

# TFIN50\_2

## Financial Accounting I - Part 2

**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.










# 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	<i>Example text</i>
Window title	<i>Example text</i>



# Contents

## xi Course Overview

### 1 Unit 1: Automatic Payments

3	Lesson: Explaining the Automatic Payment Run	10 Minutes
9	Lesson: Maintaining Bank Accounts	30 Minutes
17	Exercise 1: Define a House Bank	10 Minutes
24	Lesson: Maintaining Key Fields for Automatic Payments	30 Minutes
31	Exercise 2: Maintain Vendor Master Records	10 Minutes
45	Exercise 3: Enter Invoices for Automatic Payments	10 Minutes
52	Lesson: Configuring the Payment Program	120 Minutes
67	Exercise 4: Configure the Payment Program	20 Minutes
80	Lesson: Running the Payment Program	65 Minutes
103	Exercise 5: Running the Payment Program	20 Minutes
113	Lesson: Managing the Payment Medium Workbench	55 Minutes
125	Exercise 6: Payment Medium Workbench	20 Minutes
136	Lesson: Automating the Payment Run	15 Minutes

### 145 Unit 2: Dunning Program

147	Lesson: Explaining the Dunning Program	15 Minutes
153	Exercise 7: Test your General Dunning Program Knowledge	5 Minutes
157	Lesson: Maintaining the Key Fields for the Dunning Program	20 Minutes
161	Exercise 8: Maintain a Customer Master Record	10 Minutes
167	Exercise 9: Maintain the Financial Accounting Documents for Dunning	10 Minutes
171	Lesson: Configuring the Dunning Program	90 Minutes
185	Exercise 10: Set Up a New Dunning Procedure	15 Minutes
193	Lesson: Executing the Dunning Program	85 Minutes
197	Exercise 11: Explain the Purpose of the Parameters	5 Minutes
213	Exercise 12: Explain how to Create Dunning Proposals	5 Minutes
221	Exercise 13: Edit the Proposal	5 Minutes
229	Exercise 14: Execute a Dunning Process	15 Minutes

### 245 Unit 3: Correspondence

246	Lesson: Maintaining Key Fields for Correspondence	5 Minutes
249	Lesson: Explaining Options for Creating Correspondence	15 Minutes
252	Lesson: Managing Correspondence Types	40 Minutes
263	Exercise 15: Create a Correspondence	15 Minutes

### 273 Unit 4: Basics of Parallel Accounting

274	Lesson: Outlining the Basics for Parallel Accounting	10 Minutes
-----	--	------------

<b>281</b>	<b>Unit 5:</b>	<b>Accounts Approach</b>	
282		Lesson: Outlining the Accounts Approach	80 Minutes
289		Exercise 16: Create Sample Accounts for the Accounts Approach and Change Financial Statement Versions	30 Minutes
302		Lesson: Processing Manual Postings in the Accounts Approach	60 Minutes
309		Exercise 17: Post Provisions Using the Accounts Approach	20 Minutes
<b>321</b>	<b>Unit 6:</b>	<b>Ledger Approach (Within New General Ledger Accounting)</b>	
322		Lesson: Outlining the Ledger Approach	80 Minutes
329		Exercise 18: Post a Document Without Valuation Differences	10 Minutes
335		Exercise 19: Check General Settings of the Ledger Approach	10 Minutes
339		Lesson: Processing Manual Postings in the Ledger Approach	40 Minutes
347		Exercise 20: Post Provisions Using the Ledger Approach	20 Minutes
<b>361</b>	<b>Unit 7:</b>	<b>Financial Closing Overview and Basic Settings</b>	
362		Lesson: Explaining the Periodic Closing Process	10 Minutes
<b>367</b>	<b>Unit 8:</b>	<b>The Financial Statements</b>	
368		Lesson: Managing Financial Statements	125 Minutes
381		Exercise 21: Create Financial Statements	20 Minutes
386		Lesson: Executing Drilldown Reports	30 Minutes
393		Exercise 22: Execute Drilldown Reports	10 Minutes
<b>403</b>	<b>Unit 9:</b>	<b>Receivables and Payables</b>	
404		Lesson: Creating Balance Confirmations	40 Minutes
409		Exercise 23: Create a Balance Confirmation	5 Minutes
417		Lesson: Managing the Foreign Currency Valuation	120 Minutes
433		Exercise 24: Manage the Foreign Currency Valuation of Open Items	20 Minutes
447		Lesson: Managing Value Adjustments	80 Minutes
457		Exercise 25: Execute a Flat-Rate Individual Value Adjustment	20 Minutes
463		Lesson: Regrouping Receivables and Payables	55 Minutes
469		Exercise 26: Regroup Receivables According to Their Remaining Life	15 Minutes
<b>491</b>	<b>Unit 10:</b>	<b>Accruals and Deferrals</b>	
492		Lesson: Posting Accruals and Deferrals	35 Minutes
503		Exercise 27: Posting Accruals	20 Minutes
<b>515</b>	<b>Unit 11:</b>	<b>Technical, Organizational, and Documentary Closing Activities</b>	
516		Lesson: Managing Technical Steps During the Period-End Closing Activities	45 Minutes
526		Lesson: Executing the Balance Audit Trail	20 Minutes
529		Exercise 28: Execute the Balance Audit Reports	10 Minutes
533		Lesson: Posting Ledger Group-Specific FI Documents	35 Minutes
539		Exercise 29: Ledger Group Postings	15 Minutes



**547 Unit 12: Financial Closing Cockpit**

548	Lesson: Managing the Financial Closing Cockpit	180 Minutes
579	Exercise 30: Manage the Financial Closing Cockpit	60 Minutes



# Course Overview

## TARGET AUDIENCE

This course is intended for the following audiences:

- Application Consultant



# UNIT 1

# Automatic Payments

## Lesson 1

Explaining the Automatic Payment Run	3
--------------------------------------	---

## Lesson 2

Maintaining Bank Accounts	9
Exercise 1: Define a House Bank	17

## Lesson 3

Maintaining Key Fields for Automatic Payments	24
Exercise 2: Maintain Vendor Master Records	31
Exercise 3: Enter Invoices for Automatic Payments	45

## Lesson 4

Configuring the Payment Program	52
Exercise 4: Configure the Payment Program	67

## Lesson 5

Running the Payment Program	80
Exercise 5: Running the Payment Program	103

## Lesson 6

Managing the Payment Medium Workbench	113
Exercise 6: Payment Medium Workbench	125

## Lesson 7

Automating the Payment Run	136
----------------------------	-----



### UNIT OBJECTIVES

- Explain the automatic payment run
- Manage the bank directory

- Manage house banks
- Manage vendor and customer bank accounts
- Manage general master record settings for automatic payments
- Manage relationship between master records
- Manage the key fields for automatic payments in the financial accounting documents
- Explain the configuration steps of the payment program
- Maintain settings for company codes
- Maintain payment methods
- Manage the bank selection
- Maintain a payment run parameter
- Create a payment proposal
- Execute the debit balance check
- Edit the proposal run
- Carry out the payment run
- Create payment media
- State the advantages of using the Payment Medium Workbench to create payment media
- Convert a payment method to use with the Payment Medium Workbench
- Manage the Payment Medium Workbench
- Automate the payment run



## Explaining the Automatic Payment Run

### LESSON OVERVIEW

This lesson provides you with an overview of the automatic payment process.

#### Business Example

As an employee in the accounting department, you need to be aware of the extent to which the processes in the payment program can be automated. For this reason, you require the following knowledge:

- An understanding of the automatic payment process
- An understanding of how to execute an automatic payment run



Accounts payable invoices have to be paid on time so that cash discount terms can be used. The accounting department tries to process these invoices automatically at least once a week.

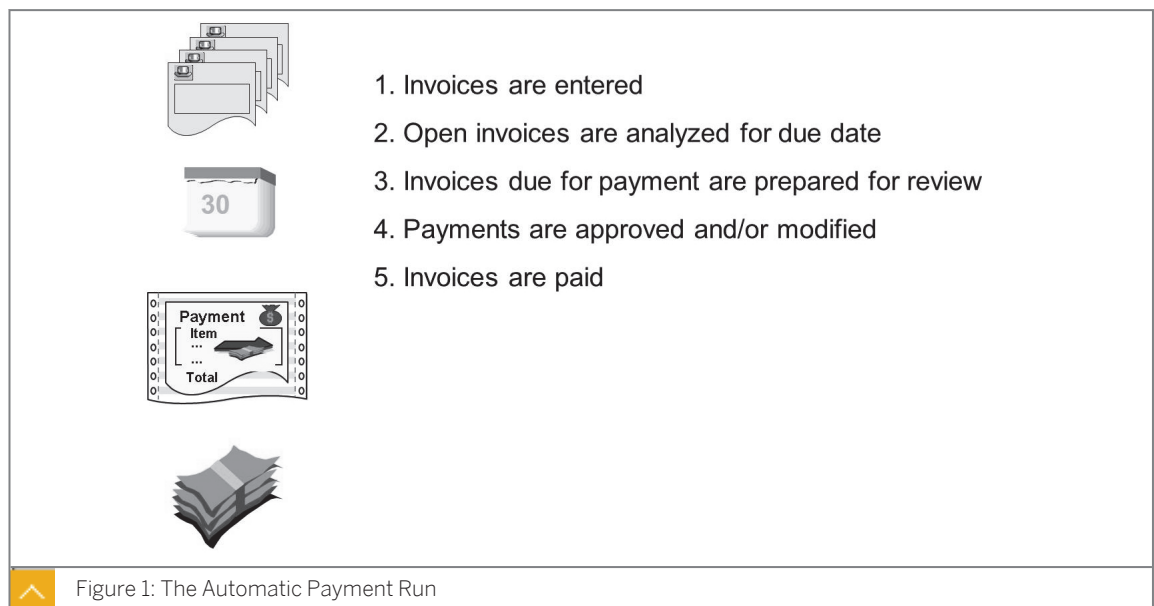


### LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Explain the automatic payment run

### The Automatic Payment Run – Overview



Every company needs a simple way to pay its vendors. The automatic payment program is a tool that helps handle mass transactions and manage payables. The program runs in accounting at specific intervals and processes the relevant transactions.

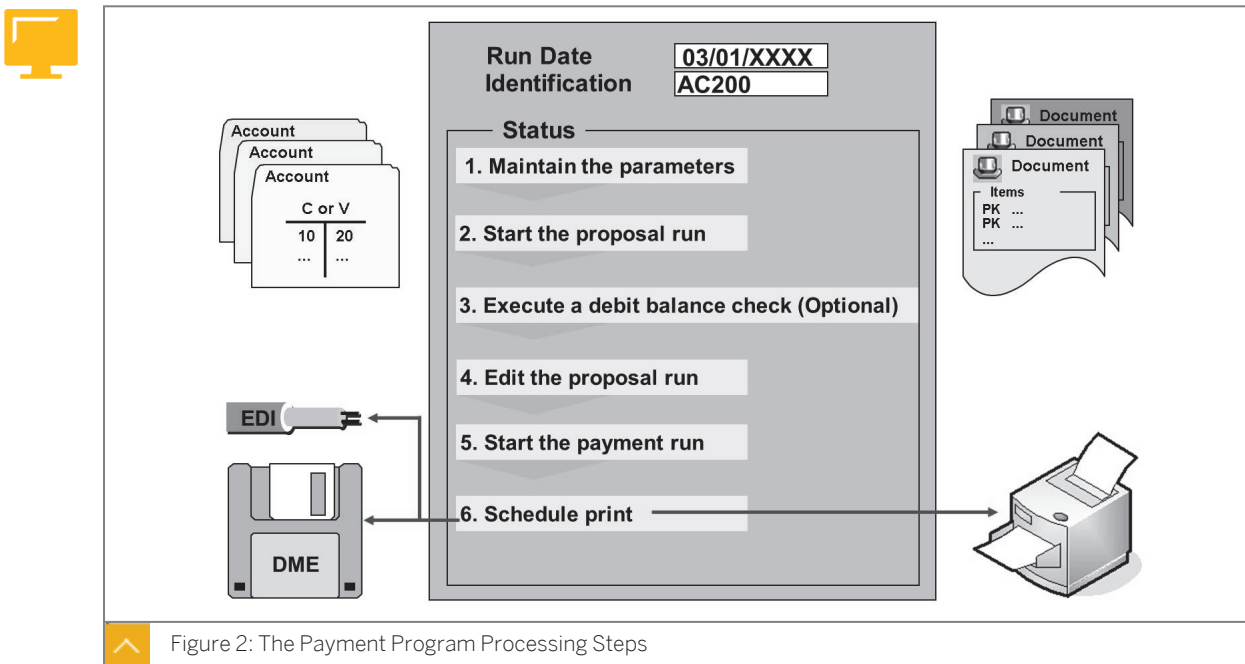
**The SAP payment program allows you to perform the following tasks automatically:**

1. Select open invoices to be paid or collected.
2. Post payment documents.
3. Print payment media, use data medium exchange (DME), or initiate electronic data interchange (EDI).

**Characteristics of the payment program:**

- The payment program has been developed for both national and international payment transactions with vendors and customers.
- The payment program handles both outgoing and incoming payments.
- The payment program is flexible enough to allow you to define those payment features that vary from country to country such as payment methods, payment forms, or data carrier specifications.

**The Payment Program Processing Steps**



**The main processing steps of the payment program are as follows:**

**1. Maintain the parameters**

This step answers the following questions:

- What will be paid?
- Which payment method will be used?
- When will the payment be made?



- Which company codes need to be considered?
- How will they be paid?

## 2. Start the proposal run

After entering the parameters, the user starts the proposal run. The proposal run generates a list of business partners and open invoices that are due for payment. Invoices can be blocked or unblocked for payment.

## 3. Execute a debit balance check

This step is optional and happens after you create a payment proposal. It helps prevent outgoing payments for accounts with a debit balance.

## 4. Edit the proposal

When you run the debit balance check after the proposal run, all accounts with debit balances are automatically blocked and not included in the current payment run. You can further analyze the proposal to view the details of a particular payment, change the payment terms, or add a payment block.

## 5. Start the payment run

Once the payment list is verified and the debit balance check is performed, the payment run is scheduled. A payment document is created, and the general ledger and subledger accounts are updated.

## 6. Schedule the print

A separate print program is scheduled to generate the payment media.



Note:

The debit balance check is an optional step within the payment program.



The settings for a payment program are defined in three locations:

- The master record for the business partner. For example, bank details and payment methods
- The items. For example, payment methods in the document and terms of payment
- In Customizing for the payment program

If the data in the master record is different from that in the document, the data in the document takes precedence (the system assumes that the user changed the standard data on purpose).



## How to Execute an Automatic Payment Run

1. Change/check the communication language for vendor AC201-000. Switch to the language of the country where this training takes place.



Hint:

If the communication language for the SAPscript form is not prescribed in accordance with the concerned vendor's communication language, the system will default 'German' language for the SAPscript check form.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Master Records* → *Change*.

b) On the *Change Vendor Initial Screen*, enter the following data:

Field Name or Data Type	Value
<i>Vendor</i>	<b>AC201-000</b>
<i>Company Code</i>	<b>AC00</b>
<i>General Data: Address</i>	Select

c) Choose *Enter*.

d) On the *Change Vendor: Address* screen, enter the following data:

Field Name or Data Type	Value
<i>Language</i>	Language of the country where this training takes place

e) Choose *Save*.

2. Maintain the payment run parameters.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Periodic Processing* → *Payments (F110)*.

b) On the *Automatic Payment Transactions: Status* screen, enter the following data:

Field Name or Data Type	Value
<i>Run Date</i>	Today's date
<i>Identification</i>	<b>AC00</b>

c) Choose the *Parameter* tab page and enter the following data:

Field Name or Data Type	Value
<i>Posting Date</i>	Today's date
<i>Docs entered up to</i>	Today's date
<i>Company codes</i>	<b>AC00</b>
<i>Payment Methods</i>	<b>S</b>
<i>Next p/date</i>	Today's date + 10 days
<i>Vendor</i>	<b>AC201-000</b>

- d) Choose the *Additional Log* tab page and enter the following data:

Field Name or Data Type	Value
<i>Due date check</i>	Select
<i>Payment method selection in all cases</i>	Select
<i>Line items of the payment documents</i>	Select
<i>Vendors</i>	<b>AC201-000</b>

- e) Choose *Save* and then return to the *Status* tab page.
3. Create the payment proposal and schedule the payment proposal to run immediately.
- On the *Automatic Payment Transactions: Status* screen, choose *Proposal* to schedule the payment proposal.
  - In the *Schedule Proposal* dialog box, select *Start Immediately*.
  - Choose *Continue*. The system starts running the proposal. Then choose *Status*. Refresh the screen until you see the *Payment proposal has been created* message in the *Status* area.
4. Perform a debit balance check.
- Choose *Edit* → *Proposal* → *Debit Balance Check* → *Execute*.
  - In the *List Variant* dialog box, verify that *RFF110SSP* is displayed in the *Program* field and choose *Continue*.
  - On the *Balance Check after a Payment Proposal* screen, enter **A** in the *Payment block* field.
  - Choose *Execute*.
  - After checking the report, choose *Back*.
5. Edit the payment proposal.
- On the *Automatic Payment Transactions: Status* screen, choose *Edit Proposal*.
  - In the *Accounting Clerk* dialog box, select *All Accounting Clerk* and choose *Continue*.
  - On the *Edit Payment Proposal* screen, a detail line appears. When you double-click this line item, you can see two different line items. Place the cursor on the line item to be changed and choose the *Choose* pushbutton to display the details of the selected line item.
  - On the *Edit Payment Proposal: Open Items* screen, double-click the first paid item.
  - In the *Change Line Items* dialog box, enter **A** in the *Payment Block* field and choose *Continue*.
  - Choose *Save*.
  - Choose *Back* twice to return to the *Automatic Payment Transactions: Status* screen.
6. Display the payment proposal list.
- Choose *Edit* → *Proposal* → *Proposal list*.

- b) In the *List Variant* dialog box, verify that you can see *RFZALI20* in the *Program* field.
  - c) Choose *Continue*. The proposal list is displayed.
  - d) Choose *Back*.
7. Run the payment.
- a) On the *Automatic Payment Transactions: Status* screen, choose *Payment Run*.
  - b) In the *Schedule Payment* dialog box, select *Start Immediately*.
  - c) Choose *Continue*.
  - d) Choose *Refresh* until you can see the *Posting Orders: 1 generated, 1 completed* message in the *Status* area.
8. Create a payment medium.
- a) Choose the *Printout/data medium* tab page. A list of print programs is displayed.
  - b) For program *RFFOD\_\_S*, enter **SCHECK** in the *Variant* field.
  - c) Choose *Maintain Variants* to view the variant attributes.
  - d) Choose *Back*.
  - e) Choose *Save*.
  - f) Choose the *Status* tab page.
  - g) Choose *Printout*.
  - h) In the *Schedule Print* dialog box, replace ? with **AC##** in the *Job name* field.
  - i) Choose *Continue* and then choose the *Status* tab page.
9. Check the output produced.
- a) Choose *System* → *Services* → *Output Control* from the main menu.
  - b) On the *Output Controller: Spool request selection* screen, choose *Execute*.
  - c) From the list of spool requests, select the checkbox for your spool request.
  - d) Choose *Display*. The print preview is displayed.
  - e) View the payment summary by performing similar steps.



### LESSON SUMMARY

You should now be able to:

- Explain the automatic payment run



## Maintaining Bank Accounts

### LESSON OVERVIEW

This lesson describes how to manage and maintain the bank directory, house banks, and vendor and customer bank accounts.

### Business Example

Each bank in the system has a bank master record in the bank directory. You need to create a new bank in the system and work with bank master data and accounts. For this reason, you require the following knowledge:

- An understanding of bank master data
- An understanding of the different bank accounts
- Skills in how to create and maintain different bank accounts

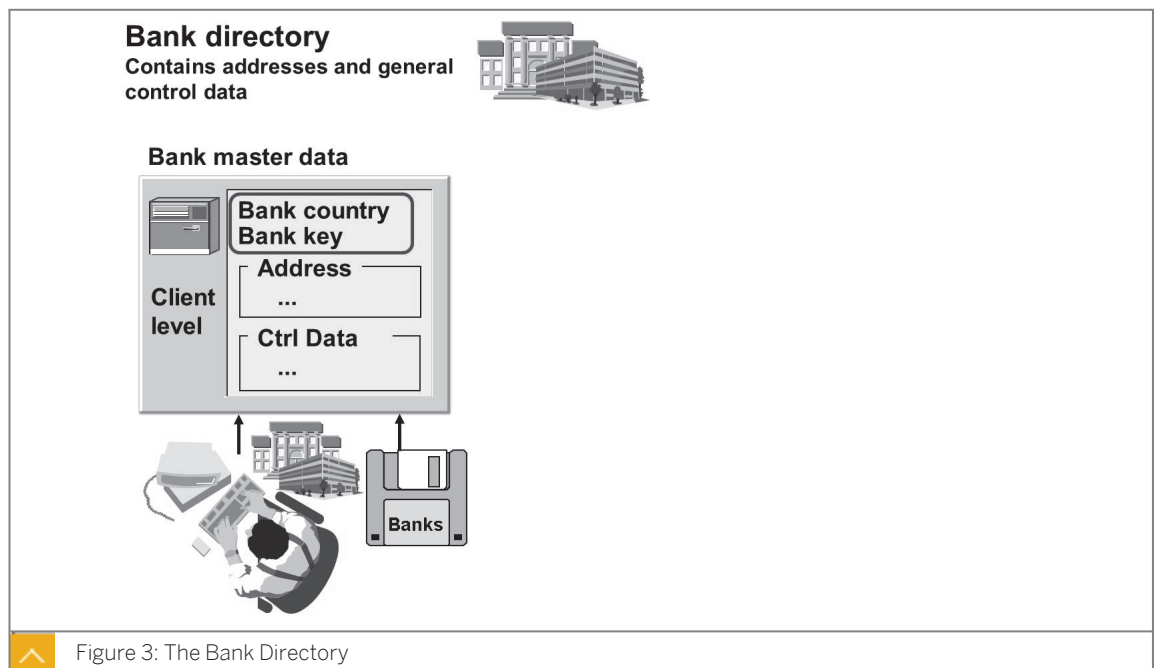


### LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Manage the bank directory
- Manage house banks
- Manage vendor and customer bank accounts

### The Bank Directory





Each bank you use needs a bank master record in the bank. Bank master data can be copied into the bank directory manually or automatically.

### The bank master data has the following characteristics:

- Each bank master record has a unique bank country and bank key.
- Each bank master record includes address data and control data (such as the SWIFT code), postal giro data, and the bank group. This helps optimize payments in the automatic payment program.
- Bank master records are stored centrally in the bank directory (report RFBKVZ00 outputs a list of banks from table BNKA with their master data).

You can use the report RFBKABLO to display changes to the bank master data for all banks.



### How to Display the Country Settings for Bank-Specific Checks

1. Display the country settings for bank-specific checks.
  - a) Access Customizing in the SAP Easy Access menu, by choosing *Tools -> Customizing -> IMG -> Execute Project* (transaction SPRO).
  - b) Choose *SAP Reference IMG*.
  - c) Go to *Customizing for SAP NetWeaver under General Settings -> Set Countries -> Set Country-Specific Checks*.
  - d) Double-click the country (for example, DE) to display the bank-specific checks.
  - e) Choose *Back* twice.



### How to Maintain the Bank Directory Manually

1. Enter the bank master data in the bank directory.
  - a) On the *SAP Easy Access* screen, choose *Accounting -> Financial Accounting -> Banks -> Master Data -> Bank Master Record -> Create*.
  - b) On *Create Bank Initial Screen*, enter the following data:

Field Name or Data Type	Value
<i>Bank Country</i>	<b>DE</b>
<i>Bank Key</i>	<b>12345600</b>

- c) Press ENTER.
- d) On the *Create Bank Detail Screen*, enter the following data:

Field Name or Data Type	Value
<i>Bank Name</i>	<b>AC Bank</b>
<i>Region</i>	Your choice
<i>Street</i>	Your choice
<i>City</i>	Your choice
<i>Branch</i>	Your choice

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



### How to Maintain the Bank Directory Automatically

You can import the bank directory into the SAP system using an American Standard Code for Information Interchange (ASCII) file. SAP supports several different formats.

1. Maintain the bank directory automatically.
  - a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Banks* → *Master Data* → *Bank Master Record* → *Transfer Bank Data (Program RFBVALL\_0)*.
  - b) Choose *Back*.

### House Bank

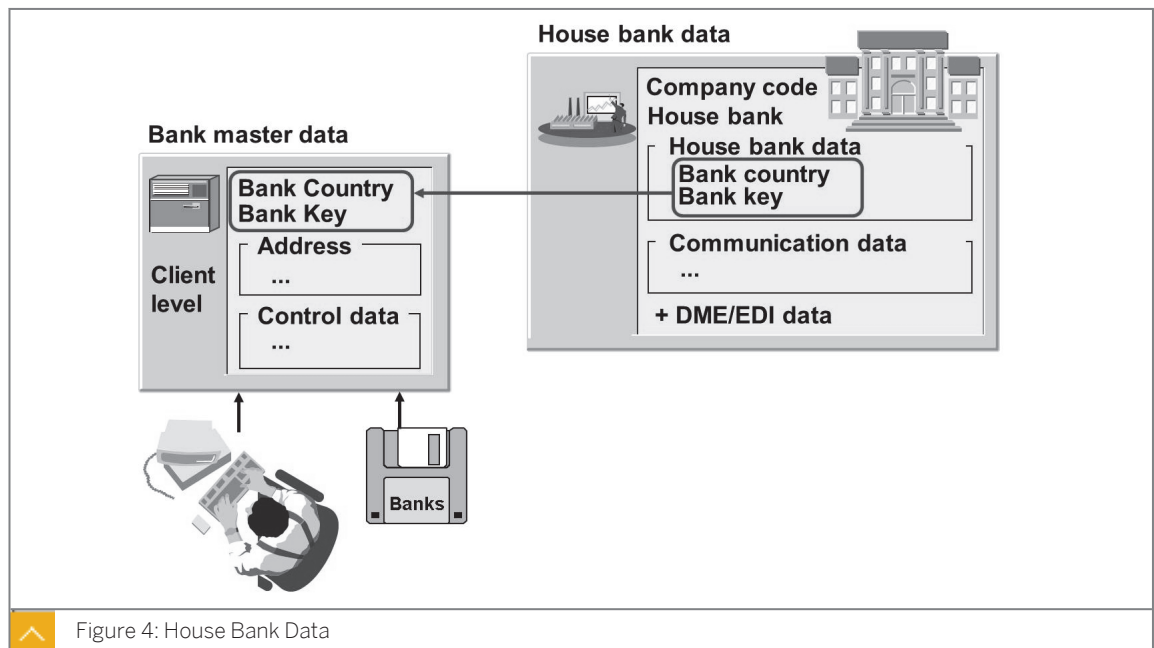


Figure 4: House Bank Data

The banks your company uses are called house banks.

**House banks contain the following information:**

- Bank master data
- Information for electronic payment transactions
- Bank accounts for each house bank
- General ledger accounts for each bank account
- Electronic data interchange (EDI) partner profiles and data medium exchange (DME) details

The payment program uses the house bank ID to determine which bank to use.



### How to Define a House Bank Through the Bank Directory

1. Create a house bank with the bank ID HB00 using a bank with the bank key 12345600.
  - a) Go to Customizing for *Financial Accounting (New)* under *Bank Accounting* → *Bank Accounts* → *Define House Banks*.
  - b) On the *Determine Work Area: Entry* screen, enter company code **AC00**.
  - c) Press ENTER.
  - d) On the *Change View House Banks: Overview* screen, choose *Edit* → *New Entries*.
  - e) On the *New Entries: Details of Added Entries* screen, enter the following data:

Field Name or Data Type	Value
<i>House Bank</i>	<b>HB00</b>
<i>Bank Country</i>	<b>DE</b>
<i>Bank Key</i>	<b>12345600</b>

- f) Press ENTER.

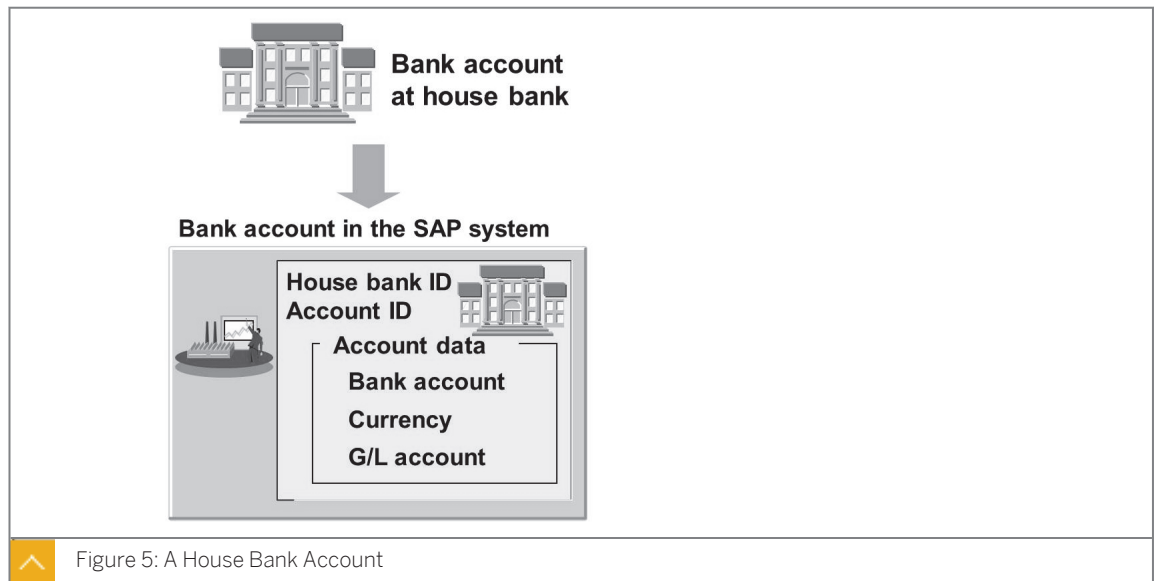


Note:  
You can also maintain the bank directory by defining a house bank.

- g) Choose *Address* to display the address area.
- h) Choose *Save*.
- i) Choose *Back*.



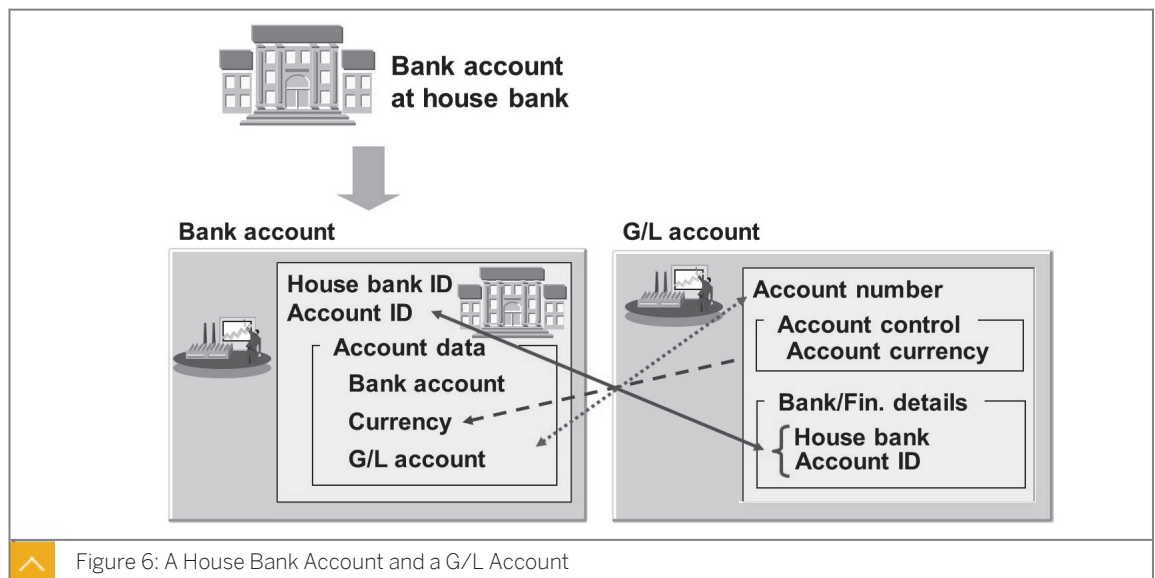
## House Bank Accounts



A combination of the house bank ID and the account ID represent each bank account in the SAP ERP application. This combination is entered in the G/L account that represents the bank account in the general ledger.

You must define bank accounts managed at the house banks. You can identify these accounts by each house bank's unique account ID. The bank account data contains you bank's account number, the account currency, and the relevant G/L account.

### A House Bank Account and a G/L Account



A G/L account must be created for each bank account. This G/L account is assigned to the bank account and vice versa. Both accounts must have the same account currency.



The combination of the house bank ID and the account ID uniquely identifies a house bank account. You can only use an account ID once for each house bank. You can create several accounts, each with a separate account ID, for each house bank.



### How to Create a House Bank Account

1. Create a bank account AC00 at the new house bank HB00.
  - a) Go to Customizing for *Financial Accounting (New)* under *Bank Accounting* → *Bank Accounts* → *Define House Banks*.
  - b) On the *Determine Work Area: Entry* screen, enter the company code **AC00**.
  - c) Press ENTER.
  - d) On the *Change View (House Banks) Overview* screen, select house bank *HB00*.
  - e) In the left panel, double-click *Bank Accounts*.
  - f) Choose *Edit* → *New Entries*.
  - g) On the *New Entries: Details of Added Entries* screen, enter the following data:

Field Name or Data Type	Value
<i>House Bank</i>	<b>HB00</b>
<i>Account ID</i>	<b>AC00</b>
<i>Description</i>	<b>Current account 00</b>
<i>Bank Account Number</i>	<b>111111</b>
<i>Currency</i>	<b>EUR</b>
<i>G/L</i>	<b>113900</b>

- h) Choose *Save*.



### How to Link a House Bank Account with the G/L Master Record

1. Link a house bank account with the G/L 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) On the *Edit G/L Account Company Code Data* screen, enter the following data:

Field Name or Data Type	Value
<i>G/L Account</i>	<b>113900</b>

---

Field Name or Data Type	Value
<i>Company Code</i>	<b>AC00</b>

- c) Select *Change*.
- d) Choose the *Create/bank/interest* tab page.
- e) Enter the following data:

Field Name or Data Type	Value
<i>House Bank</i>	<b>HB00</b>
<i>Account ID</i>	<b>AC00</b>

- f) Choose *Save*.
  - g) Choose *Back*.
-



# Unit 1

## Exercise 1



## Define a House Bank

### Business Example

You have to create a new bank called “AC Bank” as a house bank in your system. The company opens a current account at the new bank with the account number 1111111.

Define a house bank.

1. Create a bank master record manually. The new bank, called AC Bank, is not in the SAP bank directory yet. The bank country is Germany (DE). The bank key is 123456## (## is your group number). You can choose which additional address data you want to enter.
2. Define the new bank as a house bank with ID HB## (## is your group number) in your company code AC##.
3. Create a current account (bank account number 1111111, currency EUR) at the house bank HB## under account ID AC##. Link it to the existing G/L account 113900.
4. Maintain the house bank HB## with the bank account ID AC## in the G/L account master record number #113900.



## Define a House Bank

### Business Example

You have to create a new bank called “AC Bank” as a house bank in your system. The company opens a current account at the new bank with the account number 1111111.

Define a house bank.

1. Create a bank master record manually. The new bank, called AC Bank, is not in the SAP bank directory yet. The bank country is Germany (DE). The bank key is 123456## (## is your group number). You can choose which additional address data you want to enter.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Banks* → *Master Data* → *Bank Master Record* → *Create*.

b) On *Create Bank Initial Screen*, enter the following data:

Field Name or Data Type	Value
<i>Bank Country</i>	<b>DE</b>
<i>Bank Key</i>	<b>123456##</b> (## = your group number)

c) Press ENTER.

d) On the *Create Bank Detail Screen*, enter the following data:

Field Name or Data Type	Value
<i>Bank Name</i>	<b>AC Bank</b>
<i>Region</i>	Your choice
<i>Street</i>	Your choice
<i>City</i>	Your choice
<i>Bank Branch</i>	Your choice

e) Choose *Save*.

2. Define the new bank as a house bank with ID HB## (## is your group number) in your company code AC##.

a) Access *Customizing* in the *SAP Easy Access* menu by choosing *Tools* -> *Customizing* -> *IMG* -> *Execute Project* (transaction SPRO).

b) Choose *SAP Reference IMG*.

c) Go to *Customizing for Financial Accounting (New)* under *Bank Accounting* → *Bank Accounts* → *Define House Banks*.

- d) On the *Determine Work Area: Entry* screen, enter company code **AC##**.
- e) Press ENTER.
- f) On the *Change View "House Banks" Overview* screen, choose *Edit* → *New Entries*.
- g) On the *New Entries: Details of Added Entries* screen, enter the following data:

Field Name or Data Type	Value
<i>House Bank</i>	<b>HB##</b> (## = your group number)
<i>Bank Country</i>	<b>DE</b>
<i>Bank Key</i>	<b>123456##</b> (## = your group number)

- h) Press ENTER.
  - i) Choose *Save*.
3. Create a current account (bank account number 111111, currency EUR) at the house bank HB## under account ID AC##. Link it to the existing G/L account 113900.
- a) Go to *Customizing for Financial Accounting (New)* under *Bank Accounting* → *Bank Accounts* → *Define House Banks*.
  - b) On the *Determine Work Area: Entry* screen, enter the company code **AC##** and press ENTER.
  - c) On the *Change View House Banks: Overview* screen, select the house bank HB##.
  - d) In the left panel, double-click *Bank Accounts*.
  - e) Choose *Edit* → *New Entries*.
  - f) On the *New Entries: Details of Added Entries* screen, enter the following data:

Field Name or Data Type	Value
<i>House Bank</i>	<b>HB##</b>
<i>Account ID</i>	<b>AC##</b> (## = your group number)
<i>Description</i>	<b>Current account ## at AC Bank</b>
<i>Bank Account Number</i>	<b>1111111</b>
<i>Currency</i>	<b>EUR</b>
<i>G/L</i>	<b>113900</b>

- g) Choose *Save*.
4. Maintain the house bank HB## with the bank account ID AC## in the G/L account master record number #113900.
- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Master Records* → *G/L Accounts* → *Individual Processing* → *Centrally*.



Note:  
You can also use transaction code FS00.

- b) On the *Edit G/L Account Centrally* screen, enter the following data:

Field Name or Data Type	Value
<i>G/L Account</i>	<b>113900</b>
<i>Company Code</i>	<b>AC##</b>

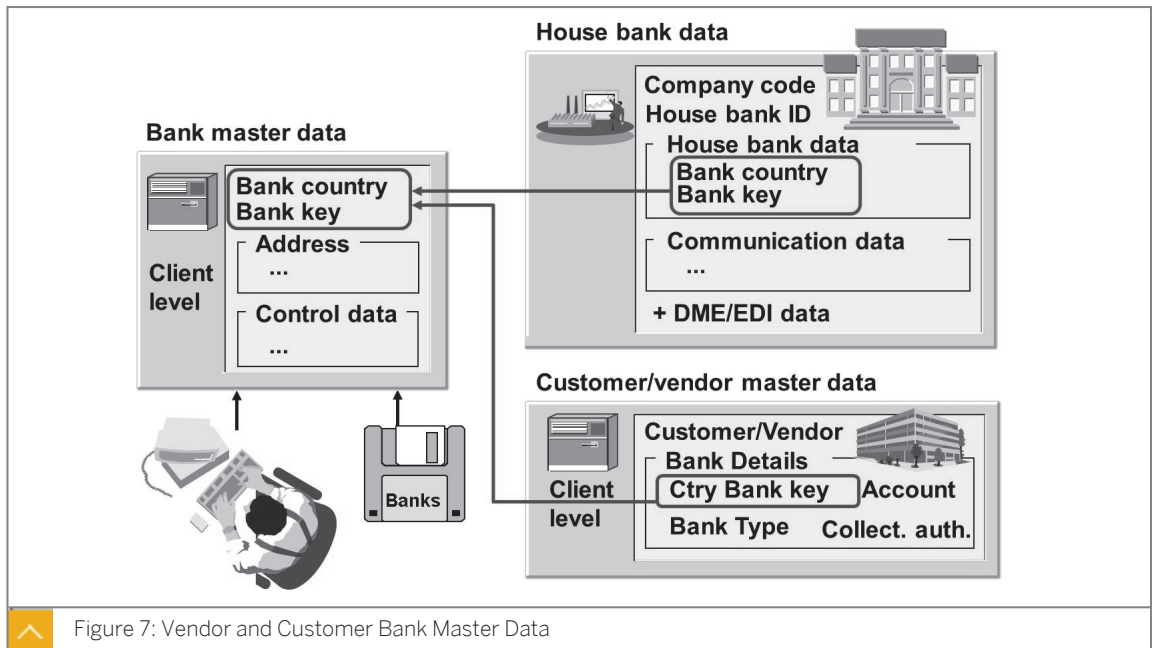
- c) Choose the *Create/bank/interest* tab page.  
 d) Choose *G/L Account* → *Change*.  
 e) On the *Change G/L Account Centrally* screen, enter the following data:

Field Name or Data Type	Value
<i>House Bank</i>	<b>HB##</b>
<i>Account ID</i>	<b>AC##</b>

- f) Choose *Save*.



## Vendor and Customer Bank Accounts



When you enter the bank details in the vendor or customer master record, you can access any banks that were already created in the bank directory. In this scenario, you only have to enter the bank country and the bank key; the system automatically sets the name and address of the bank. If a bank is not in the bank directory, choose the *Bank Data* pushbutton in the vendor or customer master record to add a new bank.

### The following are ways to create bank master data:

- You can enter bank information in the vendor or the customer master record, or in Customizing for house banks.
- You can import the bank directory from a disk or tape using the program RFBVALL\_0, Country-Specific Transfer of Bank Data.
- Customers who use the lockbox function can create a batch input session that automatically updates customer banking information in the master record.



### How to Create a Bank Master Account for a Vendor

- Create a bank master account for a vendor.
  - On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Master Records* → *Change*.
  - On the *Change Vendor Initial Screen*, enter the following data:

Field Name or Data Type	Value
Vendor	AC201-00C

Field Name or Data Type	Value
<i>Company Code</i>	<b>AC00</b>

- c) Select *Payment transactions* in the *General Data* section.
- d) Press ENTER.
- e) On the *Change Vendor: Payment transactions* screen, enter the following data:

Field Name or Data Type	Value
<i>Bank Country</i>	<b>DE</b>
<i>Bank Key</i>	<b>12345699</b>
<i>Bank Account</i>	<b>0987</b>

- f) Press ENTER to provide the address data for the bank.
- g) In the *Bank Data* dialog box, enter the following data:

Field Name or Data Type	Value
<i>Bank Name</i>	<b>Test Bank for AC201</b>
<i>Region</i>	Your choice
<i>Street</i>	Your choice
<i>City</i>	Your choice

- h) Choose *Enter*.
  - i) Choose *Save*.
  - j) Choose *Back*.
-



### **LESSON SUMMARY**

You should now be able to:

- Manage the bank directory
- Manage house banks
- Manage vendor and customer bank accounts



## Maintaining Key Fields for Automatic Payments

### LESSON OVERVIEW

This lesson describes how to maintain key fields for automatic payments at the master record and document level.

### Business Example

You have to maintain the values in the key fields in a vendor or customer master record for automatic payments. For this reason, you require the following knowledge:

- An understanding of the payment run relevant fields in master records and documents
- An understanding of how to manage the relationship between master records



### LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Manage general master record settings for automatic payments
- Manage relationship between master records
- Manage the key fields for automatic payments in the financial accounting documents

### Key Fields in a Vendor Master Record



#### Key fields at client level in a vendor master record:

- **Address details**
- **Bank country key**
- **Language**
- **Bank key**
- **Bank account number/IBAN**

#### Key fields at company code level in a vendor master record:

- **Terms of payment key**
- **Payment methods**
- **Payment block key**



Figure 8: The Key Fields in a Vendor Master Record

There are some key fields in vendor and customer master records that affect the automatic payment program.

## Key Fields for Automatic Payments at Client Level

The following are the key fields for automatic payments at client level in a vendor master record:

- **Address details**

These details include the *Street/House number*, *Postal Code/City*, and *Country* fields. The country key contains the information that the system uses to check entries such as length of the postal code or the bank account number.

- **Bank country**

This field identifies the country in which the vendor or customer bank is located. The country key defines the rules according to which bank data, such as the bank account and account numbers, is to be validated.

- **Language**

In the *Communication* screen area, you specify the language of the vendor or customer. Correspondence such as payment advices or checks can be created in the language of the vendor or customer. To enable this, the form stored in the system must be translated into this language. Otherwise, the language of the company code or the language in which the form was created is used.

- **Bank key**

In this field, you specify the bank key under which the bank data from the respective country is stored.

- **Bank account number**

This field contains the number under which the account is managed at the bank.

- **International Bank Account Number (IBAN)**

The IBAN is an internationally recognized and unique number that identifies a specific bank account. It was designed by the International Organization for Standardization (ISO) and the European Committee for Banking Standards (ECBS) to facilitate the handling of international payment transactions.

- **Collection authorization**

If you have agreed with a customer that you can collect from their account and the payment program is to do this with a corresponding payment method, the *Collection authorization* field must be selected for at least one bank in the customer's master record. You will then be authorized to collect payment from this bank account for that customer.

## Key Fields for Automatic Payments at Company Level

The following are the key fields for automatic payments at company code level in a vendor master record:

- **Terms of payment**

This is a key for defining payment terms composed of cash discount percentages and payment periods. It is used in sales orders, purchase orders, and invoices.

- **Payment methods**

This specifies the payment method that is allowed in automatic payment transactions to the vendor when you do not specify a payment method in the item to be paid. If you do specify a payment method in the item to be paid, this has priority.

- **Payment block**

This is used to block an open item or an account for payment. In automatic payment transactions, the block takes effect when it is entered either in the master record or on the line item or in the payment proposal.



**How to Display the Vendor Master Record Key Fields at the Client and Company Code Levels**

1. Display the vendor master record AC201-00C for the company code AC00.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Master Records* → *Change* (FK02).

b) On the *Change Vendor Initial Screen*, enter the following data:

Field Name or Data Type	Value
<i>Vendor</i>	<b>AC201-00C</b>
<i>Company Code</i>	<b>AC00</b>

c) Choose *Deselect All*.

d) Under *General data*, select *Address* and *Payment transactions*.

e) Under *Company code data*, select *Payment transactions*.

f) Choose *Enter*.

g) On the *Change Vendor: Address* screen, explain the fields under *Street Address* (because they can be important for different payment methods, such as payment method S).

h) Choose *Next screen*.

i) On the *Change Vendor: Payment transactions* screen, explain the *Bank Country*, *Bank Key*, and *Bank Account* fields.

j) Choose *Next screen*.

k) On the *Change Vendor: Payment Transactions Accounting* screen, explain the *Pay Terms*, *Payment methods*, and *Payment block* fields.

l) Choose *Back*.

## Key Fields in a Customer Master Record



### Key fields at the client level:

- **Address details**
- **Bank country**
- **Language**
- **Bank key**
- **Bank account number/IBAN**

### Key fields at the company code level:

- **Terms of payment**
- **Payment methods**
- **Payment block**

Figure 9: The Key Fields in a Customer Master Record

There are some key fields in a customer master record that affect the automatic payment program.

### Key Fields for Automatic Payments at Client Level in a Customer Master Record

The key fields for automatic payments at client level in a customer master record are as follows:

- **Bank country**

This key identifies the country where the customer bank is located. The country key defines the rules used to validate bank data, such as the bank account and the account numbers.

- **Language**

You need to enter a value in the *Language* field on the *Communication* screen. Letters like payment advices or checks for payment can be created in the language of the customer. To do this, you have to translate the form in the system into the appropriate language. Otherwise, the system uses the language of the company code or the language the form was created in.

- **Bank key**

In this field, you specify the bank key under which the system stores bank data from each country. When you define the country key, you also specify the country-specific definition of the bank key.

- **Bank account number**

This field contains the number under which the bank manages the account.

- **IBAN**

The International Bank Account Number (IBAN) is an internationally recognized and unique number that identifies a specific bank account. The International Organization for

Standardization (ISO) and the European Committee for Banking Standards (ECBS) designed it to facilitate the handling of international payment transactions.

- **Collection authorization**

Once the customer has agreed to pay through “bank collection” by maintaining bank details, the payment method for collection authorization (payment method ‘E’ in the standard delivery of the SAP ERP application), and an indicator for collection authorization in his or her master record, the bank assumes authority to collect payment from the customer.

**Key Fields for Automatic Payments at Company Code Level in a Customer Master Record**

The key fields for automatic payments at company code level in a customer master record are as follows:

- **Terms of payment**

This is a key for defining payment terms composed of cash discount percentages and payment periods. It is used in sales orders, purchase orders, and invoices.

- **Payment methods**

This specifies the payment method used in automatic payment transactions when you do not specify a payment method. If you do specify a payment method, the method you specify takes priority over the method in the master record.

- **Payment block**

This is used to block an open item or a complete account so that payment transactions cannot be made. In automatic payment transactions, the block takes effect when you enter it in the master record or the payment proposal document.



Note:

In the vendor or the customer master record, the system uses the *BCat* (bank category) field to distinguish between different banks. If the vendor or customer has more than one bank, you can choose a bank by using the input help in the partner bank field when processing invoices.



**How to Display the Customer Master Record Key Fields for Automatic Payments at Client and Company Code Level**

1. Display customer master record AC201-00D in company code AC00.
  - a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Master Records* → *Display* (FD03).
  - b) On the *Customer Change Initial Screen*, enter the following data:

Field Name or Data Type	Value
<i>Customer</i>	<b>AC201-00D</b>
<i>Company Code</i>	<b>AC00</b>



- c) On the *Customer Change: General Data* screen, choose the *Payment transactions* tab page.
  - d) Explain the *Bank Country*, *Bank Key*, and *Bank Account* fields.
  - e) Choose *Company code data*.
  - f) Choose the *Payment transactions* tab page and explain the *Terms of payment*, *Payment methods*, and *Payment block* fields.
  - g) Choose *Back*.
-





## Maintain Vendor Master Records

### Business Example

To avoid problems during the automatic payment run, you have to check and maintain some vendor master data.

Maintain vendor master records AC201-##A and AC201-##C.

1. Your vendor AC201-##A will be paid by check. Therefore, it is important that you maintain the following address data in the vendor master record completely: Name, Street, House Number, Postal Code, City and Country. Revise the vendor master record AC201-##A (##= your group number). If one of these fields is empty, insert a value of your own choice. Change the correspondence language to the language of the country where this training is taking place.



Note:

If the training system does not have the form for the check printing in your language, the system will print the check with the language of original language of the SAPscript form (= German).

2. Enter the payment method *S – Scheck/Check* as another possible payment method at the company code level for your vendor master record AC201-##A. Do not delete any other payment methods in this master record.
3. Enter the following new bank account number for your vendor AC201-##C (## = your group number).

Field Name or Data Type	Value
<i>Country</i>	<b>DE</b>
<i>Bank Key</i>	<b>12345678</b>
<i>Bank Account</i>	<b>201##3</b>
<i>BCat</i>	<b>02</b>



## Maintain Vendor Master Records

### Business Example

To avoid problems during the automatic payment run, you have to check and maintain some vendor master data.

Maintain vendor master records AC201-##A and AC201-##C.

1. Your vendor AC201-##A will be paid by check. Therefore, it is important that you maintain the following address data in the vendor master record completely: Name, Street, House Number, Postal Code, City and Country. Revise the vendor master record AC201-##A (##= your group number). If one of these fields is empty, insert a value of your own choice. Change the correspondence language to the language of the country where this training is taking place.



Note:

If the training system does not have the form for the check printing in your language, the system will print the check with the language of original language of the SAPscript form (= German).

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Master Records* → *Change* (FK02).
- b) Enter **AC201-##A** in the *Vendor* field.
- c) Enter **AC##** in the *Company Code* field.
- d) Under *General data*, select *Address*.
- e) Under *Company code data*, select *Payment transactions*.
- f) Choose *Enter*.
- g) On the *Change Vendor: Address* screen, enter the following data:

Field Name or Data Type	Value
Name	<b>Vendor for AC-Training</b>
Name	<b>Group ##</b>
Street/House number	<b>Friedrichstr. 10</b>
Postal Code/City	<b>10345 Berlin</b>
Country	<b>DE</b>

If one of these fields is empty, insert a value of your choosing, or insert the value provided here in the solution.

- h) Under *Communication*, change the language to the language of the country where this training takes place.
  - i) Do not exit this screen.
2. Enter the payment method *S – Scheck/Check* as another possible payment method at the company code level for your vendor master record AC201-##A. Do not delete any other payment methods in this master record.
- a) Choose *Enter* to display the *Change Vendor: Payment transactions Accounting* screen.
  - b) In the *Automatic payment transactions* screen area, choose *F4-Help* in the *Payment methods* field.
  - c) Set the indicator for *Payment Method “S – Scheck/Check”*. Do not delete any other indicators.
  - d) Choose *Enter*.
  - e) Choose *Save*.
  - f) Choose *Back*.
3. Enter the following new bank account number for your vendor AC201-##C (## = your group number).

Field Name or Data Type	Value
<i>Country</i>	<b>DE</b>
<i>Bank Key</i>	<b>12345678</b>
<i>Bank Account</i>	<b>201##3</b>
<i>BCat</i>	<b>02</b>

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Master Records* → *Change (FK02)*.
- b) Enter **AC201-##C** in the *Vendor* field.
- c) Enter **AC##** in the *Company Code* field.
- d) Under *General data*, select *Payment transactions*.
- e) Choose *Enter*.
- f) On the *Change Vendor: Payment transactions* screen, enter the data given in the exercise.
- g) Choose *Save*.
- h) Choose *Back*.

## Clearing With the Customer or Vendor

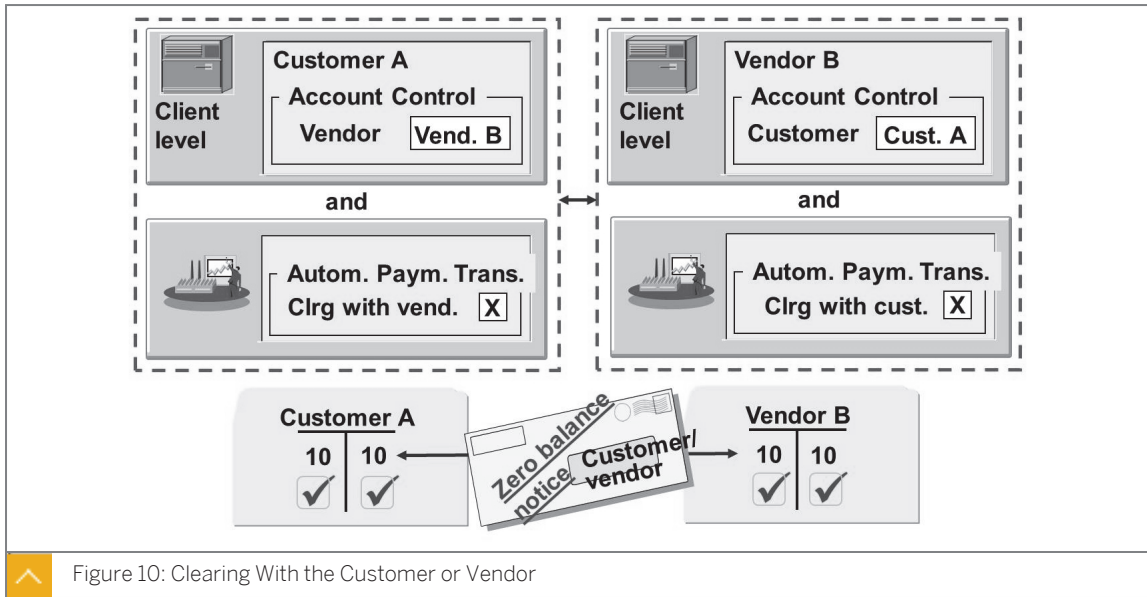


Figure 10: Clearing With the Customer or Vendor

If a vendor is also a customer, or vice versa, you can have the payment program and the dunning program clear the vendor and customer open items against each other. You can also select the customer line items when you display the vendor line items for this account.

**Before you can clear items between an existing vendor and customer account, you must perform the following steps:**

1. Enter the customer account number in the *Customer* field in the control section of the general data in the vendor master record.
2. Enter the vendor account number in the *Vendor* field in the control section of the general data in the customer master record.
3. Select *Crg with vend.* and *Crg with cust.* in the company data in both the customer and vendor master records. In this way, each company code can decide separately whether it wants to clear the customer with the vendor.

To determine the partner relationships for customers and vendors, set the *Account Control and Status* under *Further Selections* for the customer or vendor list (RFDKVZ00 or RFKKVZ00).



### How to Display Master Records with Clearing Customer or Vendor

1. Check the vendor master record AC201-00D in company code AC00.
  - a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Master Records* → *Change* (FK02).
  - b) On *Change Vendor Initial Screen*, enter the following data:

Field Name or Data Type	Value
Vendor	AC201-00D

Field Name or Data Type	Value
Company code	AC00

- c) Choose *Deselect All*.
  - d) Under *General data*, select *Address and Control*.
  - e) Under *Company code data*, select *Payment transactions*.
  - f) Choose *Enter*.
  - g) On the *Change Vendor: Address* screen, check the name of the vendor.
  - h) Choose *Next*.
  - i) On the *Change Vendor: Control* screen, enter **AC201-00D** in the *Customer* field.
  - j) Press ENTER twice.
  - k) On the *Change Vendor: Payment transactions Accounting* screen, select *Clrg with cust.* and press ENTER.
  - l) Choose *Save*.
  - m) Choose *Back*.
2. Check the customer master record for customer AC201-00D in the company code AC00.
- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Master Records* → *Change (FD02)*.

- b) On *Customer Change Initial Screen*, enter the following data:

Field Name or Data Type	Value
Customer	AC201-00D
Company Code	AC00

- c) Check the customer name in the *Name* field.
- d) Choose the *Control Data* tab.
- e) Check that the vendor is **AC201-00D** as in the vendor master record.
- f) Choose *Company code data*.
- g) On the *Payment Transactions* tab page, select *Clearing with vendor*.
- h) Choose *Save*.
- i) Choose *Continue*.
- j) Choose *Back*.

## The Alternative Payer or Payee

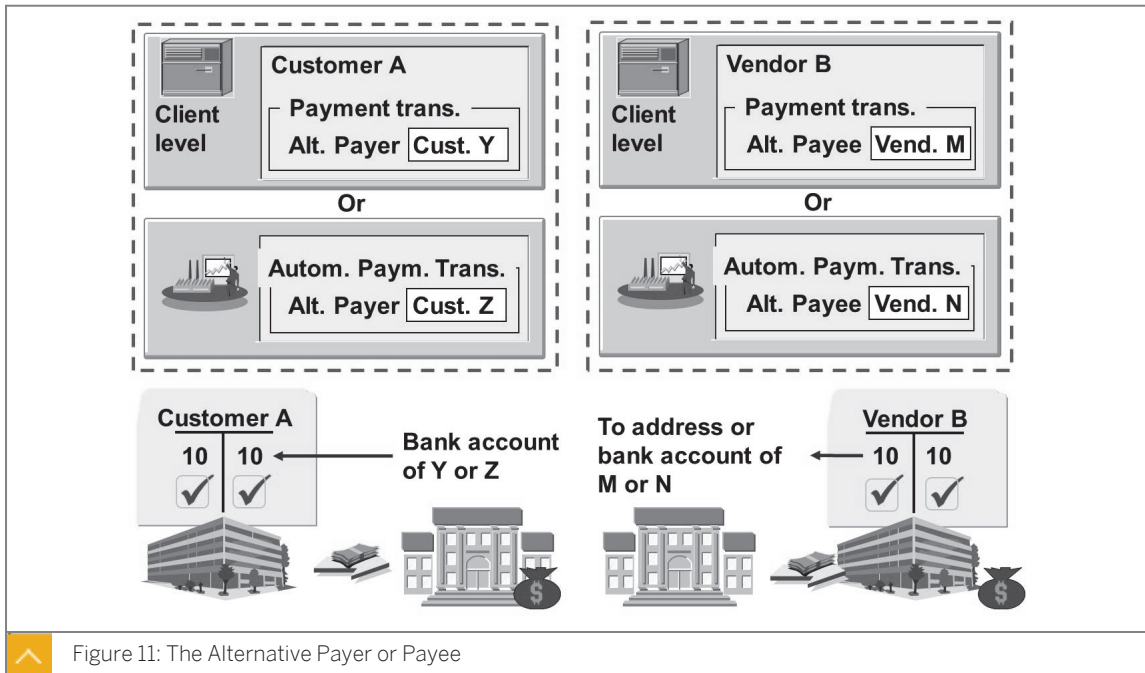


Figure 11: The Alternative Payer or Payee

You can enter an alternative payer or payee at the client and company code level. The entry in the company code segment has a higher priority than the entry at the client level.

If you set the *Individual Specifications* indicator, you can enter information about an individual payer or payee for a customer or vendor that has not been created in the SAP system when processing an invoice. If the alternative payer or payee is an existing customer or vendor, you can enter the customer or vendor account number(s) as a permitted payee or payer in the master record. When you enter an invoice, you can choose one of these payers or payees using input help.

If you enter an alternative payer, the amount which is due is cleared in the account and is paid by the alternative payer.

If you enter an alternative payee, the amount the company has to pay is cleared and the amount due is paid to the alternative payee (for example, the payments that would normally go to the vendor would go to the bankruptcy administrator).

To determine the alternative payer for the respective customer or the alternative payee for the vendor, you can set the *Payment Data* indicator under *Further Selections* in the report for the customer or vendor list (RFDKVVZ00 or RFKVVZ00).



### How to Display the Vendor Master Record with Alternative Payee at the Client and Company Code Level

1. Change the vendor master record.
  - a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Master Records* → *Change* (FK02).
  - b) On *Change Vendor Initial Screen*, enter the following data:



Field Name or Data Type	Value
Vendor	AC201-000
Company Code	AC00

- c) Choose *Deselect All*.
  - d) Under *General data*, select *Payment transactions*.
  - e) Under *Company code data*, select *Payment transactions*.
  - f) Choose *Enter*.
  - g) On the *Change Vendor: Payment transactions* screen, check that no *Country*, *Bank Key*, and *Bank Account* fields are specified.
  - h) Deselect *Individual spec.*
  - i) Choose *Next*.
  - j) On the *Change Vendor: Payment Transactions Accounting* screen, check that *Individual payment* is not selected.
  - k) Choose *Save*.
  - l) Choose *Back*.
2. Create the vendor invoice.
- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Document Entry* → *Invoice* (FB60).

- b) On the *Enter Vendor Invoice: Company Code* screen, enter the following data:

Field Name or Data Type	Value
Vendor	AC201-000
Invoice date	Current date

- c) In the vendor section on the right side, check that the *Bank Data: not available* message is displayed.
  - d) Choose *Exit* and confirm the warning message with the *Yes* pushbutton.
3. Assign an alternate payee in the vendor master record.
- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Master Records* → *Change* (FK02).

- b) On *Change Vendor Initial Screen*, enter the following data:

Field Name or Data Type	Value
Vendor	AC201-000
Company Code	AC00

- c) Under *General Data*, choose *Payment transactions*.

- d) Under *Company Code*, choose *Payment transactions*.
  - e) Choose *Enter*.
  - f) On the *Change Vendor: Payment Transactions* screen, enter **AC201-00C** in the *Alternative payee* field.
  - g) Choose *Save*.
  - h) Choose *Back*.
4. Check the vendor invoice for the alternate payee value.
- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Document Entry* → *Invoice* (FB60).

- b) On the *Enter Vendor Invoice* screen, enter the following data:

Field Name or Data Type	Value
<i>Vendor</i>	<b>AC201-000</b>
<i>Invoice date</i>	Current date

- c) Choose *Enter*.
  - d) In the vendor section on the right side, check that the system displays the bank data.
  - e) Choose *Display Vendor*.
  - f) Choose *Next* until you reach the *Display Vendor: Payment transactions* screen.
  - g) Check the *Bank Account* and *Alternative payee* fields.
  - h) Double-click the *Alternative payee* field.
  - i) Choose *Next* until you return to the *Display Vendor: Payment Transactions* screen and verify the *Bank Account* field.
  - j) Choose *Back* three times.
  - k) Confirm the warning message with the *Yes* pushbutton.
5. Add permitted payees in the vendor master record.
- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Account Payable* → *Master Records* → *Change* (FK02).

- b) On *Change Vendor Initial Screen*, enter the following data:

Field Name or Data Type	Value
<i>Vendor</i>	<b>AC201-000</b>
<i>Company Code</i>	<b>AC00</b>

- c) Choose *Deselect All*.
- d) Under *General data*, select *Payment transactions*.
- e) Under *Company code data*, select *Payment transactions*.

- f) Choose *Enter*.
- g) On the *Change Vendor: Payment transactions* screen, choose *Permitted Payee*.
- h) Enter **zz00** and **zz01** in the *Payee* column.
- i) Choose *Copy*.
- j) Choose *Save*.

6. Add the payee in the vendor invoice.

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Document Entry* → *Invoice* (FB60).
- b) On the *Enter Vendor Invoice: Company Code* screen, enter the following data:

Field Name or Data Type	Value
<i>Vendor</i>	<b>AC201-000</b>
<i>Invoice date</i>	Current date

- c) Choose the *Payment* tab.
  - d) Enter **zz01** in the *Payee* field.
  - e) Choose *Display Vendor*.
  - f) Choose *Next* twice.
  - g) Choose *Permitted Payee*.
  - h) In the *Display Vendor: Alternative payee* dialog box, select the row for *Alternative payee 2* and double-click **ZZ01**.
  - i) Choose *Next* twice and check the bank account number.
  - j) Choose *Back*.
  - k) In the *Display Vendor: Alternative payee* dialog box, choose *Continue*.
  - l) Choose *Back* twice.
  - m) Confirm the warning message with the *Yes* pushbutton.
7. Edit the vendor master record.
- a) On the *Change Vendor: Payment transactions* screen, choose *Permitted Payee*.
  - b) On the *Change Vendor: Alternative Payee* screen, select *Alternative payee 1* and *Alternative payee 2*.
  - c) Choose *Delete Line items* and then choose *Copy*.
  - d) Select *Individual Spec*.
  - e) Choose *Save*.
  - f) Choose *Back*.
8. Create invoice for individual payee.

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Document Entry* → *Invoice* (FB60).
- b) On the *Enter Vendor Invoice: Company Code* screen, enter the following data:

Field Name or Data Type	Value
<i>Vendor</i>	AC201-000
<i>Invoice date</i>	Current date

- c) Choose the *Payment* tab.
- d) Select *Individual Payee*.
- e) In the *Address and Bank data* dialog box, enter the following data:

Field Name or Data Type	Value
<i>Name</i>	Your choice
<i>City</i>	Your choice
<i>Country</i>	DE
<i>Bank Key</i>	12345678
<i>Bank Account</i>	66666888
<i>Bank Country</i>	DE

- f) Choose *Continue*.
- g) Confirm the warning message with the *Yes* pushbutton.

### The Head Office or Branch

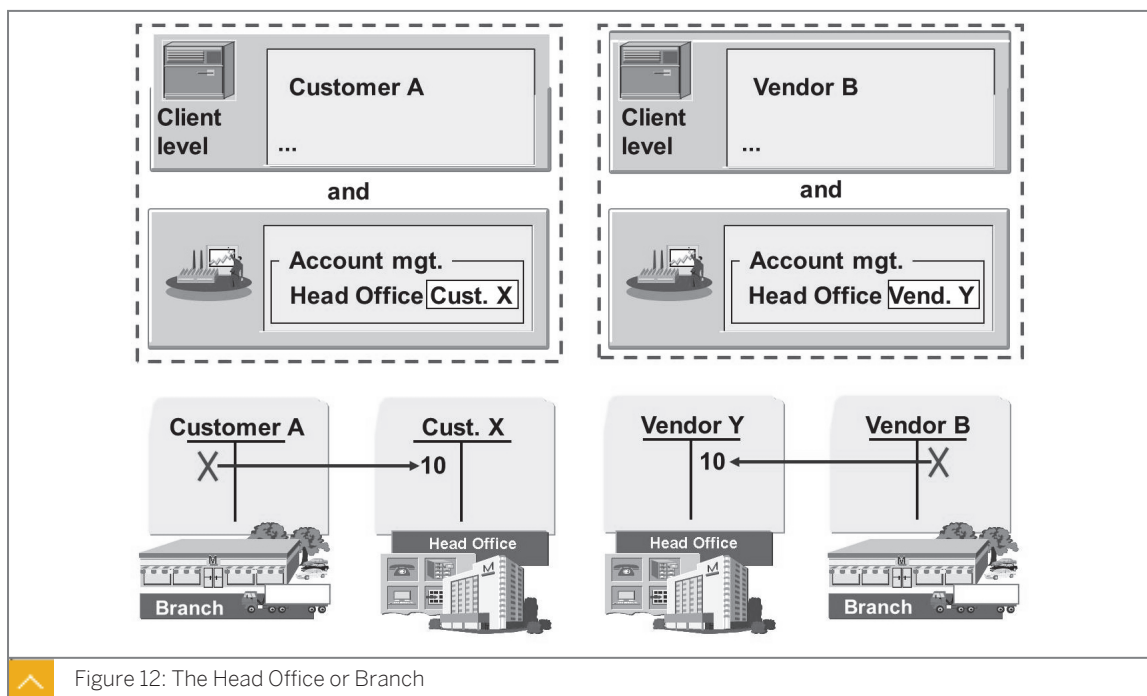


Figure 12: The Head Office or Branch

Customers in some industries place orders locally (through their branch offices), but pay invoices centrally (from the head office). There is a difference here between the goods flow and the cash flow. You can record this in the SAP system using the head office and branch accounts.

All items posted to a branch account are automatically transferred to the head office account. The system usually sends dunning notices to the head office, which handles the payment. If the *Decentralized Processing* field is selected in the head office master record, however, the dunning and payment programs use the branch account instead.

You can see the head office for each branch when you run the customer or vendor list (RFDKVZ00 or RFKKVZ00; set *Account Control* and *Status* under *Further Selections*).



### How to Display the Master Records with Head or Office Branch Settings

1. Display the master records with head or branch office accounting information.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Master Records* → *Change* (FK02).

b) On *Change vendor Initial Screen*, enter the following data:

Field Name or Data Type	Value
<i>Vendor</i>	<b>ZZ01</b>
<i>Company Code</i>	<b>AC00</b>

c) Choose *Deselect All*.

d) Under *Company code data*, select *Accounting info*.

e) Choose *Enter*.

f) On the *Change Vendor: Accounting Information* screen, enter **ZZ00** in the *Head office* field.

g) Choose *Save*.

h) Choose *Back*.


2. Display the invoice for the head office.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Document Entry* → *Invoice* (FB60).

b) On the *Enter Vendor Invoice: Company Code* screen, enter the following data:

Field Name or Data Type	Value
<i>Vendor</i>	<b>ZZ01</b>
<i>Invoice date</i>	Current date
<i>Amount</i>	<b>100000</b>
<i>Reference</i>	<b>5656562</b>

c) Choose *Enter*.

 **Note:**  
After you enter the *Reference* value, the system creates a *Branch* field and fills the value *ZZ01*. The vendor is changed to *ZZ00*.

d) In the *Items* table, enter the following data:

Field Name or Data Type	Value
<i>G/L acct</i>	<b>470000</b>
<i>Amount in doc.curr.</i>	<b>*</b>
<i>Cost center</i>	<b>T-A20A00</b>

e) Select *Calculate tax*.

f) Choose *Simulate*.

g) Under the *Account* column, double-click the head office account *ZZ00*.

h) On the *Correct Vendor Item* screen, verify the *Branch* and *Vendor* fields.

i) Choose *Back*.

j) Choose *Save*.

## The Key Fields in a Financial Accounting Document



### Key fields in a financial accounting document:

- **Payment methods**
- **Payment terms**
- **Payment block**
- **Partner bank**
- **House bank**

 Figure 13: The Key Fields in a Financial Accounting Document

The following are various fields in a financial accounting document that influence the automatic payment program:

- Payment method

Typically left blank as the payment program will refer to the settings in the master data. If a payment method is maintained at the financial document level, it will take precedence and be used by the payment program.

- Payment term

Defaulted from the master record of the vendor or customer. The default payment term may be overwritten at document entry or later.

- Payment block

Typically left blank at document entry. Any payment block at the master record level applies to all the open items on the account. A payment block set at the document level applies only to that specific document.

- Partner bank

Initially left blank at document entry. The partner bank field allows you to specify the set of bank details to be selected from the master data where there is more than one set of details.

- House bank

Typically left blank at document entry. If a house bank is specified in a document, the open item will be paid from the specified house bank.



Demonstrate Exercise 3, using your own data (group00).





# Unit 1

## Exercise 3



## Enter Invoices for Automatic Payments

### Business Example

You need to create vendor invoices for the automatic payment run in your company code AC## (## = your group number).

Maintain financial accounting documents for automatic payments.

1. Create a vendor invoice. When you enter the invoice, change the proposed terms of the payment key to ZB01 (the payment term with cash discount).

Field Name or Data Type	Value
<i>Vendor</i>	<b>AC201-##A</b>
<i>Invoice date</i>	Current date minus 10 days
<i>Posting Date</i>	Current date minus 10 days
<i>Amount</i>	<b>50,000</b>
<i>Currency</i>	<b>EUR</b>
<i>Calculate tax</i>	Select
<i>Tax code</i>	<b>0I</b>
<b>Items</b>	
<i>G/L acct</i>	<b>476000</b>
<i>D/C</i>	<b>Debit</b>
<i>Amount in doc. curr.</i>	<b>50,000</b>
<i>Tax code</i>	<b>0I</b>
<i>Text</i>	<b>Office materials</b>
<i>Cost Center</i>	<b>T-A20A##</b> (## = your group number)
<b>Payment tab page</b>	
<i>Payment Method</i>	<b>S</b>
<i>Payment Term</i>	<b>ZB01</b>

2. Create a vendor invoice that is two months past due.

Field Name or Data Type	Value
<i>Vendor</i>	<b>AC201-##B</b>
<i>Invoice date</i>	Current date minus two months

Field Name or Data Type	Value
<i>Posting Date</i>	Current date minus two months
<i>Amount</i>	<b>98</b>
<i>Currency</i>	<b>EUR</b>
<i>Calculate tax</i>	Select
<i>Tax code</i>	<b>0I</b>
<b>Items</b>	
<i>G/L acct</i>	<b>470000</b>
<i>D/C</i>	<b>Debit</b>
<i>Amount in doc. curr.</i>	<b>98</b>
<i>Tax code</i>	<b>0I</b>
<i>Text</i>	-
<i>Cost Center</i>	<b>T-A20A##</b> (## = your group number)
<b>Payment tab page</b>	
<i>Payment Method</i>	<b>S</b>

3. Post an invoice for vendor AC201-##C.

Ensure that the invoice amount is transferred by payment method U to the following vendor's bank account: Bank key 12345678, Bank account 201##3. This bank account should already exist in the vendor's master record with a corresponding Partner Bank Type 02 (BCat field).

Field Name or Data Type	Value
<i>Vendor</i>	<b>AC201-##C</b>
<i>Invoice date</i>	Current date minus one month
<i>Posting Date</i>	Current date minus one month
<i>Amount</i>	<b>10,000</b>
<i>Currency</i>	<b>EUR</b>
<i>Calculate tax</i>	Select
<i>Tax code</i>	<b>0I</b>
<b>Items</b>	
<i>G/L acct</i>	<b>476000</b>
<i>D/C</i>	<b>Debit</b>
<i>Amount in doc. curr.</i>	<b>10,000</b>
<i>Tax code</i>	<b>0I</b>
<i>Text</i>	-
<i>Cost Center</i>	<b>T-A20A##</b> (## = your group number)

Field Name or Data Type	Value
Payment tab page	
<i>Payment Method</i>	ϣ
<i>Part.Bank</i>	02



## Enter Invoices for Automatic Payments

### Business Example

You need to create vendor invoices for the automatic payment run in your company code AC## (## = your group number).

Maintain financial accounting documents for automatic payments.

1. Create a vendor invoice. When you enter the invoice, change the proposed terms of the payment key to ZB01 (the payment term with cash discount).

Field Name or Data Type	Value
Vendor	AC201-##A
Invoice date	Current date minus 10 days
Posting Date	Current date minus 10 days
Amount	50,000
Currency	EUR
Calculate tax	Select
Tax code	0I
<b>Items</b>	
G/L acct	476000
D/C	Debit
Amount in doc. curr.	50,000
Tax code	0I
Text	Office materials
Cost Center	T-A20A## (## = your group number)
<b>Payment tab page</b>	
Payment Method	S
Payment Term	ZB01

- a) On the SAP Easy Access screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Document Entry* → *Invoice* (FB60).
- b) Enter the company code **AC##**.
- c) Choose *Enter*.

- d) On the *Enter Vendor Invoice: Company Code* screen, enter the data given in the exercise.
  - e) On the *Payment* tab page, enter **ZB01** in the *Payt Terms* field and **S** in the *Pmt Method* field.
  - f) Choose *Document* → *Simulate*.
  - g) Check the document. Double-click a line item to view or change the line item details.
  - h) Choose *Post* to save the document. Note the document number.
2. Create a vendor invoice that is two months past due.

Field Name or Data Type	Value
<i>Vendor</i>	<b>AC201-##B</b>
<i>Invoice date</i>	Current date minus two months
<i>Posting Date</i>	Current date minus two months
<i>Amount</i>	<b>98</b>
<i>Currency</i>	<b>EUR</b>
<i>Calculate tax</i>	Select
<i>Tax code</i>	<b>0I</b>
<b>Items</b>	
<i>G/L acct</i>	<b>470000</b>
<i>D/C</i>	<b>Debit</b>
<i>Amount in doc. curr.</i>	<b>98</b>
<i>Tax code</i>	<b>0I</b>
<i>Text</i>	-
<i>Cost Center</i>	<b>T-A20A##</b> (## = your group number)
<b>Payment tab page</b>	
<i>Payment Method</i>	<b>S</b>

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Document Entry* → *Invoice* (FB60).
  - b) On the *Enter Vendor Invoice: Company Code* screen, enter the data given in the exercise.
  - c) Choose *Document* → *Simulate*.
  - d) Check the document. Double-click a line item to view or change the line item details.
  - e) Choose *Post* to save the document. Note the document number.
3. Post an invoice for vendor AC201-##C.

Ensure that the invoice amount is transferred by payment method U to the following vendor's bank account: Bank key 12345678, Bank account 201##3. This bank account

should already exist in the vendor's master record with a corresponding Partner Bank Type 02 (BCat field).

Field Name or Data Type	Value
Vendor	<b>AC201-###C</b>
Invoice date	Current date minus one month
Posting Date	Current date minus one month
Amount	<b>10,000</b>
Currency	<b>EUR</b>
Calculate tax	Select
Tax code	<b>0I</b>
<b>Items</b>	
G/L acct	<b>476000</b>
D/C	<b>Debit</b>
Amount in doc. curr.	<b>10,000</b>
Tax code	<b>0I</b>
Text	-
Cost Center	<b>T-A20A##</b> (## = your group number)
<b>Payment tab page</b>	
Payment Method	<b>U</b>
Part.Bank	<b>02</b>

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Document Entry* → *Invoice* (FB60).
- b) Enter the company code **AC##**.
- c) Choose *Enter*.
- d) On the *Enter Vendor Invoice: Company Code* screen, enter the data given in the exercise.
- e) On the *Payment* tab page, enter **U** in the *Pmnt Method* field.
- f) On the *Payment* tab page, enter **02** in the *Part. Bank* field.
- g) Choose *Document* → *Simulate*.
- h) Check the document. Double-click a line item to view or change the line item details.
- i) Choose *Post* to save the document. Note the document number.



### **LESSON SUMMARY**

You should now be able to:

- Manage general master record settings for automatic payments
- Manage relationship between master records
- Manage the key fields for automatic payments in the financial accounting documents



## Configuring the Payment Program

### LESSON OVERVIEW

This lesson describes the basic configuration settings for the payment program.

#### Business Example

As the manager of the accounting department, you would like to know what options you have for configuring the payment program. For this reason, you require the following knowledge:

- An understanding of the configuration of the payment program
- An overview of the configuration options for the payment program



### LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Explain the configuration steps of the payment program
- Maintain settings for company codes
- Maintain payment methods
- Manage the bank selection

### The Payment Program Configuration Steps



Most of the settings for the payment program can be accessed directly through the user side of the application. The settings are divided into the following categories:



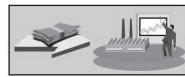
- All company codes



- Paying company codes



- Payment method/country



- Payment method for company code



- Bank selection



- House banks



Figure 14: The Payment Program Configuration Settings



The main payment program configuration menu has pushbuttons for each area. To ensure the configuration is complete, work from top to bottom through each pushbutton.

The first three areas require few configuration changes. The standard system contains many payment methods for each country and their corresponding forms.



## How to Display the Payment Program Configuration



There are several menu paths to the payment program configuration. Each path takes you to the same screen.

1. Display the payment program using the appropriate menu path.
  - On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Periodic Processing* → *Payments*. On the *Automatic Payment Transactions: Status* screen, choose *Environment* → *Maintain config*.
  - Go to Customizing for *Financial Accounting (New)* under *Accounts Receivable and Accounts Payable* → *Business Transactions* → *Outgoing Payments* → *Automatic Outgoing Payments* → *Payment Method/Bank Selection for Payment Program*.
  - Enter the **FBZP** transaction code.

## The Company Code Settings



For all company codes, define:

- Intercompany payment relationships
- The company code(s) that process payments
- Cash discounts
- Tolerance days for payments
- Customer and vendor transactions to be processed



Figure 15: The Company Codes

For all company codes, you need to define the following parameters:

Company Code Setting	Description
Sending company codes	If company code A pays on behalf of company code B, then company B is the sending company code. If a company code is not specified, the application automatically regards the sending company code as the paying company code.

Company Code Setting	Description
Paying company codes	Here you find the company code that processes the payment transactions.
Cash discounts	You can define the minimum discount limit for outgoing payments. If the discount is less than this limit, it is ignored and the payment is not made until the due date for net payment. The maximum discount setting causes the maximum discount to be used, even if the cash discount period has been exceeded.
Tolerances days of payments	It specifies the number of days by which the cash discount period and the period for the net payment may be exceeded (delayed payment).  If you know that your vendors usually grant a certain number of grace days, you can enter tolerance days for payables for every company code. These tolerance days help postpone the payment of some due items until the next payment run, while still receiving the appropriate discounts.
Customer and vendor transactions	The <i>Vendor/Customer Sp. G/L Transactions to be paid</i> field specifies the special general ledger transactions that can be processed with the payment program.
Payment method supplements	If activated, it allows you to print and sort payments.  You can create a payment method supplement consisting of two characters that can be assigned to customer or vendor master records. When you enter a document in the system, it automatically assigns the relevant data to individual items. You can also manually enter or overwrite the data in the line item when you create a document.



**First, explain the individual input options and then return to the context.**

- **Control data:** Payment relationships that apply across all company codes are defined here.
- **Sending company code:** The sending company code is the one that the business partner transacts with.

Company code A pays on behalf of company code B. Company code B is the sending company code. Information about the sending company code is listed on the payment advice note.

If no sending company code is defined, the system uses the paying company code for the sending company code.

- **Paying company code:** The paying company code processes the outgoing payments. For example, it records the bank postings. Subledger postings are recorded in the sending company code.
- **Payment method supplements:** These two-character alphanumeric codes are taken from the business partner's master record. The system transfers this information to the document when the payment is posted.

Advantage: The payment media can be sorted and printed separately according to the payment method supplement, such as the mail sent internally to a vendor in the same building. In the United States and Canada, such supplements are referred to as "mail stop codes".

- **Cash discount and tolerances**
  - You can define a minimum discount limit for outgoing payments. If the discount is less than this limit, the system ignores it and does not make the payment until the due date for net payment.
  - The maximum discount setting causes the maximum discount to be used, even if the cash discount period has expired.
  - Tolerance days for payables specify the number of days by which the cash discount period and the period for net payment may be exceeded (delayed payment).

## Paying Company Codes



For each individual company code, define:

- Minimum amounts for incoming and outgoing payments
- Forms for payment advice and EDI
- Bill of exchange specifications



Figure 16: Paying Company Codes

### For each paying company code, you need to define the following settings:

#### Minimum amounts for payments

You can define the minimum amount required for incoming and outgoing payments. Payments below this cutoff amount will not be made.

#### Forms for payment advice and EDI

You can define the SAPScript or PDF form that will be used for each paying company code.

**Bill of exchange specifications**

You can define the number of bills of exchange created for each account during the payment run for the bill of exchange payment method. In addition, you can control which open items for the bill of exchange payment method will be considered during the payment run using due-date specifications.



**Note:**

On the *Sender* screen, you can define any company code dependent standard texts for the payment forms.



The minimum amount for an incoming or outgoing payment specifies the minimum amount required to make an incoming or outgoing payment.

If you choose no exchange rate differences, the full exchange rate differences are not posted until the bank posting has been received.

The *Separate Payment for Each Reference* setting specifies that a payment can be used only for invoices and credit memos with the same payment reference. Set this indicator if your country uses payment methods that need a specific payment method for each payment (such as in Norway or Finland).



**Caution:**

Usually, clearing does not take place between the vendor and the customer when a separate payment is made for each payment reference. The exception is when a payment reference in a customer item coincides with the payment reference in a vendor item by means of a document change.



**How to Maintain the Company Code Settings**

1. Set up all the company codes for payment transactions.
  - a) On the *Maintain Payment Program* screen, choose *All company codes*.
  - b) On the *Change View (Company Codes): Overview* screen, choose *Position*.
  - c) Enter **AC00** as the company code and choose *Continue*.
  - d) Double-click to display the details.
  - e) On the *Change View "Company Codes": Details* screen, enter the following data:

Field Name or Data Type	Value
<i>Sending company code</i>	<b>AC00</b>
<i>Paying company code</i>	<b>AC00</b>



Note:

Ensure that your company code AC00 is set up as a sending and paying company code.

- f) Choose *Save*.
- g) Choose *Back* twice.
- h) Choose *Paying company code*.
- i) On the *Change View "Paying Company Codes": Overview* screen, choose *Position*.
- j) Enter **AC00** as the company code and choose *Continue*. Display the details by double-clicking.
- k) On the *Change View (Paying Company Codes): Details* screen, check the following data:

Field Name or Data Type	Value
<i>Minimum amount for incoming payment</i>	EUR 0.50
<i>Minimum amount for outgoing payment</i>	EUR 2.50
<i>Form for the Payment Advice</i>	SAPscript F110_D_AVIS

- l) Choose *Save*.
- m) Exit the screen.

## The Payment Methods



For each country, define:

- Methods of payments: check, bank transfer, and so on.

Then, define the basic requirements and specifications for each payment method:

- Create a check, bank transfer, bill of exchange, and so on.
- Master record requirements, for example, address required
- Document types for postings
- Print programs
- Permitted currencies



Figure 17: The Payment Methods for Country

Payment methods have two components: country-specific settings and company code-specific settings. For each country, you need to define the methods of payment (such as check or bank transfer).

**For each payment method, you need to define the following basic requirements:**

- **Payment type:** Outgoing or incoming payment.
- **Characteristics for classifying the payment method:** The method of payment and its characteristics.
- **Master record requirements:** Requirements of a particular payment method (such as the address requirement) which must be met for invoices to be paid with the payment method.
- **Document types:** The document types used for posting and clearing documents.
- **Print program:** The print program and the print data set for the payment method.
- **Permitted currencies:** You can restrict payment methods to specific currencies. On the *Permitted currencies* screen, enter any currency permitted for the payment method. If there are no entries on this screen, the payment method is valid for all currencies.



**Each payment method has its own basic requirements and specifications:**

- Payment method for either outgoing or incoming payments
- Payment method classification: The method of payment and its characteristics
- Post office current account method: If this indicator is set, only post office branches that run current accounts can be used to process this payment method
- Whether the payment method allowed for personnel payments
- Required master data, for example, the address is required for a check
- Posting details: The document types for postings
- Payment media info: Print programs, standard programs RFFOD\* (such as RFFOD\_\_S), or PAYMENT MEDIUM WORKBENCH
- The key in the code line required for the bank. For example, 51 is the required key for bank transfers
- Permitted currencies (if there is no entry, the payment method is valid for all currencies)

## The Payment Method for Company Code



Define the following for each payment method and company code:

- Minimum and maximum payment amounts
- Whether payments abroad and foreign currencies are allowed
- Grouping options
- Bank optimization
- Forms for payment media



Figure 18: The Payment Method for Company Code

The following are the specifications for each payment method by company code:

Specification	Description
Minimum and maximum payment amounts	Any payment amounts lower or higher than the minimum or maximum amount, respectively, will be excluded from the payment run.
Payments abroad and foreign currencies	<ul style="list-style-type: none"> <li>• <b>Foreign business partner allowed (address):</b> When selected, this indicator allows the system to process foreign customers and vendors using this payment method.</li> <li>• <b>Customer or vendor bank abroad allowed (bank country):</b> When selected, this indicator allows customer and vendor banks from abroad to make payments.</li> <li>• <b>Foreign currency allowed:</b> When selected, this indicator allows you to use foreign currency with this payment method.</li> </ul>
Grouping options	<ul style="list-style-type: none"> <li>• <b>Single payment for marked items:</b> Items that use this payment method are paid individually. If an item does not contain a payment method (in this case, the master record determines the payment method), it can be grouped together with other items.</li> <li>• <b>Payment per due day:</b> This option specifies that only items due on the same day are paid with a single payment.</li> </ul>

Specification	Description
Bank group optimization	The payment program will try to pay from a bank within the same clearing house system (ACH).
Postal code optimization	You can assign banks to particular postal areas by using the change icon. When you select postal code optimization, the payment program tries to make a payment from the bank based on the postcode of residence specified in the customer or vendor account.
Forms for payment media	You can specify the name of the SAPscript or the PDF form for the payment media in the Form Data area.



Note:

The specifications for each payment method may differ across company codes.



#### Minimum and maximum payment amounts:

The distribution amount has the following function: Payments that exceed this amount are analyzed to see whether they can be split into multiple payments, with the specified amount as the maximum.

#### Regarding payments abroad and foreign currencies, the following are allowed:

- Address of the foreign business partner
- Name of the bank and country of the customer and vendor residing abroad
- Foreign currency in which the payment can be made to the foreign business partner

#### Grouping of items:

- Single payment for marked items: Items that use this payment method are paid individually. If an item does not contain a payment method, the master record determines the payment method, and it can be paid together with other items.
- Payment per due day: This grouping specifies that only items due on the same day can be paid using a single payment.

#### Bank Selection Control - Settings for selecting the house bank:

- No optimization
- Optimization by bank group  
(Every bank can be freely assigned to a bank group. The program tries to use two banks assigned to the same bank group.)
- Optimization by post code





## How to Maintain Payment Methods

Review the payment methods defined for your country and company code.

1. Check the payment methods that are defined for your country.
  - a) On the *Customizing: Maintain Payment Program* screen, choose *Pmnt methods in country*.
  - b) On the *Payment Method/Country: Overview* screen, double-click your country and payment method. For example:

Country	Payment Method
United States	C
Germany	S

- c) On the *Customizing: Payment Method/Country: Details* screen, check the following data for the payment method that is most appropriate for your country.

Field Name or Data Type	Payment Method C	Payment Method S
<i>Payment method classification: Check</i>	√	√
<i>Allowed for personnel payments</i>	√	√
<i>Street, PO box, or PO box pst code</i>	√	√
<i>Document type for payment</i>	ZP	ZP
<i>Clearing document type</i>	ZV	ZV
<i>Name for Print Program</i> (accept the default value, these are two typical programs)	RFFOUS_C	RFFOD__S
<i>Name of Print dataset</i> (accept the default value; these are two typical programs)	LIST1S	LIST1S

- d) Choose the yellow arrow to return to the main payment program configuration menu.
2. Review the payment methods that are defined for your company code.
  - a) On the *Customizing: Maintain Payment Program* screen, choose *Pmnt methods in company code*.
  - b) On the *Maintenance of Company Code Data for a Payment Method: O* screen, double-click the company code AC00 and the payment method most appropriate for your country.

- c) On the *Maintenance of Company Code Data for a Payment Method: D* screen, check the following data (as required by your country):

Field Name or Data Type	Payment Method C	Payment Method S
<i>Minimum amount</i>	0	0
<i>Maximum amount</i>	250 000	250 000
<i>Foreign business partner allowed</i>	√	√
<i>Foreign currency allowed</i>	√	√
<i>Cust/vendor bank abroad allowed?</i>	√	√

- d) Choose *Save*.  
 e) Choose *Form Data* and check which forms are used with the payment program.  
 f) Enter or check the following data (as required by your country):

Field Name or Data Type	Payment Method C	Payment Method S
<i>Form for the payment transfer medium</i>	F110_PRENUM_CHCK	F110_D_SCHECK

- g) Choose *Save*.  
 h) Choose the yellow arrow to return to the main payment program configuration menu.

### Bank Selection



These components need to be taken into consideration when selecting the paying house bank:

- Ranking order
- Amounts
- Accounts
- Expenses or charges
- Value date

Figure 19: Bank Selection

On the *Bank Selection* screen, file folders are arranged for each of the sections – ranking order, amounts, accounts, charges, and value date. The payment program is completed when you work through each of the folders.

## Ranking Order

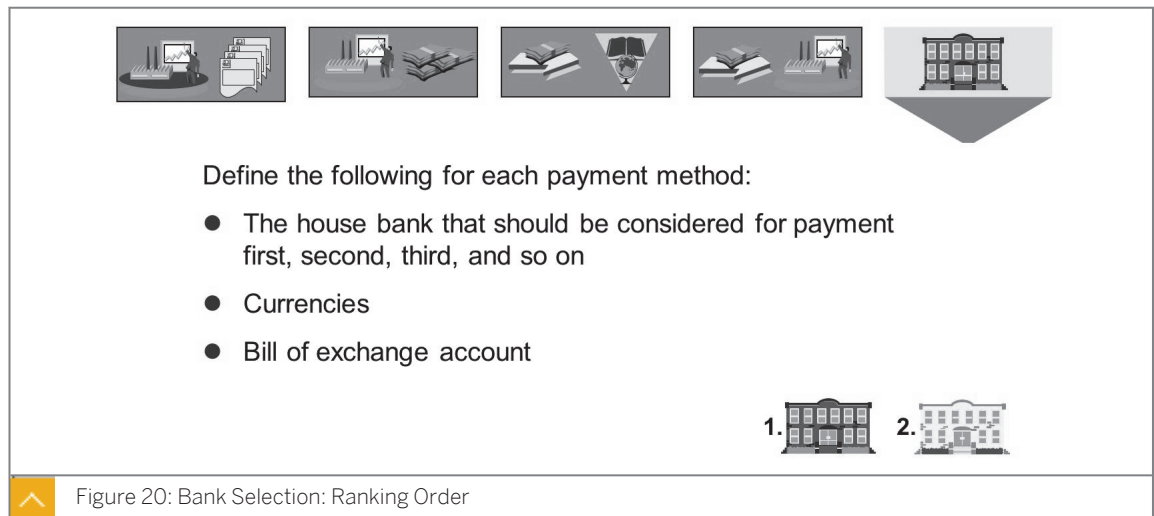


Figure 20: Bank Selection: Ranking Order

On the *Ranking Order* screen, enter the house banks in the order in which the payment program must consider them for payment for each payment method.

**If the bank or payment method combination does not exist, you can create a new one by defining the following parameters:**


- Payment method
- Currency
  - If the payment method for this bank applies to all currencies, this field must be empty. Otherwise, the payment method applies only to the currency entered here.
- Ranking order
  - The payment program will consider this when determining the bank from which payment must be made.
- The house bank identifier to be used with this payment method



The payment method or currency determines the house bank that is used first, second, third, and so on. For each combination of house bank and payment method, you can specify the following:

- The offsetting account for the subledger posting (bank subaccount)
- The clearing account for payments by bills of exchange (the offsetting entry for the bill of exchange liability at the bank is made here)
- Available funds in each bank

### Amounts and Accounts

Define the following for each combination of house bank and payment method:

- The offset account to the subledger posting
- Clearing accounts for bills of exchange
- Available funds in each bank


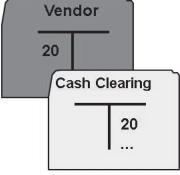




Figure 21: Bank Selection: Available Accounts and Bank Accounts

The *Available Amounts* screen lists the house banks and the amount of funds available at each bank.




You can use the *Available Amounts* setting to check in advance whether the funds in the bank account are sufficient. You have to enter the values manually.



**Hint:**  
Depending on the user's requirements, the bank subaccount can either be a cash account or a clearing account. If you use a clearing account in conjunction with the cashed checks program, this clearing program debits the subaccount and credits the cash account once the check clears the bank.

### Value Date

For each combination of house bank and payment method, the value date is:

- Used for cash management and forecast
- The days to value date plus the posting date






Figure 22: The Bank Selection – Value Date

Value dates are used in cash management to track the movement of funds. For example, payments made by transfer are deducted from the bank the next day regardless of the amount of the payment. This means the money must be available the next day for payments with this method. For this payment method, enter **1** in the *Days until value date* field.

Value date = Payment run posting date + Days until value date

The days entered here correspond to the days specified for available amounts.



The number of days between the posting date of the payment run and the value date at the bank usually depends on the payment method, bank account, payment amount, currency, and the specifics of the agreement with the bank.

The number of days up to the value date is the probable number of days until a debit memo or credit memo is entered in the bank account. The number of days is usually added to the posting date to produce the expected debit or credit memo date on the bank account for cash management and forecast purposes.

## Expenses or Charges



- Assess additional bank charges for incoming and outgoing payments
- Used with bills of exchange
- Additional automatic posting configuration



Figure 23: Bank Selection: Charges

The functions for incoming and outgoing payments feature a *bank charges* field where users to enter any bank charges attached to the payments made or received. For incoming payments, the system subtracts the bank charges from the clearing amount. For outgoing payments, the system adds the charges to the clearing amount.

The system also posts the charges to an expense account. To do this, it requires a posting key and an account assignment, both of which are already defined in the standard system. If you are not using the charts of accounts delivered with the standard system, you have to enter your own account data to post bank charges. The *Relevant to cash flow* indicator must be set in the master record of accounts to record bank charges.



**Charge** indicator: This represents a charge scale. The amount of charge depends on the payment amount.

You can define the charges in Customizing for *Financial Accounting (New)* under *Accounts Receivable and Accounts Payable* → *Business Transactions* → *Outgoing Payments* → *Outgoing Payments Global Settings* → *Define Accounts for Bank Charges (Vendors)* or in Customizing for *Financial Accounting (New)* under *Accounts Receivable and Accounts*

*Payable → Business Transactions → Incoming Payments → Incoming Payments Global Settings → Define Accounts for Bank Charges (Customers) .*



Demonstrate Exercise 4, using your own data (group00). Steps 3, 4, 5, 6, 7 are required.

# Unit 1

## Exercise 4



## Configure the Payment Program

### Business Example

To be able to effectively handle your incoming and outgoing payments with the payment program, you must check and adapt the Customizing settings.

Review the current settings and configure the settings for your company code AC##.

1. Verify the general settings for your company code AC## in the payment run configuration.

First, you need to choose *All company codes* and check the following settings:

Field Name or Data Type	Value
<i>Sending company code</i>	AC##
<i>Paying company code</i>	AC##
<i>Tolerance days for payable</i>	5
<i>Outgoing payment with cash discount from</i>	2.0



Caution:  
Do not change the other settings.

Save your settings and choose *Back* twice.

Next, choose *Paying company codes* and check the following settings:

Field Name or Data Type	Value
<i>Minimum amount for incoming payment</i>	0.50
<i>Minimum amount for outgoing payment</i>	2.5
<i>Form for the Payment Advice</i>	SAPscript F110_D_AVIS



Caution:  
Do not change the other settings.

**Hint:**

There are several menu paths you can use to navigate to the payment program configuration. Each path takes you to the same screen. Take the path you are most comfortable with. On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Periodic Processing* → *Payments*. In the *Environment* menu, choose *Maintain config*.

**The other paths are as follows:**

- Go to Customizing for *Financial Accounting (New)* under *Accounts Receivable and Accounts Payable* → *Business Transactions* → *Outgoing Payments* → *Automatic Outgoing Payments* → *Payment Method/Bank Selection for Payment Program*.
  - Call the `FBZP` transaction code.
2. Verify the payment methods *S* and *U* for the country *DE*.

Check if the following data is available for the country *DE* and the payment method *S*:

Field Name or Data Type	Value
<i>Payment method for</i>	Outgoing payments
<i>Payment method classification</i>	Check
<i>Allowed for personnel payments</i>	Set
<i>Street, PO box, or PO Box Pst Code</i>	Set
<i>Document type for payment</i>	ZP
<i>Clearing document type</i>	ZV

**Caution:**

Do not change the settings for the payment medium.

In addition, check if the following data is available for the country *DE* and the payment method *U*:

Field Name or Data Type	Value
<i>Payment method for</i>	Outgoing payments
<i>Payment method classification</i>	Bank transfer
<i>Allowed for personnel payments</i>	Set
<i>Bank details</i>	Set
<i>Account Number Required</i>	Set
<i>Document type for payment</i>	ZP
<i>Clearing document type</i>	ZV





Caution:  
Do not change the settings for the payment medium.

3. Verify the payment methods S and U, defined for your company code AC##.

Check the following data for your company code AC## and the payment method S:

Field Name or Data Type	Value
<i>Minimum amount</i>	--
<i>Maximum amount</i>	250,000
<i>Foreign business partner allowed</i>	Set
<i>Foreign currency allowed</i>	Set
<i>Cust/vendor bank abroad allowed</i>	Set
<i>Payment per due date</i>	Set
<i>Optimize by postal code</i>	Set
<i>Form for the Payment Medium</i>	SAPscript F110_D_SCHECK



Caution:  
Do not change the other settings.

In addition, check if the following data is available for your company code AC## and the payment method U:

Field Name or Data Type	Value
<i>Minimum amount</i>	2
<i>Maximum amount</i>	999,999,999.99
<i>Foreign business partner allowed</i>	Set
<i>Foreign currency allowed</i>	Do not set
<i>Cust/vendor bank abroad allowed</i>	Do not set
<i>Payment per due date</i>	Do not set
<i>No optimization</i>	Set
<i>Form of the Payment Medium</i>	F110_D_UEBERWEIS (Ueberweis is German for bank transfer)
<i>Next form</i>	SAPscript F110_D_DTA



Caution:  
Do not change the other settings.

4. In the payment program, configure the bank determination settings for the U payment method and your company code AC##. Choose your new house bank ID HB## with the bank account ID AC##, and the corresponding bank G/L account 113902.

To maintain a new ranking order (see the *Ranking Order* folder in the dialog structure), enter the following data:

Field Name or Data Type	Value
<i>Payment method</i>	<b>U</b>
<i>Currency</i>	Leave blank
<i>Ranking order</i>	<b>1</b>
<i>House bank</i>	<b>HB##</b> (## = your group number). Overwrite the existing house bank

To maintain the bank accounts (see the *Bank Accounts* folder in the dialog structure), enter the following data:

Field Name or Data Type	Value
<i>House bank</i>	<b>HB##</b> (## = your group number)
<i>Payment method</i>	<b>U</b>
<i>Currency</i>	Leave blank
<i>Account ID</i>	<b>AC##</b> (## = your group number)
<i>Bank subaccount</i>	<b>113902</b>

Save your data, but stay on the same screen.

5. Plan the amounts for your house bank ID HB## and the bank account ID AC## with the following data (see the *Available Amounts* folder in the dialog structure):

Field Name or Data Type	For Payment Method S
<i>House bank</i>	<b>HB##</b>
<i>Account ID</i>	<b>AC##</b>
<i>Days</i>	<b>999</b>
<i>Currency</i>	<b>EUR</b>
<i>Available for outgoing payment</i>	<b>5,000,000.00</b>

6. Process the payment method S for your house bank 1000. Check the ranking order of the banks and the bank determination settings for the following house banks:

Field Name or Data Type	For Payment Method S
<i>Payment method</i>	<b>S</b>
<i>Currency</i>	Blank
<i>Ranking order</i>	<b>1</b>

Field Name or Data Type	For Payment Method S
<i>House bank</i>	<b>1000</b>

Check the bank accounts (see the *Bank Accounts* folder in the dialog structure):

Field Name or Data Type	Value
<i>House bank</i>	<b>1000</b>
<i>Payment method</i>	<b>S</b>
<i>Currency</i>	Blank
<i>Account ID</i>	<b>1000</b>
<i>Bank subaccount</i>	<b>113101</b>

7. Revise the planned amounts for your house bank ID 1000, bank account ID 1000 with the following data (see the *Available Amounts* folder in the dialog structure).

Field Name or Data Type	Value
<i>House bank</i>	<b>1000</b>
<i>Account ID</i>	<b>1000</b>
<i>Days</i>	<b>999</b>
<i>Currency</i>	<b>EUR</b>
<i>Available for outgoing payment</i>	<b>3,000,000</b>

In addition, maintain value dates (see the *Value Date* folder in the dialog structure), as follows:

Field Name or Data Type	Value
<i>Payment method</i>	<b>S</b>
<i>House bank</i>	<b>1000</b>
<i>Account ID</i>	<b>1000</b>
<i>Amount Limit</i>	<b>3,000,000</b>
<i>Currency</i>	<b>EUR</b>
<i>Days</i>	<b>3</b>



## Configure the Payment Program

### Business Example

To be able to effectively handle your incoming and outgoing payments with the payment program, you must check and adapt the Customizing settings.

Review the current settings and configure the settings for your company code AC##.

1. Verify the general settings for your company code AC## in the payment run configuration.

First, you need to choose *All company codes* and check the following settings:

Field Name or Data Type	Value
<i>Sending company code</i>	AC##
<i>Paying company code</i>	AC##
<i>Tolerance days for payable</i>	5
<i>Outgoing payment with cash discount from</i>	2.0



Caution:  
Do not change the other settings.

Save your settings and choose *Back* twice.

Next, choose *Paying company codes* and check the following settings:

Field Name or Data Type	Value
<i>Minimum amount for incoming payment</i>	0.50
<i>Minimum amount for outgoing payment</i>	2.5
<i>Form for the Payment Advice</i>	SAPscript F110_D_AVIS



Caution:  
Do not change the other settings.

**Hint:**

There are several menu paths you can use to navigate to the payment program configuration. Each path takes you to the same screen. Take the path you are most comfortable with. On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Periodic Processing* → *Payments*. In the *Environment* menu, choose *Maintain config*.

**The other paths are as follows:**

- Go to Customizing for *Financial Accounting (New)* under *Accounts Receivable and Accounts Payable* → *Business Transactions* → *Outgoing Payments* → *Automatic Outgoing Payments* → *Payment Method/Bank Selection for Payment Program*.
- Call the `FBZP` transaction code.
- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Periodic Processing* → *Payments*.
- b) On the *Automatic Payment Transactions: Status* screen, choose *Environment* → *Maintain config*.
- c) On the *Customizing: Maintain Payment Program* screen, choose *All company codes*.
- d) On the *Change View "Company Codes": Overview* screen, double-click `AC##`.

**Note:**

To go to a company code directly, choose the *Position* pushbutton at the bottom of the screen and enter the required code.

- e) On the *Change View "Company Codes": Details* screen, check the settings as specified in the exercise.
  - f) Save your entries.
  - g) Choose *Back* to return to the *Customizing: Maintain Payment Program* screen.
  - h) Choose *Paying company codes*.
  - i) On the *Change View "Paying Company Codes: Overview"* screen, double-click `AC##`.
  - j) On the *Paying Company Codes: Details* screen, check to see if the settings match the settings given in the exercise.
  - k) Save your entries.
  - l) Choose *Back* twice to return to the *Maintain Payment Program* screen.
2. Verify the payment methods *S* and *U* for the country *DE*.

Check if the following data is available for the country *DE* and the payment method *S*:

Field Name or Data Type	Value
<i>Payment method for</i>	Outgoing payments
<i>Payment method classification</i>	Check

Field Name or Data Type	Value
<i>Allowed for personnel payments</i>	Set
<i>Street, PO box, or PO Box Pst Code</i>	Set
<i>Document type for payment</i>	ZP
<i>Clearing document type</i>	ZV



Caution:  
Do not change the settings for the payment medium.

In addition, check if the following data is available for the country *DE* and the payment method *U*:

Field Name or Data Type	Value
<i>Payment method for</i>	Outgoing payments
<i>Payment method classification</i>	Bank transfer
<i>Allowed for personnel payments</i>	Set
<i>Bank details</i>	Set
<i>Account Number Required</i>	Set
<i>Document type for payment</i>	ZP
<i>Clearing document type</i>	ZV



Caution:  
Do not change the settings for the payment medium.

- a) Choose *Pmnt methods in country*.
  - b) On the *Change View "Payment Method/Country": Overview* screen, double-click the payment method *S* for country *DE*.
  - c) On the *Payment Method/Country: Details* screen, check to see if the settings match the settings given in the exercise.
  - d) Choose *Back*.
  - e) Check if the data for the country *DE* and the payment method *U* is available.
  - f) Choose *Back* twice to return to the *Maintain Payment Program* screen.
3. Verify the payment methods *S* and *U*, defined for your company code *AC##*.  
Check the following data for your company code *AC##* and the payment method *S*:

Field Name or Data Type	Value
<i>Minimum amount</i>	--

Field Name or Data Type	Value
<i>Maximum amount</i>	250,000
<i>Foreign business partner allowed</i>	Set
<i>Foreign currency allowed</i>	Set
<i>Cust/vendor bank abroad allowed</i>	Set
<i>Payment per due date</i>	Set
<i>Optimize by postal code</i>	Set
<i>Form for the Payment Medium</i>	SAPscript F110_D_SCHECK



Caution:  
Do not change the other settings.

In addition, check if the following data is available for your company code AC## and the payment method U:

Field Name or Data Type	Value
<i>Minimum amount</i>	2
<i>Maximum amount</i>	999,999,999.99
<i>Foreign business partner allowed</i>	Set
<i>Foreign currency allowed</i>	Do not set
<i>Cust/vendor bank abroad allowed</i>	Do not set
<i>Payment per due date</i>	Do not set
<i>No optimization</i>	Set
<i>Form of the Payment Medium</i>	F110_D_UEBERWEIS (Ueberweis is German for bank transfer)
<i>Next form</i>	SAPscript F110_D_DTA



Caution:  
Do not change the other settings.

- a) Choose *Pmnt methods in company code*.
- b) On the *Maintenance of Company Code Data for a Payment Method: O* screen, double-click the payment method S.
- c) On the *Maintenance of Company Code Data for a Payment Method: D* screen, check the data for the company code AC## and the payment method S.
- d) Choose *Back*.

- e) Check the data for the payment method *U*.
  - f) Save the data.
  - g) Choose *Back* twice to return to the *Customizing: Maintain Payment Program* screen.
4. In the payment program, configure the bank determination settings for the *U* payment method and your company code *AC##*. Choose your new house bank ID *HB##* with the bank account ID *AC##*, and the corresponding bank G/L account 113902.
- To maintain a new ranking order (see the *Ranking Order* folder in the dialog structure), enter the following data:

Field Name or Data Type	Value
<i>Payment method</i>	<b>U</b>
<i>Currency</i>	Leave blank
<i>Ranking order</i>	<b>1</b>
<i>House bank</i>	<b>HB##</b> (## = your group number). Overwrite the existing house bank

To maintain the bank accounts (see the *Bank Accounts* folder in the dialog structure), enter the following data:

Field Name or Data Type	Value
<i>House bank</i>	<b>HB##</b> (## = your group number)
<i>Payment method</i>	<b>U</b>
<i>Currency</i>	Leave blank
<i>Account ID</i>	<b>AC##</b> (## = your group number)
<i>Bank subaccount</i>	<b>113902</b>

Save your data, but stay on the same screen.

- a) Choose *Bank determination*.
- b) Select the row for *AC##*.
- c) In the left pane, double-click *Ranking Order*.
- d) On the *Change View "Ranking Order": Overview* screen, for payment method *U*, overwrite the existing house bank (Ranking order 1, Currency "blank") with the new house bank *HB##*.
- e) Choose *Save*.
- f) In the left pane, double-click *Bank Accounts*.
- g) On the *New Entries: Overview of Added Entries* screen, create a new entry using the data given in the exercise.
- h) Choose *Save*.
- i) Do not exit this screen.



5. Plan the amounts for your house bank ID HB## and the bank account ID AC## with the following data (see the *Available Amounts* folder in the dialog structure):

Field Name or Data Type	For Payment Method S
<i>House bank</i>	<b>HB##</b>
<i>Account ID</i>	<b>AC##</b>
<i>Days</i>	<b>999</b>
<i>Currency</i>	<b>EUR</b>
<i>Available for outgoing payment</i>	<b>5,000,000.00</b>

- a) Double-click *Available Amounts*.
- b) On the *Change View "Available Amounts": Overview* screen, choose *New Entries* and enter the data as given in the exercise.
- c) Choose *Save*.
- d) Choose *Back* to return to the *Display View "Bank Selection": Overview* screen.
6. Process the payment method S for your house bank 1000. Check the ranking order of the banks and the bank determination settings for the following house banks:

Field Name or Data Type	For Payment Method S
<i>Payment method</i>	<b>s</b>
<i>Currency</i>	Blank
<i>Ranking order</i>	<b>1</b>
<i>House bank</i>	<b>1000</b>

Check the bank accounts (see the *Bank Accounts* folder in the dialog structure):

Field Name or Data Type	Value
<i>House bank</i>	<b>1000</b>
<i>Payment method</i>	<b>s</b>
<i>Currency</i>	Blank
<i>Account ID</i>	<b>1000</b>
<i>Bank subaccount</i>	<b>113101</b>

- a) Double-click *Ranking Order* and check the existing entries according to the exercise.
- b) Choose *Save*.
7. Revise the planned amounts for your house bank ID 1000, bank account ID 1000 with the following data (see the *Available Amounts* folder in the dialog structure).

Field Name or Data Type	Value
<i>House bank</i>	<b>1000</b>
<i>Account ID</i>	<b>1000</b>

Field Name or Data Type	Value
<i>Days</i>	<b>999</b>
<i>Currency</i>	<b>EUR</b>
<i>Available for outgoing payment</i>	<b>3,000,000</b>

In addition, maintain value dates (see the *Value Date* folder in the dialog structure), as follows:

Field Name or Data Type	Value
<i>Payment method</i>	<b>S</b>
<i>House bank</i>	<b>1000</b>
<i>Account ID</i>	<b>1000</b>
<i>Amount Limit</i>	<b>3,000,000</b>
<i>Currency</i>	<b>EUR</b>
<i>Days</i>	<b>3</b>

- a) Double-click *Available Amounts*.
- b) Change the amount available for outgoing payments to the value given in the exercise.
- c) Choose *Save*.
- d) Double-click the *Value Date* folder.
- e) Choose *New Entries*.
- f) Create a new entry using the data specified in the exercise.
- g) Choose *Save*.



### **LESSON SUMMARY**

You should now be able to:

- Explain the configuration steps of the payment program
- Maintain settings for company codes
- Maintain payment methods
- Manage the bank selection



## Running the Payment Program

### LESSON OVERVIEW

This lesson explains the processing steps of the payment program. The lesson also describes how to schedule periodic payment runs and automate the payment runs using the debit balance check.

### Business Example

As an employee in the accounting department, you need to know to what extent you can automate the payment programs. For this reason, you require the following knowledge:

- An understanding of each step in the payment program
- An understanding of how a debit balance check prevents outgoing payments for accounts with a debit balance



### LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Maintain a payment run parameter
- Create a payment proposal
- Execute the debit balance check
- Edit the proposal run
- Carry out the payment run
- Create payment media

## Payment Run Parameters

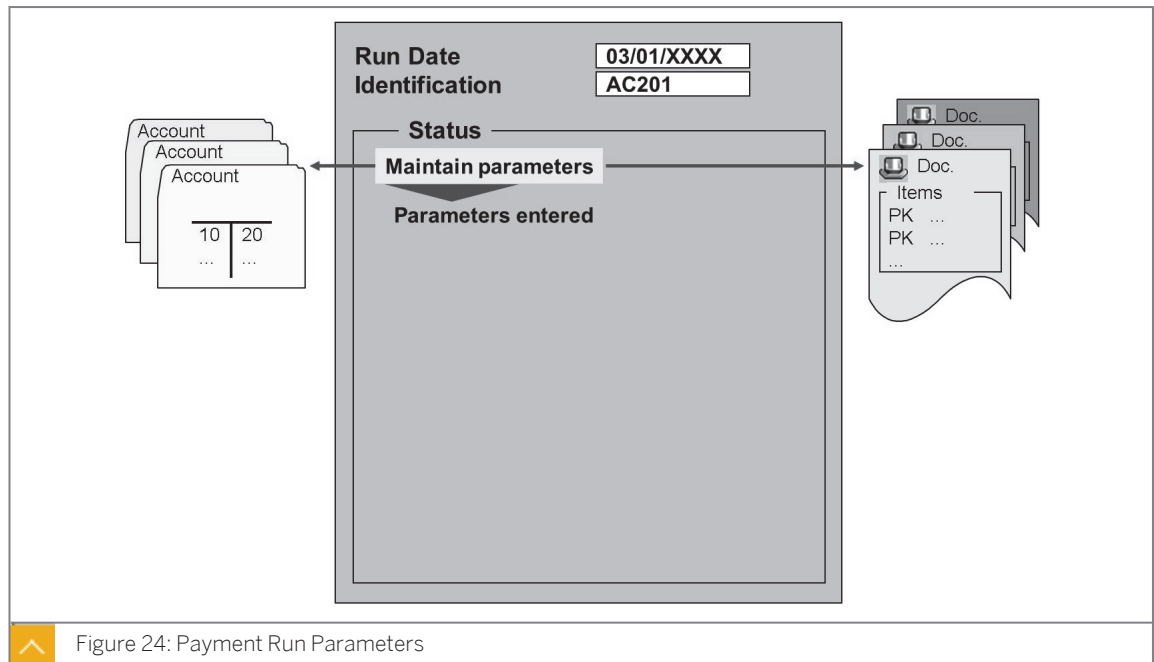


Figure 24: Payment Run Parameters

Set the basic configuration of the payment program before starting the payment process. The process begins after you set the configuration. Entering parameters is the first step of the payment process. The parameters determine the accounts and documents that are included in the payment run.

**In the first step of the payment process, you have to define the following:**

- What will be paid?
- Which payment method will be used?
- When will the payment be made?
- Which company codes will be taken into account?
- How are they going to be paid?


**The following two fields define every payment program run:**

- **Run Date:** The actual date when the program is executed.
- **Identification:** This field differentiates between program runs that have the same run date.

## Open Item Selection




**Which documents?**



- **Docs entered to date**
- **Free selection**

**Which company codes?**



- **List with company codes, such as 1000, 2000, or (1000, 2000). All company codes must be in the same country.**

**Which payment methods?**

<u>Permitted payment methods</u>	
<b>C</b>	<b>Check</b>
<b>E</b>	<b>Automatic debit</b>
<b>L</b>	<b>Foreign bank transfer</b>
<b>U</b>	<b>Bank transfer</b>

- **Run by priority**

Figure 25: Open Item Selection

The system selects the appropriate invoices or open items to be paid based on following parameters:

- Which invoices or open items are to be paid?

All documents entered up to the *Docs entered up to date* are included in the payment run. *Docs entered up to* field automatically default to the same as the run date. The *Posting Date* is the date when the general ledger is updated with the postings. The *Posting Date* field too automatically default the same as the run date. It is possible to change the *Posting Date* and *Docs entered up to* fields to allow posting in future, especially if the payments are not posted daily.

- Which are the company codes that will be included in the payment run?

The company codes included in a payment run must be in the same country. If multiple company codes are listed, separate them with commas. If you want to specify a range of company codes, enter the first and last company code in the range in parentheses.



Hint:  
Do not enter a space after the comma.

- Which payment methods?

You need to define which payment methods can be used in each country. Choose the payment methods you want to use in the current payment run from the available methods.

**Note:**

Remember that if you use more than one payment method in the payment run, the order you enter the payment methods is important. The method entered first has first priority; the next method you entered has second priority, and so on. The system makes the payment using the highest priority possible after the check.

**How to Maintain Payment Run Parameters**

1. Verify that the vendor's address information on the master record is complete for the vendors AC201-00A and AC201-00B. Check that both vendors do not have payment blocks.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Master Records* → *Change* (FK02).

b) On *Change Vendor Initial Screen*, enter or check the following data:

Field Name or Data Type	Value
<i>Vendor</i>	<b>AC201-00A</b>
<i>Company Code</i>	<b>AC00</b>
<i>Address</i>	Select
<i>Company code data: Payment transactions</i>	Select

c) Choose *Enter*.

d) On the *Change Vendor: Address* screen, verify that all of the address information is complete, such as the street address, city, and country, according to your country's standards.

e) Choose *Enter* to display the *Payment Transactions* screen.

f) Enter or check the following data:

Field Name or Data Type	Value
<i>Payment block</i>	<b>Free for payment</b>

g) Choose *Save* and then exit the screen.

h) Repeat these steps for vendor AC201-00B.

2. Verify that there are at least three open invoices on your vendor's account AC201-00A. Check that two invoices are blocked for payment (One invoice with payment block R – Invoice verification and the other with payment block A – Blocked for payment). Your manually posted invoice from a previous exercise must actually allow taking discount. To do this task, you need to display the line items. Select the layout 1SAP-P – Terms of payment.

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Account* → *Display/Change Line Items* (FBLIN).
- b) On the *Vendor Line Item Display* screen, enter the following data:

Field Name or Data Type	Value
<i>Vendor account</i>	<b>AC201-00A</b>
<i>Company code</i>	<b>AC00</b>
<b>Line Item Selection</b>	
<i>Open Items</i>	Select
<i>Open at key date</i>	Today's date

- c) Choose *Execute*.
- d) Choose *Settings* → *Layout* → *Choose* and select the layout *1SAP-P – Terms of Payment*.
- e) Verify the open items as described in the exercise.
3. Verify that your vendor account AC201-00B has a debit balance. To do this task, display the line items again.
- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Account* → *Display/Change Line Items*.

- b) On the *Vendor Line Item Display* screen, enter the following data:

Field Name or Data Type	Value
<i>Vendor account</i>	<b>AC201-00B</b>
<i>Company code</i>	<b>AC00</b>
<b>Line Item Selection</b>	
<i>Open Items</i>	Select
<i>Open at key date</i>	Today's date

- c) Choose *Execute*.

4. Enter the following parameters for your payment run:

Field Name or Data Type	Value
<i>Run Date</i>	Today's date
<i>Identification</i>	<b>AC00B</b>
<i>Posting Date</i>	Today's date
<i>Docs entered up to</i>	Today's date
<i>Company code</i>	<b>AC00</b>
<i>Vendor</i>	<b>AC201-00A to AC201-00B</b>
<i>Payment methods</i>	<b>S</b>



Field Name or Data Type	Value
<i>Next p/date</i>	Today's date + one month

The payment block R – Invoice verification can only be removed in the training system during the invoice verification process. Therefore, invoices with this payment block must not be taken into account during the selection.

Choose all required logging types except *Pmnt methods selection if not successful* from vendor AC201-00A to AC201-00B on the *Additional Log* tab.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Periodic Processing* → *Payments (F110)*.

b) On the *Automatic Payment Run* screen, enter the following data:

Field Name or Data Type	Value
<i>Run Date</i>	Today's date
<i>Identification</i>	<b>AC00B</b>

c) Choose *Enter*.

d) On the *Parameter* tab page, enter the following data:

Field Name or Data Type	Value
<i>Posting Date</i>	Today's date
<i>Docs entered up to</i>	Today's date
<i>Company code</i>	<b>AC00</b>
<i>Payment methods</i>	<b>S</b>
<i>Next p/date</i>	Today's date + one month
<i>Vendor</i>	<b>AC201-00A to AC201-00B</b>

e) Choose the *Free selection* tab and enter the following data:

Field Name or Data Type	Value
<i>Field Name</i>	Find field from document = <b>Payment Block (BSEG-ZLSPR)</b>
<i>Exclude values</i>	Select
<i>Value</i>	<b>R</b>

f) On the *Additional Log* tab page, enter the following data:

Field Name or Data Type	Value
<i>Due date check</i>	Select
<i>Payment method selection in all cases</i>	Select
<i>Line items of the payment documents</i>	Select

Field Name or Data Type	Value
Accounts required: Vendor	AC201-00A to AC201-00B

g) Choose *Save* and return to the *Status* tab page.

### The Proposal Run

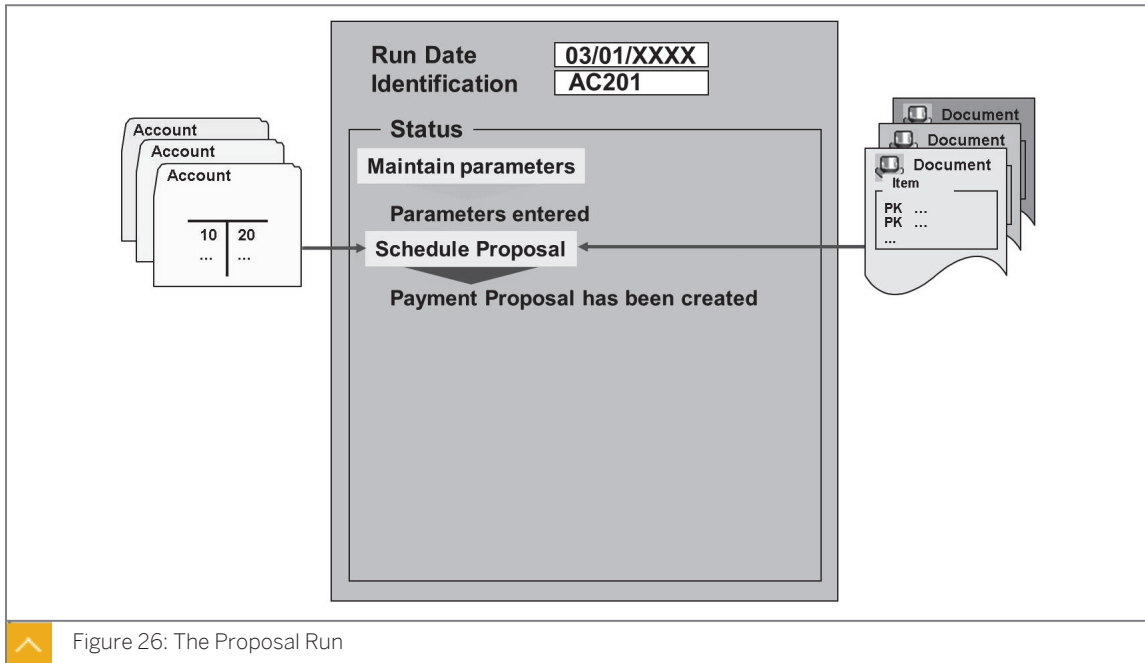


Figure 26: The Proposal Run

After you enter the parameters, you need to schedule the proposal run to create the payment proposal.

**The following activities take place in the proposal run:**

1. The payment program will include in the payment run all invoices or open items that are due for payment before the date you have entered in the *Next p/date* field. The invoices or open items to be paid are selected based on the search criteria entered with the parameters.
2. The system then groups these items into payments and assigns the payment methods and bank details to be used.
3. If the system cannot find a valid payment method or valid bank details, it adds the items to the exception list.
4. The system generates the proposal and exception list by the proposal run. You can review these reports online or print them.



How is the due date for payment determined?

A vendor item is paid if the following applies at the next payment run (taking the tolerance days into account):

1. The discount expired.
2. The vendor item needs to receive a lower discount.
3. The net due date is exceeded.

## The Proposal List



Payment	\$
Payment	\$
Payment	\$
Payment	\$
Payment	\$
Payment	\$
Payment	\$
Payment	\$
Account	
Amount	
Payment	
Method House	
Bank	
Due Date	
...	

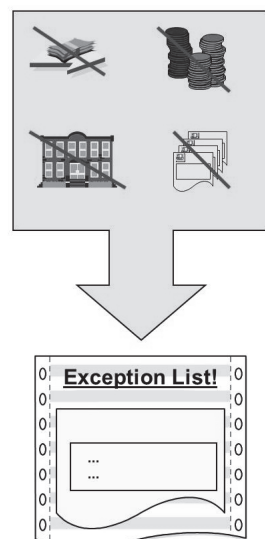
- A list of business partners with the amounts payable/due
- Generated based on the specified parameters
- Takes terms of payment and discounts into account

Figure 27: The Proposal List

The proposal list shows the business partners and the amounts each owes or is owed. Depending on the line layout you choose, the associated document numbers and cash discounts can be displayed.

Any exceptions are also listed here. You can drill down several times to view and change the details of the individual payment items.

## The Exception List



- Items that cannot be paid are detailed on the exception list
- Possible reasons:
  - Invoice is blocked
  - Invalid data in the master record
  - Invalid payment method
  - Invalid house bank
  - Payment amount is less than the minimum amount specified for payment
  - Not enough money in the house bank per configuration
  - Debit balance

Figure 28: The Exception List

The exception list displays the invoices that match the specified payment parameters, but cannot be paid for some reason.

To find out why the invoice or item cannot be paid, you can check the additional log.

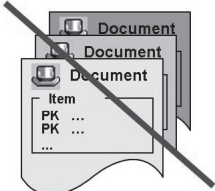
### The Payment Blocks



**Some invoices can have a payment block**

Reason	Block	Removed from proposal?
Invoice verification	R	No! See <i>Invoice Verification</i>
Master record block	M	No! See <i>Master Record</i>
Line item	A	Yes!

**Payment items can be temporarily blocked in the proposal by manually assigning a payment block**



^ Figure 29: The Payment Blocks

There are several ways to configure a payment block:

Condition	Payment Block
If a problem arises during the invoice verification process, the invoice is usually blocked for payment.	You can configure this type of block in such a way that the block can only be removed during the invoice verification process.
If there is a reason why a vendor must not be paid, you can create a payment block in the master record.	The block created in the master record prevents any invoices from the vendor from being paid. You can also configure the block so that it has to be removed manually in the master data record before the system can process a payment.
When you enter an AP invoice, that invoice may be blocked for payment.	The type of payment block determines whether it can be removed during the payment proposal.

You can define additional payment blocks in the system. You can also specify whether the payment block can be removed when payments are processed.



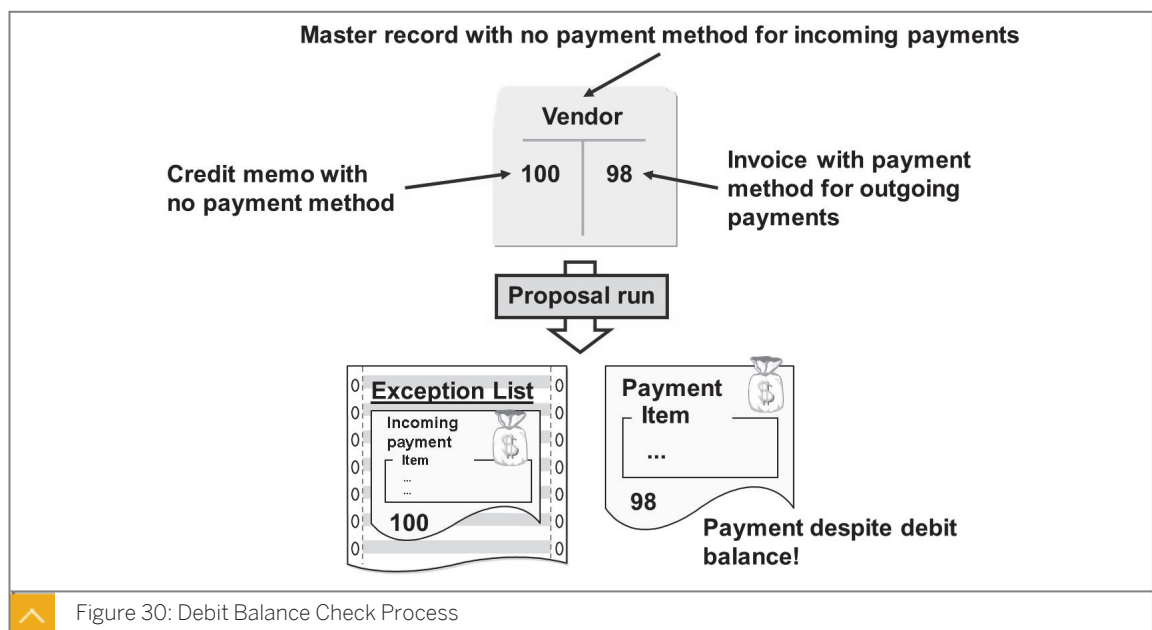
Define payment block reasons in Customizing for *Financial Accounting (New)* under *Accounts Receivable and Accounts Payable* → *Business Transactions* → *Incoming Payments* → *Incoming Payments Global Settings* → *Payment Block Reasons* → *Define Payment Block Reasons* .



## How to Create a Payment Proposal

1. Create the payment proposal run and schedule the payment proposal to run immediately.
  - a) On the *Automatic Payment Transactions: Status* screen, choose *Proposal* to schedule the payment proposal.
  - b) In the *Schedule Proposal* dialog box, select *Start Immediately*.
  - c) Choose *Continue*, and then choose *Refresh Status* pushbutton until the message *Payment proposal has been created* is displayed in the *Status* area.

## The Debit Balance Check



Sometimes, the payment run makes a payment even though the account has a debit balance.

The figure above shows an example. A vendor account contains an invoice for 98 and a credit memo for 100. The invoice item contains a payment method for outgoing payments. However, there is no payment method defined for incoming payments in the master record or in the credit memo.

The payment proposal enters the credit memo for 100 in the exception list, since this cannot be paid without a suitable payment method. The invoice for 98 is paid, since the item contains the payment method.

Previously, the payment proposal had to be processed manually to block payments to persons who owe your company money. This means the system could not handle payments automatically.

## The Debit Balance Check after the Payment Proposal

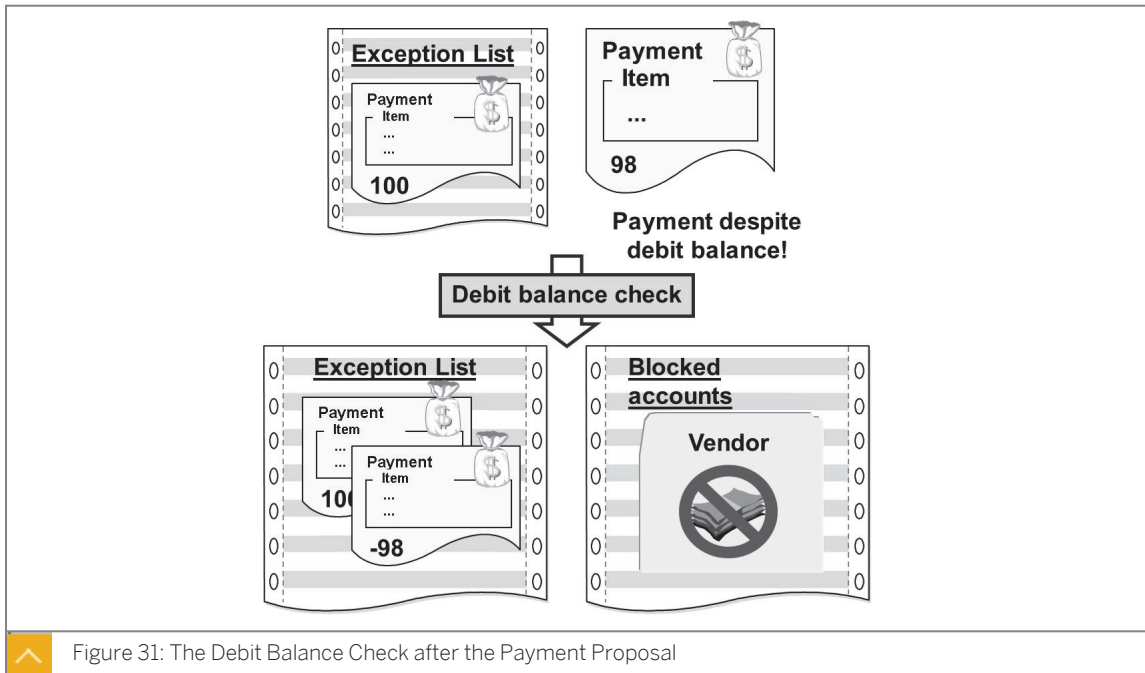


Figure 31: The Debit Balance Check after the Payment Proposal

When the debit balance check is carried out after you create a payment proposal, the check offsets all due debit items without an incoming payment method against the proposed payments. If the resulting debit or credit balance is less than the minimum payment amount, the system adds the payments to the exception list and places the account on a list of blocked accounts.

The debit balance check program places those accounts, which have a debit or credit balance less than the minimum payment amount, on a list of blocked accounts. Further, the payments for the blocked accounts are not made in the subsequent update payment run with the same payment run identification. Therefore, the blocks can be removed by creating a renewed payment proposal or the blocks accounts can be released manually.

The debit balance check is carried out with program RFF110SSP.



### How to Execute the Debit Balance Check

1. Review the invoices the program proposes to release for payment. Choose the *Display proposal* button to view the proposal for:

#### Vendor AC201-00A:

- The invoice with payment block "R" is not included in the proposal list.
- The invoice with payment block "A" is marked as *Exception*. You can double-click on the line to see the detail information.
- The invoice with a cash discount is marked for *Payment*.

#### Vendor AC201-00B:

- Even though the account has a debit balance, the payment run creates a payment for the invoice.
    - a) On the *Automatic Payment Transactions: Status* screen, choose *Display Proposal*.
    - b) In the *Accounting Clerk* dialog box, select *All accounting clerks* and choose *Continue*.
    - c) You now have two detail lines: One shows "Exception" in red. The other line displays the "Payment" in green.
    - d) Double-click the *Exceptions* line for vendor AC201-00A, which is highlighted in red.
    - e) Double-click the *Exception*.  
Item is blocked for payment (Payment block A).
    - f) Choose *Continue*.
    - g) Choose *Back*.
    - h) Double-click the *Payment* line (highlighted in green) for vendor AC201-00A.
      - i) Double-click the paid item.  
Item will be paid under consideration of a cash discount.
      - j) Choose *Continue*.
      - k) Choose *Back*.
      - l) Double-click the *Exceptions* line (highlighted in red) for vendor AC201-00B.
    - m) Double-click the *Exception*.  
Result: No pymt possible because items with a debit bal. still exist.
    - n) Choose *Continue*.
    - o) Choose *Back*.
    - p) Double-click the *Payment* line (highlighted in green) for vendor AC201-00B.
      - q) Double-click the paid item.  
Result: Item will be paid even though the vendor has a debit balance (see exception line).
      - r) Choose *Continue*.
      - s) Choose *Back* twice.
2. Perform a debit balance check.
    - a) Choose *Edit* → *Proposal* → *Debit Balance Check* → *Execute*.
    - b) In the *List Variant* dialog box, verify that RFF110SSP is displayed in the *Program* field.
    - c) Choose *Continue*.
    - d) Enter the required payment block **A** in report RFF110SSP.
    - e) Choose *Execute*. The system displays the blocked account AC201-00B.
    - f) Choose *Back* to return to the *Status* tab page.

## The Payment Proposal Edit

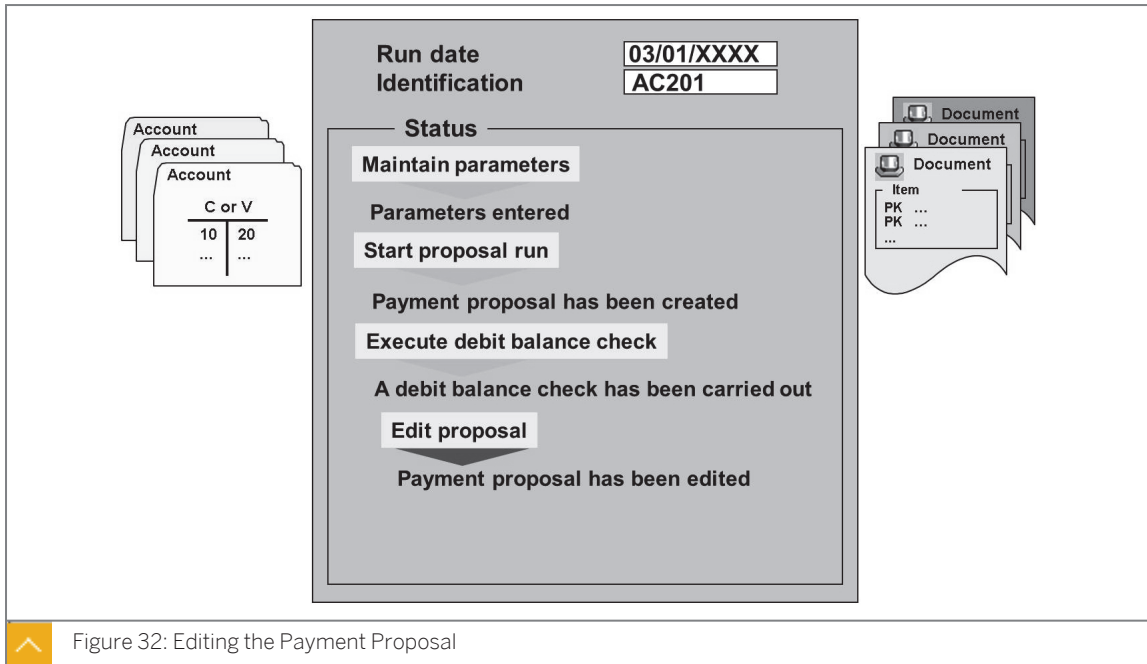


Figure 32: Editing the Payment Proposal

When you run the debit balance check after the payment proposal run, the system automatically blocks all the debit balances not included in the actual payment run.

After you create the payment run, accounting clerks will edit it. You can assign an accounting clerk to a customer or vendor by entering the clerk's key in the customer or vendor master data. When editing the payment proposal, you can enter the key of a specific clerk. This will filter the screen to show only the customer or vendor payments assigned to that clerk.

## Editing the Payments

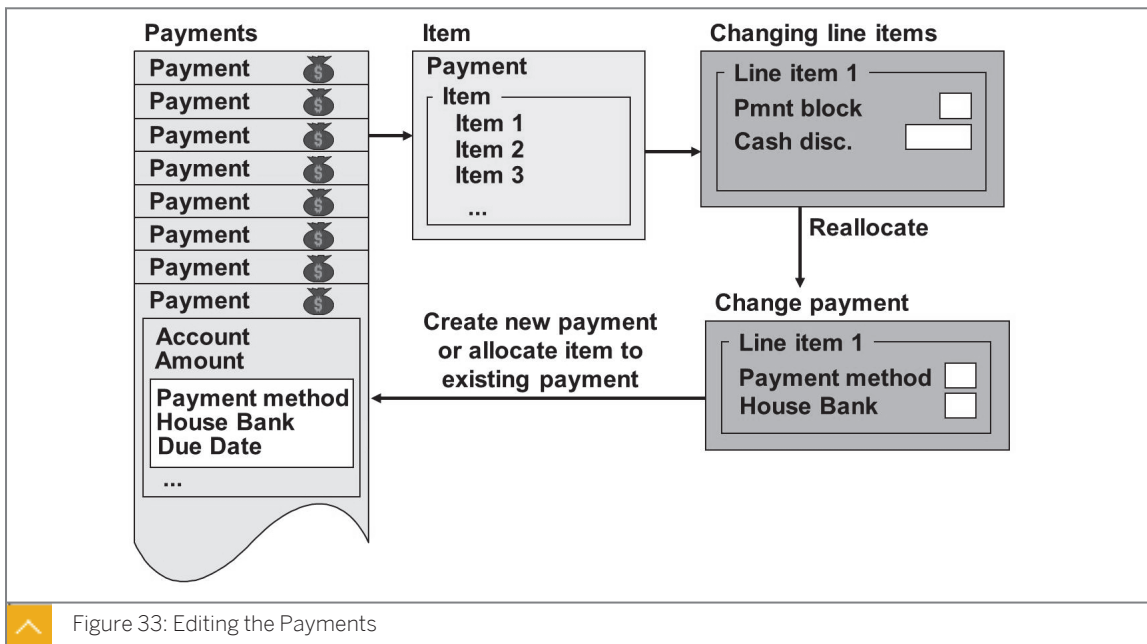


Figure 33: Editing the Payments

The first screen in the editing transaction shows proposed list of all the payments.



**By double-clicking a payment, you can perform the following tasks:**

- Display a list of all the open items due for payment.
- Change the payment block and cash discount for each line item.
- Assign the item to a different pre-existing payment.
- Create a new payment by choosing a payment method and a house bank.



After you edit the payment proposal, the system uses it as a basis for the actual payments.

What happens during the payment run?

- Payment documents are created or posted.
- Open items are cleared.
- Postings are made to the General Ledger and subledgers.

**How to Edit the Payment Proposal**

1. Review the invoices released for payment by the program after the debit balance check.  
Expected result: The invoice for vendor AC201-00B will be no longer paid because of the payment block set by the debit balance check. The proposal for vendor AC201-00A is unchanged. Remove the payment block A from the invoice of vendor AC201-00A.
  - a) On the *Automatic Payment Transactions: Status* screen, choose *Edit Proposal*.
  - b) In the *Accounting Clerk* dialog box, select *All accounting clerks* and choose *Continue*.
  - c) There is only one "Exception line" in red for vendor AC201-00B (your vendor with the debit balance). The proposal list for AC201-00A is unchanged (one exception and one payment line).
  - d) Double-click the *Exception* line (highlighted in red) for vendor AC201-00B.
  - e) Double-click the invoice that was primarily paid before the debit balance check.  
Items blocked due to debit balance on the account.
  - f) Choose *Continue*.
  - g) Choose *Back*.
  - h) Double-click the *Exception* line for vendor AC201-00A.
    - i) Double-click the *Exception* item.
    - j) Delete the payment block **A** from the line item and choose *Continue*.
    - k) Choose *Save*.
    - l) Choose *Back* twice.
  - m) Do not exit the *Status* tab page.

## The Payment Run 1

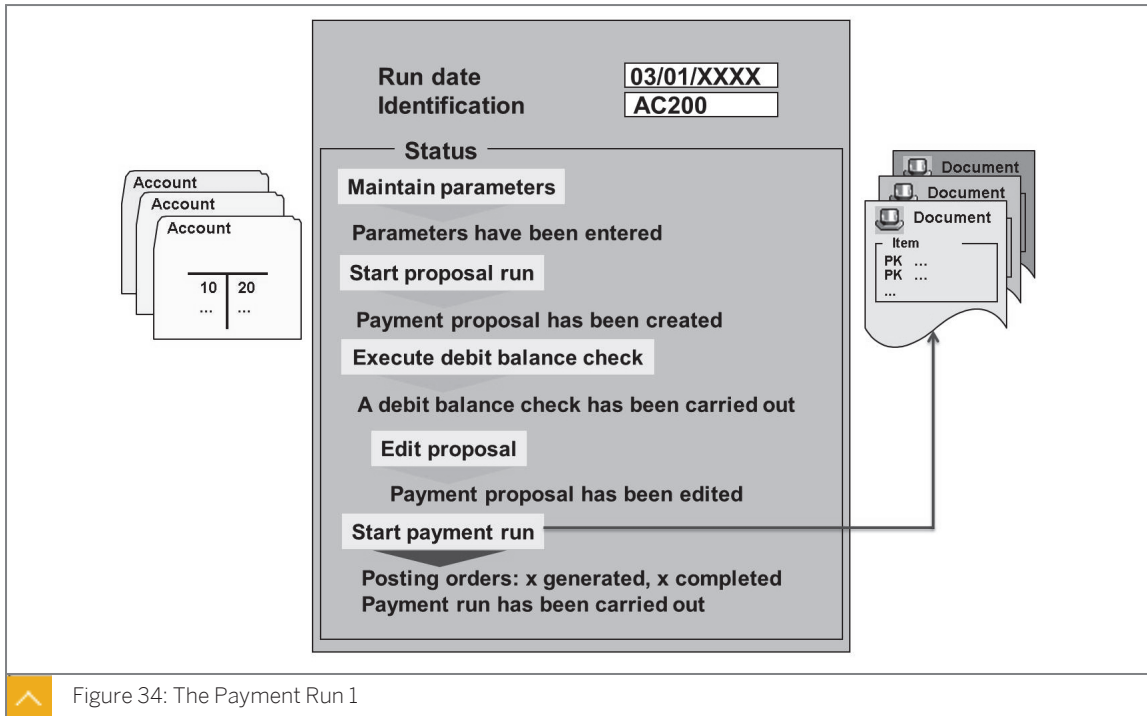


Figure 34: The Payment Run 1

After editing and saving the payment proposal, you schedule the payment run to process the payments in the proposal list. This edited payment proposal data is used as a basis for the payment run.

There have been no postings up to this point. The documents included in this payment run were locked against any postings. Any invoice eligible to be paid in the current payment run is blocked for manual payment or payment in a different payment run.

## The Payment Run 2

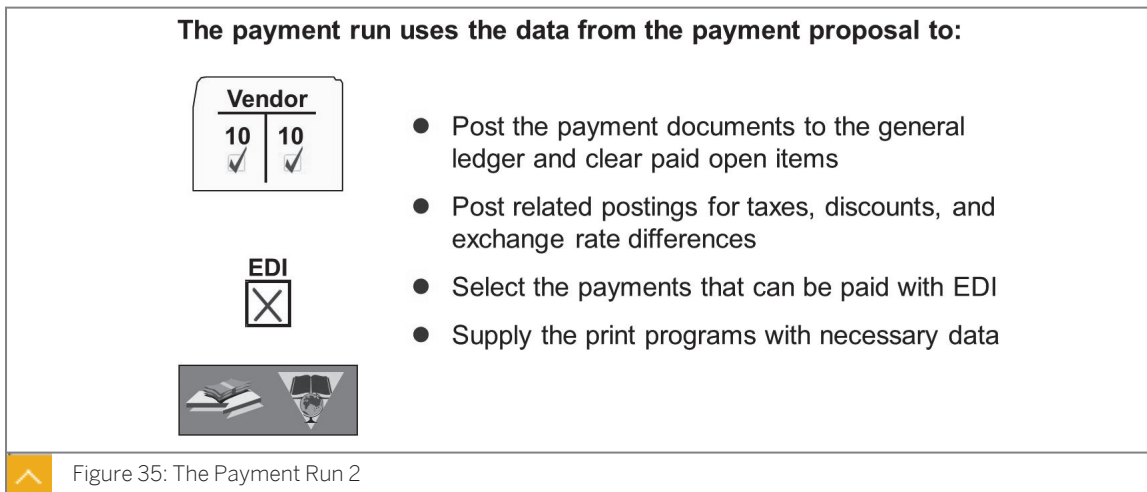


Figure 35: The Payment Run 2

In this step, payment documents are created, open items are cleared, and the general and subledgers are posted to.

The payment program automatically posts payments and related postings (postings for tax, exchange rate differences, or cash discounts).

Some countries require that the payment documents are not posted before the actual settlement (before the payment appears on the bank statement). In the payment method definitions of these countries, you can set the *Generate payment order only* indicator. In this case, the payment program does not post a payment document. Instead, it generates a payment order that contains information about the paid documents. When the payment appears on the bank statement, the system generates the payment document by entering the payment order. Until then, the paid items are blocked for other clearing transactions.

### The Bank Subaccounts

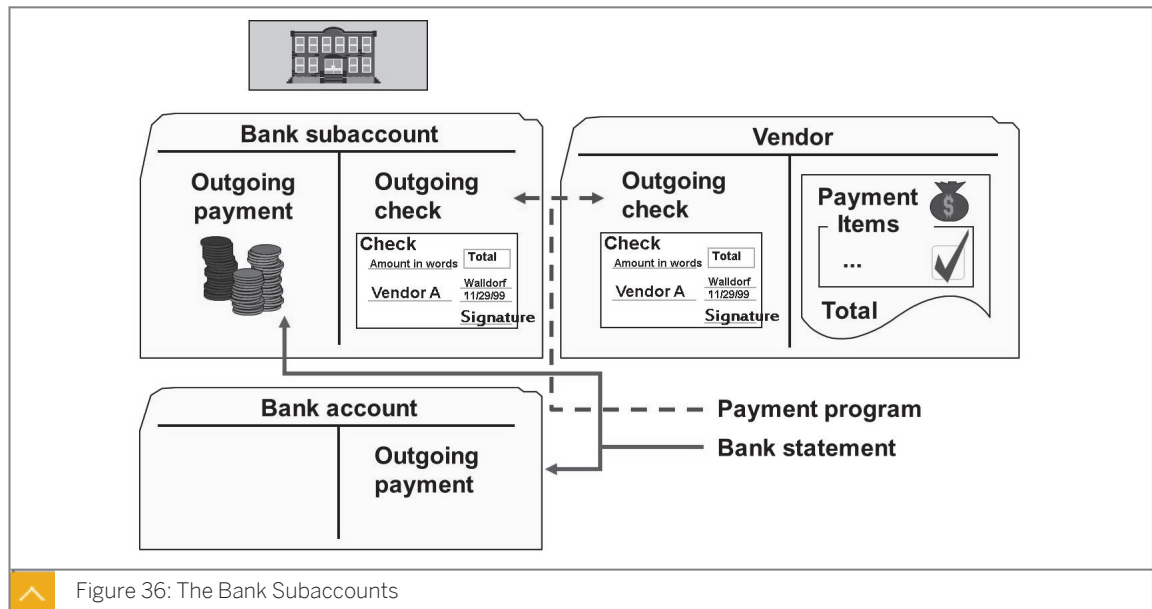


Figure 36: The Bank Subaccounts

You may use bank subaccounts for posting incoming and outgoing payments. For example, use bank subaccounts for outgoing checks, outgoing transfers, incoming checks, and transfers received.

#### The following are the advantages of using subaccounts:

- You can reconcile the bank account balance with the corresponding G/L account at any time.
- The subaccounts contain all incoming and outgoing payments until the money is actually debited from or credited to the bank account (value date). The item is then transferred from the subaccount to the bank account. The postings at the bank are usually entered using the manual or electronic bank account statement.

The bank subaccounts have to be assigned to the payment methods when the bank selection settings are configured. You can differentiate between bank subaccounts by specifying a house bank and currency. Subaccounts are generally managed on an open item basis using the line item display.

## The Payment Document

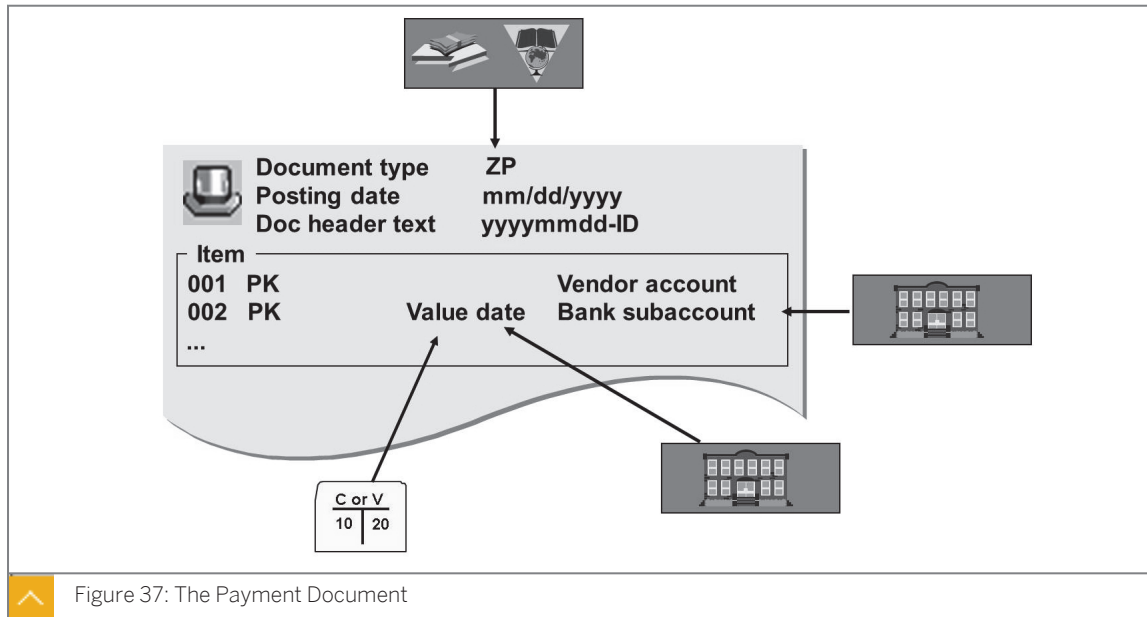


Figure 37: The Payment Document

The payment method settings for each country define the document type used for payment documents. For cross-company-code payments, you can use another document type for the clearing postings. Both document types must be defined using internal number assignment.

### Some of the settings for the payment documents are:

- Documents from the payment run contain the date and identification number (for example, 20120630-AC##) of the run in the document header text.
- The system calculates the value of the clearing document by adding the days until the value date to the posting date. If no entry is made, the system uses the posting date as the value date. The number of days until the value date depends on the payment method, bank, account, currency, and the account limit. For calculating the value date of check payments, you can enter a check-cashing time in the master data. This has priority over the *days to value date* for checks.
- If payments are made for individual business areas, the bank posting is made for the business area to which the paid items belong. If payments are not made for specific business area, you can specify the business area for the bank postings. In all other cases, the postings to the bank subaccounts are carried out without reference to business areas.



### How to Carry Out the Payment Run

1. Schedule the payment run to start immediately.
  - a) On the *Automatic Payment Transactions: Status* screen, choose *Payment Run*.
  - b) In the *Schedule Proposal* dialog box, select *Start Immediately*.
  - c) Choose *Continue*.
  - d) Choose *Enter until the Posting Orders: 1 generated, 1 completed* message is displayed in the *Status* area.

## The Payment Media

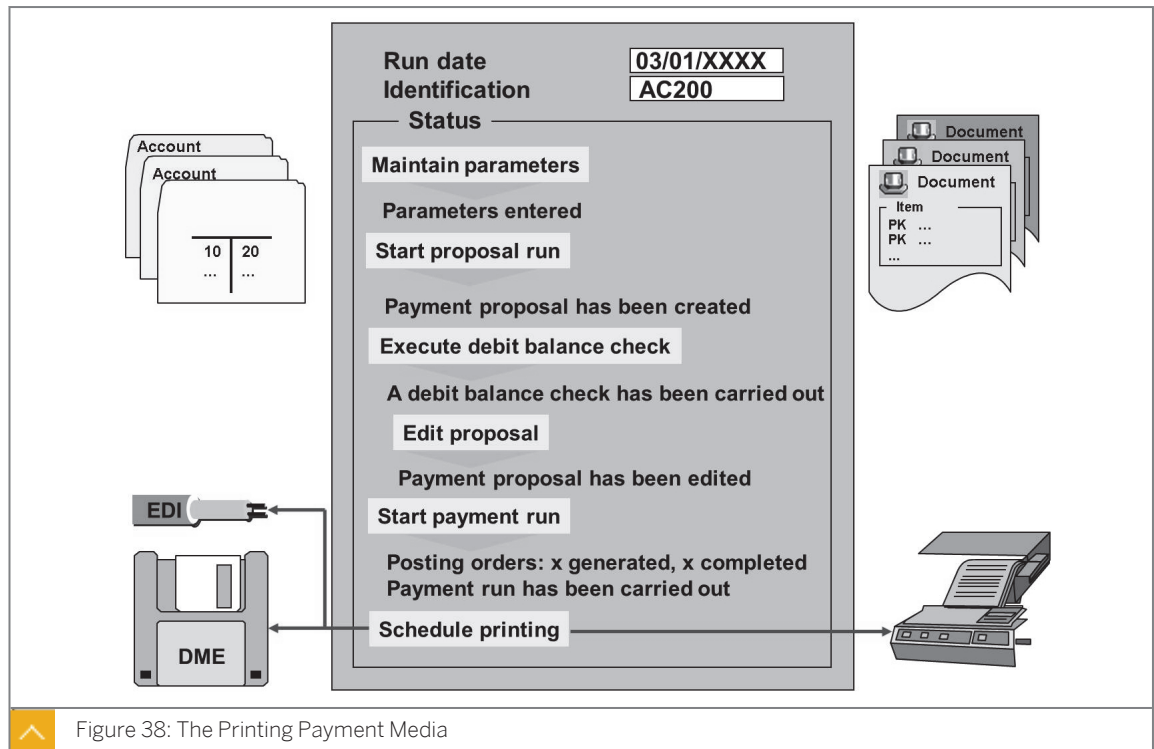


Figure 38: The Printing Payment Media

### The print run starts the print programs, which do the following:

- Transfer the payment media, the payment advice notes, and the payment summary to the print administration.
- Transfer the DME payment data to the DME administration.
- Create intermediate documents for the selected payments, which can be forwarded to the EDI Subsystem.



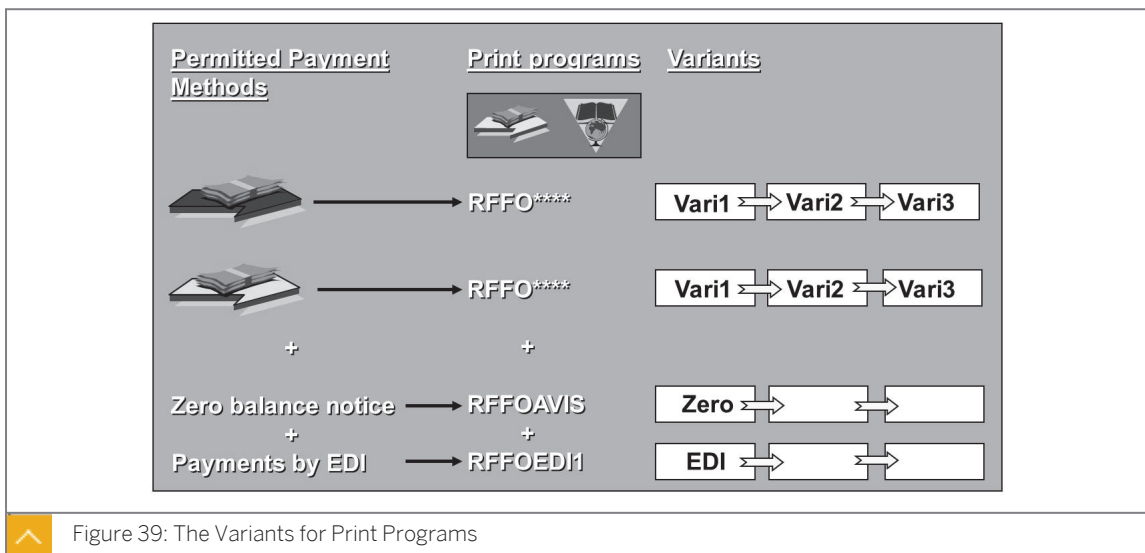
The print run starts the standard print programs, which can both generate the payment media (such as checks) and provide the files (DME) for transfer to the banks.

Some examples of payment media print programs:

Payment method	Print Program	Description
	RFFOAVIS	Zero balance payments
K, L, R	RFFOD__L	Z1 payments (+DME, advice notes, accompanying sheets, payment summaries, foreign trade report lists)
O, S	RFFOD__S	Checks that are not pre-numbered
T	RFFOD__T	Check or bill of exchange procedure

Payment method	Print Program	Description
A, E, P, U	RFFOD__U	Bank transfers, bank direct debits, automatic debits (+DME, advice notes)
V	RFFOD__V	Clearing notification between companies
W	RFFOD__W	Bill of exchange
C	RFFOUS_C	Checks (with check management)

### The Variants for Print Programs

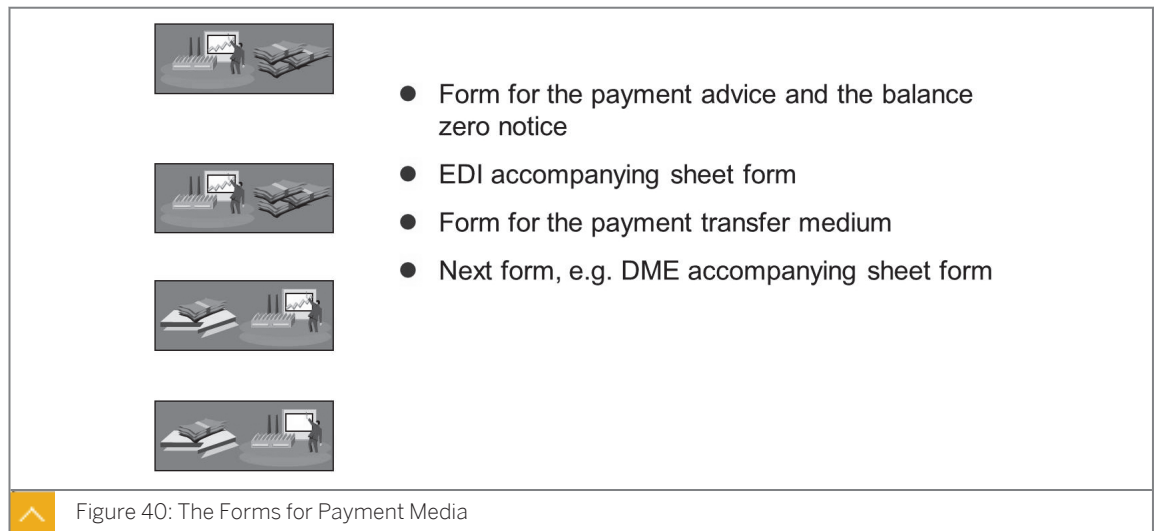


A print program is assigned to each payment method for each country when the payment run is configured. To run the print programs, the system needs at least one variant for each print program and payment method. If several variants are assigned to one print program, the system runs the program once for each variant.

The variants contain a series of selection criteria used to separate the data in the print data set. The system creates separate jobs in print administration for each variant called up from a data medium print program. You can call up the print jobs individually for printing. The variants also contain printing specifications.

You can leave the *Program Run date and Identification* feature fields blank in the variants. These fields are filled dynamically, during the program run.

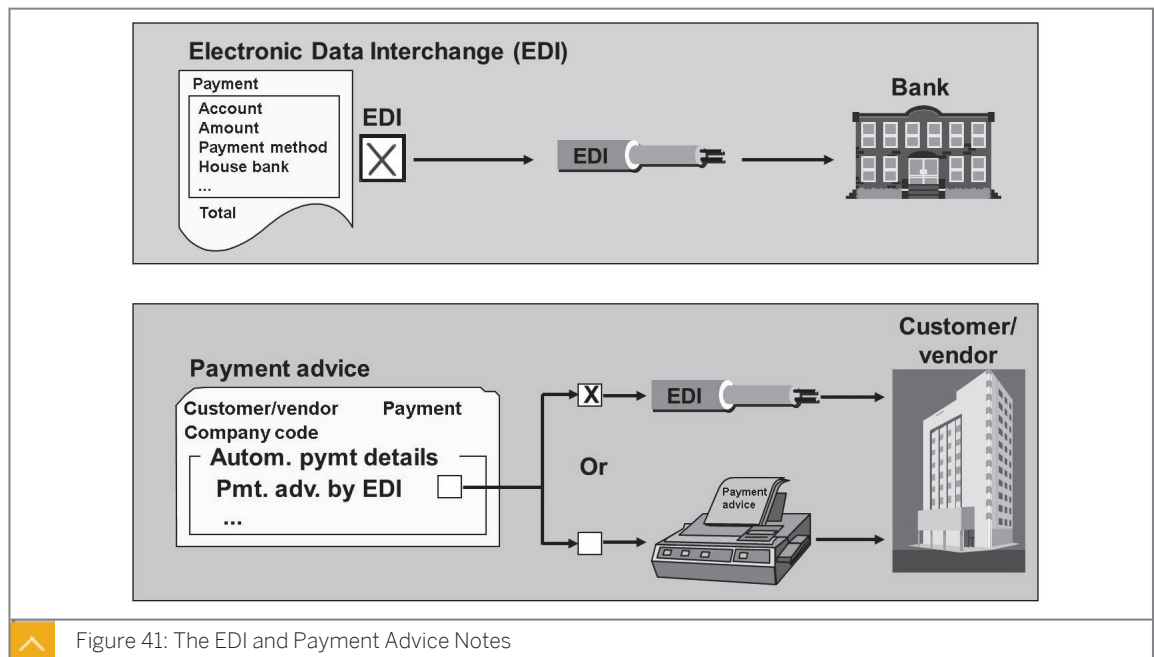
## The Forms for Payment Media



You have to assign some payment medium forms to either the paying company code or to each payment method for each company code in the configuration settings for the payment program.

The SAP system offers standard forms you can alter according to your requirements. You can find more details about the payment forms and file formats in your country in the country-specific program documentation.

## The EDI and Payment Advice Notes



The first print program run by the payment program is the print program RFFOEDI1. This program chooses all the payments selected for EDI. It then creates intermediate SAP documents for these payments and forwards them to the EDI subsystem. The EDI subsystem then converts the intermediate documents into EDI data, which it sends to the bank.

Payment advice notes can be sent either by mail or by EDI, depending on whether the customer or vendor can receive EDI messages.

### Data Medium Exchange (DME)

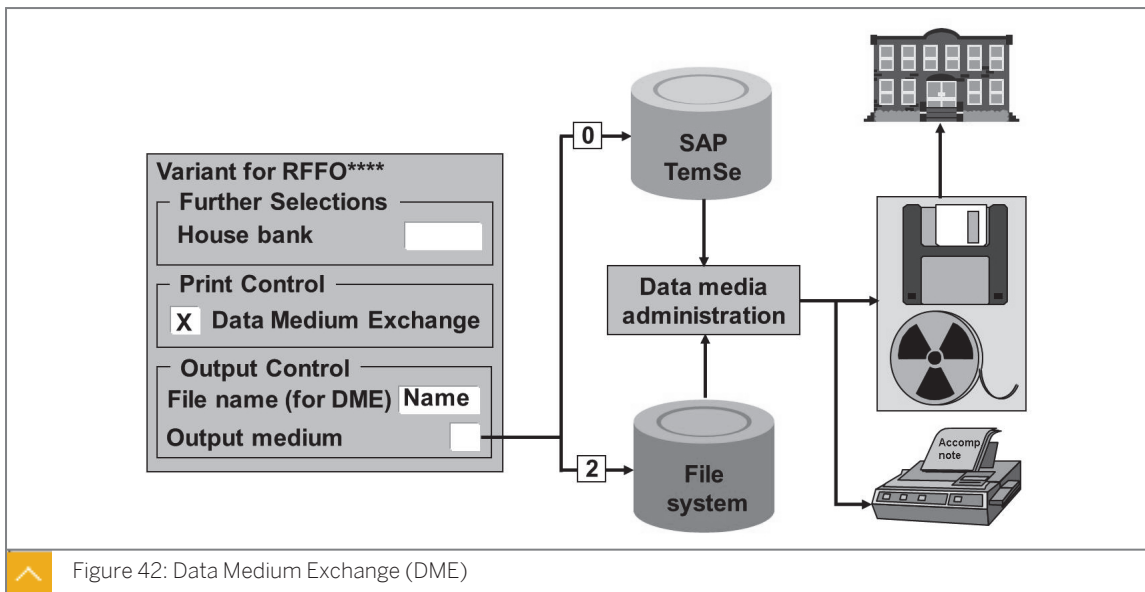


Figure 42: Data Medium Exchange (DME)

With Data Medium Exchange, the system creates a file that contains all the relevant payment information based on the banking rules of the country in question. The DME file is stored in the Data Medium Administration and can be downloaded to a data medium. You can also print out the DME accompanying note. The data medium and the DME accompanying note are then sent to the bank.

You can usually use DME with all the payment methods for which the payment medium is handed to the bank for further processing (bank transfer and direct debit). It cannot be used for payment methods when the payment medium (such as a check) is sent to the customer or vendor.

To use DME for a specific payment method, all you have to do is select the *Data Medium Exchange* field in the variant. To generate separate DME files for each house bank, you have to enter a variant for each house bank.

The DME file can be either stored in the SAP TemSe (TEMPorary SEquential file) within the SAP system, or in the PC file system. In the SAP TemSe, unauthorized external users cannot access the file.

You can specify the name of the file to be created during the download when you run the payment medium print program. The content of the file name parameter is stored in the administration data and defaulted when the file is downloaded by users/end users/students.

More information is available in the SAP documentation.

### Print Programs

The program for printing checks is RFFO "xx"\_\_"y", where "xx" usually stands for the country and "y" contains additional definitions for the form.

**The following are some of the programs shipped as standard:**



Program	Program Description
RFFOAT_L	Payment Medium Austria- Checks/foreign transfers/dom.+ foreign DME
RFFOD__S	International Payment Medium- Checks (without check management)
RFFOD__T	International Payment Medium- Check or bill of exchange procedure
RFFOES_T	Payment Medium Spain- DME transfers, bank checks
RFFOUS_C	International Payment Medium- Check (with check management)

In the *Payment Method Country Configuration* screen, you can define the print program for each payment method. In the *Form Data* area, define the form formatting type and the payment medium form you will use.

**The following tasks are performed by the print program:**

- Assigns check numbers to payment documents
  - With check management, the system prints check with predefined check numbers
  - Without check management, the document number can also be used as the check number
- Updates the payment documents and original invoice documents with the check information
- Prints checks and accompanying documents

**To print checks, identify the following:**

- The payment run
- The house bank
- The location where the checks and any accompanying documents are printed

If you use check management, you have to use check lots to print checks. Checks are managed in batches, or lots. If you are using pre-numbered checks from the bank, specify the number ranges of the check lots. Otherwise, start the check numbering from 1.

Check lots are used for manual and automatic payments. For monitoring purposes, use a separate lot for each type of payment.





## Running the Payment Program

### Business Example

AP invoices have to be paid on time to take advantage of possible discounts. Some customers want your company to collect their liabilities by using special payment methods. A high volume of AP and AR invoices has to be processed. As an employee of the Accounting department, you need to process invoices automatically once per week.

Carry out a payment run.

1. Verify that the vendors' address information is complete on the master record for the vendors AC201-##A and AC201-##B. Check that both vendors do not have payment blocks.
2. Verify that there are at least three open invoices on your vendor's account AC201-##A. Check that two invoices are blocked for the payment (one invoice with payment block *R – Invoice verification* and the other with payment block *A – Blocked for payment*). Your manually-posted invoice from a previous exercise must actually allow you to take the discount. For this task, you need to display the line items. Select the layout *ISAP-P – Terms of payment*.
3. Verify that your vendor account AC201-##B has a debit balance. Display the line items again.
4. Run the automatic payment program to pay open invoices for your vendor accounts AC201-##A and AC201-##B. Enter the following parameters for your payment run:

Field Name or Data Type	Value
<i>Run Date</i>	Today's date
<i>Identification</i>	<b>AC##</b> (## = your group number)
<i>Posting Date</i>	Today's date
<i>Docs entered up to</i>	Today's date
<i>Company code</i>	<b>AC##</b>
<i>Payment methods</i>	<b>S</b>
<i>Next p/date</i>	Today's date + one month
<i>Vendor</i>	<b>AC201-##A to AC201-##B</b>

The payment block *R – Invoice verification* can only be removed in the training system during the invoice verification process. Therefore, invoices with this payment block should not be taken into account during the selection.

Choose all the required logging types except *Pmnt methods selection if not successful* from vendor AC201-##A to AC201-##B on the *Additional Log* tab page.

5. Create the payment proposal and schedule the payment proposal to run immediately.
6. Review the invoices that the program proposes to release for payment. Choose the *Display proposal* button to view the proposal with the following result:

**Vendor AC201-###A:**

- The invoice with the payment block "R" is not included in the proposal list.
- The invoice with the payment block "A" is marked as *Exception*. To view the detailed information, double-click twice on the line.
- The invoice with the cash discount is marked for *Payment*.

**Vendor AC201-###B:**

- Even though the account has a debit balance, the payment run creates a payment for the invoice.

7. Perform a debit balance check.
8. Edit and review the invoices the program proposes to release for payment after the debit balance check.

Expected result: The invoice for the vendor AC201-###B will be no longer be paid due to the payment block set by the debit balance check. The proposal for the vendor AC201-###A does not change. Remove the payment block A from the invoice of vendor AC201-###A.

9. Schedule the payment run to start immediately.
10. Create a payment medium using the standard payment medium programs. Create the variant (Variant name Group ##) for the print program RFFOD\_\_S (Enter two underscores) in preparation for the check printing in relation to the payment method S. Choose your company code AC## (## = your group number) as the paying and the sending company code. Use the printer LPO1 for the print controls selected earlier (print checks and print payment summary). Select the *Texts in Recipient's Language* indicator to print the checks using the language you set in the vendor master records.
11. Assign your print variant to the print program RFFOD\_\_S on the *Printout/data medium* tab page in the payment program.
12. Print your payment forms to the output control and take a look at them.  
Schedule the printing immediately and replace the "?" in the job name with your group number ##.



## Running the Payment Program

### Business Example

AP invoices have to be paid on time to take advantage of possible discounts. Some customers want your company to collect their liabilities by using special payment methods. A high volume of AP and AR invoices has to be processed. As an employee of the Accounting department, you need to process invoices automatically once per week.

Carry out a payment run.

1. Verify that the vendors' address information is complete on the master record for the vendors AC201-##A and AC201-##B. Check that both vendors do not have payment blocks.
  - a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Master Records* → *Change* (FK02).

- b) On *Change Vendor Initial Screen*, enter or check the following data:

Field Name or Data Type	Value
<i>Vendor</i>	AC201-##A (## = your group number)
<i>Company Code</i>	AC## (## = your group number)
<i>General data: Address</i>	Select
<i>Company code data: Payment transactions</i>	Select

- c) Choose *Enter*.
  - d) On the *Change Vendor: Address* screen, verify that all of the address information is complete, such as the street address, city, and country, according to the standards of your country.
  - e) Choose *Enter* to display the *Change Vendor: Payment transactions Accounting* screen.
  - f) Enter or check the following data:

Field Name or Data Type	Value
<i>Payment block</i>	Free for payment

- g) Choose *Save* and then exit the screen.
  - h) Repeat these steps for vendor AC201-##B.
2. Verify that there are at least three open invoices on your vendor's account AC201-##A. Check that two invoices are blocked for the payment (one invoice with payment block *R – Invoice verification* and the other with payment block *A – Blocked for payment*). Your

manually-posted invoice from a previous exercise must actually allow you to take the discount. For this task, you need to display the line items. Select the layout *ISAP-P – Terms of payment*.

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Account* → *Display/Change Line Items* (FBLIN).
- b) On the *Vendor Line Item Display* screen, enter the following data:

Field Name or Data Type	Value
<i>Vendor account</i>	<b>AC201-##A</b> (## = your group number)
<i>Company code</i>	<b>AC##</b> (## = your group number)
<b>Line Item Selection</b>	
<i>Open Items</i>	Select
<i>Open at key date</i>	Today's date

- c) Choose *Execute*.
  - d) Choose *Settings* → *Layout* → *Choose* and select the layout *ISAP-P – Terms of Payment*.
  - e) Verify the open items as described in the exercise.
3. Verify that your vendor account AC201-##B has a debit balance. Display the line items again.

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Account* → *Display/Change Line Items*.
- b) On the *Vendor Line Item Display* screen, enter the following data:

Field Name or Data Type	Value
<i>Vendor account</i>	<b>AC201-##B</b> (## = your group number)
<i>Company code</i>	<b>AC##</b> (## = your group number)
<b>Line Item Selection</b>	
<i>Open Items</i>	Select
<i>Open at key date</i>	Today's date

- c) Choose *Execute*.
4. Run the automatic payment program to pay open invoices for your vendor accounts AC201-##A and AC201-##B. Enter the following parameters for your payment run:

Field Name or Data Type	Value
<i>Run Date</i>	Today's date
<i>Identification</i>	<b>AC##</b> (## = your group number)
<i>Posting Date</i>	Today's date
<i>Docs entered up to</i>	Today's date
<i>Company code</i>	<b>AC##</b>

Field Name or Data Type	Value
<i>Payment methods</i>	<b>S</b>
<i>Next p/date</i>	Today's date + one month
<i>Vendor</i>	<b>AC201-##A to AC201-##B</b>

The payment block *R – Invoice verification* can only be removed in the training system during the invoice verification process. Therefore, invoices with this payment block should not be taken into account during the selection.

Choose all the required logging types except *Pmnt methods selection if not successful* from vendor AC201-##A to AC201-##B on the *Additional Log* tab page.

- a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → Accounts Payable → Periodic Processing → Payments (F110)*.
- b) On the *Automatic Payment Run* screen, enter the following data:

Field Name or Data Type	Value
<i>Run Date</i>	Today's date
<i>Identification</i>	<b>AC##</b>

- c) Choose *Enter*.
- d) On the *Parameter* tab page, enter the following data:

Field Name or Data Type	Value
<i>Posting Date</i>	Today's date
<i>Docs entered up to</i>	Today's date
<i>Company code</i>	<b>AC##</b>
<i>Payment methods</i>	<b>S</b>
<i>Next p/date</i>	Today's date + one month
<i>Vendor</i>	<b>AC201-##A to AC201-##B</b>

- e) Choose the *Free selection* tab and enter the following data:

Field Name or Data Type	Value
<i>Field Name</i>	Choose F4 Help: Find field for document = <b>Payment Block (BSEG-ZLSPR)</b>
<i>Exclude values</i>	Select
<i>Value</i>	<b>R</b>

- f) On the *Additional Log* tab page, enter the following data:

Field Name or Data Type	Value
<i>Due date check</i>	Select

Field Name or Data Type	Value
<i>Payment method selection in all cases</i>	Select
<i>Line items of the payment documents</i>	Select
<i>Accounts required: Vendor</i>	<b>AC201-###A to AC201-###B</b>

- g) Choose *Save* and return to the *Status* tab page.
5. Create the payment proposal and schedule the payment proposal to run immediately.
- a) On the *Automatic Payment Transactions: Status* screen, choose *Proposal* to schedule the payment proposal.
  - b) In the *Schedule Proposal* dialog box, select *Start Immediately* and choose *Schedule (Enter)*.
  - c) Choose *Enter* until the message *Payment proposal has been created* is displayed in the *Status* area.

6. Review the invoices that the program proposes to release for payment. Choose the *Display proposal* button to view the proposal with the following result:

**Vendor AC201-###A:**

- The invoice with the payment block "R" is not included in the proposal list.
- The invoice with the payment block "A" is marked as *Exception*. To view the detailed information, double-click twice on the line.
- The invoice with the cash discount is marked for *Payment*.

**Vendor AC201-###B:**

- Even though the account has a debit balance, the payment run creates a payment for the invoice.
- a) On the *Automatic Payment Transactions: Status* screen, choose *Display Proposal*.
  - b) In the *Accounting Clerk* dialog box, select *All accounting clerks* and choose *Continue*.
  - c) You now have two detail lines for each vendor: One has "Exception" in red. The other line (in green) displays the "Payment".
  - d) Double-click the *Exceptions* line for vendor *AC201-###A*, which is highlighted in red.
  - e) Double-click the *Exception*.  
The item is blocked for payment (Payment block A).
  - f) Choose *Continue*.
  - g) Choose *Back*.
  - h) Double-click the *Payment* line for vendor *AC201-###A*, which is highlighted in green.
  - i) Double-click the *Paid Item*.  
The item will be paid under consideration of a cash discount.
  - j) Choose *Continue*.



- k) Choose *Back*.
  - l) Double-click the *Exceptions* line for the vendor AC201-##B, which is highlighted in red.
  - m) Double-click *Exception*.  
No payment is possible because items with a debit balance still exist.
  - n) Choose *Continue*.
  - o) Choose *Back*.
  - p) Double-click the *Payment* line for the vendor AC201-##B, which is highlighted in green.
  - q) Double-click the *Paid Item*.  
The item will be paid although the vendor has a debit balance (see the exception line).
  - r) Choose *Continue*.
  - s) Choose *Back* twice.
7. Perform a debit balance check.
- a) Choose *Edit* → *Proposal* → *Debit Balance Check* → *Execute*.
  - b) In the *List Variant* dialog box, verify that the system displays RFF11OSSP in the *Program* field.
  - c) Choose *Continue*.
  - d) Enter the required payment block **A** in the report RFF11OSSP.
  - e) Choose *Execute*. The system displays the blocked account AC201-##B.
  - f) Choose *Back* to return to the *Status* tab page.
8. Edit and review the invoices the program proposes to release for payment after the debit balance check.
- Expected result: The invoice for the vendor AC201-##B will be no longer be paid due to the payment block set by the debit balance check. The proposal for the vendor AC201-##A does not change. Remove the payment block A from the invoice of vendor AC201-##A.
- a) On the *Automatic Payment Transactions: Status* screen, choose *Edit Proposal*.
  - b) In the *Accounting Clerk* dialog box, select *All accounting clerks* and choose *Continue*.
  - c) Now you have only one "Exception line" in red for vendor AC201-##B (your vendor with the debit balance). The proposal list for AC201-##A is unchanged (one exception and one payment line).
  - d) Double-click the *Exception* line for vendor AC201-##B, which is highlighted in red.
  - e) Double-click the invoice that was to be paid before the debit balance check.  
The items were blocked due to the debit balance on the account.
  - f) Choose *Continue*.
  - g) Choose *Back*.
  - h) Double-click the *Exception* line for vendor AC201-##A.

- i) Double-click the *Exception* item.
  - j) Delete the payment block **A** from the line item and choose *Continue*.
  - k) Choose *Save*.
  - l) Choose *Back* twice.
  - m) Do not exit the *Status* tab page.
9. Schedule the payment run to start immediately.
- a) On the *Automatic Payment Transactions: Status* screen, choose *Payment Run*.
  - b) In the *Schedule Proposal* dialog box, select *Start Immediately*.
  - c) Choose *Continue*.
  - d) Choose *Enter* until the system displays the *Posting Orders: 1 generated, 1 completed* message in the *Status* area.
10. Create a payment medium using the standard payment medium programs. Create the variant (Variant name Group ##) for the print program RFFOD\_\_S (Enter two underscores) in preparation for the check printing in relation to the payment method S. Choose your company code AC## (## = your group number) as the paying and the sending company code. Use the printer LPO1 for the print controls selected earlier (print checks and print payment summary). Select the *Texts in Recipient's Language* indicator to print the checks using the language you set in the vendor master records.
- a) On the *SAP Easy Access* screen, choose *New Session*.
  - b) Choose *System* → *Services* → *Reporting* from the main menu.
  - c) On the *ABAP: Program Execution* screen, enter **RFFOD\_\_S** in the *Program* field.
  - d) Choose *Execute*.
  - e) On the *International Payment Medium* screen, enter the following:

Field Name or Data Type	Value
<i>Paying company code</i>	<b>AC##</b>
<i>Sending company code</i>	<b>AC##</b>
<i>Payment Methods</i>	<b>S</b>
<i>Print checks</i>	Select
<i>Print Payment Advice Notes</i>	Select
<i>Print payment summary</i>	Select
<i>Printer</i>	<b>LPO1</b> (for all three)
<i>Texts in Recipient's Language</i>	Select

- f) Choose *Save*.
- g) On the *Variant Attributes* screen, enter the following data:

Field Name or Data Type	Value
<i>Variant Name</i>	<b>Group ##</b>
<i>Description</i>	Any description

- h) Choose *Save*.
11. Assign your print variant to the print program RFFOD\_\_S on the *Printout/data medium* tab page in the payment program.
- a) From the main payment program, choose the *Printout/data medium* tab page and enter the **Group ##** corresponding to the RFFOD\_\_S program.
- b) Choose *Save*.
- c) Choose the *Status* tab to return to the main screen.
12. Print your payment forms to the output control and take a look at them. Schedule the printing immediately and replace the "?" in the job name with your group number ##.
- a) Choose *Printout* to schedule when the payment medium prints.
- b) In the *Schedule Print* dialog box, enter the following data:

Field Name or Data Type	Value
<i>Start Immediately</i>	Select
<i>Job name</i>	Replace "?" with your group number ##

- c) Choose *Schedule*. The system displays a message at the bottom of the screen saying your printing is scheduled.
- d) Choose *System* → *Own Spool Requests*.
- e) Select the checkbox on the left side of the row containing *Scheck/Check* in the *Title* column.
- f) Choose *Goto* → *Display Requests* → *Contents* to display your forms online.



### **LESSON SUMMARY**

You should now be able to:

- Maintain a payment run parameter
- Create a payment proposal
- Execute the debit balance check
- Edit the proposal run
- Carry out the payment run
- Create payment media



## Managing the Payment Medium Workbench

### LESSON OVERVIEW

This lesson shows how to use the Payment Medium Workbench (PMW) as an alternative to the standard payment media print programs.

### Business Example

You need to create payment media using the standard payment media print programs called RFFO\*, or using the PMW. For this reason, you require the following knowledge:

- An understanding of the PMW and its advantages
- An understanding of how to convert the payment methods to the PMW



### LESSON OBJECTIVES

After completing this lesson, you will be able to:

- State the advantages of using the Payment Medium Workbench to create payment media
- Convert a payment method to use with the Payment Medium Workbench
- Manage the Payment Medium Workbench

### Advantages of the Payment Medium Workbench

Previously, payment media formats were programmed using approximately 60 standard payment media print programs (RFFO\*). In the PMW, however, these formats are defined outside the payment media program. Until now, payment advice notes were also created using the RFFO\* programs. In the Payment Medium Workbench, payment advice notes are created using the new program RFFOAVIS\_FPAYM.



### The advantages of the Payment Medium Workbench are:



- The Payment Medium Workbench is uniform.
- You can easily change formats without making modifications.
- You can create new formats (no programming experience is necessary if you use the Data Medium Exchange (DME) Engine).
- All the advice notes can be output in one print file.
- PMW has better ways to sort advice notes.
- You can freely define the note to the payee in Customizing.
- You can assign the note to the payee according to the origin and payment method in Customizing.

- The PMW provides improved performance for mass payments.



### Additional information on the PMW:

#### What is PMW?

The PMW is used to create payment media. The user is provided with a generic payment medium program for all payment medium formats whose variants are to be entered in Customizing. The user can create the structure of the note to payee and choose different notes to payee according to their origin (vendors, customers, personnel, travel expenses, treasury, online payments, and so on). Developers, consultants, and system administrators have simple tools to change delivered formats without modification or setting up new formats. The PMW is integrated with well-known development tools (Data Dictionary, Function Builder, and so on) and the new Data Medium Exchange (DME) Engine, which enables the PMW to function like a workbench.

#### What are the advantages of the PMW?

Simple, modification-free options for adjusting delivered formats to meet customer or bank requirements (including individual selection parameters for the payment medium program). Simple tools for creating new formats (no programming experience required to use the DME Engine). Standardized creation of advice notes with the new RFFOAVIS\_FPAYM program. Improved performance, especially for large payment runs.

#### How do you activate the PMW?

A payment method becomes a PMW payment method in the following steps:

1. The payment medium format is assigned to the payment method after you determine that you want to use the PMW. You may have to enter a substitute format.
2. The system assigns the note to the payee to the payment method by origin. You can use the examples provided by SAP: SAMPLE 02 as the note to payee for FI-AP and FI-AR, and use SAMPLE 00 for all the others (origin remains blank).
3. You enter the form for the accompanying sheet provided by SAP in the payment method for each company code (under *Next Form*).
4. You must create and assign selection variants.
5. You can set the PMW payment medium formats.
6. The system releases information on the PMW.
7. You can document the generic payment medium program.
8. The system integrates check management in the PMW.

#### What additional information is there on the PMW?

- Creation of cross-payment run payment media
- The PMW connection to online payments

#### Adjust the payment medium format:

In this activity, you can adjust the payment medium formats based on your requirements.

**Prerequisite:** It is necessary to modify a delivered format. It is not possible to adjust a delivered format using the existing Customizing (house bank, company code, and so on) or

the fields in the document (invoice). If you want to modify the format, you have to understand the structure and the properties of the format.

### Activities

**Granularity:** You can create more files (for example, one file per company code) by specifying the granularity.

**Implementing the modification:** You can influence how the files are created using customer-defined function modules. There are callup points used to replace the standard modules and callup points that are used after default processing to allow content modification.

- Callup point 00 - Fill sort field
- Callup point 06 - Fill additional reference fields
- Callup point 11 - Check format parameters
- Callup point 21 - Start/file header
- Callup point 25 - Close/open file
- Callup point 31 - Order/transaction record
- Callup point 41 - End/file trailer

**Format-specific parameters:** If you require fields for creating formats (21, 31, and 41) and these fields are not available in the callup points in the SAP system, you can create a structure in the Data Dictionary that contains these fields. You can indicate that these are mandatory fields assigned with default values. The customer-specific parameters are displayed with the standard parameters (Format Parameters button) on the selection screen. The system transfers the filled parameter values to callup point 21.

**Create payment medium formats:** The DME Engine is used for this purpose. You can now define file formats for data medium exchange in several applications using the DME Engine. In this graphical tool, you can define both the format hierarchy and the mapping rules for individual format fields without having to write ABAP code. This makes it much easier to create new formats and to maintain existing formats. The DME Engine is currently used in the following applications: payment formats (PMW), generic withholding tax messages, and VAT messages.

## Converting a Payment Method to the PMW

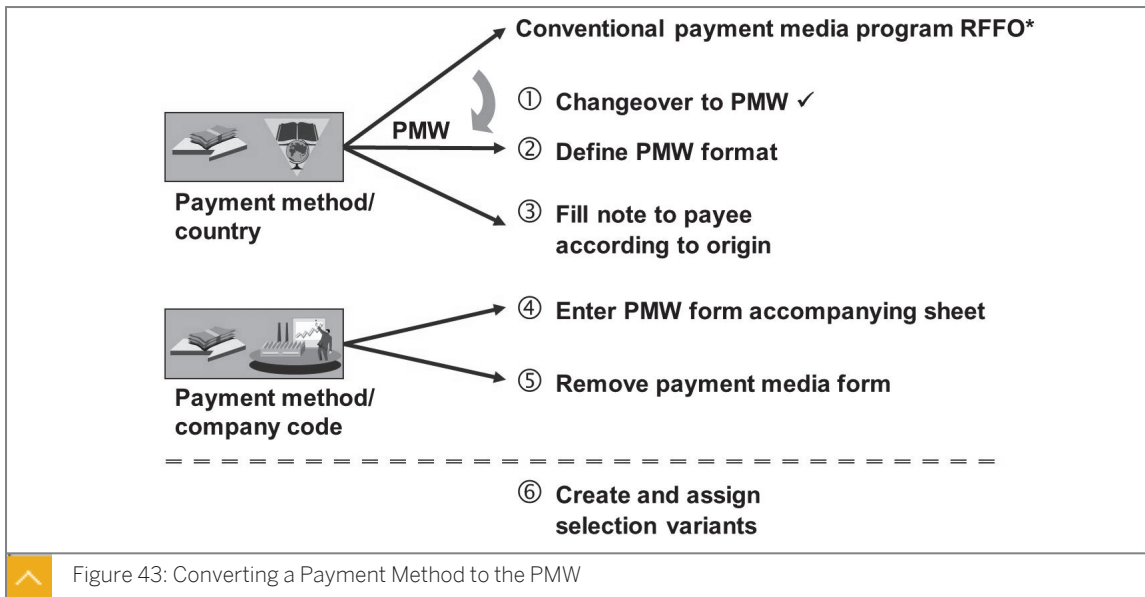


Figure 43: Converting a Payment Method to the PMW

You can convert each payment method to the PMW payment media format individually. You can use the standard payment media print programs RFFO\* and the new PMW payment media formats in the same system. You can even use them in the same payment run.

### Conversion steps for a payment method:

1. Switch to the PMW in the payment methods in country definition.
2. Enter an existing PMW format in the payment methods in country definition.



Hint:  
Note the documentation buttons for the PMW and the individual PMW format.

3. Assign notes to the payee (general or origin-specific) to the payment method in the payment methods in country definition (for example, SAMPLE 02 for the origin FI-AP and FI-AR).
4. Assign a PMW form to the accompanying sheets.
5. Remove the form payment medium in the payment methods in company code definition (if you have not already done so).
6. Create and assign selection variants for each payment group.



### How to Convert a Payment Method for Use with the Payment Medium Workbench

Create a data medium exchange file for the payment method U using the PMW.

1. Consolidate your understanding of the PMW. How does using the PMW benefit customers? List some of the benefits of the PMW.



- a) You can easily change formatting without making modifications.  
 You can create new formats easily without any programming experience.  
 You can output all the advice notes in one print file.  
 The PMW allows you to sort advice notes more efficiently.  
 You can freely define the note to the payee.  
 You can assign the note to the payee according to origin and payment method in Customizing.  
 The PMW improves upon the previous system's performance for mass payments.
2. Change the payment method U in the country DE to the PMW.
- a) Go to Customizing for *Financial Accounting (New)* under *Accounts Receivable and Accounts Payable* → *Business Transactions* → *Outgoing Payments* → *Automatic Outgoing Payments* → *Payment Media* → *Make Settings for Payment Medium Formats from Payment Medium Workbench* → *Assign Payment Medium Format and Note to Payee to Payment Method*.  
 (Alternatively: Enter **fbzp**, or on the SAP Easy Access screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Periodic Processing* → *Payments* (continue by choosing *Environment* → *Maintain config*. Then, choose *Pmnt methods in country*.)
- b) On the *Change View (Payment Method/Country): Overview* screen, choose *Position*.
- c) Enter **DE** in the *Country* field and **U** in the *Pymt Method* field.
- d) Choose *Continue*.
- e) Select the entry.
- f) Choose *Details* and scroll down the right-hand side of the screen to display the options for the payment medium.
- g) Select *Use Payment Medium Workbench*.
- h) Enter the following values in the *Use Payment Medium Workbench* area:

Field Name or Data Type	Value
<i>Format</i>	<b>DTAUS0 (Domestic Payment Transactions Germany)</b>
<i>Format supplement</i>	<b>51 (Bank Transfer)</b>



Note:

If the entry is missing, use the F4 key in the *Format* field to choose *DTAUS0 – domestic payment transactions Germany*.


- i) Choose *Save*. (Do not exit the screen.)
3. Assign information about building the note to payee data to the payment method U. The reference number and text needs to be copied to the note to payee for vendors.
- a) In the left pane, double-click *Note to Payee by Origin*.

- b) Choose *New Entries* to maintain the table.
- c) On the *New Entries: Overview of Added Entries* screen, enter the following data:

Field Name or Data Type	Value
<i>Origin</i>	<b>FI-AP (Accounts Payable Accounting)</b>
<i>Note to payee</i>	<b>SAMPLE 02</b>

- d) Choose *Save*.
4. Define the form for the accompanying sheet.
- a) Go to Customizing for *Financial Accounting (New)* under *Accounts Receivable and Accounts Payable* → *Business Transactions* → *Outgoing Payments* → *Automatic Outgoing Payments* → *Payment Method/Bank Selection for Payment Program* → *Set Up Payment Methods per Company Code for Payment Transactions*.  
(Alternatively: Enter **fbzp**, or on the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Periodic Processing* → *Payments* (continue by choosing *Environment* → *Maintain config*. Then choose *Pmnt methods in company code*).
  - b) On the *Change view (Maintenance of Company Code Data for a Payment Method)*: *O* screen, choose *Position*.
  - c) Enter **AC00** in the *Paying co. code* field and **U** in the *Pymt Method* field.
  - d) Choose *Continue*.
  - e) Select the entry and choose *Details*.
  - f) Choose *Form Data*.
  - g) In the *Next form* field, use the input help to choose the *DME accompanying sheet* (PMW) for the format *DTAUS0* (SAPscript).  
(Choose *Payment Medium* → *Germany* → *Payment Medium Workbench* → *Format DTAUS0: Accompanying sheet*).

Field Name or Data Type	Value
<i>Next Form</i>	<b>FPAYM_DE_DTAUS0</b>



Note:  
Choose the triangle icon next to the *Payment Medium Workbench* entry in the SAPscript form tree. This will display the correct accompanying sheet for the format *DTAUS0* for the PMW.

- h) Choose *Save*.
5. Define the selection variants to automatically schedule the PMW payment media in the payment program. Process outgoing payments using the payment method *U* with your new house bank *HB00* (AC Bank, bank key 12345600).

- a) Go to Customizing for *Financial Accounting (New)* under *Accounts Receivable and Accounts Payable* → *Business Transactions* → *Outgoing Payments* → *Automatic Outgoing Payments* → *Payment Media* → *Make Settings for Payment Medium Formats from Payment Medium Workbench* → *Create/Assign Selection Variants*.
- b) On the *Payment Medium: Selection Variants* screen, double-click *DTAUS0* in the list on the left of the screen.
- c) Confirm the message `The format DTAUS0 contains invalid selection variants` with the *Yes* pushbutton.



Hint:

The eCATT for this training changed the granularity of the *DTAUS0* file into *Company Code* and *House Bank*. This is the reason the existing variants are invalid now.

- d) Enter the selection variant **GR00** for your paying company code (*pCoCd* column) *AC00* and the house bank *HB00* (with the bank key *12345600*).
- e) Choose *Enter*.
- f) The system asks you whether you want to create the variant *GR00*. In this case, choose *Yes*.



Note:

You can check or edit existing variants by choosing *Variant* → *Edit Variant*.

- g) On the *Variants: Change Screen Assignment* screen, select *For all Selection Screens* and choose *Continue*.
- h) On the *Maintain Variant: Report SAPFPAYM, Variant GR00* screen, enter the following data:

Field Name or Data Type	Value
<i>Run Date</i>	Leave blank
<i>Identification</i>	Leave blank
<i>Payment Medium Format</i>	<b>DTAUS0</b>

- i) Choose *Enter*.
- j) Select the following options:

Field Name or Data Type	Value
<i>Data Medium Exchange</i>	Select
<i>Payment Summary</i>	Select
<i>Error Log</i>	Select

- k) Define an output device for each case under *Print Parameters* for *Data Medium Exchange*, *Payment Summary*, and *Error Log*.

Field Name or Data Type	Value
<i>Output Device</i>	<b>LP01</b>
<i>Print Immediately</i>	Select

- l) Choose *Enter*.
- m) Choose *Back*.
- n) Confirm warning messages with the *Yes* pushbutton. Enter **GR00** in the *Description* field.
- o) Choose *Save*.
- p) Choose *Back*.
- q) Choose *Save*.

### The Payment Medium Workbench

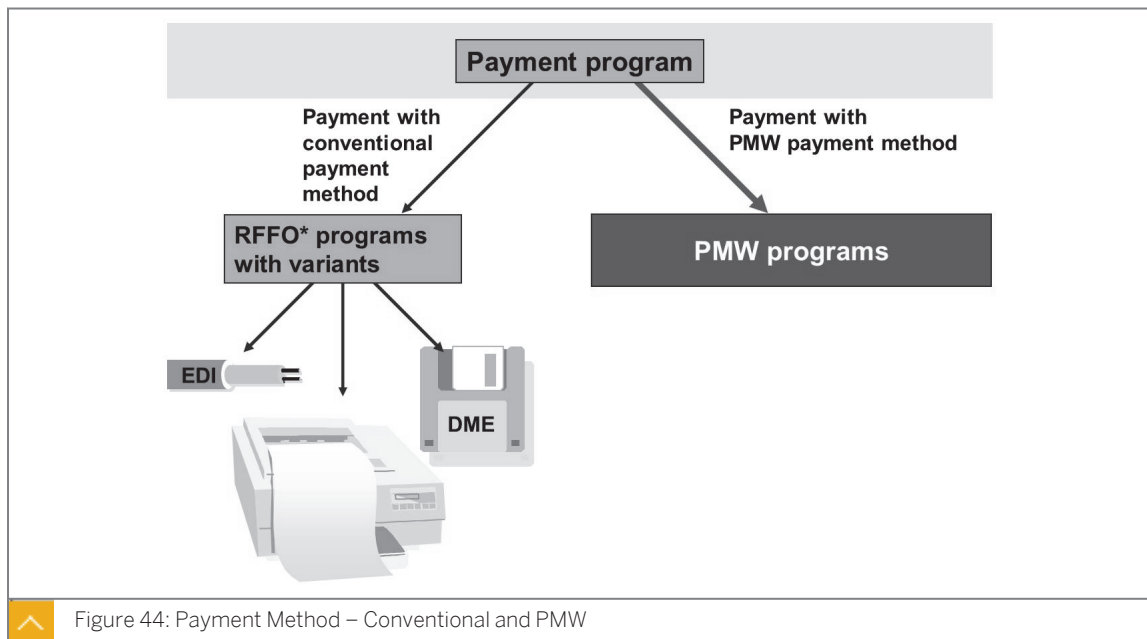


Figure 44: Payment Method – Conventional and PMW

**After the payment media is created, the individual payment methods are processed and the following programs are launched:**

- The assigned RFFO\* program starts with the variants defined in the payment run in one of the standard payment methods. Then, the program generates the payment media and the advice notes.
- The new PMW programs are launched using the new PMW payment method.

## The Steps in the PMW Process

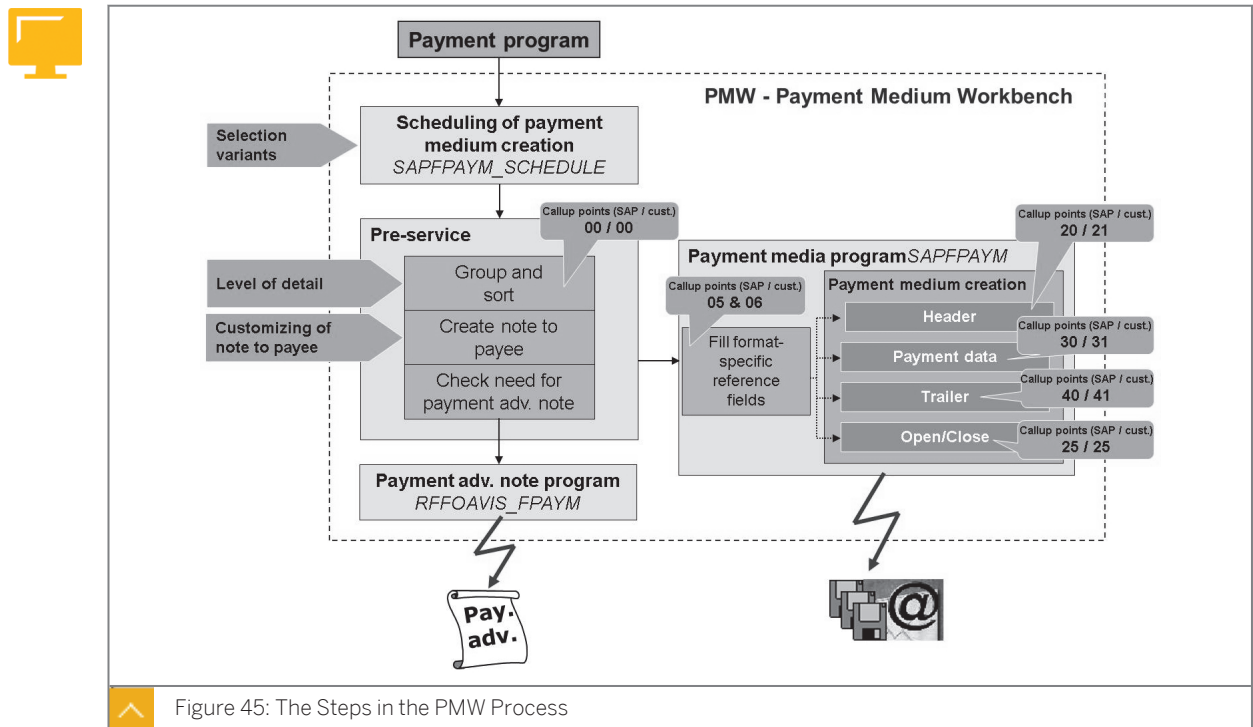


Figure 45: The Steps in the PMW Process

When the system creates the payment media with a PMW payment method, it launches the program SAPFPAYM\_SCHEDULE. That program carries out a preservice process next.

### The preservice process takes the following steps for the PMW:

- The system sorts the payments according to the PMW format and other format-specific fields.
- The system creates payment groups based on the level of granularity (one payment medium file is usually created for each group).
- The system forms the note to the payee.

The payment program SAPFPAYM and advice note program RFFOAVIS\_FPAYM are launched based on the data generated by the payment program.

The program SAPFPAYM starts with all the defined for the relevant payment groups in Customizing. This program generates the payment media for the PMW payment methods, the accompanying sheets for the payment media, an error log, and the payment summary.

The program RFFOAVIS\_FPAYM generates all the required advice notes and the zero balance notices.

### Payment Medium Formats

A payment medium format contains various fields filled with content from your SAP system.

**This process is called mapping and can be carried out in one of the following ways:**

- Using programmed function modules
- Using the DME Engine

## Payment Media Creation Using Function Modules

The payment medium format is defined using tables in which the callup points from the payment medium program are assigned to the suitable function modules for the given format.

### The following are the callup points:

- Callup point 00 allows you to influence the sort sequence of the payment data and, therefore, the selection for payment media creation.

Example: The payment media for a given format files, for example will be output separately by currency (USD and EUR, for example). To pre-sort the data by currency before it is read, you have to copy the currency field to the sort field. You use callup point 25 to trigger a Close or an Open to change the sort field.

SAP callup point 00 can also be replaced with a customer function module for callup point 00.

- Callup point 05 lets you fill the additional, format-specific reference fields in the payment data. You can use these values later during payment media creation in callup points 20, 30, and 40. You can also use these values to structure the note to payee (Customizing for note to payee). You can supplement SAP callup point 05 with a customer function module for callup point 06.
- Callup point 10 lets you check the additional format parameters defined in a structure in Customizing for creating the payment medium formats offered on the selection screen for the Generic Payment Medium program.
- Callup point 20 allows you to create a header for the payment medium. The following import structures are available to fill the header: I\_FPAYH (payment data), I\_FPAYHX (payment Customizing), and I\_FORMAT\_PARAMS (additional format parameters). You can supplement Callup point 20 with a customer function module for callup point 21.
- Callup point 25 allows you to control a new payment medium. You can create a new physical payment medium (new file) or a new logical payment medium (new header). This callup point can be replaced with a customer function module.
- In callup point 30, the system creates the transaction record of the data medium, which contains the actual payment data. Callup point 30 is analogous to callup point 20. You can supplement Callup point 30 with a customer function module for callup point 31.
- Callup point 40 allows you to create a trailer to close the payment medium. In most cases, this involves entering control data and totals data. You can supplement Callup point 40 with a customer function module for callup point 41.

## The Payment Medium Formats in the Data Medium Exchange Engine



**Change View "Payment Medium Formats": Details**

Format: SEPA\_CT      Customer settings for Format

Description: SEPA Credit Transfer (Bank Transfer)

**Format output**

- Payment medium with docs.      Type: SAPscrip
- Payment medium without docs.      Type: 04 XML
- Extra list for payment medium
- Payment medium accompanying sheet

**Format information**

Country:      External format description:      Documentation module: DMEE\_SEPA\_CT

**Program control**

Struct. for format parameters:      Default

No. of digits:      DME engine

Mapping using DME engine

**Payment medium output divided by level of detail:**

- Company code
- House bank
- House bank acct
- Debit/cr. memo
- Payment method

**Control format using the DME Engine**

Figure 46: Payment Medium Formats in DME Engine

The DME Engine enables you to define file formats that meet your bank’s requirements for data medium exchange. This is particularly important, because no international or regional standards are defined. Some countries do not have their own domestic standards, which mean the file has to follow the bank’s standards. The DMEE lets you define new formats and change existing formats flexibly and easily, without requiring any ABAP programming knowledge.

### The Granularity and Payment Groups



**Level of detail selected (group level):**

- Company code
- House bank
- House bank account
- Credit memo/debit memo
- Payment method

**Payment groups per company code and house bank:**

- 1000 Bank1
- 1000 Bank2
- 2000 BankA
- 2000 BankB

**At least one selection variant each for SAPFPAYM**

Figure 47: The Granularity and Payment Groups

Using the granularity, the payment medium format specifies the definition of the payment medium and determines how the payment media will be output separately in payment groups. A payment group usually corresponds to one payment file.

For example, if the *Company Code* and the *House Bank* are selected as the level of granularity, the system creates a payment group for each company code and house bank combination.

You have to define at least one selection variant in the generic payment medium program SAPFPAYM for each payment group. The system processes the payment medium program with all the defined variants.

The granularity can be refined, but not reduced, for the PMW formats shipped with the system. The reason for this is that the granularity SAP ships is based on the format requirements (usually specified by the banks).

### The Note to the Payee

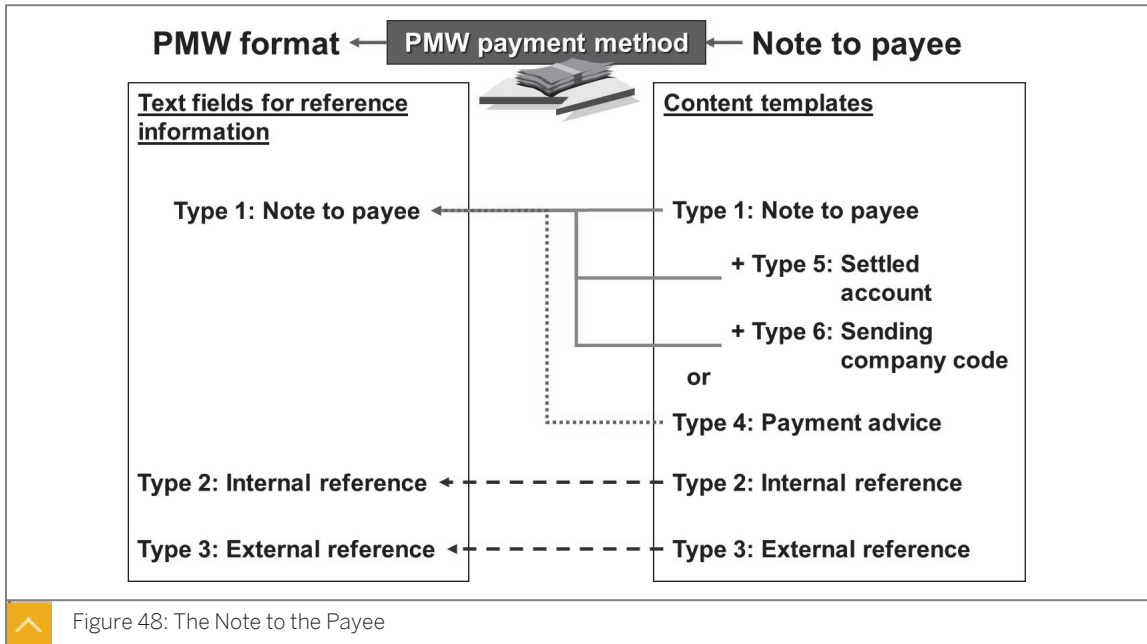


Figure 48: The Note to the Payee

The system always assigns a PMW format to a PMW payment method and a content template for the note to the payee.

#### Every PMW format has three types of text fields for reference information:

- Type 1: Invoice information (classic note to the payee)
- Type 2: Internal reference (in case the payment media is returned)
- Type 3: External reference (for the business partner)

The contents of the note to the payee are defined in a content template that is independent of the format, either in Customizing or using a function module. In Customizing, you can define the contents on a language-specific basis to ensure your business partners always receive the text in their own language.

The content template supplies information to the reference fields when the system creates the payment medium.





## Payment Medium Workbench

### Business Example

You have to execute a payment run for your company code AC## using a bank transfer with the PMW.

### Task 1

Consolidate your understanding of the PMW.

1. How does using the PMW benefit customers? List some of the benefits of the PMW.

### Task 2

In the future, payment medium files for the payment method U will be created using the Payment Medium Workbench.

1. Check whether the payment method U in country DE is assigned to the format DTAUS0 and the format supplement 51 of the Payment Medium Workbench program settings. If not, inform your instructor.
2. Check the assigned information about building the note to payee data to the payment method U. You will need to copy the reference number and text to the note to payee for vendors. Check whether the Sample 02 note to payee from the origin FI-AP is assigned to the payment method U.

3. Define the form for the accompanying sheet.

In the automatic payment program configuration settings, select *Payment methods in company code* and maintain the following form data for your company code AC## and the payment method U:

Field Name or Data Type	Value
<i>Next Form</i> (SAPscript)	FPAYM_DE_DTAUS0

4. Define a selection variant in Customizing to automatically schedule the PMW payment media in the payment program. Process outgoing payments with the payment medium format DTAUS0 in your paying company code AC## with your new house bank HB##, AC Bank (bank key 123456##).

Create your variant GR## (## = your group number) with the following data:

Field Name or Data Type	Value
<i>Run Date</i>	Leave blank
<i>Identification</i>	Leave blank

Field Name or Data Type	Value
<i>Payment Medium Format</i>	<b>DTAUS0</b>

Choose *Enter* select the following print controls:

Field Name or Data Type	Value
<i>Data Medium Exchange</i>	Select
<i>Payment Summary</i>	Select
<i>Error Log</i>	Select

Define the printer LP01 as the output device in the print parameter for the selected print control settings.

### Task 3

Pay the invoices for the vendor AC201-##C using the automatic payment program. At the same time, create a DME file for the bank using this data.

1. Verify that the payment method U is assigned to the company code data AC## for the vendor AC201-##C (## = your group number).
2. Verify that there are at least two open invoices on your vendor's account AC201-##C. To complete this task, you need to display the line items. Select the layout *1SAP-P – Terms of payment*.

The invoice with payment method U (see column PM) entered at the document level must be transferred to a specific partner bank account. Remember, you entered this invoice in the previous exercise.

Double-click this line item to display the Partner Bank type O2 using the *Additional data* pushbutton. Use the input help F4 to display the partner bank key and the bank account number.

3. Create a payment run. The run and posting date is today; choose GR## for the identification. Enter your company code AC##, the payment method U, and the number of your vendor AC201-##C. The next payment run will take place in exactly one month. Activate the *Additional Log* for your vendor AC201-##C.
4. Run the payment proposal immediately to create the data media.



Hint:  
You can use the procedure for test purpose.

Check the values in the payment proposal using the proposal list (choose *Edit → Proposal → Proposal List*). Verify that the system will transfer the invoice with *Part. Bank Type* to the corresponding bank account.

5. Plan the payment run and output the data media immediately. The system creates the payment documents and clears the open invoices.
6. Check the data you created with the PMW.



## Payment Medium Workbench

### Business Example

You have to execute a payment run for your company code AC## using a bank transfer with the PMW.

### Task 1

Consolidate your understanding of the PMW.

1. How does using the PMW benefit customers? List some of the benefits of the PMW.
  - a) You can easily change formats without making modifications.  
You can create new formats easily, and you don't need any programming experience.  
  
You can output all the advice notes in one print file.  
  
The PMW provides better sorting options for advice notes.  
  
You can freely define notes to the payee.  
  
You can assign the note to the payee according to the origin and payment method in Customizing.  
  
The PMW provides a massively improve experience for mass payments.


### Task 2

In the future, payment medium files for the payment method U will be created using the Payment Medium Workbench.

1. Check whether the payment method U in country DE is assigned to the format DTAUS0 and the format supplement 51 of the Payment Medium Workbench program settings. If not, inform your instructor.
  - a) Go to Customizing for *Financial Accounting (New)* under *Accounts Receivable and Accounts Payable* → *Business Transactions* → *Outgoing Payments* → *Automatic Outgoing Payments* → *Payment Media* → *Make Settings for Payment Medium Formats from Payment Medium Workbench* → *Assign Payment Medium Format and Note to Payee to Payment Method*.  
  
(Alternatively: Enter **fbzp**, or on the SAP Easy Access screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Periodic Processing* → *Payments* (continue by choosing *Environment* → *Maintain config*. Then, choose *Pmnt methods in country*.)
  - b) On the *Change View "Payment Method/Country": Overview* screen, choose *Position*.

- c) Enter **DE** in the *Country* field and **U** in the *Pymt Method* field.
- d) Choose *Continue*.
- e) Select the entry.
- f) Choose *Details* and scroll down the right-hand side of the screen to display the options for the payment medium.
- g) Verify that *Use payment medium workbench* is selected. If it is not, inform your instructor.
- h) Check whether the following entries exist in the *Use payment medium workbench* area:

Field Name or Data Type	Value
<i>Format</i>	<b>DTAUS0 (Domestic Payment Transactions Germany)</b>
<i>Format supplement</i>	<b>51 (Bank Transfer)</b>



Note:  
If the entry is missing, use the F4 key in the *Format* field to choose **DTAUS0 – domestic payment transactions Germany**.

- i) Do not exit the screen.
2. Check the assigned information about building the note to payee data to the payment method U. You will need to copy the reference number and text to the note to payee for vendors. Check whether the Sample 02 note to payee from the origin FI-AP is assigned to the payment method U.
- a) In the left pane, double-click *Note to Payee by Origin*.
  - b) Choose *New Entries* to maintain the table.
  - c) On the *New Entries: Overview of Added Entries* screen, enter the following data:

Field Name or Data Type	Value
<i>Origin</i>	<b>FI-AP (Accounts Payable Accounting)</b>
<i>Note to payee</i>	<b>SAMPLE 02</b>

- d) Choose *Save*.
3. Define the form for the accompanying sheet.  
In the automatic payment program configuration settings, select *Payment methods in company code* and maintain the following form data for your company code AC## and the payment method U:

Field Name or Data Type	Value
<i>Next Form (SAPscript)</i>	<b>FPAYM_DE_DTAUS0</b>

- a) Go to Customizing for *Financial Accounting (New)* under *Accounts Receivable and Accounts Payable* → *Business Transactions* → *Outgoing Payments* → *Automatic Outgoing Payments* → *Payment Method/Bank Selection for Payment Program* → *Set Up Payment Methods per Company Code for Payment Transactions*.  
(Alternatively: Enter **fbzp**, or on the SAP Easy Access screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Periodic Processing* → *Payments* (continue by choosing *Environment* → *Maintain config*. Then, choose *Pmnt methods in company code*.)
- b) On the *Change view "Maintenance of Company Code Data for a Payment Method": O* screen, choose *Position*.
- c) Enter **AC##** in the *Paying co. code* field and **U** in the *Pymt Method* field.
- d) Choose *Continue*.
- e) Select the entry and choose *Details*.
- f) Choose *Form Data*.
- g) In the *Next form* field, use the input help to choose *DME accompanying sheet (PMW)* for the format *DTAUS0* (SAPscript).  
(Choose *Payment Medium* → *Germany* → *Payment Medium Workbench* → *Format DTAUS0: DME Accompanying sheet*).

Field Name or Date Type	Value
<i>Next Form</i>	<b>FPAYM_DE_DTAUS0</b>

**Note:**

Choose the triangle icon next to the Payment Medium Workbench entry in the SAPscript form tree. The screen will display the correct accompanying sheet for the format DTAUS0 for the PMW.

- h) Choose *Save*.
4. Define a selection variant in Customizing to automatically schedule the PMW payment media in the payment program. Process outgoing payments with the payment medium format DTAUS0 in your paying company code AC## with your new house bank HB##, AC Bank (bank key 123456##).

Create your variant GR## (## = your group number) with the following data:

Field Name or Data Type	Value
<i>Run Date</i>	Leave blank
<i>Identification</i>	Leave blank
<i>Payment Medium Format</i>	<b>DTAUS0</b>


Choose *Enter* select the following print controls:

Field Name or Data Type	Value
<i>Data Medium Exchange</i>	Select

Field Name or Data Type	Value
<i>Payment Summary</i>	Select
<i>Error Log</i>	Select

Define the printer LP01 as the output device in the print parameter for the selected print control settings.

- a) Go to Customizing for *Financial Accounting (New)* under *Accounts Receivable and Accounts Payable* → *Business Transactions* → *Outgoing Payments* → *Automatic Outgoing Payments* → *Payment Media* → *Make Settings for Payment Medium Formats from Payment Medium Workbench* → *Create/Assign Selection Variants*.
- b) On the *Payment Medium: Selection Variants* screen, double-click *DTAUS0* in the list on the left of the screen. The available house banks for your paying company code *AC##* are listed on the right.
- c) Enter selection variant **GR##** for your company code *AC##* and the house bank *HB##*, AC Bank (bank key **123456##**).
- d) Choose *Enter*.
- e) A message appears on the screen stating that the variant does not exist. The system asks whether you want to create it. Choose *Yes*.



Note:  
You can check or edit existing variants by choosing *Variant* → *Edit Variant*.

- f) On the *Variants: Change Screen Assignment* screen, select *For all Selection Screens* and choose *Continue*.
- g) On the *Maintain Variant: Report SAPFPAYM, Variant GR##* screen, enter the following data:

Field Name or Data Type	Value
<i>Run Date</i>	Leave blank
<i>Identification</i>	Leave blank
<i>Payment Medium Format</i>	<b>DTAUS0</b>

- h) Choose *Enter*.
- i) Select the following options:

Field Name or Data Type	Value
<i>Data Medium Exchange</i>	Select
<i>Payment Summary</i>	Select
<i>Error Log</i>	Select

- j) Define an output device for each case under the *Print Parameters for Data Medium Exchange, Payment Summary, and Error Log*.

Field Name or Data Type	Value
<i>Output Device</i>	<b>LP01</b>

- k) Choose *Enter*.
- l) Choose *Back*.
- m) Confirm the messages with Yes. Enter **GR##** in the *Description* field.
- n) Choose *Save*.
- o) Choose *Back*.
- p) Choose *Save*.

### Task 3

Pay the invoices for the vendor AC201-##C using the automatic payment program. At the same time, create a DME file for the bank using this data.

- Verify that the payment method U is assigned to the company code data AC## for the vendor AC201-##C (## = your group number).
  - On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Master Records* → *Change* (FK02).
  - On *Change Vendor Initial Screen*, enter or check the following data:

Field Name or Data Type	Value
<i>Vendor</i>	<b>AC201-##C</b>
<i>Company Code</i>	<b>AC##</b>
<i>Company code data: Payment transactions</i>	Select

- Choose *Enter*.
  - Enter or check that *U* is specified in the *Payment Method* field.
  - Choose *Save* if you changed the settings.
- Verify that there are at least two open invoices on your vendor's account AC201-##C. To complete this task, you need to display the line items. Select the layout *1SAP-P – Terms of payment*.  
The invoice with payment method U (see column PM) entered at the document level must be transferred to a specific partner bank account. Remember, you entered this invoice in the previous exercise.  
Double-click this line item to display the Partner Bank type 02 using the *Additional data* pushbutton. Use the input help F4 to display the partner bank key and the bank account number.
    - On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Account* → *Display/Change Line Items*.

b) Enter the following data:

Field Name or Data Type	Value
<i>Vendor Account</i>	<b>AC201-##C</b>
<i>Company Code</i>	<b>AC##</b>
<b>Line Item Selection</b>	
<i>Open Items</i>	Select
<i>Open at key date</i>	Today's date

c) Choose *Execute*.

d) Choose *Settings* → *Layout* → *Choose* and select the layout *ISAP-P – Terms of Payment*.

e) Verify that the screen displays at least two open invoices.

f) Double-click the line item with the entry *U* in the *PM* column (PM = Payment Method).

g) Choose *Additional data* to display the *Part. Bank type* field.  
Value *02* is entered.

h) Choose the input help in the *Part. Bank type* field to display the partner bank key and the bank account number.

i) Choose *Enter*.

j) Go back to the *SAP Easy Access* screen.

3. Create a payment run. The run and posting date is today; choose *GR##* for the identification. Enter your company code *AC##*, the payment method *U*, and the number of your vendor *AC201-##C*. The next payment run will take place in exactly one month. Activate the *Additional Log* for your vendor *AC201-##C*.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Periodic Processing* → *Payments*.

b) On the *Automatic Payment Transaction: Status* screen, enter the following data:

Field Name or Data Type	Value
<i>Run Date</i>	Today's date
<i>Identification</i>	<b>GR##</b> (## = your group number)

c) Choose *Enter*.

d) On the *Parameter* tab page, enter the following data:

Field Name or Data Type	Value
<i>Post date</i>	Today's date
<i>Document Entered Up to</i>	Today's date
<i>Company Codes</i>	<b>AC##</b>
<i>Payment Methods</i>	<b>U</b>



Field Name or Data Type	Value
<i>Next Posting Date</i>	Today's date + one month
<i>Vendor</i>	<b>AC201-##C</b>

- e) On the *Additional Log* tab page, enter the following data:

Field Name or Data Type	Value
<i>Due date check</i>	Select
<i>Payment method selection in all cases</i>	Select
<i>Line items of the payment documents</i>	Select
<i>Vendors</i>	<b>AC201-##C</b>

- f) Choose *Save*.

- g) Return to the *Status* tab page.

4. Run the payment proposal immediately to create the data media.



Hint:

You can use the procedure for test purpose.

Check the values in the payment proposal using the proposal list (choose *Edit* → *Proposal* → *Proposal List*). Verify that the system will transfer the invoice with *Part. Bank Type* to the corresponding bank account.

- a) Choose *Proposal* to schedule the payment proposal and enter the following data:

Field Name or Date Type	Value
<i>Start Immediately</i>	Select
<i>Create payment medium</i>	Select

- b) Choose *Schedule*.

- c) Choose *Enter* repeatedly on the *Status* tab page until the message *Payment proposal has been created* is displayed.

- d) Choose *Edit* → *Proposal* → *Proposal List*.

- e) Confirm the *List Variant – Program RFZALI20* dialog box with the *Enter* pushbutton.

- f) Verify that the system will transfer the invoice with *Part. Bank Type 02* to the corresponding bank account (=Bank key 12345678, Bank account 201##3). The screen displays two different bank accounts for the vendor AC201-##C.

- g) Choose *Back*.

5. Plan the payment run and output the data media immediately. The system creates the payment documents and clears the open invoices.

- a) Choose *Payment Run* to schedule the payment run.

b) Enter the following data:

Field Name or Date Type	Value
<i>Start Immediately</i>	Select
<i>Create payment medium</i>	Select

c) Choose *Enter* repeatedly on the *Status* tab page until the screen displays the message *Payment run has been carried out*.

6. Check the data you created with the PMW.

a) To view the file you created, choose *Environment* → *Payment Medium* → *DME Administration*.

b) By double-clicking the entry, you can display the data medium attributes and call up the financial accounting documents.



### **LESSON SUMMARY**

You should now be able to:

- State the advantages of using the Payment Medium Workbench to create payment media
- Convert a payment method to use with the Payment Medium Workbench
- Manage the Payment Medium Workbench



## Automating the Payment Run

### LESSON OVERVIEW

This lesson discusses how to execute the payment program automatically.

### Business Example

As an employee in the accounting department, you need to know what extent you can automate the processes in the payment program to. For this reason, you require the following knowledge:

- An understanding of the programs used to automate the payment run



### LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Automate the payment run

### The Payment Run Automation

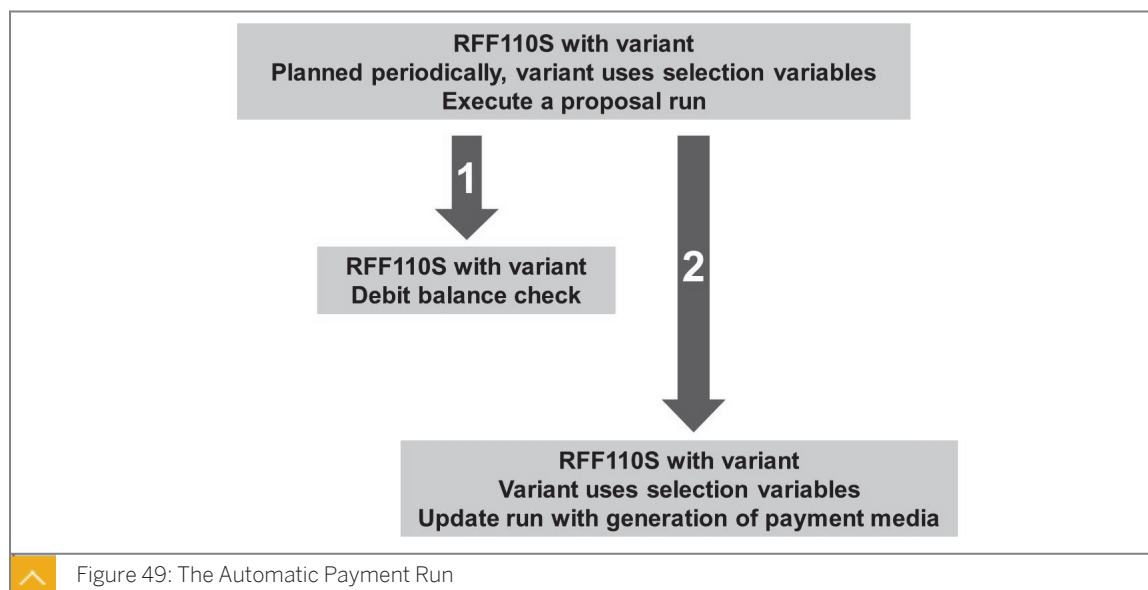


Figure 49: The Automatic Payment Run

In an automatic payment run, you can complete the payment process automatically. The program used to automate the payment program is RFF110S.

### The characteristics of the payment program RFF110S are as follows:

- You can use the program to schedule the payment program SAPF110S in the background.
- The selection screen for this program essentially features the same parameters as the screen for the program in transaction F110. Enter the parameters on the selection screen

and save them as a variant. After you define the variant, schedule the program RFF110S to run the payment periodically.

- You have to use selection variables to automatically change the time data to the periodic run date.
- The program RFF110S can automatically run four additional programs consecutively.

**The steps of the automatic payment run are as follows:**

1. To prevent outgoing payments despite a due debit balance, schedule the program RFF110S as a proposal run first.
2. After this, the system automatically calls the program RFF110SSP to perform the debit balance check.
3. After the debit balance check, the system automatically calls the program RFF110S again. This time, however, it uses the program for an update run with possible generation of the payment media.



**Reports and variants in order of execution:**

Program	Description	Variant
RFF110S	Program for automating the payment program	VORSCHLAG AC00
RFF110SSP	Program to perform the debit balance check to prevent outgoing payments despite a debit balance	SALDOPRÜF AC00
RFF110S	Program for automating the payment program as an update run with all possible generation of the payment media	ZAHLLAUF AC00
RFZALI20	Payment list	ZALI AC00



**Hint:**

The system carries out the payment using the PMW payment method *U*. Therefore, you do not need to enter a payment media print program in the *Form Printout/Data Medium Exchange* area in the ZAHLLAUF AC00 variant (the procedure is identical to the procedure in the transaction F110).



**How to Execute an Automatic Payment Run**



The system contains all the report variants required for the following data:

- Company code AC00
- Vendor SAL00

An EUR 5,000.00 vendor invoice with a posting date and a document date of at least two months ago must already be posted by eCATT for this training. If not, post this document in preparation.

1. Automate the payment program.

- a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → Accounts Payable → Periodic Processing → Schedule Payment Program Periodically*.
- b) Choose *Get variant*.
- c) Select variant *VORSCHLAG AC00 (Proposal Run AC00)*.
- d) Choose *Continue*.
- e) Choose *Execute*.



Note:

The payment is carried out using the PMW payment method *U*. Therefore, you do not need to enter a payment media print program in the *ZAHLLAUF AC00* variant (the procedure is identical to in the procedure used in the transaction *F110*).

2. Display the automatically executed payment run.

- a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → Accounts Payable → Periodic Processing → Payments*.
- b) Choose the input help of the *Run date* field.
- c) Enter **DER00** in the *Identification* field.
- d) Choose *Continue*. The screen displays the new payment run.
- e) Select this payment run and show the payment medium as in the previous exercise.



**LESSON SUMMARY**

You should now be able to:

- Automate the payment run



## Learning Assessment

1. Bank master records are stored centrally in the bank directory.

*Determine whether this statement is true or false.*

True

False

2. If a customer is also a vendor, or vice versa, the payment and the running program can clear open items against each other.

*Determine whether this statement is true or false.*

True

False

3. Alternate payer or payee information entered at the client level of the master data takes priority over data entered at the company code level.

*Determine whether this statement is true or false.*

True

False

4. There are no fields in a financial accounting document that influence the automatic payment program.

*Determine whether this statement is true or false.*

True

False

5. Which of the following steps are parts of the process of configuring the payment program?

*Choose the correct answers.*

- A All the company codes
- B The payment methods/country
- C The house banks
- D The print checks

6. Which of the following specifies the accounts and documents that need to be included in the payment run?

*Choose the correct answer.*

- A The parameters
- B The payment proposal
- C The variables
- D The payment programs

7. All of the company codes in the payment run parameters must be in the same country.

*Determine whether this statement is true or false.*

- True
- False

8. Which of the following are possible reasons that an invoice would not be paid?

*Choose the correct answers.*

- A The invoice has a debit balance
- B An invalid house bank
- C A discount expired
- D The payment amount is less than the minimum amount specified for a payment

9. You can display the exception list after the payment proposal.

*Determine whether this statement is true or false.*

- True
- False



10. Which of the following activities does the system perform during the payment run?

*Choose the correct answers.*

- A The system assigns check numbers to the payment documents.
- B The system makes postings to the General Ledger and subledgers.
- C The system clears open items.
- D The system supplies the print programs with any necessary data.

11. In the Payment Medium Workbench, the system creates payment advice notes using the new program RFFOAVIS\_FPAYM.

*Determine whether this statement is true or false.*

- True
- False

12. You can convert a payment method individually to the PMW payment media formats.

*Determine whether this statement is true or false.*

- True
- False

13. The granularity is specified in the definition of the payment medium format and determines how the payment media is output separately in payment groups.

*Determine whether this statement is true or false.*

- True
- False



## Learning Assessment - Answers

1. Bank master records are stored centrally in the bank directory.

*Determine whether this statement is true or false.*

True

False

2. If a customer is also a vendor, or vice versa, the payment and the running program can clear open items against each other.

*Determine whether this statement is true or false.*

True

False

3. Alternate payer or payee information entered at the client level of the master data takes priority over data entered at the company code level.

*Determine whether this statement is true or false.*

True

False

4. There are no fields in a financial accounting document that influence the automatic payment program.

*Determine whether this statement is true or false.*

True

False

5. Which of the following steps are parts of the process of configuring the payment program?

*Choose the correct answers.*

- A All the company codes
- B The payment methods/country
- C The house banks
- D The print checks

6. Which of the following specifies the accounts and documents that need to be included in the payment run?

*Choose the correct answer.*

- A The parameters
- B The payment proposal
- C The variables
- D The payment programs

7. All of the company codes in the payment run parameters must be in the same country.

*Determine whether this statement is true or false.*

- True
- False

8. Which of the following are possible reasons that an invoice would not be paid?

*Choose the correct answers.*

- A The invoice has a debit balance
- B An invalid house bank
- C A discount expired
- D The payment amount is less than the minimum amount specified for a payment

9. You can display the exception list after the payment proposal.

*Determine whether this statement is true or false.*

True

False

10. Which of the following activities does the system perform during the payment run?

*Choose the correct answers.*

A The system assigns check numbers to the payment documents.

B The system makes postings to the General Ledger and subledgers.

C The system clears open items.

D The system supplies the print programs with any necessary data.

11. In the Payment Medium Workbench, the system creates payment advice notes using the new program RFFOAVIS\_FPAYM.

*Determine whether this statement is true or false.*

True

False

12. You can convert a payment method individually to the PMW payment media formats.

*Determine whether this statement is true or false.*

True

False

13. The granularity is specified in the definition of the payment medium format and determines how the payment media is output separately in payment groups.

*Determine whether this statement is true or false.*

True

False

## Lesson 1

Explaining the Dunning Program	147
Exercise 7: Test your General Dunning Program Knowledge	153

## Lesson 2

Maintaining the Key Fields for the Dunning Program	157
Exercise 8: Maintain a Customer Master Record	161
Exercise 9: Maintain the Financial Accounting Documents for Dunning	167

## Lesson 3

Configuring the Dunning Program	171
Exercise 10: Set Up a New Dunning Procedure	185

## Lesson 4

Executing the Dunning Program	193
Exercise 11: Explain the Purpose of the Parameters	197
Exercise 12: Explain how to Create Dunning Proposals	213
Exercise 13: Edit the Proposal	221
Exercise 14: Execute a Dunning Process	229



### UNIT OBJECTIVES

- Explain the dunning program
- Maintain the dunning key fields in the customer and vendor master records
- Maintain the dunning key fields in the financial accounting documents
- Explain the dunning program configuration
- Create a dunning procedure
- Define the dunning levels
- Define the expenses or charges
- Define the minimum amounts

- Display the dunning texts
- Display the environment settings
- Maintain the dunning program parameters
- Execute the dunning run
- Edit the dunning proposal
- Create the dunning notice



## Explaining the Dunning Program

### LESSON OVERVIEW

This lesson provides an overview of the dunning program.

### Business Example

If you do not receive payments from your customers by the net due date, you need to check whether you should send dunning notices. You can formulate the first dunning notice as a friendly reminder. If your customer still fails to pay, you may want to formulate the next notice more strongly. You want to find out how the dunning program can help you do this. For this reason, you require the following knowledge:

- A general overview of the dunning procedure



### LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Explain the dunning program

### The Dunning Program – Overview

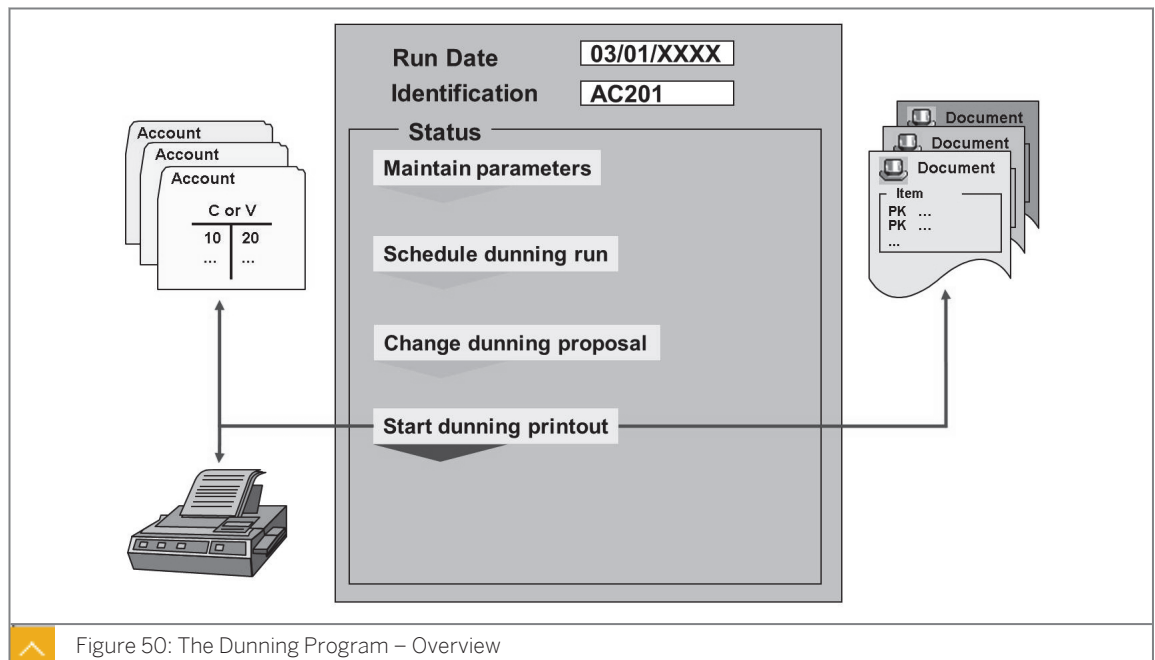


Figure 50: The Dunning Program – Overview

The four steps of the dunning process in the SAP system are as follows:

1. Maintain the parameters

By entering parameters in the dunning program, you can specify how it runs. You can also copy the parameters from an existing dunning run and adjust the dates as necessary.

## 2. Schedule the dunning run

During the dunning run, the dunning program chooses the accounts and checks them for overdue items. Then, the dunning program calculates the dunning level based on the number of days. Open items are in arrears and checks whether a payment reminder or a dunning notice (to remind business partners of their outstanding debts) needs to be sent. All the dunning data is saved in one dunning proposal.

## 3. Change the dunning proposal

You can edit, delete, and recreate the dunning proposal as often as you need until the accounting clerk is satisfied with the result.

## 4. Start the dunning printout

Dunning notices are printed and dunning data is updated in the master records and associated documents in just one step.



Note:

After the dunning run is complete, you can print the dunning notices immediately without changing the dunning proposal.



Explain that different factors influence the dunning program. These include the Customizing settings, master data, documents, and the parameters defined for the dunning run.

First, show the fields in a prepared customer master record that are important to the dunning program.

Then, show the fields in a prepared document that are important to the dunning program.

Use this prepared data to show the complete dunning process. Explain the process using figure, *The Dunning Program – Overview*. Inform the participants that you will discuss each of the individual steps in detail later.

On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Periodic Processing* → *Dunning*.



## How to Execute the Dunning Program

1. Check the communication language and ensure you assigned dunning procedure 0001 to customer AC201-000 in company code AC00.
  - a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Master Records* → *Change* (FD02).
  - b) On the *Customer Change Initial Screen*, enter the following data:

Field Name or Data Type	Value
<i>Customer</i>	<b>AC201-000</b>



Field Name or Data Type	Value
<i>Company Code</i>	<b>AC00</b>

- c) Choose *Continue*.
- d) On the *Change Customer: General Data* screen, change the communication language to the language of the country where this training takes place.



Note:

If the dunning letter is not available in your communication language, the system will create the dunning letter using the original language of the SAPscript form (German).

- e) Choose *Company Code Data*.
- f) On the *Correspondence* tab page, check the following data:

Field Name or Data Type	Value
<i>Dun. Procedure</i>	<b>0001</b>
<i>Dunning clerk</i>	<b>AC</b>

- g) Choose *Save*.
- h) Choose *Back*.
- i) Return to the *SAP Easy Access* screen.
2. Check for overdue open items in your customer account.
- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Account* → *Display/Change Line Items* (FBL5N).

- b) On the *Customer Line Item Display* screen, enter the following:

Field Name or Data Type	Value
<i>Customer account</i>	<b>AC201-000</b>
<i>Company code</i>	<b>AC00</b>

- c) Choose *Execute*. The list of open items is displayed on the *Customer Line Item Display* screen.
- d) Return to the *SAP Easy Access* screen.

3. Create a dunning run using today's date. Enter the dunning parameters.

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Periodic Processing* → *Dunning* (F150).
- b) On the *Dunning* screen, enter the following data:

Field Name or Data Type	Value
<i>Run On</i>	Today's date

Field Name or Data Type	Value
<i>Identification</i>	<b>AC00</b>

- c) Choose *Enter*.
- d) On the *Parameter* tab page, enter the following data:

Field Name or Data Type	Value
<i>Dunning date</i>	Today's date
<i>Documents posted up to</i>	Today's date
<i>Company Code</i>	<b>AC00</b>
<i>Account Restrictions: Customer</i>	<b>AC201-000</b>

- e) On the *Additional Log* tab page, enter customer **AC201-000**.
- f) Choose *Save* and then return to the *Status* tab page.
4. Carry out the proposal run in the dunning program.
- a) On the *Dunning* screen, choose *Schedule*.
- b) In the *Schedule Selection and Print* dialog box, select *Start Immediately*.
- c) Choose *Schedule*.
- d) Choose *Enter* until the message *Dun. selection is complete* is displayed in the *Status* area.
5. Check the dunning proposal.
- a) On the *Dunning* screen, choose *Change*.
- b) On the *Dunning Proposal* screen, choose *Execute*. A list of open line items is displayed.
- c) Double-click an open line item.
- d) In the *Change Dunning Notice* dialog box, under the *Dunning line items* area, enter **H** in one line of the *Dunning block* column.
- e) Choose *Copy*.
- f) Choose *Save*.
- g) Return to the *Dunning* screen.
- h) Choose *Dunning list*.
- i) In the *Dunning List Variant* dialog box, choose *Continue* to confirm the default program.
- j) On the *Dunning Proposal* screen, you can find the customer and dunning information, document number(s), amount(s) to be dunned, and so on.
- k) Return to the *Dunning* screen.
6. Display a sample printout of the dunning letter.

- a) On the *Dunning* screen, choose *Sample printout*.
  - b) On the *Schedule Sample Printout* screen, enter customer AC201-000 and choose *Display*. This will display the print preview.
  - c) Choose *Back* twice.
7. Display the dunning notices from your dunning run.
- a) On the *Dunning* screen, choose *Dunning printout*.
  - b) In the *Schedule Print* dialog box, select *Start immediately* and choose *Print*.
  - c) Choose *Enter* until the message *Dun printout is complete* is displayed.
  - d) Choose *System* → *Own Spool Requests* from the main menu.
  - e) On the *Output controller: List of Spool Requests* screen, the system displays a list of spool requests.
  - f) Select the checkbox to the left of the desired output.
  - g) Choose *Display*. The print preview of the output page is displayed.
  - h) Return to the *SAP Easy Access* screen.
8. Check whether the system updated the dunning data.
- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Master Records* → *Display* (FD03).

- b) On the *Customer Change Initial Screen*, check the following data:

Field Name or Data Type	Value
<i>Customer</i>	AC201-000
<i>Company Code</i>	AC00

- c) Choose *Continue*.
- d) On the *Display Customer: Company Code Data* screen, choose the *Correspondence* tab and check the following data:

Field Name or Data Type	Value
<i>Last dunned</i>	Today's date
<i>Dunning level</i>	1

- e) Exit the screen.





## Test your General Dunning Program Knowledge

### Business Example

Your client has a number of customers who are behind on their payments. The accounting department requested a system to notify customers who are in arrears. If the customer does not respond after receiving multiple dunning notices, you have to contact the legal department to start a legal dunning procedure.

Test your knowledge of the general structure of the dunning program application.

### Task 1

Reinforce your understanding of the dunning process.

1. List the four steps the dunning program has to take to perform the automatic dunning procedure.

---

---

---

### Task 2

Determine whether these statements are true or false.

1. Customers who do not have a dunning procedure in the master record are dunned using a default dunning procedure.

*Determine whether this statement is true or false.*

True

False

2. It is possible to dun vendors as well as customers.

*Determine whether this statement is true or false.*

True

False



## Test your General Dunning Program Knowledge

### Business Example

Your client has a number of customers who are behind on their payments. The accounting department requested a system to notify customers who are in arrears. If the customer does not respond after receiving multiple dunning notices, you have to contact the legal department to start a legal dunning procedure.

Test your knowledge of the general structure of the dunning program application.

### Task 1

Reinforce your understanding of the dunning process.

1. List the four steps the dunning program has to take to perform the automatic dunning procedure.

- 
- a) Maintain the parameters
  - b) Schedule the dunning run
  - c) Change the dunning proposal
  - d) Start the dunning printout

### Task 2

Determine whether these statements are true or false.

1. Customers who do not have a dunning procedure in the master record are dunned using a default dunning procedure.

*Determine whether this statement is true or false.*

True

False

Customers without a dunning procedure in the master record cannot be dunned.

2. It is possible to dun vendors as well as customers.

*Determine whether this statement is true or false.*

True

False



### **LESSON SUMMARY**

You should now be able to:

- Explain the dunning program





## Maintaining the Key Fields for the Dunning Program

### LESSON OVERVIEW

This lesson explains how to maintain the dunning data in the master records and financial accounting documents.

### Business Example

Your company did not receive payments from your customer by the next due date. You must send your customer dunning notices. Therefore, you need to maintain the dunning data in the customer and vendor master records. In addition, you need to maintain data at the financial document level. For this reason, you require the following knowledge:

- An understanding of the important fields for dunning in the customer and vendor master records
- An understanding of the dunning-related fields in the financial accounting documents



### LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Maintain the dunning key fields in the customer and vendor master records
- Maintain the dunning key fields in the financial accounting documents

## The Key Fields in the Customer and Vendor Master Records



**Each account segment consists of several pages with different groups of fields:**

**General data**

- Address
- Control data
- Payment transactions
- + Texts

**Company code data**

- Account management
- Payment transactions
- Correspondence
- Insurance
- Withholding tax
- + Texts

Bank	Account	IBAN
Happy Bank	20050000	12346587
Left Bank	47110815	21312227
Data Bank	99887766	65872112

Figure 51: The Key Fields in the Customer and Vendor Master Records

## The Fields on the Correspondence Tab Page



Figure 52: The Fields on the Correspondence Tab Page

The following are the key fields for dunning at the client and company code level in a customer or vendor master record:

- Address details
 

You specify the *Street/House Number*, *Postal Code/City*, and *Country* fields. The country key contains the information the system uses to check entries such as the length of the postal code or the bank account number.
- Communication – Language

You can create dunning in the language of the customer. To do this, you have to translate the form stored in the system into this language.

- **Payment terms**  
You specify the key for defining payment terms composed of cash discount percentages and payment periods.
- **Payment methods**  
If a payment method for an item has been specified for incoming payments, the item is usually not dunned because the payment program is responsible for collecting the money.
- **Dunn. procedure**  
This is a predefined procedure that specifies how the customers and vendors are dunned.
- **Dunning block**  
You specify this detail if you need to block the dunning for a customer.
- **Last dunned**  
This key displays the date of the last dunning run the account was included in. The system checks this date during the account selection of the dunning run.
- **Dunning level**  
The account gets the highest dunning level of all the items to be dunned. The dunning program sets this level automatically when the customer or vendor receives a dunning notice.
- **Dunning clerk**  
The field that records the clerk that deals with the dunning letter. The clerk's name will be printed on the dunning letter.
- **Dunning area (if dunning areas are used)**  
If different responsibilities or different dunning procedures exist within a company code, you can set up corresponding dunning areas. All dunning notices are made separately according to dunning areas with different dunning procedures, if necessary.



### How to Display the Customer and Vendor Master Record Key Fields at the Client and Company Code Levels

1. Change the customer master record key fields at the client and company code levels.
  - a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Master Records* → *Change (FD02)*.
  - b) In the *Customer Change: Initial Screen* dialog box, enter **AC201-00A** in the *Customer* field and **AC00** in the *Company Code* field.
  - c) Choose *Continue*.
  - d) On the *Change Customer: General Data* screen, show the customer address information.

- e) On the *Change Customer: General Data* screen, change the communication language to the language of the country where this training takes place.



Note:

If the dunning letter is not available in your communication language, the system creates the dunning letters using the original language of the SAPscript form (German).

- f) Choose *Company Code Data*.
- g) On the *Correspondence* tab page, enter or check the following data:

Field Name or Data Type	Value
<i>Dunn. Procedure</i>	<b>0001</b> (already maintained)
<i>Dunning clerk</i>	<b>AC</b>
<i>Dunning block</i>	<b>H</b>

- h) Choose *Save*.
2. Display the vendor master record key fields on the client and company code levels.
- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Master Records* → *Display* (FK03).
- b) On the *Vendor Change Initial Screen*, enter **AC201-00A** in the *Vendor* field and **AC00** in the *Company Code* field.
- c) Set the indicator for *General data: Address* and *Company Code data: Correspondence*.
- d) Choose *Enter*.
- e) On the *Change Customer: General Data* screen, show the customer address information and communication settings.
- f) Choose *Enter*.
- g) Show the vendor master dunning data.

# Unit 2

## Exercise 8



## Maintain a Customer Master Record

### Business Example

You need to send dunning notices to your customers. For this reason, you must maintain data in the customer master records fields related to dunning.

Maintain the dunning data in the customer master records.

1. Maintain some of the key fields in the customer master record AC201-###A of your company code AC##.

Communication:

Field Name or Data Type	Value
<i>Language</i>	The language of the country where this training takes place



Note:

If the dunning letter is not available in your communication language, the systems creates the dunning letter using the original language of the SAPscript form (German).

Correspondence:

Field Name or Data Type	Value
<i>Dunn. Procedure</i>	0001 (already maintained)
<i>Dunning clerk</i>	AC
<i>Dunning block</i>	H



## Maintain a Customer Master Record

### Business Example

You need to send dunning notices to your customers. For this reason, you must maintain data in the customer master records fields related to dunning.

Maintain the dunning data in the customer master records.

1. Maintain some of the key fields in the customer master record AC201-##A of your company code AC##.

Communication:

Field Name or Data Type	Value
<i>Language</i>	The language of the country where this training takes place



Note:

If the dunning letter is not available in your communication language, the systems creates the dunning letter using the original language of the SAPscript form (German).

Correspondence:

Field Name or Data Type	Value
<i>Dunn. Procedure</i>	<b>0001</b> (already maintained)
<i>Dunning clerk</i>	<b>AC</b>
<i>Dunning block</i>	<b>H</b>

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Master Records* → *Change (FD02)*.
- b) On the *Customer Change Initial Screen*, enter **AC201-##A** in the *Customer* field and **AC##** in the *Company Code* field.
- c) Choose *Continue*.
- d) On the *Change Customer: General Data* screen, change the communication language to the language of the country where this training takes place.
- e) On the *Change Customer: General Data* screen, choose *Company Code Data*.
- f) On the *Correspondence* tab page, enter or check the following data:

Field Name or Data Type	Value
<i>Dunn. Procedure</i>	<b>0001</b> (already maintained)
<i>Dunning clerk</i>	<b>AC</b>
<i>Dunning block</i>	<b>H</b>

**g)** Choose Save.

## The Key Fields in a Financial Accounting Document



Some of the important fields that can be maintained at the document level are:

- **Dunning Area**
- **Dunning Key**
- **Dunning Block**
- **Payment Term**

Figure 53: The Key Fields in a Financial Accounting Document

In addition to maintaining the dunning data at the master record level, you can maintain the dunning data at the financial document level.



### How to Enter a Dunning Block at the Financial Accounting Document Level

1. Your customer AC201-00B in the company code AC00 rejects an invoice amount. To avoid dunning this invoice, you enter a dunning block in the financial accounting document. Choose *Change Line Items* (FBL5N) and select the financial accounting document with the amount of 1000 in the local currency (EUR). Enter the dunning block B in the invoice line item and save your document change.
  - a) On the SAP Easy Access screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Account* → *Display/Change Line Items* (FBL5N).
  - b) On the *Customer Line Item Display* screen, enter the following data:

Field Name or Data Type	Value
Customer	AC201-00B
Company Code	AC00

- c) Choose *Execute*.
- d) Double-click the line item with the amount of 1000 in the local currency (EUR).
- e) Switch to the change mode of the document.
- f) Enter the dunning block **B** in the *Dunn. Block* field.
- g) Choose *Save*.



2. Create a credit memo document for your customer AC201-00B in company code AC00. Use the following data to create the credit memo:

Field Name or Data Type	Value
<i>Customer</i>	<b>AC201-00B</b>
<i>Document and Posting date</i>	Current date minus one month
<i>Amount</i>	<b>200</b>
<i>Currency</i>	<b>EUR</b>
<i>Calculate tax</i>	Select
<i>Tax code</i>	<b>00</b>
<i>G/L Account</i>	<b>800200</b>
<i>D/C</i>	<b>Debit</b>
<i>Amount in doc.curr.</i>	<b>200</b>

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document Entry* → *Credit Memo (FB75)*.
- b) On the *Enter Customer Credit Memo: Company Code AC00* screen, enter the given data.
- c) Choose *Post* and then exit the screen.





## Maintain the Financial Accounting Documents for Dunning

### Business Example

You need to send dunning notices to your customers. You therefore need some postings. Sometimes, you have to maintain a posted document by entering a dunning block.

Maintain the dunning data at the financial accounting document level.

1. Your customer AC201-##B in company code AC## rejects an invoice amount.  
To avoid dunning this invoice, enter a dunning block in the financial accounting document. Choose *Change Line Items* (FBL5N) and select the financial accounting document with the amount in the local currency of EUR 1000.  
Enter the dunning block B in the invoice line item and save your document change.
2. Create a credit memo document for your customer AC201-##B in company code AC##.  
Use the following data to create the credit memo:

Field Name or Data Type	Value
<i>Customer</i>	<b>AC201-##B</b>
<i>Document date</i>	Current date minus one month
<i>Posting date</i>	Current date minus one month
<i>Amount</i>	<b>200</b>
<i>Currency</i>	<b>EUR</b>
<i>Calculate tax</i>	Select
<i>Tax code</i>	<b>00</b>
<i>G/L Account</i>	<b>800200</b>
<i>D/C</i>	<b>Debit</b>
<i>Amount in doc.curr.</i>	<b>200</b>



## Maintain the Financial Accounting Documents for Dunning

### Business Example

You need to send dunning notices to your customers. You therefore need some postings. Sometimes, you have to maintain a posted document by entering a dunning block.

Maintain the dunning data at the financial accounting document level.

1. Your customer AC201-##B in company code AC## rejects an invoice amount.

To avoid dunning this invoice, enter a dunning block in the financial accounting document. Choose *Change Line Items* (FBL5N) and select the financial accounting document with the amount in the local currency of EUR 1000.

Enter the dunning block B in the invoice line item and save your document change.

- a) On the SAP Easy Access screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Account* → *Display/Change Line Items* (FBL5N).

- b) On the *Customer Line Item Display* screen, enter the following data:

Field Name or Data Type	Value
<i>Customer</i>	AC201-##B
<i>Company Code</i>	AC##

- c) Choose *Execute*.
- d) Double-click the line item with the amount of 1000 in the local currency (EUR).
- e) Switch to the change mode of the document.
- f) Enter the dunning block B in the *Dunn. Block* field.
- g) Choose *Save*.

2. Create a credit memo document for your customer AC201-##B in company code AC##. Use the following data to create the credit memo:

Field Name or Data Type	Value
<i>Customer</i>	AC201-##B
<i>Document date</i>	Current date minus one month
<i>Posting date</i>	Current date minus one month
<i>Amount</i>	200
<i>Currency</i>	EUR
<i>Calculate tax</i>	Select

Field Name or Data Type	Value
<i>Tax code</i>	<b>00</b>
<i>G/L Account</i>	<b>800200</b>
<i>D/C</i>	<b>Debit</b>
<i>Amount in doc.curr.</i>	<b>200</b>

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document Entry* → *Credit Memo* (FB75).
- b) On the *Enter Customer Credit Memo: Company Code AC##* screen, enter the data given in the exercise.
- c) Choose *Post* and then exit the screen.



### **LESSON SUMMARY**

You should now be able to:

- Maintain the dunning key fields in the customer and vendor master records
- Maintain the dunning key fields in the financial accounting documents



## Configuring the Dunning Program

### LESSON OVERVIEW

This lesson discusses the options for configuring the dunning program.

### Business Example

You want to learn how to configure the automatic dunning procedure in the SAP system. For this reason, you require the following knowledge:

- An understanding of the structure of the dunning program
- An understanding of the options available in the dunning procedure

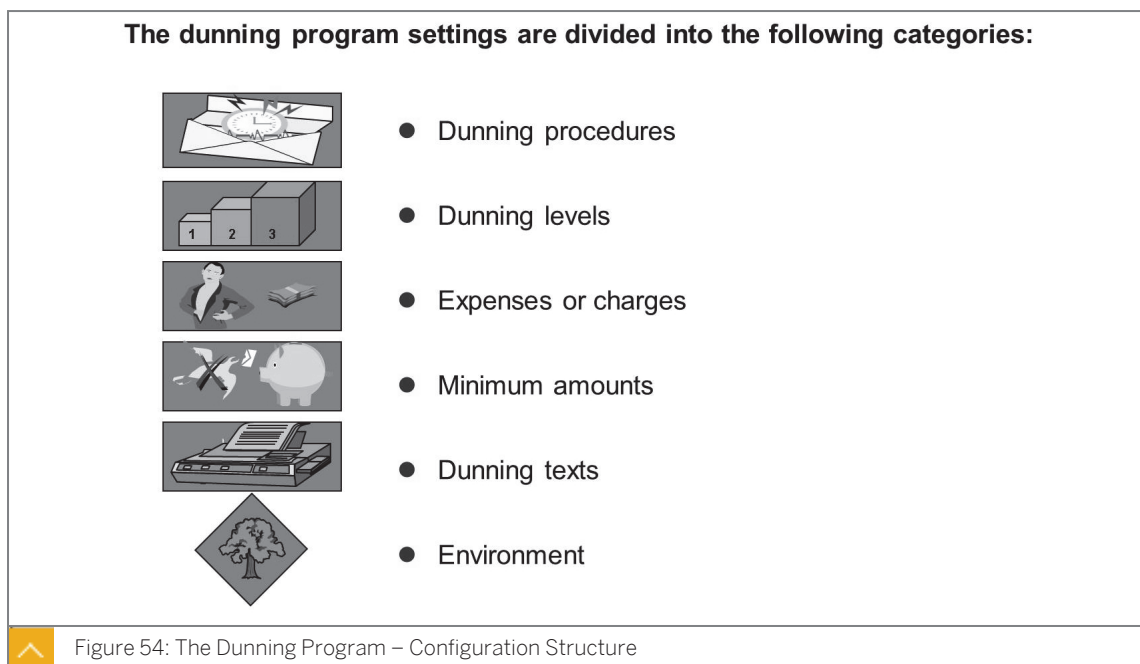


### LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Explain the dunning program configuration
- Create a dunning procedure
- Define the dunning levels
- Define the expenses or charges
- Define the minimum amounts
- Display the dunning texts
- Display the environment settings

## The Dunning Program – Configuration Structure



The main dunning program confirmation menu displays pushbuttons for different areas. To complete the configuration, you need to go through each pushbutton from left to right and choose the required settings.

The SAP standard system contains the standard dunning procedures along with some corresponding forms. In some cases, the configuration structure requires only minor changes. If you copy an existing dunning procedure, you need to make a minimum amount of changes to the configuration and only adapt the company-code-specific configuration.



### How to Display the Dunning Program Configuration

1. Display the dunning program configuration.
  - a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Periodic Processing* → *Dunning* (F150).
  - b) Choose *Environment* → *Change configuration*.
  - c) On the *Maintain Dunning Procedure: List* screen, choose *New procedure*.
  - d) Show all the pushbuttons from left to right.

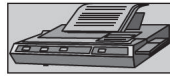
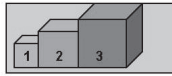
#### Alternate methods:

Go to Customizing for *Financial Accounting (New)* under *Accounts Receivable and Accounts Payable* → *Business Transactions* → *Dunning* → *Dunning Procedure* → *Define Dunning Procedures*.

Go to Customizing for *Financial Accounting (New)* under *Accounts Receivable and Accounts Payable* → *Business Transactions* → *Dunning* → *Generate List for Dunning Program Configuration*.




## The Dunning Procedure



For each dunning process, define:

- **The key for the dunning procedure to be used**
- **A description of the dunning procedure**
- **The dunning interval in days**
- **The minimum days in arrears (account) after which a dunning notice will be sent**
- **Grace periods per line item**
- **Interest calculation indicator for calculation of dunning interest**
- **Dunning letter even if account balance is positive**

 Figure 55: An Overview of the Dunning Procedure

You need to define the following settings for a dunning procedure:

Setting	Description
Dunning procedure	You need to define a key for the dunning procedure (for example, 0001).
Name	You need to provide a description of the dunning procedure.
Dunning interval in days	<p>For each dunning procedure, you determine the dunning interval, and therefore the frequency at which the dunning is to happen. This is the minimum number of days that must elapse after a dunning run, before an account can be dunned again. Enter the interval at which the allocated accounts can be dunned again.</p> <p>The dunning program stores the date of the last dunning run in the business partner master record. On the basis of this date and the dunning interval, the dunning program determines whether the account should be included in a dunning run. If the required dunning interval has not elapsed, even if the account contains overdue items, the account is not dunned.</p>
Number of dunning levels	Enter the highest dunning level associated with this dunning procedure.

Setting	Description
Minimum days in arrears (account)	When you maintain an entry here, the system ascertains whether an account has crossed the minimum number of days after it becomes due, then selects the account accordingly for including this in the current dunning run.
Line item grace period	Enter the 'grace period' in days which will be added to the due date of an overdue item to determine the items that need to be dunned during the current run.
Interest indicator	Enter an interest calculation indicator from the dropdown list, if you want the dunning interest to be calculated.
Dunning letter even if account balance is positive	If you want to generate dunning notices for accounts that currently have a credit balance, you have to select this option in the dunning procedure. Otherwise, the system will only create dunning notices for account balances that are in debit.



### How to Create a Dunning Procedure

Create a new dunning procedure with four levels. The dunning is carried out once per week.

1. Name the dunning procedure GR00 and create it by copying the dunning procedure 0001.
  - a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Periodic Processing* → *Dunning* (F150).
  - b) Choose *Environment* → *Change configuration*.
  - c) On the *Maintain Dunning Procedure: List* screen, choose *New procedure*.
  - d) On the *Maintain Dunning Procedure: Overview* screen, enter the following data:

Field Name or Data Type	Value
<i>Dunn. Procedure</i>	<b>GR00</b>
<i>Name</i>	<b>GR.00; 4-level; weekly</b>

- e) Choose *Dunning Procedure* → *Copy*.
  - f) In the *Copy Dunning Procedure* dialog box, enter **0001** in the *Dunning Proc.* field and choose *Continue*.
2. Check the following settings on the *Overview* tab page and make the appropriate changes if required:
    - The dunning interval must be seven days.

- There should be four dunning levels.
- The minimum days in arrears (account) must be three days.
- The line item grace periods must be two days.
- Only standard transactions must be dunned.
- The reference dunning procedure for texts is dunning procedure 0001.

a) On the *Overview* screen, check or enter the following data:

Field Name or Data Type	Value
<i>Dunning Interval in Days</i>	7
<i>No. of Dunning Levels</i>	4
<i>Minimum Days in Arrears (Account)</i>	3
<i>Line Item Grace Periods</i>	2
<i>Standard Transaction Dunning</i>	Select
<i>Reference Dunning Procedure for Texts</i>	0001

b) Choose *Save*.

## The Dunning Levels



For each dunning process, maintain:

- Minimum number of days, referring to the due date of net payment, to reach a certain dunning level
- If interest is to be calculated
- Print parameters
- If you wish to get a dunning notice although no further account movements have occurred

Figure 56: The Dunning Levels

For each dunning process, maintain the following settings:

Setting	Description
<b>Days in arrears</b>	The minimum number of days in arrears is set as a default in the system. The system proposes <i>Line Item Grace Periods</i> as the first dunning level. For additional dunning levels, the system adds the dunning interval (measured in days) to the days in arrears of the previous dunning level.

Setting	Description
Calculate interest	You can specify that interest needs to be calculated for each dunning level.
Print all items	<p>When the <i>Print all items</i> indicator is selected, you can determine that all other open items are also printed in the dunning notice, in addition to the dunned items, to give the customer/vendor an overview of the whole account balance.</p> <p>The <i>Print all items</i> indicator has no effect if selections have been made to generate separate dunning notices for each dunning level in a company code. If this is the case, open items that are not yet due cannot be properly assigned to a dunning notice.</p>
Always dun	<p>Set for the highest level of dunning. This indicates that a dunning notice is still printed even if no change has been made to the dunning proposal since the last dunning run. A dunning proposal is regarded as changed in the following conditions:</p> <ul style="list-style-type: none"> <li>• At least one item has reached another dunning level</li> <li>• A new item was included in the dunning notice</li> <li>• The dunning level of the account is changed</li> </ul>
Payment deadline	To enter a payment deadline for payment of the overdue items in the dunning notice, you can enter the number of days here. These are then added to the date of issue of the dunning run and the system creates the payment deadline, which can be printed on the dunning notice.



### How to Define Dunning Levels

Define the dunning levels and configure the print settings for the dunning levels.

1. On the *Dunning Levels* screen, ensure the system defined the following values for your dunning procedure GR00:
  - Define the minimum number of days (in arrears) as the prerequisite for reaching dunning level 1 as two days.

- Define the minimum number of days (in arrears) as the prerequisite for reaching dunning level 2 as nine days.
  - Define the minimum number of days (in arrears) as the prerequisite for reaching dunning level 3 as 16 days.
  - Define the minimum number of days (in arrears) as the prerequisite for reaching dunning level 4 as 23 days.
- a) On the *Maintain Dunning Procedure: Overview* screen, choose *Goto* → *Dunning Levels*.
- b) On the *Dunning Levels* screen, enter the following data in the *Days in arrears* field:

Dunning Level	Value
1	2
2	9
3	16
4	23

2. Configure the following print settings for the dunning levels (*Dunning Levels* screen) in your dunning procedure GR00:

- Dunning must always be carried out at the fourth dunning level.
  - All items must be printed for dunning levels 3 and 4.
  - The dunning notice must include a payment deadline for payment of the overdue items. Five days must be added to the issue date of the payment run for dunning level 3, that is, "5 days" must be entered in the *Payment deadline* field.
- a) Configure the following print settings for the dunning levels (*Dunning Levels* screen) in your dunning procedure GR00:

Field Name or Data Type	Dunning Level	Value
<i>Always dun?</i>	4	Select
<i>Print all items</i>	3	Select
<i>Print all items</i>	4	Select
<i>Payment deadline</i>	3	5

## The Expenses or Charges



For each dunning process, maintain:

- Dunning charges, depending on the dunning level
  - Dunning charges can be either a fixed amount or a percentage of the dunned amount
  - You can set a minimum amount for the dunning charges

Figure 57: The Expenses or Charges

For each dunning process, you need to define the dunning charges depending on the dunning level.

### The following are the features of the dunning charges:

- You can define dunning charges for each currency.
- Dunning charges depend on the dunning level.
- You can use word processing features to print these charges on the dunning forms.
- Dunning charges can be either a fixed amount or a percentage of the dunned amount.
- You can set a minimum amount as dunning charges.



### How to Define Expenses or Charges

Define the charges for a dunning procedure.

1. Define the following settings for charges for your dunning procedure GR00 (*Charges* screen).
  - At dunning level 1: From dunning amount 5, the fixed dunning charge is 2.
  - At dunning level 2: From dunning amount 10, the fixed dunning charge is 5.
  - At dunning level 3: From dunning amount 20, the fixed dunning charge is 10.
  - a) On the *Maintain Dunning Procedure* screen, choose *Goto* → *Dunning charges*.
  - b) In the *Dunning Charges* dialog box, enter **EUR** in the *Currency* field and choose *Continue*.
  - c) On the *Maintain Dunning Procedure: Charges* screen, delete the existing entries and enter the following data:

<i>Dunn. Level</i>	<i>From Dunn. Amount</i>	<i>Dunn. Charge</i>
1	5	2
2	10	5

<i>Dunn. Level</i>	<i>From Dunn. Amount</i>	<i>Dunn. Charge</i>
3	20	10

- d) Choose *Back*.
- e) Choose *Save*.

## Minimum Amounts



For each dunning process, maintain:

- Minimum amount or percentage of the overdue items to reach a dunning level
- Minimum amount required before interest is calculated for each dunning level

Figure 58: Minimum Amounts

If a dunning level does not reach the minimum amount for overdue items, the items in this dunning level are assigned to the next lowest level. The system checks whether it can create a dunning notice in this dunning level.

If you have specified a minimum percentage of overdue items, the dunning level must also have reached or exceeded that limit.



### How to Define the Minimum Amounts

Define the minimum amounts for the different dunning levels.

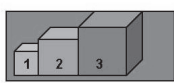
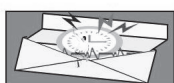
1. Maintain the minimum amounts (*Minimum Amounts* screen):
  - A minimum amount of 3 is required for a dunning notice for level 1.
  - A minimum amount of 5 is required for a dunning notice for level 2.
  - A minimum amount of 10 is required for a dunning notice for level 3.
  - A minimum amount of 20 is required for a dunning notice for level 4.
- a) On the *Maintain Dunning Procedure* screen, choose *Goto* → *Minimum amounts*.
- b) In the *Minimum Amounts* dialog box, enter **EUR** in the *Currency* field and choose *Continue*.
- c) On the *Maintain Dunning Procedure: Minimum Amounts* screen, enter the following data:

<i>Dunning Level</i>	<i>Minimum amount</i>
1	3

<i>Dunning Level</i>	<i>Minimum amount</i>
2	5
3	10
4	20

- d) Choose *Back*.
- e) Choose *Save*.

## The Dunning Texts



For each dunning process, maintain:

- The name of the form that will be used at each dunning level



Figure 59: The Dunning Texts

The dunning program can generate payment advice notes, dunning notices, and payment forms.

In SAP ERP 2004 and later, you can use another technology to generate and print forms in addition to SAPscript and SAP Smart Forms: PDF forms based on Adobe technology.

For more information about form layout, see the SAPscript documentation and the SAPscript course, BC460. SAP Note 526824 has a summary of the most important sources of information about designing forms with SAP Smart Forms.



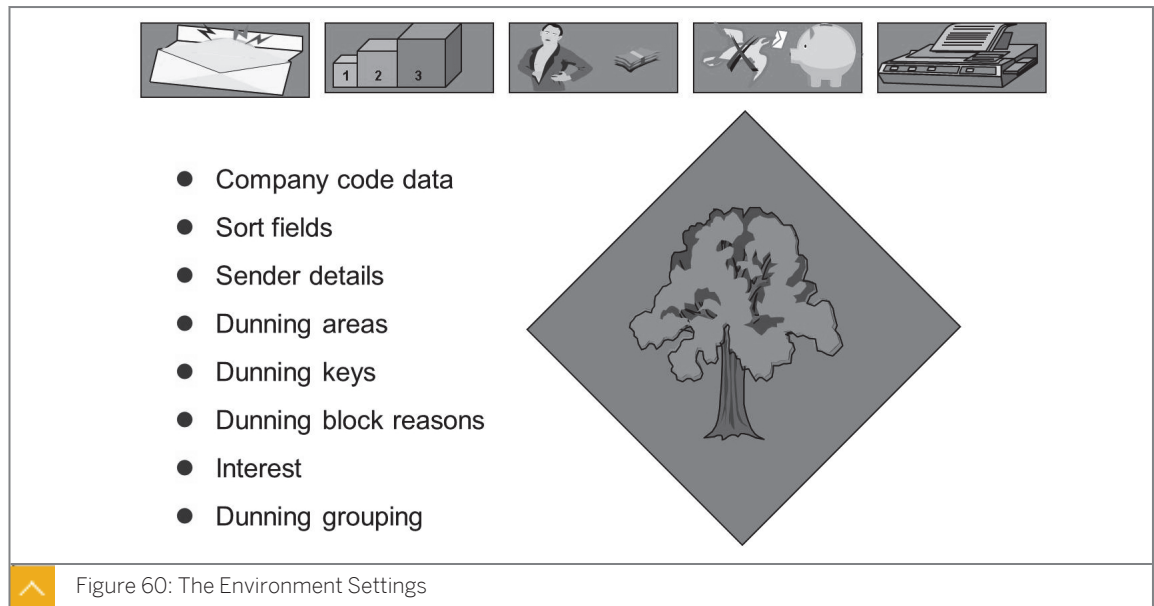
### How to Display the Dunning Texts

Define and display the dunning texts for the dunning procedure.

1. Define the settings for the dunning texts (*Dunning Texts* screen). Create a dunning notice for each dunning level. Use company code 1000 as the company code for your dunning procedure. Save your dunning procedure.
  - a) On the *Maintain Dunning Procedure* screen, choose *Goto* → *Dunning texts*.
  - b) In the *Company Code/Account Type* dialog box, enter **1000** in the *Company Code* field. Verify that *Customer* is selected in the *Account type* area.
  - c) Choose *Continue*.
  - d) The dunning texts forms are displayed on the *Maintain Dunning Procedure: Dunning texts* screen.
  - e) Choose *Save* and return to the previous page.
  - f) Save the entire dunning procedure.



## The Environment Settings



The environment settings are as follows:

Settings	Description
Company code data	<p>This data specifies whether the dunning notices for a company code are created separately depending on the dunning area rather than the account. In this case, the dunning data in the business partner's master record is updated according to the dunning area.</p> <p>In contrast to standard dunning, in which all items at all dunning levels are dunned with one dunning notice, you can use a separate dunning notice with different accompanying texts for each dunning level in an account.</p>
Sort fields	Sort fields maintain sort variants, which arrange your dunning notices and items according to specific criteria.
Sender details	The sender details contain details about your company, such as the company logo and bank details, in the footer.

Settings	Description
Dunning areas	A dunning area is an organizational entity or a substructure of a company code. This entity is responsible for dunning.  You have to assign standard texts to a company code. Assigning a standard text to a dunning area is optional. For example, the standard text may contain the text for a letter header, which can include a company logo and a telephone number.
Dunning key	The dunning key indicates that the line item can only be dunned with restrictions or must be displayed separately on the dunning notice.
Dunning block reasons	Dunning block reasons prevent you from dunning accounts and items.
Interest	Interest maintains the interest on debit balances. Interest is dependent on currency and time.
Dunning grouping	Dunning grouping is a grouping key used for document fields with identical contents. For example, financial assets management may be grouped with identical rental agreements.



### How to Display the Environment Settings

Display the environment settings depending on the company code and account type.

1. Display the environment settings.
  - a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Periodic Processing* → *Dunning*.
  - b) Choose *Environment* → *Change configuration*.
  - c) Choose *Environment* → *Company code data*. The screen shows the environment settings for the company code.

Depending on the company code and account type, the system displays the following settings:

- *Company code data*  
Specifies whether dunning notices for a company code will be created separately by dunning area rather than by account. In this case, the system updates the dunning data in the business partner's master record by dunning area.
- *Sort fields*  
Choose *Environment* → *Sort Fields* → *Dunning Notice Header* or *Dunning Notice Item* for sorting dunning notices and items by certain criteria.

- *Sender details (footer and header)*

Details about your company such as the company logo, bank details in the footer, and so on.

- *Dunning areas*

Define the dunning areas for each company code. You have to assign standard texts to a company code. Assigning standard texts to a dunning area is optional. A standard text contains the text for the letter header, which can include a company logo and a telephone number.

- *Dunning key*

Specifies that the line item can only be dunned with restrictions or must be displayed separately on the dunning notice.

- *Dunning block reasons*

Dunning blocks prevent you from dunning accounts and items.

- *Interest*

Interest rate for maintaining the interest on debit balances. Interest is dependent on currency and time.

- *Dunning grouping*

Grouping key that groups document fields with the same contents (for example, financial assets management with identical rental agreements).

---





## Set Up a New Dunning Procedure

### Business Example

Your company code AC## (## = your group number) wants to use a new dunning procedure. You need to maintain the settings for the new dunning procedure according to your customer's requirements.

### Task 1

Create a new dunning procedure with four levels and dunning to be carried out once a week.

1. Name the dunning procedure GR## (## = your group number) and create it by copying dunning procedure 0001.
2. Check the following settings on the *Overview* tab page and make any appropriate changes:
  - The dunning interval must be seven days.
  - The system uses four dunning levels.
  - The minimum days in arrears (account) must be three days.
  - The line item grace periods must be two days.
  - The system should only dun standard transactions.
  - The dunning procedure to reference for texts is dunning procedure 0001.
3. On the *Dunning Levels* screen, ensure the following values are defined for your dunning procedure GR##:
  - Define the minimum number of days (in arrears) as the prerequisite for reaching dunning level 1 as 2 days.
  - Define the minimum number of days (in arrears) as the prerequisite for reaching dunning level 2 as 9 days.
  - Define the minimum number of days (in arrears) as the prerequisite for reaching dunning level 3 as 16 days.
  - Define the minimum number of days (in arrears) as the prerequisite for reaching dunning level 4 as 23 days.
4. Configure the following print settings for the dunning levels on the *Dunning Levels* screen in your dunning procedure GR##:
  - Dunning must always be carried out at the fourth dunning level.
  - All items must be printed for dunning levels three and four.

- The dunning notice must include a payment deadline for paying the overdue items. You must add five to the payment run issue date for dunning level three. Enter **5 days** in the *Payment Deadline* field.
5. Define the following settings for charges for your dunning procedure GR## on the *Charges* screen. The charges are maintained in the currency used by your company code AC##.
- At dunning level 1: From dunning amount 5, the fixed dunning charge is 2.
  - At dunning level 2: From dunning amount 10, the fixed dunning charge is 5.
  - At dunning level 3: From dunning amount 20, the fixed dunning charge is 10.
- Before you enter the charges, delete the existing entries.
6. Maintain the minimum amounts on the *Minimum Amounts* screen in the currency used by your company code AC##:
- A minimum amount of 3 is required for a dunning notice for level 1.
  - A minimum amount of 5 is required for a dunning notice for level 2.
  - A minimum amount of 10 is required for a dunning notice for level 3.
  - A minimum amount of 20 is required for a dunning notice for level 4.
7. Verify the following settings for the dunning texts (*Dunning Texts* screen). The system creates a dunning notice for each dunning level. Use company code 1000 for the reference company code for your dunning procedure. Save your dunning procedure.

## Task 2

Next, assign your new dunning procedure.

1. Enter your new dunning procedure GR## in the master data for your customer AC201-##B.



## Set Up a New Dunning Procedure

### Business Example

Your company code AC## (## = your group number) wants to use a new dunning procedure. You need to maintain the settings for the new dunning procedure according to your customer's requirements.

### Task 1

Create a new dunning procedure with four levels and dunning to be carried out once a week.

1. Name the dunning procedure GR## (## = your group number) and create it by copying dunning procedure 0001.
  - a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Periodic Processing* → *Dunning* (F150).
  - b) Choose *Environment* → *Change configuration*.
  - c) On the *Maintain Dunning Procedure: List* screen, choose *New procedure*.
  - d) On the *Maintain Dunning Procedure: Overview* screen, enter the following data:

Field Name or Data Type	Value
<i>Dunn. Procedure</i>	GR## (## = your group number)
<i>Description</i>	GR.##; 4-level; weekly

- e) Choose *Dunning Procedure* → *Copy*.
    - f) In the *Copy Dunning Procedure* dialog box, enter **0001** in the *Dunning Proc.* field and choose *Continue*.
2. Check the following settings on the *Overview* tab page and make any appropriate changes:
  - The dunning interval must be seven days.
  - The system uses four dunning levels.
  - The minimum days in arrears (account) must be three days.
  - The line item grace periods must be two days.
  - The system should only dun standard transactions.
  - The dunning procedure to reference for texts is dunning procedure 0001.
  - a) Check or enter the following data on the *Overview* tab page:

Field Name or Data Type	Value
<i>Dunning Interval (in days)</i>	<b>7</b>
<i>No. of Dunning Levels</i>	<b>4</b>
<i>Minimum Days in Arrears (Account)</i>	<b>3</b>
<i>Line Item Grace Periods</i>	<b>2</b>
<i>Standard Transaction Dunning</i>	Select
<i>Reference Dunning Procedure for Texts</i>	<b>0001</b>

b) Do not exit this screen.

3. On the *Dunning Levels* screen, ensure the following values are defined for your dunning procedure GR##:

- Define the minimum number of days (in arrears) as the prerequisite for reaching dunning level 1 as 2 days.
- Define the minimum number of days (in arrears) as the prerequisite for reaching dunning level 2 as 9 days.
- Define the minimum number of days (in arrears) as the prerequisite for reaching dunning level 3 as 16 days.
- Define the minimum number of days (in arrears) as the prerequisite for reaching dunning level 4 as 23 days.

a) On the *Maintain Dunning Procedure: Overview* screen, choose *Goto* → *Dunning Levels*.

b) On the *Dunning Levels* screen, enter the following data in the *Days in arrears* field:

Dunning Level	Value
1	<b>2</b>
2	<b>9</b>
3	<b>16</b>
4	<b>23</b>

c) Do not exit this screen.

4. Configure the following print settings for the dunning levels on the *Dunning Levels* screen in your dunning procedure GR##:

- Dunning must always be carried out at the fourth dunning level.
- All items must be printed for dunning levels three and four.
- The dunning notice must include a payment deadline for paying the overdue items. You must add five to the payment run issue date for dunning level three. Enter **5 days** in the *Payment Deadline* field.

a) Configure the following settings for the dunning levels on the *Dunning Levels* screen in your dunning procedure GR##:



Field Name or Data Type	Dunning Level	Value
<i>Always dun?</i>	4	Select
<i>Print all items</i>	3	Select
<i>Print all items</i>	4	Select
<i>Payment deadline</i>	3	5

b) Do not exit this screen.

5. Define the following settings for charges for your dunning procedure GR## on the *Charges* screen. The charges are maintained in the currency used by your company code AC##.

- At dunning level 1: From dunning amount 5, the fixed dunning charge is 2.
- At dunning level 2: From dunning amount 10, the fixed dunning charge is 5.
- At dunning level 3: From dunning amount 20, the fixed dunning charge is 10.

Before you enter the charges, delete the existing entries.

a) On the *Maintain Dunning Procedure* screen, choose *Goto* → *Dunning charges*.

b) In the *Dunning Charges* dialog box, enter **EUR** in the *Currency* field and choose *Continue*.

c) On the *Maintain Dunning Procedure: Charges* screen, place the cursor in the first line and choose *Edit* → *Delete line*.

d) Repeat this step for the other entries.

e) On the *Maintain Dunning Procedure: Charges* screen, enter the following data:

<i>Dunn. Level</i>	<i>From Dunn. Amount</i>	<i>Dunn. charge</i>
1	5	2
2	10	5
3	20	10

f) Do not exit this screen.

6. Maintain the minimum amounts on the *Minimum Amounts* screen in the currency used by your company code AC##:

- A minimum amount of 3 is required for a dunning notice for level 1.
- A minimum amount of 5 is required for a dunning notice for level 2.
- A minimum amount of 10 is required for a dunning notice for level 3.
- A minimum amount of 20 is required for a dunning notice for level 4.

a) On the *Maintain Dunning Procedure: Charges* screen, choose *Goto* → *Minimum amounts*.

- b) In the *Minimum Amounts* dialog box, enter **EUR** in the *Currency* field and choose *Continue*.
- c) On the *Maintain Dunning Procedure: Minimum amounts* screen, enter the following data:

<i>Dunn. Level</i>	<i>Minimum amount</i>
1	3
2	5
3	10
4	20

- d) Choose *Back*.
7. Verify the following settings for the dunning texts (*Dunning Texts* screen). The system creates a dunning notice for each dunning level. Use company code 1000 for the reference company code for your dunning procedure. Save your dunning procedure.

- a) On the *Maintain Dunning Procedure: Overview* screen, choose *Environment* → *Company Code data*.
- b) Choose *Position* and enter company code **AC##**.
- c) Choose *Enter*.
- d) Check the following settings:

Field Name or Data Type	Value
<i>By dun. Lev</i>	Select
<i>Ref.CoCode</i>	<b>1000</b>

- e) Choose *Back*.
- f) Choose *Save*.
- g) On the *Maintain Dunning Procedure: Overview* screen, choose *Goto* → *Dunning texts*.
- h) In the *Company Code/Account Type* dialog box, enter **1000** in the *Company Code* field. Verify that the *Account type area* is *Customer*.
- i) Choose *Continue*.
- j) The dunning texts are displayed on the *Maintain Dunning Procedure: Dunning texts* screen.



## Hint:

If you want to enter this screen in change mode, select dunning procedure 0001 (your dunning procedure GR## refers to this procedure) in relation to company code 1000.

- k) Choose *Back*.

**Task 2**

Next, assign your new dunning procedure.

1. Enter your new dunning procedure GR## in the master data for your customer AC201-##B.

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Master Records* → *Change*.

- b) On *Customer Change: Initial Screen*, enter the following data:

Field Name or Data Type	Value
<i>Customer</i>	<b>AC201-##B</b>
<i>Company Code</i>	<b>AC##</b>

- c) Choose *Continue*.

- d) On the *Change Customer: General Data* screen, choose *Company code data*.

- e) On the *Correspondence* tab page, enter **GR##** in the *Dunn. Procedure* field.

- f) Choose *Save*.



### **LESSON SUMMARY**

You should now be able to:

- Explain the dunning program configuration
- Create a dunning procedure
- Define the dunning levels
- Define the expenses or charges
- Define the minimum amounts
- Display the dunning texts
- Display the environment settings



## Executing the Dunning Program

### LESSON OVERVIEW

This lesson describes how to execute the dunning program.

### Business Example

Your company wants to check the dunning notice proposals created by the system and edit them manually, if necessary. As an employee of the accounting department, you need to know how the system creates a dunning proposal list. For this reason, you require the following knowledge:

- An understanding of the steps in the dunning run
- An understanding of the available options in each step of the dunning run



### LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Maintain the dunning program parameters
- Execute the dunning run
- Edit the dunning proposal
- Create the dunning notice

### The Parameters for the Dunning Program

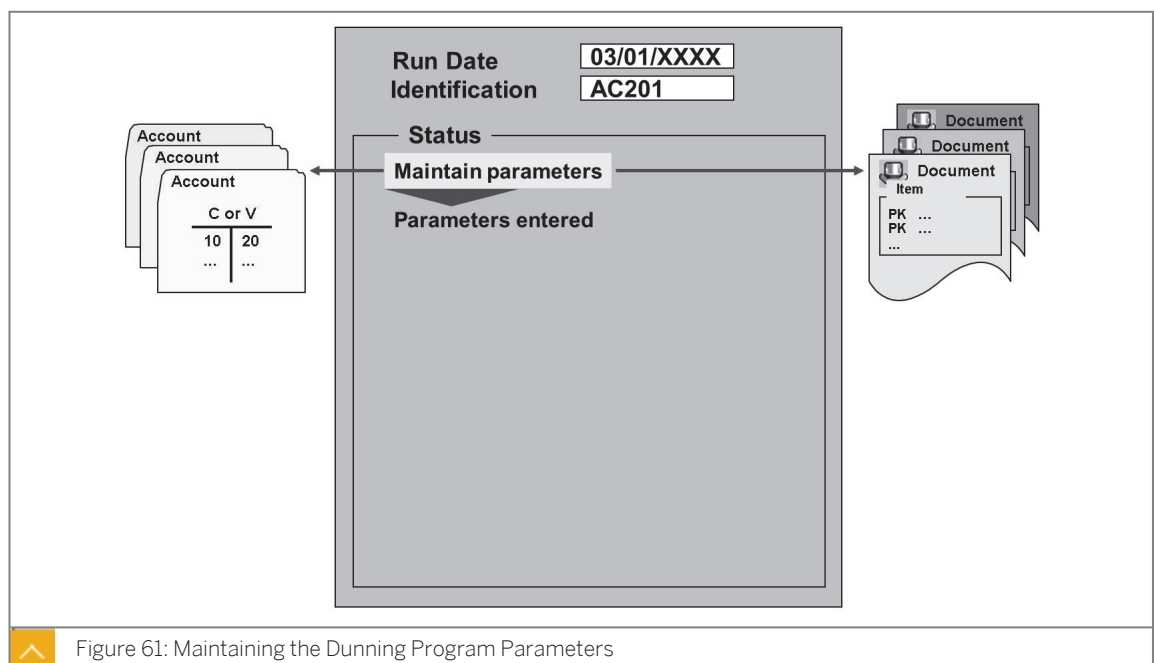



Figure 61: Maintaining the Dunning Program Parameters

After configuring the dunning program, you need to execute the program. To execute the program, you need to follow a sequence of steps. The first step is to enter the parameters. The parameters provide information about the dunning run. You can copy the parameters from existing dunning runs.

**To create a dunning run, you need to specify the following two parameters that identify the dunning run:**

- Run date  
Identifies the program run.



**Note:**  
The run date does not have to be the date when the system executes the program, but it is recommended.

- Identification  
Differentiates between programs with the same run date.




You use the parameters to specify which company codes, documents, and accounts the system searches for overdue items.  
The additional log records the individual processing steps in the dunning run. This is useful for test purposes.

### The Open Item Selection

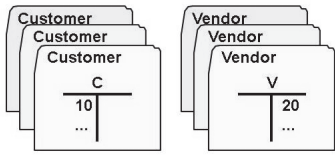


**Which company codes?**



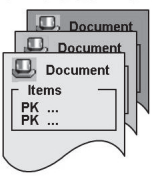
- Company code, such as selection range for individual values

**Which accounts?**



- Range of customer or vendor accounts
- Free selection

**Which documents?**



- *Document posted to date*
- Free selection

 Figure 62: The Open Item Selection

With the parameters, you specify which documents and accounts in which company codes the dunning program should examine for overdue items.

You can activate an additional log to check whether the dunning run was successful. You can only use this log for testing and training purposes, because it uses a lot of system resources.



On the *Parameter* tab page, show the parameters you entered for the prepared example and explain each individual field.



### How to Maintain the Parameters

Maintain the parameters during the dunning process.

1. Make sure you have at least two overdue open invoices on your customer account AC201-00B and one invoice on your customer account AC201-00A.



Hint:

The system posts the invoices with the document type DR in the training system.

Choose the SAP standard layout *1SAP-D – Dunning data* to display the dunning details at the line item level.

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Account* → *Display/Change Line Items* (FBL5N).
- b) On the *Customer Line Item Display* screen, enter the following data:

Field Name or Data Type	Value
<i>Customer account</i>	From <b>AC201-00A</b> to <b>AC201-00B</b>
<i>Company Code</i>	<b>AC00</b>
<i>Open at key date</i>	Today's date

- c) Choose *Execute*.
  - d) Choose *Settings* → *Layout* → *Choose*. Select the dunning data layout to display the dunning information.
  - e) Choose the *1SAP-D - Dunning data* layout.
2. Ensure that you assigned your dunning procedure, GR00, to your customer AC201-00B in the AC00 company code data.
    - a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Master Records* → *Display* (FD03).
    - b) On *Customer Display Initial Screen*, enter the following data:

Field Name or Data Type	Value
<i>Customer</i>	<b>AC201-00B</b>
<i>Company Code</i>	<b>AC00</b>

- c) Choose *Continue*.
- d) Choose *Company Code Data* and then go to the *Correspondence* tab page.

- e) Check whether the *Dunn. Procedure* field contains your dunning procedure GR00.
  - f) If your dunning procedure GR00 is not assigned, choose *Customer* → *Display* → *Change* to switch to change mode.
3. Create a dunning run with today's date as the run date and 00 as the identification. Enter the parameters according to the business scenario.



Note:  
Activate the additional log.

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Periodic Processing* → *Dunning* (F150).
- b) On the *Dunning* screen, enter the following data:

Field Name or Data Type	Value
<i>Run On</i>	Today's date
<i>Identification</i>	00

- c) Choose *Enter*.
- d) On the *Parameter* tab page, enter the following data:

Field Name or Data Type	Value
<i>Dunning date</i>	Today's date
<i>Documents posted up to</i>	Today's date
<i>Company Code</i>	AC00
<i>Account Restrictions: Customer</i>	AC201-00A to AC201-00B

- e) On the *Additional Log* tab page, enter your customer from the *Parameter* tab in the *Customer* field.
- f) Choose *Enter*.
- g) Confirm any date warnings by choosing *Enter*.
- h) Choose *Save*.
- i) Return to the *Status* tab page.
- j) Do not exit this screen.





## Explain the Purpose of the Parameters

### Business Example

Check your knowledge of the purpose of the parameters in the dunning program.

Determine whether these statements are true or false.

1. The run date is always the date when you are supposed to start a dunning run.

*Determine whether this statement is true or false.*

True

False

2. The parameters specify the accounts and the documents included in the dunning run.

*Determine whether this statement is true or false.*

True

False



## Explain the Purpose of the Parameters

### Business Example

Check your knowledge of the purpose of the parameters in the dunning program.

Determine whether these statements are true or false.

1. The run date is always the date when you are supposed to start a dunning run.

*Determine whether this statement is true or false.*

True

False

The *Run on* field is also used to identify dunning runs. It does not have to be the date when the dunning run is performed.

2. The parameters specify the accounts and the documents included in the dunning run.

*Determine whether this statement is true or false.*

True

False

You can use the parameters to select the accounts and documents for the dunning run.

## The Dunning Run

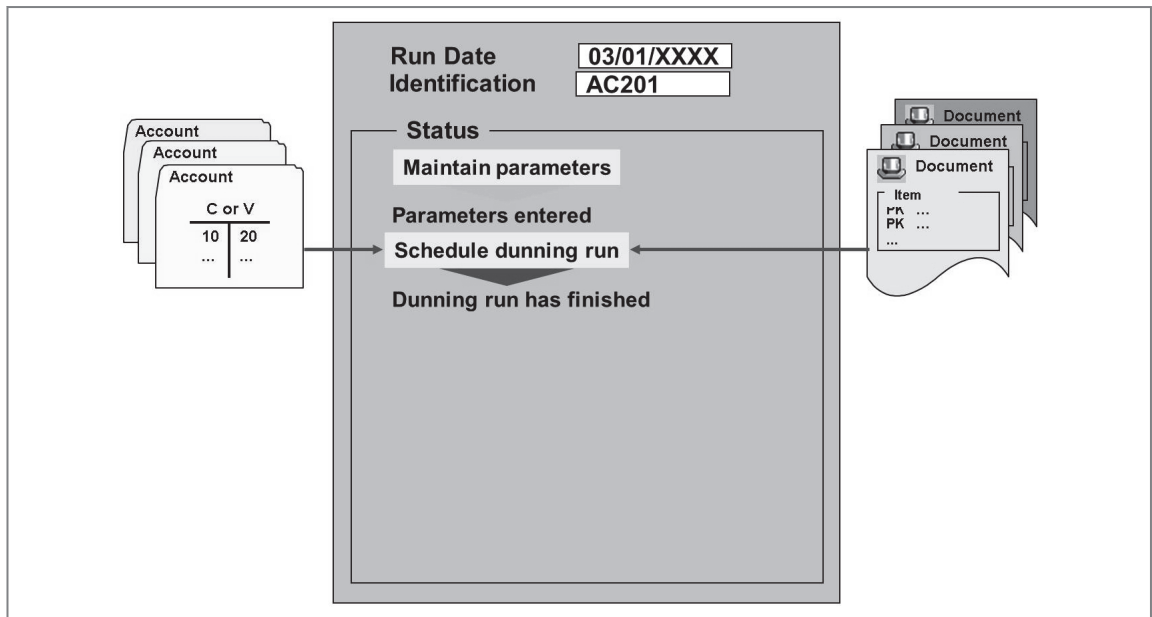


Figure 63: The Dunning Run

The dunning run creates a dunning proposal you can edit, delete, and re-create as often as you need to.

You can automatically print the dunning notices directly after the dunning run. In this case, you decide not to edit the dunning proposals.

## The Steps in the Dunning Run

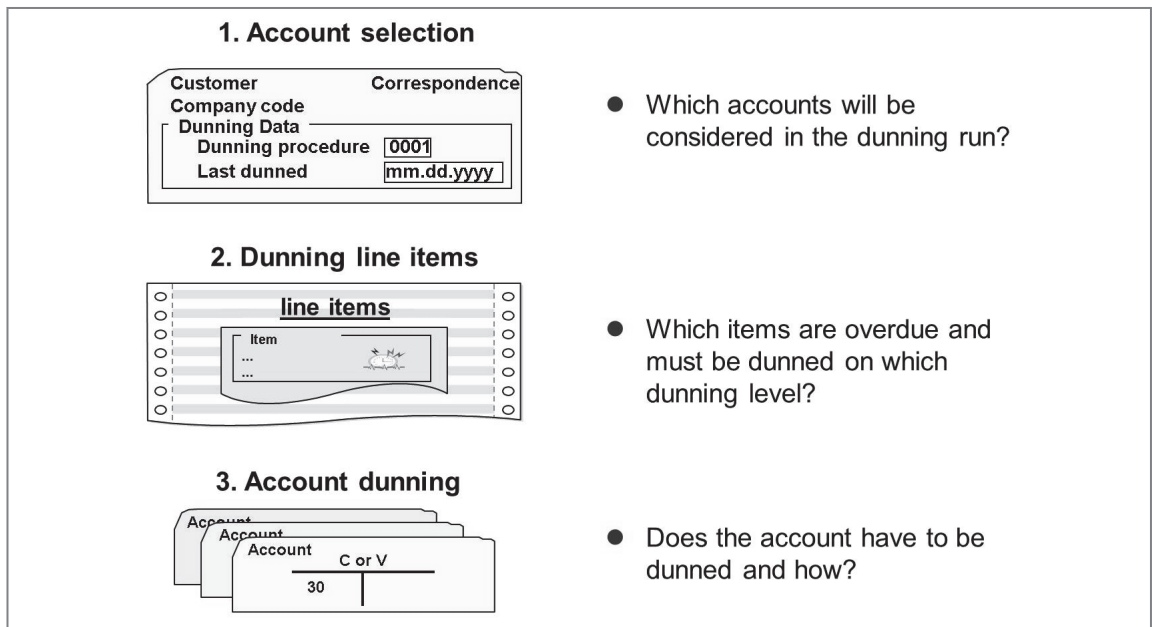


Figure 64: The Steps in the Dunning Run

The dunning run is made up of three main steps:

1. Account selection

In this step, the program checks which accounts will be considered in the dunning run according to the parameters and the configuration.

2. Dunning line items

In this step, the system checks which line items are overdue in the selected accounts and which dunning level needs to be applied.

3. Account dunning

In this step, the system checks whether the payments have to be dunned for an account. If the answer is yes, then the system checks which dunning level must be used.

**The Account Selection**

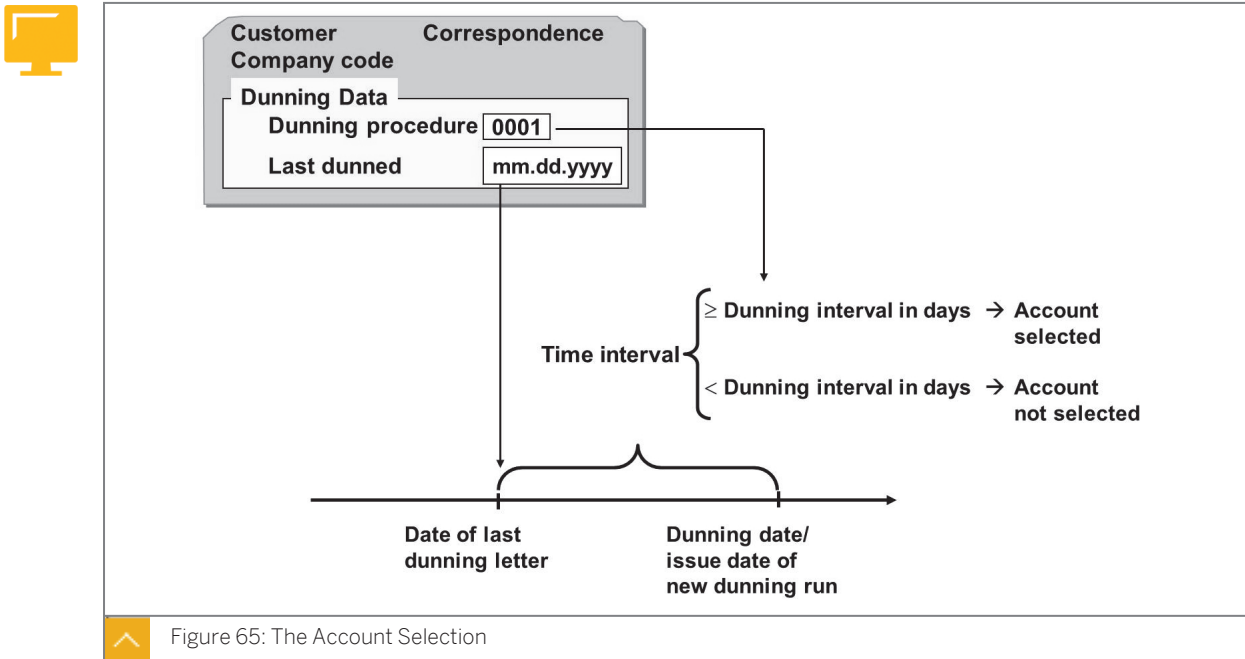


Figure 65: The Account Selection

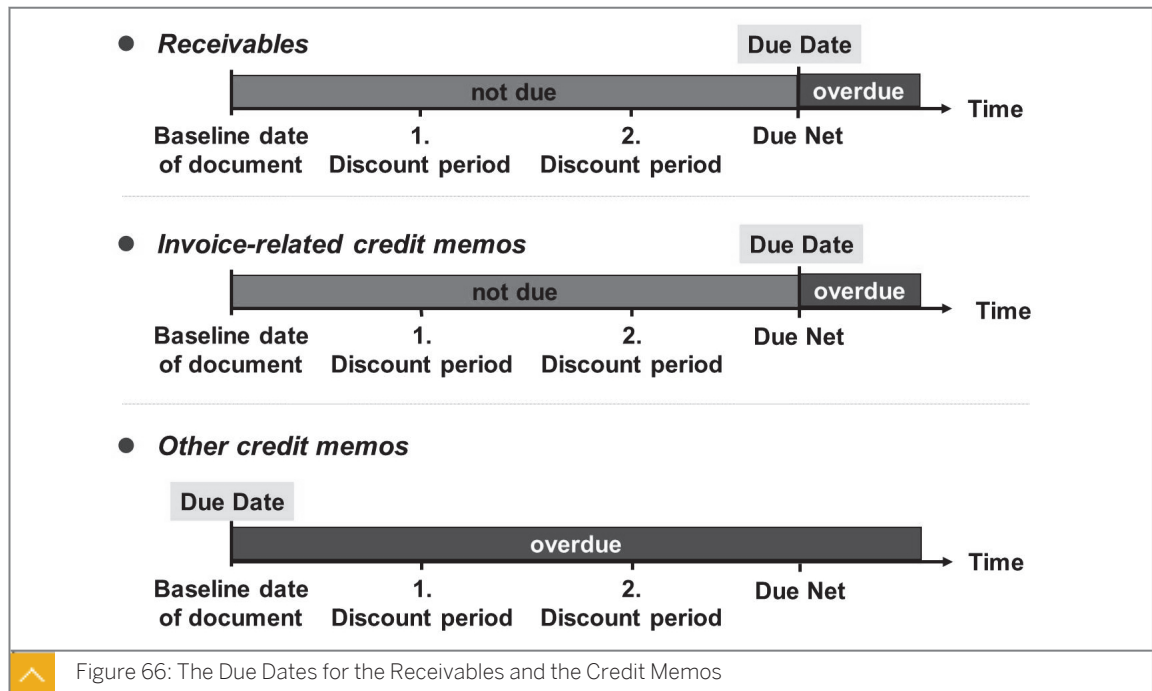
The account selection is the first step in the dunning run. The program checks all the accounts using the criteria entered in the parameters.

**To be considered in the dunning run, the accounts must fulfill the following criteria:**

- You have to enter the dunning procedure in the master data.
- The date of the last dunning run in the account must be earlier than the dunning interval date of the dunning procedure.

If the accounts fulfill these criteria, the system includes them in the dunning run. Otherwise, the system ignores them.

## The Due Dates for the Receivables and the Credit Memos



The due date is the date by which the customer has to pay the net liabilities.

**The following rules apply to due dates for receivables and credit memos:**

- Receivables
  - Due by the due date for the net payment.
- Invoice-related credit memos
  - Due on the same date as the invoice. Usually, the payment terms of a credit memo do not apply. If you want to apply the payment terms in a credit memo, enter **v** in the *Invoice Reference* field.
- Other credit memos
  - Due at the baseline date.



You can choose the *Dunning Data* Layout in the line item display.

### Clearing with the Credit Memos and the Vendor Items

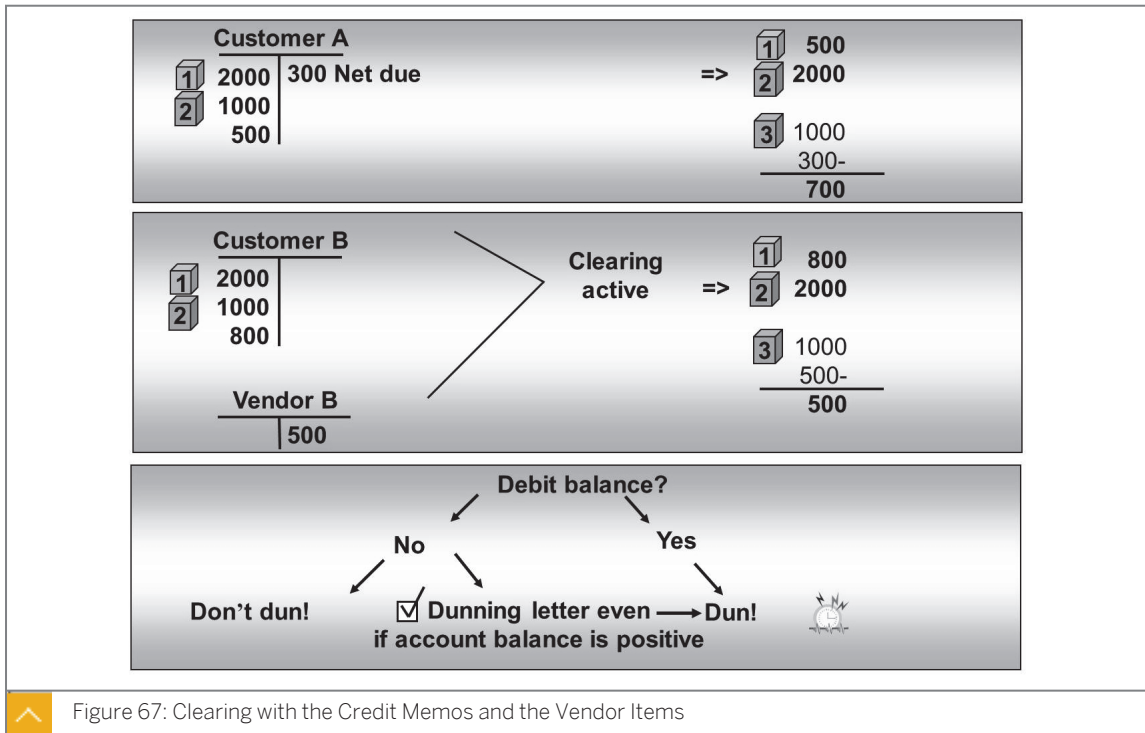


Figure 67: Clearing with the Credit Memos and the Vendor Items

When clearing with credit memos, the due net debit items on the account are cleared with the due net credit items. The system assigns the credit items to the debit items with the highest dunning level and are cleared with these items.

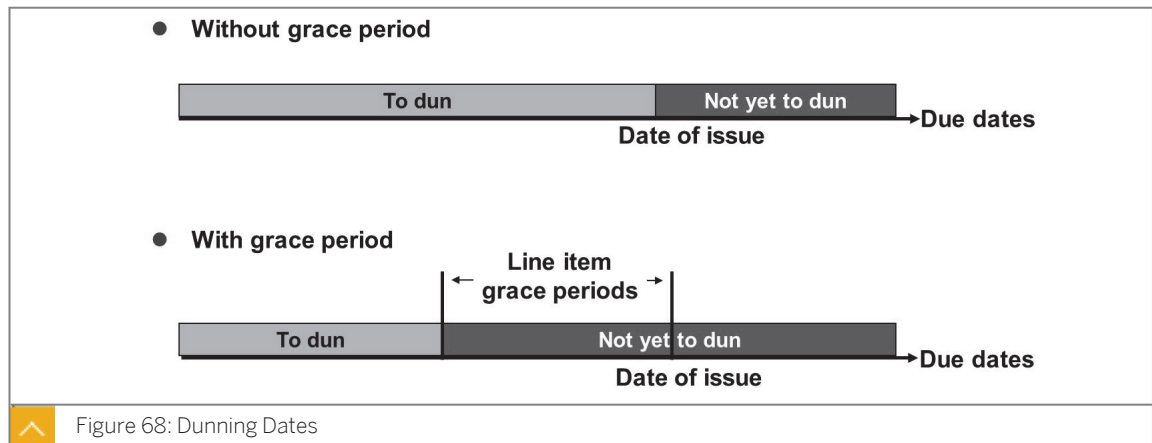
If you selected *Clearing between the customer and the vendor*, the due net credit items in the vendor account are also cleared with the items with the highest dunning level. The same dunning procedure must be defined for both the customer and vendor.

After clearing all the due debit items with the due net credit items, the account must have a debit balance for the system to dun it. However, if you set the *Dunning Letter Even if Account Balance Is Positive* flag in Customizing, the system ignores this basic check. The system creates dunning letters regardless of the account balance.



**Note:**  
In any case, the total of the overdue items for each dunning notice must be in debit; otherwise, the system does not generate a dunning notice. The dunning notice lists all the cleared items.

## The Dunning Dates



### The difference between the due date and the dunning date is the following:

- Due date  
The day by which the liabilities must be paid.
- Dunning date  
The day when the overdue items are dunned.

Every dunned item is overdue, but not all overdue items are dunned. Usually, all the overdue items at the date of issue have to be dunned.

By defining *Line item grace periods* in the dunning procedure, the system only duns the items that are still overdue after deducting the grace days.



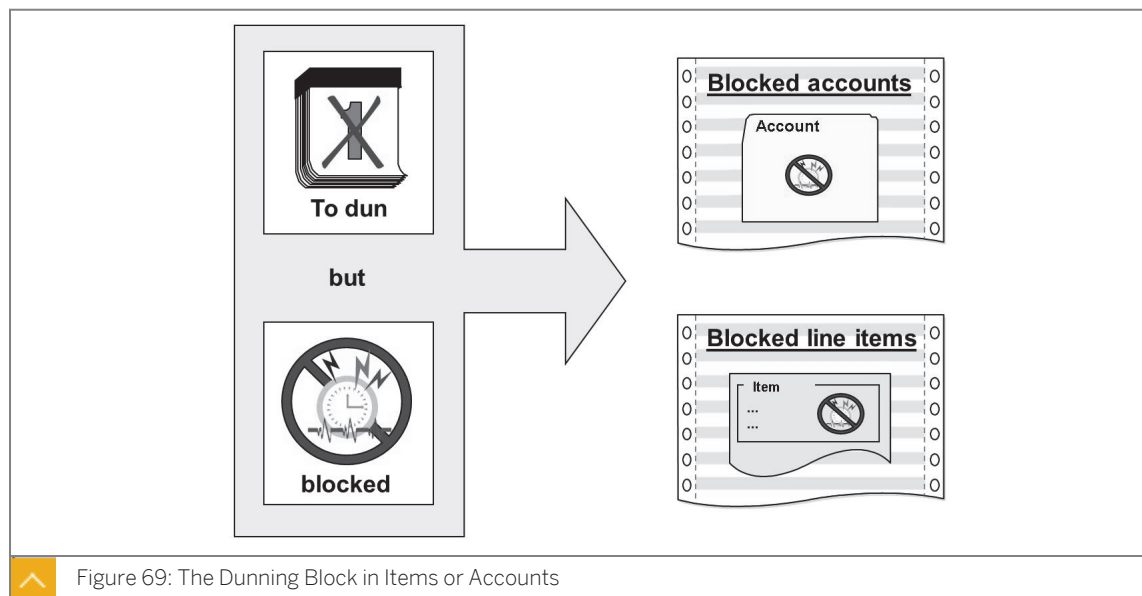
You can create dunning procedures with and without grace days. What effect do grace days have?

- If no grace days are defined, the system starts the dunning procedure as soon as the due date for the net payment is reached.
- If two grace days are defined, for example, dunning does not take place until two days after the due date for the net payment.

Go to Customizing for *Financial Accounting (New)* under *Accounts Receivable and Accounts Payable* → *Business Transactions* → *Dunning* → *Dunning Procedure* → *Define Dunning Procedures*.

Demonstrate the setting for the *Line item grace periods* in the definition of the dunning procedure.

## The Dunning Block in Items or Accounts



If items are overdue, but there is a dunning block in the item, the system adds these items to the blocked items list.

If payments have to be dunned for an account, but the account contains a dunning block, the system adds the account to the list of blocked accounts.



If necessary, you can create a customer invoice here and enter a dunning block in the document. Show how to create dunning block reasons in Customizing.

1. On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Periodic Processing* → *Dunning* (F150).
2. Choose *Environment* → *Change configuration*.
3. Choose *Environment* → *Dun. Block Reasons*.

Alternatively: Go to Customizing for *Financial Accounting (New)* under *Accounts Receivable and Accounts Payable* → *Business Transactions* → *Dunning* → *Basic Settings for Dunning* → *Define Dunning Block Reasons*.



## The Payment Method in the Item or Account

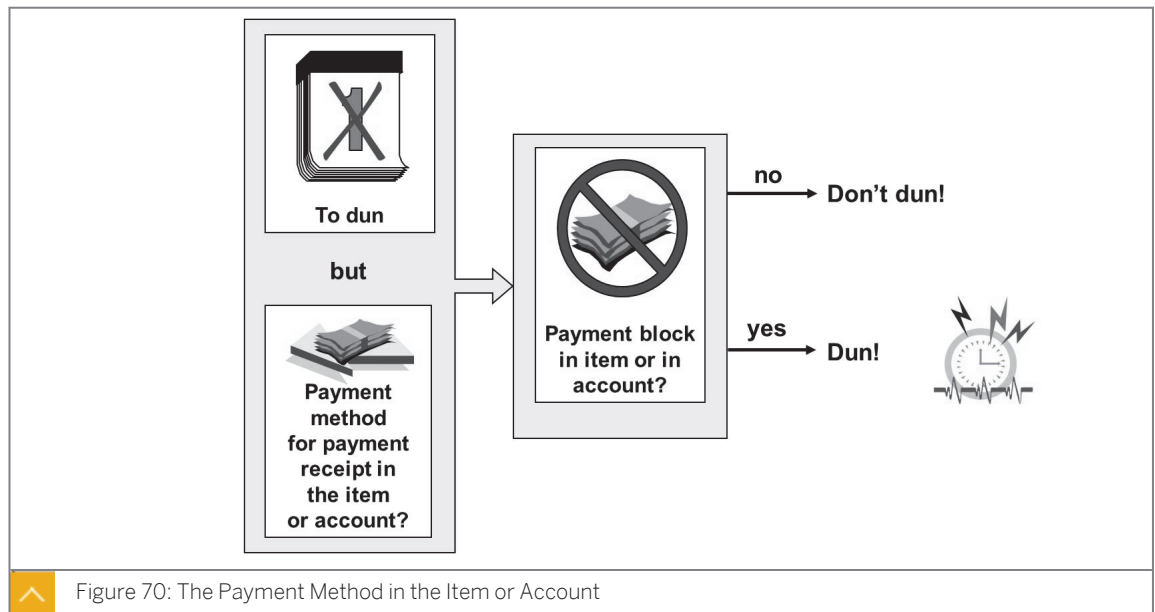


Figure 70: The Payment Method in the Item or Account

If a payment method for incoming payments is specified for an item, the system will usually not dun the item because the payment program is responsible for collecting the money. The system only duns these items if they have a payment block.

If payments for accounts are to be dunned and a payment method for incoming payments is specified in the master data, the system does not usually dun them because the payment program is responsible for collecting the money. The system only duns these accounts if they have a payment block.

## The Dunning Levels for Line Items

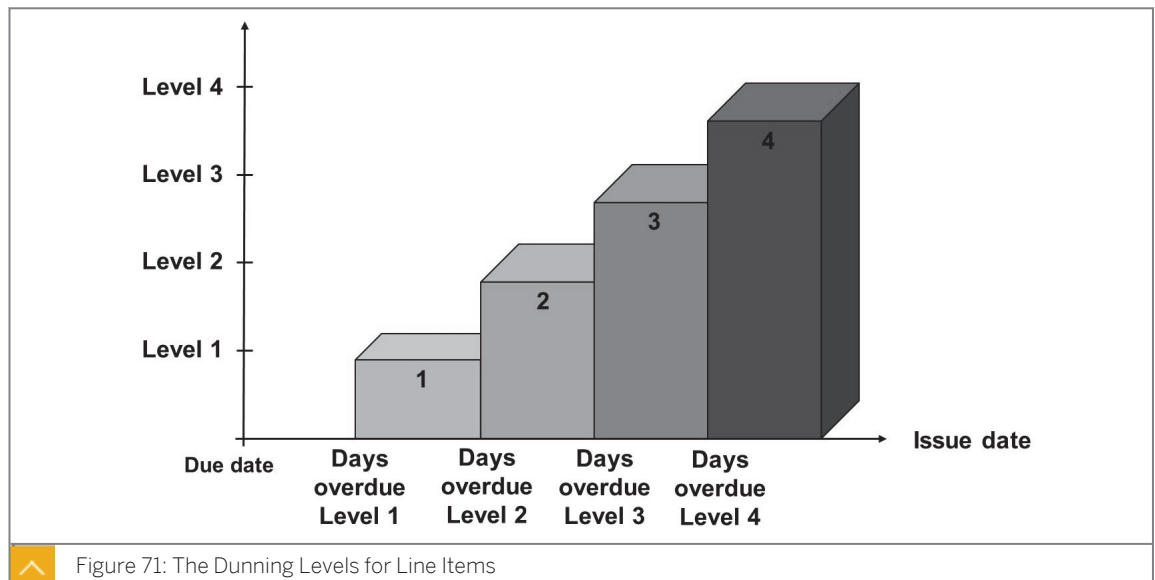


Figure 71: The Dunning Levels for Line Items

Each item to be dunned is assigned a dunning level according to the number of days the item is in arrears. Each dunning procedure contains up to nine dunning levels.

The wording of the dunning notice is usually influenced by the dunning level. The higher the dunning level, the stronger the formulation in the dunning text.

For invoice-related credit memos, the system uses the dunning level of the invoice. The dunning level can only be raised by one from one dunning level to another. This means you cannot skip any dunning levels.

When setting up a dunning procedure, the number of days in arrears is taken as the default on the *Dunning Levels* screen. The *Line item grace periods* value is proposed as the first dunning level. For the rest of the dunning levels, the system adds the *Dunning interval in days* value to the number of days the previous dunning level is in arrears.



Hint:  
You can overwrite these default values, but it is not recommended.

Dunning procedures with only one dunning level are referred to as payment reminders. These procedures are used for important customers and public corporations. By using these procedures, you can ensure these customers only receive a payment reminder.

### The Dunning Keys

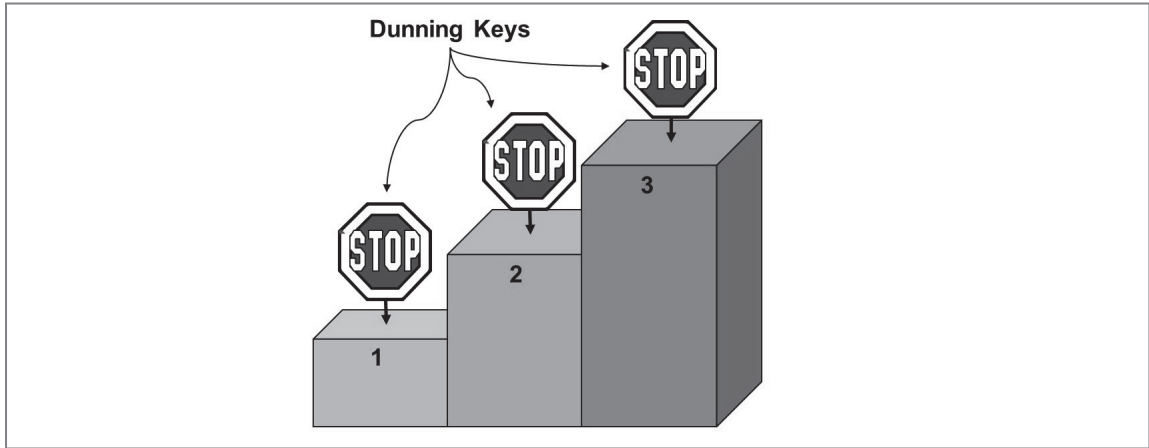


Figure 72: The Dunning Keys

By assigning dunning keys to certain items, you can prevent those items from exceeding a certain dunning level.



Go to Customizing for *Financial Accounting (New)* under *Accounts Receivable and Accounts Payable* → *Business Transactions* → *Dunning* → *Basic Settings for Dunning* → *Define Dunning Keys*.

(*Print Separately* causes the items in the dunning notice to be printed separately.)

## The Minimum Amounts per Dunning Level

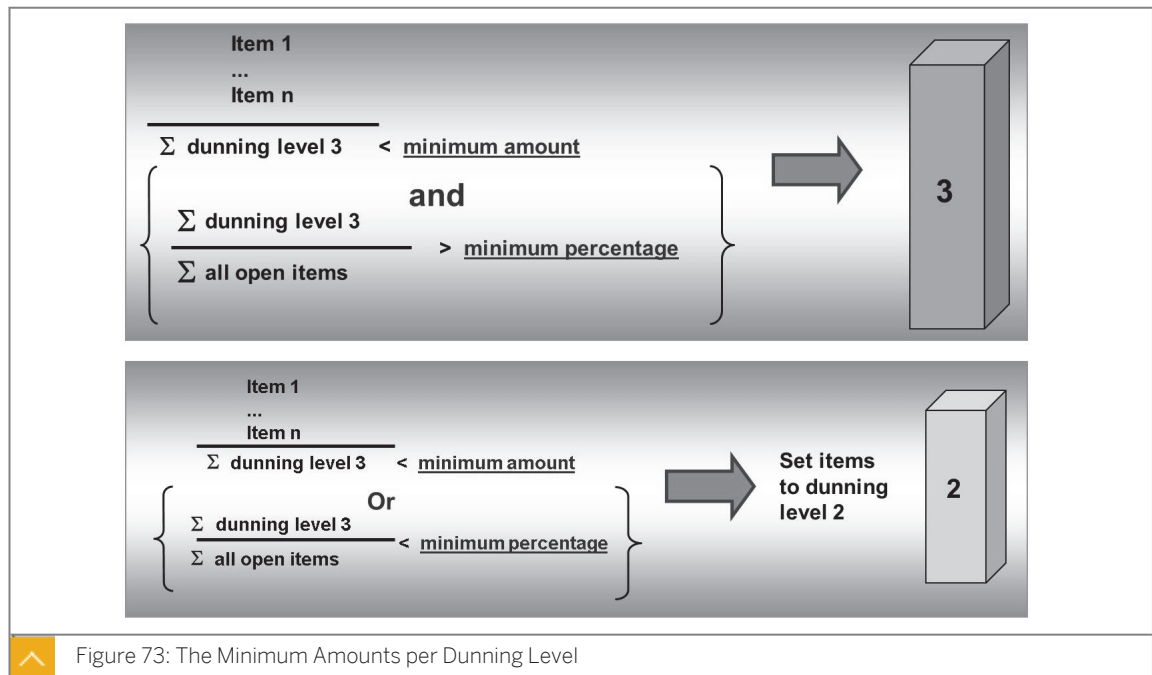


Figure 73: The Minimum Amounts per Dunning Level

The total amount of all the items in an account with a certain dunning level must be greater than a defined minimum amount. The relationship between the total amount and the total open items must be greater than a minimum percentage.

If this is not the case, the system sets the items to a lower dunning level.



Hint:

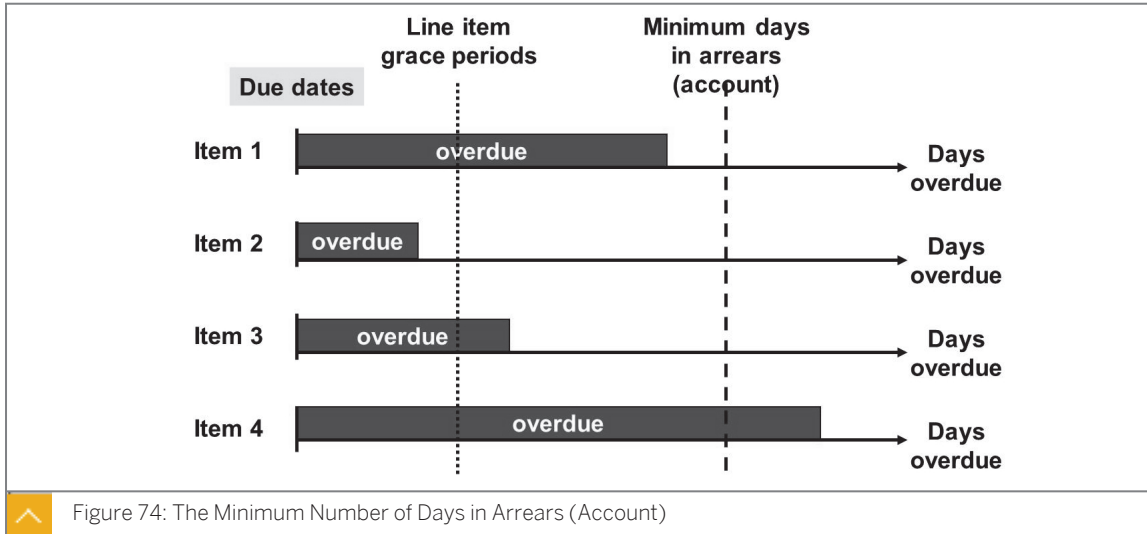
Usually, the minimum amounts and percentages at higher dunning levels are greater than the minimum amounts and percentages at lower levels.



You can show how the system defines minimum amounts.

1. Go to Customizing for *Financial Accounting (New)* under *Accounts Receivable and Accounts Payable* → *Business Transactions* → *Dunning* → *Dunning Procedure* → *Define Dunning Procedures*.
2. Choose a dunning procedure.
3. Choose *Minimum amounts* (currency dependent).

### The Minimum Number of Days in Arrears (Account)



You can only dun the account if at least one item reaches the permitted minimum number of days in arrears for the account.

**In the figure, the conditions for account dunning are as follows:**

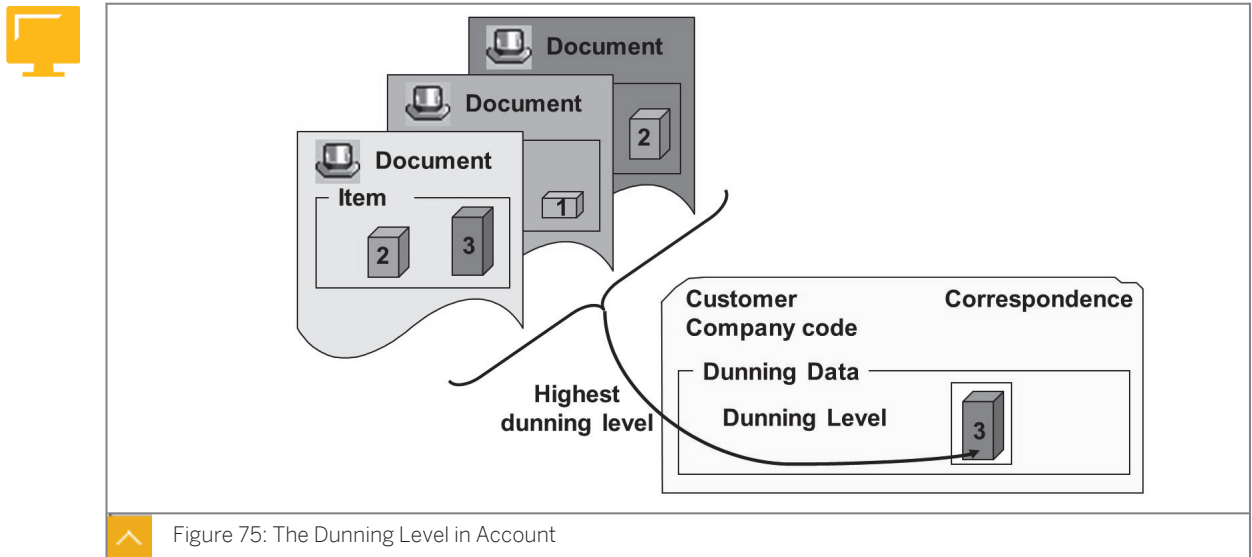
- Item 1 is overdue and must be dunned, but the minimum number of days in arrears has not been reached
- Item 2 is overdue, but it is still within the grace period
- Item 3 is overdue and must be dunned, but the minimum number of days in arrears has not been reached
- Item 4 is overdue and the minimum number of days in arrears (account) has been reached

This means that items 1, 3, and 4 are dunned. Item 2 is not dunned because it is still within the line item grace period.



Show how the minimum number of days in arrears (account) are defined  
 Go to Customizing for *Financial Accounting (New)* under *Accounts Receivable and Accounts Payable* → *Business Transactions* → *Dunning* → *Dunning Procedure* → *Define Dunning Procedures*.  
 Choose a dunning level and enter the minimum days in arrears (account).

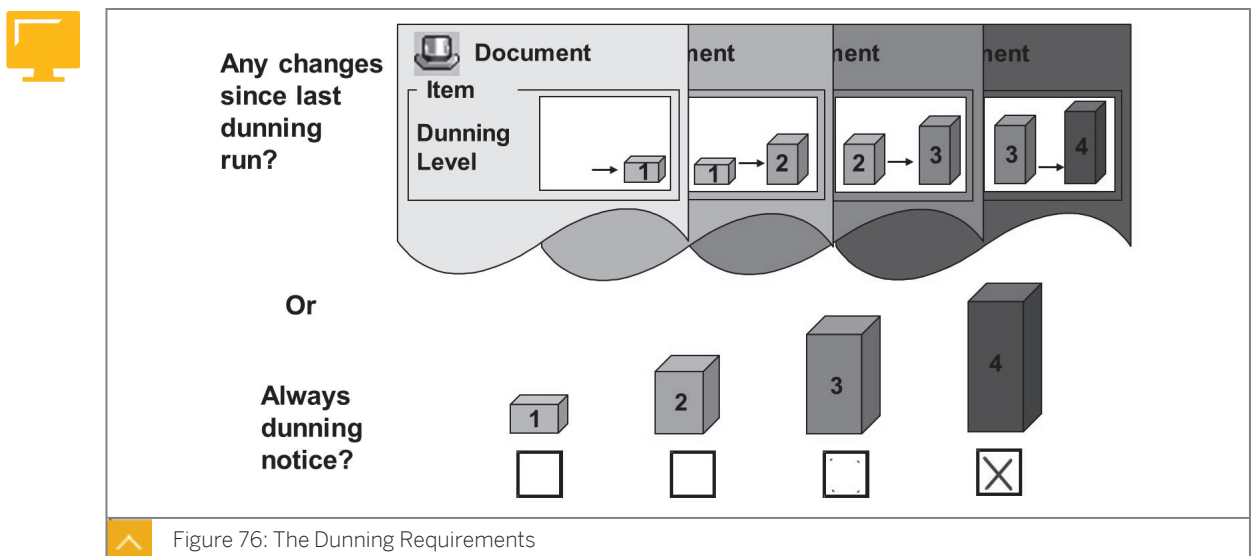
## The Dunning Level in Account



The account gets the highest dunning level out of all the items to be dunned. If all the items are dunned with one dunning notice, the system words the dunning text according to the highest dunning level.

The dunning levels are not entered in the items or the accounts yet. This happens later on when the system prints the dunning notices. By then, however, the system has already determined the dunning levels.

## The Dunning Requirements



After the dunning data is determined, the system checks whether the dunning process is necessary. Normally, it is not necessary to send a dunning notice if the dunning data has not changed since the last dunning run.

**The system only duns an account if it fulfills one of the following conditions:**

- The dunning data changed since the last dunning run.

- The *Always dunning notice?* indicator is selected for the dunning level. This option is usually selected for the last dunning level and for payment reminders (dunning procedures that comprise only one dunning level).

### The Legal Dunning Procedure

Accounts in a legal dunning procedure are subject to a different rule.

**If the start date of the legal dunning procedure is entered in the account master data, the account is always dunned as long as the account fulfills one of the following conditions:**

- There have been postings made since the last dunning run.
- The *Always Dun in Legal Dunning Procedure* indicator is selected.



Hint:

The system does not send any dunning notices to a customer with a legal dunning procedure, even if the dunning data changed. It does not make any sense to send a dunning letter to a customer who has not responded to any previous dunning notices. If the system duns an account according to one of the criteria, it prints an internal note on a special form and sends the note to the legal department. The *Always Dun in Legal Dunning Procedure* indicator must be selected to prevent any open items posted before the start of the legal dunning procedure from being overlooked.



At this point, show the participants the *Always dun?* setting in the configuration.

1. On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Periodic Processing* → *Dunning* (F150).
2. Choose *Environment* → *Change configuration*.
3. Double-click 0001.
4. Choose *Dunning Levels*.
5. Show the *Always dun?* field. The *Always dun?* field is listed for the dunning levels. (The *Always dun?* indicator must be set if there is only one dunning level in the dunning procedure (payment reminders)).

If necessary, show the *Legal Dunning Procedure* field in the customer master record.

On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Master Records* → *Change*.

The *Correspondence* tab under the company code data contains the *Legal Dunning Procedure* field.



### How to Execute the Dunning Run

Execute the proposal run in the dunning program.

1. Start the proposal run for the automatic dunning run you created before. Start the dunning run.

- a) On the *Dunning* screen, choose *Dunning notices* → *Schedule dunning run*.
  - b) In the *Schedule Selection and Print* dialog box, select *Start immediately*.
  - c) Choose *Schedule*.
  - d) Choose *Edit* → *Refresh* until the status changes to *Dun. selection is complete*.
-







## Explain how to Create Dunning Proposals

### Business Example

You need to inform a new colleague about how the dunning program works.

Check your knowledge of the process of creating the dunning proposal.

Why would the system not dun overdue items in certain cases?

### Task 1

1. List some reasons why the system might not dun overdue items.

---

---

---

### Task 2

The dunning proposal consists of several steps.

1. List the main steps involved in creating the dunning proposal.

---

---

---

### Task 3

Determine whether these statements are true or false.

1. The payment terms of a credit memo usually do not apply, and the due date is either the due date of the associated invoice or the baseline date of the document.

*Determine whether this statement is true or false.*

True

False

2. Every dunning procedure must have at least four dunning levels.

*Determine whether this statement is true or false.*

True

False

3. The system only duns an account if all the overdue items have exceeded the minimum days in arrears.

*Determine whether this statement is true or false.*

True

False

4. The dunning run updates the dunning data in the dunned items and accounts.

*Determine whether this statement is true or false.*

True

False

5. The system only sends a dunning notice if the dunning data changed since the last dunning run, or if *Always dun?* is selected.

*Determine whether this statement is true or false.*

True

False



## Explain how to Create Dunning Proposals

### Business Example

You need to inform a new colleague about how the dunning program works.

Check your knowledge of the process of creating the dunning proposal.

Why would the system not dun overdue items in certain cases?

### Task 1

1. List some reasons why the system might not dun overdue items.

- 
- a) The account is not contained in the parameters.
  - b) The items are within the grace period.
  - c) The items or accounts are blocked for dunning.
  - d) The items or accounts have a payment method for incoming payments, but no payment block.
  - e) The overdue amount is less than the minimum amount.
  - f) The items can be cleared with overdue items on the credit side.
  - g) None of the items exceed the minimum days in arrears (account).
  - h) The dunning data has not changed since the last dunning run and *Always dun?* is not selected.

### Task 2

The dunning proposal consists of several steps.

1. List the main steps involved in creating the dunning proposal.

- 
- a) The account selection
  - b) The line item dunning
  - c) The account dunning

### Task 3

Determine whether these statements are true or false.

1. The payment terms of a credit memo usually do not apply, and the due date is either the due date of the associated invoice or the baseline date of the document.

*Determine whether this statement is true or false.*

True

False

2. Every dunning procedure must have at least four dunning levels.

*Determine whether this statement is true or false.*

True

False

Every dunning procedure can have between 1 and 9 dunning levels.

3. The system only duns an account if all the overdue items have exceeded the minimum days in arrears.

*Determine whether this statement is true or false.*

True

False

If one overdue item has exceeded the minimum days in arrears, the account is dunned.

4. The dunning run updates the dunning data in the dunned items and accounts.

*Determine whether this statement is true or false.*

True

False

The dunning data is not updated until the dunning notices are printed.

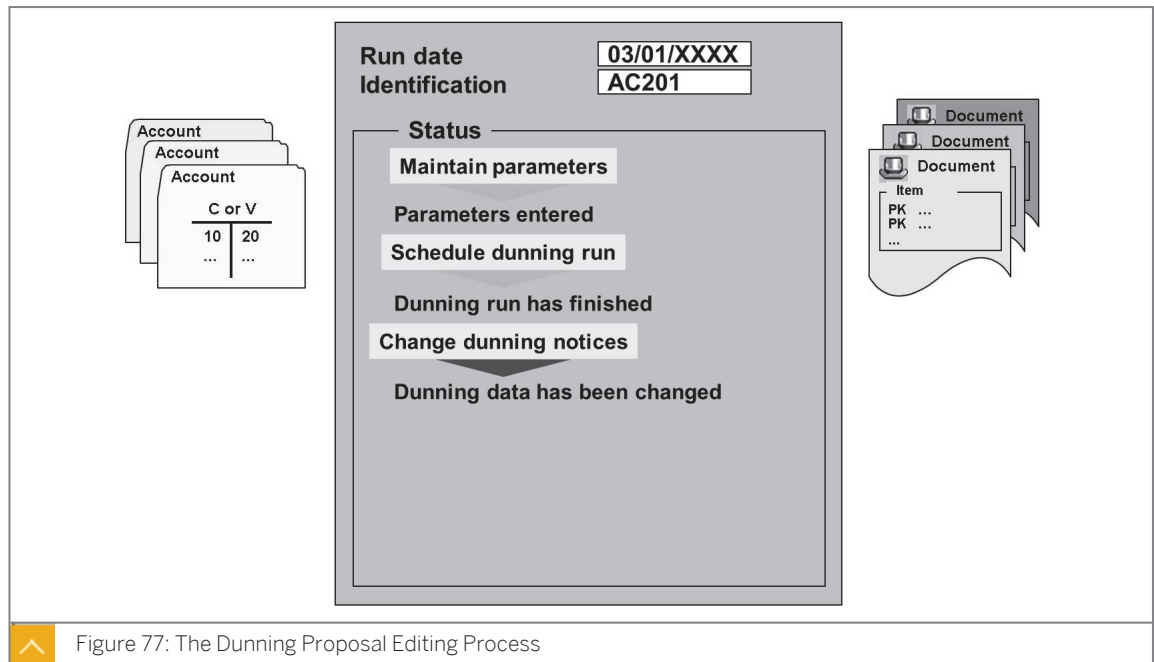
5. The system only sends a dunning notice if the dunning data changed since the last dunning run, or if *Always dun?* is selected.

*Determine whether this statement is true or false.*

True

False

## The Dunning Proposal Editing Process



After the system creates the dunning proposal, a clerk can edit it.

**You can print the following lists to support the clerk's work:**

- The dunning statistics
- The dunning list
- The blocked accounts
- The blocked line items
- The dunning history

You can display a sample printout on the screen. The system saves the changes to the dunning proposal.



**Note:**

If you are not going to print the dunning proposal, you have to delete it. Otherwise, it blocks the items you selected for processing in other dunning runs.

## Editing the Dunning Data

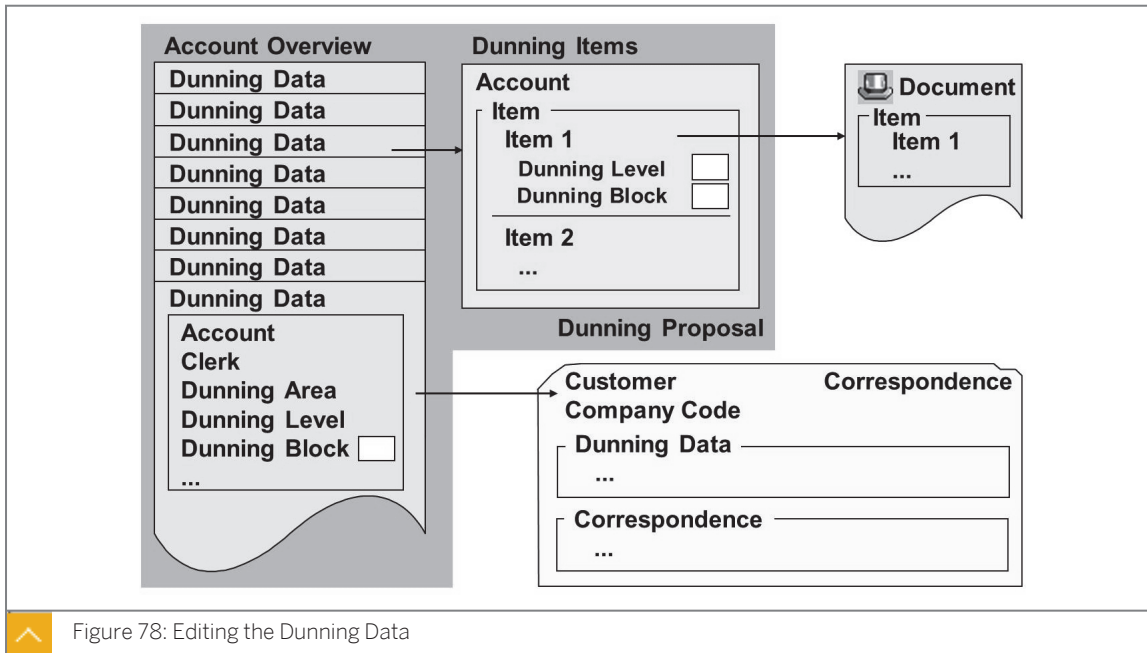


Figure 78: Editing the Dunning Data

### The clerk can perform the following actions:

- The clerk can block an account in the current dunning proposal or remove the dunning block.
- The clerk can block a line item in the current dunning proposal or remove the dunning block.
- The clerk can lower the dunning level of an item in the current dunning proposal.
- The clerk can change the dunning and correspondence data of an account in the master record. This change does not apply to the current dunning run.
- The clerk can change a document. This change does not apply to the current dunning run.



Hint:

Only changes in the dunning proposal apply to the current dunning run.

You can raise or lower the dunning level as needed in the master data and documents.



### How to Edit the Dunning Proposal List

1. Edit the dunning proposal.
  - a) On the *Dunning* screen, choose *Dunning notices* → *Change dunning notices*.
  - b) On the *Dunning Proposal* screen, choose *Execute*. The system displays a list of dunning notices.

- c) Double-click the invoice amount EUR 1000 with the payment block *B* for customer *AC201-00B*.
- d) On the *Change Dunning Notice* screen, enter the following data:

Field Name or Data Type	Value
<i>Dunn. Block</i>	Delete the entry
<i>Dunn. Level</i>	<b>1</b>

- e) Choose *Copy*.
- f) Choose *Save*.
-





# Unit 2

## Exercise 13



### Edit the Proposal

#### Business Example

The dunning clerk checks the dunning proposal and edits the proposal if needed.

Check your knowledge of the editing options for the dunning proposal.

Determine whether these statements are true or false.

1. After you create the dunning proposal, the system ignores changes to the dunning data in the items or master records in the current dunning run.

*Determine whether this statement is true or false.*

True

False

2. You can edit, delete, and recreate the dunning proposal as often as you need to.

*Determine whether this statement is true or false.*

True

False



## Edit the Proposal

### Business Example

The dunning clerk checks the dunning proposal and edits the proposal if needed.

Check your knowledge of the editing options for the dunning proposal.

Determine whether these statements are true or false.

1. After you create the dunning proposal, the system ignores changes to the dunning data in the items or master records in the current dunning run.

*Determine whether this statement is true or false.*

True

False

The system already selected the data from the database.

2. You can edit, delete, and recreate the dunning proposal as often as you need to.

*Determine whether this statement is true or false.*

True

False

This is possible because the database does not change until the system prints the dunning notices.

## Creating the Dunning Notice

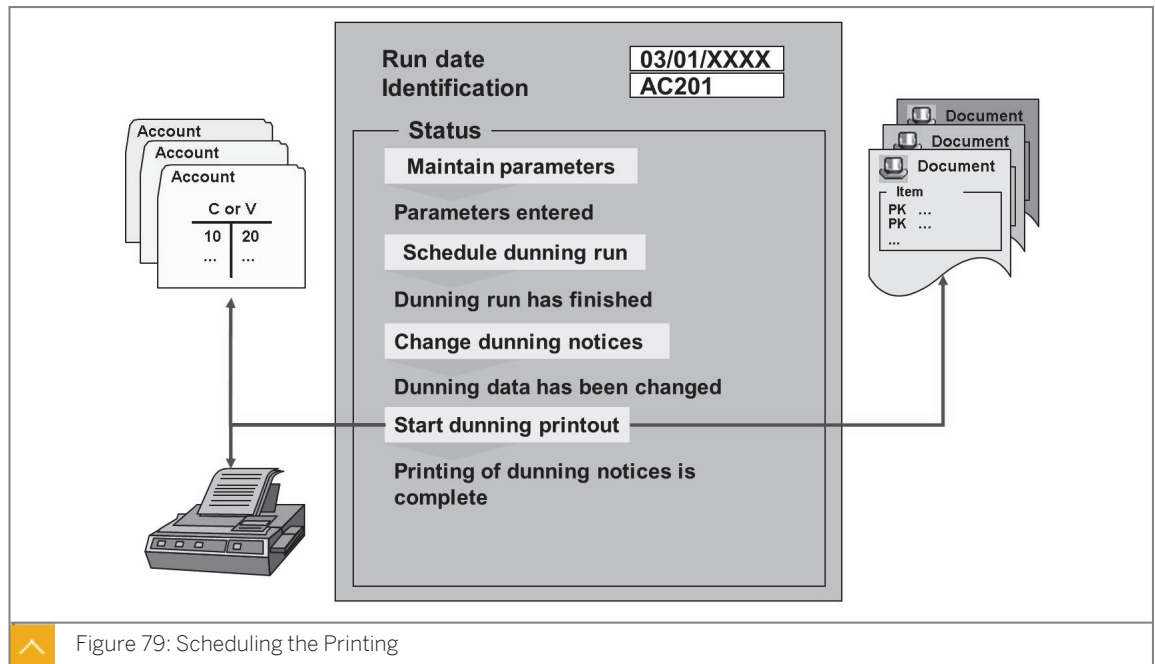


Figure 79: Scheduling the Printing

The last step in the dunning process involves printing the dunning notices.

### The print program for the dunning procedure performs the following:

- The printing program groups items to be dunned with a dunning notice according to various rules
- The program generates a dunning notice for each group
- The program enters the dunning date and dunning level in the list of dunned items and accounts

The system prints dunning notices in a sequence defined by sort criteria.

If you need to send dunning notices to one-time customers, only update the dunning data for relevant items. For information about undoing changes to dunning data in accounts and documents, see SAP Note 6591.

### Grouping Items in the Dunning Notices

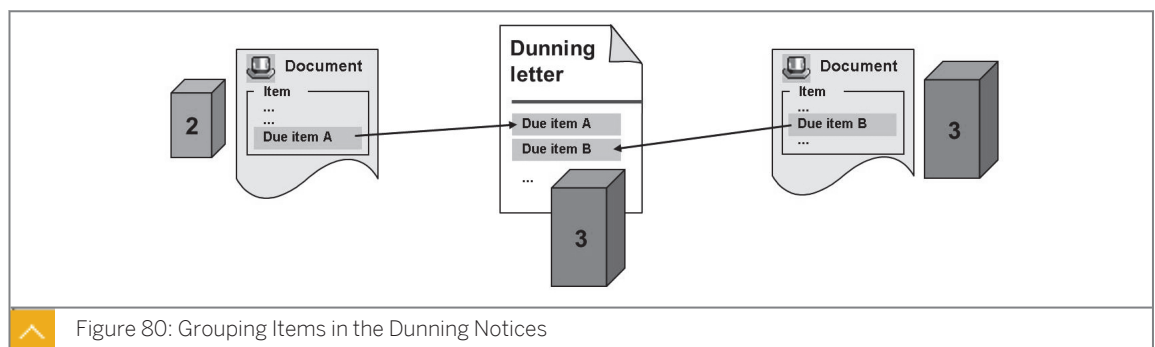


Figure 80: Grouping Items in the Dunning Notices

Items to be dunned can be grouped together in dunning notices if they have the same company code, dunning area, and account.

The system groups the items in a one-time account in one dunning notice if they have the same address.

The system sorts the items in a dunning notice according to various sort criteria.

### The Special Groupings



- Separate dunning letter for each dunning level
- Grouping key
- Decentralized processing



C or V	
10	20

C or V	
10	20

Figure 81: The Special Groupings

#### You can group items by the following criteria:

- The dunning letter for each dunning level

In the company-code-specific settings for the dunning program, you can choose whether to print a separate dunning notice for each dunning level. In this case, the system selects the text for the dunning notice according to the dunning levels of the grouped items.

- The grouping key

You can enter a grouping key in the customer or vendor account to group items that have the same values in the fields assigned to the grouping key in dunning notices. You can use the fields in the index tables for the open items BSID (customers) and BSIK (vendors).

- The decentralized processing

If a customer has a head office with several branch offices, the system posts items to the central account. As a result, the head office usually receives one dunning notice with all the items due from its branch offices. If *Decentralize processing* is selected in the branch accounts, meaning the dunning is processed locally, the system sends the notices to the branch offices.



In the configuration settings, show how you can define separate correspondence for each dunning level.

1. On the SAP Easy Access screen, *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Periodic Processing* → *Dunning*.
2. Choose *Environment* → *Change configuration*.
3. Choose *Environment* → *Company Code Data*.
4. Show the *By dunning level* checkbox.

Alternatively:

1. Go to Customizing for *Financial Accounting (New)* under *Accounts Receivable and Accounts Payable* → *Business Transactions* → *Dunning* → *Dunning Procedure* → *Define Dunning Procedures*.

2. Choose a dunning procedure.
3. Choose *Environment* → *Company Code Data* to configure the separate correspondence.
4. Show the *By dunning level* checkbox.

Show participants how they can define the grouping key in the configuration settings. You define the grouping key in Customizing.

Go to Customizing for *Financial Accounting (New)* under *Accounts Receivable and Accounts Payable* → *Business Transactions* → *Dunning* → *Dunning Procedure* → *Define Dunning Groupings*.

You can then enter the grouping key in the master data.

Show participants the field in the master record.

1. On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Master Records* → *Change*.
2. Choose the *Correspondence* tab.
3. Show participants the *Grouping Key* field.

### The Dunning Notice for Each Group

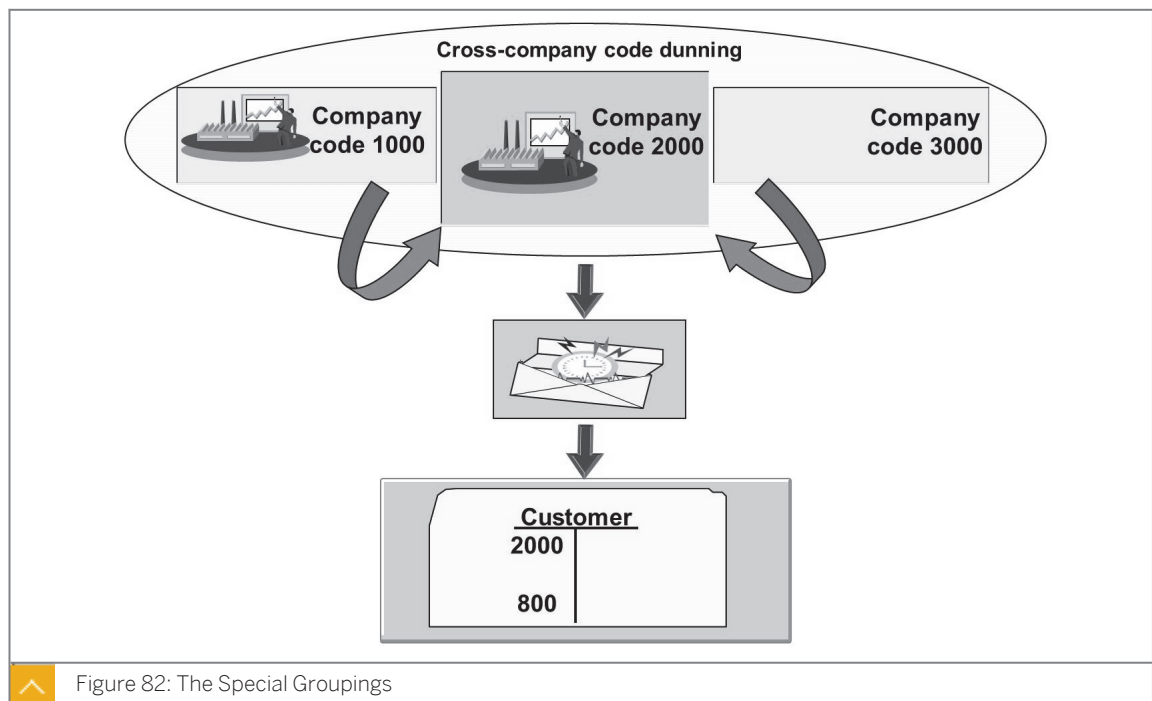


Figure 82: The Special Groupings

You can use cross-company-code dunning to combine overdue items from different company codes in one dunning run. The overdue items from one customer in different company codes are dunned with one dunning notice. This means you do not have to send the customer a separate dunning notice for each company code.



**Note:**  
The system groups the overdue items according to predefined rules (dunning levels, dunning areas, or dunning grouping) and assigns them to one or more dunning notices.

If you want to dun different company codes at the same time, you have to assign the relevant company codes to a shared dunning company code. The system uses the dunning procedure assigned to the account in the dunning company code. The system checks the dunning frequency and dunning blocks individually, not just in the dunning company code.



**Note:**  
If a date for the legal dunning procedure for an account has been specified in the dunning company code, this also affects the dependent company codes.

### The Dunning Text Control

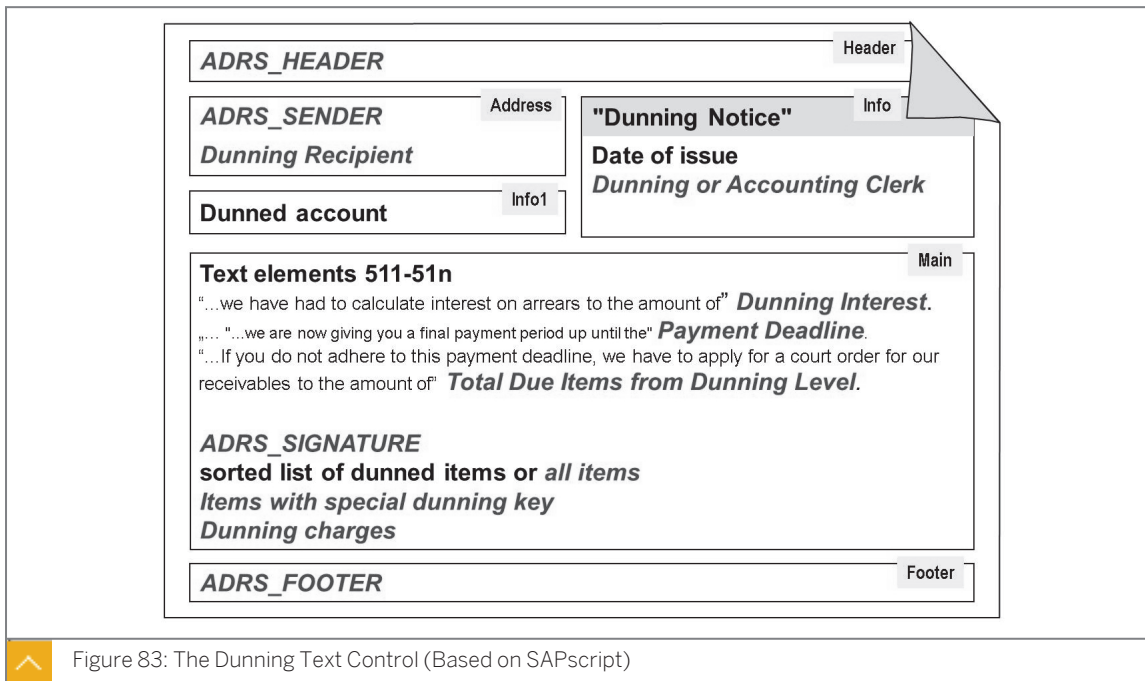


Figure 83: The Dunning Text Control (Based on SAPscript)



The system assigns the dunning forms to the dunning procedures at the company code level. You can create a separate dunning form for each account type, dunning level, and dunning area (if defined).

On the *SAP Easy Access* screen, choose *Accounts Receivable* → *Periodic Processing* → *Dunning* → *Environment* → *Change Configuration*.

Next, choose *0001*.

Next, choose *0001* to access the company codes from the dunning texts.

To display the dunning forms and texts, choose *Goto* → *Display Form*. Next, choose the *Windows* pushbutton and then choose the *Main window* option.

The Dunning Text Controls	Description
Texts in italics	Texts in italics are controlled by the variables used in the dunning formulas.
Standard texts	Standard texts are available for entering the company code or dunning area data in a company code-independent form. The example in the figure contains the following standard texts: ADRS_HEADER, ADRS_SENDER, ADRS_SIGNATURE, and ADRS_FOOTER. You have to assign these to a company code and a dunning area (optional).
Dunning recipient	The dunning recipient can be different from the address of the dunned account.
Dunning or accounting clerk	If there is no specific dunning clerk attached to the master data, the screen displays the accounting clerk.
Dunning interest	The dunning interest depends on the dunning level. The system calculates dunning interest using an interest indicator. You can use minimum amounts for interests.
Payment deadline	To prevent the payment deadline from falling on a holiday, the system assigns a public holiday calendar ID to the dunning procedure.
Total due items from dunning level	The system calculates the total of all the due items from a specified dunning level using the total in the dunning text.
Sorted list of dunned items or all items	All items are generally printed at higher dunning levels to provide the customer or vendor with an overview of the overall account balance. Items with a dunning block or a collection method are not displayed. If you select the dunning notices for each dunning level option, you cannot print a list with all the items.
Items with special dunning key	Items with a special dunning key can be printed separately.
Dunning charges	Dunning charges depend on the dunning level and can be either a fixed amount or a percentage of the dunned amount. You can set a minimum amount for the dunning charges.



More detailed information about working with SAPscript, SAP Smart Forms, and PDF-based documents exceeds the scope of this course.

For more details about designing forms with SAPscript and SAP Smart Forms, we refer to the specific courses for these subjects.



Demonstrate Task 8 of Exercise 14 using your own data. You can also optionally show Task 9.

### The Dunning Notices

You can print the dunning notices with an attached payment form for bank transfer (Germany) or ESR payments (Switzerland). The customer can use this payment form to pay the dunned amount.

You can attach the payment form to the dunning notice or print it on a separate page. This means you have to change the dunning notice form so that it contains a separate window for the payment form, or you have to create a separate form for the additional page.

The dunning notice must only contain items with the company code currency.

The payment program can create a payment advice note containing the items in the dunning notice. When the customer pays the dunned amount, you can use this advice note to assign the incoming payment to the relevant items.

The payment advice number has 10 digits and starts with 08. You have to define the payment advice type 08 in the configuration settings.

You can print the payment advice number on the dunning notice and the payment form (for example, in the *Reference field*).



### How to Print the Dunning Notices

1. Show participants how to print the dunning notices.
    - a) In the dunning run overview, choose *Dunning notices* → *Schedule dunn.notice printout*.
    - b) Enter **LP01** as the output device.
    - c) Select *Start immediately*.
    - d) Choose *Print*.
    - e) Choose *System* → *Own Spool Request* to display the dunning notice.
-



# Unit 2

## Exercise 14



### Execute a Dunning Process

#### Business Example

You want to dun customers automatically if needed. Your dunning procedure GR## seems perfect for customer AC201-##B.

1. Ensure that you have at least two open overdue invoices on your customer account AC201-##B and one open overdue invoice on your customer account AC201-##A.



Hint:

The invoices are posted with the document type DR in the training system. Choose the SAP standard layout *ISAP-D – Dunning data* to display the dunning details on the line item level.

2. Change the communication language in the master record of customer AC201-##B to the language of the country where this training takes place.



Note:

If the dunning letter is not available in your communication language, the system creates the dunning letter with the original language of the SAPscript form (= German). If necessary, ask your trainer for a suitable language setting.

Ensure you assign the dunning procedure GR## to customer AC201-##B in the AC## company code data.

3. Work through the entire dunning process. Start by creating a dunning run. Create a dunning run with today's date as the run date and ## (## = your group number) as the identification. Enter the following parameters according to the business scenario:

Field Name or Data Type	Value
<i>Dunning date</i>	Today's date
<i>Docmnts posted up to</i>	Today's date
<i>Company Code</i>	<b>AC##</b>
<i>Account Restrictions: Customer</i>	<b>AC201-##A to AC201-##B</b>



Note:

Activate the additional log for both customers.

4. Carry out the proposal run in the dunning program.  
Start the proposal run immediately for the automatic dunning run you parameterized before.
5. Check the dunning proposal. First, display the dunning list. Then, display the log for the dunning run. How is the log different from the dunning list?  
Then, display a sample printout of a dunning letter. Finally, display the blocked accounts and items.
6. Edit the dunning proposal. Delete the dunning block B in the invoice with the amount of EUR 1000 for your customer AC201-###B and enter the dunning level 1 for this open item.
7. Print the dunning notices to the spool. Use the printer name LP01 or the printer name provided by your instructor.
8. Check that the dunning data for customer AC201-###B is up to date in the customer line items and at the master record level.  
First, check the dunning data on the line item level.  
Then, check the dunning data at the master record level.
9. Optional: If there is time, complete the following tasks.  
Post two additional customer invoices to your company code AC##. Ensure you date them at least six months in the past. Enter the invoices with the following values:

Field Name or Data Type	Value
<i>Customer</i>	<b>AC201-###B</b>
<i>Invoice date</i>	6 months ago
<i>Posting Date</i>	6 months ago
<i>Amount</i>	<b>200 000</b>
<i>Currency</i>	<b>EUR</b>
<i>Calculate tax</i>	Select
<i>Tax Code</i>	<b>00</b>
<i>G/L acct</i>	<b>800200</b>
<i>D/C</i>	<b>Credit</b>
<i>Amount in doc.curr.</i>	<b>200000</b>
<i>Tax code</i>	<b>00</b>

Repeat the steps to post an additional customer invoice of EUR 40,000.  
Schedule the dunning program again one month in the future. (Run on: Today's date + 1 month; Identification: ##.) To maintain the parameters, use the Copy function.  
Change the dunning proposal: Block one of the invoices in the dunning proposal.  
Check the customer's account and take a look at the updated dunning information.



## Execute a Dunning Process

### Business Example

You want to dun customers automatically if needed. Your dunning procedure GR## seems perfect for customer AC201-##B.

1. Ensure that you have at least two open overdue invoices on your customer account AC201-##B and one open overdue invoice on your customer account AC201-##A.



Hint:

The invoices are posted with the document type DR in the training system. Choose the SAP standard layout *ISAP-D – Dunning data* to display the dunning details on the line item level.

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Account* → *Display/Change Line Items* (FBL5N).
- b) On the *Customer Line Item Display* screen, enter the following data:

Field Name or Data Type	Value
<i>Customer account</i>	From <b>AC201-##A</b> to <b>AC201-##B</b>
<i>Company Code</i>	<b>AC##</b>
<i>Open at Key Date</i>	Today's date

- c) Choose *Execute*.
  - d) Choose *Settings* → *Layout* → Choose the dunning dates layout to display the dunning information.
  - e) Choose the *ISAP-D - Dunning data* layout.
2. Change the communication language in the master record of customer AC201-##B to the language of the country where this training takes place.



Note:

If the dunning letter is not available in your communication language, the system creates the dunning letter with the original language of the SAPscript form (= German). If necessary, ask your trainer for a suitable language setting.

Ensure you assign the dunning procedure GR## to customer AC201-##B in the AC## company code data.

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Master Records* → *Display* (FD03).
- b) On the *Customer Display Initial Screen*, enter the following data:

Field Name or Data Type	Value
<i>Customer</i>	AC201-##B
<i>Company Code</i>	AC##

- c) Choose *Continue*.
- d) Choose *General Data* and change the language in the *Communication* area to the language of the country where this training takes place.
- e) Choose *Company Code Data* and then go to the *Correspondence* tab page.
- f) Check whether the *Dunn. Procedure* field contains the dunning procedure GR##.
- g) If your dunning procedure, GR##, is not assigned yet, choose *Customer* → *Display* → *Change* to switch to change mode.
3. Work through the entire dunning process. Start by creating a dunning run.

Create a dunning run with today's date as the run date and ## (## = your group number) as the identification. Enter the following parameters according to the business scenario:

Field Name or Data Type	Value
<i>Dunning date</i>	Today's date
<i>Docmnts posted up to</i>	Today's date
<i>Company Code</i>	AC##
<i>Account Restrictions: Customer</i>	AC201-##A to AC201-##B



Note:  
Activate the additional log for both customers.

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Periodic Processing* → *Dunning* (F150).
- b) On the *Dunning* screen, enter the following data:

Field Name or Data Type	Value
<i>Run On</i>	Today's date
<i>Identification</i>	##

- c) Choose *Enter*.
- d) On the *Parameter* tab page, enter the following data:

Field Name or Data Type	Value
<i>Dunning date</i>	Today's date
<i>Docmnts posted up to</i>	Today's date
<i>Company Code</i>	<b>AC##</b>
<i>Account Restrictions: Customer</i>	<b>AC201-##A to AC201-##B</b>

- e) On the *Additional Log* tab page, add the customers you entered on the *Parameter* tab in the *Customer* field.
  - f) Choose *Enter*.
  - g) Confirm any date warnings by pressing ENTER.
  - h) Choose *Save*.
  - i) Choose the *Status* tab.
  - j) Do not exit this screen.
4. Carry out the proposal run in the dunning program.  
Start the proposal run immediately for the automatic dunning run you parameterized before.
- a) On the *Dunning* screen, choose *Dunning notices* → *Schedule dunning run*.
  - b) In the *Schedule Selection and Print* dialog box, select *Start immediately*.
  - c) Choose *Schedule*.
  - d) Choose *Edit* → *Refresh* until the status changes to *Dun. selection is complete*.
5. Check the dunning proposal. First, display the dunning list. Then, display the log for the dunning run. How is the log different from the dunning list?  
Then, display a sample printout of a dunning letter. Finally, display the blocked accounts and items.
- a) On the *Dunning* screen, choose *Dunning list*.
  - b) In the *Dunning List Variant* dialog box, choose *Continue* to confirm the default program in the *Dunning List Variant* dialog box.  
The system displays the *Dunning Proposal* screen. You can find customer and dunning information, document numbers, and the amounts to be dunned here.
  - c) Return to the *Dunning* screen.
  - d) On the *Dunning* screen, choose *Log*.  
The system displays the *Job Log Entries* screen. This dunning log shows how the dunning program analyzes the customer's line items based on the parameters you entered earlier.  
The log details whether the system will dun the line or not. It contains valuable information for troubleshooting.
  - e) Return to the *Dunning* screen.
  - f) On the *Dunning* screen, choose *Sample printout*.

- g) In the *Schedule Sample Printout* dialog box, enter the following data:

Field Name or Data Type	Value
<i>Start immediately</i>	Select
<i>Output Device</i>	<b>LP01</b>

- h) Choose *Display* to view the preview of your sample printout.

- i) Return to the *Dunning* screen and choose *Sample printout*.

- j) In the *Schedule Sample Printout* dialog box, enter the following data:

Field Name or Data Type	Value
<i>Start immediately</i>	Select
<i>Output Device</i>	<b>LP01</b>

- k) Choose *Display* to view the preview of your sample printout.

- l) Return to the *Dunning* screen and choose *Goto* → *Blocked Accounts*.

- m) Return to the *Dunning* screen and choose *Goto* → *Blocked Items*.

- n) Choose *Back*.

6. Edit the dunning proposal. Delete the dunning block B in the invoice with the amount of EUR 1000 for your customer AC201-##B and enter the dunning level 1 for this open item.

- a) On the *Dunning* screen, choose *Dunning notices* → *Change dunning notices*.

- b) On the *Dunning Proposal* screen, choose *Execute*.

- c) Double-click the invoice of amount EUR 1000 with the payment block B of customer AC201-##B.

- d) In the *Change Dunning Notice* dialog box, enter the following data:

Field Name or Data Type	Value
<i>Dunn. block</i>	Blank. Delete any entries.
<i>Dunn. level</i>	<b>1</b>

- e) Choose *Copy*.

- f) Choose *Save*.

- g) Return to the *Dunning* screen.

7. Print the dunning notices to the spool. Use the printer name LP01 or the printer name provided by your instructor.

- a) On the *Dunning* screen, choose *Dunning notices* → *Schedule dunn.notice printout*.

- b) In the *Schedule Print* dialog box, enter the following data:

Field Name or Data Type	Value
<i>Start immediately</i>	Select
<i>Output Device</i>	<b>LP01</b>

- c) Choose *Print*.
  - d) Choose *Enter* until the system displays the *Dun. printout is complete* message.
  - e) Choose *System* → *Services* → *Output Control* from the main menu.
  - f) On the *Output Controller: Spool Request Selection* screen, choose *Execute*.
  - g) Select the check box on the left side of the dunning notice.
  - h) Choose *Goto* → *Display requests* → *Contents*. The screen displays the print preview.
  - i) Return to the *SAP Easy Access* screen.
8. Check that the dunning data for customer AC201-###B is up to date in the customer line items and at the master record level.

First, check the dunning data on the line item level.

Then, check the dunning data at the master record level.

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Account* → *Display/Change Line Items* (FBL5N).
- b) On the *Customer Line Item Display* screen, enter the following data:

Field Name or Data Type	Value
<i>Customer account</i>	<b>AC201-###B</b>
<i>Company Code</i>	<b>AC##</b>
<i>Open at Key Date</i>	Today's date

- c) Choose *Execute*.
- d) Choose *Settings* → *Layout* → *Choose* to select the dunning dates layout to display the dunning information.
- e) Choose the *1SAP-D - Dunning data* layout.
- f) Return to the *SAP Easy Access* screen.
- g) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Master Records* → *Display* (FD03).
- h) On the *Customer Display Initial Screen*, enter the following data:

Field Name or Data Type	Value
<i>Customer account</i>	<b>AC201-###B</b>
<i>Company Code</i>	<b>AC##</b>

- i) Choose *Enter*.

- j) Display the *Correspondence* tab page in the customer's company code data.



Note:

You executed a dunning run and created dunning notices. You also displayed the updated data in the customer account.

9. Optional: If there is time, complete the following tasks.

Post two additional customer invoices to your company code AC##. Ensure you date them at least six months in the past. Enter the invoices with the following values:

Field Name or Data Type	Value
<i>Customer</i>	<b>AC201-##B</b>
<i>Invoice date</i>	6 months ago
<i>Posting Date</i>	6 months ago
<i>Amount</i>	<b>200 000</b>
<i>Currency</i>	<b>EUR</b>
<i>Calculate tax</i>	Select
<i>Tax Code</i>	<b>00</b>
<i>G/L acct</i>	<b>800200</b>
<i>D/C</i>	<b>Credit</b>
<i>Amount in doc.curr.</i>	<b>200000</b>
<i>Tax code</i>	<b>00</b>

Repeat the steps to post an additional customer invoice of EUR 40,000.

Schedule the dunning program again one month in the future. (Run on: Today's date + 1 month; Identification: ##.) To maintain the parameters, use the *Copy* function.

Change the dunning proposal: Block one of the invoices in the dunning proposal.

Check the customer's account and take a look at the updated dunning information.

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document Entry* → *Invoice* (FB70).
- b) On the *Enter Customer Invoice: Company Code AC##* screen, enter the data given in the exercise.



Hint:

Confirm the warning message about the posting dates.

- c) Choose *Post* to save the document.
- d) Repeat the previous steps to post an additional customer invoice of EUR 40,000.



- e) To run the dunning program again one month in the future, follow the same steps as in the previous tasks.
- f) Ensure you set the run date to one month in the future. An invoice dunned at level 1 in the first dunning run will then be dunned at level 2.
- g) After the dunning run is scheduled, choose *Change* in the dunning status view.

Field Name or Data Type	Value
<i>Run date</i>	Accept the default values
<i>Identification</i>	Accept the default values
<i>Account Type</i>	<b>D</b> (Customer)
<i>Company Code</i>	<b>AC##</b>
<i>Customer</i>	<b>AC201-##B</b>

- h) Choose *Execute*.
- i) For the EUR 40,000 invoice, enter **A** in the *Dunn. Block* field.
- j) Choose *Copy*.
- k) Choose *Save*.
- l) Choose *Back* to return to the start screen.
- m) Schedule the dunning notice printout.
- n) To check the customer's account and view the updated dunning information, repeat the steps from the previous task.



### **LESSON SUMMARY**

You should now be able to:

- Maintain the dunning program parameters
- Execute the dunning run
- Edit the dunning proposal
- Create the dunning notice



## Learning Assessment

1. After you complete the dunning run, you can print out the dunning notices immediately.

*Determine whether this statement is true or false.*

True

False

2. Which of the following fields do you use to maintain data in the customer and vendor master records fields for dunning?

*Choose the correct answers.*

A The dunning clerk field

B The dunning area field (if activated)

C The leg. dunn. proc field

D The currency field

3. Which of the following settings are parts of the dunning program configuration?

*Choose the correct answers.*

A The dunning levels

B The expenses or charges

C The minimum amounts

D The bank selection

4. You can define dunning charges for each currency. Dunning charges depend on the dunning level.

*Determine whether this statement is true or false.*

True

False

5. Which of the following settings apply to minimum amounts?

*Choose the correct answers.*

- A Reaching a certain dunning level
- B The minimum amount for interest
- C The dunning block
- D The minimum text

6. Using parameters, you can specify which documents and accounts the system considers in a dunning run for company codes.

*Determine whether this statement is true or false.*

- True
- False

7. Every outgoing invoice the system duns is overdue, but the system does not dun all the overdue outgoing invoices.

*Determine whether this statement is true or false.*

- True
- False

8. What is the maximum dunning level that the system can assign to an item to be dunned?

*Choose the correct answer.*

- A 1
- B 7
- C 9
- D 11

9. You can prevent certain items from exceeding a certain dunning level by assigning dunning keys to them.

*Determine whether this statement is true or false.*

- True
- False

10. Which of the following lists support the dunning clerk's work?

*Choose the correct answers.*

- A The dunning history list
- B The blocked accounts list
- C The dunning list
- D The list of vendor balances in local currency



## Learning Assessment - Answers

1. After you complete the dunning run, you can print out the dunning notices immediately.  
*Determine whether this statement is true or false.*

- True  
 False

2. Which of the following fields do you use to maintain data in the customer and vendor master records fields for dunning?

*Choose the correct answers.*

- A The dunning clerk field  
 B The dunning area field (if activated)  
 C The leg. dunn. proc field  
 D The currency field

3. Which of the following settings are parts of the dunning program configuration?

*Choose the correct answers.*

- A The dunning levels  
 B The expenses or charges  
 C The minimum amounts  
 D The bank selection

4. You can define dunning charges for each currency. Dunning charges depend on the dunning level.

*Determine whether this statement is true or false.*

- True  
 False

5. Which of the following settings apply to minimum amounts?

*Choose the correct answers.*

- A Reaching a certain dunning level
- B The minimum amount for interest
- C The dunning block
- D The minimum text

6. Using parameters, you can specify which documents and accounts the system considers in a dunning run for company codes.

*Determine whether this statement is true or false.*

- True
- False

7. Every outgoing invoice the system duns is overdue, but the system does not dun all the overdue outgoing invoices.

*Determine whether this statement is true or false.*

- True
- False

8. What is the maximum dunning level that the system can assign to an item to be dunned?

*Choose the correct answer.*

- A 1
- B 7
- C 9
- D 11

9. You can prevent certain items from exceeding a certain dunning level by assigning dunning keys to them.

*Determine whether this statement is true or false.*

- True
- False

10. Which of the following lists support the dunning clerk's work?

*Choose the correct answers.*

- A The dunning history list
- B The blocked accounts list
- C The dunning list
- D The list of vendor balances in local currency



# UNIT 3

# Correspondence

## Lesson 1

Maintaining Key Fields for Correspondence

246

## Lesson 2

Explaining Options for Creating Correspondence

249

## Lesson 3

Managing Correspondence Types

252

Exercise 15: Create a Correspondence

263



### UNIT OBJECTIVES

- Maintain key fields for correspondence in customer and vendor master records
- Explain the options for creating various correspondence types
- Create a correspondence type
- Assign a print program
- Link correspondence types to transactions and reason codes



## Maintaining Key Fields for Correspondence

### LESSON OVERVIEW

This lesson explains how to maintain key fields for correspondence in customer and vendor master records.

### Business Example

You want to send correspondence to your customers and vendors. The correspondence can be in the form of account statements, open-items lists in letter form, individual letters, standard letters, balance confirmations, and document extracts. For this reason, you require the following knowledge:

- An understanding of the key fields for correspondence



### LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Maintain key fields for correspondence in customer and vendor master records

### Key Fields for Correspondence



Each account segment consists of several pages with different groups of fields:

#### General data

- Address
- Control data
- Payment transactions
- + Texts

#### Company code data

- Account management
- Payment transactions
- Correspondence
- Insurance
- Withholding tax
- + Texts

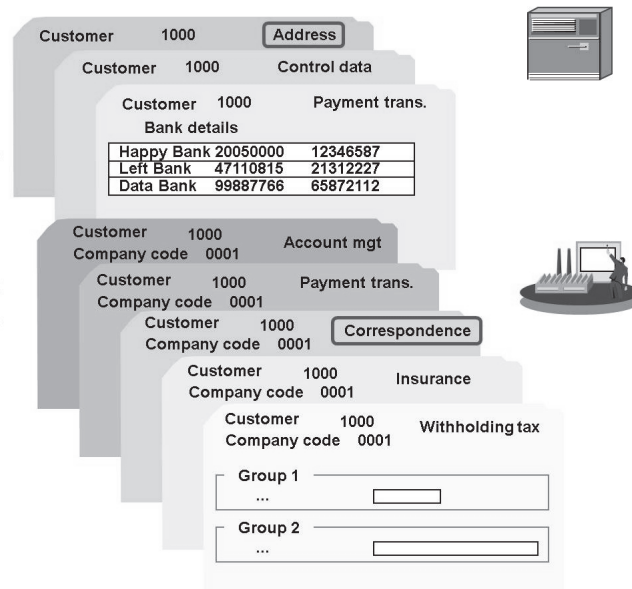


Figure 84: Key Fields for Correspondence

Correspondence is a mode of communication between your company and the customer or vendor.

**The following are important fields related to correspondence in the customer and vendor master records:**

- Address details

The *Address details* field is used to specify the *Street/House number*, *Postal Code/City*, and *Country* fields. The country key contains the information which the system uses to check entries such as the length of the postal code and the bank account number.

- Communication – language

The *Communication – language* field can be used to create dunning in the language of the customer by translating the form stored in the system into this language.

- Bank statement

The *Bank statement* field is for grouping the customer for sending a periodic statement.

- Accounting clerk

The *Accounting clerk* field is the name that can be used for correspondence (for example, while sending open-item lists).

- Account number at customer

The *Account number at customer* field holds the account number that the customer uses for your company code.



**How to Display and Change Key Fields for Correspondence in the Customer Master Record**

1. Display the key fields for correspondence in customer master record AC201-000 and company code AC00.
  - a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Master Records* → *Change* (FD02).
  - b) On the *Change Customer: General Data* screen, display the *Address* and *Communication* areas.
  - c) On the *Change Customer: Company Code Data* screen, choose the *Correspondence* tab page.
  - d) Enter the following data:

Field Name or Data Type	Value
<i>Dunning Procedure</i>	0001
<i>Accounting clerk</i>	AC
<i>Account Statement</i>	2
<i>Account at customer</i>	No entry
<i>Customer user</i>	No entry
<i>Accounting clerk telephone no.</i>	No entry
<i>Clerk's fax</i>	No entry
<i>Clerk's Internet</i>	No entry

Field Name or Data Type	Value
<i>Account memo</i>	No entry

- e) Explain the key fields.
- f) Choose *Save*.



### LESSON SUMMARY

You should now be able to:

- Maintain key fields for correspondence in customer and vendor master records



## Explaining Options for Creating Correspondence

### LESSON OVERVIEW

This lesson explains the options for creating correspondence in the SAP ERP system.



Correspondence is required in many areas of external accounting. Many companies strive to automate their correspondence activities.

### Business Example

Your company engages in various types of correspondence daily. You want to automate your correspondence and create specific correspondence types for your customers. For this reason, you require the following knowledge:

- An understanding of the options for creating correspondence
- An understanding of how to create various correspondence types



### LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Explain the options for creating various correspondence types

### Correspondence – Overview



There are many opportunities to generate correspondence ad hoc ...

- Document creation
- Display/change line items
- Balance display
- Line item processing
- Payment

... and to automatically generate:

- Periodic bank account statements
- Balance confirmation



Figure 85: Correspondence – Overview

**There are various types of correspondence in the system:**

- Periodic correspondence

You can trigger correspondence at a regular interval by making specifications in the master record, such as invoices and account statements. The interval (weekly, monthly, and so on) is specified in the customer or vendor master record.

- Online correspondence

You can create this type of correspondence when you process payments manually as well as from the line item display.

- Correspondence for postings

You can configure appropriate correspondence in Customizing for certain postings, such as payment differences.

**The correspondence-creation process consists of the following steps:**

1. Request the required correspondence.

Initially, the system notes the correspondence types that are to be created.

2. Print the requested correspondence type

Typically, correspondence (for example, dunning letters and account statements) is automatically printed at an established interval, for example, daily or weekly. In certain cases, it is possible to print specific correspondence types individually and on demand. The print request is sent to the spool system, and then the correspondence is printed using selected printers.



**How to Create a Periodic Account Statement**

1. Prepare the customer master record.

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Master Records* → *Change*.

On *Customer Change: Initial Screen*, check the following data:

Field Name or Data Type	Value
<i>Customer</i>	<b>AC201-000</b>
<i>Company Code</i>	<b>AC00</b>

- b) Choose *Continue*.

- c) On the *Change Customer: Company Code Data* screen, choose the *Correspondence* tab and verify that value **2** (monthly account statement) is entered in the *Account Statement* field.

- d) Choose *Back*.

2. Determine the location where the periodic settings (for example, for monthly account statements) are entered.

- a) Go to Customizing for *Financial Accounting (New)* under *Accounts Receivable and Accounts Payable* → *Customer Accounts* → *Line Items* → *Correspondence* → *Define Period Types for Customers*.

- b) Enter the periodic settings on the *Change View "Periodic Account Statements Indicator": Overview* screen.

3. Request a periodic account statement and place it in the spool.
- On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Periodic Processing* → *Print Correspondence* → *Periodic Account Statements* (RFKORK00).
  - On the *Periodic Account Statements* screen, enter the following data:

Field Name or Data Type	Value
<i>Company code</i>	<b>AC00</b>
<i>Account type</i>	<b>D</b> (customer)
<i>Account</i>	<b>AC201-000</b>
<i>Indicator in master record</i>	<b>2</b>
<i>Key dates for acct statement</i>	Current date minus 7 months/To: Current date
<i>Correspondence</i>	<b>SAP06 (Account Statement)</b>
<i>Log to printer</i>	<b>LP01</b>

- Choose *Execute*.
- Confirm the messages.
- To show the periodic account statement in the spool, choose *System* → *Own Spool Requests*.
- Click the icon in the first row below the *Type* column to view a preview.



### LESSON SUMMARY

You should now be able to:

- Explain the options for creating various correspondence types



## Managing Correspondence Types

### LESSON OVERVIEW

This lesson discusses how correspondence types work and how they are configured.

### Business Example

You want to both use the standard SAP correspondence types and create your own. For this reason, you require the following knowledge:

- An understanding of correspondence types
- An understanding of how to assign a print program
- An understanding of how to link correspondence types to transactions and reason codes



Most companies strive to automate their correspondence activities and create individual correspondence at any time.

### Basic types of correspondence:

- Collective request with a selection program (for example, periodic bank statement)
- Manual individual request (for example, open items list, bank account statement, and individual correspondence)
- Automatic individual request (for example, payment notice)



### LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Create a correspondence type
- Assign a print program
- Link correspondence types to transactions and reason codes



## Correspondence Type



### A correspondence type:

- Represents a type of form letter in the SAP System
- Must be created for each type of correspondence you desire

### Standard correspondence types:

- Payment notice: SAP01
- Account statement: SAP06
- Individual correspondence: SAP10
- Open item list: SAP14
- User-defined



Figure 86: Correspondence Type

A correspondence type represents a type of letter in the system. You have to create a correspondence type for every type of letter you need.

When processing business transactions, correspondence types can be manually selected by the user of the system when processing business transactions or automatically selected according to rules that the user defines.

You can use the standard correspondence types or customize them. To customize a correspondence type, first copy it, and then make the desired changes. This is necessary because the standard correspondence types can be overwritten with the next release.



You can manually generate correspondence directly from many screens in the system. Examples of such screens are as follows:

- *Document Creation* screen
- *Display or Change Line Item* screen
- *Balance Display* screen
- *Line Item Processing* screen
- *Payment* screen

You can automatically generate the following:

- Periodic bank account statements
- Balance confirmations

You can define correspondence in the system in the following ways:

- Define periodic correspondence (for example, bank account statements) in the master record.
- Request individual correspondence directly in the application (such as for processing payments manually or displaying line items). In Customizing, for example, attach correspondence to payment differences using reason codes.

**Steps involved in creating correspondence:**

1. Request the required correspondence.
2. Print the requested correspondence (individually or mass printing/collective request); for this step, the print request is sent to the spool output on the selected printer.

<https://mmcp.wdf.sap.corp/alfresco/n/browse/workspace/SpacesStore/fe296cd3-a578-4d4e-b1c4-cdcd5bd820ef>

<https://mmcp.wdf.sap.corp/alfresco/n/browse/workspace/SpacesStore/fe296cd3-a578-4d4e-b1c4-cdcd5bd820ef>

**Correspondence Type Components**



You define the following information for correspondence types:

- The required information
  - Account number
  - Document number
- If additional text can be added to the form
- If the correspondence can be used across company codes
  - Establish intercompany relationship with the correspondence company code
- The number of date fields required

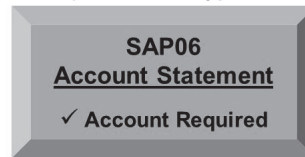


Figure 87: Correspondence Type Components

**The following data is required for the different types of correspondence:**

Correspondence	Required Data
Payment notices	Document number
Bank statements	Account number and date
Bill of exchange charges statements	Document number
Internal documents	Document number
Individual letters	Account number
Document extracts	Document number

The above-listed data is either entered manually by the user or determined automatically by the system after the user has selected the relevant correspondence type.

To combine data from different company codes in one letter, select the *Cross Company* checkbox in the correspondence type and assign the company codes to correspondence company codes in Customizing.

**You can use the following correspondence types in all company codes:**

- Payment notices

- Account statements
- Bill of exchange charges statements
- Internal documents
- Individual letters
- Document extracts



### How to Create a Correspondence Type

- In company code ACOO, create your own correspondence type ZAP00. Make it mandatory to specify the account number when you create this correspondence. The correspondence must allow individual text entry.
  - Customizing for *Financial Accounting (New)* under *Financial Accounting Global Settings (New)* → *Correspondence* → *Define Correspondence Types*.
  - On the *Change View "Correspondence Types" Overview* screen, choose *New Entries*.
  - On the *New Entries: Details of Added Entries* screen, enter the following data:

Field Name or Data Type	Value
<i>Correspondence</i>	<b>ZAP00</b>
<i>Correspondence type</i>	<b>Definable text for group 00</b>
<i>Acct required</i>	Select
<i>Indiv. text</i>	Select

- Choose *Save*.
- In the *Prompt for Workbench Request* dialog box, choose *Create Request*.
- Enter **Create correspondence** in the *Short Description* field.
- Choose *Save*.
- Choose *Continue*.

## Print Program



<b>SAP06: Account statement</b> Program: RFKORD 10 Variant: SAP06	<table border="1"> <thead> <tr> <th>Program</th> <th>ID</th> <th>ID</th> <th>Form</th> </tr> </thead> <tbody> <tr> <td>RFKORD00</td> <td></td> <td></td> <td>F140_PAY_CONF_01</td> </tr> <tr> <td>RFKORD10</td> <td></td> <td></td> <td>F110_ACC_STAT_03</td> </tr> <tr> <td>RFKORD10</td> <td>VB</td> <td></td> <td>F110_ACC_STAT_03</td> </tr> <tr> <td>RFKORD11</td> <td></td> <td></td> <td>F110_CUST_STAT_02</td> </tr> <tr> <td>RFKORD11</td> <td>VB</td> <td></td> <td>F110_CUST_STAT_04</td> </tr> </tbody> </table>	Program	ID	ID	Form	RFKORD00			F140_PAY_CONF_01	RFKORD10			F110_ACC_STAT_03	RFKORD10	VB		F110_ACC_STAT_03	RFKORD11			F110_CUST_STAT_02	RFKORD11	VB		F110_CUST_STAT_04
Program	ID	ID	Form																						
RFKORD00			F140_PAY_CONF_01																						
RFKORD10			F110_ACC_STAT_03																						
RFKORD10	VB		F110_ACC_STAT_03																						
RFKORD11			F110_CUST_STAT_02																						
RFKORD11	VB		F110_CUST_STAT_04																						

- **Each correspondence type has a corresponding print program**
- **Each print program has a selection variant:**
  - ◆ Contains parameters to generate the desired correspondence
  - ◆ Used when creating correspondence automatically
- **Each program is assigned a form**

Figure 88: Printing Correspondence

A suitable print program and selection variant are defined for each correspondence type. The selection variant is used to print the requested correspondence.

The following print programs are defined for each correspondence type:

Correspondence Type	Print Program
Payment notices	RFKORD00, RFKORD00_PDF
Bank statements	RFKORD10, RFKORD10_PDF
Bill of exchange charges statements	RFKORD20
Internal documents	RFKORD30, RFKORD30_PDF
Individual letters	RFKORD40, RFKORD40_PDF
Document extracts	RFKORD50, RFKORD50_PDF
Customer statements	RFKORD11, RFKORD11_PDF

You can distinguish your specifications by company code. You can also choose the printer on which you want your correspondence to be issued in the selection variant.

A correspondence type can have several form letters, and you can define the form that the program must use to create the correspondence. The individual forms are distinguished by their form ID. This ID is assigned to the selection variant to ensure that the correct correspondence is printed. You can change these forms to add your company logo, address, and additional text.



You have the option of using the PDF-based form or the SAPscript-based form.

Go to Customizing for *Financial Accounting (New)* under *Financial Accounting Global Settings (New)* → *Correspondence* → *PDF-based Form* → *Define Form Names for Correspondence Print*. Then choose *Menu* → *Help* → *Application Help*.

PDF-based print forms are a component of the Interactive Forms solution based on Adobe software and are used for mass printing in SAP systems. You can transfer the PDF to Business Communication Services (BCS) using your applications, as well as with the standard printer output and optional archiving. Fax and e-mail are also available as additional output media.

In the SAP system, an active PDF-based print form corresponds to a function module that can be called. The form logic is fully defined in this function module. To print a form, call it from the application program where you retrieve the application data. The application program transfers the data using the function module interface. The data retrieval and logic of a form are kept separate. Only the form must be adjusted if the logic or the layout has been changed.

Use Form Builder, which is integrated into the ABAP Workbench, to develop a PDF-based print form. You can describe a form completely with the help of this tool, even if you have limited programming experience. The following tasks are supported:

- Layout creation: Page design or creation of the layout using Adobe LiveCycle Designer.
- Defining the data to be used in the form: Define which data, tables, texts, and graphics are transferred to the form in the form context.
- Migration from "Smart Forms" forms: You can use forms created in Smart Forms as PDF-based print forms because they can be migrated. You can find the migration tool under Smart Forms. (Transaction `SMARTFORMS`).



**Hint:**

Smart Forms continues to be supported. Forms created in Smart Forms can still be used without any changes.

- Import from existing PDF files or forms: This tool is integrated into Adobe LiveCycle Designer and enables you to use your own templates for your form.
- Scripting: JavaScript and FormCalc are the script languages available in Adobe LiveCycle Designer. FormCalc is a simple proprietary scripting language from Adobe for typical form calculations, providing mathematical and logical functions as well as date and character string functions. You can access additional information about FormCalc, including a FormCalc language reference, in the Adobe LiveCycle Designer online help.
- Printing and archiving PDF-based print forms: You can use output parameters to make specifications for printing and archiving, thereby adjusting the output to your individual requirements. These parameters are not shown in Form Builder. They can be controlled with the function modules that you include in your application program.



### How to Assign a Print Program to a Correspondence Type

1. Enter the existing print report variant SAP10 and the standard text F140\_IND\_TEXT in Customizing for company code AC00, and assign a program to your correspondence type ZAP00.

- a) Go to Customizing for *Financial Accounting (New)* under *Financial Accounting Global Settings (New)* → *Correspondence* → *Assign Programs for Correspondence Types*.
- b) On the *Change View "Allocate Program for Automatic Correspondence": Overview* screen, choose *New Entries*.
- c) On the *New Entries: Details of Added Entries* screen, enter the following data:

Field Name or Data Type	Value
Company Code	AC00
Correspondence	ZAP00
Name of the print program	RFKORD40
Name of variant	SAP10
Text	F140_IND_TEXT

- d) Choose *Save*.

### Link Correspondence Types to Transactions



**Define which correspondence types can be selected within various online transactions.**

Correspondence type	Document entry	Payment posting	Account display	Doc. display /Δ
SAP01 Payment notice w/line items		<input checked="" type="checkbox"/>		
SAP06 Account statement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SAP10 Individual correspondence	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 89: Linking Correspondence Types to Transactions

You can specify which correspondence types can be used in conjunction with various online functions. The selections you make will influence your choice of forms available during online processing.

**The following are selection examples:**

- Payment notices can be selected for payment transactions.
- Account statements can be selected in document entry, payment processing, document display or change, and account editing (balance display and line item processing).

You can make your specifications based on the company code. If no entry exists for a company code, the correspondence types specified without a company code are offered.



### How to Link Correspondence Types to Transactions

Specify when the new correspondence type can be called up. Ensure that you enter your individual text as correspondence when documents are created and displayed.

1. Link correspondence types to transactions.
  - a) Go to Customizing for *Financial Accounting (New)* under *Financial Accounting Global Settings (New)* → *Correspondence* → *Determine Call-Up Functions*.
  - b) On the *Change View "Call Options of Correspondence Types": Overview* screen, choose *New Entries*.
  - c) On the *New Entries: Overview of Added Entries* screen, enter the following data:

Field Name or Data Type	Value
<i>Company code</i>	AC00
<i>Correspondence type</i>	ZAP00
<i>DocEnt (Document Entry field)</i>	Select
<i>DocDsp (Document Display field)</i>	Select

- d) Choose *Save*.

## Link Correspondence Types to Reason Codes



Define correspondence type to use with reason codes

Code	Text	Corres.	Charge off	Disputed
DDG	Damaged Goods Disputed	SAP01		<input checked="" type="checkbox"/>
FR	Freight	SAP05		
MD	Misc. deductions	SAP01	<input checked="" type="checkbox"/>	

Tolerance group: specify the default correspondence type

	Message Required	Reason Code
Residual Payments	SAP01	<input checked="" type="checkbox"/>
Partial Payments	SAP01	<input checked="" type="checkbox"/>
Payments on Account	SAP01	<input checked="" type="checkbox"/>

^ Figure 90: Linking Correspondence Types to Reason Codes

You can specify the default correspondence type for your business partner in case of payment differences for different tolerance groups.

If you want to always issue the same type of correspondence, enter the correspondence type in the *Message Required* field. If you want to choose the correspondence type during payment settlement, leave the field blank.

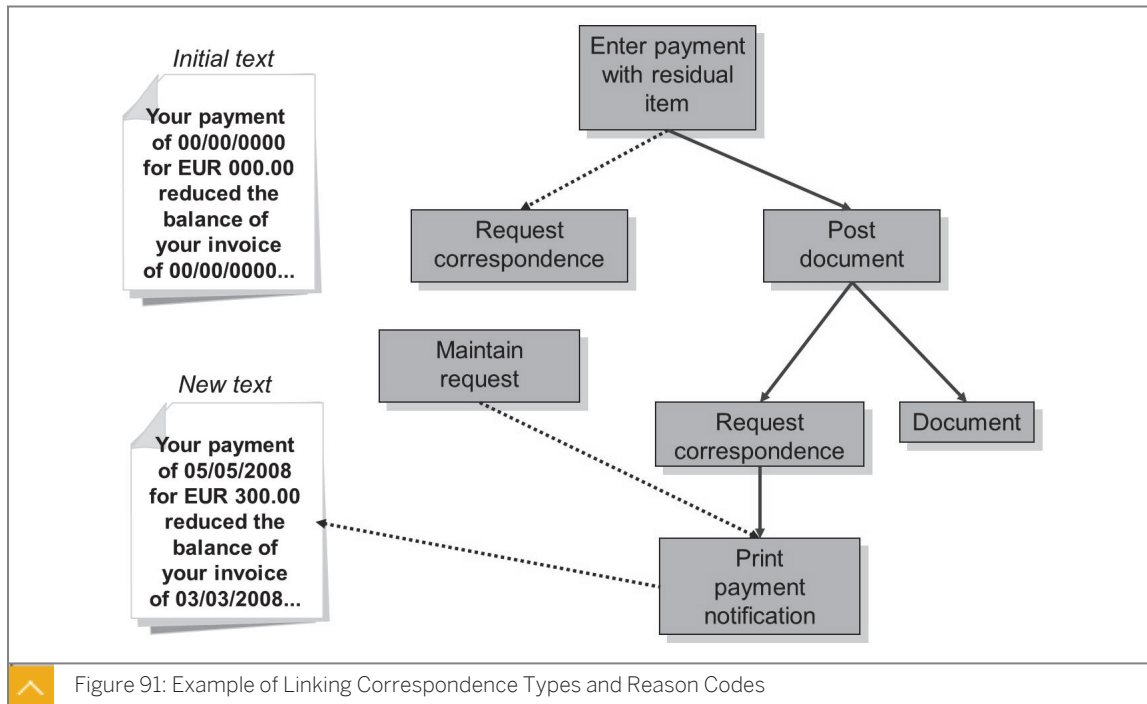
If you are using different types of correspondence depending on the reason code, select the *According to Reason Code* checkbox. On the reason code screen, you then define the correspondence type for each reason code. For example, if your customer short pays an invoice without explanation, you can follow up with a letter requesting an explanation using the *MD (Miscellaneous Deduction)* reason code and a specific correspondence type.

A payment notice is created only according to the reason code as long as all of the reason codes carry the same correspondence type. If reason codes occur with different types of

payment notices, the type of payment notice defined for the tolerance group is sent. This way you can cover all types of reason codes.

If reason codes occur without allocated payment notices, the system again uses the tolerance group to determine the type of payment notice.

### Example of Linking Correspondence Types and Reason Codes



Assume that the tolerance group correspondence is SAP01 and your customer makes a partial payment after a delay of two months. When you manually process this incoming payment, you create a residual item with a reason code and request correspondence type SAP01, payment notice.

After your correspondence request is created, you post the document. Next, you maintain your correspondence request, that is, you print the correspondence request and the system generates the letter using your customer's master data and line item information.

However, if a document has several line items, some of the line items may have different reason codes and associated correspondence types. In this case, the automatic payment notice cannot be sent according to the reason code because the system does not know which correspondence type to choose. As a result, the system uses the payment notice assigned to the tolerance group, independent of the reason codes.



### How to Link Correspondence Types to Reason Codes

1. Link the correspondence type to a reason code.
  - a) Go to Customizing for *Financial Accounting (New)* under *Account receivable and Accounts payable* → *Business Transactions* → *Incoming Payments* → *Incoming Payments Global Settings* → *Overpayment/Underpayment* → *Define Reason Code*.
  - b) In the *Determine Work Area: Entry* dialog box, enter company code **AC00**.



- c) Choose *Continue*.
- d) On the *Change View "Classification of Payments Differences": Overview* screen, show the reason codes and the assigned correspondence types (column *CorrT*).
- e) Choose *Back*.



To demonstrate creating a document with the new correspondence type, execute task 5 of Exercise 15 using your own data.

---



# Unit 3

## Exercise 15



### Create a Correspondence

#### Business Example

Your company uses different types of correspondence daily. You want to automate your correspondence so that you can maintain individual correspondence and send a periodic account statement to your customers.

Create your own correspondence type.

1. In company code AC##, create your own correspondence type ZAP## (## = your group number). Specify that it is mandatory to enter the account number when creating this correspondence. The correspondence type must allow individual text entry.
2. Reinforce your understanding of correspondence and the print programs.  
To print your individual text, you need the right print report. Where would you find this information in the SAP ERP application, and what is the name of the print program for SAPscript documents?  
Menu path for information in Customizing:  
Print program: \_\_\_\_\_

---

---

---

3. Assign the print program to your new correspondence type.  
Enter the existing print report variant SAP10 and the standard text F140\_IND\_TEXT in Customizing for company code AC## and assign the print program RFKORD40 to your correspondence type ZAP##.
4. Specify when the new correspondence type can be called up.  
In Customizing, under *Determine Call-Up Functions*, ensure that you can enter your individual text as correspondence when documents are created and displayed.
5. Post a credit memo and request correspondence in the same step.  
Post a credit memo for EUR 100 in company code AC## for your customer AC201-##A with tax code 10 and revenue account 800200. Choose the current date as the document and posting date. Note the document number.
6. Request your individual correspondence when displaying the posted document.
7. Request the correspondence. Edit your request by choosing the correspondence with your user and placing it in the spool file.
8. Check the print output. Check your correspondence in the spool file.
9. Send the account statement to your customer at the end of the posting period.

First, ensure that your customer AC201-###A is included in the monthly run. Check the customer master data and make any necessary changes.

Second, run the monthly account statement for your customer AC201-###A.



## Create a Correspondence

### Business Example

Your company uses different types of correspondence daily. You want to automate your correspondence so that you can maintain individual correspondence and send a periodic account statement to your customers.

Create your own correspondence type.

1. In company code AC##, create your own correspondence type ZAP## (## = your group number). Specify that it is mandatory to enter the account number when creating this correspondence. The correspondence type must allow individual text entry.
  - a) Go to Customizing for *Financial Accounting (New)* under *Financial Accounting Global Settings (New)* → *Correspondence* → *Define Correspondence Types*.
  - b) On the *Change View "Correspondence Types": Overview* screen, choose *New Entries*.
  - c) On the *New Entries: Details of Added Entries* screen, enter the following data:

Field Name or Data Type	Value
<i>Correspondence</i>	<b>ZAP##</b>
<i>Correspondence type</i>	<b>Definable text for group ##</b>
<i>Acct required</i>	Select
<i>Indiv. text</i>	Select

- d) Choose *Save*.
  - e) In the *Prompt for Workbench Request* dialog box, choose *Create Request*.
  - f) Enter **Create correspondence** in the *Short Description* field.
  - g) Choose *Save*.
  - h) Choose *Continue*.
2. Reinforce your understanding of correspondence and the print programs.  
 To print your individual text, you need the right print report. Where would you find this information in the SAP ERP application, and what is the name of the print program for SAPscript documents?  
 Menu path for information in Customizing:  
 Print program: \_\_\_\_\_

- a) Go to Customizing for *Financial Accounting (New)* under *Financial Accounting Global Settings (New)* → *Correspondence* → *Assign Programs for Correspondence Types*.
  - b) On the *Change View "Allocate Program for Automatic Correspondence": Overview* screen, double-click SAP10 correspondence type to view the print program.  
Print program: RFKORD40
3. Assign the print program to your new correspondence type.

Enter the existing print report variant SAP10 and the standard text F140\_IND\_TEXT in Customizing for company code AC## and assign the print program RFKORD40 to your correspondence type ZAP##.

- a) Go to Customizing for *Financial Accounting (New)* under *Financial Accounting Global Settings (New)* → *Correspondence* → *Assign Programs for Correspondence Types*.
- b) On the *Change View "Allocate Program for Automatic Correspondence": Overview* screen, choose *New Entries*.
- c) On the *New Entries: Details of Added Entries* screen, enter the following data:

Field Name or Data Type	Value
<i>Company Code</i>	<b>AC##</b>
<i>Correspondence</i>	<b>ZAP##</b>
<i>Name of the print program</i>	<b>RFKORD40</b>
<i>Name of variant</i>	<b>SAP10</b>
<i>Text</i>	<b>F140_IND_TEXT</b>

- d) Choose *Save*.

4. Specify when the new correspondence type can be called up.

In Customizing, under *Determine Call-Up Functions*, ensure that you can enter your individual text as correspondence when documents are created and displayed.

- a) Go to Customizing for *Financial Accounting (New)* under *Financial Accounting Global Settings (New)* → *Correspondence* → *Determine Call-Up Functions*.
- b) On the *Change View "Call Options of Correspondence Types": Overview* screen, choose *New Entries*.
- c) On the *New Entries: Overview of Added Entries* screen, enter the following data:

Field Name or Data Type	Value
<i>Company Code</i>	<b>AC##</b>
<i>Correspondence type</i>	<b>ZAP##</b>
<i>DocEnt ( Document Entry field)</i>	Select

Field Name or Data Type	Value
<i>DocDsp</i> ( <i>Document Display</i> field)	Select

d) Choose *Save*.

5. Post a credit memo and request correspondence in the same step.

Post a credit memo for EUR 100 in company code AC## for your customer AC201-##A with tax code 10 and revenue account 800200. Choose the current date as the document and posting date. Note the document number.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document Entry* → *Credit Memo*.

b) On the *Enter Customer Credit Memo: Company Code AC##* screen, enter the following data:

Field Name or Data Type	Value
<i>Company Code</i>	<b>AC##</b>
<i>Customer</i>	<b>AC201-##A</b>
<i>Document Date</i>	Today's date
<i>Posting Date</i>	Today's date
<i>Amount</i>	<b>100</b>
<i>Currency</i>	<b>EUR</b>
<i>Calculate tax</i>	Select
<i>Tax Code</i>	<b>10</b>
<i>G/L Account</i>	<b>800200</b>
<i>D/C</i>	<b>Debit</b>
<i>Amount in doc. curr.</i>	<b>100</b>
<i>Tax Code</i>	<b>10</b>

c) To enter your requirements, choose *Environment* → *Correspondence*.

d) Choose *Enter*.

e) Choose *Continue*.

f) On the *Change Individual Correspondence FI* screen, enter individual text between **&SGDH&** and **&MFG&t**.

g) Choose *Save*.

h) Choose *Back*.

i) Post the credit memo.

j) Note the document number: \_\_\_\_\_

6. Request your individual correspondence when displaying the posted document.

- a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → Accounts Receivable → Document → Display*.
- b) On *Display Documents: Initial Screen*, enter the following data:

Field Name or Data Type	Value
<i>Document Number</i>	Your document number
<i>Company Code</i>	<b>AC##</b>
<i>Fiscal Year</i>	Current year

- c) Choose *Enter*.
- d) Choose *Environment → Correspondence*.
- e) In the *Detail Specifications for Correspondence* dialog box, enter the following data:

Field Name or Data Type	Value
<i>Company Code</i>	<b>AC##</b>
<i>Customer</i>	<b>AC201-##A</b>

- f) Choose *Continue*.
  - g) Enter an individual text.
  - h) Save and exit your correspondence.
7. Request the correspondence. Edit your request by choosing the correspondence with your user and placing it in the spool file.
- a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → Accounts Receivable → Periodic Processing → Print Correspondence → As per Requests*.

- b) On the *Trigger for Correspondence* screen, enter the following data:

Field Name or Data Type	Value
<i>Company Code</i>	<b>AC##</b>
<i>User</i>	Your user ID

- c) Choose *Execute*.
  - d) In the *Correspondence Requests* dialog box, click *Yes*.
  - e) Choose *List → Print*.
  - f) Enter **LP01** as the output device.
  - g) Choose *Continue*.
8. Check the print output. Check your correspondence in the spool file.
- a) Choose *System → Own Spool Requests*.
  - b) Select your correspondence and choose *Display*.
9. Send the account statement to your customer at the end of the posting period.



First, ensure that your customer AC201-##A is included in the monthly run. Check the customer master data and make any necessary changes.

Second, run the monthly account statement for your customer AC201-##A.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Master Records* → *Change*.

b) On *Customer Change: Initial Screen*, enter the following data:

Field Name or Data Type	Value
<i>Customer</i>	AC201-##A
<i>Company Code</i>	AC##

c) Choose *Continue*.

d) On the *Change Customer: General Data* screen, choose *Company Code Data*.

e) On the *Correspondence* tab page, check or enter (if blank) the following data:

Field Name or Data Type	Value
<i>Account Statement</i>	2 (monthly account statement)

f) Choose *Save* and return to the *SAP Easy Access* screen.

g) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Periodic Processing* → *Print Correspondence* → *Periodic Account Statements*.

h) On the *Periodic Account Statements* screen, enter the following data:

Field Name or Data Type	Value
<i>Company code</i>	AC##
<i>Account type</i>	D (Customer)
<i>Account</i>	AC201-##A
<i>Indicator in master record</i>	2
<i>Key dates for acct statements</i>	Today's date
<i>Correspondence</i>	SAP06

i) Choose *Execute*.

j) Confirm any information messages by clicking *Yes* to the query about issuing the request.

k) Your account statements have been sent to the output controller. Choose *System* → *Own Spool Requests* to call the output controller.

l) Select your report and choose *Display contents*.



### **LESSON SUMMARY**

You should now be able to:

- Create a correspondence type
- Assign a print program
- Link correspondence types to transactions and reason codes



## Learning Assessment

1. Payment notices are a type of correspondence with the customer.

*Determine whether this statement is true or false.*

True

False

2. Correspondence can be created online when you manually process payments or from the line item display as example.

*Determine whether this statement is true or false.*

True

False

3. Which print program is defined for creating individual correspondence?

*Choose the correct answer.*

A RFKORD10, RFKORD10\_PDF

B RFKORD20

C RFKORD30, RFKORD30\_PDF

D RFKORD40, RFKORD40\_PDF



## Learning Assessment - Answers

1. Payment notices are a type of correspondence with the customer.

*Determine whether this statement is true or false.*

True

False

2. Correspondence can be created online when you manually process payments or from the line item display as example.

*Determine whether this statement is true or false.*

True

False

3. Which print program is defined for creating individual correspondence?

*Choose the correct answer.*

A RFKORD10, RFKORD10\_PDF

B RFKORD20

C RFKORD30, RFKORD30\_PDF

D RFKORD40, RFKORD40\_PDF

## Lesson 1

Outlining the Basics for Parallel Accounting

274



### UNIT OBJECTIVES

- Describe the basics of parallel accounting

# Unit 4

## Lesson 1



## Outlining the Basics for Parallel Accounting

### LESSON OVERVIEW

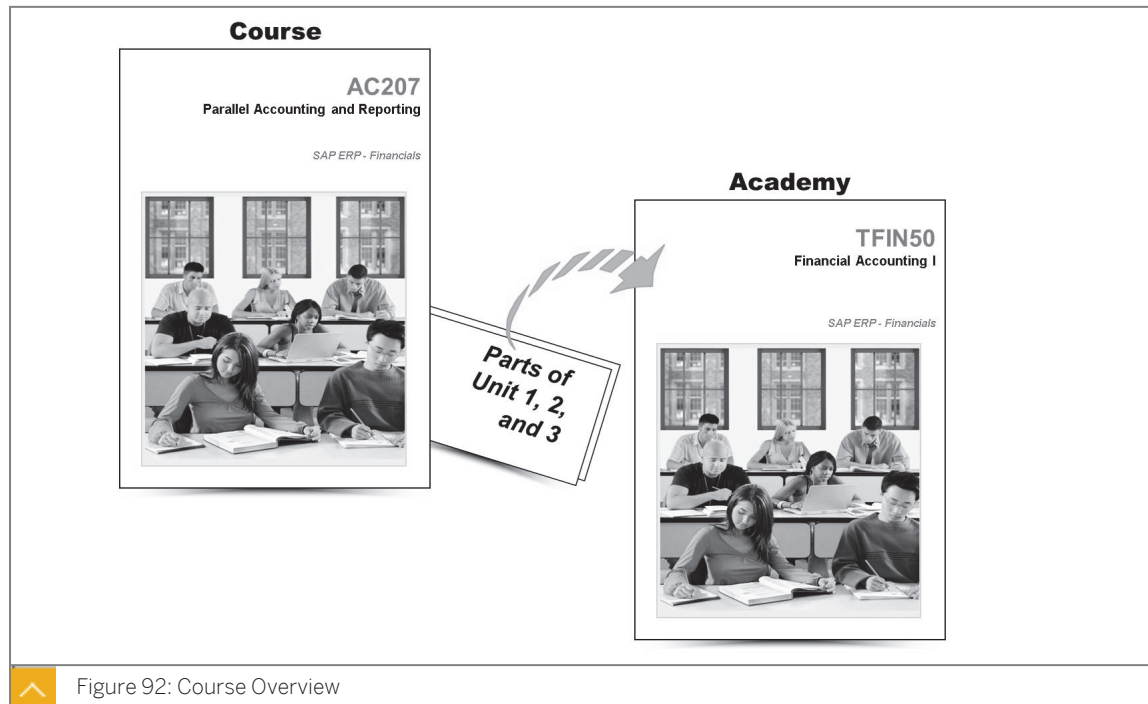


Figure 92: Course Overview

This lesson explains the basics of internationally accepted accounting principles and parallel accounting in the SAP ERP application.

### Business Example

Parallel accounting is becoming more important because, in an increasing number of countries, it is no longer sufficient to report according to local accounting principles. Regardless of which approach to parallel accounting you want to map in SAP ERP, you need to know the general principles of parallel accounting. For this reason, you require the following knowledge:

- An understanding of why parallel accounting is needed
- An understanding of why full posting is preferred over a delta logic



### LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Describe the basics of parallel accounting

## Conceptual Basics



### Why do (big) companies have to deal with parallel accounting?

In a globalized world, it is important to compare the (annual) financial statements of companies on the basis of **internationally** accepted accounting standards.

It is **not enough** to publish financial statements **only** on the basis of **local accounting principles**, such as US-GAAP, UK-GAAP, HK-FRS, HGB, and Indian GAAP. In addition, in many European companies and countries, **international standards have taken the lead**.

**Conclusion:** In many countries, local accounting principles are still necessary along with international standards. Therefore, the companies have to meet both demands.

**Hint:** Demands must be met on the general ledger (or FIN or ERP) level; it is not enough to meet the demands only in the consolidation module.

 Figure 93: Key Reasons for Companies to Deal with Parallel Accounting

#### The following are examples of local accounting principles:

- U.S. Generally Accepted Accounting Principles (GAAP): Accounting principles in the United States
- UK GAAP: Accounting principles in the United Kingdom
- Hong Kong Financial Reporting Standards (HK FRS): Accounting principles in China
- German Commercial Code (HGB): Accounting principles in Germany
- Indian GAAP: Accounting principles in India

#### International Financial Reporting Standards (IFRS)

IFRS is the most accepted international accounting standard.



#### The characteristics of IFRS are as follows:



- IFRS is published by the International Accounting Standards Board (IASB).
- IFRS contains the International Accounting Standards (IAS).



Note:

The former name for the international rules and standards was IAS. This name was changed to IAS/IFRS, but now IFRS is commonly used.

- The philosophy of IFRS is to supply "true and fair information" about a company. In doing so, IFRS uses the basic principles of "true and fair view" and "fair value approach". IFRS tries to render this information by using many singular cases that are embedded in a

framework of general rules called “code-based law”. The company information is not only about the property, finances, and profit situation, but also about the payment flows.

### Comparison of the Anglo-American and European Accounting Principles



The following is a comparison of the Anglo-American and European accounting principles:

Anglo-American Accounting Principles	European Accounting Principles
These are usually “case-based law”. However, basic principles of "true and fair view" and "fair value approach" are used. This means that in many areas, U.S. GAAP and IFRS principles are very similar, or even identical.	These accounting principles often follow other main principles, such as creditor protection and the prudence principle. Therefore, the gap between local accounting principles and IFRS is much larger.

### Parallel Accounting with Accounts and Ledger Approach



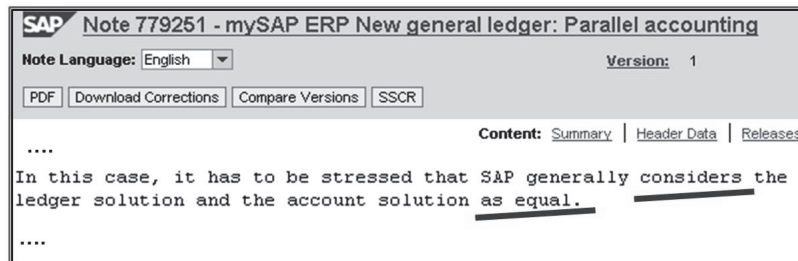
#### How can an SAP ERP customer fulfill the requirements of parallel accounting/parallel valuation?

The **answer** to this question **depends on the general ledger** used:

■ If **new General Ledger Accounting** is used, you have **two options**:

- The **accounts approach** – see unit 2
- The **ledger approach** within General Ledger Accounting (new) – see unit 3

◆ **Important information:**



■ If the customer is using the **classic General Ledger Accounting**, there is only **one recommendation/possibility**:

- The **accounts approach** – see unit 2

Figure 94: Parallel Accounting with Accounts and Ledger Approach

Using the FAGL\_ACTIVATION transaction, you can find out whether new General Ledger Accounting is used or activated in SAP ERP.



**Note:**  
For more information about parallel accounting, refer to SAP Note 779251.



## Complete Documents Versus Delta Documents



### Complete or delta – What's the difference?

Example: Assume any (period-end) accounting issue that has to be balanced with parallel values:

- According to **IFRS** with **€ 5,000**
- According to a **local** accounting standard with **€ 7,000**

In **any case**, you will have to post **two documents**:

- "Complete posting" means to post **one document** (the international one) **with** an amount of **€ 5,000** **and** the **other** (the local one) **with € 7,000**.



- "Delta posting" means that you first decide which valuation is "historically grown". Let's assume it should be the local one.

- So, the **first document** is posted with the amount of **€ 7,000**.

- In a second document, you will only **post the difference**. An amount of **€ - 2,000** has to be entered.



**Conclusion:** SAP clearly recommends **complete** documents!



Figure 95: Complete Versus Delta

Independent of the approach used in SAP ERP, you must decide whether to enter complete or delta documents.

If you decide to use delta documents, you will get a mixture of delta and complete documents. This is because SAP programs, such as the foreign currency valuation run (program FAGL\_FC\_VALUATION), are not able to post delta values. In addition, delta postings are only possible with manual transactions.



### LESSON SUMMARY

You should now be able to:

- Describe the basics of parallel accounting





## Learning Assessment

1. In new General Ledger Accounting, which of the following solutions is available for parallel accounting?

*Choose the correct answer.*

- A Accounts approach and ledger approach
- B Accounts approach only
- C Ledger approach only

2. Independent of the approach used in SAP ERP, you must decide whether to enter complete or delta documents.

*Determine whether this statement is true or false.*

- True
- False



## Learning Assessment - Answers

1. In new General Ledger Accounting, which of the following solutions is available for parallel accounting?

*Choose the correct answer.*

- A Accounts approach and ledger approach
- B Accounts approach only
- C Ledger approach only

2. Independent of the approach used in SAP ERP, you must decide whether to enter complete or delta documents.

*Determine whether this statement is true or false.*

- True
- False

## Lesson 1

Outlining the Accounts Approach	282
Exercise 16: Create Sample Accounts for the Accounts Approach and Change Financial Statement Versions	289

## Lesson 2

Processing Manual Postings in the Accounts Approach	302
Exercise 17: Post Provisions Using the Accounts Approach	309



### UNIT OBJECTIVES

- Describe the accounts approach
- Define the configuration settings for the accounts approach
- Process manual postings in the accounts approach using the example of provisions



## Outlining the Accounts Approach

### LESSON OVERVIEW

This lesson describes the accounts approach and the configuration settings required before using this approach.

### Business Example

Your SAP customer requires parallel valuation to meet different accounting standards for different fiscal year variants. If the customer decides to use the accounts approach, the company must understand that valuation differences will be stored in different Financial Accounting (FI) accounts. This is essential to reproduce business cases in the system correctly. For this reason, you require the following knowledge:

- An understanding of the logic behind the accounts approach
- An understanding of the configuration settings required before using the accounts approach



### LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Describe the accounts approach
- Define the configuration settings for the accounts approach

### Situation Prior to Implementing Parallel Accounting



The screenshot shows the SAP SPRO configuration screen for 'Change View List of All Charts of Accounts'. The 'General specifications' section is visible, with 'Maint. language' set to 'EN-English' and 'Length of G/L account number' set to '6'. A callout box labeled 'Sample accounts with six figures' points to this field. Below the configuration, a table lists various G/L accounts.

G/L account	Long text
011000 ***	Plant and Equipment
011010	Acc. Depreciation – Plant and Equip.
089000 ***	Provisions
100000	Petty Cash
113100	Bank account
154000	Input Tax
140000	Trade Accounts Receivables
160000	Trade Accounts Payables
300000	Inventory – Raw Material
404000	Spare Parts
420000	Labor Costs
...	...

\*\*\* View these accounts as examples in the next figure.

Program RFSKPL00

Figure 96: Implementing Accounts Approach – Initial Situation

For financial accounting with only one accounting principle, all FI documents are posted to one general ledger. The G/L accounts used for posting have a defined (maximum) length.

The length of the G/L account number is defined in the chart of accounts, such as *CAUS* or *INT*.

The ledger OL is the leading ledger in new General Ledger Accounting.

Although account numbers are typically comprised of digits, letters are sometimes used as well.

## Financial Statement



Commercial balance sheet			
OL *	Ledger		
10	Currency type Company code currency		
EUR	Amounts in Euro (EMU currency as of 01/01/1999)		
2010.01 - 2010.16	Reporting periods		
2009.01 - 2009.16	Comparison periods		
F.S. Item/account			
	Tot.rpt.pr	tot.emp.pr	Abs.diff
ASSETS	41.979.358.860,08	41.978.783.990,23	574.869,85
Fixed assets	65.482.143,48	65.452.143,48	30.000,00
Tangible assets	54.026.359,86	53.996.359,86	30.000,00
INT 1032010	48.877.624,34	48.877.624,34	0,00
Plant and machinery	5.065.487,27	5.035.487,27	30.000,00
Acquisition value	13.938.658,73	13.908.658,73	30.000,00
011000 Machinery and equip	13.938.658,73	13.908.658,73	30.000,00
Accumulated depreciation	8.873.171,46	8.873.171,46	0,00
Other fixtures and fittings	66.509,00	66.509,00	0,00
Payments on account and tangib	16.739,25	16.739,25	0,00
Financial assets	11.455.783,62	11.455.783,62	0,00
Current assets	41.913.876.716,60	41.913.331.846,75	544.869,85
LIABILITIES	41.979.358.860,08	41.978.783.990,23	574.869,85
Capital and reserves	37.958.595.960,23	37.958.094.533,38	501.426,85
Special items with reserves	2.294.611,00	2.294.611,00	0,00
Provisions	11.948.193,19	11.947.693,19	500,00
Provisions for taxation	5.112.918,81	5.112.918,81	0,00
Other provisions	6.835.274,38	6.834.774,38	500,00
079000 Provisions for missing costs	4.198.756,60	4.198.756,60	0,00
089000 Other provisions	2.587.736,25	2.587.736,25	0,00
192100 Freight Clearing Account (M	57.421,21	56.921,21	500,00
192300 Customs Duty Clearing Acco	1.865,12	1.865,12	0,00

Figure 97: Financial Statement

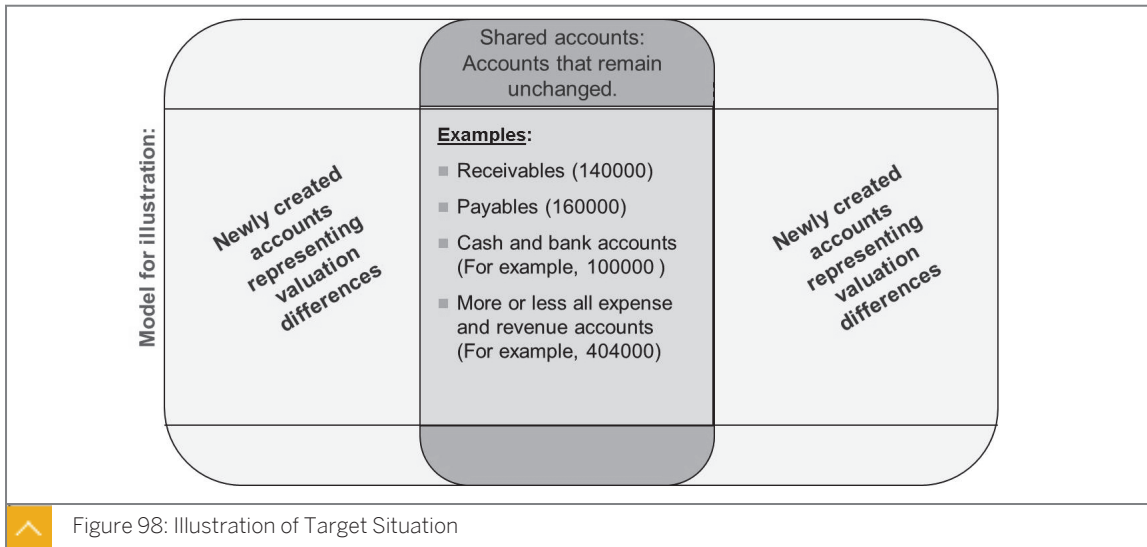
All accounts are reported on the balance sheet for the required accounting principle, typically the local principle, such as U.S. GAAP (for American company codes), UK GAAP (for British company codes), or HGB (German Commercial Code for German company codes).



### Note:

This course runs with activated new General Ledger Accounting. When using the accounts approach, all accounts are posted in the leading ledger OL only. A separate, non-leading ledger is not needed.

### Illustration of Target Situation



In the target situation, you must meet the demands of different accounting principles (typically one local and one international). Therefore, a company that decides to use the accounts approach will use additional G/L accounts to report the differences. However, only accounts that represent valuation differences must be created from scratch. The majority of accounts will remain unchanged and be used across multiple accounting principles.

In many countries, the additional accounting principle is International Financial Reporting Standard (IFRS).

In the years to come, adopting IFRS will be a challenge for Brazil, Canada, Malaysia, U.S., Japan, and other countries that have either started to adopt it or are planning to adopt it.

### Example of Shared Accounts



**Display Document: Data Entry View**

Document Number: 1900000001 | Company Code: AA30 | Fiscal Year: 2018  
 Document Date: 20.01.2018 | Posting Date: 20.01.2018 | Period: 1  
 Reference: | Cross-CC no.: |  
 Currency: EUR | Texts exist: | Ledger Group: |

C.	Item	Litem	PK	S	Account	Description	Σ	Amount	Curr.	Tx	Cost Center	BusA	Profit Center	Segment	TTy	Functional Area
AA30	1				20700	Godzieba KG		550,00	EUR	11						
	2		40		404000	Spare Parts		500,00	EUR	11	T-F05A30	9900	1402	SERV		0400
	3		40		154000	Input tax		50,00	EUR	11						
							*	0,00	EUR							

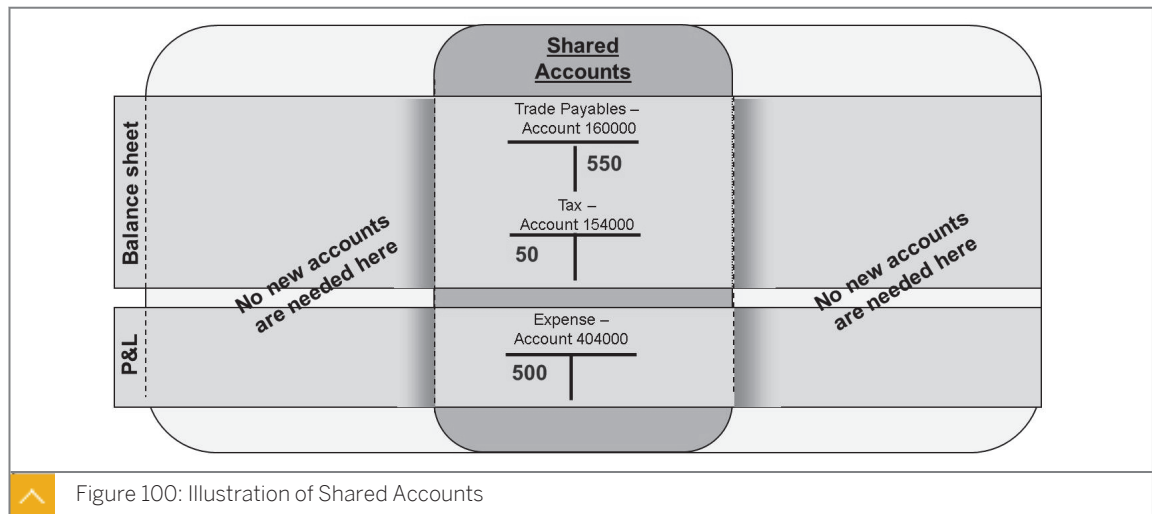
Vendor: 20700 | Godzieba KG | G/L Acc: 160000  
 Company Code: AA30 | Hasso-Plattner-Ring 36  
 CoCo AC207 | Account Sol: Walldorf | Doc. no: 1900000001

Figure 99: Example of Shared Accounts

The example shown in the figure demonstrates that a vendor invoice for spare parts will look the same regardless of whether or not it reflects parallel accounting. This means that postings are made to exactly the same accounts. Here, accounts have six figures. This is because there are no valuation differences in the different accounting principles. Therefore, no postings to valuation difference accounts with seven figures are used.



## Illustration of Shared Accounts



The figure illustrates the account display of the accounts pertaining to the previously displayed document.

## Valuation Differences



Typical period-end processes (in FI) with valuation differences are as follows:



- Manual posting of provisions
- Valuation of postings in foreign currency
- Valuation of adjustment of doubtful receivables
- Valuation of fixed assets

As an example of different valuation, look at the sample process "posting of depreciation in Asset Accounting". Assume that, locally, you are allowed to depreciate an asset (with acquisition and production costs (APC) = 20,000) over five years of useful life.

The accounting record at the end of one year changes from "Ordinary depreciation (expense) – account 211100 – 4,000" to "Accumulated depreciation (ADP) – account 011010 – 4,000".

If an international accounting principle allows a useful life of four years, the depreciation amount will be different (5,000).

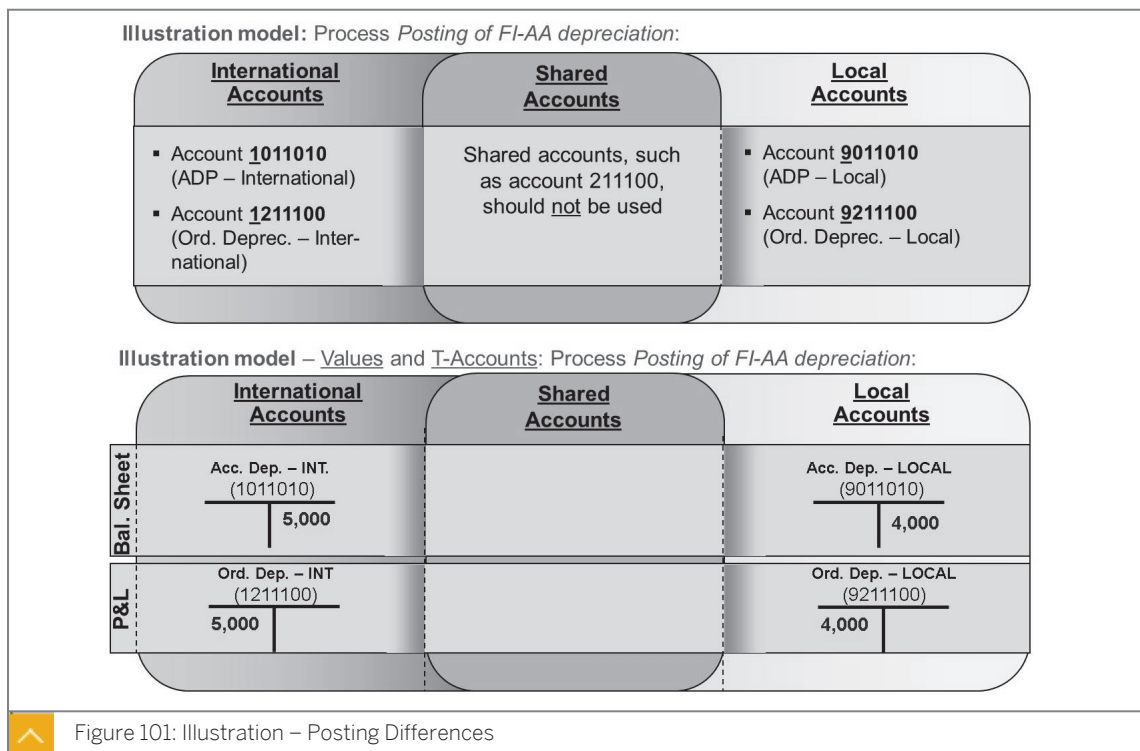
To avoid wrong values and balances, the amount cannot be posted to the same account(s).

**International and local accounting records with different values appear in the following format:**

- Ord. depreciation expense international (account 1211100) to ADP international (account 1011010)
- Ord. depreciation expense local (account 9211100) to ADP local (account 9011010)

The prefix numbers 1 and 9 are used to distinguish accounts with different values. Using numbers is the best way to distinguish accounts, but you may also use letters.

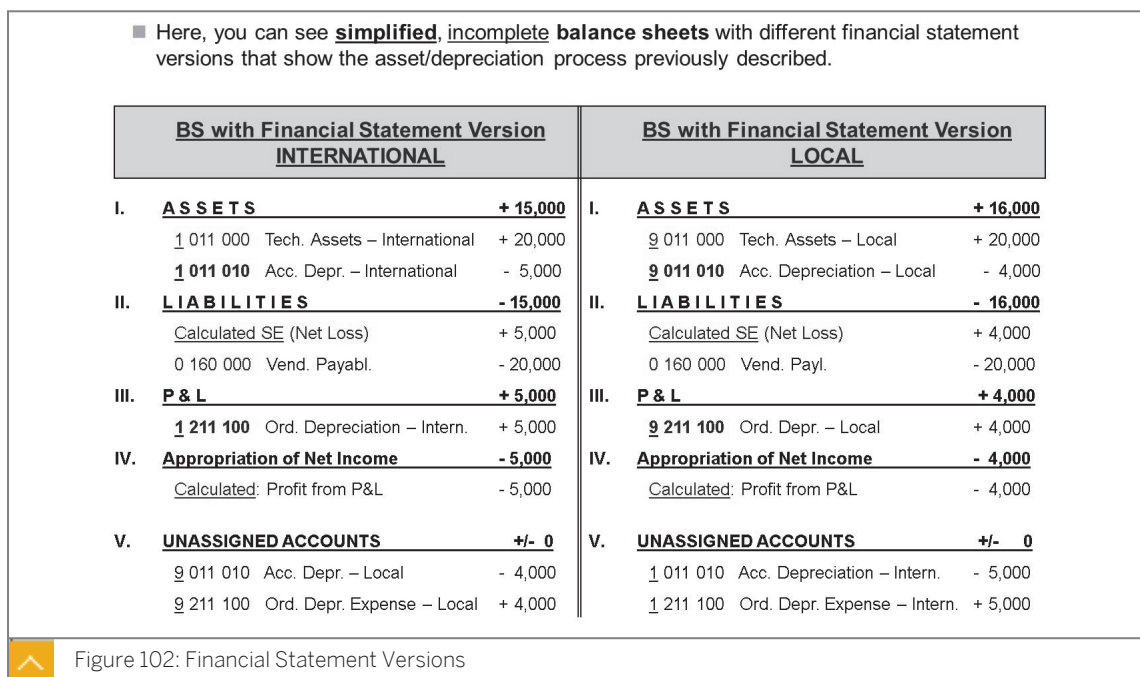
### Illustration – Posting Differences



The example in the figure takes a fixed asset with APC of €20,000. The planned useful life is four years (according to international accounting principles) and five years (according to local principles).

The SAP program to post the depreciation is RAPOST2000. The program posts two documents – one for each accounting principle.

### Financial Statement Versions



To report correct balance sheets, different financial statement versions are needed.

The international financial statement version typically contains shared accounts and international accounts.

The local financial statement version typically contains shared accounts and local accounts.



Hint:

The balance sheet section V (Unassigned Accounts) must always balance out to zero.

Another possibility would be to rename balance sheet section "V" as "GAAP not needed for this report." If section "V" is renamed, an additional section "VI" (named "Unassigned Accounts") may be created to contain all other unassigned accounts. This section should also balance out to zero.

### Illustration of Different Account Areas and Two Financial Statement Versions



The cleverly titled "Mickey Mouse Model" offers another way of illustrating the concepts of having different account areas and two versions of financial statements.

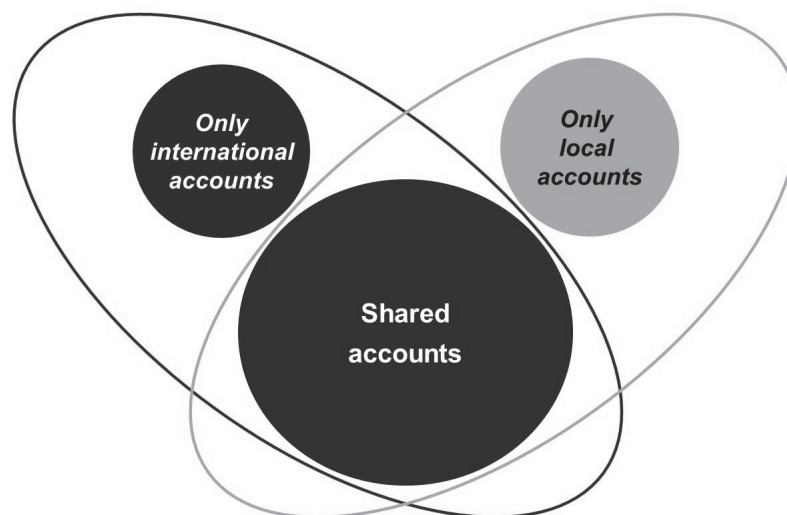


Figure 103: Mickey Mouse Model

Because the number of shared accounts is typically much larger than that of accounts with valuation differences, Mickey Mouse's "ears" should appear even smaller. They are enlarged here for the sake of the example.





## Create Sample Accounts for the Accounts Approach and Change Financial Statement Versions

### Business Example

To use an accounts approach, you must create additional international and local accounts that depict the values of the different accounting principles. Before creating the new accounts, you need to check some configurations.

Create sample accounts for the accounts approach and change financial statement versions.

### Task 1

Check existing system configuration and settings.

1. Take a look at the accounts of company code AA30. Find out the number of figures of the shared accounts.

What is the account number of the Trade payables (domestic) account?

\_\_\_\_\_

Verify that the shared accounts of company code AA30 consist of six figures.



Hint:

This is just one example of determining the shared accounts used in accounts approach for valuation differences. You could also determine an accounts approach by examining the numbers of other account figures.

2. Shared accounts have a length of six figures. This suggests that accounts with different valuations must have six figures. In Customizing, check whether company code AA30 allows the creation of accounts with six figures.

To do this, determine the chart of accounts that is assigned to company code AA30. Then, check the length of the G/L account numbers of that chart of accounts.

### Task 2

Create and maintain G/L accounts to store valuation differences. Follow-up actions are necessary when you create the accounts.

1. For a better understanding of how the accounts approach works, create sample accounts in company code AA30. You will use those accounts in the next exercise.

Create the following accounts (always in company code AA30):

**Note:**

Replace ## with your group number. For example, group 05 will create account number 1476305 with short text "Prov. Exp. - INT 05", and so on.

**Caution:**

Always work with templates of company code AA30.

New Account (in company code AA30)	Template (in company code AA30)	New Short Text	New G/L Account Long Text
14763##	1476300	Prov. Exp. - INT ##	Provision expense - International - Group ##
10890##	1089000	Provisions - INT ##	Other provisions - International - Group ##
94763##	14763##	Prov. Exp. - LOC ##	Provision expense - Local - Group ##
90890##	10890##	Provisions - LOC ##	Other provisions - Local - Group ##

2. Edit the existing international and local versions of the financial statement. Maintain the new accounts in the following items:

Account (in company code AA30)	Financial Statement Version	Item
14763##	207I	3082090
10890##	207I	2034000
94763##	207L	3082090
90890##	207L	2034000



After the exercise, verify (possibly during and/or in front of the class) whether all new accounts are edited in both versions of the financial statement. Sometimes, the data of some groups is missing after the data has been saved because the course runs without the enqueue logic.

If data is missing, you need to maintain the accounts for the participants.

3. SAP customers normally implement FI->CO integration.



Hint:

The trend for SAP customers worldwide is to report the international value/ amount in Controlling (CO).

Next, create a cost element (cost element category 1) for your new account 14763##. For account 94763##, do not create a cost element because in CO you only report one valuation amount.

4. Note that document splitting is activated for company code AA30. For this reason, maintain item categories for the new accounts and chart the accounts in INT. Otherwise, you will not be able to post to the new accounts.

Maintain the following entries in G/L Customizing:

Account From	Account To	Override	(Item) Category
14763##	14763##	Blank	20000 (Expense)
94763##	94763##	Blank	20000 (Expense)
10890##	10890##	Blank	01000 (BS Account)
90890##	90890##	Blank	01000 (BS Account)

Save your data and confirm the messages.



## Create Sample Accounts for the Accounts Approach and Change Financial Statement Versions

### Business Example

To use an accounts approach, you must create additional international and local accounts that depict the values of the different accounting principles. Before creating the new accounts, you need to check some configurations.

Create sample accounts for the accounts approach and change financial statement versions.

### Task 1

Check existing system configuration and settings.

1. Take a look at the accounts of company code AA30. Find out the number of figures of the shared accounts.

What is the account number of the Trade payables (domestic) account?

Verify that the shared accounts of company code AA30 consist of six figures.



Hint:

This is just one example of determining the shared accounts used in accounts approach for valuation differences. You could also determine an accounts approach by examining the numbers of other account figures.

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Master Records* → *G/L Accounts* → *Individual Processing* → *Centrally* (FS00).
- b) On the *Edit G/L Account Centrally* screen, click in the *G/L Account* field and press F4.
- c) In the *G/L Account Number* dialog box, switch to the *G/L account description in chart of accounts* tab and enter **Trade payables\*** in the *G/L long text* field.



Caution:

Do not forget the asterisk.

- d) Choose the *Continue* pushbutton.  
You will find G/L account 160000 with long text *Trade payables - domestic*.



2. Shared accounts have a length of six figures. This suggests that accounts with different valuations must have six figures. In Customizing, check whether company code AA30 allows the creation of accounts with six figures.

To do this, determine the chart of accounts that is assigned to company code AA30. Then, check the length of the G/L account numbers of that chart of accounts.

- a) In Customizing for *Financial Accounting (New)*, choose *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, choose the *Position* pushbutton.
- c) Enter **AA30** in the *Company Code* field and choose the *Continue* pushbutton.  
Company code AA30 uses the chart of accounts INT.



Caution:

This is a test exercise; do not change the current system configuration.



Note:

The country-specific chart of accounts GKR is not important for this course.

- d) Check the length of the G/L account numbers for the chart of accounts INT in Customizing for *Financial Accounting (New)* under *General Ledger Accounting (New) → Master Data → G/L Accounts → Preparations → Edit Chart of Accounts List*.
- e) On the *Change View "List of All Charts of Accounts": Overview* screen, choose the *Position* pushbutton.
- f) Enter **INT** in the *Chart of Accts* field and choose the *Continue* pushbutton.
- g) Select the row for chart of accounts INT and choose the *Details* pushbutton.
- h) Check the details of chart of accounts INT. The length of the G/L account number is seven figures.

## Task 2

Create and maintain G/L accounts to store valuation differences. Follow-up actions are necessary when you create the accounts.

1. For a better understanding of how the accounts approach works, create sample accounts in company code AA30. You will use those accounts in the next exercise.

Create the following accounts (always in company code AA30):



Note:

Replace ## with your group number. For example, group 05 will create account number 1476305 with short text "Prov. Exp. - INT 05", and so on.



Caution:  
Always work with templates of company code AA30.

New Account (in company code AA30)	Template (in company code AA30)	New Short Text	New G/L Account Long Text
14763##	1476300	Prov. Exp. - INT ##	Provision expense - International - Group ##
10890##	1089000	Provisions - INT ##	Other provisions - International - Group ##
94763##	14763##	Prov. Exp. - LOC ##	Provision expense - Local - Group ##
90890##	10890##	Provisions - LOC ##	Other provisions - Local - Group ##

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Master Records* → *G/L Accounts* → *Individual Processing* → *Centrally* (FS00).
  - b) On the *Edit G/L Account Centrally* screen, create the first account by entering a specific number in the *G/L Account* field and choosing the *With Template* pushbutton.
  - c) Maintain the information given in the exercise and save your data.
  - d) Repeat the steps for the remaining three accounts.
2. Edit the existing international and local versions of the financial statement. Maintain the new accounts in the following items:

Account (in company code AA30)	Financial Statement Version	Item
14763##	207I	3082090
10890##	207I	2034000
94763##	207L	3082090
90890##	207L	2034000



After the exercise, verify (possibly during and/or in front of the class) whether all new accounts are edited in both versions of the financial statement. Sometimes, the data of

some groups is missing after the data has been saved because the course runs without the enqueue logic.

If data is missing, you need to maintain the accounts for the participants.

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Master Records* → *G/L Accounts* → *Individual Processing* → *Centrally* (FS00).
- b) On the *Edit G/L Account Centrally* screen, enter the first account **14763##** in the *G/L Account* field.
- c) Choose the *Change* pushbutton.
- d) Choose the *Edit financial statement version* pushbutton.
- e) In the *Select Financial Statement Version* dialog box, enter **207I** and choose the *Continue* pushbutton.
- f) On the *Change Financial Statement Version* screen, navigate through the financial statement version tree to item 3082090.  
Expand the following items one after the other:  
3000000  
3080000  
3082000  
3082090
- g) Select item 3082090 and choose the *Assign Accounts* pushbutton.
- h) In the *Change Accounts* dialog box, choose the *Next Page* pushbutton until blank lines appear.
- i) Enter the account number in the *From Acct* field and choose *Enter*.
- j) Go back and save your data.
- k) Press F12 to exit the *Select Financial Statement Version* dialog box.
- l) Repeat the steps for the remaining three accounts.



Note:

For accounts 94763## and 90890##, use financial statement version 207L instead of financial statement version 207I.

### 3. SAP customers normally implement FI->CO integration.



Hint:

The trend for SAP customers worldwide is to report the international value/ amount in Controlling (CO).

Next, create a cost element (cost element category 1) for your new account 14763##.

For account 94763##, do not create a cost element because in CO you only report one valuation amount.

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Master Records* → *G/L Accounts* → *Individual Processing* → *Centrally* (FS00).
  - b) On the *Edit G/L Account Centrally* screen, enter **14763##** in the *G/L Account* field.
  - c) Choose the *Edit cost element* pushbutton.
  - d) On the *Edit Cost Element: Initial* screen, enter the first date of last year in the *Valid From* field.
  - e) Choose *Enter*.
  - f) On the *Create Cost Element: Basic* screen, enter **1** in the *CElem category* field and save the data.
4. Note that document splitting is activated for company code AA30. For this reason, maintain item categories for the new accounts and chart the accounts in INT. Otherwise, you will not be able to post to the new accounts.

Maintain the following entries in G/L Customizing:

Account From	Account To	Override	(Item) Category
14763##	14763##	Blank	20000 (Expense)
94763##	94763##	Blank	20000 (Expense)
10890##	10890##	Blank	01000 (BS Account)
90890##	90890##	Blank	01000 (BS Account)

Save your data and confirm the messages.

- a) In *Customizing for Financial Accounting (New)*, choose *General Ledger Accounting (New)* → *Business Transactions* → *Document Splitting* → *Classify G/L Accounts for Document Splitting*.
- b) In the *Determine Work Area: Entry* dialog box, choose chart of accounts *INT*.
- c) On the *Change View "Classify G/L Accounts for Document Splitting": Overview* screen, choose the *New Entries* pushbutton.
- d) Maintain the entries as provided in the exercise.

## Configuration of the Accounts Approach



At the beginning of the lesson, a length of 6 figures is used. For depicting parallel accounting, a length of 7 figures is used.

Chrt/Accts	Acct Group	Name	From acct	To account
INT	ANL	Fixed assets accounts		9999999
INT	AS	Fixed assets accounts		9999999
INT	CASH	Liquid funds accounts		9999999
INT	ERG	P&L accounts		9999999
INT	FIN	Liquid funds accounts		9999999
INT	GL	General G/L accounts		9999999

7 digits

Figure 104: Length of the G/L Account Number

When configuring the accounts approach, it is necessary to consider settings in Customizing and the application area of the SAP system.



Hint:

In this training, you can verify these settings in company code AA30 and chart of accounts INT.

Extend the length of the G/L account number of your chart of accounts in Customizing for *Financial Accounting (New)* under *General Ledger Accounting (New)* → *Master Data* → *G/L Accounts* → *Preparations* → *Edit Chart of Accounts List*. The transaction code for this setting is OB13.



Caution:

If you are already working with 10 figures, you have to consider another solution. The extension to 11 figures is technically not possible.

Extend the number range of the G/L account groups (of your chart of accounts) in Customizing for *Financial Accounting (New)* under *General Ledger Accounting (New)* → *Master Data* → *G/L Accounts* → *Preparations* → *Define Account Group*. The transaction code for this setting is OBD4.

## Account Assignment



Maintain FI Configuration: Automatic Posting - Accounts	
Posting Key	
Chart of Accounts	INT Chart of accounts - international
Transaction	BIL Balance carried forward
Account assignment	
PL statmt acct type	Account
X	900000
Y	9900000
Z	1900000

Transaction code for the mentioned setting is OB53

Figure 105: Setting Up – Account Assignment

To define accounts while setting up the accounts approach, define additional profit and loss (P&L) statement account types (and additional retained earnings accounts) in Customizing for *Financial Accounting (New)* under *General Ledger Accounting (New)* → *Master Data* → *G/L Accounts* → *Preparations* → *Define Retained Earnings Account*. Retained earnings accounts are now needed for shared P&L accounts, local P&L accounts, and international P&L accounts. The logic with the leading “1” and “9” can be applied.



**Caution:**  
The P&L statement type can only be maintained in the G/L account master record if more than one P&L statement type exists.

**The following parallel retained earnings accounts have to be assigned to the financial statement versions:**

- The international retained earnings account in the international financial statement versions (in the same item as the retained earnings account for the shared accounts).
- The local retained earnings account in the local financial statement versions (also in the same item as the retained earnings account for the shared accounts).

**Account Creation**



**Only an abstract:**  
New international accounts → with leading “1”      New local accounts → with leading “9”

G/L Acct	ChAc	Long Text
1011000	INT	Machinery and equipment - International
1011010	INT	Acc. dep. Machinery and equipment - International
1021000	INT	Fixtures and fittings - International
1021010	INT	Acc. depr. - fixtures and fittings - International
1032000	INT	Assets under construction - International
1089000	INT	Other provisions - International
1140020	INT	Trade Receivables, long-term - International
1140099	INT	Trade Receivables, adjustment acct. - Internat.
1160099	INT	Trade Payables, adjustment account - International
1199990	INT	Asset acquisition clearing - International
1199991	INT	Clear affiliated company fixed assets - Internat.
1200000	INT	Loss on disposal, fixed assets - International
1200010	INT	Loss on assets scrapped - International
1204000	INT	Activation Differences, assets - International
1210100	INT	Expense from uncollectible acc. - International
1211100	INT	Ordinary depreciation, Assets - International
1211200	INT	Extraordinary depr., fixed assets - International
1230010	INT	Expense from currency revaluation - International
1250000	INT	Profits on disposal/sale of fixed assets - Intern.
1251000	INT	Extraordinary income - International

G/L Acct	ChAc	Long Text
9011000	INT	Machinery and equipment - Local
9011010	INT	Acc. dep. Machinery and equipment - Local
9021000	INT	Fixtures and fittings - Local
9021010	INT	Acc. depr. - fixtures and fittings - Local
9032000	INT	Assets under construction - Local
9089000	INT	Other provisions - Local
9140020	INT	Trade Receivables, long-term - Local
9140099	INT	Trade Receivables, adjustment acct. - Local
9160099	INT	Trade Payables, adjustment account - Local
9199990	INT	Asset acquisition clearing - Local
9199991	INT	Clear affiliated company fixed assets - Local
9200000	INT	Loss on disposal, fixed assets - Local
9200010	INT	Loss on assets scrapped - Local
9204000	INT	Activation Differences, assets - Local
9210100	INT	Expense from uncollectible acc. - Local
9211100	INT	Ordinary depreciation, Assets - Local
9211200	INT	Extraordinary depr., fixed assets - Local
9230010	INT	Expense from currency revaluation - Local
9250000	INT	Profits on disposal/sale of fixed assets - Local
9251000	INT	Extraordinary income - Local

Figure 106: Setting Up – Account Creation

While setting up the accounts approach, you need to create new accounts. To create all the required new accounts, on the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Master Records* → *G/L Accounts* → *Individual Processing* → *Centrally*.

Account creation depends on the processes you need to design.

Large companies may need several hundred new accounts.

The abstract in the figure shows different G/L accounts that have been created for both international and local accounting.

**Hint:**

If document splitting is activated for new General Ledger Accounting, most new account item categories also need to be maintained.

You also have to decide which accounting principle must be posted to CO. Additionally, you have to create cost elements for the respective cost accounts.

## Financial Statement Versions

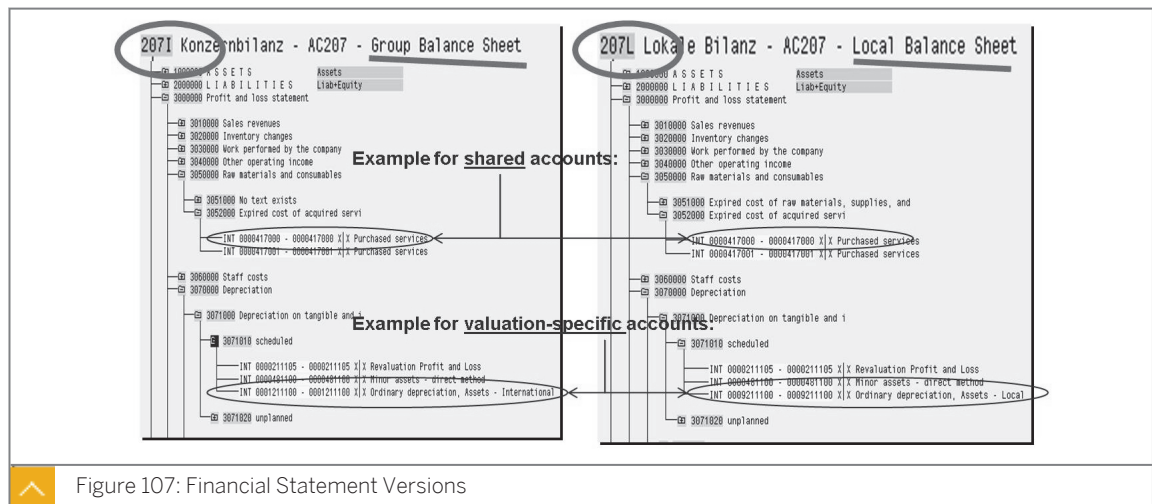


Figure 107: Financial Statement Versions

While setting up the accounts approach, you need to define financial statement versions.

Define new financial statement versions in Customizing for *Financial Accounting (New)* under *General Ledger Accounting (New)* → *Master Data* → *G/L Accounts* → *Define Financial Statement Versions*.

The international financial statement version needs to comprise all shared and international accounts. All the local accounts are found in an appendix of the balance sheet.

The local financial statement version needs to comprise all shared and local accounts. All the international accounts are found in an appendix of the balance sheet.



### How to Customize the Accounts Approach

1. Extend the length of the G/L account number of your chart of accounts in Customizing for *Financial Accounting (New)* under *General Ledger Accounting (New)* → *Master Data* → *G/L Accounts* → *Preparations* → *Edit Chart of Accounts List*.
2. Extend the number range of the G/L account groups (of your chart of accounts) in Customizing for *Financial Accounting (New)* under *General Ledger Accounting (New)* → *Master Data* → *G/L Accounts* → *Preparations* → *Define Account Group*.
3. Define additional P&L statement account types (and additional retained earnings accounts) in Customizing for *Financial Accounting (New)* under *General Ledger Accounting (New)* → *Master Data* → *G/L Accounts* → *Preparations* → *Define Retained Earnings Account*.

4. Define new financial statement versions in Customizing for *Financial Accounting (New)* under *General Ledger Accounting (New)* → *Master Data* → *G/L Accounts* → *Define Financial Statement Versions*.
-





### **LESSON SUMMARY**

You should now be able to:

- Describe the accounts approach
- Define the configuration settings for the accounts approach



## Processing Manual Postings in the Accounts Approach

### LESSON OVERVIEW

This lesson explains how to process manual postings in the accounts approach using the example of provisions.

### Business Example

Your company wants to map parallel valuation for different accounting principles and fiscal year variants, which typically includes processing the provisions as well. You need to know in which mode the accounts approach works in connection with provisions. For this reason, you require the following knowledge:

- An understanding of the provisions process
- How to process manual postings of provisions in the accounts approach



### LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Process manual postings in the accounts approach using the example of provisions

### Manual Posting of Provisions

Provisions are a liability of uncertain timing and amounts. Provisions are relevant for parallel accounting because the amount of the provision can be different in different accounting principles. In addition, the period for which you have to make provisions can differ. For example, provisions for future warranty claims have to be made locally only for sales during the last six months. However, to meet the international demands, sales from the last two years have to be considered.

The result of these different standards can be differing provision amounts. Alternatively, you may not be able to post provisions according to local standards, and may be required to post them according to an international standard instead. The tax consultant or internal auditor then has to determine the amount and/or valuation of the financial statement items in question.

In some cases, you have to rely on experience or estimated data and values, such as in the example of provisions for future warranty claims. To obtain estimated values that are as correct as possible, you must have complete and continuous documentation of your provisions. Therefore, you must also create a provision history sheet.

### IAS 37

IAS 37 defines a provision as a "liability of uncertain timing or amount".



**IAS 37 requires that all the following conditions be fulfilled before an entity recognizes a provision:**



- The entity currently has a liability as a result of a past event.
- An outflow of resources is likely to be needed to settle the liability.
- The amount of the obligation can be estimated reliably.
- The standard also details measurement methods for provisions, generally requiring that the entity recognizes a best estimate of the amounts needed to settle the obligation.

### Provision Process (Accounts Approach)

In the SAP system, provisions or reserves are processed with manual postings by entering G/L account documents (transaction code `FB50` or `FB01`).

#### The following are a few specifics of the provision process:



- To create a provisions history sheet based on the G/L account documents at a later stage, it is helpful to maintain a consolidation transaction type (in the line of the balance sheet account).
- Typically, only the international reserve amount is sent to Controlling (CO).
- The provisions balance sheet account is managed on an open item basis.

#### The provision, or reserve, process typically involves the following postings:

- Post provision expense
- Post a document if the circumstance for which the provision was made is fulfilled. For example, in case of provisions for warranty claims, if the customer claims the warranty for:
  - A goods issue for spare parts
  - A vendor invoice if a third party adjusted the warranty claim
- Post gain from addition to provision (typically two documents):
  - Posting record: Provisions (balance sheet account) to gain from addition to provisions
- Post gain from reduction of provisions (typically two documents):
  - Posting record: Provisions (balance sheet account) to gain from reduction of provisions
- Clear provision balance sheet account using transaction code `F-03`



#### Hint:

It is also possible to clear or refer to the provision balance sheet account when posting the gain from addition and/or the gain from reduction. You can do this using transaction code `F-04`.

#### The following transactions are used in the provision process:

- Transaction code `FB50`

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

- Transaction code `FB01`

On the SAP Easy Access screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Document Entry* → *General Posting*.

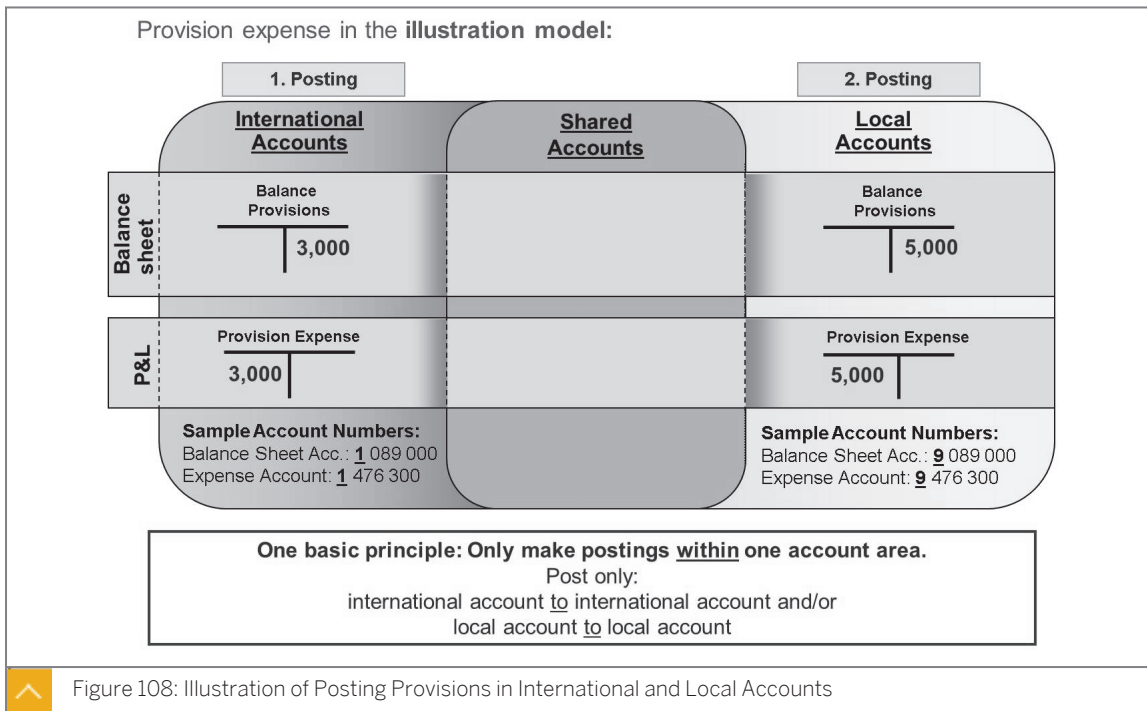
- Transaction code F-03

On the SAP Easy Access screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Account* → *Clear*.

- Transaction code F-04

On the SAP Easy Access screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Document Entry* → *Post with Clearing*.

**Illustration of Posting Provisions in International and Local Accounts**



If you follow the basic principle of accounting, setting up the different financial statement structures (local and corporate group versions) is easy, logical, and intuitive. However, “mixed postings” are also possible.

## Document Display – Data Entry View



Provision expense – documents in the SAP ERP system:

It is definitely okay to create two separate documents. For simplification, the second document can be posted with reference to the first one.

**Hint:** It is okay to create one document with four document lines. The most important thing is not to mix the account areas.

Figure 109: Documents



Note:  
In the figure:

- Consolidation transaction type 520 is the standard transaction type for provision allocations/acquisitions.
- To avoid incorrect “cross postings”, as shown between account 9476300 and account 1089000, it makes sense to work with validations.

To ensure that users can only choose from a range of correct transaction types, you have to configure a validation. You have to define such a validation for callup point 2 (line item). However, in the check step of the validation, you have to fall back on a user-defined exit.

You can find validations in Customizing for *Financial Accounting (New)* under *Financial Accounting Global Settings (New)* → *Tools* → *Validation/Substitution* → *Validation in Accounting Documents*.

Now, this validation has to be defined for callup point 3 (complete document). In the check step of the validation, you have to fall back on a user-defined exit. The correct posting record in the figure will be account 9476300 to 9089000.

### Settings for Manual Postings of Provisions (Accounts Approach)

A few important steps (in Customizing and/or the application area of the SAP system) have to be considered when setting up the accounts approach for provisions.



To guarantee that a consolidation transaction type is maintained when entering the provisions balance sheet account, you can use either of the following methods:



• Method 1

In the field status group of the balance sheet account, the consolidation transaction type has to be a required entry.

- Use transaction code `FBKP`. Select *Field Status groups* and *Field Status variant* (in this course, use 1000). Create a new group and in subgroup *Consolidation*, maintain the transaction type as *Required Entry*.
- Maintain the new field status group in the provisions balance sheet account with transaction code `FS00`.



Note:

See field status group ZPRO of account 1089000 in company code AA30.

• Method 2

Maintain a validation (transaction code `OB28`) that sends an error message when the consolidation transaction type is missing in the provisions balance sheet account line. Maintain the validation in Customizing for *Financial Accounting (New)* under *Financial Accounting Global Settings (New)* → *Tools* → *Validation/Substitution* → *Validation in Accounting Documents*.



Note:

In this course, you can check these alternatives in company code AA30 and chart of accounts INT.

### Maintain Field Status Group



Figure 110: Maintain Field Status Group

With SAP ERP 6.0 with enhancement package 4, SAP offers an alternative to transaction code `OB28` for setting up validation rules, especially for account assignment combinations. The alternative is to use transaction code `FAGL_VALIDATE` or in Customizing for *Financial Accounting (New)*, choose *Financial Accounting Global Settings (New)* → *Document* → *Define Validation Rule for Account Assignment Combinations*.

### Additional Steps for Setting Up the Accounts Approach



The following are additional steps in the process of setting up the accounts approach for provisions:



**1.** Check the (standard) consolidation transaction types.

Use transaction code `OC08` or in Customizing for *Financial Accounting (New)*, choose *Financial Accounting Global Settings (New) → Ledgers → Fields → Standard Fields → Maintain Transaction Types for Consolidation*.

The following are the standard consolidation transaction types:

- Transaction type 500 (Open Balance Provisions)
- Transaction type 520 (Allocation)
- Transaction type 540 (Drawing/Availment)
- Transaction type 560 (Elimination/Reduction)

**2.** Check if the consolidation transaction type is stored in the summary table of new General Ledger Accounting (according to the standard table FAGLFLEXT).

In Customizing for *Financial Accounting (New)*, choose *Financial Accounting Global Settings (New) → Ledgers → Ledger → Assign Scenarios and Customer Fields to Ledgers*.

- The leading ledger 0L must have the assigned scenario *Preparations for Consolidation* (scenario FIN\_CONS).

**3.** Check if the balance sheet account for provisions has an open item management.

Use transaction code `FS00`, or on the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → General Ledger → Master Records → G/L Accounts → Individual Processing → Centrally*.

- In this course, use account 1089000 or 9089000. On the *Control Data* tab page, choose *Account Management in Company Code*.





# Unit 5

## Exercise 17



## Post Provisions Using the Accounts Approach

### Business Example

You need to post provisions with different amounts in different valuation principles.

Enter G/L account documents to view provisions and analyze them in the financial statement.

1. Use transaction *Enter G/L Account Document* (FB50) to post the following two (provision) documents in company code **AA30**:

- International (or group) provision for the amount of € 1,000
- Local provision for the amount of € 2,000

When entering the posting data, use the following details for both documents:

Field Name or Data Type	Value
<i>Currency</i>	<b>EUR</b>
<i>Document Date</i>	First day of the current year
<i>Posting Date</i>	First day of the current year
<i>Doc.Header Text</i>	<b>Document Group ##</b>

Use the accounts you created in the previous exercise:

- 14763## (Provision expense – International – Group ##)
- 94763## (Provision expense – Local – Group ##)
- 10890## (Other provisions – International – Group ##)
- 90890## (Other provisions – Local – Group ##)



Hint:

If you did not finish the previous exercise, it is possible to use accounts 1476300, 9476300, 1089000, and 9089000.

Regarding the first (international) posting, assign cost center **T-F05A30** in the expense line.

Regarding the second (local) posting, assign profit center **1402** in the expense line.



Note:  
To ensure that you create the correct documents, use the following accounting records:

- First document: Account **14763##** to account **10890##**
- Second document: Account **94763##** to account **90890##**



Hint:  
In the line of the balance sheet account, each document needs a consolidation transaction type. Choose transaction type 520.

Simulate and post each document and note the document numbers:

First document number: \_\_\_\_\_

Second document number: \_\_\_\_\_

2. Display your first document and change the layout in the entry view (if needed) to ensure that the characteristics cost center, profit center, segment, and transaction type are displayed.



Note:  
You may need these characteristics later in the course.

Do not exit the document display.

3. Save this layout with the name *L1* for a specific user.  
You can also save your new layout as the default setting. If you do so, layout *L1* will be started automatically whenever you call a document.  
After saving the layout, you can display your second document.
4. Report and analyze the documents in the system.



Hint:  
You can still use the traditional balance sheet program RFBILA00 to analyze the values. However, as the drilldown report technique is the recommended way to analyze FI values in new General Ledger Accounting, use that tool for balance sheet analysis.

Call the drilldown report *Financial Statement: Actual/Actual Comparison* for an international balance sheet/financial statement. Use financial statement version 207I.

Enter the following data on the selection screen of the drilldown report:

Field Name or Data Type	Value
<i>Currency Type</i>	<b>10</b>
<i>Company Code</i>	<b>AA30</b>
<i>FIS Annual Rep.Struc</i>	<b>207I</b>

Field Name or Data Type	Value
<i>Ledger</i>	<b>0L</b>
<i>Reporting Year</i>	Current fiscal year
<i>Reporting Period frm</i>	<b>01</b>
<i>Reporting Period to</i>	<b>12</b>
<i>Comparison Year</i>	Previous fiscal year
<i>Comparison Per. from</i>	<b>01</b>
<i>Comparison Period to</i>	<b>12</b>
<i>Output type</i>	<i>Classic drilldown report (or Graphical report output)</i>

To avoid maintaining the data the next time you call this drilldown, use the following data to save your entries as a variant before you execute the drilldown:

Field Name or Data Type	Value
<i>Variant Name</i>	<b>VAR##_INT</b>
<i>Description</i>	<b>Variant group ## International</b>

Execute the drilldown report.

On the results screen, expand the hierarchy to the provisions balance sheet account (account 10890##) and then to the expense account (account 14763##). Expand the hierarchy under *LIABILITIES* and under *Profit and loss statement*.



Hint:

The first time you double-click navigation characteristic, the system displays *Initial documentation for hotspots*. When this information appears, read it and then choose *Never display again*.

After you analyze the accounts, exit the drilldown report without saving your data.

- To report the local values (and to expand to the local accounts), start the drilldown report with another financial statement version, 207L.

Enter the following data on the selection screen of the drilldown report:

Field Name or Data Type	Value
<i>Currency Type</i>	<b>10</b>
<i>Company Code</i>	<b>AA30</b>
<i>FIS Annual Rep.Struc</i>	<b>207L</b>
<i>Ledger</i>	<b>0L</b>
<i>Reporting Year</i>	Current fiscal year
<i>Reporting Period frm</i>	<b>01</b>
<i>Reporting Period to</i>	<b>12</b>

Field Name or Data Type	Value
<i>Comparison Year</i>	Previous fiscal year
<i>Comparison Per. from</i>	<b>01</b>
<i>Comparison Period to</i>	<b>12</b>
<i>Output type</i>	<i>Classic drilldown report (or Graphical report output)</i>

To avoid maintaining the data the next time you call this drilldown, use the following data to save your entries as a variant before you execute the drilldown:

Field Name or Data Type	Value
<i>Variant Name</i>	<b>VAR##_LOC</b>
<i>Description</i>	<b>Variant group ## Local</b>

Execute the drilldown report.

On the results screen, expand the hierarchy to the local accounts under *LIABILITIES* and under *Profit and loss statement*.

After you analyze the accounts, exit the drilldown report without saving your data.



## Post Provisions Using the Accounts Approach

### Business Example

You need to post provisions with different amounts in different valuation principles.

Enter G/L account documents to view provisions and analyze them in the financial statement.

1. Use transaction *Enter G/L Account Document* (FB50) to post the following two (provision) documents in company code **AA30**:

- International (or group) provision for the amount of € 1,000
- Local provision for the amount of € 2,000

When entering the posting data, use the following details for both documents:

Field Name or Data Type	Value
<i>Currency</i>	<b>EUR</b>
<i>Document Date</i>	First day of the current year
<i>Posting Date</i>	First day of the current year
<i>Doc.Header Text</i>	<b>Document Group ##</b>

Use the accounts you created in the previous exercise:

- 14763## (Provision expense – International – Group ##)
- 94763## (Provision expense – Local – Group ##)
- 10890## (Other provisions – International – Group ##)
- 90890## (Other provisions – Local – Group ##)



Hint:

If you did not finish the previous exercise, it is possible to use accounts 1476300, 9476300, 1089000, and 9089000.

Regarding the first (international) posting, assign cost center **T-F05A30** in the expense line.

Regarding the second (local) posting, assign profit center **1402** in the expense line.



Note:

To ensure that you create the correct documents, use the following accounting records:

- First document: Account **14763##** to account **10890##**
- Second document: Account **94763##** to account **90890##**



Hint:

In the line of the balance sheet account, each document needs a consolidation transaction type. Choose transaction type 520.

Simulate and post each document and note the document numbers:

First document number: \_\_\_\_\_

Second document number: \_\_\_\_\_

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Document Entry* → *Enter G/L Account Document* (FB50).
  - b) Enter company code **AA30** and choose the *Continue* pushbutton.
  - c) On the *Enter G/L Account Document* screen, enter the data as provided in the exercise.
  - d) Simulate and post each document.
  - e) Stay on the *Enter G/L Account Document* screen.
2. Display your first document and change the layout in the entry view (if needed) to ensure that the characteristics cost center, profit center, segment, and transaction type are displayed.



Note:

You may need these characteristics later in the course.

Do not exit the document display.

- a) On the *Enter G/L Account Document* screen, choose *Document* → *Display*.
  - b) From the dropdown list of the *Choose Layout...* pushbutton, choose *Change Layout...*
  - c) In the *Change Layout* dialog box, bring all the characteristics mentioned in the exercise in the *Displayed Columns* list by selecting the characteristics and choosing the *Show selected fields* pushbutton.
  - d) Choose the *Continue* pushbutton.
3. Save this layout with the name *L1* for a specific user.  
You can also save your new layout as the default setting. If you do so, layout *L1* will be started automatically whenever you call a document.  
After saving the layout, you can display your second document.

- a) From the dropdown list for the *Choose Layout...* pushbutton, choose *Save Layout...*
- b) In the *Save as...* dialog box, enter **L1** in the *Layout* field and **Layout group ##** in the *Name* field.
- c) Select the *User-Specific* checkbox.



Note:  
You can also select the *Default* checkbox.

- d) Choose the *Continue* pushbutton.
- e) To change to the other document, choose *Document → Other Document...*
- f) In the *Other Document* dialog box, enter the other document number and choose the *Continue* pushbutton to display it.

#### 4. Report and analyze the documents in the system.



Hint:  
You can still use the traditional balance sheet program RFBILA00 to analyze the values. However, as the drilldown report technique is the recommended way to analyze FI values in new General Ledger Accounting, use that tool for balance sheet analysis.

Call the drilldown report *Financial Statement: Actual/Actual Comparison* for an international balance sheet/financial statement. Use financial statement version 207I.

Enter the following data on the selection screen of the drilldown report:

Field Name or Data Type	Value
<i>Currency Type</i>	<b>10</b>
<i>Company Code</i>	<b>AA30</b>
<i>FIS Annual Rep.Struc</i>	<b>207I</b>
<i>Ledger</i>	<b>0L</b>
<i>Reporting Year</i>	Current fiscal year
<i>Reporting Period frm</i>	<b>01</b>
<i>Reporting Period to</i>	<b>12</b>
<i>Comparison Year</i>	Previous fiscal year
<i>Comparison Per. from</i>	<b>01</b>
<i>Comparison Period to</i>	<b>12</b>
<i>Output type</i>	<i>Classic drilldown report (or Graphical report output)</i>

To avoid maintaining the data the next time you call this drilldown, use the following data to save your entries as a variant before you execute the drilldown:

Field Name or Data Type	Value
<i>Variant Name</i>	<b>VAR##_INT</b>
<i>Description</i>	<b>Variant group ## International</b>

Execute the drilldown report.

On the results screen, expand the hierarchy to the provisions balance sheet account (account 10890##) and then to the expense account (account 14763##). Expand the hierarchy under *LIABILITIES* and under *Profit and loss statement*.



Hint:

The first time you double-click navigation characteristic, the system displays *Initial documentation for hotspots*. When this information appears, read it and then choose *Never display again*.

After you analyze the accounts, exit the drilldown report without saving your data.

- a) On the SAP Easy Access screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Information System* → *General Ledger Reports (New)* → *Financial Statement / Cash Flow* → *General* → *Actual/Actual Comparisons* → *Financial Statement: Actual/Actual Comparison (S\_PL0\_86000028)*.
  - b) On the selection screen of the drilldown report, enter the data as provided in the exercise.
  - c) To save the entries as a variant before you execute the drilldown, choose *Goto* → *Variants* → *Save as Variant...*
  - d) On the *Variant Attributes* screen, enter the name and description as given in the exercise and save the variant.
  - e) Execute the report.
  - f) Navigate to the accounts as described in the exercise.
5. To report the local values (and to expand to the local accounts), start the drilldown report with another financial statement version, 207L.

Enter the following data on the selection screen of the drilldown report:

Field Name or Data Type	Value
<i>Currency Type</i>	<b>10</b>
<i>Company Code</i>	<b>AA30</b>
<i>FIS Annual Rep.Struc</i>	<b>207L</b>
<i>Ledger</i>	<b>0L</b>
<i>Reporting Year</i>	Current fiscal year
<i>Reporting Period frm</i>	<b>01</b>
<i>Reporting Period to</i>	<b>12</b>
<i>Comparison Year</i>	Previous fiscal year
<i>Comparison Per. from</i>	<b>01</b>



Field Name or Data Type	Value
<i>Comparison Period to</i>	<b>12</b>
<i>Output type</i>	<i>Classic drilldown report (or Graphical report output)</i>

To avoid maintaining the data the next time you call this drilldown, use the following data to save your entries as a variant before you execute the drilldown:

Field Name or Data Type	Value
<i>Variant Name</i>	<b>VAR##_LOC</b>
<i>Description</i>	<b>Variant group ## Local</b>

Execute the drilldown report.

On the results screen, expand the hierarchy to the local accounts under *LIABILITIES* and under *Profit and loss statement*.

After you analyze the accounts, exit the drilldown report without saving your data.

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Information System* → *General Ledger Reports (New)* → *Financial Statement / Cash Flow* → *General* → *Actual/Actual Comparisons* → *Financial Statement: Actual/Actual Comparison (S\_PL0\_86000028)*.
- b) On the selection screen of the drilldown report, enter the data as provided in the exercise.
- c) To save the entries as a variant before you execute the drilldown, choose *Goto* → *Variants* → *Save as Variant...*
- d) On the *Variant Attributes* screen, enter the name and description as given in the exercise and save the variant.
- e) Execute the report.
- f) Navigate to the accounts as described in the exercise.



**LESSON SUMMARY**

You should now be able to:

- Process manual postings in the accounts approach using the example of provisions



## Learning Assessment

1. A company that decides to use the accounts approach will use one G/L account to report the differences.

*Determine whether this statement is true or false.*

True

False

2. If more than one P&L statement type exists, the P&L statement type can only be maintained in the G/L account master record.

*Determine whether this statement is true or false.*

True

False

3. Provisions are relevant for parallel accounting because, in different accounting principles, the amount of the provision can be different.

*Determine whether this statement is true or false.*

True

False

4. While setting up the accounts approach for provisions, the field status group changes the consolidation transaction type for the provisions balance sheet account to \_\_\_\_\_.

*Choose the correct answer.*

A an optional entry

B a required entry

C a suppressed entry

D a display entry



## Learning Assessment - Answers

1. A company that decides to use the accounts approach will use one G/L account to report the differences.

*Determine whether this statement is true or false.*

True

False

2. If more than one P&L statement type exists, the P&L statement type can only be maintained in the G/L account master record.

*Determine whether this statement is true or false.*

True

False

3. Provisions are relevant for parallel accounting because, in different accounting principles, the amount of the provision can be different.

*Determine whether this statement is true or false.*

True

False

4. While setting up the accounts approach for provisions, the field status group changes the consolidation transaction type for the provisions balance sheet account to \_\_\_\_\_.

*Choose the correct answer.*

A an optional entry

B a required entry

C a suppressed entry

D a display entry

# UNIT 6

# Ledger Approach (Within New General Ledger Accounting)

## Lesson 1

Outlining the Ledger Approach	322
Exercise 18: Post a Document Without Valuation Differences	329
Exercise 19: Check General Settings of the Ledger Approach	335

## Lesson 2

Processing Manual Postings in the Ledger Approach	339
Exercise 20: Post Provisions Using the Ledger Approach	347



### UNIT OBJECTIVES

- Describe the ledger approach
- Define the configuration settings for the ledger approach
- Process manual postings in the ledger approach using the example of provisions



## Outlining the Ledger Approach

### LESSON OVERVIEW

This lesson explains the basics of the ledger approach and its configuration.

#### Business Example

Your company needs to map a parallel valuation and has decided to run the ledger approach within new General Ledger Accounting. Valuation differences will be stored in different Financial Accounting (FI) ledgers. You need to understand this procedure to correctly reproduce business cases in the system. For this reason, you require the following knowledge:

- An understanding of the logic behind the ledger approach within new General Ledger Accounting
- An understanding of the configuration settings required for the ledger approach



### LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Describe the ledger approach
- Define the configuration settings for the ledger approach

### Basics of the Ledger Approach



G/L account	Long text
011000 ***	Plant and Equipment
011010	Acc. Depreciation – Plant and Equip.
089000 ***	Provisions
100000	Petty Cash
113100	Bank account
154000	Input Tax
140000	Trade Accounts Receivables
160000	Trade Accounts Payables
300000	Inventory – Raw Material
404000	Spare Parts
420000	Labor Costs
...	...

\*\*\* See that account, as an example, in the following figure

Program RFSKPL00

Figure 111: Initial Situation Within New General Ledger Accounting

For financial accounting with only one accounting principle, all FI documents are posted to one general ledger. The G/L account used for posting have a defined (maximum) length. When using new General Ledger Accounting, the one general ledger mentioned in the figure is (in standard configuration) the leading ledger OL. When using new General Ledger Accounting, the one general ledger mentioned in the figure is (in standard configuration) the leading ledger OL.

The length of a G/L account number is typically specified as digits, but letters may also be included.

## Balance Sheet



The only demanded or needed accounting principle OL.

Commercial balance sheet			
OL	Ledger	Company code	currency
10			
EUR	Amounts in Euro (EMU currency as of 01/01/1999)		
2010.01 -2010.16	Reporting periods		
2009.01 -2009.16	Comparison periods		
F.S. item/account	Tot.rpt.pr	tot.cmp.pr	Abs. diff.
<b>ASSETS</b>	41.979.358.860,08	41.978.783.990,23	574.869,85
Fixed assets	65.482.143,48	65.452.143,48	30.000,00
Tangible assets	54.026.359,86	53.996.359,86	30.000,00
INT 1032010	48.877.624,34	48.877.624,34	0,00
Plant and machinery	5.065.487,27	5.035.487,27	30.000,00
Acquisition value	13.938.658,73	13.908.658,73	30.000,00
011000 Machinery and equip	13.938.658,73	13.908.658,73	30.000,00
Accumulated depreciation	8.873.171,46-	8.873.171,46-	0,00
Other fixtures and fittings,	66.509,00	66.509,00	0,00
Payments on account and tangib	16.739,25	16.739,25	0,00
Financial assets	11.455.783,62	11.455.783,62	0,00
Current assets	41.913.876.716,60	41.913.331.846,75	544.869,85
<b>LIABILITIES</b>	41.979.358.860,08-	41.978.783.990,23-	574.869,85-
Capital and reserves	37.958.595.960,23-	37.958.094.533,38-	501.426,85-
Special items with reserves	2.294.611,00-	2.294.611,00-	0,00
Provisions	11.948.193,19-	11.947.693,19-	500,00-
Provisions for taxation	5.112.918,81-	5.112.918,81-	0,00
Other provisions	6.835.274,38-	6.834.774,38-	500,00-
079000 Provisions for missing costs	4.198.756,60-	4.198.756,60-	0,00
089000 Other provisions	2.587.736,25-	2.587.736,25-	0,00
192100 Freight Clearing Account (M	57.421,21-	56.921,21-	500,00-
192300 Customs Duty Clearing Acco	1.865,12-	1.865,12-	0,00

Figure 112: Balance Sheet

The only required accounting principle (the local one) is displayed in the leading ledger OL. So, if you assume that new General Ledger Accounting is already in use (with only the leading ledger OL), a further non-leading ledger (see next figures) must show the international valuation.

All accounts are used to create the balance sheet for the required accounting principle. The accounting principle is typically the local one. For example, the U.S. Generally Accepted Accounting Principles (GAAP) is used for an American company code, UK GAAP for a British company code, and German Commercial Code (HGB) for a German company code.

## Initial Consideration



**Because you cannot change the valuation of ledgers, you need to distinguish between the following:**



- Customers who already use new General Ledger Accounting, and the leading ledger OL to depict the local GAAP

These customers must consult SAP Note 1330451. If it is obvious that the international accounting principle must be depicted in the leading ledger at some point in the future, the implementation of the accounts approach is recommended.

- Customers who still use classic General Ledger Accounting

These customers must first migrate to new General Ledger Accounting. This can be a relatively large and time-consuming project. However, SAP offers different scenarios to support this migration, along with other scenarios to implement the ledger approach.

- New customers who do not use the SAP ERP application yet, but want to implement it

These customers are starting with a greenfield approach, and can therefore configure the ledger approach most effectively. To learn more, refer to [www.service.sap.com/glmig](http://www.service.sap.com/glmig).



Note:

To convey the optimum usage of the ledger approach, for the examples and figures of this course, assume that a new SAP system is provided.

## Basics

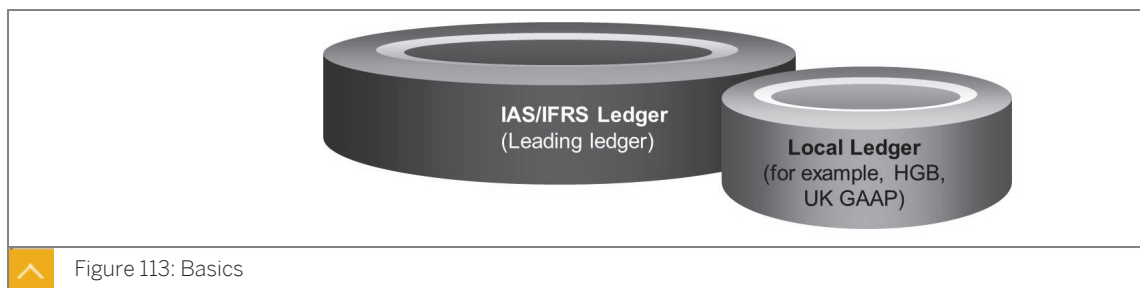


Figure 113: Basics

In every client, there is exactly one leading ledger. This ledger is used and posted to by all company codes.

### The features of this leading ledger are as follows:

- This ledger reflects the international accounting principle.
- This ledger is the only one integrated with CO in the standard system.

### You can also define additional ledgers, such as the following:

- One non-leading ledger maps the local reporting principles of the different company codes, such as U.S. GAAP, UK GAAP, HGB, or Italian GAAP.
- Another non-leading ledger maps a tax ledger.

If you map the standard case (leading ledger = international financial reporting), you do not have to map every local accounting principle in its own non-leading ledger. Depending on the company, this could lead to a large number of ledgers and bloat the totals record table. It also makes the data harder to read and evaluate.

Because of the requirement to link non-leading ledgers with one or more company codes, a non-leading ledger can map different financial reporting requirements, depending on the company code.

There are companies that map the local accounting principles in the leading ledger. These customers then work with different Controlling (CO) areas for each company code. If this is not the case, they will have a varied range of local valuation approaches in CO, with little value for reporting.





**Note:**  
In practice, a tax ledger becomes more and more important. Companies must have special tax statements as the tax valuation starts to differ in important balance items.

The number of non-leading ledgers needs to be manageable and meaningful.



**Caution:**  
The non-leading ledgers are ledgers within the general ledger. Do not confuse them with ledgers of the Special Purpose Ledger (FI-SL) component.

**Model Illustration**



**No** additional accounts are needed; the **existing** accounts can be used.

		Balance Sheet			
		FI-AA Balance (Recon. Acct. A)	Accumulated Depreciation (Recon. Acct. A)	Payables (Recon. Acct. K)	Provisions
<b>Leading Ledger</b> - <b>International valuation</b>		<b>011000</b>	<b>011010</b>	<b>160000</b>	<b>089000</b>
		P&L			
		Exp. Depreciation	Exp. Provisions	Purchased Services	Sales Revenues
		<b>211100</b>	<b>476300</b>	<b>417000</b>	<b>800200</b>
<b>Non-leading Ledger</b> - <b>Local valuations</b>		<b>011000</b>	<b>011010</b>	<b>160000</b>	<b>089000</b>
		<b>211100</b>	<b>476300</b>	<b>417000</b>	<b>800200</b>

Figure 114: Model Illustration

All ledgers work with the same accounts. Valuation differences are stored on different books or ledgers and not different accounts.



**Note:**  
Every posting with a uniform basis for valuation is automatically posted to all ledgers.

## Document Without Valuation Differences



To view the different accounting principles/the different ledgers, you have to select the general ledger view of a document:

**Display Document: Data Entry View**

Taxes Display Currency **General Ledger View**

Data Entry View

Document Number 1900000000 Company Code 0005 Fiscal Year 2010

Document Date 05.02.2018 Posting Date 05.02.2018 Period 2

Reference Cross-CC no.

Currency EUR Texts exist Ledger Group

C...	Item	PK	S	Account	Description	Σ	Amount	Curr.	Tx	Cost Center	Profit Center	Segment	Functional Area
0005	1	31		20701	Vendor 20701		550,00-	EUR	11				
	2	40		404000	Spare Parts		500,00	EUR	11	T-134000	T-1000	MANF	0100
	3	40		154000	Input tax		50,00	EUR	11				
					=		0,00	EUR					

See next figure

Figure 115: Document Without Valuation Differences

When a vendor invoice is posted, the document is posted in all (in this course, exactly two) ledgers automatically with the same accounts and also the same amount. The ledger approach is depicted in the leading ledger 0L and all the non-leading ledgers (in our example it is in leading ledger 0L and non-leading ledger L6).



Hint:

In this course, the ledger approach (within new General Ledger Accounting) is depicted in company code 0005.

### General Ledger Views



**The general ledger view first displays the leading ledger OL:**

**The Other Ledger pushbutton calls the non-leading ledger L6:**

Figure 116: General Ledger Views

The figure shows the same accounts with same amounts and document number – only different ledgers.

The FI document 1900000000 created one CO document.

### Program Masks



**Report screen of the drilldown report *Fin. Statement: Actual/Actual Comparison:***

**Report screen of financial statement report *RFBILA00:***

Figure 117: Program Masks

To display the international and/or the local financial statement, the same financial statement version can be used (assuming that the balance sheet structure itself is the same)

internationally and locally). The differentiating parameter in all FI reports is the entry in the *Ledger* field.

If no ledger is entered, the leading ledger is evaluated.

# Unit 6

## Exercise 18




## Post a Document Without Valuation Differences

### Business Example

To depict a ledger approach, in addition to the leading ledger OL, you must also define and assign a non-leading ledger to the relevant company codes. You will work with an existing non-leading ledger and post a document without valuation differences.

Post a document without valuation differences and display it.

1. Post a G/L account document to company code 0005.



**Caution:**  
You may have to switch to company code 0005 if company code AA30 is set.

Enter the purchase of office supplies with cash.

Field Name or Data Type	Value
<i>Document Date</i>	Current date
<i>Posting Date</i>	Current date
<i>Currency</i>	<b>EUR</b>

Use the following accounts:

- **405200** (consumption office supplies) as the debit line
- **100000** (petty cash) as the credit line

Use the following data for the account lines:

Field Name or Data Type	Value
<i>Amount in doc.curr.</i>	<b>66.-</b>
<i>Cost center</i>	<b>T-134010</b> (CO-relevant account assignment)
<i>Tax code</i>	<b>1I</b> (Input tax 10%)

2. Display the document. In the general ledger view, call ledger L6 in addition to the leading ledger OL.



Note:

The values, accounts, dates, and document number must be the same.



## Post a Document Without Valuation Differences

### Business Example

To depict a ledger approach, in addition to the leading ledger OL, you must also define and assign a non-leading ledger to the relevant company codes. You will work with an existing non-leading ledger and post a document without valuation differences.

Post a document without valuation differences and display it.

1. Post a G/L account document to company code 0005.

	<p>Caution: You may have to switch to company code 0005 if company code AA30 is set.</p>
--	--

Enter the purchase of office supplies with cash.

Field Name or Data Type	Value
<i>Document Date</i>	Current date
<i>Posting Date</i>	Current date
<i>Currency</i>	<b>EUR</b>

Use the following accounts:

- **405200** (consumption office supplies) as the debit line
- **100000** (petty cash) as the credit line

Use the following data for the account lines:

Field Name or Data Type	Value
<i>Amount in doc.curr.</i>	<b>66.-</b>
<i>Cost center</i>	<b>T-134010</b> (CO-relevant account assignment)
<i>Tax code</i>	<b>1I</b> (Input tax 10%)

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Document Entry* → *Enter G/L Account Document* (FB50).



Note:  
Press F7 to switch the company code, if necessary.

- b) On the *Enter G/L Account Document* screen, enter the data as provided in the exercise.
  - c) On the *Details* tab page, select the *Calculate tax* checkbox.
  - d) Simulate and post the document.
2. Display the document. In the general ledger view, call ledger *L6* in addition to the leading ledger *OL*.



Note:  
The values, accounts, dates, and document number must be the same.

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Document Entry* → *Enter G/L Account Document* (FB50).
- b) Choose *Document* → *Display*.
- c) On the *Display Document: Data Entry View* screen, choose the *General Ledger View* pushbutton to switch to the general ledger view.
- d) Choose the *Other Ledger* pushbutton.  
Note that the ledger changes. However, the values, accounts, dates, and document number are the same.



## Configuration of the Ledger Approach



When configuring the ledger approach, you need to perform the following steps in Customizing and/or the application area of the SAP system:

### 1. Define a non-leading ledger

In Customizing for *Financial Accounting (New)*, choose *Financial Accounting Global Settings (New)* → *Ledgers* → *Ledger* → *Define Ledgers for General Ledger Accounting*.

- This course will work with leading ledger *OL* and non-leading ledger *L6 (Non-leading Ledger (Local))*.
- See the following figure.

### 2. Assign a non-leading ledger with company code

In Customizing for *Financial Accounting (New)*, choose *Financial Accounting Global Settings (New)* → *Ledgers* → *Ledger* → *Define and Activate Non-Leading Ledgers*.



Note:

In this course, you can check these items in company code 0005 and/or the chart of accounts INT.

## Ledgers in General Ledger Accounting



Change View "Define Ledgers in General Ledger Accounting": Overview			
Define Ledgers in General Ledger Accounting			
Ld	Ledger Name	Totals Table	Leading
OL	Leading Ledger	FAGLFLEXT	<input checked="" type="checkbox"/>
L5	Non-leading Ledger (INT)	FAGLFLEXT	<input type="checkbox"/>
L6	Non-leading Ledger (Local)	FAGLFLEXT	<input type="checkbox"/>

Figure 118: Ledgers in General Ledger Accounting



Caution:

Assuming you are already working with new General Ledger Accounting, the subsequent assignment of a non-leading ledger to a productive company code is also a migration (migration scenario 7 or 8).

This means that you must use the migration service offered by SAP. An assignment without the SAP service does not guarantee correct data, and you cannot request help if you run into problems later. In addition, refer to [www.service.sap.com/glmig](http://www.service.sap.com/glmig).





## Check General Settings of the Ledger Approach

### Business Example

To depict a ledger approach, in addition to the leading ledger OL, you must also define and assign a non-leading ledger to the relevant company codes. You will work with an existing non-leading ledger and check the general settings of the ledger approach in Customizing.

Check existing system configuration and settings.

1. In addition to the leading ledger OL, a non-leading ledger for local valuations is defined in the training system for this course. Check which non-leading ledger is defined for local valuations.



Caution:

This is a test exercise; do not change the current system configuration.



Hint:

Non-leading ledger *L5 (Non-leading Ledger (INT))* is defined in the training system. This is not used in this course. Ideally, it can be used by a European company that wants to depict IFRS in the leading ledger, the local accounting principles in one non-leading ledger, and U.S. GAAP in a second non-leading ledger.

2. Check whether non-leading ledger *L6 (Non-leading Ledger (Local))* is assigned to company code AA30.



Caution:

This is a test exercise; do not change the current system configuration.

3. Check whether non-leading ledger *L6 (Non-leading Ledger (Local))* is assigned to company code 0005.



Caution:

This is a test exercise; do not change the current system configuration.



## Check General Settings of the Ledger Approach

### Business Example

To depict a ledger approach, in addition to the leading ledger OL, you must also define and assign a non-leading ledger to the relevant company codes. You will work with an existing non-leading ledger and check the general settings of the ledger approach in Customizing.

Check existing system configuration and settings.

1. In addition to the leading ledger OL, a non-leading ledger for local valuations is defined in the training system for this course. Check which non-leading ledger is defined for local valuations.



Caution:

This is a test exercise; do not change the current system configuration.



Hint:

Non-leading ledger *L5 (Non-leading Ledger (INT))* is defined in the training system. This is not used in this course. Ideally, it can be used by a European company that wants to depict IFRS in the leading ledger, the local accounting principles in one non-leading ledger, and U.S. GAAP in a second non-leading ledger.

- a) In Customizing for *Financial Accounting (New)*, choose *Financial Accounting Global Settings (New)* → *Ledgers* → *Ledger* → *Define Ledgers for General Ledger Accounting*.
  - b) The non-leading ledger for local valuations is *L6* with the name *Non-leading Ledger (Local)*.
2. Check whether non-leading ledger *L6 (Non-leading Ledger (Local))* is assigned to company code *AA30*.



Caution:

This is a test exercise; do not change the current system configuration.

- a) In Customizing for *Financial Accounting (New)* choose *Accounting Global Settings (New)* → *Ledgers* → *Ledger* → *Define and Activate Non-Leading Ledgers*.
- b) In the *Determine Work Area: Entry* dialog box, select *L6* in the *Ledger* field and choose the *Continue* pushbutton.

- c) On the *Change View "Settings for Non-Leading Ledgers in General Ledger": Overview* screen, note that company code AA30 is not listed.

Therefore, non-leading ledger L6 (*Non-leading Ledger (Local)*) is not assigned to company code AA30.

3. Check whether non-leading ledger L6 (*Non-leading Ledger (Local)*) is assigned to company code 0005.



Caution:

This is a test exercise; do not change the current system configuration.

- a) In Customizing for *Financial Accounting (New)* choose *Financial Accounting Global Settings (New) → Ledgers → Ledger → Define and Activate Non-Leading Ledgers*.
- b) In the Determine Work Area: Entry dialog box, select L6 in the *Ledger* field and choose the *Continue* pushbutton.
- c) On the *Change View "Settings for Non-Leading Ledgers in General Ledger": Overview* screen, note that company code 0005 is listed.  
Therefore, non-leading ledger L6 (*Non-leading Ledger (Local)*) is assigned to company code 0005.



### **LESSON SUMMARY**

You should now be able to:

- Describe the ledger approach
- Define the configuration settings for the ledger approach



## Processing Manual Postings in the Ledger Approach

### LESSON OVERVIEW

This lesson explains how to process manual postings in the ledger approach using the example of provisions.

### Business Example

Your company has to map parallel valuation, so provisions also have to be processed. You want to know in which mode the ledger approach works in connection with provisions. For this reason, you require the following knowledge:

- An understanding of how to process manual postings of provisions in the ledger approach



### LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Process manual postings in the ledger approach using the example of provisions

### Reminder: Manual Posting of Provisions

Provisions are a liability of uncertain timing and uncertain amounts. Provisions are relevant for parallel accounting because the amount of the provision can be different in different accounting principles. In addition, the period for which you have to make provisions can differ. For example, provisions for future warranty claims have to be made locally only for sales during the last six months. However, to meet international demands, sales from the last two years must be considered.

These different standards can result in differing provision amounts. You may also run into difficulty posting provisions according to local principles if you are also required to post according to an international standard. A tax consultant or the internal auditor will have to address issues concerning the amount(s) and/or valuation(s) of the financial statement items in question.

In some cases, you have to rely on experience or estimated data and values, such as in the example of provisions for (future) warranty claims. To obtain estimated values that are as correct as possible, you must have complete and continuous documentation of your provisions. Therefore, you must also create a provision history sheet.

### IAS 37

It establishes the definition of a provision as a "liability of uncertain timing or amount" (IAS 37 Provisions, Contingent Liabilities and Contingent Assets).

**IAS 37 requires that all the following conditions be fulfilled before an entity recognizes a provision:**

- The entity currently has a liability as a result of a past event.

- An outflow of resources is likely to be needed to settle the liability.
- The amount of the obligation can be estimated reliably.
- The standard also details measurement methods for provisions, generally requiring that the entity recognizes a best estimate of the amounts needed to settle the obligation.

### Manual Posting Using Transaction FB50L



To post different valuations, you have to use a **special transaction: FB50L** (or FB01L)

ST.	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T.	Tax jurisdiction
	476300	S Debit		5000	0,00		
	10000	H Cred			0,00		

Documents will only be posted in the chosen ledger/ledger group.  
**Attention:** In this course, ledger group = ledger

Figure 119: Manual Posting Using Transaction FB50L

In the SAP system, provisions or reserves are processed with manual postings. However, when working with the ledger approach, transaction code FB50 (Enter G/L Account Document) is not required because this transaction always posts to all ledgers.

To post different valuations, you must use special transaction code FB50L (or FB01L).



**Hint:**

Even though system setup is completely different in the accounts approach, the work for SAP users and accountants is more or less the same. In the case of provisions or reserves, two postings must be created.

When you create a ledger, a ledger group is automatically created by the SAP system. This means that every ledger group contains only one ledger. For example, ledger group OL contains only the leading ledger OL.



**Note:**

Ledger groups play another role. They can be created manually and it is possible to assign more than one ledger to a ledger group. This enables you to post (for example, with transaction code FB50L) only in the ledgers of the chosen ledger group.

Manually-created ledger groups are always interesting if more than two accounting principles have to be satisfied.



## Clearing Specific to Ledger Groups

If you want to create a provision history sheet on the basis of the posted documents, it is helpful to maintain a consolidation transaction type (in the line of the balance sheet account). Only the leading ledger, which represents the international provision amount, is sent to Controlling (CO).

Typically, the provision balance sheet account is open-item managed. However, it is technically not possible to post with ledger group-specific transactions (such as transaction code FB50L) to open item-managed accounts. For this reason, SAP provides a solution that enables you to clear an account specific to a ledger group.

## The Clearing Specific to Ledger Groups Parameter

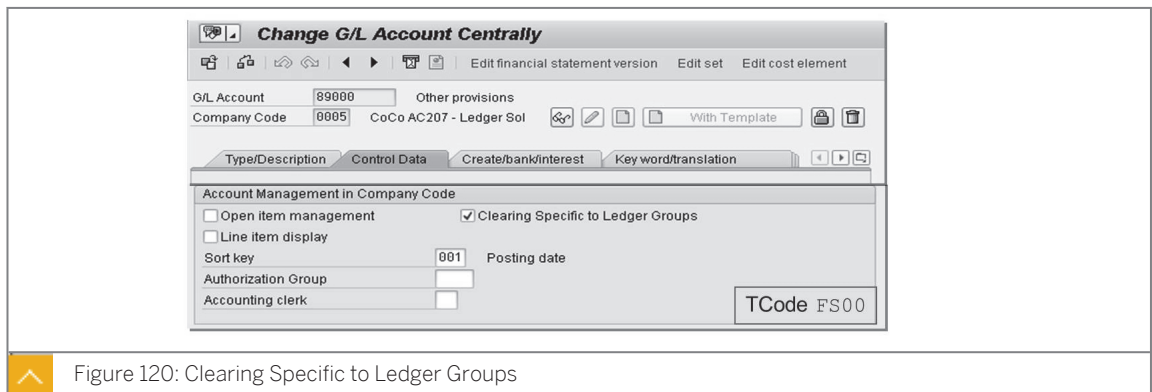


Figure 120: Clearing Specific to Ledger Groups

The Clearing Specific to Ledger Groups parameter replaces the functions of the Open item management parameter and the Line item display parameter. For specifics and details of the *Clearing Specific to Ledger Groups* parameter, refer to the SAP standard course AC210 (Version 81 and upwards).

The function exists as of ERP 6.0, enhancement package 13, and business function FIN\_GL\_CI\_1.



### Caution:

The *Clearing Specific to Ledger Groups* parameter was specially developed for provision processes. For other processes, use the *Open item management* parameter.



### Hint:

For an overview of other new General Ledger Accounting functions provided by enhancement packages, refer to SAP Note 1070629 – Appendix, FAQ 17.

## Provision Process



The provision or reserve process typically involves the following postings:



- Post provision expense

- One document in each ledger – transaction code `FB50L`
- Same accounts but different amounts
- Post a document if the circumstance for which the provision was made is reached  
In the case of provisions for warranty claims, for example, if the customer claims the warranty, the following actions are required:
  - A goods issue for spare parts
  - A vendor invoice if a third party adjusted the warranty claim
- Post gain from addition to provision
  - Two documents – transaction code `FB50L`
  - Posting record: Provisions (balance sheet account) to gain from avilment of provisions
- Post gain from reduction of provisions (two documents – transaction code `FB50L`)
  - Posting record: Provisions (balance sheet account) to gain from reduction of provisions
- Clear provision balance sheet account
  - Transaction code `FB1SL`
  - Automatic clearing is also possible



**Hint:**

It is also possible to clear or to refer to the provision balance sheet account when posting the gain from addition and/or the gain from reduction. To do this, use transaction code `FB05L`.

**The following transactions are required during the provision process:**

- Clear – Specific to Ledger Groups  
Use transaction code `FB1SL` or on the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Account* → *Clear - Specific to Ledger Groups*.
- Repost with Clearing – Specific to Ledger Groups  
Use transaction code `FB05L` or on the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Account* → *Repost with Clearing - Specific to Ledger Groups*.
- Addition: Automatic Ledger Group – Specific Clearing  
Use transaction code `F13L` or on the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Periodic Processing* → *Automatic Clearing* → *G/L Accounts - Specific to Ledger Groups*.

Model Illustration

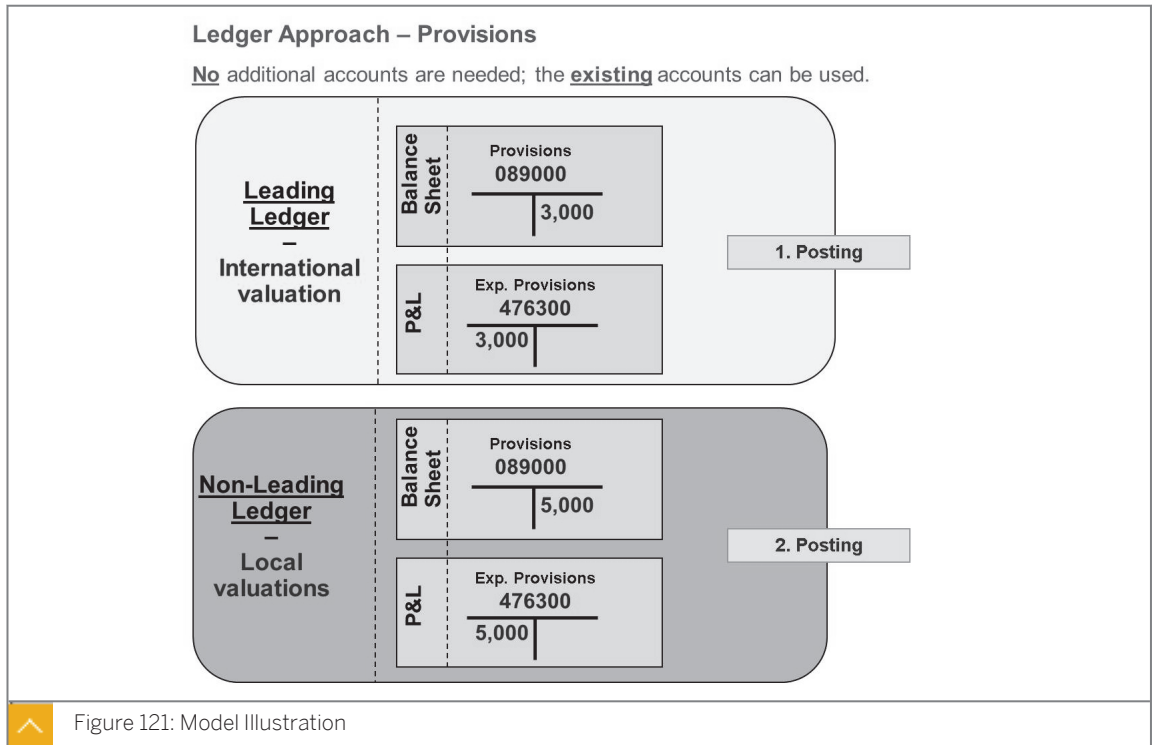


Figure 121: Model Illustration

You can compare the valuations on the balance sheet. You could as well call the transaction code GCAC to compare valuations.

Manual Postings of Provisions



Provision expense – Documents in the SAP ERP system:

**Two separate documents** have to be created. For simplification, the second document could be posted with reference to the first one.

Only the amount of € 3,000 is posted to **CO** (with cost element 476300).

Different number ranges (for the two **FI** document number) are used.

Figure 122: Posting in Exclusive Ledgers

Consolidation transaction type 520 is the standard transaction type for provision allocations or acquisitions.

### Settings for Manual Postings of Provisions (Ledger Approach)

Important steps (in Customizing and/or the application area of the SAP system) must be considered when setting up the ledger approach for provisions.



**To guarantee that a consolidation transaction type is maintained when entering the provisions balance sheet account, you can use either of the following methods:**



- Method 1



Note:

In the field status group of the balance sheet account, the consolidation transaction type is a required entry.

- Use transaction code `FBKP`. Select *Field Status groups* and *Field Status variant* (in this course, use 1000). Create a new group. In subgroup *Consolidation*, maintain the transaction type as *Required Entry*.
- Maintain the new field status group in the provision balance sheet account with transaction code `FS00`.



Note:

See field status group ZPRO of account 89000 in company code 0005 and check the field status of the transaction type.

- Method 2

Maintain a validation (transaction code `OB28`) that sends an error message when the consolidation transaction type is missing in the provision balance sheet account line. Maintain the validation in Customizing for *Financial Accounting (New)* under *Financial Accounting Global Settings (New)* → *Tools* → *Validation/Substitution* → *Validation in Accounting Documents*.



Note:

In this course, you can check these alternatives in company code 0005 and chart of accounts INT.

## Field Status Group



Figure 123: Maintain Field Status Group

For account assignment combinations, with enhancement package 4, use transaction code FAGL\_VALIDATE or in Customizing for *Financial Accounting (New)*, choose *Financial Accounting Global Settings (New) → Document → Define Validation Rule for Account Assignment Combinations*.

### Setting Up the Ledger Approach

The following are additional steps in the process of setting up the ledger approach for provisions:

1. Check the (standard) consolidation transaction types.

Use the transaction code OC08 or in Customizing for *Financial Accounting (New)*, choose *Financial Accounting Global Settings (New) → Ledgers → Fields → Standard Fields → Maintain Transaction Types for Consolidation*. The following are the standard consolidation transaction types:

- Transaction type 500 (Open Balance Provisions)
- Transaction type 520 (Allocation)
- Transaction type 540 (Drawing/Availment)
- Transaction type 560 (Elimination/Reduction)

2. Check if the consolidation transaction type is stored and saved in the summary table of new General Ledger Accounting.

In Customizing for *Financial Accounting (New)*, choose *Financial Accounting Global Settings (New) → Ledgers → Ledger → Assign Scenarios and Customer Fields to Ledgers*.

- Check whether the leading ledger OL has *Preparations for Consolidation* (scenario FIN\_CONS) assigned to it.

3. Define ledger groups (manually).

In Customizing for *Financial Accounting (New)*, choose *Financial Accounting Global Settings (New) → Ledgers → Ledger → Define Ledger Group*.





## Post Provisions Using the Ledger Approach

### Business Example

You need to post provisions with different amounts using different valuation principles.

### Task 1

Enter G/L account documents to view provisions and analyze them in the financial statement.

1. Use transaction *Enter G/L Account Document for Ledger Group* (FB50L) to post the following two provision documents (one after the other) in company code 0005:
  - International (or group) provision for the amount of € 1.000, only in ledger 0L
  - Local provision for the amount of € 2.000, only in ledger L6



#### Note:

To ensure that you create the correct documents, here are the two accounting records:

- First document in leading ledger **0L**: Account **476300** to account **89000**
- Second document in non-leading ledger **L6**: Account **476300** to account **89000**

When entering the posting data, use the following details for both documents:

Field Name or Data Type	Value
<i>Document Date</i>	Current date
<i>Posting Date</i>	Current date
<i>Currency</i>	<b>EUR</b>
<i>Doc.Header Text</i>	<b>Provisions Group ##</b>
<i>Cost center</i>	<b>T-134000</b>



#### Hint:

You have to enter the consolidation transaction type when posting to account 89000. Use consolidation transaction type 520.

If you want to know why the consolidation transaction type is mandatory, check the field status group (ZPRO) of that account.

Simulate and post each document and note the document number.

First document number: \_\_\_\_\_

Second document number: \_\_\_\_\_

2. Display both the documents and switch to the general ledger view. Are the correct ledgers posted?
3. In both documents, you maintained a cost center. View the corresponding accounting documents. What do you discover about the FI->CO integration?
4. Check whether the different ledgers (ledger 0L and ledger L6) display different values as open items for account 89000 in company code 0005.
5. In account 89000 (company code 0005), why is it possible to have open items with different values in different ledgers?
6. View your own created account 1089000 and/or 9089000 in company code AA30. Is the parameter visible? If it is not visible, why?

## Task 2

Report and analyze the documents in the system.

1. Call the drilldown report *Financial Statement: Actual/Actual Comparison* for an international financial statement or for ledger *0L*.



Hint:

You can still use the traditional balance sheet program RFBILA00 to analyze the values. However, because the drilldown report technique is the recommended way to analyze FI values in new General Ledger Accounting, use that tool for balance sheet analysis.

Enter the following data on the selection screen of the drilldown report:

Field Name or Data Type	Value
<i>Currency Type</i>	<b>10</b>
<i>Company Code</i>	<b>0005</b>
<i>FIS Annual Rep.Struc</i>	<b>INT</b>
<i>Ledger</i>	<b>0L</b>
<i>Reporting Year</i>	Current fiscal year
<i>Reporting Period frm</i>	<b>01</b>
<i>Reporting Period to</i>	<b>12</b>
<i>Comparison Year</i>	Previous fiscal year
<i>Comparison Per. from</i>	<b>01</b>
<i>Comparison Period to</i>	<b>12</b>



Field Name or Data Type	Value
Output type	Classic drilldown report (or Graphical report output)

To avoid maintaining the data the next time you call this drilldown report, use the following data to save your entries as a variant before you execute the drilldown report:

Field Name or Data Type	Value
Variant Name	VAR##_0L
Description	Variant group ## Ledger 0L

Execute the drilldown report.

On the results screen, expand the hierarchy to the provision balance sheet account (account 89000), then to the expense account (account 476300). Expand the hierarchy under *LIABILITIES* and *Profit and loss statement*.

Because all the participants post to the same account, you will only see cumulative values. If you want to see your own ledger-specific document, go to the line items.

After you analyze the accounts, exit the drilldown report without saving your data.

- To report the local values, start the drilldown report with ledger L6.

Enter the following data on the selection screen of the drilldown report:

Field Name or Data Type	Value
Currency Type	10
Company Code	0005
FIS Annual Rep.Struc	INT
Ledger	L6
Reporting Year	Current fiscal year
Reporting Period frm	01
Reporting Period to	12
Comparison Year	Previous fiscal year
Comparison Per. from	01
Comparison Period to	12
Output type	Classic drilldown report (or Graphical report output)

To avoid maintaining the data the next time you call this drilldown report, use the following data to save your entries as a variant before you execute the drilldown report:

Field Name or Data Type	Value
Variant Name	VAR##_L6
Description	Variant group ## Ledger L6

Execute the drilldown report.

On the results screen, expand the hierarchy to the local accounts under *LIABILITIES* and under *Profit and loss statement*.

Because all the participants post to the same account, you will only see cumulative values. If you want to see your own ledger-specific document, go to the line items.



## Post Provisions Using the Ledger Approach

### Business Example

You need to post provisions with different amounts using different valuation principles.

### Task 1

Enter G/L account documents to view provisions and analyze them in the financial statement.

1. Use transaction *Enter G/L Account Document for Ledger Group* (FB50L) to post the following two provision documents (one after the other) in company code 0005:
  - International (or group) provision for the amount of € 1.000, only in ledger 0L
  - Local provision for the amount of € 2.000, only in ledger L6



Note:

To ensure that you create the correct documents, here are the two accounting records:

- First document in leading ledger **0L**: Account **476300** to account **89000**
- Second document in non-leading ledger **L6**: Account **476300** to account **89000**

When entering the posting data, use the following details for both documents:

Field Name or Data Type	Value
<i>Document Date</i>	Current date
<i>Posting Date</i>	Current date
<i>Currency</i>	<b>EUR</b>
<i>Doc.Header Text</i>	<b>Provisions Group ##</b>
<i>Cost center</i>	<b>T-134000</b>



Hint:

You have to enter the consolidation transaction type when posting to account 89000. Use consolidation transaction type 520.

If you want to know why the consolidation transaction type is mandatory, check the field status group (ZPRO) of that account.

Simulate and post each document and note the document number.

First document number: \_\_\_\_\_

Second document number: \_\_\_\_\_

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Document Entry* → *Enter G/L Account Document for Ledger Group* (FB50L).
  - b) On the *Enter G/L Acct Document for Ledger Group* screen, enter the data as provided in the exercise.  
Do not forget to enter the correct ledger in the *Ledger Grp* field.
  - c) Simulate and post the document.
  - d) Stay on the *Enter G/L Acct Document for Ledger Group* screen.
2. Display both the documents and switch to the general ledger view. Are the correct ledgers posted?
- a) On the *Enter G/L Acct Document for Ledger Group* screen, choose *Document* → *Display*.
  - b) On the *Display Document: Data Entry View* screen, choose the *General Ledger View* pushbutton to switch to the general ledger view.
  - c) On the *Display Document: General Ledger View* screen, check the *Ledger Group* field in the top of the display. Here, you cannot switch to another ledger.
  - d) To change to the other document, choose *Document* → *Other Document...*
  - e) In the *Other Document* dialog box, enter the other document number and choose the *Continue* pushbutton to display it.
  - f) On the *Display Document: Data Entry View* screen, switch to the general ledger view.
  - g) On the *Display Document: General Ledger View* screen, check the *Ledger Group* field at the top of the display.  
The correct ledgers have been posted in each document.
3. In both documents, you maintained a cost center. View the corresponding accounting documents. What do you discover about the FI->CO integration?
- a) On the *Display Document: General Ledger View* screen, choose *Environment* → *Document Environment* → *Accounting Documents*.
  - b) Notice that only the document in the leading ledger OL generated a CO document. The document created in non-leading L6 does not provide any results.
  - c) Return to the *SAP Easy Access* screen.
4. Check whether the different ledgers (ledger OL and ledger L6) display different values as open items for account 89000 in company code 0005.
- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Account* → *Display/Change Items (New)* (FAGLL03).
  - b) On the *G/L Account Line Item Display G/L View* screen, leading ledger OL is the displayed default value.

- c) Enter **89000** in the *G/L account* field and choose the *Execute* pushbutton to start the line item display.
  - d) Return to the previous screen.
  - e) Choose the *Choose Ledger* pushbutton.
  - f) In the *Set Ledger* dialog box, select ledger *L6* and choose the *Continue* pushbutton.
  - g) Start the line display again and check that different values are displayed as open items.
5. In account 89000 (company code 0005), why is it possible to have open items with different values in different ledgers?
- a) It is possible to have open items with different values in different ledgers because for the account 89000 in company code 0005, the *Clearing Specific to Ledger Groups* parameter is active.
  - b) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Master Records* → *G/L Accounts* → *Individual Processing* → *Centrally* (FS00).
  - c) On the *Edit G/L Account Centrally* screen, choose the *Control Data* tab. Notice that the *Clearing Specific to Ledger Groups* parameter is active.
6. View your own created account 1089000 and/or 9089000 in company code AA30. Is the parameter visible? If it is not visible, why?
- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Master Records* → *G/L Accounts* → *Individual Processing* → *Centrally* (FS00).
  - b) On the *Edit G/L Account Centrally* screen, enter **1089000** or **9089000** in the *G/L Account* field and **AA30** in the *Company Code* field.
  - c) Choose *Enter*.
  - d) Choose the *Control Data* tab.
  - e) Notice that the *Clearing Specific to Ledger Groups* parameter is not visible. Company code AA30 is only assigned to the leading ledger. The parameter is only needed in the ledger approach. If a ledger approach is depicted, the viewed company code must be assigned to at least one other non-leading ledger. Because that is not the case for company code AA30, the parameter is not displayed.

## Task 2

Report and analyze the documents in the system.

1. Call the drilldown report *Financial Statement: Actual/Actual Comparison* for an international financial statement or for ledger *OL*.

**Hint:**

You can still use the traditional balance sheet program RFBILA00 to analyze the values. However, because the drilldown report technique is the recommended way to analyze FI values in new General Ledger Accounting, use that tool for balance sheet analysis.

Enter the following data on the selection screen of the drilldown report:

Field Name or Data Type	Value
<i>Currency Type</i>	<b>10</b>
<i>Company Code</i>	<b>0005</b>
<i>FIS Annual Rep.Struc</i>	<b>INT</b>
<i>Ledger</i>	<b>0L</b>
<i>Reporting Year</i>	Current fiscal year
<i>Reporting Period frm</i>	<b>01</b>
<i>Reporting Period to</i>	<b>12</b>
<i>Comparison Year</i>	Previous fiscal year
<i>Comparison Per. from</i>	<b>01</b>
<i>Comparison Period to</i>	<b>12</b>
<i>Output type</i>	<i>Classic drilldown report (or Graphical report output)</i>

To avoid maintaining the data the next time you call this drilldown report, use the following data to save your entries as a variant before you execute the drilldown report:

Field Name or Data Type	Value
<i>Variant Name</i>	<b>VAR##_0L</b>
<i>Description</i>	<b>Variant group ## Ledger 0L</b>

Execute the drilldown report.

On the results screen, expand the hierarchy to the provision balance sheet account (account 89000), then to the expense account (account 476300). Expand the hierarchy under *LIABILITIES* and *Profit and loss statement*.

Because all the participants post to the same account, you will only see cumulative values. If you want to see your own ledger-specific document, go to the line items.

After you analyze the accounts, exit the drilldown report without saving your data.

- a) On the SAP Easy Access screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Information System* → *General Ledger Reports (New)* → *Financial Statement / Cash Flow* → *General* → *Actual/Actual Comparisons* → *Financial Statement: Actual/Actual Comparison (S\_PL0\_86000028)*.

- b) On the selection screen of the drilldown report, enter the data as provided in the exercise.
  - c) To save the entries as a variant before you execute the drilldown report, choose *Goto* → *Variants* → *Save as Variant...*
  - d) On the *Variant Attributes* screen, enter the name and description as given in the exercise and save the variant.
  - e) Execute the report.
  - f) Navigate to the accounts as described in the exercise.
  - g) Place the cursor on the amount of the provision line and choose *Goto* → *Line items* to call the line items.
2. To report the local values, start the drilldown report with ledger L6.

Enter the following data on the selection screen of the drilldown report:

Field Name or Data Type	Value
<i>Currency Type</i>	<b>10</b>
<i>Company Code</i>	<b>0005</b>
<i>FIS Annual Rep.Struc</i>	<b>INT</b>
<i>Ledger</i>	<b>L6</b>
<i>Reporting Year</i>	Current fiscal year
<i>Reporting Period frm</i>	<b>01</b>
<i>Reporting Period to</i>	<b>12</b>
<i>Comparison Year</i>	Previous fiscal year
<i>Comparison Per. from</i>	<b>01</b>
<i>Comparison Period to</i>	<b>12</b>
<i>Output type</i>	<i>Classic drilldown report (or Graphical report output)</i>

To avoid maintaining the data the next time you call this drilldown report, use the following data to save your entries as a variant before you execute the drilldown report:

Field Name or Data Type	Value
<i>Variant Name</i>	<b>VAR##_L6</b>
<i>Description</i>	<b>Variant group ## Ledger L6</b>

Execute the drilldown report.

On the results screen, expand the hierarchy to the local accounts under *LIABILITIES* and under *Profit and loss statement*.

Because all the participants post to the same account, you will only see cumulative values. If you want to see your own ledger-specific document, go to the line items.

- a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → General Ledger → Information System → General Ledger Reports (New) → Financial Statement / Cash Flow → General → Actual/Actual Comparisons → Financial Statement: Actual/Actual Comparison (S\_PL0\_86000028)*.
- b) On the selection screen of the drilldown report, enter the data as provided in the exercise.
- c) To save the entries as a variant before you execute the drilldown report, choose *Goto → Variants → Save as Variant...*
- d) On the *Variant Attributes* screen, enter the name and description as given in the exercise and save the variant.
- e) Execute the report.
- f) Navigate to the accounts as described in the exercise.
- g) Place the cursor on the amount of the provision line and choose *Goto → Line items* to call the line items.





### **LESSON SUMMARY**

You should now be able to:

- Process manual postings in the ledger approach using the example of provisions





## Learning Assessment

1. When using Financial Accounting (FI) with one accounting principle, all FI documents are posted in one general ledger.

*Determine whether this statement is true or false.*

True

False

2. To set up the ledger approach, you need to define a non-leading ledger and assign the non-leading ledger to company codes.

*Determine whether this statement is true or false.*

True

False

3. When you create a ledger, you also need to create a ledger group in the SAP system manually.

*Determine whether this statement is true or false.*

True

False



## Learning Assessment - Answers

1. When using Financial Accounting (FI) with one accounting principle, all FI documents are posted in one general ledger.

*Determine whether this statement is true or false.*

True

False

2. To set up the ledger approach, you need to define a non-leading ledger and assign the non-leading ledger to company codes.

*Determine whether this statement is true or false.*

True

False

3. When you create a ledger, you also need to create a ledger group in the SAP system manually.

*Determine whether this statement is true or false.*

True

False

## Lesson 1

Explaining the Periodic Closing Process

362



### UNIT OBJECTIVES

- Explain the order in which closing activities are carried out

# Unit 7

## Lesson 1



## Explaining the Periodic Closing Process

### LESSON OVERVIEW

This lesson introduces you to the pre-closing activities for the periodic closing process.

### Business Example

As a member of the project team responsible for defining the financial closing process, you need to define the types and timing of the closing activities that need to be performed in the SAP system.



### LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Explain the order in which closing activities are carried out

### Periodic Closing Process

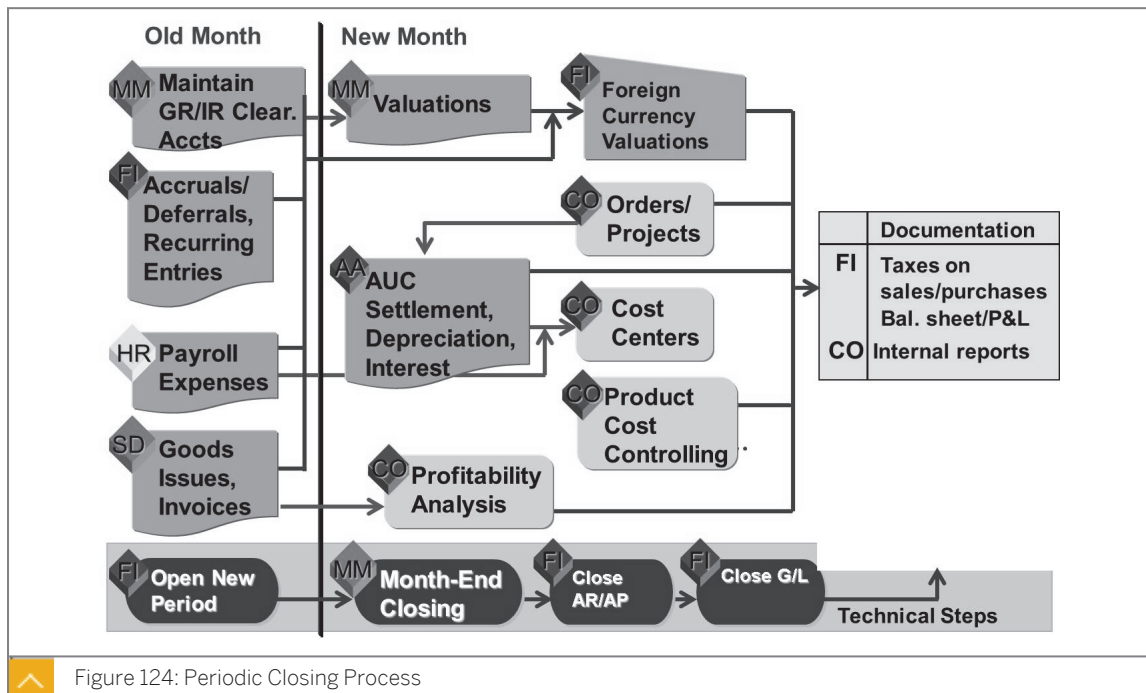


Figure 124: Periodic Closing Process

The pre-closing activities that occur on the last day of previous month are as follows:

- Technical – Open a new accounting period in Financial Accounting (FI), close the previous month in Materials Management (MM), close subledgers in FI, and perform a preliminary close of general ledger (G/L) in FI.
- FI – As part of pre-closing activities, enter accruals and deferrals, process recurring entries, and process bad debt expenses in Accounts Receivable (AR).

- MM – Maintain the goods receipt and invoice receipt (GR/IR) clearing account and post material revaluations.
- Human Resource (HR) – Post payroll expenses.
- Sales and Distribution (SD) – Post goods issues for deliveries to customers.

**The managerial closing activities are as follows:**

- Perform Controlling (CO) allocations and reposting.
- Lock the old accounting period.
- Reopen the G/L for adjustment postings.

**The closing activities for external reporting purposes are as follows:**

- FI – Perform valuations of open items in foreign currency.
- Technical – Close the previous period.
- FI/CO – Create document reports like tax reports, asset history sheet for external reporting, and managerial reports for internal purposes.

**Year-End Closing Process**

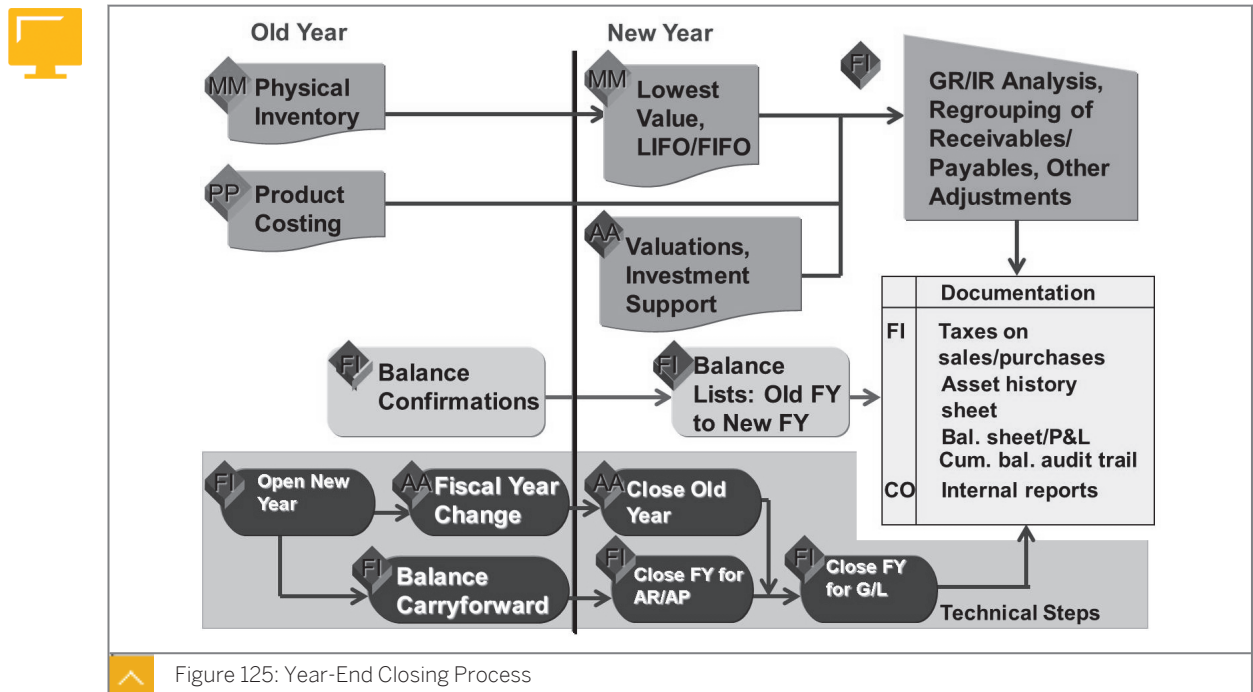


Figure 125: Year-End Closing Process

For the final period of the fiscal year, in addition to the regular month-end closing activities, year-end closing activities are performed.

**The pre-closing activities that begin in the old month are as follows:**

- Technical – Open the first accounting period of the new fiscal year in FI and perform fiscal year change in Asset Accounting (AA) and balance carryforward in FI.
- MM – Perform a physical inventory count (may be performed on up to a monthly basis).
- Production Planning (PP)/CO – Update product cost estimates (may be performed more frequently).

- MM – Perform lowest value determination and LIFO/FIFO valuation.
- AA – Perform asset valuations and investment support.
- FI – Conduct balance confirmations for customers or vendors.

**The closing activities for external reporting purposes are as follows:**

- FI – GR/IR clearing account analysis, receivables and payables reclassification, reconciliation of prior year to new year, and other adjustment postings
- Technical – Final closing of the old period (accounts receivable and accounts payable (AR/AP) and G/L)
- FI/CO – Creating external and internal reports



**LESSON SUMMARY**

You should now be able to:

- Explain the order in which closing activities are carried out





## Learning Assessment

1. Which of the following are the month-end closing activities for external purposes?

*Choose the correct answers.*

- A Perform foreign currency valuations
- B Create external and internal reports
- C Post goods issues for deliveries to customers
- D Close the old period

2. The managerial closing activities include locking the old accounting period.

*Determine whether this statement is true or false.*

- True
- False



## Learning Assessment - Answers

1. Which of the following are the month-end closing activities for external purposes?

*Choose the correct answers.*

- A Perform foreign currency valuations
- B Create external and internal reports
- C Post goods issues for deliveries to customers
- D Close the old period

2. The managerial closing activities include locking the old accounting period.

*Determine whether this statement is true or false.*

- True
- False

# UNIT 8

# The Financial Statements

## Lesson 1

Managing Financial Statements	368
Exercise 21: Create Financial Statements	381

## Lesson 2

Executing Drilldown Reports	386
Exercise 22: Execute Drilldown Reports	393



### UNIT OBJECTIVES

- Execute the financial statement report (RFBILA00)
- Maintain financial statement versions
- Execute drilldown reports



## Managing Financial Statements

### LESSON OVERVIEW

This lesson introduces the financial statement version as a convenient means of representing both the balance sheet and the profit and loss statement.

### Business Example

The project manager has asked your group to locate and document the area where financial statement configuration takes place. You need to display and change existing versions and then create a new version. For this reason, you require the following knowledge:

- An understanding of the system where you execute the financial statement program
- An understanding of the financial statement report
- An understanding of financial statement versions



### LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Execute the financial statement report (RFBILA00)
- Maintain financial statement versions

### Financial Statement Report (RFBILA00)

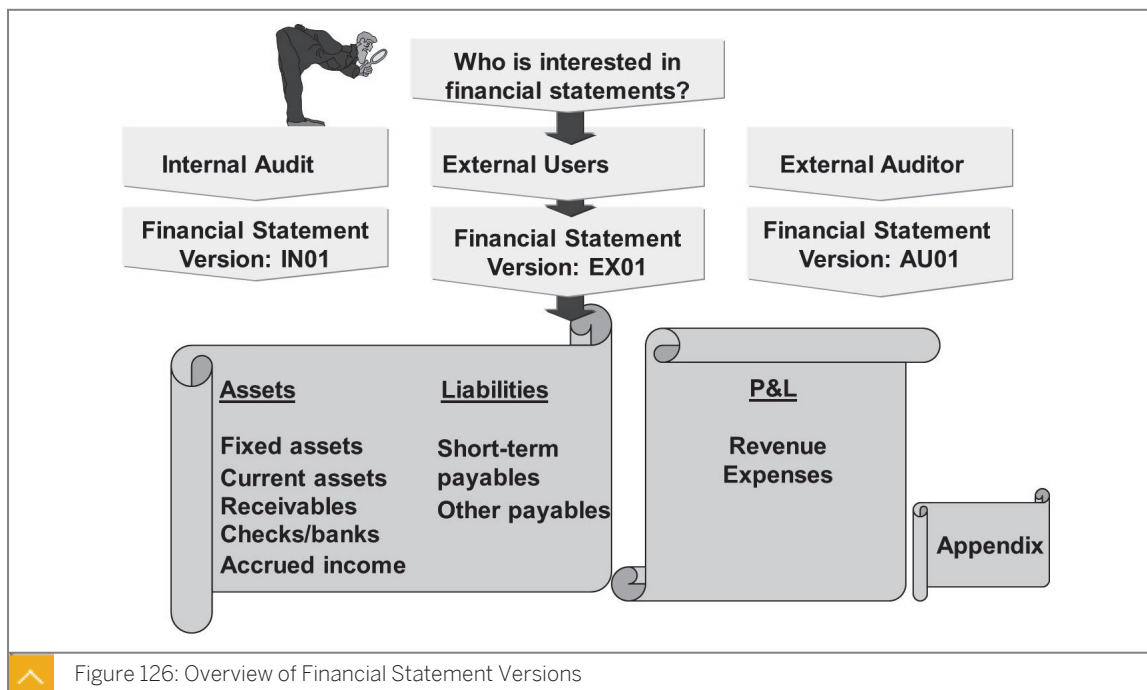


Figure 126: Overview of Financial Statement Versions

The SAP ERP application provides a standard report (RFBILA00) for creating financial statements. You can produce various outputs from this report program by specifying various financial statement versions.

**The following are characteristics of financial statement versions:**

- You can use financial statement versions in the structured balance list and for planning, drilldown reporting, and transferring data to consolidation.
- You can define as many financial statement versions as you need to make reports for various purposes, such as for tax authorities, for internal users, and for external users.
- You can use the selection parameters for RFBILA00 to make additional specifications, such as whether to create the report at the business area level, segment level, profit center level, company code level, and so on.

**The financial statement version enables you to configure the following aspects of the report format:**

- The items to be included and the sequence and hierarchy of these items
- The text describing the items
- The charts of accounts and the individual accounts relevant to the report
- The totals to be displayed

**Financial Statement (RFBILA00)**



Figure 127: Financial Statement (RFBILA00)



**Note:**

Customers using classic General Ledger Accounting can only use RFBILA00 to create a financial statement at the business area and company area levels.

As an alternative to financial statements, you can use RFBILA00 to create a structured list of account balances.

**However, RFBILA00 has the following restrictions:**

- Profit or loss is neither calculated nor displayed.
- Accounts that are not assigned to a financial statement item are not displayed.
- The nonassigned accounts item does not appear in the report.

As of SAP enhancement package 5 for SAP ERP, business function General Ledger Accounting (new) 3, you can read totals records from the archive. When you select the *Data Sources* checkbox in the RFBILA00 report, you can specify whether the data is read from the archive, from the database, or from both.

The standard system is delivered with sample financial statement versions. You can copy these versions and modify them to create your own versions.



### How to Execute a Financial Statement Report (RFBILA00)

1. Create various financial statements (report RFBILA00) for company code AC## for the current period and fiscal year. Use the existing financial statement version INT and the classical list output.
  - a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Information System* → *General Ledger Reports (New)* → *Financial Statement/Cash Flow* → *General* → *Actual/Actual Comparisons* → *Financial Statement ( S\_ALR\_87012284 )*.
  - b) On the *Financial Statements* screen, enter the following data:

Field Name or Data Type	Value
<i>Company code</i>	<b>AC##</b>
<i>Financial statement version</i>	<b>INT</b>
<i>Reporting year</i>	Current year
<i>Reporting periods</i>	From current period to current period
<i>List output</i>	<i>Classical list</i>

- c) Execute the report.



### How to Execute a Financial Statement Report with Special Evaluations

1. Create financial statements to demonstrate the various functions of list outputs and segment reporting.
  - a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Information System* → *General Ledger Reports (New)*

→ *Financial Statement/Cash Flow* → *General* → *Actual/Actual Comparisons*  
 → *Financial Statement ( S\_ALR\_87012284 )*.

b) On the *Financial Statements* screen, enter the following data:

Field Name or Data Type	Value
<i>Company code</i>	<b>AC##</b>
<i>Ledger</i>	<b>0L</b>
<i>Financial Year version</i>	<b>INT</b>

- c) Select *Classical list*.
- d) Execute the report.
- e) Choose *Back*.
- f) Execute the report once using the *ALV grid control* and once more with *ALV Tree Control* list outputs.
- g) Return to the *Financial Statements* screen with the selection criteria.
- h) Select *Classical list output*.
- i) Choose *Dynamic selections*.
- j) In the *Segment* field, enter **SERV**.
- k) Execute the report.
- l) Choose *Dynamic selections* again.
- m) Similarly, execute the report for the **MANF** segment.
- n) Return to the previous screen and choose *Dynamic selections*.
- o) For the *Segment* field, choose the *Multiple selection*.
- p) In the *Multiple Selection for Segment* dialog box, check the following options:
  - *Select Single Values*
  - *Select Ranges*
  - *Exclude Single Values*
  - *Exclude Ranges*
- q) Exit the dialog box.
2. Create a financial statement with special evaluations.
- a) Click the *Special evaluations* tab.
- b) Under *Balance sheet type*, select *Accounts with zero balance*.
- c) Execute the report.
- d) Return to the previous screen.
- e) Click the *Special evaluations* tab again.

f) Deselect *Accounts with zero balance*.

g) Enter the following data:

Field Name or Data Type	Value
<i>Display Currency</i>	USD
<i>Key date for translation</i>	Last date of the current month

h) Execute the report.

i) Return to the previous screen and click the *Special evaluations* tab again.

j) Enter **M** in the *Exch.rate type for translation* field.

k) Enter **2** (flow of funds analysis) in the *Balance sheet type* field.

l) Click the *Output control* tab.

m) Enter **3/0** (thousand) in the *Scaling* field.

n) Execute the report.

o) Return to the main menu.

## Financial Statement Versions



**List of Financial Statement Versions**

Maint. Language	DE
Item Keys Auto.	
Chart of Accounts	INT
Group Account Number	
Functional Area Permitted	

**Financial Statement Items**

Financial Statement Version	XXXX	Balance sheet acc. to national legislation
<b>Hierarchy Level 1</b>		
1	ASSETS	
2	LIABILITIES	
3	Profit and Loss	
4	Accounts Not Assigned	

**Create Item**      **Assign Accounts**

Figure 128: Financial Statement Versions

**You can define a financial statement version in two steps:**

1. Enter it in the directory of financial statement versions.
2. Define hierarchy levels and assign accounts.

**Each version must have the following special items:**

- Assets



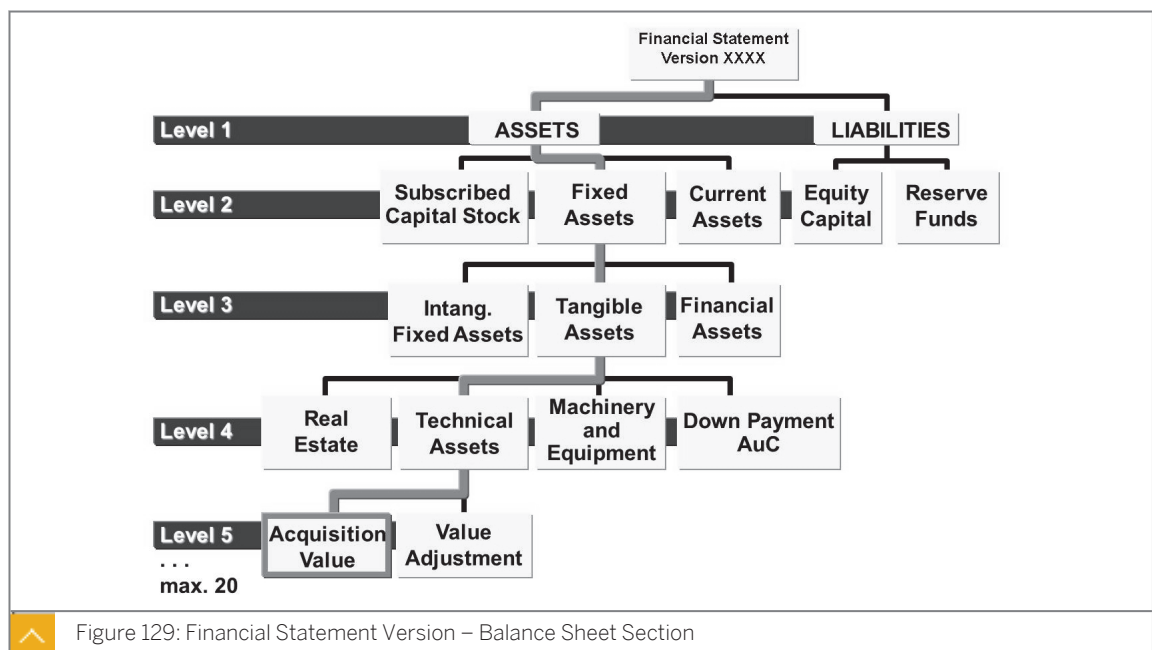
- Liabilities
- Profit
- Loss
- Profit and loss results
- Accounts not assigned
- Notes to financial statement

The net profit or net loss, as well as the profit and loss results, are calculated using the same report that you use to create the financial statement. In addition, the report lists the accounts that were not assigned to an item in the financial statement version under the *Nonassigned Accounts* item.

The net profit or net loss is only determined from accounts that are assigned to the assets and liabilities items. Accounts belonging to the notes to financial statement item or the accounts not assigned item are not included when determining the net profit or net loss. They are also not included in the profit and loss result. This result is derived from the balance of all other accounts.

A fixed item, similar to the assets and liabilities items, is created for the notes to financial statement item when you define the financial statement version. By reassigning the corresponding accounts to this item, you can ensure that these accounts are no longer included in the profit and loss result when you execute the financial statement report.

### Hierarchy Levels



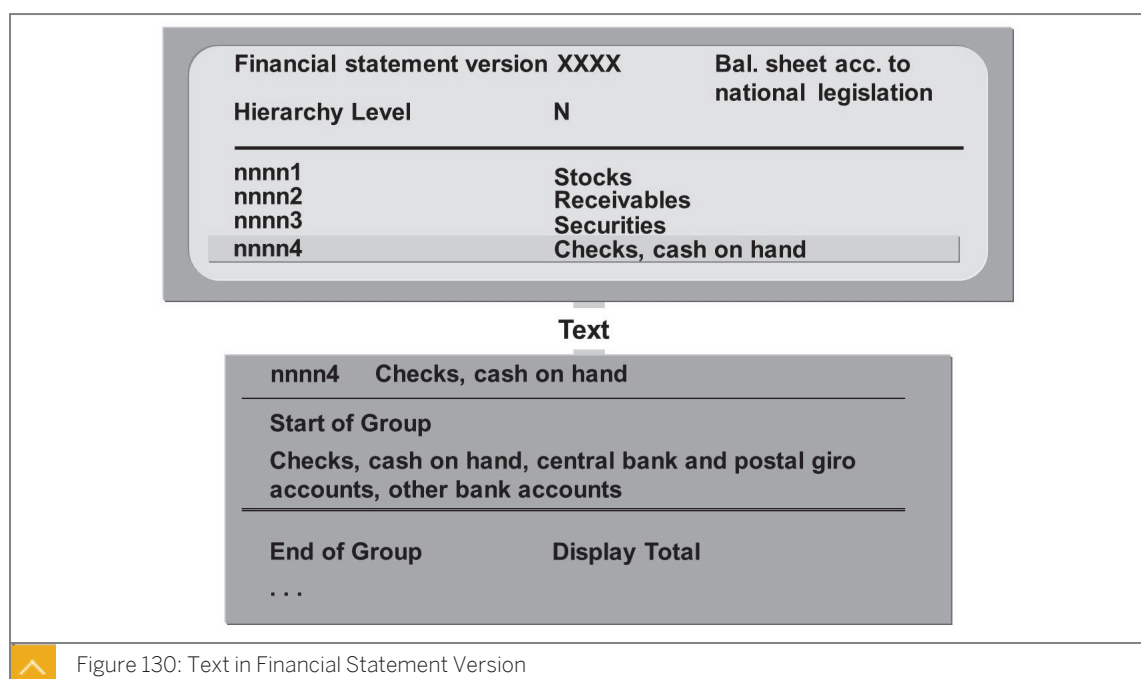
Financial statement versions consist of a maximum of 20 hierarchy levels.

#### You perform the following activities when working with hierarchy levels:

1. Assign items to each level. The system calculates a total or subtotal for each item, which is then displayed when the program is run.
2. Assign texts to each item.

3. Assign the accounts whose account name and balance are to be listed at the lowest level of the hierarchy.

### Text in Financial Statement Version



You can write up to four lines of text at the beginning and/or at the end of an item.

#### The text for the financial statement versions are translated using the following steps:

1. On the SAP Easy Access screen, choose *Tools* → *ABAP Workbench* → *Utilities* → *Translation* → *Short and long texts* ( SE63 ).
2. Choose *Translation* → *ABAP Objects* → *Other Long texts*.
3. Double-click the object type *FI - Balance Sheet/P&L Statement* to select it.

A graduated total is calculated, in addition to the control level method. You can view the graduated total from any point in the financial statement structure. You can output graduated totals in the profit and loss part of the structure in the standard system.

Program RFBILA00 enables you to print the financial statement on a SAPscript form.

#### You generate the form using the following steps:

1. Select a version in the directory of financial statement versions.
2. Choose *Go to* → *Create form* → *One-Column Form* or *Two-Column Form*.
3. Change the form according to your requirements.
4. Activate the form.
5. Enter the form on the selection screen (*Output Control* tab page) for RFBILA00.

### Account Group Assignment According to Balance

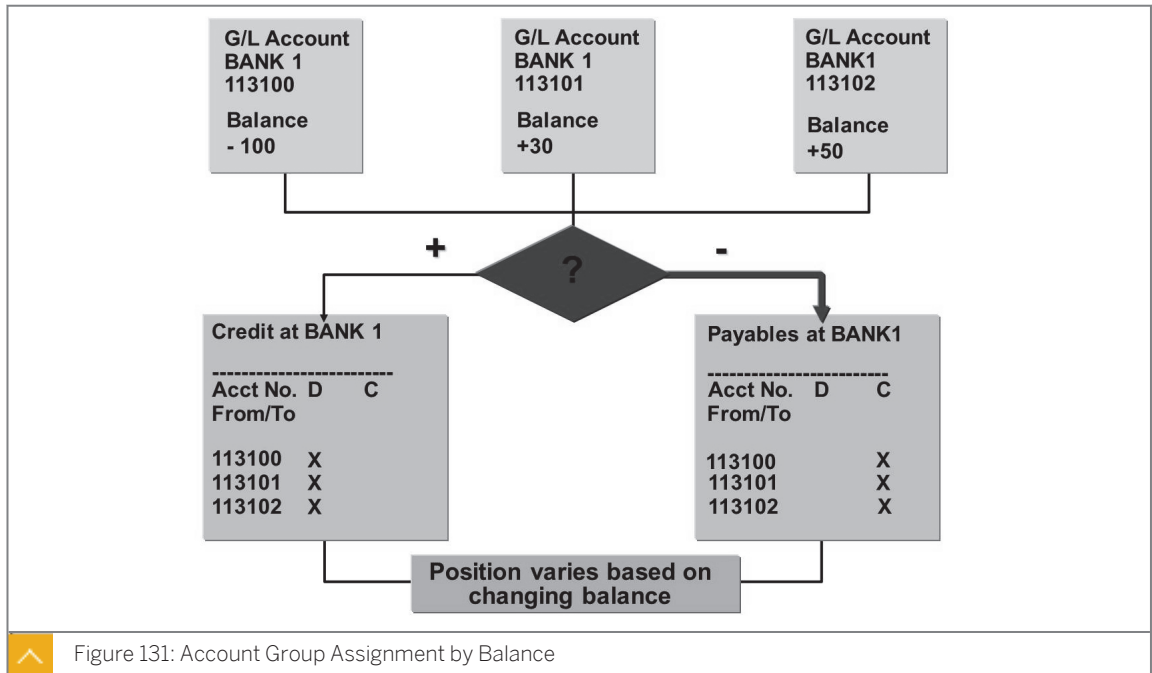


Figure 131: Account Group Assignment by Balance

You can use "Account Group Assignment by Balance" to determine whether the balance of a specific account group must appear on the debit side or credit side of a specific financial statement item.

**The following examples of bank accounts only apply for accounts with a fluctuating balance:**

- First example:

Debit	Credit
X	

X: If the joint account of all accounts listed under this item is a debit balance, it will appear here.

- Second example:

Debit	Credit
	X

X: If the joint account of all accounts listed under this item is a credit balance, it will appear here.

**The following example of bank account applies to most accounts:**

Debit	Credit
X	X

The balance will always appear here regardless of whether the balance of the accounts is a debit or a credit.

## Profit and Loss

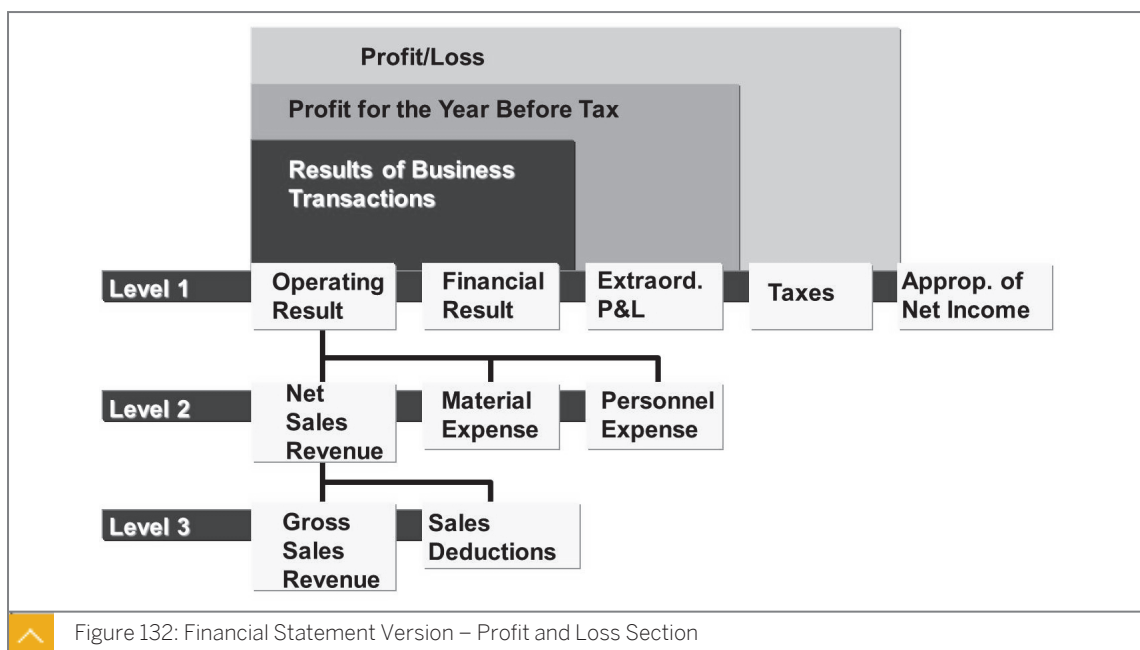


Figure 132: Financial Statement Version – Profit and Loss Section

You can maintain the profit and loss statement hierarchy in the same way as you maintain assets and liabilities in the balance sheet.

For example, in the profit and loss statement area, you can use the graduated total function to display the results of business transactions (total of operating result and financial result) as a total.



## How to Maintain Financial Statement Versions

1. Copy a financial statement version INT to create your own version and add `Commercial balance sheet customer xyz` as a description. Use the language of the country where the course is taking place as the maintenance language.
  - a) In Customizing, choose *Financial Accounting (New) → General Ledger Accounting (New) → Periodic Processing → Document → Define Financial Statement Versions*.
  - b) Select the row for financial statement version INT.
  - c) Double-click to view the details of the financial statement version.
  - d) On the *Change View "Financial Statement Versions": Details* screen, enter **EN** in the *Maint. Language* field.
  - e) Choose *Save*.
  - f) Choose *Copy as*.
  - g) In the *Fin. Stmt. Version* field, enter **ZI**.

- h) In the *Name* field, enter **Commercial balance sheet customer xyz**.
  - i) Choose *Enter*.
  - j) Save the document.
  - k) Do not exit this screen.
2. Assign the account from one item to another.
- a) Choose *Fin. Statement Items*.
  - b) Drilldown in the *ASSETS* folder till you reach *Acquisition value*.
  - c) Double-click *Acquisition value*.
  - d) In the *Item: Change Texts* dialog box, explain the fields and make the required changes, if any.
  - e) Choose *Continue*.
  - f) Double-click the account you want to assign to another item.
  - g) In the *Change Accounts* dialog box, check entries.
  - h) Choose *Continue*.
  - i) Collapse the folder structure under *ASSETS*.
  - j) Choose *Check*.
  - k) In the *Carry Out Checks* dialog box, deselect *Nonassigned Accounts*.
  - l) Select *Incorrectly Assigned Accounts*.
  - m) Choose *Enter*.
  - n) In the *Check financial statement version* dialog box, choose *Enter*.
  - o) Choose *Check*.
  - p) In the *Carry Out Checks* dialog box, select *Nonassigned Accounts*.
  - q) Deselect *Incorrectly Assigned Accounts*.
  - r) Click the *From Company Code* field.
  - s) In the *Check financial statement version* dialog box, check the accounts 113250, 113260, 113270, and 113290.
3. Create an item *Bank Sample* within your financial statement version ZI.
- a) On the *Change Financial Statement Version* screen, drilldown in the *ASSETS* folder till you reach *Checks, cash on hand, deposit*.
  - b) Place your cursor on the *Checks, cash on hand, deposit* item and then choose *Create Items*.
  - c) In the *Create Items* dialog box, enter item number **1041000/29** and **Bank Sample** as the description.
  - d) Choose *Continue*.

- e) Double-click the *Bank Sample* item.
  - f) In the *Item: Change Texts* dialog box, enter **Bank Sample**.
  - g) Choose *Continue*.
  - h) Do not exit this screen.
4. Reassign your financial statement items.
- a) Place your cursor on the *Bank Sample 1041000/29* item.
  - b) Choose *Select +/-* and the item is highlighted.
  - c) Place the cursor on target item *1044000/28*.
  - d) Choose *Reassign*.
  - e) In the *Reassign Node* dialog box, confirm the *Same Level* setting.
  - f) Choose *Continue*. The *Bank Sample* item moves to the same level as the target item.
  - g) Choose *Save*.
5. Check nonassigned accounts 113250, 113260, 113270, and 113290, and assign those accounts as debit balance accounts to your financial statements.
- a) Place your cursor on the *Bank Sample 1041000/29* item.
  - b) Choose *Assign Accounts*.
  - c) In the *Change Accounts* dialog box, enter **113250**, **113260**, **113270**, and **113290** in the *From Acct* column.
  - d) Set the debit balance indicator for all entries and choose *Continue*.
  - e) Save your document. The accounts have been moved to the *Bank Sample* item.
  - f) Choose *Check*.
  - g) In the *Carry Out Checks* dialog box, deselect *Nonassigned Accounts*.
  - h) Select *Accounts Assigned to 1 Side Only*.
  - i) Choose *Continue* twice.
6. Reassign accounts as credit balance accounts.
- a) Drilldown in the LIABILITIES folder and place your cursor on the *Due within one year* item.
  - b) Choose *Create Items*.
  - c) In the *Create Items* dialog box, enter **2042010/29** and **Bank Sample**.
  - d) Choose *Continue*.
  - e) Double-click the *Bank Sample 2042010/29* item.
  - f) Enter **Bank sample** and choose *Continue*.
  - g) Choose *Select +/-*.
  - h) Place the cursor on target item *2042010/28*.

- 
- i) Choose *Reassign*.
  - j) In the *Reassign Node* dialog box, confirm the *Same Level* setting.
  - k) Place your cursor on the *Bank Sample 2042010/29* item.
  - l) Choose *Assign Accounts*.
  - m) In the *Change Accounts* dialog box, enter **113250**, **113260**, **113270**, and **113290** in the *From Acct* column.
  - n) Set the credit balance indicator for all entries and choose *Continue*.
7. Link the debit and credit accounts within your financial statement version as contra items.
- a) Under ASSETS, place your cursor on *Bank Sample 1044000/28*.
  - b) Choose *Select +/-*.
  - c) Under LIABILITIES, place your cursor on *Bank Sample 2042010/29*.
  - d) Choose *Edit* → *Debit/Credit Shift* → *Define*.
  - e) In the *Define Debit/Credit Shift* dialog box, set *Debit Item 1044000/29 Bank sample*.
  - f) Choose *Continue*.
  - g) Expand the *Bank Sample 1044000/29* item and double-click an account.
  - h) In the *Change Accounts* dialog box, verify that debit and credit accounts have been linked. Choose *Continue*.
  - i) Save your document.
-







## Create Financial Statements

### Business Example

Your project manager has asked you to review the options for financial statement reporting on the application side of the SAP ERP application. You need to review the standard balance sheet or the profit and loss program (RFBILA00), and customize them using different financial statement versions. For this reason, you need to first create a financial statement report and then explore the different aspects of the report.

### Task 1

Create financial statements using report RFBILA00 for the current period and fiscal year.

1. Create financial statements using report RFBILA00 for company code AC## for the current period and fiscal year. Use the existing financial statement version INT and the classical list output.

### Task 2

Create financial statement version FS## by copying and modifying an existing version.

1. Copy the financial statement version INT to create your own version, FS##, and add Financial Statement Version ## as a description. Use the language of the country where the course is taking place as the maintenance language.
2. Check whether all the G/L accounts in your chart of accounts and company code have been correctly assigned to the financial statement items in your financial statement version.
3. Create your own profit and loss item 3063000, Employee Training and Education, under the *Staff costs* items.
4. Assign account 476400, Training costs, to the new *Employee Training and Education* item. The account will appear in this item whether it has a debit or credit balance.
5. Reassign your financial statement items under *Staff costs* by moving the new item 3063000 to the end of the financial statement version.

### Task 3

Test your new financial statements and create a variant.

1. Create financial statements using report RFBILA00 for company code AC## for the current period to test your new financial statement version, FS##. Also, create a report variant to simplify reporting in subsequent exercises. Name the variant VAR## and enter Co Code AC## current period as the description.



## Create Financial Statements

### Business Example

Your project manager has asked you to review the options for financial statement reporting on the application side of the SAP ERP application. You need to review the standard balance sheet or the profit and loss program (RFBILA00), and customize them using different financial statement versions. For this reason, you need to first create a financial statement report and then explore the different aspects of the report.

### Task 1

Create financial statements using report RFBILA00 for the current period and fiscal year.

1. Create financial statements using report RFBILA00 for company code AC## for the current period and fiscal year. Use the existing financial statement version INT and the classical list output.

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Information System* → *General Ledger Reports (New)* → *Financial Statement/Cash Flow* → *General* → *Actual/Actual Comparisons* → *Financial Statement*.

- b) On the *Financial Statements* screen, enter the following data:

Field Name or Data Type	Value
<i>Company code</i>	<b>AC##</b>
<i>Financial statement version</i>	<b>INT</b>
<i>Reporting year</i>	Current year
<i>Reporting periods</i>	From current period to current period
<i>List output</i>	<i>Classical list</i>

- c) Execute the report.

### Task 2

Create financial statement version FS## by copying and modifying an existing version.

1. Copy the financial statement version INT to create your own version, FS##, and add Financial Statement Version ## as a description. Use the language of the country where the course is taking place as the maintenance language.

- a) In *Customizing*, choose *Financial Accounting (New)* → *General Ledger Accounting (New)* → *Periodic Processing* → *Document* → *Define Financial Statement Versions*.

- b) Choose the row for financial statement version *INT*.

- c) Choose *Edit* → *Copy as*.

- d) Enter **FS##** as the financial statement version.
  - e) Enter **Financial Statement Version ##** in the *Name* field.
  - f) Choose *Enter*.
  - g) Choose *Save*.
  - h) Double-click the financial statement version *FS##* that you have just created to check the maintenance language.
  - i) If necessary, change this to the language of the country in which the course is being held.
  - j) Choose *Save*.
  - k) Do not exit this screen.
2. Check whether all the G/L accounts in your chart of accounts and company code have been correctly assigned to the financial statement items in your financial statement version.
    - a) Choose *Fin. Statement Items*.
    - b) On the *Change Financial Statement Version* screen, choose *Structure* → *Check*.
    - c) In the *Carry Out Checks* dialog box, enter company code **AC##**.
    - d) Select only the *Nonassigned Accounts* indicator.
    - e) Choose *Continue*.
    - f) Once you have finished viewing the nonassigned accounts, choose *Continue* to close the dialog box.
    - g) Do not exit this screen.
  3. Create your own profit and loss item 3063000, Employee Training and Education, under the *Staff costs* items.
    - a) On the *Change Financial Statement Version* screen, drilldown by clicking the folder to the left of the *Profit and loss statement* item.
    - b) Place your cursor on the *Staff costs* item and choose *Create Items*.
    - c) In the *Create Items* dialog box, enter **3063000** as the item number and **Employee Training and Education** as the description.
    - d) Choose *Continue* to add the new item to the structure.
    - e) Do not exit this screen.
  4. Assign account 476400, Training costs, to the new *Employee Training and Education* item. The account will appear in this item whether it has a debit or credit balance.
    - a) On the *Change Financial Statement Version* screen, place the cursor on the *Employee Training and Education* item.
    - b) Choose *Assign Accounts*.
    - c) In the *Change Accounts* dialog box, enter **476400** in the *From Acct* column.

- d) Set both the debit balance ( *D* ) and credit ( *C* ) balance indicators.
  - e) Choose *Continue*.
  - f) Do not exit this screen.
5. Reassign your financial statement items under *Staff costs* by moving the new item 3063000 to the end of the financial statement version.
- a) On the *Change Financial Statement Version* screen, place your cursor on item 3063000.
  - b) Choose *Edit* → *Select +/-*. The item is highlighted.
  - c) Place the cursor on target item 3062000.
  - d) Choose *Edit* → *Reassign*.
  - e) In the *Reassign Node* dialog box, confirm the *Same Level* setting.
  - f) Choose *Continue*. The item moves to the same level.
  - g) Choose *Save*.

### Task 3

Test your new financial statements and create a variant.

1. Create financial statements using report RFBILA00 for company code AC## for the current period to test your new financial statement version, FS##. Also, create a report variant to simplify reporting in subsequent exercises. Name the variant VAR## and enter Co Code AC## current period as the description.
  - a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Information System* → *General Ledger Reports (New)* → *Financial Statement/Cash Flow* → *General* → *Actual/Actual Comparisons* → *Financial Statement*.

- b) On the *Financial Statements* screen, enter the following data:

Field Name or Data Type	Value
<i>Company code</i>	<b>AC##</b>
<i>Financial statement version</i>	<b>FS##</b>
<i>Reporting year</i>	Current year
<i>Reporting periods</i>	From current period to current period

- c) Choose *Goto* → *Variants* → *Save as Variant*.
- d) On the *Variant Attributes* screen, enter the following data:

Field Name or Data Type	Value
<i>Variant Name</i>	<b>VAR##</b>
<i>Description</i>	<b>CoCode AC## current period</b>

- e) Choose *Save*.
- f) Execute the report.



### **LESSON SUMMARY**

You should now be able to:

- Execute the financial statement report (RFBILA00)
- Maintain financial statement versions



## Executing Drilldown Reports

### LESSON OVERVIEW

This lesson explains how to create a financial statement version using drilldown reporting.

### Business Example

To analyze general ledger account transaction figures and financial statements, you need to know how to create financial statement versions using drilldown reporting. For this reason, you require the following knowledge:

- An understanding of drilldown reports
- An understanding of how to create financial statements using drilldown reporting

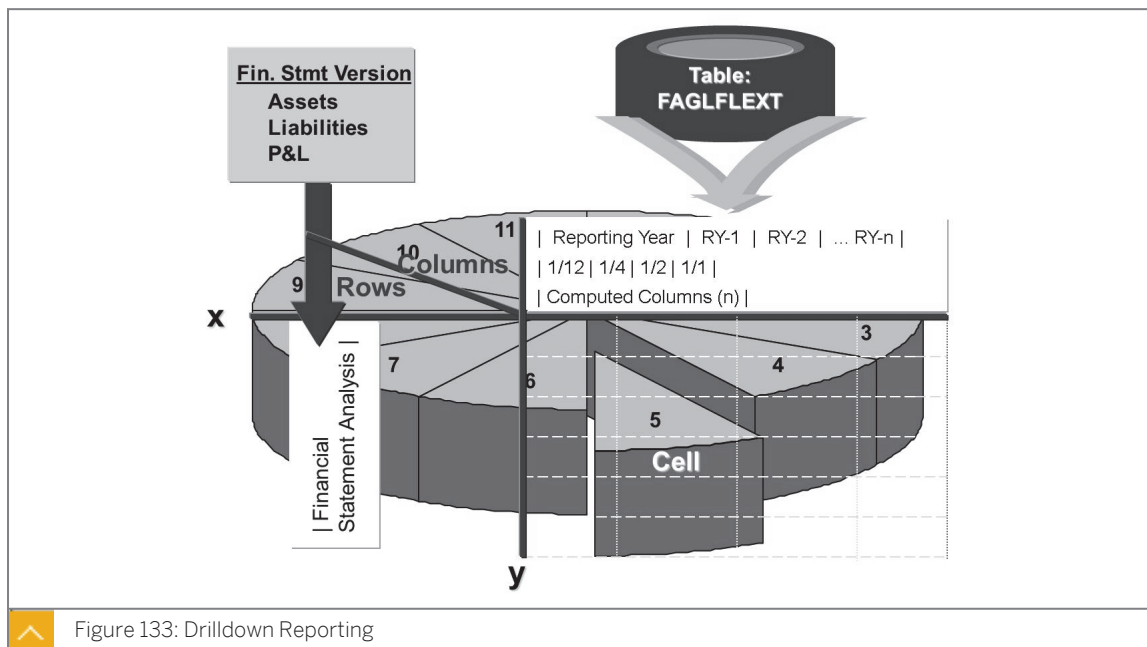


### LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Execute drilldown reports

### Drilldown Reports



Drilldown reporting is a tool that enables you to analyze different aspects of the general ledger account, including the transaction figures and financial statements. You can also carry out variance analyses, such as plan or actual comparisons, fiscal year comparisons, and so on.

As of enhancement package 5 for SAP ERP, the General Ledger Accounting (new) 3 business function, you can read the totals records from the archive. When you select the *Data Sources*

button in a drilldown report, you can specify whether the data is read from the archive, from the database, or from both.

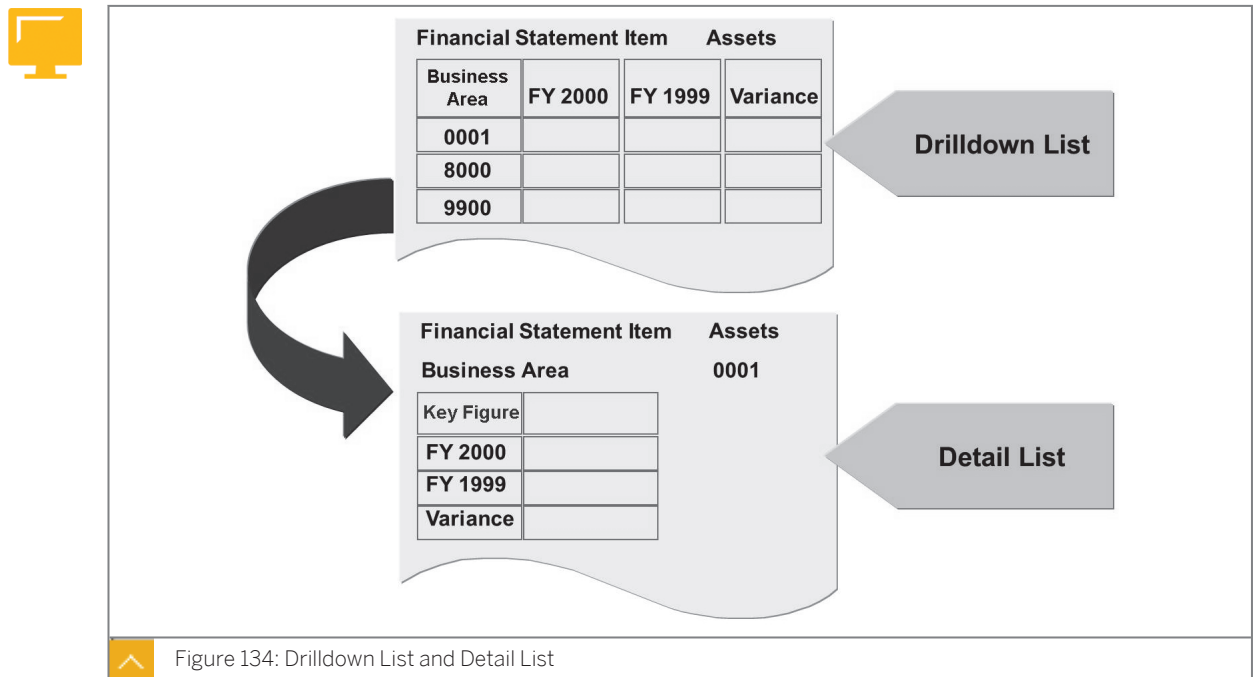
Drilldown reports make navigation through your data simple. You can move to different detail levels or to different objects for analysis purposes, or change from a drilldown view to a detailed view. In addition, drilldown reporting provides functions for processing lists, such as sorting, conditions, ranking lists, and so on. You can also access SAP Graphics, SAP Mail, and the Microsoft Excel List Viewer from your report.

Characteristics and key figures form the basis of the drilldown report presentation. Characteristics define how your data can be classified or provide a time reference. Key figures include stored values or quantities and calculations based on these values and quantities.

### The contents of the General Ledger drilldown reports are as follows:

- Characteristics can include company, company code, business area, segment, profit center, chart of accounts, financial statement item, currency, fiscal year, period, and so on.
- Key figures can include total credit balance, total debit balance, balance sheet value, accumulated balance, balance carry forward, and so on.

### Drilldown List



Each report consists of a number of lists that are divided into two categories depending on how many characteristics you select, the number of values for those characteristics, and their content.

### The categories of lists are follows:

- Drilldown list

A drilldown list displays a selection of key figures for a characteristic (for example, balance sheet value for a fiscal year and the variance calculation), which can be further drilled down for a combination of drilldown characteristics, such as Assets/Business Area 0001, Assets/Business Area 8000, and Assets/Business Area 9900. The key figures appear in the columns of a drilldown list. The lowest level of the drilldown characteristics appear in

the rows of this list, while all other levels and their selected values appear at the top of the report. As shown in the figure, we select Assets for the Financial Statement Item characteristic and then the Business Area characteristic, to display total assets for each business area.

- Detail list

A detail list always shows all the key figure and characteristic combinations for a single combination of drilldown characteristic values (for example, assets for business area 0001). The key figures appear in the rows of a detail list. All selected drilldown characteristics, including their selected values, appear at the top of the report in the order chosen.

### Navigation in Classic Drilldown Reports



The first screen typically shows the Company Code values:

**Execute Fin. Statement: Actual/Actual Comparison: Overview**

Fin. Statement: Actual/Actual Comparison

Navigation

Account Number | Currency Type | 10 | Company code curren  
 Profit Center | Currency | EUR | Euro

Segment

Functional Area

FS Item/Account

**Change the navigation characteristic:  
1. Click the displayed characteristic**

FS00 Financial Statement		0,00
FS00/1000000	A S S E T S	611.445,00
FS00/2000000	L I A B I L I T I E	611.445,00-
FS00/3000000	Profit and loss stat	811.355,00
FS00/3010000	Sales revenues	610.000,00-
FS00/3050000	Raw materials and co	601.355,00
FS00/3060000	Staff costs	720.000,00
FS00/3061000	Wages and salaries	700.000,00
FS00/3063000	Employee Training an	20.000,00
INT /476400	Training Costs	20.000,00
FS00/3080000	Other operating char	100.000,00
FS00/7000000	Financial statement	809.555,00-
FS00/8000000	Accounts not assigne	0,00
FS00/9000000	Supplement	1.800,00-

Figure 135: Navigation – Drilldown Reporting (1)

You can choose other displayed characteristics, such as *Profit Center*, *Account Number*, and *Segment*.





Fin. Statement: Actual/Actual Comparison

Navigation

Account Number  
Profit Center  
Segment  
Functional Area

FS Item/Account	FY 2010 Per. 1 - 16
FS00 Financial Statement	0,00
FS00/1000000 A S S E T S	611.445,00
FS00/2000000 L I A B I L I T I E	611.445,00-
FS00/3000000 Profit and loss stat	811.355,00

The chosen characteristic (e.g. Profit Center) is displayed:

Fin. Statement: Actual/Actual Comparison

Navigation

Company Code  
Period/year  
Posting period  
FS Item/Account

Profit Center

FY 2010

φ\*ERG/\*ERGEBNIS\* Calculated  
φ1000/ Not assign  
φ1000/1010 High Speed  
φ1000/1400 Internal S  
φ1000/NGL\_4020 Financial  
φ1000/PRCTR00 Profitcenter

6. Call up the report "Line Items" to display G/L line items for the selected G/L account (e.g. 476400)

Figure 136: Navigation – Drilldown Reporting (2)



The Profit Center (for example, NGL\_4020) displays:

**Execute Fin. Statement: Actual/Actual Comparison: Overview**

6. Call up the report "Line Items" to display G/L line items for the selected G/L account (e.g. 476400)

Fin. Statement: Actual/Actual Comparison

Navigation

Segment  
Account Number  
Functional Area  
Business Area

Currency Type 10 Company code curren  
Currency EUR Euro  
Profit Center 1000/NGL\_4020 Financial train

FS Item/Account	FY 2010 Per. 1 - 16
FS00 Financial Statement	0,00
FS00/1000000 A S S E T S	510.445,00
FS00/2000000 L I A B I L I T I E	11.000,00-
FS00/3000000 Profit and loss stat	600.000,00-
FS00/3010000 Sales revenues	610.000,00-
FS00/3060000 Staff costs	10.000,00
FS00/3063000 Employee Training an	10.000,00
INT /476400 Training Costs	10.000,00

5. Navigate in the FS Item/Account hierarchy and click the amount you want to get further details


Figure 137: Navigation – Drilldown Reporting (3)



## How to Execute Drilldown Reports

1. Post a vendor invoice for an external training and stay on the *Enter Vendor Invoice* screen. Use the following data to create the invoice in company code AC##:

Field Name or Data Type	Value
Company code	AC## (## = your group number)
Vendor	T-F00A00
Invoice date	Current date
Posting date	Current date
Amount	5.500,- €
Calculate tax	Set
Tax Code	1I (10% Input tax)
Text	Training Group ##
G/L Account	476400
Amount in doc. curr.	5.500 ,– or simply *
Cost center	T-A20G##

- a) On the SAP Easy Access screen, choose *Accounting* → *Financial Accounting* → *Account Payable* → *Document Entry* → *Invoice* (FB60).
  - b) Enter the provided data.
  - c) Post the document.
  - d) Stay on the *Enter Vendor Invoice* screen.
2. Display the document. Show the participants which profit center has been assigned to the line items. Choose the /AC\_1 layout (layout with CC, BU, PC, SEG, FA) to display the document.
    - a) Choose *Document* → *Display*.
    - b) On the *Display Document* screen, choose  *Layout*.
    - c) In the *Choose layout* dialog box, select the /AC\_1 layout.  
The profit center NGL\_4020 has been assigned and is maintained in your cost center T-A20G##.
3. Create financial statements using *Actual/Actual Comparisons* for the year drilldown report. Run the report for your company code AC## and the current fiscal year. Use the financial statement version that you created (FS##). Within the output list of the report, drill down to the *Training costs* account in your new profit and loss statement *Employee Training and Education* item.
    - a) To create a new session, choose *System* → *Create Session*.
    - b) On the SAP Easy Access screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Information System* → *General Ledger Reports (New)* → *Financial* → *Statement/Cash Flow* → *General* → *Actual/Actual Comparisons* → *Financial Statement: Actual/Actual Comparisons* (S\_PLO\_86000028).
    - c) On the *Fin. Statement: Actual/Actual Comparison* screen, enter the following data:

Field Name or Data Type	Value
<i>Enter Currency Type</i>	10
<i>Company Code</i>	AC##
<i>FIS Annual Rep. Struc</i>	FS##
<i>Enter Ledger</i>	0L
<i>Reporting Year</i>	Current year
<i>Reporting Period from</i>	1
<i>Reporting Period to</i>	16
<i>Comparison Year</i>	Previous year
<i>Comparison Per. from</i>	1
<i>Comparison Period to</i>	16

- d) Under *Output type*, select *Classic drilldown report*.
  - e) Execute the report.
  - f) Select *New Selection*.
  - g) Choose *Continue*.
  - h) Expand the profit and loss statement by clicking the + to the left of the *Profit and loss statement* line.
    - i) Continue to expand *Staff costs* and *Employee Training and Education*.
4. Create a financial statement for profit centers from the displayed financial statement for the company code (do not go back and select again). Display a financial statement for profit center PRCTR## and afterwards for profit center NGL\_4020. Drill down for each profit center to the *Training Costs* account. Check the line items for the *Training Costs* account in relation with the financial statement for profit center NGL\_4020 and the current fiscal year.
- a) Select the characteristic *FS Item/Account*.
  - b) Click the navigation characteristic *Profit Center*. The two characteristics *FS Item/Account* and *Profit Center* have changed places.
  - c) Scroll down (the scroll bar is on the right side of the navigation characteristics) to the *FS Item/Account* characteristic.
  - d) Click the hash mark next to profit center PRCTR##.
  - e) Select the *FS Item/Account* navigation characteristic.
  - f) Expand the *Profit and loss statement* by clicking the + link to the *Training Costs* account.
  - g) Click the magnifying glass next to navigation characteristic *Profit Center* to select profit center NGL\_4020.

- h) Expand the *Profit and loss statement* by clicking the + link to the *Training Costs* account.
  - i) Place the cursor on the amount in the column for the current fiscal year.
  - j) Choose *Goto* → *Line items*.
  - k) On the *G/L Account Line Item Display* screen, check the line items for this account.
-



## Execute Drilldown Reports

### Business Example

The cross-application drilldown reporting function can also be used to create financial statements. You need to run a standard balance sheet or profit and loss report that has been delivered by the SAP ERP application to explore the features provided by this reporting tool.

### Task 1

Create a document with a different account assignment object (profit centers) to existing documents in the system.

1. Post a vendor invoice for an external training and stay on the *Enter Vendor Invoice* screen.

Use the following data to create the invoice in company code AC##:

Field Name or Data Type	Value
Company code	AC## (## = your group number)
Vendor	T-F00A00
Invoice date	Current date
Posting date	Current date
Amount	5.500,- €
Calculate tax	Set
Tax Code	1I (10% Input tax)
Text	Training Group ##
G/L Account	476400
Amount in doc. curr.	5.500 ,- or simply *
Cost center	T-A20G##

Stay on the *Enter Vendor Invoice* screen after you have posted your document.

2. Display the document. Which profit center has been assigned to the line items? Choose the /AC\_1 layout (layout with CC, BU, PC, SEG, FA) to display the document.

### Task 2

Create financial statements for drilldown reporting.

1. Create financial statements using the *Actual/Actual Comparisons* drilldown report. Run the report for your company code AC## and the current fiscal year. Use the financial statement version that you created (FS##). Within the output list of the report, drill down to the *Training costs* account in your new profit and loss statement *Employee Training and Education* item.

2. Create a financial statement for profit centers from the displayed company code financial statement (do not go back and select again). Display a financial statement for profit center PRCTR## and afterwards for profit center NGL\_4020.

Drill down for each profit center to the *Training Costs* account. Check the line items for the *Training Costs* account in relation with the financial statement for profit center NGL\_4020 and the current fiscal year.



## Execute Drilldown Reports

### Business Example

The cross-application drilldown reporting function can also be used to create financial statements. You need to run a standard balance sheet or profit and loss report that has been delivered by the SAP ERP application to explore the features provided by this reporting tool.

### Task 1

Create a document with a different account assignment object (profit centers) to existing documents in the system.


1. Post a vendor invoice for an external training and stay on the *Enter Vendor Invoice* screen.

Use the following data to create the invoice in company code AC##:

Field Name or Data Type	Value
Company code	AC## (## = your group number)
Vendor	T-F00A00
Invoice date	Current date
Posting date	Current date
Amount	5.500,- €
Calculate tax	Set
Tax Code	1I (10% Input tax)
Text	Training Group ##
G/L Account	476400
Amount in doc. curr.	5.500 ,- or simply *
Cost center	T-A20G##

Stay on the *Enter Vendor Invoice* screen after you have posted your document.

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Account Payable* → *Document Entry* → *Invoice (FB60)*.
  - b) Enter the data as described in the exercise.
  - c) Post the document.
  - d) Stay on the *Enter Vendor Invoice* screen.
2. Display the document. Which profit center has been assigned to the line items? Choose the /AC\_1 layout (layout with CC, BU, PC, SEG, FA) to display the document.

- a) Choose *Document* → *Display*.
- b) On the *Display Document* screen, choose  *Layout*.
- c) In the *Choose layout* dialog box, select the */AC\_1* layout.  
The profit center *NGL\_4020* has been assigned and is maintained in your cost center *T-A20G###*.

## Task 2

Create financial statements for drilldown reporting.

1. Create financial statements using the *Actual/Actual Comparisons* drilldown report. Run the report for your company code *AC##* and the current fiscal year. Use the financial statement version that you created (*FS##*). Within the output list of the report, drill down to the *Training costs* account in your new profit and loss statement *Employee Training and Education* item.
  - a) To create a new session, choose *System* → *Create Session*.
  - b) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Information System* → *General Ledger Reports (New)* → *Financial* → *Statement/Cash Flow* → *General* → *Actual/Actual Comparisons* → *Financial Statement: Actual/Actual Comparisons (S\_PLO\_86000028)*.
  - c) On the *Fin. Statement: Actual/Actual Comparison* screen, enter the following data:
 

Field Name or Data Type	Value
<i>Enter Currency Type</i>	<b>10</b>
<i>Company Code</i>	<b>AC##</b>
<i>FIS Annual Rep. Struc</i>	<b>FS##</b>
<i>Enter Ledger</i>	<b>0L</b>
<i>Reporting Year</i>	Current year
<i>Reporting Period from</i>	<b>1</b>
<i>Reporting Period to</i>	<b>16</b>
<i>Comparison Year</i>	Previous year
<i>Comparison Per. from</i>	<b>1</b>
<i>Comparison Period to</i>	<b>16</b>
  - d) Under *Output type*, select the *Classic drilldown report*.
  - e) Execute the report.
  - f) Expand the profit and loss statement by clicking the + to the left of the *Profit and loss statement* line.
  - g) Continue to expand *Staff costs* and *Employee Training and Education*.
2. Create a financial statement for profit centers from the displayed company code financial statement (do not go back and select again). Display a financial statement for profit center *PRCTR##* and afterwards for profit center *NGL\_4020*.



Drill down for each profit center to the *Training Costs* account. Check the line items for the *Training Costs* account in relation with the financial statement for profit center NGL\_4020 and the current fiscal year.

- a) Select the *FS Item/Account* characteristic.
- b) Click the navigation characteristic *Profit Center*. The two characteristics *FS Item/Account* and *Profit Center* have changed places.
- c) Scroll down (the scroll bar is on the right side of the navigation characteristics) to the *FS Item/Account* characteristic.
- d) Click the hash mark next to profit center *PRCTR##*.
- e) Select the navigation characteristic *FS Item/Account*.
- f) Expand the *Profit and loss statement* by clicking the + link to the *Training Costs* account.
- g) Click the magnifying glass next to navigation characteristic *Profit Center* to select profit center *NGL\_4020*.
- h) Expand *Profit and loss statement* by clicking the + link to the *Training Costs* account.
- i) Place the cursor on the amount in the column for the current fiscal year.
- j) Choose *Goto* → *Line items*.
- k) On the *G/L Account Line Item Display* screen, check the line items for this account.



### **LESSON SUMMARY**

You should now be able to:

- Execute drilldown reports



## Learning Assessment

1. The SAP ERP application provides a standard report (RFBILA00) for creating financial statements.

*Determine whether this statement is true or false.*

True

False

2. Customers using classic General Ledger Accounting can use RFBILA00 to create a financial statement at which organization levels?

*Choose the correct answers.*

A Client level

B Business area level

C Company area level

D Segment level

3. Financial statement versions consist of a maximum of 10 hierarchy levels.

*Determine whether this statement is true or false.*

True

False

4. You can produce different outputs from a standard report (RFBILA00) program by specifying different financial statement versions.

*Determine whether this statement is true or false.*

True

False

5. The sample financial statement versions delivered with the standard system can be modified to create your own versions.

*Determine whether this statement is true or false.*

True

False

6. You can write up to six lines of text at the beginning and at the end of a financial statement version item.

*Determine whether this statement is true or false.*

True

False

7. A drilldown list always shows all the key figure and characteristic combinations for a single combination of drilldown characteristic values.

*Determine whether this statement is true or false.*

True

False

8. Which of the following are the characteristics included in general ledger drilldown reports?

*Choose the correct answers.*

A Total debit balance

B Company code

C Business area

D Segment

9. Characteristics and key figures form the basis of the drilldown report presentation.

*Determine whether this statement is true or false.*

True

False



## Learning Assessment - Answers

1. The SAP ERP application provides a standard report (RFBILA00) for creating financial statements.

*Determine whether this statement is true or false.*

True

False

2. Customers using classic General Ledger Accounting can use RFBILA00 to create a financial statement at which organization levels?

*Choose the correct answers.*

A Client level

B Business area level

C Company area level

D Segment level

3. Financial statement versions consist of a maximum of 10 hierarchy levels.

*Determine whether this statement is true or false.*

True

False

4. You can produce different outputs from a standard report (RFBILA00) program by specifying different financial statement versions.

*Determine whether this statement is true or false.*

True

False

5. The sample financial statement versions delivered with the standard system can be modified to create your own versions.

*Determine whether this statement is true or false.*

True

False

6. You can write up to six lines of text at the beginning and at the end of a financial statement version item.

*Determine whether this statement is true or false.*

True

False

7. A drilldown list always shows all the key figure and characteristic combinations for a single combination of drilldown characteristic values.

*Determine whether this statement is true or false.*

True

False

8. Which of the following are the characteristics included in general ledger drilldown reports?

*Choose the correct answers.*

A Total debit balance

B Company code

C Business area

D Segment

9. Characteristics and key figures form the basis of the drilldown report presentation.

*Determine whether this statement is true or false.*

True

False

## Lesson 1

Creating Balance Confirmations	404
Exercise 23: Create a Balance Confirmation	409

## Lesson 2

Managing the Foreign Currency Valuation	417
Exercise 24: Manage the Foreign Currency Valuation of Open Items	433

## Lesson 3

Managing Value Adjustments	447
Exercise 25: Execute a Flat-Rate Individual Value Adjustment	457

## Lesson 4

Regrouping Receivables and Payables	463
Exercise 26: Regroup Receivables According to Their Remaining Life	469



## UNIT OBJECTIVES

- Explain closing activities in receivables and payables
- Create balance confirmations
- Explain the various methods of foreign currency valuation
- Manage the foreign currency valuation of open items
- Manage the foreign currency valuation of balance sheet accounts
- Explain the different types of value adjustments
- Post individual value adjustments
- Manage flat-rate individual value adjustment
- Regroup receivables and payables
- Regroup receivables and payables with affiliated companies
- Regroup open items based on changed reconciliation accounts



## Creating Balance Confirmations

### LESSON OVERVIEW

This lesson describes balance confirmations and how these are shown on the balance sheet. This lesson also explains the closing activities in receivables and payables.

### Business Example

To work on receivables and payables, you need to know the options that are available for creating balance confirmations. For this reason, you require the following knowledge:

- An understanding of the closing activities in receivables and payables
- An understanding of how to create balance confirmations



### LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Explain closing activities in receivables and payables
- Create balance confirmations

### Closing Activities in Receivables and Payables

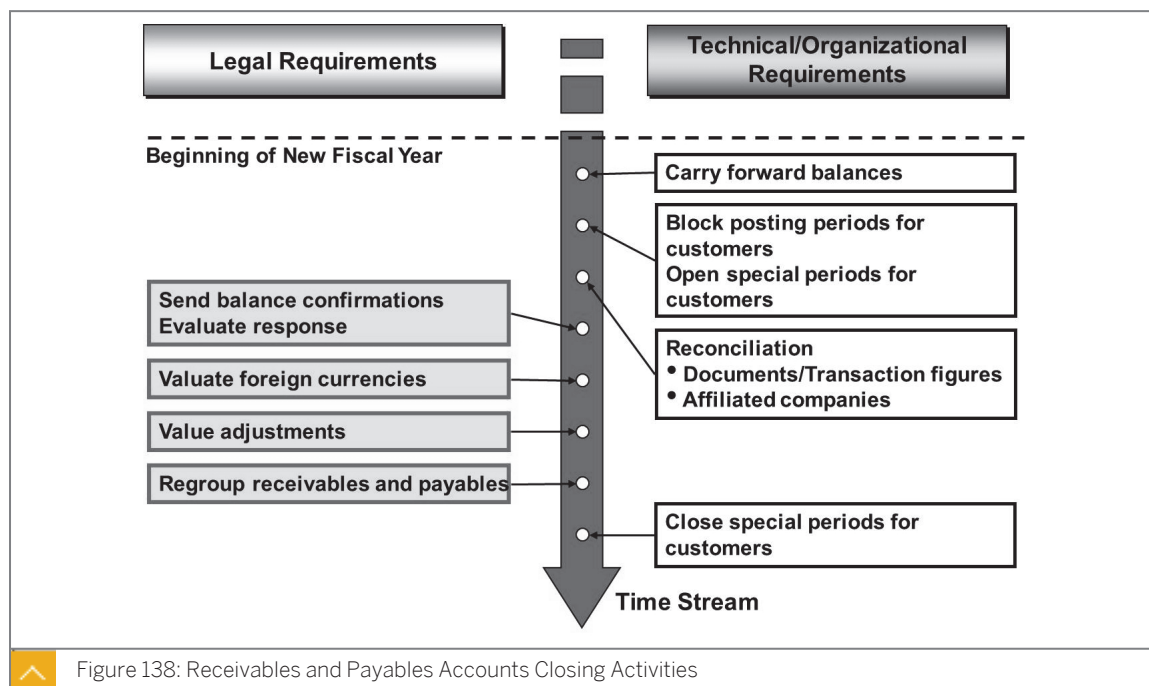


Figure 138: Receivables and Payables Accounts Closing Activities

Receivables and payables accounts closing consists of the following activities:



1. At the beginning of the fiscal year, the balance carry forward program is run, carrying forward the balances of the customer accounts to the next fiscal year.
2. The posting periods of the old fiscal year are blocked and the special periods for closing postings are opened.
3. Technical reconciliation guarantees that the posting of documents is technically problem-free.
4. Balances are then confirmed, the foreign currency documents valuated, the values adjusted, and the receivables regrouped.
5. Special periods can be closed once balance confirmation is done.
6. Balance confirmations are generated, foreign currencies valuated, and receivables regrouped in the same way as in accounts payable accounting.



Hint:

The closing processes may vary from country to country. Your instructor can provide you with information on special procedures that may be required in your country.

## Balance Confirmations

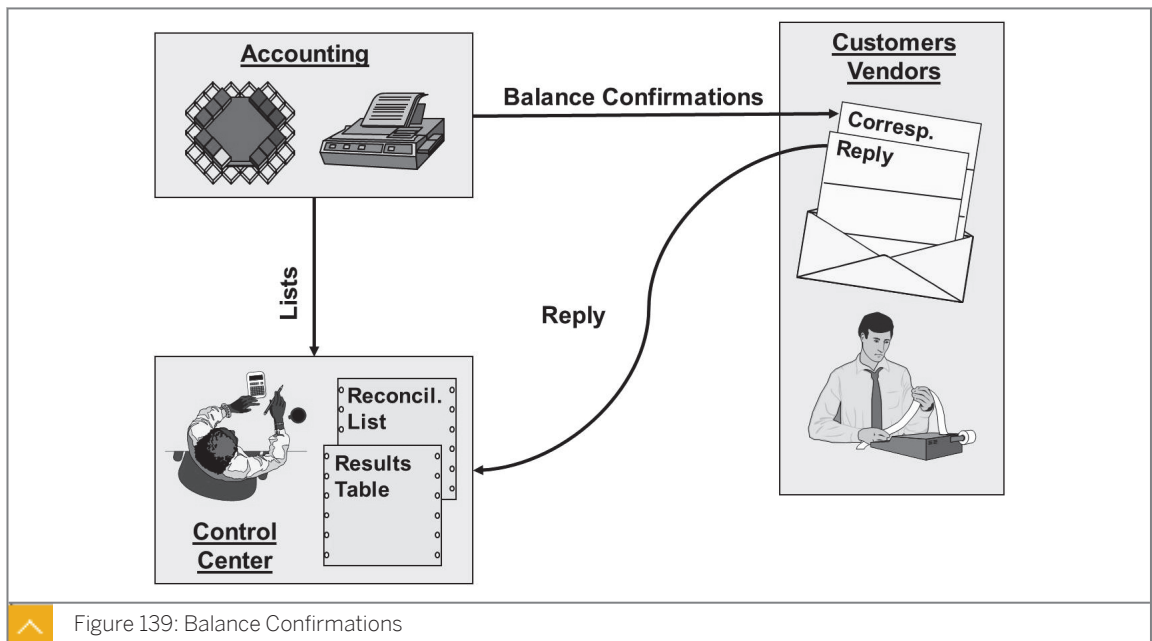


Figure 139: Balance Confirmations

Balance confirmations, including reply slips, are automatically created for a freely definable number of customers and vendors. It also creates a reconciliation list and a results table.

Balance confirmations and reply slips are sent to the customers or vendors and the lists are forwarded to a control center. In the Internet Demo and Evaluation System (IDES), this control center is the "internal audit" department. The customers or vendors check the balance information they receive and send their reply to the control center. The replies are compared to the reconciliation list and the results are entered in the results.



### How to Execute the Balance Confirmation Program

Create a balance confirmation for your customer T-F00A00 in your company code AC##.

1. Check the communication language in the customer master record. For customer T-F00A00 in company code AC##, change the communication language to the language of the country where the course is being held on the *Address* tab page. This ensures that the balance confirmation is created in the appropriate language.



Caution:

If balance confirmation forms have not been set up in SAPscript in the course language, the output will default to German.

- a) To change the customer master record, on the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Master Records* → *Change* (FD02).

- b) On the *Customer Change (Initial Screen)* screen, enter the following data:

Field Name or Data Type	Value
<i>Customer</i>	<b>T-F00A00</b>
<i>Company Code</i>	<b>AC##</b>

- c) After entering the data, press ENTER.
  - d) On the *Change Customer: General Data* screen, on the *Address* tab, scroll down to the *Communication* field group: *Language* field.
  - e) Change the language to the course language.
  - f) Choose *Save*.
  - g) Return to the main menu.
2. Create a balance confirmation for your customer in your company code.
  - a) To print balance confirmations, on the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Periodic Processing* → *Closing* → *Check/Count* → *Balance Confirmation: Print* (F. 17).

- b) On the *Customer Balance Confirmation* screen, enter customer **T-F00A00**.

- c) Under the *General selections* header, enter the following data:

Field Name or Data Type	Value
<i>Company code</i>	<b>AC##</b>
<i>Reconciliation Key Date</i>	Today's date

- d) Under the *Further selections* header, select *Individual Customers*.
- e) Under the *Output Control* header, enter the following data:

---

Field Name or Data Type	Value
<i>Sort Var. for Correspondence</i>	Sort by account number
<i>Line Item Sorting</i>	Document date, reference/doc.no.
<i>Date of Issue</i>	Today's date
<i>Date for reply</i>	Today's date + 7 days

- f) Under the *Print control* header, use printer LP01, as follows:
- Printer for form set
  - Printer for check list
  - Printer for results table
  - Printer for error list
  - Printer for selections
- g) Execute the program.
- h) Scroll up or down to view the information on the displayed page.
- i) Page down to view the other report pages.
- j) Return to the *Customer Balance Confirmation* screen.
- k) Choose *Program* → *Execute and Print* to print the balance confirmation.
-



# Unit 9

## Exercise 23



## Create a Balance Confirmation

### Business Example

Perform closing activities for payables and receivables. For counting or checking purposes, create a balance confirmation to verify the accuracy of the customer account balance.

1. Check the communication language in the customer master record. For customer **T-F00A00** in company code **AC##**, on the *Address* tab page, change the communication language to the language of the country where the course is being held. This ensures that the balance confirmation is created in the appropriate language.



**Caution:**

If the balance confirmation forms have not been set up in SAPscript in the course language, the output will default to German.

2. Create a balance confirmation for customer T-F00A00 in company code AC##. Use today's date as the reconciliation key date. To print the balance confirmation, use printer LP01.



## Create a Balance Confirmation

### Business Example

Perform closing activities for payables and receivables. For counting or checking purposes, create a balance confirmation to verify the accuracy of the customer account balance.

1. Check the communication language in the customer master record. For customer **T-F00A00** in company code **AC##**, on the *Address* tab page, change the communication language to the language of the country where the course is being held. This ensures that the balance confirmation is created in the appropriate language.



**Caution:**

If the balance confirmation forms have not been set up in SAPscript in the course language, the output will default to German.

- a) To change the customer master record, on the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Master Records* → *Change* (FD02).
- b) On the *Customer Change (Initial Screen)* screen, enter the following data:

Field Name or Data Type	Value
<i>Customer</i>	<b>T-F00A00</b>
<i>Company Code</i>	<b>AC##</b>

- c) After entering the data, press ENTER.
  - d) On the *Change Customer: General Data* screen, on the *Address* tab, scroll down to the *Communication* field group: *Language* field.
  - e) Change the language to the course language.
  - f) Choose *Save*.
  - g) Return to the main menu.
2. Create a balance confirmation for customer **T-F00A00** in company code **AC##**. Use today's date as the reconciliation key date. To print the balance confirmation, use printer LP01.
    - a) To print balance confirmations, on the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Periodic Processing* → *Closing* → *Check/Count* → *Balance Confirmation: Print* (F.17).
    - b) On the *Customer Balance Confirmation* screen, enter customer **T-F00A00**.

c) Under the *General selections* header, enter the following data:

Field Name or Data Type	Value
<i>Company code</i>	<b>AC##</b>
<i>Reconciliation Key Date</i>	Today's date

d) Under the *Further selections* header, select *Individual Customers*.

e) Under the *Output Control* header, enter the following data:

Field Name or Data Type	Value
<i>Sort Var. for Correspondence</i>	Sort by account number
<i>Line Item Sorting</i>	Document date, reference/doc.no.
<i>Date of Issue</i>	Today's date
<i>Date for reply</i>	Today's date + 7 days

f) Under the *Print control* header, use printer LP01, as follows:

- Printer for form set
- Printer for reconciliation list
- Printer for results table
- Printer for error list
- Printer for selections

g) Execute the program.

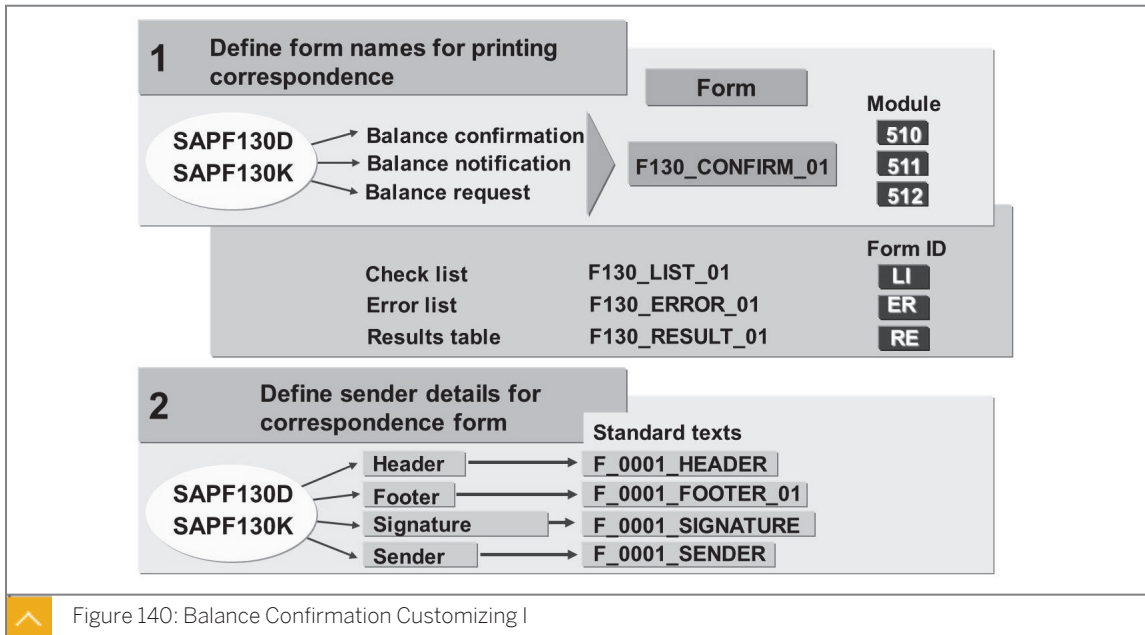
h) Scroll up or down to view the information on the displayed page.

i) Page down to view the other report pages.

j) Return to the *Customer Balance Confirmation* screen.

k) Choose *Program* → *Execute and Print* to print the balance confirmation.

## Balance Confirmation Customizing I



Reports SAPF130D and SAPF130K create correspondence to and from the customers and vendors to enable you to check the balance of receivables and payables.

### The following procedures are available:

- Balance confirmation
- Balance notification
- Balance request

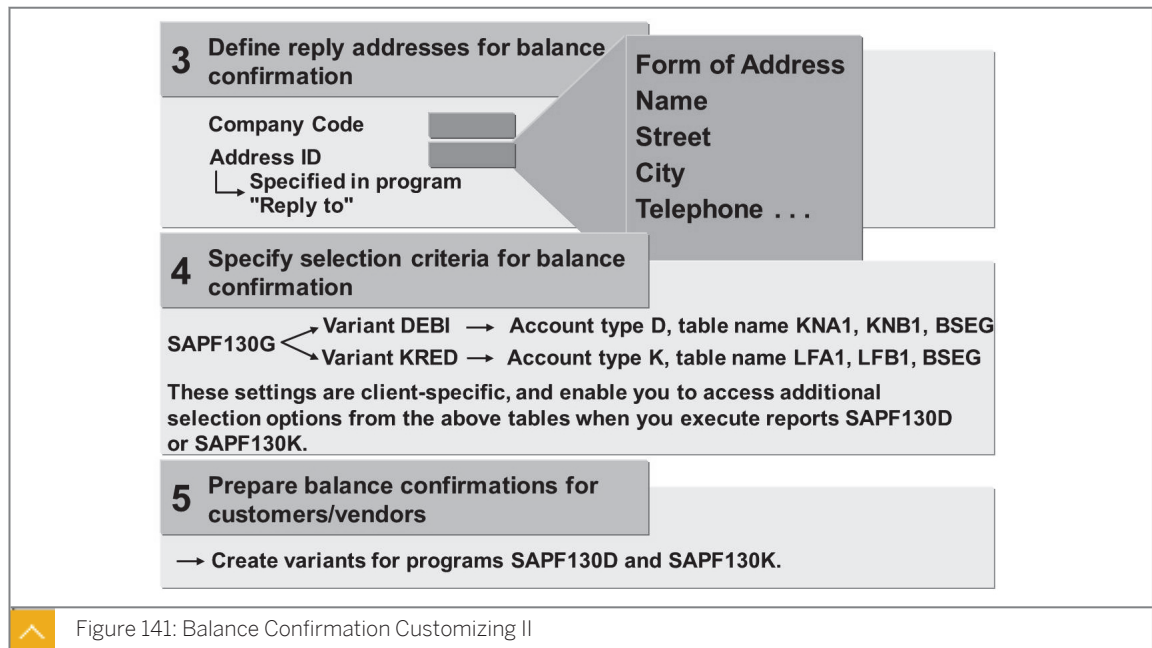
For each company code, the reports display a checklist and an error list. You can use these lists to check the receipt of balance confirmations. In the error list, the report logs the errors that occurred during the evaluation.

You can also create a results list to evaluate the replies. For example, create a results list including the number of replies received and the total amount contained in the replies received.

The SAP system can print a selection coversheet for each report run. Alternatively, you can use the reports to print reminders for overdue balance confirmations and inquiries. To do so, on the selection screen, enter the customers concerned as well as the old issue date and old reply date.



## Balance Confirmation Customizing II



You can enter any address ID to which balance confirmations are sent or leave the field blank. The corresponding address ID must be included in the selection criteria when the program is run. For example, enter the address of the internal audit department as **ID 0001** for the same company code. This ID is entered in the selection criteria of the report for balances that the internal audit is interested in.



Note:

If you want balance confirmations to be sent to the auditor, leave the ID field blank.



### How to Customize Balance Confirmations

1. Check the form names for printing correspondence.
  - a) In Customizing, choose *Financial Accounting (New)* → *Accounts Receivable and Accounts Payable* → *Business Transactions* → *Closing* → *Count* → *Balance Confirmation Correspondence* → *Make and Check Settings for Correspondence* → *Define Form Names for Correspondence Print*.
  - b) On the *Change View (Forms for Correspondence): Overview* screen, choose *Position*.
  - c) Enter **SAPF130D** in the *Program Name* field.
  - d) Choose *Continue*.
  - e) Check the entry made for program SAPF130D.
  - f) Return to the initial screen.
2. Define sender details for the correspondence form.

- a) In Customizing, choose *Financial Accounting (New) → Accounts Receivable and Accounts Payable → Business Transactions → Closing → Count → Balance Confirmation Correspondence → Make and Check Settings for Correspondence → Define Sender Details for Correspondence Form*.
  - b) On the *Change View (Sender Details for Correspondence): Overview* screen, choose *Position*.
  - c) Enter **SAPF130D** in the *Program Name* field.
  - d) Choose *Continue*.
  - e) Double-click program SAPF130D.
  - f) Check the *Standard texts* area to view the sender details.
  - g) Return to the initial screen.
3. Define reply addresses for balances confirmation.
- a) In Customizing, choose *Financial Accounting (New) → Accounts Receivable and Accounts Payable → Business Transactions → Closing → Count → Balance Confirmation Correspondence → Make and Check Settings for Correspondence → Define Reply Addresses for Balance Confirmation*.
  - b) On the *Change View (Company Code-Dependent Address Data): Overview* screen, check company code AC## in the list.
  - c) Return to the initial screen.
4. Check the selection criteria for balance confirmation.
- a) In Customizing, choose *Financial Accounting (New) → Accounts Receivable and Accounts Payable → Business Transactions → Closing → Count → Balance Confirmation Correspondence → Specify Selection Criteria for Balance Confirmation*.
  - b) On the *Selection Criteria for Balance Confirmations* screen, enter **D** in the *Account type* field.
  - c) Press ENTER.
  - d) On the *Change Selection Criteria for Balance Confirmation* screen, check the list of selections.
  - e) Return to the initial screen.
5. Prepare balance confirmations for customers or vendors.
- a) In Customizing, choose *Financial Accounting (New) → Accounts Receivable and Accounts Payable → Business Transactions → Closing → Count → Balance Confirmation Correspondence → Make and Check Settings for Correspondence → Create Report Variants for Correspondence*.
  - b) On the *ABAP: Program Execution* screen, enter **SAPF130D** in the *Program field*.
  - c) Choose *Execute*.
  - d) On the *Customer Balance Confirmation* screen, enter **AC##** in the *Company code* field.
  - e) Under the *Output Control* screen area, enter the following data:

---

Field Name or Data Type	Value
<i>Sort Var. for Correspondence</i>	Sort by account number
<i>Line Item Sorting</i>	Document date, reference/doc. no.

f) Choose *Save*.

g) On the *Variant Attributes* screen, enter the following data:

Field Name or Data Type	Value
<i>Variant Name</i>	<b>VAR##</b>
<i>Description</i>	<b>Training Variant</b>

h) Choose *Save*.

---



### **LESSON SUMMARY**

You should now be able to:

- Explain closing activities in receivables and payables
- Create balance confirmations



## Managing the Foreign Currency Valuation

### LESSON OVERVIEW

This lesson describes the various methods of foreign currency valuation.

### Business Example

Foreign currency open items and balance sheet accounts must be evaluated on the basis of various business-related and legal criteria. For this reason, you require the following knowledge:

- An understanding of the foreign currency valuation of open items
- An understanding of how to manage the foreign currency valuation of open items and balance sheet accounts



### LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Explain the various methods of foreign currency valuation
- Manage the foreign currency valuation of open items
- Manage the foreign currency valuation of balance sheet accounts

### Foreign Currency Valuation

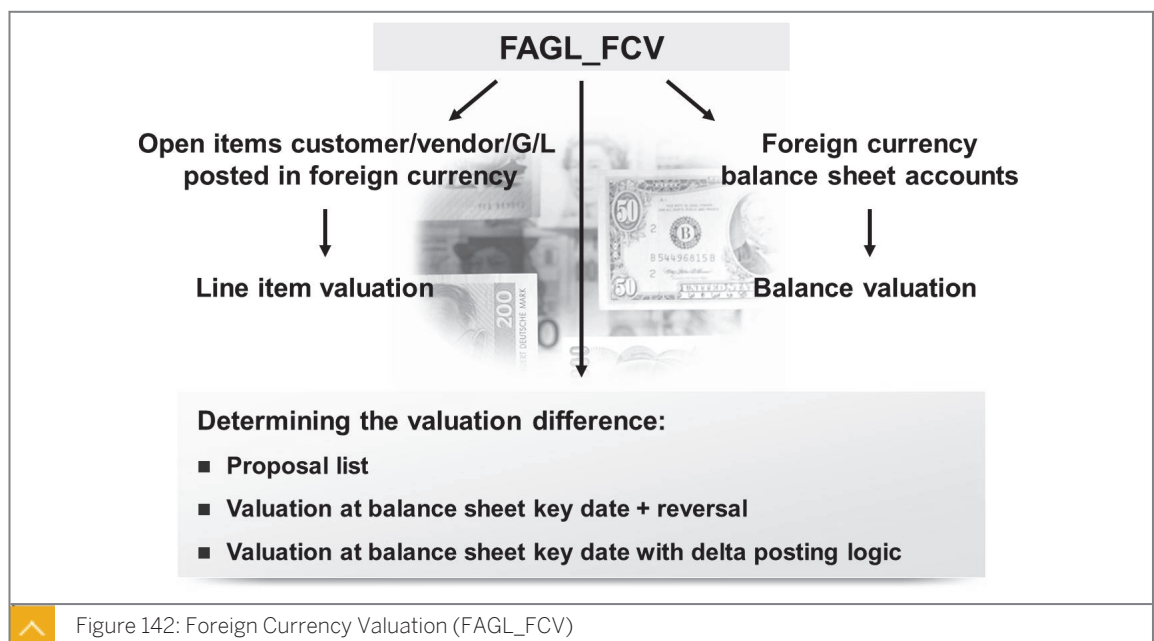


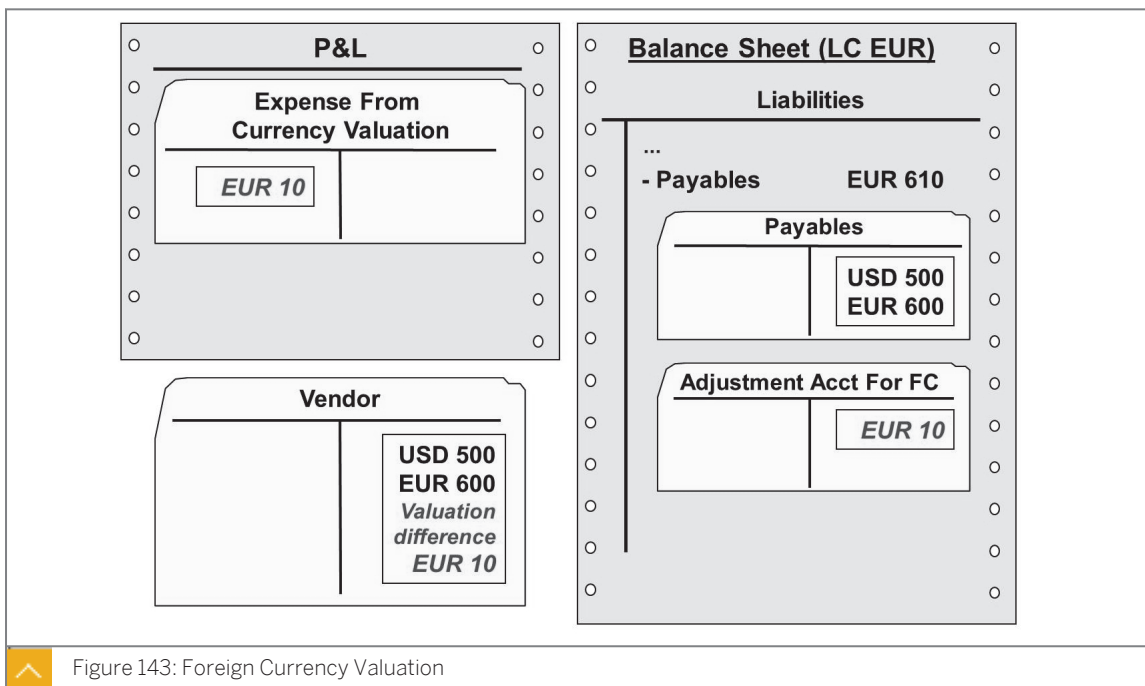
Figure 142: Foreign Currency Valuation (FAGL\_FCV)

You carry out the foreign currency valuation before creating the financial statements.

**The valuation includes the following accounts and items:**

- Balance sheet accounts for the foreign currency, that is, the G/L accounts that you manage in a foreign currency
- Open items (customers, vendors, and G/L accounts) posted in the foreign currency (the line items are valuated)

Report FAGL\_FCV valuates open items in the foreign currency as well as open items in the foreign currency balance sheet accounts. The posting document generated by the foreign currency program is reversed automatically with the same program, on the first day of the next month. The reversal is independent of the valuation area for which the foreign currency valuation run was started. If you do not want to reverse the valuation postings (during open item valuation), you must make additional configurations for using the delta posting logic.

**Foreign Currency Valuation of Open Items**

A foreign currency valuation is necessary if vendor accounts contain open items in a foreign currency. The amounts of these open items are translated into the local currency at the time they are entered by using the current exchange rate (for example, foreign currency USD 500 to local currency EUR 600).

**Some considerations regarding foreign currency valuation are as follows:**

- The exchange rate might be different at the time of closing, and open items need to be valuated again.
- A program valuates the open items using the new exchange rate and enters the valuation difference in the valuated line items. It also creates the valuation posting, which is the expense from currency valuation to adjustment account for foreign currency.
- A valuation cannot be made by a posting to the payables account because a posting cannot be made directly to reconciliation accounts. The amount is posted to an adjustment account, which appears on the same line of the balance sheet as the reconciliation account.

## FAGL\_FCV Report



**Report FAGL\_FCV for foreign currency valuation:**

**Foreign Currency Valuation**

General Selections

Company Code:  to

Valuation Key Date:

Valuation Area:

Postings | Open Items: Subledger | Open Items: G/L Accounts | G/L Account Balances | Output / Technical Settings

Posting Mode

Execute Test Run

Post Valuation Immediately

Place Valuation in Batch Input Session

Batch input session name:

Valuation Reset

Reset Valuation

Reason for Reset (Balances):

Posting Parameters

Determine Automatically

Document date:

Posting date:

Posting period:

Reversal posting date:

Reverse Post. Period:

- **Name (and transaction code) of the report: *FAGL\_FCV***
- **Name of the predecessor program: *FAGL\_FC\_VALUATION***

Figure 144: FAGL\_FCV Report

The FAGL\_FCV report is available as of enhancement package 5 for SAP ERP (no additional business function has to be activated).

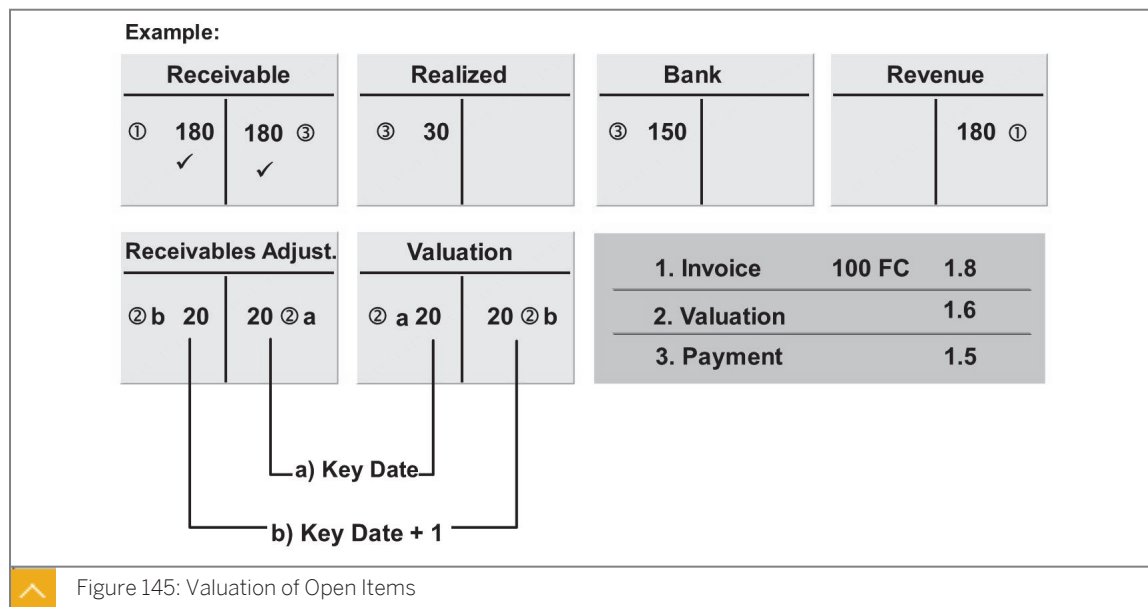
The new program can be used only with General Ledger Accounting (new). In case you still have the classic G/L in use, you are working with foreign currency valuation program SAPF100.

**The advantages of the new FAGL\_FCV report are as follows:**

- It is possible to work with parallel dialog processes for data selection.
- Test runs are saved in the log. The logs can be displayed on the *Outputs and Technical Settings* tab page of the FAGL\_FCV program.
- Parallel processing (not only parallel data selection) is possible.

If you have executed the previous foreign currency valuation program FAGL\_FC\_VALUATION in the past (and consequently saved data in the table FAGL\_BSBW\_HISTORY), you have to start transaction code FAGL\_FCV. Once you execute an update run of FAGL\_FCV in a client, the new program is automatically used in the future, no matter how you start the valuation.

## Valuation of Open Items



The accounts show the posting transactions when valuing items in a foreign currency.

### Revaluation of Items in Foreign Currencies

#### The following transactions are performed:

- In the period that the valuation is performed (as defined by the key date), a posting is made to adjust the overall receivables balance for the change in exchange rates.
- This posting is reversed in the next period, to bring the balances back to the original position.
- A subsequent valuation or the payment clearing is then based on the original posting.
- The adjustment posting is made on the key date as usual, and then reversed on the following day. You can, however, define another posting date.



## Definition of Valuation Methods



- For a valuation run to function, you must enter a valuation area (for FI).
- This area must be defined in Customizing and be assigned a valuation method – you cannot do it during the run itself.
  - The valuation method defines, as before, how/with which valuation approach (such as the lowest value principle) the valuation is carried out.
- Mandatory for balance valuations and/or if there are several new G/Ls/not mandatory for OI valuations of one ledger:  
Linking the valuation areas with an accounting principle (AP).

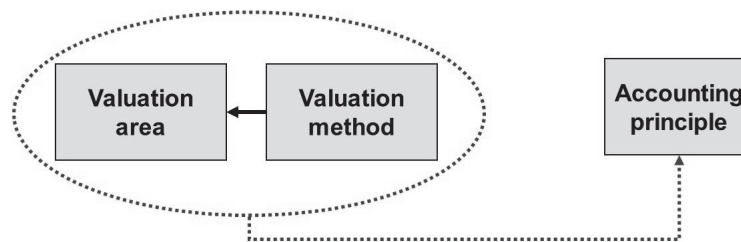


Figure 146: Customizing of Foreign Currency Valuation – An Overview

In Customizing, choose *Financial Accounting (New) → General Ledger Accounting (New) → Periodic Processing → Valuate → Define Valuation Methods* to define valuation methods.

The valuation areas to define should not be confused with the depreciation areas in Asset Accounting (FI-AA). These valuation areas are original Financial Accounting (FI) valuation areas. You also use these valuation areas if you want to model parallel financial reporting in the SAP system. If you just need the local valuation approach as is, then you have to define only one valuation area. You can select the ID and name easily.

## Valuation Methods



**Change View "Valuation Methods": Details**

New Entries

Dialog Structure

- Valuation Methods
  - Time-Dependent Attri

Valuation method: IAS1

Description: Valuation w/ Exchange Rate Type M

Valuation Procedure

Lowest Value Principle  
 Strict lowest value principle  
 Always evaluate  
 Revalue only

Group Vendors  
 Group Customers  
 G/L Valuation Grp  
 Balance valuat.

Post per Line Item  
 Extract

Document Type: SA

Exchange Rate Determination

ExchRate Type for Debit Bal: M  
 ExchRate Type for CreditBal: M  
 E/R Type for Translatn:

Exchange hedging  
 Minimum difference:

Determine Exch. Rate Type from Acct Bal.  
 Exch. rate type from invoice reference

Figure 147: Valuation Methods – Customizing (2)

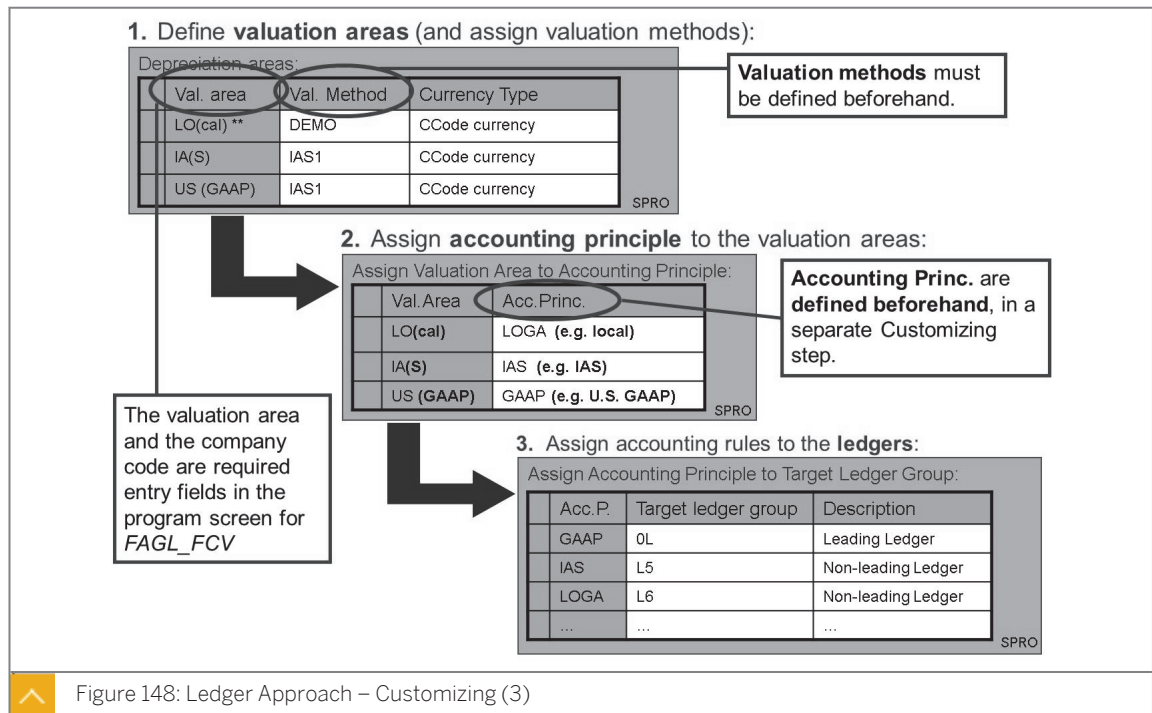
The valuation method contains the valuation approach to be used for carrying out a foreign currency valuation as part of the closing operations.

### In a valuation method, you make the following general specifications for the foreign currency valuation:

- The valuation procedure to be used, for example, *Lowest Value Principle* or *Always evaluate*
- How the exchange rate differences determined should be posted, for example, which document type to use
- The basis on which the exchange rate should be determined, for example, which exchange rate type to use

The valuation methods can be maintained as time-dependent. But this feature is independent of any business function. It is implemented with SAP Note 1386032. For more information, also see SAP Note 1389469.

## Valuation – Ledger Approach



### The details of the Valuation – Ledger Approach are as follows:

- In addition to the leading ledger, you need at least one non-leading ledger.
- You define valuation areas (originating in FI).  
In Customizing, choose *Financial Accounting (New)* → *General Ledger Accounting (New)* → *Periodic Processing* → *Valuate* → *Define Valuation Areas*.
- You define accounting principles.  
In Customizing, choose *Financial Accounting (New)* → *Financial Accounting Global Settings (New)* → *Ledgers* → *Parallel Accounting* → *Define Accounting Principles*.
- You assign an accounting principle to the valuation areas.  
In Customizing, choose *Financial Accounting (New)* → *General Ledger Accounting (New)* → *Periodic Processing* → *Valuate* → *Assign Valuation Areas and Accounting Principles*.
- You combine the accounting rules with the corresponding ledgers.  
In Customizing, choose *Financial Accounting (New)* → *Financial Accounting Global Settings (New)* → *Ledgers* → *Parallel Accounting* → *Assign Accounting Principle to Ledger Groups*.
- You define which valuation method (example, lowest value principle or basic valuation) will be used for each valuation area in Customizing.



#### Note:

In practice, you may have to create several areas for local valuation because your local valuations may be the same from a technical perspective.

Account Determination – Exchange Rate Differences for Open Items



<b>Transaction:</b> KDF	<b>General Ledger</b>	<b>Currency</b>	<b>Currency Type</b>
<b>Chart of Accts</b> INT	<b>Receivables</b>		
<input type="checkbox"/> Exchange rate difference realized Loss Gain			
<input checked="" type="checkbox"/> <b>Valuation</b> Loss Gain Balance sheet adjustment			
<input type="checkbox"/> Translation Loss Balance sheet adjustment loss Gain Balance sheet adjustment gain			

Figure 149: Exchange Rate Differences (Open Items) – Customizing (4)

To carry out foreign currency valuations in accounts managed on an open item basis, you define account entries for the following:

- Valuated exchange rate gains
- Losses for each reconciliation account in subledger accounts

The system posts the account entries for the realized exchange rate differences in foreign currency during the open item clearing.

In Customizing, choose *Financial Accounting (New)* → *General Ledger Accounting (New)* → *Periodic Processing* → *Valuate* → *Foreign Currency Valuation* → *Prepare Automatic Postings for Foreign Currency Valuation* to find the account determination for the foreign currency valuation.

**Note:**  
Because the same accounts are posted to the different ledgers in the ledger solution (in General Ledger Accounting (new)), it is enough to define the account determination without specifying a particular valuation area (leave the field blank).

Number Range Interval for Valuation Run ID – Customizing Part (5)

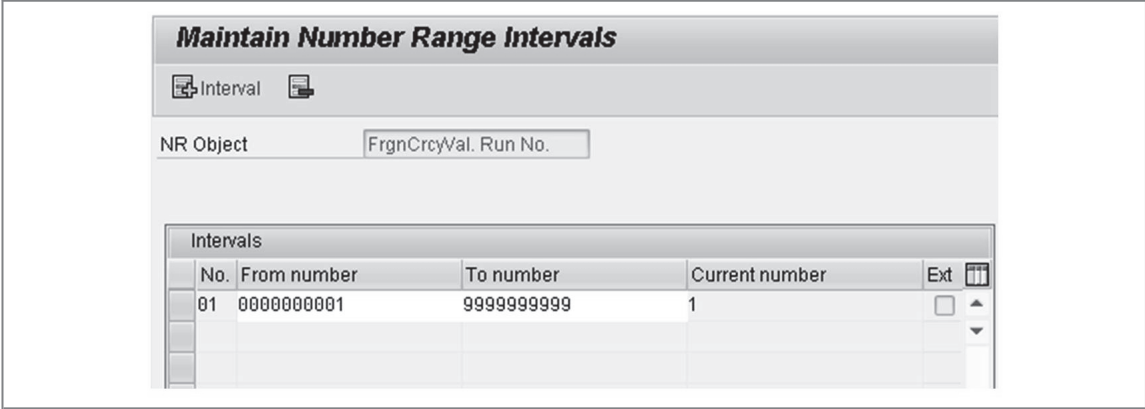


Figure 150: Customizing of Number Range for FCV Run ID

The number range interval is needed to (internally) count the update runs (only relevant in relation with the new valuation FAGL\_FCV transaction). But the number of the run is also displayed on the result screen of an update run.



**Note:**  
Only one interval per client is defined. The interval has to have number 01 and the number range should be as large as possible.

In Customizing, choose *Financial Accounting (New) → General Ledger Accounting (New) → Periodic Processing → Valuate → Foreign Currency Valuation → Define Number Range Intervals for Valuation Run ID (FAGL\_FCV\_SNRO)* to define the number range interval.

Valuation of Open Items with Delta Posting Logic



**Example:**

Receivable		Realized		Bank		Revenue	
① 180	180 ③	③ 30		③ 150			180 ①
✓	✓						

Receivables Adjust.		Valuation	
20 ④	20 ②	② 20	20 ④

<b>1. Invoice</b>	100 FC	1.8
<b>2. Valuation</b>		1.6
<b>3. Payment</b>		1.5
<b>4. Valuation after Payment (Table: FAGL_BSBW_HISTRY)</b>		

Figure 151: Valuation of Open Items with Delta Posting Logic (FAGL\_FCV)

## Delta Posting Logic – Overview



**Scenario:**

- In classic G/L Accounting you must control the FC valuation run (→ *SAPF100*) so that there is not a reset document the following month.
- This is possible because the valuation amount was saved in the table *BSEG* in the field *BDIFF* (→ valuation difference).

**Problem:** The field *BDIFF* no longer exists in the EP table in the new G/L (→ *FAGLFLEXA*) or, if it is there, you need it for each (new G/L) ledger or each valuation area.

**Solution: If you still want to (or have to) work without a correction document:**  
 → You can change an existing valuation area to a **valuation area with delta posting logic**.

In this context, it is simply referred to as using the **delta logic**.

### Change View "Delta Posting Logic": Overview

Valuation	LongText	+	CI.Date	Mon.Rev.
LO	FI valuation area local (Ledger Sol.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
US	FI valuation Area US-GAAP (Ledger Sol.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 152: Delta Posting Logic – Customizing (1)

In Customizing, choose *Financial Accounting (New)* → *General Ledger Accounting (New)* → *Periodic Processing* → *Valuate* → *Activate Delta Logic* to define a delta valuation area. You can also start the functions directly using the *V\_FAGL\_FCV\_DELTA* table view.



**Note:**

In some countries, a cancellation posting takes place the following month. During a valuation run at the end of the fiscal year, this means an adjustment posting in another fiscal year, which is not allowed.



Transaction *SM30* = Maintain Table Views

### Delta Posting Logic – Valuation Differences



→ If an FI valuation area is changed to delta logic in Customizing, this means that no cancellation posting is made. Only one FI document is posted.

**Foreign Currency Valuation**

IDES-AL: Central FI Syst  
Frankfurt - Deutschland  
Key Date 31.01.10  
Posting in Passiv Code currency (10)  
Valuation Area US / Method IAS1  
Update Run 044/Ledger Group 0L

Foreign Currency Valuation Time 16:40:06 Date 16.08.2010  
FAGL\_FCV/SCHUY Page 1

LD	Accty	G/L	Ita	Amount in FC	Cncy	Amount in LG	LCurr	Revaluatn	SB	Exch. Rat	Typ	Old Difference	New Difference	Amount posted
*	K	160000	1	10.000,00-	USD	8.000,00-	EUR	/1,00000		/1,25000	KR	0,00	2.000,00-	2.000,00-
**				10.000,00-	USD	8.000,00-	EUR					0,00	2.000,00-	2.000,00-

→ If the exchange rate does not change before the next valuation, no further valuation posting is made.  
The open item is only valued again if the exchange rate changes accordingly and then of course, only taking into account the difference to the previous valuation.

**Example:**  
**Next valuation on:** 02/28/2010      **euro dollar exchange rate:** 0.8  
 (→ that is, EUR 1 = USD 0.8)  
 → The original USD 10,000 now no longer corresponds to EUR 8,000 as on the invoice date, rather EUR 12,500  
**Valuation difference:** EUR 2,000      **new valuation difference:** EUR 4,500  
**amount posted:**                      EUR 2,500

Figure 153: FCV – Delta Posting Logic

The valuation differences are stored in the *FAGL\_BSBW\_HISTORY* table.

For more information, see SAP Notes 960661 and 1006684. These notes provide information about the support packages that provide the delta logic in the different ERP releases.

### Delta Posting Logic – Reversal



**Scenario:**

If, for legal reasons, the valuation posting has to be reversed during the fiscal year (two documents during a valuation run), you can also set the indicator for the allowed monthly reversal for an FI valuation area with delta logic. However, at the end of the fiscal year, the reversal posting has to be omitted (only one valuation document),

Delta Posting Logic				
Valuation	LongText	+	Mon.Rev.	Cl.Date
LO	FI valuation area local (Ledger Sol.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
US	FI valuation Area US-GAAP (Ledger Sol.)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

In Customizing, choose *Financial Accounting (New)* → *General Ledger Accounting (New)* → *Periodic Processing* → *Valuate* → *Activate Delta Logic*.

**Effect if the indicator is set:**

In the program template for the foreign currency valuation program (right at the bottom of the tab page *Open Items: Subledger or G/L Accounts*), you can decide whether you want to correct/reverse the valuation (indicator *Mid-Year Valuation*) or not (indicator *Year-End Valuation*).

**Delta Logic**

Year-End Valuation

Mid-Year Valuation

Figure 154: Delta Posting Logic – Customizing (2)

You can set an additional indicator in the same transaction: The indicator for using the clearing date as the reversal date.

**You need to consider the following steps to understand the logic behind the new delta posting:**

1. When a vendor invoice is cleared in the new G/L, the exchange rate difference that is actually realized is not immediately entered because the clearing document is entered in all ledgers in the new G/L.  
The exchange rate difference to be realized may be different in different ledgers.
2. To clear the documents with foreign currency in the new G/L, the difference amount between the original invoice date and the clearing date is always displayed or posted as the realized exchange rate difference. The correct realized exchange rate difference is then determined for each valuation area during the next foreign currency valuation run. The difference is determined by using the difference amounts recorded in the FAGL\_BSBW\_HISTORY table and the actual exchange rate on the clearing date.
3. Once calculated, the exchange rate difference is posted against the realized exchange rate that is already entered.
4. This second posting has the date of the valuation run, usually the end of the month, as the posting date.
5. You can set the indicator for using the clearing date as the reversal date to ensure that the posting date of the correction valuation run is the clearing date of the valued item.



**Note:**

Use the clearing date for the reversal posting only if this is absolutely necessary because the program cannot ensure that the period is open. If the period is closed, the system issues an error message and the posting is not carried out; rather, it is saved in a batch input session.

**Summary – Valuation of Open Items**

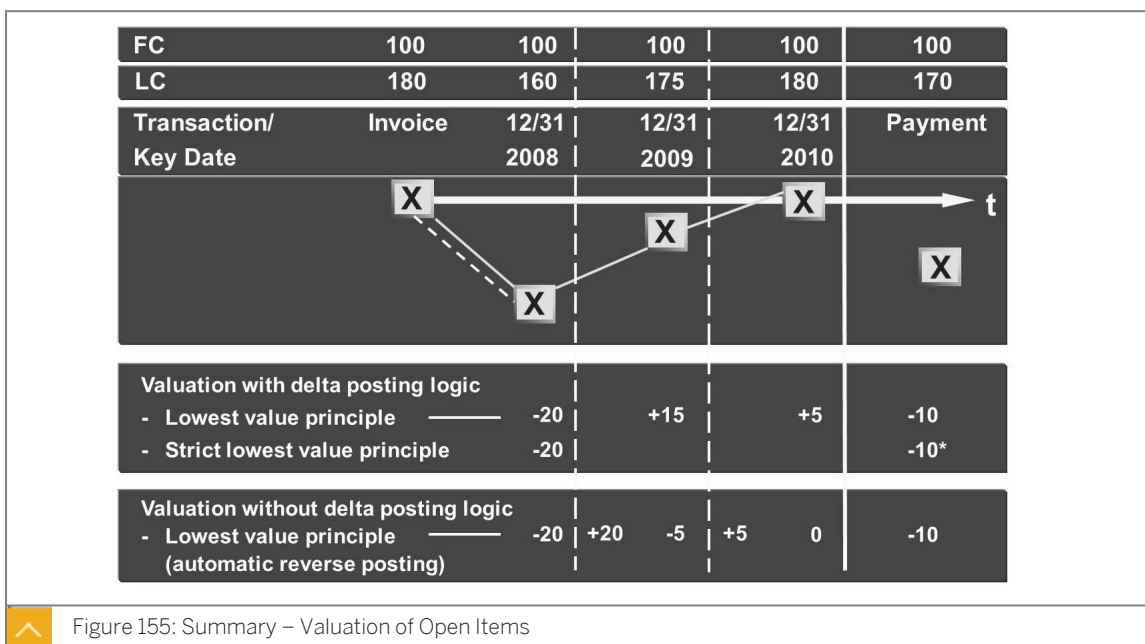


Figure 155: Summary – Valuation of Open Items



The figure shows an example of the valuation postings that would result as the value of an open item changes from period to period, depending on whether the lowest principle or the strict lowest value principle method is selected.

**Note:**

For valuation with delta posting, the next valuation run then reverses the total of the valuation postings for the line items cleared since the last valuation run.



### How to Manage the Foreign Currency Valuation of Open Items

1. Post the invoice in your company code AC## with the current date as the invoice and posting date. Choose the tax code 00 (Output tax 0%) for your posting and use revenue account 800200.

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 *Basic data* tab page and enter the following data:

Field Name or Data Type	Value
<i>Customer</i>	<b>T-F00A00</b>
<i>Invoice date</i>	Current date
<i>Reference</i>	<b>909077792</b>
<i>Posting date</i>	Current date
<i>Amount</i>	10,000
<i>Currency key</i>	<b>USD</b>
<i>Sales tax code</i>	<b>00 (Output tax 0%)</b>

c) Select *Calculate tax*.

d) On the *Local Currency* tab page, enter the following data:

Field Name or Data Type	Value
<i>Translation Date</i>	Current date
<i>Exchange rate</i>	<b>/0.80</b>

e) Choose *Enter*.

f) The system outputs the message *Exchange rate was changed. Local currency will be adjusted*. Choose *Enter* to proceed.

g) The system outputs the message *Exchange rate /0,80000 deviates from table rate /1,40000 by 42.86%*. Choose *Enter* to proceed.

h) Verify the change in the *Amount in LC* field.

- i) In the *Items* table, enter the following data:

Field Name or Data Type	Value
G/L acct	800200
Amount in doc. curr.	*

- j) Choose *Simulate*. The amount in the *Amount in doc. curr.* column is updated.
- k) Choose *Enter*.
- l) On the *Document Overview* screen, choose *Post* to enter the document.
- m) Return to the *SAP Easy Access* screen.
2. Which valuation method is assigned to valuation and what type of valuation procedure is this valuation method using?



Caution:  
Do not change the system configuration.  
Ensure that Delta Posting Logic is not active.

- a) In Customizing, choose *Financial Accounting (New) → General Ledger Accounting (New) → Periodic Processing → Valuate → Define Valuation Areas*.  
The IAS1 valuation method is assigned to valuation area US. A valuation method can be assigned to multiple valuation areas. For this exercise, focus only on valuation.
- b) In Customizing, choose *Financial Accounting (New) → General Ledger Accounting (New) → Periodic Processing → Valuate → Define Valuation Methods*.  
The IAS1 valuation method is using the *Always evaluate* valuation procedure.



Note:  
You need to double-click IAS1 to see the *Description* and *Always evaluate* options.

- c) In Customizing, choose *Financial Accounting (New) → General Ledger Accounting (New) → Periodic Processing → Valuate → Activate Delta Logic*.
- d) On the *Change View "Valuation Area": Overview* screen, verify that the delta posting logic for foreign currency valuation is not active for valuation area US.
- e) Return to the *SAP Easy Access* screen.
3. Execute the FCV program first in test mode, to see what the valuation difference is on the last day of the current period. Then execute the FCV program in an update run to post the valuation difference by selecting *Post Valuation Immediately* from the *Postings* tab page.



Caution:  
Be sure to specify your company code.

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Periodic Processing* → *Closing* → *Valuate* → *Foreign Currency Valuation (New)* (FAGL\_FC\_VAL).
- b) Confirm the message *Transaction FAGL\_FC\_VAL starting valuation program FAGL\_FCV* by choosing *Continue*.
- c) On the *Foreign Currency Valuation* screen, enter the following data:

Field Name or Data Type	Value
<i>Company Code</i>	<b>AC##</b>
<i>Valuation Key Date</i>	Last day of the current period
<i>Valuation Area</i>	<b>US</b>

- d) On the *Postings* tab page, select *Execute Test Run*.
  - e) Select *Determine Automatically*.
  - f) On the *Open Items: Subledger* tab page, select *Valuate Customers* (if not already selected).
  - g) Enter the customer as **T-F00A00**.
  - h) On the *Output/Technical Settings* tab page, select *Output Log* (if not already selected).
  - i) Select *Save Log* and enter the log name as **FCV\_AC##**.
  - j) Choose *Execute*.
  - k) On the *Foreign Currency Valuation* screen, verify the report for the valuation difference.
    - l) Choose *Postings* to display the proposed postings.
  - m) Verify the valuation key date and return to the previous screen.
  - n) Verify the valuation method and area in the report.
  - o) Return to the *Foreign Currency Valuation* screen.
4. Execute the foreign currency valuation program in an update run in order to post your valuation difference. On the *Postings* tab page, select *Post Valuation Immediately* as the posting mode for your update run. Display the generated posting of the current period.



Caution:  
Do not change the other selection criteria.

- a) On the *Postings* tab page, select *Post Valuation Immediately*.
- b) Choose *Execute*.
- c) Choose *Postings* to display the generated postings.
- d) Place your cursor on the posting information of the current period and choose *Display document*.

- e) On the *Display Document: Data Entry View* screen, select a line item and double-click it to view the details.
  - f) On the *Display Document: Line Item* screen, verify the values in the *Amount* and *Amount in LC* fields.
  - g) Return to the *SAP Easy Access* screen.
5. Which ledger group was affected by your foreign currency valuation update run? Display the saved log file (Log name FCV\_AC##) to determine the answer.
- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Periodic Processing* → *Closing* → *Valuate* → *Foreign Currency Valuation of Open Items (New)* (FAGL\_FC\_VAL).
  - b) Confirm the message *Transaction FAGL\_FC\_VAL starting valuation program FAGL\_FCV* by choosing *Continue*.
  - c) On the *Output/Technical Settings* tab page, choose *Log List*.  
(Alternatively, run transaction **SA38** and execute program FAGL\_PROT).
  - d) On the *Display Logs* screen, select the entry with your description FCV\_AC## and choose *Display Log*.  
Ledger Group OL was affected by the foreign currency update run  
(information is included in the last row of the log header).
  - e) Return to the *SAP Easy Access* screen.
6. Review the statement for Accounts Receivable.
- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Information System* → *General Ledger Reports (New)* → *Financial Statement/Cash Flow* → *General* → *Actual/Actual Comparisons* → *Financial Statement* (S\_ALR\_87012284).

- b) On the *Financial Statements* screen, enter the following data:

Field Name or Data Type	Value
<i>Company code</i>	<b>AC##</b>
<i>Financial statement version</i>	<b>INT</b>
<i>Reporting year</i>	Current year
<i>Reporting periods: from/to</i>	Current period
<i>Comparison year</i>	Current year
<i>Comparison periods: from/to</i>	Current period + 1

- c) Choose *Execute*.
- d) Verify the financial statement for receivables accounts 140000 and 140099 and their difference.



## Manage the Foreign Currency Valuation of Open Items

### Business Example

To ensure the correct valuation of local currency, you need to revalue open items in foreign currency. Valuate open items in foreign currency without using the delta posting logic.

1. Verify the Customizing settings to see if the delta posting logic for the foreign currency valuation is not active for the valuation area US.
2. Which valuation method is assigned to valuation area US and what type of valuation procedure is this valuation method?



Hint:

A valuation method can be assigned to multiple valuation areas. For this exercise, focus only on valuation area US.



Caution:

Do not change the system configuration.

3. Post an outgoing invoice in USD (foreign currency) to your customer T-F00A00, specifying a high exchange rate. Change the exchange rate so that the receivable in the local currency is worth more than when translated at the rate proposed by the system.  
Example: System proposal: USD /1.3000, your entry: USD /0.80  
Post the invoice in your company code AC### with the current date as the invoice and posting date.  
Choose tax code 00 (Output tax 0%) for your posting. Use revenue account 800200.
4. Review the balance sheet or profit and loss statement (RFBILA00) for Accounts Receivable before posting the foreign currency open item valuation. Use the report variant VAR## that you created earlier. Do not exit the report result.
5. Open another session and execute the foreign currency valuation program first in test mode. This is to see what the valuation difference is on the last day of the current period. Run the program with the following selection criteria:



Caution:

Be sure to specify your company code.

In the *General Selection* screen area, enter the following data:

Field Name or Data Type	Value
<i>Company Code</i>	<b>AC##</b>
<i>Valuation Key Date</i>	Last day of the current period
<i>Valuation Area</i>	<b>US</b>

On the *Postings* tab page, enter the following data:

Field Name or Data Type	Value
<i>Execute Test Run</i>	Select
<i>Determine Automatically</i>	Select

On the *Open Items: Subledger* tab page, enter the following data:

Field Name or Data Type	Value
<i>Valuate Customers</i>	Select
<i>Customer</i>	<b>T-F00A00</b>

On the *Output/Technical Settings* tab page, enter the following data:

Field Name or Data Type	Value
<i>Output Log</i>	Select (if not already selected)
<i>Save Log</i>	Select
<i>Log Name</i>	<b>FCV_AC##</b>

- Execute the foreign currency valuation program in an update run in order to post your valuation difference. Select *Post Valuation Immediately* as the posting mode for your update run on the *Postings* tab page. Display the generated posting for the current period.



Caution:  
Do not change the other selection criteria.

- Return to your original session to re-create the financial statements. On the balance sheet, the foreign currency revaluation has been posted to the receivables adjustment account, reducing the total receivables. The difference between this value and the original value is reflected in the P&L statement in the "Expense from currency revaluation" account.
- Which ledger group is affected by your foreign currency valuation update run? Display the saved log file (Log name FCV\_AC##) to determine the answer.



## Manage the Foreign Currency Valuation of Open Items

### Business Example

To ensure the correct valuation of local currency, you need to revalue open items in foreign currency. Valuate open items in foreign currency without using the delta posting logic.

1. Verify the Customizing settings to see if the delta posting logic for the foreign currency valuation is not active for the valuation area US.
  - a) In Customizing, choose *Financial Accounting (New)* → *General Ledger Accounting (New)* → *Periodic Processing* → *Valuate* → *Activate Delta Logic*.
  - b) On the *Change View (Delta Posting Logic): Overview* screen, enter the following details:

Field Name or Data Type	Value
<i>Valuation Area</i>	US
<i>"+" (= Delta Logic)</i>	Leave blank
<i>Cl.Date</i>	Leave blank
<i>Mon.Rev.</i>	Leave blank

- c) Choose *Save* (if settings were changed).
2. Which valuation method is assigned to valuation area US and what type of valuation procedure is this valuation method?



Hint:

A valuation method can be assigned to multiple valuation areas. For this exercise, focus only on valuation area US.



Caution:

Do not change the system configuration.

- a) In Customizing, choose *Financial Accounting (New)* → *General Ledger Accounting (New)* → *Periodic Processing* → *Valuate* → *Define Valuation Areas*.  
The valuation method *IAS1* is assigned to valuation area US.
  - b) In Customizing, choose *Financial Accounting (New)* → *General Ledger Accounting (New)* → *Periodic Processing* → *Valuate* → *Define Valuation Methods*.  
The valuation method *IAS1* is using the *Always evaluate* valuation procedure.



Note:  
You will need to double-click `IAS1` to see the *Description* and *Always evaluate* options.

3. Post an outgoing invoice in USD (foreign currency) to your customer T-F00A00, specifying a high exchange rate. Change the exchange rate so that the receivable in the local currency is worth more than when translated at the rate proposed by the system.  
Example: System proposal: USD /1.3000, your entry: USD /0.80  
Post the invoice in your company code AC### with the current date as the invoice and posting date.

Choose tax code 00 (Output tax 0%) for your posting. Use revenue account 800200.

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document Entry* → *Invoice* (FB70).
- b) On the *Enter Customer Invoice: Company Code* screen, *Basic data* tab page, enter the following data:

Field Name or Data Type	Value
<i>Company Code</i>	<b>AC## (## = your group number)</b>
<i>Customer</i>	<b>T-F00A00</b>
<i>Invoice date</i>	Current date
<i>Posting date</i>	Current date
<i>Amount</i>	Your choice
<i>Currency key</i>	<b>USD</b>
<i>Sales Tax Code</i>	<b>00 (Output tax 0%)</b>

- c) On the *Local Currency* tab page, enter the following data:

Field Name or Data Type	Value
<i>Exchange rate</i>	<b>/0.80</b> (or depending on the system proposal, another suitable exchange rate)

- d) In the *Items* table, enter the following data:

Field Name or Data Type	Value
<i>G/L acct</i>	<b>800200</b>
<i>Amount in doc. curr.</i>	<b>*</b>

- e) Choose *Post* to enter the invoice.
- f) Confirm warning messages. Document number 18xxxxxxx is posted in the company code.
- g) Exit this screen.



4. Review the balance sheet or profit and loss statement (RFBILA00) for Accounts Receivable before posting the foreign currency open item valuation. Use the report variant VAR## that you created earlier. Do not exit the report result.
  - a) On the SAP Easy Access screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Information System* → *General Ledger Reports (New)* → *Financial Statement/Cash Flow* → *General* → *Actual/Actual Comparisons* → *Financial Statement (S\_ALR\_87012284)*.
  - b) On the *Financial Statements* screen, choose *Go to* → *Variants* → *Get* to select a variant.
  - c) In the *Find Variant* dialog box, enter **VAR##** in the *Variant* field.
  - d) Choose *Execute*.
  - e) On the *Financial Statements* screen, choose *Execute*.
  - f) After you have verified the report, return to the *Financial Statements* screen. Do not close this session.
5. Open another session and execute the foreign currency valuation program first in test mode. This is to see what the valuation difference is on the last day of the current period. Run the program with the following selection criteria:



Caution:  
Be sure to specify your company code.

In the *General Selection* screen area, enter the following data:

Field Name or Data Type	Value
<i>Company Code</i>	<b>AC##</b>
<i>Valuation Key Date</i>	Last day of the current period
<i>Valuation Area</i>	<b>US</b>

On the *Postings* tab page, enter the following data:

Field Name or Data Type	Value
<i>Execute Test Run</i>	Select
<i>Determine Automatically</i>	Select

On the *Open Items: Subledger* tab page, enter the following data:

Field Name or Data Type	Value
<i>Valuate Customers</i>	Select
<i>Customer</i>	<b>T-F00A00</b>

On the *Output/Technical Settings* tab page, enter the following data:

Field Name or Data Type	Value
Output Log	Select (if not already selected)
Save Log	Select
Log Name	<b>FCV_AC##</b>

- a) To open a new session, choose *System* → *Create Session*.
  - b) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Periodic Processing* → *Closing* → *Valuate* → *Foreign Currency Valuation (New)* (FAGL\_FC\_VAL).
  - c) Confirm the message *Transaction FAGL\_FC\_VAL starting valuation program FAGL\_FCV*.
  - d) On the *Foreign Currency Valuation* screen, enter the data as specified in the exercise.
  - e) Choose *Execute*.
  - f) On the *Foreign Currency Valuation* screen, verify the report for the valuation difference.
  - g) Choose *Postings* to display the proposed postings.
  - h) Return to the foreign currency valuation program.
6. Execute the foreign currency valuation program in an update run in order to post your valuation difference. Select *Post Valuation Immediately* as the posting mode for your update run on the *Postings* tab page. Display the generated posting for the current period.

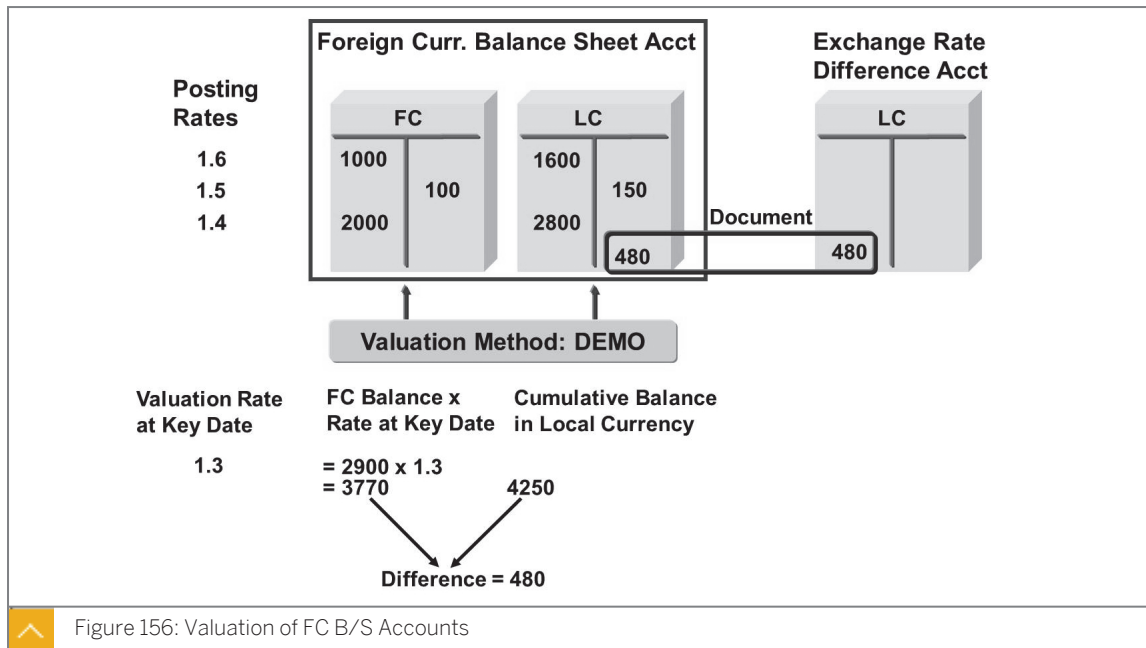


Caution:  
Do not change the other selection criteria.

- a) On the *Postings* tab page, select *Post Valuation Immediately*.
  - b) Choose *Execute*.
  - c) Choose *Postings* to display the generated postings.
  - d) Place your cursor on the posting information for the current period.
  - e) Choose *Display Document*.
  - f) Change the currency in the data entry view of the document. Choose *Display currency* to see the posted amounts in company code currency.
  - g) Return to the *SAP Easy Access* screen.
7. Return to your original session to re-create the financial statements. On the balance sheet, the foreign currency revaluation has been posted to the receivables adjustment account, reducing the total receivables. The difference between this value and the original value is reflected in the P&L statement in the “Expense from currency revaluation” account.
- a) Execute program RFBILA00 again. If you have closed this session by mistake, refer to the previous step for the selection criteria.

8. Which ledger group is affected by your foreign currency valuation update run? Display the saved log file (Log name FCV\_AC##) to determine the answer.
- a) On the SAP Easy Access screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Periodic Processing* → *Closing* → *Valuate* → *Foreign Currency Valuation (New)* (FAGL\_FC\_VAL).
  - b) Confirm the message *Transaction FAGL\_FC\_VAL starting valuation program FAGL\_FCV*.
  - c) On the *Output/Technical Settings* tab page, choose *Log List*.  
(Alternatively, run transaction SA38 and execute program FAGL\_PROT).
  - d) On the *Display Logs* screen, select the entry with your description FCV\_AC## and choose *Display Log*.  
Ledger group OL is affected by the foreign currency valuation run.  
(Information is included in the last row of the log header).

## Foreign Currency Valuation of Balance Sheet Accounts



You can carry out a valuation of the balance sheet accounts of foreign currency using report FAGL\_FCV. On the *G/L Account Balances* tab page, choose the foreign currency balance sheet accounts.

### You need to consider the following points when valuating foreign currency balance sheet accounts:

- Depending on the valuation method used and the balance of the foreign currency balance sheet account, you may end up devaluing or revaluing your accounts.
- You can execute the valuation run with the same selection criteria multiple times.
- If new transactions have been posted to the account since the last valuation run, these are valuated during the current run.

## Account Determination – Exchange Rate Differences



Transaction: KDB			C/A AAAA
Exchange Rate Diff. Key	Loss Account	Gain Account	
_____	Currency Loss 1	Currency Gain 1	
FC	Currency Loss 2	Currency Gain 2	

G/L Account	
Account Number	123456 Bank FC
Chart of Accounts	AAAA
Company Code	0001
Currency	FC
Exchange Rate Difference Key	FC

Figure 157: Account Determination – Exchange Rate Differences (FC B/S Accounts)

Foreign currency accounts are evaluated on the account balance level.

Exchange rate differences in foreign currency balance sheet accounts are posted to various gains and losses accounts based on the exchange rate difference key that you enter in the G/L account master record. You can define these keys in Customizing.



## How to Manage the Foreign Currency Valuation of Balance Sheet Accounts

1. Display the balances for an account.
  - a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Account* → *Display Balances (New)* (FAGLBO3).
  - b) On the *G/L Account Balance Display* screen, enter the following data:

Field Name or Data Type	Value
<i>Account Number</i>	113150
<i>Company Code</i>	AC##
<i>Fiscal Year</i>	Current year

- c) Choose *Execute*.
  - d) Double-click the amount in the *Debit* column for the current period.
  - e) On the *G/L Account Line Item Display G/L View* screen, double-click the document number and verify the value in the *LC Amount* field.
  - f) Return to the *SAP Easy Access* screen.
2. Make new entries for a G/L account document in the general ledger account.

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Document Entry* → *Enter G/L Account Document* (FB50).
- b) On the *Enter G/L Account Document: Company Code AC##* screen, choose the *Basic Data* tab page and enter the following data:

Field Name or Data Type	Value
<i>Document Date</i>	Current date
<i>Posting Date</i>	Current date
<i>Company Code</i>	<b>AC##</b>
<i>Currency</i>	<b>USD</b>

- c) On the *Details* tab page, enter */2* in the *Exchange rate* field.
- d) Choose *Enter*.
- e) If the system outputs the message *Exchange rate /2,00000 deviates from table rate /1,xxxxx by xx,xx%*, choose *Enter* to proceed.
- f) In the *Items* table, add two entries with the following data:

Entry 1:

Field Name or Data Type	Value
<i>G/L acct</i>	<b>113150</b>
<i>D/C</i>	<b>Debit</b>
<i>Account in doc. curr.</i>	<b>50000</b>

Entry 2:

Field Name or Data Type	Value
<i>G/L acct</i>	<b>100000</b>
<i>D/C</i>	<b>Credit</b>
<i>Account in doc. curr.</i>	<b>*</b>

- g) Double-click the *Short Text* field for the first entry.
- h) Choose *Enter*.
- i) If the system outputs the message *Exchange rate /2,00000 deviates from table rate /1,xxxxx by xx,xx%*, choose *Enter* to proceed.
- j) On the *Correct G/L account item* screen, enter the following data:

Field Name or Data Type	Value
<i>Amount</i>	<b>50000</b>
<i>Profit Center</i>	<b>1000</b>

- k) Return to the *Enter G/L Account Document: Company Code AC##* screen and choose *Simulate*.
- l) Choose *Enter*.
- m) If the system outputs the message *Exchange rate /2,00000 deviates from table rate /1, xxxxx by xxxx%*, choose *Enter* to proceed.
- n) On the *Document Overview* screen, verify the entries and choose *Post* to enter the document.
3. Display the balances for the account after you have made new entries to the G/L account document.
- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Account* → *Display Balances (New)* (FAGLBO3).
- b) On the *G/L Account Balance Display* screen, enter the following data:
- | Field Name or Data Type | Value         |
|-------------------------|---------------|
| <i>Account Number</i>   | <b>113150</b> |
| <i>Company Code</i>     | <b>AC##</b>   |
| <i>Fiscal Year</i>      | Current year  |
- c) Choose *Execute*.
- d) Double-click the amount in the *Debit* column for the current period.
- e) On the *G/L Account Line Item Display G/L View* screen, choose *Settings* → *Layout* → *Current*.
- f) Select *Amount in local currency* from *Hidden fields* and add it to *Line 1*.
- g) Select the *Text* field from *Line 1* and transfer it to *Hidden fields*.
- h) Choose *Copy*.
- i) Verify the values in the *Amount in local cur.* column for both the accounts.
- j) Return to the *SAP Easy Access* screen.
4. Verify automatic postings for foreign currency valuation.
- a) In *Customizing*, choose *Financial Accounting (New)* → *General Ledger Accounting (New)* → *Periodic Processing* → *Valuate* → *Foreign Currency Valuation* → *Prepare Automatic Postings for Foreign Currency Valuation*.
- b) On the *Configuration Accounting Maintain: Automatic Posts – Procedures* screen, select transaction *KDB*.
- c) Double-click transaction *KDB*.
- d) Enter *INT* in the *Charts of Accounts* field.
- e) Choose *Continue*.
- f) On the *Configuration Accounting Maintain: Automatic Posts – Accounts* screen, verify the *Account Assignment* entries for *Exchange Rate Different Key USD*.
- g) Return to the *SAP Easy Access* screen.


5. Review the financial statement for balance sheets accounts before posting the valuation of the open items of foreign currency.

- a) On the SAP Easy Access screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Information System* → *General Ledger Reports (New)* → *Financial Statement/Cash Flow* → *General* → *Actual/Actual Comparisons* → *Financial Statement (S\_ALR\_87012284)*.
- b) On the *Financial Statement* screen, enter the following details:

Field Name or Data Type	Value
<i>Company code</i>	<b>AC##</b>
<i>Financial statement version</i>	<b>INT</b>
<i>Reporting year</i>	Current year
<i>Reporting periods</i>	From current month to current month
<i>Comparison year</i>	Current year
<i>Comparison periods</i>	From next month to next month

- c) Choose *Execute*..
- d) Verify the balance statement to find the balance of G/L account 113150.

6. Execute the FCV program first in test mode, to see what the valuation difference is on the last day of the current period. Then execute the FCV program in an update run to post the valuation difference by selecting *Post Valuation Immediately* from the *Postings* tab page.



Caution:  
Be sure to specify your company code.

- a) On the SAP Easy Access screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Periodic Processing* → *Closing* → *Valuate* → *Foreign Currency Valuation (New) (FAGL\_FC\_VAL)*.
- b) Confirm the message *Transaction FAGL\_FC\_VAL starting valuation program FAGL\_FCV* with *Continue*.
- c) On the *Foreign Currency Valuation* screen, enter the following data:

Field Name or Data Type	Value
<i>Company Code</i>	<b>AC##</b>
<i>Valuation Key Date</i>	Last day of the current month
<i>Valuation Area</i>	<b>US</b>

- d) Select *Execute Test Run*.
- e) Select *Determine Automatically*.
- f) On the *G/L Account Balances* tab page, select *Valuate G/L Acct Balances* (if not already selected).



- g) Enter **113150** in the *G/L Account* field.
  - h) On the *Output/Technical Settings* tab page, select *Output Log* (if not already selected).
  - i) Select *Save Log* and enter the log name **FCV\_AC##**.
  - j) Choose *Execute*.
  - k) On the *Foreign Currency Valuation* screen, verify the values in the *New Difference* column.
  - l) Choose *Postings* to display the proposed postings.
  - m) Verify the valuation key date.
  - n) Return to the selection criteria for the foreign currency valuation program.
7. Execute the foreign currency valuation program in an update run in order to post your valuation difference.
- a) On the *Postings* tab page, select *Post Valuation Immediately*.
  - b) Choose *Execute*.
  - c) Choose *Postings* to display the generated postings.
  - d) Return to the *SAP Easy Access* screen.
8. Review the financial statement for G/L account number 113150.
- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Information System* → *General Ledger Reports (New)* → *Financial Statement/Cash Flow* → *General* → *Actual/Actual Comparisons* → *Financial Statement (S\_ALR\_87012284)*.
  - b) On the *Financial Statements* screen, enter the following data:

Field Name or Data Type	Value
<i>Company code</i>	<b>AC##</b>
<i>Financial statement version</i>	<b>INT</b>
<i>Reporting year</i>	Current year
<i>Reporting periods</i>	From current month to current month
<i>Comparison year</i>	Current year
<i>Comparison periods</i>	From next month to next month

- c) On the *Financial Statements* screen, choose *Execute* to execute the report.
- d) Verify the statement to find the balance of G/L account 113150.
- e) Verify the difference and return to the *Financial Statements* screen.



### **LESSON SUMMARY**

You should now be able to:

- Explain the various methods of foreign currency valuation
- Manage the foreign currency valuation of open items
- Manage the foreign currency valuation of balance sheet accounts



## Managing Value Adjustments

### LESSON OVERVIEW

This lesson describes the different types of individual value adjustments.

#### Business Example

The employees in Financial Accounting want you to show them the different options available for posting value adjustments. For this reason, you require the following knowledge:

- An understanding of value adjustment types
- An understanding of flat-rate individual value adjustments for doubtful receivables

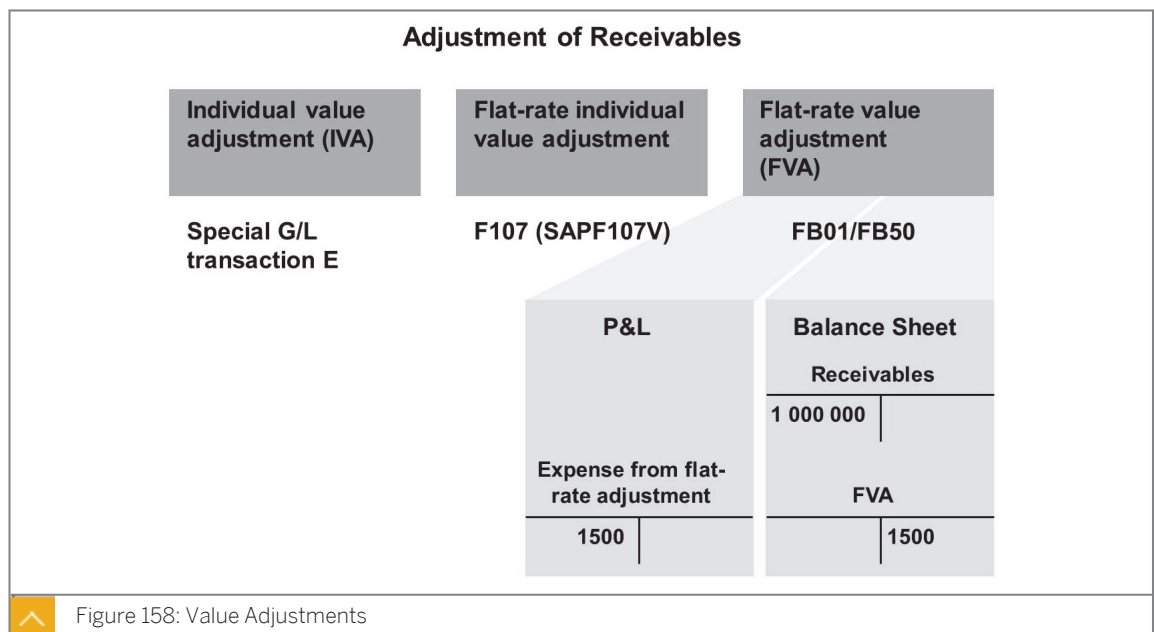


### LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Explain the different types of value adjustments
- Post individual value adjustments
- Manage flat-rate individual value adjustment

### Value Adjustment Types

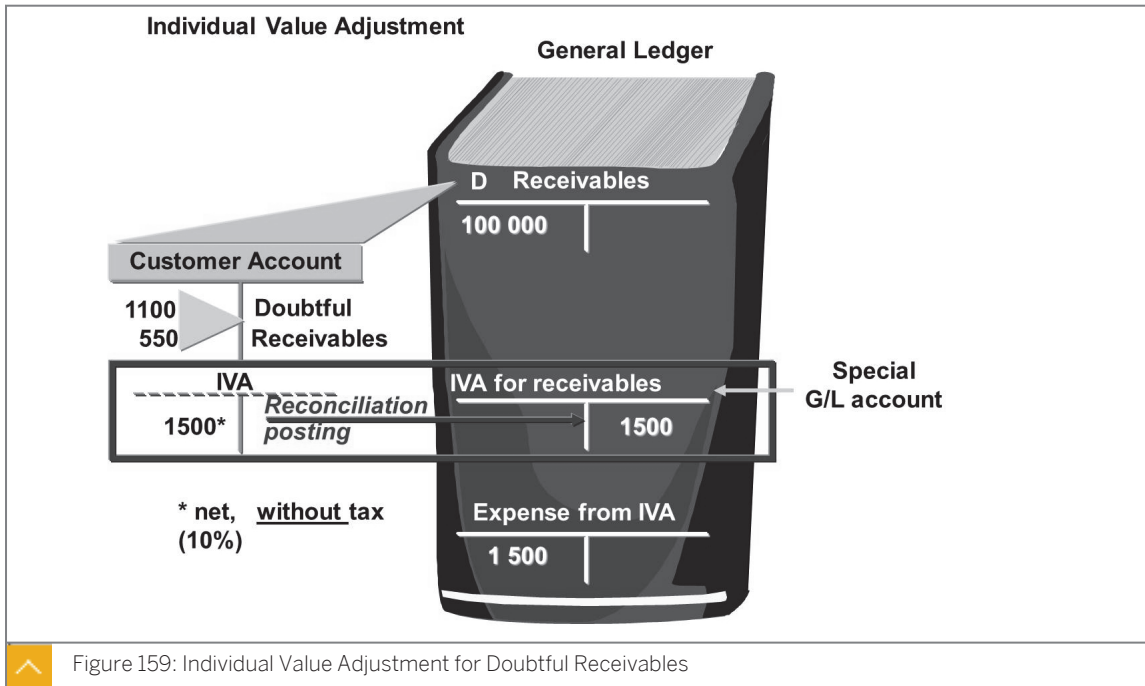


The following options are available for creating value adjustments for receivables:

- Enter the individual value adjustments as special G/L transaction E.

- Use the SAPF107V additional valuations program to carry out a flat-rate individual value adjustment.
- Adjust the flat-rate value by making a manual G/L account posting after you have determined the amount of the value adjustment. The posting record is as follows: Expense from flat-rate value adjustment to value adjustment.

### Individual Value Adjustment for Doubtful Receivables



Doubtful receivables are individual value adjustments during year-end closing. The special general ledger method is suitable for this procedure because the transaction is entered in the customer account and posted to a special G/L account, Individual Value Adjustments for Receivables.

**Note:**  
For the posting, use the tax code that represents a tax rate of zero percent.

#### Perform the following steps after individual value adjustment:

1. After ascertaining that the debt is irrecoverable or that the receivable has been paid, reverse the individual value adjustment.
2. If the debt is irrecoverable, clear the receivable from the customer account and post the amount to the account for depreciation of receivables.
3. Adjust the sales tax in the posting.



## How to Post an Individual Value Adjustment

1. Post a 20-day overdue outgoing invoice in company code AC## for your customer T-FOOA00.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document Entry* → *Invoice* (FB70).

b) On the *Enter Customer Invoice: Company Code* screen, enter the following data:

Field Name or Data Type	Value
<i>Customer</i>	<b>T-F00A00</b>
<i>Invoice Date and Posting Date</i>	Current date minus 20 days
<i>Reference</i>	<b>909077793</b>
<i>Amount</i>	<b>110000</b>
<i>Calculate Tax</i>	Select

c) In the items table, enter the following details:

Field Name or Data Type	Value
<i>G/L Account</i>	<b>800200</b>
<i>Amount in Doc. Curr</i>	<b>*</b>

d) Choose *Enter*.

e) Choose *Simulate*.

f) On the *Document Overview* screen, verify the document details.

g) Choose *Post*.

2. Verify the balance sheet for the trade receivables account 140000.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Information System* → *General Ledger Reports (New)* → *Financial Statement/Cash Flow* → *General* → *Actual/Actual Comparisons* → *Financial Statement* (S\_ALR\_87012284).

b) On the *Financial Statements* screen, enter company code **AC##**.

c) Choose *Execute*.

d) Look up the trade receivables account 140000 in the financial statement.

3. Create a document for the transfer without clearing.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document Entry* → *Other* → *Transfer Without Clearing* (F-21).

b) On the *Enter Transfer Posting: Header Data* screen, enter the following data:

Field Name or Data Type	Value
<i>Document Date</i>	End of current month
<i>Posting Date</i>	End of current month
<i>Company Code</i>	<b>AC##</b>

First Line Item:

Field Name or Data Type	Value
<i>PstKy</i>	<b>40</b>
<i>Account</i>	<b>T-F00A00</b>
<i>G/L Account</i>	<b>210100</b>

c) Choose *Enter*.

d) On the *Enter Customer document: Add G/L account item* screen, enter the following data:

Field Name or Data Type	Value
<i>Amount</i>	<b>100000</b>
<i>Tax Code</i>	<b>a0</b>
<i>Calculate Tax</i>	Select

Next Line Item:

Field Name or Data Type	Value
<i>PstKy</i>	<b>19 (Special G/L Credit)</b>
<i>Account</i>	<b>T-F00A00</b>
<i>SGL Ind</i>	<b>E (Reserve for bad debt)</b>

e) Choose *Enter*.

f) On the *Enter Customer document: Add Customer item* screen, enter the following data:

Field Name or Data Type	Value
<i>Amount</i>	<b>*</b>
<i>Due on</i>	End of current month

g) Choose *Document* → *Simulate*.

h) Choose *Post*. Make a note of the document number.

4. Display the valuation in the valuated line items.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Account* → *Display/Change Line Items (FBL5N)*.

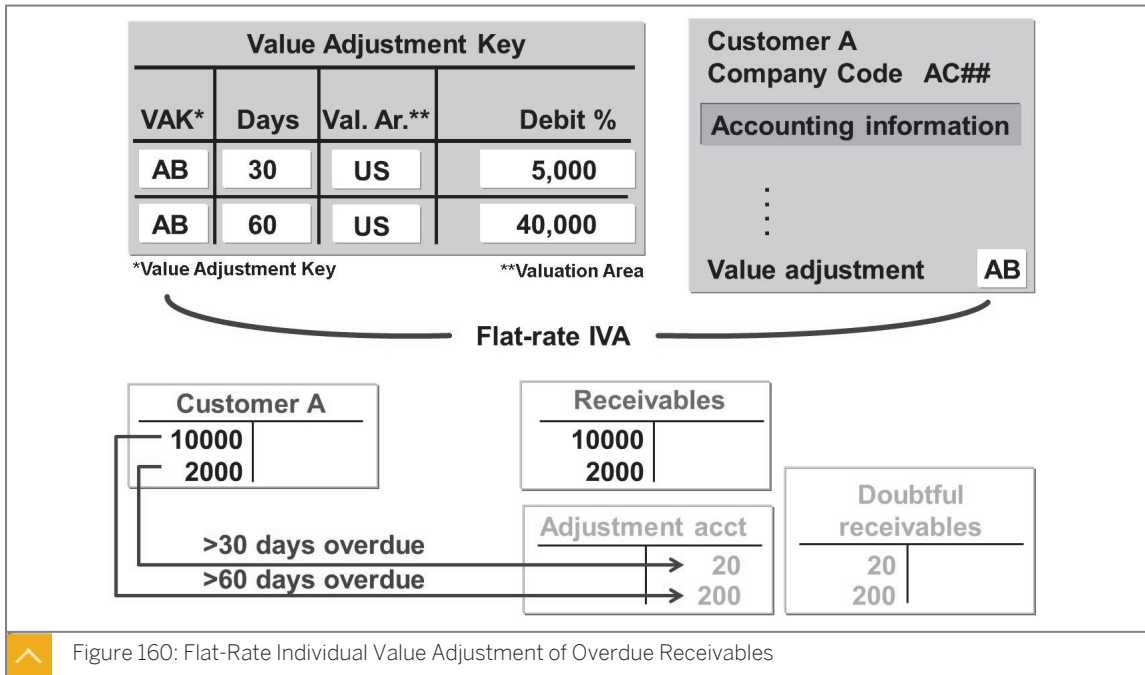
- b) On the *Customer Line Item Display* screen, enter customer account **T-F00A00**.
  - c) Select *Open Items* (if not already selected).
  - d) Enter the last date of the current month in the *Open at Key Date* field.
  - e) Under *Type*, select *Special G/L Transactions*.
  - f) Deselect *Normal Items*.
  - g) Execute the program.
  - h) Verify the details on the screen.
  - i) Choose *Back*.
5. Create a balance sheet for account 140000 and see how it differs from the previous one.
- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Information System* → *General Ledger Reports (New)* → *Financial Statement/Cash Flow* → *General* → *Actual/Actual Comparisons* → *Financial Statement (S\_ALR\_87012284)*.
  - b) On the *Financial Statements* screen, enter company code **AC##**.
  - c) Choose *Execute*.
  - d) Verify the balance for account 140000.
6. Display the valuation in the valuated line items.
- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Account* → *Display/Change Line Items (FBL5N)*.
  - b) On the *Customer Line Item Display* screen, enter customer account **T-F00A00**.
  - c) Select *Open Items* (if not already selected).
  - d) Enter the last date of the current month in the *Open at Key Date* field.
  - e) Select *Special G/L Transactions* and deselect *Normal Items*.
  - f) Choose *Execute*.
  - g) Verify the details on the screen and compare the difference.
7. Reverse the document and display the reversal in Financial Accounting.
- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document* → *Reverse* → *Individual Reversal (FB08)*.
  - b) On the *Reverse Document: Header Data* screen, enter the following data:

Field Name or Data Type	Value
Reversal Reason	<b>02 (Reversal in closed period)</b>
Posting Date	Last date of current year + 1

- c) Choose *Save*. Make a note of the document number.
- d) Choose *Document* → *Display*.

- e) On the *Display Document: Data Entry View* screen, verify the document date and posting date.
- f) Return to the main menu.

### Flat-Rate Individual Value Adjustment



SAPF107V enables you to perform automatic flat-rate individual value adjustments for overdue receivables.

**You perform the following steps during flat-rate individual value adjustment of overdue receivables:**

1. In the Accounts Receivable configuration, define the debit rate percentage (bad debt expense percentage) for a valuation adjustment key and the overdue period in days.
2. Set up the appropriate adjustment and bad debt expense accounts for doubtful receivables in the account determination table.
3. Assign the valuation adjustment key to the master record of any customer account that you want to include in the posting for the flat-rate individual value adjustment.
4. Carry out periodical valuation runs to calculate the bad debt expense posting for overdue items. The valuation run produces a valuation proposal that you can change manually, if desired. If you agree with the proposal, you can transfer the valuation to the general ledger to generate the posting. The system then makes the adjustment posting for the relevant key date and the reversal posting for one day after the key date.



### How to Manage a Flat-Rate Individual Value Adjustment

1. Verify the entries made for business transactions.



- a) In Customizing, choose *Financial Accounting (New) → Accounts Receivable and Accounts Payable → Business Transactions → Closing → Valuate → Valuations → Define Value Adjustment Key*.
  - b) On the *Change View (Maintain Accumulated Depreciation Key): Overview* screen, verify the entries made.
2. The value adjustment uses a valuation key that has to be entered in the customer master record. Enter valuation key AB in the company code data for customer T-F00A00.
- a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → Accounts Receivable → Master Records → Change (FD02)*.
  - b) On the *Customer Change (Initial Screen)* screen, enter the following details:

Field Name or Data Type	Value
<i>Customer</i>	<b>T-F00A00</b>
<i>Company Code</i>	<b>AC##</b>

- c) Choose *Continue*.
- d) On the *Change Customer: General Data* screen, choose *Company Code Data*.
- e) On the *Change Customer: Company Code Data* screen, enter the following data:

Field Name or Data Type	Value
<i>Recon. Account</i>	<b>140000</b>
<i>Value adjustment</i>	<b>AB</b>

- f) Choose *Save*.
3. Post an outgoing invoice that is 60 days overdue in company code AC## for customer T-F00A00.
- a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → Accounts Receivable → Document Entry → Invoice (FB70)*.
  - b) On the *Enter Customer Invoice: Company Code* screen, enter the following data:

Field Name or Data Type	Value
<i>Customer</i>	<b>T-F00A00</b>
<i>Invoice date</i>	At least 60 days in the past
<i>Posting date</i>	At least 60 days in the past
<i>Reference</i>	<b>909077794</b>
<i>Amount</i>	<b>110000</b>
<i>Calculate tax</i>	Select

- c) Choose *Enter*.
- d) In the *Items* table, enter the following data:

Field Name or Data Type	Value
G/L Account	800200
Amount	*

e) Choose *Simulate*.

f) Choose *Enter*.

g) Choose *Post*.

4. Schedule a flat-rate individual value adjustment.

a) On the SAP Easy Access screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Periodic Processing* → *Closing* → *Valuate* → *Further Valuations* (F107).

b) On the *Valuation Run Initial* screen, enter the following data:

Field Name or Data Type	Value
Run Date	Last date of current year
Identification	GR##

c) Choose *Enter*.

d) Choose *Maintain*.

e) On the *Valuation: Parameters* screen, enter the following data:

Field Name or Data Type	Value
Key date	Last date of current year
Val. Method	<b>Flat-rate individual value adjustment (3)</b>
Valuation Area	US
Target CoCde	AC##
Postings	Select
Posting date	End of current month
Rev. Post. Date	First of the subsequent month
Document Type	SA

f) Choose *Selection Options*.

g) On the *FI Valuation Program (Individual Value Adjustment Discounting)* screen, enter the following data:

Field Name or Data Type	Value
Company code	AC##
Customers	Select

Field Name or Data Type	Value
Customer	T-F00A00

- h) Choose *Execute*.
- i) Choose *Save*.
- j) On the *Valuation Run Initial* screen, choose *Dispatch*.
- k) In the *Schedule Valuation Run* window, enter the following details:

Field Name or Data Type	Value
Start date	Current date
Start Immediately	Select

- l) Choose *Continue*.
- m) Choose *Enter* until the message "*Val. Run Finished*" appears in the *Status* area.
- n) Choose *Change valuations*.
- o) On the *FI Valuation List* screen, choose *Execute*.
- p) The system displays a list of all documents in the *Valuation* group. Place the cursor on the document you created and choose *Change Valuation*.
- q) Select the document and choose *Copy*.
- r) Return to the *Valuation Run Initial* screen.
- s) On the *Valuation Run Initial* screen, choose *Edit* → *Valuation transfer* → *Sample Posting*.
- t) Verify the postings and return to the previous screen.
- u) Choose *Edit* → *Valuation transfer* → *Forward*.
- v) In the *Schedule Transfer* dialog box, enter the following data:

Field Name or Data Type	Value
Start date	Current date
Start Immediately	Select

- w) Choose *Continue*.
  - x) Choose *Enter*.
  - y) To verify your document postings, choose *Edit* → *Valuation transfer* → *Display log*.
5. Display the valuation data in the valuated line items.
- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Account* → *Display/Change Line Items (FBL5N)*.
  - b) On the *Customer Line Item Display* screen, enter customer account **T-F00A00**.

- c) Select *Open Items* (if not already selected).
  - d) Enter the last date of the current month in the *Open at key date* field.
  - e) Select *Special G/L Transactions* and *Normal Items*.
  - f) Execute the program.
  - g) Select the document and choose *Display*.
  - h) On the *Display Document* screen, choose *Environment* → *Valuation* → *Display Values*.
  - i) Verify the values in the *Valuation Data* dialog box.
6. Create a balance sheet for account 142100 and see how it differs from the previous one.
- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Information System* → *General Ledger Reports (New)* → *Financial Statement/Cash Flow* → *General* → *Actual/Actual Comparisons* → *Financial Statement (S\_ALR\_87012284)*.
  - b) On the *Financial Statements* screen, enter company code **AC##**.
  - c) Choose *Execute*.
  - d) Verify the balance statement for account 142100.
-



## Execute a Flat-Rate Individual Value Adjustment

### Business Example

To ensure that the receivables are displayed correctly, you must carry out an individual value adjustment. You perform the adjustment by using a flat-rate individual value adjustment.

1. The value adjustment uses a valuation key that must be entered in the customer master record. Enter valuation key AB in the company code data for your customer T-F00A00. On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Master Records* → *Change*.
2. Post a 60-day overdue outgoing invoice in company code AC## for customer T-F00A00. On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document Entry* → *Invoice*.

Use the following data:

Field Name or Data Type	Value
<i>Company Code</i>	<b>AC##</b>
<i>Customer</i>	<b>T-F00A00</b>
<i>Invoice Date</i>	At least 60 days in the past
<i>Posting Date</i>	At least 60 days in the past
<i>Amount</i>	<b>EUR 10000</b>
<i>G/L Acct</i>	<b>800200</b>
<i>Amount in Doc. Curr.</i>	<b>10000</b>
<i>Calculate Tax</i>	Select

3. Execute the flat-rate individual value adjustment for customer T-F00A00 with today as the key date. You can choose GR## as the ID. The key date is the end of the current month. Choose flat-rate individual value adjustment for the valuation method, and choose US as the valuation area.

Select the postings (Posting Date: End of current month, Reversal Posting Date: First of the subsequent month, Document Type: General G/L Accounts). Analyze the execution log.

Choose *Selection Options*. Choose your company code AC## and customer T-F00A00. Analyze the execution log using the *Display* pushbutton and the valuation list.

To plan the valuation run, choose *Edit* → *Valuation Run* → *Dispatch*.

To display the valuation list, choose *Edit* → *Valuation Run* → *Value list*.

4. Post the valuation and search for the adjustment posting documents in the log. Make a note of the document numbers.

To view the log, choose *Edit* → *Valuation Transfer* → *Display Log*.

5. Display the valuation in the valuated line items. On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Account* → *Display/Change Line Items* (FBL5N).



## Execute a Flat-Rate Individual Value Adjustment

### Business Example

To ensure that the receivables are displayed correctly, you must carry out an individual value adjustment. You perform the adjustment by using a flat-rate individual value adjustment.

1. The value adjustment uses a valuation key that must be entered in the customer master record. Enter valuation key AB in the company code data for your customer T-F00A00. On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Master Records* → *Change*.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Master Records* → *Change* (FD02).

b) On the *Customer Change Initial* screen, enter the following data:

Field Name or Data Type	Value
<i>Customer</i>	<b>T-F00A00</b>
<i>Company Code</i>	<b>AC##</b>

c) Choose *Continue*.

d) Choose *Company Code Data*.

e) On the *Change Customer: Company Code Data* screen, choose the *Account Management* tab page and enter **AB** in the *Value Adjustment* field.

f) Save the customer master record.

2. Post a 60-day overdue outgoing invoice in company code AC## for customer T-F00A00. On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document Entry* → *Invoice*.

Use the following data:

Field Name or Data Type	Value
<i>Company Code</i>	<b>AC##</b>
<i>Customer</i>	<b>T-F00A00</b>
<i>Invoice Date</i>	At least 60 days in the past
<i>Posting Date</i>	At least 60 days in the past
<i>Amount</i>	<b>EUR 10000</b>
<i>G/L Acct</i>	<b>800200</b>
<i>Amount in Doc. Curr.</i>	<b>10000</b>

Field Name or Data Type	Value
<i>Calculate Tax</i>	Select

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Document Entry* → *Invoice* (FB70).
- b) On the *Enter Customer Invoice: Company Code AC##* screen, enter the data as provided in the exercise.
- c) Choose *Post*.



Note:  
Confirm any information messages with *Enter*.

3. Execute the flat-rate individual value adjustment for customer T-F00A00 with today as the key date. You can choose GR## as the ID. The key date is the end of the current month. Choose flat-rate individual value adjustment for the valuation method, and choose US as the valuation area.

Select the postings (Posting Date: End of current month, Reversal Posting Date: First of the subsequent month, Document Type: General G/L Accounts). Analyze the execution log.

Choose *Selection Options*. Choose your company code AC## and customer T-F00A00. Analyze the execution log using the *Display* pushbutton and the valuation list.

To plan the valuation run, choose *Edit* → *Valuation Run* → *Dispatch*.

To display the valuation list, choose *Edit* → *Valuation Run* → *Value list*.

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Periodic Processing* → *Closing* → *Valuate* → *Further Valuations* (F107).
- b) On the *Valuation Run Initial* screen, enter the following data:

Field Name or Data Type	Value
<i>Run Date</i>	Today's date
<i>Identification</i>	GR##

- c) Choose *Edit* → *Parameters* → *Maintain* and enter the following data:

Field Name or Data Type	Value
<i>Key Date</i>	End of the current month
<i>Val. Method</i>	3
<i>Valuation Area</i>	US
<i>Postings</i>	Select
<i>Document Type</i>	SA

- d) Choose *Selection Options* and enter the following data:



Field Name or Data Type	Value
<i>Company Code</i>	<b>AC##</b>
<i>Customers</i>	Select
<i>Customer Account</i>	<b>T-F00A00</b>

- e) Choose *Execute*.
  - f) Choose *Parameters* → *Save*.
  - g) To plan the valuation run, choose *Edit* → *Valuation Run* → *Dispatch*.
  - h) Select *Start immediately* and choose *Continue*.
  - i) On the *Valuation run* screen, choose *Display*.
  - j) Return to the initial screen and choose *Edit* → *Valuation Run* → *Value list*.
  - k) Accept the dialog box with the variant.
4. Post the valuation and search for the adjustment posting documents in the log. Make a note of the document numbers.  
To view the log, choose *Edit* → *Valuation Transfer* → *Display Log*.
- a) On the *Valuation Run Initial* screen, choose *Forward*.
  - b) Select *Start immediately* and choose *Continue*.
  - c) Choose *Enter*.
  - d) Choose *Edit* → *Valuation transfer* → *Display log* and make a note of the document numbers.
5. Display the valuation in the valuated line items. On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Account* → *Display/Change Line Items* (FBL5N).
- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Account* → *Display/Change Line Items* (FBL5N).
  - b) On the *Customer Line Item Display* screen, enter the following data:

Field Name or Data Type	Value
<i>Customer</i>	<b>T-F00A00</b>
<i>Company Code</i>	<b>AC##</b>

- c) Execute the report.
- d) Select the document and choose *Display*.
- e) On the *Display Document* screen, choose *Environment* → *Valuation* → *Display Values*.
- f) In the *Valuation Data* dialog box, verify the values.
- g) Return to the main menu.



### **LESSON SUMMARY**

You should now be able to:

- Explain the different types of value adjustments
- Post individual value adjustments
- Manage flat-rate individual value adjustment



## Regrouping Receivables and Payables

### LESSON OVERVIEW

This lesson describes the regrouping of receivables and payables.

#### Business Example

To provide outsiders with a better overview of the company's liquidity situation, receivables and payables must be grouped in the balance sheet according to their remaining life. For this reason, you require the following knowledge:

- An understanding of regrouping receivables and payables
- An understanding of regrouping receivables and payables with affiliated companies and changed reconciliation accounts



### LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Regroup receivables and payables
- Regroup receivables and payables with affiliated companies
- Regroup open items based on changed reconciliation accounts

### Regrouping of Receivables and Payables



Assets	Balance Sheet		Liabilities																
...	...																		
- Receivables	- Payables																		
	- with remaining term < 1 year		2000																
	<table border="1" style="width: 100%;"> <tr> <th colspan="2" style="text-align: center;">Payables</th> <th colspan="2" style="text-align: center;">Adjustment</th> </tr> <tr> <td style="text-align: right;">1000</td> <td style="text-align: right;">2000 RT &lt; 1 yr</td> <td style="text-align: right;">3000</td> <td style="text-align: right;">1000</td> </tr> <tr> <td></td> <td style="text-align: right;">3000 RT 1-5 yr</td> <td style="text-align: right;">4000</td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">4000 RT &gt;5 yr</td> <td></td> <td></td> </tr> </table>		Payables		Adjustment		1000	2000 RT < 1 yr	3000	1000		3000 RT 1-5 yr	4000			4000 RT >5 yr			
Payables		Adjustment																	
1000	2000 RT < 1 yr	3000	1000																
	3000 RT 1-5 yr	4000																	
	4000 RT >5 yr																		
<table border="1" style="width: 100%;"> <tr> <th colspan="2" style="text-align: center;">Vendors with debit balance</th> </tr> <tr> <td style="text-align: right;">1000</td> <td></td> </tr> </table>	Vendors with debit balance		1000																
Vendors with debit balance																			
1000																			
	- with remaining term 1-5 years		3000																
	<table border="1" style="width: 100%;"> <tr> <th colspan="2" style="text-align: center;">RT 1-5 years</th> </tr> <tr> <td style="text-align: right;">3000</td> <td></td> </tr> </table>		RT 1-5 years		3000														
RT 1-5 years																			
3000																			
	- with remaining term >5 years		4000																
	<table border="1" style="width: 100%;"> <tr> <th colspan="2" style="text-align: center;">RT &gt;5 years</th> </tr> <tr> <td style="text-align: right;">4000</td> <td></td> </tr> </table>		RT >5 years		4000														
RT >5 years																			
4000																			

Figure 161: Regrouping Payables

If General Ledger Accounting (new) is active, the FAGL\_CL\_REGROUP program must be used. However, use the SAPF101 program if the customer uses classic General Ledger Accounting.

**You might have to regroup payables on a balance sheet for the following reasons**

- Receivables and payables must be listed separately on the balance sheet. Because some vendors might have a debit balance at the end of the period, you need to display their balance as a separate group in the receivables section of the balance sheet.
- In some countries, payables have to be grouped on the balance sheet according to their remaining life.
- Both regroupings are carried out using a special program. At the same time, these regroupings are removed for the first day of the next period, because regrouping is not necessary for daily processing.

In the figure, you can see that the receivables with long remaining terms have been reposted to different accounts to facilitate the creation of the financial statements. In addition, vendors with a debit balance have been regrouped. An adjustment account has been used as the offsetting account because adjustments cannot be posted directly to a reconciliation account.



Hint:

Foreign currency valuation and regrouping can be completed in different ways to meet different legal requirements. The results are then posted to the various accounts used by different versions of financial statements. The regrouping program is also used if the reconciliation account for a vendor was changed during the year.

**Regrouping of Receivables and Payables**



**Example of a sort method:**

**Receivables:**

Fr.	Time unit	Description	Cust. pstg	Vend. pstg	G/L pstg		Acct
0	Year	Receivable within 1 year				Acc.	V00
1	Year	Receivables >1 year				Acc.	V01

**Payables:**

Fr.	Time unit	Description	Cust. pstg	Vend. pstg	G/L pstg		Acct
0	Year	Payable within 1 year				Acc.	V02
1	Year	Payable in 1-5 years				Acc.	V03
5	Year	Payable > 5 years				Acc.	V04



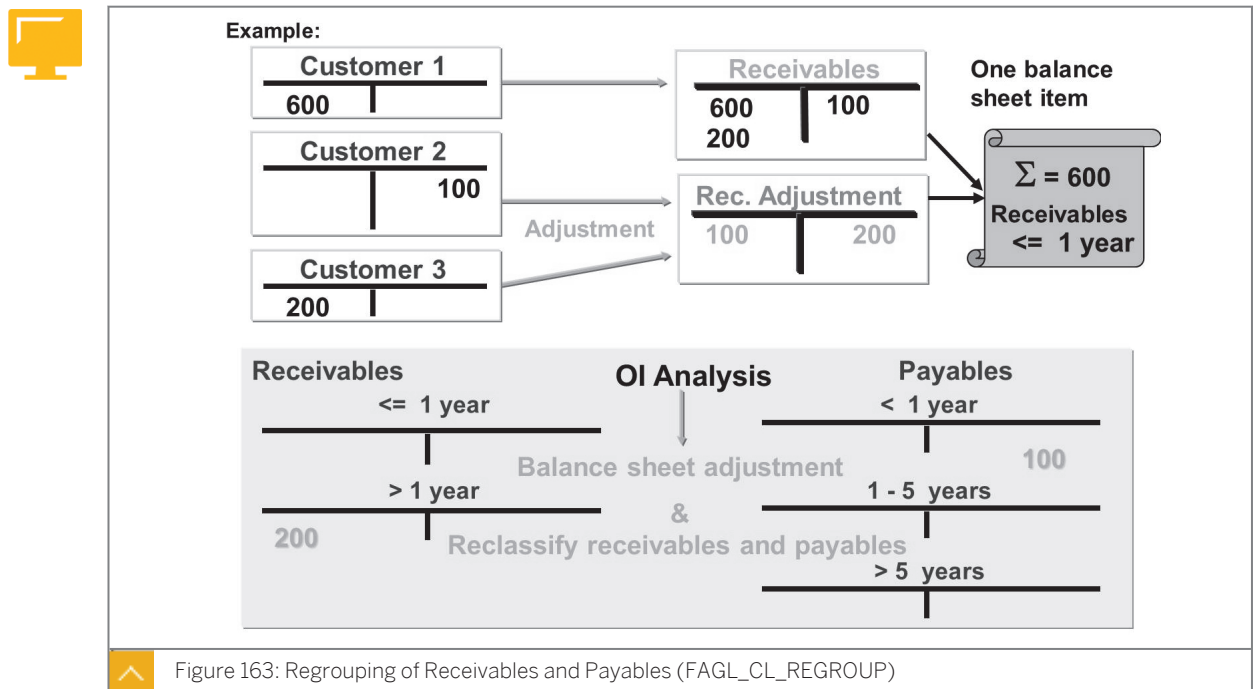
Figure 162: Regrouping Receivables and Payables (FAGL\_CL\_REGROUP)

Before creating financial statements, you must group your receivables and payables according to their remaining life so that they are correctly displayed in the financial statements. To group them correctly, you must make adjustment postings.

The **FAGL\_CL\_REGROUP** program, which can be used to regroup and sort the receivables and payables, has the following functions:

- It sorts receivables and payables according to their remaining life and makes the required transfer postings.
- It makes the required adjustment postings (for example, for changed reconciliation accounts).
- It determines where the transfer postings are required. When you define the sort method in Customizing, you can select the cases where receivables and payables should be regrouped.

### Regrouping of Customers with Credit Balances or Vendors with Debit Balances



The balance of an account determines whether the system displays the account as a receivable or a payable.

Receivables and payables are displayed separately according to their remaining life.

To ensure that the system generates transfer postings when you start the **FAGL\_CL\_REGROUP** program, make the relevant selections for the sort methods used in Customizing.



### How to Regroup Receivables According to Their Remaining Life

1. Display the open item for customer T-F00A00 in company code AC##, which is due in two years. In the line item display, choose the *Terms of Payment* display variant.
  - a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Account* → *Display Change/Line items* (FBL5N).
  - b) On the *Customer Line item Display* screen, enter the following data:

Field Name or Data Type	Value
Customer Account	<b>T-F00A00</b>
Company Code	<b>AC##</b>
Open at Key Date	Last date of current period

- c) Choose *Execute*.
  - d) Choose *Settings* → *Layout* → *Choose*.
  - e) Double-click the *Terms of Payment* variant.
  - f) Note the document with a payment date two years in the future.
  - g) Return to the main menu.
2. Display adjustment accounts before regrouping the accounts receivable.
- a) In Customizing, choose *Financial Accounting (New)* → *General Ledger Accounting (New)* → *Periodic Processing* → *Reclassify* → *Transfer and Sort Receivables and Payables* → *Define Sort Method and Adjustment Accts for Regrouping Receivables/Payables*.
  - b) On the *Change View (Sort Methods): Overview* screen, select the row for the SAP interval.
  - c) In the dialog structure, double-click *Receivables*.
  - d) On the *Change View (Receivables): Overview* screen, choose *Account*.
  - e) On the *Configuration Accounting Maintain: Automatic Posts – Accounts* screen, verify the values in the columns under *Account Assignment*.
  - f) Return to the main menu.
3. Review the financial statement (RFBILA00) for accounts receivable before reclassifying receivables. All receivables are currently shown as short-term receivables (due within one year).
- a) To call the financial statement, on the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Information System* → *General Ledger Reports (New)* → *Financial Statement/Cash Flow* → *General* → *Actual/Actual Comparisons* → *Financial Statement (S\_ALR\_87012284)*.

- b) On the *Financial Statements* screen, enter the following data:

Field Name or Data Type	Value
Company Code	<b>AC##</b>
Reporting Year	Current fiscal year
Reporting Periods	<b>1 to 16</b>
Comparison Year	Next fiscal year
Comparison Periods	<b>1 to 16</b>

- c) Choose *Execute*.

- d) Verify the report for the receivables.
- e) After verifying the report, return to the main menu.
4. Run the program in production mode to reclassify receivables and payables for customer T-F00A00 in company code AC##. Enter the last day of the period as the key date for the financial statements. Use the standard SAP sort method and the valuation area.
- The program then creates a batch input session with the reclassification postings. On the report selection screen, change the batch input session name to RECLASS## to make your session easier to identify.
- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Periodic Processing* → *Closing* → *Reclassify* → *Sorting/Reclassification (New)* (FAGLF101).

- b) On the *Balance Sheet Supplement: OI – Analysis* screen, enter the following data:

Field Name or Data Type	Value
<i>Company Code</i>	AC##
<i>Balance Sheet Key Date</i>	Last day of the current period
<i>Sort Method</i>	SAP
<i>Valuation Area</i>	US

- c) Choose the *Selections* tab page and enter the following data:

Field Name or Data Type	Value
<i>Account Type</i>	D
<i>Customer</i>	T-F00A00

- d) Execute the program.
- e) On the report screen, choose *Postings* to view the transactions that have been proposed.
- f) Return to the *Balance Sheet Supplement: OI – Analysis* screen.
- g) On the *Postings* tab page, enter the following data:

Field Name or Data Type	Value
<i>Batch input session name</i>	RECLASS##
<i>Document Type</i>	SA
<i>Document Date</i>	Last day of the current period
<i>Posting Date</i>	Last day of the current period
<i>Reversal Document Type</i>	SA
<i>Reversal Posting Date</i>	First day of the current period + 1 day

- h) Select *Generate postings*.
- i) Choose *Execute*.

5. Process your batch input session RECLASS## to generate the posting in the general ledger. Processing is complete when you receive the "Processing of Batch Input Session Completed" message.
  - a) Choose *System* → *Services* → *Batch Input* → *Sessions*.
  - b) Select your session and choose *Process*.
  - c) Select *Display errors only* and then choose *Process*.
  - d) Choose *Exit batch input* to confirm the *Processing of batch input session completed* message.
6. Re-create the financial statements. Restrict the reporting period to the end of the current period. On the balance sheet, the *Accounts Receivable Due In One Year* item has been reduced by the credit posting to the adjustment account.
  - a) Call the financial statement. On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Information System* → *General Ledger Reports (New)* → *Financial Statement/Cash Flow* → *General* → *Actual/Actual Comparisons* → *Financial Statement (S\_ALR\_87012284)*.

- b) On the *Financial Statements* screen, enter the following data:

Field Name or Data Type	Value
<i>Company Code</i>	<b>AC##</b>
<i>Comparison Year</i>	Next fiscal year
<i>Comparison Periods</i>	End of the current period

- c) Choose *Execute*.
- d) Verify the report for the receivables account.





## Regroup Receivables According to Their Remaining Life

### Business Example

To ensure that receivables are displayed correctly in the financial statements, you need to run the regrouping program to split receivables according to their remaining life.

Regroup receivables with a remaining term greater than one year in the future.

1. Review the financial statement (RFBILA00) for accounts receivable before reclassifying. All receivables are currently shown as short-term (due within one year). Use the report variant VAR## that you created earlier.
2. In another session, display the open item for customer T-F00A00 in company code AC##, which is due in two years. In the line item display, choose the *Terms of Payment* display variant.
3. Run the program in production mode to reclassify receivables and payables for customer T-F00A00 in company code AC##. Enter the last day of the current period as the key date for the financial statements. Use the standard SAP sort method and the valuation area US. The program then creates a batch input session with the reclassification postings. On the report selection screen, change the batch input session name to RECLASS## to make your session easier to identify.



Caution:  
Be sure to specify your company code.

4. Process your batch input session RECLASS## (errors only) to generate the posting to the general ledger. Processing is complete when you receive the *Processing of batch input session completed* message.



Hint:  
If you forget to change the name of your batch input session, it will be named FAGL\_CL\_REGR by default. To identify your session, look for your user ID in the *Created* column.

5. Return to your original session to re-create the financial statements. Restrict the reporting period to the end of the current period. On the balance sheet, the *Accounts Receivable Due In One Year* item has been reduced by the credit posting to the adjustment account. The debit from this posting can be seen in the *Accounts Receivable Not Due within One Year* section of the balance sheet.

6. (Optional.) Run the financial statement for the next period. Because the adjustment posting is automatically reversed on the key date + 1, the balance sheet will return to its original position when you run it for the next period.



## Regroup Receivables According to Their Remaining Life

### Business Example

To ensure that receivables are displayed correctly in the financial statements, you need to run the regrouping program to split receivables according to their remaining life.

Regroup receivables with a remaining term greater than one year in the future.

1. Review the financial statement (RFBILA00) for accounts receivable before reclassifying. All receivables are currently shown as short-term (due within one year). Use the report variant VAR## that you created earlier.
  - a) To call the financial statement, on the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Information System* → *General Ledger Reports (New)* → *Financial Statement/Cash Flow* → *General* → *Actual/Actual Comparisons* → *Financial Statement (S\_ALR\_87012284)*.
  - b) On the *Financial Statements* screen, choose *Goto* → *Variants* → *Get* to select the variant.
  - c) In the *Find Variant* dialog box, enter **VAR##**.
  - d) Choose *Execute* to select the variant.
  - e) Execute the report.
  - f) After you have verified the report, return to the *Financial Statements* screen.
2. In another session, display the open item for customer T-F00A00 in company code AC##, which is due in two years. In the line item display, choose the *Terms of Payment* display variant.
  - a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Account* → *Display/Change Line Items (FBL5N)*.
  - b) On the *Customer Line Item Display* screen, enter the following data:

Field Name or Data Type	Value
<i>Customer Account</i>	<b>T-F00A00</b>
<i>Company Code</i>	<b>AC##</b>
<i>Open at Key Date</i>	<b>Today's date</b>

- c) Choose *Execute*.
- d) Choose *Settings* → *Layout* → *Choose*.
- e) Double-click the *Terms of Payment* variant.

- f) Note the document with a payment date two years in the future.
  - g) Return to the main menu.
3. Run the program in production mode to reclassify receivables and payables for customer T-F00A00 in company code AC##. Enter the last day of the current period as the key date for the financial statements. Use the standard SAP sort method and the valuation area US. The program then creates a batch input session with the reclassification postings. On the report selection screen, change the batch input session name to RECLASS## to make your session easier to identify.



Caution:  
Be sure to specify your company code.

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Periodic Processing* → *Closing* → *Reclassify* → *Sorting/Reclassification (New)* (FAGLF101).
- b) On the *Balance Sheet Supplement: Ol – Analysis* screen, enter the following data:

Field Name or Data Type	Value
<i>Company Code</i>	<b>AC##</b>
<i>Balance Sheet Key Date</i>	Last day of the current period
<i>Sort Method</i>	<b>SAP</b>
<i>Valuation Area</i>	<b>US</b>

- c) On the *Postings* tab page, select *Generate Postings*.
- d) Enter **RECLASS##** in the *Batch Input Session Name* field.
- e) Choose the *Selections* tab page and enter the following data:

Field Name or Data Type	Value
<i>Account Type</i>	<b>D</b>
<i>Customer</i>	<b>T-F00A00</b>

- f) Execute the program.
  - g) On the report screen, choose *Postings* to view the transactions that have been created.
  - h) Return to the report.
  - i) On the report screen, choose *Messages* to view the information about the batch input session.
4. Process your batch input session RECLASS## (errors only) to generate the posting to the general ledger. Processing is complete when you receive the *Processing of batch input session completed* message.

**Hint:**

If you forget to change the name of your batch input session, it will be named FAGL\_CL\_REGR by default. To identify your session, look for your user ID in the *Created* column.

- a) On the *Balance Sheet Supplement: OI – Analysis* screen, choose *System* → *Services* → *Batch Input* → *Sessions*.
  - b) Select your session and choose *Process*.
  - c) Select *Display errors only* and then choose *Process*.
  - d) Choose *Exit batch input* to confirm the *Processing of batch input session completed* message.
5. Return to your original session to re-create the financial statements. Restrict the reporting period to the end of the current period. On the balance sheet, the *Accounts Receivable Due In One Year* item has been reduced by the credit posting to the adjustment account. The debit from this posting can be seen in the *Accounts Receivable Not Due within One Year* section of the balance sheet.
- a) From the *Financial Statements* screen, execute the report again.

**Note:**

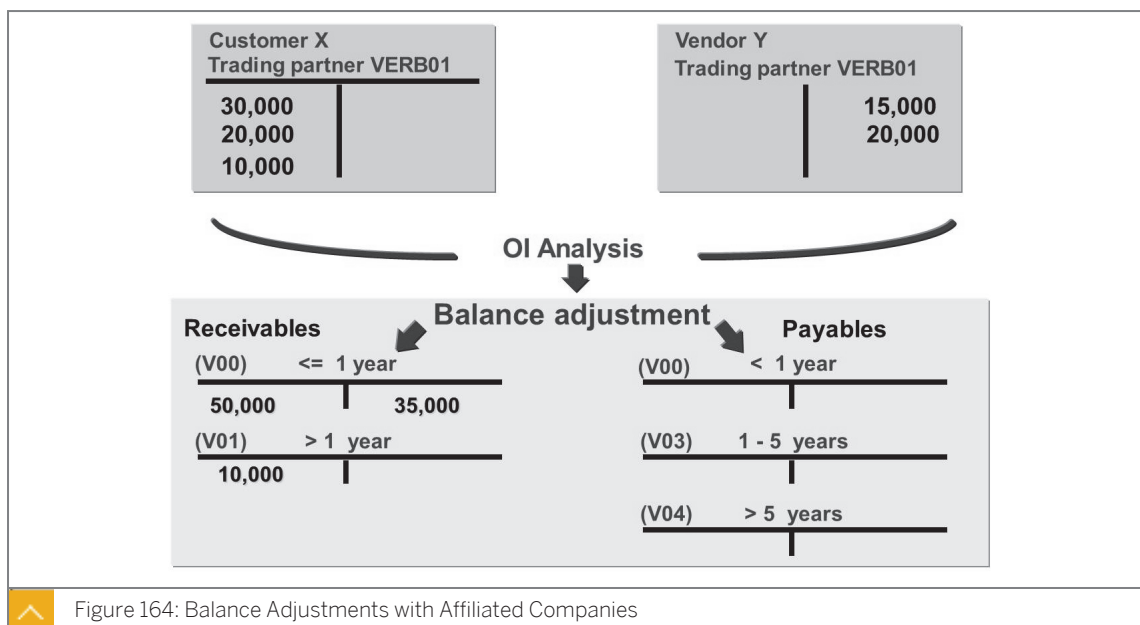
Choose the current period as the “to period” for the reporting periods in the current reporting year.

- b) After verifying the report, return to the *Financial Statements* screen.
6. (Optional.) Run the financial statement for the next period. Because the adjustment posting is automatically reversed on the key date + 1, the balance sheet will return to its original position when you run it for the next period.
- a) On the *Financial Statements* screen, enter the following data:

Field Name or Data Type	Value
<i>Posting periods</i>	Current period + 1 to Current period + 1

- b) Execute the report again.
- c) After verifying the results, return to the main menu.

## Receivables and Payables with Affiliated Companies



In the scenario shown in the figure, your company has receivables from, and payables to a business partner who is a customer as well as a vendor, and is an affiliated company (for example, another company code in your group).

### For a non-SAP system, proceed as follows:

- Define the same company ID in the *Trading Partner* field in the general control data of the customer and vendor master data.
- Define an alternative reconciliation account in the master data (receivables from, payables to affiliated companies).

In Customizing, assign the adjustment accounts based on these special reconciliation accounts.



### How to Post Balance Adjustments for Affiliated Companies

1. Verify the value in the *Trading Partner* field in the customer accounting information.
  - a) On the SAP Easy Access screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Master Records* → *Change (FD02)*.
  - b) On the *Customer Change: (Initial Screen)*, enter **1000** in the *Customer* field for company code AC##.
  - c) Choose *Continue*.
  - d) On the *Change Customer: General Data* screen, verify the value in the *Trading Partner* field.
  - e) Return to the main menu.
2. Display the open item for customer 1000 in company code AC##.

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Account* → *Display Change/Line items* (FBL5N).
- b) On the *Customer Line Item Display* screen, enter the following data:

Field Name or Data Type	Value
<i>Customer account</i>	1000
<i>Company code</i>	AC##

- c) Choose *Execute*.
- d) Verify the open item in the report.
- e) Return to the main menu.
3. Verify the value in the *Trading Partner* field in the vendor accounting information.
- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Master Records* → *Change* (FK02).
- b) On the *Change Vendor: (Initial Screen)*, for vendor 1000 and company code AC##, choose *Deselect All*.
- c) Select *Control*.
- d) Choose *Enter*.
- e) On the *Change Vendor: Control* screen, verify the value in the *Trading Partner* field.
- f) Return to the main menu.
4. Display the open item for vendor 1000 in company code AC##.
- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Account* → *Display Change/Line items* (FBL1N).
- b) On the *Vendor Line Item Display* screen, enter the following data:

Field Name or Data Type	Value
<i>Vendor account</i>	1000
<i>Company code</i>	AC##

- c) Choose *Execute*.
- d) On the *Vendor Line Item Display* screen, verify the amount in the *Amount in local cur.* column.
- e) Return to the main menu.
5. Define adjustment accounts before regrouping the accounts receivable.
- a) In *Customizing*, choose *Financial Accounting (New)* → *General Ledger Accounting (New)* → *Periodic Processing* → *Reclassify* → *Transfer and Sort Receivables and Payables* → *Define Sort Method and Adjustment Accts for Regrouping Receivables/Payables*.
- b) On the *Change View (Sort Methods): Overview* screen, select the row for the *SAP* interval.

- c) In the dialog structure, double-click *Receivables*.
  - d) On the *Change View (Receivables): Overview* screen, choose *Account*.
  - e) On the *Configuration Accounting Maintain: Automatic Posts- Accounts* screen, verify the values in the columns under *Account Assignment*.
  - f) Return to the main menu.
6. Run the program in production mode to reclassify receivables and payables for customer 1000 in company code AC##. Enter the last day of the period as the key date for the financial statements. Use the standard SAP sort method and US as the valuation area.
- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Periodic Processing* → *Closing* → *Reclassify* → *Sorting/Reclassification (New)* (FAGLF101).

- b) On the *Balance Sheet Supplement: OI – Analysis* screen, enter the following data:

Field Name or Data Type	Value
<i>Company Code</i>	<b>AC##</b>
<i>Balance Sheet Key Date</i>	Last day of the current period
<i>Sort method</i>	<b>SAP</b>
<i>Valuation Area</i>	<b>US</b>

- c) On the *Postings* tab page, enter the following data:

Field Name or Data Type	Value
<i>Batch Input Session Name</i>	<b>RECLASS##B</b>
<i>Document Type</i>	<b>SA</b>
<i>Document date</i>	Last date of the current period
<i>Posting date</i>	Last date of the current period
<i>Reversal Document Type</i>	<b>SA</b>
<i>Reversal posting date</i>	Last day of the current period + 1 day

- d) Choose the *Selections* tab page and enter the following data:

Field Name or Data Type	Value
<i>Account Type</i>	<b>D to K</b>
<i>Vendor</i>	<b>1000</b>
<i>Customer</i>	<b>1000</b>

- e) Choose the *Parameters* tab page.
- f) Select *Vendor Group Definition* and *Customer Group Definition*.
- g) Execute the program.
- h) On the report screen, choose *Postings* to view the transactions that have been created.



- i) Return to the *Balance Sheet Supplement: OI – Analysis* selection screen.
  - j) Select *Generate Postings*.
  - k) Choose *Execute*.
7. Process your batch input session RECLASS##B (errors only) to generate the posting to the general ledger. Processing is complete when you receive the *Processing of batch input session completed* message.
- a) Choose *System → Services → Batch Input → Sessions*.
  - b) Select your session and choose *Process*.
  - c) Select *Process/foreground* and then *Process*.
  - d) On the *Post Foreign Currency Valn Header Data* screen, choose *Continue*.
  - e) On the *Post Foreign Currency Valn Add G/L account item* screen, choose *Continue*.
  - f) In the message dialog box, choose *Continuex*.
  - g) On the *Post Foreign Currency Valn Correct G/L account item* screen, verify the *Trading Partner* value.
  - h) Choose *System → Services → Batch Input → Cancel*.
  - i) Choose *Session Overview*.
  - j) Select your session and choose *Process*.
  - k) Select *Display errors only* and then choose *Process*.
  - l) Choose *Exit batch input* to confirm the *Processing of batch input session completed* message.
8. Create a financial statement. Restrict the reporting period to the end of the current period. On the balance sheet, verify the reports for “Accounts Receivable Due In One Year ” and “Accounts Payable Due In One Year ”.
- a) To call the financial statement, on the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → General Ledger → Information System → General Ledger Reports (New) → Financial Statement/Cash Flow → General → Actual/Actual Comparisons → Financial Statement (S\_ALR\_87012284)*.
  - b) On the *Financial Statements* screen, enter the following data:

Field Name or Data Type	Value
<i>Company code</i>	<b>AC##</b>
<i>Comparison year</i>	Next fiscal year
<i>Reporting periods</i>	<b>1 to 16</b>
<i>Comparison year</i>	Next fiscal year
<i>Comparison periods</i>	<b>1 to 16</b>

- c) Choose *Execute*.
- d) Verify the report for receivables and payables.

- e) After verifying the report, return to the *Financial Statements* screen.

### Reconciliation Account Change

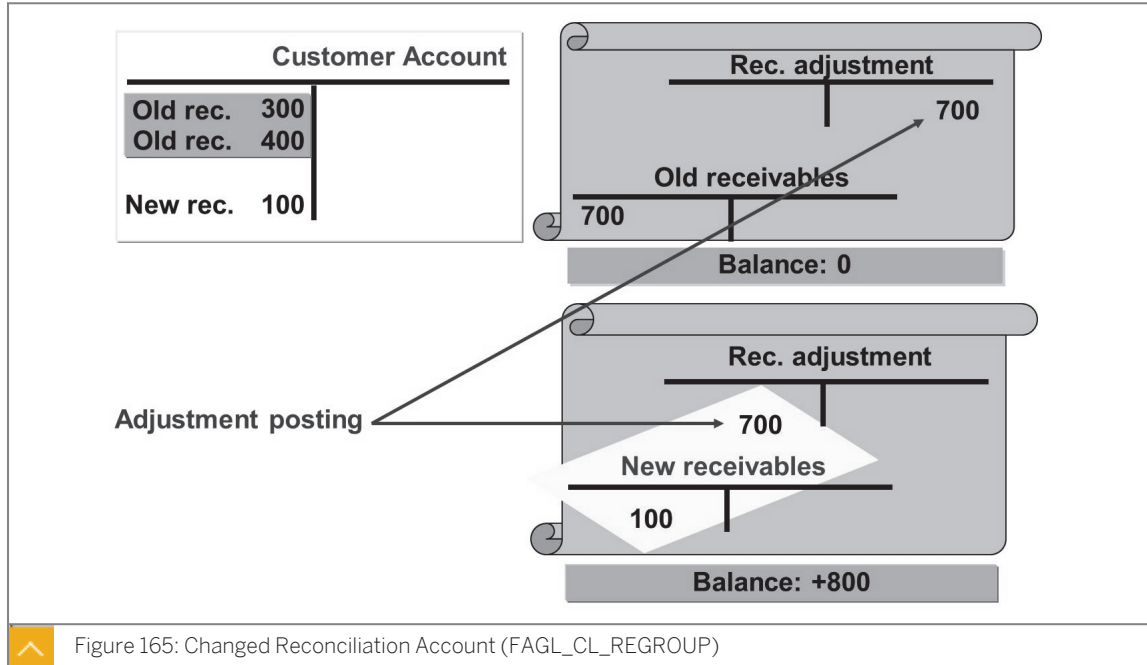


Figure 165: Changed Reconciliation Account (FAGL\_CL\_REGROUP)

You can change the reconciliation account in the customer or vendor master record during a fiscal year. The report for performing this change displays all the receivables at the balance sheet key date using the new reconciliation account. The indicator concerned can be found in the FAGL\_CL\_REGROUP report on the *Other* tab page.



### How to Manage the Changed Reconciliation Account for Report FAGL\_CL\_REGROUP

1. Display the open item in the changed reconciliation account for your vendor in company code AC##.
  - a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Account* → *Display Change/Line items* (FBL1N).
  - b) On the *Vendor Line Item Display* screen, enter the vendor account **DOC-KRED89** and company code **AC##**.
  - c) Choose *Execute*.
  - d) Double-click the *Assignment* value.
  - e) On the *Display Document: Line Item* screen, verify the details for the document created. Make sure the G/L account is 160000.
  - f) Return to the main menu.
2. Manage the vendor accounting information at company code level.

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Master Records* → *Change* (FK02).
- b) Enter **AC##** in the *Company Code* field.
- c) Select *Accounting info*.
- d) Choose *Enter*.
- e) On the *Change Vendor: Accounting information Accounting* screen, enter the following data:

Field Name or Data Type	Value
<i>Recon. account</i>	<b>161000</b> (Trade Payables – foreign)

- f) Choose *Save*.
  - g) Choose *Continue*.
  - h) Return to the main menu.
3. Review the adjustment accounts for the changed reconciliation accounts.
    - a) In *Customizing*, choose *Financial Accounting (New)* → *General Ledger Accounting (New)* → *Periodic Processing* → *Reclassify* → *Transfer and Sort Receivables and Payables* → *Define Adjustment Accounts for Changed Reconciliation Accounts*.
    - b) Enter **INT** in the *Chart of Accounts* field.
    - c) Choose *Continue*.
    - d) On the *Configuration Accounting Maintain: Automatic Posts-Accounts* screen, verify the *Adjustment Account* column for the reconciliation accounts.
    - e) Return to the main menu.
  4. Run the program in production mode to reclassify receivables and payables in your company code AC##. Enter the last day of the period as the key date for the financial statements. Use the standard SAP sort method and US as the valuation area. Then, process your batch input session RECLASS##C (errors only) to generate the posting to the general ledger. Processing is complete when you receive the *Processing of batch input session completed* message.
    - a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Periodic Processing* → *Closing* → *Reclassify* → *Sorting/Reclassification (New)* (FAGLF101).
    - b) On the *Balance Sheet Supplement: OI – Analysis* screen, enter the following data:

Field Name or Data Type	Value
<i>Company Code</i>	<b>AC##</b>
<i>Balance Sheet Key Date</i>	Last day of the current period
<i>Sort method</i>	<b>SAP</b>
<i>Valuation Area</i>	<b>US</b>

- c) Choose the *Selections* tab page and enter the following data:

Field Name or Data Type	Value
<i>Account Type</i>	<b>K</b>
<i>Vendor</i>	Your vendor

- d) Choose the *Parameters* tab page and deselect *Partner grouping*.
- e) Execute the program.
- f) On the report screen, choose *Postings* to view the transactions that have been created.
- g) Return to the *Balance Sheet Supplement: OI – Analysis* screen.
- h) On the *Postings* tab page, enter the following data:

Field Name or Data Type	Value
<i>Batch input session name</i>	<b>RECLASS##C</b>
<i>Document Type</i>	<b>SA</b>
<i>Document date</i>	Last date of the current period
<i>Posting date</i>	Last date of the current period
<i>Reversal Document Type</i>	<b>SA</b>
<i>Reversal posting date</i>	First date of next period

- i) Select *Generate Postings*.
- j) Choose *Execute*.
- k) Choose *Postings*.
- l) Choose *System* → *Services* → *Batch Input* → *Sessions*.
- m) Select your session and choose *Process*.
- n) Select *Display errors only* and then choose *Process*.
- o) Choose *Exit batch input* to confirm the *Processing of batch input session completed* message.
5. Re-create the financial statements for *Trade Payable – foreign adjustment accounts*.
- a) To call the financial statement, on the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Information System* → *General Ledger Reports (New)* → *Financial Statement/Cash Flow* → *General* → *Actual/Actual Comparisons* → *Financial Statement (S\_ALR\_87012284)*.
- b) On the *Financial Statements* screen, enter the following data:

Field Name or Data Type	Value
<i>Company code</i>	<b>AC##</b>
<i>Reporting year</i>	Current year
<i>Reporting periods</i>	Current period to current period

---

Field Name or Data Type	Value
<i>Comparison year</i>	Next fiscal year
<i>Comparison periods</i>	Current period to current period

- c) Choose *Execute*.
- d) Verify the report for *Trade Payables - foreign adjustment accounts*.
-



### **LESSON SUMMARY**

You should now be able to:

- Regroup receivables and payables
- Regroup receivables and payables with affiliated companies
- Regroup open items based on changed reconciliation accounts



## Learning Assessment

1. During balance confirmation, an output check and an error list are generated for each client.

*Determine whether this statement is true or false.*

True

False

2. You must specify at least two addresses to which balance confirmations are to be sent.

*Determine whether this statement is true or false.*

True

False

3. Which of the following procedures are available to check the balance of receivables and payables in balance confirmations?

*Choose the correct answers.*

A Balance confirmation

B Balance notification

C Balance adjustment

D Balance request

4. You carry out foreign currency valuation after creating financial statements.

*Determine whether this statement is true or false.*

True

False

5. In a valuation method, which of the following is not a valuation approach for foreign currency valuation?

*Choose the correct answer.*

- A Lowest value principle
- B Strict lowest value principle
- C Revalue only
- D High rate of interest principle

6. The valuation method contains the valuation approach to be used for carrying out a foreign currency valuation.

*Determine whether this statement is true or false.*

- True
- False

7. With enhancement package 6 for SAP ERP, you do not have to assign an accounting principle to an FI valuation area to post foreign currency valuations to different ledgers (General Ledger Accounting (new)).

*Determine whether this statement is true or false.*

- True
- False

8. How many intervals are defined for the foreign currency valuation run ID per client?

*Choose the correct answer.*

- A 0
- B 1
- C 2
- D 3

9. The system posts the realized exchange differences in foreign currency during open item clearing.

*Determine whether this statement is true or false.*

- True
- False



10. After you have executed an update run of FAGL\_FCV in a client, the new program is used automatically in the future, no matter how you start the valuation.

*Determine whether this statement is true or false.*

True

False

11. Which currency valuation program is replaced by FAGL\_FCV?

*Choose the correct answer.*

A SAPF130K

B FAGL\_FC\_VALUATION

C SAPF100

D FAGL\_VALUATION

12. Doubtful receivables are individual value adjustments during year-end closing.

*Determine whether this statement is true or false.*

True

False

13. You are no longer able to perform automatic flat-rate individual value adjustments for overdue receivables with enhancement package 6.

*Determine whether this statement is true or false.*

True

False

14. Before creating financial statements, you have to group your receivables and payables according to their remaining life so that they are correctly displayed in the financial statements.

*Determine whether this statement is true or false.*

True

False

15. When regrouping payables, if General Ledger Accounting (new) is active, you can use the old or the new FAGL\_CL\_REGROUP program.

*Determine whether this statement is true or false.*

True

False

16. Which two reports should you use to create correspondence to and from customers and vendors to enable you to verify the balance of receivables and payables?

*Choose the correct answers.*

A SAPF130K

B SAPF130L

C SAPF130D

D SAPF130E

17. You cannot change the reconciliation account in the customer or vendor master record during a fiscal year.

*Determine whether this statement is true or false.*

True

False



## Learning Assessment - Answers

1. During balance confirmation, an output check and an error list are generated for each client.

*Determine whether this statement is true or false.*

True

False

2. You must specify at least two addresses to which balance confirmations are to be sent.

*Determine whether this statement is true or false.*

True

False

3. Which of the following procedures are available to check the balance of receivables and payables in balance confirmations?

*Choose the correct answers.*

A Balance confirmation

B Balance notification

C Balance adjustment

D Balance request

4. You carry out foreign currency valuation after creating financial statements.

*Determine whether this statement is true or false.*

True

False

5. In a valuation method, which of the following is not a valuation approach for foreign currency valuation?

*Choose the correct answer.*

- A Lowest value principle
- B Strict lowest value principle
- C Revalue only
- D High rate of interest principle

6. The valuation method contains the valuation approach to be used for carrying out a foreign currency valuation.

*Determine whether this statement is true or false.*

- True
- False

7. With enhancement package 6 for SAP ERP, you do not have to assign an accounting principle to an FI valuation area to post foreign currency valuations to different ledgers (General Ledger Accounting (new)).

*Determine whether this statement is true or false.*

- True
- False

8. How many intervals are defined for the foreign currency valuation run ID per client?

*Choose the correct answer.*

- A 0
- B 1
- C 2
- D 3

9. The system posts the realized exchange differences in foreign currency during open item clearing.

*Determine whether this statement is true or false.*

- True  
 False

10. After you have executed an update run of FAGL\_FCV in a client, the new program is used automatically in the future, no matter how you start the valuation.

*Determine whether this statement is true or false.*

- True  
 False

11. Which currency valuation program is replaced by FAGL\_FCV?

*Choose the correct answer.*

- A SAPF130K  
 B FAGL\_FC\_VALUATION  
 C SAPF100  
 D FAGL\_VALUATION

12. Doubtful receivables are individual value adjustments during year-end closing.

*Determine whether this statement is true or false.*

- True  
 False

13. You are no longer able to perform automatic flat-rate individual value adjustments for overdue receivables with enhancement package 6.

*Determine whether this statement is true or false.*

- True  
 False

14. Before creating financial statements, you have to group your receivables and payables according to their remaining life so that they are correctly displayed in the financial statements.

*Determine whether this statement is true or false.*

True

False

15. When regrouping payables, if General Ledger Accounting (new) is active, you can use the old or the new FAGL\_CL\_REGROUP program.

*Determine whether this statement is true or false.*

True

False

16. Which two reports should you use to create correspondence to and from customers and vendors to enable you to verify the balance of receivables and payables?

*Choose the correct answers.*

A SAPF130K

B SAPF130L

C SAPF130D

D SAPF130E

17. You cannot change the reconciliation account in the customer or vendor master record during a fiscal year.

*Determine whether this statement is true or false.*

True

False

## Lesson 1

Posting Accruals and Deferrals

492

Exercise 27: Posting Accruals

503



### UNIT OBJECTIVES

- Post accruals and deferrals manually
- Post accruals and deferrals automatically

# Unit 10

## Lesson 1



## Posting Accruals and Deferrals

### LESSON OVERVIEW

This lesson introduces the various types of accrual and deferral postings.

#### Business Example

You are part of the accounting team responsible for posting expenses. You need to ensure that expenses are posted to the correct period by using accrual and deferral postings. For this reason, you require the following knowledge:

- An understanding of the manual and automatic posting of accruals and deferrals
- An understanding of how to post accruals and deferrals

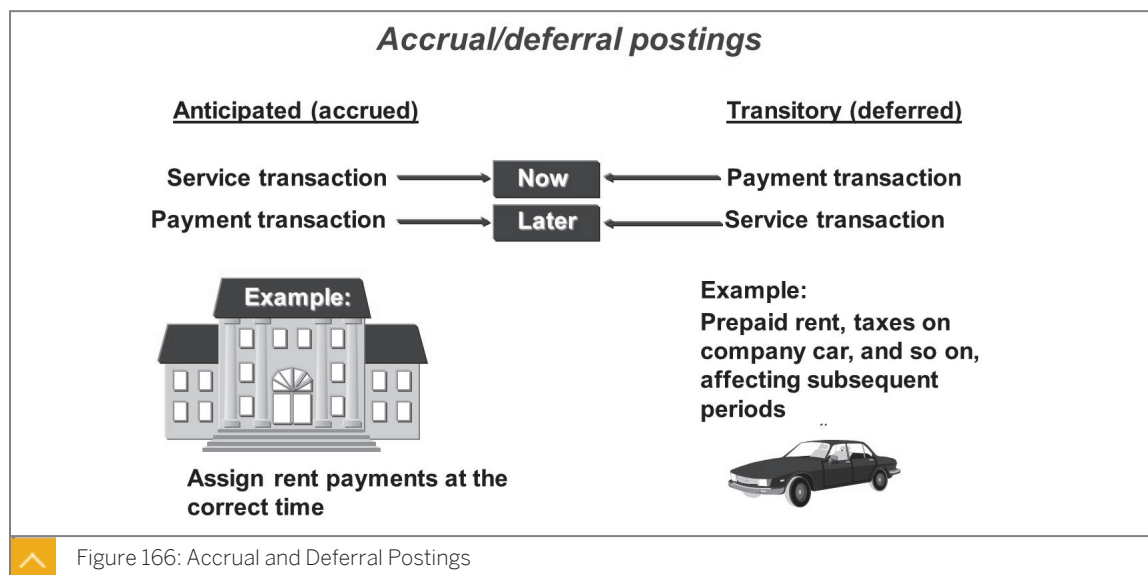


### LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Post accruals and deferrals manually
- Post accruals and deferrals automatically

### Accrual and Deferral Posting



To ensure that expenses are posted to the correct period, enter accrual and deferral documents, and then reverse them in a later step. The reversal date of the original document is then regarded as the posting date of the reversal document. You can use a recurring entry program if you need to enter accruals and deferrals often.



## Accrual Posting

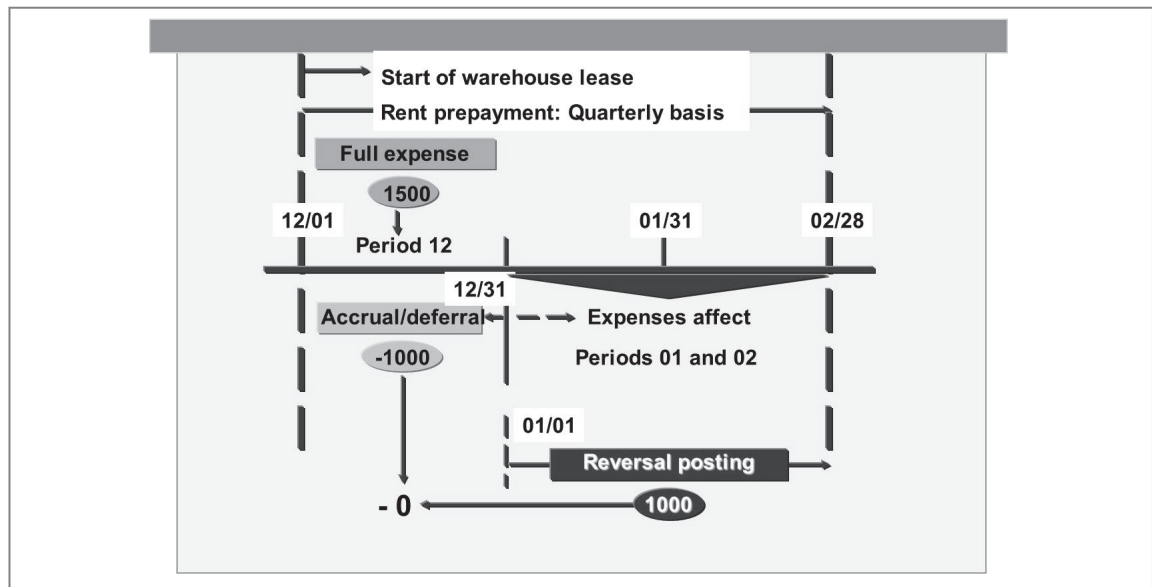


Figure 167: Accrual Posting – Warehouse Lease

To understand the concept, consider the following example of a warehouse lease with a monthly rent of EUR 500. At the beginning of December, you pay 3 months' rent up front. You post the following accounting document:

- Prepayment of rent: 12/01  
Posting: Debit - Occupancy costs 1500; Credit - Bank 1500

By the last day of the year, you have only used the warehouse for a month. To show in your accounting books that you have already pre-paid for two more months, you post the following:

- Accrual or deferral posting: 12/31  
Debit - Accrued income 1000; Credit - Occupancy costs 1000

At the beginning of the new year, you reverse the accrual posting:

- Reversal posting: 01/01  
Debit - Occupancy costs 1000 Credit - Accrued income 1000



### How to Post Accruals Manually

Post accruals manually with accrual and deferral documents.

1. Create an expense account posting entry. Enter the rental costs for December, January, and February (account 470000, cost center T-A20A##) to the amount of EUR 1500 on the posting date 12/01 of the current year (tax code: 0% domestic input tax V0).
  - a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Document Entry* → *Invoice* (FB60).
  - b) On the *Enter Vendor Invoice* screen, enter the following data:

Field Name or Data Type	Value
Vendor	<b>T-F00A00</b>
Invoice date	<b>12/01</b> current year
Posting Date	<b>12/01</b> current year
Amount	<b>1500. --</b>
Calculate tax	Select
Tax Code	<b>V0</b> (0% domestic input tax)
G/L acct	<b>470000</b>
Amount in doc. curr.	<b>1500. --</b>
Cost center	<b>T-A20A##</b>

- c) Choose *Post* to enter the document.
2. Enter the payment of this invoice by using a manual outgoing payment from your bank account at Deutsche Bank (113100).
- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Document Entry* → *Outgoing Payment* → *Post* (F-53).

- b) On the *Post Outgoing Payments* screen, enter the following data:

Field Name or Data Type	Value
Document Date	<b>12/01</b> current year
Posting Date	<b>12/01</b> current year
Account (Under Bank Data)	<b>113100</b>
Amount	<b>1500. --</b>
Account (Under Open Item Selection)	<b>T-F00A00</b>

- c) Choose *Process Open Items*.
- d) On the *Post Outgoing Payments Process open items* screen, choose *Deactivate*.
- e) Choose *Back*.
- f) Select the invoice item and post the document.
3. Call up the profit and loss statement for your company code and check the situation in the profit and loss statement for the expense account.
- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Information System* → *General Ledger Reports (New)* → *Financial Statement/Cash Flow* → *General* → *Actual/Actual Comparisons* → *Financial Statement* (S\_ALR\_87012284).
- b) On the *Financial Statements* screen, enter your company code **AC##**.
- c) Choose *Execute*.
- d) Check the profit and loss statement.

4. Enter an accrual and deferral document on 12/31 of the current year. Enter 01/01 of the subsequent year as the reversal date and the accrual or deferral as the reason for the reversal. Use *G/L account document (SA)* as the document type and the accrued income (98000) as the offsetting account. Enter text for the item.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Periodic Processing* → *Closing* → *Valuate* → *Enter Accrual/Deferral Doc.*

b) On the *Enter Accrual/Deferral Doc.* screen, enter the following data:

Field Name or Data Type	Value
<i>Document Date</i>	12/31 current year
<i>Type</i>	SA (G/L account document)
<i>Company code</i>	AC##
<i>Posting Date</i>	12/31 current year
<i>Reversal Reason</i>	05 (Accrual)
<i>Reversal Date</i>	01/01 subsequent year
<i>PstKy</i>	40
<i>Account</i>	98000 (Accrued income)

c) Choose *Enter*.

d) On the *Add G/L account item* screen, enter the following data:

Field Name or Data Type	Value
<i>Amount</i>	1000.--
<i>Tax Code</i>	v0 (0% input tax)
<i>Text</i>	Any text
<i>PstKy</i>	50
<i>Account</i>	470000 (rent costs)

e) Choose *Back*.

f) Enter the following data:

Field Name or Data Type	Value
<i>Amount</i>	1000.--
<i>Cost Center</i>	T-A20A##

g) Choose *Post* to enter the document.

5. Check the accrued income and the profit and loss statement for December (current year) once the expense has been accrued.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Information System* → *General Ledger Reports (New)* → *Financial*

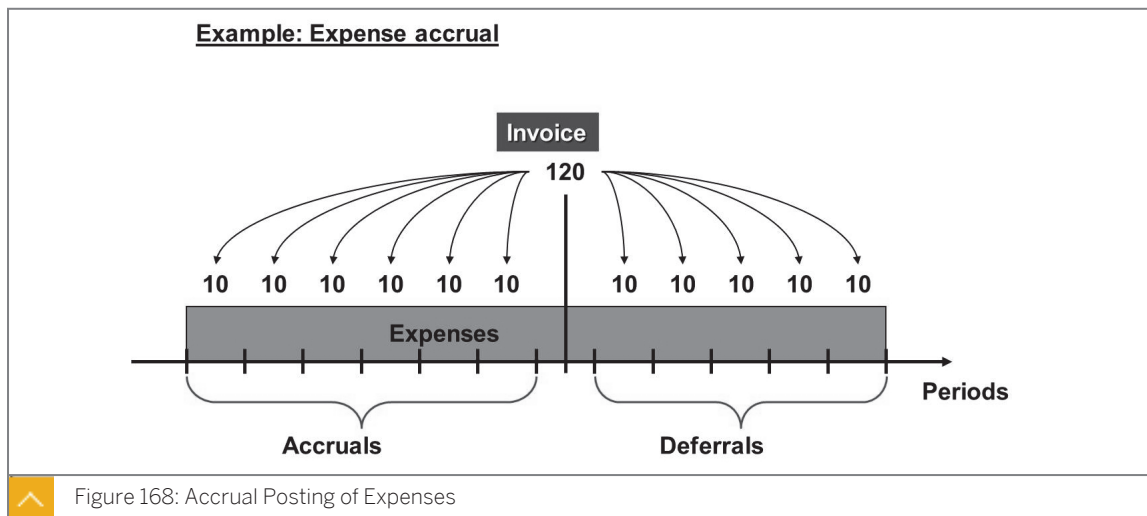
Statement/Cash Flow → General → Actual/Actual Comparisons → Financial Statement (S\_ALR\_87012284).

- b) On the *Financial Statements* screen, enter your company code **AC##**.
  - c) Choose *Execute*.
  - d) Check the financial statements.
6. Reverse the accrual or deferral document on 01/01 of the subsequent year.
- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Periodic Processing* → *Closing* → *Valuate* → *Reverse Accrual/Deferral Document*.
  - b) On the *Reverse Accrual/Deferral Documents* screen, enter the following data:

Field Name or Data Type	Value
Company Code	AC##
Reverse Posting Date	01/01 subsequent year
Test Run	Deselect

- c) Choose *Execute*.

### Accrual Posting of Expenses



Expenses and revenue posted in one period can often originate in another period. For this reason, expenses and revenue have to be accrued or deferred. They are distributed to the periods from which they resulted.

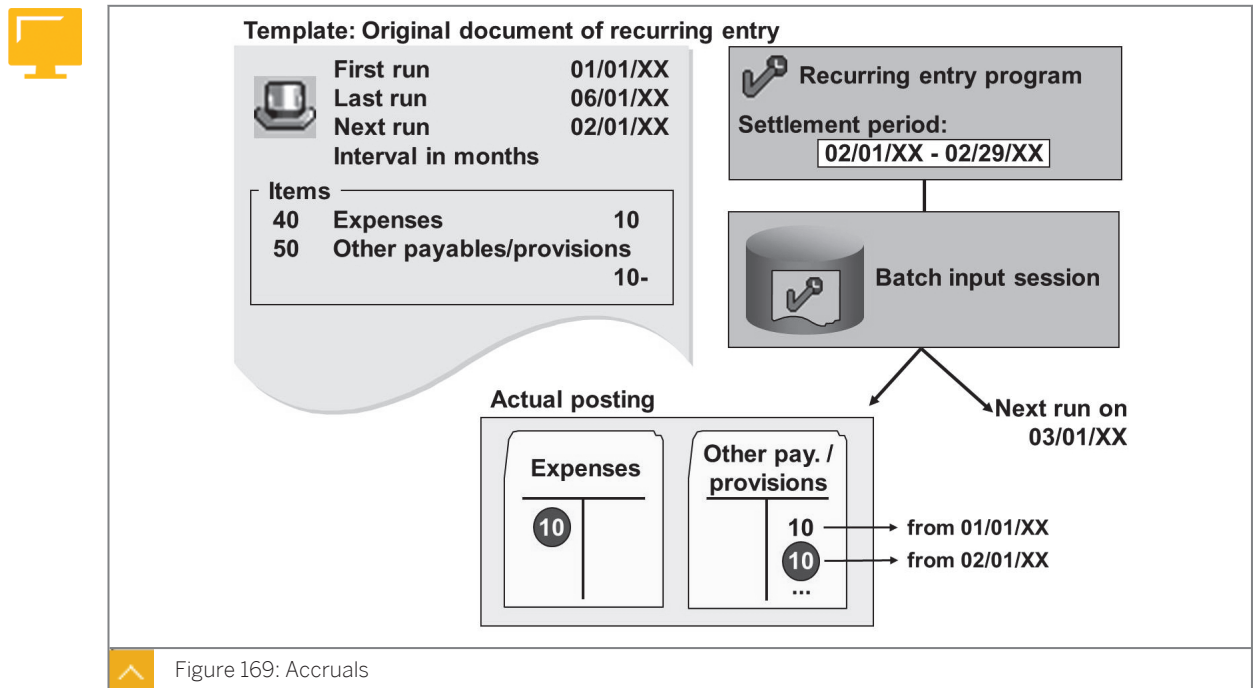
**The following distinction is made between accruals and deferrals:**

- **Accruals:** Financially, expense and revenue belong to the current period and are only posted to a subsequent period once an invoice has been received or issued.
- **Deferrals:** Expense and revenue are posted to the current period upon receipt and issue of an invoice, but financially they belong, at least partially, in a future period.

Accruals and deferrals can be managed differently in Financial Accounting (FI).

The figure shows an example of an invoice that is received in the seventh period and that is also posted there. Because this invoice was created for goods that are used throughout the year, the expenses worth 120 have to be distributed equally across all periods. For the first six periods, therefore, six accruals to the amount of 10 have to be created. An amount of 50 has to be distributed to the last five months after receipt of the invoice.

### Accrual Posting – Recurring Entry Program



You must create accruals when an expense or revenue will be received in the future but is incurred or earned, either partly or completely, in the current period. The recurring entry program is suitable for posting accruals, since the exact same amount is posted to the same accounts in each period.

In each period, the posting record is *Expense to Other Payables (or Provisions)*.

#### The booking of an accrual as an expense is posted to the account in following ways:

- **Other payables:** If you are certain about the reason and amount of the accrual.
- **Provisions:** If you are uncertain about the amount and/or reason of the accrual and can only estimate it.

For each period in which you carry out accruals, the credit balance on the *Other Payables (or Provisions)* account increases.



#### How to Post Accruals Automatically

Post accruals with recurring entry documents.

1. Create an expense account posting entry. Enter the rental costs for December, January, and February (account 470000, cost center T-A20A##) to the amount of EUR 1500 on the posting date 12/01 of the current year (tax code: 0% domestic input tax V0).

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Document Entry* → *Invoice* (FB60).
- b) On the *Enter Vendor Invoice* screen, enter the following data:

Field Name or Data Type	Value
<i>Vendor</i>	<b>T-F00A00</b>
<i>Invoice date</i>	<b>12/01</b> current year
<i>Posting Date</i>	<b>12/01</b> current year
<i>Amount</i>	<b>500.--</b>
<i>Calculate tax</i>	Select
<i>Tax Code</i>	<b>v0</b> (0% domestic input tax)
<i>G/L acct</i>	<b>470000</b>
<i>Amount in doc. curr.</i>	<b>1500.--</b>
<i>Cost center</i>	<b>T-A20A##</b>

- c) Choose *Post* to enter the document.
2. Enter the payment of this invoice using a manual outgoing payment from your bank account at Deutsche Bank (113100).
- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Document Entry* → *Outgoing Payment* → *Post* (F-53).

- b) On the *Post Outgoing Payments* screen, enter the following data:

Field Name or Data Type	Value
<i>Document Date</i>	<b>12/01</b> current year
<i>Posting Date</i>	<b>12/01</b> current year
<i>Account (Under Bank Data)</i>	<b>113100</b>
<i>Amount</i>	<b>1500.--</b>
<i>Account (Under Open Item Selection)</i>	<b>T-F00A00</b>

- c) Choose *Process Open Items*.
- d) On the *Post Outgoing Payments Process open items* screen, choose *Deactivate*.
- e) Choose *Back*.
- f) Select the invoice item and post the document.
3. Call up the profit and loss statement for your company code and check the situation in the profit and loss statement for the expense account.
- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Information System* → *General Ledger Reports (New)* → *Financial Statement/Cash Flow* → *General* → *Actual/Actual Comparisons* → *Financial Statement* (S\_ALR\_87012284).

- b) On the *Financial Statements* screen, enter your company code **AC##**.
  - c) Choose *Execute*.
  - d) Check the profit and loss statement.
4. Post the expense on 12/01 of the current year to the accrued income (98000). Enter 0% domestic input tax (V0) as the tax code each time and a text in the selection line. In the expense item, enter cost center T-A20A##.
- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Document Entry* → *Enter G/L Account Document*.
  - b) On the *Enter G/L Account Document* screen, enter the following data:

Field Name or Data Type	Value
<i>Company code</i>	<b>AC##</b>
<i>Document Date</i>	<b>12/01</b> current year
<i>Posting Date</i>	<b>12/01</b> current year
<i>Account</i>	<b>98000</b>
<i>D/C</i>	<b>Debit</b>
<i>Amount</i>	<b>1500.--</b>
<i>Tax Code</i>	<b>V0</b>
<i>Text</i>	Any text
<i>Account</i>	<b>470000</b>
<i>D/C</i>	<b>Credit</b>
<i>Amount</i>	<b>1500.--</b>
<i>Tax Code</i>	<b>V0</b>
<i>Cost center</i>	<b>T-A20A##</b>

- c) Post the document.
5. Create a recurring entry original document on the basis of which the monthly expense postings can be made in the first month of the three subsequent months. Use document type SA and amount EUR 500. Make a note of the document number.
- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Document Entry* → *Reference Documents* → *Recurring Document* (FBD1).
  - b) On the *Enter Recurring Entry: Header Data* screen, enter the following data:

Field Name or Data Type	Value
<i>Company code</i>	<b>AC##</b>
<i>First run on</i>	<b>12/01</b> current year
<i>Last run on</i>	<b>02/01</b> subsequent year
<i>Interval in months</i>	<b>1</b>

Field Name or Data Type	Value
<i>Run date</i>	<b>1</b>
<i>Document Type</i>	<b>SA</b> (G/L account document)
<i>Currency/Rate</i>	<b>EUR</b>
<i>PstKy</i>	<b>40</b>
<i>Account</i>	<b>470000</b>

- c) Choose *Enter*.
- d) On the *Enter Recurring Entry Add G/L account item* screen, enter the following data:

Field Name or Data Type	Value
<i>Amount</i>	<b>500.--</b>
<i>Tax Code</i>	<b>V0</b>
<i>Cost Center</i>	<b>T-A20A##</b>
<i>PstKy</i>	<b>50</b>
<i>Account</i>	<b>98000</b>
<i>Text</i>	Any text
<i>Amount</i>	<b>*</b>

- e) Post the document.
- f) Make a note of the document number.
6. Start the recurring entry program on 12/01 of the current year for your company code. Use your group number as the name for your batch input session. Process the batch input session to create an update document from the recurring entry original document.
- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Periodic Processing* → *Recurring Entries* → *Execute* (F.14).
- b) On the *Create Posting Documents from Recurring Documents* screen, enter the following data:

Field Name or Data Type	Value
<i>Company code</i>	<b>AC##</b>
<i>Settlement period</i>	<b>12/01</b> current year
<i>Batch input session name</i>	<b>##</b>

- c) Choose *Execute*.
- d) Choose *System* → *Services* → *Batch Input* → *Sessions*.
- e) On the *Batch Input: Session Overview* screen, select your session by clicking the field in front of the session name.



- f) Choose *Process*.
  - g) In the *Process Session 11* dialog box, set *Display errors only* and choose *Process*.
7. Check the accrued income and the profit and loss statement once the expense has been settled using the recurring entry program.
- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Information System* → *General Ledger Reports (New)* → *Financial Statement/Cash Flow* → *General* → *Actual/Actual Comparisons* → *Financial Statement (S\_ALR\_87012284)*.
  - b) On the *Financial Statements* screen, enter company code **AC##**.
  - c) Choose *Execute*.
  - d) Select the relevant account and view the amount.
-



# Unit 10

## Exercise 27



## Posting Accruals

### Business Example

Your company code (AC##) made a quarterly rent repayment on December 1 of the current year. You need to accrue the expense to the correct period by using accrual and deferral documents and recurring entry documents.

### Task 1

Post accruals and deferrals manually with accrual and deferral documents.

1. Create an expense account posting entry for vendor T-F00A00 in company code AC##. Enter the rental costs for December, January, and February (account 470000, cost center T-A20A##) to the amount of EUR 1500 on the posting date 12/01 of the current year (tax code: 0% domestic input tax V0).
2. Enter a EUR 1500 payment of this vendor invoice by using a manual outgoing payment from your bank account at Deutsche Bank (113100).
3. Call up the profit and loss statement for your company code AC## with financial statement version FS## and check the situation in the profit and loss statement for the expense account.
4. Enter an accrual and deferral document on 12/31 of the current year. Enter 01/01 of the subsequent year as the reversal date and the accrual or deferral as the reason for the reversal. Use G/L account document (SA) as the document type, accrual (05) as the reason for the reversal, and the accrued income (98000) as the offsetting account. Enter text for the item.
5. Check the accrued income and the profit and loss statement for December (current year) after the expense has been accrued. Use financial statement version FS##.
6. Reverse the accrual or deferral document on 01/01 of the subsequent year.

### Task 2

Post accruals and deferrals with recurring entry documents.

1. Create an expense account posting entry for vendor T-F00A00 in company code AC##. Enter the rental costs for December, January, and February (account 470000, cost center T-A20A##) to the amount of EUR 1500 on the posting date 12/01 of the current year (tax code: 0% domestic input tax V0).
2. Enter a EUR 1500 payment of this vendor invoice by using a manual outgoing payment from your bank account at Deutsche Bank (113100).

3. Call up the profit and loss statement for your company code AC## with financial statement version FS## and check the situation in the profit and loss statement for the expense account.
4. Post the expense of EUR 1500 on 12/01 of the current year to the accrued income (98000). Enter 0% domestic input tax (V0) as the tax code each time and a text in the selection line. In the expense item, enter cost center T-A20A##.
5. Create a recurring entry original document on the basis of which the monthly expense postings can be made in the first month of the three subsequent months. Use document type SA and amount EUR 500. Make a note of the document number.
6. Start the recurring entry program on 12/01 of the current year for your company code. Use your group number as the name for your batch input session. Process the batch input session to create an update document from the recurring entry original document.
7. Check the accrued income and the profit and loss statement once the expense has been settled by using the recurring entry program.



## Posting Accruals

### Business Example

Your company code (AC##) made a quarterly rent repayment on December 1 of the current year. You need to accrue the expense to the correct period by using accrual and deferral documents and recurring entry documents.

### Task 1

Post accruals and deferrals manually with accrual and deferral documents.

1. Create an expense account posting entry for vendor T-F00A00 in company code AC##. Enter the rental costs for December, January, and February (account 470000, cost center T-A20A##) to the amount of EUR 1500 on the posting date 12/01 of the current year (tax code: 0% domestic input tax V0).

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Document Entry* → *Invoice* (FB60).

b) On the *Enter Vendor Invoice* screen, enter the following data:

Field Name or Data Type	Value
<i>Vendor</i>	T-F00A00
<i>Invoice date</i>	12/01 current year
<i>Posting Date</i>	12/01 current year
<i>Amount</i>	500.--
<i>Calculate tax</i>	Select
<i>Tax Code</i>	V0 (0% domestic input tax)
<i>G/L acct</i>	470000
<i>Amount in doc. curr.</i>	1500.--
<i>Cost center</i>	T-A20A##

c) Choose *Post* to enter the document.

2. Enter a EUR 1500 payment of this vendor invoice by using a manual outgoing payment from your bank account at Deutsche Bank (113100).

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Document Entry* → *Outgoing Payment* → *Post* (F-53).

b) On the *Post Outgoing Payments* screen, enter the following data:

Field Name or Data Type	Value
<i>Document Date</i>	<b>12/01</b> current year
<i>Posting Date</i>	<b>12/01</b> current year
<i>Account (Under Bank Data)</i>	<b>113100</b>
<i>Amount</i>	<b>1500. --</b>
<i>Account (Under Open Item Selection)</i>	<b>T-F00A00</b>

- c) Choose *Process Open Items*.
  - d) On the *Post Outgoing Payments Process open items* screen, choose *Deactivate*.
  - e) Choose *Back*.
  - f) Select the invoice item and post the document.
3. Call up the profit and loss statement for your company code **AC##** with financial statement version **FS##** and check the situation in the profit and loss statement for the expense account.
- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Information System* → *General Ledger Reports (New)* → *Financial Statement/Cash Flow* → *General* → *Actual/Actual Comparisons* → *Financial Statement (S\_ALR\_87012284)*.
  - b) On the *Financial Statements* screen, enter your company code **AC##**.
  - c) Choose *Execute*.
  - d) Check the profit and loss statement.
4. Enter an accrual and deferral document on 12/31 of the current year. Enter 01/01 of the subsequent year as the reversal date and the accrual or deferral as the reason for the reversal. Use G/L account document (SA) as the document type, accrual (05) as the reason for the reversal, and the accrued income (98000) as the offsetting account. Enter text for the item.
- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Periodic Processing* → *Closing* → *Valuate* → *Enter Accrual/Deferral Doc.*
  - b) On the *Enter Accrual/Deferral Doc.* screen, enter the following data:

Field Name or Data Type	Value
<i>Document Date</i>	<b>12/31</b> current year
<i>Type</i>	<b>SA</b> (G/L account document)
<i>Posting Date</i>	<b>12/31</b> current year
<i>Reversal Reason</i>	<b>05</b> (Accrual)
<i>Reversal Date</i>	<b>01/01</b> subsequent year
<i>PstKy</i>	<b>40</b>

Field Name or Data Type	Value
<i>Account</i>	<b>98000</b> (Accrued income)

c) Choose *Back*.

d) On the *Add G/L account item* screen, enter the following data:

Field Name or Data Type	Value
<i>Amount</i>	<b>1000.--</b>
<i>Tax Code</i>	<b>v0</b> (0% input tax)
<i>Text</i>	Any text
<i>PstKy</i>	<b>50</b>
<i>Account</i>	<b>470000</b> (rent costs)

e) Choose *Back*.

f) Enter the following data:

Field Name or Data Type	Value
<i>Amount</i>	<b>1000.--</b>
<i>Cost Center</i>	<b>T-A20A##</b>

g) Choose *Post* to enter the document.

5. Check the accrued income and the profit and loss statement for December (current year) after the expense has been accrued. Use financial statement version FS##.
  - a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Information System* → *General Ledger Reports (New)* → *Financial Statement/Cash Flow* → *General* → *Actual/Actual Comparisons* → *Financial Statement (S\_ALR\_87012284)*.
  - b) On the *Financial Statements* screen, enter your company code **AC##**.
  - c) Choose *Execute*.
  - d) Check the financial statements.
6. Reverse the accrual or deferral document on 01/01 of the subsequent year.
  - a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Periodic Processing* → *Closing* → *Valuate* → *Reverse Accrual/Deferral Document*.
  - b) On the *Reverse Accrual/Deferral Documents* screen, enter the following data:

Field Name or Data Type	Value
<i>Company code</i>	<b>AC##</b>
<i>Reverse Posting Date</i>	<b>01/01</b> subsequent year

Field Name or Data Type	Value
<i>Test Run</i>	Deselect

- c) Choose *Execute*.

## Task 2

Post accruals and deferrals with recurring entry documents.

1. Create an expense account posting entry for vendor T-F00A00 in company code AC##. Enter the rental costs for December, January, and February (account 470000, cost center T-A20A##) to the amount of EUR 1500 on the posting date 12/01 of the current year (tax code: 0% domestic input tax V0).

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Document Entry* → *Invoice* (FB60).

- b) On the *Enter Vendor Invoice* screen, enter the following data:

Field Name or Data Type	Value
<i>Vendor</i>	<b>T-F00A00</b>
<i>Invoice date</i>	<b>12/01</b> current year
<i>Posting Date</i>	<b>12/01</b> current year
<i>Amount</i>	<b>500.--</b>
<i>Calculate tax</i>	Select
<i>Tax Code</i>	<b>v0</b> (0% domestic input tax)
<i>G/L acct</i>	<b>470000</b>
<i>Amount in doc. curr.</i>	<b>1500.--</b>
<i>Cost center</i>	<b>T-A20A##</b>

- c) Choose *Post* to enter the document.

2. Enter a EUR 1500 payment of this vendor invoice by using a manual outgoing payment from your bank account at Deutsche Bank (113100).

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Document Entry* → *Outgoing Payment* → *Post* (F-53).

- b) On the *Post Outgoing Payments* screen, enter the following data:

Field Name or Data Type	Value
<i>Document Date</i>	<b>12/01</b> current year
<i>Posting Date</i>	<b>12/01</b> current year
<i>Account (Under Bank Data)</i>	<b>113100</b>
<i>Amount</i>	<b>1500.--</b>



Field Name or Data Type	Value
Account (Under Open Item Selection)	T-F00A00

- c) Choose *Process Open Items*.
  - d) On the *Post Outgoing Payments Process open items* screen, choose *Deactivate*.
  - e) Choose *Back*.
  - f) Select the invoice item and post the document.
3. Call up the profit and loss statement for your company code AC## with financial statement version FS## and check the situation in the profit and loss statement for the expense account.
    - a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Information System* → *General Ledger Reports (New)* → *Financial Statement/Cash Flow* → *General* → *Actual/Actual Comparisons* → *Financial Statement (S\_ALR\_87012284)*.
    - b) On the *Financial Statements* screen, enter your company code **AC##**.
    - c) Choose *Execute*.
    - d) Check the profit and loss statement.
  4. Post the expense of EUR 1500 on 12/01 of the current year to the accrued income (98000). Enter 0% domestic input tax (V0) as the tax code each time and a text in the selection line. In the expense item, enter cost center T-A20A##.
    - a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Document Entry* → *Enter G/L Account Document*.
    - b) On the *Enter G/L Account Document* screen, enter the following data:

Field Name or Data Type	Value
Company code	AC##
Document Date	12/01 current year
Posting Date	12/01 current year
Account	98000
D/C	Debit
Amount	1500.--
Tax Code	V0
Text	Any text
Account	470000
D/C	Credit
Amount	1500.--
Tax Code	V0

Field Name or Data Type	Value
Cost center	T-A20A##

c) Post the document.

5. Create a recurring entry original document on the basis of which the monthly expense postings can be made in the first month of the three subsequent months. Use document type SA and amount EUR 500. Make a note of the document number.

a) On the SAP Easy Access screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Document Entry* → *Reference Documents* → *Recurring Document* (FBD1).

b) On the *Enter Recurring Entry: Header Data* screen, enter the following data:

Field Name or Data Type	Value
Company code	AC##
First run on	12/01 current year
Last run on	02/01 subsequent year
Interval in months	1
Run date	1
Document Type	SA (G/L account document)
Currency/Rate	EUR
PstKy	40
Account	470000

c) Choose *Enter*.

d) On the *Enter Recurring Entry Add G/L account item* screen, enter the following data:

Field Name or Data Type	Value
Amount	500.--
Tax Code	V0
Cost Center	T-A20A##
PstKy	50
Account	98000
Text	Any text

e) Post the document.

f) Make a note of the document number.

6. Start the recurring entry program on 12/01 of the current year for your company code. Use your group number as the name for your batch input session. Process the batch input session to create an update document from the recurring entry original document.

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Periodic Processing* → *Recurring Entries* → *Execute* (F.14).
- b) On the *Create Posting Documents from Recurring Documents* screen, enter the following data:

Field Name or Data Type	Value
<i>Company code</i>	<b>AC##</b>
<i>Settlement period</i>	<b>12/01</b> current year
<i>Batch input session name</i>	<b>##</b>

- c) Choose *Execute*.
- d) Choose *System* → *Services* → *Batch Input* → *Sessions*.
- e) On the *Batch Input: Session Overview* screen, select your session by clicking the field in front of the session name.
- f) Choose *Process*.
- g) In the *Process Session* dialog box, set *Display errors only* and choose *Process*.
7. Check the accrued income and the profit and loss statement once the expense has been settled by using the recurring entry program.
- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Information System* → *General Ledger Reports (New)* → *Financial Statement/Cash Flow* → *General* → *Actual/Actual Comparisons* → *Financial Statement* (S\_ALR\_87012284).
- b) On the *Financial Statements* screen, enter company code **AC##**.
- c) Choose *Execute*.
- d) Select the relevant account and view the amount.



### **LESSON SUMMARY**

You should now be able to:

- Post accruals and deferrals manually
- Post accruals and deferrals automatically



## Learning Assessment

1. Which program is used to enter accruals and deferrals regularly?

*Choose the correct answer.*

- A Compact document journal
- B Devising program
- C Recurring entry program
- D Ledger grouping

2. When you enter a manual (transaction FBS1) accrual or deferral document, you have to enter a reversal reason, the reversal date, and the username.

*Determine whether this statement is true or false.*

- True
- False

3. In deferral documents, expenses and revenues are posted in the current period but belong at least partially in a future period.

*Determine whether this statement is true or false.*

- True
- False



## Learning Assessment - Answers

1. Which program is used to enter accruals and deferrals regularly?

*Choose the correct answer.*

- A Compact document journal
- B Devising program
- C Recurring entry program
- D Ledger grouping

2. When you enter a manual (transaction FBS1) accrual or deferral document, you have to enter a reversal reason, the reversal date, and the username.

*Determine whether this statement is true or false.*

- True
- False

3. In deferral documents, expenses and revenues are posted in the current period but belong at least partially in a future period.

*Determine whether this statement is true or false.*

- True
- False

# UNIT 11

# Technical, Organizational, and Documental Closing Activities

## Lesson 1

Managing Technical Steps During the Period-End Closing Activities	516
---	-----

## Lesson 2

Executing the Balance Audit Trail	526
Exercise 28: Execute the Balance Audit Reports	529

## Lesson 3

Posting Ledger Group-Specific FI Documents	533
Exercise 29: Ledger Group Postings	539



### UNIT OBJECTIVES

- Explain technical, organizational, and documental closing activities
- Execute the balance carryforward program
- Open and close posting periods
- Execute technical reconciliation
- Execute the balance audit trail
- Post ledger group-specific FI documents

# Unit 11

## Lesson 1

---



## Managing Technical Steps During the Period-End Closing Activities

### LESSON OVERVIEW

This lesson describes the technical steps during the period-end closing activities.

### Business Example

You are responsible for the technical change of period in the company. At the end of the period, the ledgers have to be closed and the balances carried forward. For this reason, you require the following knowledge:

- An understanding of the balance carry forward program
- An understanding of posting periods
- An understanding of how to execute technical reconciliation



### LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Explain technical, organizational, and documentary closing activities
- Execute the balance carryforward program
- Open and close posting periods
- Execute technical reconciliation



## Technical, Organizational, and Documentary Closing Activities

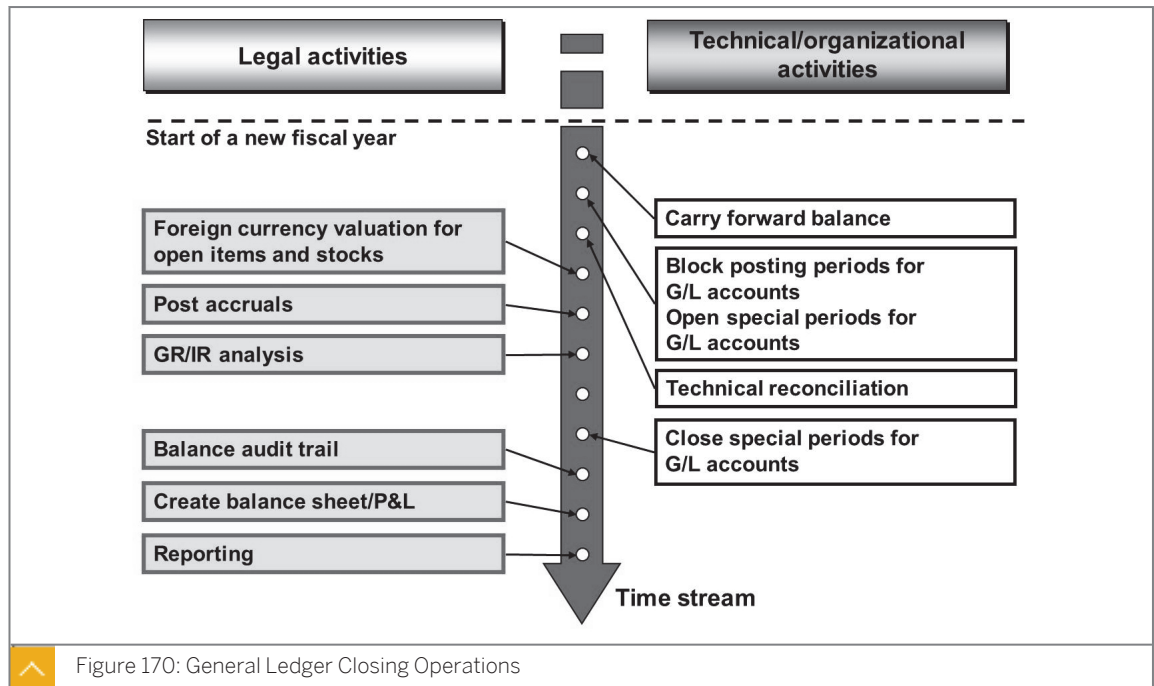


Figure 170: General Ledger Closing Operations

At the end of the fiscal year, the ledger balances must be carried forward and the ledgers must be closed.

### The operations during general ledger closing are as follows:

1. At the beginning of the fiscal year, the balance carryforward program is run, which carries forward the balances of the general ledger accounts to the next fiscal year.
2. The posting periods of the old fiscal year are blocked and the special periods for closing postings are opened.
3. A technical reconciliation is carried out to ensure that the documents updated with transaction figure postings are free from errors.
4. The foreign currency documents are valued, the accruals are performed, and the Goods Receipt and Invoice Receipt (GR/IR) clearing accounts are analyzed, including regrouping of the balance.
5. Once complete, the special periods can be closed.
6. For documentation purposes, the balance audit trail is then executed and the financial statement created.
7. Messages are created for statutory reporting.



#### Note:

The closing process may vary from country to country. Your trainer can provide you with information on the special procedures that may be required in your country.

## Balance Carryforward

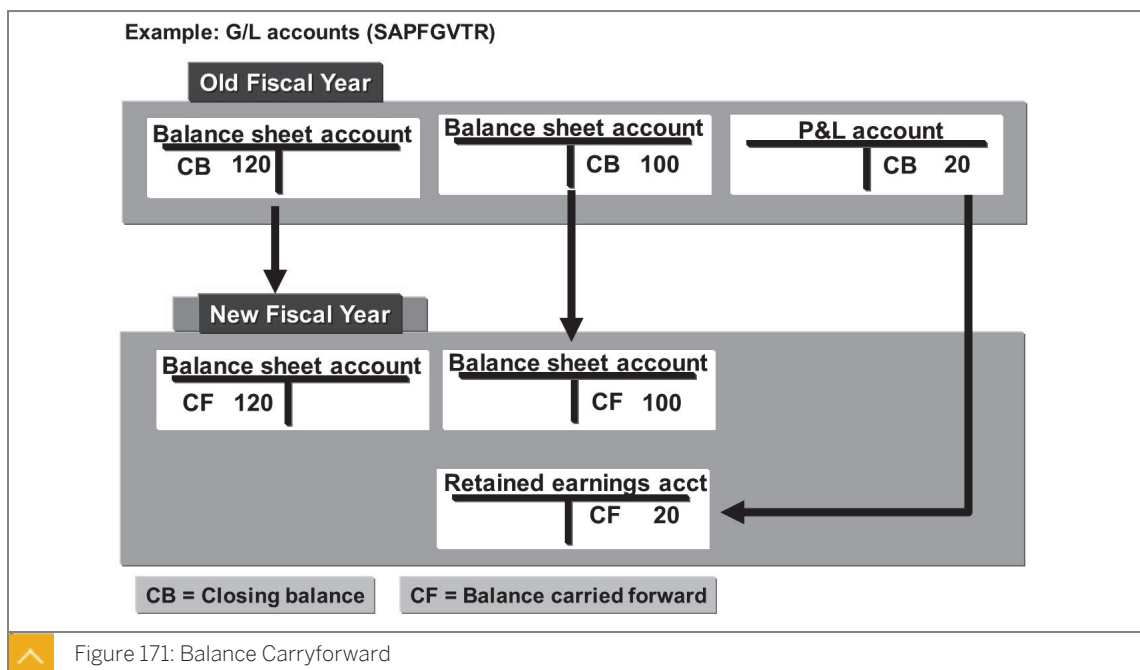


Figure 171: Balance Carryforward

The balance carryforward program calculates the balance carried forward to the new fiscal year for each balance sheet account.

The balance of the profit and loss (P&L) accounts is posted to the retained earnings account. As of version 4.6C, you can display the balances of individual P&L accounts that are carried forward to a specific retained earnings account. This enables you to understand how the total balance of the retained earnings account is calculated.

If you have P&L accounts with different currencies, you can set the *Only Balances in Local Currency* indicator in the master record of the P&L carry-forward account to translate and summarize all the currencies.

You can run the balance carryforward program as often as you want. You can even run this program in the old fiscal year since the balance carried forward to the new year is automatically updated for each posting. However, if you intend to carry out balance carryforward during the current fiscal year, SAP recommends that the program should be run as late as possible, after all the other updates are complete.

You perform the balance carryforward program for Accounts Receivable and Accounts Payable using report SAPP010. However, if you use additional ledgers, such as FI-SL, and/or parallel currencies, you must run the balance carryforward program using transaction GVTTR.



### How to Execute the Balance Carryforward Program

1. Execute the balance carryforward program for general ledger accounts.
  - a) On the SAP Easy Access screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Periodic Processing* → *Closing* → *Carrying Forward* → *Balance Carryforward (New)* (FAGLGVTR).

- b) On the *Balance carryforward* screen, enter the following data:

Field Name or Data Type	Value
<i>Ledger</i>	<b>0L</b>
<i>Company code</i>	<b>AC##</b>
<i>Carryforward to fiscal year</i>	Next fiscal year
<i>Test run</i>	Set
<i>Output list of results</i>	Set
<i>Balances in retain. earng.acct</i>	Set

- c) Choose *Execute*.
- d) Choose *Balance Sheet Accounts*.
- e) Check the balance sheet accounts report and return to the previous screen.
- f) Choose *Retained Earnings Accounts*.
- g) Check the retained earnings accounts.
- h) Return to the *Balance carryforward* screen.
- i) Deselect the *Test run* indicator.
- j) Execute the program. The balance carryforward run is complete for ledger OL.
- k) Return to the *Balance carryforward* screen.
- l) Choose ledger L5.
- m) Execute the program. The balance carryforward run is complete for nonleading ledger L5.
- n) Similarly, execute the program for nonleading ledger L6.
2. Execute the balance carryforward program for Accounts Receivable.
- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Periodic Processing* → *Closing* → *Carry Forward* → *Balance Carryforward* (F.07).

- b) On the *Balance Carryforward Receivables/Payables* screen, enter the following data:

Field Name or Data Type	Value
<i>Company code</i>	<b>AC##</b>
<i>Carryforward to fiscal year</i>	Next fiscal year
<i>Select customers</i>	Set
<i>Customer</i>	<b>1 to zzzzzzzz</b>
<i>Select vendors</i>	Set
<i>Vendor</i>	<b>1 to zzzzzzzz</b>

Field Name or Data Type	Value
Test run	Select

- c) Execute the program and check the test run of the report.
- d) Return to the previous screen.
- e) Select *Detail Log*.
- f) Execute the program again and check the detailed report.
- g) Return to the previous screen.
- h) Deselect the *Test run* indicator and execute the program again.
- i) Check the program run results.

### Posting Periods

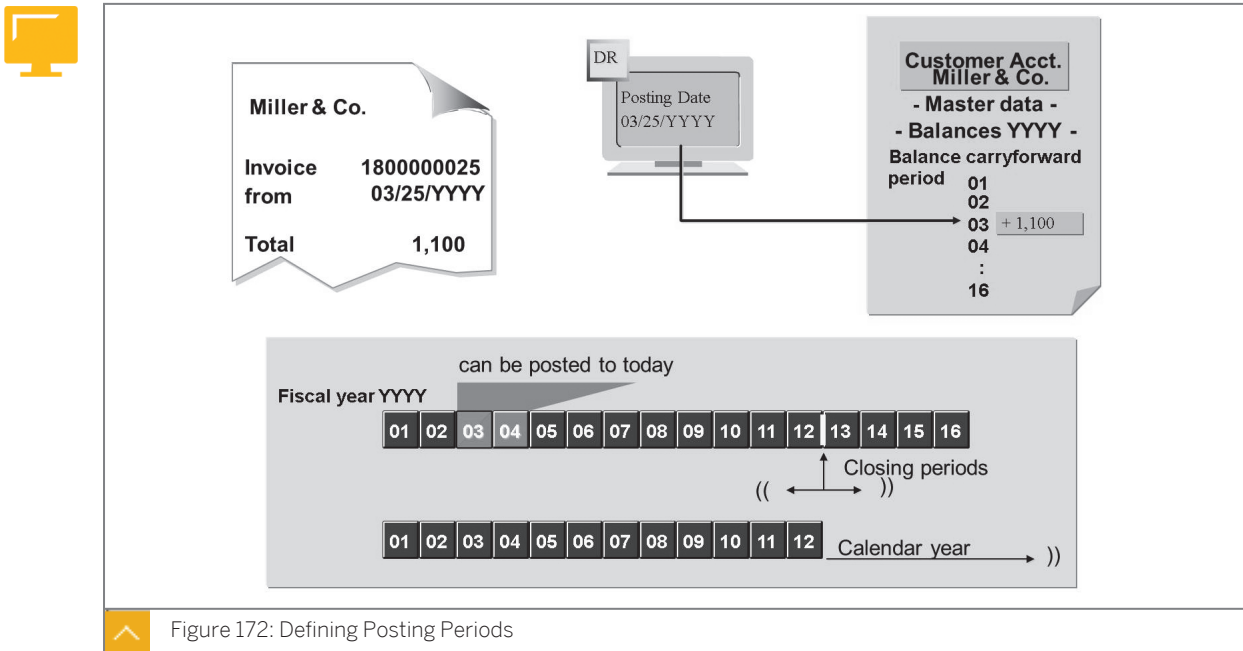


Figure 172: Defining Posting Periods

The system uses the posting date that you specify during document entry to determine to which posting period the document is posted. The posting periods for your company are defined by the fiscal year variant.

**You can use the fiscal year variant to make the following system settings:**

- Beginning and end of the fiscal year
- Number of normal posting periods (01 – 16)
- Number of special periods (the remaining periods up to 16 after selection of normal periods)
- Posting period length

## Posting Period Control



Period 1				Period 2						
Var.	A	From acct.	To account	From per. 1	Year	To per. 1	Year	From per. 2	Year	To per. 2
0001	+			1	2010	2	2010	13	2009	16
0001	A		ZZZZZZZZ	1	2010	2	2010	13	2009	16
0001	D		ZZZZZZZZ	1	2010	2	2010	13	2009	16

↓ Close period 1 for subledgers

Period 1				Period 2						
Var.	A	From acct.	To account	From per. 1	Year	To per. 1	Year	From per. 2	Year	To per. 2
0001	+			1	2010	2	2010	13	2009	16
0001	A		ZZZZZZZZ	2	2010	2	2010	13	2009	16
0001	D		ZZZZZZZZ	2	2010	2	2010	13	2009	16

↓ Close period 1 for all postings

Period 1				Period 2						
Var.	A	From acct.	To account	From per. 1	Year	To per. 1	Year	From per. 2	Year	To per. 2
0001	+			2	2010	2	2010	13	2009	16
0001	A		ZZZZZZZZ	2	2010	2	2010	13	2009	16
0001	D		ZZZZZZZZ	2	2010	2	2010	13	2009	16

Figure 173: Posting Period Control

The posting period tables are used to open and close posting periods. You can have as many or as few posting periods open as you want.

The first column illustrates the posting period variant. This code is assigned to your company codes list and allows you to open and close the posting periods for several companies at the same time. The next column contains the account type. This column allows you to control the open posting periods by account type.

### The codes for various account types are as follows:

- + for all accounts
- A for assets
- D for customer accounts
- K for vendor accounts
- S for general ledger accounts

Accounts are open for the periods specified in the table and closed for periods not specified.

The line with account type + (valid for all accounts) determines the maximum length of the open periods for an account type. For example, in the second table, periods 13 to 16 in 2009 and periods 1 to 2 in 2010 are open for all accounts.

In the additional lines with the individual account types (A, D, and so on), the number of open periods for the accounts specified is restricted. For example, in the second table, the first period of 2010 is closed for the Asset Accounting and Accounts Receivable subledgers.

Within other columns in the table, you can assign an authorization group to the periods in the *Period 1* interval. The authorization group has no effect on the open periods in the *Period 2* interval. As a result, you can define that postings in interval 1 can only be made by a specific user group (for example, Accounting), and that in interval 2, all users can post. You can make

the necessary authorization settings in authorization object F\_BKPF\_BUP, assign the authorization object F\_BKPF\_BUP to the users concerned, and assign them to an authorization group. After that, you can enter this authorization group (AuGr) in the AuGr field in a separate row with all other relevant period entries made for that row. In addition, posting periods can be opened and closed for specific users. To do this, enter an authorization group for account type + at the document header level and, if necessary, for other account types at the line item level.

**Maintenance of Period Intervals**



New transaction to open and close periods, which is started automatically if business function *FIN\_GL\_CI\_2* is active:

*SAP Easy Access -> Accounting -> Financial Accounting -> General Ledger -> Environment-> Current Settings-> Open and Close Posting Periods => Transaction Code: FAGL\_EHP4\_T001B\_COFI*

**The time intervals of the posting periods are extended by period interval 3:**

Posting Periods: Specify Time Intervals									
Var.	A	Fro...	To account	From per.1	Year	To per. 1	Year	AuGr	
1000	+			2	2010	2	2010		
1000	+	3333333333			2010	10	2011		

*(Note: The 'From Per.3', 'Year', 'To Per. 3', and 'Year' columns in the table above are circled in the original image.)*

Enhancement Package  
 1  
2  
3  
4  
5

You can open and close FI periods using period interval 3, which are then only **checked for an FI document, which was triggered by the CO -> FI real-time integration.**

Figure 174: Period Interval 3

With the activation of the real-time integration of controlling with financial accounting, an FI follow-up document is posted in case the Controlling (CO) transaction changes any Financial Accounting (FI) characteristics. That means that the CO transaction (and the FI follow-on document) can only be executed successfully if the respective FI period is open. But during period close, the Controlling department typically has to post in periods that have already closed in FI.

To minimize coordination time, SAP invented the period interval 3. This controls the CO triggered postings to FI. Period interval 3 can only be maintained for account type +. If no intervals are maintained for period 3, the systems respond in the same way as before enhancement package 4.

**Caution:**  
If you are using interval 3, you still have to reconcile your period-end closing between FI and CO.



**How to Open or Close Posting Periods**

1. For a posting period variant, close posting periods for all account types.

- a) On the SAP Easy Access screen, choose Accounting → Financial Accounting → General Ledger → Environment → Current Settings → Open and Close Posting Periods (FAGL\_EHP4\_T001B\_COFI).
- b) On the Change View (Posting Periods: Specify Time Intervals) Overview screen, enter the following data in the first row:

Field Name or Data Type	Value
From per.1	13
Year	Current fiscal year
To per.1	16
Year	Current fiscal year
AuGr	CLOS
From per.2	1
Year	Next fiscal year
To per.2	1
Year	Next fiscal year

- c) Enter the same data for the A, D, K, S, accounts as well.
- d) Save and return to the main menu.

### Technical Reconciliation

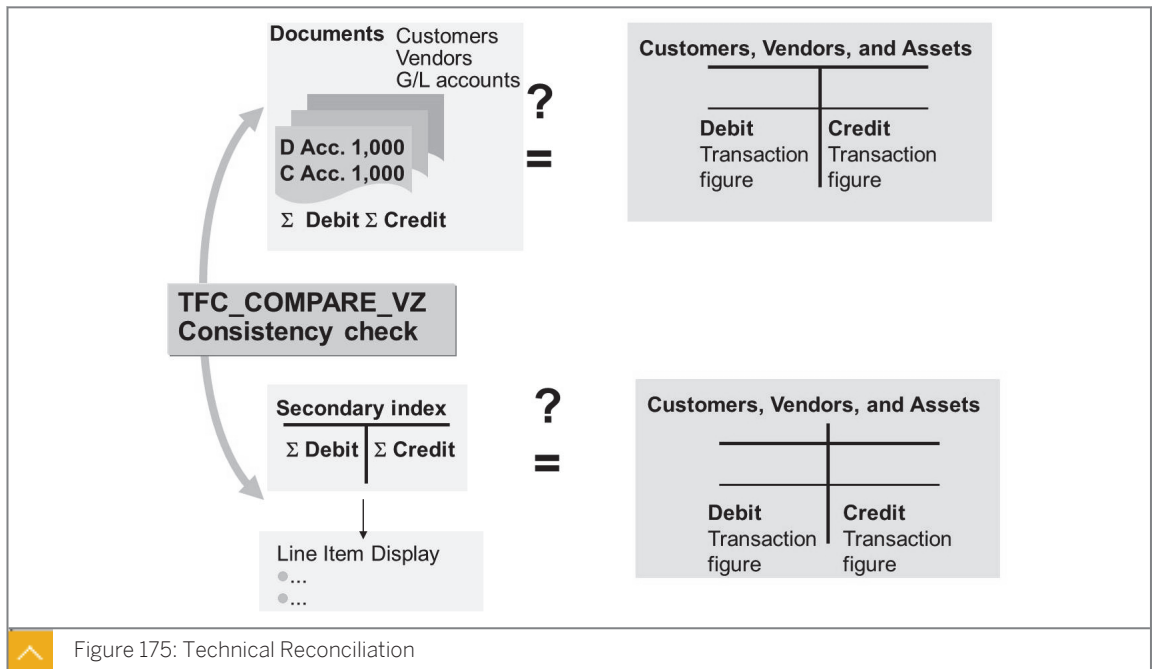


Figure 175: Technical Reconciliation

When technical reconciliation is executed, extended reconciliation is performed in Financial Accounting.

**As part of general ledger month-end closing, the following consistency checks are performed:**

1. The debit and credit transaction figures for the customer accounts, the vendor accounts, and the G/L accounts (table FAGLFLEXT) with the debit and credit totals of the posted documents (table BSEG).
2. The debit and credit transaction figures for the customer accounts, the vendor accounts, and the G/L accounts (table FAGLFLEXT) with the debit and credit totals of the application index (secondary index tables BSIS/BSAD, BSIK/BSAK, BSIS/BSAK).

The application indexes are used for the general ledger view of accounts with open item management or line item display.

If General Ledger Accounting (new) is not active, perform reconciliation with the financial accounting comparative analysis report (SAPF190).

All the results of the reconciliation are added to historical management. This enables statements to be made about the execution and accuracy of the reconciliation activities on a time basis.



**How to Execute Technical Reconciliation**

1. Perform a technical reconciliation for the documents in the general ledger view using the single document comparison.
  - a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Periodic Processing* → *Closing* → *Check/Count* → *Reconciliation (New)* (FAGLF03).
  - b) On the *Comparison: Documents/Transaction Figures* screen, enter the following data:

Field Name or Data Type	Value
<i>Company code</i>	<b>AC##</b>
<i>Fiscal Year</i>	Next fiscal year
<i>Make Comparison</i>	Select
<i>G/L View</i>	Select
<i>SingleDoc. Comparison</i>	Select

- c) Choose *Execute*.
- d) Check the results of the reconciliation analysis. The differences are grouped by ledger and the leading ledger appears at the top of the list.



**LESSON SUMMARY**

You should now be able to:

- Explain technical, organizational, and documentary closing activities
- Execute the balance carryforward program
- Open and close posting periods



- Execute technical reconciliation



## Executing the Balance Audit Trail

### LESSON OVERVIEW

This lesson explains the function of the balance audit trail.

### Business Example

Your manager asks you to record all postings to an account before archiving the documents. For this reason, you require the following knowledge:

- An understanding of the functions of balance audit trail
- An understanding of the tools required to store accounting documents
- An understanding of how to execute balance audit reports



### LESSON OBJECTIVES

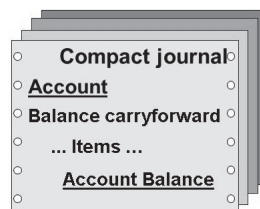
After completing this lesson, you will be able to:

- Execute the balance audit trail

### Balance Audit Trail



**The balance audit trail displays the balance at the beginning of a period and the changes to the account to the period end.**



#### Reason for balance audit trail

- To display posting information for a fiscal year and document status in Financial Accounting
- To provide a statement for an external audit

 Figure 176: Balance Audit Trail

Legislation generally stipulates that it must be possible to justify account balances at any time for more than one fiscal year using relevant document items. This is possible while the relevant documents are still stored in the system.

Older documents, however, usually have to be archived and deleted from the database in order to reduce the load on the system. As a result, if you want to explain an account balance,

you'll need to start a balance audit trail before you archive any documents. A balance audit trail generates the compact journal for a specified period in the form of a list. The balance audit trail displays the balance at the beginning of a period and then changes to the account balance at the period end.



### How to Execute the Balance Audit Trail

To check the output of the balance audit trail reports from the document file (current data), use the following steps:

1. Execute the general ledger from the Document File report for your company code AC## for the current fiscal year.
  - a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Periodic Processing* → *Closing* → *Document* → *Balance Audit Trail* → *All Accounts* → *General Ledger from the Document File* (S\_ALR\_87100205).
  - b) On the *General Ledger from the Document File* screen, enter the following data:

Field Name or Data Type	Value
<i>Company code</i>	<b>AC##</b>
<i>Fiscal Year</i>	Current year

- c) Choose *Execute*.
  - d) Once you have checked the output, return to the *SAP Easy Access* screen.
2. Execute the *Open Item Account Balance Audit Trail from the Document File* report for your company code AC## for the current fiscal year.
  - a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Periodic Processing* → *Closing* → *Document* → *Balance Audit Trail* → *Open Item accounts* → *Open Item Account Balance Audit Trail from the Document File* (S\_ALR\_87012317).
  - b) On the *Open Item Account Balance Audit Trail from the Document File* screen, enter the following data:

Field Name or Data Type	Value
<i>Company code</i>	<b>AC##</b>
<i>Fiscal Year</i>	Current year

- c) Choose *Execute*.
  - d) Once you have checked the output, return to the *SAP Easy Access* screen.



### How to Create a Compact Document Journal

To complete the documentation in Financial Accounting, and create a (chronological) overview of all of your documents for each fiscal year, do the following:

1. Create the compact document journal in the G/L and select all the documents for your company code AC## for the current fiscal year.

a) On the SAP Easy Access screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Information System* → *General Ledger Reports (New)* → *Document* → *General* → *Compact Document Journal (S\_ALR\_87012289)*.

b) On the *Compact Document Journal* screen, enter the following data:

Field Name or Data Type	Value
<i>Company code</i>	<b>AC##</b>
<i>Fiscal Year</i>	Current year
<i>Ledger</i>	<b>0L</b>

c) Execute the report.

---

# Unit 11

## Exercise 28



## Execute the Balance Audit Reports

### Business Example

For month-end closing, you want to document the transactions that make up the account balances in the G/L and list the documents that have been entered during the period.

Check the output of the balance audit trail reports from the document file (current data).

1. Execute the general ledger from the document file report for your company code AC## for the current fiscal year.
2. Execute the *Open Item Account Balance Audit Trail from the Document File* report for your company code AC## for the current fiscal year.

Create a (chronological) overview of all of your documents for each fiscal year to complete the documentation in Financial Accounting.

1. Create the compact document journal in the G/L and select all the documents for your company code AC## for the current fiscal year.
2. According to which criteria is the list sorted?

---

---

---



## Execute the Balance Audit Reports

### Business Example

For month-end closing, you want to document the transactions that make up the account balances in the G/L and list the documents that have been entered during the period.

Check the output of the balance audit trail reports from the document file (current data).

1. Execute the general ledger from the document file report for your company code AC## for the current fiscal year.
  - a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Periodic Processing* → *Closing* → *Document* → *Balance Audit Trail* → *All Accounts* → *General Ledger from the Document File* (S\_ALR\_87100205).

- b) On the *General Ledger from the Document File* screen, enter the following data:

Field Name or Data Type	Value
<i>Company code</i>	AC##
<i>Fiscal Year</i>	Current year

- c) Choose *Execute*.
  - d) Once you have checked the output, return to the *SAP Easy Access* screen.
2. Execute the *Open Item Account Balance Audit Trail from the Document File* report for your company code AC## for the current fiscal year.
  - a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Periodic Processing* → *Closing* → *Document* → *Balance Audit Trail* → *Open item accounts* → *Open Item Account Balance Audit Trail from the Document File* (S\_ALR\_87012317).

- b) On the *Open Item Account Balance Audit Trail from the Document File* screen, enter the following data:

Field Name or Data Type	Value
<i>Company code</i>	AC##
<i>Fiscal Year</i>	Current year

- c) Choose *Execute*.
  - d) Once you have checked the output, return to the *SAP Easy Access* screen.

Create a (chronological) overview of all of your documents for each fiscal year to complete the documentation in Financial Accounting.

1. Create the compact document journal in the G/L and select all the documents for your company code AC## for the current fiscal year.

a) On the SAP Easy Access screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Information System* → *General Ledger Reports (New)* → *Document* → *General* → *Compact Document Journal (S\_ALR\_87012289)*.

b) On the *Compact Document Journal* screen, enter the following data:

Field Name or Data Type	Value
<i>Company code</i>	<b>AC##</b>
<i>Fiscal Year</i>	Current year
<i>Ledger</i>	<b>0L</b>

c) Execute the report.

2. According to which criteria is the list sorted?

The list is sorted by document number.



**LESSON SUMMARY**

You should now be able to:

- Execute the balance audit trail





## Posting Ledger Group-Specific FI Documents

### LESSON OVERVIEW

This lesson shows you how to use ledger group postings.

### Business Example

At times, your manager asks you to post accounting values directly to a ledger group only. For this reason, you require the following knowledge:

- An understanding of ledger groups
- An understanding of posting ledger group-specific documents



### LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Post ledger group-specific FI documents

### Ledger Group Postings



**To model parallel financial reporting, the mySAP ERP solution features an entirely new approach, in addition to the account-based solution:**

**The ledger approach (in new General Ledger Accounting)**

**This approach is explained here using specific examples.**



Figure 177: Parallel Accounting

Parallel financial reporting means that you must create the financial statements for a company in accordance with different accounting rules. This is because a local view (by U.S. GAAP in the US) is no longer sufficient by itself in a globalized world of creditors (banks, shareholders) and business partners. An internationally respected standard, such as IAS/IFRS or U.S. GAAP, is in increasing demand.

You can still model different accounting rules by using an account-based solution in the new G/L. The new G/L also lets you use different ledgers to save the different valuation approaches. This is called the ledger solution (in the new G/L). However, do not confuse the new ledger approach with the special ledgers (FI-SL). These ledgers can be used in Release R/3 Enterprise, but they are nowhere near as functional and uniform as the ledger solution in the new G/L.



Note:  
SAP generally considers the ledger solution and the account-based solution as equivalents. For more information, see SAP Note 779251.

## Ledger Solution



- Each client has a single leading ledger in the general ledger.
- You can also define additional ledgers within the general ledger.
- You can use these different ledgers to model different accounting rules.

### Example:

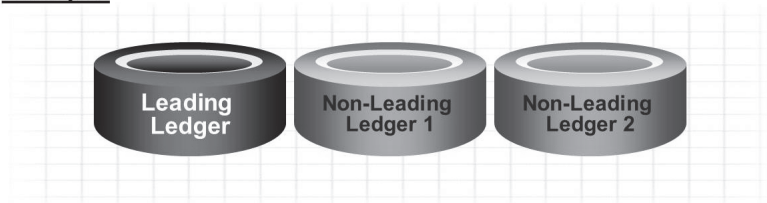


Figure 178: Non-Leading Ledgers

You can use different ledgers (leading ledgers and non-leading ledgers) to model different accounting rules. An important question to decide is which accounting rule will be modeled in the leading ledger. It is recommended that existing customers who upgrade to SAP ERP do not change the leading view. A change of the leading view should always be dealt with in a separate project, as before. The leading ledger is the only ledger that is integrated with CO.

## General Ledger Views in FI Documents



Choose this pushbutton to display the general ledger view for the non-leading ledgers.

**Display Document: General Ledger View**

Taxes Entry View **Other Ledger**

Document no.: 1000000001 Company code: 1000 Fiscal year: YYYY  
 Doc. date: DD.MM.YYYY Posting date: DD.MM.YYYY Period: M

Ledger: 0L Document: 1000000001 Fiscal year: YYYY Period: M

CoCd	P	BS	Account	Name	Amount	Curr.	Tx	BA	FKBER	CCtr	PC	Segment
1000	1	40	417000	Purch. Services	50	EUR	VN	9900	0100	1000	1402	SEGA
	2	50	100000	Petty Cash	58-	EUR		9900			1402	SEGA
	3	40	154000	Input Tax	8	EUR	VN	9900			1402	SEGA

FB03

Figure 179: General Ledger Views in FI Documents

## Defining Ledger Groups



**Business embedding/situation:**

You now have to run the foreign currency valuation for both U.S. GAAP and IAS/IFRS. In both cases, open items (and balances) have to be given a "basic" valuation.

**Option 1:** Definition of two valuation areas and two accounting principles with relevant links to ledgers.

Then: The foreign currency valuation runs twice – each time updating the appropriate ledger (=> e.g. only ledger 0L and during the next run, only ledger L5).

**Option 2:** Definition of a valuation area (for example, area *International*) and an accounting principle. In addition, a ledger group is defined (in the example, this is L7). This ledger group contains the ledgers 0L and L5 and is linked to the new valuation area *International*.

**Change View "Ledger Assignment": Overview**

Dialog Structure		Ledger Group	L7						
<ul style="list-style-type: none"> <li>▾ Ledger Group</li> <li>    ↳ Ledger Assignment</li> </ul>		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Ld</th> <th>Rep Ledger</th> </tr> </thead> <tbody> <tr> <td>0L</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>L5</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		Ld	Rep Ledger	0L	<input checked="" type="checkbox"/>	L5	<input type="checkbox"/>
Ld	Rep Ledger								
0L	<input checked="" type="checkbox"/>								
L5	<input type="checkbox"/>								

**Effect of Option 2:** The foreign currency valuation program must only be started once (for the new valuation area). The values are then written to all ledgers of the ledger groups (0L and L5) at once.

Figure 180: Defining Ledger Groups

To define ledger groups, in Customizing, choose *Financial Accounting (New) → Financial Accounting Global Settings (New) → Ledgers → Ledger → Define Ledger Group*.

The ledger group is an option for simplifying and/or accelerating the work in certain cases. No customer should be forced to create their own ledger groups. However, a new ledger group is

created automatically for each ledger in the new G/L. The new ledger group contains the relevant ledger and has the same name as it. The document is then only posted to the selected ledgers.

If the ledger group only consists of one or more nonleading ledgers, you have to define the document types for the entry view in one ledger. To do this, in Customizing, choose *Financial Accounting (New) → Financial Accounting Global Settings (New) → Document → Document Types → Define Document Types for Entry View in a Ledger*.

The general ledger view is specific to a ledger.



### How to Post a Ledger Group-Specific FI Document

1. Check ledger assignment.
  - a) In Customizing, choose *Financial Accounting (New) → Financial Accounting Global Settings (New) → Ledgers → Ledger → Define Ledger Group*.
  - b) On the *Ledger Group* screen, select the row for non-leading ledger L5.
  - c) In the left pane, double-click *Ledger Assignment*.
  - d) Check the status for ledger L5 in the *Ledger Assignment* table.
  - e) Exit the screen.
2. Create a G/L account document in your defined ledger group L5.
  - a) On the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → General Ledger → Document Entry → Enter G/L Account Document for Ledger Group (FB50L)*.
  - b) On the *Enter G/L Acct Document for Ledger Group* screen, enter the following data:

Field Name and Data Type	Value
<i>Document date</i>	Current date
<i>Posting date</i>	Current date
<i>Ledger Grp</i>	<b>L5</b>
<i>Doc.Header Text</i>	<b>Provision GR## L5</b>

- c) In the items table, enter the following data in the first row:

Field Name and Data Type	Value
<i>G/L acct</i>	<b>239000</b>
<i>D/C</i>	Debit
<i>Amount in doc.curr</i>	<b>1000</b>

- d) In the items table, enter the following data in the second row:

Field Name and Data Type	Value
<i>G/L acct</i>	<b>79000</b>

Field Name and Data Type	Value
<i>D/C</i>	Credit
<i>Amount in doc.curr</i>	*

- e) Choose *Tree on*.
  - f) In the left pane, expand the *Screen variants for items* folder.
  - g) Double-click the screen variant *ZPPROFITCENTER* and choose *Tree off*.
  - h) In the first and second rows of the items table, enter **PRCTR##** in the *Profit center* column.
  - i) Choose *Simulate*.
  - j) Choose *Post* to enter the document.
3. Display the document.
- a) Choose *Document* → *Display*.
  - b) Choose *General Ledger View*.
  - c) In both the data entry view and the general ledger view, you will see the ledger group *L5* in the header.
  - d) Return to the main menu.
-



# Unit 11

## Exercise 29



## Ledger Group Postings

### Business Example

Sometimes, due to deviating accounting values, you may have to post directly to a ledger group.

Enter G/L account posting for provisions to a ledger group.

1. Post a provision for company code 1000 to ledger group L5.

Field Name and Data Type	Value
<i>Company code</i>	<b>1000</b>
<i>Document date</i>	Current date
<i>Posting date</i>	Current date
<i>Ledger Grp</i>	<b>L5</b>
<i>Doc.Header Text</i>	<b>Provision GR## L5</b>
<i>Screen variant</i>	ZPPROFITCENTER
<i>Profit center</i>	<b>PRCTR##</b>
<i>Debit</i>	G/L acct <b>239000</b> Prov. unrealized cost
<i>Credit</i>	G/L acct <b>79000</b> Provisions for missing costs
<i>Amount</i>	EUR <b>1000</b> , for each item

Post the provision with the transaction. Enter the G/L account document for the ledger group.

2. Display the document. In both the data entry view and in the general ledger view, you will see the ledger group L5 in the header. Posting has only taken place in this ledger group.

# Unit 11

## Solution 29



## Ledger Group Postings

### Business Example

Sometimes, due to deviating accounting values, you may have to post directly to a ledger group.

Enter G/L account posting for provisions to a ledger group.

1. Post a provision for company code 1000 to ledger group L5.

Field Name and Data Type	Value
<i>Company code</i>	<b>1000</b>
<i>Document date</i>	Current date
<i>Posting date</i>	Current date
<i>Ledger Grp</i>	<b>L5</b>
<i>Doc.Header Text</i>	<b>Provision GR## L5</b>
<i>Screen variant</i>	ZPPROFITCENTER
<i>Profit center</i>	<b>PRCTR##</b>
<i>Debit</i>	G/L acct <b>239000</b> Prov. unrealized cost
<i>Credit</i>	G/L acct <b>79000</b> Provisions for missing costs
<i>Amount</i>	EUR <b>1000</b> , for each item

Post the provision with the transaction. Enter the G/L account document for the ledger group.

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Document Entry* → *Enter G/L Account Document for Ledger Group* (FB50L).
- b) If a dialog box pops up for the company code, enter **1000** and choose *Enter*.
- c) On the *Enter G/L Acct Document for Ledger Group* screen, enter the following data:

Field Name and Data Type	Value
<i>Document date</i>	Current date
<i>Posting date</i>	Current date
<i>Ledger Grp</i>	<b>L5</b>



Field Name and Data Type	Value
<i>Doc.Header Text</i>	<b>Provision GR## L5</b>

d) In the items table, enter the following data in the first row:

Field Name and Data Type	Value
<i>G/L acct</i>	<b>239000</b>
<i>D/C</i>	Debit
<i>Amount in doc.curr</i>	<b>1000</b>

e) In the items table, enter the following data in the second row:

Field Name and Data Type	Value
<i>G/L acct</i>	<b>79000</b>
<i>D/C</i>	Credit
<i>Amount in doc.curr</i>	<b>*</b>

f) Choose *Tree on*.

g) In the left pane, expand the *Screen variants for items* folder.

h) Double-click the screen variant *ZPPROFITCENTER* and choose *Tree off*.

i) In the first and second rows of the items table, enter **PRCTR##** in the *Profit center* column.

j) Choose *Simulate*.

k) Post your document.

2. Display the document. In both the data entry view and in the general ledger view, you will see the ledger group L5 in the header. Posting has only taken place in this ledger group.

a) Choose *Document* → *Display*.

b) Choose *General Ledger View*.

c) In both the data entry view and in the general ledger view, you will see the ledger group L5 in the header.



### **LESSON SUMMARY**

You should now be able to:

- Post ledger group-specific FI documents



## Learning Assessment

1. Identify the steps performed during the general ledger closing operations for the fiscal year.

*Choose the correct answers.*

- A Foreign currency documents are valued.
- B Accruals are carried out.
- C The balance carry forward program is run.
- D Vendor invoices are posted.

2. The balance of the profit and loss (P&L) accounts is posted to the P&L carry-forward account.

*Determine whether this statement is true or false.*

- True
- False

3. Period interval 3 can only be maintained for account type S.

*Determine whether this statement is true or false.*

- True
- False

4. The system uses the posting date that you specify during document entry to determine to which posting period the document is posted.

*Determine whether this statement is true or false.*

- True
- False

5. As part of the general ledger month-end closing, a consistency check of debit and credit transaction figures for customer accounts, vendor accounts, and general ledger (G/L) accounts (table FAGLFLEXT) with the debit and credit totals of the posted documents (table BSEG) is performed.

*Determine whether this statement is true or false.*

- True  
 False

6. To reduce the load on the system, what should you do with the older documents that exist in the database?

*Choose the correct answer.*

- A Delete  
 B Extract and delete  
 C Backup and delete  
 D Archive and delete

7. After older documents have been archived and deleted from the database, you can still use the balance audit trail to explain an account balance.

*Determine whether this statement is true or false.*

- True  
 False

8. Parallel financial reporting means that you must create financial statements for a company in accordance with different accounting rules.

*Determine whether this statement is true or false.*

- True  
 False

9. You can only use the leading ledger to model different accounting rules.

*Determine whether this statement is true or false.*

- True  
 False



## Learning Assessment - Answers

1. Identify the steps performed during the general ledger closing operations for the fiscal year.

*Choose the correct answers.*

- A Foreign currency documents are valued.
- B Accruals are carried out.
- C The balance carry forward program is run.
- D Vendor invoices are posted.

2. The balance of the profit and loss (P&L) accounts is posted to the P&L carry-forward account.

*Determine whether this statement is true or false.*

- True
- False

3. Period interval 3 can only be maintained for account type S.

*Determine whether this statement is true or false.*

- True
- False

4. The system uses the posting date that you specify during document entry to determine to which posting period the document is posted.

*Determine whether this statement is true or false.*

- True
- False

5. As part of the general ledger month-end closing, a consistency check of debit and credit transaction figures for customer accounts, vendor accounts, and general ledger (G/L) accounts (table FAGLFLEXT) with the debit and credit totals of the posted documents (table BSEG) is performed.

*Determine whether this statement is true or false.*

- True  
 False

6. To reduce the load on the system, what should you do with the older documents that exist in the database?

*Choose the correct answer.*

- A Delete  
 B Extract and delete  
 C Backup and delete  
 D Archive and delete

7. After older documents have been archived and deleted from the database, you can still use the balance audit trail to explain an account balance.

*Determine whether this statement is true or false.*

- True  
 False

8. Parallel financial reporting means that you must create financial statements for a company in accordance with different accounting rules.

*Determine whether this statement is true or false.*

- True  
 False

9. You can only use the leading ledger to model different accounting rules.

*Determine whether this statement is true or false.*

- True  
 False

## Lesson 1

Managing the Financial Closing Cockpit

548

Exercise 30: Manage the Financial Closing Cockpit

579



### UNIT OBJECTIVES

- Explain the advantages of the Financial Closing Cockpit (FCC)
- Configure the FCC
- Execute tasks in the task list
- Manage tasks with dependencies



## Managing the Financial Closing Cockpit

### LESSON OVERVIEW

This lesson describes the configuration options and functions available within the Financial Closing Cockpit (FCC).

### Business Example

To manage the closing processes better in your company, you are looking for a structured interface to execute transactions and programs that form part of such complex processes. For this reason, you require the following knowledge:

- An understanding of the FCC and its advantages
- An understanding of executing and managing tasks



### LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Explain the advantages of the Financial Closing Cockpit (FCC)
- Configure the FCC
- Execute tasks in the task list
- Manage tasks with dependencies

### Potential Applications of the Financial Closing Cockpit

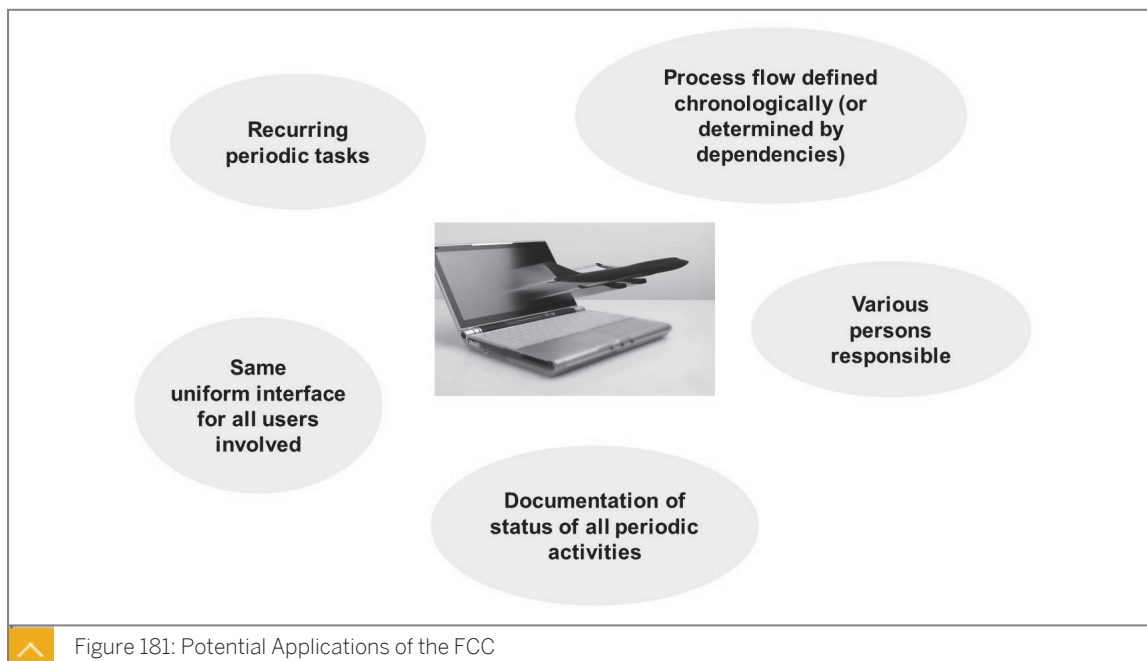


Figure 181: Potential Applications of the FCC



The FCC is an application that enables you to create a structured interface for executing transactions and programs that form part of complex processes, such as closing processes. The structural layout supports processes within an organizational structure, such as a company code, as well as scenarios affecting multiple organizational structures.

**The FCC can be used in the following cases:**

- When activities recur periodically
- When more than one person responsible is involved
- When the activities are performed within a process that has a fixed chronological sequence or is determined by dependencies
- When the activities need to be supported by a shared, uniform interface for all involved
- When the status of all periodic activities must be documented and made transparent and available for all parties involved
- When the closing tasks are documented for later checks

**Features of the FCC**

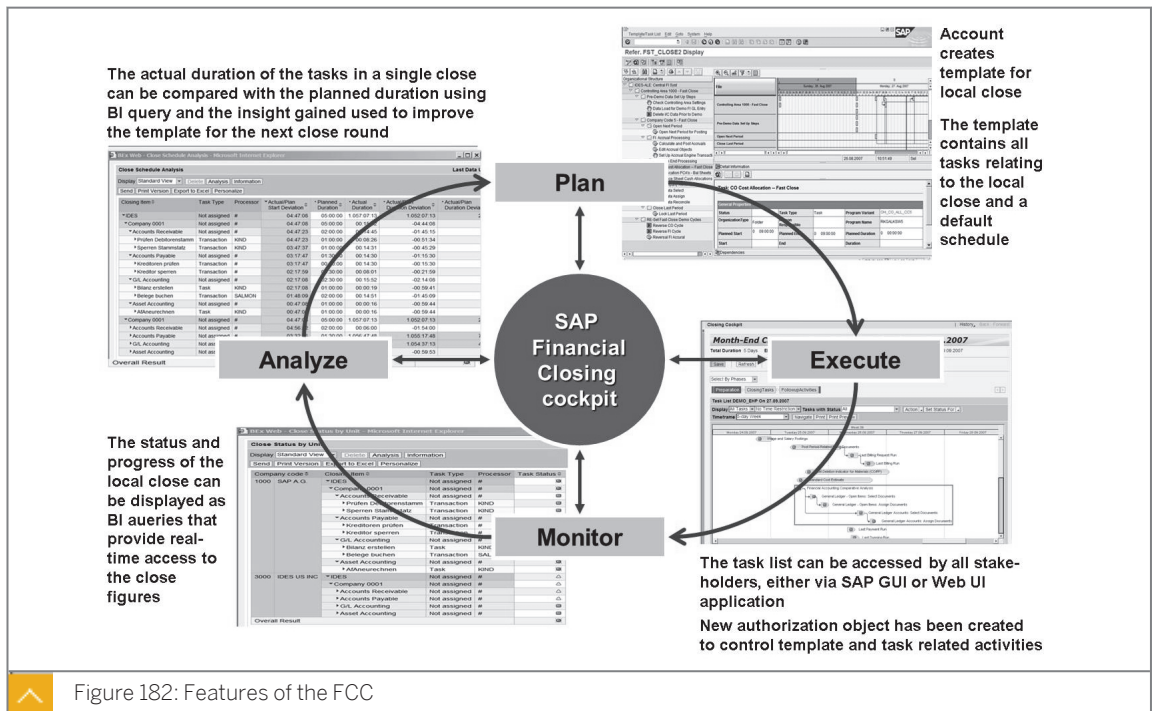


Figure 182: Features of the FCC

With enhancement package 3 for SAP ERP, SAP has provided Web functions for the closing tasks of the FCC and for the related files of all the users associated with the close.

**The following are a few features of the FCC:**

- The FCC allows all financial close stakeholders to access and initiate their tasks in the system, or monitor automatically scheduled tasks and report their status and any issues that arise.
- The FCC allows all financial close stakeholders to set a manual status for a task, document whether the task has been checked, and manually confirm that a transaction has been performed.

To obtain an overview of the status of the closing process, the task list allows you to access status information, issues related to tasks, and any job logs, spool lists, and application logs created by the system during task execution. This information is available regardless of whether the tasks are executed automatically or manually.

The business package is included in the Portal Content Directory and can be accessed using the SAP NetWeaver Portal component or the SAP NetWeaver Business Client software. It is also possible to continue to execute the local close using transaction CLOCO in the classic SAP Graphical User Interface (GUI).

### Enhancement Package 4 for SAP ERP 6.0

#### Enhancement package 4 for SAP ERP includes:

- The business function Reporting Financials, which provides Web-enabled reports for monitoring the progress of the local financial close.
- Various business intelligence (BI) queries, which deliver statuses, key figure reporting, and rules that raise alerts about delays.
- Queries that display the initial planned data for each task and the actual times recorded by the system for task completion. This data can be used as a starting point for analysis of the financial close and to adjust the template for the next financial close.

### Scheduling and Monitoring in Heterogeneous IT Landscapes

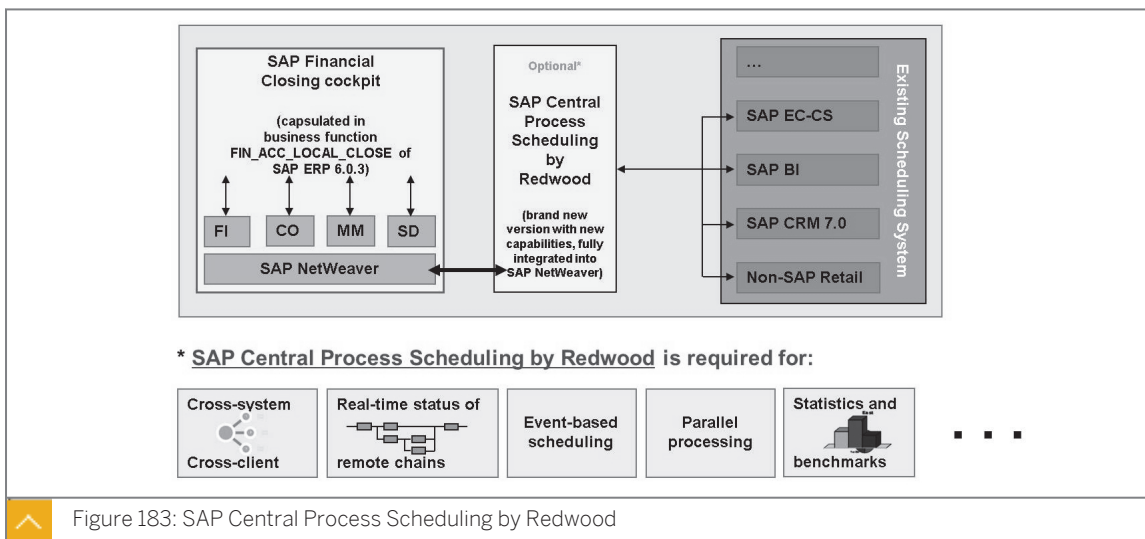


Figure 183: SAP Central Process Scheduling by Redwood

Where there is a move to handle the close as a shared service for several companies, there is often a need to automate tasks across systems. This requires remote tasks to be started in systems other than the system containing the FCC. Examples would be a production system in which orders need to be settled or a system on a lower SAP ERP release level.

The FCC in mySAP ERP 2004 and SAP ERP 6.0 allows closing tasks to be started only in a single ERP system. Enhancement package 3 for SAP ERP 6.0 allows you to use integration with the SAP Central Process Scheduling application by Redwood.

SAP Central Process Scheduling is an SAP solution extension that delivers job scheduling and process-automation capabilities across distributed and heterogeneous platforms. You can use this extension to connect different systems to the FCC – ERP, non-ERP, SAP, and non-SAP systems. You simply need to identify the systems that produce figures relevant for financial closing and connect them using SAP Central Process Scheduling to the FCC.

### The following are the features of SAP Central Process Scheduling:

- Parallel processing of process chains in combination with cross-system, cross-client, and event-based scheduling is possible. This reduces the overall downtime and greatly increases the level of automation.
- Even if your company is using another scheduling system, SAP Central Process Scheduling will not impact the existing scheduling system. You must be on SAP NetWeaver 7.0 (SP14) for parallel usage of SAP Central Process Scheduling and another scheduling system. You can download SAP Central Process Scheduling to SAP NetWeaver and define remote tasks in the FCC. To activate the changes in your ERP system, you need to activate the business function Local Close (FIN\_ACC\_LOCAL\_CLOSE).

### FCC: Overview

The screenshot displays the SAP Central Process Scheduling (FCC) Overview interface. It consists of several main sections:

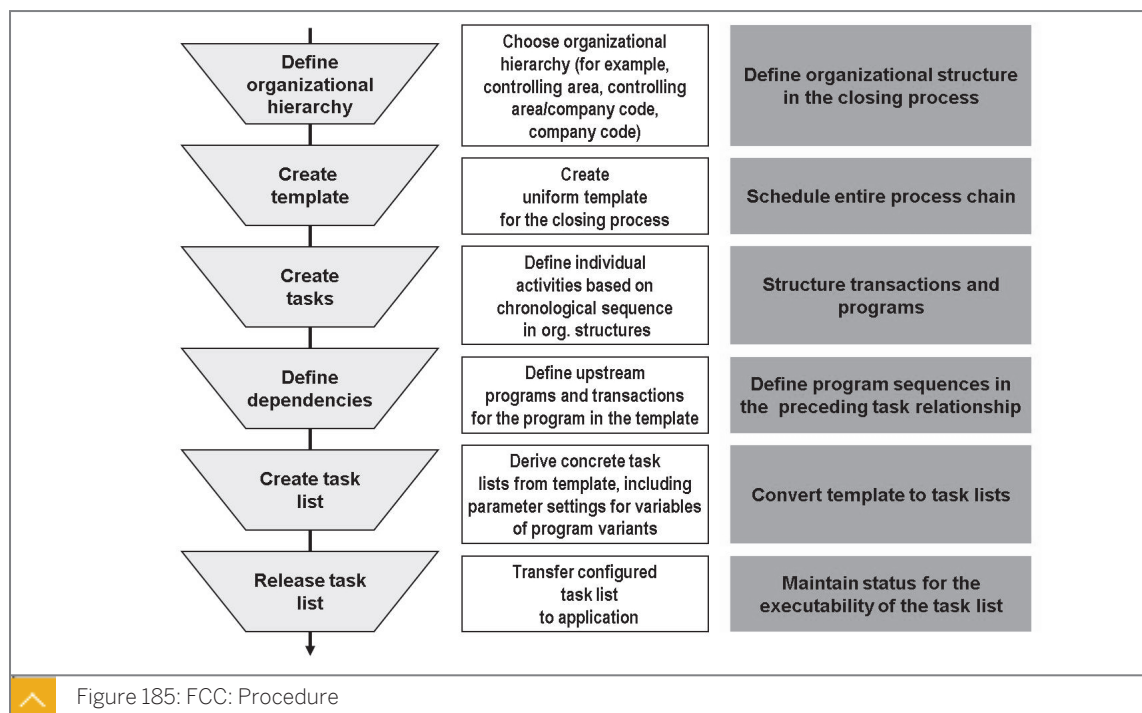
- Template/Organizational structure:** A tree view showing the organizational hierarchy, including folders like 'IDES AC 305 Gr 29', 'IDES AC 305 Gr 30', 'IDES AC 305 Gr 31', and 'IDES Training AC Gr 00'.
- Task lists:** A table listing task list templates with columns: Template/Task List, Org Hierarchy, Status, Period, Fiscal Year, Description, and Closing Type.
- Task list display:** A detailed view of a task list with columns: Task, Description of a Task, Status, Spool, Job/Disp, (In)Active, Completed, No, Document, Crit Path, and Path in Organization.
- Task details:** A detailed view of a specific task (e.g., 'Task: Periodic ACE Postings') with fields for Status, Task Type, Task, Program Variant, Organization Type, Folder, Person Responsible, Program Name, Planned Start, Planned End, Planned Duration, Start, End, Duration, Role, and Critical Path.
- Dependencies:** A view showing task dependencies with columns: Dependencies, Start Path, and Task.
- Monitor:** A Gantt chart showing the sequence of tasks and their status over time, with a timeline from 00 to 02.

Figure 184: FCC: Overview

### To support the closing process, the FCC offers the following options:

- Hierarchies to display the organizational objects involved in the closing process
- A task list template based on the organizational structure
- A detailed view of the characteristic values of the individual hierarchy levels used in the task list template
- Task lists that are derived from the task list template
- A list display in which all tasks to be managed or executed from the respective task list are made available for processing or for monitoring the progress of the task
- A monitor that provides an overview of the sequence of tasks and their status, dependencies, and critical paths in graphical form
- Detailed information for evaluating the technical settings of tasks and analyzing background programs (spool, job log information)
- Dependencies for displaying the conditions that are prerequisite to processing individual tasks

## FCC: Configuration



The organizational hierarchy allows you to organize the closing process according to organizational structures. This means that the special features of individual, independent accounting units can be taken into account during closing, for example, at company code level. This enables you to avoid applying identical process steps to all company codes.

### The FCC can be used once the following requirements are met:

- A task list template has been created and assigned to an organizational structure (such as controlling area or company code).
- Tasks (subfolders, transactions, programs, flow definitions, and notes) have been assigned to the task list template.
- A task list has been derived and released for the application.

## FCC: Maintaining Organizational Level

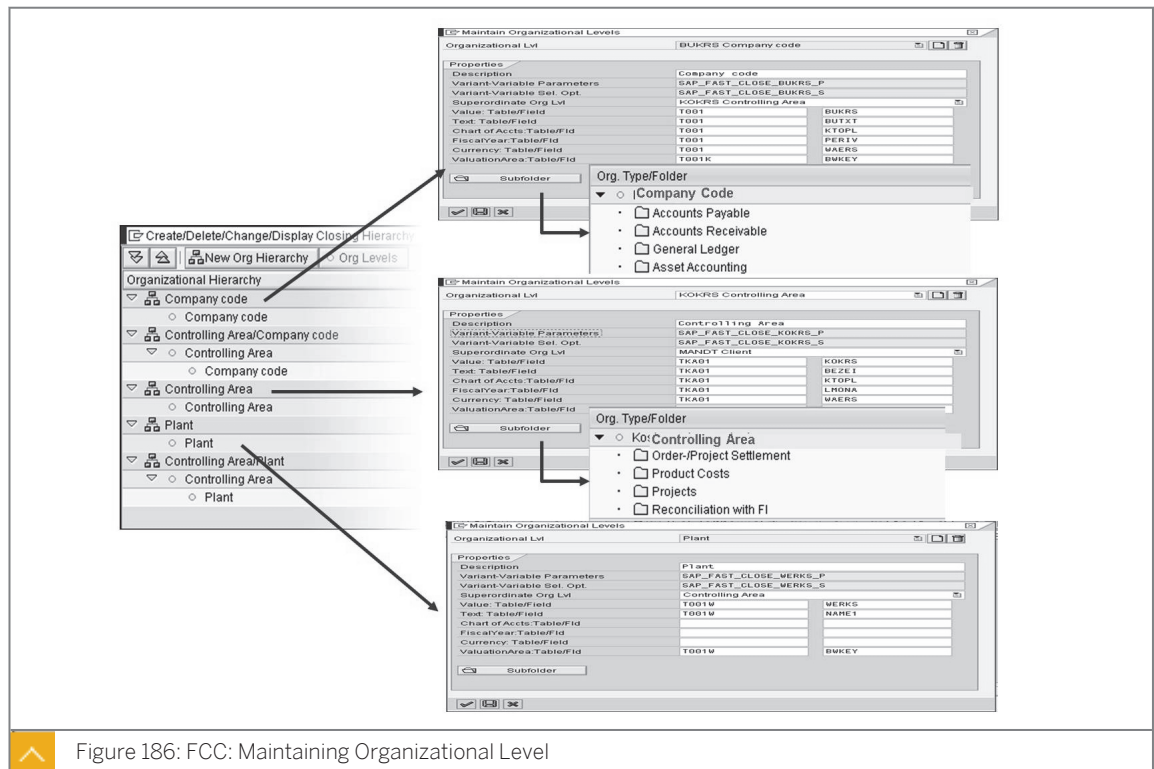


Figure 186: FCC: Maintaining Organizational Level

Standard organizational levels (controlling area, company code, and plant (new with enhancement package 5 for SAP ERP 6.0)) are provided for mapping the organizational levels in the closing process.

### The following are the attributes of the organizational levels:

- The system derives values for the parameters and selection options for variant variables (for example, SAP\_FAST\_CLOSE\_BUKRS\_P for company code parameters) from the selected *org. type* and updates them automatically in table TVARV.
- The entry you select in the *Superordinate Org. Lvl* field determines how the organizational object is subsequently used in the organizational hierarchy.
- If you do not define a superordinate organizational level, the organizational object is only available in the hierarchy as an initial node.
- You can summarize the data in the task list template across organizational levels by chart of accounts, fiscal year variant, currency, or valuation area.
- The system proposes the same substructure (subfolder) for the different attributes at one organizational level.

### Copying Templates in the FCC

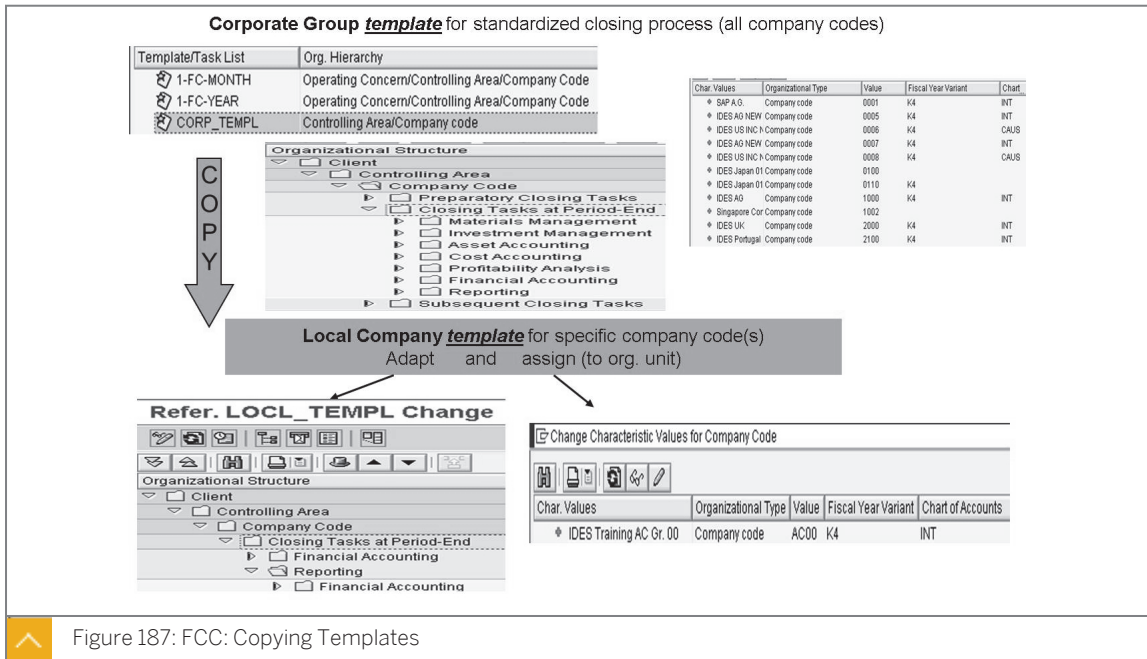


Figure 187: FCC: Copying Templates

The system generates a proposal for a task list template in accordance with the selected hierarchies and using all the organizational objects available in the system, such as controlling areas with assigned company codes, including any defined subfolders.

In the context menu, you can add organizational hierarchies to those already available or delete hierarchy levels from existing hierarchies. For example, you can use a template designed for all the controlling areas or company codes in the system and stored in the respective clients to create a copy for a particular client, and selected company codes, and to add tasks to task folders, cut folders, or insert folders.

## Creating a Template

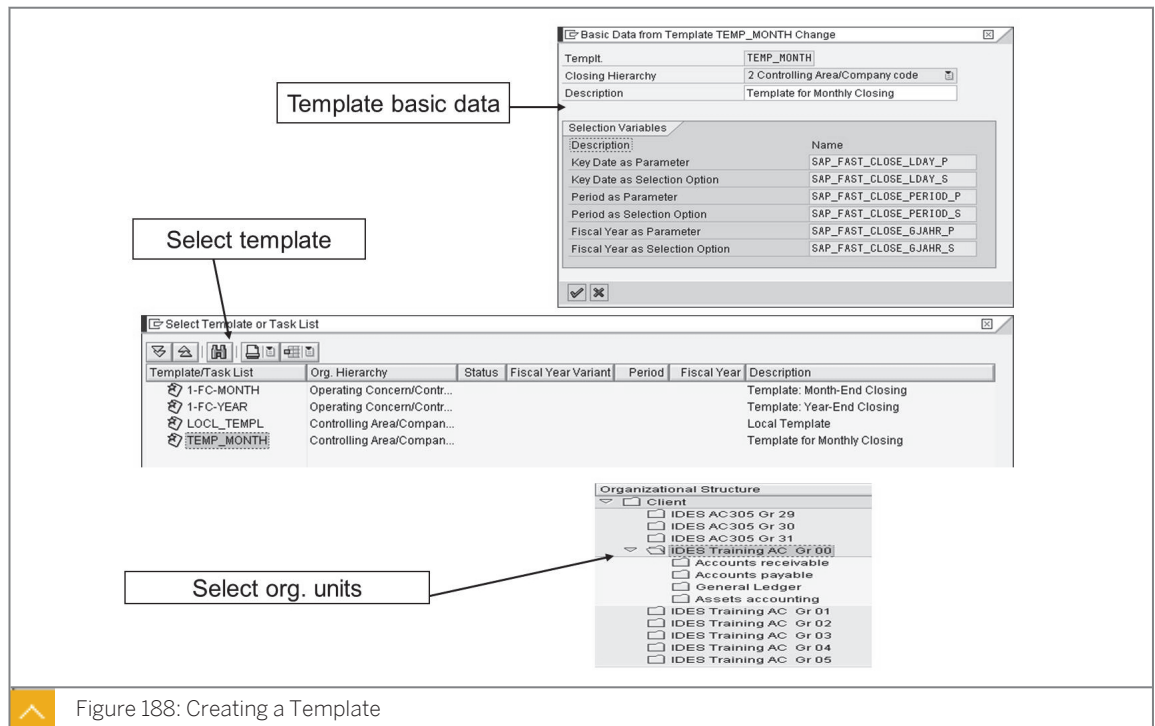


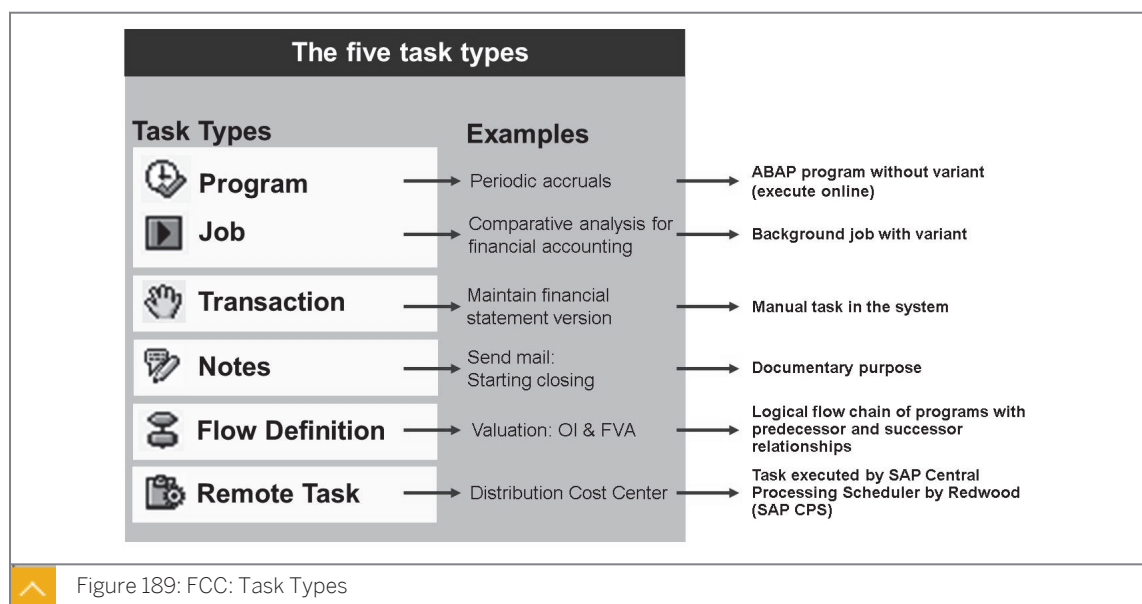
Figure 188: Creating a Template

A template is used to structure the individual steps of a process. This interface allows all users involved in the closing process to access the relevant activities in tasks that are executed online or in background processing. The scope of a template should not be determined by application-related aspects. Instead, its scope should reflect the overall process and the organizational units involved.

### You create a template as follows:

1. Choose *Template/Task List* → *Create Template*.
2. Define a 10-character technical key for your template.
3. Select one of the organizational hierarchies from the *Closing Hierarchy* field.
4. Enter a description for the new template.
5. The time-dependent selection variables that are relevant for the template are now displayed in the template header.
6. The system generates a proposal for a task list template in accordance with the selected hierarchies and using all organizational objects available in the system (controlling areas with assigned company codes, including any subfolders defined).
7. Task folders allow you to arrange organizational levels into substructures in the task list template. Default values for task folders can be stored as subfolders in the generic maintenance of the organizational levels.

## Types of Tasks in the FCC



In the FCC, you can access the required transaction or background processing for programs and flow definitions directly from the central interface (transaction `CLOCO`).

#### The following types of tasks are available in the FCC:

- **Programs with program variants (background processing):** Standard programs are available for processing activities in the background. If these programs are included in the task list template with corresponding parameters (that is, with a variant), you can start background processing directly from the FCC. Without a program variant, you can start and process the report in the task list of the FCC.
- **Online transactions:** You can start online transactions manually from the task list and go directly from the FCC to the relevant application transaction.

**Note:** You can use these tasks only as reminders or milestones.

- **Flow definition:** You can use flow definitions for multiple programs with variants that are processed automatically. Such programs combine to form a logical flow chain with unique predecessor and successor relationships.

When a flow definition is executed (or scheduled to be executed), all the related programs are processed in the specified sequence. The results are then made available for analysis under *Detailed Information*.

- **Remote tasks:** In enhancement package 3 of SAP ERP 6.0, you can create remote tasks in the FCC, which starts jobs in remote systems. This allows you to initiate and monitor tasks from one central system. You must download the software for SAP Central Process Scheduling from the SAP Software Distribution Center and install it in the system before defining tasks in SAP Central Processing Scheduler.



## Arrangement of Tasks



**Task details**

Enter    Display

**Task: Periodic ACE Postings**

General Properties					
Status	Task Type	Task	Program Variant	APP_AC205	
Organization Type	Folder	Person Responsible	IDES	Program Name	ACAC_PERIODIC_POSTING
Planned Start	0 13:38:00	Planned End	0 13:41:00	Planned Duration	0 00:03:00
Start		End		Duration	
Role		Path	IDES Training AC Gr 00/General Ledger/CI Closing Activities		
Critical Path	No	Links	Spool Job Log Batch Input Change Docs Messages		

Figure 190: Arranging Tasks

When you double-click the required task list template, the relevant organizational structure is displayed. You can now create different tasks in the task folders. Select the task or hierarchy folder to which you want to assign tasks.

### When you assign the task to a user as the person responsible or as the person processing the task, you build the list display as follows:

- In the list display, use the *Display Tasks (Person Processing)* and *Display Tasks (Person Responsible)* functions to list the relevant tasks so that the tasks are available for processing by the assigned processor or for monitoring by the person responsible.
- In the graphical display of the monitor, you can portray the planned runtime based on the scheduling dates. This planned runtime is displayed in the monitor accordingly. In this way, you can schedule dates for closing operations.
- If the completion of a task has a deadline for closing operations, this activity can be identified as a critical path and then displayed accordingly in the application (for example, transaction CLOCO).
- When you create tasks lists, the *Closing Type* indicator enables you to filter out the tasks from a template that are relevant for the different closing types (such as month-end closing or year-end closing). For this reason, it is important that you assign tasks to at least one closing type.



### How to Set Up Organizational Levels in the Financial Closing Cockpit Configuration

Demonstrate the organizational level, the different attributes, and the proposed subfolders (substructure) in the FCC.

1. Display the existing examples in the FCC.
  - a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Periodic Processing* → *Closing* → *Closing Cockpit (Manage Templates and Task Lists)* (CLOCOC).
  - b) On the *Customizing: Closing Cockpit Display* screen, choose *Template/Task List* → *Organizational Hierarchies*.
  - c) In the *Create/Delete/Change/Display Closing Hierarchy* dialog box, choose *Org Levels*.
    - Standard: Controlling area company code (with or without superordinate controlling area), plant with superordinate controlling area, or plant without superordinate controlling area.
    - For the company code, controlling area, and plant, display the respective properties, the tables to be checked (master data; especially chart of accounts, fiscal year variant, and currency), and in particular, the P and S fast-close variables that will be filled generically later in the variants of the task report being executed.
    - Display the subfolders for the organizational elements company code and controlling area, which are proposed for every new template.
2. Display the two standard templates 1-FC-YEAR and 1-FC-MONTH.
  - a) On the *Customizing: Closing Cockpit Display* screen, choose *Template/Task List* → *Other Template/Task List*.
  - b) Place the cursor on the controlling area and then the company code. Use the right mouse button to show the attributes.
  - c) For the controlling area, ensure that all controlling areas are selected with their fiscal year variants and charts of account, and that for the company code, all company codes are selected. Both are examples of corporate templates, which can be copied and made available as local templates that can be used to define specific task folders with tasks for one or more controlling areas or company codes.
  - d) Choose *Edit* → *Basic Data* to display the FAST-CLOSE selection variables that can be used for the key date, period, and fiscal year and are filled dynamically when the task definition is created later.



### How to Create a Template with Tasks

Define a report variant. Create a new template and tasks. Finally, create a periodic task list for the template.



#### Note:

Before you begin the FCC tasks, ensure that the technical names are displayed next to the functions in the menu. To display the technical names, on the *SAP Easy Access* screen, choose *Extras* → *Settings* → *Display Technical Names*.

1. Enter a vendor invoice before preparing the FCC.

- a) To enter a vendor invoice, on the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Document Entry* → *Invoice - General* (F-43).

- b) On the *Enter Vendor Invoice: Header Data* screen, enter the following data:

Field Name or Data Type	Value
<i>Document Date</i>	Today's date
<i>Type</i>	<b>KR</b>
<i>Company Code</i>	<b>AC##</b>
<i>Posting Date</i>	Today's date

- c) Under *first line item*, enter the following data:

Field Name or Data Type	Value
<i>PstKy</i>	<b>31</b>
<i>Account</i>	<b>T-F00A00</b> (vendor)

- d) Choose *Enter*.

- e) On the *Enter Vendor invoice: Add Vendor item* screen, enter the following data:

Field Name or Data Type	Value
<i>Amount</i>	<b>10010</b>
<i>PstKy</i>	<b>40</b>
<i>Account</i>	<b>433000</b> (Bonus)

- f) Choose *Enter*.

- g) On the *Enter Vendor Invoice: Add G/L account item* screen, enter the following data:

Field Name or Data Type	Value
<i>Amount</i>	<b>*</b>
<i>Cost Center</i>	<b>T-A20A##</b>

- h) Choose *Document* → *Simulate*.

- i) Choose *Document* → *Post*. Note the document number.

2. Define a report variant to execute a report in a subsequent task.

- a) On the *Enter Vendor Invoice: Header Data* screen, choose *System* → *Services* → *Reporting*.

- b) On the *ABAP: Program Execution* screen, enter **RFBILA00** in the *Program* field.

- c) Choose *Goto* → *Variants*.

- d) On the *ABAP: Variants (Initial Screen)* screen, enter **BILGUV-205** in the *Variant* field.

e) Choose  (Copy).

f) In the *ABAP: Copy Variants* dialog box, enter the following data:

Field Name or Data Type	Value
<i>From variant</i>	<b>BILGUV-205</b>
<i>To variant</i>	<b>GR##</b>

g) Choose *Continue*.

h) Click *Change*.

i) On the *Maintain Variants: Report RFBILA00* screen, enter the following data:

Field Name or Data Type	Value
<i>Company code</i>	Replace <b>AA20</b> with your company code number (for example, for group number <b>01</b> , enter <b>AC01</b> ).
<i>Financial statement version</i>	Replace <b>INT</b> with structure <b>FS##</b>
<i>Language</i>	<b>EN</b>
<i>Reporting year</i>	Current fiscal year
<i>Comparison year</i>	Previous year
<i>Reporting and comparison periods</i>	Current period

j) Choose *Save* to save the variant.

k) Confirm the information message by choosing *Enter*.

3. Copy template 1-FC-MONTH to create a new template, G##TEMPL.

a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Periodic Processing* → *Closing* → *Closing Cockpit (Manage Templates and Task Lists)* (CLOCOC).

b) On the *Customizing: Closing Cockpit Display* screen, choose *Edit* → *Display or Change* to switch to change mode for the template.

c) Choose *Template/Task List* → *Other Template/Task List*.

d) Double-click template 1-FC-MONTH.

e) Make a copy of this template.

f) Confirm the message in the *Copy Template* dialog box by choosing *Yes*.

g) Choose *Template/Task List* → *Save As*.

h) In the *Basic Data from Template Save* dialog box, enter the following data:

Field Name or Data Type	Value
<i>Template</i>	<b>G##TEMPL</b>
<i>Closing Hierarchy</i>	Controlling Area/Company Code

Field Name or Data Type	Value
<i>Description</i>	<b>Template: Month-End Closing ##</b>

- i) Choose *Continue*.
  - j) In the *Organizational Structure* screen area, position the cursor on *Controlling Area*, and then right-click and choose *Change Values*.
  - k) Choose *Change Selection*. Enter **1000** as a single value.
  - l) Choose *Copy*.
  - m) Choose *Exit*.
  - n) In the *Organizational structure* screen area, position the cursor on *Company Code*, and then right-click and choose *Change Values*.
  - o) Choose *Change Selection*. Enter **AC##** as a single value.
  - p) Choose *Copy*.
  - q) Choose *Exit*.
  - r) In the *Organizational Structure* screen area, expand *Company Code* and select *Preparatory Closing Tasks*.
  - s) Press CTRL and click the second folder *Closing Tasks at Period-End* and the third folder *Subsequent Closing Tasks* so that these three subfolders are selected.
  - t) Right-click and choose *Delete Folder*. Confirm the "Do you really want to delete the selected folders?" message by choosing Yes.
  - u) Choose *Delete* in the dialog box with the "Do you want to move subobjects or delete them as well?" message.
  - v) Save the template.
4. Create a new subfolder for the *Company Code* folder.
- a) In the *Organizational Structure* screen area, position the cursor on *Company Code*, and then right-click and select *Create Subfolder*.
  - b) In the *Specify Hierarchy Level and Description* dialog box, enter the following data:

Field Name or Data Type	Value
<i>Hierarchy Level</i>	<b>Folder</b>
<i>Description</i>	<b>Closing Test</b>

- c) Choose *Continue*.
  - d) Save the template.
5. Add a task to the new *Closing Test* subfolder.
- a) In the *Organizational Structure* screen area, right-click the new *Closing Test* folder and choose *Add Task*.

- b) In the *Closing Cockpit: Display/Create/Change Task* dialog box, enter the following data:

Field Name or Data Type	Value
<i>Description</i>	<b>Welcome Mail</b>
<i>Responsible</i>	<b>AC205-##</b>
<i>Processing</i>	<b>AC205-##</b>

- c) Under *Type of Task*, enter the following data:

Field Name or Data Type	Value
<i>Program</i>	<b>RKSCMAMAIL</b>
<i>Variant</i>	<b>GR##</b>

- d) Choose *Create*.
- e) In the *Variants: Change Screen Assignment* dialog box, select *For All Selection Screens* and choose *Continue*.
- f) On the *Maintain Variant: Report RKSCMAMAIL, Variant GR##* screen, enter the following data:

Field Name or Data Type	Value
<i>Mail Title</i>	<b>COCKPIT CALLING group ##</b>
<i>Mail Row 1</i>	<b>Please fasten your seatbelts</b>

- g) Under *Define Mail Recipient*, enter **AC205-##** in the *SAP User Name* field.
- h) Choose *Attributes*.
- i) Enter **Send Mail** in the *Description* field.
- j) Save the variant attributes and return to the task.
- k) In the *Closing Cockpit: Display/Create/Change Task* dialog box, under *Assignment to Closing Types*, select only *Use in Month-End Closing*.
- l) Choose *Continue*.
- m) Save the template.
6. Add a second task to the *Closing Test* subfolder.
- a) In the *Organizational Structure* screen area, position the cursor on the *Closing Test* folder, right-click, and choose *Add Task*.
- b) In the *Closing Cockpit: Display/Create/Change Task* dialog box, enter the following data:

Field Name or Data Type	Value
<i>Description</i>	<b>Vendor Balance Confirmation</b>
<i>Responsible</i>	<b>AC205-##</b>

Field Name or Data Type	Value
<i>Processing</i>	<b>AC205-##</b>

c) Under *Type of Task*, enter the following data:

Field Name or Data Type	Value
<i>Program</i>	<b>SAPF130K</b>
<i>Variant</i>	<b>GR##</b>

d) Choose *Create*.

e) On the *Maintain Variant: Report SAPF130K, Variant GR##* screen, enter **T-F00A00** in the *Vendor* field.

f) Under *Further selections*, choose *Individual vendors*.

g) Under *Output control*, enter the following data:

Field Name or Data Type	Value
<i>Sort Var. for Correspondence</i>	<b>K2</b>
<i>Line item sorting</i>	<b>P3</b>
<i>Reply to</i>	<b>AC##</b>

h) Under *Print Control*, enter the following data:

Field Name or Data Type	Value
<i>Printer for form set</i>	<b>LP01</b>
<i>Printer for Reconcil. List</i>	<b>LP01</b>
<i>Printer for results table</i>	<b>LP01</b>
<i>Printer for error list</i>	<b>LP01</b>
<i>Printer for selections</i>	<b>LP01</b>

i) Choose *Attributes*.

j) On the *Variants Attributes* screen, enter **Vendor Balance Confirmation** in the *Description* field.

k) Enter the following data for the selection screen in the *Objects for selection screen* table:

Field Name or Data Type	Value
<i>Company code</i>	Selection variable: <b>T (from TVARVC)</b> Name of Variable: <b>SAP_FAST_CLOSE_BUKRS_S</b>

Field Name or Data Type	Value
<i>Reconciliation key date</i>	Selection variable: <b>D (Dynamic date calculation)</b> Name of Variable: <b>Last Day of the Current Month</b>
<i>Date of Issue</i>	Selection variable: <b>T (from TVARVC)</b> Name of Variable: <b>SAP_FAST_CLOSE_LDAY_P</b>
<i>Date of reply</i>	Selection variable: <b>D (Dynamic date calculation)</b> Name of Variable: <b>Current date + 10 days</b>

- l) Save the variant attributes and return to the task.
  - m) In the *Closing Cockpit: Display/Create/Change Task* dialog box, under *Assignment to Closing Types*, choose only *Use in Month-End Closing*.
  - n) Choose *Continue*.
  - o) Save the template.
7. Create a periodic task list for the template as follows:
- a) On the *Customizing: Templt. G##TEMPL Change* screen, choose *Template/Task List → Create Periodic Task List*.
  - b) In the *Create New Task Plan Using template G##TEMPL* dialog box, enter the following data:

Field Name or Data Type	Value
<i>Key Date</i>	Today's date
<i>Description</i>	<b>Task List 1 (GR##)</b>
<i>Closing Type</i>	<b>M</b> (Month-End Closing)
<i>Fiscal Year</i>	Current fiscal year
<i>Posting Period</i>	Current period
<i>Status</i>	<i>Released</i>

- c) Choose *Transfer and Close*.



Caution:  
In the dialog box with the message, "Do you want to schedule the tasks?", choose *No*.

- d) Save the task list.



## FCC: Task List Execution



**New task list**

Template/Task List	Org. Hierarchy	Status	Period	Fiscal Year	Description	Closing Type
1-FC-MONTH	Operating ConcernC...				Template Month...	
1-FC-YEAR	Operating ConcernC...				Template Year-En...	
LOCL_TEMPL	Controlling Area/Com...				Local Template	
TEMP_MONTH	Controlling Area/Com...				Template for Mont...	
31.01.2008	Controlling Area/Com...		1	2008	Template for Mont... Month-End Closing	
29.02.2008	Controlling Area/Com...		2	2008	Template for Mont... Month-End Closing	

**Selection variables**

Description	Name	Value of Selection Variables
Key Date as Parameter	SAP_FAST_CLOSE_LDAY_P	Value 29.02.2008
Key Date as Selection Option	SAP_FAST_CLOSE_LDAY_S	From 29.02.2008 to 29.02.2008
Period as Parameter	SAP_FAST_CLOSE_PERIOD_P	Value 2
Period as Selection Option	SAP_FAST_CLOSE_PERIOD_S	From 2 to 2
Fiscal Year as Parameter	SAP_FAST_CLOSE_GJAHR_P	Value 2008
Fiscal Year as Selection Option	SAP_FAST_CLOSE_GJAHR_S	From 2008 to 2008

Figure 191: Template – Create Task List

To perform programs included in a task list, you need to specify variant values. With the separation of the task list template from the task list, you can define the structured process flow as a generic template and then make a task list available for processing with specific parameter values.

The task list generated from the template automatically updates the time-related program parameters of the selection variants by entering corresponding header information in the task list.

### To create a task list, proceed as follows:

1. Choose *Template/Task List* → *Create Task List*

From the current task list template, the system creates a task list of the same name.

2. Enter values for the parameters *Key Date*, *Fiscal Year*, and *Posting Period* for this task list

All the task lists created are listed under the relevant templates by key date.

Based on the *closing type* selected in the task list, the system transfers from the task list template to the task list only those activities permitted in the task definition for that closing type.

3. Before you can use the task list in the application, you must release it. To release the task list, choose the *Released* entry in the *Status* field.

Compliance is an important issue for the FCC, since the closing process usually covers most critical financial processes and financial information. With enhancement package 5 for SAP ERP 6.0, the new transaction CLOCOT supports the working division between the closing planner at group level and the person responsible for closing at local level. With transaction CLOCOT, you can only create task lists based on the closing template maintained.

## Schedule Tasks

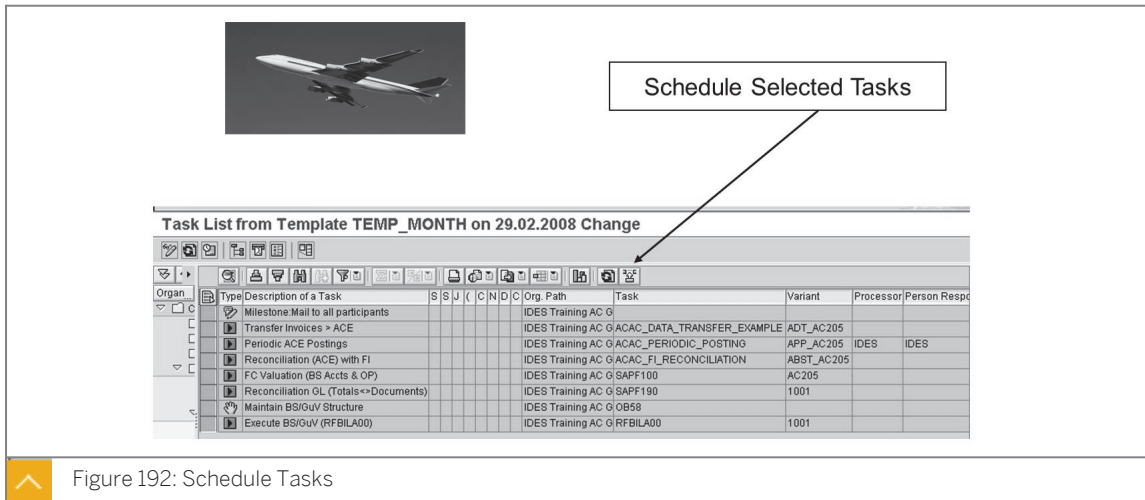


Figure 192: Schedule Tasks

Once the task list has been released, the tasks defined in the task list are selected and scheduled in the FCC (the figure shows transaction `CLOCO`).



### How to Execute or Schedule Tasks in the Task List

1. Schedule the tasks in the task list.
  - a) On the *Customizing: Templt. G##TEMPL Change* screen, choose *Template/Task List* → *Other Template/Task List*.
  - b) In the *Select Template or Task List* dialog box, expand template *G##TEMPL*.
  - c) Double-click the task list from today with the status *Released*. In the *Confirmation* dialog box, choose *Yes*.
  - d) In the *Organizational Structure* screen area, choose *Client* → *Controlling Area* → *Company Code* → *Closing Test*.
  - e) Double-click the *Closing Test* folder.
  - f) Select the first task *Welcome Mail* and double-click it. The tasks in this folder are listed in the right-hand pane.
  - g) Select the *Welcome Mail* task and choose *Schedule Selected tasks*. The system informs you that the task has been successfully scheduled.  
The "*Express document 'COCKPIT CALLING group 11' received from author AC205-##*" message should then appear. You may need to choose *Manual Update*.
  - h) Choose *Inbox* and read the document.
  - i) Return to the task list screen.
  - j) Select the task list.
  - k) In the detail information at the bottom of the screen, choose *Spool* and then *Job Log* to check the job log overview and the spool request display.

- l) Select the second task *Vendor Balance Confirmation*.
  - m) Choose *Schedule Selected Tasks*. The system informs you that the task has been scheduled successfully.
  - n) For the *Vendor Balance Confirmation* task, multiple spool numbers are displayed.
  - o) You can display the relevant spool output for the following elements:
    - Selection criteria
    - Balance confirmation + reply slips
    - Reconciliation list
    - Results table
2. Execute the tasks in the task list.
- a) In a second session, choose *System* → *Services* → *Output Control*.
  - b) On the *Output Controller: Spool request selection* screen, choose *Execute*.
  - c) Go back to the *Customizing: Templt. G##TEMPL Change* screen, and then choose *Edit* → *Basic Data*.
  - d) Set the status of the task list to *Completed*.
  - e) Choose *Transfer and Close*.
  - f) Save the task list. The following message appears: 'Task list G##TEMPL on date XX.XX.XXXX saved successfully.'
  - g) Choose *Back* to return to the *SAP Easy Access* screen.

## FCC: Dependencies



The screenshot shows the SAP Organizational Structure (OS) and Dependencies configuration. The OS tree is expanded to show the path: Client > IDES Training AC Gr 00 > General Ledger > FI Closing Activities > Reporting > Maintain BS/GuV Structure. A callout box points to the 'Dependencies' table below, which lists the tasks and their dependencies.

Dependencies: Drag and drop

Dependencies	Stat	Path	Task
Execute BS/GuV (RFBILA00)		IDES Training AC Gr 00/General Ledger/Reporting	RFBILA00
Maintain BS/GuV Structure		IDES Training AC Gr 00/General Ledger/Reporting	OB58

Figure 193: Configuration of FCC: Dependencies

Programs and transactions that have been included in the task list template using chronological process steps as part of an organizational structure frequently involve business-related or system-related dependencies. These dependencies need to be portrayed for the process flow to be processed smoothly.

In the configuration of the FCC, these predecessor relationships can be displayed under Dependencies. When you enter a relationship between programs and transactions, the relationship is checked during subsequent processing, to endure that the correct sequence is applied. The combination of relationships is managed from the viewpoint of the successor. In this way, an activity can have more than one predecessor. As of enhancement package 5 for SAP ERP, you can insert complete task folders as a task dependency. All tasks within the folder will then be defined as dependent on the specific closing task.

When you create dependencies, programs and transactions in the closing application can only be scheduled or executed once their predecessors have been processed successfully (without errors).



### How to Create a Template with Tasks Dependencies

You will now change your template to try out new tasks with dependencies.

1. Delete an existing task from the task list and add a new task.
  - a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Periodic Processing* → *Closing* → *Closing Cockpit (Manage Templates and Task Lists)* (C1OCOC).
  - b) On the *Customizing: Closing Cockpit Display* screen, choose *Edit* → *Display or Change* to switch the template to change mode.
  - c) Choose *Template/Task List* → *Other Template/Task List*.
  - d) Select template *G##TEMPL* and double-click it.
  - e) Select the first task *Welcome Mail*. Then, press CTRL and select the second task *Vendor Balance Confirmation*.
  - f) Right-click and choose *Delete Tasks*.  
The message "Do you really want to delete the selected tasks?" appears. Choose Yes.
  - g) Select the *Closing Test* subfolder.
  - h) Right-click and choose *Add Task*.
  - i) In the *Closing Cockpit: Display/Create/Change Task* dialog box, enter the following data:

Field Name or Data Type	Value
<i>Description</i>	<b>Maintain Financial Statement Version</b>
<i>Responsible</i>	<b>AC205-##</b>
<i>Processing</i>	<b>AC205-##</b>

- j) Under *Type of Task*, select *Transaction* and enter **OB58**.

- k) Under *Assignment to Closing Types*, select only *Use in Month-End Closing*.
  - l) Choose *Continue*.
  - m) Save the template.
2. Add a second task to the *Closing Test* subfolder.
- a) Select the *Closing Test* subfolder.
  - b) Right-click and choose *Add Task*.
  - c) In the *Closing Cockpit: Display/Create/Change Task* dialog box, enter the following data:

Field Name or Data Type	Value
<i>Description</i>	<b>Execute Financial Statement</b>
<i>Responsible</i>	AC205-##
<i>Processing</i>	AC205-##

- d) Under *Type of Task*, select *Program* and enter **RFBILA00**.
- e) Enter **GR##** in the *Variant* field.
- f) Under *Assignment to Closing Types*, select only *Use in Month-End Closing*.
- g) Choose *Continue*.
- h) Save the template.
- i) Choose the *Dependencies* tab page at the bottom of the screen.
- j) In the *Organizational Structure* screen area, double-click the *Execute Financial Statement* task.
- k) Under *Dependencies*, select the *Execute Financial Statement* task.
- l) In the *Organizational Structure* screen area, select the *Maintain Financial Statement Version* task and move the task below the *Execute Financial Statement* task in the *Dependencies* area.
- m) Save the template.

## FCC: Execution of Tasks with Dependencies

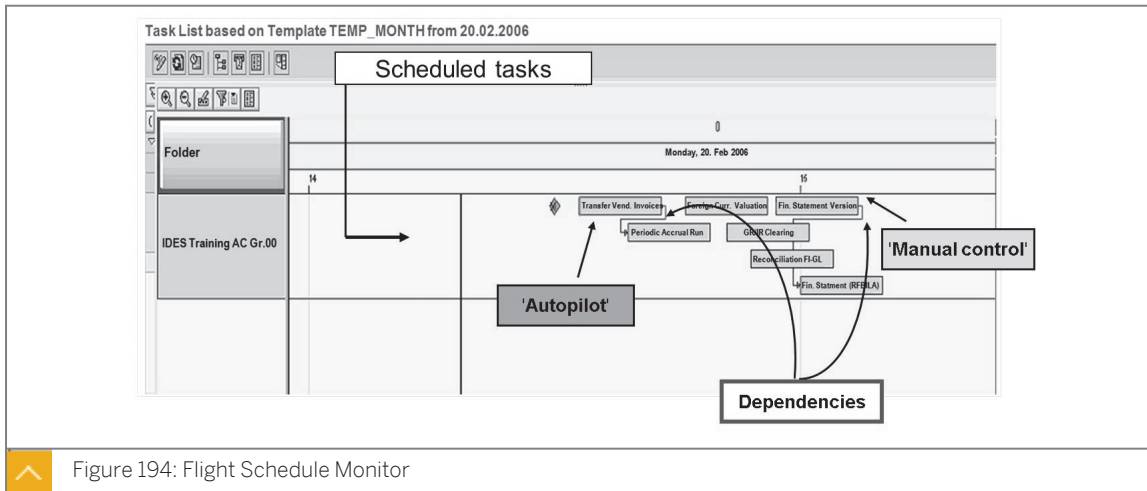


Figure 194: Flight Schedule Monitor

In the monitor, you can display your scheduled tasks and identify the ones that are to be processed automatically or manually.

The connecting lines between tasks show the dependencies ("predecessor" → "successor" jobs).

### Monitor: Status of Flight Destinations

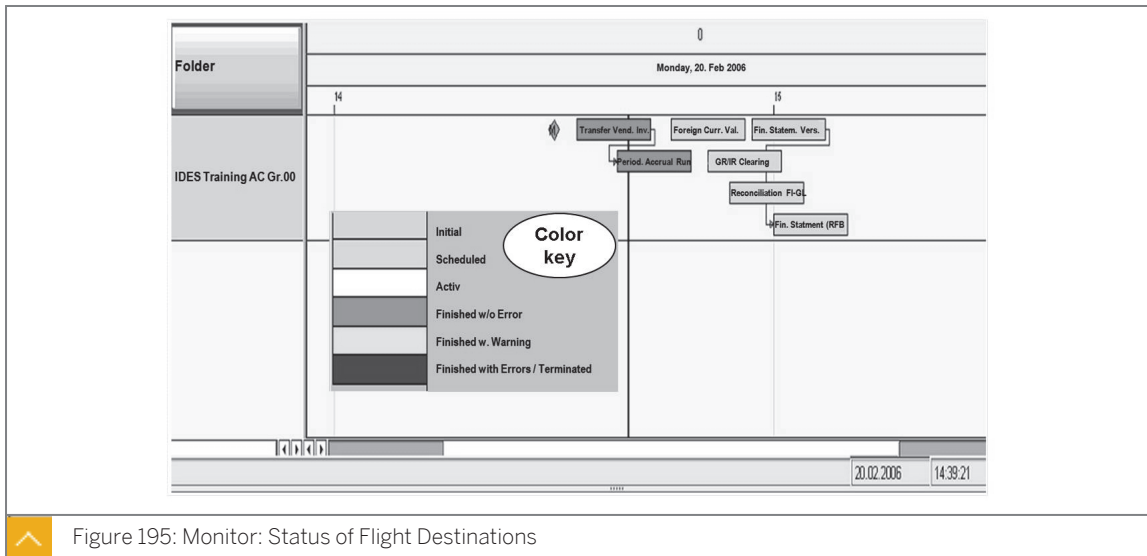


Figure 195: Monitor: Status of Flight Destinations

The monitor shows you the processing status of the tasks, as follows:

- Blue: Scheduled
- Gray: Initial
- Green: Ended without errors
- Red: Cancelled or ended with errors
- White: Active
- Yellow: Ended with warnings

A vertical blue line shows the current time.

### List Display of Task Details



The screenshot displays a list of tasks in the Financial Closing Cockpit. A vertical blue line indicates the current time. Below the list, a detailed view for the task 'Periodic ACE Postings' is shown, along with a legend for processing statuses.

Task Type	Description of a Task	Status	Spool	JobDispl...	(In)Active	Comple...	No.	Document	Crit. Path	Path in Organization
	Milestone: Mail to all participants									IDES Training AC Gr
	Transfer Invoices > ACE									IDES Training AC Gr
	Periodic ACE Postings									IDES Training AC Gr
	Reconciliation (ACE) with FI									IDES Training AC Gr
	FC Valuation (BS Accts & OP)									IDES Training AC Gr
	Reconciliation GL (Totals<=>Documents)									IDES Training AC Gr
	Maintain BS/GuV Structure									IDES Training AC Gr

Group description	Cell Content
Task Type	
Description of a Task	Periodic ACE Postings
Status of a Task	
Icon for Displaying Jobs	
Path in Organizational Hierarchy	IDES Training AC Gr 00/G
Task	ACAC_PERIODIC_POSTIN
Variant for Report/Workflow	APP_AC205
Task Processor	IDES
Person Responsible	IDES
Offset/ Time of a Task	0 13:38:00
Start Time of a Task	06.03.2008 20:19:41
End Time of a Task	06.03.2008 20:19:42

Processing Status	
◇	Processing is initial
📅	Processing is scheduled
🕒	Processing is active
🛑	Processing ended without errors
⚠️	Processing ended with warnings
🚫	Processing ended with errors
🛑	Processing was canceled
❓	No status information available

Figure 196: List Display: Task Details

You can toggle between the monitor and the list display. You can identify the processing status of a particular task in the list display as well.

#### The detailed view for a task displays the following fields:

- Name and description
- Report and variant name
- Processor and person responsible
- Start and end time

### Flight Destination Not Reached: Analysis

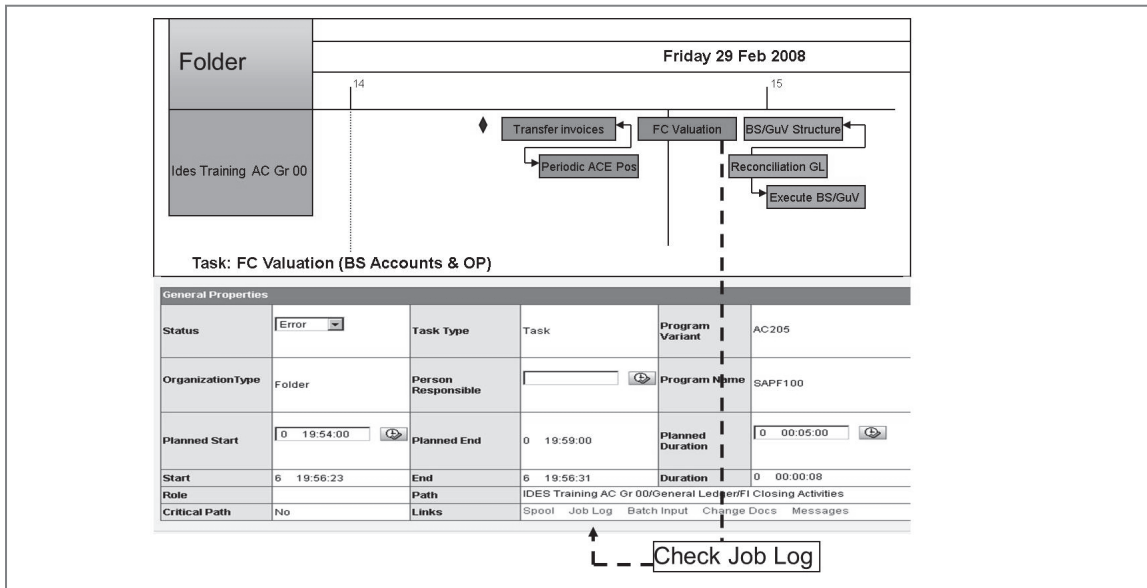


Figure 197: Flight Destination Not Reached: Analysis

In the list display, you can display all the details for the task along with its processing status. You can navigate directly to the detail list for a task at any time.

**You can immediately check or process the following objects in the detail list:**

- Spool request
- Job log
- Batch input session

### Flight Destination Not Reached: Route Adjustment

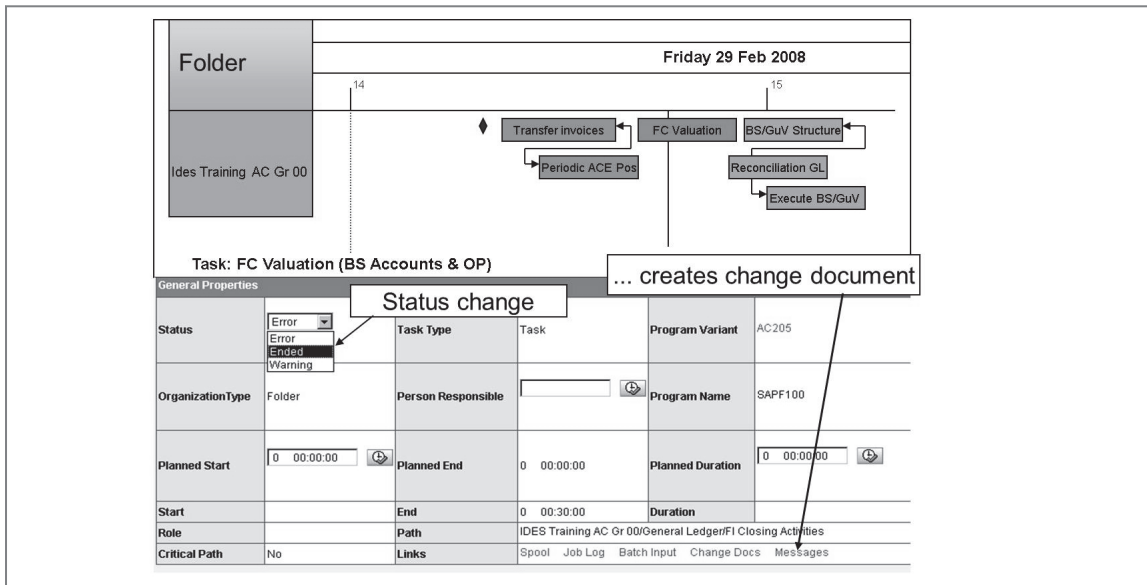


Figure 198: Flight Destination Not Reached: Route Adjustment



If you change the status of a task, the system updates change documents for that task to make it easier for you to track and document the history of the processes.

## Flow Definition

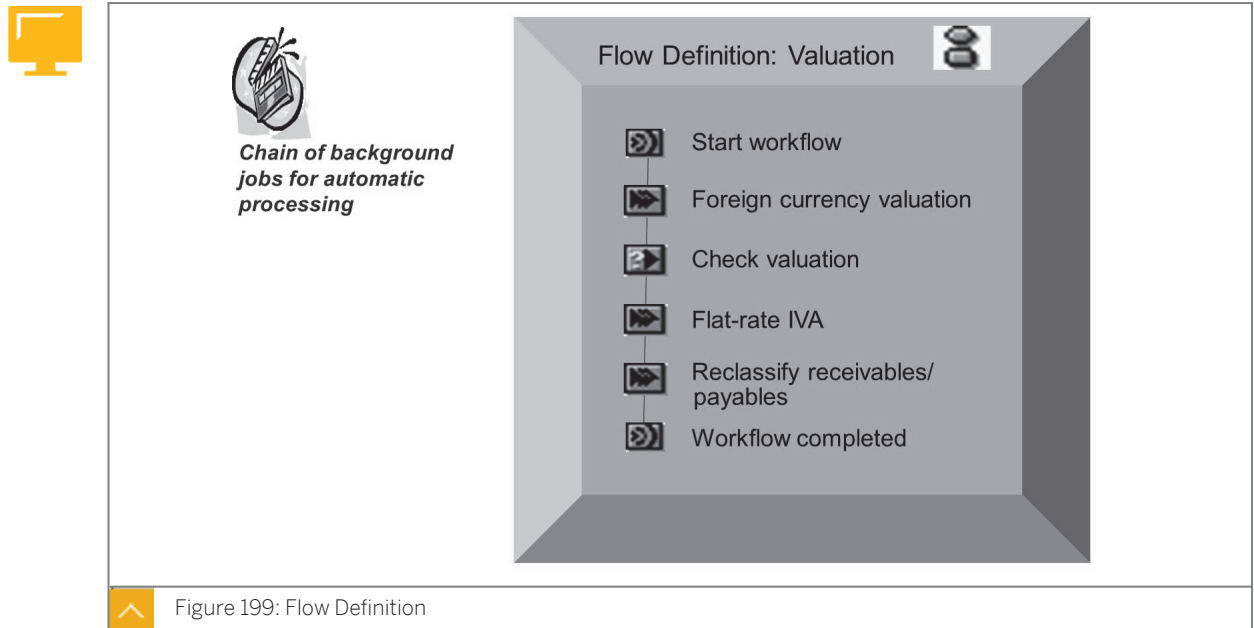


Figure 199: Flow Definition

In the flow definition, you can group tasks that are to be executed in the background in a particular order. You use the workflow to control these flow definitions. You can structure subflows and include them in a flow definition. You can insert user decisions for testing purposes. Use the task list to group individual tasks. If you need to run sequences of jobs, create a flow definition including all dependent work items.

## List of Flight Destinations (Accessibility)

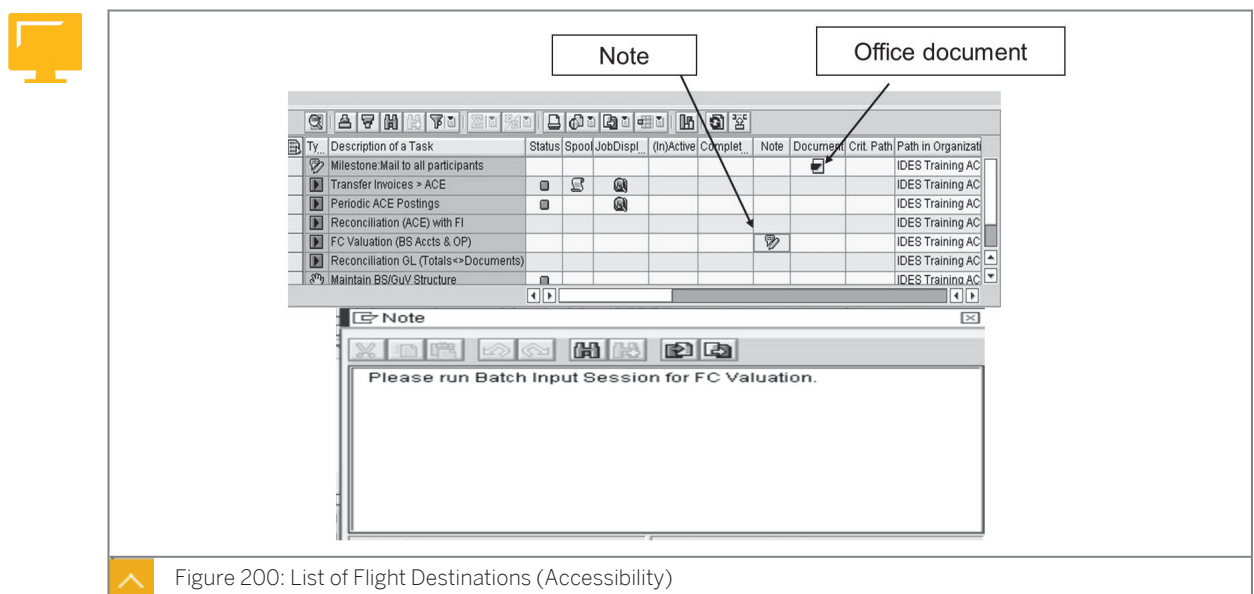


Figure 200: List of Flight Destinations (Accessibility)

To specify your tasks further, you can also store notes and documents for your tasks. In the monitor, you can also display the tasks according to processor or person responsible. In addition, you can send mails to the people assigned to the task list.

### Safe Landing with the FCC

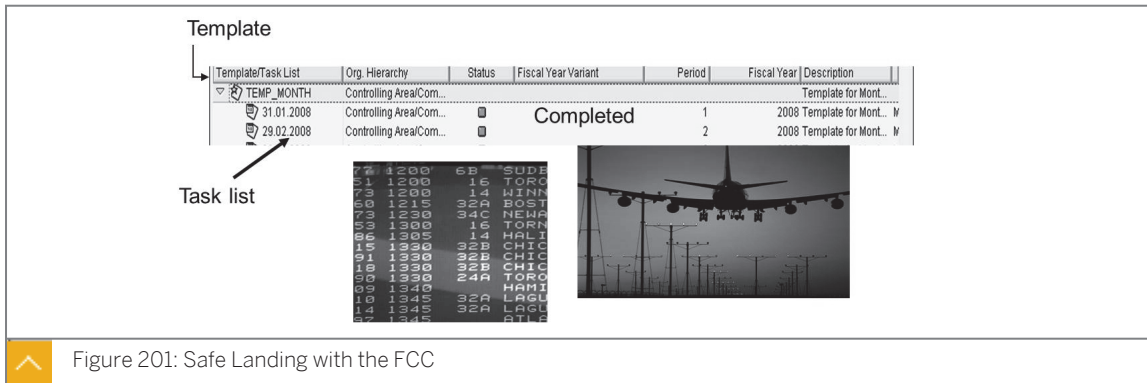


Figure 201: Safe Landing with the FCC

The figure shows the completion status of the task list in the template. This is considered as safe landing with the FCC.

### SAP NetWeaver Portal or Business Client

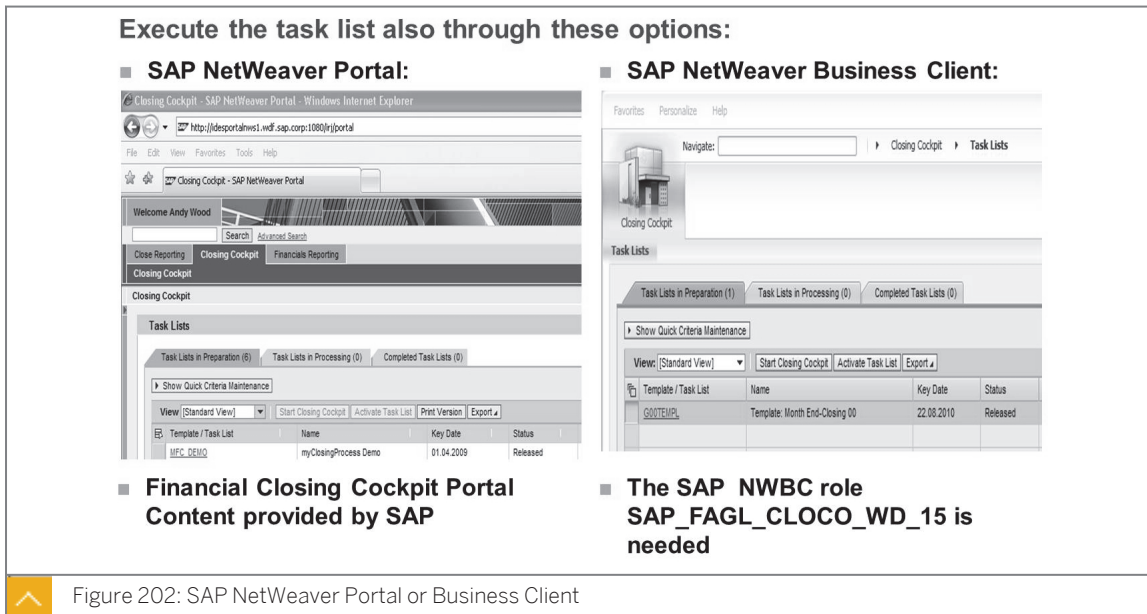


Figure 202: SAP NetWeaver Portal or Business Client

### The following list includes some of the features of SAP NetWeaver Portal:

- SAP NetWeaver Portal offers a single point of access to SAP and non-SAP information sources. For example, enterprise applications, information repositories, databases, and services available inside and outside your organization can be integrated into a single-user experience.
- Access is based on the user's assigned roles.
- SAP provides worksets for reuse in portal roles.
- You can find the FCC portal content in SAP NetWeaver Portal Content Administration under *Portal Content* → *Content provided by SAP* → *Specialist* → *Worksets for reuse in Roles* → *Closing Cockpit*.

SAP NetWeaver Business Client is an SAP user interface (UI) that offers a unified environment for working with classic SAP GUI-based transactions and newer Web Dynpro-based applications.

In 2010, SAP released version 3.0 of SAP NetWeaver Business Client.

## Variants for SAP NetWeaver Business Client

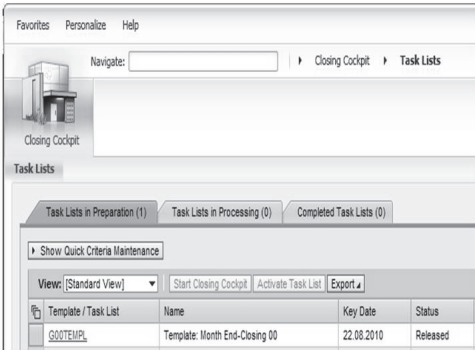


**In the training environment of AC205, no portal is maintained**  
 ↳ Thus the NetWeaver Business Client is used

↓

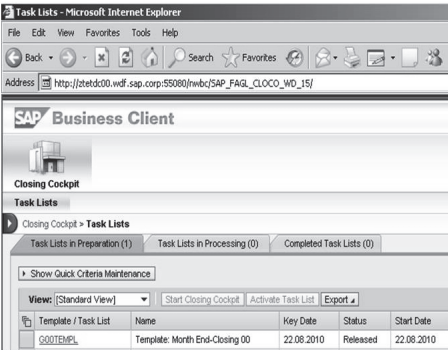
**There are two variants of NetWeaver Business Client:**

■ **NetWeaver Business Client for Desktop:**



→ Start through Logon Screen (possible since approximately 2008).

■ **NetWeaver Business Client for HTML:**



→ Start, for example, using TCode **NWBC** (available in ERP 6.0, EHP5).

Figure 203: Variants for SAP NetWeaver Business Client

### SAP NetWeaver Business Client is available in the following variants:

- SAP NetWeaver Business Client for Desktop: You can download and then install this rich client from the SAP Support Portal, [www.service.sap.com](http://www.service.sap.com).
- NetWeaver Business Client for HTML: You can launch this from a URL, which means there is no client installation needed. Starting with enhancement package 5, you can also launch SAP NetWeaver Business Client directly from an SAP ERP application by using transaction code NWBC.

### Summary of SAP NetWeaver Business Client capabilities:

- Central tool for all those involved in closing activities
- Organization structure integrated in task list
- Graphical display and ability to correct closing tasks
- Dependencies between tasks allow for control
- Links to spool and job log
- Logging for closing process (change documents)




## How to Execute Tasks with Dependencies

1. Create a periodic task list for your template.


- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Periodic Processing* → *Closing* → *Closing Cockpit (Manage Templates and Task Lists)* (CLOCOC).
- b) To switch the template to change mode on the *Customizing: Closing Cockpit Display* screen, choose *Edit* → *Display or Change*.
- c) Choose *Template/Task List* → *Create Periodic Task List*.
- d) In the *Create New Task Plan Using Template G###TEMPL* dialog box, enter the following data:

Field Name or Data Type	Value
<i>Key Date</i>	Current date
<i>Description</i>	<b>Task List 2 (GR##)</b>
<i>Closing Type</i>	<b>M</b> (Month-End Closing)
<i>Fiscal Year</i>	Current fiscal year
<i>Posting Period</i>	Current period

- e) Select *Released* in the *Status* field.
- f) Choose *Transfer and Close*.



Caution:  
Confirm the message *Do you want to schedule the tasks?* with *No*.

- g) Save the task list.
2. Call the closing cockpit task list using the HTML version of SAP NetWeaver Business Client.
    - a) On the *SAP Easy Access* screen, enter transaction *NWBC*.
    - b) Choose *Enter*.
    - c) Choose  *Start NetWeaver Business Client for HTML* in the *SAP\_FAGL\_CLOCO\_WD\_15* row.
    - d) On the *NetWeaver Business Client* portal page, select your template/task list *GR##TEMPL* with status *Released*.
    - e) Choose *Start Closing Cockpit*.
    - f) On the *Month-End Closing: GR## (Month End Closing)* screen, choose *Display Graphics*.
    - g) Select *1 Day* as the time frame from the dropdown list.
    - h) Switch back to *Display Hierarchy*.
  3. Schedule and execute tasks in SAP NetWeaver Business Client.
    - a) Select the *Execute Financial Statement* task.

- b) Choose *Action* → *Schedule Task(s)*.
- c) The system outputs the message "dependent task(s) found". Choose *No* in this dialog box.
- d) Select your first task *Maintain Balance Sheet*.
- e) Choose *Action* → *Execute Task*.
- f) Scroll down until you find your financial statement version FS## and double-click it.
- g) Choose *Fin. statement items*.
- h) On the *Change Financial Statement Version* screen, expand the structure until you find item *3061000 Wages and Salaries*.  
In the *3061090 Other wage and salary costs* lower-level item, the assignment of account *433000* is missing. This is the account to which you posted in the first vendor invoice.
- i) Assign account *433000* to this item. Set the *Debit/Credit* indicator.
- j) Choose *Continue*.
- k) Choose *Save*. The following message appears: "*Financial statement version FS## saved - see long text.*" Close this window.
- l) Select the *Maintain Balance Sheet* task.
- m) Choose *Set Status For*.
- n) In the *Status Change* dialog box, select *Completed Without Errors*.
- o) The following message appears: *Do you want to schedule the dependent tasks?* Choose *Yes*.  
The status of the first task is now *Completed* and the second task is *In Process*.
- p) Choose *Refresh* to update the task list.  
The status of the second task automatically changes to *Complete*.
- q) To display the job log and the spool output for your financial statement, click the *Task-related Files* tab page.
- r) Close the task list window.
- s) Choose *Log off* to close the SAP NetWeaver Business Client portal.



# Unit 12

## Exercise 30



## Manage the Financial Closing Cockpit

### Business Example

For month-end closing, you want to use the FCC to define the closing activities chronologically and make them available on a standardized interface to all involved parties.



Note:

In all tasks that refer to AC205-##, ## refers to your group number.

### Task 1

Perform preparatory posting of a vendor invoice before preparing the FCC and then define a report variant.

1. Enter a vendor invoice before preparing the FCC with the following data:

Field Name or Data Type	Value
<i>Document Date</i>	Today's date
<i>Type</i>	<b>KR</b>
<i>Company Code</i>	<b>AC##</b> (## = your group number)
<i>Posting Date</i>	Today's date

Enter the following details in the first line item:

Field Name or Data Type	Value
<i>PstKy</i>	<b>31</b>
<i>Account</i>	<b>T-F00A00</b> (vendor)
<i>Amount</i>	<b>10000</b>

Enter the following details in the next line item:

Field Name or Data Type	Value
<i>PstKy</i>	<b>40</b>
<i>Account</i>	<b>433000</b> (Bonus)
<i>Amount</i>	<b>*</b>
<i>Cost Center</i>	<b>T-A20A##</b>

- To execute a report in a subsequent task, define a report variant by choosing *System* → *Services* → *Reporting*. Use the report program RFBILA00.

Copy variant BILGUV-205 and save it as your own variant GR##.

Replace company code AA20 with company code AC## and, if required, replace the reporting year with the current fiscal year, the comparison year with the previous year, and the reporting and comparison periods (from and to) with the current period.

Replace the financial statement structure INT with the financial statement structure FS##. Save the variant.

## Task 2

Create a new template and tasks.



Note:

Before you begin the FCC tasks, ensure that the technical names are displayed next to the functions in the menu. To display the technical names on the *SAP Easy Access* screen, choose *Extras* → *Settings* → *Display Technical Names*.

- Copy template 1-FC-MONTH to create a new template, G##TEMPL. Use the following data:

Field Name or Data Type	Value
<i>Template</i>	<b>G##TEMPL</b>
<i>Closing Hierarchy</i>	Controlling Area/Company Code
<i>Description</i>	<b>Template: Month-End Closing ##</b>

Change the values for the controlling area and select only controlling area 1000 (CO Europe) as a single value. Change the values for the company code and select company code AC## as a single value.

Save the template.

- Create a new subfolder for the *Company Code* folder. Use the following data:

Field Name or Data Type	Value
<i>Hierarchy Level</i>	<b>Folder</b>
<i>Description</i>	<b>Closing Test</b>

- Add a task to the new *Closing Test* subfolder. Use the following data:

Field Name or Data Type	Value
<i>Description</i>	<b>Welcome Mail</b>
<i>Responsible</i>	<b>AC205-##</b>
<i>Processing</i>	<b>AC205-##</b>



The types of tasks are as follows:

Field Name or Data Type	Value
<i>Program</i>	<b>RKSCMAMAIL</b>
<i>Variant</i>	<b>GR##</b>

Maintain variants as follows:

Field Name or Data Type	Value
<i>Mail Title</i>	<b>COCKPIT CALLING group ##</b>
<i>Mail Row 1</i>	<b>Please fasten your seatbelts.</b>

Define a mail recipient with your SAP user name AC205-##. Choose *Attributes* and enter **Send Mail** as the description. Save the variant attributes and return to your task. Under *Assignment to Closing Types*, select *Use in Month-End Closing*.

4. Add a second task to the *Closing Test* subfolder. Use the following data:

Field Name or Data Type	Value
<i>Description</i>	<b>Vendor Balance Confirmation</b>
<i>Responsible</i>	<b>AC205-##</b>
<i>Processing</i>	<b>AC205-##</b>

The types of tasks are as follows:

Field Name or Data Type	Value
<i>Program</i>	<b>SAPF130K</b>
<i>Variant</i>	<b>GR##</b>

Under *Further selections*, select *Individual vendors*.

The output controls are as follows:

Field Name or Data Type	Value
<i>Sort Var. for Correspondence</i>	<b>K2</b>
<i>Line item sorting</i>	<b>P3</b>
<i>Reply to</i>	<b>AC##</b>

The print controls are as follows:

Field Name or Data Type	Value
<i>Printer for form set</i>	<b>LP01</b>
<i>Printer for Reconcil. List</i>	<b>LP01</b>
<i>Printer for results table</i>	<b>LP01</b>
<i>Printer for error list</i>	<b>LP01</b>

Field Name or Data Type	Value
<i>Printer for selections</i>	<b>LP01</b>

Choose *Attributes* and enter **Vendor Balance Confirmation** as the description.

You also need to enter the following information for the selection screens:

Field Name or Data Type	Value
<i>Company code</i>	Selection variable: <b>T (from TVARVC)</b> Name of Variable: <b>SAP_FAST_CLOSE_BUKRS_S</b>
<i>Reconciliation key date</i>	Selection variable: <b>D (Dynamic date calculation)</b> Name of Variable: <b>Last Day of the Current Month</b>
<i>Date of Issue</i>	Selection variable: <b>T (from TVARVC)</b> Name of Variable: <b>SAP_FAST_CLOSE_LDAY_P</b>
<i>Date for reply</i>	Selection variable: <b>D (Dynamic date calculation)</b> Name of Variable: <b>Current date + 10 days</b>

Save the variant attributes and return to the task. Under *Assignment to Closing Types*, select *Use in Month-End Closing* and save the template.

### Task 3

Create and execute the first task list.

1. Create a periodic task list for the template. Use the following data:

Field Name or Data Type	Value
<i>Key Date</i>	Today's date
<i>Description</i>	<b>Task List 1 (GR##)</b>
<i>Closing Type</i>	<b>M</b> (Month-End Closing)
<i>Fiscal Year</i>	Current fiscal year
<i>Posting Period</i>	Current period
<i>Status</i>	Select <i>Released</i>

**Caution:**

In the dialog box with the message "Do you want to schedule the tasks?", choose *No*.

## 2. Schedule and execute tasks in the task list.

Call the task list by choosing *Template/Task List* → *Other Template/Task List*.

Expand template G##TEMPL and double-click today's task list. On the left, expand the organizational structure until you find the *Closing Test* subfolder. Double-click the folder. The two tasks in this folder are listed on the top right.

Now, select the first task (Welcome Mail) and choose *Schedule Selected Tasks*.

The system informs you that the task has been scheduled successfully. Shortly after (you may need to choose *Manual Update*), the following message should appear: "Express document COCKPIT CALLING received from author AC205-##."

Choose *Inbox* and read the document. Return to the closing cockpit.

Select the task list. For this task, check the job log overview and the spool request display. Select the task in the list on the left. In the detail information below, choose *Spool* and then *Job Log*.

Now, select the second task (Vendor Balance Confirmation) and choose *Schedule Selected Tasks*.

The system informs you that the task has been scheduled successfully. For task two (Vendor Balance Confirmation), multiple spool numbers are displayed. You can display the relevant spool output for the following items:

- Selection criteria
- Balance confirmation + reply slips
- Reconciliation list
- Results table

Open a new session (choose *System* → *Create Session*) and choose *System* → *Services* → *Output Control*. Choose *Execute*. Then, set the status of the task list to *Completed* (*Edit* → *Basic Data...* *Set status to Completed*). Save the task list.

## Task 4

Change the template to try out new tasks with dependencies. Call the *Closing Cockpit* (*Manage Templates and Task Lists*).

### 1. Delete an existing task from the task list and add a new task.

Switch to *Change* mode and call the template. Select the G##TEMPL template by double-clicking it. Delete the tasks from the *Closing Test* subfolder.

Add a task to the subfolder with the following data:

Field Name or Data Type	Value
<i>Description</i>	<b>Maintain Financial Statement Version</b>
<i>Responsible</i>	<b>AC205-##</b>

Field Name or Data Type	Value
<i>Processing</i>	<b>AC205-##</b>

For *Type of Task*, select transaction **OB58**. Under *Assignment to Closing Types*, select *Use in Month-End Closing*.

2. Add a second task to the *Closing Test* subfolder. Use the following data:

Field Name or Data Type	Value
<i>Description</i>	<b>Execute Financial Statement</b>
<i>Responsible</i>	<b>AC205-##</b>
<i>Processing</i>	<b>AC205-##</b>

For *Type of Task*, select program **RFBILA00**. Use variant **GR##**. Under *Assignment to Closing Types*, select *Use in Month-End Closing*. Save the template.

Choose the *Dependencies* tab page at the bottom of the screen. In the *Organizational Structure* screen area, double-click the *Execute Financial Statement* task. Select the *Maintain Financial Statement Version* task and move the task below the *Execute Financial Statement* task in the *Dependencies* area. Save the template.

## Task 5

Create and execute a second task list.

1. Create a periodic task list for the template. Use the following data:


Field Name or Data Type	Value
<i>Key Date</i>	Current date
<i>Description</i>	<b>Task List 2 (GR##)</b>
<i>Closing Type</i>	<b>M</b> (Month-End Closing)
<i>Fiscal Year</i>	Current fiscal year
<i>Posting Period</i>	Current period
<i>Status</i>	<i>Released</i>



Caution:  
Transfer and close without scheduling the tasks.

2. Call the closing cockpit task list using the HTML version of SAP NetWeaver Business Client.

Enter transaction **NWBC**.

Choose  *Start NetWeaver Business Client for HTML* in the **SAP\_FAGL\_CLOCO\_WD\_15** row.

On the *NetWeaver Business Client* portal, select your *Template/Task list GR##TEMPL* with status *Released*.

Choose *Start Closing Cockpit*.

On the *Month-End Closing: GR## (Month End Closing)* screen, choose *Display Graphics*.

Select *1 Day* as the timeframe from the dropdown list.

Switch back to *Display Hierarchy*.

Select your second task *Execute Financial Statement*.

Choose *Action* → *Schedule Task(s)*.

The system informs you that dependent task(s) have been found. Choose *No* in this dialog box.

Now, select your first task, *Maintain Balance Sheet*.

Choose *Action* → *Execute Task*.

Scroll down until you find your financial statement version *FS##* and double-click it.

Choose *Fin. statement items*.

On the *Change Financial Statement Version* screen, expand the structure until you find item *3061000 Wages and Salaries*.

In the lower-level item *3061090 Other wage and salary costs*, the assignment of account *433000* is missing. Assign account *433000* to this item. Set the *Debit/Credit* indicator.

Choose *Continue*.

Save your version. The following message appears: *Financial statement version FS## saved - see long text*. Close this window.

Select the *Maintain Balance Sheet* task. Choose *Set Status For*. In the *Status Change* dialog box, select *Completed Without Errors*.

The following message appears: *Do you want to schedule the dependent tasks ?* Choose *Yes*.

The status of the first task is now *Completed* and that of the second task is *In Process*.

Choose *Refresh* to update the task list. The status of the second task automatically changes to *Complete*.

To display the job log and the spool output for your financial statement, choose the *Task-related Files* tab.

Close the task list window.

Choose *Log off* to close the SAP NetWeaver Business Client portal.



## Manage the Financial Closing Cockpit

### Business Example

For month-end closing, you want to use the FCC to define the closing activities chronologically and make them available on a standardized interface to all involved parties.



Note:  
In all tasks that refer to AC205-##, ## refers to your group number.

### Task 1

Perform preparatory posting of a vendor invoice before preparing the FCC and then define a report variant.

1. Enter a vendor invoice before preparing the FCC with the following data:

Field Name or Data Type	Value
<i>Document Date</i>	Today's date
<i>Type</i>	<b>KR</b>
<i>Company Code</i>	<b>AC##</b> (## = your group number)
<i>Posting Date</i>	Today's date

Enter the following details in the first line item:

Field Name or Data Type	Value
<i>PstKy</i>	<b>31</b>
<i>Account</i>	<b>T-F00A00</b> (vendor)
<i>Amount</i>	<b>10000</b>

Enter the following details in the next line item:

Field Name or Data Type	Value
<i>PstKy</i>	<b>40</b>
<i>Account</i>	<b>433000</b> (Bonus)
<i>Amount</i>	<b>*</b>
<i>Cost Center</i>	<b>T-A20A##</b>

- a) To enter a vendor invoice, on the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *Accounts Payable* → *Document Entry* → *Invoice - General* (F-43).

- b) On the *Enter Vendor Invoice: Header Data* screen, enter the following data:

Field Name or Data Type	Value
<i>Document Date</i>	Today's date
<i>Type</i>	<b>KR</b>
<i>Company Code</i>	<b>AC##</b>
<i>Posting Date</i>	Today's date

- c) Under *First line item*, enter the following data:

Field Name or Data Type	Value
<i>PstKy</i>	<b>31</b>
<i>Account</i>	<b>T-F00A00</b> (vendor)
<i>Amount</i>	<b>10000</b>

- d) Choose *Enter*.

- e) On the *Enter Vendor invoice: Add Vendor item* screen, enter the following data:

Field Name or Data Type	Value
<i>PstKy</i>	<b>40</b>
<i>Account</i>	<b>433000</b> (Bonus)

- f) Choose *Enter*.

- g) On the *Enter Vendor Invoice: Add G/L account item* screen, enter the following data:

Field Name or Data Type	Value
<i>Amount</i>	<b>*</b>
<i>Cost Center</i>	<b>T-A20A##</b>

- h) Choose *Document* → *Simulate*.


- i) Choose *Document* → *Post*. Note down the document number.

2. To execute a report in a subsequent task, define a report variant by choosing *System* → *Services* → *Reporting*. Use the report program RFBILA00.

Copy variant BILGUV-205 and save it as your own variant GR##.

Replace company code AA20 with company code AC## and, if required, replace the reporting year with the current fiscal year, the comparison year with the previous year, and the reporting and comparison periods (from and to) with the current period.

Replace the financial statement structure INT with the financial statement structure FS##. Save the variant.

- a) On the *Enter Vendor Invoice: Header Data* screen, choose *System* → *Services* → *Reporting*.
- b) On the *ABAP: Program Execution* screen, enter **RFBILA00** in the *Program* field.
- c) Choose *Goto* → *Variants*.
- d) On the *ABAP: Variants (Initial Screen)*, enter **BILGUV-205** in the *Variant* field.
- e) Choose  (*Copy*).
- f) In the *ABAP: Copy Variants* dialog box, enter the following data:

Field Name or Data Type	Value
<i>From variant</i>	<b>BILGUV-205</b>
<i>To variant</i>	<b>GR##</b>

- g) Choose *Continue*.
- h) Choose *Change*.
- i) On the *Maintain Variants: Report RFBILA00* screen, enter the following data:

Field Name or Data Type	Value
<i>Company code</i>	Replace <b>AA20</b> with your company code number (for example, for group number <b>01</b> , enter <b>AC01</b> ).
<i>Financial statement version</i>	Replace <b>INT</b> with the structure <b>FS##</b>
<i>Reporting year</i>	Current fiscal year
<i>Comparison year</i>	Previous year
<i>Reporting and comparison periods</i>	Current period

- j) Save the variant.

## Task 2

Create a new template and tasks.



Note:

Before you begin the FCC tasks, ensure that the technical names are displayed next to the functions in the menu. To display the technical names on the *SAP Easy Access* screen, choose *Extras* → *Settings* → *Display Technical Names*.

1. Copy template 1-FC-MONTH to create a new template, G##TEMPL. Use the following data:

Field Name or Data Type	Value
<i>Template</i>	<b>G##TEMPL</b>



Field Name or Data Type	Value
<i>Closing Hierarchy</i>	Controlling Area/Company Code
<i>Description</i>	<b>Template: Month-End Closing ##</b>

Change the values for the controlling area and select only controlling area 1000 (CO Europe) as a single value. Change the values for the company code and select company code AC### as a single value.

Save the template.

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Periodic Processing* → *Closing* → *Closing Cockpit (Manage Templates and Task Lists)* (CLOCOC).
- b) On the *Customizing: Closing Cockpit Display* screen, choose *Edit* → *Display or Change* to switch the template to change mode.
- c) Choose *Template/Task List* → *Other Template/Task List*.
- d) Double-click template *1-FC-MONTH*.
- e) Make a copy of this template.
- f) Choose *Template/Task List* → *Save As*.
- g) In the *Basic Data from Template Save* dialog box, enter the following data:

Field Name or Data Type	Value
<i>Template</i>	<b>G###TEMPL</b>
<i>Closing Hierarchy</i>	Controlling Area/Company Code
<i>Description</i>	<b>Template: Month-End Closing ##</b>

- h) Choose *Continue*.
- i) In the *Organizational Structure* screen area, position the cursor on *Controlling Area*, right-click, and choose *Change Values*.
- j) Choose *Change Selection*. Enter **1000** as a single value.
- k) Choose *Copy*.
- l) Choose *Exit*.
- m) In the *Organizational Structure* screen area, expand *Controlling Area* and position the cursor on *Company Code*. Right-click and choose *Change Values*.
- n) Choose *Change Selection*. Enter **AC##** as a single value.
- o) Choose *Copy*.
- p) Choose *Exit*.
- q) In the *Organizational Structure* screen area, expand *Company Code* and select *Preparatory Closing Tasks*.

- r) Press CTRL and choose the second folder *Closing Tasks at Period- End* and the third folder *Subsequent Closing Tasks* so that these three subfolders are selected.
  - s) Right-click and choose *Delete Folder*. Confirm the message "Do you really want to delete the selected folders?" by choosing Yes.  
Choose *Delete* in the dialog box with the message "Do you want to move subobjects or delete them as well?".
  - t) Save the template.
2. Create a new subfolder for the *Company Code* folder. Use the following data:

Field Name or Data Type	Value
<i>Hierarchy Level</i>	<b>Folder</b>
<i>Description</i>	<b>Closing Test</b>

- a) In the *Organizational Structure* screen area, position the cursor on *Company Code*, right-click, and select *Create Subfolder*.
  - b) In the *Specify Hierarchy Level and Description* dialog box, enter the data provided in the exercise.
  - c) Choose *Continue*.
  - d) Save the template.
3. Add a task to the new *Closing Test* subfolder. Use the following data:

Field Name or Data Type	Value
<i>Description</i>	<b>Welcome Mail</b>
<i>Responsible</i>	<b>AC205-##</b>
<i>Processing</i>	<b>AC205-##</b>

The types of tasks are as follows:

Field Name or Data Type	Value
<i>Program</i>	<b>RKSCMAMAIL</b>
<i>Variant</i>	<b>GR##</b>

Maintain variants as follows:

Field Name or Data Type	Value
<i>Mail Title</i>	<b>COCKPIT CALLING group ##</b>
<i>Mail Row 1</i>	<b>Please fasten your seatbelts.</b>

Define a mail recipient with your SAP user name AC205-##. Choose *Attributes* and enter **Send Mail** as the description. Save the variant attributes and return to your task. Under *Assignment to Closing Types*, select *Use in Month-End Closing*.

- a) In the *Organizational Structure* screen area, Choose *Add Task* in the context menu of the new *Closing Test* folder.
  - b) In the *Closing Cockpit: Display/Create/Change Task* dialog box, enter the data provided in the exercise.
  - c) Under *Type of Task*, enter the data provided in the exercise.
  - d) Choose *Create*.
  - e) In the *Variants: Change Screen Assignment* dialog box, select *For All Selection Screens* and choose *Continue*.
  - f) On the *Maintain Variant: report RKSCMAMAIL, Variant GR##* screen, enter the data provided in the exercise.
  - g) Under *Define Mail Recipient*, enter **AC205-##** in the *SAP User Name* field.
  - h) Choose *Attributes*.
  - i) Enter **Send Mail** in the *Description* field.
  - j) Save the variant attributes and return to your task.
  - k) In the *Closing Cockpit: Display/Create/Change Task* dialog box, under *Assignment to Closing Types*, select only *Use in Month-End Closing*.
  - l) Choose *Continue*.
  - m) Save the template.
4. Add a second task to the *Closing Test* subfolder. Use the following data:

Field Name or Data Type	Value
<i>Description</i>	<b>Vendor Balance Confirmation</b>
<i>Responsible</i>	<b>AC205-##</b>
<i>Processing</i>	<b>AC205-##</b>

The types of tasks are as follows:

Field Name or Data Type	Value
<i>Program</i>	<b>SAPF130K</b>
<i>Variant</i>	<b>GR##</b>

Under *Further selections*, select *Individual vendors*.

The output controls are as follows:

Field Name or Data Type	Value
<i>Sort Var. for Correspondence</i>	<b>K2</b>
<i>Line item sorting</i>	<b>P3</b>
<i>Reply to</i>	<b>AC##</b>

The print controls are as follows:

Field Name or Data Type	Value
Printer for form set	LP01
Printer for Reconcil. List	LP01
Printer for results table	LP01
Printer for error list	LP01
Printer for selections	LP01

Choose *Attributes* and enter **Vendor Balance Confirmation** as the description. You also need to enter the following information for the selection screens:

Field Name or Data Type	Value
Company code	Selection variable: <b>T (from TVARVC)</b> Name of Variable: <b>SAP_FAST_CLOSE_BUKRS_S</b>
Reconciliation key date	Selection variable: <b>D (Dynamic date calculation)</b> Name of Variable: <b>Last Day of the Current Month</b>
Date of Issue	Selection variable: <b>T (from TVARVC)</b> Name of Variable: <b>SAP_FAST_CLOSE_LDAY_P</b>
Date for reply	Selection variable: <b>D (Dynamic date calculation)</b> Name of Variable: <b>Current date + 10 days</b>

Save the variant attributes and return to the task. Under *Assignment to Closing Types*, select *Use in Month-End Closing* and save the template.

- a) In the *Organizational Structure* screen area, Choose *Add Task* in the context menu of the new *Closing Test* folder.
- b) In the *Closing Cockpit: Display/Create/Change Task* dialog box, enter the data provided in the exercise.
- c) Under *Type of Task*, enter the data provided in the exercise.
- d) Choose *Create*.
- e) On the *Maintain Variant: Report SAPF130K, Variant GR89* screen, enter **T-F00A00** in the *Vendor field*.
- f) Under *Further selections*, select *Individual vendors*.
- g) Under *Output control*, enter the data provided in the exercise.

- h) Under *Print Control*, enter the data provided in the exercise.
- i) Choose *Attributes*.
- j) On the *Variants Attributes* screen, enter **Vendor Balance Confirmation** in the *Description* field.
- k) In the *Objects for selection screen* table, enter the data for the selection screens as provided in the exercise.
- l) Save the variant attributes and return to the task.
- m) In the *Closing Cockpit: Display/Create/Change Task* dialog box, under *Assignment to Closing Types*, choose only *Use in Month-End Closing*.
- n) Choose *Continue*.
- o) Save the template.

### Task 3

Create and execute the first task list.

1. Create a periodic task list for the template. Use the following data:

Field Name or Data Type	Value
<i>Key Date</i>	Today's date
<i>Description</i>	<b>Task List 1 (GR##)</b>
<i>Closing Type</i>	<b>M</b> (Month-End Closing)
<i>Fiscal Year</i>	Current fiscal year
<i>Posting Period</i>	Current period
<i>Status</i>	Select <i>Released</i>



Caution:

In the dialog box with the message "Do you want to schedule the tasks?", choose *No*.

- a) On the *Customizing: Templt. G##TEMPL Change* screen, choose *Template/Task List* → *Create Periodic Task List*.
  - b) In the *Create New Task Plan Using template G##TEMPL* dialog box, enter the data provided in the exercise.
  - c) Choose *Transfer* and *Close*.
  - d) Save the task list.
2. Schedule and execute tasks in the task list.  
Call the task list by choosing *Template/Task List* → *Other Template/Task List*.

Expand template G##TEMPL and double-click today's task list. On the left, expand the organizational structure until you find the *Closing Test* subfolder. Double-click the folder. The two tasks in this folder are listed on the top right.

Now, select the first task (Welcome Mail) and choose *Schedule Selected Tasks*.

The system informs you that the task has been scheduled successfully. Shortly after (you may need to choose *Manual Update*), the following message should appear: "Express document COCKPIT CALLING received from author AC205-##."

Choose *Inbox* and read the document. Return to the closing cockpit.

Select the task list. For this task, check the job log overview and the spool request display. Select the task in the list on the left. In the detail information below, choose *Spool* and then *Job Log*.

Now, select the second task (Vendor Balance Confirmation) and choose *Schedule Selected Tasks*.

The system informs you that the task has been scheduled successfully. For task two (Vendor Balance Confirmation), multiple spool numbers are displayed. You can display the relevant spool output for the following items:

- Selection criteria
- Balance confirmation + reply slips
- Reconciliation list
- Results table

Open a new session (choose *System* → *Create Session*) and choose *System* → *Services* → *Output Control*. Choose *Execute*. Then, set the status of the task list to *Completed* (*Edit* → *Basic Data... Set status to Completed*). Save the task list.

- a) On the *Customizing: Templt. G##TEMPL Change* screen, choose *Template/Task List* → *Other Template/Task List*.
- b) In the *Select Template or Task List* dialog box, expand the template G##TEMPL.
- c) Double-click the task list from today with the status *Released*. In the *Confirmation* dialog box, choose *Yes*.
- d) In the *Organizational Structure* screen area, choose *Client* → *Controlling Area* → *Company Code* → *Closing Test*.
- e) Double-click the *Closing Test* folder.
- f) Select the first task *Welcome Mail* and double-click it. The tasks in this folder are listed in the right-hand pane.
- g) Select the *Welcome Mail* task and choose *Schedule Selected tasks*. The system informs you that the task has been scheduled successfully.
- h) Shortly after (you may need to choose *Manual Update*), the "Express document COCKPIT CALLING received from author AC205-##" message appears.
- i) Choose *Inbox* and read the document.
- j) Return to the task list screen.
- k) Select the task list.

- l) In the detail information at the bottom of the screen, choose *Spool* then *Job Log* to check the job log overview and the spool request display.
- m) Select the second task *Vendor Balance Confirmation*.
- n) Choose *Schedule Selected Tasks*. The system informs you that the task has been scheduled successfully.
- o) For the *Vendor Balance Confirmation* task, multiple spool numbers are displayed. You can display the relevant spool output for the following items:
- Selection criteria
  - Balance confirmation + reply slips
  - Reconciliation list
  - Results table
- p) In a second session, choose *System* → *Services* → *Output Control*.
- q) On the *Output Controller: Spool request selection* screen, choose *Execute*.
- r) Go back to the *Customizing: Templt. G##TEMPL Change* screen and choose *Edit* → *Basic Data*.
- s) Set the status of the task list to *Completed*.
- t) Choose *Transfer and Close*.
- u) Save the task list. The following message appears: 'Task list G##TEMPL on date XX.XX.XXXX saved successfully.'
- v) Choose *Back* to return to the *SAP Easy Access* screen.

#### Task 4

Change the template to try out new tasks with dependencies. Call the *Closing Cockpit (Manage Templates and Task Lists)*.

1. Delete an existing task from the task list and add a new task.

Switch to *Change* mode and call the template. Select the G##TEMPL template by double-clicking it. Delete the tasks from the *Closing Test* subfolder.

Add a task to the subfolder with the following data:

Field Name or Data Type	Value
<i>Description</i>	<b>Maintain Financial Statement Version</b>
<i>Responsible</i>	<b>AC205-##</b>
<i>Processing</i>	<b>AC205-##</b>

For *Type of Task*, select transaction 0B58. Under *Assignment to Closing Types*, select *Use in Month-End Closing*.

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Periodic Processing* → *Closing* → *Closing Cockpit (Manage Templates and Task Lists)* (CLOCOC).
- b) On the *Customizing: Closing Cockpit Display* screen, choose *Edit* → *Display or Change* to switch the template to change mode.
- c) Choose *Template/Task List* → *Other Template/Task List*.
- d) Double-click the *G##TEMPL* template.
- e) Select the first task *Welcome Mail*. Then, press CTRL and select the second task *Vendor Balance Confirmation*.
- f) Right-click and choose *Delete Tasks*.  
The following message appears: "Do you really want to delete the selected tasks?"  
Choose Yes.
- g) Select the *Closing Test* subfolder.
- h) Right-click and choose *Add Task*.
- i) In the *Closing Cockpit: Display/Create/Change Task* dialog box, enter the following data:

Field Name or Data Type	Value
<i>Description</i>	<b>Maintain Financial Statement Version</b>
<i>Responsible</i>	<b>AC205-##</b>
<i>Processing</i>	<b>AC205-##</b>

- j) Under *Type of Task*, select *Transaction* and enter **OB58**.
  - k) Under *Assignment to Closing Types*, select only *Use in Month-End Closing*.
  - l) Choose *Continue*.
  - m) Save the template.
2. Add a second task to the *Closing Test* subfolder. Use the following data:

Field Name or Data Type	Value
<i>Description</i>	<b>Execute Financial Statement</b>
<i>Responsible</i>	<b>AC205-##</b>
<i>Processing</i>	<b>AC205-##</b>

For *Type of Task*, select program RFBILA00. Use variant GR##. Under *Assignment to Closing Types*, select *Use in Month-End Closing*. Save the template.

Choose the *Dependencies* tab page at the bottom of the screen. In the *Organizational Structure* screen area, double-click the *Execute Financial Statement* task. Select the *Maintain Financial Statement Version* task and move the task below the *Execute Financial Statement* task in the *Dependencies* area. Save the template.



- a) Select the *Closing Test* subfolder.
- b) Right-click and choose *Add Task*.
- c) In the *Closing Cockpit: Display/Create/Change Task* dialog box, enter the data provided in the exercise.
- d) Under *Type of Task*, select *Program* and enter **RFBILA00**.
- e) Enter **GR##** in the *Variant* field.
- f) Under *Assignment to Closing Types*, select only *Use in Month-End Closing*.
- g) Choose *Continue*.
- h) Save the template.
- i) Choose the *Dependencies* tab at the bottom of the screen.
- j) In the *Organizational Structure* screen area, double-click the *Execute Financial Statement* task.
- k) Under *Dependencies*, select the *Execute Financial Statement* task.
- l) In the *Organizational Structure* screen area, select the *Maintain Financial Statement Version* task and move the task below the *Execute Financial Statement* task in the *Dependencies* area.
- m) Save the template.

### Task 5

Create and execute a second task list.

1. Create a periodic task list for the template. Use the following data:

Field Name or Data Type	Value
<i>Key Date</i>	Current date
<i>Description</i>	<b>Task List 2 (GR##)</b>
<i>Closing Type</i>	<b>M</b> (Month-End Closing)
<i>Fiscal Year</i>	Current fiscal year
<i>Posting Period</i>	Current period
<i>Status</i>	<i>Released</i>



Caution:  
Transfer and close without scheduling the tasks.

- a) On the *SAP Easy Access* screen, choose *Accounting* → *Financial Accounting* → *General Ledger* → *Periodic Processing* → *Closing* → *Closing Cockpit (Manage Templates and Task Lists)* (CLOCOC).

- b) To switch the template to change mode on the *Customizing: Closing Cockpit Display* screen, choose *Edit* → *Display or Change*.
- c) Choose *Template/Task List* → *Create Periodic Task List*.
- d) In the *Create New Task Plan Using Template G###TEMPL* dialog box, enter the data provided in the exercise.
- e) Select *Released* in the *Status* field.
- f) Choose *Transfer and Close*.




Caution:

Confirm the dialog box *Do you want to schedule the tasks ?* by choosing *No*.

- g) Save the task list.
2. Call the closing cockpit task list using the HTML version of SAP NetWeaver Business Client.

Enter transaction *NWBC*.

Choose  *Start NetWeaver Business Client for HTML* in the *SAP\_FAGL\_CLOCO\_WD\_15* row.

On the *NetWeaver Business Client* portal, select your *Template/Task list GR###TEMPL* with status *Released*.

Choose *Start Closing Cockpit*.

On the *Month-End Closing: GR### (Month End Closing)* screen, choose *Display Graphics*.

Select *1 Day* as the timeframe from the dropdown list.

Switch back to *Display Hierarchy*.

Select your second task *Execute Financial Statement*.

Choose *Action* → *Schedule Task(s)*.

The system informs you that dependent task(s) have been found. Choose *No* in this dialog box.

Now, select your first task, *Maintain Balance Sheet*.

Choose *Action* → *Execute Task*.

Scroll down until you find your financial statement version *FS###* and double-click it.

Choose *Fin. statement items*.

On the *Change Financial Statement Version* screen, expand the structure until you find item *3061000 Wages and Salaries*.

In the lower-level item *3061090 Other wage and salary costs*, the assignment of account *433000* is missing. Assign account *433000* to this item. Set the *Debit/Credit* indicator.

Choose *Continue*.

Save your version. The following message appears: *Financial statement version FS### saved - see long text*. Close this window.

Select the *Maintain Balance Sheet* task. Choose *Set Status For*. In the *Status Change* dialog box, select *Completed Without Errors*.

The following message appears: *Do you want to schedule the dependent tasks ?* Choose *Yes*.


The status of the first task is now *Completed* and that of the second task is *In Process*.

Choose *Refresh* to update the task list. The status of the second task automatically changes to *Complete*.

To display the job log and the spool output for your financial statement, choose the *Task-related Files* tab.

Close the task list window.

Choose *Log off* to close the SAP NetWeaver Business Client portal.

- a) On the *SAP Easy Access* screen, enter transaction *NWBC*.
- b) Choose *Enter*.
- c) Choose  *Start NetWeaver Business Client for HTML* in the *SAP\_FAGL\_CLOCO\_WD\_15* row.
- d) Follow the steps provided in the exercise.



### **LESSON SUMMARY**

You should now be able to:

- Explain the advantages of the Financial Closing Cockpit (FCC)
- Configure the FCC
- Execute tasks in the task list
- Manage tasks with dependencies



## Learning Assessment

1. The Financial Closing Cockpit allows all stakeholders associated with the financial close to access or initiate their tasks in the system.

*Determine whether this statement is true or false.*

True

False

2. Which of the following types of tasks are available in the Financial Closing Cockpit application?

*Choose the correct answers.*

A Online transactions

B Task list template

C Flow definition

D Remote tasks

3. Which of the following has to be created and assigned to an organizational structure before the Financial Closing Cockpit can be used?

*Choose the correct answer.*

A Flow definitions

B Programs

C Subfolders

D Task list template

4. Which of the following can you use for multiple programs with variants that are to be processed automatically?

*Choose the correct answer.*

- A Online transactions
- B Flow definition
- C Remote tasks
- D Task list template



## Learning Assessment - Answers

1. The Financial Closing Cockpit allows all stakeholders associated with the financial close to access or initiate their tasks in the system.

*Determine whether this statement is true or false.*

True

False

2. Which of the following types of tasks are available in the Financial Closing Cockpit application?

*Choose the correct answers.*

A Online transactions

B Task list template

C Flow definition

D Remote tasks

3. Which of the following has to be created and assigned to an organizational structure before the Financial Closing Cockpit can be used?

*Choose the correct answer.*

A Flow definitions

B Programs

C Subfolders

D Task list template

4. Which of the following can you use for multiple programs with variants that are to be processed automatically?

*Choose the correct answer.*

- A Online transactions
- B Flow definition
- C Remote tasks
- D Task list template