

**HE BEST-RUN E-BUSINESSES RUN SAP** 



# **Financial Accounting Course**



5101 Camden Lane, Pearland, TX 77584

#### Introduction

SAP stands for Systems, Applications and Products in Data Processing. Five German Engineers founded it in 1972. SAP is an ERP software which large organizations use to manage their business. SAP has several modules, each of which represent a business-process. Modules are usually abbreviated for the business process they represent. For instance, HR is Human Resources, FI for Financial Accounting and SD is Sales & Distribution and so on. All together there are some nineteen modules.

These modules are highly integrated in real-time, which means that if information is shared between modules then the data is entered only once. This reduces the chances of error arising from repetitive entry and also reduces the man-hours. Managers and decision makers always have information at their fingertips and this helps then in effective decision making.

SAP has been around for over three decades. Nine out of ten Fortune-500 companies have already implemented SAP (not counting the thousands of to-be Fortune-500 companies that have SAP). There are well over 10 million SAP users worldwide and jobs keep popping up all around the world.

SAP is the leading ERP (Enterprise Resource Planning) software. Because of it's liberal openarchitecture, there are millions of programmers working around the world to provide interaction between thousands of major software and SAP.

SAP is usually implemented in phases. The first phase is when organizational structure and accounting components are configured, tested and then taken live. Gradually more modules are turned on.

#### **FI Course**

The purpose of this book is to learn step-by-step general configuration methods for the FI module which has always been the backbone of all SAP implementations. The course is built on menu path navigation of the Implementation Guide (IMG) and the application area.

#### **LearnSAP**

LearnSAP strives to help students develop SAP skills and knowledge needed to complete in the employment market and adapt to future changes. The training course combines classroom theory of SAP technology with hands-on practice.

LearnSAP strives to evolve with the marketplace, delivering skills-based education that is sensitive to market needs and convenient to students. Our goal is to help people develop into employees who are equipped to meet the challenges of a marketplace where change is the one constant.

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#### **SAP Logon** Client = 800

Client = 800 Username = <your user name> Password = <password> Click on Enter

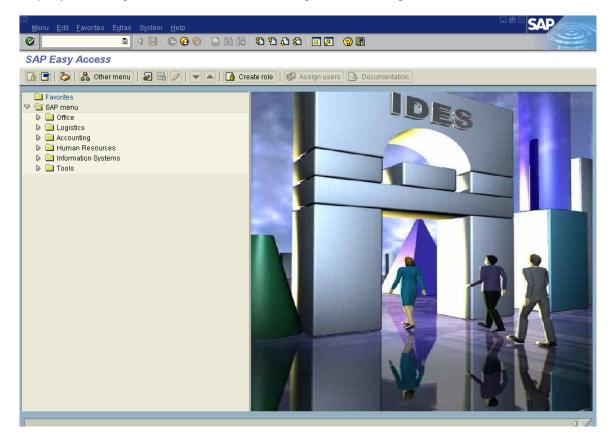
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#### www.LearnSAP.com

You come to the SAP initial screen. You can see the SAP menu divisions of SAP modules, Office, Logistics, Accounting, Human Resources, Information Systems and tools. Each of these modules are further divided into sub-modules and most of the work that we will be doing during the course will be within Accounting or the IMG (Implementation Guide). And within Accounting majority of training will be in Financial Accounting and Controlling.



Note that after each step, you can use the Back Button C to quickly return to the IMG menu screen.

Step -1Reaching the IMGThe setting or customizing of SAP is done via the IMG (Implementation Guide). The route to<br/>reach the SAP Reference IMG will be as follows:

SAP Main Screen > Tools > Accelerated SAP > Customizing > Edit Project (double click)	Menu Path:
SAP Easy Access	SAP Main Screen > Tools > Accelerated SAP > Customizing > Edit Project (double click)
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▼ SAP menul       ▼         ▷ Office       ↓         ▷ Logistics       ↓         ▷ Accounting       ↓         ▷ Information Systems       ↓         ○ Tools       ↓         ▷ ABAP Workbench       ↓         ○ AcceleratedSAP       ↓         ○ Roadmap       ↓         ○ Edit Project       ↓         ○ Florest Management       ↓         ○ Customizing Organizer       ↓         ○ Customizing Transfer Assistant       ↓         ○ Customizing Cross-System Viewer       ↓	🚺 📑   🏷   📇 Other menu   😹 🔀 🥒   🗨 🔺   🚺 Create role   🚳
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#### Click on the "SAP Reference IMG" button

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You will then see the IMG Menu Screen

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	Controlling
	Investment Management
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	Environment, Health & Safety
	Sales and Distribution
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	Personnel Management
	Personnel Time Management
	Payroll
	Training and Event Management
▶ 🗟	Basis Components

#### Step – 2 Define a Company

A company is generally used in the legal consolidation module to roll up financial statements of several Company-Codes. A company can consist of one or more Company-Codes. It is important to make the distinction that a Company is NOT the same as a Company-Code.

#### Menu Path:

SAP Reference IMG > Enterprise Structure > Definition > Financial Accounting > Define Company (double click on )

Implementation guide Edit Goto Additional information Utilities System Help	SAP
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Enter the details for the fields listed below:

Company	(Enter a six-character alphanumeric identifier)
Company Name	Name of your fictitious Organization
Street	Street Address
Postal Code	ZIP
City	City
Country	US
Language Key	EN
Currency	USD

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Company	Omega
Company name	Omega Inc.
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Detailed information	
Street	6201 Bonhommer Suite 435N
P.O.Box	
Postal code	77036
City	Houston
Country	US
Language key	EN
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A notification screen pops up showing that your request was carried out. Click on "Enter" v to continue on the pop up screen showing compliance of request

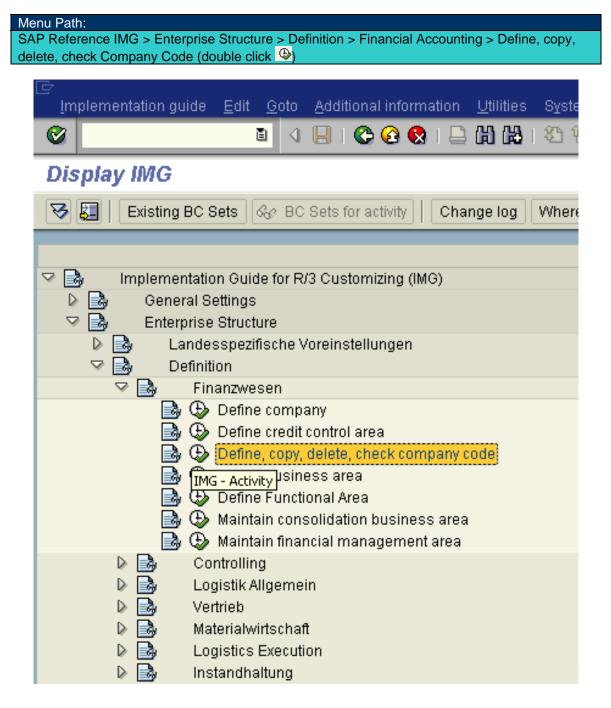
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At the bottom of the screen in the "Status Bar" another message is given showing that the Data was saved.

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### Step 3 Define a Company-Code

A Company-Code is representative of a stand-alone legal entity that requires its own set of accounting records for reporting purposes. The process of external reporting involves recording all relevant transactions and generating all supporting documents for financial statements such as balance sheet and profit and loss statements.



Put the cursor on "Edit Company Code" and click on "Choose"

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6000	IDES México, S.A. de C.V.	
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Enter the detailed information: Company Code: Key in four-character alphanumeric identifier Company Name City Country Currency Language Click on Save

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Company name	Omega Enterprise	
Additional data		
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Country	US	
Currency	USD	
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A new pop window will open enter the following information: Title Name (of the company) Search terms Street / house number Postal Code/City Country Region Language

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Name							
Title	Company			Ē)			
Name	Omega Ente	rprise					
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At the bottom of the screen in the "Status Bar" another message is given showing that the Data was saved.

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#### Step 4 Assign a Company-Code to a Company

All objects defined are independently floating objects unless tied together in a relationship. By assigning Company-Code to the company we define the relationship.

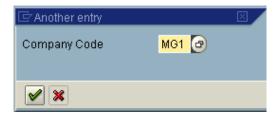
#### Menu Path: SAP Reference IMG > Enterprise Structure > Assignment > Financial Accounting > Assign Company Code to Company (double Click ) Implementation guide Edit Goto Additional information Utilities System Help Display IMG Existing BC Sets & BC Sets for activity Change log Where else used

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🔜 🕀 Assign company code to company
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Img - Activity
🔜 🚯 Assign company code to financial management area
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Position Entry 1 of 80	
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Enter your Company-Code on the pop-up window. Click on Enter () to continue



Under the column "Company" and against your Company-Code, enter the six-character indentifier for your company and click on Save

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At the bottom of the screen in the "Status Bar" another message is given showing that the Data was saved.

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#### Step 5 Chart of Accounts

A Chart of Accounts is a detailed listing of all the accounts the company uses for recording transaction that represent both Balance Sheet and Profit & Loss accounts. Before configuring any part of the enterprise structure it is vital to have drawn out and agreed upon what your structure will look like. From a purely technical point of view the order in which you configure the chart of accounts, the fiscal year variant and company code does not matter. In this step, we will show you how to define Chart of Accounts.

#### Menu Path:

SAP Reference IMG > Financial Accounting > General Ledger Accounting > G/L Accounts > Master Records > Preparations > Edit Chart of Accounts List (Double click O)

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📑 🤀 Transport Chart of Accounts	
Line Items           Balances	
Business Transactions     Business Transfer Workbench     Information System	
Accounts Receivable and Accounts Payable     Bank Accounting     Consolidation	
Preparations for Consolidation     Asset Accounting     Asset Accounting	

#### Click on "New entries"

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CAAS		
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CACO	CHART OF ACCTS FOR COCA COLA PLANTS	
CADK	CHART OF ACCOUNTS DKNY CORPORATION	
CAES	Chart of accounts - Spain	
CAFP	Chart of accounts for Frank International Inc.	
CAFR	Chart of accounts - France	
CAGB	Chart of accounts - England	
CAJP	Chart of accounts - Japan	
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CANA	Chart of accounts - North America	
CANC	chart of accounts for new company	
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	Entry 1 of 36	

Enter the following information:

Chart of Accounts = Key in four-character alphanumeric identifier Description = Chart of Account for <your company name> Maint Language = English Length of G/L Account Number = 6 (the valid range is 4 to 10) Controlling Integration = Manual creation of Cost Elements

Click on Save

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A notification screen pops up showing that your request was carried out. Click on "Enter"  $\checkmark$  to continue on the pop up screen showing compliance of request.

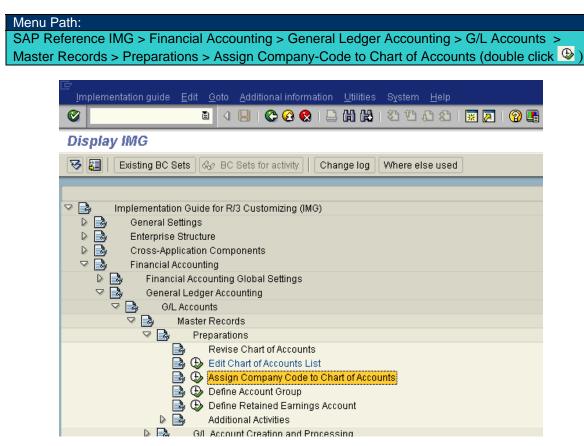
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At the bottom of the screen in the "Status Bar" another message is given showing that the Data was saved.

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#### Step 6 Assign Company-Code to Chart of Accounts

In this step, we will assign Company-Code to Chart of Accounts



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Enter your Company-Code on the pop-up window and hit enter doing this will bring your Company-Code on the top of the list)

<u> </u>

Now that your Company-Code shows on the top of the list, enter your Chart-of-Accounts, 4 character identifier in the chrt/accts column and then click save

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IN2 Pine Tree Dallas	Dallas	PINE				
PIN3 Pine Tree Vancouver	Vancouver	PINE				
PIN4 Pinetree Washington	Seattle	PINE				
PIN5 Pinetree New Orleans	New Orleans	PINE				
100 IDES Retail GmbH	Giessen	INT	GKR			
R300 IDES Retail INC US	Los Angeles	CAUS				
RABI Rabiya Inti	Houston	RABY				
300 IDES Services	Atlanta	CANA				
6HA1 shashi imports	houston	CASH				
THM1 thimbles inc factory 1	houston	CATH				
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A notification screen pops up showing that your request was carried out. Click on "Enter" d to continue on the pop up screen showing compliance of request.

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At the bottom of the screen in the "Status Bar" another message is given showing that the Data was saved.

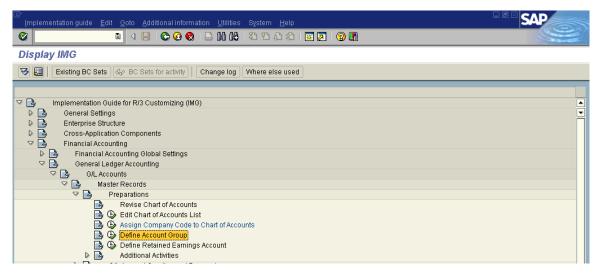
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#### Step 7 Setup Account Groups and their Number Ranges

In this step we will show you how to configure Account Groups and their Number Ranges within a Chart of Accounts. Account Groups determine which fields you can configure on the General Ledger Master record. At the minimum it is necessary to have at least two account groups, one for the Balance Sheet accounts and one for the Income Statement accounts. It is best to set up all of your account groups.

#### Menu Path:

SAP Reference IMG > Financial Accounting ? General Ledger Accounting > G/L Accounts > Master Records > Preparations > Define Account Group (Double Click 9)



#### Click on "New entries"

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Chrt/accts	Acct group	Name	From acct	To account	
BANK /	ANL.	Fixed assets accounts		99999999	
BANK	ERG.	P&L accounts		99999999	
BANK	FIN.	Liquid funds accounts		99999999	
BANK	MAT.	Materials management accounts		99999999	
BANK	SAKO	G/L accounts (general)		99999999	
BRIZ	ASST	Assets Group	100000	199999	
BRIZ	EQTY	Equity Group	551000	599999	
BRIZ	EXPN	Expense Group	400000	499999	
BRIZ	LIAB	Liabilities Group	200000	299999	
BRIZ	OTHR	Other Group	500000	550000	
BRIZ	REVN	Revenue Group	300000	399999	

Although there is no limit on how many account groups you create, in our example here we will setup six account groups;

	Ba	lance Sheet		Profi	t & Loss	_
Asset	L	iability	Equity	Rev	venue	Expenses
ar/accts		Acct Group	Name	From	То	
Character Identi		ASST	Asset Group	100000	199999	
Character Identi		LIAB	Liability Group	200000	299999	
Character Identi	ifier F	REVN	Revenue Group	300000	399999	
Character Identi		EXPN	Expenses	400000	499999	
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Table view  Table view  New Entr  Chrt/accts OME6 OME6 OME6 OME6	ies: Ove status 1 Acct group Asst Liab Revn	Assets Account Liabilities Account Accoun	ilities System Help	From acct 100000 200000 300000	To account 199999 299999 399999	

A notification screen pops up showing that your request was carried out. Click on "Enter" v to continue on the pop up screen showing compliance of request.

Prompt for Cu	stomizing request		
Request	CMIK900126	Customizing request	
	Omega Inc.		
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At the bottom of the screen in the "Status Bar" another message is given showing that the Data was saved.

🥝 Data saved

#### Step 8 Assign Fiscal Year Variant to Company-Code

In this step we are showing how to assign a Fiscal Year Variant to a Company-Code. Fiscal Year Variant determines the posting periods to be used by your client's company. As the name implies it should be configured to match your client's accounting year. The Fiscal Year Variant is very flexible and can be configured to match any organization's fiscal calendar. SAP allows a maximum of 16 postings within a fiscal year. The 16 posting periods normally comprise of 12 regular posting periods and 4 special periods, which can be used for such things as posting audits or tax adjustments to a closed fiscal period. Having four special posting periods gives you a lot of flexibility. You may want to use one special period for each quarter and year-end audit and/or tax adjustments. When you close a period or year in SAP you define which regular and which special posting periods are allowed for posting. Because the default period for each posting is one of the 12 regular posting periods you can be safe by keeping open one or more special posting periods for posting.

Menu Path:
SAP Reference IMG > Financial Accounting > Financial Accounting Global Settings > Fiscal Year
> Assign Company Code to a Fiscal Year Variant (Double click 🕒)
Implementation guide Edit Goto Additional information Utilities System Help
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Display IMG
😵 🔚   Existing BC Sets   🖧 BC Sets for activity   Change log   Where else used
🖙 🛃 Implementation Guide for R/3 Customizing (IMG)
👂 🗟 General Settings
Enterprise Structure
Cross-Application Components
🗢 🗟 Financial Accounting
🔽 🗟 Financial Accounting Global Settings
🕞 🔜 Company Code
🔉 🔜 Business Area
🗸 🔜 Fiscal Year
🔜 🕒 Maintain Fiscal Year Variant (Maintain Shortened Fisc. Year)
🛃 🥸 Assign Company Code to a Fiscal Year Variant
🔉 🗟 Document
🗅 🗟 🛛 Tax on Sales/Purchases

Click on "Position"

		Calenual year, 4 opec, penous
R300 IDES Retail INC US	К4	Calendar year, 4 spec. periods
RABI Rabiya Intl	К4	Calendar year, 4 spec. periods
S300 IDES Services	К4	Calendar year, 4 spec. periods 💻 👘
SHA1 shashi imports	К4	Calendar year, 4 spec. periods 🚽
THM1 thimbles inc factory 1	К4	Calendar year, 4 spec. periods
THM2 thimbles inc factory 2	К4	Calendar year, 4 spec. periods 🔺
WC01 wanda corporation factory	К4	Calendar year, 4 spec. periods 💌
Positio	n	Entry 67 of 80

Enter your Company-Code on pop-up window and hit enter  $\checkmark$  (so that your Company-Code shows up at the top of the list).



Once your Company-Code is showing at the top of the list, enter "K4" under the Fiscal Year Variant column then click on Save

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Change View "Assign C	omp.Code -> Fis	cal Year Variant": Overvie	W
🎾 🐼 🖪 🖪 🖪			
Co Company name	Fiscal year variant	Description 🛄	
0MG1 Omega Enterprise	K4		
PIN1 Pine Tree Florida	К4	Calendar year, 4 spec. periods 💌	
PIN2 Pine Tree Dallas	К4	Calendar year, 4 spec. periods	
PIN3 Pine Tree Vancouver	К4	Calendar year, 4 spec. periods	
PIN4 Pinetree Washington	К4	Calendar year, 4 spec. periods	
PIN5 Pinetree New Orleans	К4	Calendar year, 4 spec. periods	
R100 IDES Retail GmbH	К4	Calendar year, 4 spec. periods	
R300 IDES Retail INC US	К4	Calendar year, 4 spec. periods	
RABI Rabiya Intl	К4	Calendar year, 4 spec, periods	
S300 IDES Services	К4	Calendar year, 4 spec. periods	
SHA1 shashi imports	К4	Calendar year, 4 spec, periods	
THM1 thimbles inc factory 1	К4	Calendar year, 4 spec, periods	
THM2 thimbles inc factory 2	К4	Calendar year, 4 spec. periods 🔺	
VC01 wanda corporation factory	К4	Calendar year, 4 spec. periods 👻	
	1		

A notification screen pops up showing that your request was carried out. Click on "Enter" v to continue on the pop up screen showing compliance of request.

Prompt for Cu	stomizing request		
Request	CMIK900126	Customizing request	
	Omega Inc.		
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At the bottom of the screen in the "Status Bar" another message is given showing that the Data was saved.

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#### Step 9 Assign Posting Period Variant to Company

Posting Period Variant controls which posting periods, both normal and special, are open for posting for each Company-Code. It is possible to have a different posting variant for each Company-Code in your organization. The posting period variant is independent of fiscal year variant. The number of posting period variants is determined by the closing schedule of each company code.

#### Menu Path:

SAP Reference IMG > Financial Accounting > Financial Accounting Global Setting > Document > Posting Periods > Assign Variants to Company Code (Double Click on 9)

Implementation guide Edit Goto Additional information Utilities System Help
Image: Image
Display IMG
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Implementation Guide for R/3 Customizing (IMG)
General Settings
Enterprise Structure
Cross-Application Components
V 🗟 Financial Accounting
✓ By Financial Accounting Global Settings
Company Code
D 🔜 Business Area
D 🔜 Fiscal Year
V 🔜 Document
🗸 🗟 Posting Periods
🔄 🛃 🤀 Define Variants for Open Posting Periods
🗟 🤹 Open and Close Posting Periods
🔜 🕒 Assign Variants to Company Code
Document Number Ranges

Click on "Position"



Enter your Company-Code on the pop-up window and hit enter 🗹 (so that your Company-Code shows at the top)



Once your Company-Code is on the top of the list enter "0001" under "Variant" column then click on Save

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		ng Period Variants": Overview	
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Co Company name	City	Variant 🛅	
0MG1 Omega Enterprise	Houston	0001	
PIN1 Pine Tree Florida	Tampa Bay	0001	
PIN2 Pine Tree Dallas	Dallas	0001	
PIN3 Pine Tree Vancouver	Vancouver	0001	
PIN4 Pinetree Washington	Seattle	0001	
PIN5 Pinetree New Orleans	New Orleans	0001	
R100 IDES Retail GmbH	Giessen	R100	
R300 IDES Retail INC US	Los Angeles	R300	
RABI Rabiya Inti	Houston	0001	
5300 IDES Services	Atlanta	\$300	
6HA1 shashi imports	houston	0001	
THM1 thimbles inc factory 1	houston	0001	
THM2 thimbles inc factory 2	houston	0001	
WCO1 wanda corporation factory	houston	0001	
E Pos	ition	Entry 67 of 80	
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A notification screen pops up showing that your request was carried out. Click on "Enter" vot continue on the pop up screen showing compliance of request.

Prompt for Custo	mizing request		
Request	CMIK900126	Customizing request	
	Omega Inc.		
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At the bottom of the screen in the "Status Bar" another message is given showing that the Data was saved.

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🕝 Data saved

Menu Path:

#### Step 10 Document Number Ranges for Company-Code

There is one final piece of configuration that is needed before you can post entries in the system. This step is setting up the document types and assigning their number ranges. SAP comes delivered with several different document types that are assigned to different transactions in the system. Each document type must have a number range assigned to it. The number ranges are what determines the document number. The document number along with fiscal year is the audit trail that is used in the system. As you are well aware, SAP utilizes the document principle, meaning that every posting in the system is done through a document, thus providing detailed drill down to the source of posting entries in the system.

SAP Reference IMG > Financial Accounting > Financial Accounting Global Settings > Document > Document Number Ranges > Define Document Number Ranges (Double Click on $\textcircled{D}$ )					
Implementation guide Edit Goto Additional information Utilities System Help					
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Financial Accounting Financial Accounting Global Settings					
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Company code Solution of the second secon					
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Posting Periods					
🖙 🗟 🛛 Document Number Ranges					
📑 🕒 Define Document Number Ranges					
📑 🕒 Copy to Company Code					
📑 🕒 Copy to Fiscal Year					
Document Header					
D 📾 Line Item					

Enter Company-Code = 0001 (This is SAP sample Company-Code or one you are copying from. Since defining document number ranges is beyond the scope of this course, we copy from SAP pre-configured company code.)

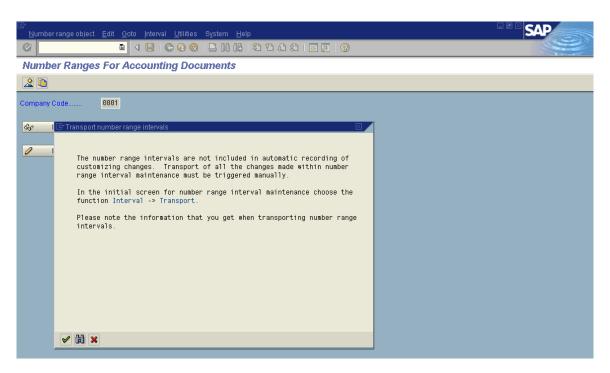
Click on the Copy Button

⊡ <u>N</u> umber range object _	<u>Edit G</u> oto Interval <u>U</u> tilities System <u>H</u> elp			
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Number Ranges For Accounting Documents				
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Compa Copy (F7)	0001 @			
ିନ୍ତ Intervals	2 Status			
🦉 Intervals				

In the pop-up screen "From" will already contain the Sample Company Code (0001). Enter your Company-Code in "To" field and click on copy button in the pop-up window.

🖻 Copy: Con	npany Code	
From To	0001 ong1 🗗	

Click on Enter don the next pop-up screen to continue, which is actually just a notice.



SAP displays a message in the status bar at the bottom of the screen saying that Co Code (XXXX) was copied to your company code (yyyy)

CoCode 0001 was copied to OMG1