SAP FI-GL
End User –GL Step by step training

1

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CONTENTS:

Jayanth Maydipalle

Jayanth Maydipalle

1. GENERAL LEDGER ACCOUNTING

1.1 Create General ledger master records :

Business transactions are posted and managed in the general ledger via accounts .Each master record contains settings that control the flow of financial transactions .The G/L accounts record the business transactions in line item and totals form .In the standard system, all business transactions, which are posted to G/L accounts, are updated in the general ledger .

Procedures

1. Access the transaction on SAP Graphical User Interface **(SAP GUI)**

SAP Easy Access	Accounting >Financial Accounting > General Ledger >Master Records >G/L Accounts > Individual Processing > Centrally
Transaction code	**FS00**

2. In the "**Display G\L Account Centrally**" screen, enter information in the fields as specified in the table below:

3. Press "**Create** or **" With Template"** after filling the G/L Account & Company Code.

4. On the "**Type/Description** "Tab, enter information in the fields as specified in the table below :

Note :On bellow table, in column "R/O/C", "R" =Required, "O" =Optional, "C" =Conditional

Field Name	Description	R/O/C	User Action & Values
Account Group	Determines the fields for the entry screens if you create or change a master record in the company code .The account group also determines which number interval the account must be.	R	
P+L statement account type	Identified this account as an P+L statement account type	C	
Functional Area	This functional area is required to pull in the Profit and Loss statement in Financial Accounting using the cost of sale accounting method.	O	
Balance sheet account	Identifies this account for use in the balance sheet	C	
Short text	A short textual description of the G/L account	R	
G/L acct long text	The G/L account long text is used for online displays and evaluations	O	

Jayanth Maydipalle

5. On the "**Control Data** "Tab, make the following entries:

G/L Account	600001	
Company Code	1300	Lotus International Inc

Type/Description | **Control Data** | Create/bank/interest | Key word/translation | Inf...

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	001
Authorization Group	
Accounting clerk	

Joint venture data in company code

Jayanth Maydipalle

7

Input : (PTO)

Note :On bellow table, in column "R/O/C", "R" =Required, "O" =Optional, "C" =Conditional

Field Name	Description	R/O/C	User Action & Values
Account currency	Identifier of the currency in which the account will be managed	R	The default currency is the one that is maintained in the Company Code
Only Balances in Local Currency	Indicates that balance is updated only in local currency when users post items to this account.	O	
Exchange Rate Difference Key	Key for calculating exchange rate differences	O	
Tax category	Determines whether the account is tax relevant.	O	(-)Input tax (+)Output tax (*)all tax types
Posting w/o tax allowed	Check box	O	Allows posting to accounts without indicating taxes
Recon .account for account type	An entry in this field identifies this GL account as a reconciliation account .A reconciliation account ensures the integration of a Sub-ledger account into a GL account.	O	Use the drop down menu to indicate if this is an Assets, Customer, and Vendor. Reconciliation account
Open item management	Set up accounts with open item management if offsetting entries are to be assigned to the postings made to these accounts .Postings to these accounts represent incomplete transactions.	O	Check box if open items are managed for this account.
Line item display	Do not set this indicator for accounts in which the number of postings is so great that line item display online would not be advantageous, such as receivables and payables accounts.	O	Check box if line item display is possible for this account.
Sort key	How line items are to be sorted based on the allocation field.	O	

6. On the "**Create\bank\interest**" Tab, make the following entries:

G/L Account 600001
Company Code 1300 Lotus International Inc

| Type/Description | Control Data | Create/bank/interest | Key word/translation | Inf... |

Control of document creation in company code
Field status group 6004 ☐Cost accounts
☐ Post automatically only
☐ Supplement auto. postings
☐ Recon. acct ready for input

Bank/financial details in company code
Planning level
☐ Relevant to cash flow
House Bank
Account ID

Interest calculation information in company code
Interest indicator
Interest calc. frequency
Key date of last int. calc.
Date of last interest run

Field Name	Description	R/O/C	User Action & Values
Field status group	Determines the screen layout for document entry.	R	
Post automatically only	Indicates that this account can only be posted to by the system using account determination tables.	O	Check box.
Planning level	This field is used to control displays in Cash Management .	O	
Relevant to cash flow		O	Check box if this account is to be use in the statement of Cash Flow.
House bank	Indicator for the company bank .	O	
Account ID	Identifies House Banks.	O	

Note :On above table, in column "R/O/C", "R" =Required, "O" =Optional, "C" =Conditional

Jayanth Maydipalle

7. Press **"Save"** 🖫 **button**

8. Data was saved**.**

9. To perform any changes click the **EDIT** button ✎ " then press **SAVE** 🖫 "

10. To display the GL account click the **DISPLAY** button 👓 " then press **BACK** ⬅ " "

11. To Block the GL account click on **Block button** 🔒 **."**

1.2 G/L Master record changes (Centrally) :

Use

This transaction shows changes that were made in a G/L account master record.

Procedure:

1.Access the transaction on SAP Graphical User Interface SAP GUI:

SAP Easy Access	Accounting > Financial Accounting > General Ledger > Master Records >G/L Accounts > Display Changes > Centrally
Transaction code	FS04

2.On screen "**Central G/L Account Changes :Initial Screen**", enter information in the fields as specified in the table below:

Central G/L Account Changes: Initial Screen

Account number	600001
Company Code	1300

Period of change

From change date	
Time	00:00:00
Changed by	

Input: (PTO)

Note :On bellow table, in column "R/O/C", "R" =Required, "O" =Optional, "C" =Conditional

Field Name	Description	R/O/C	User Action and Values
Account number	Enter the general ledger account number to view all changes made to that account.	R	Enter account number .
Company Code	The company code.	R	Enter company code.
From Change Date	The system only displays changes, which were made as from this date.	O	Enter Date.
Changed By	Name of user.		Enter name.

3. Click on the "**Enter"** button.

4. The output screen "**G/L Account Changes :Changed Fields"** will appear.

12
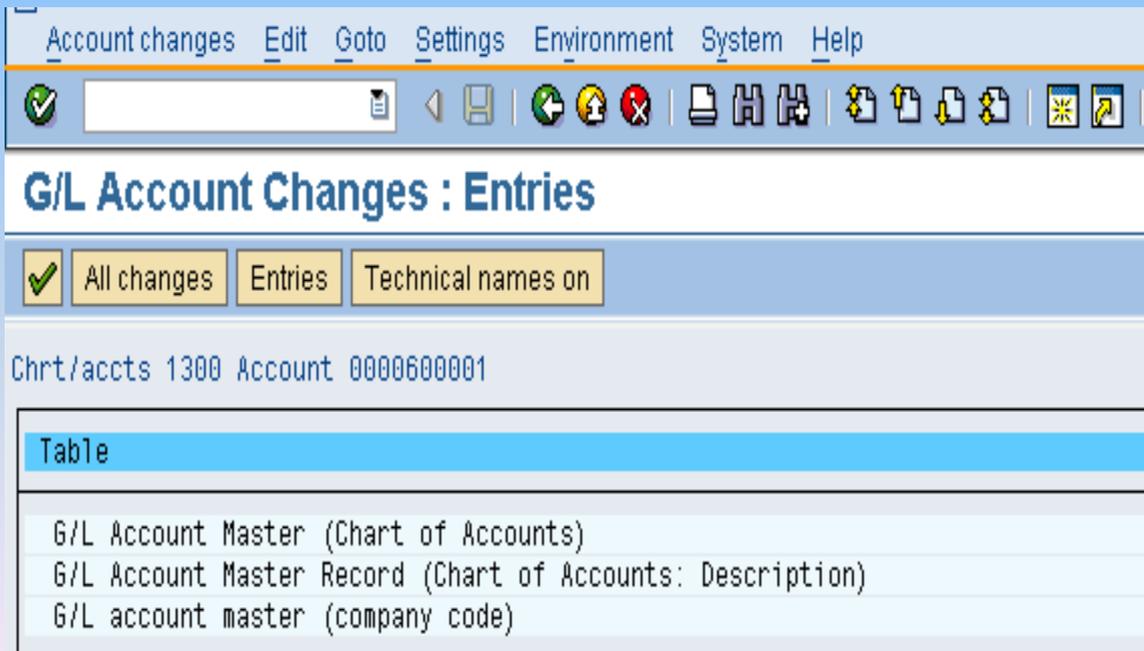
5. Click on the "**All changes** All changes" button to view a listing of all changes .Double click on the line items to view details:
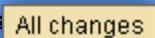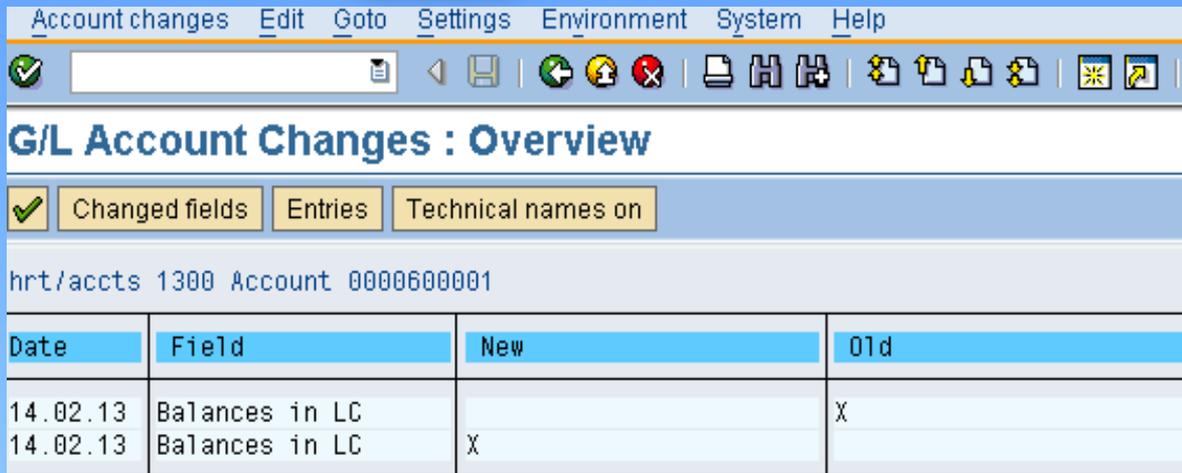
Account changes   Edit   Goto   Settings   Environment   System   Help

G/L Account Changes : Overview

Changed fields   Entries   Technical names on

hrt/accts 1300 Account 0000600001

Date	Field	New	Old
14.02.13	Balances in LC		X
14.02.13	Balances in LC	X	

6. **Date of changes, Time of change, User name** who changed the master record and fields that were changed with **new** and **old** content as well as a language used.

7. For more details select the field you would like to display changes of and pr ✔ you will find the following**:**

Details

Details

Date	14.02.2013
Time	21:28:41
User	SAPUSER
Field	Balances in LC (SKB1-XSALH)
from	X
to	
Changed in Company Code	1300

8. Display the account changes and after that press the **"Bac** ⬅ icon to go to the **main menu**.

13

1.3 Create a G/L Posting documents :   /nF-02 (Single Entry Posting) :

Use:

Every document consists of a document header and two or more line items .The document header contains information that is valid for the whole document, such as the document date and the document number .It also includes controlling information such as the document type.

The line items only contain information on the particular item in question, for instance an account number and amount. Whether any additional information is present depends on the business transaction involved.

The system creates the document, updates the transaction figures for the accounts affected, and in some cases, displays an internally assigned document number when the document is posted.

Procedure:

1.Access the transaction on SAP Graphical User Interface SAP GUI :

SAP Easy Access	Accounting > Financial Accounting > General Ledger >Posting>General Posting
Transaction code	F-02

2. On the screen "**Enter GL Account Posting :Header Data**", enter the information in the fields as specified in the table below:

Input: Note :On bellow table, in column "R/O/C", "R" =Required, "O" =Optional, "C" =Conditional

Field Name	Description	R/O/C	User Action & Values	Comments
Document Date	Date of the document.	R	NOTE :The document date is the date on which the original document was issued.	Enter the date of the Document.
Type	Document type.	R	Accept default of "**SA**" for G/L Document Posting.	Defaults from the system date.

Field Name	Description	R/O/C	User Action & Values	Comments
Company Code	Company code of the first G/L account.	R	This field can have a value defaulted in from the User Parameters settings.	Can make this a required field to enhance business processing.
Posting Date	Posting date of the document which will determine the period it posts to.	R	Default is system date.	
Currency/rate	Currency that the amounts will be entered into the system under.		Enter either the local currency or another currency defined in your system.	The system defaults in the local currency.
Reference	Field allocated to any extra numeric or name identifiers .	C	Can be used to contain external document reference numbers . This is helpful as an additional document search criterion.	User Has to provide reference Name/Num for easy entry tracking.
Doc .Header text	Text that may be entered to apply to the entire document via the header.	C	Enter if necessary.	
Post Key	Key that will determine the type of account to be posted to and whether it is a **debit or credit.**	R	Enter key to identify this line properly and to post to the correct side of the account.	
Account	**G/L account number** to post the first line of the invoice to.	R	Enter the G/L account to be posted to.	
Special G/L	The G/L indicator determines how to handle special postings.	O	Use system supplied or customized indicators if necessary .	Configure the Special G/L Indicators to determine which alternative account to post the transaction to.
Trans type	The transaction type controls various system activities when business transactions are posted.	O	Enter if appropriate.	

4. On the Details **"Enter G/L Account Document :Add G/L account item"** screen enter the information in the fields as specified in the table below:

5. Select the "**Enter**" ✓ **icon to proceed**

Note : There are many other fields which are to be used according to configuration rules, account dependencies, specific posting transactions, and company procedures.

Input:

Field Name	Description	R/O/C	User Action & Values
Amount in Doc Currency	The amount for the account entered on the previous screen.	R	Enter proper amount.
Cost Centre	Provide Cost Center/Dept details, Cost Center accounting is used to identify the costs incurred.	R	Select Dept Num.
Internal Order	Provide Internal order num/Project ID details	R	Enter Order/Project Details.
Activity	Activity types are used to describe the various forms of activity that are performed at a cost center.	R	Enter Activity Num.
Post Key	Key that will determine the type of account to be posted to and whether it is a debit or credit.	R	Enter key to identify this line properly and to post to the correct side of the account.
Account	G/L account number to post the subsequent lines of the invoice to.	R	Enter the G/L account to be posted to.

6. Select the "**Enter** ✔ 'To be proceed to next screen.

18

Enter G/L account document: Add G/L account item

G/L Account 221230 Accrued Tax Consulting Fees
Company Code 3300 PMC-Sierra India Pvt Ltd

Item 2 / Credit entry / 50

Amount	*	INR

☐ W/o Cash Dscnt

Business Place
Profit Ctrs

⇨ More

Purchasing Doc.
Quantity
Value Date 11/26/2012   Due on
Assignment
Text + Long Texts

Next Line Item

PstKy   Account   SGL Ind   TType   New co.code

7. Put (*****) in amount checkbox and put (**+**) Sign in Text checkbox that captures previous screenshot amount figure and Text Description provided by the User.

8. Go to **Document** and Click On **Simulate (Document > Simulate)**. You will get bellow mentioned screenshot.

Enter G/L account document: Display Overview

Document Date	11/20/2012	Type	SA	Company Code	3300
Posting Date	11/20/2012	Period	11	Currency	INR
Document Number	INTERNAL	Fiscal Year	2012	Translatn Date	11/20/2012
Reference	TAXACCR			Cross-CC no.	
Doc.Header Text	Tax Consulting Fee			Trading Part.BA	

Items in document currency

PK	BusA	Acct	INR Amount	Tax amnt
001 40		0000650400 Prof Fees – Tax	200,000.00	
002 50		0000221230 Accrued Tax Consult	200,000.00-	

9. Make sure Debit equals to Credit and balance should be zero as mentioned bellow.

```
D  200,000.00          C  200,000.00                    0.00  *      2 Line items

Other line item

PstKy         count                         SGL Ind   TType          New co.code
```

10. To save the data, select the "**Save**🖫   icon, select **Document > Post,** or press **F11.**

☑ Document 100000050 was posted in company code 3300

1.3 Create a G/L Posting documents: /nFB50 (Mass Posting):

Procedure:

1.Access the transaction on SAP Graphical User Interface SAP GUI :

SAP Easy Access	Accounting > Financial Accounting > General Ledger >Posting>Enter G/L A/c Document
Transaction code	FB50

NOTES:

The first time you access this function, a pop-up box requesting the company code will be displayed .After your first entry, the system will retain and display select field information, such as Company Code and Currency .Complete the company code information and hit the gr ✔ check mark   or press "**Enter**" .
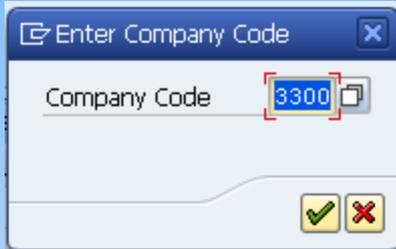
2. On the screen "***Enter G/L Account Document: Company Code 3300***", *enter the information in the fields as specified in the table below:*

21

Note : On bellow table, in column "R/O/C", "R" =Required, "O" =Optional, "C" =Conditional

Field Name	Description	R/O/C	Comments
Document Date	Date of the document.	R	Enter the date of the Document.
Posting Date	Effective date of posting.	R	Defaults from the system date.
Reference	Field used to enter user desired text	R	Can make this a required field to enhance business processing
Doc. Header Text	Mention description of the document.	C	

3. On the **Details** screen enter the information in the fields as specified in the table below:

Input : (PTO)

Note :On bellow table, in column "R/O/C", "R" =Required, "O" =Optional, "C" =Conditional

Field Name	Description	R/O/C	Comments
General Ledger Account	The number of the G/L account to which the transaction will be posted.	R	
D/C	Debit or credit indicator.	R	
Amount in Doc Currency	The amount for this line.	R	
Cost Centre	Provide Cost Center/Dept details, Cost Center accounting is used to identify the costs incurred.	R	Select Dept Num.
Internal Order	Provide Internal order num/Project ID details.	R	Enter Order/Project Details.
Activity ☑	Activity types are used to describe the various forms of activity that are performed at a cost center.	R	Enter Activity Num.

5. **Simulating the Posting**

   Select the "**Simulate" Button .**This optional step will create any automatically generated document lines such as inter-company entries and allow you to view them before posting . Green arrow back to make any necessary changes to the lines (click ok at "Automatically created line items will be deleted") or click the **Save** icon to post the document if satisfied .

6. To save the data, select the "**Save** icon, select **Document>Post**, or press **F11.**

1.4 Park Documents

1.4.1 Create park documents (F-65):

Use:

Document parking can be used to enter and store (park)incomplete documents in the SAP System, without carrying out extensive entry checks .Parked documents can be completed, checked and then posted at a later date.

Procedure:

1.Access the transaction on SAP Graphical User Interface SAP GUI :

SAP Easy Access	Accounting ⇒ Financial Accounting ⇒General Ledger ⇒ Posting⇒ General Document Parking
Transaction code	F-65

2. *...n the fields as specified in the*

Park Document: Document Header

📝 Fast Data Entry   ➡️ Acct model

Document Date	11/24/2012	Doc. Type	SA	Company Code	3300
Posting Date	11/24/2012	Period	12	Currency	INR
Document Number				Translatn Date	
Reference	AUDITACCR				
Doc.Header Text	Statutory Audit- Nov'12				
Partner BArea					

Control

☑ Only transfer amnts in document curr.in invoice

First line item

PstKy 40 Account 65300   L Ind   TType

3. Select the "**Enter**" ✅ icon to proceed.

Park Document: Change G/L Account Item

👤 🔳 📄 📝Fast Data Entry   🔳Tax   ➡️ Additional Data   👉Acct model   🔒Check

G/L Account	650300	Professional Fees - Audit	
Company Code	3300	PMC-Sierra India Pvt Ltd	

Item 1 / Debit entry / 40

Amount	70,000.00	INR	
Tax Code		☐Calculate tax	
Business Place			

Cost Center	651001031	Order	999999	
WBS Element		Profit. Segment	➡️	
Network		Real Estate Obj	➡️	
		Sales Order		
			➡️ More	
Purchasing Doc.		Quantity		
Assignment				
Text	ACCRUAL : Accrual for Statutory Audit for Nov'12	📋 Long Texts		

Next Line Item

PostKey 50 Account 221210 🔲L Ind ☐ TType ☐ New Co.Code

4. Enter "**amount , Cost centre, Order &Text** ", Select the "E✅" Icon to proceed next screenshot.

Item 2 / Credit entry / 50

Amount	*	INR	
		☐Calculate tax	
		☐W/o Cash Dscnt	
Business Place			
Profit Ctrs			
			➡️ More
Purchasing Doc.		Quantity	
Value Date	11/27/2012	Due On	
Assignment			
Text	+	🔲📋 Long Texts	

Next Line Item

PostKey ☐ Account ☐ SGL Ind ☐ TType ☐ New Co.Code ☐

5. Put **(*)** in amount checkbox and **(+)** sign in text checkbox for capturing the previous amount check box and text checkbox.

6. Go to **Document ⇒ Park Document.**

✅ Document 100000051 3300 was parked

1.4.2 Change parked documents:

A parked document can be changed and gradually completed. A large number of header and item fields can be changed during this process, including the amounts. Certain of the values you cannot change are the currency and the company code.

You can make changes to :

- Individual documents
- Individual items
- Several documents simultaneously via a list
- Other values via the line items

T-code: FBV2

1.On the "*Change Parked Document :Initial Screen*" screen, enter information in the fields as specified in the table below.

Input:

Field Name	Description	R/O/C	User Action & Values
Company Code	4 character identifier of an organizational unit within external accounting.	R	Enter company code.
Document number	Identifier for an accounting document.	R	Enter the parked document number.
Fiscal Year	The year to which the park document was created.	R	Enter the fiscal year.

2. Press "**Enter**" or click on ⊞Document list to proceed**.**

3. Click on **"Execute** 🕒 **.**

4. Double click the Line Item you want to Change.

Change Parked Documents: List

🔍 📑 📑 🖨 ▽ 🗐 🗑 🖱 📋 📑 ⊞ ⊟ 🗑 | 🛠 Check 🔢

	St.	Year	Period	SCCd	CoCode	DocumentNo	Type	TCode	User	Reference
📑		2012	11	3300	3300	100000051	SA	FBV1	MAYDIPAL	AUDITACCR

5. On the screen "**Change Parked Document :Overview"**. Make the changes

Change Parked Document: Overview
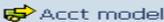
🛠 Currency   🖉 Fast Data Entry   🔢 Tax   ➡ Acct model   🖥 Document Header   🛠 Check

Document Date	11/24/2012	Type	SA	Company Code	3300
Posting Date	11/24/2012	Period	11	Currency	INR
Document Number	100000051	Fiscal Year	2012	Translatn Date	11/24/2012
Reference	AUDITACCR			Trading part.BA	
Doc.Header Text	Statutory Audit- Nov'12			Texts exist ☐ Net entry ☐	

Line items

Itm	PK	BusA	Acct no.	Description	Tx	Amount
001	40		650300	Prof Fees – Audit		70,000.00
002	50		221210	Accrued Audit Fees		70,000.00-

D 70,000.00   C 70,000.00   Itm 2   0.00

Other line items

PstKy		Account		SGL Ind	☐	TType		New co.code	

6. Once all changes are complete, press "**Park Document** 💾 icon to post the changes.

☑ Preliminarily posted document 100000051 3300 was changed

1.4.3 Display parked documents:

Document parking can be used to enter and store (park)incomplete documents in the SAP System, without carrying out extensive entry checks .Parked documents can be completed, checked and then posted at a later date.

Parked documents may be display individually or via a list.

T-code: FBV3

1.On the "***Display Parked Document :Initial Screen***" screen, enter information in the fields as specified in the table below:

Display Parked Document: Initial Screen

Document list   Editing Options

Key for Parking
Company Code   3300
Doc. Number   100000051
Fiscal Year   2012

Field Name	Description	R/O/C	User Action & Values
Company Code	4 character identifier of an organizational unit within external accounting.	R	Enter company code.
Document number	Identifier for an accounting document.	R	Enter the parked document number.
Fiscal Year	The year to which the park document was created.	R	Enter the fiscal year.

2. Press "**Enter**" or click on ⊞Document list to proceed**.**

3. Click on **"Execute"**   .

Display Parked Documents: List

St.	Year	Period	SCCd	CoCode	DocumentNo	Type	TCode	User	Reference
	2012	11	3300	3300	100000051	SA	FBV1	MAYDIPAL	AUDITACCR

Display Parked Document: Overview

Currency   Fast Data Entry   Tax   Document Header

Document Date	11/24/2012	Type	SA	Company Code	3300
Posting Date	11/24/2012	Period	11	Currency	INR
Document Number	100000051	Fiscal Year	2012	Translatn Date	11/24/2012
Reference	AUDITACCR			Trading part.BA	
Doc.Header Text	Statutory Audit-Nov'12			Texts exist ☐ Net entry ☐

Line items

Itm	PK	BusA	Acct no.	Description	Tx	Amount
001	40		650300	Prof Fees – Audit		70,000.00
002	50		221210	Accrued Audit Fees		70,000.00-

D 70,000.00   C 70,000.00   Itm 2   0.00

Other line items

PstKy		Account		SGL Ind		TType		New co.code	

5. Display the document and after that press the **"Back** 🔄   icon to go to the main menu.

1.4.4 Display document changes of parked documents:

This transaction will allow the user to view the changes in a parked document.

T-Code: FBV5

1. On the "***Parked Document Changes :Initial Screen***" screen, enter information in the fields as specified in the table below:

Input:

Field Name	Description	R/O/C	User Action & Values
Company Code	4 character identifier of an organizational unit within external accounting.	R	Enter company code.
Document number	Identifier for an accounting document.	R	Enter the parked document number.
Fiscal Year	The year to which the park document was created.	R	Enter the fiscal year.
From Change Date /time	Date/time from which changes should be listed.	R	Enter a date/time – the system will only display changes as from this date.

2. Then Press "***Enter***" to proceed.

Notes:

- As standard when you enter the transaction, the last posted document made by any user appears automatically.

- Otherwise, you have to enter the document number that you need to view its changes in the "**Document Number**" **field.**

3. On screen "**Parked Document :Changed Fields",** a list of changed fiel hould be displayed .Double-click on an entry to view the change date and old and new values of the field .From here, click   if you want to identify the user
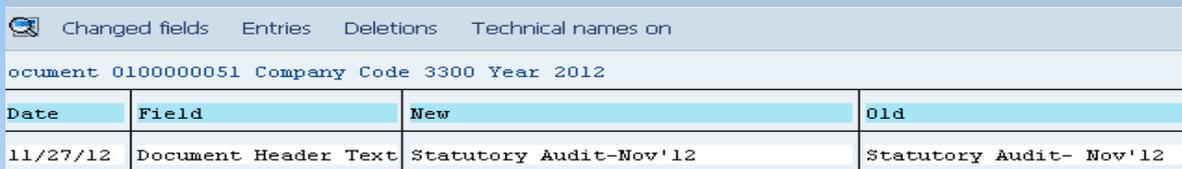
Parked Document : Changed Fields

All changes   Entries   Deletions   Technical names on

Document 0100000051 Company Code 3300 Year 2012
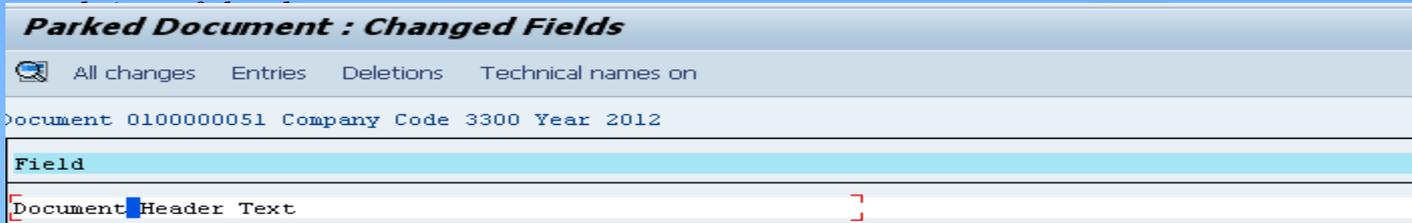
Field
Document Header Text

4. Press the "**All changes**"   icon to display all the changed fields.

Parked Document : Overview

Changed fields   Entries   Deletions   Technical names on

ocument 0100000051 Company Code 3300 Year 2012

Date	Field	New	Old
11/27/12	Document Header Text	Statutory Audit-Nov'12	Statutory Audit- Nov'12
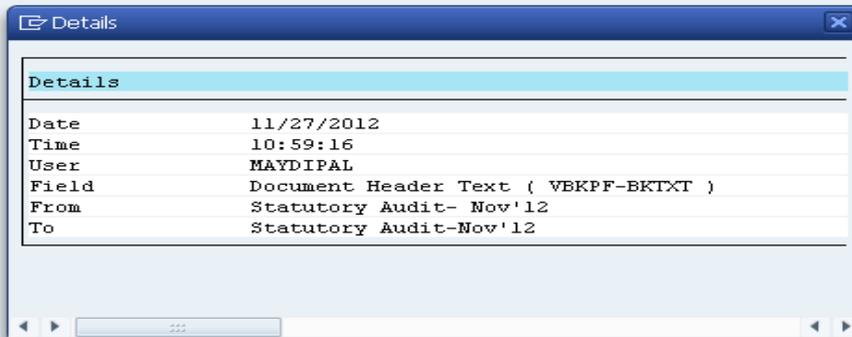
Details

Details	
Date	11/27/2012
Time	10:59:16
User	MAYDIPAL
Field	Document Header Text (VBKPF-BKTXT)
From	Statutory Audit- Nov'12
To	Statutory Audit-Nov'12

5. Display the document changes and after that press the "**Exit**"   icon to go to the main menu.

1.4.5 Post/Delete parked documents:

This transaction will allow the user to Post/Delete a parked document.

Procedure:

1.Access the transaction on SAP Graphical User Interface SAP GUI :

SAP Easy Access	Accounting ⇒ Financial Accounting ⇒General Ledger ⇒ Document⇒ Parked Document ⇒ Post/Delete
Transaction code	**FBV0**

2. On the "***Post Parked Document :Initial Screen"***, enter information in the fields as specified in the table below:

Post Parked Document: Initial Screen

Document list   Editing Options

Key for Parking
Company Code   3300
Doc. Number   100000051
Fiscal Year   2012

Input:

Field Name	Description	R/O/C	User Action & Values
Company Code	4 character identifier of an organizational unit within external accounting.	R	Enter company code.
Document number	Identifier for an accounting document.	R	Enter the parked document number.
Fiscal Year	The year to which the park document was created.	R	Enter the fiscal year.

Notes:

○ As standard when you enter the transaction, the last posted document made by any user appears automatically

○ If you know the document number that you need to change type the number direct in the "***Document Number"*** field.

○ If you do not know the Document number press   Document list   the following screen appears:

List of Parked Documents

Company code	3300	to	
Document number		to	
Fiscal year	2012	to	

General Selections

Posting date		to	
Document date		to	
Document type		to	
Reference		to	
Document header text		to	
Entered by	MAYDIPAL	to	

Processing Status

Enter release		to	
Complete		to	
Released		to	

3. From the above screen you can select documents by fields like, "***Posting date", "Document date"," Document Type"*** etc and then press the ***"Execu*** con , a list of documents appear if found as below screen.

Post Parked Documents: List

	St.	Year	Period	SCCd	CoCode	DocumentNo	Type	TCode	User	Reference
		2012	11	3300	3300	100000051	SA	FBV1	MAYDIPAL	AUDITACCR

4. Double click the Parked Document you want to Post or Delete or pre , the following screen appears:

(PTO)

Post Parked Document: Overview

Currency **Fast Data Entry** **Tax** **Document Header** **Check**

Document Date	11/24/2012	Type	SA	Company Code	3300
Posting Date	11/24/2012	Period	11	Currency	INR
Document Number	100000051	Fiscal Year	2012	Translatn Date	11/24/2012
Reference	AUDITACCR			Trading part.BA	
Doc.Header Text	Statutory Audit-Nov'12			Texts exist ☐	Net entry ☐

Line items

Itm	PK	BusA	Acct no.	Description	Tx	Amount
001	40		650300	Prof Fees – Audit		70,000.00
002	50		221210	Accrued Audit Fees		70,000.00-

D 70,000.00   C 70,000.00   Itm 2   0.00

Other line items

PstKy		Account		SGL Ind		TType		New co.code	

5. Press "**Document**" in the menu bar and choose **"Delete"** to delete the document or Press the **"Post"** icon 💾 to post the document.

☑ Document 100000051 was posted in company code 3300

Jayanth Maydipalle

1.5 Reverse a Document Entry

1.5.1 Individual / Mass Reversals.

Use:

If you have entered an incorrect document, you can reverse it .Note that R/3 can reverse a document only if the following conditions are met:

o   Contains no cleared items

o   Contains only vendor, customer, or G/L line items

o   Was posted within the FI system

o   Contains only valid values, such as business areas, cost centers, and tax codes

Ordinarily, you post a reversing document in the same period you posted the original document . The period of the original document must be open to post a reversing document .If the period is not open, you can overwrite the posting date field with a date in an open period, such as the current period.

Procedure:

1.Access the transaction on SAP Graphical User Interface SAP GUI :

SAP Easy Access	Accounting ⇒ Financial Accounting ⇒General Ledger ⇒ Document⇒ Reverse ⇒ Individual Reversal
Transaction code	**FB08**

Please Note: For Individual Reversal use :**FB08** , for mass reversals use : **F.80**

(PTO)

2. On the "**Reverse Document :Header Data"** screen, enter information in the fields as specified in the table below:

Reverse Document: Header Data

&Display before reversal   Document list   Mass Reversal

Document Details

Document Number	100000058
Company Code	3300
Fiscal Year	2012

Specifications for Reverse Posting

Reversal Reason	01		
Posting Date	11/20/2012	Tax Reporting Date	
Posting Period	11		

Check management specifications

Void reason code	

Input:

Field Name	Description	R/O/C	User Action & Values	Comments
Document number	The document number of the document to be reversed.	R	Enter the document number.	
Company code	The company code identifier for the document to be reversed	R	Enter the proper company code.	You can select the drop down arrow to view a list of available choices.
Fiscal year	The fiscal year that the document was created in.	R	Enter the fiscal year.	
Reversal Reason	Reason for reversing a document.	R	Enter the desired reversal reason.	Select the drop down arrow to view a list of available choices . You can use the standard reason codes or enter new codes in configuration.
Posting date	If the reverse document cannot be posted to the same period as the original document, enter the posting date and the posting period of the Reversing document.	O	Leave blank to accept the original document's posting date or enter the desired posting date.	You can select the drop down arrow to view a calendar.
Posting period	Effective period of reversal posting	O	Enter if different than the original document's period	

3.Click on &Display before reversal to view the Document before reversal or press **F5.**

Notes:

- As standard when you enter the transaction, the last posted document made by any user appears automatically .
- If you know the document number that you need to change type the number direct in the "***Document Number***" *field.*

Document list

- If you do not know the Document number press _____ the following screen appears:
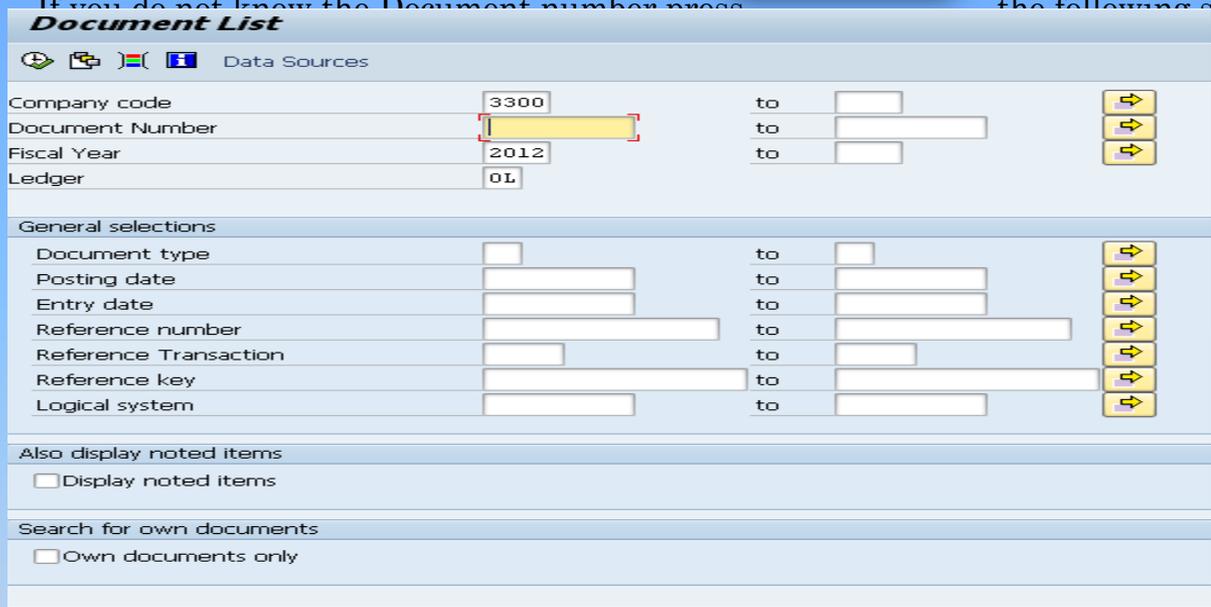
Document List

Data Sources

Company code	3300	to
Document Number		to
Fiscal Year	2012	to
Ledger	OL	

General selections

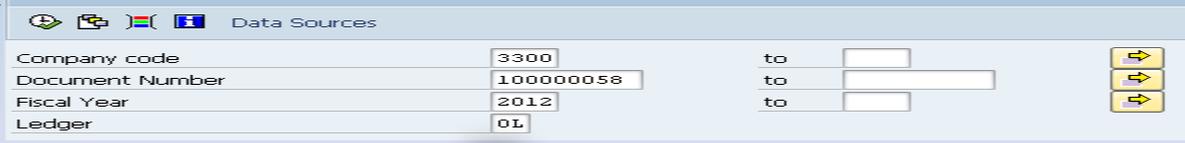|		
Document type		to
Posting date		to
Entry date		to
Reference number		to
Reference Transaction		to
Reference key		to
Logical system		to

Also display noted items

☐ Display noted items

Search for own documents

☐ Own documents only

N appears bellow.

Document List

Data Sources

Company code	3300	to
Document Number	100000058	to
Fiscal Year	2012	to
Ledger	OL	

4 Document number line item.

CoCd	DocumentNo	Year	Type	Doc. Date	Posting Date	Referen...	User name
3300	100000058	2012	SA	11/20/2012	11/20/2012	REVERS...	MAYDIPAL

5. After double clicking on Document number line item you will get the bellow mentioned screenshot.

6. Post the reversing document by selecting **Document ⇒ Post** or press the **"Save** 🖫 **"** icon.

Note: For **Mass Reversal** please use **F.80** & Follow the same procedure.

1.5.2 Reversal of a Reversed Document:

Use:

Suppose, if we reversed an entry with wrong account num or data, we can use this option to reverse a reversed document.

Note: Please note that we use this option to reverse the only reversed document.

Procedure:

T Code: FBR2
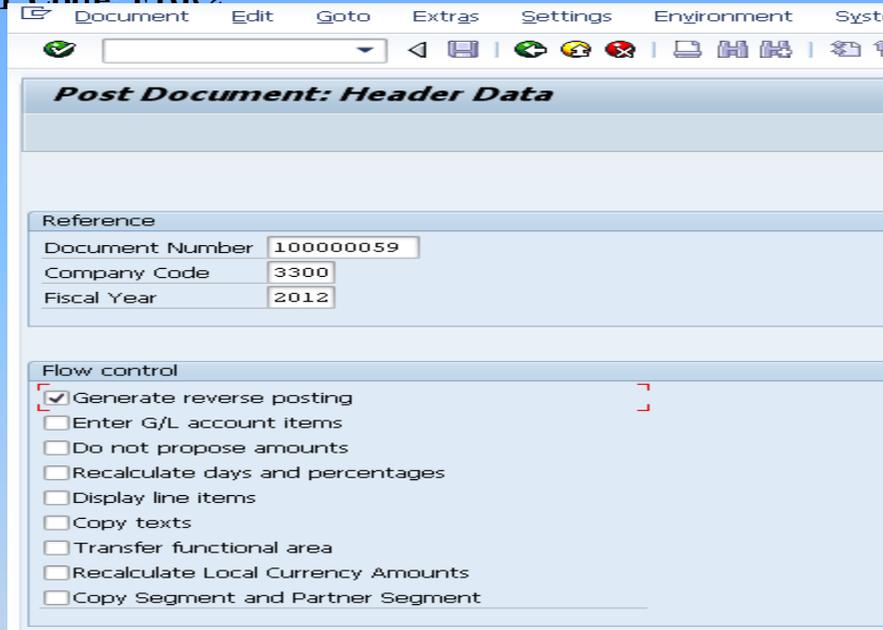
1. **Enter proper Document Number of a reversal entry.**
2. **Enter Company code .**
3. **Fiscal Year.**
4. **Select "Generate reverse posting" check box**
5. **Click on**
6. **Document**
7. **Press "Enter"**
8. **Goto Document ⇒ Post or click on   Icon.**

1.6   Change Document:

Use:

The system prevents the data in certain fields of a posted document from being changed . Examples are - the posting amount, account number, posting key, fiscal year and tax amount . Because account information fields and balances are updated on posting, these fields cannot be changed .Changing the data in these fields would entail a manipulation of the figures, with the result being it would no longer be possible to reconcile the documents and accounts .Some fields are changeable in a posted document .Whether or not data can be change in changeable fields depend on the following factors:

o   The document changing rules defined by your system administrator

o   Which other SAP applications, such as CO or MM, you have installed

o   How the application is configured

The change document functionality may also be used to release down payments for payment by changing the "Payment Block" field .By cancelling the block indicator, down payments will automatically be released and cleared each time the payment program is run .The paying program clears by subtracting the down payment amount from the corresponding invoice amounts and paying the difference.

Procedure:

1.

SAP Easy Access	Accounting ⇒ Financial Accounting ⇒General Ledger ⇒ Document⇒ Change
Transaction code	**FB02**

2.   *" screen, enter information in the fields as specified in the table below:*

Change Document: Initial Screen

Document List   First Item   Editing Options

Keys for Entry View
Document Number   [   ]
Company Code   [3300]
Fiscal Year   [   ]

40

Input: (PTO)

Field Name	Description	R/O/C	User Action & Values	Comments
Document Number	The system requires the number of the document you wish to display.	R	Enter the document number you wish to change.	The system proposes the document number from the last processed document.
Company Code	Company code which the document was posted under.	R	Document numbers are company code specific.	The system proposes the company code that was used in the previous function.
Fiscal Year	If the number range that the document type uses is year dependent, you may use this field to be more specific.	R	Enter the appropriate fiscal year that the document was posted in.	If you do not enter a fiscal year and the number range used is year dependent, an additional window will appear if the document number exists in various years.

Note :On above table, in column "R/O/C"; "R" =Required, "O" =Optional, "C" =Conditional

Notes:

○ As standard when you enter the transaction, the last posted document made by any user appears automatically .

○ If you know the document number that you need to change type the number direct in the "***Document Number***" field.

○ **Document List** 〈screen appears:

Jayanth Maydipalle

3. From this screen you can select documents by fields like "*Document type", "Posting date", "Entry date",* etc and then press the *"Exec*   *"* icon, a list of documents appear if found.

4. Select the Document then press "**Choose**" **(F9) .**Or **Double click the Document** you want to change, the following screen appears:

42

5. On the screen **"Document :Overview"**, select a line item by double-clicking on it or click once then selecting the **Change Row** icon .Only the fields which are not grayed out may be changed .If the line selected corresponds to a vendor posting and the Payment Block field is configured as **"changeable"** in the FI Configuration Document Change Rules, you may change the value of this field to release the vendor for payment .You may proceed to the other line items by using the **up** and **down** black arrows or the **Save** and **+Next/Previous** push buttons .You may also click on the **Document Header** icon to change selected fields in the document header.

```
Change Document: Line Item 001

🏠 👤 🖫 🖪 🖨 ➡ Additional Data

G/L Account        650300      Professional Fees - Audit
Company Code       3300  PMC-Sierra India Pvt Ltd
                                              Doc. no. 100000051

Line Item 1 / Debit entry / 40
Amount             70,000.00        INR
Tax Code                            Business Place    3300

Additional Account Assignments
Cost Center        651001031        Order             999999
WBS Element                         Profit. Segment   ➡
Network                             Real Estate Obj   ➡
                                    Sales Order              0      0
                                                      ➡  More

Purchasing Doc.                 0
Quantity           0.000
Assignment         20121124
Text               ACCRUAL : Accrual for  Statutory Audit for Nov'12   🖳 Long text
```

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6. Make the changes you need and press the "**Back**"🔙 button then press the "**Save**" 🖫 button . or press F11

Note:

o   You cannot change the Document Header (Posting date, Document date, and Document type.)

o   You cannot change Amount and Cost Centre or Order.

o   You can change Text, Assignment, and Payment Method only .

7. To view the **user details** or for more details click 🖨   .

8. To go back to Data entry view click o 👤   .

43

1.7 Display Document Line Items:

Use:

This process will display a previously created accounting document .To display a specific document, enter document number, company code and fiscal year.

Procedure:

SAP Easy Access	Accounting ⇒ Financial Accounting ⇒General Ledger ⇒ Document⇒ Display
Transaction code	**FB03**

1.On the "***Display Document :Initial Screen"*** screen, enter information in the fields as specified in the table below:

Jayanth Maydipalle

Input:

Field Name	Description	R/O/C	User Action & Values	Comments
Document Number	The system requires the number of the document you wish to display.	R	Enter the document number you wish to change.	The system proposes the document number from the last processed document.
Company Code	Company code which the document was posted under.	R	Document numbers are company code specific.	The system proposes the company code that was used in the previous function.
Fiscal Year	If the number range that the document type uses is year dependent, you may use this field to be more specific.	R	Enter the appropriate fiscal year that the document was posted in.	If you do not enter a fiscal year and the number range used is year dependent, an additional window will appear if the document number exists in various years.

44

Notes:

 If you do not know the specific document number you wish to display, click on the List button, enter the parameters that you do know, and run the search in order to find the proper document .Then double- click on the desired document to display it.

2. Press "**Enter"** to proceed.

3. On the screen "**Document Overview",** you will see all line items for the document .If you wish to see more details for a specific line item, double click on it .You can also click on the **Document Header** icon or hit **F5** to see the header information for the document .If you desire to make changes to the document, click the **Display / Change** icon or hit **Shift +F1** . In order to return to the **"Document Overview"** screen, click on the **Overview** icon or click

4.To return to the "**Display Document :Initial Screen"** , press the **"Back"** icon   or press **F3.**

1.8   Display changes in Document:

Use:

To view the last changes that have been made to a certain document and the fields that has been changed.

Procedure:

SAP Easy Access	Accounting ⇒ Financial Accounting ⇒General Ledger ⇒ Document⇒ Display Changes
Transaction code	**FB04**

1.On the "***Document Changes :Initial Screen***", make the following entries:

Input:

Field name	Description	R/O/C
Company Code	Enter Company Code you want to display its Doc Changes.	R
Document Number	The Number of the document you want to display its changes.	R
Fiscal Year	The year you are working in.	R
Period of change: Changed by	Name of the User who Made the Change.	O

46

Parked Document : Changed Fields

All changes   Entries   Deletions   Technical names on

Document 0100000051 Company Code 3300 Year 2012

Field
Activity
Document Header Text

3. Double click the line you need to display the changes made in it or press   , or press the **"All changes"** icon, *the following screen appears:*

Parked Document : Overview

Changed fields   Entries   Deletions   Technical names on

Document 0100000051 Company Code 3300 Year 2012

Date	Field	New	Old
11/27/12	Activity	999	
11/27/12	Document Header Text	Statutory Audit-Nov'12	Statutory Audit- Nov'12

Field name	Description
Date	Creation date of the document.
Field	The Field that has been changed.
New	The New value of the field.
Old	The Old value of the field.

4. Display the document changes and after that press the "Back   icon to go to the main menu

1.9 Display G/L Accounts balances:

Use:

The system displays the debit and credit balances of the individual posting periods as well as the cumulative balances of the G/L account

The account balance displays the following:

○ The opening balance (the balance carried forward from the previous year)

○ The total of all transactions for each posting period, broken down into debit and credit postings (transaction figures).

Procedure:

SAP Easy Access	Accounting ⇒ Financial Accounting ⇒General Ledger ⇒ Account⇒ Display Balances
Transaction code	FS10N

1.On the "*G/L Account Balance Display*" screen, enter the information in the fields as specified in the table below:

G/L Account Balance Display

⊕ 🕞 🔄)≡(Activate Worklist 🔲 Choose Ledger

Account Number	620500	to
Company Code	3300	to
Fiscal Year	2012	
Ledger	OL	

Field name	Description	R/O/C	Comment
Account Number	G/L account number that identifies it in the Chart of Accounts.	R	One G/L acct .or Range
Company Code	Enter Company Code you need to display the account balance in it.	R	One Company Code or range
Fiscal Year	The year you are working in.	R	

Notes:

○ You can display more than one account in the same time by pressing the Multiple selection button ⇨ beside the Account Number field the following window opens:
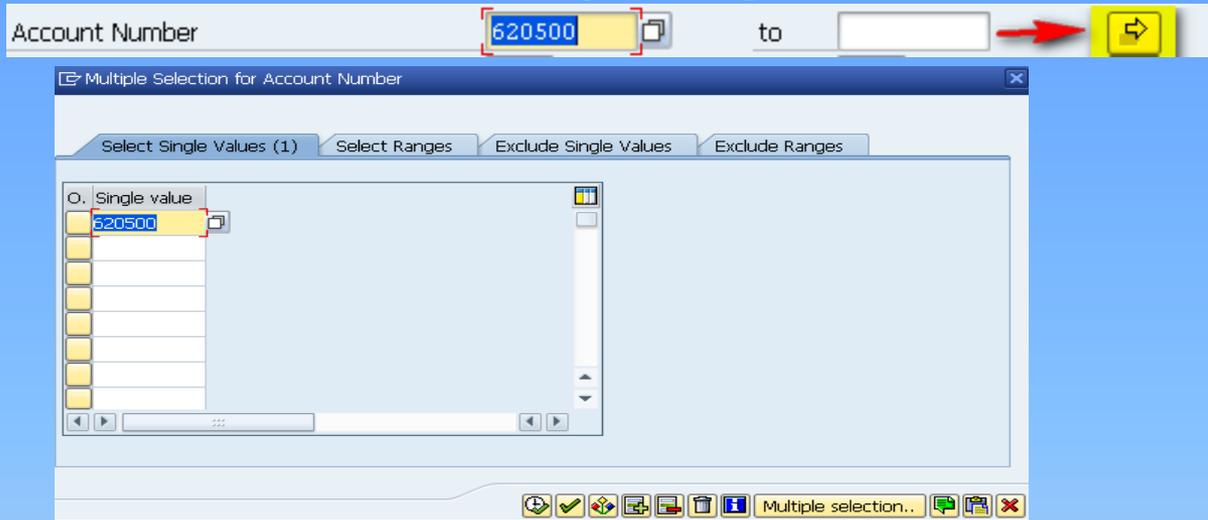
Input:

Tab	Description
Select Single Values (1)	You can select single values
Select Intervals	You can select ranges
Exclude Single Values	You can remove single value
Exclude Intervals	You can remove ranges

2. Press the "*Execute*" ⊕ icon**.** The Following screen appears.

(PTO)

Balance Display: G/L Accounts For the Ledger OL

Document Currency   Document Currency   Document Currency | 🈂 | Indiv

Account Number	620500	OS - Offshore	
Company Code	3300	PMC-Sierra India Pvt Ltd	
Fiscal Year	2012		

Display More Chars

All Documents in Currency   *   Display Currency   INR   Company cod

Period	Debit	Credit	Balance	Cumulative balance
Bal.Carryfor...				
1				
2				
3				
4				
5				
6				
7				
8				
9				
10	41,539,213.16	31,623,948.80	9,915,264.36	9,915,264.36
11	900,612.89		900,612.89	10,815,877.25
12				10,815,877.25
13				10,815,877.25
14				10,815,877.25
15				10,815,877.25
16				10,815,877.25
Total	42,439,826.05	31,623,948.80	10,815,877.25	10,815,877.25

Note:

- The balances for every period in the year are displayed .If you need more details of the totals double click on the required period to see its details.

- To show the single document entries of a period, select the balance field of the period you want to display by double-clicking.

- To show all the documents of the year, select the total balance field by double-clicking.

3. Select the line item you want to change by clicking the box at the start of the row and choose the "*Edit*" icon, if you want to display it choose the *"Display* 🔍 icon .

Note :

- Certain fields can be changed for each type of account.

- Fields to be changed differs whether the Line Item was posted, open or cleared.

4. Display the account balances and press the "***Back***" 🔙 icon to go to the previous screen.

1.10 Display/Change G/L Accounts items:

Use:

○ You can display the line items for one or more accounts.

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

Prerequisites

○ In order to display the line items for an account, the account must be managed with line item display .This means that you have set the indicator *Line item display in the master data of the account.*

Procedure:

SAP Easy Access	Accounting ⇒ Financial Accounting ⇒General Ledger ⇒ Account⇒ Display/Change line items
Transaction code	**FBL3N**

1.On the "*G/L Account Line Item Display*" screen, enter information in the fields as specified in the table below:

G/L Account Line Item Display

⊕ 🔁)≣(🔢 Data Sources

G/L account selection

G/L account	620500	to	⇨
Company code	3300	to	⇨

Input:

Field name	Description	R/O/C	Comment
G/L account	G/L account number that identifies it in the Chart of Accounts.	R	One G/L acct .or Range
Company Code	Enter Company Code you need to display the account balance in it.	R	One Company Code or range

(PTO)

2. For the "**Selection using search help**":

```
Selection using search help
  Search help ID        [ ] [                                        ]
  Search string             [                                        ]
  [⇨]    Search help
```
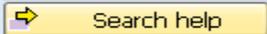
Input:

Field name	Description	R/O/C	User action & values
Search help ID	Key that describes the search criteria	O	<G/L account description in chart of accounts>
Search String		O	

3. For the items to be Displayed or Changed:

```
Line item selection
  Status
    (●) Open items
    Open at key date        [11/29/2012]

    ( ) Cleared items
    Clearing date       [            ]     to    [            ]    [⇨]
    Open at key date    [            ]

    ( ) All items
    Posting date        [            ]     to    [            ]    [⇨]
```

Note:

You have 3 options to display line items:

- **Open items:** you can display open items to a specific date (open items means items that not yet cleared) .

- **Cleared items:** you can display cleared items from a date to a specific date (cleared items means as example invoices paid)

- **All items:** you can display all items (open and cleared)from a date to a specific date.

(PTO)

4. For the Line Items selection:

Type
- ☑ Normal items
- ☐ Noted items
- ☐ Parked items

Note:

You have 3 options:

- **Normal items:** Invoices, payments and credit memos.
- **Noted items:** Not used.
- **Parked items:** documents not yet posted.

5. Press the "**Execute**" icon, a list of Line Items is displayed.

G/L Account Line Item Display

| K ◀ ▶ ▶| | 🔍 ✏ 🔧 ⚙ | 💾 📁 📄 | ▽ 🖨 ▽ | ⊞ ⊞ ⊞ | Σ ‰ 📊 📋 | 🅸 🅸 Selections | 📄 Dispute Case |

G/L Account 620500 Outside Services - Offshore
Company Code 3300

St	Reference	DocumentNo	CoCd	Year	Period	Value Date	Pstng Date	Type	Doc. Date	G/L	Cost Ctr	Profit Ctr	Order	Tr.Prt	Amount in doc. curr.	Curr.	Amount in local cur.	LCurr	Amount in loc.curr.2	LCur
✔	ME_ACCR10	100000029	3300	2012	10		10/01/2012	SA	10/01/2012	620500	111003031	10300	111380		40,507.00-	USD	2,128,904.12-	INR	40,507.00-	USD
✔	ME_ACCR10	100000029	3300	2012	10		10/01/2012	SA	10/01/2012	620500	111003031	10300	110180		14,808.00-	USD	778,255.91-	INR	14,808.00-	USD
✔	ME_ACCR10	100000029	3300	2012	10		10/01/2012	SA	10/01/2012	620500	111003031	10300	110180		15,504.00-	USD	814,835.20-	INR	15,504.00-	USD
✔	ME_ACCR10	100000029	3300	2012	10		10/01/2012	SA	10/01/2012	620500	121001031	10100	999999		14,660.00-	USD	770,477.56-	INR	14,660.00-	USD
✔	ME_ACCR10	100000029	3300	2012	10		10/01/2012	SA	10/01/2012	620500	111006031	10600	110970		5,525.00-	USD	290,374.39-	INR	5,525.00-	USD
✔	ME_ACCR10	100000029	3300	2012	10		10/01/2012	SA	10/01/2012	620500	111003031	10300	110560		6,713.00-	USD	352,811.45-	INR	6,713.00-	USD
✔	ME_ACCR10	100000029	3300	2012	10		10/01/2012	SA	10/01/2012	620500	216001031	10100	999999		59,587.00-	USD	3,131,681.19-	INR	59,587.00-	USD
✔	ME_ACCR10	100000029	3300	2012	10		10/01/2012	SA	10/01/2012	620500	115003031	10300	111070		41,475.00-	USD	2,179,778.76-	INR	41,475.00-	USD
✔	ME_ACCR10	100000029	3300	2012	10		10/01/2012	SA	10/01/2012	620500	111003031	10300	111380		6,750.00-	USD	354,756.04-	INR	6,750.00-	USD
✔	ME_ACCR10	100000030	3300	2012	10		10/01/2012	SA	10/01/2012	620500	111003031	10300	111380		722,000.00-	INR	722,000.00-	INR	13,739.66-	USD
✔	ME_ACCR10	100000030	3300	2012	10		10/01/2012	SA	10/01/2012	620500	111003031	10300	110560		1,634,500.00-	INR	1,634,500.00-	INR	31,104.54-	USD
✔	ME_ACCR10	100000030	3300	2012	10		10/01/2012	SA	10/01/2012	620500	111003031	10300	110180		1,988,500.00-	INR	1,988,500.00-	INR	37,841.16-	USD
✔	ME_ACCR10	100000030	3300	2012	10		10/01/2012	SA	10/01/2012	620500	111003031	10300	110180		694,000.00-	INR	694,000.00-	INR	13,206.82-	USD
✔	ME_ACCR10	100000030	3300	2012	10		10/01/2012	SA	10/01/2012	620500	215001031	10100	999999		273,500.00-	INR	273,500.00-	INR	5,204.71-	USD
✔	ME_ACCR10	100000030	3300	2012	10		10/01/2012	SA	10/01/2012	620500	111003031	10300	110560		833,000.00-	INR	833,000.00-	INR	15,851.99-	USD
✔	ME_ACCR10	100000030	3300	2012	10		10/01/2012	SA	10/01/2012	620500	111006031	10600	110970		1,103,500.00-	INR	1,103,500.00-	INR	20,999.61-	USD
✔	ME_ACCR10	100000030	3300	2012	10		10/01/2012	SA	10/01/2012	620500	111003031	10300	110940		1,282,000.00-	INR	1,282,000.00-	INR	24,396.46-	USD
✔	ME_ACCR10	100000030	3300	2012	10		10/01/2012	SA	10/01/2012	620500	111006031	10600	999999		1,089,500.00-	INR	1,089,500.00-	INR	20,733.19-	USD
✔	ME_ACCR10	100000030	3300	2012	10		10/01/2012	SA	10/01/2012	620500	216001031	10100	999999		217,000.00-	INR	217,000.00-	INR	4,129.51-	USD
✔	ME_ACCR9	100000035	3300	2012	10		10/01/2012	SA	10/01/2012	620500	611001031	10100	999999		114,000.00-	INR	114,000.00-	INR	2,169.42-	USD
✔	ME_ACCR1	100000034	3300	2012	10		10/22/2012	SA	10/22/2012	620500	651001031	10100	999999		1,942,455.00-	INR	1,942,455.00-	INR	36,265.64-	USD

(PTO)

6. First you will find descriptions for some symbols in the screen:

Icon	Description	Icon	Description
▪	Means this item is still open.	⚠	Means this document is not yet posted.
●	Means this item is cleared.	✔	Means this document was posted.

7. Second you have some icons in the toolbar:

Icon	Description	Icon	Description
👓	Display Document	Σ	Sum icon to make sum to specific column.
✏	Change Document	📊	Subtotal icon make subtotals to specific column
🔧	Display check information	▦	Change layout icon used to change the columns displayed.
📑	Account Master Data	📋	Select layout icon used to change the layout by another saved layout.
🔽	Filter icon to filter by any category available.	💾	Save layout icon used to save specific layout.
📇	Sort ascending	🔽	Sort in Descending Order

8. To Display the Line Item click on the check box then press the "**Displ** 👓" icon .

9. To Change the Line Item click on the check box then Press the "**Chang** ✏" icon .

Note :

- Certain fields can be changed for each type of account.
- Fields to be changed differs whether the Line Item was posted, open or cleared.

1.11 Clear G/L Account:

Use

Running the clearing program can clear open items on a G/L account .This program uses predefined criteria to group together open items per account .If the balance of the group of open items equals zero in local, foreign, and where applicable, the parallel currency, the items are marked as cleared.

Procedures :

SAP Easy Access	Accounting ⇒ Financial Accounting ⇒General Ledger ⇒ Account⇒Clear
Transaction code	**F-03**

1.On the **"Clear G/L Account :Header Data"** screen, enter information in the fields as specified in the table below:

```
Clear G/L Account: Header Data

  Process open items


  Account           100282        □ learing Date    11/29/2012   Period      12
  Company Code      3300            Currency         INR


  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
  ○ Others
```

(PTO)

Field name	Description	R/O/C	User action &values	Comment
Account	The number of the G/L account to have items cleared.	R	Enter in the G/L account number.	You may only clear items from one account at a time.
Company code	Up to 4-digit code in which the customer exists.	R	Can default from settings in User Parameters. The system requires that you select valid customer-company code combination.	
Clearing date	Date of clearing transaction.	R	Defaults in as today's date.	Even if you change the clearing date to a date in the past, it will assign the default date as the clearing date.
Currency	The currency of the amounts involved in the transaction.	R	Default to USD - Can default by setting editing profile.	
Period	2 char identifier used indicate the period in which the posting will be placed.	R	Defaults to current period, based on the clearing date.	
Normal OI Area	Indicates that only standard open items are to be taken into consideration during clearing.	R	Default is set so that only normal open items will be taken into consideration for clearing.	
Additional selections Area	A series of other document selection criteria.	R	The default selection is „None". Click on any single selection option to limit the open item list generated.	

2. Press **"Enter"** or the **"Process open items** ▭ Process open items ▭ icon. to continue

(PTO)

Jayanth Maydipalle

3. On screen "**Clear G/L Account :Process open items",** double-click on the dollar amount field of the item(s)to be cleared.

4. As you select each item from the list of open items (double-click), the total amount will appear in the "**Assigned**" field .For an acceptable clearing transaction situation, this field must equal zero before you post the transaction.

5. Press the "Post" 💾 icon to or press (Ctrl-S)post the payment

6. A system message will appear indicating that the clearing document has been created and a system-generated number will be attributed to that document.

(PTO)

7. You have four types of open items clearing :

a. Standard Clearing:

Standard Clearing means the payment amount is equal to the open item amount without any differences.

b. Partial Payment

A partial payment is a payment that is posted to an account without any open items being cleared .You assign this partial payment to an open item .When you post the partial payment, the system marks the document number of the original open item in the line item for the partial payment .The original open item and the partial payment remain open.

c. Residual items

A residual item results when a payment is made for less than the actual amount outstanding .You clear the original open item, and the system posts a new open item . This new open item is for the same amount as the original open item minus the amount paid.

d. Withholding tax

8. On the" **Clear G/L Account :Process open items"** screen, the "**Standard**" tab, make the following:

9. After entering the screen "**Clear G/L Account Pr** Items **pen items** ", by default all items activated .To deactivate all Items items first choose "**Select all**" and then **"Deactivate items"** .Afterwards you can choose Select and then **"Activate items",** in order to select the appropriate items, which you want to clear.

10. The activated items (represented in blue writing)can become afterwards cleared, if in the field "**Not assigned"** contains an amount of 0, 00 or the difference does not exceed the tolerance limit for users.

Field name	Description	Comment
Number of items	Number of items displayed in the list.	
Display from item	First item to be displayed on the page.	
Display in clearing currency	Shows the Display Status.	<Document Currency/Local Currency>
Amount entered	Amount to be cleared.	<0>
Assigned	Total of the active items displayed.	<0>
Not assigned	Shows the difference between the amount to be cleared and the net total of the active open items selected for clearing.	**Must be =ZERO**

(PTO)

12. In the table below there are some other options

Icon	Description	Icon	Description
	Document Overview		Field Content Search
	Clearing Text	Am...	Find Amount
Distribute diff.	Distribute difference	Gross<...	Display Gross/Net Amount
Charge off diff.	Charge off difference	Currency	Display Currency
	Select	Disc.	Activate Cash Discount
	Select Block	Disc.	Deactivate Cash Discount
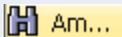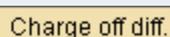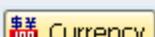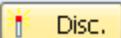
13. Press the **"Document Overview"** Icon to display the document.

Note :The Clearing Document may have no line items.

14. Press the **"Post"** icon to post the clearing.

15. The following message appears where "100000059" is the clearing document number

☑ Document 100000059 was posted in company code 3300
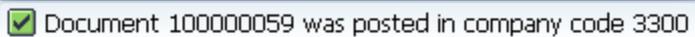
16. Write down the document number for your reference.

Jayanth Maydipalle

59

1.12 Reset Cleared Items:

Use

You can reset clearing procedures for individual documents .When resetting clearing postings, the clearing data is removed from the line items (and the reversal data, where it existed, is removed from the document header .)The document changes are logged and can be displayed in the change documents .Payment history and credit limit will be corrected, when needed, after resetting cleared items in Accounts Receivable .This process will be utilized for opening misapplied payments and for reversing and reissuing credit refunds .

Procedure

SAP Easy Access	Accounting ⇒ Financial Accounting ⇒Accounts Payable ⇒ Document ⇒ Reset Clear Document
Transaction code	FBRA

1.On the "***Reset Cleared Items***" screen, enter information in the fields as specified in the table below:

Reset Cleared Items

Accounts   Items   Accompanying Correspondence

Clearing Document	2000000012
Company Code	3300
Fiscal Year	2012

Field name	Description	R/O/C	User action &values	Comment
Clearing document	Number of the document with which the line item was cleared.	R	Enter in the 10-digit system-assigned number .This is the clearing document or the payment number, or offset number.	Make sure that you have the information of what payment or offset is to be reset.
Company Code	Four-character identifier of the company code.	R	Enter in the company code.	Can be set as default parameter.
Fiscal year	Defines a period, 12 months as a rule, for which the company is to create its inventory and balance sheet.	R	Enter year that the cleared item was posted.	Make sure you enter the current year, otherwise it will affect the G/L reporting and upper management reports regarding.

Notes:

- Click on the "Accounts" Accounts button to view customer account number and company code.

- Click on the "Items Items button to view the documents you are about to reset .Place the cursor at the displayed line items and click on to view details.

- Click on "Accompanying Correspondence" Accompanying Correspondence button to view correspondences.

2. If there is any correspondence that is currently in the queue to be printed, the system will ask you if you want to deactivate any open correspondence .You should click the „Yes" option.

3. Press **"Reset Cleared Items** 💾 to reset the document(s.)

4. A dialog box will pop-up with 2 options :"**Resetting"** and **"Resetting and Reverse"**

5. Select "**Only resetting"** by double clicking on the selection box .This cancels and reopens documents cleared by payment allocation or other cleared items.

6. Select "**Resetting and reverse"** by double-clicking on the selection box .This will cancel credit refunds and reissue.

Jayanth Maydipalle

Reversal of clearing document	☒
As well as resetting cleared items, it is also possible to reverse the clearing document.	Only resetting
	Resetting and revers
	✖ Cancel
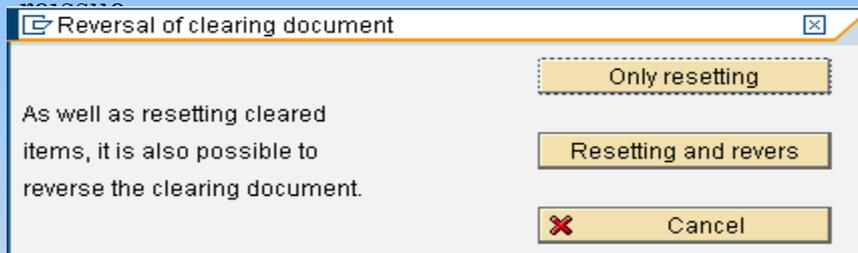
Notes:

- If the document is involved with another clearing document, the system will generate an error message that the document is not purely a clearing document.

  This error message will display the following:

  Diagnosis :the system will display what other items are involved and notify you that the document will not be reset.

  System response: notification that the payment cannot be reset.

  Procedure :the system will give you instructions to check your data and correct your entry .It will instruct you to reset the other items to be able to reset this one.

- If the items are archived, the system will check the archives and if the document is found it will be reset .Otherwise, the A/R control clerk will have to perform the following procedure:

  o If the payment is to be reset and cleared again, the clerk should utilize „Post with clearing".

  o If the payment is to be reset and left open, the control clerk should utilize „Post without clearing" .The open items would then be resolved by the Credit department.

7. When selecting "**Resetting and Reverse**", on the **"Reversal data"** box, enter the information from the table below:

Field name	Description	R/O/C	User action &values
Reversal reason	Reason for reversing a document.	R	Enter the proper reason code based on the process you will perform.
Posting date	Date when a document is reversed.	R	Enter current date .This has to be today's date for auditing purposes.
Fiscal year	Defines a period, 12 months as a rule, for which the company is to create its inventory and balance sheet.	R	Enter year that the cleared item was posted.

Note :On Above table in column "R/O/C", "R" =Required, "O" =Optional, "C" =Conditional

8. Select the in the "**Reversal data**" box.

9. Select the in the "**Information**" box to post the document.

10. Select the   in the next "**Information**" box to complete the reset of cleared items.

11. If selecting "**Only resetting"** on the **"Reversal of clearing document"** box:

12. Click on the "**Only resetting**" button to reset the cleared item.

13. If resetting cleared documents that were cleared without posting, after entering the information on the "**Reset cleared items"** screen and selecting the "**Save"**   button, a message will appear that the cleared documents were reversed.

62

1.13 Process Automatic Clearing:

Use

You can use the clearing program to clear open items from customer, vendor, and G/L accounts .This program uses predefined criteria to group together open items per account .If the balance of the group of open items equals zero in local, foreign, and where applicable, the parallel currency, the items are marked as cleared.

Procedure

SAP Easy Access	Accounting ⇒ Financial Accounting ⇒General Ledger⇒ Periodic Process ⇒ Automatic Clearing ⇒Without Specification of Clearing Currency
Transaction code	**F.13**

1. On **"the Automatic Clearing"** screen, enter information in the fields as specified in the below table GENERAL SELECTIONS area criteria can be specified as to which items to clear .

o For example, you can select various company codes, fiscal years, document numbers or posting dates .If you leave these selections blank, the system will select everything .

63

Input:

Field name	Description	R/O/C	User action & values
Company Code	Enter the company you need to make the clearing in it.	R	<3300>
Fiscal Year	Enter the Fiscal year of the transactions you need to clear.	R	<2012>
Document number	if you want to clear certain documents, select the numbers.	O	<Doc .No.>
Select G/L accounts	Indicator.		
Assignment	Enter assignment if you need to clear special assignments (regularly not used).		
Posting date	Enter posting date if you need to clear special posting dates (regularly not used).		
☐ Select customers	Assign this flag if you need to clear customers automatically.	R/C	
☐ Special G/L transactions	Assign this flag if you need to clear a special customers transactions automatically.		
Special G/L Indicator-Custom	Enter special GL code.		
Customer accounts	Enter customers codes you need to clear.		
☐ Select vendors	Assign this flag if you need to clear vendors automatically.	R/C	
☐ Special G/L transactions	Assign this flag if you need to clear a special vendors transactions automatically.		
Special G/L Indicator- Vend	Enter special GL code.		
Vendors accounts	Enter vendors codes you need to clear.		
☐ Select G/L accounts	Assign this flag if you need to clear GL accounts automatically.	R/C	<Set indicator>
G/L accounts	Enter GL accounts codes you need to clear		
☐ GR/IR account special process.	Assign this flag if you clear GR/IR account		

Note :On Above table in column "R/O/C", "R" =Required, "O" =Optional, "C" =Conditional

3. Under the **POSTING PARAMETERS** area

```
Posting parameters
Clearing date                    11/29/2012     Period      [  ]
[ ] Date from Most Recent Document
[ ] Include tolerances
[ ] Permit individual line items
[ ] Include suppl. account assgmnt
[✓] Test run
Minimum Number of Line Items     [      ]
```

Field name	Description	R/O/C	User action &values	Comment
Clearing Date	The date the clearing will be effective.	R/C	Enter the relative period: i.e .End of Month-EOM.	Defaults to the current date.
Test Run	The "Test Mode" option is defaulted on the Parameter screen.	O	Run the clearing program in "Test Mode" to review the data prior to a production run.	

4. Under the **OUTPUT CONTROL** area

```
Output Control
[✓] Documents that can be cleared
[ ] Documents that cannot be clrd
[✓] Error Messages
```

Field name	Description	R/O/C	Comment
Detail list with error log	Allows for user to review accounts not cleared.	R	Defaults by the system.

5. Choose **Execute** or **press (F8**

6. Choose **Back** or **press (F3)**

7. Deselect the field "**test run**", all further entries remain unchanged.

8. Choose **Execute** or **press(F8) .**You will perform the real run the system displays the warning :**"This program run is a production run".**

```
(!) This program run is a production run        ? ▷ | F.13 🖻 | ides | OVR |      //.
```

9. Choose **Enter** to confirm the warning and to start the run.

1.14 Automatic Clearing with Clearing Currency Specified:

Use

You can use the clearing program to clear open items from customer, vendor, and G/L accounts .This program uses predefined criteria to group together open items per account .If the balance of the group of open items equals zero in local, foreign, and where applicable, the parallel currency, the items are marked as cleared.

Procedure

SAP Easy Access	Accounting ⇒ Financial Accounting ⇒General Ledger⇒ Periodic Process ⇒ Automatic Clearing ⇒With Specification of Clearing Currency
Transaction code	**F13E**

1.On the **"Automatic Clearing"** *screen, the same steps as transaction* **"F.13**", except for the **"Posting parameters"** make the following entries:

Jayanth Maydipalle

```
Posting parameters

Clearing date                          11/29/2012    Period  [  ]
☐ Date from Most Recent Document
☐ Include tolerances
☐ Permit individual line items
☐ Include suppl. account assgmnt
☑ Test run
Minimum Number of Line Items   [      ]
```

Field name	Description	R/O/C	User action &values	Comment
Clearing date	The date the clearing will be effective.		Enter the relative period: i.e .End of Month-EOM	Defaults to the current date.
Clearing Currency	Currency for the clearing			
Clearing curr . From assignment	You can specify clearing currency from assignment or enter a clearing currency			
☑ Test run	The "Test Mode" option is defaulted on the Parameter screen.		Run the clearing program in "Test Mode" to review the data prior to a production run.	

66

3. Under the **OUTPUT CONTROL** area.

```
Output Control
 ☑ Documents that can be cleared
 ☐ Documents that cannot be clrd
 ☑ Error Messages
```

Field name	Description	R/O/C	Comment
Detail list with error log	Allows for user to review accounts not cleared.	R	Defaults by the system.

4. Choose **Execute** or **press (F8).**

5. Choose **Back** or **press (F3).**

6. Deselect the field "**test run**", all further entries remain unchanged.

7. Choose **Execute** or **press(F8) .**You will perform the real run the system displays the warning :**"This program run is a production run".**

```
① This program run is a production run        ❷ ▷  F.13 ▣ ides  OVR
```

8. Choose Enter to confirm the warning and to start the run.

Result

A log of the program run is provided .Per General Ledger account all groups of open items are arranged, which show the same clearing amount in the debit and credit .If the clearing criteria agree a clearing date as well as a clearing document number is indicated, under that the clearing took place.

1.15 Recurring Entries:

1.15.1 Recurring Documents:

Use:

- Some business transactions are repeated regularly every period or quarter such as rent and insurance .SAP gives the Recurring Entry option to make this entry one time and run it every period and have the same financial effect.

- The following data never change in the Recurring Entry :Posting Key – Account – Line item Amounts.

- You enter the recurring data in a Recurring Entry original document and then run the Recurring Entry Program .

Procedure:

SAP Easy Access	Accounting ⇒ Financial Accounting ⇒General Ledger⇒ Posting⇒ Reference Documents ⇒ Recurring Document
Transaction code	**FBD1**

1.On the screen "**Enter Recurring Entry :Header data**", enter information in the fields as specified in the table

68

Input: (PTO)

Field name	Description	R/O/C	User action &values	Comment
Company code	Four-character identifier of the company code.	R	Select the drop down arrow to select from the available choices.	
First run on	The first day that documents should be posted.	R	Select the drop down arrow to see a calendar.	
Last run on	The last day that documents should be posted.	R	Select the drop down arrow to see a calendar.	
Interval in months	The number of months between the postings (run frequency).	R/C	Select the drop down arrow to select from the available choices.	Either the "Interval in months" or the "Run date" must be selected.
Run date	The day of the month that the accounting documents should be posted.	R/C	Select the drop down arrow to see a calendar.	Either the "Interval in months" or the "Run date" must be selected.
Run schedule	Plan which contains the required run dates for recurring entry original documents.	R/C	Select the drop down arrow to select from the available choices.	
Transfer amounts in local currency	When generating accounting documents from recurring entry original documents in foreign currencies, usually only the currency fields are adopted .The local currency is calculated then according to the valid exchange rate at that time .If you want to generate documents using the historical rate, you need to set the corresponding indicator . This ensures that even local currency amounts will be adopted in the new accounting documents.	O	Select if appropriate.	This indicator may also be useful for postings made in local currency, if more than one local currency is recorded or additional currencies are used in the special purpose ledger .If this indicator exists in local currency documents, the system transfers the value date in the document header . This means that additional currencies are translated at historical rates.
Transfer tax amounts in local currency	Generally, only the currency fields are transferred when creating accounting documents from recurring entry original documents in foreign currency, and the local currency is predetermined according to the rate valid then .If, however, you want to transfer the tax amounts with the "historical rate", then you should set this indicator.	O	Select if appropriate.	When setting this indicator, also note the customizing of the company code in which this document is to be created .It can make sense, for example, to transfer the local currency amounts of the normal line items from the recurring entry original document, yet not the tax amounts, in the case of company codes which propose a separate date for the translation of the tax amounts .These are then always translated according to the current rate from the exchange rate table .If a manual rate is to be entered for the tax amounts, then this indicator should be set in order to transfer the amounts specifically . The tax rate set is then also transferred.

Field name	Description	R/O/C	User action &values	Comment
Copy texts	By selecting this parameter the recurring entry document long texts (in the document header and line items) are transferred to the actual documents.	O	Enter if desired	
Document type	Two-character identifier of the document type.	R	Select the drop down arrow to select from the available choices.	
Currency/rate	Two-character identifier of the currency used for the posting.	R	Select the drop down arrow to select from the available choices.	
Translation date	Translation date for determining the exchange rate that is to be used for translation . The exchange rates are stored in the system.	R	Enter if appropriate	You do not need to enter a date unless the date in question is not the same as the document entry date.
Document header text	The document header text contains explanations or notes that apply to the document as a whole, that is, not only for certain line items.	O	Enter if desired	
Trading partner BA	This field contains the business area of the trading partner .Together with the business area to which the posting is made, there is a sender/receiver relationship in each line item.	O	Enter if appropriate	This relationship enables the elimination of IC sales at business area level within business area consolidation.
Posting key	Two-digit numeric key that controls the entry of document line items.	R	Select the drop down arrow to select from the available choices.	
Account	Account (vendor)which is to be posted.	R	Select the drop down arrow to select from the available choices.	
Sp .G/L	Identifies a special G/L transaction (i.e., down payments & bills of exchange).	O	Select the drop down arrow to select from the available choices.	

In column "R/O/C" of above table, "R" =Required, "O" =Optional, "C" =Conditional

2. Select the ✅ **Enter** icon to proceed.

3. On screen "**Enter Recurring Entry :Add G/L or Vendor item",** enter information in the fields as specified in the table below

Enter Recurring Entry Add G/L account item

More data   Acct model   Fast Data Entry   Taxes

G/L Account	640000	Rent Expense - Facilities	
Company Code	3300	PMC-Sierra India Pvt Ltd	

Item 1 / Debit entry / 40

Amount	100000	INR	
Tax Code		☐ Calculate tax	
Business Place			
Cost Center	641001031	Order	999999
WBS Element		Profit. Segment	➪
Network		Real Estate Obj	➪
		Sales Order	
		➪ More	
Purchasing Doc.			
		Quantity	
Assignment			
Text	Rent Expenses	✏ Long Texts	

Next Line Item

PstKy 50 Account 220000 ☐ L Ind ☐ TType

In

Field name	Description	R/O/C	User action &values	Comment
Amount	Amount of the posting to apply to the account entered on the previous screen.	R	Enter the amount	
Calculate tax	Automatically calculates tax during simulation or posting.	C	Check if applicable	
Tax code		C	Enter if necessary.	Conditional based on account.
Payment terms	Key for defining payment terms composed of cash discount percentages and payment periods.	C	Select the drop down arrow to select from the available choices if entering for a vendor or customer account.	Master records have separate areas for Financial Accounting, Sales, and Purchasing .You can specify different terms of payment keys in each of these areas .When you then enter a business transaction, the application in question will use the key specified in its area of the master record.

Field name	Description	R/O/C	User action &values	Comment
Bline date	Date to which the periods for the cash discount deadline and the due date for net payment refer .This is the case for line items in open item accounts. For line items in G/L accounts, the item is due immediately on this date because there are no cash discount specifications.	C	Accept proposed date or enter a different date.	If the cash discount rates (and days)have not been entered, the baseline date for payment is the same as the due date.
Days%	Period within which a payment must be made in order to take advantage of the first cash discount terms.	C	Accept proposed values or enter new values if applicable.	
Text	Contains an explanatory text on the line item.	R	Enter a text manually or transfer a standard text .To transfer a standard text you enter the corresponding text variable with a prefixed equals sign =(XXXX.)	Texts with an asterisk at the first position are transferred into the line item list for the correspondence, for example, in dunning letters or payment confirmations .It is a requirement, that the field "Segment text "is present in the form for the correspondence.
Posting key	Two-digit numeric key that controls the entry of the next document line item .Use an appropriate key to reflect if the next entry will be a debit or a credit and if it will be a vendor, customer or G/L account.	R	Select the drop down arrow to select from the available choices.	Only enter if this is not the previous account was not the last.
Account	enter the balancing G/L account (s)which is to be posted for the next line item.	R	Select the drop down arrow to select from the available choices.	Only enter if this is not the previous account was not the last.
Sp .G/L	Identifies a special G/L transaction (i.e., down payments & bills of exchange).	O	Select the drop down arrow to select from the available choices.	
Trans .Type	The transaction type in Asset Accounting classifies the business transaction.	O	Select the drop down arrow to select from the available choices.	

5. Next screen for the *Second Line Item:*

(PTO)

Enter Recurring Entry Correct G/L account item

👤 🗒 🗒 🗐 ➡ More data   Acct model   📝 Fast Data Entry   ℹ Taxes

G/L Account   220000   Accrued Liabilities
Company Code   3300   PMC-Sierra India Pvt Ltd

Item 2 / Credit entry / 50

Amount   *   INR

☐ W/o Cash Dscnt

Business Place   3300
Profit Ctrs

➡ More

Purchasing Doc.

Quantity
Value Date   11/30/2012   Due on
Assignment
Text   +| 🔲 Long Texts

Next Line Item

PstKy   Account   SGL Ind   TType

Field name	Description	R/O/C	User action &values	Comment
Amount		R	*	The *represent the same amount of the First Line Item.
Value Date	Used in Bank Accounts 👤	R		

6. Press *Overview* 👤 icon to view the document.

Enter Recurring Entry Display Overview

🔍 🏠 Display Currency   Acct model   📝 Fast Data Entry   ℹ Taxes

Document Date   11/29/2012   Type   SA   Company Code   3300
Posting Date   11/29/2012   Period   12   Currency   INR
Document Number   INTERNAL   Fiscal Year   2012   Translatn Date   11/29/2012
Reference
Doc.Header Text   Rent Expenses   Trading Part.BA

Items in document currency

	PK	BusA	Acct		INR	Amount	Tax amnt
001	40		0000640000	Rent Expense - Faci		100,000.00	
002	50		0000220000	Accrued Liabilities		100,000.00-	

7. On the "***Enter Recurring Entry Display Overview***" screen, you can see the document that is to be posted afterwards.

8. When satisfied with the results, select **Document ⇒ Post** or Press the "***P*** 💾 icon to save the recurring entry and record the posted document's number .

9. The following message appears where "**100000059**" is the document number

☑ Document 100000059 was posted in company code 3300
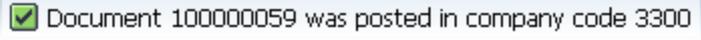
10. Write down the Recurring Document number for your reference.

1.15.2 Change Recurring Documents:

Use:

Changing a recurring document is similar to changing other FI documents except that all the line items in recurring documents are open for change .The document header information on the other hand is still very restrictive for changes .Recurring document may also be access in the General Ledger, Accounts Payable and Accounts Receivable .This BPP will demonstrate on how to change a recurring document in Accounts Payable .The procedures though are very similar in Accounts Payable, Accounts Receivable and General Ledger.

Procedure:

| SAP Easy Access	Accounting ⇒ Financial Accounting ⇒General Ledger⇒ Document ⇒ Reference Documents ⇒ Recurring Entry Document ⇒ Change
Transaction code	FBD2

1.On screen "**Change Recurring Document :Initial Screen**", enter information in the fields as specified in the below table:

Field Name	Description	R/O/C	User Action & Values
Company Code	Identifier of the company code to which the document was posted	R	Enter company code.
Document number	Number that uniquely identifies the document that was created for the recurring entry original document.	R	
Fiscal Year	Fiscal year in which the document was posted	R	Enter the fiscal year.

(PTO)

Notes:

- As standard when you enter the transaction, the last posted document made by any user appears automatically .

- If you know the document number that you need to change type the number direct in the "**Document Number**" field.

- If you do not know the Document number press [Document List] the following screen appears:
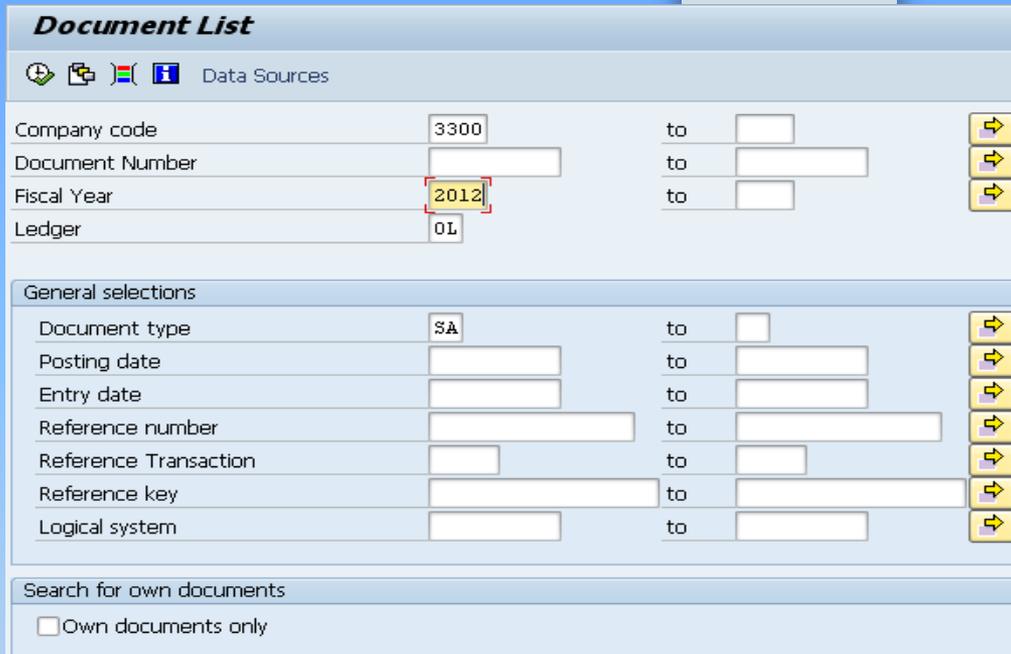
2. From this screen you can select documents by fields like "**Document type**", "**Posting date**", "**Entry date**", etc and then press the " cute" icon, a list of documents appear if found.

3. Double click the Document you want to change or press the "**Choose**" icon

4. Press ✔ to continue.

5. On screen "**Document :Overview**", edit one or more line items by double-clicking the line item and changing the data contained in it.

- To edit the document header information, select *Go to ⇒ Doc .Header .You can then add or change the Reference Number and Text fields in the document header.*

- To edit the recurring entries data, such as the run schedule go into the Change Document overview screen and then select *Goto ⇒ Recurring entry data .You may change the Next Run Date, Last Run Date, Interval in months, Run date, Run schedule, Number of runs and Delete Code fields*

6. Double click the Line Item you want to change, for example the first line item.
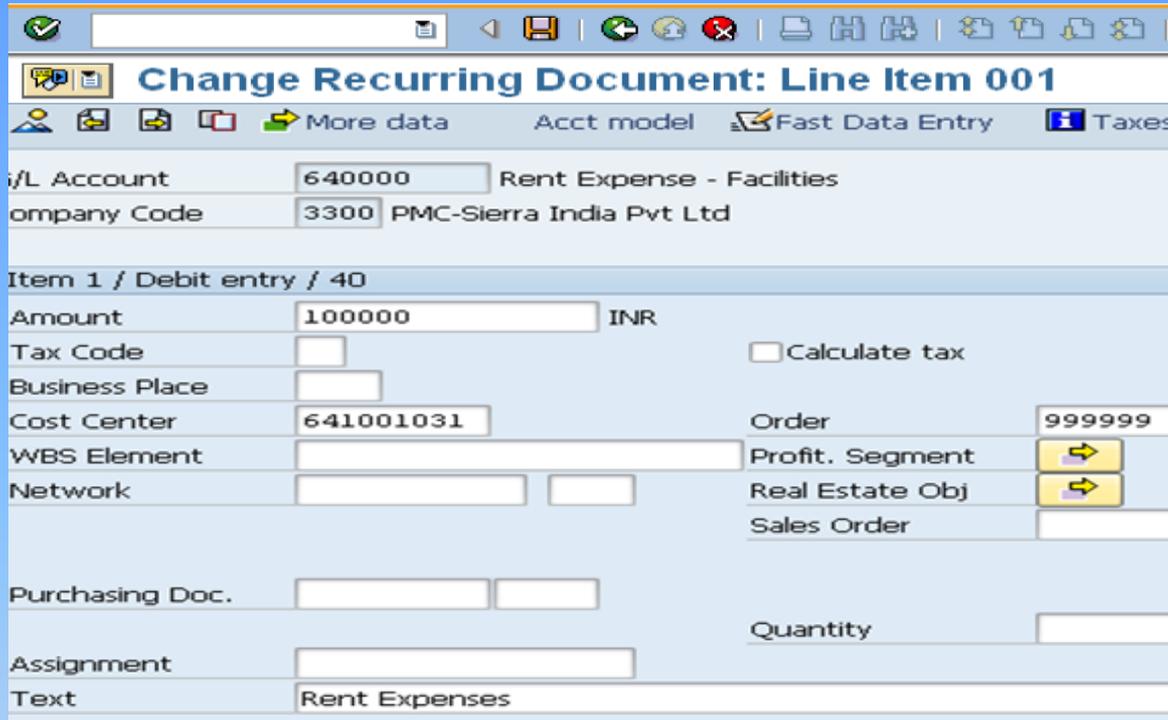
Change Recurring Document: Line Item 001

More data   Acct model   Fast Data Entry   Taxes

G/L Account	640000	Rent Expense - Facilities	
Company Code	3300	PMC-Sierra India Pvt Ltd	

Item 1 / Debit entry / 40

Amount	100000	INR	
Tax Code		☐ Calculate tax	
Business Place			
Cost Center	641001031	Order	999999
WBS Element		Profit. Segment	➡
Network		Real Estate Obj	➡
		Sales Order	
Purchasing Doc.			
		Quantity	
Assignment			
Text	Rent Expenses		

100000059

3300

7. In order to change Recurring Entry Data select from the Menu Bar "**Goto ⇒ Recurring Entry Data"**
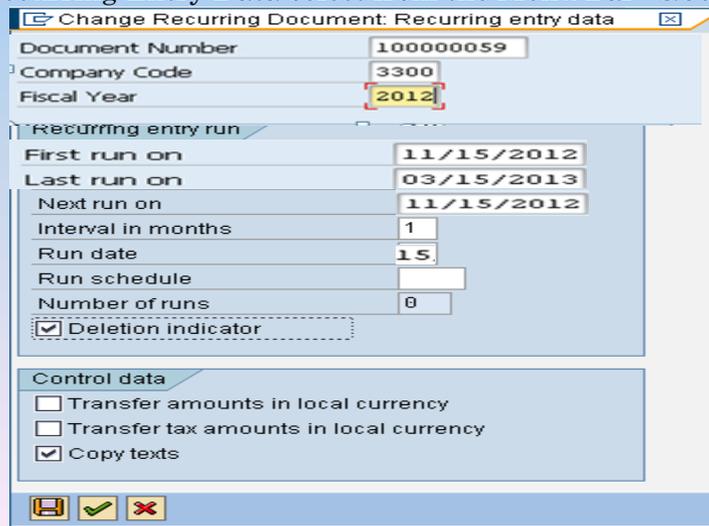
Change Recurring Document: Recurring entry data

Document Number	100000059
Company Code	3300
Fiscal Year	2012

Recurring entry run

First run on	11/15/2012
Last run on	03/15/2013
Next run on	11/15/2012
Interval in months	1
Run date	15
Run schedule	
Number of runs	0
☑ Deletion indicator	

Control data

☐ Transfer amounts in local currency
☐ Transfer tax amounts in local currency
☑ Copy texts

Note : In case you need to delete the Recurring Document for any reason set the **"Deletion Indicator"** Field

8. Make the changes you need and press the "Back ⟲ button then press the "Sa 💾 button, the mess ✅ Changes have been saved

Note:

- You cannot change the Document Header (Posting date, Document date, and Document type.)
- You cannot change Amount and Cost Centre or Order.
- You can change Text, Assignment, Terms of Payment, Base Line date, Payment Method only.

1.15.3 Display Recurring Documents:

Procedure:

SAP Easy Access	Accounting ⇒ Financial Accounting ⇒General Ledger⇒ Document ⇒ Reference Documents ⇒ Recurring Entry Document ⇒ Display
Transaction code	**FBD3**

1. Perform the same steps like the previous transaction, but only for displaying not changing the Document.

2. Double click the Recurring Document you want to Display

3. Display the document and after that press the "**Back** icon to go to the main menu.

4. In case you want to Display the Recurring Entry data, From **"Goto ⇒ Recurring Data Entry"** the following screen appear:
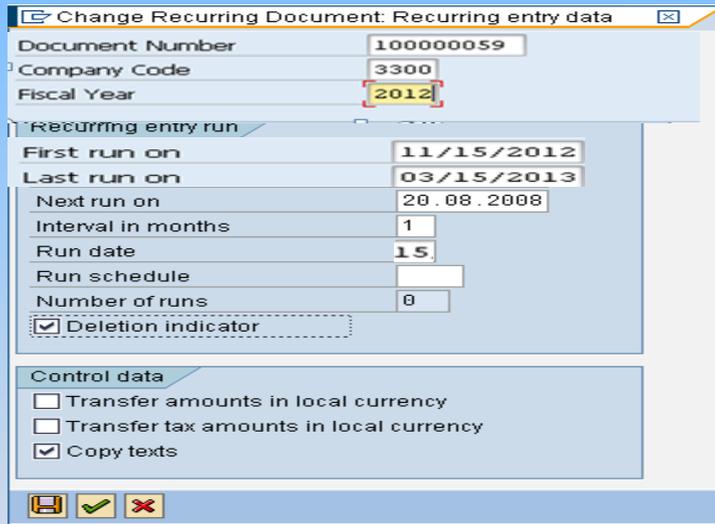
5. Press ✔ to exit this screen.

1.15.4 Display changes in Recurring Documents:

Use:

To view the last changes that have been made to a certain document and the fields that has been changed.

Procedure:

SAP Easy Access	Accounting ⇒ Financial Accounting ⇒General Ledger⇒ Document ⇒ Reference Documents ⇒ Recurring Entry Document ⇒ Display Changes
Transaction code	**FBD4**

1.On the "*Recurring Document Changes :Initial Screen",* make the following entries:

Recurring Document Changes: Initial Screen

Company Code	3300
Document Number	1000000059
Fiscal Year	2012

Period of change	
From change date	
Time	00:00:00
Changed by	

Field name	Description	R/O/C	User action &values
Company Code	Enter Company Code you need to display its recurring document changes in it.	R	
Document Number	**The Number of the document you want to display its changes**	R	
Fiscal Year	**The year you are working in.**	R	

2. Then Press "*Enter",* the following screen appears:

Changes to Recurring Document : Overview

All changes   Entries   Deletions   Technical names on

ocument 0100000051 Company Code 3300 Year 2012

Field

Document Header Text

3. Double click the line you need to display the changes made in it, or press the **"All changes** All changes   *icon.*

4. Display the document changes and after that press the **"Back**⤺   icon to go to the main.

1.15.5 Delete Reference Document(Recurring Entry):

Use

○ You can only delete recurring entry documents that are flagged for deletion .The recurring entry program automatically flags recurring entry documents for deletion if the next run date determined by the program is after the last scheduled run date .The system thereby indicates that the recurring entry document is not to be used again .You can also set the deletion flag yourself in the recurring entry document.

○ When you use a run schedule, the program flags a recurring document for deletion if there is no run date in the schedule which is later than the current run date .In this case the program tells you which recurring document has been flagged for deletion .You can remove this flag if, for example, you have not yet entered all run dates .Make sure you then complete the run schedule.

○ The recurring entry program no longer uses recurring documents, which are marked for deletion.

Prerequisite:

○ Recurring documents can only be deleted if they have a delete flag in the document header.

Procedure:

SAP Easy Access	Accounting ⇒ Financial Accounting ⇒General Ledger⇒ Document ⇒ Reference Documents ⇒ Recurring Entry Document ⇒Delete
Transaction code	F.56

1.On the screen "**Delete Reference Documents**", enter information in the fields as specified in the table below:

82

Note :On bellow table, in column "R/O/C"; "R" =Required, "O" =Optional, "C" =Conditional

Field name	Description	R/O/C	User action &values	Comment
Company code(s)	The company code(s)that contains the recurring document to be deleted.	R		This field is optional . However you should enter a company code to avoid inadvertently deleting documents in other company codes.
Document number(s)	The document number(s)of the recurring document that is to be deleted.	R		
Fiscal year(s)	The fiscal year(s), which contains the recurring document that, is to be deleted.	R		
Reference document type	The document type of the recurring document that is to be deleted.	R	Input Document type as defined. i .e .**D or M**	**D = Recurring documents** **M = Sample posting documents**
Test run	Select the test run field to generate a list of the recurring documents that are to be deleted before the actual deletion of the documents occurs.	O		

2. For the indicator "***Test Run***", check if you want to run this program in a test mode, where no changes are m Program Control ☑ Test run

3. Then Press the "***Execute*** ⊕ icon .

4. List of the reference documents that can be deleted is displayed.

5. Take a note with the Document Number you want to delete.

6. Press the "**Back**" ⟵ icon and remove the **"Test run"** indicator.

7. Write the "**Document Number**" in the **"Document numbers"** filed and Press the "**Exe⊕te**"   icon.

8. This following warning appears, Press "**Yes**" if you want to delete the document or **"No"** o**r "Cancel**" if you don't want to delete

Warning: Deleting from database ☒

❓ Update run
Do you really want to delete?

| Yes | No | ✖ Cancel |
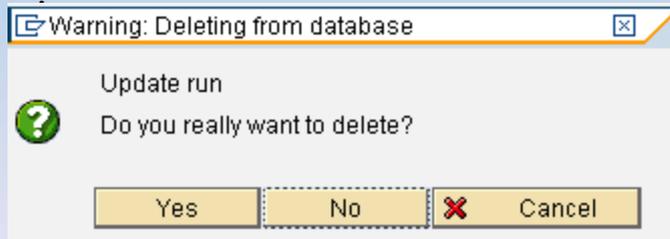
9. This message appears ✅ This program run is a production run   that means "**The document has been deleted".**

83

1.15.6 Evaluating Recurring entry Documents:

Use:

- You can evaluate recurring entries according to the following criteria:

- Time period :To do this, enter a start and/or an end date .These dates refer to the specifications made as to the first and last run date stored in the recurring entry document.

- Documents not executed

- Documents to be considered in the future :To consider these documents for the next run of the recurring entry program, enter the required settlement period.

- If required, you can restrict this evaluation to certain accounts.

Procedure:

SAP Easy Access	Accounting ⇒ Financial Accounting ⇒General Ledger ⇒ Periodic Processing ⇒ Recurring Entries ⇒ Lists
Transaction code	F.15

1. On the "**Recurring Entry Documents**" screen, make the following entries:

84

Field name	Description	R/O/C	User action &values	Comment
Company Code	Enter Company Code you need to view its recurring documents.	R		Mandatory
Document Number	The Number of the document you want to display its recurring entry on it.	O		
Fiscal Year	The year you are working in.	R		
Further Selection				
Created by	The Name of the user who created the recurring documents.			
Non-filled documents	If you want the recurring documents which have not yet been executed are also displayed.		Set indicator	If needed
Customer Accounts	To display customer accounts that has recurring documents.		Set indicator	If needed
Vendor Accounts	To display Vendor accounts that has recurring documents.		Set indicator	If needed
Display G/L Accounts	To display G/L accounts that has recurring documents.		Set indicator	If needed

2. Press the "*Execute*" icon

3. The system displays a list of the existing recurring entry original documents .You can select documents that are still to be executed, and/or documents that will not be executed until the next time the recurring entry program is run.

4. The list displays the date of the next posting run.

Jayanth Maydipalle

1.15.7 Execute Recurring Entry:

Use:

○ In this step you create posting documents from the recurring documents.

○ To create accounting documents from recurring entry original documents, you have to either run the recurring entry program or schedule it to be run .The run dates you enter in the original recurring entry documents are not sufficient to create accounting documents .You must run the recurring entry program at the appropriate intervals and specify, by entering a settlement period, which recurring entry original documents are to be included in the run.

○ The recurring entry program generates a batch input session .This contains the accounting documents that are to be created .After running the recurring entry program, process this batch input session to carry out the postings.

Prerequisite:

○ Recurring documents have to be posted.

SAP Easy Access	Accounting ⇒ Financial Accounting ⇒General Ledger ⇒ Periodic Processing ⇒ Recurring Entries ⇒ Execute
Transaction code	**F.14**

2. O ~~Create Posting Documents from Recurring Documents~~ ake the following entries:

Create Posting Documents from Recurring Documents

Company code	3300	to	
Document Number	1000000059	to	
Fiscal Year	2012	to	

General selections

Document type		to	
Posting date		to	
Entry date		to	
Reference number		to	
Reference Transaction		to	
Reference key		to	
Logical system		to	

Further selections

Settlement period	12/01/2012	to	12/31/2012
Run schedule		to	
User		to	

Output control

Batch input session name	
User name	MAYDIPAL
Blocking date for BI session	
☐ Hold processed session	

Field name	Description	R/O/C	User action &values	Comment
Company Code	Enter Company Code you need to make the run the posting in it.	R		Mandatory
Document Number	The Number of the document you want to run the recurring entry on it.	O		
Fiscal Year	The year you are working in.	R		
Settlement period	Enter the date of the period you run (form day 1 to day 31)			Default but can be change
Batch input session name	Enter Batch Name which you have authority on.			

Note:

⊙ You will run the batch input session to affect the financial statement

2. Press the "***Execute***"⊕ icon, a message should appear to you ***"Session ... was created*** ☑ Session MAY was created .
This batch input session has to be processed so the actual documents are posted.

Note:

⊙ If this message does not appear, one of the following has happened:

⊙ The recurring entry original document was not created correctly.

⊙ Your selection for the recurring entry program was incorrect.

⊙ Another person has generated your recurring entry.

⚠

⊙ Process only the session that you created by yourself.

1.15.8 Running Batch Input Session:

Use

○   This activity runs the batch input session .

Prerequisites

○   A batch input session must exist or be created.

Procedure

SAP Easy Access	System⇒ Services ⇒Batch Input ⇒ Sessions
Transaction code	**SM35**

1.On the ***Batch Input :Session Overview screen***, select a session to process and choose Process Session *(F8).*

2. On the **Process Session** Create screen, select a mode (Display errors only is preferred, but Process/foreground and Background also work.)
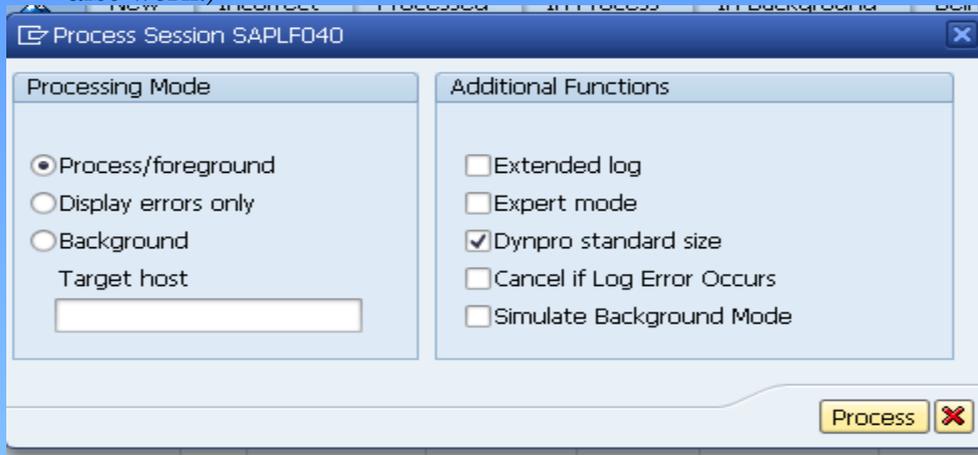
3. Then choose **Process** [Process] *or* **Enter**.

- **Process/foreground :**All the screens are displayed and must be confirmed with *Enter*

- **Display Errors Only :**The documents are not posted in the foreground; only documents with errors are displayed, which you can correct .

- **Background :**The documents are not posted in the foreground .Documents with errors remain in the session and can then be processed and corrected in the foreground.

- Check manually whether all documents of a session were posted .You can see this in the session overview .If a session was processed in the foreground, the selection screen *Session Successfully Processed displays after the posting .Confirm the selection screen with Enter*.

- Correct any errors that show during processing.

Result

- Accounting documents are posted and recurring documents are updated with processing data (*next run on and number of runs .)To display a posted document, use transaction code FBL1N.*

1.15.1 Reports

Reports		Posting KEYS			
		Posting keys	Name	Debit\Credit	Account Types
General Ledger		40	Debit Entry	Debit	G\L Account
Balance sheet and Profit & Loss account	F.01 S_ALR_87012284	50	Credit Entry	Credit	G\L Account
Trail Balance	S_ALR_87012310	8	Payment Clearing	Debit	G\L Account
Ledger	S_ALR_87100205	10	G\L postings	Debit	G\L Account
G/L Account Balances	S_ALR_87012277	81	Cost	Debit	G\L Account
Cash Flow Statement	S_ALR_87012253	86	GR\IR Debit	Debit	G\L Account
Document Journal at summary l	S_ALR_87012287	96	GR\IR Credit	Credit	G\L Account
Document Journal at line item le	S_ALR_87012291				
GL Account List	S_ALR_87012328	14	Other Payables	Credit	Vendor
Display Changes to GL Accounts	S_ALR_87012308	21	Credit Memo	Debit	Vendor
Check Number Ranges	S_P99_41000102	22	Reverse Invoice	Debit	Vendor
Chart of Accounts	S_ALR_87012326	24	Other Receivables	Debit	Vendor
VAT Return	S_ALR_87012357	25	Outgoing payment	Debit	Vendor
Periods	S_ALR_87013642	26	Payment Difference	Debit	Vendor
		27	Clearing	Debit	Vendor
Accounts Payable		28	Payment Clearing	Debit	Vendor
Vendor List	S_ALR_87012086	29	SPL G\L Debit	Debit	Vendor
Vendor Wise Purchases	S_ALR_87012093	31	Invoice	Credit	Vendor
Vendor Outstanding List	S_ALR_87012083	32	Reverse Credit Memo	Credit	Vendor
Age wise Analysis of Vendors	S_ALR_87012085	34	Other Payables	Credit	Vendor
Advance Report	S_ALR_87012105	35	Incoming payment	Credit	Vendor
Vendor's Ledger	S_ALR_87012103	36	Payment Difference	Credit	Vendor
		37	Other Clearing	Credit	Vendor
Asset		39	SPL G\L Credit	Credit	Vendor
Asset History Wise	S_ALR_87011965				
Asset History By Asset Wise	S_ALR_87012075	70	Debit Asset	Debit	Asset
Depreciation Run	AFAB	75	Credit Asset	Credit	Asset
Depreciation Forecast	S_ALR_87012936	3	Bank Charges	Debit	Asset

1.17 Frequently Used Transaction Codes:

SL No	Particulars	Transaction Code
I	**Document Posting**	
	G/L Document Posting	F-02
	Post Outgoing Payment for G/L Accounts	F-07
	G/L Account Posting - Enjoy Transaction	FB50
	Posting a Document with reference to another Document	FBR2
	Display Document	FB03
	Change Document	FB02
	Display G/L Account Balances	FS10N
	Display G/L Account Balances for Open Item Managed A/c's	FBL3N
	Block GL Account	FS00
	Unblock GL Account	FS00
II	**Document Parking**	
	Creation of Parked Document	F-65
	Send System Message	SO00
	Display Parked Documents	FBV0

General Ledger

Jayanth Maydipalle

91

SL No	Particulars	Transaction Code
III	**Recurring Documents**	
	Creation of Recurring Document	FBD1
	Change Recurring Document	FBD2
	Display of Recurring Document	FBD3
	Display changes in Recurring Document	FBD4
	Define Document Change Rules	OB32
	Delete Reference Document	F.56
	Execute Recurring Entry	F.14
	Evaluating Recurring entry Documents	F.15
	Running Batch Input Session	SM35
IV	**Reversals**	
	Individual Reversal	FB08
	Mass Reversal	F.80
	Reversal of a Reversed Document	FBR2
	Reversal of a Cleared Item	FBRA
	Accrual/Deferral Reversal	F.81

SL No	Particulars	Transaction Code
V	**Accrual/Deferral Documents**	
	Creation of Reversal Reason	
	Creation of Accrual/Deferral Document	FBS1
	Reversal of Accrual/Deferral Document	F.81
VI	**Sample Documents**	
	Creation of Sample Document	F-01
	Display Sample Documents	FBM3
	Posting of a Document with reference to Sample Document (or) F-02 : From the Menu Document Post with Reference	FBR2
VII	**Foreign Currencies Balances Revaluation**	
	Define Valuation Methods	OB59
	Creation of G/L Accounts	FS00
	Prepare Automatic Postings	OBA1
	Term Loan Receipt in Foreign Currency	F-02
	Enter Exchange Rates	OB08
	Foreign Currency Balances Revaluation (Forex Run)	F.05

SL No	Particulars	Transaction Code
VIII	**Tax on Sales/Purchases**	
	Define Tax Procedures	OBQ3
	Assign Country to Calculation Procedures	OBBG
	Define Tax Codes	FTXP
	Assign Tax Codes for Non-Taxable Transactions	OBCL
	Creation of "VAT Pool A/c" G/L Account	FS00
	Define Tax Accounts	OB40
	Assign Tax Codes in G/L Accounts	FS00
	Posting of Sale or Purchase Invoice to Check Input and Output Taxes	F-22/F-43
IX	**Other Transactions**	
	Define Posting Keys	OB41
	Define Fast Entry Screens	O7E6
	Display Intercompany Document	FBU3

SL No	Particulars	Transaction Code
I	**Transactions**	
	Posting of Vendor Invoice	F-43
	Posting Outgoing Payment	F-53
	Posting Vendor Invoice - Enjoy Transaction	FB60
	To View Vendor Account	FBL1N
	Vendor Credit Memo	F-41
	Vendor Credit Memo - Enjoy Transaction	FB65
II	**Banks (House Banks)**	
	Creation of Check Lots	FCHI
	Manual Check Updates	FCH5
	Display Check Register	FCHN
	Change Check Issue Date/Check Encashment Date Updating	FCH6
	Creation of Void Reason Code	FCHV
	Void Check/Unissued Check Cancellation	FCH3
	Remove Check Encashment Date Data	FCHG
	Issued Check Cancellation	FCH8

Jayanth Maydipalle

95

SL No	Particulars	Transaction Code
III	**Advance Payments** or **Down Payments**	
	Down Payment Request (Noted Item)	F-47
	Down Payment Made	F-48
	Purchase Invoice Posting	F-43
	Transfer of Advance from Special G/L to Normal by clearing Special G/L a/c	F-54
	Clearing of Normal Item - Account Clear	F-44
IV	**Automatic Payment Program**	
	Assign Payment Method in Vendor Master	XK02
	Creation of Check Lots	FCHI
	Payment Run	F110
v	**Extended Withholding Tax**	
	Assign PAN & TAN Numbers	OBY6
	Assign Extended Withholding Tax Codes in Vendor Master	XK02
	Purchase Invoice Posting	F-43
	Create Remittance Challan	J1INCHLN
	Enter Bank Challan	J1INBANK
	Creation of TDS Certificate	J1INCERT
	Creation of Annual Return	J1INAR

SL No	Particulars	Transaction Code
I	**Transactions**	
	Creation of Asset Master	AS01
	Creation of Sub-Asset Master	AS11
	Main Asset Purchase Posting	F-90
	Sub-Asset Purchase Posting	F-90
	Asset Explorer	AW01N
	Asset History Sheet	S_ALR_870 11965
	Depreciation Run	AFAB
II	**Settlement of Capital Work-in-Progress**	
	Creation of Capital Work-in-Progress Asset Master	AS01
	Posting of Transactions (Commissioning Charges)	F-90
	Creation of Main Asset Master to which Asset Under Construction is to be settled	AS01
	Settlement of Capital Work-in-Progress	AIAB

Jayanth Maydipalle

97

SL No	Particulars	Transaction Code
III	**Other Transactions**	
	Transfer of APC Asset Values - Periodic Asset Postings	ASKB
	Reconciliation of Assets with General Ledger	ABST2
	Sale of Asset	F-92
	Sale of Asset Without Customer	ABAON
	Transfer of Asset	ABUMN
	Transfer of Asset - Inter company	ABT1N
	Scrapping of Asset	ABAVN
	Post Capitalization of Asset	ABNAN
	Manual Depreciation	ABMA
	Unplanned Depreciation	ABAA
	Depreciation Forecast	S_ALR_87012 936
	Fixation of the Schedule as per the Indian Company's Act (or) Asset History Sheet	AR02

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