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 S/4HANA 1709 |
|  |
| **REVISED**  05/29/2020 |
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| **FOCUS**  Financial  Accounting |
|  |
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|  |
| **VERSION**  1.3  **TESTED**  Date:05/29/2020  System: MGL |

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| **ACKNOWLEDGEMENT**  These are advanced versions of the GBI configuration exercises initially developed by Simha R. Magal, Stefan Weidner, and Tom Wilder.  These exercises include complex configuration concepts discussed in the book, *Business Process Configuration with SAP ERP* (Epistemy Press, 2017).  This material was prepared with the assistance of student interns at the Seidman ERP program at Grand Valley State University and GRAs at the Robinson College of Business, Georgia State University. |

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| **PREREQUISITES**   1. You should be familiar with navigation in SAP S/4HANA 2. You should be familiar with executing financial accounting process in SAP S/4HANA |





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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. 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?  
          🖉
   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 🡪 Financial Accounting Global Settings 🡪 Tax on Sales/Purchases🡪 Basic Settings🡪 Check Calculation Procedure

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

* This is where the tax procedures are defined.
  + 1. Click on  and then select option New GUI Window to create a new session.
* Do NOT close your current session
  + 1. Resize both sessions so you can see both side by side.
    2. Follow the navigation path below in your new session.

Navigation

SAP Customizing Implementation Guide🡪 Financial Accounting 🡪 Financial Accounting Global Settings 🡪 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?  
          🖉
   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 🡪 General Ledger Accounting 🡪 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 |

* + 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 🡪 Financial Accounting Global Settings 🡪 Ledgers 🡪 Fiscal Year and Posting Periods 🡪 Maintain Fiscal Year Variant

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

* 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?  
          🖉
2. How many special periods are in fiscal variant K1?  
          🖉
3. How many special periods are in fiscal variant K4?  
          🖉
4. What is the maximum number of special periods possible?  
          🖉

* Remember to use F1!
  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 section, 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 🡪 Financial Accounting Global Settings 🡪 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 🡪 Financial Accounting Global Settings 🡪 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 Intervals”: 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:

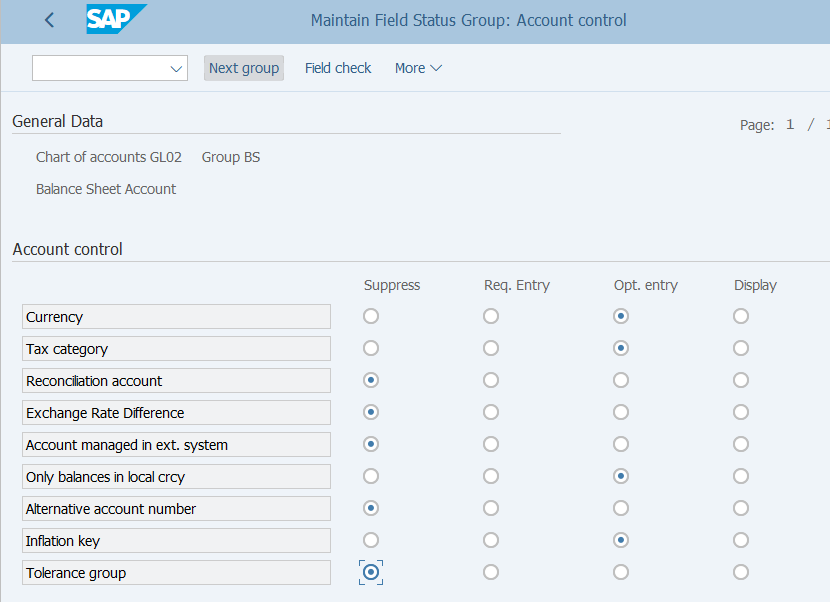
Navigation

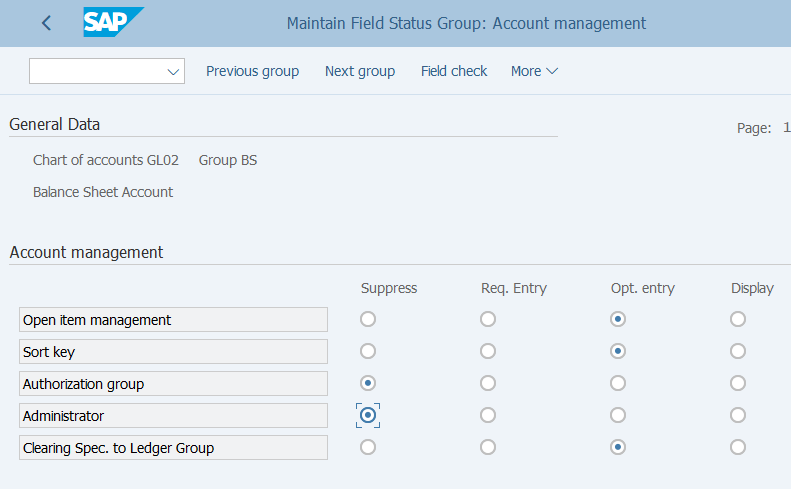
SAP Customizing Implementation Guide 🡪 Financial Accounting 🡪 General Ledger Accounting 🡪 Master Data 🡪 G/L Accounts 🡪 Preparations 🡪 Define Account Group

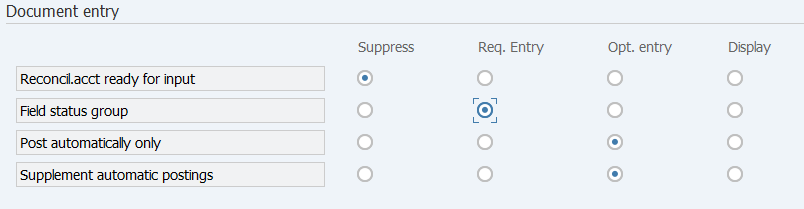
1. What is the T-Code to define account group?  
          🖉
   * 1. In the *“Change View “G/L Account Groups”: Overview”* screen, click New Entries .
     2. In the *“New Entries: Overview of Added Entries”* screen, enter the following information:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |
| *Your GBI COA* | SC | Secondary Cost | 800000 | 999999 |

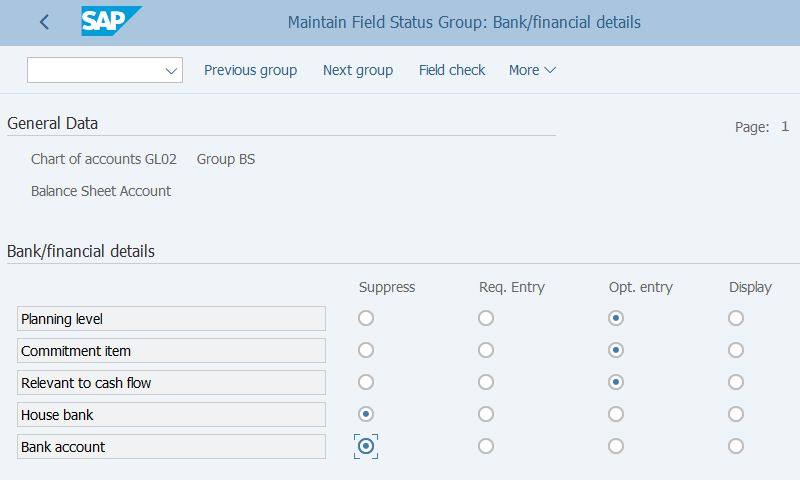
* + 1. Click Save. 
    2. Use the grey box to highlight your *“Balance Sheet Accounts”* line itemand click Field status.
    3. In the *“Maintain Field Status Group: Overview”* screen, double-click on Account control **.
    4. In the *“Maintain Field Status Group: Account control”* screen, enter the following information:



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

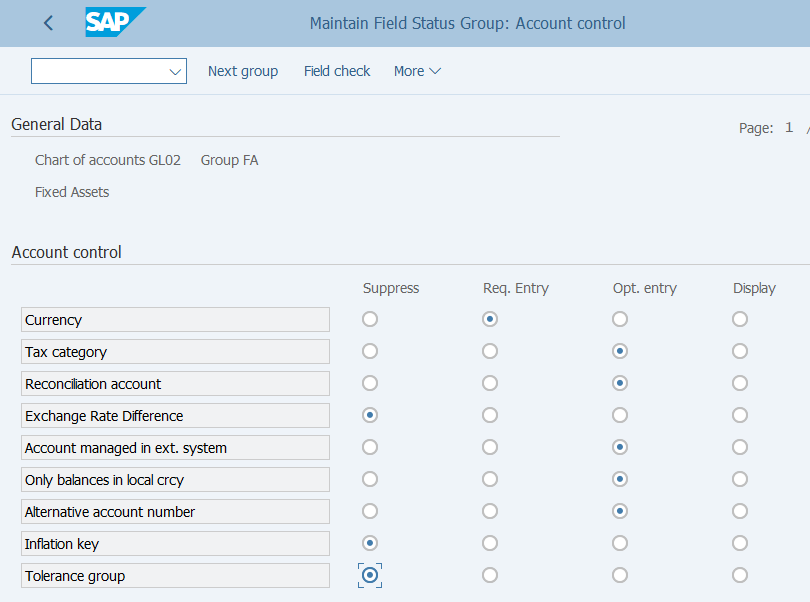


* + 1. In the *“Maintain Field Status Group: Bank/financials details”* screen, enter the following information:

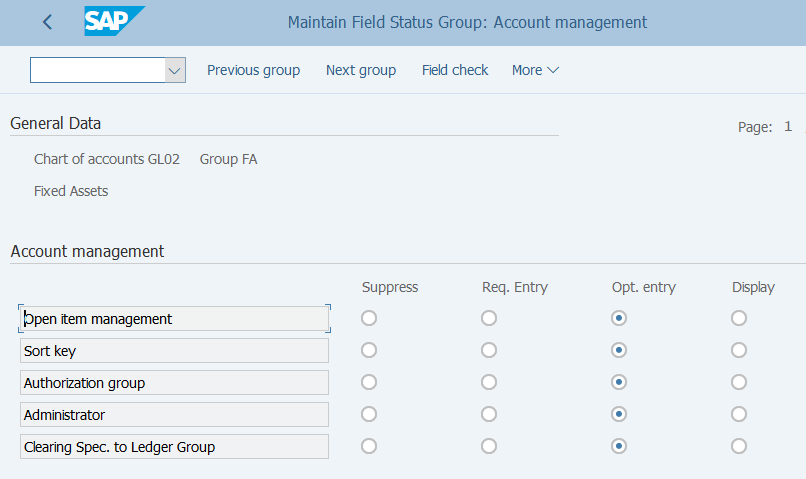


* + 1. Click Save .
* You will receive a message that says, “Data was saved”.

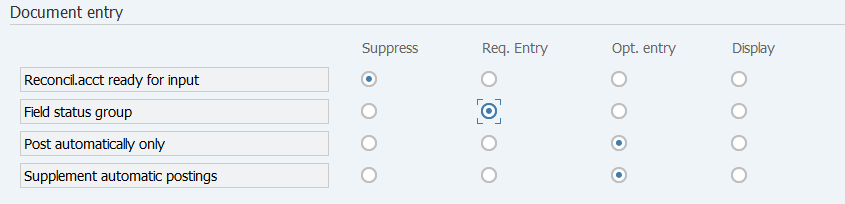
1. Using the above images as a reference, what does it mean when you select the suppress button?  
          🖉
2. What does it mean when you select the Req. Entry button?  
          🖉
3. What does it mean when you select the Opt. Entry button?  
          🖉
4. What does it mean when you select the Display button?  
          🖉
   * 1. Use the grey box to highlight your *“Fixed Assets”* line item and click Field status .
     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:



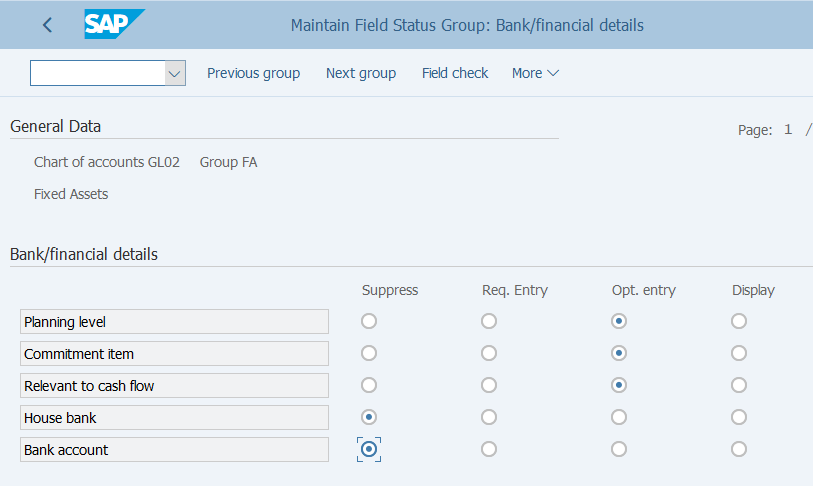
* + 1. Click Next Group .
    2. In the *“Maintain Field Status Group: Account management”* screen, enter the following information:



* + 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?  
          🖉
   * 1. In the *“Edit G/L Account Centrally”* screen, 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?  
          🖉
   * 1. Pick another account and display the information for that account.
2. What is the account you picked?  
          🖉
3. What is the Account Group for that Account?  
          🖉
   * 1. Pick another account and display the information for that account.
4. What is the account you picked?  
          🖉
5. What is the Account Group for that Account?  
          🖉
   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 🡪 Financial Accounting Global Settings 🡪 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 Accounts |
| 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 |
| Next Line | | |
| Field Status Group | Determines the screen Layout for doc entry | ZSEC |
| Text | Short description for field status group | Secondary Costs/Revenue |
| Next Line | | |
| Field Status Group | Determines the screen Layout for doc entry | ZRCF |
| Text | Short description for field status group | CO <-> FI reconciliation |

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

1. How many Field Status Variants did you create?  
          🖉
2. How many Field Status Groups did you create?  
          🖉
   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?  
          🖉
   * 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?  
          🖉
2. Do both the bank and trade receivable G/L Accounts have all the same input fields on the screen?  
          🖉
   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 🡪 Financial Accounting Global Settings 🡪 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 COA* |
| Fiscal Year Variant | Define the fiscal year. | *Cal. Year. 1 Special Period* |
| Field status variant | Groups together several field status groups. | *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. | Status of cost sales accounting for a company. | *Active* |
| Propose fiscal year | 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 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. Different document types are assigned a unique number range to differentiate documents of different types from one another.

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

Navigation

SAP Customizing Implementation Guide 🡪 Financial Accounting 🡪 Financial Accounting Global Settings 🡪 Document 🡪 Document Number Ranges 🡪 Copy to Company Code

1. What is the T-code to copy document number ranges?  
          🖉
   * 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 .
* 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.
* If you receive a message that says the interval already exists this is alright. This means that the document range already exists, and it did not need to be copied over.

1. How are Document Types and Document Number Ranges related?  
          🖉
   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 🡪 Financial Accounting Global Settings 🡪 Document 🡪 Document Types 🡪 Define Document Types for Entry View

1. What is the T-Code to view document types?  
          🖉
   * 1. In the *“Change View “Document Types”: Overview”* screen, highlight the *“Vendor Invoice*” line.
     2. Click Details 
2. Under the “Account Types Allowed” section, which boxes are not checked?  
          🖉
   * 1. Click Back 
     2. Deselect the *“Vendor Invoice”* line.
     3. Highlight the “*Customer Invoice”* line.
     4. Click Details 
3. Under the “Account Types Allowed” section, which boxes are not checked?  
          🖉
4. What is the value in the Number Range input box?  
          🖉
   * 1. In the *“Change View “Document Types”: Details”* screen, Click Number range information .
     2. In the *“Edit Intervals: Accounting document, Object RF\_BELEG”* screen, enter Your Company Code.
     3. Click Display intervals .
     4. In the *“Edit Intervals: Accounting document, Object RF\_BELEG, Subobject 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?  
          🖉

* 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 🡪 Financial Accounting Global Settings 🡪 Document 🡪 Tolerance Groups 🡪 Define Tolerance Groups for Employees

1. What is the T-Code to Define tolerance groups for employees?  
          🖉
   * 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 or credit items. | 500000 |
| Amount per open item account item | Max 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 if 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?  
          🖉
   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 review these posting keys.

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

Navigation

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

1. What is the T-Code to review posting keys?

      🖉

* + 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?  
          🖉
2. What Account Type is it?  
          🖉
3. Is this a Sales-related document?  
          🖉
   * 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?  
          🖉
5. What Account Type is it?  
          🖉
   * 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?  
          🖉
7. What Account Type is it?  
          🖉
8. Is this a Sales-related document? If not what is it?  
          🖉
   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 🡪 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 your 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?  
          🖉
   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?  
          🖉
   * 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?  
    
   1. Maintain Accounting Principles for Company Code

In this section, you will assign accounting principles to your company code. Accounting principles determine the rules and guidelines a company must follow when reporting financial data. Since GBI is based in the United States, you will assign the Generally Accepted Accounting Principles to your Company Code.

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

Navigation

SAP Customizing Implementation Guide 🡪 Financial Accounting 🡪 Financial Accounting Global Settings 🡪 Ledgers 🡪 Ledger 🡪 Define Settings for Ledgers and Currency Types

1. What is the transaction code to Define Settings for Ledgers and Currency Types?   
          🖉
   * 1. In the *“Change View” Ledger: Overview”* screen, use the grey box to highlight *“0L”*.
     2. Double Click the *“Company Code Settings for the ledger”* folder.
     3. In the *“Change View “Company Code Settings for the Ledger”: Overview”* screen, use the grey box to highlight the row containing your Company Code.
     4. Double click the *“Accounting Principles for Ledger and Company Code”* folder .
     5. In the *“Change View “Accounting Principles for Ledger and Company Code”:Overv”* screen, click New Entries.

* If you receive **CONSISTENCY CHECK- DISPLAY MESSAGES** warnings, press enter and ignore.
  + 1. In the *“New Entries: Overview of Added Entries”* screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Accounting Principle | Designation for the legal regulations according to which financial statements are drawn up and rendered | *Generally Accepted Accounting Principles* |

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

1. What is the accounting principle IAS?   
          🖉
2. Required CO Configuration

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[Section 3.6: Check and Define Default Values for Postings in Controlling 44](#_Toc22126622)

* 1. Define Controlling Area

In this section, you will create a Controlling Area that will eventually be associated with your Company Code. A Controlling Area is a Management Accounting entity that rolls up all Cost Accounting data from Company Codes. Although this step is associated with Ch.03, Management Accounting, it is a required step to complete and test the configuration for this chapter.

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

Navigation

SAP Customizing Implementation Guide🡪 Enterprise Structure 🡪 Definition 🡪 Controlling 🡪 Maintain Controlling Area

1. What is the T-Code to Maintain Controlling Area?  
          🖉
   * 1. In the *“Select Activity”* pop-up, double-click *“Maintain Controlling Area”*.
     2. In the *“Change View “Basic data”: Overview”* screen, click New Entries .
     3. In the *“New Entries: Details of Added Entries”* screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Controlling Area | Uniquely identifies a controlling area. | NA## |
| Name | Name of the controlling area. | ## GBI North America |
| CoCd->CO Area | Controls assignment of company codes. | Cross-company-code cost accounting |
| Currency Type | Currency type for a controlling area. | *Company code currency* |
| Currency | Currency key for amounts in system. | *United States Dollar* |
| Chart of Accts | Uniquely identifies a chart of accounts. | *Your Chart of Accounts* |
| Fiscal Year Variant | Used to define the fiscal year. | *Cal. Year, 1 Special Period* |

1. What is currency type 60?  
          🖉
   * 1. Click Save .
     2. If you receive a pop-up, *“Document lines: Display messages”*, simply click Enter .

* You will receive a message that says, “Data was saved”.
  1. Assign Company Code to Controlling Area

In this section, you will associate your Company Code to your previously created Controlling Area (NA##).

As noted before, larger firms can group many Company Codes into one Controlling Area. This allows management to have one view of Cost Accounting data across multiple legal entities. In this situation, each Company Code within a given Controlling Area can use a different base currency, although they must have the same Chart of Accounts.

Although this step is associated with Ch.03, Management Accounting, it is a required step in order to complete and test the configuration for this chapter.

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

Navigation

SAP Customizing Implementation Guide🡪 Enterprise Structure 🡪 Assignment 🡪 Controlling 🡪 Assign Company Code to Controlling Area

1. What is the T-Code to assign your company code to your controlling area?  
         🖉

* + 1. In the *“Change View “Basic data”: Overview”* screen, use the gray box to highlight the *“NA##”* row.
    2. Double-click on the *“Assignment of company code(s)”* folder.
* You will receive a message that says, “No entries found that match selection criteria”.
  + 1. In the *“Change View “Assignment of company code(s)”: Overview”* screen, click New Entries .
    2. In the *“New Entries: Overview of Added Entries”* screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| CoCd | An organizational unit within financial accounting. | *Your Global Bike Inc.* |

* + 1. Click Save .
* You will receive a message that says, “Data was saved”.
  + 1. If you receive a pop-up, *“Document lines: Display messages”*, simply click Enter .

In this section, you assign your controlling area to the leading ledger. This means that controlling will then read the actual data (postings) from the leading ledger.

* 1. Assign Controlling Area to Ledger

Although this step is associated with Ch.03, Management Accounting, it is a required step in order to complete and test the configuration for this chapter.

Navigation

SAP Customizing Implementation Guide 🡪 Controlling 🡪 General Controlling 🡪 Organization 🡪 Define Ledger for CO Version

* + 1. In the *“Change View “Ledger from Which CO Reads Actual Data”: Overview”* screen, click New Entries .
    2. In the *“New Entries: Overview of Added Entries”* screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| CO Area | Uniquely identifies a controlling area | NA## |
| Version | CO Version | *Plan/Act Version* |
| Ledger(Compat.) | Ledger from which CO reads actual data | *Leading Ledger* |

* + 1. Click Save .
* You will receive a message that says “Data was saved”.
  1. Set Control Indicators for Controlling Area

In this section, you will maintain control indicators for your controlling area. You will maintain control indicators for Order Management and Commitment Management. The system will use these settings to determine if CO postings are allowed during certain transactions.

Although this step is associated with Ch.03, Management Accounting, it is a required step in order to complete and test the configuration for this chapter.

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

Navigation

SAP Customizing Implementation Guide🡪 Controlling 🡪 General Controlling 🡪 Organization 🡪 Maintain Controlling Area

1. What is the transaction code to maintain your controlling area?  
          🖉
   * 1. In the *“Select Activity”* pop-up, double-click on *“Maintain Controlling Area”*.
     2. In the *“Change View “Basic data”: Overview”* screen, highlight the *“NA##”* row.
     3. Double click the Activate components/control indicators folder .
     4. In the *“Change View “Activate components/control indicators”: Overview”* screen, click New Entries .
     5. In the *“New Entries: Details of Added Entries”* screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Fiscal Year | Period, 12 months as a rule, for which the company is to create its inventory and balance sheet. | *Current Year* |
| Order Management | Together with the CO interface, this indicator controls specific settings for order management. | Component active |
| Commit. Management | Controls whether commitments are updated. | Components active |

* + 1. Click Save .
* You will receive a message that says, “Data was saved”.
  + 1. In the *“Document lines: Display messages”* pop-up, click Enter .
  1. View Document Types and Mapping Variant for Postings in Controlling

In this section, you will view different documents types that can be used for postings in Controlling. Document types restrict determine which accounts are allowed to post to the document, the number range, and control data.

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

Navigation

SAP Customizing Implementation Guide 🡪 Financial Accounting 🡪 Financial Accounting Global Settings 🡪 Ledgers 🡪 Integration of Controlling with Financial Accounting 🡪 Define Document Types for Postings in Controlling

* + 1. In the *“Change View “Document Types”: Overview”* screen, highlight the *“G/L Account Document”* document type.
    2. Click Details .

1. What Account types are allowed for the SA document type?   
          🖉
   * 1. Exit .
     2. Enter the transaction *“Define Document Type Mapping Variants for CO Business Transactions”*.
     3. In the *“Change View “Variant for Mapping CO Transact.. to Doc. Types”: Overview”* screen, highlight the *“Standard”* variant mapping and double click the Mapping of CO Bus. Transactions to Document Types folder .
2. What is the document type for the CO Business Transaction Distribution Primary Costs?   
          🖉
   1. Check and Define Default Values for Postings in Controlling

In this section you will assign a mapping variant to your company code. The mapping variant links controlling business transactions to document types. GBI will use the Standard mapping variant that maps all controlling business transactions to the controlling document type.

Although this step is associated with Ch.03, Management Accounting, it is a required step in order to complete and test the configuration for this chapter.

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

Navigation

SAP Customizing Implementation Guide 🡪 Financial Accounting 🡪 Financial Accounting Global Settings 🡪 Ledgers 🡪 Integration of Controlling with Financial Accounting 🡪 Check and Define Default Values for Postings in Controlling

* + 1. In the *“Change View “Default Values for Postings in Controlling”: Overview”* screen click New Entries .
    2. In the *“New Entries: Overview of Added Entries”* screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Company Code | An organizational unit within financial accounting. | *Your Global Bikes Inc.* |
| Valid From | Date when an entry becomes valid | *First day of current year* |
| Default Ledger Group | Uniquely identifies a ledger group | 0L |
| DocType Mapping Var. | Default document types used by CO business transactions in postings | 0000000001 |

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

1. Master Data

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[Section 4.5: Maintain Tax Category in G/L Account 53](#_Toc517877659)

* 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 🡪 General Ledger Accounting 🡪 Master Data 🡪 G/L Accounts 🡪 Preparations 🡪 Define Retained Earnings Account

* Enter your COA if prompted.

1. What is the T-Code to Define retained earnings account?  
          🖉
   * 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, *“Account 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 🡪 General Ledger Accounting 🡪 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?  
          🖉
   * 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 0 yellow messages
* You should have no fewer than 172 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** |
| G/L Account Type | Indicates how the G/L account is managed | Balance Sheet Account |
| Account Group | A classifying feature within the G/L account master records | *Liquid Assets* |
| 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 US ## |

* + 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 |
| 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 🡪 Financial Accounting Global Settings 🡪 Tax on Sales/Purchases🡪 Posting 🡪 Define Tax Accounts

1. What is the transaction code to define tax accounts?  
          🖉
   * 1. In the *“Change view ‘Posting Key’: Overview”* screen, select *“MW1”*
     2. Double click Rules.
     3. In the *“Change view ‘Rules’: Overview”* screen, click new entries
     4. Add your Chart of accounts
     5. Click Save .
     6. Click back 
     7. Select your chart of accounts
     8. Double click Accounts
     9. In the *“Change view ‘Accounts’: Overview”* screen, click new entries and enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| G/L 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 *“Change view ‘Posting Key’: Overview”* screen, select *“VS1”*
    3. Double click Rules.
    4. In the *“Change view ‘Rules’: Overview”* screen, click new entries
    5. Add your Chart of accounts
    6. In the *“Change view ‘Rules’: Overview”* screen, select your Chart of accounts
    7. Double click Accounts
    8. In the *“Change view ‘Accounts’: Overview”* screen, enter the following information:

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

* + 1. In the *“Change view ‘Accounts’: Overview”* screen, 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?  
          🖉
   * 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 saved”.

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

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[Section 5.2: Posting to G/L Accounts 56](#_Toc472510088)

[Section 5.3: Posting Period Update 58](#_Toc472510089)

[Section 5.4: Testing Tolerance Group for G/L Account Document Posting 59](#_Toc472510090)

[Section 5.5: View Balances II 60](#_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

1. What is the transaction code to display balances?  
          🖉
   * 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* |
| Fiscal Year | Period a company creates its inventory and balance sheets. | *Current Year* |

* + 1. Click Execute .

1. What is your Account Balance?  
          🖉

* 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?  
          🖉

* 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 Post. .
* You will receive a message that says “Document ######## was posted in company code US##”.

1. What is your Document Number?  
          🖉

* 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 section 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 Post .
* You will receive a message that says “Document ######## was posted in company code US##”.

1. What is your document number?  
          🖉
   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. 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 to the beginning of the last section and complete posting to your G/L Accounts.
* While you are completing OTHER CHAPTERS, and run into a “posting period” error, please refer 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?  
          🖉

* 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 | Date in which the original document was issued. | *Current Date* |
|  |  |  |
| G/L Acct | General ledger account. | *Your Bank Account* |
| D/C | 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 | 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 Post .
* You will receive a message that says “Document ######## was posted in company code US##”.

1. What is your document number?  
          🖉
2. Why is it that you were not able to post documents greater than $500,000?  
          🖉
3. How is this feature helpful to professionals who use SAP?  
          🖉
   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

1. What is the transaction code to display balances?  
          🖉
   * 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?  
          🖉
2. Exercise Deliverables

**Name:**

**Course and Section:**

**Identifier:**

**Client:**

1. What is the T-Code to Define your Company Code?  
    🖉
2. What is the purpose of jurisdiction code?  
    🖉
3. What is the transaction code to Check the Calculation Procedure?  
    🖉
4. What is the transaction code to define tax jurisdictions?  
    🖉
5. What is the Tax Jurisdiction code for Texas?  
    🖉
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?  
    🖉
9. What does “Year-dependent” stand for?  
    🖉
10. Which fiscal year variant has the most number of posting periods?  
     🖉
11. How many special periods are in fiscal variant K1?  
     🖉
12. How many special periods are in fiscal variant K4?  
     🖉
13. What is the maximum number of special periods possible?  
     🖉
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?  
     🖉
18. What does it mean when you select the Req. Entry button?  
     🖉
19. What does it mean when you select the Opt. Entry button?  
     🖉
20. What does it mean when you select the Display button?  
     🖉
21. What is the T-Code to Review Account Groups?  
     🖉
22. What is the Account Group for Trade Accounts Receivables?  
     🖉
23. What is the account you picked?  
     🖉
24. What is the Account Group for that Account?  
     🖉
25. What is the account you picked?  
     🖉
26. What is the Account Group for that Account?  
     🖉
27. What is the T-Code to Define Field Status Variants?  
     🖉
28. How many Field Status Variants did you create?  
     🖉
29. How many Field Status Groups did you create?  
     🖉
30. What is the Field Status Group?  
     🖉
31. What is the Field Status Group?  
     🖉
32. Do both of those G/L Accounts have all the same input fields on the screen?  
     🖉
33. What is the transaction code to enter global parameters?  
     🖉
34. What is the T-code to copy document number ranges?  
     🖉
35. How are Document Types and Document Number Ranges related?  
     🖉
36. What is the T-Code to go view document types?  
     🖉
37. Under the “Account Types Allowed” section, which boxes are not checked?  
     🖉
38. Under the “Account Types Allowed” section, which boxes are not checked?  
     🖉
39. What is the value in the Number Range input box?  
     🖉
40. What is the number range for a Customer Invoice?  
     🖉
41. What is the T-Code to Define tolerance groups for employees?  
     🖉
42. Would an employee receive an error if they posted a transaction for $550,000?  
     🖉
43. What is the T-Code to review posting keys?  
     🖉
44. Is this posting debit or credit?  
     🖉
45. What Account Type is it?  
     🖉
46. Is this a Sales-related document?  
     🖉
47. Is this posting debit or credit?  
     🖉
48. What Account Type is it?  
     🖉
49. Is this posting debit or credit?  
     🖉
50. What Account Type is it?  
     🖉
51. Is this a Sales-related document? If not what is it?  
     🖉
52. What is the T-Code to set up company for payment transactions?  
     🖉
53. Why does SAP require this information?  
     🖉
54. What is the T-Code to Maintain your Company Code Materials?  
     🖉
55. What is the purpose of this step?  
     🖉
56. What is the transaction code to Define Settings for Ledgers and Currency Types?  
     🖉
57. What is the accounting principle IAS?  
     🖉
58. What is the T-Code to Maintain Controlling Area?   
     🖉
59. What is currency type 60?   
     🖉
60. What is the T-Code to assign your company code to your controlling area?   
     🖉
61. What is the transaction code to maintain your controlling area?   
     🖉
62. What Account types are allowed for the SA document type?   
     🖉
63. What is the document type for the CO Business Transaction Distribution Primary Costs?   
     🖉
64. What is the T-Code to Define retained earnings account?   
     🖉
65. What is the T-Code to copy general ledger accounts?  
     🖉
66. What is the transaction code to create a new G/L Account?   
     🖉
67. What is the transaction code to define tax accounts?  
     🖉
68. What is the transaction code to maintain tax category in G/L accounts?  
     🖉
69. What symbol represents “Only input tax allowed”?  
     🖉
70. What is the transaction code to display balances?  
     🖉
71. What is your Account Balance?  
     🖉
72. What is the transaction code to enter a general ledger account posting?  
     🖉
73. What is your Document Number?  
     🖉
74. What is your document number?  
     🖉
75. What is the transaction code to enter a general ledger account posting?  
     🖉
76. What is your document number?  
     🖉
77. Why is it that you were not able to post documents greater than $500,000?  
     🖉
78. How is this feature helpful to professionals who use SAP?  
     🖉
79. What is the transaction code to display balances?  
     🖉
80. What is the balance of your Bank Account?  
     🖉