

## Reading Sample

*This sample chapter discusses a subapplication within Financial Accounting (FI), Bank Accounting (FI-BL), which facilitates managing accounting transactions with your banks. It covers bank master data, bank chains, banks statements, and the cash journal, among other areas.*

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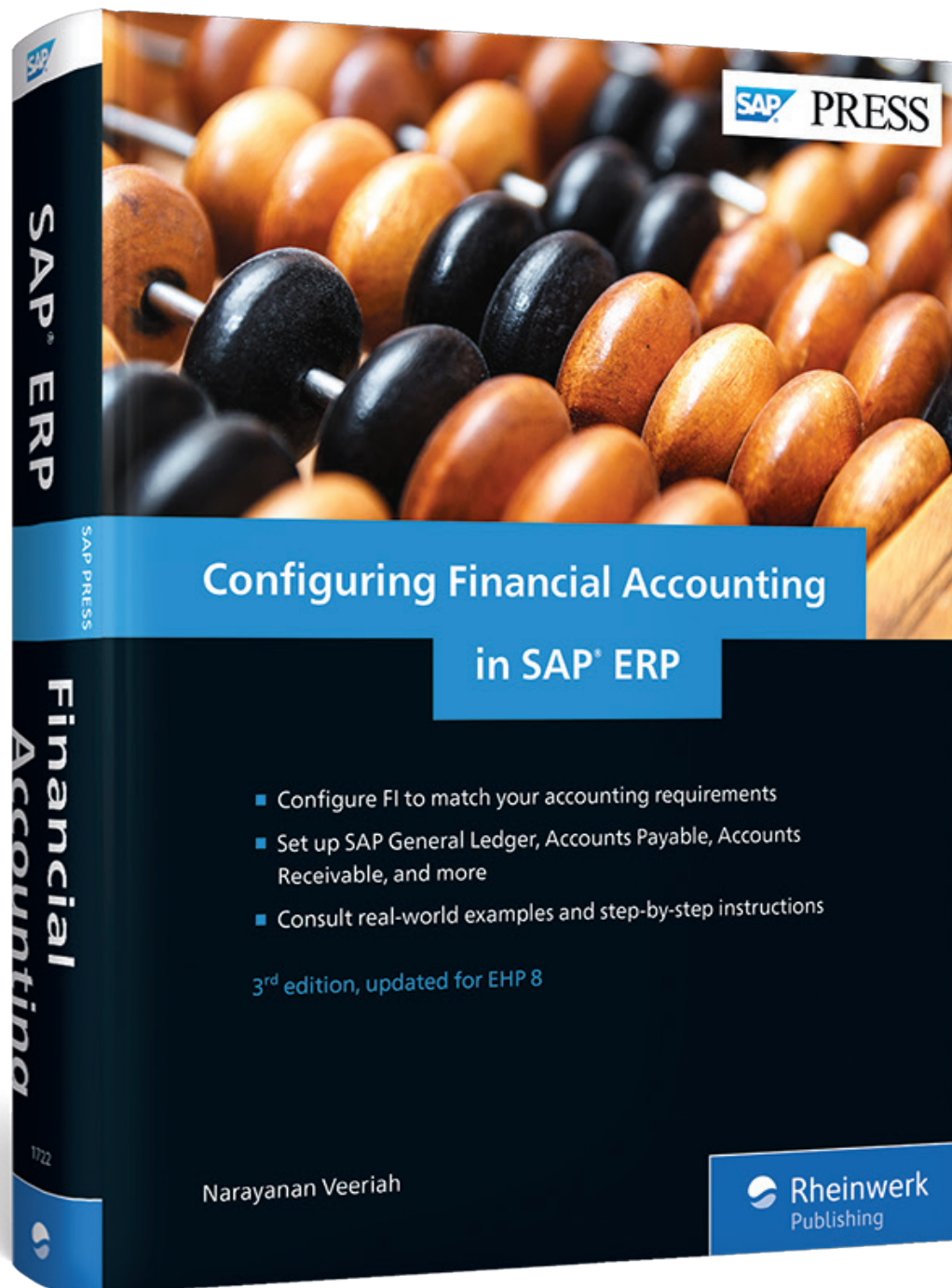
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# Chapter 11

## Bank Accounting

*The Bank Accounting subapplication enables you to define all the country-specific payment specifications, manual/automatic payment processing, definition of data media, lockbox settings, bank accounting transaction settings, and more.*

A subapplication (and not a subledger) within Financial Accounting (FI), Bank Accounting (FI-BL) facilitates managing accounting transactions with your banks. Built to support country-specific payment requirements, it helps you manage both incoming and outgoing payments for effective cash-balance management. You define all the country-specific parameters for manual and electronic payment processing, payment forms, data media, settings for lockbox processing (used in the United States), and more. To understand FI-BL, we'll discuss the following topics in this chapter:

- Bank master data
- Bank chain
- Business transactions

### 11.1 Bank Master Data

Stored centrally in a *bank directory*, the *bank master data* is made up of communication (address) data and control data (including the SWIFT code and International Bank Account Number [IBAN]) of all the banks (yours and your business partners') that you may need to transact with along with your business partners, both domestic and foreign.

### 11.1.1 Bank Directory

You can create the bank master data in a bank directory either automatically or manually, as we'll discuss in the following subsections. You normally use the automatic route of creating the bank master data when initially configuring the system for FI-BL and when there are several master data sets to be created. After the bank directory is in place, you resort to manual creation of bank masters when you add new banks to the directory.

#### Automatic Creation of Bank Master Data

To create bank master data automatically, go to **SAP Customizing Implementation Guide • Cross-Application Components • Bank Directory • Bank Directory Data Transfer**, and then do the following:

- For international bank data transfer, select the **Transfer Bank Directory Data–International** activity (Transaction BIC), and use program RFBVBIC\_0 to import bank master data from a file, which is in the BIC+IBAN directory format.
- For country-specific data transfer, use the **Transfer Bank Directory Data–Country-Specific** Customizing activity (Transaction BAUP), and import the bank data (in ASCII format) into program RFBVALL\_0.

#### Tips and Tricks

Use the predefined, country-specific ASCII file format if it's available for your country. For example, use the format US1, which stipulates that the individual records have a fixed length of 1,851 bytes, for data pertaining to banks in the United States, and GB1, wherein individual records are delimited by carriage return and each record has a fixed length of 500 bytes for the United Kingdom.

If there is no predefined file format for a country, copy the function module FILL\_BNKA\_FIELDS\_SAMPLE (function group BAUP) as a template, write the required statements in the copied function module, and make the Customizing settings as shown in Figure 11.1 (Transaction BA01).

Bank Ctry	Format	Desc.	Text	Func Mod.
US	1	United States Thomson Electron		FILL_BNKA_FIELDS_US1

Figure 11.1 Country-Specific Bank Data Transfer

### Manual Creation of Bank Master Data

To create the bank master record manually in the system, use the SAP Easy Access menu path, **Accounting • Financial Accounting • Banking • Master Data • Bank Master Record**, or use Transaction F101. You can also create required bank master records (of banks relating to the business partners) while maintaining the vendor or customer master records that are then added to the bank directory automatically.

#### Tips and Tricks

For all one-time business partners, you can enter the bank's data when you create the line items.

Next, let's move on to understand defining the house banks.

### 11.1.2 House Banks

*House banks* are banks (or financial institutions) through which you can carry out payment transactions. Normally, you enter a house bank in the company code data in the master record of a business partner, enabling the payment program to use this bank.

#### Tips and Tricks

If you don't enter a house bank in the master record of a business partner, you need to specify the rule by which the payment program can determine the house bank that makes the payments.

You can designate one or more banks in the bank directory as your house banks. If the house bank you're defining hasn't yet been maintained in the bank directory, define the master record for the same while defining the house bank. You can have any number of house banks, however:

- Each house bank has an identifier (maximum of five characters), known as **House Bank** (❶ in Figure 11.2) and is associated with a country through the **Bank Country** key (❷).
- Each house bank also has a unique identifier (not more than 15 characters long) known as **Bank Key** (❸). This can be the SWIFT code for overseas banks. You can derive the bank key from the IBAN.

### Tips and Tricks

The length and format (numeric, alphanumeric, with or without gaps, etc.) of the bank key and bank account number may differ from country to country. It's normally configured using Transaction OY17 or menu path, **SAP Customizing Implementation Guide • SAP NetWeaver • General Settings • Set Countries • Set Country-Specific Checks**.

- Each bank has one or more bank accounts represented by an *account ID* (no more than five characters long). This account ID **4**, together with the **House Bank ID**, is used to uniquely identify a bank account.
- Each account ID also has a **Bank Account Number 5** (length not exceeding 18 characters).
- A **Control key 6** is used to identify the nature of the bank account (checking, savings, loan, etc.).
- Each account ID is mapped to a SAP G/L account **7**.

House Bank	3000 <b>1</b>
Account ID	3000 <b>4</b>
Description	Citibank Central Checking Account
<b>Bank Account Data</b>	
Bank Account Number	3000100100 <b>5</b> → IBAN
Control key	02 <b>6</b>
Alternative acct no.	
G/L	113100 <b>7</b>
Currency	USD
Discount acct	
<b>House Bank Data</b>	
Bank Country	US <b>2</b>
Bank Key	134329042 <b>3</b>

Figure 11.2 House Bank: Identifiers

### Case Study: Mercury

The company code BS11 is the paying company code for itself and BS12. Similarly, BS13, BS21, and BS22 are all the other paying company codes for the BS group. For easy reconciliation, each bank account in a house bank needs to be assigned to one SAP G/L account, but there are multiple bank accounts per house bank. BS wants to have different account numbers for different currencies and use a separate SAP G/L account for managing the credit memos arising out of bill discounting.

Let's now create the house banks required for the BS Group.

- Go to **SAP Customizing Implementation Guide • Financial Accounting (New) • Bank Accounting • Bank Accounts • Define House Banks**, or use Transaction FI12.
- Enter the company code (e.g., "BS11") on the initial popup screen. Press **Enter**.
- On the house banks overview screen, use the **New Entries** button to create the house banks.
- On the **New Entries: Details of Added Entries** screen, shown in Figure 11.3, enter the details:
  - Enter an easy-to-remember, five-character ID for the **House Bank** field. Select the **Bank Country (US)**, and enter the **Bank Key**. If this bank hasn't yet been a part of your bank directory, the **Create** button is active; otherwise, it's grayed out, with the **Change** button in active mode. You can use the **Change** button to change the address and control data on the bank data popup screen. Because we haven't yet created the bank, click the **Create** button.
  - On the bank data popup screen, enter the **Bank Name** and address details. In addition, enter the SWIFT code as the **Bank Key** if it's an overseas bank. You can also enter a **Bank Group**, which you'll use later in *bank chain optimization* to help process payment transactions efficiently among the banks within a group. Press **Enter** to return to the new entries details screen.
  - Enter the **Communications data**. Expand the **Address**, **EDI partner profiles**, and **Data medium exchange** sections to maintain the required information.

New Entries: Details of Added Entries	
<div style="display: flex; justify-content: space-between;"> <span>Company Code</span> <span>BS11</span> <span>BS Sanitary Fixtures</span> </div>	
<div style="display: flex; justify-content: space-between;"> <span>House Bank</span> <span>CITI1</span> </div>	
<b>House Bank Data</b>	
Bank Country	US
Bank Key	134329042
<input type="button" value="Create"/> <input type="button" value="Change"/>	
<b>Communications data</b>	
Telephone 1	Tax Number 1
Contact Person	
<input type="button" value="+"/> Address	
<input type="button" value="+"/> EDI partner profiles	
<input type="button" value="+"/> Data medium exchange	

Figure 11.3 House Bank Creation: New Entries Screen

5. Double-click **Bank Accounts** in the **Dialog Structure** pane on the left, and use the **New Entries** button to maintain the bank accounts:

- Enter an **Account ID** that uniquely identifies the account in the house bank. You can enter up to five characters. Use an ID that makes it easy for a user to identify the account (*CA* for checking account, *Lock* for lock box, etc.), and enter a suitable description.
- On the **Bank Data** area, enter a **Bank Account Number** that will be used by the bank to identify the account. Select the **Account Currency (USD)**. Enter a **Control key (01** for checking, **02** for savings, etc.); if this is left blank, it's taken as **01**.
- Enter the **SAP G/L account** to be linked to this **Bank account number**.

### Tips and Tricks

After you've created the house bank, you can enter the **House Bank** and **Account ID** in the **Create/bank/interest** tab in the company code area of the respective SAP G/L account's master record (see Figure 11.4). You can also use Transaction FSS0.

The screenshot shows the 'Change G/L Account Company code data' window. The 'Control Data' tab is active, and the 'Create/bank/interest' sub-tab is selected. The 'Control of document creation in company code' section shows 'Field status group' set to '6005' (Bank accounts (obligatory value date)). The 'Bank/financial details in company code' section shows 'Planning level' as 'B2' (Outgoing transfer, domestic), 'Relevant to cash flow' checked, and 'Commitment Item' as 'CIT11'. The 'House Bank' is 'CIT11' and the 'Account ID' is 'CA03' (Checking Account-3 (Domestic Transfers)).

Figure 11.4 House Bank Details in SAP G/L Account Master Record

- You can enter a **Discount acct.** to be used to account the credit memos arising out of the discounting of bills of exchange (BOEs).
- You enter the **Alternative acct no** only when you plan to have the same account number for different accounts that are maintained in different currencies. Together with the bank key, the system differentiates each of these accounts using the **Alternative acct no**.

- Click **IBAN** to maintain the International Bank Account Number (see Figure 11.5) that is used to identify banks across borders. Stored under the business partner's master data, the IBAN is used when setting up the payment medium.

The screenshot shows the 'IBAN' dialog box. The 'Bank Details' section contains: 'Bank Country' (GB), 'Bank Key' (601613), 'Bank number' (601613), 'Bank Account' (31926819), and 'Control key' (01). The 'IBAN' section shows the full IBAN: '6B29 NWBK 6016 1331 9268 19' and 'Valid from' (12.05.2011).

Figure 11.5 IBAN (Example)

### IBAN

Each IBAN (standardized per the European Committee for Banking Standards [ECBS]) comprises 34 characters, made up of a 2-character ISO country code, 2-character check digit, and up to 30-character country-specific account number (also known as BBAN for *Basic Bank Account Number*). The IBAN contains all the routing information for error-free payment transfers with the check digits that enable the sending bank (or its customer) to verify the validity of a routing destination and account number from a single string of data at the time of data entry itself. It should not contain spaces when transmitted electronically. However, when printed, the IBAN is expressed in groups of four characters separated by single spaces, with the last group being of variable length. For example:

- Great Britain: GB29NWBK60161331926819 (electronic form)
- Great Britain: GB29 NWBK 6016 1331 9268 19 (printed form)
- Where: ISO Country Code = GB (Great Britain)
- IBAN Check Digits = 29
- Bank Identifier = NWBK
- Bank Code = 601613
- Account Number = 31926819 (Transit Number: NWBK 601613)



6. A fully configured screen looks like the one shown in Figure 11.6 with the details of the house bank created in the previous steps.

Company Code	BS11	BS Sanitary Fixtures	
House Bank	CITI1		
Account ID	CA01		
Description	Checking Account-1 (Main Checking Account)		
<b>Bank Account Data</b>			
Bank Account Number	1500100	IBAN	Control key <input type="checkbox"/>
Alternative acct no.		G/L	110000
Currency	USD	Discount acct	115000
<b>House Bank Data</b>			
Bank Country	US		
Bank Key	134329042		
<b>Address</b>			
Bank Name	Citibank		
Region	CA		
Street	2805, Marconi Avenue		
City	Sacramento		

Figure 11.6 Mercury Case Study: House Bank Configuration

#### IBAN Usage Control

As of EHP 8, you can specify which function is permitted to change an already defined IBAN in the system so that no other function can alter that. For example, you can specify that the accounting clerk in charge of bank master records can alter the IBAN. You can also now delete an IBAN (from table TIBAN) when the original master record entry has been removed (and archived) from the system. The deletion program, RFIBAN\_DEL, checks whether the IBAN is still being used in another application before the actual deletion.

To enable these checks, make the settings in **SAP Customizing Implementation Guide • Financial Accounting (New) • Financial Accounting Global Settings (New) • Tools • Customer Enhancements • Business Transaction Events**.

7. Repeat the steps and define all the required house banks and bank accounts (see Figure 11.7) for the company codes.

Bank Accounts": Overview			
House Bank	Account ID	Bank acct	Text
CITI1	CA01	1500100	Checking Account-1 (Main Checking Account)
CITI1	CA02	1500110	Checking Account-2 (Check Clearing Account)
CITI1	CA03	1500120	Checking Account-3 (Payments)

Figure 11.7 Mercury Case Study: Bank Accounts in a House Bank

This completes our discussion of creating the house banks. In the next section, we'll cover how to define business partners' banks.

### 11.1.3 Define a Business Partner's Bank

While you're creating the master record for a business partner (e.g., a vendor), you can branch out to the payment transactions in the general data and maintain the details of all the banks of the partners with which you have payment transactions. For each of the banks, enter the country key, bank key, bank account number, name of the account holder, type of bank account (checking, savings, etc.), partner bank type, and other relevant information.

#### Tips and Tricks

When there are multiple banks maintained for a single partner, you can identify each bank using the *partner bank type key (BNKT)*, which you enter in the line item so that the payment program uses that particular bank to make the payment.

### 11.1.4 Define Lockboxes for House Banks

Before defining the lockboxes, let's discuss what a *lockbox* is and when you resort to lockbox processing.

Normally, you receive checks from your customers (incoming payments) at your company code. You prepare a *check deposit list* and send it, along with the checks, to the house bank to be accounted for or collected into the bank accounts. After this is done, the bank sends you a statement showing the checks collected or returned, and you reconcile your books accordingly.

However, in a country such as the United States, you can opt for a special process, known as lockbox processing (see Figure 11.8), for speedier collection of large numbers of checks. The incoming checks from the customers (together with the payment instructions) are collected at the bank for a fee, on your behalf, in a lockbox (simply a P.O. Box set up at the bank where your customers send in the checks instead of sending directly to you). The bank records and sends (daily or at periodic intervals) the information relating to the checks received and payment collected (customer bank account number, check number, amount paid, invoice, etc.). That information comes to you either in a lockbox statement form (which must be processed manually in SAP) or in an electronic file (a bank-specific format that can be imported directly into SAP's main lockbox program using Transaction FLB2).

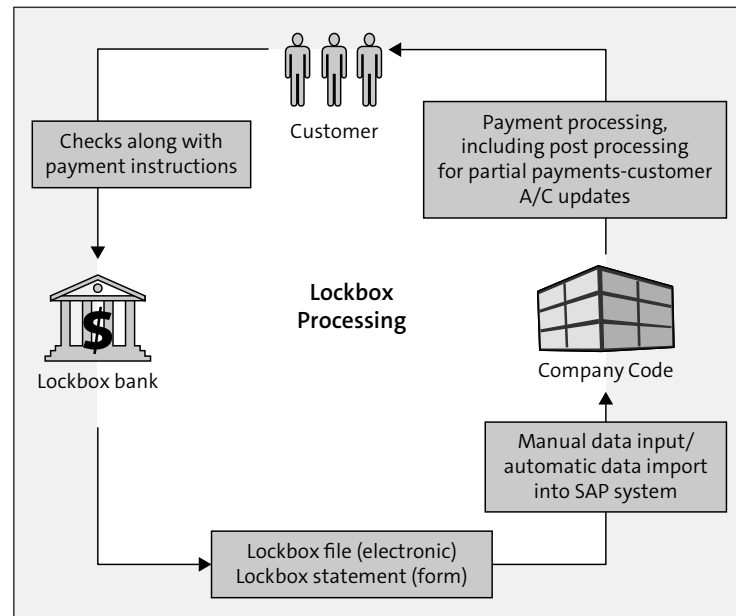


Figure 11.8 Lockbox Processing

Using a lockbox *clearing account*, you post all the payments directly to the bank SAP G/L account. The clearing account has a nonzero balance (until all the amounts are applied to the customers' outstanding receivables), but the bank account shows the correct balance. You post the collected amounts to the respective bank accounts (incoming checks) in addition to clearing the appropriate A/R open items of the customers. If the payments aren't sufficient to fully clear an open item, the lockbox

processing creates payment advices that are post-processed (Transaction FLB1) to create partial or residual items. You then run a batch input to update the customer master records.

Now that we understand the lockbox process, let's define the lockboxes for the house banks of the BS group:

1. Go to **SAP Customizing Implementation Guide • Financial Accounting (New) • Bank Accounting • Bank Accounts • Define Lockboxes For House Banks**, or use Transaction OB10.
2. On the resulting screen, shown in Figure 11.9, enter the company code (**CoCd**), **Lockbox** identifier, house bank (**House Bk**), and lockbox number (**LBox no**).
3. Repeat this process to define more lockboxes.



Figure 11.9 Mercury Case Study: Lockbox for BS11

This completes our discussion of bank master data. Let's move on to discuss bank chains.

## 11.2 Bank Chains

In a typical payment transaction, your house bank acts as the starting point, and the recipient bank acts as the end point. In an international payment, there is a third-party intermediary bank or correspondent bank of your house bank that can also form a part of the payment cycle. In such a situation, normally, the house bank determines through which bank the payment needs to be processed.

However, *bank chains* (also known as *multistage payment methods*) enable you to select the intermediary banks (up to three) through which you want the payment to be processed. After these are defined, the payment program selects the appropriate bank chain based on certain predefined criteria or scenarios. Such an optimization can result in reduced costs due to faster processing, but only when you've configured automatic payments in FI or SAP Treasury and Risk Management applications.

**Tips and Tricks**

After the payment program has determined a bank chain, if you change your house bank or partner bank while editing the payment proposal (in a payment run), the payment program once again determines the correct bank chain, discarding the one determined earlier.

You need to define a *general bank chain* if you want to make payments via a bank chain but independently of a business partner's bank. Alternatively, to make payments via a bank chain dependent on a business partner's bank, you need to define a *partner-specific bank chain*. In either case, you first need to define a scenario for the payment program to select the appropriate bank chain and then activate it. We'll explain this in the next section.

**11.2.1 Define Scenario**

A *scenario* is used to define how the system should determine the bank chain: using a *general search* (independent of business partner bank details) or *recipient-specific search* (dependent on business partner or business partner bank details). It can also stipulate which fields are to be searched in what order. You can make use of any of the four standard scenarios (no bank determination, sender bank oriented, receiver bank oriented, receiver oriented) by copying and making changes, or you can define your own.

**Tips and Tricks**

We don't recommend creating a new scenario because this calls for additional secondary indexes on the affected databases, which lowers system performance. Use any of SAP's scenarios instead.

To define scenarios, follow these steps:

1. Go to **SAP Customizing Implementation Guide • Financial Accounting (New) • Bank Accounting • Bank Chains • Define Scenario**, or use Transaction FIBC.
2. On the resulting overview screen, you see all four scenarios listed together with two checkboxes for each row: **Gen. Search** and **Rec.search**. A checkmark in **Gen. Search** implies that the payments are to be processed independently of a partner's

bank details, and a checkmark in **Rec.search** indicates otherwise. When both the checkboxes are selected, the system first makes a recipient-specific search (partner-specific bank chain) and then proceeds with a general search (general bank chain).

**Case Study: Mercury**

BS has requested the project team to optimize bank selection for payment transactions through a general bank search not dependent on the business partner's bank details. This saves a great deal of effort; otherwise, it's expected to maintain the bank chain details for each and every customer for various transactions, such as cash management, payment to creditors, and so on.

3. For the desired scenario (002 sender bank-oriented), define the search priority and characteristics by double-clicking **Scenario characteristics** in the left **Dialog Structure** pane shown in Figure 11.10.

Dialog Structure	Scenario	Ranki	SenderBank	Rec.	Rec.	Currency
Scenario definit	0002	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Scenario ch	0002	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 11.10 Ranking and Search Priority for Scenario 003

With the scenario determined to be used for bank chain, you need to activate the same in the current client.

**11.2.2 Activate Scenario**

To activate the scenario, go to **SAP Customizing Implementation Guide • Financial Accounting (New) • Bank Accounting • Bank Chains • Activate Scenario**, or use Transaction FIBD. Enter the scenario ("002") on the resulting overview screen.

With the scenario activated, it's time to define the bank chains: if the bank selection isn't dependent on recipient bank details, you create a general bank chain. Otherwise, you define partner-specific bank chains.



### 11.2.3 Create General Bank Chain

To create the general bank chain, go to **SAP Customizing Implementation Guide • Financial Accounting (New) • Bank Accounting • Bank Chains • Create General Bank Chain**, or use Transaction FIBB. On the resulting overview screen (see Figure 11.11), enter the **BankChn ID** (bank chain ID) and order of priority (**No.**), and then select the **Type** of bank (correspondent, intermediary, etc.), **Corr.Bank key** (bank key of the correspondent or intermediary bank), and respective **Bank acct**. For each of the bank chain IDs, maintain the assignment details (currency; payment method supplement, if any, etc.) on the subsequent assignment screen.

Change View "Bank chains": Overview						
New Entries						
Dialog Structure	BankChn ID	No.	Typ	Corr. ctry	Corr. Bank key	Bank acct
Bank chains	BS11 - CITI1	1	1	GB	200700	20070017001987
Assignment	BS11 - CITI1	2	1	GB	601613	60161319002087
	BS11 - CITI1	3	2	GB	400500	40050029304446

Figure 11.11 Mercury Case Study: General Bank Chain

### 11.2.4 Define Partner-Specific Bank Chains

To create partner-specific bank chains, you need to define the activities described in Table 11.1.

Customizing Activity	Menu Path	Transaction
Define Bank Chains for House Banks	SAP Easy Access • Accounting • Financial Accounting • Banks • Master Data • Bank Chains • House Banks • Edit	FIBHU
Define Bank Chains for Customers/Vendors	SAP Easy Access • Accounting • Financial Accounting • Banks • Master Data • Bank Chains • Business Partners • Edit	FIBPU
Define Bank Chains for Bank to Bank Transfers	SAP Easy Access • Accounting • Financial Accounting • Banks • Master Data • Bank Chains • Bank To Bank Transfers • Edit	FIBTU

Table 11.1 Customizing Activities for Defining Partner-Specific Bank Chains

With the bank chains created, let's move on to understand the settings required for some of the most important business transactions.

## 11.3 Business Transactions

The business transactions in FI-BL facilitate transactions relating to check deposit, BOE, payments, and cash journal. With the bank masters, house banks, and bank chains defined, you can now configure the system to carry out the various business transactions with ease and accuracy. To this end, we'll be looking at the following:

- Manual bank statement
- Electronic bank statement (EBS)
- Lockbox
- Cash journal

Even though you normally use an EBS to enter the bank account transactions data into your SAP system automatically, you must have the system configured for manual bank statements as well, in case you need to input the details manually. Let's start with Customizing for a manual bank statement.

### 11.3.1 Manual Bank Statement

The process of entering a bank statement manually has two steps:

1. Entering the line items in a bank account statement
2. Posting

Among other things, the *manual bank statement* functionality in SAP enables you to vary the row formatting when entering line items, vary the *account assignment variant* for correct automatic account determination, transfer payment advices from the Cash and Liquidity Management application, and change the opening and closing balance entry. When you post, you can create a maximum of two postings per line item: a bank account posting and a subledger posting.

You need to complete three Customizing steps to use the manual bank statement functionality:

1. Define posting keys and posting rules.
2. Create and assign business transactions.
3. Define variants.

Let's define the posting keys and posting rules.

### Define Posting Keys and Posting Rules for Manual Bank Statement

To define the posting keys and rules, go to **SAP Customizing Implementation Guide • Financial Accounting (New) • Bank Accounting • Business Transactions • Payment Transactions • Manual Bank Statement • Define Posting Keys and Posting Rules for Manual Bank Statement**, or use Transaction OT84. Enter the chart of accounts (“CAUS” for BS) for which you need to maintain the settings on the initial popup screen.

There are several subactivities within this Customizing step:

1. Define *account symbols* (that point to the appropriate SAP G/L accounts) instead of specific SAP G/L accounts for easy maintenance. On the initial overview screen, define the required account symbols (**Account**) for bank account, incoming check account, check clearing account charges account, and so on.
2. After the account symbols are in place, you need to assign appropriate SAP G/L accounts to them. Double-click **Assign Accounts to Account Symbols** in the left **Dialog Structure** pane, and maintain the details on the resulting screen shown in Figure 11.12.

Chart of Accts CAUS Chart of accounts - United States				
Assign Accounts to Account Symbol				
Act Symbol	Acct Mod.	Currency	G/L acct	Acct symb. Desc.
BANK	+	+	+++++++	Bank account
BANK CHARGES	+	+	++++479000	Bank Charges
INCOMING ACH	+	+	+++++++6	INCOMING ACH
INCOMING TRANSF	+	+	+++++++7	Incoming Transfers
OUTGOING ACH	+	+	+++++++6	Outgoing ACH

Figure 11.12 Mercury Case Study: Assigning Accounts to Account Symbols

For each account symbol, do the following:

- Enter an *account modifier (Acct Mod.)*, which is simply a mask, if required. A “+” entry or a blank means that no modification is required, and the posting is to the standard bank subaccount.
- Enter the **Currency** if you need to maintain the SAP G/L account in different currencies; otherwise, enter “+” or leave it blank.
- Enter the appropriate masks in the SAP G/L account (**G/L acct**) field instead of individual SAP G/L accounts.

### Tips and Tricks

We recommend not using a specific SAP G/L account number in the **G/L acct** field because this may call for several entries for each of the account symbols. Instead, use a mask to direct the postings to all or select accounts; for example, a “+++++” mask results in the postings flowing to any of the SAP G/L accounts belonging to that account symbol (e.g., BANK). You can also define a mask such as “+++++9” to direct the postings to a specific bank subaccount. You can further differentiate the postings by entering an appropriate currency.

3. With the account symbols and SAP G/L accounts assigned, the next step is to define the *posting rule keys* (representing the business transactions, e.g., credit memos, incoming checks, etc.) that you may need for your bank statement entry. Denote each posting rule with a posting rule key—**006** for bank charges (debit memo), **009** for account charges, and so on—for which you later define the posting rules for SAP G/L and subledger accounting.
4. The final step for each of the posting rule keys is to define the *posting rules*. These include the affected *posting area* (only SAP G/L or both SAP G/L and subledger), posting keys (debit and credit), compressing the line items before posting, and so on. Double-click **Define Posting Rules** in the left **Dialog Structure** pane, and enter the details as follows on the overview screen (see Figure 11.13):
  - Enter a **Posting Rule** (e.g., “0001”), and select the appropriate **Posting area** (1 – Bank Accounting).

Figure 11.13 Posting Rule Definition

- Maintain the **Posting Key** and **Acct symbol** fields for **Debit** and **Credit**.
- Maintain the **Document Type**, **Posting Type** (e.g., 1 – Post to SAP G/L account), and so on.

With the posting keys in place, let's assign the business transactions to the appropriate posting rules.

### Create and Assign Business Transactions

Every business transaction needs to be assigned to an appropriate posting rule so that the postings happen correctly. Because more than one business transaction can be assigned to a single posting rule, you also need to set up some indicators in the system to differentiate one business transaction from another.

Go to **SAP Customizing Implementation Guide • Financial Accounting (New) • Bank Accounting • Business Transactions • Payment Transactions • Manual Bank Statement • Create and Assign Business Transactions**, or use Transaction OT52. On the resulting overview screen, shown in Figure 11.14, maintain the following:

- Enter a numeric or alphanumeric, four-character transaction identifier (**Tran**) that you use to differentiate one business transaction from another, and enter a descriptive **Text**.
- Select the appropriate sign (+/-) for the line-item amount: positive or negative.
- Assign the appropriate posting rule (**Post. rule**) for each of the transactions: **009** for account charges, **006** for bank transfer (debit memo), and so on.
- Enter an account modifier (**Acct mod**) to route the posting to a specific bank subaccount instead of the standard one.

Tran	+-	Post. rule	Acct mod	Int alghm	Text
001	-	0005			Bearer check
020	-	0006			Bank transfer (debit memo)
051	+	0001			Credit memo

Figure 11.14 Mercury Case Study: Assigning Business Transactions to Posting Rules

- Select the *interpretation algorithm* (**Int alghm**), if any, that enables the system to find the separate outgoing payment for each of the line items using the information

from the bank supplying the statement. For example, the algorithm 011 searches for outgoing checks for which the check number is different from the document number. Leaving it blank or entering “000” means that there is no interpretation required.

The third and final step is to define the account assignment variant.

### Define Variants for Manual Bank Statement

To start processing a manual bank statement (Transaction FF67), you need an *account assignment variant* (also called as the *start variant*), which you can configure by following these steps:

1. Go to **SAP Customizing Implementation Guide • Financial Accounting (New) • Bank Accounting • Business Transactions • Payment Transactions • Manual Bank Statement • Define Variants for Manual Bank Statement**, or use Transaction OT43.
2. On the **Maintain Screen Variant: List** screen, copy the standard variant (**SAP01**) into a new one for BS (**BS01**), and make your changes.

#### Case Study: Mercury

BS has directed the project team to capture additional data, such as business area and customer number, while processing the manual bank statement that helps with better data aggregation and reporting.

3. Make additions to the **Current Fields** list by selecting the required ones from the **Possible Fields** list on the right, and use the **Insert before** button to position the new fields in the appropriate place. Accordingly, for BS, add **Business area** and **Customer Matchcode** fields.
4. Check and activate the variant (shown in Figure 11.15).

#### Tips and Tricks

While adding additional fields, don't exceed the maximum line length of 80.

This completes our discussion of the Customizing required for manual bank statements. Next, we'll define the settings for EBS.

Maintain Screen Variant: Fields				
Technical Names Standard Offset Standard Offset+Length				
Program	Manual account statement			
Application	Manual account statement			
Variant	Man. bank statement (for BS)			
Fields of the Variant				
Column	Offset	Lgth	Current Fields	Possible Fields
1	3	4	Transaction	Allocation number (ass)
2	8	10	Value date (sel)	Allocation number (sel)
3	19	15	Amount	Alternative comp.code (se)
4	35	4	Business area (ass)	Amount
5	40	10	Document number	Bank reference
6	51	7	Customer matchcode (sel)	Business area (ass)
7	59	5	Foreign currency (Acc)	Collective invoice (sel)
8	65	14	Foreign currency amt (acc)	Contract number (sel)
				Contract type (ass)

Figure 11.15 Mercury Case Study: Variant for Manual Bank Statement

### 11.3.2 Electronic Bank Statements

As in the case of manual bank statement, you need to complete a number of Customizing steps to configure the system for EBS. All the mandatory settings fall under the **Global Settings** group in Customizing.

Of the seven global settings required for EBS, we've already completed four (definition of account symbols, assignment of account symbols to SAP G/L accounts, definition of posting rule identifiers, and definition of posting rules and posting keys) while configuring the manual bank statement in Section 11.3.1.

#### Case Study: Mercury

The BS project team has recommended to BS management that it use transaction type BAI2 instead of BAI because of the inherent advantages of BAI2.

To configure the remaining settings, follow these steps:

1. Go to **SAP Customizing Implementation Guide • Financial Accounting (New) • Bank Accounting • Business Transactions • Payment Transactions • Electronic Bank Statement • Make Global Settings for Electronic Bank Statement**, or use Transaction OT83.

2. Maintain the chart of accounts (CAUS) on the initial work area popup screen, and double-click **Create Transaction Type** in the left **Dialog Structure** pane on the initial overview screen.
3. On the **Change View Create Transaction Type** screen, create the transaction type (BAI2 or BAI for the United States) to which you'll be assigning all the external transactions.

#### Tips and Tricks

The *external transactions* are simply business transactions (e.g., 051 Bank Transfer-Cr.) when the bank statement is made in SWIFT MT940 format. Otherwise, you can enter a text or posting key in the **External Transaction** field.

4. Double-click the **Assign External Transaction Types to Posting Rules** in the left **Dialog Structure**, and assign the external transactions, along with the appropriate posting rules, to the transaction type (BAI2) already created in the previous step (see Figure 11.16). In addition, maintain the +/- sign, **Interpretation Algorithm**, **Processing Type**, and so on for each external transaction:
  - Used in countries including the United Kingdom and Brazil, the **Processing Type** specifies what kind of process is to be applied to the mapped external transaction. For all other countries, you select **Dummy entry—not applicable for this field**.
  - You can also use a transaction for planning type (**00** – Opening Available, **01** – Opening Ledger, **02** – Current Available, **03** – Closing Ledger, **CL** – Bank Account Clearing, etc.) in the **Planning Type Transaction field** to generate SAP Cash Management payment advices for the relevant bank transactions.

Change View "Assign External Transaction Types to Posting Rules"						
New Entries						
Dialog Structure						
Trans. type BAI2						
Name US BAI2 Transaction						
Assign External Transaction Types to Posting Rules						
Extern	+/-	Posting	Interpretation Algorithm	Plan	Processing Type	
475	-	107	011:Outgoing Check: Cl		Dummy entry	-
495	-	101	000: No interpretation		Dummy entry	-
498	-	108	000: No interpretation		Dummy entry	-

Figure 11.16 Mercury Case Study: Assign External Transactions to Transaction Type BAI2

**Case Study: Mercury**

BS requires that the transaction items in EBSs be summarized by value date. A worklist should also be used to search open items during post-processing.

5. The final step in global settings for EBS is assigning the bank accounts to transactions types. Double-click **Assign Bank Accounts to Transaction Types** in the left **Dialog Structure**, and on the resulting overview screen shown in Figure 11.17, enter the following details:

- Maintain the **Bank Key**, **Bank Acc**, and **Trans. ty (BAI2)** fields. Leave the **Currency class** blank (this is used only in Spain).
- Select the **Summarization** checkbox in order to summarize the items by value date instead of creating a payment advice per bank statement item.
- Select the appropriate **Cash Management Account** name that is a unique mnemonic name (within the company code), replacing the SAP Cash Management account number in transactions and reports.
- Enter a **Worklist** with which you can search for open items in several bank subaccounts during post-processing, and post them accordingly when clearing of open items on a bank subaccount during immediate bank statement posting isn't successful.
- Select the **No Automatic Clearing** checkbox if the amount is the only selection criterion for clearing an open item; the open item remains uncleared even if the account statement contains a matching amount.
- Together with **Dunn.block**, enter the number of days that a dunning block must be in the system before you can delete the bank statement report (RFEBKAOO).

Assign Bank Accounts to Transaction Types											
Bank Key	Bank Acc	Trans. ty	Curr	P	Su	Co	Cash Ma	Worklist	No Automat	Dunn.block	Days
134329042	1500100	BAI2				<input type="checkbox"/> BS11	CBSCHECK	BANKS	<input type="checkbox"/>		
134329042	1500120	BAI2				<input type="checkbox"/> BS11	CBUEBINL	BANKS	<input type="checkbox"/>		

Figure 11.17 Mercury Case Study: Assign Bank Accounts to Transaction Type

**Tips and Tricks**

Set a dunning block when entering the account balance (daily statements or intra-day) if a document could be identified with the appropriate interpretation algorithm.

However, this block is deleted with the next bank statement if the lifetime specified has been exceeded, and the customer isn't notified (i.e., not dunned) for making the payment because the new statement has cleared the outstanding invoice, for example.

This completes our discussion on EBSs. Let's look at the settings required for transactions associated with lockbox processing.

**11.3.3 Lockbox Processing**

Although we defined the lockboxes earlier in Section 11.1.4, we haven't maintained any of the control settings that are required to use lockboxes in the transactions. Let's define the settings now.

**Define Control Parameters**

A set of control parameters is required to import lockbox files (of formats BAI or BAI2) sent in by your banks. When the files are imported, the bank data file creates a payment advice per check that is used by the lockbox procedure (LOCKBOX) to clear subledger open items. To set up the parameters, you need to define the file format and specify the postings to be created in the system (SAP G/L cash postings and customer cash application).

**Tips and Tricks**

There are two file formats supported by SAP: BAI and BAI2. In BAI, you specify the length of the document numbers (10, as in the standard SAP system) and the number of document numbers in record types 6 and 4 of the BAI file, and make your bank agree to this format information. In BAI2, you don't need to specify the length of the document or number of document numbers because the record file is designed so that each document number is on a different record type—4—with its corresponding payment and deduction amounts. If your bank doesn't provide data to these exact stipulations, you can still get data in the bank's format, but you need to map the file to reconcile the information with the SAP data tables FLB01, FLB05, FLB06, and so on. Alternatively, you could use ABAP programming to change the format to the standard one or, in rare cases, modify the SAP Data Dictionary (not recommended).



To define the control parameters, go to **SAP Customizing Implementation Guide • Financial Accounting (New) • Bank Accounting • Business Transactions • Payment Transactions • Lockbox • Define Control Parameters**, or use Transaction OBAY. On the resulting screen, shown in Figure 11.18, enter the details to create the new entries:

- Enter “LOCKBOX” as the **Processing procedure for check payment**, and select the required **Record format (BAI2)**.
- If the record format selected is BAI2, you don’t need to maintain the details in the **Record format** area. However, if you plan to use BAI, you need to enter the **Document number length**, **Num. of doc. numbers in type 6**, and **Num. of doc. numbers in type 4**.

Figure 11.18 Mercury Case Study: Lockbox Control Parameters

- Select the **G/L account postings** checkbox to generate SAP G/L account postings (debit bank and credit cash receipt account).
- Enter “1” in the **G/L account posting type** field to enable individual postings to the account for every check.
- Select the **Incoming customer payments** checkbox to account for incoming payment postings to customer accounts.
- Select the **Partial Payments** checkbox to account for incoming payments as partial payments if they aren’t sufficient to fully clear the outstanding amount and create residual items automatically.

- Select the **Insert bank details** checkbox to create a batch input session to add new bank details in a customer master record. When you select this, be sure to enter the name of the batch input session you’re using in Transaction FDO2.

The final step in configuring the lockbox for transaction processing is to define the posting data.

### Define Posting Data

For any unique routing data (origin and destination), you need to define the posting parameters, such as document types and posting keys. Go to **SAP Customizing Implementation Guide • Financial Accounting (New) • Bank Accounting • Business Transactions • Payment Transactions • Lockbox • Define Posting Data**, or use Transaction OBAX. On the screen shown in Figure 11.19, follow these steps:

1. Enter the **Destination** and **Origin** that form the routing.
2. In the **Lockbox bank data** area, maintain the **Company Code**, **House Bank**, and **Account ID** fields. In the **Bank (G/L) acct** field, enter the SAP G/L account number of the lockbox (clearing) bank account, and enter the SAP G/L account number of the A/R clearing account in the **Bank clear.acct(A/R)** field.

Figure 11.19 Mercury Case Study: Posting Data Configuration for Lockbox

3. Enter the following posting parameters in the **Posting parameters** area: the document types to be used for bank and customer posting, posting keys (debit and credit) for SAP G/L, and customer postings.

#### Tips and Tricks

The balance in the A/R clearing account represents the unapplied payments received from the lockbox account.

This completes our discussion of the settings required for lockbox transaction processing. Let's look at the settings required to create a cash journal.

#### 11.3.4 Cash Journal

Defined per currency, a *cash journal* is a subledger in FI-BL that you use to manage your cash transactions independently of other postings. The system automatically calculates the total for receipts and payments and displays the opening and closing balances. From the cash journal, you can post to business partner accounts and SAP G/L; after this is saved, you can transfer the transactions to FI.

Let's learn what settings are required to customize a cash journal.

#### Case Study: Mercury

BS has indicated that it needs multiple cash journals, all in the company code currencies of the respective company codes, with each journal assigned to a separate SAP G/L account for easy reconciliation. All cash journal documents should have separate and unique number ranges for easy identification and better document storage. The project manager of BS has proposed configuring the system to print the check lot in the cash journal in PDF format, instead of SAPscript.

#### Create SAP General Ledger Account for Cash Journal

Denote one of the SAP G/L accounts already created for the company code as the SAP G/L account for cash journal by going to **SAP Customizing Implementation Guide • Financial Accounting (New) • Bank Accounting • Business Transactions • Payment Transactions • Cash Journal • Create G/L Account for Cash Journal** or using Transaction FSOO. Make sure to configure the account to be posted automatically, as shown in Figure 11.20.

G/L Account	100000	Petty Cash - local currency
Company Code	BS11	BS Sanitary Fixtures
Type/Description    Control Data    Create/bank/interest    Key wo		
Control of document creation in company code		
Field status group	6001	General (with text, allocation)
<input checked="" type="checkbox"/>	Post automatically only	
<input type="checkbox"/>	Supplement auto. postings	
Bank/financial details in company code		
Planning level		
<input checked="" type="checkbox"/>	Relevant to cash flow	

Figure 11.20 Mercury Case Study: Defining a SAP G/L Account for a Cash Journal

#### Tips and Tricks

You can have any number of cash journals for each company code. The currency of the cash journal doesn't need to be that of the local currency, but, in that case, you need to make some special settings (which we'll do later).

You can't assign the same SAP G/L to several cash journals when all of them are in the same currency. But the reverse is true: you can have several journals, all in different currencies, assigned to the same SAP G/L account.

The next step is to define a number range interval to be used by the cash journals.

#### Define Number Range Intervals for Cash Journal Documents

To define number range intervals for cash journal documents, go to **SAP Customizing Implementation Guide • Financial Accounting (New) • Bank Accounting • Business Transactions • Payment Transactions • Cash Journal • Define Number Range Intervals for Cash Journal Documents**, or use Transaction FBCJ1. Make sure to enter an appropriate number range (see Figure 11.21) for cash journal documents per company code.

#### Tips and Tricks

We recommend using the number range 01 for cash journal documents; the system numbers the cash journal documents sequentially, per company code per cash journal, from this range.

Maintain Number Range Intervals			
Interval			
NR Object	Cash Jour.Doc.Numbs		
Subobject	BS11		
Intervals			
No.	From number	To number	Current number
01	0000000001	0000999999	0

Figure 11.21 Mercury Case Study: Number Range for Cash Journal

With the number range defined, let's set up the cash journal for the respective company codes.

### Set Up Cash Journal

To set up the cash journal, go to **SAP Customizing Implementation Guide • Financial Accounting (New) • Bank Accounting • Business Transactions • Payment Transactions • Cash Journal • Set Up Cash Journal**, or use Transaction FBCJCO. Enter the required details (see Figure 11.22) as follows:

- Enter the **Company Code**, a number (**CJ number**), and a name (**Cash journal name**) for the cash journal.
- Enter the appropriate SAP G/L account and the currency in which you want to maintain the cash journal.

Change View "Maintain View for Cash Journals": Overview											
Maintain View for Cash Journals											
Co.	CJ	G/L Account	Curr.	CJ Closed	D	D	D	D	D	C	Cash journal name
BS11	0003	100030	USD	<input type="checkbox"/>	AB	KZ	KZ	DZ	DZ		PETTY CASH (CASH)

Figure 11.22 Mercury Case Study: Cash Journal Parameters

### Tips and Tricks

When the currency of the cash journal isn't the local currency of the company code, don't select the **Balances in local currency only** checkbox in the master record. In any case, the SAP G/L account currency and company code currency should be the same.

- Unless you want to close a cash journal, don't select the **CJ Closed** indicator. If you do select this, you're no longer able to post to that journal.
- Select the cash journal document types for SAP G/L account posting (**DT G/L act**), payment to vendors (**d tpe: vept**), payment from vendor (**d tpe: vept**), payment to or from customer (**doc: cust pst**), and so on.
- Maintain the settings for handling document split by selecting the appropriate option in the **Check Split** field.

### Tips and Tricks

Select **All Items of Totals Document Split** as the dropdown **Check Split** value if you want to split both the posting item with the cash journal account and the offsetting item of the totals, or choose **Offsetting Items of Totals Document Split** as the value if you want to split only the offsetting item of the totals posting. Select **No Split of Line Items for Totals Document** as the value for the **Check Split** field if you don't want any split.

With the cash journals set up for the company codes, we can now maintain the relevant cash journal transactions.

### Create, Change, and Delete Business Transactions

Use this Customizing step to maintain the business transactions that would be required for cash journal transactions. Go to **SAP Customizing Implementation Guide • Financial Accounting (New) • Bank Accounting • Business Transactions • Payment Transactions • Cash Journal • Create, Change, Delete Business Transactions**, or use Transaction FBCJC2. Follow these steps (Figure 11.23):

1. Enter the company code, and select an appropriate business transaction type (**Bus.tran.type**) from the dropdown list (**C** – Receipt from the bank, **B** – Payment to the bank, **R** – Revenue, **E** – Expense, etc.). The system assigns a random number in the **Tran.no** field.
2. Select a transaction classification (**Trans.classifn**): Select **2** for cash receipts, **1** for cash payments, and so on. Keep in mind the dependencies, as well: select **1** only for business transaction type E, B, D, or K, and select **2** for C, R, D, or K.
3. Enter the appropriate expense or revenue **G/L account** for the offsetting postings.

Change View "Maintain View for Cash Journal Transaction"									
Maintain View for Cash Journal Transaction Names									
Co.	Tra	B	T	G/L Account	Tx	Cash journal business trans.	BusTraBlkd	Acct Mod.	Tax Mod.
BS11	7	C		113130		CASH TRANSFER FROM BANK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BS11	8	B		113131		CASH TRANSFER TO BANK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BS11	9	D	2			PAYMENT FROM CUSTOMER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BS11	10	K	1			PAYMENT TO VENDOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 11.23 Mercury Case Study: Cash Journal Business Transactions

**Tips and Tricks**

Don't enter a SAP G/L account number for business transaction types D (customer posting) or K (vendor posting).

4. Enter a narrative for the cash journal business transaction (**Cash journal business trans.**), and select the checkboxes for account (**Acct Mod**) or tax modifier (**Tax Mod.**), if necessary.

**Tips and Tricks**

You can also define the business transactions online while you're on the cash journal data entry screen (Transaction FBCJ).

The last piece of Customizing for cash journal is to set up the print parameters.

**Set Up Print Parameters for Cash Journal**

To set up the print parameters (see Figure 11.24) to print the cash journal and cash journal receipts in all the company codes where you've set up the cash journals, follow these steps:

1. Go to **SAP Customizing Implementation Guide • Financial Accounting (New) • Bank Accounting • Business Transactions • Payment Transactions • Cash Journal • Set Up Print Parameters for Cash Journal**, or use Transaction FBCJC3.
2. Maintain the **Company Code**, **Cash jour.print Program** (RFCASH00), and **Report variant** fields.
3. For cash journal receipts, enter a correspondent type (**Corr.**), such as "SAP18" for cash document.

4. Select the **PDF Form** checkbox to print the check lot in the cash journal in PDF format.
5. Select the **AD** checkbox to print only documents that have been posted in FI (SAP G/L) are printed. When this isn't selected, all of the documents saved in the cash journal are printed.

Change View "Maintain Print Parameter View"						
Maintain Print Parameter View for Cash Journal						
Co.	Cash jour...	Report variant	Corr.	Fo.ID	PDF Form	AD
BS11	RFCASH00	BS11	S&P18		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Figure 11.24 Mercury Case Study: Cash Journal Print Parameters

This completes our discussion of cash journal customization and ends our discussion of FI-BL.

**11.4 Summary**

In this chapter, you learned that Bank Accounting (FI-BL) is a subapplication within FI that can facilitate all your incoming and outgoing payments for effective cash balance management. You learned the concept of bank directory and that you can create the bank master data either automatically or manually. You learned the concept and creation of house banks, which you'll use in all your payment transactions. We also discussed how to configure the bank chains for optimizing payment transactions through appropriate selection of banks with the priority setup.

You further learned that you can use lockbox processing (for your company codes in the United States) for managing and accounting incoming checks from your business partners by setting up lockboxes at your banks to speed collection of checks, thereby reducing your operational costs.

We covered the configuration settings required to receive and enter the transaction data from banks in the form of manual and EBSs. Finally, you learned the settings that you need to make for using cash journals in your company codes.

We'll discuss Asset Accounting (FI-AA) in the next chapter.

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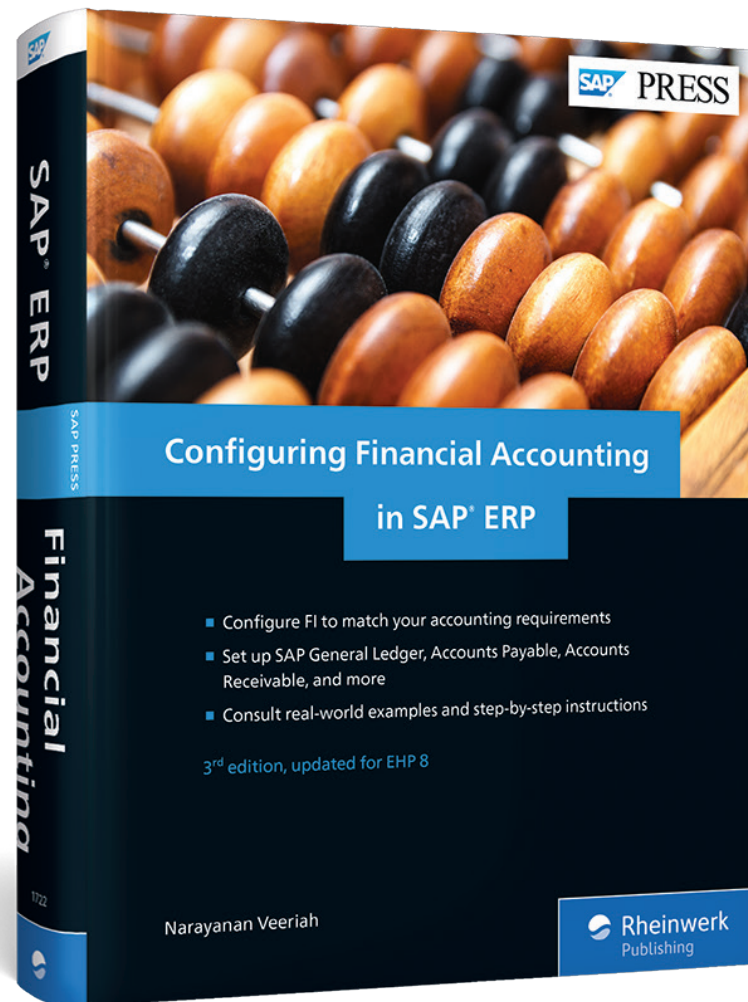
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