ERP - PROJECT

SUGAMYA

END USER DOCUMENT

FOR

FINANCIAL ACCOUNTING & CONTROLLING

GL POSTINGS

TABLE OF CONTENTS

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 GENERAL LEDGER POSTING/ POSTING WITHOUT APPROVAL
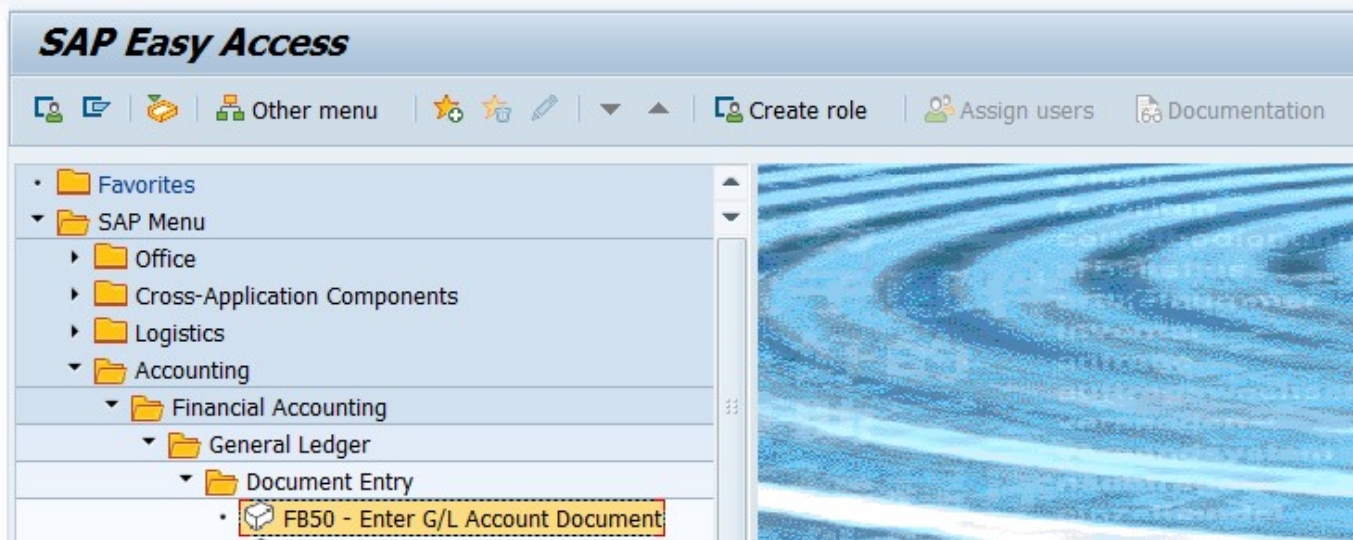
2.1 OVERVIEW

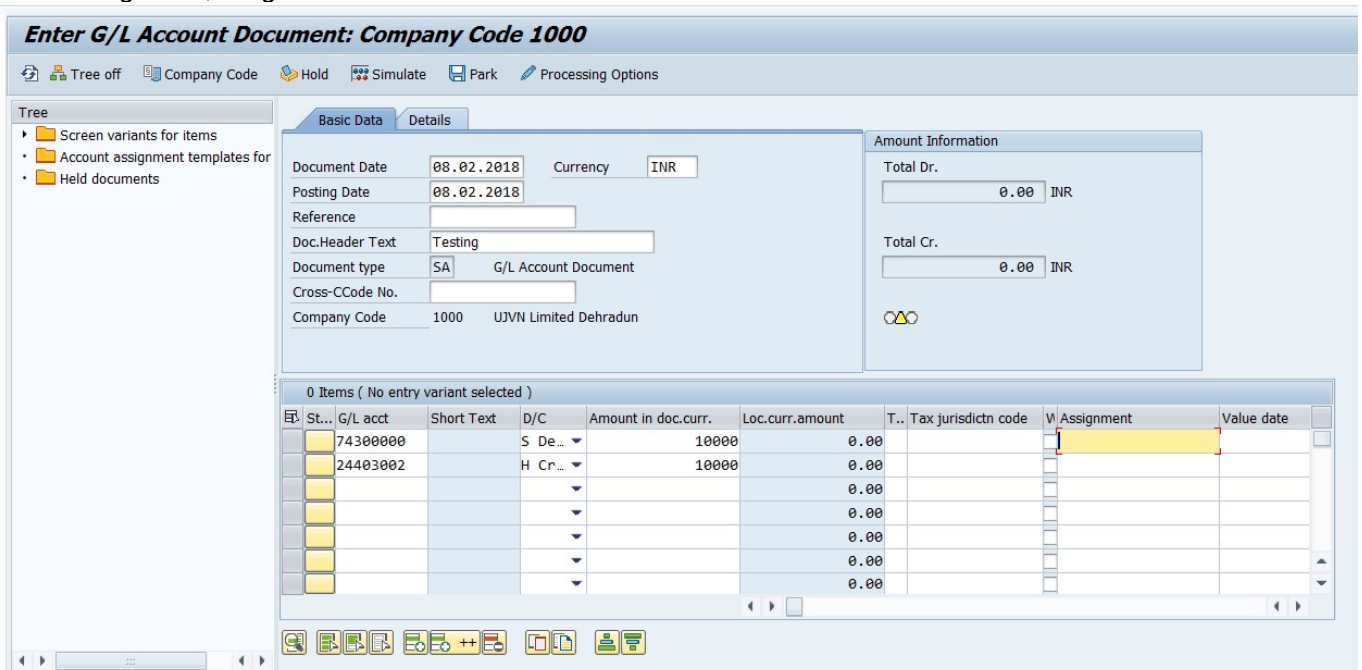Transaction code FB50 will be used to post normal JV (Journal Voucher) document in finance.

2.2 MENU PATH

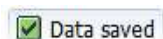| Menu Path	SAP MENU → Accounting → Financial Accounting → General ledger → Document entry → FB50-Enter GL Account Document
Transaction Code	FB50

2.3 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	An organizational unit in ERP System	1000
2	Document date	Document date on which document has been created	21.02.2018
3	Posting date	Today's date is posting date of the document default that will be populated system itself.	21.02.2018
4	Text	Description of the document or the specify the purpose of the document.	Being expenses paid.
Debit			
5	GL Account	Enter the GL Account by which the document is being posted.	74300000- Repair -Civil Works
6	D/C=S	In this column give S for Debit entry	Select the debit entry here.
7	Amount	Specify the amount	10000
8	Cost center / WBS Element / Order	Specify the cost object	13010101
9	Profit center	Maintain the profit center for revenue items. It 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	LHP.1717
11	Source of fund	Specify the source of fund for fund transfers	1004
Credit			
12	GL Account	Either give proper GL Account or Customer number	24403002
13	D/C=H	In this column give S for Credit entry	Specify the credit entry in this column
14	Amount	Specify the amount	10000
15	Project ID	Specify the Project ID for fund transfers	LHP.1717
16	Source of fund	Specify the source of fund for fund transfers	1004

Click on Save button or Ctrl+s

Data saved

3   PARKING / POSTING WITH APPROVAL

3.1   OVERVIEW

Transaction code FV50 will be used to park normal JV (Journal Voucher) document in finance.

3.2   MENU PATH

Menu Path	SAP MENU → Accounting → Financial Accounting → General ledger → Document entry → FV50-Edit or Park GL Account Document
Transaction Code	FV50

3.3   STEPS

On running FV50, we get the initial screen as shown below:

Enter the following data ...

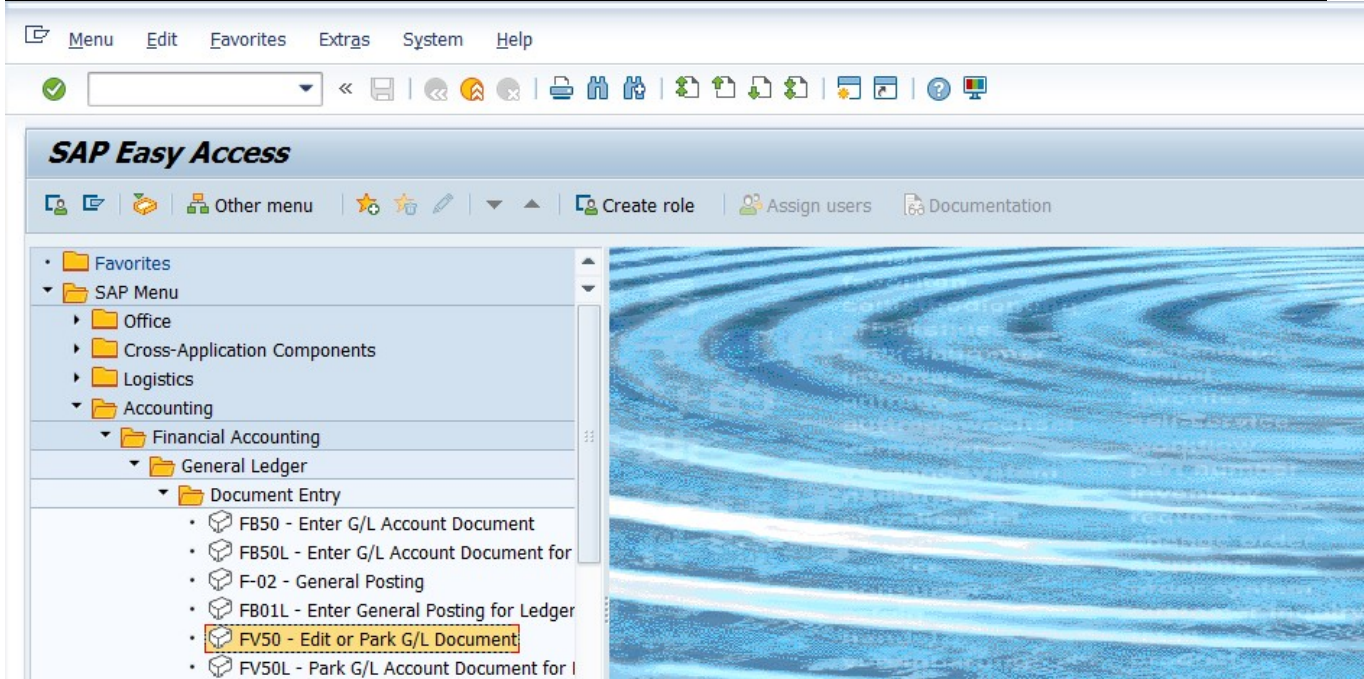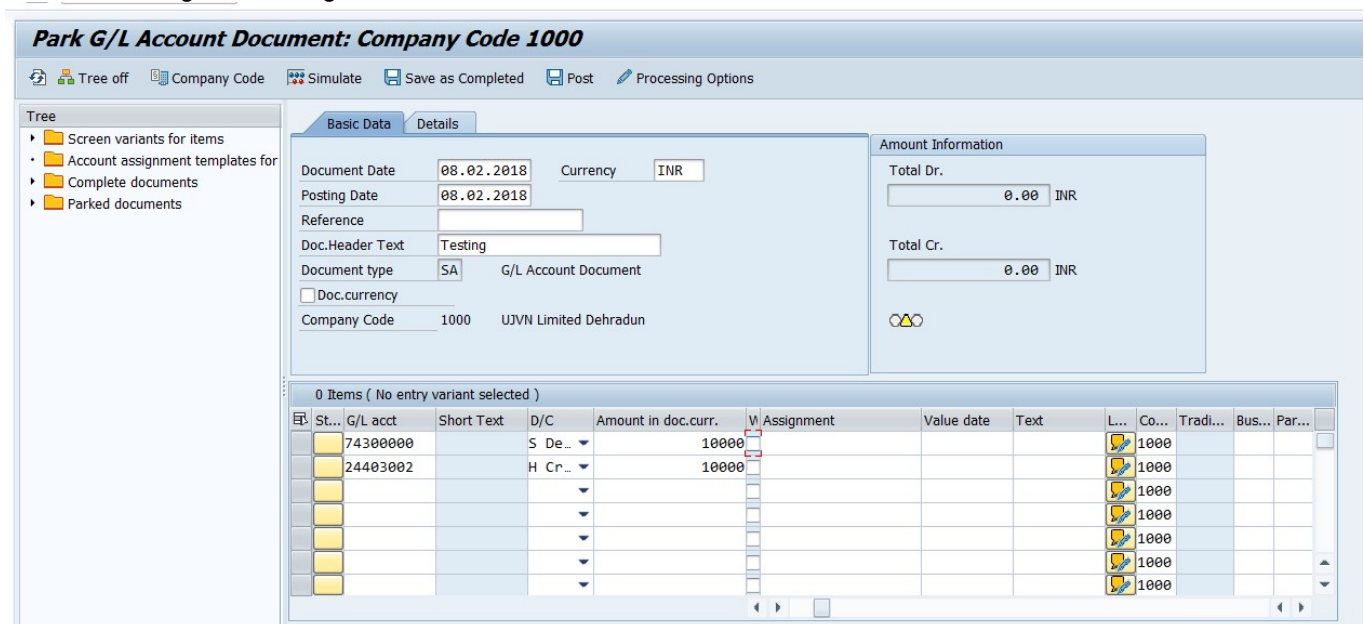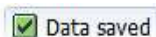| S.NO	Field	Description	User Action and Values
1	Company code	Specify the company code	1000
2	Document date	Give the date of document	21.02.2018
3	Posting date	Give the posting date i.e., systems date	21.02.2018
4	Text	Narration	Being expenses paid.
Debit			
5	GL Account	Either give proper GL Account or Customer number	74300000- Repair -Civil Works
6	D/C=S	In this column give S for Debit entry	Select the debit entry here.
7	Amount	Specify the amount	10000
8	Cost center / WBS Element / Order	Specify the cost object	13010101
9	Profit center	Maintain the profit center for revenue items. It 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	LHP.1717
11	Source of fund	Specify the source of fund for fund transfers	1004
Credit			
12	GL Account	Either give proper GL Account or Customer number	24403002
13	D/C=H	In this column give S for Credit entry	Specify the credit entry in this column
14	Amount	Specify the amount	10000
15	Project ID	Specify the Project ID for fund transfers	LHP.1717
16	Source of fund	Specify the source of fund for fund transfers	1004

Click on Save button or Ctrl+s

✅ Data saved

4   APPROVAL PROCESS

4.1   OVERVIEW

Once the document is parked, then it must be processed and posted with a proper approval. From this process the user can Approve/Reject the document that has been parked in the system.
A recurring journal entry is a journal entry that is recorded in every accounting period. Need to update the creator name and email ID and approver name and email ID in Transaction code ZFI2002, so that whenever user parks the document in FV50, FV60, FV70 it enables mail triggering to both the parties and approver can approve that and post in the system.

4.2   MENU PATH

Menu Path	NMP
Transaction Code	ZFI4001

4.3   STEPS

On running ZFI4002, we get the initial screen as shown below:

Journal Voucher Park workflow

Park Document

Company Code.	Document No.	Fiscal Year	Document type	Document D	Creation Date	User	Transaction	Status
1000	0600000012	2017	SA	10.10.2017	10.10.2017	ABHISHEK	FB50	V
1000	2300000009	2017	KR	04.10.2017	12.10.2017	ABAPDEV	FB60	V
1000	5105600769	2017	RE	18.10.2017	18.10.2017	ABHISHEK	MIR7	V

From the screen above select the document that you want to post for or reject (double click). Once you double click the below screen will be opened

Edit Parked G/L Account Document 0600000229 1000 2017

Tree off   Company Code   Simulate   Save as Completed   Post   Processing Options

Tree	Created on	Cr...
Screen variants for items		
Account assignment templates for		
Complete documents		
Parked documents		

Basic Data | Details | Workflow

Document Date	31.01.2018	Currency	INR
Posting Date	31.01.2018
Document Number	600000229
Reference	
Doc.Header Text	
Document type	SA	G/L Account Document
Doc.currency	
Company Code	1000	UJVN Limited Dehradun

Amount Information
Total Dr.   1,000.00   INR
Total Cr.   1,000.00   INR

2 Items (No entry variant selected)

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T..	Tax jurisdictn code	V Assignment	Value date
✔	74109000	REP AllMecW..	S De..	1,000.00	1,000.00				
✔	74109000	REP AllMecW..	H Cr..	1,000.00	1,000.00				
					0.00				

Click on post icon and post the document ⊟ Post if the document is fine and approvable otherwise reject and delete the document by following the below path;
Document from MENU path > Delete parked document.

S.NO	Field	Description	User Action and Values
1	NA	NA	NA

FICO- GL POSTINGS

5 RECURRING ENTRY TEMPLATE DOCMENT CREATION

5.1 OVERVIEW

A recurring journal entry is a journal entry that is recorded in every accounting period. This program is useful where we have to post same amount in same GL account monthly such as monthly fixed rent booking with same vendor or GL account

5.2 MENU PATH

Menu Path	SAP MENU → Accounting → Financial accounting → General ledger → Document entry → Reference documents → FBD1-Recurring document.
Transaction Code	FBD1

5.3 STEPS

On running FBD1, we get the initial screen as shown below:

Enter Recurring Entry Add G/L account item

🔼 📄 📄 ▢ ➡ More data   Account Model   ✍ G/L item fast entry   ℹ Taxes

G/L Account	74300000	Repair -Civil Works -74.3
Company Code	1000	UJVN Limited

Item 1 / Debit entry / 40

Amount	10000	INR
Tax Code		☐ Calculate tax
Business place		
Business Area		Trdg part.BA
Cost Center	14020101	Order
Sales Order		
WBS element		Network
Cost Object		
Purchasing Doc.		
		Quantity
Assignment		
Text	Testing	✍ Long Texts

➡ More

Next Line Item

PstKy 50 Account 61100001 ▢ L Ind ☐ TType

Enter Recurring Entry Add G/L account item

🏔️ 📥 📤 ⬜ ➡️ More data   Account Model   📝 G/L item fast entry   ℹ️ Taxes

G/L Account	61100001	Capacity Charges	
Company Code	1000	UJVN Limited	

Item 2 / Credit entry / 50

Field	Value	
Amount	*	INR

☐ W/o Cash Dscnt

Field	Value		Field	Value
Business place				
Cost Center			Order	
WBS element			Profit. segment	📤
Profit Center			Sales Order	

📤 More

Field	Value
Assignment	
Text	+

📋 Long Texts

Simulate and save.

☑️ Document 1200000000 was stored in company code 1000

S.NO	Field	Description	User Action and Values
1	Company code	Specify the company code	1000
2	First run date	Specify the first run date on which the recurring entry will start.	Specify the date i.e., Example: 20.09.2017
3	Last run date	Specify the last run date on which the recurring entry will going to end.	Specify the date i.e., Example: 20.03.2018
4	Intervals in months	Specify the intervals i.e., monthly run, quarterly run or etc.	Intervals i.e., 01
5	Document type	Specify the document type	Document type: SA
6	Document header text	Give the narration	Being the expense payment done.
Debit line item			
7	Posting key	Give the posting key whether to post in debit or credit	Posting key specification: 40 (Debit)
8	Account (GL)	Specify the GL Account.	GL Account: 74300000
9	Amount	Specify the amount	Specify the amount: 100000
10	Text	Narration for line item	Being payment done

S.NO	Field	Description	User Action and Values
11	Cost center	Specify the cost center for which postings are being posted	Cost center: 11020701
Credit line item			
12	Posting key	Give the posting key whether to post in debit or credit	Posting key specification: 50 (Credit)
13	Account (GL)	Specify the GL Account.	GL Account: 611400001
14	Amount	Specify the amount	Specify the amount: 100000
15	Text	Narration for line item	Narration for line item

6   RECURRING ENTRY POSTING

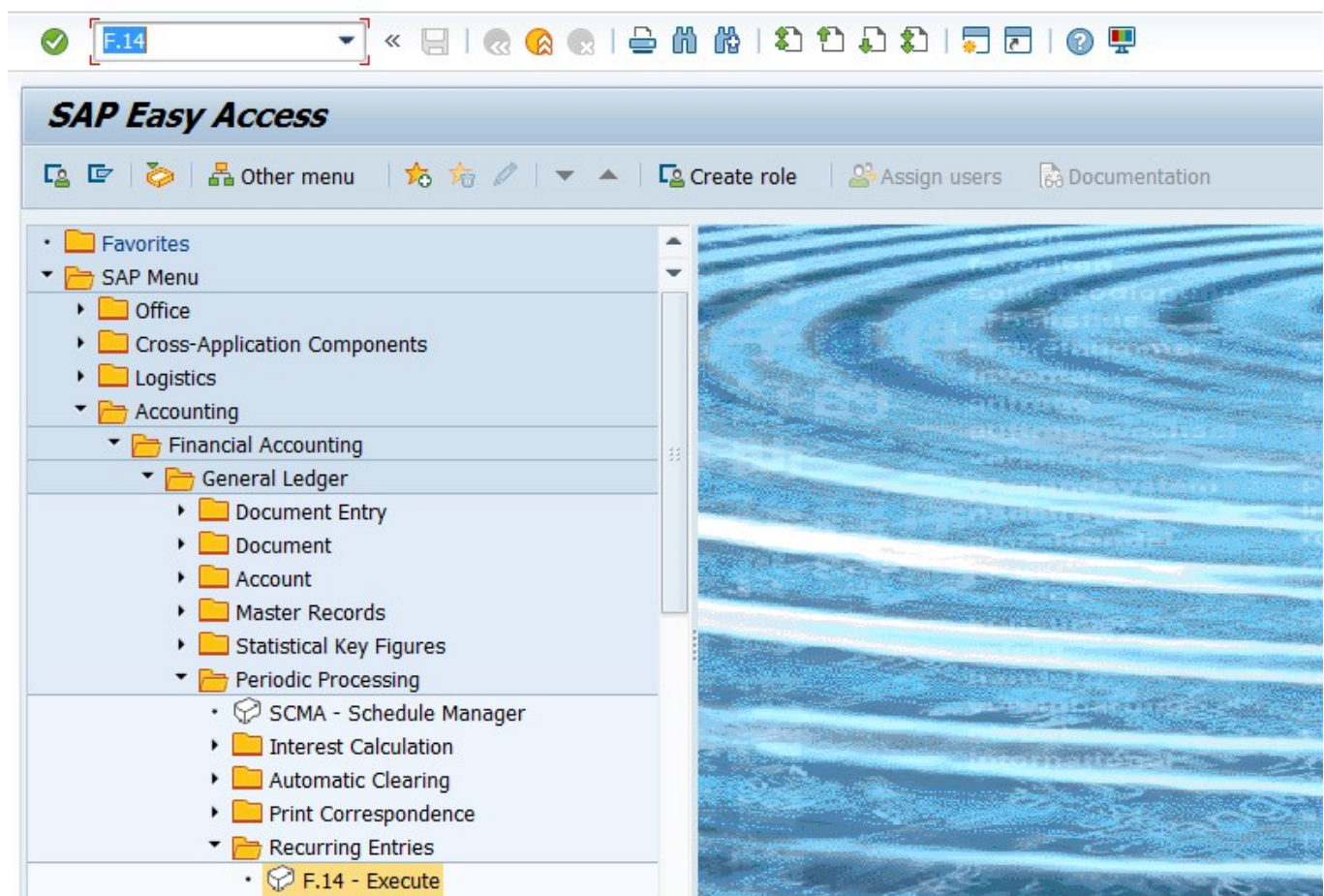## 6.1   OVERVIEW

Recurring document template posting. Whatever the recurring document template that has been created in previous step, that will be processed here periodically most of the cases monthly.

6.2   MENU PATH

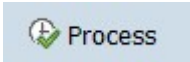| Menu Path	SAP Menu → Accounting → Financial accounting → General ledger → Periodic processing → Recurring entries → F.14-Execute
Transaction Code	F.14

6.3 STEPS

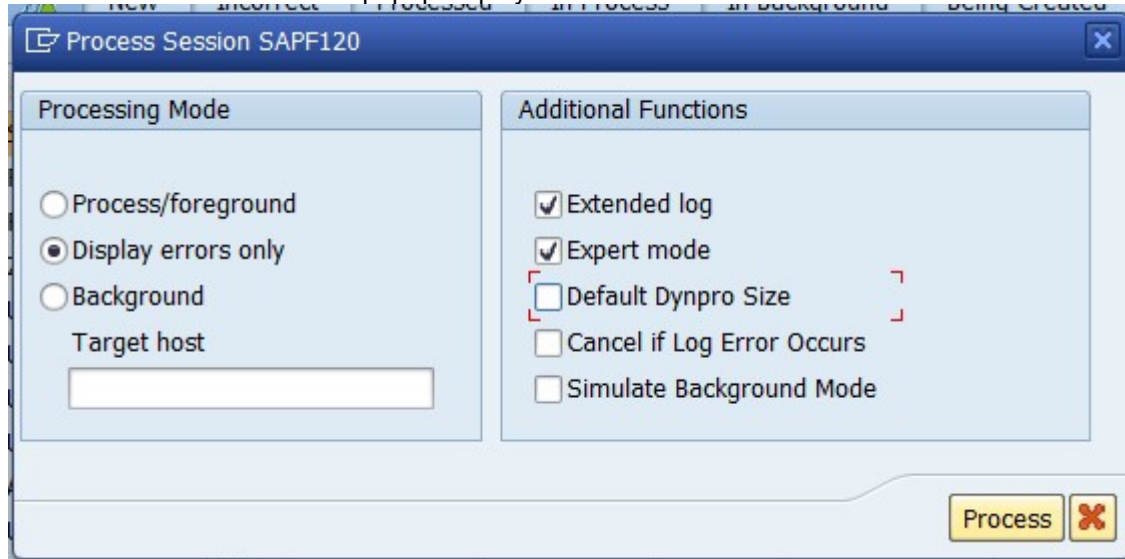On running F.14, we get the initial screen as shown below:

Create Posting Documents from Recurring Documents

Field		
Company code	1000	to
Document Number	1200000000	to
Fiscal Year	2017	to

General selections

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

Further selections

Field		
Settlement period	01.09.2017	to 30.09.2017
Run schedule		to
User		to

Output control

Field	
Batch input session name	
User name	ABHISHEK
Blocking date for BI session	
✓ Hold processed session	

✔ Session SAPF120 was created

SAP

S.NO	Field	Description	User Action and Values
1	Company code	Specify the company code	1000
2	Document number	Specify the document number that is created in FBD1	1200000000
3	Fiscal year	Specify the fiscal year.	2017
4	Settlement period	Give the dates/ Settlement date from and to	01.09.2017 to 30.09.2017

Next Transaction code SM35 for execution of session SAPF120. It will display the below screen;

Batch Input: Session Overview

Analysis   Process   Statistics   Log   Recording

Selection criteria

Sess.: *   From: To: Created by: *

| | New | Incorrect | Processed | In Process | In Background | Being Created | Locked |

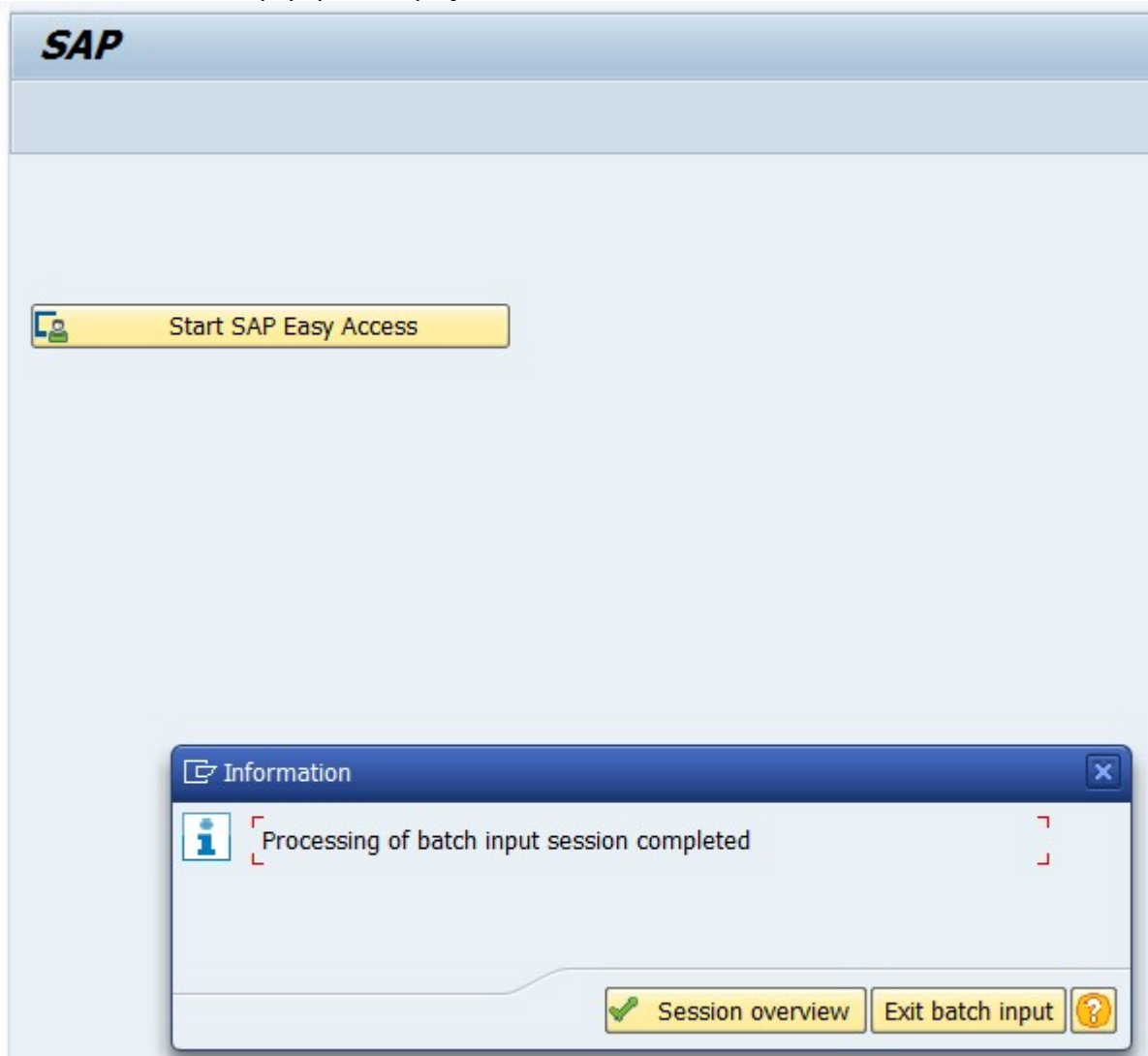| Session Name	Sta...	Created By	Date	Time	Creation Progr...	Lock Date	Authorizat.	Trans.	⚡	✓	Dynpros	D..	Quel
SAPF120		ABHISHEK	08.02.2018	18:41:10	SAPF120		ABHISHEK	1	0	0	5		180:

Select the line item and click on process/Execute **⏱ Process**

Select the check boxes in the popup displayed in next screen as below and enter.

Process Session SAPF120

Processing Mode	Additional Functions
○ Process/foreground	☑ Extended log
● Display errors only	☑ Expert mode
○ Background	☐ Default Dynpro Size
Target host	☐ Cancel if Log Error Occurs
	☐ Simulate Background Mode

Process ✖

And there is one more popup will display now as shown below;

SAP

Start SAP Easy Access

Information

ℹ️ Processing of batch input session completed

✔ Session overview   Exit batch input ❓

FICO- GL POSTINGS

For Internal Circulation Only

Click on Enter (Go back to batch input session overview). Now status will change as follows

Find out accounting document follow the below path;

Double click on the line item>click on log created on 00.00.0000(Date)>Document 0000000000 was posted in company code 1000. Find the below example;

Perioadic accounting entry document number

Document 600000261 was posted in company code 1000

S.NO	Field/Step	Description	User Action and Values
1	Recurring document template creation	Creation of recurring document template	Template 12000000000 was stored in company code 1000
2	Recurring document posting	With reference to the previous step, post the recurring entry in month end.	Batch Input session was created.
3	Batch Input session	Execute the batch input session that is created in previous step.	Document number 600000261 was posted in company code 1000.

7 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

8 APPENDIX

8.1 T - CODES FOR REOPRTS

T-Code	Description
FB50	General ledger posting without approval process
FV50	General ledger parking/ Document posting with approval process
ZFI4002	Journal voucher park workflow.
FBD1	Recurring entry template creation
F.14	Posting of recurring document
SM35	Batch input session execution
FBL3N	General ledger line item report