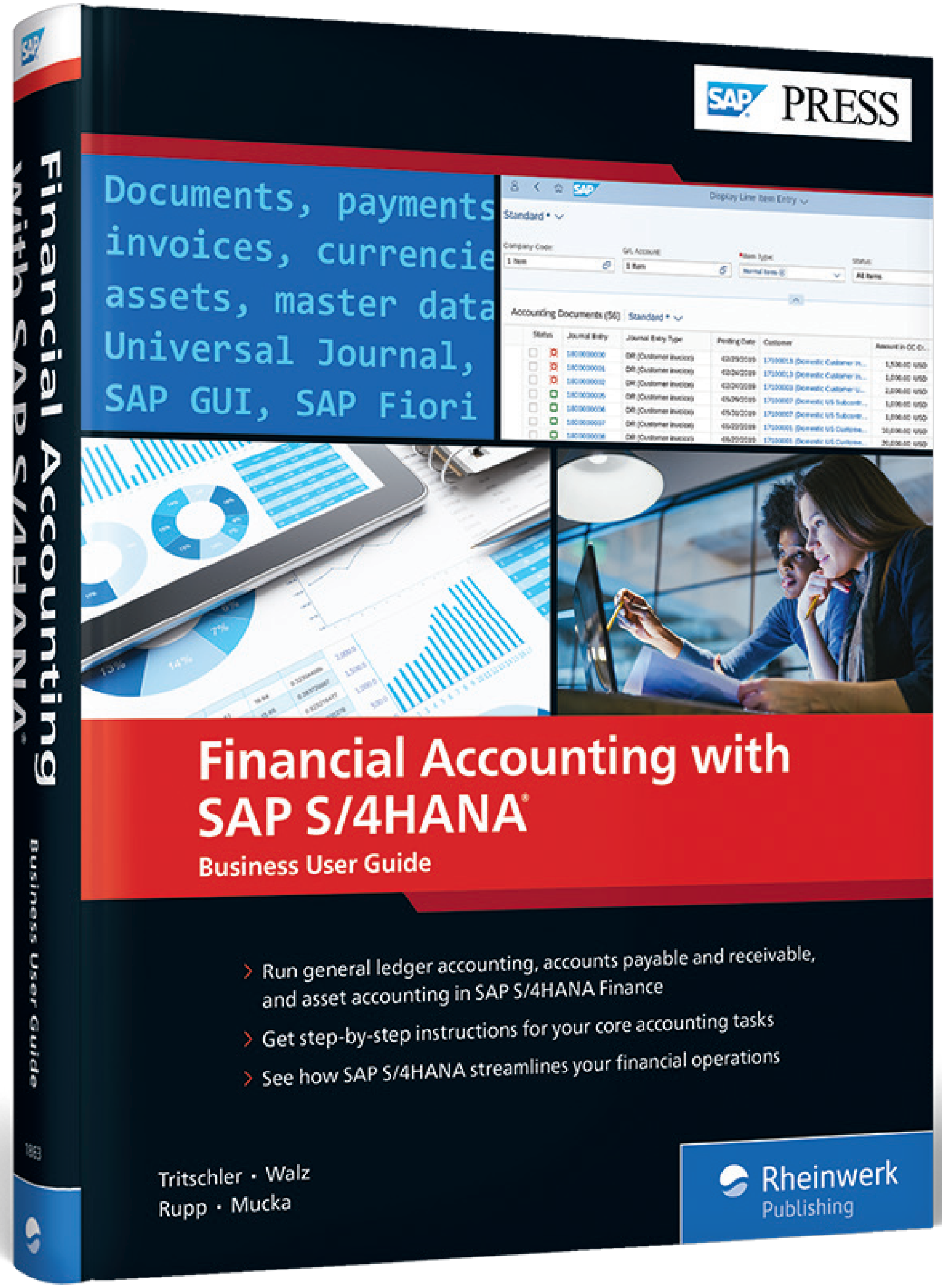
SAP PRESS
Documents, payments, invoices, currencies, assets, master data, Universal Journal, SAP GUI, SAP Fiori
Financial Accounting with SAP S/4HANA
Business User Guide
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In this chapter excerpt, you'll learn how to perform your key general ledger accounting tasks. After an overview of the record-to-report process, you'll walk through the master data and see how to post, park, hold, and reverse journal entry documents.

- **"General Ledger Accounting"**
- **Contents**
- **Index**
- **The Authors**

Jonas Tritschler, Stefan Walz, Reinhard Rupp, Nertila Mucka

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Chapter 3

General Ledger Accounting

The general ledger is the ultimate collecting pot of all financial information. After all information has been recorded and the books have been closed, reporting can begin. This chapter covers all standard activities in the general ledger, including the master data, daily accounting transactions, bank accounting, closing, and reporting.

In this chapter, we'll get started with the general ledger accounting process itself. This process is often referred to as record-to-report as transactional data has first been recorded and reconciled before financial information can be reported completely and accurately.

On our journey through the general ledger, you'll first learn about the general ledger master data. We discuss how to set up accounts, chart of accounts, and balance sheet structures before turning to how to process transactional data on accounts. We also cover a couple of things to be considered when entering a journal document. We then dive deeper into bank accounts and bank accounting because a big portion of general ledger entries is made up of payment transactions coming from bank statements. We end the chapter by explaining two period-end activities: closing the period and reporting financial information. In this context, we cover the financial reporting capabilities of SAP S/4HANA, in particular some new reporting features using SAP Fiori apps instead of SAP GUI.

3.1 Record-to-Report

From a legal perspective, financial accounting is a compulsory function for any businesses because every company—even if it's a very small one—needs to record financial transactions, fulfill tax reporting requirements, and meet statutory obligations. Timely, complete, and accurate financial accounting also assists management in building better business controls, monitoring the financial situation, measuring profitability, and supporting management for better decision-making.

Record-to-report is a financial and accounting management process which ensures that all business transactions (e.g., sales, purchases, payments, etc.) are recorded completely and accurately within an accounting system and its (sub-)ledgers and that all entered transactions are ultimately collected and recorded in the general ledger.

Our focus in this section will be on the SAP record-to-report processes, which include the activities of subledger closing, reconciliation, periods processing, recording and adjusting journal entries, and financial reporting.

Let's start by discussing the subledger closing concept in SAP S/4HANA.

3.1.1 Subledger Closing

A *subledger* is a ledger that contains all the detailed information from a subset of transactions. Regularly, all transactions or balances of subledger accounts are rolled up into the general ledger. Typical subledgers in financial accounting are accounts receivable, accounts payable, and fixed assets ledgers. In the *accounts receivable subledger*, customer invoices and customer payments are stored as well as detailed information about the transaction dates, billing information, services provided, goods shipped, payment type, and so on.

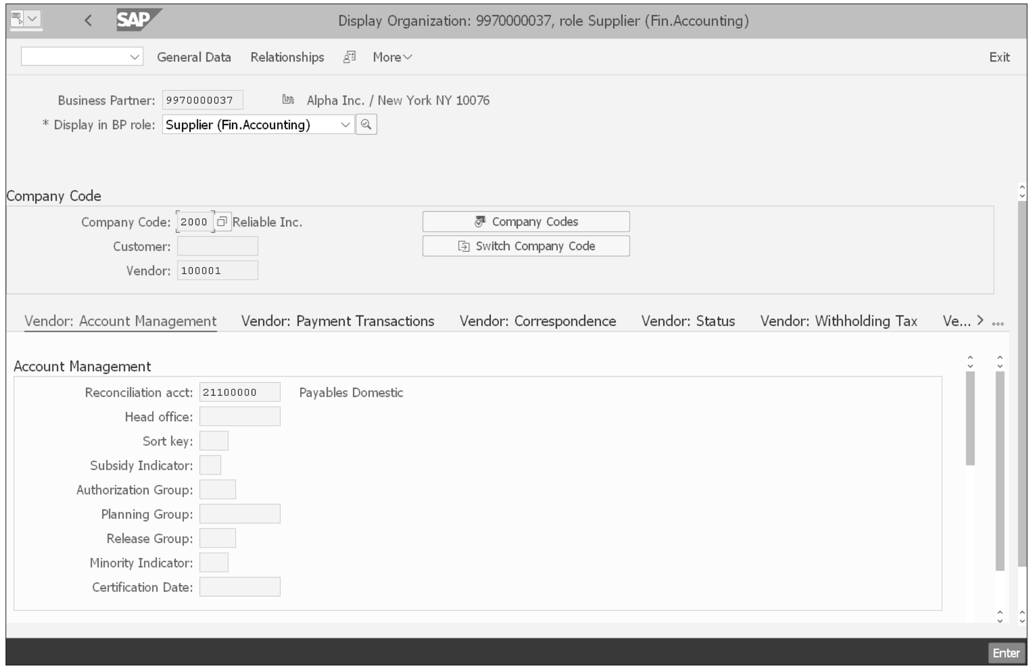
In a broader sense, material management (more specifically, the material ledger) is also a subledger to the general ledger because inventory movements will also be rolled up into the general ledger. Traditionally, subledger transactions are aggregately reflected in the general ledger on a periodical basis. Therefore, if you're looking for some general ledger information in an account that contains this aggregated level of information, you must then access the subledger to get the full information regarding the relevant transactions.

With SAP R/3 in the early 1990s, all mentioned subledgers had been integrated in real time in the general ledger. Now, with SAP S/4HANA, also subledger transaction details can be shown through general ledger reporting functionalities since the database for all ledgers—subledgers and general ledgers—is one big table called table `ACDOCA`. You learned about this concept in Chapter 1, Section 1.2, when we introduced the Universal Journal.

However, the concept of a fully integrated accounting system only works without trouble if the system is set up correctly and if users enter and maintain master data

accurately. To get a better understanding of what this means, let's look at the accounts payable subledger and the vendor account master data.

As you know, a vendor is a company supplier from whom you purchase goods or services. Every vendor master record belongs to a subledger account. All the vendor transaction details are maintained in the accounts payable subledger, which then rolls up into a general ledger account. In this case, this roll-up account is called *accounts payable reconciliation account*. You can find this reconciliation account in the master record of a vendor account, as shown in Figure 3.1.



Display Organization: 9970000037, role Supplier (Fin.Accounting)

Business Partner: 9970000037 Alpha Inc. / New York NY 10076
* Display in BP role: Supplier (Fin.Accounting)

Company Code
Company Code: 2000 Reliable Inc.
Customer:
Vendor: 100001

Account Management
Reconciliation acct: 21100000 Payables Domestic
Head office:
Sort key:
Subsidy Indicator:
Authorization Group:
Planning Group:
Release Group:
Minority Indicator:
Certification Date:

Figure 3.1 Reconciliation Account 21100000 for Business Partner/Supplier 9970000037

SAP Fiori App

The corresponding SAP Fiori app is called Manage Business Partner Master Data (F3163). It's visually and functionally the same as SAP GUI.

As a prerequisite of the subledger closing, all subledger transactions should be recorded completely. Depending on the subledger type, there are clearing accounts to be considered (e.g., fixed assets clearing, bank account clearing, and goods receipt/invoice receipt [GR/IR] clearing account) and valuation runs (foreign currency valuation, inventory valuations, assets depreciations, etc.) to be performed. After that, especially in fixed assets and the material ledger, subledger periods have to be closed. A reconciliation process with the general ledger is only possible after performing these closing activities in the subledgers.

3.1.2 Reconciliations

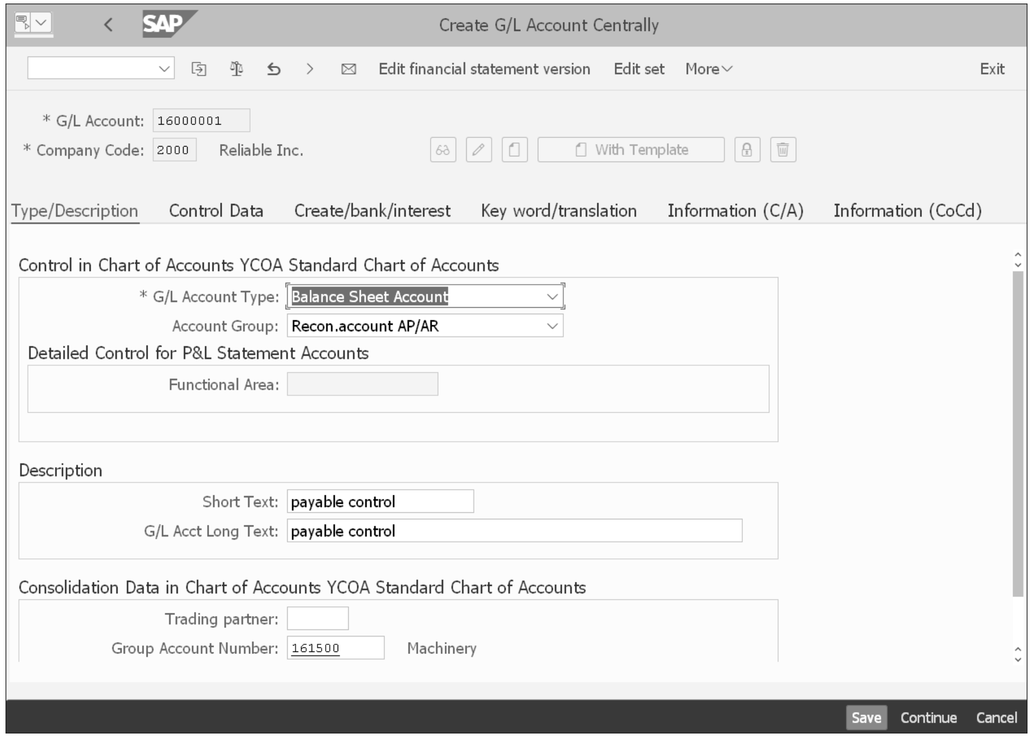
As explained in the previous section, financial accounting contains several subledgers, including accounts payable, account receivable, and fixed asset accounts. Each customer, vendor, and asset is created in a separate account in a subledger that is linked with a certain reconciliation account. When you create a vendor account, for example, the system prompts you to enter a reconciliation account. A *reconciliation account* is considered a control account to perform the reconciliation between the subledgers and the general ledger. For each entry posted in the subledger, the same amount is automatically updated to the related reconciliation account.

To create a reconciliation account in SAP S/4HANA, you must follow the same method used for all other general ledger accounts with some additional attributes that need to be configured.

Follow the application menu path **Accounting • Financial Accounting • General Ledger • Master Records • G/L Accounts • Individual Processing • Centrally**, or enter Transaction FS00. You'll arrive at the **Edit G/L Account Centrally** screen.

Click on **More** to switch to the **Create G/L Account Centrally** screen, as shown in Figure 3.2, where you must enter the company code and the general ledger account number, which you're going to create. Fill out the following tabs:

- **Type/Description**
  In the **Type/Description** tab, select **Balance Sheet Account** in the **G/L Account Type** dropdown, and select **Recon.account AP/AR** in the **Account Group** dropdown. Under **Consolidation Data in Chart of Accounts YCOA Standard Chart of Accounts**, enter the **Group Account Number**.



* G/L Account: 16000001
* Company Code: 2000 Reliable Inc.

Control in Chart of Accounts YCOA Standard Chart of Accounts
* G/L Account Type: Balance Sheet Account
Account Group: Recon.account AP/AR
Detailed Control for P&L Statement Accounts
Functional Area:

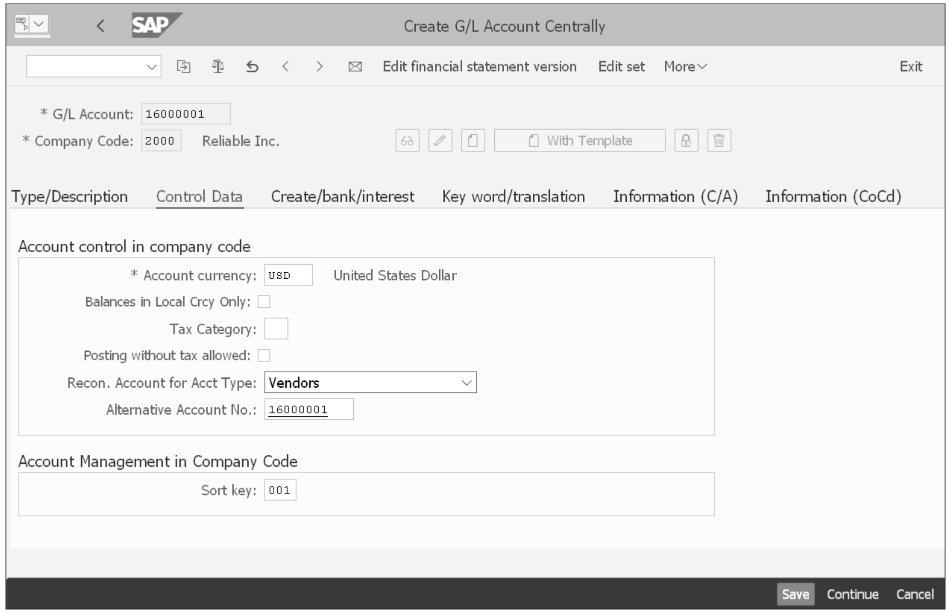
Description
Short Text: payable control
G/L Acct Long Text: payable control

Consolidation Data in Chart of Accounts YCOA Standard Chart of Accounts
Trading partner:
Group Account Number: 161500 Machinery

Figure 3.2 Creating the General Ledger Account Centrally

- **Control Data**
  In the **Control Data** tab, choose **Vendors** for **Recon. Account for Acct Type**. As a result, you're creating a reconciliation account for vendors' subledger accounts.

  It's recommended to enter **Sort key** "001" under **Account Management in Company Code**, if you want the transactions posted to this account presorted by posting date, as shown in Figure 3.3. Alternatively, entering the **Sort key** "002" will presort account entries by document number.
- **Create/bank/interest**
  In the **Create/bank/interest** tab, select the **Field status group** corresponding to the reconciliation accounts, as shown in Figure 3.4.

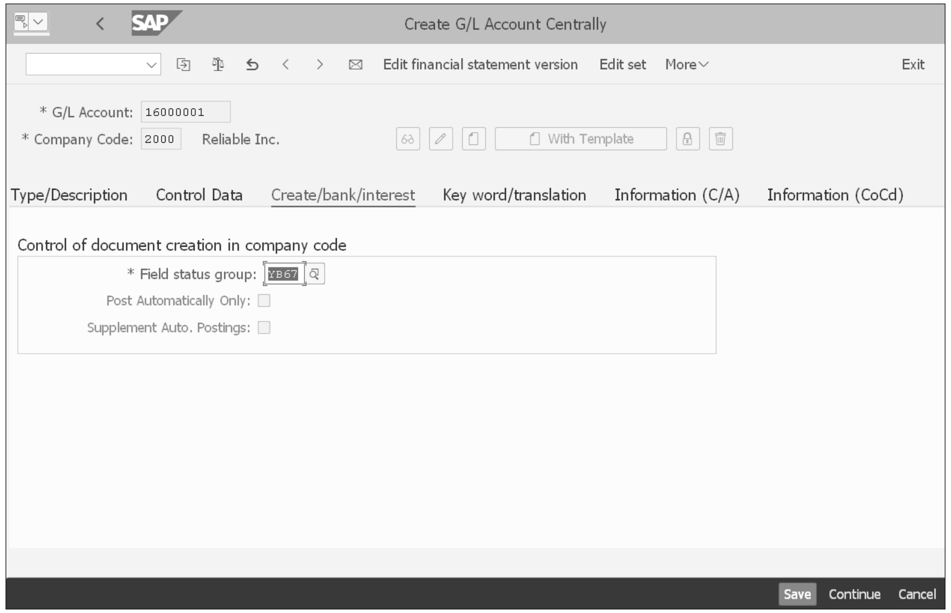

SAP
Create G/L Account Centrally
Edit financial statement version
Edit set
More
Exit
With Template
Type/Description
Control Data
Create/bank/interest
Key word/translation
Information (C/A)
Information (CoCd)
Save
Continue
Cancel

* G/L Account: 16000001
* Company Code: 2000 Reliable Inc.

Account control in company code
* Account currency: USD United States Dollar
Balances in Local Crcy Only: ☐
Tax Category:
Posting without tax allowed: ☐
Recon. Account for Acct Type: Vendors
Alternative Account No.: 16000001

Account Management in Company Code
Sort key: 001

Figure 3.3 Selecting the Reconciliation Account Type


SAP
Create G/L Account Centrally
Edit financial statement version
Edit set
More
Exit
With Template
Type/Description
Control Data
Create/bank/interest
Key word/translation
Information (C/A)
Information (CoCd)
Save
Continue
Cancel

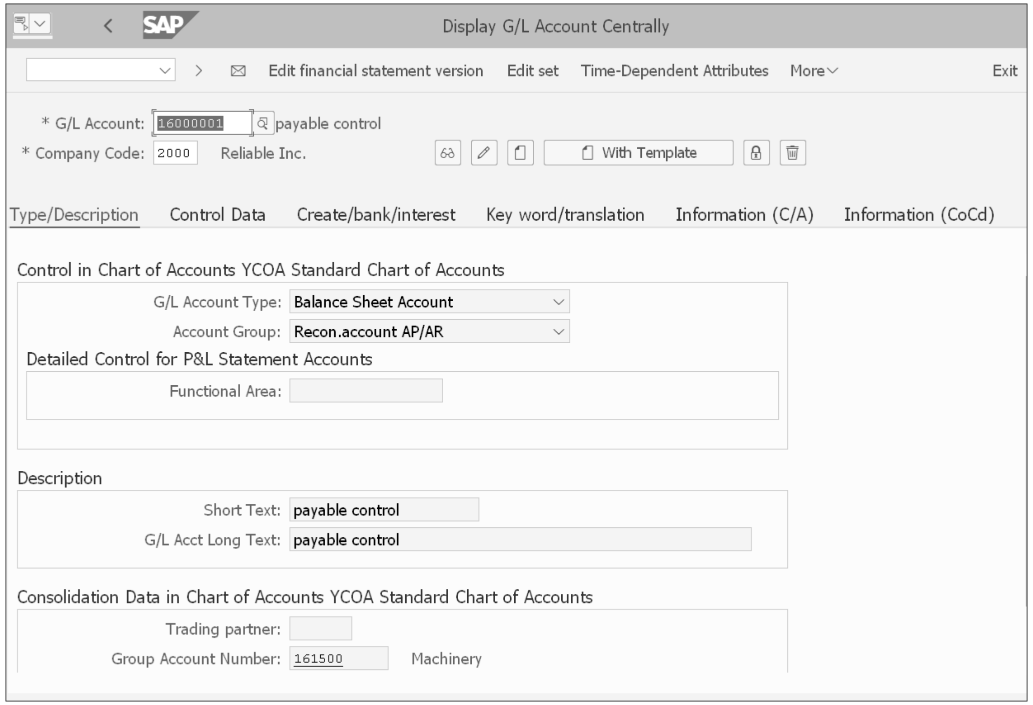
* G/L Account: 16000001
* Company Code: 2000 Reliable Inc.

Control of document creation in company code
* Field status group: YB67
Post Automatically Only: ☐
Supplement Auto. Postings: ☐

Figure 3.4 Field Status Group for the Reconciliation Account

After you've entered the required data, click the **Save** button, and a **Data Saved** message will appear at the bottom of the screen.

Now, if you need to display the reconciliation account that you've just created or any other account, you must follow the same application menu path mentioned at the beginning of the section and enter the account number you need to show in the **G/L Account** field. For example, enter the reconciliation account "16000001" and then click the display icon 👓, as shown in Figure 3.5. To show other attributes of this account, you can click on other tabs, such as **Control Data** and **Create/bank/interest**.


SAP
Display G/L Account Centrally
Edit financial statement version
Edit set
Time-Dependent Attributes
More
Exit
With Template
Type/Description
Control Data
Create/bank/interest
Key word/translation
Information (C/A)
Information (CoCd)

* G/L Account: 16000001 payable control
* Company Code: 2000 Reliable Inc.

Control in Chart of Accounts YCOA Standard Chart of Accounts
G/L Account Type: Balance Sheet Account
Account Group: Recon.account AP/AR
Detailed Control for P&L Statement Accounts
Functional Area:

Description
Short Text: payable control
G/L Acct Long Text: payable control

Consolidation Data in Chart of Accounts YCOA Standard Chart of Accounts
Trading partner:
Group Account Number: 161500 Machinery

Figure 3.5 Displaying a Reconciliation Account

With proper reconciliation accounts set up for all subledgers and the reconciliation account correctly entered in each customer and supplier master data (we'll show how this is done later in this chapter and in Chapter 4), the subledger to general ledger reconciliation will never cause any trouble because it's technically impossible to have deviations between the balance of the general ledger account and the sum of the corresponding subledger items. However, accountants like to reconcile balances. For this reason, there are a couple of reconciliation reports that show the accumulated values of the subledgers and compare these values (either balances of subledger accounts or the sum of subledger posting document amounts) with balances of the general ledger reconciliation accounts. For each of the subledgers, we'll show this in their respective subledger chapters: Chapter 4 (accounts payable), Chapter 5 (accounts receivable), and Chapter 6 (fixed assets).

3.1.3 Record and Adjust

After subledgers have been reconciled and closed for a specific period, general ledger document entries and adjustments can be posted. Some accounting processes may be still manual, although they can be automated. There might be an external payroll system, where personnel expenses and payments to employees are posted manually on a monthly basis. Additionally, some provisions, reserves, and accruals will be posted manually through a journal entry document.

Moreover, some valuations, for instance, for inventory deprecations, may be posted manually on value adjustment accounts. You'll learn how manual documents can be entered in the general ledger in Section 3.3.

After all manual journal entries are posted (in addition to the subledger postings) and all value adjustments are posted on correction accounts, financial accounting for a specific period is complete and periods can be closed (see Section 3.6.1).

3.1.4 Period Control

In this section, we'll describe the system logic and the main requirements for period control. *Period control* is a procedure that calculates and determines the time portions of start and end dates for asset transactions. Period control can be set, for example, for acquisitions, retirements, intercompany transfers, revaluations, and so on.

You can define posting periods in the fiscal year variants and can open or close these posting periods for posting. Although you can open some periods in the same time, usually only the current posting period is open for posting.

You can define a posting period by following the path **Accounting • Financial Accounting • General Ledger • Environment • Current Settings • Open and Close Posting Periods**, or by entering Transaction FAGL_EHP4_T001B_COFI. The complete steps for defining the posting period are discussed in Section 3.6.1.

3.1.5 Reporting and Analysis

SAP S/4HANA offers all the features you need for reporting. For statutory reporting, you find the following most important general ledger reports:

- **Financial statement**
  This report allows you to quickly retrieve any balance sheet and profit and loss (P&L) statement of any period for any company you held in SAP S/4HANA. It always includes the comparison to the prior year or any prior period you want to compare with.
- **Trial balance**
  This report shows you all account balances of a company for a certain period.
- **Compact document journal**
  This report provides you with a complete list of all financial accounting documents of the period selected.

Follow this application menu path to access all the reports you need: **Accounting • Financial Accounting • General Ledger • Information System • General Ledger Reports**.

SAP Fiori Apps

Following are the corresponding SAP Fiori apps for these reports:

- **Display Financial Statement (F0708)**
  The report generated from this app is much easier to read than the financial statement report from SAP GUI. Further, selecting fields and setting filters are easier to apply than in the SAP GUI version.
- **Trial Balance (F0996A)**
  Thanks to a navigation panel, the Trial Balance app has easy-to-use drag-and-drop capabilities for selecting fields and dimensions. The filters applied are always shown at the top of the screen.
- **Audit Journal (F0997)**
  With this app, you can generate the document journal lists for any company and for any period. It's easier to select fields and to add filters than the compact document journal in SAP GUI.

The SAP Fiori apps have the advantage that you see the selected fields and the applied filters in the same screen with the results.

At this point, we just want to make you familiar with the SAP GUI menu path and the existence of corresponding the SAP Fiori apps. All general ledger reports from SAP GUI and from SAP Fiori apps mentioned here are explained in Section 3.7.

To query and analyze accounts and documents, there are a couple of reports available, which you can use to display single journal entry documents, or you can browse document entries on accounts:

- **Display Document**
  Here you can view and analyze any posted general ledger document. You just enter the **Document No.** and the relevant fiscal year, and you'll find it displayed.
- **Display Account Line Items**
  Here you can browse all line items posted to a selected general ledger account.

To display a single document, follow the application menu path **Accounting • Financial Accounting • General Ledger • Document • Display** or enter Transaction FB03. To analyze line items on an account, go to **Accounting • Financial Accounting • General Ledger • Account • Display/Change Line Items or Line Item Browser** or enter Transaction FAGLL03 or Transaction FAGLL03H.

SAP Fiori Apps

The corresponding SAP Fiori app for displaying general ledger documents is Display Journal Entries in T-Account View (F3664). This app has the advantage that it visualizes the journal entry on T-accounts.

The corresponding SAP Fiori app to display general ledger account line items and balances is called Display Account Line Items in General Ledger (F0706). It's more convenient than the SAP GUI version because the selected fields and entered filters are always shown at the top of the screen.

For searching and analyzing any account or document entries in the general ledger, you can also use the Audit Journal app (F0997) mentioned earlier. The Audit Journal app is a very flexible tool that can be used for multiple purposes.

We'll explain how to analyze accounts and documents with examples in Section 3.7.

So far, this has been a quick walk through the general ledger accounting record-to-report process. We now need to discuss general ledger accounting in a more detailed way. Let's start by diving into the general ledger master data.

3.2 General Ledger Master Data

Master data remains unchanged over a long period of time and contains information that is repeatedly required in the same way. In financial accounting, there are general ledger accounts, customer accounts, banks, and fixed assets. Each type of master data is necessary to operate specific business processes.

In the general ledger, the following master data is managed:

- General ledger accounts
- Chart of accounts
- Financial statement versions

General ledger account master data deals with accounting transactions, especially with how they are posted and how the posting is then processed. Before starting a posting to an account, master data of this account must already exist; otherwise, it isn't possible to perform this transaction. So, master data has an important role in SAP and all its business processes. It's only created once and is used over a long period of time for financial accounting and management.

Another attribute you have to know about master data is that although it can be created separately for each module, it can be assigned to and used in other modules as well. For example, if you've created an asset master record in asset accounting, you can also reference it in both purchase orders and financial accounting transactions.

Now that you have some basic understanding of master data, we'll explain and analyze the structuring and modeling of the financial accounting master data. Then, we'll walk through each of the three types of general ledger master data in detail.

3.2.1 Master Data Structure

Master data for general ledger accounts and profit centers in SAP GUI are found in the SAP user menu. Unfortunately, the maintenance of financial statement versions can only be accessed through the Customizing menu.

You can follow these paths for the SAP user menu and the Customizing menu:

- **SAP user menu**
  Accounting • Financial Accounting • General Ledger • Account • Master Records • G/L Accounts

- **Customizing menu**
  SAP Menu • Tool • Customizing • IMG • SPRO–Execute Project • SAP Reference IMG • Financial Accounting • General Ledger Accounting • Master Data • G/L Account • Define Financial Statement Version

SAP Fiori App

The corresponding SAP Fiori App is called Manage G/L Account Master Data (F0731).

In Figure 3.6, you can see how the Manage G/L Account Master Data app looks in SAP Fiori. With this app, you can search for the respective general ledger account you want to change by applying filters. If you want to create a general ledger account, you click on the **+** sign next to **Mass Change**. A new screen pops up where you can enter all the characteristics of the new account.

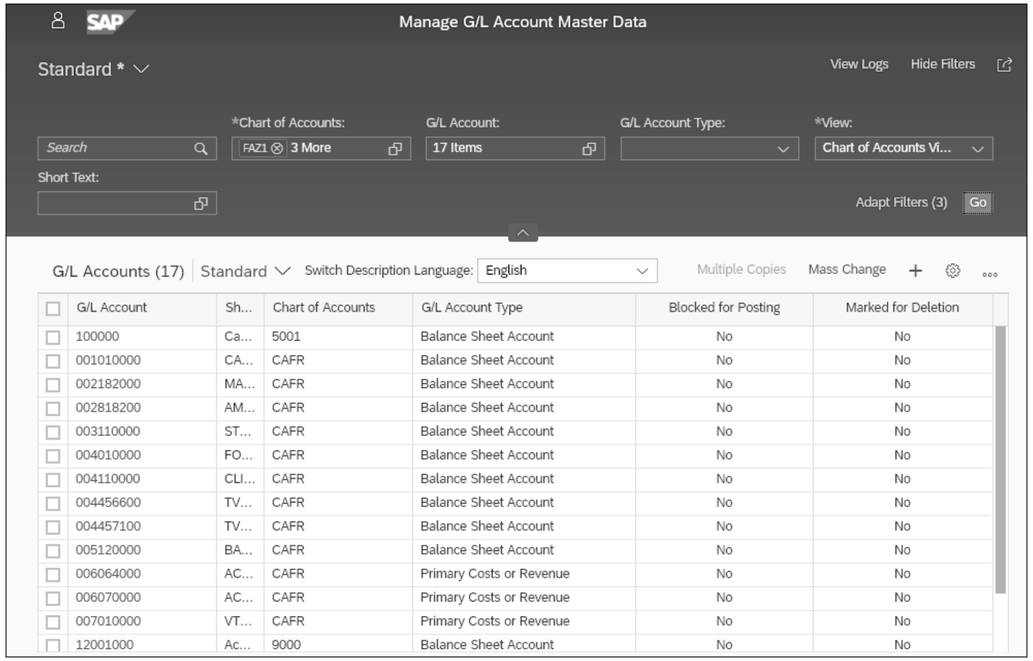


*Chart of Accounts: FAZ1 ⊗ 3 More
G/L Account: 17 Items
G/L Account Type:
*View: Chart of Accounts Vi...
Switch Description Language: English

☐	G/L Account	Sh...	Chart of Accounts	G/L Account Type	Blocked for Posting	Marked for Deletion
☐	100000	Ca...	5001	Balance Sheet Account	No	No
☐	001010000	CA...	CAFR	Balance Sheet Account	No	No
☐	002182000	MA...	CAFR	Balance Sheet Account	No	No
☐	002818200	AM...	CAFR	Balance Sheet Account	No	No
☐	003110000	ST...	CAFR	Balance Sheet Account	No	No
☐	004010000	FO...	CAFR	Balance Sheet Account	No	No
☐	004110000	CLI...	CAFR	Balance Sheet Account	No	No
☐	004456600	TV...	CAFR	Balance Sheet Account	No	No
☐	004457100	TV...	CAFR	Balance Sheet Account	No	No
☐	005120000	BA...	CAFR	Balance Sheet Account	No	No
☐	006064000	AC...	CAFR	Primary Costs or Revenue	No	No
☐	006070000	AC...	CAFR	Primary Costs or Revenue	No	No
☐	007010000	VT...	CAFR	Primary Costs or Revenue	No	No
☐	12001000	Ac...	9000	Balance Sheet Account	No	No

Figure 3.6 Managing General Ledger Account Master Data

Now that you've seen an overview of master data and know where to find it, let's discuss the master data in general ledger accounts.

3.2.2 General Ledger Accounts

General ledger accounting in SAP S/4HANA manages general ledger account master data, posts financial journal entries, and runs financial statements. It also contains and maintains internal management reporting requirements.

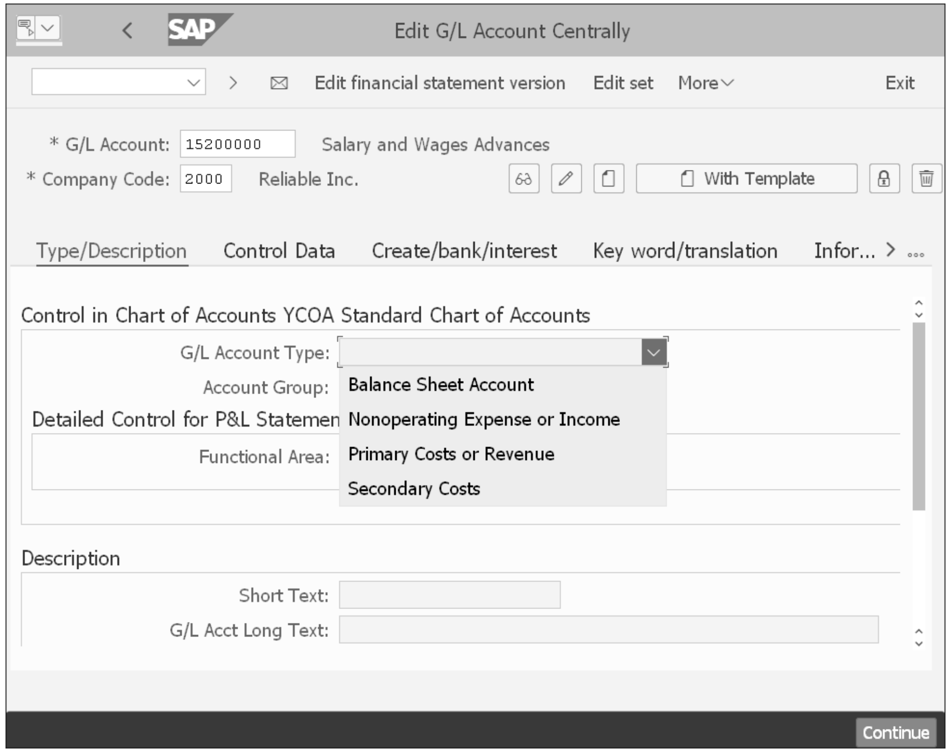
Note

A new feature of SAP S/4HANA is that cost element master data has merged with general ledger master data so that the cost element definition is now part of general ledger master data maintenance. The former transaction codes to create, change, or display cost elements (Transactions KA0*) now go directly to Transaction FS00.

From a financial accounting perspective, a *general ledger account* is the element where general ledger journals are posted by debit and credit entries. All accounting takes place on accounts. In school, you may have learned how to draw T-accounts where debit and credit amounts must be shown. In SAP S/4HANA, general ledger account master data is one of the most important kinds of master data because it plays a major role in the process and data integration model. Generally speaking, there are four types of general ledger accounts:

- **Balance sheet account**
  Balance sheet accounts are used for any kind of assets, liabilities, and equities.
- **Nonoperating expense and income**
  This type of expense or income isn't attached to sales as revenue or cost of sales account.
- **Primary costs or revenue**
  As mentioned in the note above, management accounting is integrated into financial accounting. They together build one common data basis. Primary costs include material costs, personnel costs, and energy costs. They come from a purchase with an external party. The same applies to primary revenue.
- **Secondary costs**
  Secondary costs are typically overhead costs that stem from cost allocation. They also stem from the accumulation of primary costs, which are allocated to other cost elements in management accounting, such as cost centers, projects, or other cost carriers.

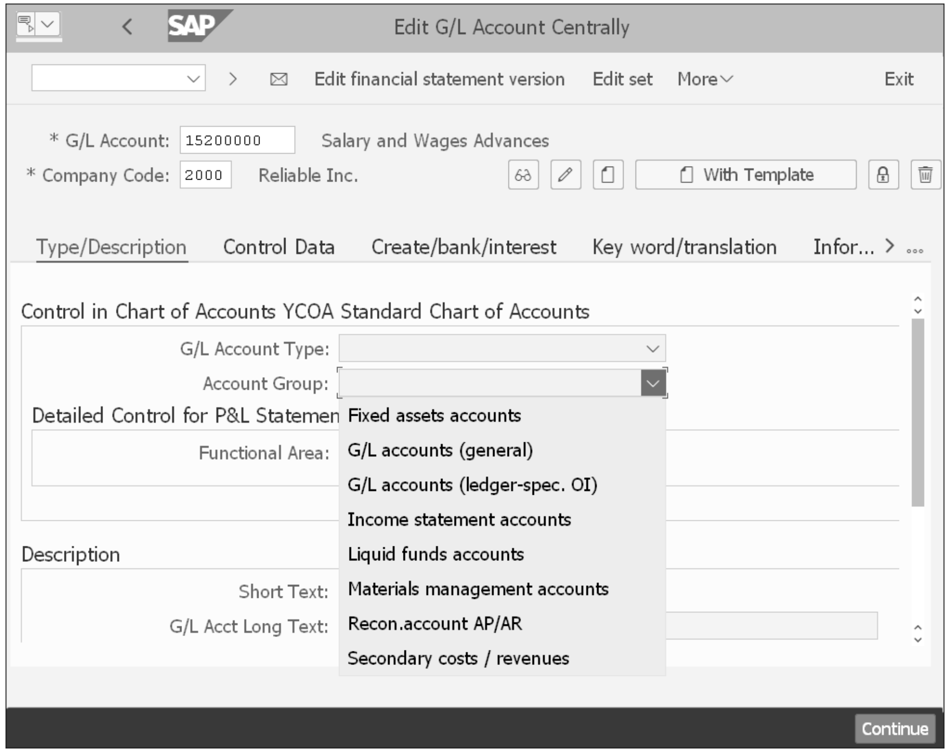
By following the menu paths in the previous section, you'll arrive at the screen shown in Figure 3.7. Here, you can see the four general ledger account types in the **Edit G/L Account Centrally** screen by selecting the **G/L Account Type** dropdown.


Edit G/L Account Centrally
Edit financial statement version
Edit set
More
Exit
With Template
Type/Description
Control Data
Create/bank/interest
Key word/translation
Infor...
Control in Chart of Accounts YCOA Standard Chart of Accounts
G/L Account Type:
Account Group:
Detailed Control for P&L Statemen
Functional Area:
Balance Sheet Account
Nonoperating Expense or Income
Primary Costs or Revenue
Secondary Costs
Description
Short Text:
G/L Acct Long Text:
Continue

* G/L Account: 15200000 Salary and Wages Advances
* Company Code: 2000 Reliable Inc.

Figure 3.7 General Ledger Account Types

Next to the account type, the **Account Group** is also very relevant, as shown in Figure 3.8. The account group defines whether the account is conceived to be used for manual general ledger postings or whether it's part of the integration model in SAP S/4HANA. If the account group is a reconciliation account (**Recon.account AP/AR**, **Fixed asset accounts**, **Liquid funds accounts**, or **Materials management accounts**), manual general ledger postings are denied by the system. The general ledger posting is done as soon as a subledger transaction is entered. If the account group comprises **G/L accounts** or **Income statement accounts**, manual general ledger entries can be posted.


Edit G/L Account Centrally
Edit financial statement version
Edit set
More
Exit
With Template
Type/Description
Control Data
Create/bank/interest
Key word/translation
Infor...
Control in Chart of Accounts YCOA Standard Chart of Accounts
G/L Account Type:
Account Group:
Detailed Control for P&L Statemen
Functional Area:
Fixed assets accounts
G/L accounts (general)
G/L accounts (ledger-spec. OI)
Income statement accounts
Liquid funds accounts
Materials management accounts
Recon.account AP/AR
Secondary costs / revenues
Description
Short Text:
G/L Acct Long Text:
Continue

* G/L Account: 15200000 Salary and Wages Advances
* Company Code: 2000 Reliable Inc.

Figure 3.8 General Ledger Account Groups

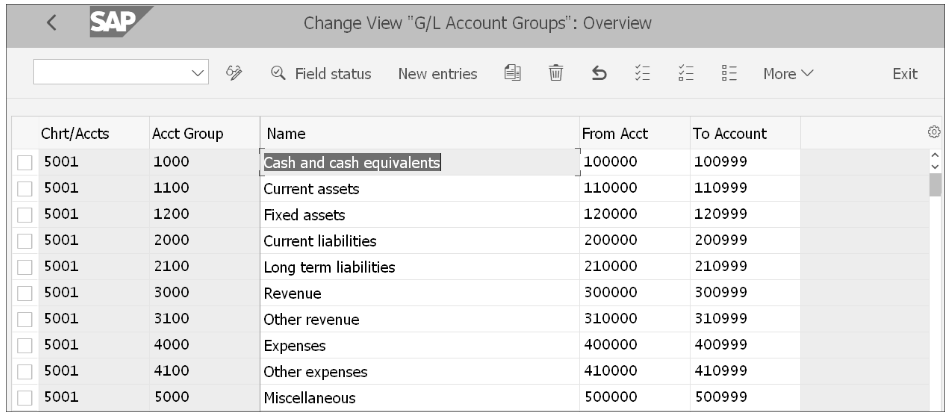
You can post almost every type of transaction on general ledger accounts manually, which is how general ledger accounts can end up being used in a very work-intensive and inefficient way. When deploying the full scope of functionalities of SAP S/4HANA, manual postings are becoming less necessary and therefore occur less frequently. In the best case, you automate almost all accounting postings through processing business transactions in subledgers (e.g., transactions in the materials management subledger or sales subledger). For instance, a material movement such as a goods receipt posting in the material ledger will trigger an automated posting in general ledger inventory and goods receipt accounts. This is realized through a setup of *account determination rules*.

Prior to performing a posting to general ledger accounts, it's necessary to assign an operative chart of account to the company code in the system configuration (Customizing). You can add, merge, and block as many general ledger accounts as you like, and their basic structure in the chart of accounts remains slightly stable during a certain fiscal year.

The chart of accounts represents the inventory of all the assembled general ledger accounts, which are assigned to a company code. The first step you need to follow after you set up the financial accounting is to define the structure of the chart of accounts with a solid and static ground basis for financial reporting. Considering that there could be a large number of general ledger accounts, SAP S/4HANA enables you to fragment them into groups.

To view and define account groups and their ranges in a general ledger account, use the following path: **Tools • Customizing • IMG • SPRO – Execute Project • SAP Reference IMG • Financial Accounting • General Ledger Accounting • Master Data • G/L Account • Preparations • Define Account Group**, or enter Transaction OBD4.

The **Change View "G/L Account Groups": Overview** screen appears (see Figure 3.9). In this screen, you can see the chart of accounts number, account group, names, and ranges of account numbers.

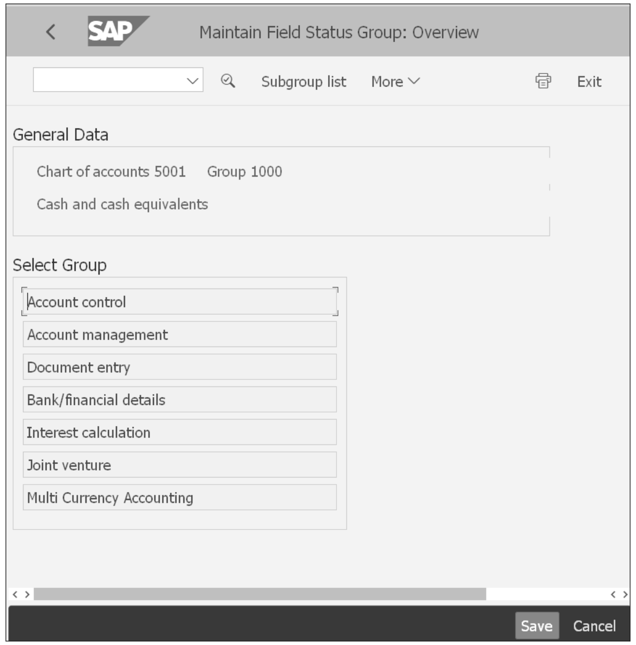


Chrt/Accts	Acct Group	Name	From Acct	To Account
5001	1000	Cash and cash equivalents	100000	100999
5001	1100	Current assets	110000	110999
5001	1200	Fixed assets	120000	120999
5001	2000	Current liabilities	200000	200999
5001	2100	Long term liabilities	210000	210999
5001	3000	Revenue	300000	300999
5001	3100	Other revenue	310000	310999
5001	4000	Expenses	400000	400999
5001	4100	Other expenses	410000	410999
5001	5000	Miscellaneous	500000	500999

Figure 3.9 Defining the Account Group

Select any of these records, and the **Maintain Field Status Group: Overview** screen appears, in which you can change any attribute of the chart of accounts and account group, as shown in Figure 3.10:

- **Account control**
  Here you can decide whether the master data fields **Currency**, **Tax Category**, **Reconciliation Account**, and **Exchange Rate Difference** are suppressed or displayed in the master data and whether they are optional or required fields.



General Data

Chart of accounts 5001 Group 1000

Cash and cash equivalents

Select Group

Figure 3.10 Maintaining the Field Status Group

- **Account management**
  Here you can decide whether the master data fields **Open Item Management**, **Sort Key**, **Authorization Group**, and **Administrator** are suppressed or displayed in the master data and whether they are optional or required fields.
- **Document entry**
  Here you can decide whether the master data fields **Reconcil.acct Ready for Input**, **Field Status Group**, **Post Automatically Only**, and **Supplement Automatic Postings** are suppressed or displayed in the master data and whether they are optional or required fields.
- **Bank/financial details**
  Here you can decide whether the master data fields **Planning Level**, **Commitment Item**, **Relevant to Cash Flow**, and **House Bank** are suppressed or displayed in the master data and whether they are optional or required fields.
- **Interest calculation**
  Here you can decide whether the master data field **Interest Calculation** is suppressed or displayed in the master data and whether it's an optional or a required field.

- **Joint venture**
  Here you can decide whether the master data field **Recovery Indicator** is suppressed or displayed in the master data and whether it's an optional or a required field.
- **Multi Currency Accounting**
  Here you can decide whether the master data field **Multi Currency Accounting** is suppressed or displayed in the master data and whether it's an optional or a required field.

SAP Fiori App

There is no corresponding SAP Fiori app as of SAP S/4HANA 1909. Generally speaking, apps for configuration tasks will be developed in upcoming releases.

Now that you have a better understanding of the overall structure and importance of general ledger accounts, let's take a closer look at the chart of accounts.

3.2.3 Chart of Accounts

The *chart of accounts* is a list of general ledger accounts that contains information on all general ledger accounts, such as the account number, account name, general ledger account type, how an account functions, and how a general ledger account is created in a company code. It's always important to keep in mind that financial reporting is based on general ledger account transaction details and balances.

When a chart of accounts is assigned to the company code, the general ledger is updated according to this chart of accounts. This chart of accounts becomes the operating chart of accounts, which is used for the daily postings in this company code.

If there are multiple company codes and you want to harmonize the general ledger reporting, you have the following options:

- You can use the same chart of accounts for all company codes if the company codes all have the same requirements for the chart of accounts set up. This could be the case if all company codes are in the same country.
- You can assign up to two additional charts of accounts if the individual company codes need different charts of accounts. This could be the case if company codes exist in multiple countries.

In SAP S/4HANA, charts of accounts function in three different ways:

- **Operating chart of accounts**
  This type contains the general ledger accounts that you use for posting accounting entries during daily operations. It's assigned to a company code through Transaction OBY6 and is used for both financial accounting and controlling. The operating chart of accounts contains the expense and revenue accounts that are also components of controlling.
- **Group chart of accounts**
  This type contains the general ledger accounts of the entire company group and is used for consolidation purposes.
- **Country-specific chart of accounts**
  This type contains the general ledger accounts needed to meet a country's specific legal and tax requirements in case of multinational companies where a separate company code is assigned for each country. The same Transaction OBY6 is used to assign to a company code.

To see the charts of accounts assigned for your company, use the following path: **Tools • Customizing • IMG • SPRO – Execute Project • SAP Reference IMG • Financial Accounting • General Ledger Accounting • Master Data • G/L Account • Preparations • Edit Chart of Accounts List**. Double-click this transaction, and the screen shown in Figure 3.11 appears.

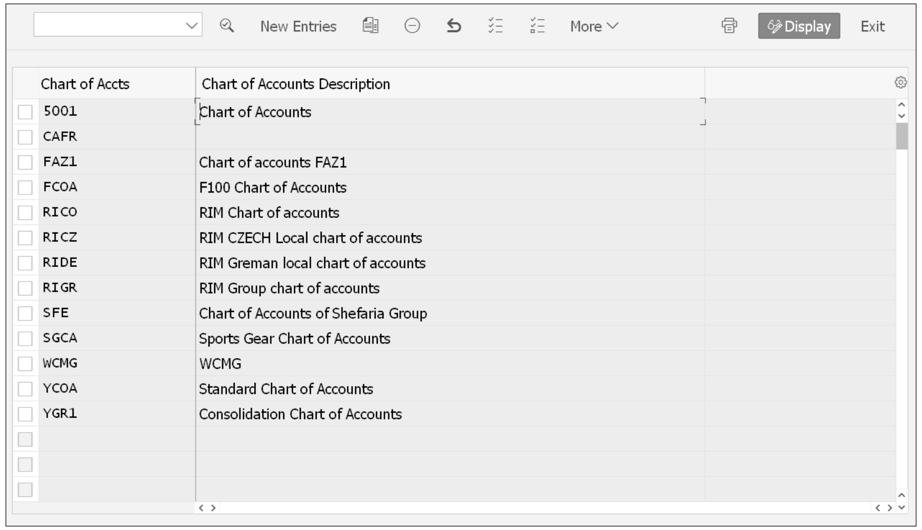


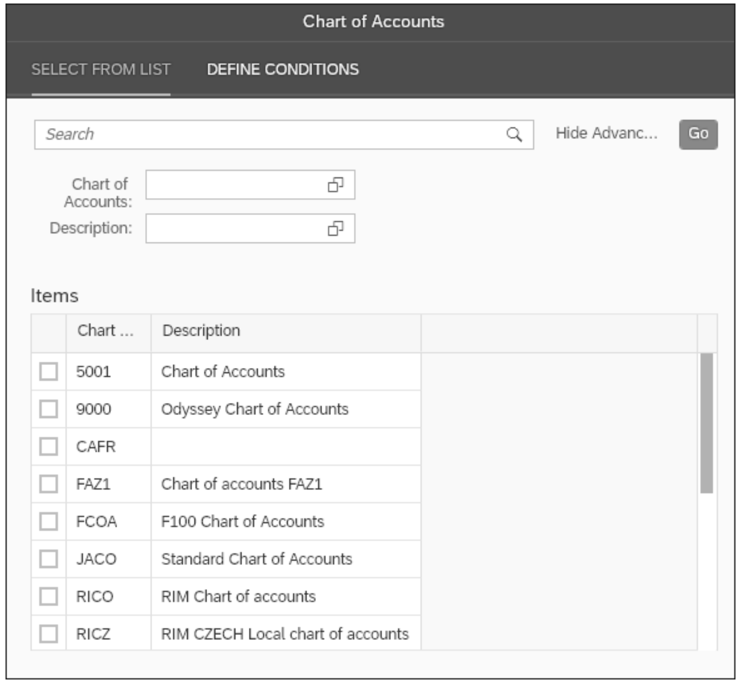
	Chart of Accts	Chart of Accounts Description
☐	5001	Chart of Accounts
☐	CAFR	
☐	FAZ1	Chart of accounts FAZ1
☐	FCOA	F100 Chart of Accounts
☐	RICO	RIM Chart of accounts
☐	RICZ	RIM CZECH Local chart of accounts
☐	RIDE	RIM Greman local chart of accounts
☐	RIGR	RIM Group chart of accounts
☐	SFE	Chart of Accounts of Shefaria Group
☐	SGCA	Sports Gear Chart of Accounts
☐	WCMG	WCMG
☐	YCOA	Standard Chart of Accounts
☐	YGR1	Consolidation Chart of Accounts
☐		
☐		
☐		

Figure 3.11 Chart of Accounts (Examples)

SAP Fiori App

The corresponding SAP Fiori app is called Manage Chart of Accounts (F0763A). After you open the app, you'll arrive at a listed chart of accounts and their descriptions from which you can select the desired chart of accounts to continue in the previous function of master data maintenance. In Figure 3.12, you can select the chart of accounts that you need to consider, and then click the **Go** button.

In Figure 3.13, you can see the results for the selected criteria.



☐	Chart ...	Description
☐	5001	Chart of Accounts
☐	9000	Odyssey Chart of Accounts
☐	CAFR	
☐	FAZ1	Chart of accounts FAZ1
☐	FCOA	F100 Chart of Accounts
☐	JACO	Standard Chart of Accounts
☐	RICO	RIM Chart of accounts
☐	RICZ	RIM CZECH Local chart of accounts

Figure 3.12 Chart of Accounts in SAP Fiori

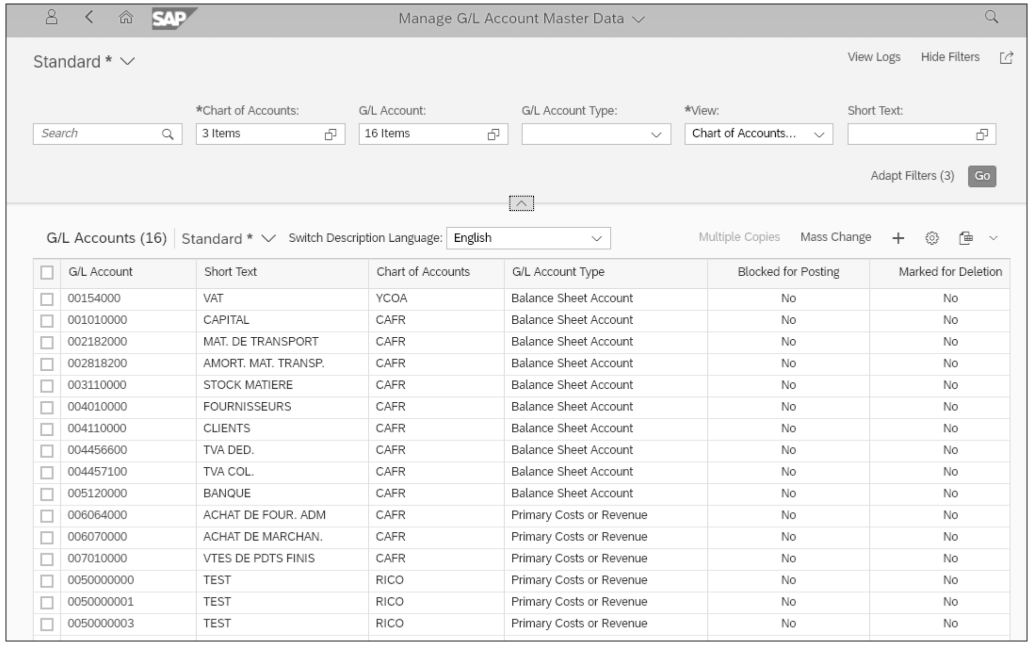


*Chart of Accounts: 3 Items

G/L Account: 16 Items

*View: Chart of Accounts...

Switch Description Language: English

☐	G/L Account	Short Text	Chart of Accounts	G/L Account Type	Blocked for Posting	Marked for Deletion
☐	00154000	VAT	YCOA	Balance Sheet Account	No	No
☐	001010000	CAPITAL	CAFR	Balance Sheet Account	No	No
☐	002182000	MAT. DE TRANSPORT	CAFR	Balance Sheet Account	No	No
☐	002818200	AMORT. MAT. TRANSP.	CAFR	Balance Sheet Account	No	No
☐	003110000	STOCK MATIERE	CAFR	Balance Sheet Account	No	No
☐	004010000	FOURNISSEURS	CAFR	Balance Sheet Account	No	No
☐	004110000	CLIENTS	CAFR	Balance Sheet Account	No	No
☐	004456600	TVA DED.	CAFR	Balance Sheet Account	No	No
☐	004457100	TVA COL.	CAFR	Balance Sheet Account	No	No
☐	005120000	BANQUE	CAFR	Balance Sheet Account	No	No
☐	006064000	ACHAT DE FOUR. ADM	CAFR	Primary Costs or Revenue	No	No
☐	006070000	ACHAT DE MARCHAN.	CAFR	Primary Costs or Revenue	No	No
☐	007010000	VTES DE PDTS FINIS	CAFR	Primary Costs or Revenue	No	No
☐	0050000000	TEST	RICO	Primary Costs or Revenue	No	No
☐	0050000001	TEST	RICO	Primary Costs or Revenue	No	No
☐	0050000003	TEST	RICO	Primary Costs or Revenue	No	No

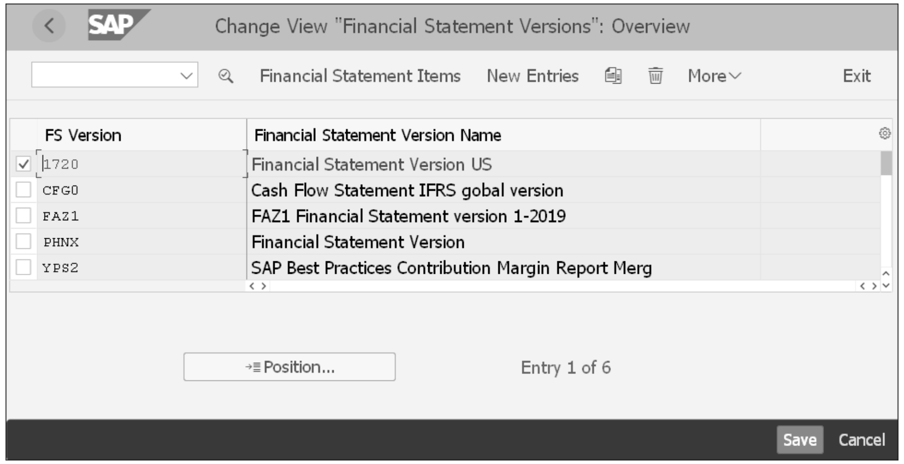
Figure 3.13 Managing General Ledger Account Master Data

3.2.4 Financial Statements

In this section, we'll describe an overview of the *financial statement version*, which is a tree designed specifically to organize and group general ledger accounts to get the balance sheet and income statement for the purpose of statutory reporting. SAP S/4HANA enables you to define multiple financial statement versions to generate financial statements in different formats. The financial statement version is maintained per organization requirements.

To define the financial statement version in the systems, use the following path: **Tools • Customizing • IMG • SPRO – Execute Project • SAP Reference IMG • Financial Accounting • General Ledger Accounting • Master Data • G/L Accounts • Define Financial Statement Version**.

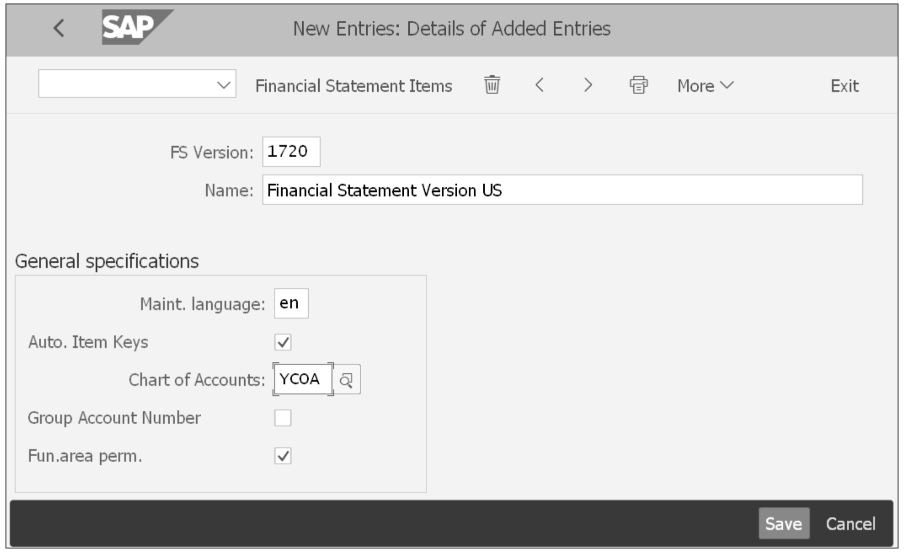
After you double-click **Define Financial Statement Version**, another screen called **Change View "Financial Statement Versions": Overview** appears from where you can select the needed financial statement version. In this example, **1720** has been chosen, as shown in Figure 3.14.


Change View "Financial Statement Versions": Overview
Financial Statement Items
New Entries
More
Exit
Position...
Entry 1 of 6
Save
Cancel

FS Version	Financial Statement Version Name
☑ 1720	Financial Statement Version US
☐ CFG0	Cash Flow Statement IFRS gobal version
☐ FAZ1	FAZ1 Financial Statement version 1-2019
☐ PHNX	Financial Statement Version
☐ YPS2	SAP Best Practices Contribution Margin Report Merg

Figure 3.14 Changing the View of the Financial Statement Version

You can define a new financial statement version for a specific chart of accounts by making a selection in the **Chart of Accounts** field, by checking the **Group Account Number** checkbox for a group chart of accounts, or by assigning none of the general specifications (see Figure 3.15). Click the **Save** button to save your new financial statement version.


New Entries: Details of Added Entries
Financial Statement Items
More
Exit
Save
Cancel

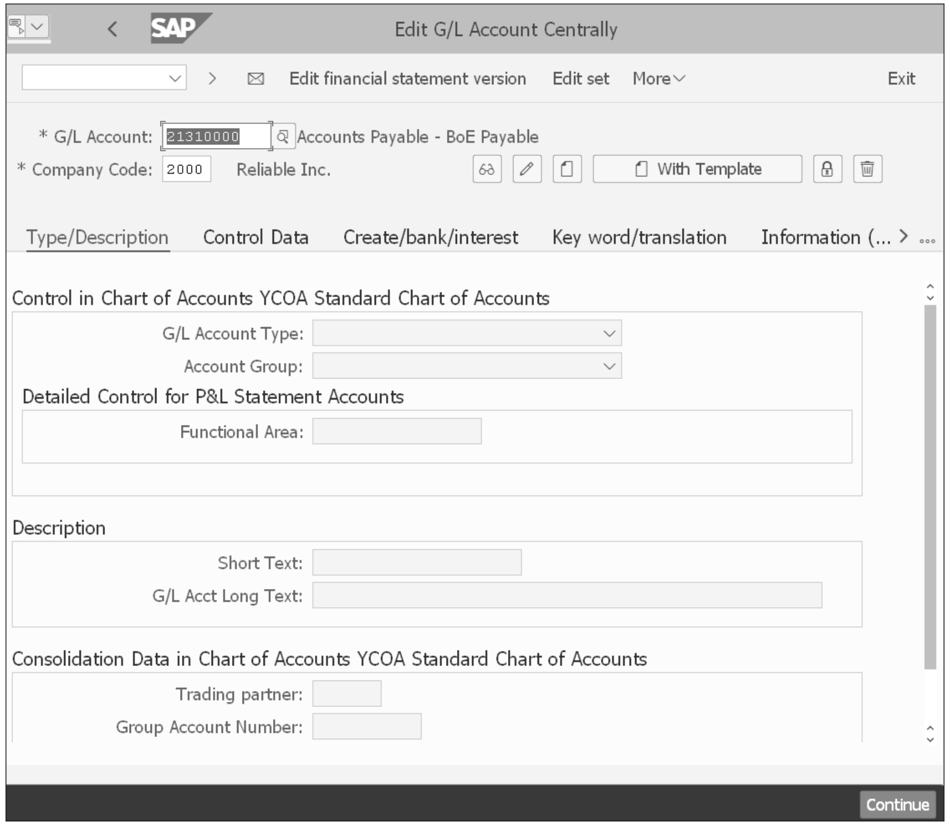
FS Version: 1720
Name: Financial Statement Version US

General specifications
Maint. language: en
Auto. Item Keys ☑
Chart of Accounts: YCOA
Group Account Number ☐
Fun.area perm. ☑

Figure 3.15 Defining a New Financial Statement Version

To edit a financial statement version, a shortcut has been provided that is much more convenient. Go to the general ledger to view any general ledger account by following the path **Accounting • Financial Accounting • General Ledger • Master Records • G/L Accounts • Individual Processing • Centrally**.

Click on **Edit financial statement version** at the top of the screen shown in Figure 3.16, and select the **FS Version** code that you're going to edit from the popup that appears, as shown in Figure 3.17.


Edit G/L Account Centrally
Edit financial statement version
Edit set
More
Exit
With Template
Type/Description
Control Data
Create/bank/interest
Key word/translation
Information (...
Continue

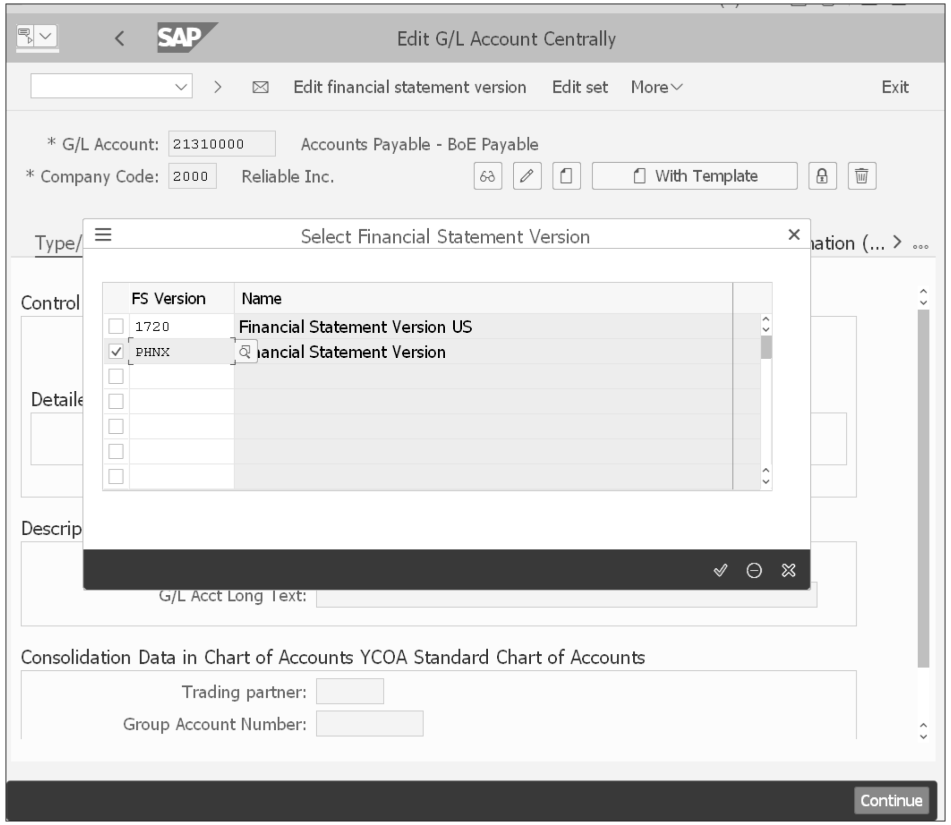
* G/L Account: 21310000 Accounts Payable - BoE Payable
* Company Code: 2000 Reliable Inc.

Control in Chart of Accounts YCOA Standard Chart of Accounts
G/L Account Type:
Account Group:
Detailed Control for P&L Statement Accounts
Functional Area:

Description
Short Text:
G/L Acct Long Text:

Consolidation Data in Chart of Accounts YCOA Standard Chart of Accounts
Trading partner:
Group Account Number:

Figure 3.16 Editing the Financial Statement Version



Edit G/L Account Centrally
Edit financial statement version
Edit set
More
Exit
With Template
Type/
ation (...
Control
Detaile
Descrip
Select Financial Statement Version
Continue

* G/L Account: 21310000 Accounts Payable - BoE Payable

* Company Code: 2000 Reliable Inc.

	FS Version	Name
☐	1720	Financial Statement Version US
☑	PHNX	ancial Statement Version

G/L Acct Long Text:

Consolidation Data in Chart of Accounts YCOA Standard Chart of Accounts

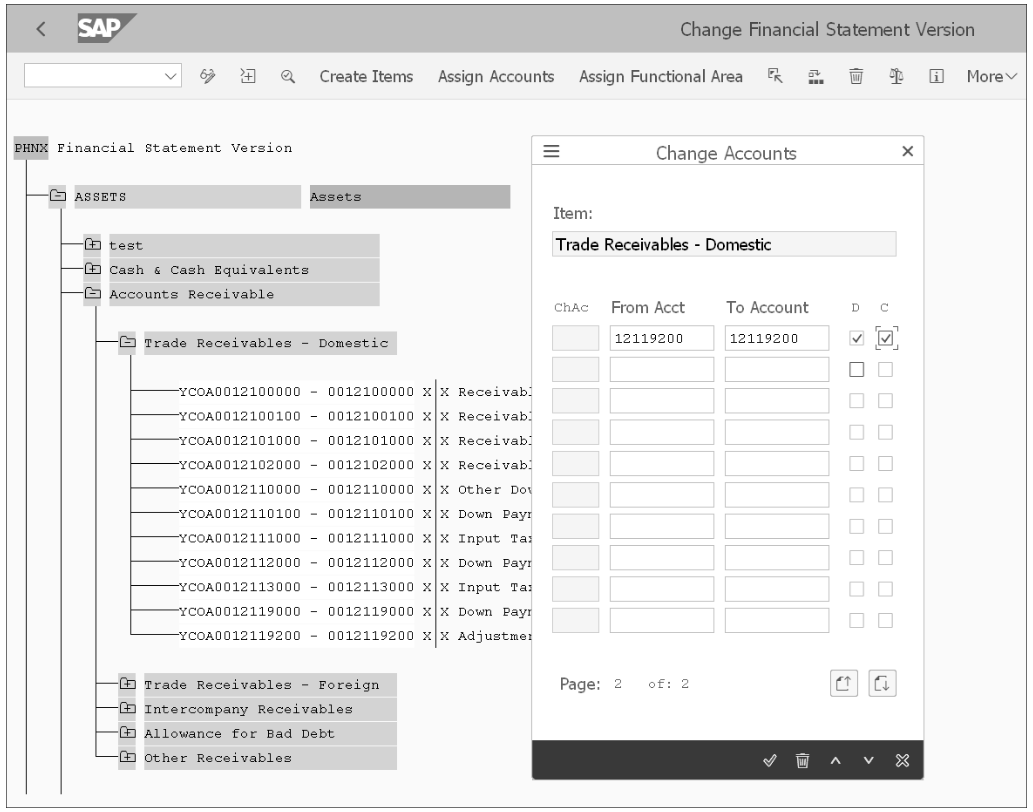
Trading partner:

Group Account Number:

Figure 3.17 Selecting Financial Statement Version

After you've selected the financial statement version and clicked the green checkmark, you reach the **Change Financial Statement Version** screen, as shown in Figure 3.18. In this screen, you can edit the assignment of general ledger accounts to a financial statement line item. In this case, let's edit the financial statement line item **Trade Receivables – Domestic**. You can assign single accounts or account ranges **From Acct** to **To Account**. In this example, assign the account number **12119200** to the financial statement line item **Trade Receivables – Domestic**. The account always will be shown in this financial statement line item regardless of whether it has a debit or credit balance because both the **D** (debit) and **C** (credit) checkboxes are selected.

After you've entered a specific account or an interval of accounts, click the continue ✓ icon, and then click the **Save** button at the bottom-right corner of the main screen.



```
PHNX Financial Statement Version
  ASSETS                                   Assets
    test
    Cash & Cash Equivalents
    Accounts Receivable
      Trade Receivables - Domestic
        YCOA0012100000 - 0012100000 X X Receivabl
        YCOA0012100100 - 0012100100 X X Receivabl
        YCOA0012101000 - 0012101000 X X Receivabl
        YCOA0012102000 - 0012102000 X X Receivabl
        YCOA0012110000 - 0012110000 X X Other Dov
        YCOA0012110100 - 0012110100 X X Down Payr
        YCOA0012111000 - 0012111000 X X Input Ta:
        YCOA0012112000 - 0012112000 X X Down Payr
        YCOA0012113000 - 0012113000 X X Input Ta:
        YCOA0012119000 - 0012119000 X X Down Payr
        YCOA0012119200 - 0012119200 X X Adjustmer
      Trade Receivables - Foreign
      Intercompany Receivables
      Allowance for Bad Debt
      Other Receivables
```

Item: Trade Receivables - Domestic

ChAc	From Acct	To Account	D	C
	12119200	12119200	☑	☑
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐

Page: 2 of: 2

Figure 3.18 Changing the Financial Statement Version

SAP Fiori App

The corresponding SAP Fiori app is called Maintain Financial Statement Versions (OB58).

The Maintain Financial Statement Versions app is visually and functionally the same as the SAP GUI transaction.

Now that you understand how to set up and change the general ledger master data, you're ready to enter transactional data in the general ledger. The next section explains thoroughly how documents can be preliminarily entered, posted, and reversed in the general ledger.

3.3 General Ledger Posting Documents

A manual posting in the general ledger will create a journal entry document without any connections to subledgers or any business transactions entered in SAP S/4HANA. Some accounting processes generally aren't fully supported with automated functions, such as provisions, accruals, or valuation adjustments for certain assets and liabilities. For these purposes, manual general ledger postings are usually required.

The creation of a manual journal entry is subject to many restrictions. Not all general ledger accounts can be used for manual postings because there are some technical accounts, such as reconciliation accounts, that are blocked for manual postings. Further, a couple of other conditions need to be met before a general ledger document is recorded accurately. During the creation of a journal entry document, SAP S/4HANA checks whether debits and credits are balanced (according to the accounting balancing principal, any posting document should net to a balance of zero) and whether all accounting-relevant and required attributes are entered completely.

In this section, you'll learn how to post journal entry documents, how to park and to hold them, and how to reverse posting documents.

3.3.1 Journal Document Entry

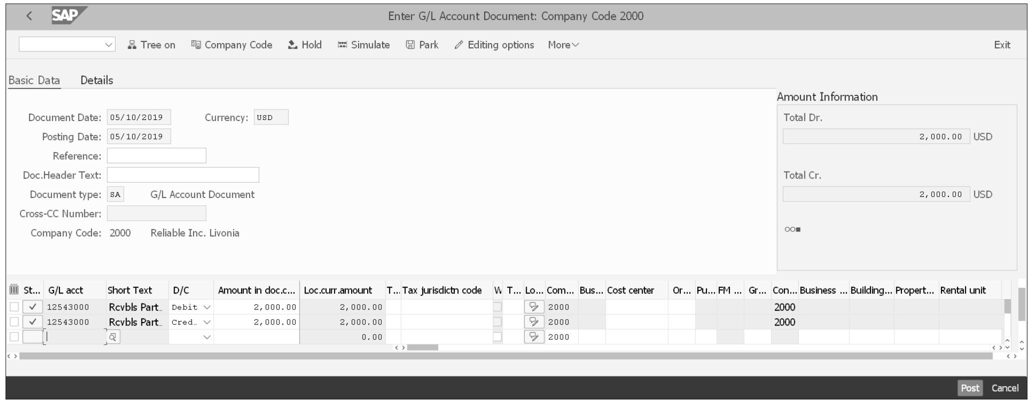
A *journal entry* document—like any type of transactions entered in SAP—consists of document header information (e.g., company code, transaction currency, posting date, document date, document type, and description) and document body information (e.g., debit and credit accounts and amounts, tax codes, and other accounting information, including profit center, cost center, posting line description, etc.).

To create a journal entry document (referred to as a general ledger account document in the system), you can choose one of the following options:

- Enter Transaction FB50.
- Use the following application menu path in SAP GUI: **Accounting • Financial Accounting • General Ledger • Document Entry • Enter G/L Account Document**.

The **Enter G/L Account Document** entry screen appears, as shown in Figure 3.19. The fields that appear on the document details may vary depending on your system configuration and editing options. The document is divided into a document header and line items. The document header contains information that applies to the entire document, such as the **Posting Date**, the **Document Date**, or the information in the **Reference** field. There can be between 2 and 999 line items that contain information referring to the individual items, such as the posting key or account number.

Document type SA is the default document type for Transaction FB50.



Document Date: 05/10/2019
Currency: USD
Posting Date: 05/10/2019
Reference:
Doc.Header Text:
Document type: SA G/L Account Document
Cross-CC Number:
Company Code: 2000 Reliable Inc. Livonia

Total Dr. 2,000.00 USD
Total Cr. 2,000.00 USD

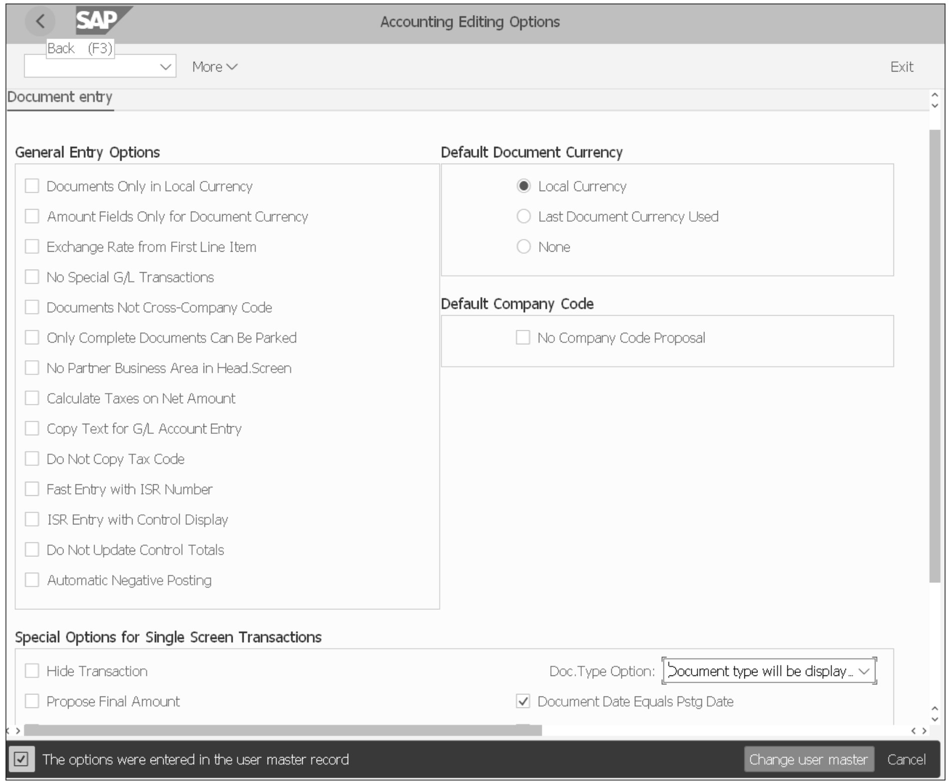
St...	G/L acct	Short Text	D/C	Amount in doc.c...	Loc.curr.amount	T...	Tax jurisdictn code	W	T...	Lo...	Com...	Bus...	Cost center	Or...	Pu...	FM ...	Gr...	Con...	Business ...	Building...	Propert...	Rental unit
✓	12543000	Rcvbls Part..	Debit	2,000.00	2,000.00			☐			2000							2000				
✓	12543000	Rcvbls Part..	Cred..	2,000.00	2,000.00			☐			2000							2000				
					0.00			☐			2000											

Figure 3.19 Enter G/L Account Document Screen

In this screen, you can see all available fields to be filled. There are two tabs: **Basic Data** and **Details**. In the **Basic Data** tab, enter the **Document Date**, **Posting Date**, and document **Currency**. In the **Reference** field, for example, you enter the document number of an original document, which is external to your system, or a contract number to which the transaction refers. In the **Doc.Header Text** field, it's recommended to enter informative text related to the transaction. SAP S/4HANA proposes the company code currency in the **Currency** field. If you want to post the document in a different currency, you can change this default value using the input help by pressing the F4 key in this field.

In the **Details** tab, you can enter some additional information in relation to the basic data entered. For example, you can obtain the exchange rate for the amounts posted in a foreign currency.

Some fields are already prepopulated with the default values, such as the **Posting Date**, which takes the current date by default. You can define certain values as default values by clicking the **Editing options** button in the menu bar of the **Enter G/L Account Document** entry screen to open the screen shown in Figure 3.20.



Accounting Editing Options

Document entry

General Entry Options

☐ Documents Only in Local Currency
☐ Amount Fields Only for Document Currency
☐ Exchange Rate from First Line Item
☐ No Special G/L Transactions
☐ Documents Not Cross-Company Code
☐ Only Complete Documents Can Be Parked
☐ No Partner Business Area in Head.Screen
☐ Calculate Taxes on Net Amount
☐ Copy Text for G/L Account Entry
☐ Do Not Copy Tax Code
☐ Fast Entry with ISR Number
☐ ISR Entry with Control Display
☐ Do Not Update Control Totals
☐ Automatic Negative Posting

Default Document Currency

● Local Currency
○ Last Document Currency Used
○ None

Default Company Code

☐ No Company Code Proposal

Special Options for Single Screen Transactions

☐ Hide Transaction
☐ Propose Final Amount

Doc.Type Option: Document type will be display…

☑ Document Date Equals Pstg Date

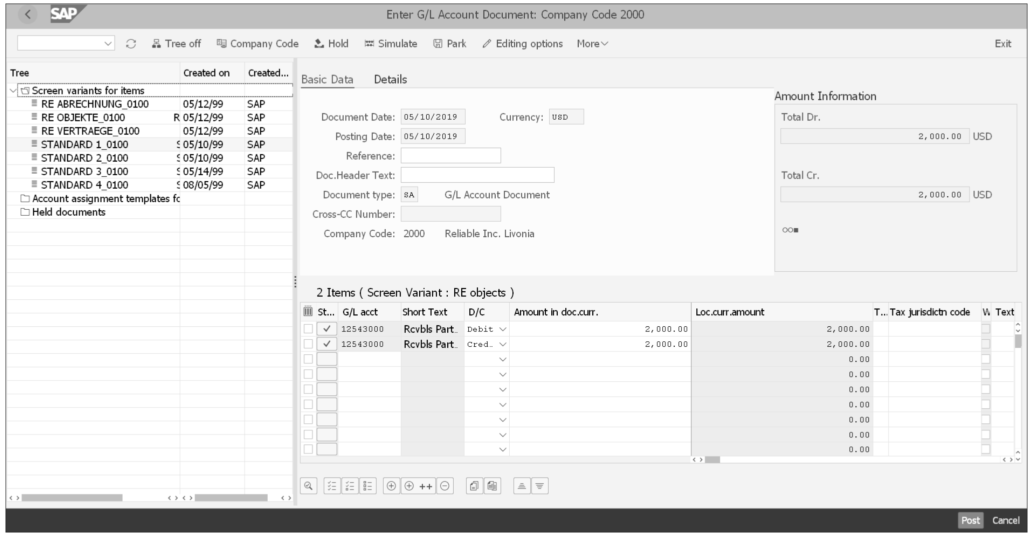
☑ The options were entered in the user master record

Figure 3.20 Editing Options

In this screen, the posting date is set as the default value for the document date. You can also define a specified option for the document type in the **Doc.Type Option** drop-down, such as displaying the document type, defining it as an input field, displaying it with a short name, and other available options. To apply the relevant changes, click on the **Change user master** button in the bottom right of the **Accounting Editing Options** screen. A message will appear informing you that the options were entered in the user master record.

After you've entered the basic data, you need to continue with the document items where at least two line items that net to a balance of zero must be created. In the bottom part of the entry screen shown previously in Figure 3.19, you can enter the general ledger account number for each item, indicate whether it's a debit or credit posting, and enter the amount per item.

Keep in mind that you must have entered at least two items with cleared debit and credit amounts to turn the traffic light green and post the transaction successfully. You can check the traffic light signal under the **Amount Information** area in the entry screen (you'll see that it's green, in our example). If you have some posting transactions that require different fields/dimension (profit center, cost center, tax code, etc.) in the posting lines, you can look for an appropriate predefined screen variant. To select an appropriate screen variant, click the **Tree on** button next to the command field in the upper-left corner of the screen (refer to Figure 3.19). Another area with working templates will appear in which you can select a screen variant in the relevant list (shown in Figure 3.21). The **Items** area is then updated with the corresponding fields according to the selected screen variant.



Enter G/L Account Document: Company Code 2000

Tree	Created on	Created...
Screen variants for items		
RE ABRECHNUNG_0100	05/12/99	SAP
RE OBJEKTE_0100	R 05/12/99	SAP
RE VERTRAEGE_0100	05/12/99	SAP
STANDARD 1_0100	05/10/99	SAP
STANDARD 2_0100	05/10/99	SAP
STANDARD 3_0100	05/14/99	SAP
STANDARD 4_0100	08/05/99	SAP
Account assignment templates fc		
Held documents		

Document Date: 05/10/2019
Currency: USD
Posting Date: 05/10/2019
Reference:
Doc.Header Text:
Document type: SA G/L Account Document
Cross-CC Number:
Company Code: 2000 Reliable Inc. Livonia

Amount Information
Total Dr.: 2,000.00 USD
Total Cr.: 2,000.00 USD

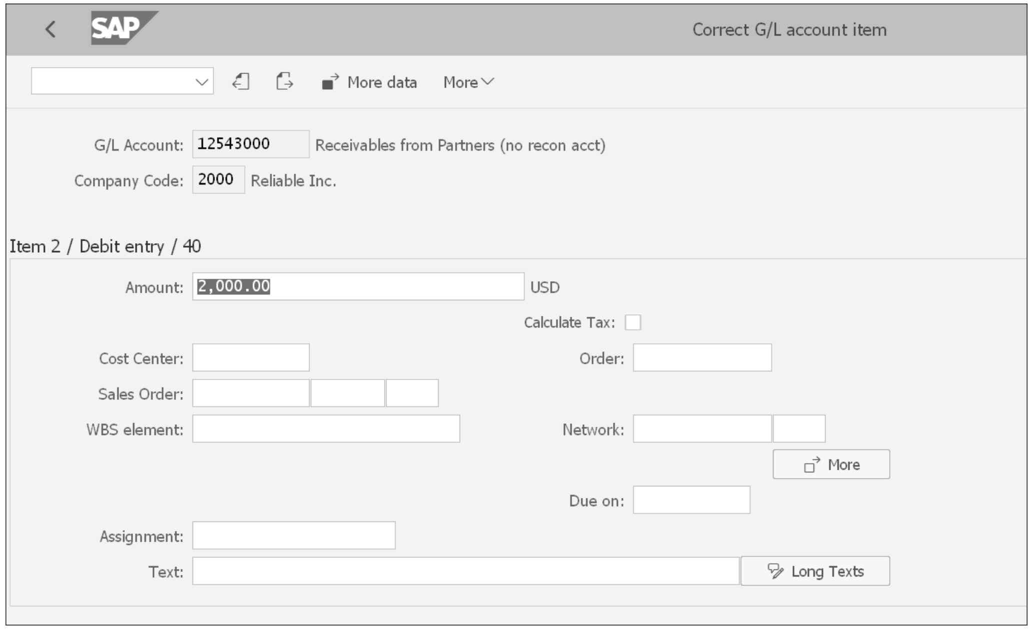
2 Items (Screen Variant : RE objects)

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T...	Tax jurisdictn code	W	Text
✓	12543000	Rcvbls Part…	Debit	2,000.00	2,000.00				
✓	12543000	Rcvbls Part…	Cred…	2,000.00	2,000.00				
					0.00				
					0.00				
					0.00				
					0.00				
					0.00				
					0.00				
					0.00				

Figure 3.21 Selecting Screen Variant for Items

After you've selected a screen variant, you can close the area by clicking the **Tree off** button. You'll go back again to the entry screen where you can continue to prepare and obtain values in the individual line items.

If you double-click on a line item, a detail screen of the item appears where you can see additional input fields, as shown in Figure 3.22 for debit entry and Figure 3.23 for credit entry.



G/L Account: 12543000 Receivables from Partners (no recon acct)

Company Code: 2000 Reliable Inc.

Item 2 / Debit entry / 40

Amount: 2,000.00 USD

Calculate Tax: ☐

Cost Center:

Order:

Sales Order:

WBS element:

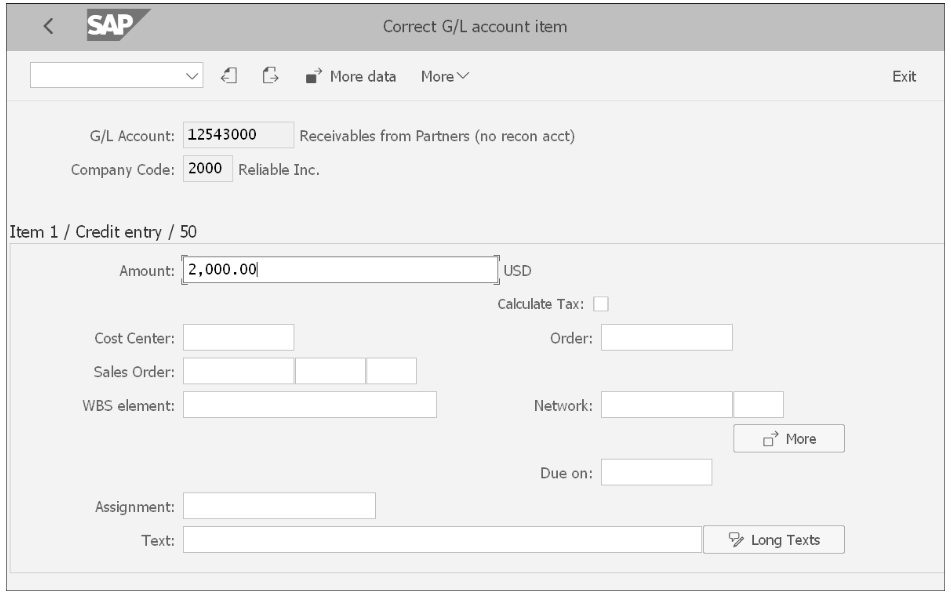
Network:

Due on:

Assignment:

Text:

Figure 3.22 Detail Screen of an Individual Line Item in a Debit Entry



G/L Account: 12543000 Receivables from Partners (no recon acct)

Company Code: 2000 Reliable Inc.

Item 1 / Credit entry / 50

Amount: 2,000.00 USD

Calculate Tax: ☐

Cost Center:

Order:

Sales Order:

WBS element:

Network:

Due on:

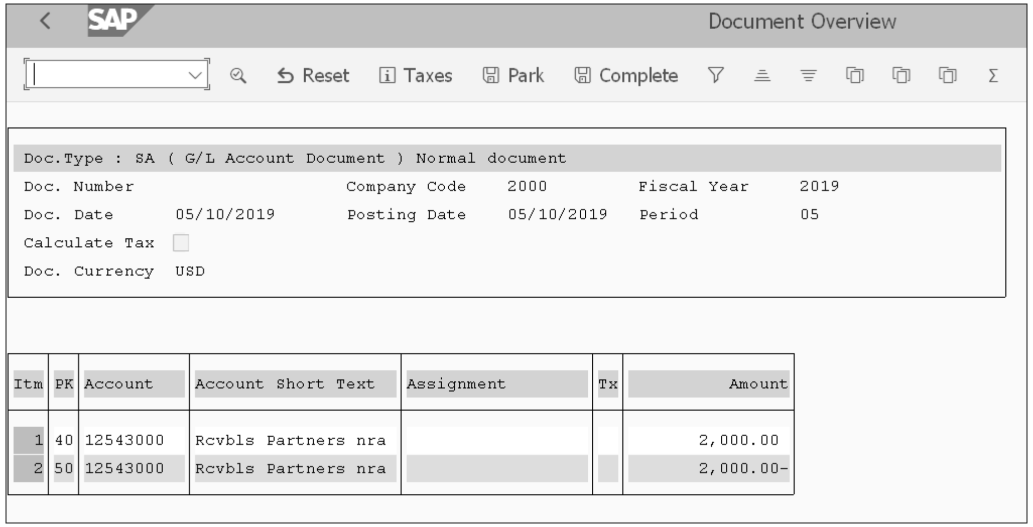
Assignment:

Text:

Figure 3.23 Detail Screen of an Individual Line Item in a Credit Entry

Typically, you enter a **Cost Center**, a **Sales Order**, and a work breakdown structure (**WBS**) **element**, if applicable. A WBS is a project or a part of a project. In every case, you should enter a description in the **Text** field.

After you've entered all the data in the document line items, you can post the document or simulate it to preview whether the posting is accurate or further changes are needed. To start the simulation of the general ledger document posting, click on the **Simulate** button in the top center of the entry screen (refer to Figure 3.19). If the simulation is unsuccessful, an error message appears. If it's successful, a screen showing the document overview appears, as shown in Figure 3.24.

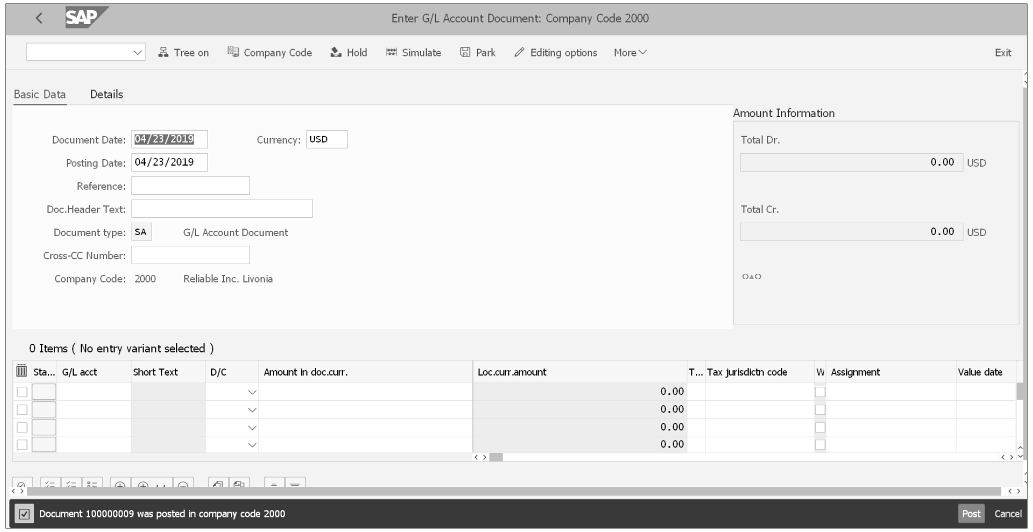


```
Doc.Type : SA ( G/L Account Document ) Normal document
Doc. Number                   Company Code    2000         Fiscal Year     2019
Doc. Date      05/10/2019     Posting Date    05/10/2019   Period          05
Calculate Tax  ☐
Doc. Currency  USD
```

Itm	PK	Account	Account Short Text	Assignment	Tx	Amount
1	40	12543000	Rcvbls Partners nra			2,000.00
2	50	12543000	Rcvbls Partners nra			2,000.00-

Figure 3.24 Document Overview of Successful Simulation

The next step after the simulation process is posting the journal voucher. You can click the **Post** button in the bottom-right corner of the screen. After a successful posting, a message with a document number appears in the bottom of the screen, as shown in Figure 3.25.



Document Date: 04/23/2019
Currency: USD
Posting Date: 04/23/2019
Reference:
Doc.Header Text:
Document type: SA G/L Account Document
Cross-CC Number:
Company Code: 2000 Reliable Inc. Livonia

Total Dr. 0.00 USD
Total Cr. 0.00 USD

0 Items (No entry variant selected)

Sta...	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T...	Tax jurisdictn code	W	Assignment	Value date
					0.00			☐		
					0.00			☐		
					0.00			☐		
					0.00			☐		

☑ Document 100000009 was posted in company code 2000

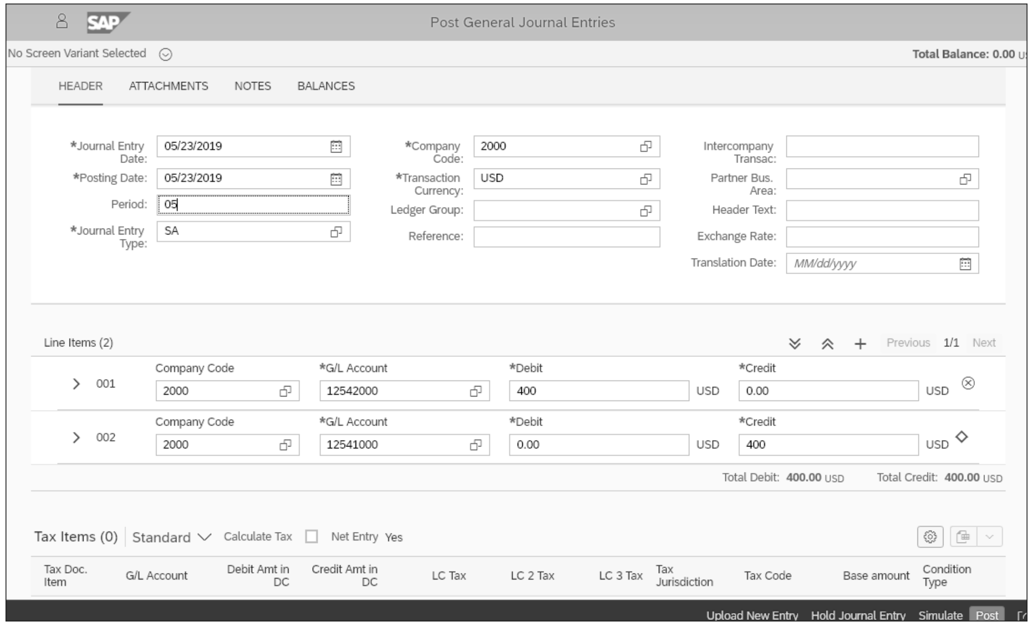
Figure 3.25 Document Posting Message

Each posted document contains data that uniquely identifies it:

- Document number
- Company code
- Fiscal year

SAP Fiori App

The corresponding SAP Fiori app is called Post General Journal Entries (F0718). The home screen is shown in Figure 3.26. This app is visually quite different, but the functionally is pretty similar to the SAP GUI version. As in SAP GUI, you have to enter the document header fields and then the line item fields. If you follow the tabs, you can attach any external document and enter some verbal description. The journal entry can be posted only if the balances offset to zero.



No Screen Variant Selected
Total Balance: 0.00

*Journal Entry Date: 05/23/2019
*Posting Date: 05/23/2019
Period: 05
*Journal Entry Type: SA
*Company Code: 2000
*Transaction Currency: USD
Ledger Group:
Reference:
Intercompany Transac:
Partner Bus. Area:
Header Text:
Exchange Rate:
Translation Date: MM/dd/yyyy

Line Items (2)

	Company Code	*G/L Account	*Debit		*Credit	
001	2000	12542000	400	USD	0.00	USD
002	2000	12541000	0.00	USD	400	USD

Total Debit: 400.00 USD Total Credit: 400.00 USD

Tax Items (0) Standard Calculate Tax ☐ Net Entry Yes

Tax Doc. Item	G/L Account	Debit Amt in DC	Credit Amt in DC	LC Tax	LC 2 Tax	LC 3 Tax	Tax Jurisdiction	Tax Code	Base amount	Condition Type

Figure 3.26 Post General Journal Entries App in SAP Fiori

3.3.2 Post, Park, and Hold

In this section, we'll demonstrate the steps to create general ledger accounting documents in different ways—post, park, and hold—and clearly distinguish the purpose of each method. When creating and posting documents, these features allow you to initiate a job and continue to work on it from the point where it was interrupted.

We'll walk through each in the following sections.

Posting

The *posting* function has been explained previously in the process of journal document entry where you learned that for general ledger account postings, you have to enter document header data (document date, document type, company code, posting date, and currency) and data for the individual line items (see the previous section). Postings are always deposited as documents in the system, which then represents proof of a relevant business transaction. Each document has its own unique number. The process of posting occurs in this sequence: a posted document (i.e., a completed general ledger document) generates a general ledger accounting document number and accordingly updates the general ledger account balances.

SAP Fiori App

The corresponding SAP Fiori app is called Post General Journal Entries, which we discussed in the previous section.

Parking

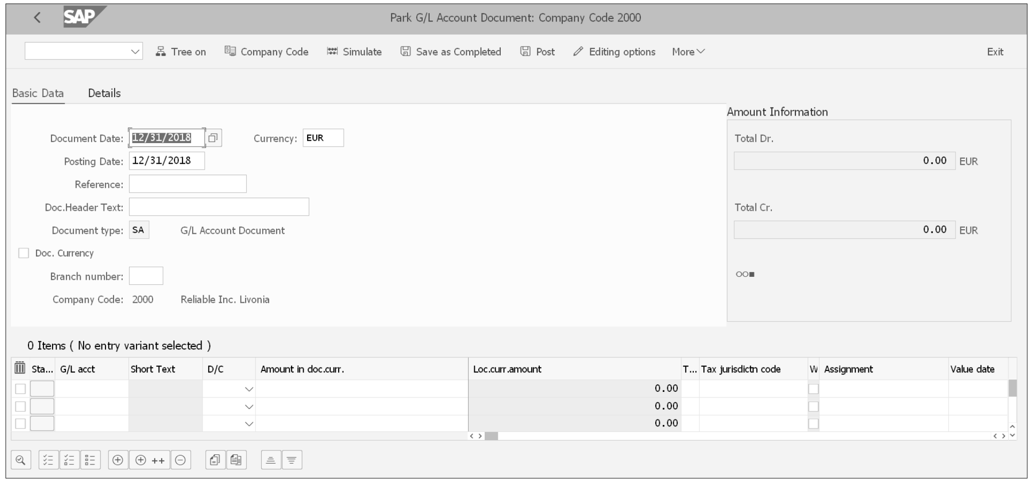
Parking is a function you can use when a document is incomplete, and you need to make further changes, verifications, and approvals before the general ledger document posting. In addition, when you're entering data, you may be interrupted or may not have all the necessary data (e.g., bank charges or the appropriate cost center), so you can park the document to temporarily save it without updating the transaction's figures or general ledger account balances. Consequently, no number is assigned to the document. However, parked document data can be used for system evaluations; for example, parked invoice amounts can be used as a reference to calculate the advance return for tax on sales and purchases.

You can make the appropriate changes or delete the parked document for as long as it's in the parked position.

To enter and park a general ledger accounting document, you can choose one of the following options:

- Enter Transaction FV50 in the command field.
- Follow the application menu path **Accounting • Financial Accounting • General Ledger • Document Entry • Edit or Park G/L Document**.

The **Park G/L Account Document** entry screen appears, as shown in Figure 3.27. The fields that appear in the **Basic Data** tab may be manually or automatically populated depending on the system configuration. In Figure 3.27, the **Document Date** field was manually chosen while the other fields (**Posting Date**, **Currency**, **Document type**, and **Company Code**) were populated by their default values. This was already explained in Section 3.3.1.


Park G/L Account Document: Company Code 2000
Tree on
Company Code
Simulate
Save as Completed
Post
Editing options
More
Exit
Basic Data
Details
Amount Information

Document Date: 12/31/2018
Currency: EUR
Posting Date: 12/31/2018
Reference:
Doc.Header Text:
Document type: SA G/L Account Document
☐ Doc. Currency
Branch number:
Company Code: 2000 Reliable Inc. Livonia

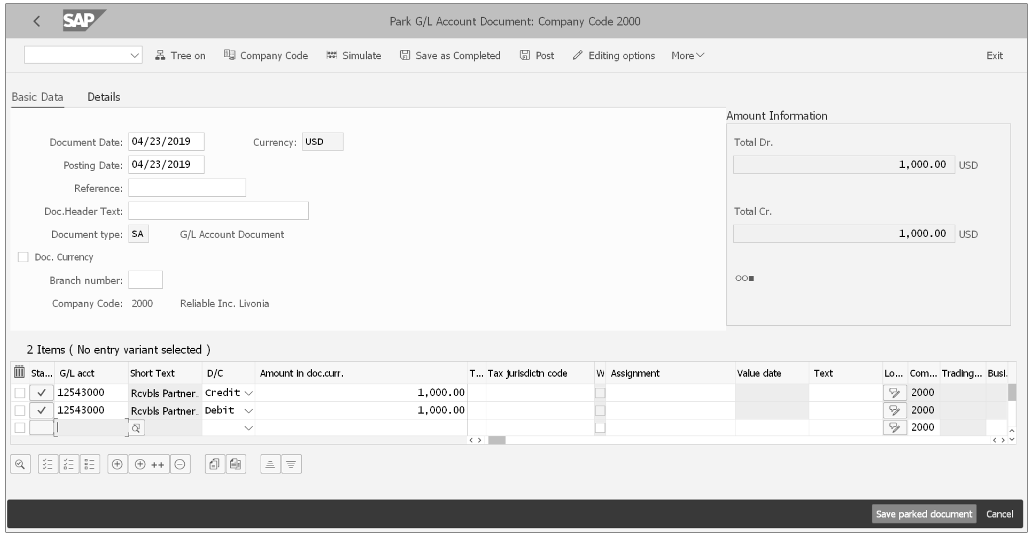
Total Dr. 0.00 EUR
Total Cr. 0.00 EUR

0 Items (No entry variant selected)

Sta...	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T...	Tax jurisdictn code	W	Assignment	Value date
					0.00			☐		
					0.00			☐		
					0.00			☐		

Figure 3.27 General Ledger Account Document Parking

After you've entered the basic data, you need to populate at least two line items that net to a balance of zero, as shown in Figure 3.28. For each line item, you can enter the general ledger account number, indicate whether it's a debit or credit posting, and enter the amount.


Park G/L Account Document: Company Code 2000
Tree on
Company Code
Simulate
Save as Completed
Post
Editing options
More
Exit
Basic Data
Details
Amount Information
Save parked document
Cancel

Document Date: 04/23/2019
Currency: USD
Posting Date: 04/23/2019
Reference:
Doc.Header Text:
Document type: SA G/L Account Document
☐ Doc. Currency
Branch number:
Company Code: 2000 Reliable Inc. Livonia

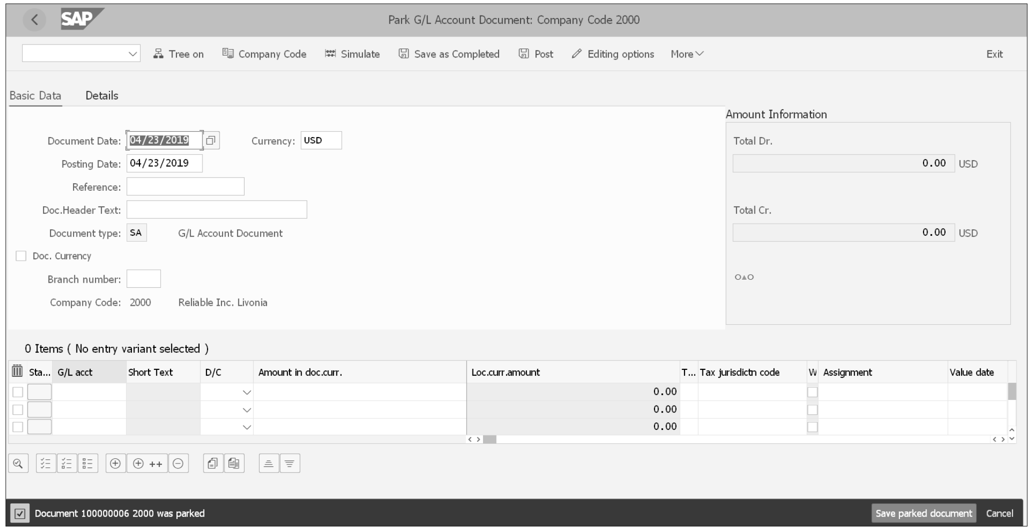
Total Dr. 1,000.00 USD
Total Cr. 1,000.00 USD

2 Items (No entry variant selected)

Sta...	G/L acct	Short Text	D/C	Amount in doc.curr.	T...	Tax jurisdictn code	W	Assignment	Value date	Text	Lo...	Com...	Trading...	Busi.
✓	12543000	Rcvbls Partner..	Credit	1,000.00			☐					2000		
✓	12543000	Rcvbls Partner..	Debit	1,000.00			☐					2000		
							☐					2000		

Figure 3.28 Line Items for the Document Parking Function

In the bottom-right corner, click the **Save parked document** button, and a message with the new parked document number will appear, as shown in Figure 3.29.



Park G/L Account Document: Company Code 2000

Document Date: 04/23/2019
Currency: USD
Posting Date: 04/23/2019
Reference:
Doc.Header Text:
Document type: SA G/L Account Document
☐ Doc. Currency
Branch number:
Company Code: 2000 Reliable Inc. Livonia

Total Dr. 0.00 USD
Total Cr. 0.00 USD

0 Items (No entry variant selected)

Sta...	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T...	Tax jurisdictn code	W	Assignment	Value date
					0.00			☐		
					0.00			☐		
					0.00			☐		

☑ Document 100000006 2000 was parked

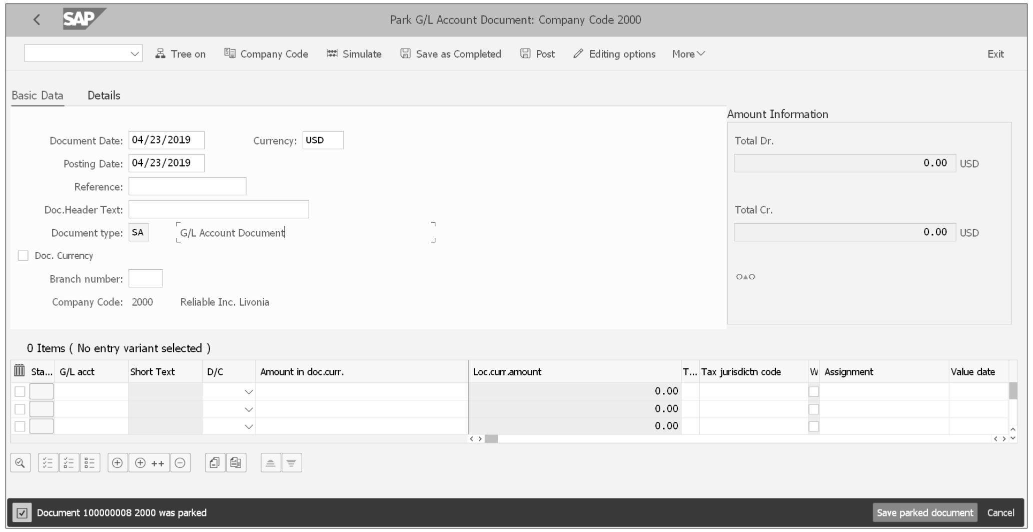
Figure 3.29 General Ledger Document Parking Message

Another similar function you need to know about is the **Save as Completed** option. Unlike the document parking function, however, it should be used when you're sure that the document is finalized and confirmed for its accuracy. This function is used as a last step for final approval prior to posting. Both parked documents and documents that are saved as completed can be modified before being posted.

To save a general ledger accounting document as completed, you must follow the same steps as for document parking. However, this time, click the **Save as Completed** button in the center of the menu bar, and a message with the new parked document number will appear in the bottom-left corner, as shown in Figure 3.30.

SAP Fiori App

The corresponding SAP Fiori app is Park General Journal Entries (FV50). This SAP Fiori app is visually and functionally the same as the SAP GUI transaction. The preceding instructions can be used with both.



Park G/L Account Document: Company Code 2000

Document Date: 04/23/2019
Currency: USD
Posting Date: 04/23/2019
Reference:
Doc.Header Text:
Document type: SA G/L Account Document
☐ Doc. Currency
Branch number:
Company Code: 2000 Reliable Inc. Livonia

Total Dr. 0.00 USD
Total Cr. 0.00 USD

0 Items (No entry variant selected)

Sta...	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T...	Tax jurisdictn code	W	Assignment	Value date
					0.00			☐		
					0.00			☐		
					0.00			☐		

☑ Document 100000008 2000 was parked

Figure 3.30 General Ledger Document Save as Completed Message

Holding

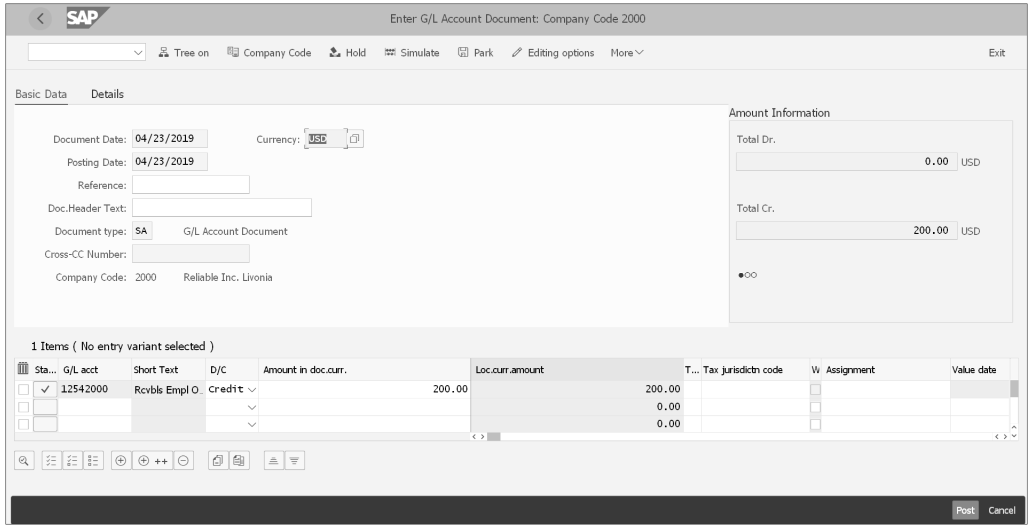
Holding is a function that temporarily keeps data saved. You can use it if you have some incomplete data or are interrupted while creating the document. In this condition, as in the parking function, you can temporarily save the general ledger document without updating the transaction's figures or general ledger account balances. Consequently, no number is assigned to the document. In this stage, the held documents can be modified, deleted, parked, or posted.

To hold a general ledger accounting document, you can choose one of the following options:

- Enter Transaction FB50 in the command field.
- Follow the application menu path **Accounting • Financial Accounting • General Ledger • Document Entry • Enter G/L Account Document**.

The **Enter G/L Account Document** entry screen appears, as shown in Figure 3.31.

The data completeness isn't relevant in the case of the **Hold** function because there are no system checks implemented in that phase. You can hold a document even with only one completed line item, as shown in Figure 3.31.


SAP
Tree on
Company Code
Hold
Simulate
Park
Editing options
More
Exit
Basic Data
Details
Amount Information
Post
Cancel

Enter G/L Account Document: Company Code 2000

Document Date: 04/23/2019
Currency: USD
Posting Date: 04/23/2019
Reference:
Doc.Header Text:
Document type: SA G/L Account Document
Cross-CC Number:
Company Code: 2000 Reliable Inc. Livonia

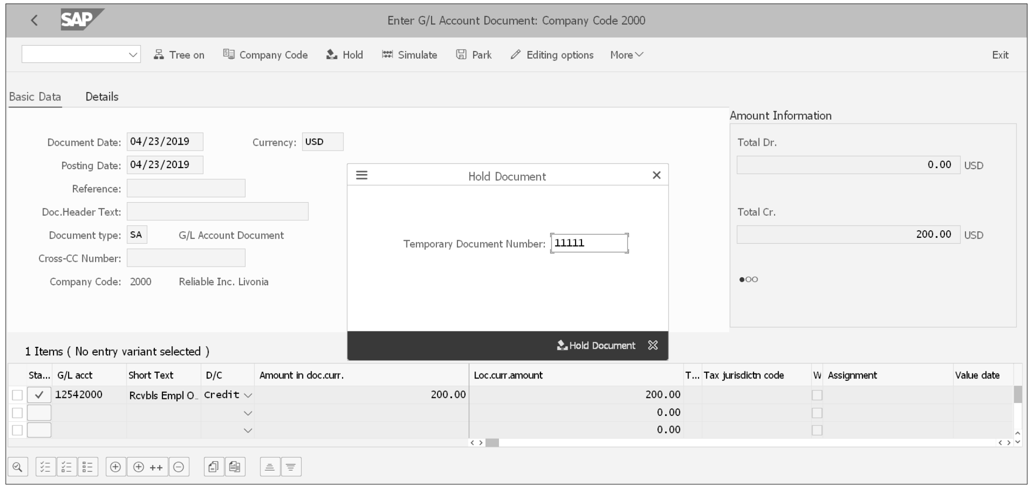
Total Dr. 0.00 USD
Total Cr. 200.00 USD

1 Items (No entry variant selected)

Sta...	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T...	Tax jurisdictn code	W	Assignment	Value date
✓	12542000	Rcvbls Empl O...	Credit	200.00	200.00			☐		
					0.00			☐		
					0.00			☐		

Figure 3.31 Line Item for General Ledger Document Holding

To continue with the holding process, press the `F5` key, or click on the **Hold** button on the menu bar. Another screen pops up requiring you to enter a **Temporary Document Number**, as shown in Figure 3.32.


SAP
Tree on
Company Code
Hold
Simulate
Park
Editing options
More
Exit
Basic Data
Details
Amount Information
Hold Document

Enter G/L Account Document: Company Code 2000

Document Date: 04/23/2019
Currency: USD
Posting Date: 04/23/2019
Reference:
Doc.Header Text:
Document type: SA G/L Account Document
Cross-CC Number:
Company Code: 2000 Reliable Inc. Livonia

Hold Document

Temporary Document Number: 11111

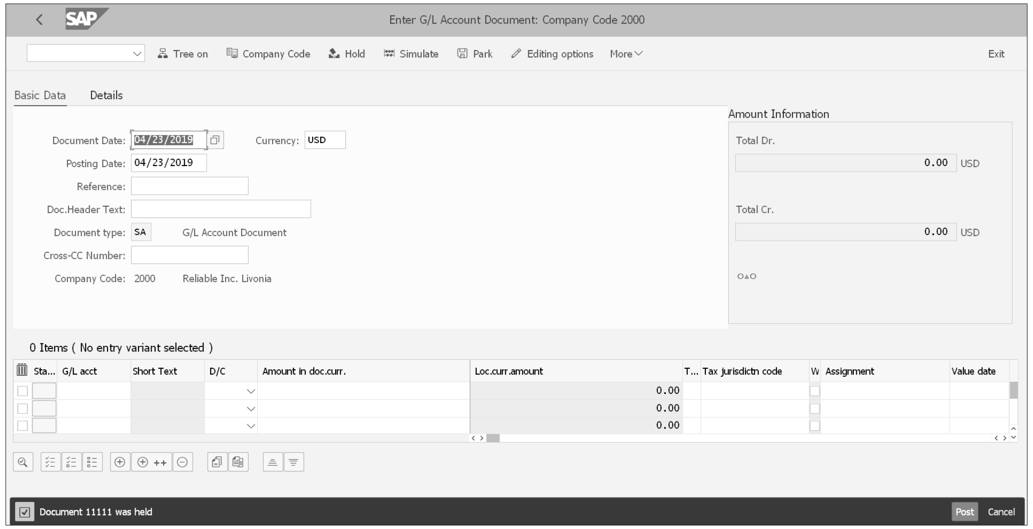
Total Dr. 0.00 USD
Total Cr. 200.00 USD

1 Items (No entry variant selected)

Sta...	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T...	Tax jurisdictn code	W	Assignment	Value date
✓	12542000	Rcvbls Empl O...	Credit	200.00	200.00			☐		
					0.00			☐		
					0.00			☐		

Figure 3.32 Temporary Document Number Popup Message

To continue, press the `Enter` key, or click the **Hold Document** button in the **Hold Document** popup window. A temporary accounting document has been created, demonstrated by the held document number message in the bottom-left corner, as shown in Figure 3.33.


SAP
Tree on
Company Code
Hold
Simulate
Park
Editing options
More
Exit
Basic Data
Details
Amount Information
Post
Cancel

Enter G/L Account Document: Company Code 2000

Document Date: 04/23/2019
Currency: USD
Posting Date: 04/23/2019
Reference:
Doc.Header Text:
Document type: SA G/L Account Document
Cross-CC Number:
Company Code: 2000 Reliable Inc. Livonia

Total Dr. 0.00 USD
Total Cr. 0.00 USD

0 Items (No entry variant selected)

Sta...	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T...	Tax jurisdictn code	W	Assignment	Value date
					0.00			☐		
					0.00			☐		
					0.00			☐		

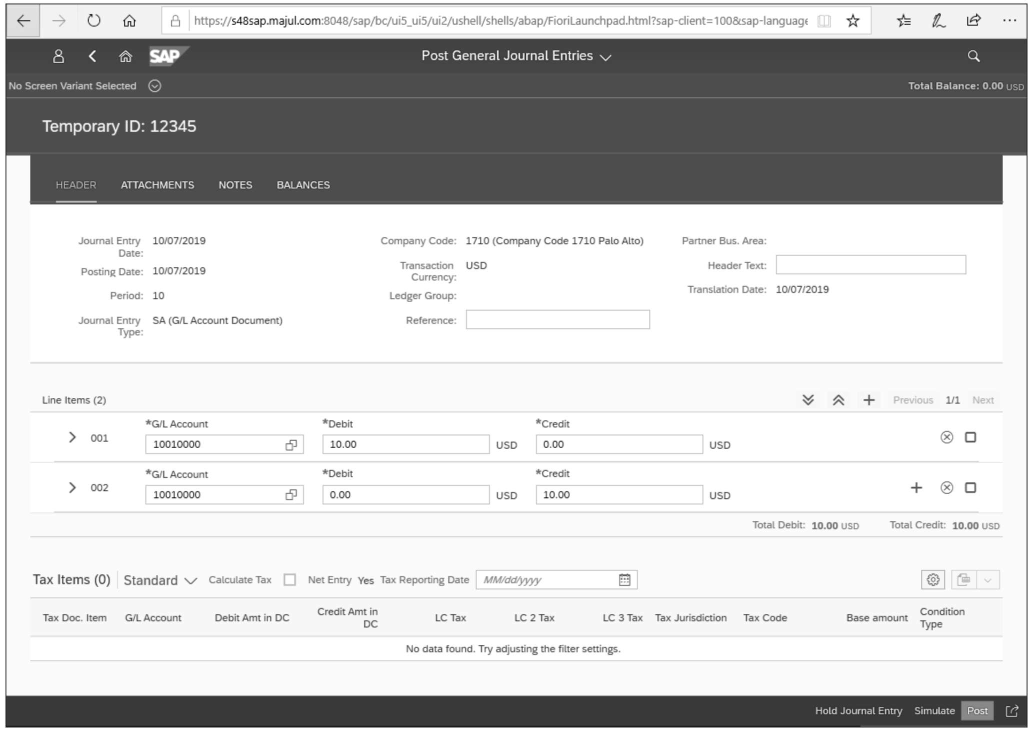
☑ Document 11111 was held

Figure 3.33 Temporary Accounting Document Message

SAP Fiori App

The corresponding SAP Fiori app to hold documents is the Post General Journal Entries app, as discussed previously.

Holding documents with this app is very similar to the SAP GUI version. The only difference is that the **Hold Journal Entry** button is at the bottom of the screen (see Figure 3.34).


https://s48sap.majul.com:8048/sap/bc/ui5_ui5/ui2/ushell/shells/abap/FioriLaunchpad.html?sap-client=100&sap-language
SAP
Post General Journal Entries
No Screen Variant Selected
HEADER
ATTACHMENTS
NOTES
BALANCES
Previous
Next
Hold Journal Entry
Simulate
Post

Total Balance: 0.00 USD

Temporary ID: 12345

Journal Entry Date: 10/07/2019
Posting Date: 10/07/2019
Period: 10
Journal Entry Type: SA (G/L Account Document)
Company Code: 1710 (Company Code 1710 Palo Alto)
Transaction Currency: USD
Ledger Group:
Reference:
Partner Bus. Area:
Header Text:
Translation Date: 10/07/2019

Line Items (2) 1/1

	*G/L Account	*Debit		*Credit	
001	10010000	10.00	USD	0.00	USD
002	10010000	0.00	USD	10.00	USD

Total Debit: 10.00 USD Total Credit: 10.00 USD

Tax Items (0) Standard Calculate Tax ☐ Net Entry Yes Tax Reporting Date MM/dd/yyyy

Tax Doc. Item	G/L Account	Debit Amt in DC	Credit Amt in DC	LC Tax	LC 2 Tax	LC 3 Tax	Tax Jurisdiction	Tax Code	Base amount	Condition Type

No data found. Try adjusting the filter settings.

Figure 3.34 Hold Journal Entry in SAP Fiori

3.3.3 Recurring Documents

In this section, we'll frame the system logic and requirements regarding the recurring documents function. *Recurring documents* are accounting transactions that are periodically repeated, such as monthly, quarterly, and yearly. Examples of recurring transactions include rental payments or insurance payments. They can be configured to run with a fixed run schedule, such as a standing order that everyone can maintain in the banking account for rental payment, loan installment, and monthly fees. The initial recurring entry document contains all the details and data required to be included in the frequent posting accounting documents. This document doesn't affect the financial figures and account balances, but it's used as a master document entry on which the accounting documents are created after the scheduled program is executed.

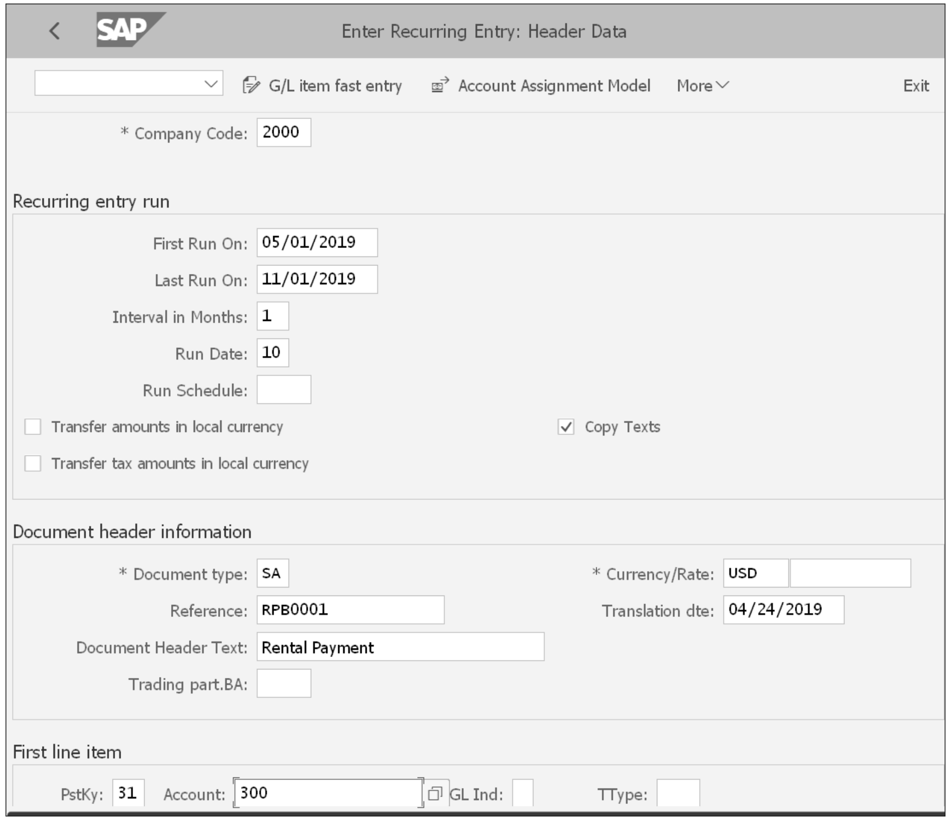
Create Recurring Document

To create the initial recurring entry document, you can choose one of the following options:

- Enter Transaction FBD1 in the command field.
- Follow application menu path **Accounting • Financial Accounting • General Ledger • Document Entry • Reference Documents • Recurring Document**.

The **Enter Recurring Entry: Header Data** screen appears, as shown in Figure 3.35. In this screen, you first have to select the relevant company code for the recurring document. Then, fill in the fields in the following areas:

- **Recurring entry run**
  After you enter a company code, focus on the **Recurring entry run** area, where you must specify the parameters for the recurring entry. **First Run On** refers to the first date when the accounting document will be carried out. **Last Run On** refers to the last date when the accounting document will be carried out. **Interval in Months** specifies the frequency of the run; for example, for a monthly frequency, you must enter "1". **Run Date** specifies in which date of the month the recurring entry will be posted. **Run Schedule** can be specified if there is some variability in the posting date.
- **Document header information**
  Information entered in the **Document header information** is reflected in each accounting document that is created. Here, enter the **Document type**, the **Currency/Rate**, the **Translation dte** (translation date) of the currency conversion, a **Reference**, the **Document Header Text** and, in case of an intercompany transaction with your organization, the trading partner's business area (**Trading part.BA**).
- **First line item**
  At the bottom of the screen, you enter the data for the first line item, depending on whether it's relevant:
  - **PstKy** (posting key): Indicates whether the posting line is a debit or credit item. The standard posting key for a debit is 40, and the standard posting key for a credit is 50.
  - **Account:** Number of the account.
  - **GL Ind** (general ledger indicator): Typically used when you post a down payment request instead of a customer invoice.
  - **TType** (transaction type): Helps to distinguish between transactions such as acquisitions, credit memos, good receipts, or asset retirements.



* Company Code: 2000

Recurring entry run

First Run On: 05/01/2019
Last Run On: 11/01/2019
Interval in Months: 1
Run Date: 10
Run Schedule:
☐ Transfer amounts in local currency
☑ Copy Texts
☐ Transfer tax amounts in local currency

Document header information

* Document type: SA
* Currency/Rate: USD
Reference: RPB0001
Translation dte: 04/24/2019
Document Header Text: Rental Payment
Trading part.BA:

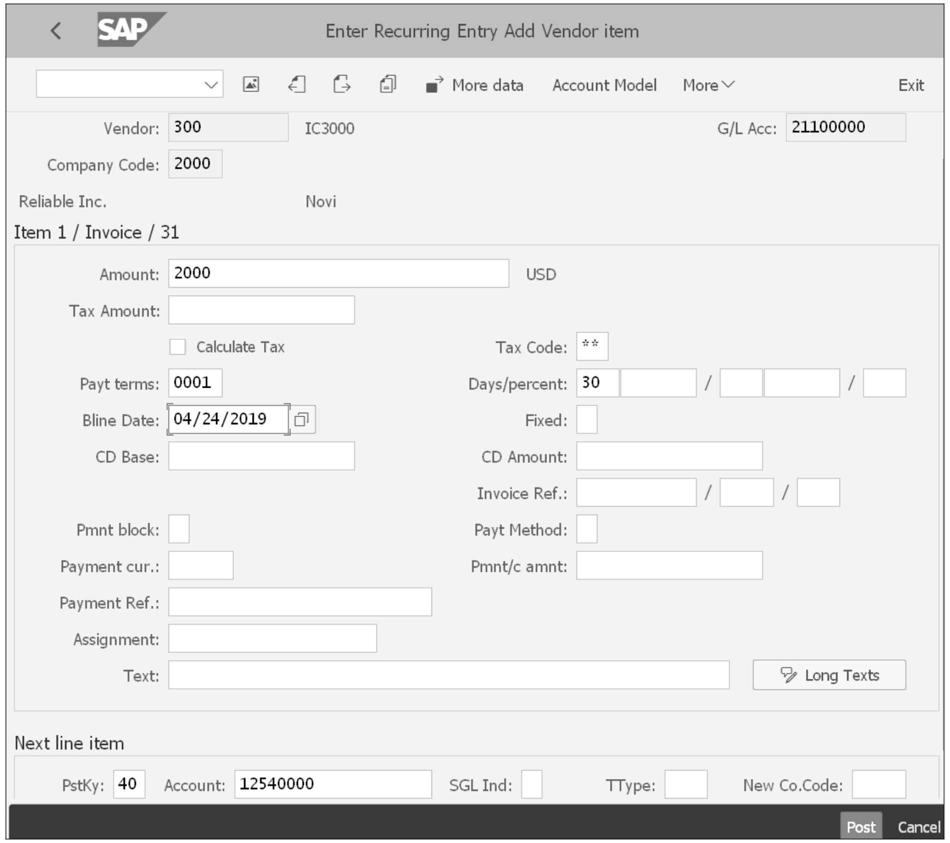
First line item

PstKy: 31 Account: 300 GL Ind: TType:

Figure 3.35 Recurring Entry Header Data

After you've entered the required data, press the `Enter` key, and another screen appears to add vendor details in the first line item, as shown in Figure 3.36. You may choose a vendor if applicable for the recurring transaction. If you've chosen the posting key **31**, you must enter a vendor because posting key **31** is used for supplier invoices, which require a vendor. In this example, **Vendor 300** has been selected as an intercompany supplier for **Company Code 2000**.

In the bottom portion of the screen (**Next line item**), you can add a posting key (**PstKy**) and **Account** for the second line item. After entering all the data, click the **Post** button at the bottom right of the screen.



Vendor: 300 IC3000 G/L Acc: 21100000
Company Code: 2000
Reliable Inc. Novi
Item 1 / Invoice / 31

Amount: 2000 USD
Tax Amount:
☐ Calculate Tax
Tax Code: **
Payt terms: 0001
Days/percent: 30 / /
Bline Date: 04/24/2019
Fixed:
CD Base:
CD Amount:
Invoice Ref.: / /
Pmnt block:
Payt Method:
Payment cur.:
Pmnt/c amnt:
Payment Ref.:
Assignment:
Text:

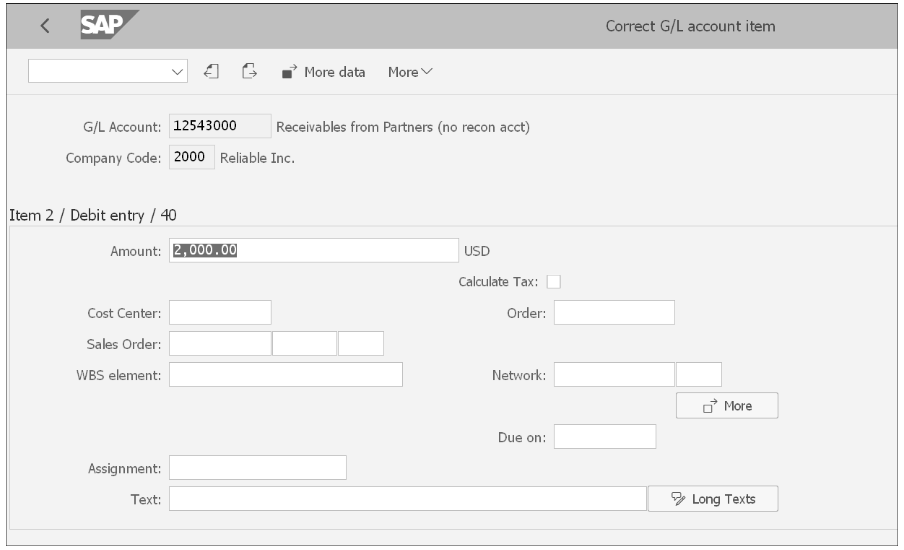
Next line item

PstKy: 40 Account: 12540000 SGL Ind: TType: New Co.Code:

Figure 3.36 Adding Vendor Data in the First Line Item

The **Correct G/L account item** screen appears, as shown in Figure 3.37. You can enter the **Amount**, fill in other fields (**Cost Center**, **Sales Order**, and **WBS element**), and enter a meaningful description in the **Text** field.

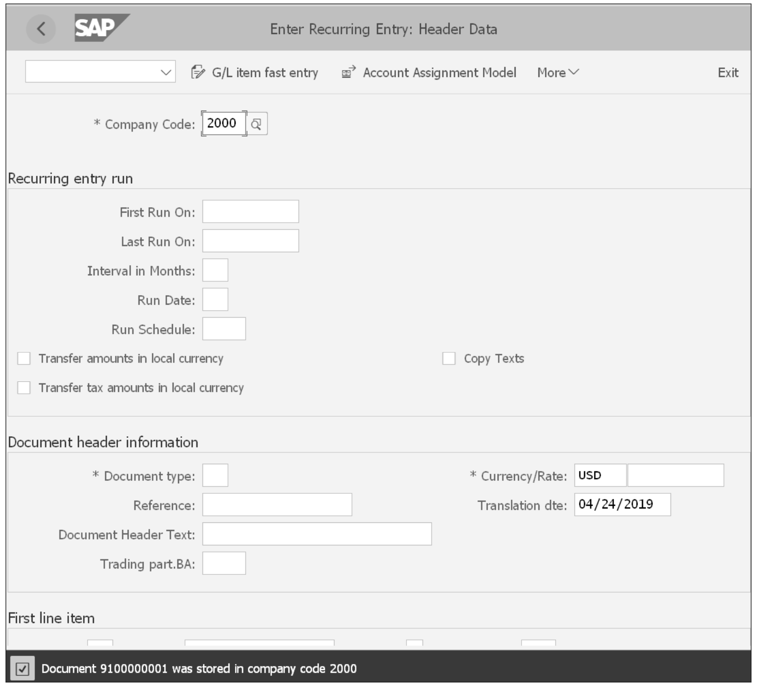
After you complete the second line item, click the **Post** button at the bottom right of the screen, and a message pops up saying that the document has been stored in the specified company code, as shown in Figure 3.38.


Correct G/L account item
More data
More
Calculate Tax:
Cost Center:
Order:
Sales Order:
WBS element:
Network:
More
Due on:
Assignment:
Text:
Long Texts

G/L Account: 12543000 Receivables from Partners (no recon acct)
Company Code: 2000 Reliable Inc.

Item 2 / Debit entry / 40
Amount: 2,000.00 USD

Figure 3.37 Adding the General Ledger Account in the Second Line Item


Enter Recurring Entry: Header Data
G/L item fast entry
Account Assignment Model
More
Exit
Recurring entry run
First Run On:
Last Run On:
Interval in Months:
Run Date:
Run Schedule:
☐ Transfer amounts in local currency
☐ Copy Texts
☐ Transfer tax amounts in local currency
Document header information
* Document type:
Reference:
Document Header Text:
Trading part.BA:
First line item

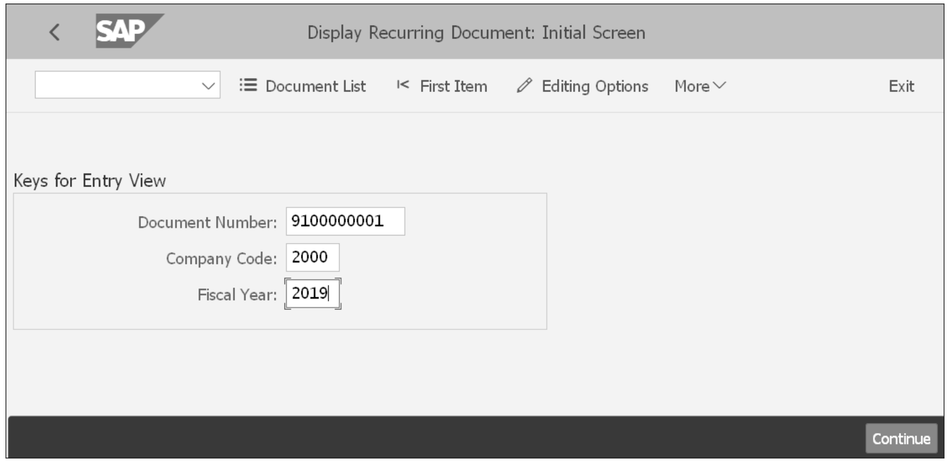
* Company Code: 2000
* Currency/Rate: USD
Translation dte: 04/24/2019

Document 9100000001 was stored in company code 2000

Figure 3.38 Recurring Document Entry Message

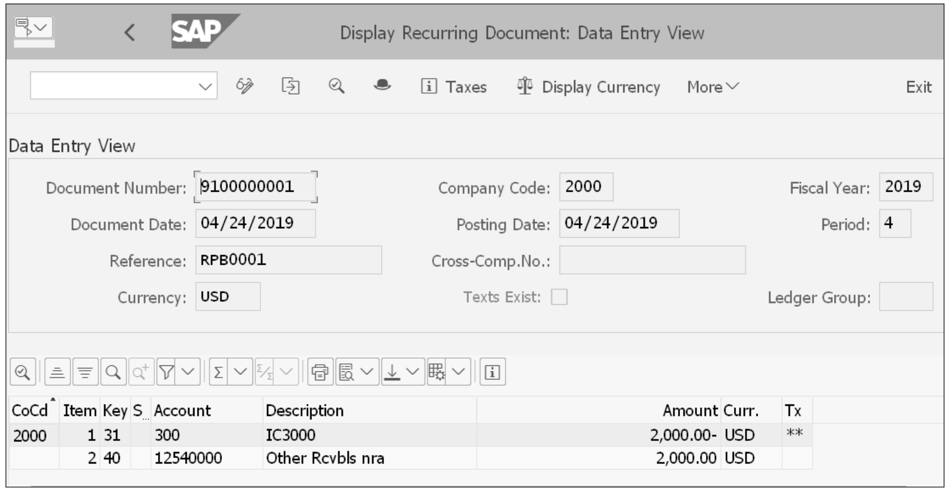
Display Recurring Document

Now that you've created a recurring document, you can display it using Transaction FBD3 in the command field. In the **Display Recurring Document: Initial Screen**, you must enter the document number that you just created, the company code, and the fiscal year, as shown in Figure 3.39. After entering the values, click the **Continue** button or press the `Enter` key. The **Display Recurring Document: Data Entry View** screen appears showing the detailed recurring document (see Figure 3.40).


Display Recurring Document: Initial Screen
Document List
First Item
Editing Options
More
Exit
Continue

Keys for Entry View
Document Number: 9100000001
Company Code: 2000
Fiscal Year: 2019

Figure 3.39 Displaying the Recurring Document Using Transaction FBD3

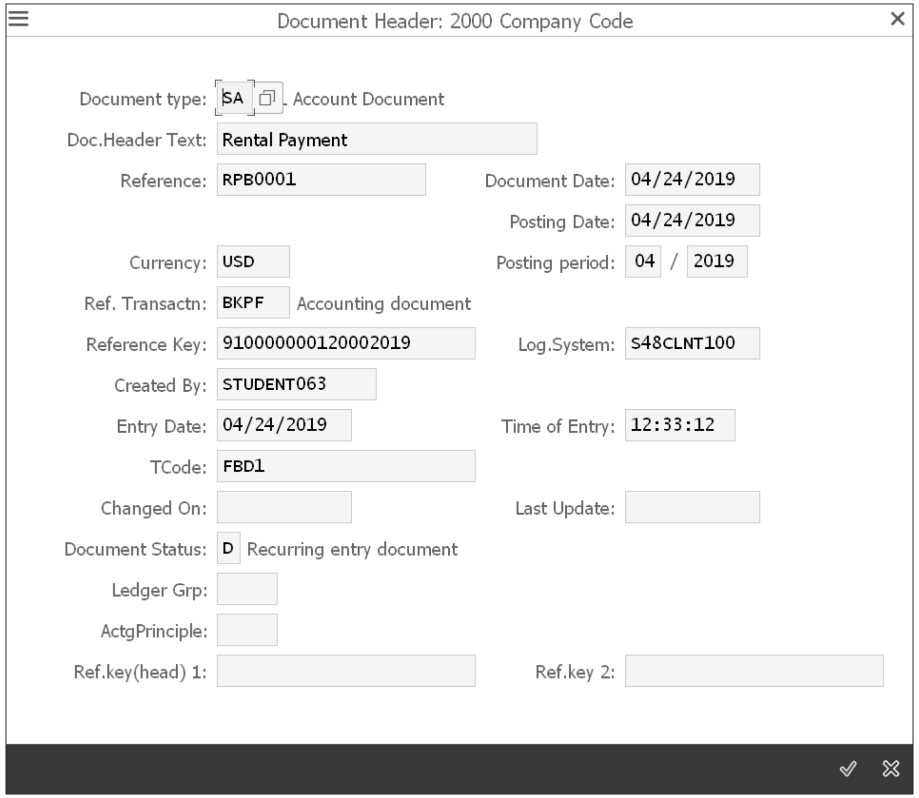

Display Recurring Document: Data Entry View
Taxes
Display Currency
More
Exit
Cross-Comp.No.:
Texts Exist: ☐
Ledger Group:

Data Entry View
Document Number: 9100000001
Company Code: 2000
Fiscal Year: 2019
Document Date: 04/24/2019
Posting Date: 04/24/2019
Period: 4
Reference: RPB0001
Currency: USD

CoCd	Item	Key	S	Account	Description	Amount	Curr.	Tx
2000	1	31		300	IC3000	2,000.00-	USD	**
	2	40		12540000	Other Rcvbls nra	2,000.00	USD	

Figure 3.40 Recurring Document Overview

On this screen, you can press the F5 key or click the hat icon in the menu bar to display the document header details, as shown in Figure 3.41. To display the recurring entry data, press the F7 key (see Figure 3.42).

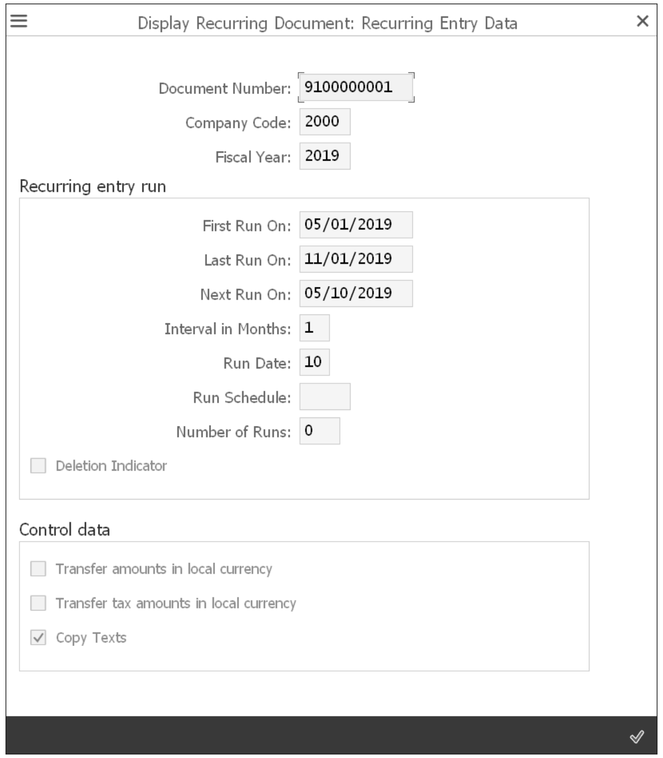


Document Header: 2000 Company Code

Document type: SA Account Document
Doc.Header Text: Rental Payment
Reference: RPB0001
Document Date: 04/24/2019
Posting Date: 04/24/2019
Currency: USD
Posting period: 04 / 2019
Ref. Transactn: BKPF Accounting document
Reference Key: 910000000120002019
Log.System: S48CLNT100
Created By: STUDENT063
Entry Date: 04/24/2019
Time of Entry: 12:33:12
TCode: FBD1
Changed On:
Last Update:
Document Status: D Recurring entry document
Ledger Grp:
ActgPrinciple:
Ref.key(head) 1:
Ref.key 2:

Figure 3.41 Recurring Document Header Details

Now, going back to Figure 3.40, you can change the current display by clicking the icon in the menu bar. The **Change Recurring Document** screen appears. To display another recurring document, you click the icon, and the **Other Document** window pops up where you can input the document number you want to display, as shown in Figure 3.43. Click on the confirm (checkmark) button, and the new document number will be displayed in the **Display Recurring Document** screen.



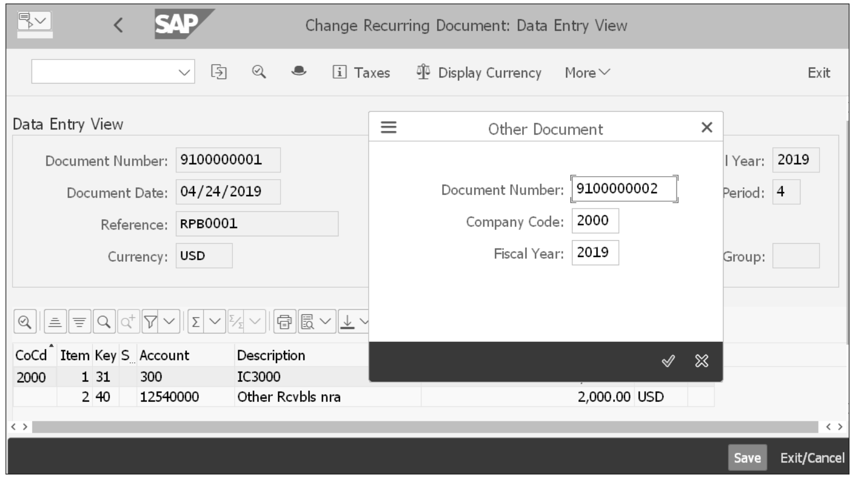
Display Recurring Document: Recurring Entry Data

Document Number: 9100000001
Company Code: 2000
Fiscal Year: 2019

Recurring entry run
First Run On: 05/01/2019
Last Run On: 11/01/2019
Next Run On: 05/10/2019
Interval in Months: 1
Run Date: 10
Run Schedule:
Number of Runs: 0
☐ Deletion Indicator

Control data
☐ Transfer amounts in local currency
☐ Transfer tax amounts in local currency
☑ Copy Texts

Figure 3.42 Recurring Document Entry Data



Change Recurring Document: Data Entry View

Data Entry View
Document Number: 9100000001
Document Date: 04/24/2019
Reference: RPB0001
Currency: USD
l Year: 2019
Period: 4
Group:

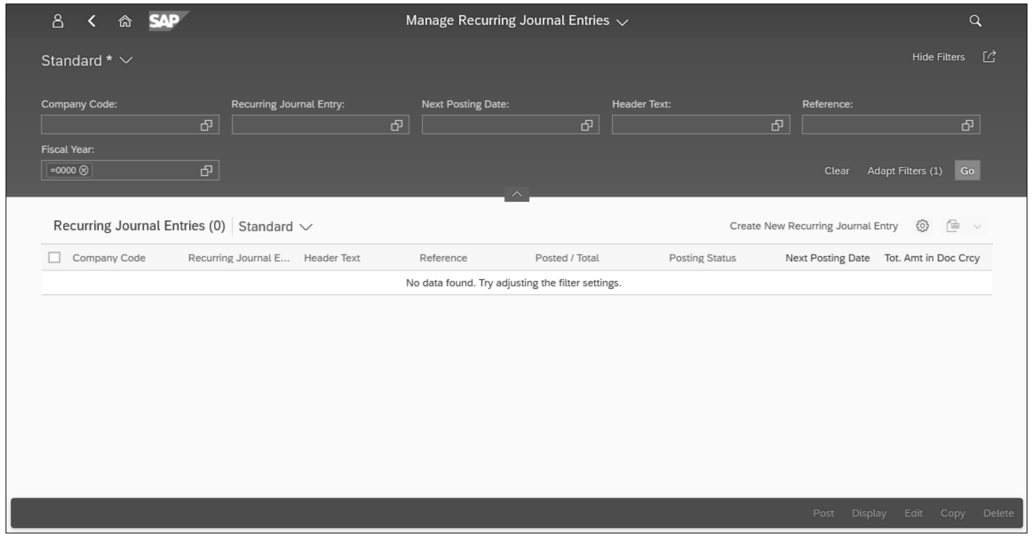
Other Document
Document Number: 9100000002
Company Code: 2000
Fiscal Year: 2019

CoCd	Item	Key	S	Account	Description			
2000	1	31		300	IC3000			
	2	40		12540000	Other Rcvbls nra		2,000.00	USD

Figure 3.43 Changing the Recurring Document

SAP Fiori App

The corresponding SAP Fiori app is called Manage Recurring Journal Entries (F1598), as shown in Figure 3.44. With this app, you can do all that you can do with SAP GUI Transaction FBD1 (create), Transaction FBD2 (change), and Transaction FBD3 (display) regarding recurring journal entries. This app is functionally similar to the SAP GUI processes we've described previously.


Manage Recurring Journal Entries
Standard *
Hide Filters
Company Code:
Recurring Journal Entry:
Next Posting Date:
Header Text:
Reference:
Fiscal Year:
Clear
Adapt Filters (1)
Go
Recurring Journal Entries (0)
Standard
Create New Recurring Journal Entry
Company Code
Recurring Journal E...
Header Text
Reference
Posted / Total
Posting Status
Next Posting Date
Tot. Amt in Doc Crcy
Post
Display
Edit
Copy
Delete

Fiscal Year: =0000

No data found. Try adjusting the filter settings.

Figure 3.44 Managing Recurring Journal Entries in SAP Fiori

3.3.4 Post with References

Through this function, *post with references*, SAP S/4HANA allows you to easily create and post a document copying the accounting data from an existing posted document. You may need to make some additional changes through the several flow control indicators, depending on your current document specifications. For example, your new general ledger document consists of different amounts from the existing posted document. At this point, you can select **Don't propose amounts** in the listed flow control indicators. This means that you must enter amounts manually in the document line item. If you want a faster entry screen for general ledger account line

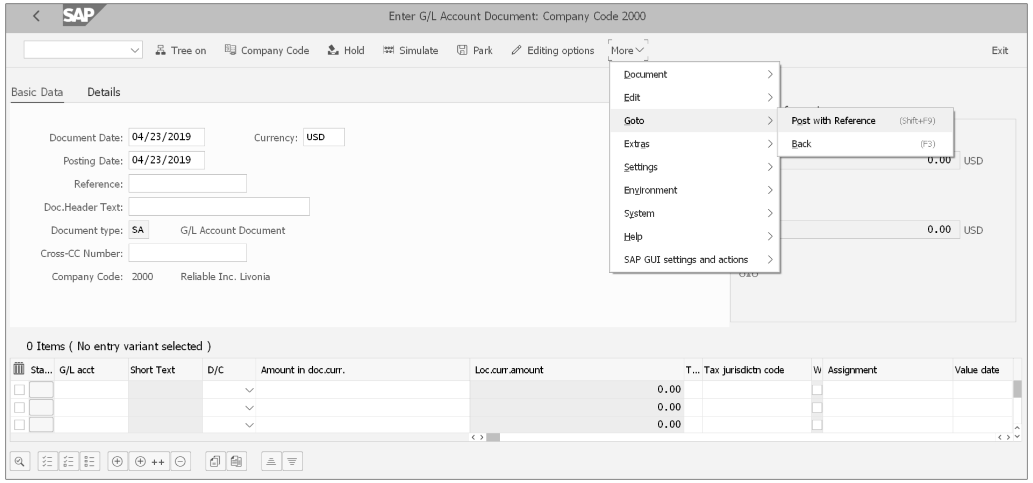
items, you can select another flow control: **Enter G/L account item**. This means that line items will be processed from one screen only instead of separate screens for each item. If you don't select any of the indicators, you can use the post with reference function to post a new document with the same details as the appointed existing document.

In this section, we'll walk through how the post with reference function works. We'll demonstrate with an example using these two flow controls.

To post a document using post with reference, you can use one of the following options:

- Enter Transaction FB50 in the command field.
- Follow application menu path **Accounting • Financial Accounting • General Ledger • Document Entry • Enter G/L Account Document**.

Either way, you'll arrive at the **Enter G/L Account Document** entry screen shown in Figure 3.45. Choose **More • Goto • Post with Reference**. You can also use the shortcut `Shift`+`F9`.


Enter G/L Account Document: Company Code 2000
Tree on
Company Code
Hold
Simulate
Park
Editing options
More
Exit
Basic Data
Details
Document
Edit
Goto
Extras
Settings
Environment
System
Help
SAP GUI settings and actions
Post with Reference (Shift+F9)
Back (F3)

Document Date: 04/23/2019
Currency: USD
Posting Date: 04/23/2019
Reference:
Doc.Header Text:
Document type: SA G/L Account Document
Cross-CC Number:
Company Code: 2000 Reliable Inc. Livonia

0.00 USD
0.00 USD

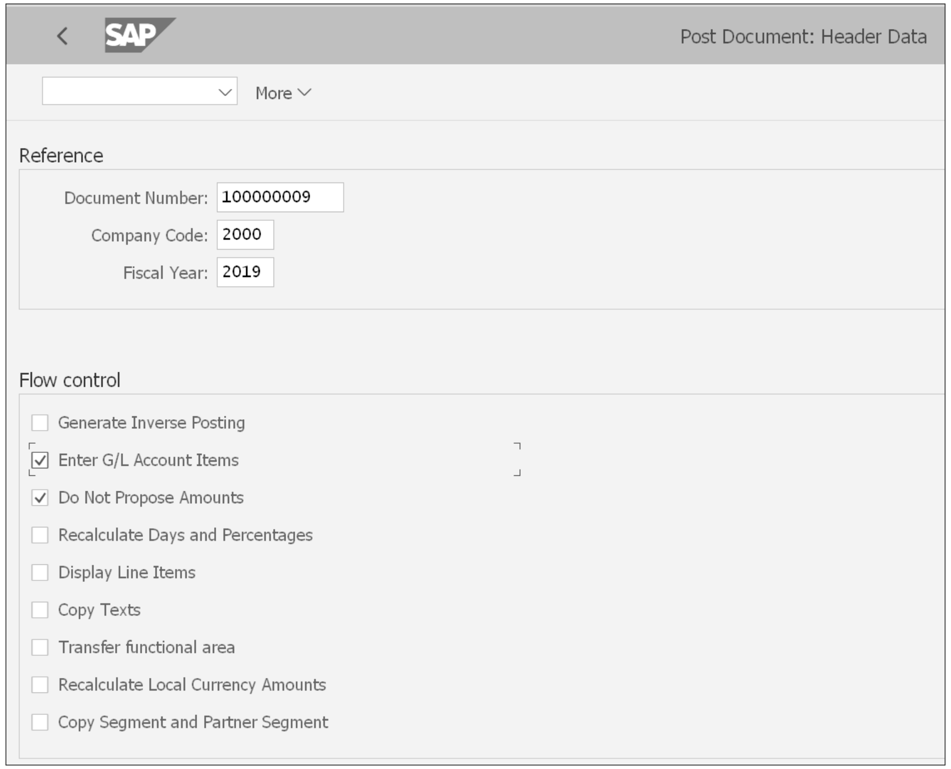
0 Items (No entry variant selected)

Sta...	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T...	Tax jurisdictn code	W	Assignment	Value date
☐					0.00			☐		
☐					0.00			☐		
☐					0.00			☐		

Figure 3.45 Selecting Post with Reference

The **Post Document: Header Data** screen appears, as shown in Figure 3.46, where apart from the fields in the **Reference** area (**Document Number**, **Company Code**, and **Fiscal**

Year), you can select the **Flow control** indicators. In this example, choose **Enter G/L Account Items** and **Do Not Propose Amounts**.



Reference

Document Number: 100000009

Company Code: 2000

Fiscal Year: 2019

Flow control

☐ Generate Inverse Posting
☑ Enter G/L Account Items
☑ Do Not Propose Amounts
☐ Recalculate Days and Percentages
☐ Display Line Items
☐ Copy Texts
☐ Transfer functional area
☐ Recalculate Local Currency Amounts
☐ Copy Segment and Partner Segment

Figure 3.46 Post with Reference Selection Screen

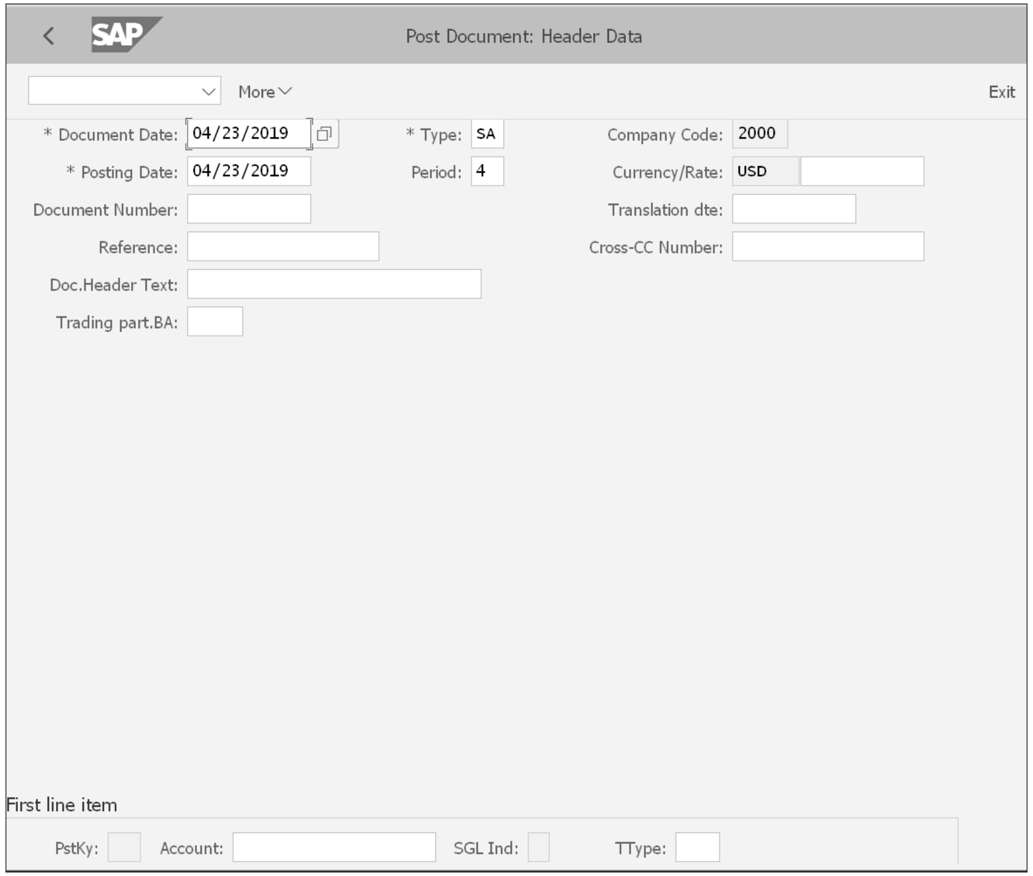
Table 3.1 provides the complete list of flow controls you can use during the post with reference function.

Flow Chart Indicator	Description
Generate Inverse Posting	This is the easiest way to reverse all debit and credit line items with one click. As a result, the reference document and the reversal document offset each other completely. No manual intervention is required.
Enter G/L Account Items	The reference document is copied, and the line items are then transferred to the fast entry screen for general ledger accounts so that several line items can be processed on one screen.
Do Not Propose Amounts	The new document takes all the same line items, omitting the amounts. The amounts therefore have to be entered manually.
Recalculate Days and Percentages	Payment terms from the reference document are copied into the new document. Days and percentages are recalculated taking the new dates into account.
Display Line Items	All the line items are copied from the reverence document in the new document individually.
Copy Texts	The text from the reference document is copied to the new document.
Transfer functional area	The functional area of the reference document is transferred to the new one. This isn't a standard process. Generally, the functional area is derived by cost-of-sales accounting substitution.
Recalculate Local Currency Amounts	The local currency amount is converted and recalculated in case there are different currencies.
Copy Segment and Partner Segment	The segment and partner segments are transferred from the reference document to the new one (instead of deriving it via a defined rule).

Table 3.1 Flow Control List to Post with Reference

Table 3.1 Flow Control List to Post with Reference (Cont.)

After you've reviewed the fields in the **Reference** section and the relevant indicators, press the `Enter` key to see the screen of the general ledger document creation process, as shown in Figure 3.47.



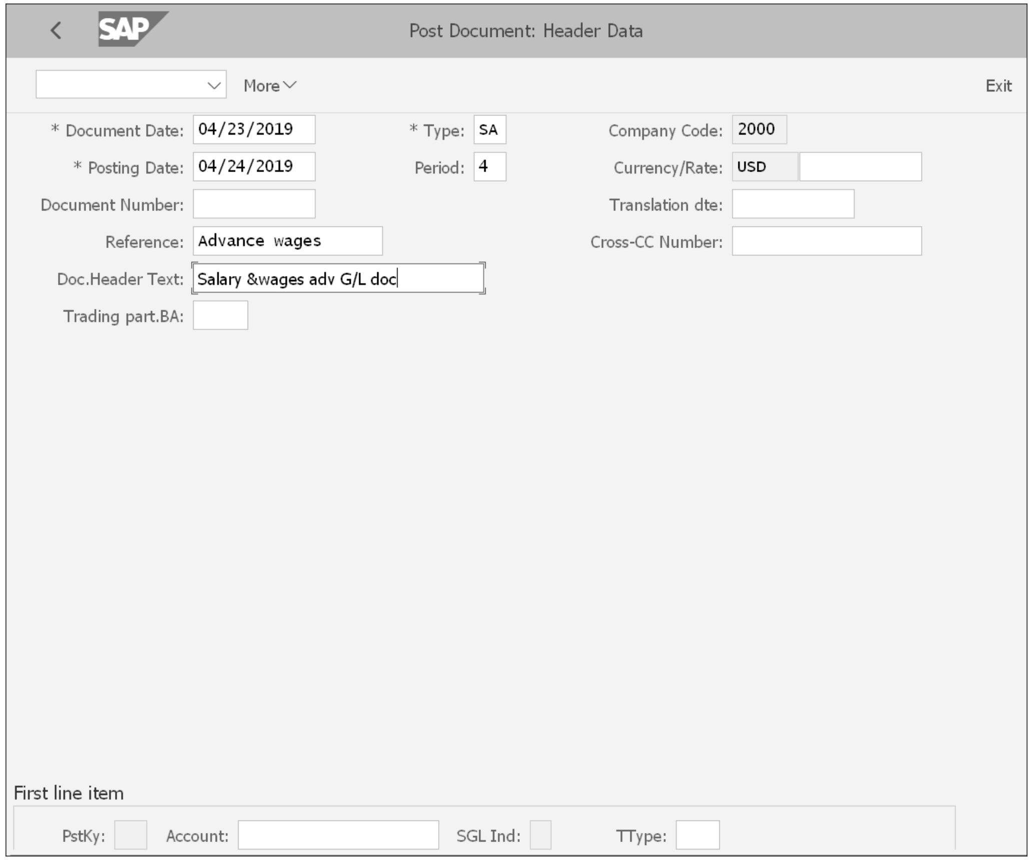
* Document Date: 04/23/2019
* Type: SA
Company Code: 2000
* Posting Date: 04/23/2019
Period: 4
Currency/Rate: USD
Document Number:
Translation dte:
Reference:
Cross-CC Number:
Doc.Header Text:
Trading part.BA:

First line item
PstKy:
Account:
SGL Ind:
TType:

Figure 3.47 General Ledger Document Creation Using Post with Reference

The document header contains data such as document date, posting date, company code, and currency from the referring document. You can edit the prepopulated fields and enter data in the other fields, such as the **Document Number** of the reference transaction, **Doc.Header Text**, and **Reference**. The **Amount** field is empty because you've already marked the flow control indicator as **Do Not Propose Amounts** in the previous step.

In the example shown in Figure 3.48, a prepopulated ready-to-post document has been generated from the reference document 10000000. After you've edited the header information, press the `Enter` key, and another screen will appear.

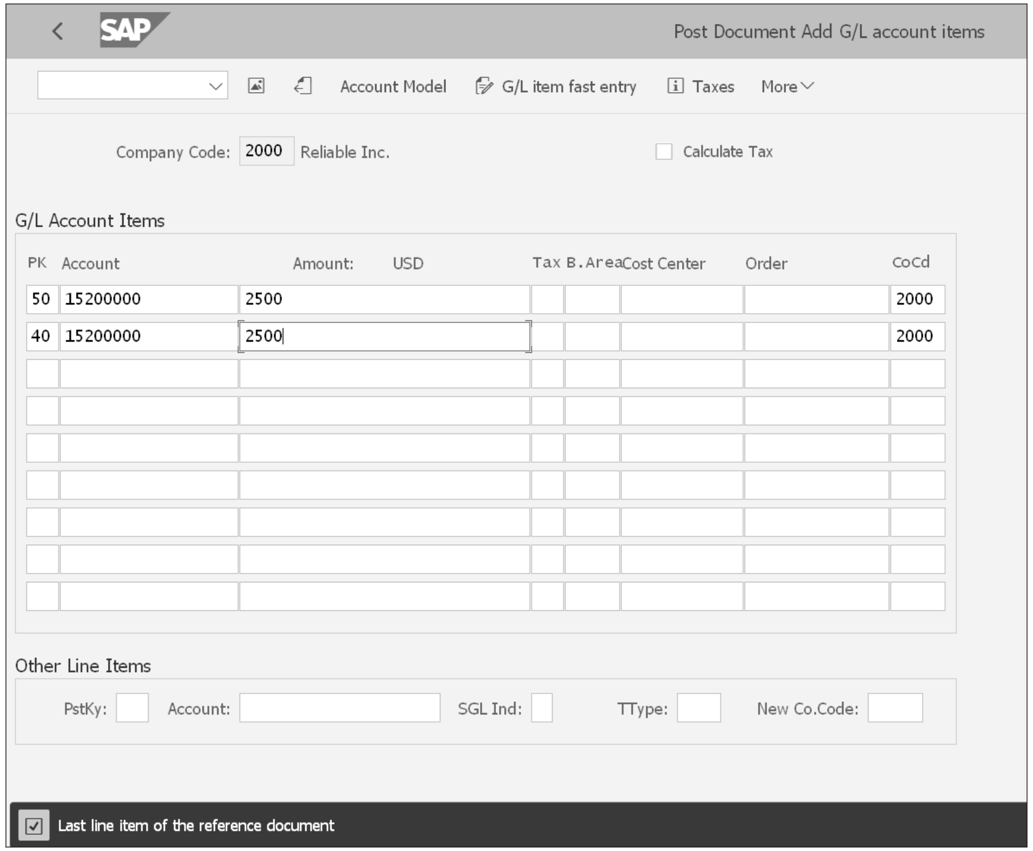


* Document Date: 04/23/2019
* Type: SA
Company Code: 2000
* Posting Date: 04/24/2019
Period: 4
Currency/Rate: USD
Document Number:
Translation dte:
Reference: Advance wages
Cross-CC Number:
Doc.Header Text: Salary &wages adv G/L doc
Trading part.BA:

First line item
PstKy:
Account:
SGL Ind:
TType:

Figure 3.48 Post with Reference Header Data

As you can see in Figure 3.49, both line items are displayed and populated in the screen. This is because you've already selected the flow control **Enter G/L Account Items**. You can now change the prepopulated debit and credit accounts as well as the amount. In this example, the general ledger account has been changed from **12543000** to **15200000**, and the amount has been changed from USD 2,000 to USD 2,500.


Post Document Add G/L account items
Account Model
G/L item fast entry
Taxes
More
G/L Account Items
Other Line Items
PstKy:
Account:
SGL Ind:
TType:
New Co.Code:

Company Code: 2000 Reliable Inc.

☐ Calculate Tax

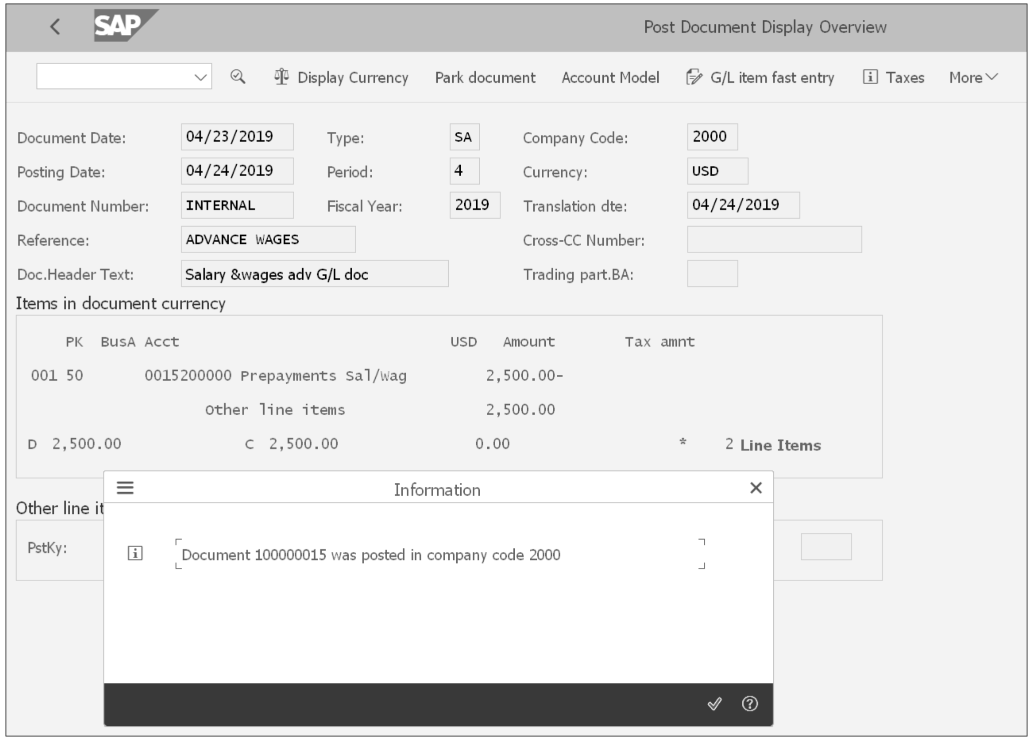
PK	Account	Amount: USD	Tax	B.Area	Cost Center	Order	CoCd
50	15200000	2500					2000
40	15200000	2500					2000

☑ Last line item of the reference document

Figure 3.49 Adding the Account and Amount in the General Ledger Account Line Items

After you've filled in the other relevant fields, such as **Tax** code or **Cost Center**, click the **Post** button in the bottom-right corner or press `Ctrl`+`S`. A message appears with the document number posted and a document display overview screen with both line items containing new document data (see Figure 3.50).

By following just these few easy steps, you can create and post a general ledger document referring to an existing posted document, making some or no changes in the relevant data.


Post Document Display Overview
Display Currency
Park document
Account Model
G/L item fast entry
Taxes
More
Items in document currency
Information
Other line it
PstKy:

Document Date: 04/23/2019
Type: SA
Company Code: 2000
Posting Date: 04/24/2019
Period: 4
Currency: USD
Document Number: INTERNAL
Fiscal Year: 2019
Translation dte: 04/24/2019
Reference: ADVANCE WAGES
Cross-CC Number:
Doc.Header Text: Salary &wages adv G/L doc
Trading part.BA:

```
    PK  BusA Acct                         USD   Amount       Tax amnt

001 50       0015200000 Prepayments Sal/Wag      2,500.00-

                   Other line items               2,500.00

D  2,500.00             C  2,500.00           0.00              *     2 Line Items
```

Document 100000015 was posted in company code 2000

Figure 3.50 Post with Reference General Ledger Document Message

SAP Fiori App

There is no corresponding SAP Fiori app as of SAP S/4HANA 1909.

Now that you're more familiar with the general ledger document posting using quicker methods and post with reference, we'll jump into the next section where we've described another similar function: post with clearing.

3.3.5 Post with Clearing

In this section, we'll describe SAP's clearing function and the concept of open items in financial accounting by showing you how to perform clearing of open items in SAP S/4HANA. First, however, you need to understand the concept of open items.

Open items are considered incomplete transactions, for example, pending customer payments. The financial documents that contain open items won't get lost after being cleared but are stored in the system. When performing the clearing transactions, you enter a general ledger document line item and then select the open items to be cleared. In this step, a clearing document will be generated that consists of the item created manually and the offsetting entry created automatically to net the open item amount.

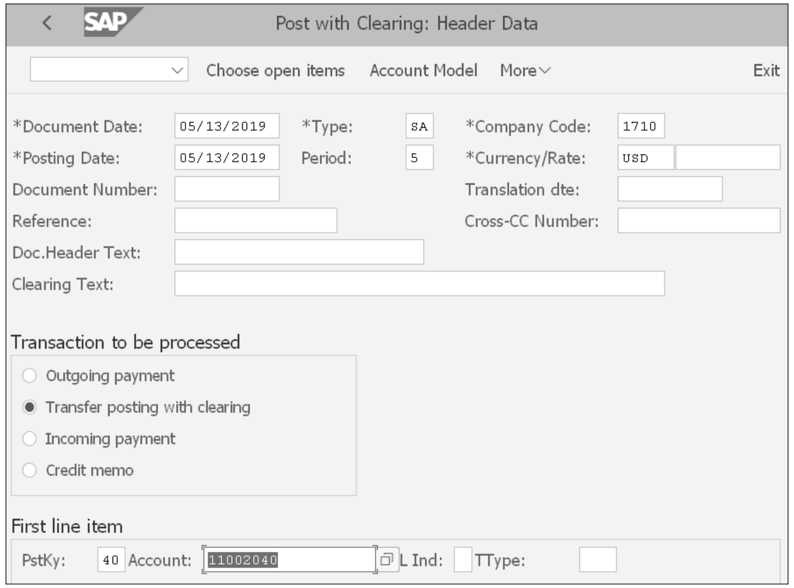
The *post with clearing* function is mostly used for the general ledger, accounts receivable, and accounts payable open items. In the accounts payable ledger, there is a standard automatic clearing program that performs clearing posting for several accounts with different currencies at the same time.

Let's assume you're dealing with the standard supplier invoice case. You have an open item that stems from an invoice posting against a vendor account (supplier invoice). This open item will be closed through a payment to the vendor. By releasing the payment with the use of the clearing function, the open item will be cleared by the payment resulting in zero. The same logic is also followed for the open items in accounts receivable and any other open item in the general ledger.

To perform a posting with clearing, you can enter Transaction F-04 in the command field or follow application menu path **Accounting • Financial Accounting • General Ledger • Document Entry • Post with Clearing**.

The **Header Data** screen appears, as shown in Figure 3.51. On this screen, you can enter the required fields such as **Document Date**, **Posting Date**, **Company Code**, and **Currency/Rate**. In the **Transaction to be processed** panel, select **Transfer posting with clearing**. At the bottom of the screen, enter the values for the first line item of the general ledger documents: **PstKy** and general ledger **Account** number.

After you've filled in this data, press the Enter key to go to the **Post with Clearing Add G/L account item** screen, as shown in Figure 3.52.

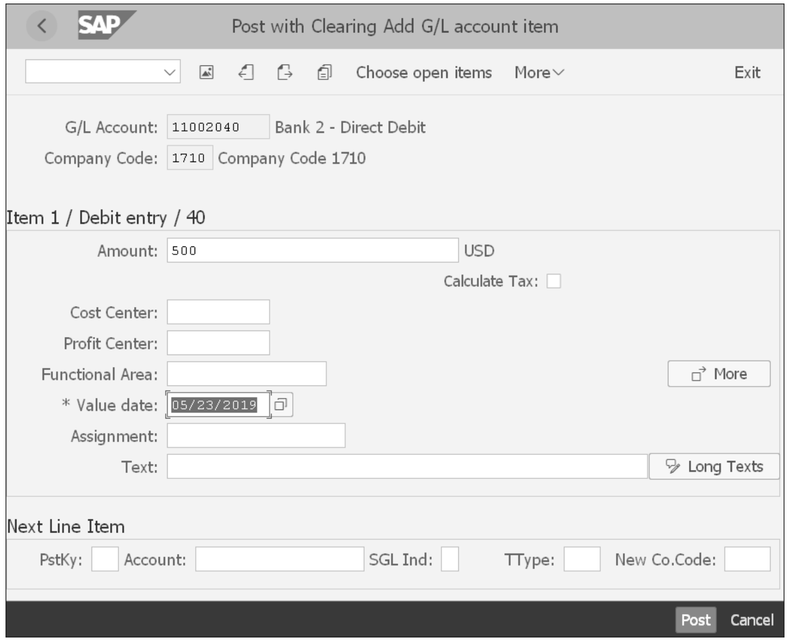

Post with Clearing: Header Data
Choose open items
Account Model
More
Exit
Document Number:
Reference:
Doc.Header Text:
Clearing Text:
Translation dte:
Cross-CC Number:
L Ind:
TType:

*Document Date: 05/13/2019
*Type: SA
*Company Code: 1710
*Posting Date: 05/13/2019
Period: 5
*Currency/Rate: USD

Transaction to be processed
○ Outgoing payment
● Transfer posting with clearing
○ Incoming payment
○ Credit memo

First line item
PstKy: 40 Account: 11002040

Figure 3.51 Post with Clearing: Header Data Screen

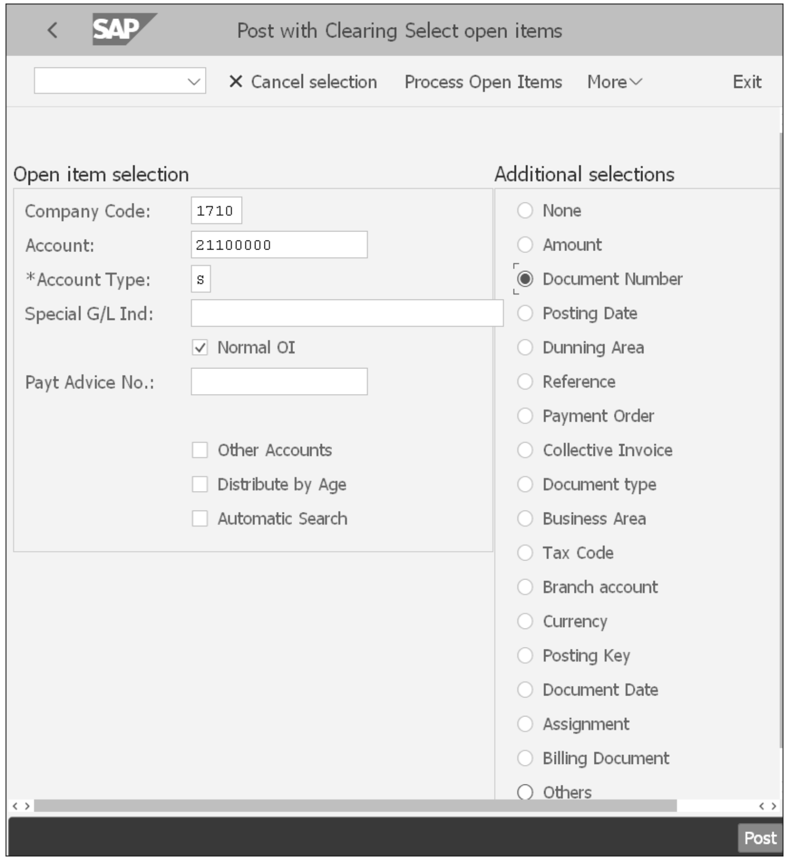

Post with Clearing Add G/L account item
Choose open items
More
Exit
Cost Center:
Profit Center:
Functional Area:
More
Assignment:
Text:
Long Texts
Next Line Item
PstKy:
Account:
SGL Ind:
TType:
New Co.Code:
Post
Cancel

G/L Account: 11002040 Bank 2 - Direct Debit
Company Code: 1710 Company Code 1710

Item 1 / Debit entry / 40
Amount: 500 USD
Calculate Tax: ☐
* Value date: 05/23/2019

Figure 3.52 Post with Clearing Add G/L Account Item Screen

On this screen, you enter the **Amount**, for example USD “500”, and enter the **Value date** for the date of the effectiveness of the clearing. Then, click the **Choose open items** button. The **Post with Clearing Select open items** screen appears, as shown in Figure 3.53.



Open item selection

Company Code: 1710
Account: 21100000
*Account Type: S
Special G/L Ind:
☑ Normal OI
Payt Advice No.:
☐ Other Accounts
☐ Distribute by Age
☐ Automatic Search

Additional selections

○ None
○ Amount
● Document Number
○ Posting Date
○ Dunning Area
○ Reference
○ Payment Order
○ Collective Invoice
○ Document type
○ Business Area
○ Tax Code
○ Branch account
○ Currency
○ Posting Key
○ Document Date
○ Assignment
○ Billing Document
○ Others

Figure 3.53 Post with Clearing Select Open Items Screen

The fields in the screen are already prepopulated by the company code and the account type. In the **Account** field, you enter the general ledger account containing the open item to be cleared. In the **Additional selections** area, you can select a field to the find the open item easier. If you know the document number of the open item to be cleared, select **Document Number**, and click the **Process Open Items** button. Enter the **Document Number** in the screen that opens, and then click the **Process Open Items** button again. Ideally, you’ll find the open item you want to clear. If so, the found open item will show up in a new screen, and you just have to click the **Post** button to clear the open item.

Once cleared, documents can’t easily be reversed. They first have to be “uncleared” (reset) before they can be posted. We’ll discuss this in the next section.

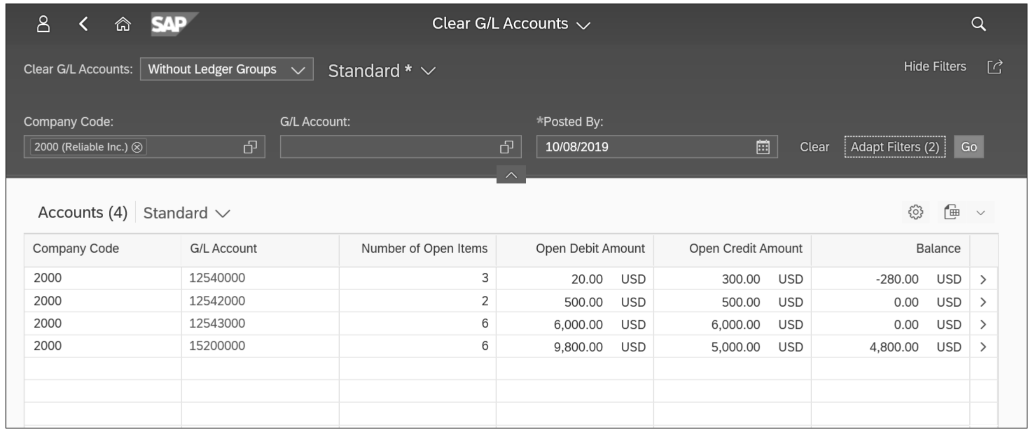
SAP Fiori App

The corresponding SAP Fiori app is called Clear G/L Accounts (F1579). With this app, you can manually clear general ledger account open items the same way you do with Transaction F-04.

In the start screen of the app, you can search for open items only by using three fields: **Company Code**, **G/L Account**, and **Posted By** (**Posting By** is a required field) (see Figure 3.54). If you want to use more fields to filter, go to **Adapt Filters**, where you can add up to five more filters: **Number of Open Items**, **Open Debit Amount**, **Open Credit Amount**, **Balance**, and **Alternative Account**.

In this example, the company code and the required posting date have been entered, resulting in four open items that can be cleared. The clearing process using SAP Fiori is easier. You click on the line where the open items are that you want to clear (e.g. the line with the three open items on account **1254000**), and another screen appears (see Figure 3.55).

You select the items that you want to clear (e.g., items **2** and **3** are selected here), and the items move into the **Items to Be Cleared** window on the bottom right (see Figure 3.56). Just click the **Post** button, and you’re done.



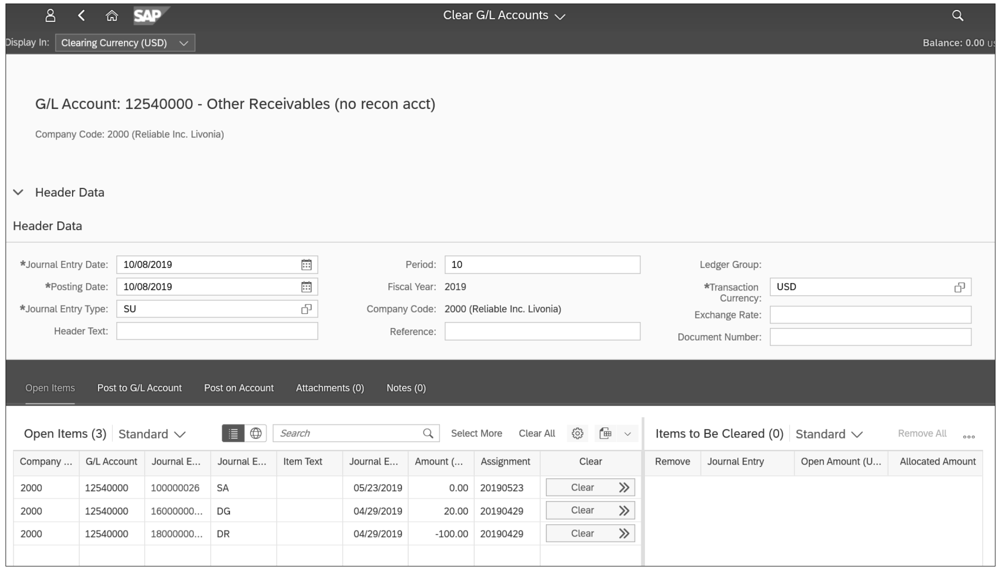
Clear G/L Accounts: Without Ledger Groups
Standard *

Company Code: 2000 (Reliable Inc.)
G/L Account:
*Posted By: 10/08/2019

Accounts (4) Standard

Company Code	G/L Account	Number of Open Items	Open Debit Amount	Open Credit Amount	Balance
2000	12540000	3	20.00 USD	300.00 USD	-280.00 USD
2000	12542000	2	500.00 USD	500.00 USD	0.00 USD
2000	12543000	6	6,000.00 USD	6,000.00 USD	0.00 USD
2000	15200000	6	9,800.00 USD	5,000.00 USD	4,800.00 USD

Figure 3.54 Clear G/L Accounts Screen


Clear G/L Accounts
Search
Open Items
Post to G/L Account
Post on Account
Attachments (0)
Notes (0)
Select More
Clear All
Remove All

Display In: Clearing Currency (USD)

Balance: 0.00 U

G/L Account: 12540000 - Other Receivables (no recon acct)

Company Code: 2000 (Reliable Inc. Livonia)

Header Data

*Journal Entry Date:	10/08/2019	Period:	10	Ledger Group:	
*Posting Date:	10/08/2019	Fiscal Year:	2019	*Transaction Currency:	USD
*Journal Entry Type:	SU	Company Code:	2000 (Reliable Inc. Livonia)	Exchange Rate:	
Header Text:		Reference:		Document Number:	

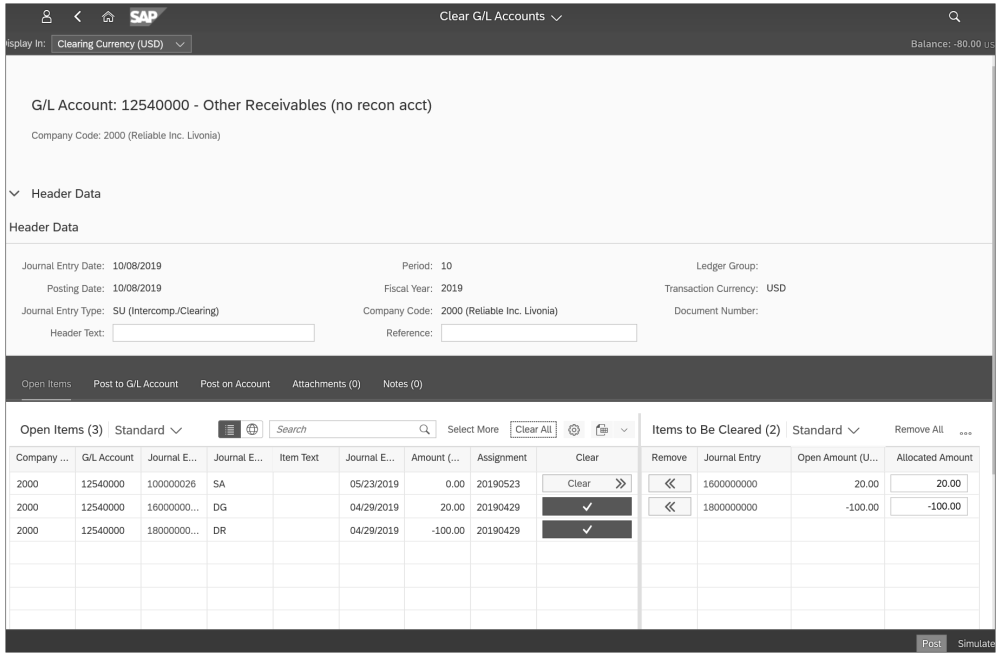
Open Items (3) Standard

Company ...	G/L Account	Journal E...	Journal E...	Item Text	Journal E...	Amount (...	Assignment	Clear
2000	12540000	100000026	SA		05/23/2019	0.00	20190523	Clear »
2000	12540000	16000000...	DG		04/29/2019	20.00	20190429	Clear »
2000	12540000	18000000...	DR		04/29/2019	-100.00	20190429	Clear »

Items to Be Cleared (0) Standard

Remove	Journal Entry	Open Amount (U...	Allocated Amount

Figure 3.55 Clearing Open Items in General Ledger Accounts (1)


Clear G/L Accounts
Search
Open Items
Post to G/L Account
Post on Account
Attachments (0)
Notes (0)
Select More
Clear All
Remove All
Post
Simulate

Display In: Clearing Currency (USD)

Balance: -80.00 U

G/L Account: 12540000 - Other Receivables (no recon acct)

Company Code: 2000 (Reliable Inc. Livonia)

Header Data

Journal Entry Date:	10/08/2019	Period:	10	Ledger Group:	
Posting Date:	10/08/2019	Fiscal Year:	2019	Transaction Currency:	USD
Journal Entry Type:	SU (Intercomp./Clearing)	Company Code:	2000 (Reliable Inc. Livonia)	Document Number:	
Header Text:		Reference:			

Open Items (3) Standard

Company ...	G/L Account	Journal E...	Journal E...	Item Text	Journal E...	Amount (...	Assignment	Clear
2000	12540000	100000026	SA		05/23/2019	0.00	20190523	Clear »
2000	12540000	16000000...	DG		04/29/2019	20.00	20190429	✓
2000	12540000	18000000...	DR		04/29/2019	-100.00	20190429	✓

Items to Be Cleared (2) Standard

Remove	Journal Entry	Open Amount (U...	Allocated Amount
«	1600000000	20.00	20.00
«	1800000000	-100.00	-100.00

Figure 3.56 Clearing Open Items in General Ledger Accounts (2)

Contents

Foreword 15
Preface 17

1 Introduction to SAP S/4HANA 21

1.1 Deployment Models 21
- 1.1.1 On-Premise SAP S/4HANA 21
- 1.1.2 SAP S/4HANA Cloud 22
- 1.1.3 Hybrid Models 23

1.2 Universal Journal 24
- 1.2.1 Single Source of Truth 25
- 1.2.2 One Database and One Data Model for Accounting 26
- 1.2.3 Enhanced Reporting 27

1.3 Simplifications 29
- 1.3.1 Minimized Reconciliations 29
- 1.3.2 Extension Ledger versus Special Ledger 30
- 1.3.3 Simplified Period-End Close 31
- 1.3.4 Management Accounting Integration 33

1.4 User Interfaces 35
- 1.4.1 SAP GUI 35
- 1.4.2 Web GUI 36
- 1.4.3 SAP Fiori 37

1.5 Summary 41

2 Organizational Structure and Integration 43

2.1 Standard Financial Accounting Processes 43
- 2.1.1 Value Chain Overview 44
- 2.1.2 Order-to-Cash and Accounts Receivable 45
- 2.1.3 Purchase-to-Pay and Accounts Payable 47

2.1.4 Acquire-to-Retire and Fixed Asset Accounting 48
2.1.5 Record-to-Report and General Ledger 48

2.2 Organizational Elements of Financial Accounting 49
2.2.1 Organizational Structures 50
2.2.2 Cross-Application Organizational Assignments 60
2.2.3 Central Financial Accounting Settings and Decisions 64

2.3 Integration of Financial Accounting and Management Accounting 71
2.3.1 Management Accounting Postings in the General Ledger 71
2.3.2 Market Segment Reporting in the Universal Journal 75
2.3.3 Interface Configuration 77
2.3.4 Intercompany Management Accounting Postings 85

2.4 Summary 87

3 General Ledger Accounting 89

3.1 Record-to-Report 89
3.1.1 Subledger Closing 90
3.1.2 Reconciliations 92
3.1.3 Record and Adjust 96
3.1.4 Period Control 96
3.1.5 Reporting and Analysis 97

3.2 General Ledger Master Data 99
3.2.1 Master Data Structure 99
3.2.2 General Ledger Accounts 101
3.2.3 Chart of Accounts 106
3.2.4 Financial Statements 109

3.3 General Ledger Posting Documents 114
3.3.1 Journal Document Entry 114
3.3.2 Post, Park, and Hold 121
3.3.3 Recurring Documents 128
3.3.4 Post with References 136
3.3.5 Post with Clearing 143

3.4 Resetting and Reversing Documents 149
3.4.1 Reversing Nonclearing Documents 149

3.4.2 Reversing Clearing Documents 154

3.5 Bank Accounting 158
3.5.1 Bank Master Data 158
3.5.2 General Ledger Integration 166
3.5.3 Bank Reconciliation 168

3.6 General Ledger Period-End Closing 175
3.6.1 Opening and Closing Periods 175
3.6.2 Subledger Reconciliation 177
3.6.3 Foreign Currency Valuation 182
3.6.4 Goods Receipt/Invoice Receipt Clearing 184
3.6.5 Balance Carryforward 187

3.7 General Ledger Reporting 189
3.7.1 Accounts Inquiry 190
3.7.2 Trial Balance 193
3.7.3 Display General Ledger Account Line Items 198
3.7.4 Financial Statement 201
3.7.5 Compact Document Journal 203

3.8 Summary 205

4 Accounts Payable 207

4.1 Purchase-to-Pay 208
4.1.1 Purchase Requisition 208
4.1.2 Purchase Order 212
4.1.3 Goods Receipt 215
4.1.4 Invoice Receipt 218
4.1.5 Invoice Payment and Vendor Checking Balances 224

4.2 Vendor Accounts 228
4.2.1 Vendor General Data 229
4.2.2 Vendor Company Code Data 235

4.3 Vendor Invoices 239
4.3.1 Automatic Creation of Vendor Invoices (from Logistics) 239
4.3.2 Direct Invoices 242

4.4 Outgoing Payments 247
- 4.4.1 Manual Payment 248
- 4.4.2 Automatic Payment Program 254

4.5 Process Exceptions 267
- 4.5.1 Credit Memos 267
- 4.5.2 Down Payments Sent 269

4.6 Accounts Payable Period-End Closing 275
- 4.6.1 Opening and Closing Periods 275
- 4.6.2 Foreign Currency Valuation 278
- 4.6.3 Goods Receipt/Invoice Receipt Clearing 280
- 4.6.4 Automatic Open Item Clearing 283
- 4.6.5 Reclassification Run 286
- 4.6.6 Accounts Payable Reconciliations 292

4.7 Accounts Payable Reporting 301
- 4.7.1 Accounts Inquiry 302
- 4.7.2 Accounts Balance Report 305
- 4.7.3 Open Item List 310

4.8 Summary 313

5 Accounts Receivable 315

5.1 Order-to-Cash Process 316
- 5.1.1 Sales Order 316
- 5.1.2 Outbound Delivery 321
- 5.1.3 Billing Documents 324

5.2 Customer Accounts 328
- 5.2.1 Customer General Data 329
- 5.2.2 Customer Company Code Data 334

5.3 Customer Invoices 337
- 5.3.1 Automatic Creation of Customer Invoice (from Logistics) 337
- 5.3.2 Direct Customer Invoices 339

5.4 Customer Payments 342
- 5.4.1 Manual Bank Statements 343

- 5.4.2 Electronic Bank Statements 349

5.5 Process Exceptions 353
- 5.5.1 Credit Memos 353
- 5.5.2 Down Payments Received 360

5.6 Dunning 363
- 5.6.1 Automated Dunning Process 364
- 5.6.2 Manual Dunning Letters 367

5.7 Credit Management 368
- 5.7.1 Credit Master Data and Credit Limits 369
- 5.7.2 Simple Credit Check 374
- 5.7.3 Automated Credit Check 375

5.8 Accounts Receivable Period-End Closing 375
- 5.8.1 Foreign Currency Valuation 376
- 5.8.2 Billing Due Lists 378
- 5.8.3 Reclassification Run 383
- 5.8.4 Accounts Receivable Reconciliations 390

5.9 Accounts Receivable Reporting 405
- 5.9.1 Accounts Inquiry 405
- 5.9.2 Account Balances Report 412
- 5.9.3 Open Items List 414
- 5.9.4 Aging List 417

5.10 Summary 421

6 Fixed Asset Accounting 423

6.1 Acquire-to-Retire Process 424
- 6.1.1 Acquisition of Long-Lived Assets 424
- 6.1.2 Capitalization/Activation 425
- 6.1.3 Depreciation 426
- 6.1.4 Retirement/Scrapping 427

6.2 Fixed Asset Accounts and Master Data 429
- 6.2.1 Asset Creation 429
- 6.2.2 Asset Classes 434

6.2.3 Account Determination 437
6.2.4 Depreciation Key 441
6.2.5 Depreciation Area 447
6.2.6 Chart of Depreciation and Ledger Assignment 451

6.3 Fixed Asset Explorer 453
6.3.1 Planning 453
6.3.2 Actuals 456
6.3.3 Master Data 460

6.4 Asset Transactions 462
6.4.1 Acquisition/Integration to Vendor Invoice 463
6.4.2 Standard Depreciation 466
6.4.3 Impairment (Value Adjustment) 470
6.4.4 Transfers 474
6.4.5 Retirements/Disposals 478

6.5 Fixed Assets Period-End Closing 485
6.5.1 Change Fiscal Year 485
6.5.2 Depreciation Run 491
6.5.3 Closing Periods 494
6.5.4 Fixed Assets Reconciliations 496

6.6 Fixed Assets Reporting 503
6.6.1 Fixed Assets History Sheet 504
6.6.2 Acquisitions List 506
6.6.3 Depreciation Lists 509
6.6.4 Disposals 512

6.7 Summary 515

7 Customer Project Accounting 517

7.1 Customer Project Scenario in SAP S/4HANA Cloud 518
7.1.1 Financial Accounting Innovations 518
7.1.2 Simplified Customer Project Contract Setup 521
7.1.3 Customer Project Setup Overview 527
7.1.4 Customer Project Business Transactions 529
7.1.5 Financial Reporting Insights 546

7.2 Event-Based Revenue Recognition 554
7.2.1 Purpose of Event-Based Revenue Recognition 554
7.2.2 Principles of Event-Based Revenue Recognition 555
7.2.3 Activation and Configuration 563
7.2.4 Revenue Recognition Apps 568
7.2.5 Supported Contract Types and Realization Methods 573
7.2.6 IFRS 15 Capabilities 576
7.2.7 Supported Management Accounting Features 581
7.2.8 Availability of Event-Based Revenue Recognition in SAP S/4HANA 582

7.3 Simplified Period-End Close 582

7.4 Summary 584

The Authors 587
Index 589

Index

360-degree view ... 28

A

Account balances report ... 412
Account control ... 104
Account determination ... 436, 437
  configure ... 438
  transaction ... 437
  wizard ... 438
Account determination key ... 287, 384
Account group ... 102
  attributes ... 104
  define ... 104
Account management ... 105
Account-based CO-PA ... 80
Accounting principle ... 66
  assign ... 67
  define ... 67
  depreciation area ... 450
  revenue recognition ... 560
Accounts balance report ... 305
  results ... 306, 413
Accounts inquiry ... 190, 302, 405
Accounts payable ... 47, 207
  automatic clearing ... 283
  exception ... 267
  foreign currency valuation ... 278
  GR/IR clearing ... 280
  open items ... 537
  outgoing payment ... 247
  period-end close ... 275
  reclassification ... 286
  reconciliation ... 178, 292
  reporting ... 301
  subledger ... 91
  vendor account ... 228
  vendor invoice ... 239
Accounts payable reconciliation account ... 91
Accounts receivable ... 45, 315
  asset retirement ... 478
  credit management ... 368
Accounts receivable (Cont.)
  customer account ... 328
  customer invoice ... 337
  customer payment ... 342
  dunning ... 363
  foreign currency valuation ... 376
  invoice ... 337
  period-end close ... 375
  process exception ... 353
  reclassification ... 383
  reconciliation ... 178, 180, 390
  reporting ... 405
  subledger ... 90
Acquire-to-retire ... 44, 48, 424
Acquisitions list ... 506
  group total only ... 508
  present assets ... 507
  result ... 507
Activity allocation ... 72
Adjustment posting ... 185
Aging list ... 417
  fields ... 417
  results ... 420
  summarization ... 419
Algorithm ... 169
Analytical apps ... 41
App finder ... 39
Asset Acquisition app ... 508
Asset capitalization ... 426
Asset class ... 423, 430, 434
  access ... 435
  details ... 435
Asset explorer ... 453, 499
  actuals ... 456
  call report ... 461
  comparisons ... 457
  header data ... 453
  master data ... 460
  parameters ... 458
  planning ... 453
  simulate ... 459
  transactions ... 456

- Asset history sheet 497, 498, 504
  - *details* 499
  - *reconcile* 500
- Asset History Sheet app 503, 504
- Asset reconciliation account 423
- Asset Transfer Intercompany app 476
- Asset Values app 453
- Assets under construction (AuC) 425
- Audit Journal app 97, 98, 205
- Automated credit check 375
- Automatic Account Determination app 439
- Automatic clearing 283
  - *vendor* 283
- Automatic invoice 339
- Automatic payment program 254
  - *bank determination* 264
  - *company codes* 257
  - *configure* 257
  - *EBS* 343
  - *exception* 257
  - *forms* 261
  - *house bank* 264
  - *methods in company code* 263
  - *methods in country* 262
  - *parameters* 255
  - *paying company codes* 260
  - *payment proposal* 257
  - *payment run* 265
  - *setup* 255
  - *vendor account* 256
- Automatic payment run 265
- Automatic vendor invoice 239

B

- Background job 486, 488
- Balance carryforward 33, 187
  - *fields* 187
  - *item details* 189
  - *overview* 188
- Balance sheet 544
  - *account* 101, 187
  - *corrections* 571
- Balance sheet supplement 289, 387
  - *display subtotal* 388
  - *results* 290, 387
- Balance sheet supplement (Cont.)
  - *selections* 387
- Balance Sheet/Income Statement app 550
- Bank account 158
- Bank account master record 159
  - *assign* 162
  - *change* 162
  - *create* 159
  - *display* 161
  - *SWIFT/BIC* 162
- Bank accounting 158
  - *general ledger* 166
  - *master data* 158
- Bank clearing account 166, 168, 171
- Bank determination 264
- Bank reconciliation 168
- Bank transfer 248
- Base method 441
- Bill of exchange 261
- Billing 525, 537, 561
  - *documents* 537, 539
  - *method* 525, 527
  - *posting* 541
  - *proposals* 537
- Billing document 321, 324, 337
  - *billing due list* 379
  - *create* 325
  - *details* 325
  - *display* 337
  - *document flow* 338
  - *individual vs. collective* 381
  - *release to accounting* 326
- Billing document list
  - *log file* 383
- Billing due list 378
  - *billing options* 381
  - *display* 380
  - *maintain* 379
- Billing plan 526
- Build-to-stock 45
- Business partner 158
  - *bank data* 158
  - *change person* 371
  - *change role* 372
  - *create person* 369
  - *credit management* 369
- Business partner (Cont.)
  - *customer account* 330
  - *maintain* 369
  - *master data* 369
  - *ratings* 372
  - *relationship* 372
  - *supplier* 230
- Business role 39

C

- Calculation method
  - *assign* 443
  - *define* 441
  - *define values* 446
- Capital asset 423
- Capitalization 426, 447
  - *post* 472
- Cash management 169
- Change Asset Classes app 437
- Changeover method 445
- Chart of accounts 82, 104, 106, 437
  - *assign* 103
  - *attributes* 104
  - *bank accounting* 166
  - *company code* 106
  - *define* 385
  - *financial statement version* 110
  - *function* 107
  - *view* 107
- Chart of depreciation 451
  - *assign to company code* 451
  - *select* 442, 447
- Clear G/L Accounts app 147
- Clear GR/IR Clearing Account app 285
- Clear Incoming Payments app 347
- Clear Open Items app 417
- Clearing account 91
  - *GR/IR* 184
  - *retirement* 482
- Clearing document 149
  - *incoming payments* 345
  - *reset* 155, 157
  - *reverse* 154
- Client 50
- Closing period 175
- Coding block extension 28
- Compact document journal 97, 203
- Company 51
  - *define* 51
  - *list* 52
- Company code 53, 78
  - *advantages* 54
  - *automatic payment program* 259
  - *controlling area* 55
  - *create* 53
  - *credit control area* 56
  - *criteria* 54
  - *currency* 68
  - *customer accounts* 329, 334
  - *multiple* 106
  - *parameters* 54
  - *segment* 229
  - *vendor account* 235
- Completed contract realization 575
- Consignment 209
- Consulting margin reporting 553
- Contract 521, 527
  - *event-based revenue recognition* 573
  - *type* 525, 533, 561
- Controlling area 55
  - *company code* 79
  - *maintain* 78
- Correction account 184
- Cost accountant 520
- Cost center allocation 72
- Cost element 34, 82
  - *category* 83
  - *master data* 101
  - *secondary* 82
- Cost object 82
- Cost object settlement 72
- Cost rates 524
  - *define* 531
  - *derivation* 524
- Cost-based realization 575
- Costing-based CO-PA 80
- Country-specific chart of accounts 107
- Create Asset app 434
- Create Billing Documents app 327, 539
- Create Customer Project app 521
  - *billing* 525

- Create Customer Project app (Cont.)
  - *statuses* 522
  - *team* 523
  - *work package* 522
- Create Dunning Notices app 366
- Create Outbound Deliveries app 324
- Create Outgoing Invoices app 342
- Create Purchase Order Advanced app 214
- Create Purchase Requisition app 211
- Create Sales Order app 321
- Create Supplier Invoice app 246, 465, 534
- Create Supplier Invoice/Create Supplier Invoice Advanced app 221
- Credit control area 56
  - *company code* 56
  - *define* 56
- Credit limit 368
  - *check* 369
  - *settings* 372
- Credit management 368
  - *check types* 369
  - *master data* 369
- Credit memo 267, 353
  - *accounts receivable* 353
  - *display line items* 357
  - *enter line item* 355
  - *generate* 353
  - *line item* 268
  - *post* 355
  - *vendor* 269
- Credit Memo Request app 269
- Credit memorandum 267, 353
- Credit note 267, 353
- Credit profile 369, 372
- Credit segment data 369
- Creditworthiness 315, 360, 368
  - *data* 372
- Currency 68
  - *company code* 68
  - *type* 68
- Customer account 328
  - *groups* 331
- Customer balance 181
  - *compare* 396, 398
  - *cumulative* 407
  - *display* 397, 399, 406
- Customer balance (Cont.)
  - *local currency* 398, 412
  - *report* 181
- Customer invoice 337, 540
  - *create from logistics* 337
  - *direct invoicing* 339
  - *document flow* 338
- Customer line items 400, 415
  - *results* 401
- Customer Master Create/Change/Display app 333, 336
- Customer master record 162, 329
  - *company code data* 334, 335
  - *create* 329
  - *create person* 330
  - *display* 332
  - *general data* 329, 331
  - *reconciliation account* 390
  - *segments* 329
- Customer order 527
- Customer payment 342
- Customer project
  - *accounting* 517
  - *billing* 537
  - *business transactions* 529
  - *contract* 521
  - *IFRS 15* 576
  - *manual accruals* 542
  - *object setup* 527
  - *period-end close* 582, 584
  - *real-time information* 546
  - *release* 563
  - *SAP ERP* 582
  - *scenario* 518
  - *settlement* 555
  - *setup* 527
  - *status* 562
  - *supplier invoice posting* 534
  - *time confirmation* 529

D

- Data model 26
- Debit post invoice 481
- Declining-balance method 441
  - *fields* 442
- Deployment model 21
  - *hybrid* 23
  - *on-premise* 21
  - *private cloud* 22
- Depreciation 426
  - *calculation* 455
  - *errors* 468
  - *execute* 467
  - *manual* 471
  - *methods* 427, 441
  - *period interval methods* 454
  - *phase* 445
  - *posting run* 467, 491
  - *result* 468
  - *standard* 466
  - *test run* 493
  - *unplanned* 471
  - *view logs* 468
- Depreciation area 447
  - *add* 447
  - *define* 450
  - *header data* 449
  - *overview* 450
- Depreciation key 441, 459
  - *maintain* 443
  - *settings* 459
- Depreciation list 509
  - *result* 510
- Depreciation List app 511
- Derecognition 427
- Dimension 546
- Direct invoice 242, 339
  - *create* 244, 340
  - *customer invoice* 340
  - *find open items* 242
  - *payment terms* 341
  - *post* 342
- Display Account Line Items in General Ledger app 98
- Display Account Line Items report 98
- Display Billing Documents app 327, 339
- Display Credit Master Data app 374
- Display Customer Balances app 410, 414
- Display Document report 98
- Display Financial Statement app 97, 203, 503
- Display G/L Account Balances app 192
- Display Journal Entries in T-Account View app 98
- Display Line Item Entry app 312, 403
- Display Line Items in General Ledger app 72, 85, 199, 300, 403, 531, 536, 540, 545, 570
- Display Supplier Balances app 227, 304, 308
- Display Supplier Invoice app 243
- Disposal 478, 512
  - *asset list* 512
  - *result* 513
- Document number 325
- Double declining-balance method 427
- Double-entry bookkeeping 85
- Down payment 269, 360
  - *add vendor item* 270
  - *create request* 270
  - *received* 360
- Down payment request 360
  - *add customer item* 361
  - *create* 360
  - *header data* 360
  - *post* 361
- Dunning 363
  - *automated* 364
  - *individual notice* 367
  - *manual letter* 367
  - *parameters* 364
  - *program schedule* 366
  - *schedule run* 366
  - *status* 364
- Dynamic credit check 375

E

- Economic value added (EVA) 57
- Electronic bank statement (EBS) 168
  - *customer payment* 349
  - *import* 349
  - *parameters* 169, 350
  - *postprocessing* 171
  - *post-processing program* 350
  - *processing* 170
  - *upload* 169
- Electronic data interchange file (EDI) 261
- Evaluation options 28

- Event-based revenue recognition 554
  - *activate* 563
  - *apps* 568
  - *cloud* 563
  - *configure* 563, 566
  - *contract type* 573
  - *general ledger* 558
  - *IFRS 15* 576
  - *journal entry* 532
  - *logistics integration* 561
  - *maintain settings* 564
  - *management accounting* 581
  - *manual accruals* 543
  - *on-premise* 566, 582
  - *parallel ledgers* 559
  - *principles* 555
  - *purpose* 554
  - *realization methods* 575
  - *recognition key* 565
  - *revalue* 569, 573
  - *run projects* 571
  - *SAP ERP* 555
  - *SAP S/4HANA* 582
  - *time confirmation* 556
  - *Universal Journal* 555, 558
- Expenses 525
- Extensibility 28
- Extension ledger 30, 70
  - *create* 70
  - *use case* 71
- External acquisition 425

F

- Fact sheet app 41
- Final asset 425
- Finance manager 32
- Finance team 32
- Financial accounting
  - *central settings* 64
  - *currency* 68
  - *evolution* 24
  - *innovations* 518
  - *integration* 33, 71
  - *interface* 77
  - *organizational elements* 49
- Financial accounting (Cont.)
  - *process* 43
  - *SAP ERP* 25
- Financial posting 54
- Financial report 49
- Financial statement 97, 201
  - *fixed assets* 501
- Financial statement line item 112
- Financial statement version 59, 109, 201, 396, 500
  - *define* 109
  - *edit* 111
  - *fields* 396
- Fiscal year variant 69
  - *define* 69
- Fixed asset account 423
  - *master data* 429
- Fixed asset accounting 48, 423
- Fixed asset master record 429
  - *asset classes* 434
  - *display* 432
- Fixed assets 423
  - *acquisition* 463
  - *class* 430
  - *create* 429
  - *error log* 485
  - *financial statement* 501
  - *fiscal year* 485
  - *inconsistencies* 497
  - *job* 488
  - *life* 458
  - *master data* 430
  - *parallel accounting* 451
  - *period control* 494
  - *period-end close* 485
  - *quantities* 453
  - *reconciliation* 496
  - *report* 461
  - *reporting* 503
  - *retire* 428, 478
  - *run in background* 486
  - *scrap* 483
  - *sheet balance* 497
  - *transactions* 462
  - *value adjustment* 470
  - *vendor invoice* 463
- Fixed-price contract 526, 562, 573, 581
- Flow
  - *accounts receivable* 338
  - *control* 138
  - *document* 221
- Flow control 138
- Foreign currency valuation
  - *access* 376
  - *accounts payable* 278
  - *accounts receivable* 376
  - *fields* 182, 279, 377
  - *general ledger* 182
- Free-defined currencies 66
- Fulfillment 48
- Functional area 59
  - *derive* 59
  - *view* 59
- Functional currency 66

G

- General ledger 48, 177
  - *account* 34, 82, 550
  - *accounting* 65, 89
  - *bank accounts* 166
  - *chart of accounts* 106
  - *event-based revenue recognition* 558
  - *goods receipt* 218
  - *management accounting* 71
  - *master data* 99
  - *new* 24
  - *period control* 96
  - *period-end close* 175
  - *posting documents* 114
  - *reconciliation* 92
  - *record and adjust* 96
  - *reporting* 189
  - *reporting and analysis* 97
  - *reports* 548
  - *subledger* 90
- General ledger account 101
  - *accounts payable* 294
  - *balances* 191, 194
  - *bank* 166
  - *compare* 298, 400
  - *depreciation* 447
- General ledger account (Cont.)
  - *display* 297
  - *display line items* 198
  - *group* 102, 104
  - *hold* 125
  - *house bank* 163
  - *master data* 99, 101
  - *park* 122
  - *post with clearing* 144
  - *post with reference* 141
  - *posting* 121
  - *reconciliation* 178
  - *retire* 479
  - *save* 124
  - *type* 101
- Generally Accepted Accounting Principles (GAAPs) 58, 71, 567
  - *fixed assets* 453
- Generate Asset Depreciation List – Thailand app 511
- Generate Asset Disposal List – Thailand app 514
- Goods receipt 184, 207, 215
  - *create* 216
  - *type* 215
- GR/IR clearing 184
  - *accounts payable* 280
  - *adjustments* 186, 282
  - *automatic clearing* 285
  - *execute* 281
  - *report* 184
- Group chart of accounts 107

H

- Hire-to-retire 45
- Holding 125
  - *line items* 125
- House bank 158
  - *create* 168
  - *general ledger account* 163
  - *manage* 164, 166
  - *master data* 163
- Hybrid solution 23
- Hyperscaler 22

I

Idea-to-market 45
Impairment 470
Income statement 544
Incoming payment 342
  clear 345
  manual 343
  reconciliation 391
Infrastructure-as-a-service (IaaS) 22
Intangible assets 424
Integration 33, 43, 71
  bank accounting 166
  event-based revenue recognition 558, 561
  market segment reporting 75
Intercompany billing document 87
Intercompany clearing account 86
Intercompany margin 87
Intercompany transfer 475
  asset 475, 477
Interest calculation 105
Internal acquisition 425
International Financial Reporting Standards (IFRS) 58, 71, 532
  fixed assets 453
International Financial Reporting Standards (IFRS) 15 576
  five-step model 577
  requirements 580
Intracompany transfer 474
  within company code 476
Inventory deprecation 96
Invoice payment 224
Invoice receipt 184, 218
  create 219
  recurring checks 222

J

Job scheduling 489
Joint venture 106
Journal entry 76, 114
  column 532
  create 114
  credit entry 117
  customer invoice 540

Journal entry (Cont.)
  debit entry 117
  editing options 115
  event-based revenue recognition 532, 556, 570
  manual 96, 114
  post 117, 119
  revenue recognition 545
  simulate 119
  supplier invoice 536
  time sheet entry 531

K

Key performance indicator (KPI) 519
  project profitability 546

L

Leading ledger 65
  assign 84
Ledger 65
  accounting principles 84
  define 65
  extension 70
  group 66
  management accounting 84
  parameters 65
  type 65
Line item reporting 27
Logistics 61
  integration 561
  vendor invoice 239, 240
Long-lived assets 424

M

Main bank account 166
Maintain Billing Due List, Create Billing Documents app 383
Maintain Financial Statement Versions app 113
Manage Automatic Payment app 266
Manage Bank Statements app 175, 350
Manage Banks app 165

Manage Business Partner Master Data app 91, 374
Manage Chart of Accounts app 108
Manage Cost Rates app 531
Manage Cost Rates Professional Services app 524
Manage Credit Memo Request app 357
Manage Customer Down Payment Request app 362
Manage Customer Line Items app 541
Manage G/L Account Master Data app 100
Manage Journal Entries app 153
Manage my Timesheet app 530
Manage Posting Periods app 177, 278
Manage Prices – Sales app 533
Manage Recurring Journal Entries app 136
Manage Supplier Down Payment Request app 273
Manage Supplier Line Items app 304, 537
Manage Your Solution app 563
Management accounting
  assign transactions 77
  event-based revenue recognition 581
  general ledger account 82
  integration 33, 71
  intercompany postings 79, 85
  interface 77
  ledger 84
  organizational unit 78
  persisted transaction 72
  postings 71
  profit center 57
  reconciliation 75
  SAP ERP 25
Manual accrual 542, 576
  enter 544
  journal entry 545
Manual bank statement (MBS) 168, 172
  parameters 172
  processing 174
Manual payment 248
  create 343
  display line items 345
  header data 344
  incoming 343
  issue 249

Manual payment (Cont.)
  open items 250
  post 251, 345
  process open items 345
  reconciliation 391
Manual posting 114
Market segment 28, 75, 527
  attributes 80, 81, 531, 532, 581
  derive 528
  dimensions 549
  real-time information 546
Market segment reporting 75
  define attributes 81
  examples 76
  organize 80
Master data 99
  asset explorer 460
  bank 158
  business partner 369
  credit 369
  customer 328
  fixed assets 429, 430
  general ledger 99
  house bank 163
  structure 99
Matching principle 555
  steps 557
Material ledger 90
Maximum amount method 441
Monitor Purchase Order Down Payments app 271
Multi-level method 442
My Timesheet app 72

N

Nonclearing document 149
  reversing 149
Nonoperating expense and income 101

O

Object type 559
Open and Close Posting Periods app 496
Open item 144, 224, 541
  automatic clearing 283

- Open item (Cont.)
  - *customer payment* 345
  - *display* 251
  - *find* 242
  - *list* 310, 414
  - *manual payment* 250
  - *process* 146, 392
  - *reclassification* 289, 386
  - *supplier invoice* 144
- Opening period 175
- Operating chart of accounts 107
- Operation concern 79
- Order management 316
- Order-to-cash 44, 45, 316
  - *exception* 353
  - *process flow* 45
  - *SAP Fiori apps* 46
- Ordinary depreciation 441
- Organizational assignment 60
- Organizational structure 43, 49
  - *cross-application* 60
  - *define* 50
  - *management accounting* 78
- Outbound delivery 321
  - *create* 321
  - *display* 322
  - *fields* 322
- Outgoing payment 247
  - *automatic* 254
  - *manual* 248
- Overhead surcharge 72

P

- Parallel currencies 68, 561
- Parallel ledger 84, 559, 567
  - *fixed asset* 451
- Park General Journal Entries app 124
- Parking 122
  - *line item* 123
- Partial payment 248, 343, 346
- Payment proposal 257
- Payment request 269, 360
- Payment transfers 224
- Percentage of completion (POC) 526, 573
  - *cost-based* 574
- Perform Foreign Currency Valuation app 280, 378
- Performance obligation 577
- Period control 96, 175
  - *accounts payable* 275
  - *fields* 176, 276
  - *fixed assets* 494
  - *method* 442
- Period-end close
  - *accounts payable* 275
  - *accounts receivable* 375
  - *change fiscal year* 485
  - *customer projects* 582
  - *depreciation* 427
  - *fixed assets* 485
  - *general ledger* 175
  - *simplifications* 31
- Periodic service contract 526, 574
- Personnel area 63
  - *assign* 64
- Plan Customer Projects app 521
- Plant 61
  - *assign* 61
  - *role* 61
- Plan-to-perform 45
- Platform-as-a-service (PaaS) 22
- Post Customer Down Payment Request app 362
- Post document with references 137
- Post General Journal Entries app 120, 122, 127
- Post Goods Receipt for Purchase Order app 217
- Post Incoming Payments app 347
- Post Outgoing Payment app 252
- Post Retirement – By Scrapping app 484
- Post Retirement (Integrated AR) – With Customer app 481
- Post Retirement (Non-Integrated) – With Customer app 482
- Post Transfer – Within Company Code app 475
- Post with clearing 143, 144
  - *header data* 144
  - *perform* 144
  - *select open items* 146
- Post with references 136
  - *create document* 139
  - *flow control* 138
  - *header data* 140
  - *post* 142
- Post-Capitalization app 474
- Posting key 129
- Posting period variant 176, 494
- Prediction valuation 581
- Primary cost 101
- Primary revenue 101
- Procurement 209
- Production cost 425
- Profit and loss (P&L) account 187, 551
- Profit center 54, 57, 74, 528
  - *create* 57
  - *uses* 57
- Profitability analysis (CO-PA) 75, 80
- Profitability segment 527, 528, 541
  - *derive* 536
- Project billing element 527, 528
- Project manager 520
- Project margin 546
- Project Profitability app 546, 549
- Project Profitability Overview app 518
- Purchase order 48, 184, 207, 212
  - *create* 213
  - *display* 214
  - *document flow* 221, 240
  - *history* 223, 240
  - *recurring checks* 222
- Purchase price 425
- Purchase requisition 48, 208
  - *display* 210
  - *type* 209
- Purchase-to-pay 44, 47, 208
- Purchasing areas 229
- Purchasing organization 48, 62, 208
  - *assign* 62

R

- Realization methods 575
- Real-time data replication 27
- Reclassification 286
  - *accounts receivable* 383
- Reclassification (Cont.)
  - *configure* 286, 383
  - *posting* 290
  - *postings* 388
  - *process open items* 289, 386
- Recognition key 565
  - *change* 569
- Reconciliation
  - *accounts payable* 292
  - *accounts receivable* 390
  - *adjustment* 179
  - *bank* 168
  - *compare* 294, 396
  - *display documents* 293, 391, 392
  - *event-based revenue recognition* 558
  - *fixed assets* 496
  - *general ledger* 92, 180
  - *ledger* 86
  - *management accounting* 75
  - *report* 95, 497
  - *root cause* 178
  - *subledger* 177
- Reconciliation account 92, 236, 292, 386, 390
  - *create* 92
  - *customer accounts* 334
  - *display* 95
  - *field status group* 93
  - *type* 93
- Reconciliations 29
- Record-to-report 44, 48, 89
- Recurring checks 222
  - *output report* 222
- Recurring document 128
  - *change* 134
  - *create* 129
  - *display* 133
  - *line items* 129
  - *vendor details* 130
- Recurring entry 129, 134
- Reference document 532
- Regroup Receivables/Payables app 291, 390
- Regrouping 383
- Relationships 372
- Reporting 27, 546, 552
  - *accounts payable* 301
  - *accounts receivable* 405

- Reporting (Cont.)
  - *benefits* 520
  - *consulting margin* 553
  - *dashboard* 519
  - *dimensions* 546
  - *fixed assets* 503
  - *general ledger* 97, 189
  - *line item* 27
  - *margins* 520
  - *reconciliation* 95
  - *SAP ERP* 519
- Repost GR/IR Clearing app 186
- Request for quotation 48
- Reset Cleared Items app 157, 158
- Resetting documents 149
  - *options* 156
- Residual payment 248, 343
- Residual salvage value 428
- Retirement 427, 478
  - *partial* 483
  - *post to clearing account* 482
  - *post to customer* 478
  - *scrapping* 483
  - *types* 428
- Return on capital employed (ROCE) 57
- Revenue adjustment 557
- Revenue recognition 527
  - *accounting principle* 560
  - *apps* 568
  - *documents* 541, 545
  - *IFRS 15* 577
  - *matching principle* 555
  - *method* 525, 527, 556
  - *methods* 566
  - *postings* 558
- Revenue Recognition (Event-Based) Projects app 542, 568, 570
  - *options* 569
- Revenue-based realization 575
- Reversal reasons 150
- Reversing documents 149
  - *clearing document* 154
  - *header data* 150
  - *mass reversal* 151
  - *nonclearing* 149
  - *options* 156
- Reversing documents (Cont.)
  - *reason* 150
- Risk class 372
- Role 32, 520
  - *business partners* 230
- Run Revenue Recognition Projects app 571

S

- Sales and distribution 316, 337
  - *invoice* 337
- Sales order 316
  - *access* 317
  - *create* 317
  - *create with reference* 318
  - *display* 320
  - *fields* 319
- Sales Order Fulfillment app 46
- Sales order item 527, 528, 561, 563
- Sales organization 63
  - *assign* 63
- SAP Business Warehouse (SAP BW) 31
- SAP ERP 24, 86
  - *event-based revenue recognition* 555
  - *period-end close* 582
  - *reporting* 519
  - *subledger* 90
- SAP Financial Closing cockpit for S/4HANA 31, 175
  - *task list* 32
- SAP Fiori 37
  - *login* 37
  - *menu* 37
- SAP Fiori applications 27, 40
- SAP Fiori apps library 39
- SAP Fiori launchpad 39
- SAP GUI 35
  - *login* 35
- SAP HANA 517, 519, 546, 552
- SAP S/4HANA 21
  - *event-based revenue recognition* 582
  - *functional area* 60
  - *on-premise* 21, 35
  - *period-end close* 31, 175
  - *reporting* 97
  - *role* 520
- SAP S/4HANA (Cont.)
  - *simplifications* 29
  - *subledger* 90
- SAP S/4HANA Cloud 22, 80, 518, 521, 563, 582, 583
  - *customer projects* 527, 529
  - *IFRS 15* 576
  - *time recording* 530
- SAP Smart Business 41
- SAPscript 261
- Schedule Asset Accounting Jobs app 489
- Schedule Automatic Payment app 266
- Schedule Automatic Payment Periodically app 266
- Scrapping 427, 483
  - *value* 441
- Screen variant 117
- Secondary cost 101
- Segment 57, 58, 74
  - *reporting* 58
- Shipping point 321
- Ship-to party 319
- Simple credit check 374
- Simplifications 29
- Single point of truth 25
- Single source of truth 25, 72
- Soft close 33
- Software-as-a-service (SaaS) 22
- Sold-to party 319
- Sort methods 287, 383
- Special depreciation 441
- Special ledger 30
  - *redundancy* 30
- Standalone selling price (SSP) 577
- Standard ledger 70, 71
- Static credit check 375
- Stock transfer 209
- Straight-line method 427
- Subcontracting 209
- Subledger 90, 177
  - *fixed assets* 423
  - *reconciliation* 92, 177
  - *transactions* 91
- Subledger closing 90
  - *prerequisite* 91
- Sum of years digits method 427
- Summarization levels 419
- Supplier invoice 218, 534
  - *document flow* 221
  - *information* 534
  - *journal entries* 536
  - *open item* 144
  - *post* 219, 535
- Supplier Master Create/Change/Display app 233

T

- Table ACDOCA 27, 90, 292, 390
- T-account 74, 101
- Tangible assets 424
- Time and expenses contract 525, 533, 562, 573
- Time confirmation 557
  - *bill* 537
  - *customer project* 529
  - *event-based revenue recognition* 556
  - *intercompany* 85
- Time sheet entry 86
- Trading partner 51, 86
- Transaction
  - *ABAA* 471
  - *ABAON* 428, 482
  - *ABAVN* 428, 483
  - *ABMA* 471
  - *ABMR* 471
  - *ABNAN* 472
  - *ABT1N* 475, 477
  - *ABUMN* 475, 476
  - *ABZON* 426
  - *ABZU* 471, 472
  - *AFAB* 467, 488, 491
  - *AFAR* 491
  - *AFBP* 468
  - *AJAB* 485
  - *AS01* 429
  - *AW01N* 453
  - *DP93* 87
  - *F.01* 180, 201
  - *F.19* 184
  - *F-04* 144, 149
  - *F110* 226, 248, 255

- Transaction (Cont.)
  - *F-13* 283
  - *F150* 364, 367
  - *F19* 281
  - *F-28* 343, 391
  - *F-37* 360, 362
  - *F-47* 270
  - *F-53* 226, 248, 249, 293
  - *F-58* 248
  - *F-90* 425, 426
  - *F-91* 426
  - *F-92* 428, 478
  - *FAGL_EHP4_T001B_COFI* 96, 175, 275
  - *FAGL_FCV* 182, 279
  - *FAGL_FHP4_T001B_COFI* 494
  - *FAGLB03* 190, 297, 396
  - *FAGLF101* 289, 386
  - *FAGLGVTR* 187
  - *FAGLL03* 98, 198
  - *FAGLL03H* 98, 198
  - *FB03* 98, 293
  - *FB50* 114, 125, 137
  - *FB60* 244, 463
  - *FB65* 268
  - *FB70* 340
  - *FB75* 353
  - *FBD1* 129, 136
  - *FBD2* 136
  - *FBD3* 136
  - *FBL1H* 302, 304
  - *FBL1N* 242, 251
  - *FBL5N* 345, 405
  - *FBRA* 158
  - *FD01* 329
  - *FD02* 329
  - *FD03* 162, 332, 334
  - *FD10N* 405
  - *FDB3* 133
  - *FEBA_BANK_STATEMENT* 171
  - *FF_5* 169, 349
  - *FF67* 172, 350
  - *FI01* 159
  - *FI02* 162
  - *FI03* 161
  - *FI12* 166
  - *FI12_HBANK* 162, 164
- Transaction (Cont.)
  - *FK01* 229
  - *FK02* 229
  - *FK03* 231, 235
  - *FK10N* 224, 302
  - *FS00* 82, 92
  - *FV50* 122
  - *KAO** 101
  - *KB11N* 85
  - *KB15N* 85
  - *KB21N* 85
  - *KE51* 57
  - *KE52* 57
  - *MB5S* 222
  - *ME21N* 213
  - *ME23N* 214, 240
  - *ME51N* 209
  - *ME53N* 210
  - *ME58* 213
  - *ME59N* 213
  - *MIGO* 216
  - *MIR4* 221
  - *MIRO* 219, 239
  - *OADB* 447
  - *OADC* 447
  - *OAOB* 451
  - *OBD4* 104
  - *OBY6* 107
  - *OVXD* 321
  - *S_ALR_87009207* 435
  - *S_ALR_87011990* 497, 504
  - *S_ALR_87012050* 506
  - *S_ALR_87012082* 295, 305, 412
  - *S_ALR_87012103* 298, 310
  - *S_ALR_87012172* 181, 398
  - *S_ALR_87012178* 417
  - *S_ALR_87012197* 400, 415
  - *S_ALR_87012284* 396, 500
  - *S_ALR_87012289* 203
  - *S_ALR_87012301* 196
  - *S_P00_07000077* 509
  - *S_P00_07000078* 512
  - *S_PL0_86000030* 502
  - *SM35* 169, 291, 390
  - *SPRO* 438
  - *UKM_BP* 369

- Transaction (Cont.)
  - *VA01* 317
  - *VA02* 317
  - *VA03* 317
  - *VF01* 325, 339
  - *VF02* 326
  - *VF03* 337
  - *VF04* 379
  - *VL01N* 321
- Transactional app 40
- Transfer
  - *asset* 474
  - *partial* 477
  - *within company code* 475
- Transfer of reserves 471
- Trial balance 97, 193
  - *general ledger account* 194, 195
  - *totals and balances* 196
- Trial Balance app 97

U

- Uncleared item 219
- Units of production method 427
- Universal Journal 24, 517
  - *benefits* 26
  - *characteristics* 25
  - *event-based revenue recognition* 555, 558
  - *extensibility* 28
  - *features* 25
  - *integration* 33, 71
  - *market segment reporting* 75
  - *profitability* 76, 80
  - *real-time consolidation* 86
  - *reporting* 27, 546
  - *simplifications* 29
- Usage-based contract 526
- User interface 35
  - *configuration* 77
  - *web-based* 37

V

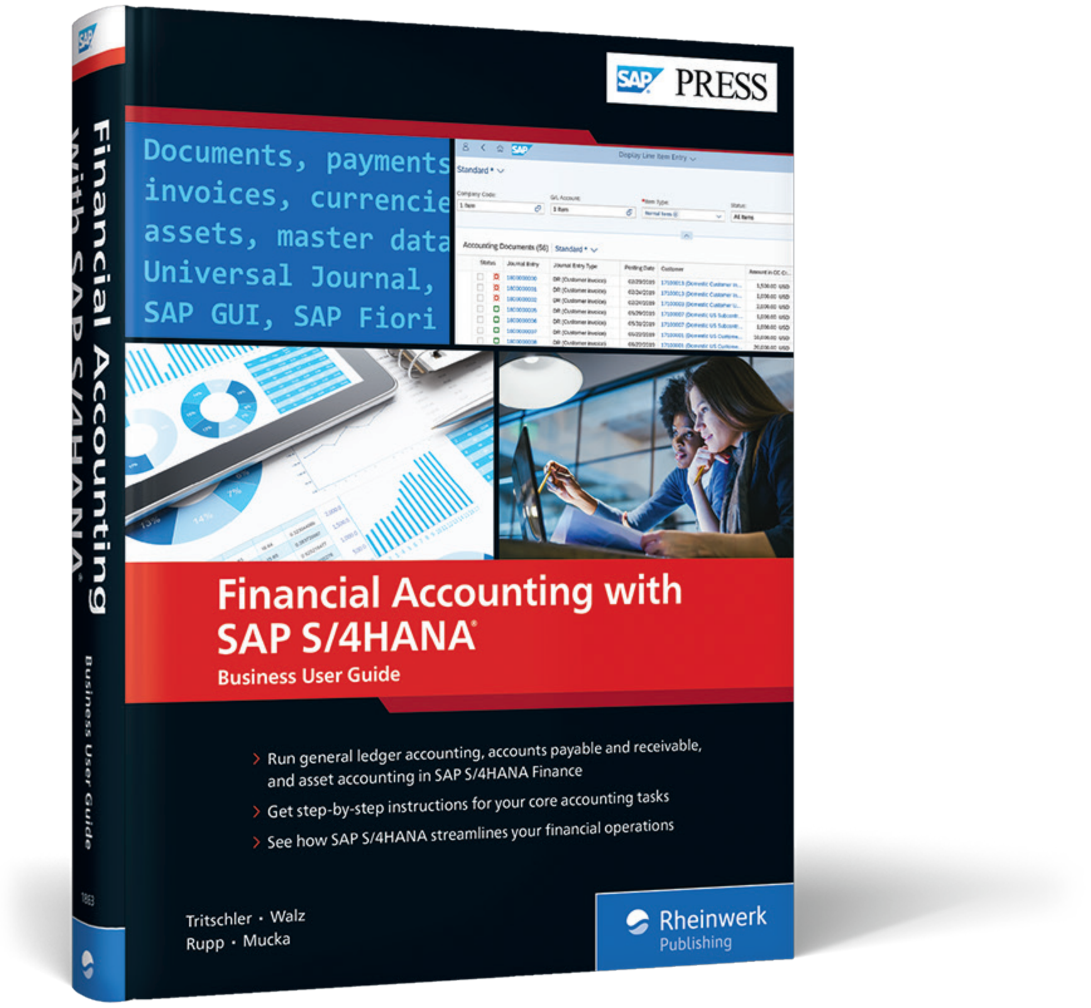
- Valuation price 209
- Value adjustment 470
- Value chain 44
- Vendor account 228
  - *display* 231
  - *segment* 229
  - *settle* 256
- Vendor account balance
  - *clear* 226
  - *cleared items* 226
  - *compare* 295
  - *cumulative* 302
  - *display* 224, 295, 302
  - *local currency* 305
  - *open items* 225
  - *report* 305
- Vendor checking balance 224
- Vendor invoice 239
  - *create from logistics* 239
  - *direct* 242
  - *display* 240
  - *document type* 242
  - *enter* 244, 463
  - *post* 245
- Vendor line item 299, 310
  - *compare* 300
- Vendor master record 228
  - *company code data* 235
  - *create* 229
  - *data separation* 238
  - *general data* 229
  - *identification* 237
  - *reconciliation account* 292
- Vendor payments 248

W

- Web GUI 36
  - *login* 36
  - *menu* 37
- Withholding tax 235
- Work breakdown structure (WBS)
  - *billing element* 563
  - *element* 119, 532
- Work in progress (WIP) 550
  - *drilldown* 551
- Work package 522, 528
  - *time and expenses* 523

Write-up 470–472
  additional details 473
Write-up (Cont.)
  specifications 472

First-hand knowledge.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