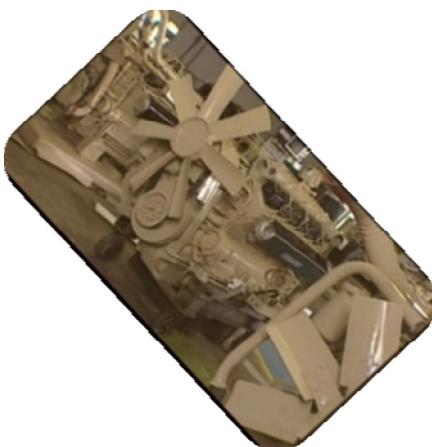


GCL  
PETL

# SAP FI-CO TRAINING MANUAL

2009



FICO TEAM



FI- CO End User Training Module



2009

**GREAVES COTTON LIMITED**

**SAP-FI-CO USER MANUAL**

**PREMIUM ENERGY TRANSMISSION LTD.**





2009

## FI- CO End User Training Module

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Version 1.0 Release 1.2009

Prepared By – FICO Team GCL & PETL

Mumbai

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## FI- CO End User Training Module

# CHAPTER 1

## Glossary

### Features

The Financial Accounting application component comprises the following sub-components:

- General Ledger (FI-GL)
- Accounts Payable (FI-AP)
- Accounts Receivable (FI-AR)
- Bank Accounting (FI-BL)
- Asset Accounting (FI-AA)
- Travel Management (FI-TV)

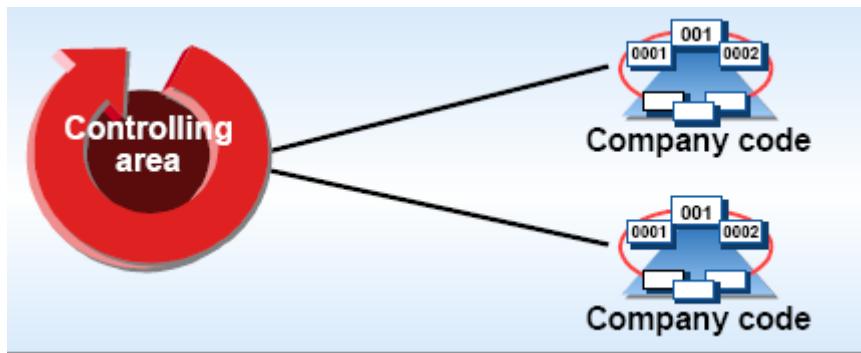
### Company

The smallest organizational unit for which individual financial statements are created according to the relevant legal requirements. A company can include one or more company codes. A company's financial statements also form the basis of consolidated financial statements.

All of the company codes within a company must use the same chart of accounts and fiscal year. However, each company code can have a different local currency.

### Company Code

Smallest organizational unit of external accounting for which a complete, self-contained set of accounts can be created. This includes the entry of all transactions that must be posted and the creation of all items for legal individual financial statements, such as the balance sheet and the profit and loss statement.



### Chart of Accounts

The chart of accounts list is a directory of all charts of accounts that can be used in a client and must assign one chart of accounts to each company code. Therefore need at least one chart of accounts for a group company in the system. The chart of accounts is shared by Financial Accounting as well as cost/revenue accounting. The items in a chart of accounts can be both expense or revenue accounts in Financial Accounting and cost or revenue elements in cost/revenue accounting. We can define the length of the G/L account numbers. The maximum length is ten characters. Internally, the system keeps the account numbers with a ten character length. The system pads purely numeric account numbers with zeroes from the left, and alphanumeric account numbers from the right.

### Account Groups

The account group is a summary of accounts based on criteria that effects how master records are created.

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The account group determines:

- The number interval from which the account number is selected when a G/L account is created.
- The screen layout for creating G/L accounts in the company code-specific area

### Parallel Accounting

General Ledger Accounting allows us to perform parallel accounting by managing several parallel ledgers for different accounting principles.

- *Integration of Legal and Management Reporting*

In General Ledger Accounting, we can perform internal management reporting in parallel with legal reporting. For this purpose, the Profit center accounting functions are integrated with General Ledger Accounting.

- *Segment Reporting*

General Ledger Accounting supports the segment reports required by the accounting principles IFRS (International Financial Reporting Standards) and US GAAP (Generally Accepted Accounting Principles). For this purpose, General Ledger Accounting contains the segment dimension.

### Controlling area

The Controlling Area is an entity in Controlling. All the CO transactions in R/3 system would be entered with respect to the controlling area. There will be one controlling area (1000 – Greaves Controlling Area) to which all the company codes will be assigned. All Company codes shall use same Chart of Accounts and Fiscal Year Variant.

### Fiscal Year

Usually a period of twelve months for which a company regularly creates financial statements and checks inventories

The fiscal year may correspond exactly to the calendar year, but this is not obligatory.

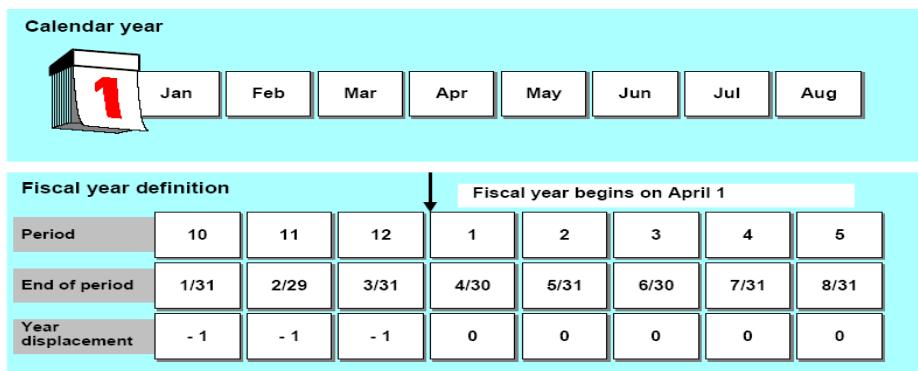
In Greaves Cotton Limited And Premium Energy Transmission Limited we will be having to Fiscal Year

1. 0L- Fiscal Year From April to March. It will be leading Ledger .
2. SL- Fiscal Year From July to June. It will be Secondary Ledger .

We have to enter the documents in any one ledger and the entry will be posted in other ledger accordingly.

Posting Period and Counting

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### Special Periods

Special posting periods that subdivide the last regular posting period for closing operations.

Irrespective of how we have defined our fiscal year, we can also use special periods. Special periods subdivide the year-end closing period. They therefore merely divide the last posting period into several closing periods. This enables us to create several supplementary financial Statements



A fiscal year usually has 12 posting periods. In General Ledger Accounting, we have defined four special periods so our total accounting periods will be 16 for Greaves Cotton Limited and Premium Energy Transmission Limited.

### Cost Centre

An organizational unit within a controlling area that represents a defined location of cost incurrence. The requirement at Greaves is to capture the costs Department wise. Cost centers would be divided into main groupings: Example:

- 1) Production
- 2) Service
- 3) Administration Cost Centers
- 4) Selling & Distribution Cost Centers

### Profit Centre

Create – KE51

Change- KE52

Display:-KE53

A profit center is an organizational unit in accounting that reflects a management-oriented structure of the organization for the purpose of internal control.

We can analyze operating results for profit centers using either the cost-of-sales or the period accounting approach. By calculating the fixed capital as well, we can use our profit centers as investment centers.

We at Greaves Cotton have defined the logic as

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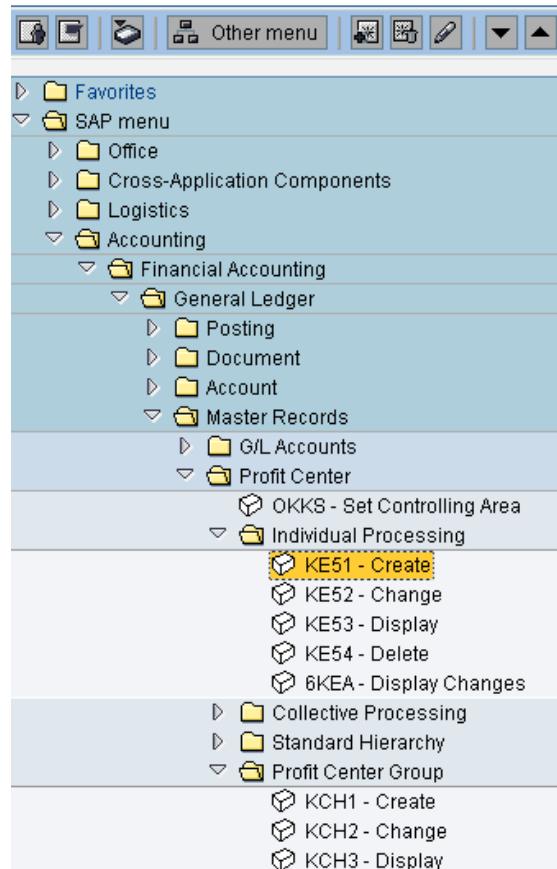
Profit Center: 1372003

1 for Greaves Cotton Ltd.  
 3 for BG III  
 72 for LEU I as per legacy.  
 003 for Engines (Unique Product)

Last three digits will be for Unique product or Spares or Common.

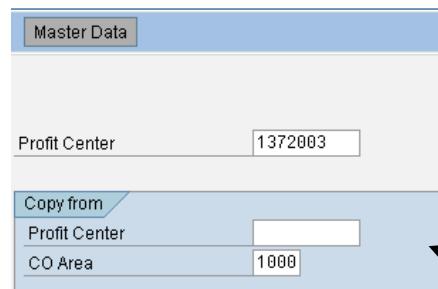
To create Profit Center follow the below path:

### SAP Easy Access



We have to enter the profit center number.

### Create Profit Center



Master Data	
Profit Center	1372003
<b>Copy from</b>	
Profit Center	[Empty]
CO Area	1000

If we have to copy for the existing profit center, we can give that Profit center

After we press: Enter or **Master Data** button on the screen.

The below screen will appear, enter the Profit center details.

## FI- CO End User Training Module

### Create Profit Center

Drilldown

General Data	
Controlling Area	1000 GREAVES GROUP
<input checked="" type="radio"/> Basic data <input type="radio"/> Indicators <input type="radio"/> Company codes <input type="radio"/> Address <input type="radio"/> Communication <input type="radio"/> History	
Descriptions	
Profit Center	1372004 Status Inactive: Create
Analysis Period	01.01.2008 to 31.12.9999
Name	LEU - I ENGINES
Long Text	LEU - I ENGINES
Basic Data	
User Responsible	
Person Respons.	K RANGARAJAN
Department	
Profit Ctr Group	1372 GREAVES GROUP
Segment	1123000

Then go to the Company Code Tab on the Screen as shown below

### Create Profit Center

Drilldown

General Data	
Controlling Area	1000 GREAVES GROUP
<input checked="" type="radio"/> Basic data <input type="radio"/> Indicators <input type="radio"/> Company codes <input type="radio"/> Address <input type="radio"/> Communication <input type="radio"/> History	
Company code assignment for profit center	
CoCd	Company Name (assigned)
1000	Greaves Cotton Limited <input checked="" type="checkbox"/>
2000	PETL <input type="checkbox"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="New"/> <input type="button" value="Delete"/> <input type="button" value="Print"/> <input type="button" value="Exit"/>	

After we press Save button  on the top row of the screen.

Again go to the Basic Data Tab and use can see that the Profit Center is in Inactive mode.

### Create Profit Center

Drilldown

General Data	
Controlling Area	1000 GREAVES GROUP
<input checked="" type="radio"/> Basic data <input type="radio"/> Indicators <input type="radio"/> Company codes <input type="radio"/> Address <input type="radio"/> Communication <input type="radio"/> History	
Descriptions	
Profit Center	1372004 Status Inactive: Create
Analysis Period	01.01.2008 to 31.12.9999
Name	LEU - I ENGINES
Long Text	LEU - I ENGINES

## FI- CO End User Training Module



Then click the activate button

After activation it will be seen as below

Basic data		Indicators		Company codes		Address		Communication		History	
<b>Descriptions</b>											
Profit Center	1372003	Status	Active								
Analysis Period	01.01.1930	to	31.12.9999								
Name	LEU - I ENGINES										
Long Text	LEU - I ENGINES										



Then Click the Save button on the top row of the screen. The profit center will be created.

### Profit Center Group

Create - KCH1

Change: KCH2

Display: KCH3

A profit center group is a hierarchical structure of profit centers.

We can use profit center groups to group profit centers together according to company-specific criteria.

Use

Profit center groups are used for reporting, allocations or in various planning functions, where it does not make sense to enter or display data at the lowest level (with a high level of detail).

The standard hierarchy is a special type of profit center group. It has to contain all profit centers belonging to the controlling area and reflect the organizational structure of Profit Center Accounting.

We can collect cost centers according to various criteria into groups. This enables us to use cost centers to depict the structure of the organization in the SAP System.

Enter the Profit Center Group.

### Display Profit Center Group: Initial Screen

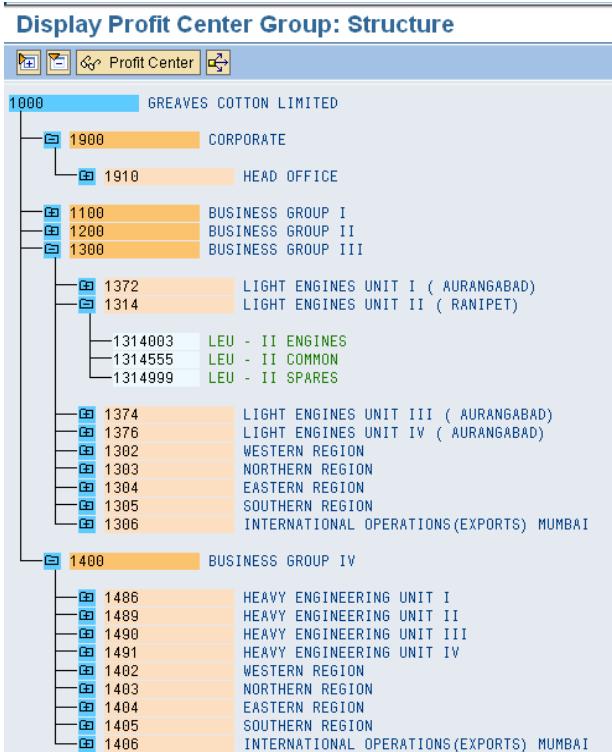
Profit Center Group	1000	

Press the Button to view cost center groups.



Press enter or button and the below screen will appear.

## FI- CO End User Training Module

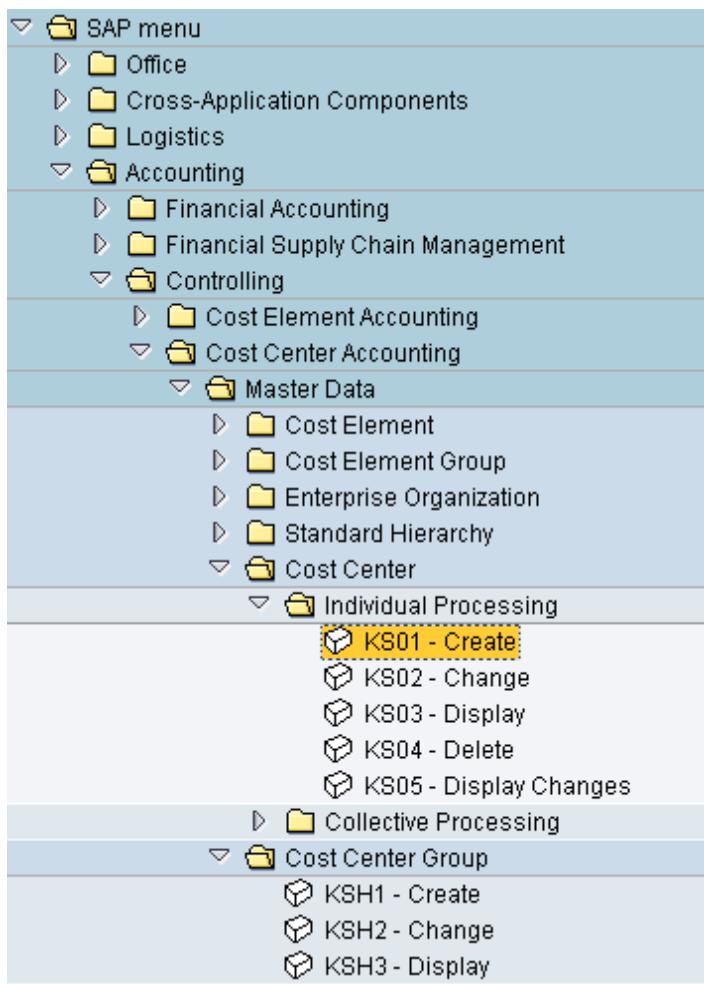


### Cost Centre

- ✓ Create - KS01
- ✓ Change: KS02,
- ✓ Display: KS03

A cost center is an organizational unit that represents a defined location of cost incurrence. To create Cost Center follow the below path:

## FI- CO End User Training Module

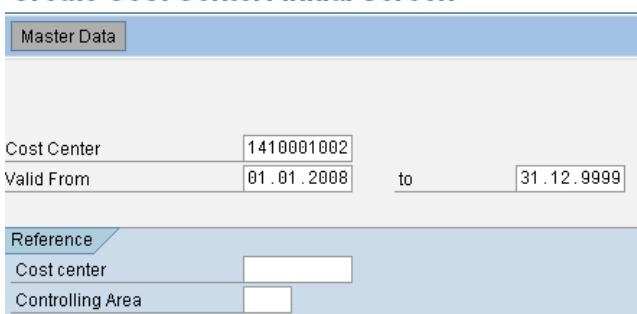


Give the Controlling area.



After we press: Enter  
The below screen will appear, enter the cost center details &  
Valid from Date – Valid till Date

### Create Cost Center: Initial Screen



This is a screenshot of the SAP dialog box for creating a cost center. The tabs at the top are "Master Data" (selected) and "Reference".

Under "Master Data", the fields are:

- Cost Center: 1410001002
- Valid From: 01.01.2008
- to: 31.12.9999

Under "Reference", the fields are:

- Cost center: [empty]
- Controlling Area: [empty]

## FI- CO End User Training Module

After we press ENTER, the below screen will appear.

  **Create Cost Center: Basic Screen**

  Drilldown

Cost Center	1410001002	HEU-PLANT1
Controlling Area	1000	GREAVES GROUP
Valid From	01.01.2008	to 31.12.9999

Basic data   Control   Templates   Address   Communication   History

**Names**

Name	HEU-PLANT1
Description	HEU-PLANT1

**Basic data**

User Responsible		
Person Responsible	SIVA	
Department		
Cost Center Category	F	Production
Hierarchy area	1411	HEU-PLANT1-GUMMDIPOONDI
Company Code	1000	GREAVES COTTON LIMITED
Business Area		
Functional Area		
Currency	INR	
Profit Center	1410001	HEU-PLANT1

Provide the necessary details and press enter the Description for the data fed will be shown as shown above screen.

And press SAVE button  in the top of the row.

### Cost Centre Group

- ✓ Create - KSH1,
- ✓ Change: KSH2, &
- ✓ Display: KSH3

We can collect cost centres according to various criteria into groups. This enables us to use cost centers to depict the structure of the organization in the SAP System.

We can use the groups to build cost centre hierarchies, which summarize the decision-making, responsibility, and control areas according to the particular requirements of the organization. The individual cost centres form the lowest hierarchical level.

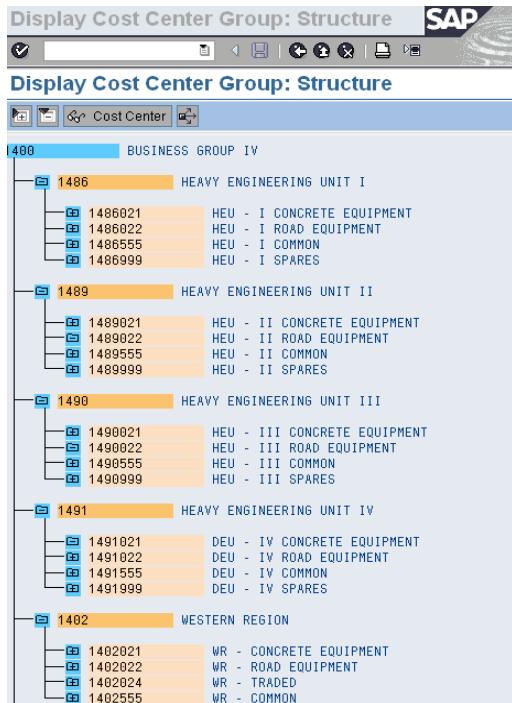
Enter the Cost Centre Group.

## FI- CO End User Training Module



Press the Button to view cost centre groups.

Press enter and the below screen will appear.



## Posting Keys

### Definition

Two-character numerical key that controls the entry of line items. The posting key determines:

- Account type
- Debit/credit posting
- Layout of entry screens

### Use

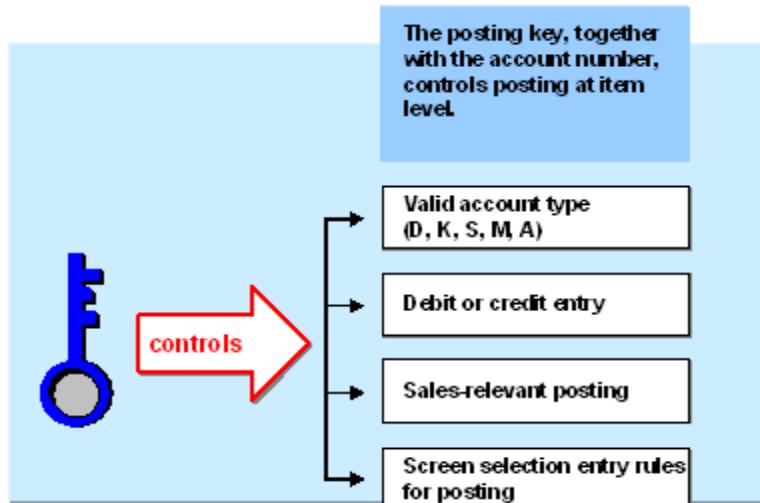
When we enter a posting, enter a posting key for each item. This key determines how the item is posted. Posting keys are defined at client level and therefore apply to all company codes. The posting key determines:

- The data we can enter in the line item
- How data we post is processed
- How the system updates the data we enter

Posting keys are differentiated by customer, vendor and G/L accounts. Apart from the *General Ledger Accounting (FI-GL)* and *Accounts Receivable and Payable (FI-AR/AP)* components, there are also posting keys for asset and material accounts.

## FI- CO End User Training Module

The following figure illustrates the posting key:



SAP delivers predefined posting keys with the standard system. The following table lists some of the posting keys in the standard system.

### Integration

The document type specifies which account types we can post to. The posting key specifies which account types we can post to. A posting key can only be entered for an account type which is permitted for that document type.

Posting key	Name	Debit/Credit
0	Act assignment model	
1	Invoice	Debit
2	Reverse credit memo	Debit
3	Bank charges	Debit
4	Other receivables	Debit
5	Outgoing payment	Debit
6	Payment difference	Debit
7	Other clearing	Debit
8	Payment clearing	Debit
9	Special G/L debit	Debit
11	Credit memo	Credit
12	Reverse invoice	Credit
13	Reverse charges	Credit
14	Other payables	Credit
15	Incoming payment	Credit
16	Payment difference	Credit
17	Other clearing	Credit
18	Payment clearing	Credit
19	Special G/L credit	Credit
21	Credit memo	Debit

## FI- CO End User Training Module

22	Reverse invoice	Debit
24	Other receivables	Debit
25	Outgoing payment	Debit
26	Payment difference	Debit
27	Clearing	Debit
28	Payment clearing	Debit
29	Special G/L debit	Debit
31	Invoice	Credit
32	Reverse credit memo	Credit
34	Other payables	Credit
35	Incoming payment	Credit
36	Payment difference	Credit
37	Other clearing	Credit
38	Payment clearing	Credit
39	Special G/L credit	Credit
40	Debit entry	Debit
50	Credit entry	Credit
70	Debit asset	Debit
75	Credit asset	Credit
80	Stock initial entry	Debit
81	Costs	Debit
83	Price difference	Debit
84	Consumption	Debit
85	Change in stock	Debit
86	GR/IR debit	Debit
89	Stock inwrd movement	Debit
90	Stock initial entry	Credit
91	Costs	Credit
93	Price difference	Credit
94	Consumption	Credit
95	Change in stock	Credit
96	GR/IR credit	Credit
99	Stock outwd movement	Credit



Debit Customer  
 Credit Customer  
 Debit Vendor  
 Credit Vendor  
 General Ledger

### Document Type

Document types are valid for all clients. We specify a number range key for each document type. We create the desired number range intervals for each number range key based on the company code. This means that we can specify intervals of different sizes for the same number range.

## FI- CO End User Training Module

The preset document types cover business transactions

- in Financial Accounting for:
  - General ledger accounting
  - Accounts receivable
  - Accounts payable
  - Asset accounting
  - Consolidation
- in Materials Management and Sales and Distribution for:
  - Goods receipt and issue
  - Incoming and outgoing invoices
  - Physical inventory (stocktaking)
  - Invoicing

Some Default Document Type In SAP

Description	Document Type	Reverse DocumentType	Account types
Asset Posting	AA		ADKMS
Accounting Document	AB	AB	ADKMS
Depreciation Pstngs	AF	AF	AS
Customer Document	DA	DA	DS
Customer Credit Memo	DG	DA	DS
Customer Invoice	DR	DA	ADMS
Customer Payment	DZ	DA	DS
Vendor Document	KA	KA	AKMS
Vendor Credit Memo	KG	KA	AKMS
Vendor Invoice	KR	KA	AKMS
Vendor Payment	KZ	KA	AKS
Invoice - Gross	RE	RE	AKMS
Invoice - Net	RN	RN	AKMS
Billing Doc.Transfer	RV	AB	ADS
G/L Account Document	SA	SA	ADKMS
G/L Account Posting	SB	AB	S
Cash Document	SK	AB	S
Adjustment Document	SU	SU	S
Data Transfer	UE		ADKMS
Goods Issue	WA		AMS
Goods Receipt	WE		AMS
Inventory Document	WI		AMS
Goods Issue/Delivery	WL		AMS



2009

## FI- CO End User Training Module

Net Goods Receipt	WN		AMS
Payment Posting	ZP	ZP	ADKMS
Bank Reconciliation	ZR	ZR	DKS
Payment by Check	ZS		DKS
Payment Clearing	ZV	ZV	ADKMS

## FI- CO End User Training Module

### CHAPTER 2

#### MASTERS

##### General Ledger Account Codes

A G/L account number identifies the account code in a “Chart of accounts” and has to be defined for each Company Code before any postings can be made to the same.

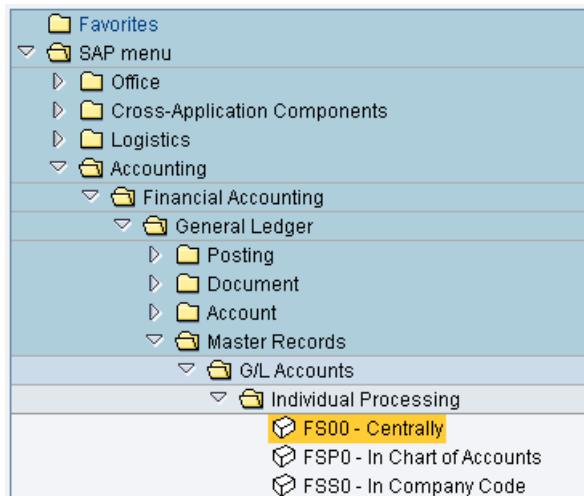
In case of Greaves Cotton Limited and Premium Energy Transmission Limited , the GL account has been defined as a 6 digit numerical code having a series as displayed in the slide herein below.

##### Display View "G/L Account Groups": Overview

Chrt/Accts	Acct Group	Name	From acct	To account
GCPE	1000	SHARE CAPITAL	100000	100199
GCPE	1001	REASERVE AND SURPLUS	100200	100999
GCPE	1002	TERM LOANS	101000	102499
GCPE	1021	WORKING CAPITAL LOANS	102100	112599
GCPE	1130	UNSECURED LOANS	112600	113999
GCPE	1140	CURRENT LIABILITIES	114000	119999
GCPE	1200	CREDITORS	120000	120999
GCPE	1210	GRIR A/C	121000	121199
GCPE	1212	PROVISIONS	121200	129999
GCPE	1300	OTHER LIABILITY	130000	139999
GCPE	1400	DEPOSITS	140000	149999
GCPE	1500	STATUTORY A/C	150000	159999
GCPE	1600	ADVANCE FROM CUSTOMERS	160000	169999
GCPE	1700	DEFERRED TAX LIABILITY	170000	179999
GCPE	2000	FIXED ASSETS	200000	200999
GCPE	2005	ACCUMULATED DEPRECIATION	201000	201999
GCPE	2010	INVESTMENTS	202000	209999
GCPE	2020	INVENTORY	210000	219999
GCPE	2030	DEBTORS	220000	229999
GCPE	2040	CASH	230000	239999
GCPE	2060	BANK A/C	240000	249999
GCPE	2080	ADVANCE TO SUPPLIERS	250000	259999

## FI- CO End User Training Module

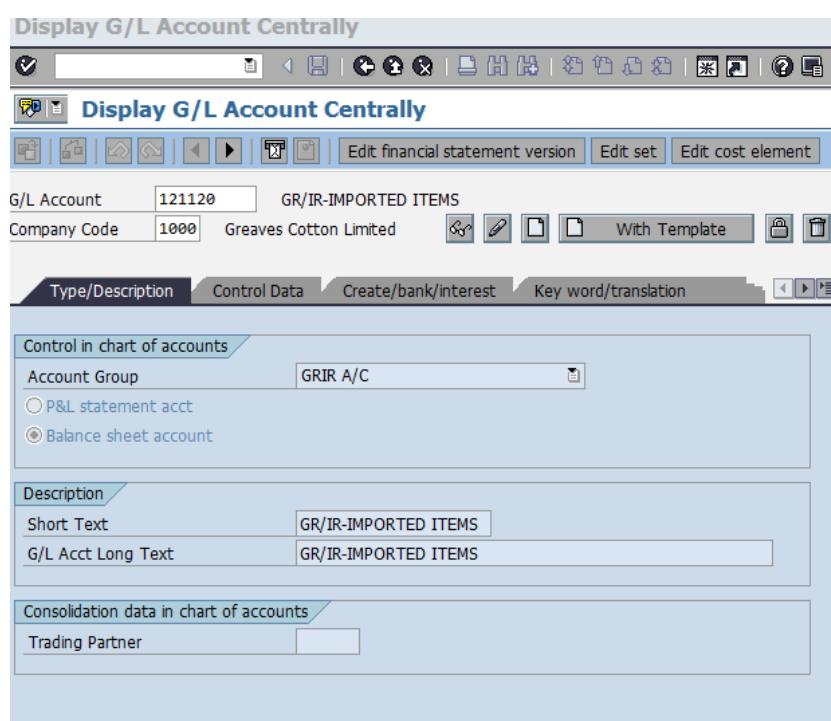
### Creation of Account Codes (FS00)



Listed below are the steps that need to be followed for creating a new GL account.

- Enter the number of the account code and the corresponding Company Code in which it is to be created.
- Select the appropriate “Account Group” from the dropdown list.
- Specify whether the account is of the type Balance Sheet or P & L type.

Enter a description for the account.



The screenshot shows the 'Display G/L Account Centrally' screen. The account details entered are:

- G/L Account: 121120 GR/IR-IMPORTED ITEMS
- Company Code: 1000 Greaves Cotton Limited

The 'Control in chart of accounts' section includes:

- Account Group: GRIR A/C
- Balance sheet account

The 'Description' section contains:

- Short Text: GR/IR-IMPORTED ITEMS
- G/L Acct Long Text: GR/IR-IMPORTED ITEMS

The 'Consolidation data in chart of accounts' section includes:

- Trading Partner: [Empty]

Click on create button  , provide the value as we require

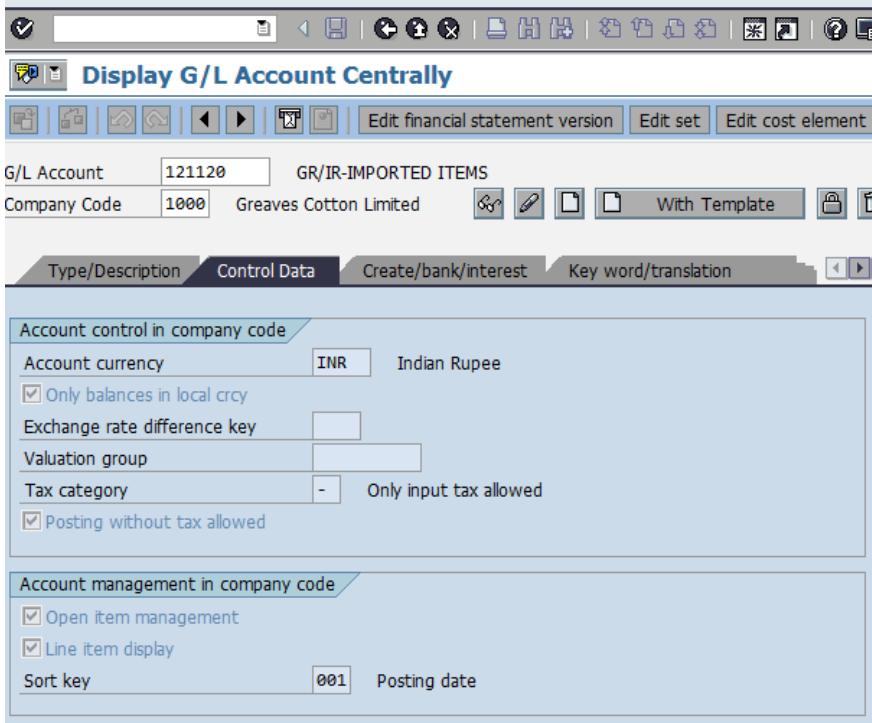
## FI- CO End User Training Module

Before opening a new GL account, execute tcode F.10 and ascertain the next free number available in a Account group.

Goto the tab for Control Data and specify the following

- Specify the currency. This normally gets defaulted from the Company Code currency.
- Incase if an account is a Reconciliation account, indicate the same in the field provided.
- Select the check box for “Open item management” & “Line item Display”. In case of P&L items, the Recon account and Open item management field is

Not relevant and hence can be skipped.



The screenshot shows the SAP Fiori interface for 'Display G/L Account Centrally'. The top navigation bar includes icons for search, back, forward, and various document types. The main title is 'Display G/L Account Centrally'. Below the title, there are buttons for 'Edit financial statement version', 'Edit set', and 'Edit cost element'. The central area displays G/L Account information: G/L Account (121120), GR/IR-IMPORTED ITEMS, Company Code (1000), Greaves Cotton Limited, and a 'With Template' button. A toolbar below these fields includes icons for copy, paste, and search. Below this, tabs are visible: Type/Description, Control Data (selected), Create/bank/interest, and Key word/translation. The 'Control Data' tab contains two sections: 'Account control in company code' and 'Account management in company code'. In 'Account control in company code', fields include Account currency (INR, Indian Rupee), Only balances in local crcty (checked), Exchange rate difference key, Valuation group, Tax category (Only input tax allowed), and Posting without tax allowed (checked). In 'Account management in company code', fields include Open item management (checked), Line item display (checked), Sort key (001), and Posting date.

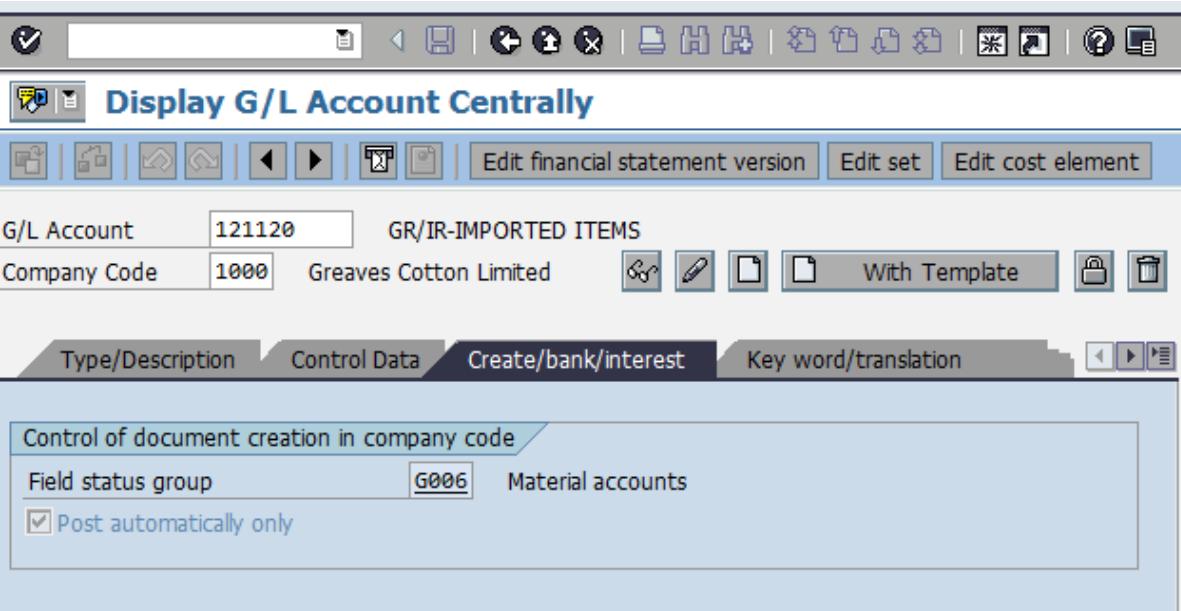
Note that a “Reconciliation account” will be used for Vendor and Customer sub-ledgers and cannot be posted to directly.

Based on the value entered in the Sort Key, the Assignment field in the GL account gets populated.

Goto the tab for “Create/Bank Interest”

- Specify the Field Status Group (FSG). A FSG helps in identifying the fields that are to be entered while booking an entry to the GL account.
- Incase of Cash and Liquidity related GL accounts, indicator for Planning Level and “Relevant for Cash Flow” needs to be populated. Such GL accounts are then displayed in the Cash Management reports.

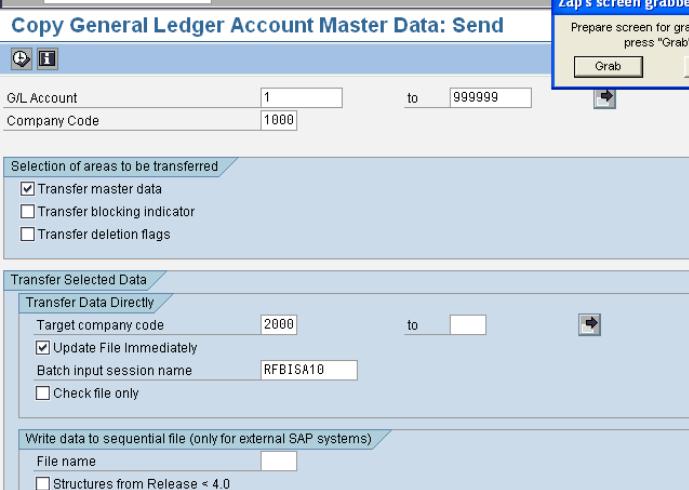
## FI- CO End User Training Module



The screenshot shows the SAP Fiori interface for displaying a General Ledger (G/L) account centrally. The top navigation bar includes icons for search, back, forward, and various document types. The main title is "Display G/L Account Centrally". Below the title, there are tabs for "Edit financial statement version", "Edit set", and "Edit cost element". The G/L Account field is set to 121120, which corresponds to GR/IR-IMPORTED ITEMS. The Company Code is set to 1000, which corresponds to Greaves Cotton Limited. There are several action buttons and checkboxes for managing the account, including "With Template", "Lock", and "Delete". Below these, there are four tabs: "Type/Description", "Control Data", "Create/bank/interest", and "Key word/translation". The "Control Data" tab is currently selected, showing a section titled "Control of document creation in company code". It lists the Field status group as G006, which corresponds to Material accounts. A checkbox labeled "Post automatically only" is checked. Other sections include "Transfer Selected Data" and "Write data to sequential file (only for external SAP systems)".

Saving the entry will now create the GL account in the specified Company code.

### Extending GL accounts (FS15)



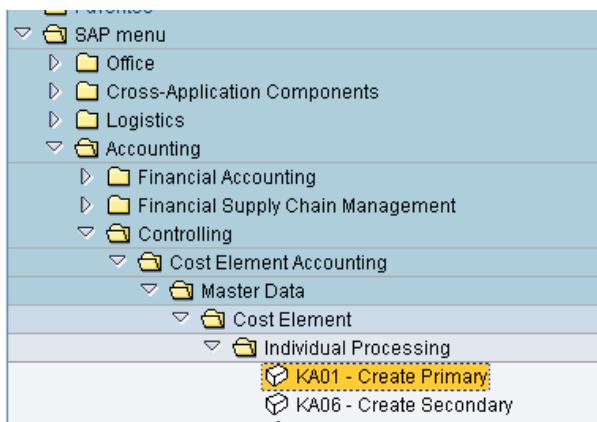
The screenshot shows the SAP transaction FS15 for copying general ledger account master data. The title is "Copy General Ledger Account Master Data: Send". The "Selection of areas to be transferred" section has the "Transfer master data" checkbox checked. The "Transfer Selected Data" section includes fields for Target company code (set to 2000), Update File Immediately (checked), Batch input session name (set to RFBISA10), and Check file only (unchecked). The "Write data to sequential file (only for external SAP systems)" section includes fields for File name and Structures from Release < 4.0 (unchecked).

Remove the tick for field check file only check box

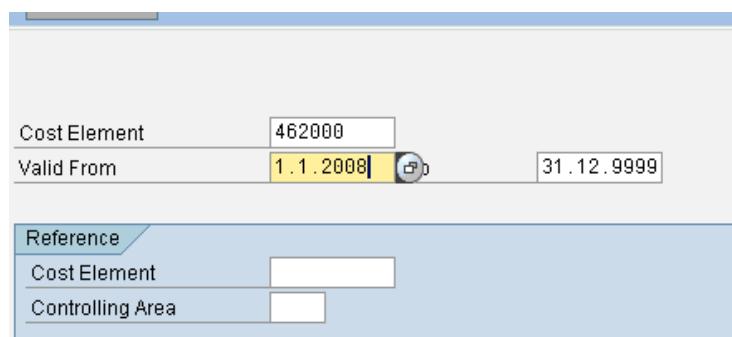
### Creation of Primary Cost Element (KA01)

We can go with the following Navigation path

## FI- CO End User Training Module

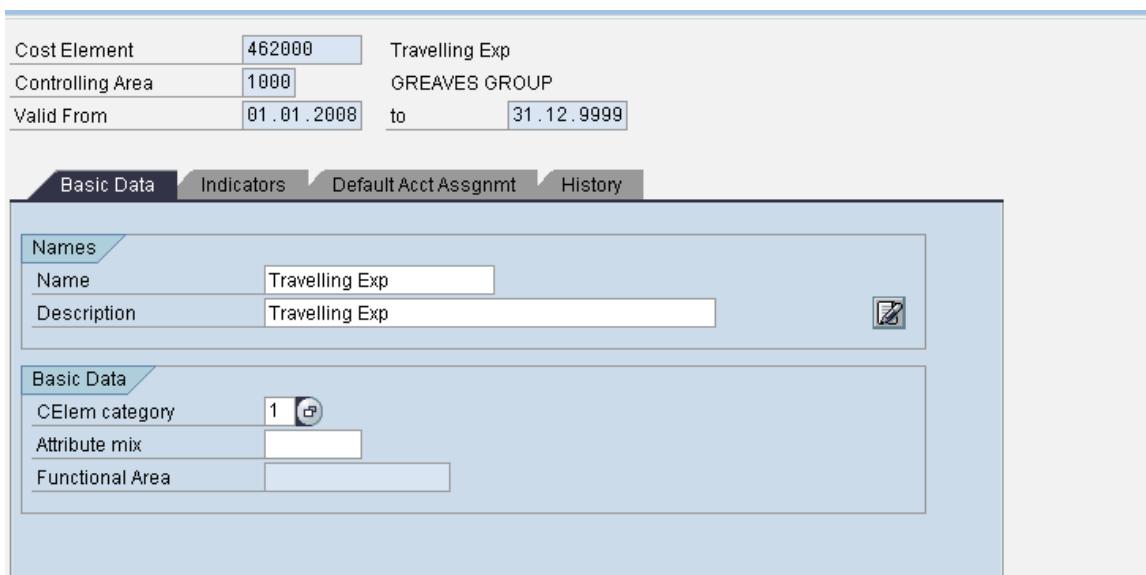


Or with the T.Code – KA01



Cost Element	462000	
Valid From	1.1.2008	31.12.9999
Reference		
Cost Element		
Controlling Area		

Give the Cost element and the Dates Valid From and To Dates . SAP will allow we to enter the transaction within these dates.



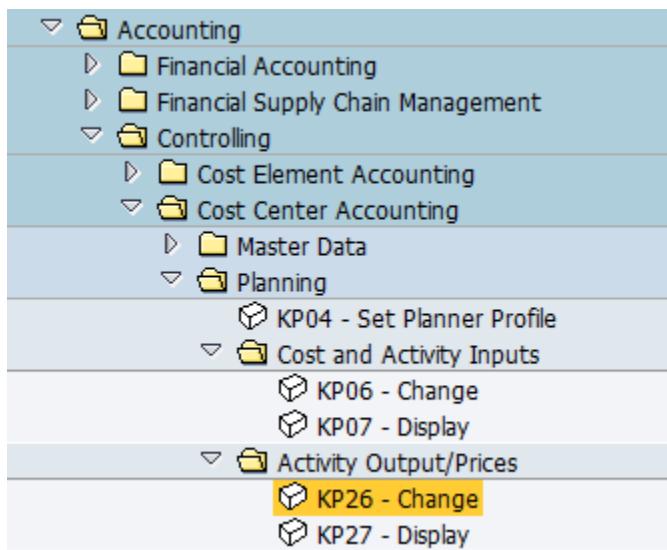
Cost Element	462000	Travelling Exp						
Controlling Area	1000	GREAVES GROUP						
Valid From	01.01.2008	to 31.12.9999						
<input type="button" value="Basic Data"/> <input type="button" value="Indicators"/> <input type="button" value="Default Acct Assgnmt"/> <input type="button" value="History"/>								
<b>Names</b> <table border="1"> <tr> <td>Name</td> <td>Travelling Exp</td> </tr> <tr> <td>Description</td> <td>Travelling Exp</td> </tr> </table>			Name	Travelling Exp	Description	Travelling Exp		
Name	Travelling Exp							
Description	Travelling Exp							
<b>Basic Data</b> <table border="1"> <tr> <td>CElem category</td> <td>1</td> </tr> <tr> <td>Attribute mix</td> <td></td> </tr> <tr> <td>Functional Area</td> <td></td> </tr> </table>			CElem category	1	Attribute mix		Functional Area	
CElem category	1							
Attribute mix								
Functional Area								

Cost element category should either be

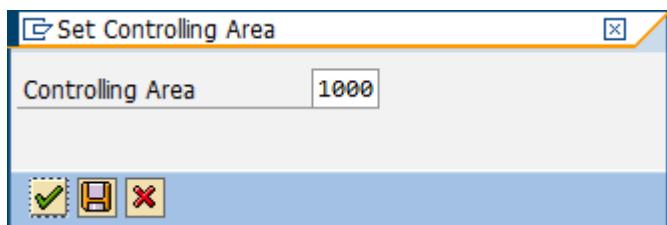
- 1 for primary costs,
- 11 for revenue accounts and
- 12 for revenue deductions which is coming from SD module.

## FI- CO End User Training Module

### Maintaining Cost and Activity Type(KP26)

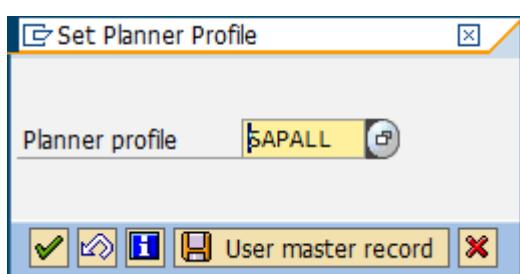


Controlling area



Select Controlling Area as "1000" for both GCL & PETL

Planner Profile

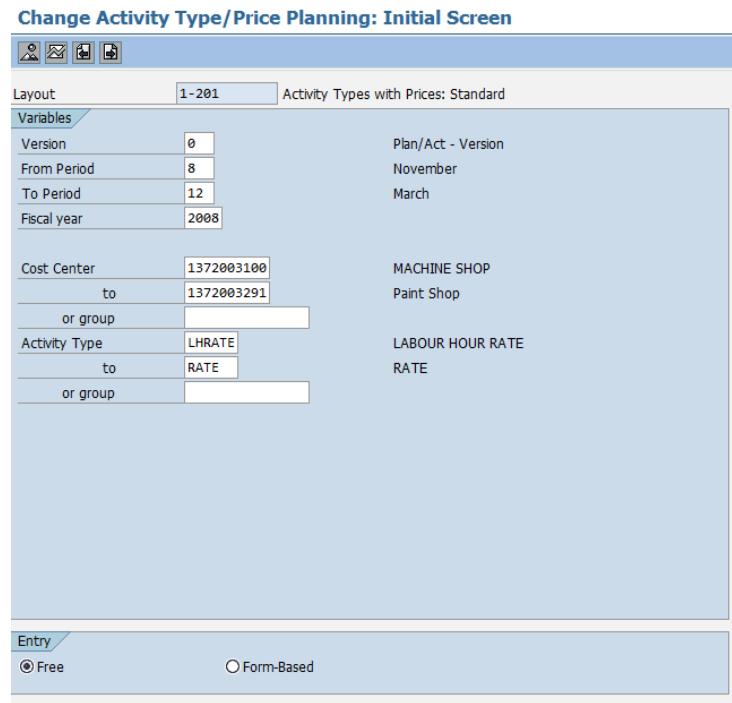


Select Planner Profile as "SAPALL"

## FI- CO End User Training Module

There are various layouts available for maintaining Activity Prices. We have to select “1-201” Activity Types with Price: Standard

**Change Activity Type/Price Planning: Initial Screen**



Layout      1-201      Activity Types with Prices: Standard

**Variables**

Version	0	Plan/Act - Version
From Period	8	November
To Period	12	March
Fiscal year	2008	

Cost Center	1372003100	MACHINE SHOP
to	1372003291	Paint Shop
or group		
Activity Type	LHRATE	LABOUR HOUR RATE
to	RATE	RATE
or group		

**Entry**

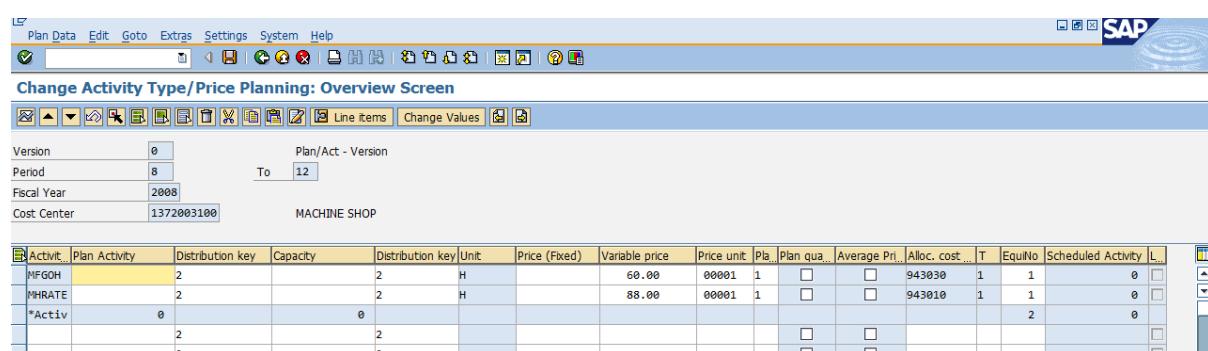
Free       Form-Based

Version should be “0”

Provide the From and To Period with Fiscal Year.

Select Entry Mode as “Free”

Click on Overview button to proceed further  [Overview Screen \(F5\)](#)



Plan Data Edit Goto Extras Settings System Help

SAP

**Change Activity Type/Price Planning: Overview Screen**

Activity	Plan Activity	Distribution key	Capacity	Distribution key	Unit	Price (Fixed)	Variable price	Price unit	Plan	Plan qua.	Average Pric.	Alloc. cost...	T	EquiNo	Scheduled Activity	L...
MFGOH	2		2	H		60.00	00001	1	<input type="checkbox"/>	<input type="checkbox"/>	943030	1	1	0	<input type="checkbox"/>	
NHRATE	2		2	H		88.00	00001	1	<input type="checkbox"/>	<input type="checkbox"/>	943010	1	1	0	<input type="checkbox"/>	
*Activ	0		0						<input type="checkbox"/>	<input type="checkbox"/>		2	0	<input type="checkbox"/>		
	2		2						<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>		
	2		2						<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>		

Fill in the

Unit i.e H for hours ( used for all the hour based rate)

## FI- CO End User Training Module

Fixed Price and the Variable Price for the activity type for per unit i.e Hour.

Price unit should be 00001

Allocation Cost Element- Provide the Secondary Cost Element which should start from 943\*\*\*

### Allocation Cost Element

The allocation cost element is a secondary cost element, under which the activity type or business process is allocated.

The allocation cost element is the central characteristic used in all CO postings. It is therefore also an important criterion for reporting - for example, many reports are structured according to the posted cost elements.

The allocation cost element must have been created in the cost element master data as a secondary cost element of category 43 "Allocate activities/processes".

If we want to maintain activity price for more than one period then click on  [Period Screen \(F6\)](#) following screen appears

### Change Activity Type/Price Planning: Period Screen

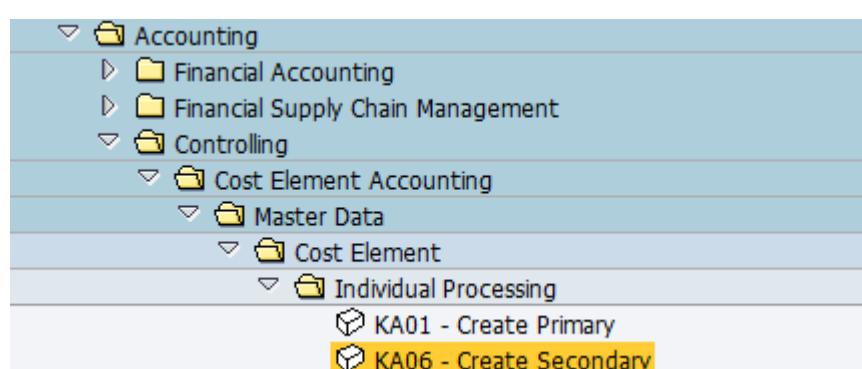
Change Activity Type/Price Planning: Period Screen															
 Line items Change Values      															
Version		Plan/Act - Version													
Fiscal Year		2008													
Cost Center		1372003100 MACHINE SHOP													
Activity Type		MFGOH MFG OHD													
8	November	Plan Activity	Capacity	Unit	Price (Fixed)	Variable price	Price ...	Pla...	P...	A...	Alloc. cost ...	T	EquiNo	Scheduled Activity	L...
9	December			H		60.00	00001	1	<input type="checkbox"/>	<input type="checkbox"/>	943030	1	1	0	<input type="checkbox"/>
10	January			H		60.00	00001	1	<input type="checkbox"/>	<input type="checkbox"/>	943030	1	1	0	<input type="checkbox"/>
11	February			H		60.00	00001	1	<input type="checkbox"/>	<input type="checkbox"/>	943030	1	1	0	<input type="checkbox"/>
12	March			H		60.00	00001	1	<input type="checkbox"/>	<input type="checkbox"/>	943030	1	1	0	<input type="checkbox"/>
*Pe		0	0												0

Here we can maintain for multiple periods at a time.

Click on save button to save the records.

### Creation of Secondary Cost Element (KA06)

Or we can use the following navigation Path



## FI- CO End User Training Module

### Create Cost Element: Initial Screen

Master Data			
Cost Element	943040		
Valid From	01.01.2008	to	31.12.9999
Reference			
Cost Element			
Controlling Area			

Provide the Cost Element Number  
 And Date Valid From to  
 And click on  to save the Cost Element

### Change Cost Element: Basic Screen

Basic Data		Indicators	Default Acct Assgnmt	History																						
Cost Element	943040	LABOUR HOUR RATE																								
Controlling Area	1000	GREAVES GROUP																								
Valid From	01.10.2008	to	31.12.9999																							
<table border="1"> <thead> <tr> <th colspan="2">Names</th> </tr> </thead> <tbody> <tr> <td>Name</td> <td>LABOUR HOUR RATE</td> </tr> <tr> <td>Description</td> <td>LABOUR HOUR RATE</td> </tr> </tbody> </table>					Names		Name	LABOUR HOUR RATE	Description	LABOUR HOUR RATE																
Names																										
Name	LABOUR HOUR RATE																									
Description	LABOUR HOUR RATE																									
<table border="1"> <thead> <tr> <th colspan="2">Basic Data</th> </tr> </thead> <tbody> <tr> <td>CElem category</td> <td>43</td> <td colspan="3">Internal activity allocation</td> </tr> <tr> <td>Attribute mix</td> <td></td> <td colspan="3"></td> </tr> <tr> <td>Functional Area</td> <td></td> <td colspan="3"></td> </tr> </tbody> </table>					Basic Data		CElem category	43	Internal activity allocation			Attribute mix					Functional Area									
Basic Data																										
CElem category	43	Internal activity allocation																								
Attribute mix																										
Functional Area																										
<table border="1"> <thead> <tr> <th colspan="2">Restrictions</th> </tr> </thead> <tbody> <tr> <td>CE...</td> <td>Description</td> </tr> <tr> <td>21</td> <td>Internal settlement</td> </tr> <tr> <td>31</td> <td>Order/project results analysis</td> </tr> <tr> <td>41</td> <td>Overhead Rates</td> </tr> <tr> <td>42</td> <td>Assessment</td> </tr> <tr> <td>43</td> <td>Internal activity allocation</td> </tr> <tr> <td>50</td> <td>Project-related incoming orders: Sales r</td> </tr> <tr> <td>51</td> <td>Project-related incoming orders: Other r</td> </tr> <tr> <td>52</td> <td>Project-related incoming orders: Costs</td> </tr> <tr> <td>61</td> <td>Earned value</td> </tr> </tbody> </table>					Restrictions		CE...	Description	21	Internal settlement	31	Order/project results analysis	41	Overhead Rates	42	Assessment	43	Internal activity allocation	50	Project-related incoming orders: Sales r	51	Project-related incoming orders: Other r	52	Project-related incoming orders: Costs	61	Earned value
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51	Project-related incoming orders: Other r																									
52	Project-related incoming orders: Costs																									
61	Earned value																									

Provide the Name and the Description and Cost element Category as 43 Internal Activity Allocation

41- Over Head Related Cost element

42 –Assessment Related cost elements

43- Internal Activity Allocation

### Creation of Vendor Master Codes (FK01)

## FI- CO End User Training Module

Listed below are the steps that need to be followed for creating a new Vendor account code.

- Specify the Company Code and the Account group using which the Vendor code needs to be created. Based on the Account group selected, the number range gets decided and it may be a External or Internal numbering sequence.
- Click on “Enter” and in the displayed screen enter the Address details of the vendor. Note that the address as entered here gets printed on the TDS Certificates and other external correspondences with the Vendor.

### Create Vendor: Initial Screen

Create Vendor: Initial Screen	
Vendor <input type="text" value="TDS003"/> Company Code <input type="text" value="1000"/> GREAVES COTTON LIMITED Account group <input type="text" value="ZSER"/>	
Reference	
Vendor <input type="text"/> Company code <input type="text"/>	

### Create Vendor: Address

Create Vendor: Address	
<input type="button" value="New"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="CIN Details"/>	
Vendor <input type="text" value="TDS004"/>	
<input type="checkbox"/> <input type="button" value="Preview"/> <input type="button" value="Print"/>	
<b>Name</b>	
Title	<input type="text" value="Company"/>
Name	<input type="text" value="MICO IND LTD"/>
<b>Search Terms</b>	
Search term 1/2	<input type="text" value="MICO"/>
<b>Street Address</b>	
Street/House number	<input type="text"/>
Postal Code/City	<input type="text"/>
Country	<input type="text" value="IN"/> Region <input type="text"/>
<b>PO Box Address</b>	
PO Box	<input type="text"/>
Postal code	<input type="text"/>
Company postal code	<input type="text"/>
<b>Communication</b>	
Language	<input type="text" value="English"/> <input type="button" value="Other communication..."/>
Telephone	<input type="text"/> Extension <input type="text"/>
Mobile Phone	<input type="text"/>
Fax	<input type="text"/> Extension <input type="text"/>
E-Mail	<input type="text"/>

Click on the Tab for “CIN Details” and specify the PAN and Service Tax numbers of the Vendor wherever available

## FI- CO End User Training Module

### CIN master maintenance

Sales Tax / Service tax	Excise Duty	Withholding Tax
ECC No.	<input type="text"/>	
Excise Reg. No.	<input type="text"/>	
Excise Range	<input type="text"/>	
Excise Division	<input type="text"/>	
Commissionerate	<input type="text"/>	
Type of Vendor	<input type="checkbox"/>	
Excise Duty Determination		
Exc.Ind.Vendor	<input type="checkbox"/>	
SSI status	<input type="checkbox"/>	CENVAT Scheme Participant <input type="checkbox"/>

Coming back to the main screen will display the following tab wherein a link can be established if Vendor is also a Customer.

Due to this linkage the combined balance of the Vendor/Customer can be available in a single line item display report.

### Create Vendor: Control

				CIN Details
Vendor	TDS004	MJHBJ		
Account control				
Customer	<input type="text"/>	Authorization	<input type="checkbox"/>	
Trading Partner	<input type="text"/>	Corporate Group	<input type="text"/>	

In the next tab, the bank details of the Vendor can be maintained. An important indicator in this tab is the check box for "Individual Payee".

Selecting this activates a special screen during document entry wherein the description of the Vendor can be entered.

A cheque printed for such a document will then be in the name as maintained in the document and not as per the Vendor Master record.

## FI- CO End User Training Module

### Create Vendor: Payment transactions

CIN Details									
Vendor	TDS004								
MJHBJ									
Bank Details									
Ctry	Bank Key	Bank Account	Acct holder	CK	IBAN	IBANValue	BnkT	Referen	
<input type="button" value=" "/>									
<input type="button" value="Bank Data..."/> <input type="button" value="Delete Bank Detail"/> <input type="button" value="IBAN"/>									
Payment transactions		Alternative payee in document							
<input type="text" value="Alternative payee"/> <input type="text" value=" "/>		<input type="checkbox"/> Individual spec. <input type="checkbox"/> Spec. per reference <input type="button" value="Permitted Payee"/>							
<input type="text" value="DME Indicator"/> <input type="text" value=" "/>									
<input type="text" value="Instruction key"/> <input type="text" value=" "/>									
<input type="text" value="ISR Number"/> <input type="text" value=" "/>									

In the tab for "Payment transactions" the details like Reconciliation account and Sort key needs to be specified.

The Cash Mgmt Group field is mandatory and a appropriate value needs to be entered therein. This again will be help in displaying the Vendor

Inflow/outflow positions in the "Liquidity Management" reports.

### Create Vendor: Accounting information Accounting

CIN Details	
Vendor	TDS004
Company Code	1000
GREAVES COTTON LIMITED	
Accounting information	
Recon. account	120000
Sort key	<input type="text"/>
Head office	<input type="text"/>
Authorization	<input type="text"/>
Cash mgmnt group	<input type="text"/>
Release group	<input type="text"/>
Minority indic.	<input type="text"/>
Certificatn date	<input type="text"/>
Interest calculation	
Interest indic.	<input type="text"/>
Last key date	<input type="text"/>
Interest freq.	<input type="text"/>
Last interest run	<input type="text"/>
Reference data	
Prev.acct no.	<input type="text"/>
Personnel number	<input type="text"/>

In the tab for "Payment transactions", the Payment terms and Payment methods can be entered. These serve as default values at the document entry level

## FI- CO End User Training Module

and can be changed while booking the transaction.

The check box for "Chk double invoicing" also needs to be selected.

### Create Vendor: Payment transactions Accounting

CIN Details	
Vendor	TDS004 MJHBJ
Company Code	1000 GREAIVES COTTON LIMITED
<b>Payment data</b>	
Payt Terms	<input type="text"/>
Tolerance group	<input type="text"/>
Chk double inv.	<input type="checkbox"/>
Chk cashing time	<input type="text"/>
<b>Automatic payment transactions</b>	
Payment methods	<input type="text"/>
Alternat.payee	<input type="text"/>
Individual pmnt	<input type="checkbox"/>
B/exch.limit	<input type="text"/> INR
Pmt adv. by EDI	<input type="checkbox"/>
<b>Invoice verification</b>	
Tolerance group	<input type="text"/>

In the tab for "Correspondences" specify a value in the field for "Account statement". This helps in generating Account Statement correspondences

To the Vendor.

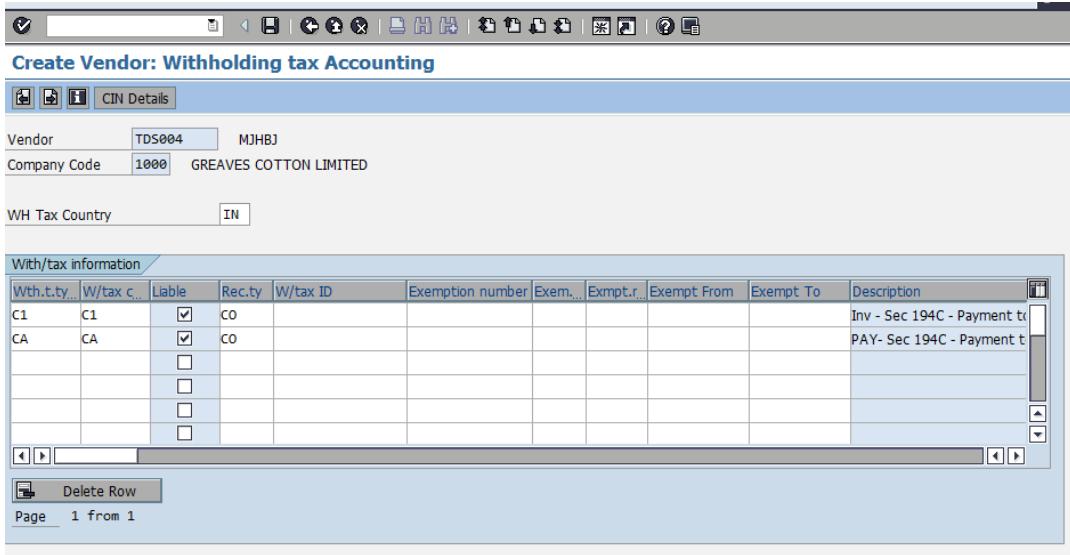
### Create Vendor: Correspondence Accounting

CIN Details	
Vendor	TDS004 MJHBJ
Company Code	1000 GREAIVES COTTON LIMITED
<b>Dunning data</b>	
Dunn.Procedure	<input type="text"/> 0003
Dunn.recipient	<input type="text"/>
Last dunned	<input type="text"/>
Dunning clerk	<input type="checkbox"/>
Dunn. Areas	
Dunning block	<input type="checkbox"/>
Legal dunn.proc.	<input type="text"/>
Dunning level	<input type="checkbox"/>
Grouping key	<input type="checkbox"/>
<b>Correspondence</b>	
Local process.	<input type="checkbox"/>
Acctg clerk	<input type="checkbox"/>
Act w/ vendor	<input type="text"/>
Clerk at vendor	<input type="text"/>
Act.clk tel.no.	<input type="text"/>
Clerk's fax	<input type="text"/>
Clrk's internet	<input type="text"/>
Account memo	<input type="text"/>

## FI- CO End User Training Module

In the tab for "WITHHOLDING TAX" specify the TDS Section under which tax is to be deducted from the Vendor Invoice/Payments.

These codes then appear as a default during Document entry and can be changed while booking a transaction.



Wth.ty...	W/tax c...	Liable	Rec.ty	W/tax ID	Exemption number	Exem...	Exempt.r...	Exempt From	Exempt To	Description
C1	C1	<input checked="" type="checkbox"/>	CO							Inv - Sec 194C - Payment t
CA	CA	<input checked="" type="checkbox"/>	CO							PAY- Sec 194C - Payment t
		<input type="checkbox"/>								
		<input type="checkbox"/>								
		<input type="checkbox"/>								
		<input type="checkbox"/>								

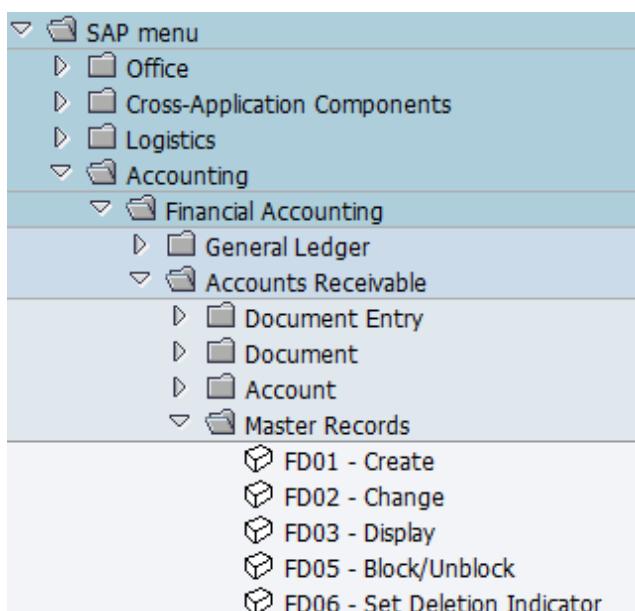
Note that only when a TDS Code is maintained in the Vendor master will the same get defaulted at document entry level else no TDS will get deducted.

CO indicates the status of the Vendor eg. Company or Others. The checkbox for "Liable" needs to be selected in order that TDS may get deducted.

### Creation of Customer Master Codes (FD01)

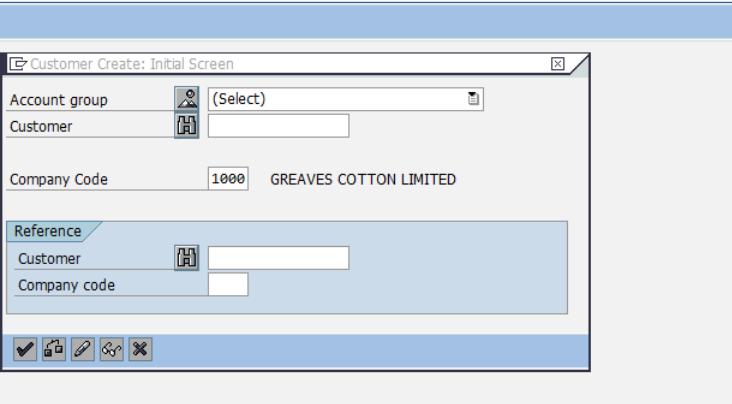
Select the appropriate Account group and the Company code in which the Customer needs to be created. Based on the Account group selected,

the number range gets decided and it may be a External or Internal numbering sequence.



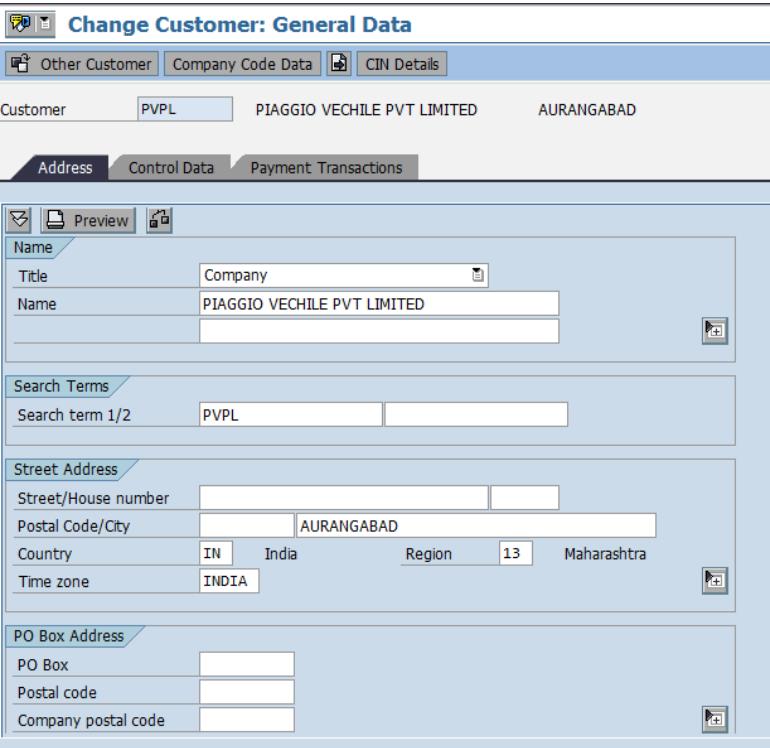
## FI- CO End User Training Module

### Customer Create: Initial Screen



This screenshot shows the initial screen for creating a customer. It includes fields for Account group (with a dropdown menu), Customer (with a search icon), Company Code (set to 1000, GREAVES COTTON LIMITED), and a Reference section containing Customer and Company code fields. At the bottom are standard toolbar icons.

Click on "Enter" and in the displayed screen enter the Address details of the Customer.

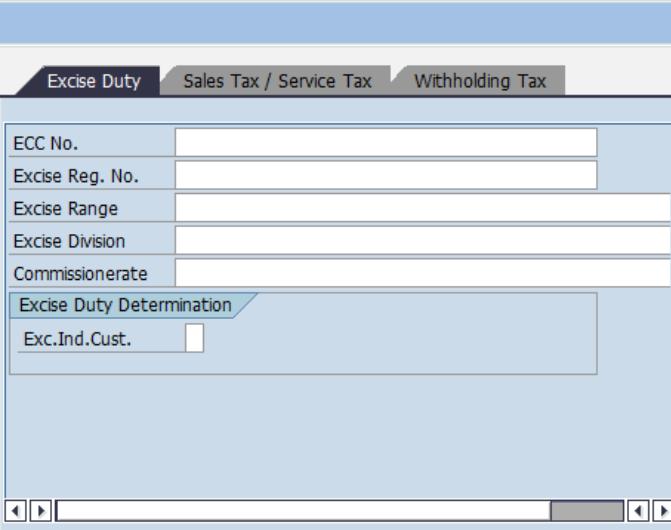


This screenshot shows the 'Change Customer: General Data' screen. The customer is identified as PVPL, PIAGGIO VEHICLE PVT LIMITED, located in AURANGABAD. The 'Address' tab is selected. The address details entered are Street/House number and Postal Code/City (AURANGABAD). Other tabs include Control Data and Payment Transactions. The CIN Details tab is also visible at the top.

Click on the Tab for "CIN Details" and specify the PAN and Service Tax numbers of the Customer wherever available

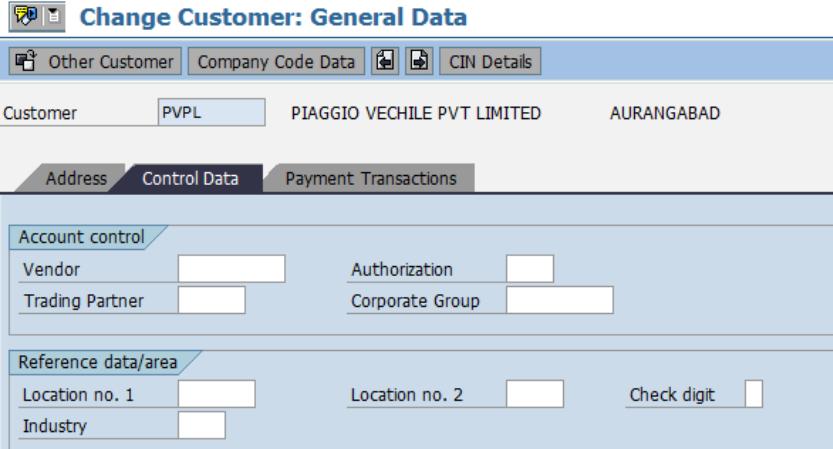
## FI- CO End User Training Module

### CIN master maintenance



The screenshot shows the 'Excise Duty' tab of the CIN master maintenance interface. It includes fields for ECC No., Excise Reg. No., Excise Range, Excise Division, Commissionerate, and Excise Duty Determination. The 'Exc.Ind.Cust.' checkbox is also present.

Coming back to the main screen will display the following tab wherein a link can be established if Vendor is also a Customer. Due to this linkage the combined balance of the Vendor/Customer can be available in a single line item display report.



The screenshot shows the 'Change Customer: General Data' screen. It has tabs for Address, Control Data, and Payment Transactions. Under 'Account control', there are fields for Vendor, Trading Partner, Authorization, and Corporate Group. Under 'Reference data/area', there are fields for Location no. 1, Location no. 2, Check digit, and Industry.

In the next tab, the bank details of the Customer can be maintained. An important indicator in this tab is the check box for "Individual Payee".

Selecting this activates a special screen during document entry wherein the description of the Customer can be entered.

A cheque printed for such a document will then be in the name as maintained in the document and not as per the Customer Master record.

## FI- CO End User Training Module

**Change Customer: General Data**

<input type="button" value="Other Customer"/>	<input type="button" value="Company Code Data"/>	<input type="button" value="CIN Details"/>																																					
Customer	PVPL	PIAGGIO VEHICLE PVT LIMITED	AURANGABAD																																				
<input type="button" value="Address"/> <input type="button" value="Control Data"/> <input type="button" value="Payment Transactions"/>																																							
<b>Bank Details</b> <table border="1"> <thead> <tr> <th>Ctry</th> <th>Bank Key</th> <th>Bank Account</th> <th>Acct holder</th> <th>Con...</th> <th>IBAN</th> <th>IBANValue</th> <th>Bk.typ.</th> <th>Refere...</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td><input type="button" value="→"/></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td><input type="button" value="→"/></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td><input type="button" value="→"/></td><td></td><td></td><td></td></tr> </tbody> </table> <input type="button" value="Bank Data..."/> <input type="button" value="Print"/> <input type="button" value="Print Preview"/> <input type="button" value="Payment cards"/> <input type="button" value="IBAN"/>				Ctry	Bank Key	Bank Account	Acct holder	Con...	IBAN	IBANValue	Bk.typ.	Refere...						<input type="button" value="→"/>									<input type="button" value="→"/>									<input type="button" value="→"/>			
Ctry	Bank Key	Bank Account	Acct holder	Con...	IBAN	IBANValue	Bk.typ.	Refere...																															
					<input type="button" value="→"/>																																		
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					<input type="button" value="→"/>																																		
<b>Payment transactions</b> <table border="1"> <tr> <td>Alternative payer</td> <td>Alternative payer in document</td> </tr> <tr> <td><input type="text"/></td> <td> <input type="checkbox"/> Individual entries  <input type="checkbox"/> Entries for referen.  <input type="button" value="Allowed payer"/> </td> </tr> </table>				Alternative payer	Alternative payer in document	<input type="text"/>	<input type="checkbox"/> Individual entries <input type="checkbox"/> Entries for referen. <input type="button" value="Allowed payer"/>																																
Alternative payer	Alternative payer in document																																						
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In the tab for “Payment transactions” the details like Reconciliation account and Sort key needs to be specified.

The Cash Mgmt Group field is mandatory and a appropriate value needs to be entered therein. This again will be help in displaying the Customer

Inflow/outflow positions In the “Liquidity Management” reports.

**Change Customer: Company Code Data**

<input type="button" value="Other Customer"/>	<input type="button" value="General Data"/>	<input type="button" value="CIN Details"/>																	
Customer	PVPL	PIAGGIO VEHICLE PVT LIMITED	AURANGABAD																
Company Code	1000	GREAVES COTTON LIMITED																	
<input type="button" value="Account Management"/> <input type="button" value="Payment Transactions"/> <input type="button" value="Correspondence"/> <input type="button" value="Insurance"/> <input type="button" value="Withholding Tax"/>																			
<b>Accounting information</b> <table border="1"> <tr> <td>Recon. account</td> <td><input type="text" value="203000"/></td> <td>Sort key</td> <td><input type="text" value="1"/></td> </tr> <tr> <td>Head office</td> <td><input type="text"/></td> <td colspan="2"></td> </tr> <tr> <td>Authorization</td> <td><input type="text"/></td> <td>Cash mgmt group</td> <td><input type="text"/></td> </tr> <tr> <td></td> <td></td> <td colspan="2">Value adjustment <input type="text"/></td> </tr> </table>				Recon. account	<input type="text" value="203000"/>	Sort key	<input type="text" value="1"/>	Head office	<input type="text"/>			Authorization	<input type="text"/>	Cash mgmt group	<input type="text"/>			Value adjustment <input type="text"/>	
Recon. account	<input type="text" value="203000"/>	Sort key	<input type="text" value="1"/>																
Head office	<input type="text"/>																		
Authorization	<input type="text"/>	Cash mgmt group	<input type="text"/>																
		Value adjustment <input type="text"/>																	
<b>Interest calculation</b> <table border="1"> <tr> <td>Interest indic.</td> <td><input type="text"/></td> <td>Last key date</td> <td><input type="text"/></td> </tr> <tr> <td>Interest cycle</td> <td><input type="text"/></td> <td>Last interest run</td> <td><input type="text"/></td> </tr> </table>				Interest indic.	<input type="text"/>	Last key date	<input type="text"/>	Interest cycle	<input type="text"/>	Last interest run	<input type="text"/>								
Interest indic.	<input type="text"/>	Last key date	<input type="text"/>																
Interest cycle	<input type="text"/>	Last interest run	<input type="text"/>																
<b>Reference data</b> <table border="1"> <tr> <td>Prev.acct no.</td> <td><input type="text"/></td> <td>Personnel number</td> <td><input type="text"/></td> </tr> <tr> <td>Buying Group</td> <td><input type="text"/></td> <td colspan="2"></td> </tr> </table>				Prev.acct no.	<input type="text"/>	Personnel number	<input type="text"/>	Buying Group	<input type="text"/>										
Prev.acct no.	<input type="text"/>	Personnel number	<input type="text"/>																
Buying Group	<input type="text"/>																		

In the tab for “Payment transactions”, the Payment terms and Payment methods can be entered. These serve as default values at the document entry level

and can be changed while booking the transaction.

## FI- CO End User Training Module

 **Change Customer: Company Code Data**

 Other Customer	 General Data	 CIN Details										
Customer <b>PVPL</b>	PIAGGIO VEHICLE PVT LIMITED	AURANGABAD										
Company Code <b>1000</b>	GREAVES COTTON LIMITED											
<input type="button" value="Account Management"/> <input type="button" value="Payment Transactions"/> <input type="button" value="Correspondence"/> <input type="button" value="Insurance"/> <input type="button" value="Withholding Tax"/>												
<b>Payment data</b> <table border="1"> <tr> <td>Terms of payment <b>0001</b></td> <td>Tolerance group <input type="text"/></td> </tr> <tr> <td>B/e charges payt term <input type="text"/></td> <td>Known/neg.leave <input type="text"/></td> </tr> <tr> <td>Time until check paid <input type="text"/></td> <td>AR Pledging Ind <input type="checkbox"/></td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Payment history record</td> </tr> </table>			Terms of payment <b>0001</b>	Tolerance group <input type="text"/>	B/e charges payt term <input type="text"/>	Known/neg.leave <input type="text"/>	Time until check paid <input type="text"/>	AR Pledging Ind <input type="checkbox"/>	<input type="checkbox"/> Payment history record			
Terms of payment <b>0001</b>	Tolerance group <input type="text"/>											
B/e charges payt term <input type="text"/>	Known/neg.leave <input type="text"/>											
Time until check paid <input type="text"/>	AR Pledging Ind <input type="checkbox"/>											
<input type="checkbox"/> Payment history record												
<b>Automatic payment transactions</b> <table border="1"> <tr> <td>Payment methods <input type="text"/></td> <td>Payment block <input type="checkbox"/></td> </tr> <tr> <td>Alternat.payer <input type="text"/></td> <td>House Bank <input type="text"/></td> </tr> <tr> <td>B/exch.limit <input type="text"/> INR</td> <td>Grouping key <input type="text"/></td> </tr> <tr> <td><input type="checkbox"/> Single payment</td> <td>Next payee <input type="text"/></td> </tr> <tr> <td><input type="checkbox"/> Payment advice by EDI</td> <td>Lockbox <input type="text"/></td> </tr> </table>			Payment methods <input type="text"/>	Payment block <input type="checkbox"/>	Alternat.payer <input type="text"/>	House Bank <input type="text"/>	B/exch.limit <input type="text"/> INR	Grouping key <input type="text"/>	<input type="checkbox"/> Single payment	Next payee <input type="text"/>	<input type="checkbox"/> Payment advice by EDI	Lockbox <input type="text"/>
Payment methods <input type="text"/>	Payment block <input type="checkbox"/>											
Alternat.payer <input type="text"/>	House Bank <input type="text"/>											
B/exch.limit <input type="text"/> INR	Grouping key <input type="text"/>											
<input type="checkbox"/> Single payment	Next payee <input type="text"/>											
<input type="checkbox"/> Payment advice by EDI	Lockbox <input type="text"/>											
<b>Payment advice notes</b> <table border="1"> <tr> <td>Rsn code conv. <input type="text"/></td> <td>Selection rule <input type="text"/></td> </tr> </table>			Rsn code conv. <input type="text"/>	Selection rule <input type="text"/>								
Rsn code conv. <input type="text"/>	Selection rule <input type="text"/>											

In the tab for "Correspondences" specify a value in the field for "Account statement". This helps in generating Account Statement correspondences To the Customer.



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## **FI- CO End User Training Module**

**Change Customer: Company Code Data**

Other Customer General Data CIN Details

Customer	PVPL	PIAGGIO VEHICLE PVT LIMITED	AURANGABAD
Company Code	1000	GREAVES COTTON LIMITED	

Account Management Payment Transactions Correspondence Insurance Withholding Tax

**Dunning data**

Dunn.Procedure	<input type="text"/>	Dunning block	<input type="text"/>
Dunn.recipient	<input type="text"/>	Leg.dunn.proc.	<input type="text"/>
Last dunned	<input type="text"/>	Dunning level	<input type="text"/>
Dunning clerk	<input type="text"/>	Grouping key	<input type="text"/>
<b>Dunning areas..</b>			

**Correspondence**

Acctg clerk	<input type="text"/>	Bank statement	<input type="text"/>
Acct at cust.	<input type="text"/>	Coll. invoice variant	<input type="text"/>
Customer user	<input type="text"/>	<input type="checkbox"/> Decentralized processing	
Act.clk tel.no.	<input type="text"/>		
Clerk's fax	<input type="text"/>		
Cirk's internet	<input type="text"/>		
Account memo	<input type="text"/>		

**Payment notices to**

<input type="checkbox"/> Customer (with CI)	<input type="checkbox"/> Sales	<input type="checkbox"/> Legal departmentt
<input type="checkbox"/> Customer (w/o CI)	<input type="checkbox"/> Accounting	

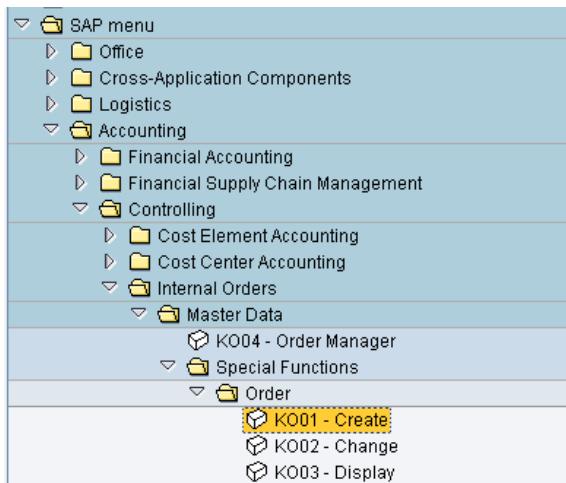
In the tab for "WITHHOLDING TAX" specify the TDS Section under which tax is to be deducted from the Customer Invoice/Payments.

These codes then appear as a default during Document entry and can be changed while booking a transaction.

## FI- CO End User Training Module

### Creation of Internal Order Master (KO01)

We can use following navigation path



#### Create Internal Order: Initial screen

The screenshot shows the initial screen for creating an internal order. At the top left, there is a button labeled "Master Data". Below it, there are fields for "Order Type" and "Reference Order". On the right side, a dropdown menu titled "Order Type (1) Personal Value List: Order Type (1)" is open, showing a list of internal order types. The list includes:

Type	C...	Name
0100	01	Internal orders: Development
0200	01	Internal orders: Construction
0300	01	Internal orders: Tools and equipment
0400	01	Internal orders: Marketing
0500	01	Internal orders: Third-party services
0600	01	Internal orders: Investment
0650	01	Capital investment order
0700	01	Internal orders: Production
0800	01	Internal orders: Repair/maintenance
1000	01	Internal orders: Motor pool
1100	01	Internal orders: Direct capitalization
1200	01	Internal orders: CWIP

Mention the type of Internal Order we are going to create

Press Enter, a popup appears and asks for controlling area. It will be always 1000

The screenshot shows a small dialog box titled "Set Controlling Area". It has a single input field labeled "Controlling Area" containing the value "1000". At the bottom of the dialog are three buttons: a green checkmark, a yellow square, and a red cross.

## FI- CO End User Training Module

### Create Internal Order: Master data

Settlement Rule

Order		Order type	0100	Internal orders: Dev																																										
Description	MOBILE - 9811728882																																													
<input checked="" type="radio"/> Assignments <input type="radio"/> Control data <input type="radio"/> Prd-end closing <input type="radio"/> General data <input type="radio"/> Investments																																														
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Company Code	1000	Greaves Cotton Limited																																												
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Responsible CCtr																																														
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Requesting order																																														
Sales Order																																														
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Provide the values as shown above

### Create Internal Order: Master data

Settlement Rule

Order		Order type	0100	Internal orders: Dev																		
Description	MOBILE - 9811728882																					
<input checked="" type="radio"/> Assignments <input type="radio"/> Control data <input type="radio"/> Prd-end closing <input type="radio"/> General data <input type="radio"/> Investments																						
<b>Status</b> <table border="1"> <tr> <td>System status</td> <td>CRTD</td> <td>▼ ▲ Release</td> </tr> <tr> <td>User status</td> <td> </td> <td>Set / reset...</td> </tr> <tr> <td>Status number</td> <td>0</td> <td> </td> </tr> <tr> <td colspan="3"> <input checked="" type="checkbox"/> Allowed transacts.         </td> </tr> </table>					System status	CRTD	▼ ▲ Release	User status		Set / reset...	Status number	0		<input checked="" type="checkbox"/> Allowed transacts.								
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User status		Set / reset...																				
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<input type="checkbox"/> Statistical order	Actual posted CCtr																					
<input type="checkbox"/> Plan-integrated order																						
<input type="checkbox"/> Revenue postings																						
<input checked="" type="checkbox"/> Commitment update																						

Currently the System Status is shown as CRTD ( which means that created status)

Put the system status as REL (release)

## FI- CO End User Training Module

### Create Internal Order: Master data

Settlement Rule

Order		Order type	0100	Internal orders: Dev																		
Description	MOBILE - 9811728882	<input checked="" type="checkbox"/>																				
<input type="button" value="Assignments"/> <input type="button" value="Control data"/> <input type="button" value="Prd-end closing"/> <input type="button" value="General data"/> <input type="button" value="Investments"/>																						
<b>Status</b> <table border="1"> <tr> <td>System status</td> <td>REL</td> <td>▼ ▲ Tech. comple</td> </tr> <tr> <td>User status</td> <td>PLIM</td> <td><input type="button" value="Set / reset..."/></td> </tr> <tr> <td>Status number</td> <td>0</td> <td></td> </tr> <tr> <td colspan="3"> <input checked="" type="checkbox"/> Allowed transacts.         </td> </tr> </table>					System status	REL	▼ ▲ Tech. comple	User status	PLIM	<input type="button" value="Set / reset..."/>	Status number	0		<input checked="" type="checkbox"/> Allowed transacts.								
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<input type="checkbox"/> Plan-integrated order																						
<input type="checkbox"/> Revenue postings																						
<input checked="" type="checkbox"/> Commitment update																						

Select statistical order check box (if we select this check box values in the internal order can be viewed but not allow to allocating the cost to some other cost object (Eg: cost center, internal order))

(If order is in CRTD (create) status we can maintain only plan values

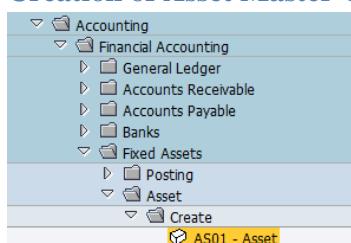
REL (release) status system will allow plan and actual values

TECO (technically complete) status system will allow only actual values

Close status system won't allow any value to post.)

Click on save button.

### Creation of Asset Master Codes (AS01)



Specify the Asset Class under which an Asset is to be created as also the Company code of creation.

## FI- CO End User Training Module

### Create Asset: Initial screen

<input type="button" value="Master data"/>	<input type="button" value="Depreciation areas"/>
Asset Class <input type="text" value="3000"/>	
Company Code <input type="text" value="1000"/>	
Number of similar assets <input type="text" value="1"/>	
<b>Reference</b>	
Asset	<input type="text"/>
Sub-number	<input type="text"/>
Company code	<input type="text"/>
<input type="checkbox"/> Post-capitalization	

Enter details relating to the asset like description, serial number, Inventory number etc. in the field provided.

### Create Asset: Master data

<input type="button" value="Asset values"/>	<input type="button" value=""/>
Asset <input type="text" value="INTERN-00001"/>	<input type="text" value="0"/>
Class <input type="text" value="3000"/>	PLANT & EQUIPMENT
Company Code <input type="text" value="1000"/>	
<input type="radio"/> General <input type="radio"/> Time-dependent <input type="radio"/> Allocations <input type="radio"/> Origin <input type="radio"/> Leasing <input type="radio"/> Deprec. Areas	
<b>General data</b>	
Description <input type="text" value="LATH MACHINE"/>	<input type="button" value=""/>
Asset main no. text <input type="text"/>	
Acct determination <input type="text" value="3000"/>	PLANT & EQUIPMENT
Serial number <input type="text" value="0011921"/>	
Inventory number <input type="text"/>	
Quantity <input type="text"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Manage historically	
<b>Inventory</b>	
Last inventory on <input type="text"/>	<input checked="" type="checkbox"/> Include asset in inventory list
Inventory note <input type="text"/>	
<b>Posting information</b>	
Capitalized on <input type="text"/>	Deactivation on <input type="text"/>
First acquisition on <input type="text"/>	
Acquisition year <input type="text" value="000"/>	

Enter the Cost Center and the Location where the asset is situated. Incase if the cost center or location changes then the same can be

Modified in the asset master by choosing the option of "More Intervals". Incase if shift depreciation is to be activated then the field "Multiple Shift" can be activated and along with the Variable portion field in "Depreciation areas" the required rate can be manipulated.

## FI- CO End User Training Module

### Create Asset: Master data

Asset values

Asset	INTERN-00001	0	LATH MACHINE
Class	3000	PLANT & EQUIPMENT	Company Code 1000
<input type="button" value="General"/> <input type="button" value="Time-dependent"/> <input type="button" value="Allocations"/> <input type="button" value="Origin"/> <input type="button" value="Leasing"/> <input type="button" value="Deprec. Areas"/>			
Interval from 01.01.1900 to 31.12.9999			
Cost Center <input type="text" value="1314003101"/> Plant <input type="text" value="1310"/> Location <input type="text" value="MACHINE"/> Room <input type="text"/> Shift factor <input type="text"/>			

The Depreciation Areas get defaulted as shown herein below.

### Create Asset: Master data

Asset values

Asset	INTERN-00001	0	LATH MACHINE			
Class	3000	PLANT & EQUIPMENT	Company Code 1000			
<input type="button" value="General"/> <input type="button" value="Time-dependent"/> <input type="button" value="Allocations"/> <input type="button" value="Origin"/> <input type="button" value="Leasing"/> <input type="button" value="Deprec. Areas"/>						
Valuation						
A..	Depreciation area	DKey	UseLife	Prd	ODep Start	Group
01	Book deprec.	B003		99		
15	Tax bal.sht.	IN3		99		<input checked="" type="checkbox"/>

The Group Asset field has been mandatory for input and is basically used for tracking Depreciation as per the Income Tax Act.

Specify the appropriate Block of Assets to which the individual asset pertains to.

### Create Asset: Depreciation area Tax bal.sht.

Asset values Data for revaluation

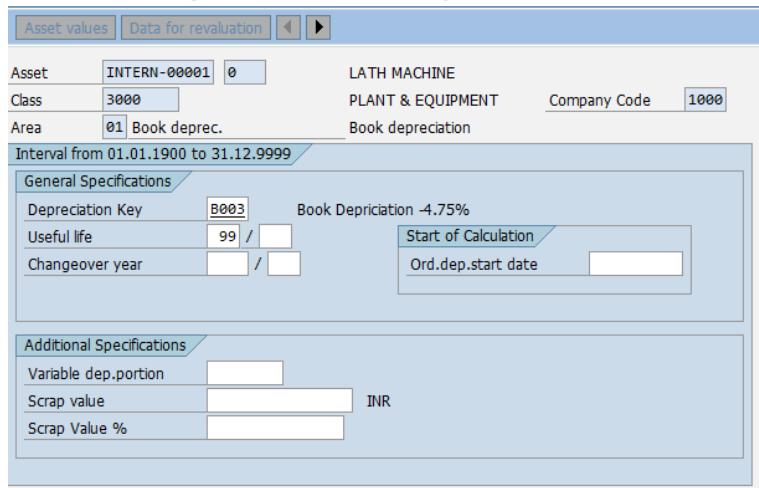
Asset	INTERN-00001	0	LATH MACHINE
Class	3000	PLANT & EQUIPMENT	Company Code 1000
Area	15	Tax bal.sht.	Depreciation as per Income Tax Act 1961
Interval from 01.01.1900 to 31.12.9999			
<b>General Specifications</b>			
Depreciation Key	IN2	Tax Depreciation - 10% - India	
Useful life	99	/	<input type="text"/> Start of Calculation
Changeover year		/	<input type="text"/> Ord.dep.start date
<b>Additional Specifications</b>			
Variable dep.portion	<input type="text"/>		
Scrap value	<input type="text"/> INR		
Scrap Value %	<input type="text"/>		
Group asset	<input type="text"/>		

The field Scrap Value or Scrap % needs to be entered incase if the asset is expected to have a residual value at the end of useful life of the asset.

## FI- CO End User Training Module

The field "Variable dep portion" is to be used along with "Multiple shift" for calculating depreciation at a higher rate. Saving the transaction will create a new asset code

### Create Asset: Depreciation area Book deprec.



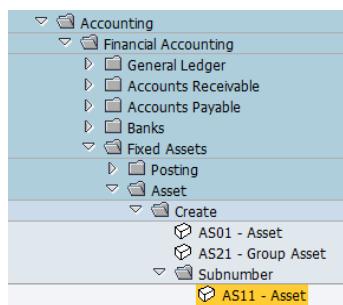
Asset: INTERN-00001  
Class: 3000  
Area: 01 Book deprec.  
Interval from 01.01.1900 to 31.12.9999

General Specifications  
Depreciation Key: B003 Book Depreciation -4.75%  
Useful life: 99 /  
Changeover year: / Start of Calculation  
Ord.dep.start date: [ ]

Additional Specifications  
Variable dep.portion: [ ]  
Scrap value: [ ] INR  
Scrap Value %: [ ]

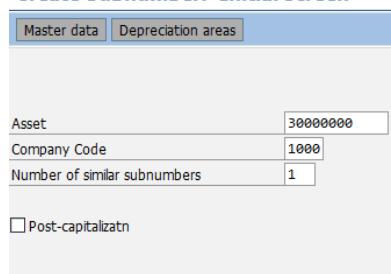
### Creation of Asset Sub-number Codes (AS11)

Navigation Path



An Asset sub-number is normally created when a material and significant extension is made to the main asset which has its own depreciation terms and useful life as distinct from the main asset.

### Create Subnumber: Initial screen



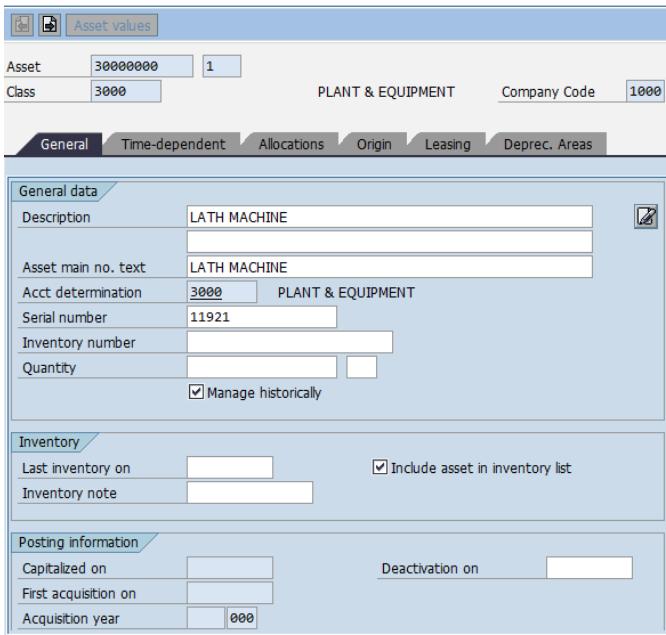
Master data  
Depreciation areas

Asset: 30000000  
Company Code: 1000  
Number of similar subnumbers: 1  
 Post-capitalizatn

Enter the main asset number for which a sub-number needs to be created and click on enter. By default all the asset details as provided in the main asset gets copied onto the asset sub-number.

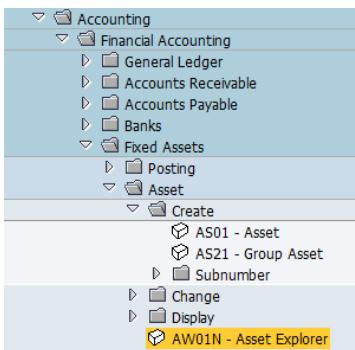
## FI- CO End User Training Module

### Create Asset: Master data



### Display of Asset Master Codes (AW01N)

Navigation Path

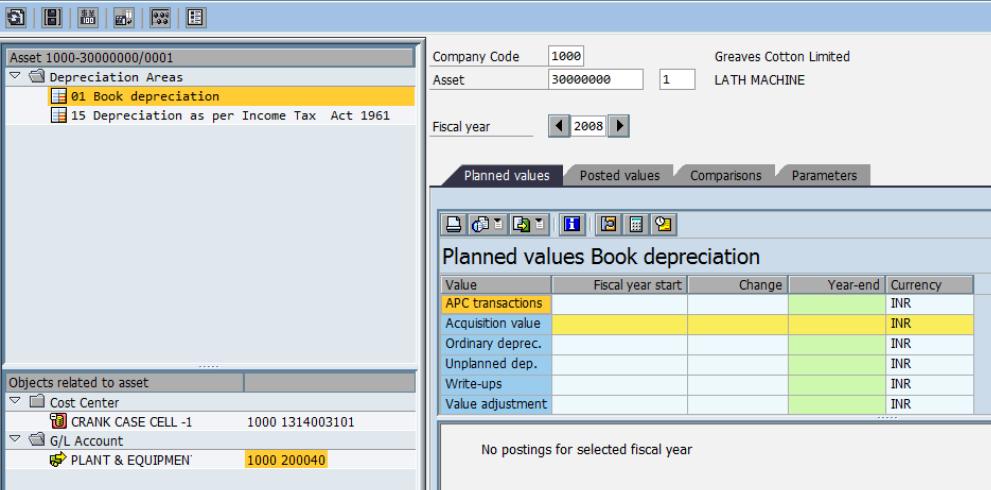


The Asset master display can be had through AW01N and is as shown below. In the tabs for Planned Values the capitalization details are available.

In the Posted Values, the month wise depreciation figures can be know whereas the tab for “Comparisons” the year-wise depreciation details can be had.

## FI- CO End User Training Module

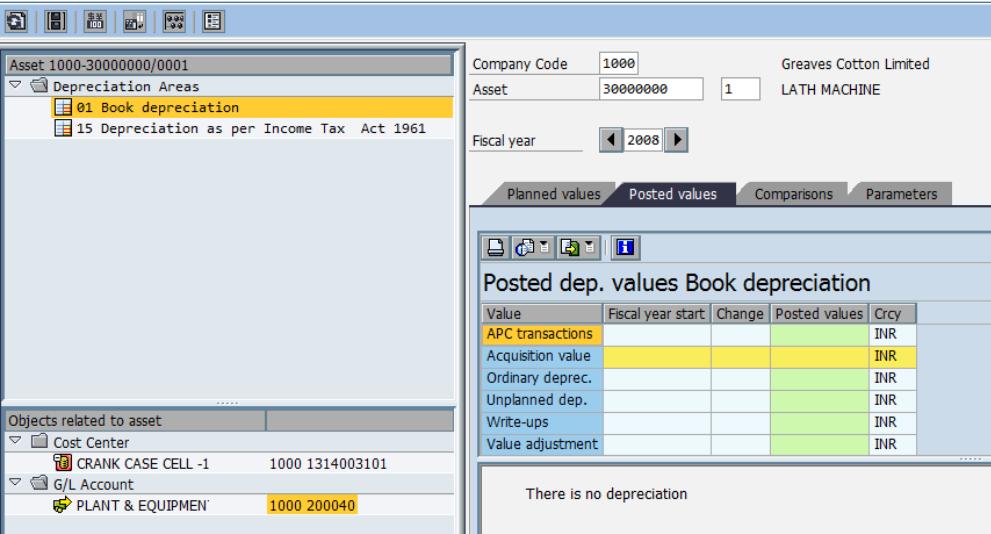
### Asset Explorer



The screenshot shows the SAP Asset Explorer interface. On the left, the Asset tree displays 'Asset 1000-30000000/0001' with 'Depreciation Areas' expanded, showing '01 Book depreciation' and '15 Depreciation as per Income Tax Act 1961'. Below the tree is a section titled 'Objects related to asset' listing 'Cost Center' (CRANK CASE CELL -1) and 'G/L Account' (PLANT & EQUIPMENT). On the right, the main area shows details for Company Code 1000 (Greaves Cotton Limited), Asset 30000000 (LATH MACHINE), and Fiscal year 2008. The 'Planned values' tab is selected, displaying a table for 'Book depreciation' with rows for APC transactions, Acquisition value, Ordinary deprec., Unplanned dep., Write-ups, and Value adjustment, all in INR. A message at the bottom states 'No postings for selected fiscal year'.

The following shows the view of the "Posted Values" tab

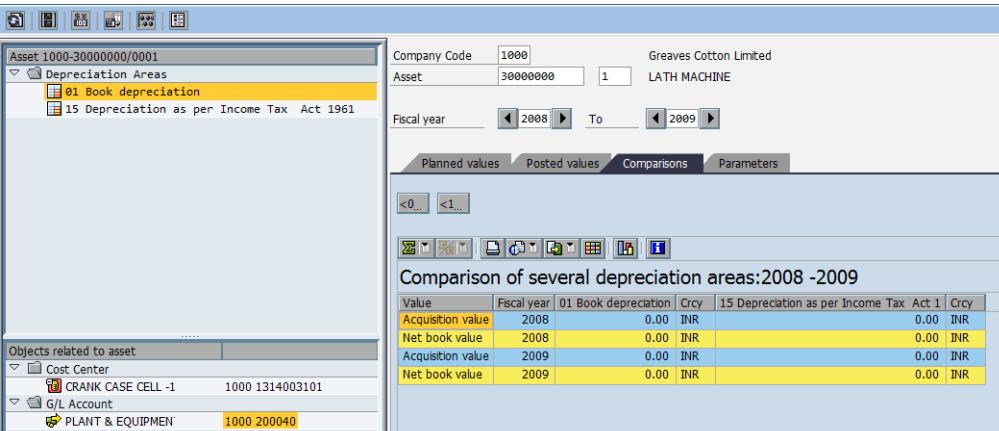
### Asset Explorer



This screenshot shows the same SAP Asset Explorer interface as above, but the 'Posted values' tab is selected. The table for 'Book depreciation' shows identical data to the 'Planned values' tab, but a message at the bottom states 'There is no depreciation'.

The following shows the view of the "Comparisons" tab

### Asset Explorer

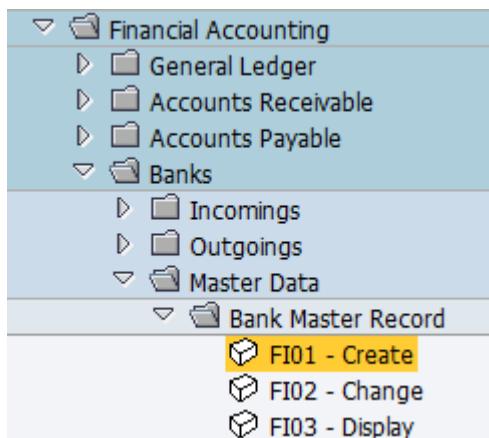


This screenshot shows the 'Comparisons' tab selected. It compares depreciation areas for the years 2008 and 2009. The table lists 'Acquisition value', 'Net book value', 'Acquisition value', and 'Net book value' for both years, all showing 0.00 INR. The comparison range is set from 2008 to 2009.

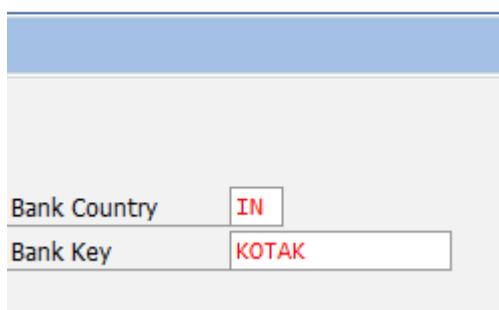
Value	Fiscal year	01 Book depreciation	Crcy	15 Depreciation as per Income Tax Act 1961	Crcy
Acquisition value	2008	0.00	INR	0.00	INR
Net book value	2008	0.00	INR	0.00	INR
Acquisition value	2009	0.00	INR	0.00	INR
Net book value	2009	0.00	INR	0.00	INR

## FI- CO End User Training Module

### Creation of Bank Key Masters (FI01)



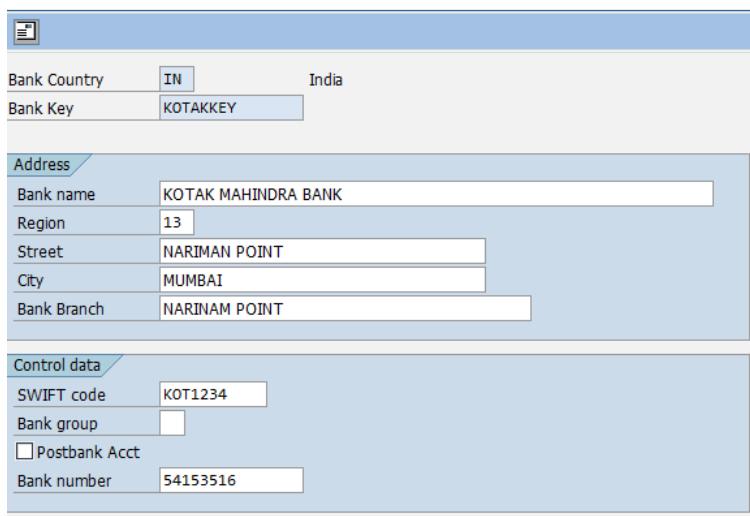
### Create Bank : Initial Screen



Initial screen for creating a bank record.

Bank Country	IN
Bank Key	KOTAK

### Create Bank : Detail Screen



Detailed configuration for the bank record.

Bank Country	IN	India
Bank Key	KOTAKKEY	
<b>Address</b>		
Bank name	KOTAK MAHINDRA BANK	
Region	13	
Street	NARIMAN POINT	
City	MUMBAI	
Bank Branch	NARINAM POINT	
<b>Control data</b>		
SWIFT code	KOT1234	
Bank group	<input type="checkbox"/>	
<input type="checkbox"/> Postbank Acct		
Bank number	54153516	

### Creation of House bank (FI12)



2009



## **FI- CO End User Training Module**

Determine Work Area: Entry	
Company Code	Work Area 1000
<input checked="" type="checkbox"/> Further select cond. <input type="checkbox"/> Append <input type="checkbox"/> <input type="checkbox"/>	

Provide the company code as shown above and press enter. bellow screen click on new entries

## New Entries: Details of Added Entries

Dialog Structure

- House Banks
- Bank Accounts

Company Code	1000	GREAVES COTTON LIMITED
House Bank	KOTAK	

House Bank Data

Bank Country	IN	
Bank Key	KOTAKBKEY	

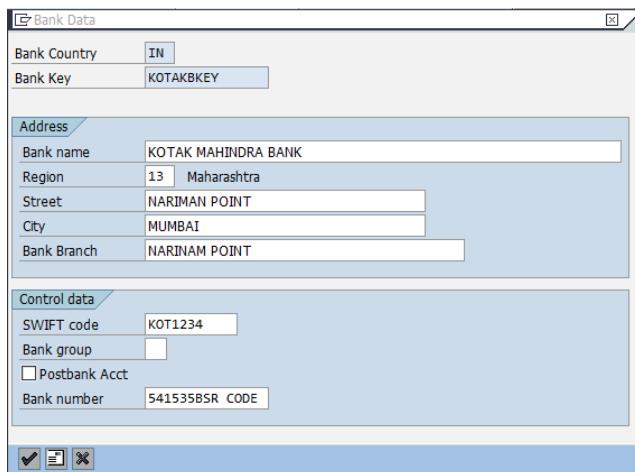
Communications data

Telephone 1		Tax Number 1	
Contact Person			

Address  
 EDI partner profiles  
 Data medium exchange

Click on Create button. Following screen appears. Provide all the information and save .

## FI- CO End User Training Module



The screenshot shows the 'Bank Data' configuration screen in SAP Fiori. It includes fields for Bank Country (IN), Bank Key (KOTAKBKEY), Address details (Bank name: KOTAK MAHINDRA BANK, Region: 13 Maharashtra, Street: NARINAM POINT, City: MUMBAI, Bank Branch: NARINAM POINT), Control data (SWIFT code: KOT1234, Bank group: [empty], Postbank Acct: checked, Bank number: 541535BSR CODE), and standard SAP navigation icons.

• We will be creating separate house bank for each bank A/c

Now create the New GL Accounts for BANK

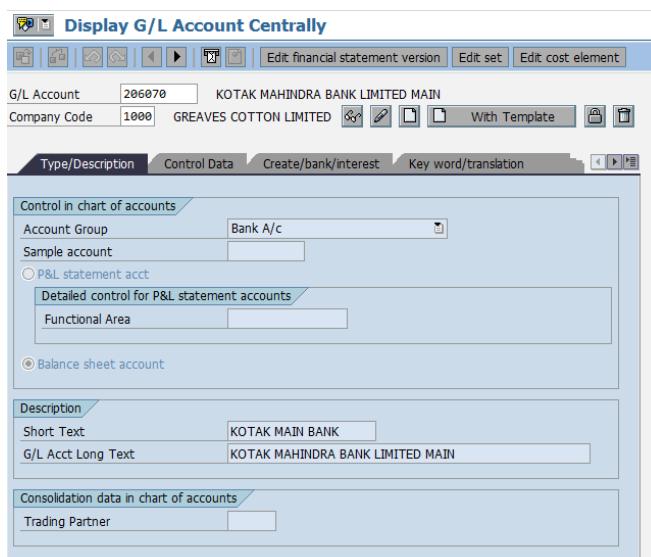
If we have are doing reconciliation for the BANK we have to maintain three (3) Bank A/cs for the Each Bank viz.

1. KOTAK BANK MAIN A/c
2. KOTAK BANK RECEIPT A/C
3. KOTAK BANK PAYMENT A/C

All the credit transaction should go to Receipt A/c and all the Debit entries should go to Payment A/c

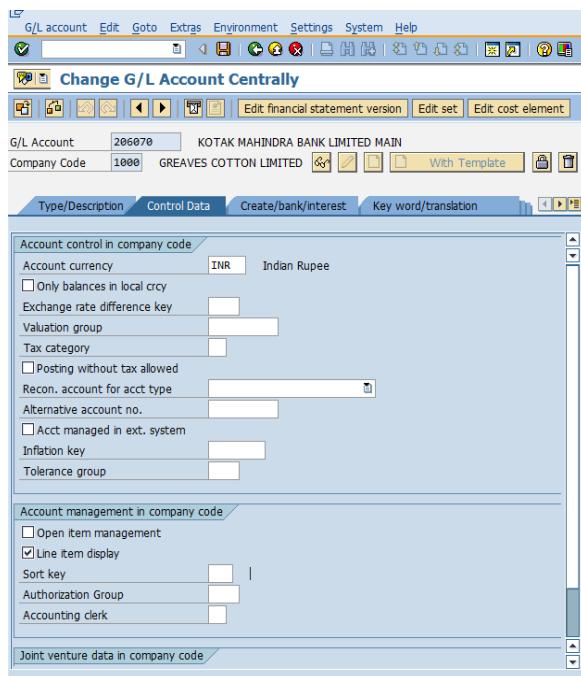
• Note : No entries should be passed manually in the system in the BANK MANIN A/C . System will transfer the entries at the time of Bank Reconciliation from Inflow & Outflow to Main A/c

- All the Creation of Main Bank A/c Code should end with "0"
- All the Creation of Receipt Bank A/c Code should end with "1"
- All the Creation of Payment Bank A/c Code should end with "2"



The screenshot shows the 'Display G/L Account Centrally' configuration screen. It includes fields for G/L Account (206070 - KOTAK MAHINDRA BANK LIMITED MAIN), Company Code (1000 - GREAVES COTTON LIMITED), and various tabs for Control Data, Create/bank/interest, Key word/translation, and Description. Under Control in chart of accounts, it shows Account Group (Bank A/c), Sample account, and Functional Area (selected). Under Description, it shows Short Text (KOTAK MAIN BANK) and G/L Acct Long Text (KOTAK MAHINDRA BANK LIMITED MAIN). Under Consolidation data in chart of accounts, it shows Trading Partner.

## FI- CO End User Training Module

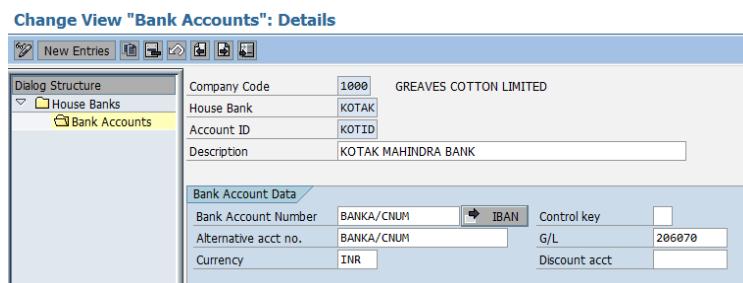


The screenshot shows the 'Change G/L Account Centrally' screen. At the top, the G/L Account is set to 206070 and the Company Code is 1000. The account is controlled by KOTAK MAHINDRA BANK LIMITED MAIN. The 'Control Data' tab is selected, displaying various configuration fields such as Account currency (INR), Tax category, and Authorization Group. Other tabs include 'Type/Description', 'Create/bank/interest', and 'Key word/translation'.

Please take care that in the main Bank A/c Only line items to be selected . For inflow and outflow accounts we need to select open item management check box in control data tab

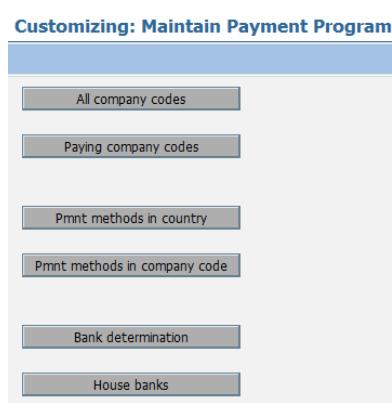
### Linking of BANK GL A/c with House banks and Bank Reconciliation

For Main Bank A/c – go to FI12 (House Bank Create Screen) and mention the Main Bank A/c Code in front of GL



The screenshot shows the 'Change View "Bank Accounts": Details' screen. It displays details for a house bank account. The Company Code is 1000 (GREAVES COTTON LIMITED), the House Bank is KOTAK, and the Account ID is KOTID. The description is KOTAK MAHINDRA BANK. The 'Bank Account Data' section includes fields for Bank Account Number (BANKA/CNUM), IBAN, Control key, Alternative acct no., G/L (set to 206070), Currency (INR), and Discount acct.

For Payment Bank A/c – go to FBZP Customizing : Maintain Payment program



The screenshot shows the 'Customizing: Maintain Payment Program' screen. It lists several navigation options: All company codes, Paying company codes, Pmnt methods in country, Pmnt methods in company code, Bank determination, and House banks. The 'Bank determination' option is highlighted.

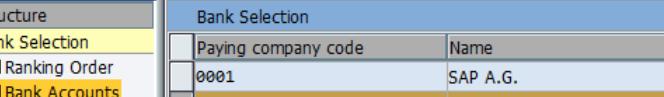
**Click on "Bank Determination "**



2009

## **FI- CO End User Training Module**

## Display View "Bank Selection": Overview



The screenshot shows the SAP Fiori interface for 'Bank Selection'. On the left, a 'Dialog Structure' sidebar lists several sections: 'Ranking Order', 'Bank Accounts' (which is currently selected and highlighted in yellow), 'Available Amounts', 'Value Date', and 'Expenses/Charges'. The main area is titled 'Bank Selection' and contains a table with two columns: 'Paying company code' and 'Name'. The table lists ten entries:

Paying company code	Name
0001	SAP A.G.
1000	GREAVES COTTON LIMITED
AR01	Country Template AR
AT01	Country Template AT
AU01	Country Template AU
BE01	Country Template BE
BR01	Country Template BR
CA01	Country Template CA

Select the Desired Company and Click on Bank Accounts following screen appears (OBVCU)

## Change View "Bank Accounts": Overview

Dialog Structure		Paying company code		1000	GREAVES COTTON LIMITED	
Bank Selection		Bank Accounts				
	Ranking Order					
	Bank Accounts					
	Available Amounts					
	Value Date					
	Expenses/Charges					

Click on **New Entries** Tab and enter the Bank Payment A/c and Save.

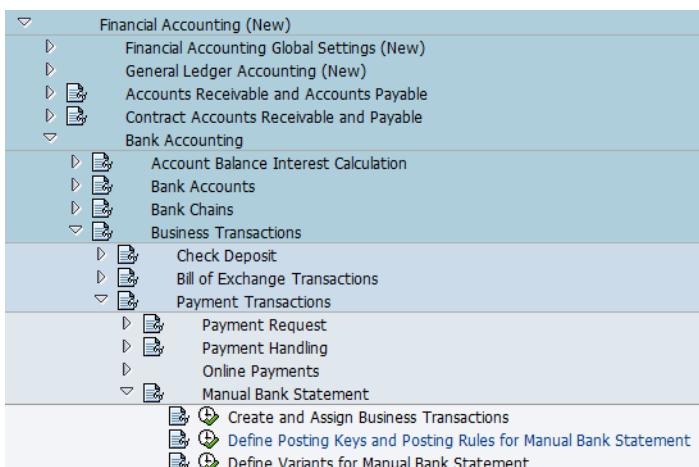
## Change View "Bank Accounts": Overview

**Paying company code**  GREAVES COTTON LIMITED

Bank Accounts							
House b...	Pay.Method	Currency	Account ID	Bank subaccount	Charge ind	Bus...	
HDFC1	C	INR	HDFC1	206012			
HDFC1	C	USD	HDFC1	206012			
KOTAK	C	INR	KOTID	206072		0001	
SBIM	C		SBIM	206032			
UTIB	C	INR	UTIB	207012			

For Payment Bank A/c – go to SPRO

## FI- CO End User Training Module



Financial Accounting (New)

- Financial Accounting Global Settings (New)
- General Ledger Accounting (New)
- Accounts Receivable and Accounts Payable
- Contract Accounts Receivable and Payable
- Bank Accounting
  - Account Balance Interest Calculation
  - Bank Accounts
  - Bank Chains
  - Business Transactions
    - Check Deposit
    - Bill of Exchange Transactions
    - Payment Transactions
      - Payment Request
      - Payment Handling
      - Online Payments
      - Manual Bank Statement

Icons: Create and Assign Business Transactions, Define Posting Keys and Posting Rules for Manual Bank Statement, Define Variants for Manual Bank Statement.

### Change View "Assign Accounts to Account Symbol": Overview

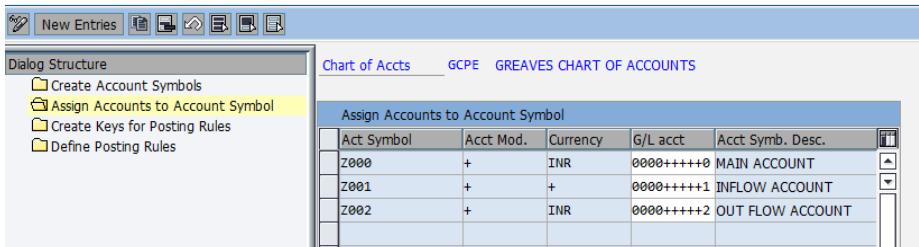


Chart of Accts GCPE GREAVES CHART OF ACCOUNTS

Assign Accounts to Account Symbol

Act Symbol	Act Mod.	Currency	G/L acct	Acct Symb. Desc.
Z000	+	INR	0000+++++0	MAIN ACCOUNT
Z001	+		0000+++++1	INFLOW ACCOUNT
Z002	+	INR	0000+++++2	OUT FLOW ACCOUNT

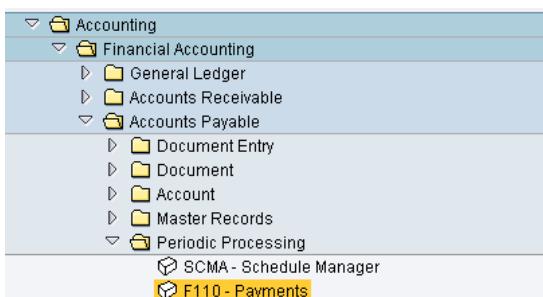
Dialog Structure:

- Create Account Symbols
- Assign Accounts to Account Symbol** (highlighted)
- Create Keys for Posting Rules
- Define Posting Rules

No need to do any individual banks . As per the configuration the system automatically takes the account codes ending from 0 and adds 1to that number and treats as Inflow A/c .

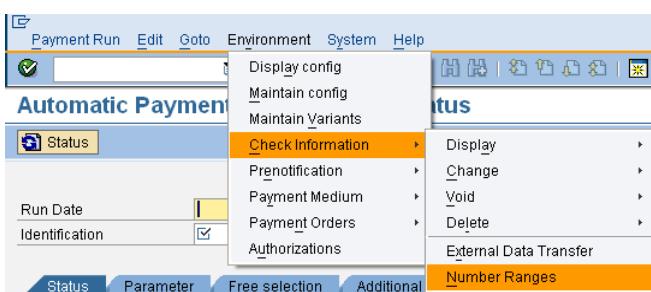
### Maintaining Cheque Lots for Each Banks (FCHI)

Or we can use following navigation



Accounting

- Financial Accounting
  - General Ledger
  - Accounts Receivable
  - Accounts Payable
    - Document Entry
    - Document
    - Account
    - Master Records
    - Periodic Processing
      - SCMA - Schedule Manager
      - F110 - Payments**



Automatic Payment

Status

Run Date Identification

Parameter Free selection Additional

Context Menu (Check Information) options:

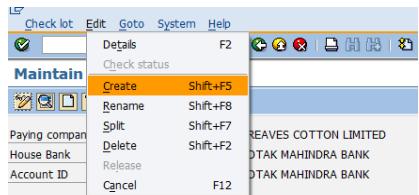
- Display
- Change
- Void
- Delete
- External Data Transfer
- Number Ranges

Else we can go to T.Code "FCHI"

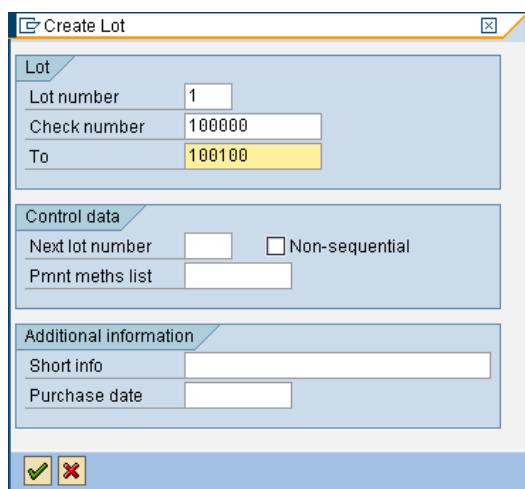
## FI- CO End User Training Module

Go to Edit

No sooner that a cheque lot is received from the bank, the same needs to be entered in the system before it can be utilized automatically by the system. This is done through FCHI. Enter the bank details and click on Enter.



In the above screen click on crate button .



### Maintain Check Lots

Paying company code		1000	GREAIVES COTTON LIMITED			
House Bank		KOTAK	KOTAK MAHINDRA BANK			
Account ID		KOTID	KOTAK MAHINDRA BANK			
<b>Check lots</b>						
Lot no.	Short info	Check no. from	Check number to	Next lot	Number status	Non-seq
1		001	100			<input type="checkbox"/>

(Each cheque book we need to call as cheque lot).

Mention the various check lot to be used for Automatic and manual Payments

Click on save button.

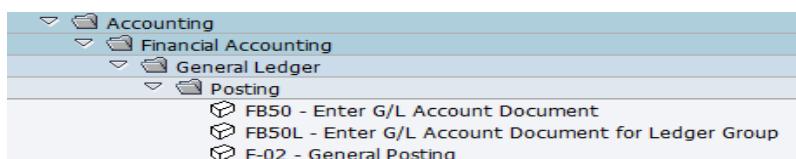
## FI- CO End User Training Module

### Chapter -3

#### Transactions

##### Booking a Journal Voucher (F-02)/ (FB50)

Navigation Path



The document entry screen comprises of “Header” and “Line item details” to be filled in while booking a transaction.

Details entered in the Header are relevant for the whole document. There can be a maximum of 999 lines in a single document.

Enter details like Date, company code text etc in the Header area of the screen.

**Enter G/L Account Posting: Header Data**

Held document		Acct model	Fast Data Entry	Post with reference	Editing Options
Document Date	10.11.2008	Type	SA	Company Code	1000
Posting Date	10.11.2008	Period		Currency/Rate	inr
Document Number				Translatn Date	
Reference				Cross-CC no.	
Doc.Header Text	journal entry narration				
Trading part.BA					

First line item					
PstKy	40	Account	468901	SGL Ind	TType

Enter Line item details like Posting Key and the corresponding Account code and specify the amount per line item. Incase of expense accounts

It is mandatory to enter a Cost Object like Cost Center, Internal Order or Profitability Segment against it. The Assignment field can be used for the purpose

Of sorting of line items.



2009



## FI- CO End User Training Module

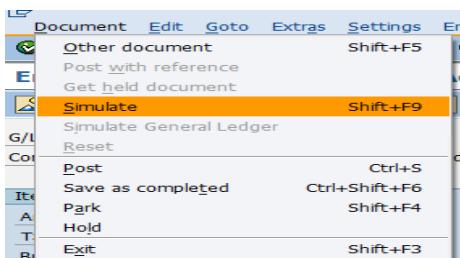
### Enter G/L Account Document: Correct G/L account item

The screenshot shows the SAP Fiori interface for entering a G/L account document. The top bar includes icons for search, back, forward, and exit, followed by 'More data', 'Acct model', 'Fast Data Entry', and 'Taxes'. The main area is titled 'Item 1 / Debit entry / 40' and contains fields for 'Amount' (10,000.00 INR), 'Cost Center' (1102555022), 'WBS Element', 'Network', 'Purchasing Doc.', 'Assignment', and 'Text'. Below the main area is a 'Next Line Item' section with fields for 'PstKy', 'Account' (462000), 'SGL Ind', 'TType', and 'New co.code' (1000).

Entering + and clicking on "Enter" will automatically copy the text as entered in the earlier line items

### Enter G/L Account Document: Add G/L account item

The screenshot shows the SAP Fiori interface for adding a G/L account document. The top bar includes icons for search, back, forward, and exit, followed by 'More data', 'Acct model', 'Fast Data Entry', and 'Taxes'. The main area is titled 'Item 2 / Credit entry / 50' and contains fields for 'Amount' (\* INR), 'Cost Center' (1102999022), 'WBS Element', 'Network', 'Purchasing Doc.', 'Assignment', and 'Text'. Below the main area is a 'Next Line Item' section with fields for 'PstKy', 'Account' (462000), 'SGL Ind', 'TType', and 'New co.code'.



Once all the line items have been entered, simulate the entry. This will display the accounting entries that will be passed on saving the transaction.

In case of unbalanced entries, system will not allow the posting of the document. Check that the Dr and Cr amounts are equal for posting.

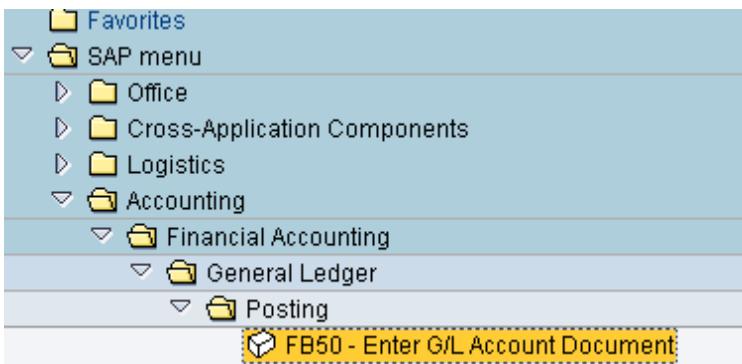
## FI- CO End User Training Module

**Enter G/L Account Document: Display Overview**

		<input type="button" value="Display Currency"/>	<input type="button" value="Taxes"/>	<input type="button" value="Reset"/>	
Document Date	10.11.2008	Type	SA	Company Code	1000
Posting Date	10.11.2008	Period	8	Currency	INR
Document Number	INTERNAL	Fiscal Year	2008	Translatn Date	10.11.2008
Reference					
Doc.Header Text					
Items in document currency					
PK	BusA Acct	INR	Amount	Tax amnt	
001 40	0000468901 TELE		10,000.00		
002 50	0000462000 Travelling Exp		10,000.00-		
<b>D 10,000.00</b>		<b>C 10,000.00</b>	<b>0.00 *</b>	<b>2 Line items</b>	
Other line item					
PstKy	<input type="checkbox"/>	Account	<input type="checkbox"/>	SGL Ind	<input type="checkbox"/>
	<input type="checkbox"/>	TType	<input type="checkbox"/>	New co.code	<input type="checkbox"/>

### Journal Entries with T-Code FB50

It is preferable to go with T.Code FB50 as in this mode we need not to remember Posting Keys for Debits and Credits . We can pass entries with Debit and Credits and in the single screen.



## FI- CO End User Training Module

**Enter G/L Account Document: Company Code 1000**

**Basic data**    **Details**

Document Date	05.11.2008	Currency	INR	Amount Information
Posting Date	05.11.2008			Total deb.
Reference				10,000.0
Doc.Header Text				Total cred.
Cross-CC no.				10,000.0
Company Code	1000	Greaves Cotton Limited Mumbai		

**2 Items (No entry variant selected)**

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Co...	Tradin...	Bus...	Part...	Cost center...
<input checked="" type="checkbox"/>	462000	Travelling Exp	S Debit	10,000.00	1000				1910100C10
<input checked="" type="checkbox"/>	239999	CASH-HO-MuH	Credit	10,000.00	1000				
					1000				
					1000				

\* Note- On the left hand side of the screen there we see some signal type indicator . We cannot post the transaction until it turns to **Green colour** .

As the Total Debits and Total Credits amount are equal the signal turns green and we are able to post the transaction.

Provide the values as shown above and click on “simulate” button. System will generate the following screen

Simulation means the display of entry before posting it finally. We should always simulate the transaction to check the accuracy of the transaction. As we simulate we can view the following details of the transaction.

Doc.Type : SA ( G/L Account Document ) Normal document

Doc. Number	Company code	1000	Fiscal year	2008	
Doc. date	05.11.2008	Posting date	05.11.2008	Period	08
Calculate Tax	<input type="checkbox"/>				
Doc.currency	INR				

Item	PK	Account	Account short text	Assignment	Tx	Amount
1	40	462000	Travelling Exp			10,000.00
2	50	239999	CASH-HO-Mumbai			10,000.00-

If the Transaction is correct we can Click on “save” button else we can modify the transaction. As we save the transaction a document number is generated at the bottom line of the screen.

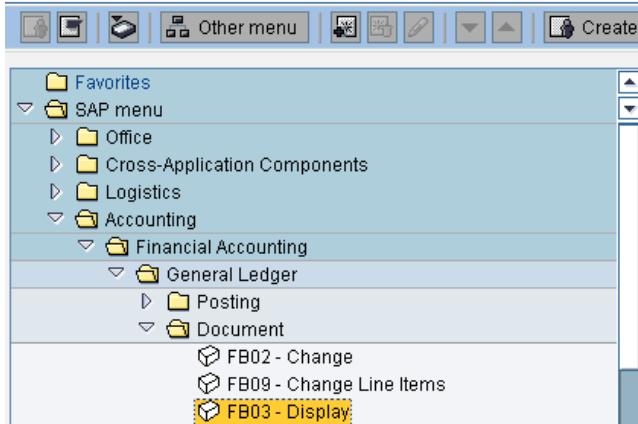
In case we are not sure about the correctness or we don't want to post the transaction immediately, we can Park the transaction by clicking on  button. The system will neither move this document to Financial Books nor it will generate the Document number for the transaction.

After we are confirm about the transaction we can Save the transaction from the Park mode to Post Mode

### Display of Journal Voucher (FB03)

## FI- CO End User Training Module

### SAP Easy Access



### Display Document: Initial Screen

Document Number: B22000002  
Company Code: 1000  
Fiscal Year: 2008

In the above screen click on document list button

**Document List**

General selections

Document type	sa	to	<input type="text"/>	<input type="button" value="→"/>
Posting date	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Entry date	05.11.2008	to	<input type="text"/>	<input type="button" value="→"/>
Reference number	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Reference Transaction	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Reference key	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Logical system	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>

Also display noted items  Display noted items

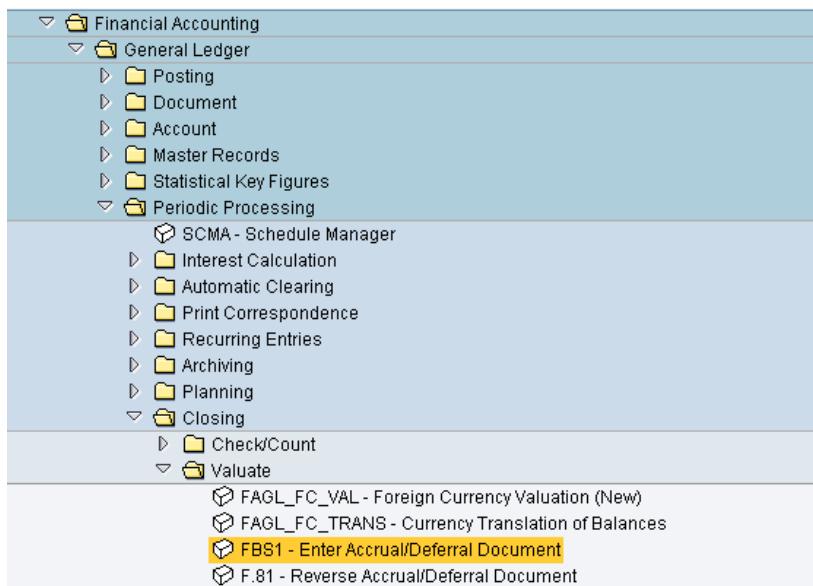
Search for own documents  Own documents only

Provide the values as shown above. We can search the document on the various criteria.  
Click on execute button. As we click on the

### Booking Accrual/Deferral Document (FBS1)

Accrual / Deferral Documents

## FI- CO End User Training Module



### Enter Accrual/Deferral Doc.: Header Data

Acct model	Fast Data Entry	Post with reference	Editing Options
Document Date	05.11.2008	Type	sa
Posting Date	05.11.2008	Period	8
Document Number		Ledger Grp	
Reference		Translatn Date	
Doc.Header Text		Cross-CC no.	
Trading part.BA			

Inverse Posting	Reversal Reason	02	←	→	01 Reversal in current period
	Reversal date	06112008			02 Reversal in closed period
					03 Actual reversal in current period
					04 Actual reversal in closed period
					05 Accrual/deferral posting

First line item	PstKy	40	Account	462000	SGL Ind	TType	
-----------------	-------	----	---------	--------	---------	-------	--

## FI- CO End User Training Module

Data Entry View																																															
Document Number	822000003			Company Code	1000		Fiscal Year	2008																																							
Document Date	05.11.2008			Posting Date	05.11.2008		Period	8																																							
Reference				Cross-CC no.																																											
Currency	INR			Texts exist	<input type="checkbox"/>		Ledger Group																																								
 <table border="1"> <thead> <tr> <th>C...</th> <th>Itm</th> <th>PK</th> <th>S</th> <th>Account</th> <th>Description</th> <th>Amount</th> <th>Curr.</th> <th>Tx</th> <th>Cost Center</th> <th>Profit Center</th> <th>Segment</th> </tr> </thead> <tbody> <tr> <td>1000</td> <td>1</td> <td>40</td> <td></td> <td>462000</td> <td>Travelling Exp</td> <td>100,000.00</td> <td>INR</td> <td></td> <td>1102001021</td> <td>1102001</td> <td>1123000</td> </tr> <tr> <td></td> <td>2</td> <td>50</td> <td></td> <td>239999</td> <td>CASH-HO-Mumbai</td> <td>100,000.00-</td> <td>INR</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>												C...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment	1000	1	40		462000	Travelling Exp	100,000.00	INR		1102001021	1102001	1123000		2	50		239999	CASH-HO-Mumbai	100,000.00-	INR				
C...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment																																				
1000	1	40		462000	Travelling Exp	100,000.00	INR		1102001021	1102001	1123000																																				
	2	50		239999	CASH-HO-Mumbai	100,000.00-	INR																																								

Save the document.

### Reverse Accrual/Deferral Document (F.81)

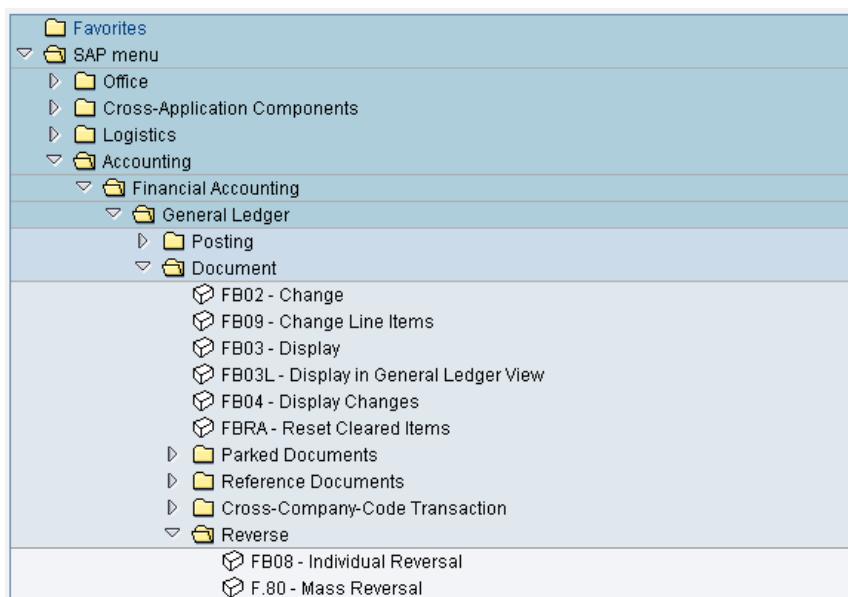
Reverse Accrual/Deferral Document (F.81)																																							
Company Code	1000			to																																			
Document Number				to																																			
Fiscal Year				to																																			
Document Type				to																																			
Ledger Group				to																																			
General selections																																							
Posting Date				to																																			
Entry Date				to																																			
Reference				to																																			
Further Selections																																							
Reverse posting date				to																																			
User Name				to																																			
Reverse posting details																																							
Posting Period																																							
Reversal Reason																																							
<input checked="" type="checkbox"/> Test Run																																							
Cross-company code transactions																																							
<input type="radio"/> Do not process																																							
<input checked="" type="radio"/> Process																																							
<input type="radio"/> Relevant docs if possible																																							
<input type="radio"/> Only reverse completely																																							
<input type="button" value="Reverse Documents"/>  																																							
Testing Client Mumbai				Reverse Accrual/Deferral Documents																																			
Docs which can be reversed																																							
<table border="1"> <thead> <tr> <th>Document Number</th> <th>Company Code</th> <th>Fiscal Year</th> <th>Document Type</th> <th>Posting Date</th> <th>Document Date</th> <th>Reversal date</th> </tr> <tr> <th colspan="7">Cross-CC number</th> </tr> </thead> <tbody> <tr> <td>822000005</td> <td>1000</td> <td>2008</td> <td>SA</td> <td>05.11.2008</td> <td>05.11.2008</td> <td>06.11.2008</td> </tr> <tr> <td>822000006</td> <td>1000</td> <td>2008</td> <td>SA</td> <td>05.11.2008</td> <td>05.11.2008</td> <td>06.11.2008</td> </tr> </tbody> </table>												Document Number	Company Code	Fiscal Year	Document Type	Posting Date	Document Date	Reversal date	Cross-CC number							822000005	1000	2008	SA	05.11.2008	05.11.2008	06.11.2008	822000006	1000	2008	SA	05.11.2008	05.11.2008	06.11.2008
Document Number	Company Code	Fiscal Year	Document Type	Posting Date	Document Date	Reversal date																																	
Cross-CC number																																							
822000005	1000	2008	SA	05.11.2008	05.11.2008	06.11.2008																																	
822000006	1000	2008	SA	05.11.2008	05.11.2008	06.11.2008																																	
Testing Client Mumbai				Reverse Accrual/Deferral Documents																																			

## FI- CO End User Training Module

In the above screen click reverse document button.

### Individual Reversal (FB08)

We can use the following Navigation



### Reverse Document: Header Data

Display before reversal		Document list	Mass Reversal						
<b>Document Details</b> <table border="1"> <tr> <td>Document Number</td> <td>822000001</td> </tr> <tr> <td>Company Code</td> <td>1000</td> </tr> <tr> <td>Fiscal Year</td> <td>2008</td> </tr> </table>				Document Number	822000001	Company Code	1000	Fiscal Year	2008
Document Number	822000001								
Company Code	1000								
Fiscal Year	2008								
<b>Specifications for Reverse Posting</b> <table border="1"> <tr> <td>Reversal Reason</td> <td>02</td> </tr> <tr> <td>Posting Date</td> <td>01.12.2008</td> </tr> <tr> <td>Posting Period</td> <td></td> </tr> </table>				Reversal Reason	02	Posting Date	01.12.2008	Posting Period	
Reversal Reason	02								
Posting Date	01.12.2008								
Posting Period									
<b>Check management specifications</b> <table border="1"> <tr> <td>Void reason code</td> <td></td> </tr> </table>				Void reason code					
Void reason code									

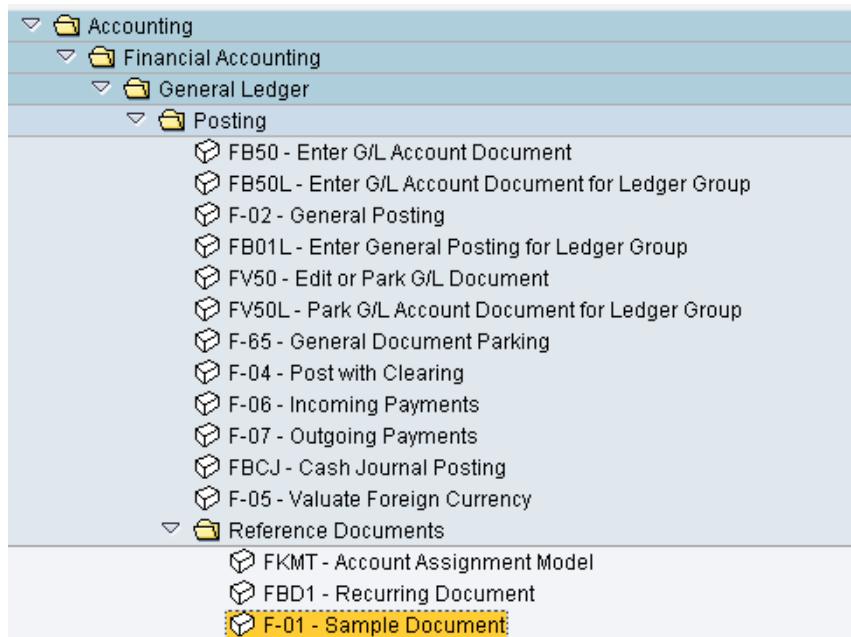
Provide the values as shown above

Click on save button

### Creation of sample document (F-01)

We can use following navigation

## FI- CO End User Training Module



### Enter Sample Document Display Overview

<input type="button"/> <input type="button"/> Display Currency		Acct model	<input checked="" type="checkbox"/> Fast Data Entry	<input type="checkbox"/> Taxes	
Document Date	06.11.2008	Type	AB	Company Code	1000
Posting Date	06.11.2008	Period	8	Currency	INR
Document Number	INTERNAL	Fiscal Year	2008	Translatn Date	06.11.2008
Reference					
Doc.Header Text					Trading part.BA
Items in document currency					
PK	BusA	Acct	INR	Amount	Tax amnt
001	40	0000462000	Travelling Exp	25,555.00	
002	50	0000239999	CASH-HO-Mumbai	25,555.00-	
D	25,555.00	C	25,555.00	0.00	*
2 Line items					
Other line item					
PstKy	<input type="button"/>	Count	SGL Ind	TType	

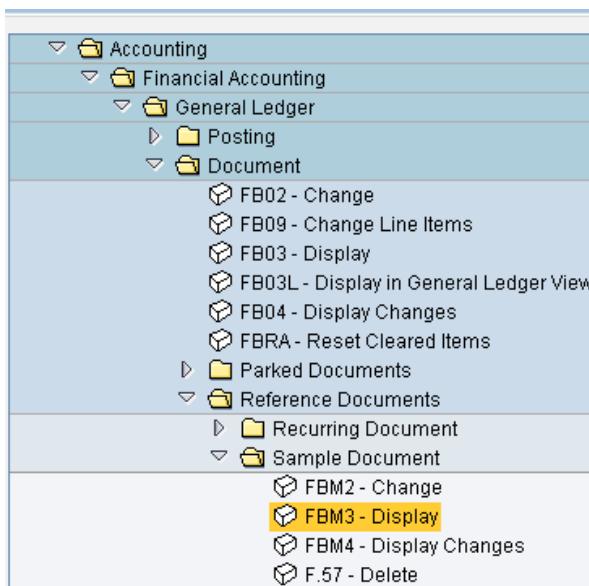
Click on overview button to view the document

And click on save button.

### Display Sample Document (FBM3)

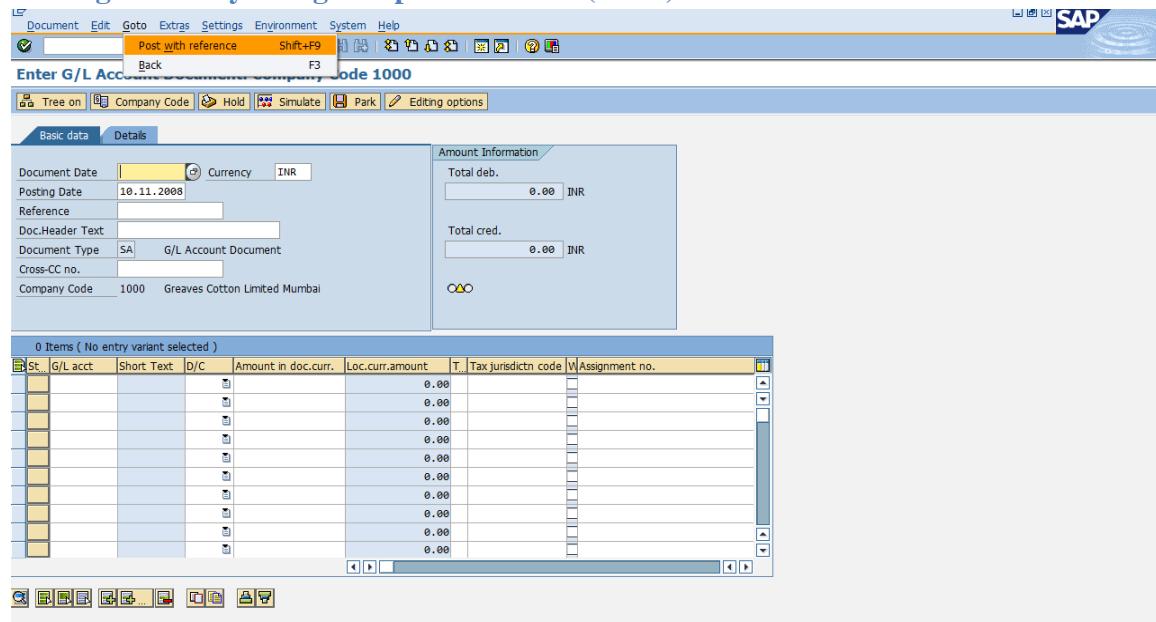
We can use following Navigation

## FI- CO End User Training Module



For using the sample document at regular transaction level

### Passing the Entry Using Sample Document (FB50)



Click on post with reference as shown in the above screen

## FI- CO End User Training Module

### Post Document: Header Data

<b>Reference</b>	
Document Number	9000002
Company Code	1000
Fiscal Year	2008
<b>Flow control</b>	
<input type="checkbox"/> Generate reverse posting <input type="checkbox"/> Enter G/L account items <input type="checkbox"/> Do not propose amounts <input type="checkbox"/> Recalculate days and percentages <input checked="" type="checkbox"/> Display line items <input type="checkbox"/> Copy texts <input type="checkbox"/> Transfer functional area <input type="checkbox"/> Recalculate Local Currency Amounts <input type="checkbox"/> Copy Segment and Partner Segment	

Provide the document number and others which shown in the above screen

Press enter

<b>Post Document: Header Data</b>					
Document Date	06.11.2008	Type	SA	Company Code	1000
Posting Date	06.11.2008	Period	8	Currency/Rate	INR
Document Number	INTERNAL	Translatn Date		Cross-CC no.	
Reference		Doc.Header Text		Trading part.BA	
<b>First line item</b>					
PstKy	40	Account	462000	SGL Ind	TType

Change the Document TYPE as required and press enter continuously until the following screen appears

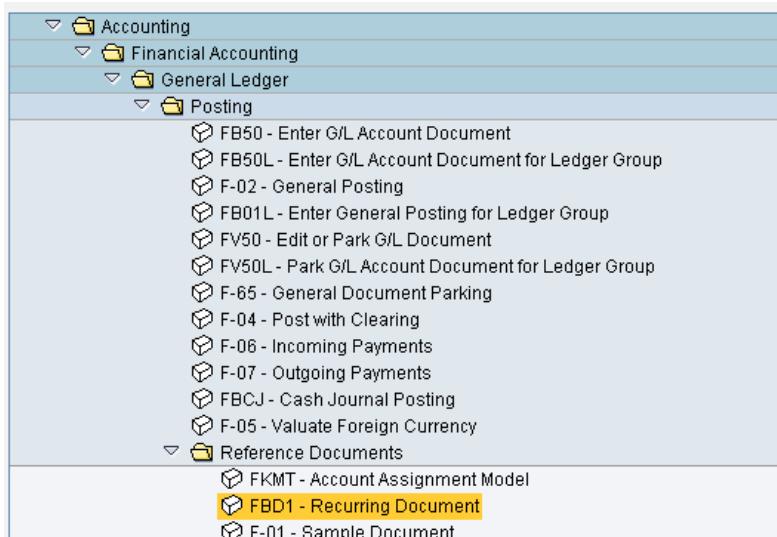
## FI- CO End User Training Module

**Post Document Display Overview**

		Display Currency		Park document	Acct model	Fast Data Entry	Taxes
Document Date	06.11.2008	Type	SA	Company Code	1000		
Posting Date	06.11.2008	Period	8	Currency	INR		
Document Number	INTERNAL	Fiscal Year	2008	Translatn Date	06.11.2008		
Reference				Cross-CC no.			
Doc.Header.Text				Trading part.BA			
<b>Items in document currency</b>							
PK	BusA	Acct		INR	Amount	Tax amnt	
001	40	0000462000	Travelling Exp		25,555.00		
002	50	0000239999	CASH-HO-Mumbai		25,555.00-		
<b>D 25,555.00</b>			<b>C 25,555.00</b>			<b>0.00</b>	<b>*</b>
<b>2 Line items</b>							
<b>Other line item</b>							
PstKy	<input type="checkbox"/>	Account		SGL Ind	<input type="checkbox"/>	TType	<input type="checkbox"/>
						New co.code	<input type="checkbox"/>

### Booking of Recurring Entries (FBD1)

We can also use the following navigation path



A template can be maintained for entries that are frequently passed each month. Such entries are referred to as "Recurring Entries".

As a onetime activity the entry can be maintained and the same recalled each month and the entry posted.

## FI- CO End User Training Module

### Enter Recurring Entry: Header Data

<input type="button" value="Fast Data Entry"/>	<input type="button" value="Account Assignment Model"/>	<input type="button" value="Post with reference"/>
Company Code <input type="text" value="1000"/>		
Recurring entry run		
First run on	<input type="text" value="10.11.2008"/>	
Last run on	<input type="text" value="31.03.2009"/>	
Interval in months	<input type="text" value="1"/>	
Run date	<input type="text" value="10"/>	
Run schedule	<input type="text"/>	
<input type="checkbox"/> Transfer amounts in local currency <input type="checkbox"/> Copy texts		
<input type="checkbox"/> Transfer tax amounts in local currency		
Document header information		
Document Type	<input type="text" value="SA"/>	Currency/Rate <input type="text" value="INR"/>
Reference	<input type="text"/>	Translatn Date <input type="text" value="10.11.2008"/>
Document Header Text	<input type="text"/>	
Trading part.BA	<input type="text"/>	
First line item		
PstKy	<input type="text" value="40"/>	Account <input type="text" value="462000"/>
SGL Ind	<input type="checkbox"/>	TType <input type="checkbox"/>

Enter details like First run, interval, Document type etc. in the Header. In the line items enter the accounts that need to be posted to.

First Run On: - Date from which the first recurring entry is to be carried out.

Last Run On: Date up until which the final recurring entry is to be carried out.

Interval: Date up until which the final recurring entry is to be carried out.

Run Date: Calendar day on which the recurring entry is to be carried out. If we do not specify a day, then the calendar day which we entered in the "First run on" field is used.

Document Type : Mention the desired document Type

Providing all the values , press enter .

## FI- CO End User Training Module

### Enter Recurring Entry Correct G/L account item

More data Acct model Fast Data Entry Taxes

G/L Account 462000 Travelling Exp  
Company Code 1000 Greaves Cotton Limited

**Item 1 / Debit entry / 40**

Amount	10,000.00	INR	<input type="checkbox"/> Calculate tax
Cost Center	1103001033	Order	
WBS Element		Profit. Segment	<input type="button" value="→"/>
Network		Sales Order	<input type="button" value="→"/> More
Purchasing Doc.		Quantity	
Assignment		<input type="checkbox"/> Long Texts	
Text			

**Next Line Item**

PstKy 50 Account 239999 SGL Ind  TType

Enter Line item details like Posting Key and the corresponding Account code and specify the amount per line item. Incase of expense accounts

It is mandatory to enter a Cost Object like Cost Center, Internal Order or Profitability Segment against it. The Assignment field can be used for the purpose Of sorting of line items.

### Enter Recurring Entry Add G/L account item

More data Acct model Fast Data Entry Taxes

G/L Account 239999 CASH-HO-Mumbai  
Company Code 1000 Greaves Cotton Limited

**Item 2 / Credit entry / 50**

Amount	10000	INR
Business Place		
Profit Center		
Value date	10.11.2008	
Assignment		
Text <input type="checkbox"/> Long Texts		

**Next Line Item**

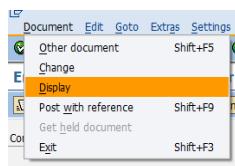
PstKy  Account  SGL Ind  TType

Click on simulate to check the entry and then save the entry and after saving the following lines appears in the bottom of the screen.

 Document 5 was stored in company code 1000

We can go to Documents and click on display to see the previous entry passed.

## FI- CO End User Training Module



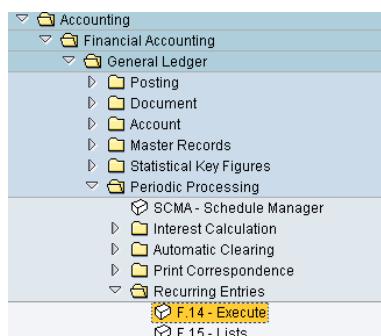
**Display Recurring Document: Data Entry View**

Taxes    Display Currency

Data Entry View											
Document Number	5	Company Code	1000	Fiscal Year	2008						
Document Date	10.11.2008	Posting Date	10.11.2008	Period	8						
Reference		Cross-CC no.									
Currency	INR	Texts exist				Ledger Group					
<b>C...</b>	<b>Itm</b>	<b>PK</b>	<b>S</b>	<b>Account</b>	<b>Description</b>	<b>Amount</b>	<b>Curr.</b>	<b>Tx</b>	<b>Cost Center</b>	<b>Profit Center</b>	<b>Segment</b>
1000	1	40		462000	Travelling Exp	10,000.00	INR		1103001033	1103001	
	2	50		239999	CASH-HO-Mumbai	10,000.00-	INR			1215899	

### Posting of Recurring Entries (F.14)

Else we can use the following navigation path.

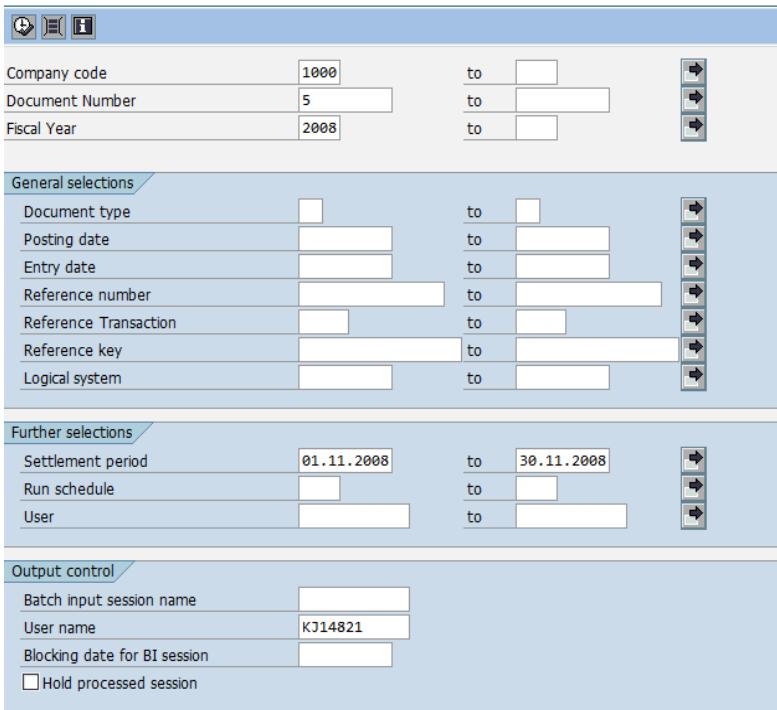


Enter the document number and the period for which the recurring entry needs to be generated. The session name can be entered manually for

Easy identification. Executing the transaction now will generate a Batch input session.

## FI- CO End User Training Module

### Create Posting Documents from Recurring Documents



This screenshot shows the SAP Fiori interface for creating posting documents from recurring documents. It includes sections for General selections, Further selections, and Output control, each with various input fields and navigation arrows.

- General selections:**
  - Company code: 1000
  - Document Number: 5
  - Fiscal Year: 2008
  - Document type, Posting date, Entry date, Reference number, Reference Transaction, Reference key, Logical system
- Further selections:**
  - Settlement period: 01.11.2008 to 30.11.2008
  - Run schedule, User
- Output control:**
  - Batch input session name, User name (KJ14821), Blocking date for BI session
  - Hold processed session

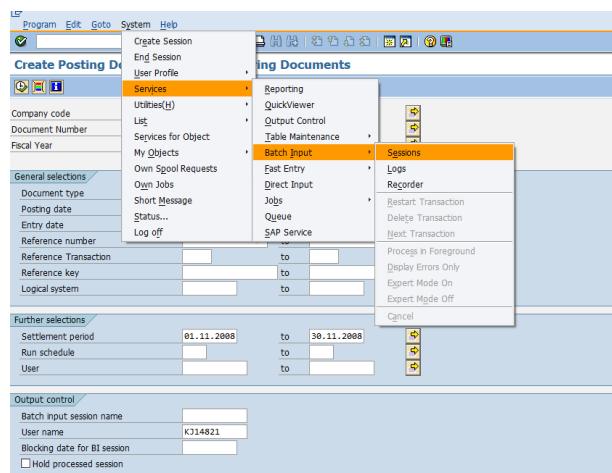
A batch input sessions gets created that needs to be further processed either in the foreground, background or errors only mode. If processed

In the foreground mode, each line item screen will come up and it is possible to change the values during posting.



Provide the values as shown above and click on

 Session SAPF120 was created System will create the session.

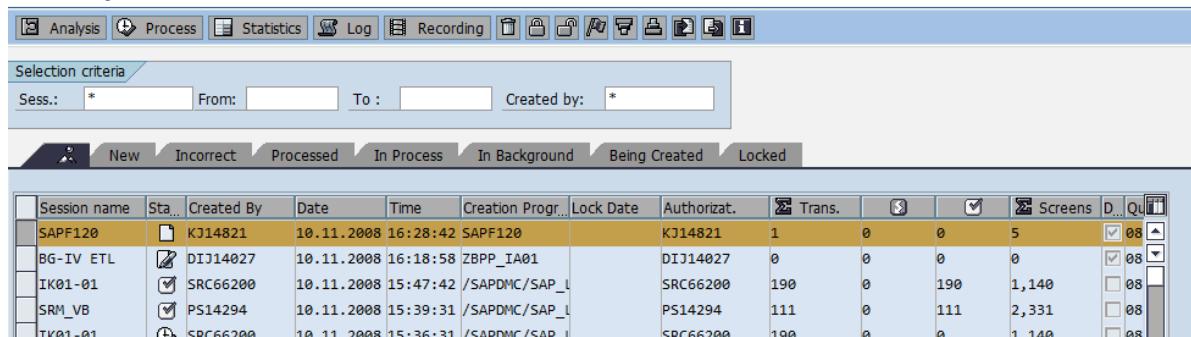


This screenshot shows the SAP GUI interface for creating posting documents. A context menu is open over the 'Sessions' option in the 'Batch Input' submenu. The menu includes options like Reporting, QuickViewer, Output Control, Table Maintenance, Fast Entry, Direct Input, Jobs, Queue, SAP Service, Logs, and Recorder. Other visible menu items include Services, Utilities, List, Services for Object, My Objects, Own Spool Requests, Own Jobs, Short Message, Status, Log off, Create Session, End Session, User Profile, and Help.

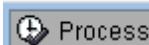
## FI- CO End User Training Module

Or We Can Go With T.code SM35

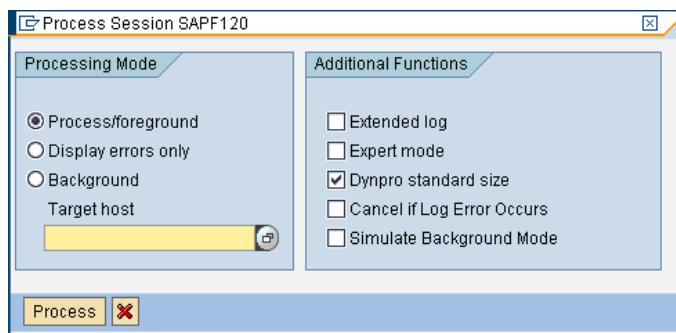
### Batch Input: Session Overview



Session name	Sta...	Created By	Date	Time	Creation Progr...	Lock Date	Authorizat.	Trans.	Screens	D...Q...L...
SAPF120	<input checked="" type="checkbox"/>	KJ14821	10.11.2008	16:28:42	SAPF120		KJ14821	1	0	0
BG-IV ETL	<input checked="" type="checkbox"/>	DIJ14027	10.11.2008	16:18:58	ZBPP_IA01		DIJ14027	0	0	0
IK01-01	<input checked="" type="checkbox"/>	SRC66200	10.11.2008	15:47:42	/SAPDMC/SAP_L...		SRC66200	190	0	190
SRM_VB	<input checked="" type="checkbox"/>	PS14294	10.11.2008	15:39:31	/SAPDMC/SAP_L...		PS14294	111	0	111
TK01-01	<input checked="" type="checkbox"/>	SRC66200	10.11.2008	15:36:31	/SAPDMC/SAP_L...		SRC66200	190	0	190

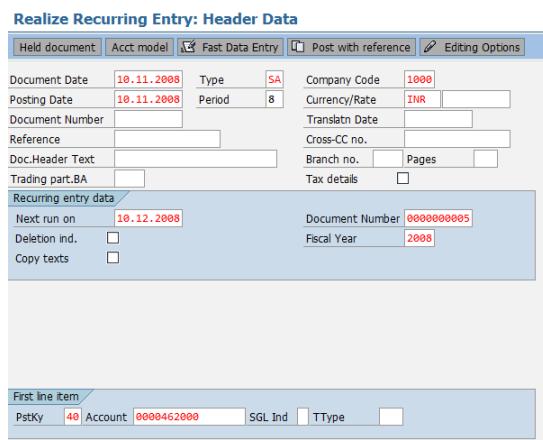
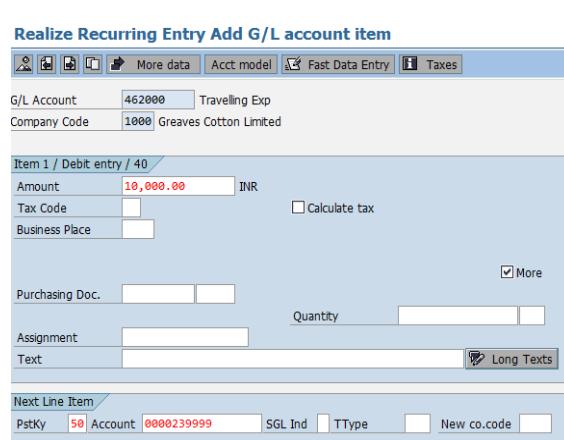


Select the respective session and click on process button . System popup following screen



Click on the Process Button

The system processes the recurring entries showing following screens go on pressing "Enter" till the document is posted

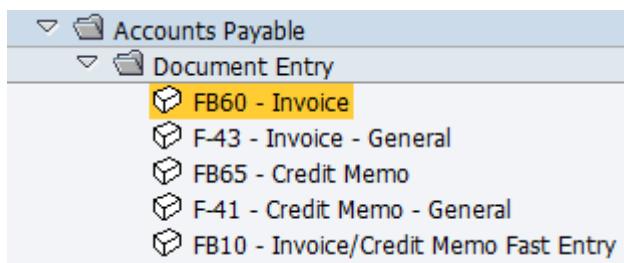
## FI- CO End User Training Module

### Chapter - 4

#### Accounts Payable

##### Vendor Invoice Posting (FB60) / (F-43)

Navigation Path



Provide the necessary information and simulate the transaction

Decide on the Company code in which the Invoice needs to be posted and the currency involved. One can also specify the currency conversion rate that needs to be adopted for the transaction. In the reference field enter the Invoice number of the Vendor Invoice and the corresponding text.

The screenshot shows the SAP 'Enter Vendor Invoice' screen for Company Code 1000. The main area is divided into several tabs: Basic data, Payment, Details, Tax, Withholding tax, and Notes. The 'Basic data' tab is active, showing the following details:

- Vendor: KJ14821
- Invoice date: 11.11.2008
- Posting Date: 11.11.2008
- Document Type: Vendor Invoice
- Cross-CC no.: (empty)
- Amount: 15,000.00 (INR)
- Tax amount: (empty)
- Bus.place/sectn: 1000 / 1000
- Text: (empty)

To the right of the basic data, there is a 'Vendor' section with address information:

- Mr. KIRTI JAIN
- GREAIVES COTTON LIMITED
- 9820590741
- Bank account: 23523424
- Bank Number: CC133
- vendor bank, AMBATTRU

Below the basic data, there is a table for '1 Items ( No entry variant selected )' with columns: St., G/L acct, Short Text, D/C, Amount in doc.curr., Loc.curr.amount, T, Segment, Cost center, and Tax juris. The first row shows:

St.	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T	Segment	Cost center	Tax juris
1	466001	GARDENING	Debit	15,000.00	15,000.00	1910000	1910100B10		
			Debit		0.00				
			Debit		0.00				
			Debit		0.00				
			Debit		0.00				
			Debit		0.00				
			Debit		0.00				

By default, the above screen for TDS deduction comes up. TDS is applicable on Invoicing or Payment whichever is earlier. Remove the TDS codes against "PAYMENT ( OP )" line as this indicates TDS deduction at the time of payment. Incase if

## FI- CO End User Training Module

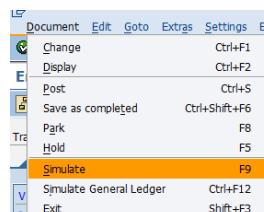
manual adjustments need to be made, the base amount and corresponding TDS Amount needs to be specified. This is of particular importance in cases where TDS has been deducted on Advance payment. Enter the net amount here so that TDS gets deducted on the reduced amount.

The light next to the tabs reflects the balance in the document currency:

1. •  Balance does not equal zero (posting is not possible)
2. •  Unchecked status (initial status, posting not yet carried out)
3. •  Balance equals zero (posting carried out)

We can define how we want the debit/credit indicator to appear in  *Editing Options*

 **Simulate:** A document overview appears in which we can select various options for data preparation.



### Document Overview

The screenshot shows the SAP Document Overview screen for a Vendor Invoice (Doc. Type: KR). The document details are as follows:

- Doc. Number: [redacted]
- Company code: 1000
- Fiscal year: 2008
- Doc. date: 11.11.2008
- Posting date: 11.11.2008
- Period: 08
- Calculate Tax:
- Doc.currency: INR

Below the details is a table of transaction lines:

Item	PK	Account	Account short text	Assignment	Tx	Amount
1	31	KJ14821	KIRTI JAIN			14,691.00-
2	40	466001	GARDENING EXPENSES			15,000.00
3	50	150002	TDS ON CONTRACTORS			309.00-

If the entry is ok then Save the entry the Document number will be generated.

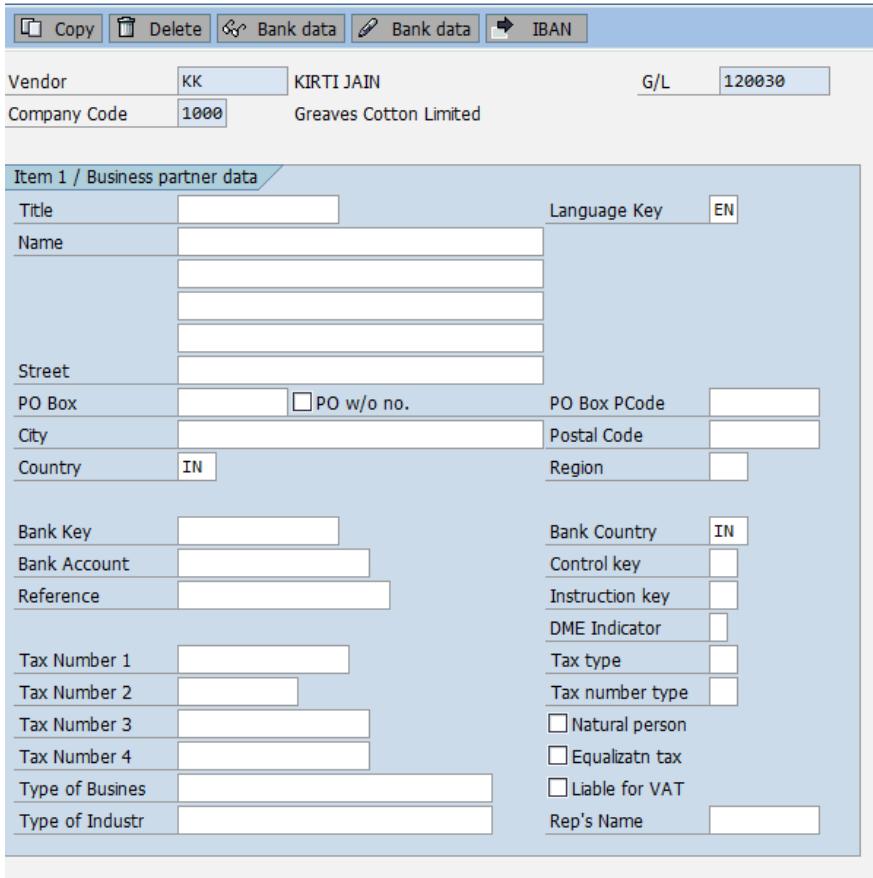
 Note : We can use **FB60** or **F-43** for the voucher entry in **FB60** we have debit credit screen and in **T.Code F-43** we have to use posting keys to do the transactions .

The procedure for booking of Vendor Invoices remains the same except that a special screen for inputting the Vendor name and address details comes up. Note that the cheque will get printed as per the name specified in the name field. This

## FI- CO End User Training Module

functionality can be used effectively for making payment to vendors where the name changes each time eg. Payment to Government authorities for Income tax, stamp duty etc.

### Enter Vendor Invoice: Address and bank data

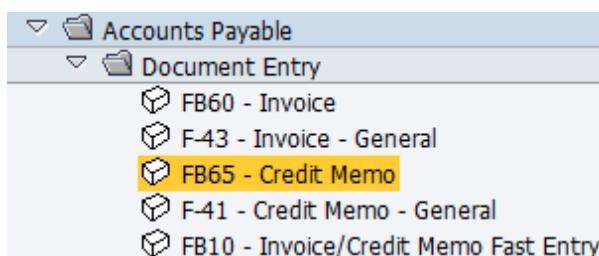


Vendor KK KIRTI JAIN  
Company Code 1000 Greaves Cotton Limited

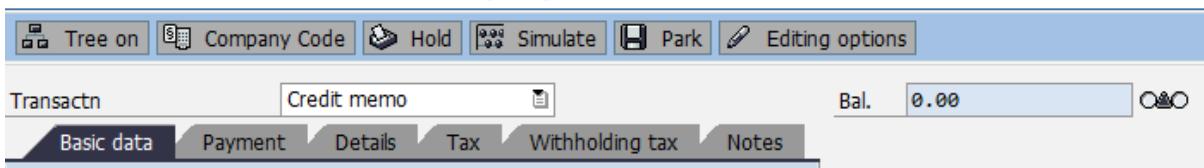
Item 1 / Business partner data

Title	Language Key EN	
Name		
Street		
PO Box	<input type="checkbox"/> PO w/o no.	PO Box PCode
City	Postal Code	
Country IN	Region	
Bank Key	Bank Country IN	
Bank Account	Control key	
Reference	Instruction key	
Tax Number 1	DME Indicator	
Tax Number 2	Tax type	
Tax Number 3	Tax number type	
Tax Number 4	<input type="checkbox"/> Natural person	
Type of Business	<input type="checkbox"/> Equalizatn tax	
Type of Industr	<input type="checkbox"/> Liable for VAT	
	Rep's Name	

### Vendor Credit Memo Posting (FB65)/ (F-41)



### Enter Vendor Credit Memo: Company Code 1000



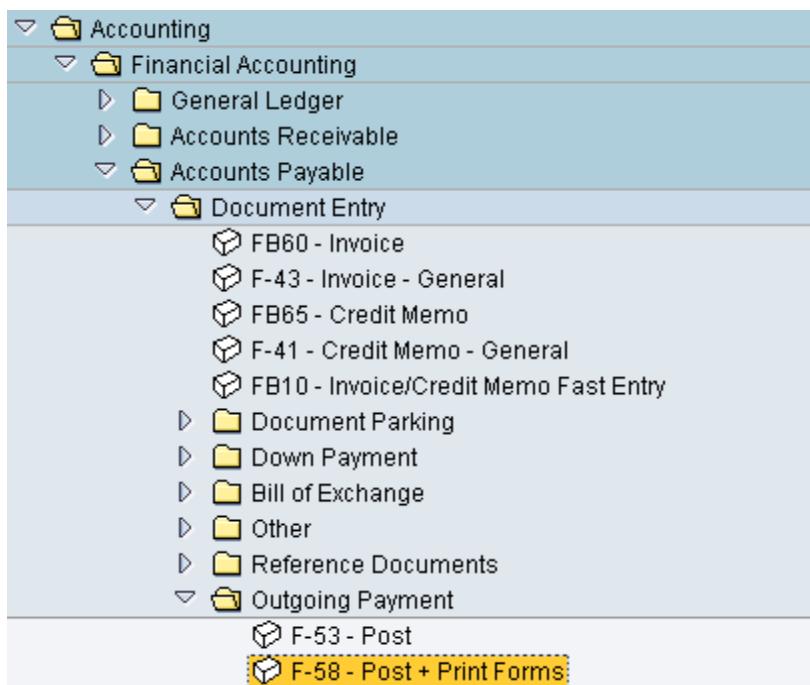
Transactn Credit memo  
Bal. 0.00

Basic data Payment Details Tax Withholding tax Notes

Only we have to select the transaction type as credit memo in FB60 / F-43 or we can use FB65/F-41 for creating credit memos for accounts payable.

## FI- CO End User Training Module

### Vendor Invoice Payment ( F-53 ) / ( F-58 )



### Payment with Printout: Header Data

Payment method and form specifications		Processing type
Company Code	1000	<input type="checkbox"/> Calculate pmnt amnt
Payment method	C	
House Bank	HDFC1	
Check lot number	1	
Alternative form		
Padding Character		
Output control		
Printer for forms	lp01	<input type="checkbox"/> Print immediately
Pmnt advice printer		<input type="checkbox"/> Recipient's lang.
		<input type="checkbox"/> Currency in ISO code
		<input type="checkbox"/> Test printout
		<input type="checkbox"/> Do not Void any Checks

**Enter payments**

Click on enter payment button

## FI- CO End User Training Module

### Payment with Printout Header Data

Process open items							
Document Date	11.11.2008	Type	KZ	Company Code	1000		
Posting Date	11.11.2008	Period	8	Currency/Rate	INR		
Document Number			Translatn Date				
Reference			Cross-CC no.				
Doc.Header Text			Trading part.BA				
Clearing text							
Bank posting details							
Amount	15000			Business Area			
Value date	11.11.2008			Assignment			
Text							
Payee							
Vendor	KJ14821			Company Code	1000		
Customer			Payee				
<input type="checkbox"/> Payment on acct	Pmnt on acct						
Paid items				Additional selections			
<input checked="" type="checkbox"/> Standard OIs				<input checked="" type="radio"/> None <input type="radio"/> Amount <input type="radio"/> Others			
Special G/L ind							

Provide the values as shown above

Click on process open item button

... system will open the following screen

### Payment with Printout Enter partial payments

Distribute diff.	Charge off diff.	Editing options																														
<input type="checkbox"/> Standard <input type="checkbox"/> Partial pmt <input type="checkbox"/> Res.items <input type="checkbox"/> Withhdg tax																																
Account items KJ14821 KIRTI JAIN																																
Document ...	Reference	Invoice ref...	D...	Document ...	P...	Busi...	Day...	Net amount	Partially Paid Amt	Payment amount	RCD	St...																				
810000030		810000030	KR	11.11.2008	31	0		14,691.00-	0.00	14,000.00-																						
<input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> Amo... <input type="button"/> Gross<>... <input type="button"/> Currency <input type="button"/> Items <input type="button"/> Items <input type="button"/> Disc. <input type="button"/> Disc.																																
<b>Editing status</b> <table border="1"> <tr> <td>Number of items</td> <td>1</td> <td>Amount entered</td> <td>14,000.00-</td> </tr> <tr> <td>Display from item</td> <td>1</td> <td>Assigned</td> <td>14,000.00-</td> </tr> <tr> <td>Reason code</td> <td></td> <td>Difference postings</td> <td></td> </tr> <tr> <td>Currency</td> <td>INR</td> <td>Not assigned</td> <td>0.00</td> </tr> <tr> <td>Display in clearing currency</td> <td></td> <td></td> <td></td> </tr> </table>													Number of items	1	Amount entered	14,000.00-	Display from item	1	Assigned	14,000.00-	Reason code		Difference postings		Currency	INR	Not assigned	0.00	Display in clearing currency			
Number of items	1	Amount entered	14,000.00-																													
Display from item	1	Assigned	14,000.00-																													
Reason code		Difference postings																														
Currency	INR	Not assigned	0.00																													
Display in clearing currency																																

## FI- CO End User Training Module

If we want change proposed value as shown in the above screen(amount entered 14000 but the invoice value is 14600.) click on charge off diff. button **Charge off diff.**. Click on line item screen

Process open items

Remove the value put the \* in the amount field click on **Process open items** button

Not assigned field need to always 0. Simulate and post the document

After we save the document the following screen appears

### International Payment Medium - Check (with check management)

Overview of the lists generated		
Name	Dataset	Spool number
Cheque	LIST1S	0000003315

Click on the Spool number following screen appears

### Output Controller: List of Spool Requests

System	Spool no.	Type	Date	Time	Status	Pages	Title
<input type="checkbox"/> GQR	3315		11.11.2008	12:15	-	1	Cheque

Click on the ICON below "Type" Cheque will popup as below

## FI- CO End User Training Module

We are sending you a separate payment advice for document 811000046 from 11.11.2008 to explain the invoice items.

Sum total	0,00	14.000,00
-----------	------	-----------

Payment document	Check number	Date	Currency	Payment amount
811000046	100009	11.11.2008	INR	*****14.000,00*

Bank number	Account number	Check number
	1234567890	100009

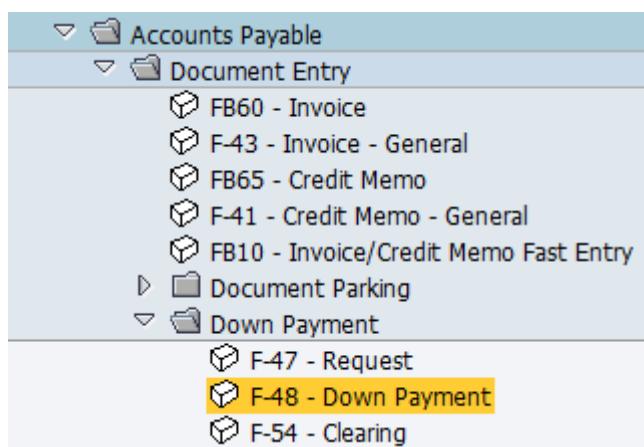
hdfc

INR	
*** FOURTEEN THOUSAND INR***	*****14.000,00*

Mr. KIRTI JAIN  
GREAIVES COTTON LIMITED

11.11.2008

### Advance Payments to Vendors (F-48)



Advance payment to vendors are identified in SAP through the use of Special GL indicators. In case of Greaves Cotton Limited and Premium Energy Transmission Limited , the indicators that can be used are \_\_\_\_\_ . Note that the postings through these indicators get routed through the advance account and not the normal Reconciliation account



2009



## FI- CO End User Training Module

Document Edit Goto Extras Settings Environment System Help

Post Vendor Down Payment: Header Data

New item Requests

Document Date: 11.11.2008 Type: KZ Company Code: 1000  
Posting Date: 11.11.2008 Period: 8 Currency/Rate: INR  
Document Number: Translatn Date: Cross-CC no.:  
Reference: Doc.Header.Text: Tax Report.Date:  
Trading part.BA:

Vendor Account: kj14821 Special G/L Ind: 2  
Altern.comp.cde:

Bank Account: 240092 Business Area: LC amount: LC bank charges:  
Amount: Bank charges: Profit Center:  
Value date: 11.11.2008 Text: Assignment:  
Assignment: 22 Entries found

Special G/L Indicator (1) 22 Entries found

Restrictions

Account Type: K

SG Description

- 1 CAPITAL ADVANCE
- 2 SUPPLIER ADVANCE
- 3 ADVANCE FOR EXPENSES
- 4 EMD RECEIVED
- 5 TRAVEL ADVANCE
- 6 IMPREST ADVANCE
- A Down Payments, Current Assets
- B Down Payments, Financ'l Assets
- C Virement à échéance
- D Discounts
- F Down Payment Requests
- G Guarantee received
- H Security deposit
- I Down Payments, Intang. Assets
- M Down Payments, Tangible Assets
- O Down Payments, Amortization
- P Payment request
- R R
- S Check/Bill of Exchange
- T T

22 Entries found

Specify the Company code, Vendor Code, bank account number and the amount that is to be paid as an Advance and click on Enter.

### Post Vendor Down Payment Add Vendor item

More data New item Withholding tax

Vendor: KJ14821 KIRTI JAIN G/L Acc: 250020  
Company Code: 1000 GREAVES COTTON LIMITED  
Greaves Cotton Limited

Item 2 / received / 29 2

Amount: \* INR  Calculate tax  
Discount %: Bus./sectn: Disc. amount:  
Asset: Profit Ctr:  
Assignment:  
Text: Long Texts

Enter Withholding Tax Information

Name of w/hld.tx..	W/tax...	W/Tax Base	W/Tax Amt	W/tax base LC	W/Tax Amnt LC
PMT - SEC 194C - P/CA				0.00	

The above screen for TDS gets defaulted. Incase if no TDS is to be deducted then the TDS codes needs to be manually deleted from the above screen.

## FI- CO End User Training Module

### Post Vendor Down Payment Display Overview

		<input type="button" value="Display Currency"/>		<input type="button" value="Taxes"/>		<input type="button" value="Reset"/>		
Document Date	11.11.2008	Type	KZ	Company Code	1000			
Posting Date	11.11.2008	Period	8	Currency	INR			
Document Number	INTERNAL	Fiscal Year	2008	Translatn Date	11.11.2008			
Reference				Cross-CC no.				
Doc.Header Text				Trading part.BA				
Items in document currency								
PK	BusA Acct	INR	Amount	Tax amnt				
001 50	0000240092 HDFC OUTFLOW HO		19,588.00-					
002 292	KJ14821 KIRTI JAIN		20,000.00					
003 50	0000150002 TDS ON CONTRACTORS		412.00-					
D	20,000.00	C	20,000.00	0.00	*	3	Line items	
Other line item								
PstKy	<input type="text"/>	Account	<input type="text"/>	SGL Ind	<input type="checkbox"/>	TType	<input type="checkbox"/>	
		New co.code	<input type="text"/>					

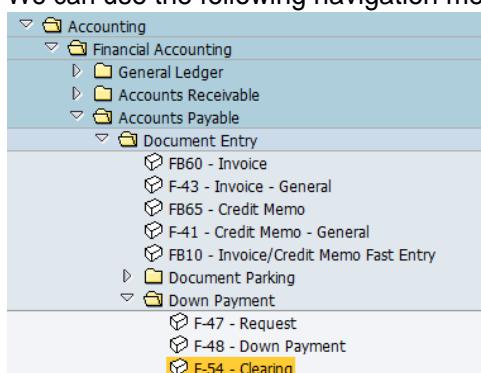
Simulate the transaction and Post

Execute FBZ5 with the payment document generated as above.

### Clearing the Down Payment (F-54)

( Converting the SPI GL to Normal General A/c )

We can use the following navigation menu.



## FI- CO End User Training Module

### Clear Vendor Down Payment: Header Data

Process down pmnts					
Document Date	23.12.2008	Type	KA	Company Code	1000
Posting Date	23.12.2008	Period	9	Currency/Rate	INR
Document Number				Translatn Date	
Reference					
Doc.Header Text					
Trading part.BA				Tax Report.Date	
Vendor					
Account	TEST12345				
Relevant invoice					
Invoice		Line item		Fiscal year	2008
Transfer posting item(s) details					
Assignment					
Text	clearing the advance				

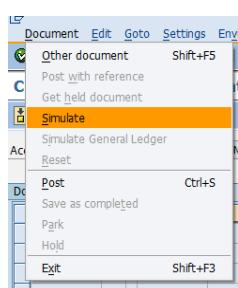
Provide the Vendor Code and the Date

If System Displays the Invoice Number in the Primary Screen remove the Invoice and click on

Process down pmnts

Note : - Provide the Narration in the Text field else the system will not allow to save the document.

Clear Vendor Down Payment Choose down payments									
<input style="border: none; background-color: inherit; color: inherit; font-size: inherit; width: 100px; height: 15px; margin-right: 10px;" type="button" value="Display Currency"/> <input style="border: none; background-color: inherit; color: inherit; font-size: inherit; width: 100px; height: 15px; margin-right: 10px;" type="button" value="Print"/> <input style="border: none; background-color: inherit; color: inherit; font-size: inherit; width: 100px; height: 15px;" type="button" value="Exit"/>									
Account	TEST12345	Currency	INR						
Down Payments									
Document	Lin	S	Purchasing	Item	Order	Amount	Transfer Posting	Available Amount	
811000011	2	2		0		10,000.00		10,000.00	
811000014	2	2		0		100,000.00		10,000.00	
811000015	2	2		0		50,000.00		50,000.00	
811000065	2	2		0		100,000.00		100,000.00	
811000097	2	2		0		75,000.00		75,000.00	
811000102	2	2		0		75,000.00		75,000.00	
811000103	2	2		0		300,000.00		300,000.00	
811000104	2	2		0		65,000.00		65,000.00	
811000279	2	2		0		25,000.00		25,000.00	
811000209	2	2		0		6,666.00		6,666.00	
811000316	2	2		0		1,000.00		1,000.00	
811000318	2	2		0		10,000.00		10,000.00	
811000320	2	2		0		5,000.00		5,000.00	
811000322	2	2		0		500,000.00	250,000.00	500,000.00	
811000327	2	2		0		1,000.00		1,000.00	
811000392	2	2		0		2,060.00		2,060.00	
						Total	250,000.00		
Display item		1	/	16					



Select the "Transfer Posting" and provide the amount we want to match with the invoice and simulate the transaction.

## FI- CO End User Training Module

### Clear Vendor Down Payment Display Overview

<input type="button"/> Display Currency		<input type="button"/> Taxes	<input type="button"/> Reset		
Document Date	23.12.2008	Type	KA	Company Code	1000
Posting Date	23.12.2008	Period	9	Currency	INR
Document Number	INTERNAL	Fiscal Year	2008	Translatn Date	23.12.2008
Reference		Cross-CC no.		Doc.Header Text	
Items in document currency					
PK	BusA Acct	INR	Amount	Tax amnt	
001	392 TEST12345 test12345		250,000.00-		
002	26 TEST12345 test12345		250,000.00		
D	250,000.00	C	250,000.00	0.00	* 2 Line items
Other line item					
PstKy	<input type="checkbox"/>	Account	<input type="text"/>	SGL Ind	<input type="checkbox"/>
TType	<input type="checkbox"/>	New co.code	<input type="text"/>		

If the Transaction is ok click on save

 Document 815000034 was posted in company code 1000

Now we can clear the invoice with the advance amount (F-44 – Clear)

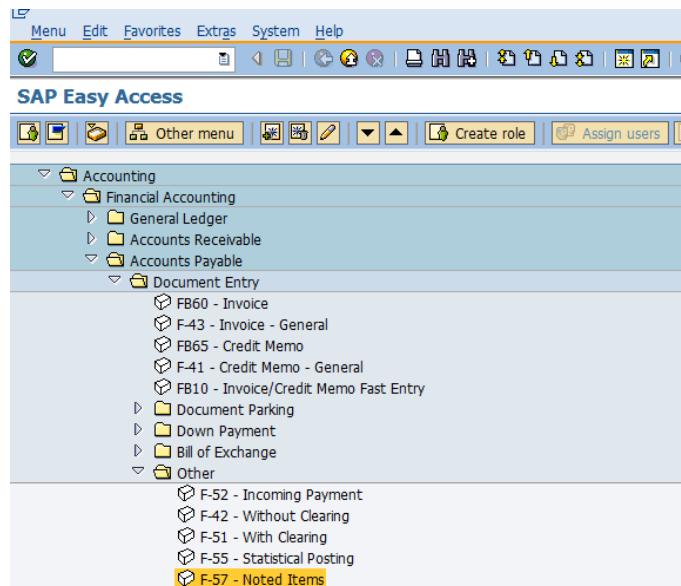
Clear Vendor: Header Data					
<input type="button"/> Process open items					
Account	TEST12345	Clearing date	23.12.2008	Period	9
Company Code	1000	Currency	INR		
Open item selection					
Special G/L ind	<input type="text"/>	<input checked="" type="checkbox"/> Normal OI			
Additional selections					
<input type="radio"/> None	<input type="radio"/> Amount	<input type="radio"/> Document Number	<input type="radio"/> Posting Date	<input type="radio"/> Dunning Area	<input type="radio"/> Reference
<input type="radio"/> Payment order	<input type="radio"/> Collective invoice	<input type="radio"/> Document Type	<input type="radio"/> Business Area	<input type="radio"/> Tax Code	<input type="radio"/> others

Now we can select process open items and clear the bills

## FI- CO End User Training Module

### Memorandum Entries / Noted Items (F-57)

Or we can use the following navigation Path



The process is same as discussed in the Accounts receivable Noted Items.

### Import process

Purchase order:

In the purchase order item data views click on conditions tab select the custom duty conditions for view and change the custom vendor if required.

## FI- CO End User Training Module

Document overview

S	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Pint	Stor. Loc.
10	ZIMP				Import pricing proc test	1 EA	D	25.11.2008	100.00 USD	1	EA	01H		1320		
									USD							
									USD							
									USD							

Purch.Doc.

- 4500000394
- 4500000395
- 4500000398
- 4500000398
- 4500000400
- 4500000440
- 4500000440
- 4500000472
- 4500000478
- 4500000478
- 4500000612
- 4500000641
- 4500000707

Item 1 [10] ZIMP, Import pricing proc test

Material Data QuantitiesWeights Delivery Schedule Delivery Invoice Conditions Texts Delivery Address Confirmations Condition Control

Qty	1 EA	Net	100.00 USD
-----	------	-----	------------

Pricing Elements

Entry	Name	Amount	Crcy	per	U...	Condition value	Curr.	Status	NumC...	OUn	CCOn...	Un	Condition value	CdCur	Stat
JCOB	IN Basic customs	10.000	%			11.00	USD		0	0			0.00		
JCV1	IN CVD	14.000	%			16.94	USD		0	0			0.00		
JECV	Edn. Cess on CVD	2.000	%			0.34	USD		0	0			0.00		
JICV	Sec ECESS on CVD	1.000	%			0.17	USD		0	0			0.00		
JCES	Custom Edn. Cess	2.000	%			0.57	USD		0	0			0.00		
JSDB	Custom S&H Edn. Cess	1.000	%			0.28	USD		0	0			0.00		

Condition rec. Analysis Update

Select respective line and click on  in the above screen.

Item	10	Application	M
Condition type	JCV1 IN CVD	CondPricingDate	25.11.2008

Condition values

Amount	14.000	%
Cond.base value	121.00	USD
Condition value	16.94	USD

Control data

Condition class	A	Discount or surcharge	
Calculat.type	A	Percentage	<input checked="" type="checkbox"/> Statistical
Condit.category	B	Delivery costs	<input checked="" type="checkbox"/> Accruals
Cond.control	A	Adjust for quantity variance	
Condit.origin	A	Automatic pricing	

Account determination

Account key	FRE
Accruals	CVD

Vendor VNCOMM



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## **FI- CO End User Training Module**

System will show you the above screen provide the vendor code.( at present system proposing from condition record MEK1)

For clearing forwarding sake we are using ZIF1 condition do the same thing for providing vendor.

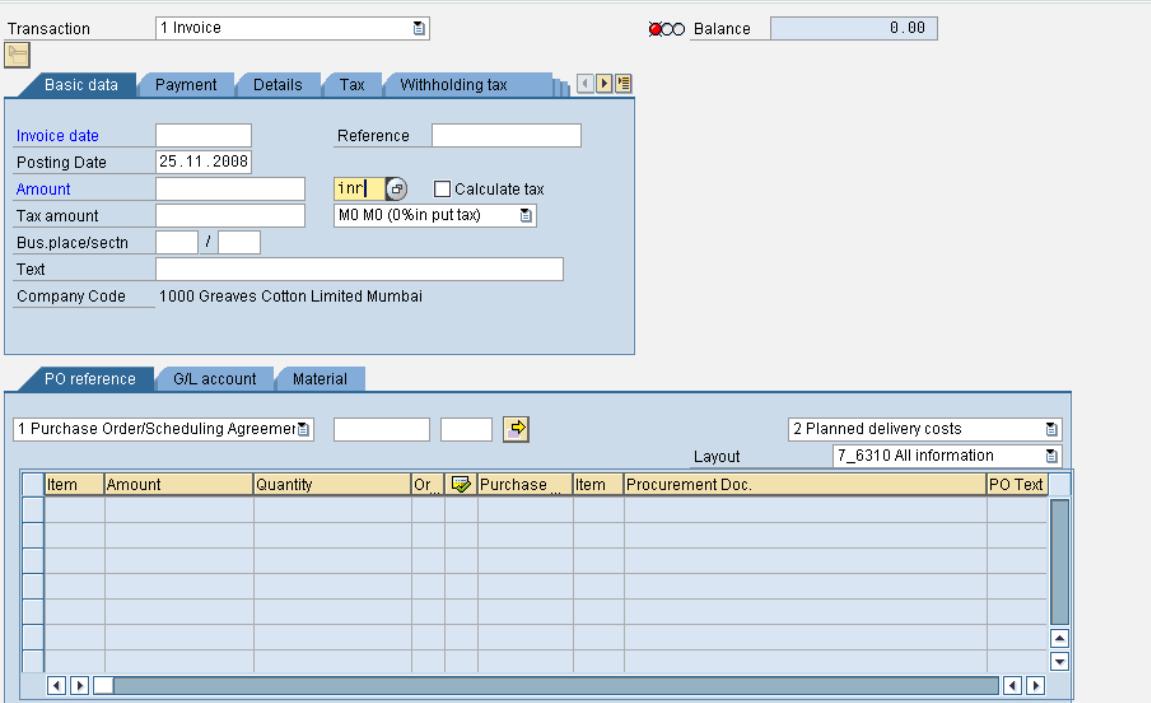
Item	10	Application	M
Condition type	ZIF1	CondPricingDate	24.11.2008
Condition values			
Amount	1,000.00	INR	
Cond.base value	14,487		
Condition value	18.02	USD	
Currency	INR	Exchange rate	
Doc. Currency	USD	Exchange rate	55.50000
			Local Currency INR
Control data			
Condition class	A	Discount or surcharge	<input checked="" type="checkbox"/> Group condition
Calculat.type	B	Fixed amount	<input checked="" type="checkbox"/> Statistical
Condit.category	B	Delivery costs	<input checked="" type="checkbox"/> Accruals
Cond.control	C	Changed manually	<input checked="" type="checkbox"/> Changed manual.
Condit.origin	A	Automatic pricing	
Account determination			
Account key	FRE	Vendor	
Accruals	FR1		VNFR

Refer purchase order no 4500000720 plant 1320.

For capturing custom duty vendor invoice go with t.Code: MIRO

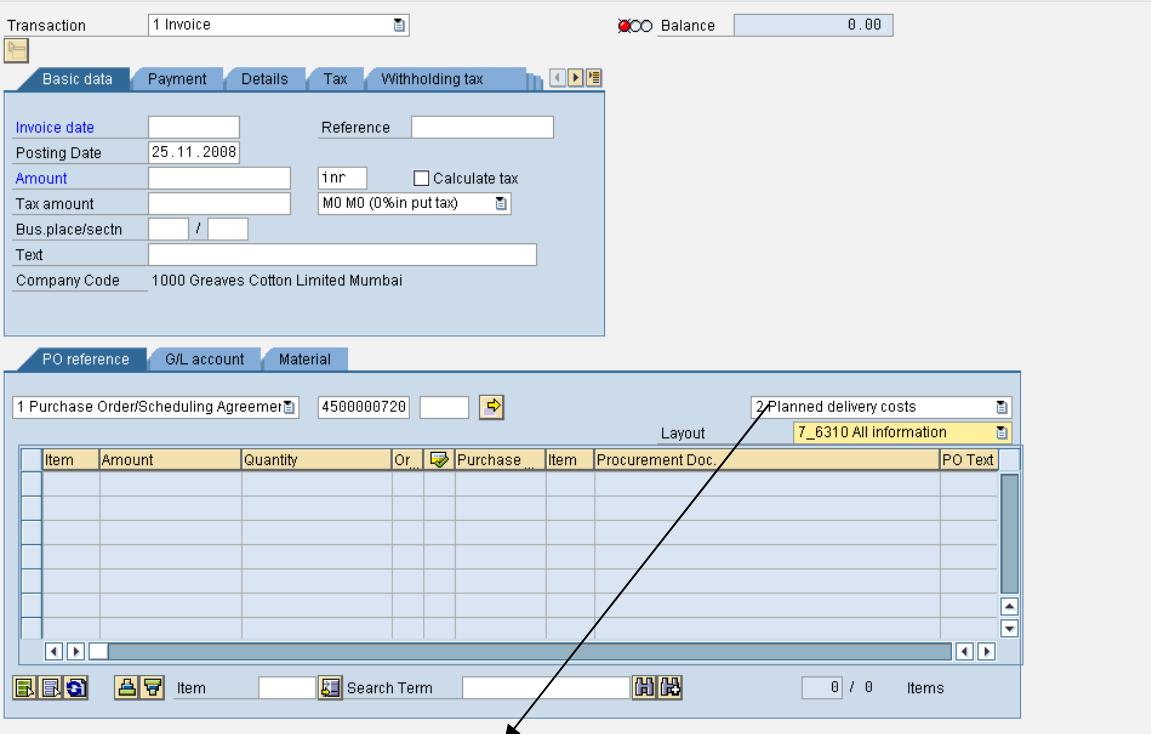
## FI- CO End User Training Module

With out providing any purchase order number provide the inr value in currency field as shown bellow



The screenshot shows the SAP Fiori interface for creating an invoice. The top navigation bar has 'Transaction' set to '1 Invoice'. The 'Basic data' tab is active, showing fields for 'Invoice date', 'Reference', 'Posting Date' (25.11.2008), 'Amount' (set to 'inr'), 'Tax amount', 'Bus.place/sectn', 'Text', and 'Company Code' (1000 Greaves Cotton Limited Mumbai). Below this, the 'PO reference' tab is visible.

Then provide the purchase order number in purchase order field as shown bellow



The screenshot shows the SAP Fiori interface for creating an invoice. The top navigation bar has 'Transaction' set to '1 Invoice'. The 'Basic data' tab is active, showing fields for 'Invoice date', 'Reference', 'Posting Date' (25.11.2008), 'Amount' (set to 'inr'), 'Tax amount', 'Bus.place/sectn', 'Text', and 'Company Code' (1000 Greaves Cotton Limited Mumbai). Below this, the 'PO reference' tab is active, showing the purchase order number '4500000720'. A large arrow points from the 'PO reference' field to the 'Planned delivery costs' field in the layout section.

Select the planned delivery costs in the above screen and press enter

System will propose you the bellow screen



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## **FI- CO End User Training Module**

Select the respective vendor click on right button

Transaction	1 Invoice	Balance	0.00	INR				
Basic data    Payment    Details    Tax    Withholding tax								
Invoice date	25.11.2008	Reference						
Posting Date	25.11.2008							
Amount	<input type="text"/>	INR	<input type="checkbox"/> Calculate tax 0M 0M (0%in put tax)					
Tax amount	<input type="text"/>							
Bus.place/sectn	<input type="text"/> / <input type="text"/>							
Text								
Paymt terms	Due immediately							
Baseline Date	25.11.2008							
PO reference    G/L account    Material								
1 Purchase Order/Scheduling Agreement			4500000720					
2 Planned delivery costs			7_6310 All information					
Item	Amount	Quantity	Net PO Value	Or.		Purchase...	Item	Procurement Doc.
2			610.50 EA	<input type="checkbox"/>	4500000720	10		
3			31.64 EA	<input type="checkbox"/>	4500000720	10		
4			940.17 EA	<input type="checkbox"/>	4500000720	10		
5			18.87 EA	<input type="checkbox"/>	4500000720	10		
6			309.14 EA	<input type="checkbox"/>	4500000720	10		
7			15.54 EA	<input type="checkbox"/>	4500000720	10		
			Item		Search Term			0 / 7 Items

Copy the values from net PO value field and past in the amount column and put quantity as 1 in each column as shown below

## FI- CO End User Training Module

Enter Incoming Invoice: Company Code 1000

Enter Incoming Invoice: Company Code 1000

Show PO structure | Show worklist | Hold | Simulate | Messages | Help

Transaction: 1 Invoice | Balance: 0.00 INR

Basic data		Payment		Details		Tax		Withholding tax	
Invoice date	25.11.2008	Reference							
Posting Date	25.11.2008								
Amount		INR		<input type="checkbox"/> Calculate tax					
Tax amount			OM OM (0%in put tax)						
Bus.place/sectn	/								
Text									
Paymnt terms		Due immediately							
Baseline Date		25.11.2008							

PO reference | G/L account | Material

1 Purchase Order/Scheduling Agreement		4500000720		2 Planned delivery costs		Layout		7_6310 All information	
Item	Amount	Quantity	Or	Purchase...	Item	PO Text	Procurement	Supplier	
2	610.50	1 EA	<input type="checkbox"/> 4500000720	10	IN Basic customs				
3	31.64	1 EA	<input type="checkbox"/> 4500000720	10	Custom Edn. Cess				
4	940.17	1 EA	<input type="checkbox"/> 4500000720	10	IN CVD				
5	18.87	1 EA	<input type="checkbox"/> 4500000720	10	Edn. Cess on CVD				
6	309.14	1 EA	<input type="checkbox"/> 4500000720	10	Addn. Custom Duty				
7	15.54	1 EA	<input type="checkbox"/> 4500000720	10	Custom S&H Edn. Cess				

Item | Search Term | H H | 0 / 7 Items

Enter Incoming Invoice: Company Code 1000

Enter Incoming Invoice: Company Code 1000

Show PO structure | Show worklist | Hold | Simulate | Messages | Help

Transaction: 1 Invoice | Balance: 0.00 INR

Basic data		Payment		Details		Tax		Withholding tax	
Invoice date	25.11.2008	Reference							
Posting Date	25.11.2008								
Amount	1,925.86	INR		<input type="checkbox"/> Calculate tax					
Tax amount			OM OM (0%in put tax)						
Bus.place/sectn	/								
Text									
Paymnt terms		Due immediately							
Baseline Date		25.11.2008							

PO reference | G/L account | Material

1 Purchase Order/Scheduling Agreement		4500000720		2 Planned delivery costs		Layout		7_6310 All information	
Item	Amount	Quantity	Or	Purchase...	Item	PO Text	Procurement	Supplier	
2	610.50	1 EA	<input type="checkbox"/> 4500000720	10	IN Basic customs				
3	31.64	1 EA	<input type="checkbox"/> 4500000720	10	Custom Edn. Cess				
4	940.17	1 EA	<input type="checkbox"/> 4500000720	10	IN CVD				
5	18.87	1 EA	<input type="checkbox"/> 4500000720	10	Edn. Cess on CVD				
6	309.14	1 EA	<input type="checkbox"/> 4500000720	10	Addn. Custom Duty				
7	15.54	1 EA	<input type="checkbox"/> 4500000720	10	Custom S&H Edn. Cess				

Item | Search Term | H H | 6 / 7 Items

Put the value in the amount field as shown in the above screen and simulate and save

## FI- CO End User Training Module

Simulate Document in INR (Document currency)

Position	A G/L	Act/Mat/Ast/Vndr	Procurement Doc.	Amount	Curr.	Purchasing	Item
1 K 120030	Custom comm. /			1,925.86	INR	4500000720 11	
2 S 121170	CVD CLEARING			610.50	INR	4500000720 11	
3 S 121170	CVD CLEARING			31.64	INR	4500000720 11	
4 S 121170	CVD CLEARING			940.17	INR	4500000720 11	
5 S 121170	CVD CLEARING			18.87	INR	4500000720 11	
6 S 121170	CVD CLEARING			309.14	INR	4500000720 11	
7 S 121170	CVD CLEARING			15.54	INR	4500000720 11	

Debit: 1,925.86      Credit: 1,925.86      Bal.: 0.00

Back  Post 

Material document no 5105600324

Go with MIGO

For goods receipt

Provide the purchase order number as shown below

Goods Receipt Settings System Help

Goods Receipt Purchase Order - SALIL

Show Overview Hold Check Post Help

A01 Goods Receipt R01 Purchase Order 4500000720 GR into blocked stck 103

General Vendor Add Data Input

Document Date 25.11.2008 Delivery Note   
 Posting Date 25.11.2008 Bill of Lading  HeaderText   
 1 Individual Slip  GR/GI Slip No.

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Batch	Valuation T...	M...	D...	Stock Type

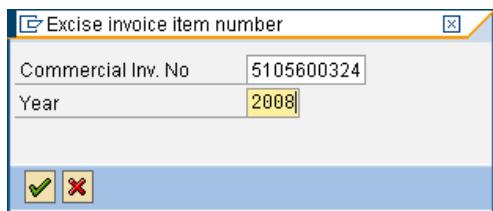
Material Quantity Where

   Delete  Contents   

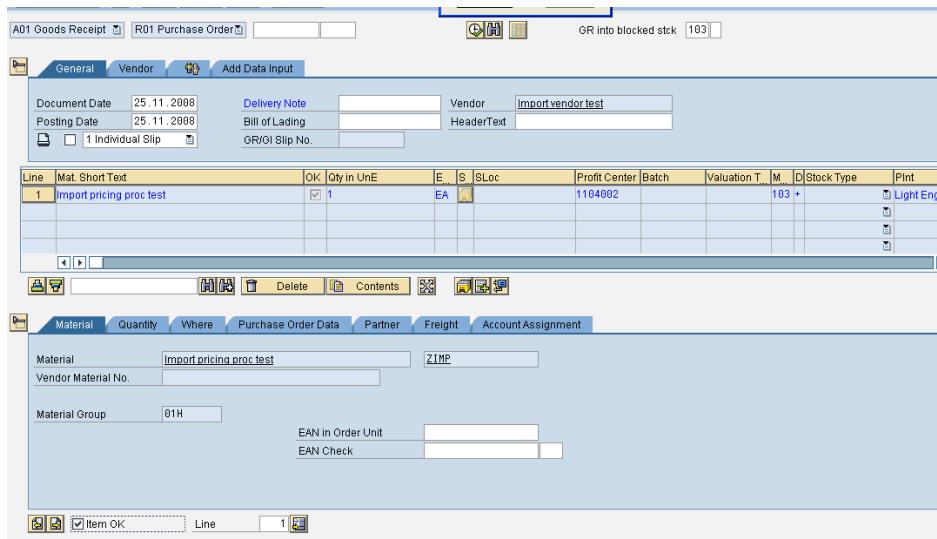
Press enter

## FI- CO End User Training Module



This dialog box is titled 'Excise invoice item number'. It contains two input fields: 'Commercial Inv. No' with value '5105600324' and 'Year' with value '2008'. At the bottom are two buttons: a green checkmark icon and a red X icon.

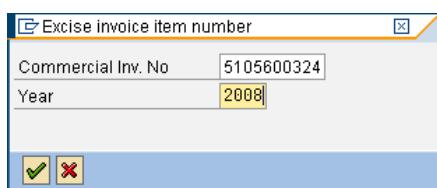
System will propose above screen provide the miro document number and year press enter



This screenshot shows the MIGO transaction screen. The top navigation bar includes 'A01 Goods Receipt', 'R01 Purchase Order', and 'GR into blocked stock 103'. The main area has tabs for 'General', 'Vendor', and 'Add Data Input'. Under 'General', fields include 'Document Date' (25.11.2008), 'Delivery Note' (empty), 'Vendor' (import vendor test), 'Posting Date' (25.11.2008), 'Bill of Lading' (empty), 'HeaderText' (empty), and 'GR/GI Slip No.' (empty). Below this is a grid table with columns: Line, Mat. Short Text, OK, Qty in Unit, E, S, SLoc, Profit Center, Batch, Valuation T, M, D, Stock Type, Print. One row is visible with 'Import pricing proc test' in the first column and '1' in the 'OK' column. The bottom section contains buttons for 'Delete', 'Contents', and 'Print'.

Select item on check box in the above screen fill all the mandatory fields and click on post button

Then release the goods from block stock select A05 document type as shown bellow in MIGO transaction provide the purchase order number system will propose you bellow screen again provide the MIRO document number



This dialog box is identical to the one shown earlier, with 'Commercial Inv. No' set to '5105600324' and 'Year' set to '2008'. It includes the same green checkmark and red X buttons at the bottom.

## FI- CO End User Training Module

A05 Release GR Blo [ ] R02 Material Docum [ ] 5000001355 2008 C [ ] F [ ]

General		Vendor		Excise Invoice		Add Data Display	
01 Capture & Post Excise Invoice		Excise Invoice	5105600324	BED	949.17	SED	0.00
Excise Group	32	Excise Inv Date	25.11.2008	AED	309.14	ECS	18.87
				NCCD	0.00		

Line	Stat	Mat. Short Text	OK	Qty in UnE	E	S	SLoc	Profit Center	Batch	Valuation T	M	D	Stock Type	Print
1	O	Import pricing proc test	<input checked="" type="checkbox"/>	1	EA		General Stores /	1104002			105+	Unrestricted	Light Eng	

Material Quantity Where Purchase Order Data Partner Freight Account Assignment Excise Item													
Movement Type	105	<input type="checkbox"/> + GR from blocked stock	Stock type	Unrestricted use									
Plant	Light Engines Unit - II	1320											
Storage Location	General Stores /		MAIN										
Goods recipient													
Unloading Point													
Text													

Item OK Line 1

Fill the excise invoice number and date, provide the storage location in the above screen select item ok check box and click on post button. GR fi entry

Data Entry View

Document Number: 832000575	Company Code: 1000	Fiscal Year: 2008
Document Date: 25.11.2008	Posting Date: 25.11.2008	Period: 8
Reference: TEST1234	Cross-CC no.	
Currency: USD	Texts exist	Ledger Group

C...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	89		210060	RAW MATERIAL	142.11	USD		1104002	1123000	
	2	96		121060	GR/IR-RAW MATERIAL	100.00-	USD		1104002	1123000	
	3	50		121150	FREIGHT CLEARING	5.00-	USD		1104002	1123000	
	4	50		121150	FREIGHT CLEARING	3.00-	USD		1104002	1123000	
	5	50		121150	FREIGHT CLEARING	2.00-	USD		1104002	1123000	
	6	50		121170	CVD CLEARING	13.08-	USD		1104002	1123000	
	7	50		121170	CVD CLEARING	0.68-	USD		1104002	1123000	
	8	50		121170	CVD CLEARING	0.33-	USD		1104002	1123000	
	9	50		121150	FREIGHT CLEARING	18.02-	USD		1104002	1123000	

Excise entry

Data Entry View

Document Number: 822000659	Company Code: 1000	Fiscal Year: 2008
Document Date: 25.11.2008	Posting Date: 25.11.2008	Period: 8
Reference: 5105600324	Cross-CC no.	
Currency: INR	Texts exist	Ledger Group

C...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	40		287360	RG23A ACDUTY-1320	309.14	INR	V0	1104002	1123000	
	2	40		287359	RG23A HECESS-1320	0.17	INR	V0	1104002	1123000	
	3	40		287357	RG23A BED-1320	940.17	INR	V0	1104002	1123000	
	4	40		287358	RG23A ECS-1320	18.87	INR	V0	1104002	1123000	
	5	50		121170	CVD CLEARING	1,268.35-	INR	V0	1104002	1123000	

Invoice verification for import vendor is the same process



2009

**FI- CO End User Training Module**

Go with t.Code: MIRO

The screenshot shows the SAP ERP interface for creating a purchase order. The title bar reads "Zap's screen grabber" and "System Help". A toolbar with various icons is visible above the main window. The main window title is "Purchase Order: Company Code 1000". Below the title, there are buttons for "Show PO structure", "Show worklist", "Hold", "Simulate", "Messages", and "Help". The transaction code "1 Invoice" is selected. On the right, there is a balance indicator showing "0.00". The main form contains tabs for "Basic data", "Payment", "Details", "Tax", and "Withholding tax". Under "Basic data", fields include "Invoice date" (25.11.2008), "Posting Date" (25.11.2008), "Amount" (empty), "Tax amount" (empty), "Bus.place/sectn" (empty), and "Text" (empty). A note indicates "MO MO (0%in put tax)". There is also a checkbox for "Calculate tax". The "Company Code" field is set to "1000 Greaves Cotton Limited Mumbai". Below this, there are tabs for "PO reference", "G/L account", and "Material". The "Material" tab is active, showing a table with columns: Item, Amount, Quantity, Or..., Purchase..., Item, Procurement. The first row of the table is highlighted. A tooltip for the "Purchase..." column indicates "3 Goods/service items + planned delivery costs". Other rows show "1 Goods/service items" and "2 Planned delivery costs". The bottom of the screen shows a navigation bar with icons.

In the above screen you need to select 3 goods/services items + planned delivery costs

And provide the purchase order and press enter

Scroll down for getting all line times in the order

## FI- CO End User Training Module

Item	Amount	Quantity	Or...	Purchase...	Item	Procurement Doc.	PO Text
8			EA	<input type="checkbox"/> 4500000720 10			Custom
9	3.00		1 EA	<input type="checkbox"/> 4500000720 10			FOB+Pa
10	5.00		1 EA	<input type="checkbox"/> 4500000720 10			Freight(
11			1 EA	<input type="checkbox"/> 4500000720 10			Local Fr
12	2.00		1 EA	<input type="checkbox"/> 4500000720 10			Insurance

Now system will show you all the lines deselect the line which not relevant for import vendor as shown bellow Eg: I have deselected 11 number in the bellow screen

PO reference    G/L account    Material							
1 Purchase Order/Scheduling Agreement				3 Goods/service items + planned delivery			
4500000720				7_6310 All information			
Item	Amount	Quantity	Or...	Purchase...	Item	Procurement Doc.	PO Text
8			EA	<input type="checkbox"/> 4500000720 10			Custom
9	3.00		1 EA	<input type="checkbox"/> 4500000720 10			FOB+Pa
10	5.00		1 EA	<input type="checkbox"/> 4500000720 10			Freight(
11			1 EA	<input type="checkbox"/> 4500000720 10			Local Fr
12	2.00		1 EA	<input type="checkbox"/> 4500000720 10			Insurance

Simulate and post

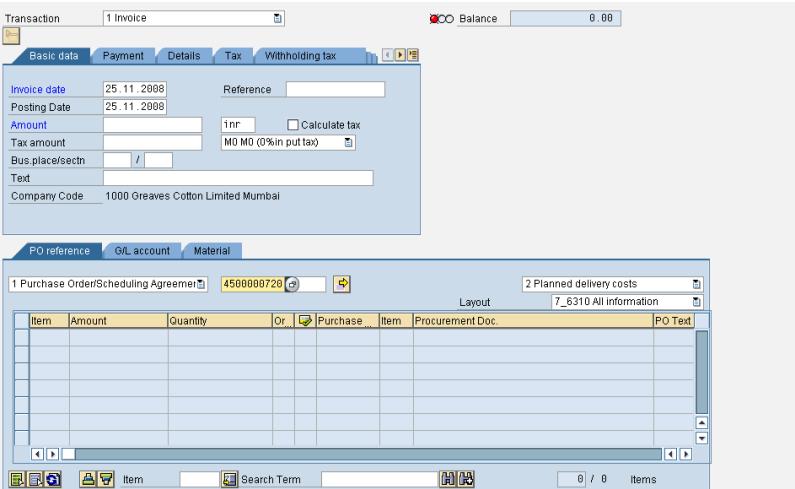
Simulate Document in USD (Document currency)							
Position	A/G/L	Act/Mat/Asd/Vndr	Procurement Doc.	Amount	Curr.	Purchasing	Itm
1 K 120038	Import vendor test/			110.00 - USD			
2 S 121060	GRIR-RAW MATERIAL			100.00 USD	4500000720 11		
3 S 121150	FREIGHT CLEARING			3.00 USD	4500000720 11		
4 S 121150	FREIGHT CLEARING			5.00 USD	4500000720 11		
5 S 121150	FREIGHT CLEARING			2.00 USD	4500000720 11		

Debit: 110.00      Credit: 110.00      Bal.: 0.00

Back    Post    Display Currency    X

For posting clearing forwarding agent invoice go with T.code: MIRO

## FI- CO End User Training Module



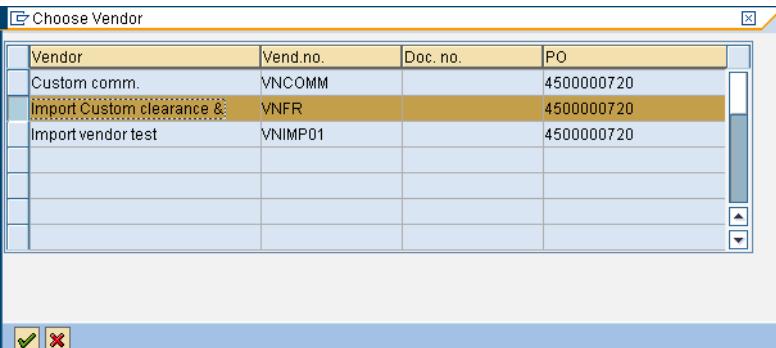
The screenshot shows the SAP FI-CO End User Training Module interface. At the top, there is a transaction bar with '1 Invoice' selected. Below it, the 'Basic data' tab is active, showing details like 'Invoice date' (25.11.2008), 'Reference' (empty), 'Posting Date' (25.11.2008), 'Amount' (1inr), 'Tax amount' (MO MO (0%in put tax)), and 'Text' (empty). The 'Company Code' is set to 1000 Greaves Cotton Limited Mumbai.

Below the basic data, there are tabs for 'PO reference', 'GL account', and 'Material'. The 'PO reference' tab is selected, displaying a purchase order table with columns for Item, Amount, Quantity, Or..., Purchase..., Item, Procurement Doc., and PO Text. The table has 8 items listed. At the bottom of the screen, there are search and navigation buttons.

In the above screen put currency inr after

Provide the purchase order number select planned delivery costs

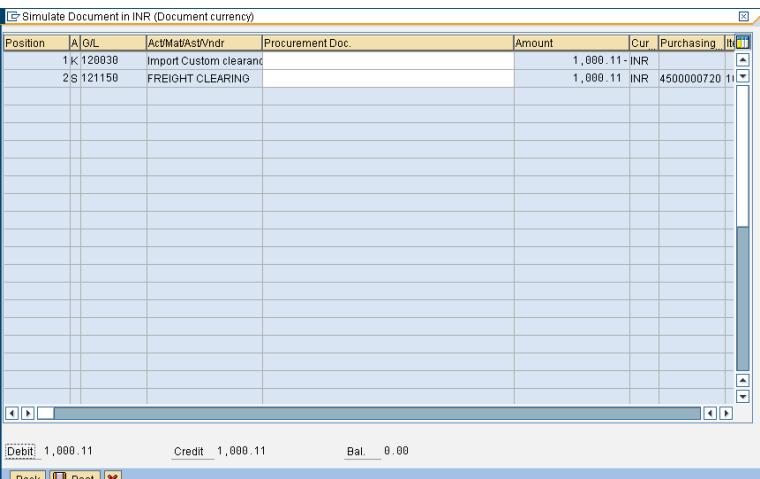
Press enter



The screenshot shows the 'Choose Vendor' dialog box. It lists three vendors: 'Custom comm.' (Vend.no. VNCOMM, Doc. no. 4500000720), 'Import Custom clearance &' (Vend.no. VNFR, Doc. no. 4500000720), and 'Import vendor test' (Vend.no. VNIMP01, Doc. no. 4500000720). The second vendor, 'Import Custom clearance &', is highlighted with a yellow background. At the bottom of the dialog box are two buttons: a green checkmark button and a red X button.

Select respective vendor

Simulate and post



The screenshot shows the 'Simulate Document in INR (Document currency)' dialog box. It displays a table of document positions:

Position	Act Mat Asst Vndr	Procurement Doc.	Amount	Curr	Purchasing_Itm
1 K 120030	Import Custom clearance		1,000.11 - INR		
2 S 121150	FREIGHT CLEARING		1,000.11 INR	4500000720	11

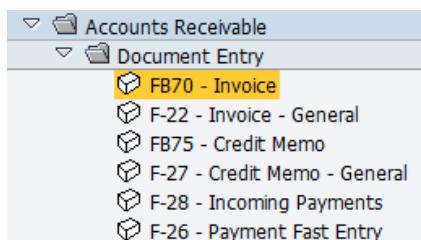
At the bottom of the dialog box, there are buttons for 'Back', 'Post' (highlighted in yellow), and 'X'.

### Chapter - 5

#### Accounts Receivable

##### Customer Invoice (FB70)

We can go with the following Navigation Path



The screenshot shows the SAP Fiori interface for entering a customer invoice. The top navigation bar includes links for Document, Edit, Goto, Extras, Settings, Environment, System, and Help. Below the navigation bar is a toolbar with various icons. The main title is "Enter Customer Invoice: Company Code 1000". The transaction type is set to "Invoice". On the left, there is a tab bar with "Basic data", "Payment", "Details", "Tax", "Withholding tax", and "Notes". The "Basic data" tab is active. It contains fields for Customer (KIRTIJAIN), Invoice date (12.11.2008), Posting Date (12.11.2008), Document Type (Customer Invoice), Amount (15,000.00), INR, and Tax amount. The "Customer" section on the right displays Mr. KIRTI JAIN from GREAVES COTTON LIMITED, MUMBAI, with a Bank account of 12313123 and a Bank Number of 33243214. The "Items" table at the bottom shows one item: 300010 SALES-DOME Credit, Amount in doc.curr. 15,000.00, Loc.curr.amount 15,000.00, and Tax jurisdiction code and Assignment number both empty.

Click on Simulate and we will get the following entry if it is correct we can save the same

## FI- CO End User Training Module

### Document Overview

Doc.Type : DR ( Customer Invoice ) Normal document						
Doc. Number	Company code	1000	Fiscal year	2008		
Doc. date	Posting date	12.11.2008	Period	08		
Calculate Tax						
Doc.currency	INR					

Item	PK	Account	Account short text	Assignment	Tx	Amount
1	01	KIRTIJAIN	KIRTI JAIN			15,000.00
2	50	300010	SALES-DOMESTIC-OWN			15,000.00-

 Document 808000016 was posted in company code 1000

We can view the General ledger View how it is posted in Journal Ledger .

**Display Document: General Ledger View**

Data Entry View						
Document Number	808000016	Company Code	1000	Fiscal Year	2008	
Document Date	12.11.2008	Posting Date	12.11.2008	Period	8	
Reference		Cross-CC no.				
Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group		

Ledger OL																																													
Doc.	808000016	FiscalYear	2008	Period	8																																								
 General Ledger View																																													
<table border="1"> <thead> <tr> <th>C...</th> <th>Itm</th> <th>L.item</th> <th>PK</th> <th>S</th> <th>Account</th> <th>Description</th> <th>Amount</th> <th>Curr.</th> <th>Tx</th> <th>Cost Center</th> <th>Profit Center</th> <th>Segment</th> </tr> </thead> <tbody> <tr> <td>1000</td> <td>1</td> <td>000001</td> <td>01</td> <td>220010</td> <td>DOMESTIC CUSTOMER</td> <td></td> <td>15,000.00</td> <td>INR</td> <td></td> <td>1187555</td> <td>1123000</td> <td></td> </tr> <tr> <td></td> <td>2</td> <td>000002</td> <td>50</td> <td>300010</td> <td>SALES-DOMESTIC-OWN</td> <td></td> <td>15,000.00-</td> <td>INR</td> <td></td> <td>1187555</td> <td>1123000</td> <td></td> </tr> </tbody> </table>							C...	Itm	L.item	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment	1000	1	000001	01	220010	DOMESTIC CUSTOMER		15,000.00	INR		1187555	1123000			2	000002	50	300010	SALES-DOMESTIC-OWN		15,000.00-	INR		1187555	1123000	
C...	Itm	L.item	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment																																	
1000	1	000001	01	220010	DOMESTIC CUSTOMER		15,000.00	INR		1187555	1123000																																		
	2	000002	50	300010	SALES-DOMESTIC-OWN		15,000.00-	INR		1187555	1123000																																		

### Booking Customer Invoices (F-22)

Specify the Company code for which the Customer Invoice is being booked. Enter the Invoice number in the Reference field as shown in the screen.

**Enter Customer Invoice: Header Data**

Hold document		Acct model		Fast Data Entry		Post with reference		Editing Options	
Document Date	12.11.2008	Type	DR	Period	8	Company Code	1000	Currency/Rate	INR
Posting Date	12.11.2008					Translatn Date			
Document Number						Cross-CC no.			
Reference									
Doc.Header Text									
Trading part.BA									

First line item									
PstKy	01	Account	kirtijain	SGL Ind	<input type="checkbox"/>	TType			

Note that the values entered in the Text field will get printed on the Sales Invoice generated. Enter the Income account in the next line item and click on Enter

## FI- CO End User Training Module

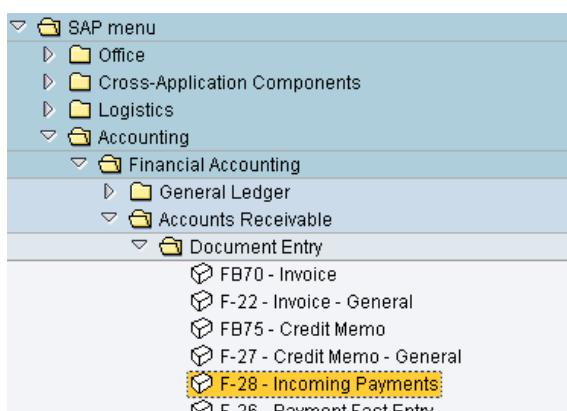
### Enter Customer Invoice: Correct Customer item

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> More data		Acct model	<input checked="" type="checkbox"/> Fast Data Entry	<input type="checkbox"/> Taxes	<input type="checkbox"/> Withholding tax
Customer	KIRTIJAIN	KIRTI JAIN	G/L Acc 220010		
Company Code	1000				
Greaves Cotton Limited		MUMBAI			
Item 1 / Invoice / 01					
Amount	12,000.00	INR			
<input type="checkbox"/> Calculate tax		Bus.place/sectn	/		
Payt Terms		Days/percent	/		
Bline Date	12.11.2008	Disc. amount			
Disc. base		Invoice ref.	/		
Amount is calculated					
Pmnt Block		Pmt Method			
Assignment					
Text		RENT INCOME FOR THE MONTH OF NOVEMBER 2008	<input type="checkbox"/> Long Texts		
Next line item					
PstKy	50	Account	300010	SGL Ind	TType
New co.code					

<input type="checkbox"/> Document <input type="checkbox"/> Edit <input type="checkbox"/> Goto <input type="checkbox"/> Extras <input type="checkbox"/> Settings <input type="checkbox"/> Environment <input type="checkbox"/> System <input type="checkbox"/> Help						
						
Enter Customer Invoice: Display Overview						
<input type="checkbox"/> <input type="checkbox"/> Display Currency <input type="checkbox"/> Park document <input type="checkbox"/> Acct model <input checked="" type="checkbox"/> Fast Data Entry <input type="checkbox"/> Taxes						
Document Date	12.11.2008	Type	DR	Company Code	1000	
Posting Date	12.11.2008	Period	8	Currency	INR	
Document Number	INTERNAL	Fiscal Year	2008	Translatn Date	12.11.2008	
Reference		Cross-CC no.				
Doc.Header Text	test	Trading part.BA				
Items in document currency						
PK	BusA Act	INR	Amount	Tax amnt		
001	01 KIRTIJAIN KIRTI JAIN	12,000.00				
002	50 0000300010 SALES-DOMESTIC-OWN	12,000.00-				
		D 12,000.00	C 12,000.00	0.00	*	2 Line items
Other line item						
PstKy		Account		SGL Ind	TType	New co.code

### Customer Collection (F-28)

Go with following navigation



## FI- CO End User Training Module

LE Document Edit Goto Settings System Help

Post Incoming Payments: Header Data

Process open items					
Document Date	02.01.2009	Type	DZ	Company Code	1000
Posting Date	02.01.2009	Period	10	Currency/Rate	INR
Document Number		Translatn Date			
Reference		Cross-CC no.			
Doc.Header Text	NARIMAN POINT BRANCH	Trading part.BA			
Clearing text	NARRATION FOR THE RECEIVING PAYMENT				
Bank data					
Account	240091	Business Area		Amount in LC	
Amount	10000	LC bank charges		Profit Center	
Bank charges		Text	STATE BANK OF INDIA	Assignment	783676
Value date	02.01.2009	Assignment			
Open item selection					
Account	kirtijain	Additional selections			
Account Type	D	<input type="checkbox"/> Other accounts	<input checked="" type="radio"/> None	Amount	
Special G/L ind		<input checked="" type="checkbox"/> Standard OIs	<input type="radio"/> Document Number		
Pmnt advice no.		<input type="checkbox"/> Distribute by age	<input type="checkbox"/> Document Number		
<input type="checkbox"/> Automatic search		Provide the Cheque Date in the Value Date Field			
Provide the Cheque Number in the Assignment Field					
Mention the Cheque Bank Name					

LE Document Edit Goto Extras Settings Environment System Help

Display Document: Data Entry View

Display Currency General Ledger View

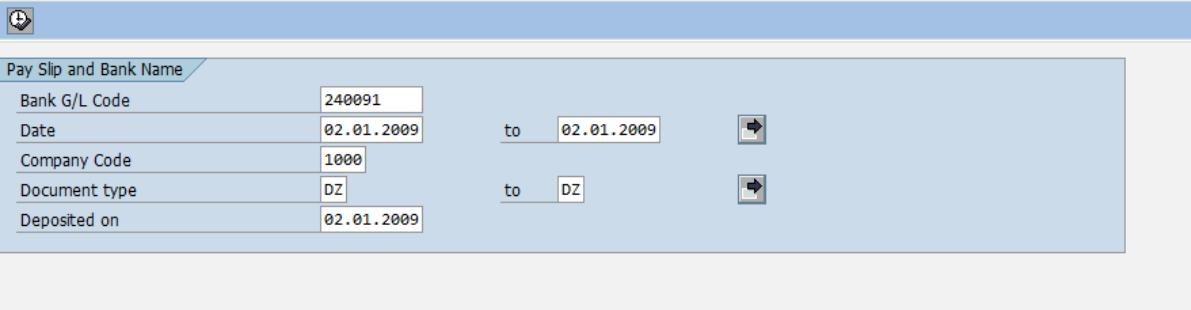
Data Entry View																																							
Document Number	803000190	Company Code	1000																																				
Document Date	19.12.2008	Posting Date	02.01.2009																																				
Reference		Cross-CC no.																																					
Currency	INR	Texts exist	<input type="checkbox"/>																																				
Ledger Group																																							
<table border="1"> <thead> <tr> <th>C..</th> <th>Itm</th> <th>PK</th> <th>S</th> <th>Account</th> <th>Description</th> <th>Amount</th> <th>Curr.</th> <th>Tx</th> <th>Cost Center</th> <th>Profit Center</th> <th>Segment</th> </tr> </thead> <tbody> <tr> <td>1000</td> <td>1</td> <td>40</td> <td></td> <td>240091</td> <td>HDFC INFLOW HO</td> <td>10,000.00</td> <td>INR</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>2</td> <td>15</td> <td></td> <td>KIRTJAIN</td> <td>KIRTI JAIN</td> <td>10,000.00-</td> <td>INR</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				C..	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment	1000	1	40		240091	HDFC INFLOW HO	10,000.00	INR						2	15		KIRTJAIN	KIRTI JAIN	10,000.00-	INR				
C..	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment																												
1000	1	40		240091	HDFC INFLOW HO	10,000.00	INR																																
	2	15		KIRTJAIN	KIRTI JAIN	10,000.00-	INR																																

● In the Receipts Transaction we will be using Inflow Bank A/c Code

## FI- CO End User Training Module

### Printing Pay in Slips (ZPAYSILIP)

#### Payslip



Provide the

- Bank GL Code
- Company Code
- Document Type
- Date

Execute the report we get the following output



Greaves Cotton Limited				
Cheque Deposited in Bank :		Addr.	Deposited on	
S1	Drawer Cd	Drawer Name	Cheque No	Cheque Dt
117			20081119	19.11.2008
118			20081119	19.11.2008
119			20081119	19.11.2008
120			20081119	19.11.2008
121			20081120	20.11.2008
122			20081120	20.11.2008
123			20081122	22.11.2008
124			20081122	22.11.2008
125			20081122	22.11.2008
126			20081127	27.11.2008
127			20081218	18.12.2008
128			20081218	18.12.2008
129			20081219	19.12.2008
130			20081222	22.12.2008
131		CH / DATE / BANK	17.12.2008	EMD PAID - BGI - BSNL - SRC
132			20081218	18.12.2008
133			20081218	18.12.2008
134			20081222	00.00.0000
135			20081222	00.00.0000
136			20081222	00.00.0000
137			20081222	00.00.0000
138		CH / DATE	22.12.2008	
139			20081222	22.12.2008
140			20081222	00.00.0000
141	HDFCMFFUND	HDFC MFFUND1	20081120	20.11.2008
142			20081217	17.12.2008

Amount in Words :- TWO CRORE FIFTY THREE LAKH THIRTY THREE THOUSAND SIX HUNDRED EIGHTEEN Rupees EIGHTY FIVE PaiseTotal :- 25,333,618.85

### Clearing Open Line Items in the GL account (F-03)

We can use following Navigation

## FI- CO End User Training Module

### Clear G/L Account: Header Data

Process open items			
Account	240091	Clearing date	12.11.2008 Period
Company Code	1000	Currency	INR
Open item selection			
<input checked="" type="checkbox"/> Normal OI			
Additional selections			
<input checked="" type="radio"/> None <input type="radio"/> Amount <input type="radio"/> Document Number <input type="radio"/> Posting Date <input type="radio"/> Dunning Area <input type="radio"/> Reference <input type="radio"/> Payment order <input type="radio"/> Collective invoice <input type="radio"/> Document Type <input type="radio"/> Business Area <input type="radio"/> Tax Code			

Click on process open items button

### Customer advance (F-29)

Post Customer Down Payment: Header Data													
<input type="button" value="New item"/> <input type="button" value="Requests"/>													
Document Date	12.11.2008	Type	DZ										
Posting Date	12.11.2008	Period	8										
Document Number		Company Code	1000										
Reference		Currency/Rate	INR										
Doc.Header Text		Translatn Date											
Trading part.BA		Cross-CC no.											
Tax Report.Date													
Customer													
Account	kirtijain	Special G/L Ind	<input checked="" type="checkbox"/>										
Altern.comp.cde													
Bank													
Account	240091	Business Area											
Amount	555000	LC amount											
Bank charges		LC bank charges											
Value date	12.11.2008	Profit Center											
Text		Assignment											
<table border="1"> <thead> <tr> <th>SG</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>DEALER ADVANCE</td> </tr> <tr> <td>2</td> <td>CUSTOMER ADVANCE</td> </tr> <tr> <td>3</td> <td>SCRAP DEPOSITE</td> </tr> <tr> <td>4</td> <td>EMD PAID</td> </tr> </tbody> </table>				SG	Description	1	DEALER ADVANCE	2	CUSTOMER ADVANCE	3	SCRAP DEPOSITE	4	EMD PAID
SG	Description												
1	DEALER ADVANCE												
2	CUSTOMER ADVANCE												
3	SCRAP DEPOSITE												
4	EMD PAID												

Mention the Special GL Indicator as 2 then only system will accept the transactions.



2009

## FI- CO End User Training Module

### Post Customer Down Payment Add Customer item

Customer KIRTIJAIN KIRTI JAIN  
Company Code 1000 G/L Acc 160020  
Greaves Cotton Limited MUMBAI

Item 2 / reverse received / 19 2

Amount \* INR  
 Calculate tax  
Discount % Bus./sectn  
Asset Disc. amount  
Assignment Profit Ctr  
Text Long Texts

### Post Customer Down Payment Display Overview

Document Date 13.11.2008 Type DZ Company Code 1000  
Posting Date 13.11.2008 Period 8 Currency INR  
Document Number INTERNAL Fiscal Year 2008 Translatn Date 12.11.2008  
Reference Cross-CC no.  
Doc.Header Text Trading part.BA

PK	BusA Acct	INR	Amount	Tax amnt
001 40	0000240091 HDFC INFLOW HO		555,000.00	
002 192	KIRTIJAIN KIRTI JAIN		555,000.00-	

Save the document

✓ Document 803000032 was posted in company code 1000

### Clearing Advance (F-39)

This application can be used to transfer

### Clear Customer Down Payment: Header Data

Process down pmnts

Document Date 13.11.2008 Type DA Company Code 1000  
Posting Date 13.11.2008 Period 8 Currency INR  
Document Number  
Reference  
Doc.Header Text  
Trading part.BA Tax Report.Date

Customer  
Account kirtijain

Relevant invoice  
Invoice ref. Line item Fiscal year 2008

Transfer posting item(s) details  
Assignment  
Text



2009

## **FI-CO End User Training Module**

## Process down pmnts

Remove the value in the invoice ref field and click on

## Click on simulation

Document Edit Goto Extras Settings Environment System Help

**Clear Customer Down Payment Display Overview**

Supplement  Display Currency  Taxes  Reset

Document Date	13.11.2008	Type	DA	Company Code	1000
Posting Date	13.11.2008	Period	8	Currency	INR
Document Number	INTERNAL	Fiscal Year	2008	Translatn Date	13.11.2008
Reference				Cross-CC no.	
Doc.Header.Text				Trading part.BA	

Items in document currency

PK	BusA	Actct	INR	Amount	Tax amnt
001	092	KIRTIJAIN	KIRTI JAIN	12,000.00	
002	16	KIRTIJAIN	KIRTI JAIN	12,000.00-	

D 12,000.00      C 12,000.00      0.00 \* 2 Line items

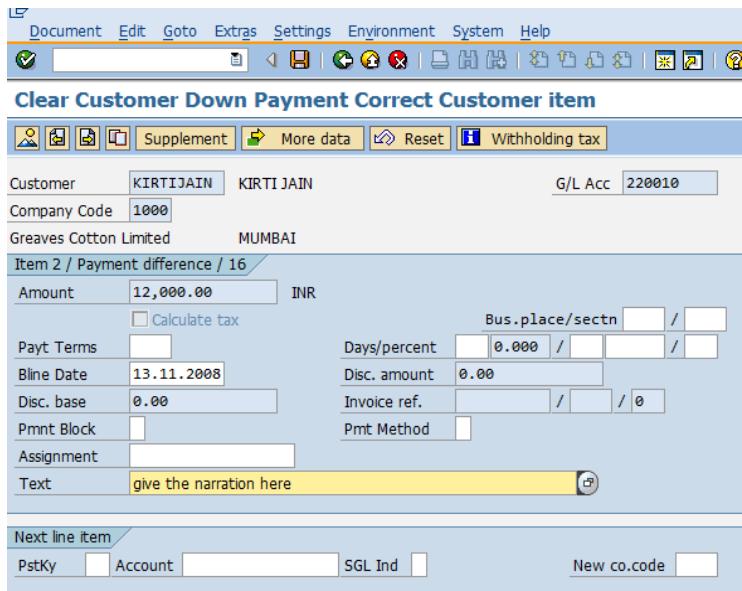
Other line item

PstKty	<input type="checkbox"/> count	SGL Ind	TTType	<input type="checkbox"/>	New co.code	<input type="checkbox"/>
--------	--------------------------------	---------	--------	--------------------------	-------------	--------------------------

Correct the marked line items

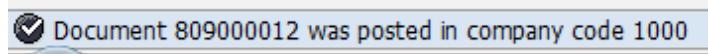
Click on **blue colour** line item

## FI- CO End User Training Module



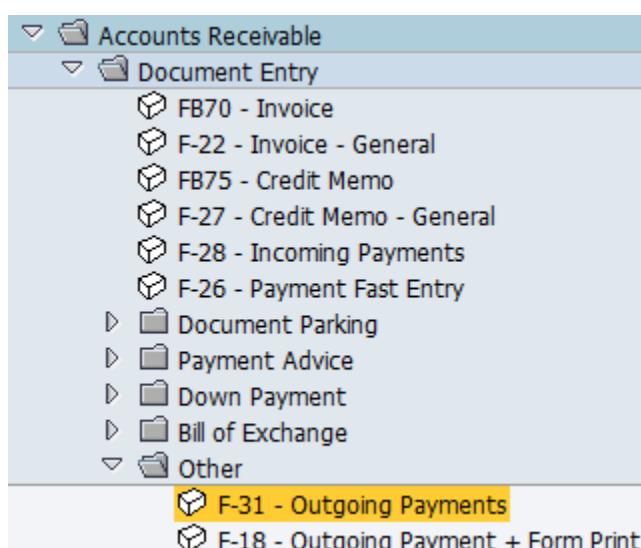
The screenshot shows the SAP Fiori interface for clearing customer down payments. The title bar reads "Clear Customer Down Payment Correct Customer item". The header includes standard SAP navigation icons and tabs for "Supplement", "More data", "Reset", and "Withholding tax". Below the header, the customer information is displayed: Customer KIRTIJAIN, Company Code 1000, and G/L Acc 220010. The main area is titled "Item 2 / Payment difference / 16" and contains fields for Amount (12,000.00 INR), Payt Terms, Bline Date (13.11.2008), Disc. base (0.00), Pmnt Block, Assignment, and Text (give the narration here). At the bottom, there are buttons for "Next line item", "PstKy", "Account", "SGL Ind", and "New co.code".

fill the missing values in the "TEXT" field (Narration) and save the document



### Refund of Advance to Customer (F-31)/(F-18)

In case of any payments made to the Customer for refund of advance or any other purpose we can use T.code F-31 / F-18 or following navigation . It similar to the normal payments made to vendor.



## FI- CO End User Training Module

### Post Outgoing Payments: Header Data

Process open items									
Document Date	13.11.2008	Type	DZ	Company Code	1000				
Posting Date	13.11.2008	Period	8	Currency/Rate	INR				
Document Number				Translatn Date					
Reference				Cross-CC no.					
Doc.Header Text				Trading part.BA					
Clearing text									
Bank data									
Account	240092			Business Area					
Amount				Amount in LC					
Bank charges				LC bank charges					
Value date	13.11.2008			Profit Center					
Text				Assignment					
Open item selection					Additional selections				
Account	KIRTIJAIN			<input checked="" type="radio"/> None					
Account Type	D	<input type="checkbox"/> Other accounts		<input type="radio"/> Amount					
Special G/L ind		<input checked="" type="checkbox"/> Standard OIs		<input type="radio"/> Document Number					
Pmnt advice no.				<input type="radio"/> Posting Date					
<input type="checkbox"/> Distribute by age			<input type="radio"/> Dunning Area						
<input type="checkbox"/> Automatic search			<input type="radio"/> Others						

Click on "Process Open Items" button

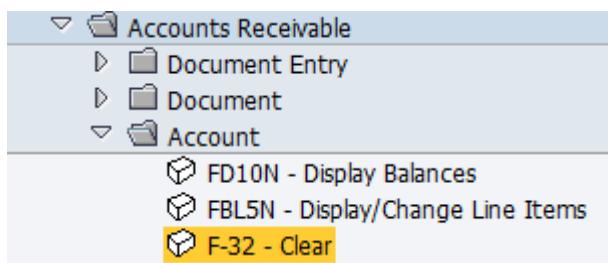
Post Outgoing Payments Enter partial payments																																																																																													
<input type="checkbox"/> <input checked="" type="checkbox"/> Distribute diff. <input type="checkbox"/> Charge off diff. <input type="checkbox"/> Editing options																																																																																													
<input type="checkbox"/> Standard <input type="checkbox"/> Partial pmt. <input type="checkbox"/> Res.items <input type="checkbox"/> Withhdg tax																																																																																													
<b>Account items KIRTIJAIN KIRTI JAIN</b> <table border="1"> <thead> <tr> <th>Document...</th> <th>Reference</th> <th>Invoice ref.</th> <th>D</th> <th>Document...</th> <th>P</th> <th>Busi...</th> <th>Day...</th> <th>Net amount</th> <th>Partially Paid Amt</th> <th>Payment amount</th> <th>RCd/St...</th> </tr> </thead> <tbody> <tr> <td>8080000020</td> <td></td> <td>8080000020</td> <td>DR</td> <td>12.11.2008</td> <td>01</td> <td>1</td> <td></td> <td>100,000.00</td> <td>0.00</td> <td></td> <td></td> </tr> <tr> <td>8080000021</td> <td></td> <td>8080000021</td> <td>DR</td> <td>12.11.2008</td> <td>01</td> <td>1</td> <td></td> <td>100,000.00</td> <td>0.00</td> <td></td> <td></td> </tr> <tr> <td>8080000022</td> <td></td> <td>8080000022</td> <td>DR</td> <td>12.11.2008</td> <td>01</td> <td>1</td> <td></td> <td>100,000.00</td> <td>0.00</td> <td></td> <td></td> </tr> <tr> <td>8090000010</td> <td></td> <td>8090000010</td> <td>DA</td> <td>13.11.2008</td> <td>16</td> <td>0</td> <td></td> <td>15,000.00-</td> <td>0.00</td> <td></td> <td></td> </tr> <tr> <td>8090000011</td> <td></td> <td>8090000011</td> <td>DA</td> <td>13.11.2008</td> <td>16</td> <td>0</td> <td></td> <td>20,000.00-</td> <td>0.00</td> <td></td> <td></td> </tr> <tr> <td>8090000012</td> <td></td> <td>8090000012</td> <td>DA</td> <td>13.11.2008</td> <td>16</td> <td>0</td> <td></td> <td>12,000.00-</td> <td>0.00</td> <td>10,000.00-</td> <td></td> </tr> </tbody> </table>										Document...	Reference	Invoice ref.	D	Document...	P	Busi...	Day...	Net amount	Partially Paid Amt	Payment amount	RCd/St...	8080000020		8080000020	DR	12.11.2008	01	1		100,000.00	0.00			8080000021		8080000021	DR	12.11.2008	01	1		100,000.00	0.00			8080000022		8080000022	DR	12.11.2008	01	1		100,000.00	0.00			8090000010		8090000010	DA	13.11.2008	16	0		15,000.00-	0.00			8090000011		8090000011	DA	13.11.2008	16	0		20,000.00-	0.00			8090000012		8090000012	DA	13.11.2008	16	0		12,000.00-	0.00	10,000.00-	
Document...	Reference	Invoice ref.	D	Document...	P	Busi...	Day...	Net amount	Partially Paid Amt	Payment amount	RCd/St...																																																																																		
8080000020		8080000020	DR	12.11.2008	01	1		100,000.00	0.00																																																																																				
8080000021		8080000021	DR	12.11.2008	01	1		100,000.00	0.00																																																																																				
8080000022		8080000022	DR	12.11.2008	01	1		100,000.00	0.00																																																																																				
8090000010		8090000010	DA	13.11.2008	16	0		15,000.00-	0.00																																																																																				
8090000011		8090000011	DA	13.11.2008	16	0		20,000.00-	0.00																																																																																				
8090000012		8090000012	DA	13.11.2008	16	0		12,000.00-	0.00	10,000.00-																																																																																			
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Amo... <input type="checkbox"/> Gross<... <input type="checkbox"/> Currency <input type="checkbox"/> Items <input type="checkbox"/> Items <input type="checkbox"/> Disc. <input type="checkbox"/> Disc.																																																																																													
<b>Editing status</b> <table border="1"> <tr> <td>Number of items</td> <td>6</td> <td>Amount entered</td> <td>10,000.00-</td> </tr> <tr> <td>Display from item</td> <td>1</td> <td>Assigned</td> <td>10,000.00-</td> </tr> <tr> <td>Reason code</td> <td></td> <td>Difference postings</td> <td></td> </tr> <tr> <td>Currency</td> <td>INR</td> <td>Not assigned</td> <td>0.00</td> </tr> <tr> <td>Display in clearing currency</td> <td></td> <td></td> <td></td> </tr> </table>										Number of items	6	Amount entered	10,000.00-	Display from item	1	Assigned	10,000.00-	Reason code		Difference postings		Currency	INR	Not assigned	0.00	Display in clearing currency																																																																			
Number of items	6	Amount entered	10,000.00-																																																																																										
Display from item	1	Assigned	10,000.00-																																																																																										
Reason code		Difference postings																																																																																											
Currency	INR	Not assigned	0.00																																																																																										
Display in clearing currency																																																																																													

Select respective lines and save.

 Document 803000051 was posted in company code 1000

**Clear Customer Invoice with Advances ( F-32)**

## FI- CO End User Training Module



### Clear Customer: Header Data

Process open items					
Account	KIRTIJAIN	Clearing date	12.11.2008	Period	8
Company Code	1000	Currency	INR		
Open item selection					
Special G/L ind	2	<input checked="" type="checkbox"/> Normal OI			
Additional selections					
<input checked="" type="radio"/> None <input type="radio"/> Amount <input type="radio"/> Document Number <input type="radio"/> Posting Date <input type="radio"/> Dunning Area <input type="radio"/> Reference <input type="radio"/> Payment order <input type="radio"/> Collective invoice <input type="radio"/> Document Type <input type="radio"/> Business Area <input type="radio"/> Tax Code <input type="radio"/> Others					



2009

## **FI- CO End User Training Module**

### **Clear Customer Process open items**

#### **Clear Customer Enter partial payments**

The Journal Entry passed in the system for clearing the transaction will be as follows

## FI- CO End User Training Module

**Display Document: General Ledger View**

**Data Entry View**

Document Number	802000009	Company Code	1000	Fiscal Year	2008
Document Date	12.11.2008	Posting Date	12.11.2008	Period	8
Reference		Cross-CC no.			
Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group	

**Ledger 0L**

Doc.	802000009	Fiscal Year	2008	Period	8
------	-----------	-------------	------	--------	---

**General Ledger View**

C..	Itm	L.item	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	000001	09	2	160020	ADV FROM CUSTOMER	90,000.00	INR		1215899	1200000	
	2	000002	17		220010	DOMESTIC CUSTOMER	100,000.00	INR		1187555	1123000	
	2	000003	07		220010	DOMESTIC CUSTOMER	10,000.00	INR		1215899	1200000	
		000004	40		139999	zero balance clearin	100,000.00	INR		1187555	1123000	
		000005	50		139999	zero balance clearin	100,000.00	INR		1215899	1200000	

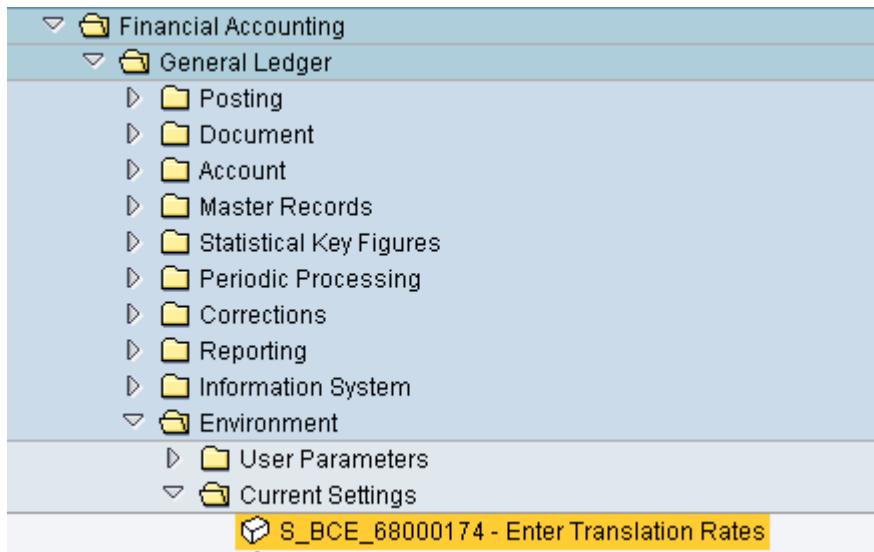
## FI- CO End User Training Module

### FOREIGN EXCHANGE REVALUATION / RESTATEMENT

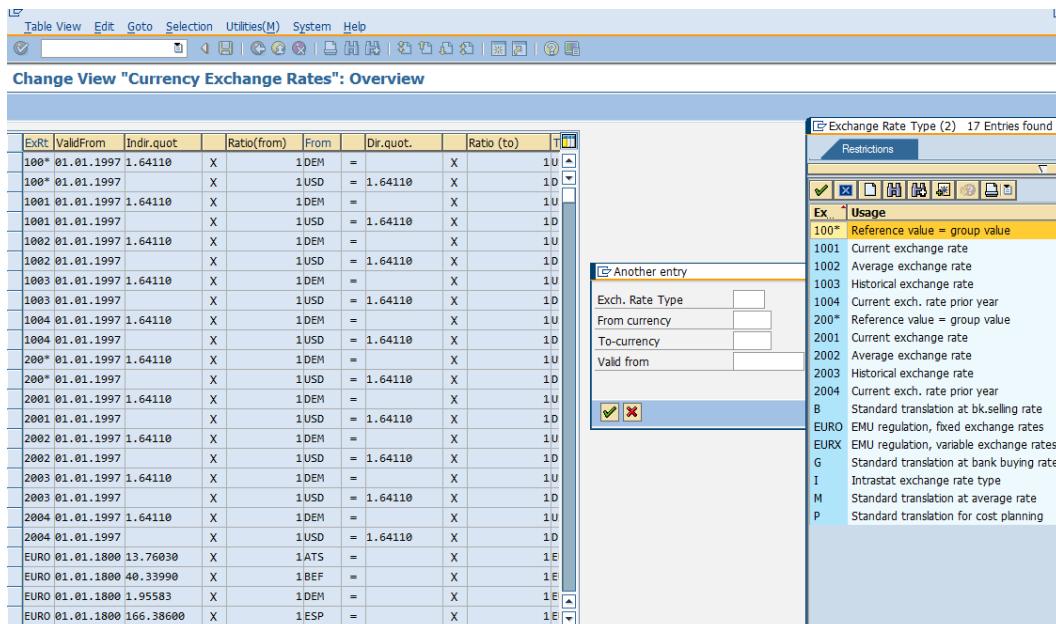
#### Maintain The Foreign Exchange Rate (OB08)

or S\_BCE\_68000174 - Enter Translation Rates

Or we can use following navigation



Exchange rate type 'M'



The screenshot shows the SAP OB08 interface for maintaining currency exchange rates. The main area displays a table of existing rates, and the right side shows a detailed view of the 'Exch. Rate Type' selection screen.

ExRt	ValidFrom	Indir.quot	Ratio(from)	From	Dir.quot.	Ratio (to)
100*	01.01.1997	1.64110	X	1DEM	=	X
100*	01.01.1997		X	1USD	=	1.64110
1001	01.01.1997	1.64110	X	1DEM	=	X
1001	01.01.1997		X	1USD	=	1.64110
1002	01.01.1997	1.64110	X	1DEM	=	X
1002	01.01.1997		X	1USD	=	1.64110
1003	01.01.1997	1.64110	X	1DEM	=	X
1003	01.01.1997		X	1USD	=	1.64110
1004	01.01.1997	1.64110	X	1DEM	=	X
1004	01.01.1997		X	1USD	=	1.64110
200*	01.01.1997	1.64110	X	1DEM	=	X
200*	01.01.1997		X	1USD	=	1.64110
2001	01.01.1997	1.64110	X	1DEM	=	X
2001	01.01.1997		X	1USD	=	1.64110
2002	01.01.1997	1.64110	X	1DEM	=	X
2002	01.01.1997		X	1USD	=	1.64110
2003	01.01.1997	1.64110	X	1DEM	=	X
2003	01.01.1997		X	1USD	=	1.64110
2004	01.01.1997	1.64110	X	1DEM	=	X
2004	01.01.1997		X	1USD	=	1.64110
EURO	01.01.1800	13.76930	X	1ATS	=	X
EURO	01.01.1800	40.33990	X	1BEF	=	X
EURO	01.01.1800	1.95583	X	1DEM	=	X
EURO	01.01.1800	166.38600	X	1ESP	=	X

The right panel shows the 'Exchange Rate Type' selection screen with 17 entries found. The entry '100\*' is selected. Other entries include 1001 (Current exchange rate), 1002 (Average exchange rate), 1003 (Historical exchange rate), etc.

Maintain the rates as shown above and save

**Note:** When we post and clear documents, the system uses the exchange rates defined for rate type 'M' to translate the currencies. There must be an entry in the system for this rate type.

The exchange rates apply for all company codes it is on the client code level.

All the existing exchange rates appear in a table in the Change View "Currency Exchange Rates": Overview screen.

To change an existing value, we simply overwrite it.

- To delete an entry, select it and choose Delete.

## FI- CO End User Training Module

- To make a new entry, choose New entries. Enter the following data:
  1. Exchange rate type
  2. From and To which currency the rate applies.

### Realised Gain Loss

Now we can do the Normal Transaction

- Booking Vendor Invoice in Foreign Currency

**Display Document: General Ledger View**

Data Entry View																																																										
Document Number	810000161	Company Code	1000	Fiscal Year	2008																																																					
Document Date	19.11.2008	Posting Date	19.11.2008	Period	8																																																					
Reference																																																										
Currency	USD	Texts exist	<input type="checkbox"/>	Ledger Group																																																						
<b>Ledger OL</b>																																																										
Doc.	810000161	Fiscal Year	2008	Period	8																																																					
<table border="1"> <thead> <tr> <th>C.</th> <th>Itm</th> <th>L-Item</th> <th>PK</th> <th>S</th> <th>Account</th> <th>Description</th> <th>Amount</th> <th>Curr.</th> <th>Tx</th> <th>Cost Center</th> <th>Profit Center</th> <th>Segment</th> </tr> </thead> <tbody> <tr> <td>1000</td> <td>1</td> <td>000001</td> <td>31</td> <td>120030</td> <td>OTHERS VENDORS</td> <td></td> <td>989.71-</td> <td>USD</td> <td></td> <td>1102001</td> <td>1123000</td> </tr> <tr> <td></td> <td>2</td> <td>000002</td> <td>40</td> <td>466002</td> <td>PRINTING &amp; STATIONAR</td> <td></td> <td>1,000.00</td> <td>USD</td> <td>1102001021</td> <td>1102001</td> <td>1123000</td> </tr> <tr> <td></td> <td>3</td> <td>000003</td> <td>50</td> <td>150002</td> <td>TDS ON CONTRACTORS</td> <td></td> <td>10.29-</td> <td>USD</td> <td></td> <td>1102001</td> <td>1123000</td> </tr> </tbody> </table>										C.	Itm	L-Item	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment	1000	1	000001	31	120030	OTHERS VENDORS		989.71-	USD		1102001	1123000		2	000002	40	466002	PRINTING & STATIONAR		1,000.00	USD	1102001021	1102001	1123000		3	000003	50	150002	TDS ON CONTRACTORS		10.29-	USD		1102001	1123000
C.	Itm	L-Item	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment																																														
1000	1	000001	31	120030	OTHERS VENDORS		989.71-	USD		1102001	1123000																																															
	2	000002	40	466002	PRINTING & STATIONAR		1,000.00	USD	1102001021	1102001	1123000																																															
	3	000003	50	150002	TDS ON CONTRACTORS		10.29-	USD		1102001	1123000																																															

- Making Payment in Foreign Currency

**Display Document: General Ledger View**

Data Entry View																																																										
Document Number	811000134	Company Code	1000	Fiscal Year	2008																																																					
Document Date	19.11.2008	Posting Date	19.11.2008	Period	8																																																					
Reference																																																										
Currency	USD	Texts exist	<input type="checkbox"/>	Ledger Group																																																						
<b>Ledger OL</b>																																																										
Doc.	811000134	Fiscal Year	2008	Period	8																																																					
<table border="1"> <thead> <tr> <th>C.</th> <th>Itm</th> <th>L-Item</th> <th>PK</th> <th>S</th> <th>Account</th> <th>Description</th> <th>Amount</th> <th>Curr.</th> <th>Tx</th> <th>Cost Center</th> <th>Profit Center</th> <th>Segment</th> </tr> </thead> <tbody> <tr> <td>1000</td> <td>1</td> <td>000001</td> <td>50</td> <td>240092</td> <td>HDFC OUTFLOW HO</td> <td></td> <td>989.71-</td> <td>USD</td> <td></td> <td>1102001</td> <td>1123000</td> </tr> <tr> <td></td> <td>2</td> <td>000002</td> <td>25</td> <td>120030</td> <td>OTHERS VENDORS</td> <td></td> <td>989.71</td> <td>USD</td> <td></td> <td>1102001</td> <td>1123000</td> </tr> <tr> <td></td> <td>3</td> <td>000003</td> <td>40</td> <td>480020</td> <td>EXCHANGE LOSS/GAIN</td> <td></td> <td>0.00</td> <td>USD</td> <td></td> <td>1102001</td> <td>1123000</td> </tr> </tbody> </table>										C.	Itm	L-Item	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment	1000	1	000001	50	240092	HDFC OUTFLOW HO		989.71-	USD		1102001	1123000		2	000002	25	120030	OTHERS VENDORS		989.71	USD		1102001	1123000		3	000003	40	480020	EXCHANGE LOSS/GAIN		0.00	USD		1102001	1123000
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1000	1	000001	50	240092	HDFC OUTFLOW HO		989.71-	USD		1102001	1123000																																															
	2	000002	25	120030	OTHERS VENDORS		989.71	USD		1102001	1123000																																															
	3	000003	40	480020	EXCHANGE LOSS/GAIN		0.00	USD		1102001	1123000																																															

Click on **DISPLAY CURRENCY** to view the exchange gain loss on the payment transaction.

## FI- CO End User Training Module

**Display Document: General Ledger View**

Display Currency    Entry View    Other Ledger

Document Number	811000134	Company Code	1000	Fiscal Year	2008
Document Date	19.11.2008	Posting Date	19.11.2008	Period	8
Reference		Cross-CC no.			
Currency	USD	Texts exist	<input type="checkbox"/>	Ledger Group	

**Ledger 0L**

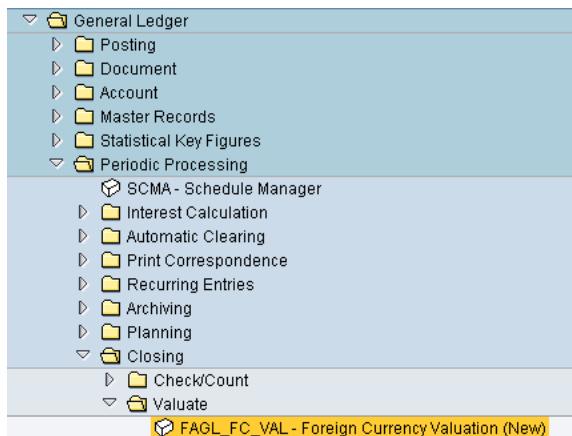
Doc.	811000134	Fiscal Year	2008	Period	8
------	-----------	-------------	------	--------	---

C...	Itm	L.Item	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	000001	50	240092	HDFC OUTFLOW HO		989.71-	USD		1102001	1123000	
	2	000002	25	120030	OTHERS VENDORS		989.71	USD		1102001	1123000	
	3	000003	40	480020	EXCHANGE LOSS/GAIN		0.00	USD		1102001	1123000	

### Unrealized Gain Or Loss

T.code: FAGL\_FC\_VAL - Foreign Currency Valuation (New)

We can use following navigation also.



```

    General Ledger
      Posting
      Document
      Account
      Master Records
      Statistical Key Figures
      Periodic Processing
        SCMA - Schedule Manager
        Interest Calculation
        Automatic Clearing
        Print Correspondence
        Recurring Entries
        Archiving
        Planning
        Closing
          Check/Count
          Validate
        FAGL_FC_VAL - Foreign Currency Valuation (New)
  
```

#### Use

All open items in foreign currency are valued as part of the foreign currency valuation:

- The individual open items of an account in foreign currency form the basis of the valuation, that is, every open item of an account in foreign currency is valued individually.
- The total difference from all the open items in an account is posted to a financial statement adjustment account. The account therefore retains its original balance.
- The exchange rate profit or loss from the valuation is posted to a separate expense or revenue account for exchange rate differences as an offsetting posting.

#### Features

- Unrealized exchange rate differences**

When we value open items in foreign currency, the exchange rate difference determined is posted as an unrealized exchange rate difference.

- Realized exchange rate differences**

For an incoming payment, that is, when we are clearing the open items, the current exchange rate is determined. Since the exchange differences that were not realized are reversed, the full exchange rate difference is posted as realized.

- Reversing exchange rate difference postings**

On the specified reversal date or in the reversal period, the posted exchange rate differences are automatically reversed after the valuation run by an inverse posting.

#### Activities

## FI- CO End User Training Module

### Foreign Currency Valuation

**General Data Selection**

Company Code	1000	to	<input type="button" value="→"/>
Valuation Key Date	31.10.2008		
Valuation Area	10		

**Postings    Open Items    G/L Balances    Miscellaneous**

<input type="checkbox"/> Valuate G/L Account Open Items	<input type="button" value="→"/>		
G/L Account	<input type="button" value="→"/>		
<input checked="" type="radio"/> No GR/IR Accounts			
<input type="radio"/> Valuate GR/IR accts			
<input type="radio"/> GR/IR with FI Data			
GR/IR Delivery Costs	<input type="button" value="→"/>		
<input checked="" type="checkbox"/> Valuate Vendor Open Items	<input type="button" value="→"/>		
Vendor	KJ14821	to	<input type="button" value="→"/>
<input type="checkbox"/> Valuate Customer Open Items	<input type="button" value="→"/>		
Customer	<input type="button" value="→"/>		
Reconciliation Account	<input type="button" value="→"/>		
Document Number	<input type="button" value="→"/>		
Currency	<input type="button" value="→"/>		

Provide the value as shown above

### Foreign Currency Valuation

**General Data Selection**

Company Code	1000	to	<input type="button" value="→"/>
Valuation Key Date	30.11.2008		
Valuation Area	10		

**Postings    Open Items    G/L Balances    Miscellaneous**

<input checked="" type="checkbox"/> Create Postings	
Batch input session name	<input type="button" value="→"/>
Document date	30.11.2008
Posting date	30.11.2008
Posting period	<input type="button" value="→"/>
Reversal posting date	01.12.2008
Reverse post. period	<input type="button" value="→"/>
<input type="checkbox"/> Reset Valuation	
Reason for Reset (Balances)	02

**For G/L Account Balance Valuation**

<input type="checkbox"/> Reverse postings	
---	--



2009

## **FI- CO End User Training Module**



Now system will crate the batch for execute the batch go with T.Code: SM35

The screenshot shows the SAP Session Overview screen. The top menu bar includes 'Session', 'Edit', 'Goto', 'Utilities(M)', 'System', 'Help', and the SAP logo. Below the menu is a toolbar with icons for Analysis, Process, Statistics, Log, Recording, and various file operations. A 'Selection criteria' section allows filtering by Session name, Created By, Date, and Time. A status bar at the bottom indicates 'Sessions Found: 528'. The main area displays a grid of session data with columns: Session name, Status, Created By, Date, Time, Creation Progr., Lock Date, Authorizat., Trans., Screens, and D.. Qu. Each row represents a session entry with its details.

Session name	Sta.	Created By	Date	Time	Creation Progr.	Lock Date	Authorizat.	Trans.	Screens	D.. Qu
FAGI_FC_VALUE	KJ14821		20.11.2008	09:14:25	FAGI_FC_VALUE		KJ14821	2	0	0
SAFP120	MKS11987		19.11.2008	15:12:25	SAFP120		MKS11987	6	1	5
RAMESH	RAMESH		19.11.2008	11:15:42	FAGI_FC_VALUE		RAMESH	2	0	2
STREXT	GSK1552		19.11.2008	10:43:26	/SAPDMC/SAP_L		GSK1552	321	1	320
RFUMSV50	DD14065		18.11.2008	18:03:46	RFUMSV50		DD14065	4	1	3
RFUMSV50	DD14065		18.11.2008	17:44:57	RFUMSV50		DD14065	3	0	0
STREXT	GSK1552		18.11.2008	14:37:59	/SAPDMC/SAP_L		GSK1552	9,639	8	9,631
STREXT	RS502		18.11.2008	14:14:44	/SAPDMC/SAP_L		RS502	9,639	0	0
SPRE	VLR10318		18.11.2008	11:15:41	/SAPDMC/SAP_L		VLR10318	1,561	0	0
SPRE	VLR10318		18.11.2008	11:04:23	/SAPDMC/SAP_L		VLR10318	1,563	0	0
SPRE	VLR10318		18.11.2008	10:57:36	/SAPDMC/SAP_L		VLR10318	1,563	0	0
RFUMSV50	VDV11848		18.11.2008	09:47:14	RFUMSV50		VDV11848	8	0	0
STREXT	PDK14777		17.11.2008	20:42:36	/SAPDMC/SAP_L		PDK14777	3,092	96	2,996
STREXT	PDK14777		17.11.2008	20:42:28	/SAPDMC/SAP_L		PDK14777	3,092	0	0
STREXT	GSK1552		17.11.2008	17:37:29	/SAPDMC/SAP_L		GSK1552	165	0	165
RFUMSV50	VDV11848		17.11.2008	14:52:34	RFUMSV50		VDV11848	6	0	0
RFUMSV50	LC14823		17.11.2008	14:33:43	RFUMSV50		LC14823	12	0	0
STREXT	VLR10318		15.11.2008	14:37:12	/SAPDMC/SAP_L		VLR10318	2,755	0	2,755

Process Session FAGL\_FC\_VALU

<p><b>Processing Mode</b></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Process/foreground</li> <li><input type="radio"/> Display errors only</li> <li><input type="radio"/> Background</li> </ul> <p>Target host</p> <input style="width: 200px; height: 25px; border: 1px solid #ccc; margin-bottom: 5px;" type="text" value=" "/> <span style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 5px; background-color: #fff;"> </span>	<p><b>Additional Functions</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Extended log</li> <li><input type="checkbox"/> Expert mode</li> <li><input checked="" type="checkbox"/> Dynpro standard size</li> <li><input type="checkbox"/> Cancel if Log Error Occurs</li> <li><input type="checkbox"/> Simulate Background Mode</li> </ul>
---	--

## FI- CO End User Training Module

**Display Document: Data Entry View**

Display Currency | General Ledger View

Data Entry View

Document Number	822000361	Company Code	1000	Fiscal Year	2008
Document Date	30.11.2008	Posting Date	30.11.2008	Period	8
Reference		Cross-CC no.			
Currency	USD	Texts exist	<input type="checkbox"/>	Ledger Group	0L

General Ledger View

C...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	40		480020	EXCHANGE LOSS/GAIN	0.00	USD		1102001	1123000	
	2	50		120900	REINSTATEMENT	0.00	USD		1102001	1123000	

**Display Document: Data Entry View**

Display Currency | General Ledger View

Data Entry View

Document Number	822000361	Company Code	1000	Fiscal Year	2008
Document Date	30.11.2008	Posting Date	30.11.2008	Period	8
Reference		Cross-CC no.			
Currency	USD	Texts exist	<input type="checkbox"/>	Ledger Group	0L

General Ledger View

C...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	40		480020	EXCHANGE LOSS/GAIN	8,000.00	INR		1102001	1123000	
	2	50		120900	REINSTATEMENT	8,000.00-	INR		1102001	1123000	

**Display Document: Data Entry View**

Display Currency | General Ledger View

Data Entry View

Document Number	822000362	Company Code	1000	Fiscal Year	2008
Document Date	30.11.2008	Posting Date	01.12.2008	Period	9
Reference		Cross-CC no.			
Currency	USD	Texts exist	<input type="checkbox"/>	Ledger Group	0L

General Ledger View

C...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	50		480020	EXCHANGE LOSS/GAIN	0.00	USD		1102001	1123000	
	2	40		120900	REINSTATEMENT	0.00	USD		1102001	1123000	

## FI- CO End User Training Module

**Display Document: Data Entry View**

		Display Currency		General Ledger View	
<b>Data Entry View</b>					
Document Number	822000362	Company Code	1000	Fiscal Year	2008
Document Date	30.11.2008	Posting Date	01.12.2008	Period	9
Reference		Cross-CC no.			
Currency	USD	Texts exist	<input type="checkbox"/>	Ledger Group	0L

C...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	50		480020	EXCHANGE LOSS/GAIN	8,000.00-	INR		1102001	1123000	
	2	40		120900	REINSTATEMENT	8,000.00	INR		1102001	1123000	

Valuation area 10 need to use for 0L ledger.

And valuation area 20 need to use for SL ledger.

### Revaluation / Restatement of General Ledger A/c

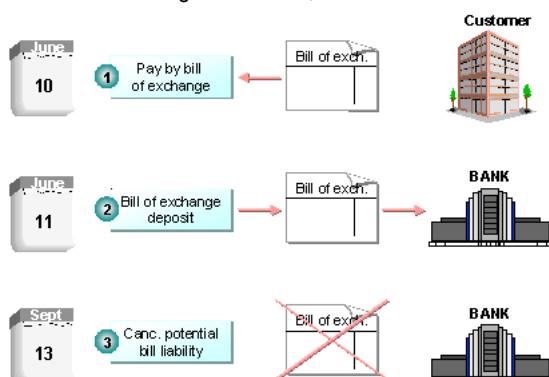
Our foreign currency balance sheet accounts are valued as part of the foreign currency valuation:

- The balance, that is, the foreign currency balance of the G/L account managed in the foreign currency, forms the basis of the valuation for each foreign currency and foreign currency balance sheet account.
- The result of the valuation is posted to the valued account or to a adjustment account.
- The exchange rate profit or loss from the valuation is posted to a separate expense or revenue account for exchange rate differences as an offsetting posting.

## BILL OF EXCHANGE

### Posting Procedure for Bills of Exchange Receivable

For bills of exchange receivable, there are three events which are posted in Financial Accounting:



#### Payment by Bill of Exchange

Firstly, the payment by bill of exchange is posted and used to clear the receivable against the customer. There is now a bill of exchange receivable which is recorded on the customer account and the special G/L account.

## FI- CO End User Training Module

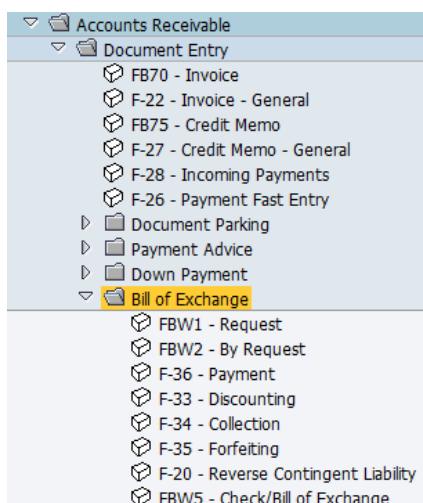
### Bill of Exchange Usage

If the bill of exchange is used for refinancing and is passed on to a bank, then the bill of exchange usage must be posted. The bill of exchange liability (liability to recourse) that we now have is recorded on special accounts in the system until it has expired.

### Cancel the Bill of Exchange Liability

Once the due date of the bill of exchange has elapsed, including any country-specific period for the bill of exchange protest, we can cancel the bill of exchange receivable for our customer and the bill of exchange liability.

### Navigation



### Acceptance of Bills Of Exchange (F-36)

## FI- CO End User Training Module

### Bill of Exchange Payment: Header Data

Choose open items		Acct model	
Document Date	13.11.2008	Type	DZ
Posting Date	13.11.2008	Period	8
Document Number		Currency/Rate	INR
Reference		Translatn Date	
Doc.Header Text		Cross-CC no.	
Clearing text			
<b>Transaction to be processed</b>			
<input type="radio"/> Outgoing payment <input checked="" type="radio"/> Incoming payment <input type="radio"/> Credit memo <input type="radio"/> Transfer posting with clearing			
<b>First line item</b>			
PstKy	09	Account	kirtijain
SGL Ind	W	TType	

Document Edit Goto Extras Settings Environment System Help

### Bill of Exchange Payment Add Customer item

Choose open items		Process open items		More data		Acct model	
Customer	KIRTIJAIN	KIRTI JAIN	G/L	220030			
Company Code	1000						
Greaves Cotton Limited		MUMBAI					
<b>Item 1 / Bill of exchange / 09 W</b>							
Amount	100000	INR					
Assignment							
Text				 Long Texts			
Bus. Pl.							
<b>Bill of exchange details</b>							
Due on	13.11.2008	<input type="checkbox"/> Demand bl	Bill/ex.status		Planned usage	<input checked="" type="checkbox"/> Discoun	
Issue date		<input type="checkbox"/> Accepted		Bill protest ID			
Drawer	Greaves Cotton Limited		Mumbai				
Drawee	KIRTI JAIN		MUMBAI				
Domicile							
Cent.bnk loc							
<b>Next line item</b>							
PstKy		Account		SGL Ind		New co.code	

## FI- CO End User Training Module

**Bill of Exchange Payment Select open items**

**Process open items**

<b>Open item selection</b>	<b>Additional selections</b>
Company Code <b>1000</b>	<input checked="" type="radio"/> None
Account <b>KIRTIJAIN</b>	<input type="radio"/> Amount
Account Type <b>D</b>	<input type="radio"/> Document Number
Special G/L ind <b></b>	<input type="radio"/> Posting Date
Pmnt advice no. <b></b>	<input type="radio"/> Dunning Area
<input type="checkbox"/> Other accounts	<input type="radio"/> Reference
<input type="checkbox"/> Distribute by age	<input type="radio"/> Payment order
<input type="checkbox"/> Automatic search	<input type="radio"/> Collective invoice
	<input type="radio"/> Document Type
	<input type="radio"/> Business Area
	<input type="radio"/> Tax Code
	<input type="radio"/> Branch account
	<input type="radio"/> Currency
	<input type="radio"/> Posting Key
	<input type="radio"/> Document Date
	<input type="radio"/> Assignment
	<input type="radio"/> Billing Document
	<input type="radio"/> Others

**Bill of Exchange Payment Process open items**

**Distribute diff., Charge off diff., Editing options, Cash Disc. Due**

**Standard Partial pmt Res.items Withhdg tax**

Document ...	Reference	Invoice ref.	Document ...	P	Busi	Day ..	INR Gross	Partially Paid Amt.	Cash discnt	CashD.	St..
808000020		808000020	DR 12.11.2008 01	1			100,000.00	0.00			
808000021		808000021	DR 12.11.2008 01	1			100,000.00	0.00			
808000022		808000022	DR 12.11.2008 01	1			100,000.00	0.00			
809000010		809000010	DA 13.11.2008 16	0			15,000.00-	0.00			
809000011		809000011	DA 13.11.2008 16	0			20,000.00-	0.00			
809000012		809000012	DA 13.11.2008 16	0			12,000.00-	10,000.00-			

**Editing status**

Number of items <b>6</b>	/ <b>7</b>	Amount entered <b>100,000.00</b>
Display from item <b>1</b>		Assigned <b>100,000.00</b>
Reason code <b></b>		Difference postings <b></b>
Display in clearing currency		Not assigned <b>0.00</b>

Simulate the Transaction



2009

**FI- CO End User Training Module**

Document Edit Goto Extras Settings Environment System Help

## Bill of Exchange Payment Display Overview

Display Currency  Taxes  Reset

Document Date	13.11.2008	Type	DZ	Company Code	1000
Posting Date	13.11.2008	Period	8	Currency	INR
Document Number	INTERNAL	Fiscal Year	2008	Translatn Date	13.11.2008
Reference				Cross-CC no.	
Doc.Header Text				Trading part.BA	

Items in document currency

PK	BusA Acct	INR	Amount	Tax amnt
001	09W KIRTIJAIN KIRTI JAIN		100,000.00	
002	15 KIRTIJAIN KIRTI JAIN		100,000.00-	

D 100,000.00 C 100,000.00 0.00 \* 2 Line items

Other line item

PstKey	<input checked="" type="checkbox"/>	<input type="checkbox"/>	count		SGL Ind	TType		New co.code	
--------	-------------------------------------	--------------------------	-------	--	---------	-------	--	-------------	--

## General Ledger Simulation

<b>Document Date</b>	13.11.2008	<b>Posting Date</b>	13.11.2008	<b>Fiscal Year</b>	2008
<b>Reference</b>	<b>Cross-co. code no.</b>		<b>Posting Period</b>	8	
<b>Currency</b>	INR	<b>Ledger Group</b>	<b>Ledger</b>	0L	

Post the transaction .

 Document 803000060 was posted in company code 1000



2009

**FI- CO End User Training Module**

## Bill Discounting (F-33)

**Post Bill of Exchange Usage: Header Data**

<input checked="" type="checkbox"/> Select bill of exch.					
Document Date	13.11.2008	Type	DA	Company Code	1000
Posting Date	13.11.2008	Period	8	Currency/Rate	INR
Document Number		Translatn Date			
Reference					
Doc.Header Text		Trading part.BA			
<b>Posting details</b>					
Usage	D Discounting	Value date	13.11.2008		
Bank account	240091	Clearing acct			
Business Area		Profit Center			
Amount	99000	Amount in LC			
Bank charges		LC bank charges			
Bil/exch.tax		LC bil/ex.tax			
Assignment					
Text					
<b>Other line items</b>					
Pstky	40	Account	472010	GL Ind	

Bank posting 100,000.00 INR, bill of exchange 100,000.00 INR used

 Document 809000020 was posted in company code 1000

## FI- CO End User Training Module

**Post Bill of Exchange Usage Display Overview**

**Display Currency** **Taxes** **Reset**

Document Date	13.11.2008	Type	DA	Company Code	1000
Posting Date	13.11.2008	Period	8	Currency	INR
Document Number	INTERNAL	Fiscal Year	2008	Translatn Date	13.11.2008
Reference					
Doc.Header Text					

**Items in document currency**

PK	BusA	Acct	INR	Amount	Tax amnt
001	40	0000240091	HDFC	INFLOW HO	99,000.00
002	40	0000472010	Bank charges		1,000.00
003	50	0000160050	BILL DISCOUNTING		100,000.00-

D 100,000.00      C 100,000.00      0.00 \*      3 Line items

**Other line item**

PstKy  Account  SGL Ind  TType  New co.code

**Display Document: General Ledger View**

**Display Currency** **Entry View** **Other Ledger**

**Data Entry View**

Document Number	809000020	Company Code	1000	Fiscal Year	2008
Document Date	13.11.2008	Posting Date	13.11.2008	Period	8
Reference					
Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group	<input type="text"/>

**Ledger OL**

Doc.	809000020	FiscalYear	2008	Period	8
------	-----------	------------	------	--------	---

C..	Itm	L.item	PK	S	Account	Description	Amount	Curr.	Tx
1000	1	000001	40		240091	HDFC INFLOW HO	99,000.00	INR	
	2	000002	40		472010	Bank charges	1,000.00	INR	
	3	000003	50		160050	BILL DISCOUNTING	100,000.00-	INR	

## FI- CO End User Training Module

### Reverse Contingent Liability (F-20)

Document Edit Goto Settings Environment System Help

**Reverse Bill Liability: Header Data**

Edit line items					
Document Date	13.11.2008	Type	DA	Company Code	1000
Posting Date	13.11.2008	Period	8	Currency/Rate	INR
Document Number		Translatn Date			
Reference					
Doc.Header Text					
Trading part.BA					

**Bill of Exchange Selection**

G/L Account	220030	
Usage	D Discounting	<input type="checkbox"/> Failed bill of exch.
Due By		
Document Number	To	
Reference No.	To	
Customer	To	
Amount in LC	To	

Document Edit Goto Settings Environment System Help

**Reverse Bill Liability Choose postings**

On/off	Display Currency						
Account	220030	Company Code	1000	Currency	INR		
<b>Selected items</b>							
Com	DocumentNo	Itm PK	Account	Pstng Date	Due date	Errors	Amount
I	3000060	001 09	KIRTIJAIN	13.11.2008	13.11.2008		100,000.00

Display item 1 / 1

Enter + in the entry field for which we want to reverse the transaction. And save the transaction.

 Document 809000021 was posted in company code 1000

## FI- CO End User Training Module

**Display Document: General Ledger View**

Display Currency    Entry View    Other Ledger

**Data Entry View**

Document Number	809000021	Company Code	1000	Fiscal Year	2008
Document Date	13.11.2008	Posting Date	13.11.2008	Period	8
Reference		Cross-CC no.			
Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group	

**Ledger OL**

Doc.	809000021	FiscalYear	2008	Period	8
------	-----------	------------	------	--------	---

**General Ledger View**

C...	Item	L.item	PK	SG	Account	Description	Amount	Curr.	Tx
1000	1	000001	19	W	220030	BILL OF EXCHANGE CUS	100,000.00-	INR	
	2	000002	40		160050	BILL DISCOUNTING	100,000.00	INR	

## FI- CO End User Training Module

The journal Entry passed at the acceptance of Bills of Exchange

a) Invoice: FB70

01	Customer	Dr 25000	Customer Reconciliation A/c
50	To Revenue	25000	

b) Acceptance of Customer F-36

09 W	Customer	Dr 25000	Bill Of Exchange
15	To Customer	25000	Customer Reconciliation A/c
<b>11 If manually entered.</b>			

c) Discounting F-33

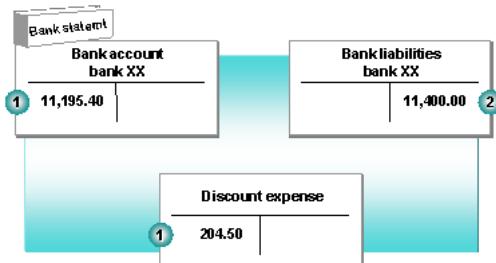
40	Bank Inflow	Dr 24500	
40	Bank Charges	Dr 500	
50	To Bill Discounting	25000	Normal GL Credit

d) Reverse Contingent Liability F-20

40	Bill Discounting	Dr 25000	
19 W	To Customer	25000	Bill of Exchange

### Entries for Bill of Exchange Receivable

Assume we transfer the bill of exchange receivable to our bank for discounting. The bill amount is credited to our bank account and shown on our bank statement. Given a maturity period of 90 days and a discount rate of 7 %, the bank charges a discount of USD 199.50. The bank also levies charges of USD 5.00 on us, which it adds to the discount charge, making a total of USD 204.50.



The following entries arise from this example:

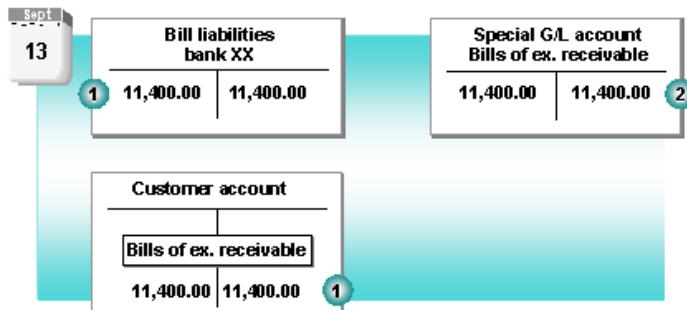
The incoming payment to our bank account is posted. The bank credits our account with USD 11,178.40 only, (USD 11,400 minus the bill of exchange charges). Once the incoming payment has been entered, the system posts the bank charges to the corresponding expense accounts.

The system automatically posts an offsetting entry to a bank clearing account. This offsetting entry records the bill liability (liability to recourse) to the bank. If our customer defaults on the bill of exchange when it becomes due, this liability to recourse is realized and we are liable to pay the bill of exchange amount.

### Reversing the Bill Liability

After the bill of exchange becomes due on September 13th and the country-specific bill protest period has elapsed, the bill of exchange can no longer be protested and we are released from our potential liability. We can now clear the potential bill liability from our bank clearing account and the bill receivable from the customer account. When we reverse the potential bill liability, the system automatically posts to the special G/L account "Bills of exchange receivable" and clears the bill receivable there.

## FI- CO End User Training Module



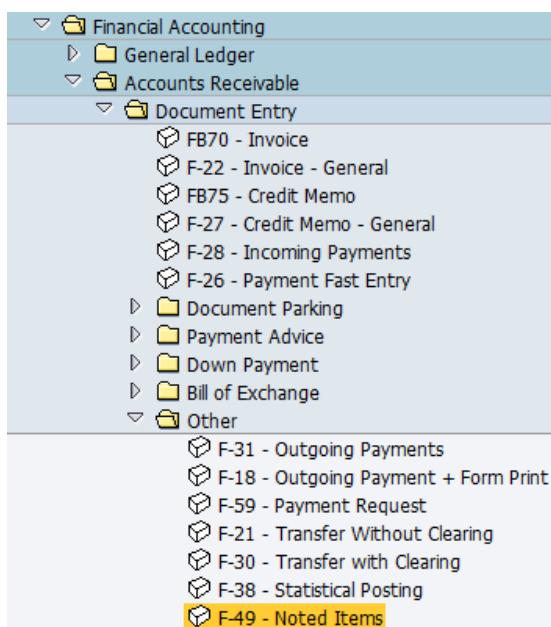
The following entries arise from this example:

We select the bill of exchange, the date of which has elapsed (including any protest period). The system generates a reverse posting for the bank sub account and for the customer account, and clears the bill of exchange liability from both accounts.

The system also posts a credit entry for the bill of exchange amount to the customer account and the special G/L account "Bills of exchange receivable".

### Memorandum Entries (Noted Items - (F-49))

We can use the following navigation also.



These can be used for recording Bank Guarantee or any other entries which we don't want to post in the customer Account and the general ledger A/c. It will be working as single sided entry.

These entries will have no effect on the Financial Books. We use them only for the record purpose and after the purpose is over we can reverse the same

Create the transaction with the posting key as 09 or 19

And the Special GL Indicator as "D"

Customer Account Number and Amount is to be filled.

Fill in the Bank Guarantee Due Dates so that on the Maturity Date we can reverse the same.

## FI- CO End User Training Module

Fill up the Bank Guarantee Number in the Assignment Field and Details in the Text Field.

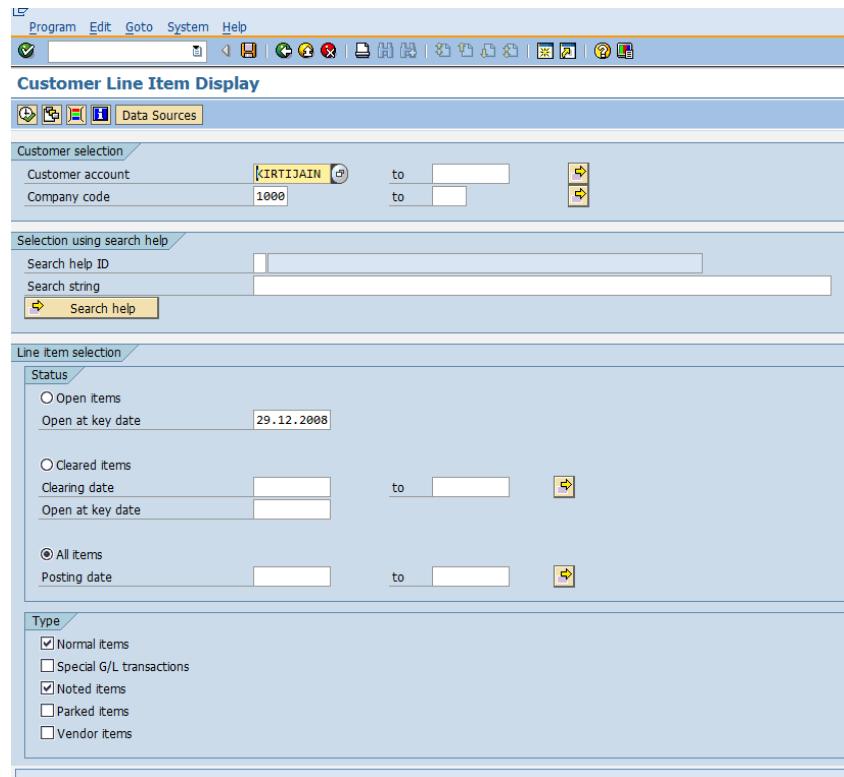
This will be single screen entry and simulation is not there as it doesn't affect the finance Books.

### Customer Noted Item: Header Data

Document Date	29.12.2008	Type	DA	Company Code	1000
Posting Date	29.12.2008	Period	9	Currency/Rate	INR
Document Number					
Reference					
Doc.Header Text					
Trading part.BA					
<b>Line Item</b>					
Posting Key	09	Business Area			
Special G/L Ind	D	Amount in LC			
Account	kirtijain	Due	1.2.2009	Dunning key	
Amount	10000	Dunning block		Dunning Area	
Assignment	BANK GUARANTEE	Spec G/L assgt			
Text	LONG TEXT				

Save the Document

 Document 809000086 was posted in company code 1000  
For viewing the noted items we have to go to Line Item Display "FBL5N - Display/Change Line Items"



The screenshot shows the SAP FBL5N - Customer Line Item Display interface. It includes sections for Customer selection (Customer account: KIRTIJAIN, Company code: 1000), Selection using search help (Search help ID, Search string, Search help button), Line item selection (Status: Open items, Cleared items, All items; Type: Normal items, Special G/L transactions, Noted items, Parked items, Vendor items), and a notes area.

Select the  Noted Items for viewing only noted Items or select  Normal Items and  Noted Items for all the items. We can view the noted Items in the Line item Display here it forms the part of the Customer Balance and effects the balance of the Customer. If we want to see only Noted Items Click on Noted Items only and we can get the List of noted Item.

Note : We can get the total listing for the Guarantees Received and Given / Taken.

## FI- CO End User Training Module

Customer Line Item Display												
												
Customer Company Code		KIRTIJAIN 1000										
Name City		KIRTI JAIN MUMBAI										
St	Assignment	DocumentNo	Typ	Doc. Date	S	DD	Amt in loc.cur.	LCurr	Clrng doc.	Text	Net due dt	
<input type="checkbox"/>		803000051	DZ	13.11.2008			10,000.00	INR			13.11.2008	
<input type="checkbox"/>		803000083	DZ	19.11.2008			60,000.00-	INR			26.11.2008	
<input type="checkbox"/>		808000021	DR	12.11.2008			100,000.00	INR			12.11.2008	
<input type="checkbox"/>		808000022	DR	12.11.2008			100,000.00	INR			12.11.2008	
<input type="checkbox"/>		808000070	DR	19.11.2008			20,000.00	INR			19.11.2008	
<input type="checkbox"/>		809000010	DA	13.11.2008			15,000.00-	INR		advance payments ad...	13.11.2008	
<input type="checkbox"/>		809000011	DA	13.11.2008			20,000.00-	INR		marked	13.11.2008	
<input type="checkbox"/>		809000012	DA	13.11.2008			12,000.00-	INR		give the narration ...	13.11.2008	
<input type="checkbox"/>		851000003	DG	12.12.2008			25,000.00-	INR		credit note testing	12.12.2008	
<input checked="" type="checkbox"/>	BANK GUARANTEE	809000086	DA	29.12.2008	D		10,000.00	INR	LONG TEXT		01.02.2009	
*							108,000.00	INR				
<input type="checkbox"/>		802000009	AB	12.11.2008			90,000.00-	INR	802000009		12.11.2008	
<input type="checkbox"/>		808000023	DR	12.11.2008			100,000.00	INR	802000009		12.11.2008	
<input type="checkbox"/>		809000009	DA	12.11.2008			10,000.00-	INR	802000009	test	12.11.2008	
<input type="checkbox"/>		803000031	DZ	12.11.2008			15,000.00-	INR	803000031		12.11.2008	
<input type="checkbox"/>		808000016	DR	12.11.2008			15,000.00	INR	803000031		12.11.2008	
<input type="checkbox"/>		803000060	DZ	13.11.2008			100,000.00-	INR	803000060		13.11.2008	
<input type="checkbox"/>		808000020	DR	12.11.2008			100,000.00	INR	803000060		12.11.2008	
<input type="checkbox"/>		803000068	DZ	14.11.2008			75,000.00-	INR	803000068		14.11.2008	
<input type="checkbox"/>		808000050	DR	14.11.2008			75,000.00	INR	803000068	bill raised	14.11.2008	
*							0.00	INR				
<b>** Account KIRTIJAIN</b>							108,000.00	INR				

On the other hand if we see the Customer Ledger Balance it does not incorporate these Noted Items / Memorandum Entries

Go to FD10N - Display Balances and see the balance

In the Above statement it was showing balance of 108000 INR  
 And in the Customer Balance it is showing balance of 98,000 INR

Hence it does not affect our financial Books by using Noted Entries.

## FI- CO End User Training Module

Customer Balance Display																																																																																																																																											
Customer		KIRTIJAIN	KIRTI JAIN																																																																																																																																								
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<b>Balances</b>		<b>Special general ledger</b>																																																																																																																																									
<table border="1"> <thead> <tr> <th>Period</th><th>Debit</th><th>Credit</th><th>Balance</th><th>Cum. balance</th><th>Sales/Purchases</th><th></th></tr> </thead> <tbody> <tr> <td>Balance Carry</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>1</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>2</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>3</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>4</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>5</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>6</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>7</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>8</td><td>520,000.00</td><td>397,000.00</td><td>123,000.00</td><td>123,000.00</td><td>510,000.00</td><td></td></tr> <tr> <td>9</td><td></td><td>25,000.00</td><td>25,000.00-</td><td>98,000.00</td><td>25,000.00-</td><td></td></tr> <tr> <td>10</td><td></td><td></td><td></td><td>98,000.00</td><td></td><td></td></tr> <tr> <td>11</td><td></td><td></td><td></td><td>98,000.00</td><td></td><td></td></tr> <tr> <td>12</td><td></td><td></td><td></td><td>98,000.00</td><td></td><td></td></tr> <tr> <td>13</td><td></td><td></td><td></td><td>98,000.00</td><td></td><td></td></tr> <tr> <td>14</td><td></td><td></td><td></td><td>98,000.00</td><td></td><td></td></tr> <tr> <td>15</td><td></td><td></td><td></td><td>98,000.00</td><td></td><td></td></tr> <tr> <td>16</td><td></td><td></td><td></td><td>98,000.00</td><td></td><td></td></tr> <tr> <td><b>Total</b></td><td><b>520,000.00</b></td><td><b>422,000.00</b></td><td><b>98,000.00</b></td><td><b>98,000.00</b></td><td><b>485,000.00</b></td><td></td></tr> </tbody> </table>	Period						Debit	Credit	Balance	Cum. balance	Sales/Purchases		Balance Carry							1							2							3							4							5							6							7							8	520,000.00	397,000.00	123,000.00	123,000.00	510,000.00		9		25,000.00	25,000.00-	98,000.00	25,000.00-		10				98,000.00			11				98,000.00			12				98,000.00			13				98,000.00			14				98,000.00			15				98,000.00			16				98,000.00			<b>Total</b>	<b>520,000.00</b>	<b>422,000.00</b>	<b>98,000.00</b>	<b>98,000.00</b>	<b>485,000.00</b>		
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If we click on cumulative balance we can get the detail line item wise entry without noted items.

Customer Line Item Display								
Customer		KIRTIJAIN						
Company Code		1000						
Name		KIRTI JAIN						
City		MUMBAI						
<b>Stat</b>	<b>Type</b>	<b>Doc. Date</b>	<b>Net due dt</b>	<b>Clearing</b>	<b>Amt in loc.cur.</b>	<b>LCurr</b>	<b>DocumentNo</b>	
	DZ	13.11.2008	13.11.2008		10,000.00	INR	803000051	
	DZ	19.11.2008	26.11.2008		60,000.00-	INR	803000083	
	DR	12.11.2008	12.11.2008		100,000.00	INR	808000021	
	DR	12.11.2008	12.11.2008		100,000.00	INR	808000022	
	DR	19.11.2008	19.11.2008		20,000.00	INR	808000070	
	DA	13.11.2008	13.11.2008		15,000.00-	INR	809000010	
	DA	13.11.2008	13.11.2008		20,000.00-	INR	809000011	
	DA	13.11.2008	13.11.2008		12,000.00-	INR	809000012	
	DG	12.12.2008	12.12.2008		25,000.00-	INR	851000003	
*					98,000.00	INR		
	AB	12.11.2008	12.11.2008	12.11.2008	90,000.00-	INR	802000009	
	DR	12.11.2008	12.11.2008	12.11.2008	100,000.00	INR	808000023	
	DA	12.11.2008	12.11.2008	12.11.2008	10,000.00-	INR	809000009	
	DZ	12.11.2008	12.11.2008	12.11.2008	15,000.00-	INR	803000031	
	DR	12.11.2008	12.11.2008	12.11.2008	15,000.00	INR	808000016	
	DZ	13.11.2008	13.11.2008	13.11.2008	100,000.00-	INR	803000060	
	DR	12.11.2008	12.11.2008	13.11.2008	100,000.00	INR	808000020	
	DZ	14.11.2008	14.11.2008	14.11.2008	75,000.00-	INR	803000068	
	DR	14.11.2008	14.11.2008	14.11.2008	75,000.00	INR	808000050	
*					0.00	INR		
<b>** Account KIRTIJAIN</b>					<b>98,000.00</b>	<b>INR</b>		

## FI- CO End User Training Module

In general it appears as the open item as it cannot be matched with any finance transaction. For Removing the Line items from this statement, on the lapse of the guarantee or the Maturity of the same we have to reverse the document so that the effect is nullified.

### Reversal of Noted Entries (FB08)

As normal documents are reversed we can same way reverse the Noted Entries by using FB08  
Provide the Noted Item Document Number, Company Codes, Fiscal Year and Reversal Reason

#### Reverse Document: Header Data

<input type="checkbox"/> Display before reversal	<input type="button"/> Document list	<input type="button"/> Mass Reversal
<b>Document Details</b>		
Document Number	809000086	
Company Code	1000	
Fiscal Year	2008	
<b>Specifications for Reverse Posting</b>		
Reversal Reason	02	
Posting Date		
Posting Period		
<b>Check management specifications</b>		
Void reason code	<input type="checkbox"/>	

Save the Document

 Document 809000087 was posted in company code 1000

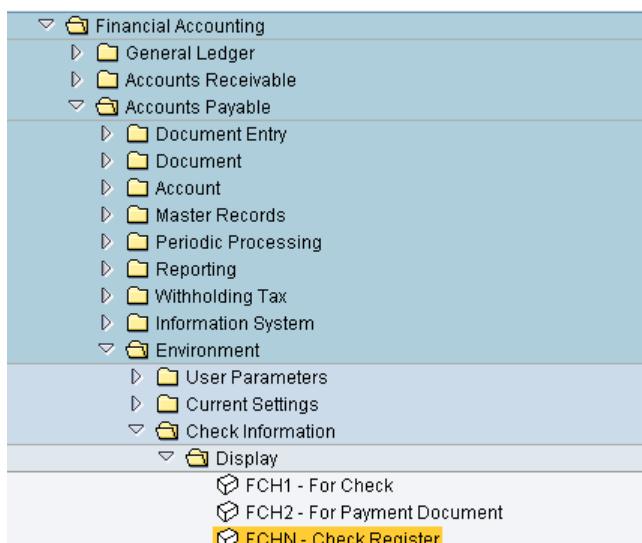
## FI- CO End User Training Module

### Chapter – 6

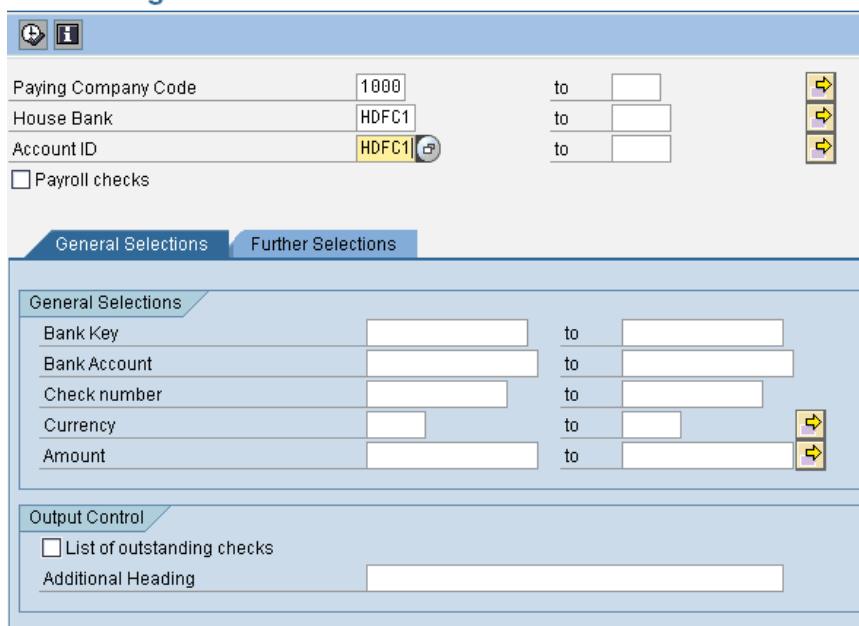
#### BANK & CASH TRANSACTION

##### Display cheque register (FCHN)

Or Following navigation can be used



#### Check Register



The screenshot shows the SAP Check Register dialog box. It has tabs for "General Selections" and "Further Selections". Under "General Selections", fields include:

- Paying Company Code: 1000
- House Bank: HDFC1
- Account ID: HDFC1 (with a copy icon)
- Payroll checks

On the right, there are three double-headed arrows pointing between the input fields and their corresponding "to" fields.

Under "Further Selections", there are two sections:

- General Selections:** Fields for Bank Key, Bank Account, Check number, Currency, and Amount, each with a "to" field and a double-headed arrow.
- Output Control:** A checkbox for "List of outstanding checks" and a text field for "Additional Heading".

Click on execute button, following screen appears showing details of all the cheques issued /cancelled .

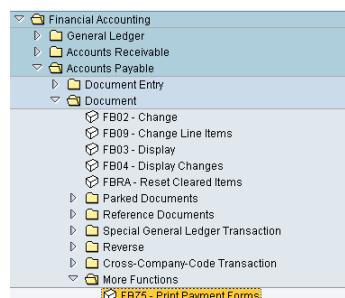
## FI- CO End User Training Module

Check Register

Check Register						Date: 12.11.2008 / 13:39:22 User: KJ14821 Page: 1
Greaves Cotton Limited Mumbai Company code 1000						
Bank	HDFC1	hdfc	Bank Key	BANKKEY1234	Acct number	HDFC1 1234567890
<b>Cheque</b>						
Check number from to	Payment	Pmnt date	Crcy	Amount paid (FC)	Recipient/void reason code	Enca./void
100000	811000018	10.11.2008			voided by RAMESH - Stolen	10.11.2008
100002	811000019	10.11.2008			voided by RAMESH - Stolen	10.11.2008
100003	811000024	10.11.2008	INR	14,660.00	test12345 mumbai	
100006	811000029	10.11.2008	INR	100,000.00	vdvinherkar	11.11.2008
100008	811000037	11.11.2008	INR	95,458.00	test12345 mumbai	
100009	811000046	11.11.2008	INR	14,000.00	KIRTI JAIN 13	
100010	811000047	11.11.2008	TNR	2,000.00	TVS INDUSTRIES CHENNAI 600 042 22	
100011	811000048	11.11.2008	INR	4,000.00	TVS INDUSTRIES CHENNAI 600 042 22	
100012	811000049	11.11.2008	INR	620,611.00	test12345 mumbai	
100013	811000050	11.11.2008	INR	684,138.00	test12345 mumbai	
100014	811000051	11.11.2008	INR	2,500.00	the institute of CA mumbai 13	
100015	811000055	11.11.2008	INR	860,000.00	test12345 mumbai	
100016	811000058	12.11.2008	INR	12,366.00	Kumar L C	
100017	811000062	12.11.2008	INR	595.00	Kumar L C	
100018	811000065	07.11.2008	INR	8,000.00	test12345 mumbai	
100020	811000052	11.11.2008	INR	50,000.00	Accel Frontline Ltd Chennai-600029 22	
100021	811000054	11.11.2008	INR	75,000.00	Accel Frontline Ltd Chennai-600029 22	
100023	811000056	11.11.2008	INR	48,970.00	Accel Frontline Ltd Chennai-600029 22	
100024	811000059	12.11.2008	INR	22,425.00	Mayur Dadar Mumbai 13	
<b>* Payment method Cheque</b>		INR	2,614,723.00			

### Printing Cheque (FBZ5)

Or we can use following Navigation



### Print Form for Payment Document

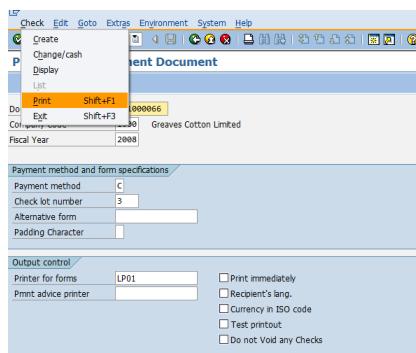
Document Number	811000066
Company Code	1000
Fiscal Year	2008
Payment method and form specifications	
Payment method	C
Check lot number	3
Alternative form	
Padding Character	
Output control	
Printer for forms	LP01
Pmnt advice printer	
<input type="checkbox"/> Print immediately <input type="checkbox"/> Recipient's lang. <input type="checkbox"/> Currency in ISO code <input type="checkbox"/> Test printout <input type="checkbox"/> Do not Void any Checks	



2009



## FI- CO End User Training Module



Select the print option as shown above.

### International Payment Medium - Check (with check management)

Overview of the lists generated		
Name	Dataset	Spool number
Cheque	LIST1S	0000003339

Click on the Spool Number and we can get the following report

Document	Your document	Date	Deductions	Gross amount
We are sending you a separate payment advice for document 811000066 from 12.11.2008 to explain the invoice items.				
Sum total		93,00		4.500,00

Payment document Check number Date Currency Payment amount  
811000066 100400 12.11.2008 INR \*\*\*\*\*4.407,00\*

Bank number Account number Check number  
1234567890 100400

hdfc

INR  
\*\*\* FOUR THOUSAND FOUR HUNDRED SEVEN  
INR\*\*\* \*\*\*\*\*4.407,00\*

Mr. KIRTI JAIN  
GREAVES COTTON LIMITED

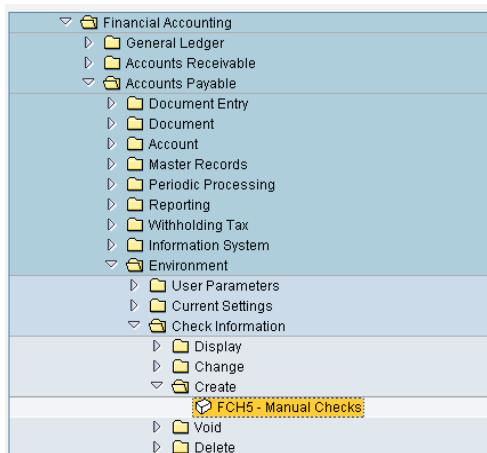
12.11.2008

## FI- CO End User Training Module

### Manual issue of cheque (FCH5)

(this only for cheque number updation in the system)

We can use following navigation



**Create Check Information**

Payment document no.	811000066	Paying company code	1000	Greaves Cotton Limited	
Fiscal Year	2008				
<b>Check</b>					
House Bank	HDFC1	Account ID	HDFC1	Check number	100215

**Create Check Information**

Accompanying docs	Payment document			
Payment document no.	811000066	House Bank	HDFC1	
Paying company code	1000	Account ID	HDFC1	
Fiscal Year	2008	Check number	100215	
Payment date	12.11.2008			
<b>Issuing amount</b>				
Currency	INR	Amount paid	4,407.00	
Cash discount amount				
<b>Address</b>				
Title	Mr.	Payee name	KIRTI JAIN	
	bhayander			
Street	GREAVES COTTON LIMITED			
City	<input checked="" type="checkbox"/>			
Country	IN	PO Box		
	Post.code			
	Regional code	13		

Fill the values as shown above (provide the cheque number which we are going to issue)

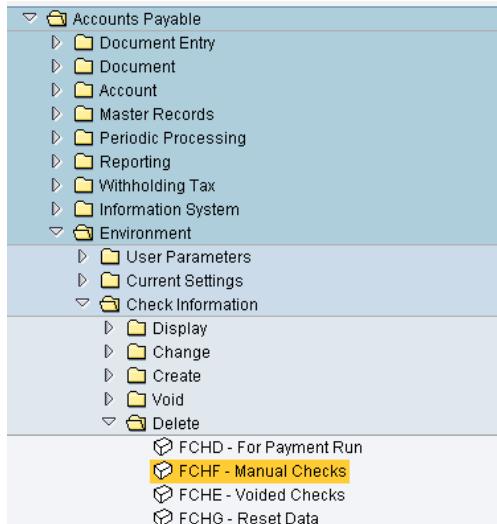
Click on save button.

## FI- CO End User Training Module

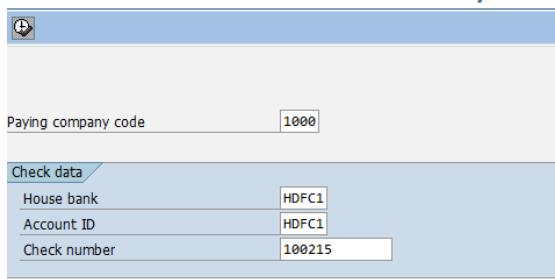
 Check 1000 HDFC1 HDFC1 100215 created manually

### Deleting Cheque Number (FCHF)

We can use following navigation



### Delete Information on Checks Created Manually

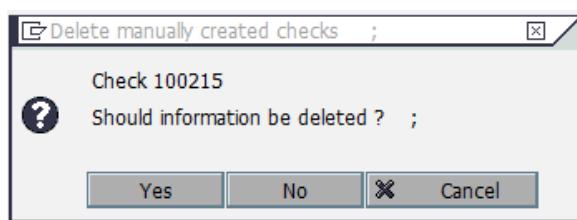


Paying company code: 1000

Check data:

House bank	HDFC1
Account ID	HDFC1
Check number	100215

Click on execute button



Click on yes button

 Check information 100215 successfully deleted

\*Note: In the case of deletion system delete the cheque number. We can use the same cheque number for another document.

### Voiding Cheques (FCH9/ FCH3)

Following Navigation path can be used

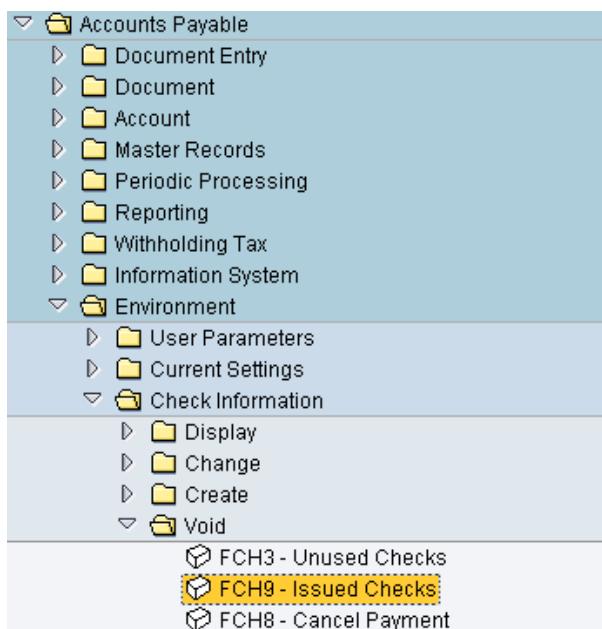
## FI- CO End User Training Module

Incase if cheques that have been utilized need to be voided, the t code FCH3 can be used to void the same.

Enter the Company code, Bank and cheques that need to be voided. Note that a range of cheques can also be voided through this transaction. Specify a void reason code and click on the icon for “Void”

Incase if cheques that have been already issued need to be voided, the t code FCH9 can be used to void the same.

Enter the Company code, Bank and the cheque that need to be voided. Specify a void reason code and click on the icon for “Cancel Payment”



Provide the values as shown below

**Void Issued Checks**

<input type="button" value="New"/>	<input type="button" value="Void"/>	
Paying company code	1000	Greaves Cotton Limited
Bank data		
House Bank	HDFC1	Bank Key
Account ID	HDFC1	Bank Account
Check to be voided		
Check number	100210	
Void reason code	5	Printed incorrectly

Click on VOID tab

 Check 100210 voided, payment document not reversed

The cheque is voided abut the payment document is not reversed .

## FI- CO End User Training Module

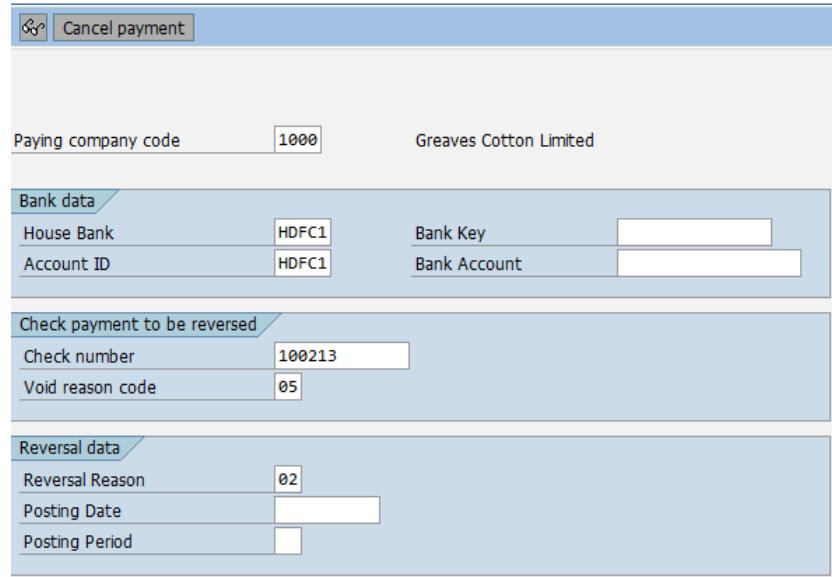
### Voiding Cheque With Reversal Document (FCH8)

Incase if cheques have been wrongly issued and hence the payment to be cancelled , the tcode FCH8 can be used to void the same.

Enter the Company code, Bank and the cheque that need to be voided. Specify a void reason code and click on the icon for "Cancel Payment"

The cheque gets voided and a reversal document gets posted in the system. Resultantly, the Vendor Invoice that had been paid off gets a status as "Open" from "Cleared"

#### Cancel Check Payment



Paying company code	1000	Greaves Cotton Limited
Bank data		
House Bank	HDFC1	Bank Key
Account ID	HDFC1	Bank Account
Check payment to be reversed		
Check number	100213	
Void reason code	05	
Reversal data		
Reversal Reason	02	
Posting Date		
Posting Period		

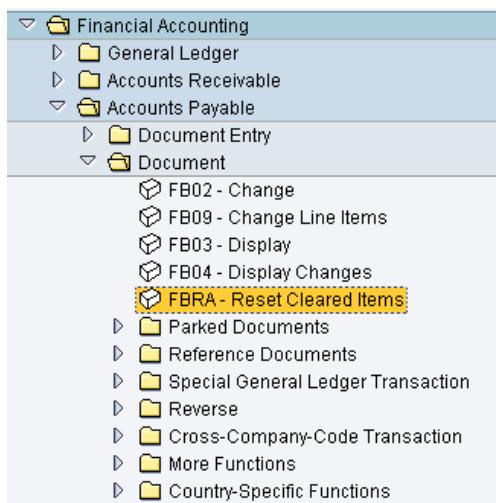
Click on cancel payment button **Cancel payment**.

 Payment for check 100213 was cancelled, reverse document 815000008

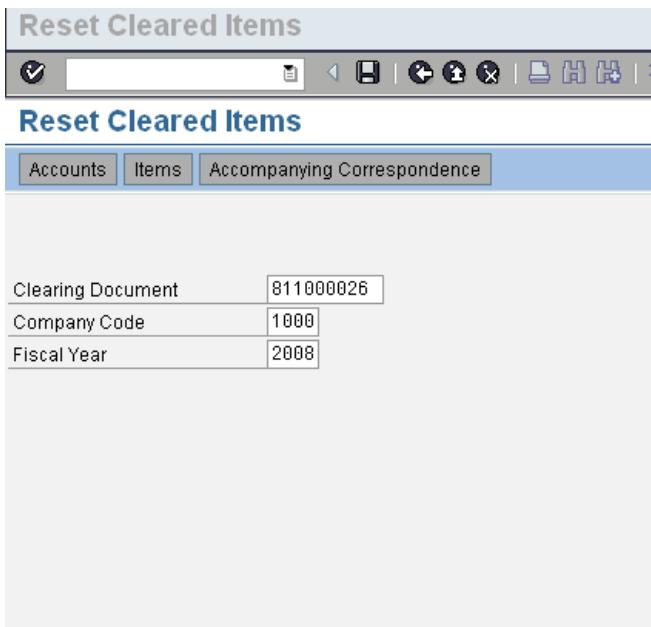
### Resetting Of Cleared Document (FBRA)

Or use following navigation

## FI- CO End User Training Module



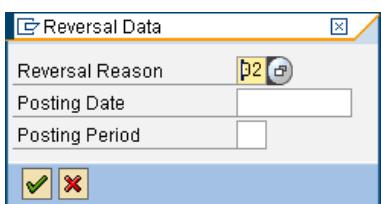
Provide the values as shown below



Clearing Document	8110000026
Company Code	1000
Fiscal Year	2008

Click on save button

Now system will propose following screen

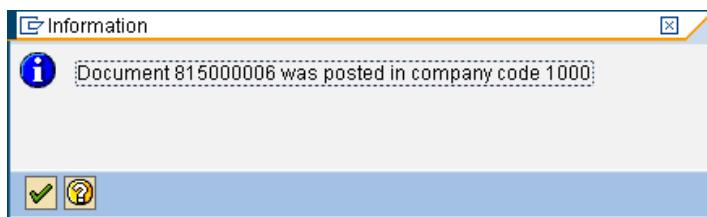
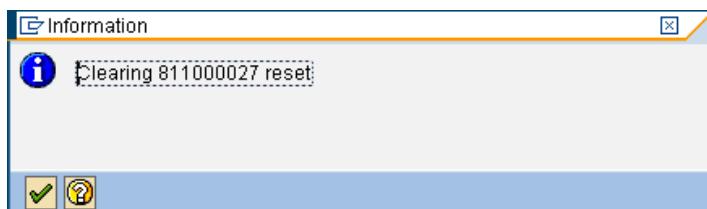


Reversal Reason	p2
Posting Date	<input type="text"/>
Posting Period	<input type="text"/>

Press enter

System will propose following information

## FI- CO End User Training Module



### Reprinting of Cheques-FCH7

In case if due to some reasons, a cheque needs to be reprinted the same can be done through tcode FCH7. Enter the Company code, Bank and the cheque number that needs to be reprinted.

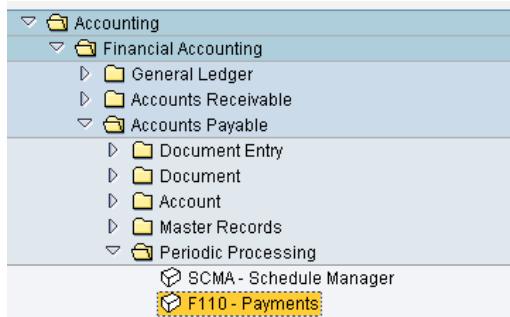
**Reprint Check**

Paying company code	1000	Greaves Cotton Limited
House Bank	HDFC1	hdfc
Account ID	HDFC1	hdfc
Check to be voided		
Check number	100400	
Void reason code	05	
Details on new check		
Check lot number	3	
Alternative form		
Padding Character		
Output Control		
Printer for forms	lp01	<input type="checkbox"/> Print immediately
Pmnt advice printer		<input type="checkbox"/> Recipient's lang.
		<input type="checkbox"/> Currency in ISO code
		<input type="checkbox"/> Test printout
		<input type="checkbox"/> Do not Void any Checks

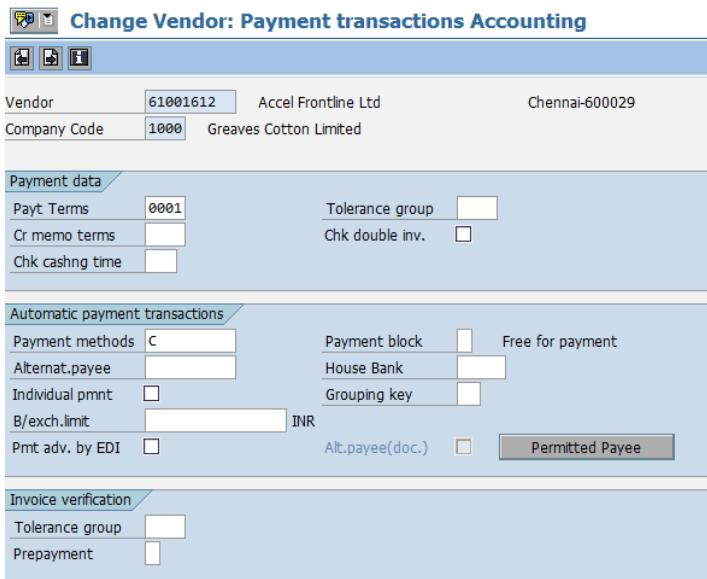
A spool request for printing the cheque also gets created that can be used for generating the cheque. Here there is an option to print the same cheque or void the previous cheque and print a new one in its place.

### Automatic Payment Program- (F110)

## FI- CO End User Training Module



Prerequisite for Automatic Payment Program Vendor Master



This screenshot shows the configuration of payment terms for a vendor. The vendor details are:

- Vendor: 61001612, Accel Frontline Ltd, Chennai-600029
- Company Code: 1000, Greaves Cotton Limited

The 'Payment data' section includes:

- Pay Terms: 0001
- Tolerance group: [empty]
- Cr memo terms: [empty]
- Chk double inv:
- Chk cashing time: [empty]

The 'Automatic payment transactions' section includes:

- Payment methods: C
- Payment block:  Free for payment
- Alternat.payee: [empty]
- House Bank: [empty]
- Individual pmnt:
- Grouping key: [empty]
- B/exch.limit: INR
- Pmt adv. by EDI:
- Alt.payee(doc.):  Permitted Payee

The 'Invoice verification' section includes:

- Tolerance group: [empty]
- Prepayment:

We have to mention Pay methods as "C" as cheque payments . This indicates that method selected will grouped at the time of Automatic Payment Program.

In case of bulk printing of cheques, T. code F110 is to be used for the same. Enter the Run date and a unique Identification for the same. The initial status is "No parameters entered."



This screenshot shows the status configuration screen. The parameters entered are:

- Run Date: 19.11.2008
- Identification: KIRT

The tabs at the bottom are: Status, Parameter, Free selection, Additional Log, Printout/data medium. The status message in the main area is:

No parameters entered as yet

## FI- CO End User Training Module

Go to the "Parameters" tab and specify the Company code, Payment method , next payment date and the Vendor range as shown in the screen herein below..

### Automatic Payment Transactions: Parameters

Provide the values as shown above

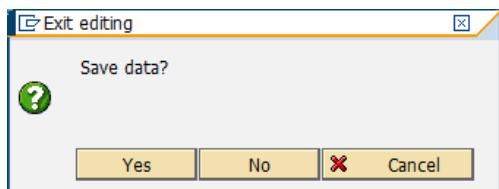
Next payment date should be the next date of run date any future date

Select additional log tab

### Automatic Payment Transactions: Additional Log

Go to Status TAB Again

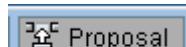
## FI- CO End User Training Module



As we save the Screen shows the following Screen. Parameters Have been Created .

**Automatic Payment Transactions: Status**

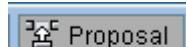
Status	Proposal	Print Run
Run Date	19.11.2008	
Identification	KIRT	
<a href="#">Status</a> <a href="#">Parameter</a> <a href="#">Free selection</a> <a href="#">Additional Log</a> <a href="#">Printout/data medium</a>		
<b>Status</b> Parameters have been entered		



In the above screen click on proposal button

**Schedule Proposal**

Start date	19.11.2008	<input checked="" type="checkbox"/> Start immediately
Start time	00:00:00	
Target computer		
<input type="checkbox"/> Create payment medium		
 		



In the above screen click on proposal button

**Accounting clerk**

<input checked="" type="radio"/> All accounting clerks	
<input type="radio"/> Selected accounting clerk	
 	

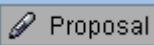
## FI- CO End User Training Module

### Status

Parameters have been entered  
Payment proposal has been created

Above screen select start immediately button and press enter.

Keep on press enter till we get the message 'Payment proposal has been created'

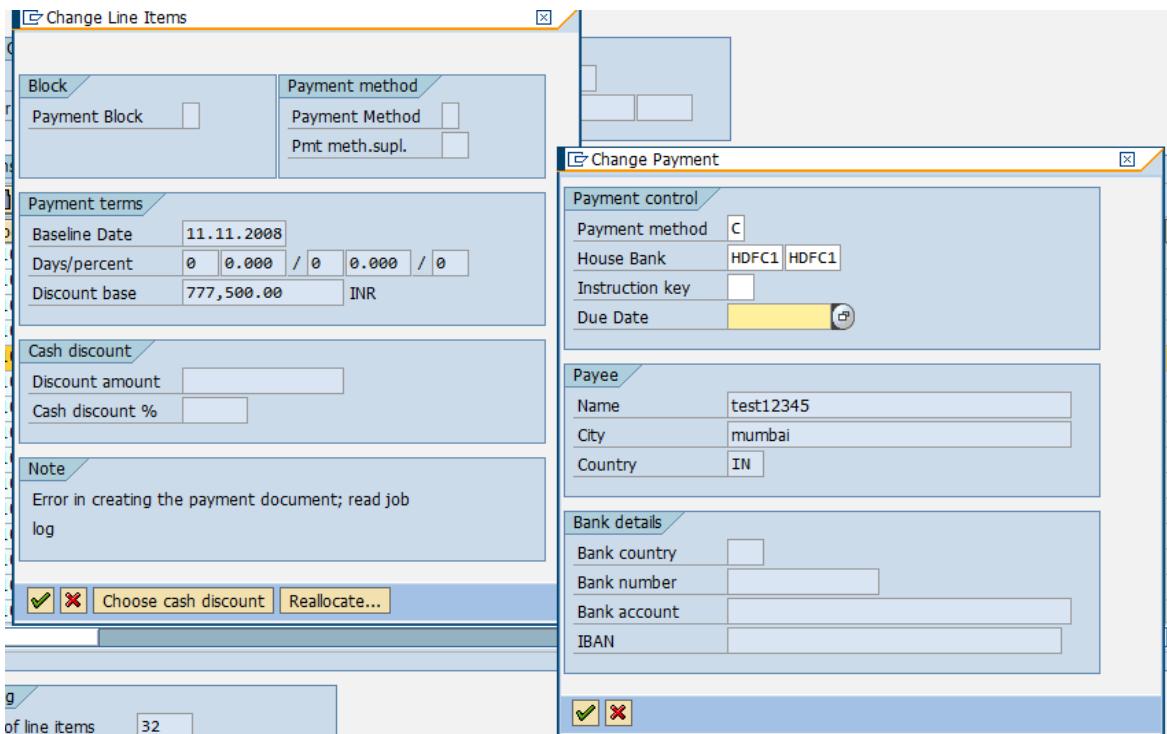
Click on edit proposal  . System will propose following screen

### Edit Payment Proposal: Open Items

Edit Payment Proposal: Open Items																
Run On [19.11.2008] KIRT Snd. CC [1000]																
Selected Group																
Vendor	TEST12345	Currency		Payment Method												
Customer		Business Area		House Bank												
<b>Exceptions</b>																
CoCd	Document	Year	Itm	Branch	P	Cry	Hous..	BnkT	Err	Reference	T	Posting Date	Doc. Date	A PK	G/L Account	G/L Account
1000	810000005	2008	1		INR				050		KR	07.11.2008	07.11.2008	K 31	120030	120030
1000	810000011	2008	1		INR				050	VENDOR INV	KR	08.11.2008	08.11.2008	K 31	120030	120030
1000	810000013	2008	1		INR				007		KR	08.11.2008	08.11.2008	K 31	120030	120030
1000	810000018	2008	1		INR				007		KR	08.11.2008	08.11.2008	K 31	120030	120030
1000	810000039	2008	1		INR				007	555	KR	11.11.2008	11.11.2008	K 31	120030	120030
1000	810000041	2008	1		INR				007		KR	11.11.2008	11.11.2008	K 31	120030	120030
1000	810000044	2008	1		INR				007		KR	11.11.2008	11.11.2008	K 31	120030	120030
1000	810000064	2008	1		INR				007		KR	12.11.2008	12.11.2008	K 21	120030	120030
1000	810000065	2008	1		INR				007		KR	12.11.2008	12.11.2008	K 21	120030	120030
1000	810000096	2008	1		INR				007		KR	14.11.2008	14.11.2008	K 31	120030	120030
1000	810000097	2008	1		INR				007		KR	14.11.2008	14.11.2008	K 31	120030	120030
1000	810000099	2008	1		INR				007		KR	14.11.2008	14.11.2008	K 31	120030	120030
1000	810000100	2008	1		INR				007		KR	14.11.2008	14.11.2008	K 31	120030	120030
1000	810000101	2008	1		INR				007		KR	14.11.2008	14.11.2008	K 31	120030	120030
1000	810000119	2008	1		INR				007		KR	16.11.2008	16.11.2008	K 31	120030	120030

Double click on the line item which we want to block or reallocate.

## FI- CO End User Training Module



The screenshot shows two overlapping Fiori cards:

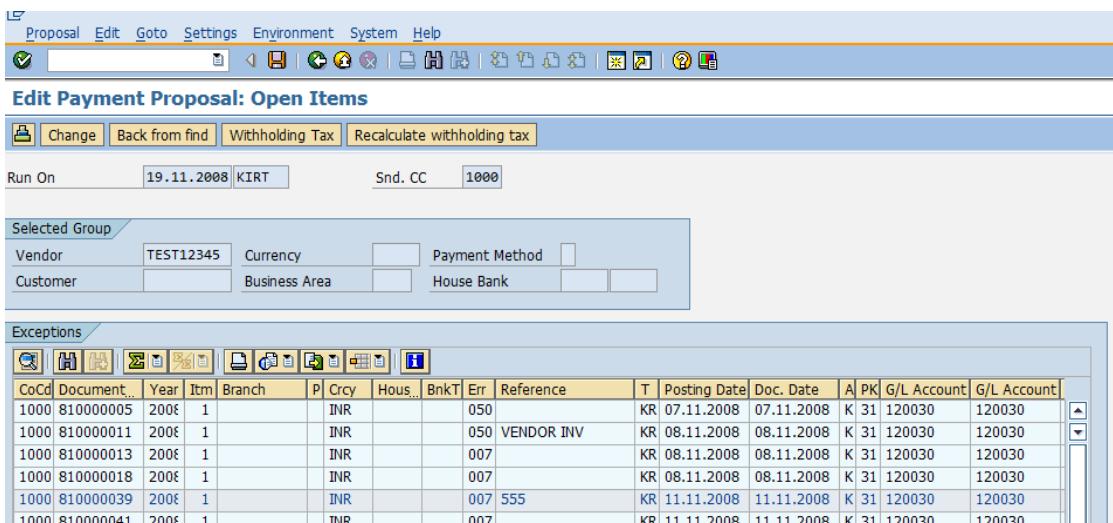
- Change Line Items** (Left):
  - Block**: Payment Block
  - Payment method**: Payment Method  Pmt meth.supl.
  - Payment terms**: Baseline Date 11.11.2008, Days/percent 0 0.000 / 0 0.000 / 0, Discount base 777,500.00 INR
  - Cash discount**: Discount amount , Cash discount %
  - Note**: Error in creating the payment document; read job log
  - Buttons:   Choose cash discount,  Reallocate...
- Change Payment** (Right):
  - Payment control**: Payment method C, House Bank HDFC1, Instruction key  Due Date
  - Payee**: Name test12345, City mumbai, Country IN
  - Bank details**: Bank country , Bank number , Bank account , IBAN
  - Buttons:

At the bottom left, it says "g of line items 32".

If we want to block the respective document provide the A in payment block field

If we want to pay the amount which against document which is previously blocked click on reallocate button in the above screen

As we select reallocate button another screen appears asking for house bank from which we want to make payments and the payment method.



The screenshot shows the 'Edit Payment Proposal: Open Items' screen:

- Toolbar**: Proposal, Edit, Goto, Settings, Environment, System, Help
- Buttons**: Change, Back from find, Withholding Tax, Recalculate withholding tax
- Run On**: 19.11.2008 KIRT, Snd. CC: 1000
- Selected Group**: Vendor TEST12345, Currency , Payment Method   
Customer , Business Area , House Bank
- Exceptions** (Table):
 

CoCd	Document..	Year	Itm	Branch	P	Crcy	Hous..	BrnT	Err	Reference	T	Posting Date	Doc. Date	A	PK	G/L Account	G/L Account
1000	810000005	2008	1			INR			050		KR	07.11.2008	07.11.2008	K	31	120030	120030
1000	810000011	2008	1			INR			050	VENDOR INV	KR	08.11.2008	08.11.2008	K	31	120030	120030
1000	810000013	2008	1			INR			007		KR	08.11.2008	08.11.2008	K	31	120030	120030
1000	810000018	2008	1			INR			007		KR	08.11.2008	08.11.2008	K	31	120030	120030
1000	810000039	2008	1			INR			007	555	KR	11.11.2008	11.11.2008	K	31	120030	120030
1000	810000041	2008	1			INR			007		KR	11.11.2008	11.11.2008	K	31	120030	120030

Once we select particular line item the colour turns blue and it is ready for the payment



GREAVES

SINCE 1859



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## FI- CO End User Training Module

SAP

Edit Payment Proposal: Payments

Choose Change Back from find Recalculate withholding tax

Run On 19.11.2008 KIRT Snd. CC 1000

Payments/exceptions

Vendor	Ty	Customer	Payment recipient	Payment	A Crct	BusA	BP	Name 1	City
TEST12345	●			O1000*0001	INR			test12345	mumbai
TEST12345	●							test12345	mumbai

Positioning Number of line items 2 / 1

Payment volumes Outgoing payment 833,182.00 Incoming payment 0.00

KJ14821 gcldevqasecc2 INS 15:58

### Status

- Parameters have been entered
- Payment proposal has been created
- Payment proposal has been edited

### Automatic Payment Transactions: Printout and DME

Maintain Variants

Run Date 19.11.2008  
Identification KIRT

Status Parameter Free selection Additional Log Printout/data medium

Form printing/data medium exchange

Program	Variant	Variant	Variant	Variant
RFFOAVIS				
RFFOEDI1				
RFFOUS_C Z002				

Provide the variant

Variant parameters

## FI- CO End User Training Module

Program run date	<input type="text"/>	<input type="button" value="..."/>
Identification feature	<input type="text"/>	
<input type="checkbox"/> Proposal run only		
Company code selection		
Paying company code	<input type="text" value="1000"/>	<input type="button" value="&gt;"/>
Sending company code	<input type="text"/>	to <input type="text"/> <input type="button" value="&gt;"/>
Further selections		
Payment method	<input type="text" value="C"/>	to <input type="text"/> <input type="button" value="&gt;"/>
Prmt meth. supplement	<input type="text"/>	to <input type="text"/> <input type="button" value="&gt;"/>
Business Area	<input type="text"/>	to <input type="text"/> <input type="button" value="&gt;"/>
House Bank	<input type="text" value="HDFC1"/>	
Account ID	<input type="text" value="HDFC1"/>	
Check lot number	<input type="text" value="1"/>	
Restart from Check Number	<input type="text"/>	
Currency	<input type="text"/>	to <input type="text"/> <input type="button" value="&gt;"/>
Payment document no.	<input type="text"/>	to <input type="text"/> <input type="button" value="&gt;"/>
Print control		
<input checked="" type="checkbox"/> Print checks	Printer <input type="text" value="LP01"/>	<input checked="" type="checkbox"/> Print Immediately
<input type="checkbox"/> Print payment advice notes	Printer <input type="text"/>	<input type="checkbox"/> Print Immediately
<input type="checkbox"/> Print Payment Summary	Printer <input type="text"/>	<input type="checkbox"/> Print Immediately
Output control		
Alternative check form	<input type="text"/>	
Filler for digits in words	<input type="text"/>	
Number of sample printouts	<input type="text"/>	
No.of items in payment summary	<input type="text"/>	
<input type="checkbox"/> Payment Document Validation		
<input type="checkbox"/> Texts in recipient's lang.		
<input type="checkbox"/> Currency in ISO code		
<input type="checkbox"/> No Form Summary Section		
<input checked="" type="checkbox"/> Do not Void any Checks		

Click on Print Out

**Schedule Print**

Scheduling		
Start date	<input type="text" value="19.11.2008"/>	<input checked="" type="checkbox"/> Start immediately
Start time	<input type="text" value="00:00:00"/>	
Target computer	<input type="text"/>	
Print job		
Job name	<input type="text" value="F110-20081119-KIRT"/>	
<input checked="" type="checkbox"/> <input type="checkbox"/>		

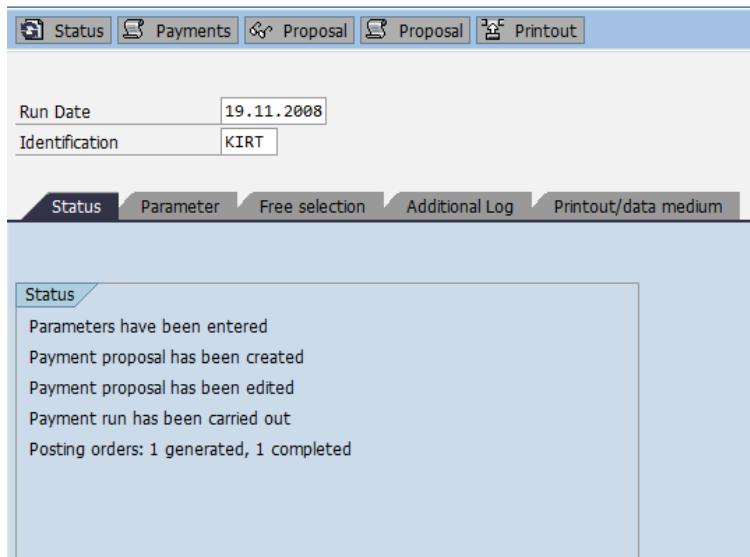
In the above screen remove? mark give run id

## FI- CO End User Training Module

In the above screen select start immediate, Click on right button

Keep on press enter till we get the message Posting orders: 1 generated, 1 completed

### Automatic Payment Transactions: Status



Run Date: 19.11.2008  
 Identification: KIRT

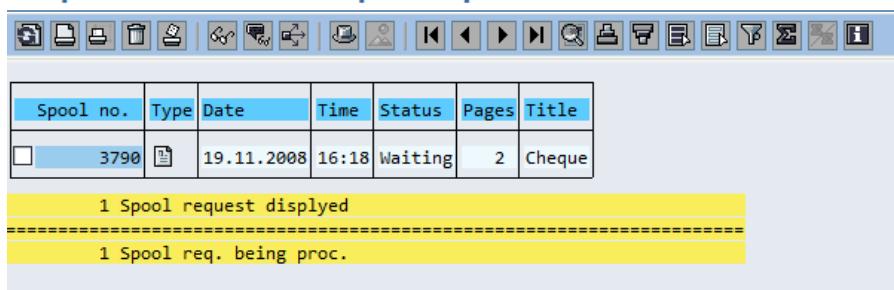
Status Parameter Free selection Additional Log Printout/data medium

Status  
 Parameters have been entered  
 Payment proposal has been created  
 Payment proposal has been edited  
 Payment run has been carried out  
 Posting orders: 1 generated, 1 completed

Click on right button

For view the print go with SP01

### Output Controller: List of Spool Requests



Spool no.	Type	Date	Time	Status	Pages	Title
3790	File	19.11.2008	16:18	Waiting	2	Cheque

1 Spool request displayed  
 ======  
 1 Spool req. being proc.



GREAVES  
SINCE 1859



2009

## FI-CO End User Training Module

Print Preview of LP01 Page 00001 of 00002

Dear Sir/Madam,

We have settled the items listed below with the enclosed check for payment 847000032, subject to the goods and services supplied and the invoice therefore being in order.

Document	Your document	Date	Deductions	Gross amount
We are sending you a separate payment advice for document 847000032 from 19.11.2008 to explain the invoice items.				
Sum total			19.318,00	833.182,00

Payment document Check number Date  
**847000032 100061 19.11.2008**

Currency INR Payment amount  
**\*\*\*\*\*813.864,00\***

Bank number Account number Check number  
1234567890 100061

hdfc

\*\*\* EIGHT HUNDRED THIRTEEN THOUSAND  
EIGHT HUNDRED SIXTY-FOUR INR\*\*\*

INR  
\*\*\*\*\*813.864,00\*

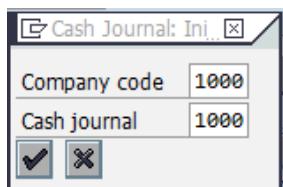
Company test12345

SAP Logon 710 SAP Automatic P... SAP Automatic P... SAP

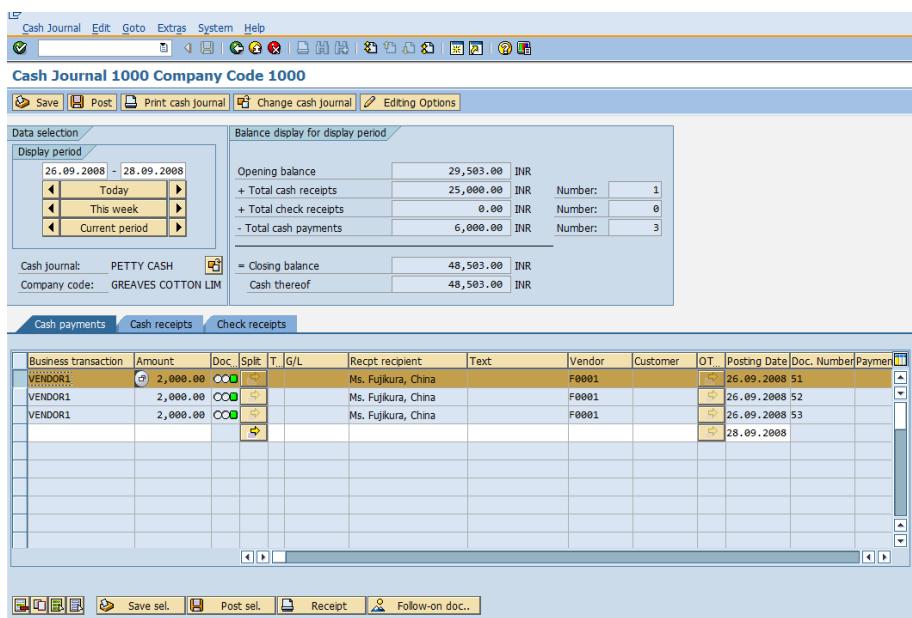
## FI- CO End User Training Module

### Cash Journal (FBCJ)

Decide on the Company code in which the entry for Cash Journal needs to be made and specify the date of entry into the Journal.



Incase if a Cash payment needs to be entered, goto the tab for "Cash payments" and select a business transaction for Expenses or vendor payments.



Business transaction	Tran...	CoCd	Type	G/L Ac...	Tx	BusTraBl...	Acct M...	Tax Mo...
MD TRAVEL EXP	3	1000	E	402701	M0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RECEIPTFROM BANK	2	1000	C	206001		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TRAVEL EXP	4	1000	E	402700		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VENDOR	1	1000	K			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VENDOR1	5	1000	K			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enter the amount of receipt and the GL account to which Debit posting has to be made. Incase of expenses, ensure that the relevant Cost Center has been specified in the line item. Specify a text or narration wherever applicable and Post the entry. An accounting document gets generated and the Cash balance now gets updated by the amount of payment entered. Incase if multiple line items need to be entered in a single cash payment the icon for "Split" needs to be selected and details entered therein.

## FI- CO End User Training Module

Balance display for display period

Opening balance	29,503.00	INR	
+ Total cash receipts	25,000.00	INR	Number: 1
+ Total check receipts	0.00	INR	Number: 0
- Total cash payments	6,000.00	INR	Number: 3
<hr/>			
= Closing balance	48,503.00	INR	
Cash thereof	48,503.00	INR	

In case if a Receipt needs to be entered, go to the tab for "Cash receipts" and select a business transaction for Receipt.

Cash Journal 1000 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection

Display period  
26.09.2008 - 28.09.2008  
Today This week Current period

Balance display for display period

Opening balance	29,503.00	INR	
+ Total cash receipts	25,000.00	INR	Number: 1
+ Total check receipts	0.00	INR	Number: 0
- Total cash payments	6,000.00	INR	Number: 3
<hr/>			
= Closing balance	48,503.00	INR	
Cash thereof	48,503.00	INR	

Cash payments Cash receipts Check receipts

Business transaction	Amount	Doc	Split	T.	G/L	Rept recipient	Text	Vendor	Customer	OT...	Posting Date	Doc. Number	Net amount
RECEIPTFROM BANK	25,000.00	CO			206001					26.09.2008	54	25,000	
										28.09.2008			

Business transac...	Tran...	CoCd	Type	G/L Ac...	Tx	BusTraBl...	Acct M...	Tax Mo...	Classif...
MD TRAVEL EXP	3	1000	E	402701	M0				
RECEIPTFROM BANK	2	1000	C	206001					
TRAVEL EXP	4	1000	E	402700					
VENDOR	1	1000	K						
VENDOR1	5	1000	K						

Enter the amount of receipt and the GL account to which Credit posting has to be made. Specify a text or narration wherever applicable and Post the entry. An accounting document gets generated and the Cash balance now gets updated by the amount of receipt entered

Balance display for display period

Opening balance	29,503.00	INR	
+ Total cash receipts	25,000.00	INR	Number: 1
+ Total check receipts	0.00	INR	Number: 0
- Total cash payments	6,000.00	INR	Number: 3
<hr/>			
= Closing balance	48,503.00	INR	
Cash thereof	48,503.00	INR	

Daily Balances of Cash A/c can be known from the side screen

For Printing Cash Journal

Click on  Print cash journal



## **FI- CO End User Training Module**

- *Splitting of Cash Journal Entries*

In case we want to have more than one line in single cash vouchers we can have split option. If we use another line in the main screen it will create another document with separate Document Number. Split option will only generate one document.

## Create a Transaction

Click on  to split/ multiple lines in the single voucher.

## FI- CO End User Training Module

**Document Split (Cash Expenses)**

It...	Business transaction	Amount	T...	G/L	Text fo...	Vendor	Customer	OT...	Payment Amt
1	PRINTING & STATION	70,000.00		466002					0.00
2	TRAVELLING EXPENSE	25,000.00		466002					0.00
3									0.00

**Tax Included**

Tax code	Tax amount

Total Amount: 95,000.00 INR  
 Total Items: 95,000.00 INR  
 Difference: 0.00 INR

Copy

Provide all the Details Like GL account Payment Amount, Cost Centre, Profit Centre, Click on copy



The Original Screen comes back and post the transaction click on



Once the Document is posted we can see the accounting entry posted click on

**List of Documents in Accounting**

Doc. Number	Object type text	Ld
0802000065	Accounting document	
0000001549	Controlling Document	

Separate  Original document

Click on Accounting Document following screen appears

**Display Document: Data Entry View**

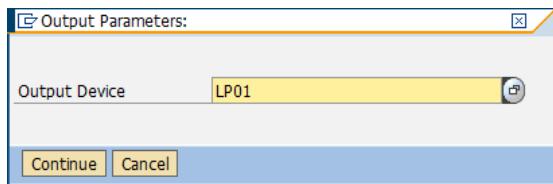
Display Currency  General Ledger View

Data Entry View			
Document Number	802000065	Company Code	1000
Document Date	24.11.2008	Posting Date	24.11.2008
Reference		Cross-CC no.	
Currency	INR	Texts exist	<input type="checkbox"/>
Ledger Group			

C...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	50		230021	CASH DELHI	95,000.00-	INR				
	2	40		466002	PRINTING & STATIONAR	70,000.00	INR	1187555610	1187555	1123000	
	3	40		466002	PRINTING & STATIONAR	25,000.00	INR	1187555610	1187555	1123000	

If we require to print the Cash Payment / Receipt Voucher we can click on give the printer name

## FI- CO End User Training Module



Sample print file as below.

### Receipt confirmation

Date 24.11.2008

Cash document 2  
 Company code 1000 Greaves Cotton Limited  
 Cash journal P311 PETTY CASH

### Payment

From/to  
 For  
 Transaction PRINTING & STATIONERY  
 Currency INR

Total 95,000.00  
 WTax 0.00

**Payment** 95,000.00

In words NINETY-FIVE THOUSAND ZERO

Text	Amount	TSP	BArea	Profit Center	Cost center
PRINTING &	70,000.00	0.000 %		11875551187555610	
TRAVELLING	25,000.00	0.000 %		11875551187555610	

Tax on s/s/pur.rate Tax amount

- Cash Payment to Vendors/ Customers***

As we can Pay Cash / Receive Cash for the General Ledger Accounts we can also receive/Pay cash to Vendors and Customers



2009

## **FI- CO End User Training Module**

Cash Journal P311 Company Code 1000

Don't mention general ledger Account Code . Select Business Transaction type and Mention only Vendor / Customer Code. If the Advance Payments are there the system will automatically take the special GL indicators and post to the Advance Accounts.

We can view the Accounts Entry.

**Display Document: Data Entry View**

Document Number: 81100173		Company Code: 1000	Fiscal Year: 2008
Document Date: 24.11.2008	Posting Date: 24.11.2008	Period: 8	
Reference:	Cross-CC no.:		
Currency: INR	Texts exist: <input type="checkbox"/>	Ledger Group:	

Itm	Ltem	PK	SI	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	50	230021	CASH DELHI		100,000.00	INR				
	2	29	3	KIRTI JAIN		55,000.00	INR		1102001	1123000	
	3	29	3	L0041	LUMAX FILTERS PVT LTD	45,000.00	INR		1102001	1123000	

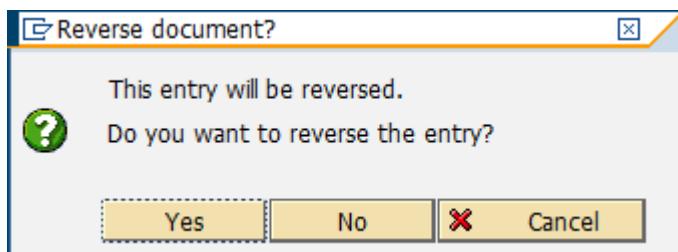
## FI- CO End User Training Module

- Reversal of Cash Journal***

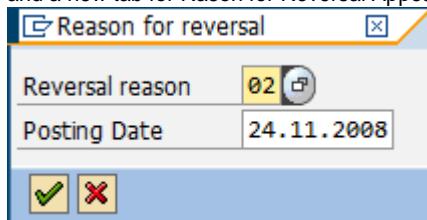
If any mistake has happened or we need to reverse any transaction select the line item and click on delete button at the



bottom Corner following message will appear click on yes



and a new tab for Reason for Reversal Appears Give the reason and select the



and a new entry will be passed  
with the Document Status As "X"

Business transaction	Amount	Doc.stat.	Split	T...	G/L	Receipt recipient	Text	Vendor	Custo...	OT...	Posting Date	Doc. Num
*	95,000.00	COO									24.11.2008	2
*	100,000.00	X				Mr. KIRTI JAIN		KKJ14821			24.11.2008	4
	50,000.00-	X				Mr. KIRTI JAIN	Reversal Document Number 0000000089	KKJ14821			24.11.2008	5

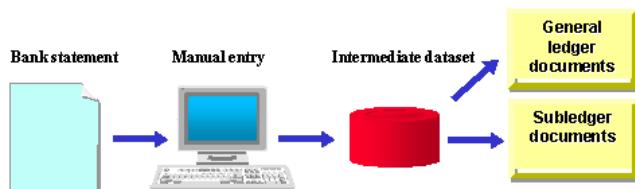
## FI- CO End User Training Module

### Bank Reconciliation

#### Manual Bank Reconciliation process (FF67)

##### Integration

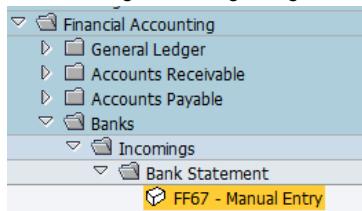
The graphic below gives an overview of the process for entering bank statements manually.



##### Procedure

To process the bank statement, proceed as follows:

1. Go through following navigation



2. On the next screen,

This screenshot shows the 'Process Manual Bank Statement' interface. The 'Overview' tab is selected. The form contains the following data:

Company Code	1000	Greaves Cotton Limited
House Bank	HDFC1	hdfc
Account ID	HDFC1	hdfc
Statement number	50	
Statement date	20.11.2008	
Currency	INR	

**Control**

Opening Balance	5,310,782.00
Closing Balance	5,320,782.00
Posting date	20.11.2008

**Selection of payment advices**

Planning type	<input type="checkbox"/>
Statement Date	<input type="text"/>
Planning date from	<input type="text"/>
Planning date to	<input type="text"/>
Characteristic	<input type="text"/>

**Further processing**

<input type="checkbox"/> Bank postings only
---

enter the following basic data:

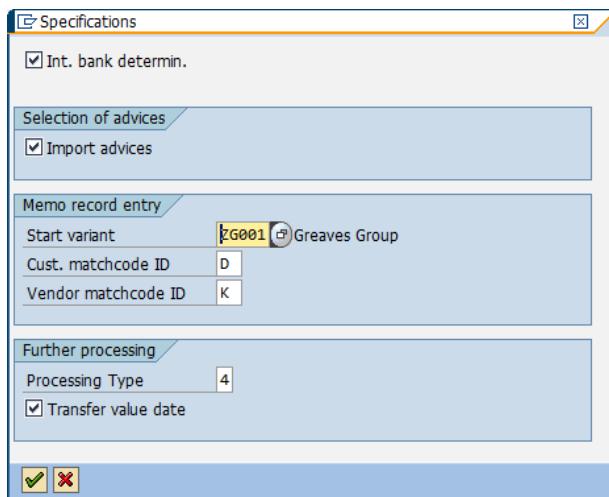
- Company Code
- House Bank

## FI- CO End User Training Module

- Account ID
- Statement number and statement date
- Beginning balance and ending balance
- Posting Date

Fill the screen variant

If we want see the above screen again select menu  
settings → specifications



3. Confirm the entries. On the next screen, we can process the bank statement data.

4. We have to select Transaction Type, Value Date, Amount Profit Centre, and Customer.
5. Note that Amount Entered and Bank Statement Amount at the Bottom should match, then only the system will allow us to save .

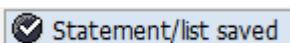
## FI- CO End User Training Module

6. Choose *Bank Statement - Save*.

### Process Manual Bank Statement

Bank acct	1234567890	G/L Account	240090	CoCode	1000 Crcy INR
Bank statement items					
Tran	Value date	Amount	Customer	Bank refer.	Profit ctr
P001	20.11.2008	10,000.00-	HDFCMFFUND	1231	
Amount entered		10,000.00-	Bank statmnt	10,000.00-	Line 1 / 1

Click



The system displays the screen with the basic data again.

Again click on save button

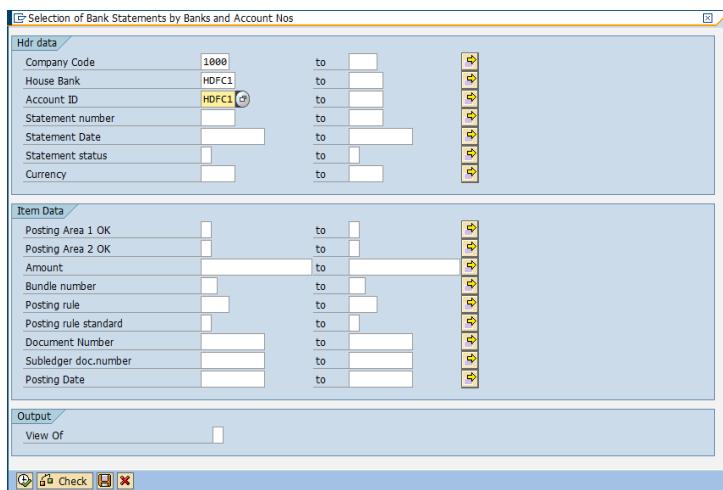
System will generate bellow screen

### Update Account Statement/Check Deposit Transaction

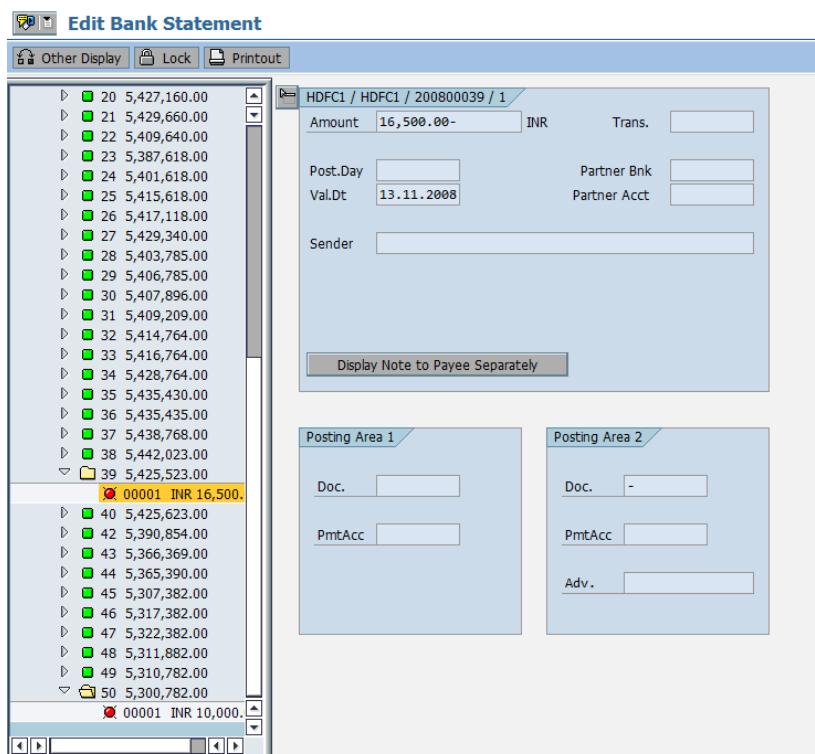
Greaves Cotton Limited Mumbai		Bank statement posting Processing Statistics						Time 14:29:36		Date 20.11.2008		
Posting Ar	Bank Key	Account Nu	Sessn	Group	FB01	FB05	PmtAcc	No Posting	Error	Total	Total Deb.	Total Cred
Bank Accounting	BANKKEY1234	1234567890			0	0	0	0	1	1	0.00	10,000.00
* Bank Accounting					0	0	0	0	1	1	0.00	10,000.00
** Bank Accounting					0	0	0	0	1	1	0.00	10,000.00
Subledger acctng	BANKKEY1234	1234567890			0	0	0	1	0	1	0.00	10,000.00
* Subledger acctng					0	0	0	1	0	1	0.00	10,000.00
** Subledger acctng					0	0	0	1	0	1	0.00	10,000.00
***					0	0	0	1	1	2	0.00	20,000.00

**View and rectify any errors in the Bank Statement (FEBAN)**

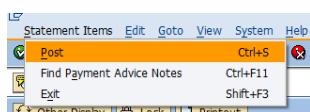
## FI- CO End User Training Module



When we have the error system will show transaction will red indicator



For posting the transaction select the respective line item, select in the menu statement items - post



System will propose following screen

## FI- CO End User Training Module

### Post with Clearing Select open items

Process open items	
<b>Open item selection</b> Company Code <input type="text" value="1000"/> Account <input type="text" value="240092"/>  Account Type <input type="text" value="S"/> Special G/L Ind <input type="text" value=""/> <input checked="" type="checkbox"/> Normal OI Prmnt advice no. <input type="text" value=""/>  <input type="checkbox"/> Other accounts <input type="checkbox"/> Distribute by age <input type="checkbox"/> Automatic search	
<b>Additional selections</b> <input checked="" type="radio"/> None <input type="radio"/> Amount <input type="radio"/> Document Number <input type="radio"/> Posting Date <input type="radio"/> Dunning Area <input type="radio"/> Reference <input type="radio"/> Payment order <input type="radio"/> Collective invoice <input type="radio"/> Document Type <input type="radio"/> Business Area <input type="radio"/> Tax Code <input type="radio"/> Branch account <input type="radio"/> Currency <input type="radio"/> Posting Key <input type="radio"/> Document Date <input type="radio"/> Assignment <input type="radio"/> Billing Document	

In the above screen give the clearing account

### Post with Clearing Process open items

Distribute diff. Charge off diff. Editing options																																																																																																																																								
<input type="checkbox"/> Standard <input type="checkbox"/> Partial pmt <input type="checkbox"/> Res.items <input type="checkbox"/> Withhldg tax																																																																																																																																								
Account items 240092 HDFC OUTFLOW HO																																																																																																																																								
<table border="1"> <thead> <tr> <th>Assignment</th> <th>Reference</th> <th>Invoice ref.</th> <th>Document ...</th> <th>D...</th> <th>P...</th> <th>Posting Date</th> <th>Document ...</th> <th>INR Gross</th> </tr> </thead> <tbody> <tr><td>20081112</td><td></td><td>0811000079</td><td>811000079</td><td>KZ</td><td>50</td><td>12.11.2008</td><td>12.11.2008</td><td>22,022.00-</td></tr> <tr><td>20081112</td><td></td><td>0811000081</td><td>811000081</td><td>KZ</td><td>50</td><td>12.11.2008</td><td>12.11.2008</td><td>22,751.00-</td></tr> <tr><td>20081112</td><td></td><td>0822000051</td><td>822000051</td><td>SA</td><td>50</td><td>12.11.2008</td><td>07.12.2008</td><td>1,030.00-</td></tr> <tr><td>20081113</td><td></td><td>0803000051</td><td>803000051</td><td>DZ</td><td>50</td><td>13.11.2008</td><td>13.11.2008</td><td>10,000.00-</td></tr> <tr><td>20081113</td><td></td><td>0811000085</td><td>811000085</td><td>KZ</td><td>50</td><td>13.11.2008</td><td>13.11.2008</td><td>1,000.00-</td></tr> <tr><td>20081113</td><td></td><td>0811000086</td><td>811000086</td><td>KZ</td><td>50</td><td>13.11.2008</td><td>13.11.2008</td><td>26,500.00-</td></tr> <tr><td>20081113</td><td></td><td>0811000087</td><td>811000087</td><td>KZ</td><td>50</td><td>13.11.2008</td><td>13.11.2008</td><td>15,181.00-</td></tr> <tr><td>20081113</td><td></td><td>0811000089</td><td>811000089</td><td>KZ</td><td>50</td><td>13.11.2008</td><td>13.11.2008</td><td>33,333.00-</td></tr> <tr><td>20081113</td><td></td><td>0811000090</td><td>811000090</td><td>KZ</td><td>50</td><td>13.11.2008</td><td>13.11.2008</td><td>22,222.00-</td></tr> <tr><td>20081113</td><td></td><td>0811000095</td><td>811000095</td><td>KZ</td><td>50</td><td>13.11.2008</td><td>13.11.2008</td><td>106.00-</td></tr> <tr><td>20081113</td><td></td><td>0811000096</td><td>811000096</td><td>KZ</td><td>50</td><td>13.11.2008</td><td>13.11.2008</td><td>108.00-</td></tr> <tr><td>20081113 VDV</td><td></td><td>0811000097</td><td>811000097</td><td>KZ</td><td>50</td><td>13.11.2008</td><td>13.11.2008</td><td>73,300.00-</td></tr> <tr><td>20081113</td><td></td><td>0822000087</td><td>822000087</td><td>SA</td><td>50</td><td>13.11.2008</td><td>07.12.2008</td><td>9,633.00-</td></tr> <tr><td>20081113</td><td></td><td>0822000089</td><td>822000089</td><td>SA</td><td>50</td><td>13.11.2008</td><td>07.12.2008</td><td>567.00-</td></tr> </tbody> </table>		Assignment	Reference	Invoice ref.	Document ...	D...	P...	Posting Date	Document ...	INR Gross	20081112		0811000079	811000079	KZ	50	12.11.2008	12.11.2008	22,022.00-	20081112		0811000081	811000081	KZ	50	12.11.2008	12.11.2008	22,751.00-	20081112		0822000051	822000051	SA	50	12.11.2008	07.12.2008	1,030.00-	20081113		0803000051	803000051	DZ	50	13.11.2008	13.11.2008	10,000.00-	20081113		0811000085	811000085	KZ	50	13.11.2008	13.11.2008	1,000.00-	20081113		0811000086	811000086	KZ	50	13.11.2008	13.11.2008	26,500.00-	20081113		0811000087	811000087	KZ	50	13.11.2008	13.11.2008	15,181.00-	20081113		0811000089	811000089	KZ	50	13.11.2008	13.11.2008	33,333.00-	20081113		0811000090	811000090	KZ	50	13.11.2008	13.11.2008	22,222.00-	20081113		0811000095	811000095	KZ	50	13.11.2008	13.11.2008	106.00-	20081113		0811000096	811000096	KZ	50	13.11.2008	13.11.2008	108.00-	20081113 VDV		0811000097	811000097	KZ	50	13.11.2008	13.11.2008	73,300.00-	20081113		0822000087	822000087	SA	50	13.11.2008	07.12.2008	9,633.00-	20081113		0822000089	822000089	SA	50	13.11.2008	07.12.2008	567.00-
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<b>Editing status</b> Number of items <input type="text" value="168"/> Amount entered <input type="text" value="10,000.00-"/> Display from item <input type="text" value="67"/> Assigned <input type="text" value="10,000.00-"/> Display in clearing currency <input type="text" value=""/> Not assigned <input type="text" value="0.00"/>																																																																																																																																								

Simulate and post.

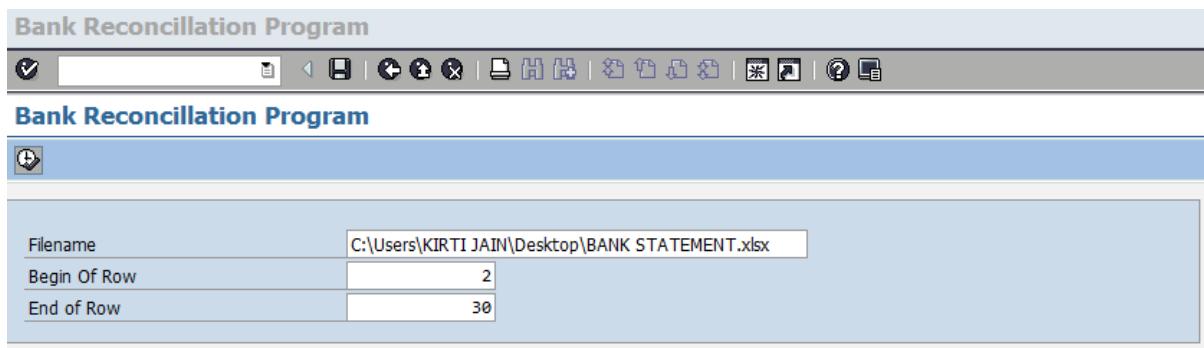
 Document 811000142 was posted in company code 1000

**Note:** In general we have to upload the Data in Excel Sheet as per the required Format and then do the Reconciliation Process. We will not be entering the entry by entry in the system.

## FI- CO End User Training Module

### Uploading Manual Bank Statement through Excel ( ZFF67)

Being a customised application we have to go through T.Code. – ( ZFF67). There is no navigation menu.



Select the Excel sheet where you have saved the Bank statement in the prescribed format

Give the range from "Begin of Row" to "End of Row".

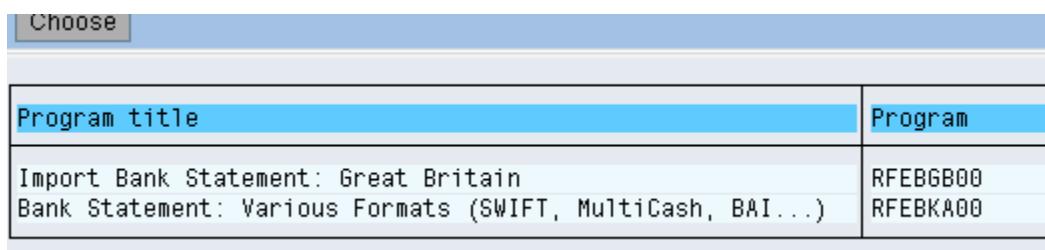
And Click on the Execute Button and the system will process the excel file and upload in the system.

FOLLOWING IS THE TEMPLATE FOR THE BANK RECONCILIATION FILE UPLOAD

company code	house bank	account id	statement number	statement date	opening balance	closing balance	transaction type	value date	amount	customer	bank reference	profit center	allocation
1000	HDFC1	HDFC1	77	16.12.2008	11013253.00	11033253.00	C002	13.12.2008	10000		refer	1102001	allow
							C002	13.12.2008	10000		refer	1102001	allow

### Automatic Bank Reconciliation(FF.5)

If the Bank gives us the electronic Statement in MT 940 or Multi-Cash Format



In the above screen select second program for upload

## FI- CO End User Training Module

  																
<b>File specifications</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Import data</li> <li>Elect. bank statement format <input type="text" value="M Multicash (format: AUSZUG.TXT a)"/></li> <li>Statement File <input type="text" value="C:\Documents and Settings\rameshd\Desktop\AUSZUG-te"/></li> <li>Line item file <input type="text" value="C:\Documents and Settings\rameshd\Desktop\UMSATZ-te"/></li> <li><input checked="" type="checkbox"/> Workstation upload</li> <li><input type="checkbox"/> Zero Revenue Permitted (Swift)</li> </ul>																
<b>Posting parameters</b> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Post Immediately</li> <li><input type="checkbox"/> Only bank postings</li> <li><input type="radio"/> Generate batch input</li> <li><input type="radio"/> Do not post</li> <li><input checked="" type="checkbox"/> Assign value date</li> </ul> <p>Session names <input type="text" value="1"/></p>																
<b>Cash management</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> CM Payment Advice</li> <li><input type="checkbox"/> Summarization</li> <li><input type="checkbox"/> Planning type</li> <li><input type="checkbox"/> Account Balance</li> </ul>																
<b>Algorithms</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">BELNR number interval</td> <td style="width: 20%; text-align: center;"><input type="text"/></td> <td style="width: 10%; text-align: center;">to</td> <td style="width: 20%; text-align: center;"><input type="text"/></td> <td style="width: 10%; text-align: center;"></td> </tr> <tr> <td>XBLNR number interval</td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;">to</td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"></td> </tr> <tr> <td>Bundling</td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;">Items Per Bundel</td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"></td> </tr> </table>		BELNR number interval	<input type="text"/>	to	<input type="text"/>		XBLNR number interval	<input type="text"/>	to	<input type="text"/>		Bundling	<input type="text"/>	Items Per Bundel	<input type="text"/>	
BELNR number interval	<input type="text"/>	to	<input type="text"/>													
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Bundling	<input type="text"/>	Items Per Bundel	<input type="text"/>													
<b>Output Control</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Execute as background job</li> <li><input checked="" type="checkbox"/> Print bank statement</li> <li><input checked="" type="checkbox"/> Print posting log</li> <li><input checked="" type="checkbox"/> Print statistics</li> <li><input checked="" type="checkbox"/> Separate list</li> </ul>																

Fill the data as shown above and click on execute.

### Entry Flow for CMS Collections

#### Collection entry from customer

211901Location bank inflow account	Dr	10000
To customer	10000	

#### Bank reco at region

211900Location main bank account	Dr	8000
To location bank inflow account	8000	

## FI- CO End User Training Module

### Transfer entry from region FB50

200101Ho inflow bank account	Dr	8000
211900To location main bank account		8000

### Bank reco at HO

200100Ho main	Dr	8000
200101To inflow ho		8000

For cheque bounce case

Region will receive bounce cheque FB70

Customer	Dr	1000 (base line date should be the invoice date)
211902Region bank out flow account		1000

Bank statement from bank at region

211902Region bank out flow account	Dr	1000
211900Region main bank account	Cr	1000

Transferring the Values from region to main FB50

211900Region main bank account	Dr	1000
211102Ho outflow account	Cr	

## FI- CO End User Training Module

### Chapter – 7

#### FIXED ASSETS

Asset procurement process:

#### Creation of material master (MM01)

Material Code example : -ASSETS

**Create Material (Initial Screen)**

<input type="button" value="Select view(s)"/>	<input type="button" value="Organizational levels"/>	<input type="button" value="Data"/>
Material	asset	
Industry sector	M Mechanical engine	
Material Type	ZCAP Capital Items	
Change Number		
<b>Copy from...</b>		
Material		

Provide the values as shown above

Click on select views button

<b>View</b>	
<b>Basic Data 1</b>	Forecast
<b>Basic Data 2</b>	General Plant Data / Storage 1
Classification	General Plant Data / Storage 2
Sales: Sales Org. Data 1	Warehouse Management 1
Sales: Sales Org. Data 2	Warehouse Management 2
Sales: General/Plant Data	Quality Management
Foreign Trade: Export Data	<b>Accounting 1</b>
Sales and Distribution Text	<b>Accounting 2</b>
<b>Purchasing</b>	Costing 1
Foreign Trade: Import	Costing 2
Purchase Order Text	
MRP 1	
MRP 2	

Click on organizational levels button in the above screen

**Organizational Levels**

<b>Organizational levels</b>
Plant <input type="text" value="1320"/>
Stor. Location <input type="text" value="MAIN"/>
<input type="checkbox"/> Org. levels/profiles only on request
<input checked="" type="checkbox"/> Select view(s) <input type="checkbox"/> Default values <input type="button" value="X"/>

## FI- CO End User Training Module

Press enter

**Create Material ASSET (Capital Items)**

Material Edit Goto Environment System Help

Additional data Organizational levels Check screen data

Basic Data 1 Basic Data 2 Classification Sales: Sales Org. 1 Sales: Sal.

Material ASSET ASSETS FOR CAPITAL LISATION

**General data**

Base Unit of Measure	EA	Material Group	BPM
Old material number	Ext. Matl Group		
Division	Lab/Office		
Product allocation		Valid from	
X-plant matl status		GenItemCatGroup	
<input type="checkbox"/> Assign effect. vals			

**Material authorization group**

Authorization Group
---------------------

**Dimensions/EANs**

Gross Weight	Weight unit
Net Weight	
Volume	Volume unit
Size/dimensions	
EAN/UPC	EAN Category

**Packaging material data**

Matl Grp Pack.Mats
--------------------

**Create Material ASSET (Capital Items)**

Material Edit Goto Environment System Help

Additional data Organizational levels Check screen data

Sales Text Purchasing Foreign Trade Import Purchase Order Text

Material ASSET ASSETS FOR CAPITAL LISATION

Plant 1320 Light Engines Unit - II

**General Data**

Base Unit of Measure	EA	each	Order Unit		Var. OUn
Purchasing Group	A02		Material Group	BPM	
Plant-sp.matl status			Valid from		
Tax ind. f. material			Qual.f.FreeGoodsDis.		<input type="checkbox"/> Autom. PO
Material freight grp			<input type="checkbox"/> Batch management		

**Purchasing values**

Purchasing value key		Shipping Instr.	
1st Rem./Exped.	0 days	Underdel. Tolerance	0.0 percent
2nd Reminder/Exped.	0 days	Overdelv. Tolerance	0.0 percent
3rd Reminder/Exped.	0 days	Min. Del. Qty in %	0.0 percent
StdValueDelvDateVar	0 days	Untld Overdelivery	<input type="checkbox"/> Acknowledgment Reqd

**Other data / manufacturer data**

GR Processing Time	days	<input type="checkbox"/> Post to insp. stock	<input type="checkbox"/> Critical Part
Quota arr. usage		<input type="checkbox"/> Source list	<input type="checkbox"/> JIT Sched. Indicator

**Create Material ASSET (Capital Items)**

Material Edit Goto Environment System Help

Additional data Organizational levels Check screen data

Purchasing Foreign Trade Import Purchase Order Text MRP 1

**CAS number (pharm.)**

PRODCOM no.
Control code

**Origin / EU market organization / preferences**

Country of origin	
CAP product list no.	
CAP prod. group	
Preference status	Not maintained
Vendor decl. status	Not maintained
Region of origin	
Customs tariff prefs	

**Legal control**

ExemptionCertificate	
Iss.date of ex.cert.	
<input type="checkbox"/> Military goods	Legal control

**Excise data**

Chapter ID	1234	<input type="checkbox"/> Subcontractors	Material type	A
No. GRs per EI		Output Matl.		More
Valid from	1.10.2008			
Currency Key	INR			
Net dealer price		Assessable val.		Pre.Vals

## FI- CO End User Training Module

**Create Material ASSET (Capital Items)**

Material Edit Goto Environment System Help

Additional data Organizational levels Check screen data

Forecast Plant Data / Stor. 1 Plant Data / Stor. 2 Warehouse Mgmt 1

**Material** ASSET **ASSETS FOR CAPITAL LISATION**

**Plant** 1320 Light Engines Unit - II

**Stor. Loc.** MAIN General Stores /

**General data**

Base Unit of Measure	EA	each	Unit of issue	
Storage Bin			Picking area	
Temp. conditions			Storage conditions	
Container reqmts			Haz. material number	
CC phys. inv. ind.		<input type="checkbox"/> CC fixed	Number of GR slips	
Label type		<input type="checkbox"/> Lab.form	<input type="checkbox"/> Appr.batch rec. req.	
<input type="checkbox"/> Batch management				

**Shelf life data**

Max. storage period		Time unit	
Min. Rem. Shelf Life		Total shelf life	
Period Ind. for SLED	D	Rounding rule SLED	
Storage percentage			

**Create Material ASSET (Capital Items)**

Material Edit Goto Environment System Help

Additional data Organizational levels Check screen data

Plant Data / Stor. 1 Plant Data / Stor. 2 Warehouse Mgmt 1

**Material** ASSET **ASSETS FOR CAPITAL LISATION**

**Plant** 1320 Light Engines Unit - II

**Stor. Loc.** MAIN General Stores /

**Weight/volume**

Gross Weight		Weight unit	
Net Weight			
Volume		Volume unit	
Size/dimensions			

**General plant parameters**

<input type="checkbox"/> Neg. stocks in plant	Log. handling group	
Serial no. profile	SerLevel	Distr. profile
Profit Center	1314003	Stock determ. group

**Create Material ASSET (Capital Items)**

Material Edit Goto Environment System Help

Additional data Organizational levels Check screen data

Quality Management Accounting 1 Accounting 2 Costing 1 Costing 2

**Material** ASSET **ASSETS FOR CAPITAL LISATION**

**Plant** 1320 Light Engines Unit - II

**General data**

Base Unit of Measure	EA	each	Valuation Category	
Currency	INR		Current period	08 2008
Division			Price determ.	
<input type="checkbox"/> ML act.				

**Current valuation**

Valuation Class	CP01	Proj. stk val. class	
VC: Sales order stk		Price Unit	1
Price control	V	Standard price	
Moving price		Total Value	0.00
Total Stock	0	<input type="checkbox"/> Valuated Un	
Future price		Valid from	

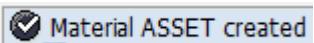
Previous period/year Std cost estimate



2009

## FI- CO End User Training Module

Save the material following message appears



### Extension of Vendor Master ( XK01)

#### Change Vendor: Initial Screen

Vendor	TEST12345	test12345
Company Code	1000	Greaves Cotton Limited
Purch. Organization	1300	BG-III Pur Org

**General data**

Address  
 Control  
 Payment transactions  
 Contact Persons

**Company code data**

Accounting info  
 Payment transactions  
 Correspondence  
 Withholding tax

**Purchasing organization data**

Purchasing data  
 Partner functions

Press enter

## FI- CO End User Training Module

Vendor Edit Goto Extras Environment System Help

**Change Vendor: Purchasing data**

**Alternative data** **Sub-ranges**

Vendor	TEST12345	test12345	mumbai
Purchasing Org.	1300	BG-III Pur Org	

**Conditions**

Order currency	INR	Indian Rupee
Terms of payment	0001	
Incoterm	FOB	free on board
Minimum order value		
Schema Group, Vendor	01	Domestic Schema
Pricing Date Control	<input type="checkbox"/>	No Control
Order optim.rest.		

**Sales data**

Salesperson	
Telephone	
Acc. with vendor	

**Control data**

<input checked="" type="checkbox"/> GR-Based Inv. Verif.	ABC indicator	<input type="checkbox"/>
<input type="checkbox"/> AutoEvalGRSetmt Del.	ModeOfTrnsprt-Border	<input type="checkbox"/>
<input type="checkbox"/> AutoEvalGRSetmt Ret	Office of entry	<input type="checkbox"/>
<input type="checkbox"/> Acknowledgment Reqd	Sort criterion	<input type="checkbox"/>
<input type="checkbox"/> Automatic purchase order	PROACT control prof.	<input type="checkbox"/>
<input type="checkbox"/> Subsequent settlement	Revaluation allowed	<input type="checkbox"/>
<input type="checkbox"/> Subseq. sett. index	Grant discount in kind	<input type="checkbox"/>
<input type="checkbox"/> B.vol.comp./ag.nec.	Relevant for price determ. (del.hierarchy)	<input type="checkbox"/>
<input type="checkbox"/> Doc. index active	Relevant for agency business	<input type="checkbox"/>
<input type="checkbox"/> Returns vendor		
<input type="checkbox"/> Returns vendor		
<input checked="" type="checkbox"/> Srv.-Based Inv. Ver.	Shipping Conditions	<input type="checkbox"/>

**Default data material**

Purchasing group	<input type="checkbox"/>
Planned delv. time	<input type="checkbox"/> Day(s)
Confirmation Control	<input type="checkbox"/>
Unit of measure grp	<input type="checkbox"/>
Rounding Profile	<input type="checkbox"/>

**Service data**

Price marking agreed	<input type="checkbox"/>
Rack-jobbing service agreed	<input type="checkbox"/>
Order entry by vendor	<input type="checkbox"/>
Serv. level	<input type="checkbox"/>

In vendor master CIN details fill the following values

**CIN master maintenance**

**CIN master maintenance**

**Sales Tax / Service tax** **Excise Duty** **Withholding Tax**

ECC No.	
Excise Reg. No.	
Excise Range	
Excise Division	
Commissionerate	
Type of Vendor	<input type="checkbox"/>

**Excise Duty Determination**

Exc.Ind.Vendor	1
SSI status	<input type="checkbox"/>
CENVAT Scheme Participant <input type="checkbox"/>	

Or we can go with J1ID



2009

## **FI- CO End User Training Module**

For maintain excise details

Click on change button

Click on new entries button

Save.

## **Creation of internal order (KO01)**

## Create Internal Order: Initial screen

Order Type	<input type="text" value="1100"/>
Reference	
Order	<input type="text"/>

## FI- CO End User Training Module

### Create Internal Order: Master data

			Settlement Rule																														
Order	<input type="text"/>	Order type	1100 Internal orders:Direct																														
Description	direct capitalization																																
<input type="button" value="Assignments"/> <input type="button" value="Control data"/> <input type="button" value="Prd-end closing"/> <input type="button" value="General data"/> <input type="button" value="Investments"/>																																	
<b>Assignments</b> <table border="1"> <tr><td>Company Code</td><td>1000</td></tr> <tr><td>Business Area</td><td></td></tr> <tr><td>Plant</td><td>1320</td></tr> <tr><td>Functional Area</td><td></td></tr> <tr><td>Object Class</td><td>INVST Investment</td></tr> <tr><td>Profit Center</td><td>1314003</td></tr> <tr><td>Responsible CCtr</td><td></td></tr> <tr><td>User Responsible</td><td></td></tr> <tr><td>WBS element</td><td></td></tr> <tr><td>Requesting CCtr</td><td></td></tr> <tr><td>Requesting Co.Code</td><td></td></tr> <tr><td>Requesting order</td><td></td></tr> <tr><td>Sales Order</td><td></td></tr> <tr><td>Location/Plant</td><td>/</td></tr> <tr><td>External order no.</td><td></td></tr> </table>				Company Code	1000	Business Area		Plant	1320	Functional Area		Object Class	INVST Investment	Profit Center	1314003	Responsible CCtr		User Responsible		WBS element		Requesting CCtr		Requesting Co.Code		Requesting order		Sales Order		Location/Plant	/	External order no.	
Company Code	1000																																
Business Area																																	
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Requesting CCtr																																	
Requesting Co.Code																																	
Requesting order																																	
Sales Order																																	
Location/Plant	/																																
External order no.																																	

### Create Internal Order: Master data

			Settlement Rule																		
Order	<input type="text"/>	Order type	1100 Internal orders:Direct																		
Description	direct capitalization																				
<input type="button" value="Assignments"/> <input type="button" value="Control data"/> <input type="button" value="Prd-end closing"/> <input type="button" value="General data"/> <input type="button" value="Investments"/>																					
<b>Status</b> <table border="1"> <tr><td>System status</td><td>REL AUC</td><td>▼</td><td>Tech. complete</td></tr> <tr><td>User status</td><td>PLIM</td><td>▼</td><td>Set / reset...</td></tr> <tr><td>Status number</td><td>0</td><td>▼</td><td></td></tr> <tr><td colspan="4"> Allowed transacts.</td></tr> </table>				System status	REL AUC	▼	Tech. complete	User status	PLIM	▼	Set / reset...	Status number	0	▼		Allowed transacts.					
System status	REL AUC	▼	Tech. complete																		
User status	PLIM	▼	Set / reset...																		
Status number	0	▼																			
Allowed transacts.																					
<b>Control data</b> <table border="1"> <tr><td>Currency</td><td>INR</td><td>Indian Rupee</td></tr> <tr><td>Order category</td><td>1</td><td>Internal Order (Controlling)</td></tr> <tr><td><input type="checkbox"/> Statistical order</td><td></td><td>Actual posted CCtr</td></tr> <tr><td><input type="checkbox"/> Plan-integrated order</td><td></td><td></td></tr> <tr><td><input type="checkbox"/> Revenue postings</td><td></td><td></td></tr> <tr><td><input checked="" type="checkbox"/> Commitment update</td><td></td><td></td></tr> </table>				Currency	INR	Indian Rupee	Order category	1	Internal Order (Controlling)	<input type="checkbox"/> Statistical order		Actual posted CCtr	<input type="checkbox"/> Plan-integrated order			<input type="checkbox"/> Revenue postings			<input checked="" type="checkbox"/> Commitment update		
Currency	INR	Indian Rupee																			
Order category	1	Internal Order (Controlling)																			
<input type="checkbox"/> Statistical order		Actual posted CCtr																			
<input type="checkbox"/> Plan-integrated order																					
<input type="checkbox"/> Revenue postings																					
<input checked="" type="checkbox"/> Commitment update																					

Click on save button

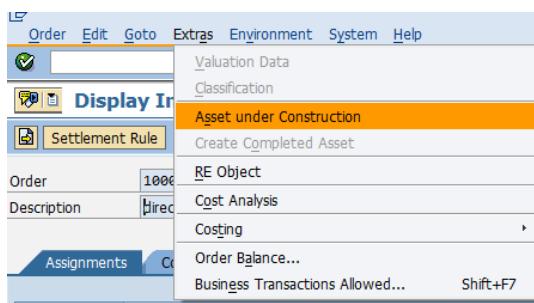
Order was created with number 1000038

System creates internally one CWIP asset for view the asset master go with T.Code:KO03

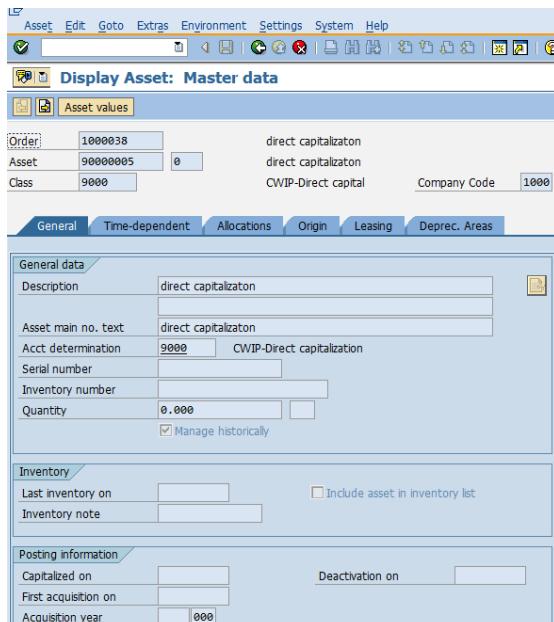
### Display Internal Order: Initial screen

	Master Data
Order	1000038

## FI- CO End User Training Module



The screenshot shows the SAP Fiori interface for displaying asset master data. The main title bar includes 'Order', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. A context menu is open, with 'Asset under Construction' highlighted in orange. Other options in the menu include 'Valuation Data', 'Classification', 'Create Completed Asset', 'RE Object', 'Cost Analysis', 'Costing', 'Order Balance...', and 'Business Transactions Allowed...'. The main area displays 'Order' (1000), 'Description' (Hirec), and 'Assignments'.

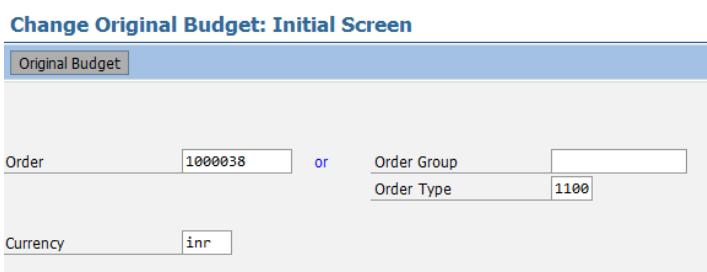


The screenshot shows the 'Display Asset: Master data' screen for asset number 90000005. The top navigation bar includes 'Asset', 'Edit', 'Goto', 'Extras', 'Environment', 'Settings', 'System', and 'Help'. The main area shows asset details: Order (1000038), Asset (90000005), Class (9000), direct capitalization, and Company Code (1000). Below this, there are tabs for 'General', 'Time-dependent', 'Allocations', 'Origin', 'Leasing', and 'Deprec. Areas'. The 'General' tab is active, showing fields for Description (direct capitalization), Asset main no. text (direct capitalization), Acct determination (9000 CWIP-Direct capitalization), Serial number, Inventory number, Quantity (0.000), and a checked checkbox for 'Manage historically'. The 'Inventory' tab shows Last inventory on and Inventory note. The 'Posting information' tab shows Capitalized on, First acquisition on, and Acquisition year (000).

Click on above selection

Asset no: 90000005

### Budgeting Internal order (KO22)



The screenshot shows the 'Change Original Budget: Initial Screen' for internal order 1000038. The top navigation bar includes 'Original Budget'. The main area shows fields for 'Order' (1000038) and 'Order Group' (empty), separated by 'or'. It also shows 'Order Type' (1100) and 'Currency' (inr).

Click on original budget



2009

**FI- CO End User Training Module**

Click on save button

 Document 0300000004 posted

## **Creation of purchase order (ME21N)**

L7 Purchase Order Edit Goto Environment System Help

**Create Purchase Order**

Document Overview On Hold Print Preview Messages Personal Setting

NB Standard PO	Vendor TEST12345 test12345	Doc. date 15.11.2008
<a href="#">Delivery/Invoice</a> <a href="#">Conditions</a> <a href="#">Texts</a> <a href="#">Address</a> <a href="#">Communication</a> <a href="#">Partners</a> <a href="#">Additional Data</a> <a href="#">Org. Data</a> <a href="#">Status</a> <a href="#">Customer Data</a>		
Purchasing Org.	1300 G-III Pur Org	
Purch. Group	A10 AL CHAKRAVARTY	
Company Code	1000 Greaves Cotton Limited	

Item Overview

Item	1 New Item
------	------------

Purchase Order Edit Goto Environment System Help

**Create Purchase Order**

Document Overview On Hold Print Preview Messages Personal Setting

NB Standard PO	Vendor TEST12345 test12345	Doc. date 15.11.2008			
Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data Status Customer Data					
Validity Start 01.10.2008	Validity End 31.03.2009	Collective No.			
					
<b>Item Overview</b> <table border="1"> <tr> <td>Item</td> <td>New Item</td> <td>▼ ▲</td> </tr> </table>			Item	New Item	▼ ▲
Item	New Item	▼ ▲			

## FI- CO End User Training Module

Purchase Order Edit Goto Environment System Help

PO CapitalItem/Asset 4500000249 Created by K.K.JAIN KJ14821

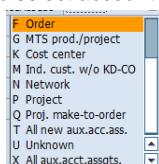
Document Overview On												Print Preview	Messages	Personal Setting																																									
ZCPP PO CapitalItem/A 4500000249 Vendor TEST12345 test12345												Doc. date	15.11.2008																																										
Header																																																							
S.	Itm	A	I	Material	Short Text	PO Quantity	O.	C	Deliv. Date	Net Price	Curre.	Per	O.	Matl Group	Plnt	Stor. Location	B																																						
10	F	ASSET			ASSETS FOR CAPITAL LIS	2 EA	D	16.11.2008	75,000.00 INR	1	EA	BATCHING PLLight Engines Unit -																																											
													Add Planning																																										
Item 1 [ 10 ] ASSET , ASSETS FOR CAPITAL LIS													▲ ▼																																										
Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account Assignment Texts Delivery Address Confirmations													◀ ▶																																										
<table border="1"> <tr> <td>AccAssCat</td> <td>Order</td> <td>Distribution</td> <td>Single account assignmen</td> <td>CoCode</td> <td>1000 Greaves</td> </tr> <tr> <td>Unloading Point</td> <td></td> <td>Recipient</td> <td></td> <td></td> <td></td> </tr> <tr> <td>G/L Account</td> <td>480010</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>CO Area</td> <td>1000</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Cost Center</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Order</td> <td>1000038</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="6">Network</td> </tr> </table>													AccAssCat	Order	Distribution	Single account assignmen	CoCode	1000 Greaves	Unloading Point		Recipient				G/L Account	480010					CO Area	1000					Cost Center						Order	1000038					Network						
AccAssCat	Order	Distribution	Single account assignmen	CoCode	1000 Greaves																																																		
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G/L Account	480010																																																						
CO Area	1000																																																						
Cost Center																																																							
Order	1000038																																																						
Network																																																							

Purchase Order Edit Goto Environment System Help

PO CapitalItem/Asset 4500000249 Created by K.K.JAIN KJ14821

Document Overview On												Print Preview	Messages	Personal Setting																	
ZCPP PO CapitalItem/A 4500000249 Vendor TEST12345 test12345												Doc. date	15.11.2008																		
Header																															
S.	Itm	A	I	Material	Short Text	PO Quantity	O.	C	Deliv. Date	Net Price	Curre.	Per	O.	Matl Group	Plnt	Stor. Location	B														
10	F	ASSET			ASSETS FOR CAPITAL LIS	2 EA	D	16.11.2008	75,000.00 INR	1	EA	BATCHING PLLight Engines Unit -																			
													Add Planning																		
Item 1 [ 10 ] ASSET , ASSETS FOR CAPITAL LIS													▲ ▼																		
Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account Assignment Texts Delivery Address Confirmations													◀ ▶																		
<table border="1"> <tr> <td><input checked="" type="checkbox"/> Inv. Receipt</td> <td>Tax Code</td> <td>2M</td> <td>Taxes</td> </tr> <tr> <td><input type="checkbox"/> Final Invoice</td> <td></td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> GR-Bsd IV</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="6"></td> </tr> </table>													<input checked="" type="checkbox"/> Inv. Receipt	Tax Code	2M	Taxes	<input type="checkbox"/> Final Invoice				<input checked="" type="checkbox"/> GR-Bsd IV										
<input checked="" type="checkbox"/> Inv. Receipt	Tax Code	2M	Taxes																												
<input type="checkbox"/> Final Invoice																															
<input checked="" type="checkbox"/> GR-Bsd IV																															

👉 we have to select accounting category as F because we are using Internal order for Assets



Procurement.

## FI- CO End User Training Module

Purchase Order Edit Goto Environment System Help

**PO CapitalItem/Asset 4500000249 Created by K.K.JAIN KJ14821**

Document Overview On Print Preview Messages Personal Setting

ZCPP PO CapitalItem/Asset 4500000249 Vendor TEST12345 test12345 Doc. date 15.11.2008

Header Item Overview

Item 1 [ 10 ] ASSET , ASSETS FOR CAPITAL LISATIC

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account Assignment Texts Delivery Address Confirmations

Qty 2 EA Net 150,000.00 INR

Pricing Elements

N.	CnTy	Name	Amount	Crcy	per	Uo..	Condition value	Curr.	Status	NumC_	OUn	CConDe	Un	Condition value	CdCur	Stat
		BSXX Miss Price	75,000.00	INR		1 EA	150,000.00	INR	1 EA	1 EA				0.00		
		R800 Absolute discount	0.00	INR			0.00	INR	0	0				0.00		
		RC00 Discount/Quantity	0.00	INR		1 EA	0.00	INR	1 EA	1 EA				0.00		
		RA00 Discount % on Net	0.000 %				0.00	INR	0	0				0.00		
		Sub Total( GP+Disc.)	75,000.00	INR		1 EA	150,000.00	INR	1 EA	1 EA				0.00		
		ZP&F P & F %	0.000 %				0.00	INR	0	0				0.00		
		ZPFF P & F-Value	0.00	INR			0.00	INR	0	0				0.00		
		DEXC IN Manual Excise	0.000 %				0.00	INR	0	0				0.00		

Condition rec. Analysis Update

Click on save button.

 PO CapitalItem/Asset created under the number 4500000249

### Release Purchase order( ME29N)

Purchase Order Edit Goto Environment System Help

**Release PO CapitalItem/Asset 4500000249**

Document Overview On Print Preview Messages Personal Setting

ZCPP PO CapitalItem/Asset 4500000249 Vendor TEST12345 test12345 Doc. date 15.11.2008

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data Status Customer Data Release strategy Versions

Release group PO PO Release Group

Code	Description	Sta.	Rel.
BY	Buyer (Originator)		
MP	Manager Purchase		
HM	HOD Materials		
MF	Manager Finance		

Release Indicator R Blocked

Item 1 [ 10 ] ASSET , ASSETS FOR CAPITAL LISATIC

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account Assignment Texts Delivery Address Confirmations

Inv. Receipt... Invoicing Plan Tax Code Taxes

Release the PO , Check whether the Realease Indicator is R



2009

## FI-CO End User Training Module

Now the Purchase Order is released to the Vendor . We can receive the material so we can go for GR.

## **Goods Receipt ( MIGO )**

The screenshot shows the SAP ERP interface for a Goods Receipt Purchase Order. The title bar indicates the document number is 4500000333 - K.K.JAIN KJ14821. The left sidebar shows navigation links like 'My Documents', 'Purchase Orders' (with 4500000333 selected), and 'Material Documents'. The main area displays the purchase order header with fields for Document Date (18.11.2008), Delivery Note (kirti), Vendor (test12345), and HeaderText. Below the header is a table for the purchase order lines, showing one item: Line 1, Material ASSETS FOR CAPITAL LISATION, Quantity 2, Unit EA, Order 1000044, Profit Center 1314003, G/L Account 480010, and Batch. At the bottom, there are tabs for 'Material', 'Quantity', 'Where', 'Purchase Order Data', 'Partner', and 'Account Assignment', with the 'Material' tab currently active.

 Material document 5000000753 posted

## FI- CO End User Training Module

SAP

**Display Material Document 5000000753 - K.K.JAIN KJ14821**

Hide Overview Hold Check Post Help

A04 Display R02 Material Docum 5000000753 2008

General Vendor Doc. info Add Data Display

Entered By	K.K.JAIN KJ14821	FI Documents									
Created On	18.11.2008 12:56:07										
Transaction Code	Goods Movement	MIGO_GR									
Line	Mat. Short Text	Qty in UnE	EUn	SLoc	Order	Profit Center	Batch	Valuation T...	M...	D...	Stock Type
1	ASSETS FOR CAPITALISATION	2	EA		1000044	1314003			103	+	

**Release GR Blocked Stock Material Document 5000000753 - K.K.JAIN KJ148**

Hide Overview Hold Check Post Help

A05 Release GR Bloc R02 Material Docum 5000000753 2008

General Vendor Add Data Display

Document Date	18.11.2008	Delivery Note	KIRTI1	Vendor	test12345							
Posting Date	18.11.2008	Bill of Lading		HeaderText								
1 Individual Slip		GR/GI Slip No.										
Line	Mat. Short Text	OK	Qty in UnE	EUn	SLoc	Order	Profit Center	Batch	Valuation T...	M...	D...	Stock
1	ASSETS FOR CAPITALISATION	<input type="checkbox"/>	2	EA		1000044	1314003			105	+	Unre

Material Quantity Where Purchase Order Data Partner Account Assignment

Movement Type 105  + GR accass.fm blckd Stock type Unrestricted use

Plant Light Engines Unit - II 1320 

Storage Location

Goods recipient

Unloading Point

Text

 Material document 5000000761 posted

## FI- CO End User Training Module

Display Material Document 5000000761 - K.K.JAIN KJ14821

Show Overview | Hold | Check | Post | Help

A04 Display R02 Material Document 5000000761 2008

General Vendor Doc. info Excise Invoice Add Data Display

Entered By	K.K.JAIN KJ14821	FI Documents	
Created On	18.11.2008 13:16:33	List of Documents in Accounting	
Transaction Code	Goods Movement MIGO_G	<b>Documents in Accounting</b> Doc. Number Object type text Ld 0832000329 Accounting document 0000000879 Controlling Document	
Line	Mat. Short Text Qty in UnE	Account	Batch Valuation T. M... Stock Type
1	ASSETS FOR CAPITAL LISATION 2	910	105 + Unrestrict
<input type="button" value="M"/> <input type="button" value="A"/>		<input type="button" value="C"/> <input type="button" value="S"/> Separate Original document <input type="button" value="X"/>	
Material Quantity Where Purchase Order Data Partner Excise Item Excise Duty Additional Data Part 1 Chapter ID 1234 Base Value 150,000.00 INR BED 21,000.00 EI quantity 2 EA AED 0.00 Open quantity 0 NCDC 0.00 Description ASSETS FOR CAPITAL LIS SED 0.00 A Assets ECS 420.00			
<input type="button" value="M"/> <input type="button" value="A"/> Line 1 <input type="button" value="X"/>			

Display Document: General Ledger View

Display Currency Entry View Other Ledger

Data Entry View

Document Number	832000329	Company Code	1000	Fiscal Year	2008																																					
Document Date	18.11.2008	Posting Date	18.11.2008	Period	8																																					
Reference	KIRTI1	Cross-CC no.																																								
Currency	INR	Texts exist																																								
Ledger 0L																																										
Doc.	832000329	FiscalYear	2008	Period	8																																					
<table border="1"> <thead> <tr> <th>C..</th> <th>Itm</th> <th>L.Item</th> <th>PK</th> <th>S</th> <th>Account</th> <th>Description</th> <th>Amount</th> <th>Curr.</th> <th>Tx</th> <th>Cost Center</th> <th>Profit Center</th> <th>Segment</th> </tr> </thead> <tbody> <tr> <td>1000</td> <td>1</td> <td>000001</td> <td>81</td> <td>480010</td> <td>Direct Capitalizatio</td> <td></td> <td>150,000.00</td> <td>INR</td> <td></td> <td>1314003</td> <td>1123000</td> </tr> <tr> <td></td> <td>2</td> <td>000002</td> <td>96</td> <td>121130</td> <td>GR/IR-CAPITAL ITEMS</td> <td></td> <td>150,000.00-</td> <td>INR</td> <td></td> <td>1314003</td> <td>1123000</td> </tr> </tbody> </table>						C..	Itm	L.Item	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment	1000	1	000001	81	480010	Direct Capitalizatio		150,000.00	INR		1314003	1123000		2	000002	96	121130	GR/IR-CAPITAL ITEMS		150,000.00-	INR		1314003	1123000
C..	Itm	L.Item	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment																														
1000	1	000001	81	480010	Direct Capitalizatio		150,000.00	INR		1314003	1123000																															
	2	000002	96	121130	GR/IR-CAPITAL ITEMS		150,000.00-	INR		1314003	1123000																															

Display Material Document 5000000761 - K.K.JAIN KJ14821

Show Overview | Hold | Check | Post | Help

A04 Display R02 Material Document 5000000761 2008

General Vendor Doc. info Excise Invoice Add Data Display

Excise Group	32	Excise Invoice	1966	BED	21,000.00	SED	0.00	SECCess	210.00
		Excise Inv.Date	18.11.2008	AED	0.00	ECS	420.00	NCCD	0.00
<input type="button" value="M"/> <input type="button" value="A"/>		Line Mat. Short Text Qty in UnE EUN SLoc Order Profit Center G/L Account Batch Valuation T... M... Stock Type 1 ASSETS FOR CAPITAL LISATION 2 EA General Stores / 1000044 1314003 480010 105 + Unrestrict							

## FI- CO End User Training Module

Miscellaneous		Additional Data		Long Text		Part2									
Accounting...	E...	R...	Year	Serial num...	Exci...	Internal no.	Year	Reference doc	Ref...	R...	Obj.t...	D...	Fina...	Posting Date	Curre...
<a href="#">822000276</a>	32	C	2008	3200000007	GRPO	1200000312	2008	5000000761	2008	R	BKPFF	SA	2008	18.11.2008	INR

 **Display Document: General Ledger View**

Document Number	822000276	Company Code	1000	Fiscal Year	2008
Document Date	18.11.2008	Posting Date	18.11.2008	Period	8
Reference	1966	Cross-CC no.			
Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group	

**Ledger 0L**

Doc.	822000276	Fiscal Year	2008	Period	8
------	-----------	-------------	------	--------	---

CoCd	Itm	L.item	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	3	000003	40		287350	RG23C BED	10,500.00	INR	V0	1314003	1123000	
1000	4	000004	40		287360	RG23C ECS	210.00	INR	V0	1314003	1123000	
1000	2	000002	40		287370	RG23C HECESS	105.00	INR	V0	1314003	1123000	
1000	1	000001	40		287440	CENVAT HOLD A/C	10,815.00	INR	V0	1314003	1123000	
1000	5	000005	50		287450	CENVAT OFFSETA/C	21,630.00	INR	V0	1314003	1123000	

### Invoice verification (MIRO)

#### Possible Entries for Purchasing Document (1 selected)

Box	Purch. Doc.	Order Type	Description	PO Date	Plnt	Open	Amount	Crcy	Vendor	Inv. Party
Purch. Doc.	Item	Material	Short Text		R	Open	Quantity	BUn		
<input checked="" type="checkbox"/>	4500000333	NB	Standard PO	17.11.2008	1320	150,000.00	INR	TEST12345		
<input checked="" type="checkbox"/>	4500000333	00010 ASSET	ASSETS FOR CAPITAL LISATION			2	EA			



**GREAVES**  
SINCE 1859

2009

**FI- CO End User Training Module**

 Document no. 5105600200 created

Display Document: General Ledger View												
Taxes		Display Currency		Entry View		Other Ledger						
Data Entry View												
Document Number	817000047		Company Code	1000		Fiscal Year	2008					
Document Date	18.11.2008		Posting Date	18.11.2008		Period	8					
Reference			Cross-CC no.									
Currency	INR		Texts exist	<input type="checkbox"/>		Ledger Group						
Ledger 0L												
Doc.	817000047		Fiscal Year	2008		Period	8					
C.	Itm	L.Item	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	000001	31		120030	OTHERS VENDORS	178,495.20	INR	2M		1314003	1123000
	2	000002	86		121130	GR/IR-CAPITAL ITEMS	150,000.00	INR	2M		1314003	1123000
	3	000003	40		287450	CENVAT OFFSETA/C	21,000.00	INR	2M		1314003	1123000
	4	000004	40		287450	CENVAT OFFSETA/C	420.00	INR	2M		1314003	1123000
	5	000005	40		287450	CENVAT OFFSETA/C	210.00	INR	2M		1314003	1123000
	6	000006	40		287010	VAT RECEIVABLE	6,865.20	INR	2M		1314003	1123000

## FI- CO End User Training Module

### Settlement of internal order (KO88)

Actual Settlement: Order

Order	1000044		
Parameters			
Settlement period	8	Posting period	
Fiscal Year	2008	Asset value date	
Processing type	1 Automatic		
Processing Options			
<input checked="" type="checkbox"/> Test Run <input type="checkbox"/> Check trans. data			

### Actual Settlement: Order Basic list

Selection		
Selection Parameters	Value	Name
Order	1000044	test asset-dc
Period	008	
Posting period	008	
Fiscal Year	2008	
Processing type	1	Automatic
Posting Date	30.11.2008	
Controlling Area	1000	GREAIVES GROUP
Currency	INR	Indian Rupee
Value date	30.11.2008	
Processing Options		
Selection Parameters	Value	
Execution type	Settlement executed	
Processing mode	Test run	
Processing completed with no errors		
Processing category	Number	
Settlement executed	1	
No change		
Not relevant		
Inappropriate status		
Error	1	

### Detail list - Settled values

Senders	Text send.	Receivers	ValCOArCur	Inform.
ORD 1000044	test asset-dc	FXA 1000/90000009/0	150,000.00	AUC capitaliz.
<b>150,000.00</b>				

Remove the tick in test run check box

Execute

Click on for view accounting document

## FI- CO End User Training Module

**Display Document: Data Entry View**

Display Currency General Ledger View

Data Entry View									
Document Number	800000014	Company Code	1000	Fiscal Year	2008				
Document Date	18.11.2008	Posting Date	30.11.2008	Period	8				
Reference		Cross-CC no.							
Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group					

C...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	50	480010	Direct Capitalizatio		150,000.00-	INR		1314003	1123000	
	2	70	200110	000090000009 0000		150,000.00	INR				

**Display Document: General Ledger View**

Display Currency Entry View Other Ledger

Data Entry View									
Document Number	800000014	Company Code	1000	Fiscal Year	2008				
Document Date	18.11.2008	Posting Date	30.11.2008	Period	8				
Reference		Cross-CC no.							
Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group					

Ledger OL												
Doc.	800000014	FiscalYear	2008	Period	8							
C...	Itm	Liitem	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	000001	50	480010	Direct Capitalizatio	150,000.00-	INR		1314003	1123000		
	2	000002	70	200110	000090000009 0000	150,000.00	INR		1314003	1123000		

**List of Documents in Accounting**

Documents in Accounting			
Doc. Number	Object type text	Ld	
0800000014	Accounting document		
0000000017	Asset Transaction		
0000000893	Controlling Document		

**Separate** **Original document**

### Overview of Asset Accounting Documents

Acct Doc. Originals Display purchase order Note

Asset	90000009	0	test asset-dc
Company code	1000		Greaves Cotton Limited

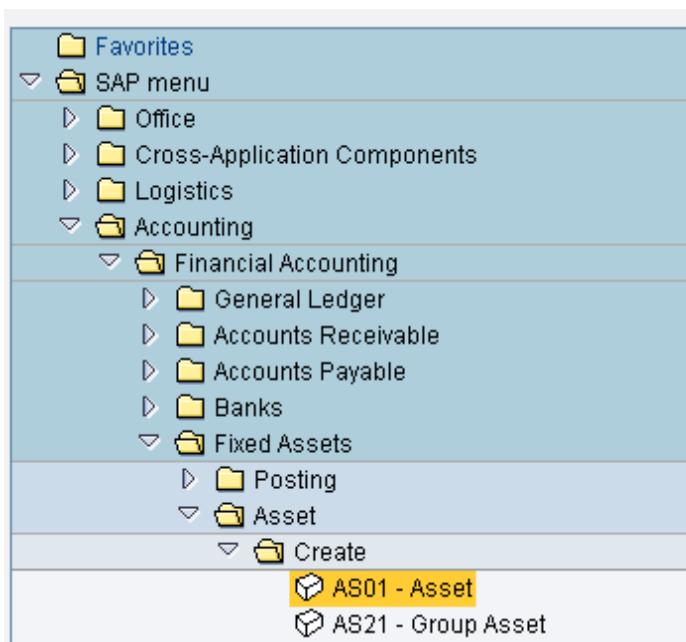
  

01 Book deprec. / INR							
AstValDt	Amount Posted	TTy	Trans. Type Text	Text	Ord. Dep.	Spec. Dep.	
30.11.2008	150,000.00	116	Acquisition - internal settlement to AuCORD 1000044		0.00		

### Creation of asset master (AS01)

Or following navigation

## FI- CO End User Training Module



### Create Asset: Initial screen

Master data	Depreciation areas								
<table border="1"> <tr> <td>Asset Class</td> <td>3000</td> </tr> <tr> <td>Company Code</td> <td>1000</td> </tr> <tr> <td>Number of similar assets</td> <td>1</td> </tr> </table>		Asset Class	3000	Company Code	1000	Number of similar assets	1		
Asset Class	3000								
Company Code	1000								
Number of similar assets	1								
<table border="1"> <tr> <td>Reference</td> <td></td> </tr> <tr> <td>Asset</td> <td></td> </tr> <tr> <td>Sub-number</td> <td></td> </tr> <tr> <td>Company code</td> <td></td> </tr> </table>		Reference		Asset		Sub-number		Company code	
Reference									
Asset									
Sub-number									
Company code									

Take the asset class 3000 company code 1000 press enter

### Create Asset: Master data

Asset	INTERN-00001	0	TEST PLANT AND MACHINERY																																																					
Class	3000	PLANT & EQUIPMENT	Company Code 1000																																																					
<table border="1"> <tr> <td>General</td> <td>Time-dependent</td> <td>Allocations</td> <td>Origin</td> <td>Leasing</td> <td>Deprec. Areas</td> </tr> <tr> <td colspan="6"> <table border="1"> <tr> <td>General data</td> <td>Description TEST PLANT AND MACHINERY</td> </tr> <tr> <td>Asset main no. text</td> <td>TEST PLANT AND MACHINERY</td> </tr> <tr> <td>Acct determination</td> <td>3000 PLANT &amp; EQUIPMENT</td> </tr> <tr> <td>Serial number</td> <td>SERIAL NUMBER</td> </tr> <tr> <td>Inventory number</td> <td>INVENTORY NUMBER</td> </tr> <tr> <td>Quantity</td> <td>2 EA each</td> </tr> <tr> <td colspan="2"><input checked="" type="checkbox"/> Manage historically</td> </tr> <tr> <td colspan="6"> <table border="1"> <tr> <td>Inventory</td> <td>Last inventory on</td> <td><input type="checkbox"/> Include asset in inventory list</td> </tr> <tr> <td>Inventory note</td> <td></td> <td></td> </tr> </table> </td> </tr> <tr> <td colspan="6"> <table border="1"> <tr> <td>Posting information</td> <td>Capitalized on</td> <td>Deactivation on</td> </tr> <tr> <td>First acquisition on</td> <td></td> <td></td> </tr> <tr> <td>Acquisition year</td> <td>000</td> <td></td> </tr> </table> </td> </tr> </table> </td> </tr> </table>				General	Time-dependent	Allocations	Origin	Leasing	Deprec. Areas	<table border="1"> <tr> <td>General data</td> <td>Description TEST PLANT AND MACHINERY</td> </tr> <tr> <td>Asset main no. text</td> <td>TEST PLANT AND MACHINERY</td> </tr> <tr> <td>Acct determination</td> <td>3000 PLANT &amp; EQUIPMENT</td> </tr> <tr> <td>Serial number</td> <td>SERIAL NUMBER</td> </tr> <tr> <td>Inventory number</td> <td>INVENTORY NUMBER</td> </tr> <tr> <td>Quantity</td> <td>2 EA each</td> </tr> <tr> <td colspan="2"><input checked="" type="checkbox"/> Manage historically</td> </tr> <tr> <td colspan="6"> <table border="1"> <tr> <td>Inventory</td> <td>Last inventory on</td> <td><input type="checkbox"/> Include asset in inventory list</td> </tr> <tr> <td>Inventory note</td> <td></td> <td></td> </tr> </table> </td> </tr> <tr> <td colspan="6"> <table border="1"> <tr> <td>Posting information</td> <td>Capitalized on</td> <td>Deactivation on</td> </tr> <tr> <td>First acquisition on</td> <td></td> <td></td> </tr> <tr> <td>Acquisition year</td> <td>000</td> <td></td> </tr> </table> </td> </tr> </table>						General data	Description TEST PLANT AND MACHINERY	Asset main no. text	TEST PLANT AND MACHINERY	Acct determination	3000 PLANT & EQUIPMENT	Serial number	SERIAL NUMBER	Inventory number	INVENTORY NUMBER	Quantity	2 EA each	<input checked="" type="checkbox"/> Manage historically		<table border="1"> <tr> <td>Inventory</td> <td>Last inventory on</td> <td><input type="checkbox"/> Include asset in inventory list</td> </tr> <tr> <td>Inventory note</td> <td></td> <td></td> </tr> </table>						Inventory	Last inventory on	<input type="checkbox"/> Include asset in inventory list	Inventory note			<table border="1"> <tr> <td>Posting information</td> <td>Capitalized on</td> <td>Deactivation on</td> </tr> <tr> <td>First acquisition on</td> <td></td> <td></td> </tr> <tr> <td>Acquisition year</td> <td>000</td> <td></td> </tr> </table>						Posting information	Capitalized on	Deactivation on	First acquisition on			Acquisition year	000	
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## FI- CO End User Training Module

### Create Asset: Master data

Asset	INTERN-00001	0	TEST PLANT AND MACHINERY
Class	3000	PLANT & EQUIPMENT	Company Code 1000
<input type="button" value="General"/> <input type="button" value="Time-dependent"/> <input type="button" value="Allocations"/> <input type="button" value="Origin"/> <input type="button" value="Leasing"/> <input type="button" value="Deprec. Areas"/>			
Interval from 01.01.1900 to 31.12.9999			
Cost Center	1314003101	CRANK CASE CELL -1	
Plant	<input type="text"/>		
Location	<input type="text"/>		
Room	<input type="text"/>		
Shift factor	3.00		

For plant and machinery only need to fill shift factor

Asset	INTERN-00001	0	plant and machinery																					
Class	3000	PLANT & EQUIPMENT	Company Code 1000																					
<input type="button" value="General"/> <input type="button" value="Time-dependent"/> <input type="button" value="Allocations"/> <input type="button" value="Origin"/> <input type="button" value="Leasing"/> <input type="button" value="Deprec. Areas"/>																								
<b>Valuation</b> <table border="1"> <thead> <tr> <th>A</th> <th>Depreciation area</th> <th>DKey</th> <th>UseLife</th> <th>Prd</th> <th>ODep Start</th> <th>Group</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Book deprec.</td> <td>B003</td> <td>10</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>15</td> <td>Tax bal.sht.</td> <td>IN3</td> <td>10</td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table>				A	Depreciation area	DKey	UseLife	Prd	ODep Start	Group	01	Book deprec.	B003	10			<input type="checkbox"/>	15	Tax bal.sht.	IN3	10		<input type="checkbox"/>	
A	Depreciation area	DKey	UseLife	Prd	ODep Start	Group																		
01	Book deprec.	B003	10			<input type="checkbox"/>																		
15	Tax bal.sht.	IN3	10		<input type="checkbox"/>																			

Double click on book depreciation line item for filling variable dep portion (this is required only for plant and machinery)

Asset values	Data for revaluation	<input type="button" value="&lt;"/>	<input type="button" value="&gt;"/>												
Asset	30000010	0	TEST PLANT AND MACHINERY												
Class	3000	PLANT & EQUIPMENT	Company Code 1000												
Area	01 Book deprec.	Book depreciation													
Interval from 01.01.1900 to 31.12.9999															
<b>General Specifications</b> <table border="1"> <tr> <td>Depreciation Key</td> <td>B003</td> <td colspan="2">Book Depreciation -4.75%</td> </tr> <tr> <td>Useful life</td> <td>10 / <input type="text"/></td> <td>Start of Calculation</td> <td><input type="text"/></td> </tr> <tr> <td>Changeover year</td> <td><input type="text"/> / <input type="text"/></td> <td>Ord.dep.start date</td> <td><input type="text"/></td> </tr> </table>				Depreciation Key	B003	Book Depreciation -4.75%		Useful life	10 / <input type="text"/>	Start of Calculation	<input type="text"/>	Changeover year	<input type="text"/> / <input type="text"/>	Ord.dep.start date	<input type="text"/>
Depreciation Key	B003	Book Depreciation -4.75%													
Useful life	10 / <input type="text"/>	Start of Calculation	<input type="text"/>												
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<b>Additional Specifications</b> <table border="1"> <tr> <td>Variable dep.portion</td> <td>58.8421</td> </tr> <tr> <td>Scrap value</td> <td><input type="text"/> INR</td> </tr> <tr> <td>Scrap Value %</td> <td><input type="text"/></td> </tr> </table>				Variable dep.portion	58.8421	Scrap value	<input type="text"/> INR	Scrap Value %	<input type="text"/>						
Variable dep.portion	58.8421														
Scrap value	<input type="text"/> INR														
Scrap Value %	<input type="text"/>														

Come back to previous screen

And click on tax depreciation line item

And provide the group asset number

## FI- CO End User Training Module

**Change Asset: Depreciation area Tax bal.sht.**

<input type="button" value="Asset values"/>		<input type="button" value="Data for revaluation"/>	<input type="button" value="&lt;"/>	<input type="button" value="&gt;"/>
Asset	30000010	0	TEST PLANT AND MACINERY	
Class	3000		PLANT & EQUIPMENT	Company Code 1000
Area	15	Tax bal.sht.	Depreciation as per Income Tax Act 1961	
Interval from 01.01.1900 to 31.12.9999				
General Specifications				
Tax Depreciation - 15% - India				
INR				
Group asset	99000000	0	15% depreciation	

Click on save button.

 **The asset 30000010 0 is created**

### Settlement of CWIP to Main asset.(KO02)

For maintain settlement rule

**Change Internal Order: Initial screen**

<input type="button" value="Master Data"/>		
Order	1000044	

Provide the wer order number

And click on enter

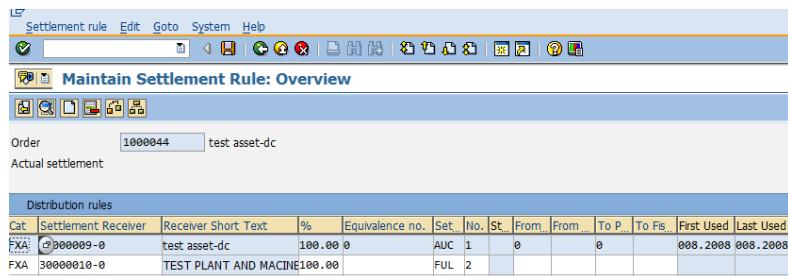
**Change Internal Order: Master data**

<input type="button" value="Settlement Rule"/>																																												
Order	1000044	Order type 1100 Internal orders:Direct																																										
Description	test asset-dc																																											
<input type="checkbox"/>																																												
<input type="button" value="Assignments"/> <input type="button" value="Control data"/> <input type="button" value="Prd-end closing"/> <input type="button" value="General data"/> <input type="button" value="Investments"/>																																												
<b>Assignments</b> <table border="1"> <tr> <td>Company Code 1000</td> <td colspan="2">Greaves Cotton Limited</td> </tr> <tr> <td>Business Area</td> <td colspan="2"></td> </tr> <tr> <td>Plant 1310</td> <td colspan="2">Light Engines Unit - I</td> </tr> <tr> <td>Functional Area</td> <td colspan="2"></td> </tr> <tr> <td>Object Class INVEST Investment</td> <td colspan="2"></td> </tr> <tr> <td>Profit Center 1314003</td> <td colspan="2">LEU - II ENGINES</td> </tr> <tr> <td>Responsible CCtr</td> <td colspan="2"></td> </tr> <tr> <td>User Responsible</td> <td colspan="2"></td> </tr> <tr> <td>Requesting CCtr</td> <td colspan="2"></td> </tr> <tr> <td>Requesting Co.Code 1000</td> <td colspan="2">Greaves Cotton Limited</td> </tr> <tr> <td>Requesting order</td> <td colspan="2"></td> </tr> <tr> <td>Sales Order</td> <td colspan="2"></td> </tr> <tr> <td>Location/Plant</td> <td colspan="2">/</td> </tr> <tr> <td>External order no.</td> <td colspan="2"></td> </tr> </table>			Company Code 1000	Greaves Cotton Limited		Business Area			Plant 1310	Light Engines Unit - I		Functional Area			Object Class INVEST Investment			Profit Center 1314003	LEU - II ENGINES		Responsible CCtr			User Responsible			Requesting CCtr			Requesting Co.Code 1000	Greaves Cotton Limited		Requesting order			Sales Order			Location/Plant	/		External order no.		
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## FI- CO End User Training Module

Settlement Rule

Click on settlement rule button in the above screen



The screenshot shows the SAP Settlement Rule Overview screen. The top menu bar includes 'Settlement rule', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Maintain Settlement Rule: Overview' and shows an 'Order' field containing '1000044' and 'test asset-dc'. A section titled 'Actual settlement' is present. Below this is a table titled 'Distribution rules' with the following data:

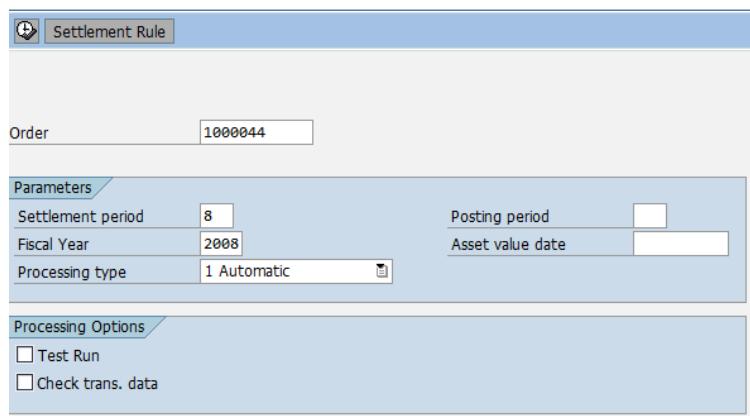
Cat	Settlement Receiver	Receiver Short Text	%	Equivalence no.	Set.	No.	St.	From...	To P...	To Fis	First Used	Last Used
FXA	3000009-0	test asset-dc	100.00 0		AUC	1	0	0	008.2008	008.2008		
FXA	3000010-0	TEST PLANT AND MACINE	100.00		FUL	2						

Provide the values as shown above

Click on save button.

### Final settlement of CWIP to Main asset (KO88)

Actual Settlement: Order



The screenshot shows the SAP Actual Settlement: Order screen. The top navigation bar has 'Settlement Rule' selected. The main area includes an 'Order' field with '1000044'. Below it are sections for 'Parameters' and 'Processing Options'. The 'Parameters' section contains fields for 'Settlement period' (set to 8), 'Fiscal Year' (set to 2008), 'Posting period' (empty), 'Asset value date' (empty), and 'Processing type' (set to '1 Automatic'). The 'Processing Options' section contains two checkboxes: 'Test Run' (unchecked) and 'Check trans. data' (unchecked).

Remove the test run tick in above screen

◆ Note : - Change Processing Type – Automatic →to Full Settlement

Click on execute button.

## FI- CO End User Training Module

LE

List Edit Goto Settings Extras Environment System Help

Actual Settlement: Order Basic list

Selection

Selection Parameters	Value	Name
Order	1000044	test asset-dc
Period	008	
Posting period	008	
Fiscal Year	2008	
Processing type	8	Full Settlement
Posting Date	30.11.2008	
Controlling Area	1000	GREAVES GROUP
Currency	INR	Indian Rupee
Value date	30.11.2008	

Processing Options

Selection Parameters	Value
Execution type	Settlement executed
Processing mode	Update run
Processing completed with no errors	
Processing category	Number
Settlement executed	1
No change	
Not relevant	
Inappropriate status	
Error	1

Execute and we can view the following Accounting Entry.

Display Document: General Ledger View

Display Currency    Entry View    Other Ledger

Data Entry View

Document Number	800000016	Company Code	1000	Fiscal Year	2008
Document Date	18.11.2008	Posting Date	30.11.2008	Period	8
Reference		Cross-CC no.			
Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group	

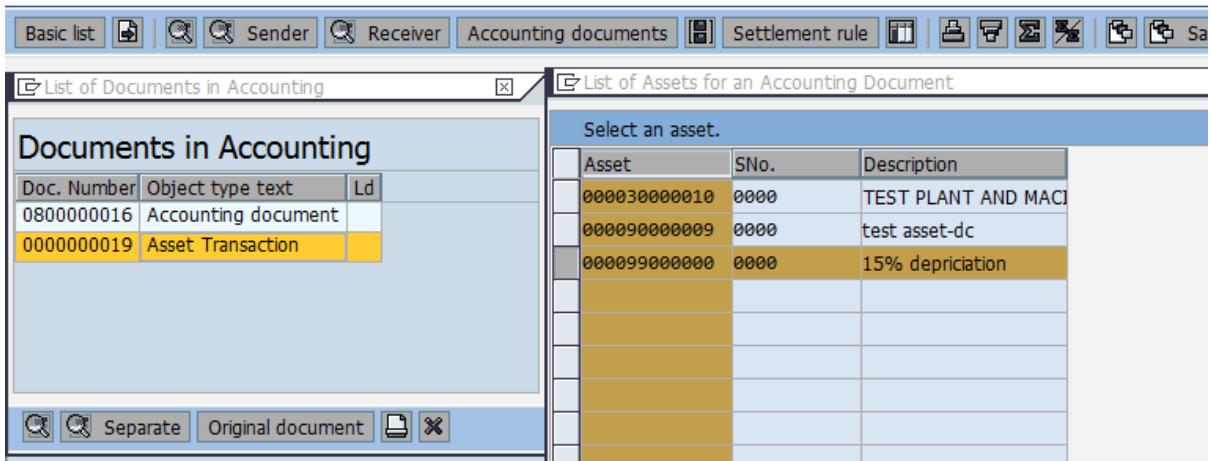
Ledger OL

Doc.	800000016	FiscalYear	2008	Period	8
------	-----------	------------	------	--------	---

C...	Itm	L.item	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	000001	75		200110	000090000009 0000	150,000.00-	INR		1314003	1123000	
	2	000002	70		200040	000030000010 0000	150,000.00	INR		1314003	1123000	

## FI- CO End User Training Module

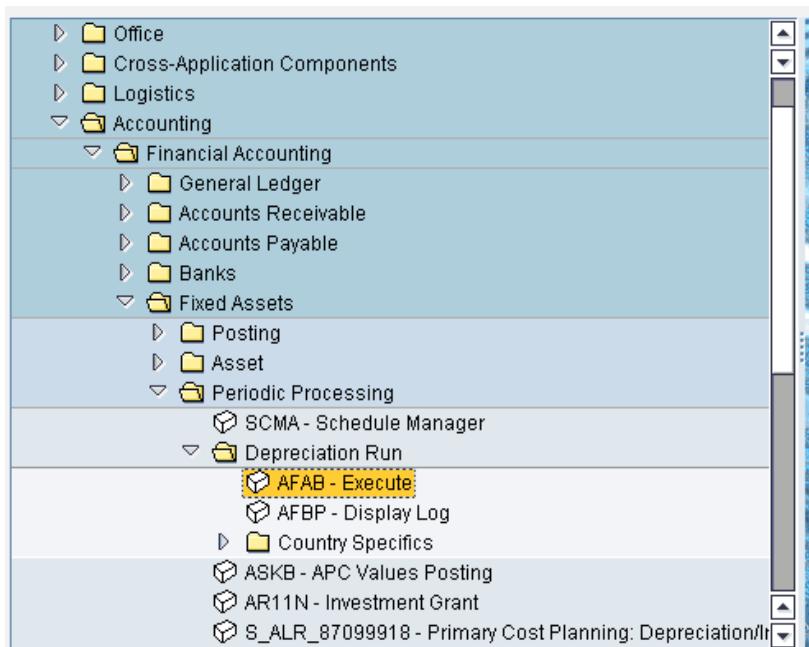
### Actual Settlement: Order Detail list



The screenshot shows two overlapping Fiori cards. The left card is titled 'List of Documents in Accounting' and displays a table with two rows: '0800000016 Accounting document' and '0000000019 Asset Transaction'. The right card is titled 'List of Assets for an Accounting Document' and displays a table with three rows: '000030000010 0000 TEST PLANT AND MACI', '000090000009 0000 test asset-dc', and '000099000000 0000 15% depreciation'. Both cards have standard SAP Fiori navigation buttons at the bottom.

### Depreciation Run ( AFAB )

We can use following navigation path



Execute the above tcode for posting the monthly depreciation for a Company code. Incase if a display is required prior to posting the actual Depreciation, select the option of "Test run" and execute. Normally, the radio button for "Planned posting run" will be used. However, if any changes Have been made to the depreciation terms and depreciation needs to be recalculated then the option of "Repeat run" needs to be selected. Due to this the Differential amount of depreciation now gets posted.



2009



## FI-CO End User Training Module

**Depreciation Posting Run**

**Depreciation Posting Run**

**Parameter**

Company Code	1000
Fiscal year	2008
Posting Period	8

**Reason for posting run**

- Planned posting run
- Repeat
- Restart
- Unplanned posting run

**Further options**

- List assets
- List of manual depreciation

**Layout**

**Server Group**

<p><b>Further options</b></p> <p><input type="checkbox"/> List assets</p> <p><input type="checkbox"/> List of manual depreciation</p> <p>Layout</p> <p>Server Group</p>	<input type="text"/> <input type="text"/>			
<hr/> <p><b>Parameters for Test Run</b></p> <p><input checked="" type="checkbox"/> Test Run</p> <p><input type="checkbox"/> Error Analysis</p> <p><input type="checkbox"/> Output List Only, No Documents</p>				
Main asset number	<input type="text"/>	to	<input type="text"/>	 
Asset subnumber	<input type="text"/>	to	<input type="text"/>	

Incase of no errors in the Depreciation run, the message for successful completion of the test run will be given as shown above.

An update run for actual posting must always be executed as a Background job. The accounting entry then gets generated else the batch input

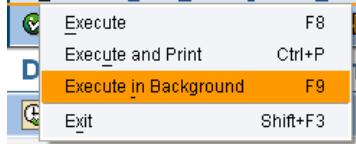
Sessions needs to be run in the foreground and the error rectified.

After we are satisfied with the Results we can run in the Final Mode and Final Mode can only be run in the Background

Remove the test run in the above screen

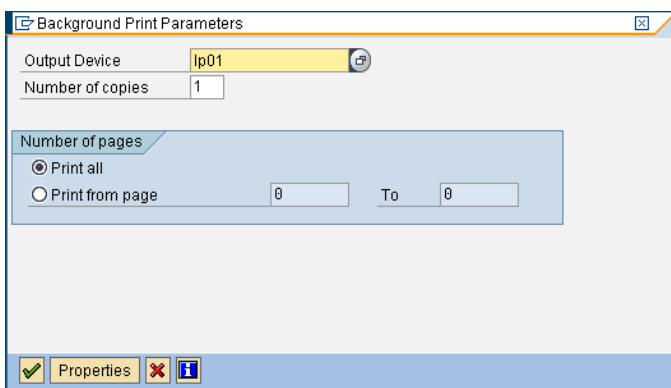
Click on execute button

1



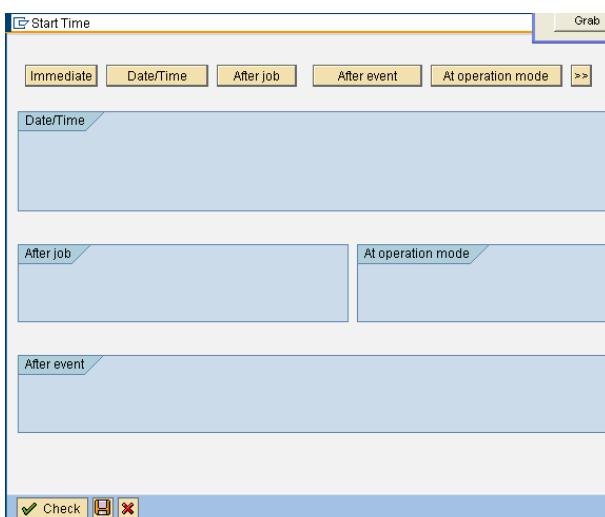
Select the back ground option as shown above

## FI- CO End User Training Module



Provide the output device as LP01.

Press enter again press enter

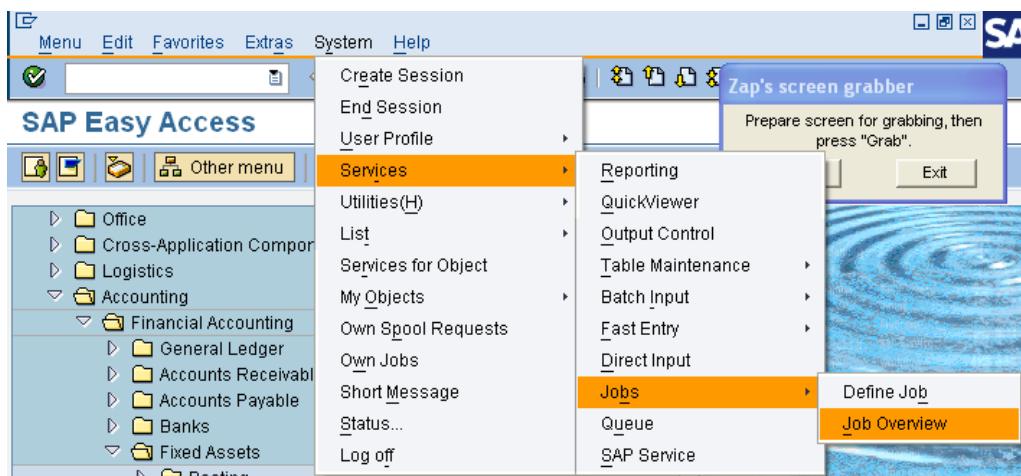


**Immediate**

Click on immediate button in the above screen



After click on save button  .For view the job go with T.Code: SM37 or we can select in the following way





2009



## FI- CO End User Training Module

### Simple Job Selection

Execute    Extended job selection    Information

Job name: \*  
User name: KJ14821

Job status:  
 Sched.    Released    Ready    Active    Finished    Canceled

Job start condition  
From: 18.11.2008 To: 18.11.2008  
or after event:

Job step  
ABAP program name:

Click on execute button in the above screen

### Job Overview

Release Spool Job log Step Application servers

Job overview from: 18.11.2008 at: : :  
to: 18.11.2008 at: : :  
Selected job names: \*  
Selected user names: KJ14821

Scheduled    Released    Ready    Active    Finished    Canceled  
Event controlled   Event ID:  
ABAP program   Program name :

Job	Ln	Job Created	Status	Start date	Start time	Duration(sec.)	Delay (sec.)
<input checked="" type="checkbox"/> RAPOST2000		KJ14821	Finished	18.11.2008	16:20:29	1	0
*Summary						1	0

### Graphical display of spool request 3482 in system GQR

Date created: 18.11.2008 Depreciation Posting Run for company code 1000  
Posting date : 30.11.2008

Period: 2008/08/07

Acct.det	Cost Ctr	Ref.	Document Description	Plan.Amt	Amt	Posted	Amount	TBP	Cumul.Amt	Crcy
3000	1314003101	6	Ordinary deprec.	6,462.50-	0.00	1,292.50-	1,292.50-	INR		
*			Ordinary deprec.	6,462.50-	0.00	1,292.50-	1,292.50-	INR		
**Depreciation area 01				6,462.50-	0.00	1,292.50-	1,292.50-	INR		

Depreciation document

Document entry level

Display Document: Data Entry View

Display Currency General Ledger View

Data Entry View

Document Number: 801000006 Company Code: 1000 Fiscal Year: 2008  
Document Date: 30.11.2008 Posting Date: 30.11.2008 Period: 8  
Reference: Cross-CC no.  
Currency: INR Texts exist Ledger Group:

Item	Line	Pk	Account	Description	Amount	Curr.	Tax	Cost Center	Profit Center	Segment
000	1	40	500010	DEPRECIATION	1,292.50	INR	1314003101	1314003	1123000	
2	75	201040	ACC.DEP PLANT		1,292.50	INR		1314003	1123000	

Ledger level

## FI- CO End User Training Module

**Display Document: General Ledger View**

Document Number	801000006	Company Code	1000	Fiscal Year	2008																																				
Document Date	30.11.2008	Posting Date	30.11.2008	Period	8																																				
Reference	Cross-CC no.																																								
Currency	INR	Texts exist	Ledger Group																																						
<b>Ledger OL</b>																																									
Doc.	801000006	FiscalYear	2008	Period	8																																				
<table border="1"> <thead> <tr> <th>C.</th> <th>Item</th> <th>Line</th> <th>PK</th> <th>Account</th> <th>Description</th> <th>Amount</th> <th>Curr.</th> <th>Tx</th> <th>Cost Center</th> <th>Profit Center</th> <th>Segment</th> </tr> </thead> <tbody> <tr> <td>1000</td> <td>1</td> <td>000001</td> <td>40</td> <td>500010</td> <td>DEPRIFICATION</td> <td>1,292.50</td> <td>INR</td> <td></td> <td>1314003101</td> <td>1314003</td> <td>1123000</td> </tr> <tr> <td></td> <td>2</td> <td>000002</td> <td>75</td> <td>201040</td> <td>ACC.DEP PLANT</td> <td>1,292.50</td> <td>INR</td> <td></td> <td>1314003</td> <td></td> <td>1123000</td> </tr> </tbody> </table>						C.	Item	Line	PK	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment	1000	1	000001	40	500010	DEPRIFICATION	1,292.50	INR		1314003101	1314003	1123000		2	000002	75	201040	ACC.DEP PLANT	1,292.50	INR		1314003		1123000
C.	Item	Line	PK	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment																														
1000	1	000001	40	500010	DEPRIFICATION	1,292.50	INR		1314003101	1314003	1123000																														
	2	000002	75	201040	ACC.DEP PLANT	1,292.50	INR		1314003		1123000																														

Now we can go to AW01N - Asset Explorer and view the depreciation and other details

**Asset Explorer**

Asset 1000-30000010/0000	Company Code 1000	Greaves Cotton Limited	
Depreciation Areas	Asset 30000010	0	TEST PLANT AND MACHINERY
01 Book depreciation	Fiscal year	2008	
15 Depreciation as per Income Tax Act 1961			
.....			
Objects related to asset			
Cost Center	CRANK CASE CELL -1 1000 1314003101		
G/L Account	PLANT & EQUIPMENT 1000 200040		

**Posted dep. values Book depreciation**

Value	Fiscal year start	Change	Posted values	Crcy
APC transactions	150,000.00	150,000.00	INR	
Acquisition value	150,000.00	150,000.00	INR	
Ordinary deprec.	1,292.50-	1,292.50-	INR	
Unplanned dep.			INR	
Write-ups			INR	
Value adjustment			INR	

**Depreciation posted/planned**

Status	Status	Per	Ord. dep.	Uplnd dep.	Reserves	Rv. to be pstd. APC
Posted	8	1,292.50-	0.00	0.00	0.00	INR
Planned	9	1,292.50-	0.00	0.00	0.00	INR
Planned	10	1,292.50-	0.00	0.00	0.00	INR
Planned	11	1,292.50-	0.00	0.00	0.00	INR
Planned	12	1,292.50-	0.00	0.00	0.00	INR
		* 6,462.50-	* 0.00	* 0.00	* 0.00	INR

### Asset sale with Customer – F-92

Specify the Company code for which the Customer Invoice is being booked. Enter the Invoice number in the Reference field as shown in the screen.

**Asset Retire. frm Sale w/ Customer: Header Data**

Held document	Acct model	Fast Data Entry	Post with reference
Document Date	1.12.2008	Type	DR
Posting Date	1.12.2008	Period	8
Document Number		Company Code	1000
Reference		Currency/Rate	INR
Doc.Header Text		Translatn Date	
Trading part.BA		Cross-CC no.	

## FI- CO End User Training Module

Customer	TEST12345	test12345	G/L Acc	220010
Company Code	1000			
Greaves Cotton Limited		Mumbai		
<b>Item 1 / Invoice / 01</b>				
Amount	150000	INR	Bus.place/sectn	/
Pay Terms	0001		Days/percent	/
Bline Date	01.12.2008		Disc. amount	
Disc. base			Invoice ref.	/
Pmnt Block			Pmnt Method	
Assignment			 Long Texts	
Text				
<b>Next line item</b>				
PstKy	50	Account	390000	SGL Ind
				TType
			210	New co.code

Use posting key 50 and 390000 asset clearing account and transaction type 210 press enter

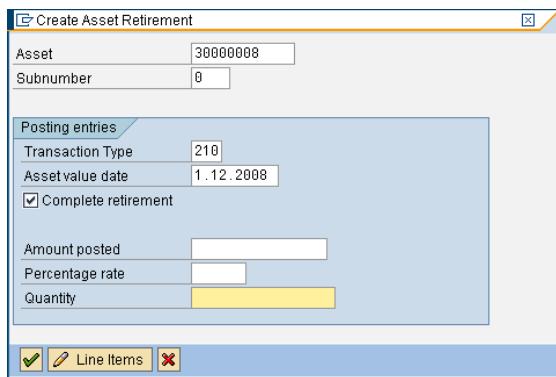
### Enter Customer Invoice: Add G/L account item

	More data	Acct model	<input checked="" type="checkbox"/> Fast Data Entry	
G/L Account	390000	ASSET SALE CLEARING		
Company Code	1000	Greaves Cotton Limited		
<b>Item 2 / Credit entry / 50</b>				
Amount	150000	INR	<input type="checkbox"/> Calculate tax	
Business Place				
Asset			Order	
Cost Center			Plant	
Material			 Next Line Item	
Purchasing Doc.				
Assignment			Asst retirement	<input checked="" type="checkbox"/>
Text				
<b>Next Line Item</b>				
PstKy		Account		SGL Ind
				TType
			210	New co.code

Enter the amount and the relevant Cost center to which the disposed asset belongs to. Next click on the small checkbox for "Asset retirement" and click on enter.

Press enter

## FI- CO End User Training Module



The adjacent screen comes up wherein details of the asset that is to be disposed off needs to be entered. Click on the option of "Complete retirement" if the whole asset is being disposed off. Else Partial retirements, the amount or qty fields can be specified.

Simulate the document and Post. Correct the highlighted lines before posting.

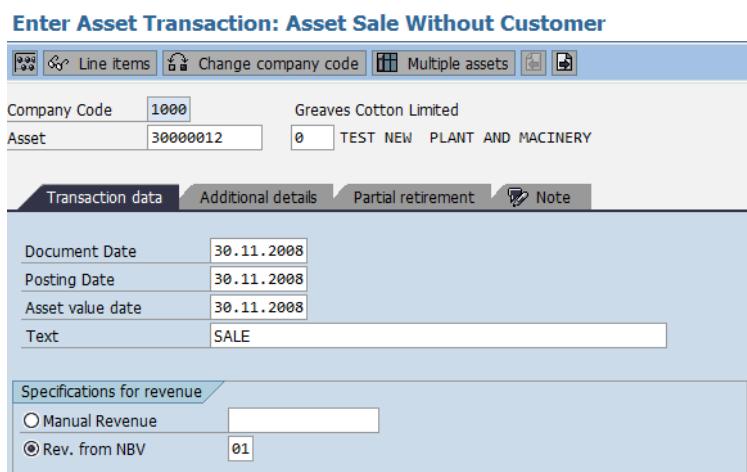
Save the Document



C...	Itrn	PK	S	Account	Description	Amount	Curr	Tx	Cost Center	Profit Center	Segment
1000	1	01	TEST12345	test12345		150,000.00	INR				
	2	50	390000	ASSET SALE CLEARING		150,000.00	INR				
	3	75	200040	000030000008 0000		100,000.00	INR		1215005	1123000	
	4	70	201040	000030000008 0000		395.83	INR		1215005	1123000	
	5	40	390000	ASSET SALE CLEARING		150,000.00	INR		1215005	1123000	
	6	50	380000	PIL ON ASSET SALE		50,395.83	INR		1215005	1123000	

### Asset sale without Customer - ABAON

Specify the Company code for which the asset disposal transaction is being posted. Enter the Asset value date and click on the Simulate option.



Select Rev. From NBV radio button and put the value '01' and click on save button.

The entry that will be posted is displayed by the system.

## FI- CO End User Training Module

### Enter Asset Transaction: Asset Sale Without Customer

Document Header Info						
Document Date:	30.11.2008	Document Type:	AA	Company Code:	1000	
Posting Date:	30.11.2008	Period:	08	Fiscal Year:	2008	
<b>Line items</b>						
It.	PK	BusA	G/L Account	Short Text	Amount	Crcy
1	75		200040	000030000012 0000	150,000.00-	INR
2	70		201040	000030000012 0000	1,292.50	INR
3	40		390000	ASSET SALE CLEARING	148,707.50	INR
						<b>0.00 INR</b>

### Totals informtn

Deb.total: 150,000.00 INR  
 Cred. total: 150,000.00 INR  
 Totals informtn: 0.00 INR

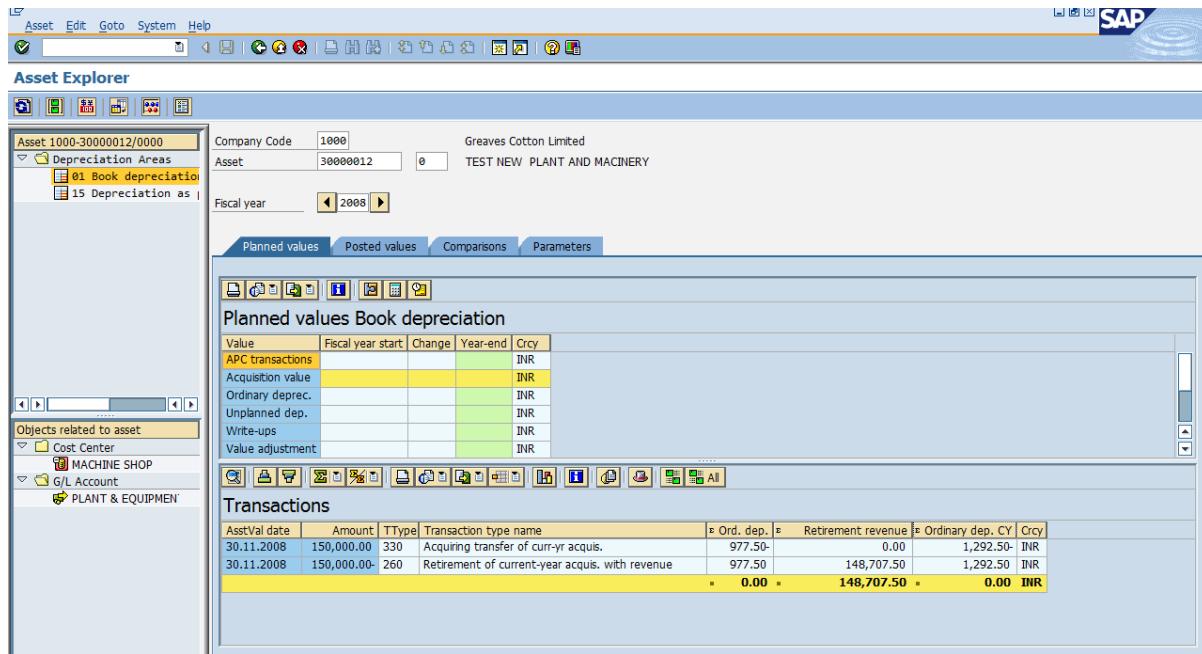
 Asset transaction posted with document no. 1000 0800000023

### Display Document: General Ledger View

Data Entry View																																																						
Document Number	800000023	Company Code	1000	Fiscal Year	2008																																																	
Document Date	30.11.2008	Posting Date	30.11.2008	Period	8																																																	
Reference		Cross-CC no.																																																				
Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group																																																		
<b>Ledger 0L</b>																																																						
Doc.	800000023	FiscalYear	2008	Period	8																																																	
<table border="1"> <thead> <tr> <th>C..</th> <th>Itm</th> <th>L.item</th> <th>PK</th> <th>S</th> <th>Account</th> <th>Description</th> <th>Amount</th> <th>Curr.</th> <th>Tx</th> <th>Cost Center</th> <th>Profit Center</th> <th>Segment</th> </tr> </thead> <tbody> <tr> <td>1000</td> <td>1</td> <td>000001</td> <td>75</td> <td></td> <td>200040</td> <td>000030000012 0000</td> <td>150,000.00-</td> <td>INR</td> <td></td> <td>1314003</td> <td>1123000</td> </tr> <tr> <td></td> <td>2</td> <td>000002</td> <td>70</td> <td></td> <td>201040</td> <td>000030000012 0000</td> <td>1,292.50</td> <td>INR</td> <td></td> <td>1314003</td> <td>1123000</td> </tr> <tr> <td></td> <td>3</td> <td>000003</td> <td>40</td> <td></td> <td>390000</td> <td>ASSET SALE CLEARING</td> <td>148,707.50</td> <td>INR</td> <td></td> <td>1314003</td> <td>1123000</td> </tr> </tbody> </table>						C..	Itm	L.item	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment	1000	1	000001	75		200040	000030000012 0000	150,000.00-	INR		1314003	1123000		2	000002	70		201040	000030000012 0000	1,292.50	INR		1314003	1123000		3	000003	40		390000	ASSET SALE CLEARING	148,707.50	INR		1314003	1123000
C..	Itm	L.item	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment																																										
1000	1	000001	75		200040	000030000012 0000	150,000.00-	INR		1314003	1123000																																											
	2	000002	70		201040	000030000012 0000	1,292.50	INR		1314003	1123000																																											
	3	000003	40		390000	ASSET SALE CLEARING	148,707.50	INR		1314003	1123000																																											

Display of AW01N for the asset now shows the retirement entries.

## FI- CO End User Training Module



The screenshot shows the SAP Asset Explorer interface. The main area displays asset details: Company Code 1000 (Greaves Cotton Limited), Asset 30000012 (TEST NEW PLANT AND MACHINERY), and Fiscal year 2008. Below this, two tabs are visible: 'Planned values' and 'Posted values'. The 'Planned values' tab is selected, showing a table for 'Book depreciation' with columns for Value, Fiscal year start, Change, Year-end, and Crcy (INR). The table includes rows for APC transactions, Acquisition value, Ordinary deprec., Unplanned dep., Write-ups, and Value adjustment. The 'Posted values' tab shows a table of transactions with columns for AsstVal date, Amount, TType, Transaction type name, Ord. dep., Retirement revenue, Ordinary dep. CY, and Crcy. Two entries are listed: one for an acquiring transfer of current-year acquisition and another for the retirement of current-year acquisition with revenue.

### Sales of Assets

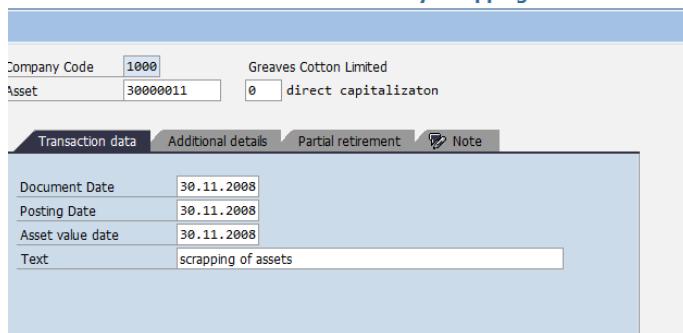
Place the cursor on the Gain and Loss item and click on “Additional account assignment”. Enter the Cost center and save the transaction.

Display of AW01N for the asset now shows the disposal entries.

### Assets Scrapping ( ABAVN)

A similar procedure is followed for Asset scrapping wherein transaction code ABAVN needs to be used.

#### Enter Asset Transaction: Asset Retirement by Scrapping



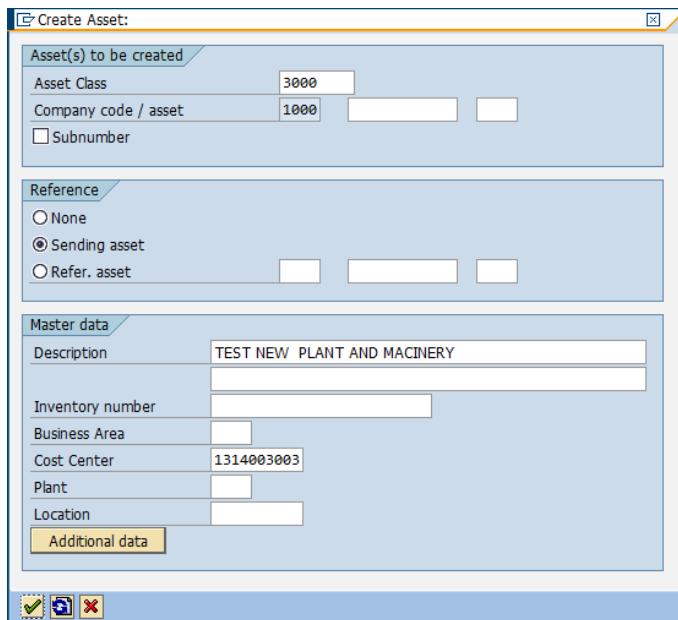
The dialog box shows asset details: Company Code 1000 (Greaves Cotton Limited), Asset 30000011, and direct capitalization checked. It has tabs for Transaction data, Additional details, Partial retirement, and Note. Under Transaction data, fields include Document Date (30.11.2008), Posting Date (30.11.2008), Asset value date (30.11.2008), and Text (scrapping of assets).

Click on Simulate and check the entry and if OK we can save the Entry.

### Asset transfer (ABUMN)

We can go with following navigation

## FI- CO End User Training Module

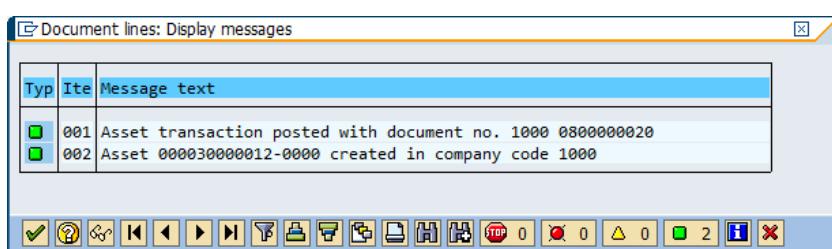
The 'Create Asset' dialog box contains the following fields:

- Asset(s) to be created:**
  - Asset Class: 3000
  - Company code / asset: 1000
  - Subnumber
- Reference:**
  - None
  - Sending asset
  - Refer. asset
- Master data:**
  - Description: TEST NEW PLANT AND MACHINERY
  - Inventory number: [empty]
  - Business Area: [empty]
  - Cost Center: 1314003003
  - Plant: [empty]
  - Location: [empty]
  - Additional data** button

At the bottom are standard SAP save and cancel buttons.

Provide the existing asset number Provide the dates Select new asset Radio button Click on master data

Provide the values as shown above and click on additional data button in the above screen Provide the required values and Come back from the above screen And click on save button



The 'Document lines: Display messages' dialog box displays the following message table:

Type	Item	Message text
001		Asset transaction posted with document no. 1000 0800000020
002		Asset 00003000012-0000 created in company code 1000

At the bottom are standard SAP navigation and search buttons.

## FI- CO End User Training Module

Document Edit Goto Extras Settings Environment System Help

Display Document: General Ledger View

Display Currency Entry View Other Ledger

Data Entry View

Document Number	800000020	Company Code	1000	Fiscal Year	2008
Document Date	30.11.2008	Posting Date	30.11.2008	Period	8
Reference		Cross-CC no.			
Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group	

Ledger 0L

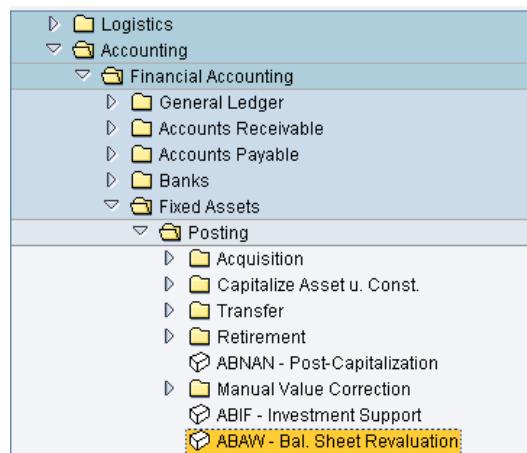
Doc.	800000020	FiscalYear	2008	Period	8
------	-----------	------------	------	--------	---

General Ledger View

C...	Itm	Litem	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	000001	75		200040	000030000010 0000	150,000.00-	INR		1314003	1123000	
	2	000002	70		201040	000030000010 0000	1,292.50	INR		1314003	1123000	
	3	000003	70		200040	000030000012 0000	150,000.00	INR		1314003	1123000	
	4	000004	75		201040	000030000012 0000	1,292.50-	INR		1314003	1123000	

### Asset Revaluation (ABAW)

Or go with following navigation



Company Code 1000  
 Asset 15000000  
 Subnumber 0

Date specif.

Document Date	20.11.2008
Posting Date	20.11.2008
Posting Period	8

Transact.

Transaction Type	R90 Post revaluation gross
------------------	----------------------------

Provide the asset number which we want to revalue provide the dates and Transaction type R90.

Press enter

## FI- CO End User Training Module

Asset	15000000	0	reval building
Company Code	1000		
Trans. Type	R90	Transaction type for revaluation 90	
<b>Posting data</b>			
Asset val. date	20.11.2008		
Amount posted	35,000.00	INR	
Rev.O.dep. PrYr			
Reval.O.Dep CY			
<b>Additional details</b>			
Text			
Reference			

Click on save button

 Asset transaction was posted with AA document number 10

For updating in FI go with T.code: AFAB

<b>Depreciation Posting Run</b>		
<b>Parameter</b>		
Company Code	1000	
Fiscal year	2008	
Posting Period	8	
<b>Reason for posting run</b>		
<input checked="" type="radio"/> Planned posting run	<input type="radio"/> Repeat	<input type="radio"/> Restart
<input type="radio"/> Unplanned posting run		
<b>Further options</b>		
<input type="checkbox"/> List assets	<input type="checkbox"/> List of manual depreciation	
Layout		
Server Group		

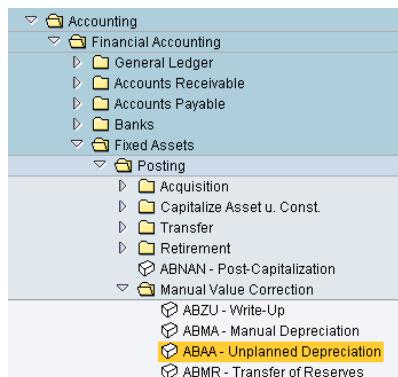
execute in back ground.

<b>Data Entry View</b>																																															
Document Number	801000010	Company Code	1000	Fiscal Year	2008																																										
Document Date	30.11.2008	Posting Date	30.11.2008	Period	8																																										
Reference		Cross-CC no.																																													
Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group																																											
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C...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment																																				
1000	1	50		100900	REVALUATION RESERVE	35,000.00	INR																																								
	2	70		200910	REVAL-FREEHOLD BUILD	35,000.00	INR		1187001	1123000																																					

## FI- CO End User Training Module

### Impairment of Asset (ABAA)

Or growth following navigation



Use transaction type 650 for current year acquisition and 640 for previous year acquisition

Company Code	1000
Asset	15000003
Subnumber	0
Date specif.	
Document Date	21.11.2008
Posting Date	21.11.2008
Posting Period	8
Transact.	
Transaction Type	650   Unplanned depreciation on prior-year acquisitions

Provide the asset number which we want to reevaluate and put the document date and posting date and transaction type.

Press enter

## FI- CO End User Training Module

Create Asset Transaction: Unplanned depreciation on

<input checked="" type="checkbox"/>									
<b>Create Asset Transaction: Unplanned depreciation on</b>									
<input type="button" value="Line Items"/>									
Asset	15000003	0	asset reval						
Company Code	1000								
Trans. Type	650	Unplanned depreciation on current-yr acquisition							
<b>Posting data</b>									
Amount posted	1,000.00		INR						
Assetval. date	20.11.2008								
<b>Additional details</b>									
Text									
Reference									

Provide the depreciation value as shown above and save. System will post document in asset accounting only

Asset transaction was posted with AA document number 18

For updating in FI

Go with T.Code: AFAB

TEST RUN								
Acct.det	Ref. Document	Description	Plan.Amt	Amt Posted	Amount TBP	Cumul.Amt	Ccy	
1500	23	Unplanned dep.	1,000.00-	0.00	1,000.00-	1,000.00-	INR	
		Unplanned dep.	1,000.00-	0.00	1,000.00-	1,000.00-	INR	
<b>Depreciation area 1</b>			1,000.00-	0.00	1,000.00-	1,000.00-	INR	

## FI- CO End User Training Module

### Document Header Info

Document Date: 30.11.2008 Document Type: AF Company Code: 1000

### Line items

Item	PK	BusA	G/L Account	Short Text	Amount	Crcy
1	40		500020	UNPLANNED DEPRIC	1,000.00	INR
2	75		201510	UN.PL.ACC.DEP FBBLD	1,000.00-	INR
					0.00	INR

## FI- CO End User Training Module

### Chapter – 8

#### COUNTRY INDIA VERSION

##### Withholding Tax

Configuration

<b><u>with holding tax types at the time of invoice</u></b>		<b>min.amount</b>	<b>GL account</b>
AI	INV - SEC 194A - INT OTH THAN SECURITIES		150001
CI	INV - SEC 194C - PAYMENT TO CONTRACTORS		150002
HI	INV - SEC 194H - COMMISSION OR BROKERAGE		150003
II	INV - SEC 194I - RENT	120000	150004
JI	INV - SEC 194J PROF/TECHNICAL SERVICES		150005
FI	INV - SEC 195 FOREIGN TRANSACTIONS		150006
WI	INV - WCT		
GI	GTA - Service tax		150110
GE	GTA - Cess		150120
GH	GTA- Ecess		150130
T1	INV - Sec 206C TCS IT		150050
T2	INV - Sec 206C TCS SC		150051
T3	INV - Sec 206C TCS EC		150052

<b>WITH HOLDING TAX TYPES AT THE TIME OF MAKING PAYMENT</b>		<b>min.amount</b>
AP	PMT - SEC 194A - INT OTH THAN SECURITES	
CP	PMT - SEC 194C - PAYMENT TO CONTRACTORS	
HP	PMT - SEC 194H - COMMISSION OR BROKERAGE	
IP	PMT - SEC 194I - RENT	120000
JP	PMT - SEC 194J PROF/TECHNICAL SERVICES	
FP	PMT - SEC 195 FOREIGN TRANSACTIONS	

<b>WITH TYPE</b>	<b>WITH CODE</b>	<b>DISCRIPTION</b>	<b>TAX RATE</b>
AI	A1	INV - Sec 194A -Non Corporate < 10 lac	10.3
AI	A2	INV - Sec 194A -Non Corporate > 10 lac	11.33
AI	A3	INV - Sec 194A - Companies <1 Crores	20.6
AI	A4	INV - Sec 194A - Companies >1 Crores	22.66
AP	AA	PAY - Sec 194A -Non Corporate < 10 lac	10.3
AP	AB	PAY - Sec 194A -Non Corporate > 10 lac	11.33
AP	AC	PAY - Sec 194A - Companies <1 Crores	20.6
AP	AD	PAY - Sec 194A - Companies >1 Crores	22.66
CI	C1	INV - Sec194C-Contractor <	2.06
CI	C2	INV - Sec194C-Contractor >	2.266
CI	C3	INV - Sec194C - ADV,SCON <	1.03
CI	C4	INV - Sec194C- ADV, SCON >	1.133

## FI- CO End User Training Module

CP	CA	PAY - Sec194C-Contractor <	2.06
CP	CB	PAY - Sec194C-Contractor >	2.266
CP	CC	PAY - Sec194C - ADV,SCON <	1.03
CP	CD	PAY - Sec194C- ADV, SCON >	1.133
HI	H1	INV - Sec 194H - Bork&Comm <	10.3
HI	H2	INV - Sec 194H - Bork&Comm >	11.33
HP	HA	PAY - Sec 194H - Bork&Comm <	10.3
HP	HB	PAY - Sec 194H - Bork&Comm >	11.33
II	I1	INV - Sec 194I-Plant/Mac/Equip<	10.3
II	I2	INV - Sec 194I-Plant/Mach >	11.33
II	I3	INV - Sec 194I-Ind/HUF-Land/Bldg/Furn <10L	15.45
II	I4	INV - Sec 194I-Ind/HUF-Land/Bldg/Furn >10L	16.995
II	I5	INV - Sec 194I-Firm/Com-Land/Bldg/Furn<1Cr	20.6
II	I6	INV - Sec 194I-Firm/Com-Land/Bldg/Furn>1Cr	22.66
IP	IA	PAY-Sec 194I-Plant/Mac/Equip<	10.3
IP	IB	PAY-Sec 194I-Plant/Mach >	11.33
IP	IC	PAY-Sec 194I-Ind/HUF-Land/Bldg/Furn <10L	15.45
IP	ID	PAY-Sec 194I-Ind/HUF-Land/Bldg/Furn >10L	16.995
IP	IE	PAY-Sec 194I-Firm/Com-Land/Bldg/Furn<1Cr	20.6
IP	IF	PAY-Sec 194I-Firm/Com-Land/Bldg/Furn>1Cr	22.66
JI	J1	INV - Sec 194J - <	10.3
JI	J2	INV - Sec 194J - >	11.33
JP	JA	PAY - Sec 194J - <	10.3
JP	JB	PAY- Sec 194J - >	11.33
FI	F1	INV - Sec 195 Royalty <	10.3
FP	FA	PAY - Sec 195 Royalty <	10.3
T1	T1	INV - Sec 206C TCS IT	1
T2	T2	INV - Sec 206C TCS SC	10.00%
T3	T3	INV - Sec 206C TCS EC	3.00%
W1	W1	INV - WCT	12.50%
GI	G1	GTA	3.00%
GE	G1	GTA-Surcharge	.06%
GH	G1	GTA-Cess	.03%

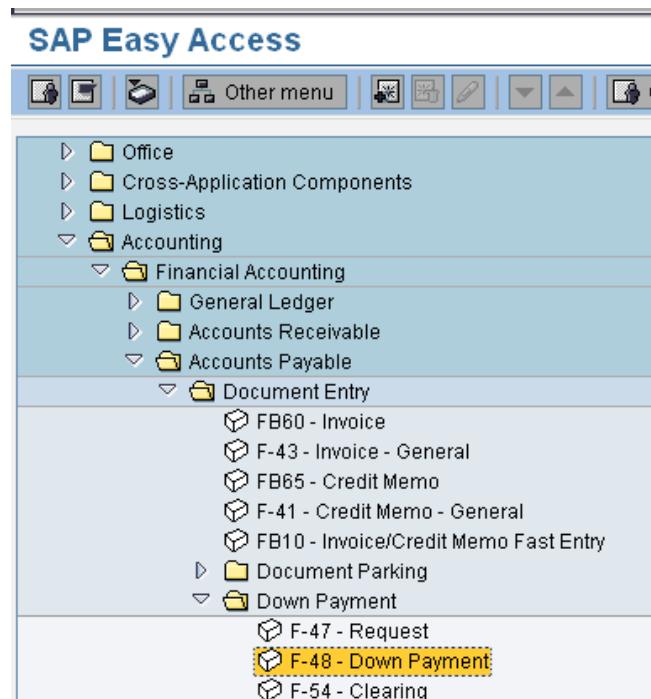
Maintain the TDS codes in the vendor master in TDS tab.

Down payment to vendor

Go with T.Code: F-48

## FI- CO End User Training Module

Or go with following navigation



**Post Vendor Down Payment: Header Data**

Document Date	08.11.2008	Type	KZ	Company Code	1000
Posting Date	08.11.2008	Period	8	Currency/Rate	INR
Document Number				Translatn Date	
Reference				Cross-CC no.	
Doc.Header.Text				Tax Report.Date	
Trading part.BA					
<b>Vendor</b>					
Account	test12345			Special G/L Ind	2
Altern.comp.cde					
<b>Bank</b>					
Account	240092	Business Area			
Amount	10000	LC amount			
Bank charges		LC bank charges			
Value date	08.11.2008	Profit Center			
Text		Assignment			

Provide the values as shown above press enter



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# FI-CO End User Training Module



**Post Vendor Down Payment Add Vendor item**

More data    New item    Withholding tax

Vendor	TEST12345	test12345	G/L Acc	2500020
Company Code	1000			
Greaves Cotton Limited	mumbai			
Item 2 / received / 29 2				
Amount	10000	INR	Bus./sectn	
Discount %		<input type="checkbox"/> Calculate tax	Disc. amount	
Asset			Profit Ctr	1102001
Assignment				
Text	<input checked="" type="checkbox"/> Long Texts			

In the above screen **Business Place** and **Section Code** fields need to be filled. As the TDS Reports are based on the Business Place. Business Place has been defined based on the TAN Number.

Press enter

System will propose following screen

Press enter

## FI- CO End User Training Module

### Post Vendor Down Payment Display Overview

		Display Currency	Taxes	Reset	
Document Date	08.11.2008	Type	KZ	Company Code	1000
Posting Date	08.11.2008	Period	8	Currency	INR
Document Number	INTERNAL	Fiscal Year	2008	Translatn Date	08.11.2008
Reference				Cross-CC no.	
Doc.Header Text				Trading part.BA	
Items in document currency					
PK	BusA Acct	INR	Amount	Tax amnt	
001 50	0000240092 HDFC OUTFLOW HO		9,773.00-		
002 292	TEST12345 test12345		10,000.00		
003 50	0000150002 TDS ON CONTRACTORS		227.00-		
<u>D</u> 10,000.00		<u>C</u> 10,000.00	0.00	*	3 Line items
Other line item					
PstKy	<input type="checkbox"/>	Account	<input type="text"/>	SGL Ind	<input type="checkbox"/>
	<input type="checkbox"/>	TType	<input type="checkbox"/>	New co.code	<input type="text"/>

Simulate and save.

At the time of invoice booking system will provide information relation to advance user need to reduce the advance amount out of invoice value and need to put that amount and user need to remove the withholding tax type at time of payment as shown bellow screen.

Transactn		R Invoice			Grab	Exit																																																											
			Basic data	Payment	Details	Tax	Withholding tax	Notes																																																									
Name of w/hld.bkt	W/tax	W/tax base FC	With/tax amt FC	W/tax ba																																																													
INV - SEC 194C - PAC2	102,000.00		102,00																																																														
PMT - SEC 194C - P			0.00																																																														
<table border="1"> <tr> <td>1 Items (No entry variant selected)</td> </tr> <tr> <th>St.</th> <th>G/L acct</th> <th>Short Text</th> <th>D/C</th> <th>Amount in doc.curr.</th> <th>Co.</th> <th>Tradin...</th> <th>Bus.</th> <th>Part.</th> <th>Cost center</th> <th>Order</th> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>462000</td> <td>Travelling Exp</td> <td>S Debit</td> <td>112,000.00</td> <td>1000</td> <td></td> <td></td> <td></td> <td>1102001021</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>S Debit</td> <td></td> <td>1000</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>S Debit</td> <td></td> <td>1000</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>S Debit</td> <td></td> <td>1000</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>										1 Items (No entry variant selected)	St.	G/L acct	Short Text	D/C	Amount in doc.curr.	Co.	Tradin...	Bus.	Part.	Cost center	Order	<input checked="" type="checkbox"/>	462000	Travelling Exp	S Debit	112,000.00	1000				1102001021					S Debit		1000									S Debit		1000									S Debit		1000					
1 Items (No entry variant selected)																																																																	
St.	G/L acct	Short Text	D/C	Amount in doc.curr.	Co.	Tradin...	Bus.	Part.	Cost center	Order																																																							
<input checked="" type="checkbox"/>	462000	Travelling Exp	S Debit	112,000.00	1000				1102001021																																																								
			S Debit		1000																																																												
			S Debit		1000																																																												
			S Debit		1000																																																												

## FI- CO End User Training Module

Data Entry View

Document Number	810000013	Company Code	1000	Fiscal Year	2008
Document Date	08.11.2008	Posting Date	08.11.2008	Period	8
Reference		Cross-CC no.			
Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group	

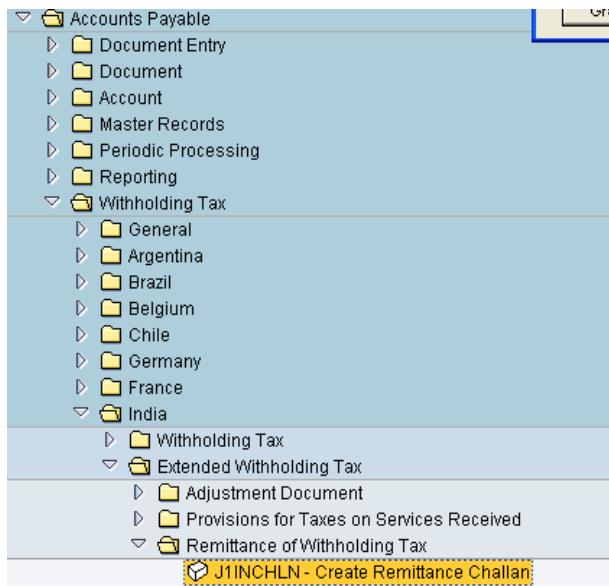
  

C...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	31	TEST12345	test12345		109,689.00-	INR	3M			
	2	40	462000	Travelling Exp		100,000.00	INR	3M	1102001021	1102001	1123000
	3	40	287010	VAT RECEIVABLE		12,000.00	INR	3M			
	4	50	150002	TDS ON CONTRACTORS		2,311.00-	INR				

### Create Remittance Challan (J1INCHLN)

Go with following navigation

All line items that have been posted to the TDS Payable account will get displayed. Select all and go to Document overview.



Provide the values as shown bellow

## FI- CO End User Training Module

Program Edit Goto System Help

Create Remittance Challans



**Company Details**

Company Code	1000
Fiscal Year	2008
Business Place/Section Code	1000
	to 1000 

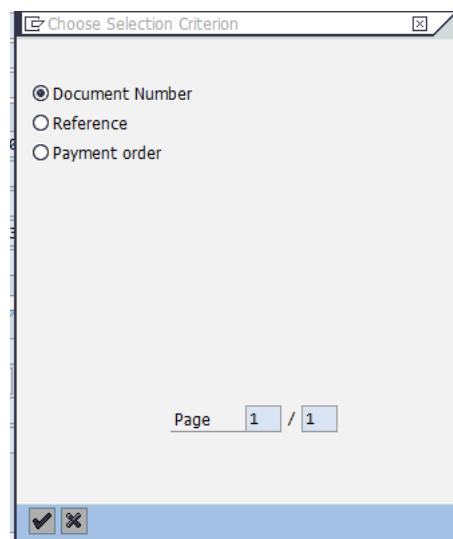
**Details of Withholding Tax Items**

Document Numbers	<input type="text"/>	to <input type="text"/> 
Posting Dates	<input type="text"/> 01.11.2008	to <input type="text"/> 30.11.2008 
Section	<input type="text"/> 194c	
Payment Due Dates	<input type="text"/>	to <input type="text"/> 
Vendors	<input type="text"/>	to <input type="text"/> 
Recipient Types	<input type="text"/>	to <input type="text"/> 

**Tax Remittance Details**

Document Date	13.11.2008
Posting Date	13.11.2008
Bank Account	240092
Business Area	<input type="text"/>
Bank Charges	<input type="text"/>

Click and execute button  and press enter



**Charge off diff.**

In the above screen select charge off diff. button



GREAVES

SINCE 1859



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## FI- CO End User Training Module

Document Edit Goto Extras Settings Environment System Help

Post Outgoing Payments Display Overview

Process open items Choose open items Display Currency Acct model Taxes

Document Date	07.12.2008	Type	SA	Company Code	1000
Posting Date	13.11.2008	Period	8	Currency	INR
Document Number	INTERNAL	Fiscal Year	2008	Translatn Date	13.11.2008
Reference			Cross-CC no.		
Doc.Header Text			Trading part.BA		

Items in document currency

PK	BusA	Acct	INR	Amount	Tax amnt
001	50	0000240092	HDFC	OUTFLOW HO	1.00-

D 0.00 C 1.00 1.00- \* 1 Line items

Other line item

PstKy | Account SGL Ind TType New co.code

Double click on line item in the above screen

Post Outgoing Payments Correct G/L account item

Choose open items Process open items More data Acct model

G/L Account	240092	HDFC OUTFLOW HO
Company Code	1000	Greaves Cotton Limited

Item 1 / Credit entry / 50

Amount	*	INR
<input type="checkbox"/> Calculate tax		
Business Place		
Profit Center		
Value date	13.11.2008	
Assignment		
Text <input type="button" value="Long Texts"/>		

Next Line Item

PstKy Account SGL Ind TType New co.code

Remove 1/- put \* click on process open item button, simulate

## FI- CO End User Training Module

Document Edit Goto Extras Settings Environment System Help

Post Outgoing Payments Display Overview

Display Currency Taxes Reset

Document Date	07.12.2008	Type	SA	Company Code	1000
Posting Date	13.11.2008	Period	8	Currency	INR
Document Number	INTERNAL	Fiscal Year	2008	Translatn Date	13.11.2008
Reference				Cross-CC no.	
Doc.Header Text				Trading part.BA	

Items in document currency

PK	BusA Acct	INR	Amount	Tax amnt
001 50	0000240092 HDFC OUTFLOW HO		9,633.00-	
002 40	0000150002 TDS ON CONTRACTORS		9,633.00	

D 9,633.00      C 9,633.00      0.00 \*      2 Line items

Other line item

PstKy Count SGL Ind TType New co.code

Save.

**Tip:** - In general the TDS line items will be in the non selected mode as we have to select many line items for making the TDSpayments we can go for "Accounting Editing Options" - T.Code: FB00

Click on open items tab as shown below, and select check box **Select Item Initially Inactive** as shown below

Accounting Editing Options

Document entry Doc display Open items Line items Credit mgt P.adv Cash Jrn

Open item processing

- Payment reference as selection criterion
- Process open items with commands
- Selected items initially inactive
- Enter payment amount for residual items
- Use worklists
- Display net amounts
- Include invoice reference
- Sorting by amount without +/- sign

Line layout variants for clearing transactions

Customer

Vendor

G/L acct

Line layout variants for automatic payments

Payment

Line items

And save

As we save it all the line in the TDS Payments will be in the selected mode (**Blue Colour**) and in case we want to deselect any line item by double clicking on it we can de-select the particular line.

Specify the Recipient type i.e Corporate and Non Corporate , we cannot run both at the same time. This session again needs to be executed separately for Companies and Others.

## FI- CO End User Training Module

Specify the Bank account through which the payment is being made and click on Execute. Note that in any kind of payment, always the Bank clearing account needs to be selected.

System will show following screen for challan.

### Create Remittance Challans

Cleared Docs.	
Clearing Doc Number	822000087
Challan No	000000010005
Challan Dt	13.11.2008
Section	194C
Total Basic TDS Remitted	8,902.21
Total Surcharge Remitted.	450.22
Total ECess Remitted	280.57
<b>Total Tax Remitted</b>	<b>9,633.00</b>

### Cleared Documents

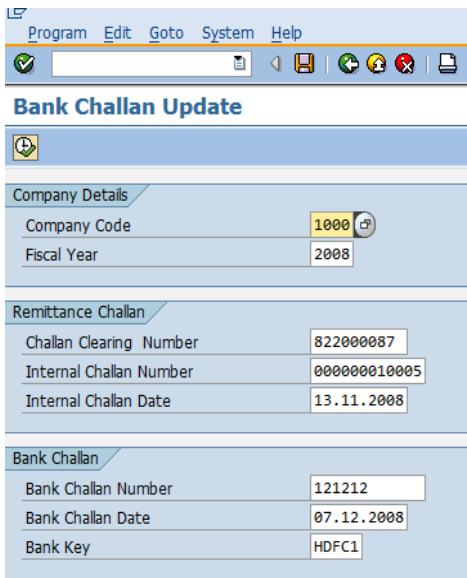
Document Nos
810000060
810000062
810000077
810000083
810000084
811000030
811000065
811000097

### Enter Bank Challan Updation (J1INBANK)

We can use following navigation



## FI- CO End User Training Module



**Bank Challan Update**

**Company Details**

Company Code	1000
Fiscal Year	2008

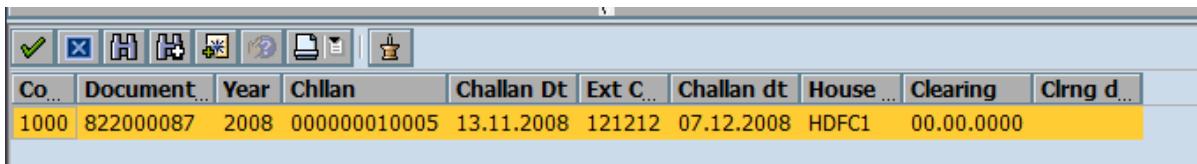
**Remittance Challan**

Challan Clearing Number	822000087
Internal Challan Number	000000010005
Internal Challan Date	13.11.2008

**Bank Challan**

Bank Challan Number	121212
Bank Challan Date	07.12.2008
Bank Key	HDFC1

Provide values as shown above and click on execute button



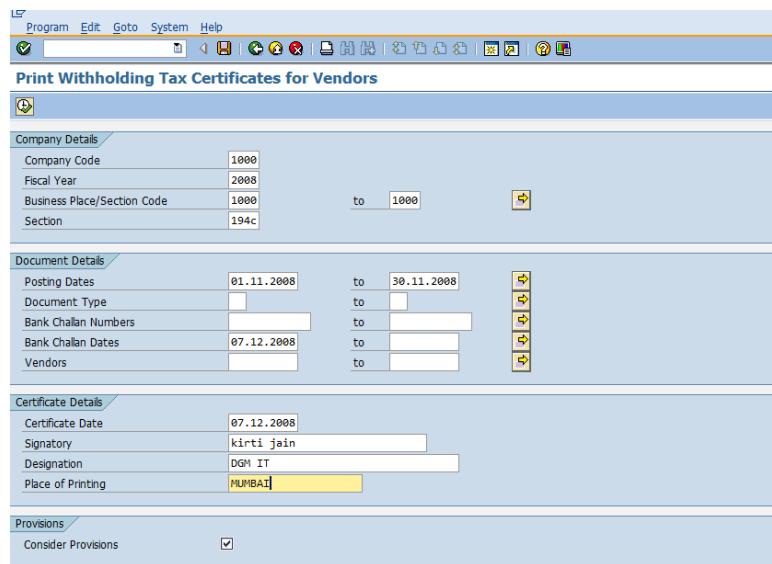
Co...	Document...	Year	Chllan	Challan Dt	Ext C...	Challan dt	House ...	Clearing	Clrng d...
1000	822000087	2008	000000010005	13.11.2008	121212	07.12.2008	HDFC1	00.00.0000	

### Certificate print ( J1INCERT)

Following navigation



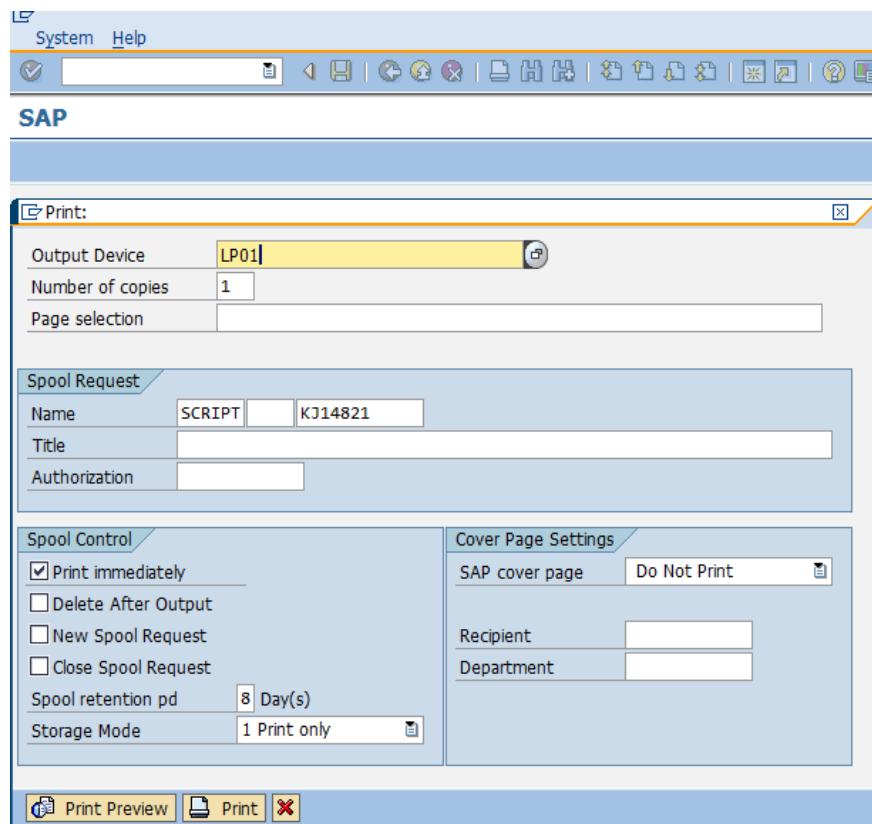
## FI- CO End User Training Module



This screenshot shows the configuration screen for printing withholding tax certificates for vendors. It includes sections for Company Details, Document Details, Certificate Details, and Provisions.

- Company Details:** Company Code: 1000, Fiscal Year: 2008, Business Place/Section Code: 1000 to 1000, Section: 194c.
- Document Details:** Posting Dates: 01.11.2008 to 30.11.2008, Document Type: Bank Chalan Numbers, Bank Chalan Dates: 07.12.2008, Vendors.
- Certificate Details:** Certificate Date: 07.12.2008, Signatory: kirti jain, Designation: DGM IT, Place of Printing: MUMBAI.
- Provisions:** Consider Provisions checked.

Provide the values as shown above. click on execute button. System propose following screen



This screenshot shows the 'Print:' dialog box. It includes fields for Output Device (LP01), Number of copies (1), and Page selection. Below this are sections for Spool Request (Name: SCRIPT, KJ14821, Title, Authorization) and Spool Control (Print immediately checked, Delete After Output, New Spool Request, Close Spool Request, Spool retention pd: 8 Day(s), Storage Mode: 1 Print only). On the right, there are Cover Page Settings (SAP cover page: Do Not Print) and Recipient/Department fields. At the bottom are Print Preview, Print, and Cancel buttons.

Click on print preview button



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## FI-CO End User Training Module

**TAX DEDUCTION R/C NO. OF THE DEDUCTOR**  
MUMG07833A()

**NATURE OF PAYMENT**  
Payment to contractors

**PAN NO. OF THE PAYEE**

**PRN NO. OF THE DEDUCTOR**  
AAACG2062M

**FOR THE PERIOD**

01.11.2008 TO 30.11.2008

**DETAILS OF PAYMENT, TAX DEDUCTION AND DEPOSIT OF TAX INTO CENTRAL GOVERNMENT ACCOUNT  
(The Deductor is to provide transaction-wise details of tax deducted and deposited)**

S.No	Amount paid/ credited	Date of Payment/ credit	TDS Rs	Surcharge Rs	Education Cess	Total tax Deposited Rs	Cheque/DD No(if Any)	BSR Code of Bank branch	Date on which tax deposited (dd/mm/yy)	Transfer voucher/ Challan Identification No.
------	--------------------------	----------------------------	--------	--------------	----------------	------------------------	----------------------	-------------------------	--	--

1	102,000.00	08/11/08	2,039.72	203.97	67.31	2,311.00	BANKKEY1234	07/12/08	987656
2	10,000.00	08/11/08	200.35	20.04	6.61	227.00	BANKKEY1234	07/12/08	987656

Certified that a sum of Rs.TWO THOUSAND FIVE HUNDRED THIRTY-EIGHT AND ZERO PAISE has been deducted at source and paid to the credit of the Central Government as per details given

### Reprint TDS Certificate (J1INCCREP)

### Quarterly Return (J1INQEFILE)

**Quarterly TDS Returns (India)**

<input checked="" type="radio"/> Form 26Q	<input type="radio"/> Form 27Q		
<b>Company Data</b>			
Company Code	1000	State	13
Deductor Status	0	TAN No.	ABXP8786A
TAN Not Mandatory	<input type="checkbox"/>		
Period	Q2		
Fiscal Period	01.11.2008	to	13.11.2008
Document Type	<input type="checkbox"/>	to	<input type="checkbox"/>
<b>Withholding Tax Data</b>			
EWT Section Code	194C	to	<input type="checkbox"/>
Section Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Withholding Tax (Classic)</b>			
TDS Section	<input type="checkbox"/>	to	<input type="checkbox"/>
Business Area	<input type="checkbox"/>	to	<input type="checkbox"/>
<b>Address Details</b>			
Name of the Deductor	KIRTI JAIN		
Deductor Division/Branch			
Flat / Door / Block No.	GREAVES		

## FI- CO End User Training Module

SAP List Edit Goto Settings System Help SAP PREMIUM

**Quarterly TDS Returns (India)**

V/C acnt	Name 1	City	Postl Code	Ref. doc.	Pstng Date	WHTax Amt.	Surcharge Amt.	Excess Amt.	Base Amount	Bank Chin	Chlian	Challan Dt	Tax Rate
61001612	Accel Frontline Ltd	Accel Frontline Chennai-600029	600029										
810000049	11.11.2008	536.00	0.00	16.00	26,000.00	123456	000000010003	07.12.2008	2.0600				
810000051	11.11.2008	546.00	0.00	16.00	26,500.00	123456	000000010003	07.12.2008	2.0600				
810000052	11.11.2008	556.00	0.00	16.00	27,000.00	123456	000000010003	07.12.2008	2.0600				
810000053	11.11.2008	556.00	0.00	16.00	27,000.00	123456	000000010003	07.12.2008	2.0600				
810000054	11.11.2008	556.00	0.00	16.00	27,000.00	123456	000000010003	07.12.2008	2.0600				
810000057	11.11.2008	1,030.00	0.00	30.00	50,000.00	123456789	000000010004	12.11.2008	2.0600				
* 61001612		3,780.00	0.00	110.00	183,500.00								
BALA108	BALA INDUSTRIES		100008										
810000084	13.11.2008	2.00	0.00	0.00	108.00	121212	000000010005	13.11.2008	2.2600				
* BALA108		2.00	0.00	0.00	108.00								
DD1234567	DD COMMERCIAL CO.	KOLKATA	700130										
811000012	08.11.2008	3,090.00	0.00	90.00	150,000.00	21071968	000000010001	08.11.2008	2.0600				
* DD123456		3,090.00	0.00	90.00	150,000.00								
G13471	G S ENTERPRISES												

### TDS REPORTS

Execute transaction code J1INMIS with the details as shown in the adjacent screen. Normally the date should be for a quarter for which TDS returns need to be filed. Executing the session will give a display of all Invoices covered under the entered section code. Select All and Execute again.

SAP List Edit Goto Settings System Help SAP PREMIUM

**Withholding Tax Information System**

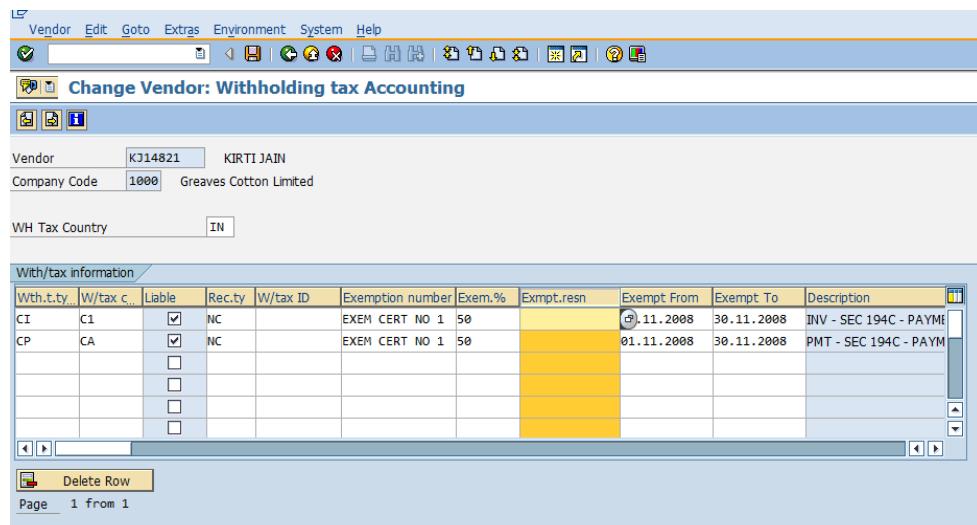
Document No	Section	String date	W.Tax Code	Bus	Sec	Code	W/tax amnt	Int	challan no	Int	Challan Date	Payment Due date	Ext	challan no	Ext	challan Date	Certificate No	Certificat
0000127236																		
<input type="checkbox"/> 811000031	194C	.11.2008	CB	1000			340.00-				06.12.2008							
0061001612																		
<input type="checkbox"/> 810000049	194C	.11.2008	C1	1000			536.00-	000000010003	07.12.2008	06.12.2008	123456	07.12.2008						
<input type="checkbox"/> 810000051	194C	.11.2008	C1	1000			546.00-	000000010003	07.12.2008	06.12.2008	123456	07.12.2008						
<input type="checkbox"/> 810000052	194C	.11.2008	C1	1000			556.00-	000000010003	07.12.2008	06.12.2008	123456	07.12.2008						
<input type="checkbox"/> 810000053	194C	.11.2008	C1	1000			556.00-	000000010003	07.12.2008	06.12.2008	123456	07.12.2008						
<input type="checkbox"/> 810000054	194C	.11.2008	C1	1000			556.00-	000000010003	07.12.2008	06.12.2008	123456	07.12.2008						
<input type="checkbox"/> 810000057	194C	.11.2008	C1	1000			1,030.00-	000000010004	12.11.2008	06.12.2008	123456789	07.12.2008						
BALA108																		
<input checked="" type="checkbox"/> 810000084	194C	.11.2008	C2	1000			2.00-	000000010005	13.11.2008	06.12.2008	121212	07.12.2008						
DD1234567																		
<input type="checkbox"/> 810000017	194C	.11.2008	C1	1000			3,090.00-	000000010001	08.11.2008	06.12.2008	21071968	07.12.2008						
<input type="checkbox"/> 811000012	194C	.11.2008	CA	1000			3,090.00-	000000010001	08.11.2008	06.12.2008	21071968	07.12.2008						
G13471																		
<input type="checkbox"/> 810000060	194C	.11.2008	C1	1000			2,060.00-	000000010005	13.11.2008	06.12.2008	121212	07.12.2008						
<input type="checkbox"/> 810000077	194C	.11.2008	C1	1000			412.00-	000000010005	13.11.2008	06.12.2008	121212	07.12.2008						
<input type="checkbox"/> 810000083	194C	.11.2008	C1	1000			515.00-	000000010005	13.11.2008	06.12.2008	121212	07.12.2008						
KJ14821																		
<input type="checkbox"/> 810000030	194C	.11.2008	C1	1000			309.00-				06.12.2008							
<input type="checkbox"/> 810000066	194C	.11.2008	C1	1000			93.00-				06.12.2008							
MAYUR																		
<input type="checkbox"/> 810000055	194I	.11.2008	I1	1000			2,575.00-				06.12.2008							
<input type="checkbox"/> 810000056	194I	.11.2008	I1	1000			5,150.00-				06.12.2008							
SDV11848																		
<input type="checkbox"/> 810000027	194C	.11.2008	C1	1000			1,545.00-	000000010002	10.11.2008	06.12.2008	123456	07.12.2008						

### TDS for Concessional Rate of Tax

## FI- CO End User Training Module

Setups for enabling TDS at lower Rates

We have to go to Vendor Master ( FK02/XK02) select the withholding TAB and go to the screen as follows



Here we have to mention the % for Reduction of TDS

Example: -

Suppose the TDS rate is 10%

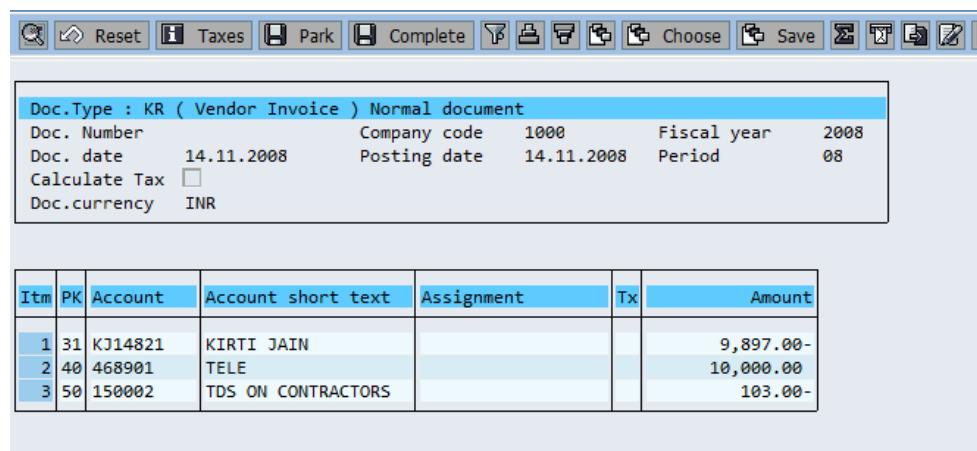
He has got the concession Certificate of 2%

Hence he has got the rebate of 80% from the original Rate of TDS

So mention the 80% in the Rate % Column ( Note :- Don't Put Concessional Rate of TDS i.e 2%)

Now do the Normal Invoicing or the Payment the system will deduct the TDS and the reduced rates

### Document Overview



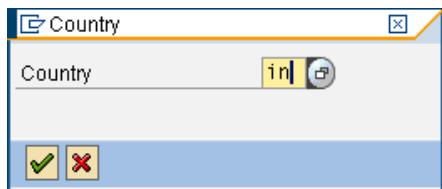
Item	PK	Account	Account short text	Assignment	Tx	Amount
1	31	KJ14821	KIRTI JAIN			9,897.00-
2	40	468901	TELE			10,000.00
3	50	150002	TDS ON CONTRACTORS			103.00-

## FI- CO End User Training Module

### Service Tax

#### Creation of Tax code (FTXP)

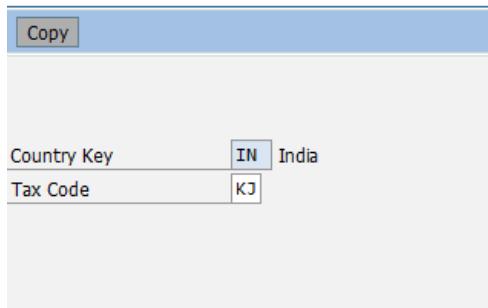
Provide the country in the below screen



A small window titled "Country". It has a single input field labeled "Country" containing "in". Below the input field are two buttons: a green checkmark icon and a red X icon.

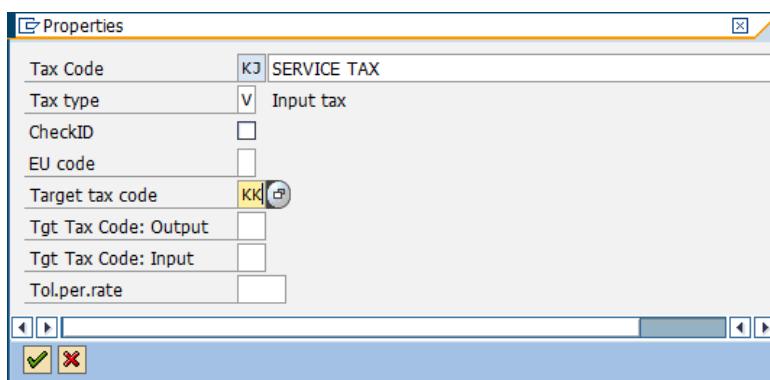
Tax code should be the two digit code

#### Maintain Tax Code: Initial Screen



A window titled "Maintain Tax Code: Initial Screen". It contains a "Copy" button at the top left. Below it are two input fields: "Country Key" with value "IN" and "India" next to it, and "Tax Code" with value "KJ".

Press enter provide the values as shown below ( V for input tax, A for out put tax)



A window titled "Properties". It lists several tax-related parameters:

Tax Code	KJ	SERVICE TAX
Tax type	V	Input tax
CheckID	<input type="checkbox"/>	
EU code	<input type="checkbox"/>	
Target tax code	KK	(with a magnifying glass icon)
Tgt Tax Code: Output	<input type="checkbox"/>	
Tgt Tax Code: Input	<input type="checkbox"/>	
Tol.per.rate	<input type="checkbox"/>	

At the bottom are two buttons: a green checkmark icon and a red X icon.

A Tax Code "KJ" has been created. The nature of Tax Type is "V" as it is Input Tax. As Service Tax has a concept of movement of Amount of from Interim A/c to Final A/c .

SO we have defined for Example Purpose KJ as Interim Account and KK as Final Account.

## FI- CO End User Training Module

### Maintain Tax Code: Tax Rates

Properties						Tax accounts	Deactivate line
Country Key	IN	India					
Tax Code	KJ	SERVICE TAX					
Procedure	ZTAXIN						
Tax type	V	Input tax					
<b>Percentage rates</b>							
Tax Type	Acct Key	Tax Percent.	Rate	Level	From Lvl	Cond. Type	
Base Amount				100	0	BASB	
Calculated Call				110	100		
Sub total				120	0		
ST Base %				200	120	SMX1	
IN: A/P Service tax%	VSA			250	200	JSRT	
IN: ECS on ST %	VSB			300	250	JEC3	
IN: SECess on ST %	VSC			350	250	JSE3	
IN: BED setoff %	VS1			560	120	JMOP	
IN: BED setoff Qty	VS1			561	120	JMQQ	
IN: AED setoff %	VS2			562	120	JAOP	
IN: AED setoff Qty	VS2			563	120	JAOQ	
IN: SED setoff %	VS3			564	120	JSOP	
IN: SED setoff Qty	VS3			565	120	JSOQ	
IN: BED inventory %	NVV			570	120	JMIP	
IN: BED inventory Qt	NVV			571	120	JMIQ	
IN AED inventory %	NVV			572	120	JAIP	
IN AED inventory Qty	NVV			573	120	JAIQ	
IN SED inventory %	NVV			574	120	JSIP	

Press enter

No need to maintain any thing in the above screen, click on save button.

 Tax code KJ was created

For Final Service Tax Code

## FI- CO End User Training Module

### Maintain Tax Code: Tax Rates

Properties		Tax accounts	Deactivate line
Country Key	IN	India	
Tax Code	KK	SERVICE TAX FINAL	
Procedure	ZTAXIN		
Tax type	V	Input tax	
<b>Percentage rates</b>			
Tax Type	Acct Key	Tax Percent.	Rate
Base Amount		100	0
Calculated Call		110	100
Sub total		120	0
ST Base %		200	120
IN: A/P Service tax%	VSA	250	200
IN: ECS on ST %	VSB	300	250
IN: SECess on ST %	VSC	350	250
IN: BED setoff %	VS1	560	120
IN: BED setoff Qty	VS1	561	120
IN: AED setoff %	VS2	562	120
IN: AED setoff Qty	VS2	563	120
IN: SED setoff %	VS3	564	120
IN: SED setoff Qty	VS3	565	120
IN: BED inventory %	NVV	570	120
IN: BED inventory Qt	NVV	571	120
IN AED inventory %	NVV	572	120
IN AED inventory Qty	NVV	573	120
IN SED inventory %	NVV	574	120
			JSRT
			SMX1
			JEC3
			JSE3
			JMOP
			JMQQ
			JAOP
			JAQQ
			JSOP
			JSQQ
			JMIP
			JMIQ
			JAIP
			JAIQ
			JSIP

For maintain the % rates for each component of tax need to go with T.Code: FV11 , for service tax we have to use "JSRT" condition type and SMX1 for service tax Base ..

### Display Condition Records

Condition Information	Key Combination	Select Using Index
Condition type	JSRT	IN: A/P Service tax%

Provided the condition which we want to maintain

Press enter

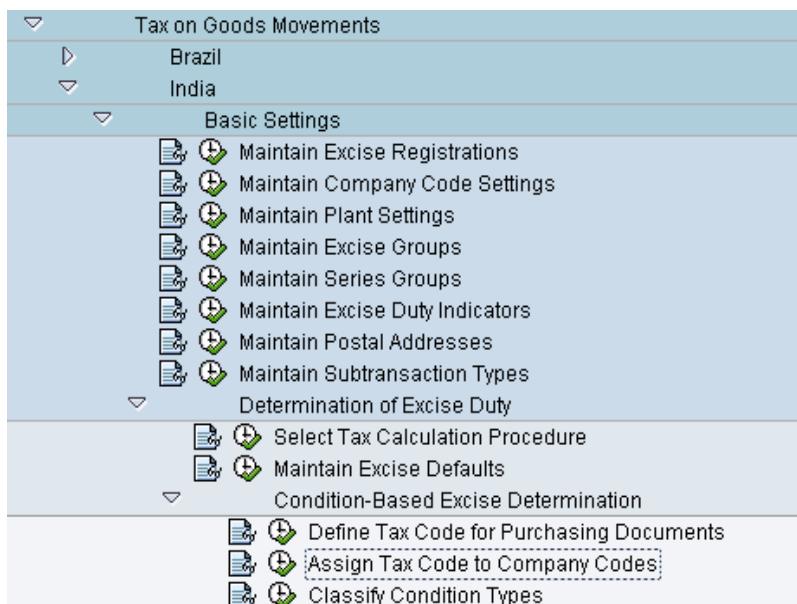
Display IN: A/P Service tax% (JSRT) : Overview											
Condition Edit Goto Extras Environment Pricing System Help											
Valid On 14.11.2008											
Tax Code											
T	S	Description	P...	Amount	Unit	per	Uo	Valid From	Valid to	Tax_	W/R..
KJ				12.000	%			01.04.2008	31.03.2009	KJ	
KK				12.000	%			01.04.2008	31.03.2009	KK	

Provide the values as shown above

## FI- CO End User Training Module

After creation each tax code for input we need to assign to company code.

In SPRO- logistic general-tax on goods movement



### New Entries: Overview of Added Entries

Tax Codes fc	
Co ...	T ...
1000 KK	
1000 KJ	

In Expenses General Ledger Account need to put ( - ) sign and ( + ) sign for income GL. Or put \* capturing both tax codes.

Following are the Various Material Tax Codes are created in SAP System

## FI- CO End User Training Module

Tax code	Description	JMX 1	JMO P	JEX 1	JEC 1	JHX 1	JSE 1	JVRD	SMX1	JSR T	JEC 3	JSE 3	JMX 2	JMI P	JEX 2	JEC 2	JHX 2	JSE 2	JVR N	JIPC
		IN: A/P BED setoff	IN: BED setoff %	IN: A/P ECS setoff	A/P Ece ss for Seto ff	IN: A/P SEC es setof f	A/P SEC es Seto ff	VAT	Service Tax base	service tax	cess	eces s	A/P BED inven tor	BED inver tor %	A/P ECS inve nt.	A/P ECS Inve nt.	A/P SCS inve nt.	A/P SCS Inve nt.	VAT INV	CST
	<b>ED CENVATABLE + CST INVENTORISED</b>																			
1A	ED(10+2+1)CST-INV(2)	100	10	100	2	100	1													2
1B	ED(10+2+1)CST-INV(1)	100	10	100	2	100	1													1
1C	ED(10+2+1)CST-INV(0)	100	10	100	2	100	1													
1D	ED(4+2+1)CST-INV(2)	100	4	100	2	100	1													2
1E	ED(4+2+1)CST-INV(1)	100	4	100	2	100	1													1
1F	ED(4+2+1)CST-INV(0)	100	4	100	2	100	1													
1G	ED(0)CST-INV(2)																			2
1H	ED(0)CST-INV(1)																			1
1I	ED(0)CST-INV(0)																			
1J	ED(INCL)CST-INV(2)	100	0	100	2	100	1													2
1K	ED(INCL)CST-INV(1)	100	0	100	2	100	1													1
	<b>ED CENVATABLE + VAT INVENTORISED</b>																			
2A	ED(10+2+1)VAT-INV(4)	100	10	100	2	100	1													4
2B	ED(10+2+1)VAT-INV(8)	100	10	100	2	100	1													8
2C	ED(10+2+1)VAT-INV(12.50)	100	10	100	2	100	1													12.5
2D	ED(4+2+1)VAT-INV(4)	100	4	100	2	100	1													4
2E	ED(4+2+1)VAT-INV(8)	100	4	100	2	100	1													8
2F	ED(4+2+1)VAT-INV(12.50)	100	4	100	2	100	1													12.5
2G	ED(0)VAT-INV(4)																			4
2H	ED(0)VAT-INV(8)																			8
2I	ED(0)VAT-INV(12.50)																			12.5
	<b>ED CENVATABLE + VAT</b>																			

## FI- CO End User Training Module

CENVATABLE													
3A	ED(10+2+1)VAT(4)	100	10	100	2	100	1	4					
3B	ED(10+2+1)VAT(8)	100	10	100	2	100	1	8					
3C	ED(10+2+1)VAT(12.50)	100	10	100	2	100	1	12.5					
3D	ED(4+2+1)VAT(4)	100	4	100	2	100	1	4					
3E	ED(4+2+1)VAT(8)	100	4	100	2	100	1	8					
3F	ED(4+2+1)VAT(12.50)	100	4	100	2	100	1	12.5					
3G	ED(0)VAT(4)							4					
3H	ED(0)VAT(8)							8					
3I	ED(0)VAT(12.50)							12.5					
3J	ED(INCL)VAT(4)	100	0	100	2	100	1	4					
3K	ED(INCL)VAT(8)	100	0	100	2	100	1	8					
3L	ED(INCL)VAT(12.50)	100	0	100	2	100	1	12.5					
<b>ED INVENTORISED + CST INVENTORISED</b>													
4A	ED-INV(10+2+1)CST-INV(2)								100	10	100	2	100
4B	ED-INV(10+2+1)CST-INV(1)								100	10	100	2	100
4C	ED-INV(10+2+1)CST-INV(0)								100	10	100	2	100
4D	ED-INV(4+2+1)CST-INV(2)								100	4	100	2	100
4E	ED-INV(4+2+1)CST-INV(1)								100	4	100	2	100
4F	ED-INV(4+2+1)CST-INV(0)								100	4	100	2	100
4G	ED-INV(0)CST-INV(2)												2
4H	ED-INV(0)CST-INV(1)												1
<b>ED INVENTORISED + VAT INVENTORISED</b>													
5A	ED-INV-INV(10+2+1)VAT-INV(4)								100	10	100	2	100
5B	ED-INV(10+2+1)VAT-INV(8)								100	10	100	2	100
5C	ED-INV(10+2+1)VAT-INV(12.50)								100	10	100	2	100
5D	ED-INV(4+2+1)VAT-INV(4)								100	4	100	2	100
5E	ED-INV(4+2+1)VAT-INV(8)								100	4	100	2	100
5F	ED-INV(4+2+1)VAT-INV(12.50)								100	4	100	2	100

## FI- CO End User Training Module

5G	ED-INV(0)VAT-INV(4)															4	
5H	ED-INV(0)VAT-INV(8)															8	
5I	ED-INV(0)VAT-INV(12.50)															12.5	
5J	ED-INV(INCL)VAT-INV(4)									100	0	100	2	100	1	4	
5K	ED-INV(INCL)VAT-INV(8)									100	0	100	2	100	1	8	
5L	ED-INV(INCL)VAT-INV(12.50)									100	0	100	2	100	1	12.5	
5M	ED-INV(INCL)VAT-INV(21.43)									100	0	100	2	100	1	21.4	
<b>NORMAL SERVICE TAX</b>																	
01	1110-SER(12+2+1) INT						100	12	2	1							
02	1110-SER(12+2+1) FIN						100	12	2	1							
03	1120-SER(12+2+1)-INT						100	12	2	1							
04	1120-SER(12+2+1)-FIN						100	12	2	1							
05	1210-SER(12+2+1)-INT						100	12	2	1							
06	1210-SER(12+2+1)-FIN						100	12	2	1							
07	1310-SER(12+2+1)-INT						100	12	2	1							
08	1310-SER(12+2+1)-FIN						100	12	2	1							
09	1320-SER(12+2+1)-INT						100	12	2	1							
10	1320-SER(12+2+1)-FIN						100	12	2	1							
11	1330-SER(12+2+1)-INT						100	12	2	1							
12	1330-SER(12+2+1)-FIN						100	12	2	1							
13	1340-SER(12+2+1)-INT						100	12	2	1							
14	1340-SER(12+2+1)-FIN						100	12	2	1							
15	1350-SER(12+2+1)-INT						100	12	2	1							
16	1350-SER(12+2+1)-FIN						100	12	2	1							
17	1410-SER(12+2+1)-INT						100	12	2	1							
18	1410-SER(12+2+1)-FIN						100	12	2	1							
19	1420-SER(12+2+1)-INT						100	12	2	1							
20	1420-SER(12+2+1)-FIN						100	12	2	1							
21	1430-SER(12+2+1)-INT						100	12	2	1							
22	1430-SER(12+2+1)-FIN						100	12	2	1							

## FI- CO End User Training Module

23	1440-SER(12+2+1)-INT					100	12	2	1					
24	1440-SER(12+2+1)-FIN					100	12	2	1					
25	2110-SER(12+2+1)-INT					100	12	2	1					
26	2110-SER(12+2+1)-FIN					100	12	2	1					
27	2120-SER(12+2+1)-INT					100	12	2	1					
28	2120-SER(12+2+1)-FIN					100	12	2	1					
29	2130-SER(12+2+1)-INT					100	12	2	1					
30	2130-SER(12+2+1)-FIN					100	12	2	1					
31	2140-SER(12+2+1)-INT					100	12	2	1					
32	2140-SER(12+2+1)-FIN					100	12	2	1					
33	2160-SER(12+2+1)-INT					100	12	2	1					
34	2160-SER(12+2+1)-FIN					100	12	2	1					
35	2161-SER(12+2+1)-INT					100	12	2	1					
36	2161-SER(12+2+1)-FIN					100	12	2	1					
37	HO-SER(12+2+1)-INT					100	12	2	1					
38	HO-SER(12+2+1)-FIN					100	12	2	1					
39	WR-SER(12+2+1)-INT					100	12	2	1					
40	WR-SER(12+2+1)-FIN					100	12	2	1					
41	ER-SER(12+2+1)-INT					100	12	2	1					
42	ER-SER(12+2+1)-FIN					100	12	2	1					
43	SR-SER(12+2+1)-INT					100	12	2	1					
44	SR-SER(12+2+1)-FIN					100	12	2	1					
45	NR-SER(12+2+1)-INT					100	12	2	1					
46	NR-SER(12+2+1)-FIN					100	12	2	1					
<b>GTA SERVICE TAX</b>														
9A	1110-SER-GTA(12+2+1)					25	12	2	1					
9B	1120-SER-GTA(12+2+1)					25	12	2	1					
9C	1210-SER-GTA(12+2+1)					25	12	2	1					
9D	1310-SER-GTA(12+2+1)					25	12	2	1					
9E	1320-SER-GTA(12+2+1)					25	12	2	1					
9F	1330-SER-GTA(12+2+1)					25	12	2	1					



2009

## FI-CO End User Training Module

9G	1340-SER-GTA(12+2+1)						25	12	2	1									
9H	1350-SER-GTA(12+2+1)						25	12	2	1									
9I	1410-SER-GTA(12+2+1)						25	12	2	1									
9J	1420-SER-GTA(12+2+1)						25	12	2	1									
9K	1430-SER-GTA(12+2+1)						25	12	2	1									
9L	1440-SER-GTA(12+2+1)						25	12	2	1									
9M	2110-SER-GTA(12+2+1)						25	12	2	1									
9N	2120-SER-GTA(12+2+1)						25	12	2	1									
9O	2130-SER-GTA(12+2+1)						25	12	2	1									
9P	2140-SER-GTA(12+2+1)						25	12	2	1									
9Q	2160-SER-GTA(12+2+1)						25	12	2	1									
9R	2161-SER-GTA(12+2+1)						25	12	2	1									
9S	HO-SER-GTA(12+2+1)						25	12	2	1									
9T	WR-SER-GTA(12+2+1)						25	12	2	1									
9U	ER-SER-GTA(12+2+1)						25	12	2	1									
9V	SR-SER-GTA(12+2+1)						25	12	2	1									
9W	NR-SER-GTA(12+2+1)						25	12	2	1									

## FI- CO End User Training Module

### Service tax process

Pass entry by using Tax code: KJ as shown in General Ledger Below

**Display Document: General Ledger View**

Taxes    Display Currency    Entry View    Other Ledger

Data Entry View																																																											
Document Number	1900000088	Company Code	1000	Fiscal Year	2008																																																						
Document Date	14.11.2008	Posting Date	14.11.2008	Period	8																																																						
Reference		Cross-CC no.																																																									
Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group																																																							
<b>Ledger OL</b>																																																											
Doc.	1900000088	FiscalYear	2008	Period	8																																																						
<table border="1"> <thead> <tr> <th>C...</th> <th>Itm</th> <th>L.item</th> <th>PK</th> <th>S</th> <th>Account</th> <th>Description</th> <th>Amount</th> <th>Curr.</th> <th>Tx</th> <th>Profit Center</th> <th>Segment</th> </tr> </thead> <tbody> <tr> <td>1000</td> <td>1</td> <td>000001</td> <td>31</td> <td></td> <td>120000</td> <td>ACCOUNTS PAY - DOMES</td> <td>11,200.00-</td> <td>INR</td> <td>KJ</td> <td>1310001</td> <td>ENGINE</td> </tr> <tr> <td></td> <td>2</td> <td>000002</td> <td>40</td> <td></td> <td>402700</td> <td>TRAVELLING EXP</td> <td>10,000.00</td> <td>INR</td> <td>KJ</td> <td>1310001</td> <td>ENGINE</td> </tr> <tr> <td></td> <td>3</td> <td>000003</td> <td>40</td> <td></td> <td>209700</td> <td>MVAT ST (O) TO CLM</td> <td>1,200.00</td> <td>INR</td> <td>KJ</td> <td>1310001</td> <td>ENGINE</td> </tr> </tbody> </table>												C...	Itm	L.item	PK	S	Account	Description	Amount	Curr.	Tx	Profit Center	Segment	1000	1	000001	31		120000	ACCOUNTS PAY - DOMES	11,200.00-	INR	KJ	1310001	ENGINE		2	000002	40		402700	TRAVELLING EXP	10,000.00	INR	KJ	1310001	ENGINE		3	000003	40		209700	MVAT ST (O) TO CLM	1,200.00	INR	KJ	1310001	ENGINE
C...	Itm	L.item	PK	S	Account	Description	Amount	Curr.	Tx	Profit Center	Segment																																																
1000	1	000001	31		120000	ACCOUNTS PAY - DOMES	11,200.00-	INR	KJ	1310001	ENGINE																																																
	2	000002	40		402700	TRAVELLING EXP	10,000.00	INR	KJ	1310001	ENGINE																																																
	3	000003	40		209700	MVAT ST (O) TO CLM	1,200.00	INR	KJ	1310001	ENGINE																																																

Data Entry View .

**Display Document: Data Entry View**

Taxes    Display Currency    General Ledger View

Data Entry View																																																							
Document Number	1900000088	Company Code	1000	Fiscal Year	2008																																																		
Document Date	14.11.2008	Posting Date	14.11.2008	Period	8																																																		
Reference		Cross-CC no.																																																					
Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group																																																			
<table border="1"> <thead> <tr> <th>C...</th> <th>Itm</th> <th>PK</th> <th>S</th> <th>Account</th> <th>Description</th> <th>Amount</th> <th>Curr.</th> <th>Tx</th> <th>Profit Center</th> <th>Segment</th> </tr> </thead> <tbody> <tr> <td>1000</td> <td>1</td> <td>31</td> <td></td> <td>TDS003</td> <td>TDS003</td> <td>11,200.00-</td> <td>INR</td> <td>KJ</td> <td></td> <td></td> </tr> <tr> <td></td> <td>2</td> <td>40</td> <td></td> <td>402700</td> <td>TRAVELLING EXP</td> <td>10,000.00</td> <td>INR</td> <td>KJ</td> <td>1310001</td> <td>ENGINE</td> </tr> <tr> <td></td> <td>3</td> <td>40</td> <td></td> <td>209700</td> <td>MVAT ST (O) TO CLM</td> <td>1,200.00</td> <td>INR</td> <td>KJ</td> <td></td> <td></td> </tr> </tbody> </table>												C...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Profit Center	Segment	1000	1	31		TDS003	TDS003	11,200.00-	INR	KJ				2	40		402700	TRAVELLING EXP	10,000.00	INR	KJ	1310001	ENGINE		3	40		209700	MVAT ST (O) TO CLM	1,200.00	INR	KJ		
C...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Profit Center	Segment																																													
1000	1	31		TDS003	TDS003	11,200.00-	INR	KJ																																															
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	3	40		209700	MVAT ST (O) TO CLM	1,200.00	INR	KJ																																															

**Note:** While entering the Invoice the Gross Amount ( Including Service Tax )

Initially the service tax amount is posted in the Interim A/c ( Modvat Service Tax to be claimed ) and only after the payment to the Vendor is made it can be transferred to the Final Service Tax Modvat Account

**Check** the payment is made before the Service Tax Credit is taken and adjusted with the Excise.

Make the payment against invoice as shown below (F-53) / (F-58)

## FI- CO End User Training Module

**Display Document: General Ledger View**

Display Currency    Entry View    Other Ledger

Data Entry View

Document Number	1500000112	Company Code	1000	Fiscal Year	2008
Document Date	14.11.2008	Posting Date	14.11.2008	Period	8
Reference		Cross-CC no.			
Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group	

Ledger OL

Doc.	1500000112	FiscalYear	2008	Period	8
------	------------	------------	------	--------	---

C...	Itm	L.item	PK	S	Account	Description	Amount	Curr.	Tx	Profit Center	Segment
1000	1	000001	50		206002	HDFC-MUMBAI-PAY	11,200.00-	INR		1310001	ENGINE
	2	000002	25		120000	ACCOUNTS PAY - DOMES	11,200.00	INR		1310001	ENGINE

**Display Document: Data Entry View**

Display Currency    General Ledger View

Data Entry View

Document Number	1500000112	Company Code	1000	Fiscal Year	2008
Document Date	14.11.2008	Posting Date	14.11.2008	Period	8
Reference		Cross-CC no.			
Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group	

C...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Pr
1000	1	50		206002	HDFC-MUMBAI-PAY	11,200.00-	INR		
	2	25		TDS003	TDS003	11,200.00	INR		

For Transferring Interim Service Tax Amount to Final Service Tax Amount ZST01( or we can go to SE38 and provide the table "RFUMS/50"

Fill the values as shown bellow

## FI- CO End User Training Module

Program Edit Goto System Help

### Deferred Tax Transfer (New)

General Selections

Company Code	1000	to	<input type="text"/>	<input type="button" value="&lt;--"/>
Document Number	<input type="text"/>	to	<input type="text"/>	<input type="button" value="&lt;--"/>
Fiscal Year	<input type="text"/>	to	<input type="text"/>	<input type="button" value="&lt;--"/>
Time frame	01.11.2008	to	30.11.2008	<input type="button" value="&lt;--"/>

Further Selections

Posting Period	<input type="text"/>	to	<input type="text"/>	<input type="button" value="&lt;--"/>
Tax Code	<input type="text"/>	to	<input type="text"/>	<input type="button" value="&lt;--"/>
Document Type	<input type="text"/>	to	<input type="text"/>	<input type="button" value="&lt;--"/>
Special G/L Indicator	<input type="text"/>	to	<input type="text"/>	<input type="button" value="&lt;--"/>
Business Place	<input type="text"/>	to	<input type="text"/>	<input type="button" value="&lt;--"/>
G/L Account	<input type="text"/>	to	<input type="text"/>	<input type="button" value="&lt;--"/>
Vendor	tds003	<input type="button" value="..."/>	to	<input type="text"/>
Customer	<input type="text"/>	to	<input type="text"/>	<input type="button" value="&lt;--"/>

Type of Run

- Only Display Reporting Lines
- Simul. of Creation of Rep.Lnes
- Creation of Reporting Lines
- Do not update
- Update documents: Update run
- Update documents: Test run

Note:- by default the screen shows "Do Not Update" change the radio button to "Update Document :Update Run"

Program Edit Goto System Help

### Deferred Tax Transfer (New)

Prepare printing of forms

<input type="checkbox"/> Entry in UMSV	
Run Date	<input type="text"/>
Identification	<input type="text"/>

Posting Params

<input type="checkbox"/> Call transaction...using..	
<input checked="" type="checkbox"/> Transfer Posting	
B.input session name	KIRTI
Document Type	SA
Posting date	14.11.2008
Document date	14.11.2008
Target Tax Code: EU Output Tax	<input type="text"/>
Target Tax Code: EU Input Tax	<input type="text"/>

Currency Translation

- Invoice Posting Date
- Payment Posting Date
- Transfer Posting Date
- No debit indexes
- No credit indexes
- P\_XREF1

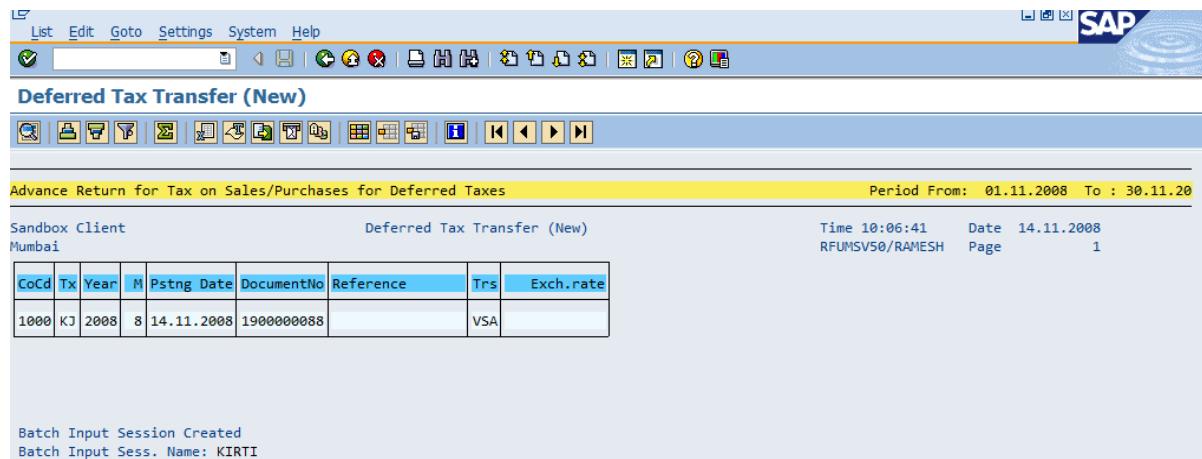
Type of ALV List

- Output with ALV
- Output with ALV GRID

## FI- CO End User Training Module

In Posting Parameters  Transfer Posting and provide the Session Name and Document type which we want to use for final posting from interim.

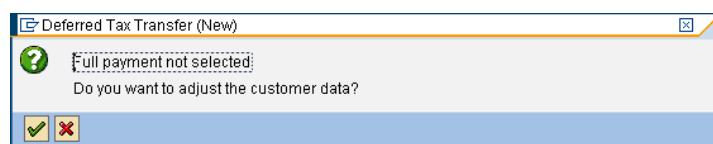
In Currency Translation select  Transfer Posting Date



CoCd	Tx	Year	M	Pstng Date	DocumentNo	Reference	Trs	Exch.rate
1000	KJ	2008	8	14.11.2008	1900000088		VSA	

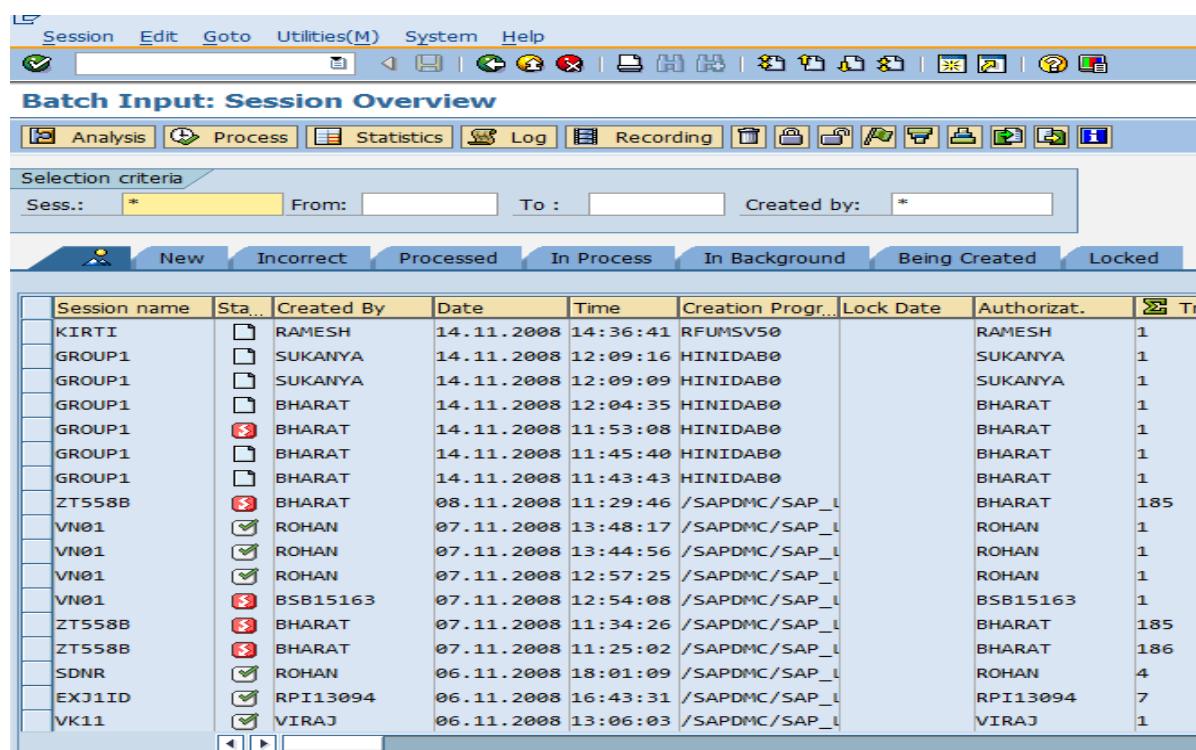
Batch Input Session Created  
Batch Input Sess. Name: KIRTI

Or System can provide the following warning screen



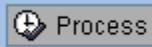
Ignore the warning press enter

For Viewing Batch Output ( SM35)

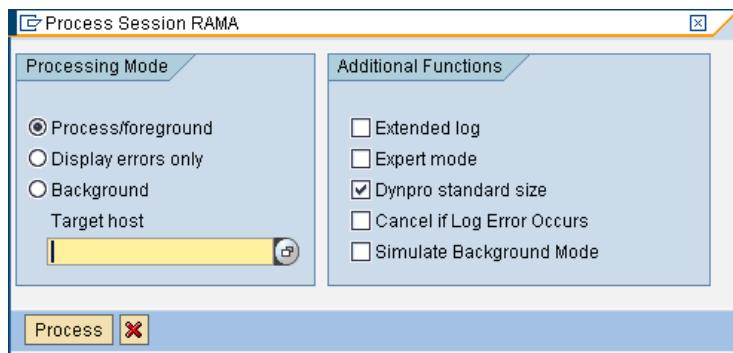


Session name	Sta...	Created By	Date	Time	Creation Progr...	Lock Date	Authorizat.	Tr
KIRTI	<input type="checkbox"/>	RAMESH	14.11.2008	14:36:41	RFUMSV50		RAMESH	1
GROUP1	<input type="checkbox"/>	SUKANYA	14.11.2008	12:09:16	HINIDAB0		SUKANYA	1
GROUP1	<input type="checkbox"/>	SUKANYA	14.11.2008	12:09:09	HINIDAB0		SUKANYA	1
GROUP1	<input type="checkbox"/>	BHARAT	14.11.2008	12:04:35	HINIDAB0		BHARAT	1
GROUP1	<input checked="" type="checkbox"/>	BHARAT	14.11.2008	11:53:08	HINIDAB0		BHARAT	1
GROUP1	<input type="checkbox"/>	BHARAT	14.11.2008	11:45:40	HINIDAB0		BHARAT	1
GROUP1	<input type="checkbox"/>	BHARAT	14.11.2008	11:43:43	HINIDAB0		BHARAT	1
ZT558B	<input checked="" type="checkbox"/>	BHARAT	08.11.2008	11:29:46	/SAPDMC/SAP_L		BHARAT	185
VN01	<input checked="" type="checkbox"/>	ROHAN	07.11.2008	13:48:17	/SAPDMC/SAP_L		ROHAN	1
VN01	<input checked="" type="checkbox"/>	ROHAN	07.11.2008	13:44:56	/SAPDMC/SAP_L		ROHAN	1
VN01	<input checked="" type="checkbox"/>	ROHAN	07.11.2008	12:57:25	/SAPDMC/SAP_L		ROHAN	1
VN01	<input checked="" type="checkbox"/>	BSB15163	07.11.2008	12:54:08	/SAPDMC/SAP_L		BSB15163	1
ZT558B	<input checked="" type="checkbox"/>	BHARAT	07.11.2008	11:34:26	/SAPDMC/SAP_L		BHARAT	185
ZT558B	<input checked="" type="checkbox"/>	BHARAT	07.11.2008	11:25:02	/SAPDMC/SAP_L		BHARAT	186
SDNR	<input checked="" type="checkbox"/>	ROHAN	06.11.2008	18:01:09	/SAPDMC/SAP_L		ROHAN	4
EXJ1ID	<input checked="" type="checkbox"/>	RPI13094	06.11.2008	16:43:31	/SAPDMC/SAP_L		RPI13094	7
VK11	<input checked="" type="checkbox"/>	VIRAJ	06.11.2008	13:06:03	/SAPDMC/SAP_L		VIRAJ	1

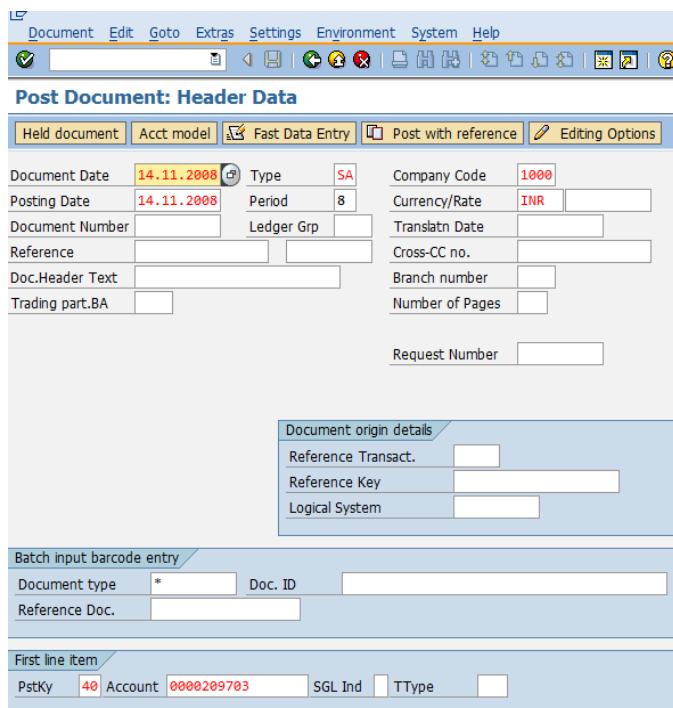
## FI- CO End User Training Module



Select the session click on process button



Click on process button



Document Date: 14.11.2008 | Type: SA | Company Code: 1000  
 Posting Date: 14.11.2008 | Period: 8 | Currency/Rate: INR  
 Document Number: | Ledger Grp: |  
 Reference: | |  
 Doc.Header Text: | |  
 Trading part.BA: | |  
 Request Number: |

Document origin details:  
 Reference Transact.: |  
 Reference Key: |  
 Logical System: |

Batch input barcode entry:  
 Document type: \* | Doc. ID: |  
 Reference Doc.: |

First line item:  
 PstKy: 40 | Account: 0000209703 | SGL Ind: | TType: |



2009



## **FI- CO End User Training Module**

Document Edit Goto Extras Settings Environment System Help

## Enter G/L Account Document: Add G/L account item

More data Acct model Taxes

Account	209703	MODVAT RECEIVED ON SERVICE TAX(OTHERS)
Company Code	1000	GREAVES COTTON LIMITED

Item 1 / Debit entry / 40

Amount	1,200.00	INR
Base amount	10,000.00	
Tax Code	KK	<input type="checkbox"/> Determine tax base
Bus. Place		
Assignment		
Text	Transf.pstg for target tax account	

Next line item

PstKey	50	Account	0000209700	SGL Ind	<input type="checkbox"/> TType	<input type="checkbox"/> New co.code	<input type="checkbox"/>
--------	----	---------	------------	---------	--------------------------------	--------------------------------------	--------------------------

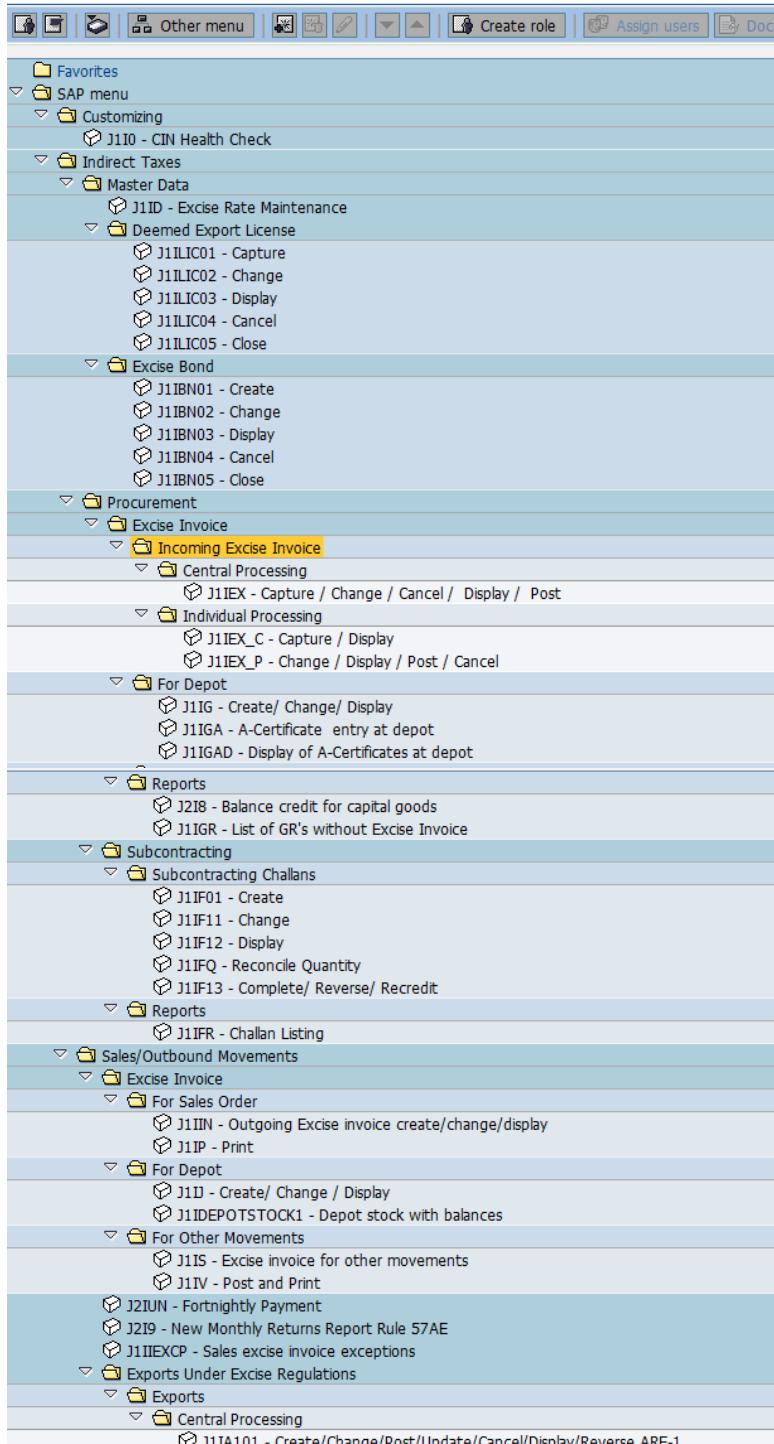
Go on pressing enter till all the entries are posted and the system comes to main screen .

## FI- CO End User Training Module

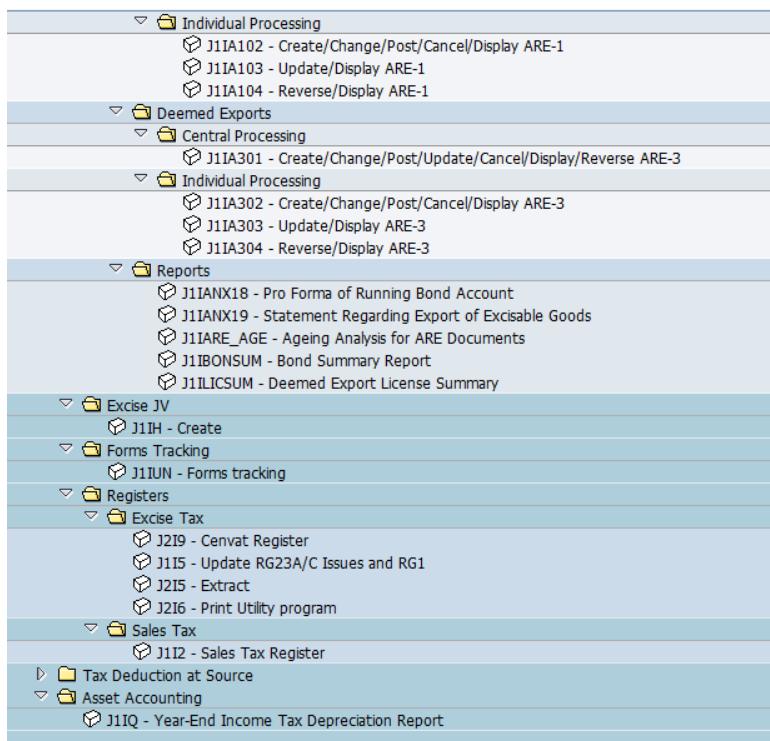
### Excise Duty

Go for the T.Code **J1ILN** the SAP menu appears as follows

#### SAP Easy Access India Localization Menu



## FI- CO End User Training Module



### Maintaining of Excise Master Data (J1ID)



For maintaining excise Rate maintenance go to J1ID

Following screen appears we can maintain various master Data here. We can maintain vendor and customer excise details, item tariff heading and excise rates.

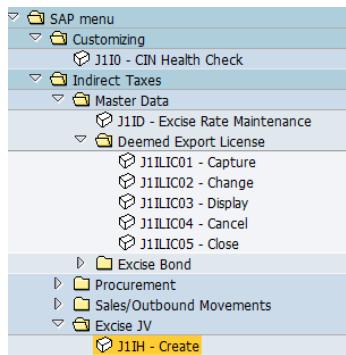
**Excise Rate Maintenance**

		<input type="button" value="Amend Purchase Order"/>	<input type="button" value="Amend Sales Order"/>
Excise Master			
Master Data	<input checked="" type="radio"/> Chapter-Id <input type="radio"/> Material and Chapter-Id combination <input type="radio"/> Material Assessable value <input type="radio"/> CENVAT Determination		
Excise Status	<input type="radio"/> Vendor Excise details <input type="radio"/> Customer Excise details <input type="radio"/> SSI Rates <input type="radio"/> Excise Indicator for Plant <input type="radio"/> Excise Indicator for Plant and Vendor <input type="radio"/> Excise Indicator for Plant and Customer		
Excise rates	<input type="radio"/> Excise Tax Rate <input type="radio"/> Cess Rates <input type="radio"/> Exceptional Material Excise Rate <input type="radio"/> Sales Tax setoff percentages <input type="radio"/> Quantity based AED, NCCD and SED		

## FI- CO End User Training Module

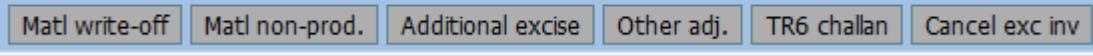
### Excise JV (J1IH)

Use the following Navigation path



There are many types of Excise JV we can pass in the system

### Excise JV - Main Menu



### Making Adjustment Postings for Scrap (Material Write-off)

#### MB1A

#### Use

We can follow this procedure if we have scrapped a material and want to reverse the excise duty debited to our CENVAT account.

#### Procedure

- From the SAP Easy Access screen, choose *Indirect Taxes* → *Excise JV* → *Create* → *Matl write-off*.

**Create Excise JV - Initial Screen ( Matl Doc for write off )**

Document Number	4900008772
Document Year	2008
Company Code	1000
Plant	1320
Excise Group	32
Subtransaction Type	<input type="checkbox"/>
Modvat Account Selection	
<input checked="" type="radio"/> RG23A <input type="radio"/> RG23C <input type="radio"/> PLA <input type="radio"/> Fortnightly Payment	

## FI- CO End User Training Module

Excise JV Edit Goto Header Item System Help

Create Excise JV - Details wrt mat doc 4900008772 2008 for write off

Determine G/L accounts Get excise invoice Balances  

Document No. & Yr	4900008772	2008	Document Date	26.11.2008
Company Code	1000		Posting Date	26.11.2008
Plant	1320		Vendor	
Rule/Section				

Item	Material Number	Material Description	Quantity	U...	BED A...	ECS Am...	SECe... 
1	0144-1570-056	BANJO BOLT M8X1(NRV)	5	EA	100.00	20.00	10.00
2	250-7555-04	WAVE WASHER DIA 6	10	EA			
3	400-083-79A	GL400IIA INLET VALVE	10	EA			
4	400-083-80A	GL400IIA EXHAUST VALV	10	EA			
5	422-9730-09	ALLEN SCREW M6X1X12	10	EA			
6	500-051-36	ROCKER LEVER INTAKE	10	EA			
7	500-051-37	ROCKER LEVER - EXHAUS	10	EA			
8	500-103-39	CONNECTING ROD FORGIN	10	EA			
9	500-2200-13	KEY 4X4X18	10	EA			
10	500-3240-58	NUT M10 X 5	10	EA			

Position 1 of 30

Total			
BED Amount	100.00	NCCD Amount	0.00
AED Amount	0.00	ECS Amount	20.00
SED Amount	0.00	SECe... Amount	10.00

Determine G/L accounts

Excise JV - G/L Account Determination

G/L Account Determination

Cr/Dr	G/L ACCT	Amount	B...	Co...	Description
C	0000287359	10.00			RG23A HIGHER EDUCATION CESS-1320
C	0000287357	100.00			RG23A BASIC EXCISE DUTY-1320
C	0000287358	20.00			RG23A EDUCATIONAL CESS-1320
D	0000287999	130.00			CENVAT OFFSET ACCOUNT

Position 1 of 4

## FI- CO End User Training Module

2. Enter data as required, including:

- o Document number

Enter the number of the document that you used to scrap the material.

3. Choose .

The system displays the information from the material document.

4. Adjust the posting date as necessary.
5. Adjust the excise duty for each line item either:

- o Manually
- o By assigning the line item to an excise invoice

6. Specify which G/L accounts are to be posted to.
7. Save the adjustment posting.

 Excise JV 1200000798 acctng. no. 822000761 with Part2 Sl. 3200000091 has been successfully created

LE Document Edit Goto Extras Settings Environment System Help

 Display Document: General Ledger View

Data Entry View			
Document Number	822000761	Company Code	1000
Document Date	26.11.2008	Posting Date	26.11.2008
Reference	1200000798	Cross-CC no.	
Currency	INR	Texts exist	<input type="checkbox"/>
		Ledger Group	

Ledger OL

Doc.	822000761	Fiscal Year	2008	Period	8

C...	Itm	L.item	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	000001	50		287359	RG23A HECES-1320	10.00-	INR	V0	1314555	1123000	
	2	000002	50		287357	RG23A BED-1320	100.00-	INR	V0	1314555	1123000	
	3	000003	50		287358	RG23A ECS-1320	20.00-	INR	V0	1314555	1123000	
	4	000004	40		287999	CENVAT OFFSET ACCOUN	130.00	INR	V0	1314555	1123000	

MB1A

## FI- CO End User Training Module

### Enter Goods Issue: Initial Screen

<input type="button" value="New Item"/>	<input type="button" value="To Reservation..."/>	<input type="button" value="To Order..."/>	<input type="button" value="WM Parameters..."/>
Document Date	26.11.2008	Posting Date	26.11.2008
Material Slip			
Doc.Header Text			
Defaults for Document Items			
Movement Type	201	Special Stock	<input type="checkbox"/>
Plant	1320	Reason for Movement	<input type="checkbox"/>
Storage Location	MAIN	<input type="checkbox"/> Suggest Zero Lines	
GR/GI Slip			
<input type="checkbox"/> Print	<input type="radio"/> Individual Slip <input checked="" type="radio"/> Indiv.Slip w.Inspect.Text <input type="radio"/> Collective Slip		

### Enter Goods Issue: New Items

<input type="button" value="New Item"/>	<input type="button" value="Print"/>	<input type="button" value="Search"/>	<input type="button" value="To Reservation..."/>	<input type="button" value="To Order..."/>			
Movement Type	201	GI for cost center					
G/L Account							
Cost Center	1314003601						
Recipient							
Items							
Item	Material	Quantity	UnE	SLoc	Batch	Re	Plnt
1	0144-1570-056	5	EA	MAIN			1320
2				MAIN			1320
3				MAIN			1320
4				MAIN			1320
5				MAIN			1320
6				MAIN			1320
7				MAIN			1320
8				MAIN			1320
9				MAIN			1320
10				MAIN			1320
11				MAIN			1320
12				MAIN			1320

 Document 4900010390 posted

Go to MB03 for material document display

### Display Material Document: Initial Screen

<input type="button" value="Print"/>	<input type="button" value="Search"/>
Material Doc.	4900010390
Mat. Doc. Year	2008

Press enter

## FI- CO End User Training Module

**Display Material Document 4900010390 : Overview**

		<b>Display Material Document 4900010390 : Overview</b>																																		
Posting Date		26.11.2008	Name	KJ14821																																
<b>Items</b> <table border="1"> <thead> <tr> <th>Item</th> <th>Quantity</th> <th>EUn</th> <th>Material</th> <th>Plnt</th> <th>SLoc</th> <th>Batch</th> <th>Re</th> <th>Mvt</th> <th>S</th> <th>S</th> </tr> <tr> <th>BUn</th> <th>Material Description</th> <th></th> <th></th> <th>Reserv.No.</th> <th></th> <th>Itm</th> <th></th> <th></th> <th>FIs</th> </tr> </thead> <tbody> <tr> <td>1   5</td> <td>EA</td> <td>0144-1570-056</td> <td>BANJO BOLT M8X1(NRV)</td> <td>1320</td> <td>MAIN</td> <td>201</td> <td>-</td> <td></td> <td></td> </tr> </tbody> </table>						Item	Quantity	EUn	Material	Plnt	SLoc	Batch	Re	Mvt	S	S	BUn	Material Description			Reserv.No.		Itm			FIs	1   5	EA	0144-1570-056	BANJO BOLT M8X1(NRV)	1320	MAIN	201	-		
Item	Quantity	EUn	Material	Plnt	SLoc	Batch	Re	Mvt	S	S																										
BUn	Material Description			Reserv.No.		Itm			FIs																											
1   5	EA	0144-1570-056	BANJO BOLT M8X1(NRV)	1320	MAIN	201	-																													

Select Accounting Document for seeing the Accounting document.

**Display Document: General Ledger View**

<b>Data Entry View</b> <table border="1"> <tr> <td>Document Number</td> <td>827006939</td> <td>Company Code</td> <td>1000</td> <td>Fiscal Year</td> <td>2008</td> </tr> <tr> <td>Document Date</td> <td>26.11.2008</td> <td>Posting Date</td> <td>26.11.2008</td> <td>Period</td> <td>8</td> </tr> <tr> <td>Reference</td> <td></td> <td>Cross-CC no.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Currency</td> <td>INR</td> <td>Texts exist</td> <td><input type="checkbox"/></td> <td>Ledger Group</td> <td></td> </tr> </table>					Document Number	827006939	Company Code	1000	Fiscal Year	2008	Document Date	26.11.2008	Posting Date	26.11.2008	Period	8	Reference		Cross-CC no.				Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group																	
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Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group																																								
<b>Ledger 0L</b> <table border="1"> <tr> <td>Doc.</td> <td>827006939</td> <td>Fiscal Year</td> <td>2008</td> <td>Period</td> <td>8</td> </tr> </table>					Doc.	827006939	Fiscal Year	2008	Period	8																																		
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	2	000002	81	400060	CON-RAW MATERIAL		22.35	INR		1314003601	1314003	1123000																																

### Making Adjustment Postings for Materials Not Used in Production

#### Use

We follow this procedure if we have not used a material in the production process and want to reverse the excise duty debited to our CENVAT account.

#### Procedure

- From the SAP Easy Access screen, choose *Indirect Taxes* → *Excise JV* → *Create* → *Matl non-prod*.
- Enter data as required, including:

- *Document number*

Enter the number of the material document that the adjustment posting is to refer to.

- Choose .

The system displays the information from the material document.

- Adjust the posting date as necessary.
- Adjust the excise duty for each line item either:

- Manually

## FI- CO End User Training Module

- By assigning the line item to an excise invoice
6. Specify which G/L accounts are to be posted to.
  7. Save the adjustment posting.

### Making Adjustment Postings for Additional Excise Paid by Vendors

#### Use

We follow this procedure if a vendor has increased the amount of excise duty that it originally charged we and we want to debit the difference to your CENVAT account.

#### Procedure

1. From the SAP Easy Access screen, choose *Indirect Taxes* → *Excise JV* → *Create* → *Additional excise*.
2. Enter data as required.

**Create Excise JV - Initial Screen ( Diff Excise Posting )**

Document Number	4900008772
Document Year	2008
Company Code	1000
Plant	1320
Excise Group	32
Subtransaction Type	<input type="checkbox"/>
<b>Modvat Account Selection</b>	
<input checked="" type="radio"/> RG23A <input type="radio"/> RG23C	

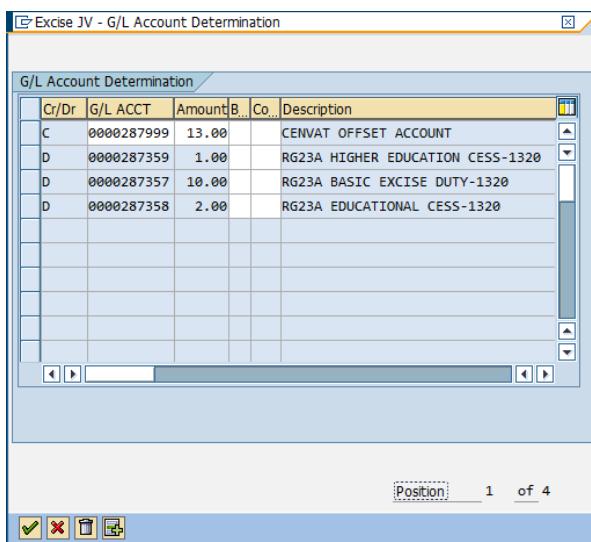
In the *Document number* field, enter then number of the document sent to you by the vendor.

**Create Excise JV - Details wrt exc inv 4900008772 2008 for diff exc**

Document No. & Yr	4900008772 2008	Document Date	26.11.2008																																								
Company Code	1000	Posting Date	26.11.2008																																								
Plant	1320	CVD applicable	<input type="checkbox"/>																																								
Rule/Section <input type="text"/>																																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Item</th> <th>Material Number</th> <th>Material Description</th> <th>Quantity</th> <th>U...</th> <th>BED A...</th> <th>ECS Am...</th> <th>SEcess...</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0144-1570-056</td> <td>BANJO BOLT M8X1(NRV)</td> <td>1 EA</td> <td></td> <td>10.00</td> <td>2.00</td> <td>1.00</td> </tr> <tr> <td colspan="8"><input type="button" value="Add"/></td> </tr> <tr> <td colspan="8"><input type="button" value="Delete"/></td> </tr> <tr> <td colspan="8"><input type="button" value="Print"/></td> </tr> </tbody> </table>				Item	Material Number	Material Description	Quantity	U...	BED A...	ECS Am...	SEcess...	1	0144-1570-056	BANJO BOLT M8X1(NRV)	1 EA		10.00	2.00	1.00	<input type="button" value="Add"/>								<input type="button" value="Delete"/>								<input type="button" value="Print"/>							
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BED Amount		10.00	NCCD Amount	0.00																																							
AED Amount		0.00	ECS Amount	2.00																																							
SED Amount		0.00	SEcess Amount	1.00																																							

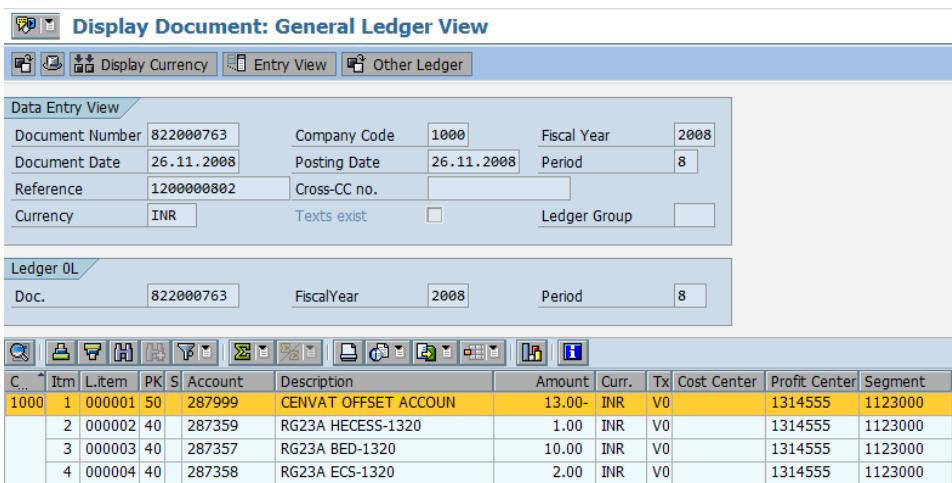
## FI- CO End User Training Module

3. Choose .
4. Adjust the posting date as necessary.
5. Enter the amount of excise duty in either of the following ways:
  - o To enter **line items for different materials** and the excise duty accordingly, choose  and enter the line items in the table.
  - o To enter the **excise duty only**, choose  and enter the excise duty in the totals fields at the foot of the screen.
6. If the duty qualifies as countervailing duty (CVD):
  - a. Select *CVD applicable*.
  - b. Enter the CVD amount in the *BED amount* field.
7. Specify which G/L accounts are to be posted to.



8. Save the adjustment posting.

 Excise JV 1200000802 acctng. no. 822000763 with Part2 Sl. 3200000092 has been successfully created



C...	Item	L.item	PK	S...	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	000001	50	287999	CENVAT OFFSET ACCOUNT	13.00-	INR	V0	1314555	1123000		
	2	000002	40	287359	RG23A HECESS-1320	1.00	INR	V0	1314555	1123000		
	3	000003	40	287357	RG23A BED-1320	10.00	INR	V0	1314555	1123000		
	4	000004	40	287358	RG23A ECS-1320	2.00	INR	V0	1314555	1123000		

For inventory adjustment use T.Code MB1A and rest same as above



2009

## FI- CO End User Training Module

### Making Adjustment Postings for Money Transferred to PLA

#### Use

We follow this procedure to make an adjustment posting when we transfer money to your personal ledger account (PLA).

#### Prerequisites

We have already transferred the money to our PLA at the bank, using a TR6 challan, and have posted the corresponding accounting document.

#### Procedure

1. From the SAP Easy Access screen, choose *Indirect Taxes* → *Excise JV* → *Create* → *TR6 challan*.
2. Enter data as required, including the document number.  
We can enter either the challan number **or** the number of the accounting document.
3. Choose .
  

If we entered the accounting document number, the system displays the information from it.

4. Enter the amounts against the accounts that you require.
5. Save the adjustment posting.

### Canceling Excise Invoices

#### Use

We follow this procedure in order to cancel an outgoing excise invoice. It reverses any excise duty accounted for.

#### Procedure

1. From the SAP Easy Access screen, choose *Indirect Taxes* → *Excise JV* → *Create* → *Cancel exc. inv.* **or** *Indirect Taxes* → *Sales and Outbound Movements* → *Excise Invoice Create/Change/Display* → .
2. Enter the number, year, and series group of the excise invoice that you want to cancel.  
A dialog box appears.
3. Choose Yes.
4. Save the adjustment posting.

## FI- CO End User Training Module

### Making Adjustment Postings for Other Transactions

#### Use

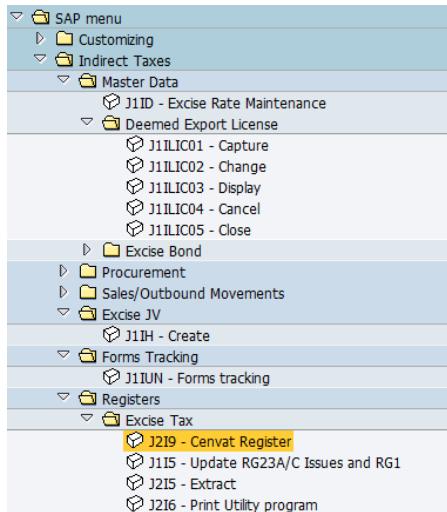
We follow this procedure if we want to make an adjustment posting that does not fall into any of the other categories of adjustment offered by this function. we can only use an external document as our reference document.

#### Procedure

1. From the SAP Easy Access screen, choose *Indirect Taxes* → *Excise JV* → *Create* → *Other adj.*
2. Enter data as required, including:
  - *Document number*  
Enter the number of the external document that you want to refer to.
  - *CENVAT account selection* group box  
Specify which account is affected by the adjustment posting is for. If the posting does not have to be remitted immediately, select *Fortnightly payment*.
3. Choose .  
The system displays the information from the material document.
4. Adjust the posting date as necessary.
5. Enter the amount of excise duty in either of the following ways:
  - To enter **line items for different materials** and the excise duty accordingly, choose  and enter the line items in the table.
  - To enter the **excise duty only**, choose  and enter the excise duty in the totals fields at the foot of the screen.
6. Specify which G/L accounts are to be posted to.
7. Save the adjustment posting.

## FI- CO End User Training Module

### CENVAT Register (J2I9)



For viewing the cenvat register we can use T.Code J2I9

**Proforma For Monthly Return Under Rule 57AE of the Central Excise Rule**

<input type="checkbox"/>
<b>Company Details</b>
Company Code <input type="text" value="1000"/>
Excise Group <input type="text" value="32"/>
<b>Document Details</b>
Posting Date <input type="text" value="01.11.2008"/> to <input type="text" value="30.11.2008"/>
<b>Print Document</b>
<input checked="" type="radio"/> Annexure <input type="radio"/> Abstract
<b>Print Annexure For Material Type</b>
<input checked="" type="radio"/> Inputs <input type="radio"/> Capital goods

Provide the company code , Excise Group of which we want to take the Cenvat Register . Provide the Date range for which we want to limit the report.

We can take the detail and Abstract for Input Materials and Capital Materials and execute the report. 

For Abstract Report

## FI- CO End User Training Module

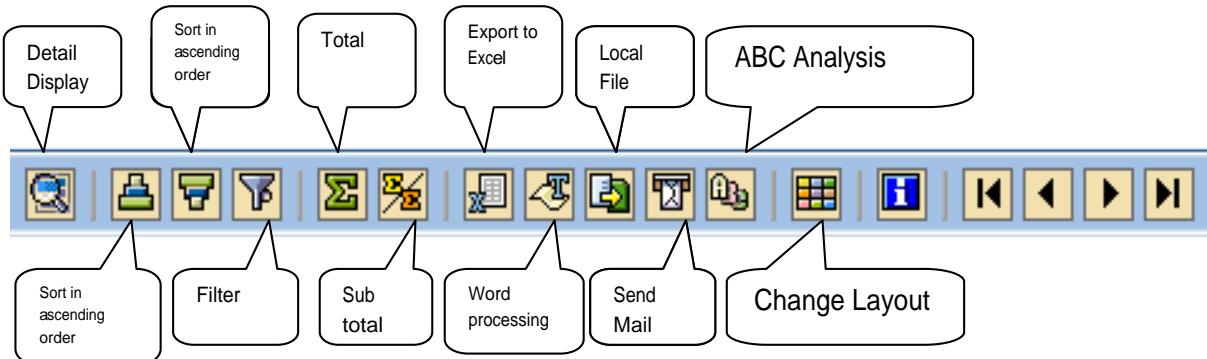
### Proforma For Monthly Return Under Rule 57AE of the Central Excise Rule

ABSTRACT				
	OPENING BALANCE	CREDIT TAKEN DURING THE MONTH	CREDIT UTILIZED DURING THE MONTH	CLOSING BALANCE
CENVAT		509,923.69		515,214.72
SED				
AED (TTA)				
AED (GSI)		5,291.03		
ADDL DUTY				
OTHERS				
ECS		10,613.32		10,613.32
SECESS		5,762.53		5,762.53
ADC		1,749.88		1,749.88

B. CAPITAL GOODS CREDIT				
	OPENING BALANCE	CREDIT TAKEN DURING THE MONTH	CREDIT UTILIZED DURING THE MONTH	CLOSING BALANCE
CENVAT		497,426.86	203,000.00	294,426.86
SED				
AED (TTA)				
AED (GSI)				
ADDL DUTY				
OTHERS				
ECS		9,948.54		9,948.54
SECESS		4,974.27		4,974.27
ADC				

For the Detail report



The File exported to Excel appears as follows



2009



## FI-CO End User Training Module

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Part II Serial No.	Type Of Document	Document Number	Excise Invoice Date	Name Of The Supplier	Type Of Supplier	Supplier's ECC Number	Date On Which Inputs Were Received	Value	Cenvat Credit Availed (INR)	Credit Availed-Addl. Duty	Credit Availed - Other (INR)	Credit Availed - ECS (INR)	Credit Availed - SECess (INR)	Credit Availed - ADC (INR)
2	3200000000	Invoice			VNI300			11-11-2008	10000.00	1400.00	0.00	0.00	28.00	14.00	0.0
3	3200000001	Invoice			SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	12-11-2008	18810.00	2633.40	0.00	0.00	52.67	26.33	0.0
4	3200000002	Invoice			SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	12-11-2008	9663.00	1352.82	0.00	0.00	27.06	13.53	0.0
5	3200000003	Invoice			SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	12-11-2008	4817.00	674.38	0.00	0.00	13.49	6.74	0.0
6	3200000004	Invoice			SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	12-11-2008	4817.00	674.38	0.00	0.00	13.49	6.74	0.0
7	3200000005	Invoice			SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	12-11-2008	9663.00	1352.82	0.00	0.00	27.06	13.53	0.0
8	3200000006	Invoice			SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	12-11-2008	18810.00	2633.40	0.00	0.00	52.67	26.33	0.0
9	3200000007	Invoice	123		SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	12-11-2008	940.50	131.67	0.00	0.00	2.63	1.32	0.0
10	3200000008	Invoice	125	12-11-2008	SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	12-11-2008	1881.00	263.34	0.00	0.00	5.27	2.63	0.0
11	3200000009	Invoice			SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	12-11-2008	1881.00	263.34	0.00	0.00	5.27	2.63	0.0
12	3200000010	Invoice			SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	12-11-2008	1881.00	263.34	0.00	0.00	5.27	2.63	0.0
13	3200000011	Invoice	135	12-11-2008	SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	12-11-2008	2408.50	337.19	0.00	0.00	6.74	3.37	0.0
14	3200000012	Invoice	135		SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	12-11-2008	4831.50	676.41	0.00	0.00	13.53	6.76	0.0
15	3200000013	Invoice	137		SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	12-11-2008	2408.50	337.19	0.00	0.00	6.74	3.37	0.0
16	3200000014	Invoice	140		SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	12-11-2008	4831.50	676.41	0.00	0.00	13.53	6.76	0.0
17	3200000015	Invoice			SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	12-11-2008	1881.00	263.34	0.00	0.00	5.27	2.63	0.0
18	3200000016	Invoice	140	12-11-2008	SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	12-11-2008	9405.00	1316.70	0.00	0.00	26.33	13.17	0.0
19	3200000017	Invoice			SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	12-11-2008	7524.00	1053.36	0.00	0.00	21.07	10.53	0.0
20	3200000018	Invoice	1256	13-11-2008	SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	13-11-2008	9405.00	1316.70	0.00	0.00	26.33	13.17	0.0
21	3200000019	Invoice	125	13-11-2008	SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	13-11-2008	2821.50	395.01	0.00	0.00	7.90	3.95	0.0
22	3200000020	Invoice	128	13-11-2008	SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	13-11-2008	2821.50	395.01	0.00	0.00	7.90	3.95	0.0
23	3200000021	Invoice			SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	13-11-2008	1688.25	1636.37	0.00	0.00	32.72	16.36	0.0
24	3200000022	Invoice	567	13-11-2008	WESTERN AUTO SPARES,	Manufacturer		13-11-2008	5560.00	778.40	0.00	0.00	15.56	7.78	0.0
25	3200000023	Bill of Entry	5105600146	13-11-2008	Import vendor test			13-11-2008	15422.69	0.00	2157.08	0.00	43.14	21.57	709.6
26	3200000024	Invoice			WESTERN AUTO SPARES,	Manufacturer		13-11-2008	2350.00	329.00	0.00	0.00	6.58	3.29	0.0
27	3200000025	Invoice	1555	13-11-2008	SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	13-11-2008	1881.00	263.34	0.00	0.00	5.27	2.63	0.0
28	3200000026	Invoice			WESTERN AUTO SPARES,	Manufacturer		13-11-2008	25000.00	3500.00	0.00	0.00	70.00	35.00	0.0
29	3200000027	Invoice	1225	14-11-2008	SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	14-11-2008	3865.20	541.13	0.00	0.00	10.82	5.41	0.0
30	3200000028	Invoice			WESTERN AUTO SPARES,	Manufacturer		14-11-2008	2780.00	389.20	0.00	0.00	7.78	3.89	0.0
31	3200000029	Invoice	1223	14-11-2008	SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	14-11-2008	5643.00	790.02	0.00	0.00	15.80	7.90	0.0
32	3200000030	Invoice	125	14-11-2008	SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	14-11-2008	2898.90	405.85	0.00	0.00	8.12	4.06	0.0
33	3200000031	Invoice			SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	14-11-2008	3865.20	541.13	0.00	0.00	10.82	5.41	0.0
34	3200000032	Invoice			SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	14-11-2008	3865.20	541.13	0.00	0.00	10.82	5.41	0.0
35	3200000033	Invoice	125	15-11-2008	SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	15-11-2008	3865.20	541.13	0.00	0.00	10.82	5.41	0.0
36	3200000034	Invoice	0000000012	15-11-2008		AGGPGI1009DX		15-11-2008	12000.00	1680.00	0.00	0.00	34.00	17.00	0.0
37	3200000035	Invoice	12345	15-11-2008	SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	15-11-2008	366.30	135.28	0.00	0.00	2.71	1.35	0.0
38	3200000036	Invoice	125	15-11-2008	WESTERN AUTO SPARES,	Manufacturer		15-11-2008	27800.00	3892.00	0.00	0.00	77.84	38.92	0.0
39	3200000037	Invoice	12225	15-11-2008	WESTERN AUTO SPARES,	Manufacturer		15-11-2008	27800.00	3892.00	0.00	0.00	77.84	38.92	0.0
40	3200000038	Invoice			WESTERN AUTO SPARES,	Manufacturer		15-11-2008	13900.00	1946.00	0.00	0.00	38.92	19.46	0.0
41	3200000039	Invoice	1255	15-11-2008	WESTERN AUTO SPARES,	Manufacturer		15-11-2008	16800.00	2335.20	0.00	0.00	46.70	23.35	0.0
42	3200000040	Invoice			WESTERN AUTO SPARES,	Manufacturer		15-11-2008	29190.00	4086.60	0.00	0.00	81.73	40.87	0.0
43	3200000041	Invoice	U010	15-11-2008	UNITED FOUNDRIES LTD	Manufacturer		15-11-2008	56400.00	7896.00	0.00	0.00	157.92	78.96	0.0
44	3200000042	Invoice	1228	15-11-2008	WESTERN AUTO SPARES,	Manufacturer		15-11-2008	20850.00	2919.00	0.00	0.00	58.38	29.19	0.0
45	3200000043	Invoice	128	15-11-2008	WESTERN AUTO SPARES,	Manufacturer		15-11-2008	27800.00	3892.00	0.00	0.00	77.84	38.92	0.0
46	3200000044	Invoice	1230	15-11-2008	WESTERN AUTO SPARES,	Manufacturer		15-11-2008	27800.00	3892.00	0.00	0.00	77.84	38.92	0.0

Sheet1 Sheet2 Sheet3

Ready

85%

## FI- CO End User Training Module



For seeing details transaction wise click on the desired line and then click display icon. Following screen appears.

### Detail: Display

Column	Contents
Serial No.	4
Part II Serial No.	3200000003
Type Of Document	Invoice
Document Number	CAP001
Excise Invoice Date	13.11.2008
Name Of The Supplier	SUBTEST
Date On Which Inputs Were Received	13.11.2008
Value	10,000.00
Cenvat Credit Availed (INR)	700.00
Credit Availed - ECS (INR)	14.00
Credit Availed - SECESS (INR)	7.00
Description Of Main Item In the Document	Capital Test1
Chapter Id of Main Item In the Document	1234
Quantity	10.000
Unit Of Measure	EA

### Update of Registers RG 1 and RG 23 (Part I)

Company Details	
Company	1000
Plant	1320
Excise Group	32
Document Header	
Material Document Number	<input type="text"/>
Document Year	<input type="text"/> to <input type="text"/>
Posting Date	30.11.2008 <input type="text"/> to <input type="text"/>
Document Details	
Movement Type	<input type="text"/> to <input type="text"/>
Storage Location	<input type="text"/> to <input type="text"/>
Material	<input type="text"/> to <input type="text"/>
Document Date	<input type="text"/> to <input type="text"/>
Batch	<input type="text"/> to <input type="text"/>
Stock Type	<input type="text"/> to <input type="text"/>
Classification	
Rule	<input type="text"/>
Classification	RMA
RG 23/RG 1	
<input checked="" type="radio"/> Document Entry Date <input type="radio"/> Document Post Date <input type="radio"/> System Date	
Registers	
<input checked="" type="radio"/> RG 23A Part 1 <input type="radio"/> RG 23C Part 1 <input type="radio"/> RG 1	
Mode	
<input type="checkbox"/> Batch	Last Extracted Date

## FI- CO End User Training Module

### Excise Register Extraction (J2I5)

#### Print Excise Register (J2I6)

For Excise Register Prints we have to run two reports

1. For Extraction and
2. For Printing the Extracted Report.

We can select any one or all the register at a time.

(J2I5) Execute the program.

**Excise Registers Extraction**

Excise group	32
Start date	01.11.2008
End date	30.11.2008

**Select Registers**

All registers     Select any register

**Registers**

RG23A PART I  
 RG23A PART II  
 RG23C PART I  
 RG23C PART II  
 PLA  
 RG23D  
 RG1

**Display**

Last Extracted Dates

J2I6 (Print Registers)

**Print Excise Registers**

Print Registers
-----------------

RG23A PART I  
 RG23A PART II  
 RG23C PART I  
 RG23C PART II  
 PLA  
 RG23D  
 RG1  
 RT-12

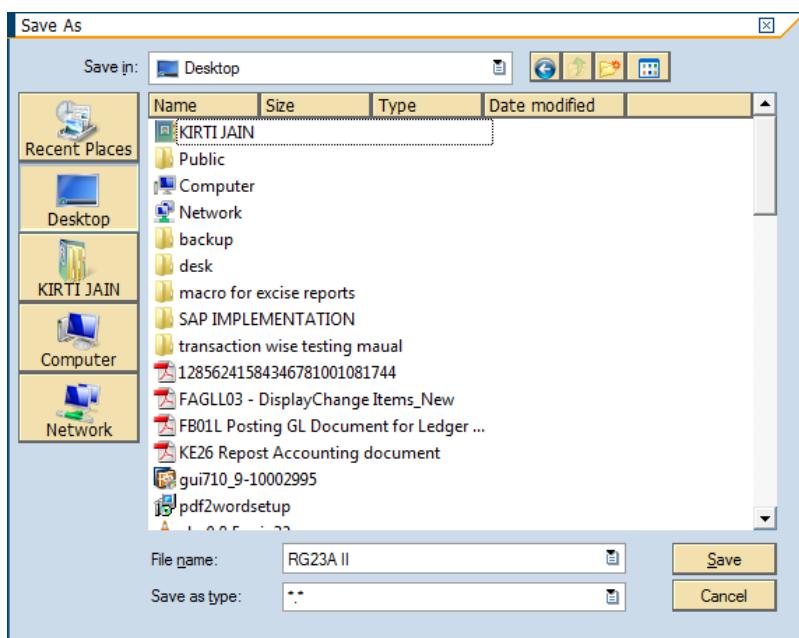
Select the desired registers and click on execute.

## FI- CO End User Training Module

### Print RG23A PARTII register

Excise Group	32
Start Date	01.11.2008
End Date	30.11.2008
Form Selection	
<input type="radio"/> Script Form <input checked="" type="radio"/> Excel Form	

Provide the details. As we click on the execute button a popup appears for the file name and location for saving the output.



EXCEL FILE OPENS AS FOLLOWS

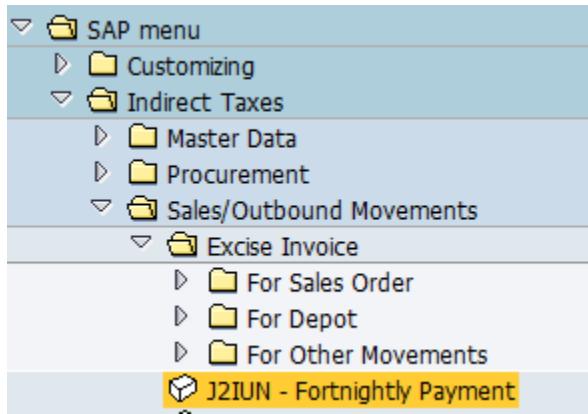
FORM RG23A PART II														
SL NO	Invoice/Bill of Entry	ECC code of Supplier/Buyer	Customs house from where received	Folio & Entry No.1 in PartI	Amount of fresh credit availed				Amount of Credit utilised				Remarks	
No	Date	Range	Division		BED	ECS	SECS	AED	Others(NCC)	BED	ECS	SECS	AED	Others(NCC,SED)
Opening Balance					0	0	0	0	0	0	0	0	0	0
3200000000	0				1400	28	14	0	0	0	0	0	0	0
3200000001	0 AACLS7387		CHENNAI		2633.4	52.67	26.33	0	0	0	0	0	0	0
3200000002	0 AACLS7387		CHENNAI		1352.82	27.06	13.53	0	0	0	0	0	0	0
3200000003	0 AACLS7387		CHENNAI		674.38	13.49	6.74	0	0	0	0	0	0	0
3200000004	0 AACLS7387		CHENNAI		674.38	13.49	6.74	0	0	0	0	0	0	0
3200000005	0 AACLS7387		CHENNAI		1352.82	27.06	13.53	0	0	0	0	0	0	0
3200000006	0 AACLS7387		CHENNAI		2633.4	52.67	26.33	0	0	0	0	0	0	0
3200000007	123	0 AACLS7387	CHENNAI		131.67	2.63	1.32	0	0	0	0	0	0	0
3200000008	125	20081112 AACLS7387	CHENNAI		263.34	5.27	2.63	0	0	0	0	0	0	0
3200000009	0 AACLS7387		CHENNAI		263.34	5.27	2.63	0	0	0	0	0	0	0
3200000010	0 AACLS7387		CHENNAI		263.34	5.27	2.63	0	0	0	0	0	0	0
3200000011	135	20081112 AACLS7387	CHENNAI		337.19	6.74	3.37	0	0	0	0	0	0	0
3200000012	135	0 AACLS7387	CHENNAI		676.41	13.53	6.76	0	0	0	0	0	0	0
3200000013	137	0 AACLS7387	CHENNAI		337.19	6.74	3.37	0	0	0	0	0	0	0
3200000014	140	0 AACLS7387	CHENNAI		676.41	13.53	6.76	0	0	0	0	0	0	0
3200000015	0 AACLS7387		CHENNAI		263.34	5.27	2.63	0	0	0	0	0	0	0
3200000016	140	20081112 AACLS7387	CHENNAI		1316.7	26.33	13.17	0	0	0	0	0	0	0
3200000017	0 AACLS7387		CHENNAI		1053.36	21.07	10.53	0	0	0	0	0	0	0
3200000018	1256	20081113 AACLS7387	CHENNAI		1316.7	26.33	13.17	0	0	0	0	0	0	0
3200000019	125	20081113 AACLS7387	CHENNAI		395.01	7.9	3.95	0	0	0	0	0	0	0
3200000020	128	20081113 AACLS7387	CHENNAI		395.01	7.9	3.95	0	0	0	0	0	0	0
3200000021	0 AACLS7387		CHENNAI		1636.37	32.72	16.36	0	0	0	0	0	0	0
Closing Balance					20046.58	400.94	200.43	0	0	0	0	0	0	0

SAP has provided various macros to get the report in the proper format. which we can apply to the report and get the formatted report.

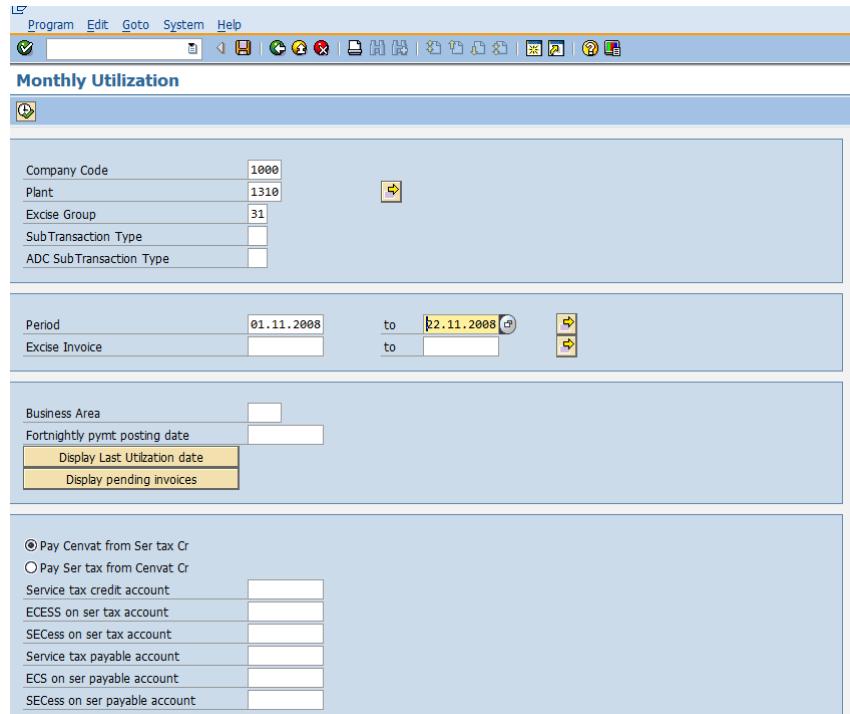
## FI- CO End User Training Module

### Monthly Utilisation of Cenvat Credit and Payment from PLA (J2IUN)

Or go as per the following navigation.



Provide the details as Company Code, Plant, Excise Group, and "Period -From Date to Date"



The screenshot shows the SAP interface for the 'Monthly Utilization' transaction (J2IUN). The screen includes the following fields:

- Company Code:** 1000
- Plant:** 1310
- Excise Group:** 31
- Sub Transaction Type:** (empty)
- ADC Sub Transaction Type:** (empty)
- Period:** From 01.11.2008 to 22.11.2008
- Excise Invoice:** (empty)
- Business Area:** (empty)
- Fortnightly pymt posting date:** (empty)
- Buttons:** Display Last Utilization date, Display pending invoices
- Account Selection:**
  - Pay Cenvat from Ser tax Cr
  - Pay Ser tax from Cenvat Cr

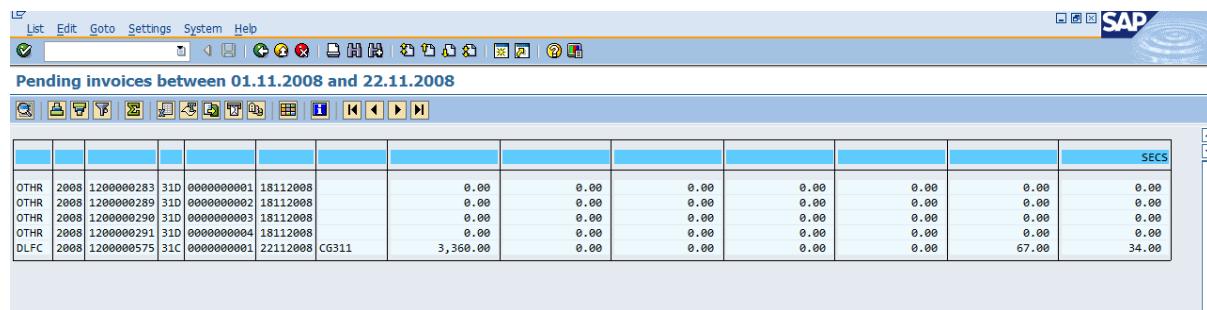
Service tax credit account, ECES on ser tax account, SECESS on ser tax account, Service tax payable account, ECS on ser payable account, SECESS on ser payable account

Before processing the Utilisation we can check the Last Utilisation Date and View the Pending Invoices to Cleared by clicking on the Following buttons

**Display Last Utilization date**

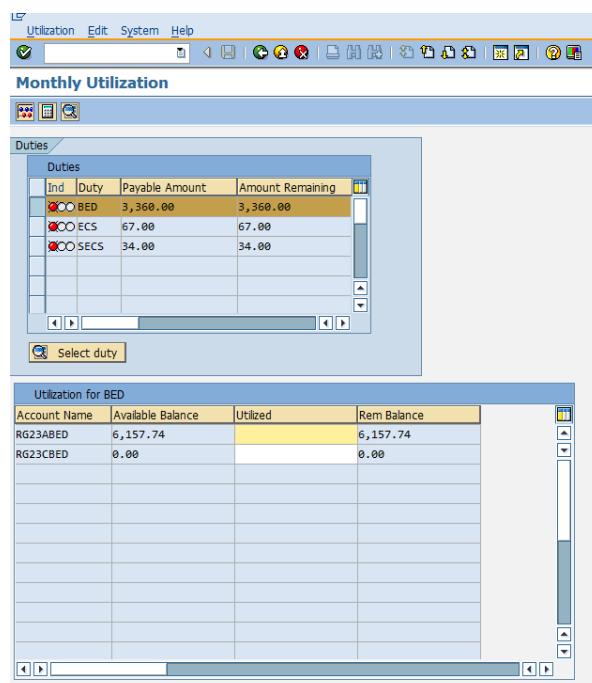
**Display pending invoices**

## FI- CO End User Training Module



										SECS	
OTHR	2008	1200000283	31D	0000000001	18112008		0.00	0.00	0.00	0.00	0.00
OTHR	2008	1200000289	31D	0000000002	18112008		0.00	0.00	0.00	0.00	0.00
OTHR	2008	1200000296	31D	0000000003	18112008		0.00	0.00	0.00	0.00	0.00
OTHR	2008	1200000291	31D	0000000004	18112008		0.00	0.00	0.00	0.00	0.00
DLFC	2008	1200000575	31C	0000000001	22112008	CG311	3,360.00	0.00	0.00	0.00	67.00
											34.00

Click on the Execute Button



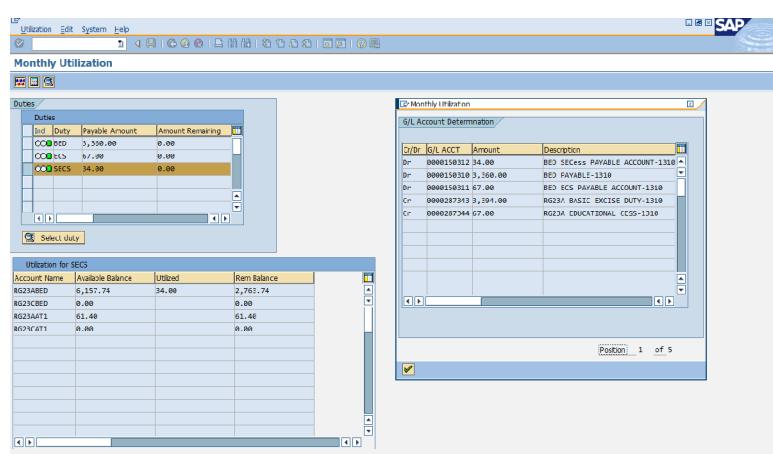
Duties			
Ind	Duty	Payable Amount	Amount Remaining
BED	3,360.00	3,360.00	
ECS	67.00	67.00	
SECS	34.00	34.00	

Account Name	Available Balance	Utilized	Rem Balance
RG23ABED	6,157.74		6,157.74
RG23CBED	0.00		0.00

Select the Duty and Click on Select duty an then enter the utilised amount and check that indicators turn green.

Select the other Duty and utilise the amount. Once all the Duty Type is utilised save icon is active. Now we can save the utilisation and the following entries are generated.



Duties			
Ind	Duty	Payable Amount	Amount Remaining
BED	3,360.00	0.00	
ECS	67.00	0.00	
SECS	34.00	0.00	

Account Name	Available Balance	Utilized	Rem Balance
RG23ABED	6,157.74	34.00	6,161.74
RG23CBED	0.00		0.00
RG23AAT1	61.48		61.48
RG23CAT1	0.00		0.00

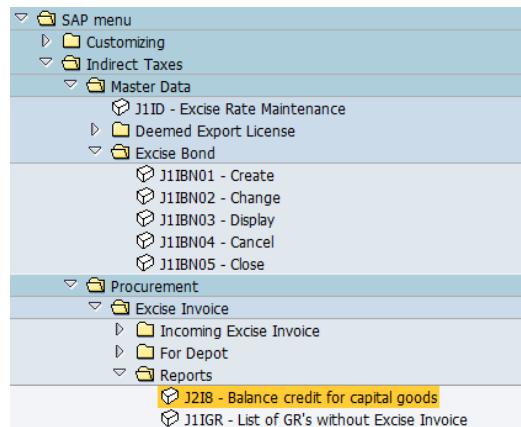
S/L Account Determination		
Dr/ Cr/ I/L ACCT	Amount	Description
Dr 0000198312	34.00	BED SECS PAYABLE ACCOUNT-1310
Dr 0000198310	3,360.00	BED PAYABLE-1310
Dr 0000198311	67.00	BED ECS PAYABLE ACCOUNT-1310
Cr 0000297343	3,391.00	RG23A BASIC EXCISE DUTY-1310
Cr 0000297344	67.00	RG23A EDUCATIONAL CCSS-1310

## FI- CO End User Training Module

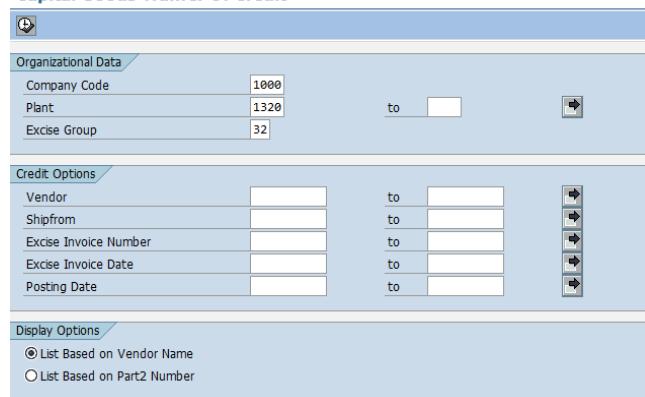
### Capital Goods Excise

#### Sale of Capital Goods in the Year of Purchase

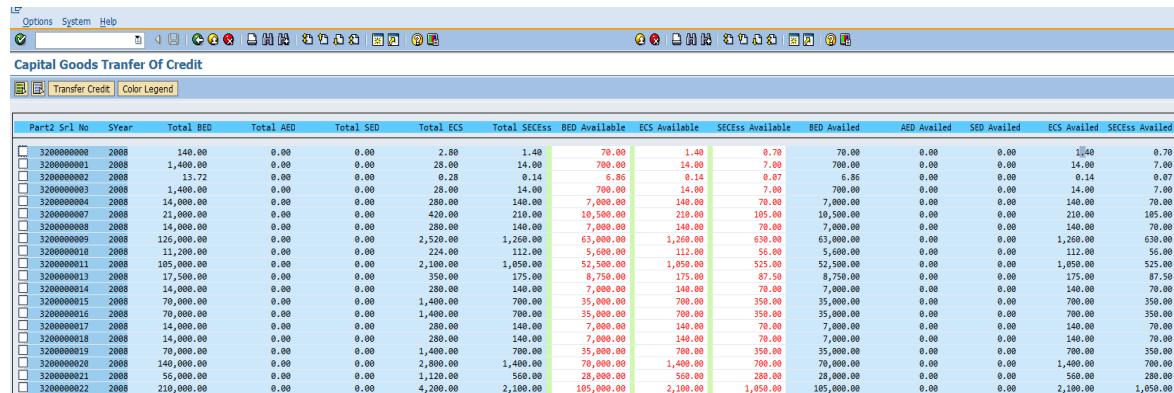
If the Capital Goods are sold in the year of purchase then we have to take 100% credit in the year of purchase despite of normal 50% credit in the year of purchase and balance 50 % credit in the subsequent year.



#### Capital Goods Tranfer Of Credit



The dialog box has three tabs: 'Organizational Data', 'Credit Options', and 'Display Options'. In 'Organizational Data', fields include Company Code (1000), Plant (1320), and Excise Group (32). In 'Credit Options', fields include Vendor, Shipfrom, Excise Invoice Number, Excise Invoice Date, and Posting Date. In 'Display Options', there are two radio buttons: 'List Based on Vendor Name' (selected) and 'List Based on Part2 Number'.



Part2 Srl No	SYear	Total BED	Total AED	Total SED	Total ECS	Total SECESS	BED Available	ECS Available	SECESS Available	BED Availed	AED Availed	SED Availed	ECS Availed	SECESS Availed
3200000000	2008	140.00	0.00	2.80	1.40	70.00	1.40	0.70	70.00	0.00	0.00	0.00	1,140	0.70
3200000001	2008	1,400.00	0.00	28.00	14.00	700.00	14.00	7.00	700.00	0.00	0.00	0.00	14.00	7.00
3200000002	2008	13.72	0.00	0.28	0.14	6.86	0.14	0.07	6.86	0.00	0.00	0.00	0.14	0.07
3200000003	2008	1,400.00	0.00	28.00	14.00	700.00	14.00	7.00	700.00	0.00	0.00	0.00	14.00	7.00
3200000004	2008	14,000.00	0.00	288.00	140.00	7,000.00	140.00	70.00	7,000.00	0.00	0.00	0.00	140.00	70.00
3200000005	2008	21,000.00	0.00	420.00	210.00	10,500.00	210.00	105.00	10,500.00	0.00	0.00	0.00	210.00	105.00
3200000006	2008	14,000.00	0.00	288.00	140.00	7,000.00	140.00	70.00	7,000.00	0.00	0.00	0.00	140.00	70.00
3200000007	2008	12,000.00	0.00	2,520.00	1,260.00	6,500.00	1,260.00	650.00	6,500.00	0.00	0.00	0.00	1,260.00	650.00
3200000008	2008	11,200.00	0.00	224.00	112.00	5,600.00	112.00	56.00	5,600.00	0.00	0.00	0.00	112.00	56.00
3200000010	2008	105,000.00	0.00	2,100.00	1,050.00	52,500.00	1,050.00	525.00	52,500.00	0.00	0.00	0.00	1,050.00	525.00
3200000013	2008	17,500.00	0.00	350.00	175.00	8,750.00	175.00	87.50	8,750.00	0.00	0.00	0.00	175.00	87.50
3200000014	2008	14,000.00	0.00	288.00	140.00	7,000.00	140.00	70.00	7,000.00	0.00	0.00	0.00	140.00	70.00
3200000015	2008	70,000.00	0.00	1,400.00	700.00	35,000.00	700.00	350.00	35,000.00	0.00	0.00	0.00	700.00	350.00
3200000016	2008	70,000.00	0.00	1,400.00	700.00	35,000.00	700.00	350.00	35,000.00	0.00	0.00	0.00	700.00	350.00
3200000017	2008	14,000.00	0.00	288.00	140.00	7,000.00	140.00	70.00	7,000.00	0.00	0.00	0.00	140.00	70.00
3200000018	2008	14,000.00	0.00	288.00	140.00	7,000.00	140.00	70.00	7,000.00	0.00	0.00	0.00	140.00	70.00
3200000019	2008	14,000.00	0.00	288.00	140.00	7,000.00	140.00	70.00	7,000.00	0.00	0.00	0.00	140.00	70.00
3200000020	2008	140,000.00	0.00	2,800.00	1,400.00	70,000.00	1,400.00	700.00	70,000.00	0.00	0.00	0.00	1,400.00	700.00
3200000021	2008	56,000.00	0.00	1,120.00	560.00	28,000.00	560.00	280.00	28,000.00	0.00	0.00	0.00	560.00	280.00
3200000022	2008	210,000.00	0.00	4,200.00	2,100.00	105,000.00	2,100.00	1,050.00	105,000.00	0.00	0.00	0.00	2,100.00	1,050.00

Select the desired capital either on the vendor basis or the entry number basis and click on the "Transfer Credit" Tab the entry number and the Accounting entry will be generated and the full credit will be availed.

## FI- CO End User Training Module

**Display Document: Data Entry View**

Data Entry View					
Document Number	822000770	Company Code	1000	Fiscal Year	2008
Document Date	26.11.2008	Posting Date	26.11.2008	Period	8
Reference	SA001	Cross-CC no.			
Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group	<input type="checkbox"/>

C.	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	50		287370	CENVAT HOLD-1320	72.10-	INR	V0	1104002	1123000	
	2	40		287363	RG23C HCESS-1320	0.70	INR	V0	1104002	1123000	
	3	40		287361	RG23C BED-1320	70.00	INR	V0	1104002	1123000	
	4	40		287362	RG23C ECS-1320	1.40	INR	V0	1104002	1123000	

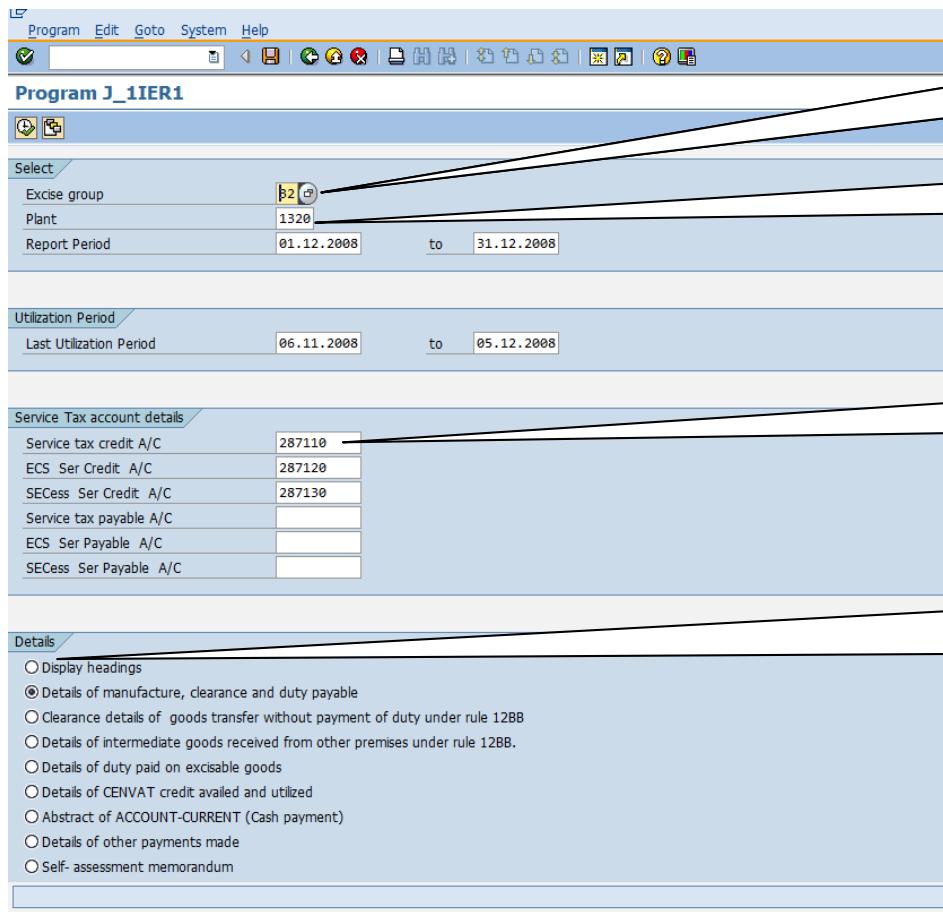
Credit on Hold is credited and the RG23C excise duty is debited back.

### For Claiming Balance 50% Cenvat Credit on Assets in the Next Accounting Year

Do the Same Process and Select the all the entries for the Previous Accounting Year and on the on the First Day of the Succeeding Year Transfer the Credit.

#### ER 1 Register (J2IER1)

## FI- CO End User Training Module



**Select**

- Excise group: [ ]
- Plant: 1320
- Report Period: 01.12.2008 to 31.12.2008

**Utilization Period**

- Last Utilization Period: 06.11.2008 to 05.12.2008

**Service Tax account details**

Service tax credit A/C	287110
ECS Ser Credit A/C	287120
SECess Ser Credit A/C	287130
Service tax payable A/C	[ ]
ECS Ser Payable A/C	[ ]
SECess Ser Payable A/C	[ ]

**Details**

- Display headings
- Details of manufacture, clearance and duty payable
- Clearance details of goods transfer without payment of duty under rule 12BB
- Details of intermediate goods received from other premises under rule 12BB.
- Details of duty paid on excisable goods
- Details of CENVAT credit availed and utilized
- Abstract of ACCOUNT-CURRENT (Cash payment)
- Details of other payments made
- Self-assessment memorandum

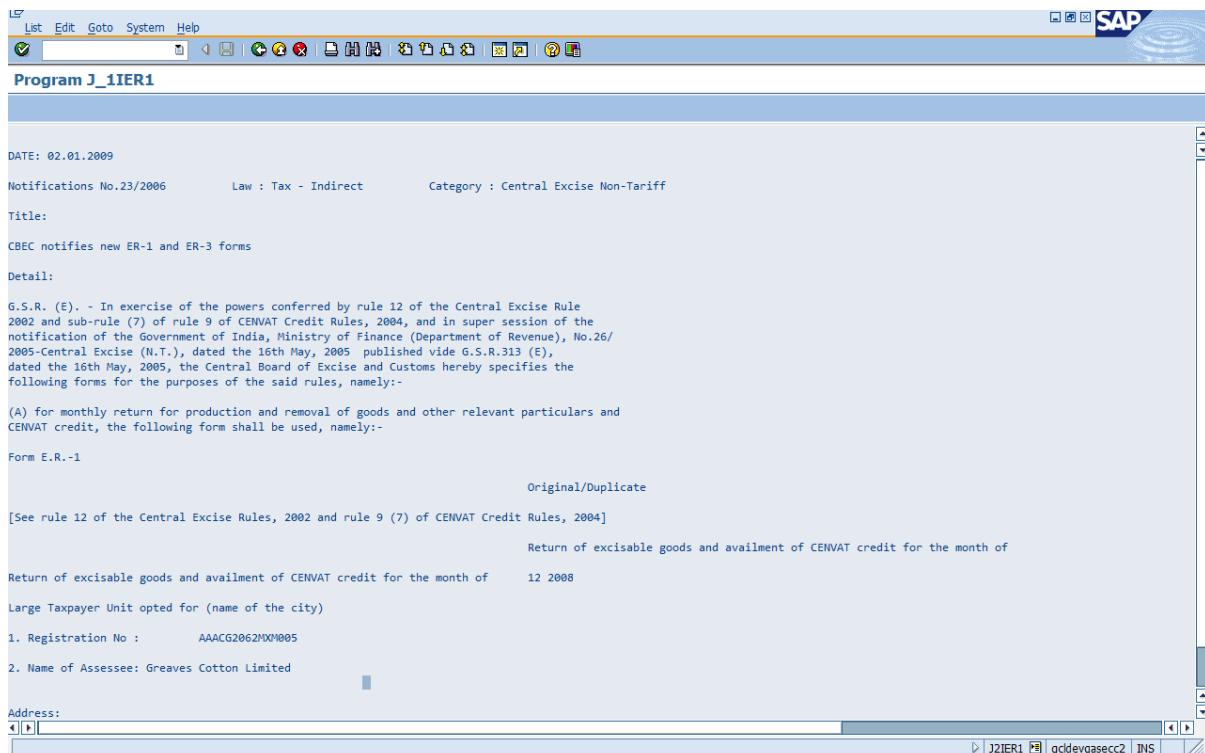
Provide the Excise Group

Provide the Plant

Mention the GL Code of Service Tax Credit

Select the Details one by one to get the output

### Output format for the ER 1 Register



**Program J\_1IER1**

DATE: 02.01.2009

Notifications No.23/2006 Law : Tax - Indirect Category : Central Excise Non-Tariff

Title:

CBEC notifies new ER-1 and ER-3 forms

Detail:

G.S.R. (E). - In exercise of the powers conferred by rule 12 of the Central Excise Rule 2002 and sub-rule (7) of rule 9 of CENVAT Credit Rules, 2004, and in super session of the notification of the Government of India, Ministry of Finance (Department of Revenue), No.26/2005-Central Excise (N.T.), dated the 16th May, 2005 published vide G.S.R.313 (E), dated the 16th May, 2005, the Central Board of Excise and Customs hereby specifies the following forms for the purposes of the said rules, namely:-

(A) for monthly return for production and removal of goods and other relevant particulars and CENVAT credit, the following form shall be used, namely:-

Form E.R.-1

Original/Duplicate

[See rule 12 of the Central Excise Rules, 2002 and rule 9 (7) of CENVAT Credit Rules, 2004]

Return of excisable goods and availment of CENVAT credit for the month of

Return of excisable goods and availment of CENVAT credit for the month of 12 2008

Large Taxpayer Unit opted for (name of the city)

1. Registration No : AAACG2062H00005

2. Name of Assessee: Greaves Cotton Limited

Address:

## FI- CO End User Training Module

Program J_1IER1												
3. Details of the manufacture, clearance and duty payable:												
CETSH NO	Description of goods	Unit of Quantity	Quantity Manufactured	Quantity cleared	Assessable Value	Duty	Notification availed	Serial No. in Notification	Rate of Duty(adv)	Rate of Duty(specific)	Duty Payable	Provisional assessment number (if any)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
1234	SUBC1	EA	2,000	2,000	180.00	BED			10,0000		18.00	
7318 10 15	BAHJO BOLT M8X1(NRV)	EA	30,000	30,000	0.00	BED			0,0000	0.00 0	130.00	
7318 15 00	HEX SCREW M6X15 ROTOR FIXING	EA	90,000	90,000	0.00	BED			0,0000	0.00 0	1,030.00	
7326 19 90	CRANKSHAFT FORGING PVPL	EA	10,000	10,000	6,480.00	SEcess			1,0000		8.00	
7326 19 90	CRANKSHAFT FORGING PVPL	EA	20,000	20,000	15,480.00	ECS			2,0000		25.00	
7326 19 90	CRANKSHAFT FORGING PVPL	EA	30,000	30,000	24,480.00	BED			10,0000	0.00 0	830.00	
7326 19 90	CRANKSHAFT FORGING PVPL	EA	30,000	30,000	27,000.00	BED			0,0000	0.00 0	927.00	
7682 00 90	ALUMINIUM SCRAP	KG	1,350,000	1,350,000	113,589.00	BED			0,0000	0.00 0	3,897.00	
7616 00 00	S1204 THRUST BALL BEARING	EA	10,000	10,000	1,700.00	SEcess			1,0000		4.00	
7616 00 00	S1204 THRUST BALL BEARING	EA	10,000	10,000	3,700.00	ECS			2,0000		7.00	
7616 00 00	S1204 THRUST BALL BEARING	EA	10,000	10,000	3,700.00	BED			10,0000	0.00 0	370.00	
7616 00 00	CRANK CASE - GL 400	EA	22,000	22,000	25,520.00	SEcess			1,0000		26.00	
7616 00 00	CRANK CASE - GL 400	EA	22,000	22,000	25,520.00	ECS			2,0000		51.00	
7616 00 00	CRANK CASE - GL 400	EA	22,000	22,000	25,520.00	BED			10,0000	0.00 0	2,552.00	
8408 20 20	TRIAL FG FOR INTEGRATION TESTING	EA	5,000	5,000	18,000.00	SEcess			1,0000		10.00	
8408 20 20	TRIAL FG FOR INTEGRATION TESTING	EA	17,000	17,000	162,047.00	ECS			2,0000		172.00	
8408 20 20	TRIAL FG FOR INTEGRATION TESTING	EA	29,000	29,000	314,094.00	BED			10,0000	0.00 0	1,456.00	
8408 20 20	TRIAL FG FOR INTEGRATION TESTING	EA	36,000	36,000	456,141.00	BED			0,0000	0.00 0	15,661.00	
84082020	GL400II A- SIL E/S DIESEL EN	EA	3,000	3,000	48,149.00	SEcess			1,0000		48.00	
84082020	GL400II A- SIL E/S DIESEL EN	EA	242,000	242,000	6,572,849.00	ECS			2,0000		6,626.00	
84082020	GL400II A- SIL E/S DIESEL EN	EA	483,000	483,000	13,066,549.00	BED			10,0000	0.00 0	130,000.00	
84082020	GL400II A- SIL E/S DIESEL EN	EA	717,000	717,000	19,574,160.00	BED			0,0000	0.00 0	672,948.00	
8409 10 00	PTO COVER CASTING (GMU)	EA	15,000	15,000	188.10	BED			10,0000	0.00 0	19.00	
8409 10 00	NEW PTO COVER	EA	3,000	3,000	200.00	BED			10,0000	0.00 0	20.00	
8483 10 92	AVL CANSHAFT FINISHED	EA	24,000	24,000	62,904.24	BED			0,0000	0.00 0	2,159.00	
8483 10 92	GL400 CRANKSHAFT ASSY	EA	3,033,000	3,033,000	5,201,100.00	BED			0,0000	0.00 0	178,573.00	

4. Clearance details of inter unit transfer of intermediate goods without payment of duty under sub-rule(1)of rule 12BB					
Registration number of the recipient unit	Name and address of the recipient premises	CETSH NO	Description of goods sent	Unit of Quantity	Quantity cleared
(1)	(2)	(3)	(4)	(5)	(6)

5. Receipt details of intermediate goods received from other premises under sub-rule(1)of rule 12BB.-					
Registration number of the sender premises	Name and address of the sender premises	CETSH NO	Description of goods received	Unit of Quantity	Quantity received
(1)	(2)	(3)	(4)	(5)	(6)

6. Details of duty paid on excisable goods:					
Duty Code	Credit Account(Rs)	Account Current(Rs)	Challan	BSR Code	Total duty paid(Rs)
(1)	(2)	(3)	(4A)	(4B)	(5)
BED	127,585.00	0.00			127,585.00
ECS	2,313.00	0.00			2,313.00
SEcess	1,158.00	0.00			1,158.00

## FI- CO End User Training Module

7. Details of CENVAT credit availed and utilized:										
Details of Credit	CENVAT (Rs)	AED(TTA) (Rs)	NCCD (Rs)	ADE (Rs)	ADC (Rs)	ECS on excisable goods (Rs)	SEcess on excisable goods (Rs)	Service Tax (Rs)	ECS on taxable services (Rs)	SEcess on taxable services (Rs)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
Opening balance	5,661,003.06	0.00	0.00	0.00	1,399,435.13	89,388.75	45,141.04	107,836.79	934.77	1,078.38
Credit availed on inputs on invoices issued by manufacturers	787,194.89	0.00	0.00	0.00	0.00	15,529.49	7,761.76			
Credit availed on inputs on invoices issued by 1 or 2 stage dealer	132,524.83	0.00				2,650.31	1,325.13			
Credit availed on imported inputs	0.00				0.00	0.00	0.00			
Credit availed on capital goods	110,988.55	0.00	0.00	0.00	0.00	2,219.80	1,108.87			
Credit availed on imported capital goods	0.00				0.00	0.00	0.00			
Credit availed on input services								242,118.57	2,823.88	979.41
Credit availed from inter-unit transfer of credit by a large taxpayer										
Credit availed under sub-rule(2) of rule 12BB of Central Excise Rules, 2002										
Total credit availed	1,030,708.27	0.00	0.00	0.00	0.00	20,399.60	10,195.76	242,118.57	2,823.88	979.41
Credit utilized for payment of duty on goods	127,585.00	0.00	0.00	0.00	0.00	2,313.00	1,158.00			
Credit utilized when inputs or capital goods are removed as such	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
Credit utilized for payment of duty on services								235,920.75	2,699.91	917.42
Credit utilized from inter-unit transfer of credit by a large taxpayer										
Closing balance	6,564,126.33	0.00	0.00	0.00	1,400,613.29	107,475.35	54,178.80	114,034.61	1,058.74	1,140.37

### 8. Abstract of ACCOUNT-CURRENT (Cash payment).-

Summary particulars	Amount in Rs.
(1)	(2)
Opening balance	46,216.34
Add: TR-6/ GAR-7 Challan payments made in the month (in aggregate)	0.00
Add*:Adjustment of the excess duty paid during previous period under subrule (2) of rule 12BB (incase of LT)	
Total amount available	46,216.34
Less: Utilization towards Payment of duties on excisable goods during the month (vide. Details furnished under col.no.3 in Sl.No.(6) of the Return)	0.00
Less Utilization towards Other Payments made during the month (vide. Details furnished under Sl.No.(9) of the Return)	
Closing balance	46,216.34



2009

## FI- CO End User Training Module

### 10. Self- assessment memorandum

a) I hereby declare that the information given in this Return is true, correct and complete in every respect and that I am authorised to sign on behalf of the assessee.

b) During the month, total Rs. 0.00 was deposited vide TR 6 Challans(copies enclosed)

c) During the month, invoices bearing S.No 1200000962 to S.No. 1200002376 were issued.

d) During the month, transfer challans under rule 12BB of the Central Excise Rules, 2002 bearing S. No \_\_\_\_\_ to \_\_\_\_\_ were issued.  
and transfer challan under rule 12A of the CENVAT Credit Rule, 2004 bearing S. No \_\_\_\_\_ to \_\_\_\_\_ were issued.

DATE: 02.01.2009

PLACE:

Name and signature of Assessee or  
Authorised Signatory

### ACKNOWLEDGEMENT

MM YYYY

Return of excisable goods and availment of CENVAT credit for the month of 12 2008

Date of receipt 02.01.2009

Name and Signature of the Range Officer with Official Seal



2009

## FI- CO End User Training Module

### Sales Tax

#### Form Tracking

##### Use

You use this function to record and monitor forms relating to tax concessions. You can record the forms that your customers send you against their sales orders, and those that you send to your vendors against your purchase orders.

You can also use these functions for monitoring other routine activities, for example, when you transfer money to your personal ledger account (PLA) using a TR6 challan.

##### Features

Forms for concessional sales tax must be submitted by the buyer after the goods have been delivered or after it has paid the invoice. In the case of interstate concessional sales tax rate sales, the concessional rate is granted against the issue of Cforms.

Exemption from excise duty may be granted by the excise authorities under certain circumstances, for example, on exports or deemed exports. In such cases, the buyer has to produce certain statutory forms to claim concessional rates of excise duty or exemptions. The exporter has to provide the vendor with proof of export (form AR3A).

If the buyer is unable to furnish the certificate at the appropriate time, material supply should be at the normal rate of sales tax or excise duty.

##### Activities

To access the form tracking function, from the SAP Easy Access screen, choose Indirect Taxes → Forms Tracking → Create/Change/Display.



## Chapter - 9

### Purchase Order

#### Material Management (MM) Integration.

##### Material Creation – Display( MM03)

In Greaves Cotton ltd, we have many materials that we will not always know whether a specific material already exists in the material master. We can find this out using the materials list. This function allows us to list materials according to one or more of the following selection criteria:

- Material number
- Plant
- Material type
- Material group
- Person who created the material

Features:

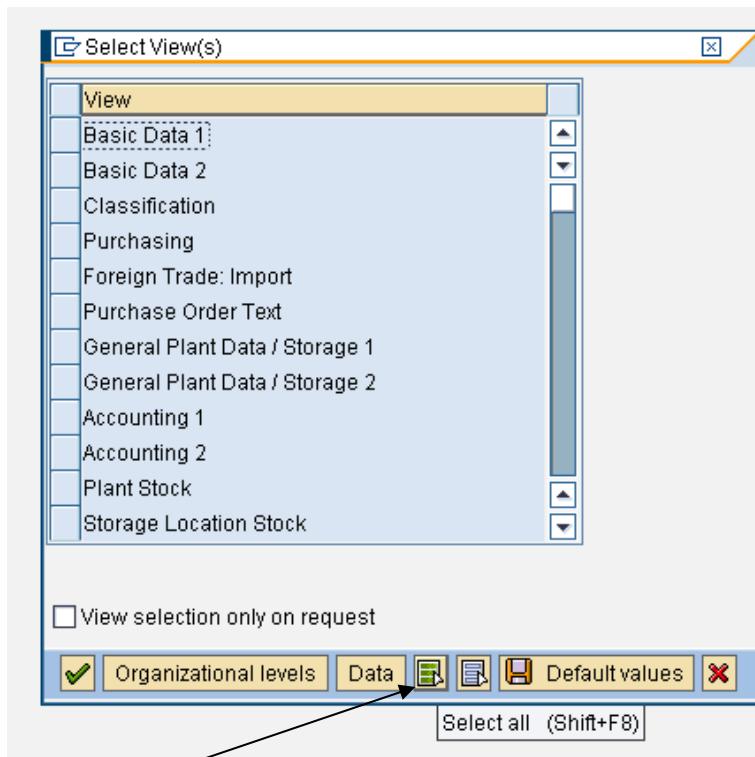
Besides the data we enter on the selection screen, the materials list also contains other useful data such as the material description, base unit of measure, price control indicator, price unit, and valuation price.

#### Display Material (Initial Screen)

Select view(s)	Organizational levels	Data
Material	LOC1	

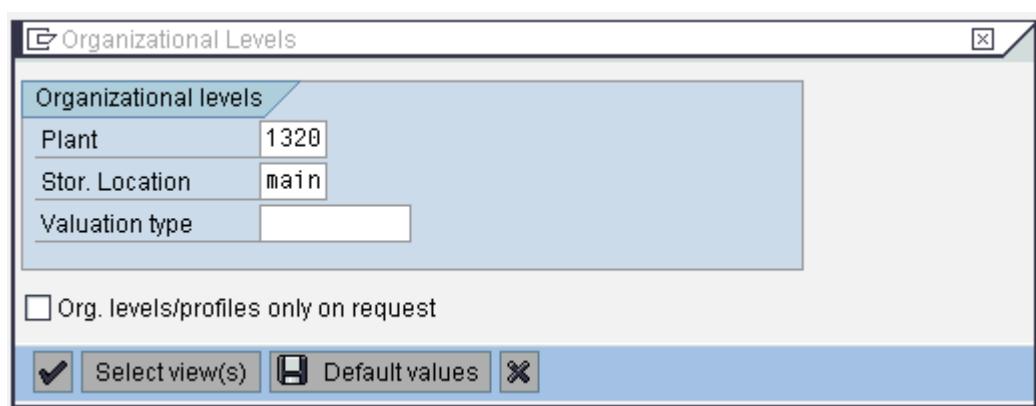
Click Select View(s) or Press enter, below screen will be displayed

## FI- CO End User Training Module



Press Select All button to view all the fields for the given material code.

Or Select those relevant to our use. Once we select and click the RIGHT button, below screen will shown



Press Enter or Click the RIGHT button.

Below Screen will be display where TABS will be seen as per our selection above.

Browse through TABS for information about the material.

Some Important TABS for finance are Foreign Trade Import, Plant Data/ Stor. 2, Accounting 1 and Accounting 2

## FI- CO End User Training Module

Basic Data 1 Basic Data 2 Classification Purchasing F...

Material LOC1 Test Local PO

**General data**

Base Unit of Measure	EA	each	Material Group	01H
Old material number			Ext. Matl Group	
Division			Lab/Office	
Product allocation			Valid from	
X-plant matl status			GenItemCatGroup	
<input type="checkbox"/> Assign effect. vals				

**Material authorization group**

Authorization Group	
---------------------	--

**Dimensions/EANs**

Gross Weight	0.000	Weight unit		
Net Weight	0.000			
Volume	0.000	Volume unit		
Size/dimensions				
EAN/UPC			EAN Category	

**Packaging material data**

Matl Grp Pack.Matl	
--------------------	--

**Basic Data Texts**

Additional data Organizational levels

Purchasing Foreign Trade Import Purchase Order Text Plant ...

**CAP prod. group**

CAP prod. group		
Preference status	Not maintained	Customs tariff prefs
Vendor decl. status	Not maintained	

**Legal control**

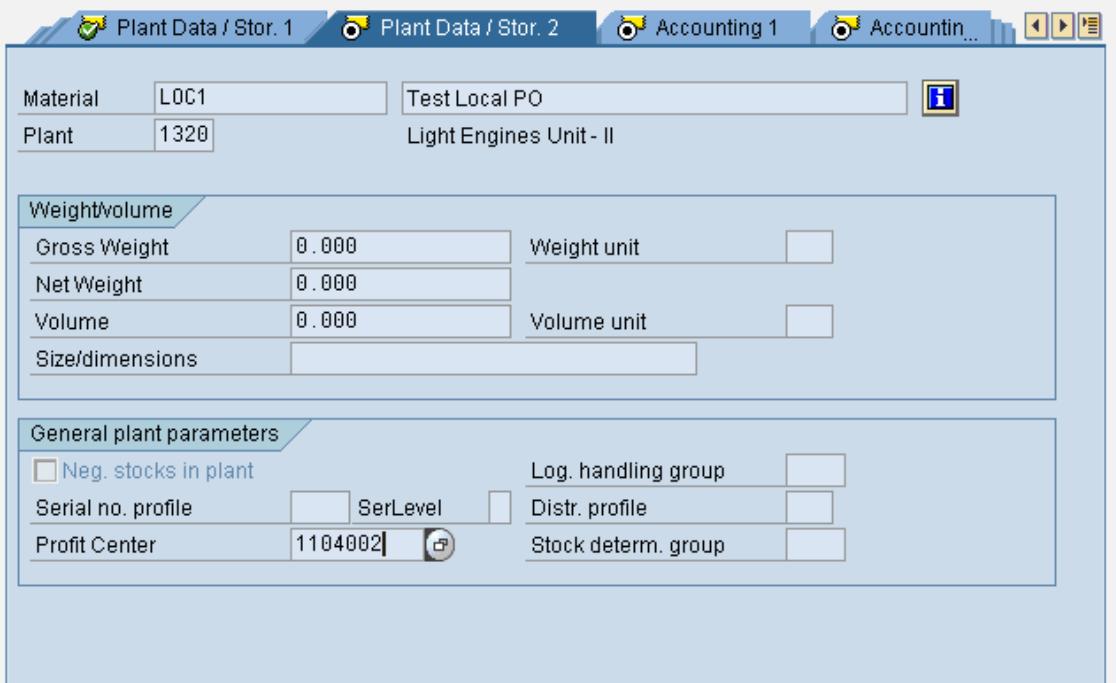
ExemptionCertificate		Exemption cert. no.	
Iss.date of ex.cert.			
<input type="checkbox"/> Military goods	Legal control		

**Excise data**

Chapter ID	1234	<input checked="" type="checkbox"/> Subcontractors	Material type	
No. GRs per EI	2	Output Matl.		More
Valid from	01.10.2008			
Currency Key	INR			
Net dealer price	0.00	Assessable val.	1,000.00	Pre.Vals

Here we need to fill the Chapter ID & Excise details.

## FI- CO End User Training Module



Material LOC1 Test Local PO  
 Plant 1320 Light Engines Unit - II

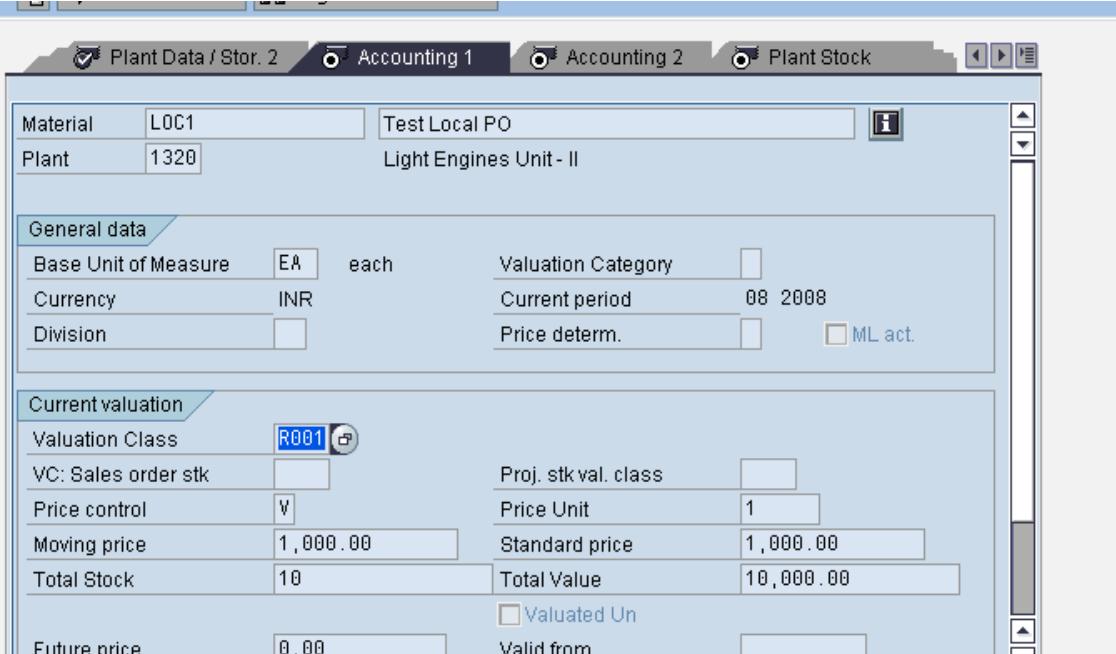
**Weight/volume**

Gross Weight	0.000	Weight unit	<input type="text"/>
Net Weight	0.000		
Volume	0.000	Volume unit	<input type="text"/>
Size/dimensions			

**General plant parameters**

<input type="checkbox"/> Neg. stocks in plant	<input type="checkbox"/> Log. handling group	
Serial no. profile	SerLevel	<input type="checkbox"/> Distr. profile
Profit Center	1104002	<input type="checkbox"/> Stock determ. group

Profit center field need to be filled in the Plant Data / Stor 2 tab.



Material LOC1 Test Local PO  
 Plant 1320 Light Engines Unit - II

**General data**

Base Unit of Measure	EA	each	Valuation Category	<input type="checkbox"/>
Currency	INR		Current period	08 2008
Division	<input type="checkbox"/>		Price determ.	<input type="checkbox"/> ML act.

**Current valuation**

Valuation Class	R001	Proj. stk val. class	<input type="checkbox"/>
VC: Sales order stk	<input type="checkbox"/>	Price Unit	1
Price control	V	Standard price	1,000.00
Moving price	1,000.00	Total Value	10,000.00
Total Stock	10	Valid from	<input type="text"/>
Future price	0.00	Valuated Un	<input type="checkbox"/>

Valuation class for determining GL accounts for goods movements as highlighted in the above screen.  
 For all the Materials Price control should be 'V' (moving average).

Till this Section Material Master INFORMATION must be Verified, before moving to the transaction for the Material.

## FI- CO End User Training Module

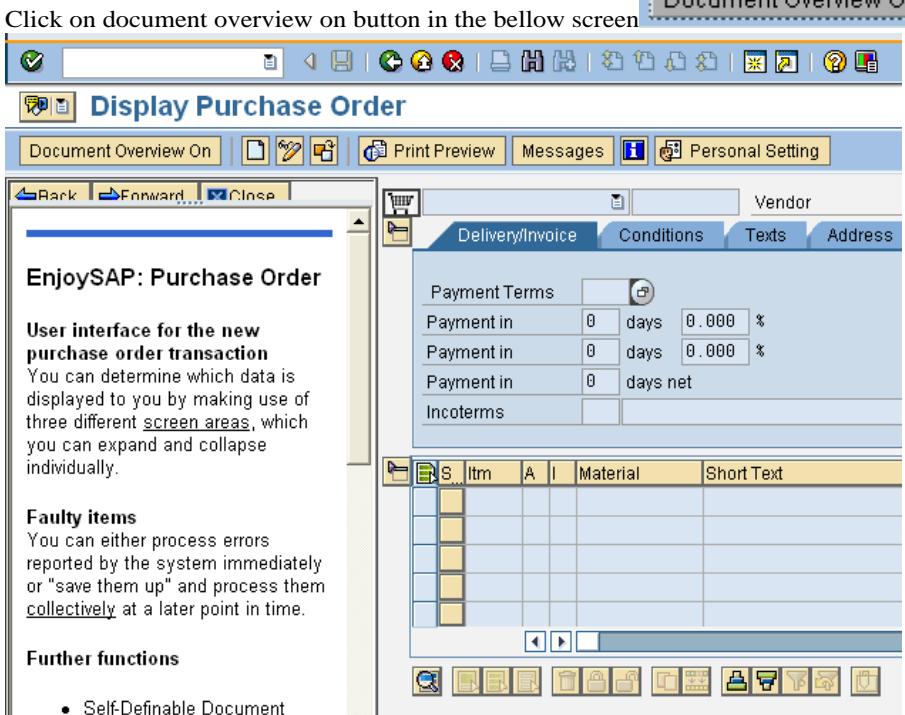
### Purchase Order: GR - IR: Goods Receipt - Invoice Receipt.

The accounting data for a material is managed at company code level or plant level.

For view the individual purchase order

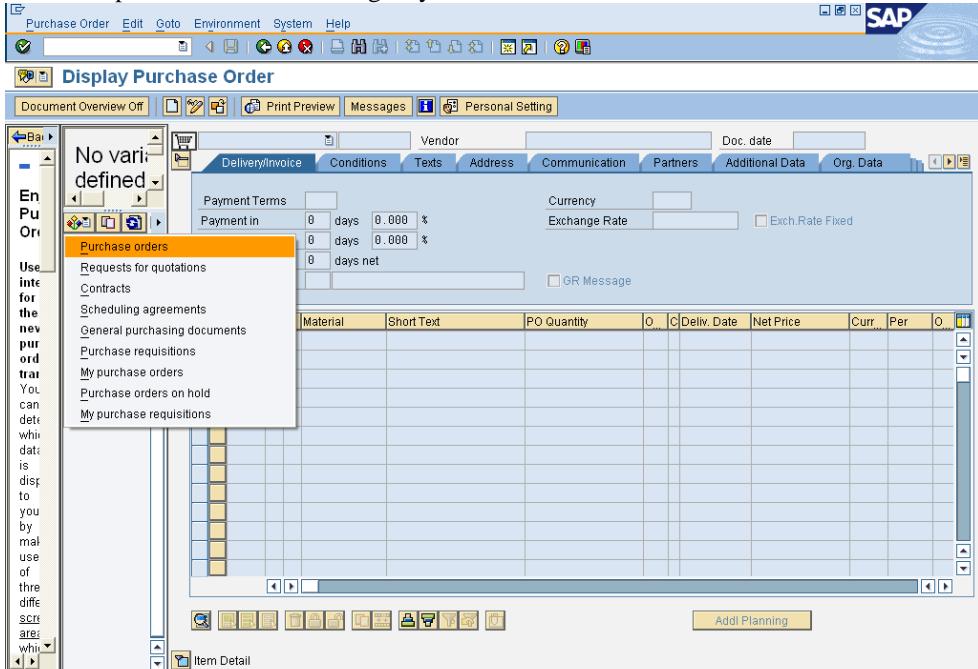
Go with T.Code: ME23N

Click on document overview on button in the bellow screen



This screenshot shows the SAP ME23N interface for displaying a purchase order. The title bar says "Display Purchase Order". Below it is a toolbar with various icons. A button labeled "Document Overview On" is highlighted with a red box. The main area has tabs for "Delivery/Invoice", "Conditions", "Texts", and "Address". Under "Delivery/Invoice", there are sections for "Payment Terms" and "Incoterms". A large table grid is visible below, with columns for S, Itm, A, I, Material, and Short Text. On the left side, there is a sidebar with sections like "EnjoySAP: Purchase Order", "User interface for the new purchase order transaction", "Faulty items", and "Further functions". Under "Further functions", there is a bullet point "Self-Definable Document".

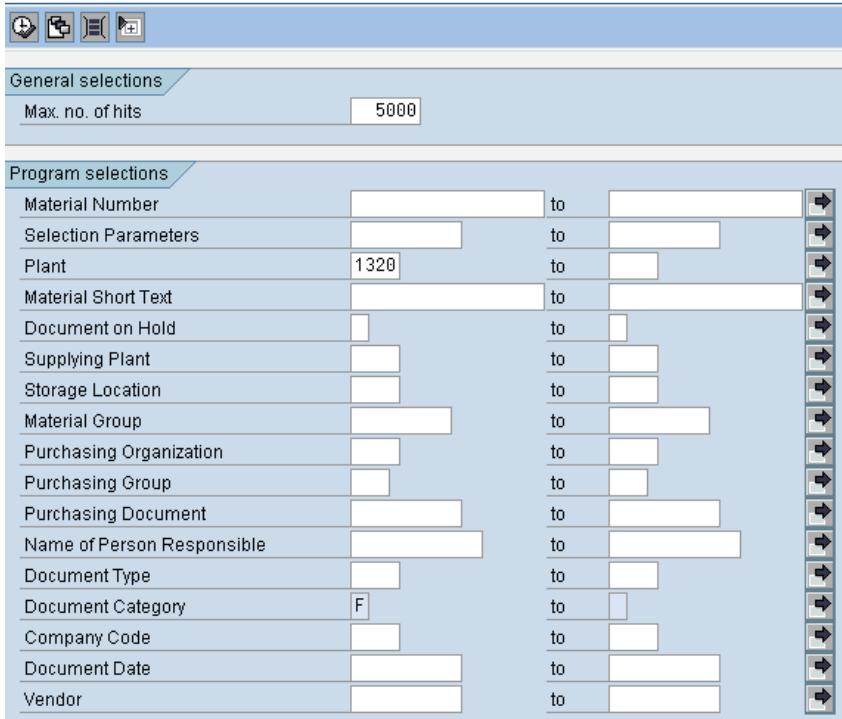
Select the purchase order following way



This screenshot shows the SAP ME23N interface again, but with the "Document Overview Off" button highlighted with a red box. The rest of the screen is similar to the previous one, showing the "Delivery/Invoice" tab selected with its respective fields and table grid. The sidebar on the left remains the same.

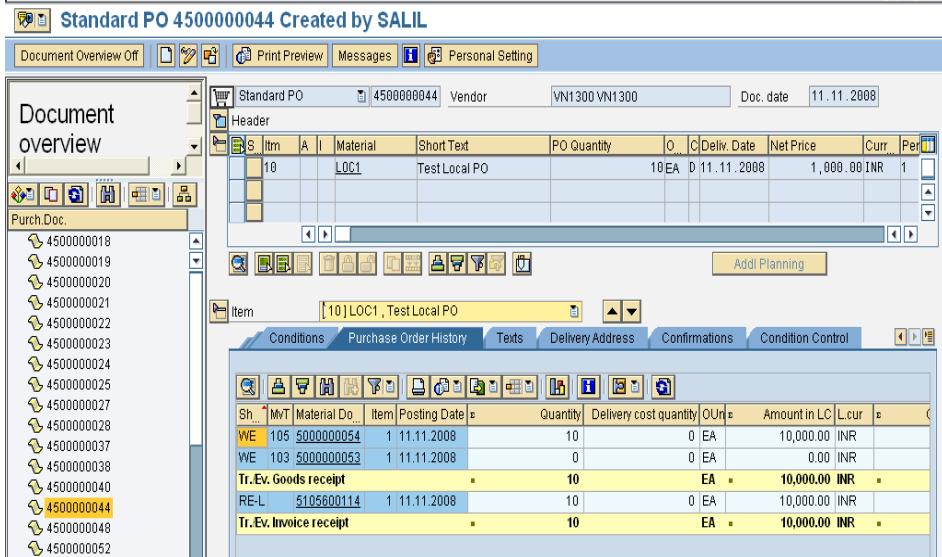
## FI- CO End User Training Module

### Purchasing Documents



The screenshot shows the SAP Fiori Fiori Launchpad with the 'Purchasing Documents' application selected. The interface includes a toolbar at the top with icons for search, refresh, and navigation. Below the toolbar are two sections: 'General selections' and 'Program selections'. The 'General selections' section contains a single input field for 'Max. no. of hits' set to 5000. The 'Program selections' section lists various selection parameters with corresponding input fields and arrows for navigating between them. These parameters include Material Number, Selection Parameters, Plant, Material Short Text, Document on Hold, Supplying Plant, Storage Location, Material Group, Purchasing Organization, Purchasing Group, Purchasing Document, Name of Person Responsible, Document Type, Document Category, Company Code, Document Date, and Vendor.

We will get the list of purchase orders as shown bellow



The screenshot shows the SAP Fiori Fiori Launchpad with the 'Standard PO 4500000044 Created by SALIL' document overview selected. The interface includes a toolbar at the top with icons for search, refresh, and navigation. Below the toolbar is a header with the document type (Standard PO), number (4500000044), vendor (VN1300 VN1300), and document date (11.11.2008). The main area is divided into two tabs: 'Document overview' and 'Purch.Doc.'. The 'Document overview' tab displays a table of purchase order items. One item is highlighted: '10 LOC1 Test Local PO' with a quantity of 10, delivered on 11.11.2008, at a net price of 1,000.00 INR. The 'Purch.Doc.' tab shows a list of purchase order numbers, with '4500000044' selected. At the bottom, there is a 'Conditions' tab where various delivery and payment conditions are listed.

In the above screen select the Purchase Order which we need to view. In the above screen 4500000044 PO is selected. To select a PO just double click on that PO number.

As in the above screen we can view various information about the Purchase Order by choosing the relevant tab. Below is the Conditions TAB displayed.



2009

## FI-CO End User Training Module

Standard PO      4500000044      Vendor      VN1300 VN1300      Doc. date      11.11.2008

S	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per...
	10			LOC1	Test Local PO	10 EA	D		11.11.2008	1,000.00 INR		1

Addl Planning

Item [10] LOC1 , Test Local PO

Invoice Conditions Purchase Order History Texts Delivery Address Confirmations Condition...

Qty	10 EA	Net	10,000.00 INR
-----	-------	-----	---------------

Pricing Elements

N	CnTy	Name	Amount	Crcy	per	U...	Condition value	Curr.	Status	NumC...	OU...	CC...
<input checked="" type="checkbox"/>	PBXX	Gross Price	1,000.00	INR		1 EA	10,000.00	INR		1	EA	
<input checked="" type="checkbox"/>	RB00	Absolute discount	0.00	INR			0.00	INR		0		
<input checked="" type="checkbox"/>	RC00	Discount/Quantity	0.00	INR		1 EA	0.00	INR		1	EA	
<input checked="" type="checkbox"/>	RA00	Discount % on Net	0.000	%			0.00	INR		0		
		Sub Total(GP+Disc.)	1,000.00	INR		1 EA	10,000.00	INR		1	EA	
<input checked="" type="checkbox"/>	ZP&F	P & F %	0.000	%			0.00	INR		0		

Condition rec. Analysis Update

In the below screen we can see the Purchase Order History.

Click on Material Do. in the 105 movement document line in the above screen

Then the below screen will appear

## FI- CO End User Training Module

**Display Material Document 5000000054 - MAYUR**

Grab    Exit

Show Overview | Hold | Check | Post | Help

Display | Material Document | 5000000054 | 2008 | H H

General Vendor Doc. info Excise Invoice Add Data Display

Document Date	11.11.2008	Delivery Note	1234	Vendor	VN1300
Posting Date	11.11.2008	Bill of Lading		HeaderText	
<input type="checkbox"/> Individual Slip		GR/GI Slip No.			

Line	Mat. Short Text	Qty in UnE	E...	SLoc	Profit Center	Batch	Valuation T...	M...	D...	Stock Type	Print
1	Test Local PO	10	EA	General Stores /	1104002			105 +	Unrestricted	Light	

H H

Material Quantity Where Purchase Order Data Partner Account Assignment Excise Item

Movement Type	105	<input type="checkbox"/> GR from blocked stck	Stock type	Unrestricted use	
Plant	Light Engines Unit - II	1320			
Storage Location	General Stores /	MAIN			
Unloading Point					

Line 1

In the above screen select the DOC. INFO tab

**Display Material Document 5000000054 - MAYUR**

Grab    Exit

Show Overview | Hold | Check | Post | Help

Display | Material Document | 5000000054 | 2008 | H H

General Vendor Doc. info Excise Invoice Add Data Display

Entered By	SALIL	FI Documents
Created On	11.11.2008   09:40:09	
Transaction Code	Goods Movement	MIGO_GR

Line	Mat. Short Text	Qty in UnE	E...	SLoc	Profit Center	Batch	Valuation T...	M...	D...	Stock Type	Print
1	Test Local PO	10	EA	General Stores /	1104002			105 +	Unrestricted	Light	

H H

Click on FI document button in the above screen

## FI- CO End User Training Module

### Display Document: Data Entry View

Display Currency   General Ledger View

Document Number	832000018	Company Code	1000	Fiscal Year	2008
Document Date	11.11.2008	Posting Date	11.11.2008	Period	8
Reference	1234	Cross-CC no.			
Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group	<input type="checkbox"/>

C...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	89		210060	RAW MATERIAL	10,000.00	INR			1104002	1123000
	2	96		121060	GR/IR-RAW MATERIAL	10,000.00	INR			1104002	1123000

If we select **General Ledger View**, we can see the GL view

### Display Document: General Ledger View

Display Currency   Entry View   Other Ledger

Document Number	832000018	Company Code	1000	Fiscal Year	2008
Document Date	11.11.2008	Posting Date	11.11.2008	Period	8
Reference	1234	Cross-CC no.			
Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group	<input type="checkbox"/>

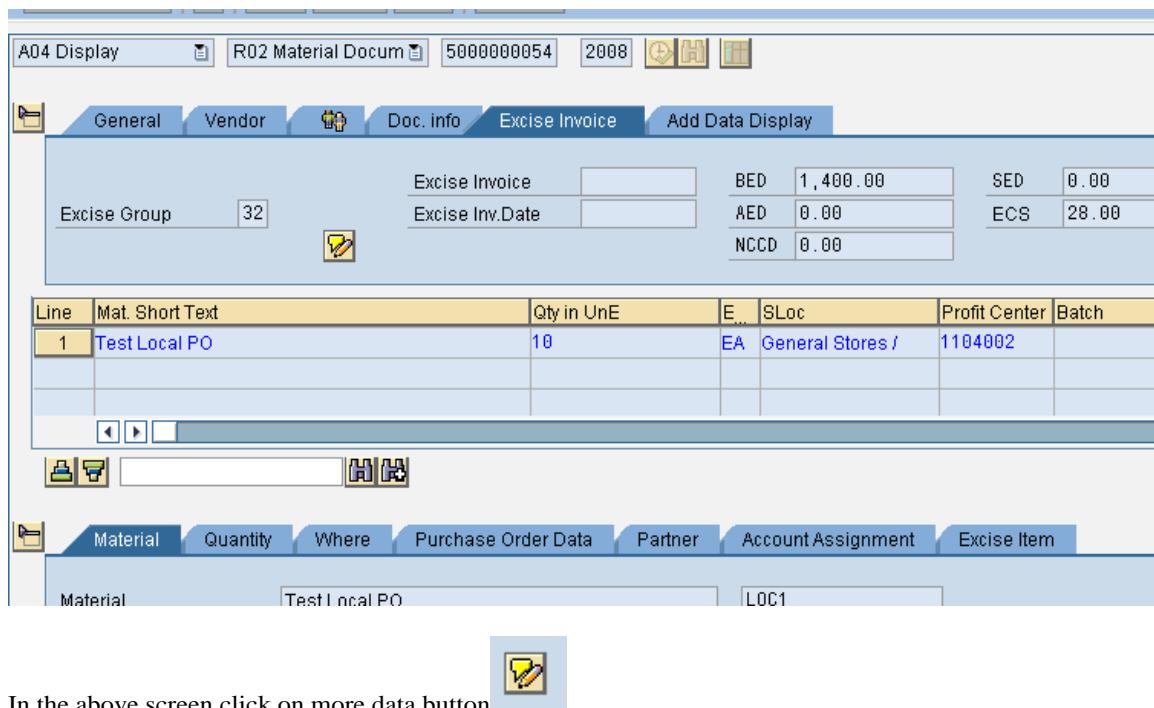
Ledger OL												
Doc.	832000018	FiscalYear	2008	Period	8							

C...	Itm	Litem	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	000001	89		210060	RAW MATERIAL	10,000.00	INR		1104002	1123000	
	2	000002	96		121060	GR/IR-RAW MATERIAL	10,000.00	INR		1104002	1123000	

Come back to previous screen

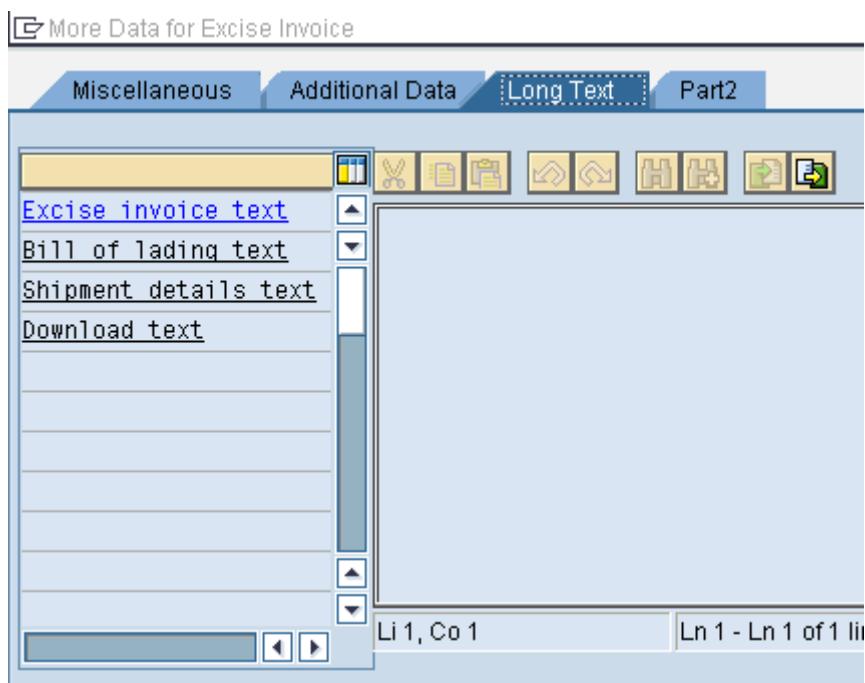
Click on excise invoice tab

## FI- CO End User Training Module

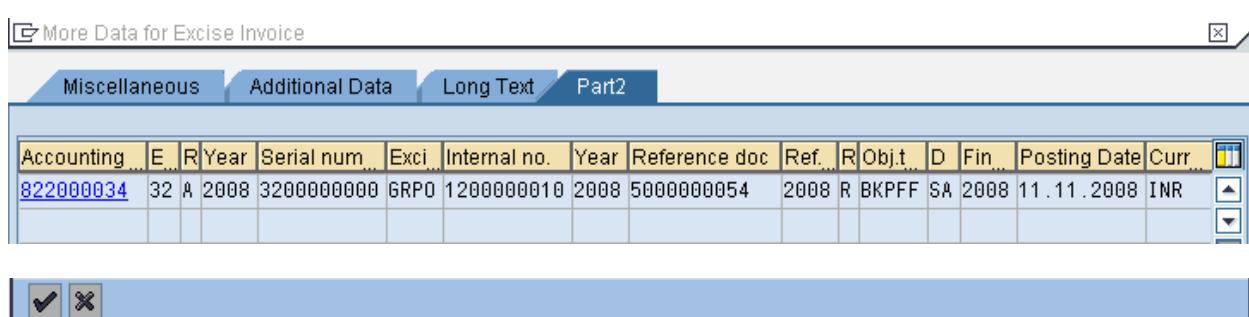


The screenshot shows the SAP Fiori interface for the Excise Invoice screen. The top navigation bar includes tabs for A04 Display, R02 Material Document, 5000000054, 2008, and various icons. Below the navigation is a toolbar with General, Vendor, Doc. info, Excise Invoice, and Add Data Display tabs. The main area displays excise invoice details: Excise Group (32), Excise Invoice number (empty), BED (1,400.00), SED (0.00), AED (0.00), ECS (28.00), and NCCD (0.00). A table below lists a single line item: Line 1, Mat. Short Text (Test Local PO), Qty in UnE (10), E... (EA), SLoc (General Stores /), Profit Center (1104002), and Batch (empty). At the bottom, there are buttons for Material, Quantity, Where, Purchase Order Data, Partner, Account Assignment, and Excise Item, along with fields for Material (Test Local PO) and Loc1 (LOC1).

In the above screen click on more data button



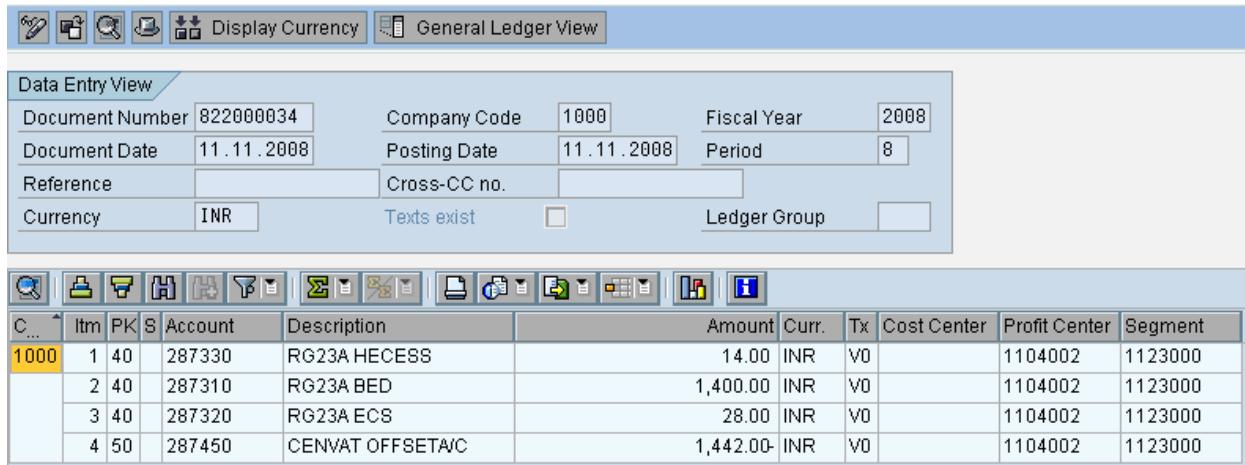
The screenshot shows the 'More Data for Excise Invoice' screen with the 'Long Text' tab selected. The top navigation bar includes tabs for Miscellaneous, Additional Data, Long Text, and Part2. The main area contains a text editor with a toolbar for text processing. On the left, a list of text types is shown: Excise invoice text, Bill of lading text, Shipment details text, and Download text. The right side is a large text input field with a status bar indicating 'Ln 1, Co 1' and 'Ln 1 - Ln 1 of 1 line'.



The screenshot shows the 'More Data for Excise Invoice' screen with the 'Accounting' tab selected. The top navigation bar includes tabs for Miscellaneous, Additional Data, Long Text, and Part2. The main area is a table with columns: Accounting, E, R, Year, Serial num., Exc., Internal no., Year, Reference doc, Ref., Obj.t., D, Fin., Posting Date, Curr. The first row contains data: 822000034, 32, A, 2008, 3200000000, GRPO, 1200000010, 2008, 5000000054, 2008, R, BKPF, SA, 2008, 11.11.2008, INR. At the bottom, there are checkmark and X buttons.

## FI- CO End User Training Module

Click the Number in the Accounting column in the above screen.

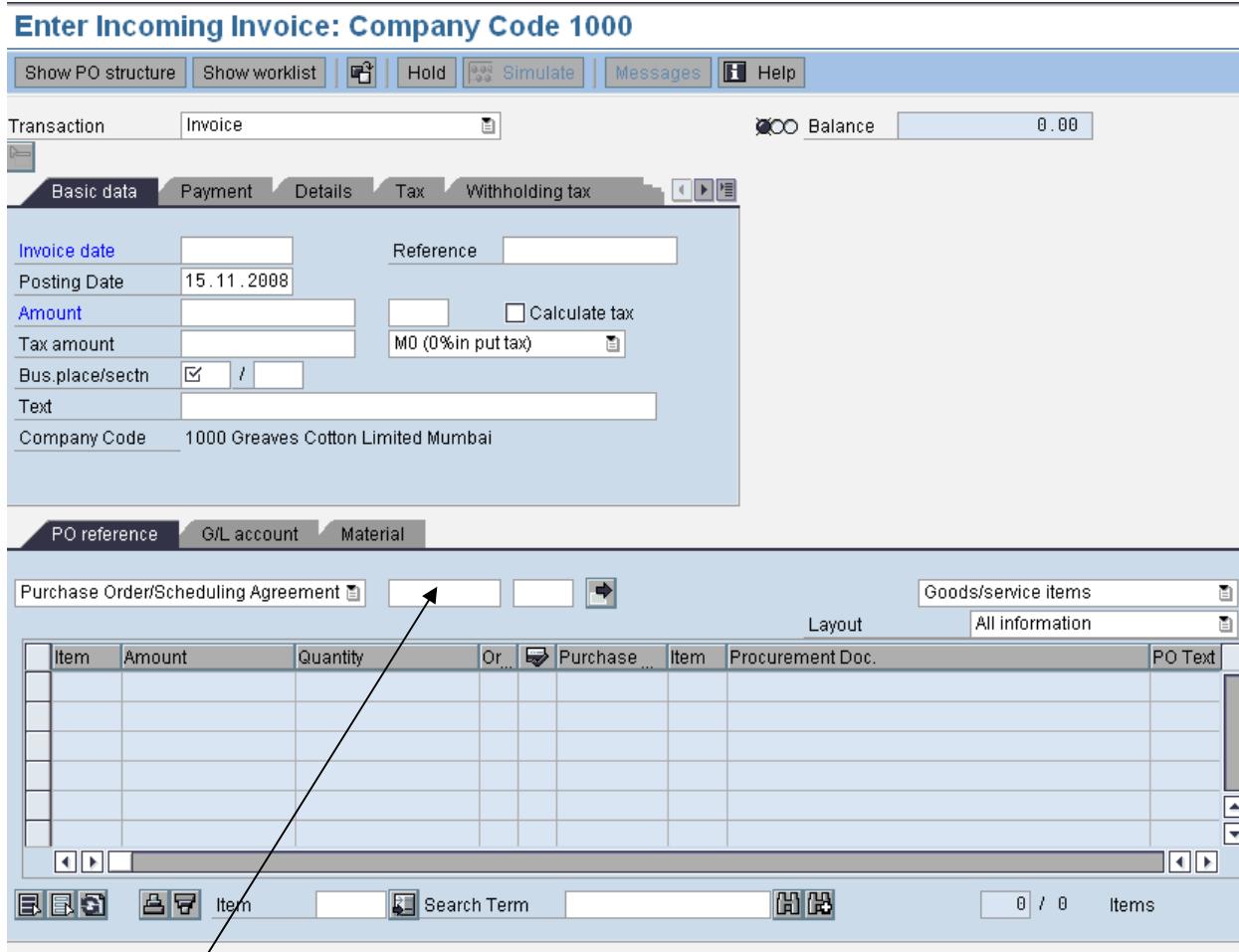


Data Entry View										
Document Number			822000034	Company Code		1000	Fiscal Year		2008	
Document Date			11.11.2008	Posting Date		11.11.2008	Period		8	
Reference				Cross-CC no.						
Currency	INR	Texts exist			Ledger Group					
1000	1	40	287330	RG23A HECESS			14.00	INR	V0	
	2	40	287310	RG23A BED			1,400.00	INR	V0	
	3	40	287320	RG23A ECS			28.00	INR	V0	
	4	50	287450	CENVAT OFFSET/VC			1,442.00	INR	V0	

Excise entry can be seen as above.

### Invoice verification(MIRO)

Enter the Invoice Date & relevant Business Place.



**Enter Incoming Invoice: Company Code 1000**

Show PO structure	Show worklist	Hold	Simulate	Messages	Help																																																																								
Transaction	Invoice	Balance		0.00																																																																									
<input type="button" value="Basic data"/> <input type="button" value="Payment"/> <input type="button" value="Details"/> <input type="button" value="Tax"/> <input type="button" value="Withholding tax"/>																																																																													
Invoice date: <input type="text"/> Posting Date: 15.11.2008 <b>Amount:</b> <input type="text"/> <input type="checkbox"/> Calculate tax Tax amount: <input type="text"/> M0 (0% in put tax) <input type="button"/> Bus.place/sectn: <input checked="" type="checkbox"/> / <input type="text"/> Text: <input type="text"/> Company Code: 1000 Greaves Cotton Limited Mumbai																																																																													
<input type="button" value="PO reference"/> <input type="button" value="G/L account"/> <input type="button" value="Material"/>																																																																													
Purchase Order/Scheduling Agreement <input type="text"/> <input type="button"/> <input type="button"/> Goods/service items <input type="button"/> Layout: All information <input type="button"/> <table border="1"> <thead> <tr> <th>Item</th> <th>Amount</th> <th>Quantity</th> <th>Or</th> <th>Purchase ...</th> <th>Item</th> <th>Procurement Doc.</th> <th>PO Text</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>						Item	Amount	Quantity	Or	Purchase ...	Item	Procurement Doc.	PO Text																																																																
Item	Amount	Quantity	Or	Purchase ...	Item	Procurement Doc.	PO Text																																																																						
<input type="button"/> <input type="button"/> Item <input type="text"/> Search Term <input type="button"/> <input type="button"/> 0 / 0 Items																																																																													

Put the cursor in the purchase order field as shown above and use F4 function.

## FI- CO End User Training Module

**Selections for the Purchasing Document**

Invoicing Party	<input type="text"/>	<input type="button" value="Execute"/>
Vendor	vn1300	<input type="button" value="Execute"/>
<input checked="" type="checkbox"/> Different Inv. Party Too	<input type="button" value="Execute"/>	
Company Code	1000	
Document Date	<input type="text"/>	<input type="button" value="Execute"/>
Document Number	<input type="text"/>	<input type="button" value="Execute"/>
<input checked="" type="checkbox"/> POs	<input type="button" value="Execute"/>	
<input checked="" type="checkbox"/> Sched. agmts	<input type="button" value="Execute"/>	
Plant	<input type="text"/>	<input type="button" value="Execute"/>
Material	<input type="text"/>	<input type="button" value="Execute"/>
Vendor Material No.	<input type="text"/>	<input type="button" value="Execute"/>

**Other Selections**

<input checked="" type="checkbox"/> Invoice expected
<input checked="" type="checkbox"/> Cred. memo expected

Provide our vendor as shown above click on execute button

### Possible Entries for Purchasing Document (3 selected)

Box Purch. Doc.	Order Type	Description	PO Date	Plnt	Open	Amount	Crcy	Vendor	Inv. Party
Purch. Doc.	Item	Material	Short Text	R	Open	Quantity	BUn		
<input type="checkbox"/>	<input type="checkbox"/>	4500000014	ZCON	PO Consumables	05.11.2008	1310	1,000.00	INR	VN1300
<input type="checkbox"/>	<input type="checkbox"/>	4500000015	ZCON	PO Consumables	05.11.2008	1310	2,000.00	INR	VN1300
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4500000044	NB	Standard PO	11.11.2008	1320	10,000.00	INR	VN1300 VN1300

In the above screen select the respective purchase order click on copy button.

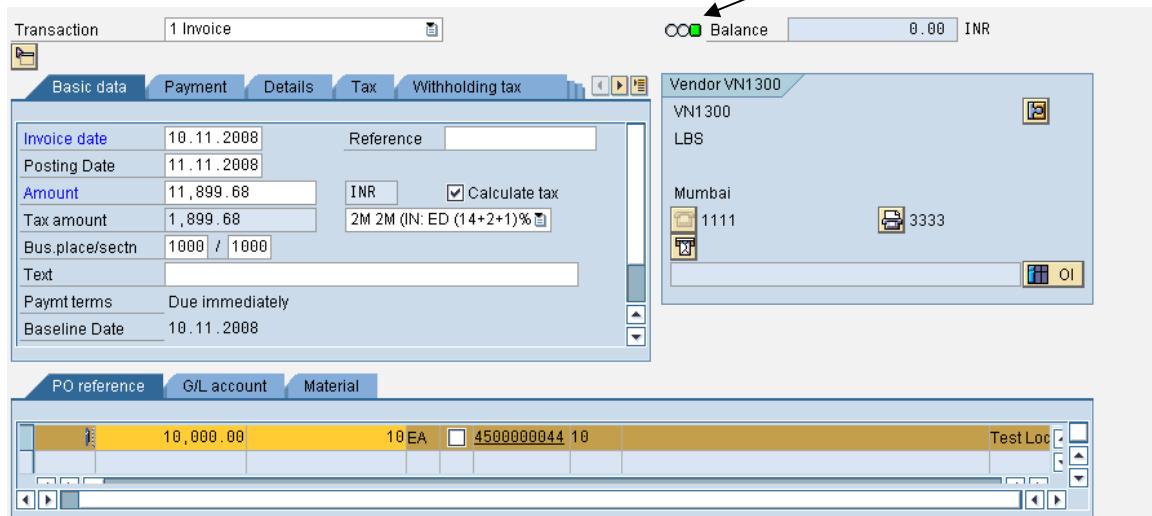
Press enter, below screen will appear.

Transaction	1 Invoice	Balance	10,000.00- INR																
<input type="button" value="Basic data"/> <input type="button" value="Payment"/> <input type="button" value="Details"/> <input type="button" value="Tax"/> <input type="button" value="Withholding tax"/>		<input type="button" value="Vendor VN1300"/>																	
Invoice date: 10.11.2008      Reference: <input type="text"/> Posting Date: 11.11.2008 Amount: <input type="text"/> INR      Calculate tax: <input type="checkbox"/> Tax amount: <input type="text"/> MD MO (0%in put tax) <input type="button" value="Tax"/> Bus.place/sectn: 1000 / 1000 Text: <input type="text"/> Paymt terms: Due immediately Baseline Date: 10.11.2008		Vendor VN1300 VN1300 LBS  Mumbai 1111      3333 <input type="button" value="O1"/>																	
<input type="button" value="PO reference"/> <input type="button" value="G/L account"/> <input type="button" value="Material"/>		<table border="1"> <tr> <td>Item</td> <td>Amount</td> <td>Quantity</td> <td>Or...</td> <td>Purchase ...</td> <td>Item</td> <td>Procurement Doc.</td> <td>PO Text</td> </tr> <tr> <td>1</td> <td>10,000.00</td> <td>10 EA</td> <td><input type="checkbox"/></td> <td>4500000044</td> <td>10</td> <td></td> <td><input type="text"/></td> </tr> </table>		Item	Amount	Quantity	Or...	Purchase ...	Item	Procurement Doc.	PO Text	1	10,000.00	10 EA	<input type="checkbox"/>	4500000044	10		<input type="text"/>
Item	Amount	Quantity	Or...	Purchase ...	Item	Procurement Doc.	PO Text												
1	10,000.00	10 EA	<input type="checkbox"/>	4500000044	10		<input type="text"/>												

## FI- CO End User Training Module

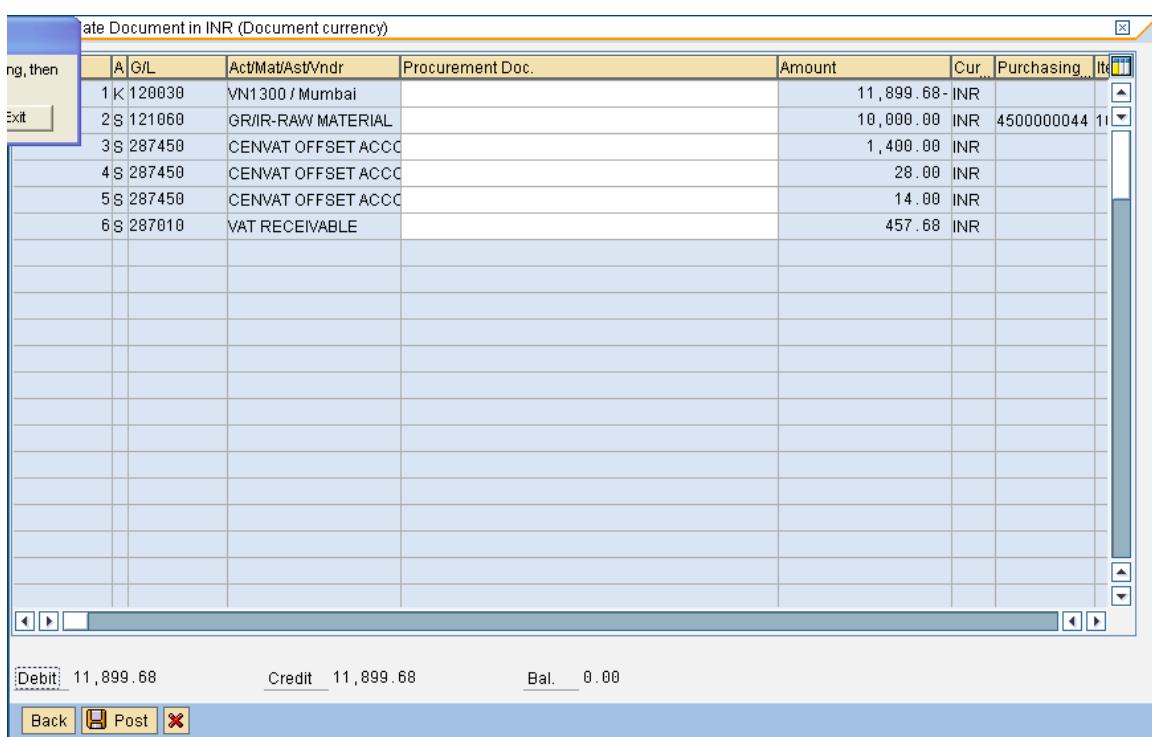
Select Calculate Tax option box, and give the relevant Tax Type as in the below screen.

We need to ensure that the Balance is 0 and this must be green.



The screenshot shows the SAP Fiori interface for creating a purchase order. In the 'Basic data' tab, the 'Calculate tax' checkbox is selected. The 'Balance' field at the top right shows '0.00 INR' with a green status indicator. To the right, a vendor card for 'VN1300' is visible, showing details like 'LBS' and 'Mumbai'.

Click on simulate button



The screenshot shows a journal entry simulation screen. The table displays the following entries:

A/G/L	Act/Mat/Ast/Vndr	Procurement Doc.	Amount	Curr.	Purchasing...	It...
1 K 120030	VN1300 / Mumbai		11,899.68	INR		
2 S 121060	GR/IR-RAW MATERIAL		10,000.00	INR	4500000044	10
3 S 287450	CENVAT OFFSET ACCC		1,400.00	INR		
4 S 287450	CENVAT OFFSET ACCC		28.00	INR		
5 S 287450	CENVAT OFFSET ACCC		14.00	INR		
6 S 287010	VAT RECEIVABLE		457.68	INR		

At the bottom, the summary is:

Debit: 11,899.68      Credit: 11,899.68      Bal: 0.00

Buttons: Back, Post, X

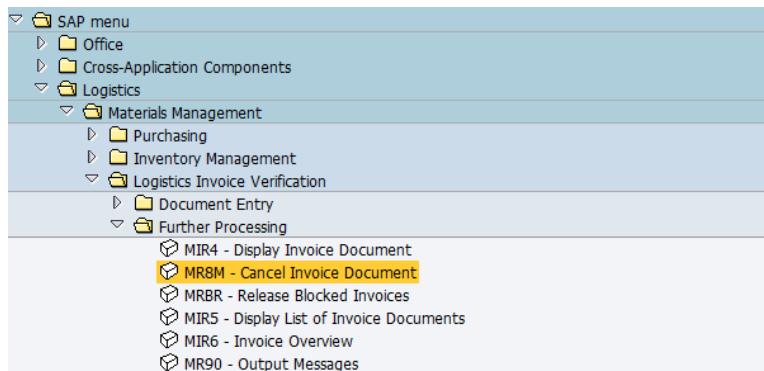
Click on save button.

Purchase order report.

Go with T.Code: ME2N.

## FI- CO End User Training Module

### Reversal of MIRO (MR8M)



Invoice documents in Invoice Verification are either invoices or credit memos. These documents can be cancelled. There are two different cases:

- If an invoice is cancelled, the system automatically creates a credit memo.
- If a credit memo is cancelled, the system automatically creates an invoice.

The system takes the amount and quantity for the credit memo or invoice from the invoice or credit memo to be cancelled, thus avoiding any differences between the invoice and the credit memo or the credit memo and the invoice.

**Cancel Invoice Document**

& Display Document	
Invoice Document No.	<input type="text"/>
Fiscal Year	<input type="text"/>
Details Re Reversal Posting	
Reversal Reason	<input checked="" type="checkbox"/>
Posting Date	<input type="text"/>

Provide the Invoice Document No \*\*\*\*\* created at MIRO and Fiscal Year

Provide the Reversal Reason and the Posting Date

**Cancel Invoice Document**

& Display Document	
Invoice Document No.	<input type="text" value="5105600304"/>
Fiscal Year	<input type="text" value="2008"/>
Details Re Reversal Posting	
Reversal Reason	<input type="text" value="02"/>
Posting Date	<input type="text" value="22.12.2008"/>

Click on

**& Display Document** to view the MIRO and the follow on Accounting Documents .



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## **FI- CO End User Training Module**



## Prerequisites

An invoice document can only be cancelled if:

- it was posted in Logistics Invoice Verification
  - It has not already been cancelled
  - It is not a cancellation document for another document

When we cancel documents in Logistics Invoice Verification, the document line items are not automatically cleared in Financial Accounting. It is recommended that we periodically clear such items (using daily background jobs, for example).

### **Procedure**

To cancel an invoice document, proceed as follows:

1. Choose Logistics Invoice Verification -> Further Processing -> Cancel Invoice Document.

The initial screen for reversal appears.

2. In the fields Invoice doc. number and Fiscal year, enter the data for the invoice document you want to cancel.
  3. In the Reversal reason field, select the reason for cancelling the invoice. This allows you to differentiate between different types of cancellations.

We can display the document to check. Choose Display document to do this. We can look at the items of the document to be cancelled. Return to the initial screen by choosing back.

4. Choose Invoice document ->Post reversal doc



2009

## FI- CO End User Training Module

Click on Save button on the screen of **MR8M**

**Following message will appear**

Document reversed with no. 5105600637: Please manually clear FI documents

### Result

The system automatically posts a credit memo or invoice. You receive a message.

- The system checks an invoice created as a result of cancelling a credit memo for variances. If variances occur, the invoice may be blocked for payment. If it is, a message appears.
- When you cancel an invoice or a credit memo, the system creates an invoice or a credit memo from information contained in the document to be cancelled. In the simplest form, the postings in the invoice or credit memo are simply reversed.
- However, this is not always possible. If, for example, an invoice is cancelled in which a material was debited, the postings can only be reversed if there is enough stock when the invoice reversal is posted. If there is not enough stock, the reversal posting is made proportionally: the part for which there is sufficient stock coverage is posted to the stock account, the remainder to a price difference account.
- When you cancel an invoice or credit memo referencing a purchase order, you cannot reverse the account movements originally made if a further invoice with a different price was posted after the invoice that is to be cancelled.

## Release Blocked Invoices (MRBR)

### Purpose

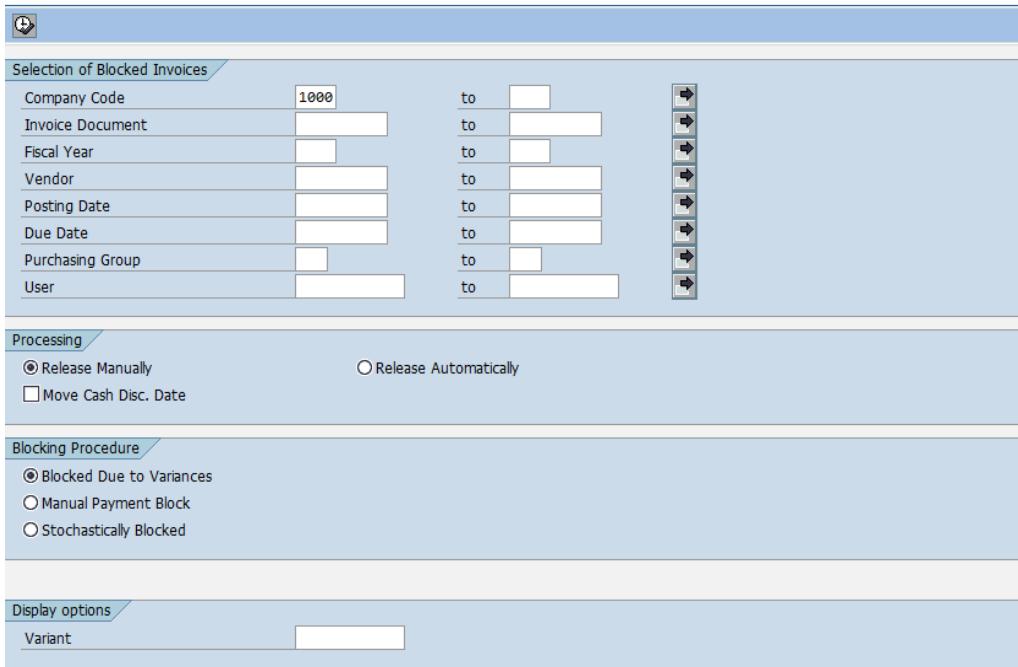
Before you can pay a blocked invoice, you must release it in a separate step. You do so by cancelling the blocking indicator that was set when the invoice was posted.

Since the total invoice amount is to be paid and not individual invoice items, the blocking indicator is set in the vendor line of the accounting document. As a result, all the items in an invoice can only be released at the same time.

To specify when exactly an invoice is to be paid, you agree terms of payments with the vendor. These terms of payment contain the baseline date from which your cash discount period applies. If an invoice was blocked for payment for a long time, your cash discount deadline could expire. If you release this invoice, you can select the field Move cash discount date on the initial screen of the invoice release transaction and retain the agreed cash discount.

## FI- CO End User Training Module

### Release Blocked Invoices



The screenshot shows the SAP Fiori interface for releasing blocked invoices. It consists of several sections:

- Selection of Blocked Invoices:** A table with columns for Company Code (1000), Invoice Document, Fiscal Year, Vendor, Posting Date, Due Date, Purchasing Group, and User. Each row has a "to" field and a set of eight right-pointing arrows.
- Processing:** Options include "Release Manually" (selected), "Release Automatically", and "Move Cash Disc. Date".
- Blocking Procedure:** Options include "Blocked Due to Variances" (selected), "Manual Payment Block", and "Stochastically Blocked".
- Display options:** A section for selecting a variant.

### Releasing Invoices

#### Use

When we release an invoice, the system reverses the blocking indicator in the accounting document for the invoice. In the vendor line, the R in the field Payment block is deleted.

We can release invoices while processing a blocked invoice. This is useful in the following cases:

An invoice contains several blocking reasons. We have to investigate the reason for the block and resolved it. The blocking reasons are no longer valid; therefore we can release the invoice.

One employee is responsible for releasing invoices in your company. Your system administrator can assign the appropriate authorization.

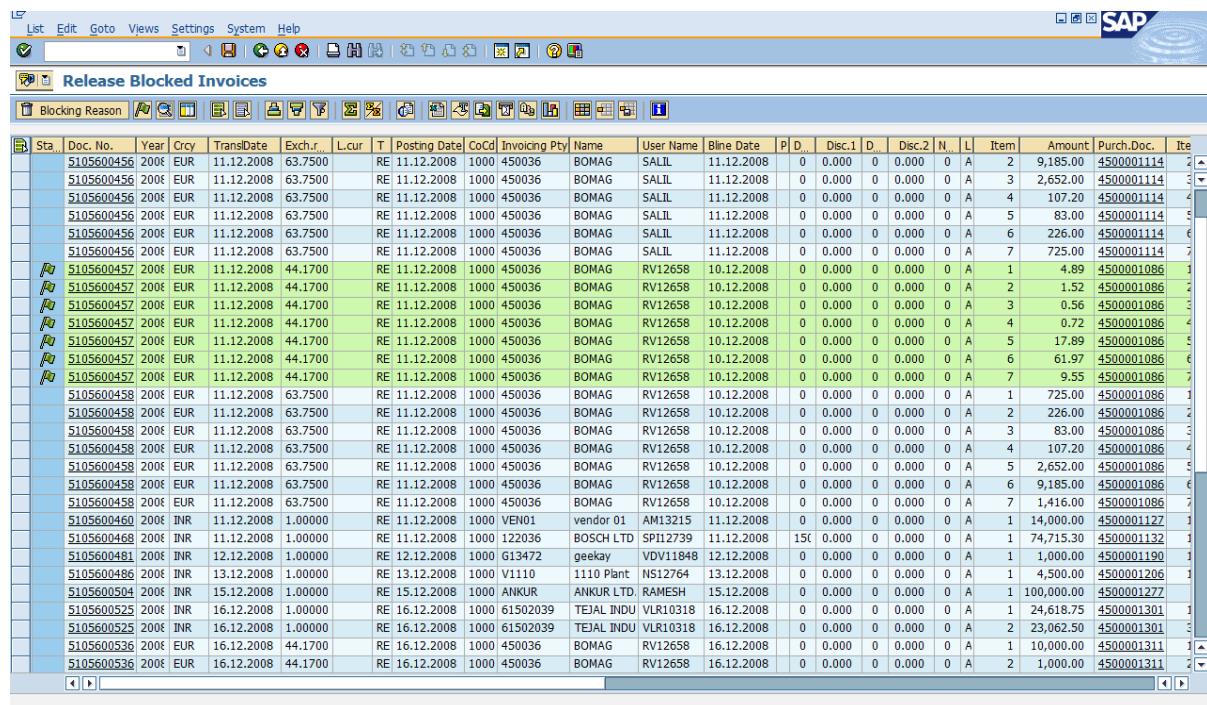
If you have selected the field Move cash discount date, the agreed cash discount period is retained.

#### Procedure

1. Choose Logistics Invoice Verification -> Further Processing Release Invoices.

The selection screen for releasing invoices appears.

## FI- CO End User Training Module



The screenshot shows the SAP ERP interface for the FI-CO module. The title bar reads "Release Blocked Invoices". The menu bar includes "List", "Edit", "Goto", "Views", "Settings", "System", and "Help". The SAP logo is in the top right corner. The main area displays a grid of invoice data with various columns like Sta., Doc. No., Year, Crcy, TransDate, Exch.r., L.cur, T, Posting Date, CoCd, Invoicing Pty, Name, User Name, Blinc Date, P, D., Disc.1, D., Disc.2, N., L., Item, Amount, Purch.Doc., and Ite.

Sta.	Doc. No.	Year	Crcy	TransDate	Exch.r.	L.cur	T	Posting Date	CoCd	Invoicing Pty	Name	User Name	Blinc Date	P	D.	Disc.1	D.	Disc.2	N.	L.	Item	Amount	Purch.Doc.	Ite
	5105600456	2008	EUR	11.12.2008	63.7500		RE	11.12.2008	1000	450036	BOMAG	SALIL	11.12.2008	0	0.000	0	0.000	0	A	2	9,185.00	4500001114	1	
	5105600456	2008	EUR	11.12.2008	63.7500		RE	11.12.2008	1000	450036	BOMAG	SALIL	11.12.2008	0	0.000	0	0.000	0	A	3	2,652.00	4500001114	2	
	5105600456	2008	EUR	11.12.2008	63.7500		RE	11.12.2008	1000	450036	BOMAG	SALIL	11.12.2008	0	0.000	0	0.000	0	A	4	107.20	4500001114	3	
	5105600456	2008	EUR	11.12.2008	63.7500		RE	11.12.2008	1000	450036	BOMAG	SALIL	11.12.2008	0	0.000	0	0.000	0	A	5	83.00	4500001114	4	
	5105600456	2008	EUR	11.12.2008	63.7500		RE	11.12.2008	1000	450036	BOMAG	SALIL	11.12.2008	0	0.000	0	0.000	0	A	6	226.00	4500001114	5	
	5105600456	2008	EUR	11.12.2008	63.7500		RE	11.12.2008	1000	450036	BOMAG	SALIL	11.12.2008	0	0.000	0	0.000	0	A	7	725.00	4500001114	6	
	5105600457	2008	EUR	11.12.2008	44.1700		RE	11.12.2008	1000	450036	BOMAG	RV12658	10.12.2008	0	0.000	0	0.000	0	A	1	4.89	4500001086	1	
	5105600457	2008	EUR	11.12.2008	44.1700		RE	11.12.2008	1000	450036	BOMAG	RV12658	10.12.2008	0	0.000	0	0.000	0	A	2	1.52	4500001086	2	
	5105600457	2008	EUR	11.12.2008	44.1700		RE	11.12.2008	1000	450036	BOMAG	RV12658	10.12.2008	0	0.000	0	0.000	0	A	3	0.56	4500001086	3	
	5105600457	2008	EUR	11.12.2008	44.1700		RE	11.12.2008	1000	450036	BOMAG	RV12658	10.12.2008	0	0.000	0	0.000	0	A	4	0.72	4500001086	4	
	5105600457	2008	EUR	11.12.2008	44.1700		RE	11.12.2008	1000	450036	BOMAG	RV12658	10.12.2008	0	0.000	0	0.000	0	A	5	17.89	4500001086	5	
	5105600457	2008	EUR	11.12.2008	44.1700		RE	11.12.2008	1000	450036	BOMAG	RV12658	10.12.2008	0	0.000	0	0.000	0	A	6	61.97	4500001086	6	
	5105600457	2008	EUR	11.12.2008	44.1700		RE	11.12.2008	1000	450036	BOMAG	RV12658	10.12.2008	0	0.000	0	0.000	0	A	7	9.55	4500001086	7	
	5105600458	2008	EUR	11.12.2008	63.7500		RE	11.12.2008	1000	450036	BOMAG	RV12658	10.12.2008	0	0.000	0	0.000	0	A	1	725.00	4500001086	1	
	5105600458	2008	EUR	11.12.2008	63.7500		RE	11.12.2008	1000	450036	BOMAG	RV12658	10.12.2008	0	0.000	0	0.000	0	A	2	226.00	4500001086	2	
	5105600458	2008	EUR	11.12.2008	63.7500		RE	11.12.2008	1000	450036	BOMAG	RV12658	10.12.2008	0	0.000	0	0.000	0	A	3	83.00	4500001086	3	
	5105600458	2008	EUR	11.12.2008	63.7500		RE	11.12.2008	1000	450036	BOMAG	RV12658	10.12.2008	0	0.000	0	0.000	0	A	4	107.20	4500001086	4	
	5105600458	2008	EUR	11.12.2008	63.7500		RE	11.12.2008	1000	450036	BOMAG	RV12658	10.12.2008	0	0.000	0	0.000	0	A	5	2,652.00	4500001086	5	
	5105600458	2008	EUR	11.12.2008	63.7500		RE	11.12.2008	1000	450036	BOMAG	RV12658	10.12.2008	0	0.000	0	0.000	0	A	6	9,185.00	4500001086	6	
	5105600458	2008	EUR	11.12.2008	63.7500		RE	11.12.2008	1000	450036	BOMAG	RV12658	10.12.2008	0	0.000	0	0.000	0	A	7	1,416.00	4500001086	7	
	5105600460	2008	INR	11.12.2008	1.00000		RE	11.12.2008	1000	VEN01	vendor 01	AM13215	11.12.2008	0	0.000	0	0.000	0	A	1	14,000.00	4500001127	1	
	5105600468	2008	INR	11.12.2008	1.00000		RE	11.12.2008	1000	122036	BOSCH LTD	SP112739	11.12.2008	15C	0.000	0	0.000	0	A	1	74,715.30	4500001132	1	
	5105600481	2008	INR	12.12.2008	1.00000		RE	12.12.2008	1000	G13472	geekay	VDV11848	12.12.2008	0	0.000	0	0.000	0	A	1	1,000.00	4500001190	1	
	5105600486	2008	INR	13.12.2008	1.00000		RE	13.12.2008	1000	V1110	1110 Plant	NS12764	13.12.2008	0	0.000	0	0.000	0	A	1	4,500.00	4500001206	1	
	5105600504	2008	INR	15.12.2008	1.00000		RE	15.12.2008	1000	ANKUR LTD	RAMESH	15L2008	15.12.2008	0	0.000	0	0.000	0	A	1	100,000.00	4500001277	1	
	5105600525	2008	INR	16.12.2008	1.00000		RE	16.12.2008	1000	61502039	TEJAL INDU	VLR10318	16.12.2008	0	0.000	0	0.000	0	A	1	24,618.75	4500001301	1	
	5105600525	2008	INR	16.12.2008	1.00000		RE	16.12.2008	1000	61502039	TEJAL INDU	VLR10318	16.12.2008	0	0.000	0	0.000	0	A	2	23,062.50	4500001301	2	
	5105600536	2008	INR	16.12.2008	44.1700		RE	16.12.2008	1000	450036	BOMAG	RV12658	16.12.2008	0	0.000	0	0.000	0	A	1	10,000.00	4500001311	1	
	5105600536	2008	INR	16.12.2008	44.1700		RE	16.12.2008	1000	450036	BOMAG	RV12658	16.12.2008	0	0.000	0	0.000	0	A	2	1,000.00	4500001311	2	

2. Enter data as required. In the Processing screen area, select the field Release manually.
3. In the Blocking procedure screen area, select a procedure.

- Blocked due to variances
- Manual payment block
- Stochastically blocked

If we manually set a payment block in the document header when entering the invoice and one of the invoice items contains blocking reasons, this invoice is not displayed in the blocking procedure Manual payment block, instead it is displayed in the blocking procedure Blocked due to variances.

4. Choose Execute.

The system issues a list of blocked invoices that meet the criteria entered.

5. Select the invoice document that you want to release.

The system automatically selects all other items in the invoice since you cannot release individual items.

6. Choose Release invoice.

Check your entries.

7. Choose Save changes.

The invoices selected are only released for payment when you save them.

Result



2009

## FI- CO End User Training Module

The system releases the invoice. The following message appears:

4 invoices released

If you want to release invoices that have price blocks at item level and a manual block at header level, the system outputs the message:

nn invoices released, n still contain a manual block.

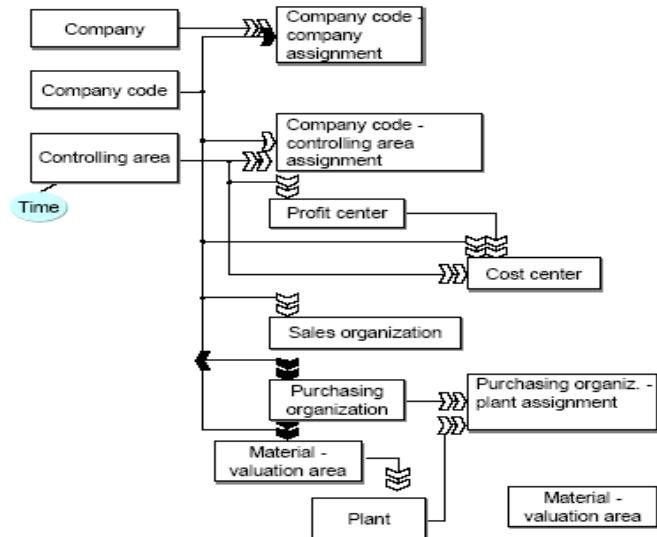
Select the invoices containing manual blocks using Manual Payment Block and Release Manually. Release the relevant invoices manually.

## FI- CO End User Training Module

### Chapter - 10

#### Sales & Distribution

##### Process

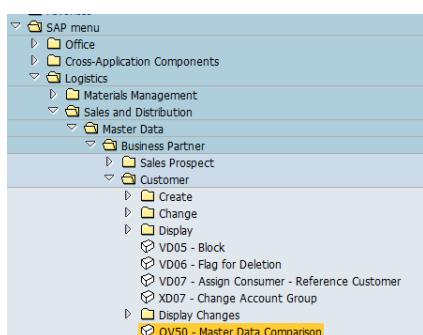


#### For Comparison of Master Data from Sales & Distribution to Finance Accounting (OV50)

As a Finance Person we have to check whether all the information at the time of creation of Customer Master has been properly updated in the Masters.

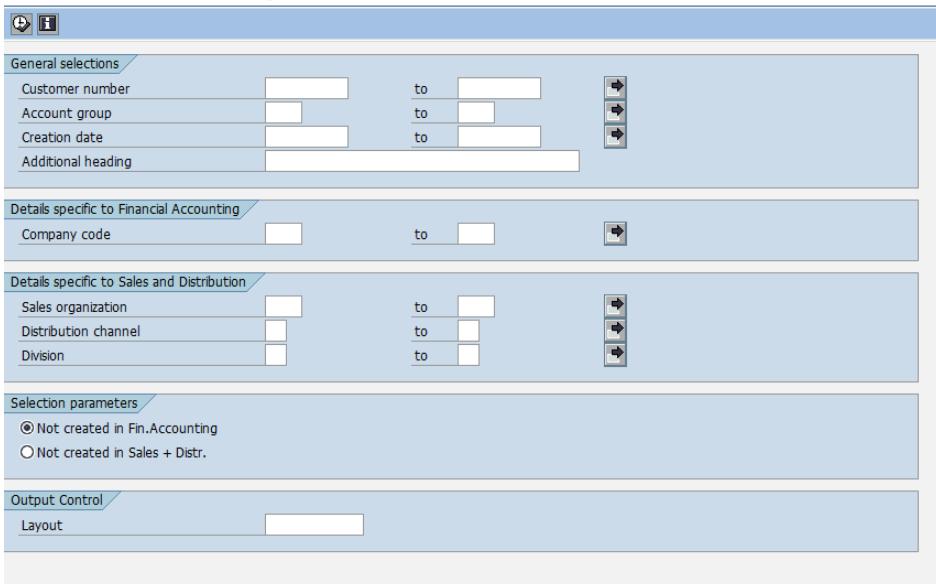
For integration between Sales and Distribution module Reconciliation A/c is must to be maintained at the time of Master Creation. In Case person creating Customer Master forgets to put Reconciliation A/c . We can use the following application to compare and finds out the accounts where recon A/c is missing.

Navigation is as follows



## FI- CO End User Training Module

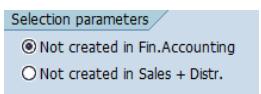
### Customer Master Data Comparison



This screenshot shows the configuration screen for the Customer Master Data Comparison module. It includes sections for General selections, Details specific to Financial Accounting, Details specific to Sales and Distribution, Selection parameters, and Output Control.

- General selections:** Fields for Customer number, Account group, Creation date, and Additional heading, each with a "To" field and a double-headed arrow button.
- Details specific to Financial Accounting:** Fields for Company code, "To" field, and a double-headed arrow button.
- Details specific to Sales and Distribution:** Fields for Sales organization, Distribution channel, and Division, each with a "To" field and a double-headed arrow button.
- Selection parameters:** Radio buttons for "Not created in Fin.Accounting" (selected) and "Not created in Sales + Distr."
- Output Control:** A "Layout" field with a preview icon.

We can have either “Selection Parameters” -



This screenshot shows the "Selection parameters" section of the configuration screen. It contains two radio buttons: "Not created in Fin.Accounting" (selected) and "Not created in Sales + Distr."

Click on Execute 



This screenshot shows the results of the Customer Master Data Comparison for Mumbai. The table lists customers not created in Financial Accounting, showing their address details and creation dates.

STORG	ST	Customer	Address Line 0	Created on
			Customer Address Line 1	
			Customer Address Line 2	
ST00	ST	00 111017	BHARAT FORGE CO.LTD 411007 PUNE-PUNE INDIA	26.11.2008
ST00	ST	00 111161	BIMETAL BEARINGS LTD. 417001 COIMBATORE-COIMBATORE INDIA	19.11.2008
ST00	ST	00 111307	B K ELECTRICALS & ENGINEERS 411006 PUNE-MIDC,BHOSARI , INDIA	18.11.2008
ST00	ST	00 112015	MJS - SHORE AUTO RUBBER EXPORTS PVT 411026 PUNE-PUNE INDIA	19.11.2008
ST00	ST	00 114231	EURUS GESELLSCHAFT FUR SYNTHETISCHE WEPPHOE, D-12345 STRASSE AM	20.11.2008
ST00	ST	00 115128	FEDERAL MOUL S.A. CH- 211.GENEVA 13 SWITZERLAND	20.11.2008
ST00	ST	00 120081	MAHAL-E-TEK SYSTEM(INDIA) PVT LTD 411042 PUNE-TALUKA MU.SHT INDIA	28.11.2008
ST00	ST	00 120193	KAR MOBILES LTD. 572168 TURKUR-TURKUR- INDIA	19.11.2008
ST00	ST	00 121003	LUCAS TVS LIMITED 600056 MADRAS-MADRAS INDIA	19.11.2008
ST00	ST	00 122036	BOSCH LTD 560020 BANGALORE-BANGALORE	19.11.2008



This screenshot shows the results of the Customer Master Data Comparison for Mumbai. The table lists customers not created in Sales and Distribution, showing their address details and creation dates.

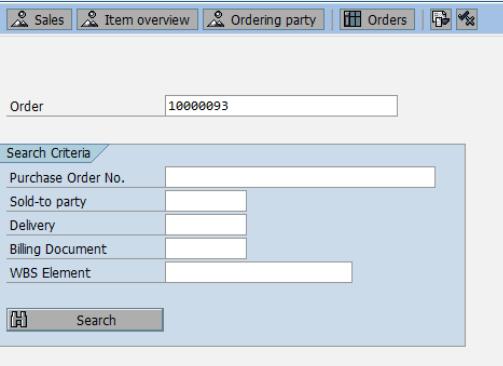
CoCd	Customer	Address Line 0	Created on
		Customer Address Line 1	
		Customer Address Line 2	
2000 2	TATA TELECOM LTD		13.11.2008
1000 114041112	INDIA DEE & COMPANY 700009		25.11.2008
1000 BALA111	BALA CONSTRUCTION CO.		19.11.2008
2000 BSNL PUNE	BSNL PUNE		12.11.2008
1000 C1131	INDIA Fancy products ltd 11150,garden st, 411004 PUNE		13.11.2008
1000 CUSTOMER	customer		24.11.2008
1000 DD1234567	INDIA DEE ENTERPRISE 700133 KOLKATA		13.11.2008
1000 G13472	geekay		12.11.2008
1000 HDFCFUND	HDFC MFUND1		19.11.2008
1000 KIRTIJAIN	INDIA KIRTI JAIN GREAVES COTTON LIMITED		12.11.2008

### Display Sales Order ( FV03)

Logistics → Sales and Distribution → Sales→ Order→Dispaly

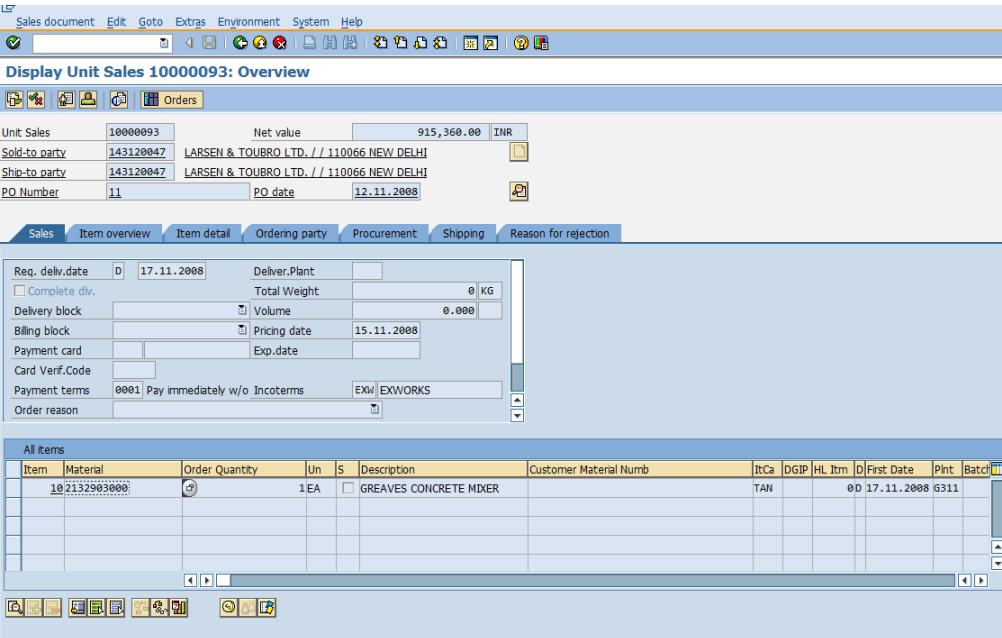
## FI- CO End User Training Module

### Display Sales Order: Initial Screen



The initial screen shows the search criteria for displaying a sales order. The order number is entered as 10000093. The search criteria section includes fields for Purchase Order No., Sold-to party, Delivery, Billing Document, and WBS Element. A search button is present at the bottom.

Press "Enter"



The display screen for Unit Sales 10000093 shows the following details:

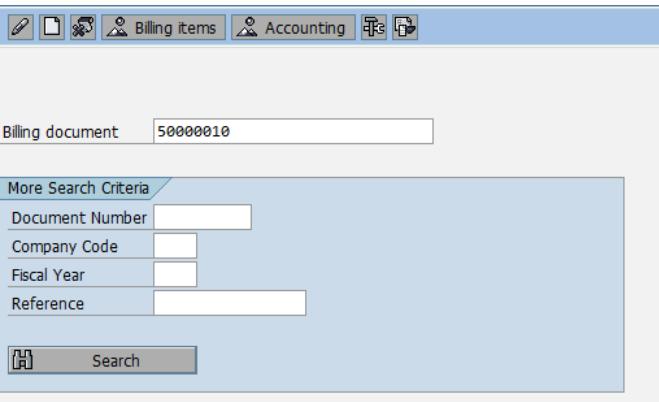
- Unit Sales: 10000093, Net value: 915,360.00 INR
- Sold-to party: 143120947 LARSEN & TOUBRO LTD. // 110066 NEW DELHI
- Ship-to party: 143120947 LARSEN & TOUBRO LTD. // 110066 NEW DELHI
- PO Number: 11, PO date: 12.11.2008

The screen includes tabs for Sales, Item overview, Item detail, Ordering party, Procurement, Shipping, and Reason for rejection. Below these tabs, there is a detailed view of delivery information and payment terms. At the bottom, there is a table for All Items showing one item entry:

Item	Material	Order Quantity	Un	Description	Customer Material Numbr	ItCa	DGIP	HL Itm	D	First Date	Pint	Batch
102132903000		1 EA		GREAVES CONCRETE MIXER	TAN				0D	17.11.2008	6311	

### Display the billing document (VF03)

### Display Billing Document



The display screen for Billing document 50000010 shows the following details:

Billing document: 50000010

More Search Criteria section includes fields for Document Number, Company Code, Fiscal Year, and Reference. A search button is present at the bottom.

Press Enter

## FI- CO End User Training Module

**Domestic Invoice 50000010 (ZDF2) Display: Overview of Billing Items**

ZDF2 Domestic Invoice		50000010	Net Value	106,000.00	INR																												
Payer	VOLTAS LTD MHBD / / IN - 400038 THANE																																
Billing Date	22.12.2008																																
<table border="1"> <thead> <tr> <th>Item</th> <th>Description</th> <th>Billed Quantity</th> <th>SU</th> <th>Net value</th> <th>Material</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>4G11TA 82.5KVA GENSET</td> <td>1 EA</td> <td></td> <td>106,000.00</td> <td>14119011411K</td> <td>13,750.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Item	Description	Billed Quantity	SU	Net value	Material	Cost	10	4G11TA 82.5KVA GENSET	1 EA		106,000.00	14119011411K	13,750.00														
Item	Description	Billed Quantity	SU	Net value	Material	Cost																											
10	4G11TA 82.5KVA GENSET	1 EA		106,000.00	14119011411K	13,750.00																											

Click on  button to view the Accounting document

**List of Documents in Accounting**

Doc. Number	Object type text	Ld
0822001408	Accounting document	
0000004446	Controlling Document	
0000000706	Profitab. Analysis	

  Separate   Original document  

**Display Document: General Ledger View**

Data Entry View		Display Currency		Entry View		Other Ledger																																																																		
Document Number	822001408	Company Code	1000	Fiscal Year	2008																																																																			
Document Date	22.12.2008	Posting Date	22.12.2008	Period	9																																																																			
Reference	0050000010	Cross-CC no.																																																																						
Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group																																																																				
<b>Ledger SL</b>																																																																								
Doc.	822001881	FiscalYear	2008	Period	6																																																																			
<table border="1"> <thead> <tr> <th>C...</th> <th>Itm</th> <th>Item</th> <th>PK</th> <th>S</th> <th>Account</th> <th>Description</th> <th>Amount</th> <th>Curr.</th> <th>Tx</th> <th>Cost Center</th> <th>Profit Center</th> <th>Segment</th> </tr> </thead> <tbody> <tr> <td>1000</td> <td>1</td> <td>000001</td> <td>40</td> <td>301010</td> <td>EXCISE DUTY PAID</td> <td></td> <td>10,300.00</td> <td>INR</td> <td>A0</td> <td>1187008</td> <td>1123000</td> <td></td> </tr> <tr> <td></td> <td>2</td> <td>000002</td> <td>50</td> <td>150303</td> <td>BED SECess PALE-1110</td> <td></td> <td>100.00-</td> <td>INR</td> <td>A0</td> <td>1187008</td> <td>1123000</td> <td></td> </tr> <tr> <td></td> <td>3</td> <td>000003</td> <td>50</td> <td>150301</td> <td>BED PAYABLE-1110</td> <td></td> <td>10,000.00-</td> <td>INR</td> <td>A0</td> <td>1187008</td> <td>1123000</td> <td></td> </tr> <tr> <td></td> <td>4</td> <td>000004</td> <td>50</td> <td>150302</td> <td>BED ECS P'BLE-1110</td> <td></td> <td>200.00-</td> <td>INR</td> <td>A0</td> <td>1187008</td> <td>1123000</td> <td></td> </tr> </tbody> </table>								C...	Itm	Item	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment	1000	1	000001	40	301010	EXCISE DUTY PAID		10,300.00	INR	A0	1187008	1123000			2	000002	50	150303	BED SECess PALE-1110		100.00-	INR	A0	1187008	1123000			3	000003	50	150301	BED PAYABLE-1110		10,000.00-	INR	A0	1187008	1123000			4	000004	50	150302	BED ECS P'BLE-1110		200.00-	INR	A0	1187008	1123000	
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	4	000004	50	150302	BED ECS P'BLE-1110		200.00-	INR	A0	1187008	1123000																																																													

### Creation of excise invoice (J1IIN)

Indirect Taxes → Sales or Outbound movement → Excise Invoice → Outgoing excise → Create/change/display

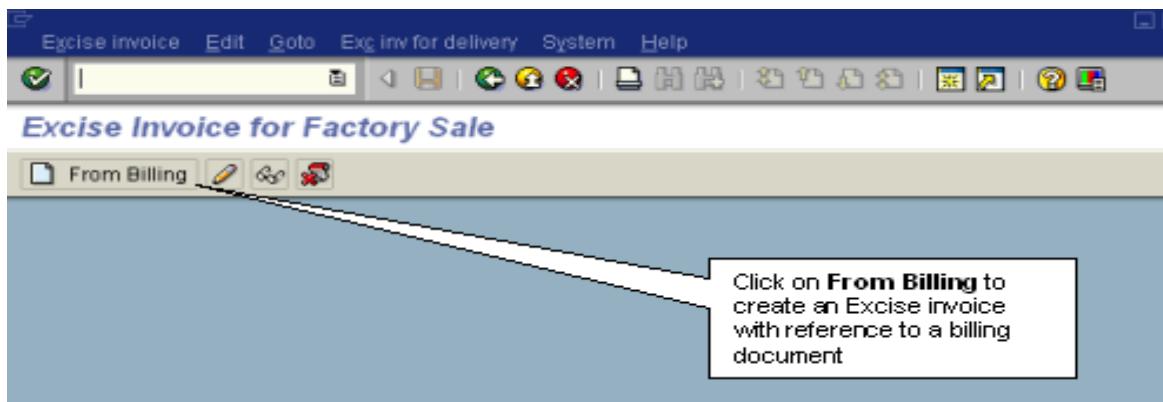
#### Purpose

This transaction is used for creating excise invoice with reference to a billing document.

#### Prerequisite

- The excise invoice has to be created with reference to a billing document
- The billing document has to be released to FI
- The posting date of the billing document

## FI- CO End User Training Module



Enter the billing document number and posting date and press Enter 

### Create Excise Invoice for Factory Sale

<input type="checkbox"/> Due list	
Billing document	56450011
Posting Date	22.12.2008
Sub transaction type	<input type="checkbox"/>

Enter the Billing Document and press enter

The Invoice appears and if everything found correct. Click on Get Excise Invoice.

### Display Excise Invoice for Factory Sale

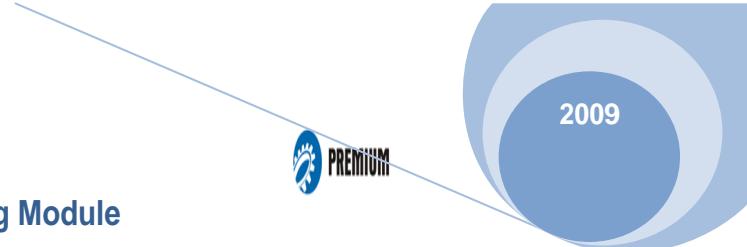
<input type="checkbox"/>	<input type="checkbox"/>	Accounting																									
Excise Reference	0056250008	Excise invoice	0000000021																								
Company Code	1000	Plant	1320																								
Posting date	18.11.2008	Currency	INR																								
Excise Group	32	Series Group	32C <input type="checkbox"/> Use Local Number Range																								
PrePrint ExcNo.		Rule/Section																									
Time of removal <input type="text" value="00:00:00"/>																											
<b>Invoice Item Details</b> <table border="1"> <thead> <tr> <th>Item</th> <th>Material</th> <th>Description</th> <th>Quantity</th> <th>Unit</th> <th>BED</th> <th>AED</th> <th>NCCD</th> </tr> </thead> <tbody> <tr> <td>000010400-011-021</td> <td></td> <td>GL400II A-PVPL D</td> <td></td> <td>3 EA</td> <td>8,547.00</td> <td>0.00</td> <td>0.</td> </tr> <tr> <td colspan="8"> <input type="button" value="&lt;"/> <input type="button" value="&gt;"/> <input type="button" value="[ ]"/> <input type="button" value="&lt;&lt;"/> </td> </tr> </tbody> </table>				Item	Material	Description	Quantity	Unit	BED	AED	NCCD	000010400-011-021		GL400II A-PVPL D		3 EA	8,547.00	0.00	0.	<input type="button" value="&lt;"/> <input type="button" value="&gt;"/> <input type="button" value="[ ]"/> <input type="button" value="&lt;&lt;"/>							
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<input type="button" value="&lt;"/> <input type="button" value="&gt;"/> <input type="button" value="[ ]"/> <input type="button" value="&lt;&lt;"/>																											
Entry <input type="text" value="1 of 1"/>																											
<b>Total Amount</b> <table border="1"> <tr> <td>BED</td> <td>8,547.00</td> <td>NCCD</td> <td>0.00</td> </tr> <tr> <td>AED</td> <td>0.00</td> <td>ECS</td> <td>171.00</td> </tr> <tr> <td>SED</td> <td>0.00</td> <td>SECCess</td> <td>85.00</td> </tr> <tr> <td>CESS</td> <td>0.00</td> <td colspan="2"></td> </tr> </table>				BED	8,547.00	NCCD	0.00	AED	0.00	ECS	171.00	SED	0.00	SECCess	85.00	CESS	0.00										
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SED	0.00	SECCess	85.00																								
CESS	0.00																										

Click on the "Get Excise Invoice".

After the Invoice had been generated we can view the details .



## Excise Document Flow



Excise Document Flow	
Excise Invoice	000000021
Business Partner	132164601 PIAGGIO VEHICLES PVT LTD
Document	Date
Sales Order 0010000117	18.11.2008
.Delivery 100000314 / 000010	18.11.2008
..Billing document 0056250008	18.11.2008
...Excise Invoice 000000021 / 0001	18.11.2008

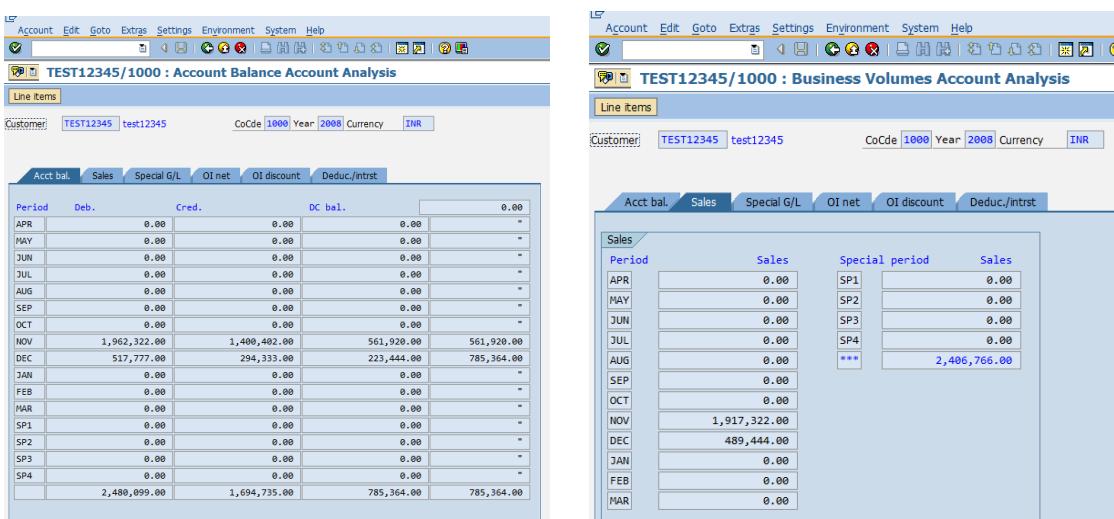
## Customer Analysis (FD11)

### Customer : Initial Screen Account Analysis

Account balance	Sales	Sp. G/L transactions	Open items	Deductions
Customer TEST12345				
Company Code 1000				
Fiscal Year 2008				
Worklist on				

Account balance Sales Sp. G/L transactions Open items Deductions

We can view the Customer analysis in various ways which are as follows



TEST12345/1000 : Account Balance Account Analysis					
Line items					
Customer: TEST12345 test12345		CoCde [1000] Year [2008] Currency [INR]			
Acct bal.	Sales	Special G/L	OI net	OI discount	Deduc./intrst
Period	Deb.	Cred.	DC bal.		
APR	0.00	0.00	0.00		-
MAY	0.00	0.00	0.00		-
JUN	0.00	0.00	0.00		-
JUL	0.00	0.00	0.00		-
AUG	0.00	0.00	0.00		-
SEP	0.00	0.00	0.00		-
OCT	0.00	0.00	0.00		-
NOV	1,962,322.00	1,400,492.00	561,920.00	561,920.00	
DEC	517,777.00	294,333.00	223,444.00	785,364.00	
JAN	0.00	0.00	0.00		-
FEB	0.00	0.00	0.00		-
MAR	0.00	0.00	0.00		-
SP1	0.00	0.00	0.00		-
SP2	0.00	0.00	0.00		-
SP3	0.00	0.00	0.00		-
SP4	0.00	0.00	0.00		-
	2,489,099.00	1,694,735.00	785,364.00	785,364.00	

TEST12345/1000 : Business Volumes Account Analysis					
Line items					
Customer: TEST12345 test12345		CoCde [1000] Year [2008] Currency [INR]			
Sales	Period	Sales	Special period	Sales	
	APR	0.00	SP1	0.00	
	MAY	0.00	SP2	0.00	
	JUN	0.00	SP3	0.00	
	JUL	0.00	SP4	0.00	
	AUG	0.00	***	2,406,766.00	
	SEP	0.00			
	OCT	0.00			
	NOV	1,917,322.00			
	DEC	489,444.00			
	JAN	0.00			
	FEB	0.00			
	MAR	0.00			



GREAVES

SINCE 1859



2009

## FI- CO End User Training Module

TEST12345/1000 : Special General Ledger Account Analysis

Line items

Customer TEST12345 test12345 CoCde 1000 Year 2008 Currency INR

Acct bal. Sales Special G/L OI net OI discount Deduc./intrst

Special general ledger

Sp.G/L	Description	Bal.in doc.curr
2	CUSTOMER ADVANCE	5,658,300.00-
W	Rediscountable Bills of Exch.	173,000.00
+ Total		5,485,300.00-
	Account Balance	785,364.00
+ Grand Total		4,699,936.00-

Bal.explntrn

TEST12345/1000 : Open Items - Cash Discount Terms 1 Account Analysis

Line items Net/cash discount Due/not due

Customer TEST12345 test12345 CoCde 1000 Year 2008 Currency INR

Acct bal. Sales Special G/L OI net OI discount Deduc./intrst

Open items

Days in Arrear	Items	Amount	Discnt
1-	1	25,000.00	0.00
0	1	100,000.00	0.00
2	1	12,000.00	0.00
6	1	30,000.00-	0.00
14	1	30,000.00-	0.00
18	3	3,444.00	0.00
21	2	275,000.00	0.00
25	1	2,300.00-	0.00
26	8	5,564,080.00-	0.00
27	3	85,000.00	0.00
32	6	286,500.00	0.00

Items due 4,719,936.00-

Payments on account 5,000.00-

Due for payment 4,724,936.00- \*

Open items not yet due 25,000.00

All receivables 4,699,936.00- \*

TEST12345/1000 : Deduc./intrst Account Analysis

Line items

Customer TEST12345 test12345 CoCde 1000 Year 2008 Currency INR

Acct bal. Sales Special G/L OI net OI discount Deduc./intrst

Deductions/interest in fiscal year

Clearing amount	1,567,322.00
Acc.int.calc.numertr	27.11
Total deductions	0.00
Unauthor.deductions	0.00
Author.deductions	0.00
Discnt per clearing	0.00 %

In the selected company codes / In the group

Account balance	785,364.00	Group liability	785,364.00
Other receivables	173,000.00	Other receivbls	5,485,300.00-
Total receivables	958,364.00	Total receivbls	4,699,936.00-

## FI- CO End User Training Module

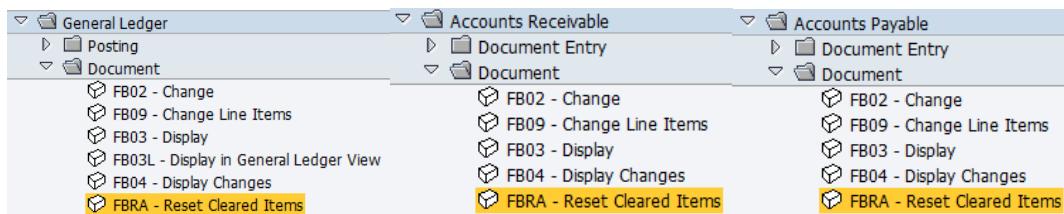
### Chapter - 11

#### Reversals & Editing Documents

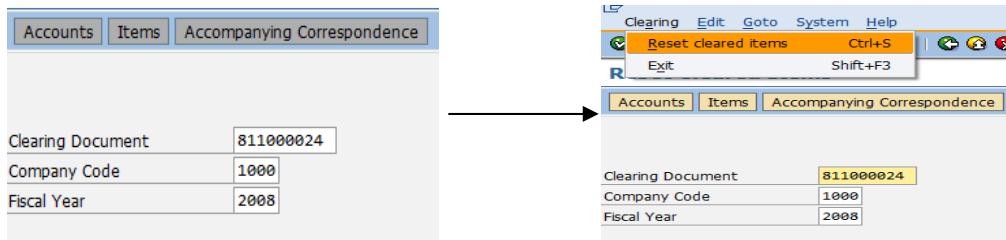
##### Reset and Reversal of Documents (FBRA)

Incase if a document cannot be reversed through FB08 because of Clearing reasons, it can be Reset and optionally reversed through FBRA. The original document then gets an "Open" status.

FBRA is available in GL, AR, and AP menu following is the navigation path



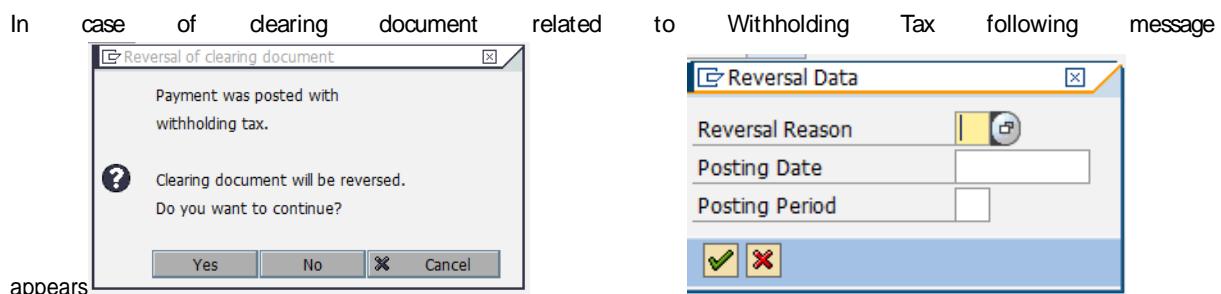
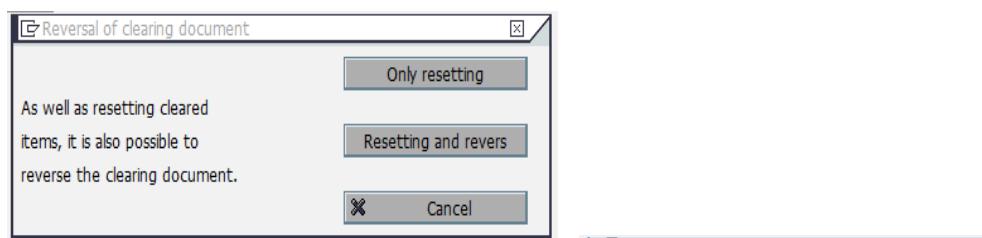
#### Reset Cleared Items



For general reversal following message appears.

We have two options either we can click on the "Only clearing" tab . It will not reverse the document but only open the document for re- matching.

If we click on "Resetting and Revers" the matched document will be open and also get reversed . SO we have to again enter a new document or match with other document.



## FI- CO End User Training Module

### Transfer Posting with Clearing (F-04)

Transfer posting can normally be used during Bank Reconciliation for transferring the balance from the Clearing account to the Main Bank account.

In the initial line enter the account where the amounts need to be transferred and in the following screen choose the option of "Process open items"

#### Post with Clearing: Header Data

Choose open items		Acct model	
Document Date	<input checked="" type="checkbox"/>	Type	SA
Posting Date	11.11.2008	Period	8
Company Code	1000		
Document Number			
Currency/Rate	INR		
Reference			
Translatn Date			
Doc.Header Text			
Cross-CC no.			
Clearing text			
<b>Transaction to be processed</b> <input type="radio"/> Outgoing payment <input type="radio"/> Incoming payment <input type="radio"/> Credit memo <input checked="" type="radio"/> Transfer posting with clearing			
<b>First line item</b> PstKy <input type="checkbox"/> Account <input type="text"/> SGL Ind <input type="checkbox"/> TType <input type="checkbox"/>			

<a href="#">Document</a> <a href="#">Edit</a> <a href="#">Goto</a> <a href="#">Extras</a> <a href="#">Settings</a> <a href="#">Environment</a> <a href="#">System</a> <a href="#">Help</a>									
<input checked="" type="checkbox"/>                                               <img alt="New Work Center Status icon" data-bbox="6368 568 6385									

## FI- CO End User Training Module

Post with Clearing Select open items

Process open items

Open item selection	Additional selections
Company Code <b>000</b>	<input type="radio"/> None
Account <b>TEST12345</b>	<input type="radio"/> Amount
Account Type <b>K</b>	<input type="radio"/> Document Number
Special G/L Ind	<input type="radio"/> Posting Date
Pmnt advice no.	<input type="radio"/> Dunning Area
<input checked="" type="checkbox"/> Other accounts	<input type="radio"/> Reference
<input type="checkbox"/> Distribute by age	<input type="radio"/> Payment order
<input type="checkbox"/> Automatic search	<input type="radio"/> Collective invoice
	<input type="radio"/> Document Type
	<input type="radio"/> Business Area
	<input type="radio"/> Tax Code
	<input type="radio"/> Branch account
	<input type="radio"/> Currency
	<input type="radio"/> Posting Key
	<input type="radio"/> Document Date
	<input type="radio"/> Assignment
	<input type="radio"/> Billing Document
	<input type="radio"/> Others

Specify the account code that needs to be cleared and click on Enter. All line items already posted to the relevant account now gets displayed. By Double clicking on the same, it gets selected and cleared. Note that the values in "Amount entered" and "Assigned" needs to match in order that the document can get posted.

Post with Clearing Enter partial payments

Distribute diff., Charge off diff., Editing options

Standard Partial pmt Res.items Withhdg tax

Account items TEST12345 test12345									
Document	Reference	Invoice ref	D	Document	P	Busi	Day	Net amount	Partially Paid Amt
810000005		810000005 KR 07.11.2008 31	4		650,000.00-			190,000.00-	10,000.00-
810000011	VENDOR INV	810000011 KR 08.11.2008 31	3		112,000.00-			52,000.00-	
810000013		810000013 KR 08.11.2008 31	3		109,689.00-			0.00	
811000016		810000016 KZ 10.11.2008 25	1		10,000.00			0.00	
811000017		810000016 KZ 10.11.2008 25	1		10,000.00			0.00	
811000018		810000016 KZ 10.11.2008 25	1		10,000.00			0.00	
810000018		810000018 KR 08.11.2008 31	3		48,857.00-			0.00	
815000002		815000002 KA 10.11.2008 35	1		10,000.00			0.00	

Editing status

Number of items <b>8</b> / <b>10</b>	Amount entered <b>10,000.00-</b>
Display from item <b>1</b>	Assigned <b>10,000.00-</b>
Reason code <b></b>	Difference postings <b></b>
Currency <b>INR</b>	Not assigned <b>0.00</b>
Display in clearing currency	

## FI- CO End User Training Module

Post with Clearing Display Overview

Document Date: 11.11.2008 Type: SA Company Code: 1000  
Posting Date: 11.11.2008 Period: 8 Currency: INR  
Document Number: INTERNAL Fiscal Year: 2008 Translatn Date: 11.11.2008  
Reference: Cross-CC no.:  
Doc.Header Text: Trading part.BA:

Items in document currency

PK	BusA	Acct	INR	Amount	Tax amnt
001	31	TEST12345	test12345	10,000.00-	
002	27	TEST12345	test12345	10,000.00	

D 10,000.00 C 10,000.00 0.00 \* 2 Line items

Other line item

PstKy:  PstCount:  SGL Ind:  TType:  New co.code:

Simulate the entry and Post the same.

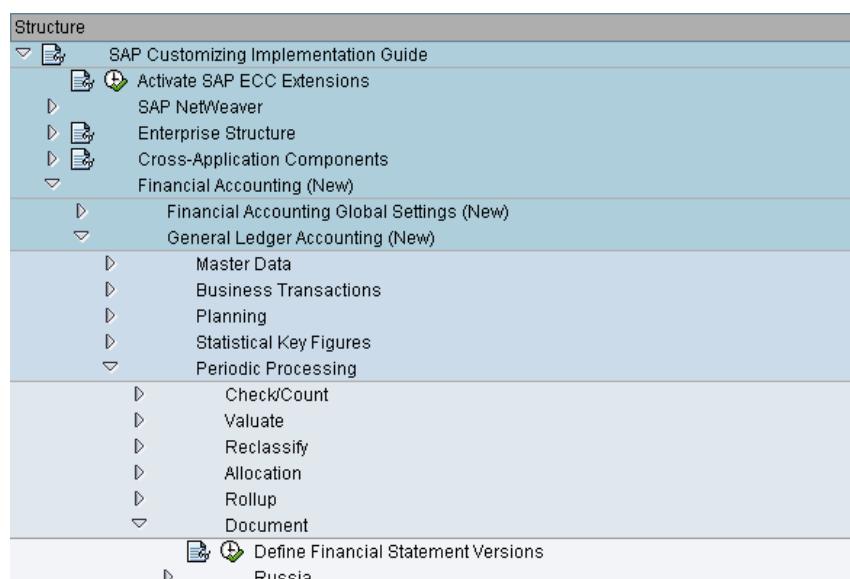
## FI- CO End User Training Module

### Chapter - 12

#### Reports & Balances

Report Code	Description
FBL1/ FBL1N/ <b>FBL2</b> / FBL2N	DISPLAY Vendor Line Item
FBL3 /FBL3N/ FBL4/FBL4N	DISPLAY GL Line Item
FBL5 /FBL5N/ FBL6/FBL6N	DISPLAY Customer Line Item
FS10N	DISPLAY General Ledger Balances
FK10N	DISPLAY Vendor Ledger Balances
FD10N	DISPLAY Customer Ledger Balances
FB03	DISPLAY Document Listing GL/AR/AP

#### FINANCIAL STATEMENT VERSION

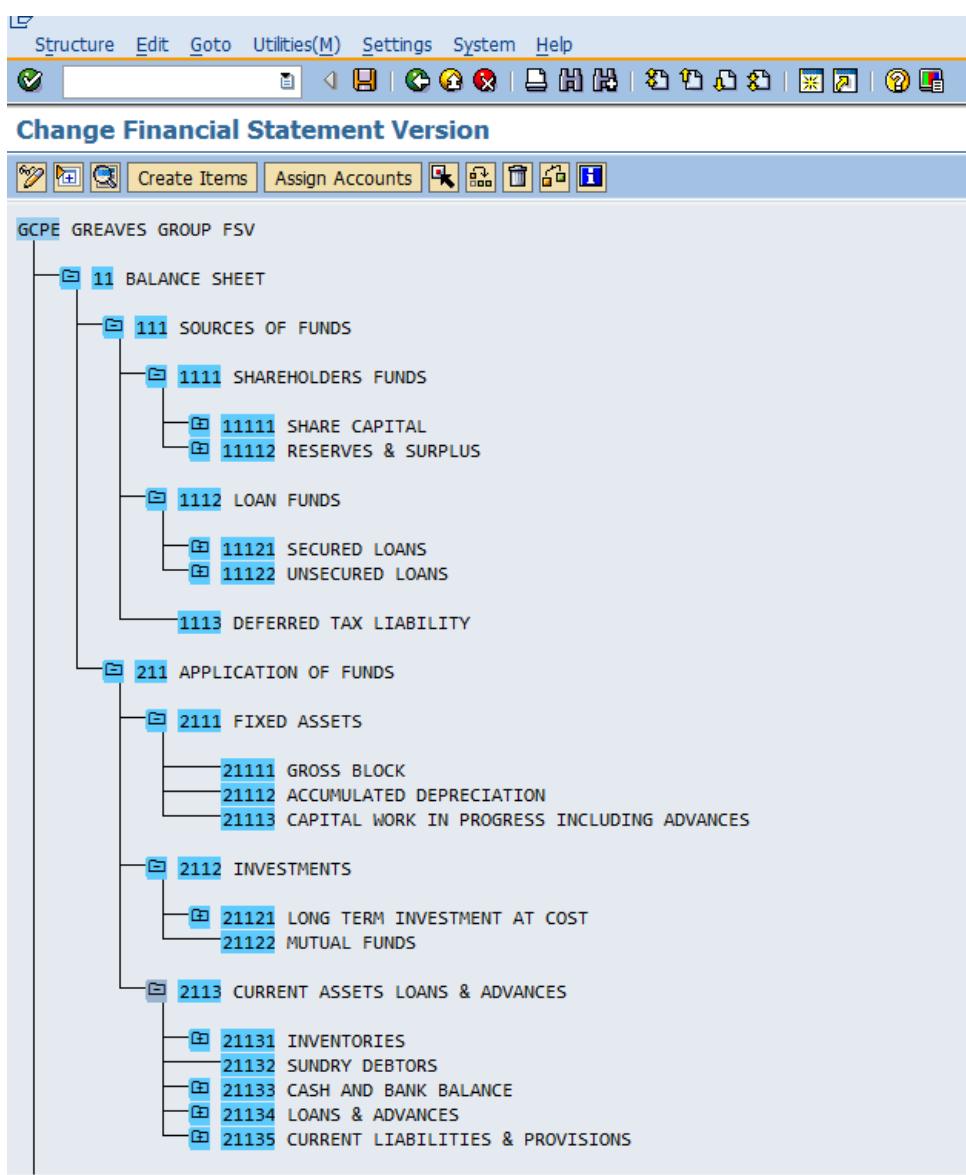


## FI- CO End User Training Module

### Change View "Financial Statement Versions": Details

Fin.stmt.items	New entries						
Fin.Stmt.version	GCPE						
Name	GREAIVES GROUP FSV						
<b>General specifications</b>							
Maint. language	EN						
Item keys auto.	<input type="checkbox"/>						
Chart of Accounts	GCPE						
Group Account Number	<input type="checkbox"/>						
Fun.area perm.	<input type="checkbox"/>						

### Designing of Balance Sheet



## FI- CO End User Training Module

### Designing of Profit & Loss

Structure Edit Goto Utilities(M) Settings System Help

Change Financial Statement Version

Create Items Assign Accounts

GCPE GREAVES GROUP FSV

- 11 BALANCE SHEET
- 22 PROFIT & LOSS ACCOUNT
  - 311 INCOME
    - 3111 SALES (GROSS)
    - 3112 EXCISE DUTY
    - 3113 SALES ( NET )
    - 3114 OTHER INCOME
      - 31141 DIVIDENDS FROM LONG TERM INVESTMENTS- SUB COM
      - 31142 INCOME FROM CURRENT INVESTMENTS
      - 31143 INCOME FROM OTHER INVESTMENTS
      - 31144 RENT RECEIVED
      - 31145 DUTY DRAW BACK
      - 31146 PROFIT ON SALE OF FIXED ASSETS ( NET )
      - 31147 PROFIT ON SALE OF CURRENT INVESTMENTS
      - 31148 MESCELLANEOUS INCOME
  - 411 EXPENDITURE
    - 4111 MATERIAL & MANUFACTURING
      - 41111 RAW MATERIAL AND COMPONENTS CONSUMED
      - 41112 EXCISE DUTY ON CLOSING STOCK OF FINISHED GOOD
      - 41113 STORES SPARES & PACKING MATERIAL
      - 41114 ROYALTY
      - 41115 POWER & FUEL
      - 41116 REPAIRS : BUILDING
      - 41117 : PLANT & EQUIPMENT
    - 4112 STAFF COST
    - 4113 SELLING & ADMINISTRATION
    - 4114 DIRECTORS COMMISSION
- 30 APPROPRIATIONS

For creating new item click on **Create Items** and provide the necessary information

## FI- CO End User Training Module

**Item: Change Texts**

Item	22
PROFIT & LOSS ACCOUNT	
<b>Start of Group</b>	
PROFIT & LOSS ACCOUNT	
<b>End of Group</b>	
<input checked="" type="checkbox"/> Display total	
<b>Graduated Total</b>	
<input checked="" type="checkbox"/> Display total	
<input type="checkbox"/> +/- Sign Change	
<input checked="" type="checkbox"/> <input type="button" value="Up"/> <input type="button" value="Down"/> <input type="button" value="X"/>	

EXPECT PROFIT AND LOSS REMAINING ITEMS NEED TO BE MAINTAIN AS BELOW

**Item: Change Texts**

Item	111
SOURCES OF FUNDS	
<b>Start of Group</b>	
SOURCES OF FUNDS	
=====	
<b>End of Group</b>	
TOTAL	
=====	
<input checked="" type="checkbox"/> Display total	
<b>Graduated Total</b>	
<input type="checkbox"/> Display total	
<input type="checkbox"/> +/- Sign Change	
<input checked="" type="checkbox"/> <input type="button" value="Up"/> <input type="button" value="Down"/> <input type="button" value="X"/>	



2009



## **FI- CO End User Training Module**

- 4 Appropriation of net income**
  - 401 PROFIT/LOSS TRF TO CORPORATE
  - 402 DIVIDEND - FINAL
  - 403 TRANSFER TO GENERAL RESERVE
  - 404 TRANSFER TO CONTINGENCY RESERVE
  - 405 Profit and Loss account P+L result
- 5 Notes to the accounts** Fin. Statement Notes
  - 601 Contingent Liabilities
  - 602 Clearing account for contingent liabilities
  - 603 Clearing estimated costs
  - 604 Clearing notes collected
  - 605 Clearing assets sold/scrapped
  - 606 Clearing GR / IR
  - 607 Clearing debtor cash receipts
  - 608 Accounts which should have zero balances
- 6 Accounts not assigned (statistical/memo)** Not assigned

## Assigning of Accounts to FSV

For assigning General Ledger Accounts to an item [Assign Accounts](#)

Provide the Single Accounts or the Range of Accounts to be clubbed under the same item Head.

In case we require any account to change location in case of Debit/ Credit we can use the D/C check box.

USE ESF2 FOR DISPLAY FSV

## FI- CO End User Training Module

### General Ledger

Use T.Code. SAP 1

- ▽ General Ledger Reports
  - ▽ Balance Sheet/ Profit and Loss Statement / Cash Flow
    - ▽ General
      - ▽ Actual/Actual Comparisons
        - ⌚ S\_ALR\_87012249 - Actual/Actual Comparison for Year
        - ⌚ S\_ALR\_87012250 - Half-Year Actual/Actual Comparison
        - ⌚ S\_ALR\_87012251 - Quarterly Actual/Actual Comparison
        - ⌚ S\_ALR\_87012252 - Periodic Actual/Actual Comparison
        - ⌚ S\_ALR\_87012269 - Balance Sheet Using Cost of Sales Approach (German Trade Law)
        - ⌚ S\_ALR\_87012270 - Profit and Loss Statement Using Cost of Goods Sold (German Trade Law)
        - ⌚ S\_ALR\_87012284 - Balance Sheet / Profit and Loss Statement
        - ⌚ S\_P00\_07000329 - SAP Minimal Variant
      - ▽ Plan/Actual Comparisons
        - ⌚ S\_ALR\_87012253 - Annual Plan/Actual Comparison
        - ⌚ S\_ALR\_87012254 - Half-Year Plan/Actual Comparison
        - ⌚ S\_ALR\_87012255 - Quarterly Plan/Actual Comparison
        - ⌚ S\_ALR\_87012256 - Periodic Plan/Actual Comparison
      - ▽ Time Series
        - ⌚ S\_ALR\_87012257 - 10-Year Actual/Actual Comparison
      - ▽ Cash Flow
        - ⌚ S\_ALR\_87012271 - Cash Flow (Direct Method)
        - ⌚ S\_ALR\_87012272 - Cash Flow (Indirect Method) Variant 1
        - ⌚ S\_ALR\_87012273 - Cash Flow (Indirect Method) Variant 2
  - ▽ General Ledger Reports
    - ▷ Balance Sheet/ Profit and Loss Statement / Cash Flow
    - ▽ Account Balances
      - ▽ General
        - ▽ G/L Account Balances
          - ⌚ S\_ALR\_87012277 - G/L Account Balances
          - ⌚ S\_ALR\_87012276 - SAP Minimal Variant
          - ⌚ S\_ALR\_87100198 - Offsetting Account Program
        - ▽ Totals and Balances
          - ⌚ **S\_ALR\_87012301 - Totals and Balances**
          - ⌚ S\_ALR\_87012300 - SAP Minimal Variant
        - ▽ Structured Account Balances
          - ⌚ S\_ALR\_87012279 - Structured Account Balances
          - ⌚ S\_ALR\_87012278 - SAP Minimal Variant
        - ▽ Average Balances
          - ⌚ S\_ALR\_87012334 - Local Currency, Period Version
          - ⌚ S\_ALR\_87012335 - Period Version - Transaction Currency
          - ⌚ S\_ALR\_87012336 - Posting Date, Daily Version
          - ⌚ S\_ALR\_87012337 - Value Date Daily Version
          - ⌚ S\_ALR\_87012338 - Period Version - Local Currency Year-to-Date
          - ⌚ S\_ALR\_87012339 - Period Version - Transaction Currency Year-to-Date
    - ▽ Master Data
      - ▽ Chart of Accounts
        - ⌚ S\_ALR\_87012326 - Chart of Accounts
        - ⌚ S\_ALR\_87012325 - SAP Minimal Variant
      - ▽ G/L Account List
        - ⌚ S\_ALR\_87012328 - G/L Account List
        - ⌚ S\_ALR\_87012327 - SAP Minimal Variant
      - ▷ Account Assignment Manual
      - ▷ Display Changes to G/L Accounts
        - ⌚ S\_ALR\_87012333 - G/L Accounts List

Printing of Profit & Loss Accounts and Balance Sheets along with all Financial statement of versions

## FI- CO End User Training Module

Groupings and information as Per Schedule VI Companies Act up to the Profit Centre Level	
Final Balance up to the Profit Centre Level.	Standard report . S_PL0_86000030
Comparative figures for the Last Same Period for Financial Year as well as Tax Year – TB, PL, BS, Cash Flow.	Standard report : F.01 for profit and loss, balance sheet. Cash flow according to AS3 might not get full proof report. S_ALR_87012273
Actual Vs Planned Figures Comparison and Variance of the same	Standard report : S_PL0_86000029
Segment Reporting – Primary and Secondary Segment	Standard report . S_PL0_86000030, Standard report . S_PL0_86000029.

### Accounts Receivable

- ▽ Reports for Accounts Receivable Accounting
  - ▽ Customer Balances
    - ⌚ S\_ALR\_87012167 - Accounts Receivable Information System
    - ⌚ S\_ALR\_87012172 - Customer Balances in Local Currency
    - ⌚ S\_ALR\_87012186 - Customer Sales
    - ⌚ S\_ALR\_87012169 - Transaction Figures: Account Balance
    - ⌚ S\_ALR\_87012170 - Transaction Figures: Special Sales
    - ⌚ S\_ALR\_87012171 - Transaction Figures: Sales
  - ▽ Customers: Items
    - ⌚ S\_ALR\_87012168 - Due Date Analysis for Open Items
    - ⌚ S\_ALR\_87012197 - List of Customer Line Items
    - ⌚ S\_ALR\_87012173 - List of Customer Open Items for Printing
    - ⌚ S\_ALR\_87012174 - List of Customer Open Items
    - ⌚ S\_ALR\_87012175 - Open Items - Customer Due Date Forecast
    - ⌚ S\_ALR\_87012176 - Customer Evaluation with OI Sorted List
    - ⌚ S\_ALR\_87012177 - Customer Payment History
    - ⌚ S\_ALR\_87012178 - Customer Open Item Analysis by Balance of Overdue Items
    - ⌚ S\_ALR\_87012198 - List of Cleared Customer Items for Printing
    - ⌚ S\_ALR\_87012199 - List Of Down Payments Open On Key Date - Customers
  - ▽ Master Data
    - ⌚ S\_ALR\_87012179 - Customer List
    - ⌚ S\_ALR\_87012180 - Address List
    - ⌚ S\_ALR\_87012182 - Display Changes to Customers
    - ⌚ S\_ALR\_87012183 - Display/Confirm Critical Customer Changes
    - ⌚ S\_ALR\_87012195 - Customer Master Data Comparison

## FI- CO End User Training Module

### Accounts Payable

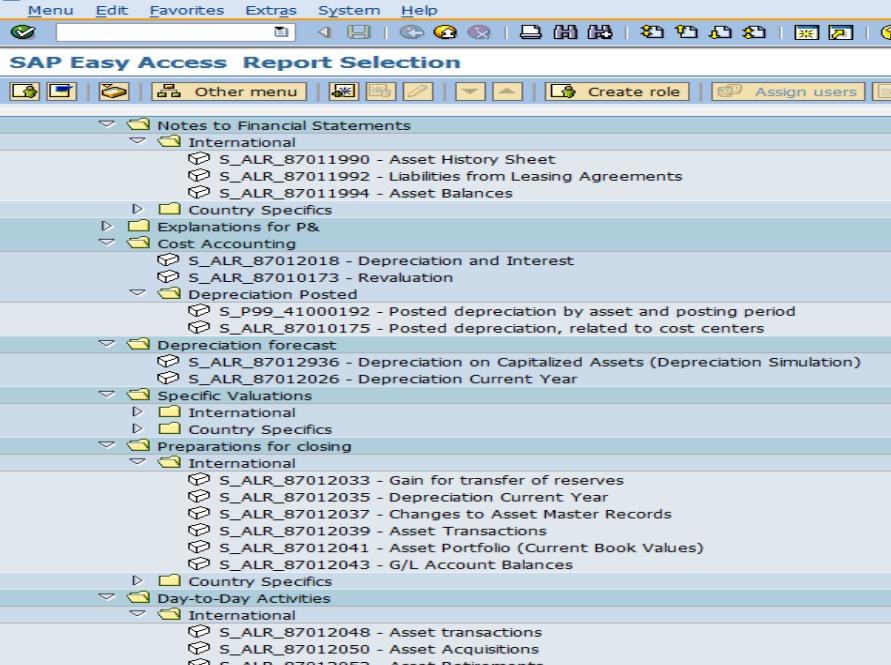
- ▽  Reports for Accounts Payable Accounting
  - ▽  Vendor Balances
    - ⌚ S\_ALR\_87012077 - Vendor Information System
    - ⌚ S\_ALR\_87012082 - Vendor Balances in Local Currency
    - ⌚ S\_ALR\_87012093 - Vendor Business
    - ⌚ S\_ALR\_87012079 - Transaction Figures: Account Balance
    - ⌚ S\_ALR\_87012080 - Transaction Figures: Special Sales
    - ⌚ S\_ALR\_87012081 - Transaction Figures: Sales
  - ▽  Vendors: Items
    - ⌚ S\_ALR\_87012078 - Due Date Analysis for Open Items
    - ⌚ S\_ALR\_87012103 - List of Vendor Line Items
    - ⌚ S\_ALR\_87012083 - List of Vendor Open Items for Printing
    - ⌚ S\_ALR\_87012084 - Open Items - Vendor Due Date Forecast
    - ⌚ S\_ALR\_87012085 - Vendor Payment History with OI Sorted List
    - ⌚ S\_ALR\_87012104 - List of Cleared Vendor Items for Printing
    - ⌚ S\_ALR\_87012105 - List of Down Payments Open On Key Date - Vendors
  - ▽  Master Data
    - ⌚ S\_ALR\_87012086 - Vendor List
    - ⌚ S\_ALR\_87012087 - Address List
    - ⌚ S\_ALR\_87012089 - Display Changes to Vendors
    - ⌚ S\_ALR\_87012090 - Display/Confirm Critical Vendor Changes
  - ▽  Payment Transactions
    - ⌚ S\_P99\_41000099 - Payment List
    - ⌚ S\_P99\_41000101 - Check Register
    - ⌚ S\_ALR\_87012119 - Cashed Checks
    - ⌚ S\_P99\_41000102 - Number Ranges for Checks

### Fixed Assets

## FI- CO End User Training Module

- Asset Accounting Reports
- Individual Asset
  - AW01N - Asset Explorer
- Asset Balances
  - Balance Lists
    - Asset Balances
      - S\_ALR\_87011963 - ... by Asset Number
      - S\_ALR\_87011964 - ... by Asset Class
      - S\_ALR\_87011965 - ... by Business Area
      - S\_ALR\_87011966 - ... by Cost Center
      - S\_ALR\_87011967 - ... by Plant
      - S\_ALR\_87011968 - ... by Location
      - S\_ALR\_87011969 - ... by Asset Super Number
      - S\_ALR\_87011970 - ... by Worklist
    - S\_ALR\_87010125 - Sample for Address Data for Asset
    - S\_ALR\_87010127 - Real Estate and Similar Rights
    - S\_ALR\_87010129 - Transportation Equipment
    - S\_ALR\_87011978 - Asset Balances for Group Assets
  - Inventory Lists
    - Physical Inventory List
      - S\_ALR\_87011979 - ... by Cost Center
      - S\_ALR\_87011980 - ... by Location
      - S\_ALR\_87011981 - ... by Asset Class
      - S\_ALR\_87011982 - ... by Plant
      - S\_ALR\_87010137 - Bar Codes
  - Leased Assets
    - S\_ALR\_87010139 - Leasing
    - S\_ALR\_87010141 - Liabilities from Leasing Agreements

Menu Edit Favorites Extras System Help

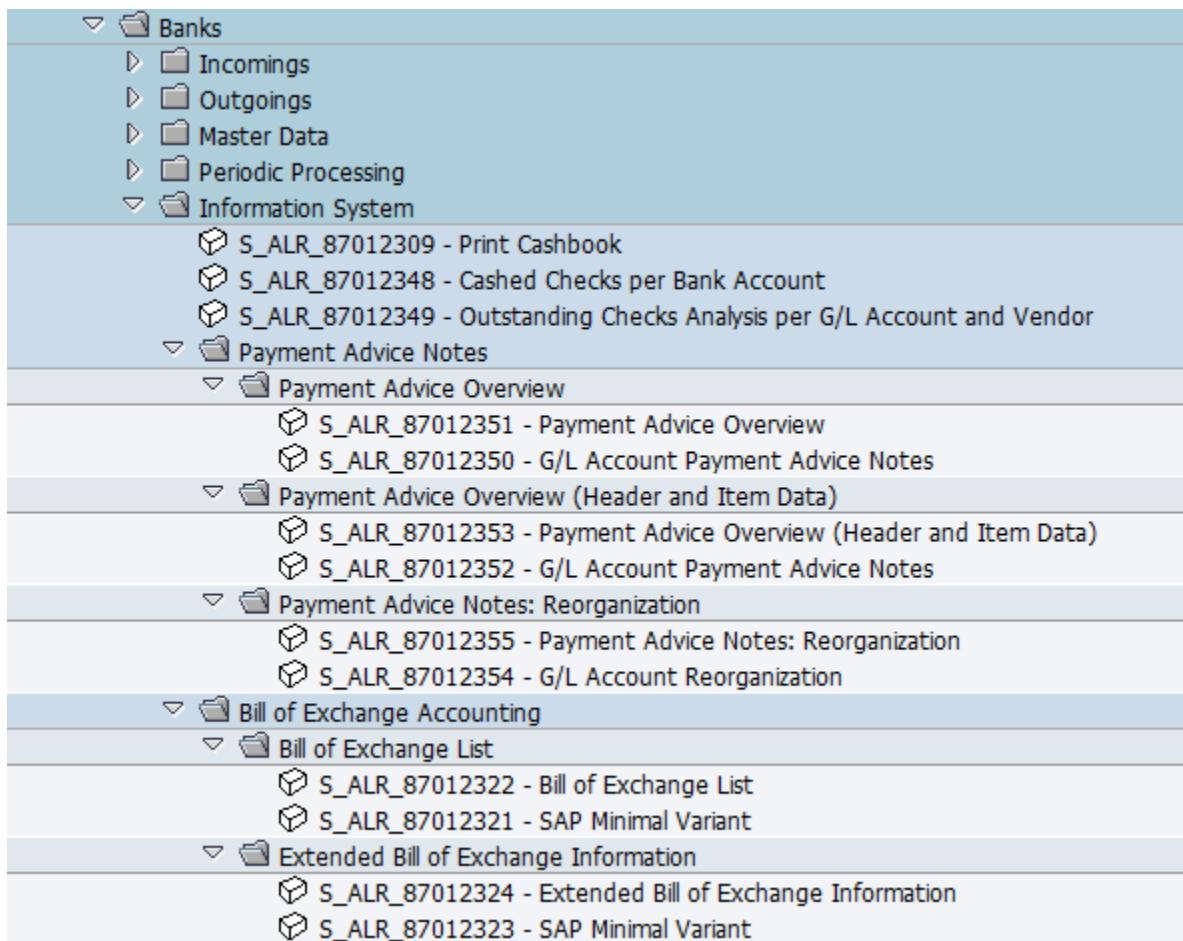


SAP Easy Access Report Selection

- Notes to Financial Statements
  - International
    - S\_ALR\_87011990 - Asset History Sheet
    - S\_ALR\_87011992 - Liabilities from Leasing Agreements
    - S\_ALR\_87011994 - Asset Balances
  - Country Specifics
  - Explanations for P&
- Cost Accounting
  - S\_ALR\_87012018 - Depreciation and Interest
  - S\_ALR\_87010173 - Revaluation
  - Depreciation Posted
    - S\_P99\_41000192 - Posted depreciation by asset and posting period
    - S\_ALR\_87010175 - Posted depreciation, related to cost centers
  - Depreciation forecast
    - S\_ALR\_87012936 - Depreciation on Capitalized Assets (Depreciation Simulation)
    - S\_ALR\_87012026 - Depreciation Current Year
  - Specific Valuations
    - International
    - Country Specifics
  - Preparations for closing
    - International
      - S\_ALR\_87012033 - Gain for transfer of reserves
      - S\_ALR\_87012035 - Depreciation Current Year
      - S\_ALR\_87012037 - Changes to Asset Master Records
      - S\_ALR\_87012039 - Asset Transactions
      - S\_ALR\_87012041 - Asset Portfolio (Current Book Values)
      - S\_ALR\_87012043 - G/L Account Balances
    - Country Specifics
  - Day-to-Day Activities
    - International
      - S\_ALR\_87012048 - Asset transactions
      - S\_ALR\_87012050 - Asset Acquisitions
      - S\_ALR\_87012052 - Asset Retirements

## FI- CO End User Training Module

### Bank & Cash



## FI- CO End User Training Module

### Travel Management

	Reports on Travel Management
	Travel Expenses
	Trip Statistics
	S_AHR_61016401 - General Trip Data/Trip Totals
	S_AHR_61016402 - Trip Receipts
	S_AHR_61016403 - Trip Receipts Without General Trip Data
	S_AHR_61016404 - Cost Assignment for Trip
	S_AHR_61018613 - Cost Assignment Trip Without General Trip Data
	S_AHR_61016405 - General Trip Data/Totals/Receipts/Cost Assignment
	S_AHR_61016406 - Who is Where? Search for Trip Destinations
	S_AHR_61016407 - Find Documents Using Maximum Rate
	Diverse Trip Reports
	S_AHR_61016408 - Travel Expense Reporting by Period
	S_AHR_61016409 - Income-Related Expenses Statement
	S_AHR_61016410 - Input Tax Recovery
	S_AHR_61016411 - Determination of Employees with Exceeded Trip Da
	Travel Planning
	Flight Reports
	S_AHR_61016279 - Hierarchical Overview of Flights by Airline
	S_AHR_61016280 - Overview of Flights by Airline
	S_AHR_61016281 - Overview of Flights by Location
	S_AHR_61016282 - Ticket Information for Flights
	Hotel Reports
	S_AHR_61016283 - Business Volume with Hotel Chains, Hierarchical
	S_AHR_61016284 - Business Volume with Hotel Chains
	S_AHR_61016285 - Business Volume by Hotel Location
	Car Rental Reports
	S_AHR_61016286 - Business Volume with Car Rental Companies
	S_AHR_61016287 - Business Volume by Rental Location
	Global Reports
	S_AHR_61016288 - Overview of Planned Trips

## FI- CO End User Training Module

### Chapter - 13

#### Dunning Process

##### Correspondence (FB12 & F.64)

Correspondence types differ with respect to the contents and structure of the letters we can send to our business partners.

An account statement and open item list are two types of correspondence. They differ with respect to the information they contain and the way it is displayed. Unlike an open item list, an account statement displays all items in a specified period along with the balance carried forward. The open item list merely displays the open items for a certain key date.

This topic describes the different correspondence types that are delivered with the standard system.

We can define our own types of correspondence and allow users to choose the ones they require. Contact our system administrator for more information on this.

##### Account Statement and Open Items List

The **account statement** can be created for our customers or vendors is an extract from the customer account which enables him to check the items there or is merely for information purposes. The account statement displays the balance carried forward, all items in the chosen period and the closing balance of the account.

The **open items list** is a special form of account statement. It is also sent to the customer for verification or information purposes. Occasionally, the list is also used as a reminder letter. The open items up to the chosen key date are displayed in this list.

Both letters contain the document number or reference document number, the document date, the document type, the currency and the amount for every item as well as the balance of the open items at the key date. The account statement may also contain the clearing document number. If branches were included in the letter of a head office, their addresses are listed at the end of the letter.

The layout of the letter is determined via a form. Depending on the form used, the letter may also contain, for example, the days in arrears per item at the key date or other information. The form must be defined and stored in the system.

##### Document Extracts

We can use **document extracts** to inform our customer about specific line items (e.g. a credit memo). The line items that we can select for this are defined in the system.

##### Individual and Standard Letters

We can use the **individual letter** to enter an individual text when we request correspondence. This text is stored separately. Information on the customer such as the address is entered automatically by the system. We enter the individual letter like an individual text.

There is a fixed text defined in the system for the **standard letter**. All we have to do is request the standard letter for the customer account we are currently processing. Information on the customer such as the address is entered automatically by the system. We would send a standard letter to customers if, for example, we have a new accounting clerk.

## FI- CO End User Training Module

### Statement of Bill of Exchange Charges

The system automatically creates a correspondence request for the **statement of bill of exchange charges** when we post bill of exchange charges. Statements of bill of exchange charges are always document-related. Which company codes we can specify should incur bill of exchange charges for entering a payment by bill of exchange depends on how our system is configured. More information on entering payments by bill of exchange can be found in Bills of Exchange Receivable

### Payment Notices

We use payment notices to inform our business partners which open items have been cleared with received payments. If payments have been made which we cannot allocate to open items, we ask our business partner to specify for which item the payment was made.

In the standard system, we can select from two correspondence types for payment notices:

- **Notices without line items**

Here, a payment notice is created for the total payment amount, without the line items. If residual items or payments on account were posted during the clearing procedure, they are displayed separately.

- **Notices with line items**

Here, the items cleared due to incoming payments and/or partial payments are listed individually.

If we want to allocate to open items payments on account or other non-allocated credit memos which were to be posted during the clearing procedure, it is possible to also create a **reply slip**. This lists the open items of the customer. He can indicate the open item to be settled and make further notes.

### Restrictions for Payment Notices

The following restrictions apply to payment notices:

- Only incoming payment postings made with the functions "Internal transfer posting with clearing", "Incoming payment" and "Fast entry incoming payment" are supported.
- A negative total amount to be paid is interpreted such that a clearing is carried out on another account to account for the incoming payment. Standard payment notices do not make an exception for cases where money has been paid to the customer. Thus, in this case, the customer would receive a payment notice.
- Intercompany transactions are not supported.
- Even for head offices with local processing, payment notices are sent to the head offices and not to the branches.
- Only business transactions for one customer may be posted in a document for payment notices to one-time account customers.
- For clearings between customers and vendors, if the appropriate fields are marked in the master records, only one payment notice is created per pair of customers/vendors and sent to the customer.

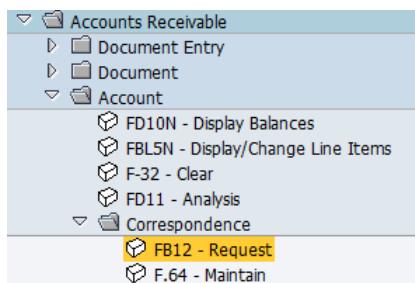
### Internal Documents

**Internal documents** are documents that we print out for our accounting department or another department. We can print out either individual internal documents, for example when changing and displaying a document, or a whole series of internal documents (for example, documents that are generated from recurring entry original documents).

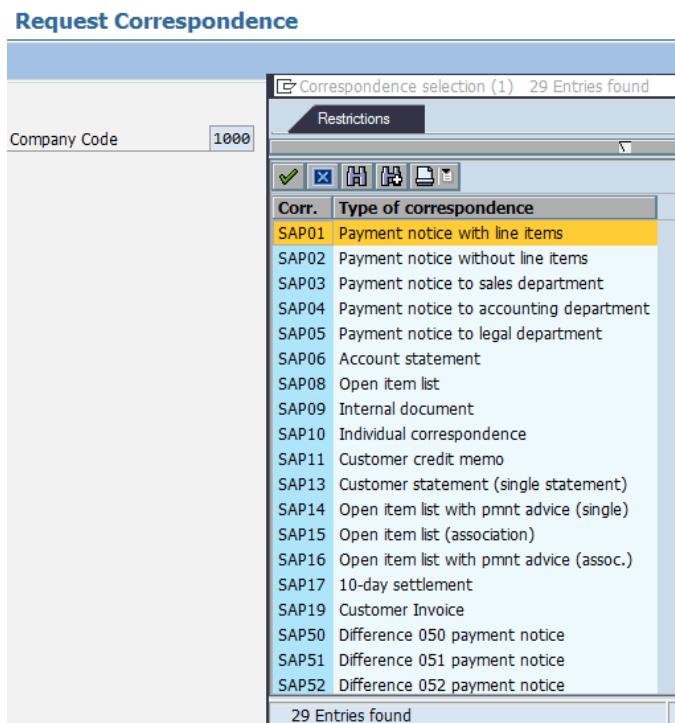
## FI- CO End User Training Module

There are two steps involved in creating correspondence:

1. First we request the desired correspondence type. When we make a request, the system initially only notes internally which correspondence types should be created. The correspondence types are then proposed to us when we are processing the documents and the accounts online. For more information, read the topics for requesting the individual correspondence types. Which correspondence types are offered in which functions, depends on how our system is configured.
2. In a second step, the requested correspondence types are printed. Printing is generally carried out automatically at a certain frequency. This prints all requested correspondence types. In exceptional cases, however, it is also possible to print certain correspondence types straight away by themselves.
3. A print order is put into the spool system for each company code and correspondence type. From the spool, we can send the letters to whatever printer we want. For more information on this subject, read the topics about printing the correspondence.



Go to FB12



The screenshot shows the SAP Fiori Request Correspondence application. The interface includes:

- Header: Request Correspondence
- Search bar: Correspondence selection (1) 29 Entries found
- Company Code: 1000
- Buttons: Restrictions, Filter, Sort, etc.
- Table: Corr. | Type of correspondence
 

Corr.	Type of correspondence
SAP01	Payment notice with line items
SAP02	Payment notice without line items
SAP03	Payment notice to sales department
SAP04	Payment notice to accounting department
SAP05	Payment notice to legal department
SAP06	Account statement
SAP08	Open item list
SAP09	Internal document
SAP10	Individual correspondence
SAP11	Customer credit memo
SAP13	Customer statement (single statement)
SAP14	Open item list with print advice (single)
SAP15	Open item list (association)
SAP16	Open item list with print advice (assoc.)
SAP17	10-day settlement
SAP19	Customer Invoice
SAP50	Difference 050 payment notice
SAP51	Difference 051 payment notice
SAP52	Difference 052 payment notice
- Footer: 29 Entries found



**GREAVES**  
SINCE 1855

**GREAVES**  
SINCE 1813

2009

## FI- CO End User Training Module

Company Code	<input type="text" value="1000"/>
Customer	<input type="text" value="KIRTIJAIN"/>
Vendor	<input type="text"/>
OI key date	<input type="text" value="13.11.2008"/>

**Continue** **Cancel**

 Open item list was requested

**Maintain Correspondence Requests**

**General selections**

Correspondence	SAP08	to	<input type="text"/>	
Company code	<input type="text"/>	to	<input type="text"/>	
Account type	<input type="text"/>	to	<input type="text"/>	
Open item account	<input type="text"/>	to	<input type="text"/>	
Document number	<input type="text"/>	to	<input type="text"/>	
Fiscal year	<input type="text"/>	to	<input type="text"/>	
User	KJ14821	to	<input type="text"/>	
Date of request	<input type="text"/>	to	<input type="text"/>	
Time of request	00:00:00	to	00:00:00	
Print Date	<input type="text"/>	to	<input type="text"/>	
Cash journal number	<input type="text"/>	to	<input type="text"/>	

**Further selections**

Entries without print date  
 Entries with print date

## Maintain Correspondence Requests

Testing Client		Correspondence	Date	13.11.2008	
Mumbai		Maintain	Page	1	
Corr. CoCd	Acct/doc.	User	Date	Time	Print date
Sort Corr. CoCd AcTyp Acct Doc.no. Fis.Yr Date Time Print					
Correspondence	SAP08	Company code	1000	Open item list	
SAP08	1000	KIRTIJAIN	Cust KJ14821	13.11.08	10:13:23
	OI key date		13.11.2008		

Print Preview of LP01 Page 00001 of 00001

Doc. Number	Doc. Date	Trans- action	Curr- ency	Amount
0802000009	12.11.2008	AB	INR	90.000,00
0803000032	12.11.2008	DZ	INR	555.000,00-
0808000020	12.11.2008	DR	INR	100.000,00
0808000021	12.11.2008	DR	INR	100.000,00
0808000022	12.11.2008	DR	INR	100.000,00
0809000009	12.11.2008	DA	INR	10.000,00
0803000051	13.11.2008	DZ	INR	10.000,00
0809000010	13.11.2008	DA	INR	15.000,00
0809000010	13.11.2008	DA	INR	15.000,00-
0809000011	13.11.2008	DA	INR	20.000,00
0809000011	13.11.2008	DA	INR	20.000,00-
0809000012	13.11.2008	DA	INR	12.000,00
0809000012	13.11.2008	DA	INR	12.000,00-
Balance on key date 13.11.2008:				INR 145.000,00-

## FI- CO End User Training Module

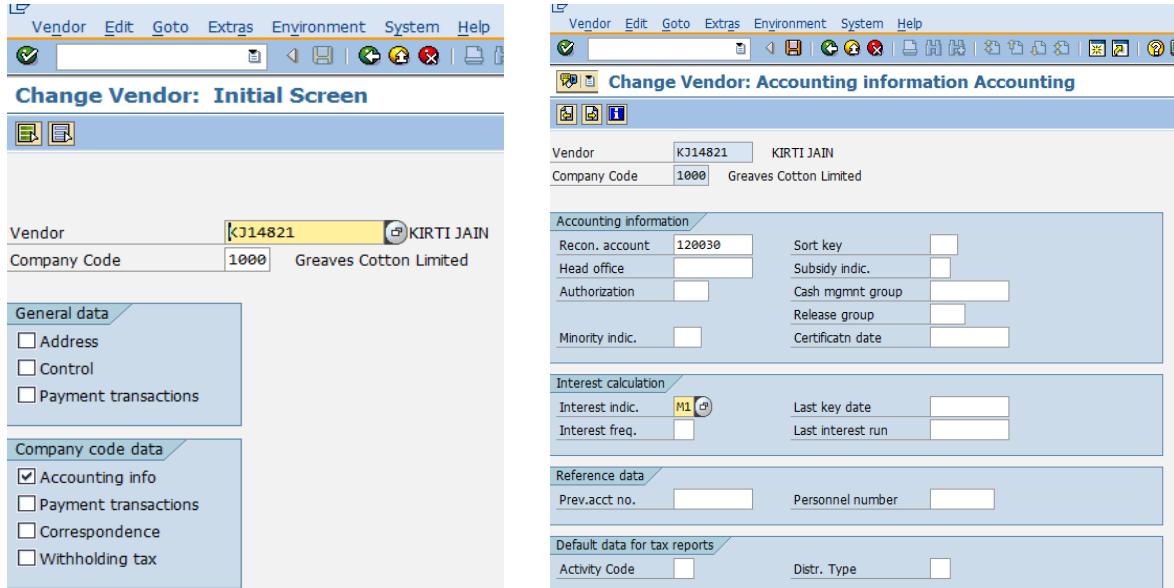
Print Preview of LPO1 Page 00001 of 00001					
Account statement from 12.11.2008 to 13.11.2008					
Doc. Number	Doc. Date	Trans. action	Curr. currency	Amount	Closing
Balances carried forward 12.11.2008:				0,00	
08C02000009	12.11.2008	AD	INR	90.000,00	
08C02000009	12.11.2008	AB	INR	90.000,00-	002000009
08C03000031	12.11.2008	DZ	INR	15.000,00	003000031
08C03000031	12.11.2008	DR	INR	55.000,00	
08C030000315	12.11.2008	DR	INR	15.000,00	003000031
08C08000021	12.11.2008	DR	INR	100.000,00	
08C08000021	12.11.2008	DR	INR	100.000,00	
08C08000022	12.11.2008	DR	INR	100.000,00	
08C08000022	12.11.2008	DR	INR	100.000,00	002000009
08C09000039	12.11.2008	DA	INR	10.000,00	
08C09000039	12.11.2008	DA	INR	10.000,00	003000031
08C09000039	12.11.2008	DA	INR	10.000,00	
08C09000039	12.11.2008	DA	INR	10.000,00	003000031
08C09000039	12.11.2008	DA	INR	10.000,00	
08C09000039	12.11.2008	DA	INR	10.000,00	003000031
08C09000039	12.11.2008	DA	INR	10.000,00	
08C09000039	12.11.2008	DA	INR	10.000,00	003000031
08C09000039	12.11.2008	DA	INR	10.000,00	
Final balance 13.11.2008:			INR	145.000,00	

### Interest Calculation on MSMED

Prereqsites

For Getting the interest calculated for the MSMED Vendors we have to maintain the interest Indicator as "M1"

The system will only calculate interest for the vendors where the interest indicator is maintained .



**Change Vendor: Initial Screen**

Vendor: KJ14821, Name: KIRTI JAIN  
Company Code: 1000, Greaves Cotton Limited

**General data**

- Address
- Control
- Payment transactions

**Company code data**

- Accounting info
- Payment transactions
- Correspondence
- Withholding tax

**Change Vendor: Accounting information Accounting**

Vendor: KJ14821, Name: KIRTI JAIN  
Company Code: 1000, Greaves Cotton Limited

**Accounting information**

Recon. account: 120030	Sort key
Head office	Subsidy indic.
Authorization	Cash mgmnt group
Minority indic.	Release group
	Certificatn date

**Interest calculation**

Interest indic.: M1	Last key date
Interest freq.	Last interest run

**Reference data**

Prev.acct no.	Personnel number
---------------	------------------

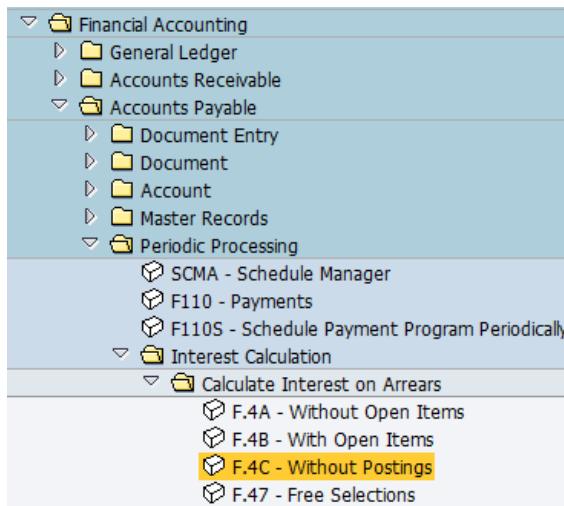
**Default data for tax reports**

Activity Code	Distr. Type
---------------	-------------

As per the requirement we will be only calculating Interest on MSMED for provisioning so no need to pass the actual entries in the Vendors Accounts

### Calculate Interest on Arrears without Postings (F.4C)

## FI- CO End User Training Module

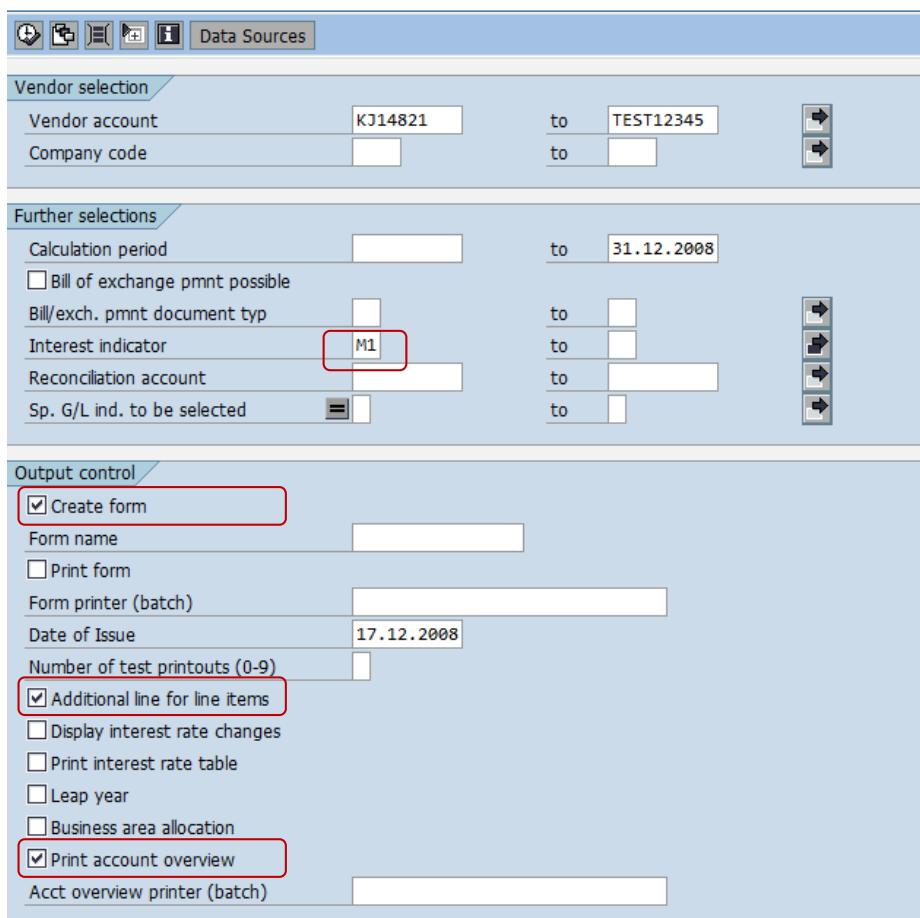


Provide the vendor Account Number – We can give the range or the individual Vendor

Provide the Interest Indicator "M1"

For viewing the detail calculation

### Calculate Interest on Arrears



The screenshot shows the 'Calculate Interest on Arrears' transaction screen with the following settings:

- Vendor selection:**
  - Vendor account: KJ14821
  - to: TEST12345
  - Company code: (empty)
  - to: (empty)
- Further selections:**
  - Calculation period: (empty) to 31.12.2008
  - Bill of exchange pmnt possible
  - Bill/exch. pmnt document typ: (empty) to (empty)
  - Interest indicator: M1 (highlighted with a red box)
  - Reconciliation account: (empty) to (empty)
  - Sp. G/L ind. to be selected: (empty) to (empty)
- Output control:**
  - Create form
  - Form name: (empty)
  - Print form
  - Form printer (batch): (empty)
  - Date of Issue: 17.12.2008
  - Number of test printouts (0-9): (empty)
  - Additional line for line items
  - Display interest rate changes
  - Print interest rate table
  - Leap year
  - Business area allocation
  - Print account overview
  - Acct overview printer (batch): (empty)

## FI- CO End User Training Module

### Calculate Interest on Arrears

Calculate Interest on Arrears						1
Greaves Cotton Limited	** Calculation of interest on arrears - account overview **				Date	17.12.08
Mumbai	* Calculation period 02.01.0001 to 31.12.2008 *				RFKUZI00/KJ14821	Time 16.59.29
Acct no.	Name	City	Curr.	TC	Rec.	BA
KJ14821	KIRTI JAIN		INR	0.000	53.58-	0.00
TEST12345	test12345		INR	0.000	105,046.68-	0.00
Total for Company Code 1000			INR	** *****	105,100.26-	0.00
					105,100.26-	

Mr.

Interest on arrears

KIRTI JAIN

Date

GREAVES COTTON LIMITED

17.12.2008

Our accounting clerk

Telephone

Fax

Your account with us

KJ14821

Our account with you

Invoice number

Dear Sir/Madam,

We confirm receipt of your payments from 02.01.0001 to 31.12.2008 and write to inform you that we have charged your account with interest on arrears in the sum of

INR 53.58-

due to late settlement of the invoices listed below.

This amount includes statutory taxes on sales/purchases and we thank you in advance for your payment.

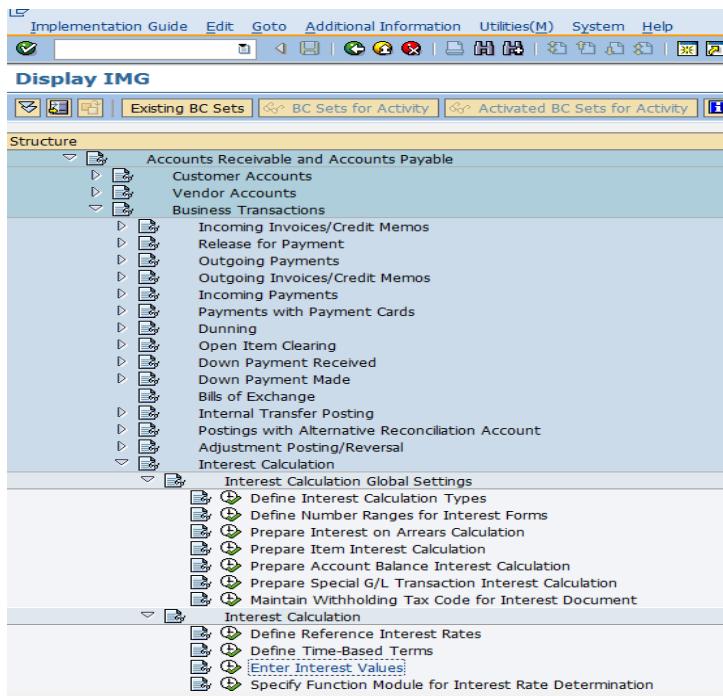
## FI- CO End User Training Module

Doc.no. Days	Doc.date	Amount	due on Paymnt date.		
			Interest rate	Interest	
0810000030	111108	14,691.00-	111108	201108	9
0847000028	201108	14,536.00	Payment Posting		
0810000107	141108	9,897.00-	141108	201108	6
0847000029	201108	9,897.00	Payment Posting		
0810000132	181108	100,000.00-	181108	201108	2
0847000030	201108	100,000.00	Payment Posting		
0811000046	111108	14,000.00	111108	251108	14
0802000089	251108	14,000.00-	Accounting Document		
KIRTI JAIN GREAVES COTTON LIMITED		Date 17.12.2008		Page 2	
<hr/>					
Interest rateInterest amount					
<hr/>					
10.0000000 53.58-					
<hr/>					
Interest to be paid		INR	53.58-		

### Interest Rate Maintaining (OB83)

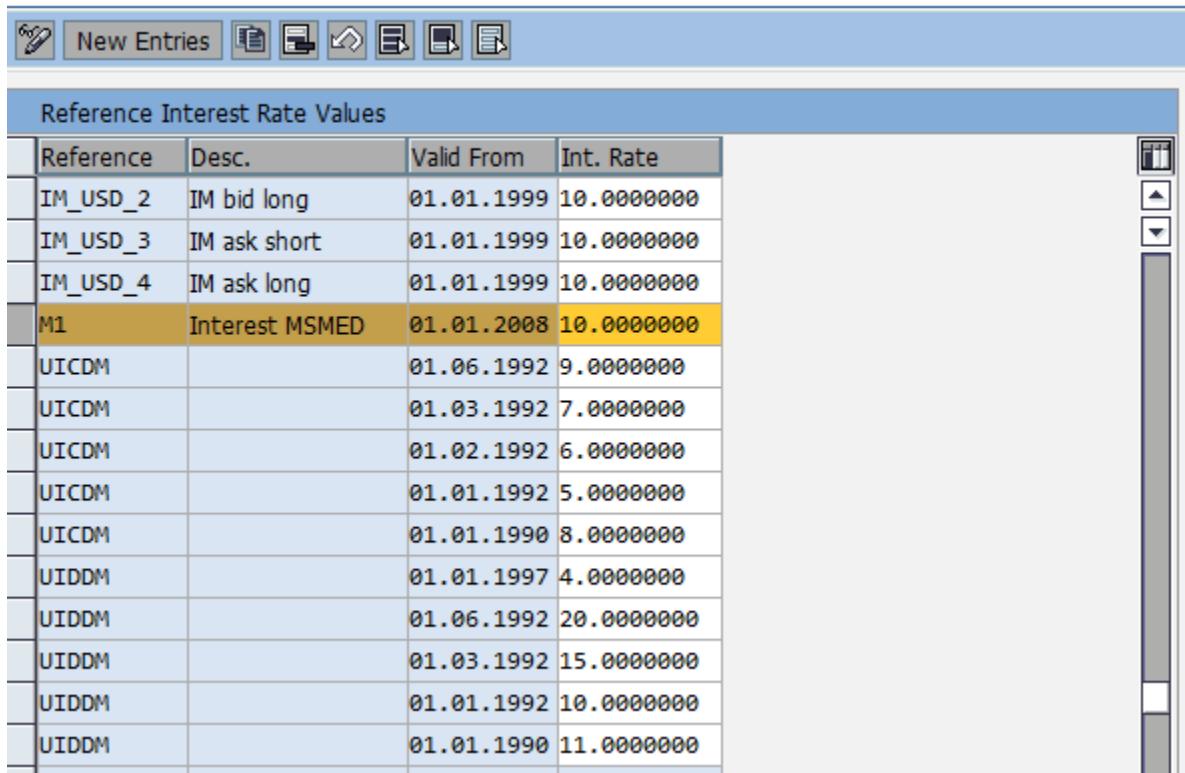
For maintaining the rates of interest for the MSMED VENDORS we have to maintain the

## FI- CO End User Training Module



The screenshot shows the SAP Fiori Launchpad interface. At the top, there's a navigation bar with links like Implementation Guide, Edit, Goto, Additional Information, Utilities(M), System, and Help. Below the navigation bar, there's a toolbar with various icons. The main area is titled "Display IMG" and shows a hierarchical structure of business objects. The structure starts with "Accounts Receivable and Accounts Payable", which branches into "Customer Accounts", "Vendor Accounts", and "Business Transactions". "Business Transactions" further branches into numerous sub-items such as "Incoming Invoices/Credit Memos", "Release for Payment", "Outgoing Payments", etc. There are also sections for "Interest Calculation Global Settings" and "Interest Calculation".

### Change View "Reference Interest Rate Values": Overview



The screenshot shows the SAP Fiori Change View for "Reference Interest Rate Values". The title bar includes buttons for New Entries, Save, Cancel, and Refresh. The main area is titled "Reference Interest Rate Values" and contains a table with the following data:

Reference	Desc.	Valid From	Int. Rate
IM_USD_2	IM bid long	01.01.1999	10.000000
IM_USD_3	IM ask short	01.01.1999	10.000000
IM_USD_4	IM ask long	01.01.1999	10.000000
M1	Interest MSMED	01.01.2008	10.000000
UICDM		01.06.1992	9.000000
UICDM		01.03.1992	7.000000
UICDM		01.02.1992	6.000000
UICDM		01.01.1992	5.000000
UICDM		01.01.1990	8.000000
UIDDM		01.01.1997	4.000000
UIDDM		01.06.1992	20.000000
UIDDM		01.03.1992	15.000000
UIDDM		01.01.1992	10.000000
UIDDM		01.01.1990	11.000000

## FI- CO End User Training Module

Table View Edit Goto Selection Utilities(M) System Help

New Entries 

**Change View "Interest Terms": Details**

Int.calc.indicator M1

**Selection of items**

Open and all cleared items  
 Open items and items cleared with a payment  
 No open items - all cleared items  
 No open items - only items cleared with a payment

**Interest determination**

Calendar type    
Transfer days   
Tolerance days   
Factory Calendar ID Z1

Calculate interest on items paid before due date  
 Only calculate interest on debit items  
 Use int. calc. numerators  
 Round-off int.calc.numer.

Function module

**Interest Postprocessing**

Amount limit    
 No interest payment

**Output control**

Number range   
 Print posting key text  
 Output document type text



2009

## **FI-CO End User Training Module**

## Chapter -14

# Controlling & Costing

## **Display BOM ( CS03)/ Multilevel BOM ( CS11)**

[For view the BOM \(Bill of Material\)](#)

Go with T.Code: CS03

Material	FG-V1711
Plant	1310 Light Engines Unit - I
BOM Usage	1 
Alternative BOM	<input type="checkbox"/>
<b>Effectivity</b>	
Change Number	<input type="text"/>
Valid From	17.11.2008
Valid to	17.11.2008
Revision Level	<input type="text"/>
<b>Further data</b>	
Required quantity	<input type="text"/>

Provide the material code, plant, BOM usage is 1.

And press enter

Double click on line item



2009



## **FI- CO End User Training Module**

Material:	FG-V1711	FG-V0408
Plant	1310	Light Engines Unit - I
Alternative BOM	1	

[Basic Data](#)   
 [Status/Lng Text](#)   
 [Administr.](#)   
 [Document Assgmt](#)

<p>Line 2</p> <hr/> <p><b>Item Status</b></p> <p> <input type="checkbox"/> Engineering/design  <input checked="" type="checkbox"/> Production relevant  <input type="checkbox"/> Plant maintenance       </p> <p><b>Spare part indicator</b></p> <p> <input type="checkbox"/> Relevant to sales  <input type="checkbox"/> CostingRelevancy X       </p>	<p><b>Further Data</b></p> <p> <input type="checkbox"/> Mat. Provision Ind.  <input type="checkbox"/> Bulk Material  <input type="checkbox"/> Bulk Mat.Ind.Mat.Mst       </p> <p><b>Prod. stor. location</b></p> <p> <input type="checkbox"/> Supply Area       </p>
---	--

## Display Routing ( CA03)

For display routing

Go with T.Code: CA03

## Display Routing: Initial Screen

Material	F6-V1711A	
Plant	1310	
Sales Document	<input type="text"/>	Sales Document Item <input type="text"/>
WBS Element	<input type="text"/>	
Group	<input type="text"/>	
Validity		
Change Number	<input type="text"/>	
Key date	17.11.2008	
Revision Level	<input type="checkbox"/>	
Additional criteria for task list selection		
Plant	<input type="text"/>	
Group counter	<input type="checkbox"/>	
Task list status	<input type="checkbox"/>	
Planner Group	<input type="checkbox"/>	

Provide the material and plant and click routing or operation button in the above screen

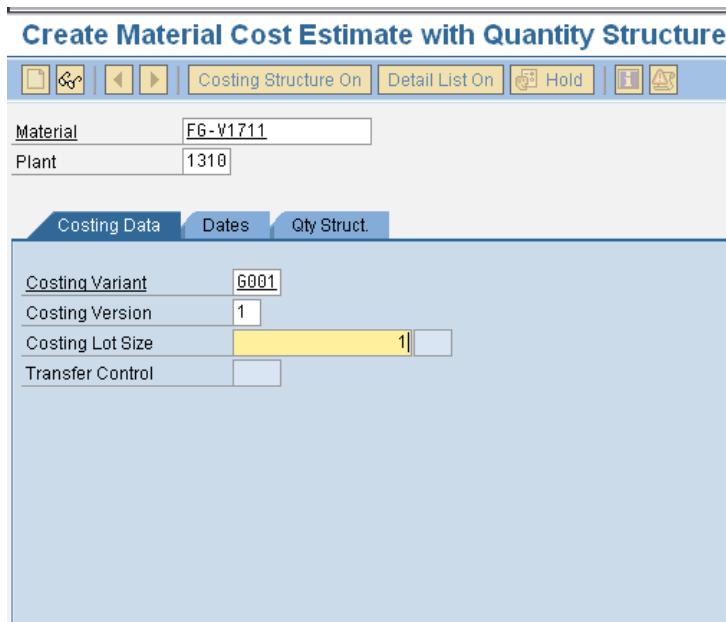
#### **View cost of Final Product ( CK11N)**

**View cost of Final Product (CRIN)**

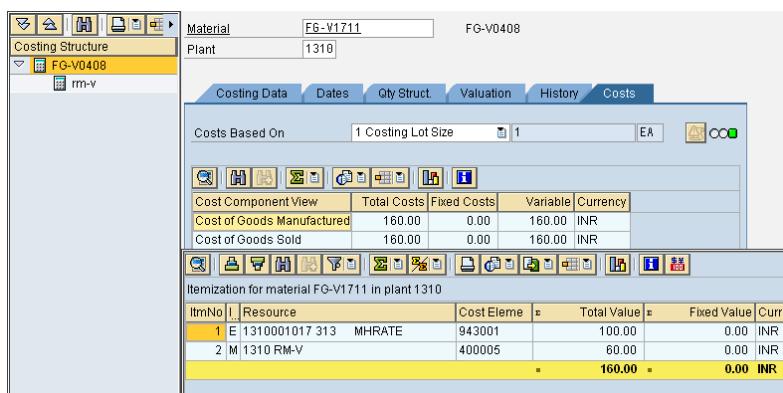
## FI- CO End User Training Module

Go with T.Code: CK11N

**Create Material Cost Estimate with Quantity Structure**



Provide the costing variant and costing lot size and press enter again press enter



Cost Component View	Total Costs	Fixed Costs	Variable	Currency
Cost of Goods Manufactured	160.00	0.00	160.00	INR
Cost of Goods Sold	160.00	0.00	160.00	INR

Item No.	Resource	Cost Element	Total Value	Fixed Value	Curr
1 E 1310001017 313	MHRATE	943001	100.00	0.00	INR
2 M 1310 RM-V		400005	60.00	0.00	INR
			<b>160.00</b>	<b>0.00</b>	<b>INR</b>

Don't save the above transaction, come back the original screen.

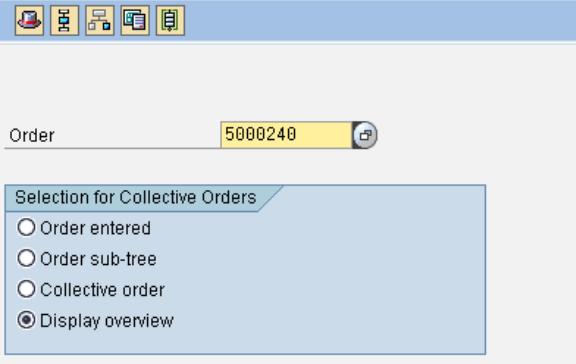
### Display Production Order ( CS03)

For display production order

Go With T.code CO03

## FI- CO End User Training Module

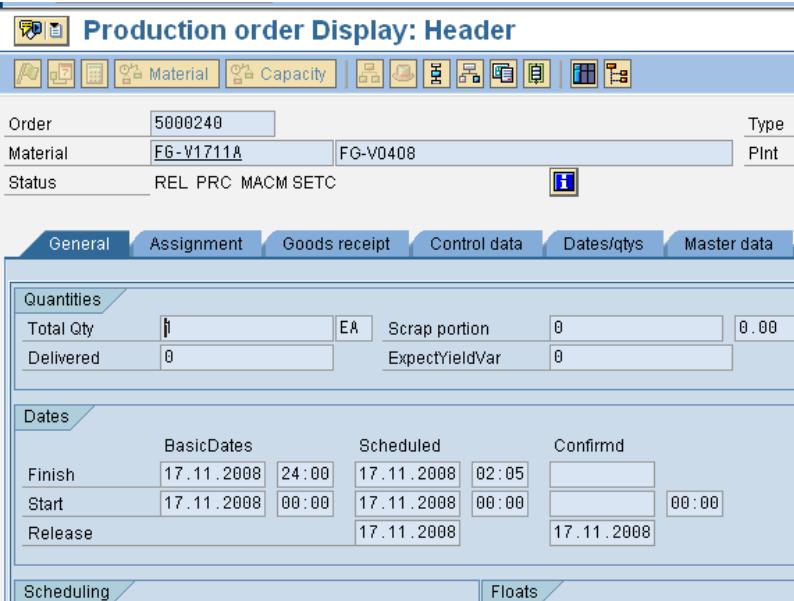
### Production Order Display: Initial Screen



The screenshot shows a SAP interface for production order display. At the top, there is a toolbar with several icons. Below it, the text "Order" is followed by a yellow-highlighted input field containing "5000240". To the right of the input field is a small icon. A blue-bordered dialog box titled "Selection for Collective Orders" is open. It contains four radio button options: "Order entered" (unchecked), "Order sub-tree" (unchecked), "Collective order" (unchecked), and "Display overview" (checked). The background of the main screen is light gray.

Provide the order number in the above screen

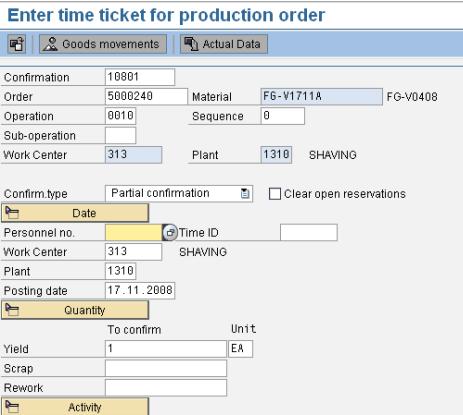
Press enter



The screenshot shows the header screen of the production order display. The title bar says "Production order Display: Header". The toolbar has several icons. The main area shows the order number "5000240" and material "FG-V1711A FG-V0408" with type "Plnt". Status is listed as "REL PRC MACM SETC". Below this, there are tabs for "General", "Assignment", "Goods receipt", "Control data", "Dates/qtyps", and "Master data". Under "General", there are sections for "Quantities" (Total Qty, Delivered) and "Dates" (Finish, Start, Release, Scheduled, Confirm'd). There are also tabs for "Scheduling" and "Floats".

### Production Order Confirmation ( CO11N)

Go with CO11N for production order confirmation



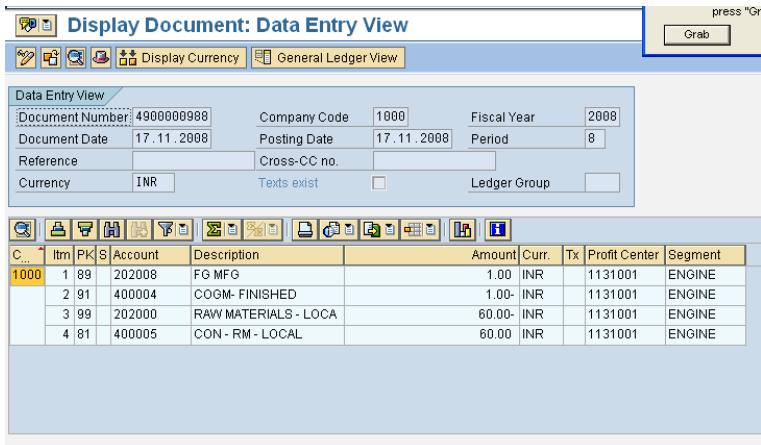
The screenshot shows the "Enter time ticket for production order" screen. It includes fields for "Confirmation" (10801), "Order" (5000240), "Material" (FG-V1711A FG-V0408), "Operation" (0010), "Sub-operation" (blank), "Work Center" (313), "Plant" (1310 SHAVING), "Confirm.type" (Partial confirmation), "Personnel no." (yellow-highlighted), "Time ID" (blank), "Work Center" (313 SHAVING), "Plant" (1310), "Posting date" (17.11.2008), "Quantity" (To confirm: 1, Unit: EA), "Yield" (1), "Scrap" (blank), "Rework" (blank), and "Activity" (To confirm: 1, Unit: M).

## FI- CO End User Training Module

Provide the order number and operation and click on save button

### View Material Document (MB03)

For view the material document go with T.Code:MB03



C...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Profit Center	Segment
1000	1	89		202008	FG MFG	1.00	INR		1131001	ENGINE
	2	91		400004	COGM- FINISHED	1.00-	INR		1131001	ENGINE
	3	99		202000	RAW MATERIALS - LOCA	60.00-	INR		1131001	ENGINE
	4	81		400005	CON - RM - LOCAL	60.00	INR		1131001	ENGINE

System will take last updated price for GR of FG

For getting actual price on product we need to settle the production order

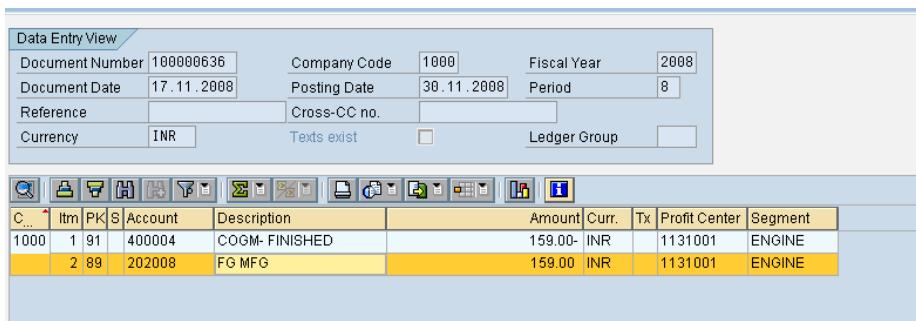
### To Get Actual Cost of Production Order Settlement (KO88)

Go with T.code:KO88



Provide the order number remove tick in test run check box

And click on execute button.

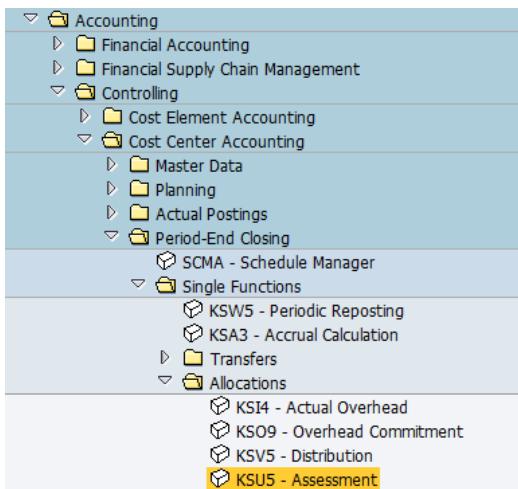


C...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Profit Center	Segment
1000	1	91		400004	COGM- FINISHED	159.00-	INR		1131001	ENGINE
	2	89		202008	FG MFG	159.00	INR		1131001	ENGINE

## FI- CO End User Training Module

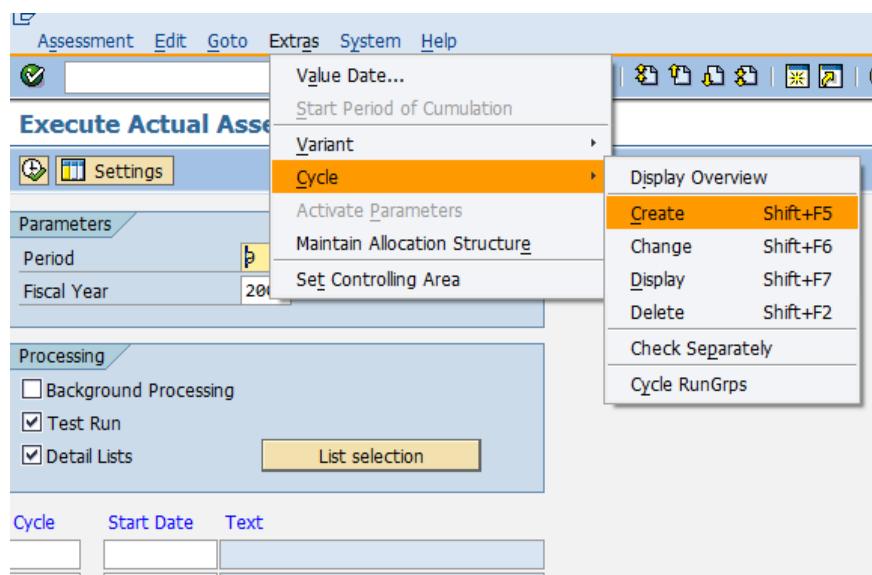
### Overheads Assessment Cycle (KSU5)

Else we can use the Following Navigation Path



For Allocating the Expenses of Cost centre to another Cost centre use T.Code: KSU5

Go to Extras → Cycle → Create in the menu.



As you click on "Create" following screen appears.

Provide the Cycle Name and the start date

## FI- CO End User Training Module

### Create Actual Assessment Cycle: Initial Screen

Cycle	10002
Start Date	01.12.2008
<b>Copy from</b>	
Cycle	[ ]
Start Date	[ ]
Controlling Area	[ ]

Press "Enter" following screen appears

Give the End Date and the Name of Cycle.

Note : Uncheck Iterative Indicators

### Create Actual Assessment Cycle: Header Data

Attach segment			
Controlling Area	1000 GREAVES GROUP		
Cycle	10002	Status	new
Start Date	01.12.2008	To	31.03.2009
Text	TEST ASSESSMENT		
<b>Indicators</b> <input type="checkbox"/> Iterative <input type="checkbox"/> Cumulative		<b>Field Groups</b> <input checked="" type="checkbox"/> Object Currency <input type="checkbox"/> Transaction Currency	

Click on Attach Segment Icon at the Top of the screen. **Attach segment**

As we click on Attach segment following screen appears. Provide the Segment Name and the Long Name.

Select the respective Assessment Cost Element to be used. We will be allocating the cost by the fixed percentage factor.

### Create Actual Assessment Cycle: Segment

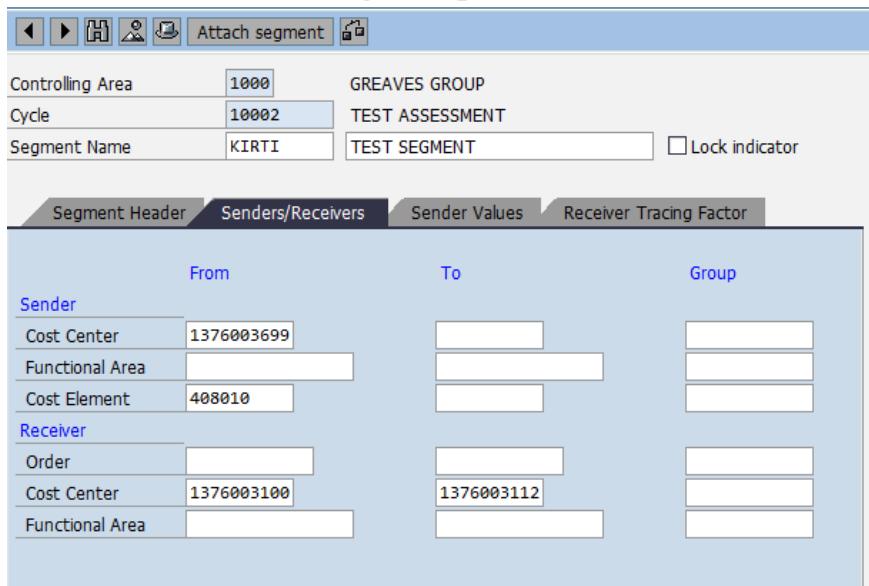
Attach segment		
Controlling Area	1000 GREAVES GROUP	
Cycle	10002 TEST ASSESSMENT	
Segment Name	KIRTI TEST SEGMENT	<input type="checkbox"/> Lock indicator
<b>Segment Header</b> <b>Senders/Receivers</b> <b>Sender Values</b> <b>Receiver Tracing Factor</b>		
Assessment CEle	942001	Direct Capitalizatio
Allocation structure	[ ]	
<b>Sender values</b> Sender rule: 1 Posted amounts Share in %: 100.00 % <input checked="" type="radio"/> Actual value origin <input type="radio"/> Plan value origin		
<b>Receiver tracing factor</b> Receiver rule: 3 Fixed percentages		

## FI- CO End User Training Module

Click on "Senders/ Receivers" tab

Fill up the Senders Cost centre and the cost element and Receivers cost centre

### Create Actual Assessment Cycle: Segment

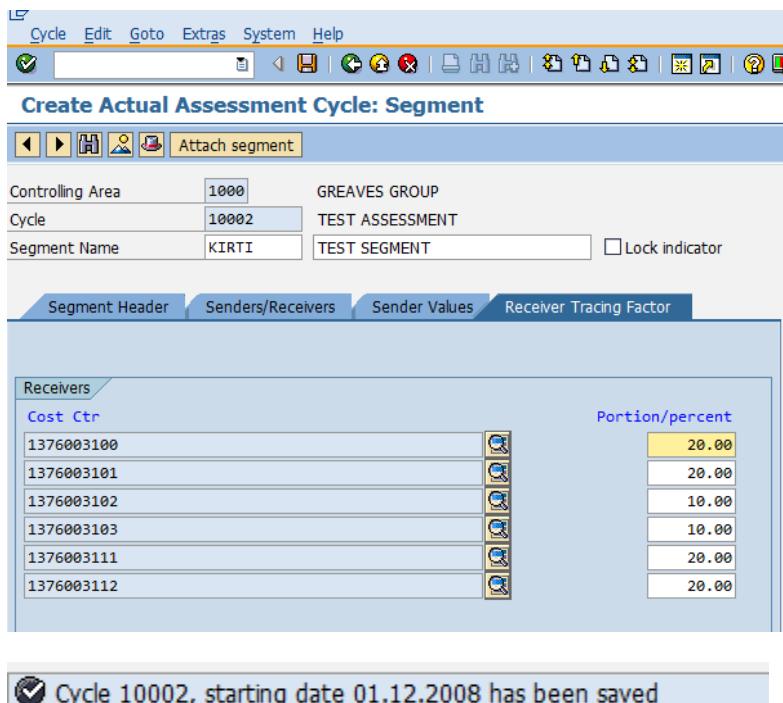


Controlling Area: 1000      GREAIVES GROUP  
 Cycle: 10002      TEST ASSESSMENT  
 Segment Name: KIRTI      TEST SEGMENT       Lock indicator

	From	To	Group
<b>Sender</b>			
Cost Center	1376003699		
Functional Area			
Cost Element	408010		
<b>Receiver</b>			
Order			
Cost Center	1376003100	1376003112	
Functional Area			

Now Click on Receiver Tracing Factor

Provide the cost centre ratios in the percentage and save the same.



Cycle Edit Goto Extras System Help

Create Actual Assessment Cycle: Segment

Controlling Area: 1000      GREAIVES GROUP  
 Cycle: 10002      TEST ASSESSMENT  
 Segment Name: KIRTI      TEST SEGMENT       Lock indicator

Receivers	Cost Ctr	Portion/percent
1376003100		20.00
1376003101		20.00
1376003102		10.00
1376003103		10.00
1376003111		20.00
1376003112		20.00

 Cycle 10002, starting date 01.12.2008 has been saved

## FI- CO End User Training Module

### Executing Assessment Cycle

We have to use the T.Code "KSU5"



Assessment Edit Goto Extras System Help

Execute Actual Assessment: Initial Screen

Parameters

Period	9	To	9
Fiscal Year	2008		

Processing

Background Processing  
 Test Run  
 Detail Lists      List selection

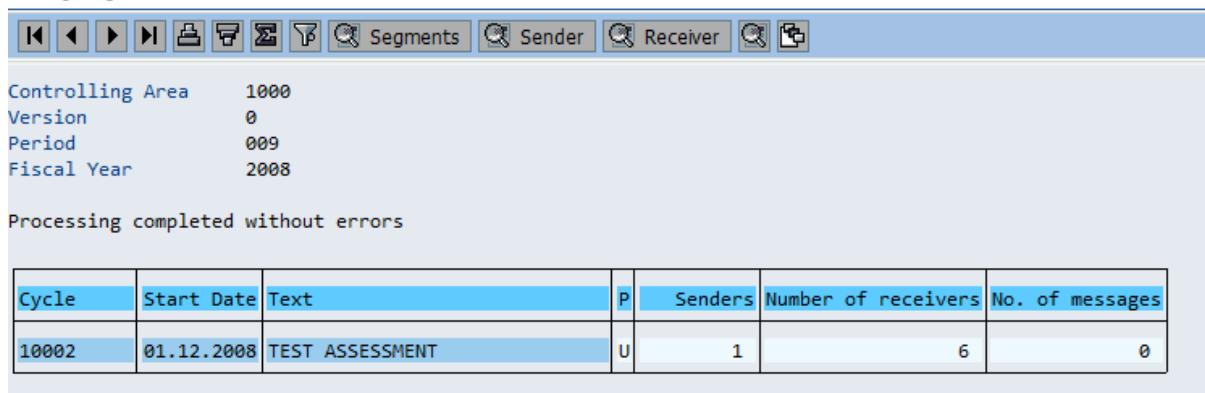
Cycle Start Date Text

10002	01.12.2008	TEST ASSESSMENT
-------	------------	-----------------

Provide the Cycle Code and the Start Date and click on .

As we click execute following screen appears.

### Display CCA: Actual Assessment Basic List



Segments Sender Receiver

Controlling Area 1000  
Version 0  
Period 009  
Fiscal Year 2008

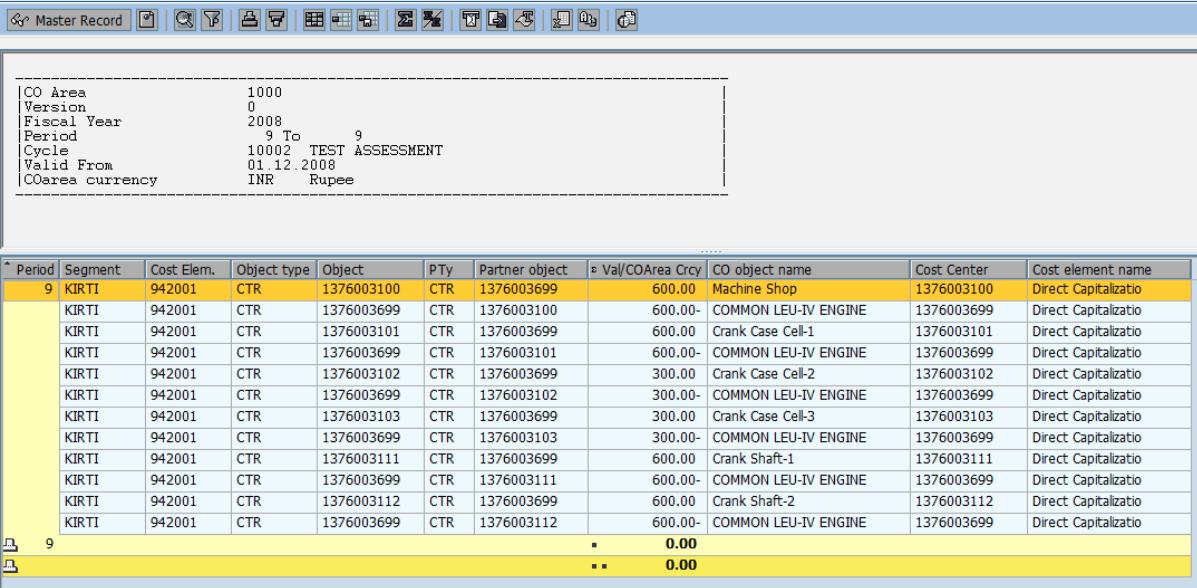
Processing completed without errors

Cycle	Start Date	Text	P	Senders	Number of receivers	No. of messages
10002	01.12.2008	TEST ASSESSMENT	U	1	6	0

Click on the Line and get the following report. Showing the distribution of Expenses from One Cost centre to another costcentre.

## FI- CO End User Training Module

: Display Actual Line Items



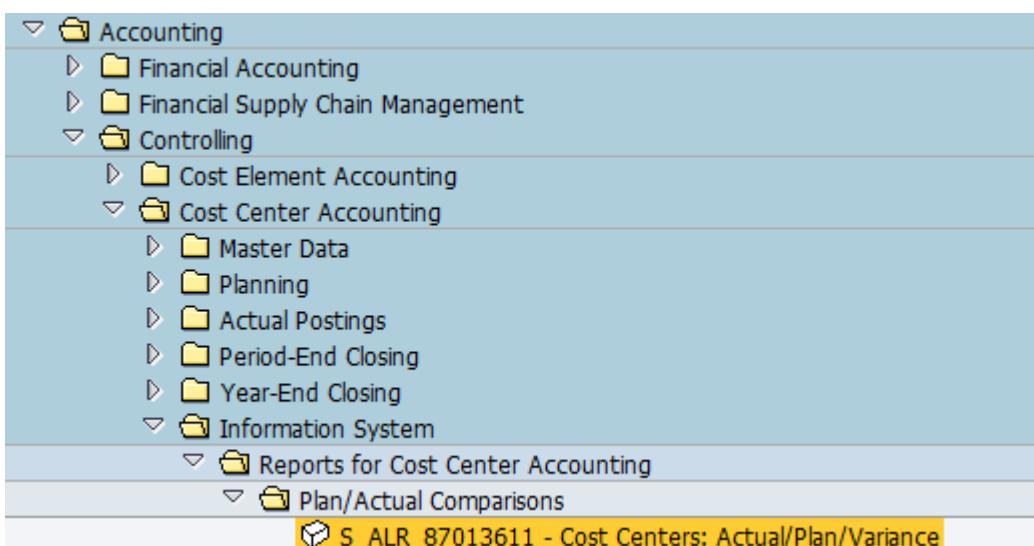
The screenshot shows a Fiori application interface. At the top, there is a toolbar with various icons. Below the toolbar, a section displays CO Area details:

CO Area	1000
Version	0
Fiscal Year	2008
Period	9 To 9
Cycle	10002 TEST ASSESSMENT
Valid From	01.12.2008
COArea currency	INR Rupee

Below this is a large table titled "Period" with 13 columns. The columns are: Period, Segment, Cost Elem., Object type, Object, PTY, Partner object, Val/COArea Ctry, CO object name, Cost Center, and Cost element name. The data in the table represents actual line items for a specific period.

For viewing the Report we can go to following report

S\_ALR\_87013611 - Cost Centers: Actual/Plan/Variance



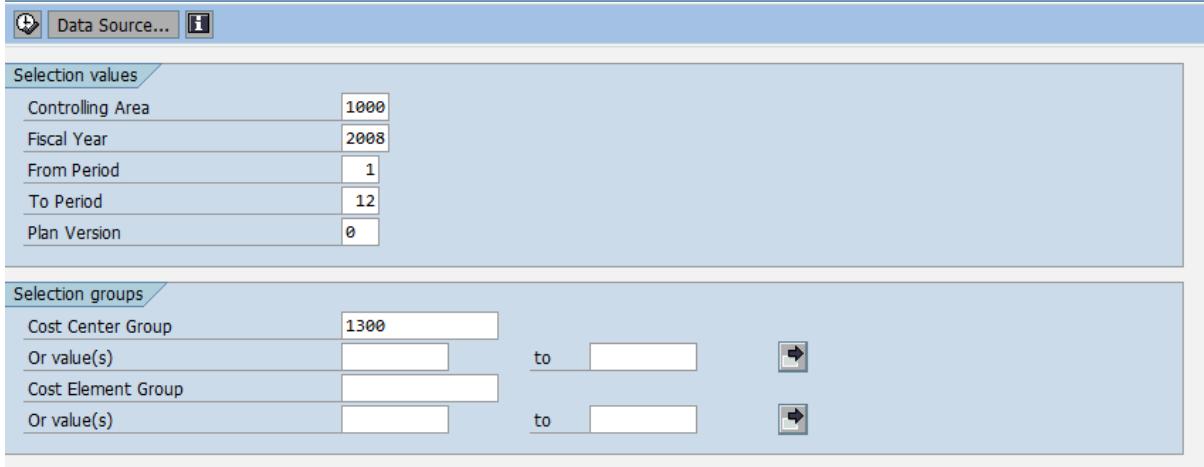
Provide the Controlling Area , fiscal year , from and to period

Plan version will be "0"

Mention the cost centre group

## FI- CO End User Training Module

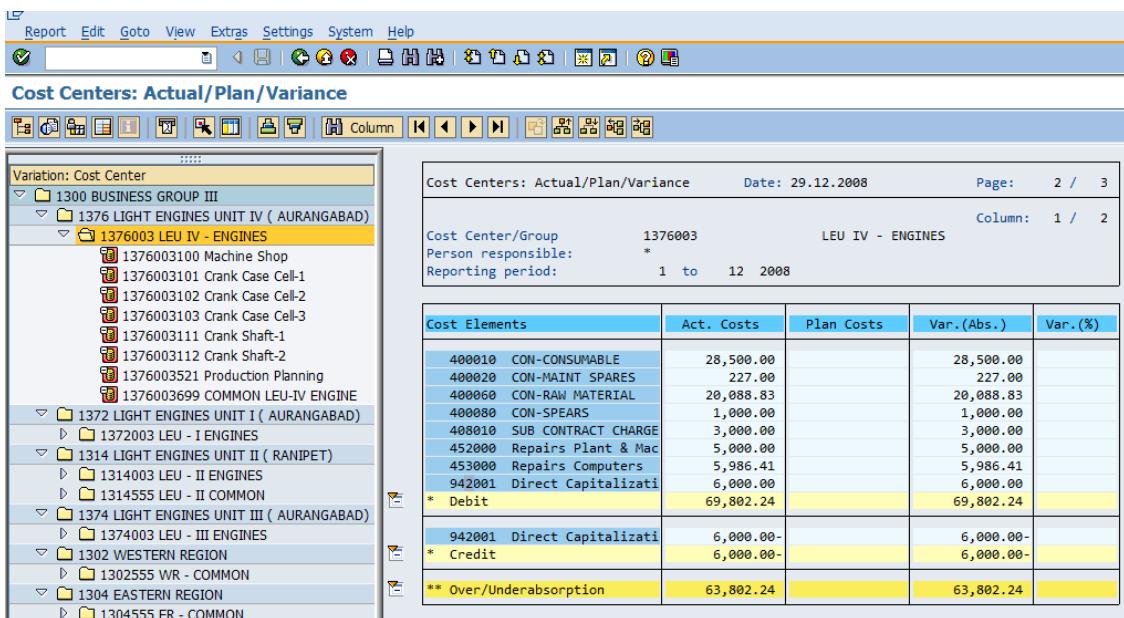
### Cost Centers: Actual/Plan/Variance: Selection



The screenshot shows the SAP Fiori selection screen for the cost center variance report. It includes fields for selection values (Controlling Area: 1000, Fiscal Year: 2008, From Period: 1, To Period: 12, Plan Version: 0) and selection groups (Cost Center Group: 1300, Or value(s), Cost Element Group: 1300, Or value(s)).

And click on  for execution.

Following is the outcome where we can get the cost element wise details



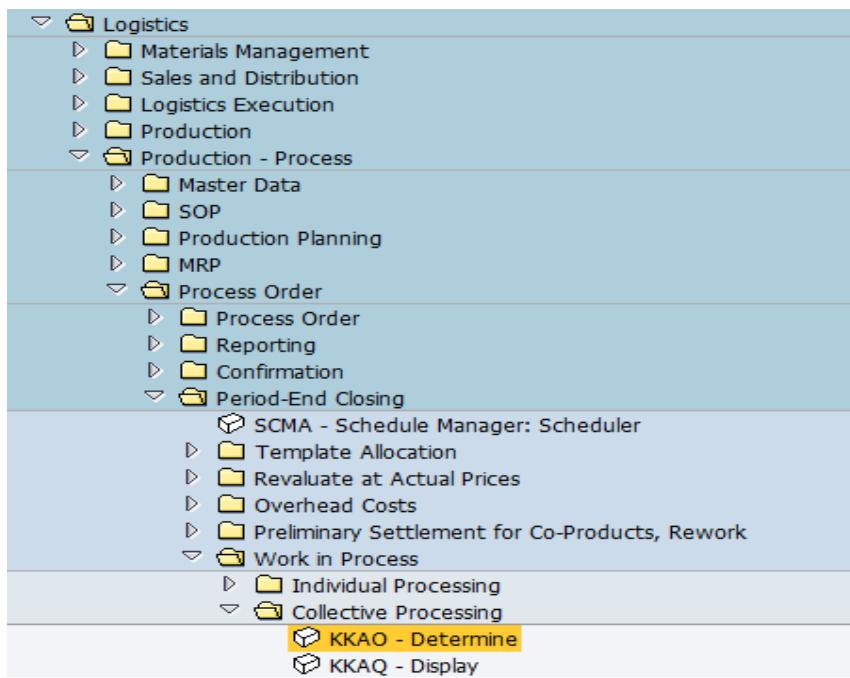
The screenshot shows the SAP Fiori result screen for the cost center variance report. The left side displays a hierarchical tree view of cost centers, including 1300 BUSINESS GROUP III, 1376 LIGHT ENGINES UNIT IV - ENGINES, 1376003100 Machine Shop, and various sub-items like Crank Case Cell-1, Crank Shaft-1, and Production Planning. The right side displays a table with the following data:

Cost Center/Group	1376003	Column:	1 / 2
Person responsible:	*		
Reporting period:	1 to 12 2008		
Cost Elements	Act. Costs	Plan Costs	Var.(Abs.)
400010 CON-CONSUMABLE	28,500.00		28,500.00
400020 CON-MAINT SPARES	227.00		227.00
400060 CON-RAW MATERIAL	20,088.83		20,088.83
400080 CON-SPEARS	1,000.00		1,000.00
408010 SUB CONTRACT CHARGE	3,000.00		3,000.00
452000 Repairs Plant & Mac	5,000.00		5,000.00
453000 Repairs Computers	5,986.41		5,986.41
942001 Direct Capitalizati	6,000.00		6,000.00
* Debit	69,802.24		69,802.24
942001 Direct Capitalizati	6,000.00-		6,000.00-
* Credit	6,000.00-		6,000.00-
** Over/Underabsorption	63,802.24		63,802.24

### Month end process WIP -Calculation ( KKAO)

We can use the following navigation path

## FI- CO End User Training Module



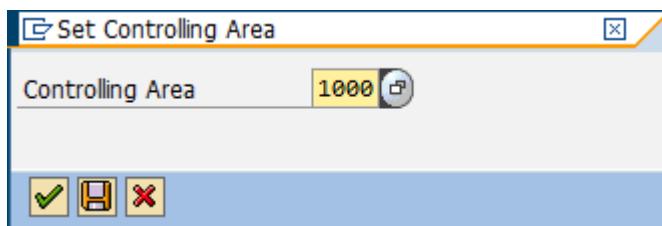
The WIP calculation function evaluates the unfinished products (work in process).

In the Product Cost by Order component, the work in process is valued at actual cost. Work in process is the difference between the debit and credit of an order that has not been fully delivered.

We can calculate WIP at actual costs for the following objects:

- Production orders
- Process orders

Provide the Controlling area as 1000



Provide the Plant, period and the Year

Provide the version as "0"

## FI- CO End User Training Module

Run the report in Test Mode first to see the Out put or the WIP valuation

**Calculate Work in Process: Collective Processing**

Plant	1320	All Plants
<input checked="" type="checkbox"/> With Production Orders <input checked="" type="checkbox"/> With Product Cost Collectors <input checked="" type="checkbox"/> With Process Orders		
<b>Parameters</b>		
WIP to Period	9	
Fiscal Year	2008	
<input type="radio"/> All RA Versions <input checked="" type="radio"/> RA Version		
<b>Processing Options</b>		
<input type="checkbox"/> Background Processing <input checked="" type="checkbox"/> Test Run <input type="checkbox"/> Log Information Messages		
<b>Output Options</b>		
<input checked="" type="checkbox"/> Output Object List <input checked="" type="checkbox"/> Display Orders with Errors <input type="checkbox"/> Hide Orders for Which WIP = 0 Displayed Currency <input type="radio"/> Comp. Code Curr. <input checked="" type="radio"/> CO Area Curr. Layout		

Execute the Report , following is the outcome.

**Calculate Work in Process: Object List**

Exc...	Cost Object	Crcy	WIP (Cumul.)	WIP (Period)	Material Number
OO	<b>Order Type ZC01</b>	-	<b>0.00</b>	<b>0.00</b>	
OO	ORD 110000000	INR	0.00	0.00	400-011-004F
OO	ORD 110000020	INR	0.00	0.00	400-011-004F
OO	ORD 110000040	INR	0.00	0.00	400-011-004F
OO	ORD 110000060	INR	129,633.12	129,633.12	400-011-021F
OO	ORD 110000062	INR	0.00	0.00	SNS TRIAL
OO	ORD 110000065	INR	1,066.47	1,066.47	SNS TRIAL
OO	ORD 110000066	INR	343,031.50	343,031.50	SNS TRIAL
OO	<b>Order Type ZF01</b>	-	<b>473,731.09</b>	<b>473,731.09</b>	
OO	<b>Order Type ZR01</b>	-	<b>0.00</b>	<b>0.00</b>	
OO	ORD 1000021	INR	0.00	0.00	400-025-79
OO	ORD 1000022	INR	0.00	0.00	500-060-130
OO	ORD 1000029	INR	0.00	0.00	400-083-84V
OO	ORD 1000030	INR	0.00	0.00	500-060-128
OO	ORD 1000031	INR	0.00	0.00	400-060-112
OO	ORD 1000032	INR	0.00	0.00	400-060-112
OO	ORD 1000058	INR	0.00	0.00	520-8785-129
OO	ORD 1000066	INR	0.00	0.00	500-101-05
OO	ORD 1000089	INR	0.00	0.00	400-101-102
OO	ORD 1000090	INR	0.00	0.00	400-083-84A
OO	ORD 1000091	INR	0.00	0.00	500-090-23
OO	ORD 1000092	INR	0.00	0.00	500-051-95
OO	ORD 1000093	INR	0.00	0.00	500-051-96
OO	ORD 1000094	INR	0.00	0.00	710-1901-012
OO	ORD 1000095	INR	0.00	0.00	500-051-84
OO	ORD 1000096	INR	0.00	0.00	540-6605-074
OO	ORD 1000125	INR	2,464.71	2,464.71	520-8785-129
OO	ORD 1000131	INR	0.00	0.00	400-083-84A
OO	ORD 1000140	TNR	0.00	0.00	520-8785-129

## FI- CO End User Training Module

In this we can see the total number of open orders which has not been settled during the period. If the Production is complete and the order is not settled then it will come with "0" value.

Once we are satisfied with the results we can run the application the final mode so the system will evaluate the WIP value.

Note : the system does not generate any accounting entry for WIP process while executing this application.

For Generating the Finance entry we have to settle the WIP material through "CO88"/ "KO88" application

### Settlement of orders which are in WIP (CO88/KO88)

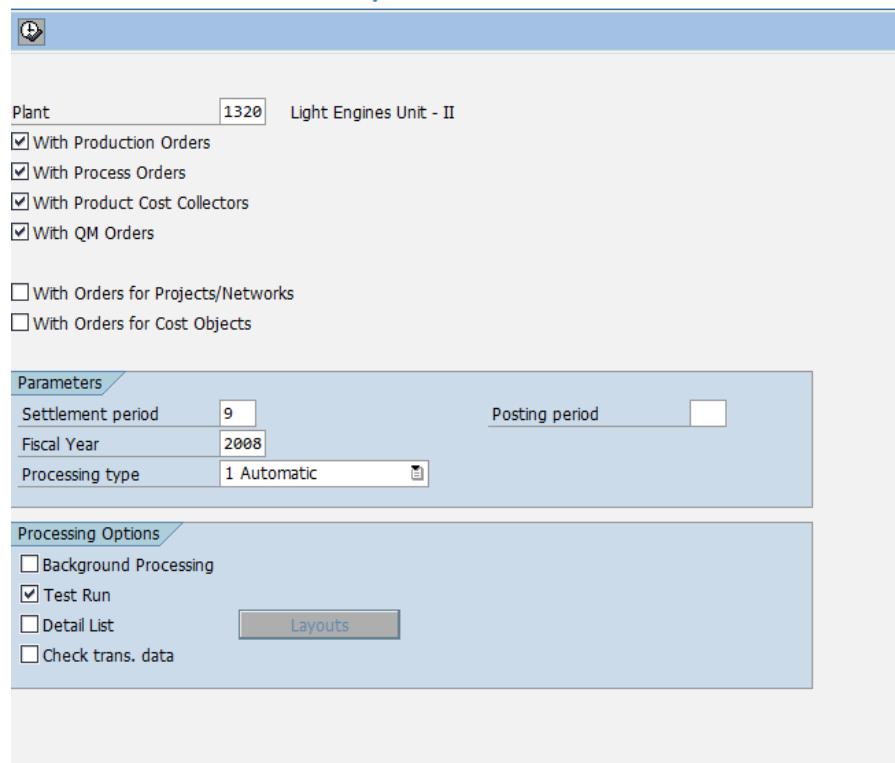
For settling the order individually we can use KO88, it will process order wise.

For Plant wise mass settlement can be done through "CO88" T.code.

Provide the Settlement period and the Fiscal Year

For verification purpose run in the Test Run Mode. And click on execute

#### Actual Settlement: Production/Process Orders



The screenshot shows the SAP Fiori interface for the 'Actual Settlement: Production/Process Orders' application. The interface is divided into several sections:

- Plant:** Set to 1320 Light Engines Unit - II.
- Order Types:** Several checkboxes are selected: With Production Orders, With Process Orders, With Product Cost Collectors, and With QM Orders. Unselected checkboxes include With Orders for Projects/Networks and With Orders for Cost Objects.
- Parameters:** Settlement period is set to 9, Posting period is blank, Fiscal Year is 2008, and Processing type is 1 Automatic.
- Processing Options:** Background Processing is unchecked, Test Run is checked, Detail List is unchecked, and Check trans. data is unchecked. A 'Layouts' button is also present.

After execution we can go to FB03 to see the documents accounting Entry.

## FI- CO End User Training Module

**Display Document: General Ledger View**

**Data Entry View**

Document Number	822001738	Company Code	1000	Fiscal Year	2008
Document Date	31.12.2008	Posting Date	31.12.2008	Period	9
Reference		Cross-CC no.			
Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group	

**Ledger OL**

Doc.	822001738	Fiscal Year	2008	Period	9
------	-----------	-------------	------	--------	---

**General Ledger View**

CoCd	Itm	L.item	P	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	2	000002	40	210080	WIP		343,031.50	INR		1314003	1123000	
1000	1	000001	50	400140	COGM- WIP		343,031.50-	INR		1314003	1123000	

### Changing the Cut-off Period(KKA0)

#### Procedure

To define the cut-off period:

1. Choose Accounting → Controlling → Product Cost Controlling → Cost Object Controlling
2. Choose the component in which you want to define the cutoff period, such as Product Cost by Period → Period-End Closing → Single Functions: Product Cost Collector or Single Functions: Cost Object Hierarchy → Work in Process or Results Analysis → Cut-off Period → Change.

In Product Cost by Period and Product Cost by Order, choose Work in Process.

In Product Cost by Sales Order, choose Single Functions → Results Analysis.

In Product Cost by Period, choose whether you want to calculate WIP for product cost collectors or for objects (product cost collectors or manufacturing orders) assigned to a cost object hierarchy.

The screen Change Cut-off Period: Initial Screen appears.

3. Enter the results analysis version for which you want to define the cutoff period, and choose ENTER.

The screen Change Cut-off Period appears.

4. Enter the cut-off period.
5. Save the cut-off period.

### Result

The system changes the cut-off period in the results analysis version. You can view the results analysis version in Customizing for Cost Object Controlling.

When it calculates the work in process, the system does not overwrite the results analysis data that proceeds the cut-off period.

## FI- CO End User Training Module

T.Code. KKA0

Provide the version "0"

### Change Cutoff Period: Initial Screen

RA Version	<input type="text" value="0"/>
------------	--------------------------------

We have to mention the period which we want to close and the Fiscal Year .

### Change Cutoff Period

Controlling Area	<input type="text" value="1000"/>	GREAVES GROUP
RA Version	<input type="text" value="0"/>	Plan/Act - Version
Cutoff Period		
Period	<input type="text" value="4"/>	
Fiscal Year	<input type="text" value="2008"/>	

As we save the cut-off period, we cannot run the WIP program in the period preceding the closed period.

## FI- CO End User Training Module

### Chapter -15

#### Month End Activities

The month end closing has to take into consideration the following activities:

1. Finalise Financial Accounting Postings
2. Automatic Posting of Exchange Rate Differences
3. Post Recurring Journal Entries
4. Run Assessment Cycles
5. Settlement of CWIP and Internal Orders
6. Open / Close Accounting periods

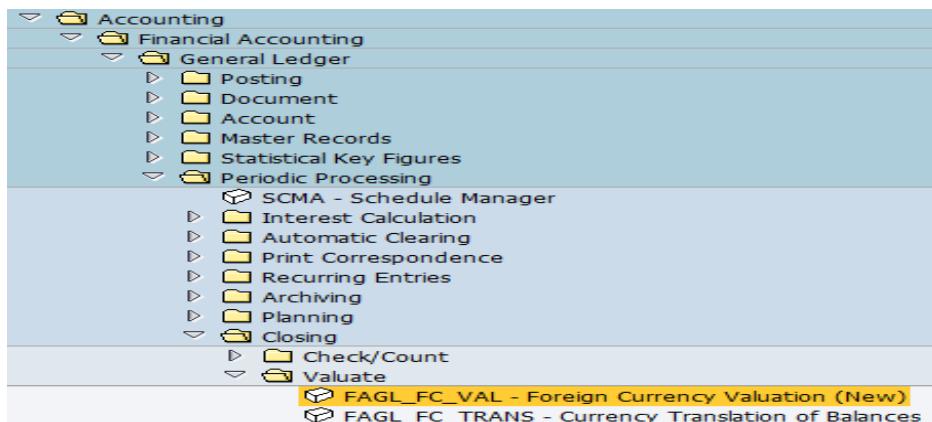
All entries to Financial Accounting should be finalised at this time. This includes:

- GL journal entries in Financial Accounting
- Accounts Payable postings and
- Accounts Receivable postings

#### Automatic Posting of Exchange Rate Differences

At the end of the month, if we wish to convert any foreign currency balances at a rate other than the rate applied at the date of the transaction, it is possible to re-evaluate these foreign currency postings. For example, we may wish to revalue all foreign currency items to a rate applicable at the end of the month.

Foreign currency balances for Accounts Payable accounts are re-valued via transaction code **FAGL\_FC\_VAL** or via menu path:



All foreign currency items open as of this date will be considered for re-evaluation. Note that if we select the field "Postings Requested" the document will be automatically posted at the time we hit the execute button (above). The above listing illustrates the reason for the document posting and the amount posted.

The above program may also be run to reevaluate foreign currency open items for general ledger accounts and accounts receivable.



2009

## FI- CO End User Training Module

Program Edit Goto System Help

**Foreign Currency Valuation**

General Data Selection

Company Code	1000	to	
Valuation Key Date	31.12.2008		
Valuation Area	10		

Postings Open Items G/L Balances Miscellaneous

Valuate G/L Account Open Items  
 No GR/IR Accounts  
 Valuate GR/IR accts  
 GR/IR with FI Data  
 Valuate Vendor Open Items  
 Valuate Customer Open Items  
 Reconciliation Account  
 Document Number  
 Currency

Give the Vendor Codes / Customer Codes or GL Accounts Range we want to reevaluate

List Edit Goto Settings System Help SAP

**Foreign Currency Valuation**

Greaves Cotton Limited Mumbai  
Key Date 31.12.08  
Valuation in Company code currency (10)  
Method EVA Always evaluate  
Ledger Group 0L

Time 16:20:51 Date 02.01.2009 FAGL\_FC\_VALUATION/KJ14821 Page 1

Ld	AccTy	G/L	Account Nu	DocumentNo	Itm	Amount in FC	Crcy	Amount in LC	Local Curr	Exch. Rat	S	Exch.rate	Typ	Valuation diff.	New Difference	Amount Posted
*		120010				67,293.81-	EUR	4,947,485.41-	INR					0.00	660,339.21-	660,339.21-
K		120020	ANKUR1	810000475	1	100.00-	USD	4,800.00-	INR	48.00000	48.00000	KR	0.00	0.00	0.00	0.00
K		120020	KKJ14821	810000475	1	1,000.00-	USD	48,000.00-	INR	48.00000	48.00000	KR	0.00	0.00	0.00	0.00
*		120020				1,100.00-	USD	52,800.00-	INR					0.00	0.00	0.00
K		120030	G0181	817000149	1	100.00-	INR	4,417.00-	INR	62.26000	44.17000	RE	0.00	1,809.00-	1,809.00-	1,809.00-
K		120030	G0181	817000151	1	750.00-	EUR	33,127.50-	INR	62.26000	44.17000	RE	0.00	13,567.50-	13,567.50-	13,567.50-
K		120030	G0181	817000160	1	1,555.00-	EUR	68,684.35-	INR	62.26000	44.17000	RE	0.00	28,129.95-	28,129.95-	28,129.95-
K		120030	G0181	817000161	1	1,500.00-	EUR	66,255.00-	INR	62.26000	44.17000	RE	0.00	27,135.00-	27,135.00-	27,135.00-
K		120030	G0181	817000162	1	3,000.00-	EUR	132,510.00-	INR	62.26000	44.17000	RE	0.00	54,270.00-	54,270.00-	54,270.00-
K		120030	G0181	817000166	1	7,500.00-	EUR	331,275.00-	INR	62.26000	44.17000	RE	0.00	135,675.00-	135,675.00-	135,675.00-
K		120030	HEUCUSCOMM	817000200	1	319.88-	EUR	14,129.10-	INR	62.26000	44.17000	RE	0.00	5,786.63-	5,786.63-	5,786.63-
K		120030	VNCOMM	817000159	1	626.40-	EUR	27,668.09-	INR	62.26000	44.17000	RE	0.00	11,331.57-	11,331.57-	11,331.57-
K		120030	VNCOMM	817000238	1	938.03-	EUR	41,432.79-	INR	62.26000	44.17001	RE	0.00	16,968.96-	16,968.96-	16,968.96-
K		120030	12078	810000179	1	1,000.00-	USD	50,000.00-	INR	48.00000	50.00000	KR	0.00	2,000.00-	2,000.00-	2,000.00-
K		120030	61506338	810000252	1	5,000.00-	USD	225,000.00-	INR	48.00000	45.00000	KR	0.00	15,000.00-	15,000.00-	15,000.00-
K		120030	DD0763	810000251	1	700.00-	USD	36,750.00-	INR	48.00000	52.50000	KR	0.00	3,150.00-	3,150.00-	3,150.00-
K		120030	IMPCOMM	817000221	1	38.63-	USD	1,854.24-	INR	48.00000	48.00000	RE	0.00	0.00	0.00	0.00
K		120030	KJ14821	810000162	1	1,000.00-	USD	48,000.00-	INR	48.00000	48.00000	KR	0.00	0.00	0.00	0.00
K		120030	KJ14821	810000165	1	2,000.00-	USD	96,000.00-	INR	48.00000	48.00000	KR	0.00	0.00	0.00	0.00
K		120030	KJ14821	810000169	1	4,948.50-	USD	237,528.00-	INR	48.00000	48.00000	KR	0.00	0.00	0.00	0.00
K		120030	TEST123	810000188	1	1,000.00-	USD	45,000.00-	INR	48.00000	45.00000	KR	0.00	3,000.00-	3,000.00-	3,000.00-
K		120030	VNIPMP01	817000038	1	300.22-	USD	14,021.94-	INR	48.00000	46.69000	RE	0.00	393.42-	393.42-	393.42-
K		120030	VNIPMP01	817000124	1	117.00-	USD	5,265.00-	INR	48.00000	45.00000	RE	0.00	351.00-	351.00-	351.00-
K		120030	VNIPMP01	817000145	1	110.00-	USD	6,105.00-	INR	48.00000	55.50000	RE	0.00	825.00-	825.00-	825.00-
K		120030	VNIPMP01	817000152	1	110.00-	USD	6,105.00-	INR	48.00000	55.50000	RE	0.00	825.00-	825.00-	825.00-
*		120030				16,289.31-	EUR	1,491,128.01-	INR					0.00	306,618.03-	306,618.03-
**						83,583.12-	EUR	5,591,413.42-	INR					0.00	966,957.24-	966,957.24-

## FI- CO End User Training Module

Postings will be carried out as follows:

Foreign Currency Valuation									
Ledger	CoCd	DocumentNo	Document Header Text	Typ	Pstng Date	Crcy	LCurr	LCur2	LCur3
Item	PK	G/L	Amount in LC	LC2 amount	LC3 amount	Text			
<b>OL</b>	<b>1000</b>		<b>FC valuation</b>		<b>31.12.2008</b>	<b>EUR</b>	<b>INR</b>		
1	40	480020	436,099.26				120010	- Valuation on 20081231	
2	50	1209000	436,099.26				120010	- Valuation on 20081231	
3	50	480020	43,190.05				120010	- Valuation on 20081231	
4	40	1209000	43,190.05				120010	- Valuation on 20081231	
5	40	480020	202,608.00				120010	- Valuation on 20081231	
6	50	1209000	202,608.00				120010	- Valuation on 20081231	
7	40	480020	36,180.00				120010	- Valuation on 20081231	
8	50	1209000	36,180.00				120010	- Valuation on 20081231	
9	50	480020	3,740.00				120010	- Valuation on 20081231	
10	40	1209000	3,740.00				120010	- Valuation on 20081231	
<b>OL</b>	<b>1000</b>		<b>FC valuation</b>		<b>31.12.2008</b>	<b>EUR</b>	<b>INR</b>		
1	40	480020	271,918.02				120030	- Valuation on 20081231	
2	50	1209000	271,918.02				120030	- Valuation on 20081231	
3	40	480020	5,786.63				120030	- Valuation on 20081231	
4	50	1209000	5,786.63				120030	- Valuation on 20081231	
5	40	480020	16,968.96				120030	- Valuation on 20081231	
6	50	1209000	16,968.96				120030	- Valuation on 20081231	
<b>OL</b>	<b>1000</b>		<b>FC valuation</b>		<b>31.12.2008</b>	<b>USD</b>	<b>INR</b>		
1	40	480020	29,382.00				120010	- Valuation on 20081231	
2	50	1209000	29,382.00				120010	- Valuation on 20081231	
3	40	480020	3,000.00				120010	- Valuation on 20081231	
4	50	1209000	3,000.00				120010	- Valuation on 20081231	
<b>OL</b>	<b>1000</b>		<b>FC valuation</b>		<b>31.12.2008</b>	<b>USD</b>	<b>INR</b>		
1	50	480020	2,000.00				120030	- Valuation on 20081231	
2	40	1209000	2,000.00				120030	- Valuation on 20081231	
3	40	480020	15,000.00				120030	- Valuation on 20081231	
4	50	1209000	15,000.00				120030	- Valuation on 20081231	
5	50	480020	3,150.00				120030	- Valuation on 20081231	

## FI- CO End User Training Module

### Chapter -16

#### Year End Activities

The year end closing has to take into consideration the following activities:

1. Fiscal Year Change : Financial Accounting
2. Fiscal Year Change : Asset Accounting
3. Year-End Close : Asset Accounting
4. Year-End Close : Accounts Receivable
5. Year-End Close : Accounts Payable
6. Year-End Close : General Ledger

##### **Fiscal Year Change : Financial Accounting**

To open up periods to allow postings in the following year, the procedure is similar to that described in the earlier slides on Open/Close periods needs to be adhered to. However, please note that this step will only allow postings to the new financial year – the closing of the previous year's profit and loss balances to the Retained Earnings account and the transfer of balance sheet values to the new fiscal year, only occurs by performing a Fiscal year close

##### **Fiscal Year Change : Asset Accounting (AJRW)**

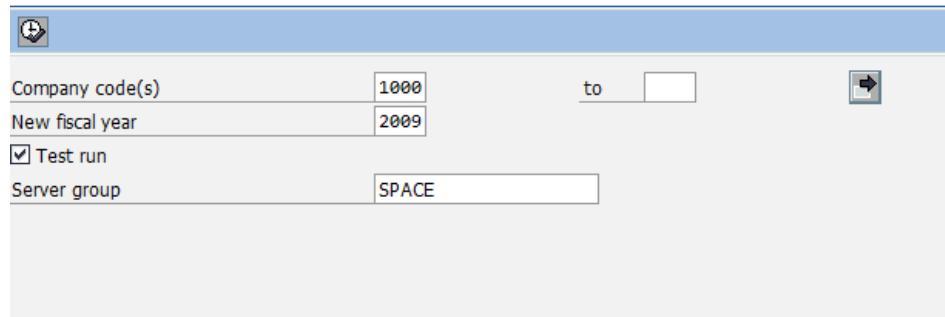
As with GL account postings, to allow postings to the new financial year for asset accounting transactions, we need to change the fiscal year. Note that this step will not carry-forward asset balances from the old-to-new year.

To change the fiscal year in Asset Accounting, goto transaction AJRW or via menu path:

Accounting → Financial Accounting → Fixed Assets → Periodic processing → Fiscal Year Change

---

##### **Asset fiscal year change**



Company code(s)  to

New fiscal year

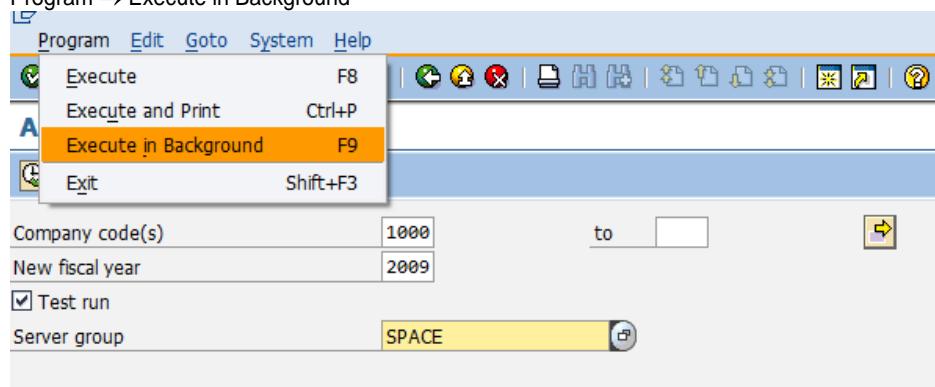
Test run

Server group

If we run this in Test mode, we may hit the "Test Run" button .

If we run this in Production mode (Test run button is NOT selected) then choose from the menu:

Program → Execute in Background



Program Edit Goto System Help

Execute F8      Execute and Print Ctrl+P      Execute in Background F9      Exit Shift+F3

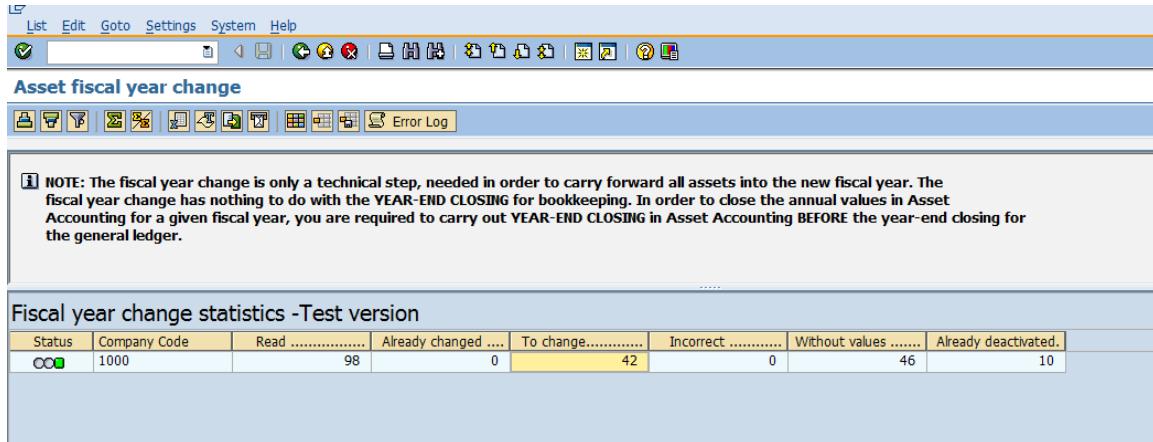
Company code(s)  to

New fiscal year

Test run

Server group

## FI- CO End User Training Module



The screenshot shows the SAP Fiori interface for Asset fiscal year change. At the top, there's a toolbar with icons for List, Edit, Goto, Settings, System, and Help. Below the toolbar, a message box displays a note about the fiscal year change being a technical step for asset carry-forward. A table below the note shows fiscal year change statistics for a test version, with one row for company code 1000.

Status	Company Code	Read .....	Already changed ....	To change.....	Incorrect .....	Without values .....	Already deactivated.
OK	1000	98	0	42	0	46	10

Year-end closing of Asset Accounting is required to transfer Depreciation expense to Accumulated Depreciation and recalculate book values for Assets in the Balance Sheet.

We use the year-end closing program to close the fiscal year for one or more company codes from an accounting perspective. Once the fiscal year is closed, we can no longer post or change values within Asset Accounting (for example, by recalculating depreciation). The fiscal year that is closed is always the year following the last closed fiscal year. We cannot close the current fiscal year.

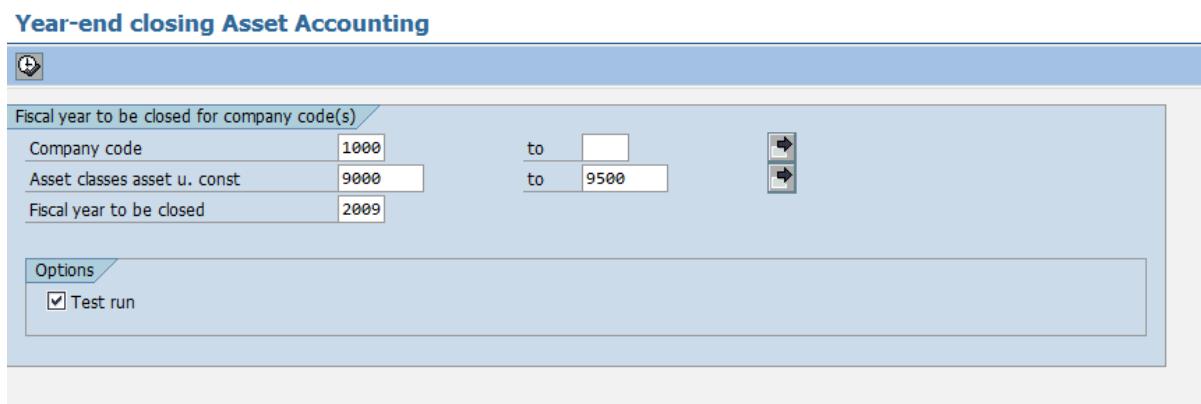
The system only closes a fiscal year in a company code if:

- The system found no errors during the calculation of depreciation (such as, incorrectly defined calculation keys).
- The planned depreciation from the automatic posting area has been completely posted to the general ledger.
- The balances from depreciation areas that are posted periodically have been completely posted to the general ledger.
- All assets acquired in the fiscal year have already been capitalised. Since this check does not make sense for assets under construction, we can prevent this check from being made for assets under construction by means of the asset class.

All incomplete assets (master records) have been completed. The system lists any assets that do not meet the above requirements in the log of the year-end closing. The log also shows the reason for the errors.

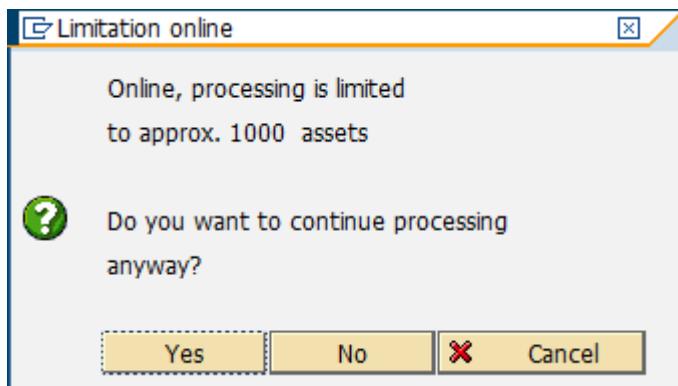
### Capital WIP CLOSING (AJAB)

To perform a year-end close Asset Accounting, go to transaction AJAB or via menu path:  
Accounting → Financial Accounting → Fixed Assets → Periodic processing → Year-end Closing → Execute



The screenshot shows the SAP Fiori interface for Year-end closing Asset Accounting. It includes fields for Company code (1000), Asset classes asset u. const (9000), and Fiscal year to be closed (2009). There are also two double-headed arrows between the asset class and fiscal year fields. Below the main input fields is an 'Options' section containing a checkbox for 'Test run'.

## FI- CO End User Training Module



The program will now run in background.

**Year-end closing Asset Accounting for fiscal year 2008**

**Overview**

CoCd	Close carried out	Inactive	has errors	not posted	line items	Other error
1000	No	0	0	0	0	Yes

**Display detail**

CoCd	Asset	Note
1000	TEST1234-0000	Character field length 79 ed completely
1000	TEST1234-0000	Depreciation not posted completely
1000	PM20082-0000	Depreciation not posted completely
1000	PM2008-0000	Depreciation not posted completely
1000	PLANT2008-0000	Depreciation not posted completely
1000	PLTR1-0000	Depreciation not posted completely
1000	PEUCAP5-0000	Depreciation not posted completely
1000	LEASE123-0000	Depreciation not posted completely
1000	FFBLDL-0000	Depreciation not posted completely
1000	FACT6-0000	Depreciation not posted completely
1000	FACT3-0000	Depreciation not posted completely
1000	009000000024-0000	Depreciation not posted completely
1000	009500000070-0000	Depreciation not posted completely
1000	1ABC234-0000	Depreciation not posted completely
1000	310000000002-0000	Depreciation not posted completely
1000	354100000000-0000	Depreciation not posted completely
1000	441000000009-0000	Depreciation not posted completely
1000	CHAIRS-0000	Depreciation not posted completely
1000	COMPUTERS-0000	Depreciation not posted completely
1000	FACT04-0000	Depreciation not posted completely
1000	FACT04-0000	Depreciation not posted completely
1000	FACT3-0000	Depreciation not posted completely

The program for carry forward of balances can be used for Vendors as well as Customers as shown herein below.

### Customer Vendor Balance Carry forward (F.07)

## FI- CO End User Training Module

Program Edit Goto System Help

**Carry Forward Receivables/Payables**

Company code  to

Carryforward to fiscal year

**Customer selection**

Select customers  to

**Vendor selection**

Select vendors  to

**Processing parameters**

Test run  Detail log

### Carry Forward Receivables/Payafor the year 2009 Test Run

Testing Client	Carry Forward Receivables/Payables	Date	02.01.2009
Mumbai		Page	1
Carry Forward Receivables/Payafor the year 2009 Test Run			
Statistics			
Successful	CoCd	SG	No.Records
Customer G/L	1000		70
Customer special G/L	1000	2	13
Customer special G/L	1000	4	1
Customer special G/L	1000	W	8

List Edit Goto System Help

**Carry Forward Receivables/Payafor the year 2009 Test Run**

Testing Client Carry Forward Receivables/Payables Date 02.01.2009  
Mumbai Page 1

Carry Forward Receivables/Payafor the year 2009 Test Run Statistics

Successful	CoCd	SG	No.Records
Vendor G/L	1000		144
Vendor special G/L	1000	1	7
Vendor special G/L	1000	2	16
Vendor special G/L	1000	3	5
Vendor special G/L	1000	4	3
Vendor special G/L	1000	5	19
Vendor special G/L	1000	6	8

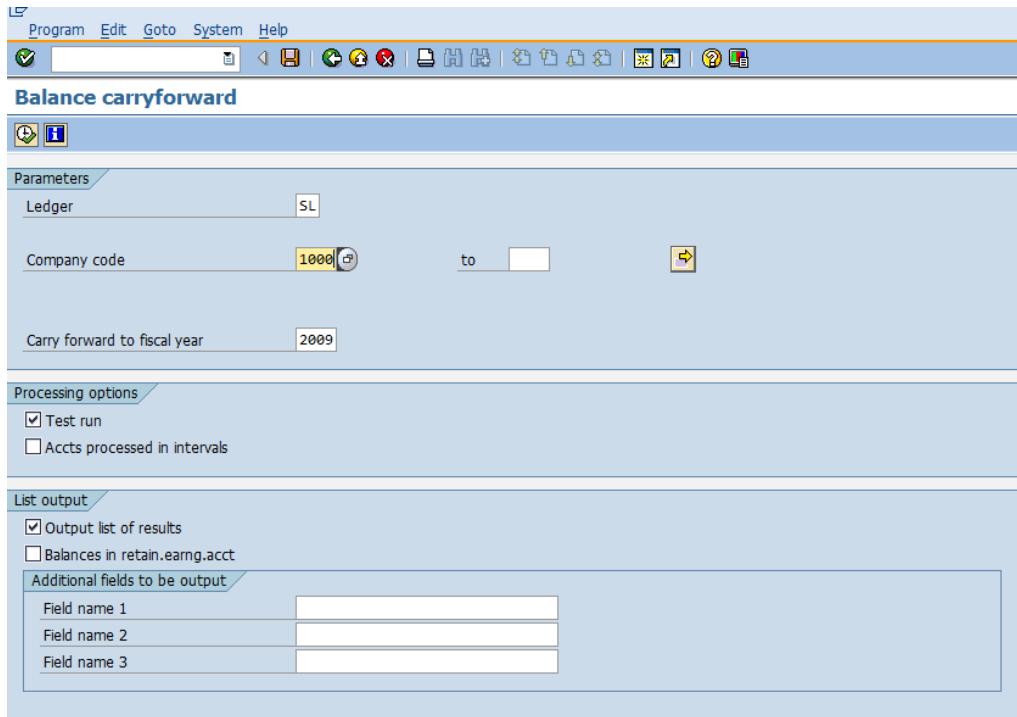
### Year-End Close : General Ledger (FAGLGVTR)

At the start of the new financial year it is necessary to close off all profit and loss account balances to the balance sheet account of Retained Earnings. Also, it is necessary to carry-forward balance sheet account balances into the new fiscal year. This process achieves these objectives. Note that if any subsequent postings to period 13 to 16 occur, they will automatically update the opening balance (period 0) in the new financial year.

This function is performed via transaction FAGLGVTR or via menu path.

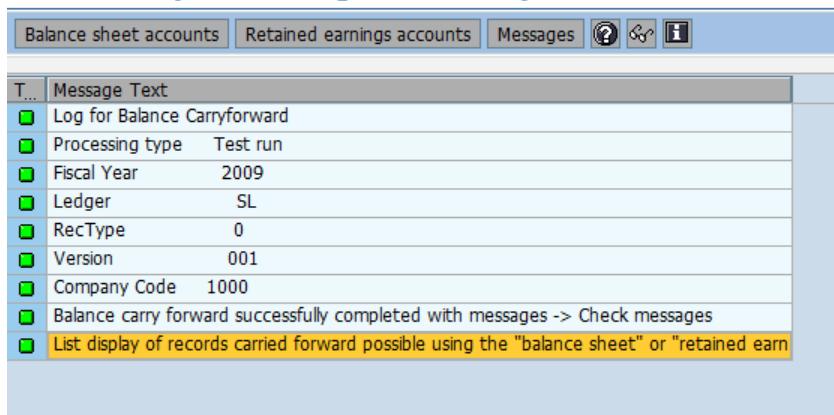
## FI- CO End User Training Module

Accounting → Financial Accounting → General Ledger → Periodic processing → Closing → Carry forward → FAGLGVTR - Balance Carry forward (New)



The screenshot shows the SAP Fiori Fiori Launchpad. The application 'Balance carryforward' is selected. The interface includes a toolbar with various icons, a header bar with 'Program', 'Edit', 'Goto', 'System', and 'Help' menus, and several tabs: 'Parameters', 'Processing options', and 'List output'. In the 'Parameters' tab, fields are set to 'Ledger SL', 'Company code 1000', 'to 2009', and 'Carry forward to fiscal year 2009'. Under 'Processing options', 'Test run' is checked. In 'List output', 'Output list of results' is checked. There are also sections for 'Additional fields to be output' with three empty fields.

### Balance carryforwardLedger SL for the year 2009 Test run



The screenshot shows the 'Messages' screen after the test run. It displays a table with two columns: 'T...' and 'Message Text'. The table contains the following data:

T...	Message Text
<input checked="" type="checkbox"/>	Log for Balance Carryforward
<input checked="" type="checkbox"/>	Processing type Test run
<input checked="" type="checkbox"/>	Fiscal Year 2009
<input checked="" type="checkbox"/>	Ledger SL
<input checked="" type="checkbox"/>	RecType 0
<input checked="" type="checkbox"/>	Version 001
<input checked="" type="checkbox"/>	Company Code 1000
<input checked="" type="checkbox"/>	Balance carry forward successfully completed with messages -> Check messages
<input checked="" type="checkbox"/>	List display of records carried forward possible using the "balance sheet" or "retained earn

### Year-End Close : General Ledger

Each gl account, together with the balance brought-forward will now be displayed.

Note that if we subsequently back-post to this prior year after this run has been completed, we will need to re-run this transaction. When re-running this transaction, only balances that have changed will be transferred.

## FI- CO End User Training Module

List Edit Goto Extras Settings System Help



### Display of balance sheet accounts



Year	CoCd	Account	Crcy	BUn	Trans.cur.	Co.cd.curr	Crcy2	Quantity
2009	1000	100900	INR		549,358.71-	549,358.71-	INR	
2009	1000	120010	EUR		67,293.81-	3,561,755.41-	INR	
2009	1000	120010	GBP		23,320.00-	1,883,090.00-	INR	
2009	1000	120010	INR		8,280,626.15-	8,280,626.15-	INR	
2009	1000	120010	USD		19,576.00-	907,266.00-	INR	
2009	1000	120020	INR		8,940,927.00-	8,940,927.00-	INR	
2009	1000	120020	USD		1,100.00-	52,800.00-	INR	
2009	1000	120030	EUR		16,289.31-	719,498.83-	INR	
2009	1000	120030	INR		35,485,722.00-	35,485,722.00-	INR	
2009	1000	120030	USD		16,324.45-	771,629.18-	INR	
2009	1000	120040	INR		25,000.00-	25,000.00-	INR	
2009	1000	121010	INR		261,768.06	261,768.06	INR	
2009	1000	121010	INR	EA	461,135.40-	461,135.40-	INR	4,841-
2009	1000	121010	INR	G	57,500.00-	57,500.00-	INR	23-
2009	1000	121010	INR	GM	5,280.00-	5,280.00-	INR	3,000-
2009	1000	121010	INR	KG	31,797.81-	31,797.81-	INR	1,700-
2009	1000	121010	INR	L	203,275.05-	203,275.05-	INR	3,015-
2009	1000	121010	INR	ML	27,697.65-	27,697.65-	INR	240,000-
2009	1000	121010	INR	TS	18.00-	18.00-	INR	30-
2009	1000	121020	INR		704,794.44	704,794.44	INR	
2009	1000	121020	INR	BAG	3,200.00-	3,200.00-	INR	20-
2009	1000	121020	INR	EA	840,119.11-	840,119.11-	INR	369-
2009	1000	121020	INR	M	1,100.00-	1,100.00-	INR	5-
2009	1000	121020	INR	PAA	119,300.00-	119,300.00-	INR	20-
2009	1000	121020	INR	TO	1,600.00-	1,600.00-	INR	1-
2009	1000	121030	INR	EA	413,704.00-	413,704.00-	INR	5,800-
2009	1000	121030	INR	G	52,500.00-	52,500.00-	INR	750,000-
2009	1000	121040	INR		233,647.91	233,647.91	INR	
2009	1000	121040	INR	EA	1,318,804.36-	1,318,804.36-	INR	522-
2009	1000	121050	INR	EA	121,288.40-	121,288.40-	INR	3-
2009	1000	121060	INR		16,920,939.51	16,920,939.51	INR	
2009	1000	121060	INR	EA	52,447,551.81-	52,447,551.81-	INR	223,567-
2009	1000	121060	INR	G	186,000.00-	186,000.00-	INR	1,500,000-
2009	1000	121060	INR	GM	1,890,017.00-	1,890,017.00-	INR	9,110,000-

### Display of retained earnings accounts

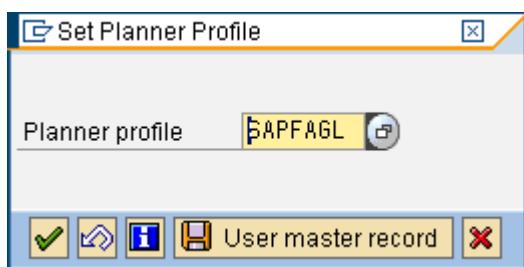
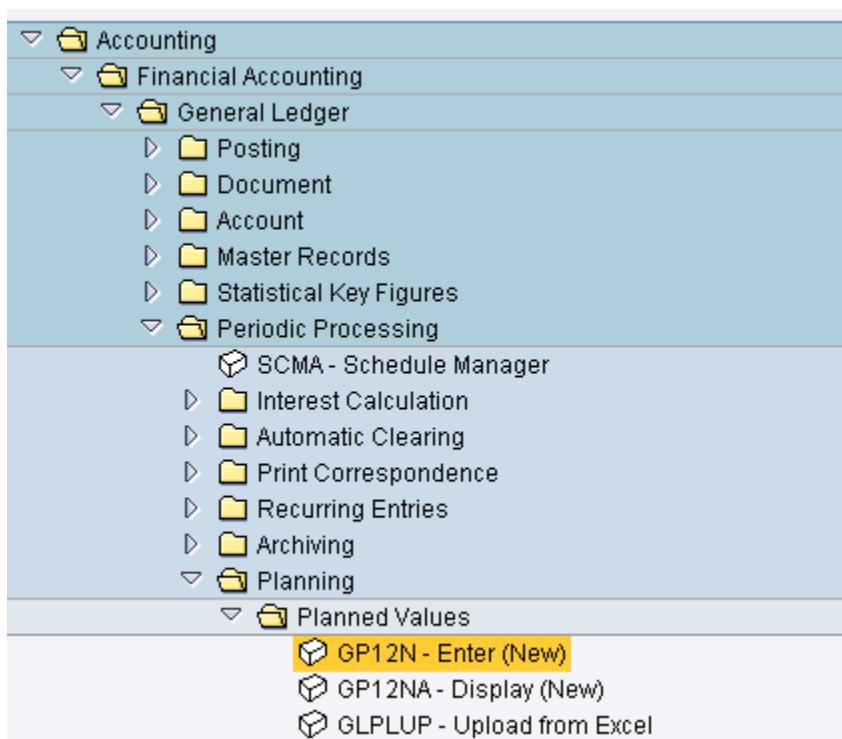


Year	CoCd	Account	Crcy	BUn	Trans.cur.	Co.cd.curr	Crcy2	Quantity
2009	1000	100200	INR		144,979,051.23	144,979,051.23	INR	
*			INR		144,979,051.23	144,979,051.23	INR	

### Chapter -17

#### Planning

##### Planning At profit centre level (GP12N)



Provide the planner profile as SAPFAGL

Press enter

## FI- CO End User Training Module

**Selection of the Tables to be Planned**

Summary table	FAGLFLEXT	<input type="button" value=""/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Provide the summary table FAGLFLEXT

Press enter

Following Screen Appears .

**Plan data Change Charact.**

Layout		0FAGL-01	Profit Ctr, Account
<b>Variables</b>			
From Period	8	February	
To Period	12	June	
Profit Center	1102001	WR - Y SERIES	
Company Code	1000	Greaves Cotton Limited	
Ledger	SL	Statutory Ledger	
Version	0	main version	
Fiscal Year	2008		
Currency	INR	Indian Rupee	
Account Number	400010	CON-CONSUMABLE	
to	489902	general stationery	

There are six Layouts for maintaining planning Data

**Give from Period and To Period –**

For the period for which we want to plan for the Company.

**Profit Centre –**

Mention the Profit Centre we are planning for.

**Company Code –**

Mention the Company Code

**Ledger -**

The Planning can be done one Ledger wise at a time we will be doing Planning for SL in general.

**Financial Year -**

Mention the Year of Planning

**Currency -**

It will be Always the Company Currency (INR)

**Account Number – to**

Mention the Range of GL A/c for which Planning is to be done.

### Form-Based Entry

Indicator showing whether the current planning session is performed with "Layout planning" (indicator is activated).

- If we activate the "Form-based planning" indicator, **all objects** with valid master data are displayed, regardless of whether the objects have been already planned or not. The same structure of characteristic values is displayed in each planning session.
- If we do not activate the indicator, **only objects already planned** are shown. We can plan new characteristics here if we wish and insert them in the rows.

### Free Entry of Unplanned Records

## FI- CO End User Training Module

Indicator showing whether the planning transaction in the "Free entry" mode was carried out (active indicator).

- In "Free entry" mode **only those characteristic values for which plan data already exists in the databank** will be displayed. New characteristic values can be entered here and inserted in the rows. As a rule, all characteristic values are shown in the header area.  
In CO-PA, all characteristics with an interval or a \* in the selection conditions also display only the planned characteristic values in the header, in order to keep the processing load on the SAP System low.
- In "Form-based entry" mode, **all characteristic values with valid master data** for characteristics will be displayed in the rows. No new characteristic values can then be entered here.

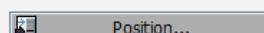


For view the lay outs for input values . Use layout OFAGL-01 for profit center planning and use layout OFAGL-06 cost center planning.



Provide the values as shown above and click on overview button .

Plan data Change Cumulative Vals						
Posting period	8	To	12	WR - Y SERIES		
Profit Center	1102001			Greaves Cotton Limited		
Company Code	1000			Statutory Ledger		
Ledger	SL			Plan		
Record Type	1			main version		
Version	0			Indian Rupee		
Fiscal Year	2008					
Currency	INR					
Account N...	Text	Trans. Currency	Dist..	Unit	Local Currency	Unit
452001	Repairs P & M		0	INR	0.00	INR
462000	Travelling Exp	400,000.00	0	INR	400,000.00	INR
464010	FRIGHT OUT WARD	625,000.00	0	INR	625,000.00	INR
466001	GARDENING EXPENSES	100,000.00	0	INR	100,000.00	INR
466002	PRINTING & STATIONAR	900,000.00	0	INR	900,000.00	INR
466003	LUNCH & CONVEYANCE	100,000.00	0	INR	100,000.00	INR
468901	TELE	4,000.00	0	INR	4,000.00	INR
471901	iso audit	625,000.00	0	INR	625,000.00	INR
472010	Bank charges	225,000.00	0	INR	225,000.00	INR
480010	Direct Capitalizatio		0	INR	0.00	INR
480020	EXCHANGE LOSS/GAIN	4,000.00	0	INR	4,000.00	INR
489902	stationery	5,290.00	0	INR	5,290.00	INR
*Account N Total		2,988,290.00			2,988,290.00	



Provide the plan values as shown above

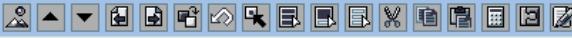
Save.

Distribution key 1 for equal distribution and Distribution key 2 for respective period only and 0 for Manual Distribution .

## FI- CO End User Training Module

Now we can distribute the Expenses month wise. Select the account head and click on the icon  on the top of the screen. Now we can provide the Expenses month wise equally distributed or manually distributed as shown below.

### Plan data Change Period Values

					
Profit Center	1102001				
Company Code	1000				
Ledger	SL				
Record Type	1				
Version	0				
Fiscal Year	2008				
Currency	INR				
Account Number	462000				
WR - Y SERIES Greaves Cotton Limited Statutory Ledger Plan main version Indian Rupee Travelling Exp					
Pe...	Text	Trans. Currency	Unit	Local Currency	Unit
8	FEB	40,000.00	INR	40,000.00	INR
9	MAR	120,000.00	INR	120,000.00	INR
10	APR	60,000.00	INR	60,000.00	INR
11	MAY	100,000.00	INR	100,000.00	INR
12	JUN	80,000.00	INR	80,000.00	INR
*Pe		400,000.00		400,000.00	

### Uploading Plan Data from Excel Sheet (GLPLUP)

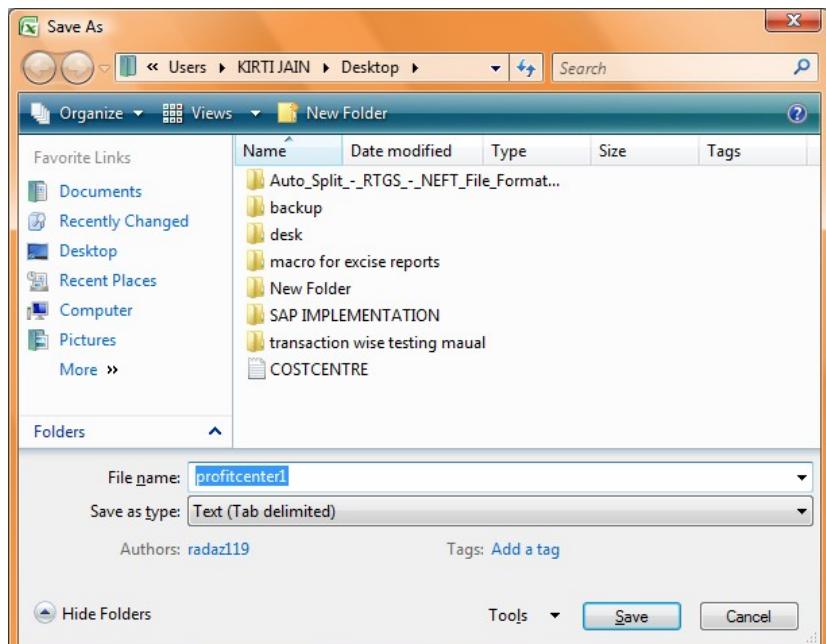
#### Flexible upload


<input checked="" type="radio"/> Import single file <input type="radio"/> Import file directory
Path or file <input type="text"/>
File descriptions <input type="text"/>
Decimal notation
<input checked="" type="radio"/> 1.234.567,89 <input type="radio"/> 1,234,567.89
Separator in CSV files
<input checked="" type="radio"/> ; <input type="radio"/> ,
In TXT files, TAB is expected as separator
<input type="button" value="Logs"/>
<input type="button" value="Delete Logs"/>

## FI- CO End User Training Module

Posting period	9	To	9
Profit Center	1102007		
Company Code	1000		
Ledger	0L		
Record Type	1		
Version	0		
Fiscal Year	2008		
Currency	INR		
Account Number		Trans. Currency	
210010		100000	
210020		200000	
210030		300000	
210040		400000	
210050		500000	
210060		600000	
210070		700000	
210080		800000	
210090		900000	

The Data has to be created in Excel and it can be only uploaded in the Text( Tab delimited) format. You can create this format by saving the



profitcenter1.txt

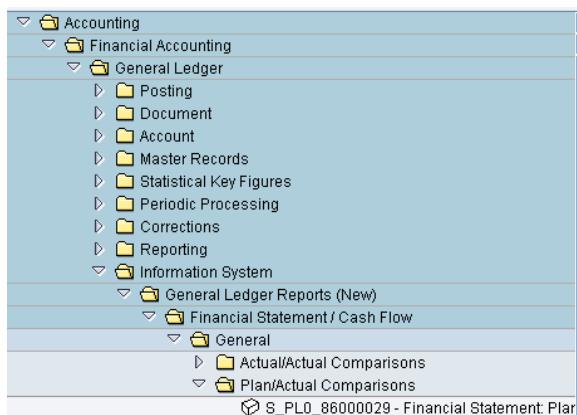
## FI- CO End User Training Module



For view the report

Go with T.Code: S\_PL0\_86000029

Or following navigation



The screenshot shows the SAP Fiori launchpad with the following details:

- General Selections:**
  - Currency Type: 10
  - Company Code: [ ]
  - Account Number: [ ]
  - Business Area: [ ]
  - Functional Area: [ ]
  - Cost Center: [ ]
  - Sender cost ctr: [ ]
  - Profit Center: 191000 [ ]
  - Currency: [ ]
  - Business Trans.: [ ]
  - Transactn Type: [ ]
  - Base Unit: [ ]
  - Ref. Transactn: [ ]
  - Logical system: [ ]
  - Cost Element: [ ]
  - CO Area: [ ]
  - Segment: [ ]
- Parameters:**
  - Trading Partner: [ ]
  - Partner Segment: [ ]
  - Debit/Credit: [ ]
  - Stat. key fig.: [ ]
- Report selections:**

Ledger: 0L	Leading / TAX Ledger
FIS Annual Rep. Struc: INT	Financial Statement
Plan Version: 0	MAIN VERSION
Fiscal year: 2008	2008
From period: 8	
To period: 8 [ ]	
- Parameters for Special Evaluations:**
  - Alternative Account Number

Provide the values as shown above and click on execute button.

## FI- CO End User Training Module

### Chapter -18

#### Travel Management

SAP Travel Management supports all processes involved in handling business trips. Its comprehensive functionality is integrated with settlement, taxation, and payment processes. Travel Management enables us to request, plan, and book trips, create travel expense reports, and transfer expense data to other functional areas.

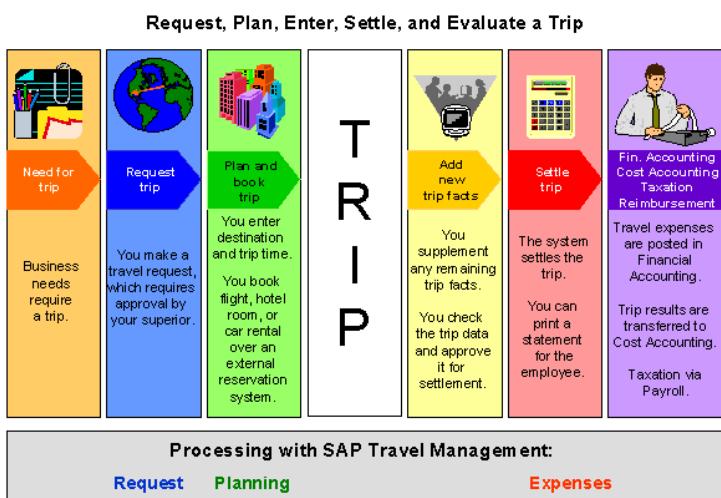
#### Overall Process of Travel Management

##### Purpose

The goal of this process is the complete, integrated management of all processes involved in a business trip and the travel expenses incurred. The process includes the entire procedure of requesting and planning a trip, accounting the travel expenses and the correct taxation in Payroll Accounting (HR), correct posting of the travel expenses in Financial Accounting (FI), and clearing in Controlling (CO) or Funds Management (FI-FM) according to the allocation-by-cause principle.

##### Process Flow

The overall process can last a relatively long time, with the actual trip representing the focal point in this process. The following gives an example of the process flow in decentralized organization in which the traveler represents the central figure. Other forms of organization are, of course, also conceivable.



#### Travel Request

1. The traveler uses the SAP system to submit a travel request to his or her manager. The travel request supplies the superior with information such as the date, destination, and purpose of the trip, the transportation and accommodations required, the requested advance and the estimated costs for the trip.

2. The manager can approve the request, send it back for corrections, or reject it.
3. If an advance is requested and approved, there are the following options for payment:
  - ❑ Cash payment by cash office
  - ❑ Check
  - ❑ Bank transfer to the employee's bank account (via DME)

## FI- CO End User Training Module

- Forwarding of the amounts for payment to financial accounting

The paid amounts in the first three cases are, however, also forwarded for posting to financial accounting.

### Travel Planning

4. After a travel request has been approved, the traveler determines the available travel services (flight, hotel, car rental; in Germany also: train) in a **travel plan** and books them online in the SAP system. The reservation is made in an external reservation system that must be connected to the SAP system. When the services are selected and booked, the system checks to make sure they comply with the company's travel policies as defined in Customizing for Travel Management. It also applies any existing company-specific rates and rebate agreements.

5. When the traveler has recorded the travel plan, the booking code (PNR) is entered in the processing queue of the travel agency. The travel agency checks the correctness and consistency of the booking.

6. If changes are made to the booking outside the SAP system, they are transferred to the SAP system in a synchronization process.

7. The travel plan is also transferred to the appropriate manager for approval. As soon as the manager has approved the travel plan, the travel agency can issue the ticket and the trip documents and send them to the traveler.

### Travel Expense Report

8. After the trip has been taken, the traveler completes his or her travel expense report, including all necessary data and documents. The system applies all statutory and company-specific specifications stored in Customizing and checks the consistency of the entries against these specifications.

9. The expenses department checks the travel expense report and the original documents and receipts. Now the travel expense report is sent to the manager for approval, who can then release it for settlement.

10. As soon as the trip is approved, it is settled in the SAP system: On the basis of the trip provisions set for the relevant traveler, the system determines the travel expense results, especially the amount for reimbursement. To determine the reimbursement amount, you can choose between per diem/flat rate reimbursement and reimbursement according to individual receipts for meals, accommodations and travel costs; for all other categories, reimbursement on the basis of individual receipts must be used.

11. The travel expense results are prepared to suit the method of payment chosen and made available to the corresponding components (Financial Accounting, Payroll Accounting, Controlling Funds Management) with the appropriate additional information.

12. The payment of reimbursement amounts can now take place as follows:

- By check
- Through payroll accounting
- Through financial accounting
- By bank transfer to the employee's bank account (via DME)

The travel expense results are always transferred for posting to Financial Accounting. The amounts are transferred from Financial Accounting to Controlling.

13. The traveler receives a travel expense statement with the relevant trip data and the accounting results.

### Result

A single, complete record of the data of a business trip exists in the SAP system. The travel planning data was recorded in the system for approval or reservation purposes. The documents were issued on the basis of the reserved travel services.

## FI- CO End User Training Module

The SAP system has settled the travel expenses incurred by the trip and forwarded them for further processing in Financial Accounting, Controlling, Funds Management and (if necessary) Payroll Accounting.

### Creating a Travel Request

#### Procedure

From the SAP Easy Access menu you create a travel request as follows:

1. Choose Accounting  Financial Accounting  Travel Management  Travel Manager  Create a Travel Request.
2. Enter the general trip data as required.

The following areas are options (you can expand the data entry areas by choosing  (Expand)):

- i. Add. Destinations: Enter the destinations of any additional trip segments that follow the first destination.
- ii. Trip Advance: If you require a trip advance, enter this here. The advance amount is converted into the expense amount directly. The entry for the required advance is used as information for approval of the travel request at a later date and forms the basis for the payment.
- iii. Alternative Cost Assignment for Entire Trip, if Different to Master CA: Here you can assign 100% of the costs for the entire trip to one account assignment object that is different to the one specified in the travel expense assignment guidelines.

The system adjusts the second (and if necessary also the third) field according to the account assignment object type: Field length, F4 input help, and F1 help. In the second (and if necessary the third) field, enter the account assignment object values.

- iv. Comments: In this user-defined text field, you can enter any additional comments for the trip. This can also provide important additional information for the approving manager.

3. Expand the Request Transportation/Accommodation area by choosing  (Expand).
4. In the overview table, where the trip destinations you specified in the previous section have been entered automatically, you can request the required travel services by clicking the pushbutton for the appropriate service.

Alternatively, you can select the line of the location you want to edit and expand the data area of the corresponding travel service underneath the overview table directly.

5. In the data area that appears, enter the required data and choose Copy, with Quick info Copy to Request.
6. To save your completed travel request, choose Save.

From here you can also use the Overview button with Quick info Overview of Trip (F5), to go to an overview of your booking information, or you can have your trip approved by choosing Approve with Quick info Approve (F8).



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## FI- CO End User Training Module

### Sending a Travel Request

#### Use

Once you have saved a travel request, you can send it to your superior for approval via the SAP Communications Interface. If an approval of business trips is not required at your enterprise, you can use the travel request as a travel plan model and send it to the person responsible for booking the requested flights, hotels or car rentals.

#### Procedure

1. In the Travel Management menu, choose Travel Manager.
  2. Select the travel request from the overview area and choose      Change.
  3. Choose      Send.
- An overview of your trip data appears.
4. Choose      .
  5. Enter the recipient and choose      Send again.

#### Result

The travel request was sent.

The recipient can then approve the travel request or book the travel services.

### Approving a Travel Request

#### Use

You can approve travel requests individually using the Travel Manager.

So that an automatic transfer of the requested trip advance can be made via FI, the appropriate travel request must have been approved.

#### Prerequisites

In order to approve travel requests you require a special authorization. The setting for this authorization is made in the authorization concept of the role assigned to you.

In the standard delivery the approving manager (SAP\_FI\_TV\_MANAGER\_GENERIC) role has this authorization.

You can edit the roles from the SAP Easy Access menu via Tools □ Administration □ User maintenance □ Roles.

#### Procedure

1. From the Travel Management menu, call up the Travel Manager.

## FI- CO End User Training Module

2. Choose List of all Trips.
3. Select the travel request to be approved, and choose Change.
4. Choose Approve.

### To approve travel requests using the approval program, proceed as follows:

1. In the menu, choose Travel Management □ Travel Expenses □ Periodical processing □ Approve trips.
2. On the tab page Status, enter in the Approval status field the value 1 (Request entered) as selection criteria.
3. To execute the program, choose .
4. Select all the trips to be approved.
5. Choose .

For more information about all the functions of the approval program for trips, see the SAP Library under Travel Management □ Travel expenses □ Approve trips □ Approval program.

## Result

Once the object Travel request from the Travel Manager has been approved the status of the corresponding travel expense report for a trip also changes to Request approved / to be settled. The person responsible for processing the request (can also be the traveler) can see from the overview of the trips that the request has been approved and can then carry out the appropriate travel planning or travel expense statement.

If advances have been requested for a trip, the transfer via Financial Accounting (FI) can now be made.

### Mass approval

You can approve a large number of travel requests using the approval program for trips. This type of travel request approval refers to the status Request approved/to be settled for the object travel expense report and not to the object travel request in the Travel Manager



2009

## **FI- CO End User Training Module**

## Chapter -19

# Investment Accounting

We are planning to go through Assets Accounting Module for Investment Accounting

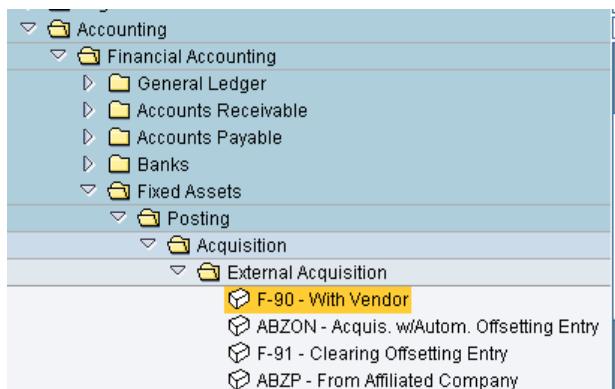
## Create Mutual Fund Master(AS01)

Put quality as 1 unit of measure EA

Asset	30000025	0	hdfc mutual fund																					
Class	3000	PLANT & EQUIPMENT	Company Code 1000																					
<ul style="list-style-type: none"> <li><a href="#">General</a></li> <li><a href="#">Time-dependent</a></li> <li><a href="#">Allocations</a></li> <li><a href="#">Origin</a></li> <li><a href="#">Leasing</a></li> <li><a href="#">Deprec. Areas</a></li> </ul>																								
<p><b>General data</b></p> <table border="1"> <tr> <td>Description</td> <td>hdfc mutual fund</td> <td></td> </tr> <tr> <td>Asset main no. text</td> <td>hdfc mutual fund</td> <td></td> </tr> <tr> <td>Acct determination</td> <td>3000</td> <td>PLANT &amp; EQUIPMENT</td> </tr> <tr> <td>Serial number</td> <td></td> <td></td> </tr> <tr> <td>Inventory number</td> <td></td> <td></td> </tr> <tr> <td>Quantity</td> <td>1</td> <td> </td> </tr> <tr> <td colspan="3"> <input checked="" type="checkbox"/> Manage historically         </td> </tr> </table>				Description	hdfc mutual fund		Asset main no. text	hdfc mutual fund		Acct determination	3000	PLANT & EQUIPMENT	Serial number			Inventory number			Quantity	1	 	<input checked="" type="checkbox"/> Manage historically		
Description	hdfc mutual fund																							
Asset main no. text	hdfc mutual fund																							
Acct determination	3000	PLANT & EQUIPMENT																						
Serial number																								
Inventory number																								
Quantity	1	 																						
<input checked="" type="checkbox"/> Manage historically																								

## **Investment procurement(F-90)**

## FI- CO End User Training Module



Document Date	20.11.2008	Type	KR	Company Code	1000
Posting Date	20.11.2008	Period	8	Currency/Rate	INR
Document Number				Translatn Date	
Reference				Cross-CC no.	
Doc. Header Text					
Trading part BA					

First line item

Pstky	50	Account	240092	G/L Ind	TType	
-------	----	---------	--------	---------	-------	--

G/L Account	240092	HDFC OUTFLOW HO				
Company Code	1000	Greaves Cotton Limited				
Item 1 / Credit entry / 50						
Amount	100000	INR				
<input type="checkbox"/> Calculate tax						
Business Place						
Profit Center						
Value date	20.11.2008					
Assignment						
Text <input type="button" value="Long Texts"/>						
Next Line Item						
Pstky	70	Account	30000025-0	SGL Ind	TType	100 <input type="button" value="New co.code"/>

## FI- CO End User Training Module

**Display Document: Line Item 002**

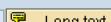
 Additional Data

G/L Account:	200040	PLANT & EQUIPMENT
Company Code:	1000	Greaves Cotton Limited
Asset	30000025	0 hdfc mutual fund
Doc. no. 810000172		

Line Item 2 / Debit asset / 70 External asset acqui / 100

Amount	100,000.00	INR
W/o cash disc.		
Bus.place/sectn	/	

**Additional Data**

AsstVal date	20.11.2008		
Quantity	99	EA	
Asset	30000025	0	
Cost Center		Order	
Material		Plant	
Assignment			
Text			

Put balance quantity in the above screen (1qty maintained in the master+99 from transaction=100QTY)

Transaction type 100 for asset procurement.

### Sale of Investments

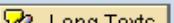
Asset retirement with revenue with customer

### Enter Customer Invoice: Add Customer item

 More data Acct model Fast Data Entry Taxes Withholding tax

Customer	TEST12345	test12345	G/L Acc	220010
Company Code	1000			
Greaves Cotton Limited		Mumbai		

Item 1 / Invoice / 01

Amount	60000	INR	<input type="checkbox"/> Calculate tax	Bus.place/sectn	/
Pay Terms	0001			Days/percent	/
Bline Date	20.11.2008			Disc. amount	
Disc. base				Invoice ref.	/
Pmnt Block				Pmt Method	
Assignment					
Text					

Next line item

PstKy	50	Account	390000	SGL Ind	<input type="checkbox"/> TType	260		
-------	----	---------	--------	---------	--------------------------------	-----	--	--

Partial clearing go with transaction type 260

## FI- CO End User Training Module

G/L Account	390000 ASSET SALE CLEARING
Company Code	1000 Greaves Cotton Limited
Item 2 / Credit entry / 50	
Amount	60000 INR
<input type="checkbox"/> Calculate tax	
Business Place	
Asset	
Cost Center	
Material	
Purchasing Doc.	
Assignment	
Text	
Order	
Plant	
Quantity	50 ea
<input checked="" type="checkbox"/> Asst retirement	
<input type="checkbox"/> Long Texts	
Next Line Item	
PstKy	
Account	
SGL Ind	
TType	
New co.code	

Press enter

Create Asset Retirement

Asset	30000025
Subnumber	
Posting entries	
Transaction Type	260
Asset value date	20.11.2008
<input type="checkbox"/> Complete retirement	
Amount posted	
Percentage rate	
Quantity	50
<input checked="" type="checkbox"/> <input type="checkbox"/> Line Items <input type="checkbox"/>	

Display Document: Data Entry View

Grab	Exit																																																																												
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Display Currency <input type="checkbox"/> General Ledger View																																																																													
Data Entry View																																																																													
Document Number	808000077	Company Code	1000	Fiscal Year	2008																																																																								
Document Date	20.11.2008	Posting Date	20.11.2008	Period	8																																																																								
Reference		Cross-CC no.																																																																											
Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group																																																																									
<table border="1"> <thead> <tr> <th>C...</th> <th>Itm</th> <th>PK</th> <th>S</th> <th>Account</th> <th>Description</th> <th>Amount</th> <th>Curr.</th> <th>Tx</th> <th>Cost Center</th> <th>Profit Center</th> <th>Segment</th> </tr> </thead> <tbody> <tr> <td>1000</td> <td>1</td> <td>01</td> <td></td> <td>TEST12345</td> <td>test12345</td> <td>60,000.00</td> <td>INR</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>2</td> <td>50</td> <td></td> <td>390000</td> <td>ASSET SALE CLEARING</td> <td>60,000.00</td> <td>INR</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>3</td> <td>75</td> <td></td> <td>200040</td> <td>000030000025 0000</td> <td>50,000.00</td> <td>INR</td> <td></td> <td>1187001</td> <td>1123000</td> <td></td> </tr> <tr> <td></td> <td>4</td> <td>40</td> <td></td> <td>390000</td> <td>ASSET SALE CLEARING</td> <td>60,000.00</td> <td>INR</td> <td></td> <td>1187001</td> <td>1123000</td> <td></td> </tr> <tr> <td></td> <td>5</td> <td>50</td> <td></td> <td>380000</td> <td>P/L ON ASSET SALE</td> <td>10,000.00</td> <td>INR</td> <td></td> <td>1187001</td> <td>1123000</td> <td></td> </tr> </tbody> </table>						C...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment	1000	1	01		TEST12345	test12345	60,000.00	INR						2	50		390000	ASSET SALE CLEARING	60,000.00	INR						3	75		200040	000030000025 0000	50,000.00	INR		1187001	1123000			4	40		390000	ASSET SALE CLEARING	60,000.00	INR		1187001	1123000			5	50		380000	P/L ON ASSET SALE	10,000.00	INR		1187001	1123000	
C...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment																																																																		
1000	1	01		TEST12345	test12345	60,000.00	INR																																																																						
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	3	75		200040	000030000025 0000	50,000.00	INR		1187001	1123000																																																																			
	4	40		390000	ASSET SALE CLEARING	60,000.00	INR		1187001	1123000																																																																			
	5	50		380000	P/L ON ASSET SALE	10,000.00	INR		1187001	1123000																																																																			

# Chapter-20

## Tips & Tricks for effective usage of SAP

### Copy & Paste Data of SAP Screen

In general “ Ctrl+c” is used for copying any cell or data and “ Ctrl+V” is used for pasting cell at the desired location .

But many times at the SAP screen “ Ctrl+c” does not work. So we can use “ Ctrl+Y” and + sign appears in place of Cursor of the Mouse and then we can select the specified Data and then paste at the desired location.

### Table Settings

Use this function to change the settings of a table control. You can change the width and position of a column (using drag and drop). You can save the display at any time as a variant by entering a name and choosing 'Create'.

You can use any variant as your personal 'default setting' for the transaction, or call it just for the current transaction. ('Current setting'). The default setting applies from the next time you call the transaction. Choose the required variants from the list boxes. If the list box only contains the entry 'Basic setting', you must first create a display variant. You can also define a new variant as the default when you create it by selecting the corresponding checkbox. The display defined in the application program ("Basic setting") can always be used as the default or current setting.

The 'Delete' function allows you to delete any display variant that you have already created.

Step by step instructions:

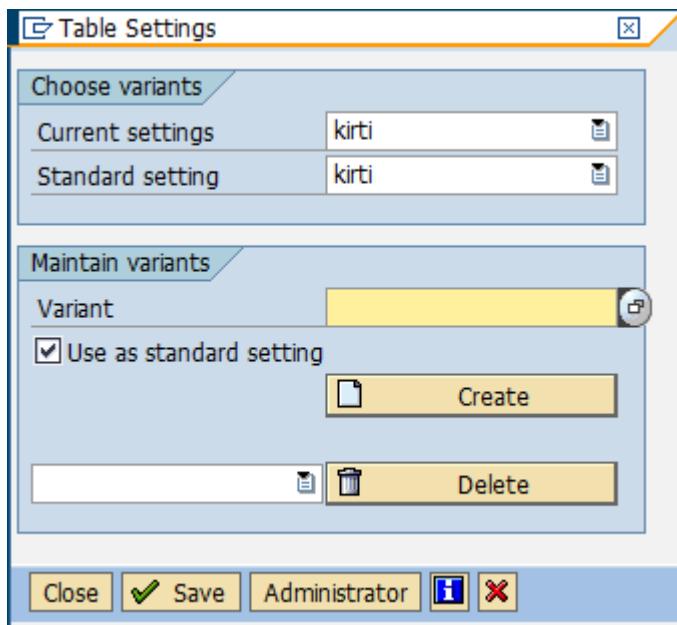
- o Configure the table control as you want it.
- o Click the settings button at the top of the table control.
- o Enter a name and choose "Create".
- o If you want this variant to appear whenever the table control appears, set the "Use as default setting" option.
  
- o Choose "Copy" to close the dialog box.
- o If you want to change how existing variants are used, or want to reactivate the basic setting, choose the corresponding settings from the list boxes and choose 'Copy' to close the dialog box..

### Notes

## FI- CO End User Training Module

As well as user-specific variants, there are also System variants, which are visible to all users in the current client (although user-defined variants, where they exist, override system variants). You can edit them using the 'Administrator' function (see the help on the relevant screen).

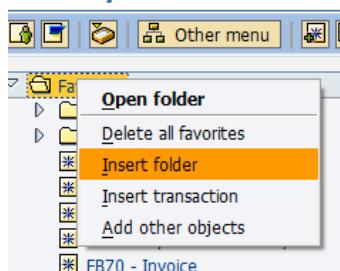
Click on  on any grid application



### Creating your Own Favourite menu

Whatever transaction we use often we can put those transactions in the favourite menu at the Top. We have to select the desired T.Code and with the single click on the T.code drag the T.code to the Favourite folder and drop on the folder .

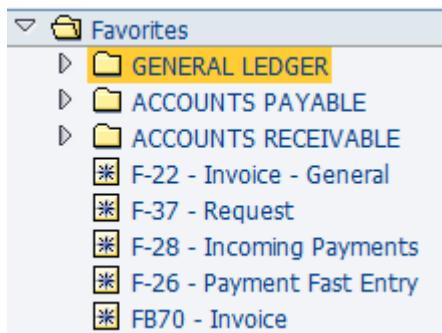
Creation of Folders : RIGHT CLICK favourites and select Insert Folder



Following Pop up will appear. Give the Desired folder Name and Save .



## FI- CO End User Training Module



A demo can be viewed by clicking on the [menu.wmv](#) icon.

### Reduction of Repetitive work

If we have to Execute a report in general for getting the Exact Output we have to fill up many criteria which we require to execute frequently`

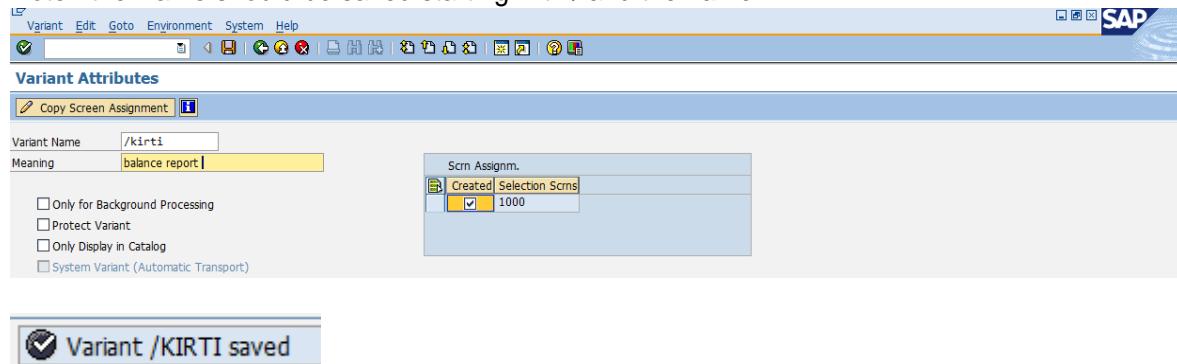
**Selection: G/L Account - Balances**

General Selections				
Currency Type	10	to		→
Company Code	1000	to		→
Account Number	100200	to	500020	→
Business Area	0001	to		→
Functional Area		to		→
Cost Center		to		→
Sender cost ctr		to		→
Profit Center	1204035	to		→
Currency	INR	to		→
Business Trans.		to		→
Transactn Type		to		→
Proc. Unit		to		→
<b>Report selections</b>				
Ledger	SL	Statutory Ledger		
Fiscal year	2008	2008		
From period	1	July		
To period	16	Special period 4		
<b>Parameters for Special Evaluations</b>				
<input type="checkbox"/> Alternative Account Number				
<b>Output type</b>				
<input type="radio"/> Graphical report output <input checked="" type="radio"/> Classic drilldown report <input type="radio"/> Object list (more than one lead column)				

## FI- CO End User Training Module

Click on Save button  another screen appears  
We can provide the Variant Name and save the same .

Note : the Name should be saved starting with / and the name



So the next time when we run the same report all the fields which were saved, will come prefilled and we can execute the report for the updated information.

### Changing Layout of a Report



If in any report we find the above tool bar we can change layout of the reports as per our requirement with the selected fields.

Click on  ( Change Layout) and following pop up screen appears . we can select the fields as per our requirement

## FI- CO End User Training Module

Change Layout: Standard

Line 1	Line 2	Line 3
Column content	Pos.	Length
Cleared/open items symbol	1	2
Assignment	2	18
Document Number	3	10
Business Area	4	4
Document Type	5	8
Document Date	6	10
Posting Key	7	2
Amount in local currency	8	20
Local Currency	9	5
Tax Code	10	2
Clearing Document	11	10
Text	12	50

Hidden fields

Col. content	Length
Asset	12
Asset Subnumber	4
Order	12
Clearing date	10
Doc.status	1
Posting Date	10
<b>Company Code</b>	<b>4</b>
Line item	3
Valuated amount	20
Valuated amt loc.curr.2	20
Valuated amt loc. curr. 3	20
Amount in loc.curr.2	20

Line width: 159

List width: 159

Buttons: Copy, Paste, Hide, Show, Delete



We can select the Col. Content and click on the suitable tab to move or delete from the layout  
and click on

The New format will be applicable and the out will be in the new format.

### Setting up the Printer for Each User ID

Go to "Systems" on the main screen select "User Profile" then select "Own Data"

Menu Edit Favorites Extras System Help

SAP Easy Access

- System
  - User Profile
    - Own Data

Cross-Application Components

Logistics

Accounting

Financial Accounting

General Ledger

Posting

Document

Account

Master Records

Statistical Key Figures

Paravir Processor

## FI- CO End User Training Module

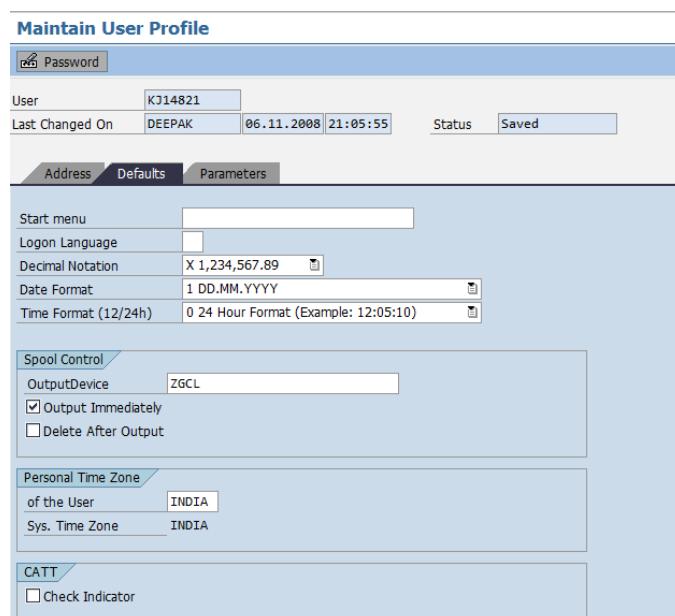
Go to the “Details tab”

Spool Control –

Provide the Output Device as ZGCL for laser printers.

Select  Output immediately for the direct printout, else the print out will go to spool and we have to take the print out separately.

If we want to delete spool  “Delete after Output”



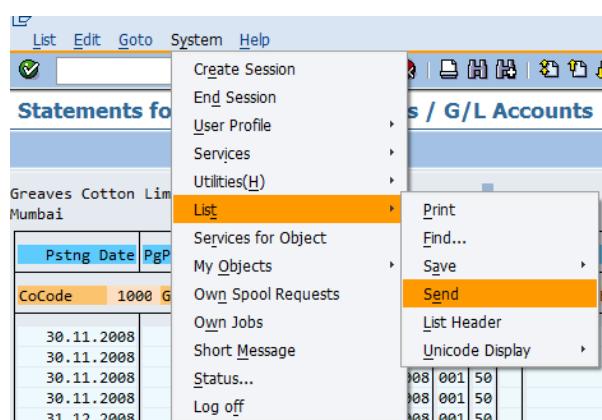
The screenshot shows the SAP "Maintain User Profile" screen. In the "Spool Control" section, the "OutputDevice" field is set to "ZGCL". The "Output Immediately" checkbox is checked, while the "Delete After Output" checkbox is unchecked. Other settings like Start menu, Logon Language, Decimal Notation, Date Format, and Time Format are also visible.

And save.

## Sending Mail from the SAP System

If we require to send any report directly from SAP to external email ID, or to any other SAP user of the same company. We can send it through following way .

Go to System -> List -> Send



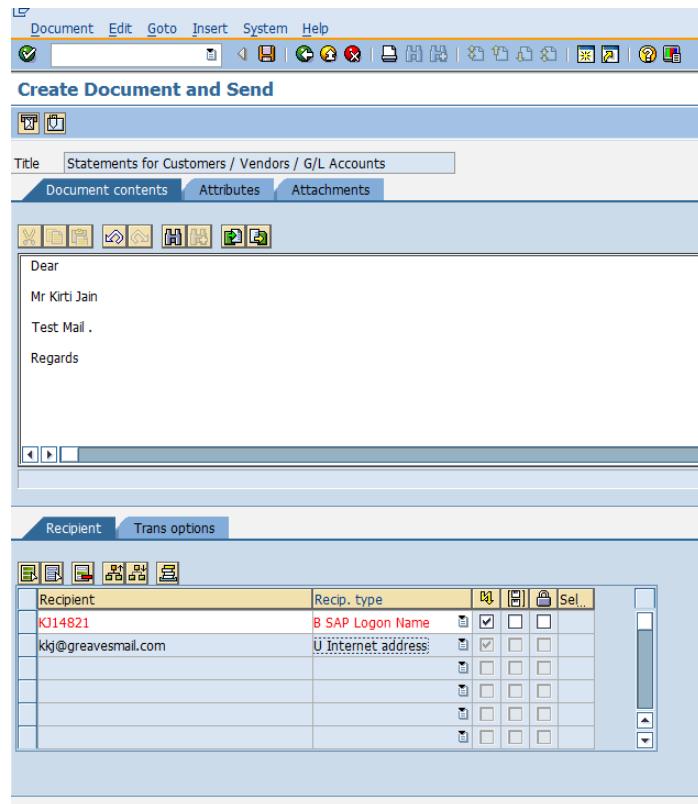
## FI- CO End User Training Module

Note : many a times send may appear at different places so we can search the same at navigating the top menu.

As we click on send the following screen appears

In the Document Contents we can write addressing letter.

And in the Recipient Tab we have to provide the Recipient Address and Recipient type to whom we send the mail.



We have following Types of Recipient for sending the mail.

For sending internal mail from SAP to SAP we have to select B SAP Logon Name.

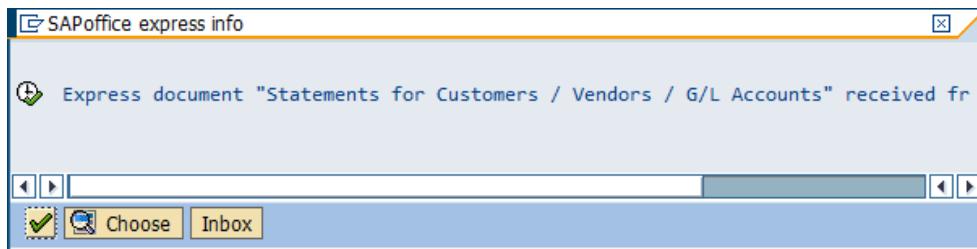
And for sending on email we have to select U Internet Address

- A External Address
- B SAP Logon Name**
- C Shared distribution list
- F Fax number
- H Organizational Unit
- K Pager number
- M Business Partner
- P Private distribution list
- R Remote Mail address
- U Internet address

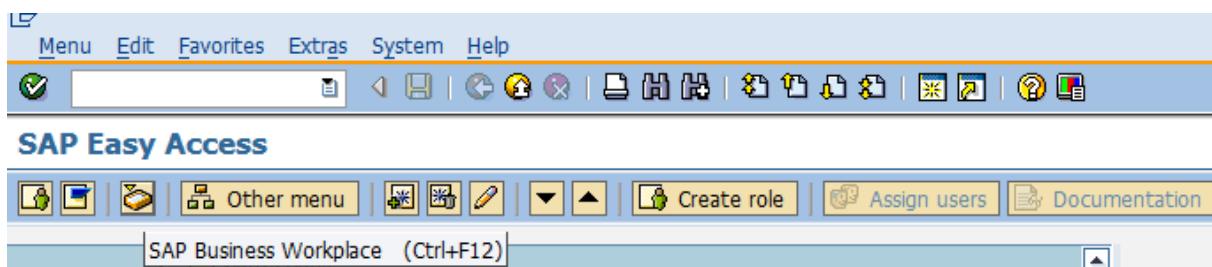
## FI- CO End User Training Module

After selecting the recipient click on Send button  or in case we are required to attach any external file of Word or Excel then click on attach  and select the file.

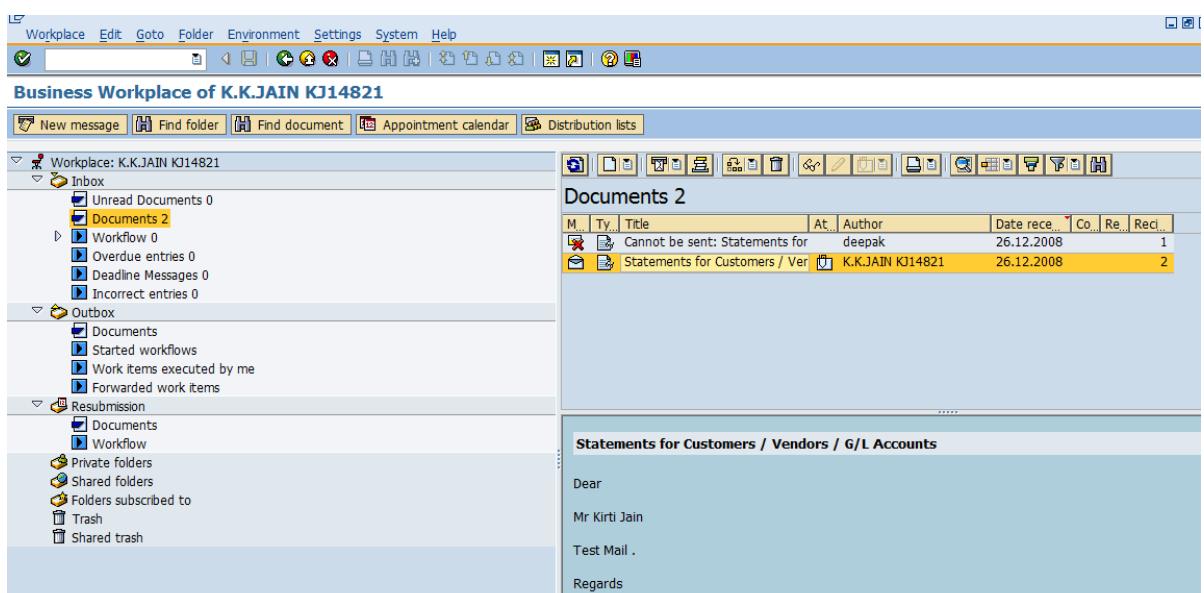
Once we send the file on the SAP ID the receiver will immediately receive a POP UP message as follows . he can click on the execute button the see the mails and the attachments .



Else – if the user is not online at that time then we can go to SAP Business Work Place. Click on the  icon or we can use T.Code “SBWP”



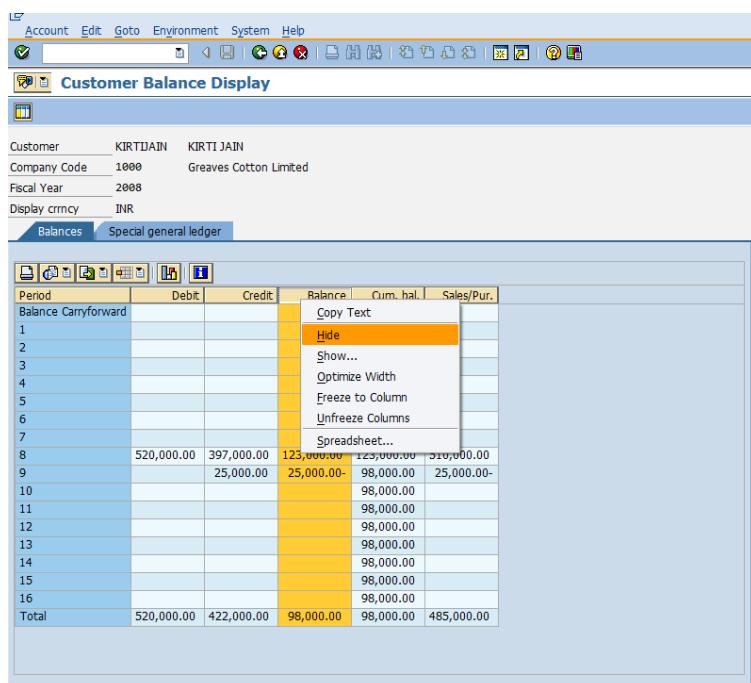
A New Business Workplace Appears



Where we have Inbox / Outbox/ Resubmission Folders which can be used for Receiving/ Sending and creation mails and communications.

## FI- CO End User Training Module

From Inbox as normal mails you can see the mails and the attachments.



The screenshot shows the SAP Customer Balance Display interface. At the top, there's a toolbar with various icons. Below it, a header bar displays "Customer KIRTIJAIN KIRTI JAIN", "Company Code 1000 Greaves Cotton Limited", "Fiscal Year 2008", and "Display currency INR". There are two tabs: "Balances" (selected) and "Special general ledger". The main area is a table with columns: Period, Debit, Credit, Balance, Cum. bal., and Sales/Pur. A context menu is open over the "Balance" column of the 8th row. The menu options are: Copy Text, Hide (which is highlighted in orange), Show..., Optimize Width, Freeze to Column, Unfreeze Columns, and Spreadsheet... . The table data is as follows:

Period	Debit	Credit	Balance	Cum. bal.	Sales/Pur.
Balance Carryforward					
1	520,000.00	397,000.00	123,000.00	123,000.00	310,000.00
2					
3					
4					
5					
6					
7					
8	520,000.00	397,000.00	123,000.00	123,000.00	310,000.00
9		25,000.00	25,000.00-	98,000.00	25,000.00-
10				98,000.00	
11				98,000.00	
12				98,000.00	
13				98,000.00	
14				98,000.00	
15				98,000.00	
16				98,000.00	
Total	520,000.00	422,000.00	98,000.00	98,000.00	485,000.00

## FI- CO End User Training Module

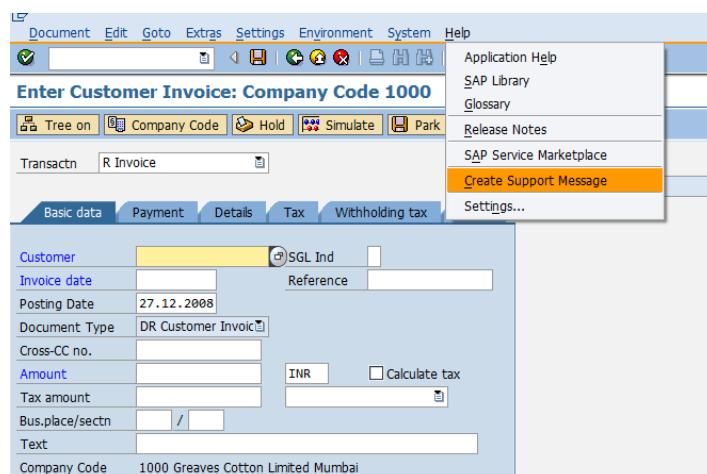
### Chapter-21

#### Solution Manager

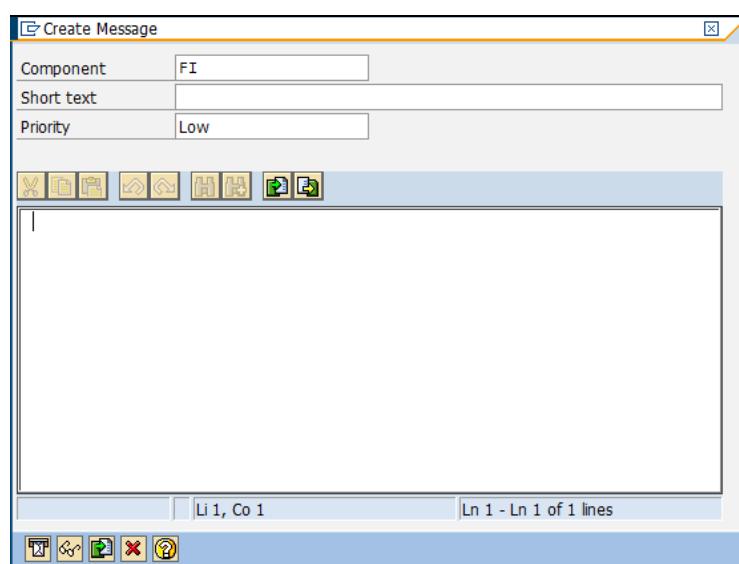
The SAP Solution Manager supports us throughout the entire life-cycle of our solutions, from the Business Blueprint to the configuration to production processing. It provides central access to tools, methods and preconfigured contents which we can use during evaluation, implementation and operational processing of our systems.

#### Logging a problem while working with SAP

Any where in SAP while working if we are facing problem we can go to help menu and select “Create Support Message”



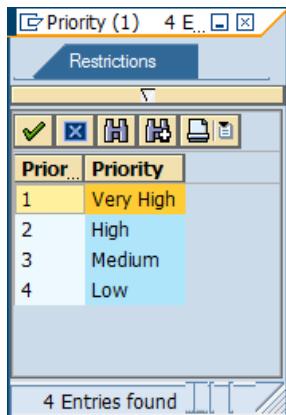
Following pop up screen appears



## FI- CO End User Training Module

In the Screen if we are creating the support message directly from the screen of Entry the Component Field comes automatically.

In the Short text we have to describe the nature of problem. And then the priority of the problem solving



Priority indicate the hierarchy for solving the Issues .

- If      Low Priority                then the problem will go to the Core Team Members
- If      Medium Priority            the Problem Goes to HO team.
- If      High Priority                The Problem is escalated to Consultants .
- In case of Very High Priority    The Problem will be sent to SAP

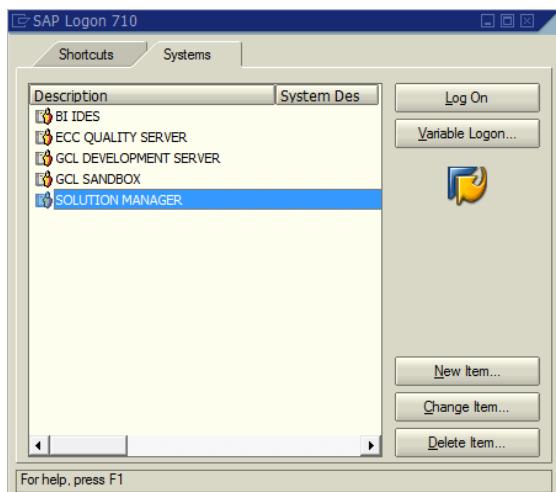


Click on Send . You can attach the external files also viz. Word File with Error Screen shots.

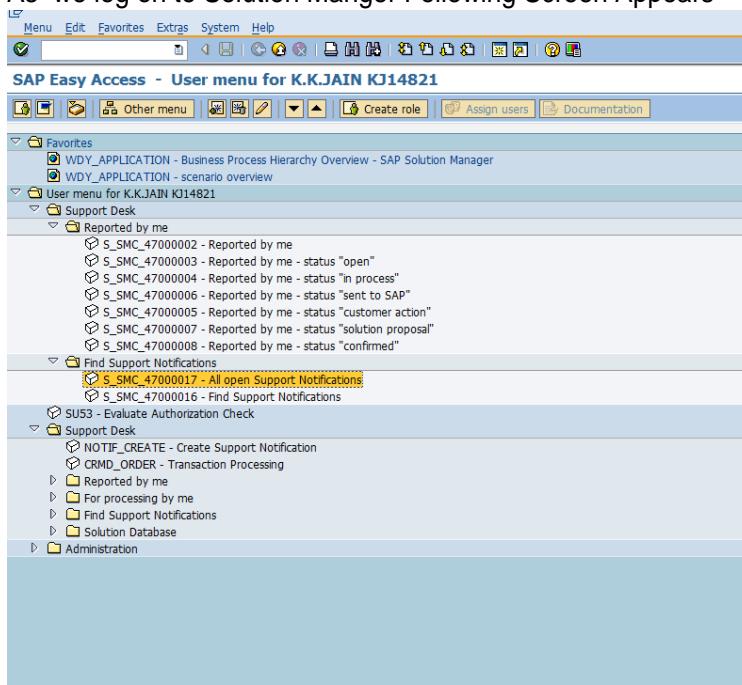
### Viewing the Issue Logs / Status /Solution / Confirmations

After Posting the Issue to the Solution manger. For Viewing these issues we have to logon to Solution Manager.

## FI- CO End User Training Module



As we log on to Solution Manger Following Screen Appears



Click on "S\_SMC\_47000017 - All open Support Notifications" for viewing all issues logged on and their status.

## FI- CO End User Training Module

List Edit Goto Views Settings System Help

Transaction Monitor - Service Processes

Monitor	Created On	Component	Priority	ID	User Status	Transaction Description	Person.Resp.	Contact Person	Status SAP	SAPNet-Notif.Number
OOO	11.12.2008 10:50:55	FI	9	8000000423	In process	receipt matching	L. Chidambaram LC14823 /			
OOO	08.12.2008 10:27:27	POR-MM	4	8000000310	Proposed Solut	purchase order	DESH PANDE A.A. AAD167 /			
OOO	08.12.2008 10:29:46	QM-CA-MD		8000000311	New	CERTIFICATE PROFILE N	Suri Karmarkar SMK3158 /			
OOO	08.12.2008 11:04:37	QM		8000000319	Proposed Solut	execution	DEBANJAN BANERJEE DB4120 /			
OOO	08.12.2008 12:13:00			8000000335	New	test	Sunil Kolambkar STK123 /			
OOO	09.12.2008 14:35:46	QM		8000000367	Proposed Solut	T code for List of inspec	J.L. HATEKAR JHL6592 /			
OOO	10.12.2008 10:29:23	SD-SLS		8000000404	New	DR order - Sales area no	R.P. INAMDAR RP113094 /			
OOO	11.12.2008 10:52:14	AC-INT		8000000424	New	test	Rajagopalan RG2018 /			
OOO	11.12.2008 11:12:08	FI		8000000430	New	Customer Balance	S Sivanandan SS12750 /			
OOO	11.12.2008 11:50:29	TR		8000000436	Proposed Solut	auto payment not happen	L. Chidambaram LC14823 /			
OOO	12.12.2008 12:15:43	BC-CCM-PRN		8000000455	New	TDS Certificate in Form :	Rajagopalan RG2018 /			
OOO	12.12.2008 15:08:34	PP-MRP-BD		8000000470	Proposed Solut	make to order	SHRIKANT SG1159 /			
OOO	12.12.2008 16:10:27	LO-MD-MM		8000000471	New	ADS		New		
OOO	12.12.2008 16:10:51	LO-MD-MM		8000000472	In process	No Authorization for mm		New		
OOO	13.12.2008 16:27:35	SD-SLS		8000000523	New	Credit Memo	Rohit RS261981 /			
OOO	16.12.2008 10:29:30	CO-OM-OPA		8000000550	New	ONE MORE QUERY	V.Lagvankar, V.Lagvankar, /			
OOO	17.12.2008 16:15:38	SD-SLS		8000000562	New	For validation of order re	M.KOTHANDRAMAN MK12776 /			
OOO	19.12.2008 11:15:05	SD-SLS		8000000570	New	Customer Service Sales	Thomas George TG14285 /			
OOO	19.12.2008 11:24:40	SD-SLS		8000000571	New	sales order creation for r	Thomas George TG14285 /			
OOO	19.12.2008 16:52:54	MM-JM		8000000574	In process	defective components rei	ROHAN /			
OOO	22.12.2008 13:45:24	LE-SHP		8000000582	New	cs delivery stage error	Thomas George TG14285 /			
OOO	22.12.2008 14:06:02	CS-SLS		8000000583	In process	zwarm_chk material cod	Thomas George TG14285 /			
OOO	22.12.2008 14:08:33	CS-SLS		8000000584	In process	same claim no with diffe	Thomas George TG14285 /			
OOO	22.12.2008 14:10:16	CS-SLS		8000000586	In process	dealer code entry provis	Thomas George TG14285 /			
OOO	22.12.2008 14:13:18	CS-SLS		8000000587	In process	zwarm_chk program scri	Thomas George TG14285 /			
OOO	22.12.2008 14:18:30	CS-SLS		8000000588	Proposed Solut	provision for loading old	Thomas George TG14285 /			
OOO	22.12.2008 14:22:09	CS-SLS		8000000589	In process	customer base warranty	Thomas George TG14285 /			
OOO	22.12.2008 14:23:26	CS-SLS		8000000590	Proposed Solut	foc order creation for w	Thomas George TG14285 /			
OOO	22.12.2008 14:27:56	CS-SLS		8000000591	Proposed Solut	credit note and inspecti	Thomas George TG14285 /			
OOO	22.12.2008 14:29:06	CS-SLS		8000000592	New	provision for spareparts	Thomas George TG14285 /			

For Shorting all the Finance / Any other Module Wise Issues select the SAP Component column .



And Click on Filter button and provide the criteria of filtering

List Edit Goto Views Settings System Help

SAP

Transaction Monitor - Service Processes

Monitor	Created On	SAP Component	Priority	ID	User Status	Transaction Description	Person Responsible	Contact Person	Status SAP	SAPNet-Notif.Number
<b>Select:</b>										
SAP Component										
FI*										

And click on to get filtered data

List Edit Goto Views Settings System Help

SAP

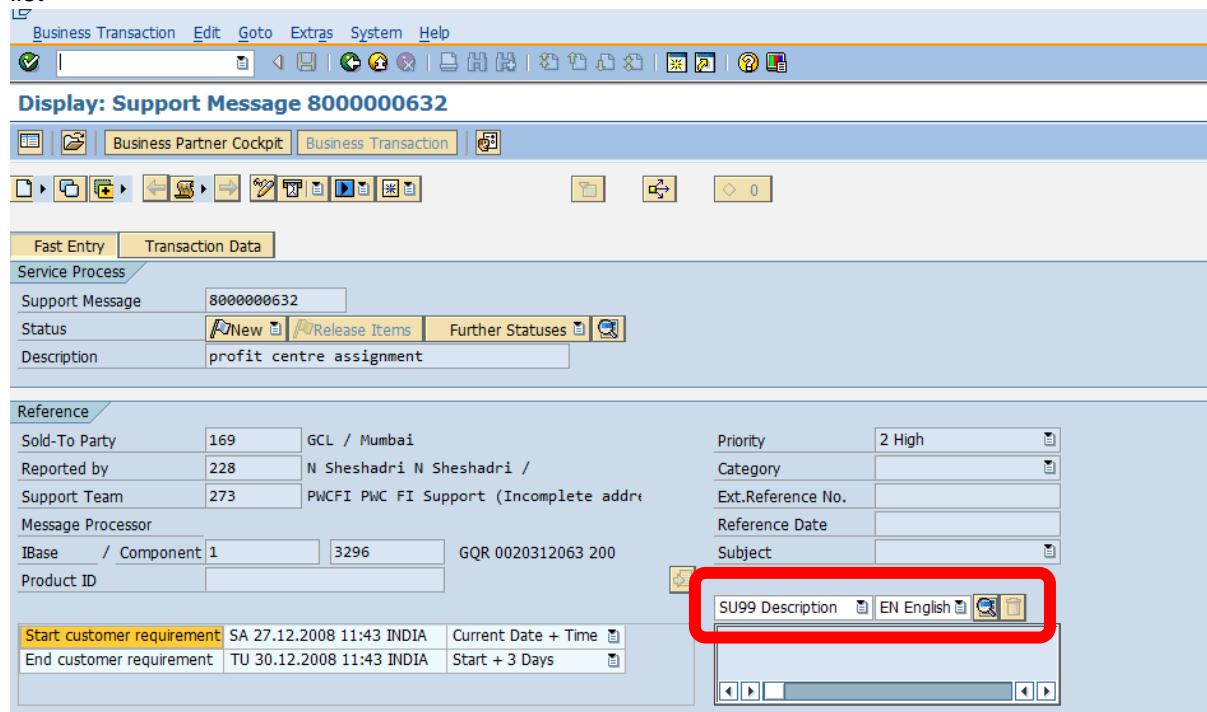
Transaction Monitor - Service Processes

Monitor	Created On	SAP Component	Priority	ID	User Status	Transaction Description	Person Responsible	Contact Person	Status SAP	SAPNet-Notif.Number
OOO	11.12.2008 10:50:55	FI	9	8000000423	In process	receipt matching	L. Chidambaram LC14823			
OOO	11.12.2008 11:12:08	FI	4	8000000430	New	Customer Balance		S Sivanandan SS12750 /		
OOO	08.12.2008 17:57:59	FI-AP-AP-DP	2	8000000349	Proposed Solution	MIRO BILL BOOKING		M. K Srivivasan, MKS119		
OOO	09.12.2008 14:17:16	FI-AP-AP-DP		8000000361	Proposed Solution	accounting error		S.P. INAMDAR SPI12735		
OOO	09.12.2008 14:23:44	FI-AP		8000000362	Proposed Solution	ERROR DURING RECEIPT		S.P. INAMDAR SPI12735		
OOO	11.12.2008 18:45:56	FIN		8000000439	New	cash transaction		New		
OOO	18.12.2008 12:53:26	FI		8000000568	New	gl account in MIRO-Cred		K. Murlihar KM14282 /		
OOO	19.12.2008 15:25:10	FI-GL-JS		8000000573	Proposed Solution	Pending GRR Value in FI		J. Siva J. Siva /		
OOO	27.12.2008 11:43:28	FI		8000000632	New	profit centre assignment		N Sheshadri N Sheshadri		
OOO	08.12.2008 17:56:18	FI-LOC	1	8000000348	New	SD03-01 (Duvel Modval)		Paramanand Shinde PVS		
OOO	09.12.2008 17:23:39	FI-AR-AR		8000000385	New	Customer Master - Regi		BHUSHAN BSB15163 /		
OOO	11.12.2008 10:05:01	FI		8000000422	New	advance payment		V.Lagvankar, V.Lagvanki		
OOO	12.12.2008 17:01:53	FI		8000000489	New	PAN		Rajagopalan RG2018 /		
OOO	15.12.2008 12:31:05	FI		8000000534	Proposed Solution	fch8 - cheque reversal a		V.Lagvankar, V.Lagvanki		
OOO	16.12.2008 12:29:48	FI-IV		8000000551	Proposed Solution	miro - cst		GAUTAM GHOSH GG419		
OOO	23.12.2008 16:28:37	FI		8000000608	New	subcontract entry		Ms. Veena VDV11848 /		
OOO	26.12.2008 14:10:33	FI-LOC		8000000623	New	Inv no 1200000001 - re		K.S.MURALIKRISHNA KM		

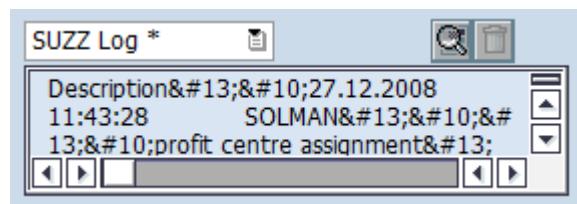
## FI- CO End User Training Module

For Viewing the Details of any single issue click on selected line.

A screen with various tab appears for viewing the details of the logs select “Log” from the drop down list



The screenshot shows a SAP Fiori application for viewing support messages. At the top, there's a toolbar with icons for Business Transaction, Edit, Goto, Extras, System, and Help. Below the toolbar, the title "Display: Support Message 8000000632" is displayed. Underneath, there are two tabs: "Business Partner Cockpit" and "Business Transaction". The "Business Transaction" tab is selected. Below the tabs, there are several buttons for navigating between screens and performing actions like New, Release Items, and Further Statuses. The main area contains a "Service Process" section with fields for Support Message (8000000632), Status (New, Release Items, Further Statuses), and Description (profit centre assignment). Below this is a "Reference" section with fields for Sold-To Party (169, GCL / Mumbai), Priority (2 High), Reported by (228, N Sheshadri N Sheshadri /), Category, Ext.Reference No., Reference Date, and Subject. At the bottom, there are fields for Start customer requirement (SA 27.12.2008 11:43 INDIA) and End customer requirement (TU 30.12.2008 11:43 INDIA), along with a "Current Date + Time" button. A red box highlights the "SU99 Description" field, which contains the text "11:43:28 SOLMAN&#10;&#13;&#10;profit centre assignment&#13;".



The screenshot shows a "SUZZ Log" window. The log entry is as follows:

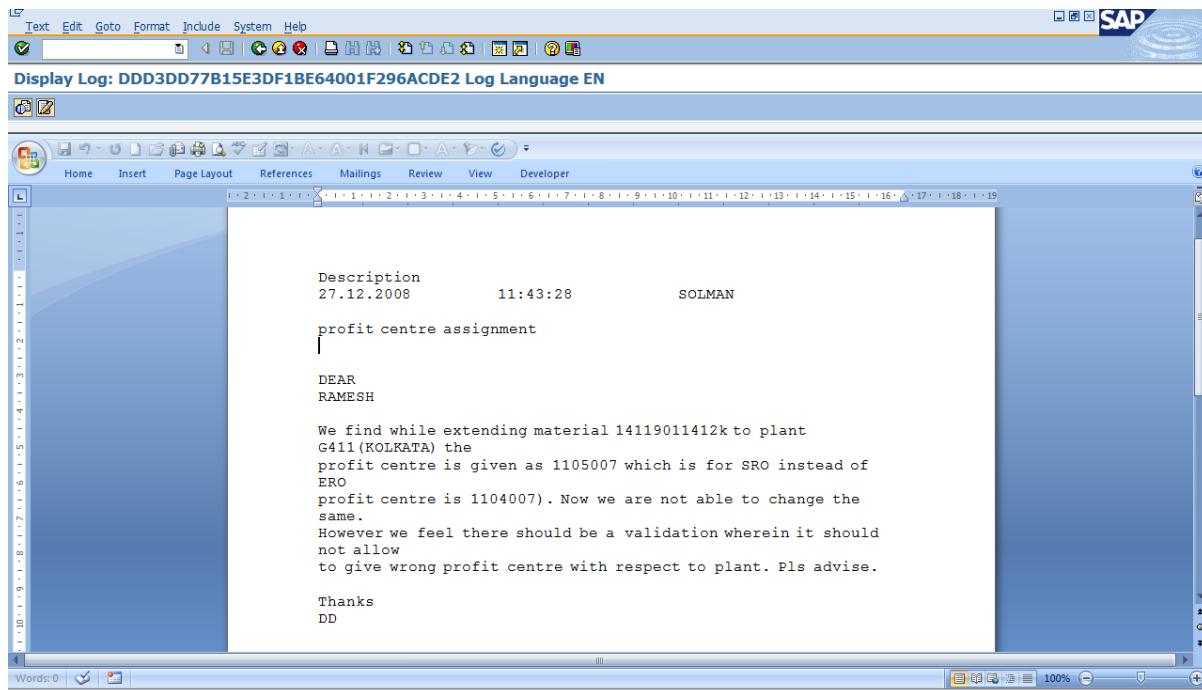
```

SUZZ Log *
Description&#13;&#10;27.12.2008
11:43:28      SOLMAN&#13;&#10;&#13;&#10;profit centre assignment&#13;

```

and click on magnifying glass side by.

## FI- CO End User Training Module



The screenshot shows an SAP Fiori Mail application window. The title bar says "Display Log: DDD3DD77B15E3DF1BE64001F296ACDE2 Log Language EN". The main area contains an email message:

```

Description
27.12.2008      11:43:28      SOLMAN
profit centre assignment

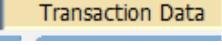
DEAR
RAMESH

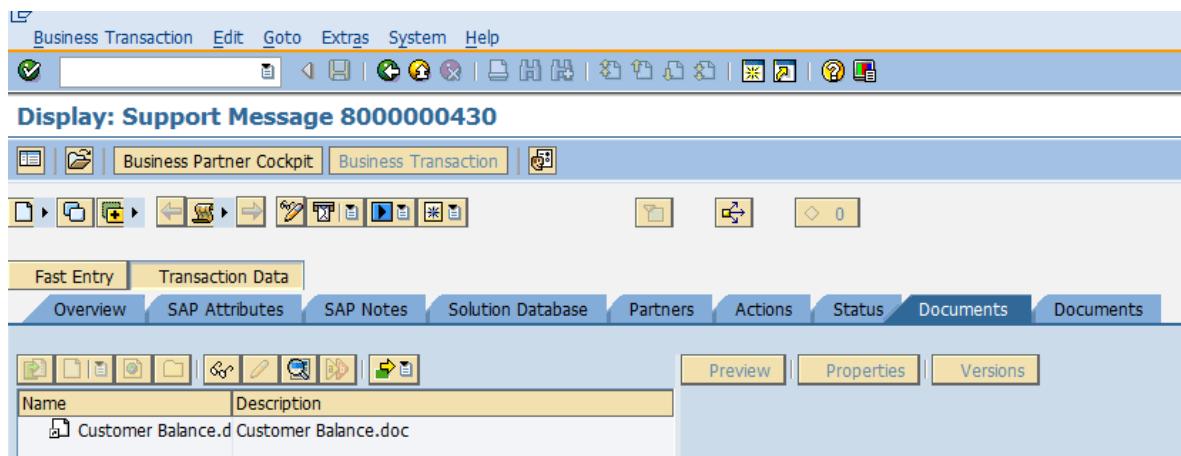
We find while extending material 14119011412k to plant
G411(KOLKATA) the
profit centre is given as 1105007 which is for SRO instead of
ERO
profit centre is 1104007). Now we are not able to change the
same.
However we feel there should be a validation wherein it should
not allow
to give wrong profit centre with respect to plant. Pls advise.

Thanks
DD

```

For viewing the attachments if any attached to the issue log . Click on “Transaction Data”

 and go to first “Document” tab   if any attachments are there it will displayed in the display area. Double click on the Icon to open the attachment.

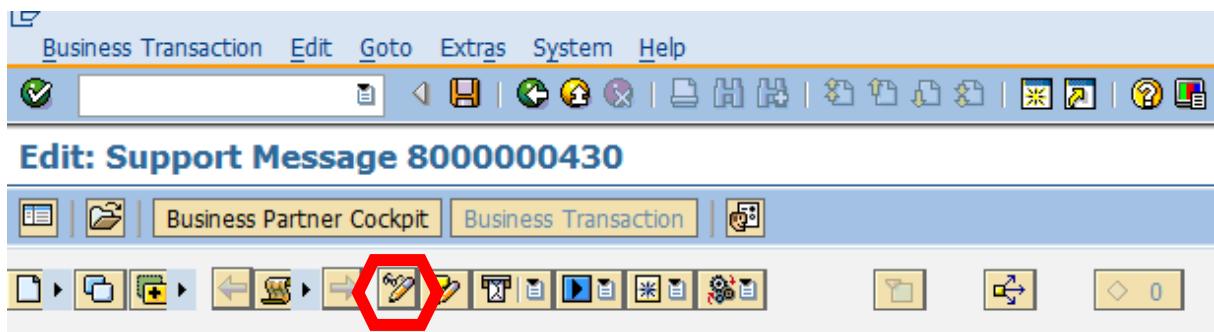


The screenshot shows an SAP Fiori Business Transaction application window. The title bar says "Display: Support Message 8000000430". The main area shows a support message with attachments:

- Fast Entry tab is selected.
- Transaction Data tab is selected.
- Documents tab is selected.
- Attachment list: Customer Balance.d Customer Balance.doc

**Escalating the Problem higher Level/ Changing the Status**

## FI- CO End User Training Module



Click on Display / Change Icon

Now we can edit the Message.

Support Message	8000000430
Status	In process
Description	In process
Sold-To Party	Customer Action
Reported by	SS12750 /
Support Team	275 FI CORE FI Support Core Team (Incomplete)
Message Processor	
Ibase / Component	1 3296 GQR 0020312063 200
Product ID	
Start customer requirement	TH 11.12.2008 11:12 INDIA
End customer requirement	SO 14.12.2008 11:12 INDIA
Current Date + Time	
Start + 3 Days	
Priority	
Category	
Ext.Reference No.	
Reference Date	
Subject	
SUZZ Log *	
Description#10;11.12.2008 11:12:08 SOLMAN#13;&#10;&#13;&#10;Customer Balance#13;&#10;	

Select the New status / Change the priority and we can specify the solution Processor code so that it can direct addressed to the person and he can provide the solution specifically.

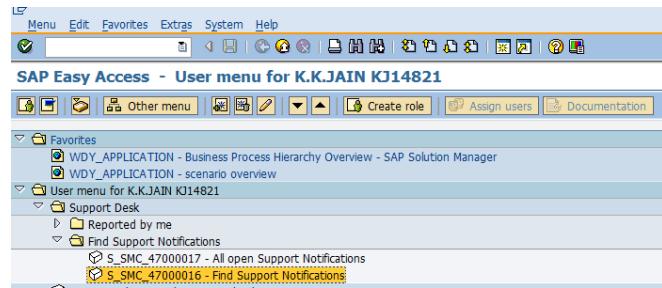
Support Message	8000000430
Status	In process
Description	Customer Balance
Sold-To Party	169 GCL / Mumbai
Reported by	S Sivanandan SS12750 /
Support Team	275 FI CORE FI Support Core Team (Incomplete)
Message Processor	214 K.K.JAIN KJ14821 /
Ibase / Component	1 3296 GQR 0020312063 200
Product ID	
Start customer requirement	TH 11.12.2008 11:12 INDIA
End customer requirement	SO 14.12.2008 11:12 INDIA
Current Date + Time	
Start + 3 Days	
Priority	
Category	
Ext.Reference No.	
Reference Date	
Subject	
SUZZ Log *	
Description#10;11.12.2008 11:12:08 SOLMAN#13;&#10;&#13;&#10;Customer Balance#13;&#10;	

## FI- CO End User Training Module

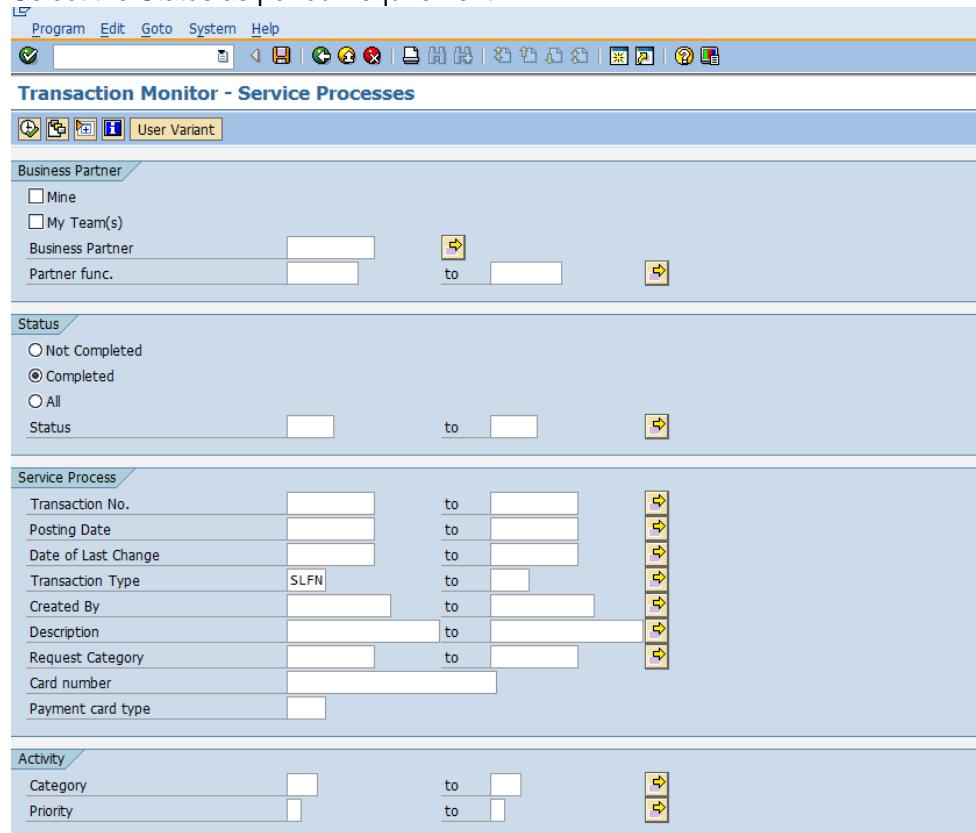
And save the log.

### Reports / Referring to Old Solutions

Select “S\_SMC\_47000016 - Find Support Notifications” by the following navigation.



Select the Status as per our requirement .



The screenshot shows the "Transaction Monitor - Service Processes" screen. It has several search sections:

- Business Partner**: Fields for "Mine" and "My Team(s)".
- Status**: Radio buttons for "Not Completed" (selected), "Completed", and "All".
- Service Process**: Fields for "Transaction No.", "Posting Date", "Date of Last Change", "Transaction Type" (set to "SLFN"), "Created By", "Description", "Request Category", "Card number", and "Payment card type".
- Activity**: Fields for "Category" and "Priority".

And provide the SAP Component details in SAP Data Support Message Section

## FI- CO End User Training Module

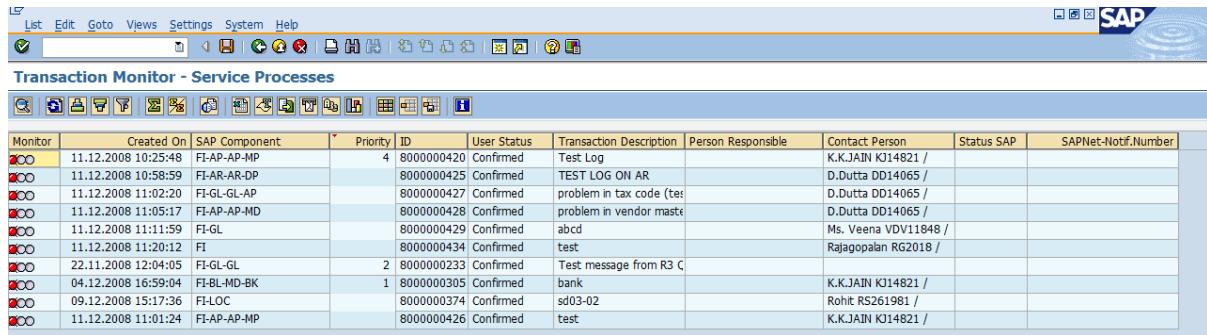
<b>Subject</b>				
Catalog	<input type="text"/>	to <input type="text"/>		
Code Group	<input type="text"/>	to <input type="text"/>		
Code	<input type="text"/>	to <input type="text"/>		
<b>Reference Object</b>				
Product Name	<input type="text"/>	to <input type="text"/>		
Individual Object	<input type="text"/>	to <input type="text"/>		
Installed Base	0	to 0		
IBase component	0	to 0		
<b>SAP Data Support Message</b>				
SAP Component	<input style="background-color: yellow; border: 2px solid red; width: 100px; height: 20px;" type="text"/>		<input type="text"/>	
Notification Status at SAP	<input type="text"/>	to <input type="text"/>		
SAP Message Number	<input type="text"/>	to <input type="text"/>		
Solution Number	<input type="text"/>	to <input type="text"/>		
Business Process	<input type="text"/>	to <input type="text"/>		
Project Number	<input type="text"/>	to <input type="text"/>		
<b>Layout</b>	<input type="text" value="0SAP_SDCD_1"/>			

**SAP Components**

- ▷ AC Accounting General
- ▷ AIE Auto-ID Enterprise
- ▷ AP Application Platform
- ▷ BC Basis Components
- ▷ BOJ SAP Business Objects
- ▷ BW SAP Business Information Warehouse
- ▷ CA Cross-Application Components
- ▷ CAF Please use Component CAF-SOL !
- ▷ CFM Please use component FIN-FSCM-TRM!
- ▷ CO Controlling
  - ▷ CPM Please use component tree under EPM instead
- ▷ CRM Customer Relationship Management
- ▷ CS Customer Service (formerly: PM-SM)
- ▷ EC Enterprise Controlling
- ▷ EHS Environment, Health and Safety
- ▷ EP Enterprise Portal
- ▷ EPM Enterprise Performance Management
- ▷ FI Financial Accounting
  - ▷ FI-AA Asset Accounting
  - ▷ FI-AF Additional Functions
  - ▷ FI-AP Accounts Payable
  - ▷ FI-AR Accounts Receivable
    - ▷ FI-AR-AR Basic Functions
      - ▷ FI-AR-AR-A Posting/Clearing/Special General Ledger
      - ▷ FI-AR-AR-C Dunning/Interest
      - ▷ FI-AR-AR-D Reporting/Display/Credit Management
      - ▷ FI-AR-AR-E Archiving
      - ▷ FI-AR-AR-G Closing Operations / Period-End
      - ▷ FI-AR-AR-H Bill of exchange
      - ▷ FI-AR-AR-I Batch-Input/Data Transfer
      - ▷ FI-AR-AR-J Integration/Accounting Interface
      - ▷ FI-AR-AR-M Ext. Interfaces/BAPIs/ALE
      - ▷ FI-AR-AR-N Master Data
      - ▷ FI-AR-AR-Q Withholding Tax (Calculation)
      - ▷ FI-AR-AR-Q1 Withholding Tax (Reporting)
      - ▷ FI-AR-AR-W Preliminary Posting/Workflow

Or we can Search with Wild Card like "FI\*" in the SAP Component Field.

## FI- CO End User Training Module

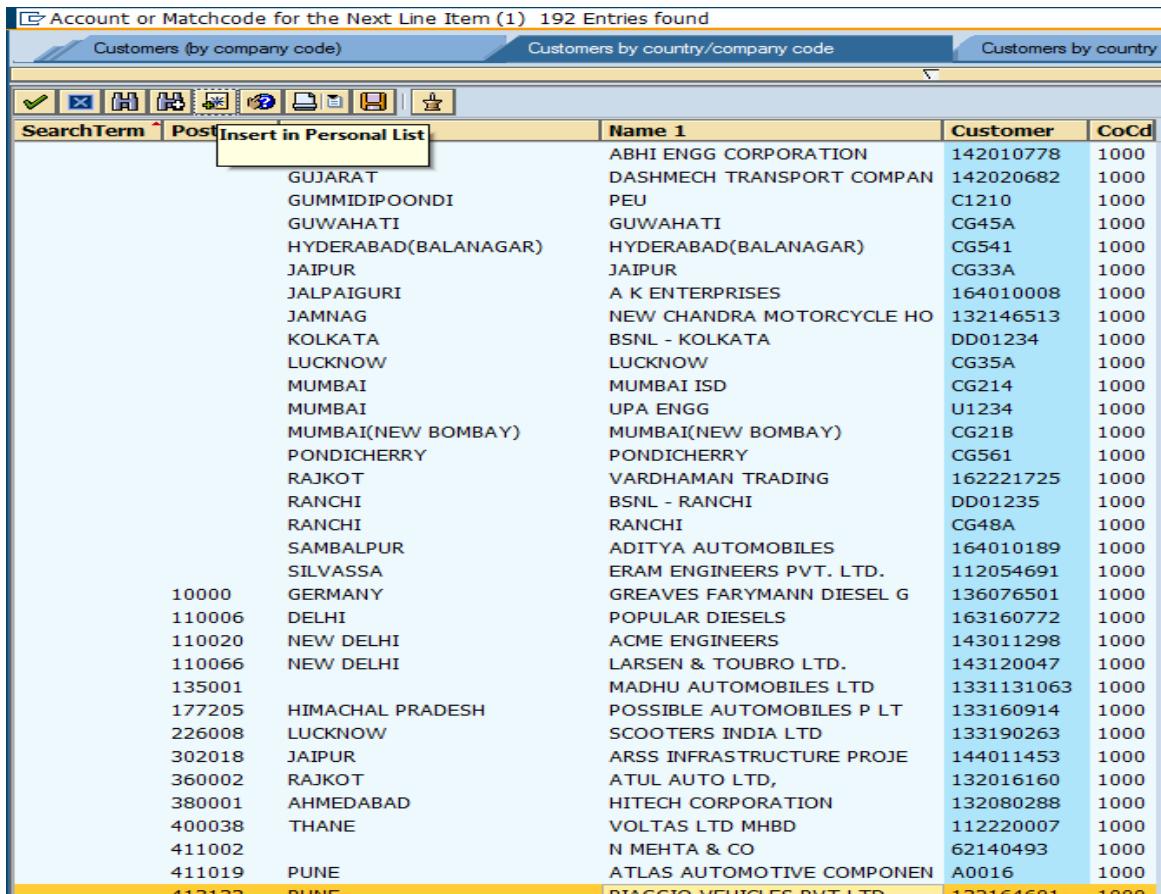


Monitor	Created On	SAP Component	Priority	ID	User Status	Transaction Description	Person Responsible	Contact Person	Status SAP	SAPNet-Notif.Number
100	11.12.2008 10:25:48	FI-AP-AP-MP	4	8000000420	Confirmed	Test Log		K.K.JAIN KJ14821 /		
100	11.12.2008 10:58:59	FI-AR-AR-DP		8000000425	Confirmed	TEST LOG ON AR		D.Dutta DD14065 /		
100	11.12.2008 11:02:20	FI-GL-GL-AP		8000000427	Confirmed	problem in tax code (tes		D.Dutta DD14065 /		
100	11.12.2008 11:05:17	FI-AP-AP-MD		8000000428	Confirmed	problem in vendor mast		D.Dutta DD14065 /		
100	11.12.2008 11:11:59	FI-GL		8000000429	Confirmed	abcd		Ms. Veena VDV11848 /		
100	11.12.2008 11:20:12	FI		8000000434	Confirmed	test		Rajagopalan RG2018 /		
100	22.11.2008 12:04:05	FI-GL-GI	2	8000000233	Confirmed	Test message from R3 C				
100	04.12.2008 16:59:04	FI-BL-MD-BK	1	8000000305	Confirmed	bank		K.K.JAIN KJ14821 /		
100	09.12.2008 15:17:36	FI-LOC		8000000374	Confirmed	sd03-02		Rohit RS261981 /		
100	11.12.2008 11:01:24	FI-AP-AP-MP		8000000426	Confirmed	test		K.K.JAIN KJ14821 /		

### Personalising the F4 Values

Many times when we press F4 value all the records are displayed out of which most then are not of use of a particular user. So we can restrict the list by personalising the list

For personalising the list , click on the Data Line and click on the Icon  “Insert In Personal List”



Account or Matchcode for the Next Line Item (1) 192 Entries found		Customers (by company code)		Customers by country/company code		Customers by country	
SearchTerm	Post	Insert in Personal List	Name 1	Customer	CoCd		
			ABHI ENGG CORPORATION	142010778	1000		
			DASHMECH TRANSPORT COMPAN	142020682	1000		
			PEU	C1210	1000		
			GUWAHATI	CG45A	1000		
			HYDERABAD(BALANAGAR)	CG541	1000		
			JAIPUR	CG33A	1000		
			A K ENTERPRISES	164010008	1000		
			NEW CHANDRA MOTORCYCLE HO	132146513	1000		
			KOLKATA	DD01234	1000		
			LUCKNOW	CG35A	1000		
			MUMBAI	CG214	1000		
			UPA ENGG	U1234	1000		
			MUMBAI(NEW BOMBAY)	CG21B	1000		
			PONDICHERRY	CG561	1000		
			RAJKOT	162221725	1000		
			RANCHI	BSNL - RANCHI	DD01235	1000	
			RANCHI	RANCHI	CG48A	1000	
			SAMBALPUR	ADITYA AUTOMOBILES	164010189	1000	
			SILVASSA	ERAM ENGINEERS PVT. LTD.	112054691	1000	
10000	GERMANY		GREAVES FARYMANN DIESEL G	136076501	1000		
110006	DELHI		POPULAR DIESELS	163160772	1000		
110020	NEW DELHI		ACME ENGINEERS	143011298	1000		
110066	NEW DELHI		LARSEN & TOUBRO LTD.	143120047	1000		
135001			MADHU AUTOMOBILES LTD	1331131063	1000		
177205	HIMACHAL PRADESH		POSSIBLE AUTOMOBILES P LT	133160914	1000		
226008	LUCKNOW		SCOOTERS INDIA LTD	133190263	1000		
302018	JAIPUR		ARSS INFRASTRUCTURE PROJE	1440111453	1000		
360002	RAJKOT		ATUL AUTO LTD,	132016160	1000		
380001	AHMEDABAD		HITECH CORPORATION	132080288	1000		
400038	THANE		VOLTAS LTD MHBD	112220007	1000		
411002			N MEHTA & CO	62140493	1000		
411019	PUNE		ATLAS AUTOMOTIVE COMPO	A0016	1000		
411022	PUNE		DIACCO VEHICLES PVT LTD	132161601	1000		

Go on clicking “Insert In Personal List” for adding the value and then next time we call for F4 values The selected values are only displayed.



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## **FI- CO End User Training Module**

Account or Matchcode for the Next Line Item (1)Personal Value List: Account or ...

Customers by country/company code		Customers by country		
Country	<input type="text"/>	<input type="button" value="↓"/>		
Search term	<input type="text"/>			
Name	<input type="text"/>			
City	<input type="text"/>			
Customer	<input type="text"/>			
Maximum No. of Hits	<input type="text" value="500"/>			
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
<input checked="" type="checkbox"/> <input type="checkbox"/>				
Search term:				
PostalC...	City	Name 1	Customer	CoCd
411019	PUNE	ATLAS AUTOMOTIVE COMPONENTS	A0016	1000
413133	PUNE	PIAGGIO VEHICLES PVT LTD	132164601	1000

2 Entries found

This way we can restrict our selection. This setting is based on the user ID and to done manually on each user ID.



**GREAVES**  
SINCE 1812

The logo consists of a blue circular icon containing a stylized gear or sun-like symbol, followed by the word "PREMIUM" in a bold, black, sans-serif font.

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## **FI- CO End User Training Module**

## Notes



**GREAVES**  
SINCE 1812

The logo consists of a blue circular icon containing a stylized gear or sun-like symbol, followed by the word "PREMIUM" in a bold, black, sans-serif font.

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## FI- CO End User Training Module

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