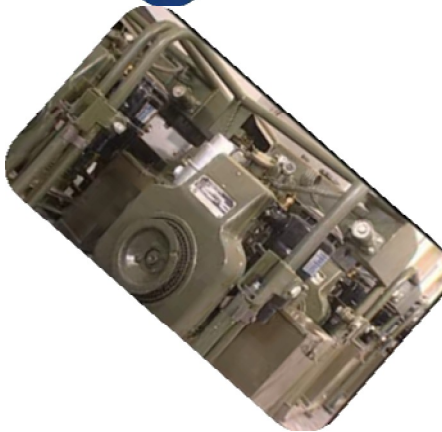


GCL  
PETL

# SAP FI-CO TRAINING MANUAL

2009



FICO TEAM

GREAVES COTTON LIMITED  
SAP-FI-CO USER MANUAL  
PREMIUM ENERGY TRANSMISSION LTD.





2009

## FI- CO End User Training Module

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Version 1.0 Release 1.2009

Prepared By – FICO Team GCL & PETL

Mumbai

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## FI- CO End User Training Module

### CHAPTER 1

#### Glossary

##### Features

The Financial Accounting application component comprises the following sub-components:

- General Ledger (FI-GL)
- Accounts Payable (FI-AP)
- Accounts Receivable (FI-AR)
- Bank Accounting (FI-BL)
- Asset Accounting (FI-AA)
- Travel Management (FI-TV)

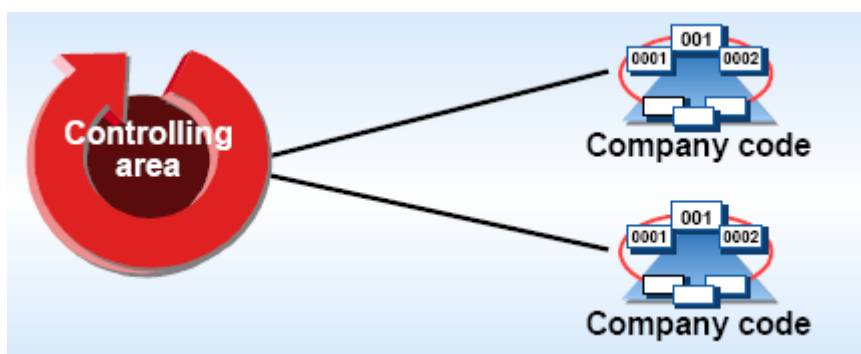
##### Company

The smallest organizational unit for which individual financial statements are created according to the relevant legal requirements. A company can include one or more company codes. A company's financial statements also form the basis of consolidated financial statements.

All of the company codes within a company must use the same chart of accounts and fiscal year. However, each company code can have a different local currency.

##### Company Code

Smallest organizational unit of external accounting for which a complete, self-contained set of accounts can be created. This includes the entry of all transactions that must be posted and the creation of all items for legal individual financial statements, such as the balance sheet and the profit and loss statement.



##### Chart of Accounts

The chart of accounts list is a directory of all charts of accounts that can be used in a client and must assign one chart of accounts to each company code. Therefore need at least one chart of accounts for a group company in the system. The chart of accounts is shared by Financial Accounting as well as cost/revenue accounting. The items in a chart of accounts can be both expense or revenue accounts in Financial Accounting and cost or revenue elements in cost/revenue accounting. We can define the length of the G/L account numbers. The maximum length is ten characters. Internally, the system keeps the account numbers with a ten character length. The system pads purely numeric account numbers with zeroes from the left, and alphanumeric account numbers from the right.

##### Account Groups

The account group is a summary of accounts based on criteria that effects how master records are created.

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The account group determines:

- The number interval from which the account number is selected when a G/L account is created.
- The screen layout for creating G/L accounts in the company code-specific area

### Parallel Accounting

General Ledger Accounting allows us to perform parallel accounting by managing several parallel ledgers for different accounting principles.

- ***Integration of Legal and Management Reporting***

In General Ledger Accounting, we can perform internal management reporting in parallel with legal reporting. For this purpose, the Profit center accounting functions are integrated with General Ledger Accounting.

- ***Segment Reporting***

General Ledger Accounting supports the segment reports required by the accounting principles IFRS (International Financial Reporting Standards) and US GAAP (Generally Accepted Accounting Principles). For this purpose, General Ledger Accounting contains the segment dimension.

### Controlling area

The Controlling Area is an entity in Controlling. All the CO transactions in R/3 system would be entered with respect to the controlling area. There will be one controlling area (1000 – Greaves Controlling Area) to which all the company codes will be assigned. All Company codes shall use same Chart of Accounts and Fiscal Year Variant.

### Fiscal Year

Usually a period of twelve months for which a company regularly creates financial statements and checks inventories

The fiscal year may correspond exactly to the calendar year, but this is not obligatory.

In Greaves Cotton Limited And Premium Energy Transmission Limited we will be having to Fiscal Year

1. 0L- Fiscal Year From April to March. It will be leading Ledger .
2. SL- Fiscal Year From July to June. It will be Secondary Ledger .

We have to enter the documents in any one ledger and the entry will be posted in other ledger accordingly.

Posting Period and Counting

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### Calendar year



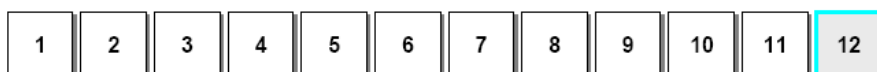
### Fiscal year definition

	Fiscal year begins on April 1							
Period	10	11	12	1	2	3	4	5
End of period	1/31	2/29	3/31	4/30	5/31	6/30	7/31	8/31
Year displacement	- 1	- 1	- 1	0	0	0	0	0

## Special Periods

Special posting periods that subdivide the last regular posting period for closing operations.

Irrespective of how we have defined our fiscal year, we can also use special periods. Special periods subdivide the year-end closing period. They therefore merely divide the last posting period into several closing periods. This enables us to create several supplementary financial Statements



### Special periods



A fiscal year usually has 12 posting periods. In General Ledger Accounting, we have defined four special periods so our total accounting periods will be 16 for Greaves Cotton Limited and Premium Energy Transmission Limited.

## Cost Centre

An organizational unit within a controlling area that represents a defined location of cost incurrence. The requirement at Greaves is to capture the costs Department wise. Cost centers would be divided into main groupings: Example:

- 1) Production
- 2) Service
- 3) Administration Cost Centers
- 4) Selling & Distribution Cost Centers

## Profit Centre

Create – KE51

Change- KE52

Display:-KE53

A profit center is an organizational unit in accounting that reflects a management-oriented structure of the organization for the purpose of internal control.

We can analyze operating results for profit centers using either the cost-of-sales or the period accounting approach. By calculating the fixed capital as well, we can use our profit centers as investment centers.

We at Greaves Cotton have defined the logic as

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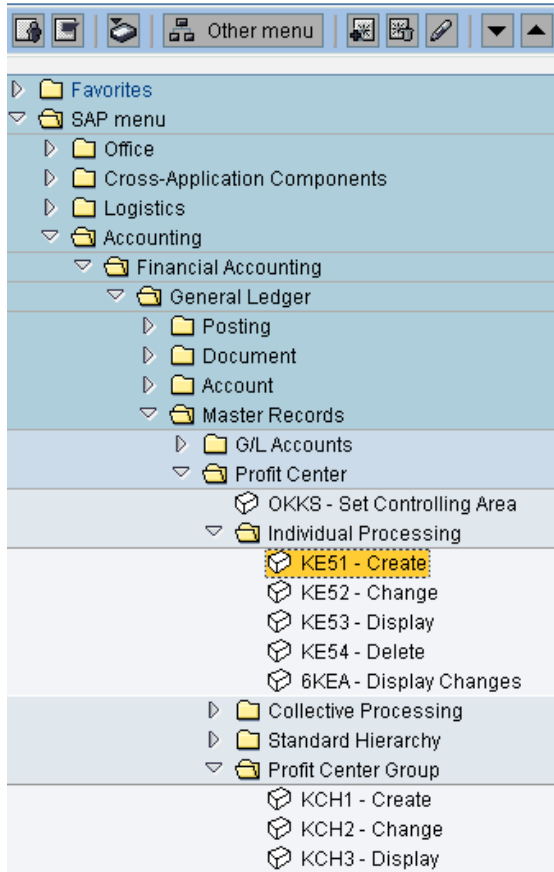
Profit Center: 1372003

1 for Greaves Cotton Ltd.  
3 for BG III  
72 for LEU I as per legacy.  
003 for Engines (Unique Product)

Last three digits will be for Unique product or Spares or Common.

To create Profit Center follow the below path:

### SAP Easy Access



We have to enter the profit center number.

### Create Profit Center

Master Data	
Profit Center	1372003
Copy from	
Profit Center	
CO Area	1000

If we have to copy for the existing profit center, we can give that Profit center

After we press: Enter or **Master Data** button on the screen.

The below screen will appear, enter the Profit center details.

## Create Profit Center

✱ Drilldown

General Data  
Controlling Area: 1000 GREAVES GROUP

Basic data Indicators Company codes Address Communication History

Descriptions  
Profit Center: 1372004 Status: Inactive: Create  
Analysis Period: 01.01.2008 to 31.12.9999  
Name: LEU - I ENGINES  
Long Text: LEU - I ENGINES

Basic Data  
User Responsible:   
Person Respons.: KRANGARAJAN  
Department:   
Profit Ctr Group: 1372 GREAVES GROUP  
Segment: 1123000

Then go to the Company Code Tab on the Screen as shown below

## Create Profit Center


✱ Drilldown

General Data  
Controlling Area: 1000 GREAVES GROUP

Basic data Indicators Company codes Address Communication History

Company code assignment for profit center

CoCd	Company Name	(assigned)
1000	Greaves Cotton Limited	<input checked="" type="checkbox"/>
2000	PETL	<input type="checkbox"/>

After we press Save button  on the top row of the screen.  
Again go to the Basic Data Tab and use can see that the Profit Center is in Inactive mode.

## Create Profit Center

✱ Drilldown

General Data  
Controlling Area: 1000 GREAVES GROUP

Basic data Indicators Company codes Address Communication History

Descriptions  
Profit Center: 1372004 Status: Inactive: Create  
Analysis Period: 01.01.2008 to 31.12.9999  
Name: LEU - I ENGINES  
Long Text: LEU - I ENGINES

## FI- CO End User Training Module



Then click the activate button

After activation it will be seen as below

Basic data	Indicators	Company codes	Address	Communication	History
<b>Descriptions</b>					
Profit Center	1372003	Status	Active		
Analysis Period	01.01.1930	to	31.12.9999		
Name	LEU - I ENGINES				
Long Text	LEU - I ENGINES				



Then Click the Save button on the top row of the screen. The profit center will be created.

### Profit Center Group

Create - KCH1

Change: KCH2

Display: KCH3

A profit center group is a hierarchical structure of profit centers.

We can use profit center groups to group profit centers together according to company-specific criteria.

Use


Profit center groups are used for reporting, allocations or in various planning functions, where it does not make sense to enter or display data at the lowest level (with a high level of detail).

The standard hierarchy is a special type of profit center group. It has to contain all profit centers belonging to the controlling area and reflect the organizational structure of Profit Center Accounting.

We can collect cost centers according to various criteria into groups. This enables us to use cost centers to depict the structure of the organization in the SAP System.

Enter the Profit Center Group.

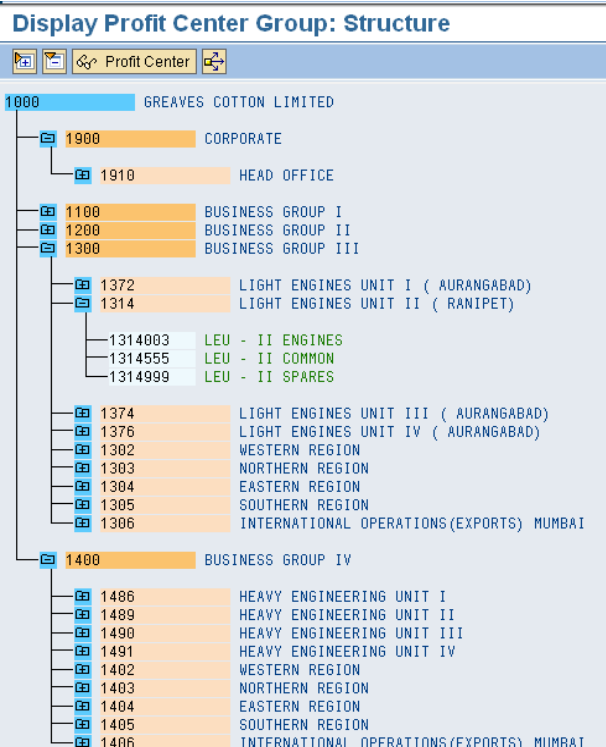
### Display Profit Center Group: Initial Screen

Profit Center Group	1000	
---------------------	------	---

Press the Button to view cost center groups.



Press enter or button and the below screen will appear.



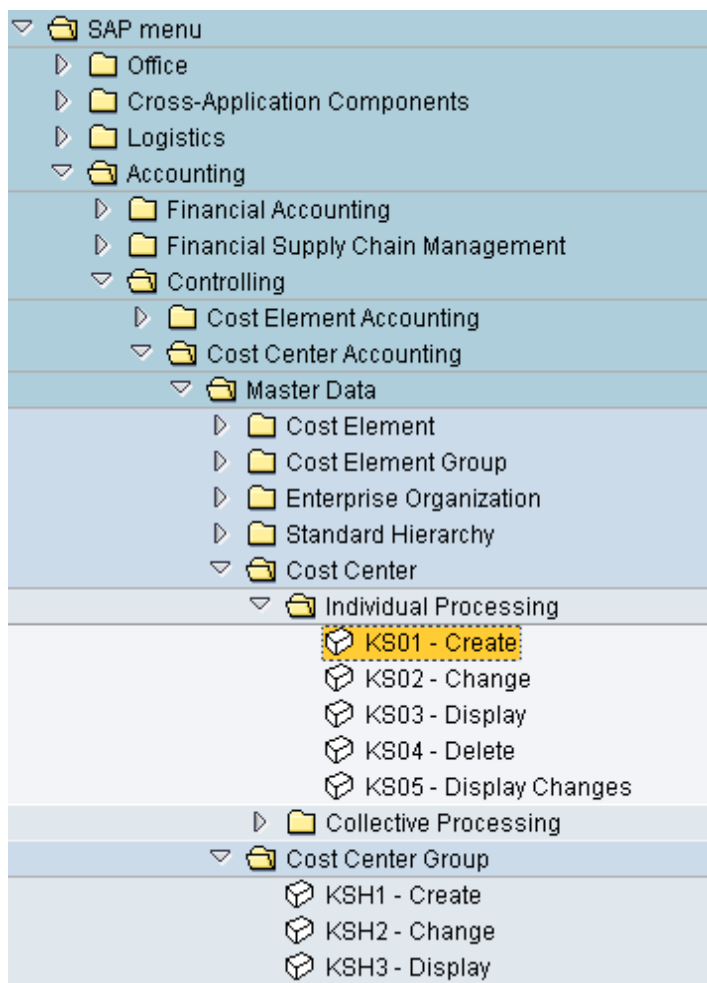
### Cost Centre

- ✓ Create - KS01
- ✓ Change: KS02,
- ✓ Display: KS03

A cost center is an organizational unit that represents a defined location of cost incurrence. To create Cost Center follow the below path:



## FI- CO End User Training Module



Give the Controlling area.



After we press: Enter

The below screen will appear, enter the cost center details & Valid from Date – Valid till Date

### Create Cost Center: Initial Screen

Master Data			
Cost Center	1410001002		
Valid From	01.01.2008	to	31.12.9999
Reference			
Cost center			
Controlling Area			

After we press ENTER, the below screen will appear.

**Create Cost Center: Basic Screen**

Drilldown

Cost Center	1410001002	HEU-PLANT1
Controlling Area	1000	GREAVES GROUP
Valid From	01.01.2008	to 31.12.9999

Basic data | Control | Templates | Address | Communication | History

**Names**

Name	HEU-PLANT1
Description	HEU-PLANT1

**Basic data**

User Responsible	
Person Responsible	SIVA
Department	
Cost Center Category	F Production
Hierarchy area	1411 HEU-PLANT1-GUMMDIPOONDI
Company Code	1000 GREAVES COTTON LIMITED
Business Area	
Functional Area	
Currency	INR
Profit Center	1410001 HEU-PLANT1

Provide the necessary details and press enter the Description for the data fed will be shown as shown above screen.

And press SAVE button  in the top of the row.

### Cost Centre Group

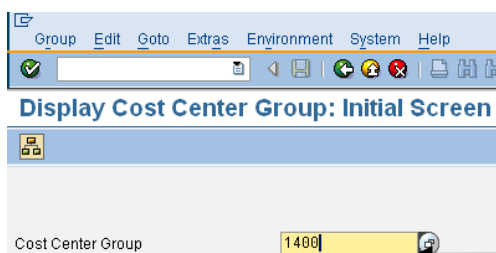
- ✓ Create - KSH1,
- ✓ Change: KSH2, &
- ✓ Display: KSH3

We can collect cost centres according to various criteria into groups. This enables we to use cost centers to depict the structure of the organization in the SAP System.

We can use the groups to build cost centre hierarchies, which summarize the decision-making, responsibility, and control areas according to the particular requirements of the organization. The individual cost centres form the lowest hierarchical level.

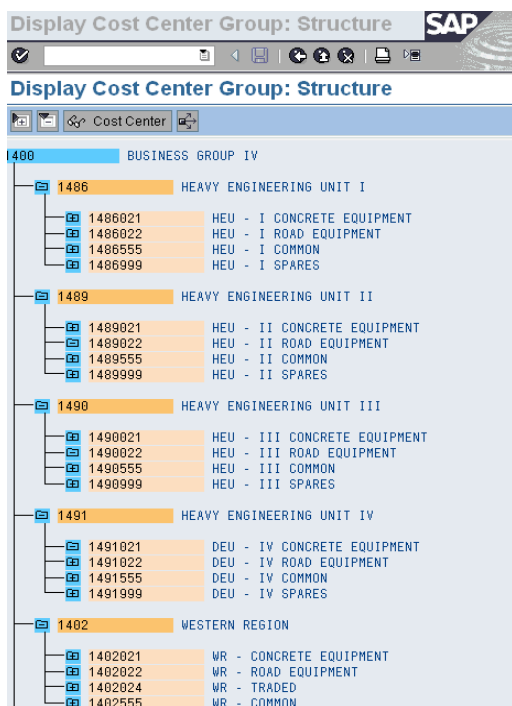
Enter the Cost Centre Group.

## FI- CO End User Training Module



Press the Button to view cost centre groups.

Press enter and the below screen will appear.



## Posting Keys

### Definition

Two-character numerical key that controls the entry of line items. The posting key determines:

- Account type
- Debit/credit posting
- Layout of entry screens

### Use

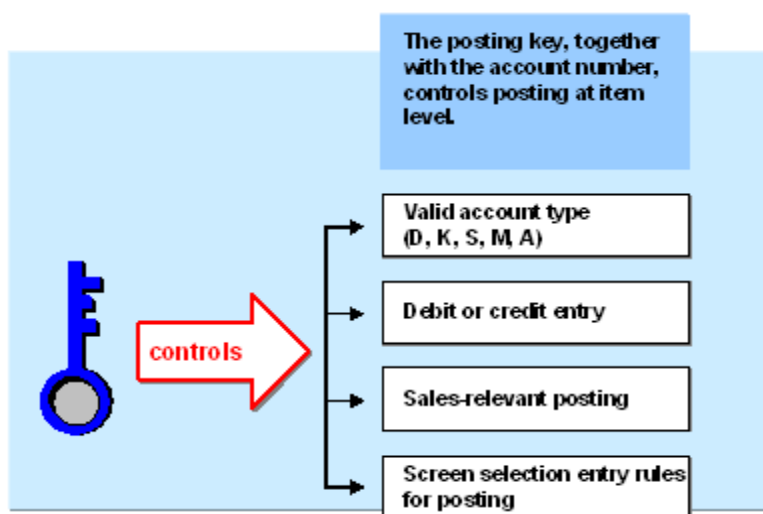
When we enter a posting, enter a posting key for each item. This key determines how the item is posted. Posting keys are defined at client level and therefore apply to all company codes. The posting key determines:

- The data we can enter in the line item
- How data we post is processed
- How the system updates the data we enter

Posting keys are differentiated by customer, vendor and G/L accounts. Apart from the *General Ledger Accounting (FI-GL)* and *Accounts Receivable and Payable (FI-AR/AP)* components, there are also posting keys for asset and material accounts.

## FI- CO End User Training Module

The following figure illustrates the posting key:



SAP delivers predefined posting keys with the standard system. The following table lists some of the posting keys in the standard system.

### Integration

The document type specifies which account types we can post to. The posting key specifies which account types we can post to. A posting key can only be entered for an account type which is permitted for that document type.

Posting key	Name	Debit/Credit
0	Act assignment model	
1	Invoice	Debit
2	Reverse credit memo	Debit
3	Bank charges	Debit
4	Other receivables	Debit
5	Outgoing payment	Debit
6	Payment difference	Debit
7	Other clearing	Debit
8	Payment clearing	Debit
9	Special G/L debit	Debit
11	Credit memo	Credit
12	Reverse invoice	Credit
13	Reverse charges	Credit
14	Other payables	Credit
15	Incoming payment	Credit
16	Payment difference	Credit
17	Other clearing	Credit
18	Payment clearing	Credit
19	Special G/L credit	Credit
21	Credit memo	Debit

## FI- CO End User Training Module

22	Reverse invoice	Debit
24	Other receivables	Debit
25	Outgoing payment	Debit
26	Payment difference	Debit
27	Clearing	Debit
28	Payment clearing	Debit
29	Special G/L debit	Debit
31	Invoice	Credit
32	Reverse credit memo	Credit
34	Other payables	Credit
35	Incoming payment	Credit
36	Payment difference	Credit
37	Other clearing	Credit
38	Payment clearing	Credit
39	Special G/L credit	Credit
40	Debit entry	Debit
50	Credit entry	Credit
70	Debit asset	Debit
75	Credit asset	Credit
80	Stock initial entry	Debit
81	Costs	Debit
83	Price difference	Debit
84	Consumption	Debit
85	Change in stock	Debit
86	GR/IR debit	Debit
89	Stock inwrd movement	Debit
90	Stock initial entry	Credit
91	Costs	Credit
93	Price difference	Credit
94	Consumption	Credit
95	Change in stock	Credit
96	GR/IR credit	Credit
99	Stock outwrd movement	Credit


Debit Customer  
 Credit Customer  
 Debit Vendor  
 Credit Vendor  
 General Ledger

### Document Type

Document types are valid for all clients. We specify a number range key for each document type. We create the desired number range intervals for each number range key based on the company code. This means that we can specify intervals of different sizes for the same number range.

## FI- CO End User Training Module

The preset document types cover business transactions

- in Financial Accounting for:
  - General ledger accounting
  - Accounts receivable
  - Accounts payable
  - Asset accounting
  - Consolidation
  
- in Materials Management and Sales and Distribution for:
  - Goods receipt and issue
  - Incoming and outgoing invoices
  - Physical inventory (stocktaking)
  - Invoicing

### Some Default Document Type In SAP

Description	Document Type	Reverse DocumentType	Account types
Asset Posting	AA		ADKMS
Accounting Document	AB	AB	ADKMS
Depreciation Pstngs	AF	AF	AS
Customer Document	DA	DA	DS
Customer Credit Memo	DG	DA	DS
Customer Invoice	DR	DA	ADMS
Customer Payment	DZ	DA	DS
Vendor Document	KA	KA	AKMS
Vendor Credit Memo	KG	KA	AKMS
Vendor Invoice	KR	KA	AKMS
Vendor Payment	KZ	KA	AKS
Invoice - Gross	RE	RE	AKMS
Invoice - Net	RN	RN	AKMS
Billing Doc.Transfer	RV	AB	ADS
G/L Account Document	SA	SA	ADKMS
G/L Account Posting	SB	AB	S
Cash Document	SK	AB	S
Adjustment Document	SU	SU	S
Data Transfer	UE		ADKMS
Goods Issue	WA		AMS
Goods Receipt	WE		AMS
Inventory Document	WI		AMS
Goods Issue/Delivery	WL		AMS

## FI- CO End User Training Module

Net Goods Receipt	WN		AMS
Payment Posting	ZP	ZP	ADKMS
Bank Reconciliation	ZR	ZR	DKS
Payment by Check	ZS		DKS
Payment Clearing	ZV	ZV	ADKMS

## CHAPTER 2

### MASTERS

#### General Ledger Account Codes

A G/L account number identifies the account code in a "Chart of accounts" and has to be defined for each Company Code before any postings can be made to the same.

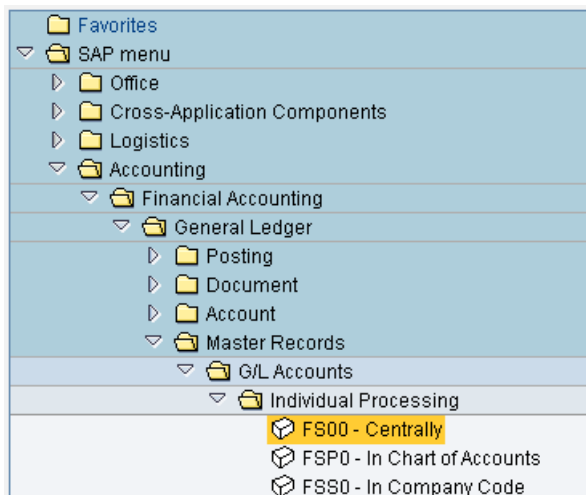
In case of Greaves Cotton Limited and Premium Energy Transmission Limited , the GL account has been defined as a 6 digit numerical code having a series as displayed in the slide herein below.

#### Display View "G/L Account Groups": Overview

Chrt/Accts	Acct Group	Name	From acct	To account
GCPE	1000	SHARE CAPITAL	100000	100199
GCPE	1001	REASERVE AND SURPLUS	100200	100999
GCPE	1002	TERM LOANS	101000	102499
GCPE	1021	WORKING CAPITAL LOANS	102100	112599
GCPE	1130	UNSECURED LOANS	112600	113999
GCPE	1140	CURRENT LIABILITIES	114000	119999
GCPE	1200	CREDITORS	120000	120999
GCPE	1210	GRIR A/C	121000	121199
GCPE	1212	PROVISIONS	121200	129999
GCPE	1300	OTHER LIABILITY	130000	139999
GCPE	1400	DEPOSITS	140000	149999
GCPE	1500	STATUTORY A/C	150000	159999
GCPE	1600	ADVANCE FROM CUSTOMERS	160000	169999
GCPE	1700	DEFERRED TAX LIABILITY	170000	179999
GCPE	2000	FIXED ASSETS	200000	200999
GCPE	2005	ACCUMULATED DEPRECIATION	201000	201999
GCPE	2010	INVESTMENTS	202000	209999
GCPE	2020	INVENTORY	210000	219999
GCPE	2030	DEBTORS	220000	229999
GCPE	2040	CASH	230000	239999
GCPE	2060	BANK A/C	240000	249999
GCPE	2080	ADVANCE TO SUPPLIERS	250000	259999



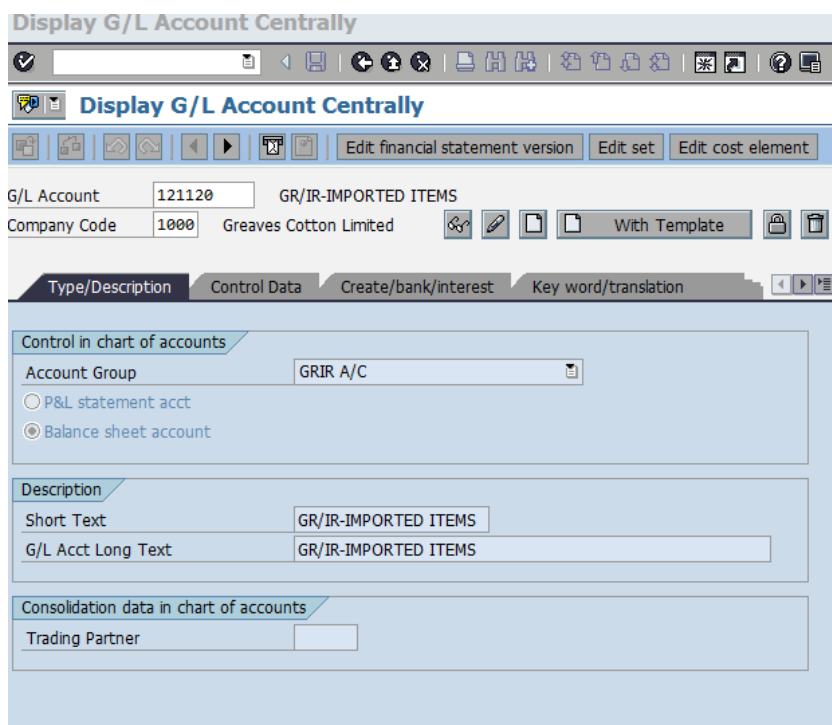
## Creation of Account Codes (FS00)



Listed below are the steps that need to be followed for creating a new GL account.

- Enter the number of the account code and the corresponding Company Code in which it is to be created.
- Select the appropriate “Account Group” from the dropdown list.
- Specify whether the account is of the type Balance Sheet or P & L type.

Enter a description for the account.



Click on create button  , provide the value as we require

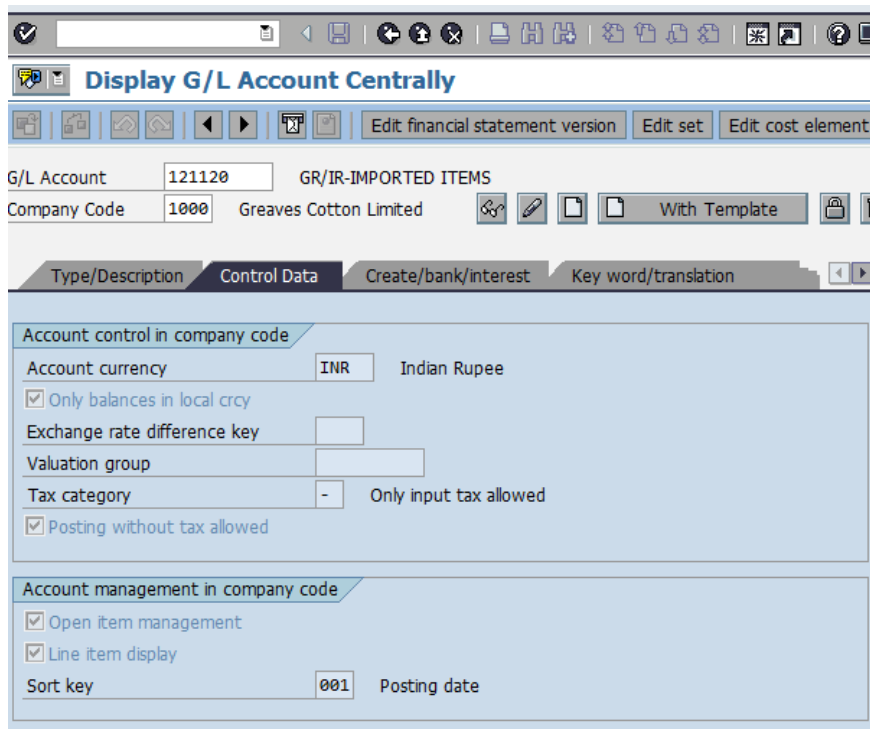
## FI- CO End User Training Module

Before opening a new GL account, execute tcode F.10 and ascertain the next free number available in a Account group.

Goto the tab for Control Data and specify the following

- Specify the currency. This normally gets defaulted from the Company Code currency.
- Incase if an account is a Reconciliation account, indicate the same in the field provided.
- Select the check box for “Open item management” & “Line item Display”. In case of P&L items, the Recon account and Open item management field is

Not relevant and hence can be skipped.



**Display G/L Account Centrally**

G/L Account: 121120 GR/IR-IMPORTED ITEMS  
Company Code: 1000 Greaves Cotton Limited

Account control in company code

Account currency: INR Indian Rupee  
 Only balances in local crcy  
 Exchange rate difference key:   
 Valuation group:   
 Tax category: - Only input tax allowed  
 Posting without tax allowed

Account management in company code

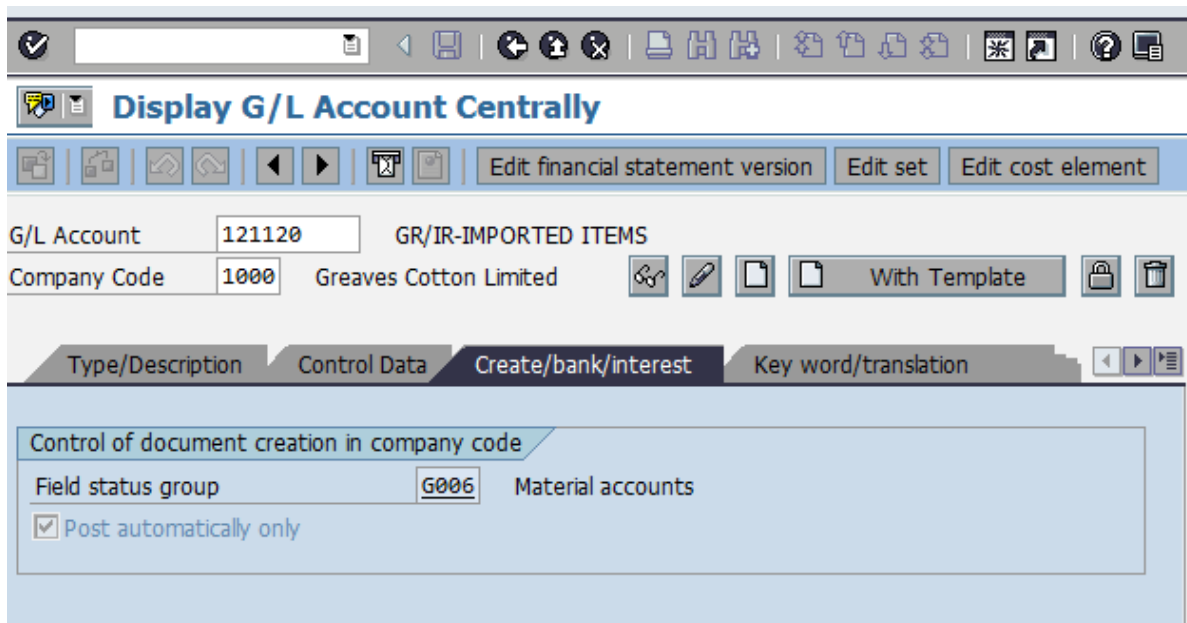
Open item management  
 Line item display  
 Sort key: 001 Posting date

Note that a “Reconciliation account” will be used for Vendor and Customer sub-ledgers and cannot be posted to directly.

Based on the value entered in the Sort Key, the Assignment field in the GL account gets populated.

Goto the tab for “Create/Bank Interest”

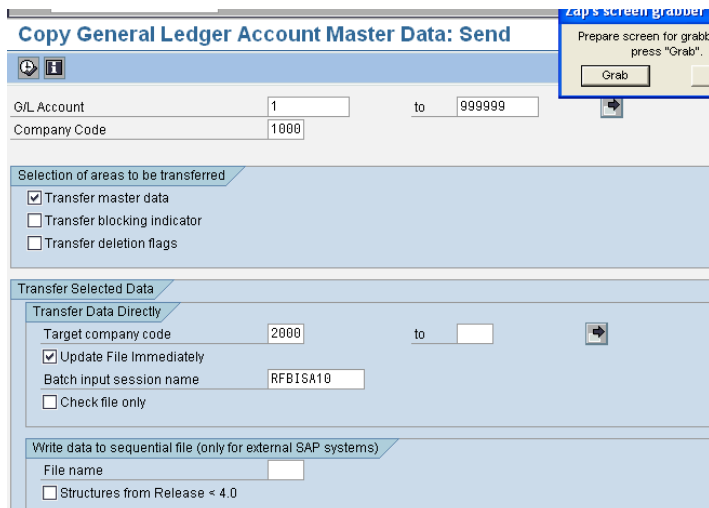
- Specify the Field Status Group (FSG). A FSG helps in identifying the fields that are to be entered while booking an entry to the GL account.
- Incase of Cash and Liquidity related GL accounts, indicator for Planning Level and “Relevant for Cash Flow” needs to be populated. Such GL accounts are then displayed in the Cash Management reports.



The screenshot shows the SAP 'Display G/L Account Centrally' interface. At the top, there is a title bar with navigation icons. Below it, the main header contains the text 'Display G/L Account Centrally'. The interface includes several buttons: 'Edit financial statement version', 'Edit set', and 'Edit cost element'. The main data area shows 'G/L Account' as '121120' and 'GR/IR-IMPORTED ITEMS'. Below this, 'Company Code' is '1000' and the company name is 'Greaves Cotton Limited'. There are icons for 'With Template', a lock, and a trash can. A tabbed interface is visible with 'Type/Description', 'Control Data', 'Create/bank/interest', and 'Key word/translation'. The 'Control Data' tab is active, showing 'Control of document creation in company code'. Under this, 'Field status group' is 'G006' and 'Material accounts' is checked. There is also a checkbox for 'Post automatically only' which is checked.

Saving the entry will now create the GL account in the specified Company code.

## Extending GL accounts (FS15)

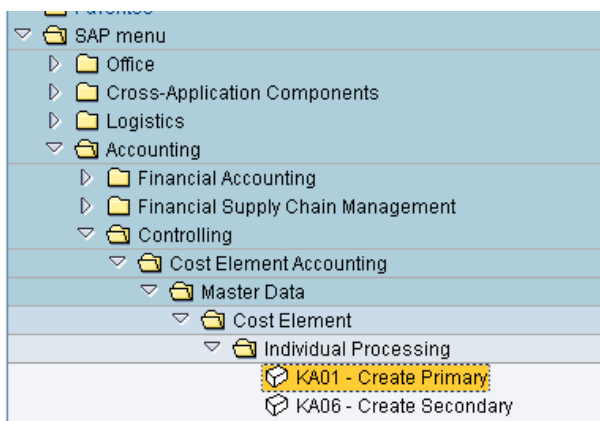


The screenshot shows the SAP 'Copy General Ledger Account Master Data: Send' screen. It includes a 'zaps screen grabber' window in the top right corner with the text 'Prepare screen for grabbing press "Grab".' and a 'Grab' button. The main form has 'G/L Account' set to '1' and 'Company Code' set to '1000'. Below this is a section for 'Selection of areas to be transferred' with three checkboxes: 'Transfer master data' (checked), 'Transfer blocking indicator' (unchecked), and 'Transfer deletion flags' (unchecked). The next section is 'Transfer Selected Data' with 'Transfer Data Directly' checked. It includes 'Target company code' set to '2000', 'Update File Immediately' checked, and 'Batch input session name' set to 'RFB1SA10'. There is also a 'Check file only' checkbox which is unchecked. The final section is 'Write data to sequential file (only for external SAP systems)' with a 'File name' field and a 'Structures from Release < 4.0' checkbox which is unchecked.

Remove the tick for field check file only check box

## Creation of Primary Cost Element (KA01)

We can go with the following Navigation path



Or with the T .Code – KA01

Cost Element	462000
Valid From	1 . 1 . 2008
	31 . 12 . 9999

Reference	
Cost Element	
Controlling Area	

Give the Cost element and the Dates Valid From and To Dates . SAP will allow us to enter the transaction within these dates.

Cost Element	462000	Travelling Exp
Controlling Area	1000	GREAVES GROUP
Valid From	01 . 01 . 2008	to 31 . 12 . 9999

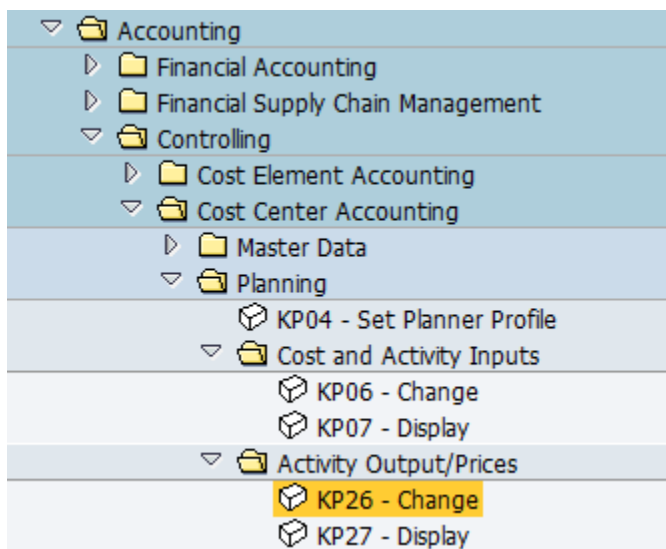
Basic Data	
Names	
Name	Travelling Exp
Description	Travelling Exp
Basic Data	
CElem category	1
Attribute mix	
Functional Area	

Cost element category should either be

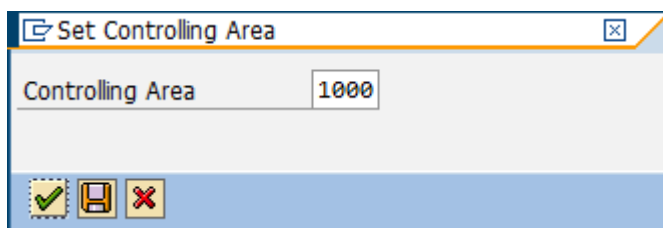
- 1 for primary costs,
- 11 for revenue accounts and
- 12 for revenue deductions which is coming from SD module.

## FI- CO End User Training Module

### Maintaining Cost and Activity Type(KP26)

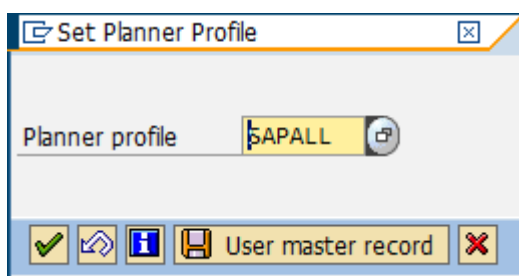


Controlling area



Select Controlling Area as "1000" for both GCL & PETL

Planner Profile



Select Planner Profile as "SAPALL"

## FI- CO End User Training Module

There are various layouts available for maintaining Activity Prices. We have to select “1-201” Activity Types with Price: Standard

### Change Activity Type/Price Planning: Initial Screen

Layout: 1-201 Activity Types with Prices: Standard

**Variables**

Version: 0 Plan/Act - Version  
 From Period: 8 November  
 To Period: 12 March  
 Fiscal year: 2008

Cost Center: 1372003100 MACHINE SHOP  
 to: 1372003291 Paint Shop  
 or group:

Activity Type: LHRATE LABOUR HOUR RATE  
 to: RATE RATE  
 or group:


**Entry**


Free  Form-Based

Version should be “0”

Provide the From and To Period with Fiscal Year.

Select Entry Mode as “Free”

Click on Overview button to proceed further  Overview Screen (F5)

Plan Data Edit Goto Extras Settings System Help 

**Change Activity Type/Price Planning: Overview Screen**

Version: 0 Plan/Act - Version  
 Period: 8 To: 12  
 Fiscal Year: 2008  
 Cost Center: 1372003100 MACHINE SHOP

Activt.	Plan Activity	Distribution key	Capacity	Distribution key	Unit	Price (Fixed)	Variable price	Price unit	Pla	Plan qua.	Average Pri.	Alloc. cost...	T	EquNo	Scheduled Activity	L
MFGOH		2		2	H		60.00	00001	1	<input type="checkbox"/>		943030	1	1	0	<input type="checkbox"/>
MHRATE		2		2	H		88.00	00001	1	<input type="checkbox"/>		943010	1	1	0	<input type="checkbox"/>
*Activ		0		0						<input type="checkbox"/>				2	0	<input type="checkbox"/>
		2		2						<input type="checkbox"/>						<input type="checkbox"/>
		0		0						<input type="checkbox"/>						<input type="checkbox"/>

Fill in the

Unit i.e H for hours ( used for all the hour based rate)

## FI- CO End User Training Module

Fixed Price and the Variable Price for the activity type for per unit i.e Hour.

Price unit should be 00001


Allocation Cost Element- Provide the Secondary Cost Element which should start from 943\*\*\*

### Allocation Cost Element

The allocation cost element is a secondary cost element, under which the activity type or business process is allocated.

The allocation cost element is the central characteristic used in all CO postings. It is therefore also an important criterion for reporting - for example, many reports are structured according to the posted cost elements.

The allocation cost element must have been created in the cost element master data as a secondary cost element of category 43 "Allocate activities/processes".

If we want to maintain activity price for more than one period then click on  **Period Screen (F6)** following screen appears

#### Change Activity Type/Price Planning: Period Screen

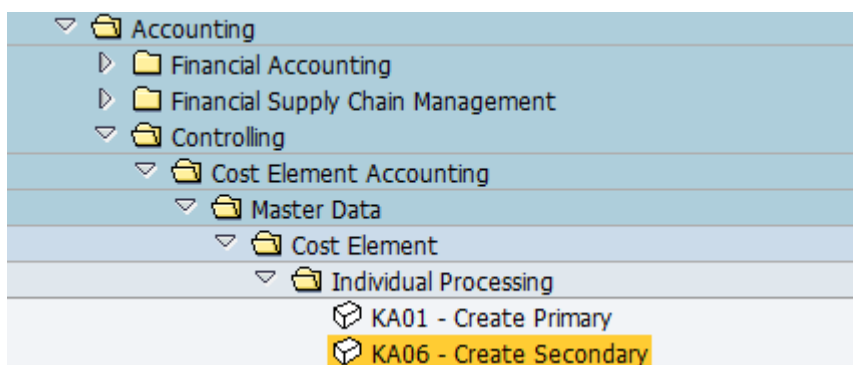
Period	Text	Plan Activity	Capacity	Unit	Price (Fixed)	Variable price	Price ...	Pla	P...	A...	Alloc. cost ...	T	EquiNo	Scheduled Activity	L...
8	November			H		60.00	00001	1			943030	1	1	0	
9	December			H		60.00	00001	1			943030	1	1	0	
10	January			H		60.00	00001	1			943030	1	1	0	
11	February			H		60.00	00001	1			943030	1	1	0	
12	March			H		60.00	00001	1			943030	1	1	0	
*Pe		0	0											0	

Here we can maintain for multiple periods at a time.

Click on save button to save the records.

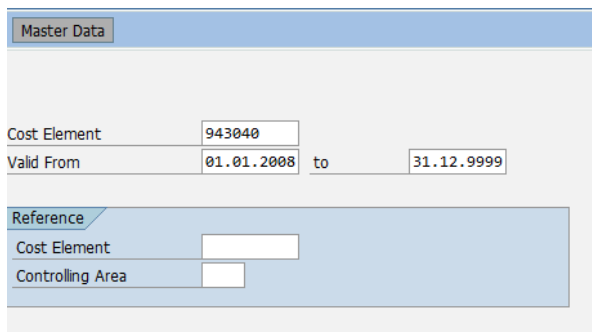
### Creation of Secondary Cost Element (KA06)

Or we can use the following navigation Path



## FI- CO End User Training Module

### Create Cost Element: Initial Screen




**Master Data**

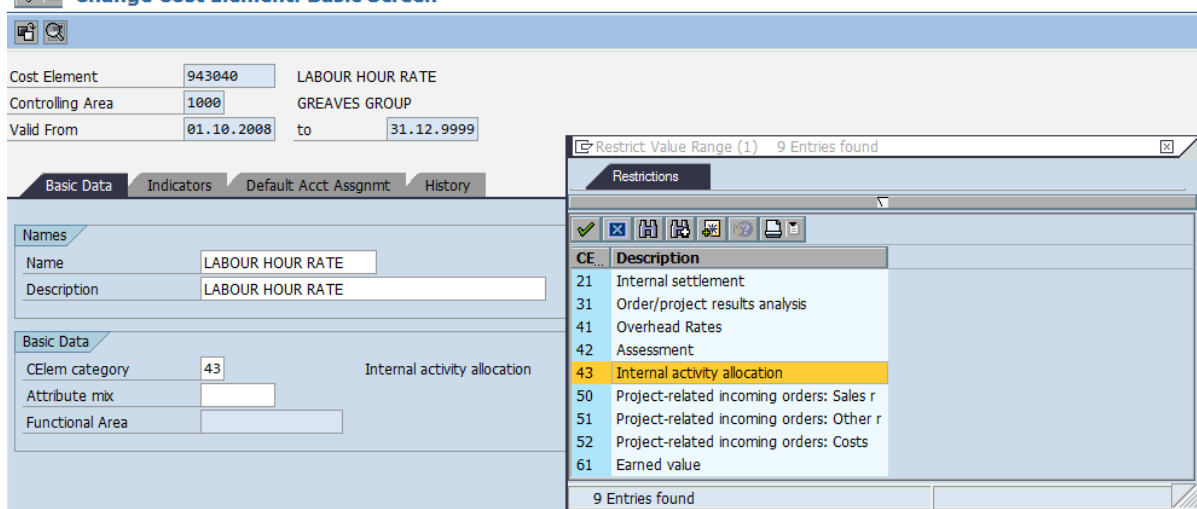
Cost Element: 943040  
Valid From: 01.01.2008 to 31.12.9999

**Reference**

Cost Element:   
Controlling Area:

Provide the Cost Element Number  
And Date Valid From to  
And click on  to save the Cost Element

### Change Cost Element: Basic Screen



**Basic Data**

Cost Element: 943040 LABOUR HOUR RATE  
Controlling Area: 1000 GREAVES GROUP  
Valid From: 01.10.2008 to 31.12.9999

**Names**

Name: LABOUR HOUR RATE  
Description: LABOUR HOUR RATE

**Basic Data**

CElem category: 43 Internal activity allocation  
Attribute mix:   
Functional Area:

**Restrictions**

CE..	Description
21	Internal settlement
31	Order/project results analysis
41	Overhead Rates
42	Assessment
43	Internal activity allocation
50	Project-related incoming orders: Sales r
51	Project-related incoming orders: Other r
52	Project-related incoming orders: Costs
61	Earned value

9 Entries found

Provide the Name and the Description and Cost element Category as 43 Internal Activity Allocation

- 41- Over Head Related Cost element
- 42 –Assessment Related cost elements
- 43- Internal Activity Allocation

### Creation of Vendor Master Codes (FK01)



## FI- CO End User Training Module

Listed below are the steps that need to be followed for creating a new Vendor account code.

- Specify the Company Code and the Account group using which the Vendor code needs to be created. Based on the Account group selected, the number range gets decided and it may be a External or Internal numbering sequence.
- Click on “Enter” and in the displayed screen enter the Address details of the vendor. Note that the address as entered here gets printed on the TDS Certificates and other external correspondences with the Vendor.



### Create Vendor: Initial Screen

Vendor	<input type="text" value="TDS003"/>
Company Code	<input type="text" value="1000"/> GREAVES COTTON LIMITED
Account group	<input type="text" value="ZSER"/>

<b>Reference</b>	
Vendor	<input type="text"/>
Company code	<input type="text"/>

### Create Vendor: Address

 <b>CIN Details</b>	
Vendor	<input type="text" value="TDS004"/>
 <b>Preview</b>	
<b>Name</b>	
Title	<input type="text" value="Company"/>
Name	<input type="text" value="MICO IND LTD"/>
<b>Search Terms</b>	
Search term 1/2	<input type="text" value="MICO"/>
<b>Street Address</b>	
Street/House number	<input type="text"/>
Postal Code/City	<input type="text"/>
Country	<input type="text" value="IN"/> Region <input type="text"/>
<b>PO Box Address</b>	
PO Box	<input type="text"/>
Postal code	<input type="text"/>
Company postal code	<input type="text"/>
<b>Communication</b>	
Language	<input type="text" value="English"/>
Telephone	<input type="text"/> Extension <input type="text"/>
Mobile Phone	<input type="text"/>
Fax	<input type="text"/> Extension <input type="text"/>

Click on the Tab for “CIN Details” and specify the PAN and Service Tax numbers of the Vendor wherever available

## FI- CO End User Training Module

**CIN master maintenance**

Sales Tax / Service tax   **Excise Duty**   Withholding Tax

ECC No.

Excise Reg. No.

Excise Range

Excise Division

Commissionerate

Type of Vendor

**Excise Duty Determination**

Exc.Ind.Vendor

SSI status       CENVAT Scheme Participant

Coming back to the main screen will display the following tab wherein a link can be established if Vendor is also a Customer.

Due to this linkage the combined balance of the Vendor/Customer can be available in a single line item display report.

### Create Vendor: Control

 **CIN Details**

Vendor       MJHBJ

**Account control**

Customer       Authorization

Trading Partner       Corporate Group

In the next tab, the bank details of the Vendor can be maintained. An important indicator in this tab is the check box for "Individual Payee".

Selecting this activates a special screen during document entry wherein the description of the Vendor can be entered.

A cheque printed for such a document will then be in the name as maintained in the document and not as per the Vendor Master record.

## FI- CO End User Training Module

### Create Vendor: Payment transactions

Vendor: TDS004 MJHBJ

**Bank Details**

Ctry	Bank Key	Bank Account	Acct holder	CK	IBAN	IBANValue	BnkT	Referen

Bank Data... Delete Bank Detail IBAN

**Payment transactions**

Alternative payee:

DME Indicator:

Instruction key:

ISR Number:

**Alternative payee in document**

Individual spec.

Spec. per reference

Permitted Payee

In the tab for "Payment transactions" the details like Reconciliation account and Sort key needs to be specified.

The Cash Mgmt Group field is mandatory and a appropriate value needs to be entered therein. This again will be help in displaying the Vendor

Inflow/outflow positions In the "Liquidity Management" reports.

### Create Vendor: Accounting information Accounting

Vendor: TDS004 MJHBJ

Company Code: 1000 GREAVES COTTON LIMITED

**Accounting information**

Recon. account: 120000 Sort key:

Head office:

Authorization:

Cash mgmnt group:

Release group:

Minority indic.:

Certificatn date:

**Interest calculation**

Interest indic.:

Last key date:

Interest freq.:

Last interest run:

**Reference data**

Prev.acct no.:

Personnel number:

In the tab for "Payment transactions", the Payment terms and Payment methods can be entered. These serve as default values at the document entry level

and can be changed while booking the transaction.

The check box for “Chk double invoicing” also needs to be selected.

### Create Vendor: Payment transactions Accounting

CIN Details	
Vendor	TDS004 MJHBJ
Company Code	1000 GREAVES COTTON LIMITED
<b>Payment data</b>	
Payt Terms	<input type="text"/>
Tolerance group	<input type="text"/>
Chk double inv.	<input type="checkbox"/>
Chk cashing time	<input type="text"/>
<b>Automatic payment transactions</b>	
Payment methods	<input type="text"/>
Payment block	<input type="checkbox"/> Free for payment
Alternat.payee	<input type="text"/>
House Bank	<input type="text"/>
Individual pmnt	<input type="checkbox"/>
Grouping key	<input type="text"/>
B/exch.limit	<input type="text"/> INR
Pmt adv. by EDI	<input type="checkbox"/>
<b>Invoice verification</b>	
Tolerance group	<input type="text"/>

In the tab for “Correspondences” specify a value in the field for “Account statement”. This helps in generating Account Statement correspondences

To the Vendor.

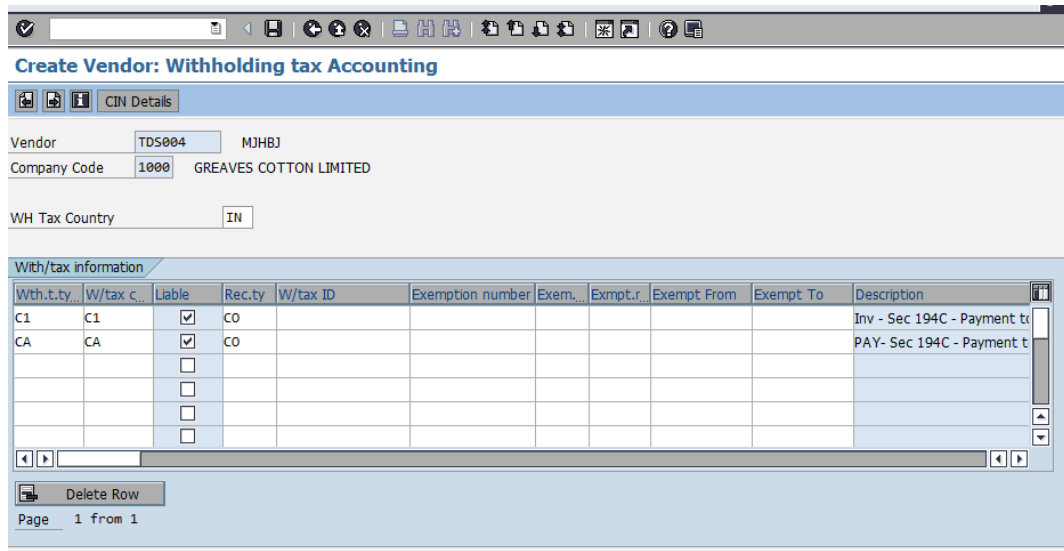
### Create Vendor: Correspondence Accounting

CIN Details	
Vendor	TDS004 MJHBJ
Company Code	1000 GREAVES COTTON LIMITED
<b>Dunning data</b>	
Dunn.Procedure	0003
Dunning block	<input type="checkbox"/>
Dunn.recipient	<input type="text"/>
Legal dunn.proc.	<input type="text"/>
Last dunned	<input type="text"/>
Dunning level	<input type="text"/>
Dunning clerk	<input type="text"/>
Grouping key	<input type="text"/>
<b>Correspondence</b>	
Local process.	<input type="checkbox"/>
Acctg clerk	<input type="text"/>
Acct w/ vendor	<input type="text"/>
Clerk at vendor	<input type="text"/>
Act.clk tel.no.	<input type="text"/>
Clerk's fax	<input type="text"/>
Clk's internet	<input type="text"/>
Account memo	<input type="text"/>

## FI- CO End User Training Module

In the tab for “WITHHOLDING TAX” specify the TDS Section under which tax is to be deducted from the Vendor Invoice/Payments.

These codes then appear as a default during Document entry and can be changed while booking a transaction.



Wth.t.ty.	W/tax c.	Liab	Rec.ty	W/tax ID	Exemption number	Exem.	Exmpt.r.	Exempt From	Exempt To	Description
C1	C1	<input checked="" type="checkbox"/>	CO							Inv - Sec 194C - Payment tr
CA	CA	<input checked="" type="checkbox"/>	CO							PAY- Sec 194C - Payment t
		<input type="checkbox"/>								
		<input type="checkbox"/>								
		<input type="checkbox"/>								
		<input type="checkbox"/>								

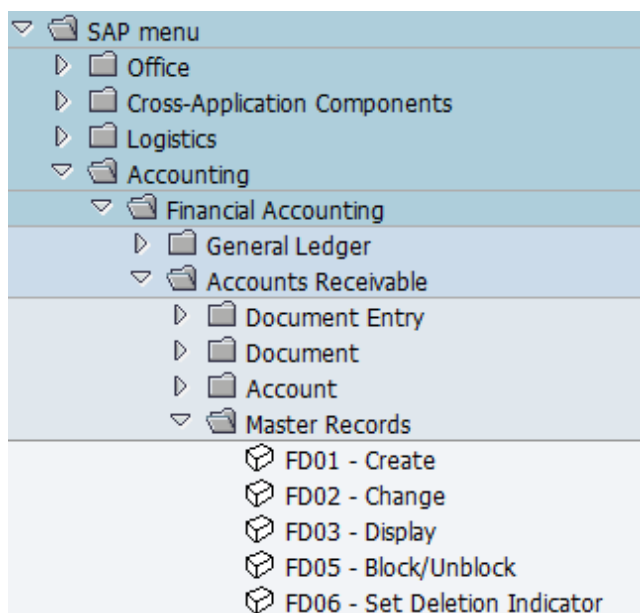
Note that only when a TDS Code is maintained in the Vendor master will the same get defaulted at document entry level else no TDS will get deducted.

CO indicates the status of the Vendor eg. Company or Others. The checkbox for “Liab” needs to be selected in order that TDS may get deducted.

### Creation of Customer Master Codes (FD01)

Select the appropriate Account group and the Company code in which the Customer needs to be created. Based on the Account group selected,

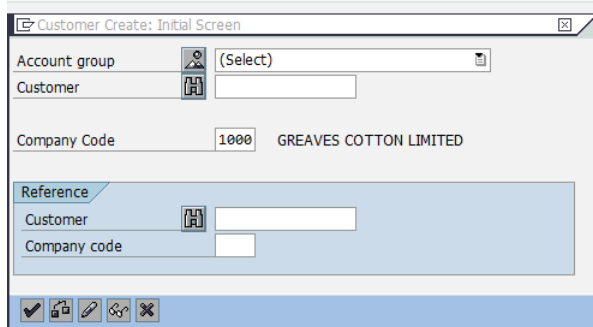
the number range gets decided and it may be a External or Internal numbering sequence.



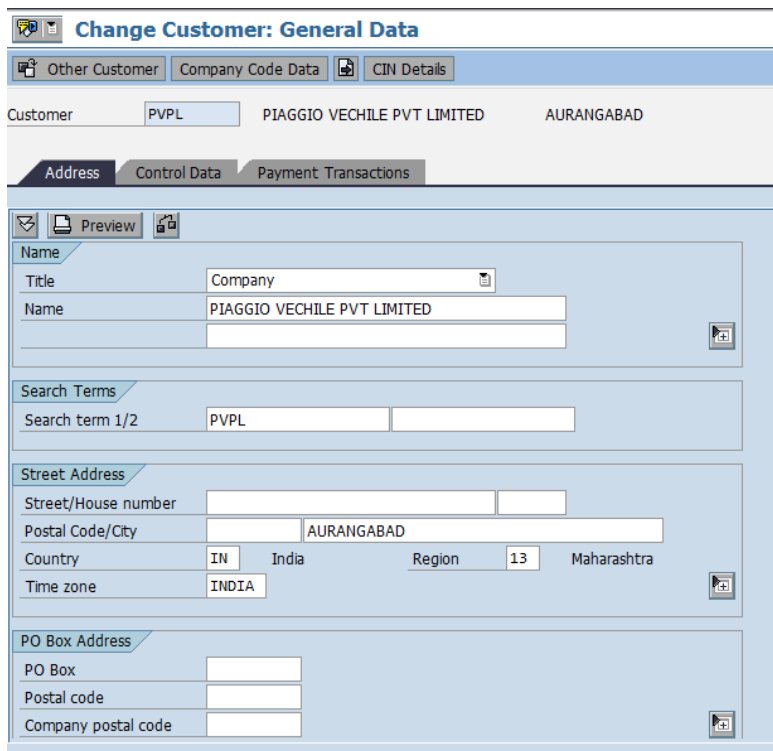
- ▼ SAP menu
  - ▶ Office
  - ▶ Cross-Application Components
  - ▶ Logistics
  - ▼ Accounting
    - ▼ Financial Accounting
      - ▶ General Ledger
      - ▼ Accounts Receivable
        - ▶ Document Entry
        - ▶ Document
        - ▶ Account
        - ▼ Master Records
          - ▶ FD01 - Create
          - ▶ FD02 - Change
          - ▶ FD03 - Display
          - ▶ FD05 - Block/Unblock
          - ▶ FD06 - Set Deletion Indicator

## FI- CO End User Training Module

### Customer Create: Initial Screen



Click on “Enter” and in the displayed screen enter the Address details of the Customer.




Click on the Tab for “CIN Details” and specify the PAN and Service Tax numbers of the Customer wherever available

### CIN master maintenance

Excise Duty		Sales Tax / Service Tax		Withholding Tax	
ECC No.	<input type="text"/>				
Excise Reg. No.	<input type="text"/>				
Excise Range	<input type="text"/>				
Excise Division	<input type="text"/>				
Commissionerate	<input type="text"/>				
<b>Excise Duty Determination</b>					
Exc.Ind.Cust.	<input type="checkbox"/>				
<input type="text"/>					

Coming back to the main screen will display the following tab wherein a link can be established if Vendor is also a Customer. Due to this linkage the combined balance of the Vendor/Customer can be available in a single line item display report.

 **Change Customer: General Data**

Other Customer		Company Code Data		CIN Details	
Customer	PVPL	PIAGGIO VECHILE PVT LIMITED	AURANGABAD		
<b>Address</b>		<b>Control Data</b>		<b>Payment Transactions</b>	
<b>Account control</b>					
Vendor	<input type="text"/>	Authorization	<input type="text"/>		
Trading Partner	<input type="text"/>	Corporate Group	<input type="text"/>		
<b>Reference data/area</b>					
Location no. 1	<input type="text"/>	Location no. 2	<input type="text"/>	Check digit	<input type="checkbox"/>
Industry	<input type="text"/>				

In the next tab, the bank details of the Customer can be maintained. An important indicator in this tab is the check box for "Individual Payee".

Selecting this activates a special screen during document entry wherein the description of the Customer can be entered.

A cheque printed for such a document will then be in the name as maintained in the document and not as per the Customer Master record.

## FI- CO End User Training Module

**Change Customer: General Data**

Other Customer | Company Code Data | CIN Details

Customer: PVPL | PIAGGIO VECHILE PVT LIMITED | AURANGABAD

Address | Control Data | **Payment Transactions**

**Bank Details**

Ctry	Bank Key	Bank Account	Acct holder	Con...	IBAN	IBANValue	Bk.typ.	Refere

Bank Data... | Payment cards | IBAN

Payment transactions | Alternative payer

Alternative payer in document

Individual entries  
 Entries for referen.

Allowed payer

In the tab for "Payment transactions" the details like Reconciliation account and Sort key needs to be specified.

The Cash Mgmt Group field is mandatory and a appropriate value needs to be entered therein. This again will be help in displaying the Customer

Inflow/outflow positions In the "Liquidity Management" reports.

**Change Customer: Company Code Data**

Other Customer | General Data | CIN Details

Customer: PVPL | PIAGGIO VECHILE PVT LIMITED | AURANGABAD  
Company Code: 1000 | GREAVES COTTON LIMITED

Account Management | **Payment Transactions** | Correspondence | Insurance | Withholding Tax

**Accounting information**

Recon. account: 203000 | Sort key: 1  
Head office: | Cash mgmt group: | Value adjustment: |  
Authorization: |

**Interest calculation**

Interest indic.: | Last key date: |  
Interest cycle: | Last interest run: |

**Reference data**

Prev.acct no.: | Personnel number: |  
Buying Group: |

In the tab for "Payment transactions", the Payment terms and Payment methods can be entered. These serve as default values at the document entry level

and can be changed while booking the transaction.



**Change Customer: Company Code Data**

Other Customer | General Data | CIN Details

Customer: PVPL | PIAGGIO VECHILE PVT LIMITED | AURANGABAD  
 Company Code: 1000 | GREAVES COTTON LIMITED

Account Management | **Payment Transactions** | Correspondence | Insurance | Withholding Tax

**Payment data**

Terms of payment: 0001 | Tolerance group:   
 B/e charges payt term:  | Known/neg.leave:   
 Time until check paid:  | AR Pledging Ind:   
 Payment history record

**Automatic payment transactions**

Payment methods:  | Payment block:   
 Alternat.payer:  | House Bank:   
 B/exch.limit:  INR | Grouping key:   
 Single payment | Next payee:   
 Payment advice by EDI | Lockbox:

**Payment advice notes**

Rsn code conv.:  | Selection rule:

In the tab for "Correspondences" specify a value in the field for "Account statement". This helps in generating Account Statement correspondences To the Customer.

## FI- CO End User Training Module

**Change Customer: Company Code Data**

Other Customer | General Data | CIN Details

Customer: PVPL | PIAGGIO VECHILE PVT LIMITED | AURANGABAD  
Company Code: 1000 | GREAVES COTTON LIMITED

Account Management | Payment Transactions | **Correspondence** | Insurance | Withholding Tax

**Dunning data**

Dunn.Procedure:  | Dunning block:   
 Dunn.recipient:  | Leg.dunn.proc.:   
 Last dunned:  | Dunning level:   
 Dunning clerk:  | Grouping key:  Dunning areas..

**Correspondence**

Acctg clerk:  | Bank statement:   
 Acct at cust.:  | Coll. invoice variant:   
 Customer user:  |  Decentralized processing  
 Act.clk tel.no.:   
 Clerk's fax:   
 Clrk's internet:   
 Account memo:

**Payment notices to**

Customer (with CI) |  Sales |  Legal departmnt  
 Customer (w/o CI) |  Accounting

In the tab for "WITHHOLDING TAX" specify the TDS Section under which tax is to be deducted from the Customer Invoice/Payments.

These codes then appear as a default during Document entry and can be changed while booking a transaction.

**Change Customer: Company Code Data**

Other Customer | General Data | CIN Details

Customer: PVPL | PIAGGIO VECHILE PVT LIMITED | AURANGABAD  
Company Code: 1000 | GREAVES COTTON LIMITED

Account Management | Payment Transactions | Correspondence | Insurance | **Withholding Tax**

**Withholding tax information**

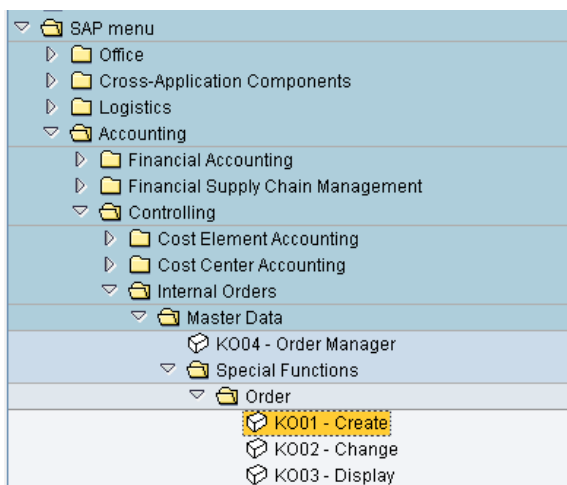
Wth.t.type	W/tax code	W/tax	Oblig.from	Oblig. to	W/tax number	Name
C1	C1	<input checked="" type="checkbox"/>	01.11.2008	31.12.2008		
		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				

Delete Row

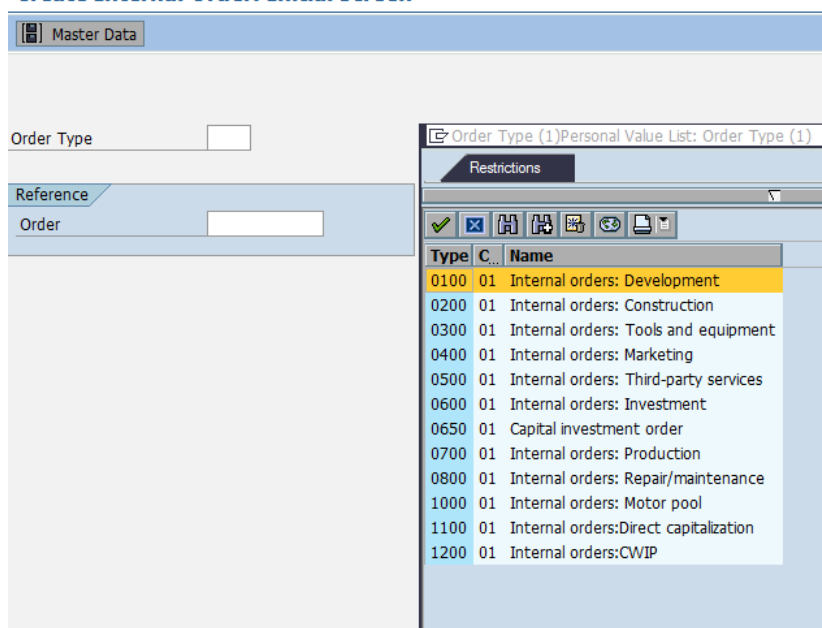
Page 1 fro 1

## Creation of Internal Order Master (KO01)

We can use following navigation path

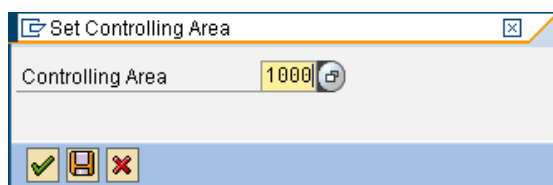


### Create Internal Order: Initial screen



Mention the type of Internal **Order** we are going to create

Press Enter, a popup appears and asks for controlling area. It will be always 1000



## FI- CO End User Training Module

### Create Internal Order: Master data

Settlement Rule

Order  Order type **0100** Internal orders: Dev

Description

Assignments Control data Prd-end closing General data Investments

**Assignments**

Company Code  Greaves Cotton Limited

Business Area

Plant

Functional Area

Object Class

Profit Center  HO WORLI -MUMBAI

Responsible Cctr

User Responsible  K.K.JAIN KJ14821

WBS element

Requesting Cctr

Requesting Co.Code

Requesting order

Sales Order

External order no.

Provide the values as shown above

### Create Internal Order: Master data

Settlement Rule

Order  Order type **0100** Internal orders: Dev

Description

Assignments Control data Prd-end closing General data Investments

**Status**

System status  Release

User status  Set / reset...

Status number

Allowed transacts.

**Control data**

Currency  Indian Rupee

Order category  Internal Order (Controlling)

Statistical order Actual posted Cctr

Plan-integrated order

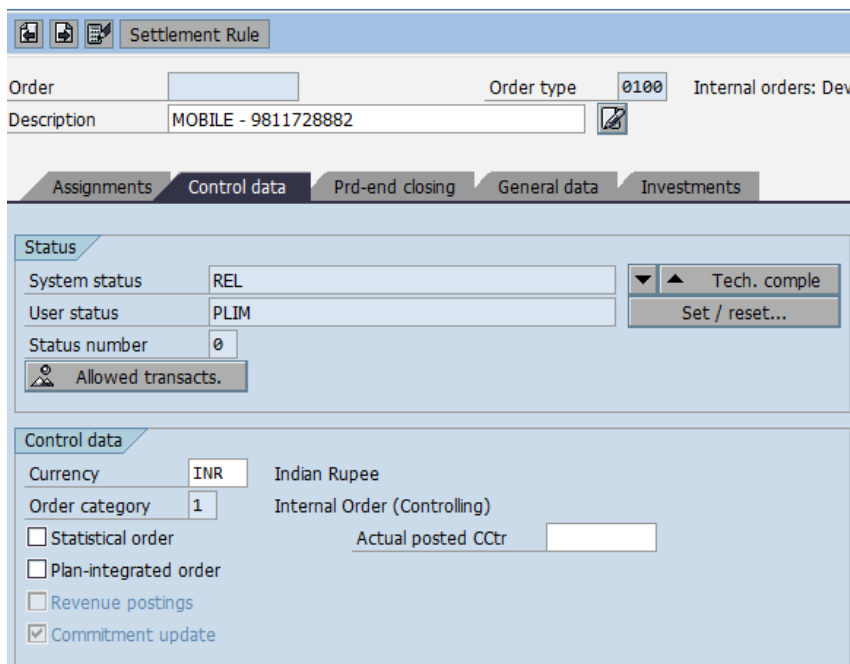
Revenue postings

Commitment update

Currently the System Status is shown as CRTD ( which means that created status)

Put the system status as REL (release)

### Create Internal Order: Master data



The screenshot shows the SAP 'Create Internal Order: Master data' form. At the top, there are icons for 'Settlement Rule' and a 'Description' field containing 'MOBILE - 9811728882'. Below this are tabs for 'Assignments', 'Control data', 'Prd-end closing', 'General data', and 'Investments'. The 'Status' section includes fields for 'System status' (REL), 'User status' (PLIM), and 'Status number' (0). There are buttons for 'Tech. comple' and 'Set / reset...'. The 'Control data' section includes 'Currency' (INR - Indian Rupee), 'Order category' (1 - Internal Order (Controlling)), and checkboxes for 'Statistical order', 'Plan-integrated order', 'Revenue postings', and 'Commitment update' (checked). An 'Actual posted Cctr' field is also present.

Select statistical order check box (if we select this check box values in the internal order can be viewed but not allow to allocating the cost to some other cost object (Eg: cost center, internal order)

(If order is in CRTD (create) status we can maintain only plan values

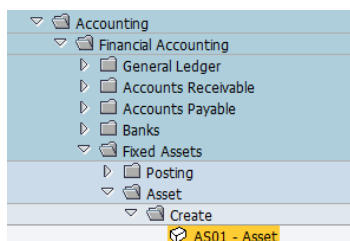
REL (release) status system will allow plan and actual values

TECO (technically complete) status system will allow only actual values

Close status system won't allow any value to post.)

Click on save button.

### Creation of Asset Master Codes (AS01)



The screenshot shows the SAP menu path for creating an asset: Accounting > Financial Accounting > General Ledger > Accounts Receivable > Accounts Payable > Banks > Fixed Assets > Posting > Asset > Create > AS01 - Asset.

Specify the Asset Class under which an Asset is to be created as also the Company code of creation.

## FI-CO End User Training Module

### Create Asset: Initial screen

Master data		Depreciation areas	
Asset Class	3000		
Company Code	1000		
Number of similar assets	1		
<b>Reference</b>			
Asset			
Sub-number			
Company code			
<input type="checkbox"/> Post-capitalization			

Enter details relating to the asset like description, serial number, Inventory number etc. in the field provided.

### Create Asset: Master data

Asset values			
Asset	INTERN-00001	0	
Class	3000	PLANT & EQUIPMENT	Company Code 1000
General   Time-dependent   Allocations   Origin   Leasing   Deprec. Areas			
<b>General data</b>			
Description	LATH MACHINE		
Asset main no. text			
Acct determination	3000	PLANT & EQUIPMENT	
Serial number	0011921		
Inventory number			
Quantity			<input checked="" type="checkbox"/> Manage historically
<b>Inventory</b>			
Last inventory on		<input checked="" type="checkbox"/> Include asset in inventory list	
Inventory note			
<b>Posting information</b>			
Capitalized on		Deactivation on	
First acquisition on			
Acquisition year		000	

Enter the Cost Center and the Location where the asset is situated. In case if the cost center or location changes then the same can be

Modified in the asset master by choosing the option of "More Intervals". In case if shift depreciation is to be activated then the field "Multiple Shift" can be activated and along with the Variable portion field in "Depreciation areas" the required rate can be manipulated.

## FI- CO End User Training Module

### Create Asset: Master data

Asset values

Asset: INTERN-00001 0 LATH MACHINE  
 Class: 3000 PLANT & EQUIPMENT Company Code: 1000

General Time-dependent Allocations Origin Leasing Deprec. Areas

Interval from 01.01.1900 to 31.12.9999

Cost Center: 1314003101

Plant: 1310  
 Location: MACHINE  
 Room:  
 Shift factor:

The Depreciation Areas get defaulted as shown herein below.

### Create Asset: Master data

Asset values

Asset: INTERN-00001 0 LATH MACHINE  
 Class: 3000 PLANT & EQUIPMENT Company Code: 1000

General Time-dependent Allocations Origin Leasing Deprec. Areas

Valuation

A.	Depreciation area	DKey	UseLife	Prd	ODep Start	Group
01	Book deprec.	B003	99			
15	Tax bal.sht.	IN3	99			<input type="checkbox"/>

The Group Asset field has been mandatory for input and is basically used for tracking Depreciation as per the Income Tax Act.

Specify the appropriate Block of Assets to which the individual asset pertains to.

### Create Asset: Depreciation area Tax bal.sht.

Asset values Data for revaluation

Asset: INTERN-00001 0 LATH MACHINE  
 Class: 3000 PLANT & EQUIPMENT Company Code: 1000  
 Area: 15 Tax bal.sht. Depreciation as per Income Tax Act 1961

Interval from 01.01.1900 to 31.12.9999

General Specifications

Depreciation Key: IN2 Tax Depreciation - 10% - India  
 Useful life: 99 /  
 Changeover year: /  
 Start of Calculation  
 Ord.dep.start date:

Additional Specifications

Variable dep.portion:  
 Scrap value: INR  
 Scrap Value %:  
 Group asset:

The field Scrap Value or Scrap % needs to be entered incase if the asset is expected to have a residual value at the end of useful life of the asset.

## FI- CO End User Training Module

The field "Variable dep portion" is to be used along with "Multiple shift" for calculating depreciation at a higher rate. Saving the transaction will create a new asset code

### Create Asset: Depreciation area Book deprec.

Asset values		Data for revaluation	
Asset	INTERN-00001 0	LATH MACHINE	
Class	3000	PLANT & EQUIPMENT	Company Code 1000
Area	01 Book deprec.	Book depreciation	
Interval from 01.01.1900 to 31.12.9999			
General Specifications			
Depreciation Key	0003	Book Depreciation -4.75%	
Useful life	99 /	Start of Calculation	
Changeover year	/	Ord.dep.start date	
Additional Specifications			
Variable dep.portion			
Scrap value		INR	
Scrap Value %			

### Creation of Asset Sub-number Codes (AS11)

Navigation Path

- Accounting
  - Financial Accounting
    - General Ledger
    - Accounts Receivable
    - Accounts Payable
    - Banks
    - Fixed Assets
      - Posting
      - Asset
        - Create
          - AS01 - Asset
          - AS21 - Group Asset
          - Subnumber
            - AS11 - Asset

An Asset sub-number is normally created when a material and significant extension is made to the main asset which has its own depreciation terms and useful life as distinct from the main asset.

### Create Subnumber: Initial screen

Master data		Depreciation areas	
Asset	30000000		
Company Code	1000		
Number of similar subnumbers	1		
<input type="checkbox"/> Post-capitalizatn			

Enter the main asset number for which a sub-number needs to be created and click on enter. By default all the asset details as provided in the main asset gets copied onto the asset sub-number.



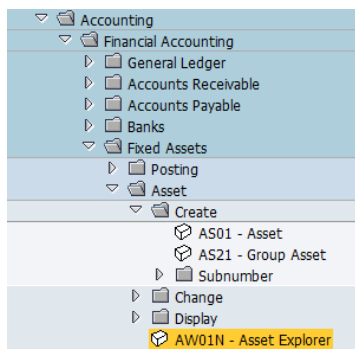
## FI- CO End User Training Module

### Create Asset: Master data

Asset values	
Asset	30000000 1
Class	3000 PLANT & EQUIPMENT Company Code 1000
<b>General</b>   Time-dependent   Allocations   Origin   Leasing   Deprec. Areas	
<b>General data</b> Description: LATH MACHINE Asset main no. text: LATH MACHINE Acct determination: 3000 PLANT & EQUIPMENT Serial number: 11921 Inventory number: Quantity: <input checked="" type="checkbox"/> Manage historically	
<b>Inventory</b> Last inventory on: <input checked="" type="checkbox"/> Include asset in inventory list Inventory note: 	
<b>Posting information</b> Capitalized on: First acquisition on: Acquisition year: 000 Deactivation on: 	

### Display of Asset Master Codes (AW01N)

Navigation Path

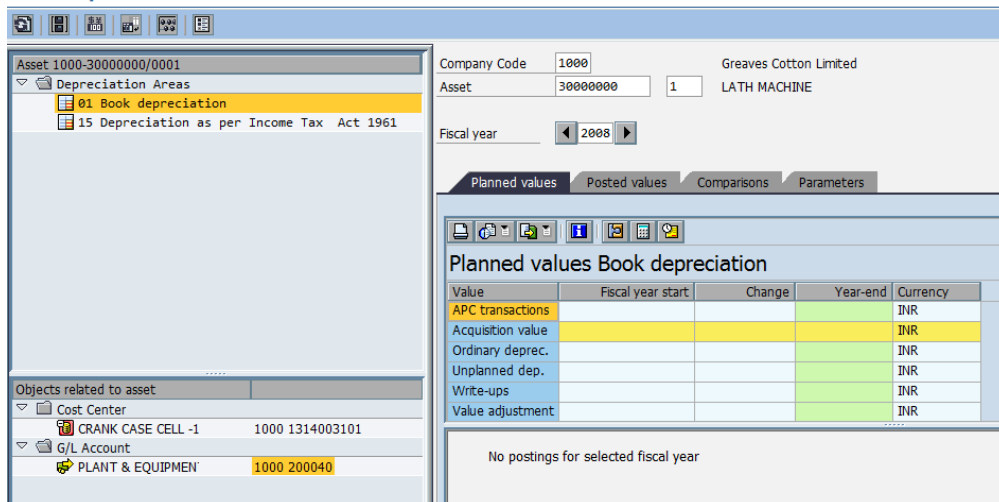


The Asset master display can be had through AW01N and is as shown below. In the tabs for Planned Values the capitalization details are available.

In the Posted Values, the month wise depreciation figures can be know whereas the tab for "Comparisons" the year-wise depreciation details can be had.

## FI- CO End User Training Module

### Asset Explorer



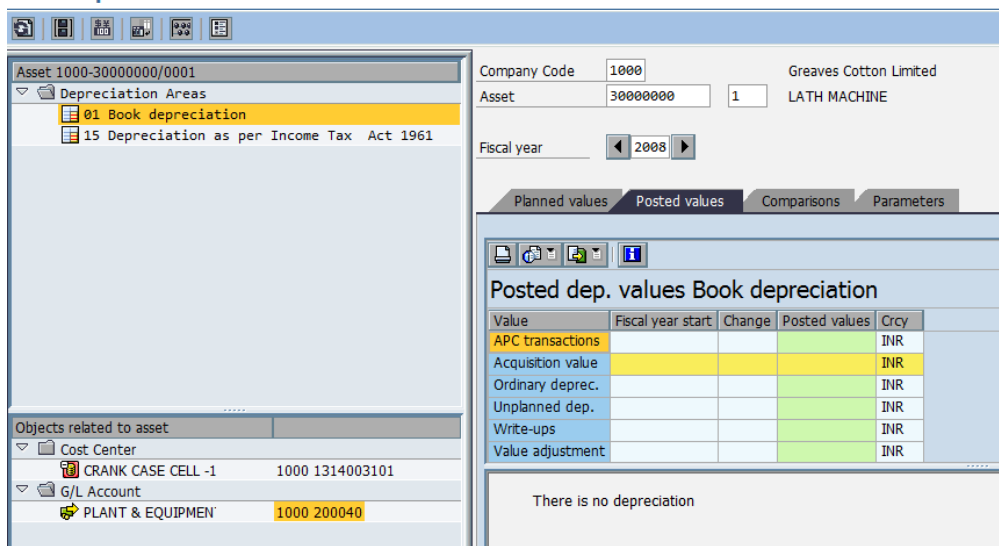
Asset Explorer interface showing the 'Planned values Book depreciation' tab. The left pane shows the asset hierarchy: Asset 1000-30000000/0001, Depreciation Areas (01 Book depreciation, 15 Depreciation as per Income Tax Act 1961), and Objects related to asset (Cost Center: CRANK CASE CELL -1, G/L Account: PLANT & EQUIPMEN'). The right pane shows asset details: Company Code 1000 (Greaves Cotton Limited), Asset 30000000 (LATH MACHINE), and Fiscal year 2008. The table below shows planned values for Book depreciation.

Value	Fiscal year start	Change	Year-end	Currency
APC transactions				INR
Acquisition value				INR
Ordinary deprec.				INR
Unplanned dep.				INR
Write-ups				INR
Value adjustment				INR

No postings for selected fiscal year

The following shows the view of the "Posted Values" tab

### Asset Explorer



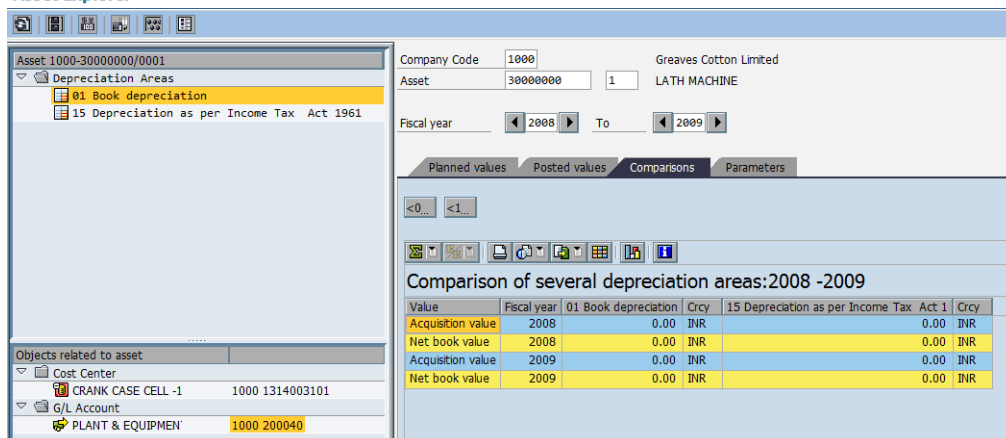
Asset Explorer interface showing the 'Posted dep. values Book depreciation' tab. The layout is similar to the previous screenshot, but the table shows posted depreciation values.

Value	Fiscal year start	Change	Posted values	Crcy
APC transactions				INR
Acquisition value				INR
Ordinary deprec.				INR
Unplanned dep.				INR
Write-ups				INR
Value adjustment				INR

There is no depreciation

The following shows the view of the "Comparisons" tab

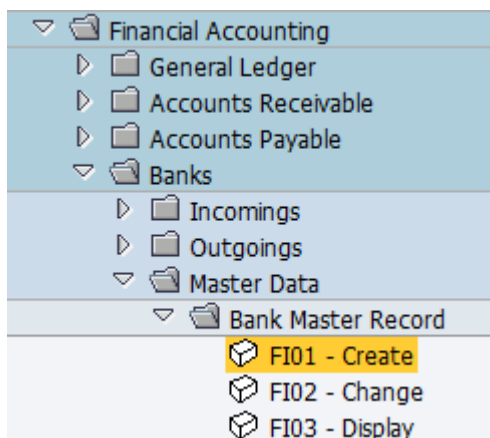
### Asset Explorer



Asset Explorer interface showing the 'Comparison of several depreciation areas:2008 -2009' tab. The left pane is the same. The right pane shows a comparison between fiscal years 2008 and 2009 for two depreciation areas: 01 Book depreciation and 15 Depreciation as per Income Tax Act 1.

Value	Fiscal year	01 Book depreciation	Crcy	15 Depreciation as per Income Tax Act 1	Crcy
Acquisition value	2008	0.00	INR	0.00	INR
Net book value	2008	0.00	INR	0.00	INR
Acquisition value	2009	0.00	INR	0.00	INR
Net book value	2009	0.00	INR	0.00	INR

## Creation of Bank Key Masters (FI01)



### Create Bank : Initial Screen

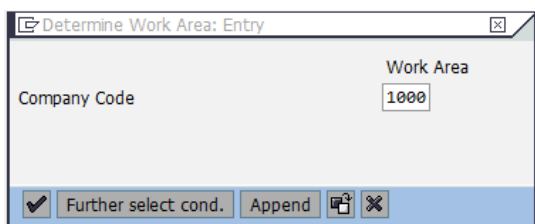
Bank Country	IN
Bank Key	KOTAK

### Create Bank : Detail Screen

Bank Country	IN	India
Bank Key	KOTAKKEY	
<b>Address</b>		
Bank name	KOTAK MAHINDRA BANK	
Region	13	
Street	NARIMAN POINT	
City	MUMBAI	
Bank Branch	NARINAM POINT	
<b>Control data</b>		
SWIFT code	KOT1234	
Bank group		
<input type="checkbox"/> Postbank Acct		
Bank number	54153516	

## Creation of House bank (FI12)

## FI- CO End User Training Module

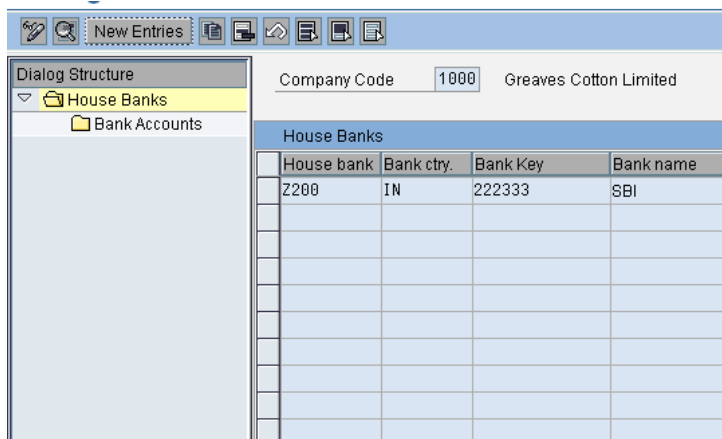


Determine Work Area: Entry

Company Code: [ ] Work Area: 1000

Further select cond. [x] Append [ ] [ ] [ ]

Provide the company code as shown above and press enter. Below screen click on new entries

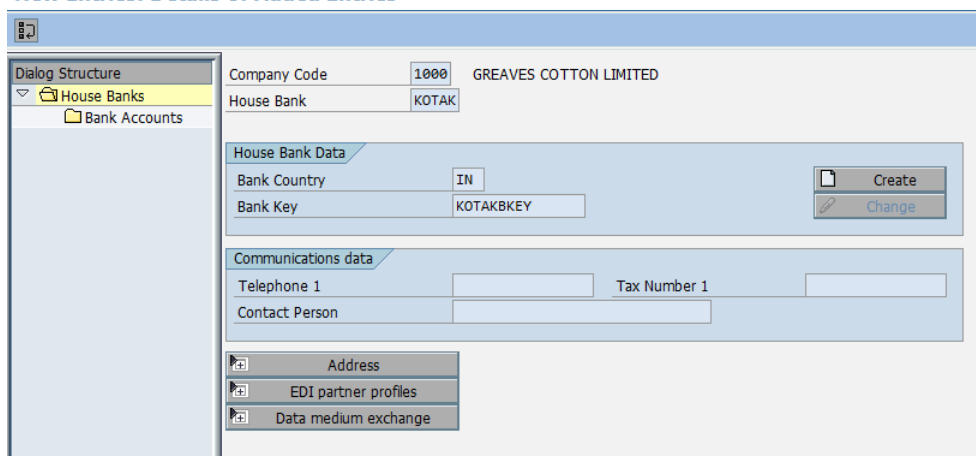


New Entries

Company Code: 1000 Greaves Cotton Limited

House bank	Bank ctry.	Bank Key	Bank name
Z200	IN	222333	SBI

### New Entries: Details of Added Entries



New Entries: Details of Added Entries

Company Code: 1000 GREAVES COTTON LIMITED

House Bank: KOTAK

House Bank Data

Bank Country: IN [Create] [Change]

Bank Key: KOTAKBKEY

Communications data

Telephone 1: [ ] Tax Number 1: [ ]

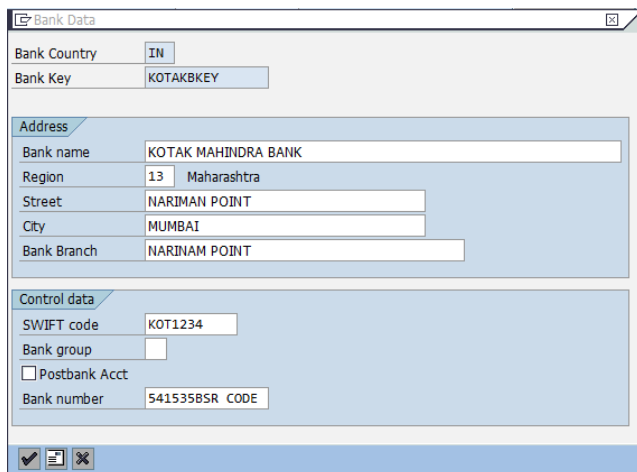
Contact Person: [ ]

Address [ ]

EDI partner profiles [ ]

Data medium exchange [ ]

Click on Create button. Following screen appears. Provide all the information and save .



Bank Data

Bank Country: IN  
Bank Key: KOTAKBKEY

Address

Bank name: KOTAK MAHINDRA BANK  
Region: 13 Maharashtra  
Street: NARIMAN POINT  
City: MUMBAI  
Bank Branch: NARIMAN POINT

Control data

SWIFT code: KOT1234  
Bank group:   
 Postbank Acct  
Bank number: 541535BSR CODE

☛ We will be creating separate house bank for each bank A/c

Now create the New GL Accounts for BANK

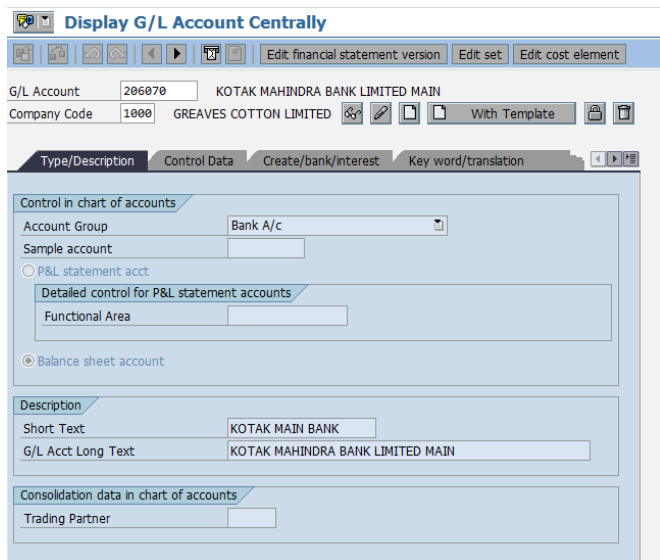
If we have are doing reconciliation for the BANK we have to maintain three (3) Bank A/cs for the Each Bank viz.

1. KOTAK BANK MAIN A/c
2. KOTAK BANK RECEIPT A/C
3. KOTAK BANK PAYMENT A/C

All the credit transaction should go to Receipt A/c and all the Debit entries should go to Payment A/c

☛ Note : No entries should be passed manually in the system in the BANK MANIN A/C . System will transfer the entries at the time of Bank Reconciliation from Inflow & Outflow to Main A/c

- ☛ All the Creation of Main Bank A/c Code should end with "0"
- ☛ All the Creation of Receipt Bank A/c Code should end with "1"
- ☛ All the Creation of Payment Bank A/c Code should end with "2"



Display G/L Account Centrally

G/L Account: 206070 KOTAK MAHINDRA BANK LIMITED MAIN  
Company Code: 1000 GREAVES COTTON LIMITED

Type/Description: Control Data

Control in chart of accounts

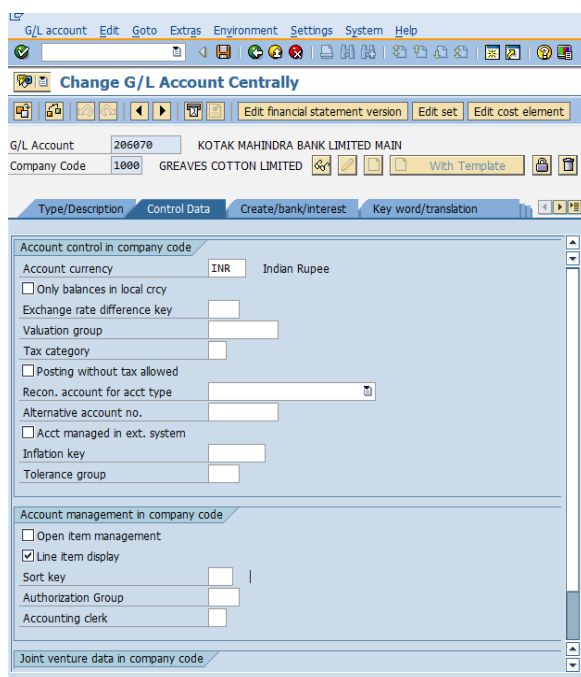
Account Group: Bank A/c  
Sample account:   
 P&L statement acct  
Detailed control for P&L statement accounts  
Functional Area:   
 Balance sheet account

Description

Short Text: KOTAK MAIN BANK  
G/L Acct Long Text: KOTAK MAHINDRA BANK LIMITED MAIN

Consolidation data in chart of accounts

Trading Partner:



**Change G/L Account Centrally**

G/L Account: 206070 KOTAK MAHINDRA BANK LIMITED MAIN  
Company Code: 1000 GREAVES COTTON LIMITED

**Control Data**

Account control in company code

Account currency: INR Indian Rupee

Only balances in local crcy

Exchange rate difference key: [ ]

Valuation group: [ ]

Tax category: [ ]

Posting without tax allowed

Recon. account for acct type: [ ]

Alternative account no.: [ ]

Acct managed in ext. system

Inflation key: [ ]

Tolerance group: [ ]

Account management in company code

Open item management

Line item display

Sort key: [ ]

Authorization Group: [ ]

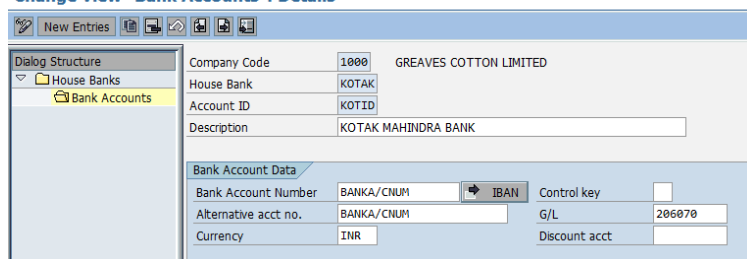
Accounting clerk: [ ]

Please take care that in the main Bank A/c Only line items to be selected . For inflow and outflow accounts we need to select open item management check box in control data tab

### Linking of BANK GL A/c with House banks and Bank Reconciliation

For Main Bank A/c – go to FI12 (House Bank Create Screen) and mention the Main Bank A/c Code in front of GL

#### Change View "Bank Accounts": Details



**Change View "Bank Accounts": Details**

Company Code: 1000 GREAVES COTTON LIMITED

House Bank: KOTAK

Account ID: KOTID

Description: KOTAK MAHINDRA BANK

**Bank Account Data**

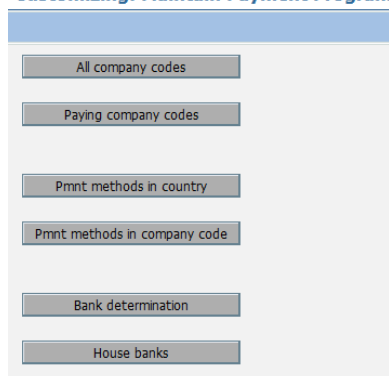
Bank Account Number: BANKA/CNUM IBAN Control key: [ ]

Alternative acct no.: BANKA/CNUM G/L: 206070

Currency: INR Discount acct: [ ]

For Payment Bank A/c – go to FBZP Customizing : Maintain Payment program

#### Customizing: Maintain Payment Program



**Customizing: Maintain Payment Program**

All company codes

Paying company codes

Pmnt methods in country

Pmnt methods in company code

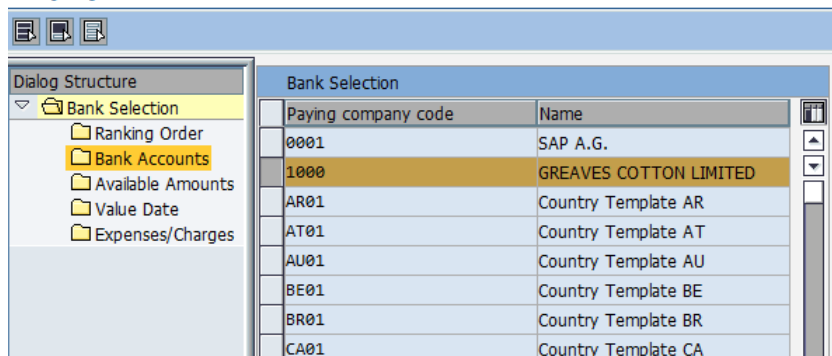
Bank determination

House banks

Click on "Bank Determination "

## FI- CO End User Training Module

### Display View "Bank Selection": Overview

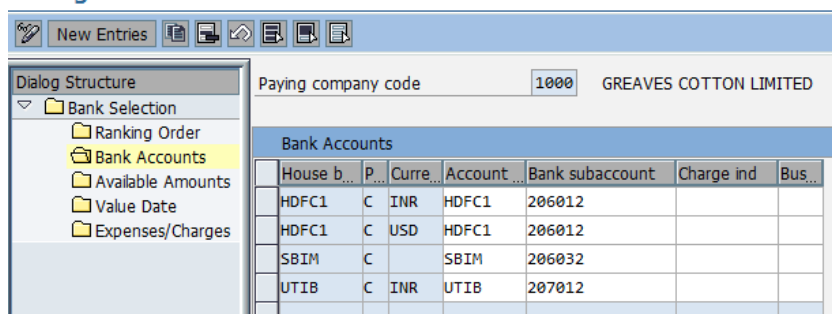


The screenshot shows the 'Bank Selection' dialog structure. The 'Bank Accounts' folder is selected in the left-hand tree. The main table displays the following data:

Paying company code	Name
0001	SAP A.G.
1000	GREAVES COTTON LIMITED
AR01	Country Template AR
AT01	Country Template AT
AU01	Country Template AU
BE01	Country Template BE
BR01	Country Template BR
CA01	Country Template CA

Select the Desired Company and Click on Bank Accounts following screen appears (OBVCU)

### Change View "Bank Accounts": Overview

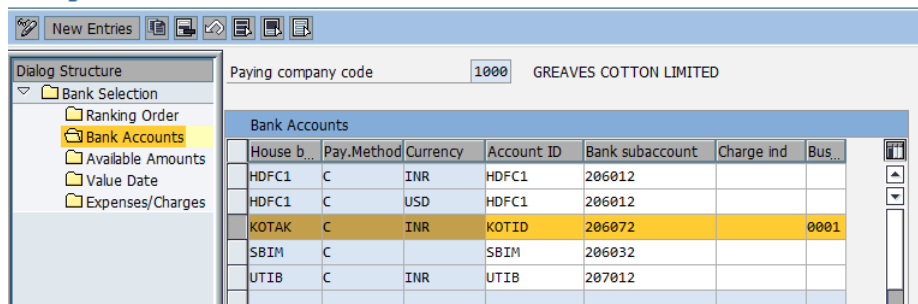


The screenshot shows the 'Bank Accounts' dialog structure. The 'New Entries' tab is selected. The 'Paying company code' is 1000 GREAVES COTTON LIMITED. The main table displays the following data:

House b...	P...	Curre...	Account ...	Bank subaccount	Charge ind	Bus...
HDFC1	C	INR	HDFC1	206012		
HDFC1	C	USD	HDFC1	206012		
SBIM	C		SBIM	206032		
UTIB	C	INR	UTIB	207012		

Click on **New Entries** Tab and enter the Bank Payment A/c and Save.

### Change View "Bank Accounts": Overview

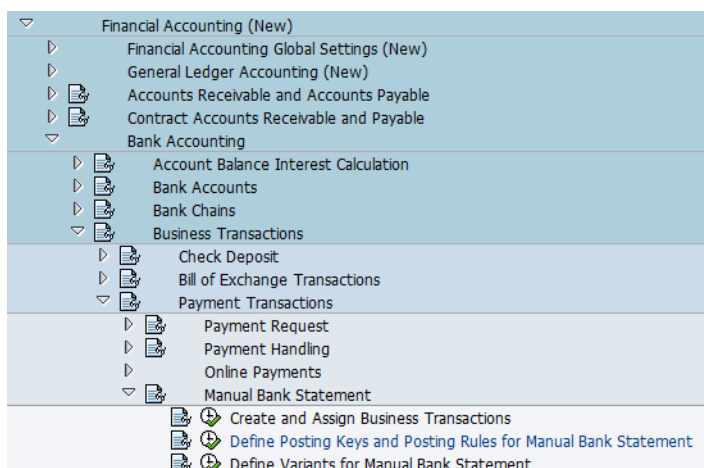


The screenshot shows the 'Bank Accounts' dialog structure. The 'New Entries' tab is selected. The 'Paying company code' is 1000 GREAVES COTTON LIMITED. The main table displays the following data:

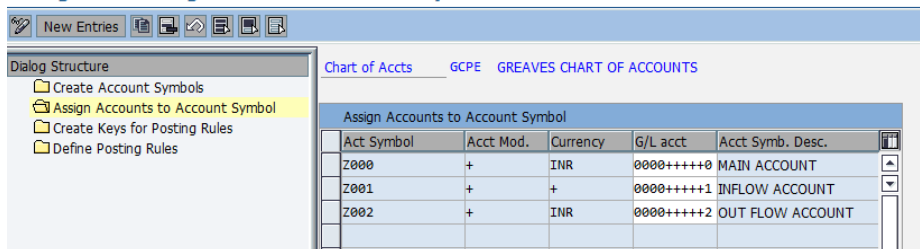
House b...	Pay.Method	Currency	Account ID	Bank subaccount	Charge ind	Bus...
HDFC1	C	INR	HDFC1	206012		
HDFC1	C	USD	HDFC1	206012		
KOTAK	C	INR	KOTID	206072		0001
SBIM	C		SBIM	206032		
UTIB	C	INR	UTIB	207012		

For Payment Bank A/c – go to SPRO

## FI- CO End User Training Module



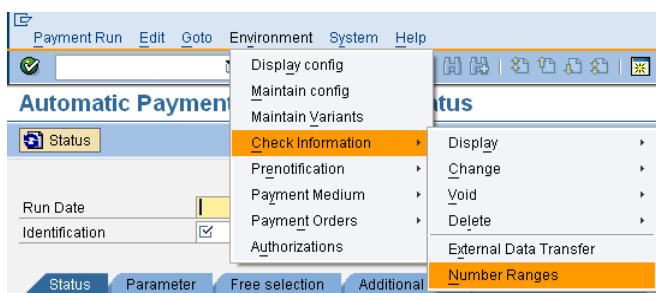
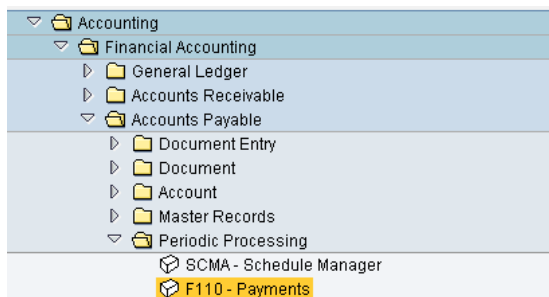
### Change View "Assign Accounts to Account Symbol": Overview



No need to do any individual banks . As per the configuration the system automatically takes the account codes ending from 0 and adds 1to that number and treats as Inflow A/c .

### Maintaining Cheque Lots for Each Banks (FCHI)

Or we can use following navigation



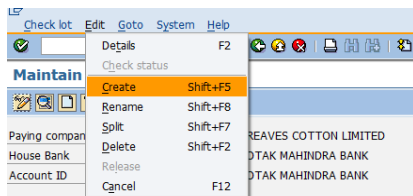
Else we can go to T.Code "FCHI"




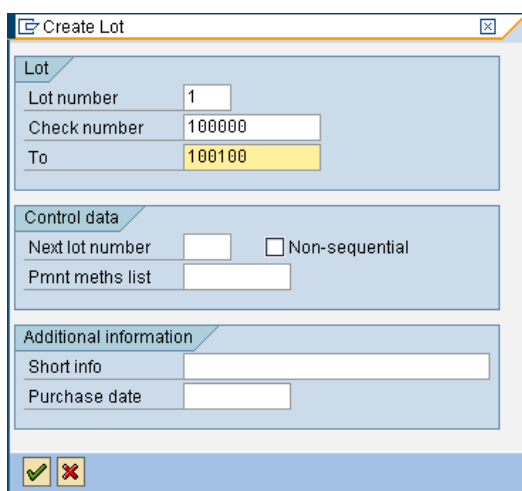
## FI- CO End User Training Module

Go to Edit

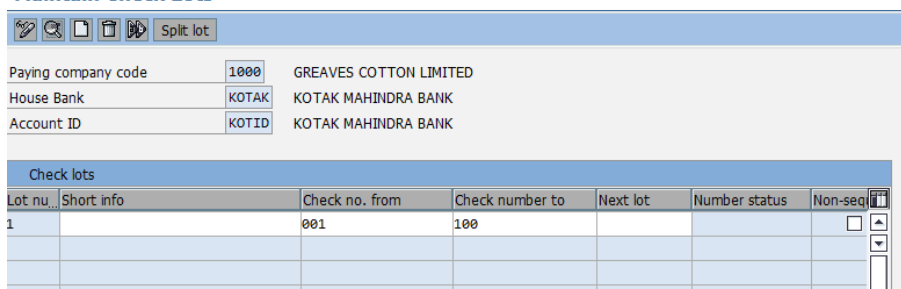
No sooner that a cheque lot is received from the bank, the same needs to be entered in the system before it can be utilized automatically by the system. This is done through FCHI. Enter the bank details and click on Enter.



In the above screen click on crate button 



### Maintain Check Lots



Lot nu.	Short info	Check no. from	Check number to	Next lot	Number status	Non-sequential
1		001	100			<input type="checkbox"/>

(Each cheque book we need to call as cheque lot).

Mention the various check lot to be used for Automatic and manual Payments

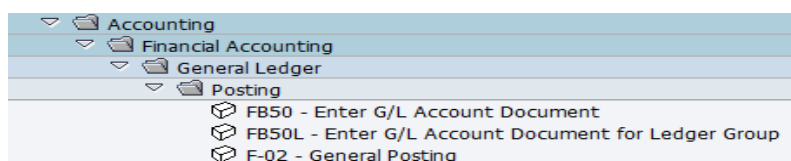
Click on save button.

## Chapter -3

### Transactions

#### Booking a Journal Voucher (F-02)/ (FB50)

Navigation Path



The document entry screen comprises of "Header" and "Line item details" to be filled in while booking a transaction.

Details entered in the Header are relevant for the whole document. There can be a maximum of 999 lines in a single document.

Enter details like Date, company code text etc in the Header area of the screen.

**Enter G/L Account Posting: Header Data**

Held document		Acct model	Fast Data Entry	Post with reference	Editing Options
Document Date	10.11.2008	Type	SA	Company Code	1000
Posting Date	10.11.2008	Period		Currency/Rate	inr
Document Number				Translatn Date	
Reference				Cross-CC no.	
Doc.Header Text	journal entry narration				
Trading part.BA					

**First line item**

PstKy	40	Account	468901	SGL Ind		TType	
-------	----	---------	--------	---------	--	-------	--

Enter Line item details like Posting Key and the corresponding Account code and specify the amount per line item. In case of expense accounts

It is mandatory to enter a Cost Object like Cost Center, Internal Order or Profitability Segment against it. The Assignment field can be used for the purpose

Of sorting of line items.

## FI- CO End User Training Module

**Enter G/L Account Document: Correct G/L account item**

More data Acct model Fast Data Entry Taxes

G/L Account 468901 TELEPHONE  
Company Code 1000 Greaves Cotton Limited

Item 1 / Debit entry / 40

Amount 10,000.00 INR  Calculate tax

Business Place

Cost Center 110255022 Order

WBS Element Profit. Segment

Network Sales Order

Purchasing Doc. More

Assignment Quantity

Text Long Texts

Next Line Item

PstKy 50 Account 462000 SGL Ind TType New co.code 1000

Entering + and clicking on "Enter" will automatically copy the text as entered in the earlier line items

**Enter G/L Account Document: Add G/L account item**

More data Acct model Fast Data Entry Taxes

G/L Account 462000 Travelling Exp  
Company Code 1000 Greaves Cotton Limited

Item 2 / Credit entry / 50

Amount \* INR

Tax Code

Business Place

Cost Center 1102999022 Order

WBS Element Profit. Segment

Network Sales Order

Purchasing Doc. More

Assignment Quantity

Text Long Texts

Next Line Item

PstKy Account SGL Ind TType New co.code

Document Edit Goto Extras Settings En

- Other document Shift+F5
- Post with reference
- Get held document
- Simulate Shift+F9**
- Simulate General Ledger
- Reset
- Post Ctrl+S
- Save as completed Ctrl+Shift+F6
- Park Shift+F4
- Hold
- Exit Shift+F3

Once all the line items have been entered, simulate the entry. This will display the accounting entries that will be passed on saving the transaction.

In case of unbalanced entries, system will not allow the posting of the document. Check that the Dr and Cr amounts are equal for posting.

**Enter G/L Account Document: Display Overview**

Display Currency | Taxes | Reset

Document Date	10.11.2008	Type	SA	Company Code	1000
Posting Date	10.11.2008	Period	8	Currency	INR
Document Number	INTERNAL	Fiscal Year	2008	Translatn Date	10.11.2008
Reference		Cross-CC no.			
Doc.Header Text		Trading part.BA			

**Items in document currency**

PK	BusA Acct	INR	Amount	Tax amnt
001 40	0000468901 TELE		10,000.00	
002 50	0000462000 Travelling Exp		10,000.00-	

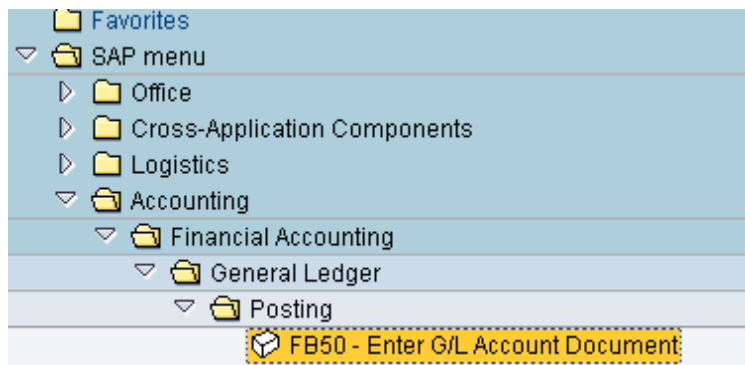
D 10,000.00      C 10,000.00      0.00 \* 2 Line items

**Other line item**

PstKy  Account  SGL Ind  TType  New co.code

Journal Entries with T-Code FB50

It is preferable to go with T.Code FB50 as in this mode we need not to remember Posting Keys for Debits and Credits . We can pass entries with Debit and Credits and in the single screen.



## FI- CO End User Training Module

**Enter G/L Account Document: Company Code 1000** Grab

Tree on | Company Code | Hold | Simulate | Park | Editing options

Basic data		Details		Amount Information	
Document Date	05.11.2008	Currency	INR	Total deb.	10,000.00
Posting Date	05.11.2008			Total cred.	10,000.00
Reference					
Doc.Header Text					
Cross-CC no.					
Company Code	1000	Greaves Cotton Limited Mumbai			

2 Items (No entry variant selected)

St	G/L acct	Short Text	D/C	Amount in doc.curr.	Co	Tradin	Bus	Part	Cost center
✓	462000	Travelling Exp	Debit	10,000.00	1000				1910100C10
✓	239999	CASH-HO-MuH	Credit	10,000.00	1000				

Note- On the left hand side of the screen there we see some signal type indicator . We cannot post the transaction until it turns to **Green colour** .

As the Total Debits and Total Credits amount are equal the signal turns green and we are able to post the transaction.

Provide the values as shown above and click on “simulate” button. System will generate the following screen

Simulation means the display of entry before posting it finally. We should always simulate the transaction to check the accuracy of the transaction. As we simulate we can view the following details of the transaction.

Doc.Type : SA ( G/L Account Document ) Normal document					
Doc. Number		Company code	1000	Fiscal year	2008
Doc. date	05.11.2008	Posting date	05.11.2008	Period	08
Calculate Tax	<input type="checkbox"/>				
Doc.currency	INR				

Itm	PK	Account	Account short text	Assignment	Tx	Amount
1	40	462000	Travelling Exp			10,000.00
2	50	239999	CASH-HO-Mumbai			10,000.00-

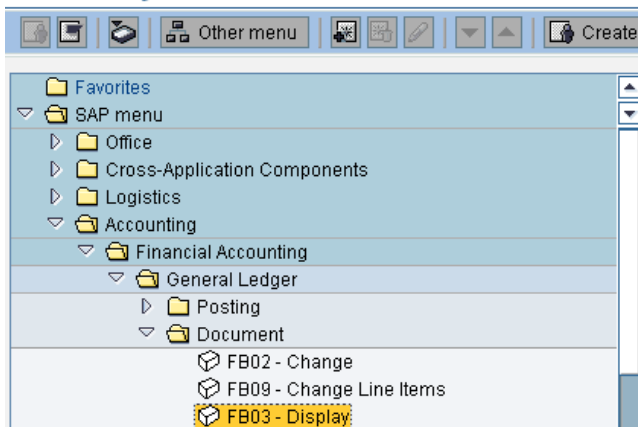
If the Transaction is correct we can Click on “save” button else we can modify the transaction. As we save the transaction a document number is generated at the bottom line of the screen.

In case we are not sure about the correctness or we don't want to post the transaction immediately, we can Park the transaction by clicking on **Park** button. The system will neither move this document to Financial Books nor it will generate the Document number for the transaction.

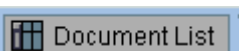
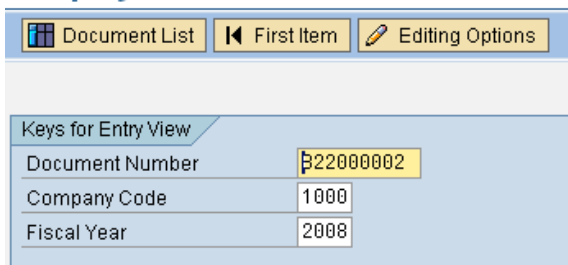
After we are confirm about the transaction we can Save the transaction from the Park mode to Post Mode

### Display of Journal Voucher (FB03)

## SAP Easy Access



## Display Document: Initial Screen



In the above screen click on document list button

Company code	1000	to		→
Document Number		to		→
Fiscal Year		to		→
Ledger	0L			

<b>General selections</b>				
Document type	sa	to		→
Posting date		to		→
Entry date	05.11.2008	to		→
Reference number		to		→
Reference Transaction		to		→
Reference key		to		→
Logical system		to		→

**Also display noted items**

Display noted items

**Search for own documents**

Own documents only

Provide the values as shown above. We can search the document on the various criteria. Click on execute button. As we click on the

## Booking Accrual/Deferral Document (FBS1)

Accrual / Deferral Documents

## FI- CO End User Training Module

- Financial Accounting
  - General Ledger
    - Posting
    - Document
    - Account
    - Master Records
    - Statistical Key Figures
    - Periodic Processing
      - SCMA - Schedule Manager
      - Interest Calculation
      - Automatic Clearing
      - Print Correspondence
      - Recurring Entries
      - Archiving
      - Planning
      - Closing
        - Check/Count
        - Valuate
          - FAGL\_FC\_VAL - Foreign Currency Valuation (New)
          - FAGL\_FC\_TRANS - Currency Translation of Balances
          - FBS1 - Enter Accrual/Deferral Document**
          - F.81 - Reverse Accrual/Deferral Document

### Enter Accrual/Deferral Doc.: Header Data

Acct model	<input type="checkbox"/> Fast Data Entry	<input type="checkbox"/> Post with reference	<input type="checkbox"/> Editing Options
Document Date	05.11.2008	Type	sa
Posting Date	05.11.2008	Period	8
Document Number		Ledger Grp	
Reference		Translatn Date	
Doc.Header Text		Cross-CC no.	
Trading part.BA			

Inverse Posting	
Reversal Reason	02
Reversal date	06112008

- 01 Reversal in current period
- 02 Reversal in closed period
- 03 Actual reversal in current period
- 04 Actual reversal in closed period
- 05 Accrual/deferral posting

First line item			
PstKy	40	Account	462000
SGL Ind		TType	

## FI- CO End User Training Module

**Data Entry View**

Document Number	822000003	Company Code	1000	Fiscal Year	2008
Document Date	05.11.2008	Posting Date	05.11.2008	Period	8
Reference		Cross-CC no.			
Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group	

C...	Item	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	40		462000	Travelling Exp	100,000.00	INR		1102001021	1102001	1123000
	2	50		239999	CASH-HO-Mumbai	100,000.00-	INR				

Save the document.

### Reverse Accrual/Deferral Document (F.81)

**Reverse Accrual/Deferral Document (F.81)**

Company Code: 1000 to [ ]

Document Number: [ ] to [ ]

Fiscal Year: [ ] to [ ]

Document Type: [ ] to [ ]

Ledger Group: [ ] to [ ]

---

**General selections**

Posting Date: [ ] to [ ]

Entry Date: [ ] to [ ]

Reference: [ ] to [ ]

---

**Further Selections**

Reverse posting date: [ ] to [ ]

User Name: [ ] to [ ]

---

**Reverse posting details**

Posting Period: [ ]

Reversal Reason: [ ]

Test Run

---

**Cross-company code transactions**

Do not process

Process

Relevant docs if possible

Only reverse completely

**Reverse Documents**

Testing Client: Mumbai

Reverse Accrual/Deferral Documents

Docs which can be reversed

Document Number	Company Code	Fiscal Year	Document Type	Posting Date	Document Date	Reversal date
822000005	1000	2008	SA	05.11.2008	05.11.2008	06.11.2008
822000006	1000	2008	SA	05.11.2008	05.11.2008	06.11.2008

Testing Client: Mumbai

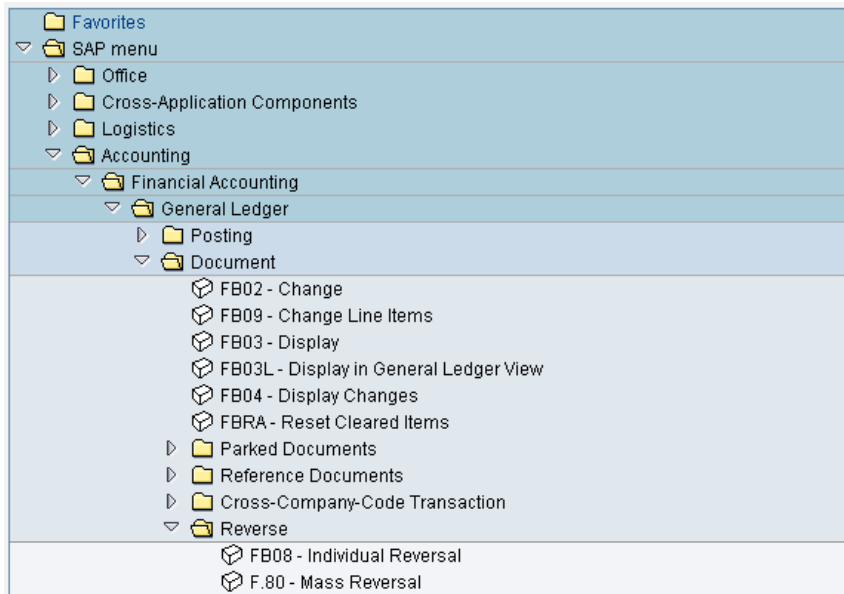
Reverse Accrual/Deferral Documents






In the above screen click reverse document button.

### Individual Reversal (FB08)

We can use the following Navigation



### Reverse Document: Header Data

 Display before reversal	 Document list	 Mass Reversal
<b>Document Details</b>		
Document Number	822000001	
Company Code	1000	
Fiscal Year	2008	
<b>Specifications for Reverse Posting</b>		
Reversal Reason	02	
Posting Date	01.12.2008	
Posting Period	<input type="text"/>	
<b>Check management specifications</b>		
Void reason code	<input type="text"/>	

Provide the values as shown above

Click on save button

### Creation of sample document (F-01)

We can use following navigation

## FI- CO End User Training Module

- Accounting
  - Financial Accounting
    - General Ledger
      - Posting
        - FB50 - Enter G/L Account Document
        - FB50L - Enter G/L Account Document for Ledger Group
        - F-02 - General Posting
        - FB01L - Enter General Posting for Ledger Group
        - FV50 - Edit or Park G/L Document
        - FV50L - Park G/L Account Document for Ledger Group
        - F-65 - General Document Parking
        - F-04 - Post with Clearing
        - F-06 - Incoming Payments
        - F-07 - Outgoing Payments
        - FBCJ - Cash Journal Posting
        - F-05 - Valuate Foreign Currency
      - Reference Documents
        - FKMT - Account Assignment Model
        - FBD1 - Recurring Document
        - F-01 - Sample Document**

### Enter Sample Document Display Overview

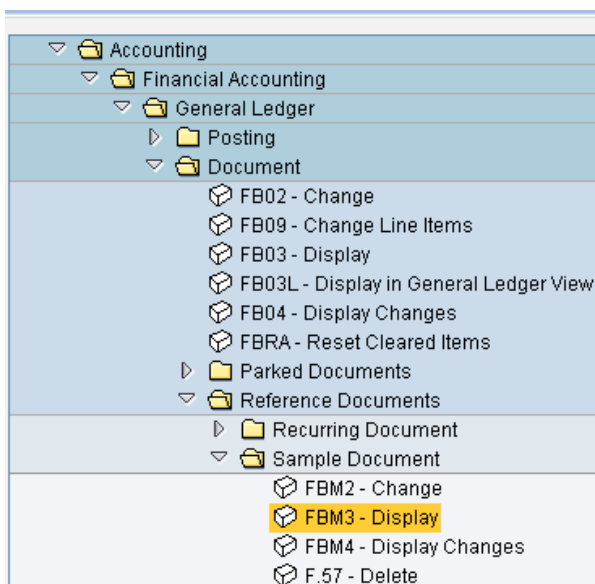
		Display Currency	Acct model		Fast Data Entry		Taxes
Document Date	06.11.2008	Type	AB	Company Code	1000		
Posting Date	06.11.2008	Period	8	Currency	INR		
Document Number	INTERNAL	Fiscal Year	2008	Translatn Date	06.11.2008		
Reference							
Doc.Header Text				Trading part.BA			
<b>Items in document currency</b>							
	PK	BusA	Acct		INR	Amount	Tax amnt
001	40		0000462000	Travelling Exp		25,555.00	
002	50		0000239999	CASH-H0-Mumbai		25,555.00-	
D		25,555.00		C		25,555.00	
						0.00 * 2 Line items	
<b>Other line item</b>							
PstKy		count		SGL Ind		TType	

Click on overview button to view the document

And click on save button.

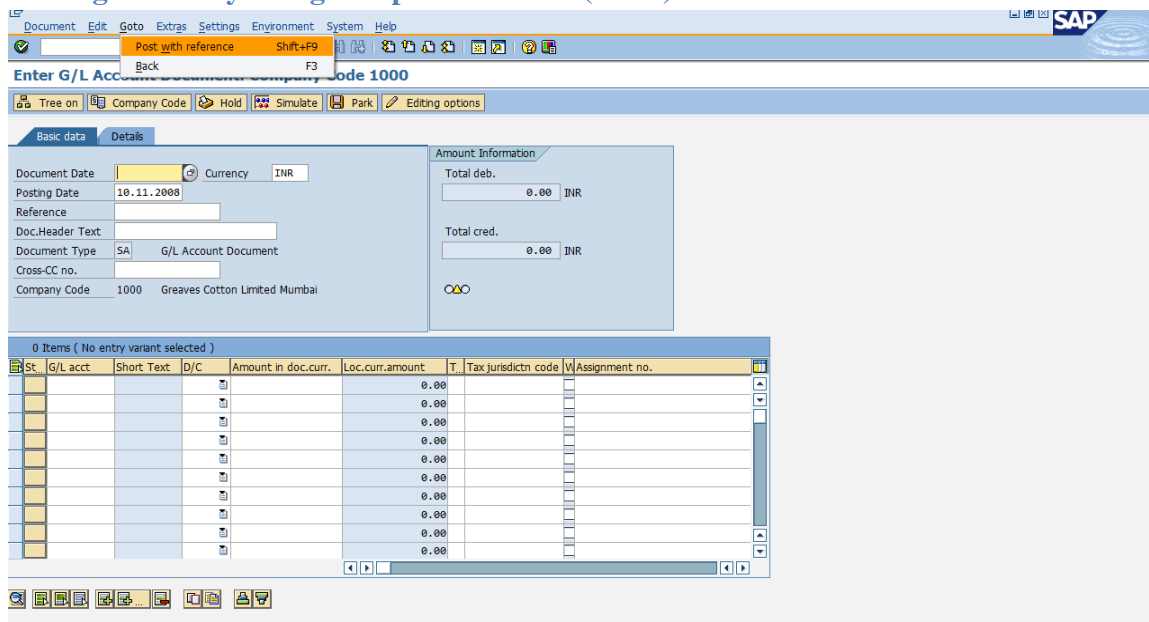
### Display Sample Document (FBM3)

We can use following Navigation



For using the sample document at regular transaction level

## Passing the Entry Using Sample Document (FB50)



Click on post with reference as shown in the above screen

## FI- CO End User Training Module

### Post Document: Header Data

Reference	
Document Number	9000002
Company Code	1000
Fiscal Year	2008

Flow control	
<input type="checkbox"/>	Generate reverse posting
<input type="checkbox"/>	Enter G/L account items
<input type="checkbox"/>	Do not propose amounts
<input type="checkbox"/>	Recalculate days and percentages
<input checked="" type="checkbox"/>	Display line items
<input type="checkbox"/>	Copy texts
<input type="checkbox"/>	Transfer functional area
<input type="checkbox"/>	Recalculate Local Currency Amounts
<input type="checkbox"/>	Copy Segment and Partner Segment

Provide the document number and others which shown in the above screen

Press enter

### Post Document: Header Data

Document Date	06.11.2008	Type	SA	Company Code	1000
Posting Date	06.11.2008	Period	8	Currency/Rate	INR
Document Number	INTERNAL			Translatn Date	
Reference				Cross-CC no.	
Doc.Header Text					
Trading part.BA					

First line item	
PstKy	40 Account 462000 SGL Ind TType

Change the Document TYPE as required and press enter continuously until the following screen appears

## FI- CO End User Training Module

### Post Document Display Overview

<input type="button" value="Display Currency"/> <input type="button" value="Park document"/> <input type="button" value="Acct model"/> <input type="button" value="Fast Data Entry"/> <input type="button" value="Taxes"/>									
Document Date	06.11.2008	Type	SA	Company Code	1000				
Posting Date	06.11.2008	Period	8	Currency	INR				
Document Number	INTERNAL	Fiscal Year	2008	Translatn Date	06.11.2008				
Reference				Cross-CC no.					
Doc.Header Text				Trading part.BA					
<b>Items in document currency</b>									
PK	BusA	Acct		INR	Amount	Tax amnt			
001	40	0000462000	Travelling Exp		25,555.00				
002	50	0000239999	CASH-HO-Mumbai		25,555.00-				
D 25,555.00		C 25,555.00		0.00	*	2 Line items			
<b>Other line item</b>									
PstKy	<input type="checkbox"/>	Account	<input type="text"/>	SGL Ind	<input type="checkbox"/>	TType	<input type="text"/>	New co.code	<input type="text"/>

### Booking of Recurring Entries (FBD1)

We can also use the following navigation path

- Accounting
  - Financial Accounting
    - General Ledger
      - Posting
        - FB50 - Enter G/L Account Document
        - FB50L - Enter G/L Account Document for Ledger Group
        - F-02 - General Posting
        - FB01L - Enter General Posting for Ledger Group
        - FV50 - Edit or Park G/L Document
        - FV50L - Park G/L Account Document for Ledger Group
        - F-65 - General Document Parking
        - F-04 - Post with Clearing
        - F-06 - Incoming Payments
        - F-07 - Outgoing Payments
        - FBCJ - Cash Journal Posting
        - F-05 - Valuate Foreign Currency
        - Reference Documents
          - FKMT - Account Assignment Model
          - FBD1 - Recurring Document**
          - F-01 - Sample Document

A template can be maintained for entries that are frequently passed each month. Such entries are referred to as “Recurring Entries”.

As a onetime activity the entry can be maintained and the same recalled each month and the entry posted.

### Enter Recurring Entry: Header Data

<input type="checkbox"/> Fast Data Entry	<input type="checkbox"/> Account Assignment Model	<input type="checkbox"/> Post with reference
Company Code	1000	
<b>Recurring entry run</b>		
First run on	10.11.2008	
Last run on	31.03.2009	
Interval in months	1	
Run date	10	
Run schedule	<input type="checkbox"/>	
<input type="checkbox"/> Transfer amounts in local currency	<input type="checkbox"/> Copy texts	
<input type="checkbox"/> Transfer tax amounts in local currency		
<b>Document header information</b>		
Document Type	SA	Currency/Rate
Reference		INR
Document Header Text		Translatn Date
Trading part.BA		10.11.2008
<b>First line item</b>		
PstKy	40	Account
		462000
SGL Ind	<input type="checkbox"/>	TType
		<input type="checkbox"/>

Enter details like First run, interval, Document type etc. in the Header. In the line items enter the accounts that need to be posted to.

First Run On: - Date from which the first recurring entry is to be carried out.

Last Run On: Date up until which the final recurring entry is to be carried out.

Interval: Date up until which the final recurring entry is to be carried out.

Run Date: Calendar day on which the recurring entry is to be carried out. If we do not specify a day, then the calendar day which we entered in the "First run on" field is used.

Document Type : Mention the desired document Type

Providing all the values , press enter .

## FI- CO End User Training Module

### Enter Recurring Entry Correct G/L account item

More data		Acct model	Fast Data Entry	Taxes	
G/L Account	462000	Travelling Exp			
Company Code	1000	Greaves Cotton Limited			
<b>Item 1 / Debit entry / 40</b>					
Amount	10,000.00	INR	<input type="checkbox"/> Calculate tax		
Tax Code					
Business Place					
Cost Center	1103001033	Order			
WBS Element		Profit. Segment			
Network		Sales Order			
Purchasing Doc.		Quantity			
Assignment		<input type="button" value="Long Texts"/>			
Text					
<b>Next Line Item</b>					
PstKy	50	Account	239999	SGL Ind	TType

Enter Line item details like Posting Key and the corresponding Account code and specify the amount per line item. In case of expense accounts

It is mandatory to enter a Cost Object like Cost Center, Internal Order or Profitability Segment against it. The Assignment field can be used for the purpose Of sorting of line items.

### Enter Recurring Entry Add G/L account item

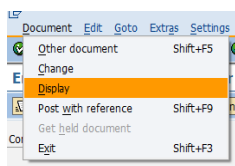
More data		Acct model	Fast Data Entry	Taxes	
G/L Account	239999	CASH-HO-Mumbai			
Company Code	1000	Greaves Cotton Limited			
<b>Item 2 / Credit entry / 50</b>					
Amount	10000	INR			
Business Place					
Profit Center					
Value date	10.11.2008				
Assignment					
Text	<input type="button" value="Long Texts"/>				
<b>Next Line Item</b>					
PstKy		Account		SGL Ind	TType

Click on simulate to check the entry and then save the entry and after saving the following lines appears in the bottom of the screen.

Document 5 was stored in company code 1000

We can go to Documents and click on display to see the previous entry passed.

## FI- CO End User Training Module



**Display Recurring Document: Data Entry View**

Taxes    Display Currency

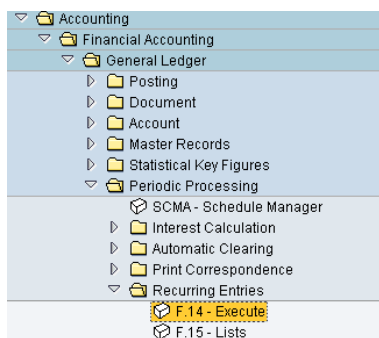
**Data Entry View**

Document Number: 5    Company Code: 1000    Fiscal Year: 2008  
 Document Date: 10.11.2008    Posting Date: 10.11.2008    Period: 8  
 Reference:    Cross-CC no.:    Ledger Group:     
 Currency: INR    Texts exist:

C...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	40		462000	Travelling Exp	10,000.00	INR		1103001033	1103001	
	2	50		239999	CASH-HO-Mumbai	10,000.00-	INR			1215899	

### Posting of Recurring Entries (F.14)

Else we can use the following navigation path.



Enter the document number and the period for which the recurring entry needs to be generated. The session name can be entered manually for

Easy identification. Executing the transaction now will generate a Batch input session.



## FI- CO End User Training Module

### Create Posting Documents from Recurring Documents

Company code	1000	to		→
Document Number	5	to		→
Fiscal Year	2008	to		→

<b>General selections</b>				
Document type		to		→
Posting date		to		→
Entry date		to		→
Reference number		to		→
Reference Transaction		to		→
Reference key		to		→
Logical system		to		→

<b>Further selections</b>				
Settlement period	01.11.2008	to	30.11.2008	→
Run schedule		to		→
User		to		→


<b>Output control</b>				
Batch input session name				
User name	KJ14821			
Blocking date for BI session				
<input type="checkbox"/> Hold processed session				

A batch input sessions gets created that needs to be further processed either in the foreground, background or errors only mode. If processed

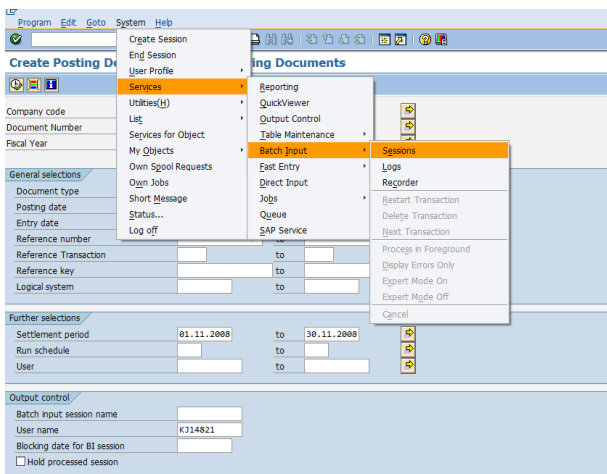
In the foreground mode, each line item screen will come up and it is possible to change the values during posting.



Provide the values as shown above and click on

 Session SAPF120 was created

System will create the session.

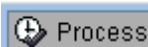


## FI- CO End User Training Module

Or We Can Go With T.code SM35

### Batch Input: Session Overview

Session name	Sta...	Created By	Date	Time	Creation Progr...	Lock Date	Authorizat.	Trans.			Screens	D...	Q...
SAPF120		KJ14821	10.11.2008	16:28:42	SAPF120		KJ14821	1	0	0	5	08	
BG-IV ETL		DIJ14027	10.11.2008	16:18:58	ZBPP_IA01		DIJ14027	0	0	0	0	08	
IK01-01		SRC66200	10.11.2008	15:47:42	/SAPDMC/SAP_L		SRC66200	190	0	190	1,140	08	
SRM_VB		PS14294	10.11.2008	15:39:31	/SAPDMC/SAP_L		PS14294	111	0	111	2,331	08	
TK01-01		SRC66200	10.11.2008	15:36:31	/SAPDMC/SAP_L		SRC66200	190	0	0	1,140	08	



Select the respective session and click on process button . System popup following screen

Process Session SAPF120

<p><b>Processing Mode</b></p> <p><input checked="" type="radio"/> Process/foreground</p> <p><input type="radio"/> Display errors only</p> <p><input type="radio"/> Background</p> <p>Target host</p> <input type="text"/>	<p><b>Additional Functions</b></p> <p><input type="checkbox"/> Extended log</p> <p><input type="checkbox"/> Expert mode</p> <p><input checked="" type="checkbox"/> Dynpro standard size</p> <p><input type="checkbox"/> Cancel if Log Error Occurs</p> <p><input type="checkbox"/> Simulate Background Mode</p>
---	---

Process

Click on the Process Button

The system processes the recurring entries showing following screens go on pressing "Enter" till the document is posted

**Realize Recurring Entry: Header Data**

Held document | Acct model | Fast Data Entry | Post with reference | Editing Options

Document Date: 10.11.2008 | Type: SA | Company Code: 1000

Posting Date: 10.11.2008 | Period: 8 | Currency/Rate: INR

Document Number: | Translatn Date: | Reference: | Cross-CC no.:

Doc.Header Text: | Branch no. | Pages: | Trading part.BA: | Tax details:

**Recurring entry data**

Next run on: 10.12.2008 | Document Number: 000000005

Deletion ind.  | Fiscal Year: 2008

Copy texts

**First line item**

PstKy: 40 | Account: 0000462000 | SGL Ind: | TType: |

**Realize Recurring Entry Add G/L account item**

More data | Acct model | Fast Data Entry | Taxes

G/L Account: 462000 | Travelling Exp

Company Code: 1000 | Greaves Cotton Limited

**Item 1 / Debit entry / 40**

Amount: 10,000.00 | INR

Tax Code: |  Calculate tax

Business Place: |  More

Purchasing Doc. | Quantity: | Assignment: | Text: |  Long Texts

**Next Line Item**

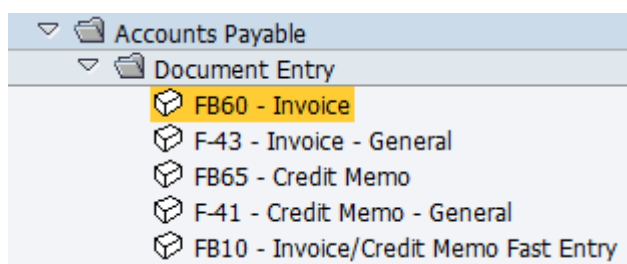
PstKy: 50 | Account: 0000239999 | SGL Ind: | TType: | New co.code: |

## Chapter - 4

### Accounts Payable

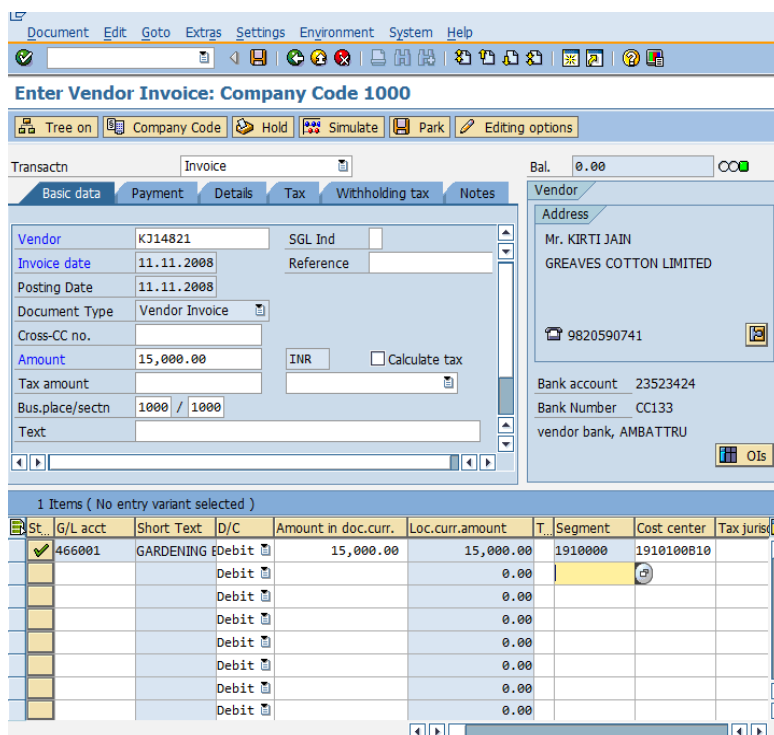
#### Vendor Invoice Posting (FB60) / (F-43)

Navigation Path



Provide the necessary information and simulate the transaction

Decide on the Company code in which the Invoice needs to be posted and the currency involved. One can also specify the currency conversion rate that needs to be adopted for the transaction. In the reference field enter the Invoice number of the Vendor Invoice and the corresponding text.







By default, the above screen for TDS deduction comes up. TDS is applicable on Invoicing or Payment whichever is earlier. Remove the TDS codes against "PAYMENT (CP)" line as this indicates TDS deduction at the time of payment. In case if


## FI- CO End User Training Module

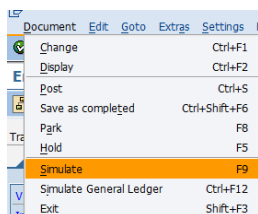
manual adjustments need to be made, the base amount and corresponding TDS Amount needs to be specified. This is of particular importance in cases where TDS has been deducted on Advance payment. Enter the net amount here so that TDS gets deducted on the reduced amount.

The light next to the tabs reflects the balance in the document currency:

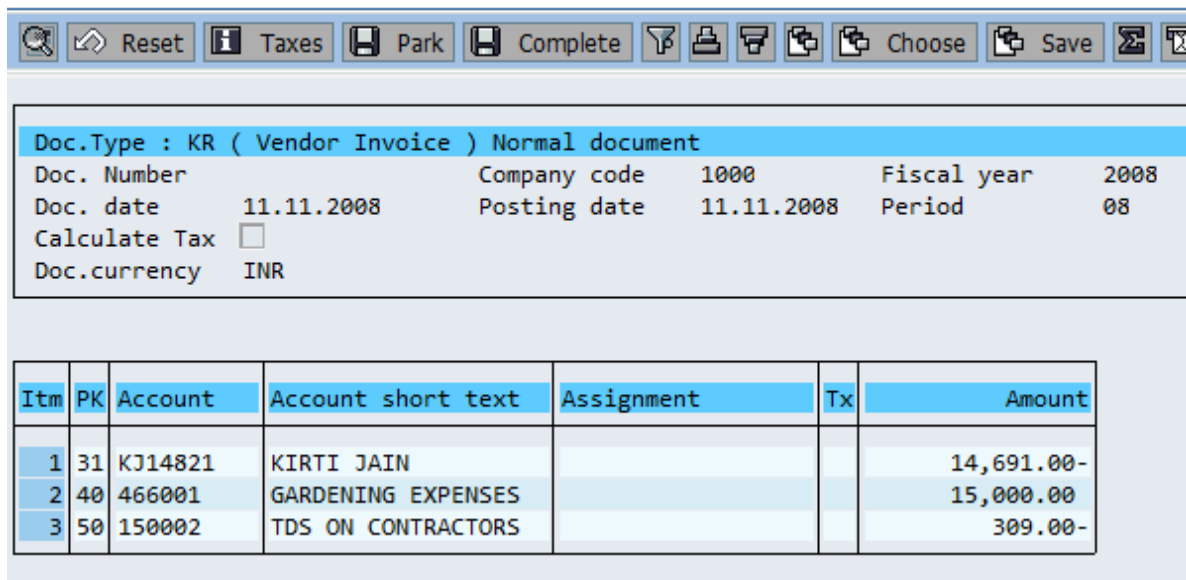
1. •  Balance does not equal zero (posting is not possible)
2. •  Unchecked status (initial status, posting not yet carried out)
3. •  Balance equals zero (posting carried out)

We can define how we want the debit/credit indicator to appear in  *Editing Options*

 *Simulate*: A document overview appears in which we can select various options for data preparation.



### Document Overview



The screenshot shows the 'Document Overview' window with a toolbar containing icons for Search, Undo, Reset, Taxes, Park, Complete, Filter, Print, Copy, Paste, Choose, Save, and Refresh. Below the toolbar, the document details are displayed:

Doc.Type : KR ( Vendor Invoice ) Normal document

Doc. Number                      Company code    1000                      Fiscal year        2008

Doc. date                      11.11.2008                      Posting date        11.11.2008                      Period                08

Calculate Tax                     

Doc.currency                      INR

Below the details, a table lists the line items:

Itm	PK	Account	Account short text	Assignment	Tx	Amount
1	31	KJ14821	KIRTI JAIN			14,691.00-
2	40	466001	GARDENING EXPENSES			15,000.00
3	50	150002	TDS ON CONTRACTORS			309.00-

If the entry is ok then Save the entry the Document number will be generated.

• Note : We can use **FB60** or **F-43** for the voucher entry in **FB60** we have debit credit screen and in **T.Code F-43** we have to use posting keys to do the transactions .

The procedure for booking of Vendor Invoices remains the same except that a special screen for inputting the Vendor name and address details comes up. Note that the cheque will get printed as per the name specified in the name field. This

## FI- CO End User Training Module

functionality can be used effectively for making payment to vendors where the name changes each time eg. Payment to Government authorities for Income tax, stamp duty etc.

### Enter Vendor Invoice: Address and bank data

<input type="button" value="Copy"/> <input type="button" value="Delete"/> <input type="button" value="Bank data"/> <input type="button" value="Bank data"/> <input type="button" value="IBAN"/>				
Vendor	KK	KIRTI JAIN	G/L	120030
Company Code	1000	Greaves Cotton Limited		
<b>Item 1 / Business partner data</b>				
Title		Language Key	EN	
Name				
Street				
PO Box	<input type="checkbox"/> PO w/o no.	PO Box PCode		
City		Postal Code		
Country	IN	Region		
Bank Key		Bank Country	IN	
Bank Account		Control key	<input type="checkbox"/>	
Reference		Instruction key	<input type="checkbox"/>	
Tax Number 1		DME Indicator	<input type="checkbox"/>	
Tax Number 2		Tax type	<input type="checkbox"/>	
Tax Number 3		Tax number type	<input type="checkbox"/>	
Tax Number 4		<input type="checkbox"/> Natural person		
Type of Business		<input type="checkbox"/> Equaliztn tax		
Type of Industr		<input type="checkbox"/> Liable for VAT		
		Rep's Name		

### Vendor Credit Memo Posting (FB65)/ (F-41)

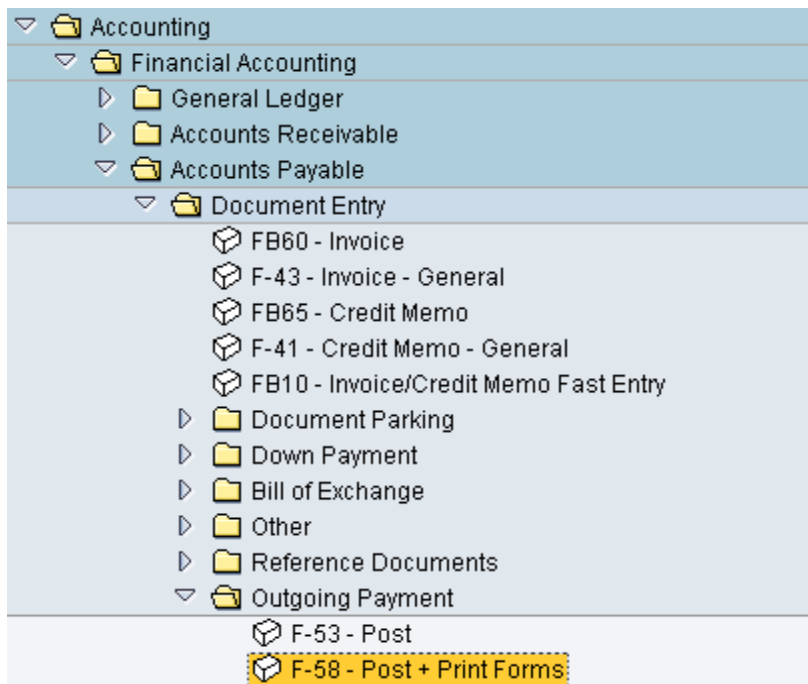
- ▼ Accounts Payable
  - ▼ Document Entry
    - FB60 - Invoice
    - F-43 - Invoice - General
    - FB65 - Credit Memo**
    - F-41 - Credit Memo - General
    - FB10 - Invoice/Credit Memo Fast Entry

### Enter Vendor Credit Memo: Company Code 1000

<input type="button" value="Tree on"/> <input type="button" value="Company Code"/> <input type="button" value="Hold"/> <input type="button" value="Simulate"/> <input type="button" value="Park"/> <input type="button" value="Editing options"/>			
Transactn	Credit memo	Bal.	0.00
<input type="button" value="Basic data"/> <input type="button" value="Payment"/> <input type="button" value="Details"/> <input type="button" value="Tax"/> <input type="button" value="Withholding tax"/> <input type="button" value="Notes"/>			

Only we have to select the transaction type as credit memo in FB60 / F-43 or we can use FB65/F-41 for creating credit memos for accounts payable.

## Vendor Invoice Payment ( F-53) / (F-58)



### Payment with Printout: Header Data

Payment method and form specifications		Processing type	
Company Code	1000	<input type="checkbox"/> Calculate pmnt amnt	
Payment method	C		
House Bank	HDFC1		
Check lot number	1		
Alternative form			
Padding Character			
Output control			
Printer for forms	lp01	<input type="checkbox"/> Print immediately	
Pmnt advice printer		<input type="checkbox"/> Recipient's lang.	
		<input type="checkbox"/> Currency in ISO code	
		<input type="checkbox"/> Test printout	
		<input type="checkbox"/> Do not Void any Checks	

Click on enter payment button

## FI- CO End User Training Module

### Payment with Printout Header Data

<b>Process open items</b>					
Document Date	11.11.2008	Type	KZ	Company Code	1000
Posting Date	11.11.2008	Period	8	Currency/Rate	INR
Document Number				Translatn Date	
Reference				Cross-CC no.	
Doc.Header Text				Trading part.BA	
Clearing text					
<b>Bank posting details</b>					
Amount	15000			Business Area	
Value date	11.11.2008			Assignment	
Text					
<b>Payee</b>					
Vendor	KJ14821			Company Code	1000
Customer				Payee	
<input type="checkbox"/> Payment on acct	Pmnt on acct				
<b>Paid items</b>			<b>Additional selections</b>		
<input checked="" type="checkbox"/> Standard OIs			<input checked="" type="radio"/> None		
Special G/L ind			<input type="radio"/> Amount		
			<input type="radio"/> Others		

Provide the values as shown above

Process open items

Click on process open item button .. system will open the following screen

### Payment with Printout Enter partial payments

	Distribute diff.		Charge off diff.		Editing options																							
<p>Standard <b>Partial pmt</b> Res.items Withldg tax</p>																												
Account items KJ14821 KIRTI JAIN																												
Document	Reference	Invoice ref.	D.	Document	P.	Busi.	Day	Net amount	Partially Paid Amt	Payment amount	RCd	St.																
81000030		81000030	KR	11.11.2008	31		0	14,691.00-	0.00	14,000.00-																		
<p>Editing status</p> <table border="0"> <tr> <td>Number of items</td> <td>1</td> <td>Amount entered</td> <td>14,000.00-</td> </tr> <tr> <td>Display from item</td> <td>1</td> <td>Assigned</td> <td>14,000.00-</td> </tr> <tr> <td>Reason code</td> <td></td> <td>Difference postings</td> <td></td> </tr> <tr> <td>Currency</td> <td>INR</td> <td>Display in clearing currency</td> <td>Not assigned 0.00</td> </tr> </table>													Number of items	1	Amount entered	14,000.00-	Display from item	1	Assigned	14,000.00-	Reason code		Difference postings		Currency	INR	Display in clearing currency	Not assigned 0.00
Number of items	1	Amount entered	14,000.00-																									
Display from item	1	Assigned	14,000.00-																									
Reason code		Difference postings																										
Currency	INR	Display in clearing currency	Not assigned 0.00																									

## FI- CO End User Training Module

If we want change proposed value as shown in the above screen(amount entered 14000 but the invoice value is 14600.)

click on charge of diff. button **Charge off diff.** .Click on line item screen

**Process open items**

Remove the value put the \* in the amount field click on **Process open items** button

Not assigned field need to always 0. Simulate and post the document


After we save the document the following screen appears

### International Payment Medium - Check (with check management)

Overview of the lists generated		
Name	Dataset	Spool number
Cheque	LIST15	0000003315

Click on the Spool number following screen appears

### Output Controller: List of Spool Requests

System	Spool no.	Type	Date	Time	Status	Pages	Title
<input type="checkbox"/> GQR	3315		11.11.2008	12:15	-	1	Cheque

Click on the ICON below "Type" Cheque will popup as below



## FI- CO End User Training Module

We are sending you a separate payment advice for document 811000046 from 11.11.2008 to explain the invoice items.

---

Sum total	0,00	14.000,00
-----------	------	-----------

Payment document	Check number	Date	Currency	Payment amount
811000046	100009	11.11.2008	INR	*****14.000,00*

Bank number	Account number	Check number
	1234567890	100009

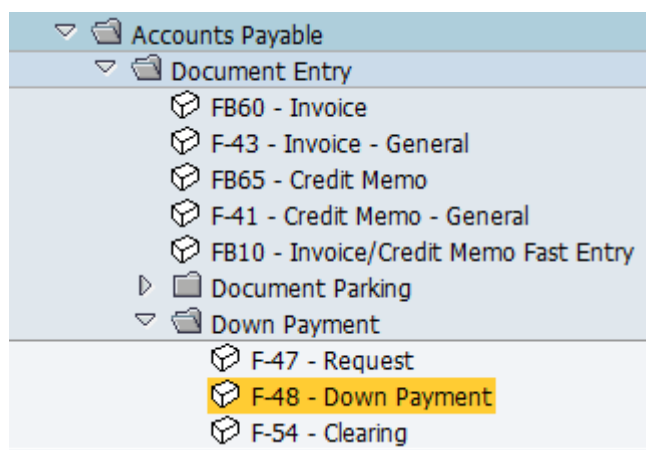
hdfc

*** FOURTEEN THOUSAND INR***	INR *****14.000,00*
------------------------------	------------------------

Mr. KIRTI JAIN  
GREAVES COTTON LIMITED

11.11.2008

### Advance Payments to Vendors (F-48)



Advance payment to vendors are identified in SAP through the use of Special GL indicators. In case of Greaves Cotton Limited and Premium Energy Transmission Limited, the indicators that can be used are \_\_\_\_\_. Note that the postings through these indicators get routed through the advance account and not the normal Reconciliation account

## FI- CO End User Training Module

Document Edit Goto Extras Settings Environment System Help

**Post Vendor Down Payment: Header Data**

New item Requests

Document Date 11.11.2008 Type KZ Company Code 1000  
 Posting Date 11.11.2008 Period 8 Currency/Rate INR  
 Document Number Translatn Date  
 Reference Cross-CC no.  
 Doc.Header Text Tax Report.Date  
 Trading part.BA

Vendor  
 Account kJ14821 Special G/L Ind 2  
 Altern.comp.cde

Bank  
 Account 240092 Business Area  
 Amount LC amount  
 Bank charges LC bank charges  
 Value date 11.11.2008 Profit Center  
 Text Assignment

Special G/L Indicator (1) 22 Entries found

Restrictions

Account Type: K

SG	Description
1	CAPITAL ADVANCE
2	SUPPLIER ADVANCE
3	ADVANCE FOR EXPENSES
4	EMD RECEIVED
5	TRAVEL ADVANCE
6	IMPREST ADVANCE
A	Down Payments, Current Assets
B	Down Payments, Financ'l Assets
C	Virement à échéance
D	Discounts
F	Down Payment Requests
G	Guarantee received
H	Security deposit
I	Down Payments, Intang. Assets
M	Down Payments, Tangible Assets
O	Down Payments, Amortization
P	Payment request
R	R
S	Check/Bill of Exchange
T	T

22 Entries found

Specify the Company code, Vendor Code, bank account number and the amount that is to be paid as an Advance and click on Enter.

### Post Vendor Down Payment Add Vendor item

More data New item Withholding tax

Vendor KJ14821 KIRTI JAIN G/L Acc 250020  
 Company Code 1000 GREAVES COTTON LIMITED  
 Greaves Cotton Limited

Item 2 / received / 29 2

Amount \* INR  
 Calculate tax Bus./sectn  
 Discount % Disc. amount  
 Asset Profit Ctr  
 Assignment  
 Text Long Texts

Enter Withholding Tax Information

Name of w/hld.tx...	W/ta...	W/Tax Base	W/Tax Amt	W/tax base LC	W/Tax Amnt LC
PMT - SEC 194C - P.CA				0.00	0

The above screen for TDS gets defaulted. In case if no TDS is to be deducted then the TDS codes needs to be manually deleted from the above screen.

## Post Vendor Down Payment Display Overview

Document Date	11.11.2008	Type	KZ	Company Code	1000
Posting Date	11.11.2008	Period	8	Currency	INR
Document Number	INTERNAL	Fiscal Year	2008	Translatn Date	11.11.2008
Reference				Cross-CC no.	
Doc.Header Text				Trading part.BA	

**Items in document currency**

PK	BusA Acct	INR	Amount	Tax amnt
001 50	0000240092 HDFC OUTFLOW HO		19,588.00-	
002 292	K314821 KIRTI JAIN		20,000.00	
003 50	0000150002 TDS ON CONTRACTORS		412.00-	

D 20,000.00      C 20,000.00      0.00 \*      3 Line items

**Other line item**

PstKy  Account  SGL Ind  TType  New co.code

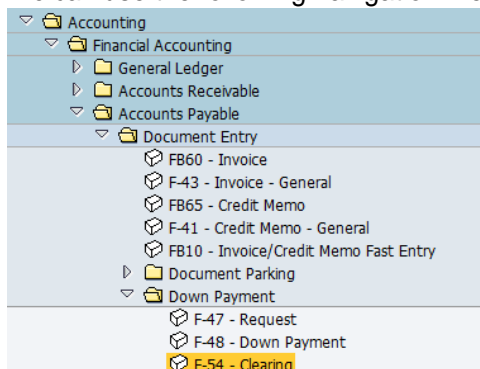
Simulate the transaction and Post

Execute FBZ5 with the payment document generated as above.

## Clearing the Down Payment (F-54)

( Converting the SPI GL to Normal General A/c )

We can use the following navigation menu.



## FI- CO End User Training Module

### Clear Vendor Down Payment: Header Data

**Process down pmnts**

Document Date: 23.12.2008    Type: KA    Company Code: 1000  
 Posting Date: 23.12.2008    Period: 9    Currency/Rate: INR  
 Document Number:    Translatn Date:     
 Reference:     
 Doc.Header Text:     
 Trading part.BA:       Tax Report.Date:   

**Vendor**

Account: TEST12345

**Relevant invoice**

Invoice:    Line item:    Fiscal year: 2008

**Transfer posting item(s) details**

Assignment:     
 Text: clearing the advance

Provide the Vendor Code and the Date

If System Displays the Invoice Number in the Primary Screen remove the Invoice and click on

**Process down pmnts**

Note : - Provide the Narration in the Text field else the system will not allow to save the document.

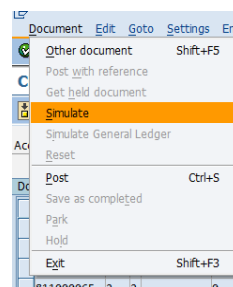
### Clear Vendor Down Payment Choose down payments

Account: TEST12345    Currency: INR

**Down Payments**

Document	Ln	S	Purchasing	Item	Order	Amount	Transfer Posting	Available Amount	WBS Element
811000011	2	2				10,000.00		10,000.00	
811000014	2	2				100,000.00		10,000.00	
811000015	2	2				50,000.00		50,000.00	
811000065	2	2				100,000.00		100,000.00	
811000097	2	2				75,000.00		75,000.00	
811000102	2	2				75,000.00		75,000.00	
811000103	2	2				300,000.00		300,000.00	
811000104	2	2				65,000.00		65,000.00	
811000279	2	2				25,000.00		25,000.00	
811000209	2	2				6,666.00		6,666.00	
811000316	2	2				1,000.00		1,000.00	
811000318	2	2				10,000.00		10,000.00	
811000320	2	2				5,000.00		5,000.00	
811000322	2	2				500,000.00	250,000.00	500,000.00	
811000327	2	2				1,000.00		1,000.00	
811000392	2	2				2,060.00		2,060.00	
						<b>Total</b>		<b>250,000.00</b>	

Display Item: 1 / 16



Select the "Transfer Posting" and provide the amount we want to match with the invoice and simulate the transaction.

## FI- CO End User Training Module

### Clear Vendor Down Payment Display Overview

Document Date: 23.12.2008    Type: KA    Company Code: 1000  
 Posting Date: 23.12.2008    Period: 9    Currency: INR  
 Document Number: INTERNAL    Fiscal Year: 2008    Translatn Date: 23.12.2008  
 Reference:     Cross-CC no.:   
 Doc.Header Text:     Trading part.BA:

**Items in document currency**

PK	BusA	Acct	INR	Amount	Tax amnt
001	392	TEST12345	test12345	250,000.00-	
002	26	TEST12345	test12345	250,000.00	

D 250,000.00    C 250,000.00    0.00 \*    2 Line items

**Other line item**

PstKy:     Account:     SGL Ind:     TType:     New co.code:

If the Transaction is ok click on save

Document 81500034 was posted in company code 1000

Now we can clear the invoice with the advance amount (F-44 – Clear)

**Clear Vendor: Header Data**

Account: TEST12345    Clearing date: 23.12.2008    Period: 9  
 Company Code: 1000    Currency: INR

**Open item selection**

Special G/L ind:      Normal 01

**Additional selections**

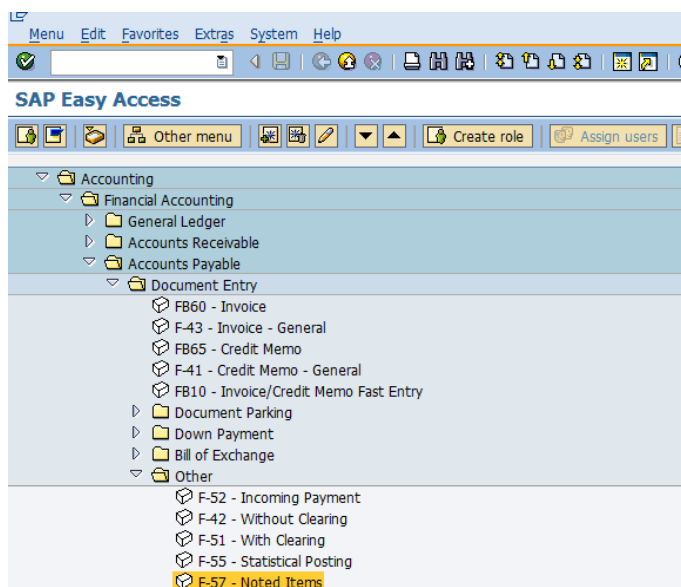
- None
- Amount
- Document Number
- Posting Date
- Dunning Area
- Reference
- Payment order
- Collective invoice
- Document Type
- Business Area
- Tax Code
- Others

Now we can select process open items and clear the bills

## FI- CO End User Training Module

### Memorandum Entries / Noted Items (F-57)

Or we can use the following navigation Path



The process is same as discussed in the Accounts receivable Noted Items.

### Import process

Purchase order:

In the purchase order item data views click on conditions tab select the custom duty conditions for view and change the custom vendor if required.

## FI- CO End User Training Module

Document overview

ZIMP PO Imports Vendor: VNIMP01 Import vendor test Doc. date: 25.11.2008


S	Item	A	Material	Short Text	PO Quantity	O	C	Deliv. Date	Net Price	Curr	Per	O	Matl Group	Plnt	Stor. Loc
10			ZIMP	Import pricing proc test	1 EA	D		25.11.2008	100.00 USD	USD	1	EA	01H	1320	

Item: 1 [10] ZIMP, Import pricing proc test

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Texts | Delivery Address | Confirmations | Condition Control

Qty: 1 EA Net: 100.00 USD

N	Entry	Name	Amount	Crcy	per	U	Condition value	Curr.	Status	NumC	OUn	CCon	Un	Condition value	CdCur	Stat
JCDB	IN	Basic customs	10.000	%			11.00	USD		0	0			0.00		<input checked="" type="checkbox"/>
JCV1	IN	CVD	14.000	%			16.94	USD		0	0			0.00		<input checked="" type="checkbox"/>
JECV	Edn.	Cess on CVD	2.000	%			0.34	USD		0	0			0.00		<input checked="" type="checkbox"/>
JICV	Sec.	ECESS on CVD	1.000	%			0.17	USD		0	0			0.00		<input checked="" type="checkbox"/>
JCES	Custom	Edn. Cess	2.000	%			0.57	USD		0	0			0.00		<input checked="" type="checkbox"/>
JSDB	Custom	S&H Edn. Cess	1.000	%			0.28	USD		0	0			0.00		<input checked="" type="checkbox"/>

Select respective line and click on  in the above screen.

Item: 10 Application: M

Condition type: JCV1 IN CVD CondPricingDate: 25.11.2008

Condition values

Amount: 14.000 %

Cond. base value: 121.00 USD

Condition value: 16.94 USD

Control data

Condition class: A Discount or surcharge

Calculat.type: A Percentage  Statistical

Condit.category: B Delivery costs  Accruals

Cond.control: A Adjust for quantity variance

Condit.origin: A Automatic pricing

Account determination

Account key: FRE

Accruals: CVD

Vendor: VNCOMM

## FI- CO End User Training Module

System will show you the above screen provide the vendor code.( at present system proposing from condition record MEK1)

For clearing forwarding sake we are using ZIF1 condition do the same thing for providing vendor.

Item	10	Application	M
Condition type	ZIF1	Local Freight val.	CondPricingDate 24.11.2008

<b>Condition values</b>			
Amount	1,000.00	INR	
Cond.base value	14,487		
Condition value	18.02	USD	
Currency	INR	Exchange rate	
Doc. Currency	USD	Exchange rate	55.50000
		Local Currency	INR

<b>Control data</b>			
Condition class	A	Discount or surcharge	<input checked="" type="checkbox"/> Group condition
Calculat.type	B	Fixed amount	<input checked="" type="checkbox"/> Statistical
Condit.category	B	Delivery costs	<input checked="" type="checkbox"/> Accruals
Cond.control	C	Changed manually	<input checked="" type="checkbox"/> Changed manual.
Condit.origin	A	Automatic pricing	

<b>Account determination</b>	
Account key	FRE
Accruals	FR1
Vendor	VNFR

Refer purchase order no 450000720 plant 1320.

For capturing custom duty vendor invoice go with t.Code: MIRO

Transaction	1 Invoice	Balance	0.00
-------------	-----------	---------	------

<b>Basic data</b>	<b>Payment</b>	<b>Details</b>	<b>Tax</b>	<b>Withholding tax</b>
Invoice date	Reference			
Posting Date 25.11.2008				
Amount		<input type="checkbox"/> Calculate tax		
Tax amount		M0 M0 (0%in put tax)		
Bus.place/sectn				
Text				
Company Code	1000 Greaves Cotton Limited Mumbai			

<b>PO reference</b>	<b>G/L account</b>	<b>Material</b>
1 Purchase Order/Scheduling Agreement		
		2 Planned delivery costs
		Layout 7_6310 All information

Item	Amount	Quantity	Or	Purchase	Item	Procurement Doc.	PO Text

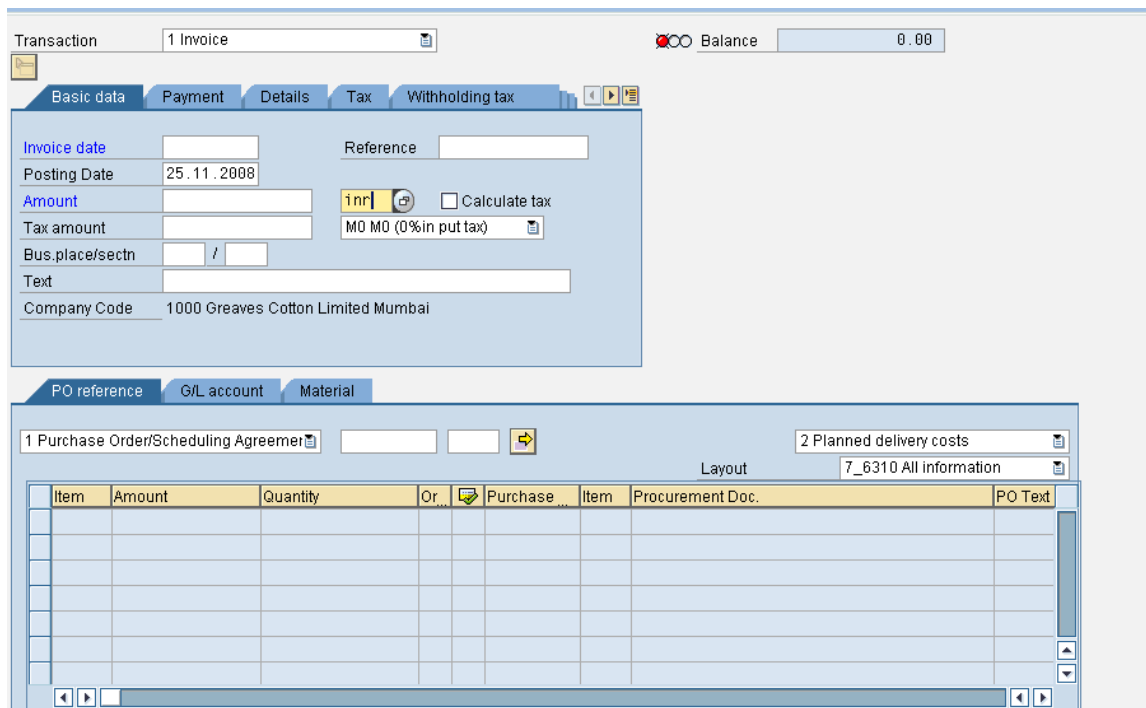
  

Item	Search Term	0 / 0	Items
------	-------------	-------	-------



## FI- CO End User Training Module

With out providing any purchase order number provide the inr value in currency field as shown bellow



Transaction: 1 Invoice | Balance: 0.00

Basic data | Payment | Details | Tax | Withholding tax

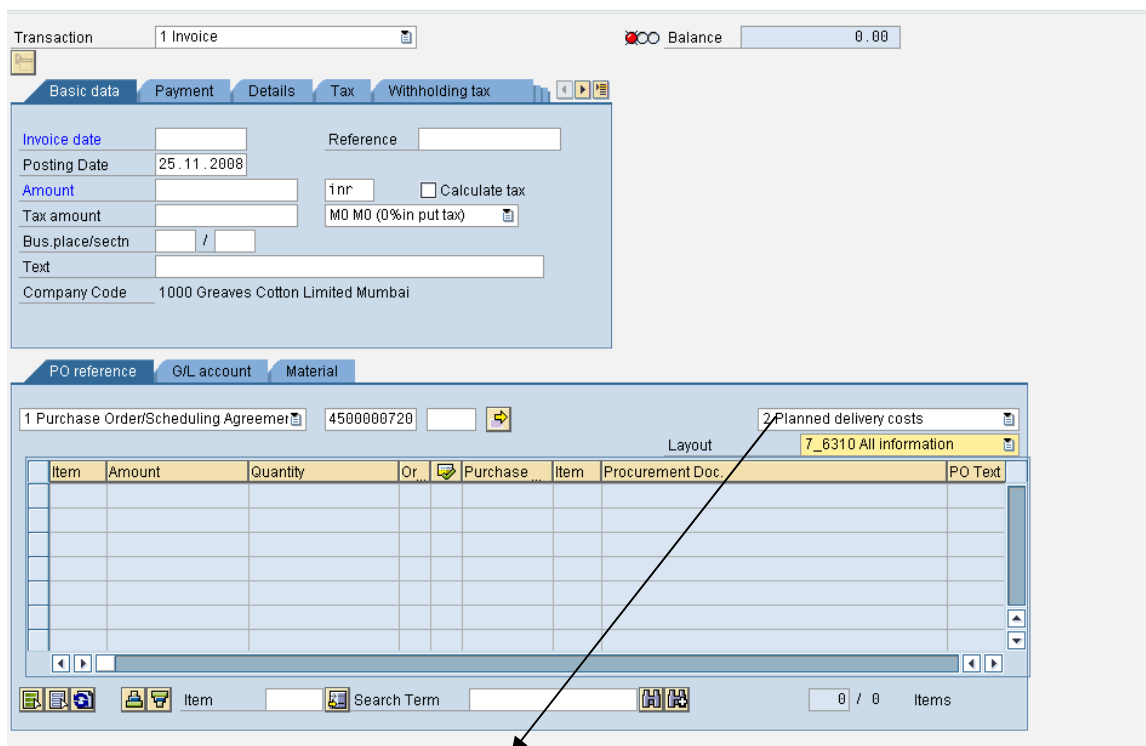
Invoice date: [ ] | Reference: [ ]  
 Posting Date: 25.11.2008  
 Amount: [ ] | Currency: inr | Calculate tax: [ ]  
 Tax amount: [ ] | Tax: MO MO (0% in put tax)  
 Bus.place/sectn: [ ] / [ ]  
 Text: [ ]  
 Company Code: 1000 Greaves Cotton Limited Mumbai

PO reference | G/L account | Material

1 Purchase Order/Scheduling Agreement: [ ] | 2 Planned delivery costs: [ ]  
 Layout: 7\_6310 All information

Item	Amount	Quantity	Or	Purchase	Item	Procurement Doc.	PO Text

Then provide the purchase order number in purchase order field as shown bellow



Transaction: 1 Invoice | Balance: 0.00

Basic data | Payment | Details | Tax | Withholding tax

Invoice date: [ ] | Reference: [ ]  
 Posting Date: 25.11.2008  
 Amount: [ ] | Currency: inr | Calculate tax: [ ]  
 Tax amount: [ ] | Tax: MO MO (0% in put tax)  
 Bus.place/sectn: [ ] / [ ]  
 Text: [ ]  
 Company Code: 1000 Greaves Cotton Limited Mumbai

PO reference | G/L account | Material

1 Purchase Order/Scheduling Agreement: 4500000720 | 2 Planned delivery costs: [ ]  
 Layout: 7\_6310 All information

Item	Amount	Quantity	Or	Purchase	Item	Procurement Doc.	PO Text

Item: [ ] | Search Term: [ ] | 0 / 0 Items

Select the planned delivery costs in the above screen and press enter

System will propose you the bellow screen

## FI- CO End User Training Module

**Choose Vendor**

Vendor	Vend.no.	Doc. no.	PO
Custom comm.	VNCOMM		4500000720
Import Custom clearance &	VNFR		4500000720
Import vendor test	VNIMP01		4500000720

Select the respective vendor click on right button

Transaction: 1 Invoice      Balance: 0.00 INR

Basic data    Payment    Details    Tax    Withholding tax

Invoice date: 25.11.2008    Reference:    Company: Vendor VNCOMM  
 Posting Date: 25.11.2008    Amount:    Custom comm.  
 Tax amount:    INR     Calculate tax  
 Bus.place/sectn:    /    OM OM (0%in put tax)  
 Text:      
 Paymt terms: Due immediately  
 Baseline Date: 25.11.2008

PO reference: 1 Purchase Order/Scheduling Agreement 4500000720    2 Planned delivery costs  
 Layout: 7\_6310 All information

Item	Amount	Quantity	Net PO Value	Or.	Purchase	Item	Procurement Doc.
2			610.50	EA	<input type="checkbox"/>	4500000720	10
3			31.64	EA	<input type="checkbox"/>	4500000720	10
4			940.17	EA	<input type="checkbox"/>	4500000720	10
5			18.87	EA	<input type="checkbox"/>	4500000720	10
6			309.14	EA	<input type="checkbox"/>	4500000720	10
7			15.54	EA	<input type="checkbox"/>	4500000720	10

Item:    Search Term:    0 / 7 Items

Copy the values from net PO value field and past in the amount column and put quantity as 1 in each column as shown bellow

## FI- CO End User Training Module

Enter Incoming Invoice: Company Code 1000

Transaction: 1 Invoice      Balance: 0.00 INR

Vendor: VNCOMM

Company:      Custom comm.

Invoice date: 25.11.2008      Reference:       Calculate tax

Posting Date: 25.11.2008

Amount:      Tax amount:      OM OM (0% in put tax)

Bus. place/sectn:      /      Text:      Paymt terms: Due immediately      Baseline Date: 25.11.2008

PO reference: G/L account: Material

1 Purchase Order/Scheduling Agreement: 4500000720      2 Planned delivery costs

Layout: 7\_6310 All information

Item	Amount	Quantity	Or.	Purchase	Item	PO Text	Procure
2	610.50		1 EA	<input type="checkbox"/> 4500000720	10	IN Basic customs	
3	31.64		1 EA	<input type="checkbox"/> 4500000720	10	Custom Edn. Cess	
4	940.17		1 EA	<input type="checkbox"/> 4500000720	10	IN CVD	
5	18.87		1 EA	<input type="checkbox"/> 4500000720	10	Edn. Cess on CVD	
6	309.14		1 EA	<input type="checkbox"/> 4500000720	10	Addn. Custom Duty	
7	15.54		1 EA	<input type="checkbox"/> 4500000720	10	Custom S&H Edn. Cess	

0 / 7 Items

Transaction: 1 Invoice      Balance: 0.00 INR

Vendor: VNCOMM

Company:      Custom comm.

Invoice date: 25.11.2008      Reference:       Calculate tax

Posting Date: 25.11.2008

Amount: 1,925.86      Tax amount:      OM OM (0% in put tax)

Bus. place/sectn:      /      Text:      Paymt terms: Due immediately      Baseline Date: 25.11.2008

PO reference: G/L account: Material

1 Purchase Order/Scheduling Agreement: 4500000720      2 Planned delivery costs

Layout: 7\_6310 All information

Item	Amount	Quantity	Or.	Purchase	Item	PO Text	Procure
2	610.50		1 EA	<input type="checkbox"/> 4500000720	10	IN Basic customs	
3	31.64		1 EA	<input type="checkbox"/> 4500000720	10	Custom Edn. Cess	
4	940.17		1 EA	<input type="checkbox"/> 4500000720	10	IN CVD	
5	18.87		1 EA	<input type="checkbox"/> 4500000720	10	Edn. Cess on CVD	
6	309.14		1 EA	<input type="checkbox"/> 4500000720	10	Addn. Custom Duty	
7	15.54		1 EA	<input type="checkbox"/> 4500000720	10	Custom S&H Edn. Cess	

6 / 7 Items

Put the value in the amount field as shown in the above screen and simulate and save

## FI- CO End User Training Module

Simulate Document in INR (Document currency)

Position	A/G/L	Act/Mat/Ast/Vndr	Procurement Doc.	Amount	Cur.	Purchasing	It
1 K	120030	Custom comm. /		1,925.86	INR		
2 S	121170	CVD CLEARING		610.50	INR	4500000720	11
3 S	121170	CVD CLEARING		31.64	INR	4500000720	11
4 S	121170	CVD CLEARING		940.17	INR	4500000720	11
5 S	121170	CVD CLEARING		18.87	INR	4500000720	11
6 S	121170	CVD CLEARING		309.14	INR	4500000720	11
7 S	121170	CVD CLEARING		15.54	INR	4500000720	11

Debit: 1,925.86      Credit 1,925.86      Bal. 0.00

Back Post X

Material document no 5105600324

Go with MIGO

For goods receipt

Provide the purchase order number as shown below

Goods Receipt Purchase Order - SALIL

Show Overview Hold Check Post Help

A01 Goods Receipt R01 Purchase Order 4500000720 GR into blocked stk 103

General Vendor Add Data Input

Document Date 25.11.2008 Delivery Note  
 Posting Date 25.11.2008 Bill of Lading HeaderText  
 1 Individual Slip GR/CI Slip No.

Line	Mat. Short Text	OK	Qty in UnE	E	SLoc	Batch	Valuation T...	M	D	Stock Type

Delete Contents

Material Quantity Where

Press enter

## FI- CO End User Training Module

Excise invoice item number

Commercial Inv. No

Year

System will propose above screen provide the miro document number and year press enter

A01 Goods Receipt | R01 Purchase Order |  | OR into blocked stck | 103

General | Vendor | Add Data Input

Document Date 25.11.2008 | Delivery Note | Vendor import.vendor.test  
 Posting Date 25.11.2008 | Bill of Lading | HeaderText  
 1 Individual Slip | OR/VI Slip No.

Line	Mat	Short Text	OK	Qty in UnE	E	S	SLoc	Profit Center	Batch	Valuation T...	M	D	Stock Type	Plnt
1	import.pricing	proc.test	<input checked="" type="checkbox"/>	1	EA			1104002					103	Light Engi...

Material | Quantity | Where | Purchase Order Data | Partner | Freight | Account Assignment

Material import.pricing.proc.test | ZIMP  
 Vendor Material No.  
 Material Group 01H  
 EAN in Order Unit  
 EAN Check

Item OK | Line 1

Select item on check box in the above screen fill all the mandatory fields and click on post button

Then release the goods from block stock select A05 document type as shown bellow in MIGO transaction provide the purchase order number system will propouse you bellow screen again provide the MIRO document number

Excise invoice item number

Commercial Inv. No

Year

## FI- CO End User Training Module

A05 Release GR Blo R02 Material Docum 5000001355 2008

General Vendor Excise Invoice Add Data Display

01 Capture & Post Excise Invoice Excise Invoice 5105600324 BED 940.17 SED 0.00 SECess 0.17  
 Excise Group 32 Excise Inv Date 25.11.2008 AED 309.14 ECS 18.87  
 NCCD 0.00

Line	Stat	Mat. Short Text	OK	Qty in UnE	E	S	S Loc	Profit Center	Batch	Valuation T	M	D	Stock Type	Print
1	OK	Import pricing proc test	<input checked="" type="checkbox"/>	1	EA		General Stores /	1104002			105 +		Unrestricted	Light Eng

Material Quantity Where Purchase Order Data Partner Freight Account Assignment Excise Item

Movement Type 105 GR from blocked stck Stock type Unrestricted use

Plant Light Engines Unit -II 1320  
 Storage Location General Stores / MAIN  
 Goods recipient  
 Unloading Point  
 Text

Item OK Line 1

Fill the excise invoice number and date, provide the storage location in the above screen select item ok check box and click on post button. GR fi entry

Data Entry View

Document Number 832000575 Company Code 1000 Fiscal Year 2008  
 Document Date 25.11.2008 Posting Date 25.11.2008 Period 8  
 Reference TEST1234 Cross-CC no.  
 Currency USD Texts exist Ledger Group

C...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	89		210060	RAW MATERIAL	142.11	USD			1104002	1123000
	2	96		121060	GR/IR-RAW MATERIAL	100.00	USD			1104002	1123000
	3	50		121150	FREIGHT CLEARING	5.00	USD			1104002	1123000
	4	50		121150	FREIGHT CLEARING	3.00	USD			1104002	1123000
	5	50		121150	FREIGHT CLEARING	2.00	USD			1104002	1123000
	6	50		121170	CVD CLEARING	13.08	USD			1104002	1123000
	7	50		121170	CVD CLEARING	0.68	USD			1104002	1123000
	8	50		121170	CVD CLEARING	0.33	USD			1104002	1123000
	9	50		121150	FREIGHT CLEARING	18.02	USD			1104002	1123000

Excise entry

Data Entry View

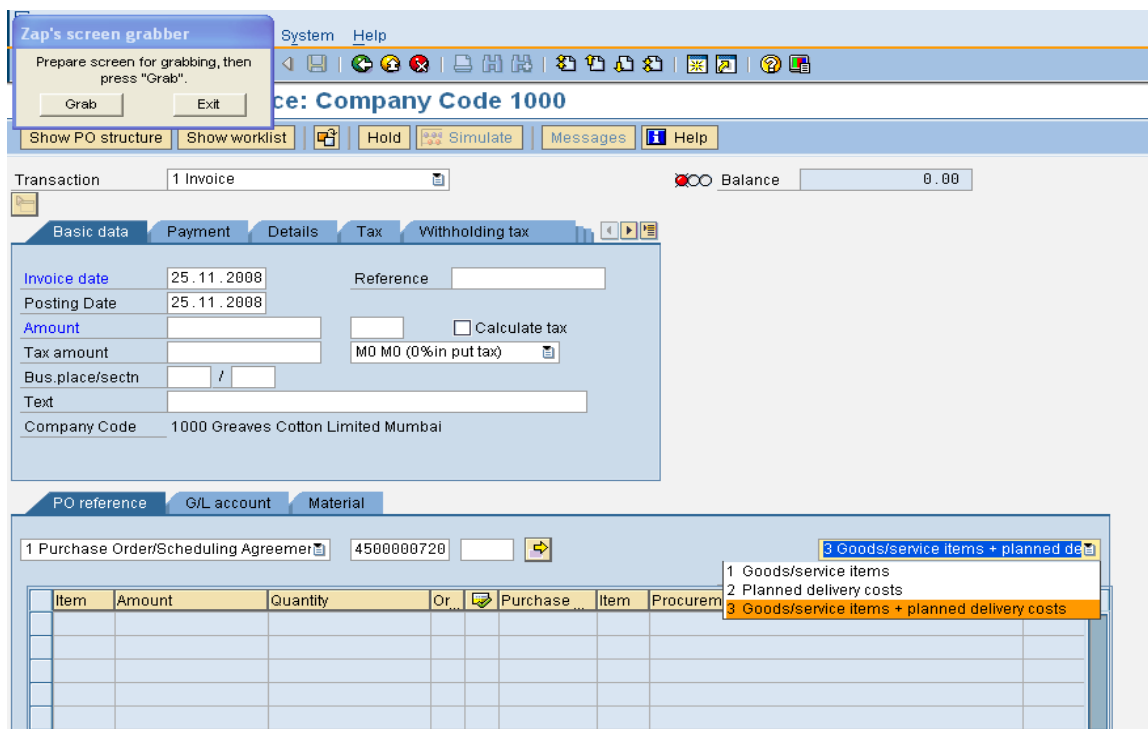
Document Number 822000659 Company Code 1000 Fiscal Year 2008  
 Document Date 25.11.2008 Posting Date 25.11.2008 Period 8  
 Reference 5105600324 Cross-CC no.  
 Currency INR Texts exist Ledger Group

C...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	40		287360	RG23A ACDUTY-1320	309.14	INR	V0		1104002	1123000
	2	40		287359	RG23A HECESS-1320	0.17	INR	V0		1104002	1123000
	3	40		287357	RG23A BED-1320	940.17	INR	V0		1104002	1123000
	4	40		287358	RG23A ECS-1320	18.87	INR	V0		1104002	1123000
	5	50		121170	CVD CLEARING	1,268.35	INR	V0		1104002	1123000

Invoice verification for import vendor is the same process

## FI- CO End User Training Module

Go with t.Code: MIRO



**Zap's screen grabber**  
Prepare screen for grabbing, then press "Grab".  
Grab Exit

System Help

Company Code 1000

Show PO structure Show worklist Hold Simulate Messages Help

Transaction 1 Invoice Balance 0.00

**Basic data** Payment Details Tax Withholding tax

Invoice date 25.11.2008 Reference  
Posting Date 25.11.2008  
Amount  
Tax amount Calculate tax  
Tax amount MO MO (0% in put tax)  
Bus. place/sectn /  
Text  
Company Code 1000 Greaves Cotton Limited Mumbai

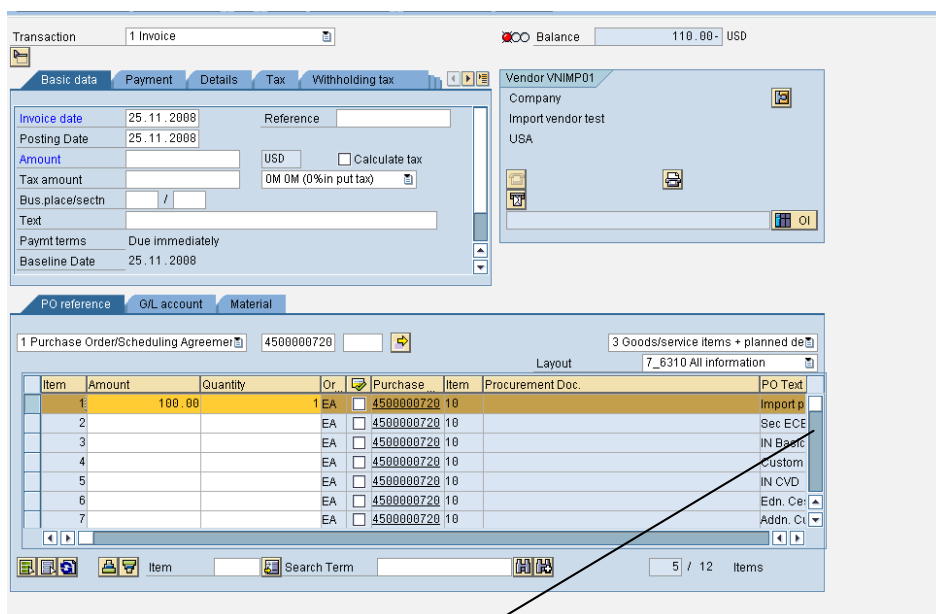
**PO reference** G/L account Material

1 Purchase Order/Scheduling Agreement 450000720  
3 Goods/service items + planned delivery costs

Item	Amount	Quantity	Or	Purchase	Item	Procurement

In the above screen you need to select 3 goods/services items + planned delivery costs

And provide the purchase order and press enter



Transaction 1 Invoice Balance 110.00 USD

**Basic data** Payment Details Tax Withholding tax

Invoice date 25.11.2008 Reference  
Posting Date 25.11.2008  
Amount USD Calculate tax  
Tax amount OM OM (0% in put tax)  
Bus. place/sectn /  
Text  
Payment terms Due immediately  
Baseline Date 25.11.2008

Vendor V/NIMP01  
Company  
Import vendor test  
USA

**PO reference** G/L account Material

1 Purchase Order/Scheduling Agreement 450000720  
3 Goods/service items + planned delivery costs

Layout 7\_6310 All information

Item	Amount	Quantity	Or	Purchase	Item	Procurement Doc.	PO Text
1	100.00	1	EA	<input type="checkbox"/>	450000720	10	Import
2			EA	<input type="checkbox"/>	450000720	10	Sec ECT
3			EA	<input type="checkbox"/>	450000720	10	IN Base
4			EA	<input type="checkbox"/>	450000720	10	Custom
5			EA	<input type="checkbox"/>	450000720	10	IN CVD
6			EA	<input type="checkbox"/>	450000720	10	Edn. Ce
7			EA	<input type="checkbox"/>	450000720	10	Addn. C

5 / 12 Items

Scroll down for getting all line times in the order

## FI- CO End User Training Module

Item	Amount	Quantity	Or.	Purchase	Item	Procurement Doc.	PO Text
8			EA	<input type="checkbox"/>	4500000720 10		Custom
9	3.00		1 EA	<input type="checkbox"/>	4500000720 10		FOB+Pa
10	5.00		1 EA	<input type="checkbox"/>	4500000720 10		Freight (
11			1 EA	<input type="checkbox"/>	4500000720 10		Local Fr
12	2.00		1 EA	<input type="checkbox"/>	4500000720 10		Insurant

Now system will show you all the lines deselected the line which not relevant for import vendor as shown bellow Eg: I have deselected 11 number in the bellow screen

Item	Amount	Quantity	Or.	Purchase	Item	Procurement Doc.	PO Text
8			EA	<input type="checkbox"/>	4500000720 10		Custom
9	3.00		1 EA	<input type="checkbox"/>	4500000720 10		FOB+Pa
10	5.00		1 EA	<input type="checkbox"/>	4500000720 10		Freight (
11			1 EA	<input checked="" type="checkbox"/>	4500000720 10		Local Fr
12	2.00		1 EA	<input type="checkbox"/>	4500000720 10		Insurant

Simulate and post

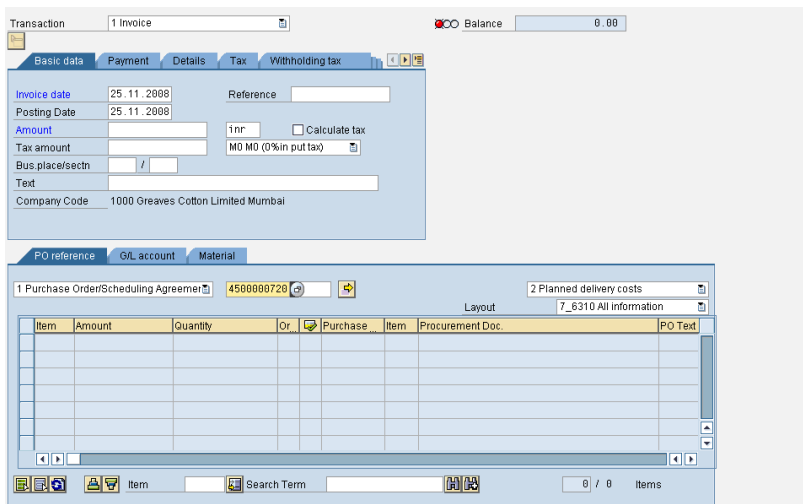
Position	A/G/L	Act/Mat/Asst/Vndr	Procurement Doc.	Amount	Cur.	Purchasing...	It...
1 K	120030	Import vendor test /		110.00	USD		
2 S	121060	GRIR-RAW MATERIAL		100.00	USD	4500000720	11
3 S	121150	FREIGHT CLEARING		3.00	USD	4500000720	11
4 S	121150	FREIGHT CLEARING		5.00	USD	4500000720	11
5 S	121150	FREIGHT CLEARING		2.00	USD	4500000720	11

Debit: 110.00      Credit: 110.00      Bal: 0.00

Back   Post   Display Currency

For posting clearing forwarding agent invoice go with T.code: MIRO

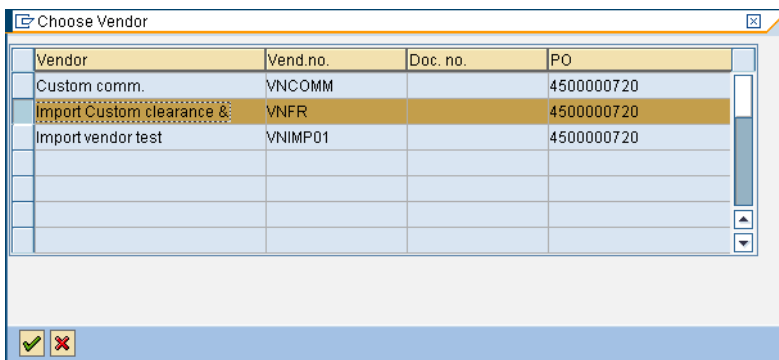




In the above screen put currency inr after

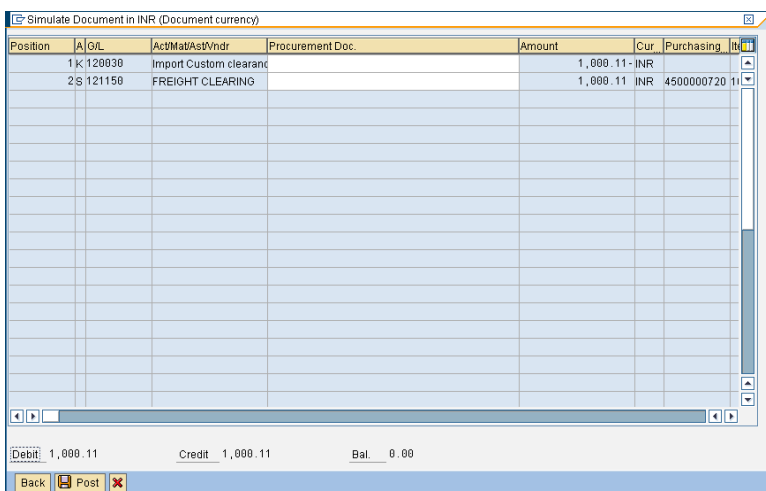
Provide the purchase order number select planned delivery costs

Press enter



Select respective vendor

Simulate and post

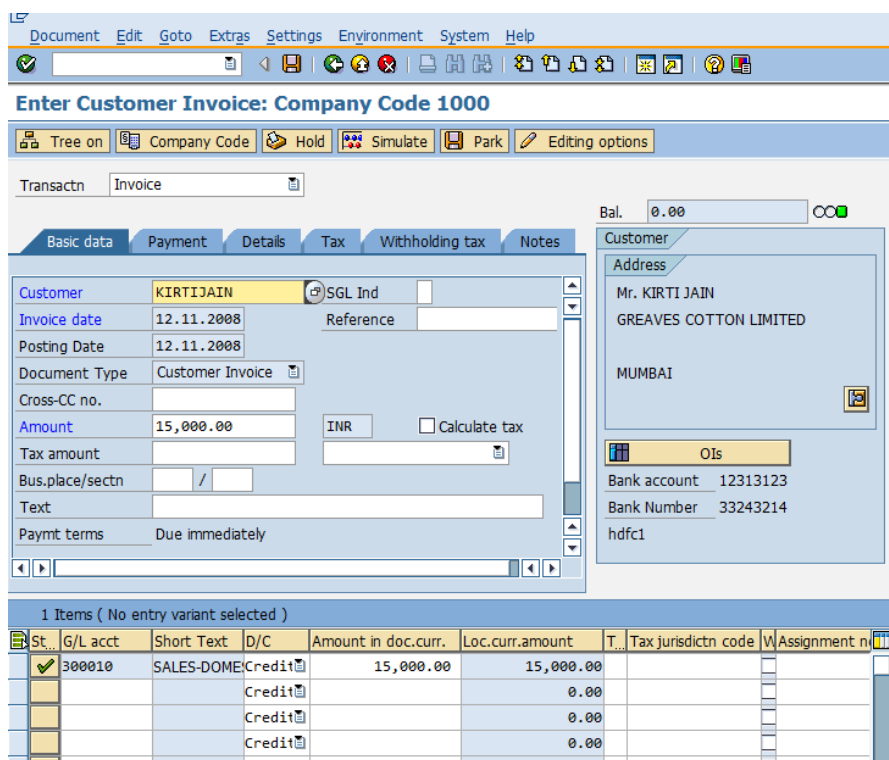
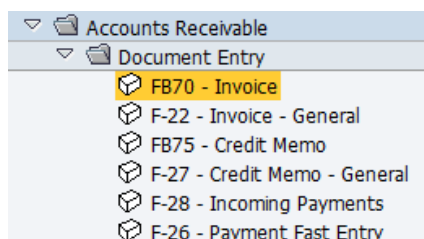


## Chapter - 5

### Accounts Receivable

#### Customer Invoice (FB70)

We can go with the following Navigation Path



Click on Simulate and we will get the following entry if it is correct we can save the same


## FI- CO End User Training Module

### Document Overview

Doc.Type : DR ( Customer Invoice ) Normal document					
Doc. Number	12.11.2008	Company code	1000	Fiscal year	2008
Doc. date	12.11.2008	Posting date	12.11.2008	Period	08
Calculate Tax	<input type="checkbox"/>				
Doc.currency	INR				

Itm	PK	Account	Account short text	Assignment	Tx	Amount
1	01	KIRTIJAIN	KIRTI JAIN			15,000.00
2	50	300010	SALES-DOMESTIC-OWN			15,000.00-

 Document 808000016 was posted in company code 1000

We can view the General ledger View how it is posted in Journal Ledger .

### Display Document: General Ledger View

Display Currency | Entry View | Other Ledger

**Data Entry View**

Document Number: 808000016 | Company Code: 1000 | Fiscal Year: 2008  
 Document Date: 12.11.2008 | Posting Date: 12.11.2008 | Period: 8  
 Reference: | Cross-CC no.: |  
 Currency: INR | Texts exist:  | Ledger Group: |

**Ledger 0L**

Doc.: 808000016 | FiscalYear: 2008 | Period: 8

C.	Itm	L.item	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	000001	01		220010	DOMESTIC CUSTOMER	15,000.00	INR			1187555	1123000
	2	000002	50		300010	SALES-DOMESTIC-OWN	15,000.00-	INR			1187555	1123000

### Booking Customer Invoices (F-22)

Specify the Company code for which the Customer Invoice is being booked. Enter the Invoice number in the Reference field as shown in the screen.

### Enter Customer Invoice: Header Data

Held document | Acct model | Fast Data Entry | Post with reference | Editing Options

Document Date: 12.11.2008 | Type: DR | Company Code: 1000  
 Posting Date: 12.11.2008 | Period: 8 | Currency/Rate: INR  
 Document Number: | Translatn Date: |  
 Reference: | Cross-CC no.: |  
 Doc.Header Text: |  
 Trading part.BA: |

**First line item**

PstKy: 01 | Account: kirtijain | SGL Ind:  | TType: |

Note that the values entered in the Text field will get printed on the Sales Invoice generated. Enter the Income account in the next line item and click on Enter



Document Edit Goto Settings System Help

Process open items

Document Date 02.01.2009 Type DZ Company Code 1000  
 Posting Date 02.01.2009 Period 10 Currency/Rate INR  
 Document Number Translatn Date  
 Reference Cross-CC no.  
 Doc.Header Text NARIMAN POINT BRANCH Trading part.BA  
 Clearing text NARRATION FOR THE RECEIVING PAYMENT

Bank data

Account 240091 Business Area  
 Amount 10000 Amount in LC  
 Bank charges LC bank charges  
 Value date 02.01.2009 Profit Center  
 Text STATE BANK OF INDIA Assignment 783676

Open item selection

Account kirtijain  
 Account Type D Other accounts  
 Special G/L ind Standard OIs  
 Pmnt advice no.  
 Distribute by age  
 Automatic search

Additional selections

None  
 Amount  
 Document Number

Provide the Cheque Recd Branch Name

Provide the Narration for the Transaction

Mention the Cheque Number in the Assignment Field

Provide the Cheque Date in the Value Date Field

Mention the Cheque Bank Name

Document Edit Goto Extras Settings Environment System Help

Display Document: Data Entry View

Display Currency General Ledger View

Data Entry View

Document Number 803000190 Company Code 1000 Fiscal Year 2008  
 Document Date 19.12.2008 Posting Date 02.01.2009 Period 10  
 Reference Cross-CC no.  
 Currency INR Texts exist Ledger Group

C.	Item	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	40		240091	HDFC INFLOW HO	10,000.00	INR				
	2	15		KIRTDAIN	KIRTI JAIN	10,000.00-	INR				

In the Receipts Transaction we will be using Inflow Bank A/c Code

## FI- CO End User Training Module

### Printing Pay in Slips (ZPAYSLIP)

**Payslip**

Pay Slip and Bank Name

Bank G/L Code	240091		
Date	02.01.2009	to	02.01.2009
Company Code	1000		
Document type	DZ	to	DZ
Deposited on	02.01.2009		

Provide the

- Bank GL Code
- Company Code
- Document Type
- Date

Execute the report we get the following output

LEF List Edit Goto System Help

**Payslip**

Payslip

Greaves Cotton Limited  
Addr. 240091 HDFC INFLOW HO  
Cheque Deposited in Bank : Deposited on 02.01.2009

Sl	Drawer Cd	Drawer Name	Cheque No	Cheque Dt	Drawn on	Branch	Amount
117			20081119	19.11.2008			49,500.00
118			20081119	19.11.2008			73,000.00
119			20081119	19.11.2008			58,000.00
120			20081119	19.11.2008			49,000.00
121			20081120	20.11.2008			49,500.00
122			20081120	20.11.2008			11,800.00
123			20081122	22.11.2008			45,000.00
124			20081122	22.11.2008			24,500.00
125			20081122	22.11.2008			29,500.00
126			20081127	27.11.2008			24,500.00
127			20081218	18.12.2008			14,900.00
128			20081218	18.12.2008			24,500.00
129			20081219	19.12.2008			34,500.00
130			20081222	22.12.2008			98,500.00
131			CH / DATE / BANK	17.12.2008	EMD PAID - BGI - BSNL - SRC		40,002.00
132			20081218	18.12.2008			50,001.00
133			20081218	18.12.2008			25,001.00
134			20081222	00.00.0000		0000008200001	3,333.00
135			20081222	00.00.0000		0000008200002	10,000.00
136			20081222	00.00.0000		0000008200003	5,000.00
137			20081222	00.00.0000		0000008200005	10,000.00
138			CH / DATE	22.12.2008			5,001.00
139			20081222	22.12.2008			25,001.00
140			20081222	00.00.0000		0000008300001	2,000.00
141	HDFCMFFUND	HDFC MFFUND1	20081120	20.11.2008			50.00
142			20081217	17.12.2008			10,000.00

Amount in Words :- TWO CRORE FIFTY THREE LAKH THIRTY THREE THOUSAND SIX HUNDRED EIGHTEEN Rupees EIGHTY FIVE PaiseTotal :- 25,333,618.85

### Clearing Open Line Items in the GL account (F-03)

We can use following Navigation

## FI- CO End User Training Module

### Clear G/L Account: Header Data

**Process open items**

Account  Clearing date  Period

Company Code  Currency

**Open item selection**

Normal OI

**Additional selections**

None  
 Amount  
 Document Number  
 Posting Date  
 Dunning Area  
 Reference  
 Payment order  
 Collective invoice  
 Document Type  
 Business Area  
 Tax Code

Click on process open items button

### Customer advance (F-29)

#### Post Customer Down Payment: Header Data

**New item** Requests

Document Date  Type  Company Code

Posting Date  Period  Currency/Rate

Document Number  Translatn Date

Reference  Cross-CC no.

Doc.Header Text

Trading part.BA  Tax Report.Date

**Customer**

Account  Special G/L Ind

Altern.comp.cde

**Bank**

Account  Business Area

Amount  LC amount

Bank charges  LC bank charges

Value date  Profit Center

Text  Assignment

SG ^	Description
1	DEALER ADVANCE
2	CUSTOMER ADVANCE
3	SCRAP DEPOSITE
4	EMD PAID

Mention the Special GL Indicator as 2 then only system will accept the transactions.

## FI- CO End User Training Module

### Post Customer Down Payment Add Customer item

More data

Customer  KIRTI JAIN G/L Acc

Company Code

Greaves Cotton Limited MUMBAI

Item 2 / reverse received / 19 2

Amount  INR

Calculate tax Bus./sectn

Discount %  Disc. amount

Asset  Profit Ctr

Assignment

Text

Simulate

### Post Customer Down Payment Display Overview

Document Date  Type  Company Code

Posting Date  Period  Currency

Document Number  Fiscal Year  Translatn Date

Reference

Doc.Header Text  Cross-CC no.

Trading part.BA

Items in document currency

PK	BusA	Acct		INR	Amount	Tax amnt
001	40	0000240091	HDFC INFLOW HO		555,000.00	
002	192	KIRTIJAIN	KIRTI JAIN		555,000.00-	

Save the document

Document 803000032 was posted in company code 1000

### Clearing Advance (F-39)

This application can be used to transfer

### Clear Customer Down Payment: Header Data

Process down pmnts

Document Date  Type  Company Code

Posting Date  Period  Currency

Document Number

Reference

Doc.Header Text

Trading part.BA  Tax Report.Date

Customer

Account

Relevant invoice

Invoice ref.  Line item  Fiscal year

Transfer posting item(s) details

Assignment

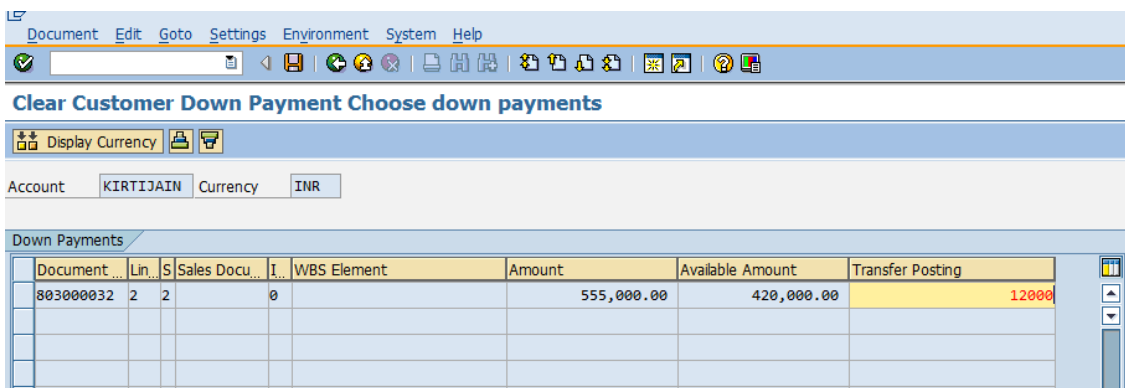
Text



## FI- CO End User Training Module

Remove the value in the invoice ref field and click on

**Process down pmnts**



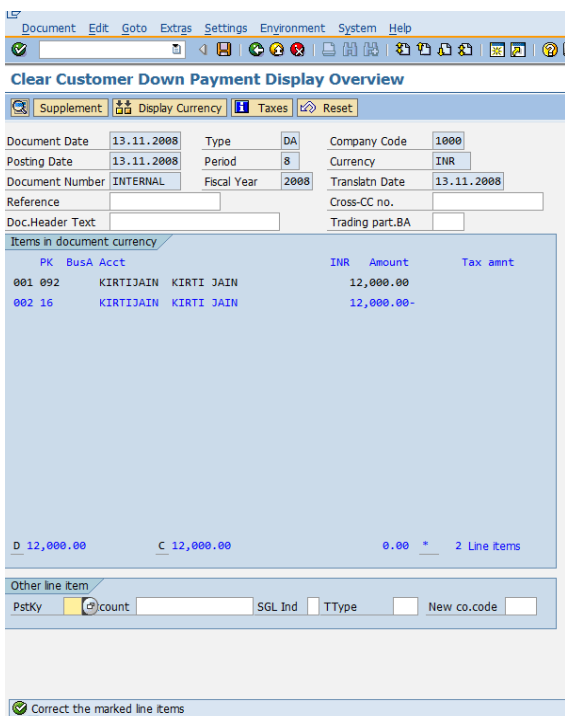
Document Edit Goto Settings Environment System Help

Clear Customer Down Payment Choose down payments

Account KIRTIJAIN Currency INR

Document	Lin	S	Sales Docu...	I...	WBS Element	Amount	Available Amount	Transfer Posting
803000032	2	2		0		555,000.00	420,000.00	12000

Click on simulation



Document Edit Goto Extras Settings Environment System Help

Clear Customer Down Payment Display Overview

Document Date 13.11.2008 Type DA Company Code 1000  
 Posting Date 13.11.2008 Period 8 Currency INR  
 Document Number INTERNAL Fiscal Year 2008 Translatn Date 13.11.2008  
 Reference  
 Doc.Header Text Trading part.BA

PK	BusA Acct	INR	Amount	Tax amnt
001 092	KIRTIJAIN KIRTI JAIN		12,000.00	
002 16	KIRTIJAIN KIRTI JAIN		12,000.00-	

D 12,000.00 C 12,000.00 0.00 \* 2 Line items

Other line item  
 Pstky count SGL Ind TType New co.code

Correct the marked line items

Click on **blue colour** line item

Document Edit Goto Extras Settings Environment System Help

Clear Customer Down Payment Correct Customer item

Supplement More data Reset Withholding tax

Customer  KIRTI JAIN G/L Acc

Company Code

Greaves Cotton Limited MUMBAI

Item 2 / Payment difference / 16

Amount  INR

Calculate tax Bus.place/sectn  /

Payt Terms  Days/percent  /  /

Blne Date  Disc. amount

Disc. base  Invoice ref.  /  /

Pmnt Block  Pmt Method

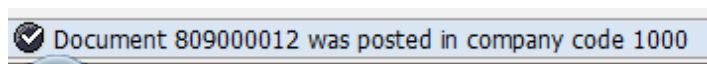
Assignment

Text

Next line item

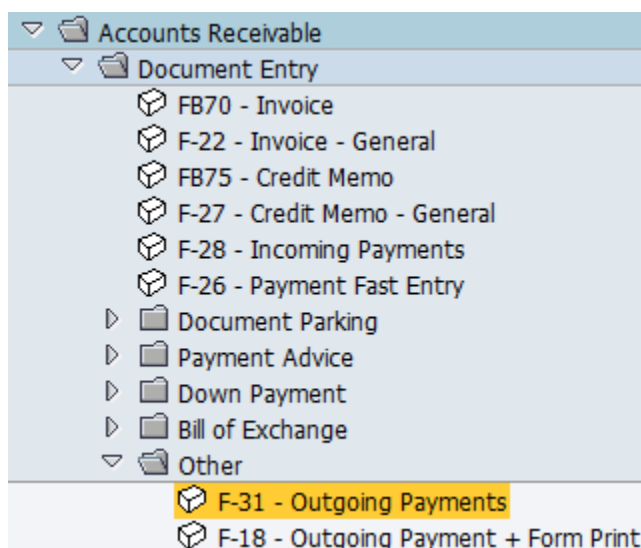
PstKy  Account  SGL Ind  New co.code

fill the missing values in the "TEXT" field (Narration) and save the document



### Refund of Advance to Customer (F-31)/(F-18)

In case of any payments made to the Customer for refund of advance or any other purpose we can use T.code F-31 / F-18 or following navigation . It similar to the normal payments made to vendor.



## FI- CO End User Training Module

### Post Outgoing Payments: Header Data

**Process open items**

Document Date 13.11.2008 Type DZ Company Code 1000  
 Posting Date 13.11.2008 Period 8 Currency/Rate INR  
 Document Number \_\_\_\_\_ Translatn Date \_\_\_\_\_  
 Reference \_\_\_\_\_ Cross-CC no. \_\_\_\_\_  
 Doc.Header Text \_\_\_\_\_ Trading part.BA \_\_\_\_\_  
 Clearing text \_\_\_\_\_

**Bank data**

Account 240092 Business Area \_\_\_\_\_  
 Amount \_\_\_\_\_ Amount in LC \_\_\_\_\_  
 Bank charges \_\_\_\_\_ LC bank charges \_\_\_\_\_  
 Value date 13.11.2008 Profit Center \_\_\_\_\_  
 Text \_\_\_\_\_ Assignment \_\_\_\_\_

**Open item selection**

Account KIRTIJAIN  
 Account Type D  Other accounts  
 Special G/L ind \_\_\_\_\_  Standard OIs  
 Pmnt advice no. \_\_\_\_\_  
 Distribute by age  
 Automatic search

**Additional selections**

None  
 Amount  
 Document Number  
 Posting Date  
 Dunning Area  
 Others

Click on "Process Open Items" button

Document Edit Goto Settings Environment System Help

**Post Outgoing Payments Enter partial payments**

Distribute diff. Charge off diff. Editing options

Standard Partial pmt Res.items Withhldg tax

Account items KIRTIJAIN KIRTI JAIN

Document...	Reference	Invoice ref.	D.	Document...	P.	Busi.	Day.	Net amount	Partially Paid Amt.	Payment amount	RCd	St.
80800020		80800020	DR	12.11.2008	01	1		100,000.00	0.00			
80800021		80800021	DR	12.11.2008	01	1		100,000.00	0.00			
80800022		80800022	DR	12.11.2008	01	1		100,000.00	0.00			
80900010		80900010	DA	13.11.2008	16	0		15,000.00-	0.00			
80900011		80900011	DA	13.11.2008	16	0		20,000.00-	0.00			
80900012		80900012	DA	13.11.2008	16	0		12,000.00-	0.00	10,000.00-		

Editing status

Number of items 6 Amount entered 10,000.00-  
 Display from item 1 Assigned 10,000.00-  
 Reason code \_\_\_\_\_ Difference postings \_\_\_\_\_  
 Currency INR  
 Display in clearing currency Not assigned 0.00

Select respective lines and save.

Document 80300051 was posted in company code 1000

### Clear Customer Invoice with Advances ( F-32)

## FI- CO End User Training Module

- ▼ Accounts Receivable
  - ▶ Document Entry
  - ▶ Document
  - ▼ Account
    - FD10N - Display Balances
    - FBL5N - Display/Change Line Items
    - F-32 - Clear

### Clear Customer: Header Data

Process open items

Account	KIRTIJAIN	Clearing date	12.11.2008	Period	8
Company Code	1000	Currency	INR		

Open item selection

Special G/L ind   Normal OI

Additional selections

- None
- Amount
- Document Number
- Posting Date
- Dunning Area
- Reference
- Payment order
- Collective invoice
- Document Type
- Business Area
- Tax Code
- Others

## FI- CO End User Training Module

### Clear Customer Process open items

Distribute diff. 
  Charge off diff. 
  Editing options 
  Cash Disc. Due

Standard 
  Partial pmt 
  Res.items 
  Withhldg tax

Account items KIRTDJAIN KIRTI JAIN

Assignment	Reference	Invoice ref.	Document N.	D.	Pos.	Posting Date	Document	INR Gross	Partially Paid Amt	Cash discnt	CashD.	St.
		803000032	803000032	DZ	19	12.11.2008	12.11.2008	555,000.00-	10,000.00-			
		808000020	808000020	DR	01	12.11.2008	12.11.2008	100,000.00	0.00			
		808000021	808000021	DR	01	12.11.2008	12.11.2008	100,000.00	0.00			
		808000022	808000022	DR	01	12.11.2008	12.11.2008	100,000.00	0.00			
		808000023	808000023	DR	01	12.11.2008	12.11.2008	100,000.00	0.00			
		809000009	809000009	DA	16	12.11.2008	12.11.2008	10,000.00-	0.00			

Gross<>... 
  Currency 
  Items 
  Items 
  Disc. 
  Disc.

Editing status

Number of items: 6 / 7  
 Display from item: 1  
 Reason code:   
 Amount entered: 0.00  
 Assigned: 0.00  
 Difference postings:   
 Display in clearing currency:  Not assigned: 0.00

### Clear Customer Enter partial payments

Distribute diff. 
  Charge off diff. 
  Editing options

Standard 
  Partial pmt 
  Res.items 
  Withhldg tax

Account items KIRTDJAIN KIRTI JAIN

Assignment	Reference	Invoice ref.	Document	D.	P.	Posting Date	Document	Net amount	Partially Paid Amt	Payment amount	RCD	St.
		803000032	803000032	DZ	19	12.11.2008	12.11.2008	555,000.00-	10,000.00-	90,000.00-		
		808000020	808000020	DR	01	12.11.2008	12.11.2008	100,000.00	0.00			
		808000021	808000021	DR	01	12.11.2008	12.11.2008	100,000.00	0.00			
		808000022	808000022	DR	01	12.11.2008	12.11.2008	100,000.00	0.00			
		808000023	808000023	DR	01	12.11.2008	12.11.2008	100,000.00	0.00	100,000.00		
		809000009	809000009	DA	16	12.11.2008	12.11.2008	10,000.00-	0.00	10,000.00-		

Gross<>... 
  Currency 
  Items 
  Items 
  Disc. 
  Disc.






Editing status

Number of items: 6 / 7  
 Display from item: 1  
 Reason code:   
 Currency: INR  
 Amount entered: 0.00  
 Assigned: 0.00  
 Difference postings:   
 Display in clearing currency:  Not assigned: 0.00

The Journal Entry passed in the system for clearing the transaction will be as follows

## FI- CO End User Training Module

### Display Document: General Ledger View























**Data Entry View**

Document Number	80200009	Company Code	1000	Fiscal Year	2008
Document Date	12.11.2008	Posting Date	12.11.2008	Period	8
Reference		Cross-CC no.			
Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group	

**Ledger 0L**

Doc.	80200009	FiscalYear	2008	Period	8
------	----------	------------	------	--------	---

C...	Item	L.item	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	000001	09	2	160020	ADV FROM CUSTOMER	90,000.00	INR			1215899	1200000
	2	000002	17		220010	DOMESTIC CUSTOMER	100,000.00-	INR			1187555	1123000
	2	000003	07		220010	DOMESTIC CUSTOMER	10,000.00	INR			1215899	1200000
		000004	40		139999	zero balance clearin	100,000.00	INR			1187555	1123000
		000005	50		139999	zero balance clearin	100,000.00-	INR			1215899	1200000

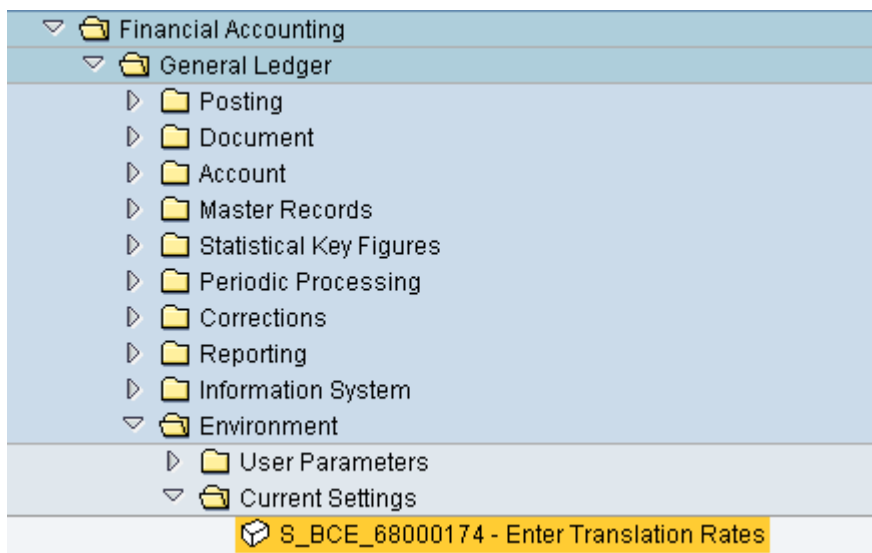
## FI- CO End User Training Module

### FOREIGN EXCHANGE REVALUATION / RESTATEMENT

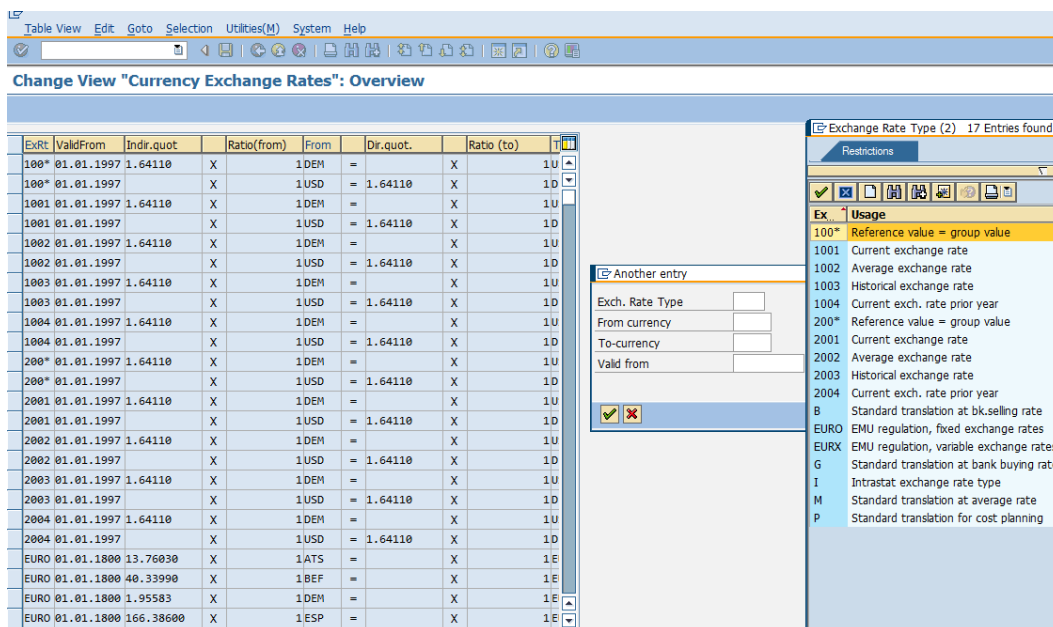
#### Maintain The Foreign Exchange Rate (OB08)

or S\_BCE\_68000174 - Enter Translation Rates

Or we can use following navigation



Exchange rate type 'M'



The screenshot shows the SAP 'Change View Currency Exchange Rates: Overview' screen. It displays a table of exchange rates and a list of exchange rate types.

ExRt	ValidFrom	Indr.quot	Ratio(from)	From	Dr.quot.	Ratio (to)	
100*	01.01.1997	1.64110	X	1DEM	=	X	1U
100*	01.01.1997		X	1USD	= 1.64110	X	1D
1001	01.01.1997	1.64110	X	1DEM	=	X	1U
1001	01.01.1997		X	1USD	= 1.64110	X	1D
1002	01.01.1997	1.64110	X	1DEM	=	X	1U
1002	01.01.1997		X	1USD	= 1.64110	X	1D
1003	01.01.1997	1.64110	X	1DEM	=	X	1U
1003	01.01.1997		X	1USD	= 1.64110	X	1D
1004	01.01.1997	1.64110	X	1DEM	=	X	1U
1004	01.01.1997		X	1USD	= 1.64110	X	1D
200*	01.01.1997	1.64110	X	1DEM	=	X	1U
200*	01.01.1997		X	1USD	= 1.64110	X	1D
2001	01.01.1997	1.64110	X	1DEM	=	X	1U
2001	01.01.1997		X	1USD	= 1.64110	X	1D
2002	01.01.1997	1.64110	X	1DEM	=	X	1U
2002	01.01.1997		X	1USD	= 1.64110	X	1D
2003	01.01.1997	1.64110	X	1DEM	=	X	1U
2003	01.01.1997		X	1USD	= 1.64110	X	1D
2004	01.01.1997	1.64110	X	1DEM	=	X	1U
2004	01.01.1997		X	1USD	= 1.64110	X	1D
EURO	01.01.1800	13.76030	X	1ATS	=	X	1E
EURO	01.01.1800	40.33990	X	1BEF	=	X	1E
EURO	01.01.1800	1.95583	X	1DEM	=	X	1E
EURO	01.01.1800	166.38600	X	1ESP	=	X	1E

Exchange Rate Type (2) 17 Entries found

Restrictions

Usage

- 100\* Reference value = group value
- 1001 Current exchange rate
- 1002 Average exchange rate
- 1003 Historical exchange rate
- 1004 Current exch. rate prior year
- 200\* Reference value = group value
- 2001 Current exchange rate
- 2002 Average exchange rate
- 2003 Historical exchange rate
- 2004 Current exch. rate prior year
- B Standard translation at bk.selling rate
- EURO EMU regulation, fixed exchange rates
- EURX EMU regulation, variable exchange rates
- G Standard translation at bank buying rate
- I Intrastat exchange rate type
- M Standard translation at average rate
- P Standard translation for cost planning

Maintain the rates as shown above and save

**Note:** When we post and clear documents, the system uses the exchange rates defined for rate type 'M' to translate the currencies. There must be an entry in the system for this rate type.

The exchange rates apply for all company codes it is on the client code level.

All the existing exchange rates appear in a table in the Change View "Currency Exchange Rates": Overview screen.

To change an existing value, we simply overwrite it.

- To delete an entry, select it and choose Delete.

## FI- CO End User Training Module

- To make a new entry, choose New entries. Enter the following data:
  - Exchange rate type
  - From and To which currency the rate applies.

### Realised Gain Loss

Now we can do the Normal Transaction

- Booking Vendor Invoice in Foreign Currency**

**Display Document: General Ledger View**

Display Currency | Entry View | Other Ledger

**Data Entry View**

Document Number: 81000161    Company Code: 1000    Fiscal Year: 2008  
 Document Date: 19.11.2008    Posting Date: 19.11.2008    Period: 8  
 Reference:    Cross-CC no.:     
 Currency: USD    Texts exist:     Ledger Group:   

**Ledger 0L**

Doc.: 81000161    FiscalYear: 2008    Period: 8

C.	Item	L.Item	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	000001	31		120030	OTHERS VENDORS	989.71-	USD			1102001	1123000
	2	000002	40		466002	PRINTING & STATIONAR	1,000.00	USD		1102001021	1102001	1123000
	3	000003	50		150002	TDS ON CONTRACTORS	10.29-	USD			1102001	1123000

- Making Payment in Foreign Currency**

**Display Document: General Ledger View**

Display Currency | Entry View | Other Ledger

**Data Entry View**

Document Number: 811000134    Company Code: 1000    Fiscal Year: 2008  
 Document Date: 19.11.2008    Posting Date: 19.11.2008    Period: 8  
 Reference:    Cross-CC no.:     
 Currency: USD    Texts exist:     Ledger Group:   

**Ledger 0L**

Doc.: 811000134    FiscalYear: 2008    Period: 8

C.	Item	L.Item	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	000001	50		240092	HDFC_OUTFLOW HO	989.71-	USD			1102001	1123000
	2	000002	25		120030	OTHERS VENDORS	989.71	USD			1102001	1123000
	3	000003	40		480020	EXCHANGE LOSS/GAIN	0.00	USD			1102001	1123000

Click on **DISPLAY CURRENCY** to view the exchange gain loss on the payment transaction.



## FI- CO End User Training Module

**Display Document: General Ledger View**

Display Currency | Entry View | Other Ledger

Data Entry View

Document Number	811000134	Company Code	1000	Fiscal Year	2008
Document Date	19.11.2008	Posting Date	19.11.2008	Period	8
Reference		Cross-CC no.			
Currency	USD	Texts exist	<input type="checkbox"/>	Ledger Group	

Ledger 0L

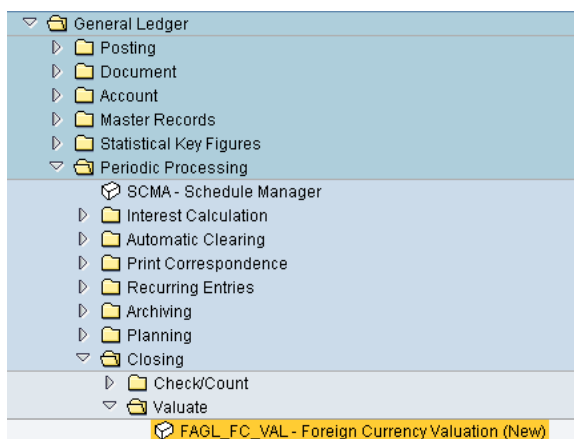
Doc.	811000134	FiscalYear	2008	Period	8
------	-----------	------------	------	--------	---

C.	Item	Litem	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	000001	50		240092	HDFC OUTFLOW HO	989.71-	USD			1102001	1123000
	2	000002	25		120030	OTHERS VENDORS	989.71	USD			1102001	1123000
	3	000003	40		480020	EXCHANGE LOSS/GAIN	0.00	USD			1102001	1123000

### Unrealized Gain Or Loss

T.code: FAGL\_FC\_VAL - Foreign Currency Valuation (New)

We can use following navigation also.



Use

All open items in foreign currency are valued as part of the foreign currency valuation:

- The individual open items of an account in foreign currency form the basis of the valuation, that is, every open item of an account in foreign currency is valued individually.
- The total difference from all the open items in an account is posted to a financial statement adjustment account. The account therefore retains its original balance.
- The exchange rate profit or loss from the valuation is posted to a separate expense or revenue account for exchange rate differences as an offsetting posting.

Features

- **Unrealized exchange rate differences**

When we value open items in foreign currency, the exchange rate difference determined is posted as an unrealized exchange rate difference.

- **Realized exchange rate differences**

For an incoming payment, that is, when we are clearing the open items, the current exchange rate is determined. Since the exchange differences that were not realized are reversed, the full exchange rate difference is posted as realized.

- **Reversing exchange rate difference postings**

On the specified reversal date or in the reversal period, the posted exchange rate differences are automatically reversed after the valuation run by an inverse posting.

Activities

## FI- CO End User Training Module

### Foreign Currency Valuation

General Data Selection			
Company Code	1000	to	<input type="text"/>
Valuation Key Date	31.10.2008		
Valuation Area	10		

Postings	Open Items	G/L Balances	Miscellaneous
<input type="checkbox"/> Valuate G/L Account Open Items			
G/L Account	<input type="text"/>	to	<input type="text"/>
<input checked="" type="radio"/> No GR/IR Accounts			
<input type="radio"/> Valuate GR/IR accts			
<input type="radio"/> GR/IR with FI Data			
GR/IR Delivery Costs	<input type="text"/>	to	<input type="text"/>
<input checked="" type="checkbox"/> Valuate Vendor Open Items			
Vendor	KJ14821	to	<input type="text"/>
<input type="checkbox"/> Valuate Customer Open Items			
Customer	<input type="text"/>	to	<input type="text"/>
Reconciliation Account	<input type="text"/>	to	<input type="text"/>
Document Number	<input type="text"/>	to	<input type="text"/>
Currency	<input type="text"/>	to	<input type="text"/>

Provide the value as shown above

### Foreign Currency Valuation

General Data Selection			
Company Code	1000	to	<input type="text"/>
Valuation Key Date	30.11.2008		
Valuation Area	10		

Postings	Open Items	G/L Balances	Miscellaneous
<input checked="" type="checkbox"/> Create Postings			
Batch input session name	<input type="text"/>		
Document date	30.11.2008		
Posting date	30.11.2008		
Posting period	<input type="text"/>		
Reversal posting date	01.12.2008		
Reverse post. period	<input type="text"/>		
<input type="checkbox"/> Reset Valuation			
Reason for Reset (Balances)	02		

For G/L Account Balance Valuation	
<input type="checkbox"/> Reverse postings	

## FI- CO End User Training Module

SAP Foreign Currency Valuation

Greaves Cotton Limited Foreign Currency Valuation Time 09:14:26 Date 20.11.2008  
Mumbai FAGL\_FC\_VALUATION/K314821 Page 1

Key Date 30.11.08  
Valuation in Company code currency (10)  
Method EVR Always valuate  
Ledger Group 0L

Ld	Accty	G/L	Account Nu	DocumentNo	Itm	Amount in FC	Crcy	Amount in LC	Local Curr	Exch. Rat	S	Exch.rate	Typ	Valuation diff.	New Difference	Amount Posted
*	K	120030	K314821	81000165	1	2,000.00-	USD	96,000.00-	INR	52.00000		48.00000	KR	0.00	8,000.00-	8,000.00-
		120030				2,000.00-	USD	96,000.00-	INR					0.00	8,000.00-	8,000.00-
**						2,000.00-	USD	96,000.00-	INR					0.00	8,000.00-	8,000.00-

Now system will create the batch for execute the batch go with T.Code: SM35

SAP Batch Input: Session Overview

Selection criteria  
Sess.: \* From: To : Created by: \*

Session name	Sta	Created By	Date	Time	Creation Progr.	Lock Date	Authorizat.	Trans.	Trans.	S	Screens	D	Qu
FAGL_FC_VALU		K314821	20.11.2008	09:14:25	FAGL_FC_VALU		K314821	2	0	0	10		
SAPP120		MKS11987	19.11.2008	15:12:25	SAPP120		MKS11987	6	1	5	38		
RAMESH		RAMESH	19.11.2008	11:15:42	FAGL_FC_VALU		RAMESH	2	0	2	10		
STREXT		GSK1552	19.11.2008	10:43:26	/SAPDMC/SAP_L		GSK1552	321	1	320	963		
RFUMSV50		DD14065	18.11.2008	18:03:46	RFUMSV50		DD14065	4	1	3	24		
RFUMSV50		DD14065	18.11.2008	17:44:57	RFUMSV50		DD14065	3	0	0	18		
STREXT		GSK1552	18.11.2008	14:37:59	/SAPDMC/SAP_L		GSK1552	9,639	8	9,631	28,917		
STREXT		RS502	18.11.2008	14:14:44	/SAPDMC/SAP_L		RS502	9,639	0	0	28,917		
SPRE		VLR10318	18.11.2008	11:15:41	/SAPDMC/SAP_L		VLR10318	1,561	0	0	29,659		
SPRE		VLR10318	18.11.2008	11:04:25	/SAPDMC/SAP_L		VLR10318	1,563	0	0	29,697		
SPRE		VLR10318	18.11.2008	10:57:36	/SAPDMC/SAP_L		VLR10318	1,563	0	0	29,697		
RFUMSV50		VDV11848	18.11.2008	09:47:14	RFUMSV50		VDV11848	8	0	0	48		
STREXT		PKD14777	17.11.2008	20:42:36	/SAPDMC/SAP_L		PKD14777	3,092	96	2,996	9,276		
STREXT		PKD14777	17.11.2008	20:42:28	/SAPDMC/SAP_L		PKD14777	3,092	0	0	9,276		
STREXT		GSK1552	17.11.2008	17:37:29	/SAPDMC/SAP_L		GSK1552	165	0	165	495		
RFUMSV50		VDV11848	17.11.2008	14:52:34	RFUMSV50		VDV11848	6	0	0	36		
RFUMSV50		LC14823	17.11.2008	14:33:43	RFUMSV50		LC14823	12	0	0	72		
STREXT		VLR10318	15.11.2008	14:37:12	/SAPDMC/SAP_L		VLR10318	2,755	0	2,755	8,265		

Sessions Found: 528

Process Session FAGL\_FC\_VALU

**Processing Mode**

Process/foreground

Display errors only

Background

Target host

**Additional Functions**

Extended log

Expert mode

Dynpro standard size






Cancel if Log Error Occurs

Simulate Background Mode

**Process**





















## FI- CO End User Training Module

### Display Document: Data Entry View






**Data Entry View**

Document Number       Company Code       Fiscal Year   
 Document Date       Posting Date       Period   
 Reference       Cross-CC no.   
 Currency       Texts exist       Ledger Group





















C...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	40		480020	EXCHANGE LOSS/GAIN	0.00	USD			1102001	1123000
	2	50		120900	REINSTATEMENT	0.00	USD			1102001	1123000

### Display Document: Data Entry View






**Data Entry View**

Document Number       Company Code       Fiscal Year   
 Document Date       Posting Date       Period   
 Reference       Cross-CC no.   
 Currency       Texts exist       Ledger Group





















C...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	40		480020	EXCHANGE LOSS/GAIN	8,000.00	INR			1102001	1123000
	2	50		120900	REINSTATEMENT	8,000.00	INR			1102001	1123000

### Display Document: Data Entry View

**Data Entry View**

Document Number       Company Code       Fiscal Year   
 Document Date       Posting Date       Period   
 Reference       Cross-CC no.   
 Currency       Texts exist       Ledger Group

C...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	50		480020	EXCHANGE LOSS/GAIN	0.00	USD			1102001	1123000
	2	40		120900	REINSTATEMENT	0.00	USD			1102001	1123000

## FI- CO End User Training Module

**Display Document: Data Entry View**

Display Currency | General Ledger View

Data Entry View

Document Number: 822000362 | Company Code: 1000 | Fiscal Year: 2008  
 Document Date: 30.11.2008 | Posting Date: 01.12.2008 | Period: 9  
 Reference: | Cross-CC no.: |  
 Currency: USD | Texts exist:  | Ledger Group: 0L

Accounting Tools: [Icons for various functions]

C...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	50		480020	EXCHANGE LOSS/GAIN	8,000.00-	INR			1102001	1123000
	2	40		120900	REINSTATEMENT	8,000.00	INR			1102001	1123000

Valuation area 10 need to use for 0L ledger.

And valuation area 20 need to use for SL ledger.

### Revaluation / Restatement of General Ledger A/c

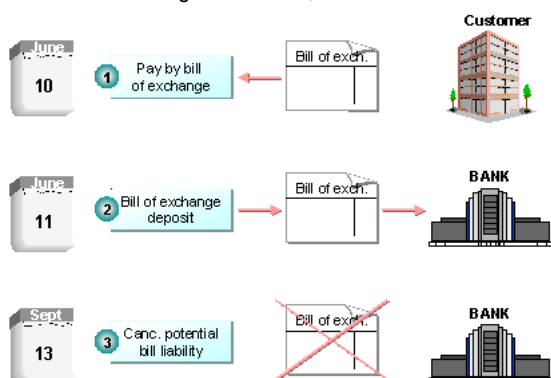
Our foreign currency balance sheet accounts are valued as part of the foreign currency valuation:

- The balance, that is, the foreign currency balance of the G/L account managed in the foreign currency, forms the basis of the valuation for each foreign currency and foreign currency balance sheet account.
- The result of the valuation is posted to the valued account or to a adjustment account.
- The exchange rate profit or loss from the valuation is posted to a separate expense or revenue account for exchange rate differences as an offsetting posting.

## BILL OF EXCHANGE

### Posting Procedure for Bills of Exchange Receivable

For bills of exchange receivable, there are three events which are posted in Financial Accounting:



#### Payment by Bill of Exchange

Firstly, the payment by bill of exchange is posted and used to clear the receivable against the customer. There is a now a bill of exchange receivable which is recorded on the customer account and the special G/L account.

## FI- CO End User Training Module

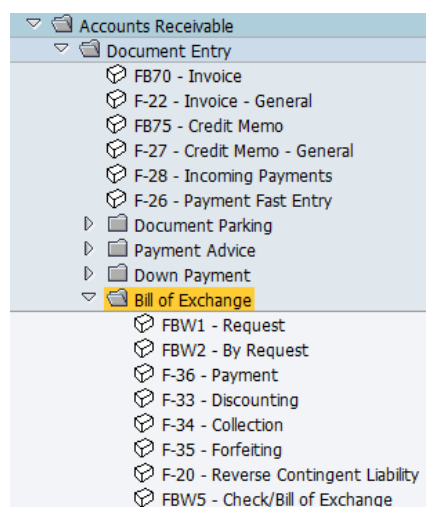
### Bill of Exchange Usage

If the bill of exchange is used for refinancing and is passed on to a bank, then the bill of exchange usage must be posted. The bill of exchange liability (liability to recourse) that we now have is recorded on special accounts in the system until it has expired.

### Cancel the Bill of Exchange Liability

Once the due date of the bill of exchange has elapsed, including any country-specific period for the bill of exchange protest, we can cancel the bill of exchange receivable for our customer and the bill of exchange liability.

### Navigation



### Acceptance of Bills Of Exchange (F-36)

## FI- CO End User Training Module

### Bill of Exchange Payment: Header Data

Choose open items		Acct model			
Document Date	13.11.2008	Type	DZ	Company Code	1000
Posting Date	13.11.2008	Period	8	Currency/Rate	INR
Document Number		Translatn Date			
Reference		Cross-CC no.			
Doc.Header Text					
Clearing text					

**Transaction to be processed**

Outgoing payment

Incoming payment

Credit memo

Transfer posting with clearing

First line item	
PstKy	09 Account kirtijain SGL Ind W TType

Document Edit Goto Extras Settings Environment System Help

---

### Bill of Exchange Payment Add Customer item

Choose open items		Process open items		More data		Acct model	
Customer	KIRTIJAIN KIRTI JAIN	G/L	220030				
Company Code	1000						
Greaves Cotton Limited MUMBAI							

Item 1 / Bill of exchange / 09 W	
Amount	100000 INR
Assignment	
Text	<a href="#">Long Texts</a>
Bus. Pl.	

Bill of exchange details	
Due on	13.11.2008 <input type="checkbox"/> Demand bl <input type="checkbox"/> Bill/ex.status <input type="checkbox"/> Planned usage <input type="checkbox"/> Discou
Issue date	<input type="checkbox"/> Accepted <input type="checkbox"/> Bill protest ID <input type="checkbox"/>
Drawer	Greaves Cotton Limited Mumbai
Drawee	KIRTI JAIN MUMBAI
Domicile	
Cent.bnk loc	

Next line item	
PstKy	Account SGL Ind New co.code

## FI- CO End User Training Module

Document Edit Goto Settings System Help

Process open items

Open item selection

Company Code: 1000

Account: KIRTIJAIN

Account Type: D

Special G/L ind:  Normal OI

Pmnt 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

Document Edit Goto Settings Environment System Help

Bill of Exchange Payment Process open items

Distribute diff. Charge off diff. Editing options Cash Disc. Due

Standard Partial pmt Res.items Withldg tax

Account items KIRTIJAIN KIRTI JAIN

Document	Reference	Invoice ref.	D.	Document	P.	Busi.	Day.	INR Gross	Partially Paid Amt.	Cash discnt.	CashD.	St.
80800020		80800020	DR	12.11.2008	01	1		100,000.00	0.00			
80800021		80800021	DR	12.11.2008	01	1		100,000.00	0.00			
80800022		80800022	DR	12.11.2008	01	1		100,000.00	0.00			
80900010		80900010	DA	13.11.2008	16	0		15,000.00-	0.00			
80900011		80900011	DA	13.11.2008	16	0		20,000.00-	0.00			
80900012		80900012	DA	13.11.2008	16	0		12,000.00-	10,000.00-			

Editing status

Number of items: 6 / 7  
 Display from item: 1  
 Reason code:   
 Display in clearing currency:   
 Amount entered: 100,000.00  
 Assigned: 100,000.00  
 Difference postings:   
 Not assigned: 0.00

Simulate the Transaction



## FI- CO End User Training Module

Document Edit Goto Extras Settings Environment System Help

**Bill of Exchange Payment Display Overview**

Display Currency Taxes Reset

Document Date: 13.11.2008    Type: 02    Company Code: 1000  
 Posting Date: 13.11.2008    Period: 8    Currency: INR  
 Document Number: INTERNAL    Fiscal Year: 2008    Translatn Date: 13.11.2008  
 Reference:    Cross-CC no.:  
 Doc.Header Text:    Trading part.BA:

Items in document currency

PK	BusA	Acct	INR	Amount	Tax amnt
001	09W	KIRTIJAIN KIRTI JAIN		100,000.00	
002	15	KIRTIJAIN KIRTI JAIN		100,000.00-	

D 100,000.00    C 100,000.00    0.00 \*    2 Line items

Other line item  
 PstKy: count    SGL Ind:    TType:    New co.code:

### General Ledger Simulation

Ledger Expert Mode Currency Reset

<b>Document Date</b>	13.11.2008	<b>Posting Date</b>	13.11.2008	<b>Fiscal Year</b>	2008
<b>Reference</b>		<b>Cross-co. code no.</b>		<b>Posting Period</b>	8
<b>Currency</b>	INR	<b>Ledger Group</b>		<b>Ledger</b>	0L

C...	Itm	Ledger Item	PK	SG	G/L Account	G/L account name	Amount	Curr.	Profit Center	Segment
1000	1	000001	09	W	220030	BILL OF EXCHANGE CUS	100,000.00	INR	1187555	1123000
	2	000002	15		220010	DOMESTIC CUSTOMER	100,000.00-	INR	1187555	1123000

Post the transaction .

Document 803000060 was posted in company code 1000



## FI- CO End User Training Module

Document Edit Goto Extras Settings Environment System Help

Post Bill of Exchange Usage Display Overview

Display Currency Taxes Reset

Document Date: 13.11.2008 Type: DA Company Code: 1000  
 Posting Date: 13.11.2008 Period: 8 Currency: INR  
 Document Number: INTERNAL Fiscal Year: 2008 Translatn Date: 13.11.2008  
 Reference: Cross-CC no.:  
 Doc.Header Text: Trading part.BA:

Items in document currency

PK	BusA	Acct	INR	Amount	Tax amnt
001	40	0000240091	HDFC INFLOW HO	99,000.00	
002	40	0000472010	Bank charges	1,000.00	
003	50	0000160050	BILL DISCOUNTING	100,000.00-	

D 100,000.00 C 100,000.00 0.00 \* 3 Line items

Other line item  
 PstKy Account SGL Ind TType New co.code

Display Document: General Ledger View

Display Currency Entry View Other Ledger

Data Entry View

Document Number: 809000020 Company Code: 1000 Fiscal Year: 2008  
 Document Date: 13.11.2008 Posting Date: 13.11.2008 Period: 8  
 Reference: Cross-CC no.:  
 Currency: INR Texts exist: Ledger Group:

Ledger 0L  
 Doc.: 809000020 FiscalYear: 2008 Period: 8

C...	Itm	L.item	PK	S	Account	Description	Amount	Curr.	Tx
1000	1	000001	40		240091	HDFC INFLOW HO	99,000.00	INR	
	2	000002	40		472010	Bank charges	1,000.00	INR	
	3	000003	50		160050	BILL DISCOUNTING	100,000.00-	INR	

## Reverse Contingent Liability (F-20)

Document Edit Goto Settings Environment System Help

Reverse Bill Liability: Header Data

Edit line items

Document Date 13.11.2008 Type DA Company Code 1000  
 Posting Date 13.11.2008 Period 8 Currency/Rate INR  
 Document Number Translatn Date  
 Reference  
 Doc.Header Text  
 Trading part.BA

Bill of Exchange Selection

G/L Account 220030  
 Usage D Discounting Failed bill of exch.  
 Due By  
 Document Number To  
 Reference No. To  
 Customer To  
 Amount in LC To

Document Edit Goto Settings Environment System Help

Reverse Bill Liability Choose postings

On/off Display Currency

Account 220030 Company Code 1000 Currency INR

Selected items

Com	DocumentNo	Itm	PK	Account	Pstng Date	Due date	Errors	Amount
	3000060	001	09	KIRTIJAIN	13.11.2008	13.11.2008		100,000.00





Display item 1 / 1

Enter + in the entry field for which we want to reverse the transaction. And save the transaction.

Document 809000021 was posted in company code 1000

## FI- CO End User Training Module

### Display Document: General Ledger View






















**Data Entry View**

Document Number	809000021	Company Code	1000	Fiscal Year	2008
Document Date	13.11.2008	Posting Date	13.11.2008	Period	8
Reference		Cross-CC no.			
Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group	

**Ledger OL**

Doc.	809000021	FiscalYear	2008	Period	8
------	-----------	------------	------	--------	---

C...	Item	L.item	PK	SG	Account	Description	Amount	Curr.	Tx
1000	1	000001	19	W	220030	BILL OF EXCHANGE CUS	100,000.00-	INR	
	2	000002	40		160050	BILL DISCOUNTING	100,000.00	INR	

## FI- CO End User Training Module

The journal Entry passed at the acceptance of Bills of Exchange

a) Invoice: FB70

01	Customer	Dr	25000		Customer Reconciliation A/c
50		To Revenue		25000	

b) Acceptance of Customer F-36

09 W	Customer	Dr	25000		Bill Of Exchange
15		To Customer		25000	Customer Reconciliation A/c

11 If manually entered.

c) Discounting F-33

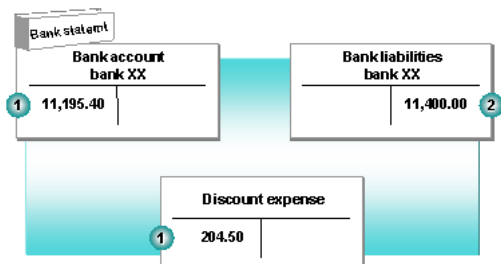
40	Bank Inflow	Dr	24500		
40	Bank Charges	Dr	500		
50		To Bill Discounting		25000	Normal GL Credit

d) Reverse Contingent Liability F-20

40	Bill Discounting	Dr	25000		
19 W		To Customer		25000	Bill of Exchange

### Entries for Bill of Exchange Receivable

Assume we transfer the bill of exchange receivable to our bank for discounting. The bill amount is credited to our bank account and shown on our bank statement. Given a maturity period of 90 days and a discount rate of 7 %, the bank charges a discount of USD 199.50. The bank also levies charges of USD 5.00 on we, which it adds to the discount charge, making a total of USD 204.50.



The following entries arise from this example:

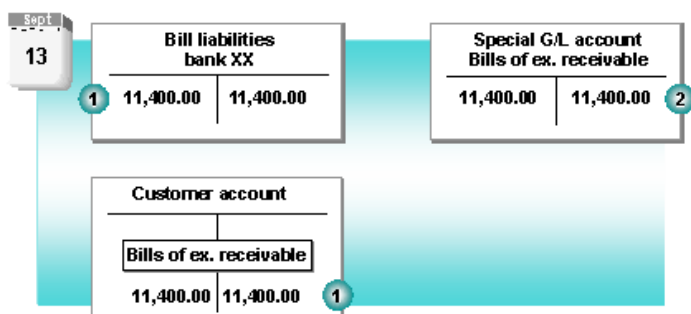
The incoming payment to our bank account is posted. The bank credits our account with USD 11,178.40 only, (USD 11,400 minus the bill of exchange charges). Once the incoming payment has been entered, the system posts the bank charges to the corresponding expense accounts.

The system automatically posts an offsetting entry to a bank clearing account. This offsetting entry records the bill liability (liability to recourse) to the bank. If our customer defaults on the bill of exchange when it becomes due, this liability to recourse is realized and we are liable to pay the bill of exchange amount.

### Reversing the Bill Liability

After the bill of exchange becomes due on September 13th and the country-specific bill protest period has elapsed, the bill of exchange can no longer be protested and we are released from our potential liability. We can now clear the potential bill liability from our bank clearing account and the bill receivable from the customer account. When we reverse the potential bill liability, the system automatically posts to the special G/L account "Bills of exchange receivable" and clears the bill receivable there.

## FI- CO End User Training Module



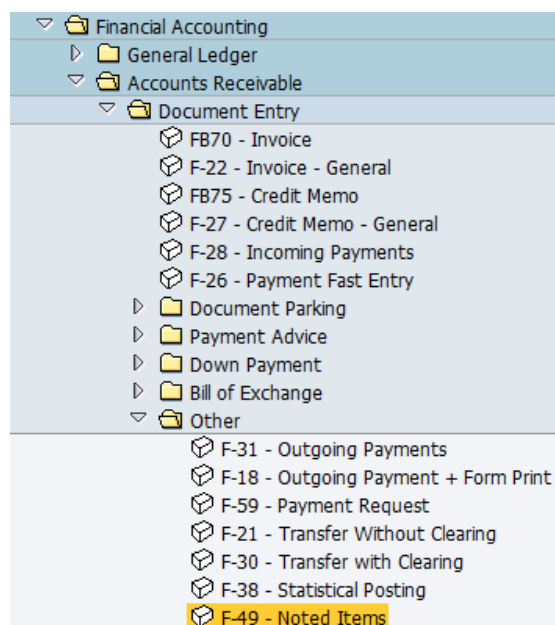
The following entries arise from this example:

We select the bill of exchange, the date of which has elapsed (including any protest period). The system generates a reverse posting for the bank sub account and for the customer account, and clears the bill of exchange liability from both accounts.

The system also posts a credit entry for the bill of exchange amount to the customer account and the special G/L account "Bills of exchange receivable".

### Memorandum Entries (Noted Items - (F-49))

We can use the following navigation also.



These can be used for recording Bank Guarantee or any other entries which we don't want to post in the customer Account and the general ledger A/c. It will be working as single sided entry.

These entries will have no effect on the Financial Books. We use them only for the record purpose and after the purpose is over we can reverse the same

Create the transaction with the posting key as 09 or 19

And the Special GL Indicator as "D"

Customer Account Number and Amount is to be filled.

Fill in the Bank Guarantee Due Dates so that on the Maturity Date we can reverse the same.

## FI- CO End User Training Module

Fill up the Bank Guarantee Number in the Assignment Field and Details in the Text Field.

This will be single screen entry and simulation is not there as it doesn't affect the finance Books.

**Customer Noted Item: Header Data**


Document Date	29.12.2008	Type	DA	Company Code	1000
Posting Date	29.12.2008	Period	9	Currency/Rate	INR
Document Number		Translatn Date			
Reference					
Doc.Header Text					
Trading part.BA					

**Line Item**

Posting Key	09	Business Area	
Special G/L ind	D	Amount in LC	
Account	kirtijain	Dunning key	
Amount	10000	Dunning Area	
Due	1.2.2009		
Dunning block			

Assignment: BANK GUARANTEE      Spec G/L assgt: [ ]  
Text: LONG TEXT

Save the Document

 Document 809000086 was posted in company code 1000

For viewing the noted items we have to go to Line Item Display "FBL5N - Display/Change Line Items"

Program Edit Goto System Help

**Customer Line Item Display**

Customer selection

Customer account: KIRTIJAIN to [ ]  
Company code: 1000 to [ ]

Selection using search help

Search help ID: [ ]  
Search string: [ ]  
Search help

Line item selection

Status

Open items  
Open at key date: 29.12.2008

Cleared items  
Clearing date: [ ] to [ ]  
Open at key date: [ ]

All items  
Posting date: [ ] to [ ]

Type

Normal items  
 Special G/L transactions  
 Noted items  
 Parked items  
 Vendor items

Select the  Noted Items for viewing only noted Items or select  Normal Items and  Noted Items for all the items. We can view the noted Items in the Line item Display here it forms the part of the Customer Balance and effects the balance of the Customer. If we want to see only Noted Items Click on Noted Items only and we can get the List of noted Item.

Note : We can get the total listing for the Guarantees Received and Given / Taken.



## FI- CO End User Training Module

LEZ

List Edit Goto Extras Environment Settings System Help

Customer Line Item Display

Customer: KIRTIJAIN  
Company Code: 1000  
Name: KIRTI JAIN  
City: MUMBAI

St	Assignment	DocumentNo	Typ	Doc. Date	S	DD	Amt in loc.cur.	LCurr	Clrng doc.	Text	Net due dt
<input type="checkbox"/>	<input checked="" type="checkbox"/>	803000051	DZ	13.11.2008			10,000.00	INR			13.11.2008
<input type="checkbox"/>	<input checked="" type="checkbox"/>	803000083	DZ	19.11.2008			60,000.00-	INR			26.11.2008
<input type="checkbox"/>	<input checked="" type="checkbox"/>	808000021	DR	12.11.2008			100,000.00	INR			12.11.2008
<input type="checkbox"/>	<input checked="" type="checkbox"/>	808000022	DR	12.11.2008			100,000.00	INR			12.11.2008
<input type="checkbox"/>	<input checked="" type="checkbox"/>	808000070	DR	19.11.2008			20,000.00	INR			19.11.2008
<input type="checkbox"/>	<input checked="" type="checkbox"/>	809000010	DA	13.11.2008			15,000.00-	INR		advance payments ad-	13.11.2008
<input type="checkbox"/>	<input checked="" type="checkbox"/>	809000011	DA	13.11.2008			20,000.00-	INR		marked	13.11.2008
<input type="checkbox"/>	<input checked="" type="checkbox"/>	809000012	DA	13.11.2008			12,000.00-	INR		give the narration ...	13.11.2008
<input type="checkbox"/>	<input checked="" type="checkbox"/>	851000003	DG	12.12.2008			25,000.00-	INR		credit note testing	12.12.2008
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BANK GUARANTEE	DA	29.12.2008	D		10,000.00	INR		LONG TEXT	01.02.2009
*	<input checked="" type="checkbox"/>						108,000.00	INR			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	802000009	AB	12.11.2008			90,000.00-	INR	802000009		12.11.2008
<input type="checkbox"/>	<input checked="" type="checkbox"/>	808000023	DR	12.11.2008			100,000.00	INR	802000009		12.11.2008
<input type="checkbox"/>	<input checked="" type="checkbox"/>	809000009	DA	12.11.2008			10,000.00-	INR	802000009	test	12.11.2008
<input type="checkbox"/>	<input checked="" type="checkbox"/>	803000031	DZ	12.11.2008			15,000.00-	INR	803000031		12.11.2008
<input type="checkbox"/>	<input checked="" type="checkbox"/>	808000016	DR	12.11.2008			15,000.00	INR	803000031		12.11.2008
<input type="checkbox"/>	<input checked="" type="checkbox"/>	803000060	DZ	13.11.2008			100,000.00-	INR	803000060		13.11.2008
<input type="checkbox"/>	<input checked="" type="checkbox"/>	808000020	DR	12.11.2008			100,000.00	INR	803000060		12.11.2008
<input type="checkbox"/>	<input checked="" type="checkbox"/>	803000068	DZ	14.11.2008			75,000.00-	INR	803000068		14.11.2008
<input type="checkbox"/>	<input checked="" type="checkbox"/>	808000050	DR	14.11.2008			75,000.00	INR	803000068	bill raised	14.11.2008
*	<input checked="" type="checkbox"/>						0.00	INR			
**	Account KIRTIJAIN						108,000.00	INR			

On the other hand if we see the Customer Ledger Balance it does not incorporate these Noted Items / Memorandum Entries

Go to FD10N - Display Balances and see the balance

In the Above statement it was showing balance of 108000 INR  
And in the Customer Balance it is showing balance of 98,000 INR

Hence it does not affect our financial Books by using Noted Entries.

## FI- CO End User Training Module

Account Edit Goto Environment System Help

**Customer Balance Display**

Customer: KIRTIJAIN KIRTI JAIN  
 Company Code: 1000 Greaves Cotton Limited  
 Fiscal Year: 2008  
 Display crncy: INR

Balances Special general ledger

Period	Debit	Credit	Balance	Cum. balance	Sales/Purchases
Balance Carr					
1					
2					
3					
4					
5					
6					
7					
8	520,000.00	397,000.00	123,000.00	123,000.00	510,000.00
9		25,000.00	25,000.00-	98,000.00	25,000.00-
10				98,000.00	
11				98,000.00	
12				98,000.00	
13				98,000.00	
14				98,000.00	
15				98,000.00	
16				98,000.00	
Total	520,000.00	422,000.00	98,000.00	98,000.00	485,000.00

If we click on cumulative balance we can get the detail line item wise entry without noted items.

List Edit Goto Extras Environment Settings System Help

**Customer Line Item Display**

Customer: KIRTIJAIN  
 Company Code: 1000  
 Name: KIRTI JAIN  
 City: MUMBAI

Stat	Type	Doc. Date	Net due dt	Clearing	Amt in loc.cur.	LCurr	DocumentNo
<input type="checkbox"/>	●	DZ	13.11.2008	13.11.2008		10,000.00	INR 803000051
<input type="checkbox"/>	●	DZ	19.11.2008	26.11.2008		60,000.00-	INR 803000083
<input type="checkbox"/>	●	DR	12.11.2008	12.11.2008		100,000.00	INR 808000021
<input type="checkbox"/>	●	DR	12.11.2008	12.11.2008		100,000.00	INR 808000022
<input type="checkbox"/>	●	DR	19.11.2008	19.11.2008		20,000.00	INR 808000070
<input type="checkbox"/>	●	DA	13.11.2008	13.11.2008		15,000.00-	INR 809000010
<input type="checkbox"/>	●	DA	13.11.2008	13.11.2008		20,000.00-	INR 809000011
<input type="checkbox"/>	●	DA	13.11.2008	13.11.2008		12,000.00-	INR 809000012
<input type="checkbox"/>	●	DG	12.12.2008	12.12.2008		25,000.00-	INR 851000003
*	●					98,000.00	INR
<input type="checkbox"/>	●	AB	12.11.2008	12.11.2008	12.11.2008	90,000.00-	INR 802000009
<input type="checkbox"/>	●	DR	12.11.2008	12.11.2008	12.11.2008	100,000.00	INR 808000023
<input type="checkbox"/>	●	DA	12.11.2008	12.11.2008	12.11.2008	10,000.00-	INR 809000009
<input type="checkbox"/>	●	DZ	12.11.2008	12.11.2008	12.11.2008	15,000.00-	INR 803000031
<input type="checkbox"/>	●	DR	12.11.2008	12.11.2008	12.11.2008	15,000.00	INR 808000016
<input type="checkbox"/>	●	DZ	13.11.2008	13.11.2008	13.11.2008	100,000.00-	INR 803000060
<input type="checkbox"/>	●	DR	12.11.2008	12.11.2008	13.11.2008	100,000.00	INR 808000020
<input type="checkbox"/>	●	DZ	14.11.2008	14.11.2008	14.11.2008	75,000.00-	INR 803000068
<input type="checkbox"/>	●	DR	14.11.2008	14.11.2008	14.11.2008	75,000.00	INR 808000050
*	●					0.00	INR
** Account KIRTIJAIN						98,000.00	INR

## FI- CO End User Training Module

In general it appears as the open item as it cannot be matched with any finance transaction. For Removing the Line items from this statement, on the lapse of the guarantee or the Maturity of the same we have to reverse the document so that the effect is nullified.

### Reversal of Noted Entries (FB08)

As normal documents are reversed we can same way reverse the Noted Entries by using FB08 Provide the Noted Item Document Number, Company Codes, Fiscal Year and Reversal Reason

#### Reverse Document: Header Data

<input type="checkbox"/> Display before reversal	<input type="checkbox"/> Document list	<input type="checkbox"/> Mass Reversal
<b>Document Details</b>		
Document Number	809000086	
Company Code	1000	
Fiscal Year	2008	
<b>Specifications for Reverse Posting</b>		
Reversal Reason	02	
Posting Date		
Posting Period		
<b>Check management specifications</b>		
Void reason code	<input type="checkbox"/>	

Save the Document

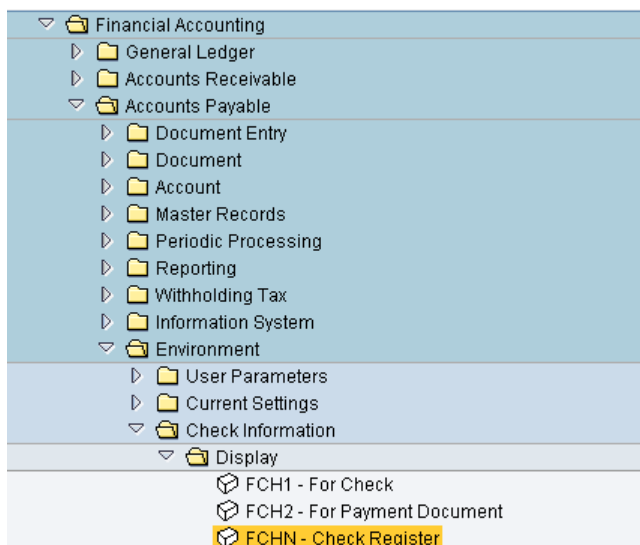
Document 809000087 was posted in company code 1000

## Chapter - 6

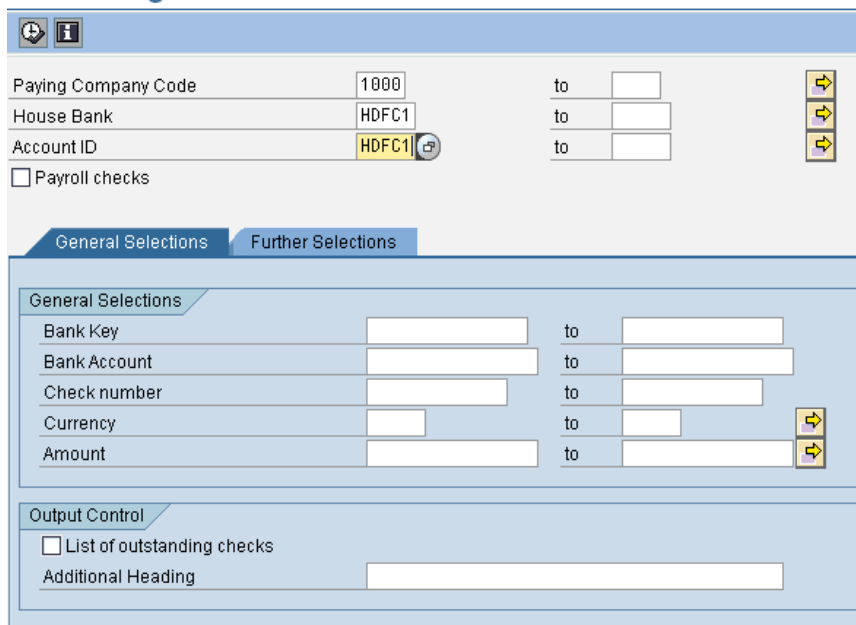
### BANK & CASH TRANSACTION

#### Display cheque register (FCHN)

Or Following navigation can be used



#### Check Register



The 'Check Register' form contains the following sections:

- General Selections** (Active Tab):
  - Paying Company Code: 1000 to [ ]
  - House Bank: HDFC1 to [ ]
  - Account ID: HDFC1 to [ ]
  - Payroll checks
- Further Selections** (Inactive Tab):
  - Bank Key: [ ] to [ ]
  - Bank Account: [ ] to [ ]
  - Check number: [ ] to [ ]
  - Currency: [ ] to [ ]
  - Amount: [ ] to [ ]
- Output Control**:
  - List of outstanding checks
  - Additional Heading: [ ]

Click on execute button, following screen appears showing details of all the cheques issued /cancelled .

## FI- CO End User Training Module

List Edit Goto Settings System Help

**Check Register**

Greaves Cotton Limited      Check Register      12.11.2008 / 13:39:22  
Mumbai      User: KJ14821  
Company code 1000      Page: 1

Bank	HDFC1	hdfc
Bank Key	BANKKEY1234	
Acct number	HDFC1	1234567890

Check number from to	Payment	Pmnt date	Crcy	Amount paid (FC)	Recipient/void reason code	Enca./void
100000	81100018	10.11.2008			voided by RAMESH - Stolen	10.11.2008
100002	81100019	10.11.2008			voided by RAMESH - Stolen	10.11.2008
100003	81100024	10.11.2008	INR	14,600.00	test12345 mumbai	
100006	81100029	10.11.2008	INR	100,000.00	vdvinherkar	
100008	81100037	11.11.2008	INR	95,458.00	test12345 mumbai	11.11.2008
100009	81100046	11.11.2008	INR	14,000.00	KIRTI JAIN 13	
100010	81100047	11.11.2008	INR	2,000.00	TVS INDUSTRIES CHENNAI 600 042 22	
100011	81100048	11.11.2008	INR	4,000.00	TVS INDUSTRIES CHENNAI 600 042 22	
100012	81100049	11.11.2008	INR	620,611.00	test12345 mumbai	
100013	81100050	11.11.2008	INR	684,138.00	test12345 mumbai	
100014	81100051	11.11.2008	INR	2,500.00	the institute of CA mumbai 13	
100015	81100055	11.11.2008	INR	860,000.00	test12345 mumbai	
100016	81100058	12.11.2008	INR	12,366.00	Kumar L C	
100017	81100062	12.11.2008	INR	595.00	Kumar L C	
100018	81100005	07.11.2008	INR	8,000.00	test12345 mumbai	
100200	81100052	11.11.2008	INR	50,000.00	Accel Frontline Ltd Chennai-600029 22	
100201	81100054	11.11.2008	INR	75,000.00	Accel Frontline Ltd Chennai-600029 22	
100203	81100056	11.11.2008	INR	48,970.00	Accel Frontline Ltd Chennai-600029 22	
100204	81100059	12.11.2008	INR	22,425.00	Mayur Dadar Mumbai 13	
* Payment method Cheque			INR	2,614,723.00		

### Printing Cheque (FBZ5)

Or we can use following Navigation

- Financial Accounting
  - General Ledger
  - Accounts Receivable
  - Accounts Payable
  - Document Entry
  - Document
    - FB02 - Change
    - FB09 - Change Line Items
    - FB03 - Display
    - FB04 - Display Changes
    - FBRA - Reset Cleared Items
    - Parked Documents
    - Reference Documents
    - Special General Ledger Transaction
    - Reverse
    - Cross-Company-Code Transaction
    - More Functions
    - FBZ5 - Print Payment Forms**

#### Print Form for Payment Document

Document Number	811000066
Company Code	1000
Fiscal Year	2008

Payment method and form specifications	
Payment method	c
Check lot number	3
Alternative form	
Padding Character	

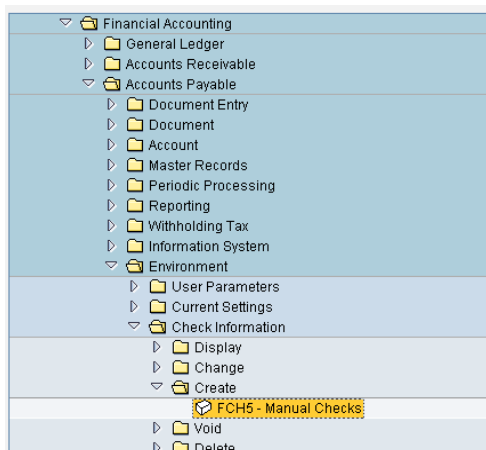
Output control	
Printer for forms	LP01
Pmnt advice printer	
<input type="checkbox"/>	Print immediately
<input type="checkbox"/>	Recipient's lang.
<input type="checkbox"/>	Currency in ISO code
<input type="checkbox"/>	Test printout
<input type="checkbox"/>	Do not Void any Checks



## Manual issue of cheque (FCH5)

(this only for cheque number updation in the system)

We can use following navigation



### Create Check Information

Payment document no.	811000066	
Paying company code	1000	Greaves Cotton Limited
Fiscal Year	2008	

<b>Check</b>	
House Bank	HDFC1
Account ID	HDFC1
Check number	100215

### Create Check Information

Accompanying docs		Payment document	
Payment document no.	811000066	House Bank	HDFC1
Paying company code	1000	Account ID	HDFC1
Fiscal Year	2008	Check number	100215
Payment date	12.11.2008		


<b>Issuing amount</b>	
Currency	INR
Amount paid	4,407.00
Cash discount amount	

<b>Address</b>	
Title	Mr.
Payee name	KIRTI JAIN
	bhayander
Street	GREAVES COTTON LIMITED
City	<input checked="" type="checkbox"/>
Country	IN
PO Box	
PO box post cde	
Post.code	
Regional code	13

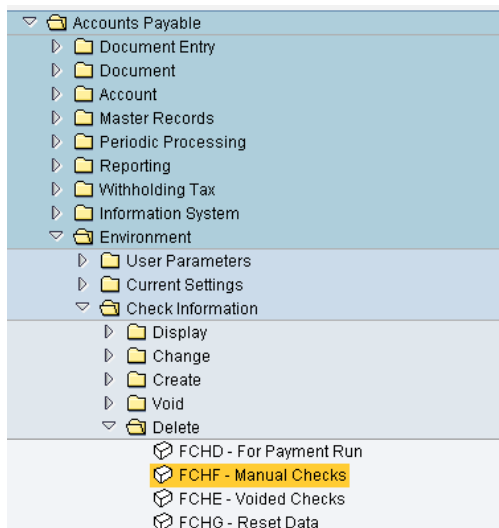
Fill the values as shown above (provide the cheque number which wer are going to issue)

Click on save button.

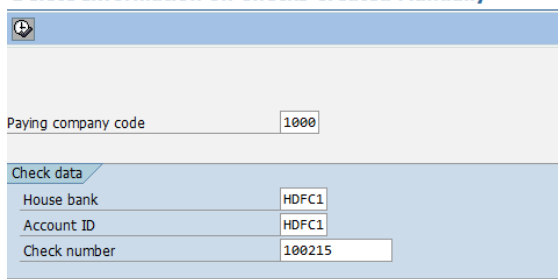
 Check 1000 HDFC1 HDFC1 100215 created manually

### Deleting Cheque Number (FCHF)

We can use following navigation



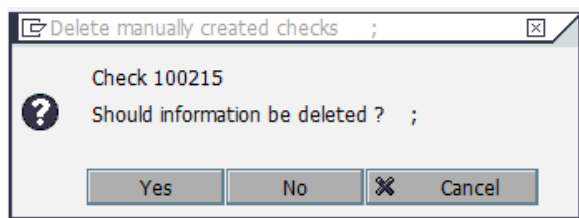
### Delete Information on Checks Created Manually




The form contains the following fields:


- Paying company code: 1000
- Check data section:
  - House bank: HDFC1
  - Account ID: HDFC1
  - Check number: 100215

Click on execute button



Click on yes button

 Check information 100215 successfully deleted

 Note: In the case of deletion system delete the cheque number. We can use the same cheque number for another document.

### Voiding Cheques (FCH9/ FCH3)

Following Navigation path can be used



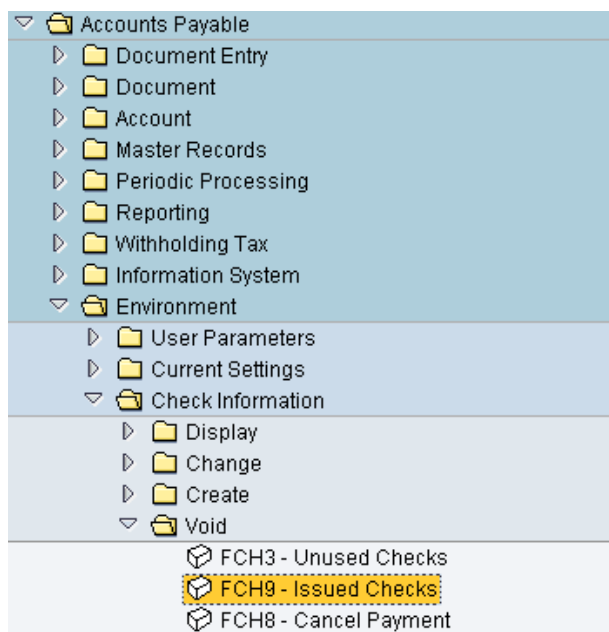
## FI- CO End User Training Module

Incase if cheques that have been unutilized need to voided, the t code FCH3 can be used to void the same.

Enter the Company code, Bank and cheques that need to be voided. Note that a range of cheques can also be voided through this transaction. Specify a void reason code and click on the icon for "Void"

Incase if cheques that have been already issued need to voided, the t code FCH9 can be used to void the same.

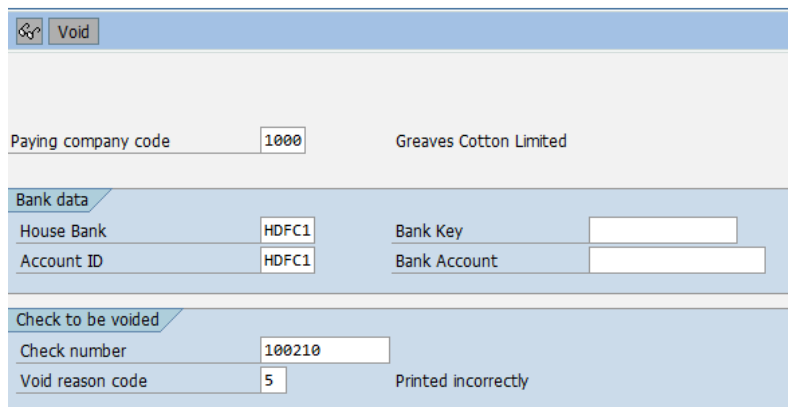
Enter the Company code, Bank and the cheque that need to be voided. Specify a void reason code and click on the icon for "Cancel Payment"



- ▼ Accounts Payable
  - ▶ Document Entry
  - ▶ Document
  - ▶ Account
  - ▶ Master Records
  - ▶ Periodic Processing
  - ▶ Reporting
  - ▶ Withholding Tax
  - ▶ Information System
  - ▼ Environment
    - ▶ User Parameters
    - ▶ Current Settings
    - ▼ Check Information
      - ▶ Display
      - ▶ Change
      - ▶ Create
      - ▼ Void
        - FCH3 - Unused Checks
        - FCH9 - Issued Checks
        - FCH8 - Cancel Payment

Provide the values as shown bellow

### Void Issued Checks



Void

Paying company code  Greaves Cotton Limited

**Bank data**

House Bank  Bank Key

Account ID  Bank Account

**Check to be voided**

Check number

Void reason code  Printed incorrectly

Click on VOID tab

Check 100210 voided, payment document not reversed

The cheque is voided about the payment document is not reversed .

## FI- CO End User Training Module

### Voiding Cheque With Reversal Document (FCH8)


Incase if cheques have been wrongly issued and hence the payment to be cancelled , the tcode FCH8 can be used to void the same.


Enter the Company code, Bank and the cheque that need to be voided. Specify a void reason code and click on the icon for "Cancel Payment"

The cheque gets voided and a reversal document gets posted in the system. Resultantly, the Vendor Invoice that had been paid off gets a status as "Open" from "Cleared"

#### Cancel Check Payment

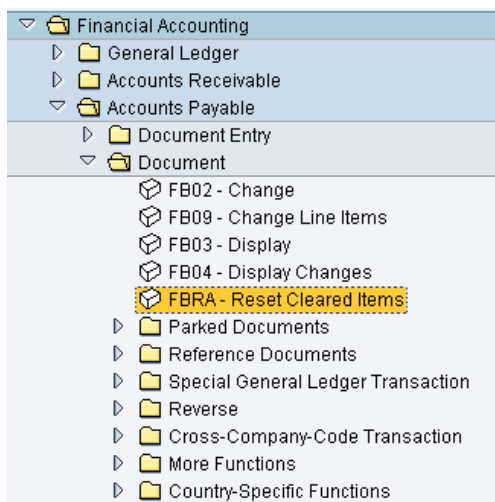
Cancel payment	
Paying company code	1000 Greaves Cotton Limited
<b>Bank data</b>	
House Bank	HDFC Bank Key
Account ID	HDFC Bank Account
<b>Check payment to be reversed</b>	
Check number	100213
Void reason code	05
<b>Reversal data</b>	
Reversal Reason	02
Posting Date	
Posting Period	

Click on cancel payment button 

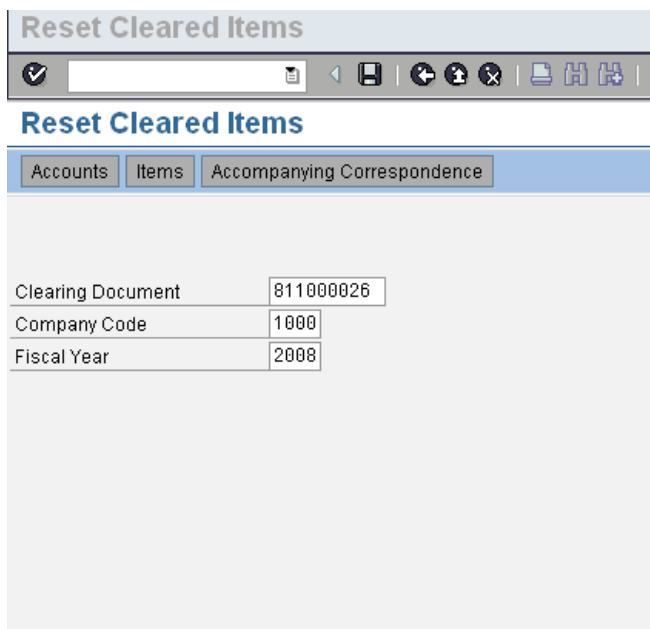
 Payment for check 100213 was cancelled, reverse document 815000008

### Resetting Of Cleared Document (FBRA)

Or use following navigation

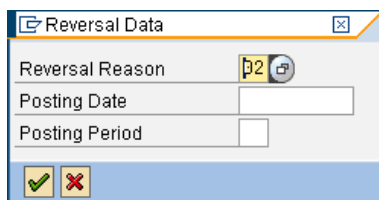


Provide the values as shown below



Click on save button

Now system will propose following screen



Press enter

System will propose following information

## FI- CO End User Training Module

Information ✕

**i** Clearing 811000027 reset

Information ✕

**i** Document 815000006 was posted in company code 1000

### Reprinting of Cheques-FCH7

Incase if sue to some reasons, a cheque needs to be reprinted the same can be done through tcode FCH7. Enter the Company code, Bank and the cheque number that needs to be reprinted.

#### Reprint Check

**Reprint Check**

Paying company code	1000	Greaves Cotton Limited
House Bank	HDFC1	hdfc
Account ID	HDFC1	hdfc

**Check to be voided**

Check number	100400
Void reason code	05

**Details on new check**

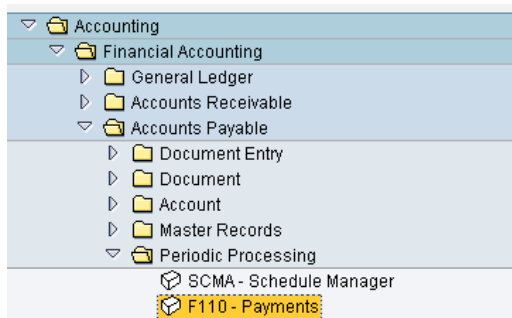
Check lot number	3
Alternative form	
Padding Character	

**Output Control**

Printer for forms	lp01	<input type="checkbox"/> Print immediately
Prmt advice printer		<input type="checkbox"/> Recipient's lang.
		<input type="checkbox"/> Currency in ISO code
		<input type="checkbox"/> Test printout
		<input type="checkbox"/> Do not Void any Checks

A spool request for printing the cheque also gets created that can be used for generating the cheque. Here there is an option to print the same cheque or void the previous cheque and print a new one in its place.

### Automatic Payment Program- (F110)



**Prerequisite for Automatic Payment Program Vendor Master**

**Change Vendor: Payment transactions Accounting**

Vendor: 61001612    Accel Frontline Ltd    Chennai-600029  
 Company Code: 1000    Greaves Cotton Limited

**Payment data**

Payt Terms: 0001    Tolerance group:   
 Cr memo terms:     Chk double inv.:   
 Chk cashing time:

**Automatic payment transactions**

Payment methods: C    Payment block:  Free for payment  
 Alternat.payee:     House Bank:   
 Individual pmnt:     Grouping key:   
 B/exch.limit:  INR  
 Pmt adv. by EDI:     Alt.payee(doc.):  **Permitted Payee**

**Invoice verification**

Tolerance group:   
 Prepayment:

We have to mention Pay methods as "C" as cheque payments. This indicates that method selected will grouped at the time of Automatic Payment Program.

In case of bulk printing of cheques, T. code F110 is to be used for the same. Enter the Run date and a unique Identification for the same. The initial status is "No parameters entered."

**Automatic Payment Transactions: Status**

**Status**

Run Date: 19.11.2008  
 Identification: KIRT

**Status**

No parameters entered as yet

## FI- CO End User Training Module

Go to the "Parameters" tab and specify the Company code, Payment method, next payment date and the Vendor range as shown in the screen herein below..

### Automatic Payment Transactions: Parameters

B.ex./pmt request...

Run Date: 19.11.2008  
Identification: KIRT

Status | **Parameter** | Free selection | Additional Log | Printout/data medium

Posting Date: 19.11.2008 | Docs entered up to: 19.11.2008  
Customer items due by:

Payments control

Company codes	Pmt meths	Next p/date
1000	C	20.11.2008

Accounts

Vendor: test12345 to:   
Customer:  to:

Foreign currencies

Exchange rate type:

Provide the values as shown above

Next payment date should be the next date of run date any future date

Select additional log tab

### Automatic Payment Transactions: Additional Log

Run Date: 19.11.2008  
Identification: KIRT

Status | Parameter | Free selection | **Additional Log** | Printout/data medium

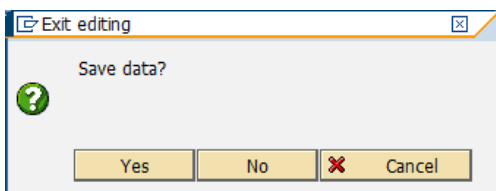
Required logging type

Due date check  
 Payment method selection in all cases  
 Pmnt method selection if not successful  
 Line items of the payment documents

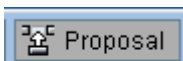
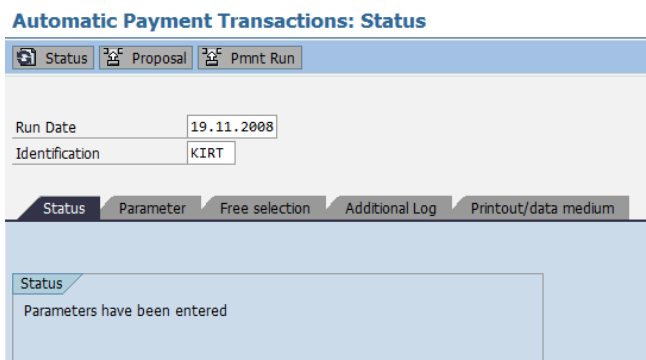
Accounts required

Vendors (from/to)		Customers (from/to)	
test12345	test12345	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

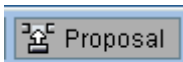
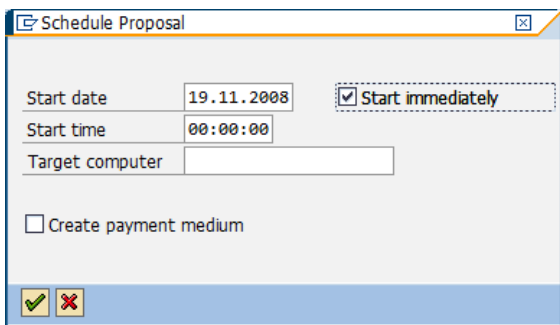
Go to Status TAB Again



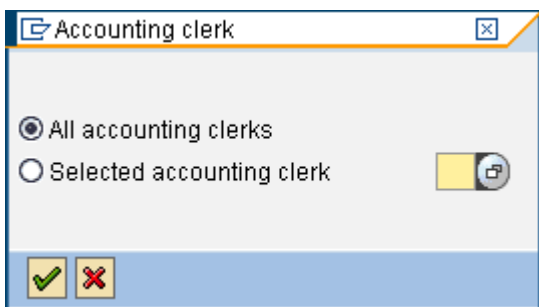
As we save the Screen shows the following Screen. Parameters Have been Created .



In the above screen click on proposal button



In the above screen click on proposal button




## FI- CO End User Training Module

### Status

Parameters have been entered  
Payment proposal has been created

Above screen select start immediately button and press enter.

Keep on press enter till we get the message 'Payment proposal has been created'

Click on edit proposal . System will propose following screen

### Edit Payment Proposal: Open Items

Run On: 19.11.2008 KIRT Snd. CC: 1000

**Selected Group**  
 Vendor: TEST12345 Currency:  Payment Method:   
 Customer:  Business Area:  House Bank:

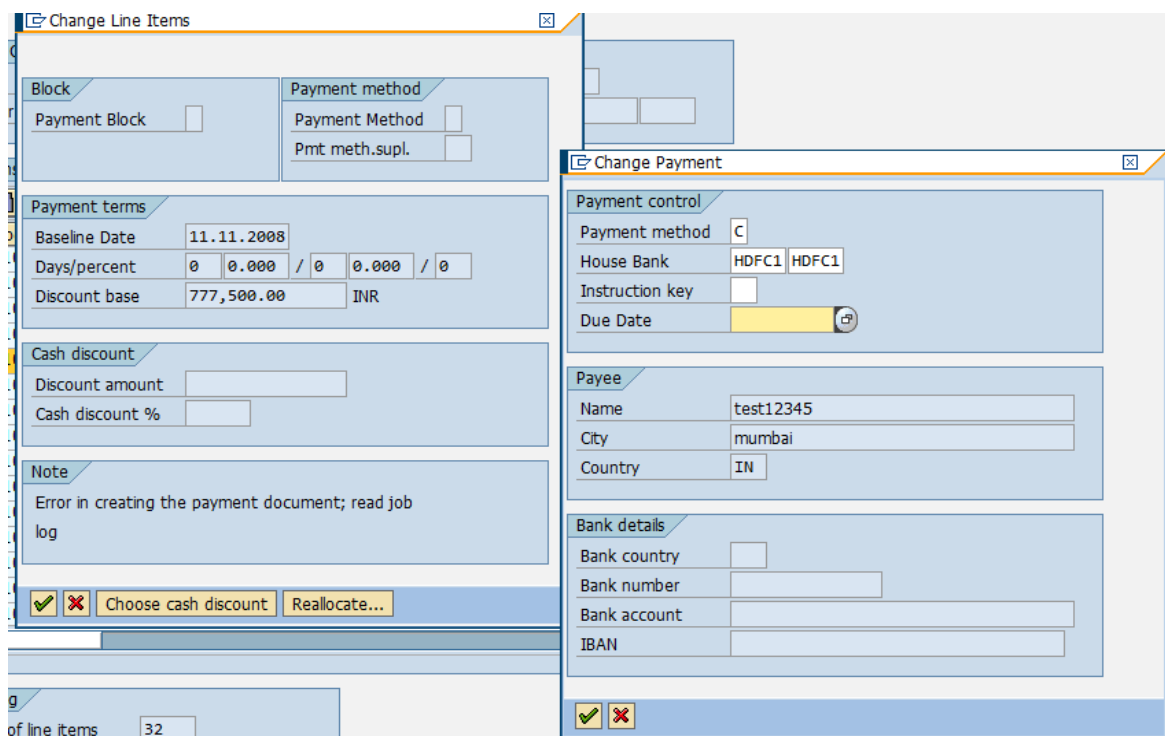
**Exceptions**

CoCd	Document	Year	Itm	Branch	P	Crcy	Hous	BankT	Err	Reference	T	Posting Date	Doc. Date	A	PK	G/L Account	G/L Account
1000	810000005	2008	1			INR			050		KR	07.11.2008	07.11.2008	K	31	120030	120030
1000	810000011	2008	1			INR			050	VENDOR INV	KR	08.11.2008	08.11.2008	K	31	120030	120030
1000	810000013	2008	1			INR			007		KR	08.11.2008	08.11.2008	K	31	120030	120030
1000	810000018	2008	1			INR			007		KR	08.11.2008	08.11.2008	K	31	120030	120030
1000	810000039	2008	1			INR			007	555	KR	11.11.2008	11.11.2008	K	31	120030	120030
1000	810000041	2008	1			INR			007		KR	11.11.2008	11.11.2008	K	31	120030	120030
1000	810000044	2008	1			INR			007		KR	11.11.2008	11.11.2008	K	31	120030	120030
1000	810000064	2008	1			INR			007		KR	12.11.2008	12.11.2008	K	21	120030	120030
1000	810000065	2008	1			INR			007		KR	12.11.2008	12.11.2008	K	21	120030	120030
1000	810000096	2008	1			INR			007		KR	14.11.2008	14.11.2008	K	31	120030	120030
1000	810000097	2008	1			INR			007		KR	14.11.2008	14.11.2008	K	31	120030	120030
1000	810000099	2008	1			INR			007		KR	14.11.2008	14.11.2008	K	31	120030	120030
1000	810000100	2008	1			INR			007		KR	14.11.2008	14.11.2008	K	31	120030	120030
1000	810000101	2008	1			INR			007		KR	14.11.2008	14.11.2008	K	31	120030	120030
1000	810000119	2008	1			INR			007		KR	16.11.2008	16.11.2008	K	31	120030	120030

Double click on the line item which we want to block or reallocate.



## FI- CO End User Training Module



The screenshot shows the 'Change Line Items' dialog box with two sub-dialogs: 'Change Payment' and 'Change Payment'.

**Change Line Items:**

- Block:** Payment Block
- Payment method:** Payment Method  Pmt meth.supl.
- Payment terms:** Baseline Date: 11.11.2008; Days/percent: 0 / 0.000 / 0 / 0.000 / 0; Discount base: 777,500.00 INR
- Cash discount:** Discount amount ; Cash discount %
- Note:** Error in creating the payment document; read job log
- Buttons: Choose cash discount, Reallocate...

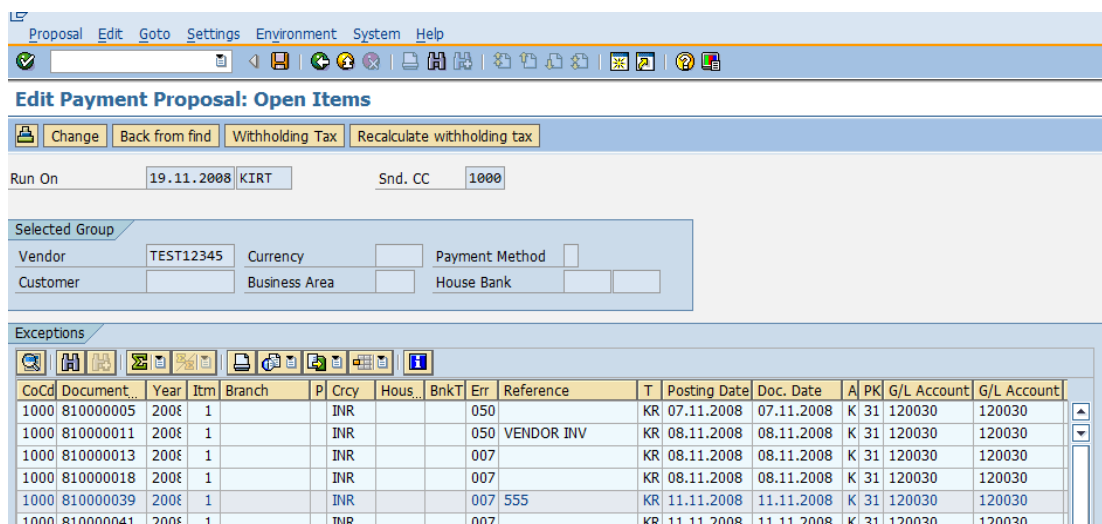
**Change Payment (top):**

- Payment control:** Payment method: C; House Bank: HDFC1 HDFC1; Instruction key ; Due Date
- Payee:** Name: test12345; City: mumbai; Country: IN
- Bank details:** Bank country ; Bank number ; Bank account ; IBAN

If we want to block the respective document provide the A in payment block field

If we want to pay the amount which against document which is previously blocked click on reallocate button in the above screen

As we select reallocate button another screen appears asking for house bank from which we want to make payments and the payment method.

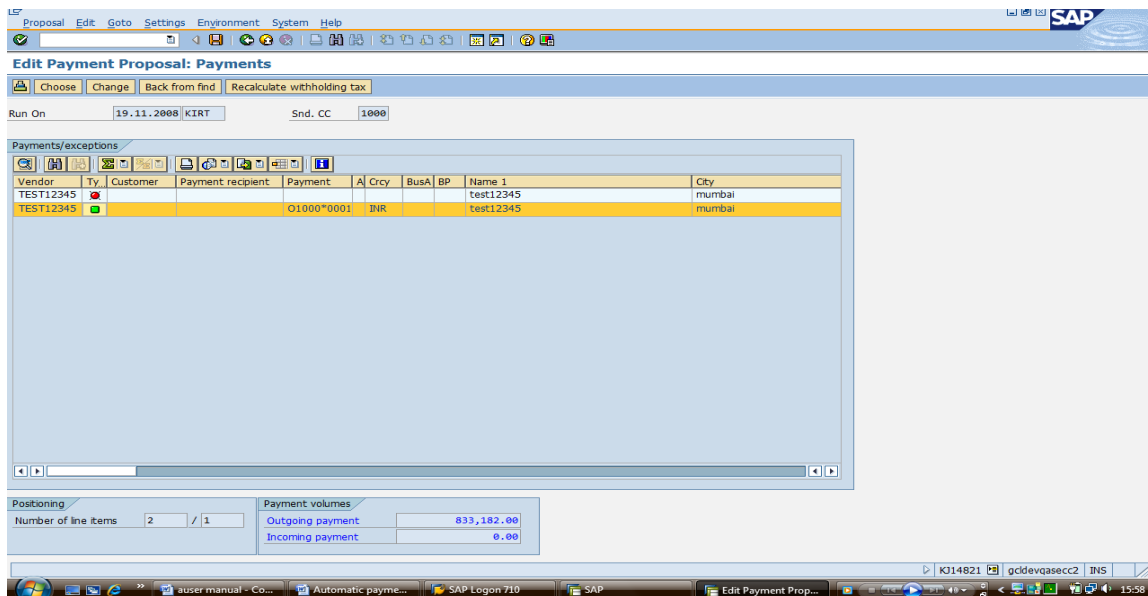


The screenshot shows the 'Edit Payment Proposal: Open Items' screen. At the top, there are menu options: Proposal, Edit, Goto, Settings, Environment, System, Help. Below the menu is a toolbar with various icons. The main area contains the following information:

- Buttons: Change, Back from find, Withholding Tax, Recalculate withholding tax
- Run On: 19.11.2008 KIRT; Snd. CC: 1000
- Selected Group:** Vendor: TEST12345; Currency: ; Payment Method: ; Customer: ; Business Area: ; House Bank:
- Exceptions:** A table with columns: CoCd, Document, Year, Itm, Branch, P, CrCy, Hous., BnkT, Err, Reference, T, Posting Date, Doc. Date, A, PK, G/L Account, G/L Account.

CoCd	Document	Year	Itm	Branch	P	CrCy	Hous.	BnkT	Err	Reference	T	Posting Date	Doc. Date	A	PK	G/L Account	G/L Account
1000	810000005	2008	1			INR			050		KR	07.11.2008	07.11.2008	K	31	120030	120030
1000	810000011	2008	1			INR			050	VENDOR INV	KR	08.11.2008	08.11.2008	K	31	120030	120030
1000	810000013	2008	1			INR			007		KR	08.11.2008	08.11.2008	K	31	120030	120030
1000	810000018	2008	1			INR			007		KR	08.11.2008	08.11.2008	K	31	120030	120030
1000	810000039	2008	1			INR			007	555	KR	11.11.2008	11.11.2008	K	31	120030	120030
1000	810000041	2008	1			INR			007		KR	11.11.2008	11.11.2008	K	31	120030	120030

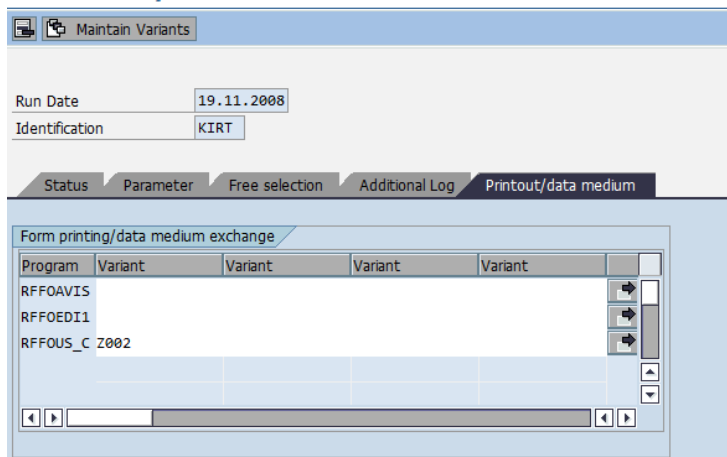
Once we select particular line item the colour turns blue and it is ready for the payment



**Status**

- Parameters have been entered
- Payment proposal has been created
- Payment proposal has been edited







### Automatic Payment Transactions: Printout and DME



Provide the variant

Variant parameters

## FI- CO End User Training Module

Program run date	<input type="text" value=""/>	
Identification feature	<input type="text" value=""/>	
<input type="checkbox"/> Proposal run only		
<b>Company code selection</b>		
Paying company code	<input type="text" value="1000"/>	
Sending company code	<input type="text" value=""/>	to <input type="text" value=""/> 
<b>Further selections</b>		
Payment method	<input type="text" value="C"/>	to <input type="text" value=""/> 
Pmt meth. supplement	<input type="text" value=""/>	to <input type="text" value=""/> 
Business Area	<input type="text" value=""/>	to <input type="text" value=""/> 
House Bank	<input type="text" value="HDFC1"/>	
Account ID	<input type="text" value="HDFC1"/>	
Check lot number	<input type="text" value="1"/>	
Restart from Check Number	<input type="text" value=""/>	
Currency	<input type="text" value=""/>	to <input type="text" value=""/> 
Payment document no.	<input type="text" value=""/>	to <input type="text" value=""/> 
<b>Print control</b>		
<input checked="" type="checkbox"/> Print checks	Printer <input type="text" value="LP01"/>	<input checked="" type="checkbox"/> Print Immediately
<input type="checkbox"/> Print payment advice notes	Printer <input type="text" value=""/>	<input type="checkbox"/> Print Immediately
<input type="checkbox"/> Print Payment Summary	Printer <input type="text" value=""/>	<input type="checkbox"/> Print Immediately
<b>Output control</b>		
Alternative check form	<input type="text" value=""/>	
Filler for digits in words	<input type="text" value=""/>	
Number of sample printouts	<input type="text" value=""/>	
No. of items in payment summary	<input type="text" value=""/>	
<input type="checkbox"/> Payment Document Validation		
<input type="checkbox"/> Texts in recipient's lang.		
<input type="checkbox"/> Currency in ISO code		
<input type="checkbox"/> No Form Summary Section		
<input checked="" type="checkbox"/> Do not Void any Checks		

Click on Print Out

**Schedule Print**

**Scheduling**

Start date   Start immediately

Start time

Target computer

**Print job**

Job name

In the above screen remove? mark give run id



## FI- CO End User Training Module

LF Text Edit Goto System Help

Print Preview of LP01 Page 00001 of 00002

Dear Sir/Madam,

We have settled the items listed below with the enclosed check for payment 847000032, subject to the goods and services supplied and the invoice therefore being in order.

Document	Your document	Date	Deductions	Gross amount
We are sending you a separate payment advice for document 847000032 from 19.11.2008 to explain the invoice items.				
Sum total			19.318,00	833.182,00

Payment document	Check number	Date	Currency	Payment amount
847000032	100061	19.11.2008	INR	*****813.864,00*
Bank number	Account number	Check number		
hdfc	1234567890	100061		

Company  
test:12345

\*\*\* EIGHT HUNDRED THIRTEEN THOUSAND  
EIGHT HUNDRED SIXTY-FOUR INR\*\*\*

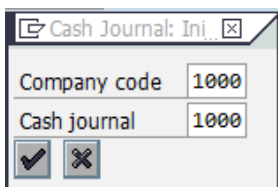
INR  
\*\*\*\*\*813.864,00\*

Windows Taskbar: user manua..., Automatic p..., SAP Logon 710, SAP, Automatic P...

## FI- CO End User Training Module

### Cash Journal (FBCJ)

Decide on the Company code in which the entry for Cash Journal needs to be made and specify the date of entry into the Journal.

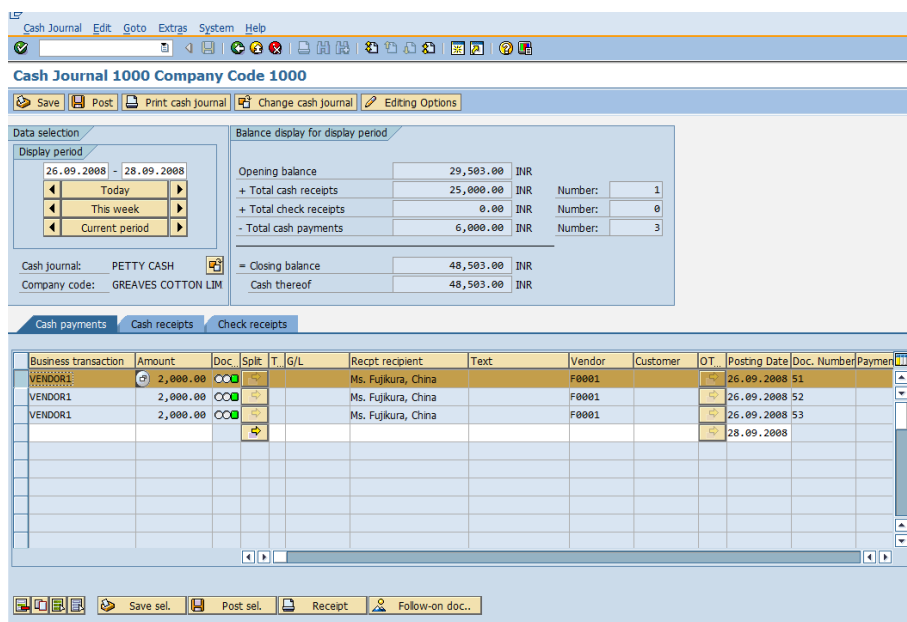


Cash Journal: Ini

Company code: 1000

Cash journal: 1000

Incase if a Cash payment needs to be entered, goto the tab for "Cash payments" and select a business transaction for Expenses or vendor payments.



Cash Journal 1000 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection

Display period: 26.09.2008 - 28.09.2008

Today This week Current period

Cash journal: PETTY CASH  
Company code: GREAVES COTTON LIM

Balance display for display period

Opening balance	29,503.00	INR	
+ Total cash receipts	25,000.00	INR	Number: 1
+ Total check receipts	0.00	INR	Number: 0
- Total cash payments	6,000.00	INR	Number: 3
= Closing balance	48,503.00	INR	
Cash thereof	48,503.00	INR	

Cash payments Cash receipts Check receipts

Business transaction	Amount	Doc.	Split	T	G/L	Recpt recipient	Text	Vendor	Customer	OT	Posting Date	Doc. Number	Payment
VENDOR1	2,000.00	CC	+			Ms. Fujikura, China		F0001			26.09.2008	51	
VENDOR1	2,000.00	CC	+			Ms. Fujikura, China		F0001			26.09.2008	52	
VENDOR1	2,000.00	CC	+			Ms. Fujikura, China		F0001			26.09.2008	53	
											28.09.2008		

Save sel. Post sel. Receipt Follow-on doc..

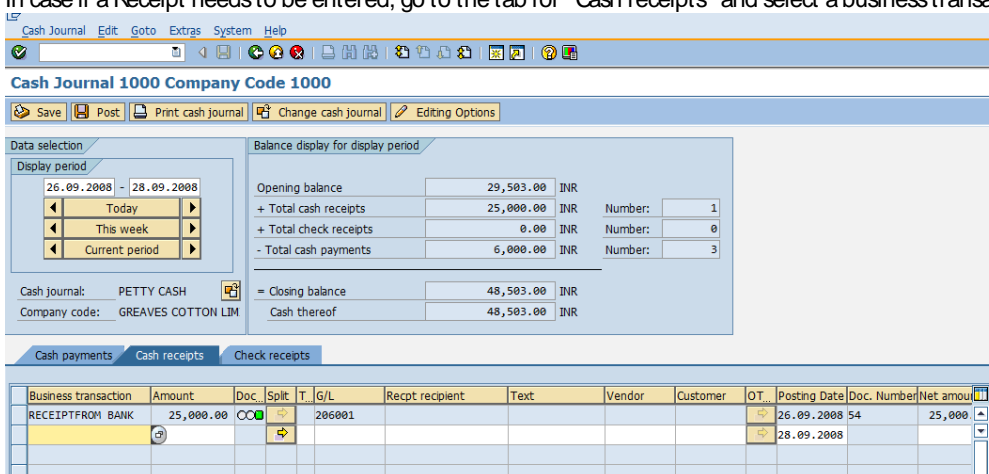
Business transaction	Tran...	CoCd	Type	G/L Ac.	Tx	BusTraBl	Acct M.	Tax Mo.
MD TRAVEL EXP	3	1000	E	402701	M0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RECEIPTFROM BANK	2	1000	C	206001		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TRAVEL EXP	4	1000	E	402700		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VENDOR	1	1000	K			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VENDOR1	5	1000	K			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enter the amount of receipt and the GL account to which Debit posting has to be made. In case of expenses, ensure that the relevant Cost Center has been specified in the line item. Specify a text or narration wherever applicable and Post the entry. An accounting document gets generated and the Cash balance now gets updated by the amount of payment entered. In case if multiple line items need to be entered in a single cash payment the icon for "Split" needs to be selected and details entered therein.

## FI- CO End User Training Module

Balance display for display period			
Opening balance	29,503.00	INR	
+ Total cash receipts	25,000.00	INR	Number: 1
+ Total check receipts	0.00	INR	Number: 0
- Total cash payments	6,000.00	INR	Number: 3
<hr/>			
= Closing balance	48,503.00	INR	
Cash thereof	48,503.00	INR	

In case if a Receipt needs to be entered, go to the tab for "Cash receipts" and select a business transaction for Receipt.



Cash Journal 1000 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection: Display period 26.09.2008 - 28.09.2008 (Today, This week, Current period)

Cash journal: PETTY CASH Company code: GREAVES COTTON LIM

Business transaction	Amount	Doc.	Split	T	G/L	Receipt recipient	Text	Vendor	Customer	OT	Posting Date	Doc. Number	Net amount
RECEIPTFROM BANK	25,000.00	000			206001						26.09.2008	54	25,000
											28.09.2008		

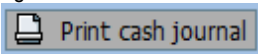
Business transac...	Tran...	CoCd	Type	G/L Ac	Tx	BusTraBl	Acct M	Tax Mo	Classif...
MD TRAVEL EXP	3	1000	E	402701	MO				
RECEIPTFROM BANK	2	1000	C	206001					
TRAVEL EXP	4	1000	E	402700					
VENDOR	1	1000	K						
VENDOR1	5	1000	K						

Enter the amount of receipt and the GL account to which Credit posting has to be made. Specify a text or narration wherever applicable and Post the entry. An accounting document gets generated and the Cash balance now gets updated by the amount of receipt entered

Balance display for display period			
Opening balance	29,503.00	INR	
+ Total cash receipts	25,000.00	INR	Number: 1
+ Total check receipts	0.00	INR	Number: 0
- Total cash payments	6,000.00	INR	Number: 3
<hr/>			
= Closing balance	48,503.00	INR	
Cash thereof	48,503.00	INR	

Daily Balances of Cash A/c can be known from the side screen

For Printing Cash Journal

Click on 

## FI- CO End User Training Module

**Cash Journal**

GREAVES COTTON LIMITED CASH JOURNAL Page: 1  
 MUMBAI PETTY CASH INR Rupee 12.11.2008 11:05:25  
 1000 1000 / 204000 RFCASH20 / RAMESH  
 26.09.2008 - 28.09.2008

Opening Balance:		29,503.00		INR					
Document N	Pstng Date	Doc. Date	Business Trans. P	Expenses	Receipts	Tax amount			
Item	Business Trans.	Expenses	Receipts	Tax amount	Text for item	BusA	Profit Ctr	Cost Ctr	
51	26.09.2008	26.09.2008	VENDOR1	2,000.00	0.00	0.00	0.00	CC	
1	.....	VENDOR1		2,000.00	0.00	0.00		1110001	
52	26.09.2008	26.09.2008	VENDOR1	2,000.00	0.00	0.00	0.00	CC	
1	.....	VENDOR1		2,000.00	0.00	0.00		1110001	
53	26.09.2008	26.09.2008	VENDOR1	2,000.00	0.00	0.00	0.00	CC	
1	.....	VENDOR1		2,000.00	0.00	0.00		1110001	
54	26.09.2008	26.09.2008	RECEIPTFROM BA-	0.00	25,000.00	0.00	25,000.00	CC	
1	.....	RECEIPTFROM BA-		0.00	25,000.00	0.00		1110001	
<b>* Total</b>				<b>6,000.00</b>	<b>25,000.00</b>	<b>0.00</b>	<b>0.00</b>		
<b>* Total Expenses only Saved</b>				<b>0.00</b>					
<b>* Total Receipts only Saved</b>					<b>0.00</b>		<b>Number of Saved Documents:</b>	<b>0</b>	
Closing Balance		48,503.00		INR					

Symbols:  Posted  Saved  Reversed/Reversal Document

- *Splitting of Cash Journal Entries*

In case we want to have more than one line in single cash vouchers we can have split option. If we use another line in the main screen it will create another document with separate Document Number. Split option will only generate one document.

### Create a Transaction

**Cash Journal P311 Company Code 1000**

**Data selection**  
 Display period: 24.11.2008 - 24.11.2008

Cash journal: PETTY CASH  
 Company code: Greaves Cotton Limited

**Balance display for display period**  
 Opening balance: 0.00 INR  
 + Total cash receipts: 100,000.00 INR Number: 1  
 + Total check receipts: 0.00 INR Number: 0  
 - Total cash payments: 0.00 INR Number: 0  
 = Closing balance: 100,000.00 INR  
 Cash thereof: 100,000.00 INR

Business transaction	Amount	Doc.	Split	T. G/L	Recpt recipient	Text	Vendor	Customer	OT	Posting Date	Doc. Number	Payment
*	95,000.00	CC	<input checked="" type="checkbox"/>							24.11.2008		
			<input type="checkbox"/>							24.11.2008		

Click on  to split/ multiple lines in the single voucher.



## FI- CO End User Training Module

Document Split (Cash Expenses)

It...	Business transaction	Amount	T... G/L	Text fo...	Vendor	Customer	OT...	Payment Amc
1	PRINTING & STATION	70,000.00	466002					0.00
2	TRAVELLING EXPENSE	25,000.00	466002					0.00
3								0.00

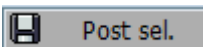
Tax Included

Tax code	Tax amount

Total Amount: 95,000.00 INR  
 Total Items: 95,000.00 INR  
 Difference: 0.00 INR

Copy

Provide all the Details Like GL account Payment Amount, Cost Centre, Profit Centre, Click on copy

The Original Screen comes back and post the transaction click on 

Once the Document is posted we can see the accounting entry posted click on 

List of Documents in Accounting

Documents in Accounting

Doc. Number	Object type text	Ld
0802000065	Accounting document	
0000001549	Controlling Document	

Separate Original document

Click on Accounting Document following screen appears

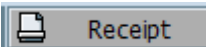
Display Document: Data Entry View

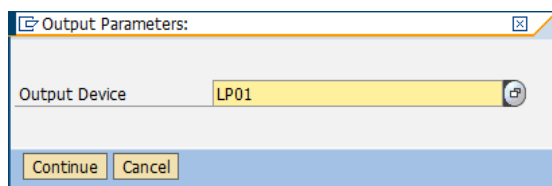
Display Currency General Ledger View

Data Entry View

Document Number: 80200065 Company Code: 1000 Fiscal Year: 2008  
 Document Date: 24.11.2008 Posting Date: 24.11.2008 Period: 8  
 Reference: Cross-CC no.:  
 Currency: INR Texts exist: Ledger Group:

C...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	50		230021	CASH DELHI	95,000.00	INR				
	2	40		466002	PRINTING & STATIONAR	70,000.00	INR		1187555610	1187555	1123000
	3	40		466002	PRINTING & STATIONAR	25,000.00	INR		1187555610	1187555	1123000

If we require to print the Cash Payment / Receipt Voucher we can click on  give the printer name



Output Parameters: [X]

Output Device: LP01 [X]

Continue Cancel

Sample print file as below.

**Receipt confirmation**

Date 24.11.2008

Cash document 2  
 Company code 1000 Greaves Cotton Limited  
 Cash journal P311 PETTY CASH

Payment

From/to  
 For  
 Transaction PRINTING & STATIONERY  
 Currency INR

Total 95,000.00  
 WTax 0.00

---

Payment 95,000.00

In words NINETY-FIVE THOUSAND ZERO

Text	Amount	TSP	BArea	Profit Center	Cost center
PRINTING &	70,000.00	0.000 %		11875551187555610	
TRAVELLING	25,000.00	0.000 %		11875551187555610	

---

Tax on sls/pur.rate Tax amount

- *Cash Payment to Vendors/ Customers*

As we can Pay Cash / Receive Cash for the General Ledger Accounts we van also receive/Pay cash to Vendors and Customers

## FI- CO End User Training Module

### Cash Journal P311 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

**Data selection**

Display period: 24.11.2008 - 24.11.2008  
 Today This week Current period

Cash journal: PETTY CASH  
 Company code: Greaves Cotton Limited

**Balance display for display period**

Opening balance	0.00	INR	
+ Total cash receipts	100,100,000.00	INR	Number: 2
+ Total check receipts	0.00	INR	Number: 0
- Total cash payments	195,000.00	INR	Number: 2
= Closing balance	99,905,000.00	INR	
Cash thereof	99,905,000.00	INR	

Cash payments Cash receipts Check receipts

Business transaction	Amount	Doc.	Split	T...	G/L	Receipt recipient	Text	Vendor	Customer	OT..	Posting Date	Doc. Number	Payment Amount	W
*	95,000.00	CC									24.11.2008	2	95,000.00	
*	100,000.00	CC				Mr. KIRTI JAIN		KKJ14821			24.11.2008	4	100,000.00	
											24.11.2008		0.00	

Save sel. Post sel. Receipt Follow-on doc..

Don't mention general ledger Account Code . Select Business Transaction type and Mention only Vendor / Customer Code. If the Advance Payments are there the system will automatically take the special GL indicators and post to the Advance Accounts.

Document Split (Cash Expenses)

It.	Business transaction	Amount	T...	G/L	Tex..	Vendor	Profit Center	Customer	OT.	Payment Ar
1	ADVANCE FOR EXPENS	55,000.00				KKJ14821	1102001			0.00
2	ADVANCE FOR EXPENS	45,000.00				L0041	1102001			0.00

**Tax Included**

Tax code	Tax amount	Total Amount:	100,000.00	INR
		Total items	100,000.00	INR
		Difference	0.00	INR

Copy

We can view the Accounts Entry.

Display Document: Data Entry View

Display Currency General Ledger View


**Data Entry View**

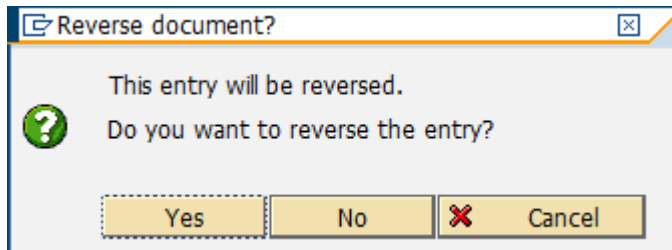
Document Number: 811000173 Company Code: 1000 Fiscal Year: 2008  
 Document Date: 24.11.2008 Posting Date: 24.11.2008 Period: 8  
 Reference: Cross-CC no.:  
 Currency: INR Texts exist: Ledger Group:

C..	Item	L.Item	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1		50		230021	CASH DELHI	100,000.00-	INR				
	2		29	3	KKJ14821	KIRTI JAIN	55,000.00	INR			1102001	1123000
	3		29	3	L0041	LUMAX FILTERS PVT LTD	45,000.00	INR			1102001	1123000

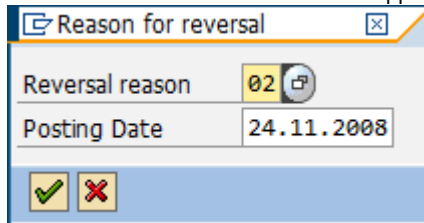
## FI- CO End User Training Module

- *Reversal of Cash Journal*

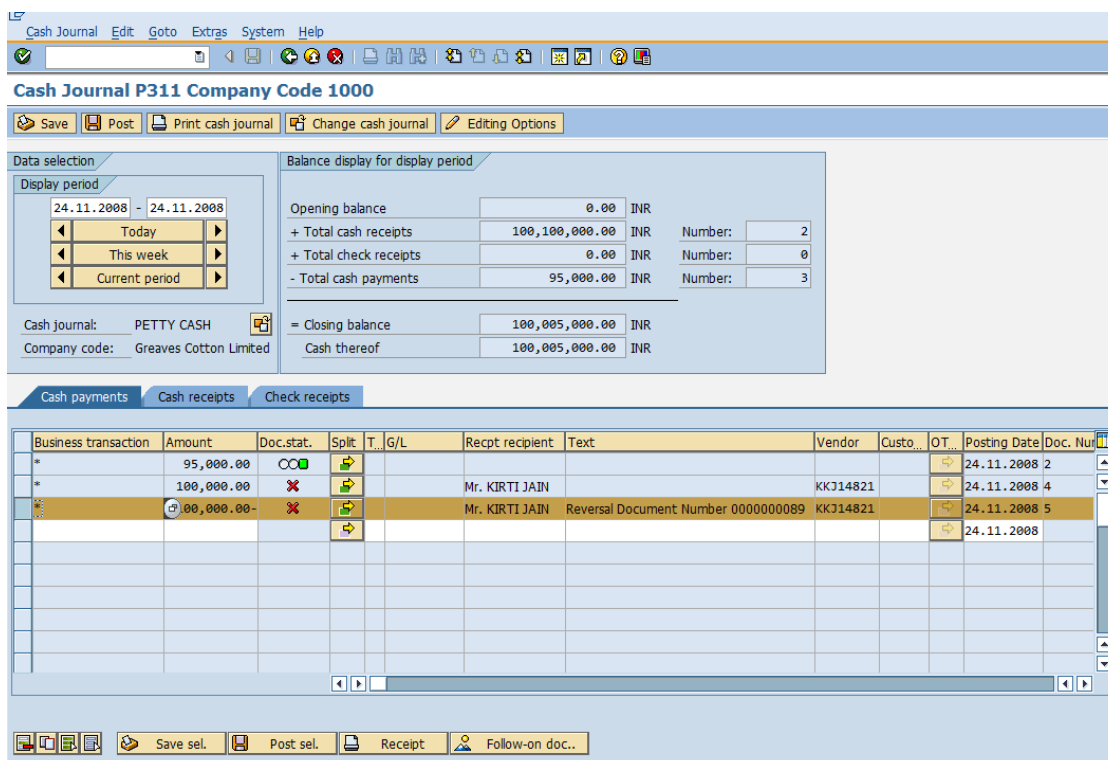
If any mistake has happened or we need to reverse any transaction select the line item and click on delete button at the bottom Corner  following message will appear click on yes



and a new tab for Reason for Reversal Appears Give the reason and select the



and a new entry will be passed with the Document Status As "X"



**Cash Journal P311 Company Code 1000**

Save Post Print cash journal Change cash journal Editing Options

Data selection: Display period 24.11.2008 - 24.11.2008  
 Today This week Current period  
 Cash journal: PETTY CASH  
 Company code: Greaves Cotton Limited

Balance display for display period

Opening balance	0.00	INR	
+ Total cash receipts	100,100,000.00	INR	Number: 2
+ Total check receipts	0.00	INR	Number: 0
- Total cash payments	95,000.00	INR	Number: 3
= Closing balance	100,005,000.00	INR	
Cash thereof	100,005,000.00	INR	

Cash payments Cash receipts Check receipts

Business transaction	Amount	Doc.stat.	Split	T. G/L	Recpt recipient	Text	Vendor	Custo...	OT...	Posting Date	Doc. Num
*	95,000.00	CO								24.11.2008	2
*	100,000.00	X			Mr. KIRTI JAIN		KKJ14821			24.11.2008	4
*	0.00	X			Mr. KIRTI JAIN	Reversal Document Number 0000000089	KKJ14821			24.11.2008	5
										24.11.2008	

Save sel. Post sel. Receipt Follow-on doc..

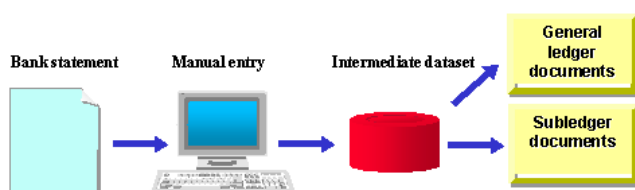
## FI- CO End User Training Module

### Bank Reconciliation

#### Manual Bank Reconciliation process (FF67)

##### Integration

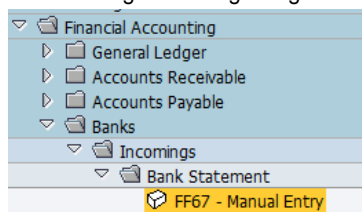
The graphic below gives an overview of the process for entering bank statements manually.



##### Procedure

To process the bank statement, proceed as follows:

1. Go through following navigation



2. On the next screen,

Process Manual Bank Statement	
Overview	Planning types
Company Code	1000 Greaves Cotton Limited
House Bank	HDFC1 hdfc
Account ID	HDFC1 hdfc
Statement number	50
Statement date	20.11.2008
Currency	INR
<b>Control</b>	
Opening Balance	5,310,782.00
Closing Balance	5,320,782.00
Posting date	20.11.2008
<b>Selection of payment advices</b>	
Planning type	<input type="checkbox"/>
Statement Date	<input type="text"/>
Planning date from	Planning date to
Characteristic	<input type="text"/>
<b>Further processing</b>	
<input type="checkbox"/> Bank postings only	

enter the following basic data:

- Company Code
- House Bank



## FI- CO End User Training Module

6. Choose *Bank Statement - Save*.

### Process Manual Bank Statement

Bank acct	1234567890	G/L Account	240090	CoCode	1000	Crcy	INR
-----------	------------	-------------	--------	--------	------	------	-----

Tran	Value date	Amount	Customer	Bank refer.	Profit ctr	Allocatio
P001	20.11.2008	10,000.00-	HDFCMFFUND	1231		

Amount entered	10,000.00-	Bank statmnt	10,000.00-	Line	1 / 1
----------------	------------	--------------	------------	------	-------

Click

Statement/list saved

The system displays the screen with the basic data again.

Again click on save button

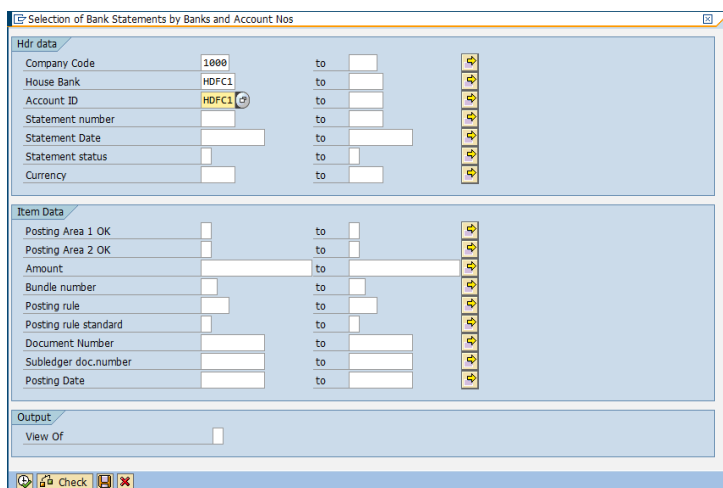
System will generate bellow screen

### Update Account Statement/Check Deposit Transaction

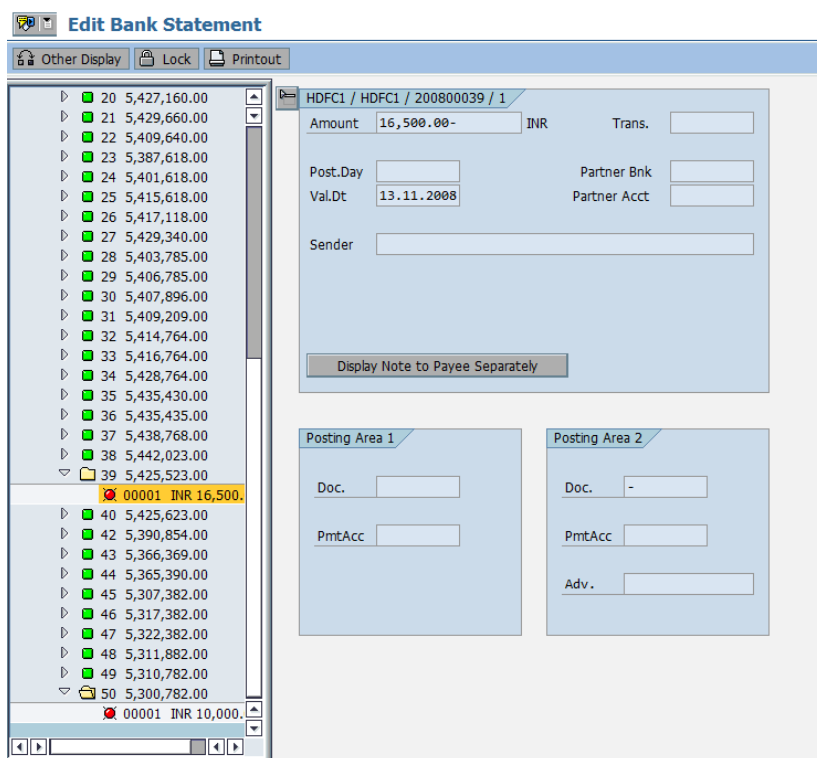
Posting Ar	Bank Key	Account Nu	Sessn	Group	FB01	FB05	PmtAcc	No Posting	Error	Total	Total Deb.	Total Cred
Bank Accounting	BANKKEY1234	1234567890			0	0	0	0	1	1	0.00	10,000.00
* Bank Accounting					0	0	0	0	1	1	0.00	10,000.00
** Bank Accounting					0	0	0	0	1	1	0.00	10,000.00
Subledger acctng	BANKKEY1234	1234567890			0	0	0	1	0	1	0.00	10,000.00
* Subledger acctng					0	0	0	1	0	1	0.00	10,000.00
** Subledger acctng					0	0	0	1	0	1	0.00	10,000.00
***					0	0	0	1	1	2	0.00	20,000.00

View and rectify any errors in the Bank Statement (FEBAN)

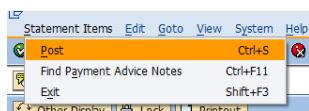
## FI- CO End User Training Module



When we have the error system will show transaction will red indicator



For posting the transaction select the respective line item, select in the menu statement items - post



System will propose following screen



## FI- CO End User Training Module

### Post with Clearing Select open items

Process open items

Open item selection	Additional selections
Company Code: 1000	<input checked="" type="radio"/> None
Account: 240092	<input type="radio"/> Amount
Account Type: S	<input type="radio"/> Document Number
Special G/L ind: <input type="checkbox"/> Normal OI	<input type="radio"/> Posting Date
Pmnt advice no.:	<input type="radio"/> Dunning Area
<input type="checkbox"/> Other accounts	<input type="radio"/> Reference
<input type="checkbox"/> Distribute by age	<input type="radio"/> Payment order
<input type="checkbox"/> Automatic search	<input type="radio"/> Collective invoice
	<input type="radio"/> Document Type
	<input type="radio"/> Business Area
	<input type="radio"/> Tax Code
	<input type="radio"/> Branch account
	<input type="radio"/> Currency
	<input type="radio"/> Posting Key
	<input type="radio"/> Document Date
	<input type="radio"/> Assignment
	<input type="radio"/> Billing Document

In the above screen give the clearing account

Post with Clearing Process open items

Distribute diff. Charge off diff. Editing options

Standard Partial pmt Res.items Withhldg tax

Account items 240092 HDFC OUTFLOW HO


Assignment	Reference	Invoice ref.	Document ...	D.	P.	Posting Date	Document ...	INR Gross
20081112		0811000079	811000079	KZ	50	12.11.2008	12.11.2008	22,022.00-
20081112		0811000081	811000081	KZ	50	12.11.2008	12.11.2008	22,751.00-
20081112		0822000051	822000051	SA	50	12.11.2008	07.12.2008	1,030.00-
20081113		0803000051	803000051	DZ	50	13.11.2008	13.11.2008	10,000.00-
20081113		0811000085	811000085	KZ	50	13.11.2008	13.11.2008	1,000.00-
20081113		0811000086	811000086	KZ	50	13.11.2008	13.11.2008	26,500.00-
20081113		0811000087	811000087	KZ	50	13.11.2008	13.11.2008	15,181.00-
20081113		0811000089	811000089	KZ	50	13.11.2008	13.11.2008	33,333.00-
20081113		0811000090	811000090	KZ	50	13.11.2008	13.11.2008	22,222.00-
20081113		0811000095	811000095	KZ	50	13.11.2008	13.11.2008	106.00-
20081113		0811000096	811000096	KZ	50	13.11.2008	13.11.2008	108.00-
20081113	VDV	0811000097	811000097	KZ	50	13.11.2008	13.11.2008	73,300.00-
20081113		0822000087	822000087	SA	50	13.11.2008	07.12.2008	9,633.00-
20081113		0822000089	822000089	SA	50	13.11.2008	07.12.2008	567.00-

Amo... Gross<>... Currency \* Items | Items \* Disc. | Disc.

Editing status

Number of items	168	Amount entered	10,000.00-
Display from item	67	Assigned	10,000.00-
Display in clearing currency		Not assigned	0.00

Simulate and post.

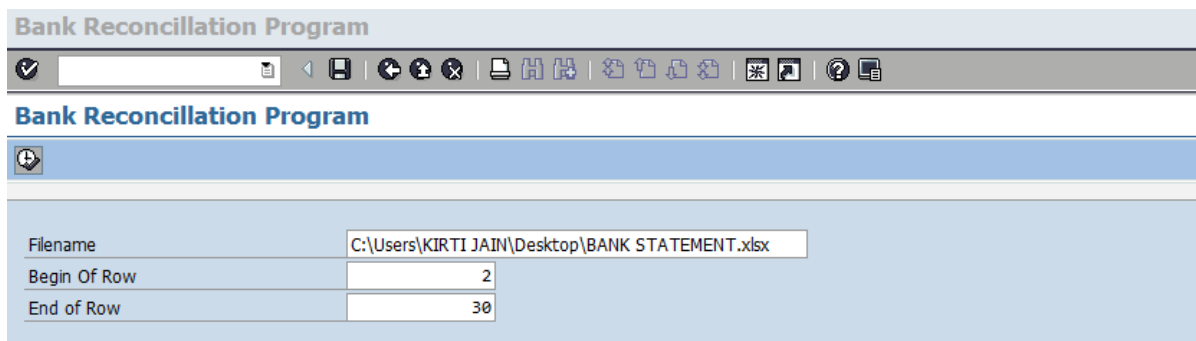
 Document 811000142 was posted in company code 1000

**Note:** In general we have to upload the Data in Excel Sheet as per the required Format and then do the Reconciliation Process. We will not be entering the entry by entry in the system.

## FI- CO End User Training Module

### Uploading Manual Bank Statement through Excel ( ZFF67)

Being a customised application we have to go through T.Code. – ( ZFF67). There is no navigation menu.



The screenshot shows the 'Bank Reconciliation Program' window. It has a title bar with standard Windows icons. Below the title bar, there is a menu bar and a toolbar. The main area contains a form with the following fields:

Filename	C:\Users\KIRTI JAIN\Desktop\BANK STATEMENT.xlsx
Begin Of Row	2
End of Row	30

Select the Excel sheet where you have saved the Bank statement in the prescribed format

Give the range from “Begin of Row” to “End of Row”.

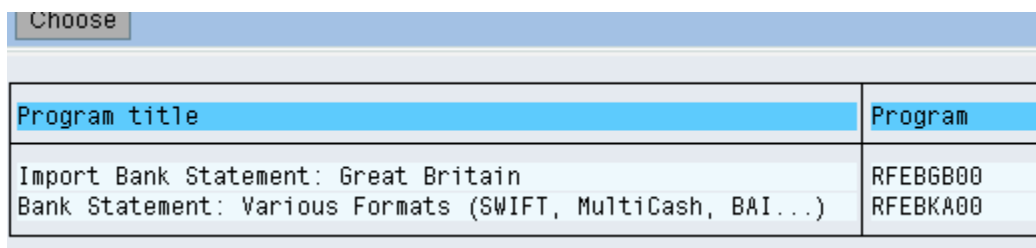
And Click on the Execute Button and the system will process the excel file and upload in the system.

FOLLOWING IS THE TEMPLATE FOR THE BANK RECONCILIATION FILE UPLOAD

compa ny code	house bank	account id	stater ent number	statement date	opening balance	closing balance	transac tion type	value date	amount	custo mer	bank reference	profit center	allocati on
1000	HDFC1	HDFC1	77	16.12.2008	11013253.00	11033253.00	C002	13.12.2008	10000		refer	1102001	allow
							C002	13.12.2008	10000		refer	1102001	allow

### Automatic Bank Reconciliation(FF.5)

If the Bank gives us the electronic Statement in MT 940 or Multi-Cash Format




The screenshot shows a 'Choose' dialog box with a table of program options:

Program title	Program
Import Bank Statement: Great Britain	RFEBGB00
Bank Statement: Various Formats (SWIFT, MultiCash, BAI...)	RFEBKA00

In the above screen select second program for upload

## FI- CO End User Training Module

File specifications	
<input checked="" type="checkbox"/> Import data	
Elect. bank statement format	M Multicash (format: AUSZUG.TXT a  )
Statement File	C:\Documents and Settings\rameshd\Desktop\AUSZUG-te
Line item file	C:\Documents and Settings\rameshd\Desktop\UMSATZ-te
<input checked="" type="checkbox"/> Workstation upload	
<input type="checkbox"/> Zero Revenue Permitted (Swift)	



  

Posting parameters	
<input checked="" type="radio"/> Post Immediately	
<input type="checkbox"/> Only bank postings	
<input type="radio"/> Generate batch input	Session names <input type="text" value="1"/>
<input type="radio"/> Do not post	
<input checked="" type="checkbox"/> Assign value date	

Cash management	
<input type="checkbox"/> CM Payment Advice	<input type="checkbox"/> Summarization <input type="text" value="Planning type"/>
<input type="checkbox"/> Account Balance	

Algorithms	
BELNR number interval	<input type="text"/> to <input type="text"/> 
XBLNR number interval	<input type="text"/> to <input type="text"/> 
Bundling	<input type="checkbox"/> Items Per Bundel <input type="text"/>

Output Control	
<input type="checkbox"/> Execute as background job	
<input checked="" type="checkbox"/> Print bank statement	
<input checked="" type="checkbox"/> Print posting log	
<input checked="" type="checkbox"/> Print statistics	
<input checked="" type="checkbox"/> Separate list	

Fill the data as shown above and click on execute.

### Entry Flow for CMS Collections

#### Collection entry from customer

211901Location bank inflow account	Dr	10000
To customer		10000

#### Bank reco at region

211900Location main bank account	Dr	8000
211901To location bank inflow account		8000

## FI- CO End User Training Module

### Transfer entry from region FB50

200101Ho inflow bank account	Dr	8000	
211900To location main bank account			8000

### Bank reco at HO

200100Ho main	Dr	8000	
200101To inflow ho			8000

For cheque bounce case

Region will receive bounce cheque FB70

Customer                      Dr        1000 (base line date should be the invoice date)

211902Region bank out flow account    1000

Bank statement from bank at region

211902Region bank out flow account	Dr	1000	
211900Region main bank account			Cr     1000

Transferring the Values from region to main FB50

211900Region main bank account	Dr	1000	
211102Ho outflow account			Cr

## FI- CO End User Training Module

### Chapter – 7

#### FIXED ASSETS

Asset procurement process:

#### Creation of material master (MM01)

Material Code example : -ASSETS

**Create Material (Initial Screen)**

Select view(s)   Organizational levels   Data

Material   

Industry sector   

Material Type   

Change Number   

Copy from...  
Material   

Provide the values as shown above





Click on select views button

View

- Basic Data 1
- Basic Data 2
- Classification
- Sales: Sales Org. Data 1
- Sales: Sales Org. Data 2
- Sales: General/Plant Data
- Foreign Trade: Export Data
- Sales and Distribution Text
- Purchasing
- Foreign Trade: Import
- Purchase Order Text
- MRP 1
- MRP 2

Forecast

- General Plant Data / Storage 1
- General Plant Data / Storage 2
- Warehouse Management 1
- Warehouse Management 2
- Quality Management
- Accounting 1
- Accounting 2
- Costing 1
- Costing 2

Organizational levels   Data          Default values   

Click on organizational levels button in the above screen



Organizational Levels

Organizational levels

Plant   

Stor. Location   

Org. levels/profiles only on request

Select view(s)    Default values   

## FI- CO End User Training Module

Press enter

Material ASSET ASSETS FOR CAPITAL LISATION

**Create Material ASSET (Capital Items)**

Additional data Organizational levels Check screen data

Basic Data 1 Basic Data 2 Classification Sales: Sales Org. 1 Sales: Sal...

Material ASSET ASSETS FOR CAPITAL LISATION

**General data**

Base Unit of Measure EA Material Group BPM

Old material number Ext. Mat Group

Division Lab/Office

Product allocation

X-plant matl status Valid from

Assign effect. vals GenItemCatGroup

**Material authorization group**

Authorization Group

**Dimensions/EANs**

Gross Weight Weight unit

Net Weight

Volume Volume unit

Size/dimensions

EAN/UPC EAN Category

**Packaging material data**

Matl Grp Pack.Mats

Material ASSET ASSETS FOR CAPITAL LISATION

Plant 1320 Light Engines Unit - II

**Create Material ASSET (Capital Items)**

Additional data Organizational levels Check screen data

Sales Text Purchasing Foreign Trade Import Purchase Order Text

Material ASSET ASSETS FOR CAPITAL LISATION

Plant 1320 Light Engines Unit - II

**General Data**

Base Unit of Measure EA each Order Unit Var. OUn

Purchasing Group A02 Material Group BPM

Plant-sp.matl status Valid from

Tax ind. f. material Qual.f.FreeGoodsDis.

Material freight grp  Autom. PO

Batch management

**Purchasing values**

Purchasing value key Shipping Instr.

1st Rem./Exped. 0 days Underdel. Tolerance 0.0 percent

2nd Reminder/Exped. 0 days Overdelv. Tolerance 0.0 percent

3rd Reminder/Exped. 0 days Min. Del. Qty in % 0.0 percent

StdValueDelivDateVar 0 days  Unltd Overdelvry  Acknowledgment Reqd

**Other data / manufacturer data**

GR Processing Time days  Post to insp. stock  Critical Part

Quota arr. usage  Source list  JIT Sched. Indicator

**Create Material ASSET (Capital Items)**

Additional data Organizational levels Check screen data

Purchasing Foreign Trade Import Purchase Order Text MRP 1

CAS number (pharm.)

PRODCOM no.

Control code

**Origin / EU market organization / preferences**

Country of origin Region of origin

CAP product list no.

CAP prod. group

Preference status Not maintained

Vendor decl. status Not maintained

**Legal control**

ExemptionCertificate  Exemption cert. no.

Iss.date of ex.cert.

Military goods

**Excise data**

Chapter ID 1234  Subcontractors Material type A

No. GRs per EI Output Matl.

Valid from 1.10.2008

Currency Key INR

Net dealer price Assessable val.

## FI- CO End User Training Module

Material Edit Goto Environment System Help

**Create Material ASSET (Capital Items)**

Additional data Organizational levels Check screen data

Forecast Plant Data / Stor. 1 Plant Data / Stor. 2 Warehouse Mgmt 1

Material ASSET ASSETS FOR CAPITAL LISATION  
 Plant 1320 Light Engines Unit - II  
 Stor. Loc. MAIN General Stores /

**General data**

Base Unit of Measure EA each Unit of issue  
 Storage Bin Picking area  
 Temp. conditions Storage conditions  
 Container reqmts Haz. material number  
 CC phys. inv. ind. CC fixed Number of GR slips  
 Label type Lab.form Appr.batch rec. req.  
 Batch management

**Shelf life data**

Max. storage period Time unit  
 Min. Rem. Shelf Life Total shelf life  
 Period Ind. for SLED D Rounding rule SLED  
 Storage percentage

**Create Material ASSET (Capital Items)**

Additional data Organizational levels Check screen data

Plant Data / Stor. 1 Plant Data / Stor. 2 Warehouse Mgmt 1 Wareho...

Material ASSET ASSETS FOR CAPITAL LISATION  
 Plant 1320 Light Engines Unit - II  
 Stor. Loc. MAIN General Stores /

**Weight/volume**

Gross Weight Weight unit  
 Net Weight  
 Volume Volume unit  
 Size/dimensions

**General plant parameters**

Neg. stocks in plant Log. handling group  
 Serial no. profile SerLevel Distr. profile  
 Profit Center 1314003 Stock determ. group

**Create Material ASSET (Capital Items)**

Additional data Organizational levels Check screen data

Quality Management Accounting 1 Accounting 2 Costing 1 Costi...

Material ASSET ASSETS FOR CAPITAL LISATION  
 Plant 1320 Light Engines Unit - II

**General data**

Base Unit of Measure EA each Valuation Category  
 Currency INR Current period 08 2008  
 Division Price determ.  ML act.


**Current valuation**

Valuation Class CP01  
 VC: Sales order stk Proj. stk val. class  
 Price control V Price Unit 1  
 Moving price Standard price  
 Total Stock 0 Total Value 0.00  
 Valuated Un  
 Future price Valid from

Previous period/year Std cost estimate

## FI- CO End User Training Module

Save the material following message appears

 **Material ASSET created**

### Extension of Vendor Master ( XK01)

#### Change Vendor: Initial Screen

Vendor	TEST12345	test12345
Company Code	1000	Greaves Cotton Limited
Purch. Organization	1300	BG-III Pur Org

<b>General data</b>
<input checked="" type="checkbox"/> Address
<input checked="" type="checkbox"/> Control
<input checked="" type="checkbox"/> Payment transactions
<input checked="" type="checkbox"/> Contact Persons

<b>Company code data</b>
<input checked="" type="checkbox"/> Accounting info
<input checked="" type="checkbox"/> Payment transactions
<input checked="" type="checkbox"/> Correspondence
<input checked="" type="checkbox"/> Withholding tax

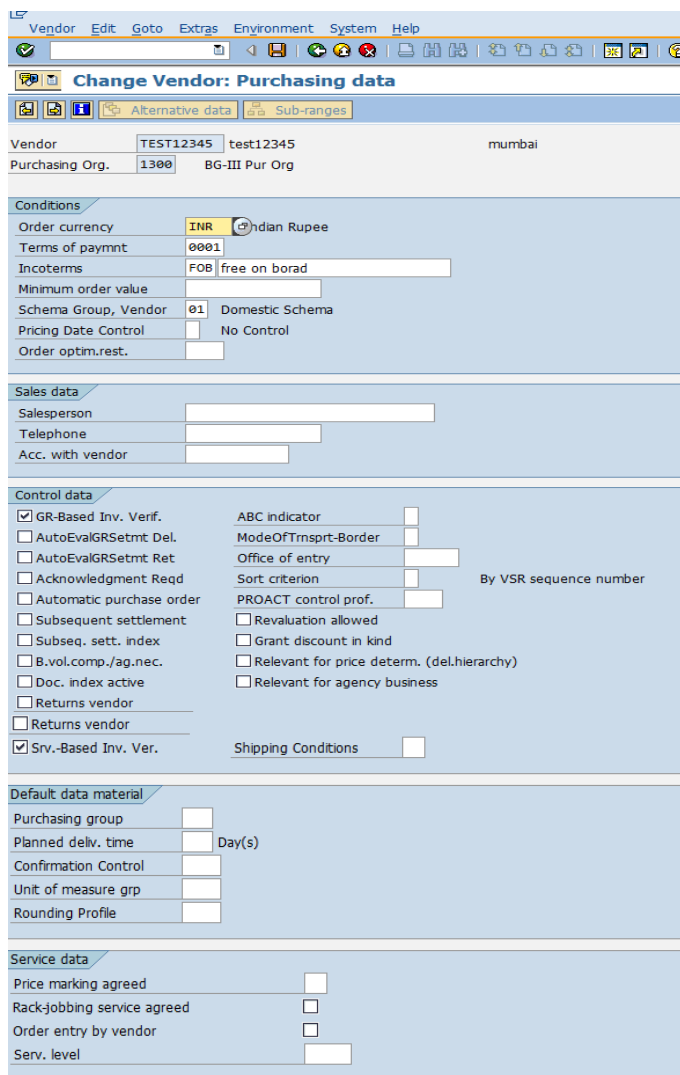
  

<b>Purchasing organization data</b>
<input checked="" type="checkbox"/> Purchasing data
<input checked="" type="checkbox"/> Partner functions

Press enter



## FI- CO End User Training Module



**Change Vendor: Purchasing data**

Vendor: TEST12345 test12345 mumbai  
Purchasing Org.: 1300 BG-III Pur Org

**Conditions**

Order currency: INR Indian Rupee  
Terms of paymnt: 0001  
Incoterms: FOB free on borad  
Minimum order value:   
Schema Group, Vendor: 01 Domestic Schema  
Pricing Date Control: No Control  
Order optim.rest:

**Sales data**

Salesperson:   
Telephone:   
Acc. with vendor:

**Control data**

GR-Based Inv. Verif.      ABC indicator   
 AutoEvalGRSetmt Del.      ModeOfTrnsprt-Border   
 AutoEvalGRSetmt Ret      Office of entry   
 Acknowledgment Reqd      Sort criterion  By VSR sequence number  
 Automatic purchase order      PROACT control prof.   
 Subsequent settlement       Revaluation allowed  
 Subseq. sett. index       Grant discount in kind  
 B.vol.comp./ag.nec.       Relevant for price determ. (del.hierarchy)  
 Doc. index active       Relevant for agency business  
 Returns vendor  
 Returns vendor  
 Srv.-Based Inv. Ver.      Shipping Conditions

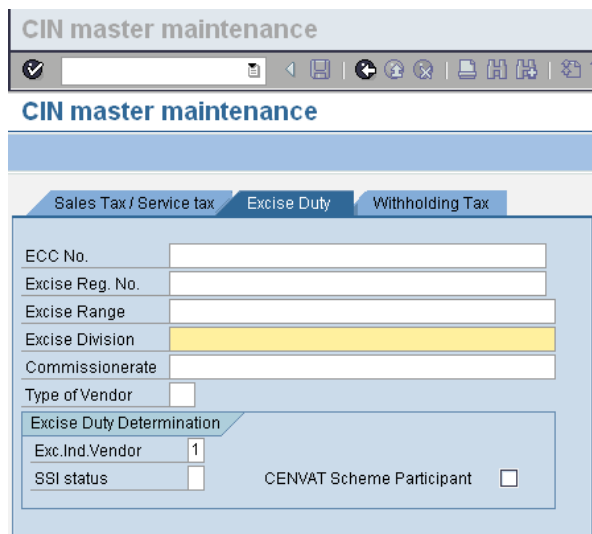
**Default data material**

Purchasing group:   
Planned deliv. time:  Day(s)  
Confirmation Control:   
Unit of measure grp:   
Rounding Profile:

**Service data**

Price marking agreed:   
Rack-jobbing service agreed:   
Order entry by vendor:   
Serv. level:

In vendor master CIN details fill the following values



**CIN master maintenance**

**CIN master maintenance**

Sales Tax / Service tax    Excise Duty    Withholding Tax

ECC No.   
Excise Reg. No.   
Excise Range   
Excise Division   
Commissionerate   
Type of Vendor

**Excise Duty Determination**

Exc.Ind.Vendor: 1  
SSI status       CENVAT Scheme Participant

Or we can go with J11D

For maintain excise details

### Excise Rate Maintenance

Amend Purchase Order    Amend Sales Order

Excise Master

Master Data

- Chapter-Id
- Material and Chapter-Id combination
- Material Assessable value
- CENVAT Determination

Excise Status

- Vendor Excise details
- Customer Excise details
- SSI Rates
- Excise Indicator for Plant
- Excise Indicator for Plant and Vendor
- Excise Indicator for Plant and Customer

Excise rates

- Excise Tax Rate
- Cess Rates
- Exceptional Material Excise Rate
- Sales Tax setoff percentages
- Quantity based AED, NCCD and SED

Click on change button

Click on new entries button

### New Entries: Overview of Added Entries

Vendor Master Excise Additional Data

Vendor	Exc.Ind.Vendor	SSI status	Type of Vendor	CENVA
test12345	1			

Save.

## Creation of internal order (KO01)

### Create Internal Order: Initial screen

Master Data

Order Type    1100

Reference

Order

## FI- CO End User Training Module

### Create Internal Order: Master data

Settlement Rule

Order  Order type 1100 Internal orders:Direct

Description direct capitalizaton

Assignments Control data Prd-end closing General data Investments

Assignments

Company Code 1000

Business Area

Plant 1320

Functional Area

Object Class INVST Investment

Profit Center 1314003

Responsible Cctr

User Responsible

WBS element

Requesting Cctr

Requesting Co.Code

Requesting order

Sales Order

Location/Plant /

External order no.

### Create Internal Order: Master data

Settlement Rule

Order  Order type 1100 Internal orders:Direct

Description direct capitalizaton

Assignments Control data Prd-end closing General data Investments

Status

System status REL AUC Tech. comple

User status PLIM Set / reset...

Status number 0

Allowed transacts.

Control data

Currency INR Indian Rupee

Order category 1 Internal Order (Controlling)


Statistical order Actual posted Cctr

Plan-integrated order

Revenue postings

Commitment update

Click on save button

 Order was created with number 1000038

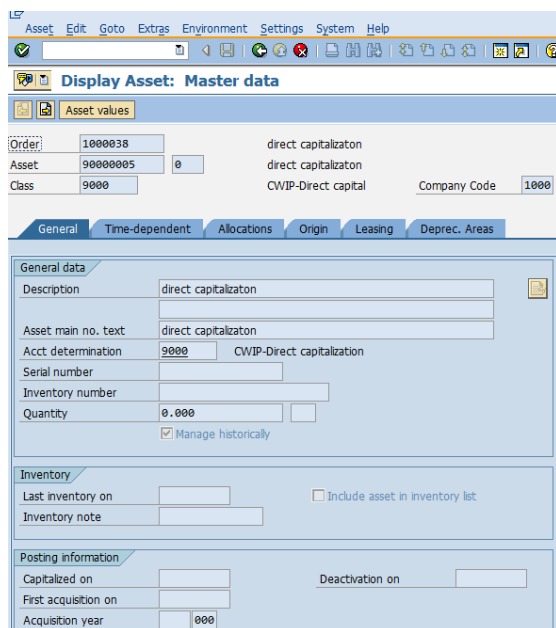
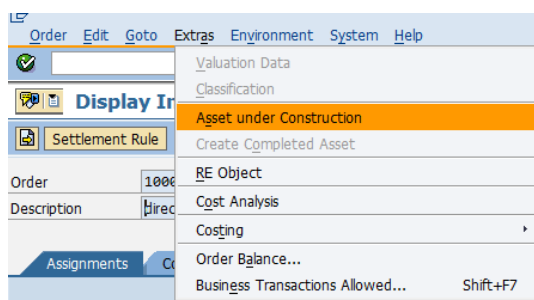
System creates internally one CWIP asset for view the asset master go with T.Code:KO03

### Display Internal Order: Initial screen

Master Data

Order 1000038

## FI- CO End User Training Module

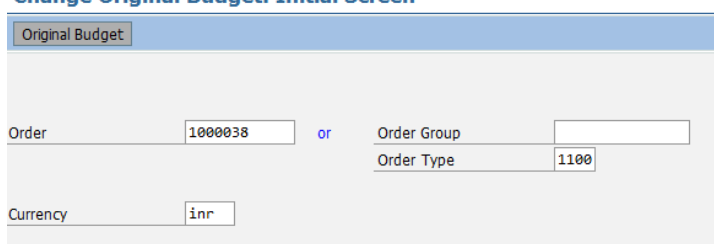


Click on above selection

Asset no: 90000005

### Budgeting Internal order (KO22)

#### Change Original Budget: Initial Screen



The screenshot shows the 'Original Budget' screen. It has a header 'Original Budget' and a main area with input fields. The 'Order' field contains '1000038' and the 'Order Type' field contains '1100'. The 'Currency' field contains 'inr'. There are also fields for 'Order Group' and 'Deactivation on'.

Click on original budget

## FI- CO End User Training Module

### Change Original Budget: Annual overview

Order Overview

Order: 1000038    direct capitalizatoin  
Order type: 1100    Controlling Area: 1000

Annual Values				
Period	Budget	Tra..	Current budget	Planned total...
Overall	250000	INR		
2007		INR		
2008	250000	INR		
2009		INR		
2010		INR		
2011		INR		
Total		INR		


### Change Original Budget: Annual overview

Order Overview

Order: 1000038    direct capitalizatoin  
Order type: 1100    Controlling Area: 1000

Annual Values				
Period	Budget	Tra..	Current budget	Planned total...
Overall	250,000.00	INR	250,000.00	
2007		INR		
2008	250,000.00	INR	250,000.00	
2009		INR		
2010		INR		
2011		INR		
Total	250,000.00	INR	250,000.00	

Click on save button

 Document 0300000004 posted

### Creation of purchase order (ME21N)

Purchase Order    Edit    Goto    Environment    System    Help

**Create Purchase Order**

Document Overview On    Hold    Print Preview    Messages    Personal Setting

NB Standard PO    Vendor: TEST12345 test12345    Doc. date: 15.11.2008

Delivery/Invoice    Conditions    Texts    Address    Communication    Partners    Additional Data    Org. Data    Status    Customer Data

Purchasing Org.: 1300 G-III Pur Org  
Purch. Group: A10 AL CHAKRAVARTY  
Company Code: 1000 Greaves Cotton Limited

Item Overview

Item: 1 New Item

Purchase Order    Edit    Goto    Environment    System    Help

**Create Purchase Order**

Document Overview On    Hold    Print Preview    Messages    Personal Setting

NB Standard PO    Vendor: TEST12345 test12345    Doc. date: 15.11.2008

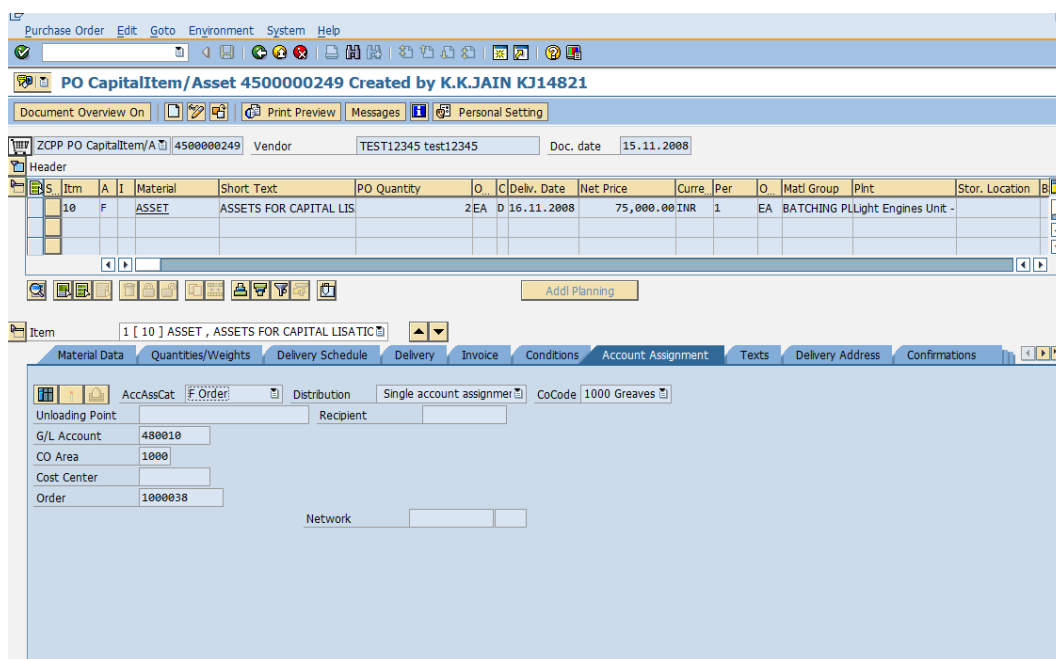
Validity Start: 01.10.2008  
Validity End: 31.03.2009

Collective No.:

Item Overview

Item: 1 New Item

## FI-CO End User Training Module



Purchase Order Edit Goto Environment System Help

PO CapitalItem/Asset 450000249 Created by K.K.JAIN KJ14821

Document Overview On Print Preview Messages Personal Setting

ZCPP PO CapitalItem/A 450000249 Vendor TEST12345 test12345 Doc. date 15.11.2008

Header

S.	Item	A	I	Material	Short Text	PO Quantity	O.	C	Delv. Date	Net Price	Curre.	Per	O.	Matl Group	Pint	Stor. Location
10	F			ASSET	ASSETS FOR CAPITAL LIS	2 EA	D		16.11.2008	75,000.00 INR		1		EA BATCHING PL	Light Engines Unit -	

Item 1 [ 10 ] ASSET , ASSETS FOR CAPITAL LISATIC

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account Assignment Texts Delivery Address Confirmations

AccAssCat: F Order Distribution: Single account assigner CoCode: 1000 Greaves

Unloading Point: Recipient:

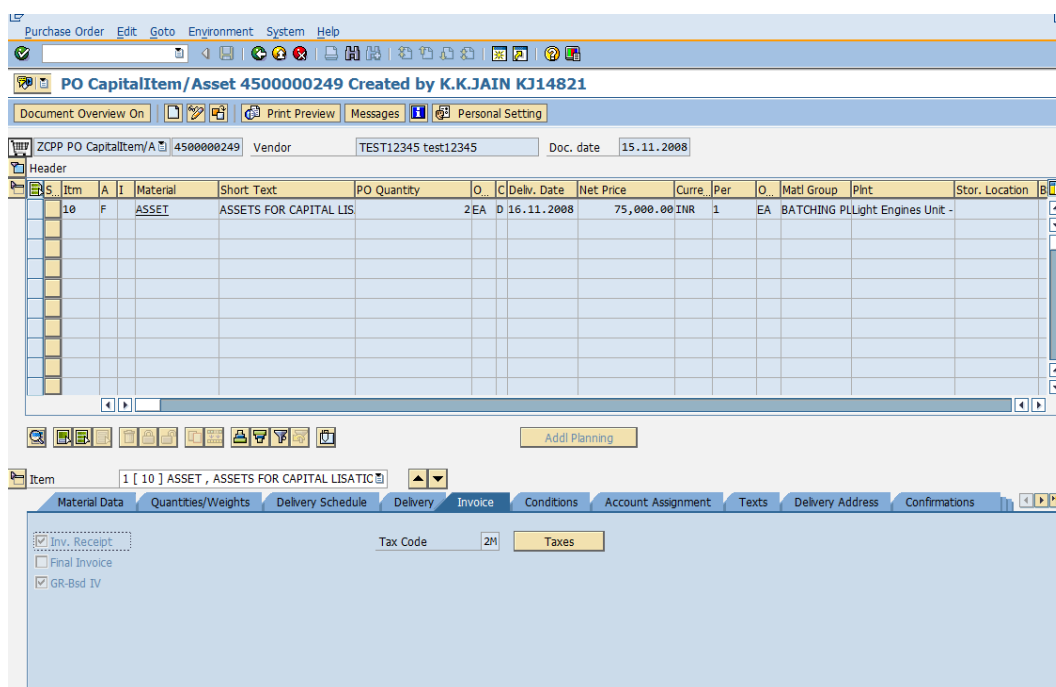
G/L Account: 480010

CO Area: 1000

Cost Center:

Order: 1000038

Network:



Purchase Order Edit Goto Environment System Help

PO CapitalItem/Asset 450000249 Created by K.K.JAIN KJ14821

Document Overview On Print Preview Messages Personal Setting

ZCPP PO CapitalItem/A 450000249 Vendor TEST12345 test12345 Doc. date 15.11.2008

Header

S.	Item	A	I	Material	Short Text	PO Quantity	O.	C	Delv. Date	Net Price	Curre.	Per	O.	Matl Group	Pint	Stor. Location
10	F			ASSET	ASSETS FOR CAPITAL LIS	2 EA	D		16.11.2008	75,000.00 INR		1		EA BATCHING PL	Light Engines Unit -	

Item 1 [ 10 ] ASSET , ASSETS FOR CAPITAL LISATIC

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account Assignment Texts Delivery Address Confirmations

Tax Code: 2M Taxes

Inv. Receipt

Final Invoice

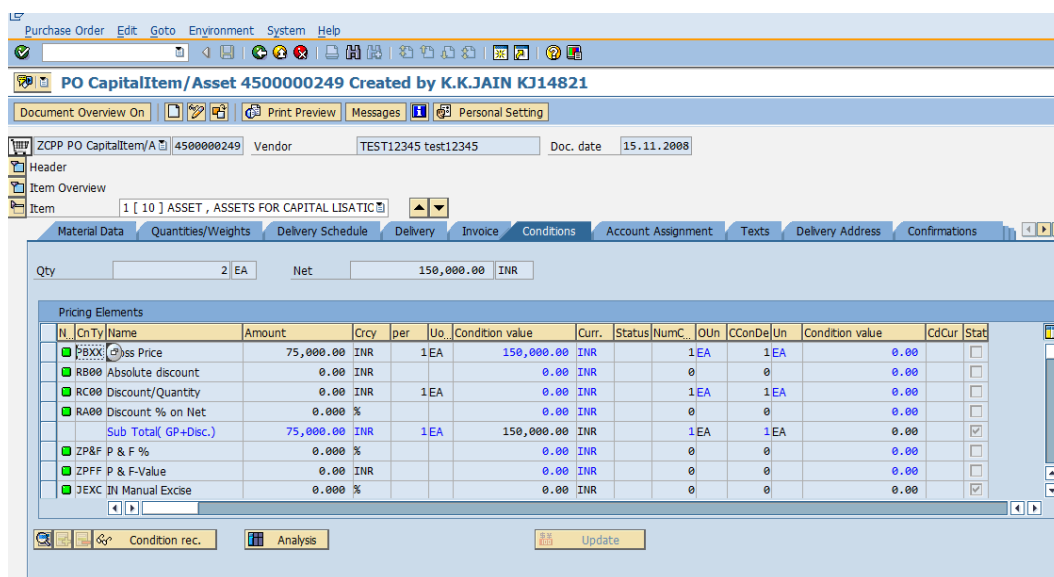
GR-Bsd IV

we have to select accounting category as F because we are using Internal order for Assets

Procurement.

- F Order
- G MTS prod./project
- K Cost center
- M Ind. cust. w/o KD-CO
- N Network
- P Project
- Q Prj. make-to-order
- T All new aux.acct.ass.
- U Unknown
- X All aux.acct.assgts.

## FI- CO End User Training Module



Purchase Order Edit Goto Environment System Help

**PO CapitalItem/Asset 450000249 Created by K.K.JAIN KJ14821**

Document Overview On [Icons] Print Preview Messages Personal Setting

ZCPP PO CapitalItem/A 450000249 Vendor TEST12345 test12345 Doc. date 15.11.2008

Header  
Item Overview  
Item 1 [ 10 ] ASSET, ASSETS FOR CAPITAL LISATIC


Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account Assignment Texts Delivery Address Confirmations

Qty 2 EA Net 150,000.00 INR

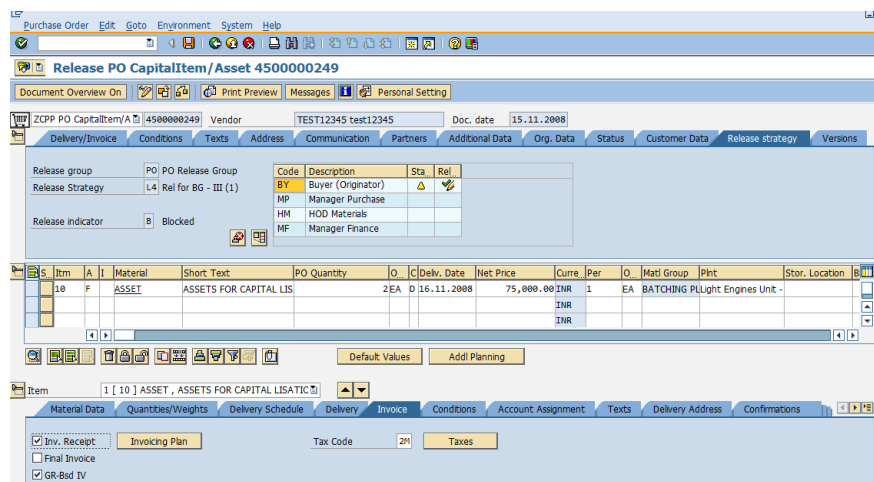
N	ChTy	Name	Amount	Crcy	per	Uo	Condition value	Curr.	Status	NumC	OUn	CConDe	Un	Condition value	CdCur	Stat
		Gross Price	75,000.00	INR		1EA	150,000.00	INR			1EA	1EA		0.00		
		RB00 Absolute discount	0.00	INR			0.00	INR						0.00		
		RC00 Discount/Quantity	0.00	INR		1EA	0.00	INR			1EA	1EA		0.00		
		RA00 Discount % on Net	0.000	%			0.00	INR						0.00		
		Sub Total( GP+Disc.)	75,000.00	INR		1EA	150,000.00	INR			1EA	1EA		0.00		
		ZP&F P & F %	0.000	%			0.00	INR						0.00		
		ZPFF P & F-Value	0.00	INR			0.00	INR						0.00		
		ZJEX IN Manual Excise	0.000	%			0.00	INR						0.00		

Condition rec. Analysis Update

Click on save button.

 PO CapitalItem/Asset created under the number 450000249

### Release Purchase order( ME29N)



Purchase Order Edit Goto Environment System Help

**Release PO CapitalItem/Asset 450000249**

Document Overview On [Icons] Print Preview Messages Personal Setting

ZCPP PO CapitalItem/A 450000249 Vendor TEST12345 test12345 Doc. date 15.11.2008

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data Status Customer Data Release strategy Versions

Release group PO PO Release Group  
Release Strategy L4 Rel for BG - III (1)  
Release indicator B Blocked

Code	Description	Sta	Rel
BY	Buyer (Originator)	Δ	✓
MP	Manager Purchase		
HM	HOD Materials		
MF	Manager Finance		

S	Item	A	I	Material	Short Text	PO Quantity	O	C	Delv. Date	Net Price	Curr.	Per	O	Matl Group	Plant	Stor. Location	B
	10	F		ASSET	ASSETS FOR CAPITAL LIS	2EA	D		16.11.2008	75,000.00	INR	1	EA	BATCHING PL	Light Engines Unit -		
											INR						
											INR						

Default Values Add Planning

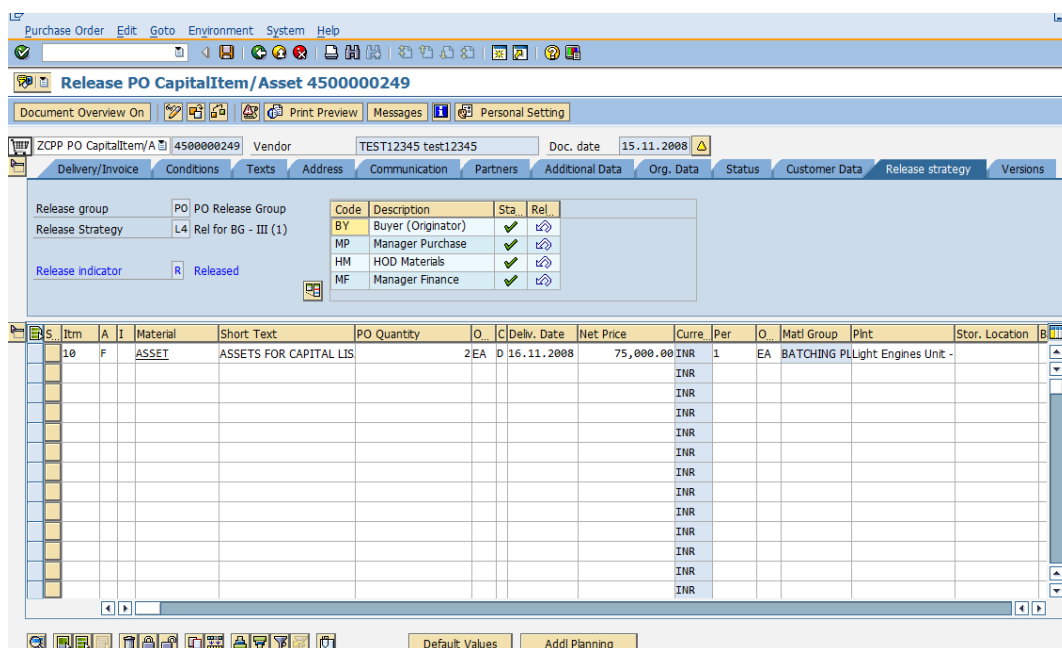
Item 1 [ 10 ] ASSET, ASSETS FOR CAPITAL LISATIC

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account Assignment Texts Delivery Address Confirmations

Inv. Receipt Invoicing Plan Tax Code 2H Taxes  
 Final Invoice  
 GR-Bsd IV

Release the PO , Check whether the Release Indicator is R

## FI- CO End User Training Module



Purchase Order Edit Goto Environment System Help

Release PO CapitalItem/Asset 450000249

Document Overview On Print Preview Messages Personal Setting

ZCPP PO CapitalItem/A 450000249 Vendor TEST12345 test12345 Doc. date 15.11.2008

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data Status Customer Data Release strategy Versions

Release group PO PO Release Group  
Release Strategy L4 Rel for BG - III (1)  
Release indicator R Released

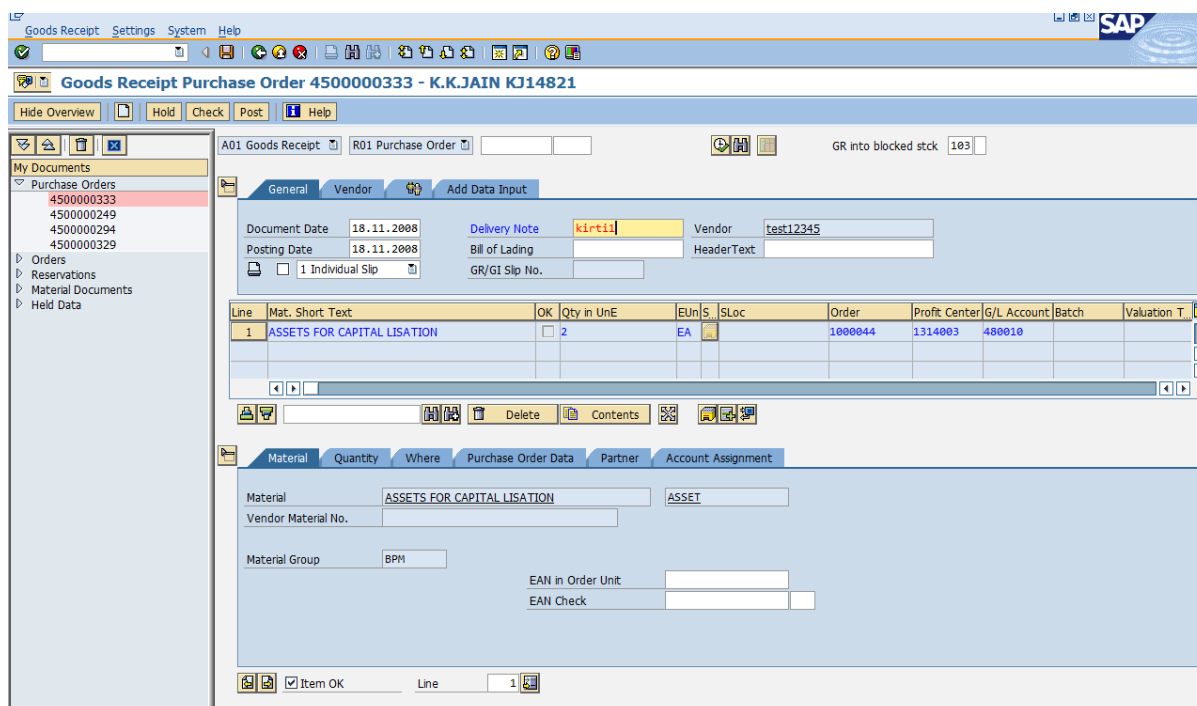
Code	Description	Sta	Rel
BY	Buyer (Originator)	✓	↗
MP	Manager Purchase	✓	↗
HM	HOD Materials	✓	↗
MF	Manager Finance	✓	↗

S	Item	A	I	Material	Short Text	PO Quantity	O	C	Delv. Date	Net Price	Curre	Per	O	Matl Group	Pnt	Stor. Location	B
	10	F		ASSET	ASSETS FOR CAPITAL LIS	2	EA	D	16.11.2008	75,000.00	INR	1	EA	BATCHING PL	Light Engines Unit -		
											INR						
											INR						
											INR						
											INR						
											INR						
											INR						
											INR						
											INR						
											INR						
											INR						
											INR						
											INR						

Default Values Add Planning

Now the Purchase Order is released to the Vendor . We can receive the material so we can go for GR.

### Goods Receipt ( MIGO )



Goods Receipt Settings System Help

Goods Receipt Purchase Order 450000333 - K.K.JAIN KJ14821

Hide Overview Hold Check Post Help

A01 Goods Receipt R01 Purchase Order GR into blocked stck 103

General Vendor Add Data Input

Document Date 18.11.2008 Delivery Note kirtil Vendor test12345  
Posting Date 18.11.2008 Bill of Lading HeaderText  
 1 Individual Slip GR/GI Slip No.

Line	Mat.	Short Text	OK	Qty in UnE	EUn	S	SLoc	Order	Profit Center	G/L Account	Batch	Valuation T
1	ASSETS FOR CAPITAL LISATION		<input type="checkbox"/>	2	EA			1000044	1314003	480010		

Delete Contents

Material Quantity Where Purchase Order Data Partner Account Assignment

Material ASSETS FOR CAPITAL LISATION ASSET  
Vendor Material No.  
Material Group BPH  
EAN in Order Unit  
EAN Check

Item OK Line 1

Material document 5000000753 posted



## FI- CO End User Training Module

Goods Receipt Settings System Help SAP

**Display Material Document 500000753 - K.K.JAIN KJ14821**

Hide Overview | Hold | Check | Post | Help

A04 Display | R02 Material Document | 500000753 | 2008

General Vendor Doc. info Add Data Display

Entered By: K.K.JAIN KJ14821 FI Documents  
 Created On: 18.11.2008 12:56:07  
 Transaction Code: Goods Movement MIGO\_GR

Line	Mat. Short Text	Qty in UnE	EUn	SLoc	Order	Profit Center	Batch	Valuation T.	M.	D	Stock Type
1	ASSETS FOR CAPITAL LISATION	2		EA	1000044	1314003			103	+	

Goods Receipt Settings System Help SAP

**Release GR Blocked Stock Material Document 500000753 - K.K.JAIN KJ148**

Hide Overview | Hold | Check | Post | Help

A05 Release GR Bloc | R02 Material Document | 500000753 | 2008

General Vendor Add Data Display


Document Date: 18.11.2008 Delivery Note: KIRTI1 Vendor: test12345  
 Posting Date: 18.11.2008 Bill of Lading: HeaderText:  
 1 Individual Slip GR/GI Slip No.:

Line	Mat. Short Text	OK	Qty in UnE	EUn	SLoc	Order	Profit Center	Batch	Valuation T.	M.	D	Stock Type
1	ASSETS FOR CAPITAL LISATION	<input type="checkbox"/>	2		EA	1000044	1314003			105	+	Unre

Material Quantity Where Purchase Order Data Partner Account Assignment

Movement Type: 105 + GR acc.ass.fm bckd Stock type: Unrestricted use  
 Plant: Light Engines Unit - II 1320  
 Storage Location:  
 Goods recipient:  
 Unloading Point:  
 Text:

Item OK Line 1

 Material document 500000761 posted

## FI - CO End User Training Module

SAP

Goods Receipt Settings System Help

**Display Material Document 500000761 - K.K.JAIN KJ14821**

Show Overview Hold Check Post Help

A04 Display R02 Material Document 500000761 2008

General Vendor Doc. info Excise Invoice Add Data Display

Entered By: K.K.JAIN KJ14821  
Created On: 18.11.2008 13:16:33  
Transaction Code: Goods Movement MIGO\_G

**FI Documents**

List of Documents in Accounting

Doc. Number	Object type text	Ld	Account	Batch	Valuation T...	M...	D	Stock Type
0832000329	Accounting document		019				105 +	Unrestricti...
000000879	Controlling Document							

Line	Mat. Short Text	Qty in UnE
1	ASSETS FOR CAPITAL LISATION	2

Material Quantity Where Purchase Order Data Partner

Excise Item Excise Duty Additional Data Part 1

Chapter ID: 1234 Base Value: 150,000.00 INR BED: 21,000.00  
 EI quantity: 2 EA AED: 0.00  
 Open quantity: 0 NCCD: 0.00  
 Description: ASSETS FOR CAPITAL LIS SED: 0.00  
 A Assets ECS: 420.00

Line 1

**Display Document: General Ledger View**

Display Currency Entry View Other Ledger

Data Entry View

Document Number: 832000329 Company Code: 1000 Fiscal Year: 2008  
 Document Date: 18.11.2008 Posting Date: 18.11.2008 Period: 8  
 Reference: KIRTI1 Cross-CC no.:  
 Currency: INR Texts exist:  Ledger Group:

Ledger 0L

Doc.: 832000329 FiscalYear: 2008 Period: 8

C...	Item	L.item	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	000001	81		480010	Direct Capitalizatio	150,000.00	INR			1314003	1123000
	2	000002	96		121130	GR/IR-CAPITAL ITEMS	150,000.00	INR			1314003	1123000

**Display Material Document 500000761 - K.K.JAIN KJ14821**

Show Overview Hold Check Post Help

A04 Display R02 Material Document 500000761 2008

General Vendor Doc. info Excise Invoice Add Data Display

Excise Invoice: 1966 BED: 21,000.00 SED: 0.00 SECCess: 210.00  
 Excise Group: 32 Excise Inv.Date: 18.11.2008 AED: 0.00 ECS: 420.00  
 NCCD: 0.00

Line	Mat. Short Text	Qty in UnE	EU	Sloc	Order	Profit Center	G/L Account	Batch	Valuation T...	M...	D	Stock Type
1	ASSETS FOR CAPITAL LISATION	2	EA	General Stores /	1000044	1314003	480010			105 +		Unrestricti...

## FI- CO End User Training Module

Accounting...	E...	R	Year	Serial numb...	Exci...	Internal no.	Year	Reference doc	Ref...	R	Obj.t...	D...	Fin...	Posting Date	Curre...
<a href="#">822000276</a>	32	C	2008	3200000007	GRPO	1200000312	2008	5000000761	2008	R	BKPFF	SA	2008	18.11.2008	INR

### Display Document: General Ledger View

Display Currency   
  Entry View   
  Other Ledger

**Data Entry View**

Document Number:    
 Company Code:    
 Fiscal Year:   
 Document Date:    
 Posting Date:    
 Period:   
 Reference:    
 Cross-CC no.:   
 Currency:    
 Texts exist:    
 Ledger Group:

**Ledger 0L**

Doc.:    
 FiscalYear:    
 Period:

CoCd	Itm	L.item	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	3	000003	40		287350	RG23C BED	10,500.00	INR	V0		1314003	1123000
1000	4	000004	40		287360	RG23C ECS	210.00	INR	V0		1314003	1123000
1000	2	000002	40		287370	RG23C HECESS	105.00	INR	V0		1314003	1123000
1000	1	000001	40		287440	CENVAT HOLD A/C	10,815.00	INR	V0		1314003	1123000
1000	5	000005	50		287450	CENVAT OFFSETA/C	21,630.00	INR	V0		1314003	1123000

### Invoice verification (MIRO)

#### Possible Entries for Purchasing Document (1 selected)

Copy   
  Document   

Box	Purch. Doc.	Order Type	Description	PO Date	Plnt	Open Amount	Crcy	Vendor	Inv. Party
Purch. Doc.	Item	Material	Short Text			R Open	Quantity	BUn	
<input checked="" type="checkbox"/>	4500000333	NB	Standard PO	17.11.2008	1320	150,000.00	INR	TEST12345	
<input checked="" type="checkbox"/>	4500000333	00010	ASSET	ASSETS FOR CAPITAL LISATION			2	EA	

## FI- CO End User Training Module

Invoice Document Edit Goto System Help

Enter Incoming Invoice: Company Code 1000

Show PO structure Show worksheet Hold Simulate Messages Help

Transaction: 1 Invoice CC Balance: 0.00 INR

Vendor TEST12345  
Company: test12345  
mumbai  
Bank acct: 9876567090  
vendor bank, AMBATRU

Basic data Payment Details Tax Withholding tax


Invoice date: 18.11.2008 Reference:   
Posting Date: 18.11.2008  
Amount: 178,495.20 INR  Calculate tax  
Tax amount: 28,495.20 2M IN: ED (14+2+1)% +   
Bus.place/sectn: 1310 / 1310  
Text:   
Paymt terms: Due immediately  
Baseline Date: 18.11.2008

PO reference G/L account Material

1 Purchase Order/Scheduling Agreement 450000333 1 Goods/service items  
Layout: 7\_6310 All information

Item	Amount	Quantity	Or...	Purchase O...	Item	Procurement Doc.	PO Text
	150,000.00		2 EA	450000333	10		ASSETS FOR CAPITAL LISATION

1 / 1 Items

 Document no. 5105600200 created

### Display Document: General Ledger View

Taxes Display Currency Entry View Other Ledger

Data Entry View

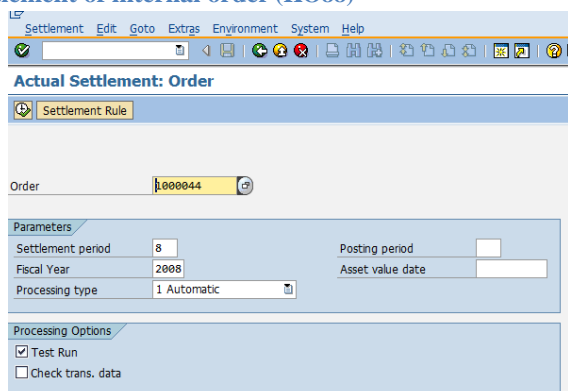
Document Number: 817000047 Company Code: 1000 Fiscal Year: 2008  
Document Date: 18.11.2008 Posting Date: 18.11.2008 Period: 8  
Reference: Cross-CC no.:  
Currency: INR Texts exist:  Ledger Group:

Ledger 0L

Doc.: 817000047 FiscalYear: 2008 Period: 8

C...	Itm	L.item	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	000001	31		120030	OTHERS VENDORS	178,495.20	INR	2M		1314003	1123000
	2	000002	86		121130	GR/IR-CAPITAL ITEMS	150,000.00	INR	2M		1314003	1123000
	3	000003	40		287450	CENVAT OFFSETA/C	21,000.00	INR	2M		1314003	1123000
	4	000004	40		287450	CENVAT OFFSETA/C	420.00	INR	2M		1314003	1123000
	5	000005	40		287450	CENVAT OFFSETA/C	210.00	INR	2M		1314003	1123000
	6	000006	40		287010	VAT RECEIVABLE	6,865.20	INR	2M		1314003	1123000

### Settlement of internal order (KO88)



Settlement Edit Goto Extras Environment System Help

**Actual Settlement: Order**

Settlement Rule

Order: 1000044

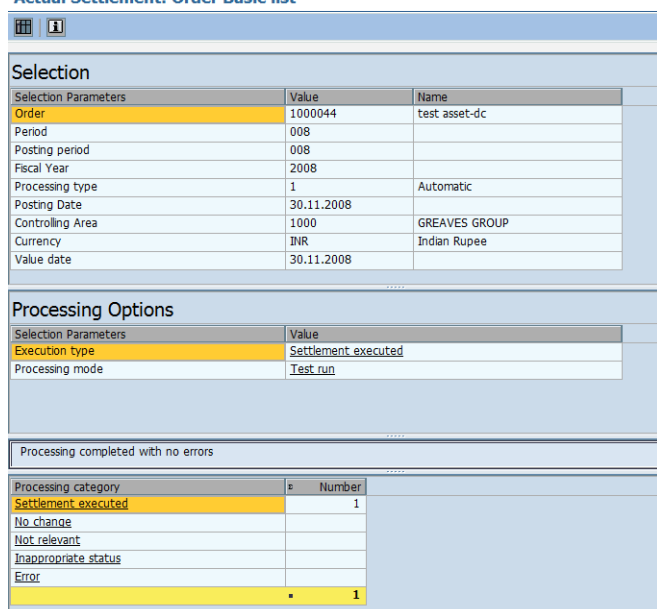
**Parameters**

Settlement period	8	Posting period	
Fiscal Year	2008	Asset value date	
Processing type	1 Automatic		

**Processing Options**

Test Run  
 Check trans. data

### Actual Settlement: Order Basic list



**Selection**

Selection Parameters	Value	Name
Order	1000044	test asset-dc
Period	008	
Posting period	008	
Fiscal Year	2008	
Processing type	1	Automatic
Posting Date	30.11.2008	
Controlling Area	1000	GREAVES GROUP
Currency	INR	Indian Rupee
Value date	30.11.2008	

**Processing Options**

Selection Parameters	Value
Execution type	Settlement executed
Processing mode	Test run

Processing completed with no errors


Processing category	Number
Settlement executed	1
No change	
Not relevant	
Inappropriate status	
Error	1

### Detail list - Settled values

Senders	Text send.	Receivers	ValCOArCur	Inform.
ORD 1000044	test asset-dc	FXA 1000/90000009/0	150,000.00	AUC capitaliz.
			<b>150,000.00</b>	

Remove the tick in test run check box

Execute

Click on  for view accounting document

## FI- CO End User Training Module

**Display Document: Data Entry View**

Display Currency | General Ledger View

Data Entry View

Document Number: 800000014    Company Code: 1000    Fiscal Year: 2008  
 Document Date: 18.11.2008    Posting Date: 30.11.2008    Period: 8  
 Reference:    Cross-CC no.:     
 Currency: INR    Texts exist:     Ledger Group:   

C.	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	50		480010	Direct Capitalizatio	150,000.00-	INR			1314003	1123000
	2	70		200110	0000900000009 0000	150,000.00	INR				

**Display Document: General Ledger View**

Display Currency | Entry View | Other Ledger

Data Entry View

Document Number: 800000014    Company Code: 1000    Fiscal Year: 2008  
 Document Date: 18.11.2008    Posting Date: 30.11.2008    Period: 8  
 Reference:    Cross-CC no.:     
 Currency: INR    Texts exist:     Ledger Group:   

Ledger OL

Doc.: 800000014    Fiscal Year: 2008    Period: 8

C.	Itm	L. Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	000001	50		480010	Direct Capitalizatio	150,000.00-	INR			1314003	1123000
	2	000002	70		200110	0000900000009 0000	150,000.00	INR			1314003	1123000

List of Documents in Accounting

**Documents in Accounting**

Doc. Number	Object type text	Ld
0800000014	Accounting document	
0000000017	Asset Transaction	
0000000893	Controlling Document	

Separate | Original document

### Overview of Asset Accounting Documents

Acct. Doc. | Originals | Display purchase order | Note

Asset: 90000009    0    test asset-dc  
 Company code: 1000    Greaves Cotton Limited

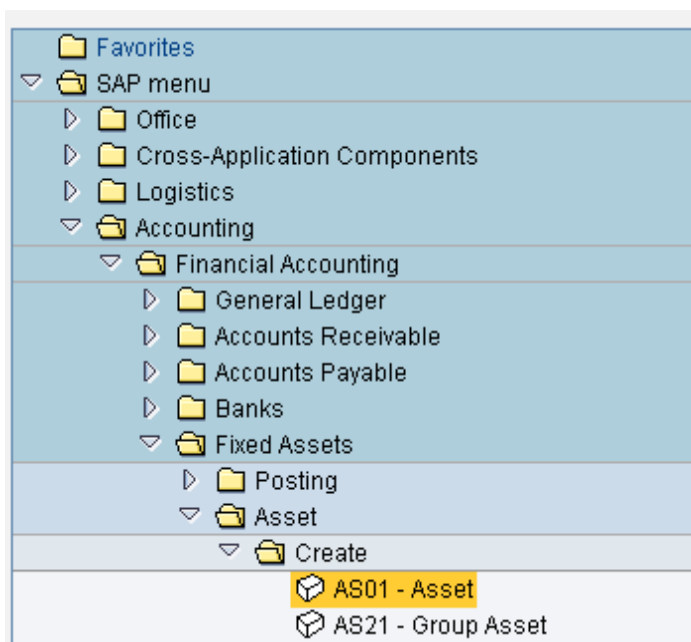
01 Book deprec. / INR

AstValDt	Amount Posted	TTY	Trans. Type Text	Text	Ord. Dep.	Spec. Dep.
30.11.2008	150,000.00	116	Acquisition - internal settlement to Au	ORD 1000044		0.00

### Creation of asset master (AS01)

Or following navigation

## FI- CO End User Training Module



### Create Asset: Initial screen

Master data		Depreciation areas	
Asset Class	3000		
Company Code	1000		
Number of similar assets	1		
<b>Reference</b>			
Asset			
Sub-number			
Company code			

Take the asset class 3000 company code 1000 press enter

### Create Asset: Master data

Asset values			
Asset	INTERN-00001	TEST PLANT AND MACINERY	
Class	3000	PLANT & EQUIPMENT	Company Code 1000
<b>General</b>   Time-dependent   Allocations   Origin   Leasing   Deprec. Areas			
<b>General data</b>			
Description	TEST PLANT AND MACINERY		
Asset main no. text	TEST PLANT AND MACINERY		
Acct determination	3000	PLANT & EQUIPMENT	
Serial number	SERIAL NUMBER		
Inventory number	INVENTORY NUMBER		
Quantity	2	EA	each
<input checked="" type="checkbox"/> Manage historically			
<b>Inventory</b>			
Last inventory on		<input type="checkbox"/> Include asset in inventory list	
Inventory note			
<b>Posting information</b>			
Capitalized on		Deactivation on	
First acquisition on			
Acquisition year	000		

## FI- CO End User Training Module

**Create Asset: Master data**

Asset values

Asset: INTERN-00001 0 TEST PLANT AND MACINERY  
 Class: 3000 PLANT & EQUIPMENT Company Code: 1000

General Time-dependent Allocations Origin Leasing Deprec. Areas

Interval from 01.01.1900 to 31.12.9999

Cost Center: 1314003101 CRANK CASE CELL -1

Plant:   
 Location:   
 Room:   
 Shift factor: 3.00

For plant and machinery only need to fill shift factor

Asset: INTERN-00001 0 plant and machinery  
 Class: 3000 PLANT & EQUIPMENT Company Code: 1000

General Time-dependent Allocations Origin Leasing Deprec. Areas

Valuation

A	Depreciation area	DKey	UseLife	Prd	ODep Start	Group
01	Book deprec.	B003	10			
15	Tax bal.sht.	IN3	10			<input type="checkbox"/>

Double click on book depreciation line item for filling variable dep portion (this is required only for plant and machinery)

Asset values Data for revaluation

Asset: 30000010 0 TEST PLANT AND MACINERY  
 Class: 3000 PLANT & EQUIPMENT Company Code: 1000  
 Area: 01 Book deprec. Book depreciation

Interval from 01.01.1900 to 31.12.9999

General Specifications

Depreciation Key: B003 Book Depreciation -4.75%  
 Useful life: 10 /   
 Changeover year:  /   
 Start of Calculation  
 Ord.dep.start date:

Additional Specifications

Variable dep.portion: 58.8421  
 Scrap value:  INR  
 Scrap Value %:

Come back to previous screen

And click on tax depreciation line item

And provide the group asset number



## FI- CO End User Training Module

**Change Asset: Depreciation area Tax bal.sht.**

Asset values    Data for revaluation

Asset: 30000010    0    TEST PLANT AND MACINERY  
 Class: 3000    PLANT & EQUIPMENT    Company Code: 1000  
 Area: 15 Tax bal.sht.    Depreciation as per Income Tax Act 1961


Interval from 01.01.1900 to 31.12.9999

General Specifications

Tax Depreciation - 15% - India

Group asset: 99000000    0    15% depreciation

Click on save button.

 The asset 30000010 0 is created

### Settlement of CWIP to Main asset.(KO2)

For maintain settlement rule

### Change Internal Order: Initial screen

Master Data

Order: 1000044

Provide the wer order number

And click on enter

**Change Internal Order: Master data**

Settlement Rule

Order: 1000044    Order type: 1100    Internal orders:Direct  
 Description: test asset-dc

Assignments    Control data    Prd-end closing    General data    Investments

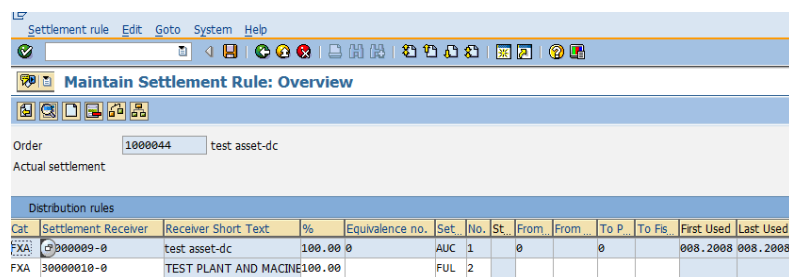
Assignments

Company Code: 1000    Greaves Cotton Limited  
 Business Area:  
 Plant: 1310    Light Engines Unit - I  
 Functional Area:  
 Object Class: INVST Investment  
 Profit Center: 1314003    LEU - II ENGINES  
 Responsible Cctr:  
 User Responsible:  
 Requesting Cctr:  
 Requesting Co.Code: 1000    Greaves Cotton Limited  
 Requesting order:  
 Sales Order:  
 Location/Plant: /  
 External order no.:

## FI- CO End User Training Module

Settlement Rule

Click on settlement rule button in the above screen



Settlement rule Edit Goto System Help

Maintain Settlement Rule: Overview

Order 1000044 test asset-dc  
Actual settlement

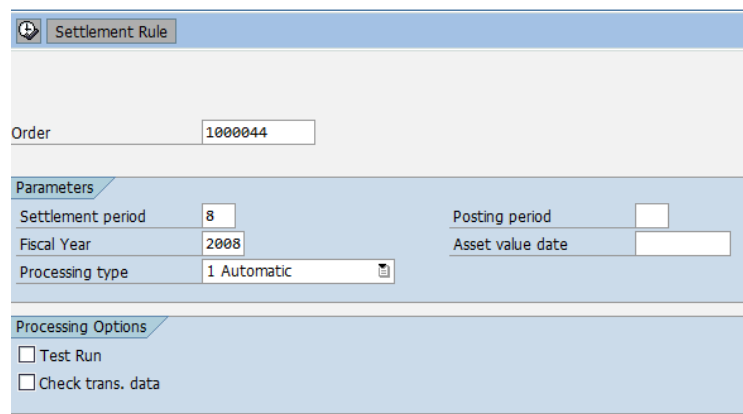
Distribution rules													
Cat	Settlement Receiver	Receiver Short Text	%	Equivalence no.	Set	No.	St.	From	From...	To P.	To Fis.	First Used	Last Used
FXA	0000009-0	test asset-dc	100.00	0	AUC	1	0			0		008.2008	008.2008
FXA	0000010-0	TEST PLANT AND MACINE	100.00		FUL	2							

Provide the values as shown above

Click on save button.

### Final settlement of CWIP to Main asset (KO88)

#### Actual Settlement: Order



Settlement Rule

Order 1000044

Parameters

Settlement period 8 Posting period  
Fiscal Year 2008 Asset value date  
Processing type 1 Automatic

Processing Options

Test Run  
 Check trans. data

Remove the test run tick in above screen

Note : - Change Processing Type – Automatic →to Full Settlement

Click on execute button.

## FI- CO End User Training Module

Actual Settlement: Order Basic list

Selection

Selection Parameters	Value	Name
Order	1000044	test asset-dc
Period	008	
Posting period	008	
Fiscal Year	2008	
Processing type	8	Full Settlement
Posting Date	30.11.2008	
Controlling Area	1000	GREAVES GROUP
Currency	INR	Indian Rupee
Value date	30.11.2008	

Processing Options

Selection Parameters	Value
Execution type	Settlement executed
Processing mode	Update run

Processing completed with no errors

Processing category	Number
Settlement executed	1
No change	
Not relevant	
Inappropriate status	
Error	
<b>*</b>	<b>1</b>

Execute and we can view the following Accounting Entry.

Display Document: General Ledger View

Display Currency | Entry View | Other Ledger

Data Entry View

Document Number	800000016	Company Code	1000	Fiscal Year	2008
Document Date	18.11.2008	Posting Date	30.11.2008	Period	8
Reference		Cross-CC no.			
Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group	

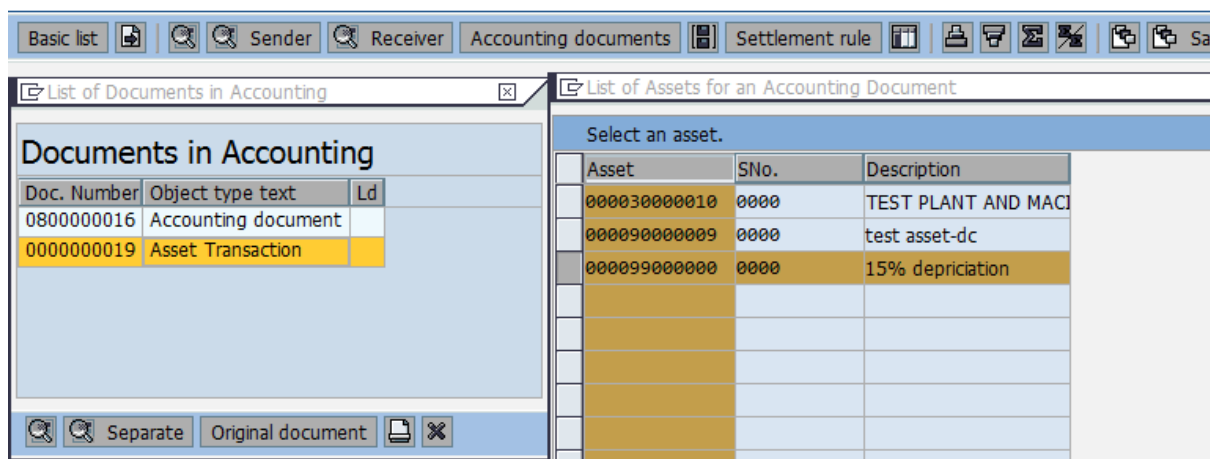
Ledger 0L

Doc.	800000016	FiscalYear	2008	Period	8
------	-----------	------------	------	--------	---

C...	Itm	L.item	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	000001	75		200110	000090000009 0000	150,000.00-	INR			1314003	1123000
	2	000002	70		200040	000030000010 0000	150,000.00	INR			1314003	1123000

## FI- CO End User Training Module

### Actual Settlement: Order Detail list



The screenshot shows the SAP 'Actual Settlement: Order Detail list' interface. It features a toolbar with icons for 'Basic list', 'Sender', 'Receiver', 'Accounting documents', 'Settlement rule', and other functions. Below the toolbar, there are two main panels:

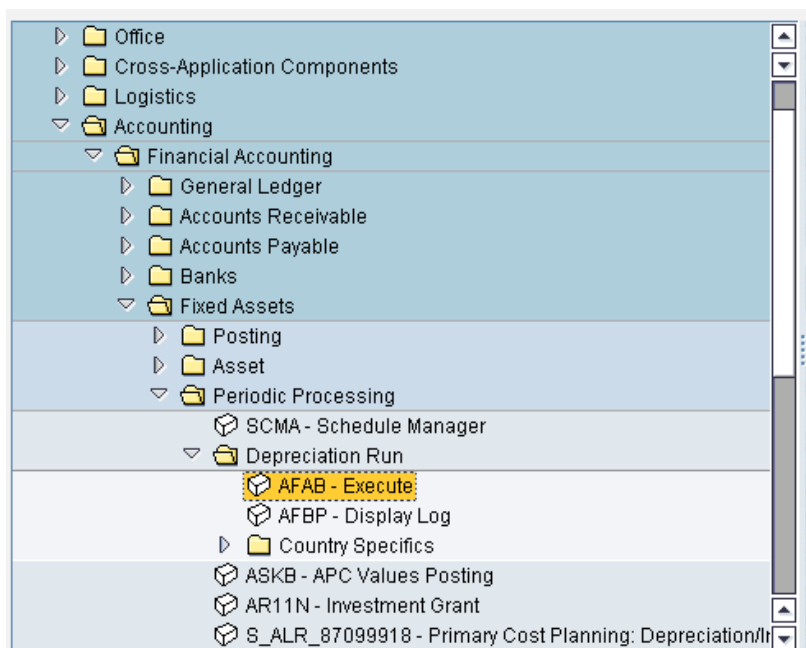
- List of Documents in Accounting:** A table with columns 'Doc. Number', 'Object type text', and 'Ld'. The data includes:
 

Doc. Number	Object type text	Ld
0800000016	Accounting document	
0000000019	Asset Transaction	
- List of Assets for an Accounting Document:** A table with columns 'Asset', 'SNo.', and 'Description'. The data includes:
 

Asset	SNo.	Description
000030000010	0000	TEST PLANT AND MACI
000090000009	0000	test asset-dc
000099000000	0000	15% depreciation

### Depreciation Run ( AFAB)

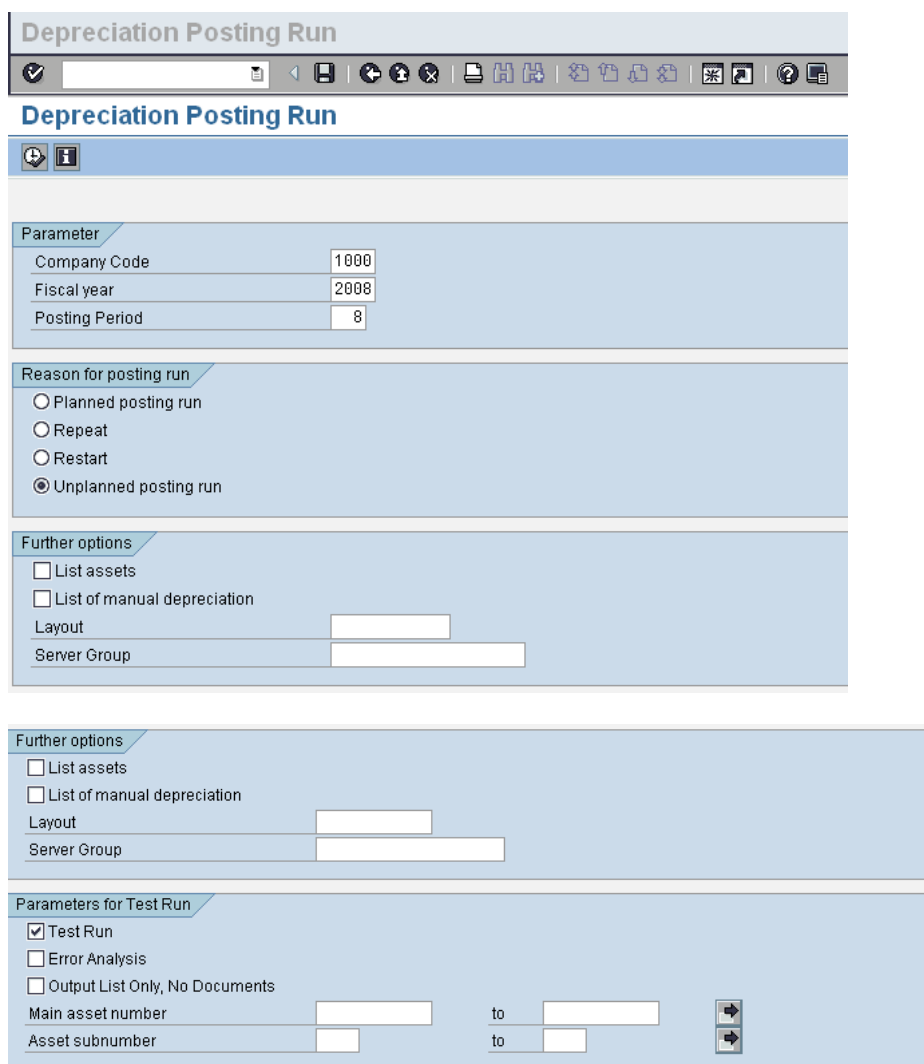
We can use following navigation path



The screenshot shows the SAP navigation tree with the following path highlighted:

- Office
- Cross-Application Components
- Logistics
- Accounting
  - Financial Accounting
    - General Ledger
    - Accounts Receivable
    - Accounts Payable
    - Banks
    - Fixed Assets
      - Posting
      - Asset
      - Periodic Processing
        - SCMA - Schedule Manager
        - Depreciation Run
          - AFAB - Execute**
          - AFBP - Display Log
          - Country Specifics
          - ASKB - APC Values Posting
          - AR11N - Investment Grant
          - S\_ALR\_87099918 - Primary Cost Planning: Depreciation/Tr

Execute the above tcode for posting the monthly depreciation for a Company code. In case if a display is required prior to posting the actual Depreciation, select the option of "Test run" and execute. Normally, the radio button for "Planned posting run" will be used. However, if any changes have been made to the depreciation terms and depreciation needs to be recalculated then the option of "Repeat run" needs to be selected. Due to this the Differential amount of depreciation now gets posted.



**Depreciation Posting Run**

Parameter

Company Code	1000
Fiscal year	2008
Posting Period	8

Reason for posting run

Planned posting run  
 Repeat  
 Restart  
 Unplanned posting run

Further options

List assets  
 List of manual depreciation  
 Layout:   
 Server Group:

Further options

List assets  
 List of manual depreciation  
 Layout:   
 Server Group:

Parameters for Test Run

Test Run  
 Error Analysis  
 Output List Only, No Documents  
 Main asset number:  to   
 Asset subnumber:  to

Incase of no errors in the Depreciation run, the message for successful completion of the test run will be given as shown above.

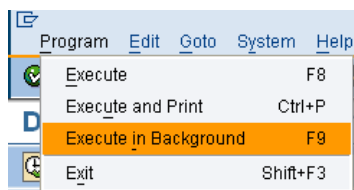
An update run for actual posting must always be executed as a Background job. The accounting entry then gets generated else the batch input

Sessions needs to be run in the foreground and the error rectified.

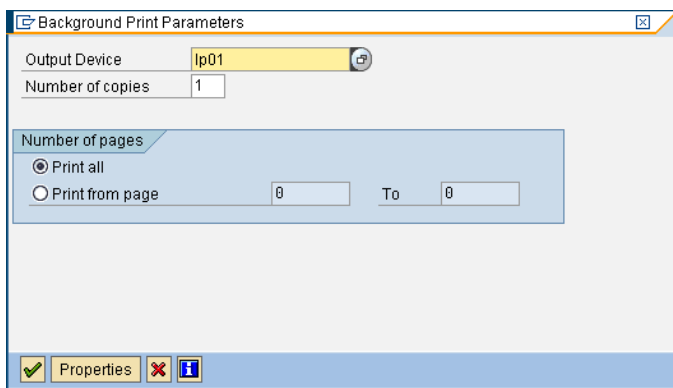
After we are satisfied with the Results we can run in the Final Mode and Final Mode can only be run in the Background

Remove the test run in the above screen

Click on execute button

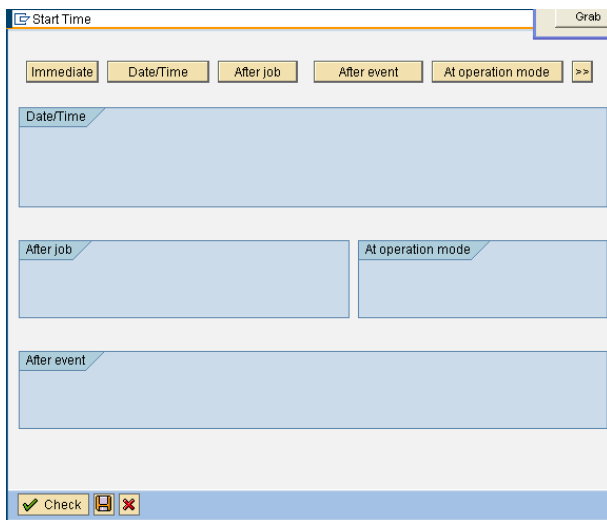


Select the back ground option as shown above




Provide the out put device as LP01.

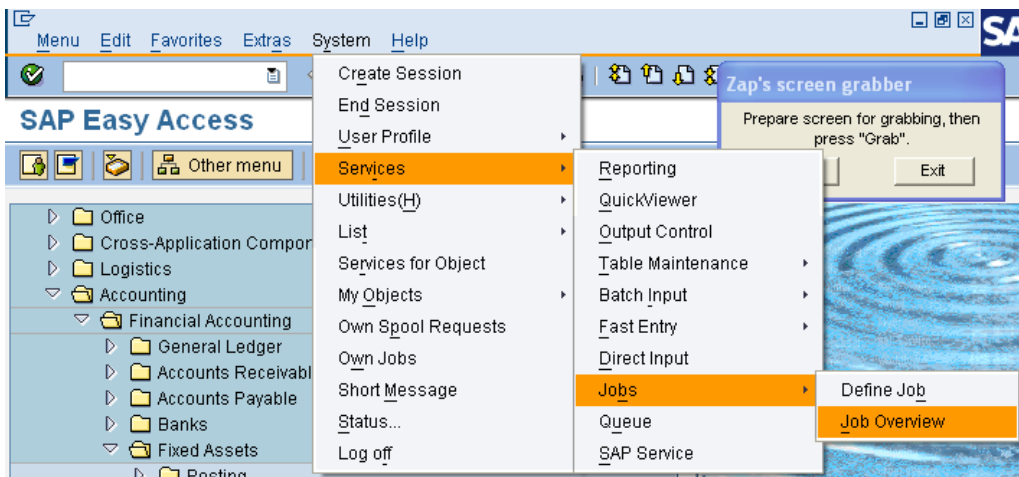
Press enter again press enter



Immediate

Click on immediate button in the above screen

After click on save button . For view the job go with T.Code: SM37 or we can select in the following way



## FI- CO End User Training Module

### Simple Job Selection

Execute Extended job selection Information

Job name \*

User name KJ14821

**Job status**

Sched.  Released  Ready  Active  Finished  Canceled

**Job start condition**

From 18.11.2008 To 18.11.2008

or after event:

**Job step**

ABAP program name:

Click on execute button in the above screen

### Job Overview

Release Spool Job log Step Application servers

Job overview from: 18.11.2008 at: : :  
to: 18.11.2008 at: : :  
Selected job names: \*  
Selected user names: KJ14821

Scheduled  Released  Ready  Active  Finished  Canceled  
 Event controlled Event ID:  
 ABAP program Program name :

Job	Ln	Job Created	Status	Start date	Start time	Duration(sec.)	Delay (sec.)
<input checked="" type="checkbox"/> RAPOST2000		KJ14821	Finished	18.11.2008	16:20:29	1	0
*Summary						1	0

### Graphical display of spool request 3482 in system GQR

Settings... Graphical Graph Without Structure Information Raw Hex

Date created: 18.11.2008 Depreciation Posting Run for company code 1000 1  
Posting date: 30.11.2008 Period: 2008/008/07

Acct.det	Cost Ctr	Ref. Document	Description	Plan.Amt	Amt Posted	Amount TBP	Cumul.Amt	Crcy
3000	1314003101	6	Ordinary deprec.	6,462.50-	0.00	1,292.50-	1,292.50-	INR
*			Ordinary deprec.	6,462.50-	0.00	1,292.50-	1,292.50-	INR
**	Depreciation area 01			6,462.50-	0.00	1,292.50-	1,292.50-	INR

Depreciation document

Document entry level

Display Document: Data Entry View

Display Currency General Ledger View

Data Entry View

Document Number 801000006 Company Code 1000 Fiscal Year 2008  
Document Date 30.11.2008 Posting Date 30.11.2008 Period 8  
Reference Cross-CC no.  
Currency INR Texts exist Ledger Group

Item	LiItem	PKI	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
000	1	40	S	500010	DEPRECIATION	1,292.50	INR		1314003101	1314003	1123000
	2	75		201040	ACC.DEP PLANT	1,292.50	INR			1314003	1123000

Ledger level

## FI- CO End User Training Module

**Display Document: General Ledger View**

Display Currency | Entry View | Other Ledger

Data Entry View

Document Number: 801000006    Company Code: 1000    Fiscal Year: 2008  
 Document Date: 30.11.2008    Posting Date: 30.11.2008    Period: 8  
 Reference:    Cross-CC no.:  
 Currency: INR    Texts exist:    Ledger Group:

Ledger 0L  
 Doc.: 801000006    Fiscal Year: 2008    Period: 8

C	Item	L	PK	SI	Account	Description	Amount	Curr.	TX	Cost Center	Profit Center	Segment
1000	1	000001	40		500010	DEPRECIATION	1,292.50	INR		1314003101	1314003	1123000
2	000002	75			201040	ACC.DEP PLANT	1,292.50	INR			1314003	1123000

Now we can go to AW01N - Asset Explorer and view the depreciation and other details

**Asset Explorer**

Asset Explorer

Asset 1000-3000010/0000

Company Code: 1000    Greaves Cotton Limited  
 Asset: 3000010    0    TEST PLANT AND MACINERY  
 Fiscal year: 2008

Planned values | Posted values | Comparisons | Parameters

**Posted dep. values Book depreciation**

Value	Fiscal year start	Change	Posted values	Crcy
APC transactions		150,000.00	150,000.00	INR
Acquisition value		150,000.00	150,000.00	INR
Ordinary deprec.		1,292.50	1,292.50	INR
Unplanned dep.				INR
Write-ups				INR
Value adjustment				INR

**Depreciation posted/planned**

Status	Status	Per	Ord. dep.	Uplnd dep.	Reserves	Rev.to be pstd. APC
Posted	8		1,292.50	0.00	0.00	
Planned	9		1,292.50	0.00	0.00	0.00 INR
Planned	10		1,292.50	0.00	0.00	0.00 INR
Planned	11		1,292.50	0.00	0.00	0.00 INR
Planned	12		1,292.50	0.00	0.00	0.00 INR
			<b>6,462.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 INR</b>

### Asset sale with Customer - F-92

Specify the Company code for which the Customer Invoice is being booked. Enter the Invoice number in the Reference field as shown in the screen.

**Asset Retire. frm Sale w/ Customer: Header Data**

Asset Retire. frm Sale w/ Customer: Header Data

Held document | Acct model | Fast Data Entry | Post with reference

Document Date: 1.12.2008    Type: DR    Company Code: 1000  
 Posting Date: 1.12.2008    Period: 8    Currency/Rate: INR  
 Document Number:    Translatn Date:    Reference:    Cross-CC no.:  
 Doc. Header Text:    Trading part BA:



Customer	TEST12345	test12345	G/L Acc	220010
Company Code	1000			
Greaves Cotton Limited	Mumbai			
<b>Item 1 / Invoice / 01</b>				
Amount	150000	INR		
	<input type="checkbox"/> Calculate tax		Bus. place/sectn	/ /
Payt Terms	0001		Days/percent	/ /
Blinc Date	01.12.2008		Disc. amount	
Disc. base			Invoice ref.	/ /
Pmnt Block	<input type="checkbox"/>		Pmt Method	<input type="checkbox"/>
Assignment				
Text				<input type="button" value="Long Texts"/>
<b>Next line item</b>				
PstKy	50	Account	390000	SGL Ind TType 210 New co.code

Use posting key 50 and 390000 asset clearing account and transaction type 210 press enter

**Enter Customer Invoice: Add G/L account item**

				More data	Acct model		Taxes
G/L Account	390000	ASSET SALE CLEARING					
Company Code	1000	Greaves Cotton Limited					
<b>Item 2 / Credit entry / 50</b>							
Amount	150000	INR					<input type="checkbox"/> Calculate tax
Business Place							
Asset							
Cost Center			Order				
Material			Plant				
Purchasing Doc.							
Assignment			Asst retirement	<input checked="" type="checkbox"/>			
Text							<input type="button" value="Long Texts"/>
<b>Next Line Item</b>							
PstKy		Account		SGL Ind	TType		New co.code


Enter the amount and the relevant Cost center to which the disposed asset belongs to. Next click on the small checkbox for "Asset retirement" and click on enter.

Press enter



## FI- CO End User Training Module

### Enter Asset Transaction: Asset Sale Without Customer


Choose Save Additional account assign

---

#### Document Header Info

**Document Date:** 30.11.2008    **Document Type:** AA    **Company Code:** 1000  
**Posting Date:** 30.11.2008    **Period:** 08    **Fiscal Year:** 2008

---


#### Line items

It.	PK	BusA	G/L Account	Short Text	Amount	Crcy
1	75		200040	000030000012 0000	150,000.00-	INR
2	70		201040	000030000012 0000	1,292.50	INR
3	40		390000	ASSET SALE CLEARING	148,707.50	INR
					<b>0.00</b>	<b>INR</b>

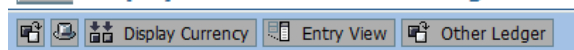
---

#### Totals informtn

Deb. total: 150,000.00 INR  
 Cred. total: 150,000.00 INR  
 Totals informtn: 0.00 INR

 Asset transaction Text posted with document no. 1000 0800000023

### Display Document: General Ledger View


Display Currency Entry View Other Ledger

---

#### Data Entry View

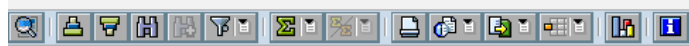
**Document Number:** 800000023    **Company Code:** 1000    **Fiscal Year:** 2008  
**Document Date:** 30.11.2008    **Posting Date:** 30.11.2008    **Period:** 8  
**Reference:**    **Cross-CC no.:**    **Ledger Group:**     **Texts exist**

---

#### Ledger OL

**Doc.:** 800000023    **FiscalYear:** 2008    **Period:** 8

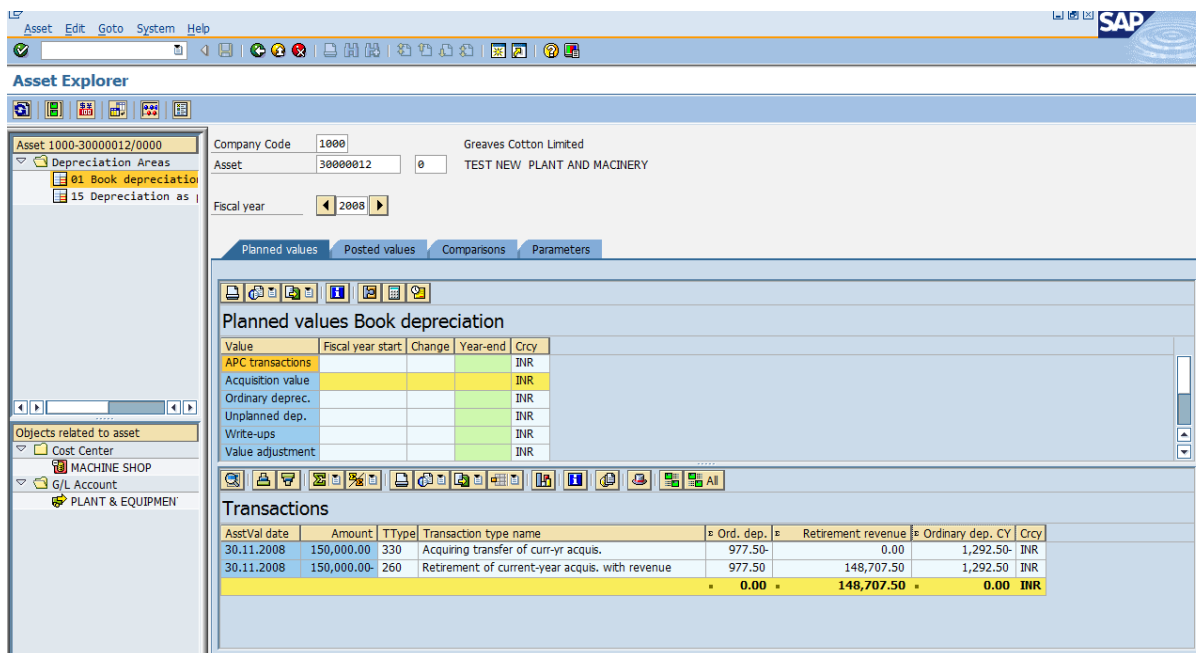
---



C...	Itm	L.item	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	000001	75		200040	000030000012 0000	150,000.00-	INR			1314003	1123000
	2	000002	70		201040	000030000012 0000	1,292.50	INR			1314003	1123000
	3	000003	40		390000	ASSET SALE CLEARING	148,707.50	INR			1314003	1123000

Display of AW01N for the asset now shows the retirement entries.

## FI-CO End User Training Module



The screenshot shows the SAP Asset Explorer interface. The top navigation bar includes 'Asset', 'Edit', 'Goto', 'System', and 'Help'. The main window displays the 'Asset Explorer' for 'Asset 1000-30000012/0000' at 'Greaves Cotton Limited'. The asset is identified as 'TEST NEW PLANT AND MACINERY' with a fiscal year of 2008. The 'Planned values Book depreciation' table is visible, showing values for acquisition, depreciation, and adjustments. Below it, the 'Transactions' table lists two entries for 2008: an acquisition and a retirement.

Value	Fiscal year start	Change	Year-end	Crcy
APC transactions				INR
Acquisition value				INR
Ordinary deprec.				INR
Unplanned dep.				INR
Write-ups				INR
Value adjustment				INR

Asst/Val date	Amount	TType	Transaction type name	Ord. dep.	Retirement revenue	Ordinary dep. CY	Crcy
30.11.2008	150,000.00	330	Acquiring transfer of curr-yr acquis.	977.50-	0.00	1,292.50-	INR
30.11.2008	150,000.00	260	Retirement of current-year acquis. with revenue	977.50	148,707.50	1,292.50	INR
				0.00	148,707.50	0.00	INR

### Sales of Assets

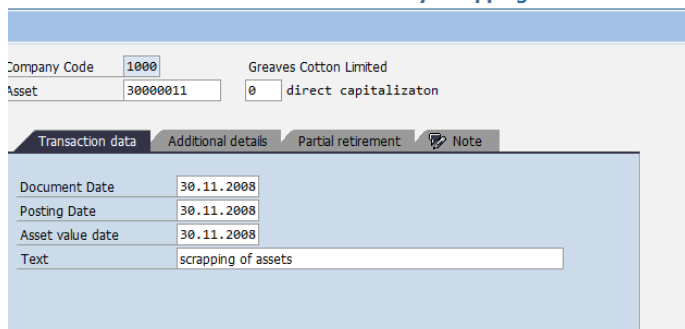
Place the cursor on the Gain and Loss item and click on "Additional account assignment". Enter the Cost center and save the transaction.

Display of AW01N for the asset now shows the disposal entries.

### Assets Scrapping ( ABAVN)

A similar procedure is followed for Asset scrapping wherein transaction code ABAVN needs to be used.

#### Enter Asset Transaction: Asset Retirement by Scrapping

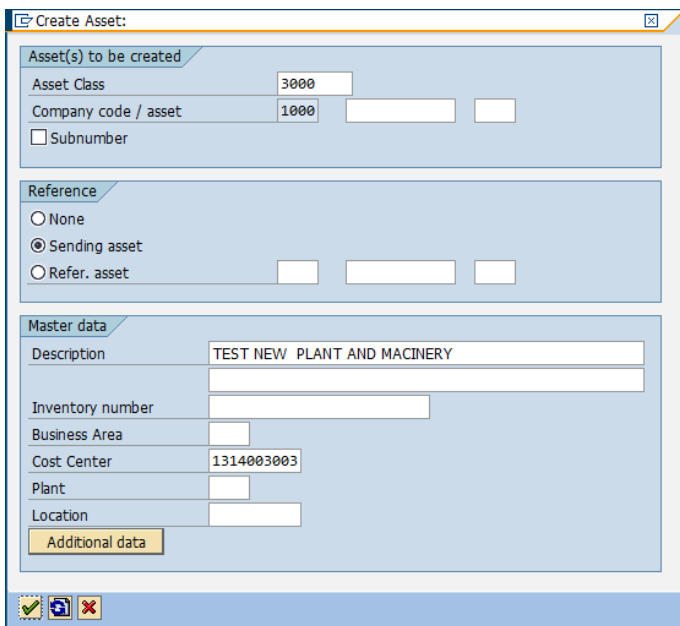
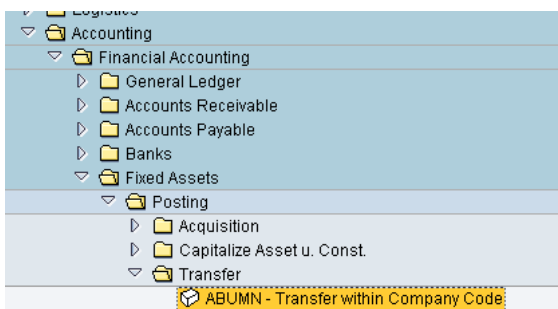


The screenshot shows the 'Enter Asset Transaction: Asset Retirement by Scrapping' screen. The company code is 1000 (Greaves Cotton Limited) and the asset is 30000011. The transaction type is 'direct capitalization'. The 'Transaction data' tab is active, showing the document date, posting date, and asset value date as 30.11.2008. The text field contains 'scrapping of assets'.

Click on Simulate and check the entry and if OK we can save the Entry.

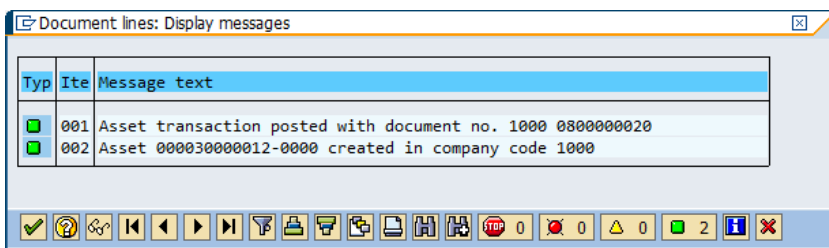
### Asset transfer (ABUMN)

We can go with following navigation



Provide the existing asset number Provide the dates Select new asset Radio button Click on master data

Provide the values as shown above and click on additional data button in the above screen Provide the required values and Come back from the above screen And click on save button



## FI- CO End User Training Module

Document Edit Goto Extras Settings Environment System Help

Display Document: General Ledger View

Display Currency Entry View Other Ledger

Data Entry View

Document Number: 80000020 Company Code: 1000 Fiscal Year: 2008  
 Document Date: 30.11.2008 Posting Date: 30.11.2008 Period: 8  
 Reference: Cross-CC no.:  
 Currency: INR Texts exist:  Ledger Group:

Ledger 0L

Doc.: 80000020 FiscalYear: 2008 Period: 8

C.	Itm	L.item	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	000001	75		200040	000030000010 0000	150,000.00-	INR			1314003	1123000
	2	000002	70		201040	000030000010 0000	1,292.50	INR			1314003	1123000
	3	000003	70		200040	000030000012 0000	150,000.00	INR			1314003	1123000
	4	000004	75		201040	000030000012 0000	1,292.50-	INR			1314003	1123000

### Asset Revaluation (ABAW)

Or go with following navigation

- Logistics
  - Accounting
    - Financial Accounting
      - General Ledger
      - Accounts Receivable
      - Accounts Payable
      - Banks
      - Fixed Assets
        - Posting
          - Acquisition
          - Capitalize Asset u. Const.
          - Transfer
          - Retirement
          - ABNAN - Post-Capitalization
          - Manual Value Correction
          - ABIF - Investment Support
          - ABAW - Bal. Sheet Revaluation**

Company Code: 1000  
 Asset: 15000000  
 Subnumber: 0

Date specif.

Document Date: 20.11.2008  
 Posting Date: 20.11.2008  
 Posting Period: 8

Transact.

Transaction Type: R90 Post revaluation gross

Provide the asset number which we want to revaluate provide the dates and Trasaction type R90.

Press enter

## FI- CO End User Training Module

Asset	15000000	0	reval building
Company Code	1000		
Trans. Type	R90	Transaction type for revaluation 90	

<b>Posting data</b>			
Asset val. date	20.11.2008		
Amount posted	35,000.00	INR	
Rev.O.dep. PRYr			
Reval.O.Dep CY			


  

<b>Additional details</b>	
Text	
Reference	

Click on save button

Asset transaction was posted with AA document number 10

For updating in FI go with T.code: AFAB

<b>Depreciation Posting Run</b>	
	
<b>Parameter</b>	
Company Code	1000
Fiscal year	2008
Posting Period	8
<b>Reason for posting run</b>	
<input checked="" type="radio"/> Planned posting run <input type="radio"/> Repeat <input type="radio"/> Restart <input type="radio"/> Unplanned posting run	
<b>Further options</b>	
<input type="checkbox"/> List assets <input type="checkbox"/> List of manual depreciation Layout: <input type="text"/> Server Group: <input type="text"/>	

execute in back ground.

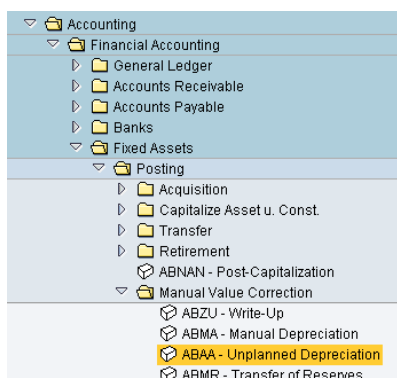
<b>Data Entry View</b>											
Document Number		801000010		Company Code		1000		Fiscal Year		2008	
Document Date		30.11.2008		Posting Date		30.11.2008		Period		8	
Reference				Cross-CC no.							
Currency		INR		Texts exist		<input type="checkbox"/>		Ledger Group			

C...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	50		100900	REVALUATION RESERVE	35,000.00	INR				
	2	70		200910	REVAL-FREEHOLD BUIL	35,000.00	INR			1187001	1123000

### Impairment of Asset (ABAA)

Or go with following navigation



Use transaction type 650 for current year acquisition and 640 for previous year acquisition

Company Code	1000
Asset	15000003
Subnumber	0
<b>Date specif.</b>	
Document Date	21.11.2008
Posting Date	21.11.2008
Posting Period	8
<b>Transact.</b>	
Transaction Type	650 Unplanned depreciation on prior-year acquisitions

Provide the asset number which we want to revalue and put the document date and posting date and transaction type.

Press enter



**Create Asset Transaction: Unplanned depreciation on**

Line Items

Asset: 15000003 0 asset reval  
 Company Code: 1000  
 Trans. Type: 650 Unplanned depreciation on current-yr acquisition

Posting data

Amount posted: 1,000.00 INR  
 Asset val. date: 20.11.2008

Additional details

Text:   
 Reference:

Provide the depreciation value as shown above and save. System will post document in asset accounting only

Asset transaction was posted with AA document number 18

For updating in FI

Go with T.Code: AFAB

TESTRUN								
Acct.det	Ref. Document	Description	Plan.Amt	Amt Posted	Amount TBP	Cumul.Amt	Crcy	
1500	23	Unplanned dep.	1,000.00-	0.00	1,000.00-	1,000.00-	INR	
		Unplanned dep.	1,000.00-	0.00	1,000.00-	1,000.00-	INR	
	<b>Depreciation area 1</b>		1,000.00-	0.00	1,000.00-	1,000.00-	INR	

### Document Header Info

Document Date: 30.11.2008 Document Type: AF Company Code: 1000

### Line items

Ite...	PK	BusA	G/L Account	Short Text	±	Amount	Crcy
1	40		500020	UNPLANNED DEPRIC		1,000.00	INR
2	75		201510	UN.PL.ACC.DEP FHBLD		1,000.00-	INR
						<b>0.00</b>	<b>INR</b>

## Chapter - 8

### COUNTRY INDIA VERSION

#### Withholding Tax

##### Configuration

<b>with holding tax types at the time of invoice</b>		min.amount	GL account
AI	INV - SEC 194A - INT OTH THAN SECURITIES		150001
CI	INV - SEC 194C - PAYMENT TO CONTRACTORS		150002
HI	INV - SEC 194H - COMMISSION OR BROKERAGE		150003
II	INV - SEC 194I - RENT	120000	150004
JI	INV - SEC 194J PROF/TECHNICAL SERVICES		150005
FI	INV - SEC 195 FOREIGN TRANSACTIONS		150006
WI	INV - WCT		
GI	GTA - Service tax		150110
GE	GTA - Cess		150120
GH	GTA- Ecess		150130
T1	INV - Sec 206C TCS IT		150050
T2	INV - Sec 206C TCS SC		150051
T3	INV - Sec 206C TCS EC		150052

<b>WITH HOLDING TAX TYPES AT THE TIME OF MAKING PAYMENT</b>		min.amount
AP	PMT - SEC 194A - INT OTH THAN SECURITES	
CP	PMT - SEC 194C - PAYMENT TO CONTRACTORS	
HP	PMT - SEC 194H - COMMISSION OR BROKERAGE	
IP	PMT - SEC 194I - RENT	120000
JP	PMT - SEC 194J PROF/TECHNICAL SERVICES	
FP	PMT - SEC 195 FOREIGN TRANSACTIONS	

WITH TYPE	WITH CODE	DISCRIPTION	TAX RATE
AI	A1	INV - Sec 194A -Non Corporate < 10 lac	10.3
AI	A2	INV - Sec 194A -Non Corporate > 10 lac	11.33
AI	A3	INV - Sec 194A - Companies <1 Crores	20.6
AI	A4	INV - Sec 194A - Companies >1 Crores	22.66
AP	AA	PAY - Sec 194A -Non Corporate < 10 lac	10.3
AP	AB	PAY - Sec 194A -Non Corporate > 10 lac	11.33
AP	AC	PAY - Sec 194A - Companies <1 Crores	20.6
AP	AD	PAY - Sec 194A - Companies >1 Crores	22.66
CI	C1	INV - Sec194C-Contractor <	2.06
CI	C2	INV - Sec194C-Contractor >	2.266
CI	C3	INV - Sec194C - ADV,SCON <	1.03
CI	C4	INV - Sec194C- ADV, SCON >	1.133

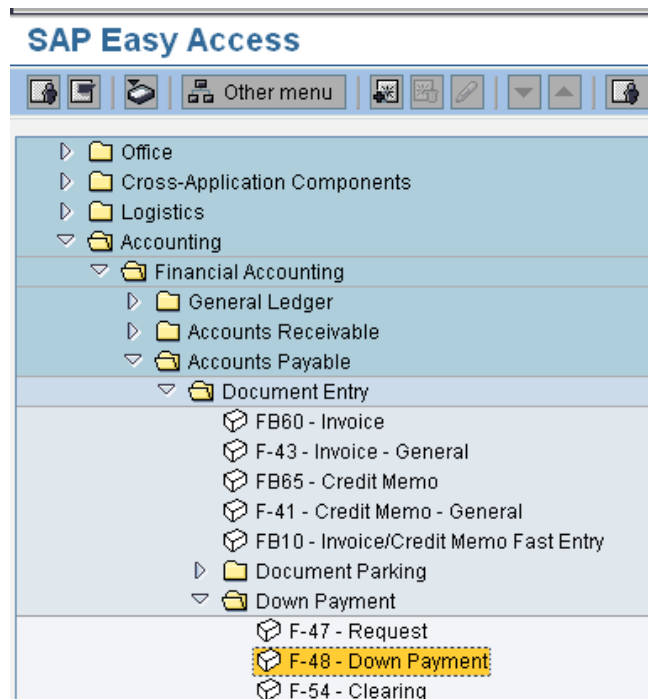
## FI- CO End User Training Module

CP	CA	PAY - Sec194C-Contractor <	2.06
CP	CB	PAY - Sec194C-Contractor >	2.266
CP	CC	PAY - Sec194C - ADV,SCON <	1.03
CP	CD	PAY - Sec194C- ADV, SCON >	1.133
HI	H1	INV - Sec 194H - Bork&Comm <	10.3
HI	H2	INV - Sec 194H - Bork&Comm >	11.33
HP	HA	PAY - Sec 194H - Bork&Comm <	10.3
HP	HB	PAY - Sec 194H - Bork&Comm >	11.33
II	I1	INV - Sec 194I-Plant/Mac/Equip<	10.3
II	I2	INV - Sec 194I-Plant/Mach >	11.33
II	I3	INV - Sec 194I-Ind/HUF-Land/Bldg/Furn <10L	15.45
II	I4	INV - Sec 194I-Ind/HUF-Land/Bldg/Furn >10L	16.995
II	I5	INV - Sec 194I-Firm/Com-Land/Bldg/Furn<1Cr	20.6
II	I6	INV - Sec 194I-Firm/Com-Land/Bldg/Furn>1Cr	22.66
IP	IA	PAY-Sec 194I-Plant/Mac/Equip<	10.3
IP	IB	PAY-Sec 194I-Plant/Mach >	11.33
IP	IC	PAY-Sec 194I-Ind/HUF-Land/Bldg/Furn <10L	15.45
IP	ID	PAY-Sec 194I-Ind/HUF-Land/Bldg/Furn >10L	16.995
IP	IE	PAY-Sec 194I-Firm/Com-Land/Bldg/Furn<1Cr	20.6
IP	IF	PAY-Sec 194I-Firm/Com-Land/Bldg/Furn>1Cr	22.66
JI	J1	INV - Sec 194J - <	10.3
JI	J2	INV - Sec 194J - >	11.33
JP	JA	PAY - Sec 194J - <	10.3
JP	JB	PAY- Sec 194J - >	11.33
FI	F1	INV - Sec 195 Royalty <	10.3
FP	FA	PAY - Sec 195 Royalty <	10.3
T1	T1	INV - Sec 206C TCS IT	1
T2	T2	INV - Sec 206C TCS SC	10.00%
T3	T3	INV - Sec 206C TCS EC	3.00%
W1	W1	INV - WCT	12.50%
GI	G1	GTA	3.00%
GE	G1	GTA-Surcharge	.06%
GH	G1	GTA-Cess	.03%

Maintain the TDS codes in the vendor master in TDS tab.  
Down payment to vendor  
Go with T.Code: F-48

## FI- CO End User Training Module

Or go with following navigation



**SAP Easy Access**

- Office
- Cross-Application Components
- Logistics
- Accounting
  - Financial Accounting
    - General Ledger
    - Accounts Receivable
    - Accounts Payable
      - Document Entry
        - FB60 - Invoice
        - F-43 - Invoice - General
        - FB65 - Credit Memo
        - F-41 - Credit Memo - General
        - FB10 - Invoice/Credit Memo Fast Entry
        - Document Parking
        - Down Payment
          - F-47 - Request
          - F-48 - Down Payment**
          - F-54 - Clearing

### Post Vendor Down Payment: Header Data

New item		Requests	
Document Date	08.11.2008	Type	KZ
Posting Date	08.11.2008	Period	8
Document Number		Company Code	1000
Reference		Currency/Rate	INR
Doc. Header Text		Translatn Date	
Trading part.BA		Cross-CC no.	
		Tax Report.Date	
<b>Vendor</b>			
Account	test12345	Special G/L Ind	2
Altern.comp.cde			
<b>Bank</b>			
Account	240092	Business Area	
Amount	10000	LC amount	
Bank charges		LC bank charges	
Value date	08.11.2008	Profit Center	
Text		Assignment	

Provide the values as shown above press enter



## FI- CO End User Training Module

### Post Vendor Down Payment Display Overview

Document Date: 08.11.2008    Type: KZ    Company Code: 1000  
 Posting Date: 08.11.2008    Period: 8    Currency: INR  
 Document Number: INTERNAL    Fiscal Year: 2008    Translatn Date: 08.11.2008  
 Reference:     Cross-CC no.:   
 Doc.Header Text:     Trading part.BA:

Items in document currency

PK	BusA	Acct	INR	Amount	Tax amnt
001	50	0000240092	HDFC	OUTFLOW HO	9,773.00-
002	292	TEST12345	test12345		10,000.00
003	50	0000150002	TDS ON CONTRACTORS		227.00-
D		10,000.00	C		10,000.00
			0.00	*	3 Line items

Other line item

PstKy:     Account:     SGL Ind:     TType:     New co.code:

Simulate and save.

At the time of invoice booking system will provide information relation to advance user need to reduce the advance amount out of invoice value and need to put that amount and user need to remove the withholding tax type at time of payment as shown below screen.

Transactn: R Invoice

Name of whld.t	W/tax	W/tax base FC	With/tax amt FC	W/tax base
INV - SEC 194C - PAC2		102,000.00		102,00
PMT - SEC 194C - P				0.00

Vendor

Address  
 Company: test12345  
 Location: mumbai  
 Bank account: 9876567090  
 Bank Number: CC133  
 vendor bank, AMBATRU

1 Items (No entry variant selected)

St	G/L acct	Short Text	D/C	Amount in doc.curr.	Co	Tradin	Bus	Part	Cost center	Order
✓	462000	Travelling Exp	S Debit	112,000.00	1000				1102001021	
			S Debit		1000					
			S Debit		1000					

## FI- CO End User Training Module

**Data Entry View**

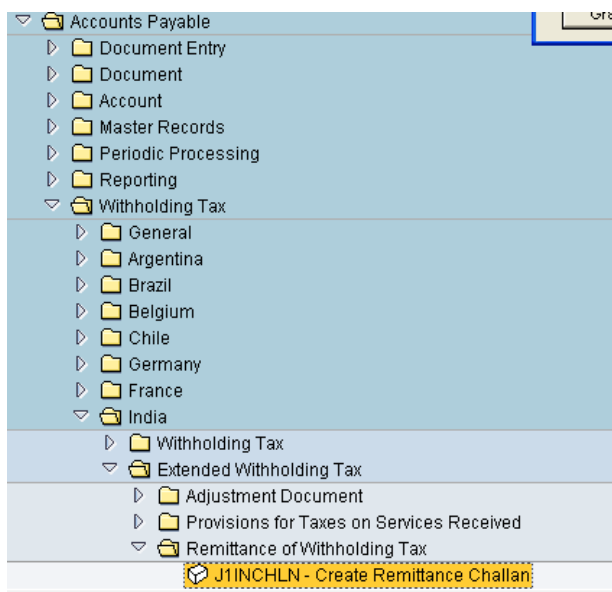
Document Number: 810000013      Company Code: 1000      Fiscal Year: 2008  
 Document Date: 08.11.2008      Posting Date: 08.11.2008      Period: 8  
 Reference:      Cross-CC no.:        
 Currency: INR      Texts exist:       Ledger Group:     

C...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	31		TEST12345	test12345	109,689.00-	INR	3M			
	2	40		462000	Travelling Exp	100,000.00	INR	3M	1102001021	1102001	1123000
	3	40		287010	VAT RECEIVABLE	12,000.00	INR	3M			
	4	50		150002	TDS ON CONTRACTORS	2,311.00-	INR				

### Create Remittance Challan (J1INCHLN)

Go with following navigation

All line items that have been posted to the TDS Payable account will get displayed. Select all and go to Document overview.



Provide the values as shown below



## FI- CO End User Training Module

Program Edit Goto System Help

**Create Remittance Challans**

**Company Details**

Company Code	1000		
Fiscal Year	2008		
Business Place/Section Code	1000	to	1000

**Details of Withholding Tax Items**

Document Numbers		to	
Posting Dates	01.11.2008	to	30.11.2008
Section	194c		
Payment Due Dates		to	
Vendors		to	
Recipient Types		to	

**Tax Remittance Details**

Document Date	13.11.2008
Posting Date	13.11.2008
Bank Account	240092
Business Area	
Bank Charges	

Click and execute button  and press enter

Choose Selection Criterion

Document Number

Reference

Payment order

Page 1 / 1

In the above screen select charge of deff button

Charge off diff.

## FI- CO End User Training Module

Document Edit Goto Extras Settings Environment System Help

**Post Outgoing Payments Display Overview**

Process open items Choose open items Display Currency Acct model Taxes

Document Date	07.12.2008	Type	SA	Company Code	1000
Posting Date	13.11.2008	Period	8	Currency	INR
Document Number	INTERNAL	Fiscal Year	2008	Translatn Date	13.11.2008
Reference		Cross-CC no.			
Doc.Header Text		Trading part.BA			

**Items in document currency**

PK	BusA	Acct	INR	Amount	Tax amnt	
001	50	0000240092	HDFC	OUTFLOW	HO	1.00-

D 0.00      C 1.00      1.00- \*      1 Line items

**Other line item**

PstKy  Account  SGL Ind  TType  New co.code

Double click on line item in the above screen

**Post Outgoing Payments Correct G/L account item**

Choose open items Process open items More data Acct model

G/L Account 240092 HDFC OUTFLOW HO  
Company Code 1000 Greaves Cotton Limited

**Item 1 / Credit entry / 50**

Amount \*  INR  Calculate tax

Business Place

Profit Center

Value date 13.11.2008

Assignment

Text  Long Texts

**Next Line Item**

PstKy  Account  SGL Ind  TType  New co.code

Remove 1/- put \* click on process open item button, simulate

Document Edit Goto Extras Settings Environment System Help

Post Outgoing Payments Display Overview

Display Currency Taxes Reset

Document Date 07.12.2008 Type SA Company Code 1000  
 Posting Date 13.11.2008 Period 8 Currency INR  
 Document Number INTERNAL Fiscal Year 2008 Translatn Date 13.11.2008  
 Reference Cross-CC no.  
 Doc.Header Text Trading part.BA

Items in document currency

PK	BusA	Acct	INR	Amount	Tax amnt
001	50	0000240092	HDFC	OUTFLOW HO	9,633.00-
002	40	0000150002	TDS	ON CONTRACTORS	9,633.00

D 9,633.00 C 9,633.00 0.00 \* 2 Line items

Other line item

PstKy | Count | SGL Ind | TType | New co.code

Save.

Tip: - In general the TDS line items will be in the non selected mode as we have to select many line items for making the TDS payments we can go for "Accounting Editing Options" - T.Code: FB00

Click on open items tab as shown below, and select check box  "Select Item Initially Inactive" as shown below

Accounting Editing Options

Document entry Doc.display Open items Line items Credit mgt P.adv Cash Jnl

Open item processing

Payment reference as selection criterion  
 Process open items with commands  
 Selected items initially inactive  
 Enter payment amount for residual items  
 Use worklists  
 Display net amounts  
 Include invoice reference  
 Sorting by amount without +/- sign

Line layout variants for clearing transactions

Customer   
 Vendor   
 G/L acct

Line layout variants for automatic payments

Payment   
 Line items

And save

As we save it all the line in the TDS Payments will be in the selected mode (Blue Colour) and in case we want to deselect any line item by double clicking on it we can de-select the particular line.

Specify the Recipient type i.e Corporate and Non Corporate , we cannot run both at the same time. This session again needs to be executed separately for Companies and Others.

## FI- CO End User Training Module

Specify the Bank account through which the payment is being made and click on Execute. Note that in any kind of payment, always the Bank clearing account needs to be selected.

System will shown following screen for challan.

### Create Remittance Challans

Cleared Docs.	
Clearing Doc Number	822000087
Challan No	00000010005
Challan Dt	13.11.2008
Section	194C
Total Basic TDS Remitted	8,902.21
Total Surcharge Remitted.	450.22
Total ECess Remitted	280.57
<b>Total Tax Remitted</b>	<b>9,633.00</b>

### Cleared Documents

Document Nos
810000060
810000062
810000077
810000083
810000084
811000030
811000065
811000097

### Enter Bank Challan Updation (J1INBANK)

We can use following navigation

<ul style="list-style-type: none"> <li>Withholding Tax               <ul style="list-style-type: none"> <li>General</li> <li>Argentina</li> <li>Brazil</li> <li>Belgium</li> <li>Chile</li> <li>Germany</li> <li>France</li> <li>India                   <ul style="list-style-type: none"> <li>Withholding Tax</li> <li>Extended Withholding Tax                       <ul style="list-style-type: none"> <li>Adjustment Document</li> <li>Provisions for Taxes on Services Received</li> <li>Remittance of Withholding Tax                           <ul style="list-style-type: none"> <li>J1INCHLN - Create Remittance Challan</li> <li>J1INREV - Cancel Remittance Challan</li> <li><b>J1INBANK - Enter Bank Challan</b></li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> </ul>
--

## FI- CO End User Training Module

Program Edit Goto System Help

**Bank Challan Update**

Company Details

Company Code: 1000

Fiscal Year: 2008

Remittance Challan

Challan Clearing Number: 822000087

Internal Challan Number: 000000010005

Internal Challan Date: 13.11.2008

Bank Challan

Bank Challan Number: 121212

Bank Challan Date: 07.12.2008

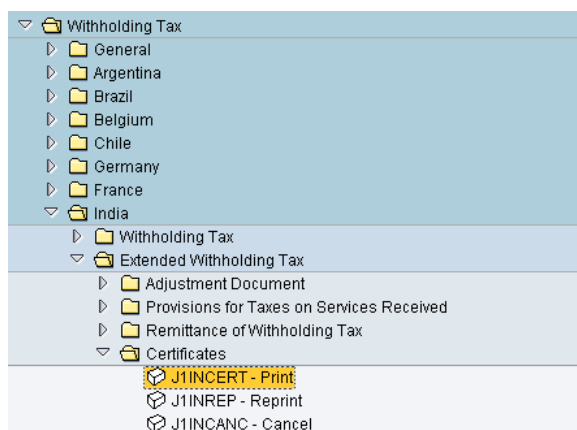
Bank Key: HDFC1

Provide values as shown above and click on execute button

Co..	Document..	Year	Chllan	Challan Dt	Ext C..	Challan dt	House ...	Clearing	Clrng d...
1000	822000087	2008	000000010005	13.11.2008	121212	07.12.2008	HDFC1	00.00.0000	

### Certificate print ( JIINCERT)

Following navigation



## FI- CO End User Training Module

Program Edit Goto System Help

**Print Withholding Tax Certificates for Vendors**

**Company Details**

Company Code	1000
Fiscal Year	2008
Business Place/Section Code	1000 to 1000
Section	194c

**Document Details**

Posting Dates	01.11.2008 to 30.11.2008
Document Type	
Bank Challan Numbers	
Bank Challan Dates	07.12.2008 to
Vendors	

**Certificate Details**

Certificate Date	07.12.2008
Signatory	kirti jain
Designation	DGM IT
Place of Printing	MUMBAI

**Provisions**

Consider Provisions

Provide the values as shown above. click on execute button. System propose following screen

System Help

**SAP**

**Print:**

Output Device **LP01**

Number of copies **1**

Page selection

**Spool Request**

Name **SCRIPT** **KJ14821**

Title

Authorization

**Spool Control**

Print immediately

Delete After Output

New Spool Request

Close Spool Request

Spool retention pd **8** Day(s)

Storage Mode **1** Print only

**Cover Page Settings**

SAP cover page **Do Not Print**

Recipient

Department

Print Preview Print

Click on print preview button

## FI- CO End User Training Module

**TAX DEDUCTION A/C NO. OF THE DEDUCTOR**  
MUMG07833A ()

**NATURE OF PAYMENT**  
Payment to contracto  
rs

**PAN NO. OF THE PAYEE**

**PAN NO. OF THE DEDUCTOR**  
AAACG2062M

**FOR THE PERIOD**  
01.11.2008 TO 30.11.2008

**DETAILS OF PAYMENT, TAX DEDUCTION AND DEPOSIT OF TAX INTO CENTRAL GOVERNMENT ACCOUNT**  
(The Deductor is to provide transaction-wise details of tax deducted and deposited)

S.No	Amount paid/credited	Date of Payment/credit	TDS Rs	Surcharge Rs	Education Cess Rs	Total tax Deposited Rs	Cheque/DD No(if Any)	BSR Code of Bank branch	Date on which tax deposited (dd/mm/yy)	Transfer voucher/ Challan Identification No.
1	102,000.00	08/11/08	2,039.72	203.97	67.31	2,311.00		BANKKEY1234	07/12/08	987656
2	10,000.00	08/11/08	200.35	20.04	6.61	227.00		BANKKEY1234	07/12/08	987656

Certified that a sum of Rs.TWO THOUSAND FIVE HUNDRED THIRTY-EIGHT AND ZERO PAISE has been deducted at source and paid to the credit of the Central Government as per details given

### Reprint TDS Certificate (J1INCCREP)

### Quarterly Return (J1INQEFIL)

#### Quarterly TDS Returns (India)

**Form Selection**

Form 26Q  
 Form 27Q

---

**Company Data**

Company Code: 1000  
Deductor Status: 0 State: 13  
TAN Not Mandatory:  TAN No.: ABXP8786A  
Period: Q2  
Fiscal Period: 01.11.2008 to 13.11.2008  
Document Type:

---

**Withholding Tax Data**

EWT Section Code:   
Section Code: 194C to

**Withholding Tax (Classic)**

TDS Section:  to   
Business Area:  to

---

**Address Details**    Responsible Person's Address    Output Processing Options

**Address Details**

Name of the Deductor: KIRTI JAIN  
Deductor Division/Branch:   
Flat / Door / Block No.: GREAVES

## FI-CO End User Training Module

List Edit Goto Settings System Help

Quarterly TDS Returns (India)

Consolidated Form 26Q, e-Filing u/s 206 of Income-Tax Act  
 Company Code 1000  
 TAN Number AXP8786A  
 Tax - Challan Annx 21153.00  
 Tax - Deductee Annx 21153.00  
 Fiscal Period 01.11.2008 TO 13.11.2008  
 Address Details KIRTI JAIN  
 GREAVES  
 13 401023

V/C acct	Name 1	City	Postl Code	Ref. doc.	Pstng Date	WHTax Amt.	Surcharge Amt.	Ecess Amt.	Base Amount	Bank Chln	Chllan	Challan Dt	Tax Rate
61001612	Accel Frontline Ltd	Chennai-600029	600029	810000049	11.11.2008	536.00	0.00	16.00	26,900.00	123456	000000010003	07.12.2008	2.0600
				810000051	11.11.2008	546.00	0.00	16.00	26,500.00	123456	000000010003	07.12.2008	2.0600
				810000052	11.11.2008	556.00	0.00	16.00	27,000.00	123456	000000010003	07.12.2008	2.0600
				810000053	11.11.2008	556.00	0.00	16.00	27,000.00	123456	000000010003	07.12.2008	2.0600
				810000054	11.11.2008	556.00	0.00	16.00	27,000.00	123456	000000010003	07.12.2008	2.0600
				810000057	11.11.2008	1,030.00	0.00	30.00	50,000.00	123456789	000000010004	12.11.2008	2.0600
* 61001612						3,780.00	0.00	110.00	183,500.00				
BAL108	BALA INDUSTRIES		100008	810000084	13.11.2008	2.00	0.00	0.00	108.00	121212	000000010005	13.11.2008	2.2600
* BAL108						2.00	0.00	0.00	108.00				
DD1234567	DD COMMERCIAL CO.	KOLKATA	700130	811000012	08.11.2008	3,090.00	0.00	90.00	150,000.00	21071968	000000010001	08.11.2008	2.0600
* DD123456						3,090.00	0.00	90.00	150,000.00				
G13471	G S ENTERPRISES												

### TDS REPORTS

Execute transaction code J1NMIS with the details as shown in the adjacent screen. Normally the date should be for a quarter for which TDS returns need to be filed. Executing the session will give a display of all Invoices covered under the entered section code. Select All and Execute again.

List Edit Goto Settings System Help

Withholding Tax Information System

Document No	Section	stng date	W.Tax Code	Bus plc/Sec Code	W/tax amt	Int challan no	Int Challan Date	Payment Due date	Ext challan no	Ext challan Date	Certificate No	Certificat
0000127236												
<input type="checkbox"/>	811000031	194C		1000	340.00-			06.12.2008				
0061001612												
<input type="checkbox"/>	810000049	194C		1000	536.00-	000000010003	07.12.2008	06.12.2008	123456	07.12.2008		
<input type="checkbox"/>	810000051	194C		1000	546.00-	000000010003	07.12.2008	06.12.2008	123456	07.12.2008		
<input type="checkbox"/>	810000052	194C		1000	556.00-	000000010003	07.12.2008	06.12.2008	123456	07.12.2008		
<input type="checkbox"/>	810000053	194C		1000	556.00-	000000010003	07.12.2008	06.12.2008	123456	07.12.2008		
<input type="checkbox"/>	810000054	194C		1000	556.00-	000000010003	07.12.2008	06.12.2008	123456	07.12.2008		
<input type="checkbox"/>	810000057	194C		1000	1,030.00-	000000010004	12.11.2008	06.12.2008	123456789	07.12.2008		
BAL108												
<input checked="" type="checkbox"/>	810000084	194C		1000	2.00-	000000010005	13.11.2008	06.12.2008	121212	07.12.2008		
DD1234567												
<input type="checkbox"/>	810000017	194C		1000	3,090.00-	000000010001	08.11.2008	06.12.2008	21071968	07.12.2008		
<input type="checkbox"/>	811000012	194C		1000	3,090.00-	000000010001	08.11.2008	06.12.2008	21071968	07.12.2008		
G13471												
<input type="checkbox"/>	810000060	194C		1000	2,060.00-	000000010005	13.11.2008	06.12.2008	121212	07.12.2008		
<input type="checkbox"/>	810000077	194C		1000	412.00-	000000010005	13.11.2008	06.12.2008	121212	07.12.2008		
<input type="checkbox"/>	810000083	194C		1000	515.00-	000000010005	13.11.2008	06.12.2008	121212	07.12.2008		
K314821												
<input type="checkbox"/>	810000030	194C		1000	309.00-			06.12.2008				
<input type="checkbox"/>	810000066	194C		1000	93.00-			06.12.2008				
MAYUR												
<input type="checkbox"/>	810000055	194I		1000	2,575.00-			06.12.2008				
<input type="checkbox"/>	810000056	194I		1000	5,150.00-			06.12.2008				
SDV11848												
<input type="checkbox"/>	810000027	194C		1000	1,545.00-	000000010002	10.11.2008	06.12.2008	123456	07.12.2008		

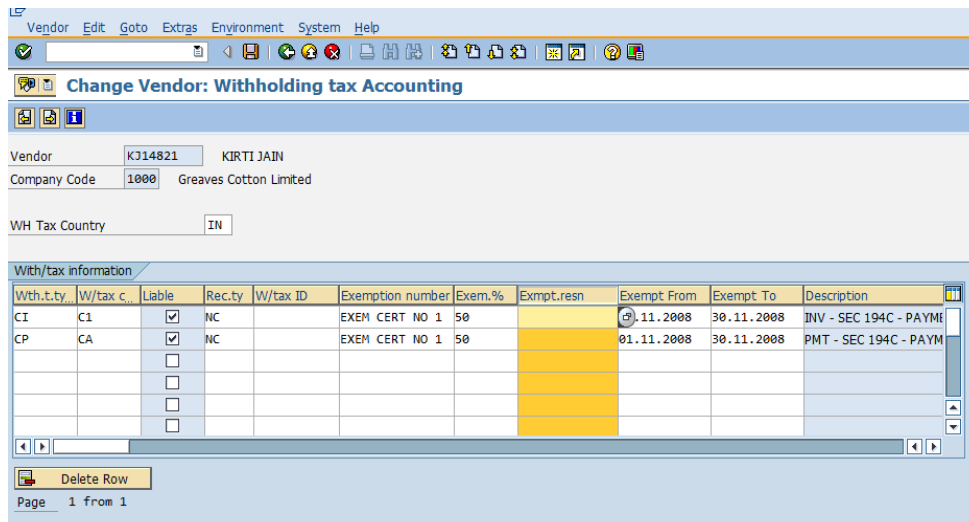
### TDS for Concessional Rate of Tax



## FI- CO End User Training Module

Setups for enabling TDS at lower Rates

We have to go to Vendor Master ( FK02/XK02) select the withholding TAB and go to the screen as follows



The screenshot shows the SAP 'Change Vendor: Withholding tax Accounting' screen. The vendor is KJ14821 (KIRTI JAIN) and the company code is 1000 (Greaves Cotton Limited). The WH Tax Country is set to IN. The 'With/tax information' table is as follows:

Wth.t.ty	W/tax c.	Liab	Rec.ty	W/tax ID	Exemption number	Exem.%	Exmpt.resn	Exempt From	Exempt To	Description
CI	C1	<input checked="" type="checkbox"/>	NC		EXEM CERT NO 1	50		01.11.2008	30.11.2008	INV - SEC 194C - PAYME
CP	CA	<input checked="" type="checkbox"/>	NC		EXEM CERT NO 1	50		01.11.2008	30.11.2008	PMT - SEC 194C - PAYM
		<input type="checkbox"/>								
		<input type="checkbox"/>								
		<input type="checkbox"/>								

Here we have to mention the % for Reduction of TDS

Example: -

Suppose the TDS rate is 10%

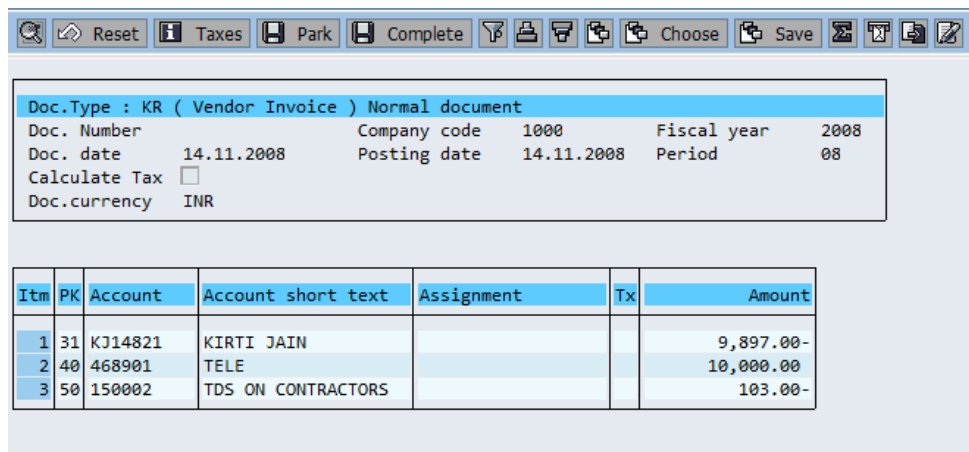
He has got the concession Certificate of 2%

Hence he has got the rebate of 80% from the original Rate of TDS

So mention the 80% in the Rate % Column ( Note :- Don't Put Concessional Rate of TDS i.e 2%)

Now do the Normal Invoicing or the Payment the system will deduct the TDS and the reduced rates

### Document Overview



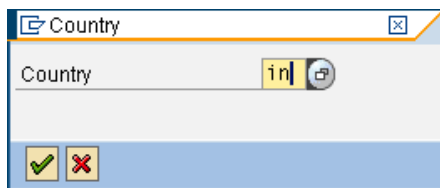
The screenshot shows the SAP 'Document Overview' screen. The document type is KR (Vendor Invoice) and it is a normal document. The document number is 14.11.2008, the company code is 1000, and the fiscal year is 2008. The document date is 14.11.2008, the posting date is 14.11.2008, and the period is 08. The document currency is INR. The 'Calculate Tax' checkbox is unchecked.

Itm	PK	Account	Account short text	Assignment	Tx	Amount
1	31	KJ14821	KIRTI JAIN			9,897.00-
2	40	468901	TELE			10,000.00
3	50	150002	TDS ON CONTRACTORS			103.00-

## Service Tax

### Creation of Tax code (FTXP)

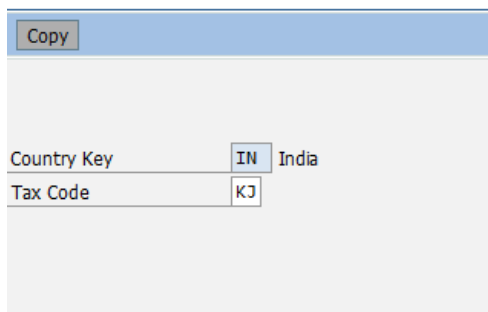
Provide the country in the bellow screen



A dialog box titled "Country" with a search bar containing "in" and a magnifying glass icon. Below the search bar are two buttons: a green checkmark and a red X.

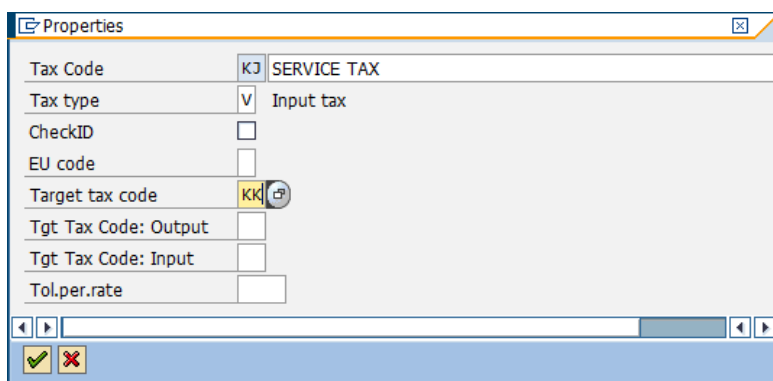
Tax code should be the two digit code

### Maintain Tax Code: Initial Screen



A form titled "Maintain Tax Code: Initial Screen" with a "Copy" button at the top. It contains two fields: "Country Key" with a dropdown menu showing "IN" and the text "India", and "Tax Code" with a dropdown menu showing "KJ".

Press enter provide the values as shown bellow ( V for input tax, A for out put tax)



A dialog box titled "Properties" for a tax code. It contains several fields: "Tax Code" (KJ) with "SERVICE TAX" next to it, "Tax type" (V) with "Input tax" next to it, "CheckID" (checkbox), "EU code" (checkbox), "Target tax code" (KK) with a magnifying glass icon, "Tgt Tax Code: Output" (checkbox), "Tgt Tax Code: Input" (checkbox), and "Tol.per.rate" (checkbox). At the bottom are navigation arrows and a green checkmark/red X button.

A Tax Code "KJ" has been created. The nature of Tax Type is " V " as it is Input Tax . As Service Tax has a concept of movement of Amount of from Interim A/c to Final A/c .

SO we have defined for Example Purpose KJ as Interim Account and KK as Final Account.

## FI- CO End User Training Module

### Maintain Tax Code: Tax Rates


Properties	Tax accounts	Deactivate line
Country Key	<input type="text" value="IN"/>	India
Tax Code	<input type="text" value="KJ"/>	SERVICE TAX
Procedure	<input type="text" value="ZTAXIN"/>	
Tax type	<input type="text" value="V"/>	Input tax

Percentage rates						
Tax Type	Acct Key	Tax Percent. Rate	Level	From Lvl	Cond.	Type
Base Amount			100	0		BASB
Calculated Call			110	100		
Sub total			120	0		
ST Base %			200	120		SMX1
IN: A/P Service tax%	VSA	<input type="text"/>	250	200		JSRT
IN: ECS on ST %	VSB	<input type="text"/>	300	250		JEC3
IN: SECESS on ST %	VSC	<input type="text"/>	350	250		JSE3
IN: BED setoff %	VS1	<input type="text"/>	560	120		JMOP
IN: BED setoff Qty	VS1	<input type="text"/>	561	120		JMOQ
IN: AED setoff %	VS2	<input type="text"/>	562	120		JAOP
IN: AED setoff Qty	VS2	<input type="text"/>	563	120		JAQO
IN: SED setoff %	VS3	<input type="text"/>	564	120		JSOP
IN: SED setoff Qty	VS3	<input type="text"/>	565	120		JSOQ
IN: BED inventory %	NVV	<input type="text"/>	570	120		JMIP
IN: BED inventory Qt	NVV	<input type="text"/>	571	120		JMIQ
IN: AED inventory %	NVV	<input type="text"/>	572	120		JAIP
IN: AED inventory Qty	NVV	<input type="text"/>	573	120		JAIQ
IN: SED inventory %	NVV	<input type="text"/>	574	120		JSIP

Press enter

No need to maintain any thing in the above screen, click on save button.

 Tax code KJ was created

For Final Service Tax Code

## FI- CO End User Training Module

### Maintain Tax Code: Tax Rates

Properties Tax accounts Deactivate line

Country Key  India  
 Tax Code  SERVICE TAX FINAL  
 Procedure   
 Tax type  Input tax

Percentage rates

Tax Type	Acct Key	Tax Percent. Rate	Level	From Lvl	Cond. Type
Base Amount			100	0	BASB
Calculated Call			110	100	
Sub total			120	0	
ST Base %			200	120	SMX1
IN: A/P Service tax%	VSA		250	200	JSRT
IN: ECS on ST %	VSB		300	250	JEC3
IN: SECess on ST %	VSC		350	250	JSE3
IN: BED setoff %	VS1		560	120	JMOP
IN: BED setoff Qty	VS1		561	120	JMOQ
IN: AED setoff %	VS2		562	120	JAOP
IN: AED setoff Qty	VS2		563	120	JAQ
IN: SED setoff %	VS3		564	120	JSOP
IN: SED setoff Qty	VS3		565	120	JSOQ
IN: BED inventory %	NVV		570	120	JMIP
IN: BED inventory Qt	NVV		571	120	JMIQ
IN AED inventory %	NVV		572	120	JAIP
IN AED inventory Qty	NVV		573	120	JAIQ
IN SED inventory %	NVV		574	120	JSIP

For maintain the % rates for each component of tax need to go with T.Code: FV11 , for service tax we have to use "JSRT" condition type and SMX1 for service tax Base ..

### Display Condition Records

Condition Information Key Combination Select Using Index

Condition type  IN: A/P Service tax%

Provided the condition which we want to maintain

Press enter

Condition Edit Goto Extras Environment Pricing System Help

Display IN: A/P Service tax% (JSRT) : Overview

Valid On

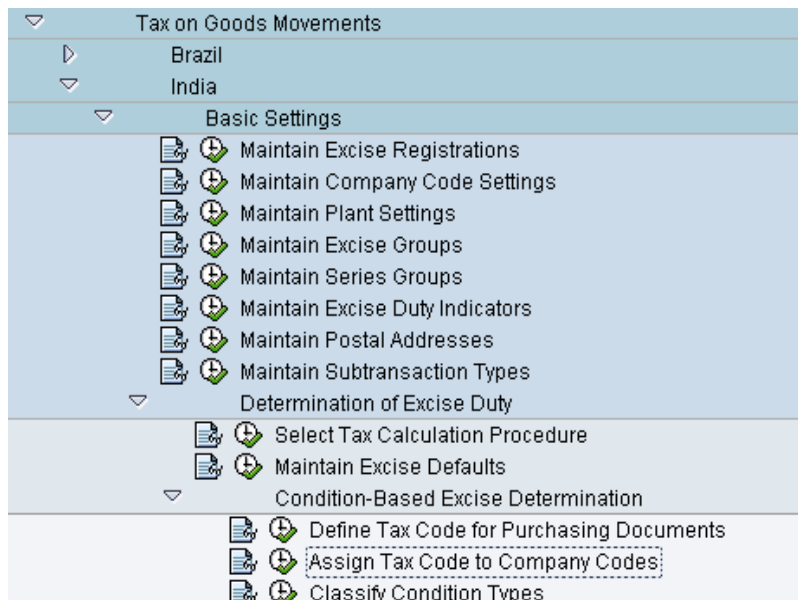
T	S	Description	p	Amount	Unit	per	Uo	Valid From	Valid to	Tax. W/t	Lic. no.	Lic. date	D
KJ				12.000	%			01.04.2008	31.03.2009	KJ			
KK				12.000	%			01.04.2008	31.03.2009	KK			

Provide the values as shown above

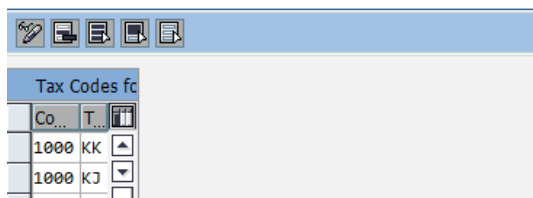
## FI- CO End User Training Module

After creation each tax code for input we need to assign to company code.

In SPRO- logistic general-tax on goods movement



### New Entries: Overview of Added Entries



In Expenses General Ledger Account need to put ( - ) sign and ( + ) sign for income GL. Or put \* capturing both tax codes.

Following are the Various Material Tax Codes are created in SAP System

## FI- CO End User Training Module

Tax code	Description	JMX 1	JMO P	JEX 1	JEC 1	JHX 1	JSE 1	JVRD	SMX1	JSR T	JEC 3	JSE 3	JMX 2	JMI P	JEX 2	JEC 2	JHX 2	JSE 2	JVR N	JIPC
		IN: A/P BED setoff	IN: BED setoff %	IN: A/P ECS setoff	A/P Eces for Setoff	IN: A/P SEC es setoff	A/P SEC ess Setoff	VAT	Service Tax base	servi ce tax	cess	eces s	A/P BED inve ntor	BED inve ntory %	A/P ECS inve nt.	A/P ECS Inve nt.	A/P SCS inve nt.	A/P SCS Inve nt.	VAT INV	CST
	<b>ED CENVATABLE + CST INVENTORISED</b>																			
1A	ED(10+2+1)CST-INV(2)	100	10	100	2	100	1													2
1B	ED(10+2+1)CST-INV(1)	100	10	100	2	100	1													1
1C	ED(10+2+1)CST-INV(0)	100	10	100	2	100	1													
1D	ED(4+2+1)CST-INV(2)	100	4	100	2	100	1													2
1E	ED(4+2+1)CST-INV(1)	100	4	100	2	100	1													1
1F	ED(4+2+1)CST-INV(0)	100	4	100	2	100	1													
1G	ED(0)CST-INV(2)																			2
1H	ED(0)CST-INV(1)																			1
1I	ED(0)CST-INV(0)																			
1J	ED(INCL)CST-INV(2)	100	0	100	2	100	1													2
1K	ED(INCL)CST-INV(1)	100	0	100	2	100	1													1
	<b>ED CENVATABLE + VAT INVENTORISED</b>																			
2A	ED(10+2+1)VAT-INV(4)	100	10	100	2	100	1													4
2B	ED(10+2+1)VAT-INV(8)	100	10	100	2	100	1													8
2C	ED(10+2+1)VAT-INV(12.50)	100	10	100	2	100	1													12.5
2D	ED(4+2+1)VAT-INV(4)	100	4	100	2	100	1													4
2E	ED(4+2+1)VAT-INV(8)	100	4	100	2	100	1													8
2F	ED(4+2+1)VAT-INV(12.50)	100	4	100	2	100	1													12.5
2G	ED(0)VAT-INV(4)																			4
2H	ED(0)VAT-INV(8)																			8
2I	ED(0)VAT-INV(12.50)																			12.5
	<b>ED CENVATABLE + VAT</b>																			

## FI- CO End User Training Module

	<b>CENVARIABLE</b>																			
3A	ED(10+2+1)VAT(4)	100	10	100	2	100	1	4												
3B	ED(10+2+1)VAT(8)	100	10	100	2	100	1	8												
3C	ED(10+2+1)VAT(12.50)	100	10	100	2	100	1	12.5												
3D	ED(4+2+1)VAT(4)	100	4	100	2	100	1	4												
3E	ED(4+2+1)VAT(8)	100	4	100	2	100	1	8												
3F	ED(4+2+1)VAT(12.50)	100	4	100	2	100	1	12.5												
3G	ED(0)VAT(4)							4												
3H	ED(0)VAT(8)							8												
3I	ED(0)VAT(12.50)							12.5												
3J	ED(INCL)VAT(4)	100	0	100	2	100	1	4												
3K	ED(INCL)VAT(8)	100	0	100	2	100	1	8												
3L	ED(INCL)VAT(12.50)	100	0	100	2	100	1	12.5												
	<b>ED INVENTORISED + CST INVENTORISED</b>																			
4A	ED-INV(10+2+1)CST-INV(2)												100	10	100	2	100	1		2
4B	ED-INV(10+2+1)CST-INV(1)												100	10	100	2	100	1		1
4C	ED-INV(10+2+1)CST-INV(0)												100	10	100	2	100	1		
4D	ED-INV(4+2+1)CST-INV(2)												100	4	100	2	100	1		2
4E	ED-INV(4+2+1)CST-INV(1)												100	4	100	2	100	1		1
4F	ED-INV(4+2+1)CST-INV(0)												100	4	100	2	100	1		
4G	ED-INV(0)CST-INV(2)																			2
4H	ED-INV(0)CST-INV(1)																			1
	<b>ED INVENTORISED + VAT INVENTORISED</b>																			
5A	ED-INV-INV(10+2+1)VAT-INV(4)												100	10	100	2	100	1	4	
5B	ED-INV(10+2+1)VAT-INV(8)												100	10	100	2	100	1	8	
5C	ED-INV(10+2+1)VAT-INV(12.50)												100	10	100	2	100	1	12.5	
5D	ED-INV(4+2+1)VAT-INV(4)												100	4	100	2	100	1	4	
5E	ED-INV(4+2+1)VAT-INV(8)												100	4	100	2	100	1	8	
5F	ED-INV(4+2+1)VAT-INV(12.50)												100	4	100	2	100	1	12.5	





## FI- CO End User Training Module

23	1440-SER(12+2+1)-INT							100	12	2	1								
24	1440-SER(12+2+1)-FIN							100	12	2	1								
25	2110-SER(12+2+1)-INT							100	12	2	1								
26	2110-SER(12+2+1)-FIN							100	12	2	1								
27	2120-SER(12+2+1)-INT							100	12	2	1								
28	2120-SER(12+2+1)-FIN							100	12	2	1								
29	2130-SER(12+2+1)-INT							100	12	2	1								
30	2130-SER(12+2+1)-FIN							100	12	2	1								
31	2140-SER(12+2+1)-INT							100	12	2	1								
32	2140-SER(12+2+1)-FIN							100	12	2	1								
33	2160-SER(12+2+1)-INT							100	12	2	1								
34	2160-SER(12+2+1)-FIN							100	12	2	1								
35	2161-SER(12+2+1)-INT							100	12	2	1								
36	2161-SER(12+2+1)-FIN							100	12	2	1								
37	HO-SER(12+2+1)-INT							100	12	2	1								
38	HO-SER(12+2+1)-FIN							100	12	2	1								
39	WR-SER(12+2+1)-INT							100	12	2	1								
40	WR-SER(12+2+1)-FIN							100	12	2	1								
41	ER-SER(12+2+1)-INT							100	12	2	1								
42	ER-SER(12+2+1)-FIN							100	12	2	1								
43	SR-SER(12+2+1)-INT							100	12	2	1								
44	SR-SER(12+2+1)-FIN							100	12	2	1								
45	NR-SER(12+2+1)-INT							100	12	2	1								
46	NR-SER(12+2+1)-FIN							100	12	2	1								
	<b>GTA SERVICE TAX</b>																		
9A	1110-SER-GTA(12+2+1)							25	12	2	1								
9B	1120-SER-GTA(12+2+1)							25	12	2	1								
9C	1210-SER-GTA(12+2+1)							25	12	2	1								
9D	1310-SER-GTA(12+2+1)							25	12	2	1								
9E	1320-SER-GTA(12+2+1)							25	12	2	1								
9F	1330-SER-GTA(12+2+1)							25	12	2	1								

### FI- CO End User Training Module

9G	1340-SER-GTA(12+2+1)									25	12	2	1										
9H	1350-SER-GTA(12+2+1)									25	12	2	1										
9I	1410-SER-GTA(12+2+1)									25	12	2	1										
9J	1420-SER-GTA(12+2+1)									25	12	2	1										
9K	1430-SER-GTA(12+2+1)									25	12	2	1										
9L	1440-SER-GTA(12+2+1)									25	12	2	1										
9M	2110-SER-GTA(12+2+1)									25	12	2	1										
9N	2120-SER-GTA(12+2+1)									25	12	2	1										
9O	2130-SER-GTA(12+2+1)									25	12	2	1										
9P	2140-SER-GTA(12+2+1)									25	12	2	1										
9Q	2160-SER-GTA(12+2+1)									25	12	2	1										
9R	2161-SER-GTA(12+2+1)									25	12	2	1										
9S	HO-SER-GTA(12+2+1)									25	12	2	1										
9T	WR-SER-GTA(12+2+1)									25	12	2	1										
9U	ER-SER-GTA(12+2+1)									25	12	2	1										
9V	SR-SER-GTA(12+2+1)									25	12	2	1										
9W	NR-SER-GTA(12+2+1)									25	12	2	1										

## FI- CO End User Training Module

### Service tax process

Pass entry by using Tax code: KJ as shown in General Ledger Below

**Display Document: General Ledger View**

Taxes | Display Currency | Entry View | Other Ledger

**Data Entry View**

Document Number: 1900000088 | Company Code: 1000 | Fiscal Year: 2008  
 Document Date: 14.11.2008 | Posting Date: 14.11.2008 | Period: 8  
 Reference: | Cross-CC no.: |  
 Currency: INR | Texts exist:  | Ledger Group: |

**Ledger OL**

Doc.: 1900000088 | FiscalYear: 2008 | Period: 8

C...	Itm	L.item	PK	S	Account	Description	Amount	Curr.	Tx	Profit Center	Segment
1000	1	000001	31		120000	ACCOUNTS PAY - DOMES	11,200.00-	INR	KJ	1310001	ENGINE
	2	000002	40		402700	TRAVELLING EXP	10,000.00	INR	KJ	1310001	ENGINE
	3	000003	40		209700	MVAT ST (O) TO CLM	1,200.00	INR	KJ	1310001	ENGINE

Data Entry View .

**Display Document: Data Entry View**

Taxes | Display Currency | General Ledger View

**Data Entry View**

Document Number: 1900000088 | Company Code: 1000 | Fiscal Year: 2008  
 Document Date: 14.11.2008 | Posting Date: 14.11.2008 | Period: 8  
 Reference: | Cross-CC no.: |  
 Currency: INR | Texts exist:  | Ledger Group: |

C...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Profit Center	Segment
1000	1	31		TDS003	TDS003	11,200.00-	INR	KJ		
	2	40		402700	TRAVELLING EXP	10,000.00	INR	KJ	1310001	ENGINE
	3	40		209700	MVAT ST (O) TO CLM	1,200.00	INR	KJ		

**Note:** While entering the Invoice the Gross Amount ( Including Service Tax )






Initially the service tax amount is posted in the Interim A/c ( Modvat Service Tax to be claimed ) and only after the payment to the Vendor is made it can be transferred to the Final Service Tax Modvat Account

**Check** the payment is made before the Service Tax Credit is taken and adjusted with the Excise.

Make the payment against invoice as shown below (F-53) / (F-58)

## FI- CO End User Training Module

### Display Document: General Ledger View




























**Data Entry View**

Document Number: 150000112    Company Code: 1000    Fiscal Year: 2008  
 Document Date: 14.11.2008    Posting Date: 14.11.2008    Period: 8  
 Reference:    Cross-CC no.:    Ledger Group:     
 Currency: INR    Texts exist:





**Ledger OL**

Doc.: 150000112    FiscalYear: 2008    Period: 8






















C...	Itm	Litem	PK	S	Account	Description	Amount	Curr.	Tx	Profit Center	Segment
1000	1	000001	50		206002	HDFC-MUMBAI-PAY	11,200.00-	INR		1310001	ENGINE
	2	000002	25		120000	ACCOUNTS PAY - DOMES	11,200.00	INR		1310001	ENGINE

### Display Document: Data Entry View

**Data Entry View**

Document Number: 150000112    Company Code: 1000    Fiscal Year: 2008  
 Document Date: 14.11.2008    Posting Date: 14.11.2008    Period: 8  
 Reference:    Cross-CC no.:    Ledger Group:     
 Currency: INR    Texts exist:

C...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Pr
1000	1	50		206002	HDFC-MUMBAI-PAY	11,200.00-	INR		
	2	25		TDS003	TDS003	11,200.00	INR		

For Transferring Interim Service Tax Amount to Final Service Tax Amount ZST01( or we can go to SE38 and provide the table "RFUMS/50"

Fill the values as shown bellow

## FI-CO End User Training Module

Program Edit Goto System Help

Deferred Tax Transfer (New)

**General Selections**

Company Code	1000	to		
Document Number		to		
Fiscal Year		to		
Time frame	01.11.2008	to	30.11.2008	

**Further Selections**

Posting Period		to		
Tax Code		to		
Document Type		to		
Special G/L Indicator		to		
Business Place		to		
G/L Account		to		
Vendor	tds003	to		
Customer		to		

**Type of Run**

Only Display Reporting Lines  
 Simul. of Creation of Rep.Lines  
 Creation of Reporting Lines  
 Do not update  
 Update documents: Update run  
 Update documents: Test run

Note:- by default the screen shows "Do Not Update" change the radio button to "Update Document :Update Run"

Program Edit Goto System Help

Deferred Tax Transfer (New)

**Prepare printing of forms**

Entry in UMSV  
 Run Date:   
 Identification:

**Posting Params**

Call transaction...using..  
 Transfer Posting  
 B.input session name: KIRTI  
 Document Type: SA  
 Posting date: 14.11.2008  
 Document date: 14.11.2008  
 Target Tax Code: EU Output Tax:   
 Target Tax Code: EU Input Tax:

**Currency Translation**

Invoice Posting Date  
 Payment Posting Date  
 Transfer Posting Date  
 No debit indexes  
 No credit indexes  
 P\_XREF1

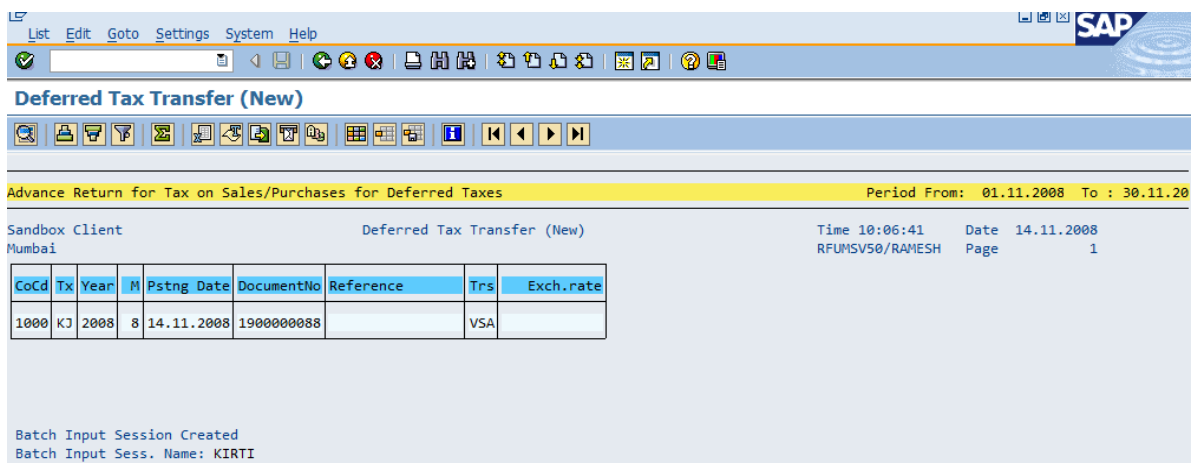
**Type of ALV List**

Output with ALV  
 Output with ALV GRID

## FI- CO End User Training Module

In Posting Parameters  Transfer Posting and provide the Session Name and Document type which we want to use for final posting from interim.

In Currency Translation select  Transfer Posting Date

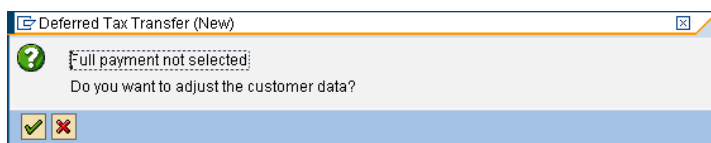


The screenshot shows the SAP 'Deferred Tax Transfer (New)' screen. The title bar includes 'List Edit Goto Settings System Help' and the SAP logo. Below the title bar is a menu bar with icons for various functions. The main area displays 'Advance Return for Tax on Sales/Purchases for Deferred Taxes' with a period from 01.11.2008 to 30.11.20. The 'Sandbox Client' is set to 'Mumbai'. The 'Deferred Tax Transfer (New)' window shows a table with the following data:

CoCd	Tx	Year	R	Pstng Date	DocumentNo	Reference	Trs	Exch.rate
1000	KJ	2008	8	14.11.2008	1900000088		VSA	

Additional information shown includes 'Time 10:06:41', 'Date 14.11.2008', 'RFUMSV50/RAMESH', and 'Page 1'. At the bottom, it states 'Batch Input Session Created' and 'Batch Input Sess. Name: KIRTI'.

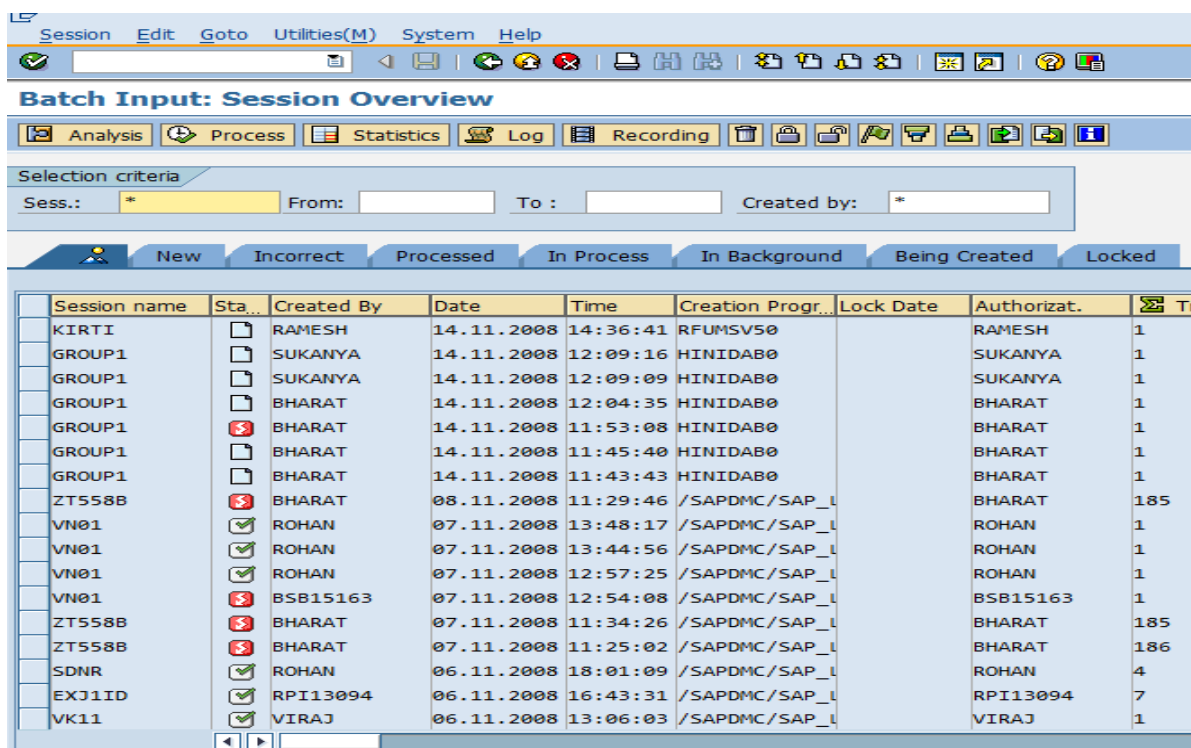
Or System can provide the following warning screen



The screenshot shows a warning dialog box titled 'Deferred Tax Transfer (New)'. The message reads: 'Full payment not selected. Do you want to adjust the customer data?'. There are 'Yes' and 'No' buttons at the bottom.

Ignore the warning press enter

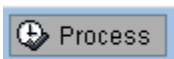
For Viewing Batch Output ( SM35)



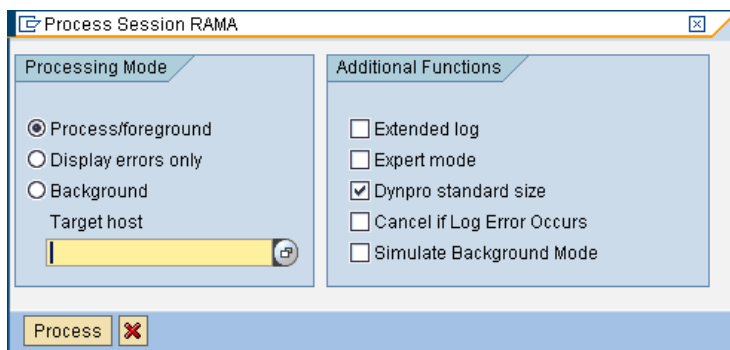
The screenshot shows the 'Batch Input: Session Overview' screen in SAP. The title bar includes 'Session Edit Goto Utilities(M) System Help'. Below the title bar is a menu bar with icons for 'Analysis', 'Process', 'Statistics', 'Log', 'Recording', and other functions. The 'Selection criteria' section shows 'Sess.: \*' and 'From: ' To: ' Created by: \*'. Below this are tabs for 'New', 'Incorrect', 'Processed', 'In Process', 'In Background', 'Being Created', and 'Locked'. The main area displays a table with the following data:

Session name	Sta...	Created By	Date	Time	Creation Progr...	Lock Date	Authorizat.	Tr
KIRTI	<input type="checkbox"/>	RAMESH	14.11.2008	14:36:41	RFUMSV50		RAMESH	1
GROUP1	<input type="checkbox"/>	SUKANYA	14.11.2008	12:09:16	HINIDAB0		SUKANYA	1
GROUP1	<input type="checkbox"/>	SUKANYA	14.11.2008	12:09:09	HINIDAB0		SUKANYA	1
GROUP1	<input type="checkbox"/>	BHARAT	14.11.2008	12:04:35	HINIDAB0		BHARAT	1
GROUP1	<input checked="" type="checkbox"/>	BHARAT	14.11.2008	11:53:08	HINIDAB0		BHARAT	1
GROUP1	<input type="checkbox"/>	BHARAT	14.11.2008	11:45:40	HINIDAB0		BHARAT	1
GROUP1	<input type="checkbox"/>	BHARAT	14.11.2008	11:43:43	HINIDAB0		BHARAT	1
ZT5588	<input checked="" type="checkbox"/>	BHARAT	08.11.2008	11:29:46	/SAPDMC/SAP_L		BHARAT	185
VN01	<input checked="" type="checkbox"/>	ROHAN	07.11.2008	13:48:17	/SAPDMC/SAP_L		ROHAN	1
VN01	<input checked="" type="checkbox"/>	ROHAN	07.11.2008	13:44:56	/SAPDMC/SAP_L		ROHAN	1
VN01	<input checked="" type="checkbox"/>	ROHAN	07.11.2008	12:57:25	/SAPDMC/SAP_L		ROHAN	1
VN01	<input checked="" type="checkbox"/>	BSB15163	07.11.2008	12:54:08	/SAPDMC/SAP_L		BSB15163	1
ZT5588	<input checked="" type="checkbox"/>	BHARAT	07.11.2008	11:34:26	/SAPDMC/SAP_L		BHARAT	185
ZT5588	<input checked="" type="checkbox"/>	BHARAT	07.11.2008	11:25:02	/SAPDMC/SAP_L		BHARAT	186
SDNR	<input checked="" type="checkbox"/>	ROHAN	06.11.2008	18:01:09	/SAPDMC/SAP_L		ROHAN	4
EXJ1ID	<input checked="" type="checkbox"/>	RPI13094	06.11.2008	16:43:31	/SAPDMC/SAP_L		RPI13094	7
VK11	<input checked="" type="checkbox"/>	VIRAJ	06.11.2008	13:06:03	/SAPDMC/SAP_L		VIRAJ	1

## FI- CO End User Training Module



Select the session click on process button



Process Session RAMA

**Processing Mode**

- Process/foreground
- Display errors only
- Background

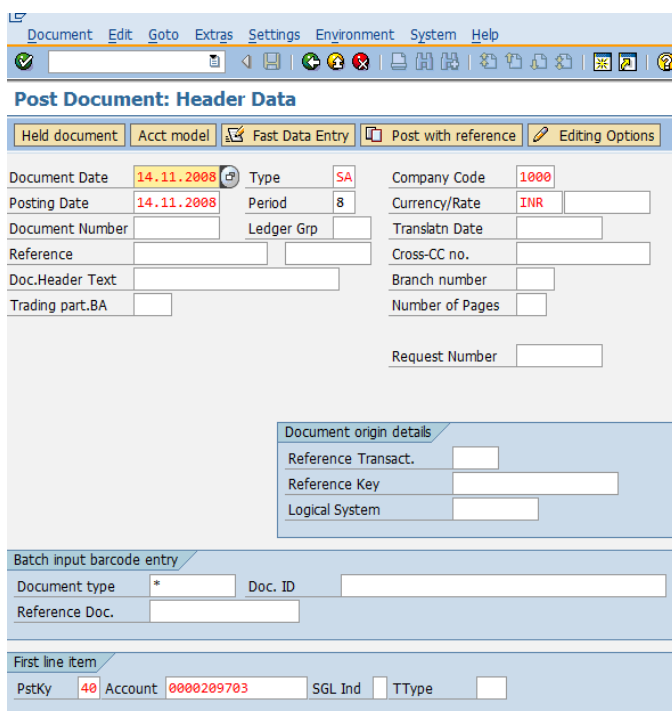
Target host

**Additional Functions**

- Extended log
- Expert mode
- Dynpro standard size
- Cancel if Log Error Occurs
- Simulate Background Mode

Process

Click on process button



Document Edit Goto Extras Settings Environment System Help

**Post Document: Header Data**

Held document Acct model Fast Data Entry Post with reference Editing Options

Document Date 14.11.2008 Type SA Company Code 1000  
 Posting Date 14.11.2008 Period 8 Currency/Rate INR  
 Document Number Ledger Grp Translatn Date  
 Reference Cross-CC no.  
 Doc.Header Text Branch number  
 Trading part.BA Number of Pages  
 Request Number

**Document origin details**

Reference Transact.  
 Reference Key  
 Logical System

**Batch input barcode entry**

Document type \* Doc. ID  
 Reference Doc.

**First line item**

PstKy 40 Account 0000209703 SGL Ind TType

## FI- CO End User Training Module

Document Edit Goto Extras Settings Environment System Help

Enter G/L Account Document: Add G/L account item

More data Acct model Fast Data Entry Taxes

Account 209703 MODVAT RECEIVED ON SERVICE TAX(OTHERS)  
Company Code 1000 GREAVES COTTON LIMITED

Item 1 / Debit entry / 40

Amount	1,200.00	INR
Base amount	10,000.00	
Tax Code	KK	<input type="checkbox"/> Determine tax base
Bus. Place		
Assignment		
Text	Transf.pstg for target tax account <span>Long Texts</span>	

Next line item

PstKy	50	Account	0000209700	SGL Ind	<input type="checkbox"/>	TType	<input type="checkbox"/>	New co.code	<input type="checkbox"/>
-------	----	---------	------------	---------	--------------------------	-------	--------------------------	-------------	--------------------------

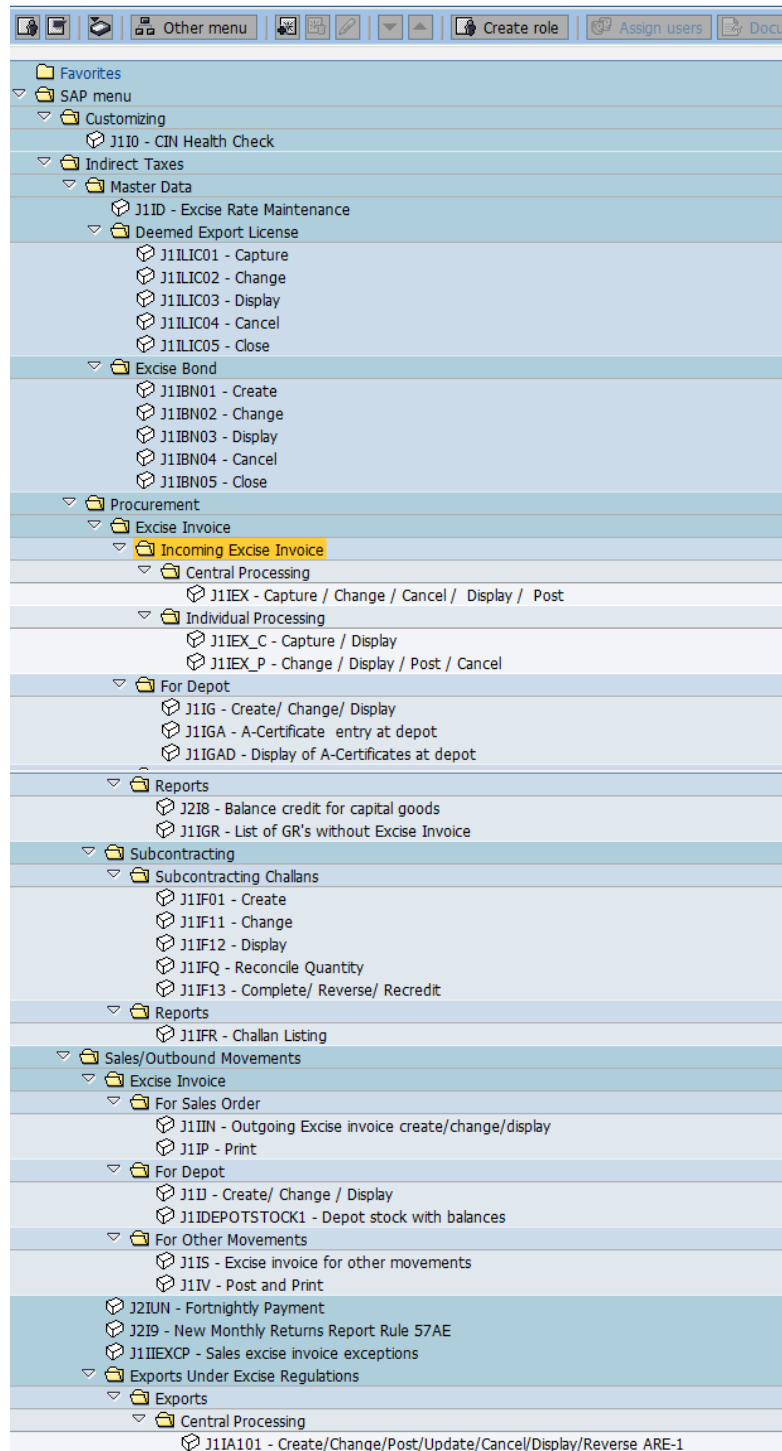
Go on pressing enter till all the entries are posted and the system comes to main screen .



## Excise Duty

Go for the T.Code **J1ILN** the SAP menu appears as follows

### SAP Easy Access India Localization Menu



The screenshot displays the SAP Easy Access India Localization Menu. The menu structure is as follows:

- Other menu
- Assign users
- Docu
- Favorites
  - SAP menu
    - Customizing
      - J110 - CIN Health Check
    - Indirect Taxes
      - Master Data
        - J11D - Excise Rate Maintenance
        - Deemed Export License
          - J11LIC01 - Capture
          - J11LIC02 - Change
          - J11LIC03 - Display
          - J11LIC04 - Cancel
          - J11LIC05 - Close
        - Excise Bond
          - J11BN01 - Create
          - J11BN02 - Change
          - J11BN03 - Display
          - J11BN04 - Cancel
          - J11BN05 - Close
    - Procurement
      - Excise Invoice
        - Incoming Excise Invoice
          - Central Processing
            - J11EX - Capture / Change / Cancel / Display / Post
          - Individual Processing
            - J11EX\_C - Capture / Display
            - J11EX\_P - Change / Display / Post / Cancel
          - For Depot
            - J11G - Create/ Change/ Display
            - J11GA - A-Certificate entry at depot
            - J11GAD - Display of A-Certificates at depot
          - Reports
            - J218 - Balance credit for capital goods
            - J11GR - List of GR's without Excise Invoice
        - Subcontracting
          - Subcontracting Challans
            - J11F01 - Create
            - J11F11 - Change
            - J11F12 - Display
            - J11FQ - Reconcile Quantity
            - J11F13 - Complete/ Reverse/ Recredit
          - Reports
            - J11FR - Challan Listing
        - Sales/Outbound Movements
          - Excise Invoice
            - For Sales Order
              - J11IN - Outgoing Excise invoice create/change/display
              - J11P - Print
            - For Depot
              - J11J - Create/ Change / Display
              - J11DEPOTSTOCK1 - Depot stock with balances
            - For Other Movements
              - J11S - Excise invoice for other movements
              - J11V - Post and Print
          - J21UN - Fortnightly Payment
          - J219 - New Monthly Returns Report Rule 57AE
          - J11IEXCP - Sales excise invoice exceptions
          - Exports Under Excise Regulations
            - Exports
              - Central Processing
                - J11A101 - Create/Change/Post/Update/Cancel/Display/Reverse ARE-1

## FI- CO End User Training Module

Individual Processing
J11A102 - Create/Change/Post/Cancel/Display ARE-1
J11A103 - Update/Display ARE-1
J11A104 - Reverse/Display ARE-1
Deemed Exports
Central Processing
J11A301 - Create/Change/Post/Update/Cancel/Display/Reverse ARE-3
Individual Processing
J11A302 - Create/Change/Post/Cancel/Display ARE-3
J11A303 - Update/Display ARE-3
J11A304 - Reverse/Display ARE-3
Reports
J11ANX18 - Pro Forma of Running Bond Account
J11ANX19 - Statement Regarding Export of Excisable Goods
J11ARE_AGE - Ageing Analysis for ARE Documents
J11BONSUM - Bond Summary Report
J11ILCSUM - Deemed Export License Summary
Excise JV
J11IH - Create
Forms Tracking
J11IUN - Forms tracking
Registers
Excise Tax
J219 - Cenvat Register
J115 - Update RG23A/C Issues and RG1
J215 - Extract
J216 - Print Utility program
Sales Tax
J112 - Sales Tax Register
Tax Deduction at Source
Asset Accounting
J11Q - Year-End Income Tax Depreciation Report

### Maintaining of Excise Master Data (J11D)

Favorites
SAP menu
Customizing
J110 - CIN Health Check
Indirect Taxes
Master Data
J11D - Excise Rate Maintenance

For maintaining excise Rate maintenance go to J11D

Following screen appears we can maintain various master Data here. We can maintain vendor and customer excise details, item tariff heading and excise rates.

**Excise Rate Maintenance**

Amend Purchase Order    Amend Sales Order

Excise Master

Master Data

- Chapter-Id
- Material and Chapter-Id combination
- Material Assessable value
- CENVAT Determination

Excise Status

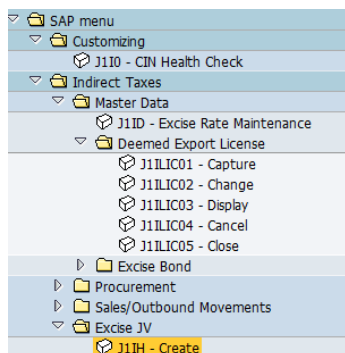
- Vendor Excise details
- Customer Excise details
- SSI Rates
- Excise Indicator for Plant
- Excise Indicator for Plant and Vendor
- Excise Indicator for Plant and Customer

Excise rates

- Excise Tax Rate
- Cess Rates
- Exceptional Material Excise Rate
- Sales Tax setoff percentages
- Quantity based AED, NCCD and SED

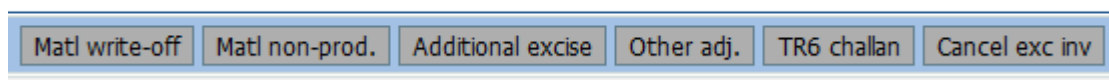
## Excise JV (J1IH)

Use the following Navigation path



There are many types of Excise JV we can pass in the system

## Excise JV - Main Menu



## Making Adjustment Postings for Scrap (Material Write-off)

### MB1A

### Use

We can follow this procedure if we have scrapped a material and want to reverse the excise duty debited to our CENVAT account.

### Procedure

1. From the *SAP Easy Access* screen, choose *Indirect Taxes* → *Excise JV* → *Create* → *Matl write-off*.

### Create Excise JV - Initial Screen ( Matl Doc for write off )

Document Number	4900008772
Document Year	2008
Company Code	1000
Plant	1320
Excise Group	32
Subtransaction Type	<input type="checkbox"/>

**Modvat Account Selection**

RG23A

RG23C

PLA

Fortnightly Payment

## FI- CO End User Training Module

Excise JV Edit Goto Header Item System Help

### Create Excise JV - Details wrt mat doc 490008772 2008 for write off

Document No. & Yr	490008772 2008	Document Date	26.11.2008
Company Code	1000	Posting Date	26.11.2008
Plant	1320	Vendor	
		Rule/Section	

Item	Material Number	Material Description	Quantity	U...	BED A...	ECS Am...	SECess...
1	0144-1570-056	BANJO BOLT M8X1(NRV)	5	EA	100.00	20.00	10.00
2	250-7555-04	WAVE WASHER DIA 6	10	EA			
3	400-083-79A	GL400IIA INLET VALVE	10	EA			
4	400-083-80A	GL400IIA EXHAUST VALV	10	EA			
5	422-9730-09	ALLEN SCREW M6X1X12	10	EA			
6	500-051-36	ROCKER LEVER INTAKE	10	EA			
7	500-051-37	ROCKER LEVER - EXHAUS	10	EA			
8	500-103-39	CONNECTING ROD FORGIN	10	EA			
9	500-2200-13	KEY 4X4X18	10	EA			
10	500-3240-58	NUT M10 X 5	10	EA			

Position 1 of 30

Total	
BED Amount	100.00
AED Amount	0.00
SED Amount	0.00
NCCD Amount	0.00
ECS Amount	20.00
SECess Amount	10.00

### Determine G/L accounts

Excise JV - G/L Account Determination

Cr/Dr	G/L ACCT	Amount	B...	Co...	Description
C	0000287359	10.00			RG23A HIGHER EDUCATION CESS-1320
C	0000287357	100.00			RG23A BASIC EXCISE DUTY-1320
C	0000287358	20.00			RG23A EDUCATIONAL CESS-1320
D	0000287999	130.00			CENVAT OFFSET ACCOUNT


Position: 1 of 4

## FI- CO End User Training Module

2. Enter data as required, including:

- *Document number*

Enter the number of the document that you used to scrap the material.

3. Choose .

The system displays the information from the material document.


4. Adjust the posting date as necessary.

5. Adjust the excise duty for each line item either:


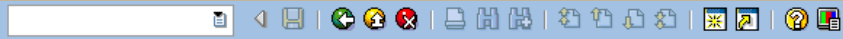
- Manually
- By assigning the line item to an excise invoice


6. Specify which G/L accounts are to be posted to.




7. Save the adjustment posting.

 Excise JV 1200000798 acctng. no. 822000761 with Part2 Sl. 3200000091 has been successfully created

Document Edit Goto Extras Settings Environment System Help

 **Display Document: General Ledger View**

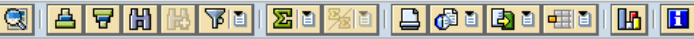
 Display Currency  Entry View  Other Ledger

**Data Entry View**

Document Number	822000761	Company Code	1000	Fiscal Year	2008
Document Date	26.11.2008	Posting Date	26.11.2008	Period	8
Reference	1200000798	Cross-CC no.			
Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group	

**Ledger 0L**

Doc.	822000761	FiscalYear	2008	Period	8
------	-----------	------------	------	--------	---



C...	Itm	L.item	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	000001	50		287359	RG23A HECESS-1320	10.00-	INR	V0		1314555	1123000
	2	000002	50		287357	RG23A BED-1320	100.00-	INR	V0		1314555	1123000
	3	000003	50		287358	RG23A ECS-1320	20.00-	INR	V0		1314555	1123000
	4	000004	40		287999	CENVAT OFFSET ACCOUN	130.00	INR	V0		1314555	1123000

MB1A

## FI- CO End User Training Module

### Enter Goods Issue: Initial Screen

Document Date  Posting Date   
 Material Slip   
 Doc.Header Text

**Defaults for Document Items**

Movement Type  Special Stock   
 Plant  Reason for Movement   
 Storage Location   Suggest Zero Lines

**GR/GI Slip**

Print
  Individual Slip  
 Indiv.Slip w.Inspect. Text  
 Collective Slip

### Enter Goods Issue: New Items

Movement Type  GI for cost center  
 G/L Account   
 Cost Center  Recipient

**Items**

Item	Material	Quantity	UnE	SLoc	Batch	Re	Plnt
1	0144-1570-056	5	EA	MAIN			1320
2				MAIN			1320
3				MAIN			1320
4				MAIN			1320
5				MAIN			1320
6				MAIN			1320
7				MAIN			1320
8				MAIN			1320
9				MAIN			1320
10				MAIN			1320
11				MAIN			1320
12				MAIN			1320

Document 4900010390 posted

Go to MB03 for material document display

### Display Material Document: Initial Screen

Material Doc.   
 Mat. Doc. Year

Press enter

## FI- CO End User Training Module

**Display Material Document 4900010390 : Overview**

Details from Item | Material | Accounting Documents...

Posting Date: 26.11.2008 | Name: KJ14821

Item	Quantity	EUn	Material	Plnt	SLoc	Batch	Re	MvT	S	S	
			BUn	Material Description		Reserv.No.	Itm	FIs			
1	5	EA	0144-1570-056	1320	MAIN		201	-			
			BANJO BOLT M8X1(NRV)								

Select Accounting Document for seeing the Accounting document.

**Display Document: General Ledger View**

Display Currency | Entry View | Other Ledger

**Data Entry View**

Document Number: 827006939 | Company Code: 1000 | Fiscal Year: 2008  
 Document Date: 26.11.2008 | Posting Date: 26.11.2008 | Period: 8  
 Reference: | Cross-CC no.: |  
 Currency: INR | Texts exist:  | Ledger Group: |

**Ledger OL**

Doc.: 827006939 | FiscalYear: 2008 | Period: 8

C...	Itm	L.item	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	000001	99		210060	RAW MATERIAL	22.35-	INR			1314003	1123000
	2	000002	81		400060	CON-RAW MATERIAL	22.35	INR		1314003601	1314003	1123000

### Making Adjustment Postings for Materials Not Used in Production

#### Use

We follow this procedure if we have not used a material in the production process and want to reverse the excise duty debited to our CENVAT account.

#### Procedure

1. From the SAP Easy Access screen, choose *Indirect Taxes* → *Excise JV* → *Create* → *Matl non-prod.*
2. Enter data as required, including:

- *Document number*

Enter the number of the material document that the adjustment posting is to refer to.

3. Choose .

The system displays the information from the material document.

4. Adjust the posting date as necessary.
5. Adjust the excise duty for each line item either:

- Manually

## FI- CO End User Training Module

- By assigning the line item to an excise invoice
6. Specify which G/L accounts are to be posted to.
  7. Save the adjustment posting.

### Making Adjustment Postings for Additional Excise Paid by Vendors

#### Use

We follow this procedure if a vendor has increased the amount of excise duty that it originally charged we and we want to debit the difference to your CENVAT account.

#### Procedure

1. From the *SAP Easy Access* screen, choose *Indirect Taxes* → *Excise JV* → *Create* → *Additional excise*.
2. Enter data as required.

#### Create Excise JV - Initial Screen ( Diff Excise Posting )

Document Number	4900008772
Document Year	2008
Company Code	1000
Plant	1320
Excise Group	32
Subtransaction Type	<input type="checkbox"/>

Modvat Account Selection	
<input checked="" type="radio"/>	RG23A
<input type="radio"/>	RG23C

In the *Document number* field, enter then number of the document sent to you by the vendor.

Document No. & Yr		4900008772	2008	Document Date	26.11.2008
Company Code		1000		Posting Date	26.11.2008
Plant		1320		Vendor	
				CVD applicable	<input type="checkbox"/>
				Rule/Section	




Item	Material Number	Material Description	Quantity	U.	BED A.	ECS Am.	SECESS...
1	0144-1570-056	BANJO BOLT M8X1(NRV)	1	EA	10.00	2.00	1.00

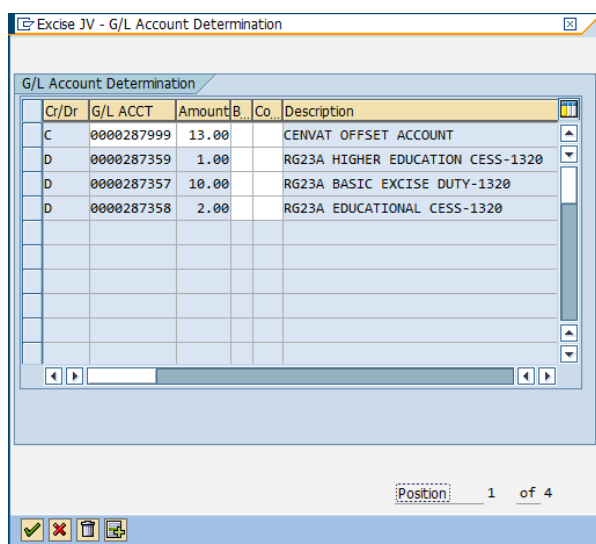
  

Total				Position 1 of 1	
BED Amount		10.00	NCCD Amount		0.00
AED Amount		0.00	ECS Amount		2.00
SED Amount		0.00	SECESS Amount		1.00



## FI- CO End User Training Module

3. Choose .
4. Adjust the posting date as necessary.
5. Enter the amount of excise duty in either of the following ways:
  - o To enter **line items for different materials** and the excise duty accordingly, choose  and enter the line items in the table.
  - o To enter the **excise duty only**, choose  and enter the excise duty in the totals fields at the foot of the screen.
6. If the duty qualifies as countervailing duty (CVD):
  - a. Select *CVD applicable*.
  - b. Enter the CVD amount in the *BED amount* field.
7. Specify which G/L accounts are to be posted to.



Cr/Dr	G/L ACCT	Amount	B.	Co.	Description
C	0000287999	13.00			CENVAT OFFSET ACCOUNT
D	0000287359	1.00			RG23A HIGHER EDUCATION CESS-1320
D	0000287357	10.00			RG23A BASIC EXCISE DUTY-1320
D	0000287358	2.00			RG23A EDUCATIONAL CESS-1320

Position: 1 of 4

8. Save the adjustment posting.

Excise JV 1200000802 acctng. no. 822000763 with Part2 Sl. 3200000092 has been successfully created

**Display Document: General Ledger View**

Display Currency | Entry View | Other Ledger

**Data Entry View**

Document Number: 822000763 | Company Code: 1000 | Fiscal Year: 2008  
 Document Date: 26.11.2008 | Posting Date: 26.11.2008 | Period: 8  
 Reference: 1200000802 | Cross-CC no.:  
 Currency: INR | Texts exist:  | Ledger Group:

**Ledger OL**

Doc.: 822000763 | FiscalYear: 2008 | Period: 8

C.	Itm	L.item	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	000001	50		287999	CENVAT OFFSET ACCOUN	13.00-	INR	V0		1314555	1123000
	2	000002	40		287359	RG23A HECESS-1320	1.00	INR	V0		1314555	1123000
	3	000003	40		287357	RG23A BED-1320	10.00	INR	V0		1314555	1123000
	4	000004	40		287358	RG23A ECS-1320	2.00	INR	V0		1314555	1123000

For inventory adjustment use T.Code MB1A and rest same as above

## FI- CO End User Training Module

### Making Adjustment Postings for Money Transferred to PLA

#### Use

We follow this procedure to make an adjustment posting when we transfer money to your personal ledger account (PLA).

#### Prerequisites

We have already transferred the money to our PLA at the bank, using a TR6 challan, and have posted the corresponding accounting document.

#### Procedure

1. From the *SAP Easy Access* screen, choose *Indirect Taxes* → *Excise JV* → *Create* → *TR6 challan*.
2. Enter data as required, including the document number.

We can enter either the challan number **or** the number of the accounting document.

3. Choose .

If we entered the accounting document number, the system displays the information from it.


4. Enter the amounts against the accounts that you require.
5. Save the adjustment posting.

### Canceling Excise Invoices

#### Use

We follow this procedure in order to cancel an outgoing excise invoice. It reverses any excise duty accounted for.

#### Procedure

1. From the *SAP Easy Access* screen, choose *Indirect Taxes* → *Excise JV* → *Create* → *Cancel exc. inv.* **or** *Indirect Taxes* → *Sales and Outbound Movements* → *Excise Invoice Create/Change/Display* → .
2. Enter the number, year, and series group of the excise invoice that you want to cancel.

A dialog box appears.

3. Choose Yes.
4. Save the adjustment posting.

## FI- CO End User Training Module

### Making Adjustment Postings for Other Transactions

#### Use

We follow this procedure if we want to make an adjustment posting that does not fall into any of the other categories of adjustment offered by this function. We can only use an external document as our reference document.

#### Procedure


1. From the *SAP Easy Access* screen, choose *Indirect Taxes* → *Excise JV* → *Create* → *Other adj.*
2. Enter data as required, including:

- *Document number*



Enter the number of the external document that you want to refer to.

- *CENVAT account selection group box*

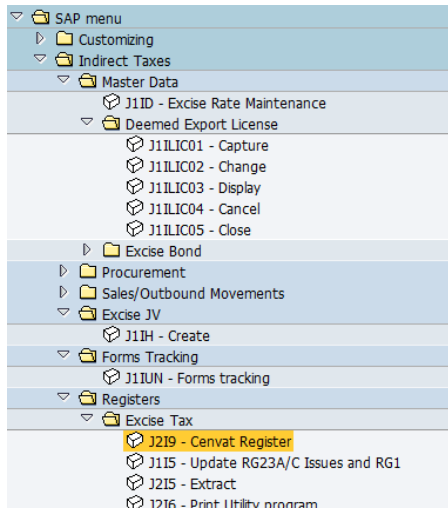
Specify which account is affected by the adjustment posting is for. If the posting does not have to be remitted immediately, select *Fortnightly payment*.

3. Choose .

The system displays the information from the material document.

4. Adjust the posting date as necessary.
5. Enter the amount of excise duty in either of the following ways:
  - To enter **line items for different materials** and the excise duty accordingly, choose  and enter the line items in the table.
  - To enter the **excise duty only**, choose  and enter the excise duty in the totals fields at the foot of the screen.
6. Specify which G/L accounts are to be posted to.
7. Save the adjustment posting.

## CENVAT Register (J2I9)



For viewing the cenvat register we can use T.Code J2I9

**Proforma For Monthly Return Under Rule 57AE of the Central Excise Rule**

<b>Company Details</b>	
Company Code	1000
Excise Group	32
<b>Document Details</b>	
Posting Date	01.11.2008 to 30.11.2008
<b>Print Document</b>	
<input checked="" type="radio"/> Annexure <input type="radio"/> Abstract	
<b>Print Annexure For Material Type</b>	
<input checked="" type="radio"/> Inputs <input type="radio"/> Capital goods	

Provide the company code , Excise Group of which we want to take the Cenvat Register . Provide the Date range for which we want to limit the report.

We can take the detail and Abstract for Input Materials and Capital Materials and execute the report. 

For Abstract Report

## FI- CO End User Training Module

### Proforma For Monthly Return Under Rule 57AE of the Central Excise Rule

Period: 01.11.2008 to 30.11.2008 ABSTRACT

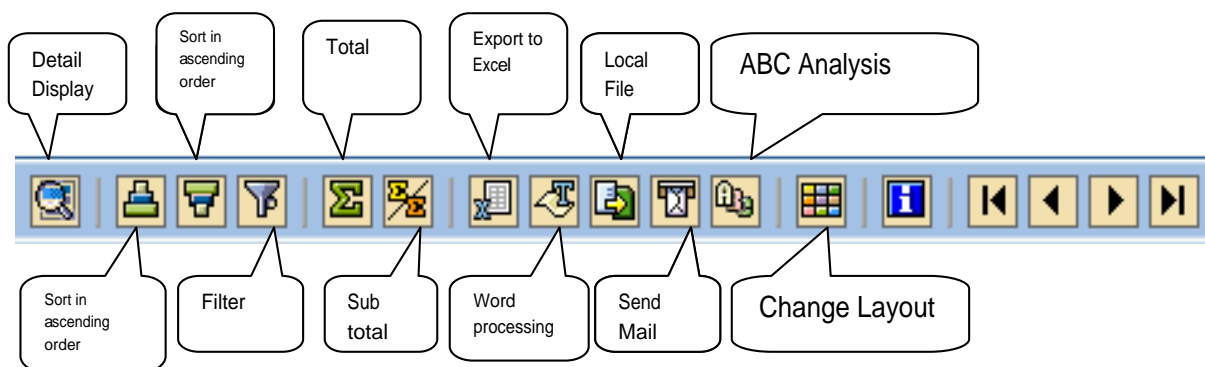
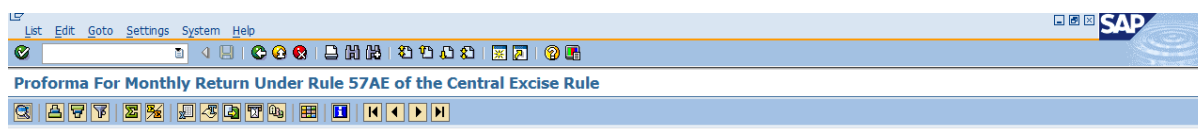
4. INPUT CREDIT

	OPENING BALANCE	CREDIT TAKEN DURING THE MONTH	CREDIT UTILIZED DURING THE MONTH	CLOSING BALANCE
CENVAT		509,923.69		515,214.72
SED				
AED (TTA)				
AED (GSI)				
ADDL DUTY		5,291.03		
OTHERS				
ECS		10,613.32		10,613.32
SECess		5,762.53		5,762.53
ADC		1,749.88		1,749.88

3. CAPITAL GOODS CREDIT

	OPENING BALANCE	CREDIT TAKEN DURING THE MONTH	CREDIT UTILIZED DURING THE MONTH	CLOSING BALANCE
CENVAT		497,426.86	203,000.00	294,426.86
SED				
AED (TTA)				
AED (GSI)				
ADDL DUTY				
OTHERS				
ECS		9,948.54		9,948.54
SECess		4,974.27		4,974.27
ADC				

For the Detail report




The File exported to Excel appears as follows

## FI- CO End User Training Module

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Part II Serial No.	Type Of Document	Document Number	Excise Invoice Date	Name Of The Supplier	Type Of Supplier	Supplier's ECC Number	Date On Which Inputs Were Received	Value	Cenvat Credit Availed (INR)	Credit Availed- Addl. Duty	Credit Availed - Other (INR)	Credit Availed - ECS (INR)	Credit Availed - SECess (INR)	Credit Availed - ADC (INR)
2	320000000	Invoice			VNI300			11-11-2008	10000.00	1400.00	0.00	0.00	28.00	14.00	0.00
3	320000001	Invoice			SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	12-11-2008	18810.00	2633.40	0.00	0.00	52.67	26.33	0.00
4	320000002	Invoice			SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	12-11-2008	9663.00	1352.82	0.00	0.00	27.06	13.53	0.00
5	320000003	Invoice			SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	12-11-2008	4817.00	674.38	0.00	0.00	13.49	6.74	0.00
6	320000004	Invoice			SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	12-11-2008	4817.00	674.38	0.00	0.00	13.49	6.74	0.00
7	320000005	Invoice			SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	12-11-2008	9663.00	1352.82	0.00	0.00	27.06	13.53	0.00
8	320000006	Invoice			SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	12-11-2008	18810.00	2633.40	0.00	0.00	52.67	26.33	0.00
9	320000007	Invoice	123		SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	12-11-2008	940.50	131.67	0.00	0.00	2.63	1.32	0.00
10	320000008	Invoice	125	12-11-2008	SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	12-11-2008	1881.00	263.34	0.00	0.00	5.27	2.63	0.00
11	320000009	Invoice			SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	12-11-2008	1881.00	263.34	0.00	0.00	5.27	2.63	0.00
12	320000010	Invoice			SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	12-11-2008	1881.00	263.34	0.00	0.00	5.27	2.63	0.00
13	320000011	Invoice	135	12-11-2008	SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	12-11-2008	2408.50	337.19	0.00	0.00	6.74	3.37	0.00
14	320000012	Invoice	135		SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	12-11-2008	4831.50	676.41	0.00	0.00	13.53	6.76	0.00
15	320000013	Invoice	137		SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	12-11-2008	2408.50	337.19	0.00	0.00	6.74	3.37	0.00
16	320000014	Invoice	140		SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	12-11-2008	4831.50	676.41	0.00	0.00	13.53	6.76	0.00
17	320000015	Invoice			SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	12-11-2008	1881.00	263.34	0.00	0.00	5.27	2.63	0.00
18	320000016	Invoice	140	12-11-2008	SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	12-11-2008	9405.00	1316.70	0.00	0.00	26.33	13.17	0.00
19	320000017	Invoice			SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	12-11-2008	7524.00	1053.36	0.00	0.00	21.07	10.53	0.00
20	320000018	Invoice	1256	13-11-2008	SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	13-11-2008	9405.00	1316.70	0.00	0.00	26.33	13.17	0.00
21	320000019	Invoice	125	13-11-2008	SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	13-11-2008	2821.50	395.01	0.00	0.00	7.90	3.95	0.00
22	320000020	Invoice	128	13-11-2008	SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	13-11-2008	2821.50	395.01	0.00	0.00	7.90	3.95	0.00
23	320000021	Invoice			SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	13-11-2008	11688.25	1636.37	0.00	0.00	32.72	16.36	0.00
24	320000022	Invoice	567	13-11-2008	WESTERN AUTO SPARES,	Manufacturer		13-11-2008	5560.00	778.40	0.00	0.00	15.56	7.78	0.00
25	320000023	Bill of Entry	5105600146	13-11-2008	Import vendor test			13-11-2008	15422.69	0.00	2157.08	0.00	43.14	21.57	709.6
26	320000024	Invoice			WESTERN AUTO SPARES,	Manufacturer		13-11-2008	2350.00	329.00	0.00	0.00	6.58	3.29	0.00
27	320000025	Invoice	1555	13-11-2008	SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	13-11-2008	18810.00	2633.40	0.00	0.00	52.67	26.33	0.00
28	320000026	Invoice			WESTERN AUTO SPARES,	Manufacturer		13-11-2008	25000.00	3500.00	0.00	0.00	70.00	35.00	0.00
29	320000027	Invoice	1225	14-11-2008	SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	14-11-2008	3865.20	541.13	0.00	0.00	10.82	5.41	0.00
30	320000028	Invoice			WESTERN AUTO SPARES,	Manufacturer		14-11-2008	2780.00	389.20	0.00	0.00	7.78	3.89	0.00
31	320000029	Invoice	1223	14-11-2008	SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	14-11-2008	5643.00	790.02	0.00	0.00	15.80	7.90	0.00
32	320000030	Invoice	125	14-11-2008	SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	14-11-2008	2898.90	405.85	0.00	0.00	8.12	4.06	0.00
33	320000031	Invoice			SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	14-11-2008	3865.20	541.13	0.00	0.00	10.82	5.41	0.00
34	320000032	Invoice			SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	14-11-2008	3865.20	541.13	0.00	0.00	10.82	5.41	0.00
35	320000033	Invoice	125	15-11-2008	SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	15-11-2008	3865.20	541.13	0.00	0.00	10.82	5.41	0.00
36	320000034	Invoice	0000000012	15-11-2008			AGGPG1009DX	15-11-2008	12000.00	1680.00	0.00	0.00	34.00	17.00	0.00
37	320000035	Invoice	12345	15-11-2008	SARGAM DIECASTINGS PVT.LTD	Manufacturer	AALCS7387	15-11-2008	966.30	135.28	0.00	0.00	2.71	1.35	0.00
38	320000036	Invoice	125	15-11-2008	WESTERN AUTO SPARES,	Manufacturer		15-11-2008	27800.00	3892.00	0.00	0.00	77.84	38.92	0.00
39	320000037	Invoice	12225	15-11-2008	WESTERN AUTO SPARES,	Manufacturer		15-11-2008	27800.00	3892.00	0.00	0.00	77.84	38.92	0.00
40	320000038	Invoice			WESTERN AUTO SPARES,	Manufacturer		15-11-2008	13900.00	1946.00	0.00	0.00	38.92	19.46	0.00
41	320000039	Invoice	1255	15-11-2008	WESTERN AUTO SPARES,	Manufacturer		15-11-2008	16680.00	2335.20	0.00	0.00	46.70	23.35	0.00
42	320000040	Invoice			WESTERN AUTO SPARES,	Manufacturer		15-11-2008	23190.00	4086.60	0.00	0.00	81.73	40.87	0.00
43	320000041	Invoice	U010	15-11-2008	UNITED FOUNDRIES LTD	Manufacturer		15-11-2008	56400.00	7896.00	0.00	0.00	157.92	78.96	0.00
44	320000042	Invoice	1228	15-11-2008	WESTERN AUTO SPARES,	Manufacturer		15-11-2008	20850.00	2919.00	0.00	0.00	58.38	29.19	0.00
45	320000043	Invoice	128	15-11-2008	WESTERN AUTO SPARES,	Manufacturer		15-11-2008	27800.00	3892.00	0.00	0.00	77.84	38.92	0.00
46	320000044	Invoice	1230	15-11-2008	WESTERN AUTO SPARES,	Manufacturer		15-11-2008	27800.00	3892.00	0.00	0.00	77.84	38.92	0.00

## FI- CO End User Training Module



For seeing details transaction wise click on the desired line and then click  display icon. Following screen appears.

### Detail: Display

Column	Contents
Serial No.	4
Part II Serial No.	320000003
Type Of Document	Invoice
Document Number	CAP001
Excise Invoice Date	13.11.2008
Name Of The Supplier	SUBTEST
Date On Which Inputs Were Received	13.11.2008
Value	10,000.00
Cenvat Credit Aailed (INR)	700.00
Credit Aailed - ECS (INR)	14.00
Credit Aailed - SEcEss (INR)	7.00
Description Of Main Item In the Document	Capital Test1
Chapter Id of Main Item In the Document	1234
Quantity	10.000
Unit Of Measure	EA

### Update of Registers RG 1 and RG 23 (Part I)

<b>Company Details</b>			
Company	<input type="text" value="1000"/>		
Plant	<input type="text" value="1320"/>		
Excise Group	<input type="text" value="32"/>		
<b>Document Header</b>			
Material Document Number	<input type="text"/>	to	<input type="text"/>
Document Year	<input type="text"/>	to	<input type="text"/>
Posting Date	<input type="text" value="30.11.2008"/>	to	<input type="text"/>
<b>Document Details</b>			
Movement Type	<input type="text"/>	to	<input type="text"/>
Storage Location	<input type="text"/>	to	<input type="text"/>
Material	<input type="text"/>	to	<input type="text"/>
Document Date	<input type="text"/>	to	<input type="text"/>
Batch	<input type="text"/>	to	<input type="text"/>
Stock Type	<input type="text"/>	to	<input type="text"/>
<b>Classification</b>			
Rule	<input type="text"/>		
Classification	<input type="text" value="RMA"/>		
<b>RG 23/RG 1</b>			
<input checked="" type="radio"/> Document Entry Date <input type="radio"/> Document Post Date <input type="radio"/> System Date			
<b>Registers</b>			
<input checked="" type="radio"/> RG 23A Part 1 <input type="radio"/> RG 23C Part 1 <input type="radio"/> RG 1			
<b>Mode</b>			
<input type="checkbox"/> Batch <input type="button" value="Last Extracted Date"/>			

### Excise Register Extraction (J2I5)

### Print Excise Register (J2I6)

For Excise Register Prints we have to run two reports

1. For Extraction and
2. For Printing the Extracted Report.

We can select any one or all the register at a time.

(J2I5) Execute the program.

**Excise Registers Extraction**

Excise_group	32
Start date	01.11.2008
End date	30.11.2008

Select Registers

All registers     Select any register

Registers

RG23A PART I  
 RG23A PART II  
 RG23C PART I  
 RG23C PART II  
 PLA  
 RG23D  
 RG1

Display

Last Extracted Dates

J2I6 (Print Registers)

**Print Excise Registers**

Print Registers

RG23A PART I  
 RG23A PART II  
 RG23C PART I  
 RG23C PART II  
 PLA  
 RG23D  
 RG1  
 RT-12

Select the desired registers and click on execute.

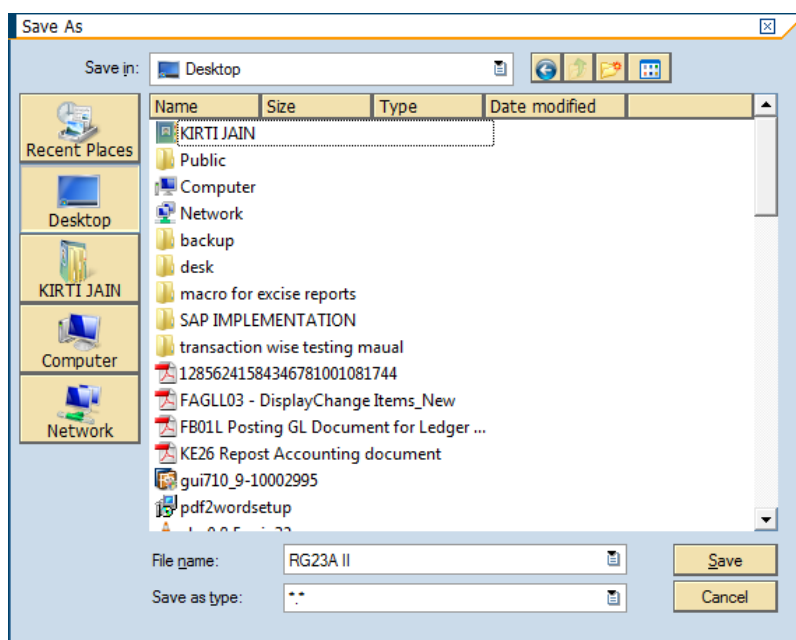


## FI- CO End User Training Module

### Print RG23A PARTII register

Excise Group	32
Start Date	01.11.2008
End Date	30.11.2008
<b>Form Selection</b>	
<input type="radio"/> Script Form <input checked="" type="radio"/> Excel Form	

Provide the details. As we click on the execute button a popup appears for the file name and location for saving the output.



EXCEL FILE OPENS AS FOLLOWS

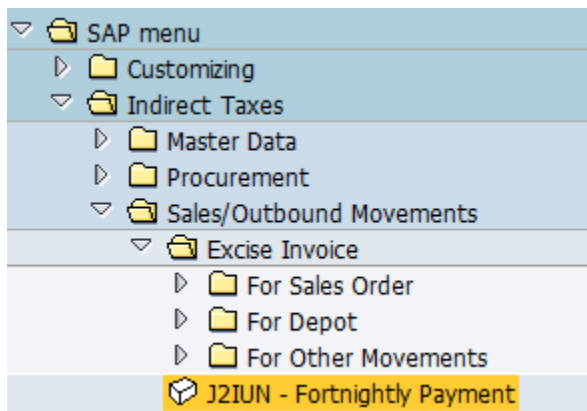
FORM RG23A PART II																
Period 20081101 to 20081130																
Rule 9(S) of Cenvat Credit Rules 2004 for RG23A Part I, RG23A Part II, RG23C Part I and RG23C Part II																
SLNO	Invoice/Bill of Entry		ECC code of Supplier/Buyer	Customs house from where received		Folio & Entry No.1 in Part I	Amount of fresh credit availed				Amount of Credit utilised				Remarks	
	No	Date		Range	Division		BED	ECS	SECS	AED	Others(NCCD)	BED	ECS	SECS		AED
6	Opening Balance						0	0	0	0	0	0	0	0	0	0
7	3200000000		0				1400	28	14	0	0	0	0	0	0	0
8	3200000001		0 AALCS7387		CHENNAI		2633.4	52.67	26.33	0	0	0	0	0	0	0
9	3200000002		0 AALCS7387		CHENNAI		1352.82	27.06	13.53	0	0	0	0	0	0	0
10	3200000003		0 AALCS7387		CHENNAI		674.38	13.49	6.74	0	0	0	0	0	0	0
11	3200000004		0 AALCS7387		CHENNAI		674.38	13.49	6.74	0	0	0	0	0	0	0
12	3200000005		0 AALCS7387		CHENNAI		1352.82	27.06	13.53	0	0	0	0	0	0	0
13	3200000006		0 AALCS7387		CHENNAI		2633.4	52.67	26.33	0	0	0	0	0	0	0
14	3200000007	123	0 AALCS7387		CHENNAI		131.67	2.63	1.32	0	0	0	0	0	0	0
15	3200000008	125 20081112	0 AALCS7387		CHENNAI		263.34	5.27	2.63	0	0	0	0	0	0	0
16	3200000009		0 AALCS7387		CHENNAI		263.34	5.27	2.63	0	0	0	0	0	0	0
17	3200000010		0 AALCS7387		CHENNAI		263.34	5.27	2.63	0	0	0	0	0	0	0
18	3200000011	135 20081112	0 AALCS7387		CHENNAI		337.19	6.74	3.37	0	0	0	0	0	0	0
19	3200000012	135	0 AALCS7387		CHENNAI		676.41	13.53	6.76	0	0	0	0	0	0	0
20	3200000013	137	0 AALCS7387		CHENNAI		337.19	6.74	3.37	0	0	0	0	0	0	0
21	3200000014	140	0 AALCS7387		CHENNAI		676.41	13.53	6.76	0	0	0	0	0	0	0
22	3200000015		0 AALCS7387		CHENNAI		263.34	5.27	2.63	0	0	0	0	0	0	0
23	3200000016	140 20081112	0 AALCS7387		CHENNAI		1316.7	26.33	13.17	0	0	0	0	0	0	0
24	3200000017		0 AALCS7387		CHENNAI		1053.36	21.07	10.53	0	0	0	0	0	0	0
25	3200000018	1256 20081113	0 AALCS7387		CHENNAI		1316.7	26.33	13.17	0	0	0	0	0	0	0
26	3200000019	125 20081113	0 AALCS7387		CHENNAI		395.01	7.9	3.95	0	0	0	0	0	0	0
27	3200000020	128 20081113	0 AALCS7387		CHENNAI		395.01	7.9	3.95	0	0	0	0	0	0	0
28	3200000021		0 AALCS7387		CHENNAI		1636.37	32.72	16.36	0	0	0	0	0	0	0
91	Closing Balance						20046.58	400.94	200.43	0	0	0	0	0	0	0

SAP has provided various macros to get the report in the proper format. which we can apply to the report and get the formatted report.

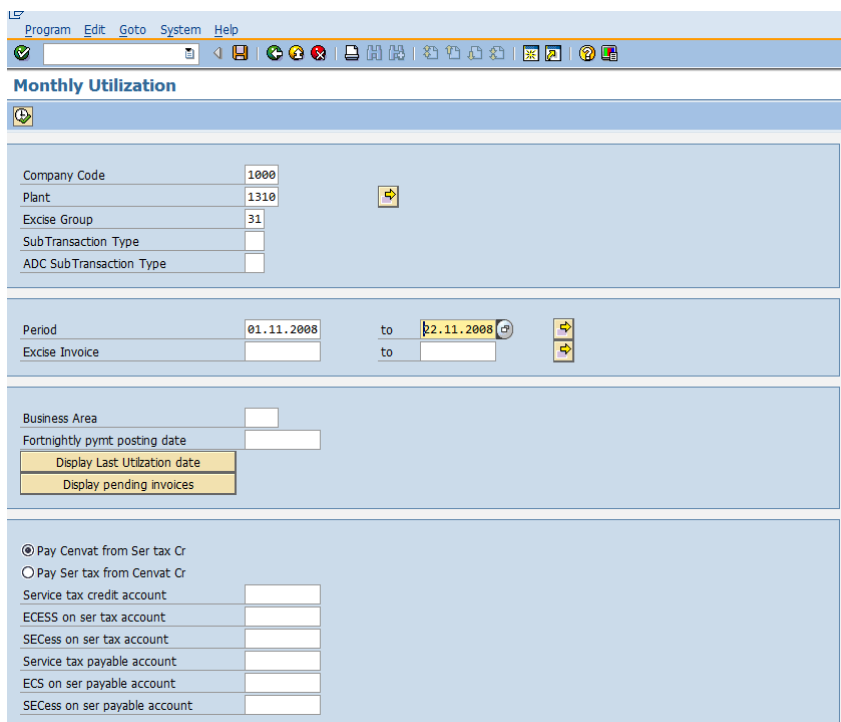
## FI- CO End User Training Module

### Monthly Utilisation of Cenvat Credit and Payment from PLA (J2IUN)

Or go as per the following navigation.



Provide the details as Company Code, Plant, Excise Group, and "Period -From Date to Date"



**Monthly Utilization**

Company Code	1000	
Plant	1310	↕
Excise Group	31	
SubTransaction Type		
ADC SubTransaction Type		

Period	01.11.2008	to	02.11.2008	↕
Excise Invoice		to		↕

Business Area:

Fortnightly pymt posting date:

Pay Cenvat from Ser tax Cr

Pay Ser tax from Cenvat Cr

Service tax credit account:

ECESS on ser tax account:

SECESS on ser tax account:

Service tax payable account:

ECS on ser payable account:

SECESS on ser payable account:

Before processing the Utilisation we can check the Last Utilisation Date and View the Pending Invoices to Cleared by clicking on the Following buttons

## FI- CO End User Training Module

SAP

List Edit Goto Settings System Help

Pending invoices between 01.11.2008 and 22.11.2008

													SECS
OTHR	2008	1200000283	31D	0000000001	18112008		0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHR	2008	1200000289	31D	0000000002	18112008		0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHR	2008	1200000290	31D	0000000003	18112008		0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHR	2008	1200000291	31D	0000000004	18112008		0.00	0.00	0.00	0.00	0.00	0.00	0.00
DLFC	2008	1200000575	31C	0000000001	22112008	CG311	3,360.00	0.00	0.00	0.00	0.00	67.00	34.00

Click on the Execute Button

SAP

Utilization Edit System Help

Monthly Utilization

Duties

Ind	Duty	Payable Amount	Amount Remaining
<input type="checkbox"/>	BED	3,360.00	3,360.00
<input type="checkbox"/>	ECS	67.00	67.00
<input type="checkbox"/>	SECS	34.00	34.00

Select duty

Utilization for BED

Account Name	Available Balance	Utilized	Rem Balance
RG23ABED	6,157.74		6,157.74
RG23CBED	0.00		0.00

Select the Duty and Click on Select duty an then enter the utilised amount and check that indicators turn green.

Select the other Duty and utilise the amount. Once all the Duty Type is utilised save icon is active. Now we can save the utilisation and the following entries are generated.

SAP

Utilization Edit System Help

Monthly Utilization

Duties

Ind	Duty	Payable Amount	Amount Remaining
<input type="checkbox"/>	BED	3,360.00	0.00
<input type="checkbox"/>	ECS	67.00	0.00
<input checked="" type="checkbox"/>	SECS	34.00	0.00

Select duty

Utilization for SECS

Account Name	Available Balance	Utilized	Rem Balance
RG23ABED	6,157.74	34.00	2,761.74
RG23CBED	0.00		0.00
RG23AAT1	61.48		61.48
RG23RAT1	0.00		0.00

GL Account Determination

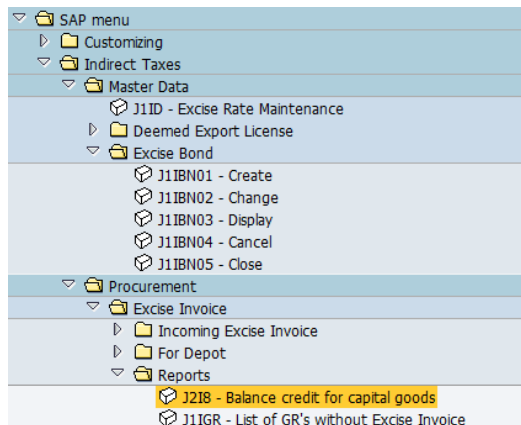
Cr/Dr	GL ACCT	Amount	Description
Dr	0000150312	34.00	BED SECS: PAYABLE ACCOUNT-1310
Dr	0000150310	3,360.00	BED PAYABLE-1310
Dr	0000150311	67.00	BED ECS PAYABLE ACCOUNT-1310
Cr	0000287313	3,394.00	RG23A BASIC EXCISE DUTY-1310
Cr	0000287344	67.00	RG23A EDUCATIONAL CCS-1310

Position: 1 of 5

## Capital Goods Excise

### Sale of Capital Goods in the Year of Purchase

If the Capital Goods are sold in the year of purchase then we have to take 100% credit in the year of purchase despite of normal 50% credit in the year of purchase and balance 50 % credit in the subsequent year.



### Capital Goods Transfer Of Credit

Organizational Data

Company Code: 1000  
Plant: 1320  
Excise Group: 32

Credit Options

Vendor: \_\_\_\_\_ to \_\_\_\_\_  
Shipfrom: \_\_\_\_\_ to \_\_\_\_\_  
Excise Invoice Number: \_\_\_\_\_ to \_\_\_\_\_  
Excise Invoice Date: \_\_\_\_\_ to \_\_\_\_\_  
Posting Date: \_\_\_\_\_ to \_\_\_\_\_

Display Options

List Based on Vendor Name  
 List Based on Part2 Number

Capital Goods Transfer of Credit

Part2	Sr. No	Year	Total BED	Total AED	Total SED	Total ECS	Total SECCss	BED Available	ECS Available	SECCss Available	BED Availed	AED Availed	SED Availed	ECS Availed	SECCss Availed
<input type="checkbox"/>	3200000000	2008	140.00	0.00	0.00	2.80	1.40	70.00	1.40	0.70	70.00	0.00	0.00	1.40	0.70
<input type="checkbox"/>	3200000001	2008	1,400.00	0.00	0.00	28.00	14.00	700.00	14.00	7.00	700.00	0.00	0.00	14.00	7.00
<input type="checkbox"/>	3200000002	2008	13.72	0.00	0.00	0.28	0.14	6.86	0.14	0.07	6.86	0.00	0.00	0.14	0.07
<input type="checkbox"/>	3200000003	2008	1,400.00	0.00	0.00	28.00	14.00	700.00	14.00	7.00	700.00	0.00	0.00	14.00	7.00
<input type="checkbox"/>	3200000004	2008	14,000.00	0.00	0.00	280.00	140.00	7,000.00	140.00	70.00	7,000.00	0.00	0.00	140.00	70.00
<input type="checkbox"/>	3200000007	2008	21,000.00	0.00	0.00	420.00	210.00	10,500.00	210.00	105.00	10,500.00	0.00	0.00	210.00	105.00
<input type="checkbox"/>	3200000008	2008	14,000.00	0.00	0.00	280.00	140.00	7,000.00	140.00	70.00	7,000.00	0.00	0.00	140.00	70.00
<input type="checkbox"/>	3200000009	2008	125,000.00	0.00	0.00	2,500.00	1,250.00	63,000.00	1,250.00	630.00	63,000.00	0.00	0.00	1,250.00	630.00
<input type="checkbox"/>	3200000010	2008	11,200.00	0.00	0.00	224.00	112.00	5,600.00	112.00	56.00	5,600.00	0.00	0.00	112.00	56.00
<input type="checkbox"/>	3200000011	2008	105,000.00	0.00	0.00	2,100.00	1,050.00	52,500.00	1,050.00	525.00	52,500.00	0.00	0.00	1,050.00	525.00
<input type="checkbox"/>	3200000013	2008	17,500.00	0.00	0.00	350.00	175.00	8,750.00	175.00	87.50	8,750.00	0.00	0.00	175.00	87.50
<input type="checkbox"/>	3200000014	2008	14,000.00	0.00	0.00	280.00	140.00	7,000.00	140.00	70.00	7,000.00	0.00	0.00	140.00	70.00
<input type="checkbox"/>	3200000015	2008	70,000.00	0.00	0.00	1,400.00	700.00	35,000.00	700.00	350.00	35,000.00	0.00	0.00	700.00	350.00
<input type="checkbox"/>	3200000016	2008	70,000.00	0.00	0.00	1,400.00	700.00	35,000.00	700.00	350.00	35,000.00	0.00	0.00	700.00	350.00
<input type="checkbox"/>	3200000017	2008	14,000.00	0.00	0.00	280.00	140.00	7,000.00	140.00	70.00	7,000.00	0.00	0.00	140.00	70.00
<input type="checkbox"/>	3200000018	2008	14,000.00	0.00	0.00	280.00	140.00	7,000.00	140.00	70.00	7,000.00	0.00	0.00	140.00	70.00
<input type="checkbox"/>	3200000019	2008	70,000.00	0.00	0.00	1,400.00	700.00	35,000.00	700.00	350.00	35,000.00	0.00	0.00	700.00	350.00
<input type="checkbox"/>	3200000020	2008	140,000.00	0.00	0.00	2,800.00	1,400.00	70,000.00	1,400.00	700.00	70,000.00	0.00	0.00	1,400.00	700.00
<input type="checkbox"/>	3200000021	2008	56,000.00	0.00	0.00	1,120.00	560.00	28,000.00	560.00	280.00	28,000.00	0.00	0.00	560.00	280.00
<input type="checkbox"/>	3200000022	2008	210,000.00	0.00	0.00	4,200.00	2,100.00	105,000.00	2,100.00	1,050.00	105,000.00	0.00	0.00	2,100.00	1,050.00

Select the desired capital either on the vendor basis or the entry number basis and click on the "Transfer Credit" Tab the entry number and the Accounting entry will be generated and the full credit will be availed.

## FI- CO End User Training Module

**Display Document: Data Entry View**

Display Currency | General Ledger View

Data Entry View

Document Number: 822000770 | Company Code: 1000 | Fiscal Year: 2008  
 Document Date: 26.11.2008 | Posting Date: 26.11.2008 | Period: 8  
 Reference: SA001 | Cross-CC no.: |  
 Currency: INR | Texts exist:  | Ledger Group: |

C.	Item	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	50		287370	CENVAT HOLD-1320	72.10	INR	V0		1104002	1123000
	2	40		287363	RG23C HECESS-1320	0.70	INR	V0		1104002	1123000
	3	40		287361	RG23C BED-1320	70.00	INR	V0		1104002	1123000
	4	40		287362	RG23C ECS-1320	1.40	INR	V0		1104002	1123000

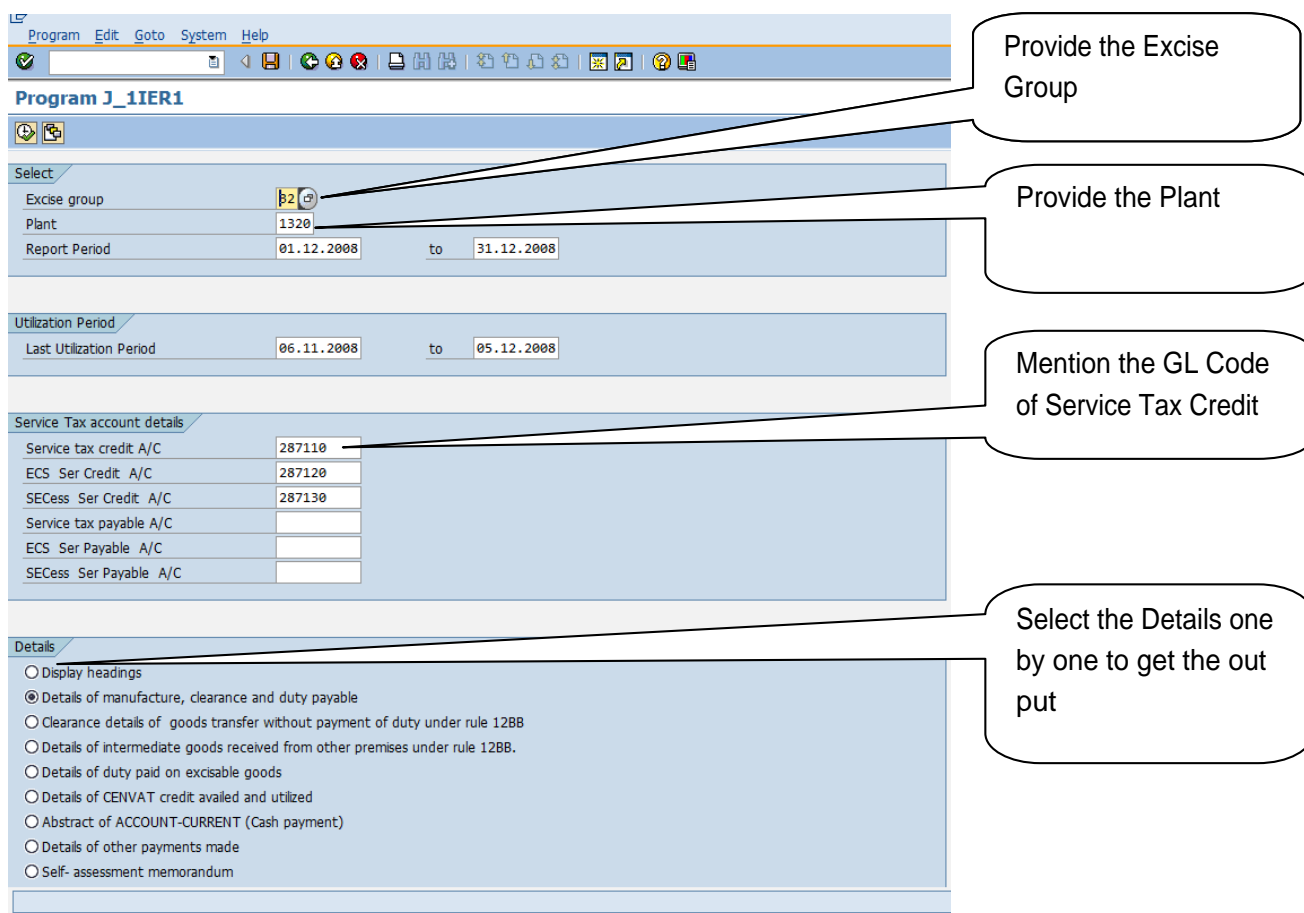
Credit on Hold is credited and the RG23C excise duty is debited back.

### For Claiming Balance 50% Cenvat Credit on Assets in the Next Accounting Year

Do the Same Process and Select the all the entries for the Previous Accounting Year and on the on the First Day of the Succeeding Year Transfer the Credit.

### ER 1 Register (J2IER1)

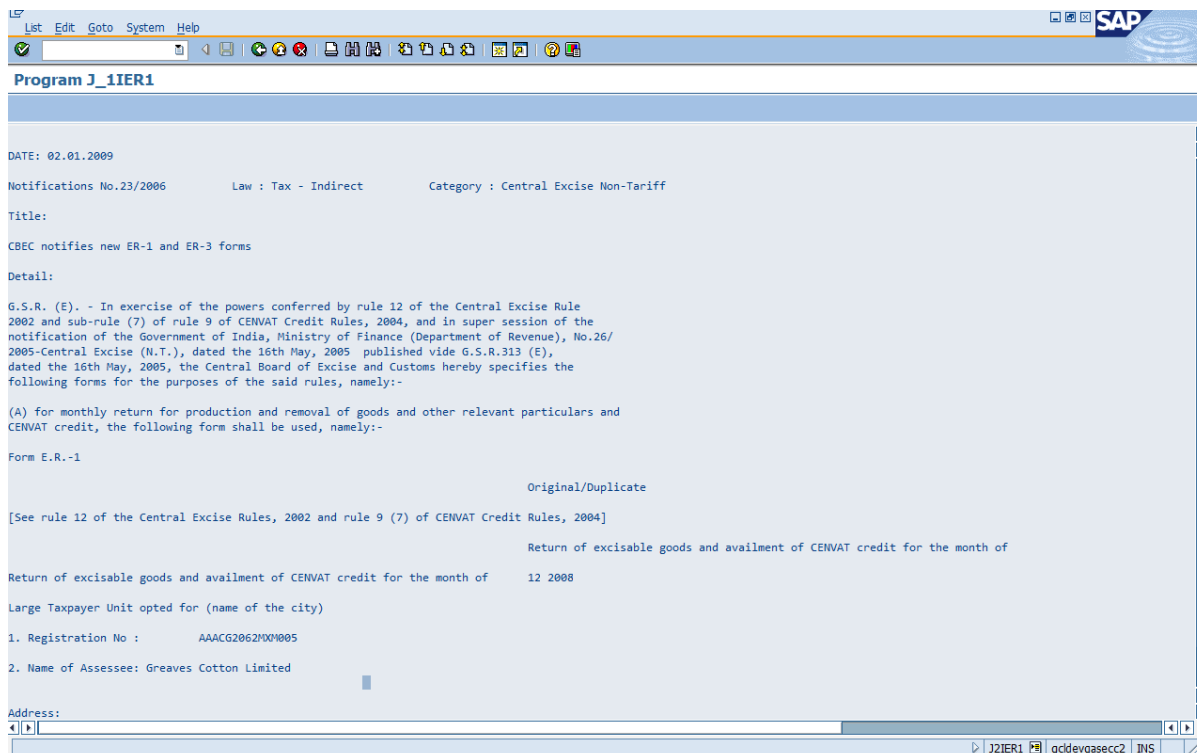
## FI- CO End User Training Module



The screenshot shows the SAP J2IER1 transaction screen. Callouts point to various fields and options:

- Excise group:** 82 (Callout: Provide the Excise Group)
- Plant:** 1320 (Callout: Provide the Plant)
- Report Period:** 01.12.2008 to 31.12.2008
- Utilization Period:** 06.11.2008 to 05.12.2008
- Service Tax account details:**
  - Service tax credit A/C: 287110 (Callout: Mention the GL Code of Service Tax Credit)
  - ECS Ser Credit A/C: 287120
  - SECess Ser Credit A/C: 287130
  - Service tax payable A/C: (empty)
  - ECS Ser Payable A/C: (empty)
  - SECess Ser Payable A/C: (empty)
- Details:**
  - Display headings
  - Details of manufacture, clearance and duty payable
  - Clearance details of goods transfer without payment of duty under rule 12BB.
  - Details of intermediate goods received from other premises under rule 12BB.
  - Details of duty paid on excisable goods
  - Details of CENVAT credit availed and utilized
  - Abstract of ACCOUNT-CURRENT (Cash payment)
  - Details of other payments made
  - Self-assessment memorandum

### Output format for the ER 1 Register



The screenshot shows the output of the SAP J2IER1 transaction. The output text is as follows:

DATE: 02.01.2009  
 Notifications No.23/2006      Law : Tax - Indirect      Category : Central Excise Non-Tariff  
 Title:  
 CBEC notifies new ER-1 and ER-3 forms  
 Detail:  
 G.S.R. (E). - In exercise of the powers conferred by rule 12 of the Central Excise Rule 2002 and sub-rule (7) of rule 9 of CENVAT Credit Rules, 2004, and in super session of the notification of the Government of India, Ministry of Finance (Department of Revenue), No.26/2005-Central Excise (N.T.), dated the 16th May, 2005 published vide G.S.R.313 (E), dated the 16th May, 2005, the Central Board of Excise and Customs hereby specifies the following forms for the purposes of the said rules, namely:-  
 (A) for monthly return for production and removal of goods and other relevant particulars and CENVAT credit, the following form shall be used, namely:-  
 Form E.R.-1  
 Original/Duplicate  
 [See rule 12 of the Central Excise Rules, 2002 and rule 9 (7) of CENVAT Credit Rules, 2004]  
 Return of excisable goods and availment of CENVAT credit for the month of  
 Return of excisable goods and availment of CENVAT credit for the month of      12 2008  
 Large Taxpayer Unit opted for (name of the city)  
 1. Registration No :      AAACG2062PM005  
 2. Name of Assessee: Greaves Cotton Limited  
 Address:

## FI- CO End User Training Module

Program J\_I1ER1

3. Details of the manufacture, clearance and duty payable:

CETSH NO	Description of goods	Unit of Quantity	Quantity Manufactured	Quantity Cleared	Assessable Value	Duty	Notification availed	Serial No. in Notification	Rate of Duty(adv)	Rate of Duty(specific)	Duty Payable	Provisional assessment number (if any)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
1234	SUBC1	EA	2,000	2,000	180.00	BED			10.0000		18.00	
7318 10 15	BANDJ BOLT M8X1(NRV)	EA	30,000	30,000	0.00	BED			0.0000	0.00 0	130.00	
7318 15 00	HEX SCREW M6X1X35 ROTOR FIXING	EA	90,000	90,000	0.00	BED			0.0000	0.00 0	1,030.00	
7326 19 90	CRANKSHAFT FORGING PVPL	EA	10,000	10,000	6,480.00	SECESS			1.0000		8.00	
7326 19 90	CRANKSHAFT FORGING PVPL	EA	20,000	20,000	15,480.00	ECS			2.0000		25.00	
7326 19 90	CRANKSHAFT FORGING PVPL	EA	30,000	30,000	24,480.00	BED			10.0000	0.00 0	837.00	
7326 19 90	CRANKSHAFT FORGING PVPL	EA	30,000	30,000	27,000.00	BED			0.0000	0.00 0	927.00	
7602 00 90	ALUMINIUM SCRAP	KG	1,350,000	1,350,000	113,589.00	BED			0.0000	0.00 0	3,897.00	
7616 00 00	51204 THRUST BALL BEARING	EA	10,000	10,000	3,700.00	SECESS			1.0000		4.00	
7616 00 00	51204 THRUST BALL BEARING	EA	10,000	10,000	3,700.00	ECS			2.0000		7.00	
7616 00 00	51204 THRUST BALL BEARING	EA	10,000	10,000	3,700.00	BED			10.0000	0.00 0	370.00	
7616 00 00	CRANK CASE - GL 400	EA	22,000	22,000	25,520.00	SECESS			1.0000		26.00	
7616 00 00	CRANK CASE - GL 400	EA	22,000	22,000	25,520.00	ECS			2.0000		53.00	
7616 00 00	CRANK CASE - GL 400	EA	22,000	22,000	25,520.00	BED			10.0000	0.00 0	2,552.00	
8408 20 20	TRIAL FG FOR INTEGRATION TESTING	EA	5,000	5,000	10,000.00	SECESS			1.0000		10.00	
8408 20 20	TRIAL FG FOR INTEGRATION TESTING	EA	17,000	17,000	162,047.00	ECS			2.0000		172.00	
8408 20 20	TRIAL FG FOR INTEGRATION TESTING	EA	29,000	29,000	314,094.00	BED			10.0000	0.00 0	1,456.00	
8408 20 20	TRIAL FG FOR INTEGRATION TESTING	EA	36,000	36,000	456,141.00	BED			0.0000	0.00 0	15,661.00	
84082020	GL400II A- SIL E/S DIESEL EN	IEA	3,000	3,000	48,149.00	SECESS			1.0000		48.00	
84082020	GL400II A- SIL E/S DIESEL EN	IEA	242,000	242,000	6,572,849.00	ECS			2.0000		6,626.00	
84082020	GL400II A- SIL E/S DIESEL EN	IEA	481,000	481,000	13,097,549.00	BED			10.0000	0.00 0	24,353.00	
84082020	GL400II A- SIL E/S DIESEL EN	IEA	717,000	717,000	19,574,100.00	BED			0.0000	0.00 0	672,048.00	
8409 10 00	PTO COVER CASTING (GAU)	EA	15,000	15,000	188.10	BED			10.0000	0.00 0	19.00	
8409 10 00	NEW PTO COVER	EA	3,000	3,000	200.00	BED			10.0000	0.00 0	20.00	
8483 10 92	AUL CRANKSHAFT FINISHED	EA	24,000	24,000	62,904.24	BED			0.0000	0.00 0	2,159.00	
8483 10 92	GL400 CRANKSHAFT ASSY	EA	3,033,000	3,033,000	5,201,100.00	BED			0.0000	0.00 0	178,573.00	

4. Clearance details of inter unit transfer of intermediate goods without payment of duty under sub-rule(1)of rule 12BB

Registration number of the recipient unit	Name and address of the recipient premises	CETSH NO	Description of goods sent	Unit of Quantity	Quantity Cleared
(1)	(2)	(3)	(4)	(5)	(6)

5. Receipt details of intermediate goods received from other premises under sub-rule(1)of rule 12BB.-

Registration number of the sender premises	Name and address of the sender premises	CETSH NO	Description of goods received	Unit of Quantity	Quantity received
(1)	(2)	(3)	(4)	(5)	(6)

6. Details of duty paid on excisable goods:

Duty Code	Credit Account(Rs)	Account Current(Rs)	Challan		BSR Code	Total duty paid(Rs)
			No.	Date		
(1)	(2)	(3)	(4A)	(4B)	(5)	(6)
BED	127,585.00	0.00				127,585.00
ECS	2,313.00	0.00				2,313.00
SECESS	1,158.00	0.00				1,158.00

## FI- CO End User Training Module

Program J\_1IER1

7. Details of CENWAT credit availed and utilized:

Details of Credit	CENWAT (Rs)	AED(TTA) (Rs)	NCCD (Rs)	ADE (Rs)	ADC (Rs)	ECS on excisable goods (Rs)	SECESS on excisable goods (Rs)	Service Tax (Rs)	ECS on taxable services (Rs)	SECESS on taxable services (Rs)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
Opening balance	5,661,083.06	0.00	0.00	0.00	1,399,435.13	89,388.75	45,141.04	107,836.79	934.77	1,078.38
Credit availed on inputs on invoices issued by manufacturers	787,194.89	0.00	0.00	0.00	0.00	15,529.49	7,761.76			
Credit availed on inputs on invoices issued by 1 or 2 stage dealer	132,524.83		0.00			2,650.31	1,325.13			
Credit availed on imported inputs	0.00				0.00	0.00	0.00			
Credit availed on capital goods	110,988.55	0.00	0.00	0.00	0.00	2,219.00	1,108.87			
Credit availed on imported capital goods	0.00				0.00	0.00	0.00			
Credit availed on input services								242,118.57	2,823.88	979.41
Credit availed from inter-unit transfer of credit by a large taxpayer										
Credit availed under sub-rule(2) of rule 128B of Central Excise Rules, 2002										
<b>Total credit availed</b>	<b>1,030,788.27</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20,399.60</b>	<b>10,195.76</b>	<b>242,118.57</b>	<b>2,823.88</b>	<b>979.41</b>
Credit utilized for payment of duty on goods	127,585.00	0.00	0.00	0.00	0.00	2,313.00	1,158.00			
Credit utilized when inputs or capital goods are removed as such	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
Credit utilized for payment of duty on services								235,920.75	2,699.91	917.42
Credit utilized from inter-unit transfer of credit by a large taxpayer										
<b>Closing balance</b>	<b>6,564,126.33</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,400,613.29</b>	<b>107,475.35</b>	<b>54,178.80</b>	<b>114,034.61</b>	<b>1,058.74</b>	<b>1,140.37</b>

### 8. Abstract of ACCOUNT-CURRENT (Cash payment).-

Summary particulars	Amount in Rs.
(1)	(2)
Opening balance	46,216.34
Add: TR-6/ GAR-7 Challan payments made in the month (in aggregate)	0.00
Add*:Adjustment of the excess duty paid during previous period under subrule (2) of rule 128B (incase of LT)	
<b>Total amount available</b>	<b>46,216.34</b>
Less: Utilization towards Payment of duties on excisable goods during the month (vide. Details furnished under col.no.3 in Sl.No.(6) of the Return)	0.00
Less Utilization towards Other Payments made during the month (vide. Details furnished under Sl.No.(9) of the Return)	
<b>Closing balance</b>	<b>46,216.34</b>



## FI- CO End User Training Module

### 10. Self- assessment memorandum

a) I hereby declare that the information given in this Return is true, correct and complete in every respect and that I am authorised to sign on behalf of the assessee.

b) During the month, total Rs. 0.00 was deposited vide TR 6 Challans (copies enclosed)

c) During the month, invoices bearing S.No 1200000962 to S.No. 1200002376 were issued.

d) During the month, transfer challans under rule 12BB of the Central Excise Rules, 2002 bearing S. No to and transfer challan under rule 12A of the CENVAT Credit Rule, 2004 bearing S. No to were issued.

DATE: 02.01.2009

PLACE:

Name and signature of Assessee or  
Authorised Signatory

ACKNOWLEDGEMENT

MM YYYY

Return of excisable goods and availment of CENVAT credit for the month of 12 2008

Date of receipt 02.01.2009

Name and Signature of the Range Officer with Official Seal

## FI- CO End User Training Module

### Sales Tax

#### Form Tracking

##### Use

You use this function to record and monitor forms relating to tax concessions. You can record the forms that your customers send you against their sales orders, and those that you send to your vendors against your purchase orders.

You can also use these functions for monitoring other routine activities, for example, when you transfer money to your personal ledger account (PLA) using a TR6 challan.

##### Features

Forms for concessional sales tax must be submitted by the buyer after the goods have been delivered or after it has paid the invoice. In the case of interstate concessional sales tax rate sales, the concessional rate is granted against the issue of C-forms.

Exemption from excise duty may be granted by the excise authorities under certain circumstances, for example, on exports or deemed exports. In such cases, the buyer has to produce certain statutory forms to claim concessional rates of excise duty or exemptions. The exporter has to provide the vendor with proof of export (form AR3A).

If the buyer is unable to furnish the certificate at the appropriate time, material supply should be at the normal rate of sales tax or excise duty.

##### Activities

To access the form tracking function, from the SAP Easy Access screen, choose Indirect Taxes → Forms Tracking → Create/Change/Display.

### Chapter – 9

#### Purchase Order

##### Material Management (MM) Integration.

##### Material Creation – Display( MM03)

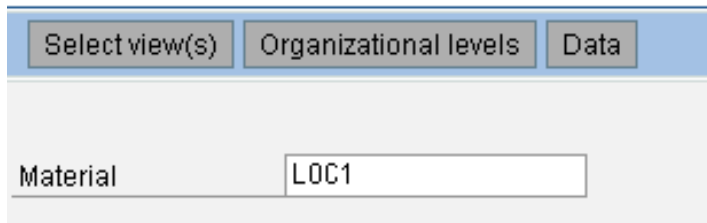
In Greaves Cotton Ltd, we have many materials that we will not always know whether a specific material already exists in the material master. We can find this out using the materials list. This function allows us to list materials according to one or more of the following selection criteria:

- Material number
- Plant
- Material type
- Material group
- Person who created the material

Features:

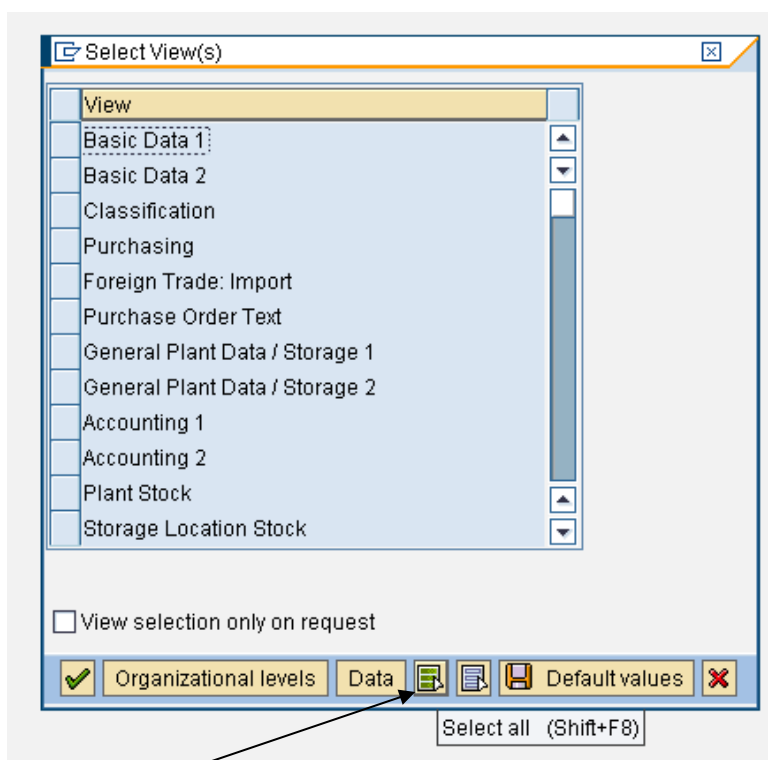
Besides the data we enter on the selection screen, the materials list also contains other useful data such as the material description, base unit of measure, price control indicator, price unit, and valuation price.

#### Display Material (Initial Screen)



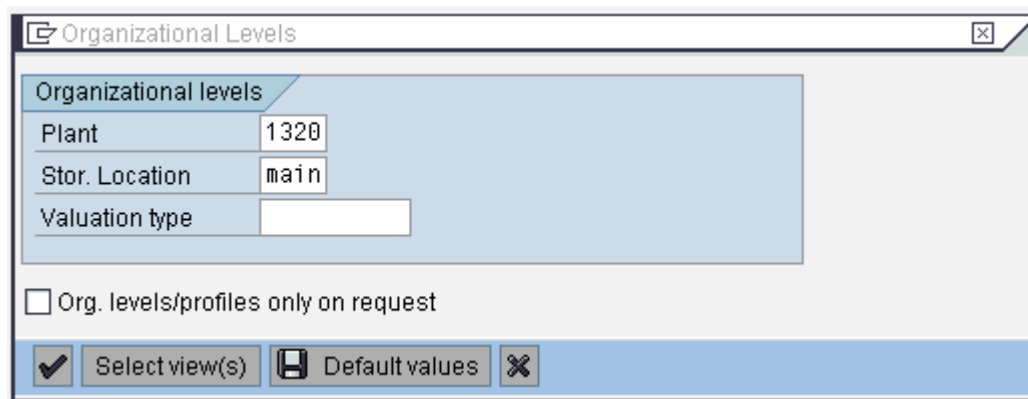
Select view(s)	Organizational levels	Data
Material	LOC1	

Click Select View(s) or Press enter, below screen will be displayed



Press Select All button to view all the fields for the given material code.

Or Select those relevant to our use. Once we select and click the RIGHT button, below screen will shown



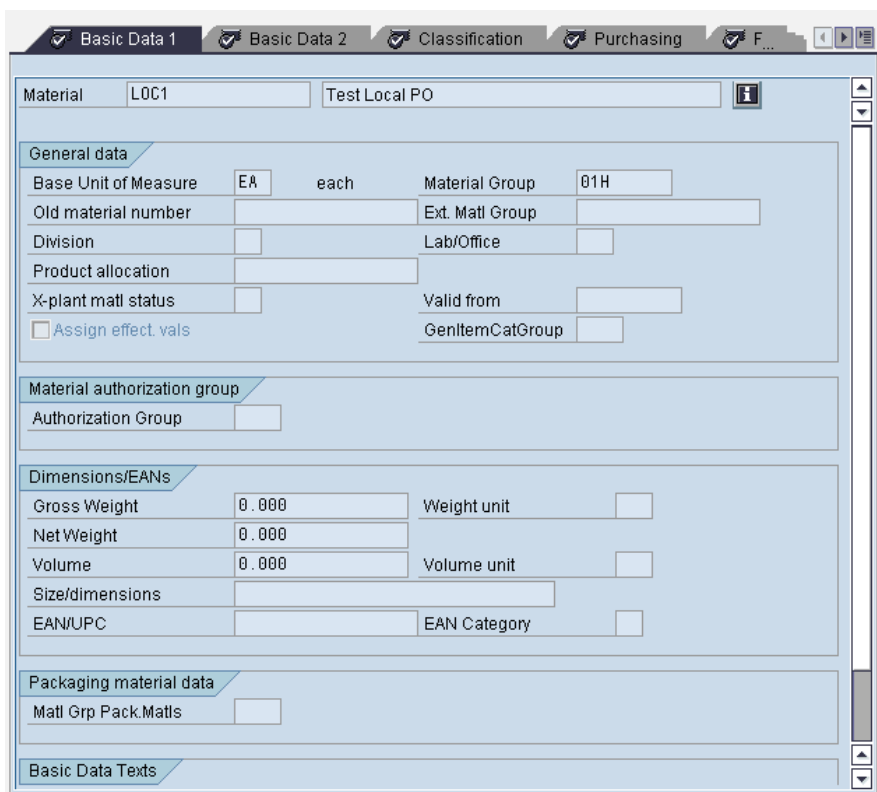
Press Enter or Click the RIGHT button.

Below Screen will be display where TABS will be seen as per our selection above.

Browse through TABS for information about the material.

Some Important TABS for finance are Foreign Trade Import, Plant Data/ Stor. 2, Accounting 1 and Accounting 2

## FI- CO End User Training Module



Material: LOC1 | Test Local PO

**General data**

Base Unit of Measure: EA each | Material Group: 01H

Old material number: | Ext. Matl Group: |

Division: | Lab/Office: |

Product allocation: |

X-plant matl status: | Valid from: |

Assign effect. vals | GenItemCatGroup: |

**Material authorization group**

Authorization Group: |

**Dimensions/EANs**

Gross Weight: 0.000 | Weight unit: |

Net Weight: 0.000 |

Volume: 0.000 | Volume unit: |

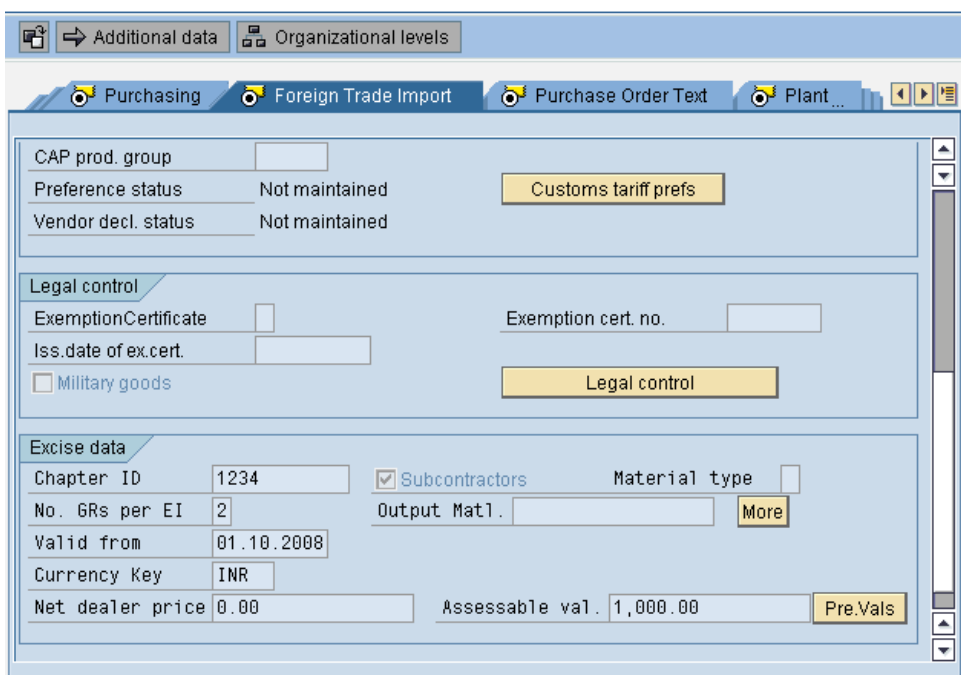
Size/dimensions: |

EAN/UPC: | EAN Category: |

**Packaging material data**

Matl Grp Pack.Matls: |

**Basic Data Texts**



Additional data | Organizational levels

Purchasing | Foreign Trade Import | Purchase Order Text | Plant...

CAP prod. group: |

Preference status: Not maintained | Customs tariff prefs: |

Vendor decl. status: Not maintained |

**Legal control**

ExemptionCertificate: | Exemption cert. no.: |

Iss.date of ex.cert.: |

Military goods | Legal control: |

**Excise data**

Chapter ID: 1234 |  Subcontractors | Material type: |

No. GRs per EI: 2 | Output Matl.: | More: |

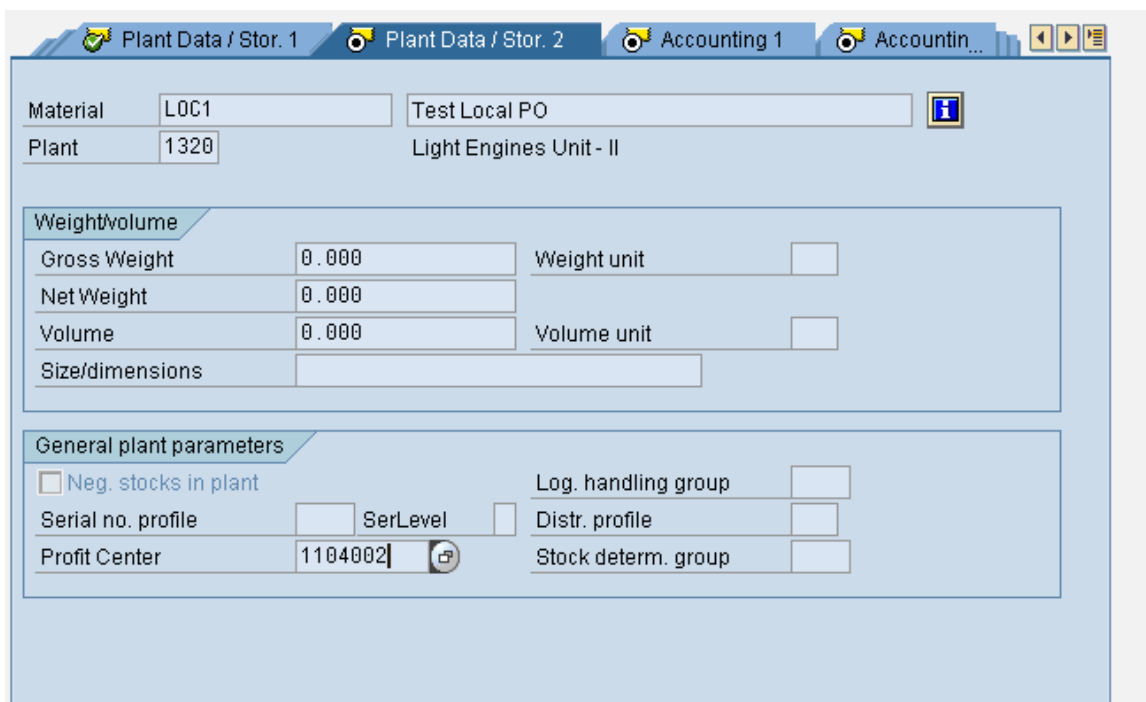
Valid from: 01.10.2008 |

Currency Key: INR |

Net dealer price: 0.00 | Assessable val.: 1,000.00 | Pre.Vals: |

Here we need to fill the Chapter ID & Excise details.

## FI- CO End User Training Module



Plant Data / Stor. 1 | Plant Data / Stor. 2 | Accounting 1 | Accountin...

Material: LOC1 | Test Local PO

Plant: 1320 | Light Engines Unit - II

**Weight/volume**

Gross Weight: 0.000 | Weight unit: [ ]

Net Weight: 0.000

Volume: 0.000 | Volume unit: [ ]

Size/dimensions: [ ]

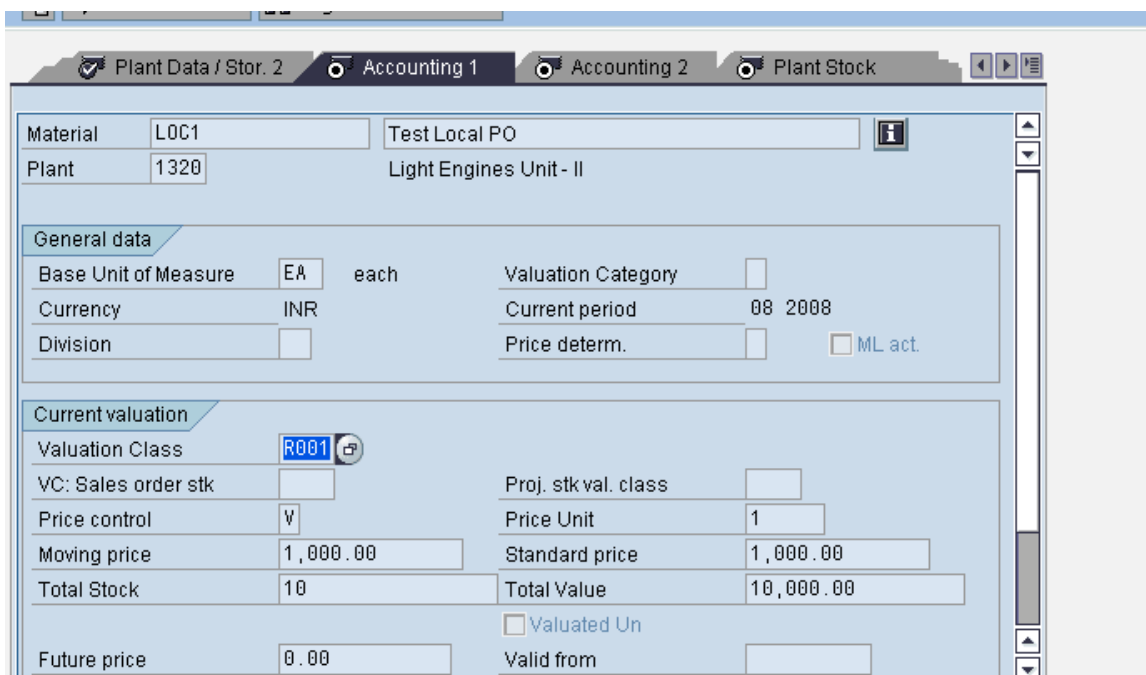
**General plant parameters**

Neg. stocks in plant | Log. handling group: [ ]

Serial no. profile: [ ] | SerLevel: [ ] | Distr. profile: [ ]

Profit Center: 1104002 | Stock determ. group: [ ]

Profit center field need to be filled in the Plant Data / Stor 2 tab.



Plant Data / Stor. 2 | Accounting 1 | Accounting 2 | Plant Stock

Material: LOC1 | Test Local PO

Plant: 1320 | Light Engines Unit - II

**General data**

Base Unit of Measure: EA | each | Valuation Category: [ ]

Currency: INR | Current period: 08 2008

Division: [ ] | Price determ.: [ ] |  ML act.

**Current valuation**

Valuation Class: R001

VC: Sales order stk: [ ] | Proj. stk val. class: [ ]

Price control: V | Price Unit: 1

Moving price: 1,000.00 | Standard price: 1,000.00

Total Stock: 10 | Total Value: 10,000.00

Future price: 0.00 |  Valuated Un

Valid from: [ ]

Valuation class for determining GL accounts for goods movements as highlighted in the above screen. For all the Materials Price control should be 'V' (moving average).

Till this Section Material Master INFORMATION must be Verified, before moving to the transaction for the Material.

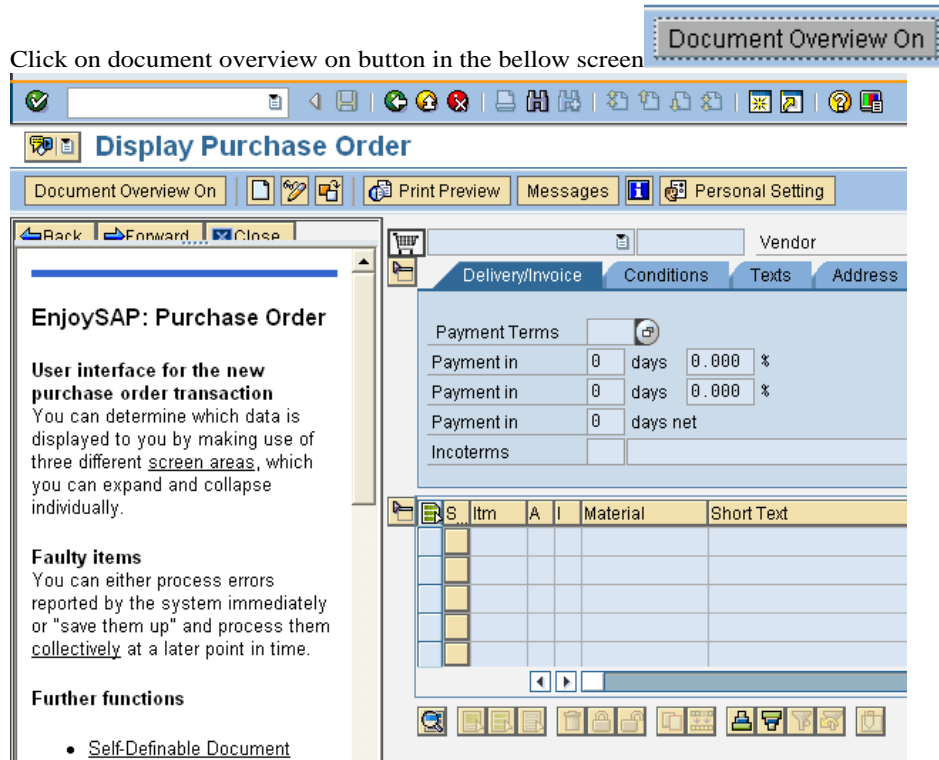
## FI- CO End User Training Module

### Purchase Order: GR - IR: Goods Receipt - Invoice Receipt.

The accounting data for a material is managed at company code level or plant level.

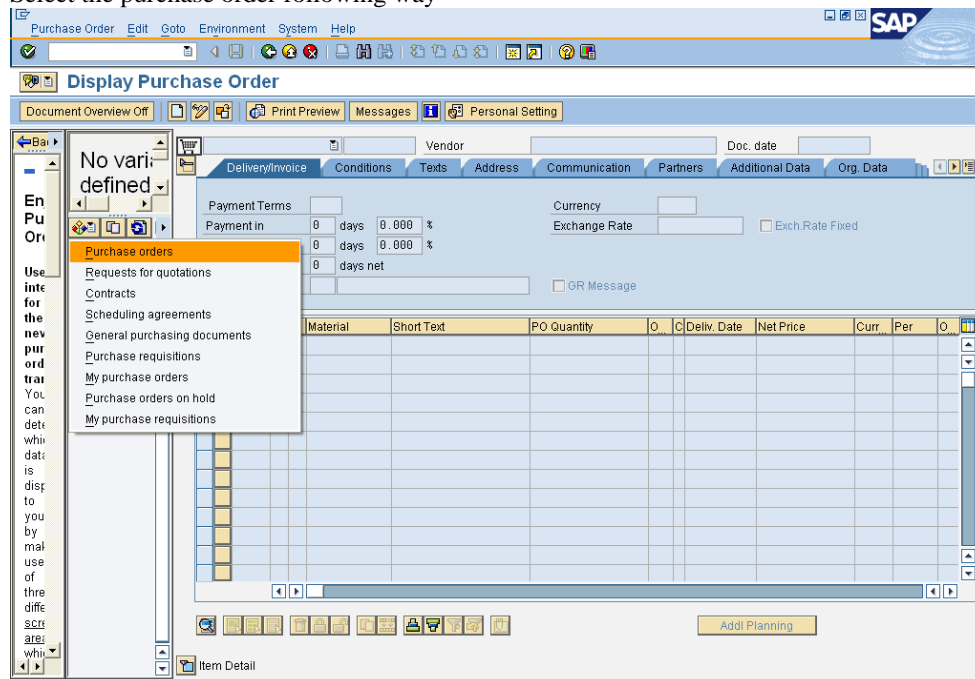
For view the individual purchase order  
Go with T.Code: ME23N

Click on document overview on button in the bellow screen



The screenshot shows the SAP 'Display Purchase Order' (ME23N) interface. A callout box highlights the 'Document Overview On' button in the top toolbar. The main window is divided into two panes. The left pane, titled 'EnjoySAP: Purchase Order', contains introductory text and a list of functions: 'User interface for the new purchase order transaction', 'Faulty items', and 'Further functions' (including 'Self-Definable Document'). The right pane shows the 'Delivery/Invoice' tab with fields for 'Payment Terms', 'Payment in' (0 days 0.000%), and 'Incoterms'. Below this is a table with columns 'S', 'Itm', 'A', 'I', 'Material', and 'Short Text'.

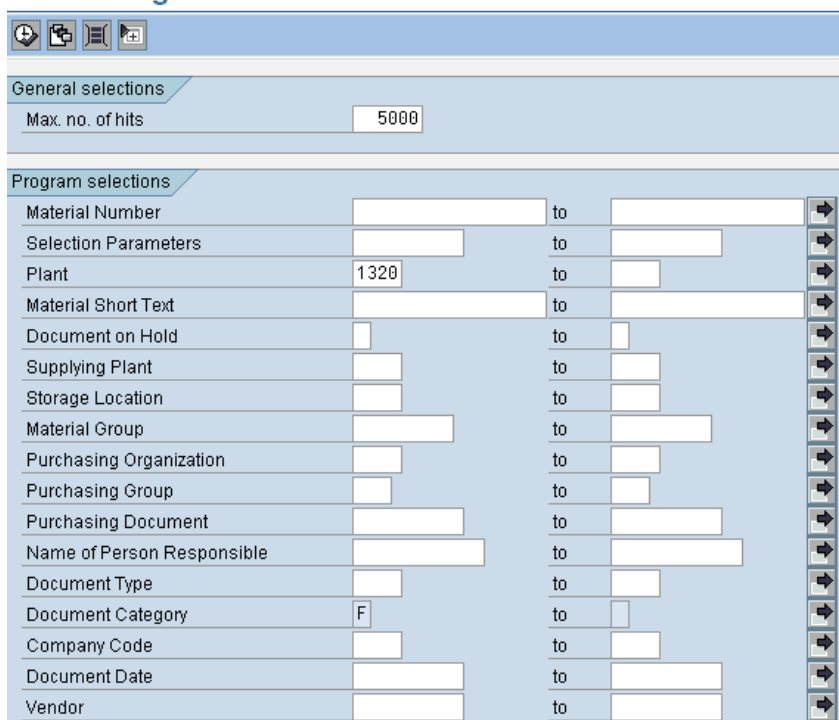
Select the purchase order following way



The screenshot shows the same SAP 'Display Purchase Order' (ME23N) interface. A dropdown menu is open on the left side, showing a list of options: 'Purchase orders', 'Requests for quotations', 'Contracts', 'Scheduling agreements', 'General purchasing documents', 'Purchase requisitions', 'My purchase orders', 'Purchase orders on hold', and 'My purchase requisitions'. The main window shows the 'Delivery/Invoice' tab with various fields and a table with columns 'Material', 'Short Text', 'PO Quantity', 'Deliv. Date', 'Net Price', 'Curr.', and 'Per'.

## FI- CO End User Training Module

### Purchasing Documents



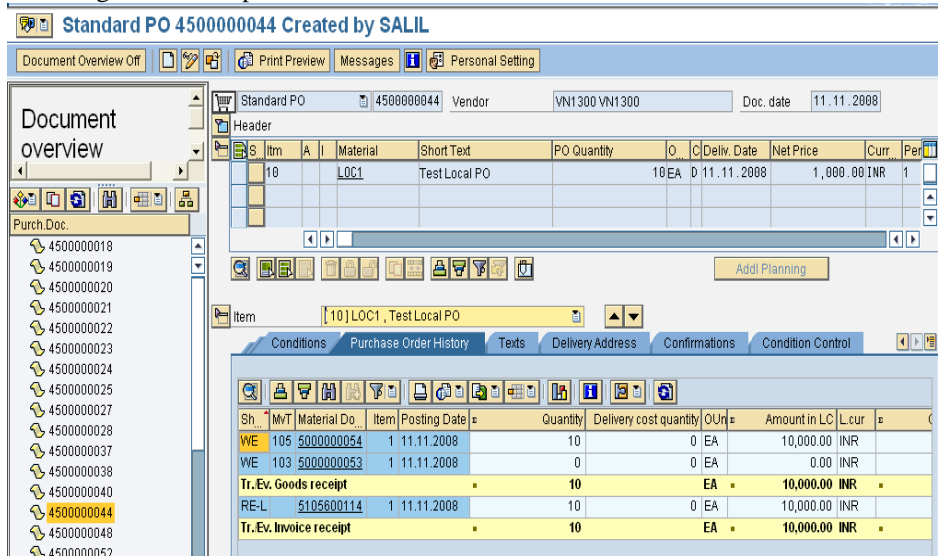
General selections

Max. no. of hits: 5000

Program selections

Material Number		to		
Selection Parameters		to		
Plant	1320	to		
Material Short Text		to		
Document on Hold		to		
Supplying Plant		to		
Storage Location		to		
Material Group		to		
Purchasing Organization		to		
Purchasing Group		to		
Purchasing Document		to		
Name of Person Responsible		to		
Document Type		to		
Document Category	F	to		
Company Code		to		
Document Date		to		
Vendor		to		

We will get the list of purchase orders as shown below



Standard PO 450000044 Created by SALIL

Document Overview Off | Print Preview | Messages | Personal Setting

Standard PO 450000044 Vendor VN1300 VN1300 Doc. date 11.11.2008

S	Item	A	Material	Short Text	PO Quantity	O	C	Deliv. Date	Net Price	Curr.	Per
	10		LOC1	Test Local PO				11.11.2008	1,000.00	INR	1

Item: [10] LOC1, Test Local PO

Conditions | Purchase Order History | Texts | Delivery Address | Confirmations | Condition Control

Sh	MVT	Material Do.	Item	Posting Date	Quantity	Delivery cost quantity	OU	Amount in LC	L	Cur
WE	105	5000000054		1 11.11.2008	10	0	EA	10,000.00	INR	
WE	103	5000000053		1 11.11.2008	0	0	EA	0.00	INR	
Tr. Ev. Goods receipt					10		EA	10,000.00	INR	
RE-L		5105600114		1 11.11.2008	10	0	EA	10,000.00	INR	
Tr. Ev. Invoice receipt					10		EA	10,000.00	INR	

In the above screen select the Purchase Order which we need to view. In the above screen 450000044 PO is selected. To select a PO just double click on that PO number.

As in the above screen we can view various information about the Purchase Order by choosing the relevant tab. below is the Conditions TAB displayed.



## FI- CO End User Training Module

Standard PO 4500000044 Vendor VN1300 VN1300 Doc. date 11.11.2008

Header

S	Itm	A	I	Material	Short Text	PO Quantity	O	C	Deliv. Date	Net Price	Curr	Per
	10			LOC1	Test Local PO	10 EA	D		11.11.2008	1,000.00	INR	1

Item [10] LOC1, Test Local PO

Invoice Conditions Purchase Order History Texts Delivery Address Confirmations Condition...

Qty 10 EA Net 10,000.00 INR

Pricing Elements

N	CnTy	Name	Amount	Crcy	per	U	Condition value	Curr.	Status	NumC	OU	CC
	PBXX	Gross Price	1,000.00	INR		1 EA	10,000.00	INR		1	EA	
	RB00	Absolute discount	0.00	INR			0.00	INR		0		
	RC00	Discount/Quantity	0.00	INR		1 EA	0.00	INR		1	EA	
	RA00	Discount % on Net	0.000	%			0.00	INR		0		
		Sub Total(GP+Disc.)	1,000.00	INR		1 EA	10,000.00	INR		1	EA	
	ZP&F	P & F %	0.000	%			0.00	INR		0		

Condition rec. Analysis Update

In the below screen we can see the Purchase Order History.

Standard PO 4500000044 Vendor VN1300 VN1300 Doc. date 11.11.2008

Header

S	Itm	A	I	Material	Short Text	PO Quantity	O	C	Deliv. Date	Net Price	Curr	Per
	10			LOC1	Test Local PO	10 EA	D		11.11.2008	1,000.00	INR	1

Item [10] LOC1, Test Local PO

Conditions Purchase Order History Texts Delivery Address Confirmations Condition Control

Sh	MvT	Material Do	Item	Posting Date	Quantity	Delivery cost quantity	OU	Amount in LC	L.cur
WE	105	5000000054	1	11.11.2008	10	0	EA	10,000.00	INR
WE	103	5000000053	1	11.11.2008	0	0	EA	0.00	INR
<b>Tr..Ev. Goods receipt</b>					<b>10</b>		<b>EA</b>	<b>10,000.00</b>	<b>INR</b>
RE-L		5105600114	1	11.11.2008	10	0	EA	10,000.00	INR
<b>Tr..Ev. Invoice receipt</b>					<b>10</b>		<b>EA</b>	<b>10,000.00</b>	<b>INR</b>

Click on Material Do. in the 105 movement document line in the above screen

Then the below screen will appear

## FI- CO End User Training Module

**Display Material Document 5000000054 - MAYUR** Grab Exit

Show Overview Hold Check Post Help

Display Material Document 5000000054 2008 Print Print

**General** Vendor Doc. info Excise Invoice Add Data Display

Document Date 11.11.2008 Delivery Note 1234 Vendor VN1300  
 Posting Date 11.11.2008 Bill of Lading HeaderText  
 Individual Slip GR/IR Slip No.

Line	Mat. Short Text	Qty in UnE	E...	SLoc	Profit Center	Batch	Valuation T...	M...	D	Stock Type	Print
1	Test Local PO	10	EA	General Stores /	1104002				105 +	Unrestricted	Ligf

Print Print

**Material** Quantity Where Purchase Order Data Partner Account Assignment Excise Item

Movement Type 105 GR from blocked stck Stock type Unrestricted use

Plant Light Engines Unit - II 1320 Unloading Point  
Storage Location General Stores / MAIN

Line 1

In the above screen select the DOC. INFO tab

**Display Material Document 5000000054 - MAYUR** Grab Exit

Show Overview Hold Check Post Help

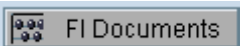
Display Material Document 5000000054 2008 Print Print

**General** Vendor Doc. info Excise Invoice Add Data Display

Entered By SALIL FI Documents  
Created On 11.11.2008 09:40:09  
Transaction Code Goods Movement MIGO\_GR

Line	Mat. Short Text	Qty in UnE	E...	SLoc	Profit Center	Batch	Valuation T...	M...	D	Stock Type	Print
1	Test Local PO	10	EA	General Stores /	1104002				105 +	Unrestricted	Ligf

Print Print

Click on FI document  button in the above screen

## FI- CO End User Training Module

**Display Document: Data Entry View**

Display Currency | General Ledger View

Data Entry View

Document Number 832000018    Company Code 1000    Fiscal Year 2008  
 Document Date 11.11.2008    Posting Date 11.11.2008    Period 8  
 Reference 1234    Cross-CC no.     
 Currency INR    Texts exist     Ledger Group

Accounting Tools

C...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	89		210060	RAW MATERIAL	10,000.00	INR			1104002	1123000
	2	96		121060	GR/IR-RAW MATERIAL	10,000.00-	INR			1104002	1123000

If we select **General Ledger View**, we can see the GL view

**Display Document: General Ledger View**    Grab    Exit

Display Currency | Entry View | Other Ledger

Data Entry View

Document Number 832000018    Company Code 1000    Fiscal Year 2008  
 Document Date 11.11.2008    Posting Date 11.11.2008    Period 8  
 Reference 1234    Cross-CC no.     
 Currency INR    Texts exist     Ledger Group

Ledger 0L

Doc. 832000018    FiscalYear 2008    Period 8

Accounting Tools

C...	Itm	L.item	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	000001	89		210060	RAW MATERIAL	10,000.00	INR			1104002	1123000
	2	000002	96		121060	GR/IR-RAW MATERIAL	10,000.00-	INR			1104002	1123000

Come back to previous screen

Click on excise invoice tab

## FI- CO End User Training Module

A04 Display   R02 Material Docum   5000000054   2008

General   Vendor   Doc. info   **Excise Invoice**   Add Data Display

Excise Group   32

Excise Invoice   BED   1,400.00   SED   0.00  
 Excise Inv.Date   AED   0.00   ECS   28.00  
 NCCD   0.00

Line	Mat. Short Text	Qty in UnE	E..	SLoc	Profit Center	Batch
1	Test Local PO	10	EA	General Stores /	1104002	

Material   Test Local PO   L0C1



In the above screen click on more data button

More Data for Excise Invoice

Miscellaneous   Additional Data   **Long Text**   Part2

Excise invoice text  
 Bill of lading text  
 Shipment details text  
 Download text

Li 1, Co 1   Ln 1 - Ln 1 of 1 li

More Data for Excise Invoice

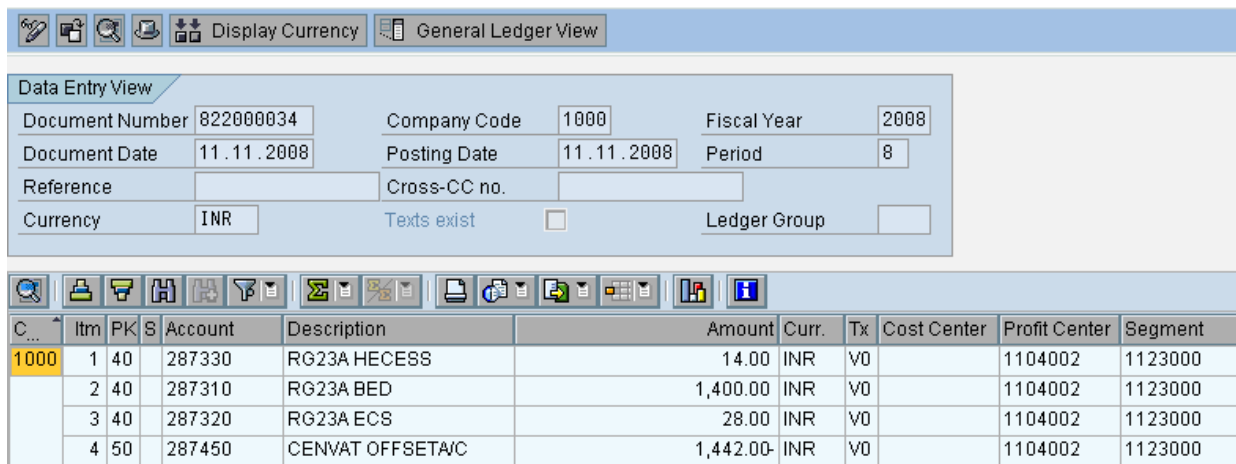
Miscellaneous   Additional Data   Long Text   **Part2**

Accounting	E	R	Year	Serial num.	Exci	Internal no.	Year	Reference doc	Ref.	R	Obj.t	D	Fin.	Posting Date	Curr.
822000034			2008	3200000000	GRPO	1200000010	2008	5000000054	2008	R	BKPF	SA		11.11.2008	INR

✓   ✕

## FI- CO End User Training Module

Click the Number in the Accounting column in the above screen.



**Data Entry View**

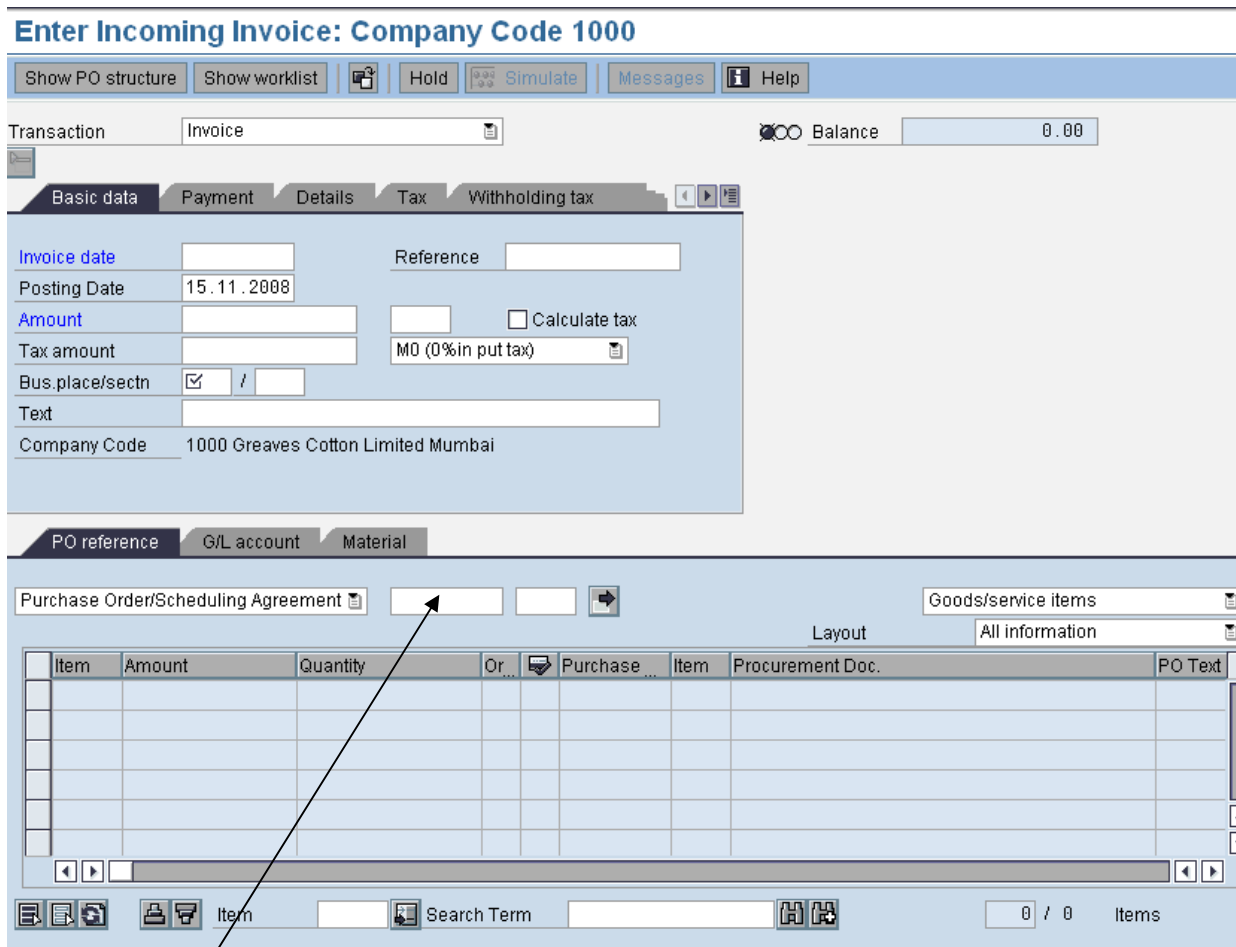
Document Number: 822000034    Company Code: 1000    Fiscal Year: 2008  
 Document Date: 11.11.2008    Posting Date: 11.11.2008    Period: 8  
 Reference:    Cross-CC no.:    Ledger Group:     
 Currency: INR    Texts exist:

C...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	40		287330	RG23A HECESS	14.00	INR	V0		1104002	1123000
	2	40		287310	RG23A BED	1,400.00	INR	V0		1104002	1123000
	3	40		287320	RG23A ECS	28.00	INR	V0		1104002	1123000
	4	50		287450	CENVAT OFFSETA/C	1,442.00	INR	V0		1104002	1123000

Excise entry can be seen as above.

### Invoice verification(MIRO)

Enter the Invoice Date & relevant Business Place.



**Enter Incoming Invoice: Company Code 1000**

Show PO structure    Show worklist    Hold    Simulate    Messages    Help

Transaction: Invoice    Balance: 0.00

**Basic data**    Payment    Details    Tax    Withholding tax

Invoice date:    Reference:     
 Posting Date: 15.11.2008  
 Amount:     Calculate tax  
 Tax amount:    M0 (0%in put tax)  
 Bus. place/sectn:  /     
 Text:     
 Company Code: 1000 Greaves Cotton Limited Mumbai

**PO reference**    G/L account    Material

Purchase Order/Scheduling Agreement:    Goods/service items:     
 Layout: All information

Item	Amount	Quantity	Or...	Purchase...	Item	Procurement Doc.	PO Text

Item:    Search Term:    0 / 0 Items

Put the cursor in the purchase order field as shown above and use F4 function.

## FI- CO End User Training Module

**Selections for the Purchasing Document**

Invoicing Party

Vendor  to

Different Inv. Party Too

Company Code

Document Date  to

Document Number  to

POs

Sched. agmts

Plant  to

Material  to

Vendor Material No.  to

**Other Selections**

Invoice expected

Cred. memo expected

Provide our vendor as shown above click on execute button

### Possible Entries for Purchasing Document (3 selected)

	Box	Purch. Doc.	Order Type	Description	PO Date	Plnt	Open Amount	Crcy	Vendor	Inv. Party
		Purch. Doc.	Item	Material Short Text	R Open	Quantity	BUn			
<input type="checkbox"/>	4500000014	ZCON		PO Consumables	05.11.2008	1310	1,000.00	INR	VN1300	
<input type="checkbox"/>	4500000015	ZCON		PO Consumables	05.11.2008	1310	2,000.00	INR	VN1300	
<input checked="" type="checkbox"/>	4500000044	NB		Standard PO	11.11.2008	1320	10,000.00	INR	VN1300	VN1300

In the above screen select the respective purchase order click on copy button.

Press enter, below screen will appear.

Transaction  Balance  INR

**Basic data** | Payment | Details | Tax | Withholding tax

Invoice date  Reference

Posting Date

Amount

Tax amount

Bus.place/sectn

Text

Paymt terms

Baseline Date

Vendor VN1300

VN1300

LBS

Mumbai

1111

3333

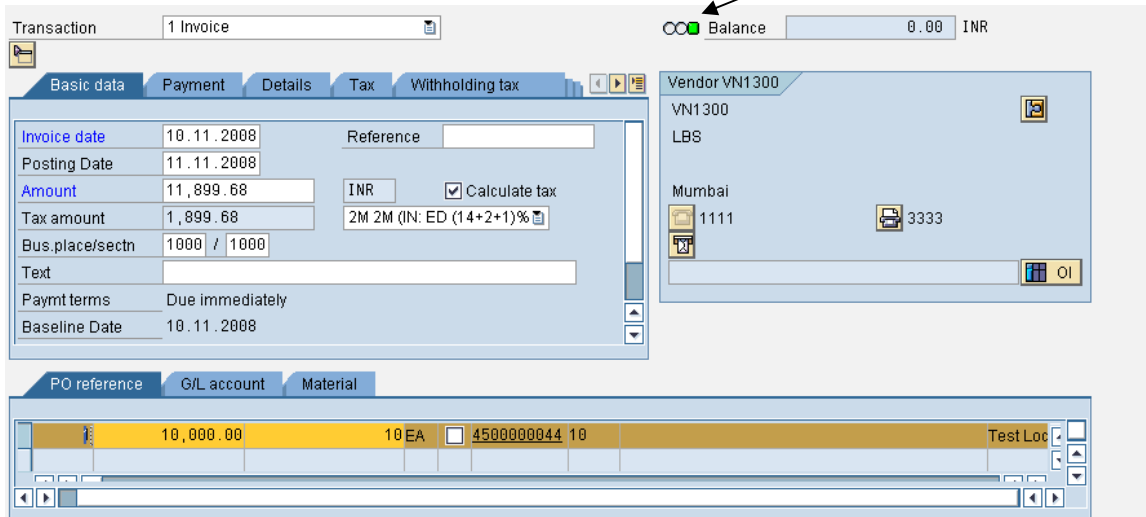
PO reference | G/L account | Material

Item	Amount	Quantity	Or	Purchase	Item	Procurement Doc.	PO Text
1	10,000.00		10EA	<input type="checkbox"/>	4500000044	10	Test Lo

## FI- CO End User Training Module

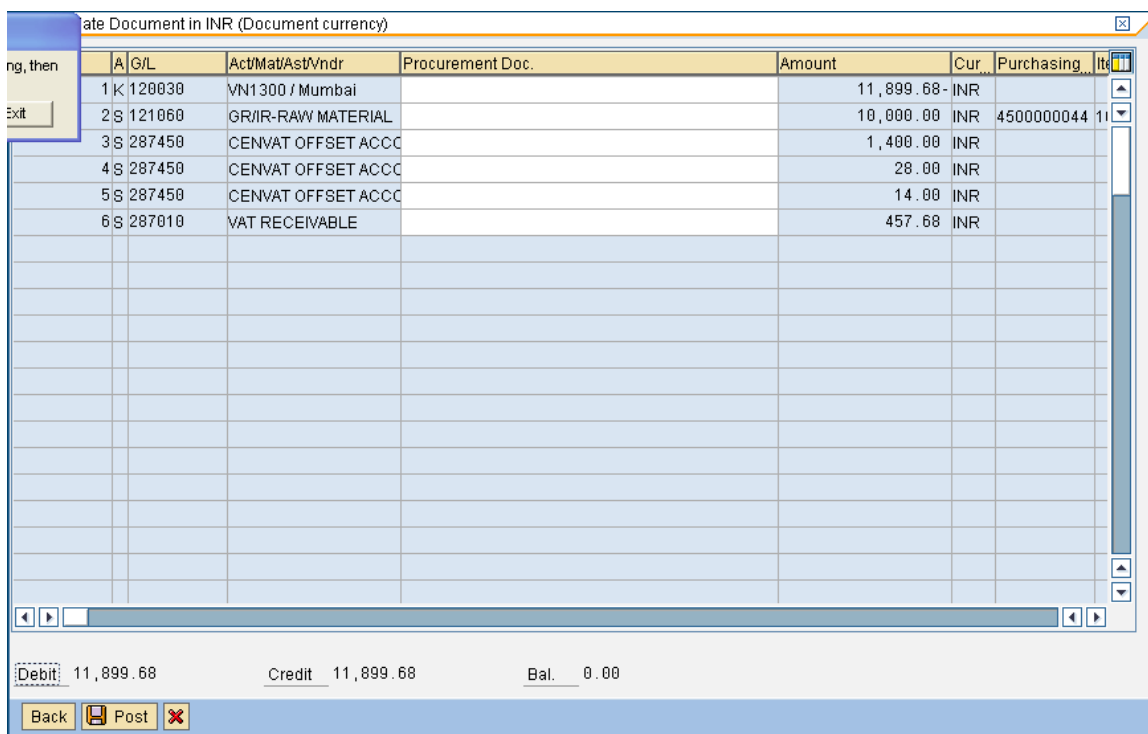
Select Calculate Tax option box, and give the relevant Tax Type as in the below screen.

We need to ensure that the Balance is 0 and this must be green.



The screenshot shows the SAP Invoice Entry interface. At the top right, the 'Balance' field is highlighted in green and shows '0.00 INR'. An arrow points to this field. The 'Tax' tab is active, showing 'Calculate tax' checked and '2M 2M (IN: ED (14+2+1)%' selected. The 'Amount' is 11,899.68 and 'Tax amount' is 1,899.68. The 'Material' tab at the bottom shows a line item with amount 10,000.00 and material 4500000044.

Click on simulate button



The screenshot shows the 'Simulate Document in INR (Document currency)' dialog box. It contains a table with the following data:

ng, then	A/G/L	Act/Mat/Ast/Vndr	Procurement Doc.	Amount	Cur	Purchasing...	Its
1	K 120030	VN1300 / Mumbai		11,899.68	INR		
2	S 121060	GR/IR-RAW MATERIAL		10,000.00	INR	4500000044	11
3	S 287450	CENVAT OFFSET ACCO		1,400.00	INR		
4	S 287450	CENVAT OFFSET ACCO		28.00	INR		
5	S 287450	CENVAT OFFSET ACCO		14.00	INR		
6	S 287010	VAT RECEIVABLE		457.68	INR		

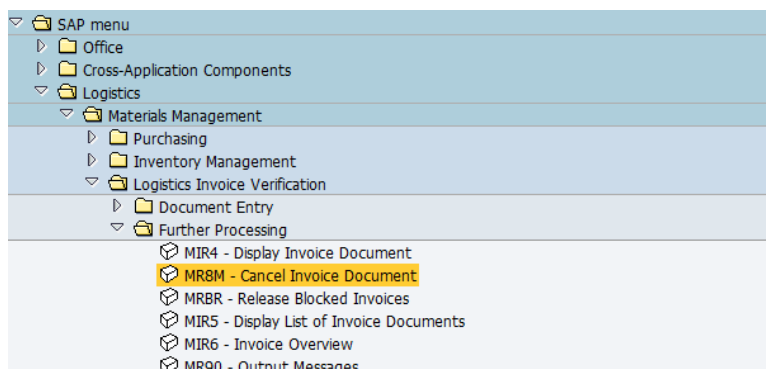
At the bottom, the summary shows: Debit: 11,899.68, Credit: 11,899.68, Bal.: 0.00. There are 'Back', 'Post', and 'X' buttons at the bottom.

Click on save button.

Purchase order report.

Go with T.Code: ME2N.

## Reversal of MIRO (MR8M)



Invoice documents in Invoice Verification are either invoices or credit memos. These documents can be cancelled. There are two different cases:

- If an invoice is cancelled, the system automatically creates a credit memo.
- If a credit memo is cancelled, the system automatically creates an invoice.

The system takes the amount and quantity for the credit memo or invoice from the invoice or credit memo to be cancelled, thus avoiding any differences between the invoice and the credit memo or the credit memo and the invoice.

**Cancel Invoice Document**

Display Document

Invoice Document No.

Fiscal Year

**Details Re Reversal Posting**

Reversal Reason

Posting Date

Provide the Invoice Document No \*\*\*\*\* created at MIRO and Fiscal Year

Provide the Reversal Reason and the Posting Date

**Cancel Invoice Document**

Display Document

Invoice Document No.

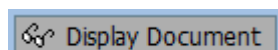
Fiscal Year

**Details Re Reversal Posting**

Reversal Reason

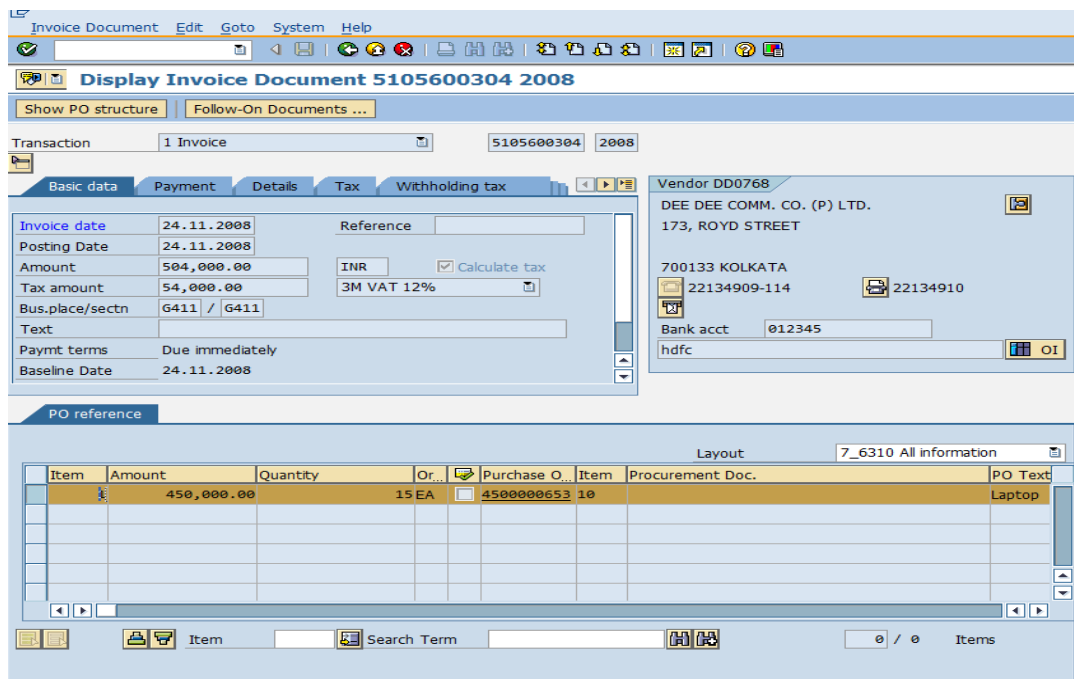
Posting Date

Click on



to view the MIRO and the follow on Accounting Documents .





The screenshot shows the SAP 'Display Invoice Document' interface for document number 5105600304 in the year 2008. The 'Basic data' tab is active, displaying the following information:

- Transaction: 1 Invoice
- Invoice date: 24.11.2008
- Posting Date: 24.11.2008
- Amount: 504,000.00
- Tax amount: 54,000.00
- Bus.place/sectn: G411 / G411
- Paymt terms: Due immediately
- Baseline Date: 24.11.2008

The 'Vendor DD0768' section shows the vendor details: DEE DEE COMM. CO. (P) LTD., 173, ROYD STREET, 700133 KOLKATA. Bank account information includes 'Bank acct 012345' and 'hdfc'.

The 'PO reference' table below shows one line item:

Item	Amount	Quantity	Or...	Purchase O...	Item	Procurement Doc.	PO Text
	450,000.00	15 EA		450000653	10		Laptop

### Prerequisites

An invoice document can only be cancelled if:

- it was posted in Logistics Invoice Verification
- It has not already been cancelled
- It is not a cancellation document for another document

When we cancel documents in Logistics Invoice Verification, the document line items are not automatically cleared in Financial Accounting. It is recommend that we periodically clear such items (using daily background jobs, for example).

### Procedure

To cancel an invoice document, proceed as follows:

1. Choose Logistics Invoice Verification -> Further Processing -> Cancel Invoice Document.

The initial screen for reversal appears.

2. In the fields Invoice doc. number and Fiscal year, enter the data for the invoice document you want to cancel.
3. In the Reversal reason field, select the reason for cancelling the invoice. This allows you to differentiate between different types of cancellations.

We can display the document to check. Choose Display document to do this. We can look at the items of the document to be cancelled. Return to the initial screen by choosing back.

4. Choose Invoice document ->Post reversal doc

## FI- CO End User Training Module

Click on Save button on the screen of **MR8M**

Following message will appear

Document reversed with no. 5105600637: Please manually clear FI documents

### Result

The system automatically posts a credit memo or invoice. You receive a message.

- The system checks an invoice created as a result of cancelling a credit memo for variances. If variances occur, the invoice may be blocked for payment. If it is, a message appears.
- When you cancel an invoice or a credit memo, the system creates an invoice or a credit memo from information contained in the document to be cancelled. In the simplest form, the postings in the invoice or credit memo are simply reversed.
- However, this is not always possible. If, for example, an invoice is cancelled in which a material was debited, the postings can only be reversed if there is enough stock when the invoice reversal is posted. If there is not enough stock, the reversal posting is made proportionally: the part for which there is sufficient stock coverage is posted to the stock account, the remainder to a price difference account.
- When you cancel an invoice or credit memo referencing a purchase order, you cannot reverse the account movements originally made if a further invoice with a different price was posted after the invoice that is to be cancelled.

### **Release Blocked Invoices (MRBR)**

#### Purpose

Before you can pay a blocked invoice, you must release it in a separate step. You do so by cancelling the blocking indicator that was set when the invoice was posted.

Since the total invoice amount is to be paid and not individual invoice items, the blocking indicator is set in the vendor line of the accounting document. As a result, all the items in an invoice can only be released at the same time.

To specify when exactly an invoice is to be paid, you agree terms of payments with the vendor. These terms of payment contain the baseline date from which your cash discount period applies. If an invoice was blocked for payment for a long time, your cash discount deadline could expire. If you release this invoice, you can select the field Move cash discount date on the initial screen of the invoice release transaction and retain the agreed cash discount.

## FI- CO End User Training Module

### Release Blocked Invoices

Selection of Blocked Invoices			
Company Code	<input type="text" value="1000"/>	to	<input type="text"/>
Invoice Document	<input type="text"/>	to	<input type="text"/>
Fiscal Year	<input type="text"/>	to	<input type="text"/>
Vendor	<input type="text"/>	to	<input type="text"/>
Posting Date	<input type="text"/>	to	<input type="text"/>
Due Date	<input type="text"/>	to	<input type="text"/>
Purchasing Group	<input type="text"/>	to	<input type="text"/>
User	<input type="text"/>	to	<input type="text"/>

Processing	
<input checked="" type="radio"/> Release Manually	<input type="radio"/> Release Automatically
<input type="checkbox"/> Move Cash Disc. Date	

Blocking Procedure	
<input checked="" type="radio"/> Blocked Due to Variances	
<input type="radio"/> Manual Payment Block	
<input type="radio"/> Stochastically Blocked	

Display options	
Variant	<input type="text"/>

### Releasing Invoices

#### Use

When we release an invoice, the system reverses the blocking indicator in the accounting document for the invoice. In the vendor line, the R in the field Payment block is deleted.

We can release invoices while processing a blocked invoice. This is useful in the following cases:

An invoice contains several blocking reasons. We have to investigate the reason for the block and resolved it. The blocking reasons are no longer valid; therefore we can release the invoice.

One employee is responsible for releasing invoices in your company. Your system administrator can assign the appropriate authorization.

If you have selected the field Move cash discount date, the agreed cash discount period is retained.

#### Procedure

1. Choose Logistics Invoice Verification -> Further Processing Release Invoices.

The selection screen for releasing invoices appears.

## FI- CO End User Training Module

List Edit Goto Views Settings System Help SAP

Release Blocked Invoices

Blocking Reason

Sta	Doc. No.	Year	Crcy	TransDate	Exch.r.	L.cur	T	Posting Date	CoCd	Invoicing Pty	Name	User Name	Blne Date	P	D	Disc.1	D	Disc.2	N	L	Item	Amount	Purch.Doc.	Ite
	5105600456	2008	EUR	11.12.2008	63.7500		RE	11.12.2008	1000	450036	BOMAG	SALIL	11.12.2008	0	0.000	0	0.000	0	A	2	9,185.00	4500001114	2	
	5105600456	2008	EUR	11.12.2008	63.7500		RE	11.12.2008	1000	450036	BOMAG	SALIL	11.12.2008	0	0.000	0	0.000	0	A	3	2,652.00	4500001114	3	
	5105600456	2008	EUR	11.12.2008	63.7500		RE	11.12.2008	1000	450036	BOMAG	SALIL	11.12.2008	0	0.000	0	0.000	0	A	4	107.20	4500001114	4	
	5105600456	2008	EUR	11.12.2008	63.7500		RE	11.12.2008	1000	450036	BOMAG	SALIL	11.12.2008	0	0.000	0	0.000	0	A	5	83.00	4500001114	5	
	5105600456	2008	EUR	11.12.2008	63.7500		RE	11.12.2008	1000	450036	BOMAG	SALIL	11.12.2008	0	0.000	0	0.000	0	A	6	226.00	4500001114	6	
	5105600456	2008	EUR	11.12.2008	63.7500		RE	11.12.2008	1000	450036	BOMAG	SALIL	11.12.2008	0	0.000	0	0.000	0	A	7	725.00	4500001114	7	
	5105600457	2008	EUR	11.12.2008	44.1700		RE	11.12.2008	1000	450036	BOMAG	RV12658	10.12.2008	0	0.000	0	0.000	0	A	1	4.89	4500001086	1	
	5105600457	2008	EUR	11.12.2008	44.1700		RE	11.12.2008	1000	450036	BOMAG	RV12658	10.12.2008	0	0.000	0	0.000	0	A	2	1.52	4500001086	2	
	5105600457	2008	EUR	11.12.2008	44.1700		RE	11.12.2008	1000	450036	BOMAG	RV12658	10.12.2008	0	0.000	0	0.000	0	A	3	0.56	4500001086	3	
	5105600457	2008	EUR	11.12.2008	44.1700		RE	11.12.2008	1000	450036	BOMAG	RV12658	10.12.2008	0	0.000	0	0.000	0	A	4	0.72	4500001086	4	
	5105600457	2008	EUR	11.12.2008	44.1700		RE	11.12.2008	1000	450036	BOMAG	RV12658	10.12.2008	0	0.000	0	0.000	0	A	5	17.89	4500001086	5	
	5105600457	2008	EUR	11.12.2008	44.1700		RE	11.12.2008	1000	450036	BOMAG	RV12658	10.12.2008	0	0.000	0	0.000	0	A	6	61.97	4500001086	6	
	5105600457	2008	EUR	11.12.2008	44.1700		RE	11.12.2008	1000	450036	BOMAG	RV12658	10.12.2008	0	0.000	0	0.000	0	A	7	9.55	4500001086	7	
	5105600458	2008	EUR	11.12.2008	63.7500		RE	11.12.2008	1000	450036	BOMAG	RV12658	10.12.2008	0	0.000	0	0.000	0	A	1	725.00	4500001086	1	
	5105600458	2008	EUR	11.12.2008	63.7500		RE	11.12.2008	1000	450036	BOMAG	RV12658	10.12.2008	0	0.000	0	0.000	0	A	2	226.00	4500001086	2	
	5105600458	2008	EUR	11.12.2008	63.7500		RE	11.12.2008	1000	450036	BOMAG	RV12658	10.12.2008	0	0.000	0	0.000	0	A	3	83.00	4500001086	3	
	5105600458	2008	EUR	11.12.2008	63.7500		RE	11.12.2008	1000	450036	BOMAG	RV12658	10.12.2008	0	0.000	0	0.000	0	A	4	107.20	4500001086	4	
	5105600458	2008	EUR	11.12.2008	63.7500		RE	11.12.2008	1000	450036	BOMAG	RV12658	10.12.2008	0	0.000	0	0.000	0	A	5	2,652.00	4500001086	5	
	5105600458	2008	EUR	11.12.2008	63.7500		RE	11.12.2008	1000	450036	BOMAG	RV12658	10.12.2008	0	0.000	0	0.000	0	A	6	9,185.00	4500001086	6	
	5105600458	2008	EUR	11.12.2008	63.7500		RE	11.12.2008	1000	450036	BOMAG	RV12658	10.12.2008	0	0.000	0	0.000	0	A	7	1,416.00	4500001086	7	
	5105600460	2008	INR	11.12.2008	1.000000		RE	11.12.2008	1000	VEN01	vendor 01	AM13215	11.12.2008	0	0.000	0	0.000	0	A	1	14,000.00	4500001127	1	
	5105600468	2008	INR	11.12.2008	1.000000		RE	11.12.2008	1000	122036	BOSCH LTD	SPI12739	11.12.2008	150	0.000	0	0.000	0	A	1	74,715.30	4500001132	1	
	5105600481	2008	INR	12.12.2008	1.000000		RE	12.12.2008	1000	G13472	geekay	VDV11848	12.12.2008	0	0.000	0	0.000	0	A	1	1,000.00	4500001190	1	
	5105600486	2008	INR	13.12.2008	1.000000		RE	13.12.2008	1000	V1110	1110 Plant	NS12764	13.12.2008	0	0.000	0	0.000	0	A	1	4,500.00	4500001206	1	
	5105600504	2008	INR	15.12.2008	1.000000		RE	15.12.2008	1000	ANKUR	ANKUR LTD.	RAMESH	15.12.2008	0	0.000	0	0.000	0	A	1	100,000.00	4500001277	1	
	5105600523	2008	INR	16.12.2008	1.000000		RE	16.12.2008	1000	61502039	TEJAL INDU	VLR10318	16.12.2008	0	0.000	0	0.000	0	A	1	24,618.75	4500001301	1	
	5105600525	2008	INR	16.12.2008	1.000000		RE	16.12.2008	1000	61502039	TEJAL INDU	VLR10318	16.12.2008	0	0.000	0	0.000	0	A	2	23,062.50	4500001301	2	
	5105600536	2008	EUR	16.12.2008	44.1700		RE	16.12.2008	1000	450036	BOMAG	RV12658	16.12.2008	0	0.000	0	0.000	0	A	1	10,000.00	4500001311	1	
	5105600536	2008	EUR	16.12.2008	44.1700		RE	16.12.2008	1000	450036	BOMAG	RV12658	16.12.2008	0	0.000	0	0.000	0	A	2	1,000.00	4500001311	2	

- Enter data as required. In the Processing screen area, select the field Release manually.
- In the Blocking procedure screen area, select a procedure.

- Blocked due to variances
- Manual payment block
- Stochastically blocked

If we manually set a payment block in the document header when entering the invoice and one of the invoice items contains blocking reasons, this invoice is not displayed in the blocking procedure Manual payment block, instead it is displayed in the blocking procedure Blocked due to variances.

- Choose  Execute.

The system issues a list of blocked invoices that meet the criteria entered.

- Select the invoice document that you want to release.

The system automatically selects all other items in the invoice since you cannot release individual items.

- Choose  Release invoice.

Check your entries.


- Choose  Save changes.

The invoices selected are only released for payment when you save them.

Result

## FI- CO End User Training Module

The system releases the invoice. The following message appears:

 4 invoices released

If you want to release invoices that have price blocks at item level and a manual block at header level, the system outputs the message:

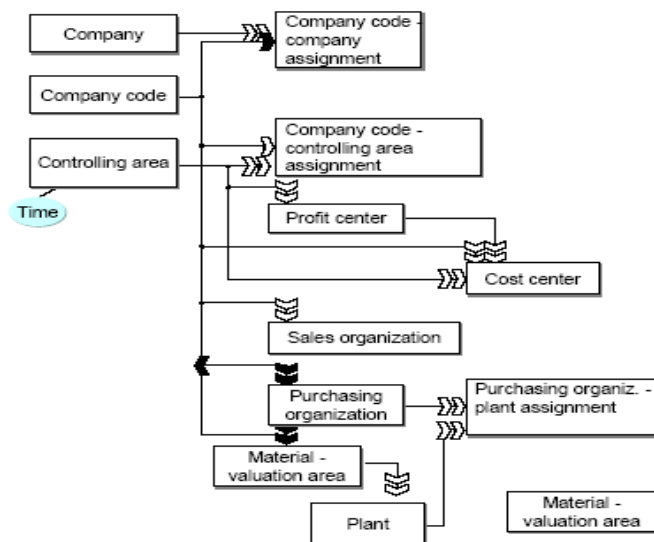
nn invoices released, n still contain a manual block.

Reselect the invoices containing manual blocks using Manual Payment Block and Release Manually. Release the relevant invoices manually.

## Chapter - 10

### Sales & Distribution

#### Process

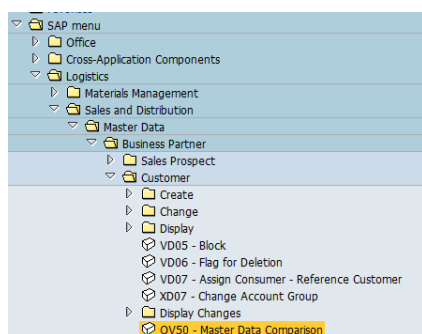


#### For Comparison of Master Data from Sales & Distribution to Finance Accounting (OV50)

As a Finance Person we have to check whether all the information at the time of creation of Customer Master has been properly updated in the Masters.

For integration between Sales and Distribution module Reconciliation A/c is must to be maintained at the time of Master Creation. In Case person creating Customer Master forgets to put Reconciliation A/c . We can use the following application to compare and finds out the accounts where recon A/c is missing.

Navigation is as follows



## FI- CO End User Training Module

### Customer Master Data Comparison

**General selections**

Customer number  to  ➔

Account group  to  ➔

Creation date  to  ➔

Additional heading

**Details specific to Financial Accounting**

Company code  to  ➔

**Details specific to Sales and Distribution**

Sales organization  to  ➔

Distribution channel  to  ➔

Division  to  ➔

**Selection parameters**

Not created in Fin.Accounting

Not created in Sales + Distr.

**Output Control**

Layout

We can have either “Selection Parameters” -

**Selection parameters**

Not created in Fin.Accounting

Not created in Sales + Distr.

Click on Execute 

SOrg.	DCHL	Dr.	Customer	Customer Address Line 0	Customer Address Line 1	Customer Address Line 2	Created on
ST00	ST	00	111817	BHARAT FORGE CO.,LTD	411807 PUNE-PUNE	INDIA	26.11.2008
ST00	ST	00	111161	BIRNITAL BEARINGS LTD.	417807 COIMBATORE-COIMBATORE	INDIA	19.11.2008
ST00	ST	00	111307	B K ELECTRICALS & ENGINEERS ,	411804 PUNE-MIDC,BHOSARI ,	INDIA	18.11.2008
ST00	ST	00	112015	B/S. SHORE AUTO RUBBER EXPORTS PVT	411026 PUNE-PUNE	INDIA	19.11.2008
ST00	ST	00	114231	EURUS GESELLSCHAFT FUR	STRABE AM HEIZHAUS,	D-12345 STRABE AM	20.11.2008
ST00	ST	00	115128	FEDARAL MOBIL S.A.	CH- 211 GENEVA 13	D-54321 GERMANY	20.11.2008
ST00	ST	00	120081	PAWALE-FILTER SYSTEM(INDIA) PVT LTD	411802 PUNE-TALUKA MULSHI	INDIA	28.11.2008
ST00	ST	00	120193	KAR MOBILES LTD.	572168 TUMKUR-TUMKUR-	INDIA	19.11.2008
ST00	ST	00	121003	LUCAS TVS LIMITED	600050 MADRAS-MADRAS	INDIA	19.11.2008
ST00	ST	00	122836	BOSCH LTD	560030 BANGALORE-BANGALORE	INDIA	19.11.2008

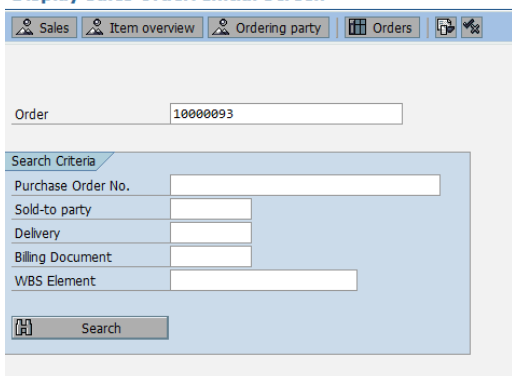
CoCd	Customer	Customer Address Line 0	Customer Address Line 1	Customer Address Line 2	Created on
2000	2	TATA TELECOM LTD	INDIA		13.11.2008
1000	114041112	DEE DEE & COMPANY	700009	INDIA	25.11.2008
1000	BALAL111	BALA CONSTRUCTION CO.	INDIA		19.11.2008
2000	BSNL PUNE	BSNL PUNE	INDIA		12.11.2008
1000	C1131	Fancy products ltd	11150, garden st,	411004 PUNE	13.11.2008
1000	CUSTOMER	customer	INDIA		24.11.2008
1000	DD1234567	DEE DEE ENTERPRISE	700123 KOLKATA	INDIA	13.11.2008
1000	G13472	geekay	INDIA		12.11.2008
1000	HDFCFHFUND	HDFC HFFUND1	INDIA		19.11.2008
1000	KIRTIJAIN	KIRTI JAIN	INDIA		12.11.2008
		GREAVES COTTON LIMITED			

### Display Sales Order ( FV03)

Logistics → Sales and Distribution → Sales → Order → Display

## FI- CO End User Training Module

### Display Sales Order: Initial Screen



Order: 10000093

**Search Criteria**

Purchase Order No.

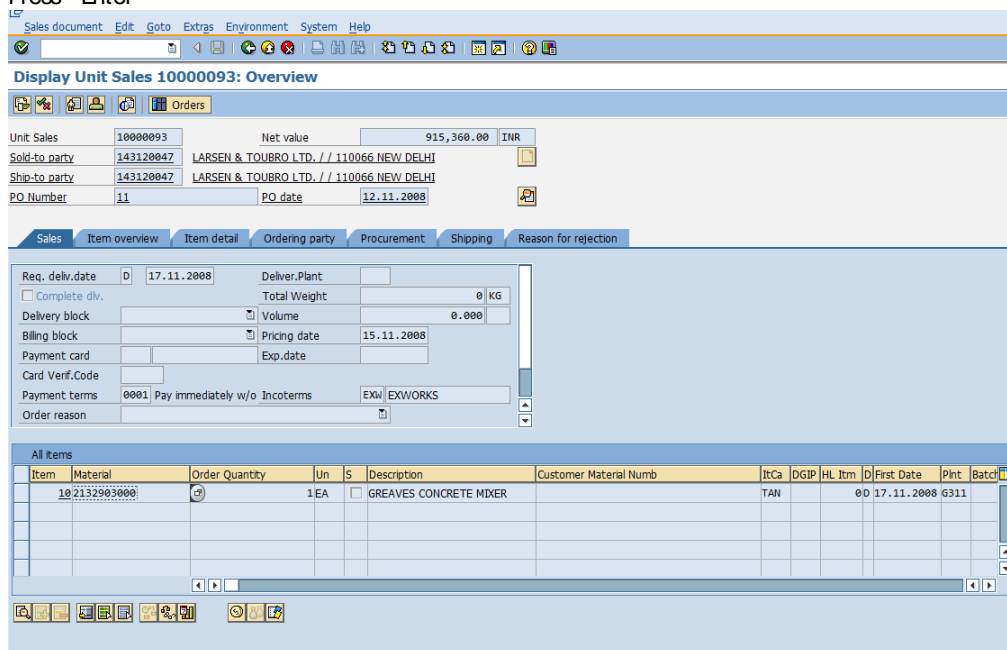
Sold-to party

Delivery

Billing Document

WBS Element

Press "Enter"



Sales document Edit Goto Extras Environment System Help

**Display Unit Sales 10000093: Overview**

Unit Sales 10000093 Net value 915,360.00 INR

Sold-to party 143120047 LARSEN & TOUBRO LTD. // 110066 NEW DELHI

Ship-to party 143120047 LARSEN & TOUBRO LTD. // 110066 NEW DELHI

PO Number 11 PO date 12.11.2008

**Item detail**

Req. delv.date D 17.11.2008 Deliver.Plant

Complete delv. Total Weight  KG

Delivery block  Volume  0.000

Billing block  Pricing date 15.11.2008

Payment card  Exp.date

Card Verif.Code

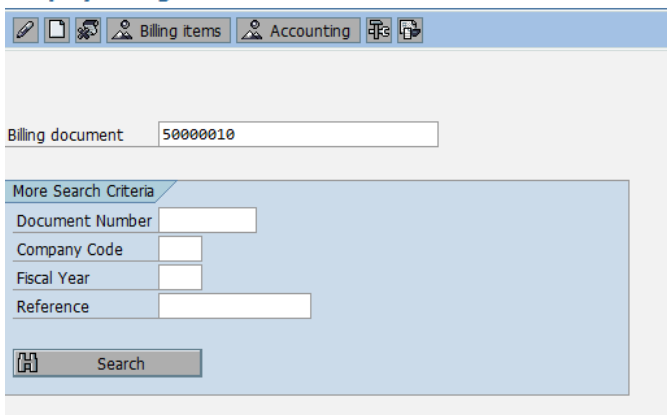
Payment terms 0001 Pay immediately w/o Incoterms EXW EXWORKS

Order reason

Item	Material	Order Quantity	Un	S	Description	Customer Material Numb	ItCa	DGIP	HL	Item	D	First Date	PInt	Batch
	1021132903000	1	EA		GREAVES CONCRETE MIXER		TAN				00	17.11.2008	6311	

### Display the billing document (VF03)

#### Display Billing Document



Billing document: 50000010

**More Search Criteria**

Document Number

Company Code

Fiscal Year

Reference

Press Enter




## FI- CO End User Training Module

**Domestic Invoice 50000010 (ZDF2) Display: Overview of Billing Items**

Accounting | Billing documents

ZDF2 Domestic Invoice: 50000010      Net Value: 106,000.00 INR  
 Payer: 112220007      VOLTAS LTD MHBD / / IN - 400038 THANE  
 Billing Date: 22.12.2008

Item	Description	Billed Quantity	SU	Net value	Material	Cost
10	4G11TA 82.5KVA GENSET		1 EA	106,000.00	14119011411K	13,750.00

Click on  button to view the Accounting document

List of Documents in Accounting

**Documents in Accounting**

Doc. Number	Object type text	Ld
0822001408	Accounting document	
0000004446	Controlling Document	
0000000706	Profitab. Analysis	

Separate | Original document

**Display Document: General Ledger View**

Display Currency | Entry View | Other Ledger

Data Entry View

Document Number: 822001408      Company Code: 1000      Fiscal Year: 2008  
 Document Date: 22.12.2008      Posting Date: 22.12.2008      Period: 9  
 Reference: 0050000010      Cross-CC no.:  
 Currency: INR      Texts exist:       Ledger Group:

Ledger SL

Doc.: 822001881      Fiscal Year: 2008      Period: 6

C.	Item	L.item	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	000001	40		301010	EXCISE DUTY PAID	10,300.00	INR	A0	1187008	1123000	
	2	000002	50		150303	BED SEcess PALE-1110	100.00	INR	A0	1187008	1123000	
	3	000003	50		150301	BED PAYABLE-1110	10,000.00	INR	A0	1187008	1123000	
	4	000004	50		150302	BED ECS P'BLE-1110	200.00	INR	A0	1187008	1123000	

### Creation of excise invoice (JIIN)

Indirect Taxes → Sales or Outbound movement → Excise Invoice → Outgoing excise → Create/change/display

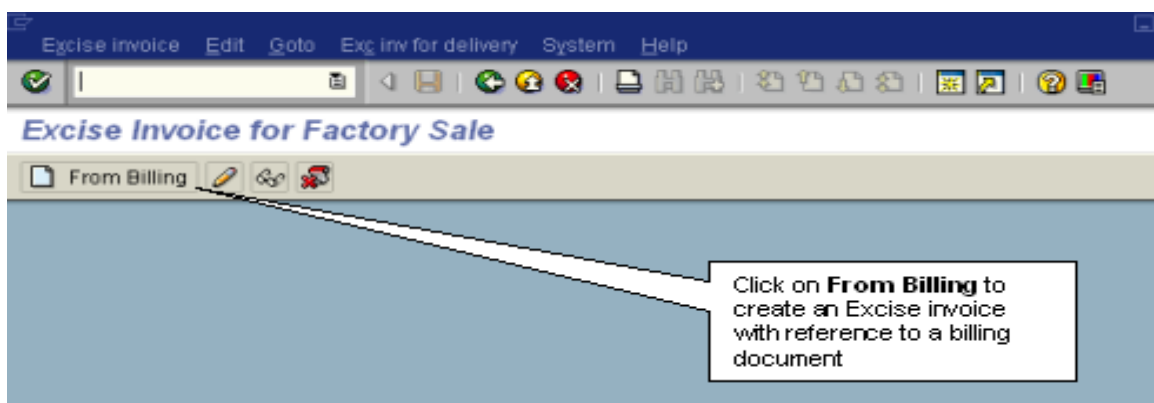
#### Purpose


This transaction is used for creating excise invoice with reference to a billing document.

#### Prerequisite

- The excise invoice has to be created with reference to a billing document
- The billing document has to be released to FI
- The posting date of the billing document

## FI- CO End User Training Module



Enter the billing document number and posting date and press Enter 

### Create Excise Invoice for Factory Sale

**Due list**

Billing document	56450011
Posting Date	22.12.2008
Sub transaction type	

Enter the Billing Document and press enter

The Invoice appears and if everything found correct. Click on Get Excise Invoice.

### Display Excise Invoice for Factory Sale

**Accounting**

Excise Reference	0056250008	Excise invoice	0000000021
Company Code	1000	Plant	1320
Posting date	18.11.2008	Currency	INR
Excise Group	32	Series Group	32C <input type="checkbox"/> Use Local Number Range
PrePrint Ex.No.		Rule/Section	
		Time of removal	00:00:00

**Invoice Item Details**

Item	Material	Description	Quantity	Unit	BED	AED	NCCD
	000010400-011-021	GL400II A-PVPL		3 EA	8,547.00	0.00	0.

Entry 1 of 1

<b>Total Amount</b>			
BED	8,547.00	NCCD	0.00
AED	0.00	ECS	171.00
SED	0.00	SECess	85.00
CESS	0.00		

Click on the "Get Excise Invoice".

After the Invoice had been generated we can view the details .

## FI- CO End User Training Module

### Excise Document Flow

Excise Invoice 000000021  
Business Partner 132164601 PIAGGIO VEHICLES PVT LTD

Document	Date
Sales Order 0010000117	18.11.2008
.Delivery 1000000314 / 000010	18.11.2008
...Billing document 0056250008	18.11.2008
...Excise Invoice 000000021 / 0001	18.11.2008

### Customer Analysis (FD11)

#### Customer : Initial Screen Account Analysis

Account balance Sales Sp. G/L transactions Open items Deductions

Customer TEST12345  
Company Code 1000  
Fiscal Year 2008

Worklist on

Account balance Sales Sp. G/L transactions Open items Deductions

We can view the Customer analysis in various ways which are as follows

TEST12345/1000 : Account Balance Account Analysis

Customer: TEST12345 test12345 CoCde 1000 Year 2008 Currency INR

Acct bal. Sales Special G/L OI net OI discount Deduc./intrst

Period	Deb.	Cred.	DC bal.		0.00
APR	0.00	0.00	0.00	0.00	--
MAY	0.00	0.00	0.00	0.00	--
JUN	0.00	0.00	0.00	0.00	--
JUL	0.00	0.00	0.00	0.00	--
AUG	0.00	0.00	0.00	0.00	--
SEP	0.00	0.00	0.00	0.00	--
OCT	0.00	0.00	0.00	0.00	--
NOV	1,962,322.00	1,400,402.00	561,920.00	561,920.00	--
DEC	517,777.00	294,333.00	223,444.00	785,364.00	--
JAN	0.00	0.00	0.00	0.00	--
FEB	0.00	0.00	0.00	0.00	--
MAR	0.00	0.00	0.00	0.00	--
SP1	0.00	0.00	0.00	0.00	--
SP2	0.00	0.00	0.00	0.00	--
SP3	0.00	0.00	0.00	0.00	--
SP4	0.00	0.00	0.00	0.00	--
	2,480,099.00	1,694,735.00	785,364.00	785,364.00	--

TEST12345/1000 : Business Volumes Account Analysis

Customer: TEST12345 test12345 CoCde 1000 Year 2008 Currency INR

Acct bal. Sales Special G/L OI net OI discount Deduc./intrst

Period	Sales	Special period	Sales
APR	0.00	SP1	0.00
MAY	0.00	SP2	0.00
JUN	0.00	SP3	0.00
JUL	0.00	SP4	0.00
AUG	0.00	***	2,406,766.00
SEP	0.00		
OCT	0.00		
NOV	1,917,322.00		
DEC	489,444.00		
JAN	0.00		
FEB	0.00		
MAR	0.00		

## FI- CO End User Training Module

**TEST12345/1000 : Special General Ledger Account Analysis**

Line items

Customer TEST12345 test12345 CoCde 1000 Year 2008 Currency INR

Acct bal. Sales Special G/L OI net OI discount Deduc./intrst

Sp.G/L	Description	Bal.in.doc.curr	Bal.explnatn
2	CUSTOMER ADVANCE	5,658,300.00-	
W	Rediscountable Bills of Exch.	173,000.00	
	<b>Total</b>	<b>5,485,300.00-</b>	
	Account Balance	785,364.00	
	<b>Grand Total</b>	<b>4,699,936.00-</b>	

**TEST12345/1000 : Open Items - Cash Discount Terms 1 Account Analysis**

Line items Net/cash discount Due/not due

Customer TEST12345 test12345 CoCde 1000 Year 2008 Currency INR

Acct bal. Sales Special G/L OI net OI discount Deduc./intrst

Days in Arrear	Items	Amount	Discnt
1-	1	25,000.00	0.00
0	1	100,000.00	0.00
2	1	12,000.00	0.00
6	1	30,000.00-	0.00
14	1	30,000.00-	0.00
18	3	3,444.00	0.00
21	2	275,000.00	0.00
25	1	2,300.00-	0.00
26	8	5,564,080.00-	0.00
27	3	85,000.00	0.00
32	6	286,500.00	0.00

Items due	4,719,936.00-
Payments on account	5,000.00-
Due for payment	4,724,936.00- *
Open items not yet due	25,000.00
All receivables	4,699,936.00- *

**TEST12345/1000 : Deduc./intrst Account Analysis**

Line items

Customer TEST12345 test12345 CoCde 1000 Year 2008 Currency INR

Acct bal. Sales Special G/L OI net OI discount Deduc./intrst

Deductions/interest in fiscal year	
Clearing amount	1,567,322.00
Acc.int.calc.numertr	27.11
Total deductions	0.00
Unauthor.deductions	0.00
Author.deductions	0.00
Disct per clearing	0.00 %

In the selected company codes		In the group	
Account balance	785,364.00	Group liability	785,364.00
Other receivables	173,000.00	Other receivbls	5,485,300.00-
Total receivables	958,364.00	Total receivbls	4,699,936.00-

## FI- CO End User Training Module

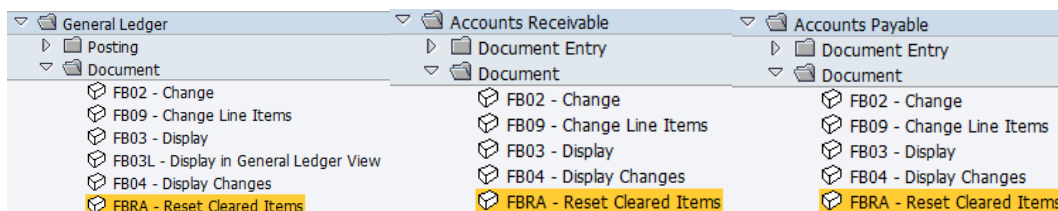
### Chapter - 11

#### Reversals & Editing Documents

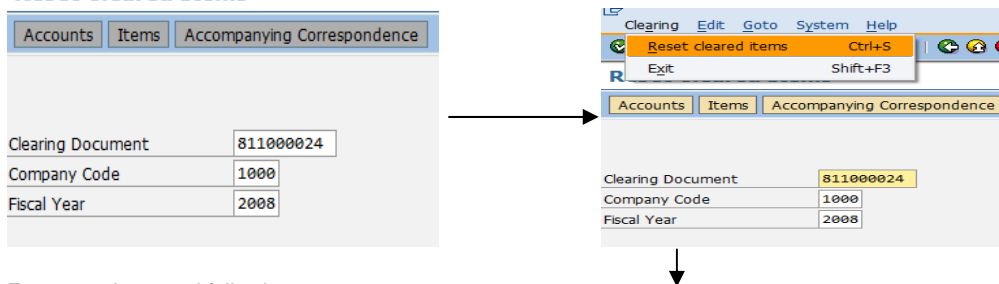
##### Reset and Reversal of Documents (FBRA)

In case if a document cannot be reversed through FB08 because of Clearing reasons, it can be Reset and optionally reversed through FBRA. The original document then gets an "Open" status.

FBRA is available in GL, AR, and AP menu following is the navigation path



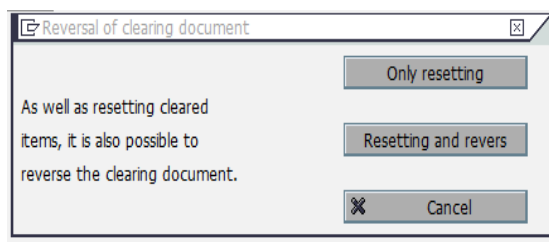
##### Reset Cleared Items



For general reversal following message appears.

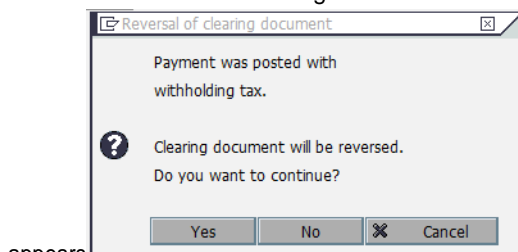
We have two options either we can click on the "Only clearing" tab. It will not reverse the document but only open the document for re-matching.

If we click on "Resetting and Revers" the matched document will be open and also get reversed. SO we have to again enter a new document or match with other document.

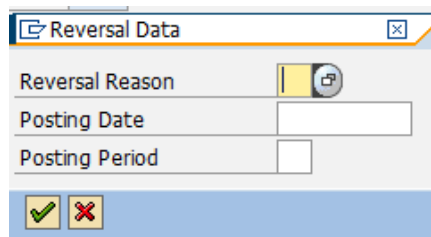


Clearing 815000002 reset

In case of clearing document related to Withholding Tax following message



appears



## FI- CO End User Training Module

### Transfer Posting with Clearing (F-04)

Transfer posting can normally be used during Bank Reconciliation for transferring the balance from the Clearing account to the Main Bank account.

In the initial line enter the account where the amounts need to be transferred and in the following screen choose the option of "Process open items"

#### Post with Clearing: Header Data

<b>Choose open items</b>		<b>Acct model</b>			
Document Date	<input checked="" type="checkbox"/>	Type	SA	Company Code	1000
Posting Date	11.11.2008	Period	8	Currency/Rate	INR
Document Number		Translatn Date			
Reference		Cross-CC no.			
Doc.Header Text					
Clearing text					

**Transaction to be processed**

Outgoing payment

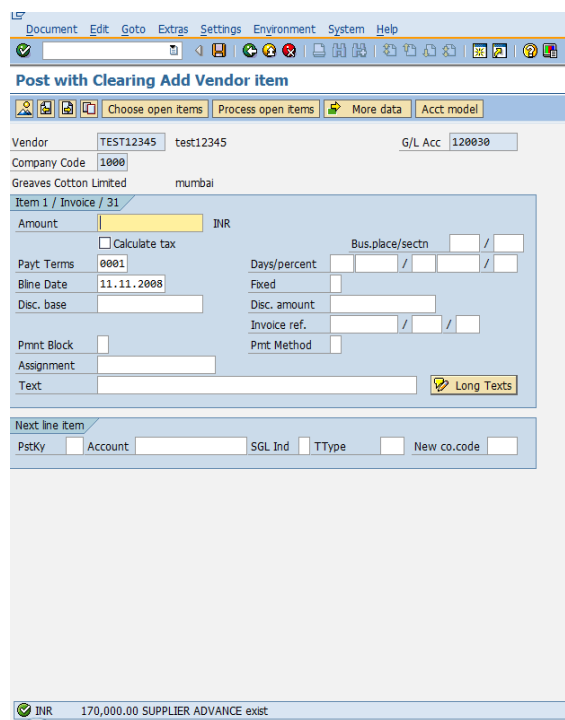
Incoming payment

Credit memo

Transfer posting with clearing

<b>First line item</b>			
PstKy	Account	SGL Ind	TType



Document Edit Goto Extras Settings Environment System Help

**Post with Clearing Add Vendor item**

Choose open items Process open items More data Acct model

Vendor TEST12345 test12345 G/L Acc 120030

Company Code 1000

Greaves Cotton Limited mumbai

Item 1 / Invoice / 31

Amount INR

Calculate tax Bus.place/sectn / /

Payt Terms 0001 Days/percent / / /

Blne Date 11.11.2008 Fixed

Disc. base Disc. amount

Invoice ref. / / /

Pmnt Block

Assignment

Pmt Method

Text Long Texts

**Next line item**

PstKy Account SGL Ind TType New co.code

INR 170,000.00 SUPPLIER ADVANCE exist

## FI- CO End User Training Module

Document Edit Goto Settings System Help

Post with Clearing Select open items

Process open items

Open item selection

Company Code 000

Account TEST12345

Account Type K

Special G/L ind  Normal 01

Pmnt 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

Specify the account code that needs to be cleared and click on Enter. All line items already posted to the relevant account now gets displayed. By Double clicking on the same, it gets selected and cleared. Note that the values in "Amount entered" and "Assigned" needs to match in order that the document can get posted.

Document Edit Goto Settings Environment System Help

Post with Clearing Enter partial payments

Distribute diff. Charge off diff. Editing options

Standard Partial pmt Res.items Withhldg tax

Account items TEST12345 test12345

Document	Reference	Invoice ref.	D	Document	P	Busi	Day	Net amount	Partially Paid Amt	Payment amount	RCd	St.
81000005		81000005	KR	07.11.2008	31		4	650,000.00-	190,000.00-			
81000011	VENDOR INV	81000011	KR	08.11.2008	31		3	112,000.00-	52,000.00-	10,000.00-		
81000013		81000013	KR	08.11.2008	31		3	109,689.00-	0.00			
81100016		81000016	KZ	10.11.2008	25		1	10,000.00	0.00			
81100017		81000016	KZ	10.11.2008	25		1	10,000.00	0.00			
81100018		81000016	KZ	10.11.2008	25		1	10,000.00	0.00			
81000018		81000018	KR	08.11.2008	31		3	48,867.00-	0.00			
81500002		81500002	KA	10.11.2008	35		1	10,000.00-	0.00			

Editing status

Number of items 8 / 10

Display from item 1

Reason code

Currency INR

Display in clearing currency

Amount entered 10,000.00-

Assigned 10,000.00-

Difference postings

Not assigned 0.00

Document Edit Goto Extras Settings Environment System Help

**Post with Clearing Display Overview**

Display Currency Taxes Reset

Document Date 11.11.2008 Type SA Company Code 1000  
 Posting Date 11.11.2008 Period 8 Currency INR  
 Document Number INTERNAL Fiscal Year 2008 Translatn Date 11.11.2008  
 Reference Cross-CC no.  
 Doc.Header Text Trading part.BA

Items in document currency

PK	BusA	Acct	INR	Amount	Tax amnt
001	31	TEST12345 test12345		10,000.00-	
002	27	TEST12345 test12345		10,000.00	

D 10,000.00 C 10,000.00 0.00 \* 2 Line Items

Other line item  
 PstKy count SGL Ind TType New co.code

Simulate the entry and Post the same.



## Chapter - 12

### Reports & Balances






Report Code	Description
FBL1/ FBL1N/ FBL2 / FBL2N	DISPLAY Vendor Line Item
FBL3 /FBL3N/ FBL4/FBL4N	DISPLAY GL Line Item
FBL5 /FBL5N/ FBL6/FBL6N	DISPLAY Customer Line Item
FS10N	DISPLAY General Ledger Balances
FK10N	DISPLAY Vendor Ledger Balances
FD10N	DISPLAY Customer Ledger Balances
FB03	DISPLAY Document Listing GL/AR/AP

### FINANCIAL STATEMENT VERSION

Structure	
▼	SAP Customizing Implementation Guide
▶	Activate SAP ECC Extensions
▶	SAP NetWeaver
▶	Enterprise Structure
▶	Cross-Application Components
▼	Financial Accounting (New)
▶	Financial Accounting Global Settings (New)
▼	General Ledger Accounting (New)
▶	Master Data
▶	Business Transactions
▶	Planning
▶	Statistical Key Figures
▼	Periodic Processing
▶	Check/Count
▶	Valuate
▶	Reclassify
▶	Allocation
▶	Rollup
▼	Document
▶	Define Financial Statement Versions
▶	Russia

## FI- CO End User Training Module

### Change View "Financial Statement Versions": Details

Fin.statement items    New entries        

Fin.Stmt.version    GCPE

Name    GREAVES GROUP FSV

---

**General specifications**

Maint. language    EN

Item keys auto.   


















Chart of Accounts    GCPE

Group Account Number   









Fun.area perm.   

### Designing of Balance Sheet

Structure    Edit    Goto    Utilities(M)    Settings    System    Help

### Change Financial Statement Version

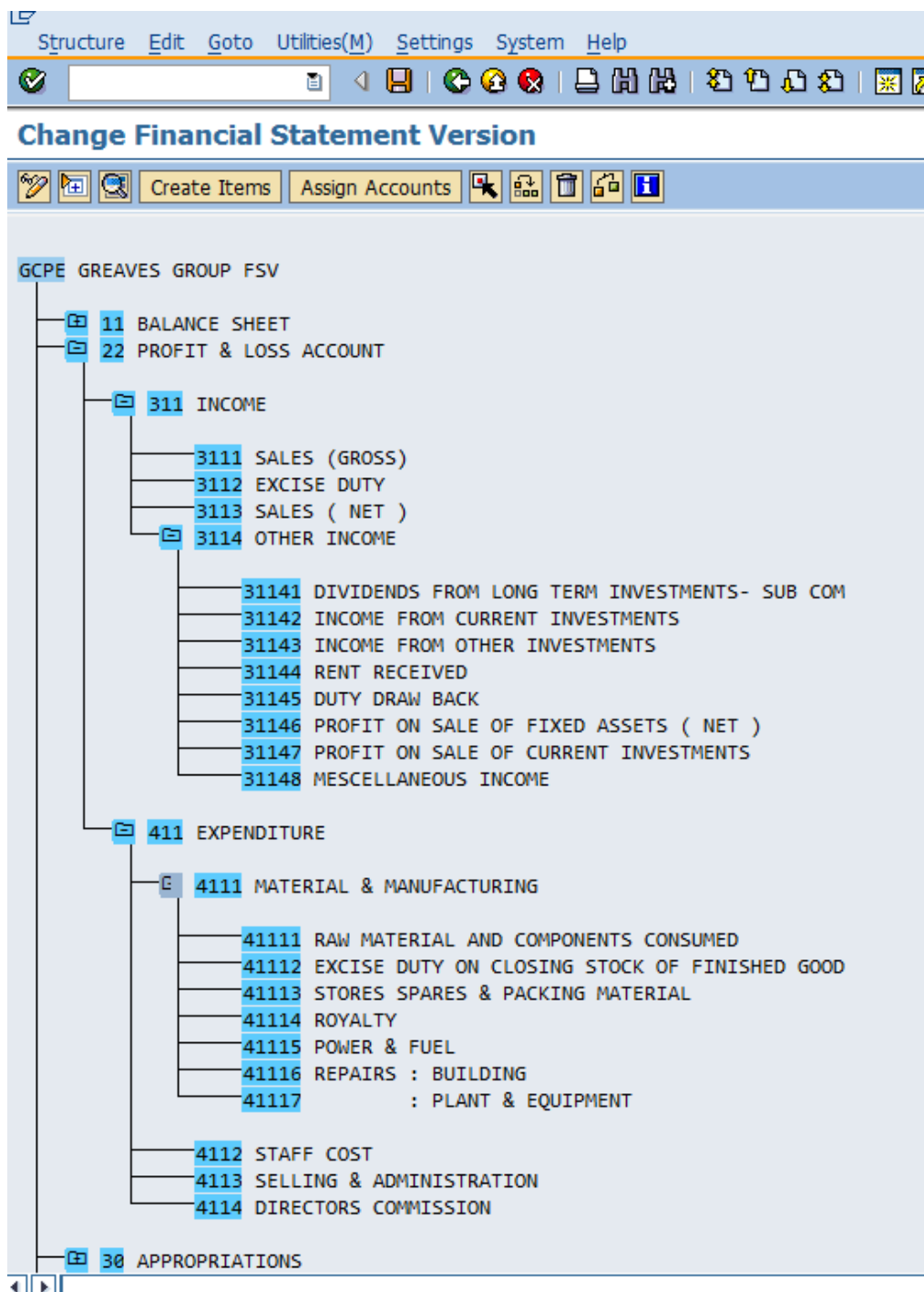
      Create Items    Assign Accounts        

GCPE GREAVES GROUP FSV

- 11 BALANCE SHEET
  - 111 SOURCES OF FUNDS
    - 1111 SHAREHOLDERS FUNDS
      - 11111 SHARE CAPITAL
      - 11112 RESERVES & SURPLUS
    - 1112 LOAN FUNDS
      - 11121 SECURED LOANS
      - 11122 UNSECURED LOANS
    - 1113 DEFERRED TAX LIABILITY
  - 211 APPLICATION OF FUNDS
    - 2111 FIXED ASSETS
      - 21111 GROSS BLOCK
      - 21112 ACCUMULATED DEPRECIATION
      - 21113 CAPITAL WORK IN PROGRESS INCLUDING ADVANCES
    - 2112 INVESTMENTS
      - 21121 LONG TERM INVESTMENT AT COST
      - 21122 MUTUAL FUNDS
    - 2113 CURRENT ASSETS LOANS & ADVANCES
      - 21131 INVENTORIES
      - 21132 SUNDRY DEBTORS
      - 21133 CASH AND BANK BALANCE
      - 21134 LOANS & ADVANCES
      - 21135 CURRENT LIABILITIES & PROVISIONS

## FI- CO End User Training Module

### Designing of Profit & Loss



The screenshot shows the 'Change Financial Statement Version' window. The main area displays a tree structure for 'GCPE GREAVES GROUP FSV'. The tree is as follows:

- GCPE GREAVES GROUP FSV
  - 11 BALANCE SHEET
  - 22 PROFIT & LOSS ACCOUNT
    - 311 INCOME
      - 3111 SALES (GROSS)
      - 3112 EXCISE DUTY
      - 3113 SALES ( NET )
      - 3114 OTHER INCOME
        - 31141 DIVIDENDS FROM LONG TERM INVESTMENTS- SUB COM
        - 31142 INCOME FROM CURRENT INVESTMENTS
        - 31143 INCOME FROM OTHER INVESTMENTS
        - 31144 RENT RECEIVED
        - 31145 DUTY DRAW BACK
        - 31146 PROFIT ON SALE OF FIXED ASSETS ( NET )
        - 31147 PROFIT ON SALE OF CURRENT INVESTMENTS
        - 31148 MESCELLANEOUS INCOME
    - 411 EXPENDITURE
      - 4111 MATERIAL & MANUFACTURING
        - 41111 RAW MATERIAL AND COMPONENTS CONSUMED
        - 41112 EXCISE DUTY ON CLOSING STOCK OF FINISHED GOOD
        - 41113 STORES SPARES & PACKING MATERIAL
        - 41114 ROYALTY
        - 41115 POWER & FUEL
        - 41116 REPAIRS : BUILDING
        - 41117 : PLANT & EQUIPMENT
      - 4112 STAFF COST
      - 4113 SELLING & ADMINISTRATION
      - 4114 DIRECTORS COMMISSION
  - 30 APPROPRIATIONS

For creating new item click on **Create Items** and provide the necessary information

## FI- CO End User Training Module

Item: Change Texts

Item: 22  
PROFIT & LOSS ACCOUNT

**Start of Group**  
PROFIT & LOSS ACCOUNT

**End of Group**  
 Display total

**Graduated Total**  
 Display total

+/- Sign Change

✓ ▲ ▼ ✕

EXPECT PROFIT AND LOSS REMAINING ITEMS NEED TO BE MAINTAIN AS BELLOW

Item: Change Texts

Item: 111  
SOURCES OF FUNDS

**Start of Group**  
SOURCES OF FUNDS  
=====

**End of Group**  
TOTAL  
=====

Display total

**Graduated Total**  
 Display total

+/- Sign Change

✓ ▲ ▼ ✕

## FI- CO End User Training Module

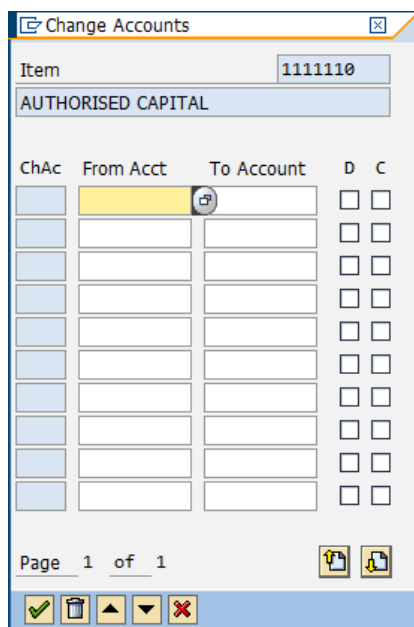
4	Appropriation of net income	
401	PROFIT/LOSS TRF TO CORPORATE	
402	DIVIDEND - FINAL	
403	TRANSFER TO GENERAL RESERVE	
404	TRANSFER TO CONTINGENCY RESERVE	
405	Profit and Loss account	P+L result
5	Notes to the accounts	Fin. Statement Notes
601	Contingent Liabilities	
602	Clearing account for contingent liabilities	
603	Clearing estimated costs	
604	Clearing notes collected	
605	Clearing assets sold/scrapped	
606	Clearing GR / IR	
607	Clearing debtor cash receipts	
608	Accounts which should have zero balances	
6	Accounts not assigned (statistical/memo)	Not assigned

### Assigning of Accounts to FSV

For assigning General Ledger Accounts to an item **Assign Accounts**

Provide the Single Accounts or the Range of Accounts to be clubbed under the same item Head.

In case we require any account to change location in case of Debit/ Credit we can use the D/C check box.



USE FSE2 FOR DISPLAY FSV

## FI- CO End User Training Module

### General Ledger

Use T.Code. SAP 1

General Ledger Reports
Balance Sheet/ Profit and Loss Statement / Cash Flow
General
Actual/Actual Comparisons
<ul style="list-style-type: none"> <li>S_ALR_87012249 - Actual/Actual Comparison for Year</li> <li>S_ALR_87012250 - Half-Year Actual/Actual Comparison</li> <li>S_ALR_87012251 - Quarterly Actual/Actual Comparison</li> <li>S_ALR_87012252 - Periodic Actual/Actual Comparison</li> <li>S_ALR_87012269 - Balance Sheet Using Cost of Sales Approach (German Trade Law)</li> <li>S_ALR_87012270 - Profit and Loss Statement Using Cost of Goods Sold (German Trade Law)</li> <li>S_ALR_87012284 - Balance Sheet / Profit and Loss Statement</li> <li>S_P00_07000329 - SAP Minimal Variant</li> </ul>
Plan/Actual Comparisons
<ul style="list-style-type: none"> <li>S_ALR_87012253 - Annual Plan/Actual Comparison</li> <li>S_ALR_87012254 - Half-Year Plan/Actual Comparison</li> <li>S_ALR_87012255 - Quarterly Plan/Actual Comparison</li> <li>S_ALR_87012256 - Periodic Plan/Actual Comparison</li> </ul>
Time Series
<ul style="list-style-type: none"> <li>S_ALR_87012257 - 10-Year Actual/Actual Comparison</li> </ul>
Cash Flow
<ul style="list-style-type: none"> <li>S_ALR_87012271 - Cash Flow (Direct Method)</li> <li>S_ALR_87012272 - Cash Flow (Indirect Method) Variant 1</li> <li>S_ALR_87012273 - Cash Flow (Indirect Method) Variant 2</li> </ul>

General Ledger Reports
Balance Sheet/ Profit and Loss Statement / Cash Flow
Account Balances
General
G/L Account Balances
<ul style="list-style-type: none"> <li>S_ALR_87012277 - G/L Account Balances</li> <li>S_ALR_87012276 - SAP Minimal Variant</li> <li>S_ALR_87100198 - Offsetting Account Program</li> </ul>
Totals and Balances
<ul style="list-style-type: none"> <li>S_ALR_87012301 - Totals and Balances</li> <li>S_ALR_87012300 - SAP Minimal Variant</li> </ul>
Structured Account Balances
<ul style="list-style-type: none"> <li>S_ALR_87012279 - Structured Account Balances</li> <li>S_ALR_87012278 - SAP Minimal Variant</li> </ul>
Average Balances
<ul style="list-style-type: none"> <li>S_ALR_87012334 - Local Currency, Period Version</li> <li>S_ALR_87012335 - Period Version - Transaction Currency</li> <li>S_ALR_87012336 - Posting Date, Daily Version</li> <li>S_ALR_87012337 - Value Date Daily Version</li> <li>S_ALR_87012338 - Period Version - Local Currency Year-to-Date</li> <li>S_ALR_87012339 - Period Version - Transaction Currency Year-to-Date</li> </ul>

Master Data
Chart of Accounts
<ul style="list-style-type: none"> <li>S_ALR_87012326 - Chart of Accounts</li> <li>S_ALR_87012325 - SAP Minimal Variant</li> </ul>
G/L Account List
<ul style="list-style-type: none"> <li>S_ALR_87012328 - G/L Account List</li> <li>S_ALR_87012327 - SAP Minimal Variant</li> </ul>
Account Assignment Manual
Display Changes to G/L Accounts
S_ALR_87012333 - G/L Accounts List

Printing of Profit & Loss Accounts and Balance Sheets along with all	Financial statement of versions
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## FI- CO End User Training Module

Groupings and information as Per Schedule VI Companies Act up to the Profit Centre Level	
Trial Balance up to the Profit Centre Level.	Standard report : S_PL0_86000030
Comparative figures for the Last Same Period for Financial Year as well as Tax Year – TB, PL, BS, Cash Flow.	Standard report : F.01 for profit and loss, balance sheet. Cash flow according to AS3 might not get full proof report. S_ALR_87012273
Actual Vs Planned Figures Comparison and Variance of the same	Standard report : S_PL0_86000029
Segment Reporting – Primary and Secondary Segment	Standard report : S_PL0_86000030, Standard report : S_PL0_86000029.

### Accounts Receivable

<ul style="list-style-type: none"> <li>▼ Reports for Accounts Receivable Accounting           <ul style="list-style-type: none"> <li>▼ Customer Balances               <ul style="list-style-type: none"> <li>📄 S_ALR_87012167 - Accounts Receivable Information System</li> <li>📄 S_ALR_87012172 - Customer Balances in Local Currency</li> <li>📄 S_ALR_87012186 - Customer Sales</li> <li>📄 S_ALR_87012169 - Transaction Figures: Account Balance</li> <li>📄 S_ALR_87012170 - Transaction Figures: Special Sales</li> <li>📄 S_ALR_87012171 - Transaction Figures: Sales</li> </ul> </li> <li>▼ Customers: Items               <ul style="list-style-type: none"> <li>📄 S_ALR_87012168 - Due Date Analysis for Open Items</li> <li>📄 S_ALR_87012197 - List of Customer Line Items</li> <li>📄 S_ALR_87012173 - List of Customer Open Items for Printing</li> <li>📄 S_ALR_87012174 - List of Customer Open Items</li> <li>📄 S_ALR_87012175 - Open Items - Customer Due Date Forecast</li> <li>📄 S_ALR_87012176 - Customer Evaluation with OI Sorted List</li> <li>📄 S_ALR_87012177 - Customer Payment History</li> <li>📄 S_ALR_87012178 - Customer Open Item Analysis by Balance of Overdue Items</li> <li>📄 S_ALR_87012198 - List of Cleared Customer Items for Printing</li> <li>📄 S_ALR_87012199 - List Of Down Payments Open On Key Date - Customers</li> </ul> </li> <li>▼ Master Data               <ul style="list-style-type: none"> <li>📄 S_ALR_87012179 - Customer List</li> <li>📄 S_ALR_87012180 - Address List</li> <li>📄 S_ALR_87012182 - Display Changes to Customers</li> <li>📄 S_ALR_87012183 - Display/Confirm Critical Customer Changes</li> <li>📄 S_ALR_87012195 - Customer Master Data Comparison</li> </ul> </li> </ul> </li> </ul>
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## FI- CO End User Training Module

### Accounts Payable

▼	Reports for Accounts Payable Accounting
▼	Vendor Balances
	<ul style="list-style-type: none"> <li>☐ S_ALR_87012077 - Vendor Information System</li> <li>☐ S_ALR_87012082 - Vendor Balances in Local Currency</li> <li>☐ S_ALR_87012093 - Vendor Business</li> <li>☐ S_ALR_87012079 - Transaction Figures: Account Balance</li> <li>☐ S_ALR_87012080 - Transaction Figures: Special Sales</li> <li>☐ S_ALR_87012081 - Transaction Figures: Sales</li> </ul>
▼	Vendors: Items
	<ul style="list-style-type: none"> <li>☐ S_ALR_87012078 - Due Date Analysis for Open Items</li> <li>☐ S_ALR_87012103 - List of Vendor Line Items</li> <li>☐ S_ALR_87012083 - List of Vendor Open Items for Printing</li> <li>☐ S_ALR_87012084 - Open Items - Vendor Due Date Forecast</li> <li>☐ S_ALR_87012085 - Vendor Payment History with OI Sorted List</li> <li>☐ S_ALR_87012104 - List of Cleared Vendor Items for Printing</li> <li>☐ S_ALR_87012105 - List of Down Payments Open On Key Date - Vendors</li> </ul>
▼	Master Data
	<ul style="list-style-type: none"> <li>☐ S_ALR_87012086 - Vendor List</li> <li>☐ S_ALR_87012087 - Address List</li> <li>☐ S_ALR_87012089 - Display Changes to Vendors</li> <li>☐ S_ALR_87012090 - Display/Confirm Critical Vendor Changes</li> </ul>
▼	Payment Transactions
	<ul style="list-style-type: none"> <li>☐ S_P99_41000099 - Payment List</li> <li>☐ S_P99_41000101 - Check Register</li> <li>☐ S_ALR_87012119 - Cashed Checks</li> <li>☐ S_P99_41000102 - Number Ranges for Checks</li> </ul>

### Fixed Assets
















## FI- CO End User Training Module

Asset Accounting Reports
Individual Asset
AW01N - Asset Explorer
Asset Balances
Balance Lists
Asset Balances
S_ALR_87011963 - ... by Asset Number
S_ALR_87011964 - ... by Asset Class
S_ALR_87011965 - ... by Business Area
S_ALR_87011966 - ... by Cost Center
S_ALR_87011967 - ... by Plant
S_ALR_87011968 - ... by Location
S_ALR_87011969 - ... by Asset Super Number
S_ALR_87011970 - ... by Worklist
S_ALR_87010125 - Sample for Address Data for Asset
S_ALR_87010127 - Real Estate and Similar Rights
S_ALR_87010129 - Transportation Equipment
S_ALR_87011978 - Asset Balances for Group Assets
Inventory Lists
Physical Inventory List
S_ALR_87011979 - ... by Cost Center
S_ALR_87011980 - ... by Location
S_ALR_87011981 - ... by Asset Class
S_ALR_87011982 - ... by Plant
S_ALR_87010137 - Bar Codes
Leased Assets
S_ALR_87010139 - Leasing
S_ALR_87010141 - Liabilities from Leasing Agreements

Menu
Edit
Favorites
Extras
System
Help
SAP Easy Access Report Selection
Other menu
Create role
Assign users
Notes to Financial Statements
International
S_ALR_87011990 - Asset History Sheet
S_ALR_87011992 - Liabilities from Leasing Agreements
S_ALR_87011994 - Asset Balances
Country Specifics
Explanations for P&L
Cost Accounting
S_ALR_87012018 - Depreciation and Interest
S_ALR_87010173 - Revaluation
Depreciation Posted
S_P99_41000192 - Posted depreciation by asset and posting period
S_ALR_87010175 - Posted depreciation, related to cost centers
Depreciation forecast
S_ALR_87012936 - Depreciation on Capitalized Assets (Depreciation Simulation)
S_ALR_87012026 - Depreciation Current Year
Specific Valuations
International
Country Specifics
Preparations for closing
International
S_ALR_87012033 - Gain for transfer of reserves
S_ALR_87012035 - Depreciation Current Year
S_ALR_87012037 - Changes to Asset Master Records
S_ALR_87012039 - Asset Transactions
S_ALR_87012041 - Asset Portfolio (Current Book Values)
S_ALR_87012043 - G/L Account Balances
Country Specifics
Day-to-Day Activities
International
S_ALR_87012048 - Asset transactions
S_ALR_87012050 - Asset Acquisitions
S_ALR_87012052 - Asset Retirements

## FI- CO End User Training Module

### Bank & Cash

<ul style="list-style-type: none"> <li>▼  Banks</li> <li>▶  Incomings</li> <li>▶  Outgoings</li> <li>▶  Master Data</li> <li>▶  Periodic Processing</li> <li>▼  Information System</li> <li> <ul style="list-style-type: none"> <li><input type="checkbox"/> S_ALR_87012309 - Print Cashbook</li> <li><input type="checkbox"/> S_ALR_87012348 - Cashed Checks per Bank Account</li> <li><input type="checkbox"/> S_ALR_87012349 - Outstanding Checks Analysis per G/L Account and Vendor</li> <li>▼  Payment Advice Notes</li> <li> <ul style="list-style-type: none"> <li>▼  Payment Advice Overview</li> <li> <ul style="list-style-type: none"> <li><input type="checkbox"/> S_ALR_87012351 - Payment Advice Overview</li> <li><input type="checkbox"/> S_ALR_87012350 - G/L Account Payment Advice Notes</li> </ul> </li> <li>▼  Payment Advice Overview (Header and Item Data)</li> <li> <ul style="list-style-type: none"> <li><input type="checkbox"/> S_ALR_87012353 - Payment Advice Overview (Header and Item Data)</li> <li><input type="checkbox"/> S_ALR_87012352 - G/L Account Payment Advice Notes</li> </ul> </li> <li>▼  Payment Advice Notes: Reorganization</li> <li> <ul style="list-style-type: none"> <li><input type="checkbox"/> S_ALR_87012355 - Payment Advice Notes: Reorganization</li> <li><input type="checkbox"/> S_ALR_87012354 - G/L Account Reorganization</li> </ul> </li> </ul> </li> <li>▼  Bill of Exchange Accounting</li> <li> <ul style="list-style-type: none"> <li>▼  Bill of Exchange List</li> <li> <ul style="list-style-type: none"> <li><input type="checkbox"/> S_ALR_87012322 - Bill of Exchange List</li> <li><input type="checkbox"/> S_ALR_87012321 - SAP Minimal Variant</li> </ul> </li> <li>▼  Extended Bill of Exchange Information</li> <li> <ul style="list-style-type: none"> <li><input type="checkbox"/> S_ALR_87012324 - Extended Bill of Exchange Information</li> <li><input type="checkbox"/> S_ALR_87012323 - SAP Minimal Variant</li> </ul> </li> </ul> </li> </ul> </li></ul>
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## FI- CO End User Training Module

### Travel Management

▼	▼	Reports on Travel Management
	▼	▼
		Travel Expenses
	▼	▼
		Trip Statistics
		<ul style="list-style-type: none"> <li>☐ S_AHR_61016401 - General Trip Data/Trip Totals</li> <li>☐ S_AHR_61016402 - Trip Receipts</li> <li>☐ S_AHR_61016403 - Trip Receipts Without General Trip Data</li> <li>☐ S_AHR_61016404 - Cost Assignment for Trip</li> <li>☐ S_AHR_61018613 - Cost Assignment Trip Without General Trip Data</li> <li>☐ S_AHR_61016405 - General Trip Data/Totals/Receipts/Cost Assignment</li> <li>☐ S_AHR_61016406 - Who is Where? Search for Trip Destinations</li> <li>☐ S_AHR_61016407 - Find Documents Using Maximum Rate</li> </ul>
	▼	▼
		Diverse Trip Reports
		<ul style="list-style-type: none"> <li>☐ S_AHR_61016408 - Travel Expense Reporting by Period</li> <li>☐ S_AHR_61016409 - Income-Related Expenses Statement</li> <li>☐ S_AHR_61016410 - Input Tax Recovery</li> <li>☐ S_AHR_61016411 - Determination of Employees with Exceeded Trip Da</li> </ul>
	▼	▼
		Travel Planning
	▼	▼
		Flight Reports
		<ul style="list-style-type: none"> <li>☐ S_AHR_61016279 - Hierarchical Overview of Flights by Airline</li> <li>☐ S_AHR_61016280 - Overview of Flights by Airline</li> <li>☐ S_AHR_61016281 - Overview of Flights by Location</li> <li>☐ S_AHR_61016282 - Ticket Information for Flights</li> </ul>
	▼	▼
		Hotel Reports
		<ul style="list-style-type: none"> <li>☐ S_AHR_61016283 - Business Volume with Hotel Chains, Hierarchical</li> <li>☐ S_AHR_61016284 - Business Volume with Hotel Chains</li> <li>☐ S_AHR_61016285 - Business Volume by Hotel Location</li> </ul>
	▼	▼
		Car Rental Reports
		<ul style="list-style-type: none"> <li>☐ S_AHR_61016286 - Business Volume with Car Rental Companies</li> <li>☐ S_AHR_61016287 - Business Volume by Rental Location</li> </ul>
	▼	▼
		Global Reports
		<ul style="list-style-type: none"> <li>☐ S_AHR_61016288 - Overview of Planned Trips</li> </ul>

## Chapter - 13

### Dunning Process

#### Correspondence (FB12 & F.64)

Correspondence types differ with respect to the contents and structure of the letters we can send to our business partners.

An account statement and open item list are two types of correspondence. They differ with respect to the information they contain and the way it is displayed. Unlike an open item list, an account statement displays all items in a specified period along with the balance carried forward. The open item list merely displays the open items for a certain key date.

This topic describes the different correspondence types that are delivered with the standard system.

We can define our own types of correspondence and allow users to choose the ones they require. Contact our system administrator for more information on this.

#### Account Statement and Open Items List

The **account statement** can be created for our customers or vendors is an extract from the customer account which enables him to check the items there or is merely for information purposes. The account statement displays the balance carried forward, all items in the chosen period and the closing balance of the account.

The **open items list** is a special form of account statement. It is also sent to the customer for verification or information purposes. Occasionally, the list is also used as a reminder letter. The open items up to the chosen key date are displayed in this list.

Both letters contain the document number or reference document number, the document date, the document type, the currency and the amount for every item as well as the balance of the open items at the key date. The account statement may also contain the clearing document number. If branches were included in the letter of a head office, their addresses are listed at the end of the letter.

The layout of the letter is determined via a form. Depending on the form used, the letter may also contain, for example, the days in arrears per item at the key date or other information. The form must be defined and stored in the system.

#### Document Extracts

We can use **document extracts** to inform our customer about specific line items (e.g. a credit memo). The line items that we can select for this are defined in the system.

#### Individual and Standard Letters

We can use the **individual letter** to enter an individual text when we request correspondence. This text is stored separately. Information on the customer such as the address is entered automatically by the system. We enter the individual letter like an individual text.

There is a fixed text defined in the system for the **standard letter**. All we have to do is request the standard letter for the customer account we are currently processing. Information on the customer such as the address is entered automatically by the system. We would send a standard letter to customers if, for example, we have a new accounting clerk.

## FI- CO End User Training Module

### Statement of Bill of Exchange Charges

The system automatically creates a correspondence request for the **statement of bill of exchange charges** when we post bill of exchange charges. Statements of bill of exchange charges are always document-related. Which company codes we can specify should incur bill of exchange charges for entering a payment by bill of exchange depends on how our system is configured. More information on entering payments by bill of exchange can be found in Bills of Exchange Receivable

### Payment Notices

We use payment notices to inform our business partners which open items have been cleared with received payments. If payments have been made which we cannot allocate to open items, we ask our business partner to specify for which item the payment was made.

In the standard system, we can select from two correspondence types for payment notices:

- **Notices without line items**

Here, a payment notice is created for the total payment amount, without the line items. If residual items or payments on account were posted during the clearing procedure, they are displayed separately.

- **Notices with line items**

Here, the items cleared due to incoming payments and/or partial payments are listed individually.

If we want to allocate to open items payments on account or other non-allocated credit memos which were to be posted during the clearing procedure, it is possible to also create a **reply slip**. This lists the open items of the customer. He can indicate the open item to be settled and make further notes.

### Restrictions for Payment Notices

The following restrictions apply to payment notices:

- Only incoming payment postings made with the functions "Internal transfer posting with clearing", "Incoming payment" and "Fast entry incoming payment" are supported.
- A negative total amount to be paid is interpreted such that a clearing is carried out on another account to account for the incoming payment. Standard payment notices do not make an exception for cases where money has been paid to the customer. Thus, in this case, the customer would receive a payment notice.
- Intercompany transactions are not supported.
- Even for head offices with local processing, payment notices are sent to the head offices and not to the branches.
- Only business transactions for one customer may be posted in a document for payment notices to one-time account customers.
- For clearings between customers and vendors, if the appropriate fields are marked in the master records, only one payment notice is created per pair of customers/vendors and sent to the customer.

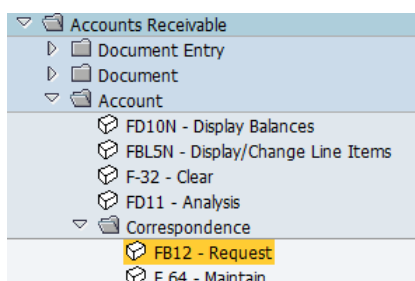
### Internal Documents

**Internal documents** are documents that we print out for our accounting department or another department. We can print out either individual internal documents, for example when changing and displaying a document, or a whole series of internal documents (for example, documents that are generated from recurring entry original documents).

## FI- CO End User Training Module

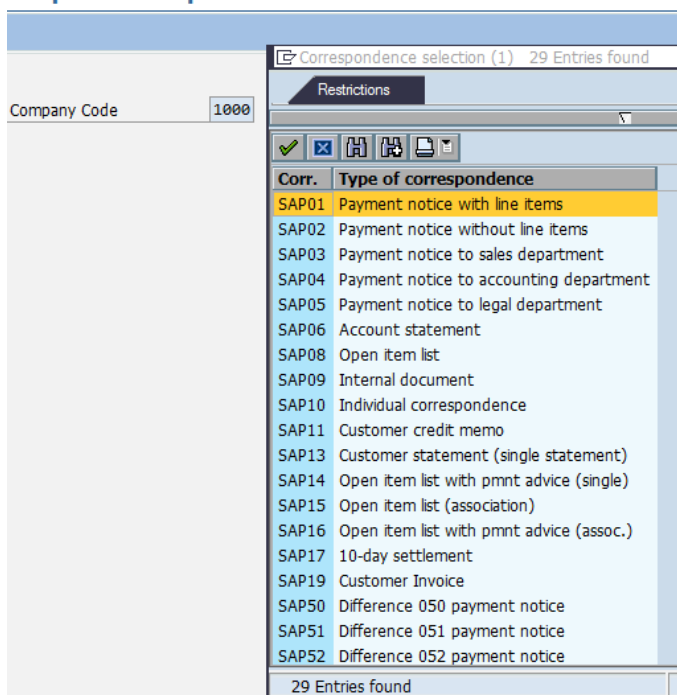
There are two steps involved in creating correspondence:

1. First we request the desired correspondence type. When we make a request, the system initially only notes internally which correspondence types should be created. The correspondence types are then proposed to us when we are processing the documents and the accounts online. For more information, read the topics for requesting the individual correspondence types. Which correspondence types are offered in which functions, depends on how the system is configured.
2. In a second step, the requested correspondence types are printed. Printing is generally carried out automatically at a certain frequency. This prints all requested correspondence types. In exceptional cases, however, it is also possible to print certain correspondence types straight away by themselves.
3. A print order is put into the spool system for each company code and correspondence type. From the spool, we can send the letters to whatever printer we want. For more information on this subject, read the topics about printing the correspondence.



Go to FB12

### Request Correspondence



Detail Specifications for Correspondence

Open item list

Company Code

Customer

Vendor

OI key date

Continue Cancel

Open item list was requested

### Maintain Correspondence Requests

General selections

Correspondence  to

Company code  to

Account type  to

Open item account  to

Document number  to

Fiscal year  to

User  to

Date of request  to

Time of request  to

Print Date  to

Cash journal number  to

Further selections

Entries without print date

Entries with print date

### Maintain Correspondence Requests

Testing Client                      Correspondence                      Date 13.11.2008

Mumbai                                      Maintain                                      Page 1

Corr. CoCd	Acct/doc.	User	Date	Time	Print date
Sort Corr. CoCd AcTyp Acct Doc.no. Fis.Yr Date Time Print					
Correspondence SAP08 Company code 1000 Open item list					
SAP08	1000	KIRTIJAIN Cust	KJ14821	13.11.08	10:13:23
OI key date			13.11.2008		

Print Preview of LP01 Page 00001 of 00001

Open item list as of 13.11.2008

Doc. Number	Doc. Date	Trans- action	Curr- ency	Amount
0802000009	12.11.2008	AB	INR	90.000,00
0803000032	12.11.2008	DZ	INR	555.000,00-
0808000020	12.11.2008	DR	INR	100.000,00
0808000021	12.11.2008	DR	INR	100.000,00
0808000022	12.11.2008	DR	INR	100.000,00
0809000009	12.11.2008	DA	INR	10.000,00
0803000051	13.11.2008	DZ	INR	10.000,00
0809000010	13.11.2008	DA	INR	15.000,00
0809000010	13.11.2008	DA	INR	15.000,00-
0809000011	13.11.2008	DA	INR	20.000,00
0809000011	13.11.2008	DA	INR	20.000,00-
0809000012	13.11.2008	DA	INR	12.000,00
0809000012	13.11.2008	DA	INR	12.000,00-
Balance on key date 13.11.2008:				INR 145.000,00-

## FI- CO End User Training Module

Print Preview of LP01 Page 00001 of 00001

Account statement from 12.11.2008 to 13.11.2008

Doc. Number	Doc. Date	Trans. action	Curr. ency	Amount	Costing	
Balance carried forward 12.11.2008:					0,00	
08C000009	12.11.2008	AD	INR	90.000,00		
08C000009	12.11.2008	AB	INR	90.000,00-	002000009	
08C000009	12.11.2008	DA	INR	25.000,00-	002000009	
08C000009	12.11.2008	DA	INR	555.000,00-		
08C000010	12.11.2008	DA	INR	15.000,00	002000001	
08C000020	12.11.2008	DR	INR	100.000,00		
08C000020	12.11.2008	DR	INR	100.000,00		
08C000022	12.11.2008	DR	INR	100.000,00	002000009	
08C000023	12.11.2008	DR	INR	100.000,00		
08C000029	12.11.2008	DA	INR	10.000,00		
08C000009	12.11.2008	DA	INR	10.000,00-	002000009	
08C000009	12.11.2008	DA	INR	10.000,00		
08C000010	12.11.2008	DA	INR	15.000,00		
08C000010	12.11.2008	DA	INR	15.000,00-		
08C000011	12.11.2008	DA	INR	20.000,00		
08C000011	12.11.2008	DA	INR	20.000,00-		
08C000012	12.11.2008	DA	INR	12.000,00		
08C000012	12.11.2008	DA	INR	12.000,00-		
Final balance 12.11.2008:				INR	145.000,00	

### Interest Calculation on MSMED

#### Prerequisites

For Getting the interest calculated for the MSMED Vendors we have to maintain the interest Indicator as "M1"

The system will only calculate interest for the vendors where the interest indicator is maintained .

Vendor Edit Goto Extras Environment System Help

**Change Vendor: Initial Screen**

Vendor:  KIRTI JAIN

Company Code:  Greaves Cotton Limited

**General data**

Address

Control

Payment transactions

**Company code data**

Accounting info

Payment transactions

Correspondence

Withholding tax

Vendor Edit Goto Extras Environment System Help

**Change Vendor: Accounting information Accounting**

Vendor:  KIRTI JAIN

Company Code:  Greaves Cotton Limited

**Accounting information**

Recon. account:  Sort key:

Head office:  Subsidy indic.:

Authorization:  Cash mgmnt group:

Minority indic.:  Release group:

Certificatn date:

**Interest calculation**

Interest indic.:  Last key date:

Interest freq.:  Last interest run:

**Reference data**

Prev.acct no.:  Personnel number:

**Default data for tax reports**

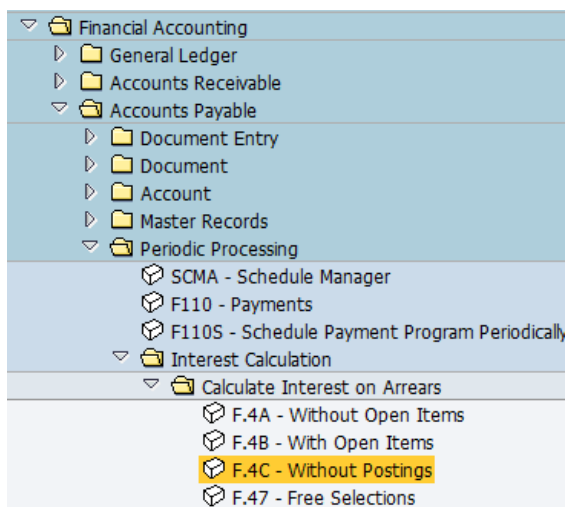
Activity Code:  Distr. Type:

As per the requirement we will be only calculating Interest on MSMED for provisioning so no need to pass the actual entries in the Vendors Accounts

### Calculate Interest on Arrears without Postings (F.4C)



## FI- CO End User Training Module



Provide the vendor Account Number – We can give the range or the individual Vendor  
 Provide the Interest Indicator “M1”  
 For viewing the detail calculation

### Calculate Interest on Arrears

Vendor selection	
Vendor account	KJ14821 to TEST12345
Company code	to
Further selections	
Calculation period	to 31.12.2008
<input type="checkbox"/> Bill of exchange pmnt possible	
Bill/exch. pmnt document typ	to
Interest indicator	to M1
Reconciliation account	to
Sp. G/L ind. to be selected	to
Output control	
<input checked="" type="checkbox"/> Create form	
Form name	
<input type="checkbox"/> Print form	
Form printer (batch)	
Date of Issue	17.12.2008
Number of test printouts (0-9)	
<input checked="" type="checkbox"/> Additional line for line items	
<input type="checkbox"/> Display interest rate changes	
<input type="checkbox"/> Print interest rate table	
<input type="checkbox"/> Leap year	
<input type="checkbox"/> Business area allocation	
<input checked="" type="checkbox"/> Print account overview	
Acct overview printer (batch)	

## FI- CO End User Training Module

### Calculate Interest on Arrears

Calculate Interest on Arrears 1

Greaves Cotton Limited    \*\* Calculation of interest on arrears - account overview \*\*    Date 17.12.08  
Mumbai    \* Calculation period 02.01.0001 to 31.12.2008 \*    RFKUI00/KJ14821    Time 16.59.29

Acct no.	Name	City			
Curr. TC	Rec.	BA	Interest in FC	Taxes in FC	Total in FC
KJ14821	KIRTI JAIN				
INR	0.000		53.58-	0.00	53.58-
TEST12345	test12345				
INR	0.000		105,046.68-	0.00	105,046.68-
<b>Total for Company Code 1000</b>					
INR	** ***** *		105,100.26-	0.00	105,100.26-

Mr.  
KIRTI JAIN  
GREAVES COTTON LIMITED

Interest on arrears  
Date  
17.12.2008  
Our accounting clerk

Telephone

Fax

Your account with us  
KJ14821  
Our account with you

Invoice number

Dear Sir/Madam,

We confirm receipt of your payments from 02.01.0001 to 31.12.2008 and write to inform you that we have charged your account with interest on arrears in the sum of

INR 53.58-

due to late settlement of the invoices listed below.  
This amount includes statutory taxes on sales/purchases and we thank you in advance for your payment.

## FI- CO End User Training Module

Doc.no. Days	Doc.date	Amount	due on Paymnt date.
	Interest rate		Interest
081000030	111108	14,691.00-	111108 201108 9
084700028	201108	14,536.00	Payment Posting
081000107	141108	9,897.00-	141108 201108 6
084700029	201108	9,897.00	Payment Posting
081000132	181108	100,000.00-	181108 201108 2
084700030	201108	100,000.00	Payment Posting
081100046	111108	14,000.00	111108 251108 14
080200089	251108	14,000.00-	Accounting Document

KIRTI JAIN Date Page  
GREAVES COTTON LIMITED 17.12.2008 2

Interest rate	Interest amount
10.0000000	53.58-
Interest to be paid	INR 53.58-

### Interest Rate Maintaining (OB83)

For maintaining the rates of interest for the MSMED VENDORS we have to maintain the

Implementation Guide Edit Goto Additional Information Utilities(M) System Help

Display IMG

Existing BC Sets BC Sets for Activity Activated BC Sets for Activity

Structure

- Accounts Receivable and Accounts Payable
  - Customer Accounts
  - Vendor Accounts
  - Business Transactions
    - Incoming Invoices/Credit Memos
    - Release for Payment
    - Outgoing Payments
    - Outgoing Invoices/Credit Memos
    - Incoming Payments
    - Payments with Payment Cards
    - Dunning
    - Open Item Clearing
    - Down Payment Received
    - Down Payment Made
    - Bills of Exchange
    - Internal Transfer Posting
    - Postings with Alternative Reconciliation Account
    - Adjustment Posting/Reversal
    - Interest Calculation
      - Interest Calculation Global Settings
        - Define Interest Calculation Types
        - Define Number Ranges for Interest Forms
        - Prepare Interest on Arrears Calculation
        - Prepare Item Interest Calculation
        - Prepare Account Balance Interest Calculation
        - Prepare Special G/L Transaction Interest Calculation
        - Maintain Withholding Tax Code for Interest Document
      - Interest Calculation
        - Define Reference Interest Rates
        - Define Time-Based Terms
        - Enter Interest Values
        - Specify Function Module for Interest Rate Determination

## Change View "Reference Interest Rate Values": Overview

New Entries

Reference Interest Rate Values

Reference	Desc.	Valid From	Int. Rate
IM_USD_2	IM bid long	01.01.1999	10.0000000
IM_USD_3	IM ask short	01.01.1999	10.0000000
IM_USD_4	IM ask long	01.01.1999	10.0000000
M1	Interest MSMED	01.01.2008	10.0000000
UICDM		01.06.1992	9.0000000
UICDM		01.03.1992	7.0000000
UICDM		01.02.1992	6.0000000
UICDM		01.01.1992	5.0000000
UICDM		01.01.1990	8.0000000
UIDDM		01.01.1997	4.0000000
UIDDM		01.06.1992	20.0000000
UIDDM		01.03.1992	15.0000000
UIDDM		01.01.1992	10.0000000
UIDDM		01.01.1990	11.0000000

LEP

Table View Edit Goto Selection Utilities(M) System Help

Change View "Interest Terms": Details

New Entries

Int.calc.indicator M1

**Selection of items**

- Open and all cleared items
- Open items and items cleared with a payment
- No open items - all cleared items
- No open items - only items cleared with a payment

**Interest determination**

Calendar type G

Transfer days

Tolerance days

Factory Calendar ID Z1

- Calculate interest on items paid before due date
- Only calculate interest on debit items
- Use int. calc. numerators
- Round-off int.calc.numer.

Function module

**Interest Postprocessing**

Amount limit

- No interest payment

**Output control**

Number range

- Print posting key text
- Output document type text


## Chapter -14

### Controlling & Costing

#### Display BOM ( CS03)/ Multilevel BOM ( CS11)

For view the BOM (Bill of Material)

Go with T.Code: CS03

Material	F6-V1711
Plant	1310 Light Engines Unit - I
BOM Usage	1 
Alternative BOM	<input type="checkbox"/>

<b>Effectivity</b>	
Change Number	
Valid From	17.11.2008
Valid to	17.11.2008
Revision Level	<input type="checkbox"/>

<b>Further data</b>	
Required quantity	

Provide the material code, plant, BOM usage is 1.

And press enter

Material	F6-V1711	FG-V0408
Plant	1310	Light Engines Unit - I
Alternative BOM	1	

Item	Ict	Component	Component description	Quantity	Un	As	Sls	Valid From	Valid to	Ch
0010	L	RM-V	RM-V	1	EA	<input type="checkbox"/>	<input type="checkbox"/>	17.11.2008	31.12.9999	

Double click on line item

## FI- CO End User Training Module

Material: FG-V1711      FG-V0408  
 Plant: 1310 Light Engines Unit - I  
 Alternative BOM: 1

Basic Data    Status/Lng Text    Administr.    Document Assgmt

Line 2

**Item Status**

Engineering/design  
 Production relevant  
 Plant maintenance

Spare part indicator:   
 Relevant to sales:   
 Costing Relevancy:

**Further Data**

Mat. Provision Ind.:   
 Bulk Material  
 Bulk Mat.Ind.Mat.Mst  
 Prod. stor. location:   
 Supply Area:

### Display Routing ( CA03)

For display routing

Go with T.Code: CA03

#### Display Routing: Initial Screen

Material: FG-V1711A  
 Plant: 1310  
 Sales Document:      Sales Document Item:        
 WBS Element:

Group:

**Validity**

Change Number:   
 Key date: 17.11.2008  
 Revision Level:

**Additional criteria for task list selection**

Plant:   
 Group counter:   
 Task list status:   
 Planner Group:

Provide the material and plant and click routing or operation button in the above screen

press "Grab".  
   

**Display Routing: Operation Overview**

Work center    CompAlloc    Sequences    PRT    Inspection Characteristics

Material: FG-V1711A      FG-V0408      Grp.Count2  
 Sequence: 0

Op	SOp	Work ce.	Plant	Co.	Standard	Description	Lo	P	Cl	O	Pe	C	Su	Bas
0010	313	1310	PP03				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	

### View cost of Final Product ( CK11N)

For view the cost after maintain BOM and Routing

## FI- CO End User Training Module

Go with T.Code: CK11N

### Create Material Cost Estimate with Quantity Structure

Costing Structure On | Detail List On | Hold

Material: FG-V1711  
Plant: 1310

Costing Data | Dates | Qty Struct.

Costing Variant: 6001  
Costing Version: 1  
Costing Lot Size: 1  
Transfer Control:

Provide the costing variant and costing lot size and press enter again press enter

Material: FG-V1711 | FG-V0408  
Plant: 1310

Costing Data | Dates | Qty Struct. | Valuation | History | Costs

Costs Based On: 1 Costing Lot Size | 1 | EA

Cost Component View	Total Costs	Fixed Costs	Variable	Currency
Cost of Goods Manufactured	160.00	0.00	160.00	INR
Cost of Goods Sold	160.00	0.00	160.00	INR

Itemization for material FG-V1711 in plant 1310

ItemNo	Resource	Cost Eleme	Total Value	Fixed Value	Curr
1	E 1310001017 313 MHRATE	943001	100.00	0.00	INR
2	M 1310 RM-V	400005	60.00	0.00	INR
			<b>160.00</b>	<b>0.00</b>	<b>INR</b>

Don't save the above transaction, come back the original screen.

### Display Production Order ( CS03)

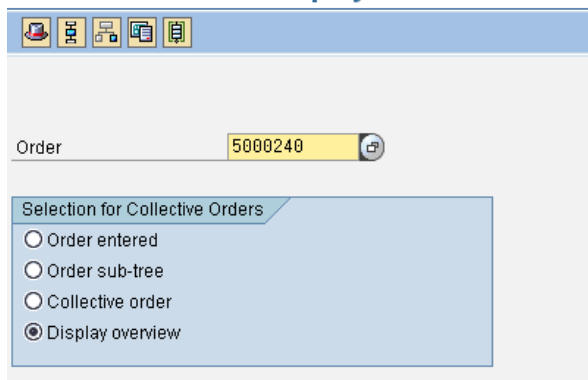
For display production order

Go With T.code CO03



## FI- CO End User Training Module

### Production Order Display: Initial Screen



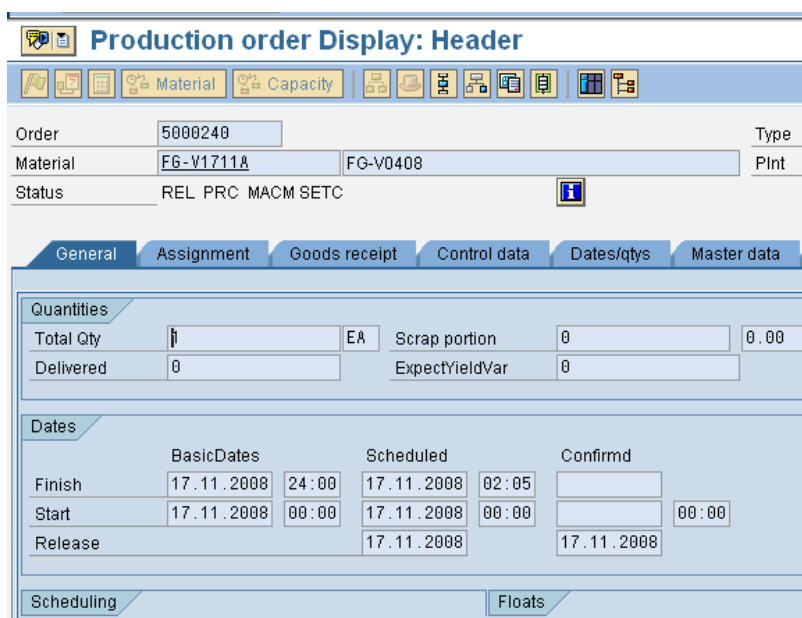
Order

Selection for Collective Orders

- Order entered
- Order sub-tree
- Collective order
- Display overview

Provide the order number in the above screen

Press enter



**Production order Display: Header**

Order  Type   
 Material   Plnt  
 Status

General Assignment Goods receipt Control data Dates/qty's Master data

**Quantities**

Total Qty	<input type="text" value="0"/>	EA	Scrap portion	<input type="text" value="0"/>	<input type="text" value="0.00"/>
Delivered	<input type="text" value="0"/>		ExpectYieldVar	<input type="text" value="0"/>	

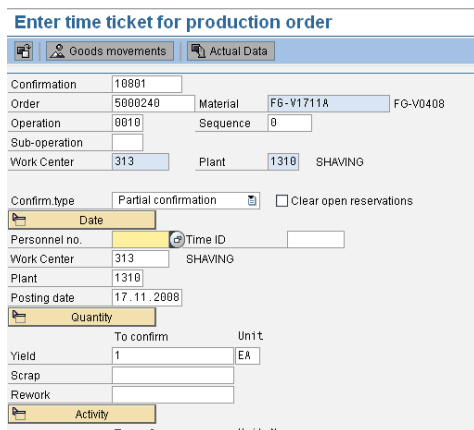
**Dates**

	BasicDates		Scheduled		Confirmd
Finish	<input type="text" value="17.11.2008"/>	<input type="text" value="24:00"/>	<input type="text" value="17.11.2008"/>	<input type="text" value="02:05"/>	<input type="text"/>
Start	<input type="text" value="17.11.2008"/>	<input type="text" value="00:00"/>	<input type="text" value="17.11.2008"/>	<input type="text" value="00:00"/>	<input type="text" value="00:00"/>
Release			<input type="text" value="17.11.2008"/>		<input type="text" value="17.11.2008"/>

Scheduling Floats

### Production Order Confirmation ( CO11N)

Go with CO11N for production order confirmation



**Enter time ticket for production order**

Confirmation

Order  Material    
 Operation  Sequence   
 Sub-operation   
 Work Center  Plant  SHAVING

Confirm.type   Clear open reservations

Date   
 Personnel no.  Time ID   
 Work Center  SHAVING  
 Plant   
 Posting date

**Quantity**

	To confirm	Unit
Yield	<input type="text" value="1"/>	EA
Scrap	<input type="text"/>	
Rework	<input type="text"/>	

**Activity**

	To confirm	Unit
	<input type="text"/>	

## FI- CO End User Training Module

Provide the order number and operation and click on save button

### View Material Document (MB03)

For view the material document go with T.Code:MB03

**Display Document: Data Entry View** press \*Gr  
Grab

Display Currency | General Ledger View

**Data Entry View**

Document Number: 4900000988    Company Code: 1000    Fiscal Year: 2008  
 Document Date: 17.11.2008    Posting Date: 17.11.2008    Period: 8  
 Reference:    Cross-CC no.:     
 Currency: INR    Texts exist:     Ledger Group:   

C...	Item	PK	S	Account	Description	Amount	Curr.	Tx	Profit Center	Segment
1000	1	89		202008	FG MFG	1.00	INR		1131001	ENGINE
	2	91		400004	COGM- FINISHED	1.00	INR		1131001	ENGINE
	3	99		202000	RAW MATERIALS - LOCA	60.00	INR		1131001	ENGINE
	4	81		400005	CON - RM - LOCAL	60.00	INR		1131001	ENGINE

System will take last updated price for GR of FG

For getting actual price on product we need to settle the production order

### To Get Actual Cost of Production Order Settlement (KO88)

Go with T.code:KO88

**Actual Settlement: Order**

Settlement Rule

Order: 5000240

**Parameters**

Settlement period: 8    Posting period:     
 Fiscal Year: 2008    Asset value date:     
 Processing type: 1 Automatic

**Processing Options**

Test Run  
 Check trans. data

Provide the order number remove tick in test run check box

And click on execute button.

**Data Entry View**

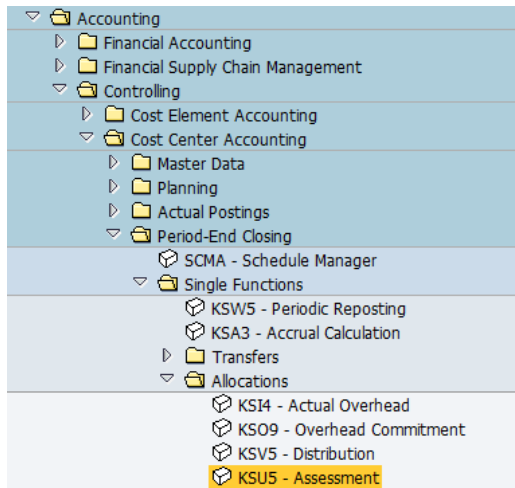
Document Number: 100000636    Company Code: 1000    Fiscal Year: 2008  
 Document Date: 17.11.2008    Posting Date: 30.11.2008    Period: 8  
 Reference:    Cross-CC no.:     
 Currency: INR    Texts exist:     Ledger Group:   

C...	Item	PK	S	Account	Description	Amount	Curr.	Tx	Profit Center	Segment
1000	1	91		400004	COGM- FINISHED	159.00	INR		1131001	ENGINE
	2	89		202008	FG MFG	159.00	INR		1131001	ENGINE

## FI- CO End User Training Module

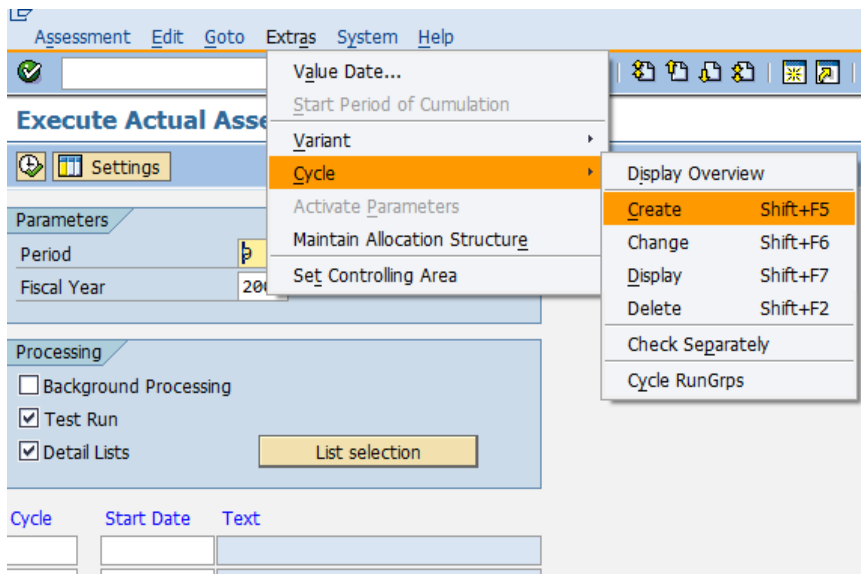
### Overheads Assessment Cycle (KSU5)

Else we can use the Following Navigation Path



For Allocating the Expenses of Cost centre to another Cost centre use T.Code: KSU5

Go to Extras → Cycle → Create in the menu.



As you click on "Create" following screen appears.

Provide the Cycle Name and the start date

## FI- CO End User Training Module

### Create Actual Assessment Cycle: Initial Screen

Cycle	10002
Start Date	01.12.2008
<b>Copy from</b>	
Cycle	
Start Date	
Controlling Area	

Press "Enter" following screen appears  
Give the End Date and the Name of Cycle.  
Note : Uncheck Iterative Indicators

### Create Actual Assessment Cycle: Header Data

<b>Attach segment</b>	
Controlling Area	1000 GREAVES GROUP
Cycle	10002 Status new
Start Date	01.12.2008 To 31.03.2009
Text	TEST ASSESSMENT
<b>Indicators</b>	<b>Field Groups</b>
<input type="checkbox"/> Iterative	<input checked="" type="checkbox"/> Object Currency
<input type="checkbox"/> Cumulative	<input type="checkbox"/> Transaction Currency

Click on Attach Segment Icon at the Top of the screen. **Attach segment**

As we click on Attach segment following screen appears. Provide the Segment Name and the Long Name.

Select the respective Assessment Cost Element to be used. We will be allocating the cost by the fixed percentage factor.

### Create Actual Assessment Cycle: Segment

<b>Attach segment</b>	
Controlling Area	1000 GREAVES GROUP
Cycle	10002 TEST ASSESSMENT
Segment Name	KIRTI TEST SEGMENT <input type="checkbox"/> Lock indicator
<b>Segment Header</b>	
Assessment CEle	942001 Direct Capitalizatio
Allocation structure	
<b>Sender values</b>	
Sender rule	1 Posted amounts
Share in %	100.00 %
<input checked="" type="radio"/> Actual value origin	<input type="radio"/> Plan value origin
<b>Receiver tracing factor</b>	
Receiver rule	3 Fixed percentages

## FI- CO End User Training Module

Click on “Senders/ Receivers” tab

Fill up the Senders Cost centre and the cost element and Receivers cost centre

### Create Actual Assessment Cycle: Segment

Controlling Area:  GREAVES GROUP  
 Cycle:  TEST ASSESSMENT  
 Segment Name:  TEST SEGMENT  Lock indicator

Segment Header | **Senders/Receivers** | Sender Values | Receiver Tracing Factor

	From	To	Group
<b>Sender</b>			
Cost Center	<input type="text" value="1376003699"/>	<input type="text"/>	<input type="text"/>
Functional Area	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cost Element	<input type="text" value="408010"/>	<input type="text"/>	<input type="text"/>
<b>Receiver</b>			
Order	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cost Center	<input type="text" value="1376003100"/>	<input type="text" value="1376003112"/>	<input type="text"/>
Functional Area	<input type="text"/>	<input type="text"/>	<input type="text"/>

Now Click on Receiver Tracing Factor

Provide the cost centre ratios in the percentage and save the same.

Cycle Edit Goto Extras System Help

Controlling Area:  GREAVES GROUP  
 Cycle:  TEST ASSESSMENT  
 Segment Name:  TEST SEGMENT  Lock indicator

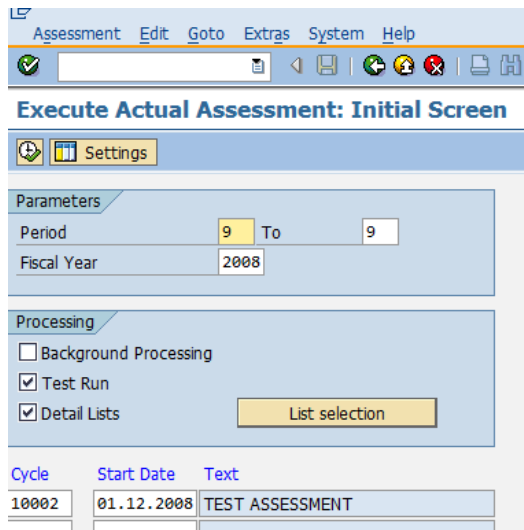
Segment Header | Senders/Receivers | **Sender Values** | Receiver Tracing Factor

Receivers	Portion/percent
Cost Ctr	
1376003100	<input type="text" value="20.00"/>
1376003101	<input type="text" value="20.00"/>
1376003102	<input type="text" value="10.00"/>
1376003103	<input type="text" value="10.00"/>
1376003111	<input type="text" value="20.00"/>
1376003112	<input type="text" value="20.00"/>

Cycle 10002, starting date 01.12.2008 has been saved

### Executing Assessment Cycle

We have to use the T.Code "KSU5"



**Execute Actual Assessment: Initial Screen**

Parameters


Period: 9 To: 9  
Fiscal Year: 2008

Processing

Background Processing  
 Test Run  
 Detail Lists

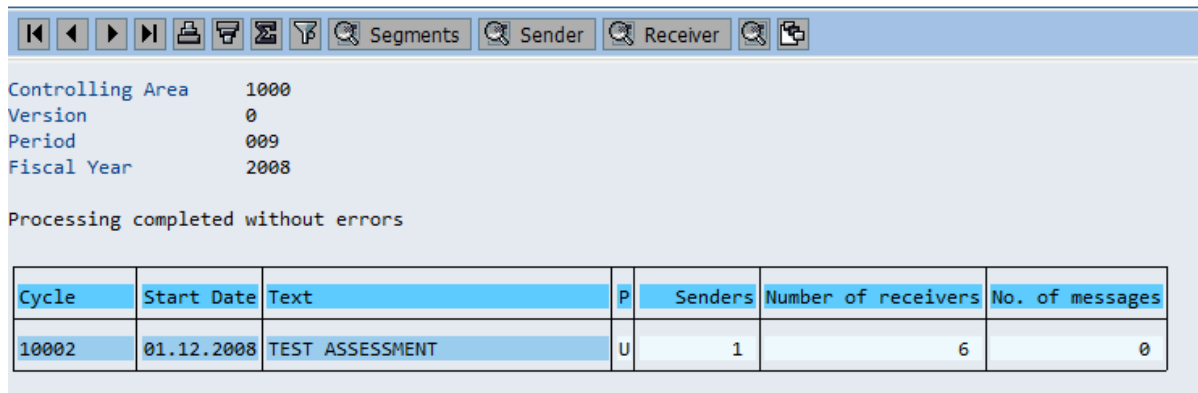
List selection

Cycle	Start Date	Text
10002	01.12.2008	TEST ASSESSMENT

Provide the Cycle Code and the Start Date and click on .

As we click execute following screen appears.

### Display CCA: Actual Assessment Basic List



Cycle	Start Date	Text	P	Senders	Number of receivers	No. of messages
10002	01.12.2008	TEST ASSESSMENT	U	1	6	0

Click on the Line and get the following report. Showing the distribution of Expenses from One Cost centre to another costcentre.

## FI- CO End User Training Module

### : Display Actual Line Items

Period	Segment	Cost Elem.	Object type	Object	PTy	Partner object	Val/COArea CrCy	CO object name	Cost Center	Cost element name
9	KIRTI	942001	CTR	1376003100	CTR	1376003699	600.00	Machine Shop	1376003100	Direct Capitalizatio
	KIRTI	942001	CTR	1376003699	CTR	1376003100	600.00-	COMMON LEU-IV ENGINE	1376003699	Direct Capitalizatio
	KIRTI	942001	CTR	1376003101	CTR	1376003699	600.00	Crank Case Cell-1	1376003101	Direct Capitalizatio
	KIRTI	942001	CTR	1376003699	CTR	1376003101	600.00-	COMMON LEU-IV ENGINE	1376003699	Direct Capitalizatio
	KIRTI	942001	CTR	1376003102	CTR	1376003699	300.00	Crank Case Cell-2	1376003102	Direct Capitalizatio
	KIRTI	942001	CTR	1376003699	CTR	1376003102	300.00-	COMMON LEU-IV ENGINE	1376003699	Direct Capitalizatio
	KIRTI	942001	CTR	1376003103	CTR	1376003699	300.00	Crank Case Cell-3	1376003103	Direct Capitalizatio
	KIRTI	942001	CTR	1376003699	CTR	1376003103	300.00-	COMMON LEU-IV ENGINE	1376003699	Direct Capitalizatio
	KIRTI	942001	CTR	1376003111	CTR	1376003699	600.00	Crank Shaft-1	1376003111	Direct Capitalizatio
	KIRTI	942001	CTR	1376003699	CTR	1376003111	600.00-	COMMON LEU-IV ENGINE	1376003699	Direct Capitalizatio
	KIRTI	942001	CTR	1376003112	CTR	1376003699	600.00	Crank Shaft-2	1376003112	Direct Capitalizatio
	KIRTI	942001	CTR	1376003699	CTR	1376003112	600.00-	COMMON LEU-IV ENGINE	1376003699	Direct Capitalizatio
9										0.00
										0.00

For viewing the Report we can go to following report

S\_ALR\_87013611 - Cost Centers: Actual/Plan/Variance

- Accounting
  - Financial Accounting
  - Financial Supply Chain Management
  - Controlling
    - Cost Element Accounting
    - Cost Center Accounting
      - Master Data
      - Planning
      - Actual Postings
      - Period-End Closing
      - Year-End Closing
      - Information System
        - Reports for Cost Center Accounting
          - Plan/Actual Comparisons
            - S\_ALR\_87013611 - Cost Centers: Actual/Plan/Variance

Provide the Controlling Area , fiscal year , from and to period

Plan version will be "0"

Mention the cost centre group

## FI- CO End User Training Module

### Cost Centers: Actual/Plan/Variance: Selection

Data Source...

**Selection values**

Controlling Area	1000
Fiscal Year	2008
From Period	1
To Period	12
Plan Version	0

**Selection groups**

Cost Center Group	1300			
Or value(s)		to		➔
Cost Element Group				
Or value(s)		to		➔

And click on  for execution.

Following is the outcome where we can get the cost element wise details

Report Edit Goto View Extras Settings System Help

**Cost Centers: Actual/Plan/Variance**

Variation: Cost Center

- 1300 BUSINESS GROUP III
  - 1376 LIGHT ENGINES UNIT IV ( AURANGABAD)
    - 1376003 LEU IV - ENGINES**
      - 1376003100 Machine Shop
      - 1376003101 Crank Case Cell-1
      - 1376003102 Crank Case Cell-2
      - 1376003103 Crank Case Cell-3
      - 1376003111 Crank Shaft-1
      - 1376003112 Crank Shaft-2
      - 1376003521 Production Planning
      - 1376003699 COMMON LEU-IV ENGINE
    - 1372 LIGHT ENGINES UNIT I ( AURANGABAD)
      - 1372003 LEU - I ENGINES
    - 1314 LIGHT ENGINES UNIT II ( RANIPET)
      - 1314003 LEU - II ENGINES
      - 1314555 LEU - II COMMON
    - 1374 LIGHT ENGINES UNIT III ( AURANGABAD)
      - 1374003 LEU - III ENGINES
    - 1302 WESTERN REGION
      - 1302555 WR - COMMON
    - 1304 EASTERN REGION
      - 1304555 ER - COMMON

Cost Centers: Actual/Plan/Variance Date: 29.12.2008 Page: 2 / 3

Column: 1 / 2

Cost Center/Group: 1376003 LEU IV - ENGINES

Person responsible: \*

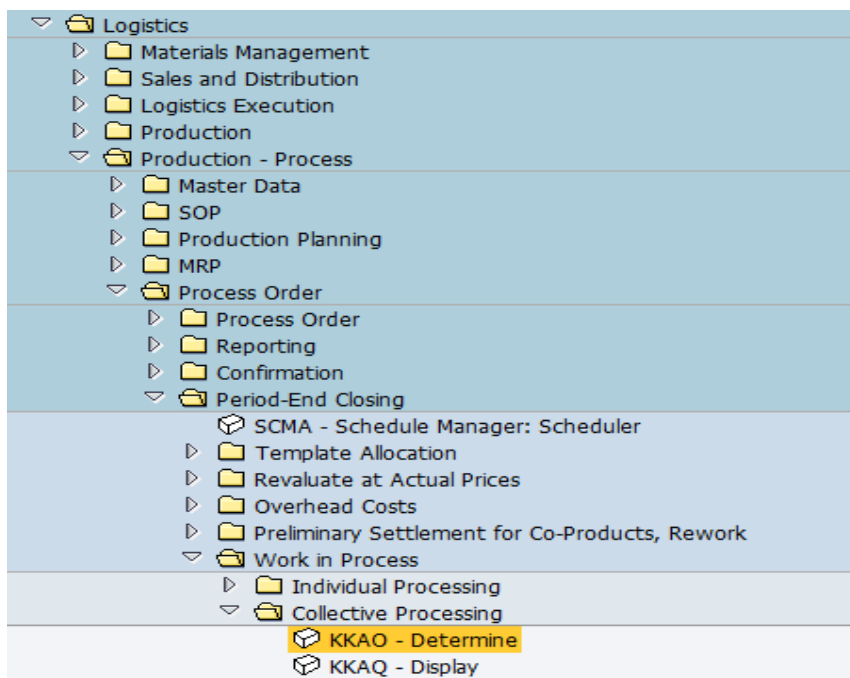
Reporting period: 1 to 12 2008

Cost Elements	Act. Costs	Plan Costs	Var. (Abs.)	Var. (%)
400010 CON-CONSUMABLE	28,500.00		28,500.00	
400020 CON-MAINT SPARES	227.00		227.00	
400060 CON-RAW MATERIAL	20,088.83		20,088.83	
400080 CON-SPEARS	1,000.00		1,000.00	
408010 SUB CONTRACT CHARGE	3,000.00		3,000.00	
452000 Repairs Plant & Mac	5,000.00		5,000.00	
453000 Repairs Computers	5,986.41		5,986.41	
942001 Direct Capitalizati	6,000.00		6,000.00	
* Debit	69,802.24		69,802.24	
942001 Direct Capitalizati	6,000.00-		6,000.00-	
* Credit	6,000.00-		6,000.00-	
** Over/Underabsorption	63,802.24		63,802.24	

### Month end process WIP -Calculation ( KKAO)

We can use the following navigation path





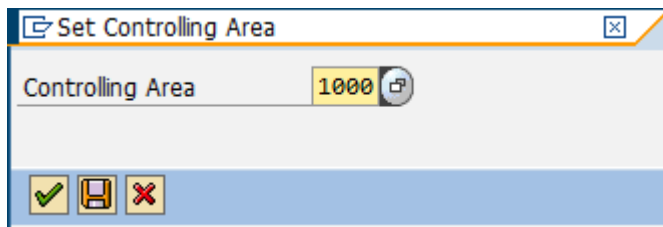
The WIP calculation function values the unfinished products (work in process).

In the Product Cost by Order component, the work in process is valued at actual cost. Work in process is the difference between the debit and credit of an order that has not been fully delivered.

We can calculate WIP at actual costs for the following objects:

- Production orders
- Process orders

Provide the Controlling area as 1000



Provide the Plant, period and the Year

Provide the version as "0"

## FI- CO End User Training Module

Run the report in Test Mode first to see the Out put or the WIP valuation

### Calculate Work in Process: Collective Processing

Plant  All Plants

With Production Orders

With Product Cost Collectors

With Process Orders

**Parameters**

WIP to Period

Fiscal Year

All RA Versions

RA Version

**Processing Options**

Background Processing

Test Run

Log Information Messages

**Output Options**

Output Object List

Display Orders with Errors

Hide Orders for Which WIP = 0

Displayed Currency  Comp. Code Cur.  CO Area Curr.

Layout

Execute the Report , following is the outcome.

List Edit Goto Settings System Help

Calculate Work in Process: Object List

Basic List WIP Explanation

Exce...	Cost Object	Crcy	WIP (Cumul.)	WIP (Period)	Material Number
	<b>Order Type ZC01</b>		<b>0.00</b>	<b>0.00</b>	
	ORD 110000000	INR	0.00	0.00	400-011-004F
	ORD 110000020	INR	0.00	0.00	400-011-004F
	ORD 110000040	INR	0.00	0.00	400-011-004F
	ORD 110000060	INR	129,633.12	129,633.12	400-011-021F
	ORD 110000062	INR	0.00	0.00	SNS TRIAL
	ORD 110000065	INR	1,066.47	1,066.47	SNS TRIAL
	ORD 110000066	INR	343,031.50	343,031.50	SNS TRIAL
	<b>Order Type ZF01</b>		<b>473,731.09</b>	<b>473,731.09</b>	
	<b>Order Type ZR01</b>		<b>0.00</b>	<b>0.00</b>	
	ORD 1000021	INR	0.00	0.00	400-025-79
	ORD 1000022	INR	0.00	0.00	500-060-130
	ORD 1000029	INR	0.00	0.00	400-083-84V
	ORD 1000030	INR	0.00	0.00	500-060-128
	ORD 1000031	INR	0.00	0.00	400-060-112
	ORD 1000032	INR	0.00	0.00	400-060-112
	ORD 1000058	INR	0.00	0.00	520-8785-129
	ORD 1000066	INR	0.00	0.00	500-101-05
	ORD 1000089	INR	0.00	0.00	400-101-102
	ORD 1000090	INR	0.00	0.00	400-083-84A
	ORD 1000091	INR	0.00	0.00	500-090-23
	ORD 1000092	INR	0.00	0.00	500-051-95
	ORD 1000093	INR	0.00	0.00	500-051-96
	ORD 1000094	INR	0.00	0.00	710-1901-012
	ORD 1000095	INR	0.00	0.00	500-051-84
	ORD 1000096	INR	0.00	0.00	540-6605-074
	ORD 1000125	INR	2,464.71	2,464.71	520-8785-129
	ORD 1000131	INR	0.00	0.00	400-083-84A
	ORD 1000140	INR	0.00	0.00	520-8785-129

## FI- CO End User Training Module

In this we can see the total number of open orders which has not been settled during the period. If the Production is complete and the order is not settled then it will come with "0" value.

Once we are satisfied with the results we can run the application the final mode so the system will evaluate the WIP value.

Note : the system does not generate any accounting entry for WIP process while executing this application.

For Generating the Finance entry we have to settle the WIP material through "CO88"/ "KO88" application

### Settlement of orders which are in WIP (CO88/KO88)

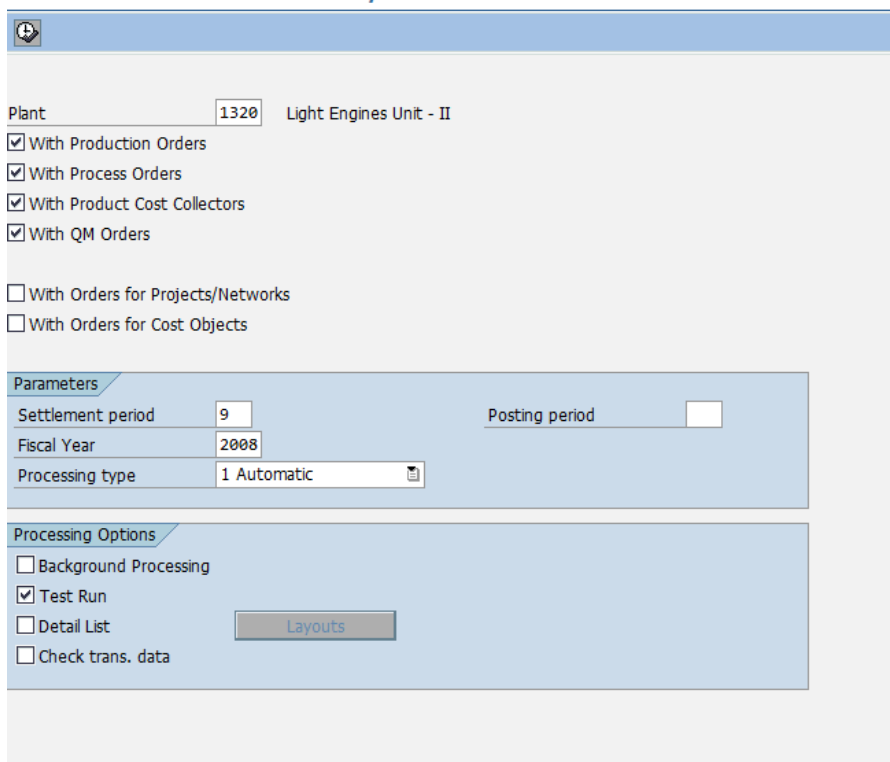
For settling the order individually we can use KO88, it will process order wise.

For Plant wise mass settlement can be done through "CO88" T.code.

Provide the Settlement period and the Fiscal Year

For verification purpose run in the Test Run Mode. And click on execute

#### Actual Settlement: Production/Process Orders



The screenshot shows the SAP 'Actual Settlement: Production/Process Orders' dialog box. The 'Plant' is set to '1320' and 'Light Engines Unit - II'. The 'With Production Orders', 'With Process Orders', 'With Product Cost Collectors', and 'With QM Orders' checkboxes are checked. The 'Parameters' section shows 'Settlement period' as '9', 'Fiscal Year' as '2008', and 'Processing type' as '1 Automatic'. The 'Processing Options' section shows 'Test Run' checked, and 'Background Processing', 'Detail List', and 'Check trans. data' are unchecked. A 'Layouts' button is visible next to the 'Detail List' checkbox.

After execution we can go to FB03 to see the documents accounting Entry.

## FI- CO End User Training Module

**Display Document: General Ledger View**

Display Currency | Entry View | Other Ledger

**Data Entry View**

Document Number	822001738	Company Code	1000	Fiscal Year	2008
Document Date	31.12.2008	Posting Date	31.12.2008	Period	9
Reference		Cross-CC no.			
Currency	INR	Texts exist	<input type="checkbox"/>	Ledger Group	

**Ledger OL**

Doc.	822001738	Fiscal Year	2008	Period	9
------	-----------	-------------	------	--------	---

CoCd	Itm	Litem	P	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	2	000002	40		210080	WIP	343,031.50	INR			1314003	1123000
1000	1	000001	50		400140	COGM- WIP	343,031.50-	INR			1314003	1123000

### Changing the Cut-off Period(KKA0)

#### Procedure

To define the cut-off period:

1. Choose Accounting → Controlling → Product Cost Controlling → Cost Object Controlling
2. Choose the component in which you want to define the cutoff period, such as Product Cost by Period → Period-End Closing → Single Functions: Product Cost Collector or Single Functions: Cost Object Hierarchy → Work in Process or Results Analysis → Cut-off Period → Change.

In Product Cost by Period and Product Cost by Order, choose Work in Process.

In Product Cost by Sales Order, choose Single Functions → Results Analysis.

In Product Cost by Period, choose whether you want to calculate WIP for product cost collectors or for objects (product cost collectors or manufacturing orders) assigned to a cost object hierarchy.

The screen Change Cut-off Period: Initial Screen appears.

3. Enter the results analysis version for which you want to define the cutoff period, and choose ENTER.

The screen Change Cut-off Period appears.

4. Enter the cut-off period.
5. Save the cut-off period.

#### Result

The system changes the cut-off period in the results analysis version. You can view the results analysis version in Customizing for Cost Object Controlling.

When it calculates the work in process, the system does not overwrite the results analysis data that proceeds the cut-off period.

## FI- CO End User Training Module

T.Code. KKA0

Provide the version "0"

### Change Cutoff Period: Initial Screen

RA Version	<input type="text" value="0"/>
------------	--------------------------------

We have to mention the period which we want to close and the Fiscal Year .

### Change Cutoff Period

Controlling Area	<input type="text" value="1000"/>	GREAVES GROUP
RA Version	<input type="text" value="0"/>	Plan/Act - Version
<b>Cutoff Period</b>		
Period	<input type="text" value="4"/>	
Fiscal Year	<input type="text" value="2008"/>	

As we save the cut-off period, we cannot run the WIP program in the period preceding the closed period.

## Chapter -15

### Month End Activities

The month end closing has to take into consideration the following activities:

1. Finalise Financial Accounting Postings
2. Automatic Posting of Exchange Rate Differences
3. Post Recurring Journal Entries
4. Run Assessment Cycles
5. Settlement of CWIP and Internal Orders
6. Open / Close Accounting periods

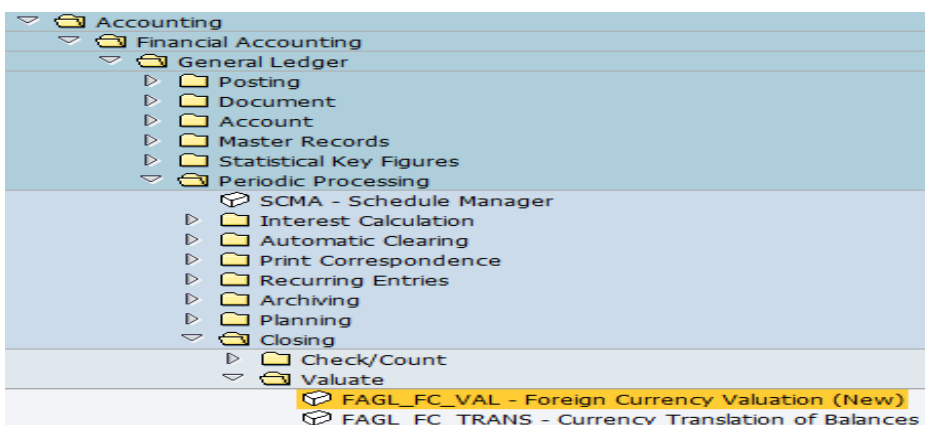
All entries to Financial Accounting should be finalised at this time. This includes:

- GL journal entries in Financial Accounting
- Accounts Payable postings and
- Accounts Receivable postings

#### Automatic Posting of Exchange Rate Differences

At the end of the month, if we wish to convert any foreign currency balances at a rate other than the rate applied at the date of the transaction, it is possible to re-valuate these foreign currency postings. For example, we may wish to revalue all foreign currency items to a rate applicable at the end of the month.

Foreign currency balances for Accounts Payable accounts are re-valued via transaction code `FAGL_FC_VAL` or via menu path:



All foreign currency items open as of this date will be considered for re-valuation. Note that if we select the field "Postings Requested" the document will be automatically posted at the time we hit the execute button (above). The above listing illustrates the reason for the document posting and the amount posted.

The above program may also be run to revalue foreign currency open items for general ledger accounts and accounts receivable.

Program Edit Goto System Help

**Foreign Currency Valuation**

General Data Selection

Company Code: 1000 to [ ]

Valuation Key Date: 31.12.2008

Valuation Area: 10

Postings Open Items G/L Balances Miscellaneous

Valuate G/L Account Open Items

G/L Account: [ ] to [ ]

No GR/IR Accounts

Valuate GR/IR accts

GR/IR with FI Data

GR/IR Delivery Costs: [ ] to [ ]

Valuate Vendor Open Items

Vendor: [ ] to [ ]

Valuate Customer Open Items

Customer: [ ] to [ ]

Reconciliation Account: [ ] to [ ]

Document Number: [ ] to [ ]

Currency: [ ] to [ ]

Give the Vendor Codes / Customer Codes or GL Accounts Range we want to revalue

List Edit Goto Settings System Help

**Foreign Currency Valuation**

8 Postings Messages

Greaves Cotton Limited Foreign Currency Valuation

Numbal Time 16:20:51 Date 02.01.2009

Key Date 31.12.08 FAGL\_FC\_VALUATION/KJ14821 Page 1

Valuation in Company code currency (10)

Method EVR Always valuate

Ledger Group 0L

Ld	AccTy	G/L	Account Nu	DocumentNo	Itm	Amount in FC	Crcy	Amount in LC	Local Curr	Exch. Rat	S	Exch.rate	Typ	Valuation diff.	New Difference	Amount Posted
*		120010				67,293.81- 10,794.00-	EUR USD	4,047,485.41-	INR					0.00	660,339.21-	660,339.21-
K		120020	ANKUR1	810000475	1	100.00-	USD	4,800.00-	INR	48.00000		48.00000	KR	0.00	0.00	0.00
K		120020	KKJ14821	810000481	1	1,000.00-	USD	48,000.00-	INR	48.00000		48.00000	KR	0.00	0.00	0.00
*		120020				1,100.00-	USD	52,800.00-	INR					0.00	0.00	0.00
K		120030	G0181	817000149	1	100.00-	EUR	4,417.00-	INR	62.26000		44.17000	RE	0.00	1,809.00-	1,809.00-
K		120030	G0181	817000151	1	750.00-	EUR	33,127.50-	INR	62.26000		44.17000	RE	0.00	13,567.50-	13,567.50-
K		120030	G0181	817000150	1	1,555.00-	EUR	68,584.35-	INR	62.26000		44.17000	RE	0.00	28,129.95-	28,129.95-
K		120030	G0181	817000161	1	1,500.00-	EUR	66,255.00-	INR	62.26000		44.17000	RE	0.00	27,135.00-	27,135.00-
K		120030	G0181	817000162	1	3,000.00-	EUR	132,510.00-	INR	62.26000		44.17000	RE	0.00	54,270.00-	54,270.00-
K		120030	G0181	817000166	1	7,500.00-	EUR	331,275.00-	INR	62.26000		44.17000	RE	0.00	135,675.00-	135,675.00-
K		120030	HEUCUSCOM	817000200	1	319.88-	EUR	14,129.10-	INR	62.26000		44.17000	RE	0.00	5,786.63-	5,786.63-
K		120030	VINCOPM	817000159	1	626.40-	EUR	27,668.09-	INR	62.26000		44.17000	RE	0.00	11,331.57-	11,331.57-
K		120030	VINCOPM	817000238	1	938.03-	USD	41,432.79-	INR	62.26000		44.17001	RE	0.00	16,968.96-	16,968.96-
K		120030	12078	810000179	1	1,000.00-	USD	50,000.00-	INR	48.00000		50.00000	KR	0.00	2,000.00	2,000.00
K		120030	61506338	810000252	1	5,000.00-	USD	225,000.00-	INR	48.00000		45.00000	KR	0.00	15,000.00-	15,000.00-
K		120030	DD0768	810000251	1	700.00-	USD	36,750.00-	INR	48.00000		52.50000	KR	0.00	3,150.00	3,150.00
K		120030	IMPCCOPM	817000221	1	38.63-	USD	1,854.24-	INR	48.00000		48.00000	RE	0.00	0.00	0.00
K		120030	KJ14821	810000162	1	1,000.00-	USD	48,000.00-	INR	48.00000		48.00000	KR	0.00	0.00	0.00
K		120030	KJ14821	810000165	1	2,000.00-	USD	96,000.00-	INR	48.00000		48.00000	KR	0.00	0.00	0.00
K		120030	KJ14821	810000169	1	4,948.50-	USD	237,528.00-	INR	48.00000		48.00000	KR	0.00	0.00	0.00
K		120030	TEST123	810000188	1	1,000.00-	USD	45,000.00-	INR	48.00000		45.00000	KR	0.00	3,000.00-	3,000.00-
K		120030	VNIMP01	817000038	1	300.32-	USD	14,021.94-	INR	48.00000		46.69000	RE	0.00	393.42-	393.42-
K		120030	VNIMP01	817000124	1	117.00-	USD	5,265.00-	INR	48.00000		45.00000	RE	0.00	351.00-	351.00-
K		120030	VNIMP01	817000145	1	110.00-	USD	6,105.00-	INR	48.00000		55.50000	RE	0.00	825.00	825.00
K		120030	VNIMP01	817000152	1	110.00-	USD	6,105.00-	INR	48.00000		55.50000	RE	0.00	825.00	825.00
*		120030				16,289.31- 16,324.45-	EUR USD	1,491,128.01-	INR					0.00	306,618.03-	306,618.03-
**						83,583.12-	EUR	5,591,413.42-	INR					0.00	966,957.24-	966,957.24-

FAGL\_FC\_VAL glddevqasec2 INS

## FI- CO End User Training Module

Postings will be carried out as follows:

Foreign Currency Valuation										
Greaves Cotton Limited Greaves Cotton Limited Greaves Cotton Li Time 16:21:57 Date 02.01.2009										
Mumbai Mumbai Mumbai Mumbai FAGL_FC_VALUATION/KJ14821 Page 1										
Ledger Group 0L Posting Proposal										
Ledger	CoCd	DocumentNo	Document	Header Text	Typ	Pstng Date	Crcy	LCurr	LCur2	LCur3 Text
Itm	PK	G/L	Amount in LC	LC2 amount	LC3 amount	Text				
<b>0L 1000 FC valuation 31.12.2008 EUR INR</b>										
1	40	480020	436,099.26			120010 - Valuation on 20081231				
2	50	120900	436,099.26			120010 - Valuation on 20081231				
3	50	480020	43,190.05			120010 - Valuation on 20081231				
4	40	120900	43,190.05			120010 - Valuation on 20081231				
5	40	480020	202,608.00			120010 - Valuation on 20081231				
6	50	120900	202,608.00			120010 - Valuation on 20081231				
7	40	480020	36,180.00			120010 - Valuation on 20081231				
8	50	120900	36,180.00			120010 - Valuation on 20081231				
9	50	480020	3,740.00			120010 - Valuation on 20081231				
10	40	120900	3,740.00			120010 - Valuation on 20081231				
<b>0L 1000 FC valuation 31.12.2008 EUR INR</b>										
1	40	480020	271,918.02			120030 - Valuation on 20081231				
2	50	120900	271,918.02			120030 - Valuation on 20081231				
3	40	480020	5,786.63			120030 - Valuation on 20081231				
4	50	120900	5,786.63			120030 - Valuation on 20081231				
5	40	480020	16,968.96			120030 - Valuation on 20081231				
6	50	120900	16,968.96			120030 - Valuation on 20081231				
<b>0L 1000 FC valuation 31.12.2008 USD INR</b>										
1	40	480020	29,382.00			120010 - Valuation on 20081231				
2	50	120900	29,382.00			120010 - Valuation on 20081231				
3	40	480020	3,000.00			120010 - Valuation on 20081231				
4	50	120900	3,000.00			120010 - Valuation on 20081231				
<b>0L 1000 FC valuation 31.12.2008 USD INR</b>										
1	50	480020	2,000.00			120030 - Valuation on 20081231				
2	40	120900	2,000.00			120030 - Valuation on 20081231				
3	40	480020	15,000.00			120030 - Valuation on 20081231				
4	50	120900	15,000.00			120030 - Valuation on 20081231				
5	50	480020	3,150.00			120030 - Valuation on 20081231				



## FI- CO End User Training Module

### Chapter -16

#### Year End Activities

The year end closing has to take into consideration the following activities:

1. Fiscal Year Change : Financial Accounting
2. Fiscal Year Change : Asset Accounting
3. Year-End Close : Asset Accounting
4. Year-End Close : Accounts Receivable
5. Year-End Close : Accounts Payable
6. Year-End Close : General Ledger

#### Fiscal Year Change : Financial Accounting

To open up periods to allow postings in the following year, the procedure is similar to that described in the earlier slides on Open/Close periods needs to be adhered to. However, please note that this step will only allow postings to the new financial year – the dosing of the previous year’s profit and loss balances to the Retained Earnings account and the transfer of balance sheet values to the new fiscal year, only occurs by performing a Fiscal year close

#### Fiscal Year Change : Asset Accounting (AJRW)

As with GL account postings, to allow postings to the new financial year for asset accounting transactions, we need to change the fiscal year. Note that this step will not carry-forward asset balances from the old-to-new year.

To change the fiscal year in Asset Accounting, goto transaction AJRW or via menu path:

Accounting → Financial Accounting → Fixed Assets → Periodic processing → Fiscal Year Change

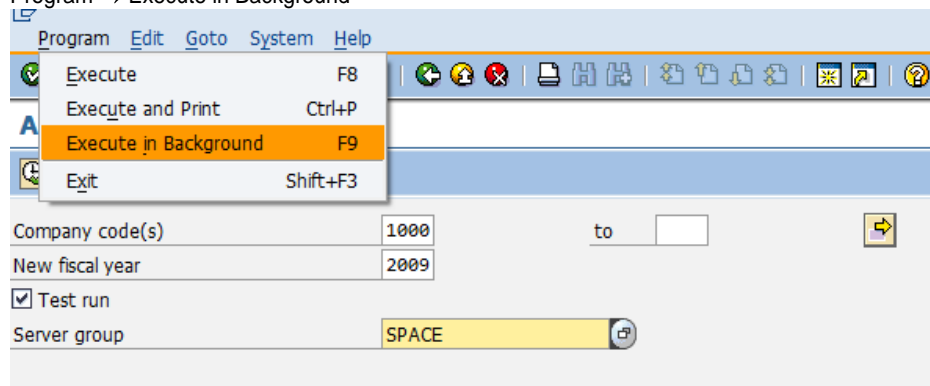
**Asset fiscal year change**

Company code(s)	1000	to		
New fiscal year	2009			
<input checked="" type="checkbox"/> Test run				
Server group	SPACE			

If we run this in Test mode, we may hit the “Test Run” button .

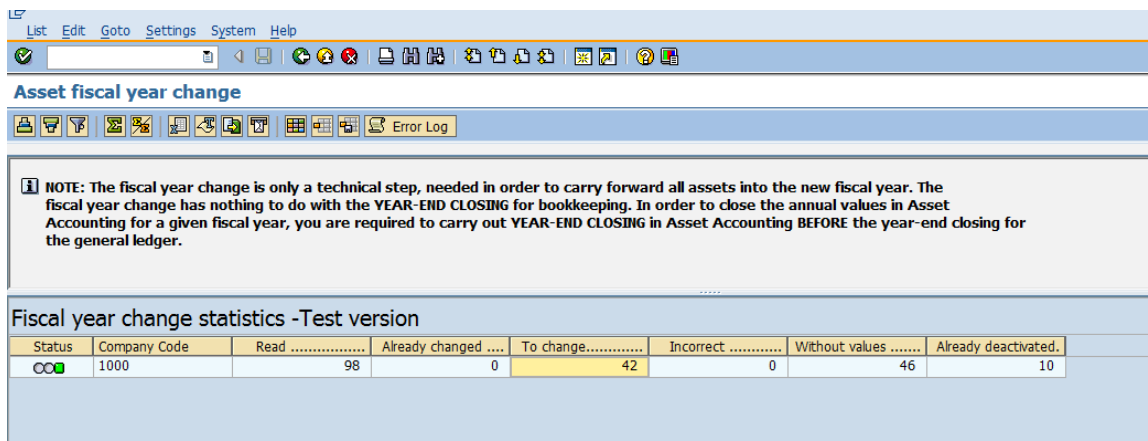
If we run this in Production mode (Test run button is NOT selected) then choose from the menu:

Program → Execute in Background



The screenshot shows the SAP menu path: Program → Execute in Background. The menu is open, and 'Execute in Background' (F9) is highlighted. Below the menu, the 'Asset fiscal year change' form is visible with the same data as in the previous screenshot: Company code(s) 1000, New fiscal year 2009, Test run checked, and Server group SPACE.

## FI- CO End User Training Module



**Asset fiscal year change**

**NOTE:** The fiscal year change is only a technical step, needed in order to carry forward all assets into the new fiscal year. The fiscal year change has nothing to do with the YEAR-END CLOSING for bookkeeping. In order to close the annual values in Asset Accounting for a given fiscal year, you are required to carry out YEAR-END CLOSING in Asset Accounting BEFORE the year-end closing for the general ledger.

Fiscal year change statistics -Test version

Status	Company Code	Read .....	Already changed ....	To change.....	Incorrect .....	Without values .....	Already deactivated..
CC	1000	98	0	42	0	46	10

Year-end closing of Asset Accounting is required to transfer Depreciation expense to Accumulated Depreciation and recalculate book values for Assets in the Balance Sheet.

We use the year-end closing program to close the fiscal year for one or more company codes from an accounting perspective. Once the fiscal year is closed, we can no longer post or change values within Asset Accounting (for example, by recalculating depreciation). The fiscal year that is closed is always the year following the last closed fiscal year. We cannot close the current fiscal year.

The system only closes a fiscal year in a company code if:

- The system found no errors during the calculation of depreciation (such as, incorrectly defined calculation keys).
- The planned depreciation from the automatic posting area has been completely posted to the general ledger.
- The balances from depreciation areas that are posted periodically have been completely posted to the general ledger.
- All assets acquired in the fiscal year have already been capitalised. Since this check does not make sense for assets under construction, we can prevent this check from being made for assets under construction by means of the asset class.

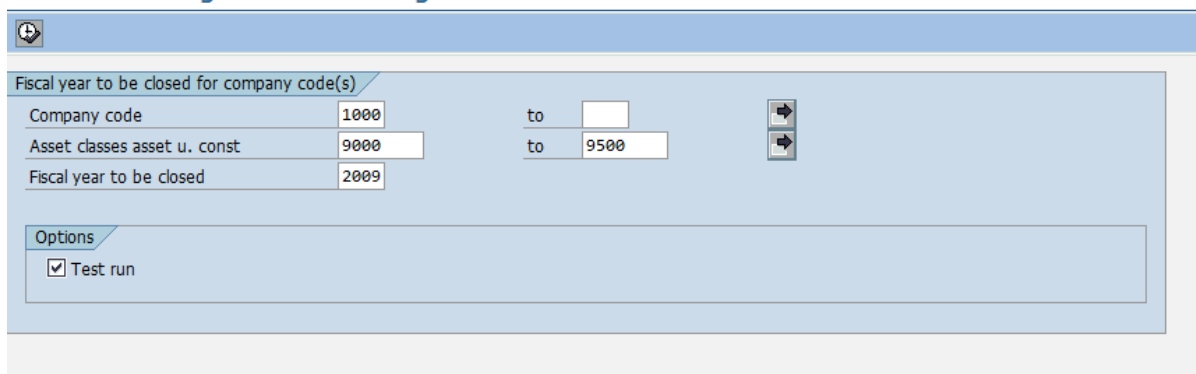
All incomplete assets (master records) have been completed. The system lists any assets that do not meet the above requirements in the log of the year-end closing. The log also shows the reason for the errors.

### Capital WIP CLOSING (AJAB)

To perform a year-end close Asset Accounting, go to transaction AJAB or via menu path:

Accounting → Financial Accounting → Fixed Assets → Periodic processing → Year-end Closing → Execute

### Year-end closing Asset Accounting



Fiscal year to be closed for company code(s)

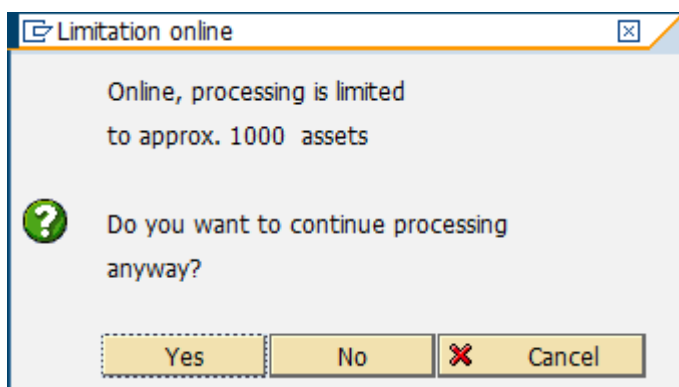
Company code: 1000 to: [ ]

Asset classes asset u. const: 9000 to: 9500

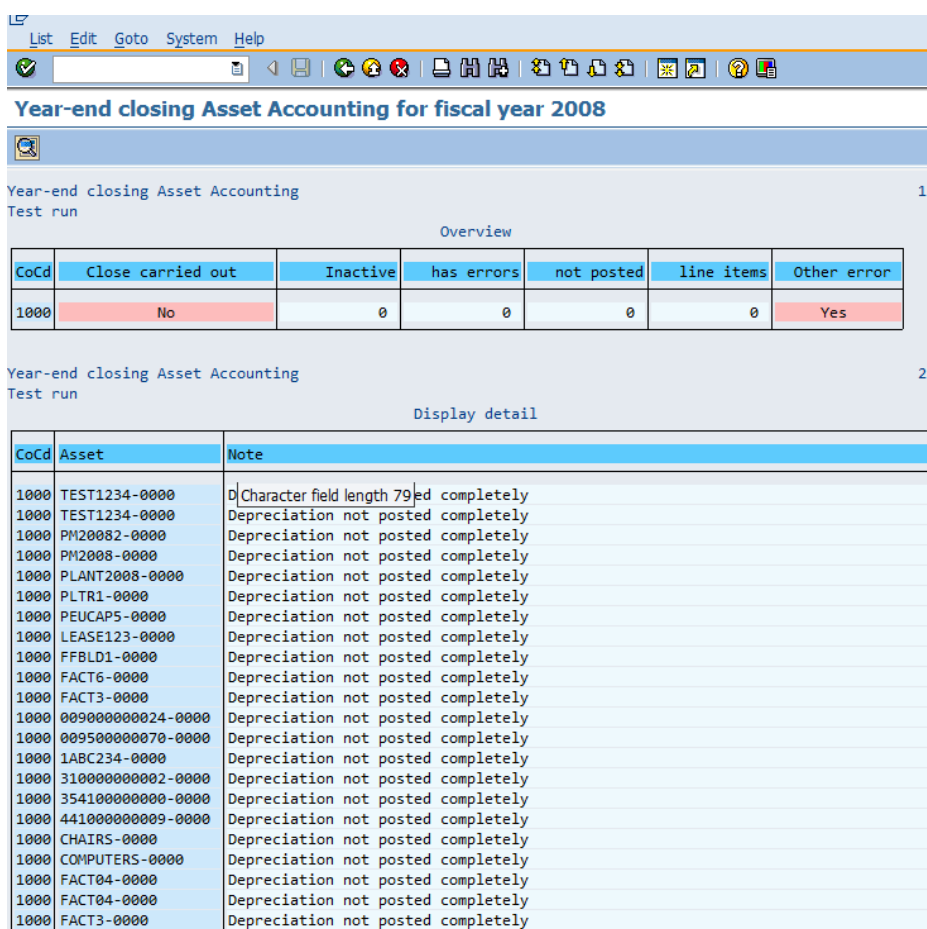
Fiscal year to be closed: 2009

Options

Test run



The program will now run in background.



**Year-end closing Asset Accounting for fiscal year 2008**

Year-end closing Asset Accounting Test run 1

Overview

CoCd	Close carried out	Inactive	has errors	not posted	line items	Other error
1000	No	0	0	0	0	Yes

Year-end closing Asset Accounting Test run 2

Display detail

CoCd	Asset	Note
1000	TEST1234-0000	DCharacter field length 79ed completely
1000	TEST1234-0000	Depreciation not posted completely
1000	PM20082-0000	Depreciation not posted completely
1000	PM2008-0000	Depreciation not posted completely
1000	PLANT2008-0000	Depreciation not posted completely
1000	PLTR1-0000	Depreciation not posted completely
1000	PEUCAP5-0000	Depreciation not posted completely
1000	LEASE123-0000	Depreciation not posted completely
1000	FFBLD1-0000	Depreciation not posted completely
1000	FACT6-0000	Depreciation not posted completely
1000	FACT3-0000	Depreciation not posted completely
1000	009000000024-0000	Depreciation not posted completely
1000	009500000070-0000	Depreciation not posted completely
1000	1ABC234-0000	Depreciation not posted completely
1000	31000000002-0000	Depreciation not posted completely
1000	35410000000-0000	Depreciation not posted completely
1000	44100000009-0000	Depreciation not posted completely
1000	CHAIRS-0000	Depreciation not posted completely
1000	COMPUTERS-0000	Depreciation not posted completely
1000	FACT04-0000	Depreciation not posted completely
1000	FACT04-0000	Depreciation not posted completely
1000	FACT3-0000	Depreciation not posted completely

The program for carry forward of balances can be used for Vendors as well as Customers as shown herein below.

### Customer Vendor Balance Carry forward (F.07)

LE Program Edit Goto System Help

Carry Forward Receivables/Payables

Company code 1000 to [ ]

Carryforward to fiscal year 2009

Customer selection

Select customers

Customer [ ] to [ ]

Vendor selection

Select vendors

Vendor [ ] to [ ]

Processing parameters

Test run

Detail log

### Carry Forward Receivables/Payafor the year 2009 Test Run

Testing Client Carry Forward Receivables/Payables Date 02.01.2009  
Mumbai Page 1  
Carry Forward Receivables/Payafor the year 2009 Test Run

Statistics

Successful	CoCd	SG	No.Records
Customer G/L	1000		70
Customer special G/L	1000	2	13
Customer special G/L	1000	4	1
Customer special G/L	1000	W	8

LE List Edit Goto System Help

### Carry Forward Receivables/Payafor the year 2009 Test Run

Testing Client Carry Forward Receivables/Payables Date 02.01.2009  
Mumbai Page 1  
Carry Forward Receivables/Payafor the year 2009 Test Run

Statistics

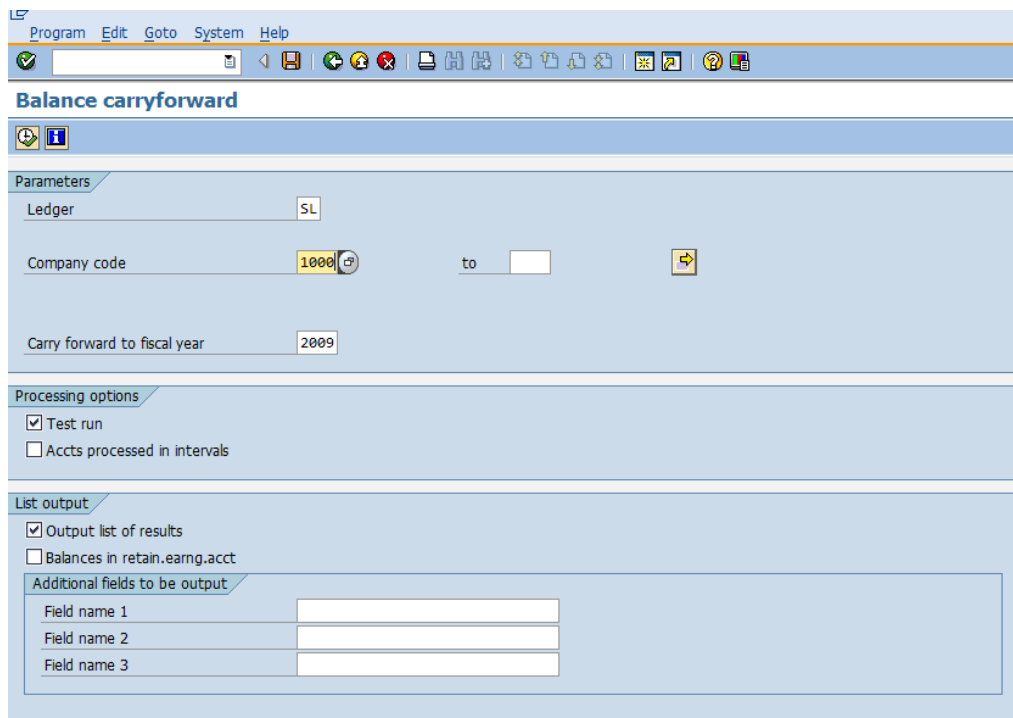
Successful	CoCd	SG	No.Records
Vendor G/L	1000		144
Vendor special G/L	1000	1	7
Vendor special G/L	1000	2	16
Vendor special G/L	1000	3	5
Vendor special G/L	1000	4	3
Vendor special G/L	1000	5	19
Vendor special G/L	1000	6	8

### Year-End Close : General Ledger (FAGLVTR)

At the start of the new financial year it is necessary to close off all profit and loss account balances to the balance sheet account of Retained Earnings. Also, it is necessary to carry-forward balance sheet account balances into the new fiscal year. This process achieves these objectives. Note that if any subsequent postings to period 13 to 16 occur, they will automatically update the opening balance (period 0) in the new financial year. This function is performed via transaction FAGLVTR or via menu path.

## FI- CO End User Training Module

Accounting → Financial Accounting → General Ledger → Periodic processing → Closing → Carry forward → FAGLVTR - Balance Carry forward (New)



**Balance carryforward**

Parameters

Ledger

Company code  to

Carry forward to fiscal year

Processing options

Test run

Accts processed in intervals

List output

Output list of results

Balances in retain.earnng.acct

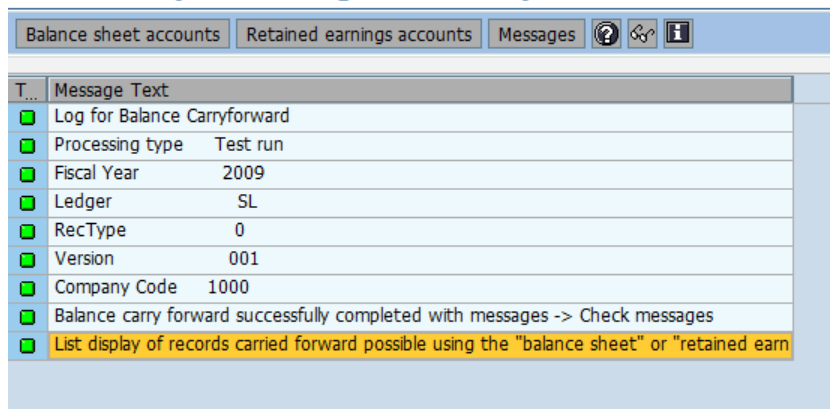
Additional fields to be output

Field name 1

Field name 2

Field name 3

### Balance carryforwardLedger SL for the year 2009 Test run



T...	Message Text
	Log for Balance Carryforward
	Processing type Test run
	Fiscal Year 2009
	Ledger SL
	RecType 0
	Version 001
	Company Code 1000
	Balance carry forward successfully completed with messages -> Check messages
	List display of records carried forward possible using the "balance sheet" or "retained earn

### Year-End Close : General Ledger

Each gl account, together with the balance brought-forward will now be displayed.

Note that if we subsequently back-post to this prior year after this run has been completed, we will need to re-run this transaction. When re-running this transaction, only balances that have changed will be transferred.

## FI- CO End User Training Module

LE

List Edit Goto Extras Settings System Help

Display of balance sheet accounts

Year	CoCd	Account	Crcy	BUn	Trans. cur.	Co. cd. curr	Crcy2	Quantity
2009	1000	100900	INR		549,358.71-	549,358.71-	INR	
2009	1000	120010	EUR		67,293.81-	3,561,755.41-	INR	
2009	1000	120010	GBP		23,320.00-	1,883,090.00-	INR	
2009	1000	120010	INR		8,280,626.15-	8,280,626.15-	INR	
2009	1000	120010	USD		19,576.00-	907,266.00-	INR	
2009	1000	120020	INR		8,940,927.00-	8,940,927.00-	INR	
2009	1000	120020	USD		1,100.00-	52,800.00-	INR	
2009	1000	120030	EUR		16,289.31-	719,498.83-	INR	
2009	1000	120030	INR		35,485,722.00-	35,485,722.00-	INR	
2009	1000	120030	USD		16,324.45-	771,629.18-	INR	
2009	1000	120040	INR		25,000.00-	25,000.00-	INR	
2009	1000	121010	INR		261,768.06	261,768.06	INR	
2009	1000	121010	INR	EA	461,135.40-	461,135.40-	INR	4,841-
2009	1000	121010	INR	G	57,500.00-	57,500.00-	INR	23-
2009	1000	121010	INR	GM	5,280.00-	5,280.00-	INR	3,000-
2009	1000	121010	INR	KG	31,797.81-	31,797.81-	INR	1,700-
2009	1000	121010	INR	L	203,275.05-	203,275.05-	INR	3,015-
2009	1000	121010	INR	ML	27,697.65-	27,697.65-	INR	240,000-
2009	1000	121010	INR	TS	18.00-	18.00-	INR	30-
2009	1000	121020	INR		704,794.44	704,794.44	INR	
2009	1000	121020	INR	BAG	3,200.00-	3,200.00-	INR	20-
2009	1000	121020	INR	EA	840,119.11-	840,119.11-	INR	369-
2009	1000	121020	INR	M	1,100.00-	1,100.00-	INR	5-
2009	1000	121020	INR	PAA	119,300.00-	119,300.00-	INR	20-
2009	1000	121020	INR	TO	1,600.00-	1,600.00-	INR	1-
2009	1000	121030	INR	EA	413,704.00-	413,704.00-	INR	5,800-
2009	1000	121030	INR	G	52,500.00-	52,500.00-	INR	750,000-
2009	1000	121040	INR		233,647.91	233,647.91	INR	
2009	1000	121040	INR	EA	1,318,804.36-	1,318,804.36-	INR	522-
2009	1000	121050	INR	EA	121,288.40-	121,288.40-	INR	3-
2009	1000	121060	INR		16,920,939.51	16,920,939.51	INR	
2009	1000	121060	INR	EA	52,447,551.81-	52,447,551.81-	INR	223,567-
2009	1000	121060	INR	G	186,000.00-	186,000.00-	INR	1,500,000-
2009	1000	121060	INR	GM	1,890,017.00-	1,890,017.00-	INR	9,110,000-

### Display of retained earnings accounts

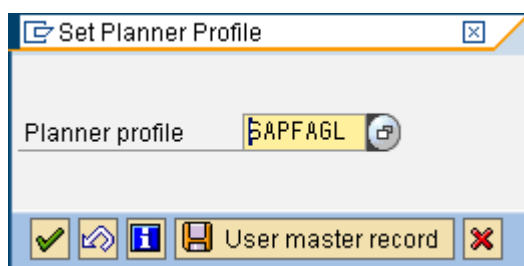
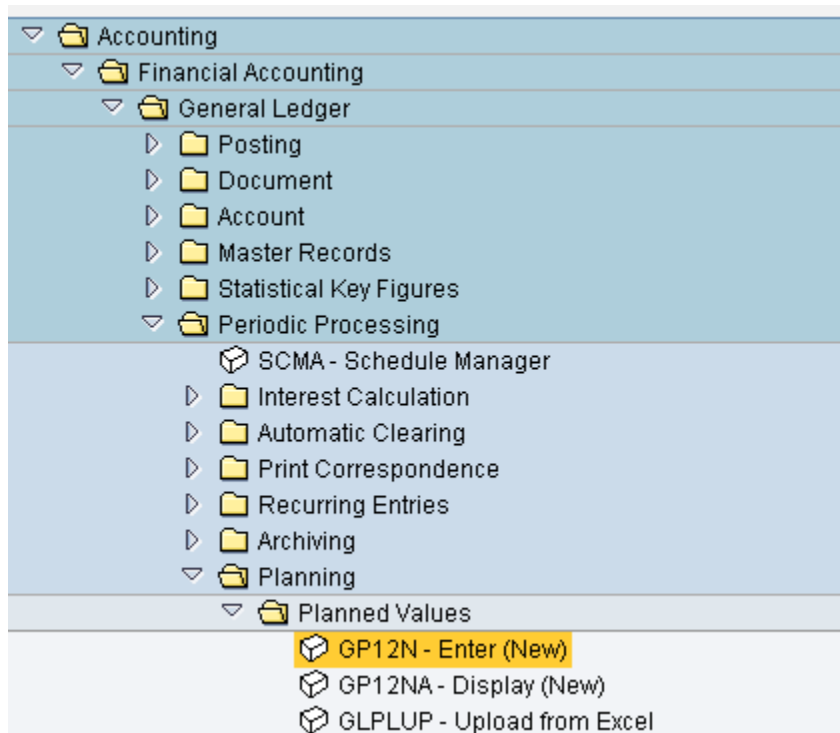
Display of retained earnings accounts

Year	CoCd	Account	Crcy	BUn	Trans. cur.	Co. cd. curr	Crcy2	Quantity
2009	1000	100200	INR		144,979,051.23	144,979,051.23	INR	
*			INR		144,979,051.23	144,979,051.23	INR	

## Chapter -17

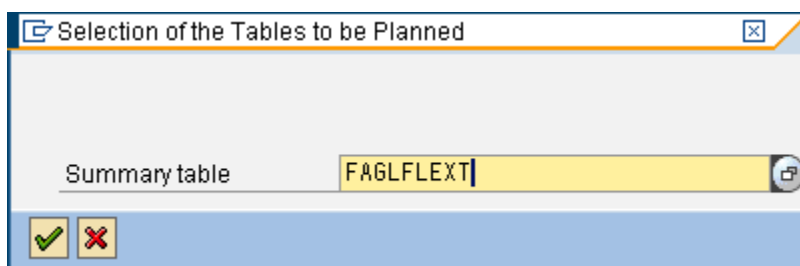
### Planning

#### Planning At profit centre level (GP12N)



Provide the planner profile as SAPFAGL

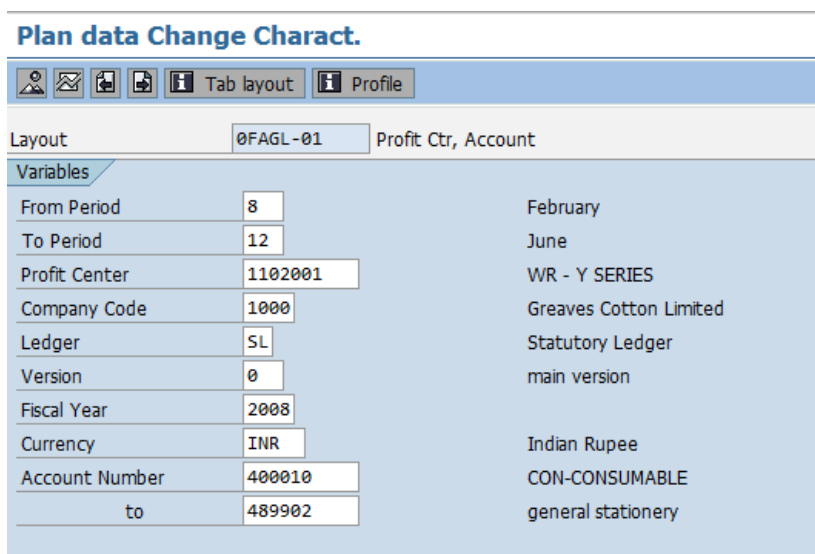
Press enter



Provide the summary table FAGLFLEXT

Press enter

Following Screen Appears .



Plan data Change Charact.		
Layout	ØFAGL-01	Profit Ctr, Account
<b>Variables</b>		
From Period	8	February
To Period	12	June
Profit Center	1102001	WR - Y SERIES
Company Code	1000	Greaves Cotton Limited
Ledger	SL	Statutory Ledger
Version	0	main version
Fiscal Year	2008	
Currency	INR	Indian Rupee
Account Number	400010	CON-CONSUMABLE
	to	489902
		general stationery

There are six Layouts for maintaining planning Data

**Give from Period and To Period –**

For the period for which we want to plan for the Company.

**Profit Centre –**

Mention the Profit Centre we are planning for.

**Company Code –**

Mention the Company Code

**Ledger -**

The Planning can be done one Ledger wise at a time we will be doing Planning for SL in general.

**Financial Year -**

Mention the Year of Planning

**Currency -**

It will be Always the Company Currency (INR)

**Account Number – to**

Mention the Range of GL A/c for which Planning is to be done.

### Form-Based Entry

Indicator showing whether the current planning session is performed with "Layout planning" (indicator is activated).

- If we activate the "Form-based planning" indicator, **all objects** with valid master data are displayed, regardless of whether the objects have been already planned or not. The same structure of characteristic values is displayed in each planning session.
- If we do not activate the indicator, **only objects already planned** are shown. We can plan new characteristics here if we wish and insert them in the rows.


### Free Entry of Unplanned Records




## FI- CO End User Training Module

Indicator showing whether the planning transaction in the "Free entry" mode was carried out (active indicator).

- In "Free entry" mode **only those characteristic values for which plan data already exists in the databank** will be displayed. New characteristic values can be entered here and inserted in the rows. As a rule, all characteristic values are shown in the header area.  
In CO-PA, all characteristics with an interval or a \* in the selection conditions also display only the planned characteristic values in the header, in order to keep the processing load on the SAP System low.
- In "Form-based entry" mode, **all characteristic values with valid master data** for characteristics will be displayed in the rows. No new characteristic values can then be entered here.

For view the lay outs for input values . Use layout 0FAGL-01 for profit center planning and use layout 0FAGL-06 cost center planning.

Provide the values as shown above and click on overview button .

### Plan data Change Cumulative Vals

Posting period	8	To	12
Profit Center	1102001	WR - Y SERIES	
Company Code	1000	Greaves Cotton Limited	
Ledger	SL	Statutory Ledger	
Record Type	1	Plan	
Version	0	main version	
Fiscal Year	2008		
Currency	INR	Indian Rupee	

Account N...	Text	Trans. Currency	Dist..	Unit	Local Currency	Unit
452001	Repairs P&M		0	INR	0.00	INR
462000	Travelling Exp	400,000.00	0	INR	400,000.00	INR
464010	FRIGHT OUT WARD	625,000.00	0	INR	625,000.00	INR
466001	GARDENING EXPENSES	100,000.00	0	INR	100,000.00	INR
466002	PRINTING & STATIONAR	900,000.00	0	INR	900,000.00	INR
466003	LUNCH & CONVEYANCE	100,000.00	0	INR	100,000.00	INR
468901	TELE	4,000.00	0	INR	4,000.00	INR
471901	iso audit	625,000.00	0	INR	625,000.00	INR
472010	Bank charges	225,000.00	0	INR	225,000.00	INR
480010	Direct Capitalizatio		0	INR	0.00	INR
480020	EXCHANGE LOSS/GAIN	4,000.00	0	INR	4,000.00	INR
489902	stationery	5,290.00	0	INR	5,290.00	INR
*Account N	Total	2,988,290.00			2,988,290.00	

Position...

Provide the plan values as shown above

Save.

Distribution key 1 for equal distribution and Distribution key 2 for respective period only and 0 for Manual Distribution .

## FI- CO End User Training Module



Now we can distribute the Expenses month wise. Select the account head and click on the icon on the top of the screen. Now we can provide the Expenses month wise equally distributed or manually distributed as shown below.

### Plan data Change Period Values

Pe...	Text	Trans. Currency	Unit	Local Currency	Unit
8	FEB	40,000.00	INR	40,000.00	INR
9	MAR	120,000.00	INR	120,000.00	INR
10	APR	60,000.00	INR	60,000.00	INR
11	MAY	100,000.00	INR	100,000.00	INR
12	JUN	80,000.00	INR	80,000.00	INR
*Pe		400,000.00		400,000.00	

### Uploading Plan Data from Excel Sheet (GLPLUP)

#### Flexible upload

Import single file  
 Import file directory

Path or file

File descriptions

**Decimal notation**

1.234.567,89  
 1,234,567.89

**Separator in CSV files**

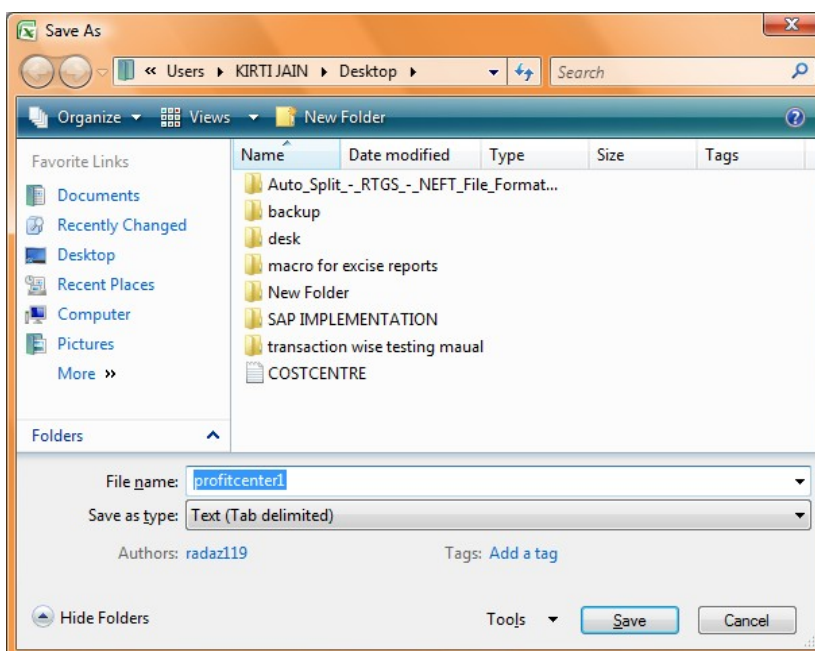
;  
 ,

In TXT files, TAB is expected as separator

## FI- CO End User Training Module

Posting period	9	To	9
Profit Center	1102007		
Company Code	1000		
Ledger	0L		
Record Type	1		
Version	0		
Fiscal Year	2008		
Currency	INR		
Account Number		Trans. Currency	
210010		100000	
210020		200000	
210030		300000	
210040		400000	
210050		500000	
210060		600000	
210070		700000	
210080		800000	
210090		900000	

The Data has to be created in Excel and it can be only uploaded in the Text( Tab delimited) format. You can create this format by saving the



profitcenter1.txt

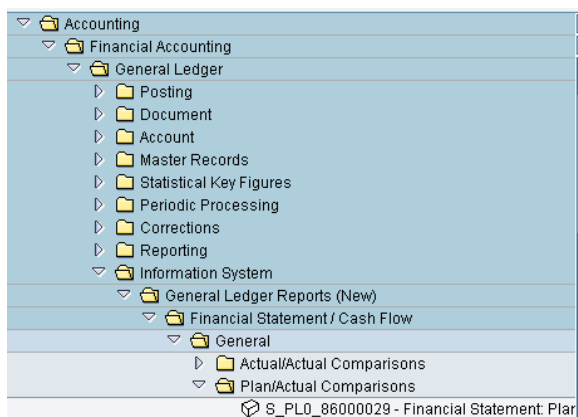
## FI- CO End User Training Module



For view the report

Go with T.Code: S\_PL0\_8600029

Or following navigation



General Selections		
Currency Type	10	to
Company Code		to
Account Number		to
Business Area		to
Functional Area		to
Cost Center		to
Sender cost ctr		to
Profit Center	191000	to
Currency		to
Business Trans.		to
Transactn Type		to
Base Unit		to
Ref. Transactn		to
Logical system		to
Cost Element		to
CO Area		to
Segment		to

Trading Partner		to
Partner Segment		to
Debit/Credit		to
Stat. key fig.		to

Report selections	
Ledger	0L
FIS Annual Rep.Struc	INT
Plan Version	0
Fiscal year	2008
From period	8
To period	8

Leading / TAX Ledger: Financial Statement  
MAIN VERSION: 2008

Parameters for Special Evaluations	
<input type="checkbox"/>	Alternative Account Number

Provide the values as shown above and click on execute button.

## Chapter -18

### Travel Management

SAP Travel Management supports all processes involved in handling business trips. Its comprehensive functionality is integrated with settlement, taxation, and payment processes. Travel Management enables us to request, plan, and book trips, create travel expense reports, and transfer expense data to other functional areas.

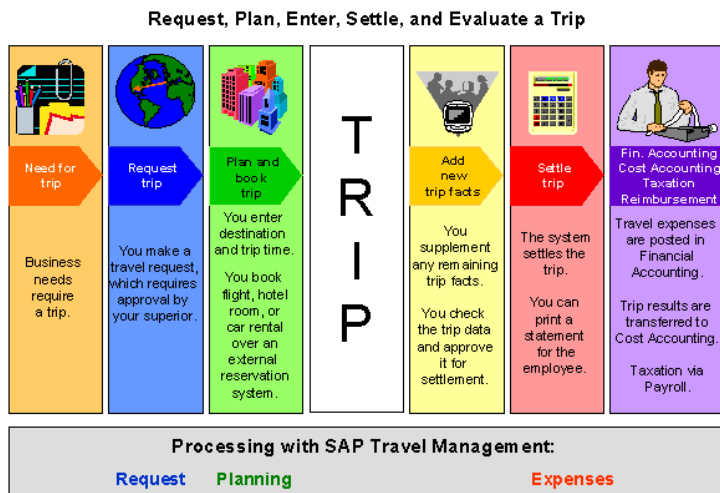
#### Overall Process of Travel Management

##### Purpose

The goal of this process is the complete, integrated management of all processes involved in a business trip and the travel expenses incurred. The process includes the entire procedure of requesting and planning a trip, accounting the travel expenses and the correct taxation in Payroll Accounting (HR), correct posting of the travel expenses in Financial Accounting (FI), and clearing in Controlling (CO) or Funds Management (FI-FM) according to the allocation-by-cause principle.

##### Process Flow

The overall process can last a relatively long time, with the actual trip representing the focal point in this process. The following gives an example of the process flow in decentralized organization in which the traveler represents the central figure. Other forms of organization are, of course, also conceivable.



#### Travel Request

1. The traveler uses the SAP system to submit a travel request to his or her manager. The travel request supplies the superior with information such as the date, destination, and purpose of the trip, the transportation and accommodations required, the requested advance and the estimated costs for the trip.

2. The manager can approve the request, send it back for corrections, or reject it.

3. If an advance is requested and approved, there are the following options for payment:

- Cash payment by cash office
- Check
- Bank transfer to the employee's bank account (via DME)

## FI- CO End User Training Module

- ☑ Forwarding of the amounts for payment to financial accounting

The paid amounts in the first three cases are, however, also forwarded for posting to financial accounting.

### Travel Planning

4. After a travel request has been approved, the traveler determines the available travel services (flight, hotel, car rental; in Germany also: train) in a **travel plan** and books them online in the SAP system. The reservation is made in an external reservation system that must be connected to the SAP system. When the services are selected and booked, the system checks to make sure they comply with the company's travel policies as defined in Customizing for Travel Management. It also applies any existing company-specific rates and rebate agreements.

5. When the traveler has recorded the travel plan, the booking code (PNR) is entered in the processing queue of the travel agency. The travel agency checks the correctness and consistency of the booking.

6. If changes are made to the booking outside the SAP system, they are transferred to the SAP system in a synchronization process.

7. The travel plan is also transferred to the appropriate manager for approval. As soon as the manager has approved the travel plan, the travel agency can issue the ticket and the trip documents and send them to the traveler.

### Travel Expense Report

8. After the trip has been taken, the traveler completes his or her travel expense report, including all necessary data and documents. The system applies all statutory and company-specific specifications stored in Customizing and checks the consistency of the entries against these specifications.

9. The expenses department checks the travel expense report and the original documents and receipts. Now the travel expense report is sent to the manager for approval, who can then release it for settlement.

10. As soon as the trip is approved, it is settled in the SAP system: On the basis of the trip provisions set for the relevant traveler, the system determines the travel expense results, especially the amount for reimbursement. To determine the reimbursement amount, you can choose between per diem/flat rate reimbursement and reimbursement according to individual receipts for meals, accommodations and travel costs; for all other categories, reimbursement on the basis of individual receipts must be used.

11. The travel expense results are prepared to suit the method of payment chosen and made available to the corresponding components (Financial Accounting, Payroll Accounting, Controlling Funds Management) with the appropriate additional information.

12. The payment of reimbursement amounts can now take place as follows:

- By check
- Through payroll accounting
- Through financial accounting
- By bank transfer to the employee's bank account (via DME)

The travel expense results are always transferred for posting to Financial Accounting. The amounts are transferred from Financial Accounting to Controlling.

13. The traveler receives a travel expense statement with the relevant trip data and the accounting results.

### Result

A single, complete record of the data of a business trip exists in the SAP system. The travel planning data was recorded in the system for approval or reservation purposes. The documents were issued on the basis of the reserved travel services.

## FI- CO End User Training Module

The SAP system has settled the travel expenses incurred by the trip and forwarded them for further processing in Financial Accounting, Controlling, Funds Management and (if necessary) Payroll Accounting.

### Creating a Travel Request

#### Procedure

From the SAP Easy Access menu you create a travel request as follows:

1. Choose Accounting  Financial Accounting  Travel Management  Travel Manager  Create a Travel Request.
2. Enter the general trip data as required.

The following areas are options (you can expand the data entry areas by choosing  (Expand)):

- i. Add. Destinations: Enter the destinations of any additional trip segments that follow the first destination.
- ii. Trip Advance: If you require a trip advance, enter this here. The advance amount is converted into the expense amount directly. The entry for the required advance is used as information for approval of the travel request at a later date and forms the basis for the payment.
- iii. Alternative Cost Assignment for Entire Trip, if Different to Master CA: Here you can assign 100% of the costs for the entire trip to one account assignment object that is different to the one specified in the travel expense assignment guidelines.

The system adjusts the second (and if necessary also the third) field according to the account assignment object type: Field length, F4 input help, and F1 help. In the second (and if necessary the third) field, enter the account assignment object values.

- iv. Comments: In this user-defined text field, you can enter any additional comments for the trip. This can also provide important additional information for the approving manager.
3. Expand the Request Transportation/Accommodation area by choosing  (Expand).
  4. In the overview table, where the trip destinations you specified in the previous section have been entered automatically, you can request the required travel services by clicking the pushbutton for the appropriate service.

Alternatively, you can select the line of the location you want to edit and expand the data area of the corresponding travel service underneath the overview table directly.

5. In the data area that appears, enter the required data and choose Copy, with Quick info Copy to Request.
6. To save your completed travel request, choose Save.

From here you can also use the Overview button with Quick info Overview of Trip (F5), to go to an overview of your booking information, or you can have your trip approved by choosing Approve with Quick info Approve (F8).

## FI- CO End User Training Module

### Sending a Travel Request

#### Use

Once you have saved a travel request, you can send it to your superior for approval via the SAP Communications Interface. If an approval of business trips is not required at your enterprise, you can use the travel request as a travel plan model and send it to the person responsible for booking the requested flights, hotels or car rentals.

#### Procedure

1. In the Travel Management menu, choose Travel Manager.
2. Select the travel request from the overview area and choose **Change**.
3. Choose **Send**.

An overview of your trip data appears.

4. Choose **Send**.
5. Enter the recipient and choose **Send again**.

#### Result

The travel request was sent.

The recipient can then approve the travel request or book the travel services.

### Approving a Travel Request

#### Use

You can approve travel requests individually using the Travel Manager.

So that an automatic transfer of the requested trip advance can be made via FI, the appropriate travel request must have been approved.

#### Prerequisites

In order to approve travel requests you require a special authorization. The setting for this authorization is made in the authorization concept of the role assigned to you.

In the standard delivery the approving manager (SAP\_FI\_TV\_MANAGER\_GENERIC) role has this authorization.

You can edit the roles from the SAP Easy Access menu via Tools **Administration** **User maintenance** **Roles**.

#### Procedure

1. From the Travel Management menu, call up the Travel Manager.



## FI- CO End User Training Module

2. Choose List of all Trips.
3. Select the travel request to be approved, and choose Change.
4. Choose Approve.

### To approve travel requests using the approval program, proceed as follows:

1. In the menu, choose Travel Management  Travel Expenses  Periodical processing  Approve trips.
2. On the tab page Status, enter in the Approval status field the value 1 (Request entered) as selection criteria.
3. To execute the program, choose .
4. Select all the trips to be approved.
5. Choose .

For more information about all the functions of the approval program for trips, see the SAP Library under Travel Management  Travel expenses  Approve trips  Approval program.

## Result

Once the object Travel request from the Travel Manager has been approved the status of the corresponding travel expense report for a trip also changes to Request approved / to be settled. The person responsible for processing the request (can also be the traveler) can see from the overview of the trips that the request has been approved and can then carry out the appropriate travel planning or travel expense statement.

If advances have been requested for a trip, the transfer via Financial Accounting (FI) can now be made.

## Mass approval

You can approve a large number of travel requests using the approval program for trips. This type of travel request approval refers to the status Request approved/to be settled for the object travel expense report and not to the object travel request in the Travel Manager

## Chapter -19

### Investment Accounting

We are planning to go through Assets Accounting Module for Investment Accounting

#### Create Mutual Fund Master(AS01)

Put quality as 1 unit of measure EA

Asset values

Asset: 30000025 0      hdfc mutual fund  
 Class: 3000      PLANT & EQUIPMENT      Company Code: 1000

General    Time-dependent    Allocations    Origin    Leasing    Deprec. Areas

General data

Description: hdfc mutual fund

Asset main no. text: hdfc mutual fund

Acct determination: 3000 PLANT & EQUIPMENT

Serial number:

Inventory number:

Quantity: 1    ea

Manage historically

Asset: 30000025 0      hdfc mutual fund  
 Class: 3000      PLANT & EQUIPMENT      Company Code: 1000

General    Time-dependent    Allocations    Origin    Leasing    Deprec. Areas

Valuation

A	Depreciation area	DKey	UseLife	Prd	ODep Start	Group
01	Book deprec.	0000				
15	Tax bal.sht.	0000				<input type="checkbox"/>

#### Investment procurement(F-90)

## FI- CO End User Training Module

- Accounting
  - Financial Accounting
    - General Ledger
    - Accounts Receivable
    - Accounts Payable
    - Banks
    - Fixed Assets
      - Posting
        - Acquisition
          - External Acquisition
            - F-90 - With Vendor**
            - ABZON - Acquis. w/Autom. Offsetting Entry
            - F-91 - Clearing Offsetting Entry
            - ABZP - From Affiliated Company

Document Date	20.11.2008	Type	KR	Company Code	1000
Posting Date	20.11.2008	Period	8	Currency/Rate	INR
Document Number		Translatn Date			
Reference		Cross-CC no.			
Doc.Header Text					
Trading part.BA					

First line item

PstKy 50 Account 240092 @L Ind TType

G/L Account	240092	HDFC OUTFLOW HO
Company Code	1000	Greaves Cotton Limited

Item 1 / Credit entry / 50

Amount 100000 INR  Calculate tax

Business Place

Profit Center

Value date 20.11.2008

Assignment

Text

Next Line Item

PstKy 70 Account 30000025-0 SGL Ind TType 100 @lew co.code

## FI- CO End User Training Module

**Display Document: Line Item 002**

Additional Data

G/L Account: 200040 PLANT & EQUIPMENT  
 Company Code 1000 Greaves Cotton Limited Doc. no. 810000172  
 Asset 30000025 0 hdfc mutual fund

Line Item 2 / Debit asset / 70 External asset acqui / 100  
 Amount 100,000.00 INR  
 W/o cash disc.  
 Bus. place/sectn /

Additional Data

AsstVal date 20.11.2008  
 Quantity 99 EA  
 Asset 30000025 0  
 Cost Center Order  
 Material Plant **More**  
 Assignment  
 Text **Long text**

Put balance quantity in the above screen (1qty maintained in the master+99 from trasaction=100QTY)

Transaction type 100 for asset procurement.

### Sale of Investments

Asset retirement with revenue with customer

### Enter Customer Invoice: Add Customer item

More data Acct model Fast Data Entry Taxes Withholding tax

Customer TEST12345 test1 2345 G/L Acc 220010  
 Company Code 1000  
 Greaves Cotton Limited Mumbai

Item 1 / Invoice / 01  
 Amount 60000 INR  
 Calculate tax Bus. place/sectn /  
 Payt Terms 0001 Days/percent / /  
 Bline Date 20.11.2008 Disc. amount  
 Disc. base Invoice ref. / /  
 Pmnt Block Pmt Method  
 Assignment  
 Text **Long Texts**

Next line item  
 PstKy 50 Account 390000 SGL Ind TType 260 New co.code

Partial clearing go with transaction type 260

## FI- CO End User Training Module

G/L Account  ASSET SALE CLEARING  
 Company Code  Greaves Cotton Limited

**Item 2 / Credit entry / 50**  
 Amount  INR  Calculate tax  
 Business Place

Asset    
 Cost Center  Order   
 Material  Plant    
 Purchasing Doc.    
 Assignment  Quantity  ea  
 Text   Asst retirement

**Next Line Item**  
 PstKy  Account  SGL Ind  TType  New co.code

Press enter

**Create Asset Retirement**

Asset   
 Subnumber

**Posting entries**  
 Transaction Type   
 Asset value date   
 Complete retirement  
 Amount posted   
 Percentage rate   
 Quantity

**Display Document: Data Entry View**

**Data Entry View**  
 Document Number  Company Code  Fiscal Year   
 Document Date  Posting Date  Period   
 Reference  Cross-CC no.   
 Currency  Texts exist  Ledger Group

C...	Item	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	Segment
1000	1	01		TEST12345	test12345	60,000.00	INR				
	2	50		390000	ASSET SALE CLEARING	60,000.00-	INR				
	3	75		200040	000030000025 0000	50,000.00-	INR			1187001	1123000
	4	40		390000	ASSET SALE CLEARING	60,000.00	INR			1187001	1123000
	5	50		380000	P/L ON ASSET SALE	10,000.00-	INR			1187001	1123000

## Chapter-20

### Tips & Tricks for effective usage of SAP

#### Copy & Paste Data of SAP Screen

In general “ Ctrl+c” is used for copying any cell or data and “ Ctrl+V” is used for pasting cell at the desired location .

But many times ay the SAP screen “ Ctrl+c” does not works . So we can use “ Ctrl+Y” and + sign appears in place of Cursor of the Mouse and then we can select the specified Data and then paste at the desired location.

#### Table Settings

Use this function to change the settings of a table control. You can change the width and position of a column (using drag and drop). You can save the display at any time as a variant by entering a name and choosing 'Create'.

You can use any variant as your personal 'default setting' for the transaction, or call it just for the current transaction. ('Current setting'). The default setting applies from the next time you call the transaction. Choose the required variants from teh list boxes. If the list box only contains the entry 'Basic setting', you must first create a display variant. You can also define a new variant as the default when you create it by selecting the corresponding checkbox. The display defined in the application program ("Basic setting") can always be used as the default or current setting.

The 'Delete' function allows you to delete any display variant that you have already created.


Step by step instructions:

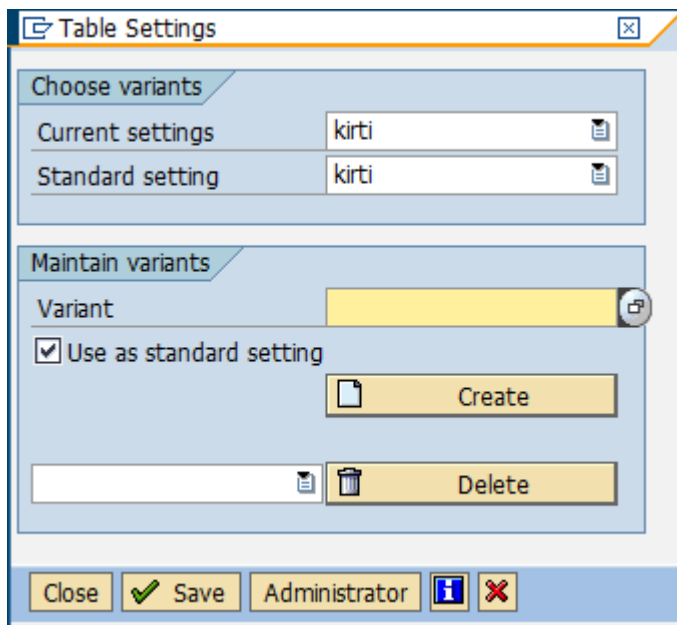
- o Configure the table control as you want it.
- o Click the settings button at the top of the table control.
- o Enter a name and choose "Create".
- o If you want this variant to appear whenever the table control appears, set the "Use as default setting" option.
  
- o Choose "Copy" to close the dialog box.
- o If you want to change how existing variants are used, or want to reactivate the basic setting, choose the corresponding settings from the list boxes and choose 'Copy' to close the dialog box..

#### Notes

## FI- CO End User Training Module

As well as user-specific variants, there are also System variants, which are visible to all users in the current client (although user-defined variants, where they exist, override system variants). You can edit them using the 'Administrator' function (see the help on the relevant screen).

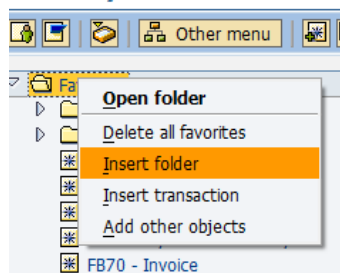
Click on  on any grid application



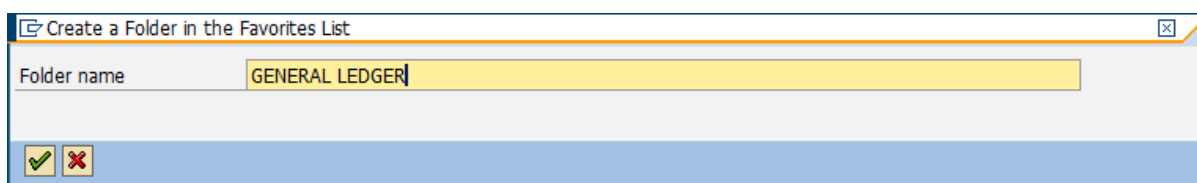
### Creating your Own Favourite menu

Whatever transaction we use often we can put those transactions in the favourite menu at the Top. We have to select the desired T.Code and with the single click on the T.code drag the T.code to the Favourite folder and drop on the folder.

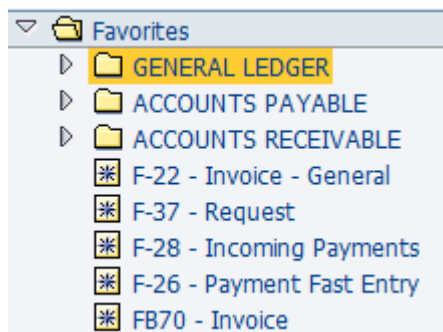
Creation of Folders : RIGHT CLICK favourites and select Insert Folder



Following Pop up will appear. Give the Desired folder Name and Save.



## FI- CO End User Training Module



A demo can be viewed by clicking on the [menu.wmv](#) icon.

### Reduction of Repetitive work

If we have to Execute a report in general for getting the Exact Output we have to fill up many criteria which we require to execute frequently`

#### Selection: G/L Account - Balances

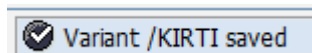
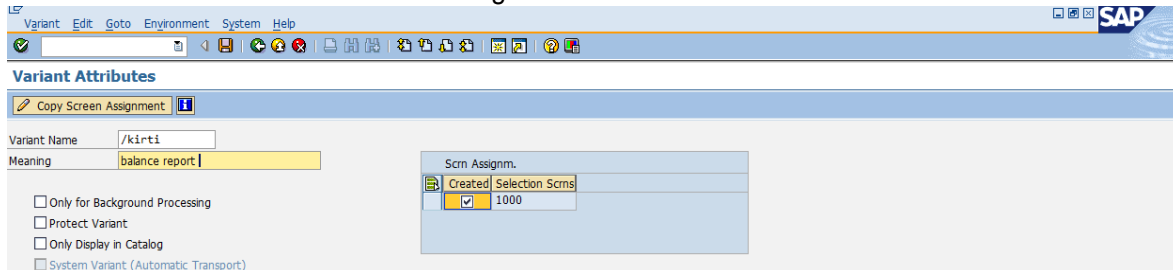
General Selections			
Currency Type	10	to	
Company Code	1000	to	
Account Number	100200	to	500020
Business Area	0001	to	
Functional Area		to	
Cost Center		to	
Sender cost ctr		to	
Profit Center	1204035	to	
Currency	INR	to	
Business Trans.		to	
Transactn Type		to	
Base Unit		to	
Report selections			
Ledger	SL	Statutory Ledger	
Fiscal year	2008	2008	
From period	1	July	
To period	16	Special period 4	
Parameters for Special Evaluations			
<input type="checkbox"/> Alternative Account Number			
Output type			
<input type="radio"/> Graphical report output			
<input checked="" type="radio"/> Classic drilldown report			
<input type="radio"/> Object list (more than one lead column)			



## FI- CO End User Training Module

Click on Save button  another screen appears  
We can provide the Variant Name and save the same .

Note : the Name should be saved starting with / and the name




So the next time when we run the same report all the fields which were saved, will come prefilled and we can execute the report for the updated information.

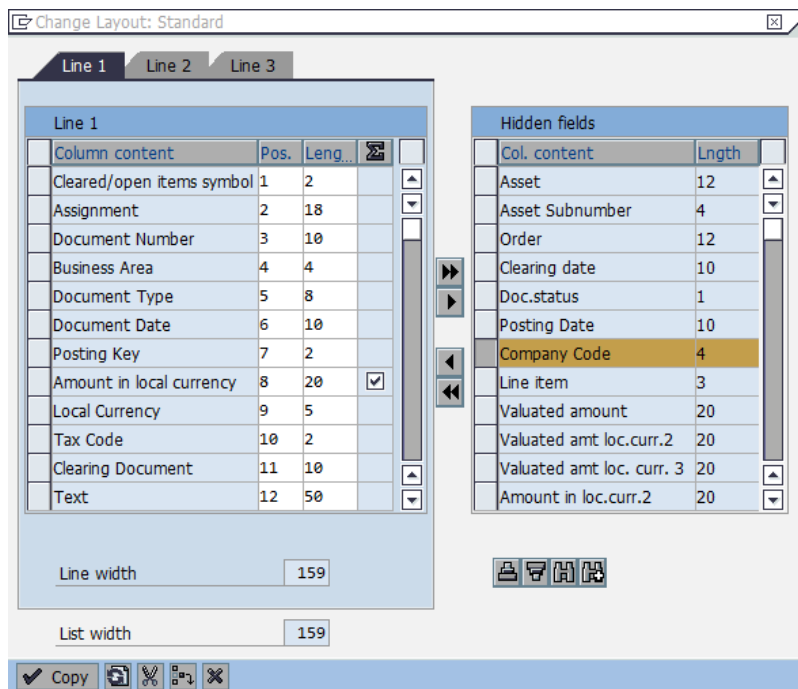
### Changing Layout of a Report


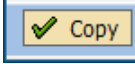


If in any report we find the above tool bar we can change layout of the reports as per our requirement with the selected fields.

Click on  ( Change Layout) and following pop up screen appears . we can select the fields as per our requirement

## FI- CO End User Training Module

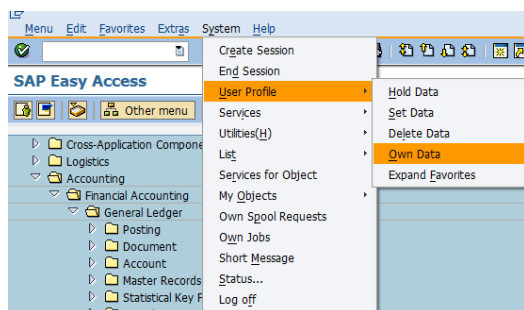


We can select the Col. Content and click  on the suitable tab to move or delete from the layout and click on 

The New format will be applicable and the out will be in the new format.

### Setting up the Printer for Each User ID

Go to “Systems” on the main screen select “User Profile” then select “Own Data”



## FI- CO End User Training Module

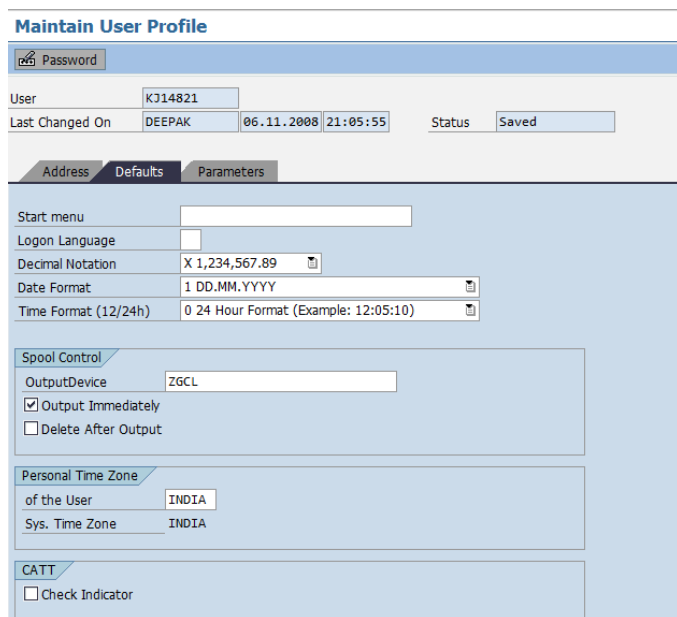
Go to the “Details tab”

Spool Control –

Provide the Output Device as ZGCL for laser printers.

Select  Output immediately for the direct printout, else the print out will go to spool and we have to take the print out separately.

If we want to delete spool  “Delete after Output”



**Maintain User Profile**

Password

User: KJ14821  
Last Changed On: DEEPAK 06.11.2008 21:05:55 Status: Saved

Address Defaults Parameters

Start menu:   
Logon Language:   
Decimal Notation: X 1,234,567.89  
Date Format: 1 DD.MM.YYYY  
Time Format (12/24h): 0 24 Hour Format (Example: 12:05:10)

**Spool Control**

OutputDevice: ZGCL  
 Output Immediately  
 Delete After Output

**Personal Time Zone**

of the User: INDIA  
Sys. Time Zone: INDIA

**CATT**

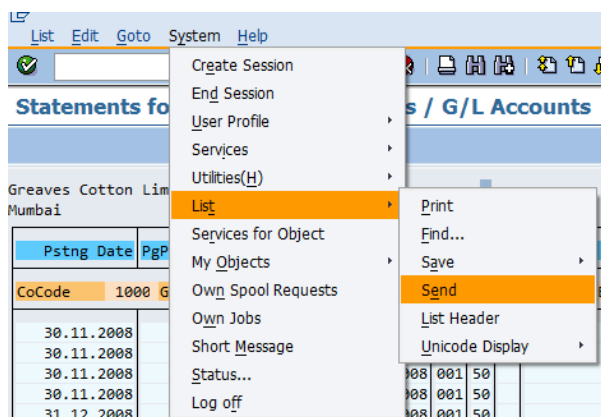
Check Indicator

And save.

### Sending Mail from the SAP System

If we require to send any report directly from SAP to external email ID, or to any other SAP user of the same company. We can send it through following way .

Go to System -> List -> Send



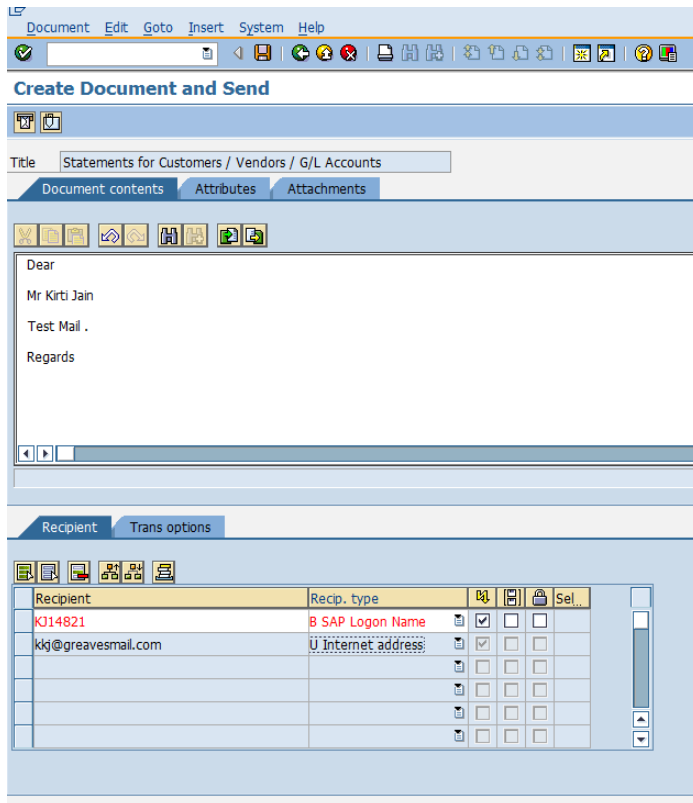
## FI- CO End User Training Module

Note : many a times send may appear at different places so we can search the same at navigating the top menu.

As we click on send the following screen appears

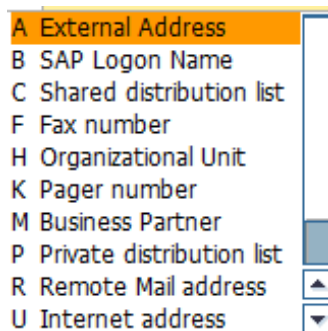
In the Document Contents we can write addressing letter.

And in the Recipient Tab we have to provide the Recipient Address and Recipient type to whom we send the mail.





We have following Types of Recipient for sending the mail.

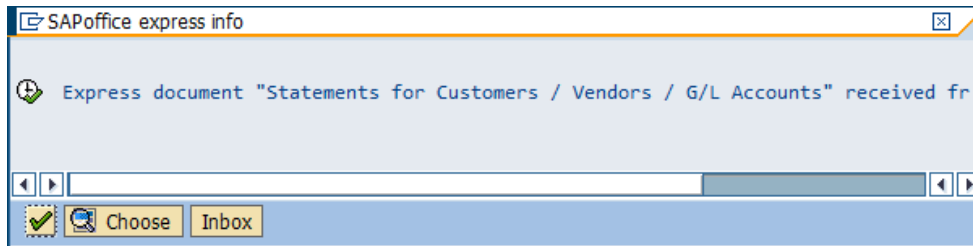
For sending internal mail from SAP to SAP we have to select B SAP Logon Name.  
And for sending on email we have to select U Internet Address




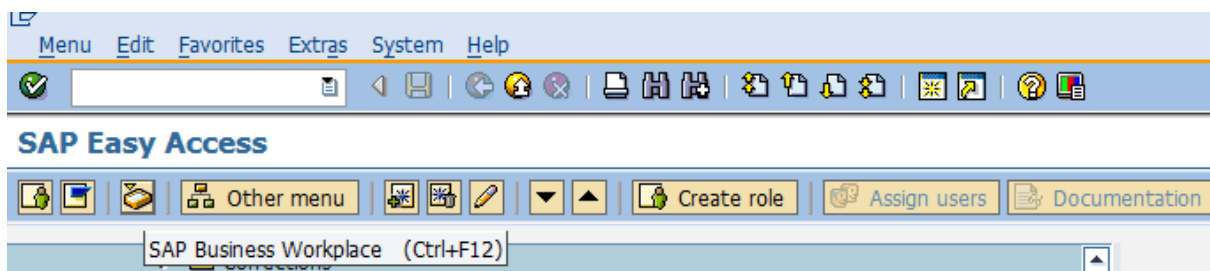
## FI- CO End User Training Module

After selecting the recipient click on Send button  or in case we are required to attach any external file of Word or Excel then click on attach  and select the file.

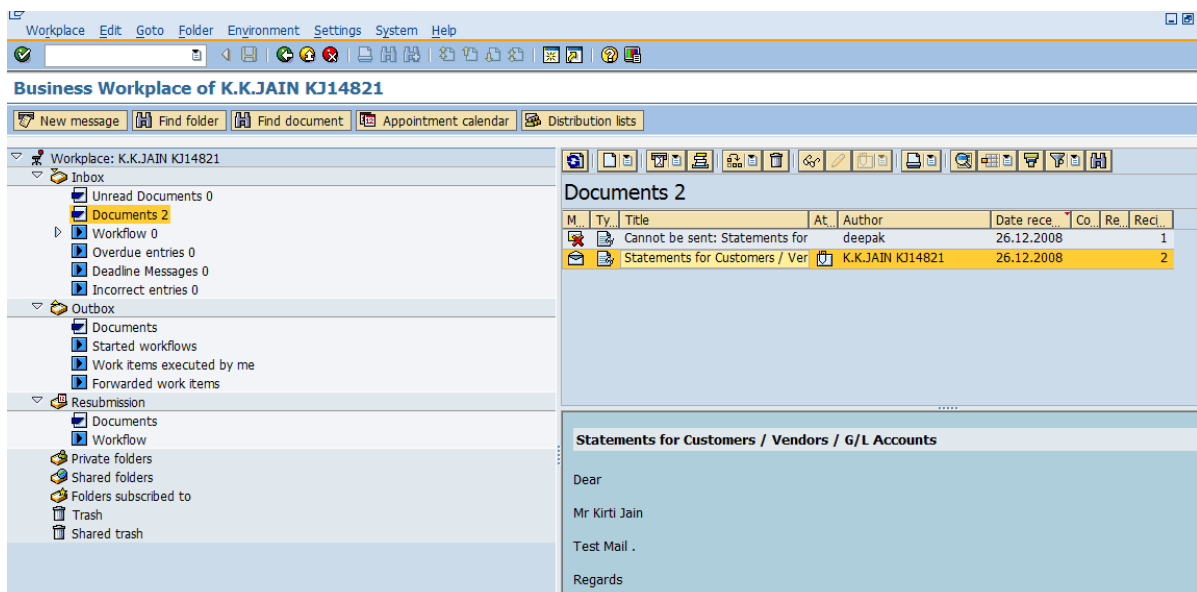
Once we send the file on the SAP ID the receiver will immediately receive a POP UP message as follows . he can click on the execute button the see the mails and the attachments .



Else – if the use is not online at that time then we can go to SAP Business Work Place. Click on the  icon or we can use T.Code “SBWP”



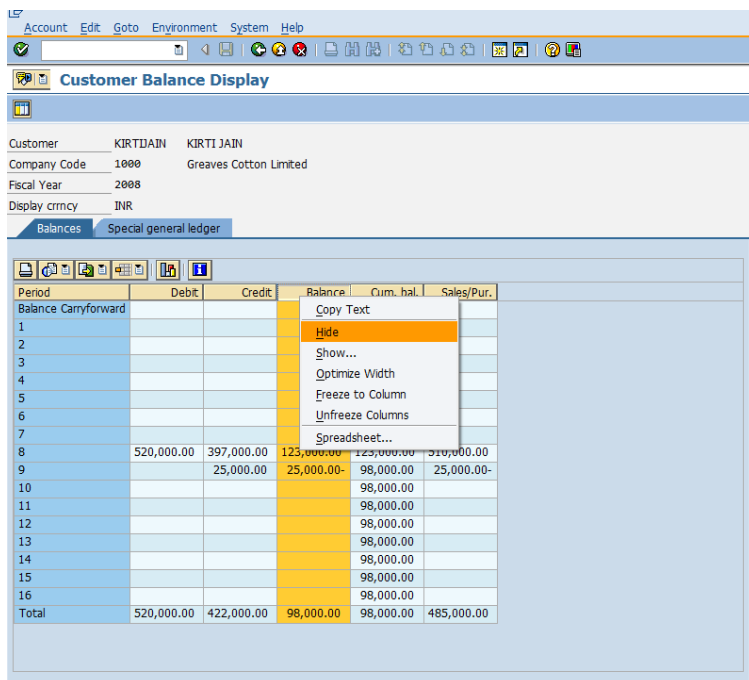
A New as Business Workplace Appears



Where we have Inbox / Outbox/ Resubmission Folders which can be used for Receiving/ Sending and creation mails and communications.

## FI- CO End User Training Module

From Inbox as normal mails you can see the mails and the attachments.



**Customer Balance Display**

Customer: KIRTIJAIN KIRTI JAIN  
 Company Code: 1000 Greaves Cotton Limited  
 Fiscal Year: 2008  
 Display crncy: INR

Balances Special general ledger

Period	Debit	Credit	Balance	Cum. bal.	Sales/Pur.
Balance Carryforward					
1					
2					
3					
4					
5					
6					
7					
8	520,000.00	397,000.00	123,000.00	123,000.00	510,000.00
9		25,000.00	25,000.00-	98,000.00	25,000.00-
10				98,000.00	
11				98,000.00	
12				98,000.00	
13				98,000.00	
14				98,000.00	
15				98,000.00	
16				98,000.00	
<b>Total</b>	<b>520,000.00</b>	<b>422,000.00</b>	<b>98,000.00</b>	<b>98,000.00</b>	<b>485,000.00</b>

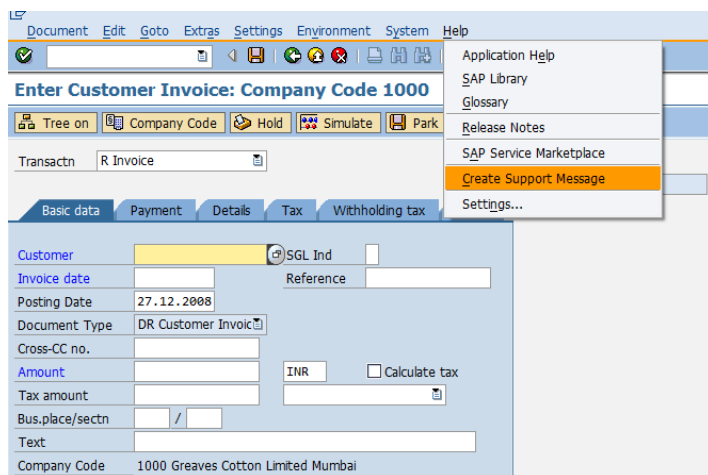
## Chapter-21

### Solution Manager

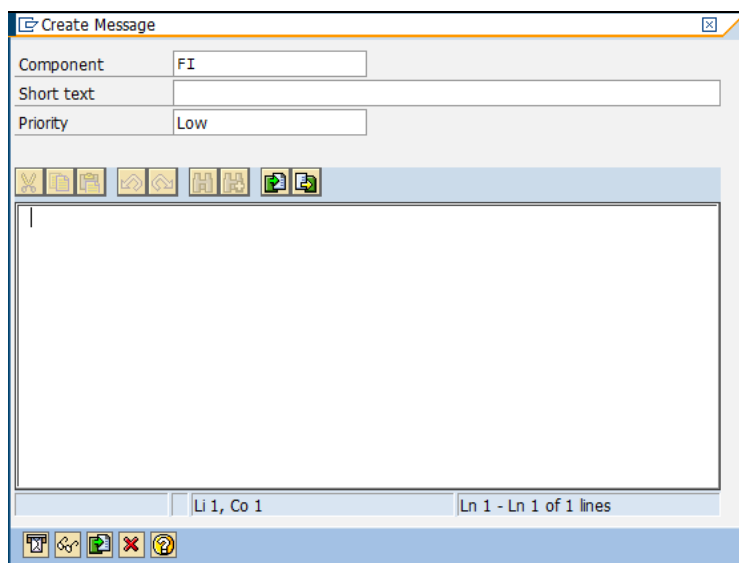
The SAP Solution Manager supports us throughout the entire life-cycle of our solutions, from the Business Blueprint to the configuration to production processing. It provides central access to tools, methods and preconfigured contents which we can use during evaluation, implementation and operational processing of our systems.

#### Logging a problem while working with SAP

Any where in SAP while working if we are facing problem we can go to help menu and select “Create Support Message”



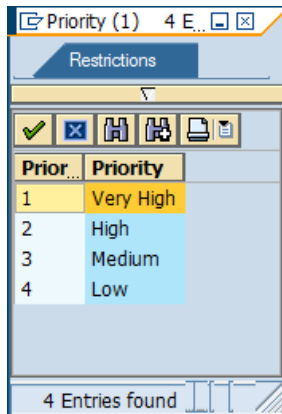
Following pop up screen appears



## FI- CO End User Training Module

In the Screen if we are creating the support message directly from the screen of Entry the Component Field comes automatically.

In the Short text we have to describe the nature of problem. And then the priority of the problem solving



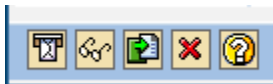
Priority indicate the hierarchy for solving the Issues .

If Low Priority then the problem will go to the Core Team Members

If Medium Priority the Problem Goes to HO team.

If High Priority The Problem is escalated to Consultants .

In case of Very High Priority The Problem will be sent to SAP

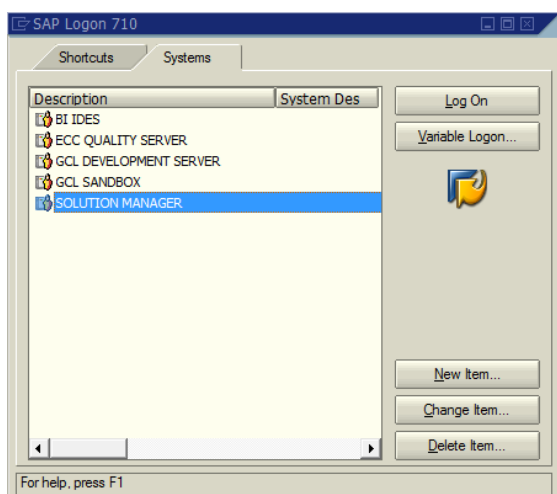


Click on Send . You can attach the external files also viz. Word File with Error Screen shots.

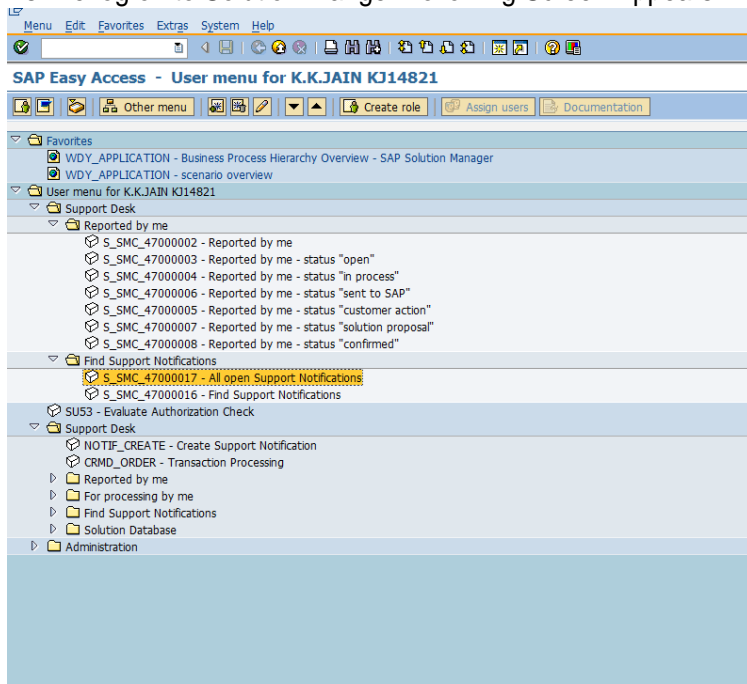
### Viewing the Issue Logs / Status /Solution / Confirmations

After Posting the Issue to the Solution manger. For Viewing these issues we have to logon to Solution Manager.





As we log on to Solution Manger Following Screen Appears




Click on “S\_SMC\_47000017 - All open Support Notifications” for viewing all issues logged on and their status.

## FI- CO End User Training Module

Monitor	Created On	Component	Priority	ID	User Status	Transaction Description	Pers.Resp.	Contact Person	Status SAP	SAPNet-Notif.Number
00	11.12.2008 10:50:55	FI	9	8000000423	In process	receipt matching		L. Chidambaram LC14823 /		
00	08.12.2008 10:27:27	POR-MM	4	8000000310	Proposed Solut	purchase order		DESHPANDE A.A. AAD167 /		
00	08.12.2008 10:29:46	QM-CA-MD		8000000311	New	CERTIFICATE PROFILE N		Sunil Karmakar SMK3158 /		
00	08.12.2008 11:04:37	QM		8000000319	Proposed Solut	execution		DEBANJAN BANERJEE DB4120 /		
00	08.12.2008 12:13:00			8000000335	New	test		Sunil Kolambkar STK123 /		
00	09.12.2008 14:35:46	QM		8000000367	Proposed Solut	T code for List of inspec		J.L .HATEKAR JLH6592 /		
00	10.12.2008 10:29:23	SD-SLS		8000000404	New	DR order - Sales area no		R.P. INAMDAR RP113094 /		
00	11.12.2008 10:52:14	AC-INT		8000000424	New	test		Rajagopalan RG2018 /		
00	11.12.2008 11:12:08	FI		8000000430	New	Customer Balance		S Sivanandan SS12750 /		
00	11.12.2008 11:50:29	TR		8000000436	Proposed Solut	auto payment not happ		L. Chidambaram LC14823 /		
00	12.12.2008 12:15:43	BC-CCM-PRN		8000000455	New	TDS Certificate in Form :		Rajagopalan RG2018 /		
00	12.12.2008 15:08:34	PP-MRP-BD		8000000470	Proposed Solut	make to order		SHRIKANT SGI159 /		
00	12.12.2008 16:10:27	LO-MD-MM		8000000471	New	ADS			New	
00	12.12.2008 16:10:51	LO-MD-MM		8000000472	In process	No Authorization for mm			New	
00	13.12.2008 16:27:35	SD-SLS		8000000523	New	Credit Memo		Rohit RS261981 /		
00	16.12.2008 10:29:30	CO-OM-OPA		8000000550	New	ONE MORE QUERY		V.Lagvankar, V.Lagvankar. /		
00	17.12.2008 16:15:38	SD-SLS		8000000562	New	For validation of order re		M.KOTHANDRAMAN MK12776 /		
00	19.12.2008 11:15:05	SD-SLS		8000000570	New	Customer Service Sales c		Thomas George TG14285 /		
00	19.12.2008 11:24:40	SD-SLS		8000000571	New	sales order creation for r		Thomas George TG14285 /		
00	19.12.2008 16:52:54	MM-IM		8000000574	In process	defective componets re	ROHAN /	Thomas George TG14285 /		
00	22.12.2008 13:45:24	LE-SHP		8000000582	New	cs delivery stage error		Thomas George TG14285 /		
00	22.12.2008 14:06:02	CS-SLS		8000000583	In process	zwarn_chk material cod		Thomas George TG14285 /		
00	22.12.2008 14:08:33	CS-SLS		8000000584	In process	same claim no with diffe		Thomas George TG14285 /		
00	22.12.2008 14:10:16	CS-SLS		8000000586	In process	dealer code entry provis		Thomas George TG14285 /		
00	22.12.2008 14:13:18	CS-SLS		8000000587	In process	zwarn_chk program scri		Thomas George TG14285 /		
00	22.12.2008 14:18:30	CS-SLS		8000000588	Proposed Solut	provision for loading old		Thomas George TG14285 /		
00	22.12.2008 14:22:09	CS-SLS		8000000589	In process	customer base warranty		Thomas George TG14285 /		
00	22.12.2008 14:23:26	CS-SLS		8000000590	Proposed Solut	foe order creation for wi		Thomas George TG14285 /		
00	22.12.2008 14:27:56	CS-SLS		8000000591	Proposed Solut	credit note and inspecti		Thomas George TG14285 /		
00	22.12.2008 14:29:06	CS-SLS		8000000592	New	provision for spareparts c		Thomas George TG14285 /		

For Shorting all the Finance / Any other Module Wise Issues select the SAP Component column .

And Click on Filter button  and provide the criteria of filtering

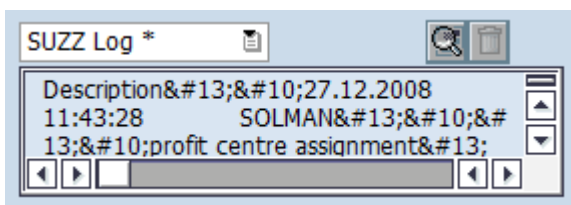
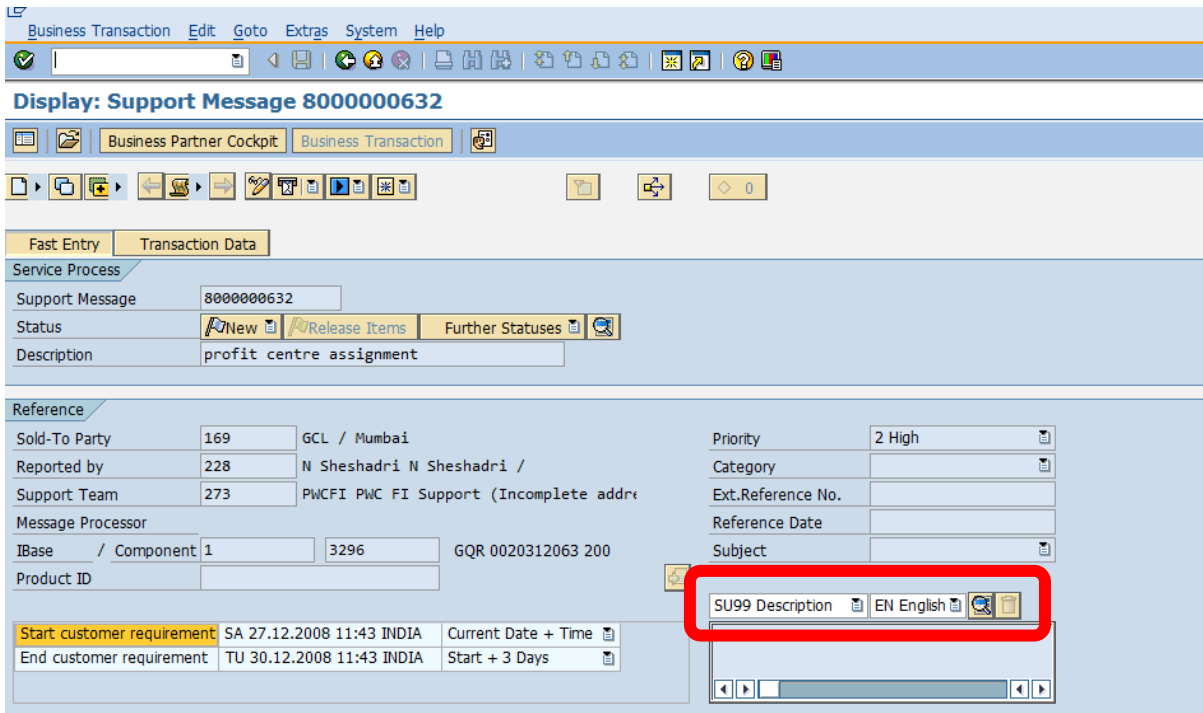
Monitor	Created On	SAP Component	Priority	ID	User Status	Transaction Description	Person Responsible	Contact Person	Status SAP	SAPNet-Notif.Number
00	11.12.2008 10:50:55	FI	9	8000000423	In process	receipt matching		L. Chidambaram LC14823 /		
00	08.12.2008 10:27:27	POR-MM	4	8000000310	Proposed Solut	purchase order		DESHPANDE A.A. AAD167 /		
00	08.12.2008 10:29:46	QM-CA-MD		8000000311	New	CERTIFICATE PROFILE N		Sunil Karmakar SMK3158 /		
00	08.12.2008 11:04:37	QM		8000000319	Proposed Solut	execution		DEBANJAN BANERJEE DB4120 /		
00	08.12.2008 12:13:00			8000000335	New	test		Sunil Kolambkar STK123 /		
00	09.12.2008 14:35:46	QM		8000000367	Proposed Solut	T code for List of inspec		J.L .HATEKAR JLH6592 /		
00	10.12.2008 10:29:23	SD-SLS		8000000404	New	DR order - Sales area no		R.P. INAMDAR RP113094 /		
00	11.12.2008 10:52:14	AC-INT		8000000424	New	test		Rajagopalan RG2018 /		
00	11.12.2008 11:12:08	FI		8000000430	New	Customer Balance		S Sivanandan SS12750 /		
00	11.12.2008 11:50:29	TR		8000000436	Proposed Solut	auto payment not happ		L. Chidambaram LC14823 /		
00	12.12.2008 12:15:43	BC-CCM-PRN		8000000455	New	TDS Certificate in Form :		Rajagopalan RG2018 /		
00	12.12.2008 15:08:34	PP-MRP-BD		8000000470	Proposed Solut	make to order		SHRIKANT SGI159 /		
00	12.12.2008 16:10:27	LO-MD-MM		8000000471	New	ADS			New	
00	12.12.2008 16:10:51	LO-MD-MM		8000000472	In process	No Authorization for mm			New	
00	13.12.2008 16:27:35	SD-SLS		8000000523	New	Credit Memo		Rohit RS261981 /		
00	16.12.2008 10:29:30	CO-OM-OPA		8000000550	New	ONE MORE QUERY		V.Lagvankar, V.Lagvankar. /		
00	17.12.2008 16:15:38	SD-SLS		8000000562	New	For validation of order re		M.KOTHANDRAMAN MK12776 /		
00	19.12.2008 11:15:05	SD-SLS		8000000570	New	Customer Service Sales c		Thomas George TG14285 /		
00	19.12.2008 11:24:40	SD-SLS		8000000571	New	sales order creation for r		Thomas George TG14285 /		
00	19.12.2008 16:52:54	MM-IM		8000000574	In process	defective componets re	ROHAN /	Thomas George TG14285 /		
00	22.12.2008 13:45:24	LE-SHP		8000000582	New	cs delivery stage error		Thomas George TG14285 /		
00	22.12.2008 14:06:02	CS-SLS		8000000583	In process	zwarn_chk material cod		Thomas George TG14285 /		
00	22.12.2008 14:08:33	CS-SLS		8000000584	In process	same claim no with diffe		Thomas George TG14285 /		
00	22.12.2008 14:10:16	CS-SLS		8000000586	In process	dealer code entry provis		Thomas George TG14285 /		
00	22.12.2008 14:13:18	CS-SLS		8000000587	In process	zwarn_chk program scri		Thomas George TG14285 /		
00	22.12.2008 14:18:30	CS-SLS		8000000588	Proposed Solut	provision for loading old		Thomas George TG14285 /		
00	22.12.2008 14:22:09	CS-SLS		8000000589	In process	customer base warranty		Thomas George TG14285 /		
00	22.12.2008 14:23:26	CS-SLS		8000000590	Proposed Solut	foe order creation for wi		Thomas George TG14285 /		
00	22.12.2008 14:27:56	CS-SLS		8000000591	Proposed Solut	credit note and inspecti		Thomas George TG14285 /		
00	22.12.2008 14:29:06	CS-SLS		8000000592	New	provision for spareparts c		Thomas George TG14285 /		

And click on  to get filtered data

Monitor	Created On	SAP Component	Priority	ID	User Status	Transaction Description	Person Responsible	Contact Person	Status SAP	SAPNet-Notif.Number
00	11.12.2008 10:50:55	FI	9	8000000423	In process	receipt matching		L. Chidambaram LC14823 /		
00	11.12.2008 11:12:08	FI	4	8000000430	New	Customer Balance		S Sivanandan SS12750 /		
00	08.12.2008 17:57:59	FI-AP-AP-DP	2	8000000349	Proposed Solution	MIRO BILL BOOKING		M. K Srinivasan. MKS119 /		
00	09.12.2008 14:17:16	FI-AP-AP-DP		8000000361	Proposed Solution	accounting error		S.P. INAMDAR SP112735 /		
00	09.12.2008 14:23:44	FI-AP		8000000362	Proposed Solution	ERROR DURING RECEIPT		S.P. INAMDAR SP112735 /		
00	11.12.2008 18:44:56	FIN		8000000439	New	cash transactions			New	
00	18.12.2008 12:53:26	FI		8000000568	New	gl account in MIRO-Cred		K. Murlidhar KM14282 /		
00	19.12.2008 15:25:10	FI-GL-IS		8000000573	Proposed Solution	Pending GRIR Value in F:		J. Siva J. Siva /		
00	27.12.2008 11:43:28	FI		8000000632	New	profit centre assignment		N Sheshadri N Sheshadri		
00	08.12.2008 17:56:18	FI-LOC	1	8000000348	New	SD03-01 (Duellet Modval		Paramanand Shrinde PVS		
00	09.12.2008 17:23:39	FI-AR-AR		8000000385	New	Customer Master - Regi		BHUSHAN BSB15163 /		
00	11.12.2008 10:50:01	FI		8000000422	New	advance payment		V.Lagvankar, V.Lagvankar /		
00	12.12.2008 17:01:53	FI		8000000469	New	PAH		Rajagopalan RG2018 /		
00	15.12.2008 12:31:05	FI		8000000534	Proposed Solution	fbch - cheque reversal a		V.Lagvankar, V.Lagvankar /		
00	16.12.2008 12:29:48	FI-IV		8000000551	Proposed Solution	mtro - cst.		GAUTAM GHOSH 66419		
00	23.12.2008 16:28:37	FI		8000000608	New	subcontract entry		Ms. Veena VDV11848 /		
00	26.12.2008 14:10:33	FI-LOC		8000000623	New	Inv no 120000001 - re		K.S.MURALAKRISHNA KM		

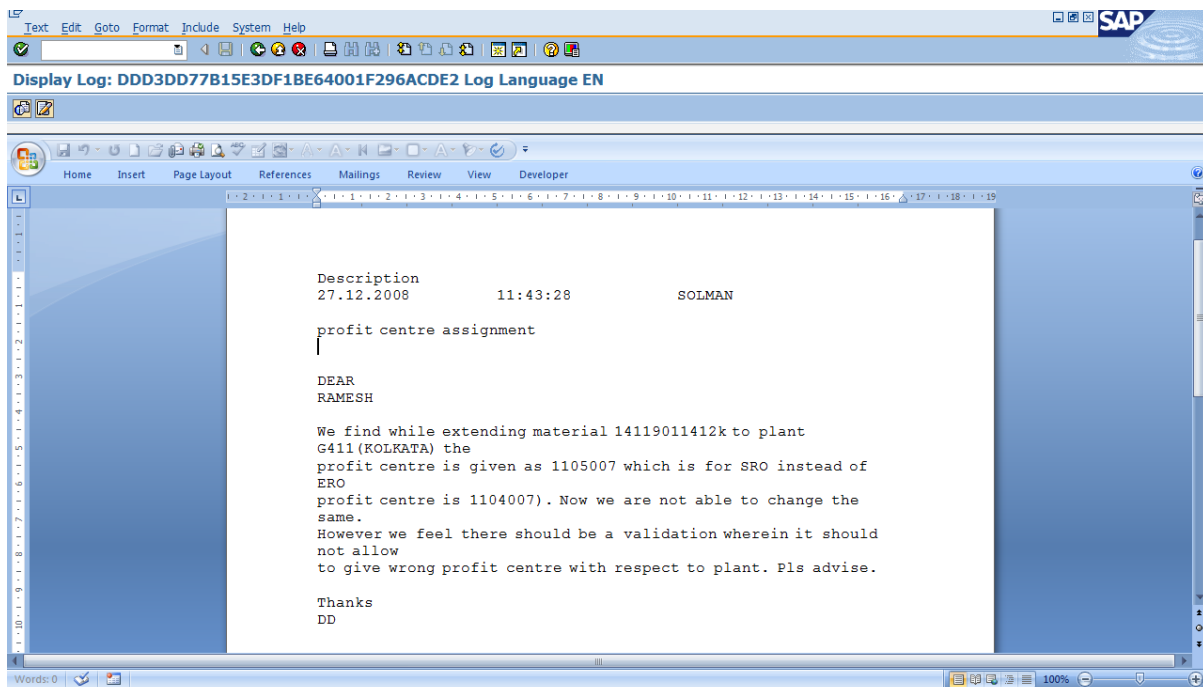
For Viewing the Details of any single issue click on selected line.

A screen with various tab appears for viewing the details of the logs select “Log” from the drop down list



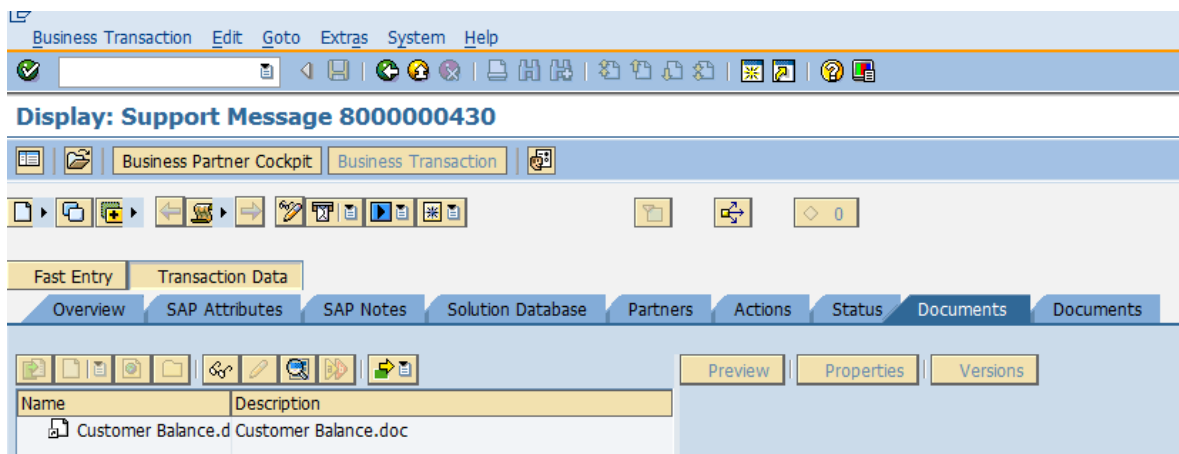
and click on magnifying glass side by.

## FI- CO End User Training Module



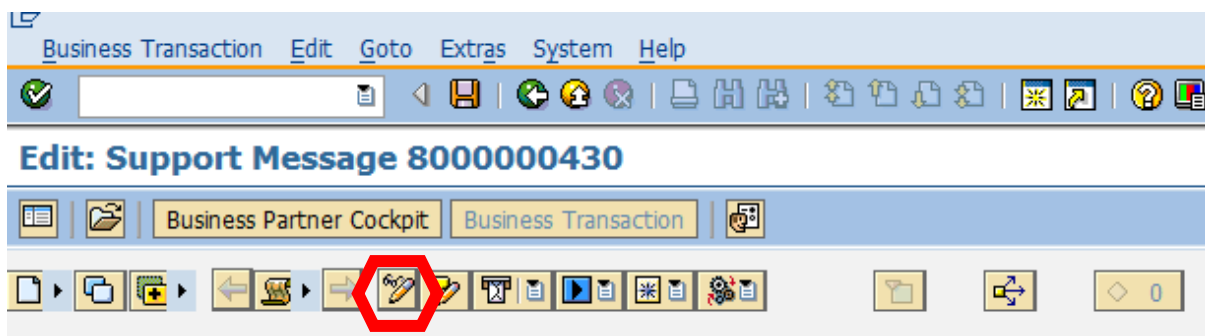
For viewing the attachments if any attached to the issue log. Click on “Transaction Data”

**Transaction Data** and go to first “Document” tab **Status Documents** if any attachments are there it will displayed in the display area. Double click on the Icon to open the attachment.



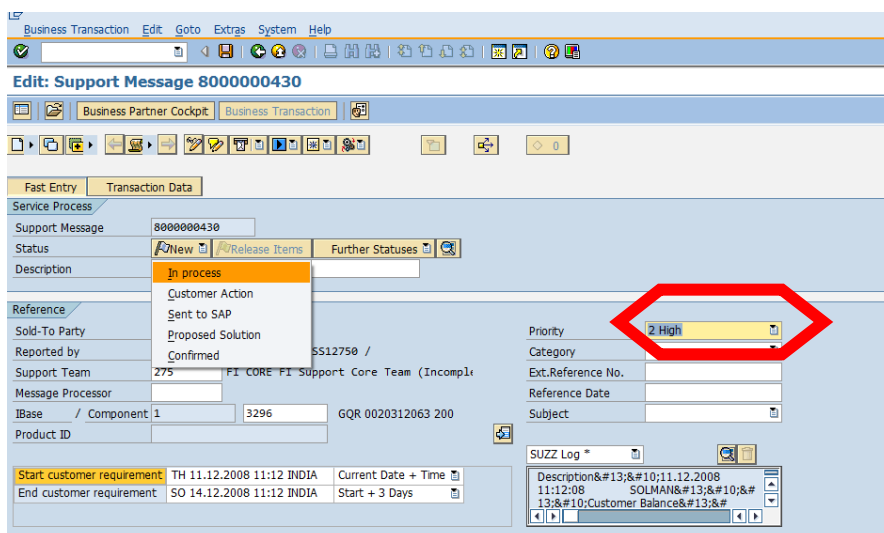
**Escalating the Problem higher Level/ Changing the Status**

## FI- CO End User Training Module

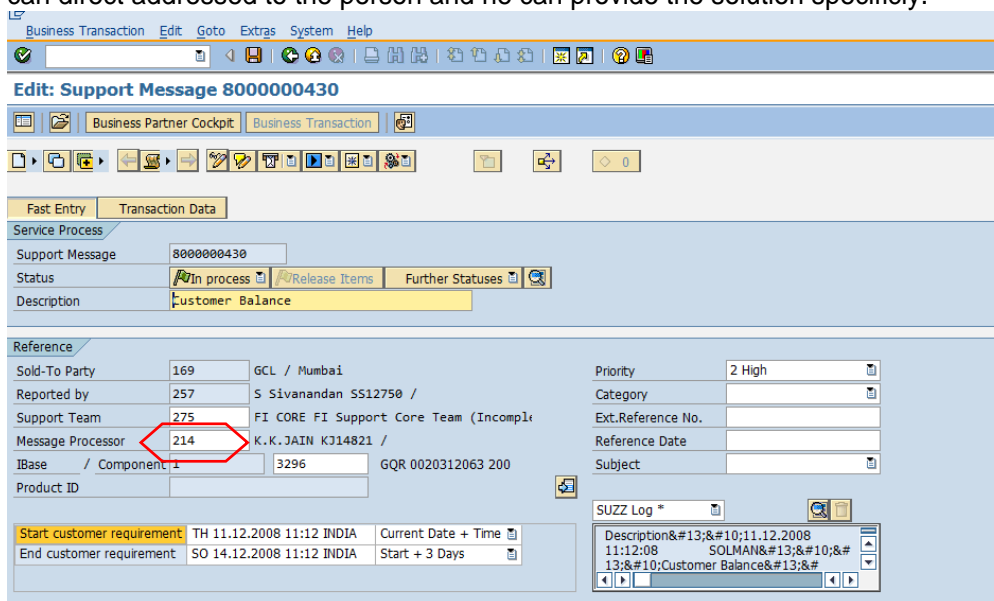


Click on Display / Change Icon

Now we can edit the Message.



Select the New status / Change the priority and we can specify the solution Processor code so that it can direct addressed to the person and he can provide the solution specifically.

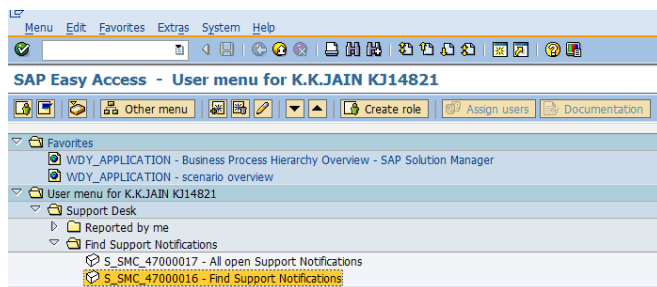


## FI- CO End User Training Module

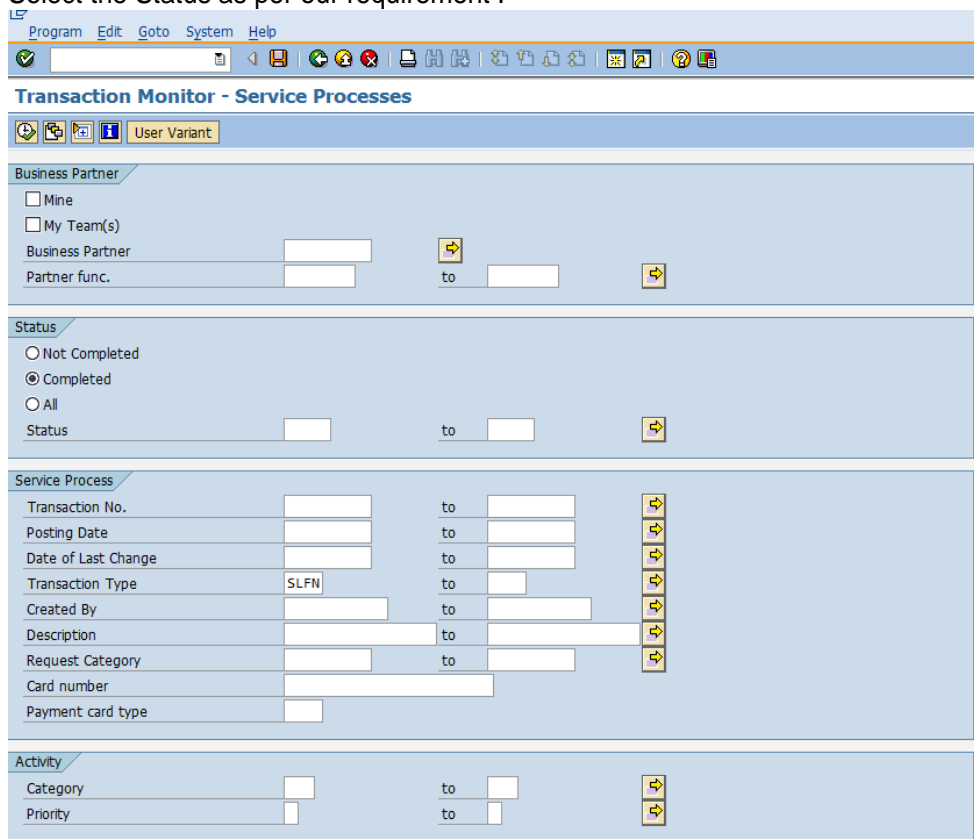
And save the log.

### Reports / Referring to Old Solutions

Select "S\_SMC\_47000016 - Find Support Notifications" by the following navigation.



Select the Status as per our requirement .



And provide the SAP Component details in SAP Data Support Message Section

## FI- CO End User Training Module

Subject			
Catalog	<input type="text"/>	to	<input type="text"/>
Code Group	<input type="text"/>	to	<input type="text"/>
Code	<input type="text"/>	to	<input type="text"/>

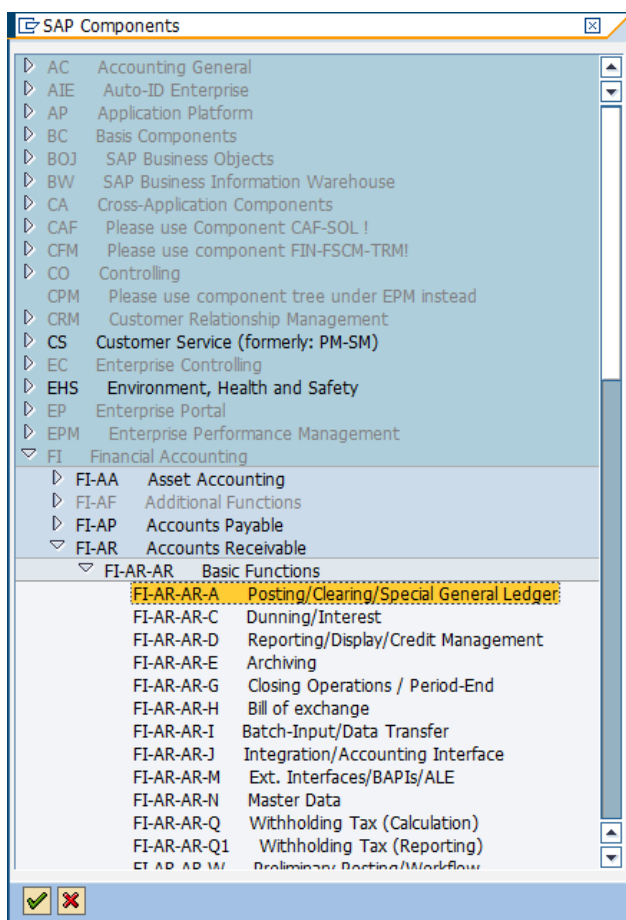
Reference Object			
Product Name	<input type="text"/>	to	<input type="text"/>
Individual Object	<input type="text"/>	to	<input type="text"/>
Installed Base	<input type="text" value="0"/>	to	<input type="text" value="0"/>
Ibase component	<input type="text" value="0"/>	to	<input type="text" value="0"/>

SAP Data Support Message			
SAP Component	<input type="text" value="FI-AR"/>	to	<input type="text"/>
Notification Status at SAP	<input type="text"/>	to	<input type="text"/>
SAP Message Number	<input type="text"/>	to	<input type="text"/>
Solution Number	<input type="text"/>	to	<input type="text"/>
Business Process	<input type="text"/>	to	<input type="text"/>
Project Number	<input type="text"/>	to	<input type="text"/>

Layout	<input type="text" value="0SAP_SDCD_1"/>
--------	--



Or we can Search with Wild Card like "FI\*" in the SAP Component Field.


## FI- CO End User Training Module

Transaction Monitor - Service Processes

Monitor	Created On	SAP Component	Priority	ID	User Status	Transaction Description	Person Responsible	Contact Person	Status SAP	SAPNet-Notif.Number
00	11.12.2008 10:25:48	FI-AP-AP-MP	4	8000000420	Confirmed	Test Log		K.K.JAIN KJ14821 /		
00	11.12.2008 10:58:59	FI-AR-AR-DP		8000000425	Confirmed	TEST LOG ON AR		D.Dutta DD14065 /		
00	11.12.2008 11:02:20	FI-GL-GL-AP		8000000427	Confirmed	problem in tax code (te		D.Dutta DD14065 /		
00	11.12.2008 11:05:17	FI-AP-AP-MD		8000000428	Confirmed	problem in vendor maste		D.Dutta DD14065 /		
00	11.12.2008 11:11:59	FI-GL		8000000429	Confirmed	abcd		Ms. Veena VDV11848 /		
00	11.12.2008 11:20:12	FI		8000000434	Confirmed	test		Rajagopalan RG2018 /		
00	22.11.2008 12:04:05	FI-GL-GL	2	8000000233	Confirmed	Test message from R3 C				
00	04.12.2008 16:59:04	FI-BL-MD-BK	1	8000000305	Confirmed	bank		K.K.JAIN KJ14821 /		
00	09.12.2008 15:17:36	FI-LOC		8000000374	Confirmed	sd03-02		Rohit RS261981 /		
00	11.12.2008 11:01:24	FI-AP-AP-MP		8000000426	Confirmed	test		K.K.JAIN KJ14821 /		

### Personalising the F4 Values

Many times when we press F4 value all the records are displayed out of which most then are not of use of a particular user. So we can restrict the list by personalising the list

For personalising the list , click on the Data Line and click on the Icon  "Insert In Personal List"

Account or Matchcode for the Next Line Item (1) 192 Entries found

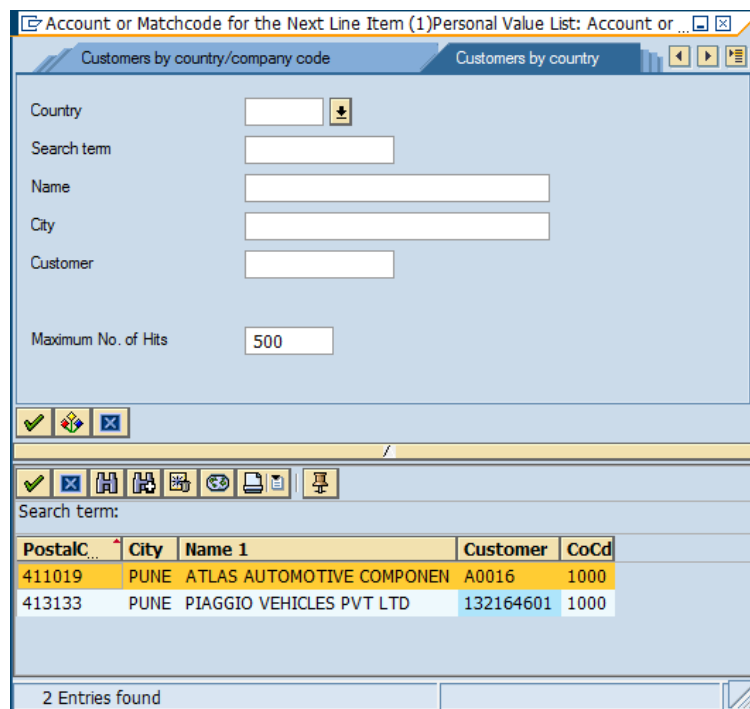
Customers (by company code) Customers by country/company code Customers by country

SearchTerm	Post	Name 1	Customer	CoCd
		ABHI ENGG CORPORATION	142010778	1000
		GUJARAT	DASHMECH TRANSPORT COMPAN	142020682 1000
		GUMMIDIPOONDI	PEU	C1210 1000
		GUWAHATI	GUWAHATI	CG45A 1000
		HYDERABAD(BALANAGAR)	HYDERABAD(BALANAGAR)	CG541 1000
		JAIPUR	JAIPUR	CG33A 1000
		JALPAIGURI	A K ENTERPRISES	164010008 1000
		JAMNAG	NEW CHANDRA MOTORCYCLE HO	132146513 1000
		KOLKATA	BSNL - KOLKATA	DD01234 1000
		LUCKNOW	LUCKNOW	CG35A 1000
		MUMBAI	MUMBAI ISD	CG214 1000
		MUMBAI	UPA ENGG	U1234 1000
		MUMBAI(NEW BOMBAY)	MUMBAI(NEW BOMBAY)	CG21B 1000
		PONDICHERRY	PONDICHERRY	CG561 1000
		RAJKOT	VARDHAMAN TRADING	162221725 1000
		RANCHI	BSNL - RANCHI	DD01235 1000
		RANCHI	RANCHI	CG48A 1000
		SAMBALPUR	ADITYA AUTOMOBILES	164010189 1000
		SILVASSA	ERAM ENGINEERS PVT. LTD.	112054691 1000
10000		GERMANY	GREAVES FARYMANN DIESEL G	136076501 1000
110006		DELHI	POPULAR DIESELS	163160772 1000
110020		NEW DELHI	ACME ENGINEERS	143011298 1000
110066		NEW DELHI	LARSEN & TOUBRO LTD.	143120047 1000
135001			MADHU AUTOMOBILES LTD	1331131063 1000
177205		HIMACHAL PRADESH	POSSIBLE AUTOMOBILES P LT	133160914 1000
226008		LUCKNOW	SCOOTERS INDIA LTD	133190263 1000
302018		JAIPUR	ARSS INFRASTRUCTURE PROJE	144011453 1000
360002		RAJKOT	ATUL AUTO LTD,	132016160 1000
380001		AHMEDABAD	HITECH CORPORATION	132080288 1000
400038		THANE	VOLTAS LTD MHBD	112220007 1000
411002			N MEHTA & CO	62140493 1000
411019		PUNE	ATLAS AUTOMOTIVE COMPONEN	A0016 1000
411133		PUNE	ATLAS AUTOMOTIVE COMPONEN	133161601 1000

Go on clicking "Insert In Personal List" for adding the value and then next time we call for F4 values The selected values are only displayed.




## FI- CO End User Training Module



Account or Matchcode for the Next Line Item (1) Personal Value List: Account or ...

Customers by country/company code      Customers by country

Country:  

Search term:

Name:

City:

Customer:

Maximum No. of Hits:

Search term:

PostalC...	City	Name 1	Customer	CoCd
411019	PUNE	ATLAS AUTOMOTIVE COMPONEN	A0016	1000
413133	PUNE	PIAGGIO VEHICLES PVT LTD	132164601	1000

2 Entries found

This way we can restrict our selection. This setting is based on the user ID and to done manually on each user ID.





## FI- CO End User Training Module

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