# **Accounting Postings**

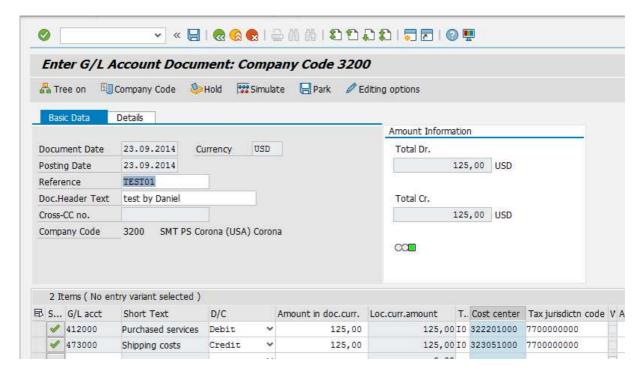
# Index

1	Trar	nsaction FB50: Enter G/L Account Document	2				
2	Trar	nsaction FB60: Enter Vendor Invoice					
3	Trar	nsaction FB70: Enter Customer Invoice	7				
4	Trar	nsaction FB01: Post Document	10				
5	Dow	vn Payments	14				
	5.1.	Down Payments for Vendor	14				
	5.1.1.	Transaction F-47: Request	14				
	5.1.2.	Transaction F-48: Down Payment	15				
	5.1.3.	Transaction F-54: Clearing	18				
	5.2.	Down Payments for Customer	19				
	5.2.1.	Transaction F-37: Request	19				
	5.2.2.	Transaction F-29: Down Payment	20				
	5.2.3.	Transaction F39: Clearing	22				
6	Mar	nual Payments	24				
	6.1	Outgoing Payments	24				
	6.2	Incoming Payments	28				
7	Арр	endix	31				
	7.1	Document Type Overview	31				
	7.2	Posting key overview:	31				

# 1 Transaction FB50: Enter G/L Account Document

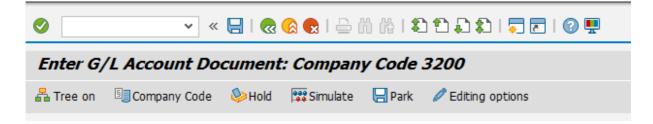
This transaction can be used for most postings within General Ledger. All postings will automatically be posted to ledger OL IFRS and ZL Local Gaap. If it is necessary to post to a single ledger, please use transaction FB50L instead. Transaction FB50 (or FB50L) is not usable for postings with Fixed Assets, Vendors or Customers.

In this example I move 125,- USD from Shipping Costs to Purchased Services. And I change the cost object from Marketing to Application.



- Document Date: date when original document was issued, mandatory
- Posting Date: Date which is used when entering the document in Financial Accounting or Controlling, mandatory
- Currency: key for the amounts to be posted, automatic, mandatory
- Reference: document number of the customer or vendor or internal numbering, mandatory
- Document Header Text: explanation or notes,
- G/L account: account number of Chart of Accounts
- D/C: debit or credit
- Amount in document currency: amount in defined currency for this document, see above
- Tax Code: in this case, no tax is added or included, because it's just an internal posting. Therefore code I0 is used.
- Cost center: cost object
- Tax jurisdiction code: for internal postings Tax jurisdiction code 7700000000 can be used

After entering the accounting records, the document is not posted. There are some possibilities to proceed.



Hold: pause the document entry to proceed later

Park: document entry is finished, but the document is not posted yet, only parked.

Simulate: document is checked

Save / Post: post document

 $http://help.sap.com/saphelp\_erp60\_sp/helpdata/en/65/60d7531a4d424de10000000a174cb4/content.htm?current\_toc=\%2Fde%2F3a\%2F51d7531a4d424de10000000a174cb4\%2Fplain.htm&frameset= \%2Fen%2F65\%2F60d7531a4d424de10000000a174cb4\%2Fframeset.htm&node_id=60&show_children=true$ 

#### 2 Transaction FB60: Enter Vendor Invoice

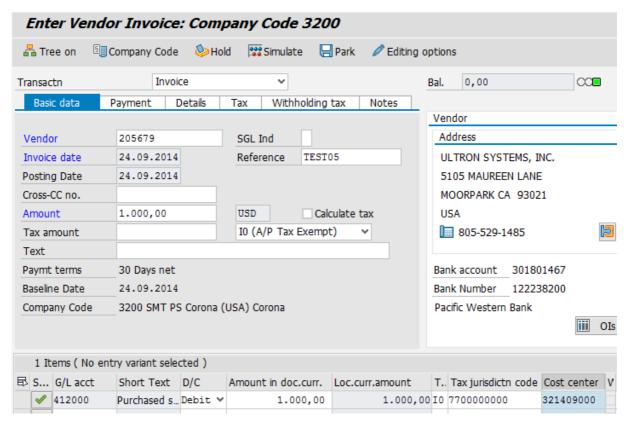
This transaction can be used for all incoming invoices which are **not** related to a purchase order.

Attention: it is for sure possible to post an invoice which is related to a purchase order with transaction **FB60**, but it is a very bad idea and should be avoided at any cost. For invoices related to a purchase order transaction **MIRO** must be used!

This main screen of FB60 looks much like the main screen of transaction FB50. Because transaction FB60 deals with vendors, there are some additional requirements. This requirements are organized in sub-screens (or registers).

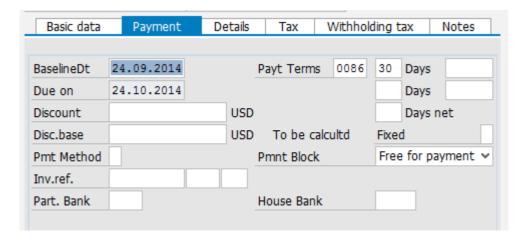
At the line item a P/L account is used in this case. P/L accounts always need a cost object. A cost object can be a cost center, a WBS element, a sales- or customer service order position (there are some more possibilities in SAP – but we don't use them). A profit center gets deducted by the cost object (whatever it is). It is even possible to enter two cost objects, e. g. a cost center and a WBS element. In this special case the "real" posting is done with the WBS element, and on the cost center only a statistical value will be shown.

If a regular balance sheet account would be used, no cost object would be needed, but a profit center must be entered manually. This a needed information because of our segment reporting.

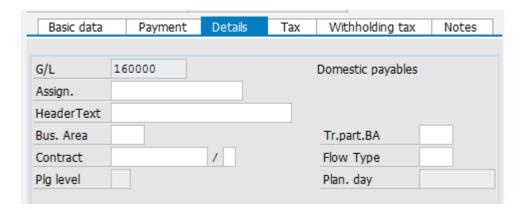


The payment information is taken automatically from the vendor's master record as default. No matter if there is some payment information maintained or not, it is possible to change all of the fields. Most interesting fields are "Payment Terms" and "Payment Method". If there is no suitable payment term, it is possible to enter the days manually, or to add a new payment term (done by SAP-Team). In this case, payment term "0086" stands for "within 30 days Due net". To block an invoice for

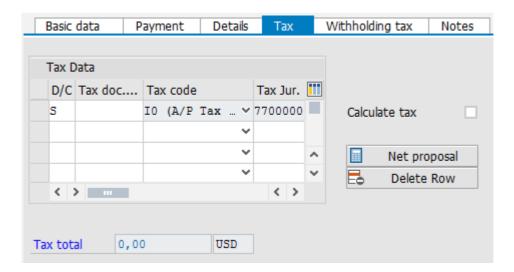
payment, you can use the field "Payment Block". If possible, "Payment Method" should be maintained here, although it can be changed later.



At sub-screen "Details" you can e. g. enter a header text, the rest of the fields is just used for special occasions.



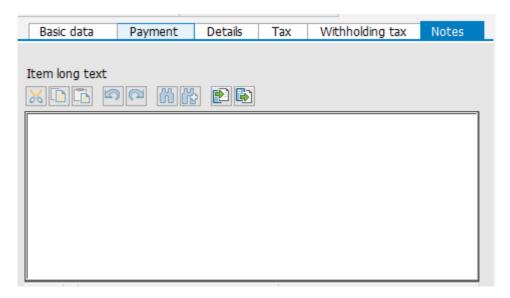
Sub-screen "Tax" gives some more control on tax items, if necessary.



Withholding tax can be influenced at sub-screen "Withholding tax". For more information on this topic please have a look at 1099\_reporting\_and\_system\_requirements.docx.



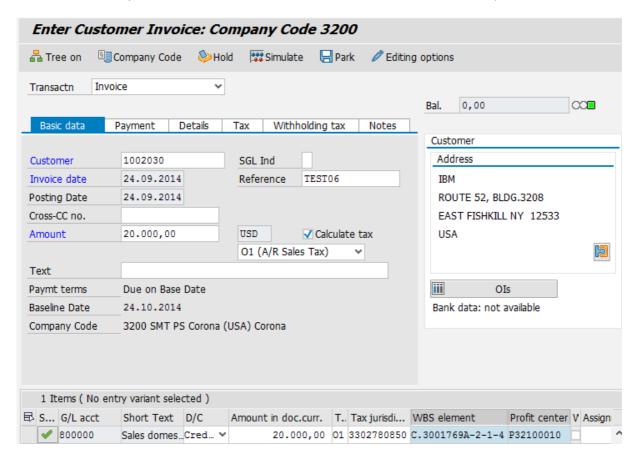
The last sub-screen gives the possibility to enter a lot of notes. It is possible to upload data from a text file or copy & paste data:



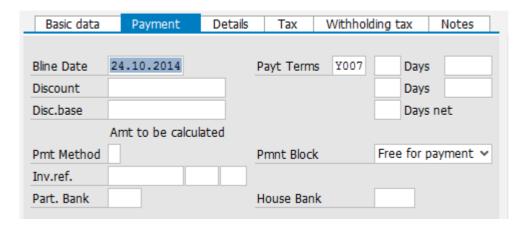
#### 3 Transaction FB70: Enter Customer Invoice

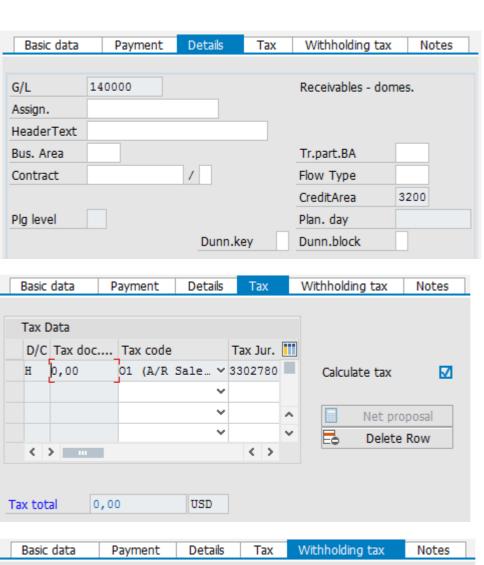
This transaction can be used for all outgoing invoices which are <u>not</u> related to a sales order. The layout of transaction FB70 is equal to transaction FB60.

Here is a P/L account used, naturally it's a revenue account. Revenue must be posted to a WBS element as cost object (we don't want to use cost centers for it, but it would be possible...).



Although payment information is not of great importance for a revenue posting (take care: here the customers payment information is stored, not ours!), it could be maintained here. Normally, we don't maintain. But the payment term is very important, to get an idea how much days the customer is overdue with his payment, of course.



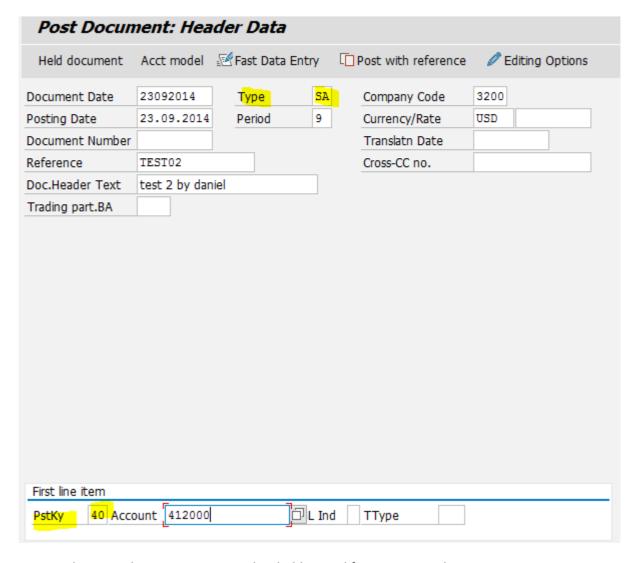




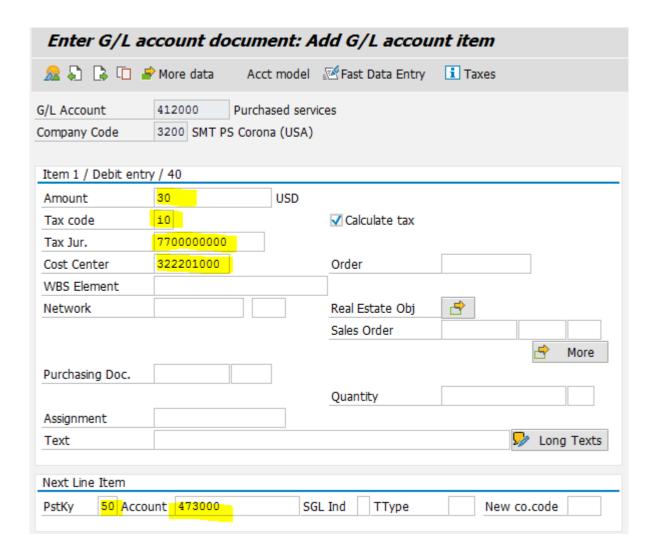


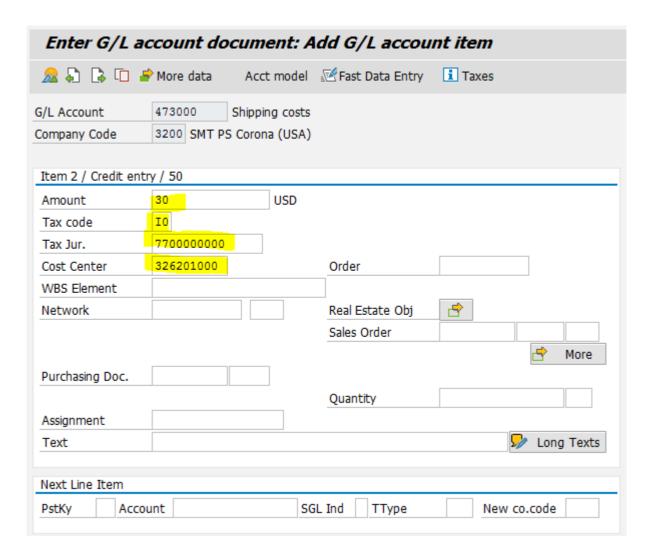
#### 4 Transaction FB01: Post Document

Transaction FB01 is a very old and quite complicated way to post documents. But its advantage is its flexibility. It is possible to simply post "everything" with this transaction. Depending on the parameters the screens and fields are changing. Fields like "Type" or "Posting Key" are initialized with default values in other transaction. In transaction FB01 you have to choose the value on your own.

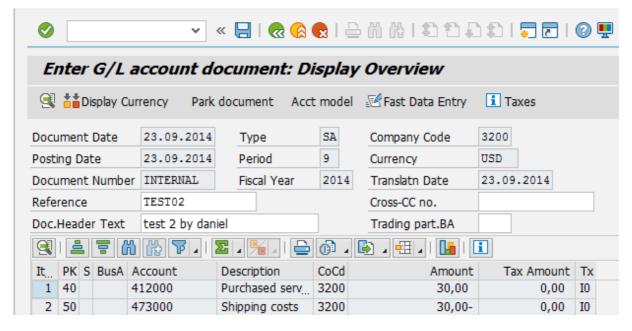


Tax jurisdiction code 7700000000 is a placeholder used for postings with no tax.



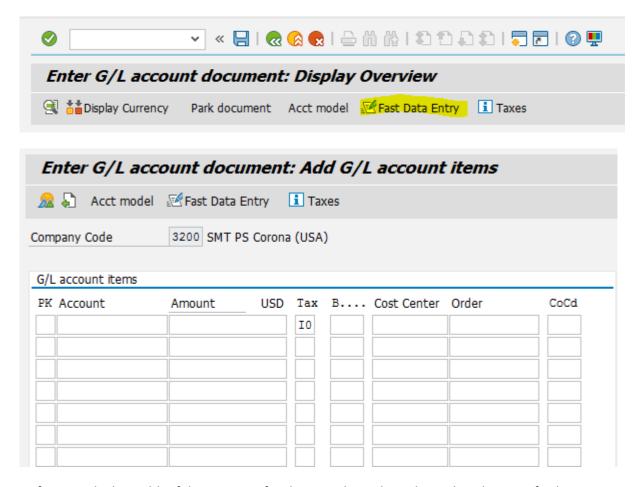


Overview of the posting document:



It's possible to hold or park the document, too.

There is some additional functionality like "Fast Data Entry". It is very popular for mass data input.



Unfortunately the width of this screen is fixed, so it only works with a reduced count of columns.

## 5 Down Payments

Down Payments get always processed in three steps:

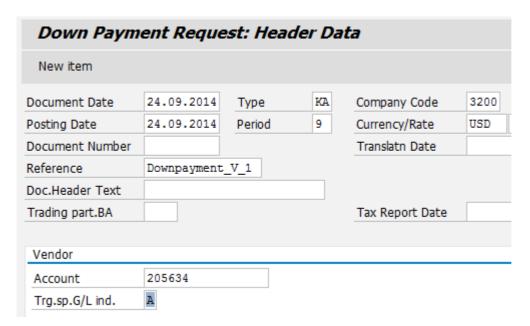
- Request: reminder for open items, never a valid posting! It's optional, but recommended to use.
- Down Payment: posting for the incoming / outgoing money
- Clearing: ... of invoice(s) with down payment

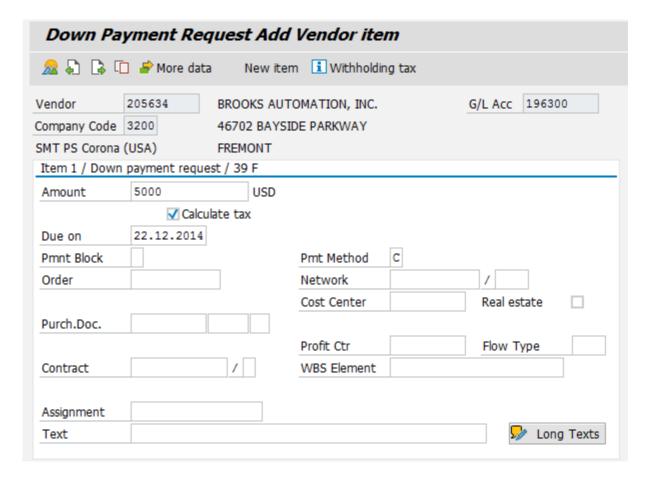
 $http://help.sap.com/saphelp\_erp60\_sp/helpdata/en/54/ecd353ca9f4408e10000000a174cb4/content.htm?frameset=/en/06/27d253913e4608e10000000a174cb4/frameset.htm&current\_toc=/en/14/f0d353ca9f4408e10000000a174cb4/plain.htm&node_id=511&show_children=falsed$ 

## **5.1.** Down Payments for Vendor

# 5.1.1. Transaction F-47: Request

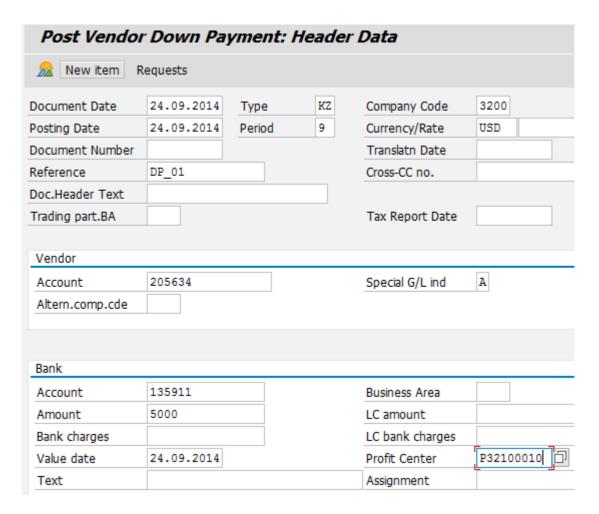
The most important field is "Target Special G/L indicator". This field marks the posting as a down payment request.



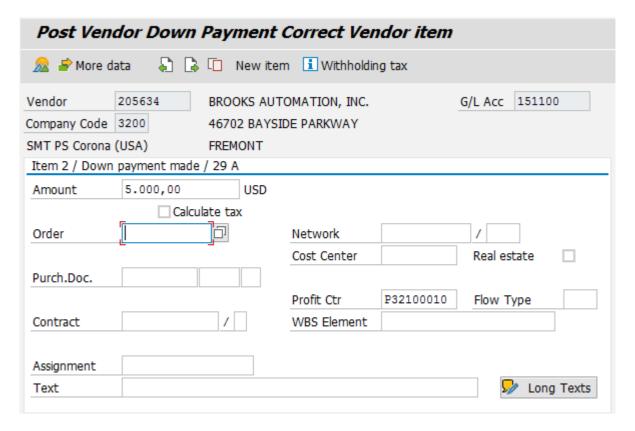


# 5.1.2. Transaction F-48: Down Payment

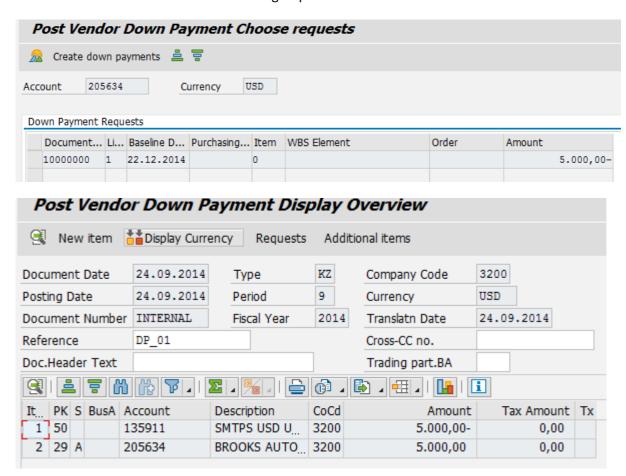
The field "Special G/L indicator" has to match the content of the same field at the request. Here is the minimum shown:



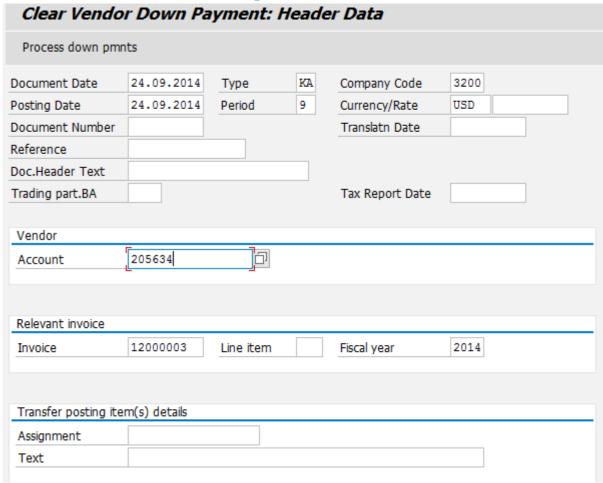
There are two different possibilities: to create a new item or to use a existing request. This would be the way for using a new item:



And here we could have a look for a existing request:



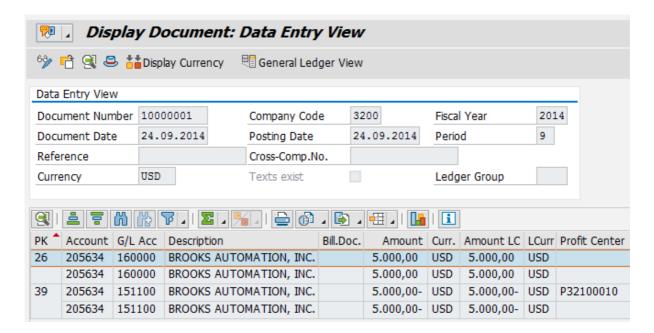
## 5.1.3. Transaction F-54: Clearing



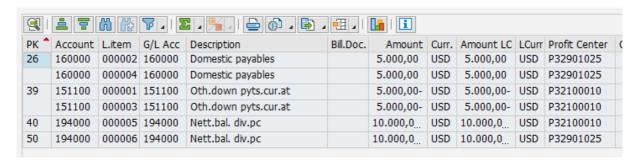
I had two down payments with 5.000 USD for this vendor, and I like to use both on this open item:



Our debt at the vendor gets reduced by 10.000 USD:



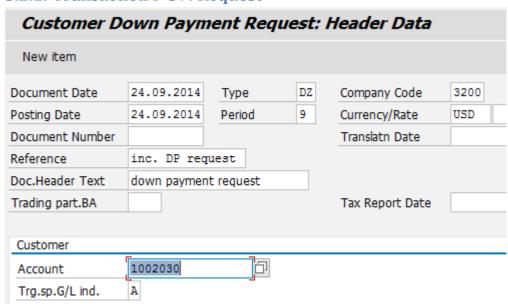
The General Ledger view with document split looks like this:

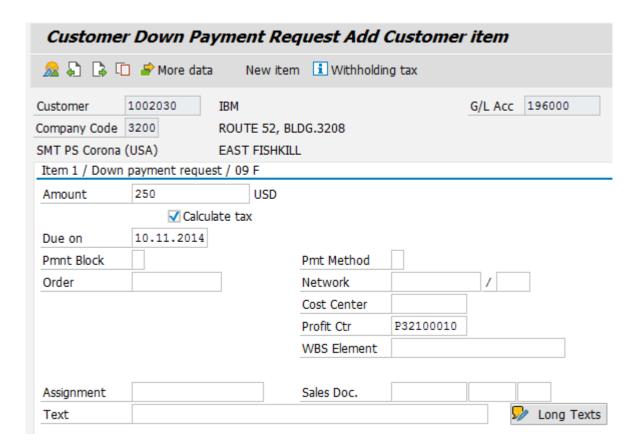


#### 5.2. Down Payments for Customer

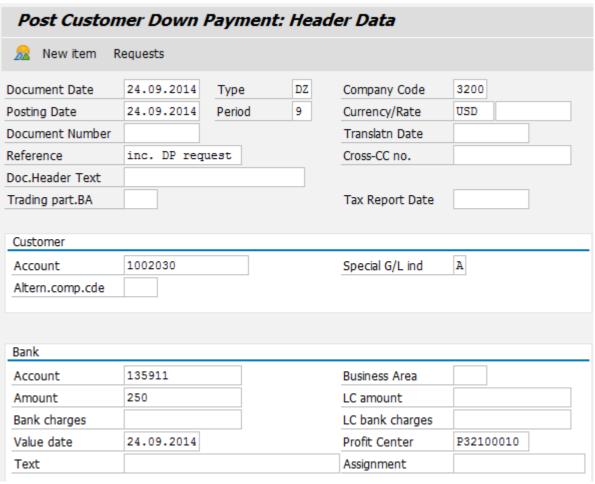
Down Payments for Customer items work exactly like the Vendor ones.

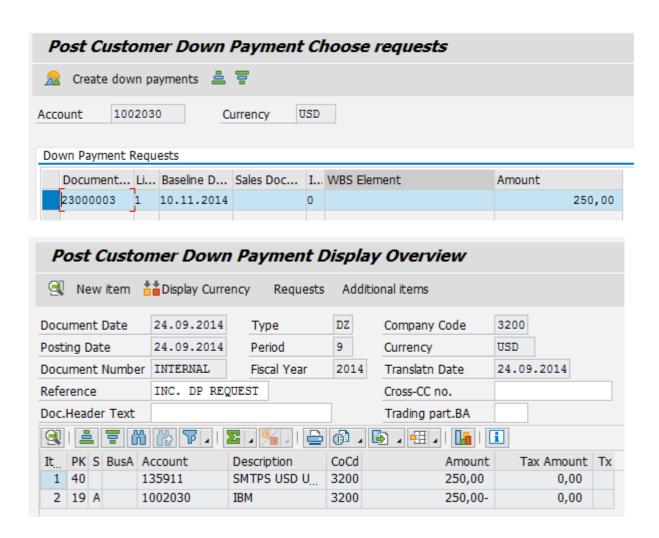
#### 5.2.1. Transaction F-37: Request



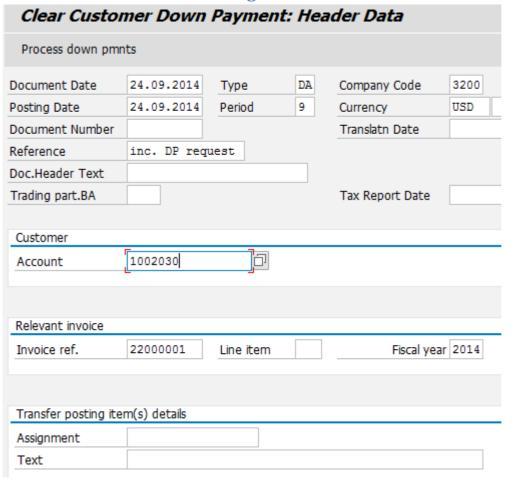


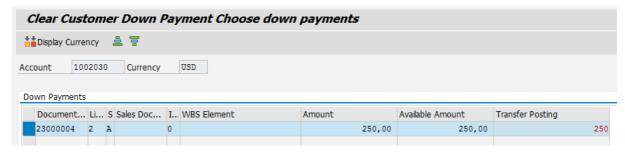
# 5.2.2. Transaction F-29: Down Payment



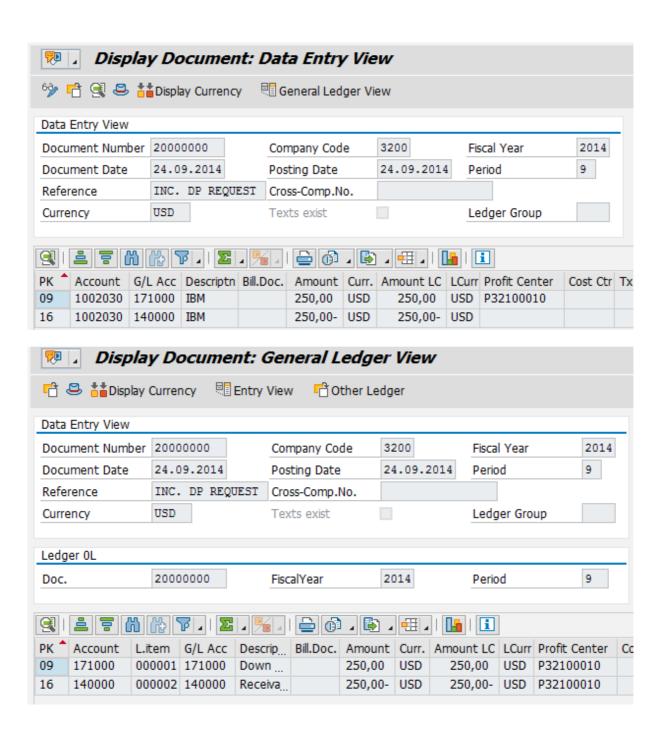


# 5.2.3. Transaction F39: Clearing





That's the result:

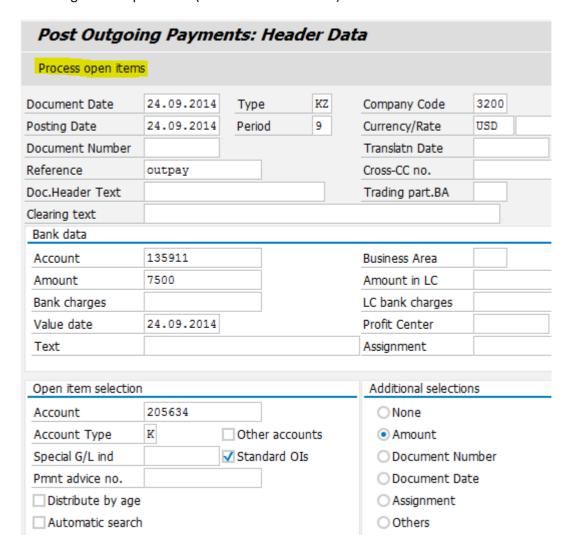


# **6 Manual Payments**

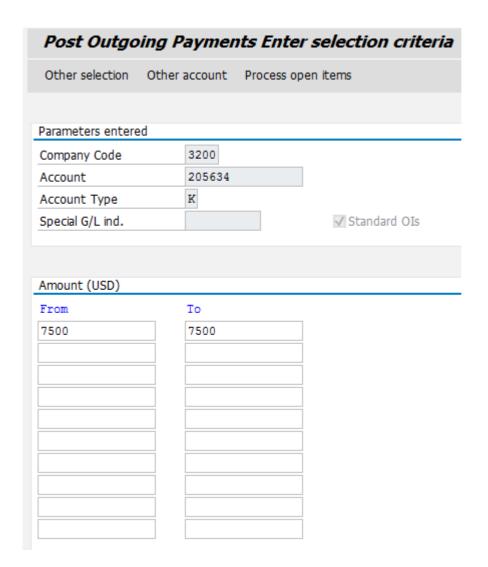
## 6.1 Outgoing Payments

For automatic outgoing payments the transaction **F110** is used. But if needed, it is possible to post an outgoing payment manually. Therefore the transaction **F-53** can be used.

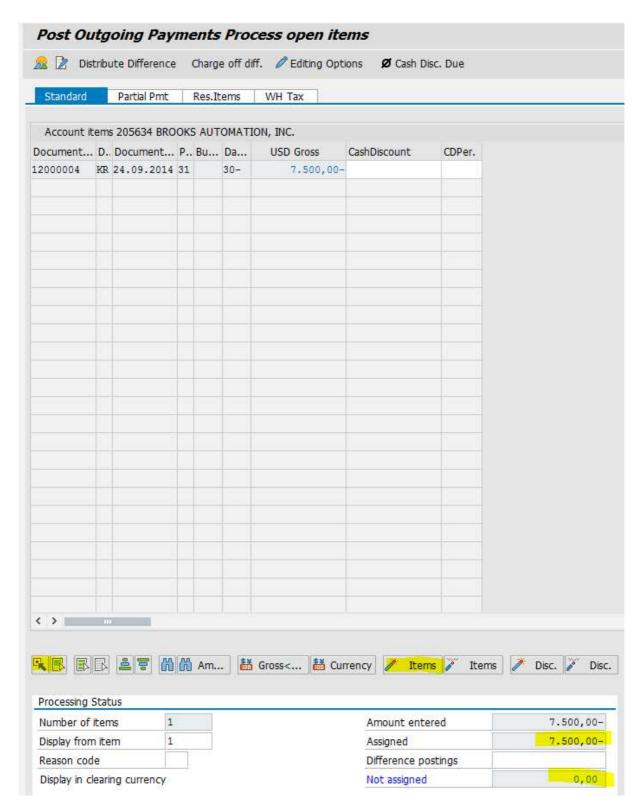
The first screen is a combination about header data for the posting and functional switches for searching for the open items ("Additional selections").



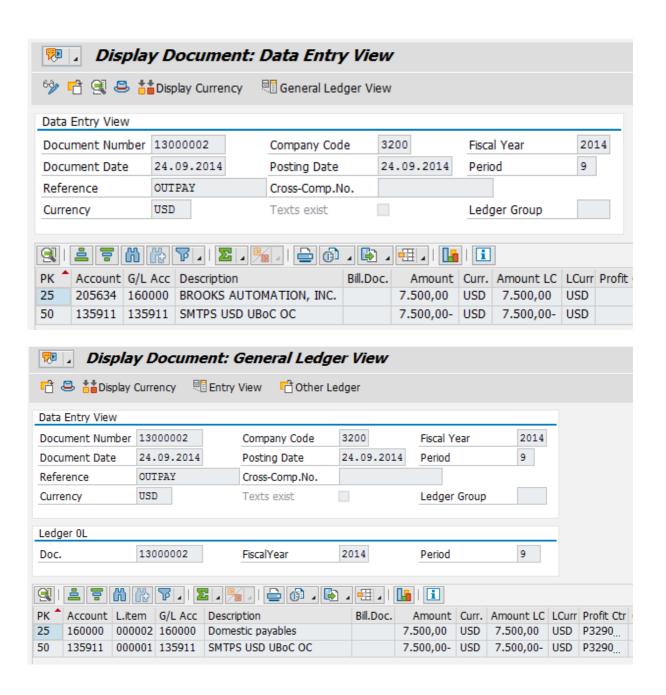
I search for open items by amount. I just could remember the amount of 7.500,-.



Ok, there was an open item found. I select the line and activate it. It is possible too, to use more than one open item for clearing.

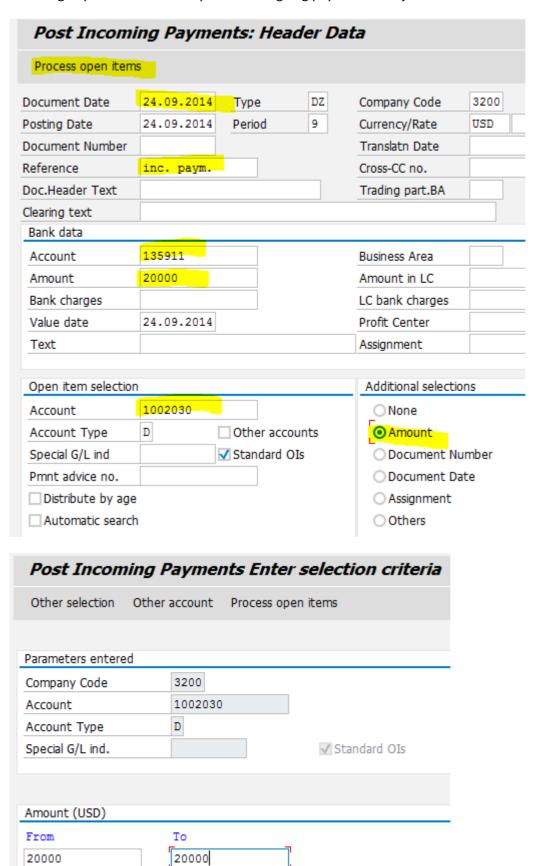


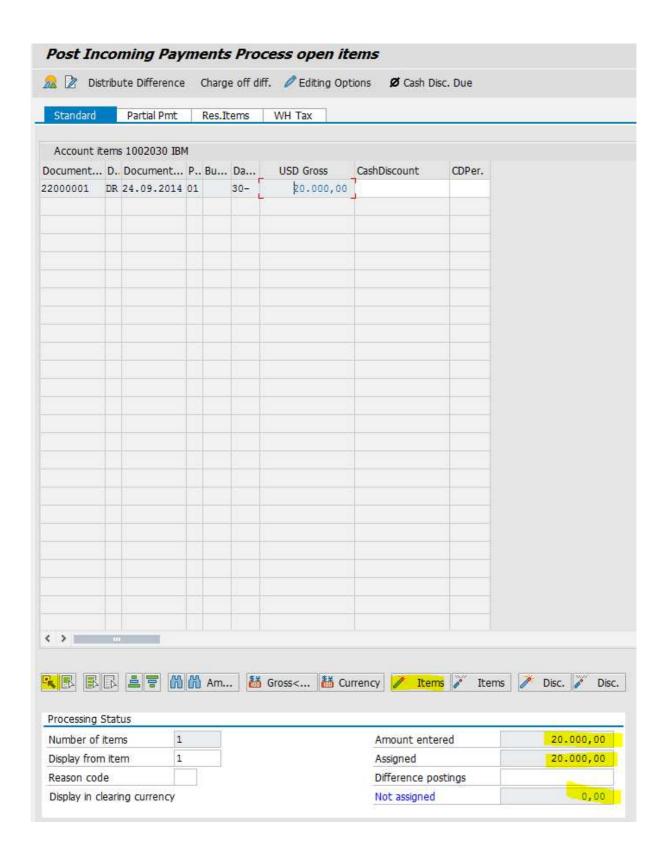
This is the resulting posting, once in data entry view and one time in general ledger view.

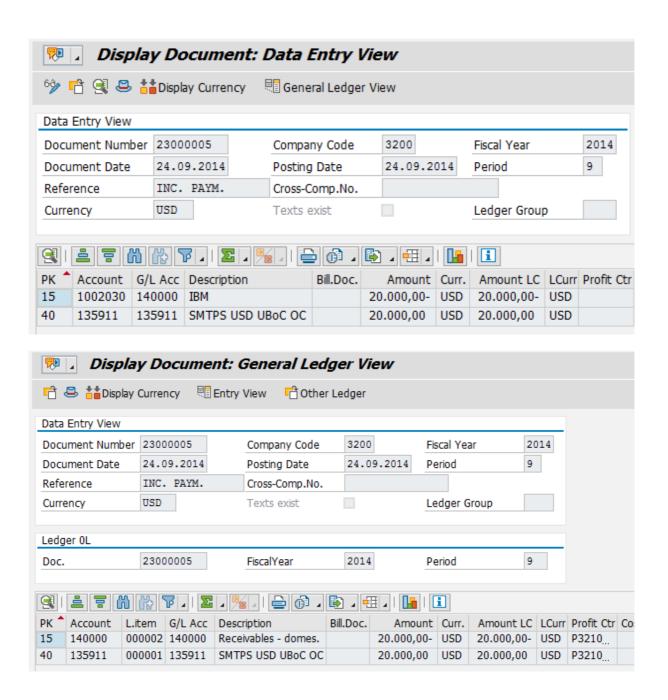


#### **6.2 Incoming Payments**

Incoming Payments work exactly like the outgoing payments. It is just the transaction F-28.







# 7 Appendix

# **7.1 Document Type Overview**

The Booking Type over the time.						
Document Type	Description	Document Type	Description			
AA	Asset posting	RA	Sub.cred.memo stlmt			
AB	clearing document	RE	Invoice - gross			
AF	Dep. postings	RK	travel expences			
AN	Net asset posting	RN	Invoice - net			
СО	Document ex CO	RV	Billing doc.transfer			
DA	Customer document	SA	G/L account document			
DG	Customer credit memo	SB	G/L account posting			
DR	Customer invoice	SK	Cash document			
DV	Customer interests	SR	accrual document			
DZ	Customer payment	ST	G/L account document			
EU	Euro rounding diff.	SU	Adjustment document			
EX	External number	UD	Data transf. custom.			
GV	Billing doc.transfer	UK	Data transf. vendor			
HR	HCM document	UM	revaluation MM			
KA	Vendor document	US	Data transf. GL			
KG	Vendor credit memo	WA	Goods issue			
KN	Net vendors	WE	Goods receipt			
KO	consignm. stock doc.	WI	Inventory document			
KP	Account maintenance	WL	Goods issue/delivery			
KR	Vendor invoice	WN	Net goods receipt			
KZ	Vendor payment	ZP	Payment posting			
ML	ML settlement	ZR	Bank reconciliation			
PC	cost allocation PC	ZS	Payment by check			
PR	Price change	ZV	Payment clearing			

# **7.2 Posting key overview:**

Posting Key	Special G/L ind.	Name of posting key	Posting Key	Special G/L ind.	Name of posting key
00		Act assignment model	22		Reverse invoice
01		Invoice	24		Other receivables
02		Reverse credit memo	25		Outgoing payment
03		Bank charges	26		Payment difference
04		Other receivables	27		Clearing
05		Outgoing payment	28		Payment clearing
06		Payment difference	29		Special G/L debit
07		Other clearing	29	Α	Down payment made
08		Payment clearing	29	В	Down pmnt fin. asset
09		Special G/L debit	29	С	Virement à échéance
09	А	Reverse down payment	29	D	Debit discount
09	В	B/exch. receivables	29	G	Reset guarantee
09	С	RE rev. rent dep.	29	Н	Reverse sec. deposit

09	D	Reverse doubtful rec	29	I	Invest. down payment
09	E	Rev.reser.f.bad debt	29	М	No.of tangble assets
09	F	Down payment request	29	Р	Payment request
09	G	Guarantee	29	S	Reverse check/bill
09	Н	Security deposit	29	Т	Down payment made
09	J	RE Ad.pmnt.req OC	29	V	Down payment stocks
09	K	RE Rev. ad.pmt OC	29	W	Reverse b/e payable
09	L	Prov. dudoso cobro	31		Invoice
09	Р	Payment request	32		Reverse credit memo
09	Q	B/e residual risk	34		Other payables
09	R	B/e payment request	35		Incoming payment
09	S	Check/bill of exch.	36		Payment difference
		Reverse down			•
09	Т	payment	37		Other clearing
09	U	RE Rev.ad.pmt SBR	38		Payment clearing
09	W	Bill of exchange	39		Special G/L credit
09	Х	-	39	А	Reverse down
09			<u></u>	A	payment
09	Υ	clave Y	39	В	Rev.dwn pmnt fin.ast
09	Z	Interest due	39	С	Virement à échéance
11		Credit memo	39	D	Credit discount
12		Reverse invoice	39	F	Down payment
					request
13		Reverse charges	39	G	Guarantee
14		Other payables	39	Н	Security deposit
15		Incoming payment	39	I	Rev.invest.down pmnt
16		Payment difference	39	M	Reverse mat.down pmt
17		Other clearing	39	Р	Payment request
18		Payment clearing	39	S	Check/bill of exch.
19		Special G/L credit	39	Т	Reverse down payment
19	Α	Down pmnt received	39	W	Bill of exch.payable
19	В	Reverse b/e recvble	40		Debit entry
19	С	RE Rent deposit	50		Credit entry
19	D	Doubtful Receivables	70		Debit asset
19	Е	Individ.val.adjust.	75		Credit asset
19	F	Down pymnt requests	80		Stock initial entry
19	G	Reset guarantee	81		Costs
19	Н	Reverse sec. deposit	83		Price difference
19	J	RE Rev.AdPmtReqOC	84		Consumption
19	K	RE AP Oper.costs	85		Change in stock
19	L	Prov. dudoso cobro	86		GR/IR debit
19	Р	Payment request	89		Stock inwrd movement
19	S	Reverse check/B of E	90		Stock initial entry
19	T	Down payment	91		Costs
19	U	RE AP SB rent	93		Price difference
19	W	Reverse b/e recvble	94		Consumption
19	Х	Error	95		Change in stock
19	Y	clave Z	96		GR/IR credit
					Stock outwd
19	Z	Reverse interest due	99		movement