

ERP - PROJECT

SUGAMYA

END USER DOCUMENT

FOR

**FINANCIAL ACCOUNTING &
CONTROLLING**

CLOSING

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1 DOCUMENT CONTROL

This is a controlled document and will be maintained on UJVNL portal.

Changes to this document will be recorded below and must be published to all interested parties.

1.1 DOCUMENT HISTORY

Version	Date	Author	VERSION DETAILS
V01	07-02-2018	Durgarao Tirumani & Abhishek Sharma	First ISSUE

1.2 DISTRIBUTION

Date	Name	Purpose
07-02-2018	Madhur Rastogi	For Information

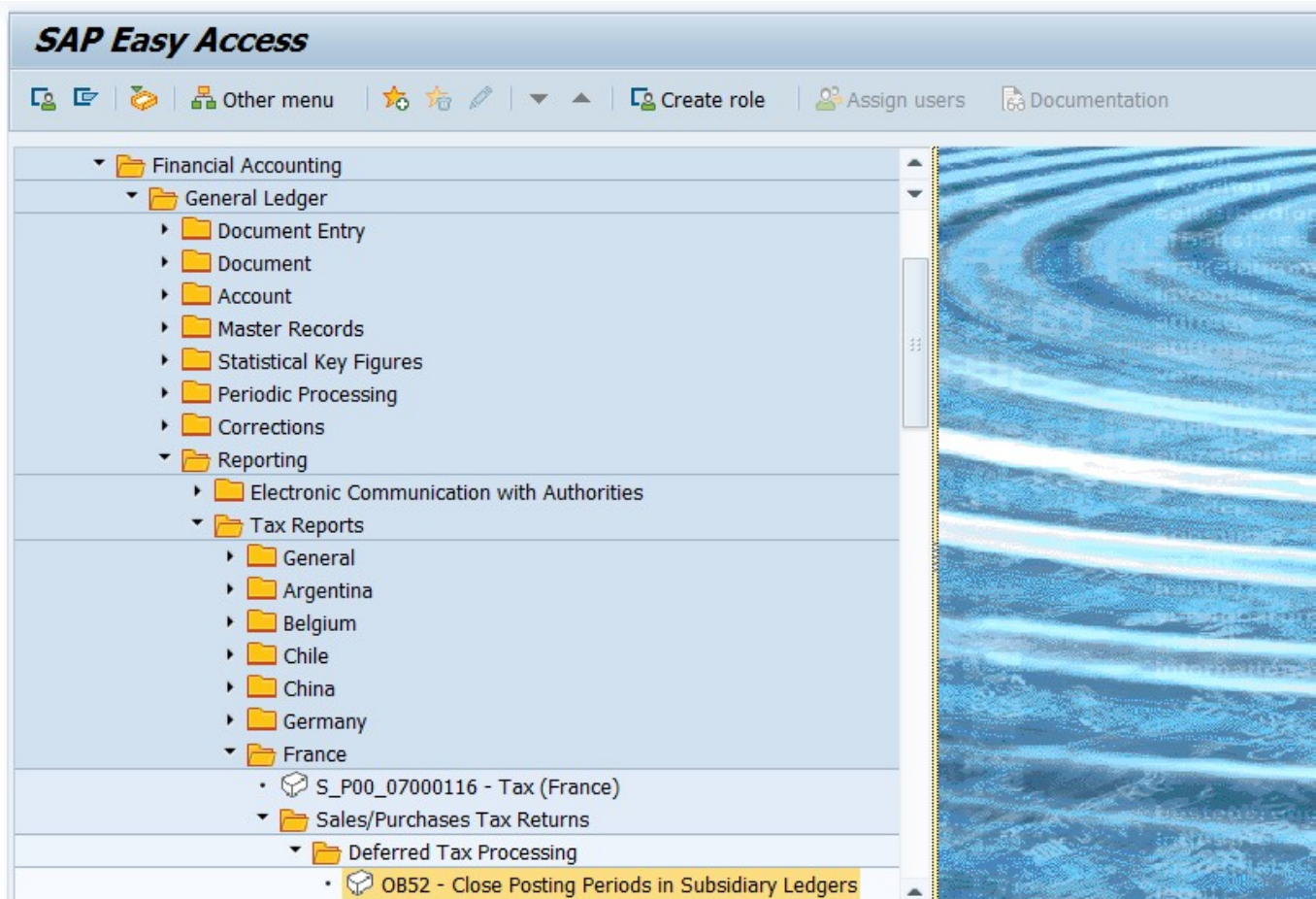
2 OPEN/CLOSE FI POSTING PERIODS

2.1 OVERVIEW

Transaction code OB52 is used to open or close FI periods(Months).

2.2 MENU PATH

Menu Path	SAP MENU → Accounting → Financial Accounting → General ledger → Reporting → Tax reports → France → Sales/Purchases tax returns → Deferred tax processing → OB52-Close posting periods in subsidiary ledgers
Transaction Code	OB52

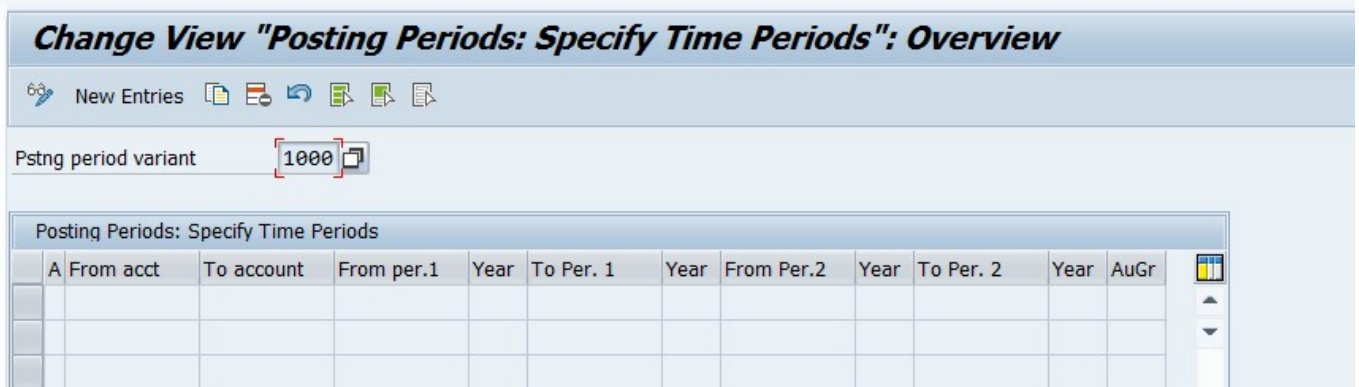


2.3 STEPS

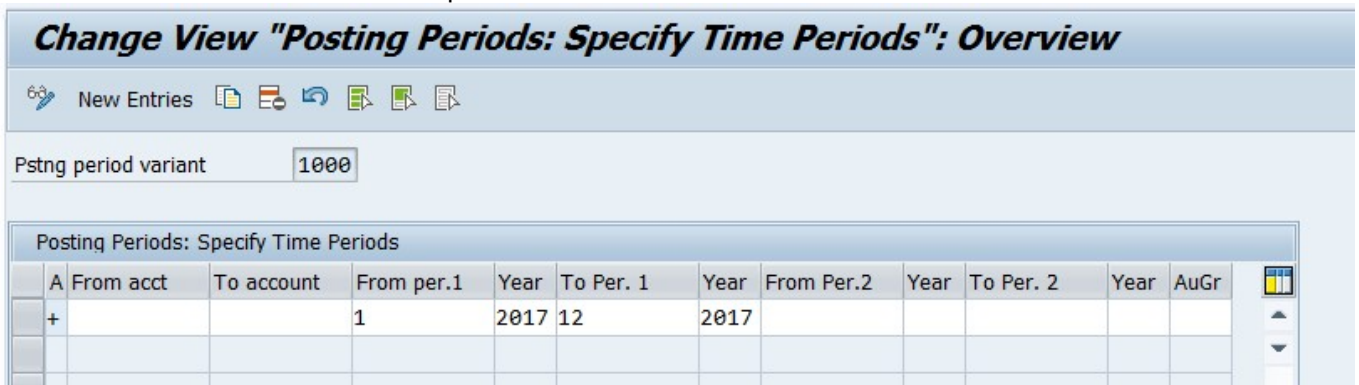
On running OB52, we get the initial screen as shown below:



Fill 1000 (UJVNL posting period variant) and press enter..



Click on new entries and maintain the periods



Now there are 12 periods are been opened in 2017 fiscal year starting April 2017 to March 2018 for all the account types.

Enter the following data

S.NO	Field	Description	User Action and Values
1	Account type	There are different account types in SAP+ i.e., GL account, Vendor, Customer, Asset and + indicates for all.	
2	From period 1	1(April) period of a fiscal year.	1 (April)
3	Year	Fiscal year	2017
4	To period 1	12 (March) period of a fiscal year	12 (March)
5	Year	Fiscal year	2017

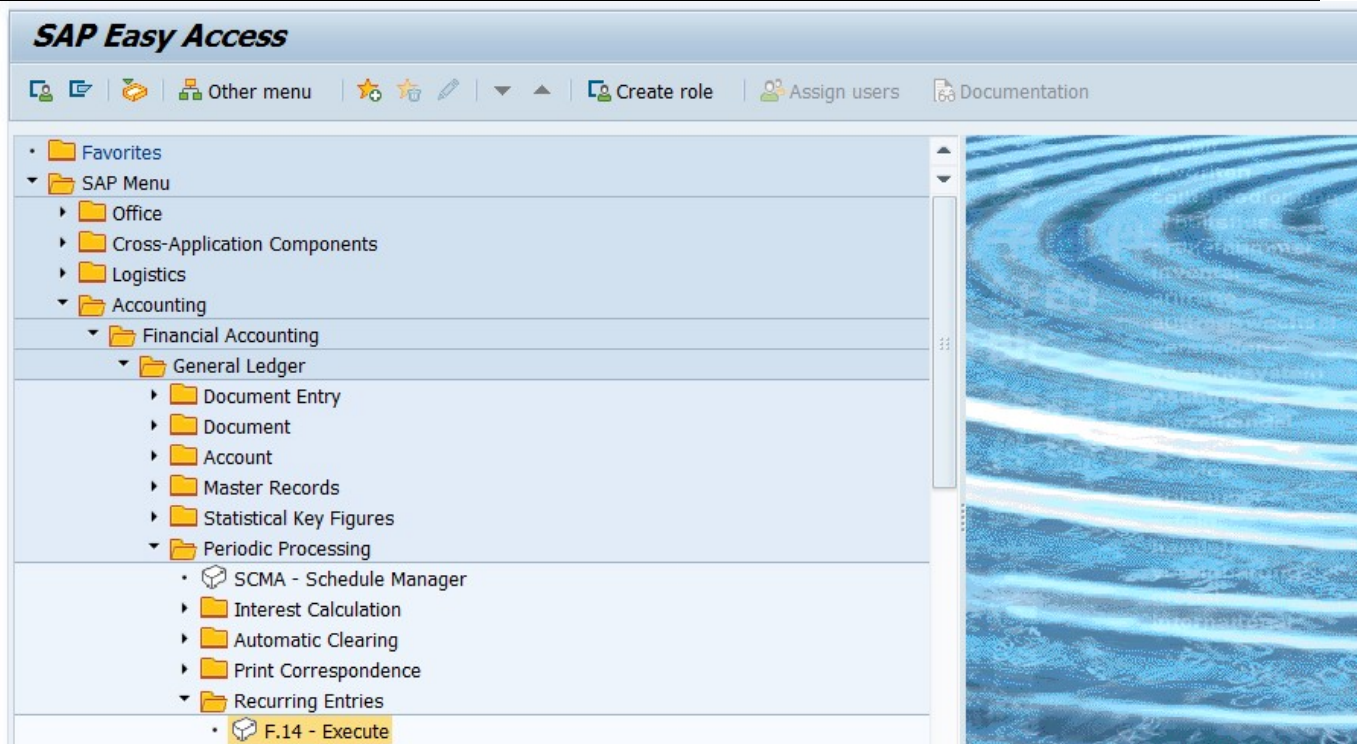
3 RECURRING POSTING

3.1 OVERVIEW

Transaction code F.14 is used to execute and post repeated documents periodically.

3.2 MENU PATH

Menu Path	SAP MENU → Accounting → Financial accounting → General ledger → Periodic processing → Recurring entries → F.14-Execute
Transaction Code	F.14



3.3 STEPS

On running F.14, we get the initial screen as shown below:

Create Posting Documents from Recurring Documents

Company code	1000	to		
Document Number	1200000004	to		
Fiscal Year	2017	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	01.01.2018	to	31.01.2018	
Run schedule		to		
User		to		

Output control

Batch input session name	
User name	ABHISHEK
Blocking date for BI session	

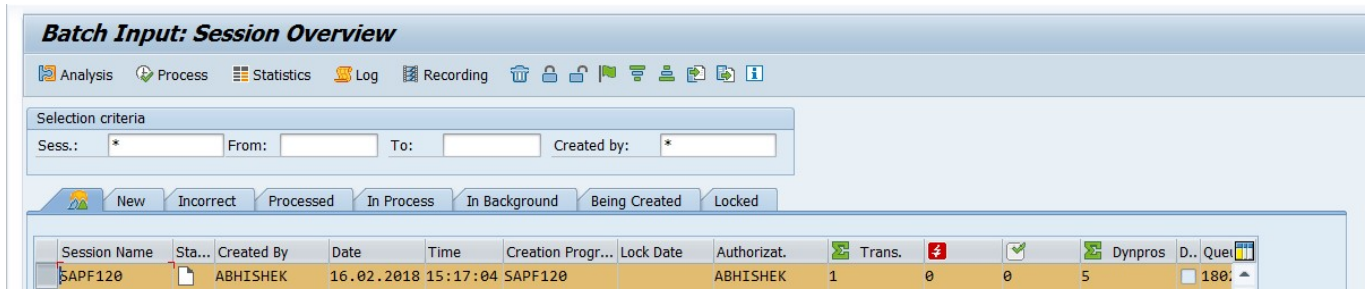
Hold processed session

S.NO	Field	Description	User Action and Values
1	Company code	Specify the company code	1000
2	Document number	Specify the document number	1200000004
3	Fiscal year	Specify the fiscal year	2017
4	Settlement period from date and to date	01.01.2018	31.01.2018

Below message will be generated.

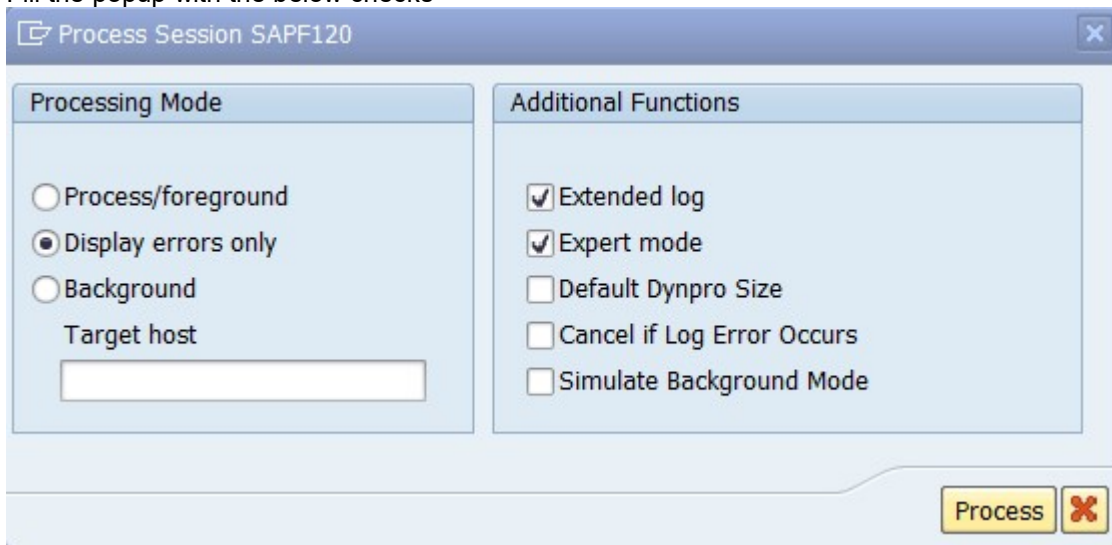
Session SAPF120 was created

Now go to SM35 and execute the session SAPF120, Find the below;

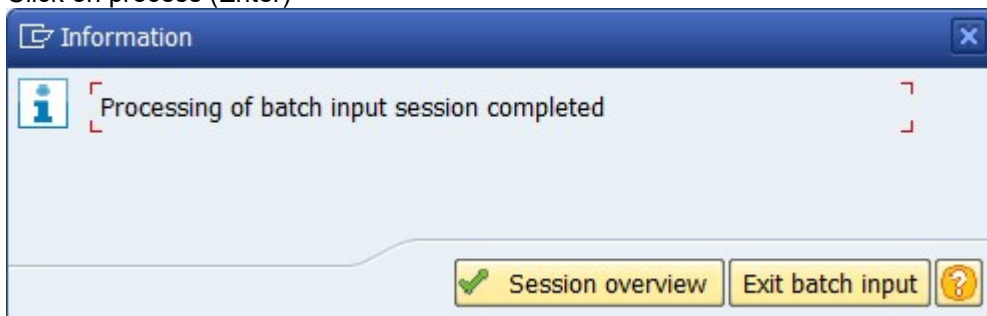


Select the session and click on process (execute).

Fill the popup with the below checks



Click on process (Enter)



Click on session overview (Enter).

In next immediate step, go to FB03 and find the document number and accounting entry for the same.

4 GENERAL LEDGER LINE ITEM DISPLAY-GL VIEW

4.1 OVERVIEW

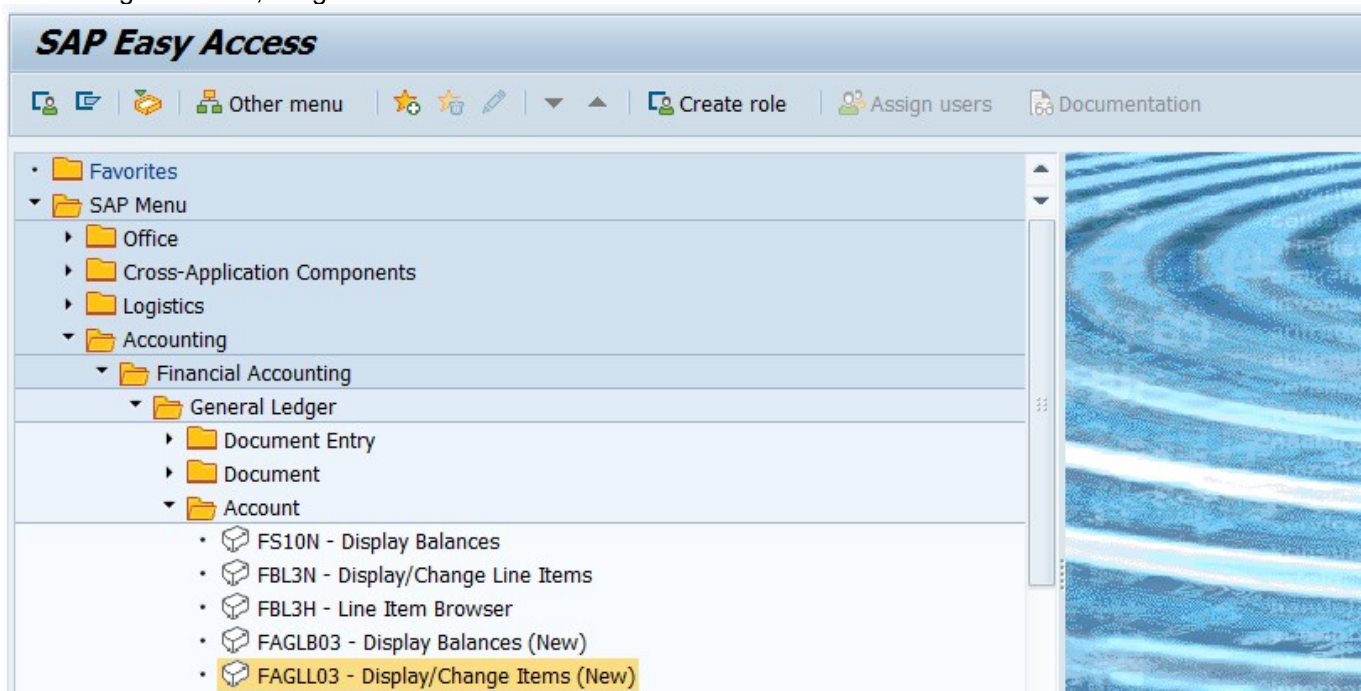
Transaction code FAGLL03 is used to view GL account line items.

4.2 MENU PATH

Menu Path	SAP MENU → Accounting → Financial accounting → General ledger → Account → FAGLL03- Display/Change items (New)
Transaction Code	FAGLL03

4.3 STEPS

On running FAGLL03, we get the initial screen as shown below:



Find the below initial screen;

G/L Account Line Item Display G/L View

Choose Ledger | Entry View | Data Sources

G/L account selection

G/L account: 30001002 to []

Company code: 1000 to []

Selection using search help

Search help ID: []

Search string: []

Search help

Line Item Selection

Status

Open Items

Open at Key Date: 16.02.2018

Cleared Items

Clearing Date: [] to []

Open at Key Date: []

All Items

Posting Date: [] to []

Type

Ledger: 0L

Select the required status i.e., open items, cleared items or all items with providing GL Account and company code.

System will display the below screen/GL line item report ;

G/L Account Line Item Display G/L View

Selections

G/L Account: 10030000 Buildings-10.2

Company Code: 1000

Ledger: 0L

St	Assignment	DocumentNo	BusA	Typ	Doc..Date	PK	Amount in local cur.	LCurr	Tx	Clrng doc.	Profit Ctr	Segment	Text
✓	001030000017000	2300000015		KR	29.01.2018	70	100,000.00	INR			1101	1000	Testing
*	✓						100,000.00	INR					
**	Account 10030000						100,000.00	INR					

G/L Account: * *

Simulate and save.

Document 1200000000 was stored in company code 1000

S.NO	Field	Description	User Action and Values
1	GL Account	Specify the gl account	10030000
2	Company code	Specify the company code	1000
3	Status	Status of open items, cleared items, and all items	Open items

Execute and see the report.

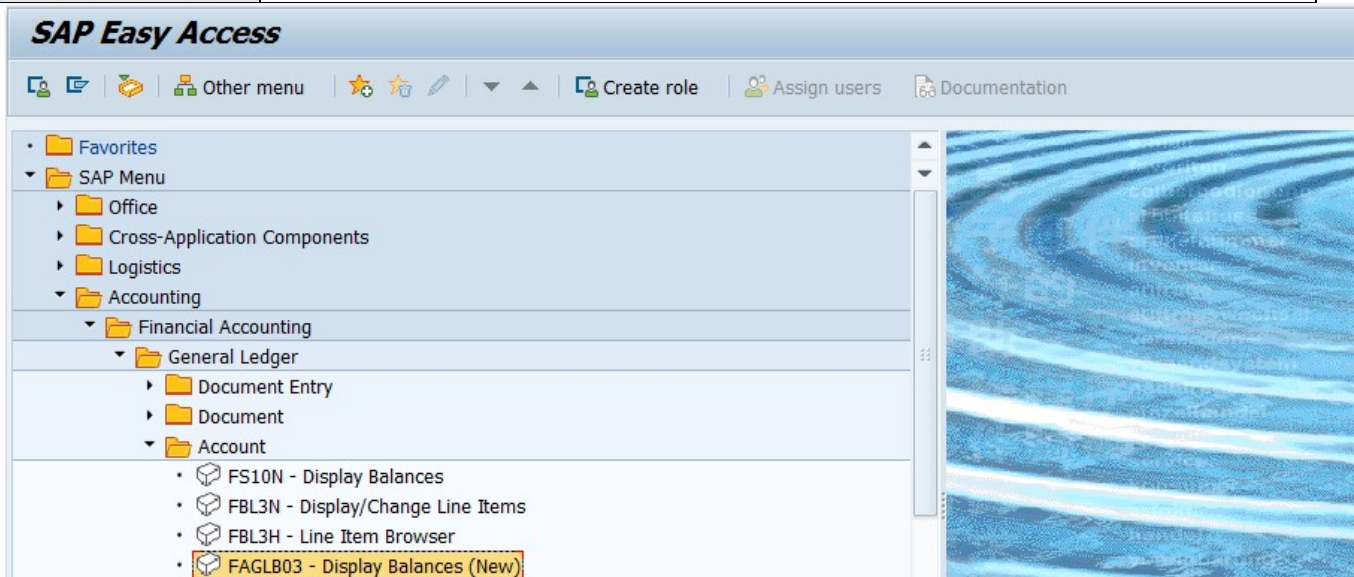
5 GENERAL LEDGER BALANCE DISPLAY

5.1 OVERVIEW

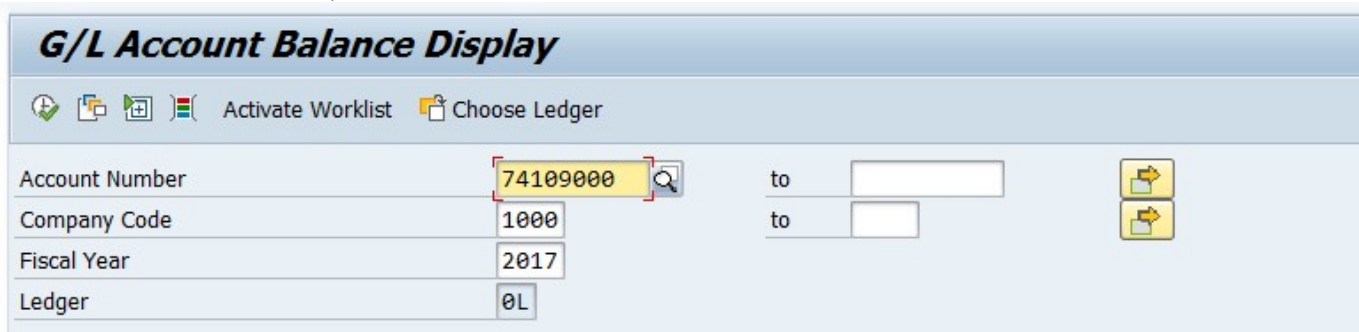
Transaction code: FAGLB03 is used for GL Balance view on period(Month) wise.

5.2 MENU PATH

Menu Path	SAP MENU → Accounting→ Financial accounting→ General ledger→ Account→ FAGLB03-Display balance (New)
Transaction Code	FAGLB03



Find the below initial screen;



5.3 STEPS

On running FAGLB03;

Balance Display: G/L Accounts For the Ledger 0L

Document Currency | Document Currency | Document Currency | Individual Account

Account Number: 74109000 REP AllMecWor 74.109
 Company Code: 1000 UJVN Limited
 Fiscal Year: 2017

Display More Chars

All Documents in Currency * Display Currency INR Company code currenc

Period	Debit	Credit	Balance	Cumulative balance
Bal. Carryforwa...				
1				
2				
3				
4				
5				
6				
7				
8				
9				
10	110,000.00		110,000.00	110,000.00
11				110,000.00
12				110,000.00
13				110,000.00
14				110,000.00
15				110,000.00
16				110,000.00
Total	110,000.00		110,000.00	110,000.00

S.NO	Field	Description	User Action and Values
1	GL Account	Specify the GL Account	74109000
2	Company code	Specify the company code	1000
3	Fiscal year	Specify the fiscal year.	2017

Execute

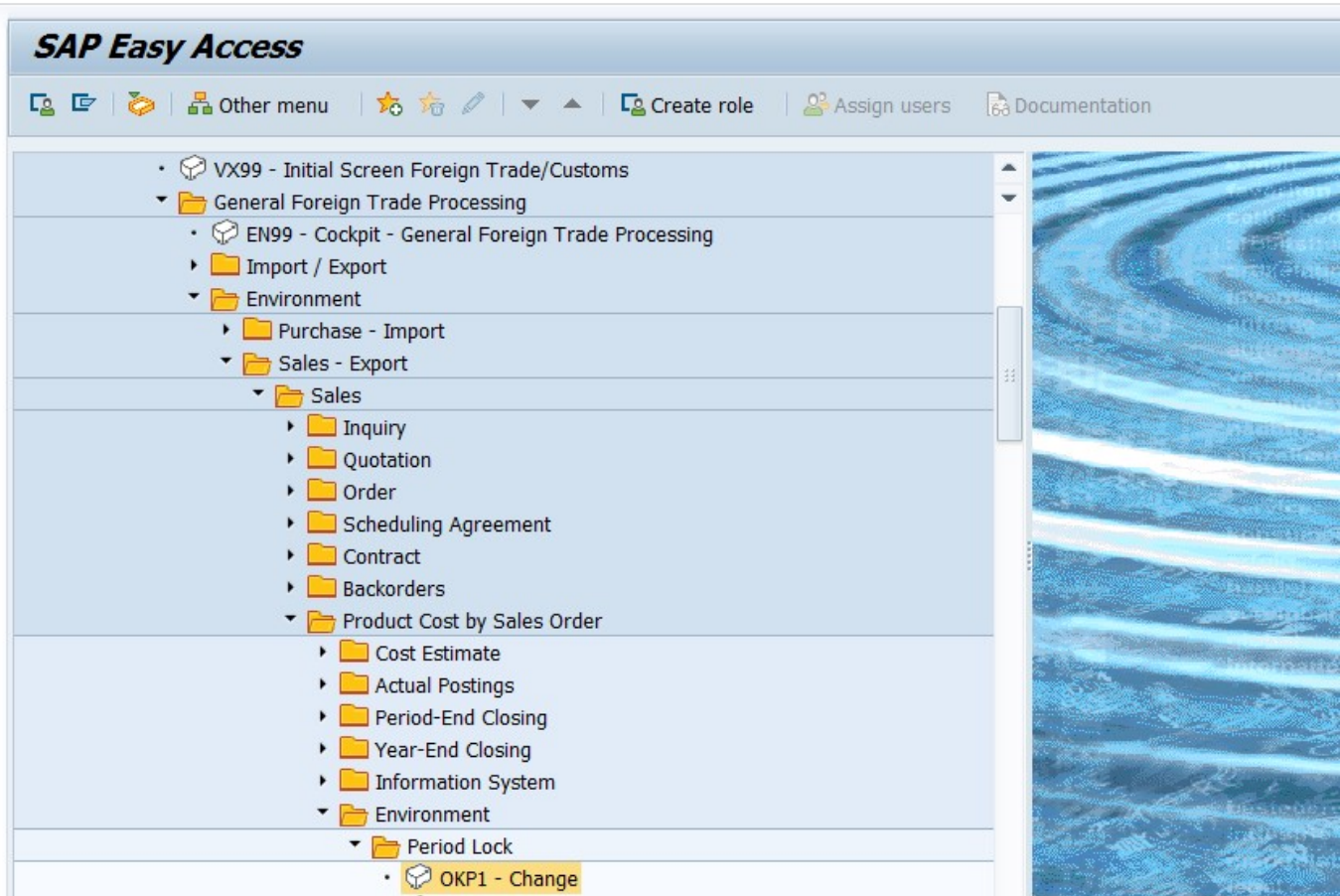
6 OPEN/CLOSE CONTROLLING PERIODS

6.1 OVERVIEW

Transaction code: OKP1

6.2 MENU PATH

Menu Path	SAP MENU → Logistics→ Material management→ Foreign trade/customs→ General foreign trade processing → Environment→ Sales-export→ Sales→ Product cost by sales order→ environment→ Period lock→ OKP1-Change
Transaction Code	OKP1




Find the below initial screen;

Change Period Lock : Initial Screen

Actual Plan

Controlling Area

Fiscal Year

Version 

6.3 STEPS

On running OKP1 the following screen will open

Change Period Lock : Initial Screen

Actual Plan

Controlling Area

Fiscal Year

Version

Click on actual

Change Actual Period Lock : Edit

[Lock Period](#) [Lock Transaction](#) [Unlock Period](#) [Unlock Transaction](#) [Block Everything](#) [Unlock Everything](#)

Controlling Area: Controlling area of UJVNL
 Fiscal Year:

Period locks																
Transaction	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16
ABC Actual process assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual Overhead Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual Overhead Distribution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual Periodic Repostings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual activity allocation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual cost center accrual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual cost center split	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual cost distrib. cost obj.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual inverse activity alloc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual non-alloc. activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual overhead (periodic)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual price calculation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual settlement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual template allocation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessment to CO-PA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If it is required to lock any period for any of the business transaction, select the corresponding check box and lock the entry. It is possible to lock multiple periods at a time for a business transaction or multiple business transactions.

S.NO	Field	Description	User Action and Values
1	Controlling area	Specify the controlling area	1000
2	Fiscal year	Specify the fiscal year	2017
3	Version	Specify the version	0

Execute

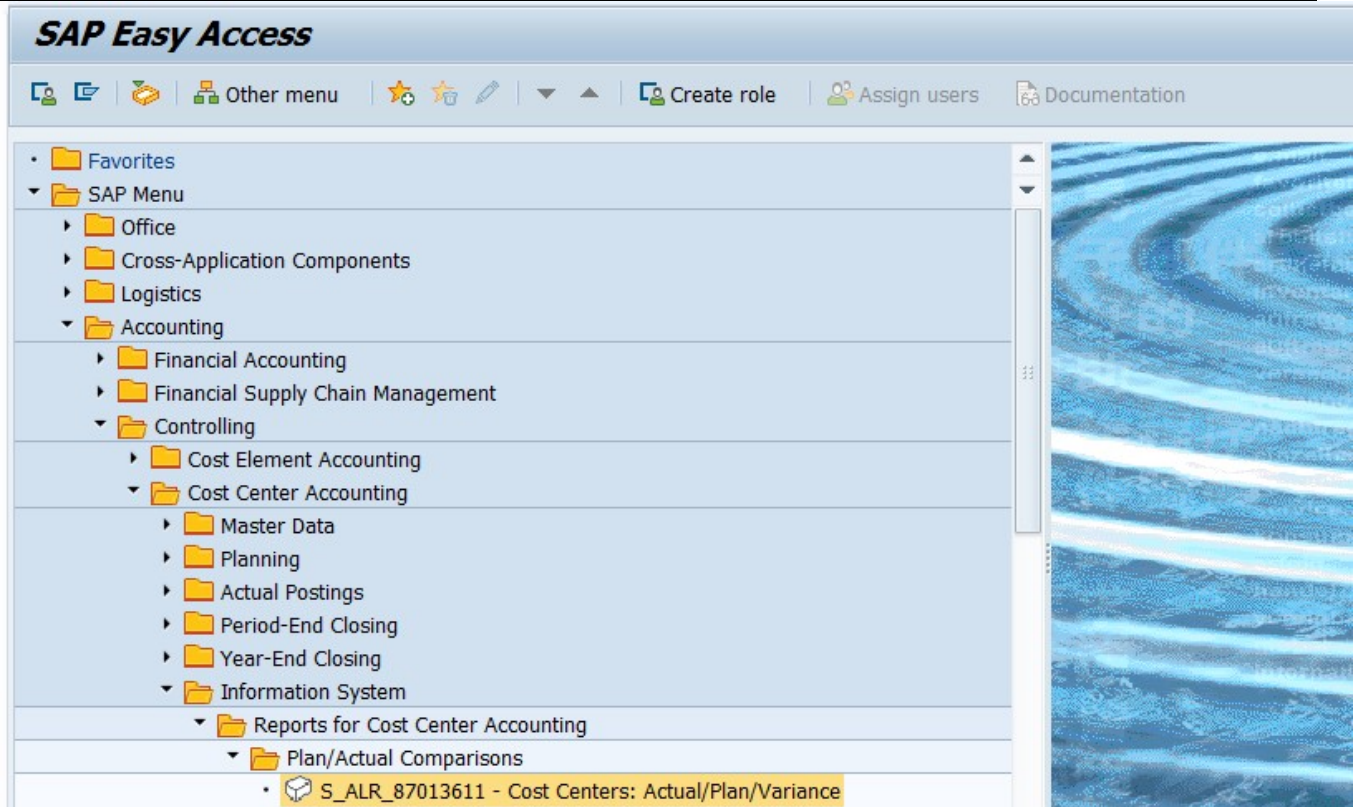
7 COST CENTERS: ACTUAL/PLAN/VARIANCE

7.1 OVERVIEW

Transaction code: S_ALR_87013611


7.2 MENU PATH

Menu Path	SAP MENU → Accounting → Controlling → Cost center accounting → Information system → Reports for cost center accounting → Plan/Actual comparisons
Transaction Code	S_ALR_87013611




Find the below initial screen;



Cost Centers: Actual/Plan/Variance: Selection

Data Source... 

Selection values

Controlling Area	0001 
Fiscal Year	2018
From Period	1
To Period	12
Plan Version	0


Selection groups

Cost Center Group	<input type="text"/>	to	<input type="text"/>	
Or value(s)	<input type="text"/>			
Cost Element Group	<input type="text"/>	to	<input type="text"/>	
Or value(s)	<input type="text"/>			


7.3 STEPS

On running S_ALR_87013611 the following screen will open



Cost Centers: Actual/Plan/Variance: Selection

Data Source... 

Selection values

Controlling Area	1000 
Fiscal Year	2017
From Period	1
To Period	12
Plan Version	0

Selection groups

Cost Center Group	<input type="text"/>	to	<input type="text"/>	
Or value(s)	<input type="text"/>			
Cost Element Group	<input type="text"/>	to	<input type="text"/>	
Or value(s)	<input type="text"/>			

Click on Execute

Cost Centers: Actual/Plan/Variance				
Variation: Cost Center * Cost Center Group		Cost Centers: Actual/Plan/Variance Date: 16.02.2018 Page: 2 / 3	Column: 1 / 2	
<ul style="list-style-type: none"> 11010701 DGM CSPP0 11020704 Director Projects CP 11020709 Internal Audit CPO 12010101 Machine 1 Chibro 13040402 DGM Civil Office Kal 13050101 Machine 1 Lohiahead 13050102 Machine 2 Lohiahead 13050103 Machine 3 Lohiahead 13050206 Comm Aux Lohiahead 13050402 DGM Civil Office Loh 14020101 Machine 1 MB-II 14020104 Machine 4 MB-II 14020701 GM Office-MB-II 		Cost Center/Group * Person responsible: Reporting period: 1 to 12 2017		
Cost Elements	Act. Costs	Plan Costs	Var.(Abs.)	Var.(%)
70101000 Power Purchase	10,000.00		10,000.00	
71000000 Fuel Consumable	9,180.00		9,180.00	
72200002 O&M Consumable	25,975.34		25,975.34	
72200004 O&M Damage	100,000.00		100,000.00	
74100000 Repair -Plant & M	157,000.00		157,000.00	
74105000 REP TurIncCon 74.				
74109000 REP AllMecWor 74.	110,000.00		110,000.00	
74111000 REP EntOutSwi 74.	150,000.00		150,000.00	
74115000 REP IndLigSys 74.	40,000.00		40,000.00	
74117000 REP Con&Ins 74.1	1,176,000.00		1,176,000.00	
74147000 REP SwiGar 74.14	100,000.00		100,000.00	
74200000 Repair- Buildings	1,000.00		1,000.00	
74207000 REP OffBui 74.20	91,000.00		91,000.00	
76101000 Rent -76.101	16,000.00		16,000.00	
76153000 Pri&Sta 76.153	90,000.00		90,000.00	
77105000 Ord. Dep on OCV	258.90		258.90	
79210000 R&D Exp 79.210	1,180,000.00		1,180,000.00	
79572000 StorScrpSallos79.	49,884.70		49,884.70	

Fill the following

S.NO	Field	Description	User Action and Values
1	Controlling area	Specify the controlling area	1000
2	Fiscal year	Specify the fiscal year	2017
3	From period	Specify the from period	1
4	To period	Specify the to period	12
5	Version	Specify the version	0

Execute

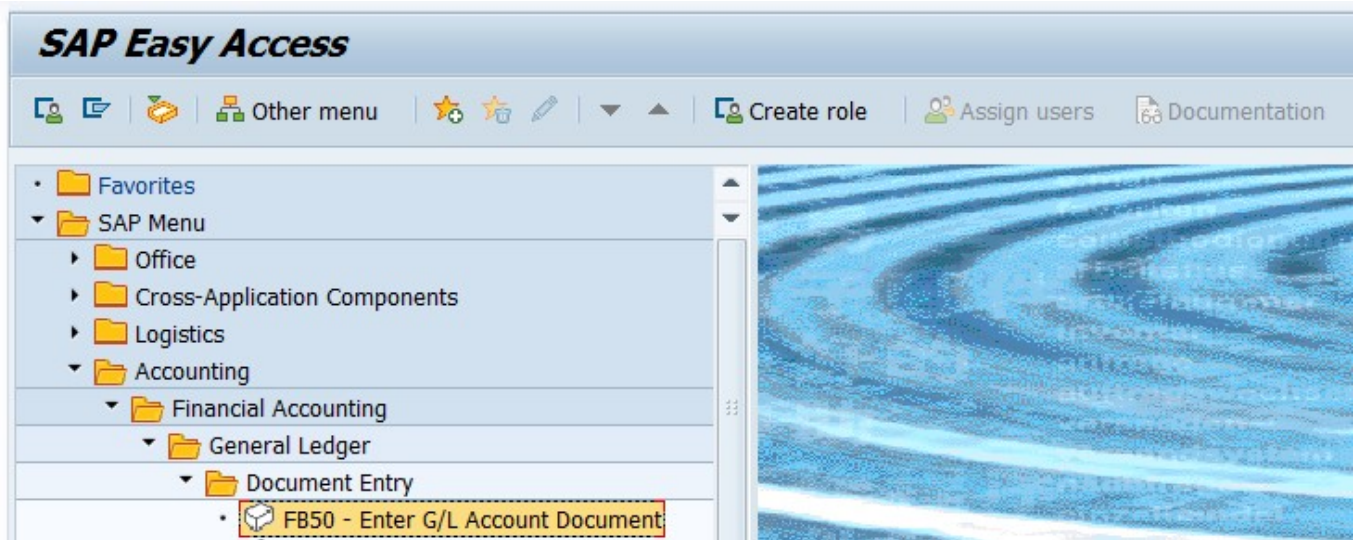
8 MENUAL ADJUSTMENTS

8.1 OVERVIEW

Transaction code FB50 will be used to post normal JV (Journal Voucher) document in finance. It can also be used for any adjustments and clearings at the month end/Year end if any.

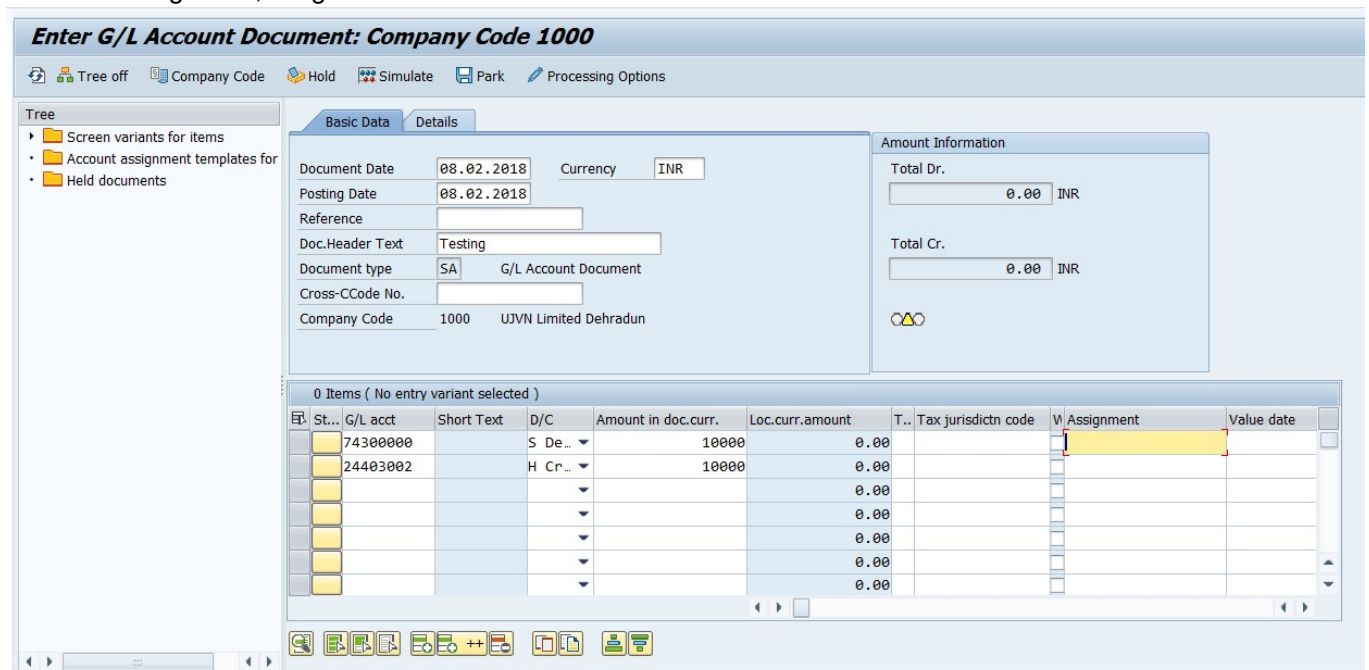
8.2 MENU PATH

Menu Path	SAP MENU → Accounting → Financial Accounting → General ledger → Document entry → FB50-Enter GL Account Document
Transaction Code	FB50



8.3 STEPS


On running FB50, we get the initial screen as shown below:



Enter the following data

S.NO	Field	Description	User Action and Values
1	Company code	Specify the company code	Specify the company code
2	Document date	Give the date of document	Give the date of document
3	Posting date	Give the posting date i.e., systems date	Give the posting date i.e., systems date
4	Text	Narration	Narration
Debit			
5	GL Account	Either give proper GL Account or Customer number	Either give proper GL Account or Customer number
6	D/C=S	In this column give S for Debit entry	In this column give S for Debit entry
7	Amount	Specify the amount	Specify the amount
8	Cost center / WBS Element / Order	Specify the cost object	Specify the cost object
9	Profit center	Maintain the profit center for revenue items. If the entry is for expenditure than it is not required to maintain the profit center, it will be updated from cost center master data.	Specify the profit center. Ex:1102
10	Project ID	Specify the Project ID for fund transfers	Specify the Project ID for fund transfers
11	Source of fund	Specify the source of fund for fund transfers	Specify the source of fund for fund transfers
Credit			
12	GL Account	Either give proper GL Account or Customer number	Either give proper GL Account or Customer number
13	D/C=H	In this column give S for Credit entry	In this column give S for Credit entry
14	Amount	Specify the amount	Specify the amount
15	Project ID	Specify the Project ID for fund transfers	Specify the Project ID for fund transfers
16	Source of fund	Specify the source of fund for fund transfers	Specify the source of fund for fund transfers

Click on Save button or Ctrl+s

 Data saved



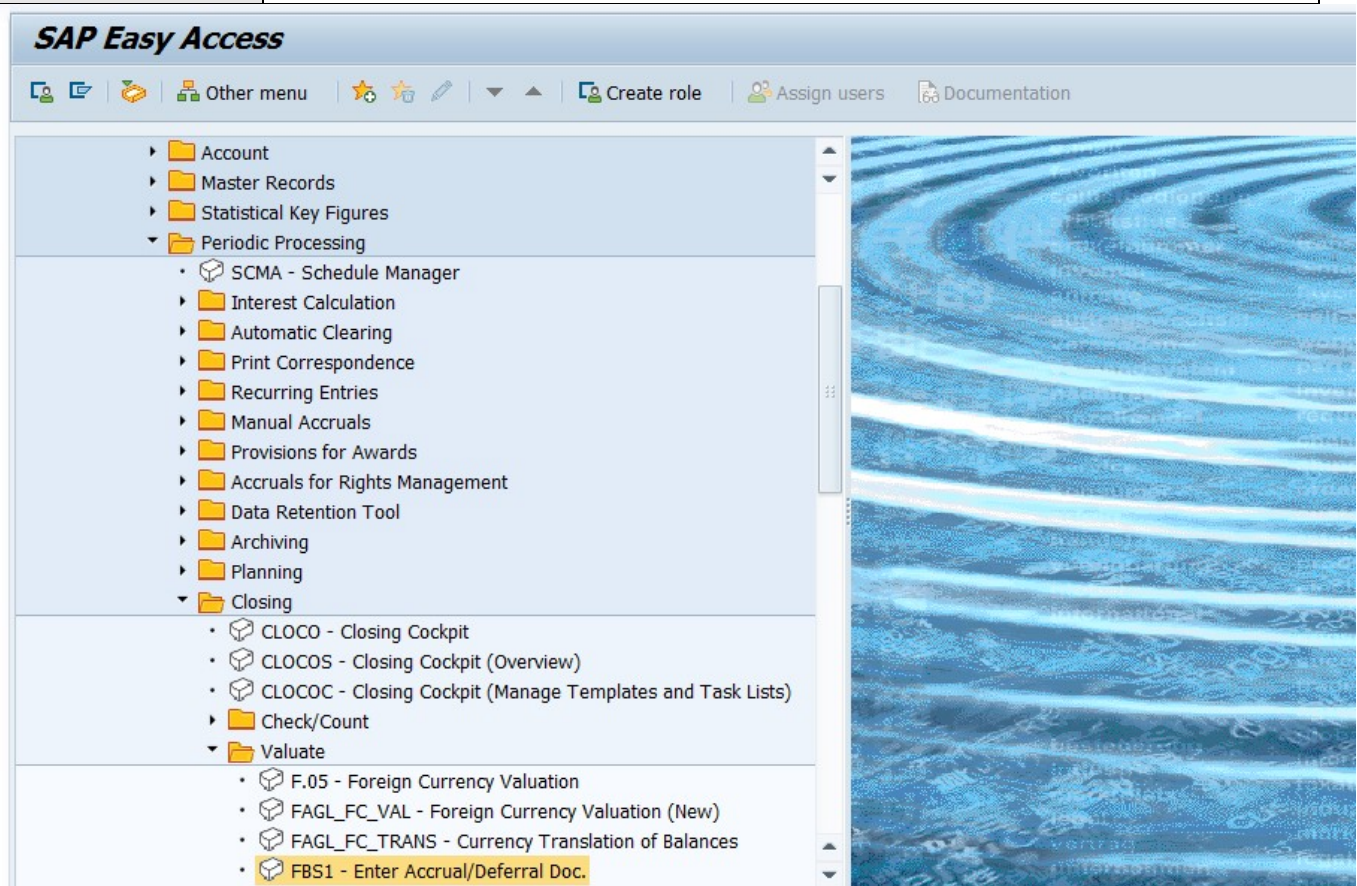
9 ACCRUAL/DEFERRAL DOCUMENT POSTING

9.1 OVERVIEW

Transaction code FBS1 is used for income and expenditure, as this is recognized when it is earned or incurred and not when cash is received or paid.

9.2 MENU PATH

Menu Path	SAP MENU → Accounting → Financial Accounting → General ledger → Periodic processing → Closing → Valuate → FBS1-Enter accrual/Deferral document.
Transaction Code	FBS1



9.3 STEPS

On running FBS1, we get the initial screen as shown below:

Enter Accrual/Deferral Doc.: Header Data

Account Model G/L item fast entry Post with Reference Processing Options

Document Date	<input type="text" value="01.01.2018"/>	Type	<input type="text" value="SA"/>	Company Code	<input type="text" value="1000"/>
Posting Date	<input type="text" value="01.01.2018"/>	Period	<input type="text" value="11"/>	Currency/Rate	<input type="text" value="INR"/>
Document Number	<input type="text"/>	Ledger Grp	<input type="text"/>	Translation dte	<input type="text"/>
Reference	<input type="text"/>			Cross-CCode No.	<input type="text"/>
Doc.Header Text	<input type="text" value="Testing"/>				
Trading part.BA	<input type="text"/>				

Inverse Posting

Reversal Reason	<input type="text" value="05"/>
Reversal date	<input type="text" value="17.02.2018"/>

First line item

PstKy	<input type="text" value="40"/>	Account	<input type="text" value="74122000"/>	<input type="checkbox"/> L Ind	<input type="checkbox"/> TType	<input type="text"/>
-------	---------------------------------	---------	---------------------------------------	--------------------------------	--------------------------------	----------------------

Enter...

Enter Accrual/Deferral Doc. Add G/L account item

More data
 Account Model
 G/L item fast entry
 Taxes

G/L Account Water Treatment Plants & Equip-74.122
 Company Code UJVN Limited

Item 1 / Debit entry / 40

Amount INR
 Tax Code Calculate tax
 Business place
 Cost Center Order
 Sales Order
 WBS element Network
 Cost Object More
 Assignment
 Text Long Texts

Next Line Item

PstKy Account L Ind TType New co.code

Enter...

Enter Accrual/Deferral Doc. Add G/L account item

More data
 Account Model
 G/L item fast entry
 Taxes

G/L Account Water Tax Payable
 Company Code UJVN Limited

Item 2 / Credit entry / 50

Amount INR
 Tax Code
 Business place
 Profit Ctrs
 Due on More
 Assignment
 Text Long Texts

Next Line Item

PstKy Account SGL Ind TType New co.code

Simulate..

Enter Accrual/Deferral Doc. Display Overview

Display currency
 Taxes

Document Date	<input type="text" value="01.01.2018"/>	Type	<input type="text" value="SA"/>	Company Code	<input type="text" value="1000"/>
Posting Date	<input type="text" value="01.01.2018"/>	Period	<input type="text" value="10"/>	Currency	<input type="text" value="INR"/>
Document Number	<input type="text" value="INTERNAL"/>	Fiscal Year	<input type="text" value="2017"/>	Translation dte	<input type="text" value="01.01.2018"/>
Ledger Grp	<input type="text"/>	ReversalRsn	<input type="text" value="05"/>	Reversal Date	<input type="text" value="17.02.2018"/>
Reference	<input type="text"/>	Cross-CCode No.	<input type="text"/>		
Doc.Header Text	<input type="text" value="Testing"/>		Trading part.BA	<input type="text"/>	

Items in document currency						
PK	BusA	Acct		INR	Amount	Tax amnt
001	40	0074122000	REP WatTrePla	74.12	10,000.00	
002	50	0046975001	Water Tax Payable		10,000.00-	

Now save...,
 Find the below message
 Document XXXXXXXXXXXX was posted in company code 1000

Document 600000278 was posted in company code 1000

Enter the following data

S.NO	Field	Description	User Action and Values
1	Document date	Give the date of document	01.01.2018
2	Document type	Specify the document type	SA
2	Company code	Specify the company code	1000
3	Posting date	Give the posting date i.e., systems date	01.01.2018
4	Period	Specify the period (Month)	10 (January)
5	Currency	Specify the currency	INR
6	Document header text	Give document header text	Testing
7	Reversal reason	Specify the reversal reason code	05 (Accrual/Deferral posting)
8	Reversal date	Specify the reversal date, accounting entry will be reversed on this date.	17.02.2018
9	Posting key	Specify the posting key	40 (GL Debit)
10	Account	Specify the account ID	74122000
11	Amount	Give the amount	10000
12	Cost center	Give cost center	11010701

S.NO	Field	Description	User Action and Values
13	Testing	Specify the text in document.	Testing
14	Posting key	Specify the posting key	50 (GL Credit)
15	Account	Specify the GL Account	46975001
16	Amount	Give the amount	10000
17	Text	Specify the text/Narration	Testing

Click on Save button or Ctrl+s

Data saved



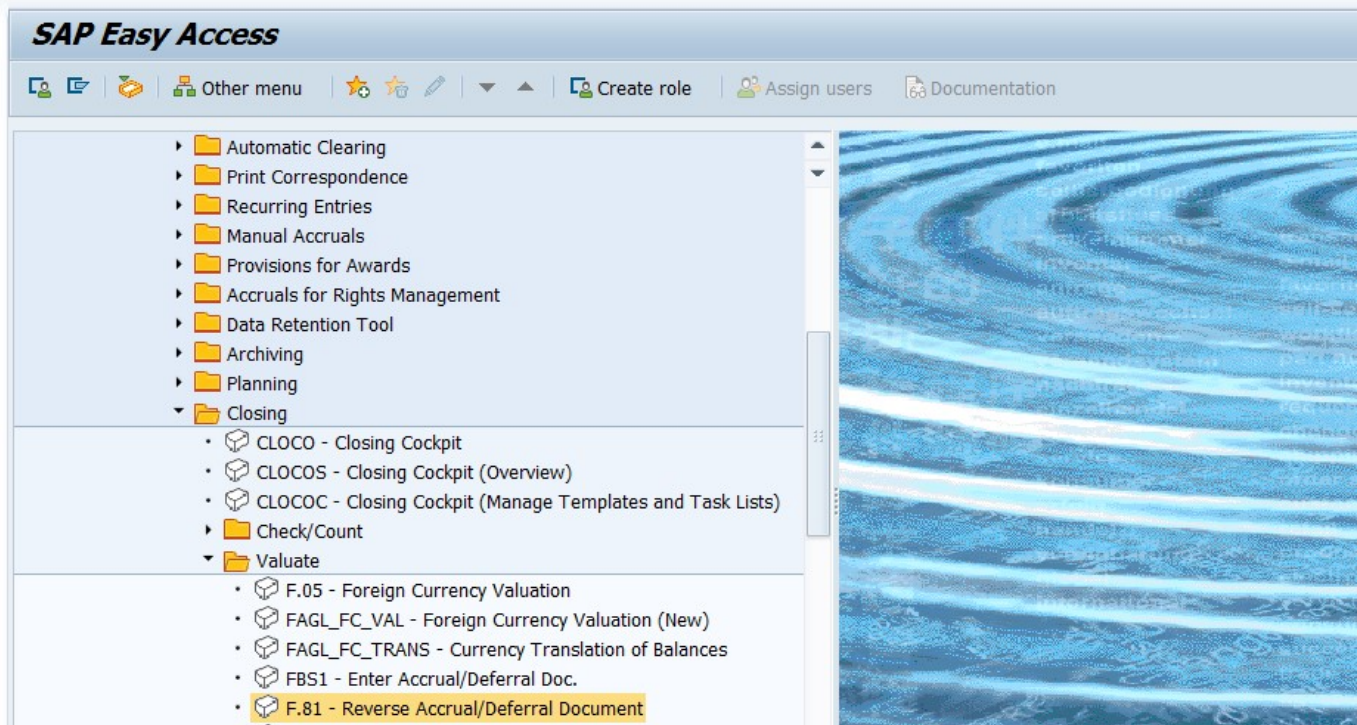
10 ACCRUAL/DEFERRAL DOCUMENT REVERSAL

10.1 OVERVIEW

Transaction code F.81 is used for reversal of accrual/deferral document.

10.2 MENU PATH

Menu Path	SAP MENU → Accounting → Financial Accounting → General ledger → Periodic processing → Closing → Valuate → F.81-Reverse accrual/deferral document
Transaction Code	F.81



10.3 STEPS

On running F.81, we get the initial screen as shown below:

Reverse Accrual/Deferral Documents

Company Code	1000	to		
Document Number	600000278	to		
Fiscal Year	2017	to		
Document type		to		
Ledger Group		to		

General selections

Posting Date		to		
Entry Date		to		
Reference		to		

Further Selections

Reverse posting date		to		
User Name		to		

Reverse posting details

Posting period
 Reversal Reason
 Test Run

Cross-company code transactions

Do not process
 Process

Execute...

Reverse Posting of Selection Documents: Log Test run

Reverse Documents

UJVNL ECC Testing Client Reverse Accrual/Deferral Documents Time 19:03:21 Date 17.02.2018
 Dehradun SAPF080R/ABHISHEK Page 1

Docs which can be reversed

Document Number	Company Code	Fiscal Year	Document type	Posting Date	Document Date	Reversal date	Reference
600000278	1000	2017	SA	01.01.2018	01.01.2018	17.02.2018	

Click on reverse documents
 Find the following message for document, reversed with document
reversed with document 600000280

Processing completed

Enter the following data

S.NO	Field	Description	User Action and Values
1	Company code	Specify the company code	1000
2	Document number	Specify the document number	600000278
3	Fiscal year	Specify the fiscal year	2017
4	Test run	Specify test run	Select the test check box
5	Do not process	Do not process the cross company code transaction	Select the do not process radio button

Execute..

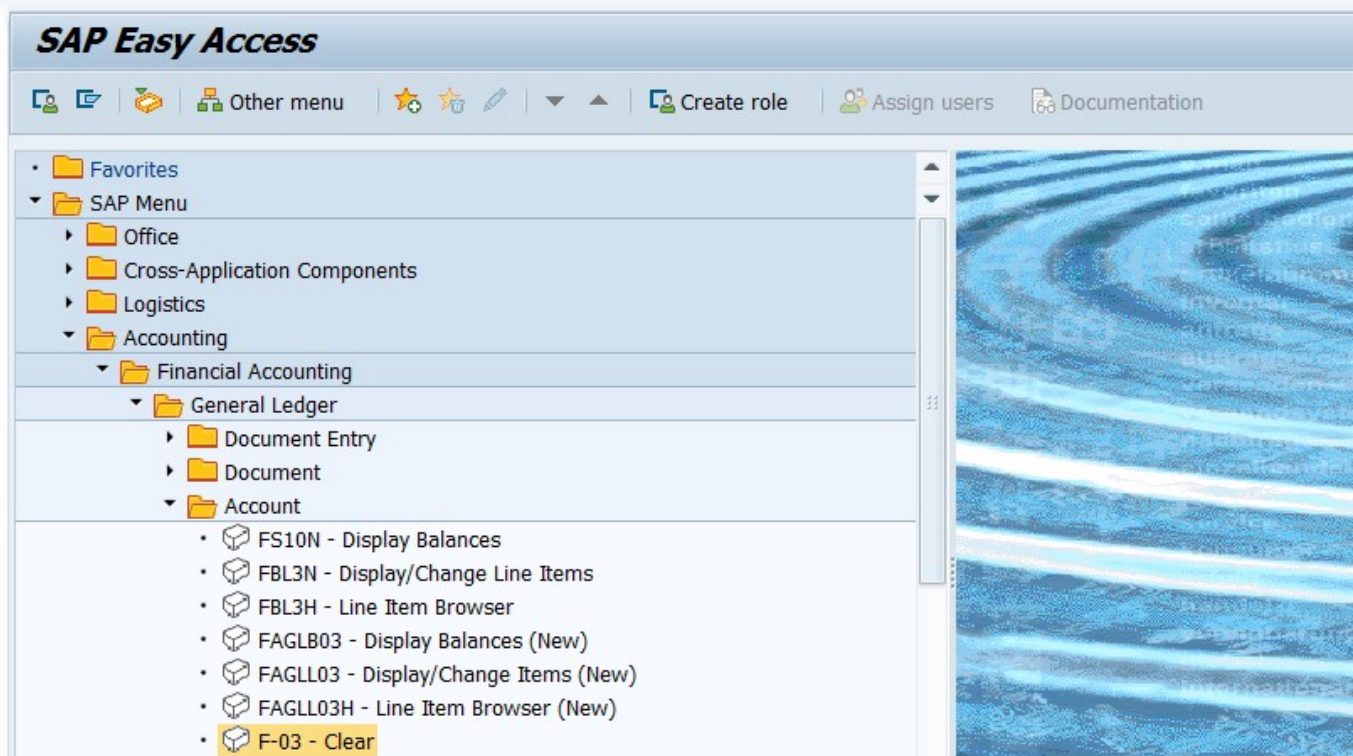
11 MANUAL CLEARING

11.1 OVERVIEW

Transaction code F-03 is used for account clearing.

11.2 MENU PATH

Menu Path	SAP MENU → Accounting → Financial Accounting → General ledger → Account → F-03-Clear
Transaction Code	F-03- Clear



11.3 STEPS

On running F-03, we get the initial screen as shown below:

Clear G/L Account: Header Data

Process Open Items

Account Clearing Date Period
 Company Code Currency

Open Item Selection

Normal OI

Additional Selections

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

Enter...

Clear G/L Account Enter selection criteria

Other selection Other account Process Open Items

Parameters entered

Company Code
 Account
 Account type
 Special G/L ind. Standard OIs

Document Number

From	To	String	Initial value
<input type="text" value="2600000100"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click on process open items

Clear G/L Account Process open items

Distribute Difference
 Charge Off Difference
 Editing Options

Standard Partial Pmt Res.Items WH Tax

Account items 30001002 O&M Clearing Account

Assignment	Document ...	D..	P..	Posting Date	Document ...	INR Gross
5100000014..	2600000100	RE	86	11.01.2018	11.01.2018	1,100.00

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

Processing Status

Number of items	1	Amount entered	0.00
Display from item	1	Assigned	1,100.00
Display in clearing currency		Not assigned	1,100.00-

Select the line item and change account by selecting the document overview , give the posting key and the reset account number.

Clear G/L Account Display Overview

Process Open Items
 Choose open items
 Display currency
 Account Model Taxes

Document Date	17.02.2018	Type	AB	Company Code	1000
Posting Date	17.02.2018	Period	11	Currency	INR
Document Number	INTERNAL	Fiscal Year	2017	Translation dte	17.02.2018
Reference				Cross-CCode No.	
Doc.Header Text				Trading part.BA	

Items in document currency

PK	BusA	Acct	INR	Amount	Tax amnt
D	0.00				
C	0.00				
			0.00	*	0 Line items

Other line item

PstKy	86	Account	30001001	L Ind	<input type="checkbox"/> TType	<input type="checkbox"/> New co.code	<input type="checkbox"/>
-------	----	---------	----------	-------	--------------------------------	--------------------------------------	--------------------------

Clear G/L Account Add G/L account item

Choose open items Process Open Items More data Account Model

G/L Account PC Balancing account
 Company Code UJVN Limited

Item 1 / GR/IR debit / 86

Amount INR Calculate tax

Business place

Cost Center Order

Sales Order

WBS element Network

Cost Object More

Assignment Asst retirement

Text Long Texts

Next Line Item

PstKy Account SGL Ind TType New co.code

Simulate

Clear G/L Account Display Overview

Display currency Taxes Reset

Document Date Type Company Code
 Posting Date Period Currency
 Document Number Fiscal Year Translation dte
 Reference
 Doc.Header Text Cross-CCode No.
 Trading part.BA

Items in document currency

PK	BusA	Acct	INR	Amount	Tax amnt
001	86	0030001001	PC Balancing accoun	1,100.00	
002	50	0030001002	O&M Clearing Accoun	1,100.00-	

D 1,100.00 C 1,100.00 0.00 * 2 Line items

Other line item

PstKy count SGL Ind TType New co.code

Save.

Find the below message document XXXXXXXXXXXX was posted in company code 1000

Document 100000008 was posted in company code 1000

Enter the following data;

S.NO	Field	Description	User Action and Values
1	Account	Specify the GL Account that you want to clear	30001002
2	Document number	Specify the document number. Taking document number as a reference.	Select this radio button
3	Document number from	Specify the document number. Taking document number as a reference.	2600000100
4	Process open item	Select this process open item option	Select this option
5	Change off difference	Specify the GL account	Select this option
6	Posting key	Specify the posting key	86
7	GL Account	Specify the GL Account	30001001
8	Amount	Specify the amount	1,100.00
9	Cost center	Specify the cost center	11010701
10	Text	Specify the narration for the document	Testing

Simulate and save...

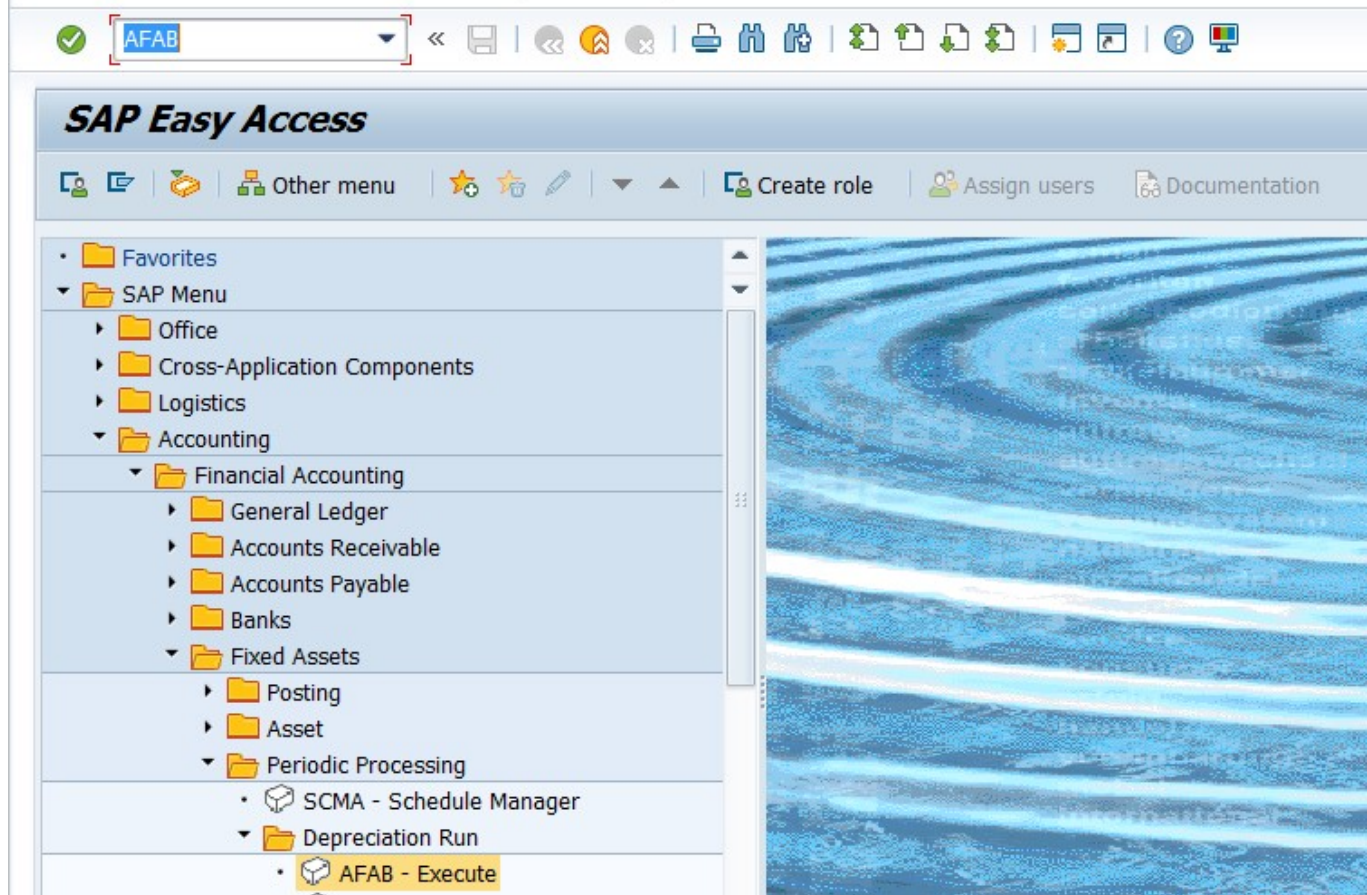
12 DEPRECIATION RUN

12.1 OVERVIEW

Transaction code: AFAB is used to post depreciation.

12.2 MENU PATH

Menu Path	SAP Menu → Accounting → Financial accounting → Fixed assets → Periodic posting → Depreciation run → AFAB-Execute
Transaction Code	AFAB



12.3 STEPS

On running AFAB, we get the initial screen as shown below:

Depreciation Posting Run

Posting Parameters

Company Code	1000
Fiscal year	2017
Posting Period	11

Reason for posting run

Planned posting run
 Repeat
 Restart
 Unplanned posting run

Further options

List assets
 List of manual depreciation

Layout

Server Group

Parameters for Test Run

Test Run
 Error Analysis
 Output List Only. No Documents

Execute and select Yes in the below popup and enter.

Limitation online

Online, processing is limited to approx. 1000 assets

Do you want to continue processing anyway?

Find the below screen for the depreciation calculation for individual asset wise.

Depreciation Posting Run for company code 1000

TEST RUN

Posting date : 31.05.2017 Date created: 12.02.2018 Period: 2017/002/01

Asset	SNo.	Acct.det	Cost Ctr	Segment	Profit Ctr	Name	Reference doc.	Description	Σ	Plan.Amt	Σ Amt Posted	Σ Amount TBP	Σ Cumul.Amt	Crcy
1050000008	0	10005	13040402	1000	1304	Bridges (Permanent Bridge at Dhampur Kalagarh Roa	3	Ordinary deprec.		2,250.00-	184.93-	191.10-	376.03-	INR
1050000013	0		14020101	1000	1402	Test asset 03				900.00-	73.97-	76.44-	150.41-	INR
Depreciation area 1										3,150.00-	258.90-	267.54-	526.44-	INR
1050000008	0	10005	13040402	1000	1304	Bridges (Permanent Bridge at Dhampur Kalagarh Roa	4	Ordinary deprec.		2,250.00-	184.93-	191.10-	376.03-	INR
1050000013	0		14020101	1000	1402	Test asset 03				900.00-	73.97-	76.44-	150.41-	INR
Depreciation area 21										3,150.00-	258.90-	267.54-	526.44-	INR

TEST RUN completed successfully
 2 documents were created

Now execute the depreciation run without test mode, find the below screen shot:

Depreciation Posting Run

Posting Parameters

Company Code: 1000
 Fiscal year: 2017
 Posting Period: 2

Reason for posting run

Planned posting run
 Repeat
 Restart
 Unplanned posting run

Further options

List assets
 List of manual depreciation
 Layout:
 Server Group:

Parameters for Test Run

Test Run
 Error Analysis

Step No	Field Name	Description	User Action and Values
Posting parameters			
1	Company code	Select the company code	1000 UJVN Limited
2	Fiscal year	Select the fiscal year	2017 fiscal year

3	Posting period	Select the posting period	11-February
Reason for posting run			
4	Planned posting run	Select the planned posting run	Select this check box
Further options			
5	List assets	Select this list assets	Select this list assets
Parameters for test run			
6	Test run	Select this option for test mode remove for real execution	Select this option for testing.

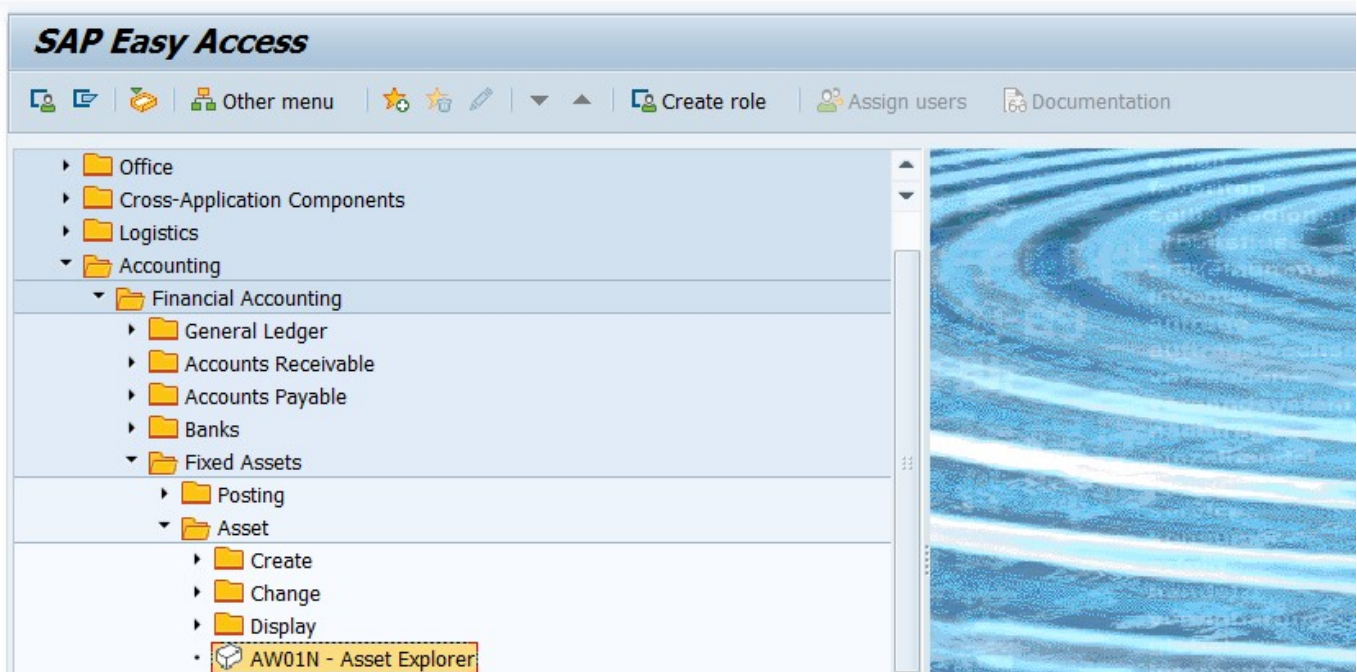
13 ASSET EXPLORER

13.1 OVERVIEW

Transaction code: AW01N is used to post depreciation.

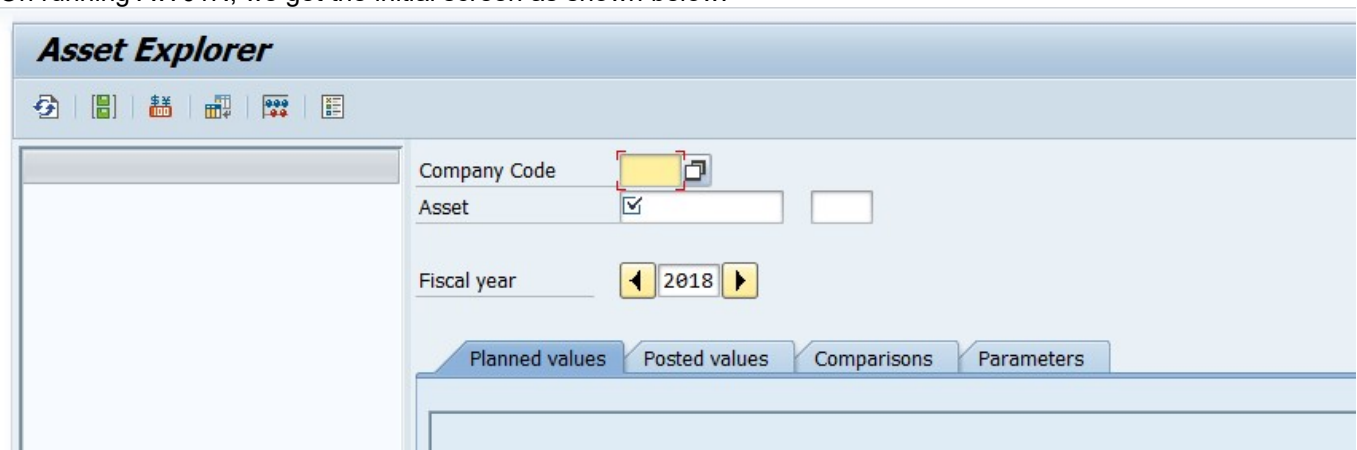
13.2 MENU PATH

Menu Path	SAP Menu → Accounting → Financial accounting → Asset → AW01N – Asset Explorer
Transaction Code	AW01N



13.3 STEPS

On running AW01N, we get the initial screen as shown below:



Fill the following

Asset Explorer

Asset 1000-1400000005/0000

Company Code: 1000 UJVN Limited

Asset: 1400000005 0 Hydraulic work 4

Fiscal year: 2017

Planned values | Posted values | Comparisons | Parameters

Planned values Depreciation as per company act

Value	Fiscal year start	Change	Year-end	Crcy
APC transactions		100,000.00	100,000.00	INR
Investment support				INR
Revaluation APC				INR
Acquisition value		100,000.00	100,000.00	INR
Ordinary deprec.		1,888.59-	1,888.59-	INR
Unplanned dep.				TMP

Transactions

AssetValDate	Amount	TType	Transaction type name	Crcy
01.12.2017	100,000.00	100	External asset acquisition	INR

Step No	Field Name	Description	User Action and Values
1	Company code	Select the company code	1000 UJVN Limited
2	Fiscal year	Select the fiscal year	2017 fiscal year
3	Asset	Specify the asset number	1400000005

Enter

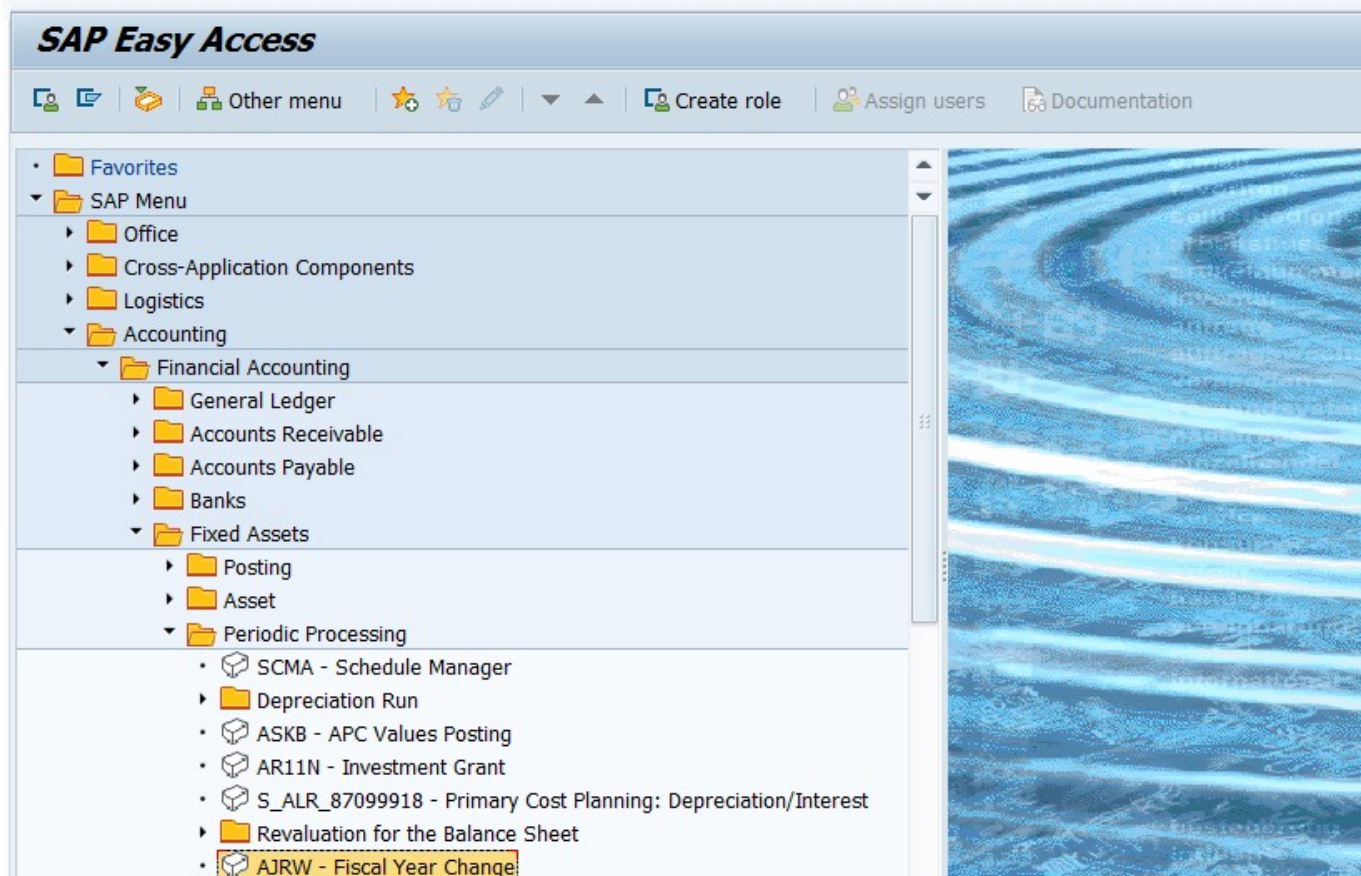
14 FISCAL YEAR CHANGE FOR FIXED ASSET

14.1 OVERVIEW

Transaction code AJRW is used for asset fiscal year change.

14.2 MENU PATH

Menu Path	SAP MENU → Accounting → Financial Accounting → Fixed assets → Periodic processing → AJRW-Execute
Transaction Code	AJRW-Execute



14.3 STEPS

On running AJRW, we get the initial screen as shown below:

The screenshot shows the 'Asset fiscal year change' screen. It features a title bar with the text 'Asset fiscal year change' and a green checkmark icon. Below the title bar, there are several input fields and checkboxes:

- Company code(s)**: A text input field.
- to**: A text input field with a magnifying glass icon.
- New fiscal year**: A checkbox that is checked.
- Test run**: A checkbox that is checked.
- Server group**: A text input field.

Fill the following in the screen

Asset fiscal year change

Company code(s) to

New fiscal year

Test run

Server group

Firstly, execute in test mode and if everything goes fine remove test run and execute with test run check box (real run).

Asset fiscal year change

Error Log

NOTE: The fiscal year change is only a technical step, needed in order to carry forward all assets into the new fiscal year. The fiscal year change has nothing to do with the YEAR-END CLOSING for bookkeeping. In order to close the annual values in Asset Accounting for a given fiscal year, you are required to carry out YEAR-END CLOSING in Asset Accounting BEFORE the year-end closing for the general ledger.

Fiscal year change statistics 2017 - Test version

Status	Company Code	Read	Already changed	To change.....	Incorrect	Without values	Already deactivated...
	1000	173	44	0	0	72	57

Enter the following data

S.NO	Field	Description	User Action and Values
1	Company code	Specify the company code	1000
2	Fiscal year	Specify the fiscal year	2017
3	Test run	Select this check box	Select this check box

Execute

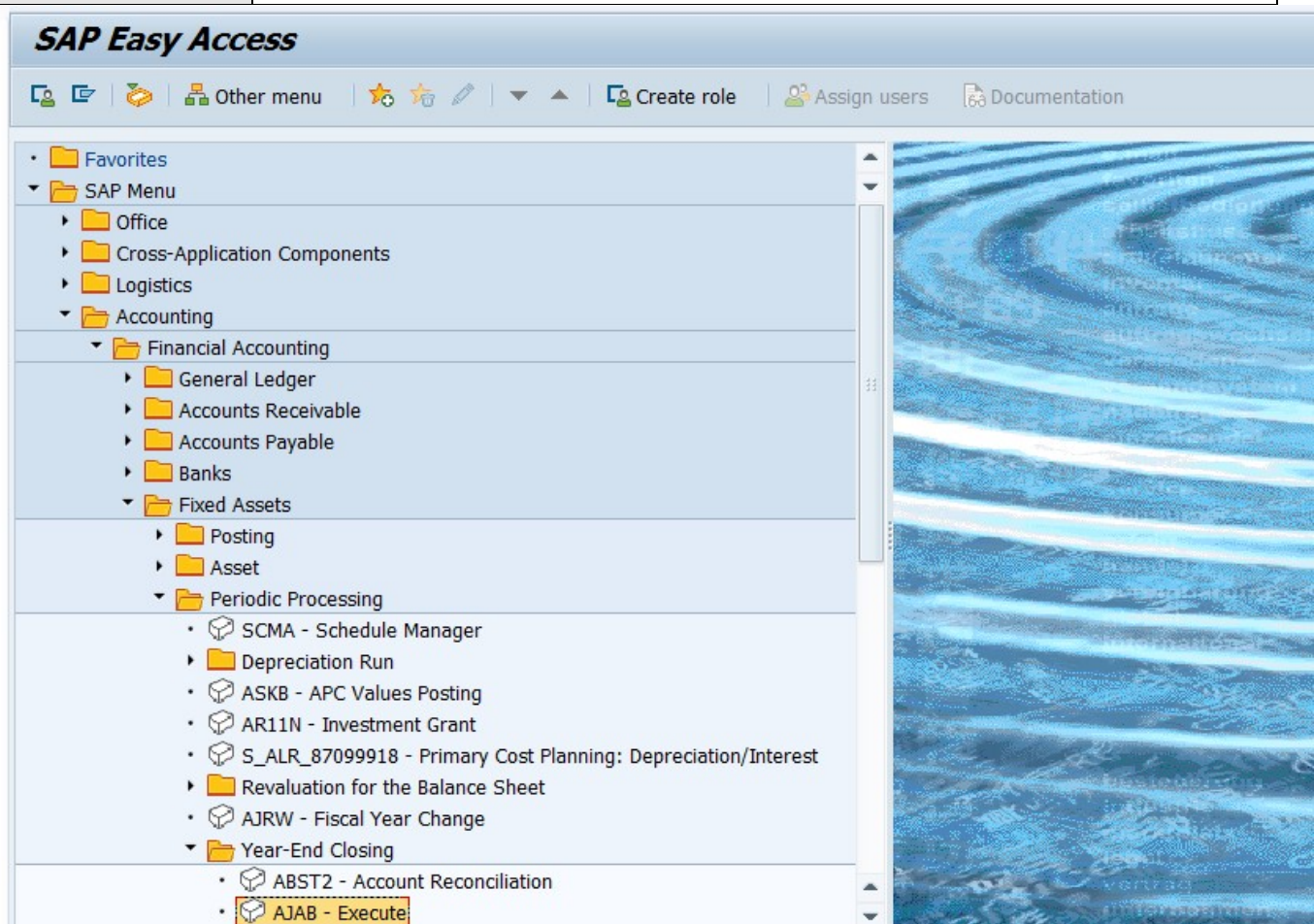
15 FIXED ASSET YEAR END CLOSING

15.1 OVERVIEW

Transaction code AJAB is used for year-end closings for fixed assets.

15.2 MENU PATH

Menu Path	SAP MENU → Accounting → Financial Accounting → Fixed assets → Periodic processing → Year-end closing → AJAB-Execute
Transaction Code	AJAB-Execute



15.3 STEPS

On running AJAB, we get the initial screen as shown below:

Year-end closing Asset Accounting

Fiscal year to be closed for company code(s)

Company code to

Asset classes asset u. const. to

Fiscal year to be closed

Options

Test run

Fill the following in the screen

Year-end closing Asset Accounting

Fiscal year to be closed for company code(s)

Company code to

Asset classes asset u. const. to

Fiscal year to be closed

Options

Test run

Firstly, execute in test mode and if everything goes fine remove test run and execute with test run check box (real run).

Enter the following data

S.NO	Field	Description	User Action and Values
1	Company code	Specify the company code	1000
2	Fiscal year to be closed	Specify the fiscal year that need to be closed	2016
3	Test run	Select this check box	Select this check box

Execute

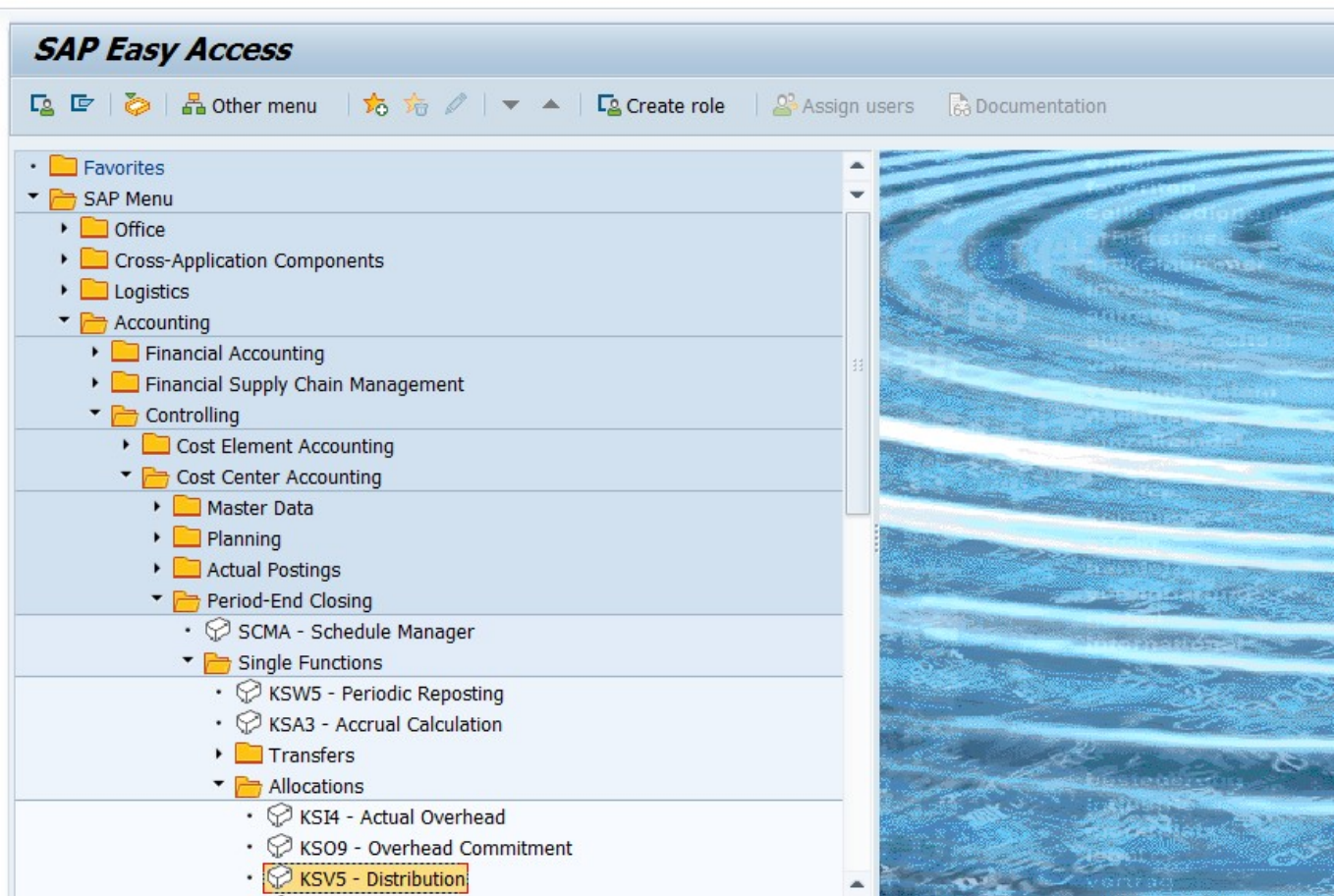
16 ACTUAL DISTRIBUTION CYCLE

16.1 OVERVIEW

Transaction code: KSV5 is used for distribution of overheads. Distribution is created for transfer of primary cost from a cost center to any controlling cost object. During distribution cost centers can be used as sender. And in this process the cost element remains same.

16.2 MENU PATH

Menu Path	SAP Menu → Accounting → Controlling → Cost center accounting → Period end closing → Single functions → Allocations → KSV5-Distribution
Transaction Code	KSV5-Distribution





16.3 STEPS

On running KSV5, we get the initial screen as shown below:



Execute Actual Distribution: Initial Screen


 Settings

Parameters

Controlling Area

Period To

Fiscal Year


Processing Options


Background Processing


Test Run

Detail Lists

Additional Functions

 Lock Segments for Test Run

 Display Documents and Simulations

 Show Executions in Schedule Manager

Cycle **Start Date**

Step No	Field Name	Description	User Action and Values
1	Controlling area	Specify the controlling area	1000
2	Period	Specify the from and to periods	1 to 12
3	Fiscal year	Select the fiscal year	2017
4	Test run	Specify the test run check	Specify the test run check
5	Detail list	Select this option	Select this option
6	Cycle	Specify the distribution cycle	TESTD1

Execute and see the report.

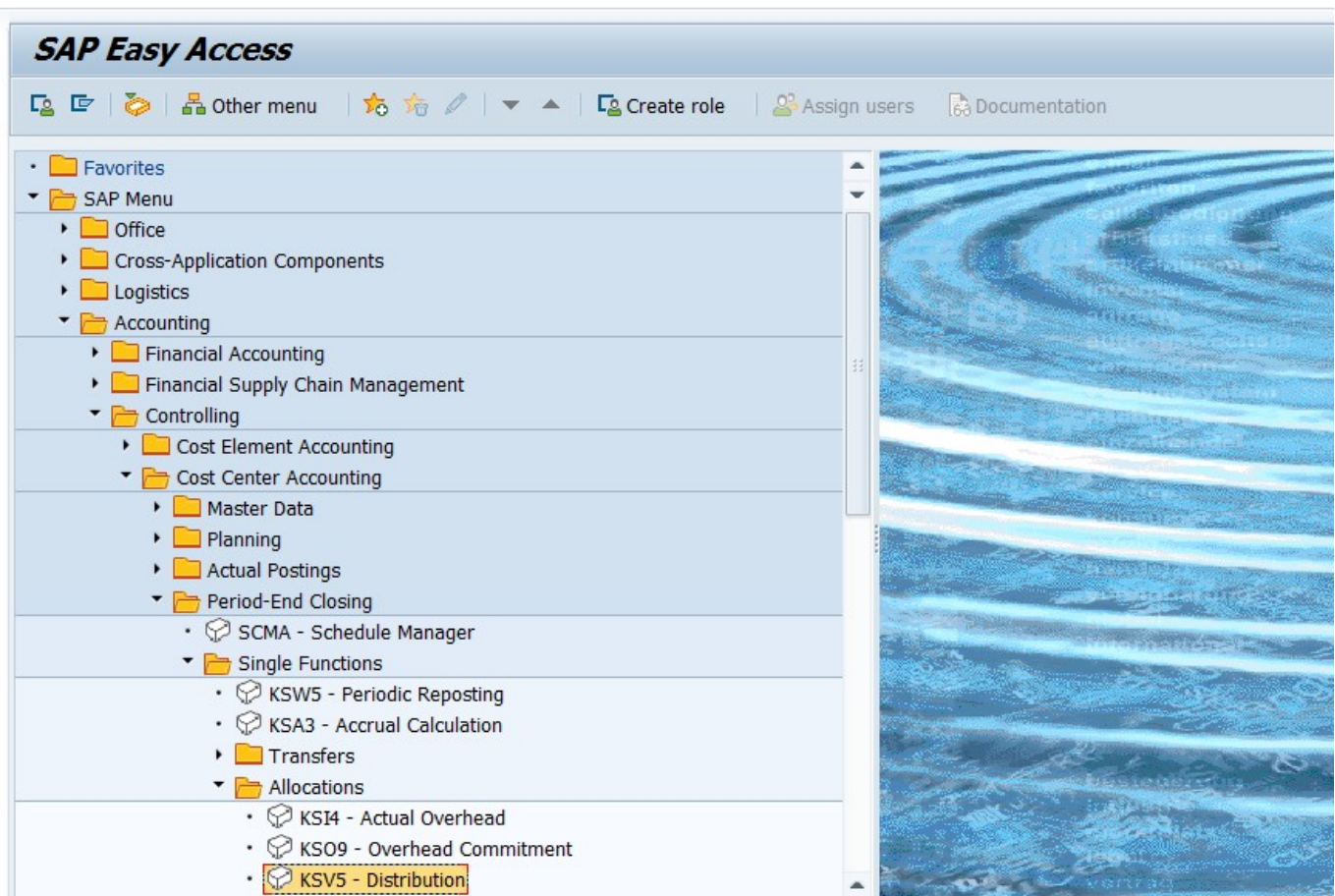
17 ACTUAL ASSESSMENT CYCLE

17.1 OVERVIEW

Transaction code: KSU5 is used for assessment. Assessment is created to transfer primary and secondary costs from cost center to controlling cost object. Here cost centers are used as sending objects. During assessment run the all the secondary cost elements with cost element category 42 are summarized into assessment cost elements and after execution it will not show any cost element in receiving cost object.

17.2 MENU PATH

Menu Path	SAP Menu → Accounting → Controlling → Cost center accounting → Period end closing → Single functions → Allocations → KSU5-Assessment
Transaction Code	KSU5-Assessment





17.3 STEPS

On running KSU5-Assessment, we get the initial screen as shown below:



Execute Actual Assessment: Initial Screen


 Settings

Parameters

Controlling Area

Period To

Fiscal Year


Processing Options


Background Processing


Test Run

Detail Lists

Additional Functions

 Lock Segments for Test Run

 Display Documents and Simulations

 Show Executions in Schedule Manager

Cycle **Start Date**

Step No	Field Name	Description	User Action and Values
1	Controlling area	Specify the controlling area	1000
2	Period	Specify the from and to periods	1 to 12
3	Fiscal year	Select the fiscal year	2017
4	Test run	Specify the test run check	Specify the test run check
5	Detail list	Select this option	Select this option
6	Cycle	Specify the distribution cycle	TEST_1

Execute and see the report.

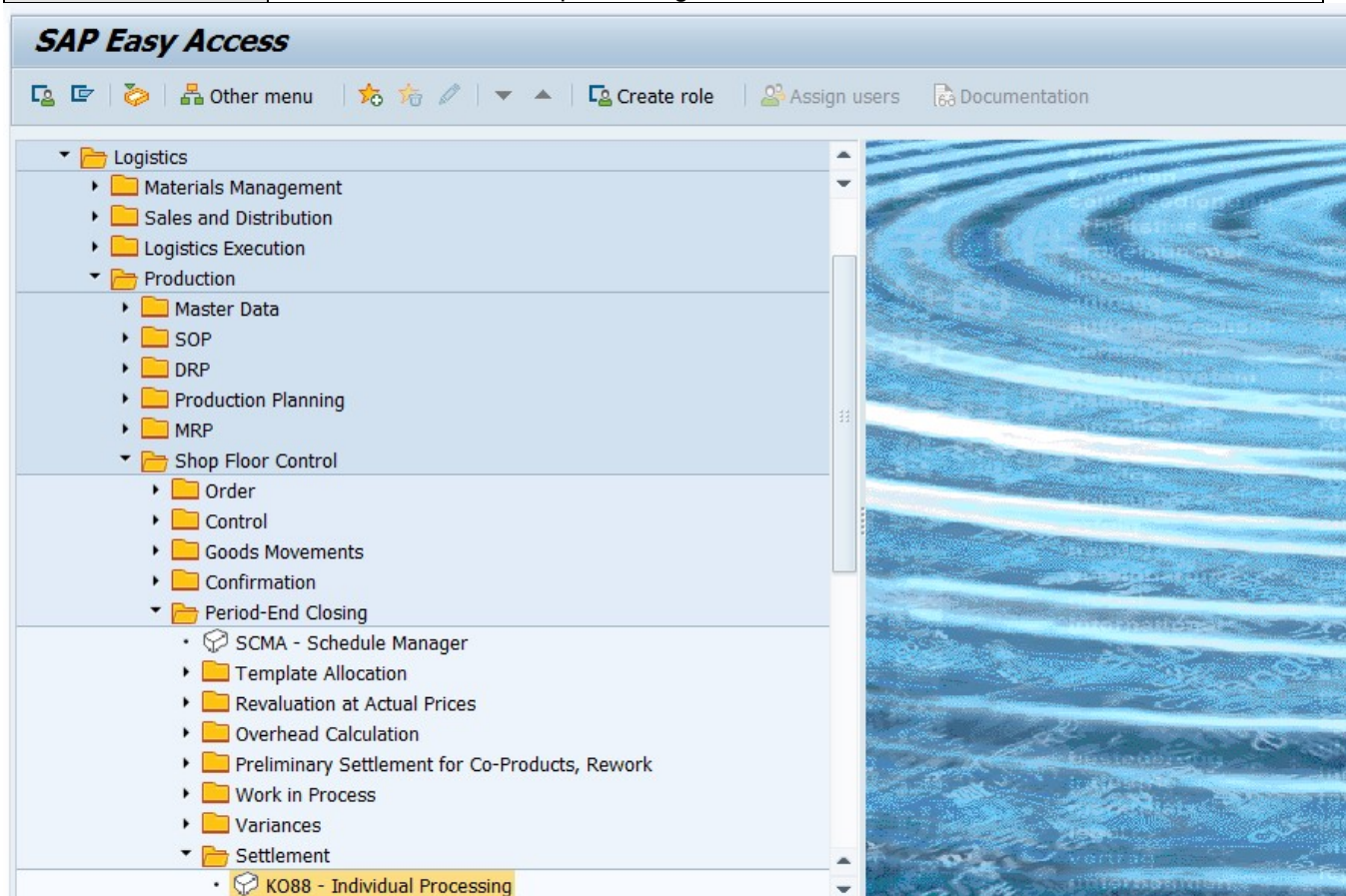
18 ORDER SETTLEMENT

18.1 OVERVIEW

Transaction code: KO88- Order individual processing is used for order settlement.

18.2 MENU PATH

Menu Path	SAP Menu → Logistics → Production → Shop floor control → Period end control → Settlement → KO88-Individual processing
Transaction Code	KO88- Order individual processing



18.3 STEPS

On running KO88- Order individual processing, we get the initial screen as shown below:

Actual Settlement: Order

⏪ Settlement Rule

Controlling Area 1000

Order 600000040

Parameters

Settlement period 001	Posting period 001
Fiscal Year 2017	Asset Value Date 17.02.2018
Processing type 1 Automatic	

Processing Options

Test Run

Check trans. data

Execute settlement first in test mode and then in real run.

Step No	Field Name	Description	User Action and Values
1	Order	Specify the order that need to settle	600000040
2	Settlement Period	Specify the settlement period	001
3	Posting period	Specify the posting period	001
4	Fiscal year	Select the fiscal year	2017
5	Asset value date	Specify the asset value date	17.02.2018
6	Processing type	Specify the processing type	Automatic
7	Test run	Specify the test run check	Specify the test run check

Execute and see the report.

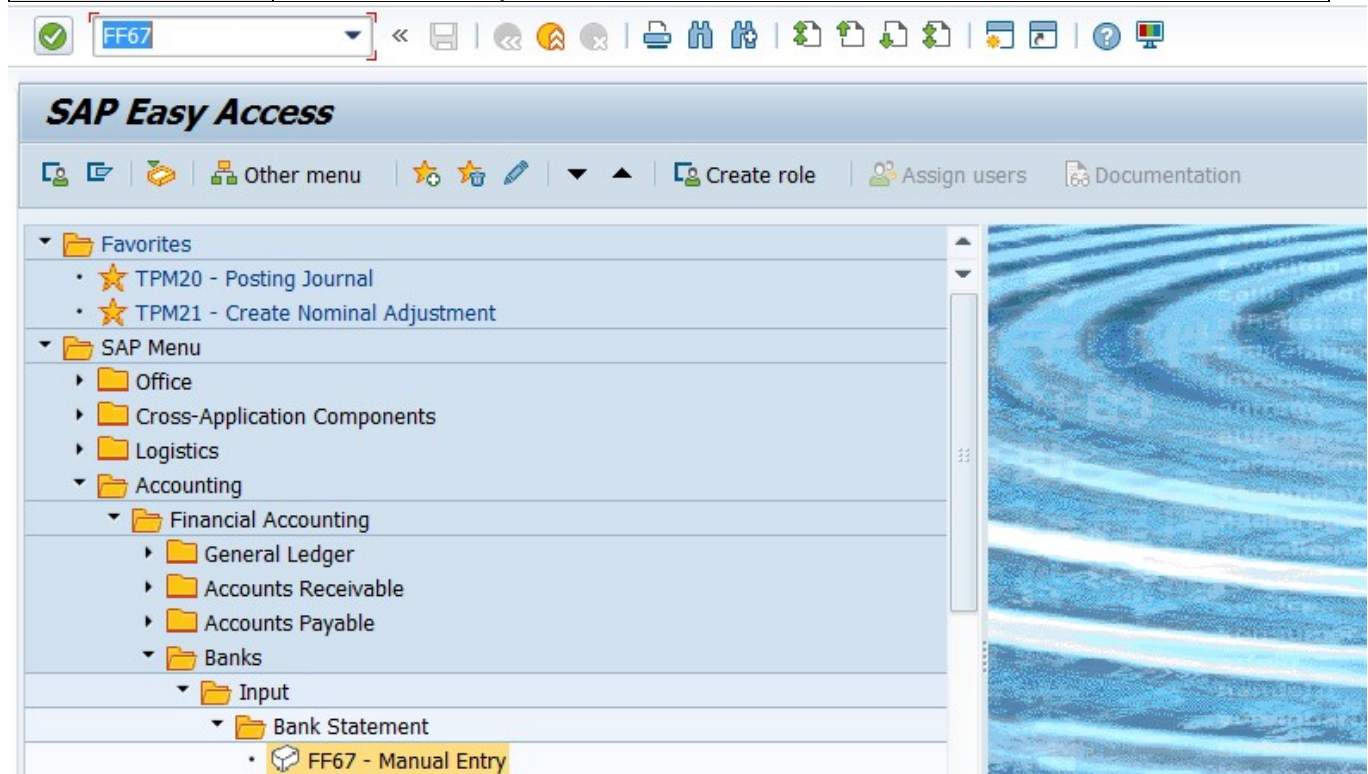
19 BANK RECONCILIATION STATEMENT

19.1 OVERVIEW

Transaction code: FF67- Bank statement manual entry.

19.2 MENU PATH

Menu Path	SAP Menu → Accounting → Financial accounting → Banks → Input → Bank statement → FF67-Manual entry
Transaction Code	FF67-Manual entry



19.3 STEPS


When executing FF67, the below initial screen will be opened.

Process Manual Bank Statement

 Overview Planning types

Company Code	<input type="text" value="1000"/>	UJVN Limited
House bank	<input type="text" value="PNB2"/>	Punjab National Bank - 3968002100010398
Account ID	<input type="text" value="PNB2"/>	Punjab National Bank CPO
Statement number	<input type="text" value="1"/>	
Statement date	<input type="text" value="24.02.2018"/>	
Currency	<input type="text" value="INR"/>	

Control

Opening Balance	<input type="text" value="0"/>
Closing Balance	<input type="text" value="50000"/>
Posting date	<input type="text" value="24.02.2018"/> 

Selection of payment advices

Planning type	<input type="text"/>		
Statement Date	<input type="text"/>		
Planning date from	<input type="text"/>	Planning date to	<input type="text"/>
Characteristic	<input type="text"/>		

Press enter ..

6	Opening balance	It is mandatory to maintain opening balance in this field as per the bank statement.	0
7	Closing balance	Closing balance as per the bank statement	50000
8	Posting date	Maintain the posting date	24.02.2018
9	Transaction	Maintain the business transaction	UJ03, UJ04
10	Value date	The date of a particular transaction	24.02.2018
11	Amount	Enter the amount, It is very important to maintain the negative values with negative sign '-'	100000, -50000
12	Posting date	Maintain the posting date.	24.02.2018
13	Profit center	It is optional to maintain this. Mainly to know the profit center where exactly the line item is laying.	

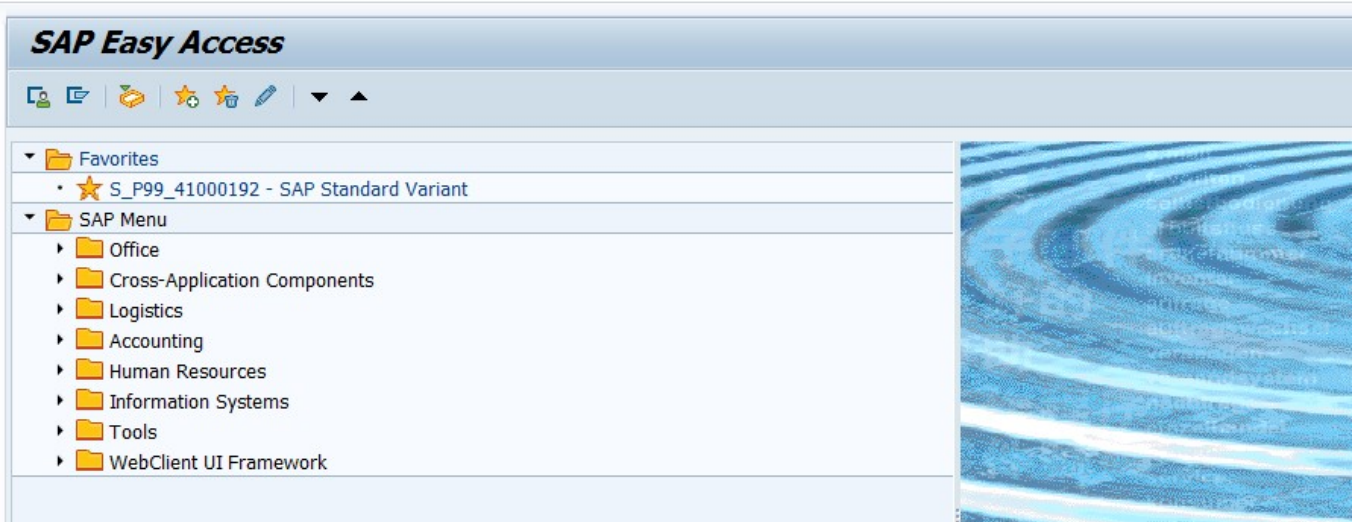
20 EDIT BANK RECONCILIATION STATEMENT

20.1 OVERVIEW

Transaction code: FEBAN is used for clearing of open line items in bank reconciliation statement.

20.2 MENU PATH

Menu Path	NMP
Transaction Code	FEBAN- Edit Bank statement



20.3 STEPS

On running FEBAN- Bank statement reconciliation edit will be opened the below initial screen.

Selection of Bank Statements by Banks and Account Nos

Hdr data

Company Code	1000	to		
House bank	PNB2	to		
Account ID	PNB2	to		
Statement number		to		
Statement Date		to		
Statement status		to		
Currency		to		

Item Data

Posting Area 1 OK	<input type="checkbox"/>	to	<input type="checkbox"/>	
Posting Area 2 OK	<input type="checkbox"/>	to	<input type="checkbox"/>	
Amount		to		
Bundle number		to		
Posting rule		to		
Posting rule standard		to		
Document Number		to		
Subledger doc.number		to		
Posting Date		to		

Output

View Of

Check

Edit Bank Statement

Other Display Lock Printout

- PNB2
- PNB2
- 1 50,000.00
- 00001 INR 100,000.00
- 00002 INR 50,000.00-

PNB2 / PNB2 / 201800001 / 1

Amount	<input type="text" value="100,000.00"/>	INR	Trans.	<input type="text"/>
Post.Day	<input type="text"/>	Partner Bnk	<input type="text"/>	
Val.Dt	<input type="text" value="24.02.2018"/>	Partner Acct	<input type="text"/>	
Sender	<input type="text"/>			

Posting Area 1

Doc.	<input type="text"/>
OnAcct	<input type="text"/>

Posting Area 2

Doc.	<input type="text"/>
OnAcct	<input type="text"/>
Adv .	<input type="text"/>

Select the line items one by one and clear by processing its open items as shown below;

Statement items → Post

Edit Bank Statement

Other Display Lock Printout

- PNB2
- PNB2
 - 1 50,000.00
 - 00001 INR 100,000.00
 - 00002 INR 50,000.00

PNB2 / PNB2 / 201800001 / 2

Amount	50,000.00-	INR	Trans.	
Post.Day			Partner Bnk	
Val.Dt	24.02.2018		Partner Acct	
Sender				

Display Note to Payee Separately

Posting Area 1

Doc.

OnAcct

Posting Area 2

Doc.

OnAcct

Adv.

Document 1100000000 was posted in company code 1000

SAP

Edit Bank Statement

Other Display Lock Printout

- PNB2
- PNB2
- 1 50,000.00
- 00001 INR 100,000.00
- 00002 INR 50,000.00-

PNB2 / PNB2 / 201800001 / 2

Amount	<input type="text" value="50,000.00-"/>	INR	Trans.	<input type="text"/>
Post.Day	<input type="text"/>	Partner Bnk	<input type="text"/>	
Val.Dt	<input type="text" value="24.02.2018"/>	Partner Acct	<input type="text"/>	
Sender	<input type="text"/>			

Display Note to Payee Separately

Posting Area 1

Doc.	<input type="text" value="1100000001"/>
OnAcct	<input type="text"/>

Posting Area 2

Doc.	<input type="text" value="-"/>
OnAcct	<input type="text"/>
Adv.	<input type="text"/>

Step No	Field Name	Description	User Action and Values
1	Company code	Specify the company code	1000
2	House bank	Enter the house bank ID	PNB2
3	Account ID	Specify the account ID	PNB2

FICO- Closings
For Internal Circulation Only

21 GR/IR CLEARING

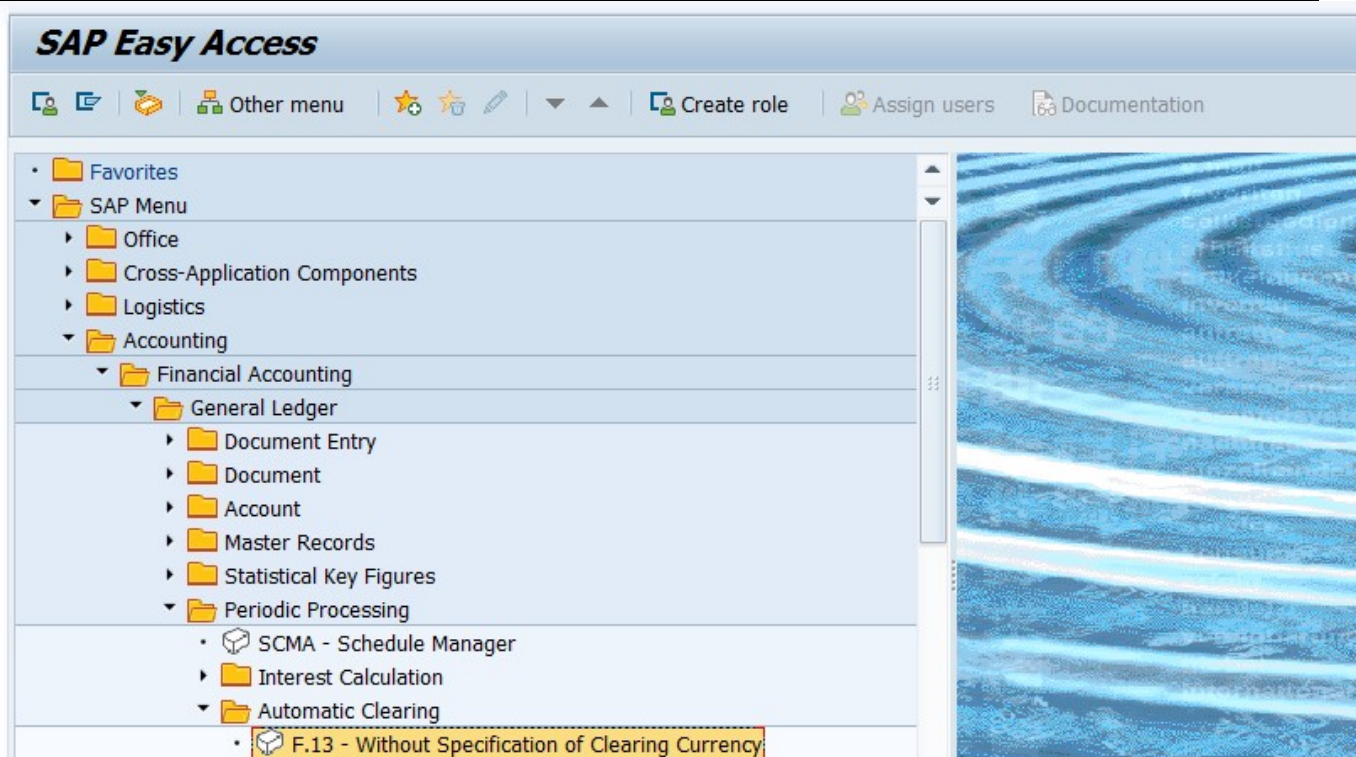
21.1 OVERVIEW

Transaction code: F.13- Without specification of clearing currency is used for clearing. This will be useful for clearing of all the entries for which debit and credit exists.

Ex: - GR/IR Account. When doing Good receipt where the GRIR account gets credited later when invoice received then GRIR account gets debited. Now the GRIR account has got both debit and Credit. Now if you run this f.13 system will clear this entry and shows only the exact open items for which Invoice should be raised.

21.2 MENU PATH

Menu Path	SAP Menu → Accounting → Financial accounting → General ledger → Periodic processing → Automatic clearing → F.13- Without specification of clearing currency
Transaction Code	F.13- Without specification of clearing currency













21.3 STEPS

On running F.13- Without specification of clearing currency, we get the initial screen as shown below:

Automatic Clearing



General selections

Company Code	1000	to		
Fiscal Year	2017	to		
Assignment		to		
Document Number		to		
Posting Date		to		
<input type="checkbox"/> Select customers				
<input type="checkbox"/> Special G/L transactions				
Special G/L Indicator-Customer		to		
Customers		to		
<input type="checkbox"/> Grouping by payment advice no.				
<input type="checkbox"/> Select vendors				
<input type="checkbox"/> Special G/L transactions				
Special G/L Indicator - Vendor		to		
Vendors		to		
<input checked="" type="checkbox"/> Select G/L accounts				
G/L Accounts	30001002	to		
<input type="checkbox"/> GR/IR account special process.				
Maximum Number of Groups				

Posting parameters

Clearing date	18.02.2018	Period	
<input type="checkbox"/> Date from Most Recent Document			
<input type="checkbox"/> Include tolerances			
<input type="checkbox"/> Permit individual line items			
<input type="checkbox"/> Include suppl. account assgmt			
<input checked="" type="checkbox"/> Test run			
Minimum Number of Line Items			

Output Control

- Documents that can be cleared
- Documents that cannot be clrd
- Error Messages

Execute settlement first in test mode and then in real run.

Step No	Field Name	Description	User Action and Values
1	Company code	Specify the company code	1000
2	Fiscal year	Specify the fiscal year	2017
3	Check box select GL Account	By selecting this check box for GL Accounts the system will clear and show the report	Select
4	GL Account	Specify the GL Account	30001002
5	Clearing date	System will bydefault it	18.02.2018
6	Test run	First execute in test mode and then in real run	Select this check box
7	Documents that can be cleared	Select this check box	Select this check box
8	Documents that can not be cleared	Select this check box	Select this check box
9	Error message	Select this check box	Select this check box

Execute and see the report.

Automatic Clearing											
DocumentNo	Itm	Clearing	Clrng doc.	SG	Crcy	Amount	Assignment	Business Area	Trading partner		
5100000191	002				INR	1,100.00-	510000001400010				
2600000106	002				INR	1,100.00-	510000001400010				
*					INR	2,200.00-	510000001400010				
5100000190	002				INR	10,000.00-	510000004700010				
*					INR	10,000.00-	510000004700010				
2600000104	002	18.02.2018			INR	1,000,000.00	510000005200010				
5100000162	002	18.02.2018			INR	1,000,000.00-	510000005200010				
*		18.02.2018			INR	0.00	510000005200010				
5100000166	002	18.02.2018			INR	1,298.00-	510000005300010				
2600000093	002	18.02.2018			INR	1,298.00	510000005300010				
*		18.02.2018			INR	0.00	510000005300010				
5100000167	002	18.02.2018			INR	100,000.00-	510000005300020				
2600000093	003	18.02.2018			INR	100,000.00	510000005300020				
*		18.02.2018			INR	0.00	510000005300020				

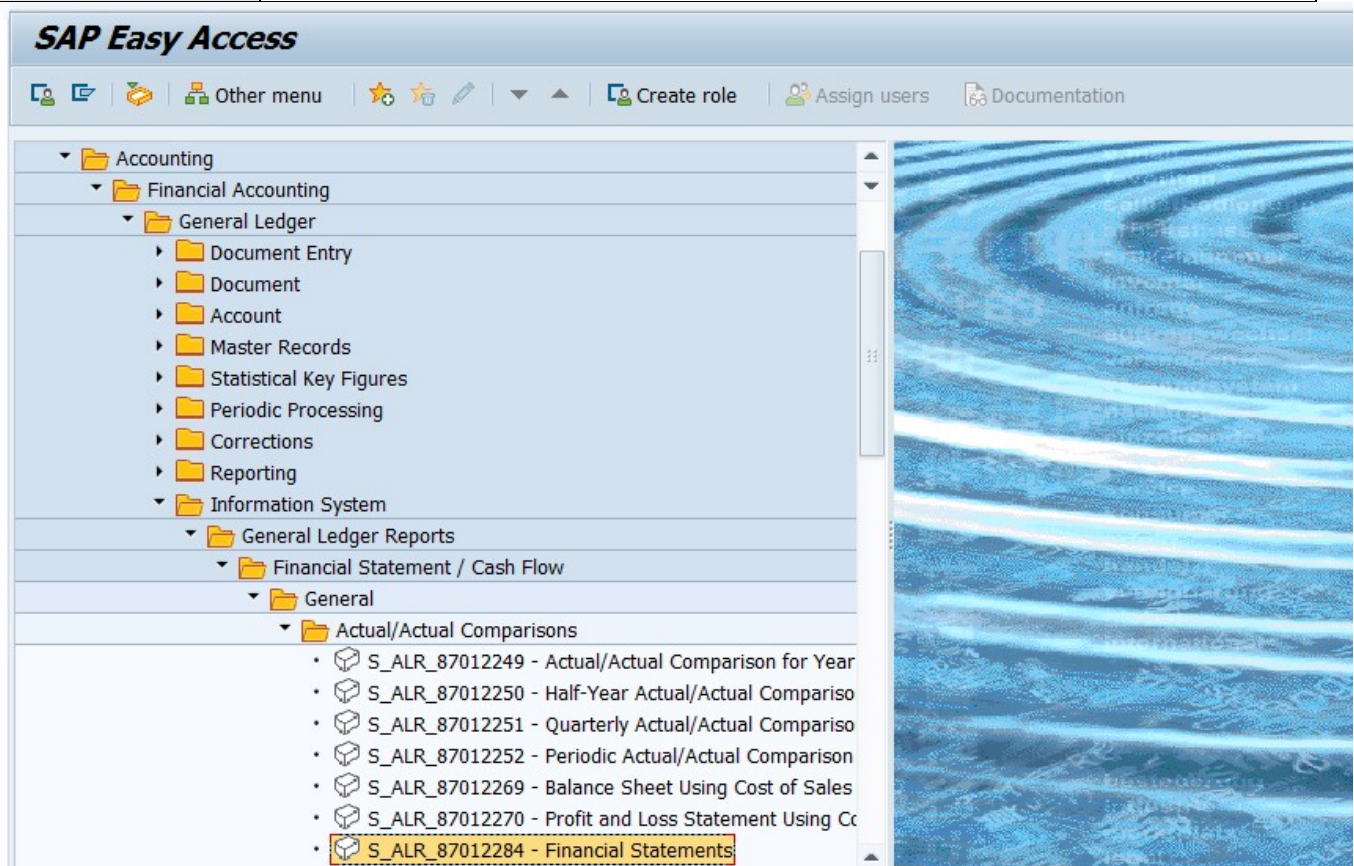
22 FINANCIAL STATEMENTS

22.1 OVERVIEW

Transaction code: S_ALR_87012284 is used to post depreciation.

22.2 MENU PATH

Menu Path	SAP Menu → Accounting → Financial accounting → General ledger → Information system → General ledger reports → Financial statement/ Cash flow → General → Actual/Actual comparison → S_ALR_87012284-Financial statements
Transaction Code	S_ALR_87012284



22.3 STEPS

On running S_ALR_87012284, we get the initial screen as shown below:

Financial Statements

G/L account selection

Chart of accounts	<input type="text"/>	to	<input type="text"/>	
G/L account	<input type="text"/>	to	<input type="text"/>	
Company code	<input type="text"/>	to	<input type="text"/>	

Selection using search help

Search help ID

Search string

Search help

Transaction Figures Selection





Business area	<input type="text"/>	to	<input type="text"/>	
Currency type	<input type="text"/>			
Ledger	<input type="text"/>			

Further selections | **Special evaluations** | **Output control**




Financial statement version	<input checked="" type="checkbox"/>	Language	EN
Reporting year	2017		
Reporting periods	1	to	16
Comparison year	2016		
Comparison periods	1	to	16
Plan Version	<input type="text"/>		

Fill the following

Financial Statements







G/L account selection


Chart of accounts	CAUJ	to		
G/L account		to		
Company code	1000	to		

Selection using search help

Search help ID	
Search string	

 Search help

Transaction Figures Selection

Business area		to		
Currency type				
Ledger				

Further selections

Special evaluations

Output control

Financial statement version	1000	Language	EN	
Reporting year	2017			
Reporting periods	1	to	16	
Comparison year	2016			
Comparison periods	1	to	16	
Plan Version				

Step No	Field Name	Description	User Action and Values
1	Chart of accounts	Specify the chart of account	CAUJ
2	Company code	Select the company code	1000 UJVN Limited
3	Financial statement version	Select the financial statement version	1000
4	Language	Specify the language	EN (English)
5	Reporting year	Specify the reporting year	2017
6	Reporting periods	Select the from and to periods (Months)	1 to 16
7	Comparison year	Specify the comparison year	2016
8	Comparison periods	Specify the comparison periods	1 to 16
9	ALV Tree control	Select the ALV Tree control	Select the radio button

Financial Statements



Financial Statement Version - UJVNL BS

0L Ledger
10 Currency type Company code currency
INR Amounts in Indian Rupee
2017.01 -2017.16 Reporting periods
2016.01 -2016.16 Comparison periods

Financial Statement Items

Financial Statement Item/Account	Tot.rpt.pr	tot.cmp.pr	Abs. diff.
▶ No text exists	6,359,955,538.90-	3,247,045,436.46-	3,112,910,102.44-
▶ 10005	6,359,955,538.90-	3,247,045,436.46-	3,112,910,102.44-
▶ ASSET	6,359,955,538.90	3,247,045,436.46	3,112,910,102.44

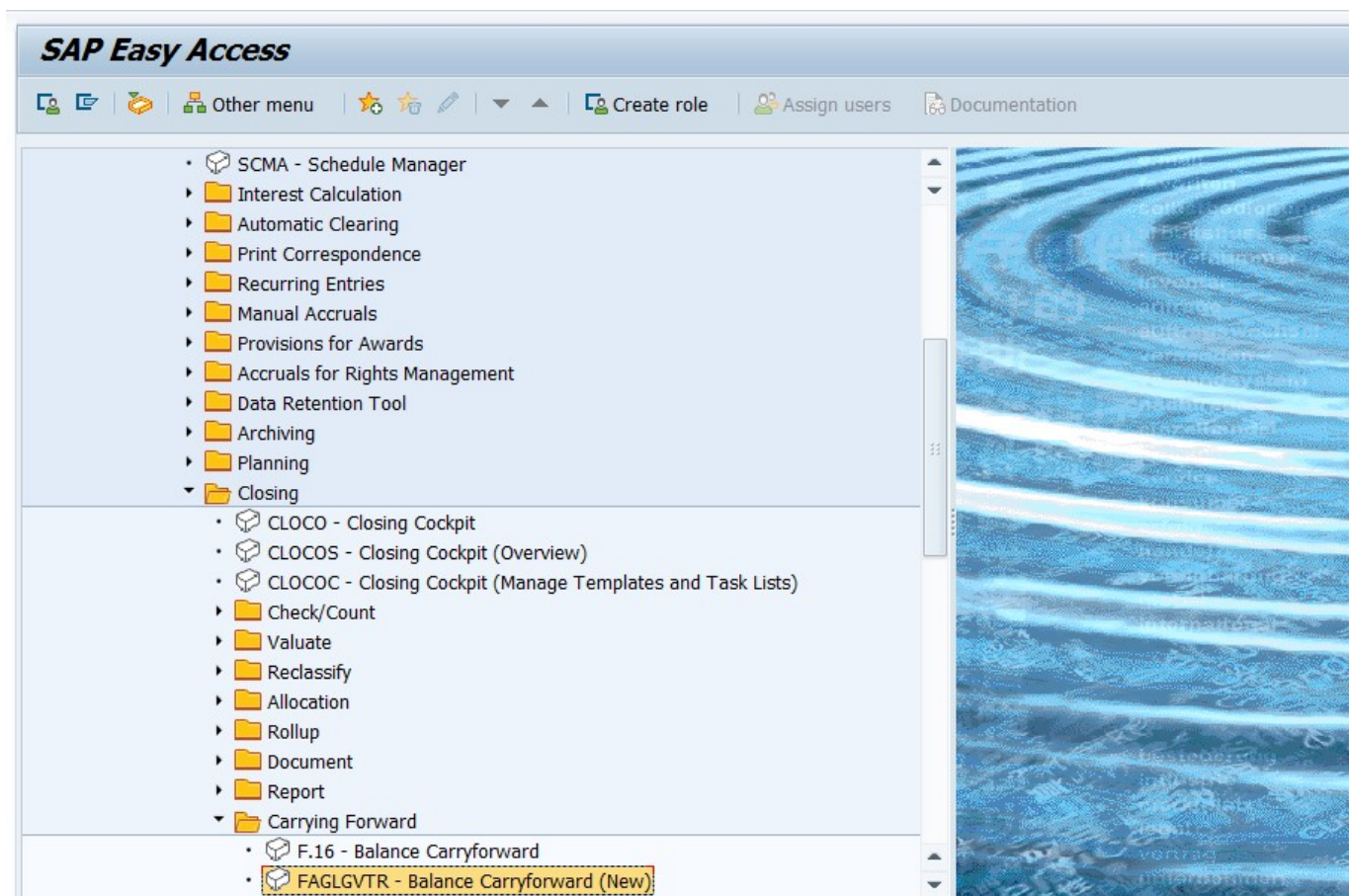
23 BALANCE CARRY FORWARD

23.1 OVERVIEW

Transaction code FAGLVTR is used for balance carry forward.

23.2 MENU PATH

Menu Path	SAP MENU → Accounting → Financial Accounting → General ledger → Periodic posting → Closing → Carry forward → FAGLVTR -Balance carry forward (New).
Transaction Code	FAGLVTR Balance carry forward (NEW)



23.3 STEPS

On running FAGLVTR, we get the initial screen as shown below:

Balance carryforward

Balance Carryforward History

Parameters

Ledger

Company code to

or

Company to

Record type to

Version to

Carry forward to fiscal year

Processing options

Test run

Accts processed in intervals

Reset Balance Carryforward

List output

Output list of results

Balances in retain.earng.acct

Additional fields to be output

Field name 1	<input type="text" value=""/>
Field name 2	<input type="text" value=""/>

Fill the following in the screen

Balance carryforward

Balance Carryforward History

Parameters

Ledger

Company code to

or

Company to

Record type to

Version to

Carry forward to fiscal year

Processing options

Test run

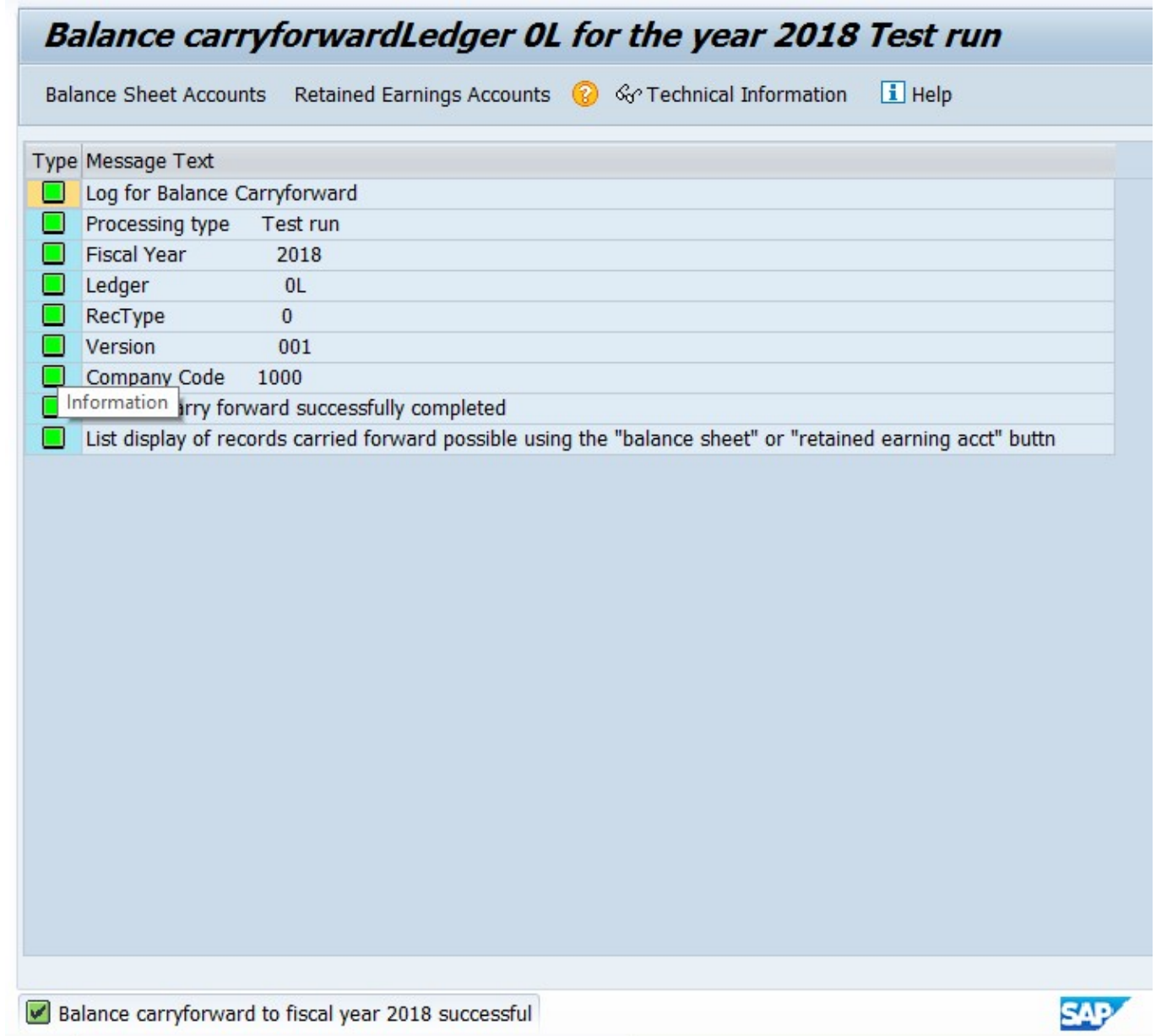
Accts processed in intervals

Reset Balance Carryforward

Firstly, execute in test mode and if everything goes fine remove test run and execute with test run check box (real run). Do not post any entries during the balance carryforward. Find the below popup during the execution.



Enter...



Find the balance sheet account icon on top of the screenshot and retained earnings accounts, through this detailed dropdown of balance sheet account amounts individually and retained earnings account amount is possible.

Enter the following data

S.NO	Field	Description	User Action and Values
Parameters			
1	Ledger	Specify the ledger	01
2	Company code	Specify the company code	1000
3	Version	Specify the version	1
4	Carry forward fiscal year	Specify the carry forward fiscal year	2018
Processing options			
5	Test run	Select this check box	Select this check box

Execute

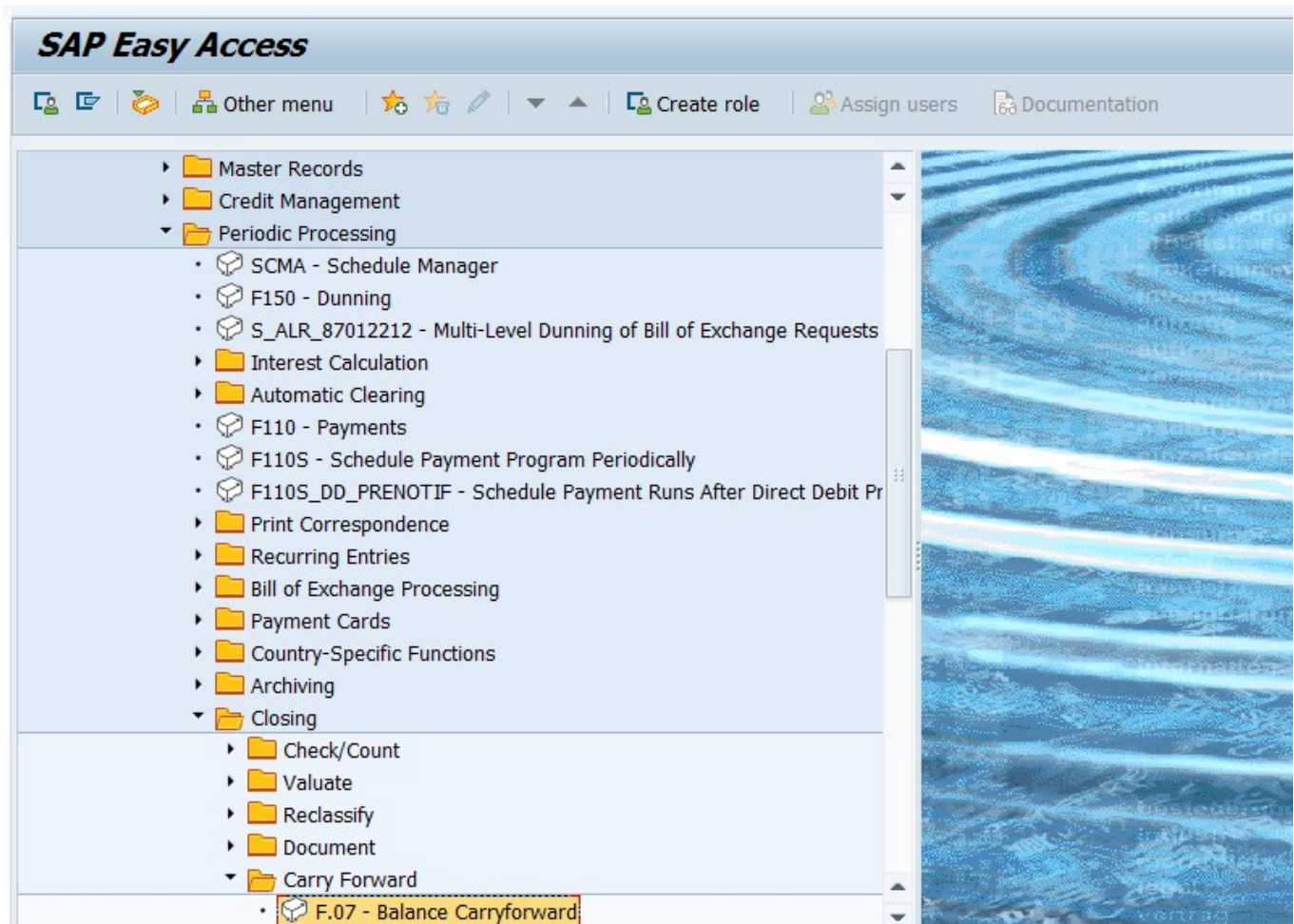
24 CARRY FORWARD RECEIVABLES/PAYABLES

24.1 OVERVIEW

Transaction code F.07 is used to carry forward receivables/payables.

24.2 MENU PATH

Menu Path	SAP MENU → Accounting → Financial Accounting → Accounts receivables → Periodic processing → Closing → Carry forward → F.07 – Balance carry forward
Transaction Code	F.07- Balance carry forward



24.3 STEPS

On running F.07, we get the initial screen as shown below:

Carry Forward Receivables/Payables

Company code to

Carryforward to fiscal year

Customer selection

Select customers

Customer to

Vendor selection

Select vendors

Vendor to

Processing parameters

Test run

Detail log

Fill the following in the screen

Carry Forward Receivables/Payables

Company code to

Carryforward to fiscal year

Customer selection

Select customers

Customer to

Vendor selection

Select vendors

Vendor to

Processing parameters

Test run

Detail log

Firstly, execute in test mode and if everything goes fine remove test run and execute with test run check box (real run).

Enter the following data

S.NO	Field	Description	User Action and Values
1	Company code	Specify the company code	1000
2	Carry forward fiscal year	Specify the carry forward fiscal year	2018
3	Select the customers	Select the customers check box	Select
4	Select the vendors	Select the vendors check box	Select q
5	Test run	Select this check box	Select this check box

Execute

25 GLOSSARY

FI	Financial Accounting module
CO	Controlling module
Company code	SAP term for legal entity for which a complete self-contained set of accounts can be drawn up for external statutory reporting
Controlling Area	SAP organization element used to cover those company codes that share common cost accounting principles and processes
Cost Element	Cost elements classify an organization's valuated consumption of production factors within a controlling area. A cost element corresponds to a cost-relevant item in the chart of accounts.
Plant	In Logistics, a plant is an organizational unit for dividing an enterprise according to production, procurement, maintenance, and materials planning. A place where materials are produced, or goods and services are provided.
Profit Centre	A profit center is a SAP organizational unit in accounting that reflects a management-oriented structure of the organization for internal Management Accounting controls
SAP	Systems, Applications and Products (in data processing)
NMP	No MENU Path

26 APPENDIX

26.1 T - CODES FOR REOPRTS

T-Code	Description
OB52	Open/Close Posting periods
F.14	Post recurring document
FAGLL03	GL Line item display
FAGLB03	GL Balance display
OKP1	Open/Close Controlling periods
S_ALR_87013611	Cost centers: Plan/Actual/Variance
FB50	GL Document posting
FBS1	Accrual/Deferral document Posting
F.81	Accrual/Deferral document Reversal
F.03	Manual clearing
AFAB	Depreciation run
AW01N	Asset explorer
AJRW	Asset fiscal year change
AJAB	Fixed asset year end closing
KSU5	Actual distribution cycle
KSV5	Actual assessment cycle
KO88	Order settlement
FF67	Bank reconciliation statement
FEBAN	Open Item clearing BRS
F.14	GR/IR Clearing
S_ALR_87012284	Financial statement version
FAGLVTR	Balance Carry Forward
F.07	Carry forward receivables/payables