TFIN50_1

Financial Accounting I - Part 1

INSTRUCTOR HANDBOOK
INSTRUCTOR-LED TRAINING

Course Version: 10
Course Duration: 5 Day(s)
Material Number: 50117720

SAP Copyrights and Trademarks

© 2013 SAP AG. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP AG. The information contained herein may be changed without prior notice.

Some software products marketed by SAP AG and its distributors contain proprietary software components of other software vendors.

- Microsoft, Windows, Excel, Outlook, and PowerPoint are registered trademarks of Microsoft Corporation.
- IBM, DB2, DB2 Universal Database, System i, System i5, System p, System p5, System x, System z, System z10, System z9, z10, z9, iSeries, pSeries, xSeries, zSeries, eServer, z/VM, z/OS, i5/OS, S/390, OS/390, OS/400, AS/400, S/390 Parallel Enterprise Server, PowerVM, Power Architecture, POWER6+, POWER6, POWER5+, POWER5, POWER, OpenPower, PowerPC, BatchPipes, BladeCenter, System Storage, GPFS, HACMP, RETAIN, DB2 Connect, RACF, Redbooks, OS/2, Parallel Sysplex, MVS/ESA, AIX, Intelligent Miner, WebSphere, Netfinity, Tivoli and Informix are trademarks or registered trademarks of IBM Corporation.
- Linux is the registered trademark of Linus Torvalds in the U.S. and other countries.
- Adobe, the Adobe logo, Acrobat, PostScript, and Reader are either trademarks or registered trademarks of Adobe Systems Incorporated in the United States and/or other countries.
- Oracle is a registered trademark of Oracle Corporation
- UNIX, X/Open, OSF/1, and Motif are registered trademarks of the Open Group.
- Citrix, ICA, Program Neighborhood, MetaFrame, WinFrame, VideoFrame, and MultiWin are trademarks or registered trademarks of Citrix Systems, Inc.
- HTML, XML, XHTML and W3C are trademarks or registered trademarks of W3C®, World Wide Web Consortium, Massachusetts Institute of Technology.
- Java is a registered trademark of Sun Microsystems, Inc.
- JavaScript is a registered trademark of Sun Microsystems, Inc., used under license for technology invented and implemented by Netscape.
- SAP, R/3, SAP NetWeaver, Duet, PartnerEdge, ByDesign, SAP BusinessObjects Explorer, StreamWork, and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP AG in Germany and other countries.
- Business Objects and the Business Objects logo, BusinessObjects, Crystal Reports, Crystal Decisions, Web Intelligence, Xcelsius, and other Business Objects products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of Business Objects Software Ltd. Business Objects is an SAP company.
- Sybase and Adaptive Server, iAnywhere, Sybase 365, SQL Anywhere, and other Sybase products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of Sybase, Inc. Sybase is an SAP company.

All other product and service names mentioned are the trademarks of their respective companies. Data contained in this document serves informational purposes only. National product specifications may vary.

These materials are subject to change without notice. These materials are provided by SAP AG and its affiliated companies ("SAP Group") for informational purposes only, without representation or warranty of any kind, and SAP Group shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP Group products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

© Copyright . All rights reserved.

© Copyright . All rights reserved.

About This Handbook

This handbook is intended to complement the instructor-led presentation of this course, and serve as a source of reference. It is not suitable for self-study.

Typographic Conventions

American English is the standard used in this handbook.

The following typographic conventions are also used.

This information is displayed in the instructor's presentation	
Demonstration	
Procedure	
Warning or Caution	
Hint	
Related or Additional Information	
Facilitated Discussion	
User interface control	*Example text*
Window title	*Example text*

© Copyright . All rights reserved.

© Copyright . All rights reserved.

Contents

xi	Course Overview		
1	**Unit 1:**	**Basic Settings**	
3		Lesson: Managing Organizational Units in Financial Accounting	60 Minutes
11		Exercise 1: Create and Maintain a New Company Code	15 Minutes
19		Exercise 2: Display the Global Settings of a Company Code, in Particular the Settings for Business Area Financial Statements	5 Minutes
23		Exercise 3: Assign a New Company Code to a Controlling Area	5 Minutes
26		Lesson: New General Ledger Accounting	45 Minutes
31		Exercise 4: Check the Basic Settings in New General Ledger Accounting	10 Minutes
35		Lesson: Explaining the Variant Principle	10 Minutes
38		Lesson: Maintaining Fiscal Year Variants	60 Minutes
45		Exercise 5: Create and Maintain Fiscal Year Variants	15 Minutes
50		Lesson: Understanding the Basic Functions of Currencies	40 Minutes
63		Exercise 6: Answer Questions About Currencies	10 Minutes
73	**Unit 2:**	**Master Data**	
75		Lesson: Maintaining General Ledger Accounts	240 Minutes
93		Exercise 7: Create New Account Groups and Create General Ledger Accounts	20 Minutes
125		Lesson: Maintaining Profit Centers and Segments	35 Minutes
133		Exercise 8: Maintaining Profit Centers, Cost Centers, and Segments	15 Minutes
139		Lesson: Maintaining Customer and Vendor Accounts	210 Minutes
161		Exercise 9: Create Account Groups and Maintain Customer or Vendor Accounts	20 Minutes
175		Exercise 10: Check and Maintain (if Necessary) the Field-Status Configuration	5 Minutes
181		Exercise 11: Define Sensitive Fields	10 Minutes

© Copyright . All rights reserved.

201	**Unit 3:**	**Document Control**	
202		Lesson: Configuring the Header and Line Items of FI Documents	120 Minutes
211		Exercise 12: Create a New Number Range and a New Document Type	10 Minutes
215		Exercise 13: Classify the New Document Type for Document Splitting	5 Minutes
223		Exercise 14: Create a New Field Status Group and Assign it to a General Ledger Account	10 Minutes
227		Lesson: Maintaining Posting Periods	60 Minutes
235		Exercise 15: Create Posting Period Variants and Maintain Posting Periods	15 Minutes
240		Lesson: Maintaining Posting Authorizations	30 Minutes
243		Exercise 16: Create a New Tolerance Group and Assign it to Your User	10 Minutes
247		Lesson: Creating Simple Documents in Financial Accounting	60 Minutes
253		Exercise 17: Post FI Documents	30 Minutes
269	**Unit 4:**	**Posting Control**	
271		Lesson: Analyzing Document Splitting	50 Minutes
277		Exercise 18: Post a Document with Document Splitting	10 Minutes
282		Lesson: Maintaining Default Values	45 Minutes
287		Exercise 19: Maintain Default Values	10 Minutes
291		Lesson: Configuring Change Control	35 Minutes
297		Exercise 20: Maintain the Change Control for One Field	10 Minutes
302		Lesson: Configuring Document Reversal	45 Minutes
307		Exercise 21: Post a Document Reversal and Control the System Settings	15 Minutes
312		Lesson: Configuring Payment Terms and Cash Discounts	110 Minutes
321		Exercise 22: Maintain a New Payment Term, Assign it to a Vendor, and Post an Invoice	15 Minutes
340		Lesson: Understanding and Maintaining Taxes and Tax Codes	75 Minutes
351		Exercise 23: Create a New Tax Code and Use it to Post a Customer Invoice	20 Minutes
355		Lesson: Maintaining and Posting Cross-Company Code Transactions	60 Minutes
357		Exercise 24: Configure and Post Cross-Company Code Transactions	10 Minutes
363		Exercise 25: Post and Display Cross-Company Code Transactions	15 Minutes
367		Lesson: Configuring Real-Time Integration	60 Minutes
371		Exercise 26: Configure a Real-Time Integration Variant and Assign it to a Company Code	10 Minutes
375		Exercise 27: Enter a Cost Center Reposting, Check the Created Documents (CO and FI), and Check the Log (Real-Time Integration)	15 Minutes

© Copyright . All rights reserved.

389	**Unit 5:**	**Clearing**	
390		Lesson: Performing Open Item Clearing	100 Minutes
399		Exercise 28: Clear an Account	10 Minutes
415		Exercise 29: Post with Clearing	10 Minutes
421		Lesson: Analyzing and Posting Payment Differences	75 Minutes
439		Exercise 30: Handle Payment Differences	15 Minutes
445		Lesson: Dealing with Exchange Rate Differences	25 Minutes
457	**Unit 6:**	**Parking Documents**	
458		Lesson: Managing Document Parking (Basics) and Hold Documents	35 Minutes
467		Exercise 31: Hold and Park Documents	15 Minutes
475		Lesson: Processing Parked Documents	55 Minutes
485		Exercise 32: Process Parked Documents	20 Minutes
491		Lesson: Managing Document Parking and Workflow	60 Minutes
507		Exercise 33: Enter a Financial Document Using Document Parking and Workflow	20 Minutes

© Copyright . All rights reserved.

© Copyright . All rights reserved.

Course Overview

TARGET AUDIENCE

This course is intended for the following audiences:

- Application Consultant

© Copyright . All rights reserved.

© Copyright . All rights reserved.

UNIT 1 Basic Settings

Lesson 1

Managing Organizational Units in Financial Accounting 3
Exercise 1: Create and Maintain a New Company Code 11
Exercise 2: Display the Global Settings of a Company Code, in Particular the Settings for Business Area Financial Statements 19
Exercise 3: Assign a New Company Code to a Controlling Area 23

Lesson 2

New General Ledger Accounting 26
Exercise 4: Check the Basic Settings in New General Ledger Accounting 31

Lesson 3

Explaining the Variant Principle 35

Lesson 4

Maintaining Fiscal Year Variants 38
Exercise 5: Create and Maintain Fiscal Year Variants 45

Lesson 5

Understanding the Basic Functions of Currencies 50
Exercise 6: Answer Questions About Currencies 63

UNIT OBJECTIVES

- Create a company code
- Describe organizational units
- Assign a new company code to a controlling areas
- Check the basic settings in new General Ledger Accounting
- Outline the key features of the variant principle
- Create and maintain fiscal year variants

© Copyright . All rights reserved.

- Understand the basic functions of currencies

© Copyright . All rights reserved.

3

Managing Organizational Units in Financial Accounting

LESSON OVERVIEW

This lesson explains the fundamentals of company codes. You will learn how to create company codes.

Business Example

Your client's company is a medium-sized enterprise, which is a single legal entity. You need to create and assign a new company code for the client. For this reason, you require the following knowledge:

- An understanding of company codes
- An understanding of organizational units
- An understanding of how to assign a new company code to controlling areas
- An understanding of controlling areas

LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Create a company code
- Describe organizational units
- Assign a new company code to a controlling areas

Organizational Units in FI

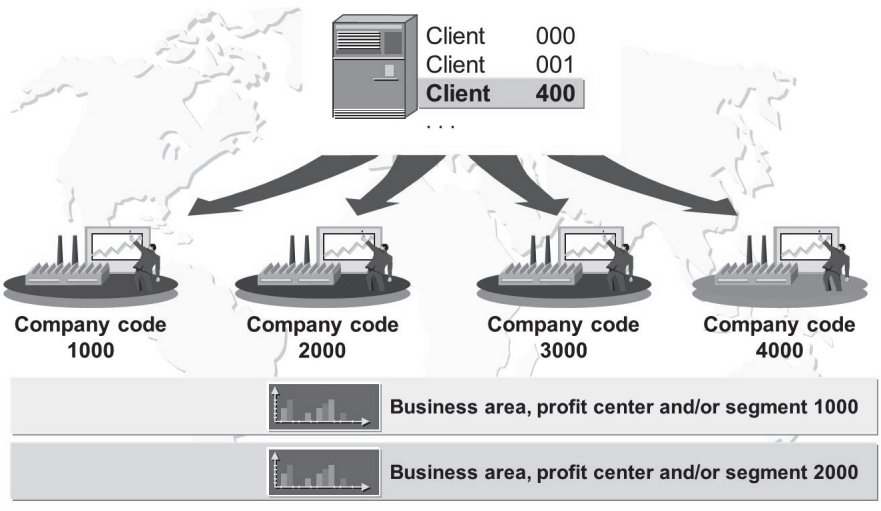


Figure 1: Organizational Units in SAP ERP Financials Solution

© Copyright . All rights reserved.

In the hierarchy of an SAP ERP application, a client occupies the highest level.

Each client is an independent unit that contains separate master records, a set of tables, and data. In business terms, the client level corresponds to a corporate group or a group of affiliated companies. Data entered at the client level is valid for all organizational units in SAP ERP applications. In addition, data defined at the client level does not have to be redefined at any other level. Relevant information or data, such as exchange rates, can be entered at the client level.

A company code represents an independent balancing or legal accounting entity, such as a company, with independent accounts within a corporate group. Financial statements required by law can be created at the company code level. Therefore, a company code is the minimum structure necessary in SAP ERP Financials solution.

In an international business, operations are spread across different countries. The governments and tax authorities of different countries require the registration of a legal entity for every company. In such a situation, a separate company code is created for each country.

For every organization that has a financial statement and a profit and loss statement (P&L), a company code is created and stored in the SAP application.

To log on to the SAP system, a user must possess the following elements:

- A client key
- A user master record in the client

In the system hierarchy, a company code is the most important organizational unit of financial accounting.

To create a new company code, copy an existing company code using the "Copy Company Code" function.

When you make a copy of an existing company code, the following information is copied:

- Definition
- Global parameters
- Customized tables
- General ledger accounts (if desired)
- Account determination

You can then make relevant changes to the copied company code.

Hint:
SAP recommends this procedure for creating company codes. When you copy an existing company code, all existing tables are filled with default SAP data and only have to be changed if necessary.

Notes on the Demo and Exercise: Copying Company Code

© Copyright . All rights reserved.

When you copy an existing company code, the following message appears: “Company code xy was copied to GR## without x number range objects”.

This message is not critical, and it only states that certain document intervals have not been transported. These document intervals must be manually created in the target company code.

Creation of a Company Code

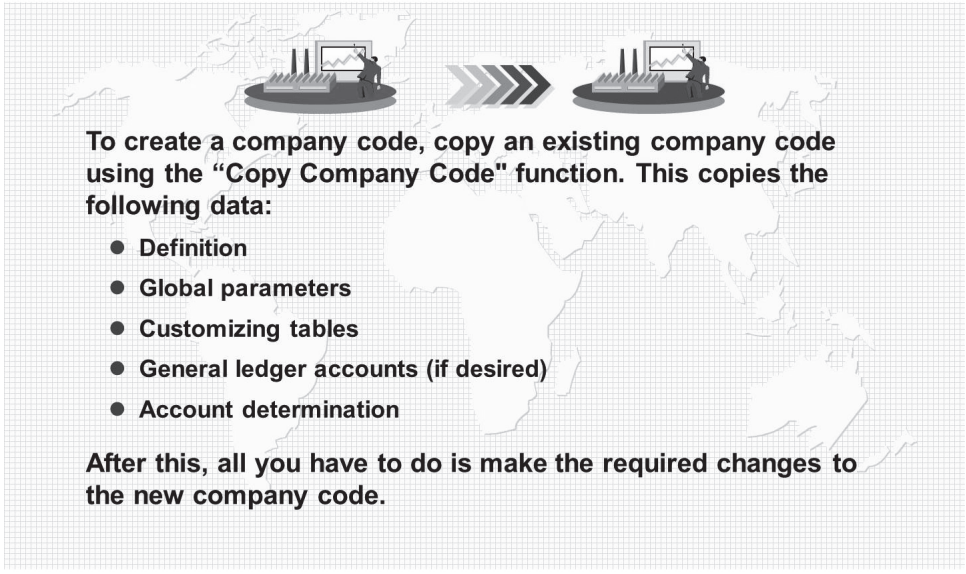


Figure 2: Creating a Company Code

Hint:

In Customizing, display the following steps to create a company code:

- Copy, Delete, Check Company Code
- Edit Company Code Data

Copy an existing company code to create a new company code. Then, edit the data in the new company code. Make changes, if required, and save the company code.

You have to select a four-digit alphanumeric key as the company code key. This key identifies the company code and must be entered whenever you post business transactions or create master data specific to the company code.

Hint:
You have the option of using the copy function or creating a new company code and configuring it. You do not require a reference company code to create a new company code.

© Copyright . All rights reserved.

The following fields can be edited in the new company code:

Field	Description
Company code key	This four-digit alphanumeric key defines the company code key, which identifies the company code. The company code key can be entered while posting business transactions or creating master data specific to the company code.
Company address	The address is required for correspondence and is printed on evaluations. For example, the company address is required for advance return of tax on sales and purchases.
Currency	Accounting currency refers to the local currency. When business transactions are performed in foreign currency, they are converted into the local currency.
Country key	The country key specifies the country of the company code. The SAP system interprets all other countries as foreign. This key is important in transactions because different regulations apply for foreign and domestic transactions. This setting enables you to prepare a different address for foreign correspondence.
Language key	This key ensures that text is automatically displayed in the correct language.

To create financial statements for business areas, the field for the business area in the line item must be ready for input.

In the Enable Business Area Financial Statements activity, set the indicator for the business area field for each company code.

This ensures that the business area field is always ready for input when you post documents, regardless of the field controls for the posting key and the accounts.

Hint:
Business areas are defined at the client level. They are not assigned to a company code. You can use transaction `SE17` to call up table TGSB, which contains all the business areas for the client.

© Copyright . All rights reserved.

Parameters of the Company Code

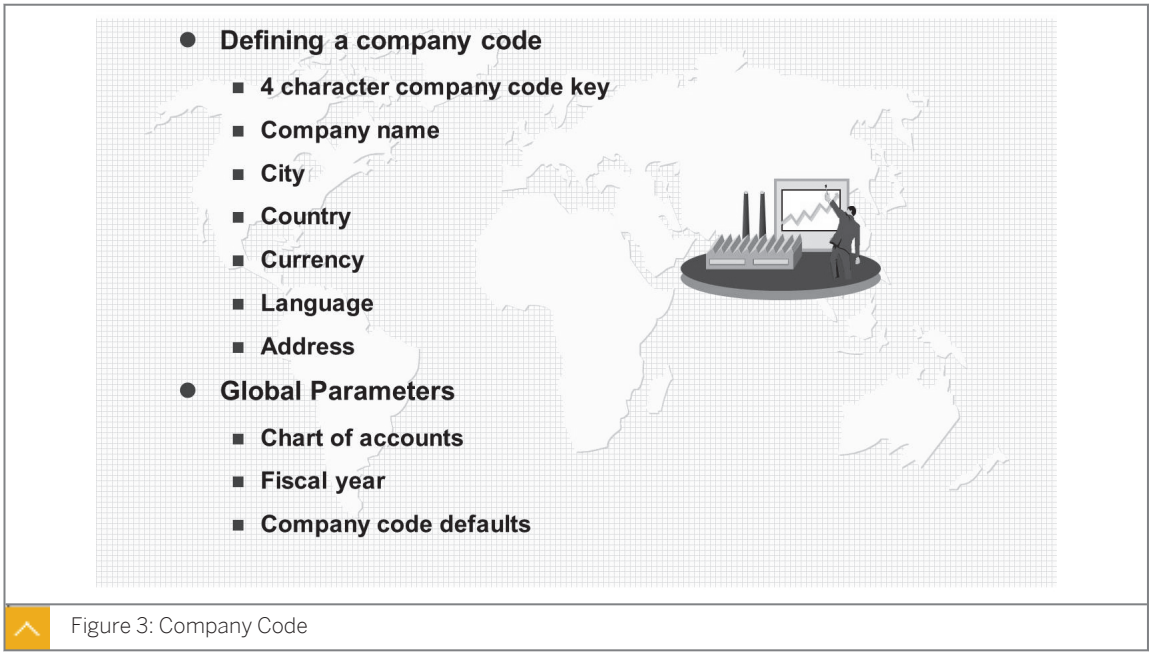


Figure 3: Company Code

The objects in the Edit Company Code Data activity include the following elements:

- Address data: The address data is required for correspondence and is recorded on evaluation reports.
- Currency: A currency is required for each company code. Accounts are managed in the company code currency. All other currencies are interpreted as foreign. The system translates the amounts posted in a foreign currency into the company code currency. The currency defined in the company code is known in SAP ERP Financials solutions as the local currency.
- Language key: A language key enables the system to create texts automatically in the correct language; for example, when issuing checks.
- Country key: A country key specifies the country to be regarded as the home country. The system interprets all other countries as foreign. This is important for business or payment transactions because different forms are required for foreign transactions. The system also supports different address formats for foreign correspondence.

When defining a business area, you only have to enter a four-digit alphanumeric key and a short description. Segments have ten characters, while companies have six characters, which can be numeric or alphanumeric.

SAP delivers more than 40 standard country templates that you can use to configure the business activities for a specific company.

The country templates contain the following elements:

Country Template Elements	Description
Cross-Application	Calendar settings, factory calendar, and public holidays

© Copyright . All rights reserved.

Country Template Elements	Description
FI	Tax on sales and purchase calculation procedures, withholding tax, account determination, charts of accounts (INT is offered for countries with no specifications), financial statement versions, Customizing settings for the payment program, payment methods and sample house banks, formats for the electronic account statement, and valuation approaches
CO	Cost elements and standard hierarchies for cost centers and profit centers
Other Elements	Other country-specific templates for modules such as MM and SD

Caution:
Use company code 0001 only as a reference and not as the productive system!

Caution:
Some of the templates for company code 0001 are not available as of Release 4.7. You must therefore carry out the demonstration of the country installation program in test mode only!

© Copyright . All rights reserved.

Country Templates

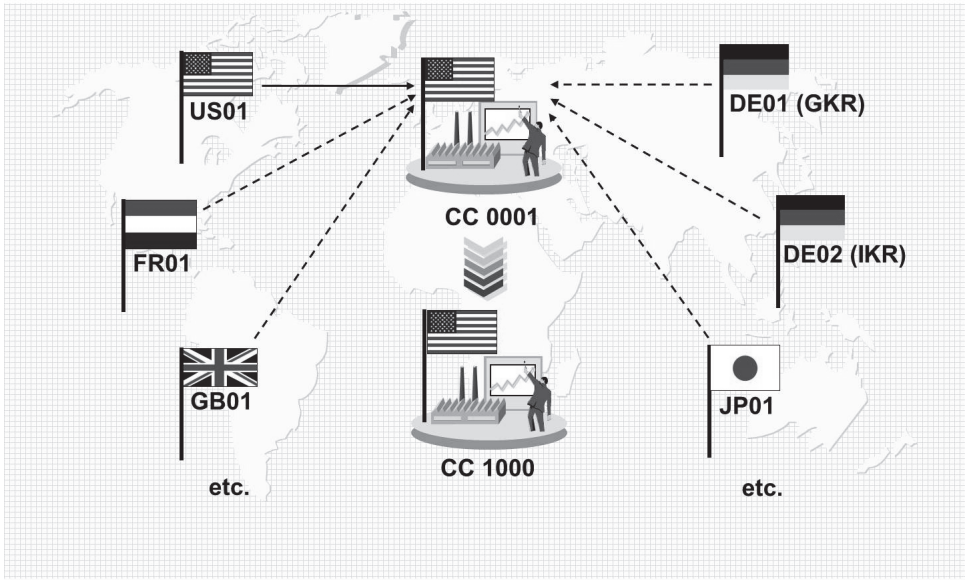


Figure 4: Country Templates

In the SAP ERP application, company code 0001 is a template for a general company code with the international chart of accounts INT and no special country specifications.

If you need a company code for a country that has a country template, use the country installation program to copy the country-specific tables from the country template to company code 0001. This installation program configures company code 0001 for the corresponding country. Copy this company code into your new company code.

Hint:
Besides creating a country-specific company code template, the country installation program can also create a country-specific template for objects such as controlling areas, plants, purchasing organizations, sales organizations, credit control areas, and financial management areas.

Caution:
Remember to copy the country template before continuing further. Do not use company code 0001 as your productive company code because the country version program always uses this company code as the target company code.

Run the country installation program only in an initial installation of SAP ERP. Avoid running the country installation program in an upgrade because the structure of the country-specific Customizing feature may change from one SAP ERP release to another.

The SAP ERP application provides the following organizational objects:

© Copyright . All rights reserved.

- Company codes: One company code represents one company. It is possible to distribute a company over several company codes. For example, it is possible to map branches or plants in other countries.
- Business areas: Business areas are re-evaluated with new General Ledger Accounting as this can be completely balanced by document breakdown and used for external purposes.
- Profit center: The profit center invoice is the basis for deriving the segments in the standard scenario.
- Functional areas: Cost of sales accounting is mandatory according to US-GAAP and an optional right according to IFRS (also a right of choice according to German commercial code).

How to Create and Maintain a New Company Code
Demonstrate the steps listed in the Create and Maintain a New Company Code exercise.

© Copyright . All rights reserved.

Unit 1
Exercise 1

Create and Maintain a New Company Code

9

Business Example

Your customer's company is part of a group. The company's headquarters are in the country in which the course is being conducted.

Create a company code GR## that reflects your customer's company. You will be working with this company code for the rest of this course. Retain the company code currency as EUR, unless you receive instructions to the contrary from your instructor.

There is no guarantee that all functions required by the exercise will work correctly with other currencies.

Copy an existing code and edit the copied company code.

1. Company code 1010 already contains all the necessary settings and data. Copy company code 1010 to your new company code GR##.

   Note:
   In addition, copy the general ledger accounts at this point!

2. Change the definition of your company code GR##.

Field Name or Data Type	Value
Company Name	**`Group ##`**
City	**`Any city`**
Country	**`Course country`**
Currency	**`EUR`**
Language	**`Local language`**

   You can fill the other fields to meet your requirements.

Your company is part of a group and is identified with a company ID allocated by the group. GE## is the company ID of your company code in the group.

1. Create a company ID GE## for your company code/company.

© Copyright . All rights reserved.

Unit 1
Solution 1

Create and Maintain a New Company Code

10

Business Example

Your customer's company is part of a group. The company's headquarters are in the country in which the course is being conducted.

Create a company code GR## that reflects your customer's company. You will be working with this company code for the rest of this course. Retain the company code currency as EUR, unless you receive instructions to the contrary from your instructor.

There is no guarantee that all functions required by the exercise will work correctly with other currencies.

Copy an existing code and edit the copied company code.

1. Company code 1010 already contains all the necessary settings and data. Copy company code 1010 to your new company code GR##.

   Note:
   In addition, copy the general ledger accounts at this point!

   a) On the *SAP Easy Access* screen, choose *SAP Menu* → *Tools* → *Customizing* → *IMG*.

   b) Double-click *Execute Project*.

   c) In the application toolbar, choose the *SAP Reference IMG* pushbutton.

      Note:
      You can also type **SPRO** in the command box to reach *Enterprise Structure*.

   d) On the *Display IMG* screen, choose *Enterprise Structure* → *Definition* → *Financial Accounting* → *Edit, Copy, Delete, Check Company Code*.

   e) Double-click *Copy, delete, check company code*.

   f) On the *Organizational object Company code* screen, choose *Organizational object* → *Copy org. object*.

      Note:
      You can also choose *Copy org. object* from the application menu.

   g) Enter the following information in the *Copy* dialog box:

© Copyright . All rights reserved.

Field Name or Data Type	Value
From Company Code	**1010**
To Company Code	**GR##**

h) Choose *Enter*.

i) The following dialog boxes appear:

Dialog Box	Message	Action
G/L account in company code GR##	*Do you want to copy the G/L account company code data?*	**Yes**
Change local currency	*Do you want to allocate a different local curr. to target company code?*	**No**

j) To confirm the other warning messages that appear on the screen and continue with copying, choose *Enter* twice.

2. Change the definition of your company code GR##.

Field Name or Data Type	Value
Company Name	**Group ##**
City	**Any city**
Country	**Course country**
Currency	**EUR**
Language	**Local language**

You can fill the other fields to meet your requirements.

a) On the *Display IMG* screen, choose *Enterprise Structure* → *Definition* → *Financial Accounting* → *Edit, Copy, Delete, Check Company Code*.

b) Double-click *Edit Company Code Data*.

c) Select *GR##*.

d) On the *Change View "Company Code": Details* screen, enter the following values:

Field Name or Data Type	Value
Company Name	**Group ##**
City	**Any city**
Country	**Course country**
Currency	**EUR**
Language	**Local language**

e) Choose *View* → *Save*.

© Copyright . All rights reserved.

Your company is part of a group and is identified with a company ID allocated by the group. GE## is the company ID of your company code in the group.

1. Create a company ID GE## for your company code/company.
   a) Choose *Enterprise Structure* → *Definition* → *Financial Accounting* → *Define Company*.
   b) From the application toolbar, choose *New Entries* and enter the following values:

Field Name or Data Type	Value
Company	**GE##**
Name of company	**Company group ##**
Address	**Your choice**
Country	**Course country**
Currency	**Same as company code currency (EUR)**

   c) Choose *Save*.

© Copyright . All rights reserved.

How to Use the Country Installation Program

After the country installation program is defined with the reference company code 0001, you cannot change it in Customizing.

1. Carry out a test run for the country installation program.
   a) Choose *Enterprise Structure* → *Localize Sample Organizational Units*.
   b) Choose *Country version*.
   c) On the *Customizing: Country Version* screen, enter *course country* in the *Country to install* field.

> Note:
> Ensure that the *Test run* checkbox is selected.

> Caution:
> Execute this program as a test run because the training system does not have all the templates!

   d) Choose *Program* → *Execute*.
   e) Choose a chart of accounts (if any are provided).
   f) Choose *Enter*.
   g) Close the dialog box.

Other Organizational Units in Financial Accounting

Besides the company code, there are other organizational units that are also important in Financial Accounting. However, unlike the company code, these organizational units are optional elements.

The decision to use these organizational units can be based on legal or internal accounting requirements.

The final decision depends on the answers to the following questions:

- For which company areas or segments is separate reporting required?
- For which fields of activity or responsibility area does a separate financial or profit and loss statement have to be created?

Many organizational units can be used for these reporting requirements: profit centers, business areas, and segments are a few examples. Your choice of units depends on your requirements. For example, you may like to consider the elements that have been used in the past.

© Copyright . All rights reserved.

Important Organizational Units in Financial Accounting

Some important organizational units in Financial Accounting include:

- Business area

  A business area represents separate areas of operation within an organization and can be used across company codes. A business area is a balancing entity that can create its own set of financial statements, which can be used for internal or external purposes. You can save and evaluate transaction figures for each business area. Examples of business areas include training, consulting, and software development.

- Profit center

  A profit center evaluates the success of independent areas that are responsible for costs and revenues within a company. The profit center invoice provides an internal analysis of profits. You must determine whether you need to create only a profit and loss statement at the profit center level (document breakdown not active), or a financial statement (document breakdown active) along with it. Examples of profit centers include training classroom areas, customer-specific training areas, and training administration areas.

- Segment

  A segment is a division of a company for which you can create financial statements for external reporting. The international accounting principles, USGAAP (SFAS 131) and IFRS (IFRS 8), require companies to perform segment reporting. You can define segment in your SAP system for this purpose and provide information on the financial results of these business segments. The Management Approach requires segment information from internal reporting.

- Company

  A company consolidates financial accounting in the SAP system. A company can be assigned one or more company codes, which are then used to prepare for consolidation. A consolidation parent can allocate company IDs to its subsidiaries. For example, one subsidiary may be allocated 1000 as a company ID, while another may be allocated 2000. Specifying the company ID helps in business processing, mapping, and showing the relationship within a group.

- Functional area

  In cost-of-sales accounting, overhead costs are reported according to the functional areas in which they are incurred.

Note:
Business areas, profit centers, segments, companies, and function areas help customers in their internal and external accounting.

Selection of Organizational Objects

The following questions can help clients select organizational objects in accounting:

- What is the most important accounting principle used in my enterprise?
- Which accounting principles are used for internal or external figure-reporting in my enterprise?

© Copyright . All rights reserved.

- Does my company structure its profit and loss statement according to total costs or cost-of-sales accounting?
- Is my company obliged to issue segment reporting according to the law?
- Does my company have to issue a consolidated financial statement?

The answers to these questions form the basis for selecting organizational objects and using them as templates.

International Accounting Requirements

Topic	Recommend Procedure	Known Alternative Procedure
Period accounting	Cost types (revenue and expense types in SAP standard)	None
Cost of sales accounting	Functional areas	Separate accounts (not recommended)
Segment reporting	Segments derived from profit center	Profit center
		Business areas
		Profitability analysis (values affecting result only)
Preparation for consolidation	Companies / trading partners	Separate accounts (not recommended)
Parallel accounting (e.g. local & international law)	Ledger approach or accounts approach (approaches are regarded as equivalent)	Representation via the Special Ledger module (separate module in accounting)
		Separate company codes (not recommended)

Figure 5: International Accounting Requirements

Each of the topics represents different reporting requirements and the recommended procedures for selecting organizational elements to meet their respective requirements. For example, to report on cost of sales accounting you need to use the functional area.

Customers who wish to draw up financial statements by business areas, profit centers, or segments have to activate document breakdown.

Caution:
The SAP standard segmentation scenario (SAP Note 1035140) derives segments from the profit center. (Management Approach: Use of segments for external reporting in accordance with legal obligations and use of profit center accounting in the new general ledger accounting for internal company controlling).

How to Display the Global Settings of a Company Code, in Particular the Settings for Business Area Financial Statements

Demonstrate the steps listed in the Display the Global Settings of a Company Code, in Particular the Settings for the Business Area Financial Statements exercise.

© Copyright . All rights reserved.

© Copyright . All rights reserved.

17

Display the Global Settings of a Company Code, in Particular the Settings for Business Area Financial Statements

Business Example

You need to assign a new company ID to your company code.

Check the global settings of your company code GR##, in particular the settings for the business area financial statements. Assign the new company ID to your company code.

1. Display the global parameters for your company code. Assign the company ID GE## to your company code GR##.
2. Look at the *Business area fin. statements* setting in the global parameters of your company code. Use the Help Function (F1) to aid your understanding.

© Copyright . All rights reserved.

18

Display the Global Settings of a Company Code, in Particular the Settings for Business Area Financial Statements

Business Example

You need to assign a new company ID to your company code.

Check the global settings of your company code GR##, in particular the settings for the business area financial statements. Assign the new company ID to your company code.

1. Display the global parameters for your company code. Assign the company ID GE## to your company code GR##.
   a) On the *Display IMG* screen, choose *Financial Accounting (New)* → *Financial Accounting Global Settings (New)* → *Global Parameters for Company Code* → *Enter Global Parameters*.
   b) Double-click your company code.
   c) The *Company* field displays in the *Accounting organization* screen area. Enter your company code **GE##** in the *Company* field.
   d) Choose *Save*.
2. Look at the *Business area fin. statements* setting in the global parameters of your company code. Use the Help Function (F1) to aid your understanding.
   a) In the *Processing Parameters* screen area, view the *Business area fin. statements* field.
   b) Select the checkbox to the left of the field.
   c) Press F1. The *Performance Assistant* dialog box appears and displays an explanation for the function.

   Note:
   Business area financial statements:

   Use: When you set the *Business area financial statements* indicator, the *Business Area* field is ready for input when you post documents, regardless of the field controls for keys and accounts. When you set this indicator, the required entries are made in the Controlling (CO), Materials Management (MM), and Sales and Distribution (SD) components.

   d) Close the *Performance Assistant* dialog box.

© Copyright . All rights reserved.

Assignment of Company Codes to Controlling Areas

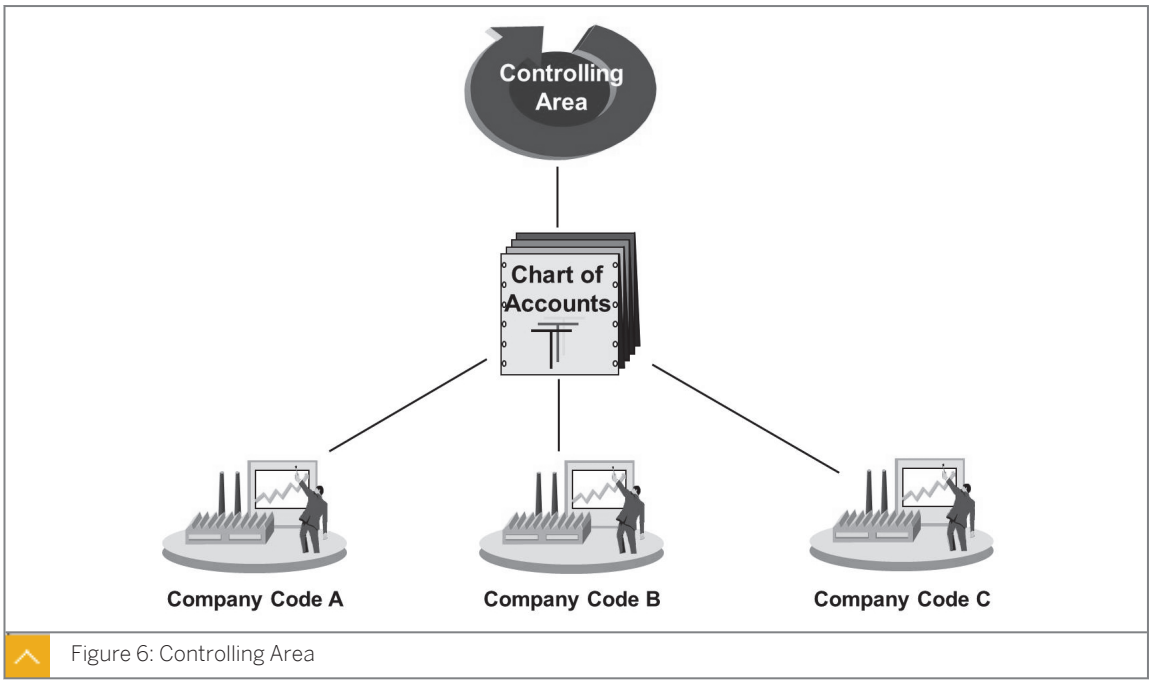


Figure 6: Controlling Area

Cross-company code cost accounting requires the use of the same fiscal year variant and the same operating chart of accounts across all company codes.

SAP always recommends the use of cross-company code cost accounting unless there are particular reasons for not doing so.

The following table displays some examples of exceptions:

Exception	Example
Technical	Different fiscal years and operative chart of accounts, both of which cannot be changed.
Commercial	The company is a mixed group, while company codes belong to different branches and are not related to each other. The company is constantly acquiring, setting up, or selling other companies.

The controlling area is the most important organizational element in Controlling. A controlling area identifies a self-contained organizational structure for which costs and revenues can be managed and allocated. It represents a separate unit of cost accounting.

More than one company code can be assigned to one or more controlling areas. This enables cross-company code cost accounting between the assigned company codes.

© Copyright . All rights reserved.

However, assigning more than one company code to the same controlling area is possible only if all the assigned company codes use the same operating chart of accounts and have the same fiscal year variant.

Usually, controlling areas are set up based on input from the employees of the Controlling department. Yet, there is a vital connection between financial and management accounting for reporting purposes.

How to Assign a New Company Code to a Controlling Area

Demonstrate the steps listed in the Assign a New Company Code to a Controlling Area exercise.

© Copyright . All rights reserved.

21

Assign a New Company Code to a Controlling Area

Business Example

You have created a new company code (GR##). After creating it, you need to assign it to controlling area 1000.

Assign a new company code to controlling area 1000.

1. Controlling area 1000 is already present in your company and you only need to assign the new company code (GR##) to it.

© Copyright . All rights reserved.

22

Assign a New Company Code to a Controlling Area

Business Example

You have created a new company code (GR##). After creating it, you need to assign it to controlling area 1000.

Assign a new company code to controlling area 1000.

1. Controlling area 1000 is already present in your company and you only need to assign the new company code (GR##) to it.
   a) On the *Customizing* screen, choose *Enterprise Structure* → *Assignment* → *Controlling* → *Assign company code to controlling area.*
   b) On the right pane of the screen, choose the pushbutton at the start of the item/row.
   c) On the left pane of the screen, double-click *Assignment of company code (s)*. The assigned company codes appear on the right pane of the screen.
   d) In the application toolbar, choose the *New Entries* pushbutton.
   e) Enter your company code *GR##* manually or select it by pressing F4.
   f) Press ENTER. The name of your company code displays.
   g) Choose *Save*.
   h) Go back.

© Copyright . All rights reserved.

LESSON SUMMARY

You should now be able to:

- Create a company code
- Describe organizational units
- Assign a new company code to a controlling areas

© Copyright . All rights reserved.

Unit 1
Lesson 2

24 New General Ledger Accounting

LESSON OVERVIEW

This lesson shows you how to check the basic settings in new General Ledger Accounting.

Business Example

Financial Accounting consists of many organizational units. The legal requirements of a company must be configured in Customizing. To ensure compliance with all the applicable requirements, you must configure the required basic settings for new General Ledger Accounting.

To carry out customizing for new General Ledger Accounting, you must define the entities. You can define separate entities for separate reports. For example, you may need financial statements for a specific profit center segment to enable segment reporting, which is aimed at IFRS requirements. Reporting of financial information could be based on business line, geography, and specific profit centers. These centers are areas of responsibility for revenues and expenses within a company. Sometimes, these centers are also responsible for assets and liabilities and aim to bring out profit and loss statements under period accounting.

New General Ledger Accounting enables parallel accounting, or parallel valuation approaches, by using different ledgers. For this reason, you require the following knowledge:

- An understanding of the accounts approach and the ledger approach
- An understanding of the basic settings in new General Ledger Accounting
- An understanding of how to activate non-leading ledgers and associate them with particular business situations using scenarios

LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Check the basic settings in new General Ledger Accounting

© Copyright . All rights reserved.

Leading Ledger and Non-Leading Ledgers in New General Ledger Accounting

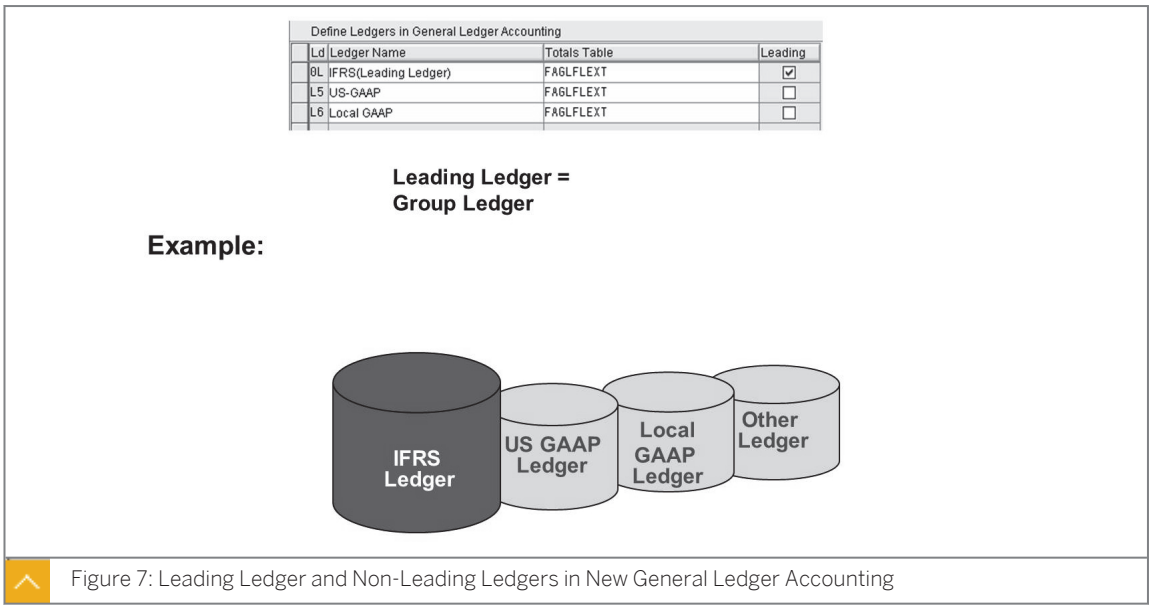


Figure 7: Leading Ledger and Non-Leading Ledgers in New General Ledger Accounting

The leading ledger '0L' and the totals table FAGLFLEXT are part of the standard SAP system, (meaning they are delivered by SAP). In addition to the leading ledger, you can also define other non-leading ledgers for local regulations. This approach is known as the ledger approach in the new General Ledger.

Each client can have only one leading ledger. The client can also have additional ledgers, which are known as non-leading ledgers. All company codes are assigned to a leading ledger for each client. This ledger contains the group valuation view and comes with the application by default. Furthermore, you cannot 'deactivate' the leading ledger because all the company codes are automatically assigned to it. The leading area of asset accounting (that is, area 01) is always assigned to the leading ledger. Only values from the leading ledger are posted to Controlling (CO) in the standard system.

The **non-leading ledgers** are parallel to the leading ledger and are manually activated per company code. For example, one of the non-leading ledgers may be used to depict local accounting principle. The fiscal year variant and the second or third parallel currency of the non-leading ledgers do not have to be the same as that of the leading ledger.

The leading ledger reflects the accounting principles used to draw up consolidated financial statements. It is integrated with all the subledgers and is updated in all the company codes.

Note:
A non-leading ledger can be used for each local accounting principle.

The following activities can be performed:

- To activate non-leading ledgers, choose *Customizing → Financial Accounting (New) → Financial Accounting Global Settings (New) → Ledgers → Ledger → Define and Activate Non-Leading Ledgers*.

© Copyright . All rights reserved.

- To assign the fiscal year variant and the variant of posting periods to the leading ledger, choose *Financial Accounting (New)* → *Financial Accounting Basic Settings (New)* → *Ledgers* → *Fiscal Year and Posting Periods*.
- To view the definition of additional currencies, choose *Financial Accounting (New)* → *Financial Accounting Global Settings (New)* → *Ledgers* → *Ledger* → *Define Currencies of Leading Ledger*.

In addition to the ledger approach, there is also the **accounts approach**. In this approach, different valuation approaches and valuations are posted to different accounts. When financial statements are prepared, the system determines which accounts are relevant and need to be evaluated as defined in the 'financial statement version'.

Accounts Approach versus Ledger Approach

The differences between the accounts approach and the ledger approach are listed in the following table:

Accounts Approach	Ledger Approach
Specific account groups for each GAAP -> complex chart of accounts structure	No specific accounts area -> no change to chart of accounts
Minimum one retained earnings account for each GAAP	Minimum one retained earnings accounts for all GAAPs
Complex financial statement definition	Standard financial statement definition
Relevance of postings for local or international GAAP specified at the account level	Relevance of postings for local or international GAAP specified at the document level
All valuation approaches can be posted to Controlling	Only the leading valuation can be posted to Controlling

It is important to note that both the accounts approach and the ledger approach are regarded as equivalent approaches.

Note concerning the following slide - Assignment of Scenarios:

Subsequent change (*Note 891144*) of scenario assignments is prohibited. "... This is particularly relevant when characteristics of the scenario are used in document splitting...". Subsequent changes are always associated with a project (migration project or correction using the application). For this reason, in some cases it may be useful to assign the *Preparation for Consolidation* or *Functional Area* scenarios even though they may only be used later.

© Copyright . All rights reserved.

Scenarios in New General Ledger Accounting

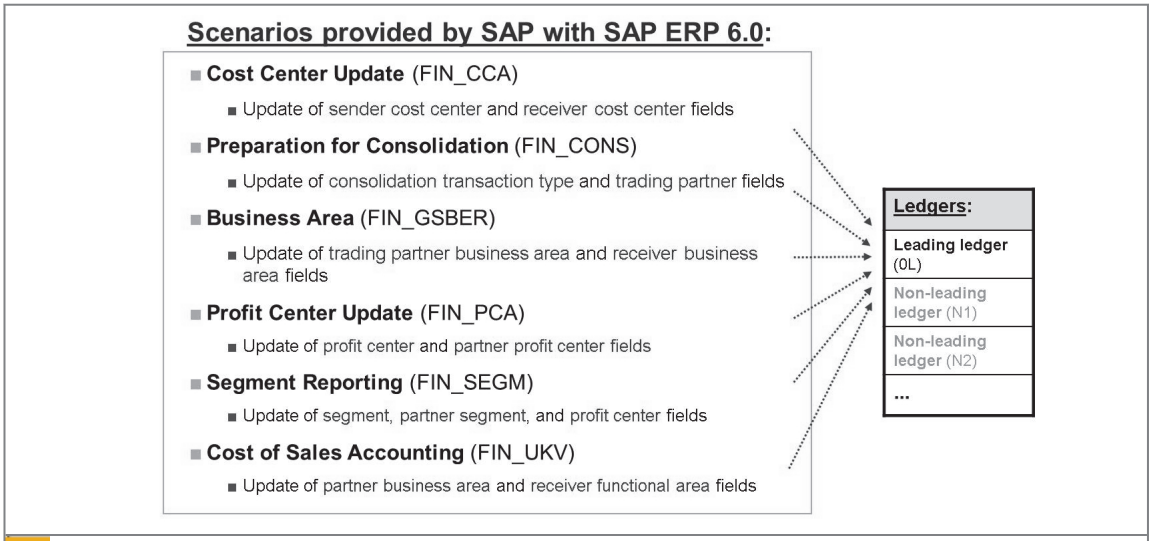


Figure 8: Scenarios – Definition and Assignment

A scenario defines which fields are updated in the ledgers (in the general ledger view) during a posting (from other application components).

The fields updated by the scenarios can be used to map certain business requirements, such as segment reporting.

The scenarios are available in new General Ledger Accounting.

Check *Financial Accounting (New) → Financial Accounting Basic Settings (New) → Ledgers → Fields → Display Scenarios for General Ledger Accounting*

You cannot define your own scenarios.

The scenarios provided are assigned to the ledgers in Customizing.

Assign scenarios to ledgers: *Financial Accounting (New) → Financial Accounting Basic Settings (New) → Ledgers → Ledger → Assign Scenarios and Customer Fields to Ledgers*

Customer-defined fields can be added.

Note:
You can assign a leading ledger to one or more scenarios, or even all six at once. The number of scenarios you decide to assign depends solely on the facts or business aspects you want to map in New General Ledger Accounting.

You do not necessarily have to define non-leading ledgers. This means that scenarios do not have to be assigned to non-leading ledgers either.

© Copyright . All rights reserved.

Caution:
You do not need a ledger for each scenario!

Multiple or non-leading ledgers are useful for portraying accounting in accordance with different accounting principles.

How to Verify Basic Settings in New General Ledger Accounting

Demonstrate the steps listed in the Check Basic Settings in New General Ledger Accounting exercise.

© Copyright . All rights reserved.

29

Check the Basic Settings in New General Ledger Accounting

Business Example

You want to verify the ledgers of new General Ledger Accounting. You also want to verify the scenarios assigned to the leading ledger 0L and check whether ledgers *L5* and *L6* are allowed for the company code GR##.

1. Check the Customizing settings to find out the ID of the leading ledger and the totals table where the values are saved.
2. Verify the scenarios assigned to the leading ledger 0L.

> Caution:
> Control exercise – Do not change the system configuration!

3. Check whether ledgers *L5* and *L6* are allowed for the company code GR##.
4. In the non-leading ledger *L5*, you want to map *Segment Reporting* and a profit and loss statement based on *Cost of Sales Accounting*. Check whether this is possible.

© Copyright . All rights reserved.

30

Check the Basic Settings in New General Ledger Accounting

Business Example

You want to verify the ledgers of new General Ledger Accounting. You also want to verify the scenarios assigned to the leading ledger 0L and check whether ledgers *L5* and *L6* are allowed for the company code GR##.

1. Check the Customizing settings to find out the ID of the leading ledger and the totals table where the values are saved.
   a) On the *SAP Easy Access* screen, choose *Tools* → *Customizing* → *IMG*.
   b) Double-click *Execute Project*.
   c) Choose *SAP Reference IMG*.
   d) Choose *Financial Accounting (New)* → *Financial Accounting Global Settings (New)* → *Ledgers* → *Ledger* → *Define Ledgers for General Ledger Accounting*.
   e) Verify the following data:

Field Name or Data Type	Values
Ledger	**0L**
Totals Table	**FAGLFLEXT**

2. Verify the scenarios assigned to the leading ledger 0L.

> Caution:
> Control exercise – Do not change the system configuration!

   a) In Customizing, choose *Financial Accounting (New)* → *Financial Accounting Global Settings (New)* → *Ledgers* → *Ledger* → *Assign Scenarios and Customer Fields to Ledgers*.
   b) Select ledger *0L*.
   c) On the left pane of the screen, double-click *Scenarios*. The following scenarios will become visible:

Scenarios for New General Ledger Accounting	Long Text
FIN_CONS	**Preparation for Consolidation**
FIN_GSBER	**Business Area**

© Copyright . All rights reserved.

Scenarios for New General Ledger Accounting	Long Text
FIN_PCA	**Profit Center Update**
FIN_SEGM	**Segment Reporting**
FIN_UKV	**Cost of Sales Accounting**

d) Choose *Exit*.

3. Check whether ledgers *L5* and *L6* are allowed for the company code GR##.
   a) Choose *Financial Accounting (New)* → *Financial Accounting Global Settings (New)* → *Ledgers* → *Ledger* → *Define and Activate Non-Leading Ledgers*.
   b) In the *Determine Work Area: Entry* dialog box, choose the button next to the text box.
   c) In the *Ledger in General Ledger Accounting (1)* dialog box, select *L5 Non-leading ledger (INT)*.
   d) To close the dialog box, choose *Continue*.
   e) Choose *Continue*.
   f) Repeat steps (c) to (e) to check for ledger *L6*.
   g) You can now exit this area using the green arrow (back) in the standard toolbar.
4. In the non-leading ledger *L5*, you want to map *Segment Reporting* and a profit and loss statement based on *Cost of Sales Accounting*. Check whether this is possible.
   a) Choose *Financial Accounting (New)* → *Financial Accounting Global Settings (New)* → *Ledgers* → *Ledger* → *Assign Scenarios and Customer Fields to Ledgers*.
   b) Select ledger *L5*.
   c) On the left pane of the screen, double-click the *Scenarios* entry. The following scenarios will become visible:

Scenarios for New General Ledger Accounting	Long Text
FIN_CONS	**Preparation for Consolidation**
FIN_GSBER	**Business Area**
FIN_PCA	**Profit Center Update**
FIN_SEGM	**Segment Reporting**
FIN_UKV	**Cost of Sales Accounting**

   d) Choose *Exit*.

© Copyright . All rights reserved.

LESSON SUMMARY

You should now be able to:

- Check the basic settings in new General Ledger Accounting

© Copyright . All rights reserved.

Explaining the Variant Principle

33

LESSON OVERVIEW

This lesson provides a theoretical overview of the use of the variant principle in the SAP ERP application.

Business Example

Your customer has been informed by a consultant about a principle in SAP ERP that appears in several configuration tables. This principle simplifies the SAP ERP application for the customer. For this reason, you require the following knowledge:

- Explain the benefits of the variant principle

The variant principle is a three-step method used in SAP ERP to assign special properties to one or more SAP ERP objects.

The advantage of the variant principle is the low level of maintenance required in the system.

Example: fiscal year variant

Instead of defining the fiscal year individually for ‘n’ company codes, you can perform the following for ‘n’ company codes:

- Define variants (fiscal year K4)
- Determine values for the variant (K4) (01/01 - 12/31)
- Assign variant (K4) to the SAP ERP object (n company codes)

The variant principle is dealt with theoretically in this lesson. The next lesson introduces the variant principle using the example of the fiscal year variant.

LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Outline the key features of the variant principle

© Copyright . All rights reserved.

Variant Principle

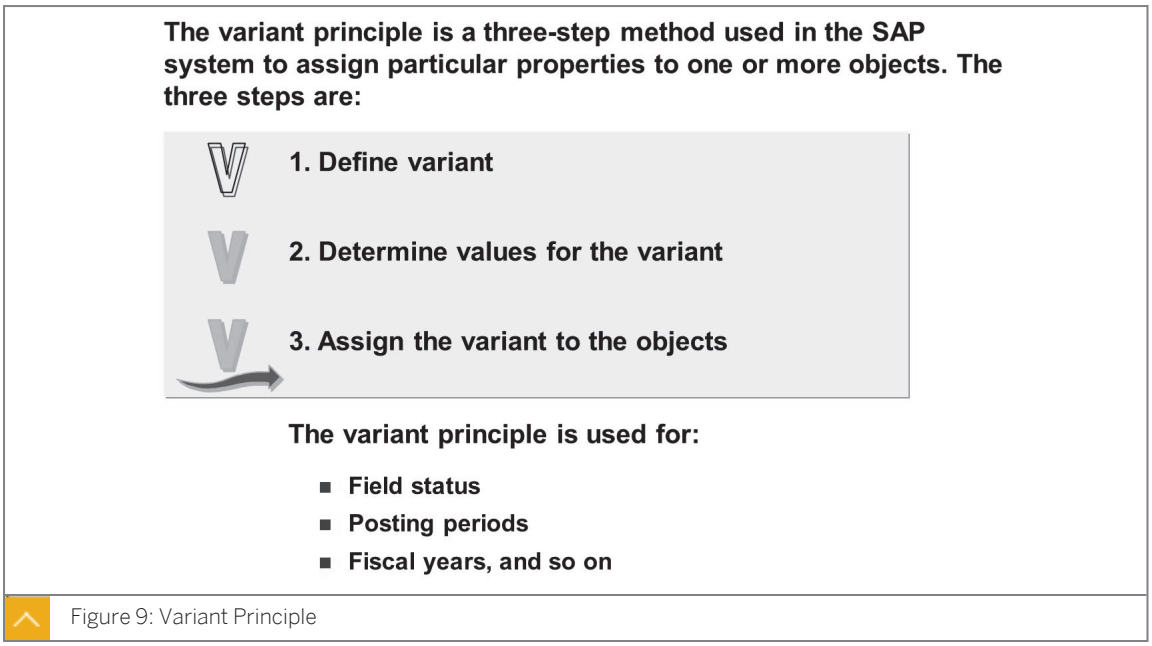


Figure 9: Variant Principle

The variant principle is a three-step method used in SAP ERP to assign special properties to one or more objects. The following example about creating a fiscal year variant clarifies the variable principle:

1. Define the variant: K4 is your fiscal year variant.
2. Define values for the variant K4: Define the properties of fiscal year K4.
3. Assign the variant to the SAP ERP objects: Assign K4 to various company codes that use this fiscal year.

The use of variants makes it easier to maintain properties that are common among several business objects.

FACILITATED DISCUSSION
What is the basic advantage of the variant principle?

How to Display Global Parameters and the Fiscal Year Variant

1. Display global parameters and the fiscal year variant.
   a) In Customizing, choose *Financial Accounting (New)* → *Financial Accounting Global Settings (New)* → *Global Parameters for Company Code* → *Enter Global Parameters*.
   b) On the *Change View "Company Code Global Data": Overview* screen, select the row for your company code.
   c) Double-click the row for your company code.

© Copyright . All rights reserved.

d) On the *Change View "Company Code Global Data": Details* screen, check the values for *Fiscal Year Variant*, *Field status variant*, *Pstng period variant*, and *Workflow variant* fields.

Note:
The SAP ERP application shows the *Change View, Company Code Global data-Details* message. The fiscal year variant is visible on the *Accounting Organization* tab.

LESSON SUMMARY
You should now be able to:

- Outline the key features of the variant principle

© Copyright . All rights reserved.

Unit 1
Lesson 4

35

Maintaining Fiscal Year Variants

LESSON OVERVIEW
This lesson explains how to create and maintain fiscal year variants.

Business Example

The company's fiscal year corresponds to the calendar year. You need to meet the requirements set by the Accounting Manager who wants four special periods for postings for year-end closing. For this reason, you require the following knowledge:

- An understanding of the fiscal year variant
- An understanding of the different types of fiscal year variants
- An understanding of how to define a fiscal year variant according to your requirements
- An understanding of how to assign a fiscal year variant to a company code

A fiscal year is usually a 12-months period for which a company regularly creates an inventory, financial statements, and profit and loss statements.

You create a fiscal year variant according to the variant principle.

What are special periods?

To ensure that you can compare the closing months with the other periods of the fiscal year, you make closing postings in special periods.

For example, 12 posting periods and four special periods.

The four special periods could consist of the following: period 13 = accrual/deferral postings, period 14 = audit postings, period 15 = General meeting of shareholders, and period 16 = adjustment postings.

How do I post in a special period?

To post in a special period, the following conditions must apply:

- The posting date must be in the last posting period (irrespective of whether the last posting period is open).
- The special periods must be open for posting.
- The special period must be entered manually when posting.
- The authorization to post in special periods must be given (optional).

© Copyright . All rights reserved.

Hint:
The opening and closing of posting periods is dealt with in a subsequent lesson. You can also refer to: *Customizing: Financial Accounting (New) → Financial Accounting Global Settings (New) → Ledgers → Fiscal Year and Posting Periods → Open and Close Posting Periods* .

LESSON OBJECTIVES
After completing this lesson, you will be able to:

- Create and maintain fiscal year variants

The Fiscal Year

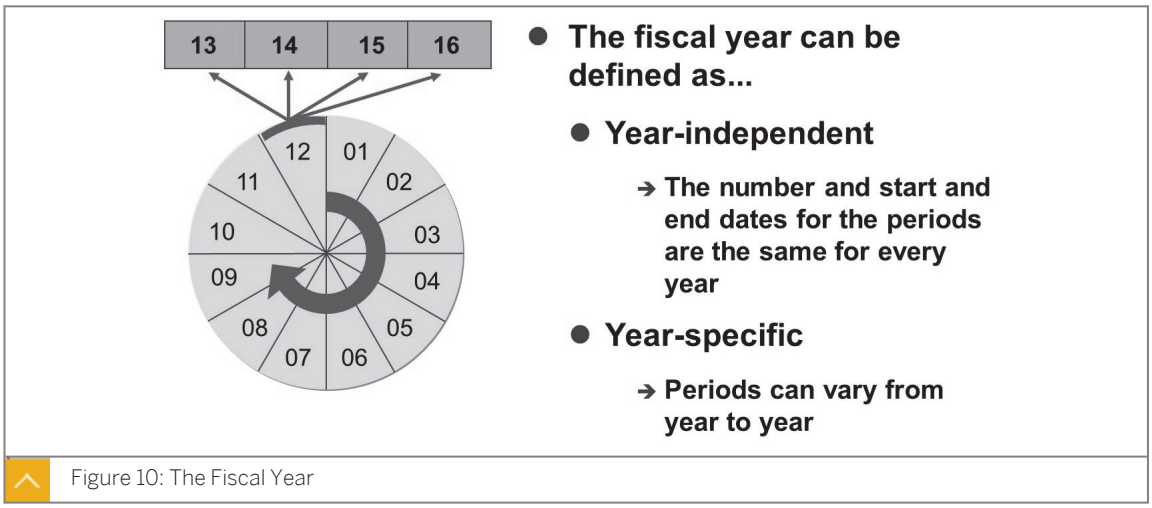


Figure 10: The Fiscal Year

You must define a fiscal year with the posting periods to assign business transactions to different periods. The fiscal year is defined as a variant and assigned to a company code.

The fiscal year variant contains the definitions of posting periods and special periods. Special periods are used for postings that are assigned to the business process of year-end closing and not to time periods. In total, you can define 16 periods.

The system derives the posting period from the posting date. If the posting date falls within the last normal posting period, you can post the transaction in one of the special periods.

The figure shows a fiscal year that has 12 posting periods and four special periods. The posting periods are marked 1 to 12. The special periods are marked 13 to 16. If the posting date falls in the twelfth period, you can post the transaction in any one of the special periods ranging from 13 to 16.

Standard fiscal year variants are already defined in the system and you can use them as templates.

© Copyright . All rights reserved.

Hint:
The fiscal year variant does not specify whether a posting period is open or closed. This data is managed in another table. The fiscal year variant only defines the number of periods and their start and finish dates.

Year-Independent Fiscal Year Variant

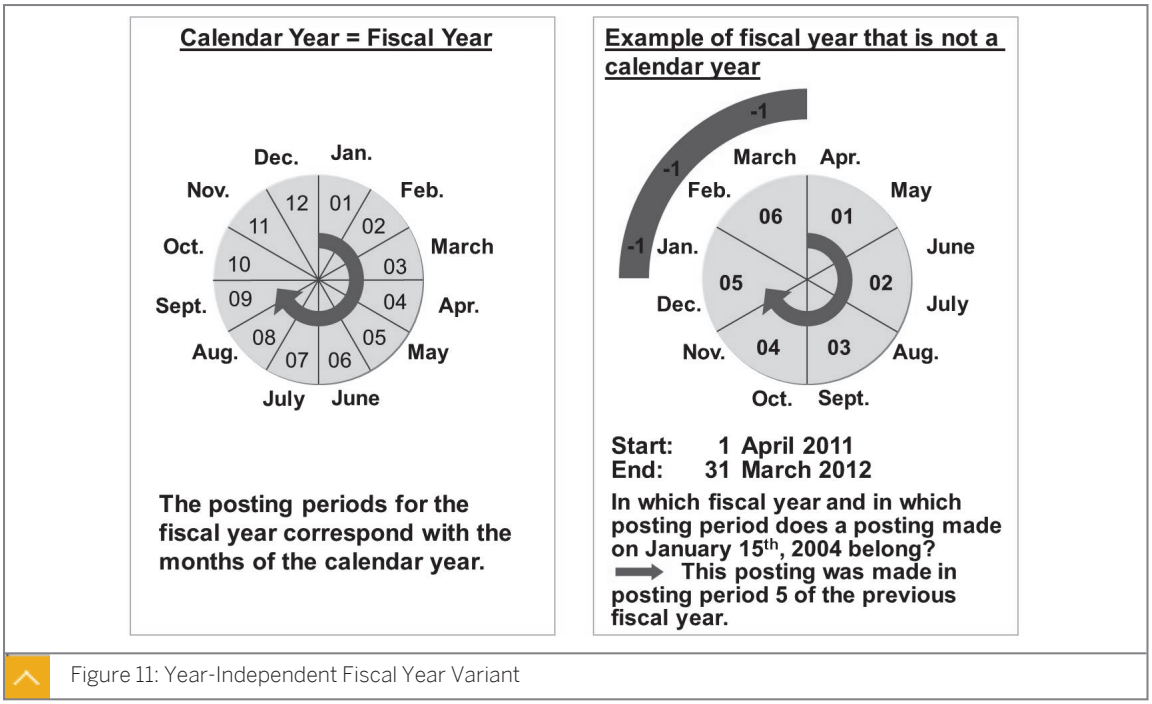


Figure 11: Year-Independent Fiscal Year Variant

If each fiscal year of a fiscal year variant uses the same number of periods and the posting periods always start and end on the same day of the year, the variant is year-independent.

There are two types of year-independent fiscal year variants:

- Calendar year
- Non-calendar year

If you define a fiscal year as the calendar year, then the posting periods are equivalent to the months of the year. Therefore, a fiscal year must have 12 posting periods.

If a fiscal year is defined as a non-calendar year, each of the posting periods are defined with their end dates. A non-calendar year can be defined with the posting periods ranging from 1 to 16. If the non-calendar year does not start on January 1st, the periods of the year that belong to the former or the coming fiscal year must have an indicator -1 or +1.

The figure shows a non-calendar year with six posting periods starting from April to March. January to March belong to the old fiscal year and have the indicator -1.

If the fiscal year differs from the calendar year, but the posting periods correspond to calendar months, then select 29 as the day limit for February to take leap years into consideration.

Fiscal years are usually year-independent.

© Copyright . All rights reserved.

Year-Specific Fiscal Year Variants

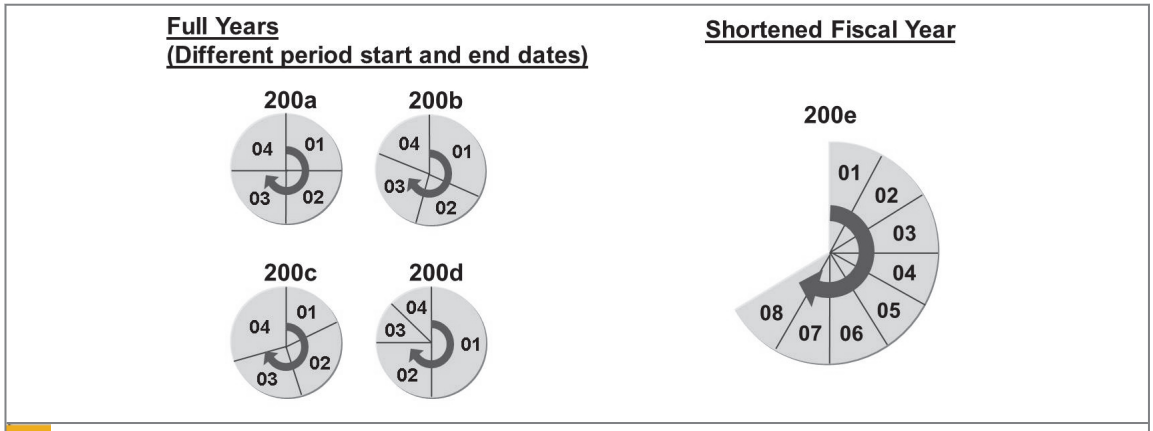


Figure 12: Year-Specific Fiscal Year Variants

A fiscal year variant is defined as year-specific based on one or both of the following conditions:

- The start and the end dates of the posting periods for some fiscal years differ from the dates of other fiscal years.
- Some fiscal years use a different number of posting periods.

If all of the fiscal years in a fiscal year variant have the same number of posting periods, only the different period dates for the different years have to be defined. The figure demonstrates this example.

If one year of a fiscal year variant has less posting periods than the others, it is called a shortened fiscal year. This variant could be required if closing has to be carried out before the end of the normal fiscal year. For example, in a case where the beginning of the fiscal year needs to be changed or if the company was sold. Before defining the period dates, you must define the shortened fiscal year and the number of posting periods in it. For a shortened fiscal year, you can only assign a lower number of posting periods.

In new General Ledger Accounting, a fiscal year and a posting period variant that differ from the company code can be defined for the ledger approach in the non-leading ledgers. However, this is only necessary in very special cases.

Usually, the ledgers have the same fiscal year and posting period variants as the corresponding company code.

How to Create Non-Calendar Year Fiscal Year Variants

Create a non-calendar fiscal year variant and enter the appropriate values. Use the values for the period from 1st of April to 31st of March and then define four posting periods and one special period.

1. Create a non-calendar fiscal year variant.

© Copyright . All rights reserved.

a) In Customizing, for Financial Accounting (New), choose *Financial Accounting Global Settings (New)* → *Ledgers* → *Fiscal Year and Posting Periods* → *Maintain Fiscal Year Variant (Maintain Shortened Fisc. Year)*.

b) Choose *Edit* → *New Entries*.

c) Enter the following values on the *"Change view fiscal year Variants": Overview* screen:

Field Name or Data Type	Values
Fiscal Year Variant	`00`
Description	`AC200`
Year-Dependent	`No entry`
Calendar Year	`No entry`
Posting Periods	`4`
Special Periods	`1`

d) Choose *Save*.

e) Select the new fiscal year variant.

f) Choose *Periods* in the left pane.

g) Choose *Edit* → *New Entries*.

h) Enter the following values on the *"Change view Periods": Overview* screen:

Month	*Day*	*Period*	*Year Shift*
3	*31*	*4*	*-1*
6	*30*	*1*	*0*
9	*30*	*2*	*0*
12	*31*	*3*	*0*

i) Choose *Save*.

j) Go back and select the new fiscal year variant. In the left pane, choose *Periods* text.

k) Choose *Edit* → *New Entries*.

l) Enter the following values on the *"Change view Periods Texts": Overview* screen:

Language	*Period*	*Text*	*Text*
EN	*4*	*Q4*	*4. Quarter*
EN	*1*	*Q1*	*1. Quarter*
EN	*2*	*Q2*	*2. Quarter*
EN	*3*	*Q3*	*3. Quarter*
EN	*5*	*S1*	*Special Period 1*

m) Choose *Save*.

© Copyright . All rights reserved.

Hint:
Other non-calendar fiscal year variants are: C1, Q1, V3, V6, and V9.

How to Assign a Fiscal Year Variant to a Company Code

1. a) In Customizing for Financial Accounting (New), choose *Financial Accounting Global Settings (New)* → *Ledgers* → *Fiscal Year and Posting Periods* → *Assign Company Code to a Fiscal Year Variant.*

   b) On the *Change View "Assign Comp. Code* → *Fiscal Year Variant": Overview* screen, choose *Position*.

   c) Enter the following values on the *"Change view Assign Comp. Code – Fiscal Year Variant": Overview* screen:

Field Name or Data Type	Values
Company Code	**GR00**
Fiscal Year Variant	**00**

   d) Choose *Save*.

Caution:
After you have finished the demo, reassign fiscal year variant "K4" to your company code *GR00*.

© Copyright . All rights reserved.

© Copyright . All rights reserved.

Unit 1
Exercise 5

Create and Maintain Fiscal Year Variants

39

Business Example

The company's fiscal year corresponds to the calendar year. The Accounting Manager wants four special periods for postings for the year-end closing.

Create a calendar year and a fiscal year variant, assign the fiscal year variant to the company code, and define a fiscal year variant.

1. Which of the predefined fiscal year variants are year-independent (calendar year) and which of them are year-specific?

2. When are year-specific fiscal year variants used?

3. Create a calendar year variant ## for your company with 12 posting periods and four special periods.

Hint:
Add 30 to your group number because some of the existing data begins with 01, 02, and so on. For example, if your group number is 02, add 02 + 30 and enter 32 for your fiscal year variant.

4. Assign the fiscal year variant that you created to your company code GR##.

5. Create a fiscal year variant ## + 60 for a fiscal year with just four posting periods and one special period. The duration of one posting period is 3 months. The fiscal year runs from April to March.

© Copyright . All rights reserved.

Unit 1
Solution 5

Create and Maintain Fiscal Year Variants

40

Business Example

The company's fiscal year corresponds to the calendar year. The Accounting Manager wants four special periods for postings for the year-end closing.

Create a calendar year and a fiscal year variant, assign the fiscal year variant to the company code, and define a fiscal year variant.

1. Which of the predefined fiscal year variants are year-independent (calendar year) and which of them are year-specific?

---

a) Calendar year: 01, K0, K1, K2, K3, K4

b) Year-specific: AA, AM, R1, UL, WK

2. When are year-specific fiscal year variants used?

---

a) Year-specific fiscal year variants are used when:

- The start date and the end date of the posting periods differ from one year to another
- One fiscal year has fewer posting periods than the others (shortened fiscal year)

3. Create a calendar year variant ## for your company with 12 posting periods and four special periods.

Hint:
Add 30 to your group number because some of the existing data begins with 01, 02, and so on. For example, if your group number is 02, add 02 + 30 and enter 32 for your fiscal year variant.

a) In Customizing for Financial Accounting (New), choose *Financial Accounting Global Settings (New)* → *Ledgers* → *Fiscal Year and Posting Periods* → *Maintain Fiscal Year Variant (Maintain Shortened Fisc. Year)*.

b) Choose *Edit* → *New Entries*.

c) In the *FV* field, enter **## +30**.

© Copyright . All rights reserved.

d) Enter the following values:

Field Name or Data Type	Values
Description	**12 periods calendar year ##**
Calendar Year	✔
Number of posting periods	**12**
Number of special periods	**4**

e) Choose *Save*.

4. Assign the fiscal year variant that you created to your company code GR##.

a) Choose *Financial Accounting (New)* → *Financial Accounting Global Settings (New)* → *Ledgers* → *Fiscal Year and Posting Periods* → *Assign Company Code to a Fiscal Year Variant*.

b) On the *Change View "Assign Comp. Code* → *Fiscal Year Variant": Overview* screen, choose *Position*.

c) In the *FV* field, enter **## +30**.

d) Choose *Save*.

5. Create a fiscal year variant ## + 60 for a fiscal year with just four posting periods and one special period. The duration of one posting period is 3 months. The fiscal year runs from April to March.

a) In Customizing for Financial Accounting (New), choose *Financial Accounting Global Settings (New)* → *Ledgers* → *Fiscal Year and Posting Periods* → *Maintain Fiscal Year Variant (Maintain Shortened Fisc. Year)*.

b) Choose *Edit* → *New Entries*.

c) Enter the following values:

Field Name or Data Type	Values
FV	**##+60**
Description	**4 periods - Group ##**
Number of Posting Periods	**4**
Number of Special Periods	**1**

d) Choose *Save*.

e) Go back to the overview screen.

f) To define the period dates, select the fiscal year variant ## + *60*.

g) Double-click *Periods* in the left pane.

h) Choose *Edit* → *New Entries*.

i) Enter the following values:

© Copyright . All rights reserved.

Month	*Day*	*Period*	*Year Shift*
03	*31*	*4*	*-1*
06	*30*	*1*	*0*
09	*30*	*2*	*0*
12	*31*	*3*	*0*

j) Choose *Save*.

Note:
A calendar-year fiscal year variant is now created and assigned to your company code.

You have also created a non-calendar fiscal year variant.

© Copyright . All rights reserved.

LESSON SUMMARY

You should now be able to:

- Create and maintain fiscal year variants

© Copyright . All rights reserved.

44 Understanding the Basic Functions of Currencies

LESSON OVERVIEW

This lesson explains the basic functions of currencies in Financial Accounting.

Business Example

The company has customers and vendors in several countries. The head accountant is worried that keeping the exchange rates updated in the system will involve a substantial amount of work. You need to convince the accountant that using the tools provided by the SAP ERP application will reduce the work involved. For this reason, you require the following knowledge:

- An understanding of currency keys and exchange rate types
- An understanding of the basic functions of exchange rates
- An understanding of how to maintain exchange rates

LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Understand the basic functions of currencies

Currency Keys and Exchange Rate Types

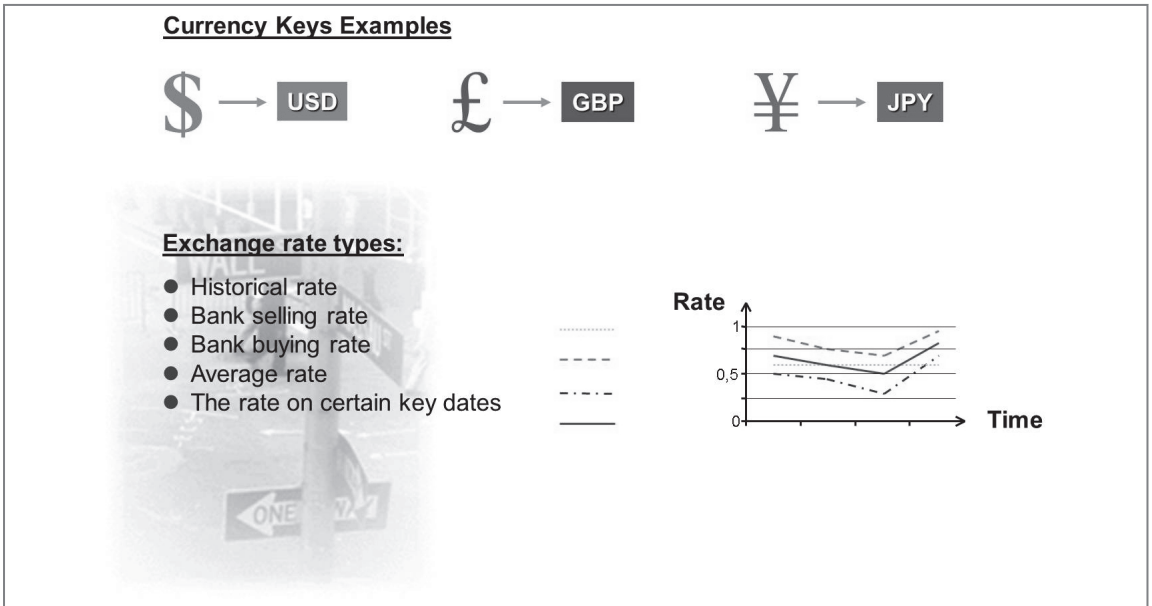


Figure 13: Currencies and Exchange Rate Types

© Copyright . All rights reserved.

Every currency key used in the SAP ERP application must have a currency key assigned to it. By default, most of the currencies in the SAP ERP application are defined with standard international currency keys.

You can assign a validity date to each currency key defined in the SAP ERP application.

You can maintain the exchange rate for a combination of two currencies. You can then use different exchange rates for different purposes, such as valuation, conversion, translation, and planning.

Translation Ratios

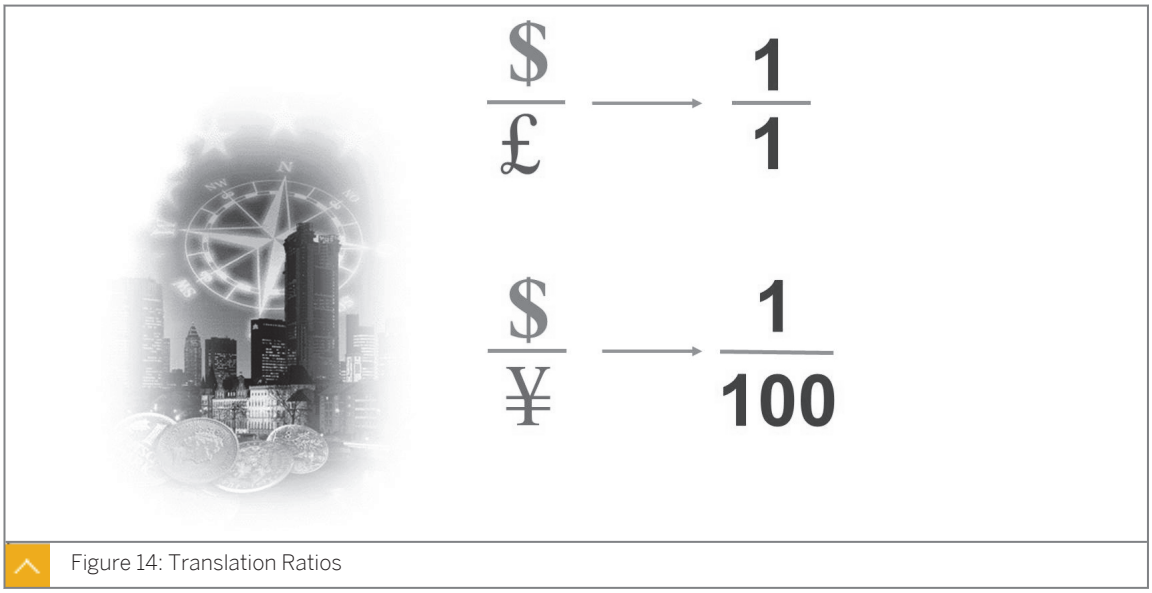


Figure 14: Translation Ratios

The relationship between currencies must be maintained per exchange rate type and currency pair using translation ratios. This activity usually has to be performed only once. Since inflation can deeply influence the relationships between currencies, translation ratios are maintained on a time period basis.

You can reduce the amount of work involved in the maintenance of exchange rates by using one of the following tools:

- Base currency
- Exchange rate spreads
- Inversion

If an entry is missing for an exchange rate, you can use the inverse exchange rate relationship to translate from one currency to another. For example, you have maintained the exchange rate relationship between EUR and USD. You do not have to maintain the inverse relationship from USD to EUR using the “inversion” tool; it is calculated automatically.

From Release 3.0A to 3.0E, avoid using inversion for exchange rate type M, the average rate, since the calculated exchange rate would be too imprecise with inversion.

© Copyright . All rights reserved.

How to Display a Currency Key and Exchange Rate Types

The ERP SAP system uses the exchange rates defined under exchange rate type M for currency translation during document posting. This entry must exist in the system.

Some examples of exchange rate types include:

- B (bank selling rate)
- G (buying rate)
- EURO (EURO basket currencies)
- EURB (EURO basket currencies, bank selling rate)
- EURG (EURO basket currencies, buying rate)
- EURX (EURO countries for third country currencies)

Exchange Rate Type EURO

With the formation of the *European Monetary Union (EMU)*, the base currency was changed to the Euro. The translation of one national currency to another was carried out using the base currency *EUR*. A new exchange rate type, *Euro*, was defined for this.

This exchange rate type was entered as the alternative exchange rate type in the participating currencies so that *Euro* became the base currency for the translation of the participating currencies.

For exchange rate relationships within the *EMU*, the base currency *EUR (Euro)* had to be the *From currency* in accordance with the legal requirements. Therefore, the indicator in the field *Base Currency = From* was set.

To fix the currency and carry out the translation in accordance with the legal requirements, in *Customizing*, you had to select the EMU translation algorithm and the fixing in addition to *Base Currency = From* for the exchange rate type *EURO*.

1. Show the currency code, EURO.
   a) In Customizing, choose *SAP NetWeaver → General Settings → Currencies → Check Currency Codes*.
   b) To show the content, double-click the currency code *EUR*.
   c) Go back twice.
2. Show the exchange rate type M.
   a) Choose *Check Exchange Rate Types*.
   b) Display the exchange rate type *M*.
   c) Go back.

© Copyright . All rights reserved.

Basic Functions and the Maintenance of Exchange Rates (With and Without Worklist)

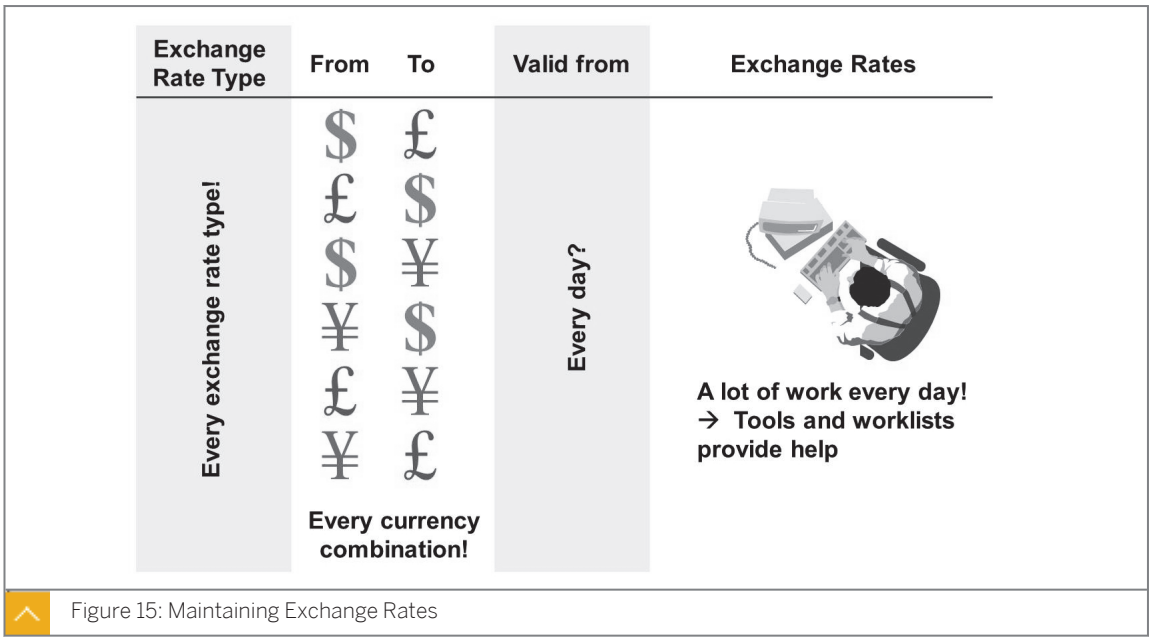


Figure 15: Maintaining Exchange Rates

The manual maintenance of exchange rates is a recurring activity that can be carried out in the application by using one of the following methods:

From the *SAP Easy Access* menu, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Environment* → *Current Settings* → *Enter Translation Rates*.

Or

From the *SAP Easy Access* menu, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Environment* → *Current Settings* → *Enter Currency Exchange Rates using a Worklist*.

You can reduce the amount of work involved in the maintenance of exchange rates by using one of the following tools:

- Base currency
- Exchange rate spreads
- Inversion

  If an entry is missing for an exchange rate, you can use the inverse exchange rate relationship to translate one currency into another. For example, you have maintained the exchange rate relationship between EUR and USD. You do not have to maintain the inverse relationship from USD to EUR using the "inversion" tool; it is calculated automatically.

  From Release 3.0A to 3.0E, you must not use inversion for exchange rate type M, the average rate, since the calculated exchange rate would be too imprecise with inversion.

The maintenance of exchange rates is an ongoing task.

© Copyright . All rights reserved.

The SAP ERP application therefore provides the following set of tools to reduce the work involved in the maintenance of exchange rates:

- Exchange rate spreads
- Base currency
- Inversion

> Note:
> Inversion is an old tool and is rarely used today. You can only use one of these tools for each exchange rate type. However, you can use different tools for different exchange rate types.

You can use report RFTBFF00, which enables you to transfer external market data in file form, to automatically update the exchange rate table by uploading an input file in MultiCash form.

You can also use the reports RFTBDF07 and RFTBDF14 to transfer exchange rates. These reports can transfer the data in real-time using a datafeed interface if the external datafeed supports real-time provision of exchange rates. Remote Function Call (RFC) enables a direct connection between an external system and the SAP ERP application. For more information about the file input format, data providers, and file structures, refer to the documentation for this report.

Exchange Rate Spreads

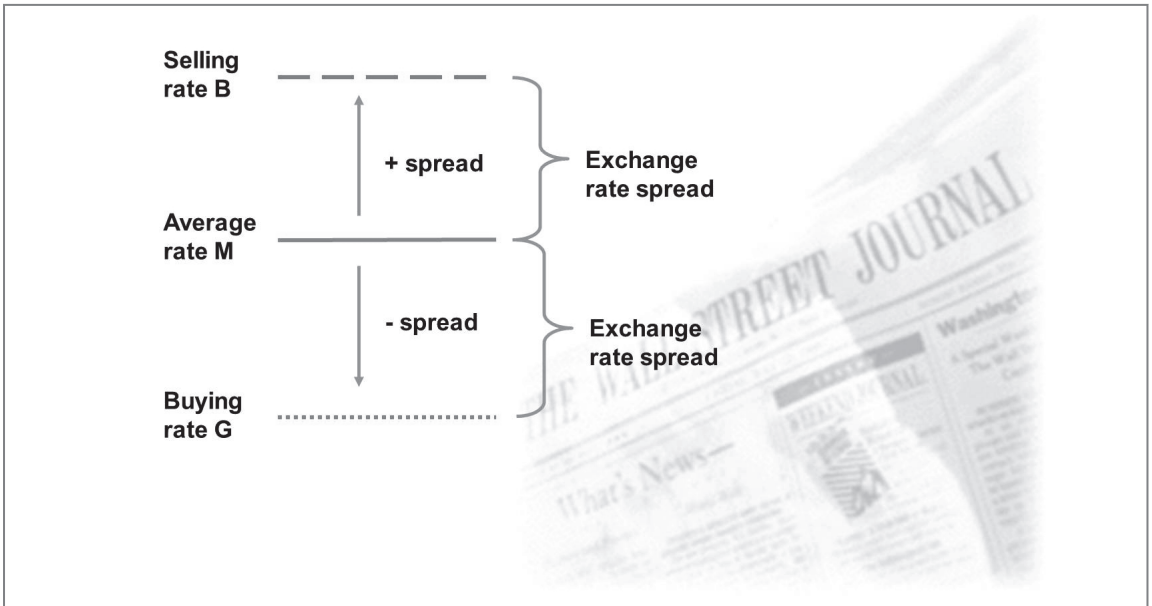


Figure 16: Exchange Rate Spreads

Exchange rate spreads between the bank buying or selling rate and the average rate usually remain constant. Once the exchange rate spread of an exchange rate type is entered in the SAP ERP application, you only have to maintain the average rate. This is because the buying and the selling rate can be derived by adding or subtracting the exchange rate spread to or from the average rate.

An efficient combination of the exchange rate tools includes the following actions:

© Copyright . All rights reserved.

- Using a base currency for the average rate (M)
- Using the exchange rate spreads to calculate the buying and selling rates (B and G)

Base Currency

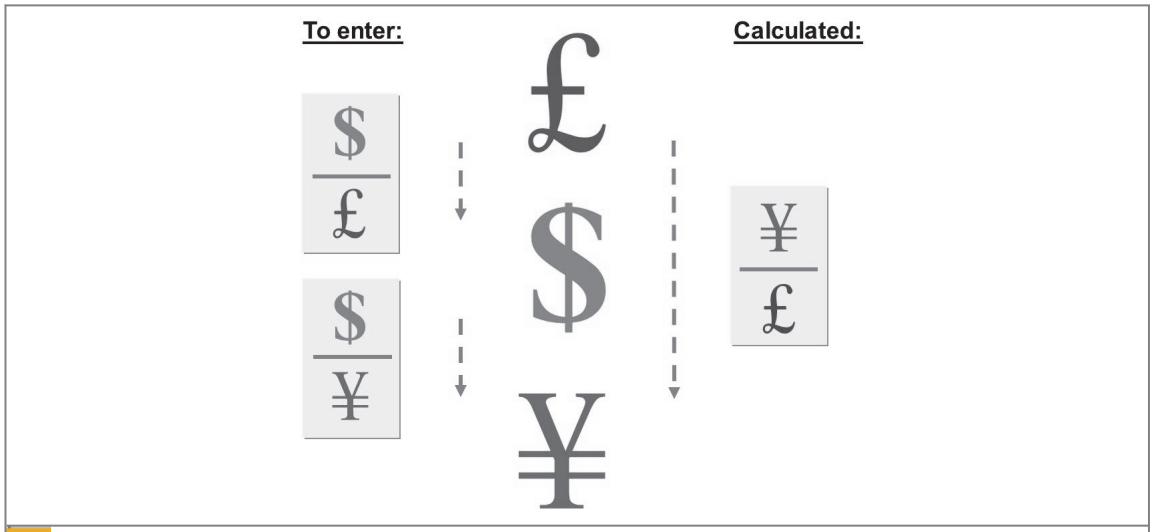


Figure 17: Base Currency

You can assign a base currency to an exchange rate type. This allows you to maintain exchange rates for all other currencies into this base currency. You can use the base currency to calculate a translation between two foreign currencies by combining two exchange rates.

Note:
Until Release 4.0A, it was possible to use one base currency per exchange rate type. However, legal requirements may make it necessary to use different base currencies to carry out translations into different currencies.

© Copyright . All rights reserved.

Direct or Indirect Quotation of Exchange Rates

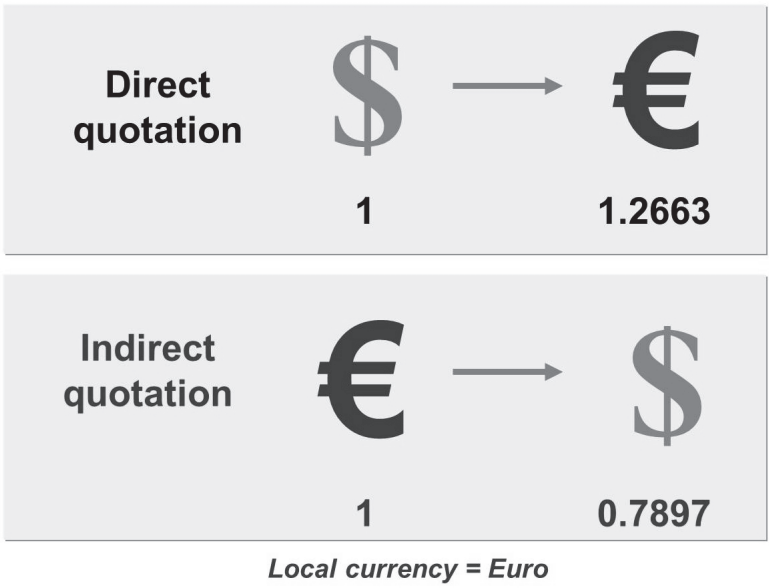


Figure 18: Direct or Indirect Quotation of Exchange Rates

All SAP ERP applications and functions process exchange rates using one of the following types of quotations:

- Direct: Uses one unit of foreign currency for the local currency.
- Indirect: Uses one unit of local currency for the foreign currency. It affects all the components in which exchange rates are used. It is neither application nor country-specific.

The type of quotation used is dependent on the market standard or the individual business transaction.

The following example demonstrates a direct quotation and an indirect quotation:

Consider that the local currency is EUR and the foreign currency is USD.

- Direct quotation:
  - USD 1 = EUR 1.2663. This means that one unit of the foreign currency USD costs the displayed number of units of the local currency.
- Indirect quotation:
  - EUR 1 = USD 0.7897. This means that one unit of the local currency EUR costs the displayed number of units of the foreign currency, USD.

For each currency pair, you can define either the direct or the indirect quotation as the standard notation for the exchange rate. If the exchange rate you enter does not have the same quotation as the standard quotation set up in the application, the exchange rate is highlighted to show this.

© Copyright . All rights reserved.

Worklists for Maintaining Exchange Rates

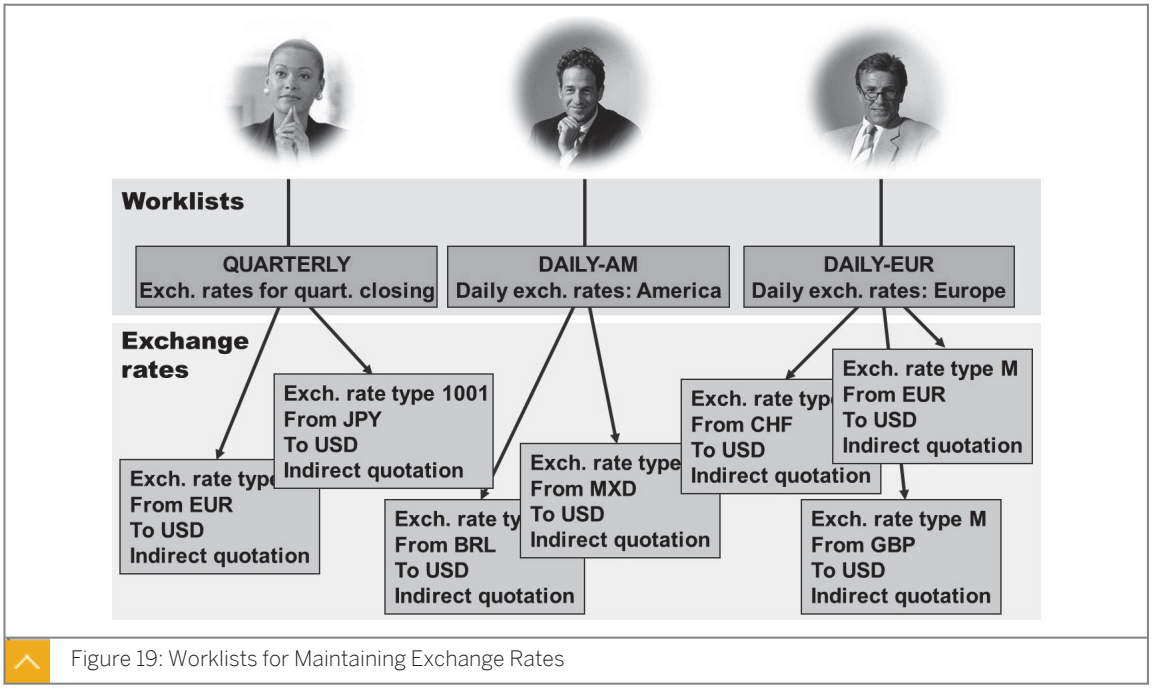


Figure 19: Worklists for Maintaining Exchange Rates

In some companies, several employees maintain the exchange rate table TCURR.

When several employees perform maintenance, the following problems can occur:

- Incorrect exchange rates are maintained unknowingly or unintentionally.
- Exchange rates with the incorrect quotation, which can be indirect instead of direct, or vice versa are maintained.
- Large tables, which involve time-consuming scrolling, are maintained.
- The table TUCRR cannot be maintained by more than one user simultaneously.

Maintenance of Exchange Rates

Starting with SAP R/3 Enterprise, you can define worklists and then maintain the exchange rates using the transaction `TCURMNT`.

This process offers the following advantages:

- Only the relevant exchange rates can be maintained. You can also assign authorizations for worklists.
- Only the relevant quotation can be maintained.
- The worklist is smaller and clearer.
- Parallel processing of different worklists is possible.

© Copyright . All rights reserved.

Design of Exchange Rate

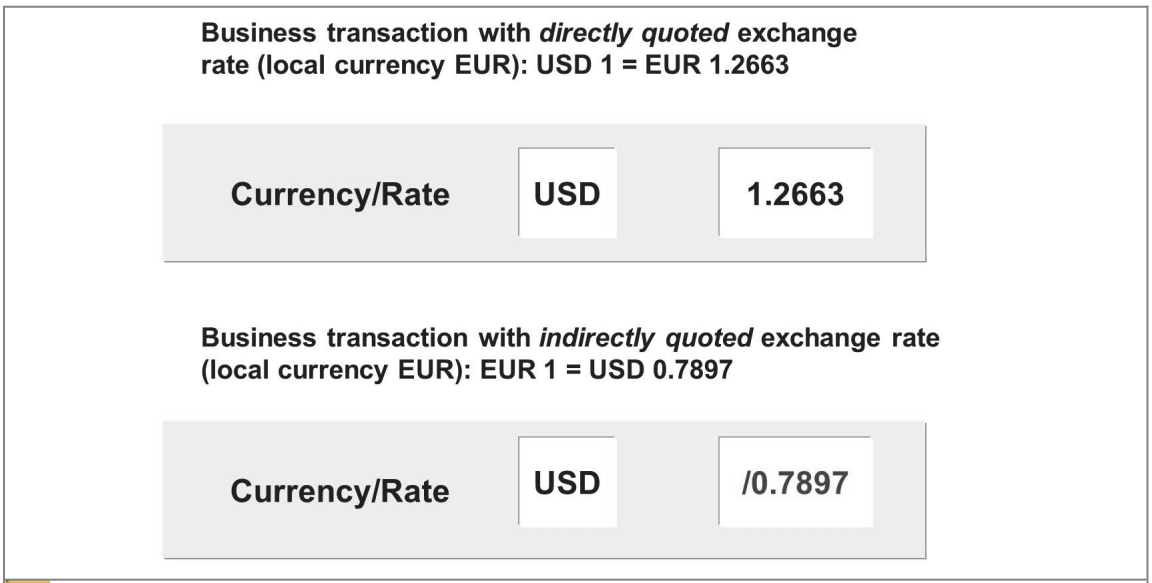


Figure 20: Design of Exchange Rate in Different Quotations

Exchange rates can be entered as direct or indirect quotations. You can maintain two prefixes to differentiate between direct and indirect quotation exchange rates during input and display. The standard setting is valid if you do not enter a prefix.

These prefixes are as follows:

Prefix	Use
" " (blank, without a prefix)	Used for direct quotation exchange rates
"/"	Used for indirect quotation exchange rates

Scenarios Showing Direct Quotations and Indirect Quotations

The following scenarios show direct quotations and indirect quotations:

Scenario	Setting/Quotation	Prefix
1	Standard setting, if direct quotation is mostly used.	You can enter direct quotation exchange rates without a prefix.

© Copyright . All rights reserved.

Scenario	Setting/Quotation	Prefix
2	Both indirect quotation and direct quotations are used.	You can define an alternative prefix for both types of quotations. For example, use "*" for direct quotation and "/" for indirect quotation. If you follow this suggestion, the configuration does not allow exchange rates to be entered without a prefix and an error message occurs. Users are therefore forced to consider the correct quotation and enter the rate with a valid prefix.
3	Indirect quotation is the most widely used notation at your company.	You can configure different settings. The following types of settings can be defined: • "*" for direct quotation, " " (blank) for indirect quotation. • This configuration allows indirect quotation exchange rates to be entered without a prefix, whereas the less used direct quotation exchange rates have to be entered with a prefix.

Refer to SAP Note 783877 for an overview of FAQs about currency translation.

How to Maintain Exchange Rates (With and Without Worklist)

1. Show transaction rates.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Document Entry* → *Invoice*.
   b) On the *Enter Vendor Invoice* screen, enter the following data:

Field Name or Data Type	Values
Vendor	**1000**
Invoice date	Current date

© Copyright . All rights reserved.

Field Name or Data Type	Values
Posting Date	Current date
Reference	**12345**
Amount	**5000**
Currency	**EUR**
Calculate tax	Select
Output tax	**0I**

c) On the *Local currency* tab page, check the *Exchange rate*.

d) Go back to the main menu.

2. Check currency codes.

a) In Customizing for *SAP NetWeaver*, choose *General Settings* → *Currencies* → *Check Currency Codes*.

b) On the *Change View "Currencies": Overview* screen, select currency *USD*.

c) Go back to the *Customizing* screen.

3. Determine translation ratios for currency translation.

a) In Customizing for *SAP NetWeaver*, choose *General Settings* → *Currencies* → *Define Translation Ratios for Currency Translation*.

b) Confirm the warning message with *Yes*.

c) On the *Change View "Currencies: Translation Ratios": Overview* screen, choose *Position*.

d) In the *Another entry* dialog box, enter the following data:

Field Name or Data Type	Value
Exch. Rate Type	**M**
From currency	**USD**
To-currency	**EUR**
Valid from	Leave blank

e) Choose *Enter*.

f) Check the values in the table.

g) Go back to the *Customizing* screen.

4. Enter the exchange rates.

a) In Customizing for *SAP NetWeaver*, choose *General Settings* → *Currencies* → *Enter Exchange Rates*.

b) On the *Change View "Currencies: Translation Ratios": Overview* screen, choose *Position*.

© Copyright . All rights reserved.

c) In the *Another entry* dialog box, enter the following data:

Field Name or Data Types	Values
Exch. Rate Type	**EURX**
From currency	**USD**
To currency	**EUR**
Valid from	Leave blank

d) Choose *Enter*.

e) Check the value for *Exchange rate*.

f) Go back to the *Customizing* screen.

5. Determine a worklist for maintaining exchange rates.
   a) In Customizing for *SAP NetWeaver*, choose *General settings* → *Currencies* → *Define Worklist for Exchange Rate Entry*.
   b) On the *Change View "Exch.rate maint: Work list": Overview* screen, display the existing worklist *DAILY EUR*.
   c) Go back to the *Customizing* screen.
6. Show the exchange rate assignment to the worklist.
   a) In Customizing for *SAP NetWeaver*, choose *General settings* → *Currencies* → *Assign Exchange Rate to the Worklist*.
   b) On the *Change View "Exch.rate maint: Assign exch. rates to work lists": Overv* screen, check the *Worklist* field and point out the type of quotation for the *Exch. Rate Type EURX*.
   c) Go back to the main menu.
7. Maintain the exchange rate using a worklist.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Environment* → *Current Settings* → *Enter Currency Exchange Rates using a Worklist*.
   b) On the *Exchange Rates: Worklists* screen, select the worklist *DAILY EUR* and choose *Enter Exchange Rates*.
   c) On the *Exchange Rate Entry* screen, enter the following data:

Field Name or Data Type	Values
Valid from	Current date
Exch. Rate	**140000**

   d) Choose *Set Worklist to "Completed"*.
   e) On the *Exchange Rates: Worklists* screen, the status for the worklist *DAILY EUR* is completed.
   f) Choose *Save*.

© Copyright . All rights reserved.

g) Go back to the main menu.

8. Enter the translation rate.

a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → General Ledger → Environment → Current Settings → Enter Translation Rates*.

b) On the *Change View "Currency Exchange Rates": Overview* screen, choose *Position*.

c) In the *Another entry* dialog box, enter the following data:

Field Name or Data Types	Values
Exch. Rate Type	**EURX**
From currency	**USD**
To currency	**EUR**
Valid from	Leave Blank

d) Choose *Enter*.

e) Check the value for *Exchange rate*.

f) Go back to the main menu.

© Copyright . All rights reserved.

Unit 1
Exercise 6

Answer Questions About Currencies

53

Business Example

The company has customers and vendors in several countries. The head accountant is worried that it will be difficult to maintain updated exchange rates within the system. You need to convince the accountant that using the tools provided by the SAP ERP application will reduce the work involved.

Check your knowledge about maintaining exchange rates in the SAP ERP application.

1. In SAP ERP, currencies are defined using _____.

2. Name three commonly used exchange rate types and mention what they are used for.

© Copyright . All rights reserved.

54

Answer Questions About Currencies

Business Example

The company has customers and vendors in several countries. The head accountant is worried that it will be difficult to maintain updated exchange rates within the system. You need to convince the accountant that using the tools provided by the SAP ERP application will reduce the work involved.

Check your knowledge about maintaining exchange rates in the SAP ERP application.

1. In SAP ERP, currencies are defined using _____.

   currency keys

2. Name three commonly used exchange rate types and mention what they are used for.

   a) M: Average rate for posting and clearing

   b) G: Buying rate

   c) B: Selling rate

© Copyright . All rights reserved.

LESSON SUMMARY

You should now be able to:

- Understand the basic functions of currencies

© Copyright . All rights reserved.

© Copyright . All rights reserved.

Learning Assessment

57

1. You can assign a business area to a company code.

   Determine whether this statement is true or false.

   - [ ] True
   - [ ] False

2. What is the format of a company code key?

   Choose the correct answer.

   - [ ] **A** Two-digit alphanumeric
   - [ ] **B** Four-digit alphanumeric
   - [ ] **C** Six-digit alphanumeric
   - [ ] **D** Eight-digit alphanumeric

3. Which of the following organizational units is defined by the international accounting principles IFRS 8 and SFAS 131?

   Choose the correct answer.

   - [ ] **A** Business area
   - [ ] **B** Profit center
   - [ ] **C** Segment
   - [ ] **D** Company

4. What is the name of the leading ledger that SAP provides with the standard system?

   Choose the correct answer.

   - [ ] **A** 0L
   - [ ] **B** 1L
   - [ ] **C** 2L
   - [ ] **D** 3L

© Copyright . All rights reserved.

5. You can assign a leading ledger to only one client.

   Determine whether this statement is true or false.

   - ☐ True
   - ☐ False

6. The variant principle is used in the SAP application to assign particular properties to one or more objects. How many steps does the variant principle have?

   Choose the correct answer.

   - ☐ A 1
   - ☐ B 3
   - ☐ C 4
   - ☐ D 5

7. Which of the following is the first step in the variant principle?

   Choose the correct answer.

   - ☐ A Define variant
   - ☐ B Determine values for the variant
   - ☐ C Assign the variant to the objects
   - ☐ D Create multiple variants

8. The fiscal year variant contains the definition for the posting periods and special periods.

   Determine whether this statement is true or false.

   - ☐ True
   - ☐ False

9. The fiscal year variant specifies a period as open or closed.

   Determine whether this statement is true or false.

   - ☐ True
   - ☐ False

© Copyright . All rights reserved.

10. If the fiscal year differs from the calendar year, but the posting periods correspond to calendar months, then the day limit for February should be 29 to take leap years into consideration.

    Determine whether this statement is true or false.

    ☐ True

    ☐ False

11. Which of the following helps to reduce the amount of work involved in the maintenance of exchange rates?

    Choose the correct answer.

    ☐ A Conversion

    ☐ B Inversion

    ☐ C Exchange

    ☐ D Static rate

© Copyright . All rights reserved.

Learning Assessment - Answers

60

1. You can assign a business area to a company code.

   Determine whether this statement is true or false.

   - [ ] True
   - [x] False

2. What is the format of a company code key?

   Choose the correct answer.

   - [ ] A Two-digit alphanumeric
   - [x] B Four-digit alphanumeric
   - [ ] C Six-digit alphanumeric
   - [ ] D Eight-digit alphanumeric

3. Which of the following organizational units is defined by the international accounting principles IFRS 8 and SFAS 131?

   Choose the correct answer.

   - [ ] A Business area
   - [ ] B Profit center
   - [x] C Segment
   - [ ] D Company

© Copyright . All rights reserved.

4. What is the name of the leading ledger that SAP provides with the standard system?

   Choose the correct answer.

   - [X] A 0L
   - [ ] B 1L
   - [ ] C 2L
   - [ ] D 3L

5. You can assign a leading ledger to only one client.

   Determine whether this statement is true or false.

   - [ ] True
   - [X] False

6. The variant principle is used in the SAP application to assign particular properties to one or more objects. How many steps does the variant principle have?

   Choose the correct answer.

   - [ ] A 1
   - [X] B 3
   - [ ] C 4
   - [ ] D 5

7. Which of the following is the first step in the variant principle?

   Choose the correct answer.

   - [X] A Define variant
   - [ ] B Determine values for the variant
   - [ ] C Assign the variant to the objects
   - [ ] D Create multiple variants

© Copyright . All rights reserved.

8. The fiscal year variant contains the definition for the posting periods and special periods.

   Determine whether this statement is true or false.

   - [X] True
   - [ ] False

9. The fiscal year variant specifies a period as open or closed.

   Determine whether this statement is true or false.

   - [ ] True
   - [X] False

10. If the fiscal year differs from the calendar year, but the posting periods correspond to calendar months, then the day limit for February should be 29 to take leap years into consideration.

    Determine whether this statement is true or false.

    - [X] True
    - [ ] False

11. Which of the following helps to reduce the amount of work involved in the maintenance of exchange rates?

    Choose the correct answer.

    - [ ] A Conversion
    - [X] B Inversion
    - [ ] C Exchange
    - [ ] D Static rate

© Copyright . All rights reserved.

UNIT 2 Master Data

Lesson 1

Maintaining General Ledger Accounts 75
Exercise 7: Create New Account Groups and Create General Ledger Accounts 93

Lesson 2

Maintaining Profit Centers and Segments 125
Exercise 8: Maintaining Profit Centers, Cost Centers, and Segments 133

Lesson 3

Maintaining Customer and Vendor Accounts 139
Exercise 9: Create Account Groups and Maintain Customer or Vendor Accounts 161
Exercise 10: Check and Maintain (if Necessary) the Field-Status Configuration 175
Exercise 11: Define Sensitive Fields 181

UNIT OBJECTIVES

- Understand the basic settings of a chart of accounts
- Understand the structure of general ledger accounts
- Understand the difference between balance sheet and profit and loss statement accounts
- Create new account groups and maintain general ledger accounts
- Configure the field status of general ledger accounts
- Understand the functionality of reconciliation accounts
- Comprehend account management in general ledger accounts
- Manage different currency aspects in General Ledger Accounting
- Understand the different methods of creating and maintaining general ledger accounts
- Understand the function and maintenance of the group chart of accounts and country charts of accounts
- Maintain profit centers, cost centers, and segments
- Understand the structure of customer and vendor accounts

© Copyright . All rights reserved.

- Create an account group and maintain customer and vendor accounts
- Understand one-time account master records
- Control the field status in customer and vendor accounts
- Configure the dual control principle
- Handle relationships between customers and vendors

© Copyright . All rights reserved.

Unit 2
Lesson 1

Maintaining General Ledger Accounts

65

LESSON OVERVIEW

This lesson shows you how to maintain general ledger accounts.

Business Example

The accounting manager has decided that the chart of accounts and company code settings for the general ledger accounts can be copied from company code 1000. However, the accounting department requires additional general ledger accounts to process authorized travel expenses and payments. The expense account numbers must lay in a separate number interval. For this reason, you require the following knowledge:

- An understanding of the chart of accounts
- An understanding of the structure of the general ledger account
- An understanding of different types of general ledger accounts
- An understanding of how to create, maintain, and control general ledger accounts
- An understanding of how to change several general ledger accounts at the same time
- An understanding of terms such as profit center and segment
- An understanding of how to create profit centers, cost centers, and segments

For the demonstrations in this lesson, you have to make the following settings:

1. Create general ledger account No. 900001 based on the existing general ledger account No. 900000 for company code 1000 (chart of accounts segment + company code segment).

Hint:
One of the main aims of this lesson is to equip the participants with the knowledge of how to create a complete chart of accounts for their company code by using the copy functions in the SAP ERP application and to recognize the resulting advantages.

To begin with, explain the concepts of chart of accounts directory, chart of accounts segment, and company code segment and provide participants with an insight into the content that can be transferred automatically using the copy function.

LESSON OBJECTIVES

After completing this lesson, you will be able to:

© Copyright . All rights reserved.

- Understand the basic settings of a chart of accounts
- Understand the structure of general ledger accounts
- Understand the difference between balance sheet and profit and loss statement accounts
- Create new account groups and maintain general ledger accounts
- Configure the field status of general ledger accounts
- Understand the functionality of reconciliation accounts
- Comprehend account management in general ledger accounts
- Manage different currency aspects in General Ledger Accounting
- Understand the different methods of creating and maintaining general ledger accounts
- Understand the function and maintenance of the group chart of accounts and country charts of accounts

Chart of Accounts

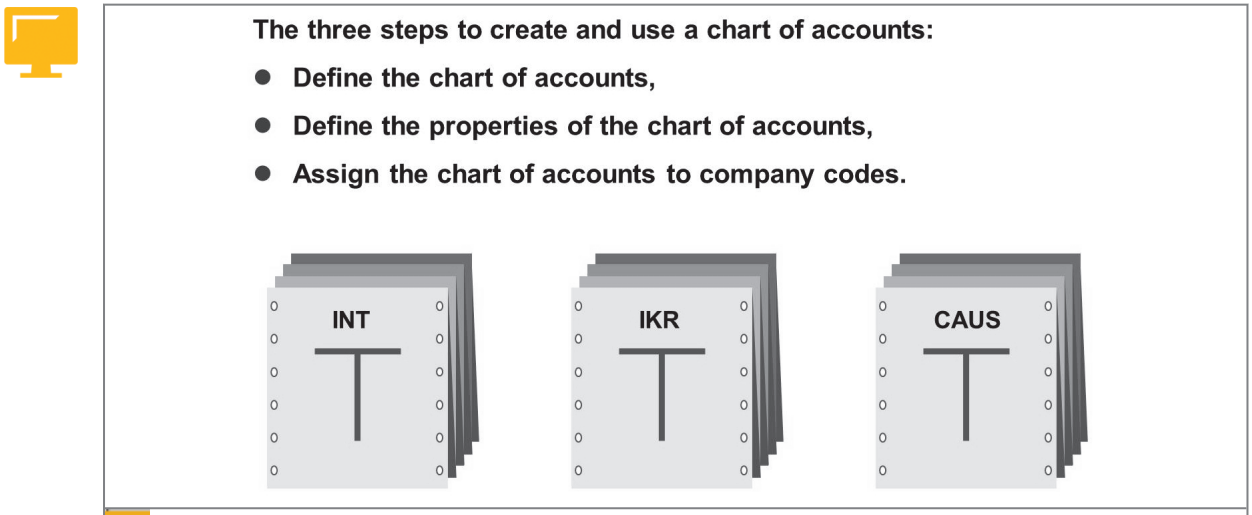


Figure 21: Chart of Accounts

The chart of accounts is a variant that contains the structure and basic information of a general ledger account.

A chart of accounts is defined with a four-character ID and has the following components:

- Chart of account key
- Name of the chart of account
- Maintenance language
- Length of the G/L account number
- Controlling integration
- Group chart of accounts (Consolidation)
- Block indicator

© Copyright . All rights reserved.

The chart of accounts (for example, INT, IKR, CAUS, or any other chart of account applicable for a country) must be assigned to every company code, which needs to maintain the accounts based on the structure of the chart of accounts concerned.

How to Display a Chart of Accounts

1. Show the chart of accounts.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Information System* → *General Ledger Reports* → *Master Data* → *Chart of Accounts* → *Chart of Accounts*.
   b) Choose *INT* as the *Chart of Accounts*.

> Note:
> When you double-click a general ledger account, the chart of accounts segment of the account appears.

   c) Choose *Back*.
2. Alternatively, perform the following steps:
   a) Choose *System* → *Services* → *Reporting*.
   b) Choose *RFSKPL00* as *Program*.
   c) Choose *Execute* to call up the chart of accounts directory.
   d) Choose *Back*.

Basic Settings of a Chart of Accounts

The definition of a chart of accounts contains:

- **Chart of accounts key**
- **Description**

General Information

- **Maintenance language**
- **Length of the G/L account number**

Controlling Integration

- **Manual or automatic creation of cost elements**

Consolidation

- **Group chart of accounts**

Status

- **"Blocked" indicator**

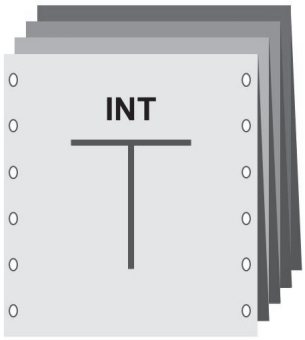


Figure 22: Definition of a Chart of Accounts

The maintenance language is the language in which account descriptions are maintained.

© Copyright . All rights reserved.

The account number of a general ledger account can range from 1 to 10 digits in length. The integration between general ledger accounts and cost elements allows you to control the maintenance of the cost element master record.

You can create cost elements either manually or automatically. With automatic creation when you save a new general ledger account, it automatically creates a corresponding cost element. A prerequisite, however, is that a default value for the cost element category should be defined in customizing. In the absence of a default value, the system assumes that no cost element is to be created.

You can assign a group account number for each general ledger account. This account number is used for cross-company code reporting if the company codes use different charts of accounts. To enter a group account in the general ledger account, you have to enter a group account number in the corresponding field in the general ledger account definition (required entry field). The system then checks whether the group account number exists in the group chart of accounts.

An incomplete chart of accounts can be blocked. In the blocked state, no company code can use the chart of accounts.

You can get a directory of the general ledger accounts in your chart of accounts from the *RFSKPL00* report.

The General Ledger Account plan is used to perform the following activities:

- Display general ledger account master data
- Print general ledger account lists

Assigning the Chart of Accounts

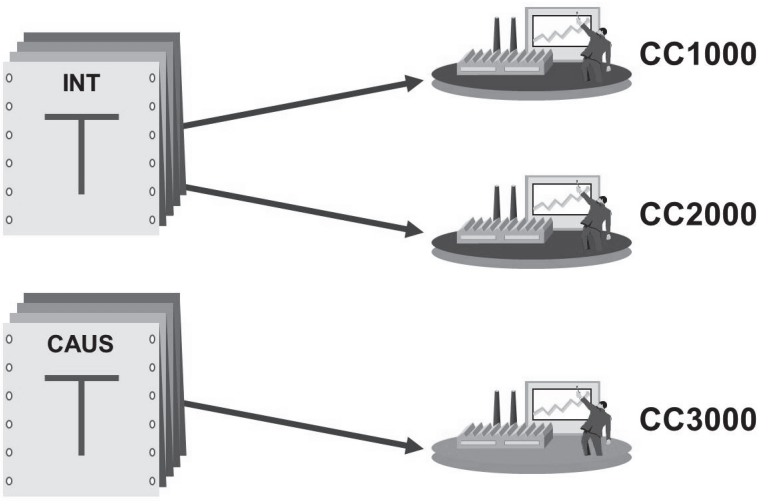


Figure 23: Assigning the Chart of Accounts

Every company code must be assigned a chart of accounts. In accordance with the variant principle, it is possible to assign one chart of accounts to several company codes.

The Controlling component and the Financial Accounting component use the same chart of accounts. If company codes use cross-company code controlling, then the company must use the same chart of accounts. In the example shown in the figure, the company codes *CC1000* and *CC2000* can perform cross-company code controlling, but company codes *CC2000* and *CC3000* cannot.

© Copyright . All rights reserved.

You can use report *RFSKVZ00* to view the G/L account directory with the chart of account-specific data and the company code-specific data.

A complete general ledger account consists of the following segments:

- A chart of accounts segment
- At least one company code segment

The chart of accounts segment contains information that applies to all company codes.

Information about accounts is summarized in a chart of accounts segment and contains the following components:

- Account number (maximum 10-digit long, numeric, alphanumeric)
- Name of the account (as short and long text)
- Control fields (for example, account group)
- Consolidation fields (for example, company ID)

How to Display the Basic Settings of a Chart of Accounts and Assigning the Chart of Accounts to Company Codes

1. To check the chart of accounts.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Information System* → *General Ledger Reports (New)* → *Master Data* → *Chart of Accounts*.
   b) On the *Chart of Accounts* screen, enter chart of accounts **INT**.
   c) Choose *Execute*.
   d) Choose *Find* and enter **800000**.
   e) Press *ENTER*.
   f) Double-click G/L account 800000.
   g) On the *Display G/L Account Chart of accts data* screen, check the settings in the *Type/Description*, *Key word/translation*, and *Information* tabs.
2. Show the content of the chart of accounts.
   a) In Customizing for *Financial Accounting (New)* under *General Ledger Accounting (new)* → *Master Data* → *G/L Accounts* → *Preparations* → *Edit Chart of Account Lists*.
   b) On the *Change View "List of All Charts of Accounts": Overview* screen, choose chart of accounts *INT*.
   c) Choose *Details*.
   d) On the *Change View "List of All Charts of Accounts": Details* screen, check the description for the chart of accounts *INT*.
   e) Return to the *Customizing* screen.

© Copyright . All rights reserved.

3. Company code 1000 uses chart of accounts INT.
   a) In Customizing for *Financial Accounting (New)* under *General Ledger Accounting (new) → Master Data → G/L Accounts → Preparations → Assign Company Code to Chart of Accounts.*
   b) On the *Change View "Assign Company Code → Chart Of Accounts": Overview* screen, select company code 1000.
   c) Check the field values for company code 1000.
   d) Return to the *Customizing* screen.
4. Check the global data for company code.
   a) In Customizing for *Financial Accounting (New)* under *Financial Accounting → Global Settings (New) → Global Parameters for Company Code → Enter Global Parameters*.
   b) On the *Change View "Company Code Global Data": Overview* screen, select company code 1000.
   c) Choose *Details*.
   d) Return to the main menu.

Chart of Accounts Segments

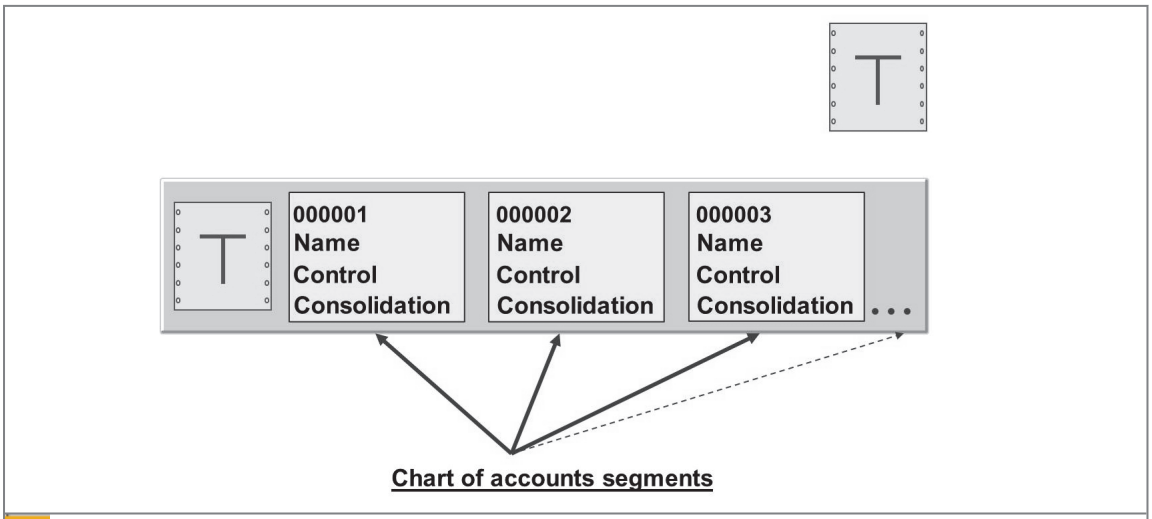


Figure 24: Chart of Accounts Segments

The chart of accounts contains basic information about accounts. This information is summarized in a chart of accounts segment.

The chart fo accounts segment of a G/L account contains the following information:

- Account number
- Name of the account (as short and as long text)
- Control fields
- Consolidation fields

You can translate the chart of accounts into other languages. The translation allows you to display the account name in the appropriate logon language when displaying master data and

© Copyright . All rights reserved.

posting it. If you do not translate the chart of accounts in the logon language, the account name appears in the chart of accounts maintenance language.

Text with different information can be assigned to each chart of accounts segment.

You can display general ledger account text using the *Account Assignment Manual (RFSKTH00)* report. The general ledger account texts are offered again at company code level. You can also print them using report *RFSKTH00*.

Complete the following steps to change the layouts of individual tab pages:

On the *Customizing* screen, choose *Financial Accounting (new)* → *General Ledger Accounting (new)* → *Master Data* → *G/L Accounts* → *Preparations* → *Additional Activities* → *Layouts for Individual Processing* → *Define Layout*.

Fields in a Chart of Accounts Segment

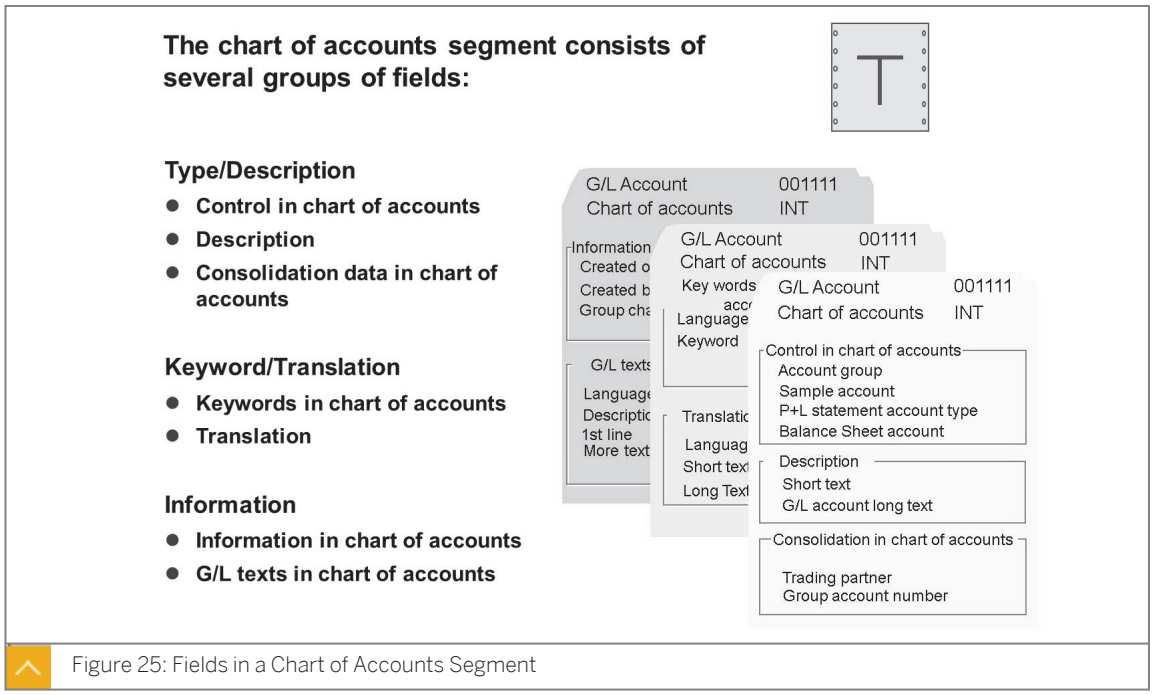


Figure 25: Fields in a Chart of Accounts Segment

The information that you enter in the chart of accounts segment for a general ledger account applies to all company codes. You need to enter this information only once.

Texts entered for the chart of accounts segment are managed by text ID and language. You can display texts using the *Account Assignment Manual (RFSKTH00)* report.

Keywords are used to search for account numbers.

Layout of the Tab Pages

You can define and change the layout of the tab pages for the individual processing of the general ledger account master data.

You can make the following changes in the tab pages:

- The number of tab pages
- The title of the tab pages

© Copyright . All rights reserved.

- The field groups required and their position on the tab pages
- The layouts (for central processing and processing in the chart of accounts-specific and company code-specific area)

Note:
The standard SAP ERP system contains layouts for several editing functions. You can copy these layouts and adjust them to meet your requirements. Then, you can assign them to your chart of accounts or your account groups.

Company Code Segment

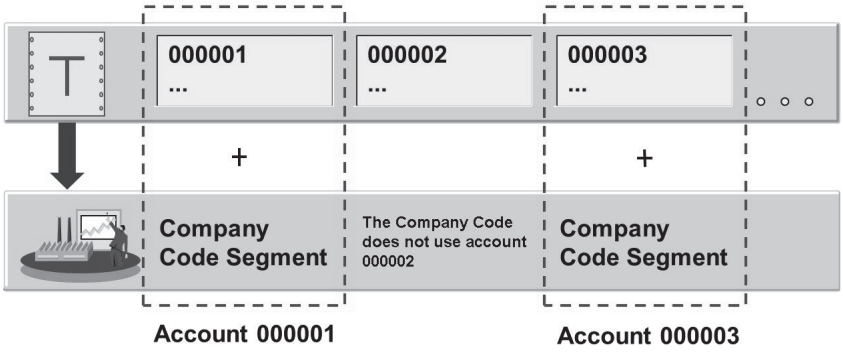


Figure 26: Company Code Segment

To use an account from the assigned chart of accounts in your company code, you must create a company code segment for the account. This company code segment combined with the chart of accounts segment form an account.

This information in the company code segment controls the entry of accounting documents and the management of accounting data.

In the figure, the company code does not use account 000002, but another company code could use the said account. For example, a foreign currency balance sheet account is managed in the currency of a country in which the company code does not have any business partners. However, another company code in the group may have a business partner in that country.

© Copyright . All rights reserved.

Fields in the Company Code Segment

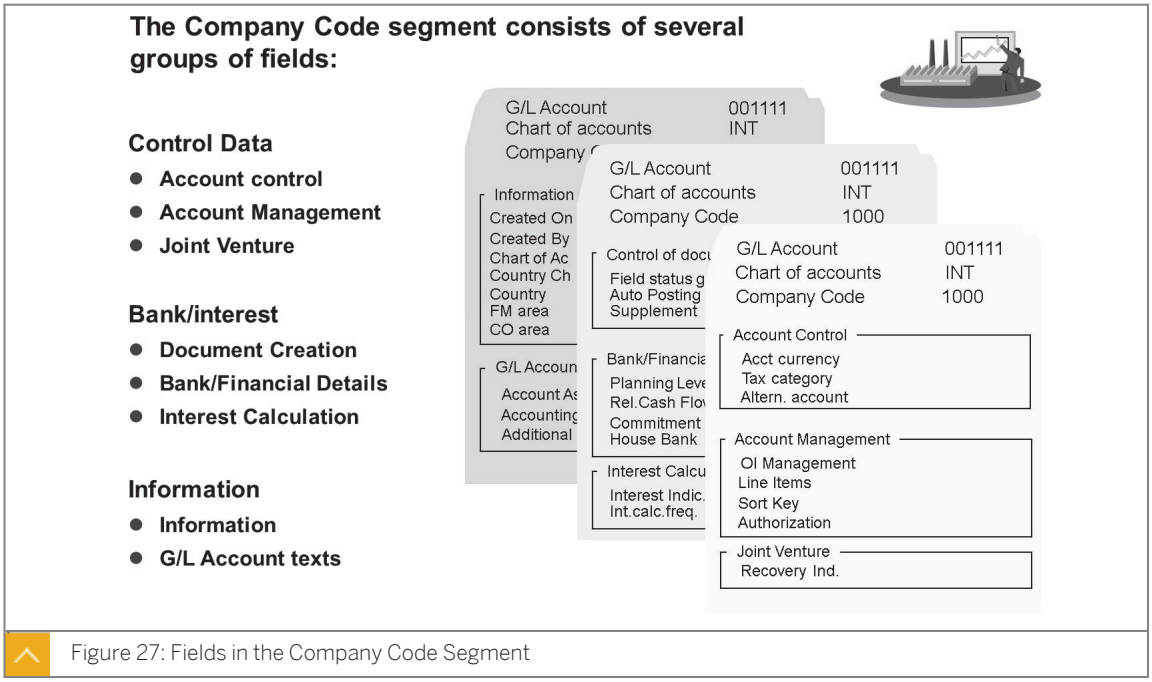


Figure 27: Fields in the Company Code Segment

A general ledger account can have several company code segments. For example, you can set the *Tax Category* indicator for a specific company code to include taxes when expense accounts are used. For other company codes, you may choose not to set this indicator.

You can define the following information for a company code:

- Currency
- Taxes
- Reconciliation account
- Line item display
- Sort key
- Field status group
- House bank
- Interest calculation information

As mentioned in the figure for the chart of accounts segment, you can manage text using the text ID and language functions.

© Copyright . All rights reserved.

Chart of Accounts and Several Company Codes

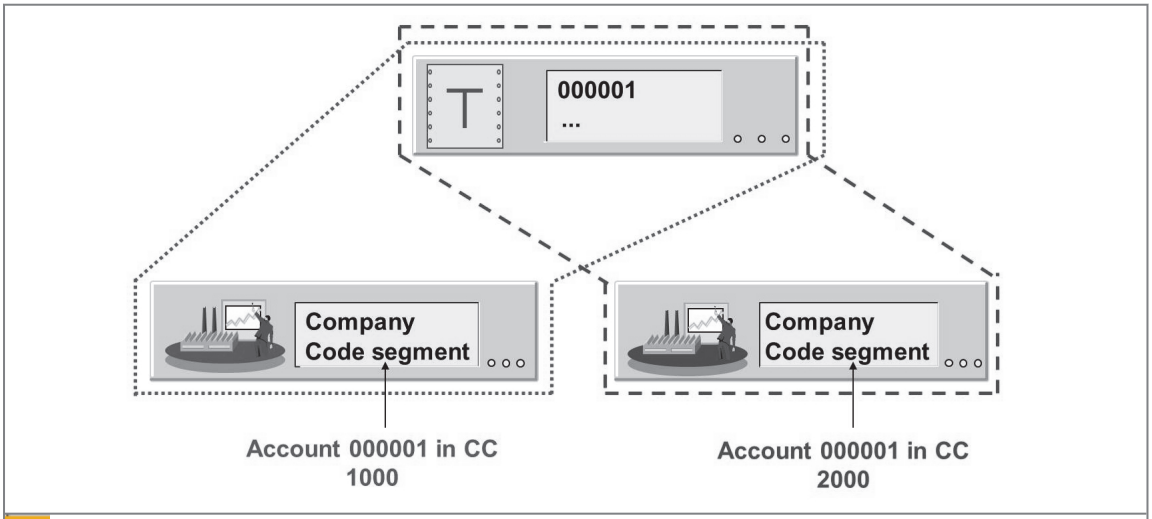


Figure 28: One Chart of Accounts and Several Company Codes

Every company code, which needs to use accounts from the assigned chart of accounts, has to create its own company code segment. This is because the numbers and names of accounts are maintained in the chart of accounts segment. Therefore, accounts maintain the same names and numbers in all assigned company codes.

How to Create the Chart of Accounts Segment of a General Ledger Account

1. Account 800004, which only has a chart of accounts segment, is required in company code 1000. Therefore, you need to extend the company code segment.
   a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → General Ledger → Master Records → G/L Accounts → Individual Processing → In Company Code*.
   b) Enter the following values:

Field Name or Data Type	Values
G/L Account	**800004**
Company Code	**1000**

   c) Choose *G/L account → Create with reference*.
   d) Enter the following values:

Field Name or Data Type	Values
G/L Account	**800000**
Company Code	**1000**

   e) Choose *Enter*.
   f) Delete the entry in the *Alternative Account Number* field.

© Copyright . All rights reserved.

g) Choose *Save*.

How to Display the General Ledger Account List

1. Show the general ledger account list.
   a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → General Ledger → Information System → General Ledger Reports (New) → Master Data → G/L Accounts List*.
   b) Enter the following values:

Field Name or Data Type	Values
Chart of Accounts	`INT`
Company Code	`GR00`
Output Control	
Creation Date for Company Code	✔

   c) Choose *Execute*.
   d) Choose *Back* twice.

Balance Sheet and Profit and Lost Statement Accounts

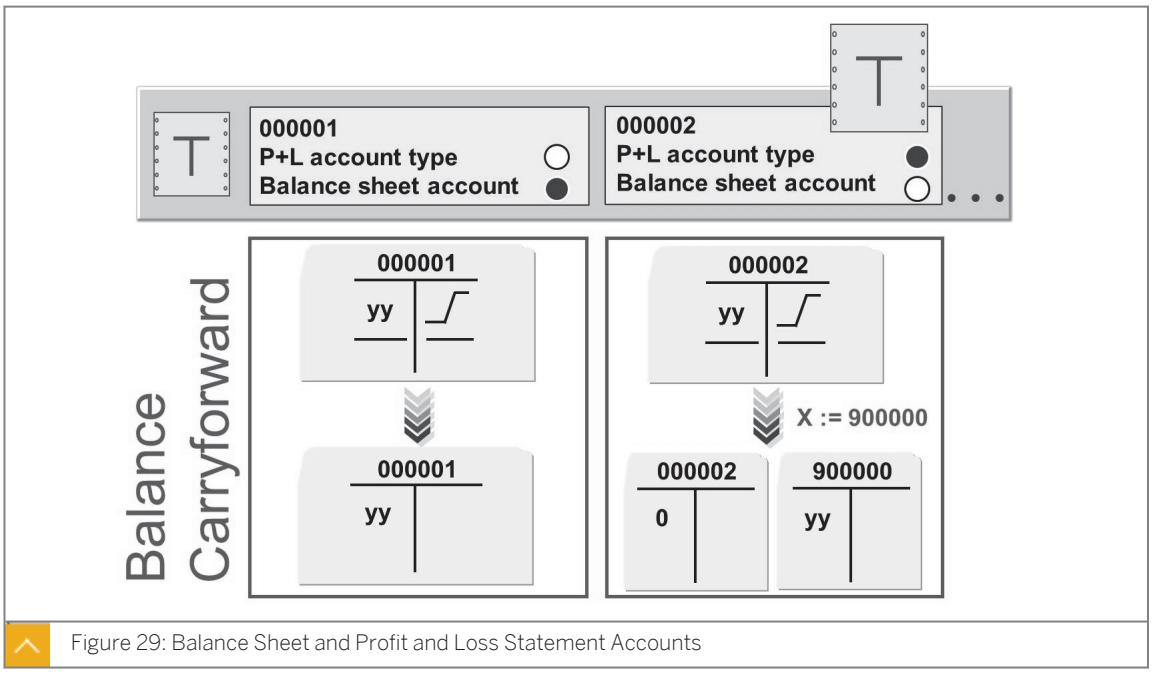


Figure 29: Balance Sheet and Profit and Loss Statement Accounts

In the chart of accounts segment, you specify whether an account is a balance sheet or a profit and loss account.

The accounts are treated differently in the closing procedure as follows:

© Copyright . All rights reserved.

Type of Account	Description
Balance sheet	The balance is carried forward to the same account.
Profit and loss statement	The balance is carried forward to a retained earnings account, and the profit and loss statement account is set to zero. A key *X* is assigned to the account to which the balance is carried forward. You have to enter this key in the field *P&L Statement Type* in the chart of accounts segment.

Users can define the retained earnings account in Customizing. You can then assign this account to expense accounts during the creation of the master record of the general ledger account.

Depending on the number of retained earnings accounts, the following cases apply::

Number of Retained Earning Account(s)	Use
One	The system automatically assigns this account as the retained earnings account when creating P&L accounts.
More than one	You need to select the retained earnings account for each profit and loss statement account.

How to Distinguish Between Balance Sheet and Profit and Loss Statement Accounts

1. Show the balance sheet account and profit and loss statement account.
   a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → General Ledger → Master Records → G/L Accounts → Individual Processing → In Chart of Accounts*.
   b) Enter the following values:

Field Name or Data Type	Values
G/L Account	**14000**
Chart of Accounts	**INT**

   c) Choose *Enter*.
   d) On the *Type/Description* tab page, show the *Balance sheet account* selection button.
   e) Then, use the following information to change the general ledger account:

Field Name or Data Type	Values
G/L Account	**800000**

© Copyright . All rights reserved.

Field Name or Data Type	Values
Chart of Accounts	**INT**

f) Choose *Enter*.

g) On the *Type/Description* tab page, show the *P&L statement account* selection button.

How to Maintain Retained Earnings Accounts

1. Display the profit and loss account.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Master Records* → *G/L Accounts* → *Individual Processing* → *In Chart of Accounts*.
   b) Enter the following values:

Field Name or Data Type	Values
G/L Account	**800000**
Chart of Accounts	**INT**

   c) Choose *Enter*.

> Note:
> The profit and loss statement account type *x* can be seen on the *Type/Description* tab page under *Detailed Control for P&L Statement Accounts*.

   d) Choose *Back*.

2. Define an additional retained earnings account.
   a) On the *Customizing* screen, choose *Financial Accounting (new)* → *General Ledger Accounting (new)* → *Master Data* → *G/L Accounts* → *Preparations* → *Define Retained Earnings Account*.
   b) Enter **INT** in *Chart* of *Accounts*.
   c) Choose *Continue*.
   d) Enter the following values:

Field Name or Data Type	Values
P&L Statement Account Type	**Z**
Account	**900001**

   e) Choose *Save*.
   f) Choose *Back*.

3. Change a retained earnings account.

© Copyright . All rights reserved.

a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → General Ledger → Master Records → G/L Accounts → Individual Processing → In Chart of Accounts*.

b) Enter the following values:

Field Name or Data Type	Values
G/L Account	**800000**
Chart of Accounts	**INT**

c) Choose *Enter*.

d) Choose *G/L Account → Change*.

e) Enter **z** for *P&L Statement Account Type*.

f) Choose *Save*.

g) Choose *Back*.

Account Groups for General Ledger Accounts

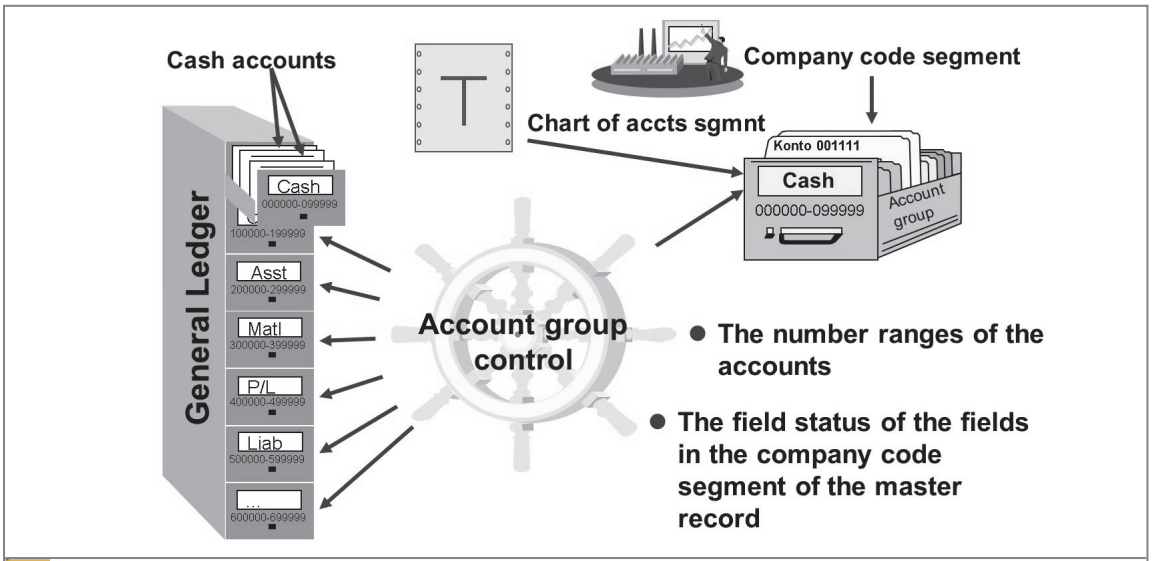


Figure 30: Account Groups for General Ledger Accounts

Since a chart of accounts contains different types of accounts, you can arrange these accounts into different account groups.

A chart of accounts contains different types of accounts, you can arrange these accounts into different account groups.

Multiple accounts can be grouped in the following ways:

- Cash accounts
- Material accounts
- Asset accounts
- Profit and loss statement accounts

© Copyright . All rights reserved.

By assigning a number range to an account group, you can ensure that accounts of the same type are within the same number range. The numbers of the account group intervals can overlap.

You must enter the account group in the chart of accounts segment of the general ledger account master data. The account group controls the appearance of the company code segment of a general ledger account. For example, to display all of the line items of your cash accounts, in *Customizing* , change the field status to *line item display* to a required entry for the *Cash Accounts* account group.

The SAP ERP system delivers predefined account groups.

Before creating accounts in the chart of accounts, you must create account groups.

You can then use these account groups to perform the following actions:

- Create group accounts of the same type, such as material, reconciliation, and profit and loss statement
- Control the number ranges of general ledger accounts.
- Control the field status (screen layout) of the company code segment of the general ledger account.

How to Display Account Groups

1. Show the account group in the general ledger account.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Master Records* → *G/L Accounts* → *Individual Processing* → *In Chart of Accounts*.
   b) Enter the following values:

Field Name or Data Type	Values
G/L Account	`140000`
Chart of Accounts	`INT`

   c) Show the selection options in the *Account Group* field.

Note:
Account *140000* uses the account group *General* Ledger Account.

   d) Choose *Back*.

How to Create New Account Groups and Maintain General Ledger Accounts

1. Name the segments that form a general ledger account.

© Copyright . All rights reserved.

a) Chart of accounts segment

b) Company code segment

2. When you copied company code *1010* in the previous exercise, the chart of accounts and the company code segment for your company code were also copied. In addition, the associated account groups were also copied with the chart of accounts. For the general ledger accounts mentioned in the business scenario, the accounting department needs two additional account groups: one for expenses and the other for disbursements.

   Copy account group *ERG* within your *Charts of Accounts (INT)* to the new account group *AE ##* with the description, *Authorized expenses ##*. In addition, change the number range for account group *AE ##* to *AE0000-AE9999*.

   Copy account group SAKO within your *Chart of Accounts (INT)* to the new account group *CD##* with the description, *Cash expenses ##*. In addition, change the number range for the account group *CD##* to *CD0000-CD9999*.

Field Name	Values
G/L Account	**140000**
Chart of Accounts	**INT**

a) On the *Customizing* screen, choose *Financial Accounting (New)* → *General Ledger Accounting (New)* → *Master Data* → *G/L Accounts* → *Preparations* → *Define Account Group*.

b) Scroll down to your chart of accounts INT.

c) Choose the account groups *SAKO* , *General G/L Accounts II* and *ERG* , *Profit and Loss Statement Accounts* for your chart of accounts, and select *Copy As*.

d) Overwrite the account groups with the following values:

Field Name	Values
Overwrite the ERG account group	
Account Group	**AE##**
Name	**Authorized Expenses##**
From Account	**AE0000**
To Account	**AE9999**
Overwrite the SAKO account group	
Account Group	**CD##**
Name	**Cash Disbursement##**
From Account	**CD0000**
To Account	**CD9999**

e) Press ENTER.

f) Choose *Save*.

© Copyright . All rights reserved.

3. Create two general ledger accounts for authorized expenses: entertainment expenses and sports car rental). To create the accounts, use the reference accounts provided and the new account group AE##.

Field Name	Value
Account Number	**AE01##, AE02##**
Reference Account Number	**400000**

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Master Records* → *G/L Accounts* → *Individual Processing* → *Centrally*.

b) Enter the following information:

Field Name or Data Type	Values
G/L Account	**AE01##**
Company Code	**GR##**

c) Choose *G/L Account* → *Create with reference*.

Field Name or Data Type	Values
G/L Account	**400000**
Company Code	**GR##**

d) Choose *Continue*.

e) Enter the following information:

Field Name or Data Type	Values
Account Group	**AE## (authorized expenses ##)**
Short Text	**Entertainment ##**
G/L Account Long Text	**Entertainment expenses ##**
Group Account Number	**312600**

© Copyright . All rights reserved.

Hint:
To configure settings to display key information, such as AE## and CD##, in all dropdown lists, perform the following steps:

a) Press ALT + F12.

b) Select Options

c) Expand Folder Interaction Design

d) Select Visualization 1

e) In the Controls section of the screen, select the Show keys within dropdown lists indicator.

f) Press OK

f) Choose the *Control Data* tab page and delete the entry in the *Alternative Account Number* field.

g) Choose *Save*.

h) If necessary, confirm the information message with *Enter*.

i) Repeat steps (a) to (h) to create expense account *AE02##*.

© Copyright . All rights reserved.

75

Create New Account Groups and Create General Ledger Accounts

Business Example

The accounting department requires additional general ledger accounts to handle authorized travel expenses and disbursements. An authorized travel expense is an expense over 10,000 units of local currency approved by the Accounting Manager.

The expense account numbers must fall within the range of AE0000 to AE9999. The disbursement account numbers must be within the range CD0000 to CD9999.

Create general ledger accounts.

1. Name the segments that are parts of a general ledger account.

2. When you copied company code *1010* in the previous exercise, you also copied the chart of accounts and the company code segment for the company code. The associated account groups were also copied with the chart of accounts. For the general ledger accounts mentioned in the business scenario, the accounting department needs two additional account groups: one for expenses and the other for disbursements.

   Copy account group *ERG* within your *Charts of Accounts (INT)* to the new account group *AE##* with the description, *Authorized expenses ##*. Change the number range for account group *AE##* to *AE0000-AE9999*, accordingly.

   Copy account group SAKO within your *Chart of Accounts (INT)* to the new account group *CD##* with the description, *Cash expenses ##*. Change the number range for the account group *CD##* to *CD0000-CD9999*, accordingly.

3. Create two general ledger accounts for authorized expenses (entertainment expenses and sports car rental). To create the accounts, use the reference accounts provided and the new account group AE##.

   Hint:
   Before saving, you need to delete the entry in the *Alternative Account Number* field.

Field Name or Data Type	Value
Account Number	**AE01##, AE02##**
Reference Account Numbers	**400000**

4. Create one general ledger account for each cash payment account. To create the accounts, use the reference accounts provided. Use the new account group *CD##* for the new accounts.

© Copyright . All rights reserved.

Hint:
Before saving, you need to delete the entry in the *Alternative Account Number* field.

Field Name or Data Type	Value
Account Number	**CD03##**
Reference Account Numbers	**For accounts CD03## -> G/L account** **113100**

5. Display the chart of accounts for your company code.

© Copyright . All rights reserved.

77

Create New Account Groups and Create General Ledger Accounts

Business Example

The accounting department requires additional general ledger accounts to handle authorized travel expenses and disbursements. An authorized travel expense is an expense over 10,000 units of local currency approved by the Accounting Manager.

The expense account numbers must fall within the range of AE0000 to AE9999. The disbursement account numbers must be within the range CD0000 to CD9999.

Create general ledger accounts.

1. Name the segments that are parts of a general ledger account.
   a) Chart of accounts segment
   b) Company code segment

2. When you copied company code *1010* in the previous exercise, you also copied the chart of accounts and the company code segment for the company code. The associated account groups were also copied with the chart of accounts. For the general ledger accounts mentioned in the business scenario, the accounting department needs two additional account groups: one for expenses and the other for disbursements.

   Copy account group *ERG* within your *Charts of Accounts (INT)* to the new account group *AE##* with the description, *Authorized expenses ##*. Change the number range for account group *AE##* to *AE0000-AE9999*, accordingly.

   Copy account group SAKO within your *Chart of Accounts (INT)* to the new account group *CD##* with the description, *Cash expenses ##*. Change the number range for the account group *CD##* to *CD0000-CD9999*, accordingly.

   a) On the *Customizing* screen, choose *Financial Accounting (New)* → *General Ledger Accounting (New)* → *Master Data* → *G/L Accounts* → *Preparations* → *Define Account Group*.
   b) Scroll down to your chart of accounts INT.
   c) Choose the account groups *SAKO*, *General G/L Accounts II* and *ERG*, *Profit and Loss Statement Accounts* for your chart of accounts, and choose *Copy As*.
   d) Overwrite the account groups with the following values:

Field Name or Data Type	Values
Overwrite the ERG account group	
Account Group	**AE##**
Name	**Authorized Expenses##**

© Copyright . All rights reserved.

Field Name or Data Type	Values
From Account	**AE0000**
To Account	**AE9999**
Overwrite the SAKO account group	
Account Group	**CD##**
Name	**Cash Disbursement##**
From Account	**CD0000**
To Account	**CD9999**

e) Press ENTER .

f) Choose *Save*.

3. Create two general ledger accounts for authorized expenses (entertainment expenses and sports car rental). To create the accounts, use the reference accounts provided and the new account group AE##.

Hint:
Before saving, you need to delete the entry in the *Alternative Account Number* field.

Field Name or Data Type	Value
Account Number	**AE01##, AE02##**
Reference Account Numbers	**400000**

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Master Records* → *G/L Accounts* → *Individual Processing* → *Centrally*.

b) Enter the following information:

Field Name or Data Type	Values
G/L Account	**AE01##**
Company Code	**GR##**

Note:
You can also use transaction code *FS00* to access the G/L master record centrally.

c) Choose *G/L Account* → *Create with reference*.

© Copyright . All rights reserved.

Field Name or Data Type	Values
G/L Account	**400000**
Company Code	**GR##**

d) Choose *Continue*.

e) Enter the following information:

Field Name or Data Type	Values
Account Group	**AE## (authorized expenses ##)**
Short Text	**Entertainment ##**
G/L Account Long Text	**Entertainment expenses ##**
Group Account Number	**312600**

Hint:
To configure settings to display key information, such as AE## and CD##, in all dropdown lists, perform the following steps:

a) Press ALT + F12.

b) Select Options

c) Expand Folder Interaction Design

d) Select Visualization 1

e) In the Controls section of the screen, select the Show keys within dropdown lists indicator.

f) Press OK

f) Choose the *Control Data* tab page and delete the entry in the *Alternative Account Number* field.

g) Choose *Save*.

h) If necessary, confirm the information message with *Enter*.

i) Repeat steps (a) to (h) to create additional expense account *AE02##*.

4. Create one general ledger account for each cash payment account. To create the accounts, use the reference accounts provided. Use the new account group *CD##* for the new accounts.

Hint:
Before saving, you need to delete the entry in the *Alternative Account Number* field.

© Copyright . All rights reserved.

Field Name or Data Type	Value
Account Number	**CD03##**
Reference Account Numbers	**For accounts CD03## -> G/L account** **113100**

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Master Records* → *G/L Accounts* → *Individual Processing* → *Centrally*.

b) Enter the following information:

Field Name or Data Type	Values
G/L Account	**CD03##**
Company Code	**GR##**

Note:
You can also use transaction code *FS00* to access the G/L master record centrally.

c) Choose *G/L Account* → *Create with reference*.

Field Name or Data Type	Values
G/L Account	**113100**
Company Code	**GR##**

d) Choose *Continue*.

e) Enter the following information:

Field Name or Data Type	Values
Account Group	**Cash Disbursements ##**
Short Text	**Disbursements GR##**
G/L Account Long Text	**Disbursements GR##**
Group Account Number	**110100**

f) Choose the *Control Data* tab page and delete the alternative account number.

g) Choose *Save*.

h) If necessary, confirm the information messages with *Enter*.

5. Display the chart of accounts for your company code.

© Copyright . All rights reserved.

a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → General Ledger → Information System → General Ledger Reports (New) → Master Data → G/L Accounts List*.

b) Enter the following information:

Field Name or Data Type	Values
Chart of Accounts	**INT**
Company Code	**GR##**

c) Choose *Execute*.

Note:
This report displays the master data for every general ledger account. Use the '*Binoculars*' icon (CTRL + F) to navigate to the new General Ledger Accounts that you have created.

d) Choose *Back*.

e) Deselect all checkboxes in the *Output Control* section.

f) Run the report again.

© Copyright . All rights reserved.

Account Group Controlled Field Status

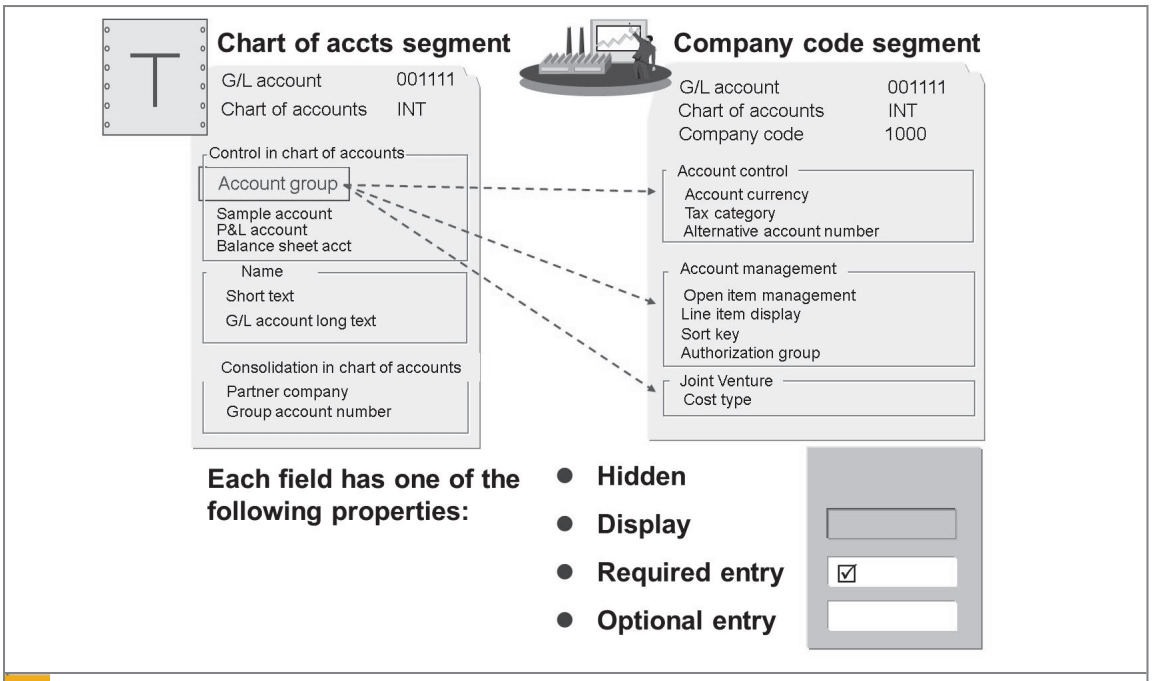


Figure 31: Field Status of the Master Data

What is the purpose of the field status?

- Superfluous field groups or fields are hidden. For example, an asset account does not require information related to interest calculation, while a bank may require this information).
- For example to avoid input errors for cash accounts, the line item display should always be activated in the master record.

The field status enables you to control the display and maintenance of the master data of an account.

You can set any one of the following as the status of a field:

Status	Chart of Accounts Assignment
Hide	For fields that you do not use
Display	For fields whose values must not be changed
Required Entry	For fields in which you must enter a value
Optional Entry	For fields that can contain an entry, but are not required

Fields are grouped be the SAP ERP application. You can set a common field status for all fields of a group. For example, you can set a status for the interest calculation indicator, interest cycle, and last interest calculation key date fields.

© Copyright . All rights reserved.

The fields *Account currency* and *Field status group* are always the required entry fields. The status for these fields cannot be changed.

Hint:
Fields even when suppressed, may contain values that still take effect.

You can use one of the following options to control the field status:

- Account group-specific
- Transaction-specific

Field Status for G/L Master Data

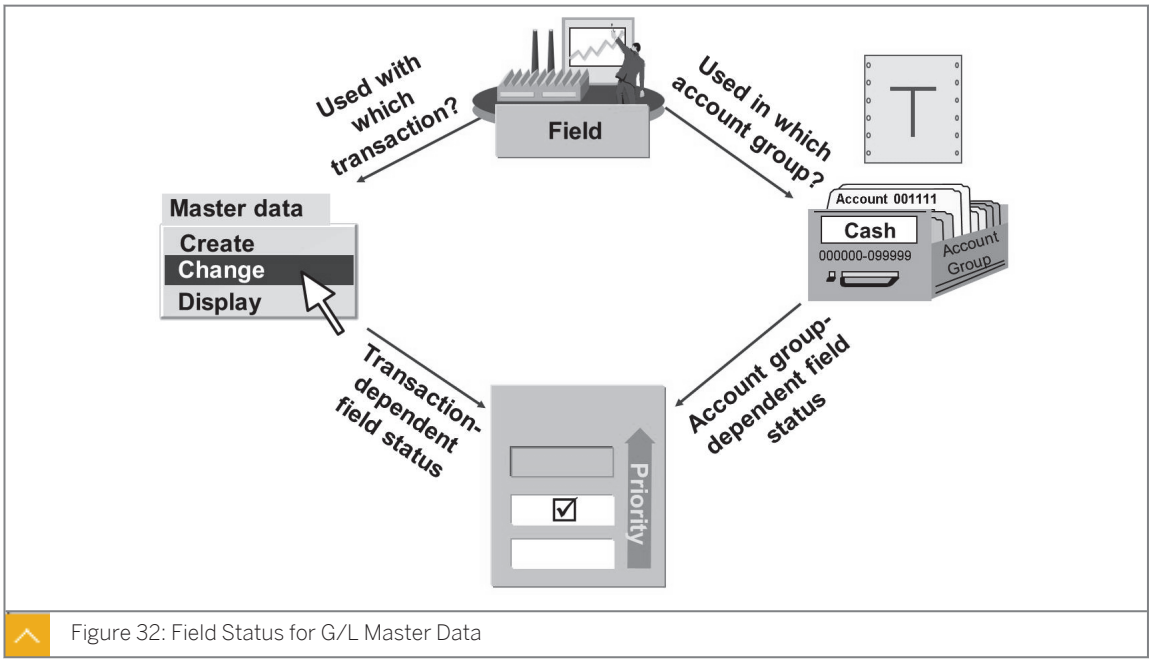


Figure 32: Field Status for G/L Master Data

The field status is generally controlled by the account group. You usually only use transaction-specific controls, to specify what can be edited when changing master data.

There may be instances when you do not want specific fields to be modified by anyone after the master record has been created. For example, you set the currency of your cash account to GBP, and you want no one to be able to modify it. In this case, you would assign the status Display to the relevant field for the action Change in the transaction Define Screen Layout for Each Transaction in General Ledger Accounting *Customizing*.

For each field, the SAP ERP application takes the field status definitions from the account group and the transaction into consideration and uses the one with a higher priority.

The following order applies in the SAP ERP system, with decreasing priority:

- Hide
- Display

© Copyright . All rights reserved.

- Required Entry
- Optional Entry

Fields accessed through the transaction *Display Master Data* can be either displayed or hidden because you cannot make an entry in a *Display* transaction. If you do not want to use the transaction-specific control, then you can set the field status for all fields to *Optional*. Since the *Optional* field status has the lowest priority, the account group-specific control is always used to define the field status.

How to Demonstrate the Functionality of Field Status

1. Show the field status.
   a) On the *SAP Easy Access* menu, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Master Records* → *G/L Accounts* → *Individual Processing* → *In Company Code*.
   b) Enter the following values:

Field Name or Data Type	Values
G/L Accounts	**140000**
Company Code	**1000**

   c) Choose *Enter*.
   d) Choose *G/L Account* → *Change*.
   e) Delete *EUR* from the *Account currency* field.
   f) Choose *Save*.

> Note:
> The error message *Fill in all required entry fields* appears.

   g) Reset the change in the *Account currency* field.
   h) Choose *Back*.

How to Maintain an Account Group-Specific Field Status

You can use one of the following options to control the field status:

- Account group-specific
- Transaction-specific

1. Change field status.

© Copyright . All rights reserved.

a) On the *Customizing* screen, choose *Financial Accounting (new)* → *General Ledger Accounting (new)* → *Master Data* → *G/L Accounts* → *Preparations* → *Define Account Group*.

b) Select *Position*.

c) Enter the following information:

Field Name or Data Type	Values
Chart of Accounts	**INT**
Account Group	**GL**

d) Select this account group.

e) Choose *Edit* → *Field status* → *Edit*.

f) Double-click the *Account control* group.

g) Enter the following information:

Field Name or Data Type	Values
Currency	**Required**
From Tax category	**Display**
To Tolerance group	**Display**

h) Choose *Save*.

2. Show effect in the general ledger account master record.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Master Records* → *G/L Accounts* → *Individual Processing* → *In Company Code*.

b) Enter the following information:

Field Name or Data Type	Values
G/L Accounts	**140000**
Company Code	**1000**

c) Choose *Enter*.

d) Choose *G/L Account* → *Change*.

Result: You cannot change the fields *Tax category* or *Tolerance group*.

e) Choose *Back*.

How to Maintain a Transaction-Specific Field Status

Perform the following steps to view the field status of an account group:

© Copyright . All rights reserved.

1. On the *Customizing* screen, choose *Financial Accounting (new)* → *General Ledger Accounting (new)* → *Master Data* → *G/L Accounts* → *Preparations* → *Define Account Group*.
2. Select the required account group.
3. Choose *Print field status*.

1. Change field status.
   a) On the *Customizing* screen, choose *Financial Accounting (new)* → *General Ledger Accounting (new)* → *Master Data* → *G/L Accounts* → *Preparations* → *Additional Activities* → *Define Screen Layout for Each Transaction*.
   b) Select the activity type *Change*.
   c) Choose *Edit* → *Edit field status*.
   d) Double-click the *Account control* group.
   e) Enter the following information:

Field Name or Data Type	Values
Currency	**Required**
From Tax Category	**Suppress (previously: Optional)**
To Tolerance Group	**Suppress (previously: Optional)**

   f) Choose *Save*.

2. Change the master record.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Master Records* → *G/L Accounts* → *Individual Processing* → *In Company Code*.
   b) Enter the following information:

Field Name or Data Type	Values
G/L Accounts	**140000**
Company Code	**1000**

   c) Choose *Enter*.
   d) Choose *G/L Account* → *Change*.
   Result: Fields or field groups from *Tax category* to *Tolerance group* are hidden from display.
   e) Choose *Back*.

© Copyright . All rights reserved.

Caution:
Ensure that you reset all the changes that you made in the account group and the transaction-specific field status (*Optional* status) after the Demo.

Reconciliation Accounts

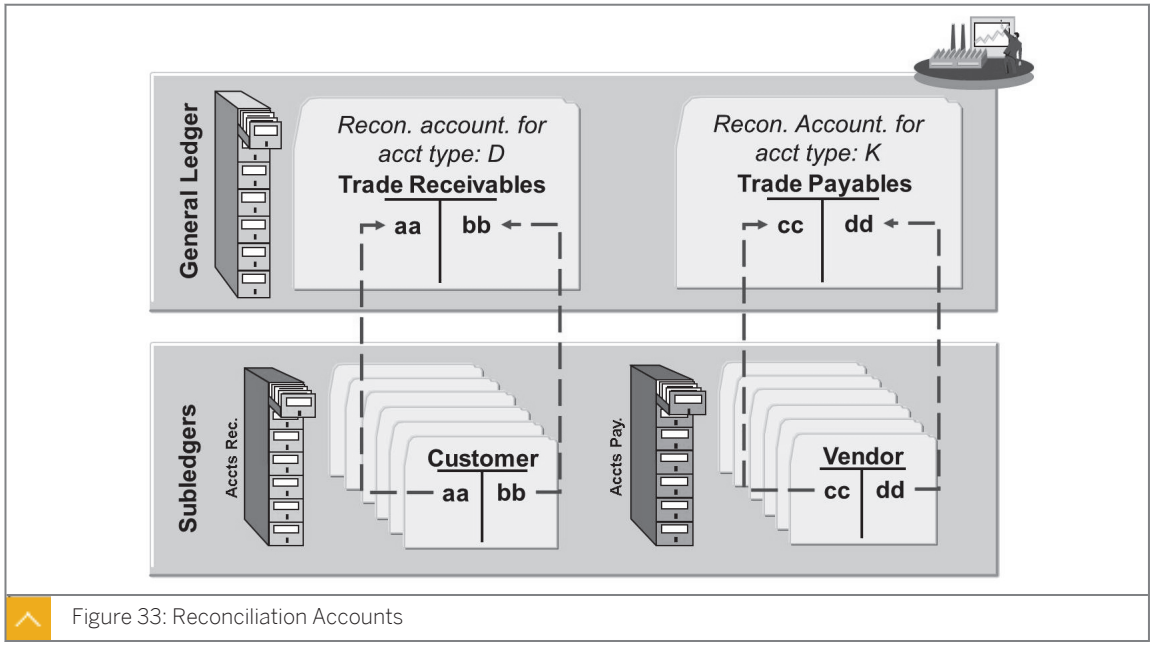


Figure 33: Reconciliation Accounts

The report carries out a reconciliation between the general ledger and the subledgers from the following path: On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Periodic Processing* → *Closing* → *Check/Count* → *Reconciliation*.

The report also carries out an extended reconciliation in Financial Accounting. As part of the monthly general ledger closing, it performs the following consistency checks:

1. Debit and credit transaction figures of the customer, vendor, and general ledger accounts with the debit and credit totals of the posted documents (previous function of report *SAPF070*).
2. Debit and credit transaction figures of customer, vendor, and general ledger accounts with the debit and credit totals of the application indexes (secondary index).

The application indexes are required by the system for accounts with open item management or line item display.

All the results of the reconciliation are connected to history management. You can, therefore, make statements about the time of the report and the correctness of the reconciliation work.

Reconciliation accounts are general ledger accounts that receive postings from subsidiary ledgers.

© Copyright . All rights reserved.

All postings to the subledger accounts are automatically posted to the assigned reconciliation accounts. This ensures that the general ledger is always updated.

You need to enter the account type in the field Reconciliation Account for Account Type in the company code segment section of the general ledger account master data.

The reconciliation account is only valid for the account type specified.

The following are typical reconciliation account types:

- Receivables
- Payables

Note:
Amounts cannot be posted directly to reconciliation accounts.

If you want to look at the business partner accounts assigned to a specific reconciliation account, use the free selections to select the field for the reconciliation account in the customer or vendor list (*RFDKVZ00* or *RFKKZV00*).

How to Display Reconciliation Accounts

The reconciliation account connects a subledger to the general ledger in real-time. The following subledgers are connected to the general ledger using reconciliation accounts:

- Accounts Receivable
- Accounts Payable
- Assets
- Contract Accounts Receivable and Payable

1. Show the reconciliation account.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Master Records* → *G/L Accounts* → *Individual Processing* → *In Company Code*.
   b) Enter the following information:

Field Name or Data Type	Values
G/L Accounts	**140000**
Company Code	**1000**

   c) Choose *Enter*.
   d) Show the possible entries for the *Reconciliation account for acct type* field.

© Copyright . All rights reserved.

Hint:
You cannot define any new account types. You can only differentiate receivable accounts using different reconciliation accounts.

Line Items and Open Items in General Ledger Accounting

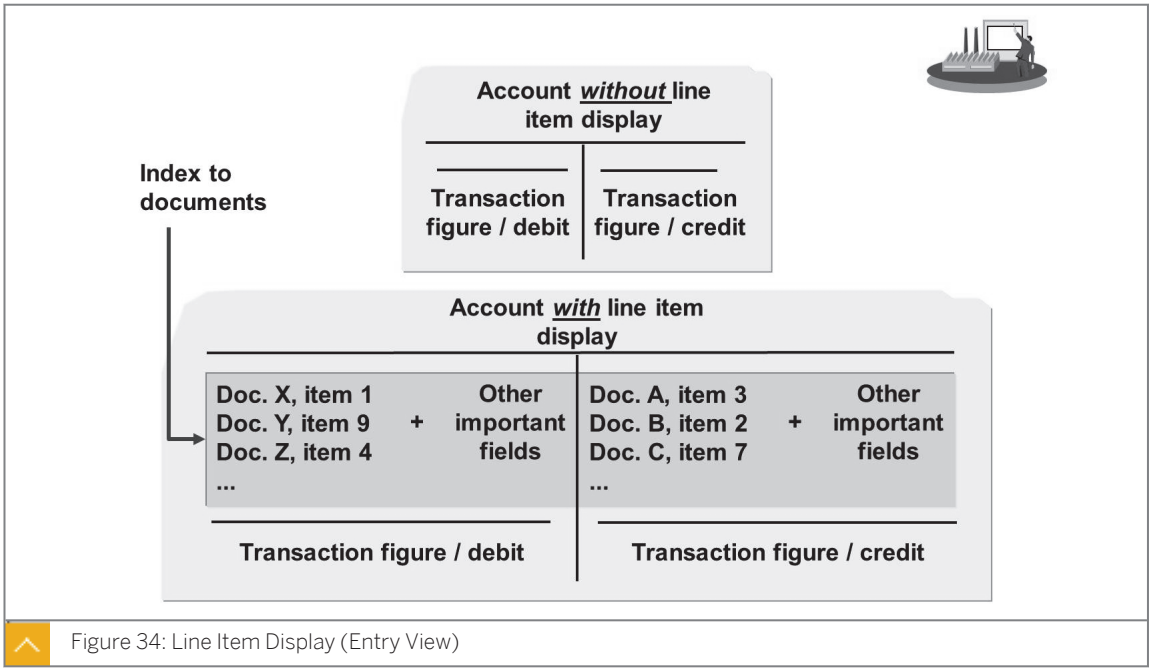


Figure 34: Line Item Display (Entry View)

Line items are items posted to a specific account. In contrast to a document item, a line item only contains information relevant from the *account view*.

You can display the following line items in a general ledger account:

- Open items
- Cleared items
- Noted items
- Parked items

You can define whether an account is managed with line items in the master record of the general ledger account.

You can activate the line item display for an account later (for an account that has already been posted to) using the report *RFSEPA01*.

The following prerequisites need to be met to activate the line item display for an account already posted to:

- Line item display is active in the general ledger account
- The account is blocked for posting during the changeover

© Copyright . All rights reserved.

When you demonstrate a line item display, the logic in the new general ledger changes. The items are only shown under *Account → Display/Change Line Items (FBL3N)* if the *Line Item Management* switch is activated.

If *general ledger view* is selected, items are shown under *Account → Display/Change Line Items (new)* (*FAGLL03*), but if *entry view* is selected, items are shown only if the *Line Item Management* switch is also activated.

Transaction figures are combinations of the line item postings on the debit or credit side. The balance is defined as the difference between the debit and the credit transaction figures.

Line Item Display is a control field in the Company Code segment of an account.

The following table explains the effect of the Line Item Display field:

Accounts	Description
Without *line item display*	Only transaction figures are updated when a document is posted to this account. When users look at this account online, they can only view the balance.
With *line item display*	The most important data from the posted line items is stored in a special index table. Since this data is stored in documents, it needs additional storage and system time. When users look at this account online, they can view both the balance and the individual line items. You can use the report *RFSEPA01* to activate the line item display.

Using Line Item Display

Since *Line Item Display* takes up additional system resources, you should use this field only if there is no other way of looking at the line items.

In new general ledger accounting there is an *Entry* view and a *General ledger* view for a document. In new General Ledger Accounting, the indicator regarding the control of line item management refers only to the *entry* view of documents. In the *general ledger* view, the line items on all accounts are always visible. The visibility cannot be changed because a subledger cannot completely explain the general ledger. For example, a profit center and segment entered in the items during document splitting isn't displayed in the sub-ledger.

If the indicator *Open Item Management* is set in the master record for a general ledger account, the items belonging to this account are either open items or cleared items. The balance of an account with open item management is always the balance of the open items. Manage general ledger accounts with open item management to check whether an offsetting posting has already taken place for a business transaction.

© Copyright . All rights reserved.

Open Item Management

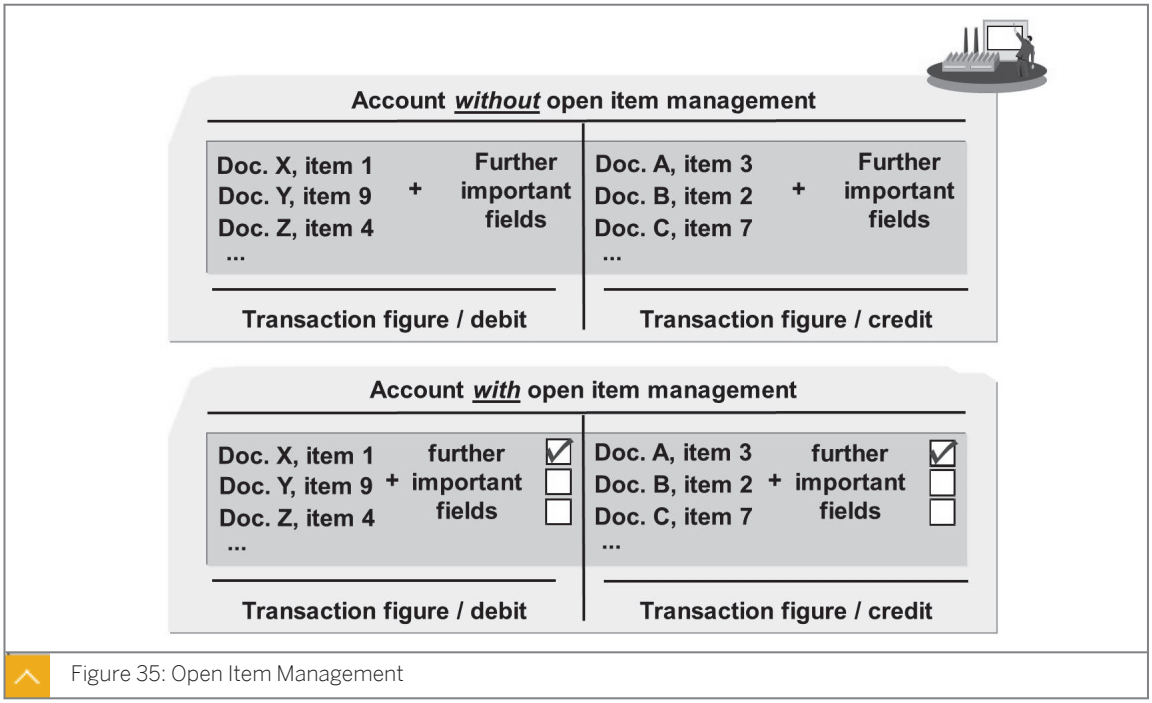


Figure 35: Open Item Management

When the Open Item Management indicator is set in the master record for a general ledger account, the items belonging to this account can be in one of the following states:

- Open
- Cleared

Accounts with open item management must have line item display activated. Open item management is a prerequisite for checking whether a given business transaction has an offsetting posting. Since open items and cleared items can be displayed separately, it is easy to identify the business transactions that still need to be cleared.

You should use open item management for the following accounts:

- Bank clearing accounts
- Clearing accounts for a goods receipt or an invoice receipt
- Salary clearing accounts

You can activate or deactivate open item management only when the account has a zero balance.

If Open Item management has been set up per ledger, the functionality *Ledger Group-Specific Clearing* (Open Item management per ledger) is available from EHP 3 (Enhancement Package 3). This function can also be executed later if certain conditions are fulfilled.

How to Use the Account line Item Display

1. Display an account with and without line item display.

© Copyright . All rights reserved.

a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → General Ledger → Master Records → G/L Accounts → Individual Processing → In Company Code*.

b) Enter the following information:

Field Name or Data Type	Values	Values
G/L Accounts	**140000**	**113100**
Company Code	**1000**	**1000**

c) In the *Account Management in Company Code* area, choose *Enter* to display the *Line item Display* field.

How to Use the Open Item Management

If the indicator *Open Item Management* is set in the master record for a general ledger account, the items belonging to this account are either open items or cleared items.

1. Activate Open Item Management and Line Item Display.

a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → General Ledger → Master Records → G/L Accounts → Individual Processing → In Company Code*.

b) Enter the following information:

Field Name or Data Type	Values
G/L Accounts	**140000**
Company Code	**1000**

c) Choose *Enter* to display the *Account Control in Company Code* area.

d) Choose *Back*.

2. Show open items.

a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → General Ledger → Account → Display/Change Line Items*.

b) Enter the following information:

Field Name or Data Type	Values
G/L Account	**113101**
Company Code	**1000**
All Items	✔

c) Scroll down to display cleared items.

d) Choose *Back*.

© Copyright . All rights reserved.

Accounts in Local Currency

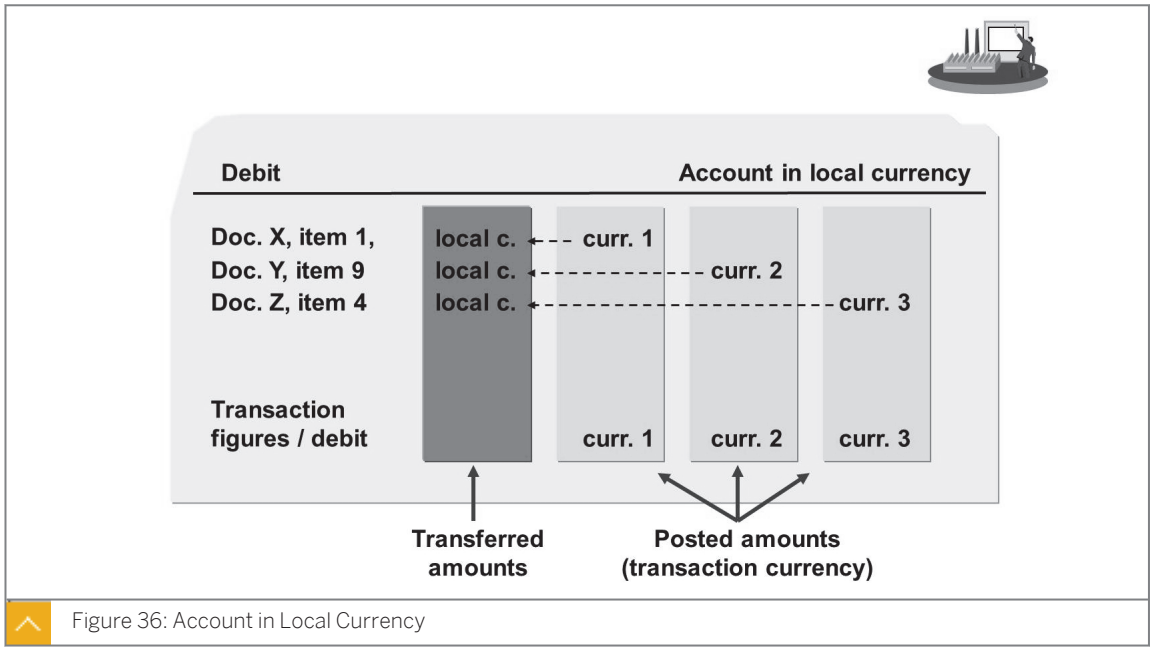


Figure 36: Account in Local Currency

When you define a company code, you also need to define the company code currency.

You can select one of the following currencies as account currency:

- Local currency
- Foreign currency

As a standard, when you create a general ledger account, the SAP ERP system takes the local currency as the default account currency.

If you select the local currency, you can post to this general ledger account in any currency. Other currencies are converted into the local currency for each line item.

Posting of items in different currencies is applicable irrespective of whether line item display is activated or not.

To avoid differences in exchange rates during postings, you can set an indicator for accounts that can be posted to in different currencies, but where clearing may only be completed in the local currency.

How to Post an Account (Local Currency) and Display Balances

If you have posted to an account, you can only change the currency of that account if the balance in it is zero.

1. Create a general ledger posting.

© Copyright . All rights reserved.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Posting* → *Enter G/L Account Document*.

b) Enter the following information:

Field Name or Data Type	Values
Company Code	**1000 (check)**
Document Date	**Current Date**
Posting Date	**Current Date**
Currency	**USD**
1. G/L Account Item	
G/L Account	**100000**
D/C	**Debit**
Amount	**5000**
2. G/L Account Item	
G/L Account	**113101**
D/C	**Credit**
Amount	**5000**

c) Choose *Document* → *Post*.

d) Choose *Exit*.

2. Show balance display.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Account* → *Display Balances*.

b) Enter the following information:

Field Name or Data Type	Values
G/L Account	**113101**
Company Code	**1000**
Fiscal Year	**Current Fiscal Year**
Business Area	**Blank**

c) Choose *Execute*.

d) Choose *Edit* → *Other document currency*.

e) Select *USD* as the currency to display the amount you have just posted.

f) If required, display the *Account Currency (Local Currency)* in the *G/L Account* master record.

g) Choose *Back*.

© Copyright . All rights reserved.

Only Balances in Local Currency Checkbox

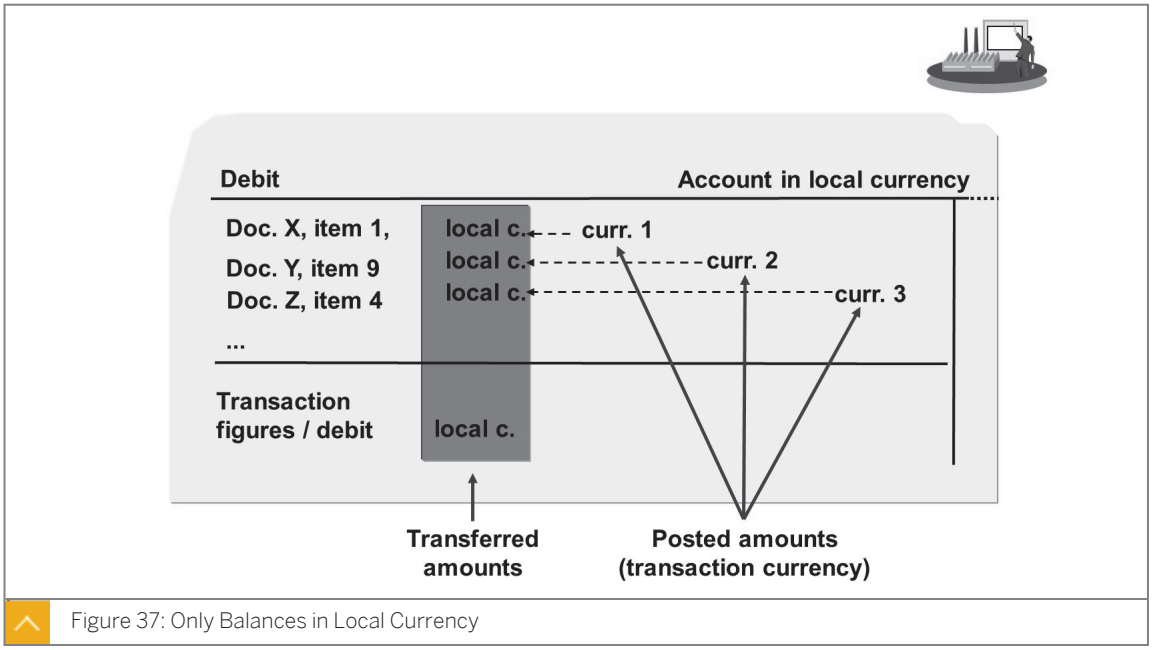


Figure 37: Only Balances in Local Currency

If the master data record has the *Only Balances in Local Currency* indicator selected, then the transaction figures are managed only for amounts that have been converted into the local currency.

You should select this field for clearing accounts when you want to clear accounts by assigning items with the same local currency amount with one another, without necessitating exchange rate difference postings.

Set the *Only Balances in Local Currency* indicator in the cash discount account and the *GR/IR* clearing account. Avoid setting this indicator in reconciliation accounts for customers or vendors. This indicator is usually set in balance sheet accounts that are not managed in foreign currencies or on an open item basis.

How to Display Balances Only in Local Currency

This indicator is used for accounts that can be posted to in different currencies, but where clearing is done only in the local currency to avoid exchange rate difference postings.

1. Create general ledger account posting.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Posting* → *Enter G/L Account Document*.
   b) Enter the following values:

Field Name or Data Type	Values
Company Code	**1000 (check)**
Document Date	**Current Date**
Posting Date	**Current Date**

© Copyright . All rights reserved.

Field Name or Data Type	Values
Currency	**USD**
1. G/L Account Item	
G/L Account	**100000**
D/C	**Debit**
Amount	**5000**
2. G/L Account Item	
G/L Account	**113100**
D/C	**Credit**
Amount	**5000**

c) Choose *Document* → *Post*.

d) Choose *Exit*.

2. Show balance display.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Account* → *Display Balances*.

b) Enter the following information:

Field Name or Data Type	Values
G/L Account	**113100**
Company Code	**1000**
Fiscal Year	**Current Fiscal Year**
Business Area	**Blank**

c) Choose *Execute*.

d) Choose *Edit* → *Other document currency*.

Note:
The transaction figures are only updated in local currency. You cannot select the foreign currency *USD*.

e) Choose *Back* twice.

3. Show settings in the general ledger account.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Master Records* → *G/L Accounts* → *Individual Processing* → *In Company Code*.

b) Enter the following information:

© Copyright . All rights reserved.

Field Name or Data Type	Values
G/L Account	`113100`
Company Code	`1000`

c) Choose *Enter*.

d) On the *Control Data* tab page, show the *Only balances in local currency* field.

e) Choose *Back*.

Accounts in Foreign Currency

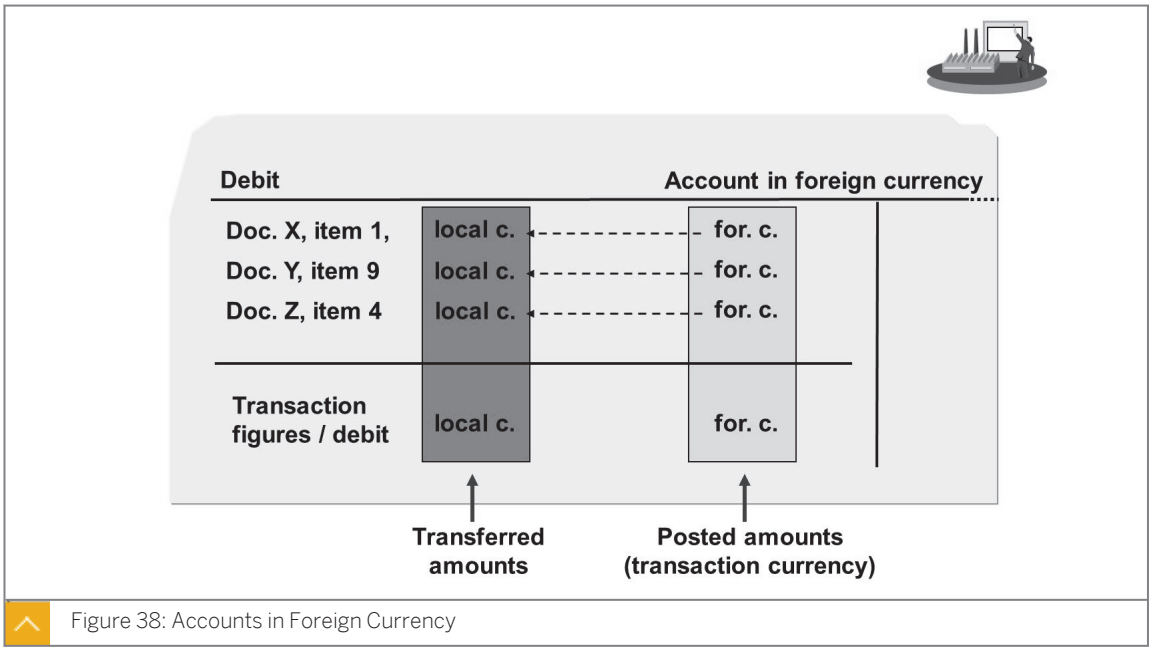


Figure 38: Accounts in Foreign Currency

If you select a foreign currency as the account currency, then you can only post amounts in the selected foreign currency to this account. Transaction figures and line items are managed in the account currency and the local currency.

When you set accounts with a foreign currency, the account can only be posted to in this foreign currency.

How to Display and Post Accounts in Foreign Currency

Transaction figures and line items are managed in the account currency and the local currency.

For example, a company has a foreign exchange account in USD at its house bank. The corresponding general ledger account in the general ledger is managed with the account currency USD to ensure reconciliation with the bank account at any time.

1. Show account master data.

© Copyright . All rights reserved.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Master Records* → *G/L Accounts* → *Individual Processing* → *In Company Code*.

b) Enter the following information:

Field Name or Data Type	Values
G/L Account	**113150**
Company Code	**1000**

c) Choose *Enter* to display account currency *USD*.

d) Choose *Back*.

2. Create general ledger account posting.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Posting* → *Enter G/L Account Document*.

b) Enter the following values:

Field Name or Data Type	Values
Company Code	**1000 (check)**
Document Date	**Current Date**
Posting Date	**Current Date**
Currency	**EUR**
1. G/L Account Item	
G/L Account	**100000**
D/C	**Debit**
Amount	**2000**
2. G/L Account Item	
G/L Account	**113150**
D/C	**Credit**
Amount	**2000**

c) Choose *Enter*.

Note:
The following error message will be displayed: *Postings to account 113150 (Company Code 1000) are only possible in currency USD*.

General Ledger Accounts

You can use the following methods to create the general ledger account, chart of accounts segment, and company code segment:

© Copyright . All rights reserved.

- **One-step**: Create both segments simultaneously (centrally).
- **Two-step**: Create a chart of accounts segment followed by the company code segment.
- **Copy**: Copy the following components:
  - Copy an individual general ledger account: Copy it with reference to another general ledger account.
  - Copy the company code segment: Copy the entire company code segment.
  - Copy the chart of accounts segment: Copy the entire chart of accounts segment.
- **Create general ledger accounts by copying**: Copy an existing account to create a new account with the same properties. You will also need to change the name of the account. The new account inherits all the properties of the source account. You may need all general ledger accounts of a company code in another company code. In this case, you can copy the entire company code segment to the new company code. In addition, you can copy the entire chart of accounts, including account determination, to a new chart of accounts. You can also copy the financial statement version.
- **Transfer data**: To reduce data entry, programs such as *RFBISA00* and *Batch Input Interfaces* for general ledger account master data, can be modified by the ABAP team to transfer new charts of accounts.

Collective Processing

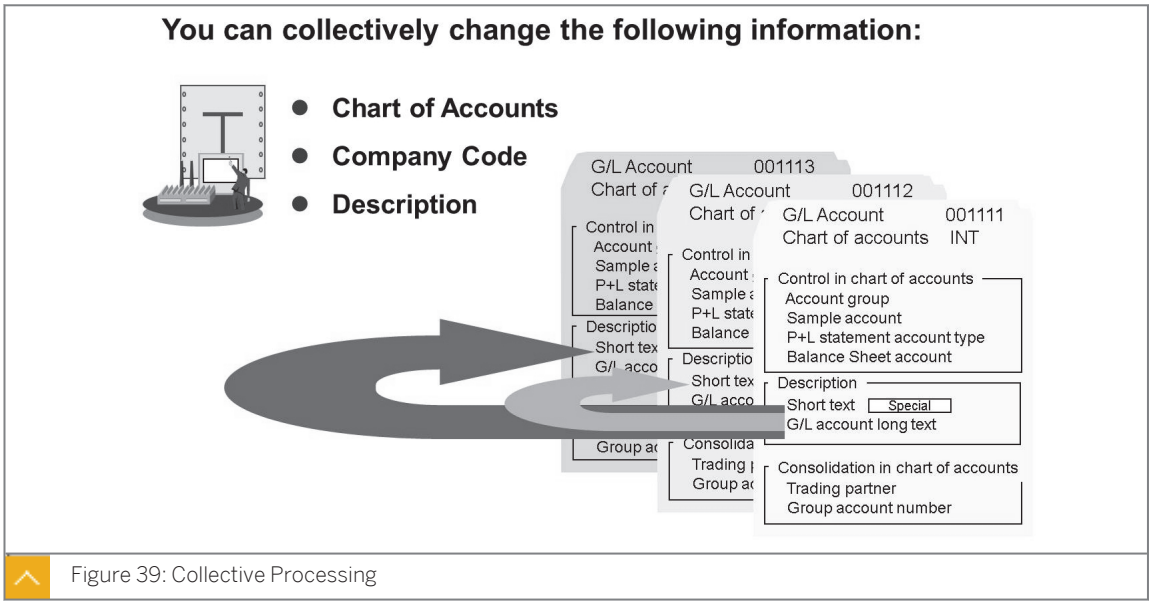


Figure 39: Collective Processing

The SAP ERP system provides collective processing functions for the general ledger account master records.

You can make changes to the master data of several general ledger accounts simultaneously.

To change general ledger account master data in collective processing, you can use the following options:

- Change chart of accounts data
- Change company code data
- Change account descriptions

© Copyright . All rights reserved.

The general ledger accounts can belong to different charts of accounts.

You can make the following changes to the general ledger accounts:

- Select the fields to be changed.
- Change the values of the fields displayed. Enter the new values in the column *New Values* to replace the existing values. For all general ledger accounts selected, replace the old value with the new value.

Note:
Changes to existing general ledger accounts become effective after they have been saved and can have extensive consequences. You should therefore check your changes before saving them.

How to Maintain General Ledger Accounts Using Collective Processing

1. Change the retained earnings account (Controlled using the Profit and Loss statement account type).
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Master Records* → *G/L Accounts* → *Collective Processing* → *Chart of Accounts Data*.
   b) Confirm the warning message.
   c) Enter the following values:

Field Name or Data Type	Values
Chart of Accounts	**INT**
G/L Account From	**800000**
G/L Account To	**900000**

   d) Choose *Execute*.
   e) Confirm the warning message if required.
   f) Choose *Edit* → *Deselect All*.
   g) Choose *Edit* → *Without Restrictions*.
   h) Select accounts *800001* to *800004*.
   i) Enter the following values:

Field Name or Data Type	Values
Line *New Values* in the header area of the entry screen	
P.. (P&L statmt acct type)	**Y**

© Copyright . All rights reserved.

Field Name or Data Type	Values
Acc...(Account Group)	**GL**

j) Choose *Edit* → *Apply Changes*.

k) Choose *Edit* → *Undo All Changes*.

l) Choose *Back*.

2. Show Collective Processing options.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Master Records* → *G/L Accounts* → *Collective Processing*.

b) Show the three maintenance options.

c) Choose *Back*.

Group Chart of Accounts

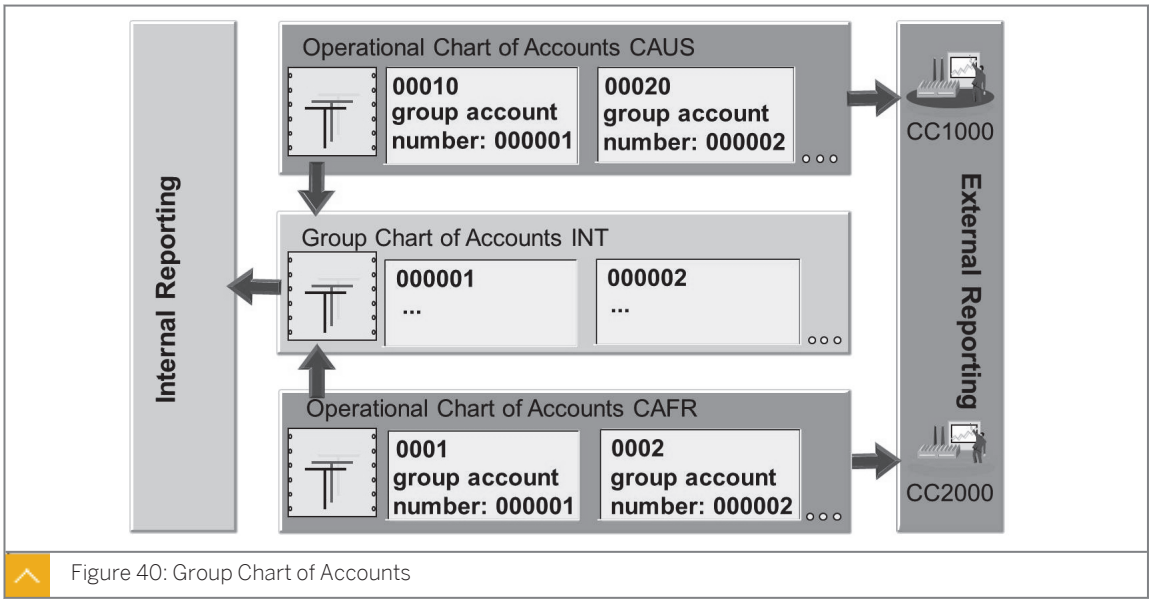


Figure 40: Group Chart of Accounts

In many cases it is required for corporate groups to issue consolidated financial statements including all companies of the group. Some of the company codes of the group may have to use special charts of accounts to meet legal requirements. This is especially true for multinational corporations.

If any company code uses a different chart of accounts, in order to get consolidated results, the following procedure applies:

- Create a group chart of accounts that contains all of the group accounts.
- Assign the group chart of accounts to each operational chart of accounts. Once this is done, the field *Group account number* in the chart of account segments of the operational charts of accounts becomes a required entry field.

© Copyright . All rights reserved.

- Enter the group account number in the chart of accounts segment of the operational account. Different accounts of one operational chart of accounts can refer to the same group account.
- Use a financial statement version for the group chart of accounts.

> Note:
> No inter-company code controlling can be performed because the company codes use different operational charts of accounts.

How to Assign a Group Chart of Accounts to Operational Chart of Accounts

1. Show a group chart of accounts assigned to the operational chart of accounts.
   a) On the *Customizing* screen, choose *Financial Accounting (new)* → *General Ledger Accounting (new)* → *Master Data* → *G/L Accounts* → *Preparations* → *Edit Chart of Account Lists*.
   b) Double-click the *Chart of Accounts INT*.
   c) Display *Group Chart of Accounts* field.

   > Note:
   > The *Group Chart of Accounts CONS* is assigned to the operational *Chart of Accounts INT*.

   d) Choose *Back* twice.

How to Link the General Ledger Accounts of an Operational Chart of Accounts with Accounts in the Group Chart of Accounts

1. Link the general ledger accounts with accounts in the group chart of accounts.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Master Records* → *G/L Accounts* → *Individual Processing* → *In Chart of Accounts*.
   b) Enter the following values:

Field Name or Data Type	Values
G/L Account	**2000**
Chart of Accounts	**INT**

   c) Choose *Enter* to display the *Type/Description* tab page.
   d) Display the *Group account number* field.

© Copyright . All rights reserved.

e) Use the match code search in this field to show the link to the *Group Chart of Accounts CONS* again.

f) Choose *G/L Account* → *Change*.

g) Delete the group account number and choose *Save*.

h) The error message, *Make an entry in field Group account number*, appears because this is a required entry field.

i) Choose *Exit*.

Country Chart of Accounts

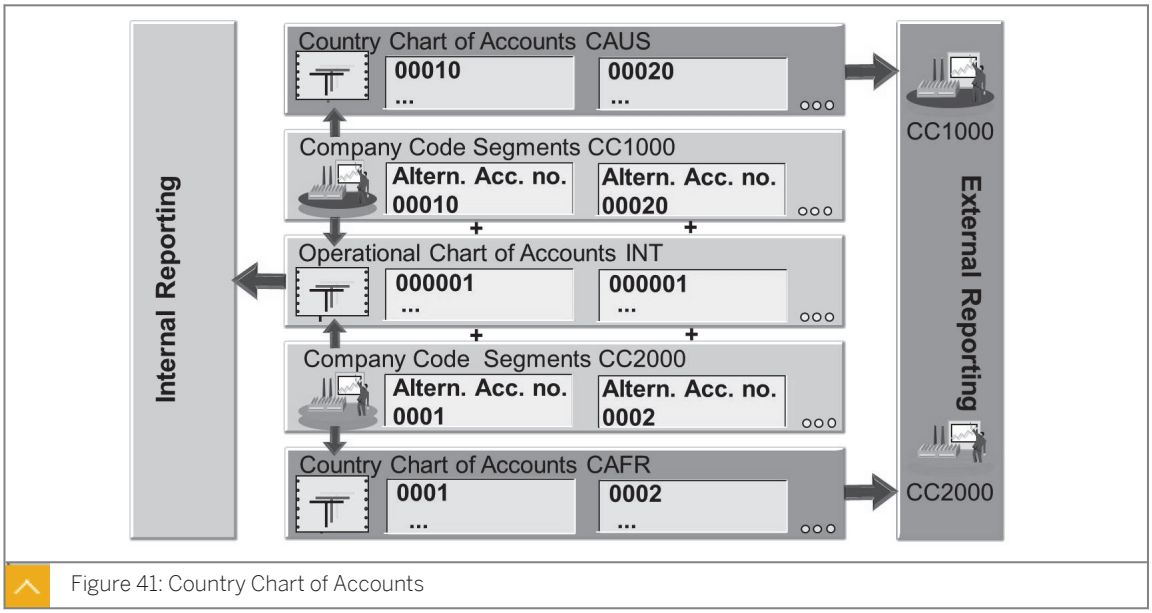


Figure 41: Country Chart of Accounts

One alternative to a group chart of accounts is the country chart of accounts. All company codes use the same operational chart of accounts.

Company codes that require a special chart of accounts for external reporting have the following options:

- A country chart of accounts is assigned.
- The account number of the country chart of accounts (an alternative account number) is entered in every operational G/L account company code segment. This number can only be used once.

Note:
Cross-company code controlling is possible because all company codes post to the same operational chart of accounts.

Accounting clerks familiar with the country charts of accounts will have to get used to the operational chart of accounts.

© Copyright . All rights reserved.

Charts of Accounts for a Group

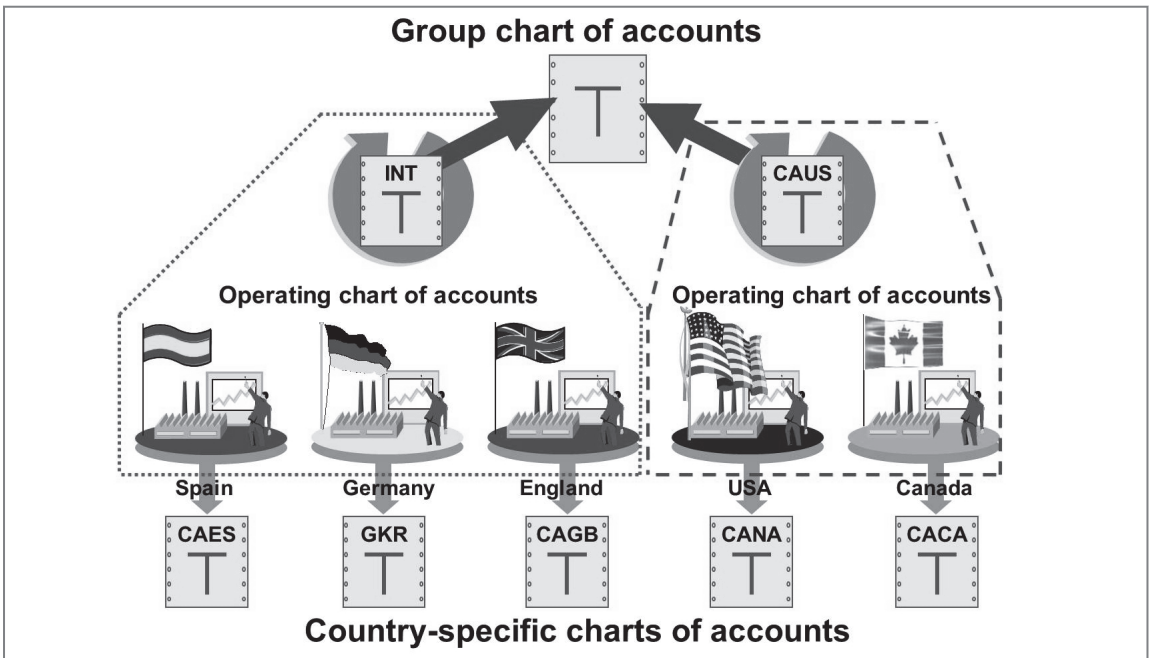


Figure 42: Scenario – Charts of Accounts for a Group

For the international groups shown in the figure, cross-company code cost accounting is possible for European company codes. This is possible because company codes in Spain, Germany, and the UK use the same operational chart of accounts. The European company codes use chart of accounts INT as their operational chart of accounts.

Company codes in the US and Canada use chart of accounts CAUS as their operational chart of accounts. Cross-company code controlling is therefore also possible in North America.

To create reports using the country chart of accounts, the board of the international group has decided to define country-specific charts of accounts for the company codes.

The board has also decided that the group does not need controlling for Europe and North America combined, but that they would like consolidation to take place. Therefore, a group chart of accounts (CONS) has been set up for the operating charts of accounts INT and CAUS.

Country Chart of Accounts

1. Assign the country chart of accounts.
   a) On the *Customizing* screen, choose *Financial Accounting (new)* → *General Ledger Accounting (new)* → *Master Data* → *G/L Accounts* → *Preparations* → *Assign Company Code to Chart of Account*.
   b) Show *Company Code 1000* and *column Country Chart of Accounts*.

© Copyright . All rights reserved.

> Note:
> *Company Code 1000* uses the *Country Chart of Accounts GKR*.

c) Choose *Back*.

How to Link General Ledger Accounts in the Operational Chart of Accounts with Accounts in the Country Chart of Accounts

1. Assign an alternative account.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Master Records* → *G/L Accounts* → *Individual Processing* → *In Company Code*.
   b) Enter the following values:

Field Name or Data Type	Values
G/L Account	**2000**
Company Code	**1000**

   c) Choose *Enter* to display the contents of the *Control Data* tab page.
   d) Display the *Alternative account number* field.
   e) Use the match code search in the *Alternative account number* field to show the link to the *Country Chart of Accounts GKR*.
   f) Choose *Back*.

© Copyright . All rights reserved.

LESSON SUMMARY

You should now be able to:

- Understand the basic settings of a chart of accounts
- Understand the structure of general ledger accounts
- Understand the difference between balance sheet and profit and loss statement accounts
- Create new account groups and maintain general ledger accounts
- Configure the field status of general ledger accounts
- Understand the functionality of reconciliation accounts
- Comprehend account management in general ledger accounts
- Manage different currency aspects in General Ledger Accounting
- Understand the different methods of creating and maintaining general ledger accounts
- Understand the function and maintenance of the group chart of accounts and country charts of accounts

© Copyright . All rights reserved.

Maintaining Profit Centers and Segments

95

LESSON OVERVIEW

This lesson explains how to maintain profit centers and segments.

Business Example

With new general ledger accounting, every company can define the elements or objects to be used for reporting, such as a balance sheet or a profit and loss statement. The segment is often chosen as the element. For this reason, you require the following knowledge:

- An understanding of the terms profit center and segment
- An understanding of the deviation options for segments

For many customers, the profit center is the element for which separate balance sheets are to be created. This element supplies the basis for segment reporting. This course uses profit center as an example.

LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Maintain profit centers, cost centers, and segments

Profit Centers and Segments

The *Segment* field or characteristic is a new standard account assignment object which is available from the SAP ERP solution onwards (in FI) in order to create evaluations for objects or entities below the company code level.

The objective is to give a detailed look at the various business activities (markets or products – in general: activity areas) at a (broad-based) enterprise – keyword: Segment Reporting

Alternative account assignments already used (in practice) which are **still** available:

- Profit Center
- Business Area
- Profitability segment of CO-PA
- User-defined field

Figure 43: Using the Segment Entity

© Copyright . All rights reserved.

The profit center is the only object from which segments can be uniformly derived. When a Business Add-In (BAdI) or a substitution is used, additional derivation rules can be created. However, note that a BAdI is only a defined interface: No example coding is supplied. Any subsequent changes made to the profit center in the master data are critical. An automatic correction document is not created in such cases. As a result, you need to specify how the changes were posted (for example, posting out and posting in).

You can use segments to meet the segment reporting requirements of international accounting principles (=> *IFRS/US-GAAP*).

The *Business area* or *Profit center* objects can be used as alternatives. Segments are provided to meet additional requirements because the business area and/or profit center were frequently used for different purposes in the past.

Extract from IFRS 8: BUSINESS SEGMENTS

5. A business segment is a part of a company that meets the following criteria:

1. *A segment is a part of a company carries out business activities that generate revenues and for which expenses can be incurred (including revenues and expenses in connection with transactions between areas of the same company).*
2. *A segment is a part of a company whose operating profits are regularly inspected by the main decision-maker of the company with regard to decisions about the allocation of resources to this segment and the evaluation of its profitability, and*
3. *A segment is a part of a company for which there is corresponding financial information.*

Derivation of a Segment

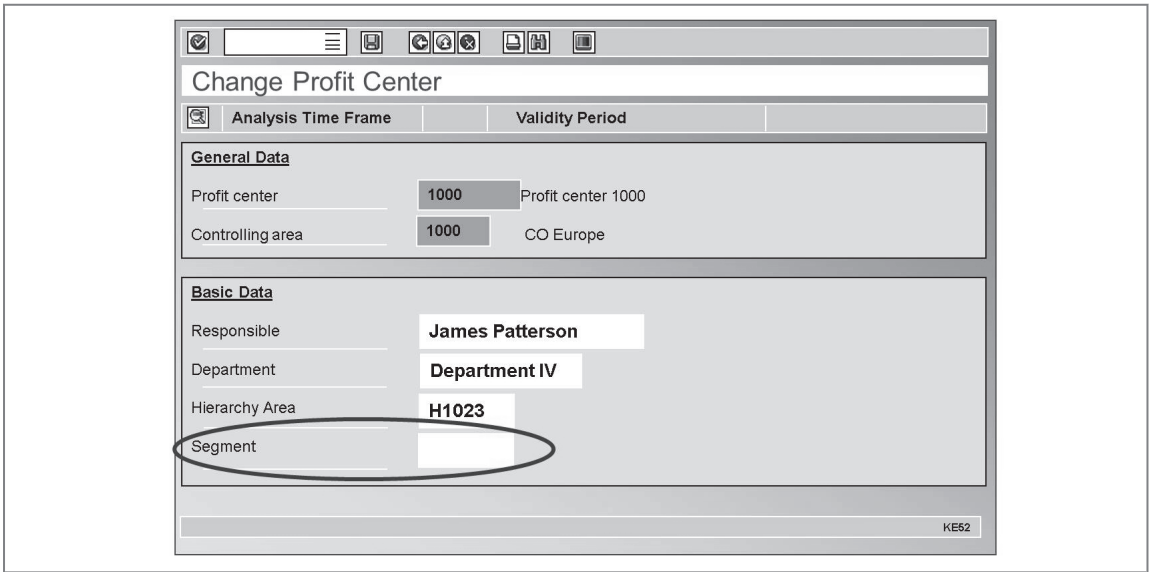


Figure 44: Derivation of a Segment

You can save a segment in the master data of a profit center. When you post to a profit center, the segment is posted to automatically. Segment posting, does not take place if a profit center does not have a segment. It is a standard practice to derive the segment from a profit center. Customers can develop additional solutions or derivations.

© Copyright . All rights reserved.

Customers can store their own code in a user exit or a BAdI. The definition name of the BAdI is *FAGL_DERIVE_SEGMENT*.

Deriving a Segment

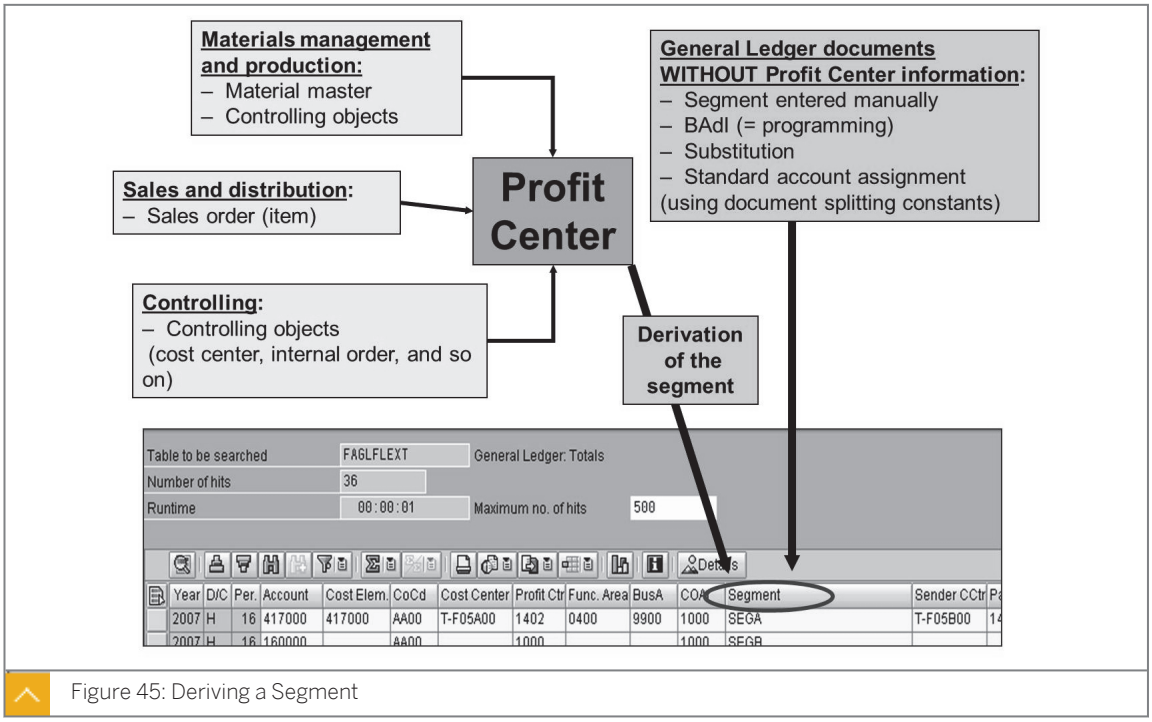


Figure 45: Deriving a Segment

The *Segment* is a field derived from the characteristic *Profit Center*, which exists in various SAP objects.

As mentioned in SAP Note 1035140, the following principles apply to profit centers:

- *The use of segments is only officially approved by SAP if they are used simultaneously with profit centers*.
- *Segments can only be derived automatically using profit centers*.
- *In many business cases, particularly in logistics, you cannot enter segments manually*.
- *Various standard interfaces do not support segments*.

If you cannot derive the characteristic *Segment* from the master record of a profit center, you need to look for other ways of assigning a segment.

New General Ledger Accounting with document splitting provides the following options:

- Manual entry
- BAdI implementation (FAGL_DERIVE_SEGMENT)
- Definition of substitution rules
- Assignment of standard accounts

In addition to the BAdI FAGL_DERIVE_SEGMENT, the BAdI FAGL_DERIVE_PSEGMENT is available to customers for deriving the partner segment.

© Copyright . All rights reserved.

Profit Center Accounting has its origins in *Controlling*. However, due to its increased significance in external accounting, it has become a part of Financial Accounting. Management needs to decide whether to use Profit Center Accounting for internal or external accounting.

Reorganization of Segments

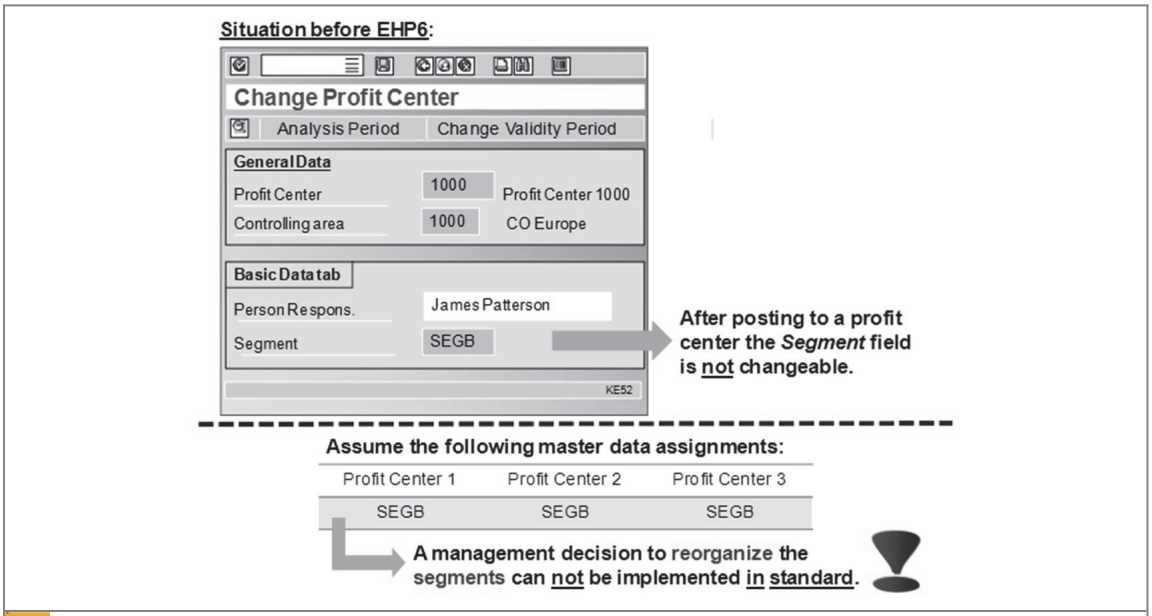


Figure 46: Reorganization of Segments

The management has to decide how to reorganize segments. For example, instead of assigning a single segment to the three profit centers, management may decide to assign profit centers 1 and 3 to a new segment, such as the *SEGA* segment.

Of course, such a segment change or split does not affect only the profit center master record. Other SAP object types have to be changed as well. Examples include G/L account totals with open item management, payables, receivables, and asset reconciliation accounts totals, as well as asset master records or allocation cycles.

© Copyright . All rights reserved.

Reorganization of Segments (2)

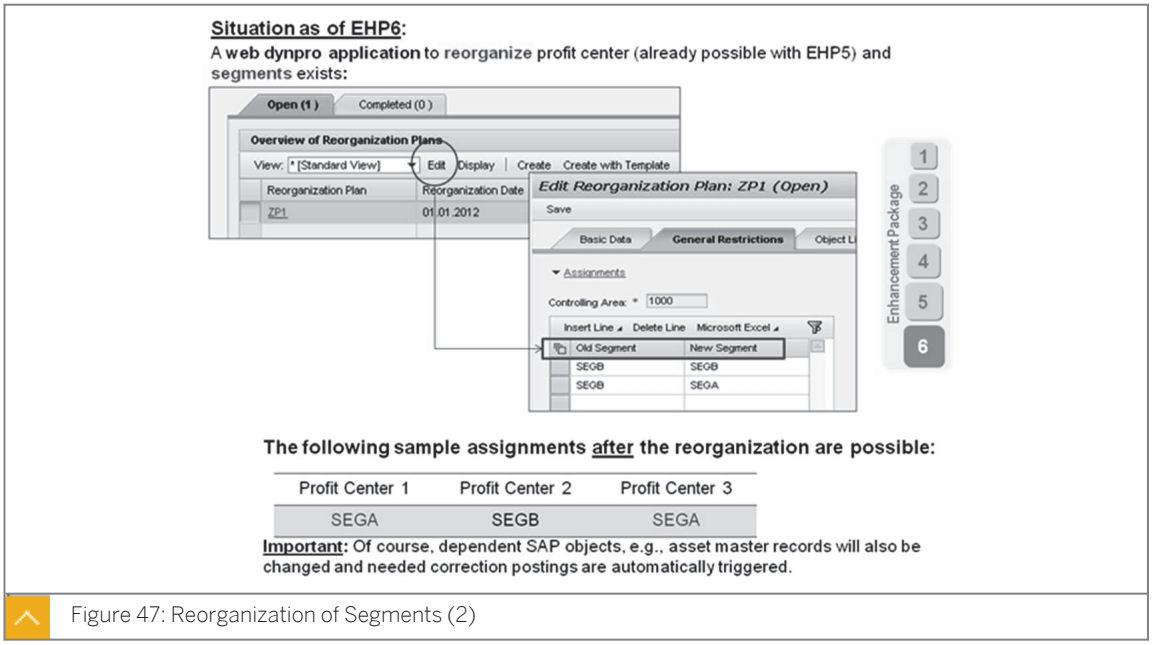


Figure 47: Reorganization of Segments (2)

The new *Reorganization of Segments* functionality enables and assists you in the execution of segment re-assignments.

The following job roles are involved in the reorganization process:

- The reorganization manager (for example the chief accountant or the central controller).
- The object (list) owner (for example, the FI or CO accountant).

With segment reorganization, you can also execute a merge of segments.

How to Create Profit Centers, Cost Centers, and Segments

Create segments and profit centers and describe how to derive the profit center and segments from the controlling objects.

1. Create a segment SE##, which is the main business field of your company, with the name Services.
   a) On the *Customizing* screen, choose *Enterprise Structure* → *Definition* → *Financial Accounting* → *Define Segment*.
   b) Create a new entry *SE##* with the value **`Service Group 00`**.
   c) Choose *Save*.
2. Create a profit center with the short name *PR##* in controlling area 1000. As a template, you can use profit center *1000* in controlling area *1000*.
   Maintain the following data for the profit center and activate your new profit center:

Field Name or Data Type	Values
Analysis Time Frame	**`01/01/1999 to 12/31/9999`**
Name	**`PC Group 00`**

© Copyright . All rights reserved.

Field Name or Data Type	Values
Long Text	**Profit Center Group 00**
User Responsible	**Leave Empty**
Person Responsible	**Group 00**
Department	**Training**
Profit Center Group	**H9500 (Training)**
Segment	**SE00**

a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → General Ledger → Master Records → Profit Center → Individual Processing → Create (KE51)*.

b) In the dialog box, choose *EC.PCA: Create profit center*.

c) Create a new entry for a template profit center using the information provided.

3. Create cost center COCE## with the name Cost Center Group ##. Use cost center *1000* in controlling area *1000* as a template.

Maintain the following data for the cost center:

Field Name or Data Type	Values
Cost Center	**COCE00**
Analysis Time Frame	**Valid from 01/01/1999 to 12/31/9999**
Name	**Cost Center 00**
Description	**Cost Center Group 00**
User Responsible	**Leave Empty**
Person Responsible	**Group 00**
Department	**Training**
Cost Center Category	**4 - Administration**
Hierarchy Area	**H1120 - Internal Services**
Company Code	**GR00**
Business Area	**9900**
Functional Area	**0400 - Administration**
Profit Center	**PR00**

Note:
Make sure you select the correct company code (usually *GR00*) and profit center *PR00*!

© Copyright . All rights reserved.

Result: The segment SE00 you created is assigned to the profit center PR00 which in turn is assigned to the cost center COCE00.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Controlling* → *Cost Center Accounting* → *Master Data* → *Cost Center* → *Individual Processing* → *Create*.

b) Enter the required data as specified in the exercise.

c) Choose *Save*.

© Copyright . All rights reserved.

© Copyright . All rights reserved.

Unit 2
Exercise 8

101 Maintaining Profit Centers, Cost Centers, and Segments

Business Example

You need to map Profit Center Accounting and segment reporting in the new general ledger accounting. To achieve this, you need to create and assign the required objects.

Create segments and profit centers and describe the derivation of the profit center and segments from the controlling objects.

1. Create segment SE##, which is the main business field of your company, with the name Services.

2. Create a profit center with the name *PR##* in controlling area 1000. As a template, you can use profit center *1000* in controlling area *1000*.

   Use the following data for the profit center and activate your new profit center:

Field Name or Data Type	Values
Analysis Time Frame	**01/01/1999 to 12/31/9999**
Name	**PC Group ##**
Long Text	**Profit Center Group ##**
User Responsible	**Leave Empty**
Person Responsible	**Group ##**
Department	**Training**
Profit Center Group	**H9500 (Training)**
Segment	**SE##**

3. Create cost center COCE## with the name Cost Center Group ##. As a template, use the cost center *1000* in controlling area *1000*.

   Use the following data for the cost center:

Field Name or Data Type	Values
Cost Center	**COCE## (with template 1000 / 1000)**
Analysis Time Frame	**Valid from 01/01/1999 to 12/31/9999**
Name	**Cost Center ##**
Description	**Cost Center Group ##**
User Responsible	**Leave Empty**

© Copyright . All rights reserved.

Field Name or Data Type	Values
Person Responsible	**Group ##**
Department	**Training**
Cost Center Category	**4 - Administration**
Hierarchy Area	**H1120 - Internal Services**
Company Code	**GR##**
Business Area	**9900**
Functional Area	**0400 - Administration**
Profit Center	**PR##**

Note:
Make sure you select the correct company code (usually *GR##*) and profit center *PR##*!

Result: The segment SE## you created is assigned to the profit center PR## which in turn is assigned to the cost center COCE##.

4. Segments have a time reference.

   Determine whether this statement is true or false.

   ☐ True

   ☐ False

5. Segments are assigned to a hierarchy.

   Determine whether this statement is true or false.

   ☐ True

   ☐ False

6. It is possible to assign the same segment to multiple profit centers.

   Determine whether this statement is true or false.

   ☐ True

   ☐ False

© Copyright . All rights reserved.

Unit 2
Solution 8

103 Maintaining Profit Centers, Cost Centers, and Segments

Business Example

You need to map Profit Center Accounting and segment reporting in the new general ledger accounting. To achieve this, you need to create and assign the required objects.

Create segments and profit centers and describe the derivation of the profit center and segments from the controlling objects.

1. Create segment SE##, which is the main business field of your company, with the name Services.
   a) On the *Customizing* screen, choose *Enterprise Structure → Definition → Financial Accounting → Define Segment*.
   b) Create a new entry *SE##* with the value **`Service Group ##`**.
   c) Choose *Save*.
2. Create a profit center with the name *PR##* in controlling area 1000. As a template, you can use profit center *1000* in controlling area *1000*.
   Use the following data for the profit center and activate your new profit center:

Field Name or Data Type	Values
Analysis Time Frame	**`01/01/1999 to 12/31/9999`**
Name	**`PC Group ##`**
Long Text	**`Profit Center Group ##`**
User Responsible	**`Leave Empty`**
Person Responsible	**`Group ##`**
Department	**`Training`**
Profit Center Group	**`H9500 (Training)`**
Segment	**`SE##`**

   a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → General Ledger → Master Records → Profit Center → Individual Processing → Create (KE51)*.
   b) In the dialog box, choose *EC.PCA: Create profit center*.
   c) Create a new entry using a template profit center using the following information:

Field Name or Data Type	Values
Analysis Time Frame	**`01/01/1999 to 12/31/9999`**

© Copyright . All rights reserved.

Field Name or Data Type	Values
Name	**PC Group ##**
Long Text	**Profit Center Group ##**
User Responsible	**Leave Empty**
Person Responsible	**Group ##**
Department	**Training**
Profit Center Group	**H9500 (Training)**
Segment	**SE##**

d) Choose *Save*.

e) Choose *Activate* in the application toolbar.

3. Create cost center COCE## with the name Cost Center Group ##. As a template, use the cost center *1000* in controlling area *1000*.

   Use the following data for the cost center:

Field Name or Data Type	Values
Cost Center	**COCE## (with template 1000 / 1000)**
Analysis Time Frame	**Valid from 01/01/1999 to 12/31/9999**
Name	**Cost Center ##**
Description	**Cost Center Group ##**
User Responsible	**Leave Empty**
Person Responsible	**Group ##**
Department	**Training**
Cost Center Category	**4 - Administration**
Hierarchy Area	**H1120 - Internal Services**
Company Code	**GR##**
Business Area	**9900**
Functional Area	**0400 - Administration**
Profit Center	**PR##**

Note:
Make sure you select the correct company code (usually *GR##*) and profit center *PR##*!

Result: The segment SE## you created is assigned to the profit center PR## which in turn is assigned to the cost center COCE##.

© Copyright . All rights reserved.

a) On the *SAP Easy Access* screen, choose *Accounting → Controlling → Cost Center Accounting → Master Data → Cost Center → Individual Processing → Create*.

b) Enter the required data as specified in the exercise.

c) Choose *Save*.

4. Segments have a time reference.

   Determine whether this statement is true or false.

   ☐ True

   ☒ False

5. Segments are assigned to a hierarchy.

   Determine whether this statement is true or false.

   ☐ True

   ☒ False

6. It is possible to assign the same segment to multiple profit centers.

   Determine whether this statement is true or false.

   ☒ True

   ☐ False

© Copyright . All rights reserved.

LESSON SUMMARY

You should now be able to:

- Maintain profit centers, cost centers, and segments

© Copyright . All rights reserved.

Unit 2
Lesson 3

Maintaining Customer and Vendor Accounts

107

LESSON OVERVIEW

This lesson shows you how to maintain customer and vendor accounts.

Business Example

The accounting manager is looking for similarities and differences between the general ledger accounts and the subledger accounts. The manager is specifically interested in the structure of the customer and vendor accounts. Above all, the manager wants to know about search help options. For this reason, you require the following knowledge:

- An understanding of the similarities and differences between the general ledger accounts and sub ledger accounts
- An understanding of the structure of customer and vendor accounts
- An understanding of the relationships between customer and vendor accounts
- An understanding of how to control and maintain customer and vendor accounts

For the demonstrations in this lesson, use the following settings:

1. Create a second user based on user *AC200-99* so that you can confirm a master record change in the *Sensitive Fields* demo.

LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Understand the structure of customer and vendor accounts
- Create an account group and maintain customer and vendor accounts
- Understand one-time account master records
- Control the field status in customer and vendor accounts
- Configure the dual control principle
- Handle relationships between customers and vendors

© Copyright . All rights reserved.

Accounting View of Customer or Vendor Accounts

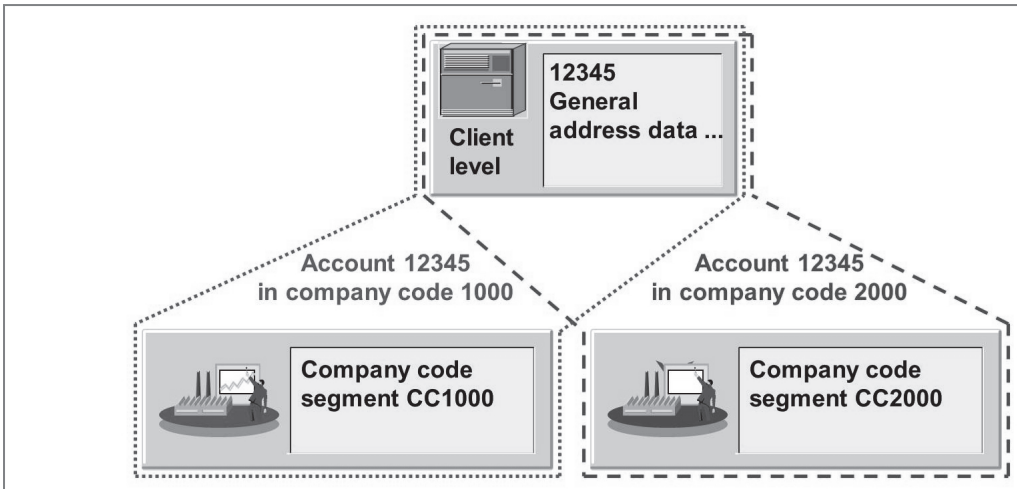


Figure 48: Accounting View of Customer or Vendor Accounts

Segments of Customer and Vendor Accounts

Customer and vendor account master records have segments at the following levels:

Segment	Description
Client level	Contains general data that can be accessed throughout the organization
Company code	Contains company code-specific data. Any company that wishes to do business with a specific customer or vendor has to create a company code segment for this customer or vendor.

You can use the reports *RFBIDE10 andr RFBIKR10* to transfer customer and vendor master data from one company code into another.

How to Create a Customer and Vendor List

1. Create a customer list.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Information System* → *Reports for Accounts Receivable Accounting* → *Master Data* → *Customer List*.
   b) Enter **1000** in the *Company Code* field.
   c) Choose *Execute* to run report *RFDKVZ00*.
   d) Choose *Back* twice.

© Copyright . All rights reserved.

2. Create a vendor list.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Information System* → *Reports for Accounts Payable Accounting* → *Master Data* → *Vendor List*.
   b) Enter **1000** in the *Company Code* field.
   c) Choose *Execute* to run report *RFDKVZ00*.
   d) Choose *Back* twice.

How to Display Customer and Vendor Master Records (Accounting View)

1. Show the customer master record.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Master Data* → *Display*.
   b) Enter the following data:

Field Name or Data Type	Values
Customer	**1000**
Company Code	**1000**

   c) Choose *Enter* to display the initial screen for the *General Data*.
   d) Choose *Goto* → *Company Code Data*.
   e) Choose *Back*.

2. Show the vendor master record.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Master Data* → *Display*.
   b) Enter the following data:

Field Name or Data Type	Values
Vendor	**1000**
Company Code	**1000**
General Data	
Address	✔
Control	✔
Payment Transactions	✔
Company Code Data	
Accounting Information	✔

© Copyright . All rights reserved.

Field Name or Data Type	Values
Payment Transactions	✔
Correspondence	✔

c) Choose *Enter* to display the initial screen for *General Data*.

d) Choose *Goto* → *Company Code Data* → *Account Management/Payment Transactions/ Correspondence*.

e) Choose *Back*.

How to Search Master Records

1. Display the company code that contains customer 1000.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Master Data* → *Display*.
   b) Choose the match code search for the *Customer* field.
   c) On the *Customers (by company code)* tab page, enter the following data:

Field Name or Data Type	Values
Customer	**1000**
Company Code	**Blank**

   d) Choose *Enter*.
   e) Choose *Back*.
2. Display the customers for company code 1000.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Master Data* → *Display*.
   b) Choose the *match code* search for the *Customer* field.
   c) On the *Customers (by company code)* tab page, enter **1000** in the *Company Code* field.
   d) Choose *Enter*.
   e) Choose *Close*.
3. Display the customer number for a specific customer.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Master Data* → *Display*.
   b) Choose the *Binoculars* icon.
   c) Enter the following values:

© Copyright . All rights reserved.

Field Name or Data Type	Values
Name	**Baker Boston (with a space in between)**
Search Term	**Baker**
City	**Boston**

d) Choose *Enter*.

e) Choose *Close*.

The Sales View of the Customer Account and the MM View of the Vendor Account

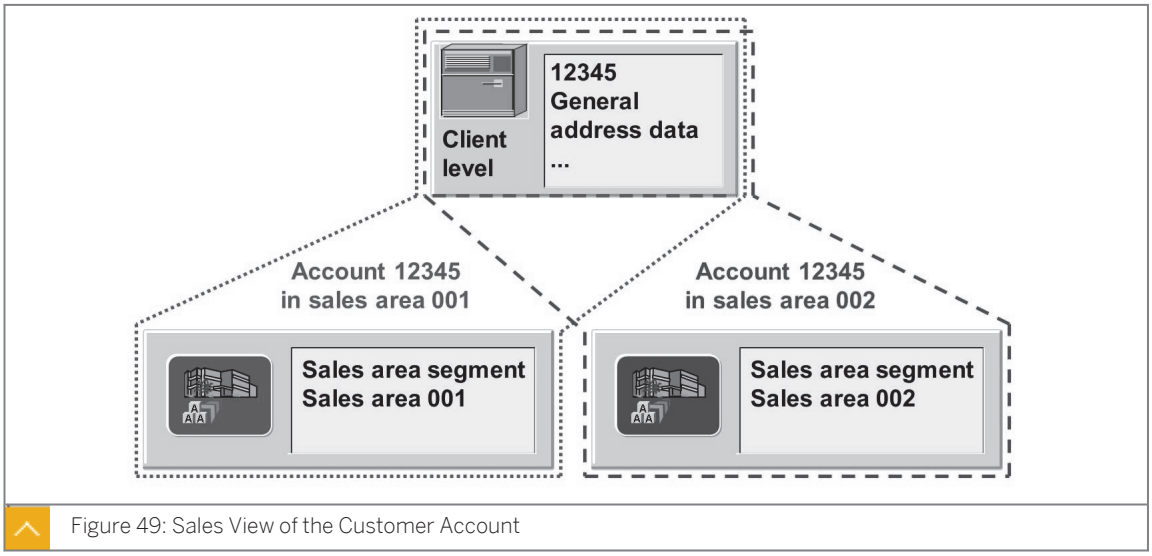


Figure 49: Sales View of the Customer Account

Since the sales and distribution department interacts with customers, it requires specific data about all of your customers. For this reason, you can create a sales area segment for each customer.

Any sales area that needs to do business with a customer has to first create a sales area segment. This segment contains data specific to the sales area.

© Copyright . All rights reserved.

MM View of the Vendor Account

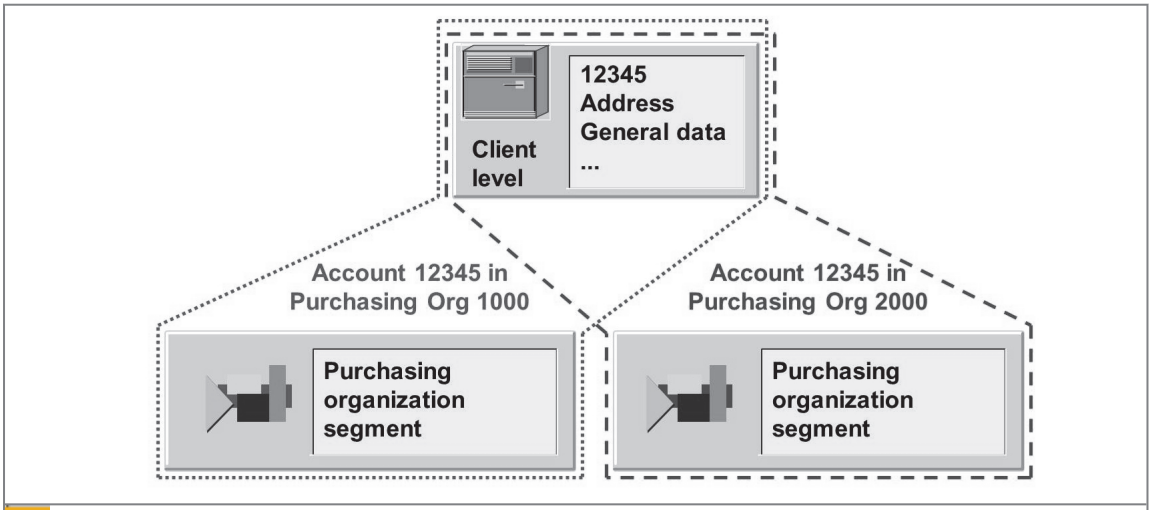


Figure 50: MM View of the Vendor Account

Just as sales area segments are created for customers, purchasing organization segments are created for vendors.

A purchasing organization needs to create a purchasing organization segment before it can conduct any business with a vendor. The purchasing organization segment contains data specific to the purchasing organization.

How to Display Customer Master Records (Sales Area View)

1. Show the customer account from the sales area view.
   a) On the *SAP Easy Access* screen, choose *Logistics* → *Sales and Distribution* → *Master Data* → *Business Partner* → *Customer* → *Display* → *Sales and Distribution*.
   b) Enter the following data:

Field Name or Data Type	Values
Customer	`1000`
Sales Organization	`1000`
Distribution Channel	`10`
Division	`00`

   c) Press ENTER.
   d) Choose *Goto* → *General Data*.
   e) Choose *Back* twice.

How to Display Vendor Master Records (Materials Management view)

© Copyright . All rights reserved.

1. Show the vendor account from the Material Management view.
   a) On the *SAP Easy Access* screen, choose *Logistics* → *Sales and Distribution* → *Master Data* → *Vendor* → *Purchasing* → *Display (Current)*.
   b) Enter the following values:

Field Name or Data Type	Values
Vendor	`1000`
Purchasing Organization	`1000`
General Data	
Address	✔
Control	✔
Purchasing Organization Data	
Purchasing Data	✔
Partner Functions	`Blank`

   c) Press ENTER.

> Note:
> You can choose *Enter* to display the purchasing organization segment. (*Goto* → *Purchasing Org. Data*).

   d) Choose *Goto* → *General Data*.
   Show the purchasing area view of the "General Data".
   e) Choose *Back* twice.

The Complete Customer and Vendor Accounts

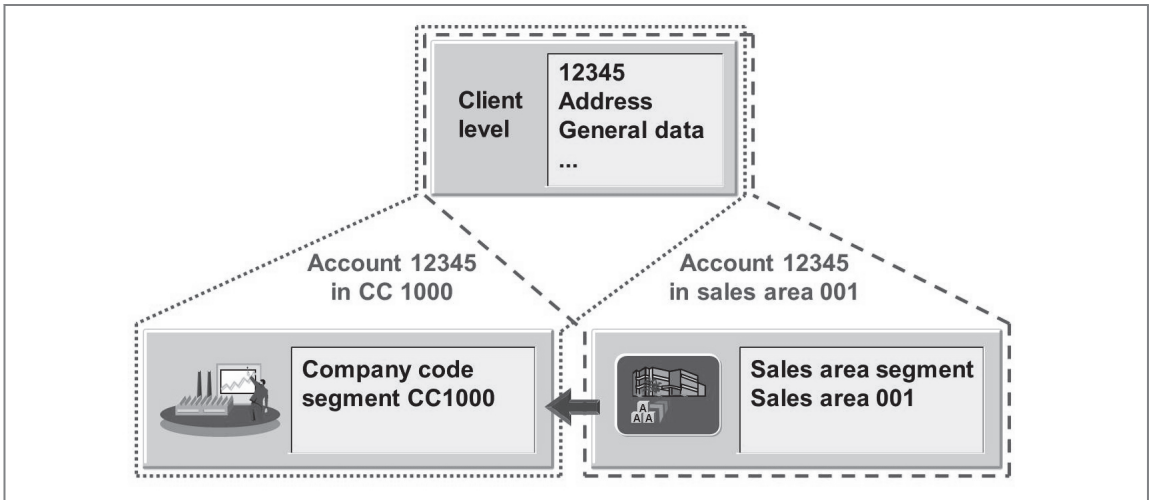


Figure 51: The Complete Customer and Vendor Accounts

© Copyright . All rights reserved.

A customer account comprises the following three segments:

- General data at the client level
- Company code segment
- Sales area segment

You need to create a sales area segment for every sales area assigned to a company code.

An account number is assigned to the customer at the client level. This ensures that a customer has the same account number for all company codes and sales areas.

Complete Vendor Account

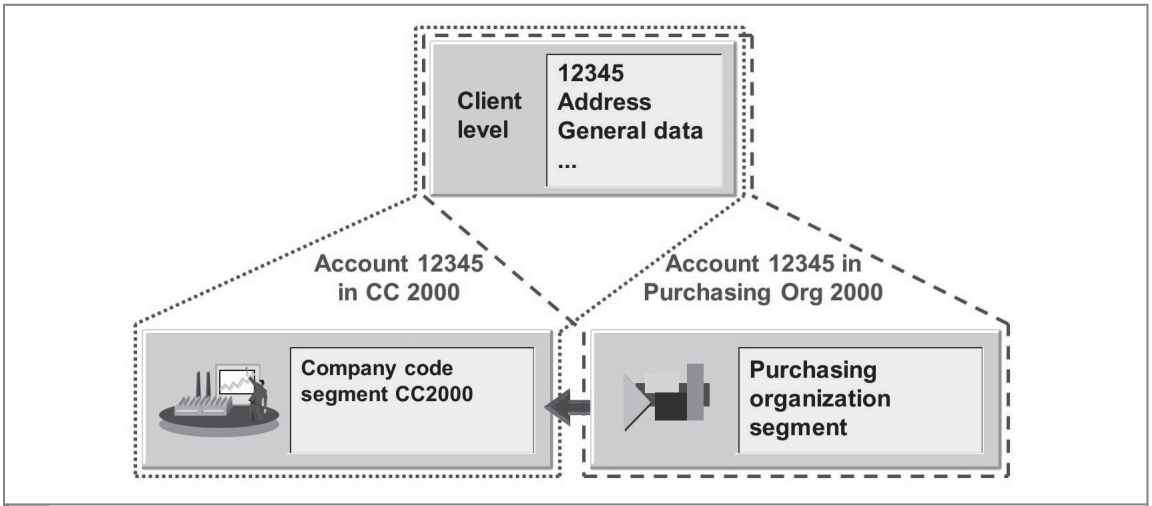


Figure 52: Complete Vendor Account

A vendor account comprises the following three segments:

- General data at the client level
- Company code segment
- Purchasing organization segment

You need to create a purchasing organization segment for every purchasing organization assigned to a company code.

The account number is assigned to a vendor at the client level. This ensures that a vendor has the same account number for all company codes and purchasing organizations.

In this section of the lesson, participants learn how to perform the following activities:

- Avoid incomplete master records
- Prevent master record duplicates

© Copyright . All rights reserved.

How to Display the Complete Customer and Vendor Account

- Sales and Distribution: *SAP Easy Access*: *Logistics → Sales and Distribution → Master Data → Business Partner → Customer → Display → Complete*.
- Purchasing: *SAP Easy Access*: *Logistics → Materials Management → Purchasing → Master Data → Vendor → Central → Display*.

1. Show the complete customer account.
   a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → Accounts Receivable → Master Data → Maintain Centrally → Display*.
   b) On the *Customer Display (Initial Screen)* screen, enter the following data:

Field Name or Data Type	Values
Customer	**1000**
Company Code	**1000**

   c) Choose *Enter*.
   d) On the *Display Customer: General Data* screen, click the *Payment Transaction* tab.
   e) Choose *Goto → Company Code Data*.
   f) On the *Display Customer: Company Code Data* screen, check the *Account Management*, *Payment Transactions*, and *Correspondence* tabs.
   g) Return to the main menu.
2. How to compare sales accounting data.
   a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → Accounts Receivable → Master Records → Compare → Sales - Accounting*.
   b) On the *Customer Master Data Comparison* screen, choose *System → Status*.
   c) In the *System Status* dialog box, check the *Program* field.
   d) Enter company code **1000**.
   e) Under *Selection parameters*, select *Not created in Fin.Accounting*.
   f) Choose *Execute*.
   g) Check the entries.
   h) Return to the main menu.

© Copyright . All rights reserved.

Centralized Versus Decentralized Maintenance (Customer and Vendor)

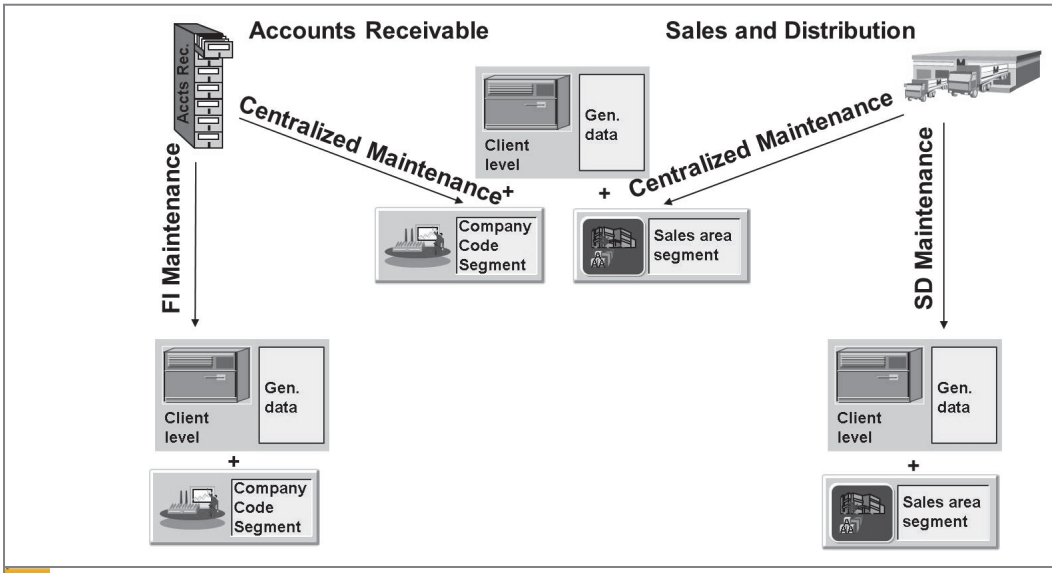


Figure 53: Centralized Versus Decentralized Maintenance (Customer and Vendor)

The SAP ERP system offers two possibilities for maintaining customer master records. Organizational requirements will determine which function you use. In the first option, the data records for all areas can be maintained centrally. In the second option, the data records for Financial Accounting and Sales and Distribution can be maintained separately.

You will now focus on the maintenance of customer master records in Financial Accounting.

Note:
When implementing both Accounts Receivable and Sales and Distribution, members of both the teams must work together. This collective effort will help them decide how to configure customer master records and who will own the responsibility for maintaining customer master records.

© Copyright . All rights reserved.

Centralized Versus Decentralized Maintenance (AP)

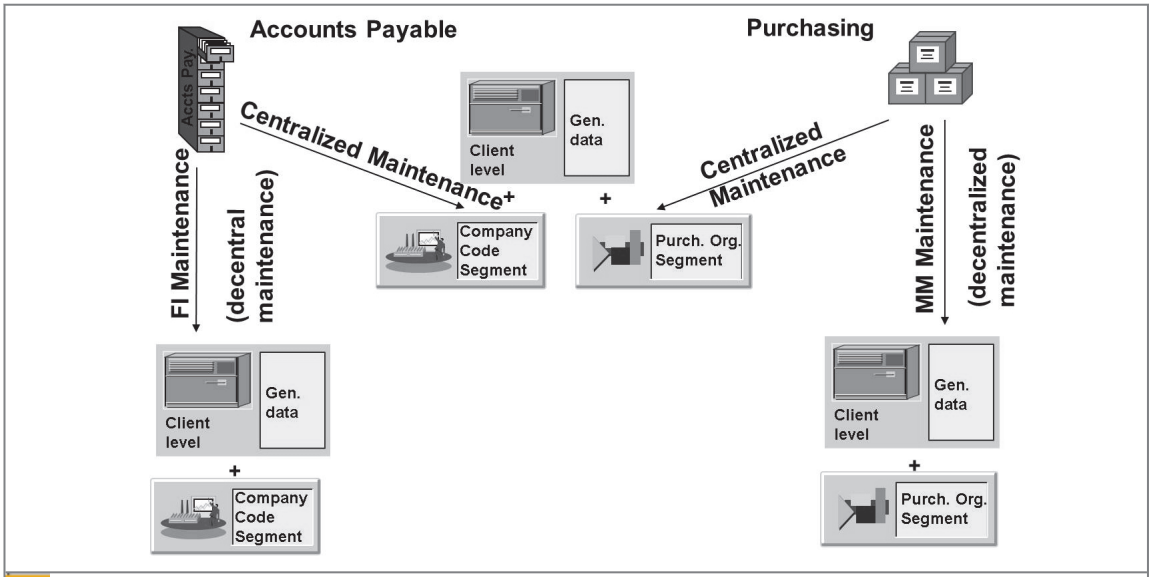


Figure 54: Centralized Versus Decentralized Maintenance (AP)

The vendor master records can be maintained centrally for all areas or separately for Financial Accounting and Materials Management. You will now focus on the maintenance of vendor master records in Financial Accounting.

Note:
When implementing Accounts Payable and Materials Management, members from both the implementation teams must work together. This collective effort will help them decide how to configure vendor master records and resolve who will own the responsibility for the maintenance of vendor master records.

If the master data is maintained separately, customer or vendor accounts may be incomplete.

To avoid duplication when creating a new customer, follow these steps:

1. Before creating a new master record, use the match code to check if that customer or vendor already exists in the system.
2. Ensure that the message control displays a message if you try to create a record for a customer or vendor that already exists in the system.

Do not show the match code search again.

To configure message control for the vendor area, for Customizing, choose *Financial Accounting (New) → Accounts Receivable and Accounts Payable → Vendor Accounts → Master Data → Preparations for Creating Vendor Master Data → Change Message Control for Vendor Master Data*.

Message number: 144 displays the question, "Which master record fields are checked?"

Customers: For Customizing, choose *Financial Accounting (New) → Accounts Receivable and Accounts Payable → Customer Accounts → Master Data → Match code → Check Search Fields for (Customer) Match codes.*

© Copyright . All rights reserved.

Vendors: For Customizing, choose *Financial Accounting (New) → Accounts Receivable and Accounts Payable → Vendor Accounts → Master Data → Match code → Check Search Fields for (Vendor) Match codes.*

Comparison of Master Data

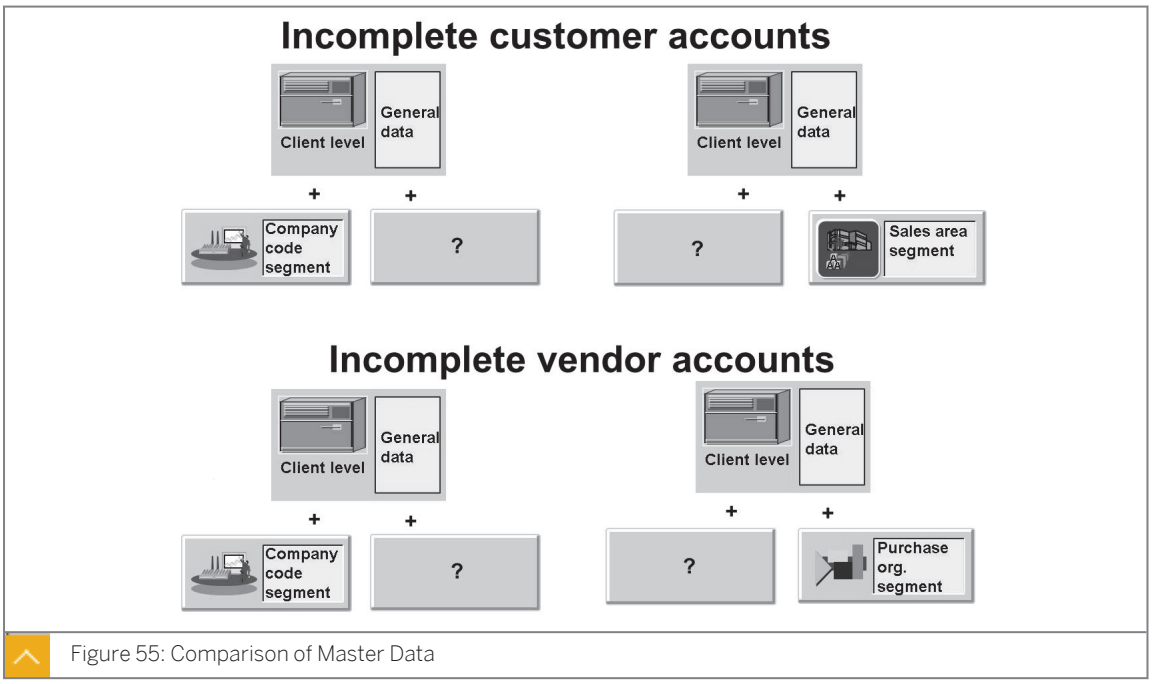


Figure 55: Comparison of Master Data

When you use Purchasing Management and/or Sales Order Management, you need to maintain customers and vendors for both components. Create customer or vendor master records centrally to ensure that they are set up correctly. There are instances when Purchasing Management, Sales Order Management, and Accounting create their own segments of the master record. This process increases the probability of incomplete or duplicate master records. To find and correct incomplete accounts, run the report *RFDKAG00*, Customer Master Data Comparison, or *RFKKAG00*, Vendor Master Data Comparison, and make the necessary corrections.

Perform the follow actions to avoid creating duplicate accounts:

- Use the match code before creating a new account
- Activate the automatic duplication check

How to Organize Master Record Maintenance (Customer and Vendor)

1. Perform centralized or decentralized master data maintenance.
   a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → Accounts Receivable → Master Data → Display*.
   b) Enter the following data:

© Copyright . All rights reserved.

Field Name or Data Type	Values
Customer	**1000**
Company Code	**1000**

c) Choose *Enter*.

d) Choose *Extras* → *Administrative Data*.

> Note:
> You can find out whether this master record was maintained centrally or decentrally.

How to find Incomplete Customer or Vendor Accounts

1. Reconcile customers.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Master Data* → *Display*.
   b) Enter the following data:

Field Name or Data Type	Values
Company Code	**1000**
Not created in SD	✔

   c) Choose *Execute* to run report *RFDKAG00* (customer master data comparison).
   d) Choose *Back* twice.
2. Reconcile vendors.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Vendors* → *Compare* → *Purchasing* → *Accounting*.
   b) Enter the following data:

Field Name or Data Type	Values
Company Code	**1000**
Not created in Purchasing	**Select**

   c) Choose *Execute* to run report *RFKKAG00* (vendor master data comparison).

© Copyright . All rights reserved.

Pages of Customer or Vendor Accounts

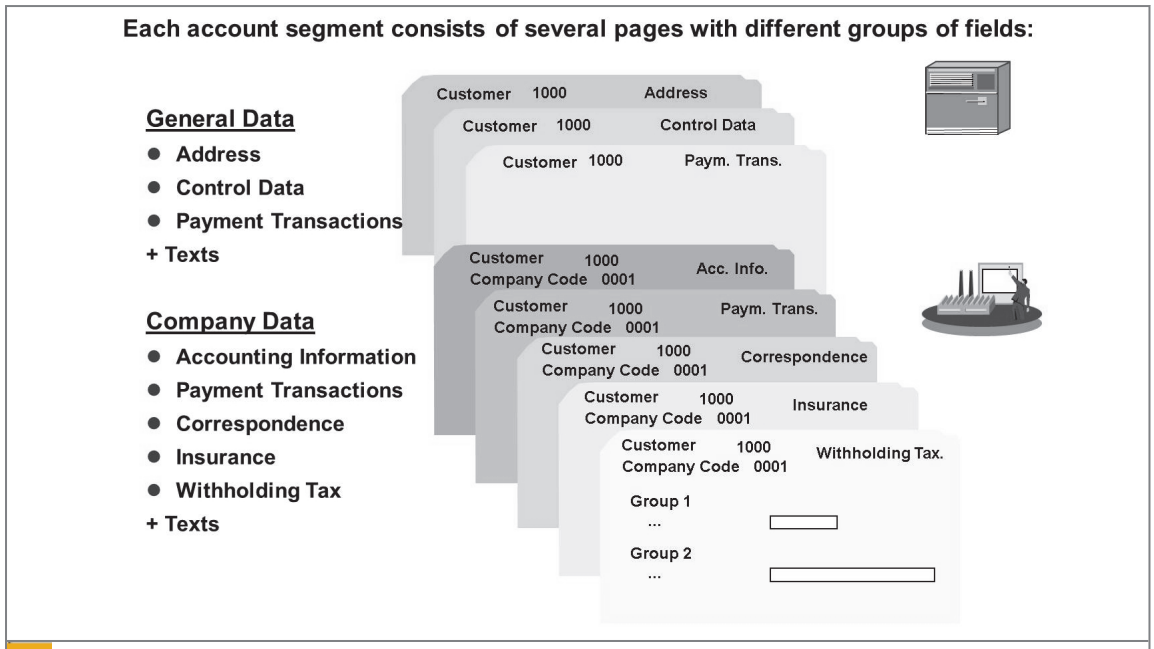


Figure 56: Pages of the Customer or Vendor Account

To change or display an account, you can go directly to any page of the account segment by selecting it on the initial screen.

Some important fields on the initial screen:

- Search terms

  A search term can be used to enter an abbreviation for the customer or vendor name. Company guidelines and practices define the format for abbreviations.

- Group

  A user-defined group key can be used to collect customers or vendors who belong to the same corporate group. The group key can be used for running reports, transaction processing, or for matching codes.

- Clerk or accounting

  The name of the accounting clerk can be saved by entering an ID in the relevant customer or vendor master records. The SAP ERP system automatically prints the name of the clerk on the correspondence. You can also use this ID for sorting, dunning, and payment proposal lists.

- Explanatory text

  Explanatory text can be entered in every segment.

You can configure line item display and open item management as a standard for every customer or vendor account.

You can also create new customer and vendor master records that reference an existing master record. Only data that does not refer directly to the customer or vendor is copied from the reference account to the new account. For example, addresses are not copied. Check and change the data that has been copied before saving the record. It is recommended that you create a reference account for every account group.

© Copyright . All rights reserved.

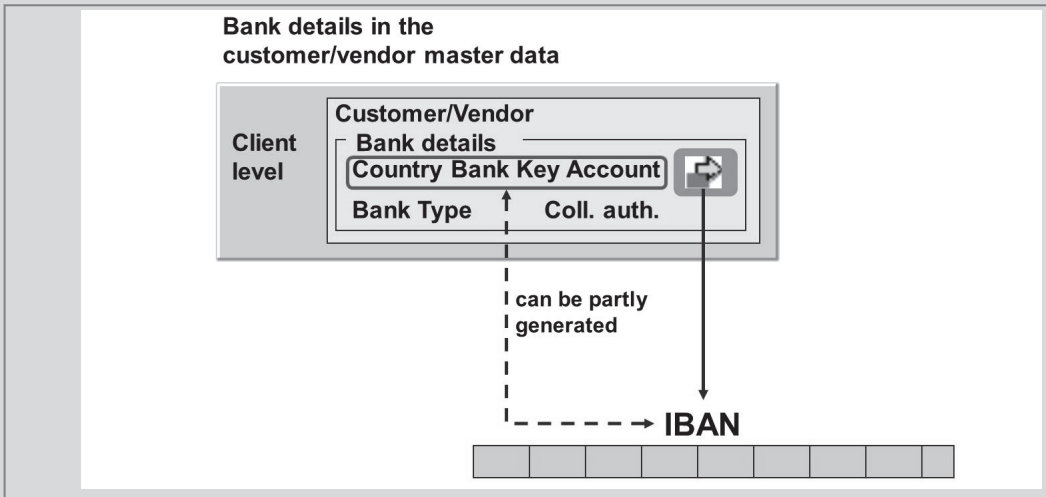


Figure I-1: IBAN (International Bank Account Number)

The IBAN (International Bank Account Number) is an unique internationally recognized identification number for a certain bank account. IBANs were designed by the ISO (International Organization for Standardization) and the ECBS (European Committee for Banking Standards) to facilitate handling of international payment transactions. The IBAN contains a maximum of 34 alphanumeric characters and is structured differently in every country. It usually contains the country code, bank key, and account number.

The SAP ERP system uses the IBAN in addition to the standard country-specific bank details. For example, you can enter an IBAN in the bank details for customer or vendor master data and in the Customizing settings for your house bank.

The IBAN can only be entered in a vendor or customer master record if the business partner provides their IBAN and requests the entry. For this reason, you cannot automatically generate and save the IBANs for several master records. You have to enter the IBAN manually in each master record. For certain countries, the SAP ERP system generates a proposal.

When you enter an IBAN for new bank details, the system generates country-specific bank details for certain countries. If necessary, make sure that the payment medium programs used can also output the IBANs.

© Copyright . All rights reserved.

Account Groups and Number Ranges for Customer and Vendor Accounts

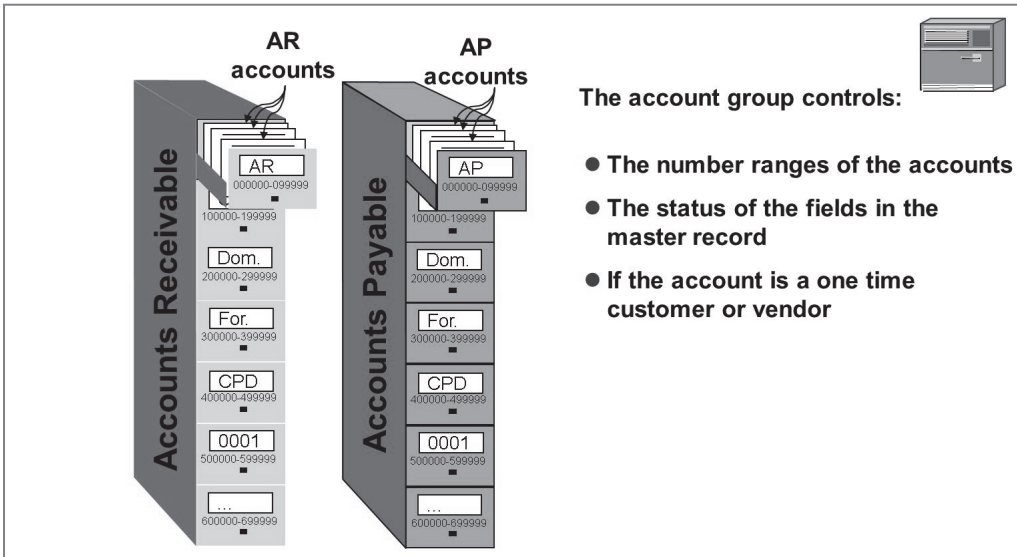


Figure 57: Account Groups for Customers or Vendors

When you create a customer or vendor master record, enter the account group on the initial screen. In Financial Accounting, you cannot change the account group after the customer or vendor account has been created. However, if you use partner roles in Sales and Distribution, you can change the account group in some cases. For example, you can change the account group from an ordering address to a ship-to address. For more information, refer to the SAP Library in Sales and Distribution.

Account groups control the following elements:

- Number interval: This ensures that numbers of the accounts belonging to the same functional area begin with the same digits. You use the account group in the chart of accounts to indicate this grouping principle.
- Screen Layout: This ensures that all of the accounts in an account group have the same screen layout. The accounts within a functional area require the same fields for storing information when entering and processing business transactions. You can use the account group to define the fields needed for each functional area.

If the account is a one-time customer or vendor, you can group one-time customers or vendors in an account group meant for one-time customers or vendors.

In general ledger accounts you need to enter the account group in the chart of accounts segment of the master record. For customer and vendor accounts, you need to enter the account group before you maintain the individual master record segments.

The reasons for assigning different account groups are as follows:

- For customer and vendor accounts, the account group controls the internal or external number assignment. For general ledger accounts, the number assignment is always external.
- In addition to the company code segment, sales segment, and purchasing segment, the account group also controls the screen layout at client level.

© Copyright . All rights reserved.

Number Ranges for Customer or Vendors

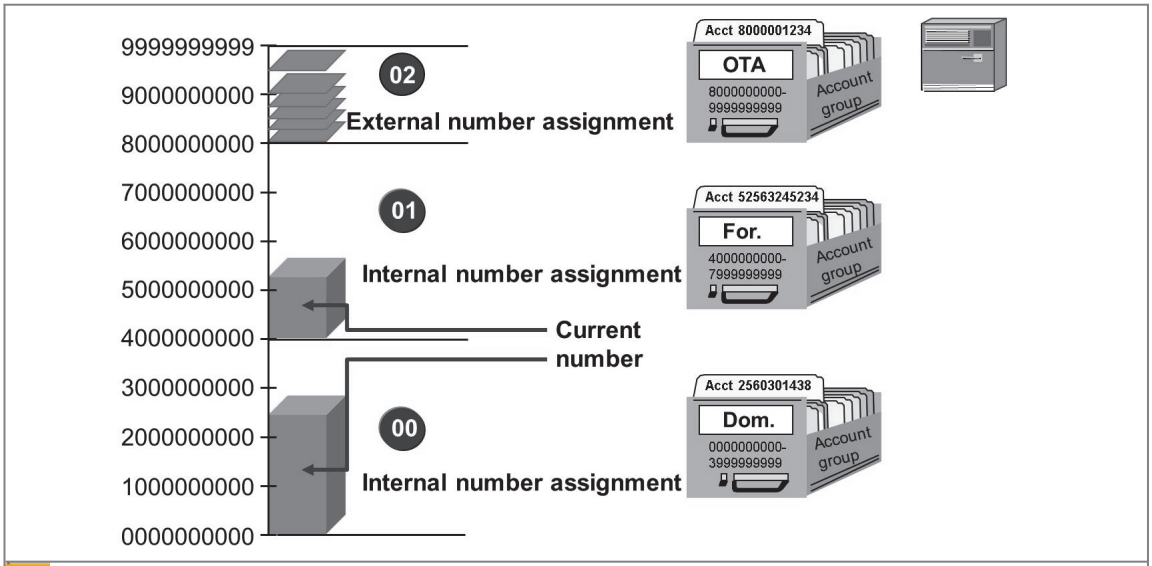


Figure 58: Number Ranges for Customers or Vendors

There are separate number ranges for customer and vendor accounts. The range of possible account numbers is divided into smaller number ranges. However, the number ranges must not overlap.

For each number range, you can define whether the number assignment is internal or external. The system assigns the internal numbers, whereas the user who creates the record assigns the external numbers. External numbers may be alphanumeric.

When assigning internal numbers, the system always assigns the next available number in the range to a new account. To find out how many numbers are available in a specific number range, you can display the current number.

In external number assignment, the user chooses the account numbers, which may not be in sequence. Therefore, the SAP ERP system cannot display a current number because it is not in sequence.

You can assign each number range to one or more account groups.

How to Demonstrate that Account Groups are Required for Customers

1. Try to maintain a customer without assigning an account group.
   a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → Customers → Master Data → Create*.
   b) Leave the *Account group* blank.
   c) Choose *Enter*.

© Copyright . All rights reserved.

> Note:
> The account group controls the screen layout of the *General Data*, the company code segment, and the sales area and purchasing organization segments. Consequently, you always have to specify the account group on the initial screen.

d) Choose *Cancel*.

How to Maintain Customer Number Ranges and Assign Them to Account Groups

1. Create an account group D00 with the description Customers 00 for the regular customer accounts. Do this by copying the account group KUNA and configuring D00 according to the requirement in the business scenario.

   a) On the *Customizing* screen, choose *Financial Accounting (New)* → *Accounts Receivable and Accounts Payable* → *Customer Accounts* → *Master Data* → *Preparations for Creating Customer Master Data* → *Define Account Groups with Screen Layout (Customers)*.

   b) Double-click on the account group "KUNA General Customers" to show the content of this group.

   c) Choose *Edit* → *Copy As...* Overwrite the following data:

Field Name or Data Type	Values
Account Group	`D00`
Name	`Customers 00`

   d) Double-click *Company Code Data* to edit the field status.

   e) Double-click *Payment Transactions* and make *Terms of Payment* a required entry.

2. Assign the number range 02 to the account group.

   a) On the *Customizing* screen, choose *Financial Accounting (New)* → *Accounts Receivable and Accounts Payable* → *Customer Accounts* → *Master Data* → *Preparations for Creating Customer Master Data* → *Assign Number Ranges to Customer Account Group*.

   b) Enter the following values:

Field Name or Data Type	Values
Group	`D00`
Number Range	`02`

   c) Choose *Save*.

© Copyright . All rights reserved.

3. Create an account group K00 with the description Vendors 00 for the regular vendor accounts. Do this by copying the account group KRED and configuring K00 according to the requirements in the business scenario.

Hint:
XX is the number range, not your group number.

a) On the *Customizing* screen, choose *Financial Accounting (New)* → *Accounts Receivable and Accounts Payable* → *Vendor Accounts* → *Master Data* → *Preparations for Creating Vendor Master Data* → *Define Account Groups with Screen Layout (Vendors)*.

b) Choose *KRED Vendors*.

c) Choose *Edit* → *Copy As...* Overwrite the following values:

Field Name or Data Type	Values
Account Group	**K00**
Name	**Vendors 00**

d) Double-click *General Data* to edit the field status.

e) Double-click *Address*.

f) Make *Search Term B* a required entry.

g) Double-click *Contract Persons*.

h) Mark *Contract Persons* as *Suppress*.

i) Choose *Save*.

4. Assign the number range XX to the account group.

a) On the *Customizing* screen, choose *Financial Accounting (New)* → *Accounts Receivable and Accounts Payable* → *Vendor Accounts* → *Master Data* → *Preparations for Creating Vendor Master Data* → *Assign Number Ranges to Vendor Account Groups*.

b) Enter the following values:

Field Name or Data Type	Values
Group	**K00**
Number Range	**XX**

Note:
XX is the number range, not your group number!

c) Choose *Save*.

© Copyright . All rights reserved.

How to Create Customer and Vendor Accounts

1. Create a regular customer account with the new account group D##. Fill in the following fields with the data below:

Field Name or Data Type	Values
Search Term	**GR00**
Group ID	**4711**
Reconciliation Account	**Trade Receivable - Domestic 140000**
Terms of Payment	**0002**

a) On the *SAP Easy Access* menu, choose *Accounting* → *Accounts Receivable* → *Master Records* → *Create*.

b) Enter the following values:

Field Name or Data Type	Values
Account Group	**Customer 00 (D00)**
Customer	**Blank**
Company Code	**GR00**
Reference Customer	**1000**
Reference Company Code	**1000**

c) Choose *Enter*.

d) On the *Address* tab page, enter the following values:

Field Name or Data Type	Values
Name	**Your choice, Be Creative!**
Search Term ½	**GR##**
Street/House Number	**Your choice**
Postal Code/City	**Your choice**
Country/Region	**Course country**

e) Choose the *Control Data* tab page.

f) Enter **4711** in the *Corporate group* field.

g) Choose the *Account Management* tab page.

h) Select *F4 Help and double click Trade Receivables - Domestic (14000)* for the *Reconciliation Account*.

i) Choose the *Payment Transaction* tab page.

© Copyright . All rights reserved.

j) Enter **0002** in the *Terms of Payment* field.

k) Choose *Save*.

Note:
Write down your customer number.

2. Create a normal vendor account, Vendor 00, with the new account group K00. You can use vendor 1000 in company code 1000 as a template vendor. Enter the following data in the fields:

Field Name or Data Type	Values
Search Term 1(A)	**GR00**
Search Term 2(B)	**Vendor's last name**

Enter the following data:

Field Name or Data Type	Values
Group ID	**4711**
Reconciliation Account	**Payables 160000**
Planning Group	**A1**
Terms of Payment	**0001**

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Master Records* → *Create*.

b) Enter the following values:

Field Name or Data Type	Values
Vendor	**Vendor00**
Company Code	**GR00**
Account Group	**K00**

c) Choose *Enter*.

d) On the *Address* tab page, enter the following values:

Field Name or Data Type	Values
Name	**Your choice. Be Creative!**
Street/House number	**Your choice**
Search Term 1 (A)	**GR00**
Search Term 2 (B)	**Vendor's last name**
Postal Code/City	**Your choice**

© Copyright . All rights reserved.

Field Name or Data Type	Values
Country/Region	**Course country**

Hint:
One of the following two conditions applies to you:

You were unable enter a second search term. You will find out why in the next exercise.

OR:

You were able to make an entry for *Search Term 2(B)*.The reason for this is provided in the next activity.

e) Choose *Goto* → *Next Screen*.

f) Enter **4711** in *Corporate group*.

g) Choose *Goto* → *Next Screen*, *Payment Transactions*.

h) Choose *Goto* → *Next Screen, Accounting Information Accounting*.

i) Enter the following information:

Field Name or Data Type	Values
Reconciliation Account	**Select the F4 and then Trade Payables - Domestic (160000)**
Cash Management Group	**A1**

j) Choose *Goto* → *Payment Transactions*, *Accounting*.

k) In the *Payment Terms* field, enter **0001**.

l) Choose *Save*.

© Copyright . All rights reserved.

117

Create Account Groups and Maintain Customer or Vendor Accounts

Business Example

Customer and vendor master data is created by the accounting department.

Create customer account groups.

1. Create an account group D## with the description Customers ## for the regular customer accounts. Do this by copying the account group KUNA and configuring D## according to the requirement in the business scenario.
2. Assign the number range 02 to the account group.
3. Create a customer account with the new account group D##. Complete the following fields with the data below:

Field Name or Data Type	Values
Search Term	**GR##**
Group ID	**4711**
Reconciliation Account	**Trade Receivable - Domestic 140000**
Terms of Payment	**0002**

4. Create an account group K## with the description Vendors ## for the regular vendor accounts. Do this by copying the account group KRED and configuring K## according to the requirements in the business scenario.
5. Assign the number range XX to the account group.

Hint:
XX is the number range, not your group number!

6. Create a vendor account, Vendor ##, with the new account group K##. You can use vendor 1000 in company code 1000 as a template vendor. Enter the following data in the fields:

Field Name or Data Type	Values
Search Term 1(A)	**GR##**
Search Term 2(B)	**Vendor's last name**

© Copyright . All rights reserved.

Hint:
Either: You have just noticed that you cannot enter a second search term. What could be the reason for this? You will see the answer in the next exercise.

OR: You were able to make an entry for *Search Term 2(B)*. The reason for this is given in exercise 10.

Enter the following data:

Field Name or Data Type	Values
Group ID	**4711**
Reconciliation Account	**Payables 160000**
Planning Group	**A1**
Terms of Payment	**0001**

© Copyright . All rights reserved.

119 Create Account Groups and Maintain Customer or Vendor Accounts

Business Example

Customer and vendor master data is created by the accounting department.

Create customer account groups.

1. Create an account group D## with the description Customers ## for the regular customer accounts. Do this by copying the account group KUNA and configuring D## according to the requirement in the business scenario.
   a) On the *Customizing* screen, choose *Financial Accounting (New)* → *Accounts Receivable and Accounts Payable* → *Customer Accounts* → *Master Data* → *Preparations for Creating Customer Master Data* → *Define Account Groups with Screen Layout (Customers)*.
   b) Select *KUNA General Customer*.
   c) Choose *Edit* → *Copy As*. Enter the following data:

Field Name or Data Type	Values
Account Group	**D##**
Name	**Customers ##**

   d) Double-click *Company Code Data* to edit the field status.
   e) Double-click *Payment Transactions* and make *Terms of Payment* a required entry.
2. Assign the number range 02 to the account group.
   a) On the *Customizing* screen, choose *Financial Accounting (New)* → *Accounts Receivable and Accounts Payable* → *Customer Accounts* → *Master Data* → *Preparations for Creating Customer Master Data* → *Assign Number Ranges to Customer Account Group*.
   b) Enter the following values:

Field Name or Data Type	Values
Group	**D##**
Number Range	**02**

   c) Choose *Save*.
3. Create a customer account with the new account group D##. Complete the following fields with the data below:

© Copyright . All rights reserved.

Field Name or Data Type	Values
Search Term	**GR##**
Group ID	**4711**
Reconciliation Account	**Trade Receivable - Domestic 140000**
Terms of Payment	**0002**

a) On the *SAP Easy Access* screen, choose *Accounting → Accounts Receivable → Master Records → Create*.

b) Enter the following values:

Field Name or Data Type	Values
Account Group	**Customer ## (D##)**
Customer	**Blank**
Company Code	**GR##**
Reference Customer	**1000**
Reference Company Code	**1000**

c) Choose *Enter*.

d) On the *Address* tab page, enter the following values:

Field Name or Data Type	Values
Name	**Your choice, Be Creative!**
Search Term ½	**GR##**
Street/House Number	**Your choice**
Postal Code/City	**Your choice**
Country/Region	**Course country**

e) Choose the *Control Data* tab page.

f) Enter **4711** in the *Corporate group* field.

g) Select the Company Code Data button.

h) Select *F4 Help* followed by *Trade Receivables - Domestic (14000)* for the *Reconciliation Account*.

i) Choose the *Payment Transaction* tab page.

j) Enter **0002** in the *Terms of Payment* field.

k) Choose *Save*.

© Copyright . All rights reserved.

Note:
Write down your customer number.

4. Create an account group K## with the description Vendors ## for the regular vendor accounts. Do this by copying the account group KRED and configuring K## according to the requirements in the business scenario.

   a) On the *Customizing* screen, choose *Financial Accounting (New)* → *Accounts Receivable and Accounts Payable* → *Vendor Accounts* → *Master Data* → *Preparations for Creating Vendor Master Data* → *Define Account Groups with Screen Layout (Vendors)*.

   b) Choose *KRED Vendors*.

   c) Choose *Edit* → *Copy As*. Enter the following values:

Field Name or Data Type	Values
Account Group	**K##**
Name	**Vendors ##**

   d) Double-click *General Data* to edit the field status.

   e) Double-click *Address*.

   f) Make *Search Term B* a required entry.

   g) Double-click *Contract Persons*.

   h) Mark *Contract Persons* as *Suppressed*.

   i) Choose *Save*.

5. Assign the number range XX to the account group.

Hint:
XX is the number range, not your group number!

   a) On the *Customizing* screen, choose *Financial Accounting (New)* → *Accounts Receivable and Accounts Payable* → *Vendor Accounts* → *Master Data* → *Preparations for Creating Vendor Master Data* → *Assign Number Ranges to Vendor Account Groups*.

   b) Enter the following values:

Field Name or Data Type	Values
Group	**K##**
Number Range	**XX**

   c) Choose *Save*.

© Copyright . All rights reserved.

6. Create a vendor account, Vendor ##, with the new account group K##. You can use vendor 1000 in company code 1000 as a template vendor. Enter the following data in the fields:

Field Name or Data Type	Values
Search Term 1(A)	**GR##**
Search Term 2(B)	**Vendor's last name**

Hint:
Either: You have just noticed that you cannot enter a second search term. What could be the reason for this? You will see the answer in the next exercise.

OR: You were able to make an entry for *Search Term 2(B)*. The reason for this is given in exercise 10.

Enter the following data:

Field Name or Data Type	Values
Group ID	**4711**
Reconciliation Account	**Payables 160000**
Planning Group	**A1**
Terms of Payment	**0001**

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Master Records* → *Create*.

b) Enter the following values:

Field Name or Data Type	Values
Vendor	**Vendor##**
Company Code	**GR##**
Account Group	**K##**

c) Choose *Enter*.

d) On the *Address* tab page, enter the following values:

Field Name or Data Type	Values
Name	**Your choice. Be Creative!**
Street/House number	**Your choice**
Search Term 1 (A)	**GR##**
Search Term 2 (B)	**Vendor's last name**
Postal Code/City	**Your choice**

© Copyright . All rights reserved.

Field Name or Data Type	Values
Country/Region	**Course country**

e) Choose *Goto* → *Next Screen*.

f) Enter **4711** in *Corporate group*.

g) Choose *Goto* → *Next Screen*, *Payment Transactions*.

h) Choose *Goto* → *Next Screen, Accounting Information Accounting*.

i) Enter the following information:

Field Name or Data Type	Values
Reconciliation Account	**Select the F4 and then Trade Payables - Domestic (160000)**
Cash Management Group	**A1**

j) Choose *Goto* → *Payment Transactions*, *Accounting*.

k) In the *Payment Terms* field, enter **0001**.

l) Choose *Save*.

© Copyright . All rights reserved.

One-Time Account Master Records

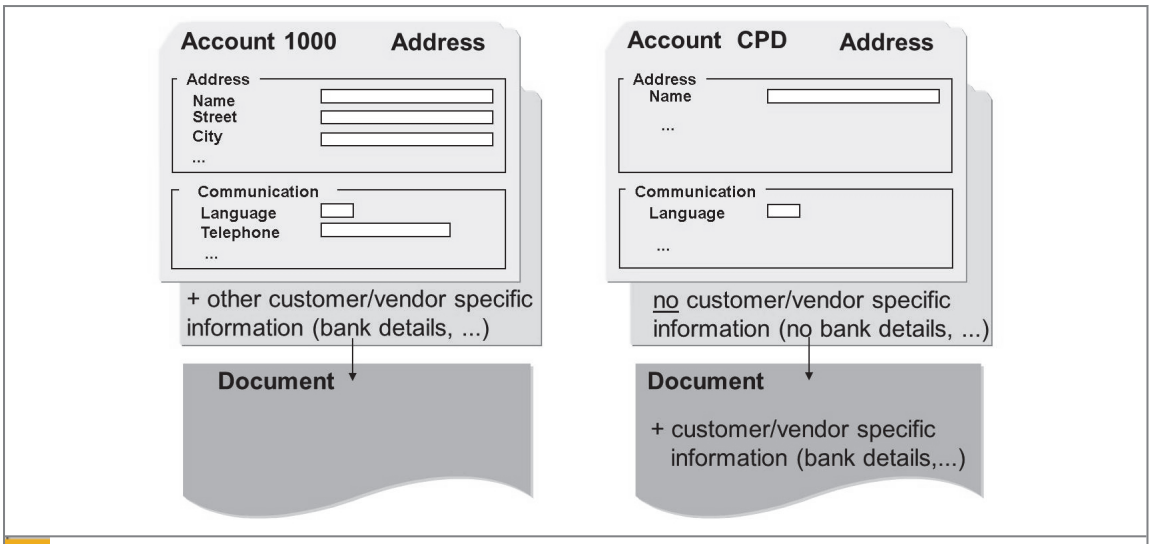


Figure 59: Normal Account or One-Time Account

For all customers or vendors with whom you rarely do business, create a special customer and a special vendor master record. These master records contain receivables and payables for one-time customers/vendors. Compared to other master records, a one-time account master record does not contain any information about a specific customer or vendor because it is used for more than one customer or vendor. Therefore, the customer or vendor specific fields are hidden in these records.

You enter the customer or vendor-specific data directly in the document during posting.

How to Display a One-Time Master Record (Customer)

1. Demonstrate the differences between a normal customer master record and a one-time master record (customer).
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Master Data* → *Display*.
   b) Enter the following values:

Field Name or Data Type	Values
Customer	**100016**
Company Code	**1000**

   c) Press ENTER.

How to Enter Customer Invoices for One-time Accounts

© Copyright . All rights reserved.

1. Show the entry screen for the address and bank data in the document.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document Entry* → *Invoice*.
   b) Enter the following values:

Field Name or Data Type	Values
Company Code	**1000**
Customer	**100016**
Document Date	**Current date**
Posting Date	**Current date**
Amount	**10.000**
Currency	**Local currency**
Calculate Tax	✔
Tax Code	**1O (Output tax (course) 10%)**

   c) Switch to the *G/L account* item.
   d) Enter the following values:

Field Name or Data Type	Values
Account	**800200**
Debit/Credit	**Credit**
Amount	*

   e) Choose *Post*.

> Note:
> The entry screen for the address and bank data appears.

   f) Choose *Cancel*.

© Copyright . All rights reserved.

Status of Fields in Master Records (Customer or Vendor)

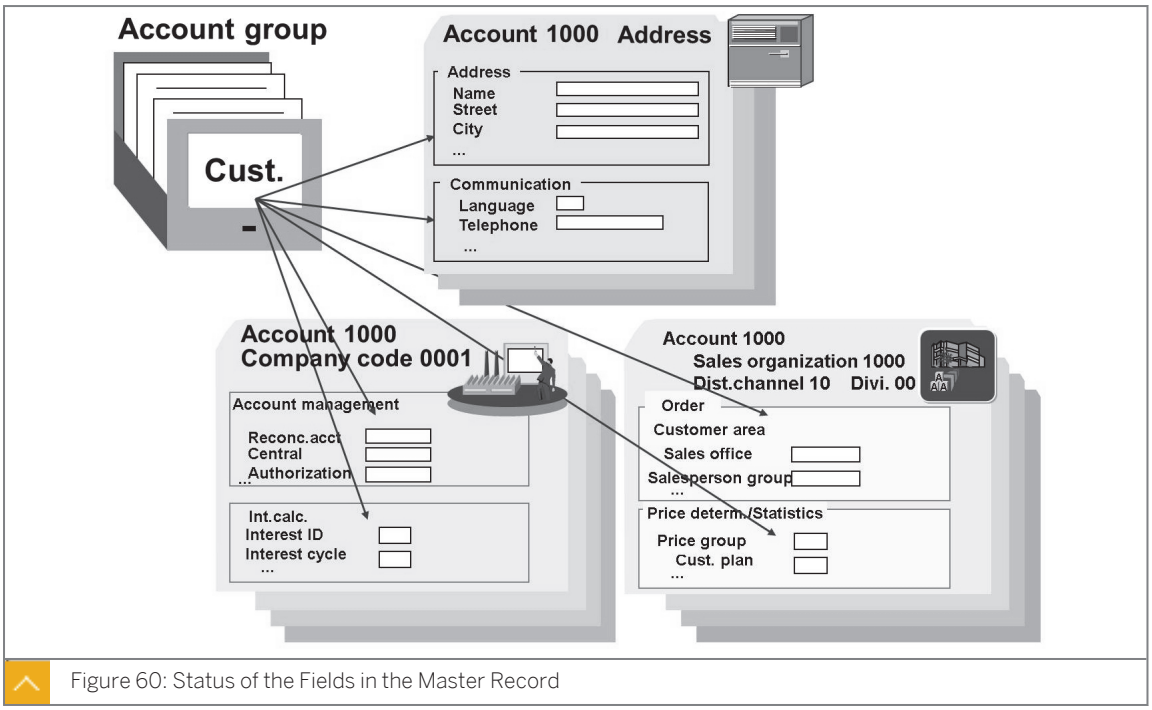


Figure 60: Status of the Fields in the Master Record

The account group controls the fields displayed in the master record. For example, to ensure that all correspondence has complete address information, you must change the field status so that all the address fields are marked as required entry.

Controlling the Field Status

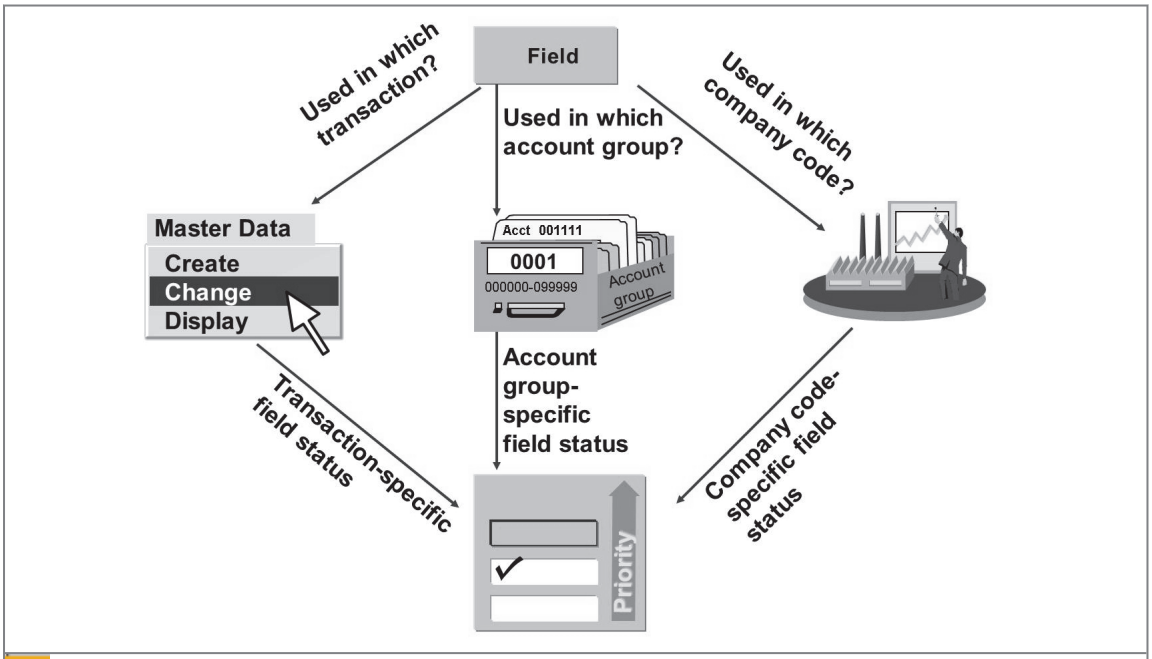


Figure 61: Controlling the Field Status

The layout of customer or vendor master data screens can be affected by the following factors:

© Copyright . All rights reserved.

Control	Description
Account group-specific	The account group controls the field status. This means that all accounts of one account group have the same screen layout.
Transaction-dependent	The master data transaction, such as *Create*, *Change*, or *Display*, controls the field status. If a field such as *Reconciliation Account* is not to be changed after it has been created, the transaction-dependent field status should be set to *Display* for the *Change* transaction.
Company code-dependent	The company code-specific screen layout controls the field status for fields in the company code segment of customer and vendor master records. You can hide the unused fields in a specific company code, while making them visible and entering values in other company codes. For example, if a company code does not want to use the dunning program, you can hide the relevant fields for this company code.

The account group-specific field status, the transaction-specific field status, and the company code-specific field status are compared and the field status with the highest priority is used.

Fields accessed with the *Display* transaction setting are always either displayed or suppressed because you cannot make an entry in a *Display* transaction.

If you do not want to use the transaction-specific or company code-specific control, set the field status to *Optional*. Since this field status has the lowest priority, the account group-specific control is always used.

How to Maintain Account Group-Specific Field Status

You can use the following options to define the field status in a customer or vendor master record:

- Account group-specific field status
- Transaction-specific field status
- Company code-specific field status

1. Show account group-specific field status.
   a) On the *Customizing* screen, choose *Financial Accounting (New)* → *Accounts Receivable and Accounts Payable* → *Customer Accounts* → *Master Data* → *Preparations for Creating Customer Master Data* → *Define Account Groups with Screen Layout (Customers)*.

© Copyright . All rights reserved.

b) Double-click the account group *0001 Sold-to Party*.

c) Double-click *Company Code Data* to show the field status.

d) Double-click *Account Management*.

e) Note that *Reconciliation Account* status is *Required*.

f) Choose *Back*.

How to Maintain Transaction-Specific Field Status

You can also make the field status dependent on the transaction (Activity) (*Create, Change,* or *Display*).

1. Make the transactions-specific field status override account-specific field status.
   a) On the *Customizing* screen, choose *Financial Accounting (New)* → *Accounts Receivable and Accounts Payable* → *Customer Accounts* → *Master Data* → *Preparations for Creating Customer Master Data* → *Define Screen Layout per Activity (Customers)*.
   b) Double-click the activity category *Change Customer (Accounting)*.
   c) Double-click *Company Code Data* to edit the field status.
   d) Double-click *Account Management*.
   e) Change the *Reconciliation Account* status to *Display*.
   f) Choose *Save*.

How to Explain the Effects of Field Status Definitions

1. Show the effect of the field status change.
   a) On the *SAP Easy Access* screen, *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Master Data* → *Change*.
   b) Enter the following values:

Field Name or Data Type	Values
Customer	**1000**
Company Code	**1000**

   c) Choose *Enter*.
   d) Choose the *Accounting Information* tab. The reconciliation account is display only.

© Copyright . All rights reserved.

Note:
You can only display the reconciliation account. The field status through the activity *Change* (= display) for the field *Reconciliation Account* has a higher priority than the field status in account group *0001*.

e) Choose *Back*.

How to Explain Company Code-Specific Field Status

If the field status is controlled through the company code, you can hide certain fields in the company code segment for individual company codes.

Example: A company code does not need a dunning function. The dunning area is completely hidden in the company code segment.

1. Show company code-specific field status.
   a) On the *Customizing* screen, choose *Financial Accounting (New)* → *Accounts Receivable and Accounts Payable* → *Customer Accounts* → *Master Data* → *Preparations for Creating Customer Master Data* → *Define Screen Layout per Company Code (Customers)*.
   b) Double-click * (all company codes) to display the field status.
   c) Double-click the *Accounting Information* group to display the identical layout.
   d) Choose *Back*.

Note:
The field status in individual areas, such as account group, activity, and company code, compete with each other. The field status with highest priority applies.

The following order applies with decreasing priority.

1. Hide
2. Display
3. Required entry
4. Optional entry

© Copyright . All rights reserved.

© Copyright . All rights reserved.

127

Check and Maintain (if Necessary) the Field-Status Configuration

Business Example

Customer and vendor master data is created by the accounting department.

Check if the search terms are marked as required entry in the master record.

1. Check whether the fields for the search terms are *required entry* fields in the master record.
2. Check whether the field *Search Term B* (Search Term 2) was defined as a *required entry* field in the account group.
3. Check the transaction-dependent field for creating vendor master records.
4. Explain why the search term field was supressed.

© Copyright . All rights reserved.

128 Check and Maintain (if Necessary) the Field-Status Configuration

Business Example

Customer and vendor master data is created by the accounting department.

Check if the search terms are marked as required entry in the master record.

1. Check whether the fields for the search terms are *required entry* fields in the master record.
   a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → Accounts Payable → Master Records → Change*.
   b) Enter the following values:

Field Name or Data Type	Values
Vendor	**Vendor##**
Company Code	**GR##**
Address	✔

   c) Choose *Enter*.
   d) The second search term does not appear on the screen under *Search Terms*. The screen has a blank space where the second field, *Search Term 2*, should be.

2. Check whether the field *Search Term B* (Search Term 2) was defined as a *required entry* field in the account group.
   a) On the *Customizing* screen, choose *Financial Accounting (New) → Accounts Receivable and Accounts Payable → Vendor Accounts → Master Data → Preparations for Creating Vendor Master Data → Define Account Groups with Screen Layout (Vendors)*.
   b) Double-click your account group *K##*.
   c) Double-click *General Data* to display the field status.
   d) Double-click *Address*.
   e) Verify that *Search Term B* is a required entry.

3. Check the transaction-dependent field for creating vendor master records.
   a) On the *Customizing* screen, choose *Financial Accounting (New) → Accounts Receivable and Accounts Payable → Vendor Accounts → Master Data → Preparations for Creating Vendor Master Data → Define Screen Layout per Activity (Vendors)*.

© Copyright . All rights reserved.

b) Double-click *Create Vendor (Accounting)*.

c) Double-click *General Data* to display the field status.

d) Double-click *Address*.

e) If *Search Term 2 (B)* shows its field status as *Suppress*, then make *Search Term B* a required entry and save the entry.

f) Check the same information for *Change Vendor* transaction and choose *Back*.

g) Double-click *Change Vendor (Accounting)*.

h) Double-click *General Data* to display the field status.

i) Double-click *Address*.

j) Make sure that *Search Term 2 (B)* is a required entry and save your entries.

Result: Data can now be entered in the field *Search Term 2 (B)* by all the participants.

Reason: The definition of the transaction-dependent field status is not specific to a particular company code.

Hint:
Double-click *Documentation* for the *Customizing* activity next to *Define Screen Layout per Activity (Vendors)*.

4. Explain why the search term field was supressed.

a) Suppressing a field has the highest priority. The order is as follows:

a) Suppress

b) Display

c) Required

d) Optional

Following is the result:

Field Name or Data Type	Values
Account Group field status	**`Required entry`**
Transaction field status	**`Suppress`**
Result	**`Suppress`**

© Copyright . All rights reserved.

Dual Control Principle

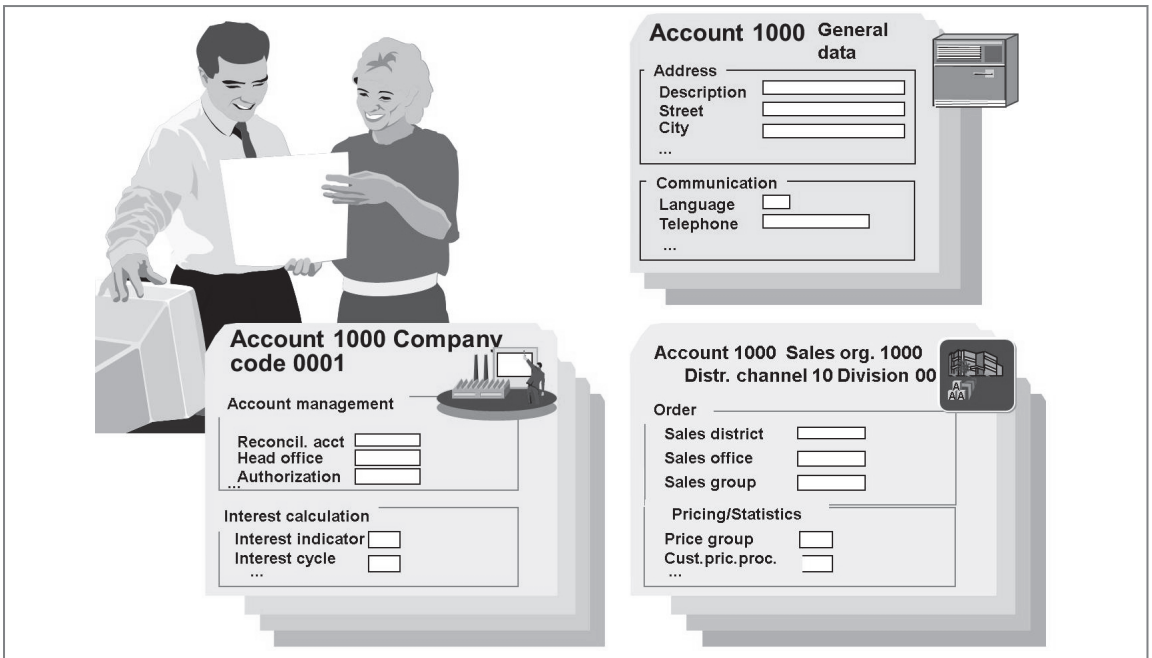


Figure 62: Dual Control Principle

According to the dual control principle, one person is allowed to make changes to customer or vendor master data while another is responsible for confirming these changes. This is usually done for critical customer or vendor changes.

Before applying the dual principle, define the fields for dual control in the customer or vendor master records in *Customizing*.

If you define a field in the customer or vendor master record as *Sensitive*, then the SAP ERP system blocks the payments for the corresponding customer or vendor if an entry is changed. The SAP ERP system only removes this block when an authorized person confirms or rejects the change.

You can confirm the changes for a single customer or vendor. Alternatively, you can get a list to confirm the changes.

The following fields are available to restrict the confirm changes list:

- Customer or vendor
- Company code
- Accounts not yet confirmed
- Accounts rejected
- Accounts to be confirmed

You can display the changes made to the customer or vendor master record for all accounts using reports RFDABL00 or RFKABL00.

How to Define Sensitive Fields (Customer)

© Copyright . All rights reserved.

1. Define *Search Term 1 (A)* as a sensitive field.
   a) On the *Customizing* screen, choose *Financial Accounting (New)* → *Accounts Receivable and Accounts Payable* → *Vendor Accounts* → *Master Records* → *Preparations for Creating Vendor Master Data* → *Define Sensitive Fields for Dual Control (Vendors)*.
   b) Choose *New Entries*.
   c) Click the input help in the *Field Name* field and double-click *search term 1 (A) (ADRC-SORT1)*.
   d) Choose *Save*.

2. Update your vendor master record with the new information.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Master Records* → *Change*.
   b) Update the following entries:

Field Name or Data Type	Values
Vendor	**Vendor00**
Company Code	**GR00**
Address	✔

   c) Choose *Enter*.
   d) Enter the following values:

Field Name or Data Type	Values
Search Term1	**Supplies**
Search Term2	**GR00**

   e) Press ENTER.
   f) Press ENTER when the message appears for you to confirm changes.
   g) Choose *Save*.

> Hint:
> The master record is now blocked for payment. However, the block is not visible in the master record. In the log for the automatic payment program, the following message appears: “Payment blocked due to unconfirmed master data changes".

3. Confirm the changes that you made to the vendor master record.
   a) Log on to the system with your additional instructor user.
   b) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Master Data* → *Confirmation of Change* → *Single*.

© Copyright . All rights reserved.

c) Update the following entries:

Field Name or Data Type	Values
Vendor	**Vendor00**
Company Code	**GR00**

d) Press ENTER.

e) Choose *Changes to Sensitive Fields* to check the changes.

f) Double-click the field name to display detailed information about the changes.

g) Choose *Back*.

h) Choose *Confirm* to confirm your neighbor's changes.

i) Choose *Save*.

© Copyright . All rights reserved.

Define Sensitive Fields

131

Business Example

The accounting manager decides that the type of vendor should be recorded in the first search term. In this example, the vendor types are supplies and equipment while the second search term should have the company code number. Since the first search term is a sensitive field, the accounting manager must confirm all the changes in this field.

Define *Search Term 1* as a sensitive field and update the vendor master record. Confirm the changes.

1. Define *Search Term 1* as a sensitive field.
2. Make your vendor master record with the new information.
3. Confirm the changes that your nearest classmate made to their vendor master record.

© Copyright . All rights reserved.

Define Sensitive Fields

132

Business Example

The accounting manager decides that the type of vendor should be recorded in the first search term. In this example, the vendor types are supplies and equipment while the second search term should have the company code number. Since the first search term is a sensitive field, the accounting manager must confirm all the changes in this field.

Define *Search Term 1* as a sensitive field and update the vendor master record. Confirm the changes.

1. Define *Search Term 1* as a sensitive field.
   a) On the *Customizing* screen, choose *Financial Accounting (New)* → *Accounts Receivable and Accounts Payable* → *Vendor Accounts* → *Master Records* → *Preparations for Creating Vendor Master Data* → *Define Sensitive Fields for Dual Control (Vendors)*.
   b) Choose *New Entries*.
   c) Click the input help in the *Field Name* field and double-click *search term 1 (ADRC-SORT1)*.
   d) Choose *Save*.

> Hint:
> The definition of sensitive fields is not company code-specific. Therefore, this field may have already been set up by your instructor or another participant.

2. Make your vendor master record with the new information.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Master Records* → *Change*.
   b) Update the following entries:

Field Name or Data Type	Values
Vendor	**Vendor##**
Company Code	**GR##**
Address	✔

   c) Press ENTER.
   d) Enter the following values:

© Copyright . All rights reserved.

Field Name or Data Type	Values
Search Term1	**Supplies**
Search Term2	**GR##**

e) Press ENTER.

f) Press ENTER when the message appears for you to confirm changes.

g) Choose *Save*.

3. Confirm the changes that your nearest classmate made to their vendor master record.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Master Data* → *Confirmation of Change* → *Single*.

b) Update the following entries:

Field Name or Data Type	Values
Vendor	**Vendor## of your nearest classmate**
Company Code	**GR## of your nearest classmate**

c) Press ENTER.

d) Choose *Changes to Sensitive Fields* to check the changes.

e) Double-click the field name to display detailed information about the changes.

f) Choose *Back*.

g) Choose *Confirm* to confirm your classmate's changes.

h) Choose *Save*.

© Copyright . All rights reserved.

Customer and Vendor Clearing

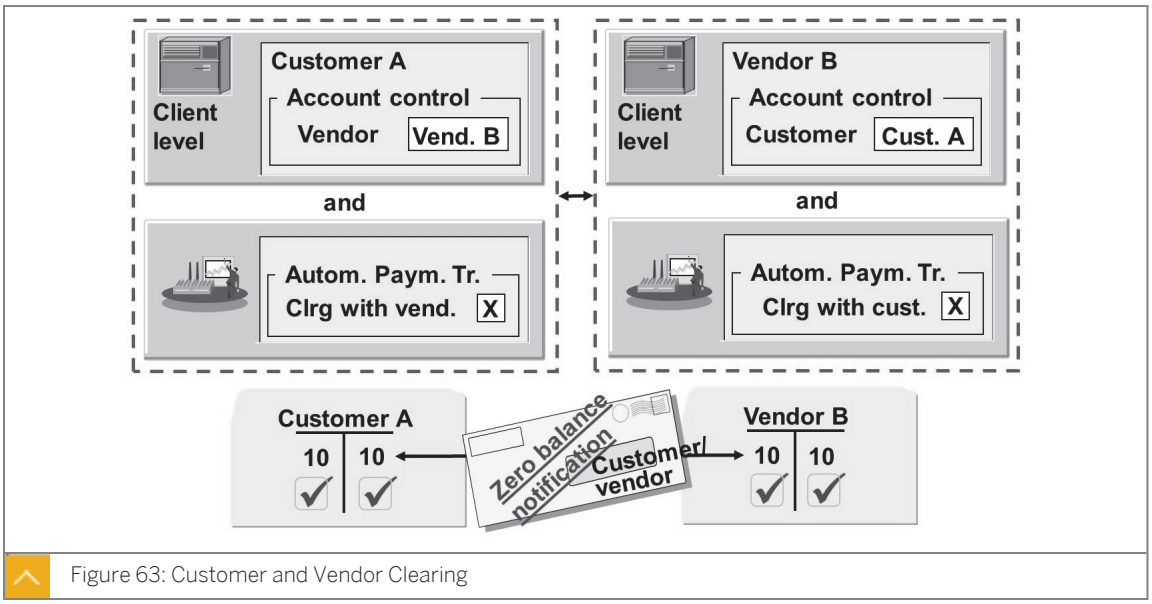


Figure 63: Customer and Vendor Clearing

If a customer is also a vendor or a vendor is also a customer, then the payment and the dunning program can clear open items against each other. The open items of the assigned account can also be displayed in the line item display and the open item selection screens.

To clear open items:

1. Enter the vendor account number in the customer account and vice versa.
2. For each company code, decide whether you want to clear open items between customers and vendors. If clearing is to be used, select the *Clearing with Vendor* field in the customer account or the corresponding field in the vendor account.

You can set *Account Control and Status* under the *Additional Selections* section in the report for the customer or vendor list, *RFDKVZ00* and *RFKKVZ00*, respectively. When you print the report, you will see the partner relationships for the respective customer or vendor.

How to Activate Customer and Vendor Clearing

1. Create a link at master record level.
   a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → Accounts Receivable → Master Data → Change*.
   b) Enter the following values:

Field Name or Data Type	Values
Customer	1000
Company Code	1000

   c) Choose the *General Data* area.

© Copyright . All rights reserved.

d) Choose the *Control Data* tab page.

e) Enter **1000** in the *Vendor* field.

f) Choose *Company Code Data*.

g) To extend the *Automatic Payment Transactions*, choose the *Payment Transactions* tab page.

h) Select the *Clearing with Vendor* field.

> Caution:
> The clearing indicator is not set in the clearing account 10001000.

i) Choose *Save*.

j) Extend the *Clearing with Customer* field in vendor master record number *1000* in company code *1000* accordingly.

How to Display the Items of Customer and Vendor Account in One List

1. Display vendor items in the customer open item list.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Account* → *Display/Change Line Items*.

b) Enter the following values:

Field Name or Data Type	Values
Customer	**1000**
Company Code	**1000**
Field: Vendor Items	✔

c) Choose *Execute*.

> Caution:
> After you have finished the demonstration, reset all of the clearing relationships.

© Copyright . All rights reserved.

Alternative Payer or Payees

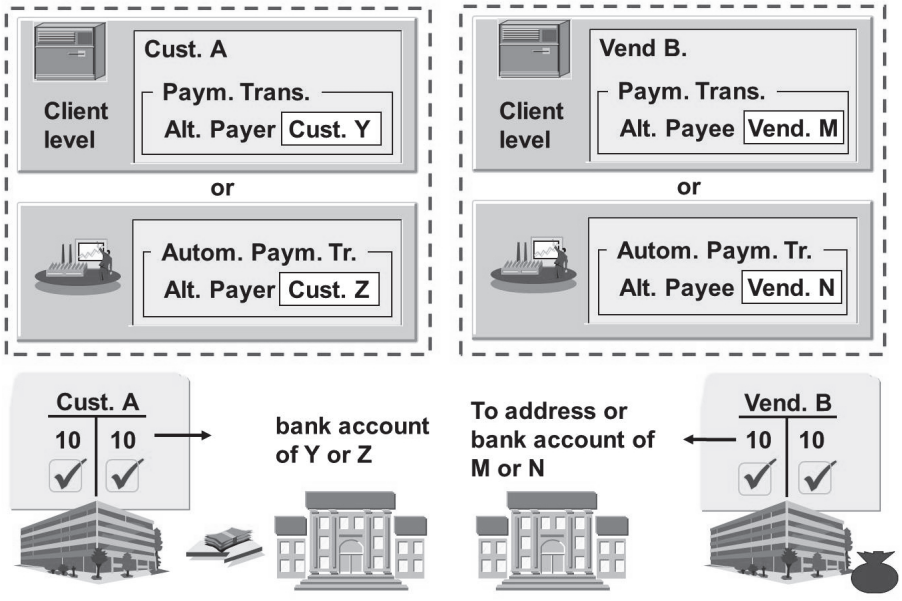


Figure 64: Alternative Payer or Payee

You can enter an alternative payer or payee at the client or company code level. An entry at the company code level has a higher priority than an entry at the client level.

There are several options for using the alternative payer or payee function within the master record. You can set the *Individual Entries* indicator when creating an invoice. This procedure allows you to enter information about an individual payer or payee for a customer or vendor that has not been created in mySAP ERP.

If the alternative payer or payee is an existing customer or vendor, then you can enter the customer or vendor account number as a permitted payee or payer in the master record. During invoice entry, you can choose one of these payer(s) or payee(s) using matchcodes.

If you enter an alternative payer, then the amount to clear the due open items in the account is paid by the alternative payer.

Alternative Payee

If you enter an alternative payee, the amount that the company has to pay to clear the open items due is paid to the alternative payee. For example, the payments that normally go to a vendor would now go to the bankruptcy administrator.

You can set the *Payment Data* indicator under the *Additional Selections* section in the report for the customer or vendor list, *RFDKVZ00* or *RFKKVZ00*. When you print the report, you can see the alternative payer for the respective customer or the alternative payee for the vendor.

How to Maintain Alternative Payer at Client Level

1. Show the settings at client level.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Master Data* → *Change*.

© Copyright . All rights reserved.

b) Enter the following values:

Field Name or Data Type	Values
Customer	**1000**
Company Code	**1000**

c) Press ENTER.

d) Choose the *General Data* area.

e) Choose *Payment Transactions* tab.

f) Display the *Alternative Payer* field in the *Payment Transactions* area.

Caution:
After you have completed the demonstration, reset all the settings for the *Alternative Payer /Payee*.

Note:
The settings for the alternative payee are identical to the settings for the alternative payer. Therefore, only one demonstration is necessary.

How to Maintain Alternative Payer at Company Code Level

1. Show the settings at Company code level.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Master Data* → *Change*.
   b) Enter the following values:

Field Name or Data Type	Values
Customer	**1000**
Company Code	**1000**

   c) Press ENTER.
   d) Choose *Goto* → *Company Code Data*.
   e) Choose *Payment Transactions* tab.
   f) Display the *Alternative Payer* field.

How to Maintain Allowed Payers at Client Level (for Document Entry)

© Copyright . All rights reserved.

1. Show the selection list.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Master Data* → *Change*.
   b) Enter the following values:

Field Name or Data Type	Values
Customer	**1000**
Company Code	**1000**

   c) Choose *Goto* → *General Data*.
   d) In the *Alternative Payer* field in *Document* area, choose the *Payment Transactions* tab page.
   e) Choose *Allowed Payer*.
   f) Enter the following values:

Field Name or Data Type	Values
Payer	**1001**
Payer	**1002**

   g) Press ENTER.
   h) Choose *Save*.
2. Show the effects of the selection list.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document Entry* → *Invoice*.
   b) Enter the following values:

Field Name or Data Type	Values
Company Code	**1000**
Customer	**1000**
Invoice Date	Current date
Posting Date	Current date
Amount	**10000**
Currency	**EUR**
Calculate Tax	✔
Tax Code	**1O (Output tax (course) 10%)**

   c) Choose the *Payment* tab page.
   d) Enter payer **1001**.

© Copyright . All rights reserved.

How to Maintain Settings (Individual) at Client Level (for Document Entry)

1. Show an individual alternative payer.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Master Data* → *Change*.
   b) Enter the following values:

Field Name or Data Type	Values
Customer	**1000**
Company Code	**1000**

   c) Choose *Enter*.
   d) Choose *Goto* → *General Data*.
   e) Choose the *Payment Transactions* tab page.
   f) Show the *Alternative Payer* in the *Document* area.
   g) Select the *Alternative Payer* in the *Document* area.
   h) Choose *Save*.

2. Show the effect of the *Individual Payee* field.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document Entry* → *Invoice*.
   b) Enter the following values:

Field Name or Data Type	Values
Company code	**1000**
Customer	**1000**
Invoice Date	Current date
Posting Date	Current date
Amount	**10000**
Currency	**EUR**
Calculate Tax	✔
Tax Code	**1O (Output tax (course) 10%)**

   c) Choose the *Payment* tab.
   d) Select the *Individual Payee* field.

© Copyright . All rights reserved.

Note:
The entry screen for the individual payer appears.

e) In the *Address and Bank Data* dialog box, enter the *Name*, *Country* and *Bank Key*.

f) Choose *Bank data*.

g) Return to the main menu.

Head Office and Branch Accounts

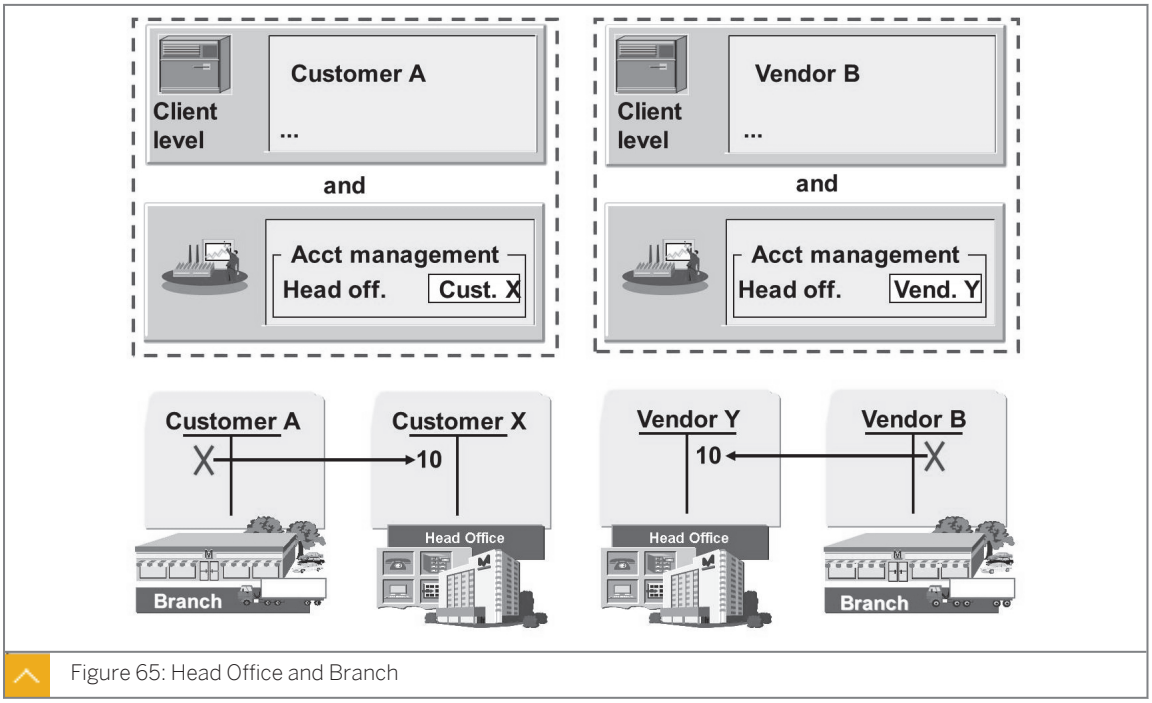


Figure 65: Head Office and Branch

Customers in some industries place orders locally (through their branches), but make payments for the invoices centrally from the head office. In such cases, the flow of goods and cash differs from that of the decentralized process. You can reflect this in the SAP ERP system using the head office and branch accounts.

All items are posted to a branch account are automatically transferred to the head office account. Dunning notices usually go to the head office that makes and receives payments. However, if you select the *Decentralized Processing* field in the head office master record, then the dunning and payment programs use the branch account.

You can set the *Account Control and Status* indicator under the *Additional Selections* section in the report for the customer or vendor list, *RFDKVZ00* or *RFKKVZ00*, respectively. When you print the report, you will see the possible head offices for each of the branches.

If you want to temporarily cancel central processing, you can activate the field *Decentralized Processing* for the head office. This is located on the *Correspondence* tab.

© Copyright . All rights reserved.

How to Activate Head Office or Branch

1. Show the settings at the master data level.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Master Data* → *Change*.
   b) Enter the following values:

Field Name or Data Type	Values
Customer	**1001**
Company Code	**1000**

   c) Choose *Goto* → *Company Code Data*.
   d) On the *Account Management* tab page, enter **1000** as the value for *Head Office*.
   e) Choose *Save*.
   f) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Master Data* → *Display*.
   g) Enter the following values:

Field Name or Data Type	Values
Customer	**1000**
Company Code	**1000**

   h) Choose *Goto* → *Company Code Data*.

> Note:
> On the *Account Management* tab page, the *Head Office* field is hidden for the head office itself.

© Copyright . All rights reserved.

LESSON SUMMARY

You should now be able to:

- Understand the structure of customer and vendor accounts
- Create an account group and maintain customer and vendor accounts
- Understand one-time account master records
- Control the field status in customer and vendor accounts
- Configure the dual control principle
- Handle relationships between customers and vendors

© Copyright . All rights reserved.

Learning Assessment

139

1. A chart of accounts must be assigned to every company code for which accounts are to be set up.

   Determine whether this statement is true or false.

   - [ ] True
   - [ ] False

2. Which of the following information is entered in the chart of accounts segment of a G/L account??

   Choose the correct answers.

   - [ ] **A** Account number
   - [ ] **B** Control fields
   - [ ] **C** Consolidation fields
   - [ ] **D** Currency fields

3. To use an account from the assigned chart of accounts in your company code, you must create a company code segment for the account.

   Determine whether this statement is true or false.

   - [ ] True
   - [ ] False

4. In a balance sheet account, the balance is carried forward to a retained earnings account and the balance sheet account is set to zero.

   Determine whether this statement is true or false.

   - [ ] True
   - [ ] False

© Copyright . All rights reserved.

5. Which field status has the lowest priority?

   Choose the correct answer.

   - ☐ A Required entry
   - ☐ B Hide
   - ☐ C Optional entry
   - ☐ D Display

6. All postings to the subledger accounts are automatically posted to the assigned reconciliation accounts.

   Determine whether this statement is true or false.

   - ☐ True
   - ☐ False

7. When you create a general ledger account, the SAP ERP system uses the company code local currency as the default account currency.

   Determine whether this statement is true or false.

   - ☐ True
   - ☐ False

8. Which of the following options can you use to change the general ledger account master data using collective processing?

   Choose the correct answers.

   - ☐ A Change chart of accounts data
   - ☐ B Change company code data
   - ☐ C Change client level data
   - ☐ D Change account descriptions

9. Different accounts of one operational chart of accounts can refer to the same group account.

   Determine whether this statement is true or false.

   - ☐ True
   - ☐ False

© Copyright . All rights reserved.

10. The country chart of accounts number (alternative account number) is entered in every chart of account segment.

    Determine whether this statement is true or false.

    ☐ True

    ☐ False

11. You can save a segment in the master data of a profit center.

    Determine whether this statement is true or false.

    ☐ True

    ☐ False

12. In many business cases, particularly in logistics, you have to enter the segment manually.

    Determine whether this statement is true or false.

    ☐ True

    ☐ False

13. The profit center is the best object from which segments can be uniformly derived.

    Determine whether this statement is true or false.

    ☐ True

    ☐ False

14. Which of the following segments contains the general data of a customer or vendor that can be accessed throughout the organization?

    Choose the correct answer.

    ☐ **A** Organization level

    ☐ **B** Client level

    ☐ **C** Company code

    ☐ **D** Account level

15. In Financial Accounting, after the customer or vendor account is created, you can no longer change the account group.

    Determine whether this statement is true or false.

    ☐ True

    ☐ False

© Copyright . All rights reserved.

16. A one-time account master record contains information about a specific customer or vendor.

    Determine whether this statement is true or false.

    ☐ True

    ☐ False

17. Customer and vendor accounts can use the same number ranges.

    Determine whether this statement is true or false.

    ☐ True

    ☐ False

18. The field status entries in individual areas, such as account group, activity, and company code, compete with each other and the field status with the highest priority is used.

    Determine whether this statement is true or false.

    ☐ True

    ☐ False

19. Alternative payer or payee entry in the company code level has a lower priority than an entry at the client level.

    Determine whether this statement is true or false.

    ☐ True

    ☐ False

© Copyright . All rights reserved.

Learning Assessment - Answers

143

1. A chart of accounts must be assigned to every company code for which accounts are to be set up.

   Determine whether this statement is true or false.

   [X] True

   [ ] False

2. Which of the following information is entered in the chart of accounts segment of a G/L account??

   Choose the correct answers.

   [X] A Account number

   [X] B Control fields

   [X] C Consolidation fields

   [ ] D Currency fields

3. To use an account from the assigned chart of accounts in your company code, you must create a company code segment for the account.

   Determine whether this statement is true or false.

   [X] True

   [ ] False

4. In a balance sheet account, the balance is carried forward to a retained earnings account and the balance sheet account is set to zero.

   Determine whether this statement is true or false.

   [ ] True

   [X] False

© Copyright . All rights reserved.

5. Which field status has the lowest priority?

   Choose the correct answer.

   - [ ] A Required entry
   - [ ] B Hide
   - [x] C Optional entry
   - [ ] D Display

6. All postings to the subledger accounts are automatically posted to the assigned reconciliation accounts.

   Determine whether this statement is true or false.

   - [x] True
   - [ ] False

7. When you create a general ledger account, the SAP ERP system uses the company code local currency as the default account currency.

   Determine whether this statement is true or false.

   - [x] True
   - [ ] False

8. Which of the following options can you use to change the general ledger account master data using collective processing?

   Choose the correct answers.

   - [x] A Change chart of accounts data
   - [x] B Change company code data
   - [ ] C Change client level data
   - [x] D Change account descriptions

9. Different accounts of one operational chart of accounts can refer to the same group account.

   Determine whether this statement is true or false.

   - [x] True
   - [ ] False

© Copyright . All rights reserved.

10. The country chart of accounts number (alternative account number) is entered in every chart of account segment.

    Determine whether this statement is true or false.

    - [ ] True
    - [x] False

11. You can save a segment in the master data of a profit center.

    Determine whether this statement is true or false.

    - [x] True
    - [ ] False

12. In many business cases, particularly in logistics, you have to enter the segment manually.

    Determine whether this statement is true or false.

    - [ ] True
    - [x] False

13. The profit center is the best object from which segments can be uniformly derived.

    Determine whether this statement is true or false.

    - [x] True
    - [ ] False

14. Which of the following segments contains the general data of a customer or vendor that can be accessed throughout the organization?

    Choose the correct answer.

    - [ ] A Organization level
    - [x] B Client level
    - [ ] C Company code
    - [ ] D Account level

© Copyright . All rights reserved.

15. In Financial Accounting, after the customer or vendor account is created, you can no longer change the account group.

    Determine whether this statement is true or false.

    - [x] True
    - [ ] False

16. A one-time account master record contains information about a specific customer or vendor.

    Determine whether this statement is true or false.

    - [ ] True
    - [x] False

17. Customer and vendor accounts can use the same number ranges.

    Determine whether this statement is true or false.

    - [ ] True
    - [x] False

18. The field status entries in individual areas, such as account group, activity, and company code, compete with each other and the field status with the highest priority is used.

    Determine whether this statement is true or false.

    - [x] True
    - [ ] False

19. Alternative payer or payee entry in the company code level has a lower priority than an entry at the client level.

    Determine whether this statement is true or false.

    - [ ] True
    - [x] False

© Copyright . All rights reserved.

UNIT 3 Document Control

Lesson 1

Configuring the Header and Line Items of FI Documents 202
Exercise 12: Create a New Number Range and a New Document Type 211
Exercise 13: Classify the New Document Type for Document Splitting 215
Exercise 14: Create a New Field Status Group and Assign it to a General Ledger Account 223

Lesson 2

Maintaining Posting Periods 227
Exercise 15: Create Posting Period Variants and Maintain Posting Periods 235

Lesson 3

Maintaining Posting Authorizations 240
Exercise 16: Create a New Tolerance Group and Assign it to Your User 243

Lesson 4

Creating Simple Documents in Financial Accounting 247
Exercise 17: Post FI Documents 253

UNIT OBJECTIVES

- Maintain the structure of FI documents
- Prepare the control elements of the document header
- Understand the control elements of a line item
- Configure the field status of line items in FI documents
- Understand the functionality of posting period variants and posting periods
- Maintain posting authorizations
- Post simple FI documents

© Copyright . All rights reserved.

Unit 3
Lesson 1

148

Configuring the Header and Line Items of FI Documents

LESSON OVERVIEW

This lesson explains how to configure the header and line items of FI documents.

Business Example

Every day, hundreds of financial documents are created in a company. To simplify their storage, the original documents have to be divided into different categories. The internal auditors prefer that all documents for authorized expenses be identified by a unique document type and originate from a separate number range.

Various business transactions require different types of data within a document. Some data is mandatory for specific postings. The customer wants a detailed description that justifies the expenses to be entered for each item in the account for authorized expenses. For this reason, you require the following knowledge:

- An understanding of how to classify accounting documents
- An understanding of how to display accounting documents
- An understanding of the structure of accounting documents

For the demonstrations in this lesson, you have to make the following settings:

1. Post a customer invoice (*Customer 1000*) in *Company Code 1000*, document number _____.

LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Maintain the structure of FI documents
- Prepare the control elements of the document header
- Understand the control elements of a line item
- Configure the field status of line items in FI documents

© Copyright . All rights reserved.

Document Structure

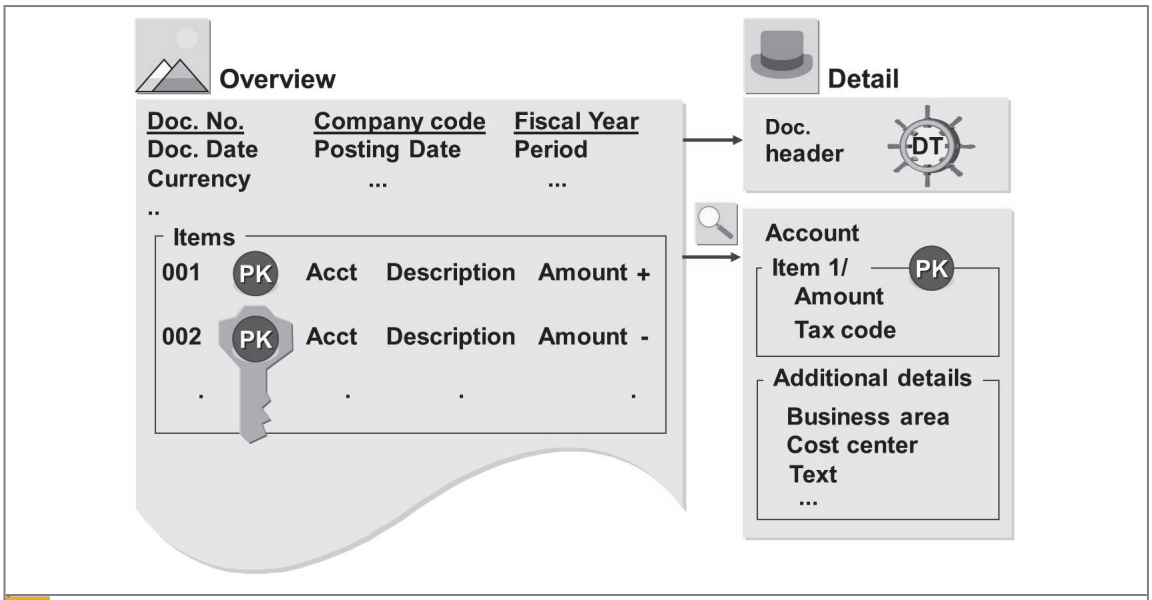


Figure 66: Document in SAP ERP Financials Solution

The SAP ERP application is based on the document principle, which implies the following course of action:

1. A document is saved for every business transaction posting.
2. The document remains as a complete unit in the system until it is archived.
3. Every document is uniquely identified by the following fields:
   - Document Number
   - Company code
   - Fiscal Year

Documents in SAP ERP Financials solutions contain the following details:

Component	Information
A document header	This component contains information that applies to the entire document.

© Copyright . All rights reserved.

Component	Information
Line items	Each posted accounting document has at least two lines (for example, debit and credit) and a maximum of 999 line items. This information is specific to the line item. When you post documents using an *AC interface*, such as *Sales Order Management*, or *Purchasing Management*, the *AC interface* creates items in the accounting document that are identical in almost all of the fields. If you want to summarize accounting documents, read *SAP Note 36353*. You can also refer to the other related SAP Notes specified.

Control Keys

You can display detailed data for the document header and line items.

There are two important control keys:

- Document type for the document header.
- Posting key for the line items.

The SAP ERP application generates at least one document for every business transaction. Each document is assigned a unique document number. During internal number assignment, the document number is assigned by the SAP ERP application. During external number assignment, the user assigns the document number in the *Document Number* field.

A business transaction can create one or more documents. For example, when goods arrive from a vendor, the SAP ERP application creates a material document to record data that is important for inventory management. An accounting document is created to record financially relevant information, such as accounts data and amounts related to the general ledger.

In the SAP ERP application, documents are generated for various business transactions without an accounting document being generated at the same time because accounting is not affected by document generation. An example of this is the generation of a purchase order in Materials Management, which does not result in the generation of an accounting document.

Related documents are linked in the SAP ERP application, which gives you an overview of every business transaction in SAP ERP.

Report *RFBELJ00* allows you to create a compact document journal in the SAP ERP application. The document journal contains a table of the most important data from the document headers and line items of the selected documents.

You can use reports *RFBUEB00* and *RFBUEB01* to locate documents in the SAP ERP application.

© Copyright . All rights reserved.

How to Display FI Documents

For the demonstrations in this lesson, post a customer invoice, customer *1000*, in company code, *1000*, document number: _____.

1. Display the structure of a document.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document* → *Display*.
   b) View the following data:

Field Name or Data Type	Values
Document Number	**Prepared document**
Company Code	**1000**
Fiscal Year	**Current fiscal year**

   c) Choose *Enter* to display the document header and the line items.

How to Display an FI Document Using a Different Menupath

1. Find the required document.
   a) On the *SAP Easy Access* screen, choose *System* → *Services* → *Reporting*.
   b) Choose *RFBUEB00*.
   c) Choose *Execute*.
   d) Enter the following data:

Field Name or Data Type	Values
Company Code	**1000**
Fiscal Year	**Current fiscal year**
Document Type	**DR**

   e) Choose *Execute*.
   f) Choose *Back*.
2. Use an alternate method to find documents.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document* → *Display*.
   b) Choose *Document* → *List (RFBUEB00)*.
   c) Choose *Back* twice.

© Copyright . All rights reserved.

Create and Maintain Document Types

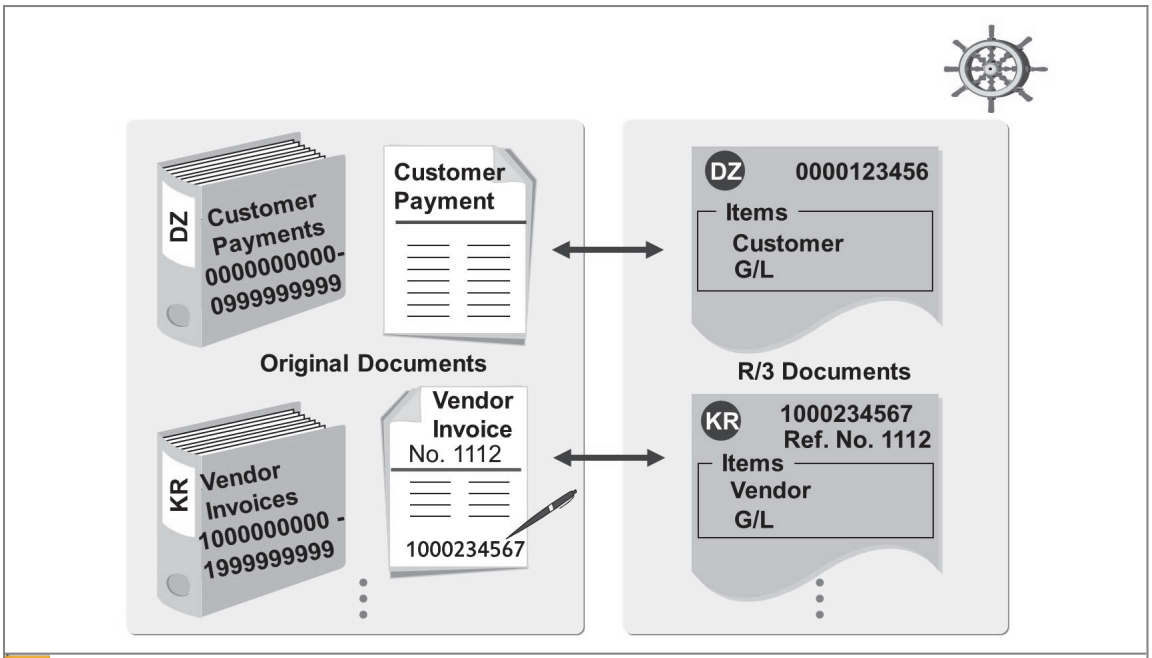


Figure 67: Document Types

The document type is the key that differentiates the business transactions to be posted.

Document types are defined at the client level and are therefore valid for all company codes.

For example, the document type provides information about whether the document is a vendor invoice or a customer invoice. Posting documents are classified by document types. There are different types of business transactions.

The document type controls the document header and defines the account types to be posted to along with the assignment of the document number.

The document type controls the document header and helps differentiate the business transactions that need to be posted.

Since document types are defined at the client level, they are valid for all company codes. The SAP ERP application is delivered with document types that can be changed or copied.

Document types define the following elements:

- Number range for the Document Type

  Each document type must have a number range assigned to it.

- Reverse Document Type

  The document type specified in the field Reverse Document Type will be used when a reversal transaction is undertaken in the SAP ERP application. If you do not specify a reversal document type, the system uses the posted document type for reversal.

- Account types allowed for postings

© Copyright . All rights reserved.

In the Account type allowed section, specify the Account type – Assets, Customer, Vendor, Material, G/L account that you want to post to.

- Control data

  In this section, you select the *Net Document Type* field, which is only valid for document types used for vendor invoices. Selecting this indicator reduces the total amount due by the cash discount amount specified by the payment terms on the invoice.

  This section also includes the following fields:

  - Customer/Vendor check
  - Negative Postings permitted
  - Inter-company postings
  - Enter trading partner

- Required during document entry

By selecting *Reference Number* and *Document Header Text*, you make each of these fields a required entry in the document header.

Important Standard Document Types

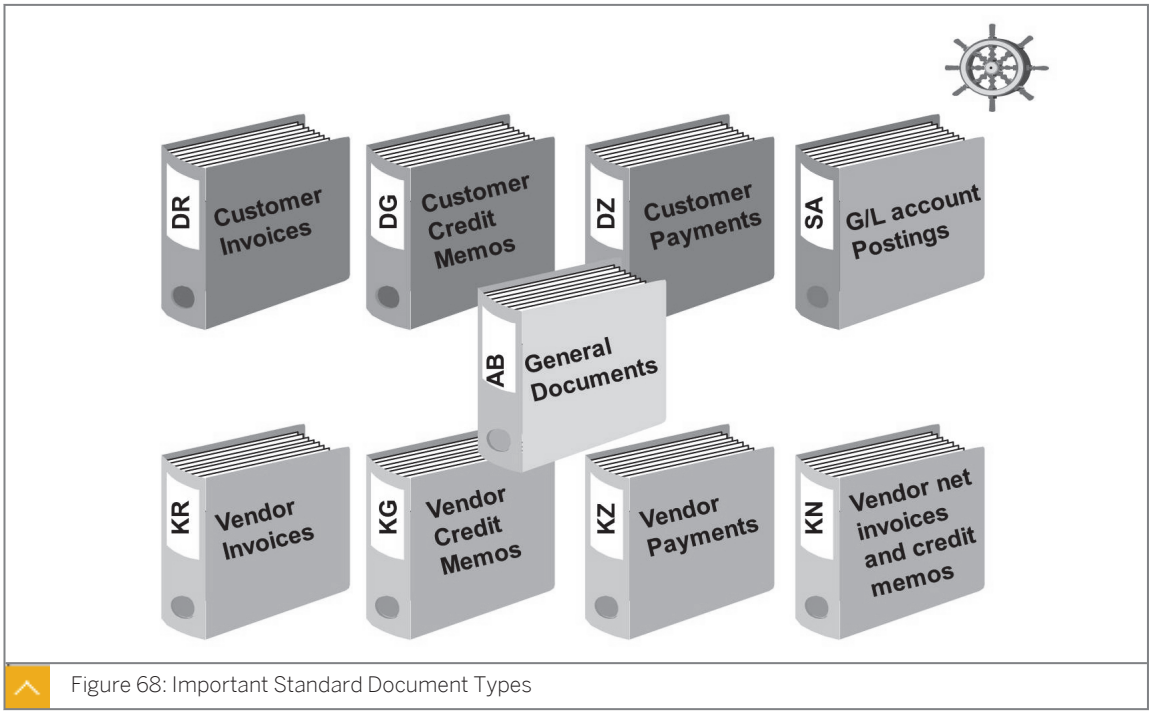


Figure 68: Important Standard Document Types

Document type *AB* allows postings to all account types.

For all other document types, you should limit the types of accounts you can post to. For example, document type *DG* allows you to post to customer (*D*) and general ledger accounts (*S*) only.

To transfer billing documents from the SAP ERP billing application, you need one of the following document types:

© Copyright . All rights reserved.

- **RV:** The default document type for Sales Order Management billing documents (customer invoices).
- **RE:** The default document type for Materials Management billing documents (vendor invoices).

With internal number assignment, the SAP ERP application assigns a new number to each document in the Financial Accounting component. With external number assignment, the application transfers the billing document number to the accounting document, provided that this number has not already been assigned.

The payment program uses the document type ZP for most of its automatic postings.

In new General Ledger Accounting with activated document splitting, you have to make an additional setting in Customizing for new document types.

A business transaction variant must be assigned to each document type to enable the application to determine the splitting rule.

How to Display Document Types

It is not possible to assign an external document number on reversed documents. For this reason, a reversal document type must be specified for all document types where an external document number has been assigned. This reversal document type then works with internal number assignment.

1. Display standard document types.
   a) In Customizing, choose *Financial Accounting (New)* → *Financial Accounting Global Settings (New)* → *Document* → *Document Types* → *Define Document Types for Entry View*.
   b) Double-click the document type *DR* to explain the content.
   c) Choose *Back*.

© Copyright . All rights reserved.

Document Number Ranges

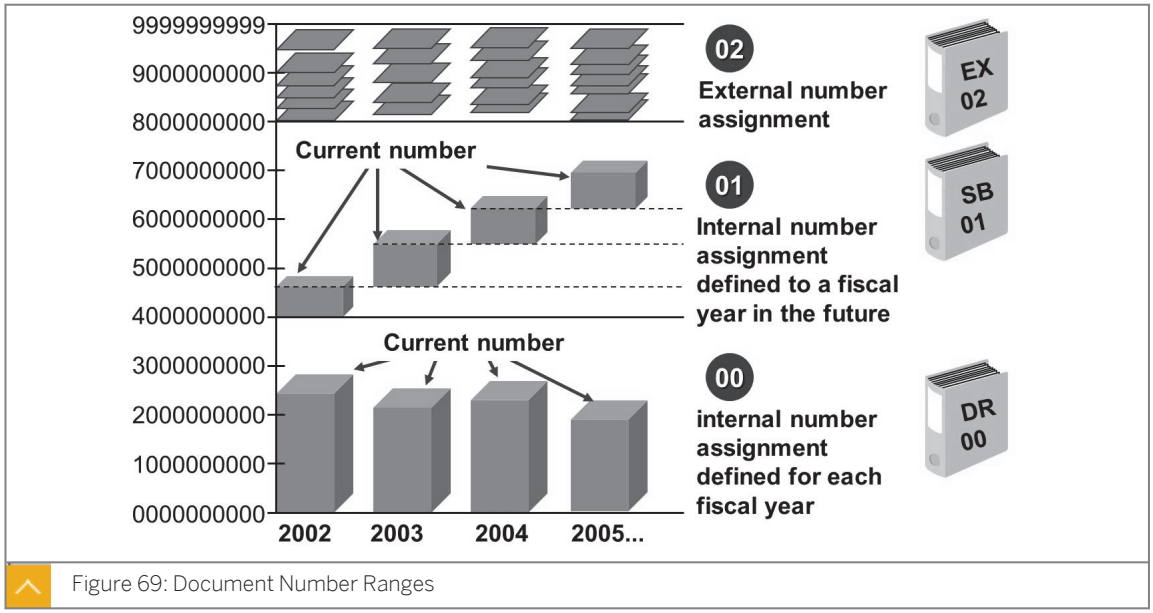


Figure 69: Document Number Ranges

The document number range defines the range of numbers that is assigned to document numbers. These number ranges must not overlap.

The following types of number assignments are possible in the SAP ERP application:

- Internal numbering

  In this type of numbering, the SAP ERP application saves the last document number taken from the number range in the *Current Number* field. The application then assigns the number following the current number as the next document number. Refer to the examples 00 and 01 in the figure.

- External number assignment

  In this type of numbering, the user enters the number of the original document or the number is automatically transferred from another system. Since the numbers are not assigned in sequence, the SAP ERP application cannot store a current number as shown in example 02 in the figure. The numbering can be alphanumeric.

The document number range must be defined for the year in which it is used.

Document Number Ranges (2)

The following options are available for defining the document range:

- Continuous

  At the beginning of a new fiscal year, the SAP ERP application continues to use the number after the current number as the next number. The application does not restart at the first number of the number range.

- For every fiscal year

  At the beginning of a new fiscal year, the SAP ERP application starts with the first number of the number range. This ensures that the number range is sufficient.

© Copyright . All rights reserved.

Note:
If you map the ledger solution in new General Ledger Accounting, then different ledgers can use different fiscal year variants.

It is necessary to fix the following special settings for these ledgers in Customizing:

- Document number ranges are stored for the general ledger view.
- The number ranges are assigned to the document types for the general ledger view.

Internal number assignment must be set for these number ranges.

In Customizing, choose *Financial Accounting (New)* → *Financial Accounting Global Settings (New)* → *Document* → *Document Type* → *Define Document Types for Entry View in a Ledger*.

One number range can be assigned to several document types. You can copy the intervals of document number ranges from one company code to another or copy intervals from one fiscal year to another.

You can use report *RFBNUM00* to find gaps in document number assignment.

How to Create a New Number Range and a New Document Type

Demonstrate the steps listed in the Create a New Number Range and a New Document Type exercise.

© Copyright . All rights reserved.

155

Create a New Number Range and a New Document Type

Business Example

A company creates hundreds of financial documents every day. To simplify their storage, the documents have to be divided into different categories.

The internal auditors would like all documents for authorized expenses to be identified by a unique document type and to use a separate number range.

The authorization number from the accounting executive must be entered in the document header.

Create a document type and assign the new document range to it.

1. Create a number range (85; 8500000000-8599999999; internal number assignment) and create document type ## for authorized expense documents (see business scenario, name: Authorized Expense ##). The reversal document type is AB. Enable postings on vendor master records and general ledger accounts. Make the reference field in the document header a required entry field.
2. Create the new Document Type and assign it to document number range 85 (8500000000-8599999999) to the new document type.

© Copyright . All rights reserved.

156 Create a New Number Range and a New Document Type

Business Example

A company creates hundreds of financial documents every day. To simplify their storage, the documents have to be divided into different categories.

The internal auditors would like all documents for authorized expenses to be identified by a unique document type and to use a separate number range.

The authorization number from the accounting executive must be entered in the document header.

Create a document type and assign the new document range to it.

1. Create a number range (85; 8500000000-8599999999; internal number assignment) and create document type ## for authorized expense documents (see business scenario, name: Authorized Expense ##). The reversal document type is AB. Enable postings on vendor master records and general ledger accounts. Make the reference field in the document header a required entry field.
   a) In Customizing, choose *Financial Accounting (New)* → *Financial Accounting Global Settings (New)* → *Document* → *Document Number Ranges* → *Documents in Entry View* → *Define Document Number Ranges for Entry View*.
   b) Enter *GR##* as the value for *Company Code*.
   c) Choose *Change Intervals*.
   d) Choose *Edit* → *Insert Interval*.
   e) Enter the following data:

Field Name or Data Type	Values
No.	**85**
Year	**Current Year**
From Number	**8 500 000 000**
To Number	**8 599 999 999**
Current Number	**0**
Ext.	**Blank**

   f) Press ENTER.
   g) Choose *Save*.
   h) Confirm the message on the dialog box *Transport Number Range Intervals* with *ENTER*.

© Copyright . All rights reserved.

2. Create the new Document Type and assign it to document number range 85 (8500000000-8599999999) to the new document type.

   a) In Customizing, choose *Financial Accounting (New)* → *Financial Accounting Global Settings (New)* → *Document* → *Document Types* → *Define Document Types for Entry View*.

   b) Choose *Edit* → *New Entries*.

   c) Enter the following data on the *'Change View Document Types: Overview'* screen:

Field Name or Data Type	Values
Document Type	**##**
Number Range	**85**
Reverse Document Type	**AB**
Account Types Permitted:	
Assets	**Do not select**
Customer	**Do not select**
Vendor	*V*
Material	**Do not select**
G/L account	*V*
Required during document entry:	
Reference Number	*V*

   d) Choose *Save*.

   e) Select the green arrow. This will take you to the previous screen. Enter the name *Authorized expense##* in the *Description* field.

   f) Choose *Save*.

© Copyright . All rights reserved.

How to Classify the New Document Type for the Document Splitting

Demonstrate the steps from the Classify the New Document Type for Document Splitting exercise.

© Copyright . All rights reserved.

159

Classify the New Document Type for Document Splitting

Prepare the document type for document splitting.

1. The new document type ## must classified for document splitting to enable posting. For this, an additional Customizing setting is required in new General Ledger Accounting.

> Note:
> For more information about document splitting, refer to the corresponding lesson in the Posting Control unit.

© Copyright . All rights reserved.

160

Classify the New Document Type for Document Splitting

Prepare the document type for document splitting.

1. The new document type ## must classified for document splitting to enable posting. For this, an additional Customizing setting is required in new General Ledger Accounting.

> Note:
> For more information about document splitting, refer to the corresponding lesson in the Posting Control unit.

a) In Customizing, choose *Financial Accounting (New)* → *General Ledger Accounting (New)* → *Business Transactions* → *Document Splitting* → *Classify Document Types for Document Splitting*.

b) Choose *Position* to select document type ##.

c) Enter the following values on the *'Change View Document Types: Overview'* screen:

Field Name or Data Type	Values
Activity/Transaction	**0300 (vendor invoice)**
Variant	**0001**

d) Choose *Save*.

© Copyright . All rights reserved.

Posting Keys

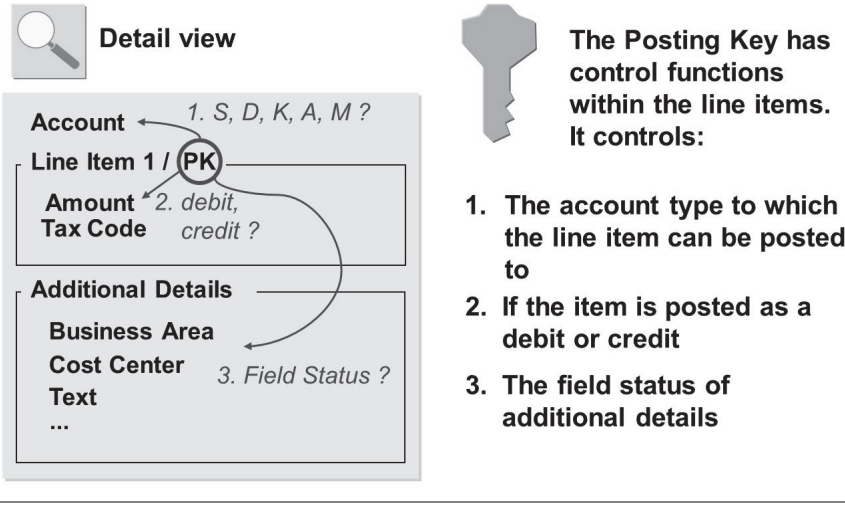


Figure 70: Functions of the Posting Keys

Similar to document types, posting keys are also defined at client level.

In addition to the control functions mentioned in the figure, the posting key also specifies the following features:

- Whether the line item is connected to a payment transaction. You will need this information to analyze the payment history and create payment notices.
- Whether the posting is sales-relevant and the sales figure of the account will be updated by the transaction. For example, by the posting of a customer invoice.

The following default values for posting keys are provided in Customizing for the SAP ERP application:

- For GL account posting: Debit is posting key *40*, credit is posting key *50*.
- For customer invoices: Debit is posting key *01*, credit is posting key 11.
- For customer invoices: Debit is posting key *21*, credit is posting key 31.

How to Analyze Posting Keys

A posting key is a two-digit numeric key that controls how the line items can be entered or processed as follows:

- Debit or Credit posting

  The side of an account that an entry can be posted to.

- Account Type

  The type of account that can be posted with a particular posting key [Customer–D, Vendor–K, G/L account–S, Asset–A, or Material–M].

© Copyright . All rights reserved.

- Field status on screen

  The fields that are displayed on the screen during document entry.

- The reversal posting key

1. Display the posting keys.
   a) In Customizing, choose *Financial Accounting (New)* → *Financial Accounting Global Settings (New)* → *Document* → *Define Posting Key*.
   b) Double-click posting key *01*.

Note:
Explain the following checkboxes:

- Sales-related checkbox

  If you select this checkbox, the line items entered with this posting key are included in the sales calculation.

- Special G/L checkbox

  If you select this checkbox, the posting key is used for entering special G/L transactions (such as down payments and bill of exchange postings).

- Payment transaction checkbox

  Select this checkbox for the posting keys for incoming payments, outgoing payments, payment differences (residual items), and payment clearing.

Document Field Status and Field Status Groups

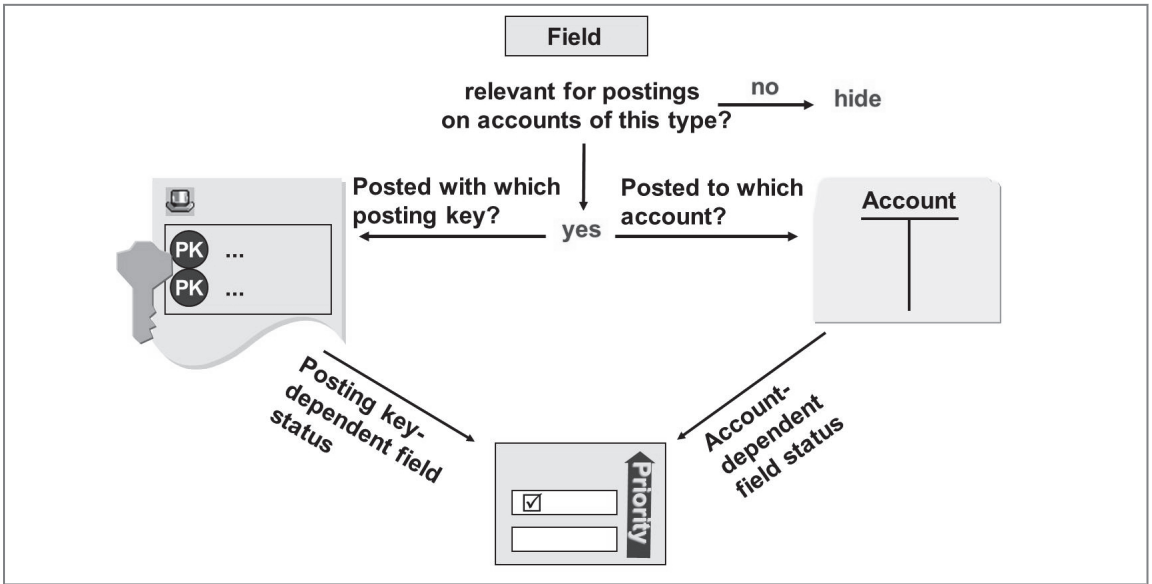


Figure 71: Document Field Status

© Copyright . All rights reserved.

When you enter documents, the SAP ERP application displays several fields. The fields displayed depend on the transaction and the accounts that you are using. For example, when you post expenses, you have to specify the cost center and tax data. In contrast, you do not need to specify this information when you post cash. The field status controls the information to be entered and displayed when a document is processed.

As with the field statuses defined for fields in G/L accounts, the field status with the higher priority is used. The priority is shown in the figure.

The following exceptions are applicable to this rule:

- If business areas are used, the *business area* field must be ready for input. You can activate it by enabling business area financial statements for the company code. You can only use the field status to define whether the field is a required or an optional entry field.
- Entries in tax fields are only possible if the general ledger account is relevant for tax.

The *Hide* field status cannot be combined with the *Required Entry* field status. This combination causes an error.

Field Status Groups

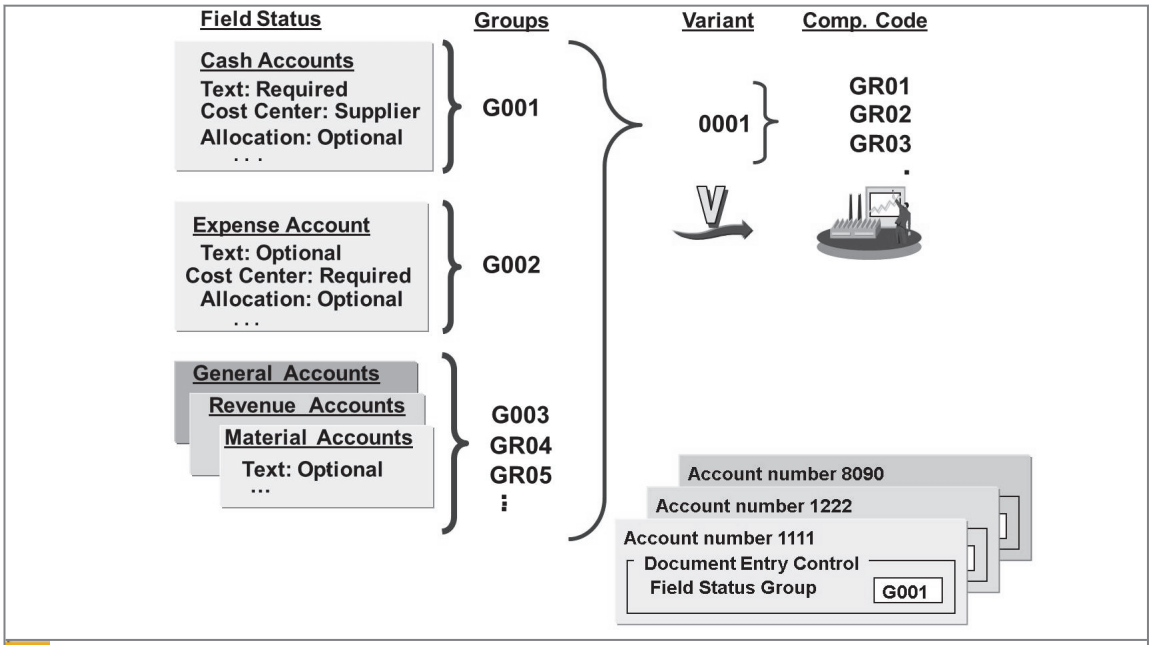


Figure 72: Field Status Groups

For each group of general ledger accounts (such as cash accounts and expense accounts) you need to define the status of every document entry field. When you enter the documents for these general ledger accounts, you must decide if the text field is required, optional, or hidden. Similarly, when you enter the documents for general ledger accounts, you need to decide if the *cost center* field is required, optional, or hidden.

The SAP ERP application divides this information into field status groups for each group of general ledger accounts.

You assign field status groups to the respective general ledger accounts in the general ledger accounts master records.

The field status groups are summarized in one field status variant.

© Copyright . All rights reserved.

The field status variant is assigned to your company code(s). You cannot make a posting until the field status variant is complete. Typically, you assign the same field status variant to all your company codes so that the same field status information applies across the company codes.

Various field status groups are available in the standard SAP ERP application. It is recommended that you copy the standard field status groups and modify them as necessary.

If a document is posted to a subledger account, the field status group of the reconciliation account is used.

Standard Posting Keys

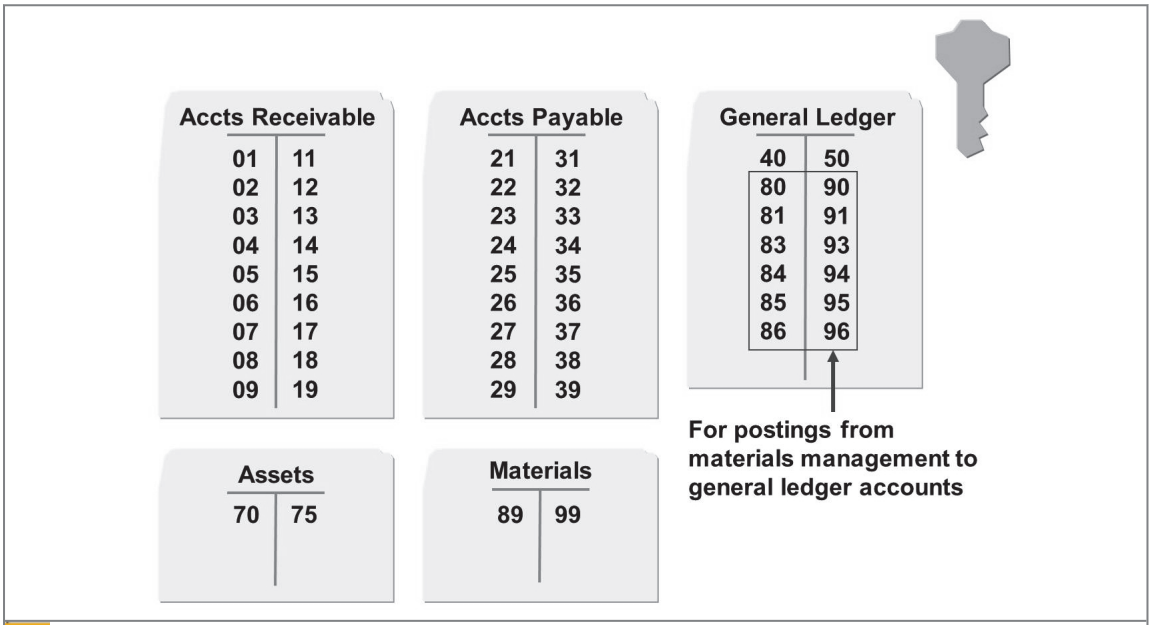


Figure 73: Standard Posting Keys

SAP recommends that you use the standard posting keys delivered. If you change them or define new posting keys, any tables containing a reference to these keys must also be updated.

Posting keys for assets and materials may only be used if the corresponding SAP components are configured.

You can change the field status definitions of posting keys and the field status group to make the field status transaction-dependent or account-dependent. Since subledger accounts do not have a field status group, postings are differentiated by means of different posting keys. For this reason, there are numerous posting keys for subledger accounts.

Postings to general ledger accounts are differentiated by means of different field status groups. As a result, only two posting keys, *40* and *50*, are required for general ledger account postings.

In addition to the account and posting key-dependent field statuses for postings, the SAP ERP application centrally controls mandatory fields, such as *Segment and Profit Center*, for document splitting objects. This is done when document splitting is used. This is explained in detail in the Document Splitting (posting control) unit.

© Copyright . All rights reserved.

How to Maintain the Field Status Through the Field Status Group

1. Display the field status group in new general ledger accounting.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Master Data* → *G/L Accounts* → *Individual processing* → *In Company Code*.
   b) Enter the following data:

Field Name or Data Type	Values
G/L acct	**113100**
Company code	**1000** or **GR00**

   c) Choose the *Create/Bank/Interest* tab.
   d) In the *Control of Document Creation Company Code* box, in the *Field Status Group*, note the entry *G005* (Bank Accounts Obligatory Value Date).
   e) Double-click the field containing *G005*.
   f) A window opens with *Display Field Status Group Overview* with the three rows in the *Select Group* tab highlighted.
   g) Double-click *Payment Transactions*.
   h) In the next screen *Display Field Status Group–Payment Transactions*, you will see against *Value date Row Column Req. Entry* is radio buttoned.

   The above means when you perform any transactions for GL account 113100, the Value date field must be filled.

2. Post transactions for general ledger account 113100 and demonstrate the value date requirement.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Document Entry* → *General Posting*.
   b) Enter the following data:

Field Name or Data Type	Values
Document Date	**Current date**
Posting Date	**Current date**
Field acct.	**113100**

   c) Choose *Continue*.
   d) On the *Enter G/L account document* screen, enter **10000** for *Amount*.
   e) The system displays an error message: *An entry is required in Value date field for account 113100*.
   f) As per the fields status defined for general ledger account *113100*, the system asks for a *Value date* for account *113100*.

© Copyright . All rights reserved.

For the value date field to not be automatically filled with the current date, you must make the following changes:

1. In Customizing, choose *Financial Accounting (New)* → *Financial Accounting Global setting (New)* → *Global Parameter for Company Code* → *Enter Global Parameter: execute*.
2. On the *"Change View Company Code Global data": Over View* screen, select company code *1000* or *GR##* and use the magnifying glass on the menu bar or double-click the line of your company code.
3. On the *'Change View Company Code Global data': Details* screen, in the *Processing Parameter* box, deselect the *Define Default Value date* box if it is selected.
4. Then proceed with the following steps (step 2 as above):
   a. Perform the transactions for general ledger account 113100 and demonstrate the value date requirement.
   b. On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Document Entry* → *General Posting*.

How to Assign a Company Code to a Field Status Variant

1. Assign a company code to a field status variant.
   a) In Customizing, choose *Financial Accounting (New)* → *Financial Accounting Basic Settings (New)* → *Ledgers* → *Fields* → *Assign Company Code to Field Status Variant*.
   b) Select company code *GR00* to highlight the assignment to *field status group 1000*.
   c) Choose *Back*.

How to Create a New Field Status Group and Assign it to a General Ledger Account

Demonstrate the steps in the Create A New Field Status Group and Assign it to a General Ledger Account exercise.

© Copyright . All rights reserved.

165 Create a New Field Status Group and Assign it to a General Ledger Account

Business Example

To track the types of cars that are rented, you need to make the Text field a required entry for line items for the *Sports Car Rental* expense account. Create the new field status group FS## with the description Authorized Expenses ##.

Create the new field status group, make the *Text* field a required entry, and assign the field status group to the general ledger account.

1. Create the new field status group *FS##* by copying field status group *G001* in field status variant *1000*.
2. Make the *Text field* a required entry. Change the field status in the field status group.
3. Assign the field status group to the general ledger account for Sports Car Rental Expense AE02##.

© Copyright . All rights reserved.

166 Create a New Field Status Group and Assign it to a General Ledger Account

Business Example

To track the types of cars that are rented, you need to make the Text field a required entry for line items for the *Sports Car Rental* expense account. Create the new field status group FS## with the description Authorized Expenses ##.

Create the new field status group, make the *Text* field a required entry, and assign the field status group to the general ledger account.

1. Create the new field status group *FS##* by copying field status group *G001* in field status variant *1000*.
   a) In Customizing, choose *Financial Accounting (New)* → *Financial Accounting Global Settings (New)* → *Global Parameters for Company Code* → *Enter Global Parameters*.
   (Alternatively: In Customizing, choose *Financial Accounting (New)* → *Financial Accounting Global Settings (New)* → *Ledgers* → *Fields* → *Assign Company Code to Field Status Variants*.)
   b) Double-click your company code.
   c) Write-down the field status variant assigned to your company code.
   d) In Customizing, choose *Financial Accounting (New)* → *Financial Accounting Global Settings (New)* → *Ledgers* → *Fields* → *Define Field Status Variants*.
   e) Select the field status variant assigned to your company code.
   f) In the dialog structure, double-click *Field Status Groups* and select *G001*.
   g) Choose *Edit* → *Copy as*.
   h) Enter the following data:

Field Name or Data Type	Values
Field Status Group	**FS##**
Text	**Authorized Expenses##**

   i) Choose *Enter*.
   j) Choose *Save*.

> Note:
> Do not exit this screen yet.

2. Make the *Text field* a required entry. Change the field status in the field status group.

© Copyright . All rights reserved.

a) Double-click *FS##*.

b) Double-click *General Data*.

c) Select *Req. entry* for *Text*.

d) Choose Save.

3. Assign the field status group to the general ledger account for Sports Car Rental Expense AE02##.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Master Data* → *G/L Accounts* → *Individual Processing* → *In Company Code*.

> Note:
> Alternatively, you can choose transaction code: *FS00*.

b) Enter the following data:

Field Name or Data Type	Values
G/L acct	**AE02##**
Company code	**GR##**

c) Choose *G/L Account* → *Change*.

d) Select the *Create/Bank/Interest* tab page.

e) Enter the following data:

Field Name or Data Type	Values
Field Status Group	**FS##**

f) Choose *Save*.

> Note:
> You have created a new field status group and assigned it to your *Sports Car Rental Expense* account.

© Copyright . All rights reserved.

LESSON SUMMARY

You should now be able to:

- Maintain the structure of FI documents
- Prepare the control elements of the document header
- Understand the control elements of a line item
- Configure the field status of line items in FI documents

© Copyright . All rights reserved.

Maintaining Posting Periods

169

LESSON OVERVIEW

This lesson explains how to configure posting periods.

Business Example

The accounting department determines that the subledgers are closed at the end of a posting period. However, the general ledger accounts stay open longer to reconcile the general ledgers in Financial Accounting and Controlling for the last period. For this reason, you require the following knowledge:

- An understanding of open and close posting periods
- An understanding of variant open and close posting periods for different account types

Note the following points:

1. In the demo for creating the posting period variant, opening and closing the posting periods, and assigning to the company code, follow the detailed exercise or solution.
2. The posting date in the document header determines the posting period in which the postings will take place. The SAP ERP application proposes the current date as the posting date.

Posting periods are defined in the fiscal year variant. The posting periods are derived from the month of the posting date.

To enable posting, the posting period must be open. You can open the posting period by entering a time range, which is the time range of the posting period. Posting periods can be opened or closed in *Customizing* or from the application.

LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Understand the functionality of posting period variants and posting periods

© Copyright . All rights reserved.

Maintaining Posting Period Variants

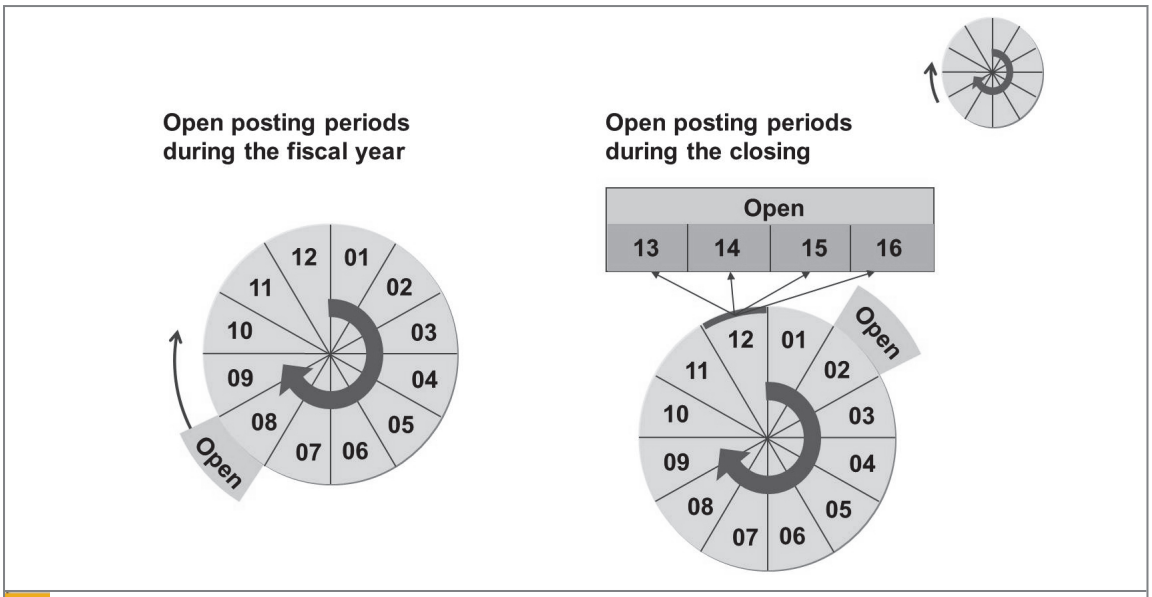


Figure 74: Posting Periods

For each posting period variant, you need an entry + that is valid for all account types. The columns for the account number interval must be empty.

The period intervals, which are defined for the + entry, specify the posting periods that may be posted in a variant.

When you enter the posting date in the document header, the SAP ERP application uses the entry for the account type + to check whether the period determined can be posted to. If all account types are to be open at the same time, the minimum entry + is sufficient.

You can define whether periods can be posted to differently by account type (A, D, K, M, S, or V) and by account interval. If you do not enter G/L account numbers for the account intervals, you must enter 'ZZZZZZZZZZ' as the account number upper limit.

For each account type within a posting period variant, you need to specify the posting periods that are open for posting. Two time intervals, Period 1 and 2, are available.

For each interval, you need to specify the following details:

- A period lower limit
- A period upper limit
- A fiscal year

You close periods by selecting the period details such that the periods to be closed are no longer contained.

Special periods have no start date or end date. They are assigned to the last posting period.

For posting in special periods, the following conditions must be true:

- The posting date must be the last day of the year of posting.
- The special period must be open and entered in the document during posting.

© Copyright . All rights reserved.

Posting periods are defined in the fiscal year variant.

To prevent documents from being posted to an incorrect posting period, you can close certain posting periods.

Usually the current posting period is open and all other periods are closed. At the end of a period, this period is closed and the next period is opened. You open a posting period by entering a range in the posting period variant that encompasses this period. You can have as many posting periods open as desired.

During fiscal year closing, you can open special periods for closing postings.

Maintenance of a Posting Period Variant

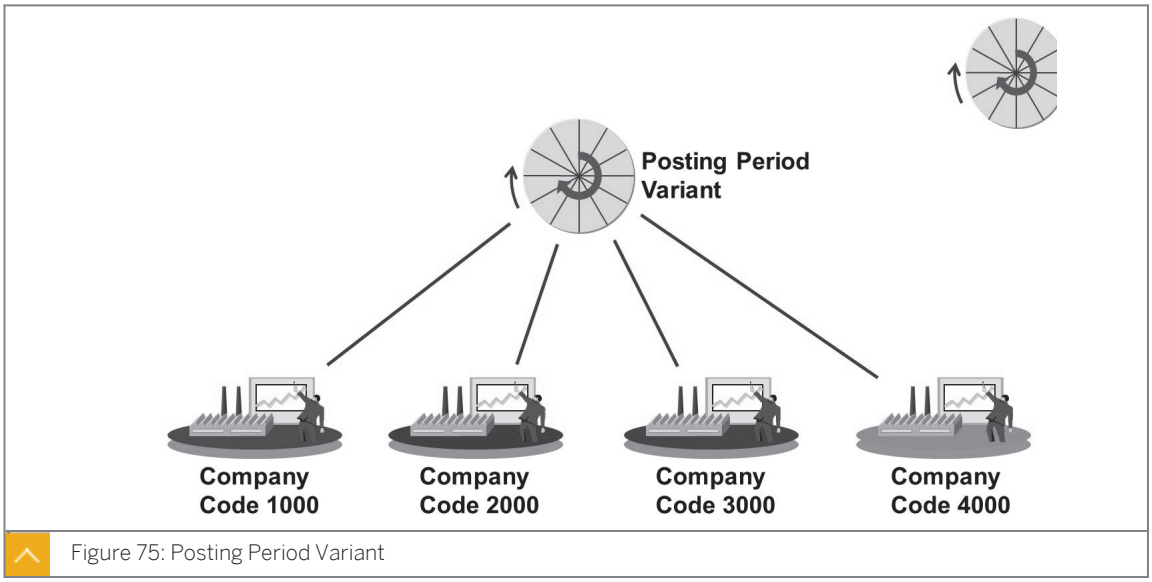


Figure 75: Posting Period Variant

Several company codes can use the same posting period variant. Thereby, the posting periods are opened and closed simultaneously for all company codes to which the posting period variant is assigned (Variant Principle). This simplifies posting period maintenance and enables a group-wide posting closing with minimal requirement of manpower.

© Copyright . All rights reserved.

Period Checks by Account Type

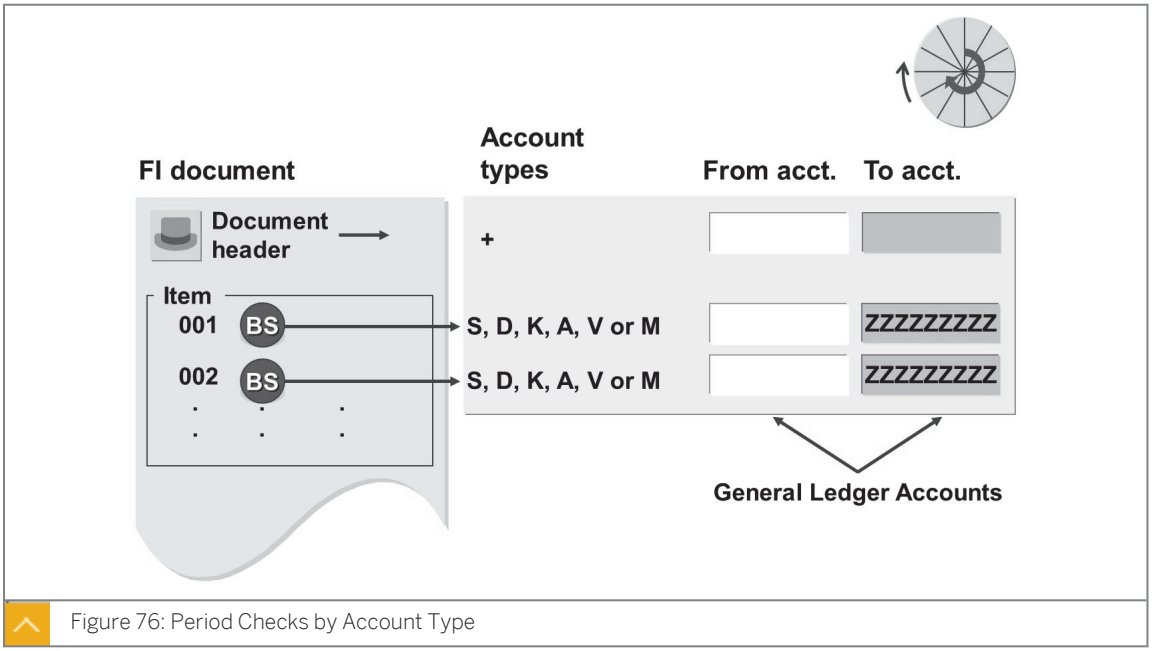


Figure 76: Period Checks by Account Type

In the document header, the periods assigned to the account type + are checked first.

Therefore, the account type + must be open for all periods that are supposed to be open for any other account type, and the posting period variant must contain at least the account type +. If the posting periods for different account types are all to be handled in the same way, control by means of the + entry is sufficient.

Posting periods can be handled differently for different account types. For a certain posting period, postings to customer accounts may be permitted while postings vendor accounts may be restricted.

At the line item level, the SAP ERP application checks the account type of the posting key to ensure that the period is open for the assigned account type.

The account interval always contains general ledger accounts. By entering specific reconciliation accounts for subledger account types, the subledger accounts can be treated differently than accounts that have a different reconciliation account.

© Copyright . All rights reserved.

First Two Period Intervals

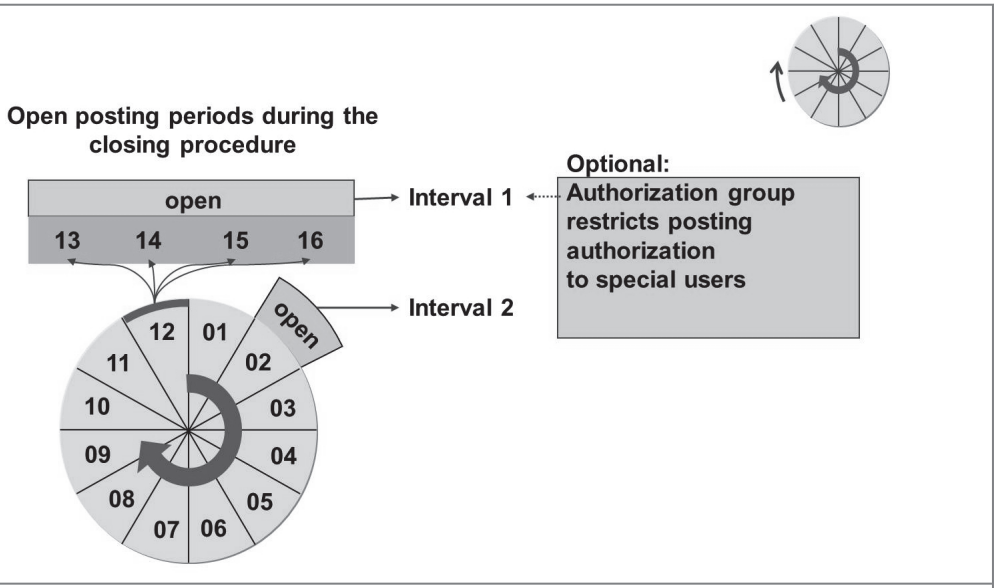


Figure 77: First Two Period Intervals

During closing, two period intervals must be open at the same time. Therefore, you can enter two period intervals in the posting period table.

You can assign an authorization group to the first period interval. Users belonging to this authorization group have the permission to post in this interval. When you want special periods with authorization check, use the first range for these periods. Authorize only those accountants, who are involved in the closing, to post in the special periods.

The user must have the authorization for the authorization object *F_BKPF_BUP* (accounting document: Authorization for posting periods) with the same value in the field *authorization group* as in the posting period table.

With new General Ledger Accounting, a third period interval is displayed. In this interval, open periods are stored for the real-time integration *CO → FI*.

The third interval controls whether FI postings triggered from CO are allowed to be posted in the periods. If the third interval is not filled, the entries in intervals 1 and 2 are also valid for these postings.

With new General Ledger Accounting, you have the option of controlling the values for which individual account assignment objects can be posted, and when. For example, it should be possible to post to profit center *1000*, even though the person responsible for profit center *2000* does not want to permit any more postings. A new section in *Customizing*, Opening and Closing Posting Periods by General Ledger Account Assignment Objects, covers this feature.

© Copyright . All rights reserved.

Determination of Posting Periods

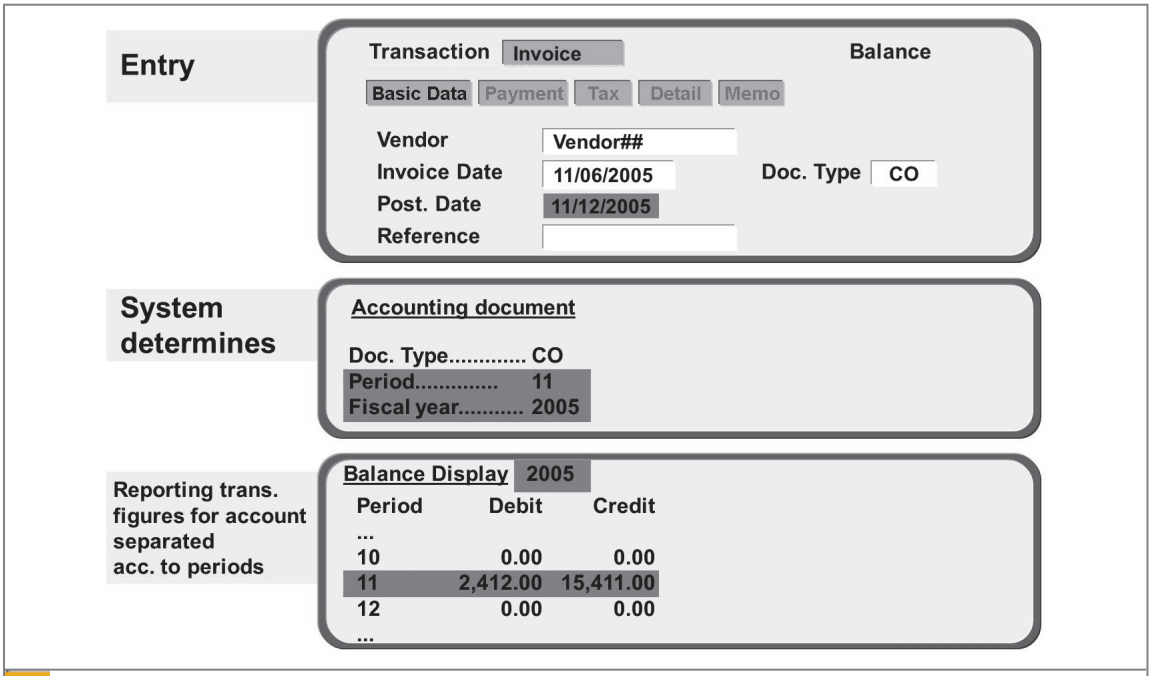


Figure 78: Determination of Posting Periods During Posting

When entering a document, you enter the posting date. The SAP ERP application automatically determines the posting period and the fiscal year based on the posting date entered.

The SAP ERP application determines the posting period and updates the transaction figures for each posting period.

If you display the balance of an account, the transactions figures for the posting periods are displayed.

How to Check Posting Periods

1. Attempt postings in closed posting periods.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Document Entry* → *General Posting*.
   b) On the *Enter G/L Account Posting: Header Data* screen, enter the following data:

Field Name or Data Type	Values
Document Date	Last date of current year + 1
Posting Date	Last date of current year + 1
Period	**1**
Company code	**1000**
Currency	**EUR**

© Copyright . All rights reserved.

Field Name or Data Type	Values
Pstky	**40**

c) Choose *Enter*.

d) Check the message *Posting period 001 is not open* and close the *Performance Assistant* dialog box.

e) On the *Enter G/L Account Posting: Header Data* screen, enter the following data:

Field Name or Data Type	Values
Document Date	Last date of current year
Posting Date	Last date of current year
Period	**12**
Company code	**1000**
Currency	**EUR**
Pstky	**40**

f) Choose *Enter*.

g) Check the message *Specify account number* and close the *Performance Assistant* dialog box. The posting period 12 is open and an account number is required to complete the posting.

2. Check the posting periods in variant 1000.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Environment* → *Current Settings* → *Open and Close Posting Periods*.

b) On the *Change View "Posting Periods: Specify Time Intervals": Overview* screen, check the posting periods for the variant 1000.

c) Return to the main menu.

How to Create Posting Period Variants and Maintain Posting Periods
Demonstrate the steps from the Create Posting Period Variants and Maintain Posting Periods exercise.

© Copyright . All rights reserved.

© Copyright . All rights reserved.

173 Create Posting Period Variants and Maintain Posting Periods

Business Example

The accounting department determines that subledgers should be closed at the end of a posting period. However, the general ledger accounts should stay open longer to enable the general ledger in Financial Accounting to be reconciled with Controlling for the period.

Create a posting period variant.

1. Create a posting period variant *PP##* with the name *Posting Periods GR##*. Fulfill the requirements of the accounting department that the subledgers are only open for the current month, while the general ledger is open for both the current month and the previous month.
2. Assign this posting period variant to your company code.

© Copyright . All rights reserved.

174 Create Posting Period Variants and Maintain Posting Periods

Business Example

The accounting department determines that subledgers should be closed at the end of a posting period. However, the general ledger accounts should stay open longer to enable the general ledger in Financial Accounting to be reconciled with Controlling for the period.

Create a posting period variant.

1. Create a posting period variant *PP##* with the name *Posting Periods GR##*. Fulfill the requirements of the accounting department that the subledgers are only open for the current month, while the general ledger is open for both the current month and the previous month.

   a) In Customizing, choose *Financial Accounting (New)* → *Financial Accounting Global Settings (New)* → *Ledgers* → *Fiscal Year and Posting Periods* → *Posting Periods* → *Define Variants for Open Posting Periods*.

   b) Choose *Edit* → *New Entries*.

   c) Enter the following data on the *'Change view "Posting Periods: Define Variants" Overview'* screen:

Field Name or Data Type	Values
Variant	**PP##**
Name	**Posting periods GR##**

   d) Choose *Save*.

   e) To define the periods in your variant, in Customizing, choose *Financial Accounting (New)* → *Financial Accounting Global Settings (New)* → *Ledgers* → *Fiscal Year and Posting Periods* → *Posting Periods* → *Open and Close Posting Periods*.

> Note:
> At this stage, you can either create new intervals or copy from existing intervals.

   f) Choose *Edit* → *New Entries*.

   g) Enter the following data on the *'Change view "Posting Periods: Specify Time Intervals" Overview'* screen:

© Copyright . All rights reserved.

Field Name or Data Type	Values
1st Item	
Var.	**PP##**
A	**+ valid for all accounts**
From Account	**Blank**
To Account	**Blank**
From Period 1	**Previous month**
Year	**Previous month's year**
To Period 1	**Current month**
Year	**Current year**

Field Name or Data Type	Values
2nd Item	
Var.	**PP##**
A	**D**
From Account	**Empty**
To Account	**ZZZZZZZZZZ**
From Period 1	**Current month**
Year	**Current year**
To Period 1	**Current month**
Year	**Current year**

Field Name or Data Type	Values
3rd Item	
Var.	**PP##**
A	**K**
From Account	**Empty**
To Account	**ZZZZZZZZZZ**
From Period 1	**Current month**
Year	**Current fiscal year**
To Period 1	**Current month**
Year	**Current year**

h) Choose *Save*.

© Copyright . All rights reserved.

i) To copy an existing interval, in Customizing, choose *Financial Accounting (New) → Financial Accounting Global Settings (New) → Ledgers → Fiscal Year and Posting Periods → Posting Periods → Open and Close Posting Periods*.

j) Select account types *D, K*, and *S* for the *0001* posting variant.

k) Choose *Edit → Copy as* to overwrite the values with *PP##* in the *Var*. field.

l) Choose *Save*.

2. Assign this posting period variant to your company code.

a) In Customizing, choose *Financial Accounting (New) → Financial Accounting Global Settings (New) → Ledgers → Fiscal Year and Posting Periods → Posting Periods → Assign Variants to Company Code*.

b) Enter the following information on the *'Change view "Assign Comp.Code – Posting Period Variants": Overview'* screen:

Field Name or Data Type	Values
Cocd	**GR##**
Variant	**PP##**

c) Choose *Save*.

Note:
You have just performed the following tasks:

- Created a variant for open posting periods.
- Defined the dates of the periods that are open.
- Assigned the posting period variant to your company code.

© Copyright . All rights reserved.

LESSON SUMMARY

You should now be able to:

- Understand the functionality of posting period variants and posting periods

© Copyright . All rights reserved.

Maintaining Posting Authorizations

178

LESSON OVERVIEW

This lesson explains how to configure posting authorization.

Business Example

The accounting manager wants to define different authorizations for posting large amounts for the accounting clerks and himself. For this reason, you require the following knowledge:

- An understanding of defining the amounts that specific groups of accounting clerks are allowed to post
- An understanding of assigning users to a tolerance group for the highest amounts

LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Maintain posting authorizations

Posting Authorization

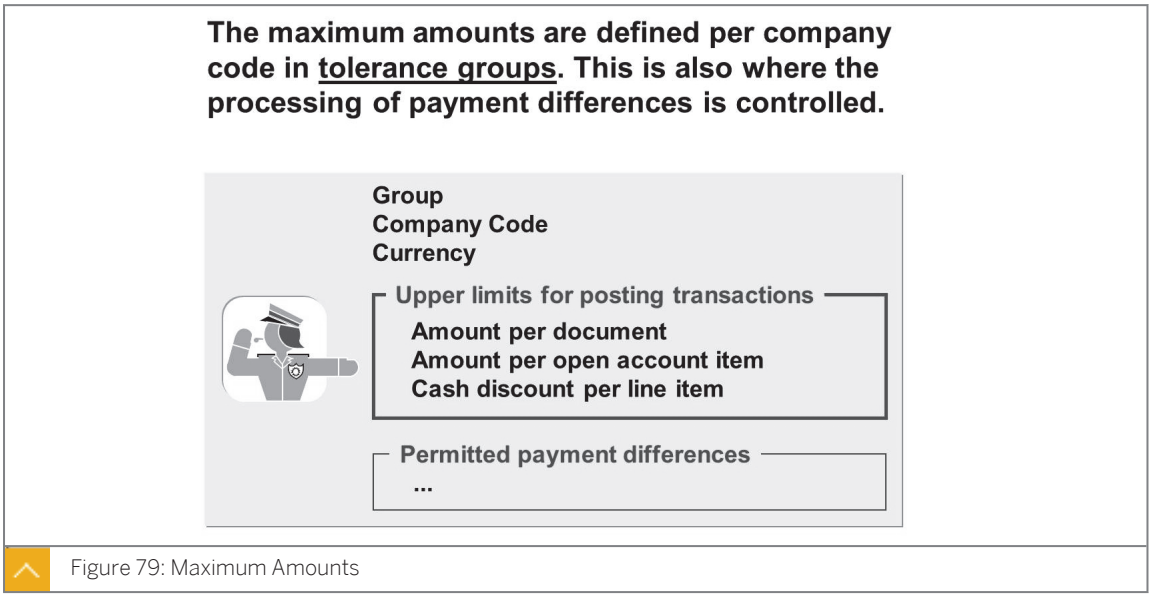


Figure 79: Maximum Amounts

In this section, you will focus on the upper limits for posting transactions within tolerance groups.

In *Define Tolerance Groups for Employees* in Customizing, define various upper amount limits for the employees.

© Copyright . All rights reserved.

Define the maximum tolerance for payment differences to determine the following aspects during a transaction posting and processing clearing transactions:

1. What is the maximum document amount the employee is authorized to post? (Amount per document - A total of all the debit line items or credit line items in a document.)
2. What is the maximum amount the employee can enter as a line item in a customer or vendor account? (Amount per open item.)
3. What is the maximum cash discount percentage the employee can grant in a line item? (Cash discount per line item.)
4. What is the maximum acceptable tolerance for payment differences (over payment or under payment) for the employee? (Revenue – Over payment, Expense – Under payment.)

You must assign accounting employees to a separate tolerance group in case you want to define special tolerances for them.

Each company code must always have a *Blank* tolerance group. This is the default tolerance group for employees who are not explicitly assigned to any other tolerance group.

You can assign only one tolerance group to an employee. However, you can assign a tolerance group to one or more company codes.

The following upper limits are applicable within the tolerance group:

- Amount per document

  This is the maximum posting amount per document and includes all the debit or credit items.

- Amount per open item

  This is the maximum posting amount per customer or vendor item and does not apply to automatically created line items (for example, line items generated through an automatic payment program).

Assigning Posting Authorizations

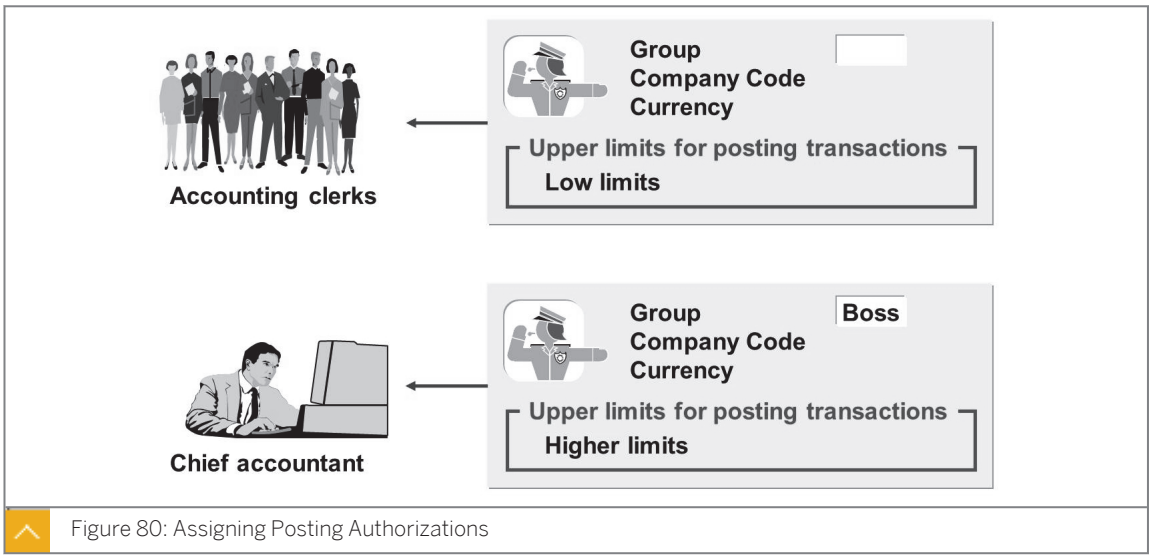


Figure 80: Assigning Posting Authorizations

© Copyright . All rights reserved.

You can create as many tolerance groups as you need. Every user can be explicitly assigned to a tolerance group.

If you do not assign users to any special tolerance group, then the entries in the blank tolerance group are valid for them.

The blank tolerance group usually contains values that apply to most employees.

For employees, who have especially high or low limits, you need to create a special tolerance group. You can then assign the special group to their user logon IDs.

How to Create a New Tolerance Group and Assign it to a User
Demonstrate the steps from the Create a New Tolerance Group and Assign it to Your User exercise.

How to Test the User's Posting Authorization

Do not forget to delete the *SUPV* tolerance limit for your user master record before the next lesson.

1. Test posting authorization.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Posting* → *Enter G/L Account Document*.
   b) Enter the following data:

Field Name or Data Type	Value
Company Code	**GR00 (check)**
Document Date	**Current date**
Posting Date	**Current date**
G/L Account	**100000**
D/C	**Debit**
Amount	**100,001**

   c) Choose *Enter*.

Caution:
You can only post amounts up to *100000*).

   d) Choose *Exit*.

© Copyright . All rights reserved.

181 Create a New Tolerance Group and Assign it to Your User

Business Example

The internal auditors have requested that the following maximum authorizations be defined for the accounting department:

- Accounting clerks

  500000 per document.

  100000 per open item.

  5% cash discount.

- Accounting manager

  5000000 per document.

  800000 per open item.

  10% cash discount.

Change an existing tolerance group, create a new one, and assign it to a user.

1. The tolerance group for accounting clerks is the *Blank* tolerance group. You must create a new tolerance group, *SUPV*, for the accounting supervisor. You need to consider the data in the business scenario. Modify *Blank* tolerance group.
2. Assign the tolerance group of the accounting manager to your user.

Note:
You have just performed the following tasks:

- Created a new tolerance group for supervisors.
- Added new tolerance limits to your supervisor.
- Assigned the supervisor's tolerance group to your user. This is an example of the variant principle.

© Copyright . All rights reserved.

182 Create a New Tolerance Group and Assign it to Your User

Business Example

The internal auditors have requested that the following maximum authorizations be defined for the accounting department:

- Accounting clerks

  500000 per document.

  100000 per open item.

  5% cash discount.

- Accounting manager

  5000000 per document.

  800000 per open item.

  10% cash discount.

Change an existing tolerance group, create a new one, and assign it to a user.

1. The tolerance group for accounting clerks is the *Blank* tolerance group. You must create a new tolerance group, *SUPV*, for the accounting supervisor. You need to consider the data in the business scenario. Modify *Blank* tolerance group.

   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting (New)* → *Financial Accounting Global Settings (New)* → *Document* → *Tolerance Groups* → *Define Tolerance Groups for Employees*.

   b) Double-click your company code, *GR##*.

   c) Enter the following data on the *'Change View "FI Tolerance Groups For Users": Overview'* screen:

Field Name or Data Type	Value
Amount per Document	`500000`
Amount per Open Item	`100000`
Cash Discount per Line Item	`5%`

   d) Choose *Save*.

   e) Select the tolerance group you just modified.

   f) Choose *Edit* → *Copy as*.

© Copyright . All rights reserved.

g) Enter the following data on the *'Change View "FI Tolerance Groups For Users": Details'* screen:

Field Name or Data Type	Value
Group	**SUPV**
Company Code	**GR##**
Amount per Document	**5000000**
Amount per Open Item Account Item	**800000**
Cash Discount per Line Item	**10%**

h) Choose *Enter*.

i) Choose *Save*.

2. Assign the tolerance group of the accounting manager to your user.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting (New)* → *Financial Accounting Global Settings (New)* → *Document* → *Tolerance Groups* → *Assign User/Tolerance Groups*.

b) Choose *Edit* → *New Entries*.

c) Enter the following data on the *New Entries: Overview of Added Entries* screen:

Field Name or Data Type	Value
User Name	**Your user name**
Tolerance Group	**SUPV**

d) Choose *Save*.

Note:
You have just performed the following tasks:

- Created a new tolerance group for supervisors.
- Added new tolerance limits to your supervisor.
- Assigned the supervisor's tolerance group to your user. This is an example of the variant principle.

© Copyright . All rights reserved.

LESSON SUMMARY

You should now be able to:

- Maintain posting authorizations

© Copyright . All rights reserved.

185

Creating Simple Documents in Financial Accounting

LESSON OVERVIEW

This lesson explains how to create simple financial accounting documents.

Business Example

The customer has heard about the easy-to-use ENJOY transactions and wants to try them out. For this reason, you require the following knowledge:

- An understanding of how to post simple documents in Financial Accounting

The ENJOY postings in the general ledger, customer, and vendor areas are single-screen transactions. You can enter documents with a minimum number of entries on one screen.

You can enter the general data for the document in the upper pane of the screen. This is the data that you want to enter or process along with the customer or vendor item data. Important fields are on the initial tab while the less frequently used fields and detailed information are on subsequent tabs.

In the lower pane of the screen, you can enter the invoice or line items in a table. After making the entries, you can check, hold, or post the document. The SAP ERP application uses the check, proposal, and posting logic of the following existing entry transactions:

- Invoice
- Credit memo fast entry
- Standard document entry

The ENJOY transactions are offered parallel to the standard transactions.

To access the standard transactions (general or complex posting screens), use the following navigation path:

- On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable/Accounts Payable* → *Document Entry* → *Invoice* → *General/Credit Memo* → *General*.
- On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Posting* → *General Posting*.

You can use some of the menu options to branch out into the complex postings from the easy transactions (for example, asset purchase from vendor).

Note:
You cannot return to the initial screen from this complex posting transaction.

© Copyright . All rights reserved.

The user-specific editing options enable you to individually control the following aspects:

- Display and entry of the document type
- Posting period

LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Post simple FI documents

Simple FI Documents

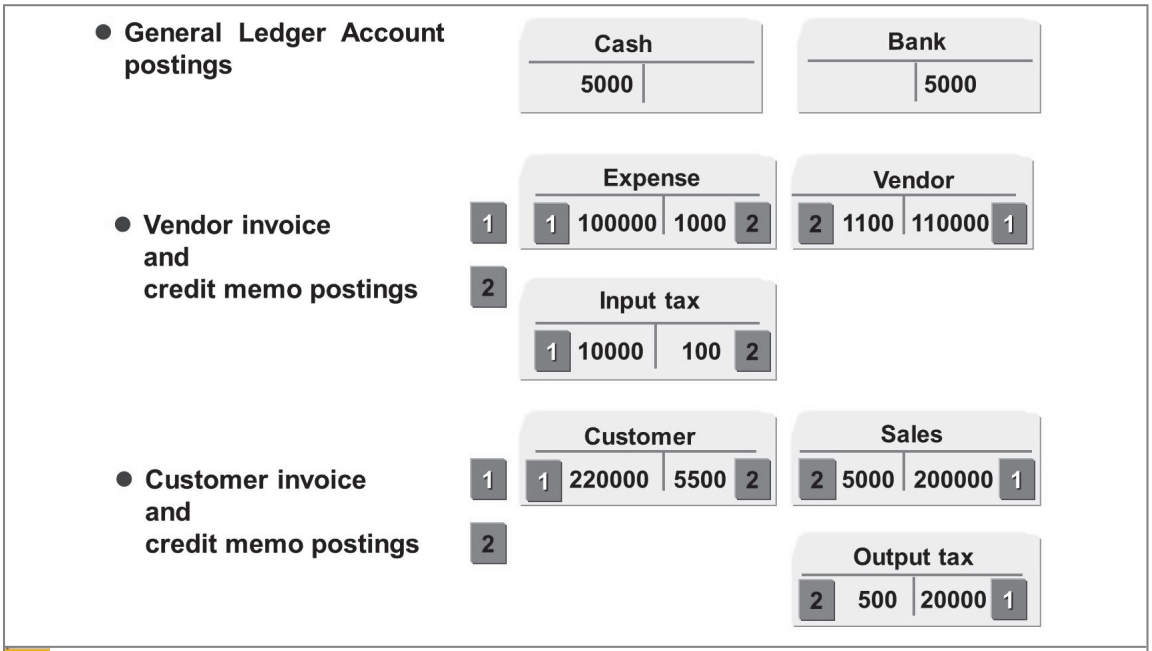


Figure 81: Simple Postings in SAP ERP Financials

The SAP Financial Accounting component uses one posting transaction for the following types of postings:

- General ledger account postings
- Customer invoice postings
- Customer credit memo postings
- Vendor invoice postings
- Vendor credit memo postings

© Copyright . All rights reserved.

Using the ENJOY Posting Screen

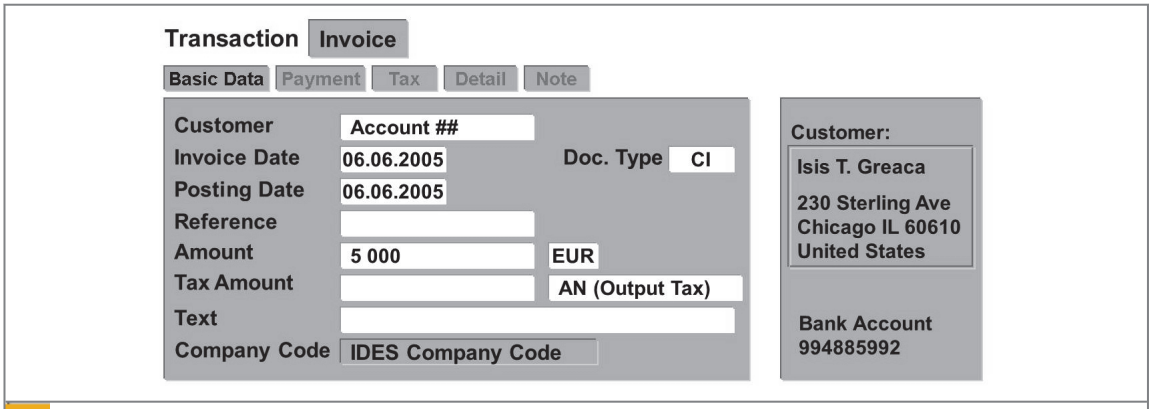


Figure 82: ENJOY Posting Screen – Header and First Line Item

You enter the general data for the posting document in the document header.

For example, you can enter the following fields in the document header:

- Invoice date
- Posting date
- Text

For entering invoice and credit memos received, you can define a document type for each transaction. This document type then appears as a general default value. You can overwrite this proposed document type at any time as long as the document type field is ready for input during document entry. If you do not define a document type, the system proposes standard document types (for example, using KR for entering vendor invoices).

The important input fields are in the foreground on the initial tab and the fields used less frequently are on the subsequent tabs.

With customer and vendor invoices, you enter the business partner account data in this section together with the invoice or credit memo amount.

Then, when you choose *Enter*, the business partner master data is also displayed alongside the account name, address, and bank details.

You can display an open item list by choosing the *Open Items* pushbutton.

In addition to the header and item data, the entry screen also contains an information area where you can see the account balance.

You can use the Tree pushbutton to access and select the following templates:

- Screen variants
- Account assignment templates
- Held documents

Users can navigate from the tree structure on the left side of the screen.

© Copyright . All rights reserved.

ENJOY Posting Screen – Additional Line Items

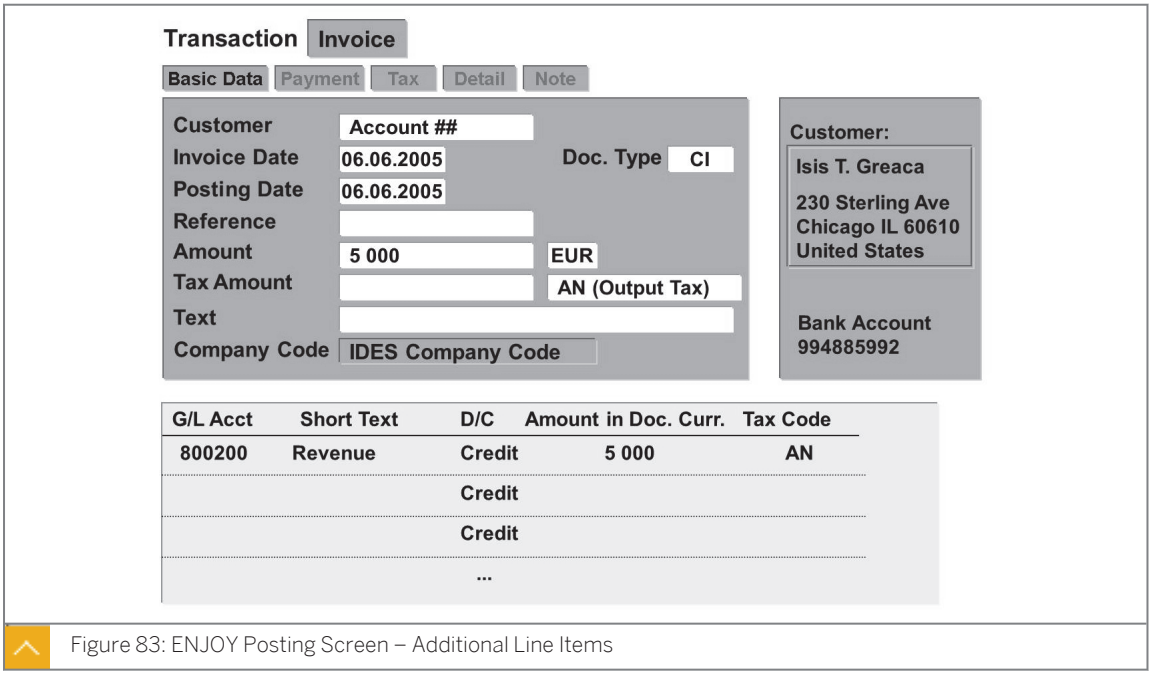


Figure 83: ENJOY Posting Screen – Additional Line Items

You can enter additional line items for the document in the table at the lower portion of the screen. After you make and confirm your entries, the account name appears.

You can select different fields or columns and change their size and sequence. You can also copy line items.

Once the balance is zero, you can select one of the following tasks to complete the document entry transaction:

- Park
- Post
- Hold

You can still use the standard transaction for entering postings.

For complex postings, you can access a standard posting transaction through the menu. You cannot access the ENJOY screen from the standard posting transactions.

You can enter explanatory text for each line item. This line item text can be used internally as well as externally. To use the text for external purposes, for example, in Correspondence, Dunning notices, and Payment Advice, enter a "*" in front of the text.

Note:
The * is removed for the printout.

In *Customizing*, you can define text templates under a four-digit key. When you enter the relevant key in the text field during document entry, these text templates are automatically copied into the line item.

© Copyright . All rights reserved.

How to Post FI Documents

Demonstrate the steps of the Post FI Documents exercise.

Ensure the following preparations are complete before performing the exercise:

Verify the details for the fiscal year variant, posting period variant, field status variant, and workflow variant.

1. In Customizing, choose *Financial Accounting (New)* → *Financial Accounting Global Settings (New)* → *Global Parameters for Company Code* → *Enter Global Parameters*.
2. Enter the following data:

Field Name or Data Type	Values
CoCd	**1000**
Company Name	**IDEAS AG**
City	**Frankfurt**
Country	**DE**
Crcy	**EUR**
Language	**DE**

3. Choose *Display*.
4. On the *Change View* screen, verify the following details:

Field Name or Data Type	Values
Fiscal Year Variant	**K4**
Field Status Variant	**1000**
Pstng Period Variant	**1000**
Workflow Variant	**1000**

How to Post FI Documents (Classic Posting)

1. Carry out general ledger account classic posting.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document Entry* → *Invoice - General*.
   b) Enter the following data:

© Copyright . All rights reserved.

Field Name or Data Type	Values
Document Date	**Current date**
Posting Date	**Current date**
Type	**DR**
Period	**12**
Company Code	**1000**
Currency/Rate	**EUR**
PstKy	**01**
Account	**1000**

c) Press ENTER.

d) On the *Enter Customer Invoice: Add Customer item* screen, enter following data:

Field Name or Data Type	Values
Amount	**5500**
Calculate tax	Select
PstKy	**50**
Account	**800200**

e) Press ENTER.

f) On the *Enter Customer invoice: Add G/L account item* screen, enter **5500** in the *Amount* value.

g) Select *Output Tax 10%* in the *Tax Code* field.

h) Choose the *Mehr* pushbutton.

i) In the *Coding Block* dialog box, enter **PR00** in the *Profit Center* field.

j) Choose *Continue*.

k) Choose *Post* to save the document.

© Copyright . All rights reserved.

Post FI Documents

189

Business Example

Now that you have configured document control according to the client's requirements, the client has asked you to test the settings you have created. Therefore, you need to post some simple documents in the SAP ERP application.

> Caution:
> Remember that you assigned the Accounting Manager's tolerance group to your user in the last exercise. This means that the amount thresholds defined in the *SUPV* tolerance group also apply to you. If necessary, change your tolerance group to *Blank* again.

Post simple documents in Financial Accounting.

1. 5,000 units of the local currency are drawn from the house bank account and put into petty cash. Post this transaction (cash account: 100000; account bank position: 113100, each with profit center: 1000).

   Record the document number.

   > Hint:
   > Choose the *Tree off* pushbutton so that the document entry window fills the entire screen.

2. Your Accounting Manager rented a car for an out-of-town conference. Post a vendor invoice for 110 units of the local currency to the vendor account you created earlier (Vendor##). Choose the *Calculate Tax* option. Use the tax code 1I (input tax (course) 10%). Enter the A## authorization number that you received from the accounting manager in the *Reference* field.

   Post the expense to profit center PR## and the *Sports Car Rental* expense AE02## account that you created. Use document type ## and enter a description (Conference ##) in the required *Text entry* field in the line item.

   Make a note of the document number.

   > Hint:
   > If you cannot enter the document type in the document header, use the *Editing Options* pushbutton and under the *Doc. Type* option, choose *Entry with Short Name.*

© Copyright . All rights reserved.

3. While at the conference, the Accounting Manager took clients out to dinner. Post an additional invoice for 330 units of the local currency to the *Entertainment Expense* account AE01## using the same criteria as in the previous task.

   Record your new document number.

4. Post a customer invoice for 220000 to your customer account. Choose the *Calculate Tax* option. Use the tax code 10 (output tax (course) 10%). Post to the revenue account 800200.

   Make a note of the document number.

   Hint:
   Choose the *Tree off* pushbutton so that the document entry window fills the entire screen.

5. Post a customer credit memo for 5,500 units of the local currency to the customer account you created earlier. Use the tax code 10 (output tax (course) 10%) and revenue account 800200.

   Make a note of the document number.

6. Display your customer's and/or vendor's line items to check the postings you made.

© Copyright . All rights reserved.

Post FI Documents

191

Business Example

Now that you have configured document control according to the client's requirements, the client has asked you to test the settings you have created. Therefore, you need to post some simple documents in the SAP ERP application.

> Caution:
> Remember that you assigned the Accounting Manager's tolerance group to your user in the last exercise. This means that the amount thresholds defined in the *SUPV* tolerance group also apply to you. If necessary, change your tolerance group to *Blank* again.

Post simple documents in Financial Accounting.

1. 5,000 units of the local currency are drawn from the house bank account and put into petty cash. Post this transaction (cash account: 100000; account bank position: 113100, each with profit center: 1000).

   Record the document number.

   > Hint:
   > Choose the *Tree off* pushbutton so that the document entry window fills the entire screen.

   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Document Entry* → *Enter G/L Account Document*.

   b) Enter the following data on the *Enter G/L Account Document* screen:

   > Note:
   > If prompted, enter your company code, **GR##**, then choose *Enter*.

Field Name or Data Type	Values
Basic Data	
Document Date	**Current date**
Posting Date	**Current date**
First Item	

© Copyright . All rights reserved.

Field Name or Data Type	Values
G/L Account	**100000**
D/C	**Debit**
Amount in Doc. Curr.	**5000**
Profit center	**1000**
Second Item	
G/L Account	**113100**
D/C	**Credit**
Amount in Doc. Curr.	**5000**
Profit center	**1000**

c) Choose *Document* → *Simulate*.

d) Check the document.

e) Double-click a line item to display or change data.

f) Choose *Post* to save the document.

g) Make a note of the document number.

2. Your Accounting Manager rented a car for an out-of-town conference. Post a vendor invoice for 110 units of the local currency to the vendor account you created earlier (Vendor##). Choose the *Calculate Tax* option. Use the tax code 1I (input tax (course) 10%). Enter the A## authorization number that you received from the accounting manager in the *Reference* field.

   Post the expense to profit center PR## and the *Sports Car Rental* expense AE02## account that you created. Use document type ## and enter a description (Conference ##) in the required *Text entry* field in the line item.

   Make a note of the document number.

Hint:
If you cannot enter the document type in the document header, use the *Editing Options* pushbutton and under the *Doc. Type* option, choose *Entry with Short Name.*

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Document Entry* → *Invoice*.

b) Enter the following data on the *Enter Vendor Invoice* screen:

Field Name or Data Type	Values
Basic Data	
Vendor	**Vendor##**
Invoice Date	**Current date**

© Copyright . All rights reserved.

Field Name or Data Type	Values
Reference	**A##**
Posting Date	**Current date**
Document Type	**Authorized expenses ##.** If the document type is not ready for input, then choose the *Editing options* pushbutton and select *Entry with short name* under Doc.type option).
Amount	**110**
Currency	**Company code currency**
Calculate Tax	**Select**
Tax Code	**11 (input tax - course 10%)**
Items	
G/L Acct	**AE02##**
D/C	**Debit**
Amount in Doc. Curr.	**110**
Tax Code	**11 (input tax - course 10%)**
Text	**Conference**
Profit Center	**PR##**

c) Choose *Document* → *Simulate*.

d) Check the document.

e) Double-click a line item to display or change data.

f) Choose *Post* to save the document.

g) Make a note of the document number.

Hint:
If no profit center is specified by or derived by a controlling object for an affecting account, in the IDES system the default profit center *NGL_4020 REWE Training* is set automatically by substitution.

3. While at the conference, the Accounting Manager took clients out to dinner. Post an additional invoice for 330 units of the local currency to the *Entertainment Expense* account AE01## using the same criteria as in the previous task.

   Record your new document number.

   a) Repeat the above steps to post an additional vendor invoice for 330 units of the local currency to the *Entertainment Costs* account *AE01##*.

   b) Record your new document number.

© Copyright . All rights reserved.

4. Post a customer invoice for 220000 to your customer account. Choose the *Calculate Tax* option. Use the tax code 1O (output tax (course) 10%). Post to the revenue account 800200.

   Make a note of the document number.

>
> Hint:
> Choose the *Tree off* pushbutton so that the document entry window fills the entire screen.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document Entry* → *Invoice*.

b) Enter the following data on the *Enter Customer Invoice* screen:

>
> Note:
> If prompted, enter your company code, **GR##** using the *Company Code* pushbutton, then choose *Enter* .

Field Name or Data Type	Values
Basic Data	
Customer	**Your customer**
Invoice Date	**Current date**
Posting Date	**Current date**
Amount	**220000**
Currency	**Company code currency**
Calculate Tax	**Select**
Tax code	**1O (Output tax (course) 10%)**
Items	
G/L Acct	**800200**
D/C	**Credit**
Amount in Doc. Curr.	**220000**
Tax Code	**1O (Output tax (course) 10%)**
Profit Center	**PR##**

c) Choose *Document* → *Simulate*.

d) Check your document.

e) Double-click a line item to display or change data.

f) Choose *Post* to save the document.

g) Record your document number.

© Copyright . All rights reserved.

5. Post a customer credit memo for 5,500 units of the local currency to the customer account you created earlier. Use the tax code 10 (output tax (course) 10%) and revenue account 800200.

   Make a note of the document number.

   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document Entry* → *Credit Memo*.

   b) Enter the following data on the *Enter Customer Credit Memo* screen:

Field Name or Data Type	Values
Basic Data	
Customer	**Your customer**
Invoice Date	**Current date**
Posting Date	**Current date**
Amount	**5500**
Currency	**Company code currency**
Calculate Tax	**Select**
Tax Code	**1O (Output tax (course) 10%)**
Items	
G/L Acct	**800200**
D/C	**Credit**
Amount in Doc. Curr.	**5500**
Tax Code	**1O (Output tax (course) 10%)**
Profit Center	**PR##**

   c) Choose *Document* → *Simulate*.

   d) Check the document.

   e) Double-click a line item to display or change data.

   f) Choose *Post* to save the document.

   g) Make a note of the document number.

6. Display your customer's and/or vendor's line items to check the postings you made.

   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable/Accounts Payable* → *Account* → *Display/Change Line Items*.

   b) Enter the following data on the *Vendor Line Item Display* screen (or the *Customer Line Item Display* screen):

Field Name or Data Type	Values
Customer or Vendor Account	**Enter your customer or vendor number.**

© Copyright . All rights reserved.

Field Name or Data Type	Values
Company Code	**GR##**

c) Choose *Execute*.

Note:
You have just posted two vendor invoices, a customer credit memo and a customer invoice. You then displayed the line items to check your postings of line items.

© Copyright . All rights reserved.

LESSON SUMMARY

You should now be able to:

- Post simple FI documents

© Copyright . All rights reserved.

© Copyright . All rights reserved.

Learning Assessment

199

1. A fiscal year variant defines the number of periods in the fiscal year.

   Determine whether this statement is true or false.

   - ☐ True
   - ☐ False

2. Document types are created on company code level.

   Determine whether this statement is true or false.

   - ☐ True
   - ☐ False

3. Which of the following statements is correct for external number assignment?

   Choose the correct answer.

   - ☐ **A** The number is the last document number.
   - ☐ **B** The number is automatically assigned.
   - ☐ **C** The number is entered by the user.
   - ☐ **D** The number must be assigned in a sequence.

4. In external number assignment, the numbering must be numeric.

   Determine whether this statement is true or false.

   - ☐ True
   - ☐ False

5. A number range can only be assigned to a single document type.

   Determine whether this statement is true or false.

   - ☐ True
   - ☐ False

© Copyright . All rights reserved.

6. For general ledger account posting, which one of the following standard posting keys is for debit?

   Choose the correct answer.

   - [ ] A 01
   - [ ] B 31
   - [ ] C 40
   - [ ] D 50

7. You can use posting keys for assets and materials only if the corresponding SAP components are installed.

   Determine whether this statement is true or false.

   - [ ] True
   - [ ] False

8. It is possible for several company codes to use the same posting period variant.

   Determine whether this statement is true or false.

   - [ ] True
   - [ ] False

9. If you do not assign users to any special tolerance group, then the entries in the default tolerance group are valid for them.

   Determine whether this statement is true or false.

   - [ ] True
   - [ ] False

10. You can create as many tolerance groups as you need.

    Determine whether this statement is true or false.

    - [ ] True
    - [ ] False

© Copyright . All rights reserved.

11. Which of the following tolerance group must every company code always have?

Choose the correct answer.

- ☐ A Blank
- ☐ B Special
- ☐ C Defined
- ☐ D Named

12. You can only complete the document entry transaction once the account balance is zero.

Determine whether this statement is true or false.

- ☐ True
- ☐ False

© Copyright . All rights reserved.

Learning Assessment - Answers

202

1. A fiscal year variant defines the number of periods in the fiscal year.

   Determine whether this statement is true or false.

   - [x] True
   - [ ] False

2. Document types are created on company code level.

   Determine whether this statement is true or false.

   - [ ] True
   - [x] False

3. Which of the following statements is correct for external number assignment?

   Choose the correct answer.

   - [ ] A The number is the last document number.
   - [ ] B The number is automatically assigned.
   - [x] C The number is entered by the user.
   - [ ] D The number must be assigned in a sequence.

4. In external number assignment, the numbering must be numeric.

   Determine whether this statement is true or false.

   - [ ] True
   - [x] False

© Copyright . All rights reserved.

5. A number range can only be assigned to a single document type.

   Determine whether this statement is true or false.

   - [ ] True
   - [x] False

6. For general ledger account posting, which one of the following standard posting keys is for debit?

   Choose the correct answer.

   - [ ] A 01
   - [ ] B 31
   - [x] C 40
   - [ ] D 50

7. You can use posting keys for assets and materials only if the corresponding SAP components are installed.

   Determine whether this statement is true or false.

   - [x] True
   - [ ] False

8. It is possible for several company codes to use the same posting period variant.

   Determine whether this statement is true or false.

   - [x] True
   - [ ] False

9. If you do not assign users to any special tolerance group, then the entries in the default tolerance group are valid for them.

   Determine whether this statement is true or false.

   - [x] True
   - [ ] False

© Copyright . All rights reserved.

10. You can create as many tolerance groups as you need.

    Determine whether this statement is true or false.

    - [x] True
    - [ ] False

11. Which of the following tolerance group must every company code always have?

    Choose the correct answer.

    - [x] A Blank
    - [ ] B Special
    - [ ] C Defined
    - [ ] D Named

12. You can only complete the document entry transaction once the account balance is zero.

    Determine whether this statement is true or false.

    - [ ] True
    - [x] False

© Copyright . All rights reserved.

UNIT 4 Posting Control

Lesson 1

Analyzing Document Splitting 271
Exercise 18: Post a Document with Document Splitting 277

Lesson 2

Maintaining Default Values 282
Exercise 19: Maintain Default Values 287

Lesson 3

Configuring Change Control 291
Exercise 20: Maintain the Change Control for One Field 297

Lesson 4

Configuring Document Reversal 302
Exercise 21: Post a Document Reversal and Control the System Settings 307

Lesson 5

Configuring Payment Terms and Cash Discounts 312
Exercise 22: Maintain a New Payment Term, Assign it to a Vendor, and Post an Invoice 321

Lesson 6

Understanding and Maintaining Taxes and Tax Codes 340
Exercise 23: Create a New Tax Code and Use it to Post a Customer Invoice 351

Lesson 7

Maintaining and Posting Cross-Company Code Transactions 355
Exercise 24: Configure and Post Cross-Company Code Transactions 357
Exercise 25: Post and Display Cross-Company Code Transactions 363

Lesson 8

Configuring Real-Time Integration 367
Exercise 26: Configure a Real-Time Integration Variant and Assign it to a Company Code 371

© Copyright . All rights reserved.

Exercise 27: Enter a Cost Center Reposting, Check the Created Documents (CO and FI), and Check the Log (Real-Time Integration) 375

UNIT OBJECTIVES

- Analyze document splitting
- Maintain default values
- Configure change control
- Configure document reversal
- Configure payment terms
- Prepare cash discounts
- Prepare taxes
- Configure tax codes
- Configure basic settings for cross-company code transactions
- Post cross-company code transactions
- Configure real-time integration
- Post documents using real-time integration

© Copyright . All rights reserved.

Unit 4
Lesson 1

Analyzing Document Splitting

207

LESSON OVERVIEW
This lesson explains the concept of document splitting.

Business Example

You need to analyze document splitting. You also need to post documents with document splitting. For this reason, you require the following knowledge:

- An understanding of the concept of document splitting in new General Ledger Accounting.
- An understanding of the difference between active and passive document splitting.
- An understanding of how to enter document splitting in Customizing.

The settings for document splitting can be made quickly. However, since these settings cannot be changed after they have been implemented (as described in Note 891144), they impact the entire project.

Base the demos in this lesson on the exercises and extensive solution descriptions.

LESSON OBJECTIVES
After completing this lesson, you will be able to:

- Analyze document splitting

© Copyright . All rights reserved.

Views in New General Ledger Accounting

A financial accounting document always has two views in new General Ledger Accounting:

The **Data Entry View** and the **General Ledger View**

Besides the leading ledger, you may also see the document in other, non-leading ledgers in the General Ledger view.

Definition:

· **Data Entry View** *: **View** of how a document appears to the document creator and therefore **how** it is shown in the **subledgers** (AP/AR/AA).

·**General Ledger View**: **View** of **how** a document appears (only) in the **General Ledger.**

* Short form of "Data Entry View": **Entry View**

Figure 84: Entry View and General Ledger View (in New General Ledger Accounting)

Displaying a document in the Entry View and the General Ledger View is defined in new General Ledger Accounting and cannot be switched on or off using Customizing.

In classic General Ledger Accounting, you can display a document in one view only, which corresponds to the Entry View of new General Ledger Accounting.

Document Splitting

New General Ledger Accounting offers the following aspects for a balance sheet analysis below the company code level, for example for segment reporting:

- The *Profit Center*, *Segment*, and *Business Area* entities, which are by default part of the new General Ledger Accounting totals table (FAGLFLEXT).

- FI drilldown reports based on the totals table FAGLFLEXT.

Requirement: All posting lines must be assigned to segments (or profit centers, or business areas).

Entry View

CoCd	Itm	BS	Account	Description	Amount	Curr.	Segment
AA00	1	31	1000	Vendor X	11,000-	EUR	
	2	40	417000	Purch. Services	4,000	EUR	SEG A
	3	40	417000	Purch. Services	6,000	EUR	SEG B
	4	40	154000	Input Tax	1,000	EUR	

Solution: Document Splitting

Figure 85: Document Splitting

© Copyright . All rights reserved.

You can display the profit and loss statement using the following objects:

- Profit center
- Business area
- Segment

Line items are not displayed split in the Entry View.

The line items are displayed split in the General Ledger View, when using document splitting.

Note:
Document splitting is only for customers who have to or want to enter a further characteristic. For example, a customer may want to enter a segment on the balance sheet in addition to the company code.

Document Splitting – Active Split

Mapped business transaction:

- **Vendor invoice** with **multiple expense line items** and different account assignments (with 10% tax)

Entry View:

CCd	P	BS	Acc.	Description	Amount	Curr.	Tx	CCtr	PC	Segment
AA00	1	31	1000	Miller Inc.	11,000.00-	EUR	1I			
	2	40	477000	Advert. Costs	1,000.00	EUR	1I	1000	1000	SEG A
	3	40	417000	Purch. Services	9,000.00	EUR	1I	4140	1402	SEG B
	4	40	154000	Input Tax	1,000.00	EUR	1I			

General Ledger View:

CCd	P	BS	Acc.	Description	Amount	Curr.	Tx	CCtr	PC	Segment
AA00	1	31	160000	Vendor Payable	1,100.00-	EUR	1I		1000	SEG A
	2	40	477000	Advert. Costs	1,000.00	EUR	1I	1000	1000	
	4	40	154000	Input Tax	100.00	EUR	1I		1000	
	1	31	160000	Vendor Payable	9,900.00-	EUR	1I		1402	SEG B
	3	40	417000	Purch. Services	9,000.00	EUR	1I	4140	1402	
	4	40	154000	Input Tax	900.00	EUR	1I		1402	

Layout sorted by segment in ascending order

Figure 86: Document Splitting – Active Split

The entities defined as splitting, characteristics are inherited in posting lines where the characteristics wheren't specified. In the figure, the balance of the profit center and segment characterstics is zero.

The figure also shows the vendor and tax lines in the General Ledger View. The vendor and tax lines (items 1 and 4) are split in accordance with the expense lines (items 2 and 3, and expense accounts 477000 and 417000).

Document splitting, also known as an online split, enables companies to create complete balance sheets for objects.

If you do not activate document splitting, then there is no difference between the Entry View and the General Ledger View.

© Copyright . All rights reserved.

Document Splitting in Customizing

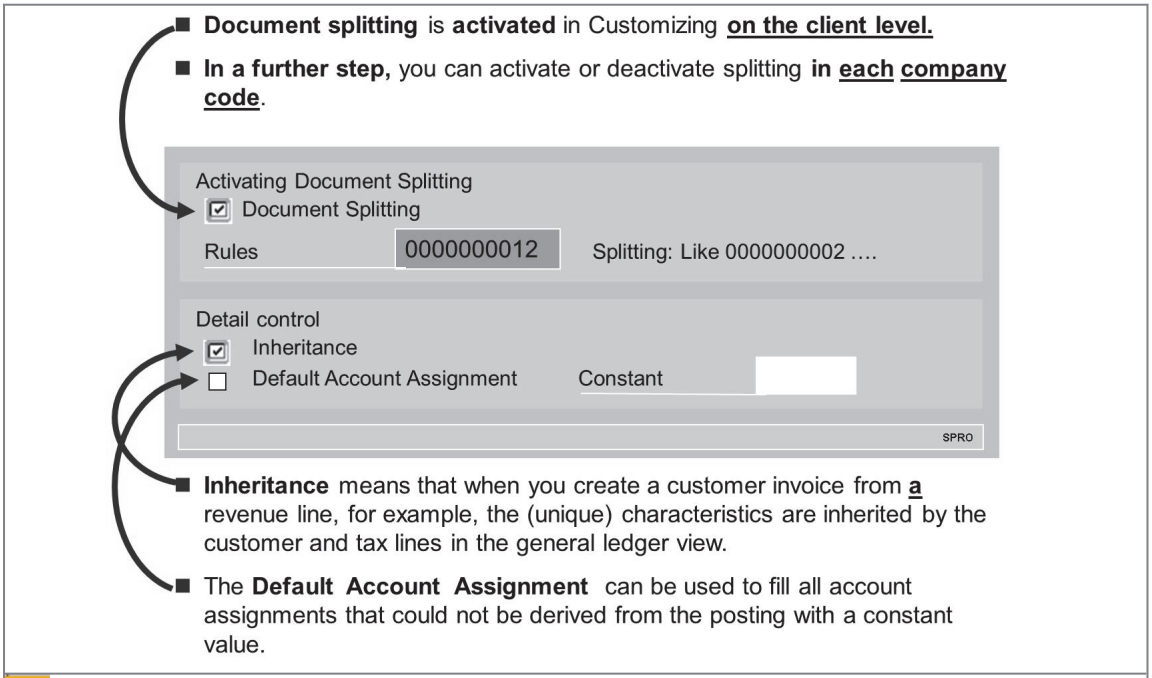


Figure 87: Activating Document Splitting

You activate document splitting in Customizing.

On the *Customizing* screen, choose *Financial Accounting (New)* → *General Ledger Accounting (New)* → *Business Transactions* → *Document Splitting* → *Activate Document Splitting*.

The SAP ERP application provides splitting method *0000000012* as the default procedure to make modifications, you copy the default procedure to a custom entry, such as *Z000000012*.

Note:
You activate document splitting for each client and deactivate it for each company code. However, the decision to split documents is made at company code level. All company codes of a client can only use the same document splitting procedure.

Inheritance and Default Account Assignment Concepts

You can enable the following settings when you activate document splitting:

Concept	Description
Inheritance	If an account assignment object is unique, the object is inherited online in all missing positions. The indicator for inheritance should always be set when activating document setting.

© Copyright . All rights reserved.

Concept	Description
Default Account Assignment	If If no value is entered or derived for a splitting charateristic during document posting; then a default value, such as a profit center or segment, can be set automatically. To use default account assignment, you must first define a constant in Customizing.

Implementation Guide (IMG): *Financial Accounting (New)*, *General Ledger Accounting (New)*, *Business Transactions → Document Splitting → Edit Constants for Non-assigned Processes*.

Note that using a default value can reduce data quality. When you use a default value, the constant replaces every missing object and the incorrect document splitting rules are hard to identify in order to correct. To use default account assignment, carry out a test without default values. This will help you locate any possible errors.

Steps in Document Splitting

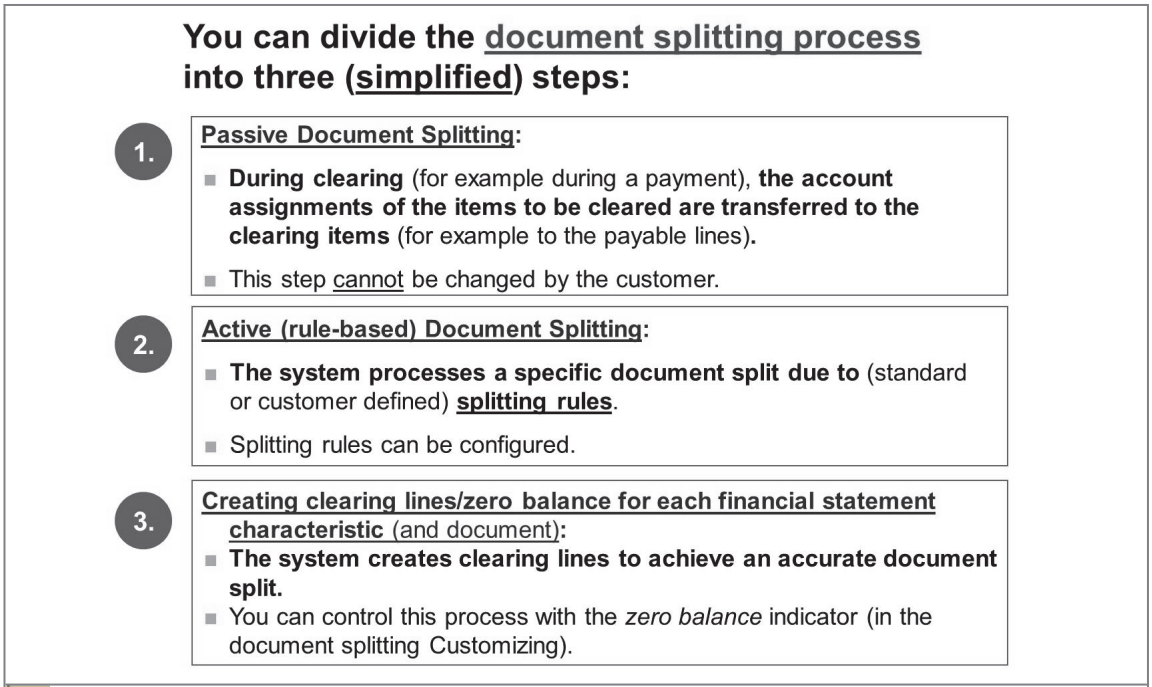


Figure 88: Steps Involved in Document Splitting (+ Note)

The following steps occur in the document splitting process:

© Copyright . All rights reserved.

Split Type	Description	Example
Passive	During clearing, the entities, such as segments of the document being cleared, are copied to the clearing document without any change.	During a payment, an incoming invoice is assigned to multiple accounts. The incoming invoice is divided over two segments, A and B, in the proportion 60:40. During clearing, the payment is split 60:40 over the segments. This is seen only in the General Ledger View.
Active	For documents that do not show clearing, you can create individual distribution rules in Customizing. You can create rules to specify the portions of a document that will be divided according to certain basic positions. The document type is the basis for the rule.	An incoming invoice assigned to multiple accounts.
Creating clearing lines or zero balance formation	This function is used if, in addition to the total document, the objects to be balanced within the document (for example, profit center or segment) have to be balanced to zero.	Without this function, a transfer posting from segment A to segment B on the same account creates two line items. Zero balance formation creates two further clearing lines.

Caution:
Note 1085921 describes document splitting in detail and contains various PDF attachments with examples. You can activate document splitting subsequently by migrating the existing data (scenario 6).

Document splitting settings cannot be changed after this. This information is mentioned in Note 891144: New GL/Document Splitting: Risks of Subsequent Changes. In contrast to other topics in accounting, it is not possible to make a correction using a program due to the complex storage of information in multiple tables, *FAGLFLEX** and *FAGL_SPLINFO* (totals table, objects tables, and split table).

How to Post a Document with Document Splitting

Demonstrate the steps from the Post a Document With Document Splitting exercise.

© Copyright . All rights reserved.

Post a Document with Document Splitting

213

Business Example

An outgoing invoice is divided and assigned to different objects (two profit centers with various segments). You require the receivables and tax to be split according to the revenue lines.

1. Enter a customer invoice for the revenues. Use the following data:

Field Name or Data Type	Values
Company Code	**GR##**
Customer	**Your customer**
Invoice Date	**Current date**
Amount	**110000**
Calculate Tax	**Deselect**
Tax Amount	**10000**
Tax Code	**1O (Output tax 10%)**
Text	**Other sales group ##**
G/L Account Item 1	
G/L acct	**800200**
Amount in doc.curr.	**60000**
CO-relevant account assignment: Profit center	**PR## (Segment SERV)**
G/L Account Item 2	
G/L acct	**800200**
Amount in doc.curr.	**40000**
CO-relevant account assignment: Profit center	**1000 (Segment CONS)**

Before saving, simulate your document:

With the classic simulation option, you can see the subsequent Entry View for the FI document. Use the *Simulate* pushbutton on the *Application* toolbar to see the view.

Then, simulate the General Ledger View (Menu: *Document Simulate General Ledger*). The characteristics *Profit Center* and *Segment* must be visible in all the document lines.

© Copyright . All rights reserved.

Navigate from the general ledger simulation to expert mode (*expert mode* pushbutton) and find the following parameters and information:

- Document type used
- Business transaction used
- Business transaction variant used
- Item type of the expense item or base item
- The posting item based on which the receivables amount (=> account 140000) is split.

Leave expert mode and the general ledger simulation and post your document.

© Copyright . All rights reserved.

Post a Document with Document Splitting

215

Business Example

An outgoing invoice is divided and assigned to different objects (two profit centers with various segments). You require the receivables and tax to be split according to the revenue lines.

1. Enter a customer invoice for the revenues. Use the following data:

Field Name or Data Type	Values
Company Code	**GR##**
Customer	**Your customer**
Invoice Date	**Current date**
Amount	**110000**
Calculate Tax	**Deselect**
Tax Amount	**10000**
Tax Code	**1O (Output tax 10%)**
Text	**Other sales group ##**
G/L Account Item 1	
G/L acct	**800200**
Amount in doc.curr.	**60000**
CO-relevant account assignment: Profit center	**PR## (Segment SERV)**
G/L Account Item 2	
G/L acct	**800200**
Amount in doc.curr.	**40000**
CO-relevant account assignment: Profit center	**1000 (Segment CONS)**

Before saving, simulate your document:

With the classic simulation option, you can see the subsequent Entry View for the FI document. Use the *Simulate* pushbutton on the *Application* toolbar to see the view.

Then, simulate the General Ledger View (Menu: *Document Simulate General Ledger*). The characteristics *Profit Center* and *Segment* must be visible in all the document lines.

© Copyright . All rights reserved.

Navigate from the general ledger simulation to expert mode (*expert mode* pushbutton) and find the following parameters and information:

- Document type used
- Business transaction used
- Business transaction variant used
- Item type of the expense item or base item
- The posting item based on which the receivables amount (=> account 140000) is split.

Leave expert mode and the general ledger simulation and post your document.

a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → Accounts Receivable → Document Entry → Invoice*.

b) Enter the invoice using the data provided in the exercise.

c) Simulate the document using the classic simulation option. Use *Simulate* in the *Application* toolbar.

d) Simulate the General Ledger View. Choose *Document → Simulate General Ledger* . The characteristics *Profit Center* and *Segment* must be visible in all the document lines.

e) Select the *Amount* column and use *Display Sum* to create an overall total. Then, select the *Segment* column and use *Subtotal* to create a subtotal.

f) Use *Settings → Layout → Save* to save this individually.

g) Enter the following data:

Field Name or Data Type	Values
Save Layout	**GR##**
Description	**Subtotal for each segment**

h) Save the *User-specific* and *Default* settings.

i) You will receive the information detailed below from the simulation in expert mode. As an example, you can show the *Item Category* and *Assignment Origin* fields.

j) Show the following values:

Field Name or Data Type	Values
Document type used	**CI**
Business transaction used	Customer invoice **0200**
Business transaction variant used	**0001** standard
Item category of the revenue item/base item	**3000** revenue
Posting items on which the receivables account (Account 14000) is Split?	**Revenue 800200 (30000)** and **tax 175000 (05100)**

© Copyright . All rights reserved.

LESSON SUMMARY

You should now be able to:

- Analyze document splitting

© Copyright . All rights reserved.

Unit 4
Lesson 2

Maintaining Default Values

218

LESSON OVERVIEW
This lesson explains how to maintain default values.

Business Example

When executing SAP transaction the user does not want to constantly enter the same data. Therefore, you show them how to set default values for fields in the SAP ERP application. For this reason, you require the following knowledge:

- An understanding of default values
- An understanding of how to configure user-specific default values
- An understanding of how to determine default values in the system and the configuration

Every user can enter values in the master record to simplify document entry. When you log on to the SAP ERP application, the default values defined in the user master record fill the memory. This data in the memory is relevant only to the individual user and not to the complete SAP ERP application.

LESSON OBJECTIVES
After completing this lesson, you will be able to:

- Maintain default values

© Copyright . All rights reserved.

Default Values

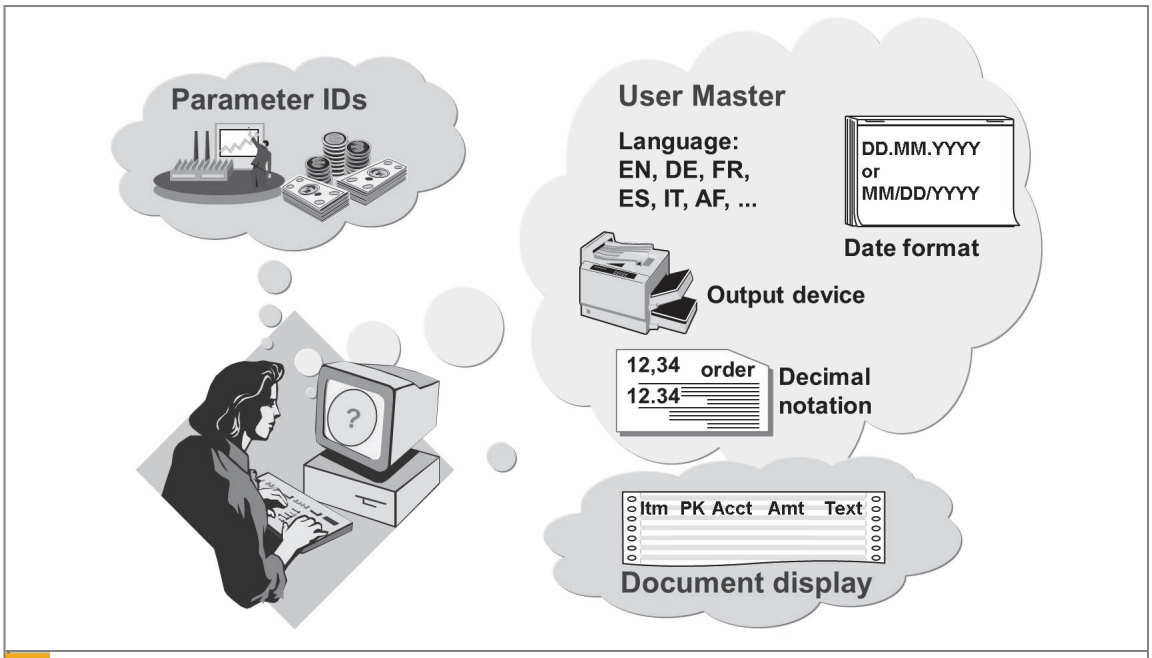


Figure 89: Default Values for User Settings

Parameter IDs allow users to set default values for fields whose values do not change often, such as company code and currency fields. When you execute a transaction, the default values automatically appear in their corresponding fields. By displaying pre-defined values instead of manually entering them, you can prevent input errors.

You can use the editing options to configure the following areas on screen:

- Receipt entry

  Users can *hide* certain fields that may not be required, such as fields for foreign currency and cross-company code transactions. You can also use special editing options for single screen transactions.

- Document display

  Users can use the List Viewer to select different display options to display their documents.

- Open items

  Users can choose line layout displays and posting options to process open items. For example, they can enter a partial payment or the balance of the new open item.

When users log on to the SAP ERP application, specific properties apply to their user IDs throughout the application.

Some examples of user-specific properties are as follows:

- Logon language
- Date format
- Decimal notation

Users can also configure a default printer for themselves.

© Copyright . All rights reserved.

To simplify user maintenance, perform the following steps:

1. Create a dummy user.
2. Maintain the values in accordance with the accounting requirements.
3. Copy this user.

System and Accounting Defaults

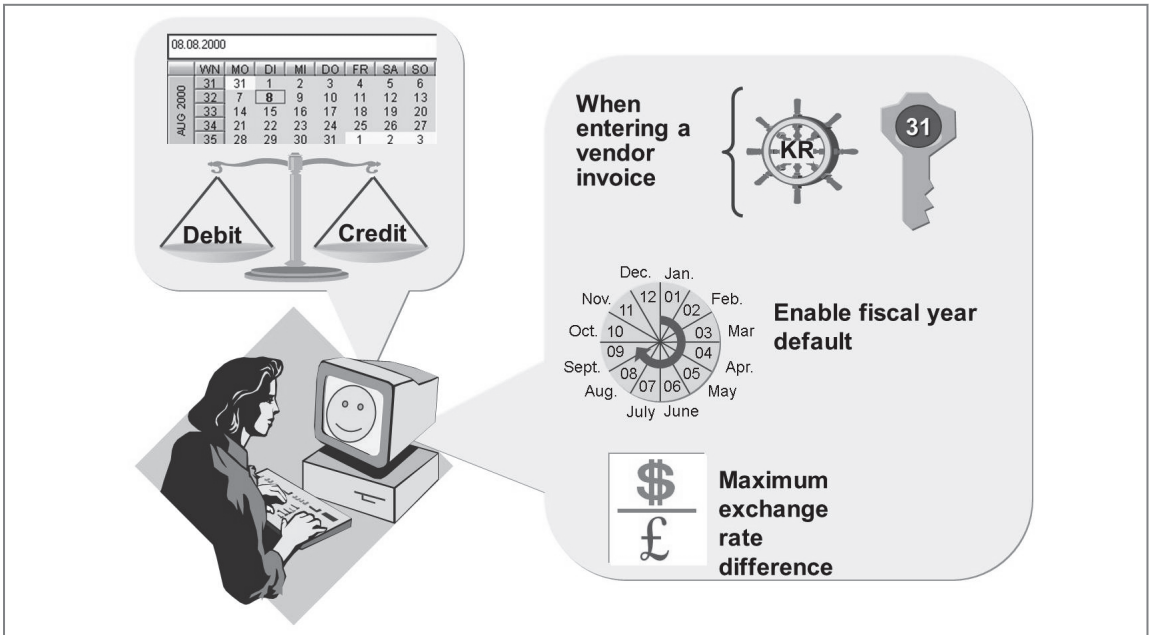


Figure 90: System and Accounting Defaults

The SAP ERP application provides basic default values for document entry. For example, during document entry, the application proposes the current date as the posting date. Assume that you have already entered a document and have used a specific company code. For the next document, the SAP ERP application proposes the same company code that you entered in the last document.

The SAP ERP application works on the basis of the *Document Principle: All documents must balance before they can be posted to* .

When you enter different business transactions in accounting, the SAP ERP application offers predefined values for the following fields:

- Document types
- Posting keys

For example, when a vendor invoice has document type *KR* , the credit posting is carried out with posting key 31.

Proposed Fiscal Year

In the SAP ERP application, you can control whether the fiscal year is proposed when you display or change documents. If the fiscal year is proposed in company codes with year-specific document number assignment, then the SAP ERP application proposes the document number of the last processed document and the relevant fiscal year. You can also propose the CPU date as the value date.

© Copyright . All rights reserved.

At company code level, you can enter the maximum permitted difference between the following exchange rates:

- The exchange rate in the document header of a business transaction
- The exchange rate in the exchange rate table

The SAP ERP application issues a warning message if it determines that the maximum percentage difference between the exchange rates has been exceeded. This helps you to recognize incorrect entries.

How to Set User Parameters

1. Setting up user-specific editing options.
   a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → General Ledger → Environment → User Parameters → Editing Options*.
   b) Choose the *Document entry* tab page.
   c) View the following fields:

Field Name or Data Type	Description
Documents in local currency only	You can hide fields for document entry in foreign currency here.
Documents not cross-company code	You can hide entry fields for cross-company code document entry here.
Calculate taxes on net base	You can specify the General Ledger Account amount as 'net' if you need to calculate the tax amounts. Otherwise, the system assumes that the general ledger account amounts entered contain the tax to be determined.

   d) Choose the *Document display* tab page. You can choose between different display variants for documents.
   e) Choose the *Open items* tab page. Select the *Selected items initially inactive* indicator. Selecting this indicator is important when clearing open items.
   f) Choose the *Line items* tab page. You can decide between the ALV classic list and grid control.

How to Set Default Values in the System

Note the following guideline when defining default values: If you use a customer number for a master data display and then proceed to a different transaction code to display line items or for other functions, the system proposes the same customer number.

1. Define general default values in *Customizing* .

© Copyright . All rights reserved.

a) On the *Customizing* screen, choose *Financial Accounting (New)* → *Financial Accounting Global Settings (New)* → *Document* → *Default Values* → *Define Default Values*.

b) Define the default document type and posting key for each business transaction in FI.

2. Determine the last fiscal year used.
   a) Choose *Default Values* → *Enable Fiscal Year Default*.
   b) Determine the last fiscal year used and the one proposed for the transactions *Display Document* and *Change Document* .
3. Specify the current date or CPU date proposed as the value date.
   a) Choose *Document* → *Default Values* → *Define Default Values*.
   b) Specify the current date as the value date when you enter line items.
4. Control how system messages are displayed.
   a) Choose *Default Values* → *Change Message Control for Document Processing*.
   b) Enter `F5` as the Application level value.

Note:
You can control which system messages are displayed. You cannot add or change system messages.

5. Define a percentage rate for the maximum exchange rate difference.
   a) On the *Customizing* screen, choose *Financial Accounting (New)* → *Financial Accounting Global Settings (New)* → *Global Parameters for Company Code* → *Currencies* → *Maximum Exchange Rate Difference* → *Define Maximum Exchange Rate Difference per Company Code/per Foreign Currency*.
   b) Define the percentage rate for the maximum exchange rate difference.

How to Maintain Default Values

Demonstrate the steps to maintain default values from the Maintain Default Values exercise.

© Copyright . All rights reserved.

Unit 4
Exercise 19

Maintain Default Values

223

Business Example

The user doesn't want to have to enter data twice. You therefore want to define default values in the system.

Answer the following questions and configure the corresponding default values in the system.

1. List some default system values for document entry.

2. If the users want to make sure that they do not accidentally change the document type during document entry, where can they make that setting?

3. The value date is necessary for reflecting the transaction in Cash Management. Activate the function that proposes the value date when processing a document.

4. The maximum exchange rate variance is 10%. The financial accountant has expressed concern that this percentage is too high. You are required to set the maximum exchange rate variance for your company to 5%.

© Copyright . All rights reserved.

Unit 4
Solution 19

Maintain Default Values

224

Business Example

The user doesn't want to have to enter data twice. You therefore want to define default values in the system.

Answer the following questions and configure the corresponding default values in the system.

1. List some default system values for document entry.

   a) Answers:

   - User master records
   - Parameter memory
   - System data
   - Account master record
   - Accounting functions

2. If the users want to make sure that they do not accidentally change the document type during document entry, where can they make that setting?

   a) On the *G/L*, *A/P*, *or A/R document entry* screen, select the *Editing Options* button.

   b) Enter the following data:

Field Name or Data Type	Values
Document Type Option	**Document type hidden**

   c) Save the entries.

3. The value date is necessary for reflecting the transaction in Cash Management. Activate the function that proposes the value date when processing a document.

   a) On the *Customizing* screen, choose *Financial Accounting (New)* → *Financial Accounting Global Settings (New)* → *Document* → *Default Values* → *Default Value Date*.

   b) Enter the following data:

Field Name or Data Type	Values
Company Code	**GR##**

© Copyright . All rights reserved.

Field Name or Data Type	Values
Default Value Date	Select

c) Save the entries.

4. The maximum exchange rate variance is 10%. The financial accountant has expressed concern that this percentage is too high. You are required to set the maximum exchange rate variance for your company to 5%.

a) On the *Customizing* screen, choose *Financial Accounting (New)* → *Financial Accounting Global Settings (New)* → *Global Parameters for Company Code* → *Currencies* → *Maximum Exchange Rate Difference* → *Define Maximum Exchange Rate Difference per Company Code*.

b) Enter the following data:

Field Name or Data Type	Values
Company Code	**GR##**
Max. Exch. Rate Diff.	**5%**

c) Save the entries.

Note:
You have just set system defaults that will impact future business transactions.

© Copyright . All rights reserved.

LESSON SUMMARY

You should now be able to:

- Maintain default values

© Copyright . All rights reserved.

Configuring Change Control

227

LESSON OVERVIEW

This lesson explains how to configure change control.

Business Example

Once a document has been posted in the SAP ERP application, the accounting manager does not want users to be able to modify certain fields. For this reason, you require the following knowledge:

- An understanding of the rules governing changes to documents
- An understanding of how to change documents
- An understanding of how to analyze changes to documents

LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Configure change control

Change Control

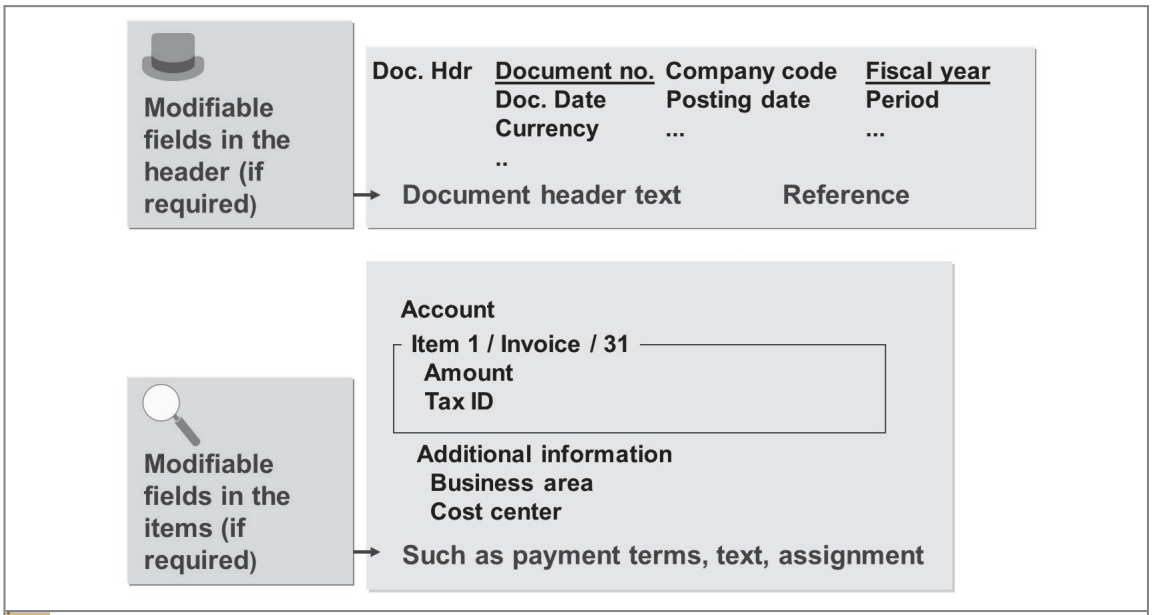


Figure 91: Changing Documents

All changes are logged, not just the last one. If a field has been changed several times, the SAP ERP application lists all the changes one beneath the other. The changed document does not receive a new document number.

© Copyright . All rights reserved.

You can use report *RFBABL00*, the *Report of document changes*, to view all the document changes.

Users can change documents that they have already posted. However, based on different rules, users may be able to only change certain fields.

The following fields can be changed in a document:

- Document header

  Reference number and document header text

- Line items

  Assignment field, *Text* field, and Payment Terms

Note:
The amount, posting key, account, or any other fields that affect the reconciliation of a posting cannot be changed.

As users make changes to documents, the SAP ERP application logs the following information:

- The field that was changed
- The new and old values
- The user who made the change
- The time and date of the change

Document Change Rules

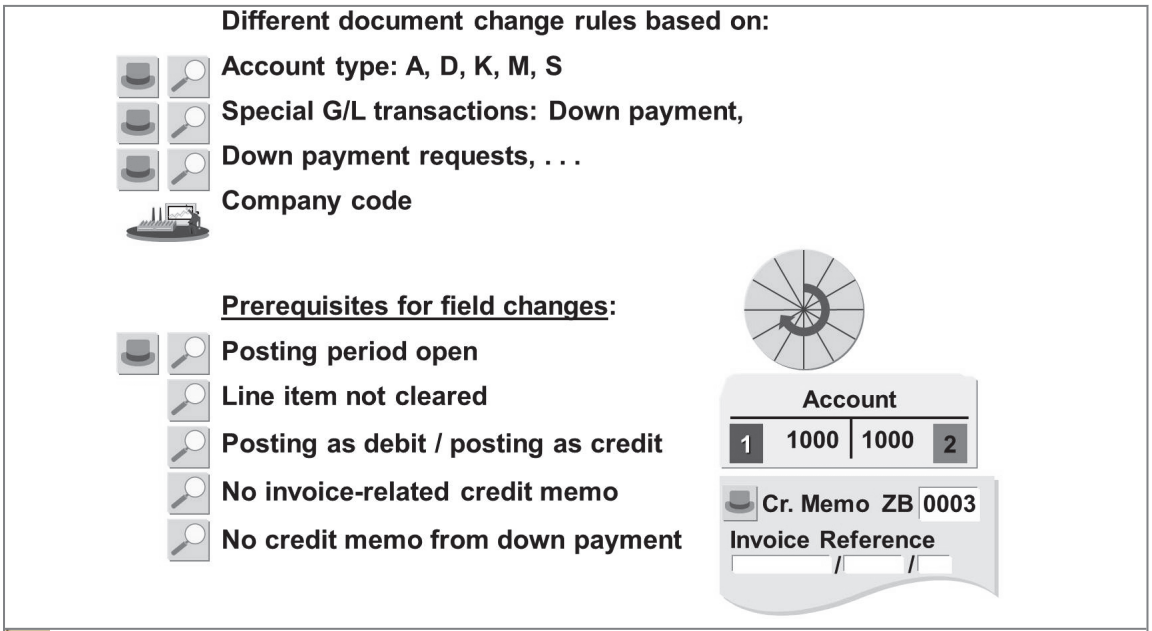


Figure 92: Document Change Rules

© Copyright . All rights reserved.

The change reports are the following:

Change Report	Description
RFDABL00	Customer master records
RFKABL00	Vendor master records
RFBKABL0	Bank master data
RFDKLIAB	Credit management
RFSABL00	G/L account master data
RFBABL00	Documents

You can use the following criteria to differentiate between document change rules:

- Account type

  The account type allows users to define rules for customer, vendor, and general ledger accounts.

- Transaction class

  The transaction class is only used for the special general ledger transactions, such as bills of exchange and down payments.

- Company code

  If the company code is left blank, the change rule applies to every company code in the client.

You can change a field under the following conditions:

- The posting period is still open.
- The line item is not yet cleared.
- The line item is either a debit in a customer account or a credit in a vendor account.
- The document is not a credit memo for an invoice.
- The document is not a credit memo from a down payment.

You can use report *RFBABL00* to display the document changes for all documents.

This report provides the following selection options for documents that have changed:

- Company code
- Document numbers
- Fiscal year
- Change date
- User name of the person making the change

© Copyright . All rights reserved.

How to Change Posted Documents

In this lesson, you demonstrate changes to fields in the document header and in the line items. To do this, you have to post a customer invoice with terms of payment *Due Immediately*.

For the demonstrations in this lesson, you have to make the following settings:

1. On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document Entry* → *Invoice*.
2. Enter the following values:

Field Name or Data Type	Values
Company Code	**1000**
Customer	**1000**
Invoice Date	**Current date**
Posting Date	**Current date**
Amount	**1,000**
Currency	Local currency
Calculate Tax	✔
Tax Code	**10 (Output tax (course) 10%)**
Tab Page Payments	
Terms of Payment	**0001**
Items	
G/L Account	**800 200**
Amount in doc. curr.	**1,000**

3. Post the document and make a note of the number.

1. Assign a reference number.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document* → *Change*.
   b) Double-click *Document Number*.
   c) On the *Change Document* screen, choose *Display Document Header*.
   d) Enter the reference number in the *Reference* field.
   e) Choose *Continue*.
2. Enable a document change rule.

© Copyright . All rights reserved.

a) On the *Customizing* screen, choose *Financial Accounting (New)* → *Financial Accounting Global Settings (New)* → *Document* → *Rules for Changing Documents* → *Document Change Rules, Document Header*.

b) On the *Change View "Rules for Changing Documents": Overview* screen, select *BKPF-XBLNR* and choose *Details*.

c) Select *Field Can Be Changed*.

d) Go back.

3. Change the payment terms.

a) On the *Change Document* screen, double-click the first column under *Description*.

b) In the *Payt Terms* field, change the value to *ZB00*.

c) Go back.

d) On the *Customizing* screen, choose *Financial Accounting (New) Financial Accounting Global Settings (New) Document Rules for Changing Documents Document Change Rules, Line Item*.

e) Click *Position* and enter the *field name* **`BSEG-ZTERM`**.

f) Choose *Continue*.

g) Choose *Field Label Terms of Payment*.

h) Choose *Details* and in the *Stipulations for changing and Possibility for changing the field* section, uncheck all the checkboxes.

i) Save the settings.

j) Return to the main menu.

4. Display the changed documents.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Information System* → *General Ledger Reports (New)* → *General* → *S_ALR_87012293*.

b) Choose *System* → *Status*.

c) Verify the *Program* field and choose *Exit*.

d) Change *Fiscal Year* to **`Current year`**.

e) Choose *Execute*.

> Note:
> The *Display of Changed Documents* screen will be displayed.

How to Display Document Changes

1. Show how to trace changes.

© Copyright . All rights reserved.

a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → Accounts Receivable → Document → Display Changes*.

b) Double-click *Terms of Payment Key*.

How to Maintain Change Rules for the Document Header

1. Define different rules for implementing changes in posted document headers.
   a) On the *Customizing* screen, choose *Financial Accounting (New) → Financial Accounting Global Settings (New) → Document → Rules for Changing Documents → Document Change Rules, Document Header → New Entries*.
   b) Save the entries, if any.

How to Maintain Change Rules for the Line Items

1. Define rules for changing documents that have already been posted for fields in the line items.
   a) On the *Customizing* screen, choose *Financial Accounting (New) → Financial Accounting Global Settings (New) → Document → Rules for Changing Documents → Document Change Rules, Line Item*.
   b) Use *Position* to select account type *D* and field name BSEG-ZTERM (*terms of payment*).
   c) Determine the field name *BSEG-ZTERM*. Place the cursor in the *Terms of payment* field in the document, press F1, and then click on the *Technical Information* icon.

How to Cancel Changeability (for Line Items)

1. Deactivate the changeability of fields in the document header and in the line items.
   a) On the *Customizing* screen, choose *Financial Accounting (New) → Financial Accounting Global Settings (New) → Document → Rules for Changing Documents → Document Change Rules, Line Item*.
   b) Select account type *D* and the field name *BSEG-ZTERM.* Then, deactivate the changeability and all of the related prerequisites.
   c) To confirm, call a document you posted and try to change it by double-clicking the first item. You can no longer change the terms of payment.

© Copyright . All rights reserved.

Maintain the Change Control for One Field

231

Business Example

The assignment field determines which document in sales order management forms the basis for the accounting document. Internal auditors have requested that the assignment field should not be changed after a transaction is posted.

Check if an assignment field is modifiable. If the field can be modified, alter the change rules so that it no longer can be.

1. Check whether the assignment field *BSEG-ZUONR* can be changed in one of the documents you posted in the previous exercise.
2. If the assignment field can be changed, alter the change rules for account types *S*, *D*, and *K* to prevent further changes to the assignment field.
3. Check whether the assignment field *BSEG-ZUONR* is no longer modifiable.

© Copyright . All rights reserved.

Maintain the Change Control for One Field

232

Business Example

The assignment field determines which document in sales order management forms the basis for the accounting document. Internal auditors have requested that the assignment field should not be changed after a transaction is posted.

Check if an assignment field is modifiable. If the field can be modified, alter the change rules so that it no longer can be.

1. Check whether the assignment field *BSEG-ZUONR* can be changed in one of the documents you posted in the previous exercise.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document* → *Change*.
   b) Enter the following data:

Field Name or Data Type	Values
Document Number	**From previous unit**
Company Code	**GR##**
Fiscal Year	**Current year**

   c) Choose *Continue*.
   d) Double-click the customer line item and note that the assignment field can be changed.
2. If the assignment field can be changed, alter the change rules for account types *S*, *D*, and *K* to prevent further changes to the assignment field.
   a) On the *Customizing* screen, choose *Financial Accounting (New)* → *Financial Accounting Global Settings (New)* → *Document* → *Rules for Changing Documents* → *Document Change Rules, Line Item* → *New Entries*.
   b) Enter the following data:

Field Name or Data Type	Values
Field Name	**BSEG-ZUONR**
Account Type	**S**
Transaction Class	**BLANK**
Company Code	**GR##**

© Copyright . All rights reserved.

Field Name or Data Type	Values
Field is Modifiable	**BLANK**

c) Save the entries.

d) Select the green arrow to return to the overview screen.

e) Highlight the rule you just created.

f) Choose *Edit* → *Copy As*.

g) Enter the following data:

Field Name or Data Type	Values
Field Name	**BSEG-ZUONR**
Account Type	**D**
Transaction Class	**BLANK**
Company Code	**GR##**
Field is Modifiable	**BLANK**

h) Highlight the rule you just created.

i) Choose *Edit* → *Copy As*.

j) Enter the following data:

Field Name or Data Type	Values
Field Name	**BSEG-ZUONR**
Account Type	**K**
Transaction Class	**BLANK**
Company Code	**GR##**
Field is Modifiable	**BLANK**

k) Save the entries.

3. Check whether the assignment field *BSEG-ZUONR* is no longer modifiable.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document* → *Change*.

b) Enter the following data:

Field Name or Data Type	Values
Document Number	**From previous unit**
Company Code	**GR##**
Fiscal Year	**Current year**

c) Choose *Continue*.

© Copyright . All rights reserved.

d) Double-click the customer line item and note that the assignment field is no longer modifiable.

Note:
You have created a document change rule that states that for customer, vendor, and general ledger postings, the assignment field is not modifiable after posting.

© Copyright . All rights reserved.

LESSON SUMMARY

You should now be able to:

- Configure change control

© Copyright . All rights reserved.

Configuring Document Reversal

236

LESSON OVERVIEW

This lesson explains how to configure document reversal.

Business Example

Sometimes, users enter data and post documents incorrectly. In such a case, the document has to be reversed and re-entered correctly. The management wants to be able to correct transaction figures by reversing documents. For this reason, you require the following knowledge:

- An understanding of how to reverse documents
- An understanding of how to find reversal reasons in Customizing

LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Configure document reversal

Maintain Document Reversal

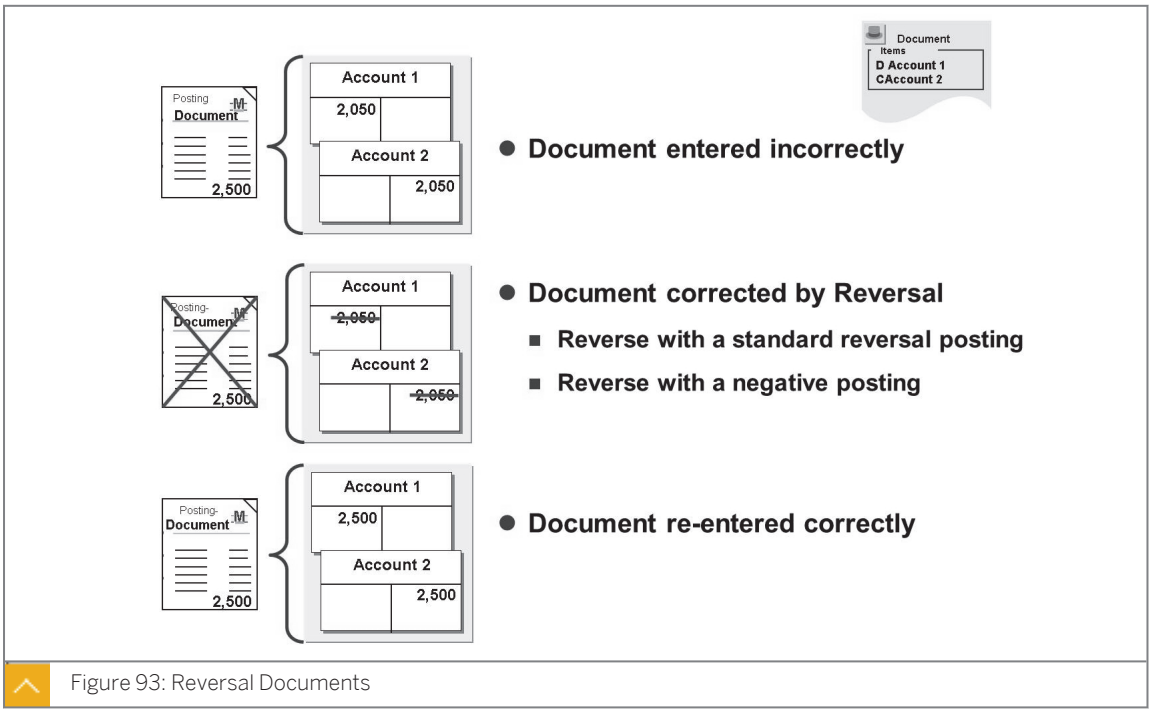


Figure 93: Reversal Documents

Users sometimes make errors when entering documents. As a result, the created documents contain incorrect information and need to be modified. To log the adjustments made to the

© Copyright . All rights reserved.

documents, you first need to reverse the incorrect document. Then, you can post the document again with correct entries.

The SAP ERP application provides a function that helps you reverse general ledger documents, customer documents, and vendor documents individually or as a group. This mass reversal function allows reversals of a large range of documents that a user enters. The function also allows you to use the same transaction and reverse one document.

You can reverse a document by using either of the following methods:

- Normal reversal posting
- Negative posting

Normal reversal posting executes an inverse posting by increasing the transaction figures. Negative posting, on the other hand, performs an inverse posting by resetting the transaction figures. You can use negative posting to avoid an unnecessary increase in the transaction figures. This function was developed to meet customer requirements and is optional

When you reverse a document, you have to enter a reversal reason to explain the reversal. The reversal reason settings can beconfigured to allow you to enter a revesal date different to the original posting date.

You cannot reverse documents that contain cleared items. You need to reset the document before reversing it.

Normal Reversal Posting and Negative Posting

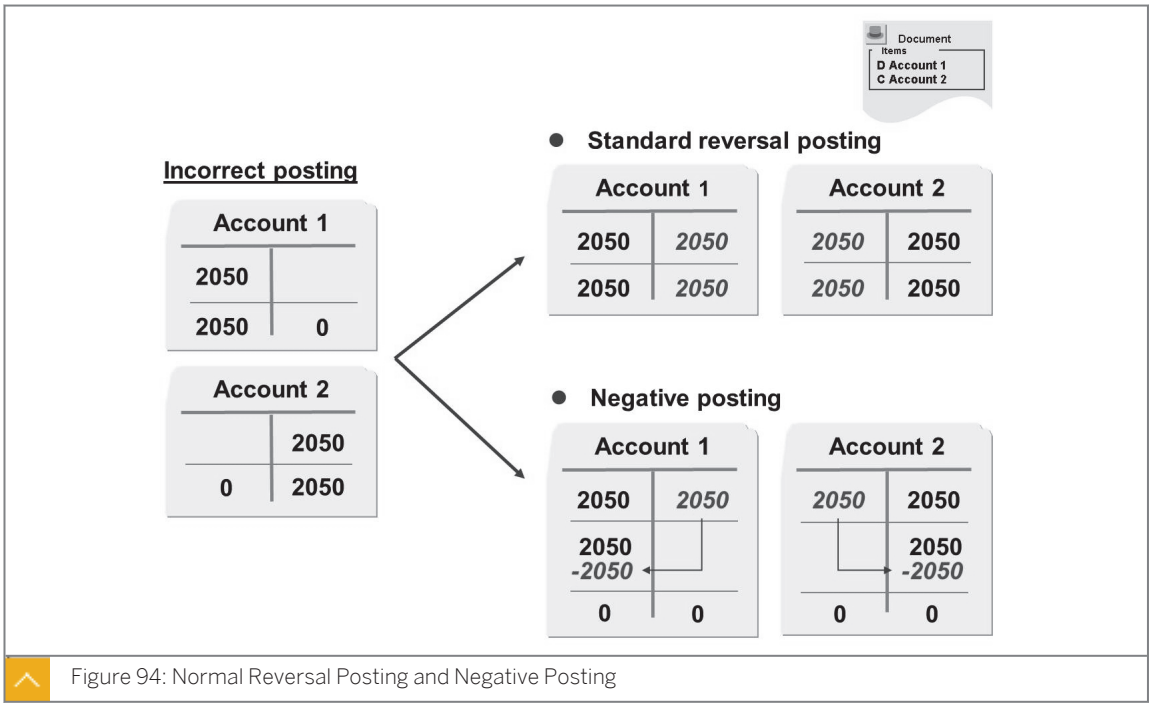


Figure 94: Normal Reversal Posting and Negative Posting

To see if negative posting was used, select a line item in the reversal document. Then, click on *Extras* → *More Data* in the menu bar.

Normal reversal posting causes the SAP ERP application to post the incorrect debit as a credit and the incorrect credit as a debit. This form of posting causes an increase in the transaction figures.

© Copyright . All rights reserved.

Negative posting also posts the incorrect debit as a credit and the incorrect credit as a debit. With negative posting, the posted amount is not added to the transaction figures, but is subtracted from the transaction figures on the other side of the account. This sets the transaction figures back to what they were before the incorrect posting.

The SAP ERP application uses normal reversal posting to reverse documents.

To enable negative postings, the following prerequisites must be fulfilled:

- The company code must permit negative postings.
- The reversal reason must be configured to allow negative postings.

You can also use negative postings to perform transfer postings of incorrect line items. The item is removed from the wrong account by using negative posting, in which the transaction figures are reset. The item is then posted to the correct account by using a normal posting. This can only be done with a document type that explicitly allows negative postings.

How to Conduct a Document Reversal with Normal Reversal

1. Pick a document from GL Account Display and note the document number.
   a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → General Ledger → Account → Display Balances(New)*.
   b) Enter the following values:

Field Name or Data Type	Values
G/L acct	**470000**
Company code	**1000**
Fiscal year	**Current year**

   c) Choose *Execute*.
   d) Double-click *20,000.00* in the *Debit* column.
   e) Note the document number in the *Document No.* column.
   f) Go back.
2. Carry out normal reversal.
   a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → Accounts Payable → Document → Reverse → Individual Reversal*.
   b) Enter the following values:

Field Name or Data Type	Values
Document Number	**Enter the document number previously noted**
Company code	**1000**
Fiscal year	**Current year**

© Copyright . All rights reserved.

Field Name or Data Type	Values
Reversal Reason	**01**

c) Save the entries.

d) Choose *Close* in the *Enter Bar Code* dialog box.

e) Choose *Close* in the *Performance Assistant* dialog box.

f) Go back.

3. Display document reversal.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Account* → *Display Balances(New)*.

b) On the *G/L Account Balance Display* screen, enter the following data:

Field Name or Data Type	Values
G/L acct	**470000**
Company code	**1000**
Fiscal year	**Current year**

c) Choose *Execute*.

d) Double-click *20,000.00* in the *Credit* column.

e) Select the value in the *Document No.* field and choose *Display*.

f) Choose *Overview*.

g) Choose *Reversal Document*.

h) Choose *Display*.

How to Permit Negative Postings and Conduct a Document Reversal with Negative Posting

Demonstrate negative postings and conduct a document reversal with negative posting by executing the exercise Post a Document Reversal and Control the System Setting.

© Copyright . All rights reserved.

© Copyright . All rights reserved.

239

Post a Document Reversal and Control the System Settings

Business Example

Sometimes, users enter and post a document incorrectly. In such a case, the document needs to be reversed and re-entered correctly. The management wants to be able to correct transaction figures.

Configure the company code to allow negative postings and reverse documents.

1. Name two possible ways for reversing a document in the SAP ERP Financials solution.
2. What are the two prerequisites for processing negative postings?
3. Check whether your company code allows negative postings. Allow negative postings in the company code.
4. Check the reasons for reversal that can be used to perform reversal by negative postings.
5. Check the balance of your cash account (*100000*) from the exercise *Simple Documents in Financial Accounting*. Display your posted documents and make a note of the document type and document number used. Display the account balance, document type, and document number.
6. Reverse the general ledger document you just displayed and then review the account balance to see the impact of a negative reversal. Perform a negative reversal.

© Copyright . All rights reserved.

240 Post a Document Reversal and Control the System Settings

Business Example

Sometimes, users enter and post a document incorrectly. In such a case, the document needs to be reversed and re-entered correctly. The management wants to be able to correct transaction figures.

Configure the company code to allow negative postings and reverse documents.

1. Name two possible ways for reversing a document in the SAP ERP Financials solution.
   a) Normal reversal posting
   b) Reversal by negative posting
2. What are the two prerequisites for processing negative postings?
   a) The company code must allow negative postings.
   b) The reversal reason must be defined for negative reversal.
3. Check whether your company code allows negative postings. Allow negative postings in the company code.
   a) On the *Customizing* screen, choose *Financial Accounting (New)* → *General Ledger Accounting (New)* → *Business Transactions* → *Adjustment Posting/Reversal* → *Permit Negative Posting*.
   b) Enter the following data:

Field Name or Data Type	Values
Company Code	**GR##**
Negative Postings Permitted	✔

   c) On the *Change View "Maintain Negative Postings in Company Code": Overview* screen, choose the *Position* pushbutton.
   d) In the *Another entry* dialog box, enter *GR##* in the *Company code* field.
   e) Choose *Continue*.
   f) Select the *Negative Postings Permitted* checkbox
   g) Save the entries.
4. Check the reasons for reversal that can be used to perform reversal by negative postings.

© Copyright . All rights reserved.

a) On the *Customizing* screen, choose *Financial Accounting (New)* → *General Ledger Accounting (New)* → *Business Transactions* → *Adjustment Posting/Reversal* → *Define Reasons for Reversal*.

b) Check reason codes.

c) The *Neg. postng* indicator is set for reversal reasons *03*, *04*, *05*, *06*, *07*, and *RE*.

5. Check the balance of your cash account (*100000*) from the exercise *Simple Documents in Financial Accounting*. Display your posted documents and make a note of the document type and document number used. Display the account balance, document type, and document number.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Account* → *Display Balances*.

b) On the *G/L Account Balance Display* screen, enter the following data:

Field Name or Data Type	Values
G/L account	**100000**
Company code	**GR##**
Fiscal year	**Current year**

c) Choose *Execute*.

d) Record the balances for the current period.

Debit: _____

Credit: _____

e) Double-click the debit balance of the current period. The line items that created the balance are displayed.

6. Reverse the general ledger document you just displayed and then review the account balance to see the impact of a negative reversal. Perform a negative reversal.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Document* → *Reverse* → *Individual Reversal*.

b) On the *Reverse Document: Header Data* screen, enter the following data:

Field Name or Data Type	Values
Document Number	**Noted number of the G/L account document**
Company Code	**GR##**
Fiscal Year	**Current year**
Reversal Reason	**03**

c) Choose *Goto* → *Display before reversal*.

d) Select the green arrow to return to the overview screen.

e) Select *Post* to save your document.

© Copyright . All rights reserved.

f) To check the balance in the account, go back to the *SAP Easy Access* screen and choose *Accounting* → *Financial Accounting* → *General Ledger* → *Account* → *Display Balances*.

g) On the *G/L Account Balance Display* screen, enter the following data:

Field Name or Data Type	Values
G/L account	**100000**
Company code	**GR##**
Fiscal year	**Current year**

h) Choose *Execute*.

i) Record the balances for the current period.

Debit	Credit

Compare these values to the balances recorded before the reversal.

© Copyright . All rights reserved.

LESSON SUMMARY

You should now be able to:

- Configure document reversal

© Copyright . All rights reserved.

Unit 4
Lesson 5

244 Configuring Payment Terms and Cash Discounts

LESSON OVERVIEW

This lesson explains how to configure payment terms and cash discounts.

Business Example

The company uses different terms of payment. Cash discounts are to be posted automatically by the system. The company continually negotiates new terms of payments with vendors, and these are to be reflected in the system. For this reason, you require the following knowledge:

- An understanding of how to define the terms of payment
- An understanding of how to perform account determination for automatic postings of cash discount

The payment conditions for clearing invoices are known as terms of payment in SAP ERP. These conditions include the due date and the cash discount that can be granted if the invoice is paid within a certain time.

The SAP ERP application contains a number of predefined standard terms of payment. However, you can also define new terms of payment if necessary.

The terms of payment are used to calculate the cash discount and the due date for paying the invoice.

The terms of payment have the following characteristics:

- They are defined in the vendor and customer master record.
- They are proposed when you post a document.
- They can be entered manually.

The dunning program and the payment program use the terms of payment.

LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Configure payment terms
- Prepare cash discounts

© Copyright . All rights reserved.

Payment Terms

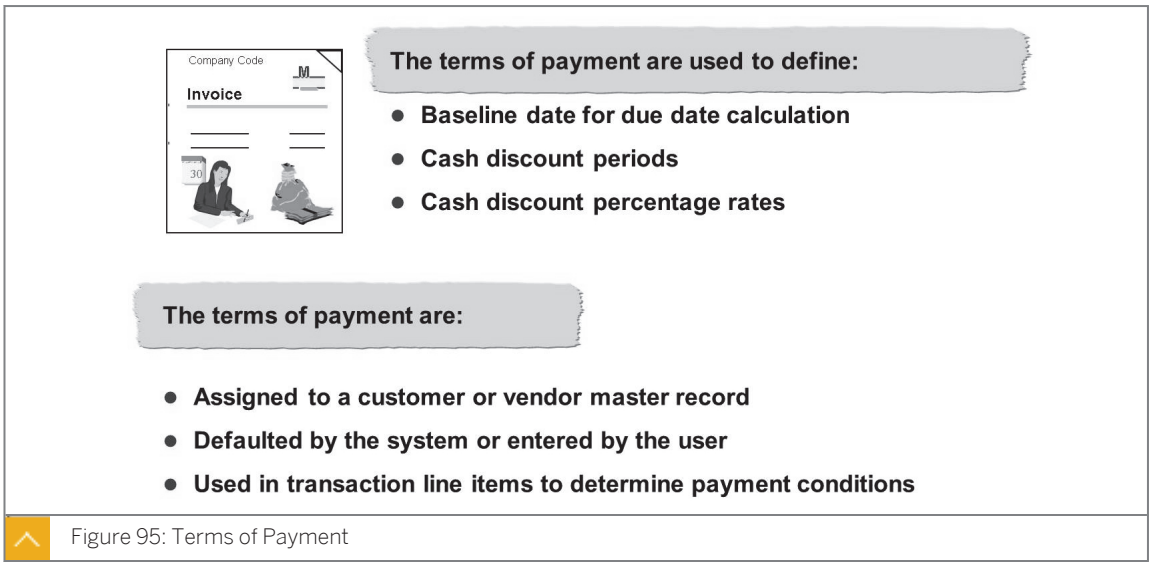


Figure 95: Terms of Payment

Terms of payment are conditions agreed upon by business partners for the payment of invoices.

Terms of payment define the following parameters:

- Due date
- Cash discount offered for payment of the invoice within a certain period

Some terms of payment are predefined in the SAP ERP application. You can also add new terms of payment if required.

Terms of payment enable the SAP ERP application to calculate the following fields:

- Cash discount
- Invoice due date

To calculate the cash discount and invoice due date fields, the SAP ERP application needs the following data:

- Baseline date

  The date from which the due date is derived

- Cash discount terms

  The terms on which the cash discount can be applied

- Cash discount percentage rate

  The rate used to calculate the cash discount

When you process a document, you need to enter the terms of payment for the SAP ERP application to calculate the required conditions of payment.

In the master record of a customer or a vendor, the terms of payment are stored. They become the default terms when posting transactions. However, a user can change these terms, if needed.

© Copyright . All rights reserved.

Terms of Payment in Invoices

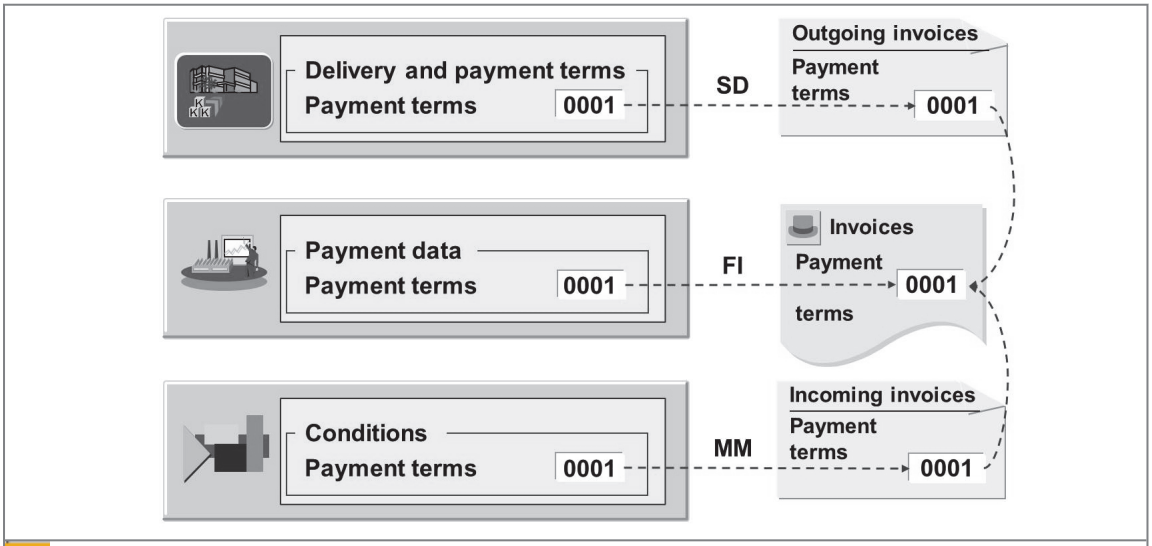


Figure 96: Terms of Payment in Invoices

You can enter the terms of payment in the Company code, sales area, and purchasing organization segments of a customer or vendor master record.

The terms of payment that are defaulted when posting an invoice depend on where the invoice is created.

The invoice can be created in any one of the following locations:

System Location	Status
Financials	The terms of payment from the company code segment are defaulted.
Sales order management	The terms of payment from the sales area segment are defaulted. When you post the invoice in sales-order management, the terms of payment are copied to the FI invoice, which is created automatically.
Purchasing Management	The terms of payment from the purchasing organization segment are defaulted. When you post the invoice in purchasing management, the terms of payment are automatically copied to the accounting document.

When you enter a vendor invoice, you can also set a fixed amount as a cash discount or fixed cash discount percentage rate. The cash discount is independent of the payment period or date. To set a fixed cash discount or fixed cash discount percentage rate, you must make the appropriate entry in the *Cash Discount* field.

© Copyright . All rights reserved.

Terms of Payment in Credit Memos

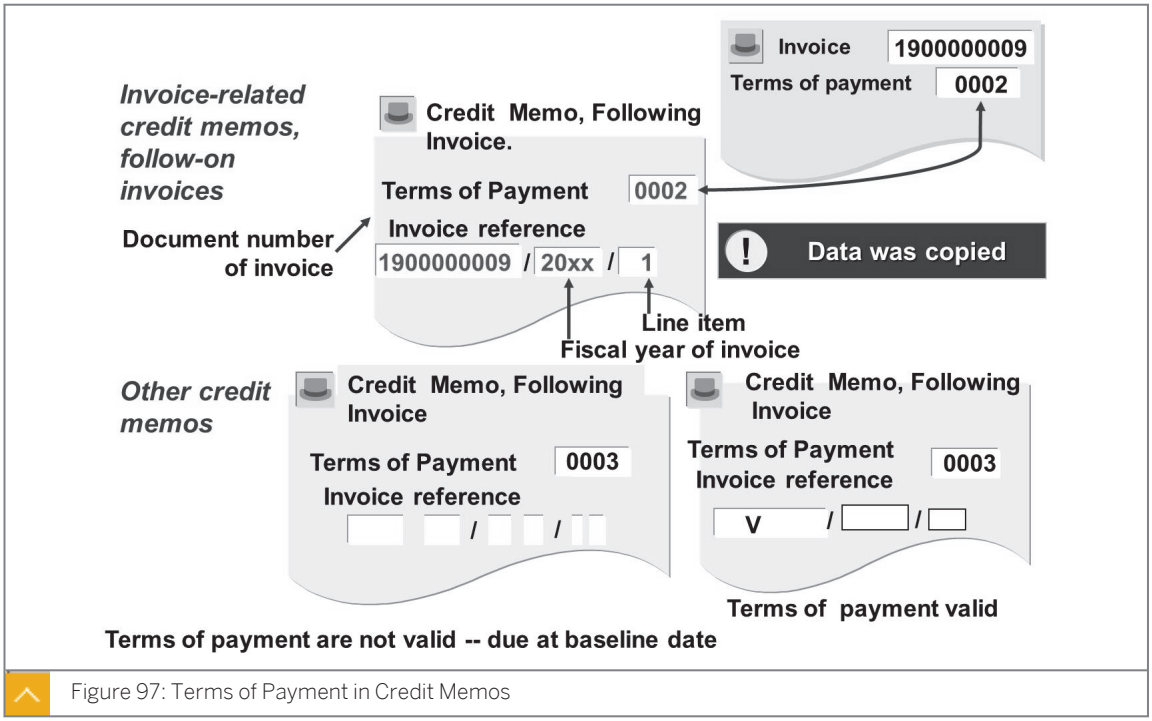


Figure 97: Terms of Payment in Credit Memos

The following options are available for posting the terms of payment in credit memos:

- Invoice-related credit memos

  You can link the credit memos to the original invoice by entering the invoice number in the *Invoice Reference* field during document entry. In this case, the terms of payment are copied from the invoice to the credit memo. Both the invoice and the credit memo are then due on the same date.

- Other credit memos

  The terms of payment in credit memos that are not linked to their original invoices are ignored. These credit memos are due on the baseline date. To activate the payment terms on these non-invoice-related credit memos, enter a **V** in the *Invoice Reference* field when entering the document.

© Copyright . All rights reserved.

Terms of Payment: Basic Data

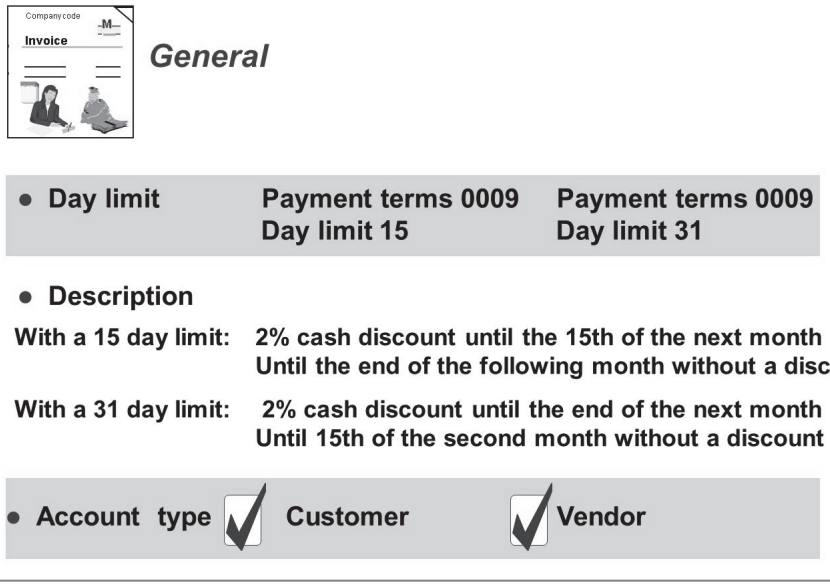


Figure 98: Terms of Payment – Basic Data

You can specify the following terms of payment for incoming invoices and incoming credit memos:

Field Name	Description
Day limit	Expresses the calendar day to which the terms of payment are valid. You can use the day limit to store single or multi-part terms of payment in a terms-of-payment key.
Description	Includes the explanation that the SAP ERP application automatically generates. You can replace this explanation with your own. It also includes the sales order management text for printing on invoices.
Account type	Defines the subledger in which the terms of payment can be used. Define separate terms of payment for vendors and customers and only use them for one account type. This prevents any change that you make in the terms of payment for your customers taking effect for the postings to your vendors. An example is changing the cash discount percentage rate from 3% to 2%.

© Copyright . All rights reserved.

Terms of Payment: Payment Controls

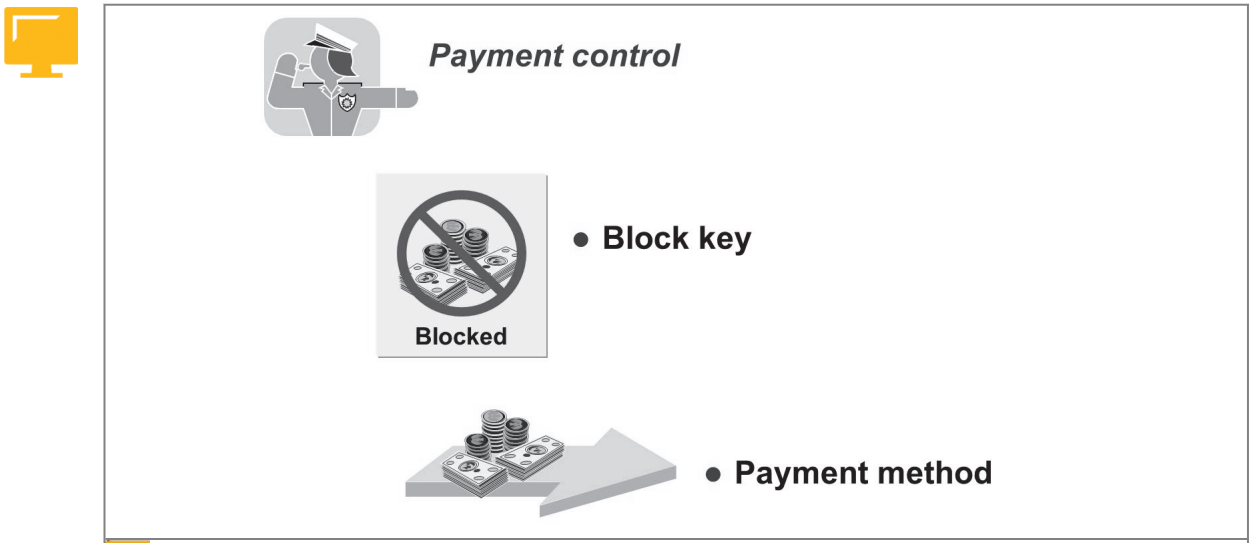


Figure 99: Terms of Payment – Payment Controls

While defining terms of payment, you can control payments by using a block key and entering a payment method. You can use the block key (= blocking reason) to block line items for payment during posting. The payment program can then neither collect nor pay for the item. This is particularly useful for vendor invoices. Here, first, you always set a payment block. Then, a second person checks the invoice and removes the payment block (dual control principle).

The payment method determines the procedure to be used for payment (check, transfer, and bill of exchange). The payment method is entered in the customer or vendor master record and not in the document.

You can set the block key and the payment method in the following transactions:

- During posting
- In the customer or vendor master record (company code segment)
- In the terms of payment

The block key and the payment method defined in the terms of payment are defaulted in the line item when the terms of payment are used. If you are using sales order management, refer to notes 132701 and 217021.

© Copyright . All rights reserved.

Calculation of the Baseline Date

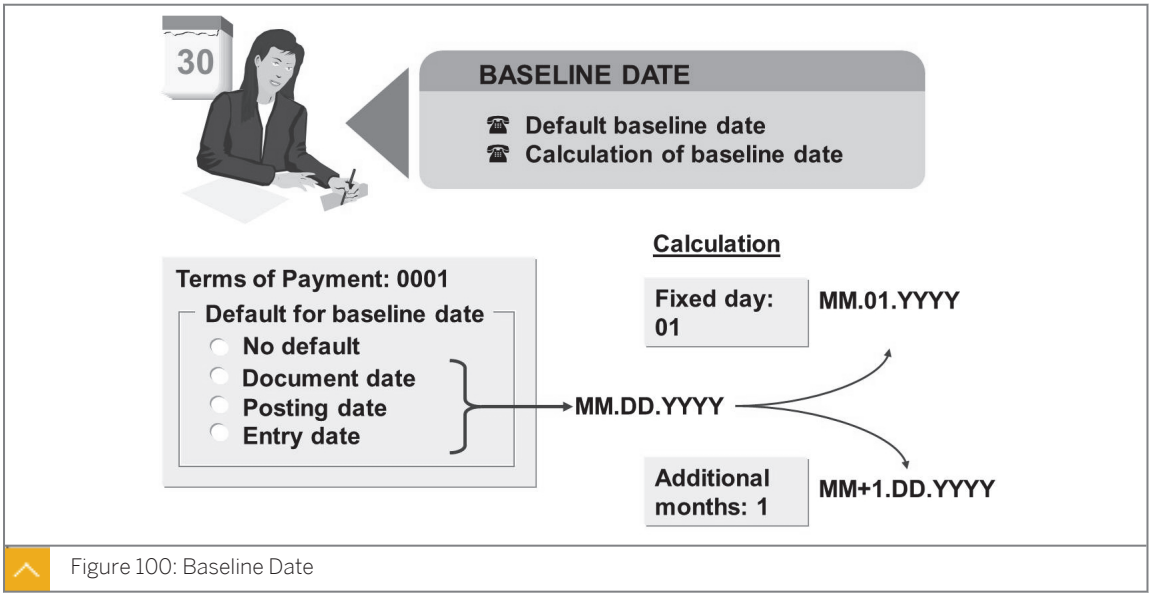


Figure 100: Baseline Date

The system uses the baseline date date to calculate the due date for the invoice and the cash discount terms. The baseline date can either be proposed or entered manually. The following default values can be applied to the baseline date: Posting date, Document date, Entry date.

To calculate the baseline date with the day limit, the SAP ERP application requires the following information:

- Fixed day

  This is a day that can be used to overwrite the calendar day of the baseline date. For example, the fixed day can always be the 15th of the month.

- Number of additional months

  These are the months that need to be added to the calendar month of the baseline date.

For further information about the behavior of the SAP ERP application with default values for the terms of payment baseline date and changing the date by adding months, refer to note 162885.

© Copyright . All rights reserved.

Cash Discount

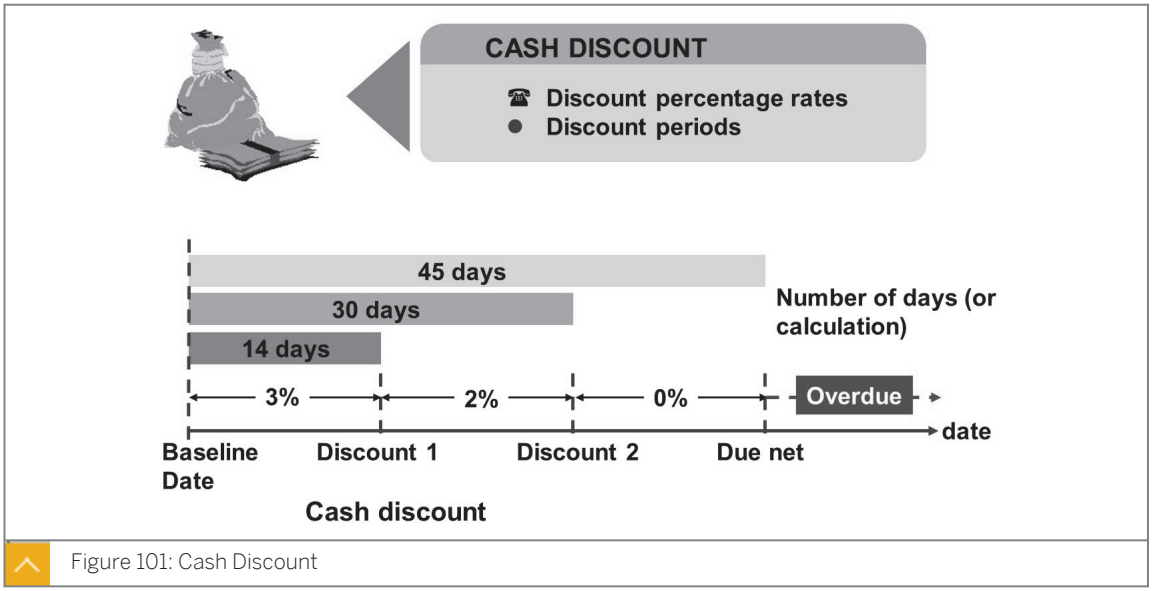


Figure 101: Cash Discount

The *number of days or fixed days and additional months* determines the *cash discounts terms in days* .

The fixed day refers to the fixed calendar day on which the first or second cash discount terms apply or when the net due date is reached.

Additional months imply the number of months that you need to add to the baseline date to determine the end of the first or second cash discount terms or the net due date.

To calculate the cash discount, enter a percentage rate in the terms of payment. In the same line, you also need to enter the number of days for which the percentage is valid. If needed, you can add fixed days and months in the terms of payment line.

The days and months specified in the terms of payment are used in conjunction with the baseline date to calculate the correct cash discount amount for the payment date.

You can enter up to three cash discount periods.

How to Show Terms of Payment in a Customer Master Record

1. Show the definition of the terms of payment in the customer master record, the company code, and the sales area segments.
   a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → Accounts Receivable → Master Records → Maintain Centrally → Display*.
   b) Show the following data:

Field Name or Data Type	Values
Customer	1000
Company Code	1000

© Copyright . All rights reserved.

Field Name or Data Type	Values
Sales Organization	**1000**
Distribution Channel	**10**
Division	**00**

c) In the company code segment on the *Payment Transactions* tab page, show the entry in the *Terms of payment* field.

d) In the sales area segment on the *Billing Documents* tab page, show the entry in the *Terms of payment* field.

How to Show Terms of Payment in a Vendor Master Record

Note that the system does not check whether the terms of payment in the different segments agree.

When you post to a customer or vendor account, you need to enter a cash discount amount or cash discount percentage rate.

1. Show the definition of the terms of payment in the vendor master record, the company code, and the purchasing organization segments.

   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Master Records* → *Maintain Centrally* → *Display*.

   b) Show the following data:

Field Name or Data Type	Values
Vendor	**1000**
Company Code	**1000**
Purchasing Organization	**1000**

   c) For the customer, show the terms of payment entries in the company code segment and the purchasing organization segment.

How to Maintain New Payment Term, Assign it to a Master Record, and Post an Invoice

Demonstrate the steps of the exercise Maintain a New Payment Term, Assign it to a Vendor, and Post an Invoice.

© Copyright . All rights reserved.

Maintain a New Payment Term, Assign it to a Vendor, and Post an Invoice

Business Example

The company uses various terms of payment. Cash discounts are to be posted automatically by the system. The company has negotiated new terms of payment with a vendor.

1. You are required to define a new terms of payment key, AC##, and test it to ensure that it works. The new terms negotiated with your vendor are as follows:
   - Five percent cash discount for immediate payment
   - Two percent cash discount for payment within 14 days
   - No deduction for payment in 30 days
   - The posting date is the baseline date
2. Assign the new terms of payment to your vendor. Enter the terms of payment in the vendor master record.
3. Use the new terms of payment key the next time you enter an invoice. Test the new terms of payment by posting an invoice for 50,000 units of the local currency. Use your account for entertainment expenses (AE01##), the profit center PR##, and the input tax code 0I (*0%*) for the debit posting. Post a vendor invoice.

© Copyright . All rights reserved.

252 Maintain a New Payment Term, Assign it to a Vendor, and Post an Invoice

Business Example

The company uses various terms of payment. Cash discounts are to be posted automatically by the system. The company has negotiated new terms of payment with a vendor.

1. You are required to define a new terms of payment key, AC##, and test it to ensure that it works. The new terms negotiated with your vendor are as follows:

   - Five percent cash discount for immediate payment
   - Two percent cash discount for payment within 14 days
   - No deduction for payment in 30 days
   - The posting date is the baseline date

   a) On the *Customizing* screen, choose *Financial Accounting(New)* → *Accounts Receivable and Accounts Payable* → *Business Transactions* → *Incoming Invoices/Credit Memos* → *Maintain Terms of Payment*.

   b) Choose *Edit* → *New Entries*.

   c) On the *New Entries: Details of Added Entries* screen, enter the following data:

Field Name or Data Type	Values
Payt. Terms	**AC##**
Account Type	
Customer	**BLANK**
Vendor	✔
Default for Baseline date	**Posting Date**
Payment terms	
Term 1	
Percentage	**5%**
No. of days	**BLANK**
Term 2	
Percentage	**2%**
No. of days	**14**
Term 3	

© Copyright . All rights reserved.

Field Name or Data Type	Values
No. of days	**30**

d) In the *Explanations* area, the terms of payment are described by the application. Check that you have entered the terms of payment correctly.

e) Save the entries.

2. Assign the new terms of payment to your vendor. Enter the terms of payment in the vendor master record.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Master Records* → *Change*.

b) On *Change Vendor: Initial Screen*, enter the following data:

Field Name or Data Type	Values
Vendor	**Vendor##**
Company Code	**GR##**
Company Code Data	
Payment Transactions	✔

c) Choose the *Next screen* pushbutton.

d) Enter the following data:

Field Name or Data Type	Values
Payt Terms	**AC##**

e) Save the entries.

3. Use the new terms of payment key the next time you enter an invoice. Test the new terms of payment by posting an invoice for 50,000 units of the local currency. Use your account for entertainment expenses (AE01##), the profit center PR##, and the input tax code OI (*0%*) for the debit posting. Post a vendor invoice.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Document Entry* → *Invoice*.

b) On the *Enter Vendor Invoice: Company Code GR01* screen, enter the following data:

Field Name or Data Type	Values
Basic Data	
Vendor	**Vendor##**
Invoice date	**Current date**
Posting Date	**Current date**
Amount	**50000**
Currency	**Local currency**

© Copyright . All rights reserved.

Field Name or Data Type	Values
Calculate tax	✔
Tax Code	**OI**
Item	
G/L account	**AE01##**
D/C	**Debit**
Amount in doc. curr.	**50000**
Item Text	**Dinner for staff**
Profit center	**PR##**

c) Click the *Payments* tab page to check whether the terms of payment are proposed from the vendor master record.

d) Choose *Document* → *Simulate*.

e) Check the document. Double-click a line item to display or change the data.

f) Choose the *Back* pushbutton and then choose *Post* to save the document.

Note:
You have just performed the following activities:

- Created new terms of payment
- Assigned the new terms to your vendor master record

When you post an invoice, the new terms of payment are defaulted from the vendor master record.

To check whether the new terms of payment have been defaulted from the vendor master record, follow the menu path:

Accounting → *Financial Accounting* → *Accounts Payable* → *Account* → *Display/Change Line Items*.

Enter your vendor number and the company code on the selection screen and execute the Display/Change Line Items report. Double-click the line item for which you want to see the individual terms of payment.

© Copyright . All rights reserved.

How to Post a Customer Invoice with Subsequent Credit Memo

1. Link credit memos to the terms of payment for the invoice using the *invoice reference* field.
   a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → Accounts Receivable → Document Entry → Invoice*.
   b) Enter the following data:

Field Name or Data Type	Values
Company Code	**1000**
Customer	**1000**
Invoice Date	**Previous day**
Posting Date	**Previous day**
Amount	**2,000 units local currency**
Calculate tax	✔
Tax Code	**OO (Output tax - course)**
Terms of Payment	**ZB01**
Item	
G/L account	**800200**
D/C	**Credit**
Amount in doc. curr.	**2,000**

   c) Post the document and note the document number.

2. Post a credit memo for this invoice.
   a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → Accounts Receivable → Document Entry → Credit Memo*.
   b) Enter the following data:

Field Name or Data Type	Values
Company Code	**1000**
Customer	**1000**
Document Date	**Previous day**
Posting Date	**Previous day**
Amount	**50 units local currency**
Calculate tax	✔
Tax Code	**OO (Output tax - course)**
Terms of Payment	**ZB01**

© Copyright . All rights reserved.

Field Name or Data Type	Values
Payment Tab Page	
Invoice Reference	`Document number of the invoice you have just entered`
Item	
G/L account	`800200`
Amount in doc. curr.	`50`

c) Post the credit memo. The complete terms of payment are copied from the invoice.

d) In the line item display, display the *Due Date for Net Payment* column and show that the invoice and credit memo are due on the same day.

Day Limits

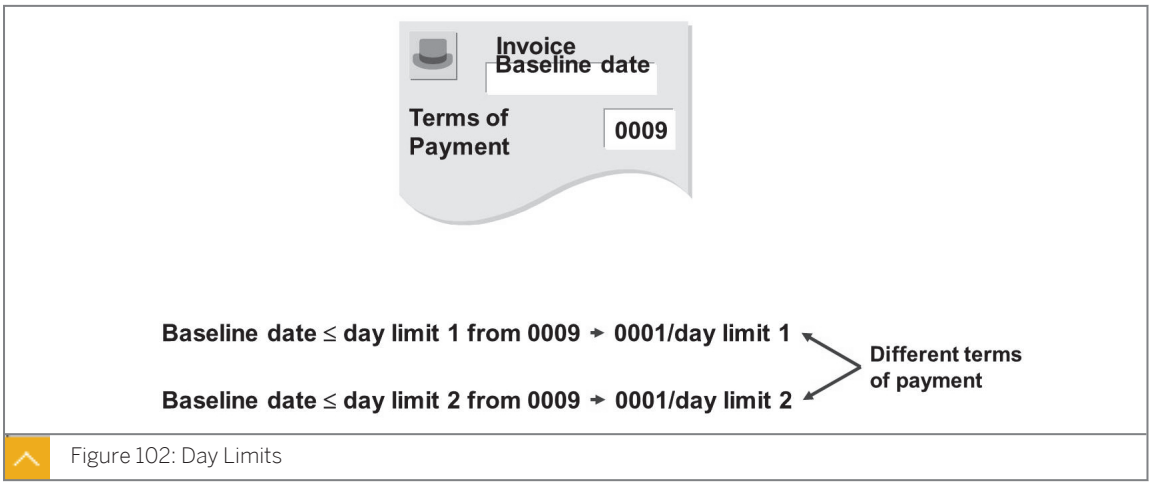


Figure 102: Day Limits

Day limits enable date-specific terms of payment in single terms of payment key.

You can define several versions of the terms of payment, with each version having a different day limit.

The day limit is the baseline date up to which the payment term version applies. For terms of payment that are dependent on a day limit (for example, if the baseline date is before the 15th of the month), you can enter two-part terms of payment under the same terms of payment key. The entry for the specified day limit is added to the terms of payment key. This results in two entries where different terms of payments can be defined.

The following terms of payment require the specification of a day limit:

- Documents with an invoice date up to the 15th of the month are payable on the last day of the following month.
- Documents with an invoice date after the 15th of the month are payable on the 15th of the month after the following month.

How to Maintain Day Limits for Terms of Payment

© Copyright . All rights reserved.

1. Maintain day limits for the terms of payments.
   a) Use transaction FB60 to enter a vendor invoice.
   b) On the *Enter Vendor Invoice* screen, check the *Payt Terms* and *BaselineDt* fields on the *Payment* tab.
   c) In another session, on the *Customizing* screen, choose *Financial Accounting (New)* → *Accounts Receivable and Accounts Payable* → *Business Transactions* → *Incoming Invoices/Credit Memos* → *Maintain Terms of Payment*.
   d) Choose the *Position* pushbutton and search for ZB02.
   e) Double-click the terms of payment *ZB02*.
   f) On the *Change View "Terms of Payment": Details* screen, enter the following data:

Field Name or Data Type	Values
Payt Terms	**ZB02**
Fixed day	**15**
Additional months	**1**

   g) Compare the values on the *Enter Vendor Invoice* and *Change View "Terms of Payment": Details* screen.
   h) On the *Enter Vendor Invoice* screen, enter the following data:

Field Name or Data Type	Values
Vendor	**1000**
Invoice date	Current date
Posting Date	Current date
Amount	**11,000**
Currency	EUR
Tax Amount	**1,000**
Tax code	**1I**

   i) On the *Payment* tab, enter the terms of payment **ZB02**.
   j) On the *Change View "Terms of Payment": Details* screen, choose *Next page* and then *Previous page* to refresh the data. Note that *Day limit* has been updated to *15* and *Fixed day* displays to *30*. On the *Enter Vendor Invoice* screen, the *BaselineDt* field has been updated accordingly.

© Copyright . All rights reserved.

Installment Payments

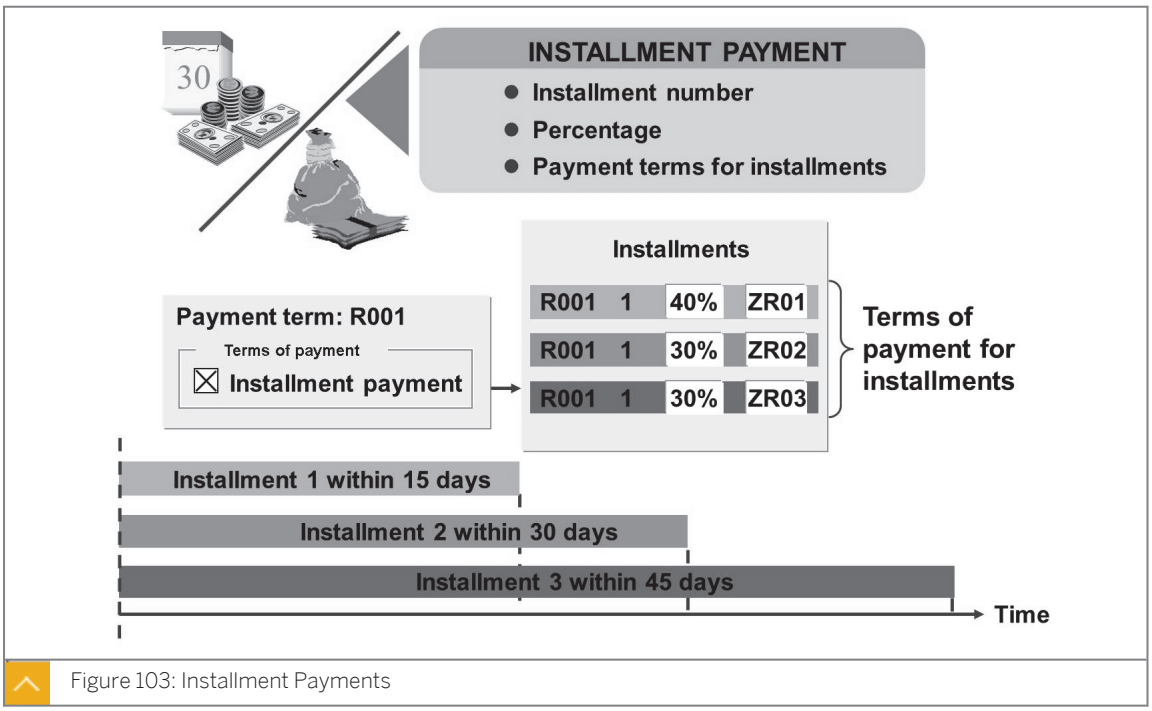


Figure 103: Installment Payments

You can pay an invoice over several months using an installment plan. You can also retain a portion of the invoice amount for payment later.

The total invoice amount is divided into partial amounts that are due on different dates.

The SAP ERP application carries out this split automatically if installment payment is defined in the terms of payment.

To define installment payments in the terms of payment, first select installment payment (do not assign any cash discount periods or cash discount percentage rates).

Then, define the following items for each installment:

- Installment number
- Percentage rate
- Terms of payment

The percentage rates specified must total 100%.

The SAP ERP application creates a line item for each installment specified.

The line item amounts correspond to the percentages of the total amount. The total of the line item amounts corresponds to the total amount.

The terms of payment for the line items are the terms of payment defined for the individual installments.

How to Define Terms of Installment

1. Define installment payment terms.

© Copyright . All rights reserved.

a) On the *Customizing* screen, choose *Financial Accounting (New)* → *Accounts Receivable and Accounts Payable* → *Business Transactions* → *Incoming Invoices/ Credit Memos* → *Maintain Terms of Payment* .

b) Choose the *Position* pushbutton and enter **R001** in the *Payt terms* field.

c) Choose *Continue* .

d) Click the *R001* box and choose the *Details* pushbutton.

e) On the *Change View "Terms of Payment": Details* screen, check the *Installment Payment* check box.

f) Note the *Own Explanation* field *Retainage Payment Terms 3 Installments ZR01, ZR02,* and *ZR03* .

g) Go back and then choose the *Position* pushbutton.

2. Define the payment terms for each installment.

a) On the *Change View "Terms of Payment": Overview* screen, enter **ZR01** in the *Payt terms* field and choose *Continue*.

b) Choose *ZR01* and then, choose the *Details* pushbutton.

c) Check that the *Number of days* is *15* in the *Payt terms* field.

d) Choose the *Next page* pushbutton.

e) Check that the number of days is *30* in the *Payt terms* field for the terms of payment *ZR02*.

f) Choose the *Next page* pushbutton.

g) Check that the number of days is *45* in the *Payt terms* field for the terms of payment *ZR03*.

h) Choose *Exit*.

i) Go to *Define Terms of Payment for Installment Payments* in *Customizing.*

3. Link the installment terms of payment to other payment terms.

a) Check the entries for *R001*.

b) Link the *Payment Terms R001* to *ZR01*, *ZR02*, and *ZR03* in the same sequence with the percentages of each installment defined as *40%*, *30 %* and *30%* respectively.

c) Go back

4. Post a vendor invoice and check the installment terms and line items with different due dates.

a) Choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Document Entry* → *Invoice*.

b) On the *Basic data* tab, enter the following values:

Field Name or Data Type	Values
Vendor	**1000**

© Copyright . All rights reserved.

Field Name or Data Type	Values
Invoice Date	**Current date**
Posting Date	**Current date**
Amount	**22,000**
Tax amount	**2,000**
G/L acct	**470000**
Amount in doc.curr.	*****
Cost center	**1000**

c) On the *Payment* tab, check that *Payt Terms* is *R001* and choose the *Bank* details pushbutton or simulate the document.

Note:
The *Document Overview* screen displays three line items for the vendor, each having three values. The total amount is split into three values as per the percentages defined earlier.

d) Save the entries.

e) On the *Display Document: Line Item 002* screen, check the following values:

Field Name or Data Type	Values
Payt Terms	**ZR01**
Days/percent	**15**

f) Choose the *Next page* pushbutton and check the following values:

Field Name or Data Type	Values
Payt Terms	**ZR02**
Days/percent	**30**

g) Choose the *Next page* pushbutton and check the following values:

Field Name or Data Type	Values
Payt Terms	**ZR03**
Days/percent	**45**

© Copyright . All rights reserved.

Cash Discounts (and Net Procedure)

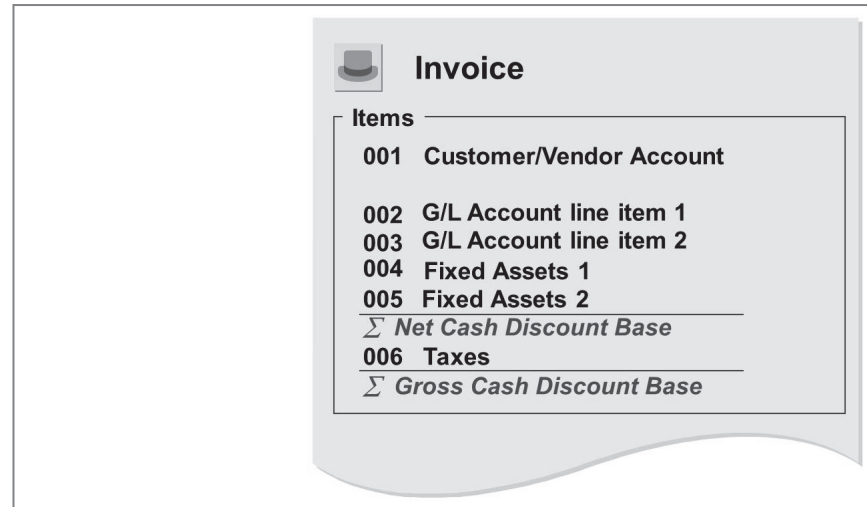


Figure 104: Cash Discount Base Amount

Depending on the legal requirements of the country in question, the cash discount base is calculated on the following values:

- Net value (total of general ledger account items and asset items, tax on sales and purchases not included)
- Gross value (tax on sales and purchases included), for example, in Germany, Switzerland

For each company code or tax jurisdiction code, in *Customizing*, specify which value the system is to use for the cash discount base (see *Global Parameters*).

Depending on the national regulations of your country, the base amount of the cash discount can be the net value of the total of the general ledger account and fixed asset line items, without taxes. The base amount can also be the gross value of those items, including taxes. For each company code or tax jurisdiction code, you need to specify the value that the SAP ERP application will use as cash discount base. This setting belongs to the global parameters of a company code.

First, decide when you want the cash discount to be deducted, when posting an invoice, (net procedure) or when clearing the invoice (gross procedure).

Usually, you do not deduct a cash discount when you post a customer invoice, since you do not know whether the customer will pay within the period allowed for cash discount. If the customer does claim cash discount, the cash discount expense will arise during clearing. You can, therefore, monitor the account for a cash discount expense and change the conditions if necessary. For vendors, you can see the real expense (material price) here and the cash discount revenue because the cash discount revenue arises when you clear a vendor invoice.

© Copyright . All rights reserved.

Posting Cash Discount: Gross Procedure

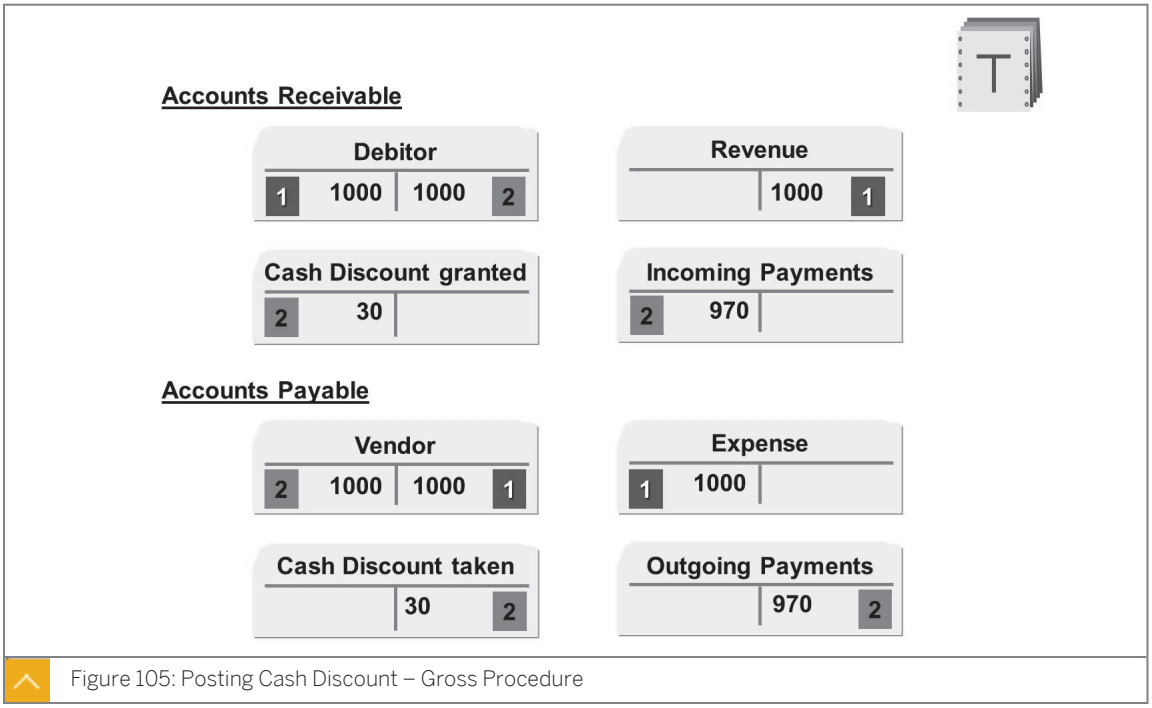


Figure 105: Posting Cash Discount – Gross Procedure

Cash discount amounts can be entered manually, or by configuring the SAP ERP application to automatically use the rates in the terms of payment. You can change the cash discount after posting the invoice.

When you clear an open item on a customer or vendor account, the SAP ERP application automatically posts the applicable cash discount to an account for cash discount expense or cash discount received.

You define the accounts for cash discount expense or cash discount revenue in the configuration.

© Copyright . All rights reserved.

Net Procedure: Invoices and Payments

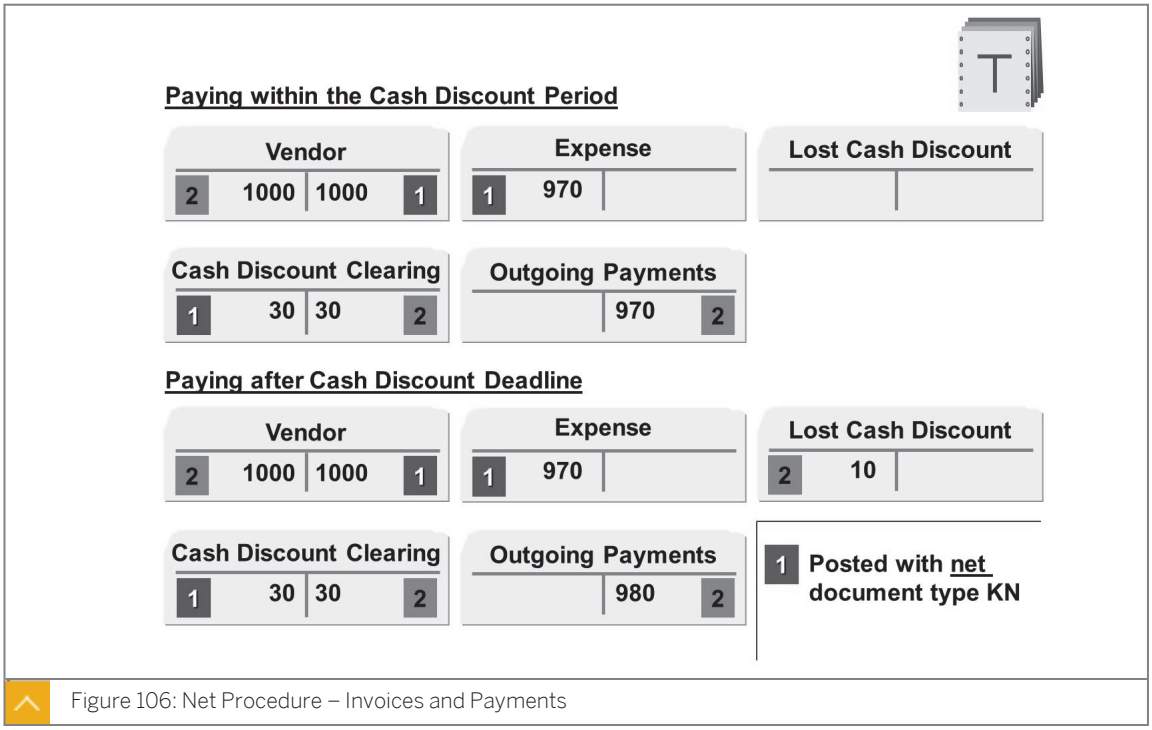


Figure 106: Net Procedure – Invoices and Payments

If you post a vendor invoice with a document type for the net procedure, the SAP ERP application automatically reduces the cash discount amount from the expense or balance sheet account. The application then posts the same amount to a cash discount clearing account to clear the posting.

When you use the net procedure, the cash discount amount is automatically posted along with the invoice.

When the invoice is paid, the SAP ERP application carries out a clearing posting to the cash discount clearing account.

If the invoice is paid after the cash discount deadline, the cash discount loss is posted to a separate account.

The cash discount clearing account must be managed on an open item basis.

How to Define a Cash Discount Base for Outgoing Invoices

In Germany, the potential cash discount deduction is taxed when you post the document. You then make a tax adjustment during payment clearing. In this case, the base amount for calculating cash discount is the gross value, which includes the tax on sales and purchases.

1. Define the valid cash discount base for the company code dependent on the country-specific legal requirements.
   a) On the *Customizing* screen, choose *Financial Accounting (New)* → *Accounts Receivable and Accounts Payable* → *Business Transactions* → *Outgoing Invoices/ Credit Memos* → *Define Cash Discount Base for Outgoing Invoices*.

© Copyright . All rights reserved.

b) Define the cash discount.

How to Define Accounts for Cash Discount Expense and Revenue

1. Define accounts for cash discount expense and revenue.
   a) On the *Customizing* screen, choose *Financial Accounting (New)* → *Accounts Receivable and Accounts Payable* → *Business Transaction* → *Outgoing Payments* → *Outgoing Payments Global Settings* → *Define Accounts for Cash Discount Taken*.
   b) In the *Enter Chart of Accounts* dialog box, enter **INT** and choose *Continue*.
   c) Enter **276000** in the *Accounts* column and choose the *Rules* pushbutton.
   d) Verify that the transaction is SKE.
   e) On the *Customizing* screen, choose *Financial Accounting (New)* → *Accounts Receivable and Accounts Payable* → *Business Transaction* → *Incoming Payments* → *Incoming Payments Global settings* → *Define Accounts for Cash Discount Granted*.
   f) In the *Chart of Accounts* dialog box, enter **INT** and choose *Continue*.
   g) Enter **880000** in the *Accounts* column and choose the *Rules* pushbutton.
   h) Verify that the transaction is SKT.

How to Define the Vendor Net Document Type

In the vendor net procedure, assume that you can deduct a cash discount even though you have not paid the invoice. Therefore, when you post using document type KN, the cash discount is automatically posted as a debit to a cash discount clearing account.

1. To apply the vendor net procedure, you need to define a special document type in *Customizing*.
   a) On the *Customizing* screen, choose *Financial Accounting (New)* → *Financial Accounting Global Settings (New)* → *Document* → *Document Types* → *Define Document Types for Entry View*.
   b) Place the cursor on document type *KN* and refer to the indicator for the net document type.

© Copyright . All rights reserved.

How to Define Cash Discount Clearing Accounts

Rules help you choose between separate accounts for debit and credit and accounts that are dependent on the tax code. For invoices posted net, you can change the cash discount terms in the document or the payment proposal in the same way as for invoices posted gross.

1. For the net posting, define a clearing account to which the cash discount can be posted. This account is cleared when you pay the vendor invoice.
   a) On the *Customizing* screen, choose *Financial Accounting (New)* → *Accounts Receivable and Accounts Payable* → *Business Transactions* → *Incoming Invoices/ Credit Memos* → *Define Account for Net Procedure*.
   b) In the chart of accounts *INT*, *account 193000* is already defined.

How to Post Vendor Invoices with Document Type KN (Net Procedure)

1. Show the automatic posting of a cash discount to the cash discount clearing account when documents are posted with document type KN.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Document Entry* → *Invoice*.
   b) Enter the following data:

Field Name or Data Type	Values
Company Code	**1000**
Vendor	**1000**
Document Type	**KN**
Invoice Date	**Current date minus 7 days**
Posting Date	**Current date minus 7 days**
Calculate tax	✔
Tax Code	**01 (input tax - course)**
Amount	**1000**
Tab page "Payments"	
Terms of Payment (on *Payment* tab)	**ZB01**
Item	
G/L acct	**400020**
Amount in doc. curr.	**1000**

© Copyright . All rights reserved.

Field Name or Data Type	Values
Tax Code	**0I**

c) Post the document and then display it.

How to Deal with a Payment within the Cash Discount Period (Case 1)

The cash discount clearing account must be managed on an open item basis. When you clear the invoice, the account is cleared automatically (set the indicator *Post Automatically Only*). If the incoming invoice is posted without the cash discount, no cash discount revenue is earned.

If the invoice is paid within the cash discount period, then the cash discount amount posted from the incoming invoice is cleared.

1. Show the posting records for payment within the cash discount period.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Document Entry* → *Outgoing Payment* → *Post*.
   b) Enter the following data:

Field Name or Data Type	Values
Document Date	**Current date**
Document Type	**KZ**
Company Code	**1000**
Posting Date	**Current date**
Currency	**Local currency**
Bank data	
Account	**113101**
Amount	**970**
Open item selection	
Account	**1000**
Account type	**K**

   c) Choose the *Process open items* pushbutton. Then, select and assign the invoice you posted.
   d) Simulate the document.
   e) *Exit* without posting.

© Copyright . All rights reserved.

How to Deal with a Payment after the Cash Discount Period (Case 2)

The cash discount clearing account must be managed on an open item basis. When you clear the invoice, the account is cleared automatically (set the indicator *Post Automatically Only*). If the incoming invoice is posted without the cash discount, no cash discount revenue is earned.

If the invoice is paid after the cash discount period, then an amount less than the cash discount amount posted from the incoming invoice is cleared. The cash discount loss is then posted to the cash discount loss account.

1. Show the posting records for payment after the cash discount period (manual adjustment).
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Document Entry* → *Outgoing Payment* → *Post*.
   b) Enter the following data:

Field Name or Data Type	Values
Document Date	**Current date**
Document Type	**KZ**
Company Code	**1000**
Posting Date	**Current date**
Currency	**Local currency**
Bank data	
Account	**113101**
Amount	**980**
Open item selection	
Account	**1000**
Account type	**K**

   c) Choose the *Process open items* pushbutton. Then, select and assign the invoice (document type KN).
   d) Change the cash discount amount to **20.**
   e) Simulate and post the document.

How to Define the Cash Discount Loss Account

The account for cash discount loss must not contain a tax category in the master record, since the cash discount is taxed when you enter the invoice.

© Copyright . All rights reserved.

- If a cash discount loss arises, the original acquisition price is no longer correct and you have to adjust it. In other words, you can capitalize the cash discount loss.
- Use program SAPF181 to make an adjustment to the profit and loss statement.

Note:
When you post cash discount loss, the business area is not used.

1. If the payment is made after the cash discount period, you have to post a cash discount loss. To do this, you have to define a corresponding account for the automatic account determination.
   a) On the *Customizing* screen, choose *Financial Accounting (New)* → *Accounts Receivable and Accounts Payable* → *Business Transactions* → *Outgoing Payments* → *Outgoing Payments Global Settings* → *Define Accounts for Lost Cash Discount*.
   b) Define the lost cash discount.

© Copyright . All rights reserved.

LESSON SUMMARY

You should now be able to:

- Configure payment terms
- Prepare cash discounts

© Copyright . All rights reserved.

260 Understanding and Maintaining Taxes and Tax Codes

LESSON OVERVIEW

This lesson explains how to understand and maintain taxes and tax codes.

Business Example

Due to time constraints, the management has requested that you provide the basic tax requirements of your country for the prototype. They suggested that you use your country's SAP ERP tax template. For this reason, you require the following knowledge:

- An understanding of how taxes are handled in the SAP ERP Financials solution
- An understanding of how to create tax codes and define tax accounts in the configuration

LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Prepare taxes
- Configure tax codes

Taxes

When posting an invoice SAP allows for taxes to be levied on the invoice amount as:

- **Tax on sales/purch.**
- **US sales tax**
- **Additional taxes**
- **Withholding tax**

Two taxation types are possible:

- **Federal/country level**
- **State/jurisdictional level**

Figure 107: Taxes

The SAP ERP application supports the following tax systems:

- Taxes on sales and purchases
- U.S. sales tax

© Copyright . All rights reserved.

- Additional taxes (country-specific, for example, investment tax in Norway, and clearing tax in Belgium)
- Withholding tax

The following types of taxes can be processed in SAP ERP:

- Taxes with uniformly defined rates that are levied at a national level
- Taxes with rates defined by a state or jurisdiction that are levied at a state or jurisdictional level

Due to the complications related to this type of taxation, third-party software is often used to determine tax allocation. For example, there are over 67,000 possible jurisdictions in the U.S. SAP ERP provides generic interface software to support the taxes defined by each state and jurisdiction.

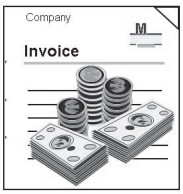
In some countries, taxes are levied on both levels. Examples of such countries are Canada, India, and Brazil.

U.S. sales and use taxes are typical examples of taxes below national level.

SAP ERP performs the following actions when dealing with taxes:

- Checking the tax amounts entered using defined condition types and calculating the amounts automatically
- Posting the tax amounts to tax accounts
- Performing tax adjustments for cash discounts and other forms of deductions
- Creating tax returns, details for which are covered in course AC205

Tax Support



The system provides support for:

- **Calculating tax amounts**
- **Posting to defined tax accounts**
- **Performing tax adjustments**
- **Taxing reporting**

The system calculates the tax amounts from:

- **Base amounts with or without a cash discount**
- **Tax codes to check or calculate the tax amount**

Figure 108: Tax Support

The system supports the treatment of taxes through the following actions:

- Checks the tax amount entered and automatically calculates the tax

© Copyright . All rights reserved.

- Posts the tax amount to tax accounts
- Performs tax adjustments for cash discounts and other forms of deductions

The expense or revenue amount is the base amount, which can either include or exclude a cash discount. In the former case, the tax base is taken as a gross value while in the latter case, it is taken as a net value.

The SAP application uses the tax code to determine the calculations required to perform taxation functions.

National regulations define the base tax amount as one of the following amounts:

- Net amount

  The taxable expense or revenue items less a cash discount

- Gross amount

  The taxable expense or revenue items including a cash discount

You can define which amount is used for each company code or for the highest level of the jurisdictional code.

Tax Calculation

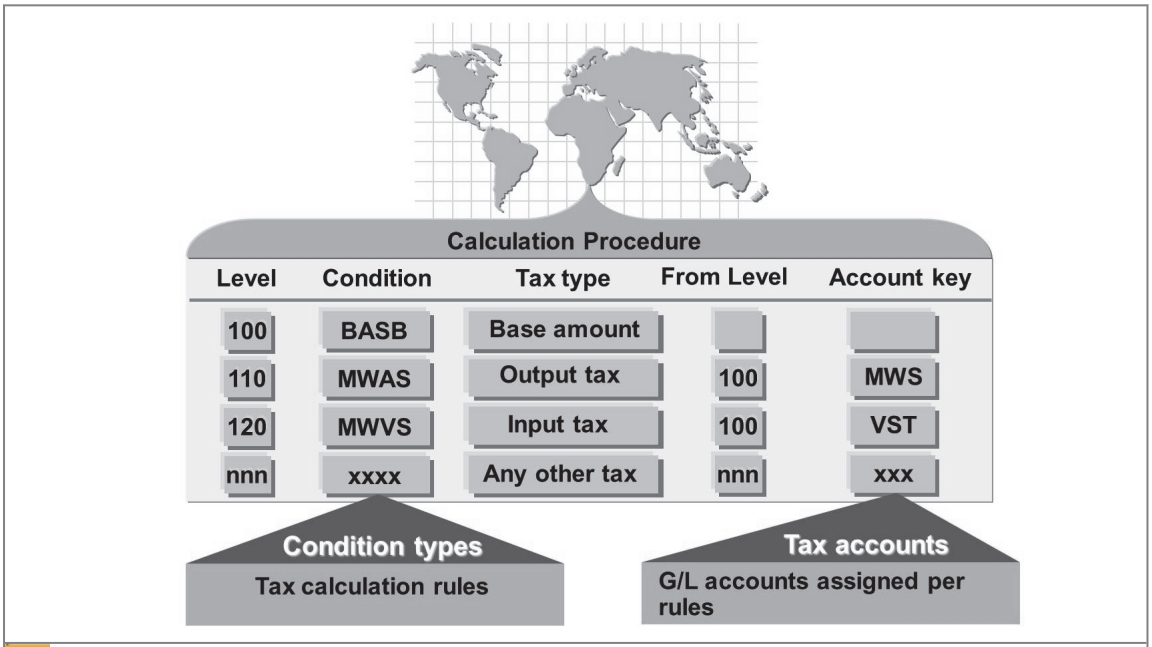


Figure 109: Tax Calculation

In the SAP ERP application, a preconfigured procedure for tax calculation exists for every country.

The tax calculation procedure contains the following elements:

- Sequence of the steps

  These are the steps required in the tax calculation procedure. The from step indicates the point at which the system calls the base value for the step.

- Tax types (condition types)

© Copyright . All rights reserved.

These are the condition types applicable to a country. The SAP ERP application comes with the condition types necessary for each tax calculation. The tax calculation procedure in the application covers the correct condition types. Condition types are tax calculations that are valid for a country. The base amount is an expense or revenue item.

- Account key or transaction key

  This key covers additional specifications and is used for the automatic account determination of the taxes concerned. Predefined account keys are included in the SAP ERP application. It is recommended that you use these standard account keys.

For the U.S., the following tax calculation procedures are relevant:

- TAXUSJ, which is the standard tax calculation procedure that includes the use of jurisdictional codes
- TAXUSX, which is used when employing an external tax package

How to Check the Tax Calculation Procedure

Each country has one or more tax calculation procedures. These procedures are based on the price determination procedure in sales order management.

In each company code, the calculation procedure assigned to the country is used. The tax procedure contains the following elements:

- Sequence of the steps

  From level 100 means that the tax type is to be calculated on the entry in the column “Level 100” (= base amount). The tax base amount corresponds to the expense or revenue item.

- Tax or condition types

  The rules for calculating taxes are defined here. A three-digit account key is assigned to each four-digit condition type.

- Account or transaction key

  This key is used to post to the correct tax accounts (automatic account determination). The account key also creates tax items during posting.

The calculation procedures are defined in the system, so you do not have to maintain them. If a new kind of tax is needed (not to be confused with a new rate), SAP is obliged to adjust the calculation procedure due to legal requirements.

1. Show the tax calculation procedure for Germany.
   a) On the *Customizing* screen, choose *Financial Accounting (New)* → *Financial Accounting Global Settings (New)* → *Tax on Sales/Purchases* → *Basic Settings* → *Check Calculation Procedure*.
   b) Double-click *Define Procedure*.
   c) Select the tax procedure *TAXD* for Germany and open it using *Control* on the left of the dialog structure.

© Copyright . All rights reserved.

How to Deal with Taxes in Financial Accounting

1. Post an incoming invoice from a vendor for services rendered, with an input tax of 10%.
   a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → Accounts Payable → Document Entry → Invoice*.
   b) Enter the following data:

Field Name or Data Type	Values
Vendor	**1000**
Invoice date	**Current date**
Posting Date	**Current date**
Amount	**11000**
Calculate tax	✔
Tax code	**I1**
G/L Account	**470000**
D/C	**Debit**
Doc. Currency	**11000**
Cost center	**1000**

   c) Choose *Document → Simulate*.
   d) On the *Document Overview* screen, ensure that the following values of the specified line items are entered:

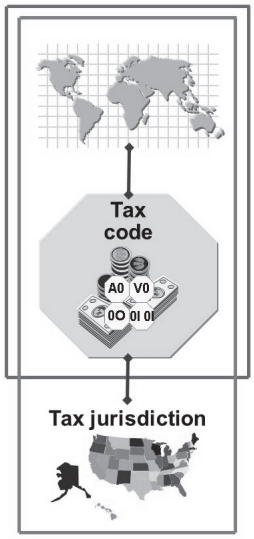
Field Name or Data Type	Values
Credit to Vendor	*EUR 11000*
Debit to G/L Account 470000	*EUR 10000 (net of tax)*
Debit to Input Tax	*EUR 1000*

   e) Choose *Post* to enter the document.

•

© Copyright . All rights reserved.

Tax Codes



The tax code is used to:

- Verify the amount of tax
- Calculate the amount of tax
- Calculate additional tax portion
- Verify the tax type
- Determine the G/L account
- Show tax correctly on tax forms

Figure 110: Tax Code

When you post a document, you also enter its tax code. The tax code connects the document to the tax calculation. This connection varies according to whether the country in question uses a tax calculation procedure dependent on tax jurisdiction codes or not.

The tax code is linked with one of the following values:

- Country key
- Combination of country key and tax jurisdiction code

The tax codes within a jurisdictional taxation method are date specific. In the configuration, you can choose whether the document date or the posting date is valid for the tax calculation.

Tax rates are assigned to the tax types used in the tax calculation procedure.

Tax Rates

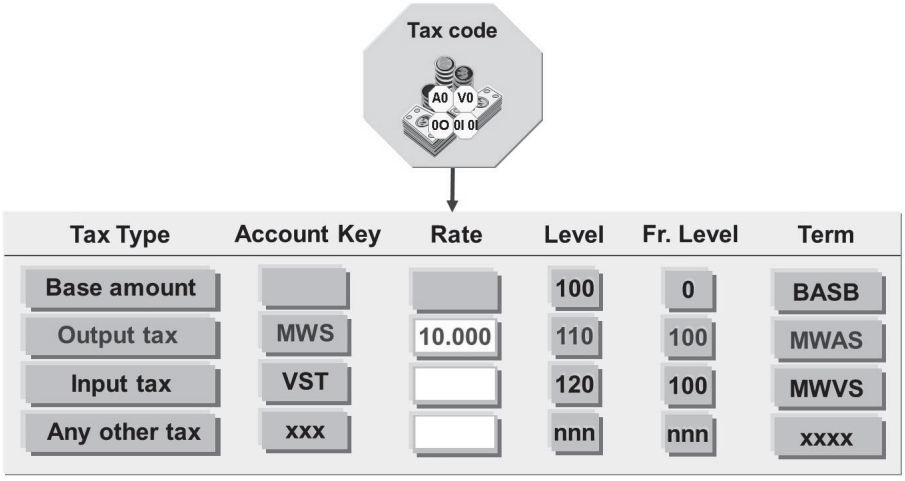


Figure 111: Tax Rates

© Copyright . All rights reserved.

In addition to other information, the tax code also contains tax rates. Tax rates are assigned to the tax types used in the tax calculation procedure. You can set-up a tax code with several tax rates entered for different tax types (if a line item is to be taxed with several tax types), but usually only one tax rate is entered.

An example of a tax code with more than one tax rate is the 10% input tax on an item for which 40% of the tax amount is nondeductible.

For the tax rate, this example means 6% input tax and 4% nondeductible input tax.

Some postings to tax-relevant G/L accounts must have a tax rate of zero. This case applies to the following items:

- Items that are tax exempt but have to be reported to the tax authorities. For these items a special tax code with a tax rate of zero is created.
- Items that are created by tax-exempt transactions, such as the issue and movement of goods issues. You must assign a special tax code to these transactions.

The tax type definition determines if the base amount is "percentage included" or "percentage separate."

If the system detects a deviation between the tax calculated and the tax amount entered, it issues either an error message (check indicator set) or a warning message (check indicator not set). The check indicator is not set for input tax codes because the user must post the tax amount from the invoice, regardless of whether it is correct or not.

Tax Postings

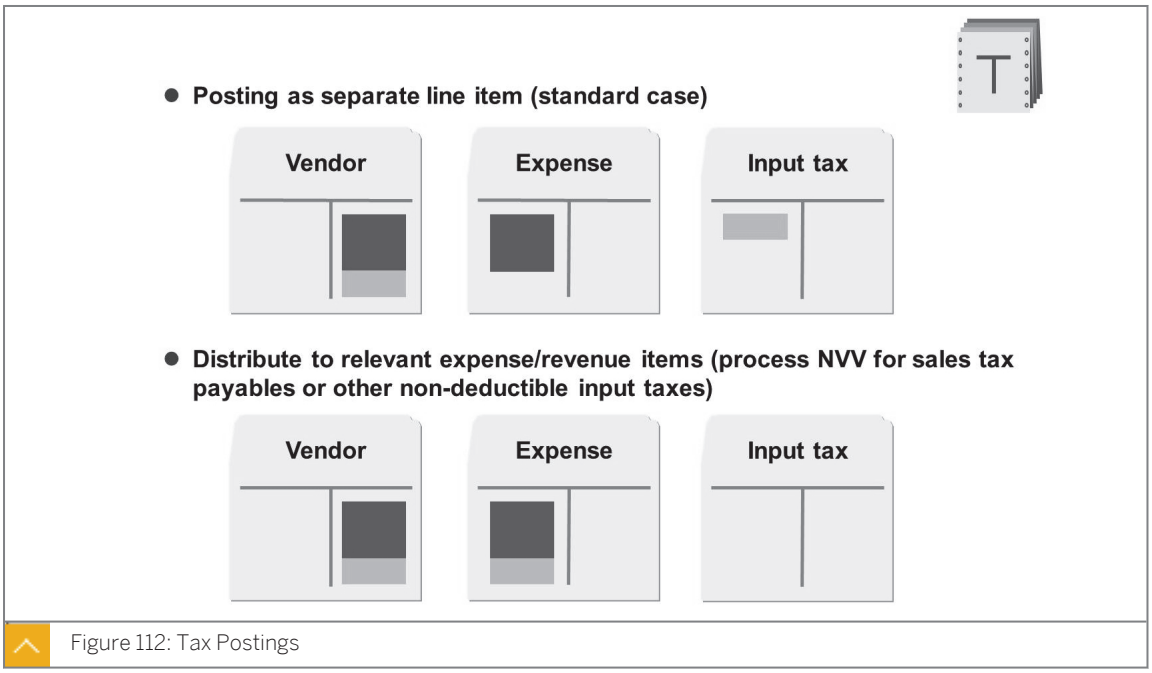


Figure 112: Tax Postings

Tax postings can be of the following types:

- Taxes calculated by the application are usually posted through a separate line item to a special tax account. This is the standard scenario.
- Taxes with certain transaction or account keys (for example, NVV) are distributed to the relevant expense or revenue items, such as the case of sales tax payables or other nondeductible input taxes.

© Copyright . All rights reserved.

Determination of Tax Accounts

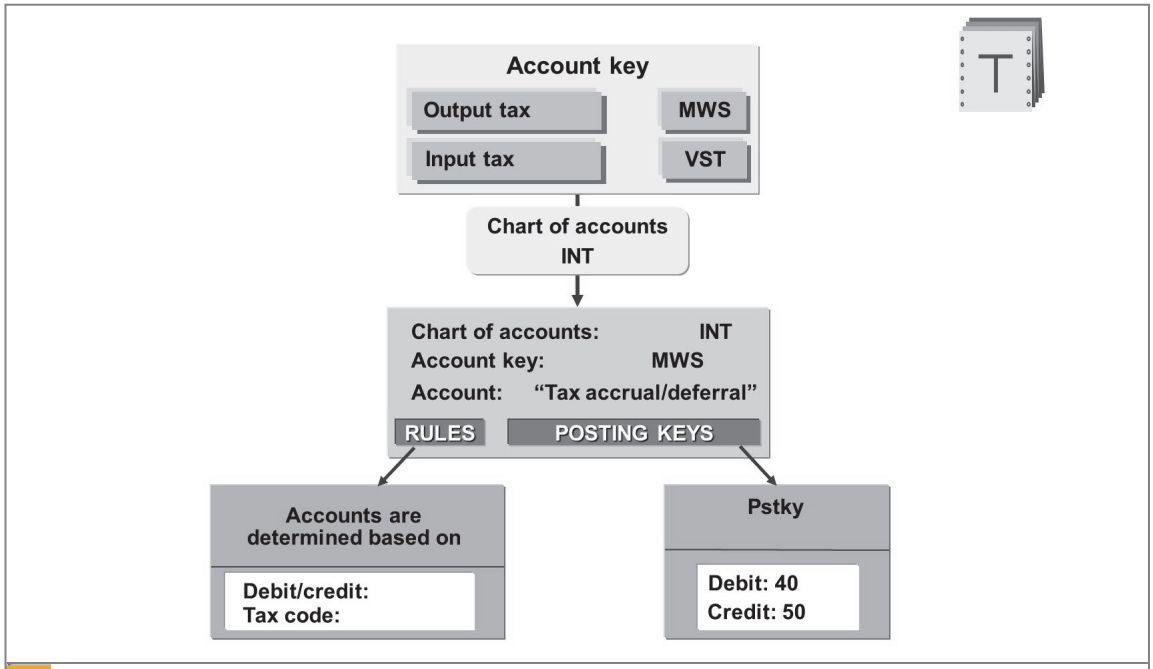


Figure 113: Determining Tax Accounts

To enable the automatic determination of tax accounts, assign the following data to the account or transaction keys that generate tax items during posting:

- Tax accounts
- Posting keys (40 and 50 are recommended)
- Rules, which determine fields, such as the tax code or the account key, on which account determination is based

When exchange rate differences occur because of tax adjustments in foreign currencies, these differences are usually posted to the normal account for exchange rate differences. However, for each company code, you can specify that the exchange rate for tax items can also be entered manually or be determined by the posting or the document date. The resulting differences are posted to a special account.

© Copyright . All rights reserved.

Tax Accounts

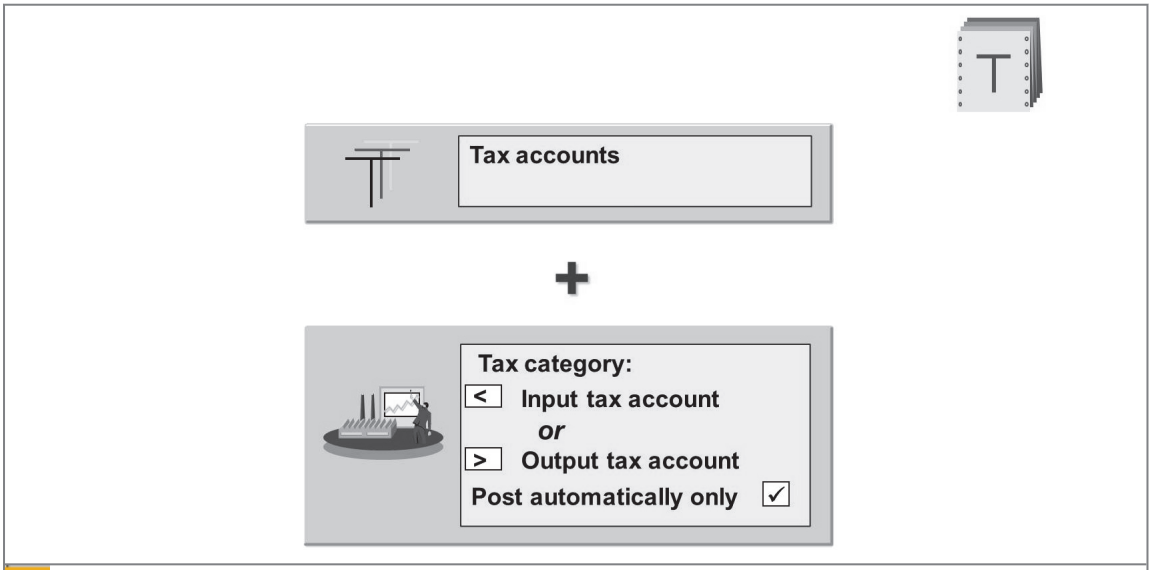


Figure 114: Tax Accounts

In the account for output tax, you can use the *Post automatically only* field (on the Create or Bank or Interest tab page) to prevent manual tax postings.

The *Post automatically only* indicator is selected only for output tax and not for input tax. If you receive an invoice with an incorrect input tax amount, you still have to post this amount manually.

You can define tax accounts, or accounts to which tax items are posted, in the Tax Category field by entering one of the following signs:

- < for input tax
- > for output tax

The properties of a tax code define the tax posted as an input tax or an output tax.

If you do not want to post tax manually, then select *Post automatically only*.

© Copyright . All rights reserved.

Other General Ledger Accounts

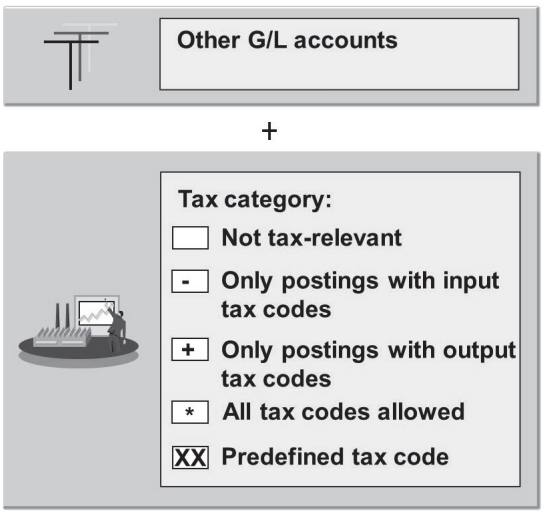


Figure 115: Other General Ledger Accounts

All other General Ledger Accounts may have one of the following entries in the Tax Category field:

Entities	Description
" "	For non-tax-relevant postings, such as bank postings
-	For postings that require an input tax code, such as a reconciliation account for payables from goods and services
+	For postings that require an output tax code, such as a reconciliation account for receivables from goods and services
*	For postings that require any tax code
xx	For postings with the predefined tax code xx

If you select the *Postings Without Tax Allowed* field, then you can post to the General Ledger Account without specifying a tax code, an action that is necessary for tax postings within a calculation procedure for a jurisdiction code tax for foreign customers who do not have a jurisdiction code.

Note:
Accounts for cash discounts need an entry in the *Tax Category* field so that the system can post tax adjustments.

© Copyright . All rights reserved.

How to Provide Certain Tax Codes in the Input Help or Define Them as Default (Initial) Values

1. Show how to define a tax code as a default value in the input help for Enjoy postings.
   a) On the *Customizing* screen, choose *Financial Accounting (New)* → *Accounts Receivable and Accounts Payable* → *Business Transactions* → *Incoming Invoices/Credit Memos* → *Incoming Invoices/Credit Memos - Enjoy* → *Define Tax Code per Transaction*.
   b) Set the tax code to *initial* so that it appears first in the input help when you enter documents using the Enjoy transaction.

How to Define Tax Accounts

Several tax codes can use the same account or transaction key, for example, tax codes *A1, A2, and AN* use the account key *MWS.*

If the *Tax Code* field is not selected for *Accounts Assigned Dependent On*, then the defined tax account applies for all tax codes with a specific transaction key.

If the *Tax Code* field is not selected, you can create a separate tax account for each tax code.

Differences in exchange rates based on tax adjustments in foreign currencies are usually posted to the normal account for exchange rate differences.

1. Show where you define tax accounts for automatic tax posting.
   a) On the *Customizing* screen, choose *Financial Accounting (New)* → *Financial Accounting Global Settings (New)* → *Tax on Sales/Purchases* → *Posting* → *Define Tax Accounts*.
   b) Refer to the column *Account Determination*.
   c) Double-click *Input tax* (transaction *VST*) and choose *chart of accounts INT*. The account 154000 has been defined as the input tax account.

How to Create a New Tax Code and Post a Customer Invoice Using the Code

Demonstrate the steps from the exercise Create a New Tax Code and Use it to Post a Customer Invoice.

© Copyright . All rights reserved.

Unit 4
Exercise 23

269 Create a New Tax Code and Use it to Post a Customer Invoice

Business Example

The management has requested that you provide the basic tax requirements of your country for the prototype. They have suggested that you use the tax template of your country's SAP ERP application.

Create a new tax code and post a customer invoice with taxes.

1. Create a new tax code for non jurisdictional taxes. The federal government of your country implements a tax reform and sets the value-added tax rate at 20%. Create a new output tax code ## to adjust to the new tax requirements.
2. Test the new tax code by entering a customer invoice. Post a customer invoice for *300000* units of local currency to your customer account. Choose *Calculate Tax* . Use the tax code that you created and its jurisdictional code if required. Post to the revenue account *800200* and profit center *PR##* .

> Note:
> Record the document number on your data sheet.

© Copyright . All rights reserved.

270 Create a New Tax Code and Use it to Post a Customer Invoice

Business Example

The management has requested that you provide the basic tax requirements of your country for the prototype. They have suggested that you use the tax template of your country's SAP ERP application.

Create a new tax code and post a customer invoice with taxes.

1. Create a new tax code for non jurisdictional taxes. The federal government of your country implements a tax reform and sets the value-added tax rate at 20%. Create a new output tax code ## to adjust to the new tax requirements.
   a) On the *Customizing* screen, choose *Financial Accounting (New)* → *Financial Accounting Global Settings (New)* → *Tax on Sales and Purchases* → *Calculation* → *Define Tax on Sales and Purchases Code* .
   b) Choose *Course country* for *Country*.
   c) Choose *Enter*.
   d) Choose ## for *Tax Code*.
   e) Press ENTER.
   f) Enter the following data:

Field Name or Data Type	Values
Tax Code	**##**
Description	**Output tax 20%**
Tax Type	**A**

   g) Press ENTER.
   h) Enter 20 in the column for tax percentage rate, on the line for Output Tax MWS and press ENTER.
   i) To assign a tax account, choose the *Tax Accounts* pushbutton.
   j) In the chart of accounts, enter **INT**.
   k) Choose *Continue*.
   l) In *MWS*, enter **175000** and choose *Save*.

2. Test the new tax code by entering a customer invoice. Post a customer invoice for *300000* units of local currency to your customer account. Choose *Calculate Tax* . Use the

© Copyright . All rights reserved.

tax code that you created and its jurisdictional code if required. Post to the revenue account *800200* and profit center *PR##* .

Note:
Record the document number on your data sheet.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document Entry* → *Invoice*.

b) Enter the following data:

Field Name or Data Type	Values
Basic Data	
Customer	**Your customer**
Invoice Date	**Current date**
Posting Date	**Current date**
Amount	**300000**
Currency	**Local currency**
Calculate Tax	✔
Tax Code	**## (Your new tax code)**
Item	
G/L Account	**800200**
D/C	**Credit**
Amount in Document Currency	**300000**
Tax Code	**##**
Profit center	**PR##**

c) Choose *Document* → *Simulate*.

d) Check your document.

e) Choose *Post* to enter your document.

Note:
You have done the following:

- Created a new tax code
- Posted a customer invoice to demonstrate automatic tax posting

© Copyright . All rights reserved.

LESSON SUMMARY

You should now be able to:

- Prepare taxes
- Configure tax codes

© Copyright . All rights reserved.

273 Maintaining and Posting Cross-Company Code Transactions

LESSON OVERVIEW

This lesson explains how to maintain and post cross-company code transactions.

Business Example

The management wants to set up an additional domestic subsidiary and wonders whether SAP ERP can handle cross-company code postings. For this reason, you require the following knowledge:

- An understanding of cross-company code transactions
- An understanding of how to post cross-company code transactions

LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Configure basic settings for cross-company code transactions
- Post cross-company code transactions

Cross-Company Code Transactions

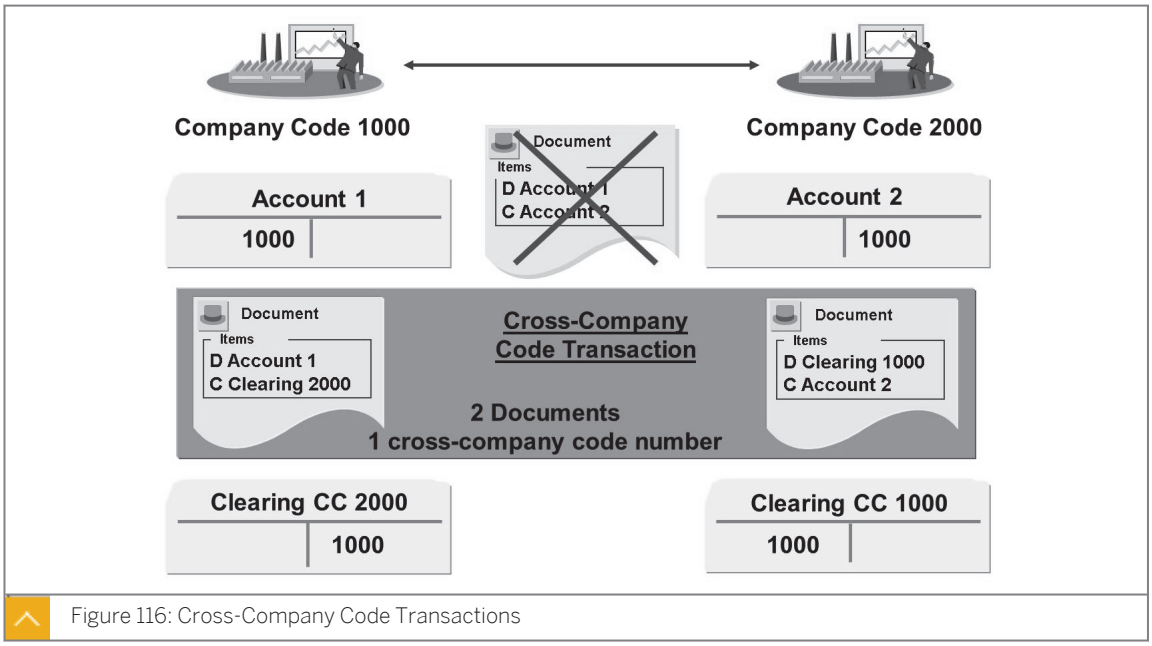


Figure 116: Cross-Company Code Transactions

A cross-company code transaction involves two or more company codes in one business transaction.

© Copyright . All rights reserved.

Some examples of cross-company code transactions are as follows:

- One company code makes purchases for other company codes (Central Procurement).
- One company code pays the invoices for other company codes (Central Payment).
- One company code sells goods to other company codes.

A cross-company code transaction posts to accounts in several company codes.

This action cannot be done by posting only one document because one document is assigned to exactly one company code. Instead, the SAP ERP application creates and posts a separate document for each company code involved.

To balance debits and credits within the documents, the SAP ERP application automatically generates line items and posts them to clearing accounts, for payables or receivables.

A common cross-company code transaction number links all the documents belonging to one cross-company code transaction.

You can use report *RFBVOR00* to display cross-company code transactions.

How to Configure the Prerequisites for Cross-Company Code Posting

You have to define prerequisites in Customizing to enable cross-company code posting.

1. Define certain prerequisites in Customizing to enable cross-company posting.
   a) On the *Customizing* screen, choose *Enterprise Structure* → *Assignment* → *Financial Accounting* → *Assign Company Code to Company*.
   b) Assign *Company Code* **GR00** to *Company GR00* .
   c) Assign *Company Code* **1000** to another company that is not being used by a different company code. If necessary, create the new company **GR99**.

How to Configure Post Cross-Company Code Transactions

Demonstrate the steps from the exercise Configure and Post Cross-Company Code Transactions.

© Copyright . All rights reserved.

Unit 4
Exercise 24

275 Configure and Post Cross-Company Code Transactions

Business Example

The management wants to set up a foreign subsidiary and is wondering whether the SAP ERP application can handle cross-company code postings.

Configure automatic posting for cross-company code transactions between two companies.

1. Configure automatic posting for cross-company code transactions between your company code GR## and the company code of the instructor, GR00. Define account 194610 for your company code GR## and account 194620 for the company code of the instructor. Configure each account for receivables and payables.

> Note:
> This setting is a prerequisite for the exercise on real-time integration.

© Copyright . All rights reserved.

276 Configure and Post Cross-Company Code Transactions

Business Example

The management wants to set up a foreign subsidiary and is wondering whether the SAP ERP application can handle cross-company code postings.

Configure automatic posting for cross-company code transactions between two companies.

1. Configure automatic posting for cross-company code transactions between your company code GR## and the company code of the instructor, GR00. Define account 194610 for your company code GR## and account 194620 for the company code of the instructor. Configure each account for receivables and payables.

> Note:
> This setting is a prerequisite for the exercise on real-time integration.

a) On the *Customizing* screen, choose *Financial Accounting (New)* → *General Ledger Accounting (New)* → *Business Transactions* → *Prepare Cross-Company Code Transactions*.

Enter the following data:

Field Name or Data Type	Value
Company Code 1	**GR##**
Company Code 2	**GR00**

b) Choose *Continue*.

c) Make the entries for your company code *GR##* at the top and the entries for the second company code at the bottom.

Enter the following data:

Field Name or Data Type	Values
Company Code 1	
Receivable - Debit Posting Key - Account Debit	**40** **194610**
Payable - Credit Posting Key - Account Credit	**50** **194610**
Company Code 2	

© Copyright . All rights reserved.

Field Name or Data Type	Values
Receivable - Debit Posting Key - Account Debit	**40** **194620**
Payable - Credit Posting Key - Account Credit	**50** **194620**

d) Save the entries.

© Copyright . All rights reserved.

Cross-Company Code Transactions (Postings)

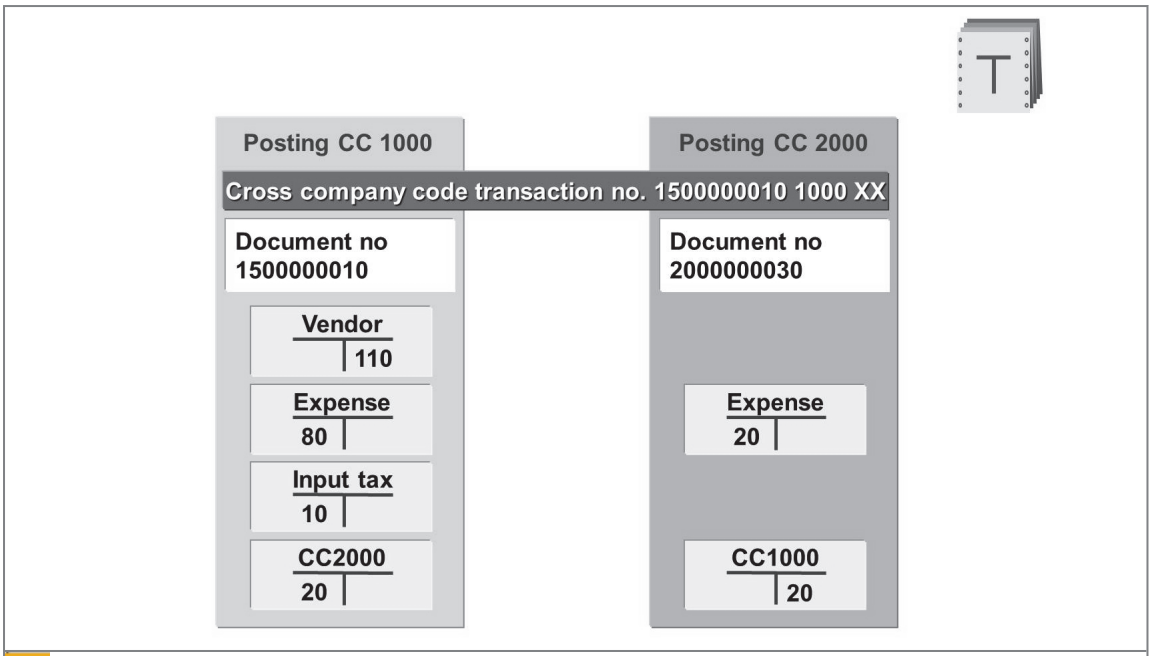


Figure 117: Central Procurement (Example)

The figure shows an example of a cross-company code transaction. A vendor delivers some goods to *Company Code 1000* and some other goods to *Company Code 2000*.The goods delivered to both the company codes are different. The vendor then sends only one invoice for all the goods to *Company Code 1000*. You enter a part of the expense and post the invoice to the vendor account in *Company Code 1000*. When entering the invoice, you have to post the second part of the expense in *Company Code 2000*. The SAP ERP application automatically creates the clearing postings and tax postings. The tax is not distributed between the company codes according to their expenses.

Use this functionality only in one of the following cases:

- If the transaction is not tax relevant
- If the company codes form a single taxable entity

The SAP ERP application always posts the calculated tax to the company code of the first item. To ensure that the application posts the tax to the same company code that the invoice references, you must always enter the invoice item first. The tax regulations of countries such as Japan and Denmark require the tax amounts to be posted to the company codes in which the expenses occurred.

Therefore, you must distribute the tax from the first company code to the other company codes according to their expense amounts. You can use report *RFBUST10* to distribute the taxes.

© Copyright . All rights reserved.

Clearing Accounts

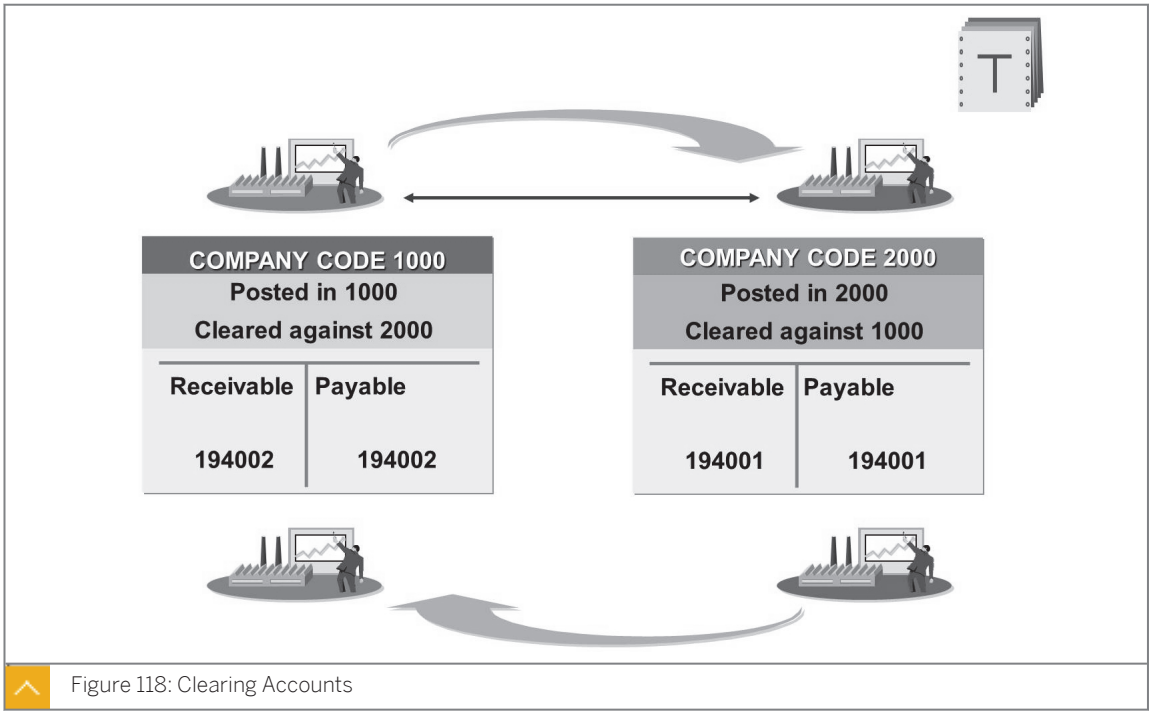


Figure 118: Clearing Accounts

In the SAP ERP application, every company code must have a clearing account. The clearing account is required to perform a cross-company code transaction.

You can define the following types of clearing accounts:

- General ledger account
- Customer accounts
- Vendor accounts

You must assign clearing accounts to every possible combination of two company codes to allow cross-company code postings between them.

For example, three company codes will need 3*2 = 6 clearing accounts. To reduce the number of clearing accounts, you can use just one company code as the clearing company code. In this case, you only need to assign clearing accounts to every combination of the clearing company code and the other company codes.

The three company codes need 2*2 = 4 clearing accounts. You must assign posting keys to the clearing accounts to identify their account types.

© Copyright . All rights reserved.

Cross-Company Code Document Number

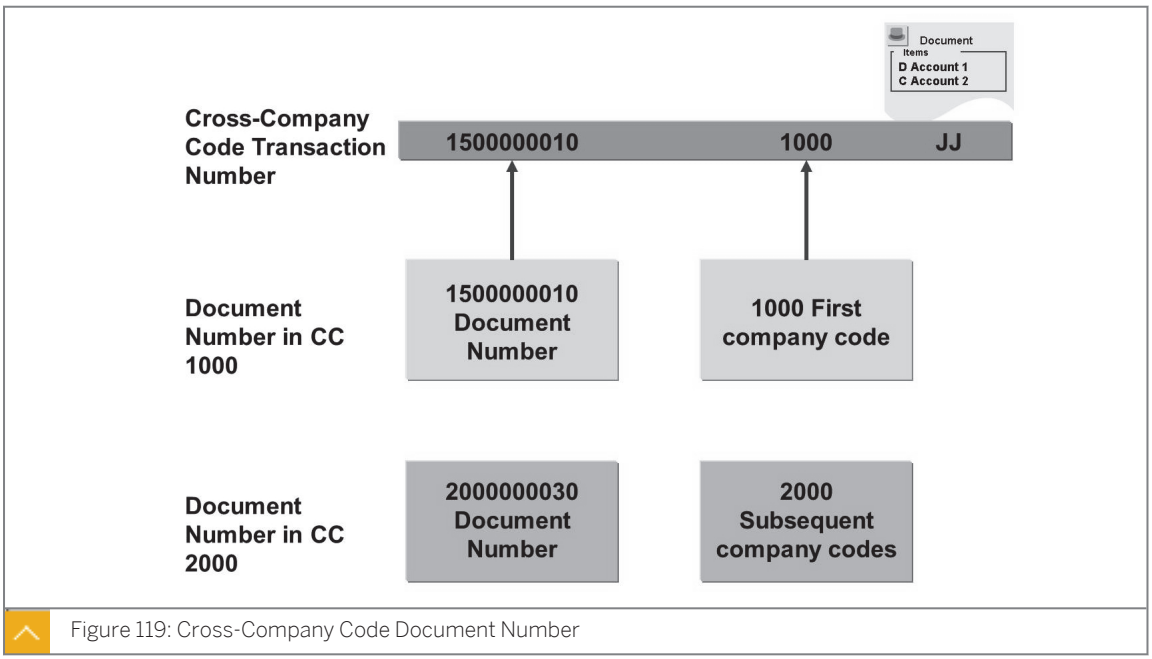


Figure 119: Cross-Company Code Document Number

Cross-company code transactions may be reversed. The SAP ERP application then carries out one reversal posting for all the documents involved in this transaction. You can use transaction `FBU8` to carry out separate reversal postings for each document.

The transaction numbers are managed in index table *BVOR*.

When you post a cross-company code document, the SAP ERP application generates a cross-company code document number to link all new documents together. The document number is a combination of the document number of the first company code, the first company code number, and the fiscal year. The cross-company code document number is stored in the document header of all related documents for a complete audit trail.

To reverse cross-company code documents, use the reversal function for cross-company code transactions.

How to Post and Display Cross-Company Code Transactions

Demonstrate the steps from the exercise on posting and displaying cross-company code transactions.

© Copyright . All rights reserved.

281

Post and Display Cross-Company Code Transactions

Business Example

The management wants to set up a foreign subsidiary and is wondering whether the SAP ERP application can handle cross-company code postings.

Post a sample transaction for central purchasing and check the cross-company code document.

1. You receive an invoice from your vendor for *55,000* units in the local currency for material that you also purchased for the instructor's company code. You ordered two-fifths of the material for the instructor's company code. Use the tax code 1I (input tax (course) 10%). Post a cross-company code invoice to enter the information from the invoice for your company code and the costs from the invoice for the instructor's company code (expense account for both company codes *470000*). The cost center is *COCE##* (your company code) and the other cost center is *COCE00* (company code of the instructor). Record your document number(s).

Delete your user assignments to tolerance group *SUPV*; otherwise, you will not be authorized to post in the course instructor's company code. You can find your user assignments to the tolerance group in Customizing under *Financial Accounting (New)* → *Financial Accounting Global Settings (New)* → *Document* → *Tolerance Group* → *Assign User/Tolerance Groups*.

2. Check your posting. Look at your cross-company code document again.

© Copyright . All rights reserved.

282 Post and Display Cross-Company Code Transactions

Business Example

The management wants to set up a foreign subsidiary and is wondering whether the SAP ERP application can handle cross-company code postings.

Post a sample transaction for central purchasing and check the cross-company code document.

1. You receive an invoice from your vendor for *55,000* units in the local currency for material that you also purchased for the instructor's company code. You ordered two-fifths of the material for the instructor's company code. Use the tax code 1I (input tax (course) 10%). Post a cross-company code invoice to enter the information from the invoice for your company code and the costs from the invoice for the instructor's company code (expense account for both company codes *470000*). The cost center is *COCE##* (your company code) and the other cost center is *COCE00* (company code of the instructor). Record your document number(s).

Delete your user assignments to tolerance group *SUPV*; otherwise, you will not be authorized to post in the course instructor's company code. You can find your user assignments to the tolerance group in Customizing under *Financial Accounting (New)* → *Financial Accounting Global Settings (New)* → *Document* → *Tolerance Group* → *Assign User/Tolerance Groups*.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Document Entry* → *Invoice*.

Enter the following data:

Field Name or Data Type	Value
Basic Data	
Vendor	**Vendor##**
Invoice date	**Current Date**
Posting Date	**Current Date**
Amount	**55000**
Curr/Exch Rate	**Local Currency**
Calculate Tax	**Do not select Checkbox**
Tax Amount	**5000**
Tax Id	**1I 1I (10% input tax)**

© Copyright . All rights reserved.

Field Name or Data Type	Value
Items - 1st Item or row	
G/L acct (Expense Account)	**470000**
D/C	**S Debit**
Amount in Doc. curr.	**30000**
Company Code	**Your Company Code**
Cost center	**COCE##**
Items - 2nd item or row	
G/L acct (Expense Account)	**470000**
D/C	**S Debit**
Amount in Doc. curr .	**20000**
Company Code	**Instructor's company code (normally = GR00)**
Cost center	**COCE00**

b) Choose *Document* → *Simulate*.

c) To check the document, double-click a line item to display or change data. Choose the *Next item* button to display all line items, then go back to the overview. Notice the entries for the cross-company clearing account.

d) Choose *Post* to save the document.

e) Record the document number.

2. Check your posting. Look at your cross-company code document again.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Document* → *Cross-Company Code Transaction* → *Display*.

b) Enter your document number.

c) Press ENTER o display your document.

Note:

You have just performed the following tasks:

- Created a general ledger account for cross-company code transactions
- Configured the automatic postings for cross-company code clearing with your instructor's company code
- Posted a cross-company code document

© Copyright . All rights reserved.

LESSON SUMMARY

You should now be able to:

- Configure basic settings for cross-company code transactions
- Post cross-company code transactions

© Copyright . All rights reserved.

Configuring Real-Time Integration

285

LESSON OVERVIEW

This lesson explains how to configure real-time integration.

Business Example

In your company, costs are posted across company codes. For this reason, you require the following knowledge:

- An understanding of the term real-time integration and its scope of functionality
- An understanding of how to set up real-time integration in Customizing

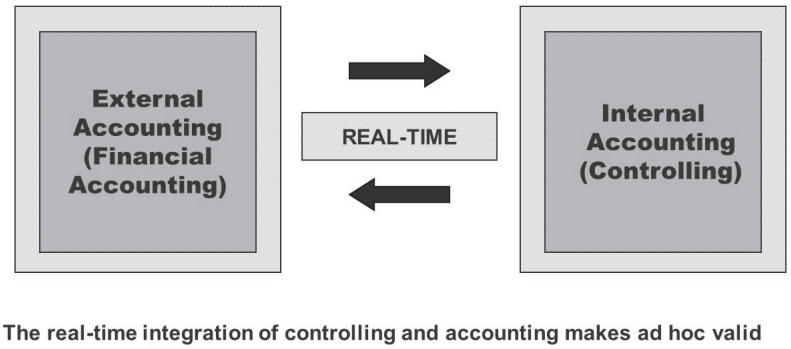
In the new General Ledger Accounting, real-time integration replaces the reconciliation ledger in classic General Ledger Accounting. Real-time integration saves time in closing processing.

LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Configure real-time integration
- Post documents using real-time integration

Real-Time Integration (Configuration)



The real-time integration of controlling and accounting makes ad hoc valid reporting possible.

This enables full compliance with the transparency requirements for Corporate Governance.

Note: Real-time integration is only possible if the controlling-relevant entities of accounting are addressed (for example, using cost-of-sales accounting and the derivation of functional areas using controlling objects).

Figure 120: Real-Time Integration CO and FI

© Copyright . All rights reserved.

In many Controlling postings, the SAP ERP application addresses financial accounting objects. These cases are implemented using real-time integration *CO → FI* in financial accounting. Variants defined in Customizing are used to determine the objects for which such postings must be created.

Real-time integration affects the following cases:

1. Posting between controlling objects with different accounting objects maintained (profit center, segment, business area, or functional area).
2. Costs are posted across company codes in cross-company code cost accounting. In such cases, postings must also be correspondingly mapped in accounting.

Cross-company cost flows in *Controlling* are only possible if taxation does not have to be taken into consideration. Frequently, such processes are mapped with the normal billing processes, such as incoming and outgoing invoices.

Information for SAP customers still using classic General Ledger Accounting:

In classic General Ledger Accounting, this function is performed using a separate reconciliation ledger, which forms the basis for summary reconciliation postings at the end of the period (transaction `KALC`).

Variants for CO → FI Real-Time Integration

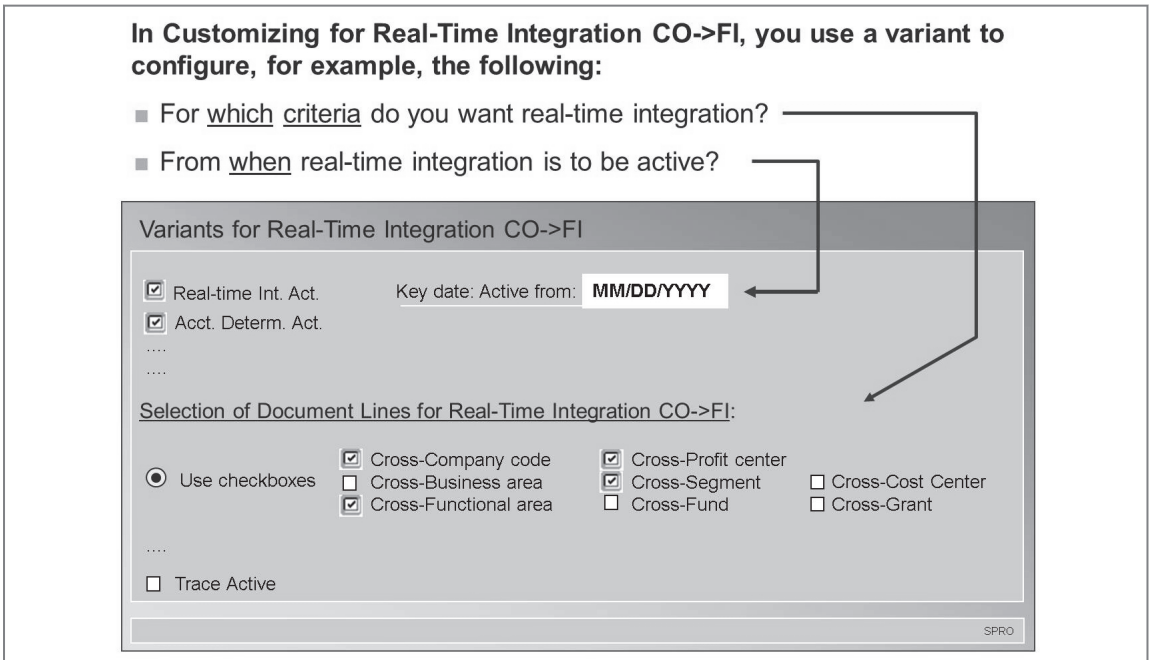


Figure 121: Variants for CO → FI Real-Time Integration

You can define the variants for real-time integration *CO → FI* in *Customizing*.

In an additional step, you can then assign the variants to a company code.

On the *Customizing* screen, choose *Financial Accounting (New) → Financial Accounting Global Settings (New) → Ledgers → Real-Time Integration of Controlling with Financial Accounting → Define Variants for Real-Time Integration*.

© Copyright . All rights reserved.

To determine the characteristic changes that will generate real time FI line items, use the following actions:

- Use checkboxes.
- Define Boolean rules.
- Implement a *BAdI* with your own program logic.

Select characteristics that you have assigned to at least one ledger in the scenarios.

The key date activation defines when (from which posting date of the *CO* document) *CO-FI* reconciliation is possible with real-time integration.

You can also create Financial Accounting documents for all the *CO* documents entered before you activated the new general ledger.

To transfer secondary cost elements from *CO* to *FI*, you have to define an account assignment. You define account determination under *Customizing → Financial Accounting (New) → Financial Accounting Global Settings (New) → Ledgers → Real-Time Integration of Controlling with Financial Accounting → Account Determination for Real-Time Integration*. To transfer secondary cost elements from *CO* to *FI*, you must define account determination in *Customizing*.

You define account determination under *Customizing → Financial Accounting (New) → Financial Accounting Global Settings (New) → Ledgers → Real-Time Integration of Controlling with Financial Accounting → Account Determination for Real-Time Integration*.

You can also transfer primary costs to FI through account determination by using the original cost elements.

The transfer posting is performed from *Cost Center 1000* (*CoCd 1000*) to *Cost Center COCE00* (*CoCd GR00*).

An amount of *EUR 1000* is transfer posted.

How to Configure a Real-Time Integration Variant and Assign it to a Company Code

Demonstrate the steps from the exercise Configure a Real-Time Integration Variant and Assign it to a Company Code.

© Copyright . All rights reserved.

© Copyright . All rights reserved.

287

Configure a Real-Time Integration Variant and Assign it to a Company Code

Business Example

Customize for real-time integration between CO and FI.

Perform real-time integration between CO and FI.

1. You need to configure and test real-time integration between CO and FI. To accomplish this task, define your own variant for real-time integration with the ID V##. Ensure that real-time integration is active from the beginning of the current year and that account determination is active. Use the document type CO and include the ledger group (FI) 0L, cross-company code, profit center, and segment. Write a log (trace) and prepare a summary of the documents.

   Caution:
   You do not have to activate the trace (log) function in the variant. You can activate it, whenever required.

2. Assign real-time integration variant V## to company code GR##.

© Copyright . All rights reserved.

288 Configure a Real-Time Integration Variant and Assign it to a Company Code

Business Example

Customize for real-time integration between CO and FI.

Perform real-time integration between CO and FI.

1. You need to configure and test real-time integration between CO and FI. To accomplish this task, define your own variant for real-time integration with the ID V##. Ensure that real-time integration is active from the beginning of the current year and that account determination is active. Use the document type CO and include the ledger group (FI) 0L, cross-company code, profit center, and segment. Write a log (trace) and prepare a summary of the documents.

> Caution:
> You do not have to activate the trace (log) function in the variant. You can activate it, whenever required.

a) On the *Customizing* screen, choose *Financial Accounting (New)* → *Financial Accounting Global Settings (New)* → *Ledgers* → *Real-Time Integration of Controlling with Financial Accounting* → *Define Variants for Real-Time Integration*.

b) Choose *New Entries*. Enter the following values:

Field Name or Data Type	Value
R.-Time Integ: Active	**Set flag**
Key Date: Active from	**01/01/Current fiscal year**
Acct Deter: Active	**Set flag**
Document Type	**CO**
Ledger Group (FI)	**0L**
Text	**Variant for real-time integration, Group##**
Screen area: *Selection of Document Lines for Real-Time Integration CO → FI*	
Use Checkboxes	**Set flag**
Cross-Company Code	**Set flag**
Cross-Profit Center	**Set flag**

© Copyright . All rights reserved.

Field Name or Data Type	Value
Cross-Segment	**Set flag**
Screen area *Technical settings*	
Trace Active (log)	**Set flag**
Do Not Summarize Documents	**Do not set flag**

c) Save the entries.

2. Assign real-time integration variant V## to company code GR##.

a) On the *Customizing* screen, choose *Financial Accounting (New)* → *Financial Accounting Global Settings (New)* → *Ledgers* → *Real-Time Integration of Controlling with Financial Accounting* → *Assign Variants for Real-Time Integration to Company Codes*.

b) On the *Change View "Assignment of Variants for Real-Time Integration" for CoCo* screen, choose the *Position* pushbutton. Enter **GR##** in the *Another entry* field. Choose *Continue*.

c) Enter your new variant in the *Variant for Real-Time Integration* field.

d) Save the entries.

© Copyright . All rights reserved.

Real-Time Integration (Postings)

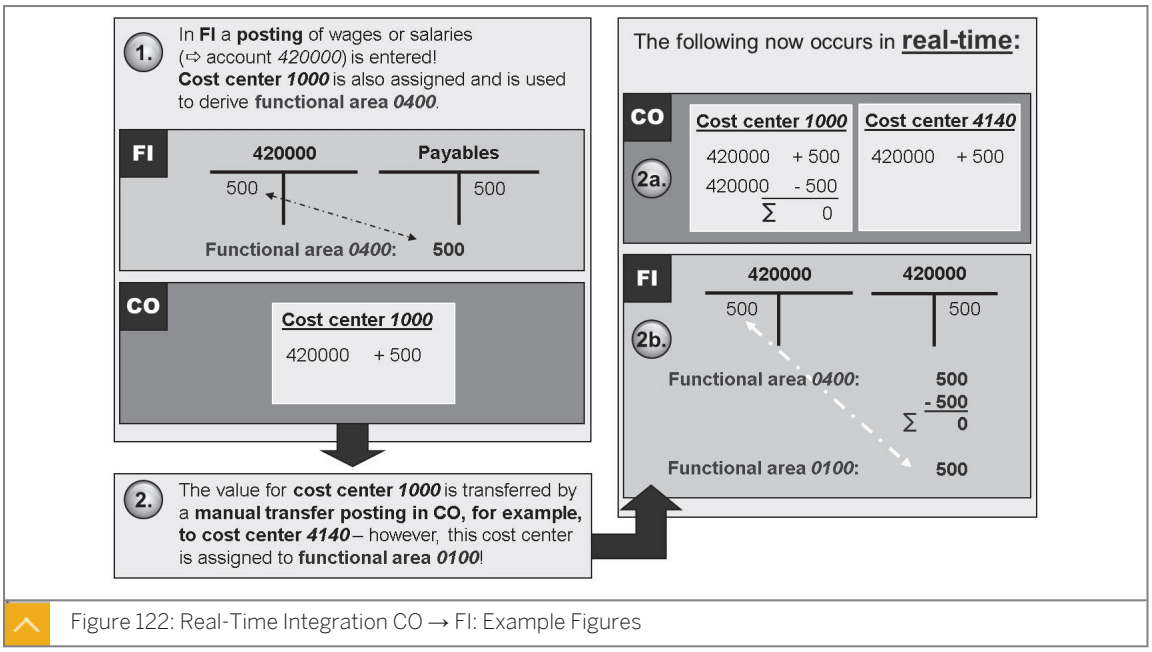


Figure 122: Real-Time Integration CO → FI: Example Figures

The figure demonstrates *CO → FI* real-time integration based on the *Functional Area characteristic* and *entity*.

Note:
The *profit center*, *segment*, and *business area* characteristics have been left out of the example for clarity.

The financial accounting document has the following features:

- For each CO document, the SAP ERP application makes postings in real time.
- The *FI* follow-on document has no clearing accounts. Clearing lines are only necessary if the activity in Management Accounting or *CO* (2) results in a change of a balancing entity.
- It is possible to navigate from the real-time follow-on Financial Accounting document to the Management Accounting document (*2 or 2a*) and vice versa.

How to Enter a Reposting (Cost Center)

Demonstrate the steps from the exercise Enter a Cost Center Reposting, Check the Created Documents (CO and FI), and Check the Log (Real-Time Integration).

© Copyright . All rights reserved.

291

Enter a Cost Center Reposting, Check the Created Documents (CO and FI), and Check the Log (Real-Time Integration)

Business Example

In addition, you need to display the controlling document and the account documents that were created in real time. You also need to log the CO and FI integration.

Perform customization, display the controlling document, and log the CO and FI integration.

1. EUR 10,000 was debited from the wrong cost center. Now, a correction has to be made in CO. The amount has to be transfer posted from one cost center to another. Post the amount of EUR 10,000 from your cost center COCE## in company code GR## to the cost center of your instructor (usually COCE00) in the corresponding company code (usually GR00). Both company codes belong to controlling area 1000.

2. Display the controlling document and the account documents created in real time.

3. Log the CO and FI Integration. If the trace is active in real-time integration, you can confirm that real-time integration between CO and FI worked, the documents that were created, and the entities that underwent change in transaction `FAGLCOFITRACEADMIN` .

   Choose *Display Trace (Free Selection)*.

   In the *Field Selection* dialog box, select *Company Code (FI)* and adopt the data by choosing *Enter*.

   In the *Determine Work Area: Entry* dialog box, enter your company code, **GR##**.

   Choose *Enter*. The log produces an entry.

   To display the trace details and answer the following questions, double-click the document number.

   Has the document been transferred?

   Which posting mode was used?

© Copyright . All rights reserved.

292

Enter a Cost Center Reposting, Check the Created Documents (CO and FI), and Check the Log (Real-Time Integration)

Business Example

In addition, you need to display the controlling document and the account documents that were created in real time. You also need to log the CO and FI integration.

Perform customization, display the controlling document, and log the CO and FI integration.

1. EUR 10,000 was debited from the wrong cost center. Now, a correction has to be made in CO. The amount has to be transfer posted from one cost center to another. Post the amount of EUR 10,000 from your cost center COCE## in company code GR## to the cost center of your instructor (usually COCE00) in the corresponding company code (usually GR00). Both company codes belong to controlling area 1000.

   a) On the *SAP Easy Access* screen, choose *Accounting* → *Controlling* → *Cost Center Accounting* → *Actual Postings* → *Manual Reposting of Costs* → *Enter* (`KB11N`).

   Enter the following data:

Field Name or Data Type	Value
Document Date and Posting Date	**Today's date**
Cost Center (Old)	**COCE##**
Cost Element	**470000**
Amount	**10000**
Currency	**EUR**
Cost Center (New)	**Usually COCE00** **(Instructor's cost center)**
Text	**Repost costs**

   b) Save the entries.

2. Display the controlling document and the account documents created in real time.

   a) On the *SAP Easy Access* screen, choose *Accounting* → *Controlling* → *Cost Center Accounting* → *Actual Postings* → *Manual Reposting of Costs* → *Display* (`KB13N`).

   b) Choose *Goto* → *FI/CO Documents*.

   c) Review the documents for each company code.

© Copyright . All rights reserved.

Note:
A separate profit center document is also created as classic profit center accounting is still active in the system.

3. Log the CO and FI Integration. If the trace is active in real-time integration, you can confirm that real-time integration between CO and FI worked, the documents that were created, and the entities that underwent change in transaction `FAGLCOFITRACEADMIN` .

   Choose *Display Trace (Free Selection)*.

   In the *Field Selection* dialog box, select *Company Code (FI)* and adopt the data by choosing *Enter*.

   In the *Determine Work Area: Entry* dialog box, enter your company code, **GR##**.

   Choose *Enter*. The log produces an entry.

   To display the trace details and answer the following questions, double-click the document number.

   Has the document been transferred?

   Which posting mode was used?

   a) Enter transaction code **FAGLCOFITRACEADMIN**.

   b) Has the document been transferred? *Yes*

   c) Which posting mode was used? *Online Posting*

© Copyright . All rights reserved.

LESSON SUMMARY

You should now be able to:

- Configure real-time integration
- Post documents using real-time integration

© Copyright . All rights reserved.

Learning Assessment

295

1. Displaying a document in the entry view and the general ledger view is possible with new General Ledger Accounting.

   Determine whether this statement is true or false.

   ☐ True

   ☐ False

2. You can assign different document splitting procedures to different client company codes.

   Determine whether this statement is true or false.

   ☐ True

   ☐ False

3. Parameter IDs allow users to set default values for fields such as *Company code* and *Currency*.

   Determine whether this statement is true or false.

   ☐ True

   ☐ False

4. The SAP ERP application provides basic default values for document entry. For example, the current date is proposed as the posting date. You are not allowed to change this proposed date.

   Determine whether this statement is true or false.

   ☐ True

   ☐ False

© Copyright . All rights reserved.

5. Identify the criteria that usually differentiate between document change rules.

   Choose the correct answers.

   - [ ] A Open items
   - [ ] B Account type
   - [ ] C Asset class
   - [ ] D Company code

6. Which of the following fields can be changed in the document header?

   Choose the correct answers.

   - [ ] A Reference number
   - [ ] B Document header text
   - [ ] C Document date
   - [ ] D Currency exchange rate

7. Based on document change rules, users may only be able to change certain fields in the documents that they have already posted.

   Determine whether this statement is true or false.

   - [ ] True
   - [ ] False

8. When you reverse a document, you must enter a reason for reversal.

   Determine whether this statement is true or false.

   - [ ] True
   - [ ] False

9. You can reverse documents that contain cleared items.

   Determine whether this statement is true or false.

   - [ ] True
   - [ ] False

© Copyright . All rights reserved.

10. You can reverse a document by using either normal reversal posting or negative posting.

    Determine whether this statement is true or false.

    - [ ] True
    - [ ] False

11. The reversal reason determines whether the reversal date may differ from the original posting date.

    Determine whether this statement is true or false.

    - [ ] True
    - [ ] False

12. You need to enter a percentage rate in the terms of payment to calculate _____.

    Choose the correct answer.

    - [ ] A Cash discount
    - [ ] B Credit amount
    - [ ] C Debit amount
    - [ ] D Invoice discount

13. The baseline date is the starting date that the application uses to calculate the invoice due date.

    Determine whether this statement is true or false.

    - [ ] True
    - [ ] False

14. In which of the following segments of a customer or vendor master record can you enter the terms of payment?

    Choose the correct answers.

    - [ ] A Company code segment
    - [ ] B Client level segment
    - [ ] C Sales area segment
    - [ ] D Purchasing organization segment

© Copyright . All rights reserved.

15. Day limits enable date-specific terms of payment under a single terms of payment key.

    Determine whether this statement is true or false.

    ☐ True

    ☐ False

16. The SAP ERP application only supports the net procedure for customers.

    Determine whether this statement is true or false.

    ☐ True

    ☐ False

17. How many cash discount periods can be entered in the terms of payment?

    Choose the correct answer.

    ☐ A 5

    ☐ B 3

    ☐ C 2

    ☐ D 8

18. The tax code is used for the tax calculation procedure required to perform taxation functions on the SAP system.

    Determine whether this statement is true or false.

    ☐ True

    ☐ False

19. The taxes calculated by the system are usually posted via a separate line item to a special tax account.

    Determine whether this statement is true or false.

    ☐ True

    ☐ False

20. The SAP ERP application links the documents belonging to one cross-company code transaction with a common cross-company code transaction number.

    Determine whether this statement is true or false.

    ☐ True

    ☐ False

© Copyright . All rights reserved.

21. In the configuration of SAP ERP, you must assign clearing accounts to every possible combination of company codes.

    Determine whether this statement is true or false.

    ☐ True

    ☐ False

22. Real-time integration affects the costs that are posted across company codes in cross-company code cost accounting.

    Determine whether this statement is true or false.

    ☐ True

    ☐ False

23. The key date activation defines when (from which posting date of the CO document) CO-FI reconciliation is possible with real-time integration.

    Determine whether this statement is true or false.

    ☐ True

    ☐ False

© Copyright . All rights reserved.

Learning Assessment - Answers

300

1. Displaying a document in the entry view and the general ledger view is possible with new General Ledger Accounting.

   Determine whether this statement is true or false.

   [X] True

   [ ] False

2. You can assign different document splitting procedures to different client company codes.

   Determine whether this statement is true or false.

   [ ] True

   [X] False

3. Parameter IDs allow users to set default values for fields such as *Company code* and *Currency*.

   Determine whether this statement is true or false.

   [X] True

   [ ] False

4. The SAP ERP application provides basic default values for document entry. For example, the current date is proposed as the posting date. You are not allowed to change this proposed date.

   Determine whether this statement is true or false.

   [ ] True

   [X] False

© Copyright . All rights reserved.

5. Identify the criteria that usually differentiate between document change rules.

   Choose the correct answers.

   - [ ] A Open items
   - [x] B Account type
   - [ ] C Asset class
   - [x] D Company code

6. Which of the following fields can be changed in the document header?

   Choose the correct answers.

   - [x] A Reference number
   - [x] B Document header text
   - [ ] C Document date
   - [ ] D Currency exchange rate

7. Based on document change rules, users may only be able to change certain fields in the documents that they have already posted.

   Determine whether this statement is true or false.

   - [x] True
   - [ ] False

8. When you reverse a document, you must enter a reason for reversal.

   Determine whether this statement is true or false.

   - [x] True
   - [ ] False

9. You can reverse documents that contain cleared items.

   Determine whether this statement is true or false.

   - [ ] True
   - [x] False

© Copyright . All rights reserved.

10. You can reverse a document by using either normal reversal posting or negative posting.

    Determine whether this statement is true or false.

    - [X] True
    - [ ] False

11. The reversal reason determines whether the reversal date may differ from the original posting date.

    Determine whether this statement is true or false.

    - [X] True
    - [ ] False

12. You need to enter a percentage rate in the terms of payment to calculate _____.

    Choose the correct answer.

    - [X] A Cash discount
    - [ ] B Credit amount
    - [ ] C Debit amount
    - [ ] D Invoice discount

13. The baseline date is the starting date that the application uses to calculate the invoice due date.

    Determine whether this statement is true or false.

    - [X] True
    - [ ] False

14. In which of the following segments of a customer or vendor master record can you enter the terms of payment?

    Choose the correct answers.

    - [X] A Company code segment
    - [ ] B Client level segment
    - [X] C Sales area segment
    - [X] D Purchasing organization segment

© Copyright . All rights reserved.

15. Day limits enable date-specific terms of payment under a single terms of payment key.

Determine whether this statement is true or false.

- [X] True
- [ ] False

16. The SAP ERP application only supports the net procedure for customers.

Determine whether this statement is true or false.

- [ ] True
- [X] False

17. How many cash discount periods can be entered in the terms of payment?

Choose the correct answer.

- [ ] A 5
- [X] B 3
- [ ] C 2
- [ ] D 8

18. The tax code is used for the tax calculation procedure required to perform taxation functions on the SAP system.

Determine whether this statement is true or false.

- [X] True
- [ ] False

19. The taxes calculated by the system are usually posted via a separate line item to a special tax account.

Determine whether this statement is true or false.

- [X] True
- [ ] False

© Copyright . All rights reserved.

20. The SAP ERP application links the documents belonging to one cross-company code transaction with a common cross-company code transaction number.

    Determine whether this statement is true or false.

    - [X] True
    - [ ] False

21. In the configuration of SAP ERP, you must assign clearing accounts to every possible combination of company codes.

    Determine whether this statement is true or false.

    - [ ] True
    - [X] False

22. Real-time integration affects the costs that are posted across company codes in cross-company code cost accounting.

    Determine whether this statement is true or false.

    - [X] True
    - [ ] False

23. The key date activation defines when (from which posting date of the CO document) CO-FI reconciliation is possible with real-time integration.

    Determine whether this statement is true or false.

    - [X] True
    - [ ] False

© Copyright . All rights reserved.

UNIT 5 Clearing

Lesson 1

Performing Open Item Clearing 390
Exercise 28: Clear an Account 399
Exercise 29: Post with Clearing 415

Lesson 2

Analyzing and Posting Payment Differences 421
Exercise 30: Handle Payment Differences 439

Lesson 3

Dealing with Exchange Rate Differences 445

UNIT OBJECTIVES

- Post with clearing
- Clear an account
- Configure and execute the clearing program
- Perform incoming and outgoing payments
- Reset clearing
- Configure tolerance groups
- Process payment differences
- Configure exchange rate differences

© Copyright . All rights reserved.

Unit 5
Lesson 1

Performing Open Item Clearing

306

LESSON OVERVIEW
This lesson explains how to perform open item clearing.

Business Example

Open items need to be cleared for a transaction to be completed. The SAP ERP application provides two basic transactions for clearing; both are of interest to your company.

For the demonstrations in this lesson, you have to perform the following actions:

- Create a master record for a customer.
- Post invoices and a credit memo to this customer to show the transactions *Clear Account* and *Post with Clearing* according to the examples shown in the graphics.

Create a customer master record.

1. On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Master Records* → *Create*.
2. Enter the following values:

Field Name or Data Type	Value
Account Group	**KUNA (General Customer)**
Customer	**Customer77**
Company Code	**1000**
General Data: Address	
Title	**Company**
Name	**Max Miller**
Search Term 1	**AC200**
Street	**Main Street**
Number	**1**
Postal code	**69189**
City	**Walldorf**
Country	**DE**
Reconciliation Account	**140000**

© Copyright . All rights reserved.

Field Name or Data Type	Value
Terms of Payment	**0001 (due immediately)**

3. Choose *Save*.

Post the required invoices to the customer.

1. On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document Entry* → *Invoice*.
2. Enter the following values:

Field Name or Data Type	Value
Customer	**Customer77**
Company Code	**1000**
Invoice Date	**Today's date**
Posting Date	**Today's date**
Amount	**2000 units in local currency**
Calculate tax	✔
Tax code	**O0 (Output tax (course) 0%)**
Items	
G/L Account	**800200**
Amount in Document Currency	**2000**

3. Post the document.

Follow steps 1 and 2 to post invoices for the following amounts:

- 3,000 units in local currency
- 200 units in local currency
- 300 units in local currency

Enter a credit memo for 500 units of local currency for customer77.

1. On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document Entry* → *Credit Memo*.
2. Enter the following values:

Field Name or Data Type	Value
Customer	**Customer77**
Company code	**1000**
Invoice Date	**Today's date**
Posting Date	**Today's date**

© Copyright . All rights reserved.

Field Name or Data Type	Value
Amount	`500 units in local currency`
Calculate tax	✔
Tax code	`OO (Output tax (course) 0%)`
Items	
G/L Account	`800200`
Amount in Document Currency	`500`

3. Post the document.

LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Post with clearing
- Clear an account
- Configure and execute the clearing program
- Perform incoming and outgoing payments
- Reset clearing

Open Items

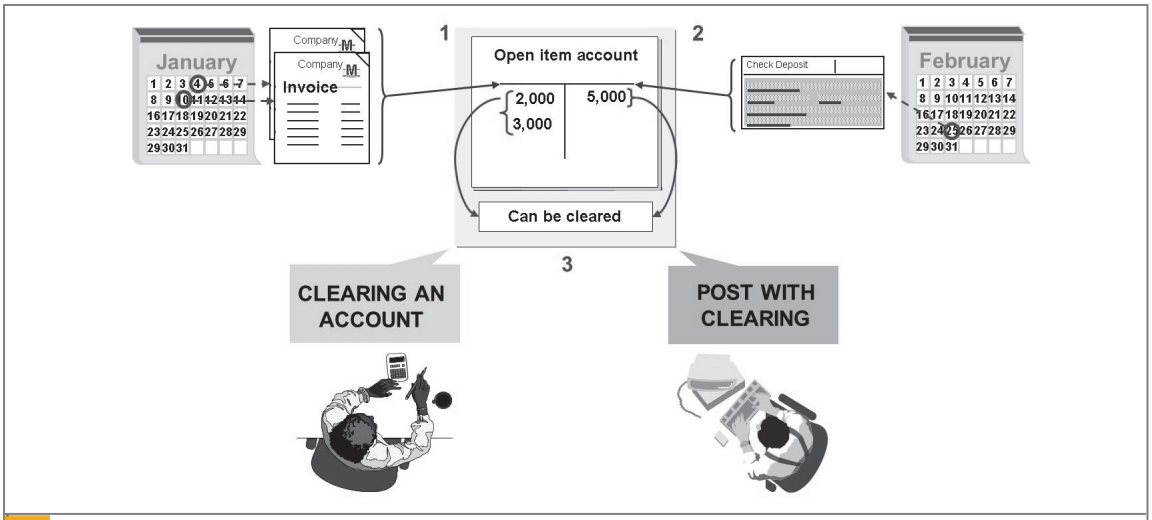


Figure 123: Open Item Clearing

You can use the following options in the SAP ERP application to clear open items:

- Account clearing (subsequent)

© Copyright . All rights reserved.

- Posting with clearing (during posting)

Open items, such as invoices that have not been paid, are incomplete transactions.

To complete, the transactions they need to be cleared. A transaction is cleared when a clearing posting is carried out for an item or group of items, so that the resulting balance of the items is zero.

You cannot archive documents with open items. The documents stay in the SAP ERP application until all open items are cleared.

An example of post with clearing is as follows:

- An invoice is posted to a customer account. This invoice is regarded as an open item because at this point it is unpaid.
- The customer pays the invoice and the payment is assigned to the open item.
- The invoice is cleared with the payment and the resulting balance is zero.

In this clearing procedure, you manually select open items that balance to zero from an account. Examples of situations where you carry out clearing manually are as follows:

- For bank subaccounts and clearing accounts
- For situations where you have agreed upon a debit memo procedure
- For refunds from a vendor

A clearing transaction always creates a clearing document.

Post with Clearing

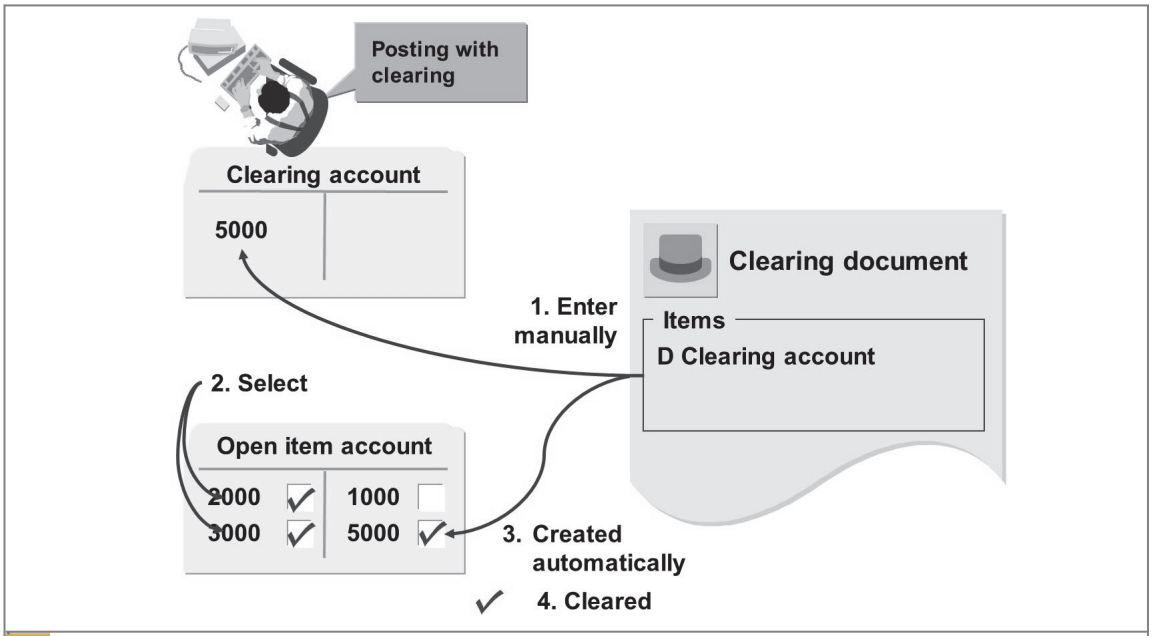


Figure 124: Post with Clearing

When using the post with clearing function, enter the clearing document amount and select the open items that require clearing. If the total amount of selected open items equals the

© Copyright . All rights reserved.

amount of the clearing document, SAP ERP clears the open items by creating one or more clearing items. If the total amount of selected open items does not equal the amount of the clearing document, SAP ERP allows you to post the difference.

The following options are available for clearing open items:

- Clear several accounts and account types.
- Clear items in any currency.
- Post differences that result from assigning items to each other.
- Enter any number of additional line items (for example, bank charges).

A post with clearing transaction can be performed either manually or automatically using the automatic payment program and the automatic clearing program..

The account clearing transaction clears Clearing Accounts because the debit and credit items usually balance to zero. Using this transaction, choose the open items from an account that balance to zero. The system marks them as cleared and creates a clearing document. The clearing document number and clearing date are entered in the cleared items. The clearing date can be the current date or a date that the user determines.

The account clearing transaction works for any account that is managed on an open item basis in the general ledger and sub-ledgers.

You can choose how to treat payment differences when you post and clear items. If the payment difference is too high, process it manually by posting the payment as a partial payment. The payment difference can also be posted in the following ways:

- Post as a residual item.
- Post to an account assigned to a reason code or write off the difference by manually entering a new posting item.
- Treat it as a payment on account.

You can use the account clearing transaction to clear one or more items or an entire account by manually assigning postings and offsetting postings.

Manual clearing is relevant while clearing intermediary accounts, such as bank subaccounts, GR/IR clearing accounts, and payroll clearing accounts, and an open invoice with a related debit memo or repayment from a vendor.

The Account Clearing function may be performed manually or automatically by running the Automatic Clearing Report (SAPF124).

How to Post with Clearing

Make the settings described in the instructor note at the beginning of this lesson.

Post an incoming payment to demonstrate the post with clearing transaction.

1. On the *SAP Easy Access* screen, choose *Accounting -> Financial Accounting -> Accounts Receivable -> Document Entry -> Incoming Payments.*

© Copyright . All rights reserved.

2. Enter the following values:

Field Name or Data Type	Value
Document Date	**Today's date**
Document Type	**DZ**
Company Code	**1000**
Posting Date	**Today's date**
Currency	**Local currency**
Bank Data	
Account	**113108**
Amount	**5000 units of local currency**
Open Item Selection	
Account	**Customer77**
Account Type	**D**

3. Choose *Process open items.*
4. Select *Activate*.
5. Double-click the items with 2000 and 3000 to assign them.
6. Choose *Document* → *Simulate*.
7. Post the document.

How to Display the Posting Keys for Clearing Open Items

1. On the *Customizing* screen, choose *Financial Accounting* → *Accounts Receivable and Accounts Payable* → *Business Transaction* → *Open Item Clearing* → *Define Posting Key for Clearing Open Items*.
2. Choose the *Details* pushbutton.

© Copyright . All rights reserved.

Account Clearing

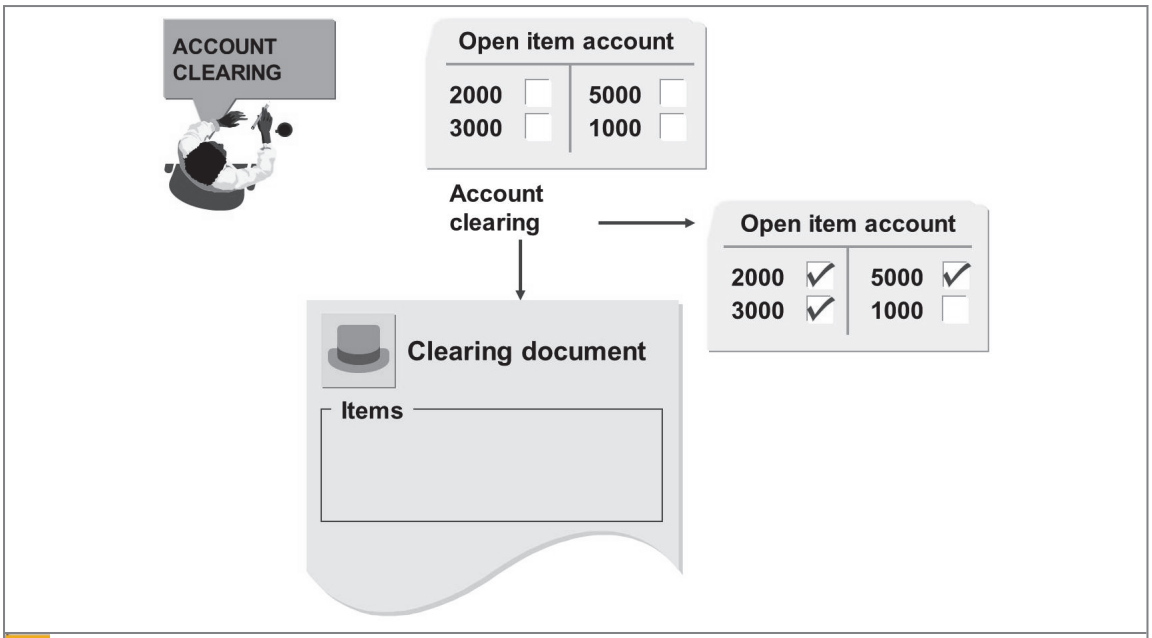


Figure 125: Account Clearing

Using the *Clear Account* function, the system closes the open items that have zero balance between them within an account. The SAP ERP application automatically marks these open items as cleared and creates a clearing document.

Each cleared item contains the following information:

- Clearing document number
- Clearing date

The clearing date can be either the current date or a date defined by the user.

The *Clear Account* function can be used on any account managed on an open item basis in the general ledger and the subledgers.

How to Clear an Account

Show the second clearing option using the Clear Account transaction.

1. On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Account* → *Clear*.
2. Enter the following values:

Field Name or Data Type	Value
Account	`Customer77`
Clearing Date	`Today's date`
Company code	`1000`

© Copyright . All rights reserved.

Field Name or Data Type	Value
Currency	`Local currency`

3. Double-click the debit items for 200 and 300 local currency units and the credit item for 500 local currency units. This action activates the items and assigns them to each other.
4. Choose *Document* → *Simulate*.
5. Post the document.

How to Display Cleared Items

You can use the *Clear Account* transaction to clear items from several accounts.

The line item display shows both items as cleared.

The clearing document has the following features:

- It normally does not contain line items. This is because it does not need postings to clear items within an account.
- It does not appear in the line item display, neither with the cleared nor with the open items.
- The invoice and the credit memo they have the same clearing document number.

The clearing document contains items if any of the following condition applies:

- Document splitting is activated in new General Ledger Accounting.
- Items to be cleared belong to different business areas. The SAP ERP application then has to perform offsetting postings to bring the balance to zero for each business area. This is done using the transaction *Transfer Posting with Clearing*.
- An invoice is cleared with a credit memo, minus the cash discount. The clearing document then contains the cash discount posting. The clearing date is either the current date or a date that you define.
- Exchange rate differences need to be posted.

Display the cleared items to check postings and clearing transactions.

1. On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Account* → *Display/Change Line Items* → *Cleared Items*.
2. Choose *Environment* and then display *Clearing transactions*.

© Copyright . All rights reserved.

© Copyright . All rights reserved.

Clear an Account

309

Business Example

The SAP ERP Financials solution provides two transactions for clearing open items, account clearing and post with clearing. In this exercise you will use the account clearing function.

1. Post a customer invoice and a credit memo for 5500 units of the local currency. When entering the customer invoice, change the proposed terms of payment key to 0001 (due immediately). Use tax code 10 (output tax (10%)), revenue account 800200, and profit center PR##.

> Hint:
> By default, all open items are activated for processing. You can deactivate them using any of the following methods:
>
> a) Double-click the amount of each item.
>
> b) Choose *Select All* in the lower part of the screen and then choose *Deactivate Items* to deactivate all items
>
> c) Choose the *Editing Options* button. Select the *Selected Items Initially Inactive* indicator so that all the items are deactivated the next time the business transaction is processed.

2. Display the line items in your customer account.
3. Clear the items with the credit memo that you created for the same amount as the customer invoice for 5500 units of the local currency.
4. Check the line items in the customer account before and after clearing.

© Copyright . All rights reserved.

Clear an Account

310

Business Example

The SAP ERP Financials solution provides two transactions for clearing open items, account clearing and post with clearing. In this exercise you will use the account clearing function.

1. Post a customer invoice and a credit memo for 5500 units of the local currency. When entering the customer invoice, change the proposed terms of payment key to 0001 (due immediately). Use tax code 10 (output tax (10%)), revenue account 800200, and profit center PR##.

> Hint:
> By default, all open items are activated for processing. You can deactivate them using any of the following methods:
>
> a) Double-click the amount of each item.
>
> b) Choose *Select All* in the lower part of the screen and then choose *Deactivate Items* to deactivate all items
>
> c) Choose the *Editing Options* button. Select the *Selected Items Initially Inactive* indicator so that all the items are deactivated the next time the business transaction is processed.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document Entry* → *Invoice*. Enter the following values:

Field Name or Data Type	Value
Basic Data	
Customer	**Your customer**
Invoice Date	**Current date**
Posting Date	**Current date**
Amount	**5500**
Currency	**Local currency**
Calculate Tax	✔
Tax ID	**10 (Output tax (course) 10%)**
Terms of Payment	**0001**

© Copyright . All rights reserved.

Field Name or Data Type	Value
Items - 1st detail line	
G/L Account	**800200**
D/C	**Credit**
Amount in doc. curr.	**5500**
Tax ID	**1O (Output tax (course) 10%)**
Profit center	**PR##**

b) Choose *Document* → *Simulate*.

c) Choose *Post*.

d) Create a credit memo with the same details. From the SAP Easy Access screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document Entry* → *Credit Memo.*

2. Display the line items in your customer account.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Account* → *Display/Change Line Items*.

b) Enter the following values:

Field Name or Data Type	Value
Customer	**Your customer**
Company Code	**GR##**
Line Item Selection	**Select "All Items"**

c) Choose *Execute*.

Note:
The invoice for 5500 units and the credit memo are both open items.

3. Clear the items with the credit memo that you created for the same amount as the customer invoice for 5500 units of the local currency.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Account* → *Clear*.

b) Enter the following values:

Field Name or Data Type	Value
Customer	**Your customer**
Company Code	**GR##**

c) Choose *Process open items*.

© Copyright . All rights reserved.

Hint:
By default, all open items are selected for processing. The following methods are used to deactivate each item (except the clearing invoice for 5500 units and the credit memo):

- Double-click each item amount (Gross).
- In the lower part of screen, choose *Select All* .
- Choose *Deactivate Items* to deactivate all items.
- Double-click the amounts of the individual items that you want to clear together.
- Choose *Editing Options* to process additional transactions.
- Choose the *Selected Items Initially Inactive* indicator so that all items are deactivated the next time the transaction is called.
- To clear the cash discount, enter the value **0** (zero) in the *Cash Discount* field.

d) Choose *Post*.

4. Check the line items in the customer account before and after clearing.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Account* → *Display/Change Line Items* .

b) Enter the following values:

Field Name or Data Type	Value
Customer	**Your customer**
Company Code	**GR##**
Line Item Selection	**Select "All Items"**

c) Choose *Execute*.

Note:
Both the invoice for 5500 units and credit memo are now cleared items.

© Copyright . All rights reserved.

Clearing Program

- **Steps in the clearing program**
  - **Group items for each account**
  - **If balance is zero, items are marked for clearing**
- **Prerequisites for clearing**
  - **User criteria must be defined in Customizing**
  - **Accounts to be cleared must be defined for automatic clearing**
- **Items that are not cleared:**
  - **Noted items**
  - **Statistical postings, bill of exchange postings**
  - **Items with withholding tax entries**

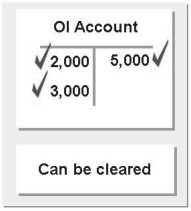


Figure 126: Specifics of the Clearing Program

The Automatic Clearing Program (SAPF124) summarizes open items from the selected accounts in groups and clears them if they have the same company code, account type, account number, reconciliation account number, currency code, and special G/L indicator. The program also uses a maximum of five additional user criteria from the document header/ line items to create groups. The criteria are selected from the fields of tables BKPF and BSEG and are also contained in tables BSIS, BSID, and BSIK. If the balance of the items in a group is zero, these items are cleared and a clearing document is created. It is important to note that clearing only takes place if the balance of the selected group is zero. If the balance is not zero, the system sends an error message. The account is blocked during clearing because the system performs automatic clearing if the balance of the items in accounts is zero.

The SAP ERP application can also create automatic postings, such as cash discounts, exchange rate differences, and taxes.

The following items are not cleared by the application:

- Held items
- Statistical postings
- Special general ledger transactions, such as down payments and bills of exchange
- Items with withholding tax

The following prerequisites need to be fulfilled for automatic clearing:

- The account is managed on an open item basis.
- No special general ledger transactions are cleared.

You can use the automatic clearing program to clear open items for the following accounts:

- General ledger

© Copyright . All rights reserved.

- Subledger

The automatic clearing program groups items within an account that have the same entries in the following fields:

- Company Code
- Account Type
- Account Number
- Reconciliation account number
- Currency
- Special general ledger indicator

The report also uses a maximum of five additional user criteria from the document header/ line items to create the groups.

If the balance (in local currency) of items within a group is zero, the SAP ERP application automatically clears them and creates clearing documents. All accounts requiring automatic clearing must be defined in Customizing.

The automatic clearing program does not clear the following items:

- Noted items
- Statistical postings and certain special general ledger transactions relating to bills of exchange
- Down payments

  Down payments can only be cleared if down payment clearing items of the same amount have already been posted
- Items with withholding tax entries

The application automatically fills the *assignment* field for a line item when you post according to the *Sort* field entry in the master record.

How to Run the Clearing Program

1. Check the *Customizing* screen for automatic clearing.
   a) On the *Customizing* screen, choose *Financial Accounting (New)* → *Accounts Receivable and Accounts Payable* → *Business Transaction* → *Open Item Clearing* → *Prepare Automatic Clearing*.
   b) Check the entries on the *Change view "Additional Rules for Automatic Clearing": Overview* screen and go back.
2. Check a general ledger account containing open items that have the same assignment number.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Account* → *Display/Change Items (New)*.

© Copyright . All rights reserved.

b) Enter the following values:

Field Name or Data Type	Value
G/L Account	**113108**
Company Code	**1000**

c) Choose *Execute*.

d) Check the open items that have the same assignment number.

e) Go back.

3. Check the cleared items.

a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → General Ledger → Periodic Processing → Automatic Clearing → Without Specification of Clearing Currency*.

b) In the *System: status* window, confirm that the program name is *SAPF124*.

c) Close the window and enter the following values:

Field Name or Data Type	Value
Company Code	**1000**
G/L accounts	Select
G/L accounts	**113108**
Test Run	Select

d) Select all options in the *Output Control* tab page.

e) Choose *Execute*.

f) Check the entry for *Assignment*, *Amount*, ,and *Clearing date*.

g) Go back and deselect *Test run*.

h) Choose *Execute*.

i) On the *Background Print Parameters* screen, choose *Continue*.

j) On the *Start Time* window, choose *Immediate*.

k) Choose Save and go back to the *SAP Easy Access Main* screen.

l) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → General Ledger → Account → Display/Change Items (New)*.

m) Ensure that *Company code* and *G/L Accounts* are specified.

n) Enter *Clearing Date* as the current date and choose *Cleared Items*.

o) Choose *Execute*.

Note:
Check the report for the items cleared.

© Copyright . All rights reserved.

Use of the Assignment Field as a Sort Field

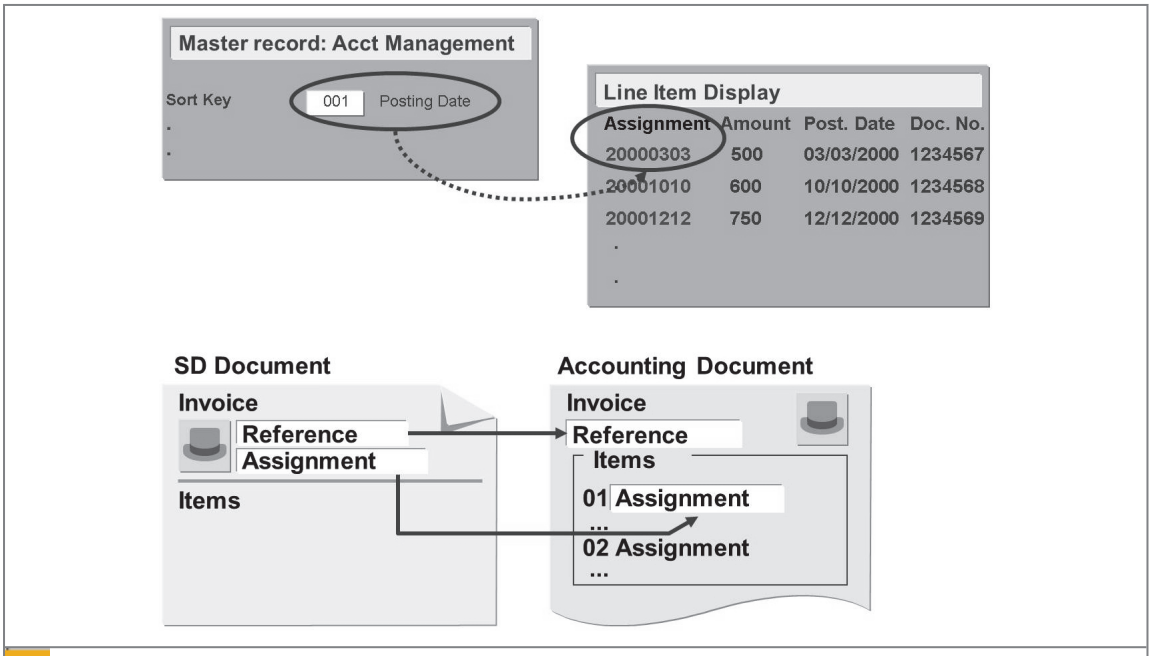


Figure 127: Assignment Field as a Sort Field

The SAP ERP application automatically fills the *assignment* field for a line item when you post items according to the *Sort* field entry in the master record.

The assignment field can be a combination of up to four fields with a maximum of 18 characters. For example, to display the document number with 10 characters and the posting date with six characters, the SAP ERP application includes them in the definition of the assignment field.

Similarly, if the sort key is set to the purchase order number in the business partner master record, then the SAP ERP application fills the *assignment* field in the business partner line item with the purchase order number.

If the sort key is set to the cost center in a general ledger master record, then the SAP ERP application fills the assignment field in the general ledger line item with the number of the cost center.

Line Item Sorting

Line item sorting in the line item display and clearing functions is based on the assignment field. For example, when an invoice is posted in sales order management, an accounting document is created in Financial Accounting. The document has a document number that is different to the number of the sales order management invoice. You can use the reference and assignment in the Sales Order Management billing document to trace the document in sales order Management that the accounting document is based on. The reference and assignment in the accounting document are copied from the reference and assignment in the sales order management billing document.

You can define which numbers (purchase order, order, delivery, or billing document number) are copied into the sales order management document as reference and assignment and then transferred to Financial Accounting. You can then use these fields as selection criteria in Financial Accounting.

© Copyright . All rights reserved.

How to Display the Sort Key Field in the Master Record

Display the possible entry values in the *Sort Key* field as follows:

1. On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Master Records* → *G/L Accounts* → *Individual Processing* → *In Company Code*.
2. On the *Account Management* tab page, display the *Sort Key* field.
3. Press F4 to see all possible entries.

How to Configure the Sort Key Field

1. Post a general ledger account and check the assignment fields as follows:
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Document Entry* → *Enter G/L Account Document*.
   b) Enter the following values:

Field Name or Data Type	Value
Document Date	Current date
Posting Date	Current date

G/L acct	*D/C*	*Amount in doc.curr.*
`100000`	`H Credit`	`1,000`
`113108`	`S Debit`	`1,000`

   c) Choose *Post* to enter the document.
   d) On the *Display Document: Data Entry View* screen, choose the *Layout* pushbutton and select *Change Layout*.
   e) Choose *Assignment* from the *Column Set* and choose the left arrow pushbutton.
   f) Choose *Continue*. The *Assignment* tab page is visible on *Display Document: Data Entry View* screen.
   g) Create a new session.
2. Check the general ledger account for sort key values.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Master Records* → *G/L Accounts* → *Individual Processing* → *Centrally*.
   b) On the *Display G/L Account Centrally* screen, enter *G/L account* `113108` and *Company Code* `1000`.

© Copyright . All rights reserved.

c) Choose the *Control Data* tab page and confirm that the *Sort key* is *005* (*Local Currency Amount*).

d) Check in the first session open for *G/L Account 113108* that the *Assignment* field has the local currency as the field value.

e) Return to the new session. On the *Display G/L Account Centrally* screen, change the *G/L Account Entry* to **100000** and press ENTER. Note that the *Sort Key* field is *003 (posting date)*.

f) Check in the first session open for *G/L Account 1000000* that the *Assignment* field has the *Posting Date* as the field value.

3. Use Customizing to transfer billing documents to the *finance - assignment* field.

a) On the *Customizing* screen, choose *Sales and Distribution* → *Billing* → *Billing Documents* → *Maintain Copying Control For Billing Documents*.

b) Double-click *Copying control: Sales document to billing document*.

c) Choose the *Position* pushbutton.

d) Enter **F2** in *Billing Type* and **OR** in *SalesDoc Type*.

e) Check the drop-down list for *Assignment Number* field options, such as *Sales order number* and *Purchase order number*.

Manual Payment Process

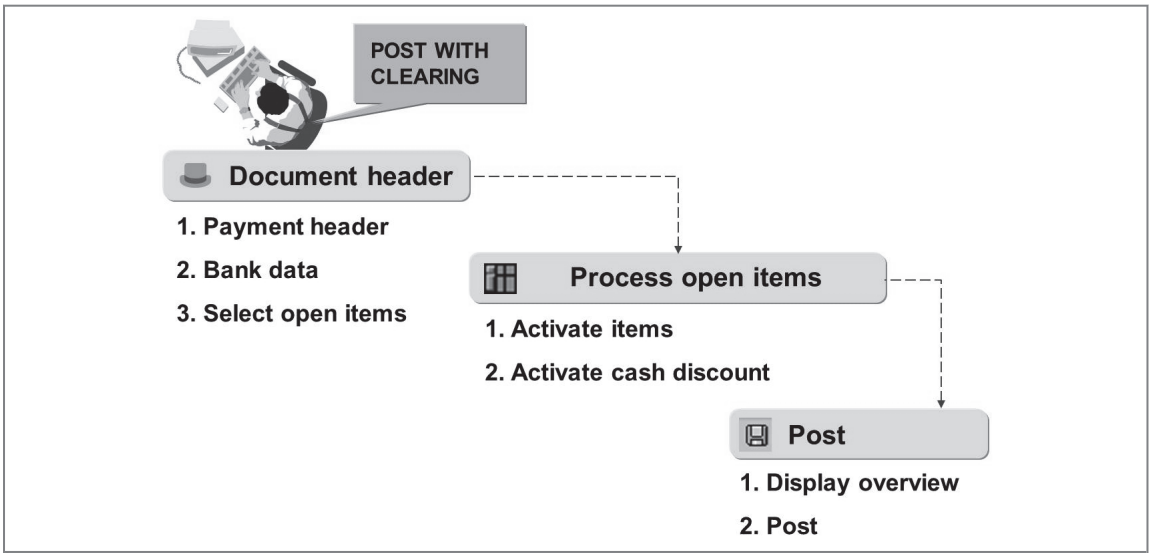


Figure 128: Manual Payment Process

A manual payment is a transaction that clears an open item, such as an invoice. The manual payment assigns a clearing document manually.

An incoming payment, which is used in accounts receivable, clears an open debit amount.

An outgoing payment, which is used in accounts payable, clears an open credit amount.

To process a manual payment, proceed as follows:

© Copyright . All rights reserved.

1. Enter data in the document header.
2. Select the open items to be cleared.
3. Save the transaction.

Document Header – Payment Header

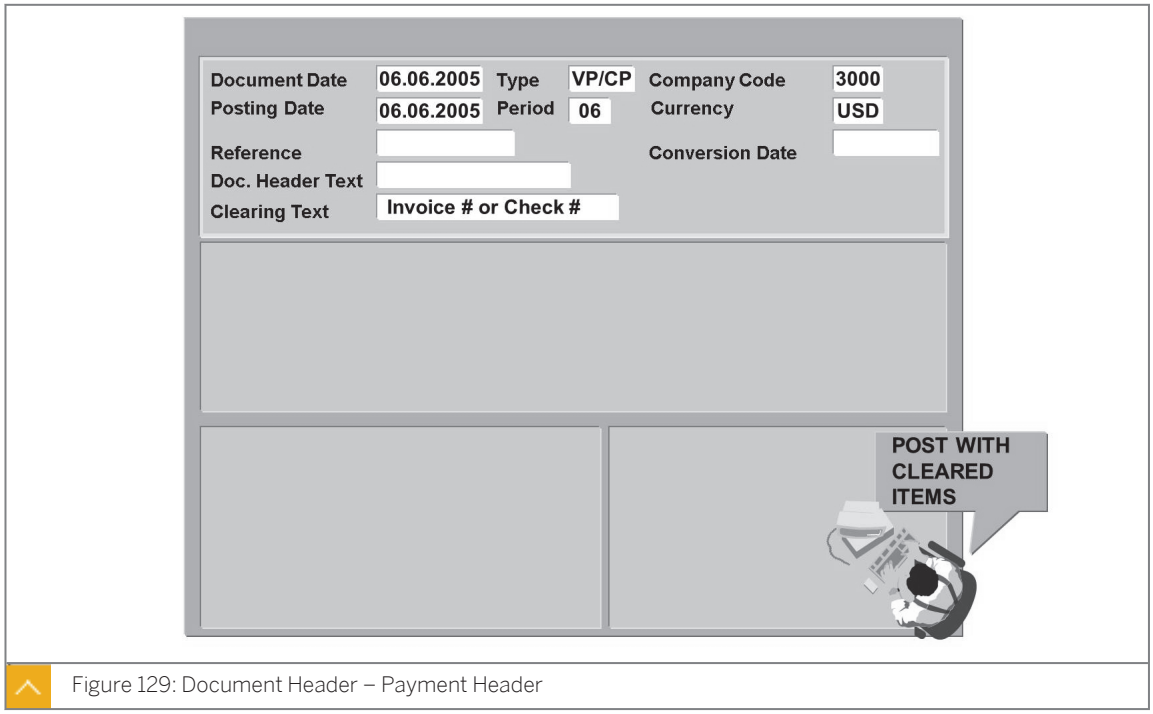


Figure 129: Document Header – Payment Header

The data entered in the document header is similar to the data entered when posting invoices.

The document header consists of the following sections:

- The payment header
- Bank data
- Selection of open items

Enter the following information in the payment header section of the document header:

- The document date
- The document type, proposed by the SAP ERP application and based on the transaction called
- The company code, if no code is proposed
- The period specifications include the posting date and the posting period. The current date is the default posting date, and the posting period is derived from the posting date.
- The currency specifications, which include the currency code, the exchange rate, and the date for currency translation. In the absence of an exchange rate or translation date, the application uses the exchange rate from the exchange rate table on the posting date.
- Any references needed to identify the incoming payment, such as the reference document number, document header text, and clearing text fields.

© Copyright . All rights reserved.

Document Header – Bank Data

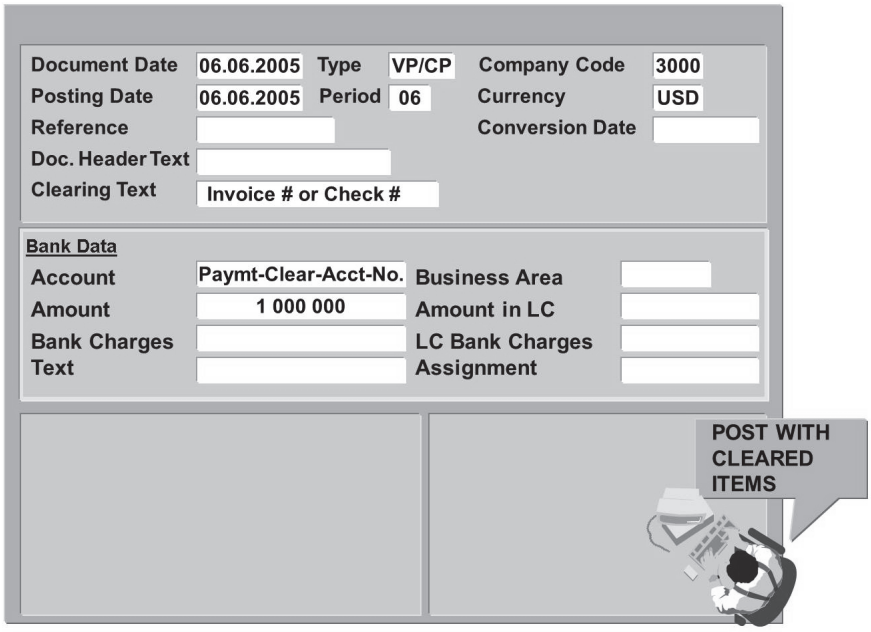


Figure 130: Document Header – Bank Data

The value date is the date on which the actual cash transfer takes place.

The *Text* field is an optional description of the item. If you start the line with *, you can also print the text on external correspondence, such as dunning notices and payment advice notes.

The SAP ERP application automatically creates the assignment number, based on the sort key.

You can also manually enter the assignment number.

Enter the following data in the Bank Data section of the document header:

- The G/L account number for incoming or outgoing payments
- The total payment amount
- The bank charges for services. The SAP ERP application automatically posts these charges to a special expense account.
- The value date, which is the date used to evaluate the position in cash management. It may be the current date, which is the default date in the system.
- The *Text* field, which is an optional description of the item. Start the line with "*" to enable the text to be printed on external correspondence too. You can also work with text templates to select an entry from a list of standard texts.
- The assignment number in the *Assignment* field, which is created by the SAP ERP application or entered manually.

The SAP ERP application references the following information when calculating post charges:

© Copyright . All rights reserved.

- Incoming payments

  The application adds the bank charges to the payment amount to form the clearing amount.

- Outgoing payments

  The application subtracts the bank charges from the payment amount to determine the clearing amount.

Document Header – Open Item Selection

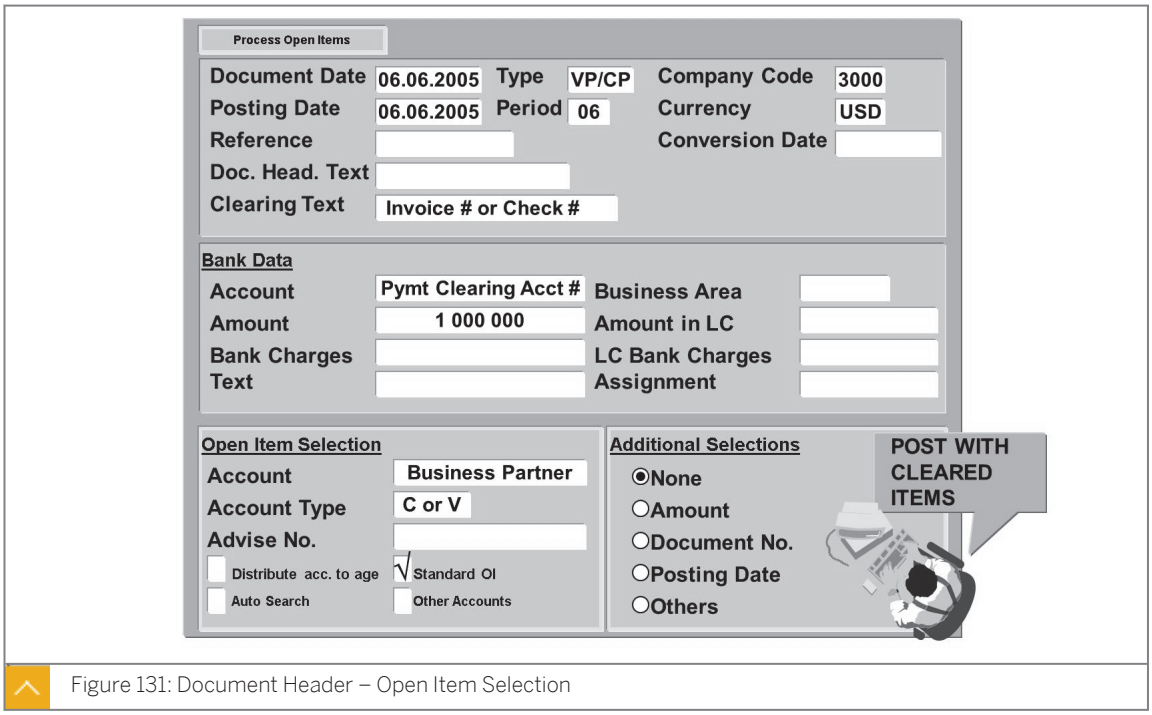


Figure 131: Document Header – Open Item Selection

Define the selection of open items by entering the following information in the Selection of Open Items section of the document header:

- Enter the account number of the business partner in the *Account* field. For the Account Type you can make your selection using the F4 help, for example, D and K.
- Select open items with a special G/L indicator and/or normal open items.
- Enter the payment advice note number to ease the selection of the items to be cleared. By specifying additional accounts, you can also select and clear items from other accounts.
- If you select the Distribute by Age indicator, the items to be cleared are selected automatically. The items with most days in arrears are cleared first (or assigned) automatically and the system creates a payment on account for the residual amount.
- In the automatic search, the system tries to find a combination of open items whose total comes closest to the amount entered. If the amount is only partially found, you can accept or reject the proposal in an additional dialog box.
- You use the *Additional Selections* to restrict the open items. Use “Other” to access more selection options.

© Copyright . All rights reserved.

If you only know the document numbers to which an incoming payment refers, but not the customer, you can select the open items without specifying the customer by using Additional Selections to select using document numbers. If an incoming payment refers to several invoices, you can enter additional customers from the menu path *Edit → Select More* after you have processed the open items.

- The SAP ERP application automatically searches for a combination of open items whose total comes closest to the amount entered. If only part of the amount is found, you can either accept or reject the proposal in an additional dialog box.
- Use *Additional Selections* to restrict the open items. Use *Others* to access more selection options.

Enter the following open item selection data in the next section of the document header:

- Account and Account Type

  You need the *Account* and *Account Type* fields to determine the account that contains the open items. In this area, *Account* refers to the account number of the business partner and the account type for this account.

- Normal open items and/or special general ledger transactions

  You can select normal open items and/or special general ledger transactions for processing.

- Payment advice note number

  You can use the number of a payment advice note, which is either entered manually or created by the SAP ERP application, to select the open items.

- Other accounts

  You can select other accounts and process their open items at the same time.

- Additional selections

  You can use additional selection criteria defined in the configuration to select the open items. You can use the *Distribute acc. to age* or *Auto Search* functions to speed up the selection process.

© Copyright . All rights reserved.

Processing of Open Items

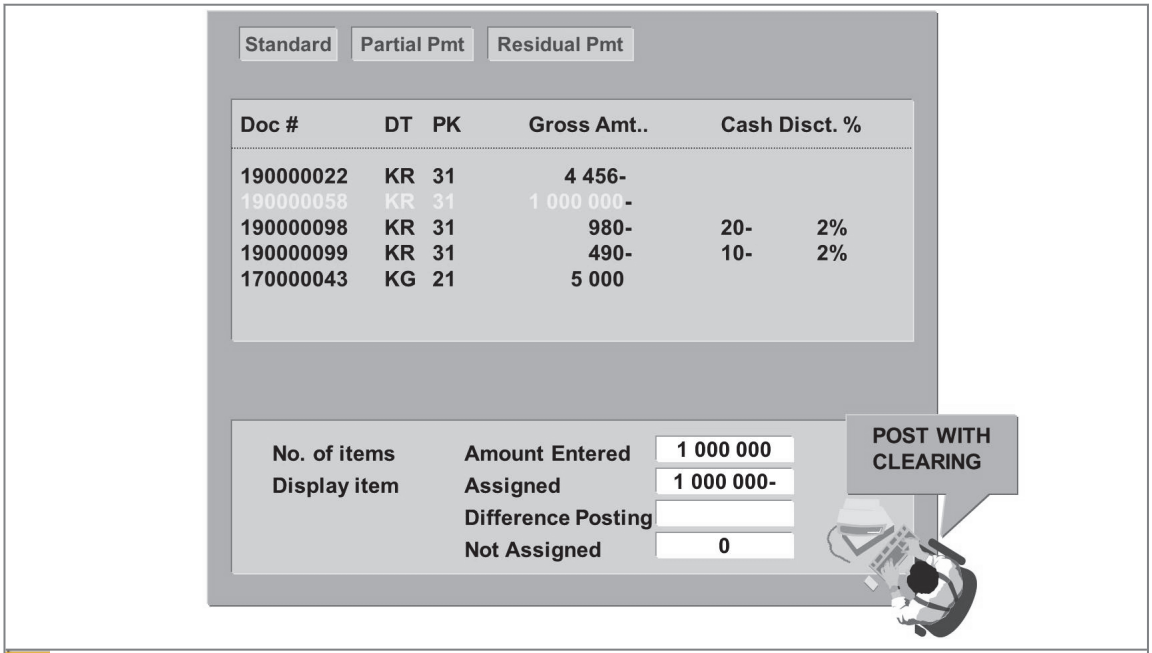


Figure 132: Processing of Open Items

During open item processing, you can enter the gross amount, which is then assigned to the appropriate line items and the cash discount. You must activate the line items before assigning them.

Post the document if the amount entered is the same as the amount assigned. Highlighted items are active and can be assigned to the amount as a total.

The *Post Incoming Payments: Process open items* screen lists all of the unassigned open items.

Unassigned open items can include payments, debit or credit memos, and invoices.

Depending on the SAP ERP application settings, the status for all items can either be active or inactive.

You can post the document if the *Amount Entered* field is the same as the *Assigned* field.

The cash discount granted is determined by the terms of payment of the line item. The SAP ERP application calculates the assigned amount based on the cash discount.

To change the cash discount, either overwrite the absolute cash discount or change the cash discount percentage rate. The discount must not exceed the set tolerance limits.

Check the document you have entered.

Using *Document* → *Simulate*, display all of the items including those created automatically.

If the debits and the credits match, you can post the completed document.

If you subsequently discover that the document contains an error, reset the cleared items, reverse the document, and re-enter the original posting correctly.

© Copyright . All rights reserved.

© Copyright . All rights reserved.

Unit 5
Exercise 29

Post with Clearing

321

Business Example

Customers pay open invoices to take advantage of cash discounts. For this reason, you need to know how to post an incoming payment with a cash discount.

1. You have received a payment of 213,400 units of the local currency from your customer to clear the open item of 220000 units that you posted in the lesson Simple Documents in the SAP ERP Financials solution. If you did not grant a cash discount when you entered the invoice, manually enter 6,600 units cash discount. Use bank clearing account 113108.

© Copyright . All rights reserved.

Unit 5
Solution 29

Post with Clearing

322

Business Example

Customers pay open invoices to take advantage of cash discounts. For this reason, you need to know how to post an incoming payment with a cash discount.

1. You have received a payment of 213,400 units of the local currency from your customer to clear the open item of 220000 units that you posted in the lesson Simple Documents in the SAP ERP Financials solution. If you did not grant a cash discount when you entered the invoice, manually enter 6,600 units cash discount. Use bank clearing account 113108.

   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting -> Accounts Receivable -> Document Entry -> Incoming Payments Accounting.*

   b) Enter the following values:

Field Name or Data Type	Value
Document Header	
Document Date	**Current Date**
Document Type	**DZ**
Company Code	**GR#**
Posting Date	**Current Date**
Currency	**Local Currency**
Bank Data	
Account	**113108**
Amount	**213400**
Value Date	**Current Date**
Open Item Selection	
Account	**Your Customer**

   c) Choose *Process open items*.

   d) Select the invoice for *220000* currency units and enter a cashh discount of 6600 units.

   e) When the *Not assigned* value equals zero, choose *Document* → *Simulate*.

   f) Choose *Post* to save the document

© Copyright . All rights reserved.

Automatic Postings for Clearing Open Items

- Cash discounts expense or revenue
- Cash discount clearing (net procedure)
- Tax adjustments
- Exchange rate differences
- Bank charges
- Clearing for cross-company code payments
- Over- or underpayments within tolerances

Figure 133: Automatic Postings for Clearing Open Items

The SAP ERP application carries out automatic postings, such as tax adjustment, bank charges, and exchange rate differences, when clearing open items. You have already seen the configuration for most of these automatic postings in previous lessons.

You can enter bank charges when you enter the bank data. The SAP ERP application automatically posts the bank charges to the general ledger account.

To perform manual cross-company code payments, assign a clearing transaction. A clearing transaction can be either an incoming payment or an outgoing payment. Assign the clearing transaction to a combination of the paying company code and the company code for which the payment is being made. Then, when you select the open items, the SAP ERP application displays the open items from each company code.

You cannot directly reverse a clearing document that is created using the Clear account and Post with clearing transactions.

The same applies to a cleared document. To reverse a clearing or cleared document, you have to reset clearing.

How to Define Cash Discount Expense and Revenue Accounts

Show how to define a cash discount expense (customer) account and a cash discount revenue (vendor) account.

1. On the *Customizing* screen, choose *Financial Accounting → Accounts Receivable and Accounts Payable → Business Transactions → Incoming Payments → Incoming Payments Global Settings → Define Accounts for Cash Discount Granted*.

   Note:
   A/c No.880000 is the customer cash discount expense account in *Chart of Accounts INT*.

© Copyright . All rights reserved.

2. On the *Customizing* screen, *Financial Accounting → Accounts Receivable and Accounts Payable → Business Transactions → Outgoing Payments → Outgoing Payments Global Settings → Define Accounts for Cash Discount Taken*.

> Note:
> An example of a vendor cash discount revenue account is A/c number 276000 in *Chart of Accounts: INT*.

How to Define Cash Discount Clearing Accounts

Show where you define a cash discount clearing account for vendor net invoices. On the *Customizing* screen, choose *Financial Accounting → Accounts Receivable and Accounts Payable → Business Transactions → Incoming Invoices/Credit Memos → Define Account for Net Procedure*.

The account for the net procedure must be managed on an open item basis and only be posted to automatically.

How to Define the Cash Discount Loss Account

Show where to define the cash discount loss account. On the *Customizing* screen, choose *Financial Accounting → Accounts Receivable and Accounts Payable → Business Transactions → Outgoing Payments → Outgoing Payments Global Settings → Define Accounts for Lost Cash Discount*.

Reset of Clearing

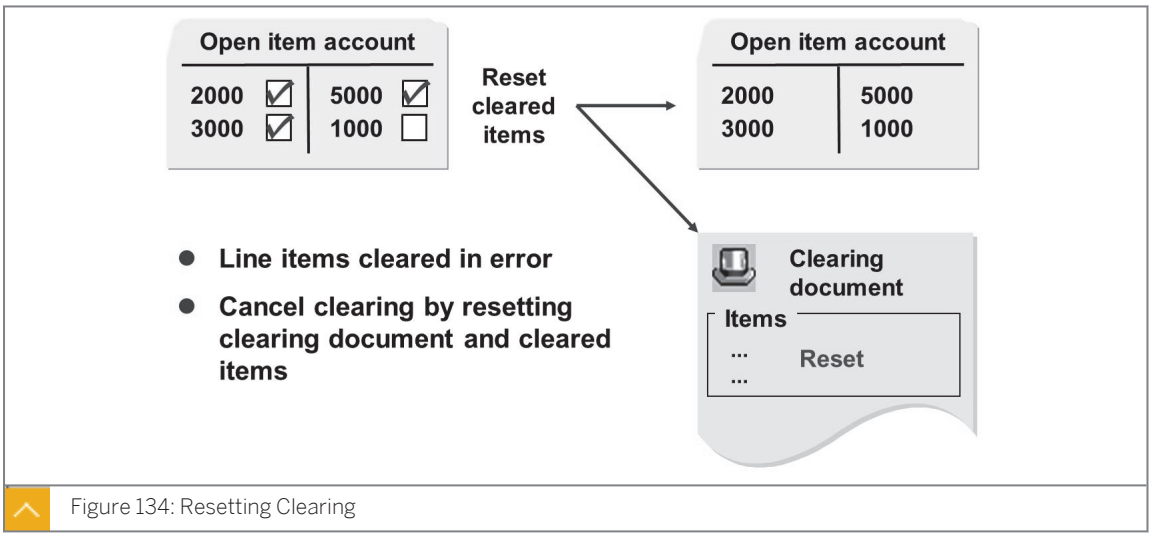


Figure 134: Resetting Clearing

You can reset clearing for individual documents. When you reset clearing, the SAP ERP application removes the clearing data from the line items.

© Copyright . All rights reserved.

The SAP ERP application logs the changes and displays them in the change documents. In Accounts Receivable, the application corrects the payment history and the credit limit, if applicable.

How to Reset Clearing

In the Reset Cleared items transaction, you can choose between "Reset only" and "Reset and Reserve". When you reset clearing, the clearing data is removed from the items and the clearing document becomes an open item. All changes are logged and displayed.

If you reverse the clearing document, it becomes a cleared item. The system also creates a reversal document. The cleared document becomes an open item again.

In Accounts Receivable, the payment history and the credit limit are corrected, if applicable.

1. Reset clearing for incorrectly assigned invoice and incoming payment.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document* → *Reset Cleared Items*.
   b) Enter the document number of the clearing document that originates from a previous demonstration for clearing open items.
   c) Reset the clearing.

© Copyright . All rights reserved.

LESSON SUMMARY

You should now be able to:

- Post with clearing
- Clear an account
- Configure and execute the clearing program
- Perform incoming and outgoing payments
- Reset clearing

© Copyright . All rights reserved.

Analyzing and Posting Payment Differences

326

LESSON OVERVIEW
Analyze and post payment differences.

Business Example

Customers often pay invoices with deductions that sometimes exceed the tolerance limits of the company. For this reason, you require the following knowledge:

- An understanding of posting payment differences
- An understanding of tolerance groups and their role for posting payment differences
- An understanding of posting partial and residual payments
- An understanding of how to create and use reason codes for payment differences

To show the scenarios for incoming payments with payment differences in this lesson, post seven customer invoices each for 1000 units of the local currency and with the terms of payment ZB01.

The steps to post these customer invoices are as follows:

1. On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document Entry* → *Invoice*.
2. Enter the following values:

Field Name or Data Type	Values
Customer	**1000**
Company Code	**1000**
Invoice Date	**Current Date**
Posting Date	**Current Date**
Amount	**1000 units in local currency**
Calculate Tax	✔
Tax Code	**00 (Output tax (course) 0%)**
Terms of Payment	**ZB01**
Items	
G/L Account	**800200**

© Copyright . All rights reserved.

Field Name or Data Type	Values
Amount in Doc. curr.	**1000**

3. Post the document.

> Caution:
> Check tolerance group BLANK for employees and tolerance group 1000 for customers in company code 1000. The tolerance groups need to be entered in the master record of customer 1000.

4. **Tolerance group BLANK contains the following entries under Permitted Payment Differences:**

Revenue:	Amount: 1,000	Percent: 10	Cash Discount Adj. to 10
Expense:	Amount: 1,000	Percent: 10	Cash Discount Adj. to 10

5. **Tolerance group 1000 for customers must have the following settings:**

Revenue:	Amount: 30	Percent: 2	Cash Discount Adj. to 2
Expense:	Amount: 10	Percent: 0.5	Cash Discount Adj. to 2

LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Configure tolerance groups
- Process payment differences

© Copyright . All rights reserved.

Tolerance Groups

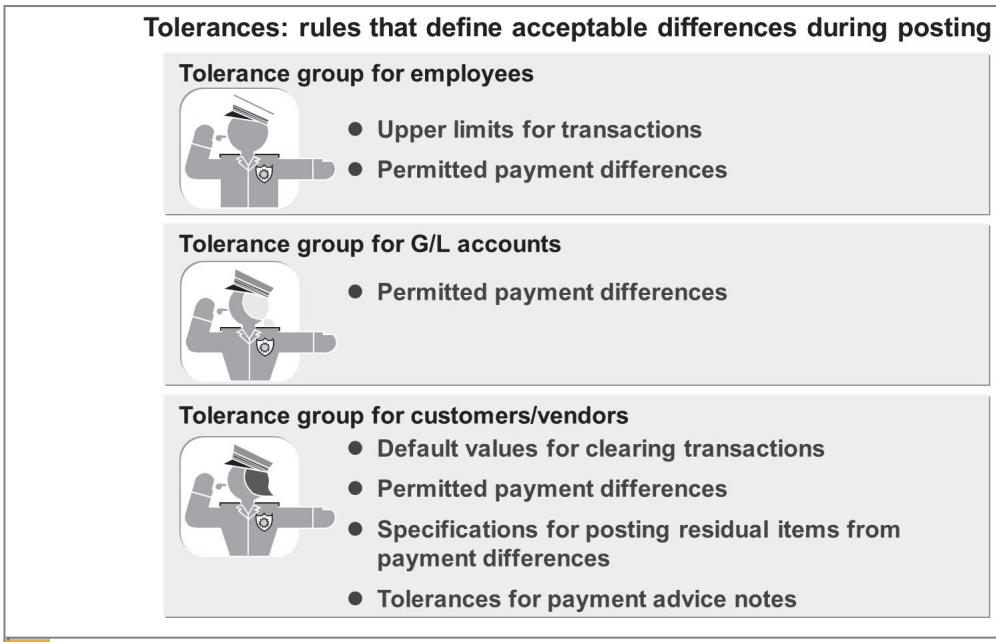


Figure 135: Tolerance Groups

When payment differences occur, the SAP ERP application can handle them automatically or you can handle them manually.

Differences in payment can be handled as follows:

- Automatic clearing

  If the payment difference is small, the SAP ERP application can handle it automatically. SAP ERP conducts automatic clearing by adjusting the cash discount and writing off the difference to a special account. You can use tolerance groups to define the limits up to which a difference is considered immaterial.

- Manual clearing

  If the payment difference is too high to be considered inconsequential, you must process it manually. Use the following methods to conduct manual clearing:

  - Adjusting the cash discount manually
  - Posting the payment as a partial payment
  - Posting the payment difference as a residual item or a difference posting

In accounting, tolerances are divided into the following groups:

- Employee tolerance groups
- G/L account tolerance groups
- Customer/vendor tolerance groups

The employee tolerance group controls the following factors:

- Upper limits for posting transactions

© Copyright . All rights reserved.

- Permitted payment differences

> Note:
> See the lesson on posting authorizations for information on upper limits for posting transactions.

The G/L account tolerance groups control the permitted payment differences for automatic clearing procedures.

The customer/vendor tolerance groups provide specifications for the following procedures:

- Clearing transactions
- Handling permitted payment differences
- Posting residual items from payment differences
- Identifying tolerances for payment advice notes

Permitted Payment Differences

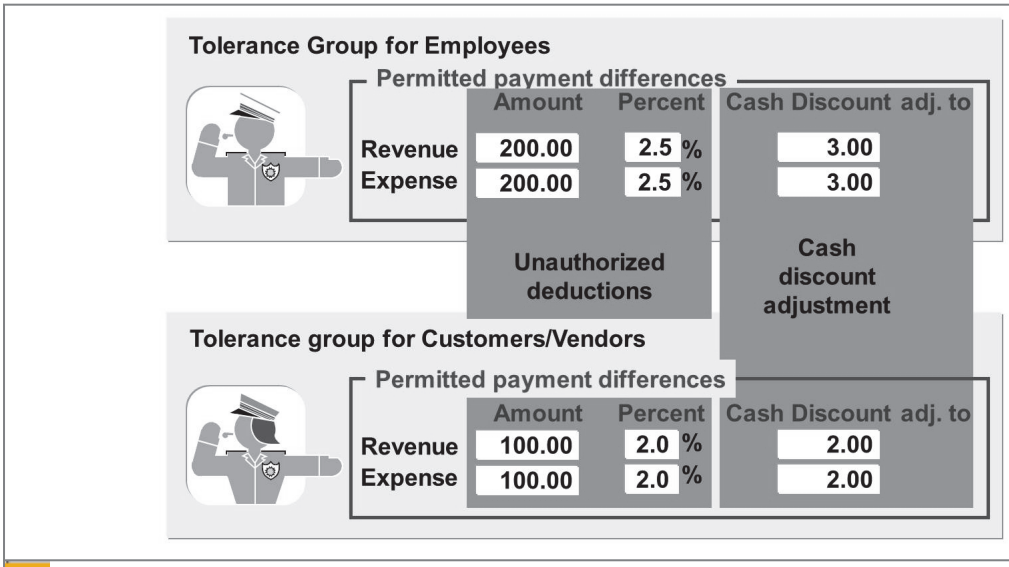


Figure 136: Permitted Payment Differences

Specifications for permitted payment differences are found in both G/L account and customer/vendor tolerance groups. These specifications control the automatic posting of cash discount adjustments and unauthorized customer deductions.

The SAP ERP application considers the entries in both groups during clearing. The payment difference must be within both tolerances to be handled automatically.

Consider the following example of the treatment of payment differences:

- A payment difference must be lower than 3.00 and 2.00 currency units to be written off automatically as a cash discount adjustment.
- A payment difference must be lower than 200.00 and 100.00 currency units. It must also be lower than 2.5% and 2.0% of the open amount. When both the conditions are true, then

© Copyright . All rights reserved.

the payment difference can be written off automatically as an unauthorized deduction. The lower of the two tolerances always applies. For an open amount of 1000 currency units, this would be an unauthorized customer deduction of 20 currency units. For an open amount of 100000 currency units, this would be an unauthorized customer deduction of 100 currency units.

The entries in the tolerance groups are always in the local currency.

A payment difference normally occurs during open item clearing. The difference is then compared to tolerance limits of the employee and the customer/vendor and is handled accordingly.

If the payment difference is within the tolerance for cash discount adjustment (posting to the account for cash discount expense/revenue), the application performs a cash discount adjustment automatically. Otherwise, the application checks whether the payment difference is within the tolerances for unauthorized deductions. If the payment difference is within the tolerance for unauthorized deductions, SAP ERP automatically posts the payment difference as an unauthorized customer deduction (account for over or underpayment).

You can also perform manual processing by using the employee tolerance group for the Cash discount for Line Item.

Treatment of Payment Differences

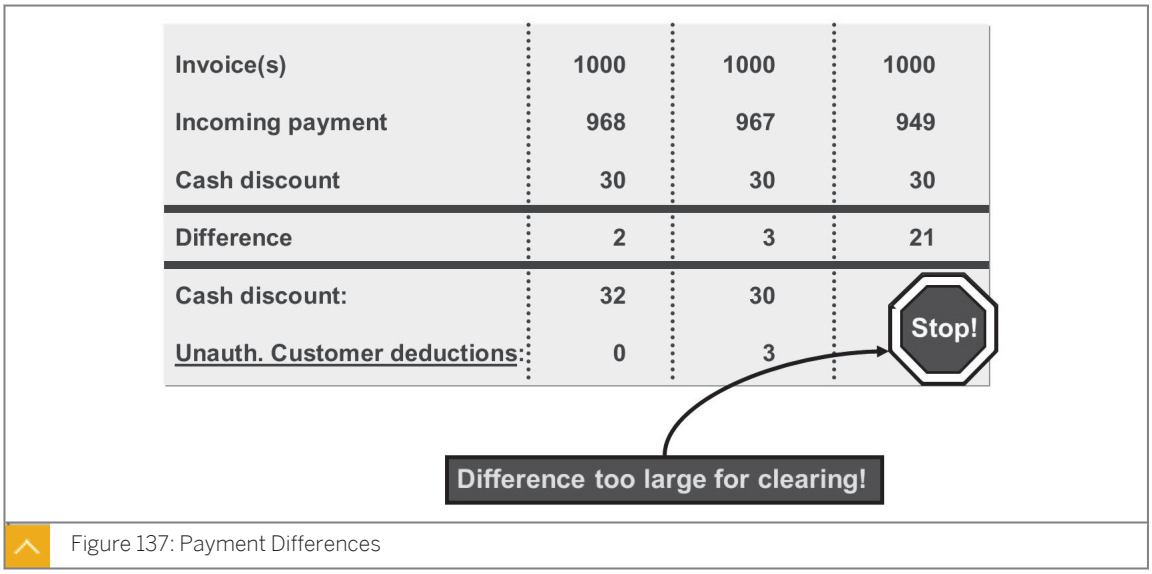


Figure 137: Payment Differences

A payment difference normally occurs during the clearing of an open item. The SAP ERP application then compares this difference to the tolerance groups of the employee and the customer/vendor.

If the payment difference is within tolerances, the difference is automatically posted as either cash discount adjustment or unauthorized deduction. Otherwise, the difference is processed manually.

You want to use automatic postings within tolerances to reduce the manual work required.

If the payment difference is outside the tolerances, it has to be processed manually.

© Copyright . All rights reserved.

To process a payment difference manually, proceed as follows:

1. Adjust the cash discount manually if necessary.
2. Post the payment as partial payment.
3. Post the payment difference as a residual item.
4. Write off the difference, which is manual account assignment, by entering a reason code for each sales deduction and posting on account. Writing off the difference is useful if you specify a reason code that can be used for the evaluation. A specific text is defined for the reason code in the correspondence type. The reason code may also control the account to which the difference is written off.

In the case of a partial payment, the SAP ERP application creates an invoice reference between the partial payment and the invoice.

When you create residual items, you can transfer the terms of payment from the invoice.

A posting to an expense account is a difference posting. In such cases, the SAP ERP application grants the complete cash discount.

An employee can only carry out a manual cash discount adjustment within the defined tolerances for the employee.

How to Maintain Tolerances (Customers)

Define tolerance groups for different customer groups to differentiate between different tolerances with payment differences from different customer groups.

1. On the *Customizing* screen, choose *Accounting → Accounts Receivable and Accounts Payable → Business Transactions → Incoming Payments → Manual Incoming Payments → Define Tolerances (Customers)*.
2. Select tolerance group *1000* for company code *1000*.

How to Enter the Tolerance Group in the Master Record

Enter the tolerance group in the master record of the customer to control the (automatic) treatment of payment differences.

1. On the *Customizing* screen, choose *Accounting → Financial Accounting → Accounts Receivable → Master Records → Display*.
2. Enter the following values:

Field Name or Data Type	Values
Customer	**1000**
Company Code	**1000**

3. On the *Payment Transactions* tab page, show the *Tolerance Group* field in the *Company Code* segment.

© Copyright . All rights reserved.

Automatic Processing of Payment Differences

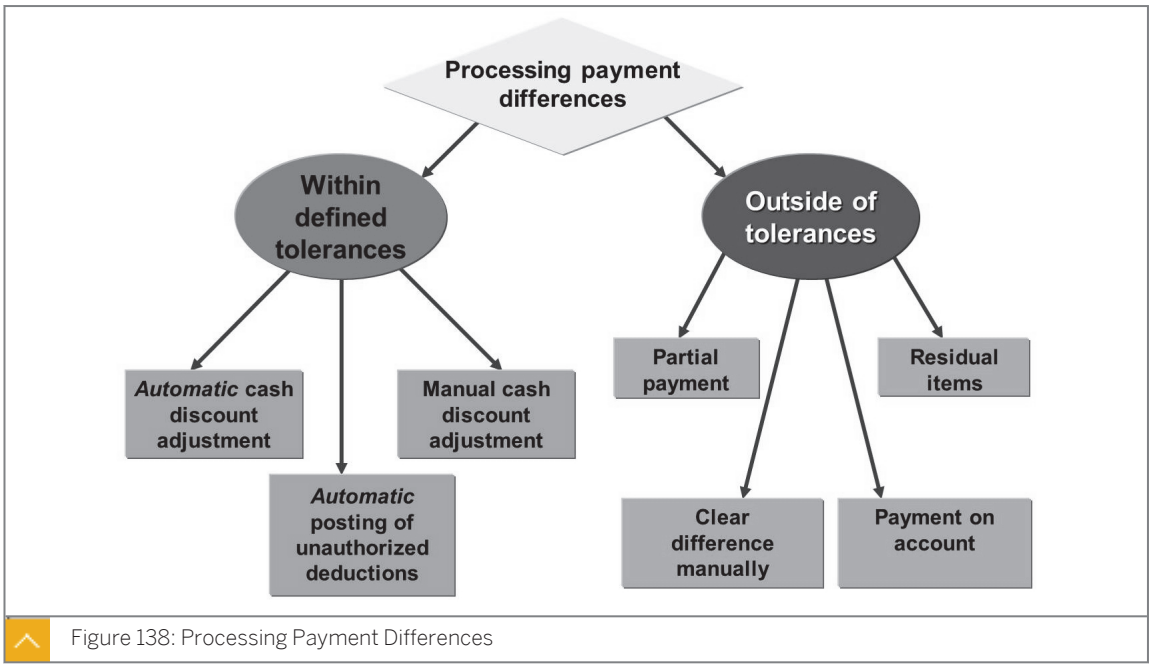


Figure 138: Processing Payment Differences

If the payment difference is immaterial, the SAP ERP application may process it automatically by performing the following steps:

- Adjusting the cash discount up to certain amounts
- Writing off the payment difference to a special account

You can define the limits within which a payment difference is considered to be immaterial in a tolerance group. Within the tolerance group for an employee, you can allow an adjustment of the cash discount within defined limits. This measure ensures that the employee is authorized to make the adjustment. When defining tolerance groups for employees, predefine the maximum cash discount percentage that an employee can grant for business partners in a line item. Predefining the cash discount percentage enables you to post the payment difference by adjusting the cash discount (when within the defined limits) or by posting to a separate expense or revenue account.

If you want to define different tolerances for employees, specify the amount limits for each employee group. If you have defined differing tolerance groups, you have to assign employees to a specific tolerance group by selecting the activity “Assign users to tolerance group”. This is where you enter the employees in the relevant group by giving special tolerances to a group so that the employees in this group are authorized to adjust the cash discount up to the limit prescribed in the tolerance group.

If the payment difference is beyond the tolerance limit, you must process the payment difference manually.

© Copyright . All rights reserved.

Partial and Residual Payments

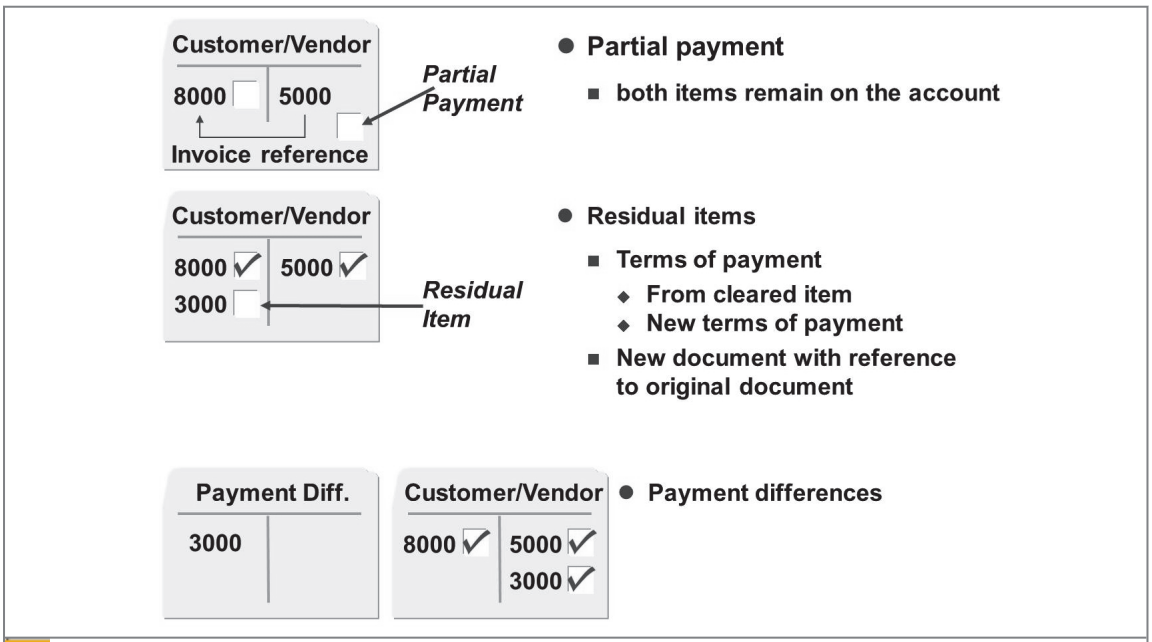


Figure 139: Partial and Residual Payments

If the payment difference is beyond the tolerance limit, you must manually process it.

To manually process the payment difference, proceed as follows:

1. Post the payment difference as a partial payment

   All the documents remain in the account as open items.

2. Post the payment difference as a residual item

   Only the residual item remains in the account. The original document and the payment are cleared. The SAP ERP application creates a new document number with reference to the original documents.

3. Post the payment difference to a different account

   This is a different posting that uses reason codes and automatic determination.

4. Write off the payment difference

   This is manual account assignment.

The customer or vendor tolerance groups contain entries that control the residual items and specify the following conditions:

- Whether the terms of payment for a residual item are the same as the terms of the cleared item or whether the terms of payment are fixed.
- Whether a cash discount is only partially granted.
- Whether the residual item has a maximum dunning level or is printed separately, using a specific dunning key.

If you know the reason for a payment difference, you can enter a reason code.

© Copyright . All rights reserved.

You can assign reason codes to the following items:

- Difference postings
- Partial payments
- Residual items

How to Post Incoming Payments with Difference

Use the instructor note at the beginning of this lesson for preparation.

1. Automatic cash discount adjustment

   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document Entry* → *Incoming Payments*.

   b) Enter the following data:

Field Name or Data Type	Values
Document Header	
Document Date	`Current Date`
Company Code	`1000`
Posting Date	`Current Date`
Currency	`Local Currency`
Bank Data	
Account	`113108`
Amount	`968`
Open Item Selection	
Account	`1000`
Account Type	`D`

   c) Assign the incoming payment for 968 units of currency to a customer invoice for 1000 units of currency (30 units cash discount).

> Note:
> The *Difference Postings* field displays 2 units of currency. Follow the menu path *Document* → *Simulate* to see the automatic cash discount adjustment from 30 to 32 units.

   d) Exit without posting.

© Copyright . All rights reserved.

2. Unauthorized customer deductions

   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document Entry* → *Incoming Payments*.

   b) Enter the following data:

Field Name or Data Type	Values
Document Header	
Document Date	**Current Date**
Company Code	**1000**
Posting Date	**Current Date**
Currency	**Local Currency**
Bank Data	
Account	**113108**
Amount	**967**
Open Item Selection	
Account	**1000**
Account Type	**D**

   c) Assign the incoming payment for 967 units of currency to a customer invoice for 1000 units of currency (30 units cash discount).

> Note:
> The *Difference Postings* field displays 3 units of currency. Follow the menu path *Document* → *Simulate* to see automatic posting of 30 units of cash discount and 3 units of "unauthorized customer deductions".

   d) Exit without posting.

3. Large difference for clearing

   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document Entry* → *Incoming Payments*.

   b) Enter the following data:

Field Name or Data Type	Values
Document Header	
Document Date	**Current Date**
Company Code	**1000**
Posting Date	**Current Date**
Currency	**Local Currency**
Bank Data	

© Copyright . All rights reserved.

Field Name or Data Type	Values
Account	**113108**
Amount	**949**
Open Item Selection	
Account	**1000**
Account Type	**D**

c) Assign the incoming payment for 949 units of currency to a customer invoice for 1000 units of currency (30 units cash discount).

d) Choose *Document* → *Simulate*.

e) The *Difference too large for clearing* message displays.

•

How to Define Accounts for Automatic Account Determination

1. Define an account for cash discount expense.
   a) On the *Customizing* screen, choose *Financial Accounting* → *Accounts Receivable and Accounts Payable* → *Business Transactions* → *Incoming Payments* → *Incoming Payments Global Settings* → *Define Accounts for Cash Discount Granted*.
   b) Choose *Chart of Accounts: INT*.
2. Define an account for cash discount revenue.
   a) On the *Customizing* screen, choose *Financial Accounting* → *Accounts Receivable and Accounts Payable* → *Business Transactions* → *Outgoing Payments* → *Outgoing Payments Global Settings* → *Define Accounts for Cash Discount Taken*.
   b) Choose *Chart of Accounts: INT*.
3. Define an account for over or underpayment (incoming payment).
   a) On the *Customizing* screen, choose *Financial Accounting* → *Accounts Receivable and Accounts Payable* → *Business Transactions* → *Incoming Payments* → *Incoming Payments Global Settings* → *Define Accounts for Overpayments/Underpayments*.
   b) Choose *Chart of Accounts: INT*.
4. Define an account for over or underpayment (outgoing payment).
   a) On the *Customizing* screen, choose *Financial Accounting* → *Accounts Receivable and Accounts Payable* → *Business Transactions* → *Outgoing Payments* → *Outgoing Payments Global Settings* → *Define Accounts for Overpayments/Underpayments*.
   b) Choose *Chart of Accounts: INT*.

© Copyright . All rights reserved.

How to Post Incoming Payments (Manual Cash Discount Adjustment)

1. Show how employees can carry out a manual cash discount adjustment.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document Entry* → *Incoming Payments*.
   b) Enter the following values:

Field Name or Data Type	Values
Document Header	
Document Date	**Current Date**
Company Code	**1000**
Posting Date	**Current Date**
Currency	**Local Currency**
Bank Data	
Account	**113108**
Amount	**950**
Open Item Selection	
Account	**1000**
Account Type	**D**

   c) Assign the incoming payment for 950 units of currency to a customer invoice for 1000 units of currency (30 units cash discount).
   d) Manually change the cash discount to 50 units.
   e) Choose *Document* → *Simulate*.

> Note:
> The amount of 50 units is now posted in full to the cash discount expense account.

How to Post a Partial Payment

In case of a partial payment, the invoice and the partial payment are managed as open items. Both have the same assignment. If you double-click the partial payment, SAP ERP shows that the payment is for the invoice. The invoice and the partial payment are not cleared until the payment is cleared.

Show how an incoming payment is posted as a partial payment.

© Copyright . All rights reserved.

1. On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document Entry* → *Incoming Payments*.
2. Enter the following data:

Field Name or Data Type	Values
Document Header	
Document Date	`Current Date`
Company Code	`1000`
Posting Date	`Current Date`
Currency	`Local Currency`
Bank Data	
Account	`113108`
Amount	`950`
Open Item Selection	
Account	`1000`
Account Type	`D`

3. Select the *Partial Payment* tab page.
4. Assign the incoming payment of 950 units of currency to a customer invoice for 1000 units (30 units cash discount).
5. Double-click the *Payment Amount* field.
6. Choose *Document* → *Simulate*.
7. Post the document.

How to Post a Residual Payment for a Partial Payment

The SAP ERP application does not post cash discount as a partial payment. Instead, it calculates the cash discount on the complete invoice amount during clearing. If the invoice clearing exceeds the cash discount terms agreed in the terms of payment for the invoice, the cash discount is reduced. After clearing, the invoice, partial payment, and clearing payment are cleared items and have the same clearing document number.

When you create a residual item, the SAP ERP application performs the following steps:

- It posts the payment difference as a residual item, which then remains in the account.
- It clears the original document and the payment.
- It creates a new document number with reference to the original document.

© Copyright . All rights reserved.

Show how a residual payment and the assignment to a partial payment and invoice are posted.

1. On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → Accounts Receivable → Document Entry Incoming Payments*.
2. Enter the following values:

Field Name or Data Type	Values
Document Header	
Document Date	**Current Date**
Company Code	**1000**
Posting Date	**Current Date**
Currency	**Local Currency**
Bank Data	
Account	**113108**
Amount	**20**
Open Item Selection	
Account	**1000**
Account Type	**D**

3. Double-click the partial payment and the open customer invoice to activate them.
4. Post the customer invoice and the partial payment.
5. Choose *Setting → Line Layout* to select the variant *Assignment/Document*.
6. Show which partial payment belong to which open items.

How to Post Residual Items

Posting converts the original receivable into a cleared item. A new receivable or residual item is created for the remaining amount (72.16). When you double-click the partial payment, it appears as a residual item for the invoice.

The partial granting of cash discount (900=97%) lowers the cash discount and raises the residual item.

Only 70 units are required for clearing because the cash discount is also granted on the residual item. If payment takes place after the first cash discount deadline, the SAP ERP application automatically reduces the cash discount during open item processing.

You can specify a reason code for partial payments as well as the creation of residual items in the following locations:

- Text field in the document

© Copyright . All rights reserved.

- Open item display

Both the partial payment difference and the residual item can be posted to a separate expense account dependent on the reason code.

The customer and vendor tolerance groups and the following considerations control the treatment of residual items:

- Whether the terms of payment from the invoice or the same fixed terms of payment are valid
- Whether cash discount is granted partially (only for the payment amount) or for the whole amount
- Whether the residual item has a maximum dunning level and is to be printed separately by using a dunning key

Note:
If a dunned open item with dunning level 1 is cleared by the creation of residual items, the residual item also has dunning level 1 if, according to the customer tolerance group, the terms of payment from the invoice apply. However, no date of last dunning is entered in the residual item. If a partial payment is received for a dunned open item with dunning level 1, the dunning level of the partial payment is 0 and no date of last dunning is entered.

If, according to the tolerance limit for the residual item specific terms of payment always apply, then the baseline date is the same as the posting date of the residual item. The payment periods start on the day when the residual item was created, even if the invoice that was cleared with the residual item was already overdue. The residual item has dunning level 0 and no date of last dunning.

During a dunning run, a partial payment is cleared with the invoice so that only the difference is dunned.

Show how residual items are created.

1. On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document Entry* → *Incoming Payments*.
2. Enter the following values:

Field Name or Data Type	Values
Document Header	
Document Date	**Current Date**
Company Code	**1000**
Posting Date	**Current Date**
Currency	**Local Currency**
Bank Data	
Account	**113108**

© Copyright . All rights reserved.

Field Name or Data Type	Values
Amount	900
Open Item Selection	
Account	1000
Account Type	D

3. Choose the *Residual Items* tab page and an open customer invoice for 1000 units (*30*units cash discount).
4. Double-click the *Residual Items* field.
5. Choose *Document* → *Simulate*.
6. Post the document.

Reason Codes

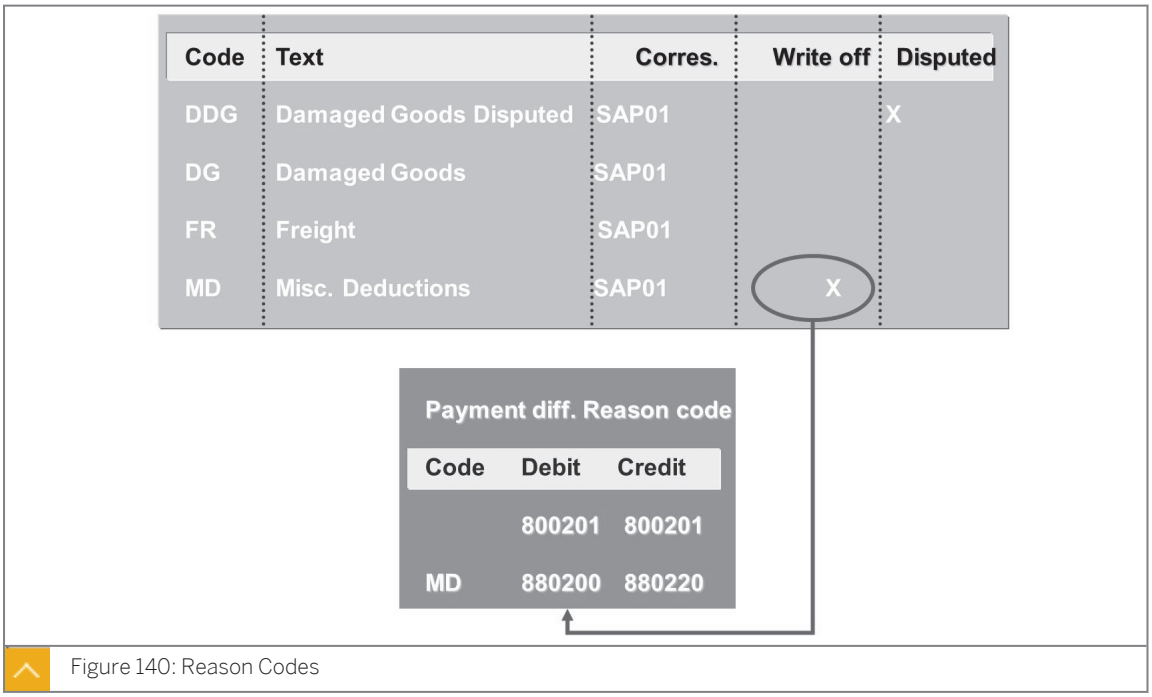


Figure 140: Reason Codes

You can use reason codes to describe the reason for the payment difference. To assign more than one reason code to a payment difference, c *Distribute Difference*.

Reason codes can be assigned to the following items:

- Difference postings
- Partial payments
- Residual items

Reason codes can be used to analyze and post process payment differences.

Reason codes also have the following additional optional functions:

© Copyright . All rights reserved.

- Control of the type of payment notice sent to a customer
- Control of the account where a residual item is posted
- Automatic posting of a residual item to a specified G/L account
- Exclusion of disputed residual items from credit limit checks

The following explanation applies to individual columns that are displayed:

- CorrT

  Correspondence Type

- W

  Written off to a separate account

- D

  Disputed item, which does not increase the total receivables from a customer in Credit Management

- T

  Reason code text that is not transferred to the segment text of the residual item or the partial payment

- D

  Payment differences with the reason code that create outstanding receivables/residual items. However, the tolerance limit for differences in the payment advice note item is not exceeded

You can define one joint G/L account for all reason codes. A Special G/L account can also be defined for each reason code (Select column A for reason codes).

The correspondence type determines the payment notification sent to the customer. With *SAP50* (cash discount difference), for example, the customer receives a payment notification. The print request is not automatically placed in the spool. The command to print is requested automatically, but executed with a special report.

How to Define Reason Codes

Show how to define reason codes in Customizing and trigger the related correspondence.

1. On the *Customizing* screen, choose *Financial Accounting → Accounts Receivable and Accounts Payable → Business Transactions → Incoming Payments → Incoming Payments Global Settings → Overpayment/Underpayment → Define Reason Codes*.
2. Enter the reason code.

How to Define Accounts for Payment Differences

Show how to define accounts for over and underpayments.

© Copyright . All rights reserved.

1. On the *Customizing* screen, choose *Financial Accounting → Accounts Receivable and Accounts Payable → Business Transactions → Incoming Payments → Incoming Payments Global Settings → Overpayment/Underpayment → Define Accounts for Payment Differences → Chart of Accounts: INT*.
2. Choose *Rules* to set an indicator for the reason code.
3. Click the *Accounts* pushbutton to assign a separate account. You can define a separate account for each reason code.

© Copyright . All rights reserved.

Unit 5
Exercise 30

Handle Payment Differences

333

Business Example

Some of your customers only make partial payments of open invoices. These underpayments must be posted in the accounts receivable account.

Enter a partial payment, create a reason code for damaged goods, and post an incoming payment with a cash discount and a reason code.

1. A customer has cash flow problems and cannot pay an invoice in full.

   As a basis for the incoming payment, post a customer invoice for 100000 units of the local currency to your customer account. Choose the “Calculate Tax” option. Use the tax code 1O (output tax (course) 10%). Post to the revenue account 800200 and profit center PR01.

   You receive an incoming payment of 40,000 units in the local currency from your customer (bank clearing account 1131008) for the invoice for 100000 units of the local currency that you have just posted. Post the incoming payment as a partial payment to your customer account.

   Display your customer's line items to check the postings you have made.

2. Customers are reducing their payments because of goods damaged during transport. You want to record these amounts. You decide to create a reason code, “ *Goods damaged during transport* ”, *Z##* , to write off this difference.

3. Your have received a payment of 250000 units of the local currency from your customer and you must post this against the open item for 300000 units. Your customer is requesting a price reduction for the remaining amount because the goods were damaged in transit. Post the difference as a residual item using the reason code that you created, Z##. (Bank clearing account 113108).

© Copyright . All rights reserved.

Handle Payment Differences

334

Business Example

Some of your customers only make partial payments of open invoices. These underpayments must be posted in the accounts receivable account.

Enter a partial payment, create a reason code for damaged goods, and post an incoming payment with a cash discount and a reason code.

1. A customer has cash flow problems and cannot pay an invoice in full.

   As a basis for the incoming payment, post a customer invoice for 100000 units of the local currency to your customer account. Choose the "Calculate Tax" option. Use the tax code 1O (output tax (course) 10%). Post to the revenue account 800200 and profit center PR01.

   You receive an incoming payment of 40,000 units in the local currency from your customer (bank clearing account 1131008) for the invoice for 100000 units of the local currency that you have just posted. Post the incoming payment as a partial payment to your customer account.

   Display your customer's line items to check the postings you have made.

   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document Entry* → *Invoice*.

   b) Enter the following values:

Field Name or Data Type	Value
Company Code	**GR##**
Customer	**Your customer**
Invoice Date	**Current date**
Posting Date	**Current date**
Amount	**100000**
Calculate Tax	✔
Tax Code	**1O (Output tax(course) 10%)**
Items	
G/L account (sales revenue account)	**800200**
Amount in Doc. curr.	**100000**
Tax Code	**1O (Output tax(course) 10%)**

© Copyright . All rights reserved.

Field Name or Data Type	Value
Profit Center	**PR01**

c) Choose *Post*.

d) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document Entry* → *Incoming Payments*. Enter the following values:

Field Name or Data Type	Values
Document Header	
Document Date	**Current date**
Company Date	**GR##**
Posting Date	**Current date**
Currency	**Local currency**
Bank Data	
Account (G/L account/bank clearing account):	**113108**
Amount	**40000**
Value Date	**Current date**
Open Item Selection	
Account	**Your customer**

e) Choose *Process open items*.

f) Choose the open item for 100000 units.

g) Choose the *Partial Payment* tab page.

h) Double-click the amount in the *Payment Amount* field to update the value with the partial payment amount.

i) Choose *Post*.

j) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Account* → *Display/Change Line Items*.

k) Enter the following values:

Field Name or Data Type	Value
Customer account	**Your customer**
Company code	**GR##**
Line item selection	
Open item	**Select**

© Copyright . All rights reserved.

Field Name or Data Type	Value
Open at key date	**Current date**

Result: The partial payment and the assigned invoice remain open items.

l) Double-click the partial payment and display the invoice reference in the *Payment for* field.

2. Customers are reducing their payments because of goods damaged during transport. You want to record these amounts. You decide to create a reason code, " *Goods damaged during transport* ", *Z##* , to write off this difference.

a) On the *Customizing* screen, choose *Financial Accounting (new)* → *Accounts Receivable and Accounts Payable* → *Business Transactions* → *Incoming Payments* → *Incoming Payments Global Settings* → *Overpayment/Underpayment* → *Define Reason Codes*.

b) Enter **GR##** as the company code.

c) Choose *Enter*.

d) Choose *Edit* → *New Entries*.

e) Enter the following values:

Field Name or Data Type	Values
RCd	**Z##**
Short Text	**Damage in transit**
Long Text	**Goods damaged in transit**
Column C (payment differences charged off through a separate G/L account)	**Do not Set Check Box**

f) Save your entries.

3. Your have received a payment of 250000 units of the local currency from your customer and you must post this against the open item for 300000 units. Your customer is requesting a price reduction for the remaining amount because the goods were damaged in transit. Post the difference as a residual item using the reason code that you created, Z##. (Bank clearing account 113108).

a) View incoming payments with differences. On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document Entry* → *Incoming Payments*.

b) Enter the following values:

Field Name or Data Type	Value
Document Header	
Document Date	**Current date**
Company Code	**GR##**
Posting Date	**Current date**
Currency	**Local currency**

© Copyright . All rights reserved.

Field Name or Data Type	Value
Bank Data	
Account	**113108**
Amount	**250000**
Value Date	**Current date**
Open Item Selection	
Account	**Your customer**

c) Choose *Process open items*.

d) Choose the open item for 300000 units.

e) Delete the cash discount amount or enter 0%. Choose *Continue*.

f) Create a residual item: Choose the *Residual Items* tab page.

g) Choose the *Residual Items* tab page. Enter the payment amount by entering the following values or double-clicking the *Residual Items* field.Choose *Document* → *Simulate*.The residual item is written off using your reason code Z##.Check the document. Double-click a line item to display or change data.

h) Choose *Post* to enter the document. Note the document number.

Note:
You have performed the following tasks:

- Create a write-off reason code.
- Post an incoming payment with a difference.
- Create a residual item.
- Assign the write-off reason code.

© Copyright . All rights reserved.

LESSON SUMMARY

You should now be able to:

- Configure tolerance groups
- Process payment differences

© Copyright . All rights reserved.

Dealing with Exchange Rate Differences

339

LESSON OVERVIEW

This lesson explains how to deal with the differences in exchange rates in SAP ERP.

Business Example

Your company has a large number of vendors based abroad. The accounting department needs to know how to handle the flow of realized exchange rate differences into accounting. For this reason, you require an understanding of how SAP ERP handles exchange rate differences.

LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Configure exchange rate differences

Exchange Rate Differences

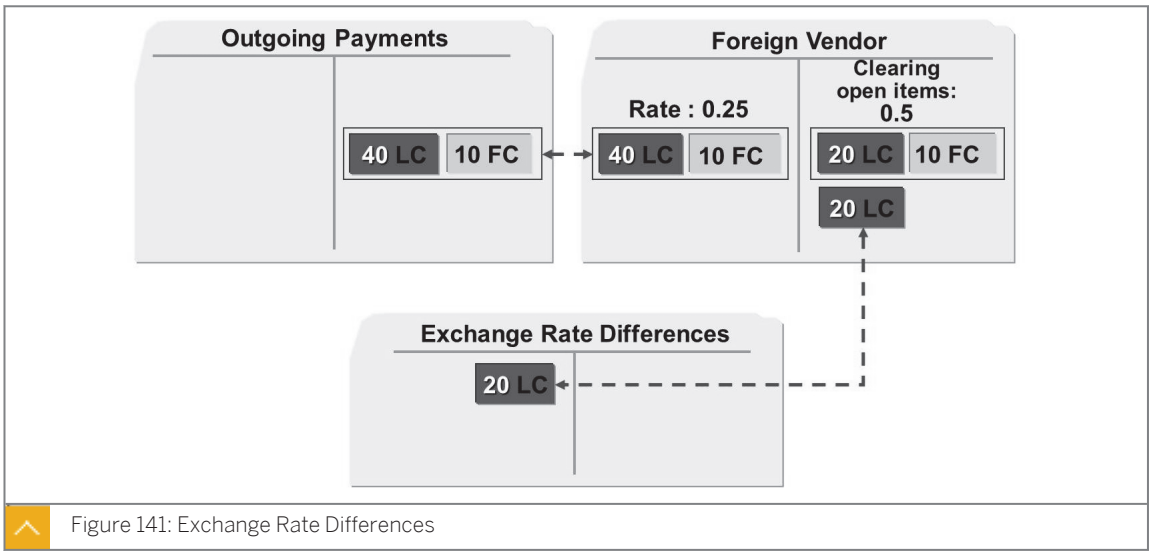


Figure 141: Exchange Rate Differences

When open items are cleared in a foreign currency, exchange rate differences may occur. This happens due to fluctuations in exchange rates.

The SAP ERP application automatically posts these exchange rate differences to the revenue or expense account as realized gains or losses.

You define the accounts for posting these differences when configuring the SAP ERP application.

The SAP ERP application stores the realized difference in the cleared line item.

© Copyright . All rights reserved.

Exchange rate differences are also posted when open items are valuated for financial statements.

The exchange rate profit or loss is posted to a separate expense or revenue account for exchange rate differences as an offsetting posting.

When clearing an open item that has already been valuated, the SAP ERP application reverses the balance sheet correction account and then posts the remaining exchange rate difference to the account for realized exchange rate differences.

The exchange rate difference key is in the master record of the G/L account (*company code segment*, tab page *Control*). It is used for foreign currency valuation on closing.

Account Determination

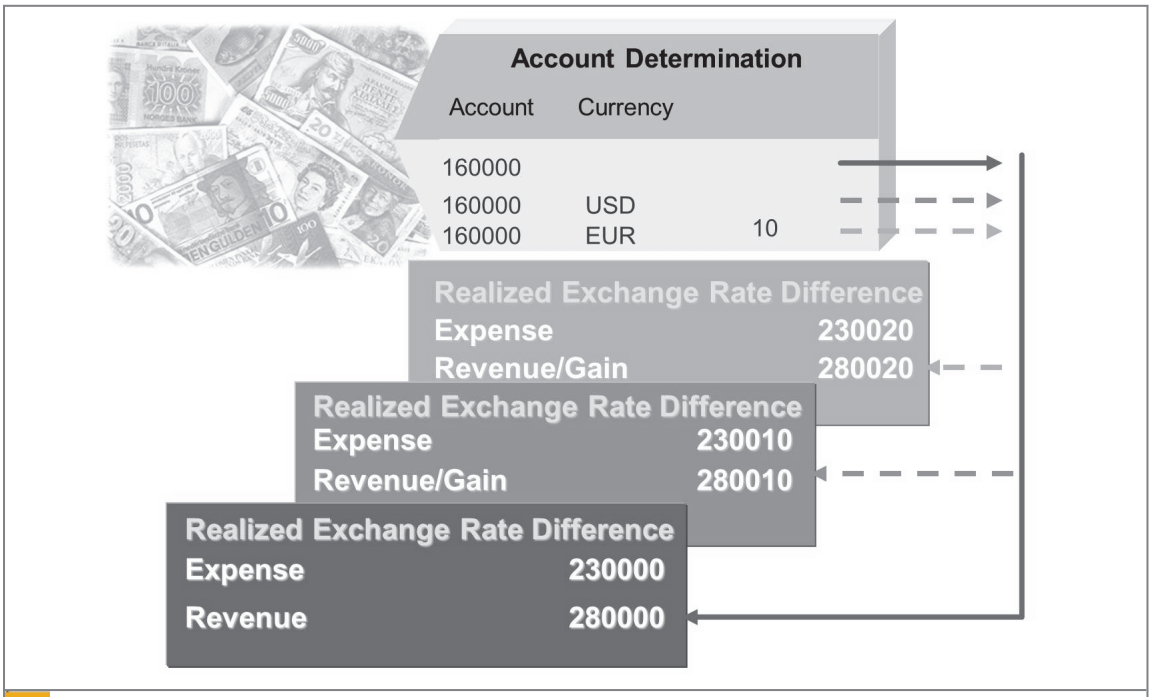


Figure 142: Account Determination

You must assign a revenue or expense account to all reconciliation accounts and all G/L accounts with open item transactions in any foreign currency. You must assign these accounts for realized losses and gains.

You can assign one gain or loss account to the following currencies and currency types:

- All currencies and currency types
- Per currency and currency type
- Per currency
- Per currency type

How to Post Exchange Rate Differences

1. Enter a customer invoice in foreign currency.

© Copyright . All rights reserved.

a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → Accounts Receivable → Document Entry → Invoice*.

b) Enter the following data:

Field Name or Data Type	Values
Company Code	**1000**
Customer	**1000**
Invoice Date	**Current date**
Posting Date	**Current date**
Amount	**1000**
Currency	**USD**
Calculate Tax	
Tax Code	**A0**
Tab page Local Currency	
Exchange Rate	**/0.95000**
Item	
Account	**800200**
Amount in Doc. curr.	*

c) Choose *Enter* to confirm the message for changing the exchange rate.

d) Post the document.

2. Enter the incoming payment and clear the open invoice.

a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → Customers → Document Entry → Incoming Payments*.

b) Enter the following data:

Field Name or Data Type	Values
Document Date	**Current date + 7 days**
Company Code	**1000**
Posting Date	**Current date + 7 days**
Currency	**USD**
Exchange Rate	**/0.99000**
Bank Data	
Account	**113108**
Amount	**970**
Open Item Selection	
Account	**1000**

© Copyright . All rights reserved.

Field Name or Data Type	Values
Account Type	D

c) Choose the *Process Open Items* pushbutton.

d) Select and assign USD 1000 to the customer invoice.

e) Choose *Document* → *Simulate* to see the "Exchange rate difference gains item" with USD 0. Choose the currency and change to the local currency to see the exchange rate difference.

f) Post the document.

Note:
The exchange rate difference is stored in the cleared line items under "Additional data".

Expense and revenue accounts for exchange rate differences need to be defined for every G/L account for which exchange rate differences may occur.

How to Assign Accounts for Realized Exchange Rate Differences

Exchange rate differences are also posted when open items are evaluated for financial statements (for example, according to the lowest value principle). All open items in foreign currency are valuated as part of the foreign currency valuation as follows:

- The open items of an account in foreign currency form the basis of the valuation, that is, every open item of the account is valuated individually.
- The total difference from all the open items in an account is posted to a financial statement 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.

1. Show the location where you define accounts for realized exchange rate differences.

a) On the *Customizing* screen, choose *Financial Accounting (New)* → *Accounts Receivable and Accounts Payable Accounting* → *Business Transactions* → *Incoming Payments* → *Incoming Payments Global Settings* → *Define Accounts for Exchange Rate Differences* → *Chart of Accounts: INT*.

b) Define the accounts for exchange rate differences.

•

© Copyright . All rights reserved.

LESSON SUMMARY

You should now be able to:

- Configure exchange rate differences

© Copyright . All rights reserved.

© Copyright . All rights reserved.

Learning Assessment

341

1. An example of an open item is an incomplete business transaction, such as an invoice that has not been paid.

   Determine whether this statement is true or false.

   ☐ True

   ☐ False

2. A clearing transaction always creates a clearing document

   Determine whether this statement is true or false.

   ☐ True

   ☐ False

3. The Clear Account transaction can be performed manually or automatically using the clearing program.

   Determine whether this statement is true or false.

   ☐ True

   ☐ False

4. It is possible to archive documents that have open items.

   Determine whether this statement is true or false.

   ☐ True

   ☐ False

© Copyright . All rights reserved.

5. Cleared items contain which of the following information?

   Choose the correct answers.

   - [ ] A Clearing document number
   - [ ] B Due date
   - [ ] C Clearing date
   - [ ] D Archival information

6. With the automatic clearing program, a user can clear open items for which of the following items?

   Choose the correct answers.

   - [ ] A General ledger
   - [ ] B Currency
   - [ ] C Special general ledger indicator
   - [ ] D Subledger accounts

7. When you perform a manual payment process, the cash discount amount is overwritten.

   Determine whether this statement is true or false.

   - [ ] True
   - [ ] False

8. The assignment field can be a combination of up to six fields with a maximum of 10 characters.

   Determine whether this statement is true or false.

   - [ ] True
   - [ ] False

9. When you reset clearing, the SAP ERP application removes the clearing data from the line items.

   Determine whether this statement is true or false.

   - [ ] True
   - [ ] False

© Copyright . All rights reserved.

10. Identify the three types of tolerances in accounting.

    Choose the correct answers.

    - [ ] A Employee tolerance groups
    - [ ] B G/L account tolerance groups
    - [ ] C Customer/vendor tolerance groups
    - [ ] D Special account tolerance groups

11. If the payment difference is too high to be immaterial, you must manually process it.

    Determine whether this statement is true or false.

    - [ ] True
    - [ ] False

12. You must assign a revenue or expense account to all reconciliation accounts and all general ledger accounts with open item transactions in foreign currency.

    Determine whether this statement is true or false.

    - [ ] True
    - [ ] False

© Copyright . All rights reserved.

Learning Assessment - Answers

344

1. An example of an open item is an incomplete business transaction, such as an invoice that has not been paid.

   Determine whether this statement is true or false.

   [X] True

   [ ] False

2. A clearing transaction always creates a clearing document

   Determine whether this statement is true or false.

   [X] True

   [ ] False

3. The Clear Account transaction can be performed manually or automatically using the clearing program.

   Determine whether this statement is true or false.

   [X] True

   [ ] False

4. It is possible to archive documents that have open items.

   Determine whether this statement is true or false.

   [ ] True

   [X] False

© Copyright . All rights reserved.

5. Cleared items contain which of the following information?

   Choose the correct answers.

   [X] A Clearing document number

   [ ] B Due date

   [X] C Clearing date

   [ ] D Archival information

6. With the automatic clearing program, a user can clear open items for which of the following items?

   Choose the correct answers.

   [X] A General ledger

   [ ] B Currency

   [ ] C Special general ledger indicator

   [X] D Subledger accounts

7. When you perform a manual payment process, the cash discount amount is overwritten.

   Determine whether this statement is true or false.

   [X] True

   [ ] False

8. The assignment field can be a combination of up to six fields with a maximum of 10 characters.

   Determine whether this statement is true or false.

   [ ] True

   [X] False

9. When you reset clearing, the SAP ERP application removes the clearing data from the line items.

   Determine whether this statement is true or false.

   [X] True

   [ ] False

© Copyright . All rights reserved.

10. Identify the three types of tolerances in accounting.

    Choose the correct answers.

    - [X] A Employee tolerance groups
    - [X] B G/L account tolerance groups
    - [X] C Customer/vendor tolerance groups
    - [ ] D Special account tolerance groups

11. If the payment difference is too high to be immaterial, you must manually process it.

    Determine whether this statement is true or false.

    - [X] True
    - [ ] False

12. You must assign a revenue or expense account to all reconciliation accounts and all general ledger accounts with open item transactions in foreign currency.

    Determine whether this statement is true or false.

    - [X] True
    - [ ] False

© Copyright . All rights reserved.

UNIT 6 Parking Documents

Lesson 1

Managing Document Parking (Basics) and Hold Documents 458
Exercise 31: Hold and Park Documents 467

Lesson 2

Processing Parked Documents 475
Exercise 32: Process Parked Documents 485

Lesson 3

Managing Document Parking and Workflow 491
Exercise 33: Enter a Financial Document Using Document Parking and Workflow 507

UNIT OBJECTIVES

- Identify the differences between parking documents and hold documents
- Create, change, delete, and post parked documents
- Understand the basics of workflow

© Copyright . All rights reserved.

Unit 6
Lesson 1

348

Managing Document Parking (Basics) and Hold Documents

LESSON OVERVIEW

This lesson explains the document parking and hold document functions.

Business Example

Numerous documents are entered in Financial Accounting (FI). If the information required for the respective posting is not yet known at the time of entry, or if additional information is required, previously entered data should not be deleted, but instead used further. The user department is interested in the possible procedures. For this reason, you require the following knowledge:

- An understanding of the document parking function
- An understanding of the differences between parking documents and holding documents

LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Identify the differences between parking documents and hold documents

Basics of Document Parking versus Hold Document

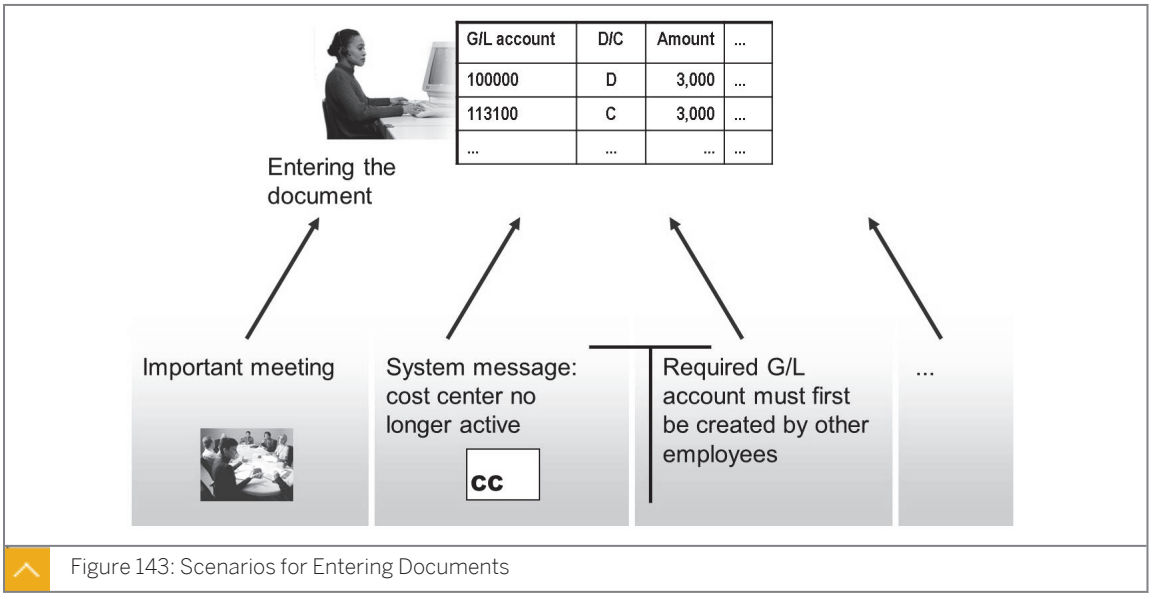


Figure 143: Scenarios for Entering Documents

An employee in financial accounting is currently entering documents in the SAP ERP application. One of the documents that the employee is dealing with consists of 10 line items. The cost center for item nine cannot be determined exclusively from the documents. The employee cannot save or post the document because it is incomplete, so the employee must

© Copyright . All rights reserved.

assign the general ledger (G/L) account to a cost center. If the posting procedure is interrupted, then the employee will need to re-enter the data.

Holding or Parking Documents as Possible Solutions

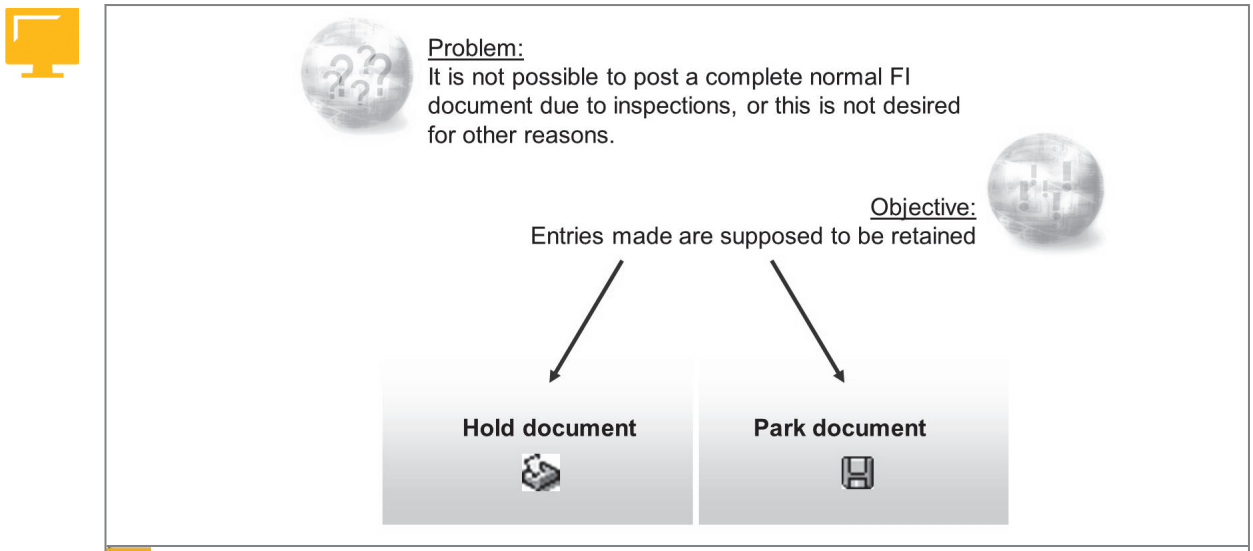


Figure 144: Holding or Parking Documents as Possible Solutions

Document entry can be interrupted for a variety of reasons. The user department is looking for a way to temporarily save the data entered up until the point of interruption so users can resume data entry from the same point.

Holding documents and parking documents allow users to retain entries without performing complete FI posting.

Holding Documents

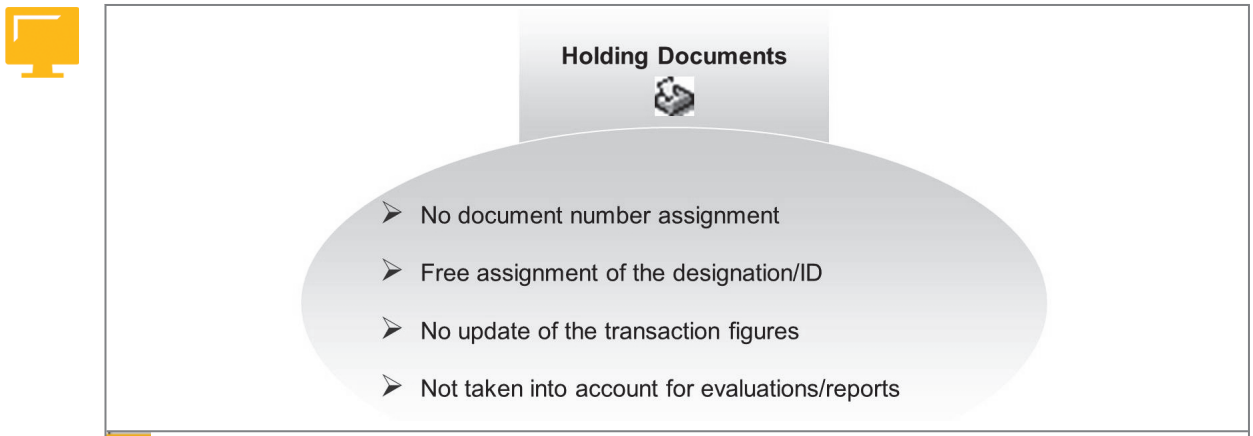


Figure 145: An overview of Holding Documents

The Hold Document function allows you to temporarily save the entered data so that you can continue data entry later. Documents that the SAP ERP application holds do not have to be complete.

The account balances are not updated in the held documents, and the data of the held document is not available for evaluation. The SAP ERP application does not assign any document number to the held documents.

© Copyright . All rights reserved.

The user making the data entries is prompted to name the document after selecting the Hold Document function. The user can find the document under this name at a later time.

A user can complete, post, or delete the held document at a later point in time. However, there is a risk of forgetting held documents and not posting them completely.

How to Enter, Complete, Delete, and Change Held Documents

You are entering a document when an urgent call from your boss interrupts you before the transaction is complete, so you use the Hold Document function in the system before hurrying to the meeting. After returning to your desk, you complete the document and then post it.

You have held another document. Due to new information, you want to delete this document instead of posting it.

1. Enter a customer invoice with the following data:

Field Name or Data Type	Value
Customer	**AC202-##**
Invoice date	Current date
Posting Date	Current date
Company Code	**AC##**
Amount	**1100**
Currency	**EUR**
Calculate tax	Select
Tax Code	**1O (10% course output tax)**
Text	**Hold 1**

The process for holding a document is as follows:

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document Entry* → *Invoice* (`FB70`).

b) On the *Customer Invoice: Company Code AC##* screen, enter the data provided.

c) Choose the *Hold* pushbutton.

Note:
As an alternative to choosing the Hold pushbutton, choose *Document* → *Hold*.

A dialog box prompts you to enter a value in the *Temporary document number* field.

d) Enter the temporary document number as **1000##**.

e) Choose the *Hold document* pushbutton.

f) Choose *Enter*.

2. Display the held document.

© Copyright . All rights reserved.

> Note:
> There are two ways of displaying a held document from within the posting screen.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document Entry* → *Invoice* (`FB70`).

b) On the *Enter Customer Invoice* screen, choose *Edit* → *Select Held Document*.

> Note:
> Alternatively, you can choose *Templates* → *Held Documents*. This option displays a complete list of held documents.

c) In the *Select Held Document* dialog box, enter **`1000##`** in the *Held document* field.

d) Choose *Continue*.

3. Call the document from the posting transaction and complete the held document before posting it.

a) In the items table, enter the following data:

Field Name or Data Type	Value
G/L acct	**`800200`**
Amount in doc. curr.	**`*`**

b) Choose *Document* → *Post* to enter the document. The following message appears in the status bar:

```
Document 18000000xx was posted in company code AC##
```

4. Enter a document and hold it.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document Entry* → *Invoice* (`FB70`).

b) On the *Enter Customer Invoice* screen, enter the following data:

Field Name or Data Type	Value
Customer	**`AC202-##`**
Invoice date	Current date
Posting Date	Current date
Company Code	**`AC##`**
Amount	**`1100`**
Currency	**`EUR`**
Calculate tax	Select
Tax Code	**`1O (10% course output tax)`**

© Copyright . All rights reserved.

Field Name or Data Type	Value
Text	**Hold 2**

c) Choose the *Hold* pushbutton.

> Note:
> As an alternative to choosing the hold button, you can choose *Document* → *Hold*.

d) In the *Hold Document* dialog box, enter **2000##** in the *Temporary document number* field.

e) Choose the *Hold Document* pushbutton.

> Note:
> As an alternative to choosing the Hold Document pushbutton, choose *Enter*.

5. Call the held document again and delete it.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document Entry* → *Invoice* (`FB70`).

b) On the *Enter Customer Invoice* screen, choose the *Tree on* pushbutton.

c) Expand the *Held Documents* folder and double-click your held document number.

d) Choose *Edit* → *Delete Held Document*.

e) In the *Delete Held Document* dialog box, enter the name or number of the held document.

> Note:
> Press F4 for help.

f) Choose *Continue*.

g) Choose the *Refresh tree* pushbutton. After the refresh, the deleted document is no longer displayed under *Held Documents*.

h) Choose *Document* → *Exit*.

© Copyright . All rights reserved.

Parking Documents

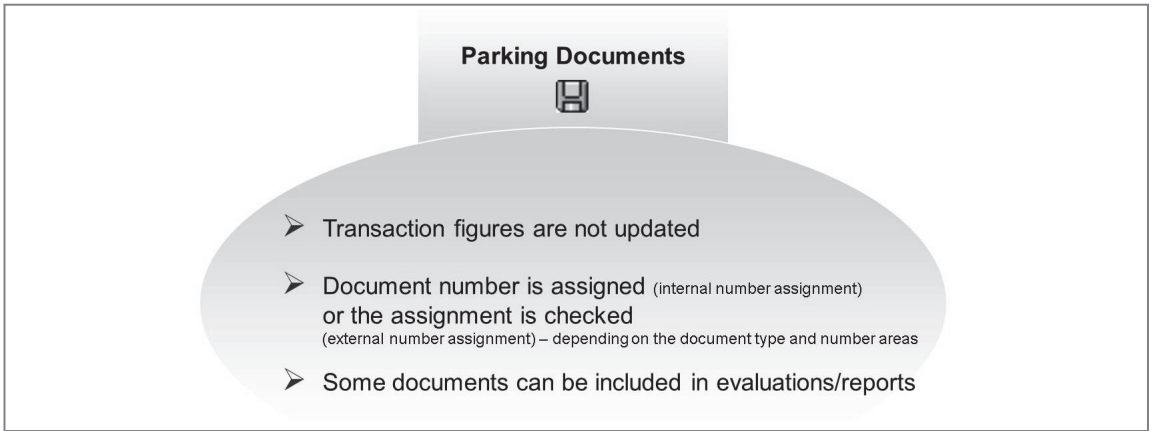


Figure 146: An Overview of Parking Documents

Document parking enables you to enter incomplete documents in the SAP ERP application. With document parking, you do not have to run extensive input checks on incomplete documents. When parking documents, the SAP ERP application assigns a document number using the document type in the same way as with normal FI postings. You must pass on the document number if it has been assigned externally.

Some companies use the terms parking and holding documents synonymously. Nonetheless, these terms refer to two different functions in the SAP ERP application. Be sure to mention this during the course to avoid potential confusion.

Parked documents can be supplemented, checked, and posted later on. No data, such as transaction figures, can be updated when parking documents. Data from parked documents is available to the system for real-time evaluations. As a result, for example, amounts from parked documents can be used for the advance return for tax on sales/purchases.

Data can be parked for accounts receivable, accounts payable, general ledger accounts, and assets. However, you can only enter receipts for assets. Postings for down payments cannot be parked.

The Park Document function is available for conventional postings and the new posting screen.

You cannot update data such as transaction figures when parking documents. The only exception to this is cash management.

The tax amounts calculated based on the parked document can be used to assert claims with regard to tax in due time at the tax authorities. On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → General Ledger → Reporting → Tax Reports → General → Input Tax from Parked Documents*.

© Copyright . All rights reserved.

Additional Park Document Functions

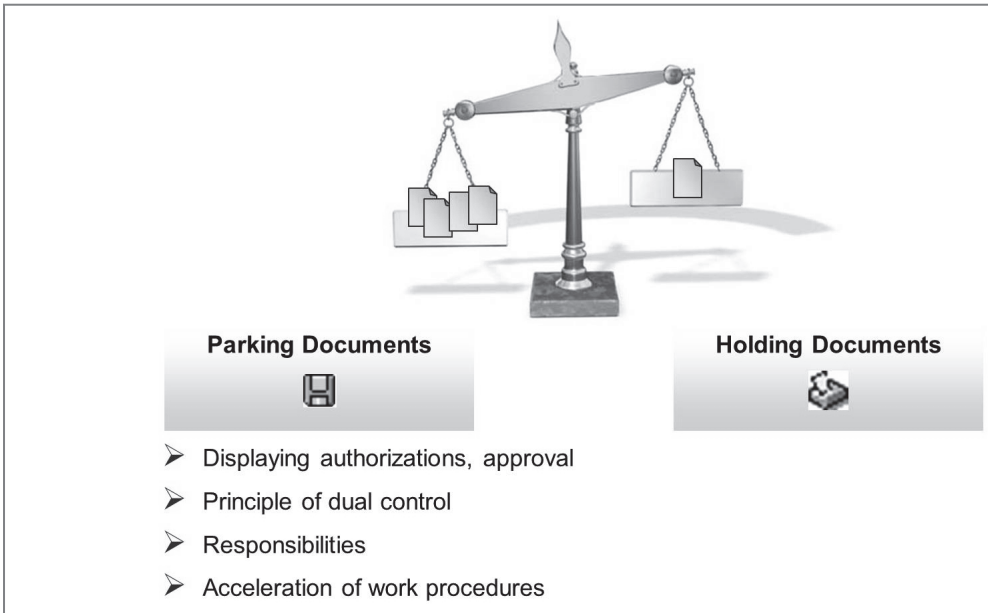


Figure 147: Additional Park Document Functions

Parked documents can be completed, changed, posted, and deleted at a later point in time.

Parked documents must be complete in order to turn them into correct FI postings. You need to delete the parked documents that are no longer required.

The document parking feature does not support substitutions. If you need to use substitutions with parked documents, you must first turn them into accounting documents.

The Park Document functions are more effective than the Hold Document functions. Many companies use document parking to implement the dual-control principle. Authorizations allow you to model areas of responsibility.

How to Park, Display, Complete, and Post Parked Documents

Park a customer invoice on customer account AC202-## in company code AC##.

1. Enter a customer invoice. Use the document parking transaction, `FV70` (*Accounts Receivable → Document Entry → Document Parking → Park/Edit Invoice*).

Field Name or Data Type	Value
Customer	**AC202-##**
Invoice date	Current date
Posting Date	Current date
Company Code	**AC##**
Amount	**1100**
Currency	**EUR**
Calculate tax	Select

© Copyright . All rights reserved.

Field Name or Data Type	Value
Tax Code	**10 (10% course output tax)**
Text	**Document parking 1**

You are interrupted and decide to park the document.

Write down the document number of the parked document.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document Entry* → *Document Parking* → *Park/Edit Invoice* (`FV70`).

b) On the *Park Customer Invoice* screen, choose the *Tree off* pushbutton.

c) On the *Park Customer Invoice* screen, enter the data provided.

d) Choose *Document* → *Park* to park the document. You will see a message in the status bar:

`Document 18000000xy AC## was parked`

Note the document number.

Hint:
You can also go directly to the document display by choosing *Document* → *Display*. This displays the parked document (Title bar: *Display parked customer invoice 18000000xy AC## 20XX*).

2. Display the parked document (this time not directly on the entry screen).

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document* → *Parked Documents* → *Display* (`FBV3`).

b) On the *Display Parked Document: Initial Screen*, enter the following data:

Field Name or Data Type	Value
Company Code	**AC##**
Doc. Number	**18000000xx**
Fiscal Year	**20xx**

Note:
Alternatively, you can go to the document list and look for the document.

c) Choose *Enter*. This displays the overview for the parked document.

3. Complete the parked document before posting it.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Documents* → *Parked Documents* → *Post/Delete: Single Screen Transaction*.

© Copyright . All rights reserved.

b) On the *Park Customer Invoice* screen, choose the *Tree on* pushbutton.

c) Expand the *Parked documents* folder and double-click your parked document.

d) Complete your document with the following data:

Field Name or Data Type	Value
G/L acct	**800200**
Amount in doc. curr.	*

e) Choose *Document → Post*. This displays the following message in the status bar:

```
Document 18000000xx was posted in company code AC##
```


© Copyright . All rights reserved.

Unit 6
Exercise 31

Hold and Park Documents

353

Business Example

Employees may be interrupted during the process of posting documents, leaving the documents incomplete, and therefore unable to be posted. To prevent the entered data from being lost, the data can be saved without posting it using the Hold Document or Park Document functions. The complete entry or posting can be made later.

Hold and Park Documents

You are entering a document when an urgent call from your boss interrupts you before you can finish the transaction, so you use the Hold Document function in the system to save the entered data before hurrying to the meeting. After returning to your desk, you complete the document and then post it.

1. Enter a customer invoice with the following data:

Field Name or Data Type	Value
Customer	**AC202-##**
Invoice date	Current date
Posting Date	Current date
Company Code	**AC##**
Amount	**1100**
Currency	**EUR**
Calculate tax	Select
Tax Code	**1O (10% course output tax)**
Text	**Hold 1**

The process for holding a document is as follows:

2. Display the held document.

Note:
There are two ways of displaying a held document from within the posting screen.

3. Call the document from the posting transaction and complete the held document before posting it.

© Copyright . All rights reserved.

You have held another document. Due to new information, you want to delete this document instead of posting it.

1. Enter a document and hold it as described in the previous task.
2. Call the held document again and delete it.

Park a customer invoice on customer account AC202-## in company code AC##.

1. Enter a customer invoice. Use the document parking transaction, `FV70` (*Accounts Receivable → Document Entry → Document Parking → Park/Edit Invoice*).

Field Name or Data Type	Value
Customer	**AC202-##**
Invoice date	Current date
Posting Date	Current date
Company Code	**AC##**
Amount	**1100**
Currency	**EUR**
Calculate tax	Select
Tax Code	**1O (10% course output tax)**
Text	**Document parking 1**

   The process for parking a document is as follows:
   Write down the document number of the parked document.
2. Display the parked document (this time not directly on the entry screen).
3. Complete the parked document before posting it.

© Copyright . All rights reserved.

Hold and Park Documents

355

Business Example

Employees may be interrupted during the process of posting documents, leaving the documents incomplete, and therefore unable to be posted. To prevent the entered data from being lost, the data can be saved without posting it using the Hold Document or Park Document functions. The complete entry or posting can be made later.

Hold and Park Documents

You are entering a document when an urgent call from your boss interrupts you before you can finish the transaction, so you use the Hold Document function in the system to save the entered data before hurrying to the meeting. After returning to your desk, you complete the document and then post it.

1. Enter a customer invoice with the following data:

Field Name or Data Type	Value
Customer	**AC202-##**
Invoice date	Current date
Posting Date	Current date
Company Code	**AC##**
Amount	**1100**
Currency	**EUR**
Calculate tax	Select
Tax Code	**1O (10% course output tax)**
Text	**Hold 1**

The process for holding a document is as follows:

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document Entry* → *Invoice* (`FB70`).

b) On the *Enter Customer Invoice* screen, enter the data provided.

c) Choose the *Hold* pushbutton.

> Note:
> Alternatively, choose *Document* → *Hold*.

A dialog box prompts you to enter a value in the *Temporary document number* field.

© Copyright . All rights reserved.

d) Enter the temporary document number as **1000##**.

e) Choose the *Hold document* pushbutton.

f) Choose *Enter*.

2. Display the held document.

> Note:
> There are two ways of displaying a held document from within the posting screen.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document Entry* → *Invoice* (`FB70`).

b) On the *Enter Customer Invoice* screen, choose *Edit* → *Select Held Document*.

> Note:
> Alternatively, you can also choose *Templates* → *Held Documents*. This option displays a complete list of held documents.

c) In the *Select Held Document* dialog box, enter **1000##** in the *Held document* field.

d) Choose *Continue*.

3. Call the document from the posting transaction and complete the held document before posting it.

a) In the items table, enter the following data:

Field Name or Data Type	Value
G/L acct	**800200**
Amount in doc. curr.	*****

b) Choose *Document* → *Post* to enter the document. The following message appears in the status bar:

```
Document 18000000xx was posted in company code AC##
```

You have held another document. Due to new information, you want to delete this document instead of posting it.

1. Enter a document and hold it as described in the previous task.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document Entry* → *Invoice* (`FB70`).

b) On the *Enter Customer Invoice* screen, enter the following data:

Field Name or Data Type	Value
Customer	**AC202-##**
Invoice date	Current date

© Copyright . All rights reserved.

Field Name or Data Type	Value
Posting Date	Current date
Company Code	**AC##**
Amount	**1100**
Currency	**EUR**
Calculate tax	Select
Tax Code	**1O (10% course output tax)**
Text	**Hold 2**

c) Choose the *Hold* pushbutton.

Note:
Alternatively, you can choose *Document* → *Hold*.

d) In the *Hold Document* dialog box, enter **2000##** in the *Temporary document number* field.

e) Choose the *Hold Document* pushbutton.

Note:
Alternatively, choose *Enter*.

2. Call the held document again and delete it.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document Entry* → *Invoice* (`FB70`).

b) On the *Enter Customer Invoice* screen, choose the *Tree on* pushbutton.

c) Expand the *Held Documents* folder and double-click your held document number.

d) Choose *Edit* → *Delete Held Document*.

e) In the *Delete Held Document* dialog box, enter the name or number of the held document.

Note:
Alternatively, press F4 for help.

f) Choose *Continue.*

g) Choose the *Refresh* pushbutton. After the refresh, the deleted document is no longer displayed under *Held Documents*.

h) Choose *Document* → *Exit*.

Park a customer invoice on customer account AC202-## in company code AC##.

© Copyright . All rights reserved.

1. Enter a customer invoice. Use the document parking transaction, FV70 (*Accounts Receivable → Document Entry → Document Parking → Park/Edit Invoice*).

Field Name or Data Type	Value
Customer	**AC202-##**
Invoice date	Current date
Posting Date	Current date
Company Code	**AC##**
Amount	**1100**
Currency	**EUR**
Calculate tax	Select
Tax Code	**1O (10% course output tax)**
Text	**Document parking 1**

The process for parking a document is as follows:

Write down the document number of the parked document.

a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → Accounts Receivable → Document Entry → Document Parking → Park/Edit Invoice* (FV70).

b) On the *Park Customer Invoice* screen, choose the *Tree off* pushbutton.

c) On the *Park Customer Invoice* screen, enter the data provided.

d) Choose *Document → Park* to park the document. You will see a message in the status bar:

```
Document 18000000xy AC## was parked
```

Note the document number.

Hint:
You can also go directly to the document display by choosing *Document → Display*. This displays the parked document (Title bar: *Display parked customer invoice 18000000xy AC## 20XX*).

2. Display the parked document (this time not directly on the entry screen).

a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → Accounts Receivable → Document → Parked Documents → Display* (FBV3).

b) On the *Display Parked Document: Initial Screen*, enter the following data:

Field Name or Data Type	Value
Company Code	**AC##**
Doc. Number	**18000000xx**

© Copyright . All rights reserved.

Field Name or Data Type	Value
Fiscal Year	**20xx**

Note:
Alternatively, you can go to the document list and look for the document.

c) Choose *Enter*. This displays the overview for the parked document.

3. Complete the parked document before posting it.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Documents* → *Parked Documents* → *Post/ Delete: Single Screen Transaction*.

b) On the *Park Customer Invoice* screen, choose the *Tree on* pushbutton.

c) Expand the *Parked documents* folder and double-click your parked document.

d) Complete your document with the following data:

Field Name or Data Type	Value
G/L acct	**800200**
Amount in doc. curr.	*

e) Choose *Document* → *Post*. This displays the following message in the status bar:

```
Document 18000000xx was posted in company code AC##
```

© Copyright . All rights reserved.

LESSON SUMMARY

You should now be able to:

- Identify the differences between parking documents and hold documents

© Copyright . All rights reserved.

Processing Parked Documents

361

LESSON OVERVIEW
This lesson explains how to process parked documents.

Business Example

The user department is interested in the document parking function and needs detailed information on documents that have been parked. You need to know the data of parked documents that can be changed and the ones that can be deleted. For this reason, you require the following knowledge:

- An understanding of how to edit, delete, and post parked documents

Describe the document parking function in detail to the participants.

LESSON OBJECTIVES
After completing this lesson, you will be able to:

- Create, change, delete, and post parked documents

Further Processes of Parked Documents

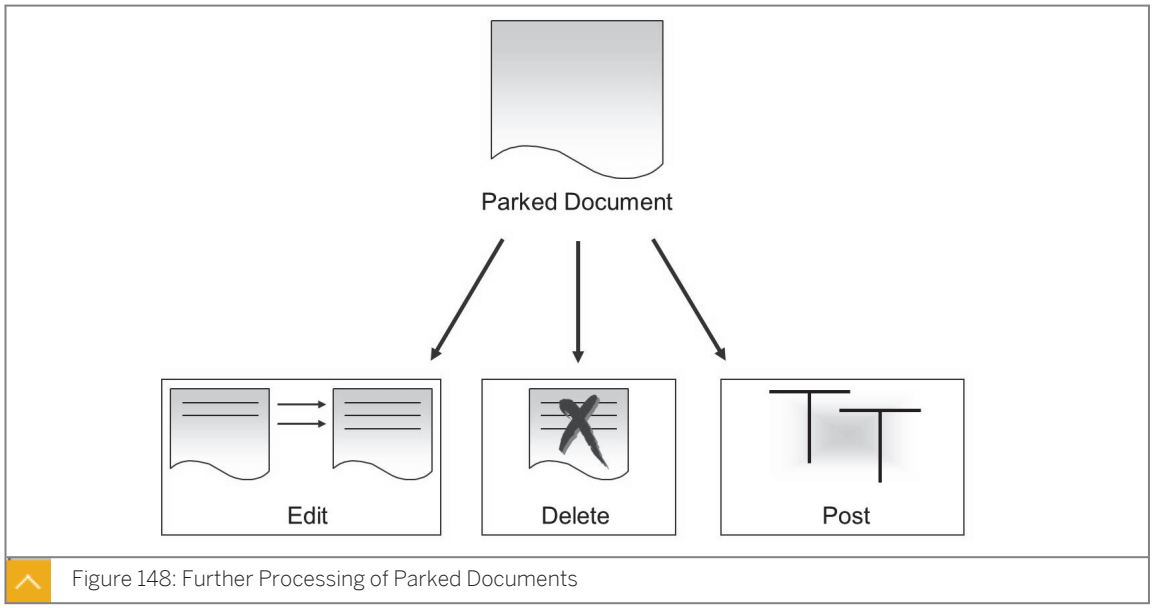


Figure 148: Further Processing of Parked Documents

You can use document parking to enter and store incomplete documents in the SAP ERP application without comprehensive input checks. Document parking can be used in various ways.

© Copyright . All rights reserved.

You can run an optional completeness check during document parking. For example, you can check whether the document balance is zero and whether all required entry fields (such as posting key and account number) are filled.

You can use account assignment templates to park documents, but not reference documents. You can also park cross-company-code transactions. Only one parked document is created in the initial company code for cross-company-code transactions. Two documents with a cross-application number are created when you post the document.

When you save a parked document, no transaction figures or asset values are updated, nor are control totals.

In addition, automatic postings are not created, and the balance is not checked. However, the SAP ERP application displays the balance in the document overview of the parked documents.

Uses of Document Parking

The following are the areas of use of document parking:

- Temporary storage of input values when parking documents
- Displaying multilevel models when parking documents (for example, dual control principle and approval procedures)
- Work assignment using worklists (streamlining or acceleration of workflows)

Ways of using document parking:

- Customer accounts (invoices and credit memos)
- Vendor accounts (invoices and credit memos)
- General ledger accounts (general ledger account postings)

You can park documents for customer accounts, vendor accounts, and general ledger accounts.

Documents parked in the SAP ERP application usually require further processing. While there are various ways to process parked documents, the most customary procedure is to edit and then post them, as necessary. You can delete parked documents only in exceptional cases.

Parked documents can be displayed individually using a list selection or the line item display function.

© Copyright . All rights reserved.

Edit Parked Documents

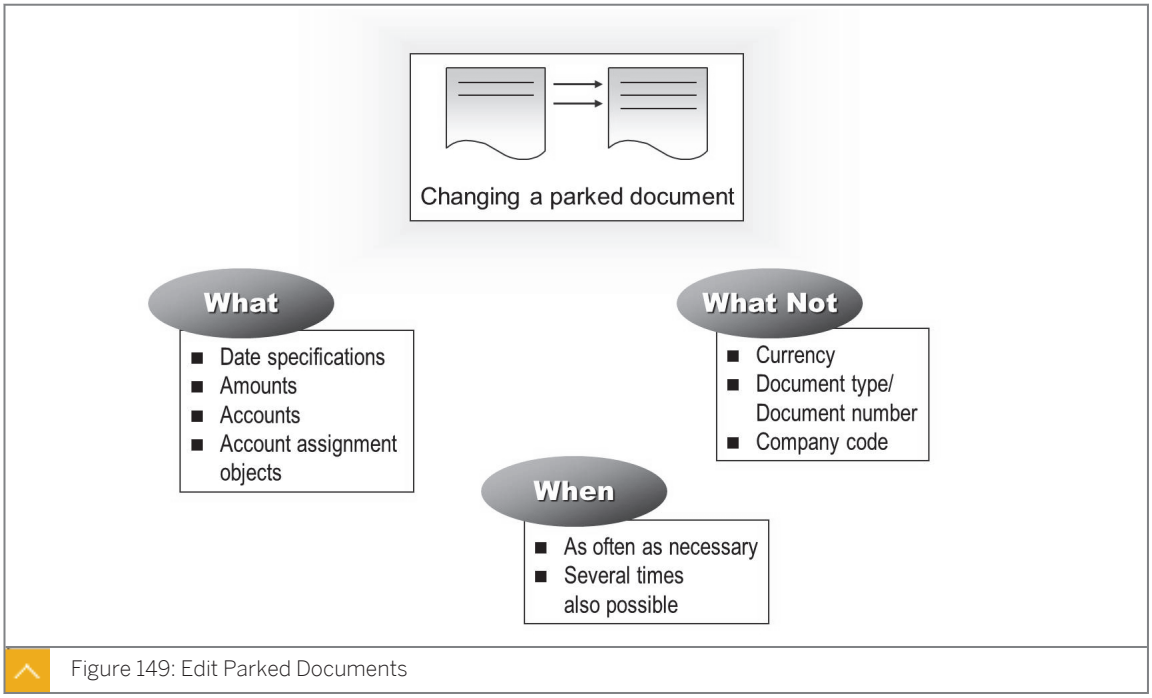


Figure 149: Edit Parked Documents

You can edit parked documents. You can also edit fields and amounts at the header and item level. The document-change rules that are saved for documents posted in the SAP ERP application do not apply to parked documents.

You can make changes to parked documents as often as required, and multiple changes to the documents are possible. For example, you can change date information, amounts, accounts, and account assignment objects. However, you cannot change the currency, the document type and number, or the company code in the parked documents.

You can make changes to individual documents and items, or use document lists or line item lists to change several documents. Changes made to parked documents can be displayed before or after posting.

Post Parked Documents

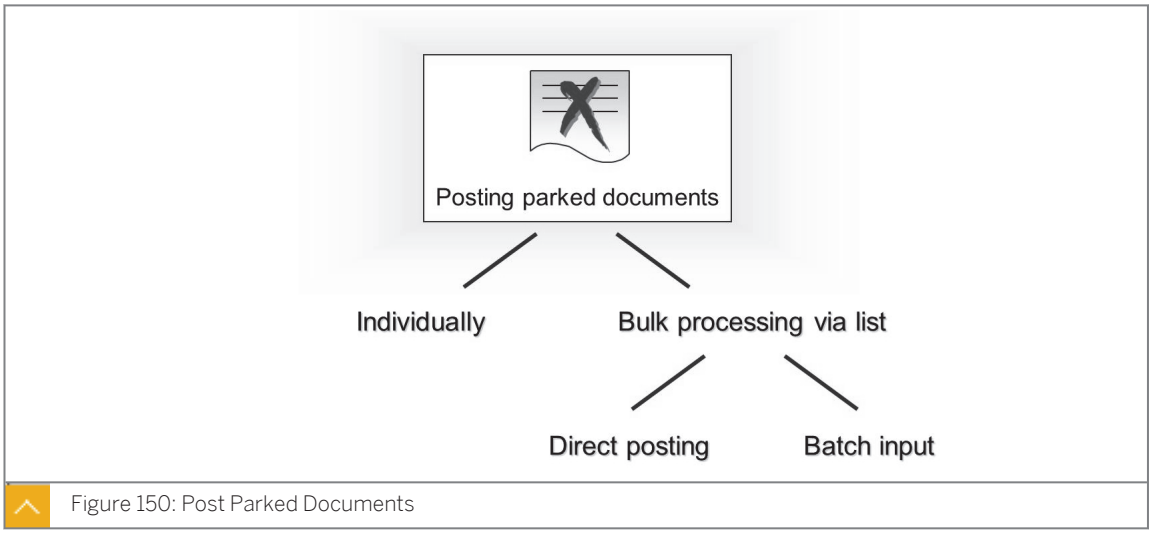


Figure 150: Post Parked Documents

© Copyright . All rights reserved.

You can post parked documents as standard transactions individually, or by using a selection list. If you post several parked documents using a selection list, the SAP ERP application subsequently issues a list indicating which documents were successfully posted. Parked documents that could not be posted due to missing information, such as cost account assignments, can be post processed in the list. You can also create a batch input session to post the parked documents.

Conversion of Parked Document into Proper Document

The following actions take place when a parked document is converted into a proper document:

- The usual document posting checks are performed.
- A normal, complete FI document is created.
- The history, such as changes to parked documents, is documented.
- The document number remains the same.
- The transaction figures are updated.
- The parked document is deleted after a normal FI document is created.

Whenever a parked document is posted, the data from that document is deleted, a document is written to the document database, and the respective data (transaction figures) is updated. The document number of the parked document becomes the number of the posted document.

The person who made the entries is noted in the document header of the FI document.

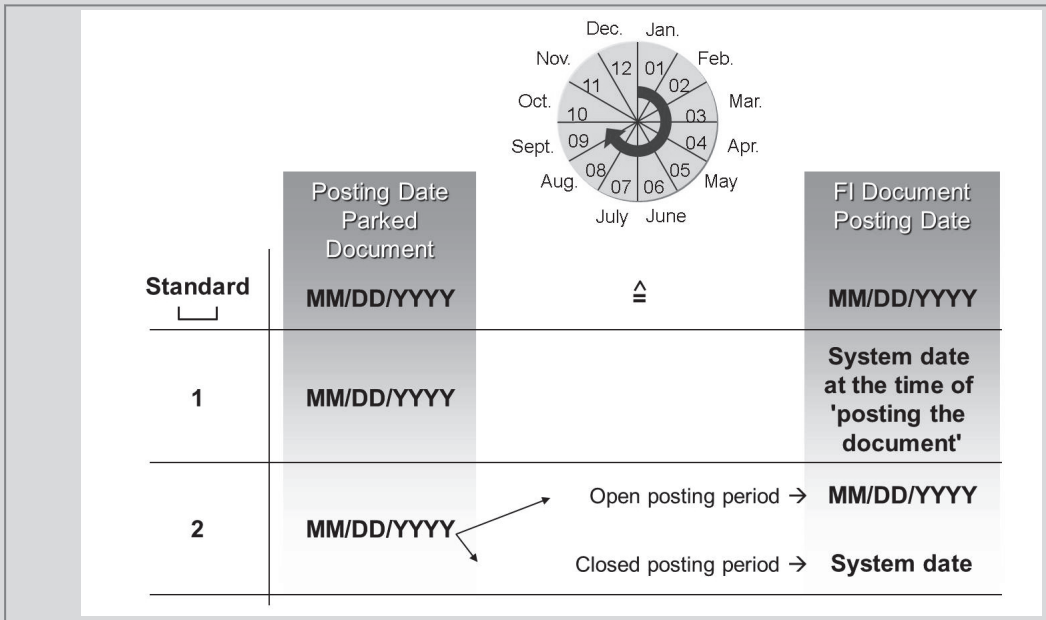


Figure I-2: Posting Date of Parked Document – Posting FI Documents

You need to pay particular attention to the posting date when parking documents in the past. It is possible to change the posting date of parked documents within the Enjoy posting mask. This was not the case for conventional postings. With conventional postings, a question soon arose : How to post a parked document with a posting period that is closed for posting. Preassignments can be defined in Customizing for this purpose.

© Copyright . All rights reserved.

You were able to determine whether the posting date, for example, would be overwritten by the system date.

This is no longer necessary, since the posting date of parked documents can also be changed in conventional postings.

Delete Parked Documents

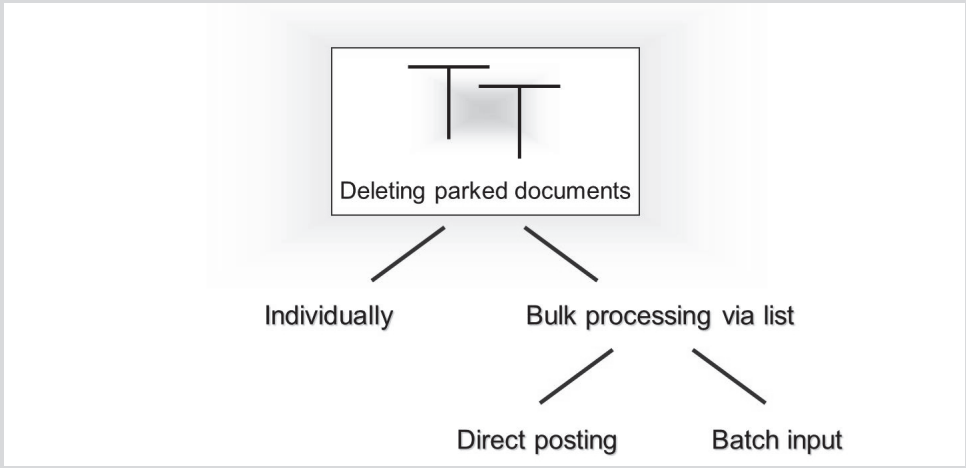


Figure I-3: Delete Parked Documents

You can delete parked documents that you do not want to post in the SAP ERP application. Note that it is not possible to reuse the document number of the deleted document in such cases.

The document has a Z status that is the document was deleted.

Parked Documents and Reporting

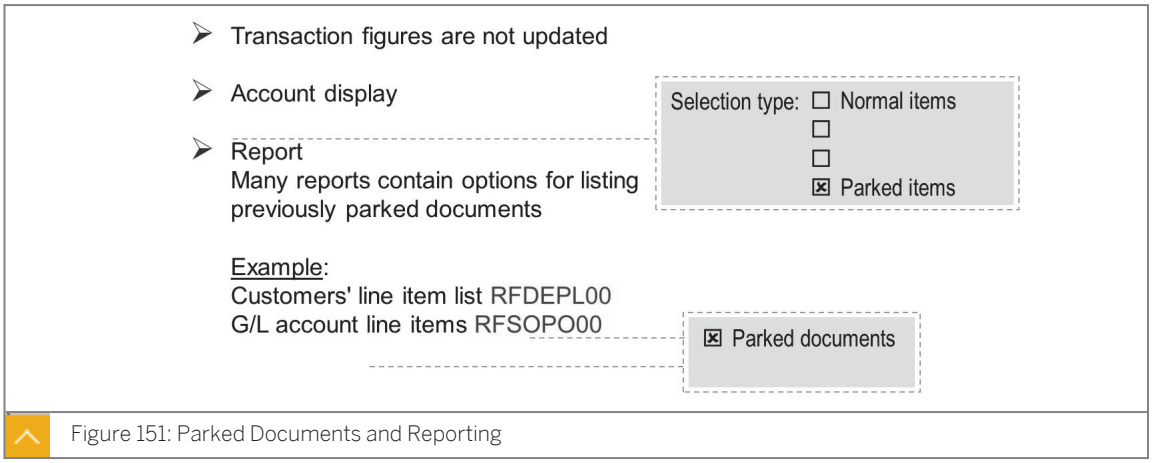


Figure 151: Parked Documents and Reporting

Document parking is linked to the account display and reporting functions in FI. Numerous reports can evaluate parked documents. You can include parked documents in the document journal and view them in the line item display.

The following table lists the differences between parked documents and documents posted properly:

© Copyright . All rights reserved.

	Post Document or Posted Document	Park Document or Parked Document
Update transaction figures	Yes	No
Document deletion possible	No (alternative - reversal)	Yes
Changes to the posted or parked documents possible		
Amounts, account numbers, account assignment objects, date specifications	No	Yes
In accordance with the document change rules, taking GAAP into account	Yes	Not relevant

How to Create, Change, Delete, and Post Parked Documents

Make changes to a parked document and post the document. Display the document changes.

Park a document and then delete the parked document.

1. Park a customer invoice with any data.

Note:
Make sure you use the document parking transaction, `FV70` (*Accounts Receivable → Document Entry → Document Parking → Park/Edit Invoice*).

a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → Accounts Receivable → Document Entry → Document Parking → Park/Edit Invoice* (`FV70`).

b) On the *Park Customer Invoice* screen, enter the following data:

Field Name or Data Type	Value
Customer	**AC202-##**
Invoice date	Current date
Posting Date	Current date
Company Code	**AC##**
Amount	**1100**
Currency	**EUR**
Calculate tax	Select
Tax Code	**1O (10% course output tax)**
G/L acct	**800200**

© Copyright . All rights reserved.

Field Name or Data Type	Value
Amount in doc. curr.	*

c) Choose *Document* → *Park* to enter the document.

Note:
Alternatively, you can choose *Save parked document*.

The status bar displays the following message:

`Document 18000000xy AC## was parked`

Note the document number.

2. Change the document that you just parked. The posting date should be the current date plus 1. Enter the word **Change** in the text of the customer item. Save your document again in parked status.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document* → *Parked Documents* → *Change* (`FBV2`).

b) On the *Change Parked Document: Initial Screen*, enter the following data:

Field Name or Data Type	Value
Company Code	**AC##**
Doc. Number	Document number created
Fiscal Year	Current year

c) Choose *Enter*.

d) On the *Edit Parked Customer Invoice* screen, enter the following values:

Field Name or Data Type	Value
Posting Date	Current date + 1
Text	**Change**

e) Choose *Save parked document*.

Note:
Alternatively, you can choose *Document* → *Park*.

The status bar displays the following message:

`Preliminary posted document 18000000xx AC## was changed`

3. Display the changes to your parked document.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document* → *Parked Documents* → *Display Changes* (`FBV5`).

© Copyright . All rights reserved.

b) On the *Parked Document Changes: Initial Screen*, enter the following data:

Field Name or Data Type	Value
Company Code	**AC##**
Document number	**18000000xx**
Fiscal Year	Current year

c) Choose *Enter*.

d) On the *Parked Document: Changed Fields* screen, you can view the changes made to the parked document.

4. Display a list of all changes made to parked documents in company codes AC00 to AC20.

a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → General Ledger → Information System → General Ledger Reports (New) → Document → General → Display of Changed Documents*.

b) On the *Display of Changed Documents* screen, select *Parked Documents*.

c) Under *General selections*, enter the following data:

Field Name or Data Type	Value
Company Code	**AC00** to **AC20**
Changed on	Current date

d) Under *Further selections*, enter the following data:

Field Name or Data Type	Value
Document Header Data	Select
Line Item Data	Select

e) Execute the report. This displays the changes.

5. Park a document (customer invoice) in your company code with any values.

a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → Accounts Receivable → Document Entry → Document Parking → Park/Edit Invoice*.

b) On the *Park Customer Invoice* screen, enter the following data:

Field Name or Data Type	Value
Customer	**AC202-##**
Invoice date	Current date
Posting Date	Current date
Amount	**1100**
Currency	**EUR**
Calculate tax	Select

© Copyright . All rights reserved.

Field Name or Data Type	Value
Tax Code	**10 (10% course output tax)**
Text	**Optional**
G/L account	**800200**
Amount in doc. curr.	*****

c) Choose *Document* → *Park*.

d) Choose *Document* → *Exit*.

6. Park a document (customer invoice) in your company code with any data and then delete this parked document.

a) Refer to the previous task to park a document.

b) After parking a document, on the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document* → *Parked Documents* → *Post/Delete Single Screen Transaction* (`FV70`).

c) On the *Park Customer Invoice* screen, choose the *Tree on* pushbutton.

d) Expand the *Parked documents* folder.

e) Double-click the desired document to select it from the templates.

f) Choose *Document* → *Delete parked document*.

g) Confirm the message by choosing *Yes*. The status bar displays the following message:
`Parked document 18000000xx AC## 20xx deleted`

7. Display a deleted document after being parked.

The user department wants to know whether deleting a parked document results in a gap in the document number range. Show that this is not the case.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document* → *Parked Documents* → *Display* (`FBV3`).

b) On the *Display Parked Document: Initial Screen*, enter the document number of the deleted document.

c) Choose *Enter*.

d) In the *Document Header* dialog box, notice the usual information. The *Doc.status* field is set to *Z*, and the text is *Parked document that was deleted*. The document does not contain any line items.

© Copyright . All rights reserved.

© Copyright . All rights reserved.

Unit 6
Exercise 32

Process Parked Documents

367

Business Example

Parked documents can be processed further in several steps. In some cases, multiple users are responsible for further processing. You need to ensure that the parked documents are processed properly.

Make changes to a parked document. Post the document. Display the document changes.

1. Park a customer invoice with any data.

> Note:
> You must use the document parking transaction, `FV70` (*Accounts Receivable → Document Entry → Document Parking → Park/Edit Invoice*).

2. Change the document that you just parked. The posting date should be the current date plus 1. Enter the word **`Change`** in the text of the customer item. Save your document again in parked status.
3. Display the changes to your parked document.
4. Display a list of all changes made to parked documents in company codes AC00 to AC20.
5. Park a document (customer invoice) in your company code with any values.

Park a document and then delete the parked document.

1. Park a document (customer invoice) in your company code with any data and then delete this parked document.
2. Display a deleted document after being parked.

   The user department wants to know whether deleting a parked document results in a gap in the document number range. Show that it does not.

© Copyright . All rights reserved.

Process Parked Documents

368

Business Example

Parked documents can be processed further in several steps. In some cases, multiple users are responsible for further processing. You need to ensure that the parked documents are processed properly.

Make changes to a parked document. Post the document. Display the document changes.

1. Park a customer invoice with any data.

> Note:
> You must use the document parking transaction, `FV70` (*Accounts Receivable → Document Entry → Document Parking → Park/Edit Invoice*).

a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → Accounts Receivable → Document Entry → Document Parking → Park/Edit Invoice* (`FV70`).

b) On the *Park Customer Invoice* screen, enter the following data:

Field Name or Data Type	Value
Customer	**AC202-##**
Invoice date	Current date
Posting Date	Current date
Company Code	**AC##**
Amount	**1100**
Currency	**EUR**
Calculate tax	Select
Tax Code	**1O (10% course output tax)**
G/L acct	**800200**
Amount in doc. curr.	*

c) Choose *Document → Park* to enter the document.

> Note:
> Alternatively, you can choose *Save parked document*.

© Copyright . All rights reserved.

The status bar displays the following message:

`Document 18000000xy AC## was parked`

Note the document number.

2. Change the document that you just parked. The posting date should be the current date plus 1. Enter the word **Change** in the text of the customer item. Save your document again in parked status.

   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document* → *Parked Documents* → *Change* (`FBV2`).

   b) On the *Change Parked Document: Initial Screen*, enter the following data:

Field Name or Data Type	Value
Company Code	**AC##**
Doc. Number	Document number created
Fiscal Year	Current year

   c) Choose *Enter*.

   d) On the *Edit Parked Customer Invoice* screen, enter the following values:

Field Name or Data Type	Value
Posting Date	Current date + 1
Text	**Change**

   e) Choose *Save parked document*.

> Note:
> Alternatively, you can choose *Document* → *Park*.

The status bar displays the following message:

`Preliminary posted document 18000000xx AC## was changed`

3. Display the changes to your parked document.

   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document* → *Parked Documents* → *Display Changes* (`FBV5`).

   b) On the *Parked Document Changes: Initial Screen*, enter the following data:

Field Name or Data Type	Value
Company Code	**AC##**
Document number	**18000000xx**
Fiscal Year	Current year

   c) Choose *Enter*.

© Copyright . All rights reserved.

d) On the *Parked Document: Changed Fields* screen, you can view the changes made to the parked document.

4. Display a list of all changes made to parked documents in company codes AC00 to AC20.

a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → General Ledger → Information System → General Ledger Reports (New) → Document → General → Display of Changed Documents*.

b) On the *Display of Changed Documents* screen, select *Parked Documents*.

c) Under *General selections*, enter the following data:

Field Name or Data Type	Value
Company Code	**AC00** to **AC20**
Changed on	Current date

d) Under *Further selections*, enter the following data:

Field Name or Data Type	Value
Document Header Data	Select
Line Item Data	Select

e) Execute the report. This displays the changes.

5. Park a document (customer invoice) in your company code with any values.

a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → Accounts Receivable → Document Entry → Document Parking → Park/Edit Invoice* (`FV70`).

b) On the *Park Customer Invoice* screen, enter the following data:

Field Name or Data Type	Value
Customer	**AC202-##**
Invoice date	Current date
Posting Date	Current date
Amount	**1100**
Currency	**EUR**
Calculate tax	Select
Tax Code	**10 (10% course output tax)**
Text	**Optional**
G/L account	**800200**
Amount in doc. curr.	*****

c) Choose *Document → Park*.

d) Choose *Document → Exit*.

© Copyright . All rights reserved.

Park a document and then delete the parked document.

1. Park a document (customer invoice) in your company code with any data and then delete this parked document.
   a) Refer to the previous task to park a document.
   b) After parking a document, on the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document* → *Parked Documents* → *Post/Delete Single Screen Transaction* (`FV70`).
   c) On the *Park Customer Invoice* screen, choose the *Tree on* pushbutton.
   d) Expand the *Parked documents* folder.
   e) Double-click the desired document to select it from the templates.
   f) Choose *Document* → *Delete parked document*.
   g) Confirm the message by choosing *Yes*. The status bar displays the following message:
      `Parked document 18000000xx AC## 20xx deleted`
2. Display a deleted document after being parked.
   The user department wants to know whether deleting a parked document results in a gap in the document number range. Show that it does not.
   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document* → *Parked Documents* → *Display* (`FBV3`).
   b) On the *Display Parked Document: Initial Screen*, enter the document number of the deleted document.
   c) Choose *Enter*.
   d) In the *Document Header* dialog box, notice the usual information. The *Doc.status* field is set to *Z*, and the text is *Parked document that was deleted*. The document does not contain any line items.

© Copyright . All rights reserved.

LESSON SUMMARY

You should now be able to:

- Create, change, delete, and post parked documents

© Copyright . All rights reserved.

Managing Document Parking and Workflow

373

LESSON OVERVIEW

This lesson explains the workflow options for parking documents.

Business Example

Several employees are involved in posting Financial Accounting (FI) documents in the user department. One employee parks the documents, while another checks the account assignment, supplements any missing account assignment objects, and then ensures the postings to update the transaction figures are made. The department would like to find out the extent to which the SAP ERP application supports this process flow. For this reason, you require the following knowledge:

- An understanding of how to use the workflow for parking documents
- An understanding of the advantages of using workflows for parking documents

Use user WF-FI-1 and password as WELCOME for the demo and exercise.

LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Understand the basics of workflow

Workflow Processes

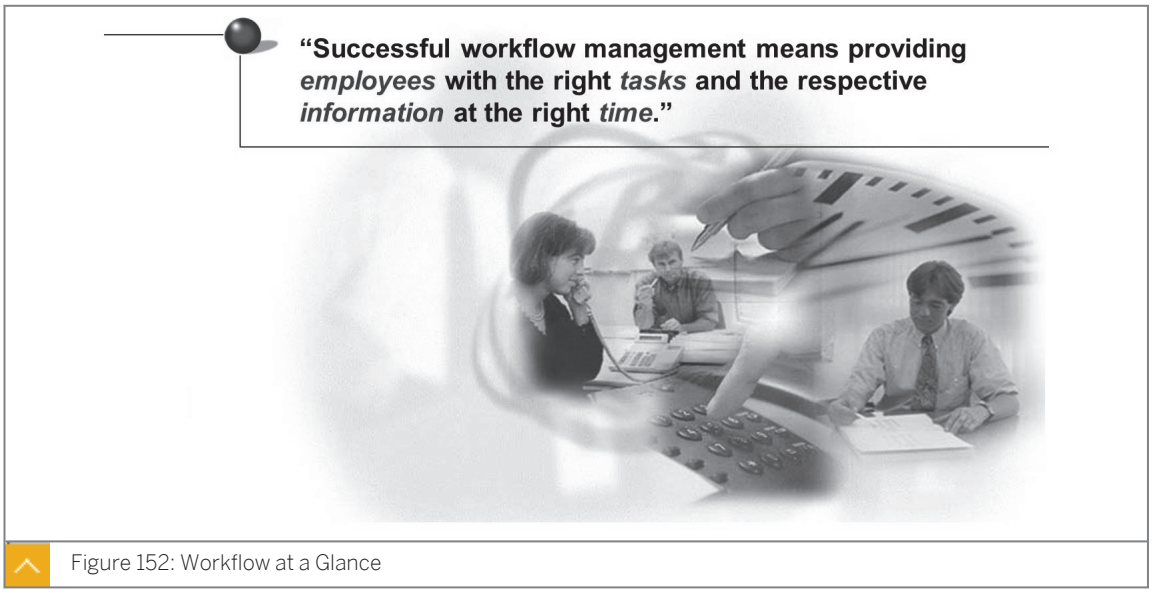


Figure 152: Workflow at a Glance

© Copyright . All rights reserved.

Five Essential Questions

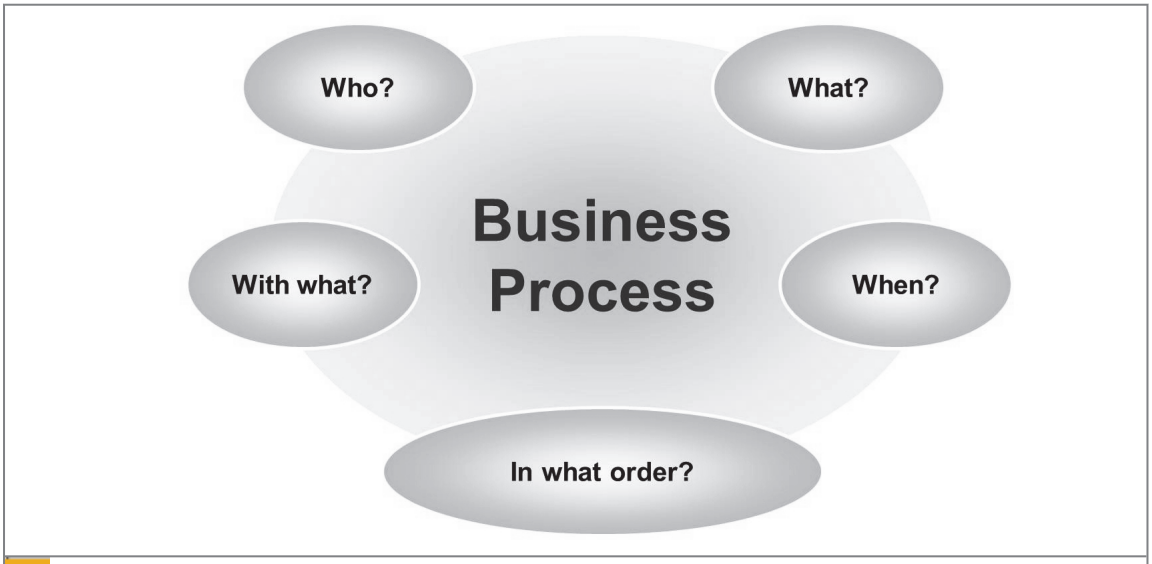


Figure 153: Five Essential Questions on Every Business Process

The SAP Business Workflow has the following process dimensions:

- Organizational structure: As in the processors who are responsible for the work to be performed.
- Process structure: As in what order the work is to be performed.
- Function: As in what work is to be performed.
- Information: As in what data is being implemented to perform the work.

The process dimensions are combined to allow business processes to be carried out as efficiently as possible.

The process to be modeled as a workflow is saved in the SAP ERP application as parameters, using a graphic definition tool. During the process, the workflow manager, which is the SAP ERP application, performs all the tasks, which were conceived when the process was defined. As a result, users are relieved of any avoidable organizational tasks.

© Copyright . All rights reserved.

Benefits of SAP Business Workflow

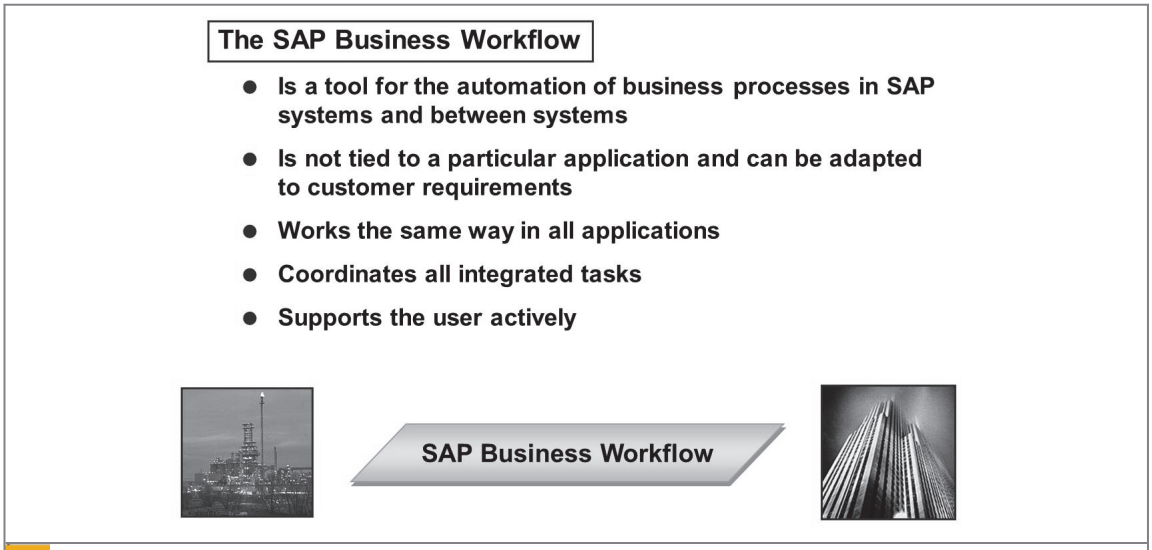


Figure 154: Benefits of SAP Business Workflow

SAP Business Workflow supports your company's processes in an SAP ERP application. The workflow supports communication between business processes that operate on different systems.

SAP Business Workflow provides you with all the information you need to perform the next step in the business process.

The SAP ERP application provides standard workflow templates that model business processes. You can customize these SAP Business Workflow templates or create your own.

Workflow Management Architecture

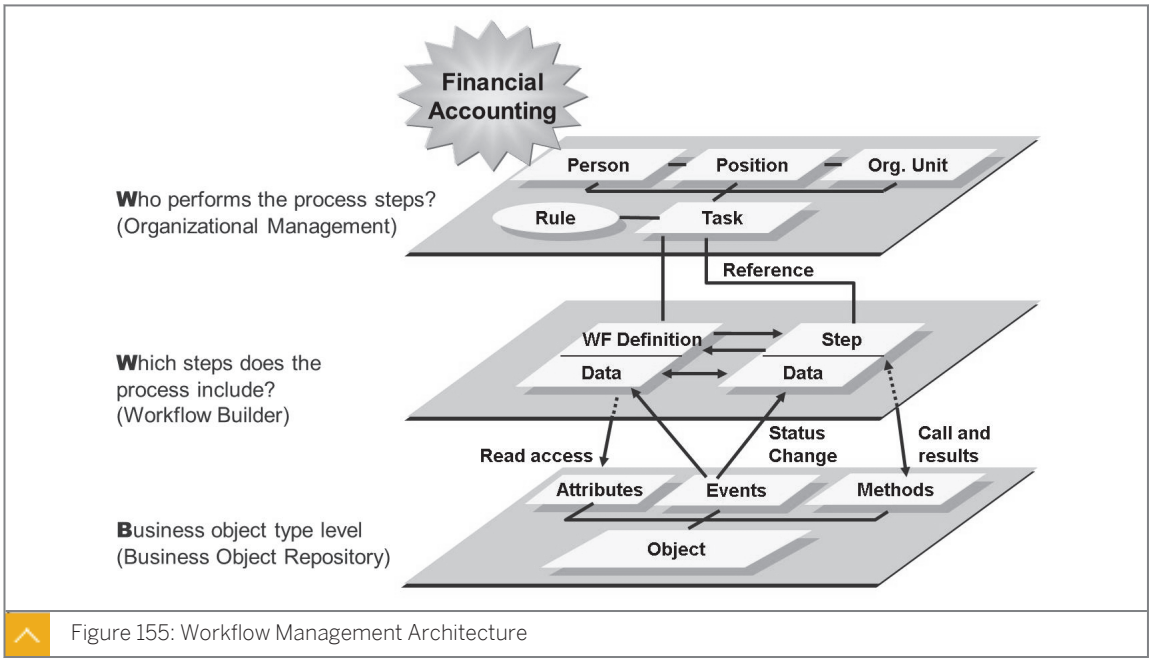


Figure 155: Workflow Management Architecture

Workflow means the right work at the right time for the right employee.

© Copyright . All rights reserved.

SAP Business Workflow has a three-tier architecture. This modularization of components provides the foundation for a high degree of flexibility.

The three-tier architecture of SAP Business Workflow is explained as follows:

- The right work

  The tasks or steps followed during the workflow must be implemented in the Business Object Repository (BOR) as a method of a business object type.

- At the right time

  The process level describes the business process as a sequence of individual steps. The workflow definition is the total of all of the steps. Individual steps can refer to methods of the BOR, but they can also be used to control the process. For example, you can use individual steps to enable loop-type processing, query conditions, or provide values in the interface (container). You can use Workflow Builder to maintain the process level.

- For the right employee

  The organizational level establishes a link to the organizational structure. There is a group of potential processors available for each task performed as part of the workflow. You can restrict this group by specifying restrictions for the processor in the workflow step. The selected processors receive a work item at their business workplaces at runtime. When the work item is executed, the corresponding method of the business object type is started.

Workflow Design and Process Flow

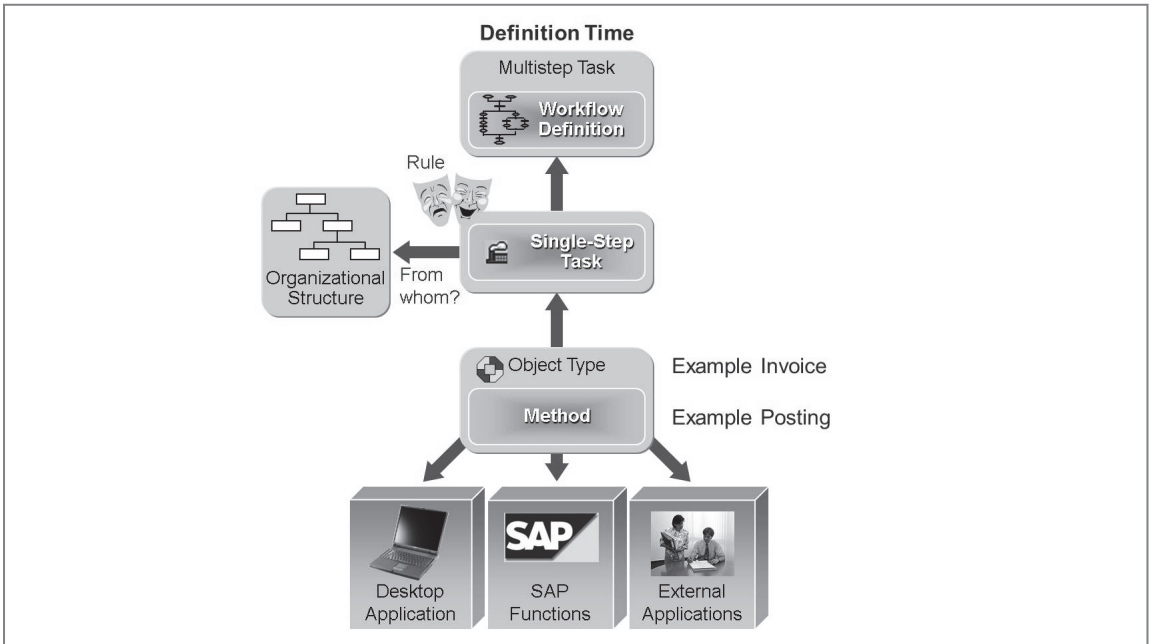


Figure 156: Workflow – Design and Process Flow

Workflows are initiated by a triggering event. Events are used to display the changes in the status of objects within the SAP ERP application. Similar to methods, events are defined in the object repository for each object type. Events are triggered in the respective applications.

For example, the workflow for account assignment approval, WS0100000, is initiated by triggering the marking for organizational change event. The event is triggered when a parked document is saved with the specification of a measure.

© Copyright . All rights reserved.

Work items represent single-step tasks during runtime. They are sent to the responsible processors by the workflow manager.

Whenever a processor accepts a work item to process, the work item disappears from the inboxes of the other processors.

The corresponding object method is called whenever a work item is processed.

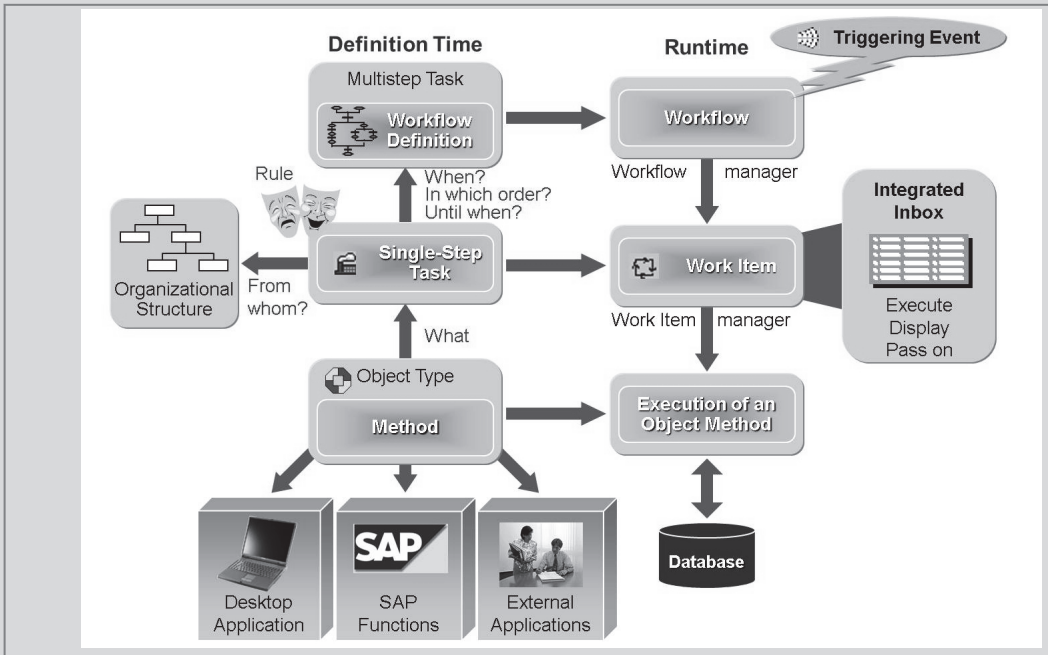


Figure I-4: Workflow – Design and Process Flow II

The business process is stored in the workflow definition. The event-driven process chain (EPC) is used to display the process. Single-step tasks are essential elements of the workflow definition.

Single-step tasks:

- Represent the SAP functions from a business point of view
- Every single-step task uses precisely one method

The SAP Business Workflow is based on an object-oriented structure. Objects are defined in the object repository provided by SAP.

Object methods:

- Represent the SAP functions from the view of the business object (technical view - for example, create, delete, change)
- Provide a uniform, transparent interface for SAP functions (transactions, function modules, reports and so on)
- Help encapsulate the functions

The processors responsible for a specific activity in the workflow are defined either by their assignment to an object of the organizational structure or by means of a rule. Rules are used to dynamically determine the responsible processors. This is independent of information that is only available at runtime.

© Copyright . All rights reserved.

Workflow for a Parked Document

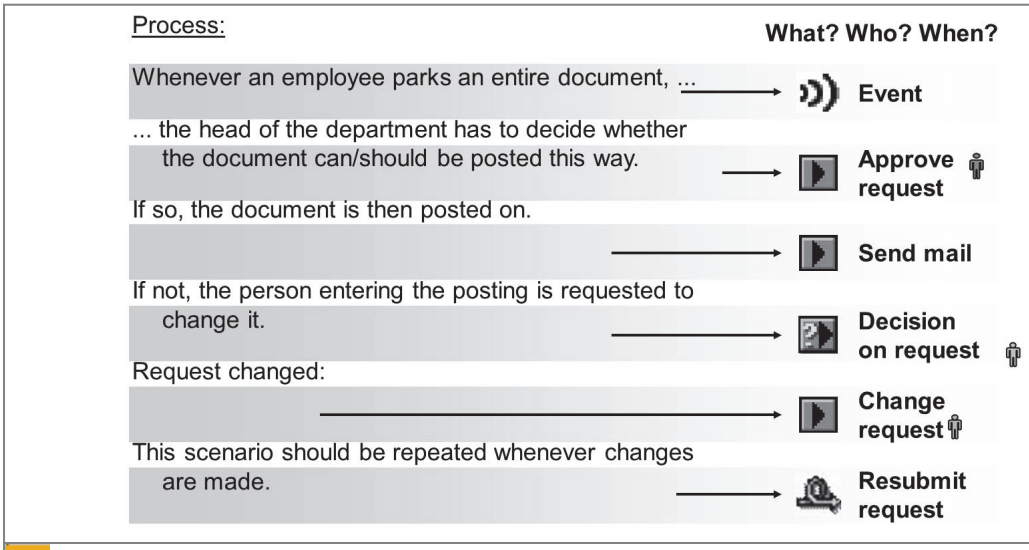


Figure 157: Designing the Workflow for a Parked Document

Questions for a Business Step

For every business step, ask yourself the following questions:

Question	Result
What work has to be done?	The answer to this question tells you the object type and method you require.
With dialog steps, who has to do the work?	The answer to this question tells you the processors that are responsible.
What text is to be displayed at the work item recipient's workplace?	This text is maintained as a task when creating the step. Define your answers in the design.

© Copyright . All rights reserved.

Application Areas

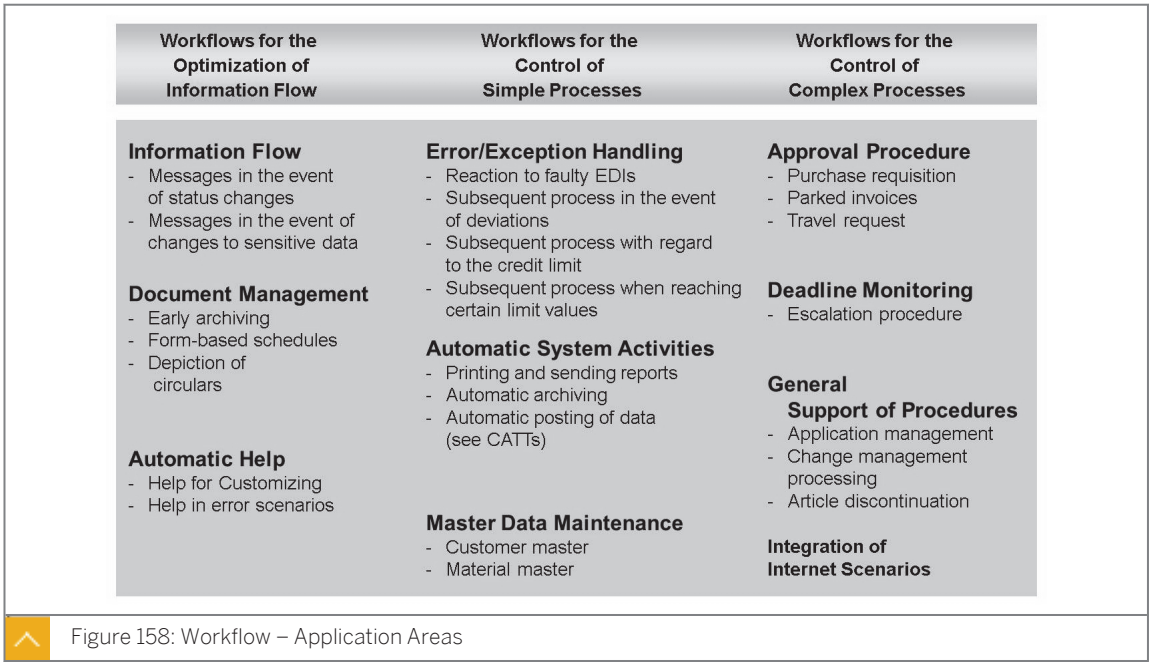


Figure 158: Workflow – Application Areas

Workflow-related tasks:

- Post invoices
- Release purchase requisitions
- Change material masters
- Approve leave
- Create customer accounts
- Delete purchase orders
- Create requirement coverage requests using the Internet

Tasks represent steps of the business process. During the definition of the workflow, you can break down the process you want to model into individual tasks. The definition of the workflow determines the tasks and the order in which they are to be carried out in the process. A task refers to a specific object type in the BOR, and to a specific method in the workflow definition. In exceptional cases, a business process can only have one task. However, a workflow definition can be created even for such cases. The work items represent tasks at flow workflow runtime. The work items appear in the recipient's inbox.

© Copyright . All rights reserved.

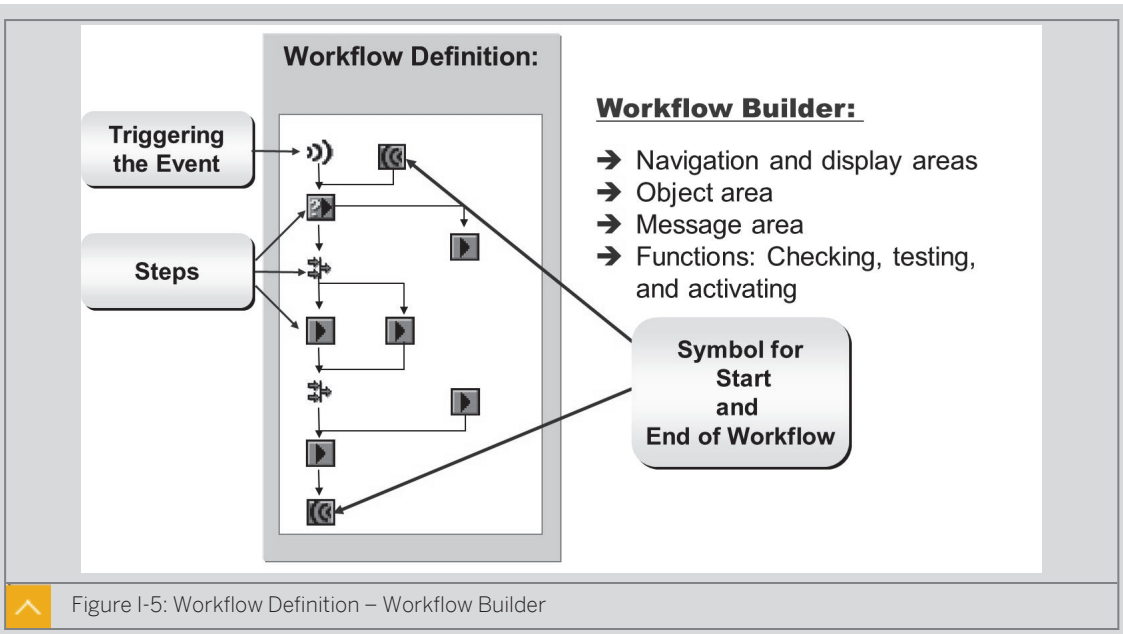


Figure I-5: Workflow Definition – Workflow Builder

The Workflow Builder is the main tool of the WebFlow Engine. The Workflow Builder allows workflow definitions to be created, changed, tested, and displayed.

Task Definition – Possible Processors

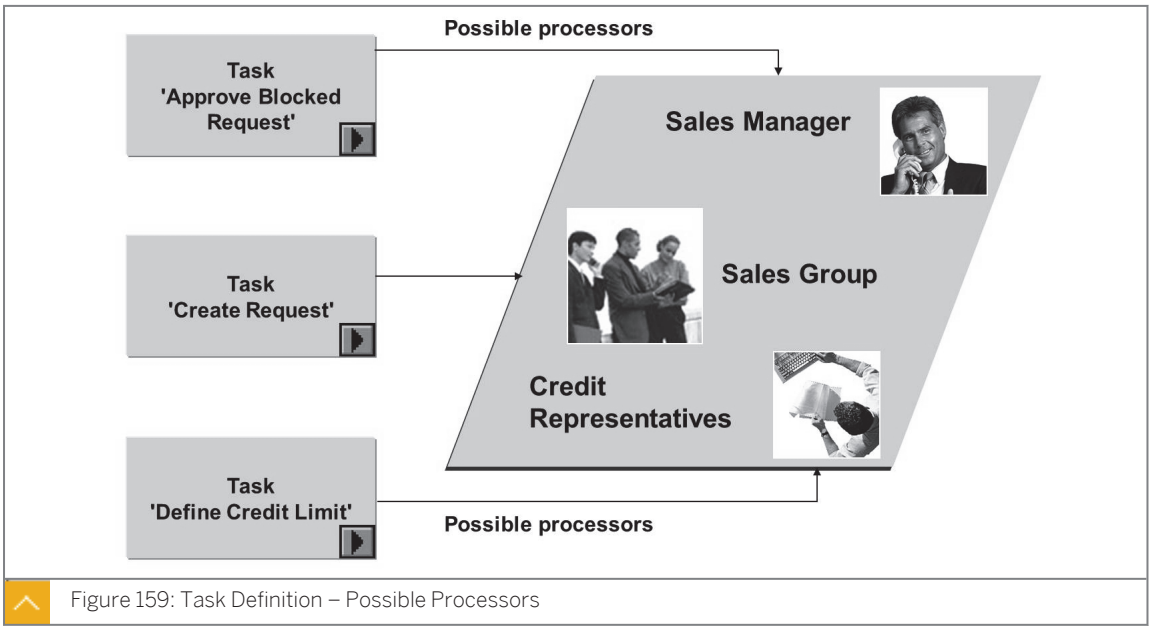


Figure 159: Task Definition – Possible Processors

Each task must be assigned to possible processors. Processors are groups of employees in your company who carry out their respective tasks.

To define the possible processors, choose *Additional Data → Store Processor Assignment*. In the definition, you can select *Properties* and create a general task, or you can establish a link to an organizational object with *Processor Assignment → Create*. Any user in the system can perform general tasks. You do not need to use human resources (HR) to link up to organizational objects. These functions are provided together with the Basis module.

© Copyright . All rights reserved.

Workflow Steps and Responsible Processors

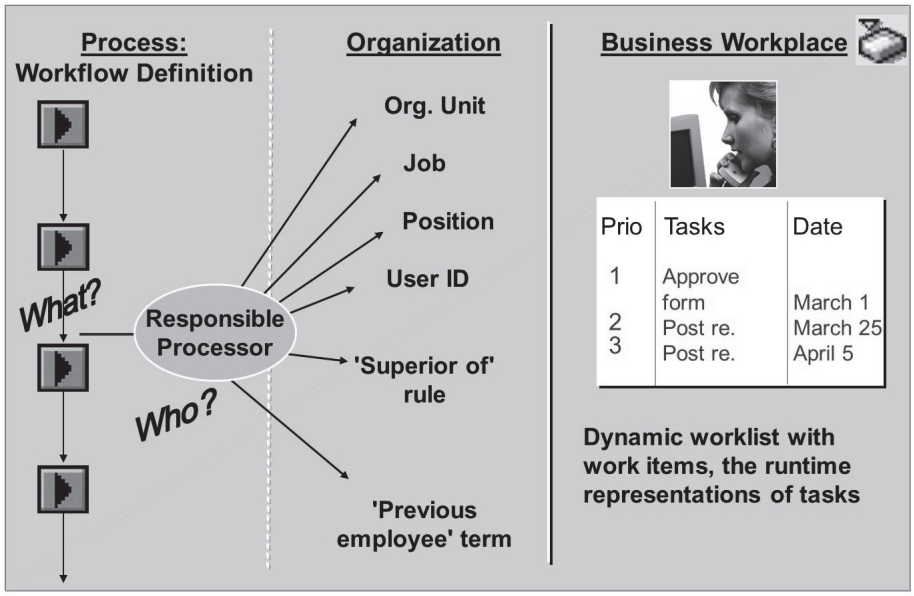


Figure 160: Workflow Steps and Responsible Processors

You can define a workflow step when you enter a job in the workflow definition. In this workflow step, you can enter the responsible processors and explicitly exclude processors. The figure shows you how to assign processors during the step.

The SAP ERP application calculates the intersection of possible processors and responsible processors at runtime. The system then checks and ensures that no included user has been excluded in the workflow step definition. If the results of both inspections are positive, the user receives a work item in the assigned inbox and then becomes a recipient of the work item.

© Copyright . All rights reserved.

Business Workplace User Interface

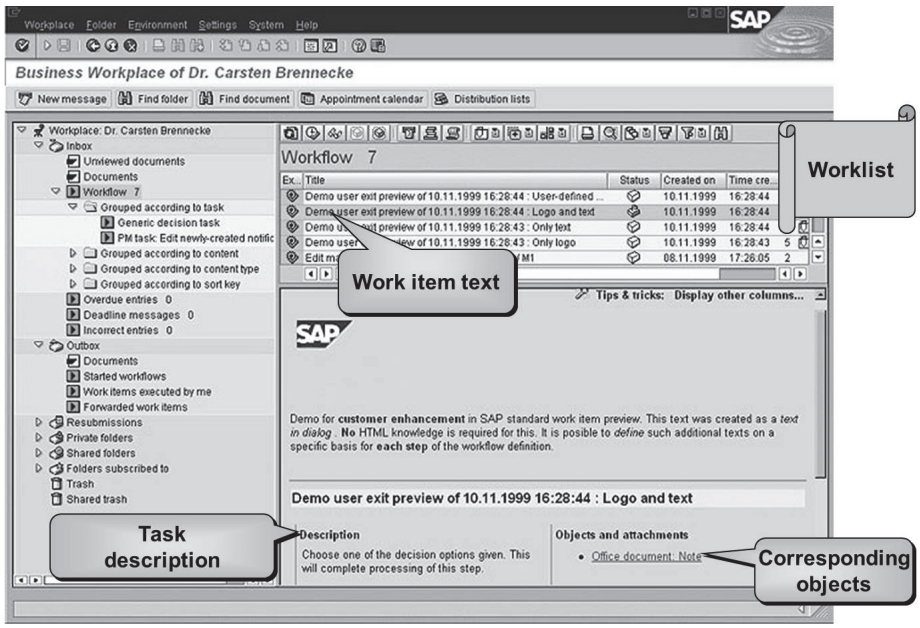


Figure 161: User Interface – Inbox in the SAP System

The Business Workplace consists of the following screen areas:

- Selection tree

  You can find the selection tree on the left side of the Business Workplace. From the selection tree, you can select work items to be executed, workflows you have started, and documents.

- Worklist

  The worklist is displayed on the top-right of the Business Workplace screen. The system automatically includes the entries in groups in the Workflow folder. There are special folders in which you can find overdue and missed deadline work items. If you select Inbox in the selection tree, you can see all work items and documents in this area of the screen.

- Work item preview

  The work item selected from the worklist is displayed as a preview on the lower-right of the screen. However, please note that not all the functions of Display/Log are available. It is possible for the user to make a decision from the work item preview.

© Copyright . All rights reserved.

Inbox

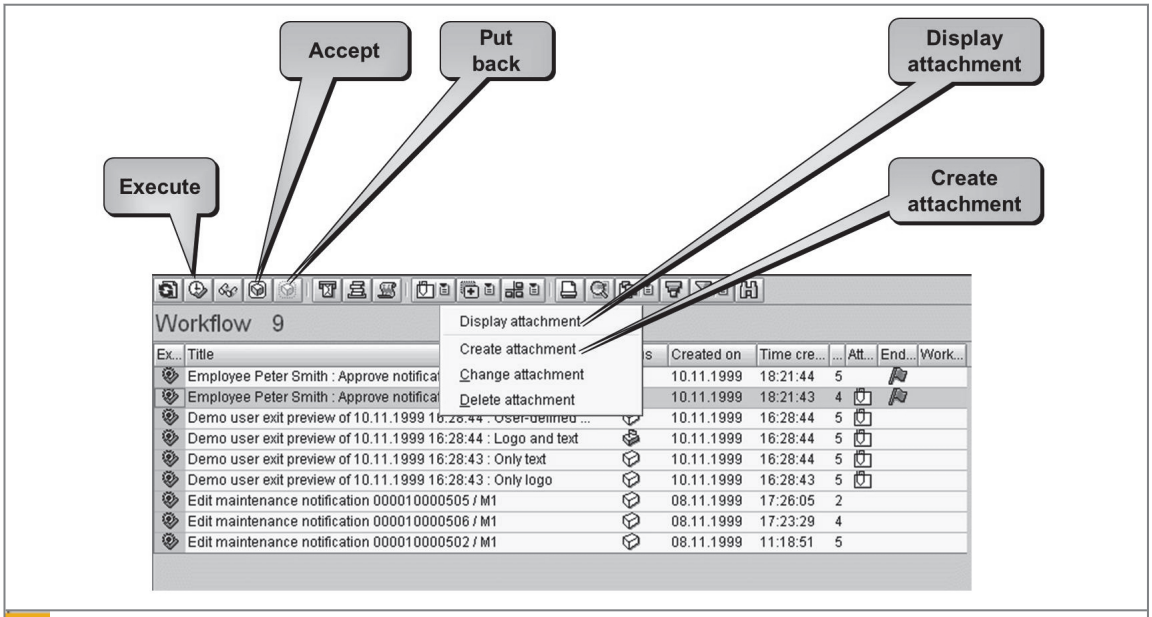


Figure 162: Inbox

The work items can be performed directly in the worklist. The corresponding applications are started automatically. You can access the applications with the required data by double-clicking them. Recipients can display the attachments of the work item and add new ones. You can add various types of documents to a work item as attachments, such as SAPscript documents, Microsoft Office documents and Internet pages.

The WebFlow Engine determines the recipients of the work item. All selected recipients can view and perform the work item by accepting it. However, only one user can perform a work item at a time.

By selecting the *Put back* pushbutton, you can disable the reserved status of the work item, which sets the work item status to *Ready* and makes it accessible to all the selected processors. You can define that concluding the processing of a workflow step has to be confirmed explicitly. After processing a work item, a dialog box appears in which you can complete the processing of the work item. The work item remains in the worklist and is set to *Performed* if you select *Cancel* at this time.

You can select *Set to completed* in the worklist for work items with the *Performed* status. The work item can be performed or passed on as long as *Set to completed* has not been selected.

© Copyright . All rights reserved.

Workflow Process for Accounting Documents

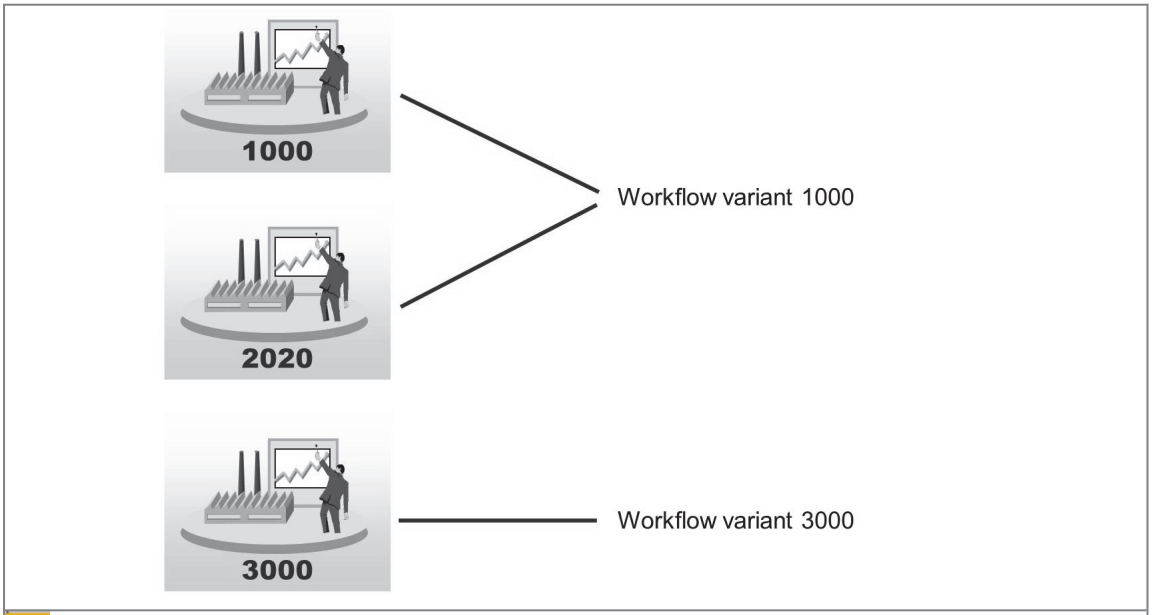


Figure 163: Assigning Workflow Variants to Company Codes

You can create workflow variants for document parking in Customizing for FI. Whether the **document release** is active is specified in Customizing, together with the minimum amount.

You can find out the workflow templates that are delivered in the accounts payable accounting document of the FI documentation. You can obtain more information on workflow under Cross-Application Functions in the SAP Business Workflow document.

The company codes can be assigned workflow variants. No documents are released if a company code is not assigned a workflow variant.

The workflow variant and the corresponding company codes must have the same currency.

FACILITATED DISCUSSION
When does it make sense to define the same workflow variant for different company codes?

How to Demonstrate the Parking of Documents Using Workflow
First, make sure that workflow variant 1000 is defined for your company code. You then park the document, which starts a workflow. Next, another employee receives the parked document for further processing (to release the amount). You log on under a different user name and release the amount for your document.

1. Define workflow variant 1000 (IDES FIPP-WF variant) for company code AC##.

© Copyright . All rights reserved.

a) Check the workflow variant in Customizing for *Financial Accounting (New)* under *Financial Accounting Global Settings (New)* → *Global Parameters for Company Code* → *Enter Global Parameters*.

b) Select the row for company code AC##.

c) Choose the *Detail* pushbutton.

d) On the *Change View "Company Code Global Data": Details* screen, under the *Processing parameters* screen area, enter **1000** (IDES FIPP-WF variant) in the *Workflow variant* field.

e) Save the entry.

f) Return to the main menu.

2. Park a document for a vendor invoice in company code AC## (vendor AC202-## for EUR 700). Use the workflow variant 1000.

Note:
Make sure you enter the invoice with the document parking transaction `FV60` *(Accounts Payable → Document Entry → Document Parking → Park or Edit Invoice)*. Choose *Park* or *Save Fully*.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Document Entry* → *Document Parking* → *Park or Edit Invoice* (`FV60`).

b) On the *Park Vendor Invoice* screen, enter the following data:

Field Name or Data Type	Value
Vendor	**AC202-##**
Invoice date	Current date
Posting Date	Current date
Company Code	**AC##**
Amount	**700**
Currency	**EUR**
Calculate tax	Select
Tax Code	**1I (10% course input tax)**
Text	**Invoice parking**
G/L acct	**476000**
D/C	**D**
Amount in doc. curr.	*

c) Choose *Document* → *Save as completed*. The following message is displayed in the status bar:

```
Document 19000000xx AC## was parked
```

© Copyright . All rights reserved.

d) Note the document number.

3. Display the parked document. Where can you get information on the subject of workflow and what is the information available?

a) You can also go directly from the entry screen to the document display by choosing *Document → Display*.

Hint:
Alternatively, on the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → Accounts Payable → Document → Display* (`FB03`).

On the *Display Document: Initial Screen*, enter the following data:

Field Name or Data Type	Value
Document Number	Document number parked
Company Code	**AC##**
Fiscal Year	Current year

Choose the *Document List* pushbutton.

b) On the *Display Parked Vendor Invoice* screen, click the *Workflow* tab.

You can find information about workflow control here. A release is required and the approval path *1000* is shown.

4. Look at the workflow and verify the users who are able to release your parked document.

a) On the *SAP Easy Access* screen, choose *SAP Menu → Office → Workplace*.

b) On the *Business Workplace* screen, choose *Outbox → Started workflows*.

c) In the right pane, choose the transaction by clicking the work item title.

d) Choose the *Display Workflow Log* pushbutton. The amount still has to be released.

e) On the *Workflow Log* screen, choose *Processor* to display additional information.

f) Return to the main menu.

5. Log on to your system and client with user name WF-FI-1. The password will be provided. Release the document you parked yourself under a different user name. Look at the log for this and log user WF-FI-1 off from the system.

a) Log on to the system with user name WF-FI-1.

b) Enter the following data:

Field Name or Data Type	Value
System	Is designated by your instructor
Client	Is designated by your instructor
User	**WF-FI-1**
Password	Is designated by your instructor

© Copyright . All rights reserved.

Field Name or Data Type	Value
Language	Local Language

c) When the *License Information for Multiple Logon* dialog box appears, choose *Continue with this log on without ending existing logons*.

Note:
Using worklist in the office area, you can find a list of documents available for processing.

d) On the *SAP Easy Access* screen, choose *Office* → *Workplace*.

e) On the *Business Workplace of WF-FI-1* screen, choose *Inbox* → *Workflow* → *Grouped according to task* → *Release Amount*.

f) In the right pane, select the document you want to process.
Select the document posted by you under a different user name.

g) Choose the *Execute* pushbutton. The document is displayed.

h) On the *Release Parked Vendor Invoice* screen, verify the document.

Note:
The document is OK and can be posted.

i) Choose the *Release* pushbutton to release the document. The amount release process is now finished.

© Copyright . All rights reserved.

© Copyright . All rights reserved.

Unit 6
Exercise 33

383

Enter a Financial Document Using Document Parking and Workflow

Business Example

You want to use a workflow for document parking at your company. For documents over EUR 500, the amount should be released by an authorized employee.

First, make sure that workflow variant 1000 is defined for your company code. You then park the document, which starts a workflow. Next, another employee receives the parked document for further processing (to release the amount). You log on under a different user name and release the amount for your document.

1. Check whether workflow variant 1000 (IDES FIPP-WF variant) is defined for company code AC##.
2. Park a document for a vendor invoice in company code AC## (vendor AC202-## for EUR 700). Use the workflow variant 1000.

> Note:
> Make sure you enter the invoice with the document parking transaction `FV60` *(Accounts Payable → Document Entry → Document Parking → Park or Edit Invoice)*. Choose *Park* or *Save Fully*.

3. Display the parked document. Where can you get information on the subject of workflow and what is the information available?
4. Look at the workflow and verify the users who are able to release your parked document.
5. Log on to your system and client with user name WF-FI-1. The password will be provided. Release the document you parked yourself under a different user name. Look at the log for this and log user WF-FI-1 off from the system.

© Copyright . All rights reserved.

384

Enter a Financial Document Using Document Parking and Workflow

Business Example

You want to use a workflow for document parking at your company. For documents over EUR 500, the amount should be released by an authorized employee.

First, make sure that workflow variant 1000 is defined for your company code. You then park the document, which starts a workflow. Next, another employee receives the parked document for further processing (to release the amount). You log on under a different user name and release the amount for your document.

1. Check whether workflow variant 1000 (IDES FIPP-WF variant) is defined for company code AC##.
   a) Check the workflow variant in Customizing for *Financial Accounting (New)* under *Financial Accounting Global Settings (New)* → *Global Parameters for Company Code* → *Enter Global Parameters*.
   b) Select the row for company code AC##.
   c) Choose the *Detail* pushbutton.
   d) On the *Change View "Company Code Global Data": Details* screen, under the *Processing parameters* screen area, enter **1000** (IDES FIPP-WF variant) in the *Workflow variant* field.
   e) Save the entry.
   f) Return to the main menu.
2. Park a document for a vendor invoice in company code AC## (vendor AC202-## for EUR 700). Use the workflow variant 1000.

> Note:
> Make sure you enter the invoice with the document parking transaction `FV60` *(Accounts Payable → Document Entry → Document Parking → Park or Edit Invoice)*. Choose *Park* or *Save Fully*.

   a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Document Entry* → *Document Parking* → *Park or Edit Invoice* (`FV60`).
   b) On the *Park Vendor Invoice* screen, enter the following data:

Field Name or Data Type	Value
Vendor	**AC202-##**

© Copyright . All rights reserved.

Field Name or Data Type	Value
Invoice date	Current date
Posting Date	Current date
Company Code	**AC##**
Amount	**700**
Currency	**EUR**
Calculate tax	Select
Tax Code	**1I (10% course input tax)**
Text	**Invoice parking**
G/L acct	**400200**
D/C	**D**
Amount in doc. curr.	*****

c) Choose *Document* → *Save as completed*. The following message is displayed in the status bar:

`Document 19000000xx AC## was parked`

d) Note the document number.

3. Display the parked document. Where can you get information on the subject of workflow and what is the information available?

a) You can also go directly from the entry screen to the document display by choosing *Document* → *Display*.

Hint:
Alternatively, on the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Document* → *Display* (`FB03`).

On the *Display Document: Initial Screen*, enter the following data:

Field Name or Data Type	Value
Document Number	Document number parked
Company Code	**AC##**
Fiscal Year	Current year

Choose the *Document List* pushbutton.

b) On the *Display Parked Vendor Invoice* screen, click the *Workflow* tab.

You can find information about workflow control here. A release is required and the approval path *1000* is shown.

4. Look at the workflow and verify the users who are able to release your parked document.

© Copyright . All rights reserved.

a) On the *SAP Easy Access* screen, choose *SAP Menu* → *Office* → *Workplace*.

b) On the *Business Workplace* screen, choose *Outbox* → *Started workflows*.

c) In the right pane, choose the transaction by clicking the work item title.

d) Choose the *Display Workflow Log* pushbutton. The amount still has to be released.

e) On the *Workflow Log* screen, choose *Processor* to display additional information.

f) Return to the main menu.

5. Log on to your system and client with user name WF-FI-1. The password will be provided. Release the document you parked yourself under a different user name. Look at the log for this and log user WF-FI-1 off from the system.

a) Log on to the system with user name WF-FI-1.

b) Enter the following data:

Field Name or Data Type	Value
System	Is designated by your instructor
Client	Is designated by your instructor
User	**`WF-FI-1`**
Password	Is designated by your instructor
Logon Language	EN

c) Choose Enter.

d) When the *License Information for Multiple Logon* dialog box appears, choose *Continue with this log on without ending existing logons*.

Note:
Using worklist in the office area, you can find a list of documents available for processing.

e) On the *SAP Easy Access* screen, choose *Office* → *Workplace*.

f) On the *Business Workplace of WF-FI-1* screen, choose *Inbox* → *Workflow* → *Grouped according to task* → *Release Amount*.

g) In the right pane, select the document you want to process.
Select the document posted by you under a different user name.

h) Choose the *Execute* pushbutton. The document is displayed.

i) On the *Release Parked Vendor Invoice* screen, verify the document.

Note:
The document is OK and can be posted.

© Copyright . All rights reserved.

j) Choose the *Release* pushbutton to release the document. The amount release process is now finished.

© Copyright . All rights reserved.

Configuration of Document Parking Using Workflow

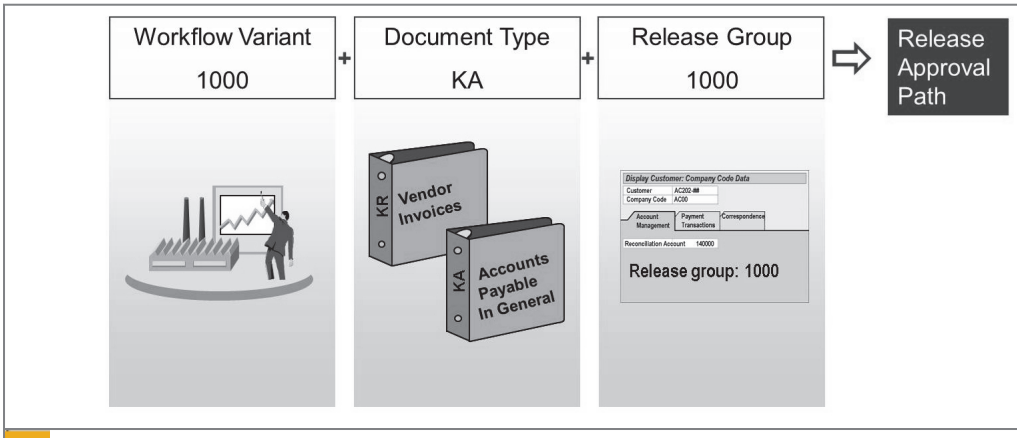


Figure 164: Calculation of the Release Approval Path

It is possible to apply different release procedures to various accounts receivable and payable. You can control this by means of the *Release Group* field in the master record of accounts receivable and accounts payable.

The release group is required to determine the release approval path at the time of processing. The release approval path is determined by the workflow variant in connection with the document type and release group.

The subworkflow initiated by releasing the amount and user who is to release is determined by the release approval path and the particular amount. If no release group is defined, the initial release group is used for access.

Assignment of Subworkflows

Workflow Variant	Release Approval Path	Amount to	Subworkflow
1000	1000	1,000	WVS 10000052
1000	1000	10,000	WVS 10000053
1000	1000	999,999,999,999	WVS 10000054

Figure 165: Assignment of Subworkflows

The release procedure is represented by subworkflows in the workflow definition. For document parking, workflow variants (in combination with release approval paths) are assigned amounts, which determine the release procedures to be initiated and performed. The subworkflows control the individual release procedures, such as the number of release approval levels to be run through.

By default, subworkflows are supplied as workflow templates for reference.

Following are the subworkflows:

© Copyright . All rights reserved.

- The first subworkflow (WS10000052) contains a single-level release.
- The second subworkflow (WS10000053) contains a two-level release.
- The third subworkflow (WS10000054) contains a three-level release.

With the single-level release, the user can release the document. The principle of dual control can be supported with the two-level release, and the principle of triple control with the three-level release. The respective subworkflow is triggered by parked documents during the initial entry.

How to Configure Financial-Specific Items

Show company code AC00 in the exercise as an example of the sequence of a workflow. You can show the Customizing settings for the workflow in Financial Accounting before showing the application side.

1. Check the details of the workflow variant for parking documents.
   a) Check the settings in Customizing for *Financial Accounting (New)* under *Financial Accounting Global Settings (New)* → *Tools* → *Workflow* → *Workflow for Document Parking* → *Create Workflow Variant for Parking Documents*.
   b) On the *Change View "Preliminary Posting Workflow Link": Overview* screen, select the row for workflow variant 1000.
   c) Choose the *Detail* pushbutton.
   d) On the *Change View "Preliminary Posting Workflow Link": Details* screen, check that *Post Release* is selected and *500.00* is displayed in the *Release as of* field. If this is not the case, make the appropriate changes and save the settings.
   e) Return to the main menu.
2. Assign a company code to a workflow variant.
   a) Check the settings in Customizing for *Financial Accounting (New)* under *Financial Accounting Global Settings (New)* → *Tools* → *Workflow* → *Workflow for Document Parking* → *Assign Company Code to a Workflow Variant*.
   b) On the *Change View "Workflow Variants": Overview* screen, check the company code assigned to workflow variant 1000.
   c) Return to the main menu.
3. Check the release approval group for parking documents.
   a) Check the settings in Customizing for *Financial Accounting (New)* under *Financial Accounting Global Settings (New)* → *Tools* → *Workflow* → *Workflow for Document Parking* → *Define Release Approval Groups for Parking Documents*.
   b) On the *Change View "Release Groups": Overview* screen, check that approval group 1000 is displayed.
   c) Do not close this session.
4. Check the release group in accounts payable.

© Copyright . All rights reserved.

a) Create a new session.

b) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → Accounts Payable → Master Records → Change* (`FK02`).

c) On the *Change Vendor: (Initial Screen)* screen, enter the following data:

Field Name or Data Type	Value
Vendor	**AC202-00**
Company Code	**AC00**
Accounting info	Select

d) On the *Change Vendor: Accounting information Accounting* screen, enter **1000** (CoCd 1000, Vendor 2200) in the *Release group* field.

e) Do not close this session.

5. Check the release approval paths and release procedures for parking documents.

a) Switch to the Customizing session.

b) Go to Customizing for *Financial Accounting (New)* under *Financial Accounting Global Settings (New) → Tools → Workflow → Workflow for Document Parking → Define Release Approval Paths for Parking Documents*.

c) Check that the approval path name for approval path 1000 is specified as *IDES CoCd 1000*.

d) Return to the main menu.

e) Go to Customizing for *Financial Accounting (New)* under *Financial Accounting Global Settings (New) → Tools → Workflow → Workflow for Document Parking → Assign Release Approval Paths for Parking Documents*.

f) *On the Change View "Release Approval Path Allocation": Overview* screen, check that approval path 1000 is specified for workflow variant 1000.

g) Return to the main menu.

h) Go to Customizing for *Financial Accounting (New)* under *Financial Accounting Global Settings (New) → Tools → Workflow → Workflow for Document Parking → Assign Release Approval Procedure for Parking Documents*.

i) On the *Change View "Subworkflow Allocation": Overview* screen, check the subworkflow templates assigned to the workflow variant 1000 with approval path 1000.

j) Return to the main menu.

k) Go to Customizing for *Financial Accounting (New)* under *Financial Accounting Global Settings (New) → Tools → Workflow → Workflow for Document Parking → Define Users with Approval Procedure for Parking Documents*.

l) On the *Change View "People with Release Authorization (Parked Documents)"* screen, check the approval paths, subworkflow release levels, and release amounts for workflow variant 1000.

© Copyright . All rights reserved.

LESSON SUMMARY

You should now be able to:

- Understand the basics of workflow

© Copyright . All rights reserved.

© Copyright . All rights reserved.

Learning Assessment

391

1. Which functions allow you to temporarily save the entered data?

   Choose the correct answers.

   - [ ] A Parking function
   - [ ] B Hold function
   - [ ] C Save function
   - [ ] D Insert function

2. Documents that the SAP ERP application holds do not have to be complete.

   Determine whether this statement is true or false.

   - [ ] True
   - [ ] False

3. You cannot supplement, check, or post the parked documents at a later date.

   Determine whether this statement is true or false.

   - [ ] True
   - [ ] False

4. The parking function can be utilized for dual control.

   Determine whether this statement is true or false.

   - [ ] True
   - [ ] False

5. You can use account assignment templates and the functionality "Post with reference" to park documents.

   Determine whether this statement is true or false.

   - [ ] True
   - [ ] False

© Copyright . All rights reserved.

6. For which of the following can you park documents?

   Choose the correct answers.

   - [ ] A Customer accounts
   - [ ] B General ledger accounts
   - [ ] C Material accounts
   - [ ] D Sales invoice

7. You can post parked documents as standard transactions individually or using a selection list.

   Determine whether this statement is true or false.

   - [ ] True
   - [ ] False

8. You can run an optional completeness check during document parking.

   Determine whether this statement is true or false.

   - [ ] True
   - [ ] False

9. Identify fields that cannot be changed while changing parked documents.

   Choose the correct answers.

   - [ ] A Currency
   - [ ] B Document type or document number
   - [ ] C Company code
   - [ ] D Account assignment objects

10. The document change rules that are saved for documents posted in the SAP ERP application apply to parked documents.

    Determine whether this statement is true or false.

    - [ ] True
    - [ ] False

© Copyright . All rights reserved.

11. It is not possible to reuse the document number of the deleted document.

Determine whether this statement is true or false.

- ☐ True
- ☐ False

12. The SAP Business Workflow has ___ process dimensions.

Choose the correct answer.

- ☐ A Two
- ☐ B Three
- ☐ C Four
- ☐ D Five

13. What type of architecture does SAP Business Workflow use?

Choose the correct answer.

- ☐ A Two-tier
- ☐ B Three-tier
- ☐ C Single-tier
- ☐ D Four-tier

14. Workflows are usually initiated by a triggering event.

Determine whether this statement is true or false.

- ☐ True
- ☐ False

15. You define a workflow step when you enter a job in the workflow definition.

Determine whether this statement is true or false.

- ☐ True
- ☐ False

© Copyright . All rights reserved.

16. A document number is assigned based on the document type with the Hold Document function.

    Determine whether this statement is true or false.

    ☐ True

    ☐ False

17. Which of the following statements are correct?

    Choose the correct answers.

    ☐ A A company code can be assigned several workflow variants.

    ☐ B A task can be assigned only one possible processor.

    ☐ C It is possible to design multilevel workflow sequences.

    ☐ D The same workflow variant can be assigned to several company codes.

18. A work item can be performed or passed on as long as *Set to completed* has not been selected.

    Determine whether this statement is true or false.

    ☐ True

    ☐ False

19. It is not possible to apply different release procedures to different accounts receivable and payable.

    Determine whether this statement is true or false.

    ☐ True

    ☐ False

© Copyright . All rights reserved.

Learning Assessment - Answers

395

1. Which functions allow you to temporarily save the entered data?

   Choose the correct answers.

   - [X] A Parking function
   - [X] B Hold function
   - [ ] C Save function
   - [ ] D Insert function

2. Documents that the SAP ERP application holds do not have to be complete.

   Determine whether this statement is true or false.

   - [X] True
   - [ ] False

3. You cannot supplement, check, or post the parked documents at a later date.

   Determine whether this statement is true or false.

   - [ ] True
   - [X] False

4. The parking function can be utilized for dual control.

   Determine whether this statement is true or false.

   - [X] True
   - [ ] False

© Copyright . All rights reserved.

5. You can use account assignment templates and the functionality "Post with reference" to park documents.

   Determine whether this statement is true or false.

   - [ ] True
   - [x] False

6. For which of the following can you park documents?

   Choose the correct answers.

   - [x] A Customer accounts
   - [x] B General ledger accounts
   - [ ] C Material accounts
   - [ ] D Sales invoice

7. You can post parked documents as standard transactions individually or using a selection list.

   Determine whether this statement is true or false.

   - [x] True
   - [ ] False

8. You can run an optional completeness check during document parking.

   Determine whether this statement is true or false.

   - [x] True
   - [ ] False

9. Identify fields that cannot be changed while changing parked documents.

   Choose the correct answers.

   - [x] A Currency
   - [x] B Document type or document number
   - [x] C Company code
   - [ ] D Account assignment objects

© Copyright . All rights reserved.

10. The document change rules that are saved for documents posted in the SAP ERP application apply to parked documents.

Determine whether this statement is true or false.

- [ ] True
- [x] False

11. It is not possible to reuse the document number of the deleted document.

Determine whether this statement is true or false.

- [x] True
- [ ] False

12. The SAP Business Workflow has ___ process dimensions.

Choose the correct answer.

- [ ] A Two
- [ ] B Three
- [x] C Four
- [ ] D Five

13. What type of architecture does SAP Business Workflow use?

Choose the correct answer.

- [ ] A Two-tier
- [x] B Three-tier
- [ ] C Single-tier
- [ ] D Four-tier

14. Workflows are usually initiated by a triggering event.

Determine whether this statement is true or false.

- [x] True
- [ ] False

© Copyright . All rights reserved.

15. You define a workflow step when you enter a job in the workflow definition.

    Determine whether this statement is true or false.

    [X] True

    [ ] False

16. A document number is assigned based on the document type with the Hold Document function.

    Determine whether this statement is true or false.

    [ ] True

    [X] False

    A number is assigned based on the document type with the Park Document function. With Hold Document, the user assigns a designation.

17. Which of the following statements are correct?

    Choose the correct answers.

    [ ] A A company code can be assigned several workflow variants.

    [ ] B A task can be assigned only one possible processor.

    [X] C It is possible to design multilevel workflow sequences.

    [X] D The same workflow variant can be assigned to several company codes.

    One workflow variant can be used for several company codes. It is possible to create multilevel workflow sequences. Individual tasks can usually be assigned several possible processors.

18. A work item can be performed or passed on as long as *Set to completed* has not been selected.

    Determine whether this statement is true or false.

    [X] True

    [ ] False

© Copyright . All rights reserved.

19. It is not possible to apply different release procedures to different accounts receivable and payable.

    Determine whether this statement is true or false.

    ☐ True

    ☒ False

© Copyright . All rights reserved.