80000

Or

If the variance is above 20000 i.e actual 120000

When we do budgeting it generate a document –We have to give budgeting –No. range interval only for 04, This is given at client level and not at controlling area level –it is not year specific.

**Note**: Order Eg.Vehicle Expenses

**Cost element**:Eg.Vehicle for petrol, repairs,Driverr salary etc.,

**Maintain no.range for budgeting:(OK11)**

**Path**:SPRO-Controlling-Internal orders-Budgeting / availability control-Maintain no.ranges for budgeting.

Select change intervals button

**Note**: Please check whether the No.range.04 is available , if 04 is created please ignore the step further to create no.range overalps. Please use existed no.range for your future references.

**Define Tolerance limits for availability control**

Same path

Select new entries button

Controlling area: RTCO/RT01

Profile: select 000001 General budget profiles

Tr.group: ++ (all activity groups)

Action: select 1(waring)

Usage: 80

Profile: select 000001 General budget profiles

Tr.group: ++ (all activity groups)

Action: select 2 waring with mail to person response

Usage: 90

Profile: select 000001 General budget profiles

Tr.group: ++ (all activity groups)

Action: select 3Error

Usage: 100

Save

Press enter to save in your request

**Specify exempt cost elements from availability control**

We can specify when we post to driver’s salary all with order RTSCOR01 –Even if, it exceeds 80% of budget NO. message need to be given.It is known expenditure

Same path

Select new entries button

Controlling area: RTCO/RT01

Cost element: 400100 Salaries account

Save

Press enter to save in your request

**Maintain budget manager**

Same path

Select new entries button

Controlling area: RTCO/RT01

Order Type: RVEH (RT01-Vehicle Order)

Object class: OCOST (Overhead cost)

User name: SAPUSER (budget manager)

Save

Press enter to save in your request

**END USER AREA**

**Budgeting order wise (K022)**

**Path**:Accounting-Controlling –Internal Order-Budgeting-Original budget –Change

Controlling Area: RTCO/RT01

Order: RTSCOR01

Enter

For 2017 :1200000 (Budget amount)

Overall budget also: 1200000

From the menu select Extras –Availability: Control –Activate

Save

You get a message that is Document was posted.

**Posting of Petrol expenses (F-02)**

Document/Posting date:Today’s date

Type:SA

Company code: RT01

Document header: Budget postings.

Posting key :40

Account no. :400310 Petrol expenses

Enter

Give the amount :960000 (80%)

Order: RTSCOR01

Text:Petrol expense

Posting key :50

Account no. :200105 SBI current account

Enter

Give the amount:\*

Business area: RTBN

Text :+

From the menu select –Document –Simulate and save

**Note:** you get warning message it exceeds 80% so you can Ignore the message press enter

When the budget exceeds 90% the notification should trigger Budget Manager automatically, to see the email of budget manager, follow the step.

**To view Inbox of the budget manager(SBWP)**

Path:SAP Menu-Office –Work place

Select inbox folder

We get a message accounting document no.

**Profit Center Accounting**

Profit center accounting provides the information of an organization’s profit and loss. The method which can be utilized for profit center accounting is period accounting. Profit centers can be set-up to identify product lines, divisions, geographical regions, offices, production sites or by functions when Business Area is not in use. Profit centers are used for internal control purposes.

The difference between a cost center and profit center is that the cost center represents individual costs incurred during a given period. Profit center accounting allows an organization to route all profitability and balance sheet related information to a profit center. It helps to meet profitability reporting requirements that do not align with your company code structure.

As you can activate profit center accounting for each of your controlling areas, all assigned company codes are automatically associated with the ledger. Thus, there is no necessity of manual maintenance.

The advantage of profit center accounting is it derives profit center automatically through derivation rules.

A) In case of expenditure: Through cost centers (Assign the PC in to CC Master)

B) IN case Revenues: Automatic account assignment

C) In case of Balance sheet: Through business area

There are 3 key factors in PCA:

**Dummy profit center:** The dummy profit center is the default profit center for entire controlling area. All SAP cost objects are routed through the dummy profit center. There can be only one dummy profit center per controlling area. We have to create dummy profit center. At the time of posting, when there are NO derivation rules, system updates dummy profit center. Transfer from dummy profit center to respective center.

Once you Create derivation rules so that future transactions will not go to dummy profit center. They will go to respective profit centers.

**Standard Hierarchy:** The standard hierarchy can play major role in SAP controlling area. Once you have created profit centers that should be assigned to standard hierarchy. Once you assigned profit center to standard hierarchy, the name cannot be changed.

**Transaction currency**: If you want to maintain separate transaction currency in SAP profit center accounting, you have to select this field. It can be important for reporting.

The business area is more like a business unit of a company. You can have multiple profit centers within a business area. ... Business area concept is used for making strategic decisions by the management whereas the primary purpose of profit center accounting is responsibility accounting

**Organization Structure of Profit center Accouting:**

**Controlling Area**

**|**

**Company codes**

**|**

**Profit Center**

**Set controlling area (OKKS)**

**Path**: SPRO-Controlling –Profit center accounting-Basic Settings-Set controlling area

Give the controlling area: RTCO/RT01

Enter

**Maintain controlling area settings: (OKE5)**(Follow through path)

**Path**: same up to basic settings- Controlling area settings-Maintain controlling area settings

Standard hierarchy: RTPCHIER

Select elimination of business volume check box

Profit center local currency type: Select 20 (Controlling area currency)

Select confirm button

Profit Center Local Currency: INR

Select store transaction currency check box

Save

**Create Dummy profit center (KE59)**

**Path**: SPRO-Controlling-Profit center accounting-Master Data-Profit Center-Create dummy profit center

Double click on dummy profit center

Give the dummy profit center: RTDUMMY

Select basic data button

Name: RT01 dummy PC

Description:Dummy profit center for RT01

Profit center group: RTPCHIER

Save

**Set control parameters for actual date (1KEF)**

**Path**:same up to basic settings - Controlling area settings -Activate direct postings-Set control parameters for actual data

Select new entries button

From year:2017

Select Line items check box

Select online transfer check box

Save

**Maintain plan versions**

**Path**: same upto Activate Direct postings

Select Plan version: Maintain plan version

Select version:0 Plan /Actual Version

Double click on settings for profit center accounting folder

Select new entries button

Year: 2017

Select online transfer check box

Select line items check box

Exchange rate type: B (bank selling rate)

Save

Press enter to save in your request

**Define no. ranges for local documents (GB02)**

* + 1. At the time of creation of cost center –Assign profit center

Ex: Dept RTSA-Assign profit center.

B) At the time of posting

Wages A/c 500000 Dept RTSA

To Bank 500000

When there is no derivation rule –It updates dummy profit center and Transfer from dummy profit center To Respective Profit center

* No FI document will be generated
* No co document will be generated once profit center document will be generated (local)

**Path**: SPRO-Controlling-Profit Center Accounting-Actual Postings-Basic settings: Actual –Define number ranges for local documents.

Select maintain groups button

Select actual document from direct posting with GB01 check box

From the menu select interval - Maintain

Give the company code: RT01

Enter

Select interval button

OR

Select Create Button

Company code: RT01

Enter

Act. document from direct posting with GB01

Year: 2017

From no: 1

To: 100000

Save& Ignore the warning message

Press enter to save in your request

Select back arrow

Select Act. document from direct posting with GB01 check box

From the menu select interval: maintain

Select interval button

OR

Select Create Button

Company code: RT01

Enter

Year: 2017

From no.: 100001

To no.: 200000

Save

Ignore the warning message press enter

**Creation of profit center: (KE51)**

**Path**: Accounting-Controlling-Profit center accounting-Master Data-Profit Center-Individual Processing-Create

Give the profit center: RTPC01

Select master data button

Analysis period to :01.04.2017 to 31.12.9999

Name: JIO-Internet

Long text:Profit center JIO-Internet

Person responsible:Mr Venkat

Profit center group: RTPCHIER

select activate button (Shift+F1)

One more profit center

profit center: RTPC02

select master data button

name: JIO-Voice Calls

long text:Profit center JIO-Voice Calls

person responsible:Mr X

profit center group: RTPCGROUP

select activate button

Save

**Create Account groups (KDH1)**

**Path**: same up to master data-Account group-create

Controlling Area: RTCO/RT01, Enter

Give the account group name: PLITEMS (Profit & Loss)

Enter

Description: P & L accounts for RT01

Select Insert account button

From:300000

To: 499999

Save

Select Back Arrow

Account groups: BSITEMS

Enter

Description: Balance sheet accounts for RT01

Select insert account button

Form A/c: 100000

To A/c: 299999

Save

**Assign profit center in cost center(KS02)**

**Path**:Accounting-Controlling-Cost center accounting-Master Data-Cost Center-Individual Processing-Change

Give the cost center: Dept RTSA

Select master data button

Give the profit center: RTPC01

Select save button or Ctrl+S

Ignore the warning message press enter

Cost center: RTHR

Enter

Profit center: RTPC02

Save

Ignore the warning message press enter

**Creation of sales account as Revenue Element (FS00)**

Give the GL account no.:300000 Sales A/c

Company code: RT01

Select Edit cost element button

Ignore the warning message that the GL account Revenue account.

Enter

Cost element category: Select 11 Revenues

Save

**Maintain Automatic account assignment of Revenue Elements (OKB9)**

**Path**: SPRO-Controlling –Profit center accounting –Actual Postings-Maintain automatic account assignment of revenue elements

Select new entries button

Company code: RT01

Cost element: 300000 Sales A/c

Account assignment details: Select 2 Business area is mandatory

Save

Press enter to save in your request

Select: RT01 with cost element 300000

Double click on detail per business area /valuation area folder

Select new entries button

Business area: RTBN

Profit center: RTPC01

Business area: RTHY

Profit center: RTPC02

Save

**Choose Additional balance sheet and P&L accounts (3KEH)**

Path: Same - Select Choose accounts

select new entries button

Account from: 100000

Account to: 299999

Default profit center: RTPC01

Save

Press enter to save in your request

**Select profit center determination button**

Select Create step button

Step description: Profit center derivation through business area for balance sheet items.

Select drop down button under Name column

Select GSBER businesses area

Save

**Select maintain rule values button**

**Note**: if you select drop down button in Account Number, you can able to select from account and to account.

Select source field intervals on /off button

Account no.100000

To account no.299999

Business area: RTBN

Profit center: RTPC01

Account no: 100000

To account no:299999

Business area:RTHY

profit center: RTPC02

Save

**END USER AREA**

**Planning profit center wise for P&L items(7KE1)**

**Path**: Accounting –Controlling –Profit center accounting –Planning –Cost /Revenues-Change

Version select :0

From period :1

To period :12

Fiscal year: 2017

Company code: RT01

Select next page or page down button

Profit center: RTPC01

Account group:PLITES (OR) maintain from account:300000 to account 499999.

Select Form based radio button

Select overview screen button

Per account no.300000 Sales account

Profit center reporting currency: 600000-(with minus sign)

For account no.400100 salaries A/c without any sign =1200000

For account no.400300 Rent A/c without any sing=120000

Save

**Note**: you can plan the values for all Cost Elements as per the business requirement.

**Planning profit center wise for balance sheet items (7KE3)**

Path: same up to planning- Balance sheet accounts-change

Version: 0

From period: 1

To period: 12

Fiscal year :2017

Company code: RT01 select next page or page down button

Profit center: RTPC01

Account group: BSITEMS

Select form based radio button

Select overview screen button

For 200105 SBI current account profit centers reporting currency 1200000 without any sign

For account: 100300 SBI rupee term loan

Profit center reporting currency 12000- (with minus sign)

Save

**Posting of cash/Bank sales (F-02)**

Document/Posting date: Today’s date

Type:SA

Company code: RT01

Posting key: 40

Account no.: 200105 (SBI current account)

Enter

Amount:49000

Business area: RTBN

Text: sales posting

Posting key: 50

Account no.:300000 (Sales a/c)

Enter

Amount: \*

Business area: RTBN

Text: +

Form the menu select Document –Simulate and save

**Posting of salaries (F-02)**

Document/Posting date: Today’s date

Type: SA

Company code:RT01

Posting key :40

Account no. :400100 Salaries a/c

Enter

Give the amount:150000

Cost center: RTSA

Text: Salaries posting

Posting key: 50

Account no.: 200105 SBI current account

Enter

Amount :\*

Business area: RTBN

Text :+

Document –simulate and save

**To View variance report profit center wise for P & L items (S\_ALR\_87013326)**

**Path**: Accounting –Controlling –Profit center accounting-Information System-Report for profit center accounting-Interactive reporting –Profit center group:Plan /actual /variance

From period: 9 (Current /Running month)

To period: 9

Fiscal year:2017

Plan version :0

Profit center values: RTPC01

Profit+Loss account groups:PLITEMS

Select execute button

**To view variance report profit center wise for balance sheet items:(S\_ALR\_87013336)**

**Path**: Same up to interactive reporting - Profit center group: Balance sheet accounts plant / Actual /Variance

Ignore the warning message and press enter

From period: 9 (Running month)

To period: 9

Fiscal year:2017

Plan version: 0

Profit center values: RTPC01

Balance sheet account group: BSITEMS

Execute

**Transfer of values from one profit center to another profit center(9KE0)**

One cost center works for no.of profit centers we can assign only one profit center in cost center.

In dept RTSA: Profit center RTPC01

From profit center JIO-NET(RTPC01) transfer to Profit Center JIO-Voice Calls(RTPC02)

Manual transfer through cycles

* No.FI document will be generated
* No.CO document will be generated
* Only profit center document will be generated.

**Path**:Accounting –Controlling-Profit center accounting-Actual Postings-Profit center document –Enter

Layout select 8A-001 document:Profit center /account

**Select execute button**

Company code: RT01

Select Entry screen button

Profit center: RTPC01

Account no.: 400100 Salaries

In profit center local currency 50000 –(with minus sign)

Profit center: RTPC02

Account no.: 400100 Salaries

Amount: 50000 (without minus sign)

Save

**To View variance report profit center wise for P&L items (S\_ALR\_87013326)**

**Path**: Accounting –Controlling –Profit center accounting-Information System-Report for profit center accounting-Interactive reporting –Profit center group:Plan /actual /variance

From period: 9 (Current /Running month)

To period: 9

Fiscal year:2017

Plan version :0

Profit center values: RTPC02

Profit+Loss account groups:PLITEMS

Select execute button

**Note**: Transferred value 50000 updated in RTPC02 profit Center.

**Integrations**

When the organization buy a raw material/product then it’s coming into warehouse stock, which is goes to MM modules. And because of the organization has buy something from a vendor, we must pay for this to the vendor, which is goes to FI modules.

When the organization make the raw material to finished material, at that time the organization needs a subcontractor vendor, who will make the subcontracting process. Then process from raw material to finished material, it goes to MM module. And the organization has to pay the subcontracting vendor, this will go to FI module.

When the organization sale the finished material to customer, they have to proceed the sales process (Like as sales order, delivery, billing etc), its goes to SD modules. At the time finish goods stock is decreased from warehouse, which is goes to MM module.

We sale the finished material to customer, so customer will pay for this finish material, the payment terms goes to FI modules.

**FI-MM integration: (Procurements)-P2P(Procure to Pay)**

Organizationstructure: -

Company

|

Company code

|

Plants

|

Storage location

**Movement types:**

Similar to posting keys in FI

101: material receipt against purchase order

102: Reversal of 101

201: issue to cost centers (if the material issue is not identifiable for production order)

202: Reversal of 201

261: Issue to order (if the material issue is identifiable for production order)

262: reversal of 261

521: production receipt without production order

522: reversal of 521

561: opening stock taking

562: reversal of 561

601: Delivery

602: Reversal of 601

**Transaction key/ process key**

BSX: Inventory posting

WRX: GR/IR clearing

PRD: price difference

GBB: offsetting entry.

a.VBR: consumption

b.VNG: Scrapping

c.BSA: opening stock

d.ZOF:Goods receipt without production order

e.AUF:Goods receipt with production order

f.VAY: Delivery where sales account created as revenue element

(when coimplemented)

g. VAX: Delivery where sales account not created as revenue element

(when co not implemented)

h.AUA:in case of production order differences.

**MM flow (P2P cycle)(Procure to Pay process):**

* Material Requisition (production dep’t to store)
* Purchase Requisition (store dep’t to purchase dept)
* Call for enquiries and get quotation (do price comparisons by purchase dept)
* Purchase order creation (qty, price, delivery terms)
* Goods Receipt (GR) (against to the PO)
* Invoice Receipt (IR)
* Payment

**Material types:**

* Raw material (ROHIV)
* Store &Spares (ERSAIV)
* Packing materials (VERPIV)
* Finished Goods (FERTIS) (standard priceRm+OH’s)
* Semi-Finished Goods (HALB)

1. PURCHASED (MVP)

2. PRODUCED (STPR)

* Traded Goods (HAWA)
* Services (DIEN)

**In SAP we have two types of price control**

1. **Standard price(S)** (Suppose if you use price control as Standard in Material Master. if there is any variance in price, difference amount will post to PRD account)
2. **Moving average price(V)** (Suppose if you use price control as Moving average in Material Master. if there is any variance in price, difference amount will post to Stock/Inventory account)

There are Three Methods under Moving Average Price.

1. Stock Fully Available
2. Stock Partially available
3. Stock No Available

Qty: 100 Price:10

**When stock fully available:**

GR:

Inventory RM ac Dr 1000 (100\*10)

To GR/IR clearing ac 1000

IR:

GR/IR clearing ac Dr 1000

To Vendor ac 1000

Qty: 100 Price:10

When stock fully available:

GR:

Inventory RM ac Dr 1000

To GR/IR clearing ac 1000

IR: Qty: 100 prices:10 increased:2

GR/IR clearing ac Dr 1000

Stock/Inventory ac Dr 200 (when moving average price)

To Vendor ac 1200

GR/IR clearing ac Dr 1000

PRD acc Dr 200 (when standard price)

To Vendor ac 1200

Qty: 100 price:10 (sp) po:12

When stock fully available:

GR:

Inventory RM ac Dr 1000

PRD acc Dr 200

To GR/IR clearing ac 1200

Increased price to 14 at IR

GR/IR clearing ac Dr 1200

PRD ac Dr 200 (when standard price)

To Vendor ac 1400

**When stock partially available**

Qty :100 price: 10

20 qty stock available (20\*10=200)

GR:

Inventory RM ac Dr 200

To GR/IR clearing ac 200

GR/IR clearing ac Dr 200

To vendor acc200

When stock partially availableand price increased

Qty :100 price: 10, price increased:2, 20 qty stock available (20\*10=200)

100\*10=1000 (increased 100\*2=200) total =1200

GR

Inventory RM ac Dr 1000

To GR/IR clearing ac 1000

IR

GR/IR clearing ac Dr 1000

Inventory acc Dr 40 (20\*2)

PRD acc Dr 160

To Vendor account 1200

**When stock NO availableand price increased**

Qty :100 price: 10, price increased:2,

GR

Inventory RM ac Dr 1000

To GR/IR clearing ac 1000

IR

Gr/IR clearing account Dr 1000

PRD account Dr 200

To Vendor account 1200

When having freight & tax.

Qty :100, price: 10 freight:100 tax :100

GR

Inventory RM ac Dr 1200 (100\*10=1000+100+100)

To GR/IR clearing ac 1000

To Freight clearing ac 100

To Tax payable ac 100 (other exp payable)

IR

GR/IR clearing ac Dr 1000

freight clearing ac Dr 100

tax payable ac Dr 100

To vendor ac 1000

To freight vendor ac 100

To tds payable 100

**Valuation class: -**

Valuation class is used in FI and MM integration. It determines the GL accounts to be posted automatically (Ex Raw material or Finished goods).

When you create material master we specify valuation class:

Materials of same material type to different G/L account (Different valuation class is assigned in different plants for the same material)

Materials of different material type to same G/L account (Same valuation class is assigned to materials of different material type)

**Note**: G/L accounts can be defined at valuation class level along with other parameters.  
->For valuation class, we assign GL accounts based on nature of transaction,   
-> At the time of goods receipt/ issue, stores person enters movement type,    
->Our a/c's will be updated automatically based on account assignment to valuation class which is specified in material master.

**Valuation Area? How is it linked with Valuation Class?**

Valuation areas are nothing but the level at which you want to Valuate your materials. SAP provides two levels of valuation Plant level and company code level.

For example:

**Valuation at plant level:** Suppose you have two plants one in Bangalore and one in Andhra Pradesh, Then If you would like to Valuate the Raw-materials at plant level as because you have got transportation cost and taxes etc to account for it.

**Valuation at company code level:**Here you valuate all your material in same way but you can’t track the valuation of material for each plant level.

In One client valuation areas can either be set to plant level or company code level. Once you have made this setting this CAN’T be changed

**Valuation classes are linked to valuation Area in T.Code OBYC**

If your valuation area is at plant Level then in OBYC you will find a column for Valuation modifier you can provide your plant there.

For example:

|  |  |  |
| --- | --- | --- |
| Valuation Modifier | Valuation class | Account |
| RTP1 | 3000 | 200120 |

**MM-CUSTOMIZATION**

**SAP MM Consultant Job**

**Define Plants**

**Path**: SPRO-Enterprise structure- Definition –LogisticsGeneral-Define copy, delete check plant.

Double click on define plant

Select new entries button

Plant: RTP1

Name: RT HYD Factory plant

Give the name: RT HYD factory plant

Country: IN

City code: Hyderabad (Optional)

Factory calendar: Select R2 or 01 (R2= RTHYD Factory Calendar)

Save (01=Standard calendar)

Enter

Title: Company

Name: RT HYD factory plant

Enter or Continue button

Select create request button

Short Description: MM customization for RT01

Press Enter

Enter once again to save in the request

**Define Division:**

**Path**: Same up to logistics –General-Define copy, Delete, check division.

Double click on define division

Select new entries button

Division: RJ (It is a text filed)

Name:Reliance Jio Division

Save

Press enter to save in your request

**Maintain storage location(OX09)**

Path: SPRO-Enterprise structure –Definition- materials management –Maintain storage location

Give the plant: RTP1

Enter or continue

Select new entries button

Give the storage location: HYD

Description: HYDStorage location

Save

Press enter to save in your request

**Maintain purchasing organization (OX08)**

Same path

Select new entries button

Purchase organization: RPO1

Description: RT Purchase organization

Save

Press enter to save in your request

**Assign plant to company code:(OX18)**

Path: SPRO-Enterprise structure –Assignment- logistics General –Assign plant to company code

Select new entries button

Company code: RT01

Plant: RTP1

Save

Press enter to save in your request

**Assign business area to plant/valuation area and division (OMJ7)**

Path: Same path -Select plant /valuation area –Division button

Double click Plant /valuation area –Division button

Select New Entries button

Plant: RTP1

Division: RJ

Business area: RTHY

Save

Press enter to save in your request

**Assign purchasing organization to company code (OX01)**

Path: Same up to assignment –Materials management –Assign purchasing organization to company code

Select position button: Give the purchase org: RPO1

Enter

For RPO1, assign company code RT01

Save

Press enter to save in your request

**Assign purchasing organization to plant: (OX17)**

Same path

Select Purchasing organization to Plant

Select new entries button

Purchasing Org: RPO1

Plant: RTP1

Save

Press enter to save in your request

**Create purchasing groups (OME4)**

Path: SPRO-Materials management –Purchasing –Create purchasing groups.

Select new entries button

Purchasing group: RPG

Description:RM purchasing group

Save

Press enter to save in your request

**Define material groups:( OMSF)**

Path: SPRO-Logistic general –Material Master-Settings for key fields –Define Material groups.

Select new entries button

Material group: RMG1

Material groups description:JIO Device Parts

Press enter to save in your request

**Maintain company code for material management (OMSY)**

Path: SPRO-Logistics General –Material Master-Basic Settings-Maintain company code for materials management

Select position button

Give the company code: RT01

Enter

Year :2017

Period :10(Jan)

**Note:** This period enters carefully, if you once enter not modified

Select ABP check box (ABP stands for Allow Back Period Posting)

**Note**: Dec entries allowed (you can post MM entries in two periods simultaneously i.e current period and previous period)

Save

Ignore the warning message press enter

Press enter to save in your request

**Define attributes of material types: (OMS2)**

Path:SPRO-Logistics General –material master – Basic settings –Material Type-Define attributes of material types.

Select position button

Select material type: ROH (Raw materials)

Enter

Select ROH

Double click on quantity / Value updating folder

Select position button

Valuation area: RTP1 (Nothing but plant)

Enter

For RTP1 select quantity updating, value update check box

Save

Press enter to save in your request

Select back arrow

Select material FERT for finished product

Double click quantity / value updating folder

Select position button

Ignore the warning message press enter

Valuation area: RTP1

Enter

For RTP1 select quantity updating check box value updating check box

SAVE

**Tolerance limits for price variance for purchase order (OMEU)**

Path: SPRO-Material management –Purchasing –Purchase order –set tolerance limits for price variance

Select Tolerance keys PE& SE for company code 1000

Select copy as button

Enter the company code to RT01

For tolerance key: PE

Enter

Change the company code to: RT01

For tolerance key: SE

Enter and save

Press enter to save in your request

**Plant parameters:**

Path: SPRO-Materials management –Inventories management and Physical inventory –Plant parameters

Select plant :1000

Select copy as button

Change the plant to RTP1

Enter and save

Press enter to save in your request

**Set Tolerance Limits for goods receipt (OMC0)**

Path: Same up to inventory management and physical inventory -Goods receipt-Set tolerance limits

**Select tolerance key B1,B2,VP for company code 1000**

**Select copy as button**

Change the company code to RT01 for B1

Enter

Change the company code RT01 for B2

Enter

Change the company code to RT01 for VP

Enter and save

Press enter to save in your request

**Default values for Tax codes (OMR2)**

Path: SPRO- Materials management –Logistics invoice verification-Incoming invoice maintain default values for tax codes

Select new entries button

Company code: RT01

Save

Press enter to save in your request

**Set Tolerance Limits for invoice verification(OMR6)**

Path: Same up to logistics invoice verification – Invoice block-Set tolerance limits

Select tolerance key BD, ST for company code 1000

Select copy as button

change the company code to RT01 for BD

enter

change the company code to RT01 for ST

save

**Define automatic status change (OMRV)**

Path: Same up to the logistic invoice verification– Invoice verification in back ground –Define automatic status change

Select new entries button

Company code: RT01

Select Set Correct Invoice to Completed” check box

Select save button or Ctrl+S

Press enter to save in your request

**Note:** if you want to see the process the invoice manually you can Deselect the check box.

**Define Valuation Area(OX14)**

Select Valuation Area is a Plant Radio button

SAVE

**Note**: Valuation area at plant levelhave Activated in Client already.

**Activate Valuation Group:(OMWM)**

Path: SPRO-Material management –Valuation and account assignment-Account Determination-Account determination without wizard-Define Valuation Control.

Select Valuation Group Code Active Radio Button.

SAVE

**Group together valuation areas: (OMWD)**

Path: SPRO-Material management –Valuation and account assignment-Account Determination-Account determination without wizard-Group together valuation areas.

Select position button

Valuation Area: RTP1

Enter

Give the valuation grouping code: RVGC

Save

Press enter to save in your request

**Define valuation classes: (OMSK)**

Path: Same path – Select valuation class button

Select valuation class 3000 Raw materials local

Select valuation class 7920 Finished products

Select copy as button

Change valuation class 3000 to RTV1

Change the description to Raw materials local

Change valuation class 7920 to RTV2– Finished product

Enter and save

Press enter to save in your request

**SAP FI Consultants job:**

Creation of GL masters

A) Inventory RM (Current assets loans & advances)

B) Inventory finished goods -do-

C) GR/IR clearing ac (Current liabilities & Provisions)

D) RM consumption (RM Consumption)

E) INC/DEC in stocks FG (Increase /Dec in stocks)

**Creation of GL Masters (FS00)**

Give the GL account no. 200121

Company code: RT01

Select with template button

Give the GL account no.200120 Inventory RM

Company code: RT01

Enter

Change the short text to Inventory RM

Change the GL a/c long text also inventory RM

Select control data tab

Tax category: select \* (All tax allowed)

Select posting without tax allowed check box

Select create/Bank/Interest tab

Field status group change to G006 Material accounts

Select Post Automatically only check box

Save

**Note:** Before posting select automatically only check box 200121

Ignore the warning message press enter

GL account no.: 200122

Company code: RT01

Select with template button

Give the GL a/c no.200121

Company code: RT01

Enter

Select type/description tab

Change short text and GL a/c long text to inventory FG

Save

GL account :100520

Company code: RT01

Select with template button

GL account :100500 outstanding exp.

Company code: RT01

Enter

Change short text and GL account and long text to GR/IR clearing

Select control data tab

Tax category:\*

Select posting without tax allowed check

Sort key :014 Purchase order

Select create /bank /interest tab

Field status group change to G045 goods/Invoice received clearing accounts

Save

G/L account :400000

Company code: RT01

Select with template button

Give the GL account no.400100 Salaries a/c

Company code: RT01

Select type/description tab

Change the account group to RM consumption

Change short text and GL account long text to RM consumption local

Select create /bank /interest tab

Field status group to change to G003 Material consumption accounts

Save

Select edit cost element button

Valid from :01.04.2017

Enter

Cost element category:Select 01

Save

GL account :300200

Company code: RT01

Select with template button

Change the GL a/c no.300100 Exchange Gain

Company code: RT01

Enter

Select type/Description tab

Change account group to Increase /Decrease in stocks

Change short text and GL account long text to Increase/Decrease in stocks FG

Select create/Bank/Interest tab

Change field status group to G030 change in stock accounts

Save

**Assignment of accounts for automatic postings (OBYC)**

Path:SPRO-Material management –Valuation and account assignment-Account Determination-Account determination without wizard – Configure automatic postings (MM to FI Integration)

Select cancel button

Select account assignment button

Double click on transaction BSX (inventory posting)

Give your Chart of Accounts: RTCA

Select valuation modifier check box

Select valuation class check box

Save

|  |  |  |
| --- | --- | --- |
| Valuation modified | Valuation class | Account |
| RVGC | RTV1 RM local | 200121 Inventory RM local |
| RVGC | RTV2 Finished products | 200122 Inventory FG |

Save

Press enter to save in your request

Select back arrow

Double click on transaction: WRX (GR/IR clearing account)

Select valuation modifier check box

Select valuation class check box

Save

Valuation modifier: RVGC

Valuation class:RTV1 RM local

Account no.: 100520 GR/IR clearing local

Valuation modifier: RVGC

Valuation class:RTV2FINISHED PRODUCTS.

Account no.: 100520 GR/IR clearing local

Save

Press enter to save in your request

Select back arrow

Double click on GBB (offsetting entry for Inventory posting)

Select General modification check box

Valuation modifier check box

Valuation class check box

Save

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  | | --- | --- | --- | --- | | **Valuation modifier** | **General modification** | **Valuation class** | **Account** | |  |  |  |  | | RVGC | VBR (consumption) | RTV1 RM local | 400000 RM consumption local | | RVGC | ZOF (Production receipt without production order) | RTV2 Finished products | 300200 Increase / Decrease stocks FG | | RVGC | AUF with production | RTV2 | 300200 | | RVGC | VAY (Delivery where sales account is created as revenue element Co implemented) | RTV2 | 300200 | | RVGC | VAX Delivery where is sales account is not created as revenue element CO not implemented | RTV2 | 300200 | |

Save

Press enter to save in your request

**Document types and no.ranges (OBA7)**

WE:Goods receipt

WA:Goods issue

RE:Grass Invoice receipt

Select WE:Goods receipt

Select details button

Number rage: 50

Select number range information button

Company code: RT01

Select change intervals button

Select Insert Line or Interval button

No.range: 50

Year: 2017

From no.: 800001

To no.: 900000

Enter and save

Ignore the warning message press enter

Select back arrow 3 times

Select type WA Goods issue

Select details button

Number range: 49

Select no.range information button

Company code:RT01

Select change intervals button

Select Insert Line or Interval button

No.range: 49

Year:2017

From no.: 900001

To no.: 1000000

Enter and save

Ignore the warning message press enter

Select back arrow three times

Select RE gross invoice receipt

Select details button

No. range: 51

Select no.range information button

Company code: RT01

Select change intervals button

Select Insert line button Interval button

No.range: 51

Year: 2017

From no.: 1000001

To no.: 1100000

Enter and save

Ignore the warning message press enter

**SAP MM end user area**

**Creation of vendor master (XK01)**

Give the company code: RT01

Purchasing organization: RPO1

Account group:RTMM vendors for RT01

Enter

Give the name: Nagarjuna Tower Steels Limited

Country:IN

Select next screen button 3 times

Reconciliation account: select 100501 Sundry credit RM

Sort key: 012 vendors

Select next screen button

Payment terms: 0001

Select next screen button 2 times

Order currency: INR

Select GR based invoice verification check box

Save

**Creation of Material Master (MM01)**

Path: Logistics –Materials management –Material master-material-Create(General)–Immediately

Material: RTOWER/RTSTEEL

Industry sector: Telecommunication or Mechanical engineering

Material type: Raw material

Select views button

**Select basic data1, purchasing, general plant data/storage1/accounting1**

Select organization levels button (bottom side)

Give the plant: RTP1

Storage location: HYD

Enter

Give the description: Raw material Steel

Basic unit of measurement: KG

Material group: RMG1 (JIO Device parts)

Division: RJ (JIO Division)

Select Purchasing tab

Purchasing group: RPG

Select Plant data/Storage1 (UOM=KG)

Select Accounting1 tab

Valuation class: select RTV1 (Rawmaterial)

Price control: select“V” moving average price

Moving price :100 (Rupees per KG)

Select save button or Ctrl+S

**To open MM periods for January: (MMPV)**

**Note: PLEASE OPEN THE PERIODS BASED ON MMRV Screen.**

Path: Same up to material master –Other-Close period

From company code: RT01

Give the period: 10 (January)

Fiscal year :2017

Select check and close period radio button

Execute

Ignore the waring message press enter.

**To View MM open periods for January: (MMRV)**

Paht: Same up to material master –Other- Allow posting to previous period.

From company code: RT01

Enter

**Purchase order creation (ME21N)**

Path: Logistics – Material management –Purchasing –Purchase Order-Create-Vendor/supplying plant known

Vendor number: 310001 Enter

Give the purchasing organization: RPO1

Purchasing group:RPG

Company code: RT01

Enter

Select Item overview button/tab

Item :10

Material: RTOWER

Short text: Tower PO

PO quantity :100 Kg

Net price :110 (Rupees Per KG)

Plant: RTP1

Storage Location:HYD

Give the currency: INR

Save

Note the purchase order no.4500022596

**Go and see the Purchase order: (ME23N)**

Purchase Order: 4500022596 and Enter.

Select Conditions button in Item tab

See the total price of PO with quantity. (100\*110=11000)

**(GR) Goods receipt: (MIGO)**

Path: Logistics –Material management –Inventory management –Goods movement –Goods receipt- for purchase order –PO number known

Select goods receipt

Give purchase order no.4500022596

Enter

Storage location select: HYD

Select quantity tab

Quantity in delivery note :100

Select item ok check box

Select save button or Ctrl+S

Material document posted: 100000213

Select document information tab

Select FI documents button

Double click on accounting document.

**Entry**

200121 Inventory RM local 11000 BSX

To 100520 GR/IR CLRG RM local -11000 WRX

Note: once you received GR, PO History will update. check the PO History button.

**(IR) Invoice Receipt: (MIRO)**

Path: Logistics –Materials management –Logistics-Invoice verification –Document Entry-Enter invoice

Give the invoice date: Today’s date

Reference: Party bill no.1234

Text: Invoice verification

Purchase order: 4500022596

Select payment tab

Baseline date: today’s date

Payment terms: 0001

Payment method: C

Select basic data tab

Tax code: select V0: Select Calculate Tax check box

Select Details button:

Business area: RTHY

Select Basic data tab

Amount: 11000

Enter

Select Simulate button

Select save button or Ctrl+s (Invoice Document: 5105609580)

From the menu select invoice document –Display

Select follow on document button

Double click on accounting document.

**Entry**

100520 GR/IR CLRG RM local 7500 WRX

To 200120 Nagarjuna Steels Limited -7500

**Go and See Vendor Balances (FBL1N)**

Vendor number: 310001

Company code: RT01

Select Open Item Radio button

Select Execute button (F8)

**Raw material consumption (MB1A)**

Path: Logistics –Materials management –Inventory management –goods movement –goods issue

Document date: Today’s date

Document header text :RM Consumption/Goods Issue.

Movement type :201

Plant: RTP1

Storage location: HYD

Enter

Give the cost center: RTSA

Material: RTOWER

Quantity: 10 and Unit of Entry:KG

Select save button or Ctrl+S (Document no: 4900004269)

From the menu select goods –Issue Display-Enter or Overview button.

Select Accounting documents button

Double click on Accounting document number

**Entry:**

400000 RM Consumption 110- GBB VBR (10\*110)

To 200121 Inventory RM local 1100 BSX

**To view Stock ledger (MB5B)**

Path: Logistics –Materials management –Inventory management –Environment –Stock for posting date

Material no.: RTOWER

Company code: RT01

Plant: RTP1

Storage Location: HYD

Selection date :01.04.2017 to 31.03.2018

Select valuated stock radio button

Execute

**Payment:**

Make the outgoing payment manually or using APP for the vendor.

**Note:** please check FBL1N for Vendor open item whether the PO item update in vendor records.

**GR/IR Clearing at periodic end (F.13)**

GR/IR (goods-receipt/invoice-receipt) clearing account is a bookkeeping that can be used when goods arrive before the invoice is generated, or when an invoice arrives before the goods are delivered.Postings relating to the same purchase order and purchase order item are updated but not cleared automatically.

To clear open items on GR/IR clearing accounts, you use automatic clearing (T.code F.13)

**Note:** please practice the other scenarios of Stock partially available and Stock NO available your self.

**FI-SD Integration/O2C/Order to Cash**

**FI-SD Flow:**

Inquiry -> Quotation -> Sales Order -> Delivery with Goods Issue->Billing->Payment

**Inquiry -** A customer’s request to a company that they provide a quotation or sales information without obligation. An inquiry can relate to materials or services.

**Quotation** - A quotation presents the customer with a legally accepting offer for delivering a product or providing a service within certain fixed conditions. This offer is legally binding for the company within a specified time period.

**Sales Order** - Request from a customer to a company to deliver a defined quantity of products or provide a service at a certain time.

The sales area that accepts the inquiry is responsible for completing the agreement.

**Delivery with Goods Issue** - As soon as the goods leave the company, the shipping business activity is finished. This is illustrated using goods issue for outbound deliveries.

**Billing**- Billing represents the final processing stage for a business transaction in Sales and Distribution. Information on billing is available at every stage of order processing and delivery processing.

**Payment(Incoming):**Receivable of Incoming payments from customers against the sales

**SAP SD Consultant’s job**

**Define Region:(State)**

Path:SPRO-SAP NetWeaver-General Settings-Set countries –Insert regions

Select new entries button

Country:IN

Region:AP

Description:Andhra Pradesh

Save

Select create request button(F8)

Short Description SD customization for RT01

Save in your request

**Define Sales organization**

Path:SPRO-Enterprise structure –Definition –Sales and contribution –Define,copy,delete,check-Sales organization

Double click on Define sales organization

Select new entries button

Sales organization: RSO1

Description: RT HYD Sales organization

statistics currency:INR

save, Ignore the warning message press enter

Give the name: RT HYD sales organization

country:IN

region:AP

press Enter

To Save in your request

**Define Distribution Channel**

Path Same upto -Sales & distribution –Define,copy, delete,check distribution channel

Double click on define distribution channel

Select new entries button

Distribution channel: RD

Name:Direct sales

Save

Press enter to save in your request

**Define Shipping Point**

Path:SPRO-Enterprise structure –Definition-Logistic execution –Define, copy, delete, check shipping point

Double click Define shipping point

Select new entries button

Shipping point: RSHP

Description: RT HYD shipping point

Save

Name: RT HYD shipping point

Country:IN

Enter

Press enter once again to save in the request

**Assign sales organization to company code:**

SPRO-Enterprise structure –Assignment-Sales & Distribution –Assign sales organization to company code

Select position button

Sales organization: RSO1

Enter

For sales organization: RSO1

Assign company code: RT01

Save

Press enter to save in your request

**Assign distribution channel to sales organization**

Same path

Select new entries button

Sales organization: RSO1

Distribution channel: RD

Save

Press enter to save in your request

**Assign division to sales organization**

Same path

Select new entries button

Sales organization: RSO1

Division: RS

Save

Press enter to save in your request

**Setup sales area:**

Same path

Select new entries button

Sales organization: RSO1

Distribution channel: RD

Division: RS

Save

Press enter to save in your request

**Assign sales organization –distribution channel- plant:**

Select new entries button

Sales organization: RT01 distribution channel: RD

Plant: RTP1

SavePress enter to save in your request

**Define rules by sales area:**

Path: Same up to sales and distribution –Business area account assignment –Define rules by sales area

Select position button

Sales Organization: RSO1

For sales organization: RSO1

Rule select :001 (Business area determination from plant / division)

Save, press enter to save in your request

**Assign shipping point to plant:**

Path:SPRO-Enterprise structure –Assignment-logistic execution –Assign shipping point to plant

Select find button

Enter:RTP1

Press Enter

Select: RTP1

Select assign button

Select RSHP check box

enter

Save

Press enter to save in your request

**Define common distribution channels:**

Path:SPRO-Sales & Distribution –Master data –Define common distribution channels

Select position button

Give the sales organization: RSO1

Enter

Distribution channels for condition: RD

Distribution channels for customer master:select RD

Save

Press enter to save in your request

**Define common divisions:**

Same path

Select position button

Sales organization: RSO1

Enter

Division for conditions:select RS

Division for customer master:select RS

Save

Press enter to save in your request