**Chapter 02: Financial Accounting**

**GBI Configuration Advanced**

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| **MOTIVATION**  In this exercise, you will do the following for Financial Accounting processes:   1. Configure the enterprise structure 2. Configure the business rules and parameters 3. Setup up necessary master data 4. Test the processes |

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| **PRODUCT**  SAP ERP 6.0 EHP7 |
|  |
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| **FOCUS**  Financial  Accounting |
|  |
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|  |
| **VERSION**  3.0 |

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| **PREREQUISITES**   1. You should be familiar with navigation in SAP ERP 2. You should be familiar with executing financial accounting process in SAP ERP |





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1. Enterprise Structure

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* 1. Define Company Code

In this section, you will establish a new GBI Legal Entity (aka your new company) located in the United States. This Company is represented in SAP by a Company Code.

Your new Company Code is the basis of financial accounting and will eventually, after you create them, include the General Ledger and sub-ledgers. It will also serve as the source for US tax and legal entity reporting. Your Company Code is assigned to exactly one country (United States), one base currency (US Dollar), and one language (English).

* + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Customizing Implementation Guide🡪 Enterprise Structure 🡪 Definition 🡪 Financial Accounting 🡪 Edit, Copy, Delete, Check Company Code

1. What is the T-Code to Define your Company Code?  
          🖉
   * 1. In the *“Select Activity”* pop-up, double-click on “Edit Company Code Data”.
     2. In the “Change View “Company Code”: Overview” screen, click New Entries .
     3. In the “New Entries: Details of Added Entries” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Company Code | An organizational unit within financial accounting. | US## |
| Company Name | Name of Company Code or Company | ## Global Bike Inc. |
| City | City name in an address. | Dallas |
| Country | The country key contains information which the system uses to check entries such as length of the postal code or bank account number. | USA |
| Currency | Currency key for amounts in the system. | United States Dollar |
| Language | The language key designates the language in which you display texts, enter texts, or print documents. | English |

* + 1. Click Address .
    2. In the “Edit address: US##” pop-up, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Title | Possible titles are stored in a check table. | Company |
| Name | Name of an address. | ## Global Bike Inc. |
| Search term 1/2 | Short description used for search helps. | 0## |
| Street | Street name as part of the address. | N. O’Connor Blvd |
| House Number | House number as part of an address | 5215 |
| Postal Code | Postal code as part of the address. | 75039 |
| City | City name as part of the address. | Dallas |
| Country | The country key contains information which the system uses to check entries such as the length of the postal code or bank account number. | USA |
| Region | In some countries, the region forms part of the address. The meaning depends on the country. | Texas |

* + 1. In the “Street Address” area, click “more fields” .
    2. Enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Jurisdiction | Specifies the tax jurisdiction. | Texas Jurisdiction Code |

* + 1. In the *“Edit Address: US##”* screen, click Enter .
    2. In the “New Entries: Details of Added Entries” screen, click Save .
    3. In the *“Edit Address: US##”* pop-up, click Enter .
* You will receive a message that says, “Data was saved”.

1. What is the purpose of jurisdiction code?  
    Specifies the tax jurisdiction of that state which would help in the taxation and regulations that the government enforces in that state. 🖉
   1. View Jurisdiction Code

In this section, you will view the tax jurisdiction code which identifies the tax authorities in the country that receive the tax payment. This jurisdiction code is based on the location to which the goods are shipped.

* Be sure to use your Display/Change button  so you do not change anything in this screen.
  + 1. In the *“SAP Easy Access”* screen, follow the navigation path below:

Navigation

**SAP Customizing Implementation Guide🡪 Financial Accounting (New)🡪 Financial Accounting Global Settings (New)🡪 Tax on Sales/Purchases🡪 Basic Settings🡪 Check Calculation Procedure**

1. What is the transaction code to view jurisdiction code?  
          🖉
   * 1. In the *“Select Activity”* pop-up, select “Define Procedures” and click Choose .
     2. In the “*Display View “Procedures”: Overview*” screen, scroll down and find the “*Sales Tax USA w. Jurisdictions*”.

* This is where the tax procedures are defined.
  + 1. Click create new session .
* Do NOT close your current session
  + 1. Resize both sessions so you can see both of them side by side.
    2. Follow the navigation path below in your new session.

Navigation

**SAP Customizing Implementation Guide🡪 Financial Accounting (New)🡪 Financial Accounting Global Settings (New)🡪 Tax on Sales/Purchases🡪 Basic Settings🡪 Define Tax Jurisdictions**

1. What is the transaction code to define tax jurisdictions?  
          🖉
   * 1. In the *“Determine Work Area: Entry”* pop-up, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Costing Sheet | Standard Jurisdiction Code | *TAXUSJ* |

* + 1. Click Enter  to continue.
* Notice the data value you entered for the costing sheet was the same tax code from the tax code procedures session.

1. What is the Tax Jurisdiction code for Texas?  
    TX0000000 🖉
   1. Define Empty Chart of Accounts

In this section, you will define an empty Chart of Accounts that will eventually be associated with your Company Code. In later steps, you will populate this empty Chart of Accounts with actual General Ledger account numbers, names, and control information.

* + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Customizing Implementation Guide 🡪 Financial Accounting (New) 🡪 General Ledger Accounting (New) 🡪 Master Data 🡪 G/L Accounts 🡪 Preparations 🡪 Edit Chart of Accounts List

1. What is the T-Code to Define your Empty Chart of Accounts?  
          🖉
   * 1. In the “Change View “List of All Charts of Accounts”: Overview” screen, click New Entries.
     2. In the “New Entries: Details of Added Entries” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Chart of Accts | Uniquely identifies a chart of accounts. | GL## |
| Description | Descriptive name for the chart of accounts. | ## GBI COA |
| Maint.language | Language | English |
| Length of G/L account number | Specifies the length of an account. | 6 |
| Controlling integration | Control how a cost element can be maintained when maintaining a G/L account. | Manual Creation of cost elements |

* + 1. Click Save .
* You will receive a message that says, “Data was saved”.

1. Rules and Parameters

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* 1. View Fiscal Year Variants

In this section, you will be viewing fiscal year variants. All of the variants are already defined in the system, but we need to understand what composes a Fiscal year variant. In this exercise you will go look at these variants to better understand them.

* Be sure to use your Display/Change button  so you do not change anything in this screen.
  + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Customizing Implementation Guide 🡪 Financial Accounting (New) 🡪 Financial Accounting Global Settings (New) 🡪 Ledgers 🡪 Fiscal Year and Posting Periods 🡪 Maintain Fiscal Year Variant (Maintain Shortened Fisc. Year)

1. What is the T-Code to View Fiscal Year Variants?  
          🖉
   * 1. In the *“Change View “Fiscal year variants”: Overview” screen*”, click Display -> Change  Button.

* You are in the *“Display View “Fiscal year variants”: Overview”* Screen and not in the Change screen so you do not accidentally make changes to this screen.

1. How many fiscal variants are predefined in the system?  
    13 🖉
2. What does “Year-dependent” stand for?  
    Year Dependent field means number of posting periods and their starting and ending dates are very far away from year to year. Depends on the leap year variants 🖉

* Hint! If you don’t remember how to look up attributes refer back to your Ch.1 exercise.

1. Which fiscal year variant has the most number of posting periods?  
    DL 🖉
2. How many special periods are in fiscal variant K1?  
    1 🖉
3. How many special periods are in fiscal variant K4?  
    4 🖉

**Number of Posting Periods:** The fiscal year can be subdivided into up to 16 periods. These are divided into normal posting periods and special periods for closing purposes. This field contains the number of normal posting periods.

**Number of Special Periods:** Special Periods represent an extension of the last normal posting period. When the posting date falls within the last normal posting period, then during document entry you can specify that the transaction figures be updated separately in one of the special periods.

1. What is the maximum number of special periods possible?  
    4 🖉
   1. Define an Empty Variant for Open Posting Periods

In this section, you will create an empty Variant for Open Posting Periods that will eventually be associated with your Company Code. This Variant identifies the General Ledger posting periods that can be used during a fiscal year.

In this step, you create an empty Variant (GL##). In a later step, you will define this Variant to include 13 posting periods per fiscal year.

* + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Customizing Implementation Guide 🡪 Financial Accounting (New) 🡪 Financial Accounting Global Settings (New) 🡪 Ledgers 🡪 Fiscal Year and Posting Periods 🡪 Posting Periods 🡪 Define Variants for Open Posting Periods

1. What is the T-Code to Define Variants for Open Posting Periods?  
          🖉
   * 1. In the “Change View “Posting Periods: Define Variants”: Overview” screen, click New Entries .
     2. In the “New Entries: Overview of Added Entries” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Variant | Specifications for a posting period. Each company code refers to exactly one variant. Therefore, as many company codes as you require can use the same variant. | GL## |
| Name | Posting Period Variant Name | ## GBI Posting Periods |

* + 1. Click Save .
* You will receive a message that says, “Data was saved”.
  1. Define a Posting Period Variant

In a previous section, you created an empty Variant for Open Posting Periods. In this section, you will specify which fiscal periods are open for posting within **your** variant. You will create 12 standard periods and one special period (13) for each fiscal year. The special period is usually used for audit adjustments.

* + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Customizing Implementation Guide 🡪 Financial Accounting (New) 🡪 Financial Accounting Global Settings (New) 🡪 Ledgers 🡪 Fiscal Year and Posting Periods 🡪 Posting Periods 🡪 Open and Close Posting Periods

1. What is the T-Code to open periods for variants?  
          🖉
   * 1. If you receive a popup. In the *“Determine Work Area: Entry”* pop up, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Pstng period variant | Describes specifications for a posting period. | Your GBI Posting Periods |

* + 1. Click Continue .
* You will receive a message that says, “No entries found that match selection criteria”.
  + 1. In the “Change View “Posting Periods: Specify Time Periods”: Overview” screen, click New Entries .
    2. In the “New Entries: Overview of Added Entries” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| A | Account types the variant is valid for. | *Valid for all account types* |
| From acct | Lower limit of the G/L account numbers for which the subsequent posting periods are allowed. | Leave Empty |
| To acct | Upper limit of the G/L account numbers for which the subsequent posting periods are allowed. | Leave Empty |
| From per. 1 | First interval, together with the specified year, produces the beginning of the allowed posting period interval. | 1 |
| Year | Produces the beginning of the allowed period interval. | *Current Year* |
| To Per. 1 | Produces the end of the allowed posting period interval. | 12 |
| Year | Produces the end of the allowed posting period interval. | 9999 |
| From per. 2 | Second interval, together with the specified year, produces the beginning of the allowed posting period interval. | 13 |
| Year | Produces the beginning of the allowed period interval. | *Current Year* |
| To Per. 2 | Produces the end of the allowed posting period interval. | 13 |
| Year | Produces the end of the allowed posting period interval. | 9999 |

* + 1. Click Save .
* You will receive a message that says, “Data was saved”.
  1. Define Account Groups

In this section, you will create your account groups. This includes Balance Sheet Accounts, Fixed Asset accounts, Liquid Asset Accounts, Material Accounts, Profit & Loss Accounts, and Reconciliation Accounts.

* + 1. In the “SAP Easy Access” screen, follow the navigation path below:

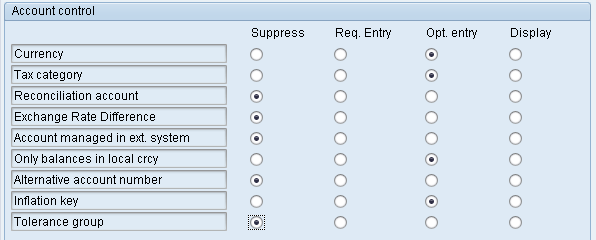
Navigation

SAP Customizing Implementation Guide 🡪 Financial Accounting (New) 🡪 General Ledger Accounting (New) 🡪 Master Data 🡪 G/L Accounts 🡪 Preparations 🡪 Define Account Group

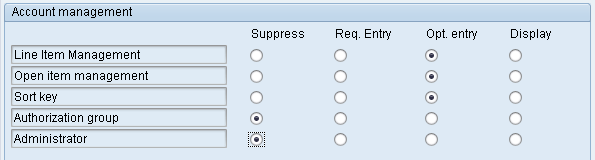
1. What is the T-Code to define account group?  
          🖉
   * 1. In the “Change View “G/L Account Groups”: Overview” screen, click New Entries .
     2. In the “New Entries: Overview of Added Entries” screen, enter the following information:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Chrt/Accts | Acct Group | Name | From acct | To account |
| Your GBI COA | BS | ## Balance Sheet Accounts | 100000 | 399999 |
| Your GBI COA | FA | ## Fixed Assets | 220000 | 300000 |
| Your GBI COA | LA | ## Liquid Assets | 100000 | 109999 |
| Your GBI COA | MA | ## Material Accounts | 200000 | 200999 |
| Your GBI COA | PL | ## Profit & Loss Accounts | 400000 | 999999 |
| Your GBI COA | RA | ## Reconciliation Accounts | 110000 | 310000 |

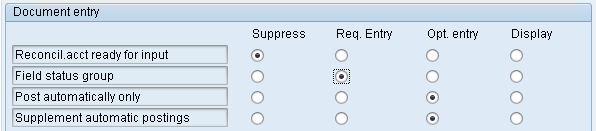
* + 1. Click Enter .
    2. Double-click on the “## Balance Sheet Accounts” line item.
    3. In the “Maintain Field Status Group: Overview” screen, double-click on “Account control” .
    4. In the “Maintain Field Status Group: Account control” screen, enter the following information:



* + 1. Click Next Group  .
    2. In the “Maintain Field Status Group: Account management” screen, enter the following information:

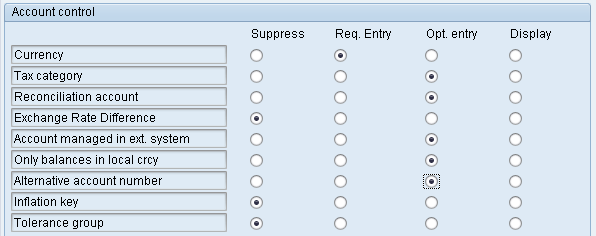


* + 1. Click Next Group .
    2. In the “Maintain Field Status Group: Document entry” screen, enter the following information:

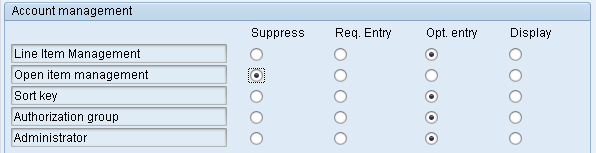


* + 1. Click Save .
* You will receive a message that says, “Data was saved”.

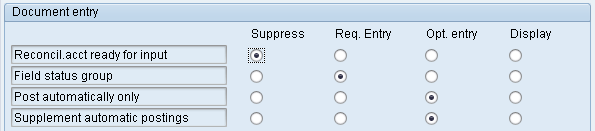
1. Using the above images as a reference what does it mean when you select the suppress button?  
    Removes the field 🖉
2. What does it mean when you select the Req. Entry button?  
    Mandatory field 🖉
3. What does it mean when you select the Opt. Entry button?  
    Not Mandatory field 🖉
4. What does it mean when you select the Display button?  
    Read Only button. 🖉
   * 1. Double-click on “## Fixed Assets”.
     2. In the “Maintain Field Status Group: Overview” screen, double-click on “Account control” .
     3. In the “Maintain Field Status Group: Account control” screen, enter the following information:



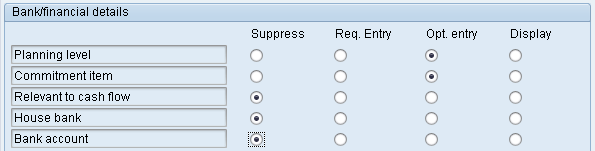
* + 1. Click Next Group .
    2. In the “Maintain Field Status Group: Account management” screen, enter the following information:



* + 1. Click Next Group .
    2. In the “Maintain Field Status Group: Document entry” screen, enter the following information:



* + 1. Click Next Group .
    2. In the “Maintain Field Status Group: Bank/financials details” screen, enter the following information:



* + 1. Click Save .
* You will receive a message that says, “Data was saved”.
  1. View G/L Account and Account Group Relationship

In the previous section, you defined your account groups for your company code. In this section, you will see how those account groups are linked to the G/L account in US00.

* Be sure to use your Display/Change button  so you do not change anything in this screen.
  + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Menu 🡪 Accounting 🡪 Financial Accounting 🡪 General Ledger 🡪 Master Records 🡪 G/L Accounts 🡪 Individual Processing 🡪 Centrally

1. What is the T-Code to Review Account Groups?  
    /n FS00 🖉
   * 1. In the “*Edit G/L Account Centrally*” screen.
     2. Enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| G/L Account | G/L Account Number | 110000 |
| Company Code | Global Bike Inc. | US00 |

* + 1. Click Enter .
    2. Click on the “Type/Description” Tab

1. What is the Account Group for Trade Accounts Receivables?  
    Reconcillation Accounts 🖉
   * 1. Pick another account and display the information for that account
2. What is the account you picked?  
    Fixed assets is the account; 220050 🖉
3. What is the Account Group for that Account?  
    Balance Sheet 🖉
   * 1. Pick another account and display the information for that account
4. What is the account you picked?  
    Vendor Discount Missed;742000 🖉
5. What is the Account Group for that Account?  
    Profit and Loss 🖉
   1. Define Field Status Variants

A field status variant groups together several field status groups. You assign a field status variant to your company code. In this section, you will create your own Field Status Variant and its related Field Status Groups from Company Code US00.

* + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Customizing Implementation Guide 🡪 Financial Accounting (New) 🡪 Financial Accounting Global Settings (New) 🡪 Ledgers 🡪 Fields 🡪 Define Field Status Variants

1. What is the T-Code to Define Field Status Variants?  
          🖉
   * 1. In the “Change View “Field status variants”: Overview” screen, click New Entries .
     2. In the “New Entries: Overview of Added Entries” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| FStV | Field Status Variant groups together several field status groups | GL## |
| Field Status Name | Name of the Field Status Variant | ## GBI Field Options |

* + 1. Click Enter .
* You will receive a message that says, “One entry chosen”.
  + 1. Use the grey box to the left of the table to highlight Your GBI Field Options.

* + 1. With Your GBI Field Options highlighted, Double click on the “Field status groups” folder .
    2. In the “Change View “Field status groups”: Overview” screen, click New Entries .
    3. In the “New Entries: Overview of Added Entries” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Field Status Group | Determines the screen Layout for doc entry | ZEXP |
| Text | Short description for field status group | ## Expense Account |
| Next Line | | |
| Field Status Group | Determines the screen Layout for doc entry | ZGBS |
| Text | Short description for field status group | ## General Balance Sheet Accounts |
| Next Line | | |
| Field Status Group | Determines the screen Layout for doc entry | ZMMA |
| Text | Short description for field status group | ## Material Management GR/IR Accounts |
| Next Line | | |
| Field Status Group | Determines the screen Layout for doc entry | ZRAA |
| Text | Short description for field status group | ## Reconciliation Accounts |
| Next Line | | |
| Field Status Group | Determines the screen Layout for doc entry | ZREV |
| Text | Short description for field status group | ## Revenue Accounts |

* + 1. Click Save .
* You will receive a message that says, “Data was saved”.

1. How many Field Status Variants did you create?  
    1 🖉
2. How many Field Status Groups did you create?  
    5 🖉
   1. View Field Status Variants for G/L Account Master Data

The General Ledger includes a number of different types of accounts, such as inventory accounts and expense accounts. Each type of account requires different types of data defined via fields. However, not all fields are necessary to define every account.

* Be sure to use your Display/Change button  so you do not change anything in this screen.
  + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Menu 🡪 Accounting 🡪 Financial Accounting 🡪 General Ledger 🡪 Master Records 🡪 G/L Accounts 🡪 Individual Processing 🡪 Centrally

* + 1. In the *“Display G/L Account Centrally”* Screen enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| G/L Account | G/L Account Number | *Bank Account* |
| Company Code | Global Bike Inc. | US00 |

* + 1. Click Enter 
    2. Click the “Create/bank/interest” Tab.

1. What is the Field Status Group?  
    ZRAA: Reconciliation Accounts 🖉
   * 1. In the *“Display G/L Account Centrally”* screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| G/L Account | G/L Account Number | *Trade Accounts Receivable* |
| Company Code | Global Bike Inc. | US00 |

* + 1. Click Enter 
    2. Click the “Create/bank/interest” Tab.

1. What is the Field Status Group?  
    ZGBS: General Balance Sheet Accounts 🖉
2. Do both of those G/L Accounts have all the same input fields on the screen?  
    No 🖉
   1. Define Global Parameters

In this section, you will define global parameters for your Company Code’s financial accounting processes. This is an important step that:

* Associates many of the entities created in previous steps (Chart of Accounts, Credit Control Area, Field Status Variant, Open Posting Period Variant) to your Company Code.
* Defines Company Code-wide parameters for ease of use and control (for example: default date = today’s date or maximum exchange rate deviation = 10%).
  + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Customizing Implementation Guide 🡪 Financial Accounting (New) 🡪 Financial Accounting Global Settings (New) 🡪 Global Parameters for Company Code 🡪 Enter Global Parameters

1. What is the transaction code to enter global parameters?  
          🖉
   * 1. In the “Change View “Company Code Global Data”: Overview” screen, double-click “US##”.
     2. In the “Change View “Company Code Global Data”: Details” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Chart of Accts | A chart of accounts. | Your GBI |
| Fiscal Year Variant | Define the fiscal year. | Cal. Year. 1 Special Period |
| Field status variant | Groups together several field status groups. You assign a field status variant to each company code. | Your GBI Field Options |
| Pstng period variant | The specifications for a posting period. | Your GBI Posting Periods |
| Max. exchange rate deviation | Exchange rate deviation for postings. | 10% |
| Cost of sales accounting actv. | Specifies the status of cost sales accounting for a company. | Active |
| Propose fiscal year | Controls whether the fiscal year is defaulted for display. | Selected |
| Define default value date | Indicates the current date is used as the default value for the value date. | Selected |
| Discount Base is net value | Indicator with the effect that the sales tax is not contained in the base amount for discount calculation. | Selected |
| Financial Assets Mgmt active | Used to pass on payment information. | Selected |

* + 1. Click Save .
    2. Press Enter , to accept the warning message that says, *“Cash discount and tax base control depend on jurisdiction code”*.
    3. Press Enter , to accept the warning message that says, *“Substitution for FI componenet, event 0005 not yet activated”*.
* You will receive a message that says, “Data was saved”.
  + 1. When you go to exit: Press Enter , to accept the warning message that says, *“Cash discount and tax base control depend on jurisdiction code”*.
  1. Define Document Number Ranges

You will copy number ranges for all Financial Accounting documents from Company Code US00. As GBI users create vendor credit memos (or any other Financial Accounting document type), each vendor credit memo will have a unique, sequential number from a range defined in this step.

* + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Customizing Implementation Guide 🡪 Financial Accounting (New) 🡪 Financial Accounting Global Settings (New) 🡪 Document 🡪 Document Number Ranges 🡪 Documents in Entry View 🡪 Copy to Company Code

1. What is the T-code to copy document number ranges?  
    OBH1 🖉
   * 1. In the “Document Number Ranges: Copying to Company Code” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Source Company code | An org unit within financial accounting. | US00 |
| Target Company code | An org unit within financial accounting. | Your Global Bike Inc. |

* + 1. Click Execute .
    2. In the “Copy document number ranges” pop-up, click Yes .
    3. Check to make sure ALL the Status Text rows say, “Interval Added”. You may need to scroll down. If any DO NOT say Interval Added, a previous step was not completed properly.

1. How are Document Types and Document Number Ranges related?  
    We ensure the contiguous assignment of document numbers at the ledger level for each number range.      🖉
   1. View Different Document Types and Number Ranges

Different financial document types are associated with different transactions. In this section, you will identify the differences between different financial documents.

* Be sure you do not change anything in this screen!
  + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Customizing Implementation Guide 🡪 Financial Accounting (New) 🡪 Financial Accounting Global Settings (New) 🡪 Document 🡪 Document Types 🡪 Define Document Types for Entry View

1. What is the T-Code to go view document types?  
          🖉
   * 1. In the *“Change View “Document Types”: Overview”* screen, highlight the Vendor Document line.
     2. Click Details 
2. Under the “Account Types Allowed” section, which box is not checked?  
    Customer 🖉
   * 1. Click Back 
     2. Deselect the Vendor Document line.
     3. Highlight the Customer Document line.
     4. Click Details 
3. Under the “Account Types Allowed” section, which box is not checked?  
    Material 🖉
4. What is the value in the Number Range input box?  
    16 🖉
   * 1. In the *“Change View “Document Types”: Details”* screen, Click Number range information 
     2. In the *“Range Maintenance: Accounting document”* screen, enterYour Company Code
     3. Click Display intervals 
     4. In the “Internal Maintenance Accounting document, sub object US##” screen, scroll down to the correct number range.

* Recall the answer to the previous question

1. What is the number range for a Customer Invoice?  
    1800000000- 1899999999 🖉

* Use the From No. and To Number.
  1. Define Tolerance Groups for Employees

In this section, you will define the limits and tolerances that serve as internal control mechanisms in Financial Accounting. For example, you will enter parameters to limit your GBI US employees to:

* Entering cash discounts of no more than 5%,
* Creating journal entries with a maximum of $500,000.
  + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Customizing Implementation Guide 🡪 Financial Accounting (New) 🡪 Financial Accounting Global Settings (New) 🡪 Document 🡪 Tolerance Groups 🡪 Define Tolerance Groups for Employees

1. What is the T-Code to Define tolerance groups for employees?  
    SPRO 🖉
   * 1. In the “Change View “FI Tolerance Groups For Users”: Overview” screen, click New Entries .
     2. In the “New Entries: Details of Added Entries” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Group | N/A | Leave Blank |
| Company code | Organizational unit within accounting. | Your Global Bike Inc. |
| Amount per document | Maximum permitted posting amount per document for this user group. It is the total of all debit items credit items. | 500000 |
| Amount per open item account item | Maximum posting amount permitted per customer or vendor item. | 100000 |
| Cash discount per line item | Maximum cash discount percentage rate which may be assigned by an employee. | 5 |
| Revenue Amount | Payment differences to our advantage are allowed up to this amount. | 100 |
| Revenue Percent | Differences when settling payments are accepted and posted automatically by the system up to this rate entered. | 10 |
| Cash discnt. adj. to Revenue | Any differences up to this amount are corrected with the cash discount posting as long as the cash discount amount is large enough for adjustment. | 10 |
| Expense Amount | Differences to our disadvantage are allowed up to this amount entered. | 100 |
| Expense Percent | Differences when settling payments are accepted and posted automatically by the system up to this rate entered. | 10 |
| Cash discnt. adj. to Expense | Any differences up to this amount are corrected with the cash discount posting as long as the cash discount amount is large enough for adjustment. | 10 |

* + 1. Click Save .
* You will receive a message that says, “Data was saved”.

1. Would an employee receive an error if they posted a transaction for $550,000?  
    Yes, Max posting limit is defined as $500,000 🖉
   1. View Posting Keys

Posting Keys control how line items are entered into financial transactions specifically:

* Account Type
* Debit or Credit Entry
* Screen Layout (fields displayed on transaction screens)
* Field status in transaction screens

These are all defined at the Client Level!

In this section, you will go review these posting keys.

* + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Customizing Implementation Guide 🡪 Financial Accounting (New) 🡪 Financial Accounting Global Settings (New) 🡪 Document 🡪 Define Posting Keys

1. What is the T-Code to review posting keys?  
    OB41 🖉   
   * 1. In the “Maintain Accounting Configuration: Posting Keys – List” screen, double click on the Posting Key field “01”.

1. Is this posting debit or credit?  
    Debit 🖉
2. What Account Type is it?  
    Customer 🖉
3. Is this a Sales-related document?  
    Yes 🖉
   * 1. Click Back .
     2. In the “Maintain Accounting Configuration: Posting Keys – List” screen, double click on the Posting Key field “04”.
4. Is this posting debit or credit?  
    Debit 🖉
5. What Account Type is it?  
    Customer 🖉
   * 1. Click Back .
     2. In the “Maintain Accounting Configuration: Posting Keys – List” screen, double click on the Posting Key field “15”.
6. Is this posting debit or credit?  
    Credit 🖉
7. What Account Type is it?  
    Customer 🖉
8. Is this a Sales-related document? If not, what is it?  
    No, Incoming Payment 🖉
   1. Maintain Company for Payment Transactions

In this section, you will define the management structure for GBI’s Accounts Payable. SAP allows a firm to separate the Company Code that *receives* a vendor invoice (the Sending Company) from the Company Code that *processes* the Accounts Payable (the Paying Company). GBI has made the management decision that each legal entity (Company Code) will be staffed to both receive the vendor invoice *and process* the Accounts Payable. Thus *sending company = paying company = US##)*

* + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Customizing Implementation Guide 🡪 Financial Accounting (New) 🡪 Accounts Receivable and Accounts Payable 🡪 Business Transactions 🡪 Outgoing Payments 🡪 Automatic Outgoing Payments 🡪 Payment Method/Bank Selection for Payment Program 🡪 Set Up All Company Codes for Payment Transactions

1. What is the T-Code to set up company for payment transactions?  
          🖉
   * 1. In the “Change View “Company Codes”: Overview” screen, click New Entries .
     2. In the “New Entries: Details of Added Entries” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Company Code | The company code is an organizational unit within financial accounting. | Your Global Bike Inc. |
| Sending company code | The sending company code is the company code that is known to the business partner. | Your Global Bike Inc. |
| Paying company code | In this field you find the company code which processes the payment transactions (possibly for other company codes too). | Your Global Bike Inc. |

* + 1. Click save .
* You will receive a message that says, “Data was saved”.

1. Why does SAP require this information?  
    SAP require this information to to define the management structure of GBI's account payable. After making the sending and the paying company code as US02 , SAP ensures that mys global bike inc company would receive the vendor invoice and also processes the account payable. 🖉
   1. Maintain Company Code for Materials Management

In this section, you will maintain your Company Code for Materials Management (inventory) transactions. Fiscal periods in your Company Code are initialized to allow material–related transactions.

* + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Customizing Implementation Guide 🡪 Logistics – General 🡪 Material Master 🡪 Basic Settings 🡪 Maintain Company Codes for Materials Management

1. What is the T-Code to Maintain your Company Code Materials?  
    OMSY 🖉
   * 1. In the “Change View “Materials Management View on Company Codes”: Overview” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| CoCd | An organizational unit within financial accounting. | Your Global Bike Inc. |
| Company Name | Name of company. | ## Global Bike Inc. |
| Year | A settlement period. | Current Year |
| Pe | A self-contained part of the current fiscal year. | Current Month |
| Abp | Indicates that back posting is allowed. | Selected |

* + 1. Click Save .
* You will receive a message that says, *“Data was saved”*.

1. What is the purpose of this step?  
    To allow all trasnsaction to deal with material management. 🖉
2. At what level is Inventory maintained?  
    Level: Company Code 🖉
3. Master Data

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[Section III.5: Maintain Tax Category in G/L Account 42](#_Toc472509959)

* 1. Define Retained Earnings Account

In this section, you will specify a Retained Earnings account in your current empty Chart of Accounts. The balance from each profit and loss account is carried forward at the end of each fiscal year to this Retained Earnings account.

Your Retained Earnings account must be specified within your Chart of Accounts before additional General Ledger accounts are added to your Chart of Accounts. As you add each new profit and loss account, it is automatically linked to the Retained Earnings account for ease of year end closing.

* + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Customizing Implementation Guide 🡪 Financial Accounting (New) 🡪 General Ledger Accounting (New) 🡪 Master Data 🡪 G/L Accounts 🡪 Preparations 🡪 Define Retained Earnings Account

1. What is the T-Code to Define retained earnings account?  
    OB53 🖉
   * 1. In the “Configuration Accounting Maintain: Automatic Posts - Accounts” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| P&L statmt acct type | Retained earnings account from each P&L account. | RE |
| Account | General ledger account assigned to retained earnings. | 330000 |

* + 1. Click Enter .
    2. Click Enter  to dismiss the message that says, *“330000 not created in chart of accounts GL##”*.
    3. Click Save .
* You will receive a message that says, “Changes have been made”.
  1. Define General Ledger Accounts

In this section, you will create your general ledger accounts within your Chart of Accounts by copying all accounts (100000 to 999999) from Company Code US00. For each general ledger account, you are copying not only the account number, but also the account name, and the information that controls how an account functions.

* + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Customizing Implementation Guide 🡪 Financial Accounting (New) 🡪 General Ledger Accounting (New) 🡪 Master Data 🡪 G/L Accounts 🡪 G/L Account Creation and Processing 🡪 Create G/L Accounts with Reference

1. What is the T-Code to copy general ledger accounts?  
    OB\_GLACC01 🖉
   * 1. In the “Create G/L Accounts with Reference – Overview” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Company Code | Company code to copy accounts to. | Your Global Bike Inc. |
| Reference company code | Company code to copy accounts from. | Global Bike Inc. |

* This will not automatically populate the Company Names until later
  + 1. Click Save .
    2. In the “Information” pop-up, click enter .
    3. In the “Create G/L Accounts with Reference – Overview” screen, highlight the “US##” row.
    4. Click Details .
    5. In the “Create G/L accounts with Reference – Accounts” screen, click Accounts from reference .
    6. In the “Using Reference Accounts in Table” pop-up, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| From G/L acct | The account you want to use as a reference. | 100000 |
| To | The account you want to use as a reference. | 999999 |

* + 1. Click Copy .
    2. In the “Create G/L accounts with Reference – Accounts” screen, click Select All .
    3. Click Create G/L Accounts .
    4. In the “Table of the G/L accounts in the company code: Display messages” pop-up, check your messages!
* You should have 0 error messages
* You should have 1 yellow message
* You should have no fewer than 194 green messages

If any of this is incorrect speak to your professor because something went wrong in your process

* + 1. Click Enter .
    2. In the “Create G/L accounts with Reference – Accounts” screen, click Save .
    3. In the “Information” pop-up, click Enter .
  1. Define a New G/L Account

In this section, you are going to learn how to create a new G/L account. You are going to create a petty cash account.

* + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Menu 🡪 Accounting 🡪 Financial Accounting 🡪 General Ledger 🡪 Master Records 🡪 G/L Accounts 🡪 Individual Processing 🡪 Centrally

1. What is the transaction code to create a new G/L Account?       🖉
   * 1. In the *“Edit G/L Account Centrally”* screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| G/L Account | Identifies the G/L Account in a chart of accounts | 1001## |
| Company Code | An organizational unit within financial accounting. | *Your Global Bike Inc.* |

* + 1. Click Create .
    2. In the *“Create G/L Account Centrally”* screen, under the *“Type/Description”* tab, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Account Group | A classifying feature within the G/L account master records | *Your Liquid Assets* |
| Balance Sheet Account | Indicates that the G/L account is managed as a balance sheet account. | Selected |
| Short Text | Used for online displays and evaluations which do not have sufficient space the long text | ## Petty Cash |
| G/L Acct Long Text | The G/L account long text (as opposed to the short text) is used for online displays and evaluations. | ## Petty Cash |

* + 1. Click on the *“Control Data”* tab, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Account Currency | Indicates the currency in which this account is held | *United States Dollar* |
| Balances in Local Crcy Only | Indicates that balances are updated only in local currency when users post items to this account | Checked |
| Line item display | For each line item, an entry is saved in an index table. This entry contains the connection between the line item and the account. | Checked |
| Sort Key | Indicates the layout rule for the Allocation field in the document line item | *Posting Date* |

* + 1. Click on the “Create/bank/interest” tab, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Field status group | Determines the screen layout for document entry | *Your General Balance Sheet Accounts* |
| Relevant to cash flow | Indicator that determines that the G/L account is a cash flow account | Checked |

* + 1. Click Save .
* You will receive a message that says, “Data saved”.
  1. Define Tax Accounts

In this section, you will specify the General Ledger account to which sales tax (transaction codes = MW1 and VS1) is accrued. Therefore, when GBI either pays - or receives - sales tax, the General Ledger transactions are made to the correct General Ledger account.

* + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Customizing Implementation Guide🡪 Financial Accounting (New)🡪 Financial Accounting Global Settings (New)🡪 Tax on Sales/Purchases🡪 Posting🡪 Define Tax Accounts

1. What is the transaction code to define tax accounts?  
    OB40 🖉
   * 1. In the “Configuration Accounting Maintain: Automatic Posts – Procedures” screen, double-click “MW1”.
     2. In the *“Enter Chart of Accounts”* pop-up, enter Your Chart of Accounts (GL##).
     3. Click Enter .
     4. In the “Configuration Accounting Maintain: Automatic Posts - Rules” screen, click Save .

* You will receive a message that says, “Changes have been made”.
  + 1. In the “Configuration Accounting Maintain: Automatic Posts - Accounts” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Account | General Ledger Account Number | Your Accrued Tax – Output |

* + 1. Click Save .
* You will receive a message that says, “Changes have been made”.
  + 1. Click Back .
    2. In the “Configuration Accounting Maintain: Automatic Posts - Procedures” screen, double-click “VS1”.
    3. In the *“Configuration Accounting Maintain: Automatic Posts – Rules”* screen, click save .
* You will receive a message that says, “Changes have been made”*.*
  + 1. In the “Configuration Accounting Maintain: Automatic Posting – Accounts” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Account | General Ledger Account Number | Your Accrued Tax – Input |

* + 1. Click Save  .
* You will receive a message that says, “Changes have been made”*.* 
  1. Maintain Tax Category in G/L Account

In this section, you will maintain the tax category of your Trading Goods Consumption Expense account.

* + 1. In the *“SAP Easy Access”* screen, follow the navigation path below:

***Navigation***

SAP Menu 🡪 Accounting 🡪 Financial Accounting 🡪 General Ledger 🡪 Master Records 🡪 G/L Accounts 🡪 Individual Processing 🡪 Centrally

1. What is the transaction code to maintain tax category in G/L accounts?  
    FS00 🖉
   * 1. In the *“Edit G/L Account Centrally”* screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| G/L Account | Identifies the G/L account in a chart of accounts. | *Your Trading Good Consumption Expense* |
| Company Code | Organizational unit within financial accounting. | *Your Global Bike Inc.* |

* + 1. Click Change .
    2. In the *“Change G/L Account Centrally”* screen, click the Control Data  tab.
    3. In the “Control Data” tab, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Tax category | Determines whether taxes are relevant to the account. | *All tax types allowed* |

* + 1. Click Save .
* You will receive a message “Data was saved”.

1. What symbol represents “Only input tax allowed”?  
    - 🖉

1. Testing

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[Section IV.5: View Balances II 51](#_Toc472510091)

* 1. View Balances I

In this section, you will display your General Ledger account balances: all credit and debit balances for each posting period within this fiscal year.

* + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Menu 🡪 Accounting 🡪 Financial Accounting 🡪 General Ledger 🡪 Account 🡪 Display Balances (New)

1. What is the transaction code to display balances?  
    FAGLBO3 🖉
   * 1. In the “G/L Account Balance Display” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Account Number | Account Number | *Your Bank Account* |
| Company Code | An organizational unit within financial accounting. | *Your Company Code (US##)* |
| Fiscal Year | Period a company creates its inventory and balance sheets. | Current Year |

* + 1. Click Execute .

1. What is your Account Balance?  
    $0.00 🖉

* If you receive a pop-up that says, “No data found for fiscal year 20##”, you can assume the account balance is $0.00.
  1. Posting to G/L Accounts

In this section, you will create three financial transactions and post them to your General Ledger:

* Invest in GBI (debit bank account, credit common stock)
* Issue Petty Cash (debit Petty Cash, credit your Bank Account)
* Purchase supplies (debit supplies expense, credit bank account)

At the end of this section it will explain how to change the posting period. That section will be used later in exercises when the month rolls over.

* + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Menu 🡪 Accounting 🡪 Financial Accounting 🡪 General Ledger 🡪 Document Entry 🡪 Enter G/L Account Document

1. What is the transaction code to enter a general ledger account posting?  
    FB50 🖉

* It should be *your* company code at the top of the screen.



* If *your* company code is not there, navigate to the sap menu bar at the top and click **Edit** 🡪 **Switch Company Code** 🡪 **Enter your Company Code** (Shortcut key F7).
  + 1. In the “Enter G/L Account Document: Company Code US##” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Document Date | The date in which the original document was issued | *Current Date* |
|  |  |  |
| G/L Acct | General ledger account. | *Your Bank Account* |
| D/C | The side of account the transaction figures are updated. | Debit |
| Amount in doc.curr | Line item amount in document. | 60000 |
|  |  |  |
| G/L Acct | General ledger account. | *Your Common Stock* |
| D/C | The side of account the transaction figures are updated. | Credit |
| Amount in doc.curr | Line item amount in document. | 60000 |

* + 1. Click Save .
* You will receive a message that says “Document ######## was posted in company code US##”.

1. What is your Document Number?  
    Document 100000000 , 100000004 🖉

* Remember from ch.1 the document number is in the message at the bottom of your screen.
* If you did **NOT** receive the “Document was posted” message above and **INSTEAD** receive an error message do not panic and refer to the next step for instructions on how to resolve this error.
  + 1. In the “Enter G/L Account Document: Company Code US##” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Document Date | The date in which the original document was issued. | *Current Date* |
|  |  |  |
| G/L Acct | General ledger account. | *Your Petty Cash* |
| D/C | The side of account the transaction figures are updated. | Debit |
| Amount in doc.curr | Line item amount in document. | 200 |
|  |  |  |
| G/L Acct | General ledger account. | *Your Bank Account* |
| D/C | The side of account the transaction figures are updated. | Credit |
| Amount in doc.curr | Line item amount in document. | 200 |

* + 1. Click Save .
* You will receive a message that says “Document ######## was posted in company code US##”.

1. What is your document number?  
    100000003 🖉
   * 1. In the “Enter G/L Account Document: Company Code US##” screen, enter the following information in the Header Section:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Document Date | This date in which the original document was issued. | *Current Date* |
|  |  |  |
| G/L Acct | General ledger account. | *Your Supplies Expense* |
| D/C | Side of the account the figures are updated. | Debit |
| Amount in doc.curr | Line item amount in document. | 500 |
|  |  |  |
| G/L Acct | General ledger account. | *Your Bank Account* |
| D/C | Side of the account the figures are updated. | Credit |
| Amount in doc.curr | Line item amount in document. | 500 |

* + 1. Click Save .
* You will receive a message that says “Document ######## was posted in company code US##”.

1. What is your document number?  
    100000001 🖉
   1. Posting Period Update

* If you did NOT receive an error in the last section **DO NOT** complete this section. **READ** through it so you understand what you will need to do in later exercises.

The error you received most likely has to do with the previous posting period that is still open. In order to close the previous period and open the current period, you must follow the steps below.

* + 1. In the “SAP Easy Access” screen, follow the navigation path below:

***Navigation***

**SAP Menu 🡪 Logistics 🡪 Materials Management 🡪 Material Master 🡪 Other 🡪 Close Period**

* + 1. In the “Close Period for Material Master Records” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| From company code | An organizational unit with financial accounting. | Your Global Bike Inc. |
| To company code | An organizational unit with financial accounting. | Your Global Bike Inc. |
| Period | Self-contained part of the specified fiscal year. | Current Month |
| Fiscal year | Defines a settlement period. | Current Year |

* + 1. Click Execute .
* If this step is successful, you will be brought to a screen that says, “Period closing complete; log issued”.
  + 1. Now that you have opened your current period for postings, refer back to the beginning of the last section and complete posting to your G/L Accounts.
* If you are completing other assignments and run into a “posting period” error, please refer back to this step to close the previous period and open the current period.
  1. Testing Tolerance Group for G/L Account Document Posting

In this section, you will attempt to enter a G/L account document posting for $5,000,000 and resolve the error that occurs.

* + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Menu 🡪 Accounting 🡪 Financial Accounting 🡪 General Ledger 🡪 Document Entry 🡪 Enter G/L Account Document

1. What is the transaction code to enter a general ledger account posting?  
    FB50 🖉

* Remember, confirm *your* company code by checking the screen title at the top.
  + 1. In the “Enter G/L Account Document: Company Code US##” screen, enter the following information in the Header Section:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Document Date | The date in which the original document was issued. | *Current Date* |
|  |  |  |
| G/L Acct | General ledger account. | *Your Bank Account* |
| D/C | The side of account the transaction figures are updated. | Debit |
| Amount in doc.curr | Line item amount in document. | $5,000,000.00 |
|  |  |  |
| G/L Acct | General ledger account. | *Your Common Stock* |
| D/C | The side of account the transaction figures are updated. | Credit |
| Amount in doc.curr | Line item amount in document. | $5,000,000.00 |

* + 1. Click Enter .
* You will receive an ERROR message that says, “You may only post documents up to USD 500,000.00”
  + 1. Adjust the amount for both the bank account and common stock to $500,000.
    2. Click Save .
* You will receive a message that says “Document ######## was posted in company code US##”.

1. What is your document number?  
    100000002 🖉
2. Why is it that you were not able to post documents greater than $500,000?  
    While defining tolerance groups , Maximum permitted posting amount per document for the user group was specified as 500000 is amount per document tab so any posting above the 500000 would throw an error. 🖉
3. How is this feature helpful to professionals who use SAP?  
    This feature can help SAP professionals restrict the posting amount per document which will ensure that the posting amount for both credit / debit doesn't exceed the maximum permitted amount.🖉
   1. View Balances II

In this section, you will display and verify your General Ledger account balances after having completed the two journal entries in the previous step.

* + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Menu 🡪 Accounting 🡪 Financial Accounting 🡪 General Ledger 🡪 Account 🡪 Display Balances (New)

1. What is the transaction code to display balances?  
    FAGLB03 🖉
   * 1. In the “G/L Account Balance Display” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Account Number | Account Number | *Your Bank Account* |
| Company Code | An organizational unit with financial accounting. | *Your Company Code* |
| Fiscal Year | Period a company creates its inventory and balance sheets. | Current Year |

* + 1. Click Execute .

1. What is the balance of your Bank Account?  
    $ 559,300 🖉

1. Exercise Deliverables

**Name:** Meru Bhatnagar

**Course and Section:** 20181:799:660:40

**Identifier:** GBI-002

**Client:** 213

1. What is the T-Code to Define your Company Code?  
    🖉
2. What is the purpose of jurisdiction code?  
    Specifies the tax jurisdiction of that state which would help in the taxation and regulations that the government enforces in that state. 🖉
3. What is the transaction code to view jurisdiction code?  
    🖉
4. What is the transaction code to define tax jurisdictions?  
    🖉
5. What is the Tax Jurisdiction code for Texas?  
    TX0000000 🖉
6. What is the T-Code to Define your Empty Chart of Accounts?  
    🖉
7. What is the T-Code to View Fiscal Year Variants?  
    🖉
8. How many fiscal variants are predefined in the system?  
    13 🖉
9. What does “Year-dependent” stand for?  
    Year Dependent field means number of posting periods and their starting and ending dates are very far away from year to year. Depends on the leap year variants 🖉
10. Which fiscal year variant has the most number of posting periods?  
     DL 🖉
11. How many special periods are in fiscal variant K1?  
     1 🖉
12. How many special periods are in fiscal variant K4?  
     4 🖉
13. What is the maximum number of special periods possible?  
     4 🖉
14. What is the T-Code to Define Variants for Open Posting Periods?  
     🖉
15. What is the T-Code to open periods for variants?  
     🖉
16. What is the T-Code to define account group?  
     🖉
17. Using the above images as a reference what does it mean when you select the suppress button?  
     Removes the field 🖉
18. What does it mean when you select the Req. Entry button?  
     Mandatory field 🖉
19. What does it mean when you select the Opt. Entry button?  
     Not Mandatory field 🖉
20. What does it mean when you select the Display button?  
     Read Only button. 🖉
21. What is the T-Code to Review Account Groups?  
     /n FS00 🖉
22. What is the Account Group for Trade Accounts Receivables?  
     Reconcillation Accounts 🖉
23. What is the account you picked?  
     Fixed assets is the account; 220050 🖉
24. What is the Account Group for that Account?  
     Balance Sheet 🖉
25. What is the account you picked?  
     Vendor Discount Missed 🖉
26. What is the Account Group for that Account?  
     Profit and Loss 🖉
27. What is the T-Code to Define Field Status Variants?  
     🖉
28. How many Field Status Variants did you create?  
     1 🖉
29. How many Field Status Groups did you create?  
     5 🖉
30. What is the Field Status Group?  
     ZRAA: Reconciliation Accounts 🖉
31. What is the Field Status Group?  
     ZGBS: General Balance Sheet Accounts 🖉
32. Do both of those G/L Accounts have all the same input fields on the screen?  
     No 🖉
33. What is the transaction code to enter global parameters?  
     🖉
34. What is the T-code to copy document number ranges?  
     OBH1 🖉
35. How are Document Types and Document Number Ranges related?  
     We ensure the contiguous assignment of document numbers at the ledger level for each number range. 🖉
36. What is the T-Code to go view document types?  
     🖉
37. Under the “Account Types Allowed” section, which box is not checked?  
     Customer 🖉
38. Under the “Account Types Allowed” section, which box is not checked?  
     Material 🖉
39. What is the value in the Number Range input box?  
     16 🖉
40. What is the number range for a Customer Invoice?  
     1800000000- 1899999999 🖉
41. What is the T-Code to Define tolerance groups for employees?  
     SPRO 🖉
42. Would an employee receive an error if they posted a transaction for $550,000?  
     Yes, Max posting limit is defined as $500,000 🖉
43. What is the T-Code to review posting keys?  
     OB41 🖉
44. Is this posting debit or credit?  
     Debit 🖉
45. What Account Type is it?  
     Customer 🖉
46. Is this a Sales-related document?  
     Yes 🖉
47. Is this posting debit or credit?  
     Debit 🖉
48. What Account Type is it?  
     Customer 🖉
49. Is this posting debit or credit?  
     Credit 🖉
50. What Account Type is it?  
     Customer 🖉
51. Is this a Sales-related document? If not what is it?  
     No, Incoming Payment 🖉
52. What is the T-Code to set up company for payment transactions?  
     🖉
53. Why does SAP require this information?  
     SAP require this information to to define the management structure of GBI's account payable. After making the sending and the paying company code as US02 , SAP ensures that mys global bike inc company would receive the vendor invoice and also processes the account payable. 🖉
54. What is the T-Code to Maintain your Company Code Materials?  
     OMSY 🖉
55. What is the purpose of this step?  
     To allow all trasnsaction to deal with material management. 🖉
56. At what level is Inventory maintained?  
     Level: Company Code 🖉
57. What is the T-Code to Define retained earnings account?  
     OB53 🖉
58. What is the T-Code to copy general ledger accounts?  
     OB\_GLACC01 🖉
59. What is the transaction code to create a new G/L Account?  
     🖉
60. What is the transaction code to define tax accounts?  
     OB40 🖉
61. What is the transaction code to maintain tax category in G/L accounts?  
     FS00 🖉
62. What symbol represents “Only input tax allowed”?  
     - 🖉
63. What is the transaction code to display balances?  
     FAGLBO3 🖉
64. What is your Account Balance?  
     $0.00 🖉
65. What is the transaction code to enter a general ledger account posting?  
     FB50 🖉
66. What is your Document Number?  
     Document 100000000 , 100000004 🖉
67. What is your document number?  
     100000003 🖉
68. What is your document number?  
     100000001 🖉
69. What is the transaction code to enter a general ledger account posting?  
     FB50 🖉
70. What is your document number?  
     100000002 🖉
71. Why is it that you were not able to post documents greater than $500,000?  
     While defining tolerance groups , Maximum permitted posting amount per document for the user group was specified as 500000 is amount per document tab so any posting above the 500000 would throw an error. 🖉
72. How is this feature helpful to professionals who use SAP?  
     This feature can help SAP professionals restrict the posting amount per document which will ensure that the posting amount for both credit / debit doesn't exceed the maximum permitted amount. 🖉
73. What is the transaction code to display balances?  
     FAGLB03 🖉
74. What is the balance of your Bank Account?  
     $ 559,300 🖉