



ERP - PROJECT

SUGAMYA

END USER DOCUMENT

FOR

FINANCIAL ACCOUNTING & CONTROLLING

CLOSING

FICO- Closings For Internal Circulation Only





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UJVNL

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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 &	First ISSUE
		Abhishek Sharma	

1.2 DISTRIBUTION

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





2 <u>OPEN/CLOSE FI POSTING PERIODS</u>

2.1 <u>OVERVIEW</u>

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

2.2 MENU PATH

	$SAP\;MENU\toAccounting\toFinancial\;Accounting\to\;General\;ledger\to\;Reporting\to$
	Tax reports \rightarrow France \rightarrow Sales/Purchases tax returns \rightarrow Deferred tax processing \rightarrow
Menu Path	OB52-Close posting periods in subsidiary ledgers
Transaction Code	OB52

SAP Easy Access		
😰 🔄 🏷 🖁 🖁 Other menu 🛛 🏂 🎋 🖉 🛛 🔻 🔺 🖓 Create role 🔹 😂 As	Assign users 🛛 🔂 Documentation	
 Financial Accounting 		
🔻 🛅 General Ledger	• • • • • • • • • • • • • • • • • • •	
🕨 🪞 Document Entry		
🕨 🧮 Document		1
🕨 🪞 Account	Contraction of the second second second	
🕨 🪞 Master Records		
🕨 🪞 Statistical Key Figures		and the second second
Periodic Processing		A santa
Corrections		1000
Reporting		i lind
Electronic Communication with Authorities	and the second	
🔻 🛅 Tax Reports		
General		-
Argentina	a state and a state of the	1978
Belgium		
Chile	a state of the second state of the	Contraction of the
China	and the second	-
Germany		
 France 		
• 🖓 S_P00_07000116 - Tax (France)	and the state of the state of the	
🔻 🛅 Sales/Purchases Tax Returns		
 Deferred Tax Processing 	and the second	-
 OB52 - Close Posting Periods in Subsidiary Ledgers 	· Contraction Street	

2.3 <u>STEPS</u>

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

🔄 Determine Work Are	a: Entry 🗙
Pstng period variant	1000
	Maintain All

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





New Entries Image: Second State	Change V	liew "Pos	ting Per	iods	Specif	y Tin	ne Period	ds":	Overvie	w		
stng period variant 1000 Posting Periods: Specify Time Periods A From acct To account From per.1 Year To Per. 1 Year From Per.2 Year To Per. 2 Year AuGr Image: Comparison of the period	New Entries	; 🗈 🖥 🔊										
A From acct To account From per.1 Year To Per. 1 Year From Per.2 Year To Per. 2 Year AuGr	ng period varia Posting Periods:	nt [100	Periods									
	A From acct	To account	From per.1	Year	To Per. 1	Year	From Per.2	Year	To Per. 2	Year	AuGr	- - -

Click on new entries and maintain the periods

) 🛃 🔊 [1006	8 8 8 8									
1000	9									
cify Time Pe	eriods									
account	From per.1	Year	To Per. 1	Year	From Per.2	Year	To Per. 2	Year	AuGr	
	1	2017	12	2017						-
										-
(cify Time P account	cify Time Periods account From per.1 1	cify Time Periods account From per.1 Year 1 2017	cify Time Periods account From per.1 Year To Per. 1 1 2017 12	cify Time Periods account From per.1 Year To Per. 1 Year 1 2017 12 2017	cify Time Periods account From per.1 Year To Per. 1 Year From Per.2 1 2017 12 2017	cify Time Periods account From per.1 Year To Per. 1 Year From Per.2 Year 1 2017 12 2017	cify Time Periods account From per.1 Year To Per. 1 Year From Per.2 Year To Per. 2 1 2017 12 2017	cify Time Periods account From per.1 Year To Per. 1 Year From Per.2 Year To Per. 2 Year 1 2017 12 2017	cify Time Periods account From per.1 Year To Per. 1 Year From Per.2 Year To Per. 2 Year AuGr 1 2017 12 2017

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 <u>RECURRING POSTING</u>

3.1 <u>OVERVIEW</u>

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

3.2 <u>MENU PATH</u>

Menu Path	SAP MENU \rightarrow Accounting \rightarrow Financial accounting – processing \rightarrow Recurring entries \rightarrow F.14-Execute	→ Ge	eneral ledger \rightarrow Periodic	
Transaction Code	F.14			
SAP Easy Acce	ss			
😰 🔄 🏷 🔓 Other	menu 🛛 📩 🎋 🖉 📔 💌 🔺 🛛 🗳 Create role 👘 🖓 Assign users	63	a Documentation	
• 🛅 Favorites				
🔻 🛅 SAP Menu		Ŧ		
🕨 🦲 Office				
Cross-Application	n Components		The second second	- String
Logistics			A PROPERTY AND A PROPERTY AND A	
 Accounting 				and and a state
🔻 🛅 Financial Acco	ounting		1	
🔻 🛅 General Le	edger			and a second
🕨 🛄 Docum	nent Entry		and the second sec	Ulter
🕨 🛄 Docum	nent		A DECEMBER OF THE OWNER OWNE	
Accourt	nt		and the second se	Aver-sectores
🕨 🛄 Master	r Records		A DESCRIPTION OF THE OWNER OWNER OF THE OWNER OWNER OF THE OWNER	
Statist	ical Key Figures			Contraction of
Period	ic Processing	_		19 - N
• 🖓 SC	MA - Schedule Manager			Sec.
International In	erest Calculation		a state of the second s	in the second
• 🛄 Aut	tomatic Clearing			aller av
Pri	nt Correspondence			-
▼ 📑 Re	curring Entries	_	20	
• 🗸	F.14 - Execute		and the first of the second	30

3.3 <u>STEPS</u>

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





🚱 🕒 🗎 🚺			
ompany code	1000	to	(
ocument Number	1200000004	to	
iscal 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			

S.NO	Field	Description	User Action and Values
1	Company code	Specify the company code	1000
2	Document number	Specify the document number	120000004
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;





Batch Inpu	t: Se	ession Ov	erview									
🔁 Analysis 🛛 🚱 Pr	rocess	Statistics	🚾 Log 🛛 🛃	Recording	ି ⇔ ≙ 🖗	7 2 2	B					
Selection criteria												
Sess.: *		From:	To:		Created b	by: *						
2 New	Incorr	rect Process	sed In Proces	ss In Ba	ckground Beir	ng Created	Locked					
Session Name	Sta	Created By	Date	Time	Creation Progr	Lock Date	Authorizat.	Z Trans	4		2 Dynpro	s D. Quel
5APF120	¹	ABHISHEK	16.02.2018	15:17:04	SAPF120		ABHISHEK	1	0	0	5	180: -

Select the session and click on process (execute). Fill the popup with the below checks

 Extended log Expert mode Default Dynpro Size Cancel if Log Error Occurs Simulate Background Mode

Click on process (Enter)

ট Information	×
Processing of batch input session completed	L
Session overview	batch input

Click on session overview (Enter).

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





4 <u>GENERAL LEDGER LINE ITEM DISPLAY-GL VIEW</u>

4.1 <u>OVERVIEW</u>

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

4.2 MENU PATH

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

4.3 <u>STEPS</u>

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

SAP Easy Access		
😰 🔄 🏷 晶 Other menu 🃩 🏂 🖉 🔻 🔺 🛛 💁 Create role 🛛 🔐 Assign use	sers 🔀 Documentation	
• 🛄 Favorites		
🔻 🛅 SAP Menu	-	
🕨 🧰 Office		
Cross-Application Components		-
Logistics	the state of the state of	
Accounting	a second s	-
🕆 🛅 Financial Accounting	and the second sec	
🔻 🛅 General Ledger	11 H	
🕨 🧰 Document Entry	And the second se	CT.R.S
🕨 🧰 Document	The second se	and the
 Account 		Personal
 FS10N - Display Balances 		
 FBL3N - Display/Change Line Items 		- 149
• 💬 FBL3H - Line Item Browser	the second se	122
 FAGLB03 - Display Balances (New) 		
 FAGLL03 - Display/Change Items (New) 	S & Barrison	-

Find the below initial screen;





G/L Account Line Item	n Display G/L Vie	ew .		
🚱 🍈 🗓) 🗐 📫 Choose Ledger	Entry View Data Sour	ces		
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			
O Cleared Items				
Clearing Date		to		
Open at key Date				
○All Items				
Posting Date		to	(P)	
Туре				
Ledger	ØL			
			SAP	

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 Accour	G/L Account Line Item Display G/L View										
H I I I	r 🖉 🎫 🛂 🗧 👌	7 4 7	- 🖩 🖽 🖏	Σ	🏂 🔁 🖬 🚺 🚺 Sele	ections					
G/L Account 10030000 Buildings-10.2 Company Code 1000 Ledger 0L											
St Assign	ent DocumentN	BusA T	Typ DocDate	PK	Amount in local cur.	LCurr	Tx	Clrng doc.	Profit Ctr	Segment	Text
0010300	00017000 230000001	5 К	(R 29.01.2018	70	100,000.00	INR			1101	1000	Testing
* 🖌					100,000.00	INR					2
** Account 10030000					100,000.00	INR					
							i e				

G/L Account * *





Simulate and save.

Document 120000000 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 <u>GENERAL LEDGER BALANCE DISPLAY</u>

5.1 <u>OVERVIEW</u>

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

5.2 <u>MENU PATH</u>

Menu Path	SAP MENU \rightarrow Accounting \rightarrow Financial accounting \rightarrow FAGLB03-Display balance (New)	Ge	eneral ledger→ Account→	
Transaction Code	FAGLB03			
SAP Easy Acces	55			
😰 🖙 🏷 晶 Other	menu 🛛 🃩 📩 🖉 🛛 💌 🔺 🛛 🗳 Create role 👘 🗳 Assign users	68	Documentation	
	Components unting	•		
 ▼ Ceneral Le Cocum Cocu	dger ent Entry ent t .0N - Display Balances 3N - Display/Change Line Items 3H - Line Item Browser SLB03 - Display Balances (New)			

Find the below initial screen;

G/L Account Balance	Display		
🚱 📴 🔚 🔳 Activate Worklist 🛛	🖰 Choose Ledger		
Account Number	74109000	to	
Company Code	1000	to	
Fiscal Year	2017		
Ledger	ØL		





5.3 <u>STEPS</u>

On running FAGLB03;

Document Currency	Document	Currency	Cocument Cur	rency 🕌 📑	Individual Account		
Account Number		74109000	REP AllMecWor	74.109			
Fiscal Year		2017	03VN Linited				
Display More Chars		2017					
All Documents in Currency		*	Display Currency	INR	Company code currenc		
- A B B G G G							
Period	Debit		Credit	Balance	Cumulative balance		
Bal.Carryforwa							
1							
2							
3							
4							
5							
5							
7							
8							
9							
10	110,000.00			110,000.00	110,000.00		
1					110,000.00		
12					110,000.00		
13					110,000.00		
.4					110,000.00		
.5					110,000.00		
16					110,000.00		
Total	110,000.00			110,000.00	110,000.00		

SAP

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 <u>OVERVIEW</u>

Transaction code: OKP1

6.2 <u>MENU PATH</u>

Menu Path	SAP MENU \rightarrow Logistics \rightarrow Material management \rightarrow Foreign trade/customs \rightarrow General foreign trade processing \rightarrow Environment \rightarrow Sales-export \rightarrow Sales \rightarrow Product cost by sales order \rightarrow environment \rightarrow Period lock \rightarrow OKP1-Change
Transaction Code	OKP1
SAP Easy Acc	ess
🔓 🔄 🏷 🔓 Oth	er menu 🛛 📩 🏂 🖉 📔 💌 🔺 🛛 🖾 Create role 🔹 🍰 Assign users 🛛 🔂 Documentation
• ♀ vx9 ▼ <mark> =</mark> Gen	9 - Initial Screen Foreign Trade/Customs eral Foreign Trade Processing

General Foreign Trade Processing	Ŧ	
• 💬 EN99 - Cockpit - General Foreign Trade Processing		
Import / Export		
🔻 🛅 Environment		the second of the second
Purchase - Import		a second s
🔻 🛅 Sales - Export	33	
🔻 🛅 Sales		and the second se
🕨 🧰 Inquiry		And the second se
🕨 🦲 Quotation		and the second se
🕨 🧰 Order		A CONTRACTOR OF THE OWNER
🕨 🧰 Scheduling Agreement		Statement of the second statement of the second statement of the second statement of the second statement of the
🕨 🧰 Contract		
Backorders		Charter and Chandrater
Product Cost by Sales Order		
🕨 🧮 Cost Estimate		
Actual Postings		and the second
Period-End Closing		
Year-End Closing		a second s
🕨 🦲 Information System		and the state of the
🔻 🛅 Environment	_	and the second s
Period Lock		
• 父 OKP1 - Change		and the second

Find the below initial screen;





Char	nge Period Lock : Initial Screen	
Actual	Plan	
Controllin	g Area	
Fiscal Yea	ar 🗹	
Version		

6.3 <u>STEPS</u>

On running OKP1 the following screen will open

Change Per	od Lock : Initial Screen	
Actual Plan		
Controlling Area	1000	
Fiscal Year	2017	
Version	0	

Click on actual





Controlling Area		are	a of	шv	NI													
Fiscal Year 2017		ure		0.5 *														
Period locks																		
Transaction	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16		
ABC Actual process assessment																		-
Actual Overhead Assessment																		-
Actual Overhead Distribution																		
Actual Periodic Repostings																		
Actual activity allocation																		
Actual cost center accrual																		
Actual cost center split																		
Actual cost distrib. cost obj.																		
Actual inverse activity alloc.																		
Actual non-alloc. activities																		
Actual overhead (periodic)																		
Actual price calculation																		
Actual settlement																		
Actual template allocation																		-
Assessment to CO-PA																		-
 ★ ▶ □□□ 																	4 1	

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 <u>COST CENTERS: ACTUAL/PLAN/VARIANCE</u>

7.1 <u>OVERVIEW</u>

Transaction code: S_ALR_87013611

7.2 MENU PATH

	SAP MENU \rightarrow Accounting \rightarrow Controlling \rightarrow Cost center accounting	ountii	$ng \rightarrow Information$
Menu Path	system \rightarrow Reports for cost center accounting \rightarrow Plan/Actual	com	parisons
Transaction Code	S_ALR_87013611		
SAP Easy Acc	ess		
😰 🖙 🏷 晶 Oth	er menu 🛛 🏂 🏂 🥒 🛛 💌 🔺 🛛 🗳 Create role 🔹 🍰 Assign users	63	ocumentation
• 🧰 Favorites		-	
🔻 🛅 SAP Menu		-	
 Office 			
🕨 🦲 Cross-Applicat	ion Components		A CALL SAN PROVIDE
Logistics			In the second second
 E Accounting 			
🕨 🚞 Financial A	ccounting	44	Carrier Contraction
🕨 🦲 Financial S	upply Chain Management		
🔻 🛅 Controlling			And the second se
🕨 🦲 Cost Ele	ement Accounting		Statement of the second s
🔻 🛅 Cost Ce	enter Accounting		A CONTRACTOR DESCRIPTION
🕨 🦲 Mas	ter Data		
🕨 🚞 Plar	ining		Contraction of the second s
+ 🚞 Actu	ual Postings		the second second
🕨 🚞 Peri	od-End Closing		In the second
🕨 🚞 Yea	r-End Closing		
🔻 一 Info	rmation System		102 A
- 🔁	Reports for Cost Center Accounting		and the second s
-	Plan/Actual Comparisons		Contraction of the
	 S_ALR_87013611 - Cost Centers: Actual/Plan/Variance 		and the state of the

Find the below initial screen;





Cost Centers: Actua	al/Plan/Variance: Sel	lection	
🚱 Data Source 🚺			
Selection values			
Controlling Area	0001 🔍		
Fiscal Year	2018		
From Period	1		
To Period	12		
Plan Version	0		
Coloction groups			
Cost Contor Crown			
Cost Center Group		ta (
Or value(s)		10	
Cost Element Group			
Or value(s)		to	

7.3 <u>STEPS</u>

On running S_ALR_87013611 the following screen will open

Cost Centers: Actu	al/Plan/Variance:	Selectio	n		
🖗 Data Source 🚺					
Selection values					
Controlling Area	1000 0				
Fiscal Year	2017				
From Period	1				
To Period	12				
Plan Version	0				
Selection groups					
Cost Center Group					
Or value(s)		to		(
Cost Element Group					
Or value(s)		to		(P)	

Click on Execute





Cost Centers: Actual/Plan/Variance

🎦 🔞 🖶 🎞 🔳 🐨 🔍 🎟 🛎 🐨 🛗 Column 🔣 ∢ 🕨 א 📑 🖧 🖧 🍇 🍇

	1				
ation: Cost Center	Cost Centers: Actual/Plan/Varia	ance Date:	16.02.2018	Page:	2 / 3
Cost Center Group Cost Center Group	Cost Center/Group * Person responsible: Reporting period:	1 to 12 2017	,	Column:	1 / 3
 13040402 DGM Civil Office Kal 13050101 Machine 1 Lohiahead 	Cost Elements	Act. Costs	Plan Costs	Var.(Abs.)	Var.(%)
 [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 	70101000 Power Purchase 71000000 Fuel Consumable 72200002 0&M Consumable 72200004 0&M Damage 74100000 Repair -Plant & M 74105000 REP TurIncCon 74. 74109000 REP AllMecWor 74. 7411000 REP EntOutSwi 74. 74117000 REP IndLigSys 74. 74117000 REP SwiGar 74.14 741470000 REP SwiGar 74.14 7400000 Repair- Buildings 74207000 REP OffBui 74.20 76101000 Rent -76.101 76153000 Pri&Sta 76.153	10,000.00 9,180.00 25,975.34 100,000.00 157,000.00 150,000.00 40,000.00 1,176,000.00 1,176,000.00 1,000.00 91,000.00 91,000.00 90,000.00		10,000.00 9,180.00 25,975.34 100,000.00 157,000.00 150,000.00 150,000.00 1,176,000.00 1,076,000.00 1,000.00 91,000.00 91,000.00 90,000.00 90,000.00	
	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 <u>MENUAL ADJUSTMENTS</u>

8.1 <u>OVERVIEW</u>

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 <u>MENU PATH</u>

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



8.3 <u>STEPS</u>

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

Enter G/L Account Document: Company Code 1000											
🗿 晶 Tree off 🛛 🗐 Company Code	9	Hold 📴 Simulat	e 📙 Park	Proces	sing Options						
Tree Constraints for items Account assignment templates for Held documents		Basic Data D Document Date Rosting Date Reference Doc.Header Text Document type Cross-CCode No. Company Code	etails 08.02.201 08.02.201 Testing SA G/I 1000 UM	8 Curre 8 Account De /N Limited D	ency INR Document Dehradun		Amo Tot Tot	unt Information tal Dr. 0.00 tal Cr. 0.00] INR] INR		
		0 Items (No entry	variant selecte	ed)							
	昆	St G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	Т	. Tax jurisdictn code	V Assignment	Value date	
		74300000		S De 🔻	10000	0.0	0				
		24403002		H Cr 🔻	10000	0.0	0				_
				-		0.0	0				_
				-		0.0	0				_
				-		0.0	0				
				-		0.0	0				-
				-		0.0	0				-
						• •				•	•
	9		Eo ++ Eo								





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. 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	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					
Credi	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 tar fund					

Click on Save button or Ctrl+s

Data saved







9 ACCRUAL/DEFERRAL DOCUMENT POSTING

9.1 <u>OVERVIEW</u>

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 <u>MENU PATH</u>

Menu Path	ing \rightarrow General lease accrual/Deferra	dger \rightarrow Periodic		
Transaction Code	FBS1			
SAP Easy Acces	<i>is</i>			
😰 🔄 🏷 🔓 Other	menu 🛛 📩 🏂 🖉 📔 💌 🔺 🛛 🗳 Create role 👘 🖓 Ass	ign u	users 🛛 🔂 Documentat	ion
+ 🛄 Accoun	t	-		
🕨 🛄 Master	Records	*		and a second sec
 End Statistical Key Figures 				and the second s
Periodic Processing			La Callin	A PROPERTY AND A PROPERTY
• 🖉 scr	MA - Schedule Manager			ALC: NOT THE REAL PROPERTY OF
• 🛄 Inte	rest Calculation			Contraction of the local division of the loc
Automatic Clearing				A CONTRACTOR OF
Print Correspondence Recurring Entries			The second second	
Recurring Entries			Martin Concerning of the State	
Manual Accruals			The second se	The second s
Provisions for Awards				A DESCRIPTION OF THE OWNER OWNER OF THE OWNER OWNER OF THE OWNER
Accruals for Rights Management				A STATE OF THE OWNER
Data Retention Tool			1 - Part - Parts	and the second
Archiving				
• Plar	ining		Contraction of the	
	sing		Contraction of the second	international and a second
	CLOCOS - Closing Cockpit (Overview)			
. A	CLOCOS - Closing Cockpit (Overview)		A CONTRACTOR OF THE OWNER	
	Chock/Count		and the second	A promotion of the second s
	Valuate		Contraction of the second	Manager day
	Sector Currency Valuation	-	1 Carrow	Burkley Contraction of the COLO
	Second Strain Currency Valuation (New)		5. 30 · .	Carlos Carlos Carlos Carlos Carlos
	FAGL FC TRANS - Currency Translation of Balances		No.	and the second s
	ERS1 - Enter Accrual/Deferral Doc	-	- Part - Carlos	AN TOMOS MORE STORE
		-	Con Charles	

9.3 <u>STEPS</u>

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





Posting Date 01.01.2018 Period 11 Currency/Rate INR Document Number Ledger Grp Translation dte Cross-CCode No. Reversal Reason 05 Reversal Reason 05 Reversal date 17.02.2018	.01.2018	Period	11	Currency/Date	
Document Number Ledger Grp Translation dte Reference Cross-CCode No. Doc.Header Text Testing Trading part.BA Inverse Posting Reversal Reason 05 Reversal date 17.02.2018				Currency/Rate	INR
Reference Cross-CCode No. Doc.Header Text Testing Trading part.BA Inverse Posting Reversal Reason 05 Reversal date 17.02.2018		Ledger Grp		Translation dte	
Doc.Header Text Testing Trading part.BA Inverse Posting Reversal Reason 05 Reversal date 17.02.2018				Cross-CCode No.	
Inverse Posting Reversal Reason 05 Reversal date 17.02.2018	ting				
Inverse Posting Reversal Reason 05 Reversal date 17.02.2018					
Reversal date 17.02.2018	05				
	17 02	2018			
	1				
		05 05 17.02	05 17.02.2018	05 17.02.2018	05 17.02.2018

Enter..,





Enter Accr	ual/Defer	ral Doc. A	dd G/L accoui	nt item
2 5 6 0 4	More data	Account Model	G/L item fast entry	i Taxes
G/L Account Company Code	74122000 1000 UJVN Li	Water Treatme	nt Plants & Equp-74.122	
Item 1 / Debit entry	/ 40			
Amount	10000	INR		
Tax Code			Calculate tax	
Business place			U	
Cost Center	11010701	1	Order	
Sales Order]	
WBS element]]	Network	
Cost Object				A More
			Quantity	
Assignment			Quantity	
Text	Testing			
	resting			Long Cours
Next Line Item PstKy 50 Acco	ount [4697500	1] 5	L Ind TType	New co.code
Enter,				
Enter Accru	ual/Deferr	al Doc. Ad	d G/L accoun	t item
🔊 🖓 🕼 🖸 🗸	More data	Account Model	🔄 G/L item fast entry	i Taxes
G/L Account	46975001	Water Tax Payat	ble	
Company Code	1000 UJVN Lir	nited		
Item 2 / Credit entry	/ 50			
Amount Tax Code	10000	INR		
Business place				
Profit Ctrs				
Assignment Text	Testing		Due on	More More
Next Line Item				
PstKy Acco	unt	SG	L Ind TType	New co.code





Simulate ..

Posting Date 01.0	1 2018 Period			
	1.2010	10	Currency	INR
Document Number INTE	RNAL Fiscal Year	2017	Translation dte	01.01.2018
Ledger Grp	ReversalRs	sn 05	Reversal Date	17.02.2018
Reference			Cross-CCode No.	
Doc.Header Text Testir	ıg		Trading part.BA	
Items in document currence	у			

Now save...,

Find the below message

Document XXXXXXXXXX was posted in company code 1000

Document 600000278 was posted in company code 1000

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

accenture

END USER DOCUMENT



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 <u>MENU PATH</u>

Menu Path	SAP MENU \rightarrow Accounting \rightarrow Financial Accounting \rightarrow General ledger \rightarrow PeriodicImage: processing \rightarrow Closing \rightarrow Valuate \rightarrow F.81-Reverse accrual/deferral document			
Transaction Code	F.81			
SAP Easy Acces	is			
😰 🔄 🏷 🕹 Other	menu 🛛 🏂 🏂 🥒 🖿 🔺 🛛 🖾 Create role 🔹 🍰 Assign users 🛛 🗟 Documentation			
Aut Aut Prii Rec Ma Pro Acc Dat Arc Pla Clo Pla Pla Pla	<pre>omatic Clearing tt Correspondence urring Entries nual Accruals visions for Awards ruals for Rights Management a Retention Tool hiving uning sing CLOCO - Closing Cockpit CLOCOS - Closing Cockpit CLOCOS - Closing Cockpit (Overview) CLOCOC - Closing Cockpit (Manage Templates and Task Lists) Check/Count Valuate P F.05 - Foreign Currency Valuation Valuate P FAGL_FC_VAL - Foreign Currency Valuation (New) P FAGL_FC_TRANS - Currency Translation of Balances P FBS1 - Enter Accrual/Deferral Doc. P F.1 - Reverse Accrual/Deferral Doc.</pre>			

10.3 <u>STEPS</u>

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





Reverse Accrual/Defe	rral Documents		
۵			
Company Code	1000 0	to	
Document Number	60000278	to	
Fiscal Year	2017	to	
Document type		to	
Ledger Group		to	
General selections			
Posting Date		to	<u></u>
Entry Date		to	
Reference		to	
Further Selections			
Reverse posting date		to	[rt]
User Name		to	
Reverse posting details			
Posting period			
Reversal Reason			
✓ Test Run			
Cross-company code transactions			
Do not process			
OProcess			
			SAP
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 SAPF080R/ABHISHEK Page Dehradun 1 Docs which can be reversed Document Number Company Code Fiscal Year Document type Posting Date Document Date Reversal date Reference Cross-CCode No. 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





Enter	the	follo	wina	data

S.NO	Field	Description	User Action and Values
1	Company code	Specify the company code	1000
2	Document number	Specify the document number	60000278
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 cress 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 \rightarrow Accounting \rightarrow Financial Accounting \rightarrow General ledger \rightarrow Account \rightarrow F-03-Clear
Transaction Code	F-03- Clear

SAP Easy Access	
😰 🔄 🏷 🔓 Other menu 🛛 📩 🎋 🖉 🛛 🖛 🖓 🖓 🖾 🖍 🖓	Assign users 🔂 Documentation
Favorites Favorites SAP Menu Gross-Application Components Logistics Financial Accounting General Ledger Document Entry Document GAccount Costant Cost	
 FBL3N - Display/Change Line Items FBL3H - Line Item Browser FAGLB03 - Display Balances (New) FAGLL03 - Display/Change Items (New) FAGLL03H - Line Item Browser (New) FAGLL03H - Line Item Browser (New) FO3 - Clear 	

11.3 <u>STEPS</u>

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





Process Open Ite	ems			
Account	30001002	Clearing Date	17.02.2018 Period	11
Company Code	1000	Currency	INR	
Open Item Select	ion			
			☑ Normal OI	
Additional Selecti	ons			
None				
Amount				
Document Nun	nber	- -		
OPosting Date				
ODunning Area				
OReference				
Payment order				
O Collective invo	ice			
ODocument type	•			
OBusiness Area				
⊖Tax Code				
Others				

Enter..,

Clear G/L Ac	count Enter selection criteria		
Other selection Othe	er account Process Open Items		
Parameters entered			
Company Code	1000		
Account	30001002		
Account type	S		
Special G/L ind.	Standard OIs		
Document Number			
Document Number			
From	10	String	Initial value
260000100			





Click on process open items

Clear G	/L Acco	unt	Process of	open items	5		
<u> </u> Dis	tribute Differer	ice	Charge Off Diffe	rence 🖉 Editing) Options		
Standard	d Partial Pm	t	Res.Items V	VH Tax			
Account ite	ems 30001002	0&M	Clearing Account	t			
Assignment	Document	D F	Posting Date	Document	INR Gross		
5100000014.	2600000100	RE 8	6 11.01.2018	11.01.2018	1,100.00		
	<u></u>						
4							
		_					
		K	🖁 Amount	gross<>	Currency 🧨 Items 🎽	Items Disc. Disc.	
Processing	Status						
Number of	items	1			Amount entered	0.00	
Display from item Assigned 1,100.00							
Display in c	learing current	y			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.

Document Date	1/.02.2018	Туре	AB	Company Code	1000
osting Date	17.02.2018	Period	11	Currency	INR
Document Number	INTERNAL	Fiscal Year	2017	Translation dte	17.02.2018
Reference				Cross-CCode No.	
oc Hoador Toxt					
oc.neadel Text				I rading part.BA	
Items in document PK BusA A	currency Acct			Inading part.BA	Tax amnt
Items in document PK BusA A	Acct			INR Amount	Tax amnt





Image: Image: Image: Choose open items Process Open Items Image: More data Account Model G/L Account 30001001 PC Balancing account Company Code 1000 UNN Limited Item 1 / GR/IR debit / 86 Amount 1,100.00 INR Calculate tax Business place Calculate tax Calculate tax Business place Order Cost Center 11010701 Order More data More data Sales Order Image: Calculate tax More data More data Sales Order Image: Calculate tax More data More data Sales Order Image: Calculate tax More data More data Account 11010701 Order More data Assignment Asst retirement More data More data Text Testing More data More data More data Simulate Clear G/L Account Display Overview Image: Calculate tax Image: Calculate tax Image: Calculate tax Simulate Document Date 17.02.2018 Prove AB Company Code 1000 Posting Date 17.02.2018 P						
G/L Account 30001001 PC Balancing account Company Code 1000 UVN Limited Tem 1 / GR/IR debit / 86 Amount 1,100.00 INR Calculate tax Business place Cost Center 11010701 Order Sales Order WBS element Cost Object Assignment Asst retirement Text Testing Next Line Item PetKy Account Display Overview Simulate Clear G/L Account Display Overview Simulate Company Code 1000 Posting Date 17.02.2018 Type AB Company Code 1000 Posting Date 17.02.2018 Period 11 Currency INR Posting Date 17.02.2018 Period 11 Currency INR Document Number INTERNAL Fiscal Year 2017 Translation dte 17.02.2018 Reference Cross-Code No. Doc.Header Text Trading part.BA Items in document currency PK BusA Acct INR Amount Tax amnt 001 86 0030001002 O&M Clearing Accoun 1,100.00 002 50 0030001002 O&M Clearing Accoun 1,100.00 PACE ACCOUNT A Count Company Code 1000 PC Company Code 1000 PC BusA Code PC Balancing accoun 1,100.00 PC Stan Company Code 1000 PC Stan Company Code 1000 PC BusA Acct INR Amount Tax amnt 001 86 0030001002 O&M Clearing Accoun 1,100.00 PC Stan Company Code 1000 PC Stan Code 1						
Item 1 / GR/IR debit / 86 Amount 1,100.00 INR Calculate tax Business place Order Cost Center 11010701 Sales Order Order Sales Order Network Cost Object Asstructurement Assignment Asst retirement Text Testing Next Line Item PstKy PstKy Account Display currency I Taxes Simulate Company Code Clear G/L Account Display Overview Image: Solution of the state of the						
Amount 1,100.00 INR Business place Calculate tax Cost Center 11010701 Order Sales Order WBS element Network Cost Object Network Mo Assignment Asst retirement Mo Text Testing Long Te Next Line Item Petky Account SGL Ind TType Pstky Account Display Overview SGL Ind TType New co.code Simulate SGL Ind TType New co.code Decument Date 17.02.2018 Period 11 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. Cross-CCode No. Doc.Header Text Trading part.BA Texmin document currency PK BusA Accct INR Amount Tax amnt 1,100.00 00300001001 PC Balancing accoun 1,100.						
Business place						
Cost Center 11010701 Order Sales Order Network WBS element Network Cost Object Mo Assignment Asst retirement Text Testing Next Line Item Network PstKy Account SGL Ind TType New co.code Simulate Clear G/L Account Display Overview Image: Simulate Cocument Date 17.02.2018 Posting Date 17.02.2018 Previod 11 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 INR PK BusA Acct INR 001 86 0030001002 08M 002 50 0030001002 08M						
Sales Order WBS element Cost Object Assignment Text Testing Next Line Item PstKy Account SGL Ind TType New co.code Simulate Clear G/L Account Display Overview Simulate Document Date 17.02.2018 Priod 11 Document Number INTERNAL Fiscal Year 2017 Translation dte 17.02.2018 Reference Cross-CCode No. Doc.Header Text Items in document currency PK BusA Acct PK 001 86 0030001001 PC Balancing accoun 1,100.00-						
WBS element Network Cost Object Assignment Assignment Asst retirement Text Testing Next Line Item PstKy PstKy Account SGL Ind TType New co.code Simulate Clear G/L Account Display Overview Image: Simulate Cournent Date 17.02.2018 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 PK BusA Acct INR 001 86 0030001001 PC Balancing accoun 1,100.00 002 50 0030001002 0&M Clearing Accoun 1,100.00-						
Cost Object Assignment Asst retirement Assignment Text Testing Text Testing Image: Clog Testing Next Line Item PstKy Account SGL Ind TType PstKy Account SGL Ind TType New co.code Simulate SGL Ind TType New co.code Clear G/L Account Display Overview Image: Company Code 1000 Posting Date 17.02.2018 Type AB Document Date 17.02.2018 Period 11 Currency Document Number INTERNAL Fiscal Year 2017 Translation dte 17.02.2018 Reference Cross-CCode No. Corps-CCode No. Document Internet 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 0&M Clearing Accoun 1,100.00-						
Assignment Asst retirement Text Testing Next Line Item SGL Ind PstKy Account Simulate SGL Ind Clear G/L Account Display Overview Image: Simulate Document Date 17.02.2018 Prive 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 PK BusA Acct INR 001 86 0030001001 PC Balancing accoun 1,100.00 002 50 0030001002 0&M Clearing Accoun 1,100.00-	re					
Text Testing Long Te Next Line Item PstKy Account SGL Ind TType New co.code Simulate Clear G/L Account Display Overview SGL Ind TType New co.code Simulate Clear G/L Account Display Overview SGL Ind TType New co.code Simulate Clear G/L Account Display Overview SGL Ind TType New co.code Simulate Clear G/L Account Display Overview SGL Ind TType New co.code Simulate I Taxes Reset SGL Ind TType 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. Company Code Intems in document currency 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 0&M Clearing						
Next Line Item PstKy Account SGL Ind TType New co.code Simulate Clear G/L Account Display Overview Image: Simulate Ocument Date 17.02.2018 Type AB Posting Date 17.02.2018 Period 11 Document Number INTERNAL Fiscal Year 2017 Reference Cross-CCode No. Trading part.BA Doc.Header Text TR Trading part.BA Items in document currency INR Amount Tax amnt 001 86 0030001001 PC Balancing accoun 1,100.00 1,100.00-	xts					
Next Line Item PstKy Account SGL Ind TType New co.code Simulate Clear G/L Account Display Overview Image: Simulate Ocument Date 17.02.2018 Type AB Posting Date 17.02.2018 Type AB Posting Date 17.02.2018 Period 11 Document Number INTERNAL Fiscal Year 2017 Reference Cross-CCode No. Trading part.BA Doc.Header Text Trading part.BA Texms in document currency PK BusA Acct INR Amount 001 86 0030001001 PC Balancing accoun 1,100.00 002 50 0030001002 O&M Clearing Accoun 1,100.00						
Pstky Account SGL Ind TType New co.code Simulate Clear G/L Account Display Overview SGL Ind Ttype New co.code Simulate Clear G/L Account Display Overview SGL Ind Ttype New co.code Simulate Clear G/L Account Display Overview SGL Ind Ttype New co.code Simulate Clear G/L Account Display Overview SGL Ind Ttype New co.code Occument 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. Translation dte 17.02.2018 Trading part.BA Items in document currency PK BusA Acct INR Amount Tax amnt 001 86 0030001001 PC Balancing accoun 1,100.00 1,100.00- 002 50 0030001002 0&M Clearing Accoun 1,100.00-						
Simulate Clear G/L Account Display Overview Image: Simulate Clear G/L Account Display Overview Image: Simulate Company code 1000 Image: Simulate Image: Simulate Company Code 1000 Image: Simulate Image: Simulate Image: Simulate Company Code 1000 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. Trading part.BA Image: Company Code Image: Company Code <thimage: code<="" company="" th=""> <thimage: c<="" td=""><td></td></thimage:></thimage:>						
Clear G/L Account Display Overview Image: State of the system of						
Clear G/L Account Display Overview Image: Display currency Image: Taxes Document Date 17.02.2018 Posting Date 17.02.2018 Period 11 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 INR PK BusA Acct 001 86 0030001001 002 50 0030001002 0&M Clearing Account 1,100.00-						
Image: Second						
Document Date17.02.2018TypeABCompany Code1000Posting Date17.02.2018Period11CurrencyINRDocument NumberINTERNALFiscal Year2017Translation dte17.02.2018Reference						
Posting Date 17.02.2018 Period 11 Currency INR Document Number INTERNAL Fiscal Year 2017 Translation dte 17.02.2018 Reference Cross-CCode No. Cross-CCode No. Document Number Items in document currency PK BusA Acct Trading part.BA INR Tax amnt 001 86 0030001001 PC Balancing accoun 1,100.00 1,100.00- 002 50 0030001002 0&M Clearing Accoun 1,100.00-						
Document Number INTERNAL Fiscal Year 2017 Translation dte 17.02.2018 Reference Cross-CCode No. Trading part.BA Trading part.BA Doc.Header Text Trading part.BA Trading part.BA Items in document currency PK BusA Acct INR Amount Tax amnt 001 86 0030001001 PC Balancing accoun 1,100.00 1,100.00- 002 50 0030001002 0&M Clearing Accoun 1,100.00-						
Reference Cross-CCode No. Doc.Header Text Trading part.BA Items in document currency PK PK BusA Acct INR 001 86 0030001001 PC Balancing accoun 1,100.00 002 50 0030001002 0&M Clearing Accoun 1,100.00-						
Doc.Header Text Trading part.BA Items in document currency PK PK BusA Acct 001 86 0030001001 PC Balancing accoun 1,100.00 002 50 0030001002 0&M Clearing Accoun						
Items in document currency INR Amount Tax amnt 001 86 0030001001 PC Balancing accoun 1,100.00 002 50 0030001002 O&M Clearing Accoun 1,100.00-						
PK BusA Acct INR Amount Tax amnt 001 86 0030001001 PC Balancing accoun 1,100.00 002 50 0030001002 0&M Clearing Accoun 1,100.00-						
001 86 0030001001 PC Balancing accoun 1,100.00 002 50 0030001002 0&M Clearing Accoun 1,100.00-						
001 80 0030001001 PC balancing account 1,100.00 002 50 0030001002 0&M Clearing Account 1,100.00						
002 50 0050001002 0an cleaning Account 1,100.00-	001 80 0030001001 PC Balancing account 1,100.00					
D 1,100.00 C 1,100.00 0.00 * 2 Line items	3					
Other line item						
PstKy Qcount SGL Ind TType New co.code	PstKy Q count SGL Ind TType New co.code					

Save.





Find the below message document XXXXXXXXX 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.	260000100
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 <u>OVERVIEW</u>

Transaction code: AFAB is used to post depreciation.

12.2 <u>MENU PATH</u>

	SAP Menu \rightarrow Accounting \rightarrow Fin	ancial a	accounting \rightarrow Fixed assets \rightarrow Periodic posting
Menu Path	\rightarrow Depreciation run \rightarrow AFAB-Ex	ecute	
Transaction Code	AFAB		
	🗩 🔕 🔊 🗄 » [1 🕹 🕯	۵ 🖓 ا 🕄 🛟 🛟 🛟 💭 💭 🖓
SAP Easy A	ccess		
G 🖻 🔌 🖁	Other menu 🛛 🎋 🎓 🖉 🛛 🖛 🧍	► ⊑	Create role 🔰 🍰 Assign users 🛛 🔂 Documentation
• 🚞 Favorites			
SAP Menu		-	
Office			Certification
Cross-Appl	ication Components		
			And the second
			and the second
Accounting	-1 A		The second s
	ai Accounting		
• 🛄 Gen	eral Ledger		
	ounts Receivable		and the second se
Acci	ounts Payable		and the second
🕨 🛄 Ban	ks		A CONTRACTOR OF THE OWNER OWNER OF THE OWNER
🔻 🛅 Fixe	d Assets		
• 🦲	Posting		
، 🚞 ،	Asset		States and s
- 🔁 I	Periodic Processing		
• (SCMA - Schedule Manager		A CONTRACT OF A
- 6	Depreciation Run		
	W MAD EXecute		

12.3 <u>STEPS</u>

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





Depreciation Posting	Run
li €	
Posting Parameters	
Company Code	1000
Fiscal year	2017
Posting Period	11
Reason for posting run	
Planned posting run	
ORepeat	
ORestart	
○Unplanned posting run	
Further options	
✓ List assets	1
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.

🖄 Lin	nitation online	×
	Online, processing is limited to approx. 1000 assets	
0	Do you want to continue processing anyway?	7

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





Depree	Depreciation Posting Run for company code 1000												
2 9 1	& 옷 🌲 🔻 🌾 🕼 🕿 🏂 🕼 🐨 🍬 🌆 🖩 🖽 🖽 🗊 🕼 🦉												
					TESTRUN								
De Postin	g date : 3	31.05.2017			Date created: 12.02.2018	Period	: 2017/002/01						
Asset	SNo. Acct.	det [®] Cost Ctr	Segm	ent Profit Ct	tr Name	Reference doc.	. Description	Σ	Plan.Amt Σ A	Amt Posted 2 A	mount TBP 2	Cumul.Am	t Crcy
105000008	0 1000	5 1304040	2 1000	1304	Bridges (Permanent Bridge at Dhampur Kalagarh Roa	3	Ordinary deprec.		2,250.00-	184.93-	191.10-	376.03-	- INR
1050000013	<u>0</u>	1402010	1 1000	1402	Test asset 03				900.00-	73.97-	76.44-	150.41-	- INR
							Ordinary deprec. 📇	• 3	3,150.00- •	258.90- •	267.54-	526.44	INR
Depreciatio	n area 1							•• 3	3,150.00- ••	258.90-	267.54-	526.44-	- INR
105000008	0 1000	5 1304040	2 1000	1304	Bridges (Permanent Bridge at Dhampur Kalagarh Roa	4	Ordinary deprec.		2,250.00-	184.93-	191.10-	376.03-	- INR
105000013	<u>0</u>	1402010	1 1000	1402	Test asset 03				900.00-	73.97-	76.44-	150.41-	- INR
							Ordinary deprec. 📇	• 3	3,150.00- "	258.90-	267.54-	526.44-	- INR
Depreciatio	n area 21							••• 3	3,150.00- ••	258.90	267.54-	526.44-	- INR
TEST	RUNC	mpleted s	uccess	fully									
2 docu	ments w	ere create	ł										

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

Depreciation Posting R	lun
🚱 🗓	
Posting Parameters	
Company Code	1000
Fiscal year	2017
Posting Period	2
Reason for posting run	
Planned posting run	
ORepeat	
ORestart	
OUnplanned 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 pa	rameters		
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	r posting run		
4	Planned posting run	Select the planned posting run	Select this check box
Further opt	lions		
5	List assets	Select this list assets	Select this list assets
Deremeter	o for toot rup		
Farameter		l de la constante de	l de la constante de
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 – Explorer	\rightarrow Asset \rightarrow AW01N – Asset
Transaction Code	AW01N	
SAP Easy Acc	ess	
😰 🔄 🏷 🔓 Othe	er menu 🛛 🏂 🎓 🖉 🛛 🗢 🔺 🗳 Create role 🔰 🔐 Ass	ign users 🔂 Documentation
	on Components ccounting Ledger s Receivable s Payable ssets ing t create change iisplay W01N - Asset Explorer;	

13.3 <u>STEPS</u>

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

Asset Explorer	
🔁 🔡 👪 🛲 🧱 🗉	
	Company Code Asset Fiscal year Planned values Posted values Comparisons Parameters P

Fill the following





Asset Explorer								
🔁 🔡 👪 📰 🖼 🖽								
Asset 1000-1400000005/0000	Company Code	1000 🗗		UJVN Limite	d			
🝷 🛅 Depreciation Areas	Asset	1400000005	0	Hydraulic w	ork 4			
🝷 🛅 0L Leading Ledger				,				
• 📒 01 Depreciation as	Fiscal year	4 2017						
 A1 Ledger for UERC 		2017						
• 📕 21 Depreciation as						_		
 Without ledger group 	Planned values	Posted values	Compariso	ons Para	ameters			
• 15 Depreciation as								
	Planned val	ues Deprec	iation a	s per c	ompa	any act		
X b	Value	Fiscal year start	Change	Year-en	d Crcy			
	APC transactions		100,000.00	100,000.00	INR			
Objects related to asset	Investment support				INR			
Vendor	Revaluation APC				INR			
• 📟 Reliance India	Acquisition value		100,000.00	100,000.00	INR			
Cost Center	Ordinary deprec.		1,888.59-	1,888.59	- INR			
• 🛃 Machine 1 Vyasi Plan								
▼ 🗁 G/L Account								
• 😽 Hydraulic Works -10.3	• Pydraulic Works -10.3 Transactions							
	AssetValDate A	Amount TType Tra	nsaction type	name Cr	су			
	01.12.2017 100,0	000.00 100 Ext	ernal asset ac	quisition IN	R			

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	140000005

Enter





14 FISCAL YEAR CHANGE FOR FIXED ASSET

14.1 OVERVIEW

Transaction code AJRW is used for asset fiscal year change.

14.2 <u>MENU PATH</u>

Menu Path	SAP MENU \rightarrow Accounting \rightarrow Financial Accounting processing \rightarrow AJRW-Execute	\rightarrow Fixed assets \rightarrow Periodic	
Transaction Code	AJRW-Execute		
SAP Easy Acc	ess		
😰 🖙 👌 晶 Oth	er menu 🛛 📩 🎋 🥒 🛛 💌 🔺 🛛 🗳 Create role 🔹 🖓 As	ssign users 🛛 🔂 Documentation	
 Favorites SAP Menu Office Cross-Applicat Logistics Accounting Financial A General Account Account Banks Fixed A 	ion Components ccounting I Ledger ts Receivable ts Payable ssets		
Post Post Post Peri Peri Peri Post Peri Post Peri Post Peri Post Post	et odic Processing SCMA - Schedule Manager Depreciation Run ASKB - APC Values Posting AR11N - Investment Grant S_ALR_87099918 - Primary Cost Planning: Depreciation/Interest Revaluation for the Balance Sheet		

14.3 <u>STEPS</u>

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

Asset fiscal year c	hange		
•			
Company code(s)		to	(
New fiscal year			
✓ Test run			
Server group			

Fill the following in the screen





Asset fiscal year of	change		
₽			
Company code(s)	1000	to	
New fiscal year	2017		
✓ 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 ti	iscal year chang	е					
1 7 7	2 % 🕺 4 🖏 1	🗗 🔠 🖽 🍓 🚅 Error Log					
NOTE: 1	The fiscal year change ear change has nothing	is only a technical step, ne g to do with the YEAR-END	eeded in order to carry CLOSING for bookkee	forward all assets into ping. In order to close	the new fiscal year. T the annual values in A	he Asset	
the gen	eral ledger. ear change statist	tics 2017 - Test ver	sion	JSING in Asset Account	ting BEFORE the year	end closing for	
Account the gen	ear change statist	tics 2017 - Test ver	Sion	To change	Incorrect	end closing for Without values	Already deactivated

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 <u>MENU PATH</u>

Menu Path	SAP MENU \rightarrow Accounting \rightarrow Financial Accounting processing \rightarrow Year-end closing \rightarrow AJAB-Execute	\rightarrow	Fixed assets \rightarrow Periodic	
Transaction Code	AJAB-Execute			
SAP Easy Acc	ess			
	er menu 🛛 🧏 🌾 🖉 🔍 💌 🔺 🛛 🗳 Assi	ign u	users 🔂 Documentation	
Favorites		÷		
SAP Menu				adiam .
Cross-Applicati	on Components		T. (T. 48)	
 Logistics 			and the second	
 Accounting 			A start water and the start	Constanting of the local division of the loc
🔻 🛅 Financial A	ccounting		Card and a second s	
🕨 🦲 General	Ledger	33	A CONTRACTOR OF	Service States
Account	s Receivable			
Account	s Payable		and the second se	AN ALL AND AND A
	ssets		A CONTRACTOR OF THE OWNER OWNER OF THE OWNER OF THE OWNER	and and a second
 Post 	ing			actual of the second
+ 🚞 Asse	t	_	The second se	
🔻 🛅 Perio	odic Processing			and the set
• 🖗 s	SCMA - Schedule Manager		The second s	Transa and
• 🗖	Depreciation Run			
· 9/	ASKB - APC Values Posting			and the second
	AKIIN - Investment Grant		Server and the server and	
• • • •	S_ALK_67099916 - Filling Cost Fidmining. Depreciation/interest		the state of the s	in a
. 01	URW - Fiscal Year Change		and the second second	Contraction of the second
• 🦰 Y	/ear-End Closing		and the second	
• 6	ABST2 - Account Reconciliation		* protection of	
•	AJAB - Execute	*	A CONTRACTOR	eliment

15.3 <u>STEPS</u>

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





Year-end closing Asset Ac	counting
---------------------------	----------

cal year to be closed for compan ompany code	y code(s)	to	E C	
sset classes asset u. const.		to		
scal year to be closed				
Ontions				

Fill the following in the screen

Year-end closing Ass	et Accounting		
Ø			
Fiscal year to be closed for company of	code(s)		
Company code	1000	to	(2)
Asset classes asset u. const.		to	
Fiscal year to be closed	2017		
(
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 <u>MENU PATH</u>

Menu Path	SAP Menu \rightarrow Accounting \rightarrow Controlling \rightarrow Cost center accounting \rightarrow Period end closing \rightarrow Single functions \rightarrow Allocations \rightarrow KSV5-Distribution		
Transaction Code	KSV5-Distribution	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
SAP Easy Acce	rmenu 🏂 🏂 🥒 🔻 🔺 🔹 Create role 😂 As	ssign (users 🔂 Documentation
 Favorites SAP Menu Office Cross-Applicatio Logistics Accounting Financial Accounting Financial Sup Controlling Cost Elen Cost Cent Maste Planni Actua Period 	n Components counting oply Chain Management nent Accounting ter Accounting r Data ng I Postings I-End Closing CMA - Schedule Manager		
• <mark> </mark> Sil • € • €	ngle Functions SSW5 - Periodic Reposting SSA3 - Accrual Calculation	-	and the second strength
) 🖕	Transfers Allocations		And the second of the
	 KSI4 - Actual Overhead KS09 - Overhead Commitment KSV5 - Distribution 		a state of the second

16.3 <u>STEPS</u>

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

🔄 Set Controlling Area		×
Controlling Area	1000	
		~ ×





Execute Actual Distribution: Initial Screen
🚱 🔟 Settings
Parameters
Controlling Area 1000
Period 1 To 12
Fiscal Year 2017
Processing Options
Background Processing
✓ Test Run
Detail Lists List selection
Additional Functions
Lock Segments for Test Run
Display Documents and Simulations
Show Executions in Schedule Manager
Cycle Start Date
TESTD1 01.02.2018 Actual distribution testing-02

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 <u>MENU PATH</u>

Menu Path	SAP Menu \rightarrow Accounting \rightarrow Controlling \rightarrow Cost center accounting \rightarrow Period end closing \rightarrow Single functions \rightarrow Allocations \rightarrow KSU5-Assessment							
Transaction Code	saction Code KSU5-Assessment							
SAP Easy Acce	55							
Lg Le 🔗 🚠 Other	- menu 🛛 🏹 🏹 🖉 🔍 💌 🔺 🛛 Loo Create roli	e 🖀 Assig	n u	sers (63 Docume	ntation			
Favorites FAR Monu			÷					
Office					spir untiger			
 Cross-Applicatio 	n Components			Carl K				
Logistics				No. Merry Solds	A CONTRACTOR OF STREET			
 Accounting 					A CONTRACTOR OF THE OWNER OWNE			
Financial Acc	ounting							
 Financial Sup Controlling 	ply Chain Management			A CONTRACT OF A CONTRACT OF	And			
Controlling	ent Accounting			States of the second states				
 Cost Cent 	er Accounting			Contraction of the second	No. of Concession, Name			
Master	r Data			Station Station in which				
🕨 🛄 Planni	ng			A CONTRACTOR OF A CONTRACTOR OFTA CONTRACTOR O				
🕨 🦲 Actua	Postings				Construction of the second			
Period	I-End Closing			and the second se				
• 🖓 SC	CMA - Schedule Manager							
• 🔁 SI	Igle Functions							
. 6	KSA3 - Accrual Calculation							
•	Transfers			Section 200	all a second			
- E	Allocations			. Contraction	delestend trans			
•	SI4 - Actual Overhead			Start Street	and the second			
i	SSO9 - Overhead Commitment Commitment Commitment Commitment			-				

17.3 <u>STEPS</u>

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

🔄 Set Controlling Area	×
Controlling Area	





Execute Actual Assessment: Initial Screen
🚱 🔟 Settings
Parameters
Controlling Area1000Period1ToFiscal Year2017
Processing Options
 Background Processing ✓ Test Run ✓ Detail Lists List selection
Additional Functions
Lock Segments for Test Run Display Documents and Simulations Show Executions in Schedule Manager
Cycle Start Date
TEST_1 01.04.2017 test cycle 1

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 <u>OVERVIEW</u>

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

18.2 MENU PATH

Monu Path	SAP Menu \rightarrow Logistics \rightarrow Production \rightarrow Shop floor control \rightarrow Period end control \rightarrow Settlement \rightarrow KO88-Individual processing					
Transaction Code	KO88- Order individual processing					
Transaction Coue	RObb- Order Individual processing]		
SAP Easy Acces	55					
😰 🖙 👌 占 Other	menu 🛛 📩 🎓 🖉 🛛 💌 🔺 🛛 🖪 Create role 🔹 🔒 Assig	gn u	n users 🚯 Documentation			
Logistics				Market Color		
Materials Man	agement	-	-	-		
Sales and Dist	tribution			1. 29		
🕨 🧀 Logistics Exec	ution	_				
Production			A CONTRACTOR OF	-		
🕨 🦲 Master Da	ta		and the second se	Sugara a		
• 🛄 SOP						
• DRP			A REAL PROPERTY AND A REAL			
Production	1 Planning	11				
MRP			and the second se			
Shop Floor	r Control		And the second se			
Control	1		The same of the			
Condo	Movements	1		No. Sec.		
 Confirm 	mation		and the second sec			
Period-	-End Closing					
· 🖓 scr	MA - Schedule Manager					
🕨 🛄 Ter	mplate Allocation		Constanting of the constant	A		
🕨 🪞 Rev	valuation at Actual Prices					
🕨 🦲 Ove	erhead Calculation		and the second second			
🕨 🛄 Pre	liminary Settlement for Co-Products, Rework		and the second s	MARI		
🕨 🛄 Wo	ork in Process		A A A A A A A A A A A A A A A A A A A	(CON)		
🕨 🛄 Var	riances		Contraction 200 - Contraction Contraction			
🔹 🔁 Set	tlement	-	· · · · · · · · · · · · · · · · · · ·	Conce Friday		
· 🖄	KO88 - Individual Processing	•	- Charles Internation	- Colt		

18.3 <u>STEPS</u>

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





Actual Settle	ment: Order		
Settlement Rule			
Controlling Area	1000		
Order	60000040		
Parameters			
Settlement period	001	Posting period	001
Fiscal Year	2017	Asset Value Date	17.02.2018 🗗
Processing type	1 Automatic	•	
Processing Options			
✓ Test Run			
Chack 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	60000040
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

SAP Menu \rightarrow Accounting \rightarrow Financial accounting \rightarrow Banks \rightarrow Input \rightarrow Bank					
Menu Path	statement → FF67-Manual entry				
Transaction Code	FF67-Manual entry				
FF67	🔽 🕈 🕼 😭 😡 🔕 🔊 🔊 🗄 🖫 🕄 🗘	1	📮 🖸 😰 🖳		
SAP Easy Acc	xess				
😰 🖙 📚 晶 ott	ner menu 🛛 📩 🏂 🥒 🛛 🔻 🔺 🖪 Create role 🛛 🔐 A	ssign (users 🔂 Documentation		
🔻 🛅 Favorites		-		A CARDON CONTRACTOR	
• 📩 TPM20 - Posti	ng Journal	-	-	Contraction of the	
• 📩 TPM21 - Crea	te Nominal Adjustment				
SAP Menu				Ven h	
Office			No. New York Contraction	-	
Cross-Applica	tion Components		a state of the second state	See.	
Logistics			1 Contraction of the local sector		
Accounting				CHRISTING	
Financial A	Accounting			No. of Concession, Name	
🕨 🦲 Genera	l Ledger		The second s	antesta.	
🕨 🦲 Accour	its Receivable		and the second se		
Accour	its Payable		- Constanting of the owner owner of the owner		
🔻 🦰 Banks			Contraction of the local division of the loc	Carrier and the second	
🔹 🦰 Inp	ut		Same Same	(Televenese)	
	Bank Statement		and the second second		
•	🖓 FF67 - Manual Entry		Carlos and a second		

19.3 <u>STEPS</u>

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





Process Manual Bank Statement

🔊 Overview Plannin	ng types	
Company Code	1000	UJVN Limited
House bank	PNB2	Punjab National Bank - 3968002100010398
Account ID	PNB2	Punjab National Bank CPO
Statement number	1	
Statement date	24.02.2018	
Currency	INR	
Control		
Opening Balance		0
Closing Balance	5	0000
Posting date	24.02.2018 🗗	
Selection of payment ad	vices	
Planning type		
Statement Date		
Planning date from		Planning date to
Characteristic		

Press enter ..





Pro	cess Ma	anual Bank Si	tatement			
	6 🖪					
Bank a	acct 396	8002100010398	G/L Account	24403010	CoCode 1000	Crcy INR
lank s	tatement iter	ns				
Tran	Value date	Amount	Post. date	Profit ctr	Allocation	
<mark>JJ0</mark> 3	24.02.201	100,000.00	24.02.2018			
UJ04	24.02.201	.8 50,000.00	- 24.02.2018	L		
				<u> </u>		
				1		
				1		
				1		
				1		
				1		
				i		
			1	1		
				1		
intere	d	50,000.00	Bank		50,000.00	Line 1/2

Now save the bank statement in SAP. It will get saved and find the below message.

Statement/list saved

Enter the below steps sequentially.

Step No	Field Name	Description	User Action and Values
1	Company code	Specify the comapany code	1000
2	House bank	Enter the house bank ID of the bank.	PNB2
3	Account ID	Give account ID of the bank	PNB2
4	Statement number	As per the number of bank statement, need to enter the statement number here	1
5	Statement date	Specify the statement date from bank statement.	24.02.2018





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 impartant to maintain the negitive values with negitive 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 <u>MENU PATH</u>

Menu Path	NMP	
Transaction Code	FEBAN- Edit Bank statement	
SAP Easy Acces	ss ∕	
🔻 📂 Favorites		
• 🜟 S_P99_41000192	2 - SAP Standard Variant	
SAP Menu		
 Office 		and the second se
Cross-Application	Components	A CONTRACTOR OF
Logistics		and the second
Accounting		
🕨 🚞 Human Resource	s	and the second se
🕨 🧀 Information Syst	ems	
🕨 🦲 Tools		
🕨 📄 WebClient UI Fra	mework	
		The second se

20.3 <u>STEPS</u>

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





C Selection of Bank Statements by B	anks and Account Nos			×
Hdr data				
Company Code	1000	to	(
House bank	PNB2	to	B	
Account ID	PNB2	to	B	
Statement number		to		
Statement Date		to		
Statement status		to		
Currency		to		
Item Data				
Posting Area 1 OK		to		
Posting Area 2 OK		to		
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





🔂 Other Display 🔒 Lock 🖶 Printout				
r 🛅 PNB2	PNB2 / PN	B2 / 201800001 / 1		
* 🛅 PNB2	Amount	100,000.00	INR Trans.	
1 50,000.00	_			
• • 00001 INR 100,000.00	Post.Day		Partner Bnk	
A 00002 IN 00,000.00	Val.Dt	24.02.2018	Partner Acct	
	Sender			
	Dis	play Note to Payee Sepa	arately	
	Dis	play Note to Payee Sepa	arately	
	Dis	play Note to Payee Sepa	arately	
	Dis Posting Ar	play Note to Payee Sepa rea 1	arately Posting Area 2	
	Posting Ar	play Note to Payee Sepa rea 1	Posting Area 2	
	Posting Ar Doc.	play Note to Payee Sepa	Posting Area 2 Doc.	
	Posting Ar Doc.	play Note to Payee Sepa	Posting Area 2 Doc.	
	Posting Ar Doc. OnAcct	play Note to Payee Sepa	Posting Area 2 Doc.	
	Posting Ar Doc. OnAcct	play Note to Payee Sepa	Posting Area 2 Doc. OnAcct	

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

Statement items \rightarrow Post





	PNB2 / PM	NB2 / 201800001 / 2		
 PNB2 1 50,000.00 00001 INR 100,000.00 00002 INR 50,000.00- 	Amount Post.Day Val.Dt Sender	50,000.00-	INR Trans.	





Edit Bank Statemen	nt		
🔒 Other Display 🔒 Lock 🖨 Printout			
T PNB2	PNB2 / PNB	82 / 201800001 / 2	
 PNB2 I 50.000.00 	Amount	50,000.00-	INR Trans.
• • • 00001 INR 100,000.00 • • • • 00002 INR 50,000.00-	Post.Day Val.Dt	24.02.2018	Partner Bnk Partner Acct
	Sender		
	Dis	play Note to Payee Sep	parately
	Posting Ar	ea 1	Posting Area 2
	Doc.	110000001	Doc
	OnAcct		OnAcct
			Adv.

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





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 \rightarrow Accounting \rightarrow Financial accounting \rightarrow processing \rightarrow Automatic clearing \rightarrow F.13- Without spectrum	General ledger → Periodic ecification of clearing currency
Transaction Code	F.13- Without specification of clearing currency	
SAP Easy Acc	iess	
😰 🖙 👌 🛔 ott	ner menu 🛛 📩 🏂 🥒 🛛 🗢 🔺 🗖 💁 Create role 🔹 😂 Ass	ign users 🛛 🔂 Documentation
Favorites Favorites SAP Menu		
Office Office Cross-Applicat Logistics Accounting	ion Components	
 Financial A General 	ccounting	
Doc D	ument Entry ument ount ster Records	
• 🔜 Sta • 🔁 Per	iodic Processing	
· 🖓 • 🛅 • 📮	SCMA - Schedule Manager Interest Calculation Automatic Clearing	
•	F.13 - Without Specification of Clearing Currency	The Stranger Sta

21.3 <u>STEPS</u>

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	E
Fiscal Year	2017	to	
Assignment		to	
Document Number		to	
Posting Date		to	
Select customers			
Special G/L transactions			
Special G/L Indicator-Customer		to	
Customers		to	
Grouping by payment advice no.			
Select vendors			
Special G/L transactions			
Special G/L Indicator - Vendor		to	
Vendors		to	E
Select G/L accounts			
G/L Accounts	30001002	to	
GR/IR account special process.			
Maximum Number of Groups			
Posting parameters			
Clearing date	18.02.2018	Period	
Date from Most Recent Document			
Include tolerances			
Permit individual line items			
Include suppl. account assgmnt			
✓ Test run			
Minimum Number of Line Items			
Output Control			
Documents that can be cleared			
Documents that cannot be cleared			
The 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 bydefualt 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.

Automa	tic	Clearing									
JVN Limited ehradun	ł				Test	run " Detail list	of open and cleared item	5	Time 22 SAPF124	:05:28 Date /ABHISHEK Page	18.02.20
ompany Code ccount type ccount numb /L	e e per	1000 S 300010 300010	002 002								
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				
600000104	002	18.02.2018			TNR	1,000,000,00	510000005200010				
5100000162	002	18.02.2018			INR	1,000,000.00-	510000005200010				
*		18.02.2018			INR	0.00	510000005200010				
5100000166	882	18 02 2018			TNR	1 298 88-	51000005300010				
2600000093	002	18.02.2018			INR	1,298,00	510000005300010				
*		18.02.2018			INR	0.00	510000005300010				
510000167	882	18 02 2018			TNR	100 000 00-	51000005300020				
2600000093	003	18.02.2018			INR	100,000.00	51000005300020				





22 FINANCIAL STATEMENTS

22.1 <u>OVERVIEW</u>

Transaction code: S_ALR_87012284 is used to post depreciation.

22.2 <u>MENU PATH</u>

	SAP Menu \rightarrow Accounting \rightarrow Financial accounting \rightarrow General ledger \rightarrow Information system \rightarrow General ledger reports \rightarrow Financial statement/ Cash flow \rightarrow General \rightarrow						
Menu Path	Actual/Actual comparison \rightarrow S ALR 87012284-Fin	ancial statement	S				
	S ALR 87012284						
Transaction Code							
SAP Easy Acce	255						
😰 🔄 🏷 🔓 Othe	r menu 🛛 🏂 🎋 🖉 🛛 🔻 🔺 🛛 🕵 Create role 🔹 🔒 Assign	users 🔂 Documer	itation				
 Accounting 			and the second section of the second s				
🔻 🛅 Financial Ac	counting		Color Color				
🔻 🛅 General I	Ledger		and the second				
🕨 🧮 Docul	ment Entry		THE PARTICIPATION OF				
Docur	ment	S. Carlos	A CHOINE AND				
	unt		Stream and a state of the state				
Maste	er Records		and the state of the				
	dia Processina		And a second				
Feno		Million Contraction of Contraction o					
Reno	rting	Contraction and	And the second				
 Information 	mation System						
🔻 🛅 Gi	eneral Ledger Reports	A Destaura	Antiputing and antiputing				
· · · ·	Financial Statement / Cash Flow	E total	Contraction of the second				
-	🦯 🗁 General	And the second se	and the second second				
	Actual/Actual Comparisons	Sale Branches					
	 S_ALR_87012249 - Actual/Actual Comparison for Year 	and the second					
	S_ALR_87012250 - Half-Year Actual/Actual Compariso		Contraction of the second				
	 S_ALR_87012251 - Quarterly Actual/Actual Compariso 	and the second second					
	S_ALR_87012252 - Periodic Actual/Actual Comparison	Manual Contraction					
	 S_ALR_87012269 - Balance Sheet Using Cost of Sales 	and the second					
	 S_ALK_8/0122/0 - Profit and Loss Statement Using CC S_ALK_8/012284 - Firsteil Statement- 		States No.				
	- VIX S_ALK_8/012284 - Financial Statements	State State	209 CM				

22.3 <u>STEPS</u>

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





Financial Statements				
🊱 📴 📜 🚺				
G/L account selection				
Chart of accounts	<u>a</u>	to		
G/L account		to		
Company code		to		
Soloction using soarch holn				
Selection using search help				
Search riving			2	
Search solo				
Search help				
Transaction Figures Selection				
Business area		to	(
Currency type				
Ledger				
Further selections Special evaluations	Output control			
Financial statement version		1		
Reporting year	2017]		
Reporting periods	1	to 16		
Comparison year	2016			
Comparison periods		to 16		
Plan Version				

Fill the following





Financial Statements			
⊕ 1 i			
G/L account selection			
Chart of accounts	CAUJ	to	
G/L account		to	
Company code	1000	to	P
Selection using search help			
Search help ID			
Search string			
Search help			
Transaction Figures Selection			
Business area		to	(
Currency type			
Ledger			
Further selections Special evaluation	s Output control		
Financial statement version	1000 Language E	N	
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

OL	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 Staten	nent Items		Abs. diff.	
Financial Statement Item/Account	Tot.rpt.pr	tot.cmp.pr		
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 FAGLGVTR is used for balance carry forward.

23.2 <u>MENU PATH</u>

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

SAP Easy Access	
😰 🔄 🏷 🔓 Other menu 🛛 🏂 🏂 🖉 🛛 💌 🔺 🖓 🖓 🖓 🗠 🔿 🖉 🖓 Execute role 🔹 🖓 Assign users	B Documentation
Image: Some state in the image: Some sta	Documentation
Allocation Rollup Document Encore Carryforward Secore Carryforward FAGLGVTR - Balance Carryforward (New)	

23.3 <u>STEPS</u>

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





Balance carryforward	1			
🚱 ፤ 🖉 Balance Carryforward His	tory			
Parameters				
Ledger				
Company code	1000	to		
or				
Company		to		
Record type	0	to	(
Version	1	to		
Carry forward to fiscal year	Y			
Processing options				
✓ Test run				
Accts processed in intervals				
Reset Balance Carryforward				
ist output				
Output list of results				
Balances in retain.earng.acct				
Additional fields to be output				
Field name 1				
Field name 2				

Fill the following in the screen

Balance carryforwar	d			
😺 ፤ 🖉 Balance Carryforward His	story			
arameters				
Ledger				
Company code	1000	to		
or				
Company		to	B	
Record type	0	to		
Version	1	to	(
Carry forward to fiscal year	2018			
rocessing 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..,

_

Bala	ance Sheet Acco	unts	Retaine	d Earnings	Accounts	0	রু Technical	Information	i Help	
pe	Message Text									
	Log for Balance	Car	yforward							
	Processing type	e T	est run							
]	Fiscal Year		2018							
]	Ledger		0L							
]	RecType		0							
)	Version		001							
]	Company Code	1	000							
Ir	nformation arry fo	orwa	rd succes	fully compl	eted					

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						
Parar	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						
Proce	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 <u>MENU PATH</u>

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

SAP Easy Access	
😰 🔄 🏷 🔓 Other menu 🛛 🏂 🎋 🖉 🛛 🖛 🗖 😰 Create role 🔹 😂 Assign	users 🛛 🔂 Documentation
Master Records	
🕨 🧰 Credit Management	
Periodic Processing	
• 🖓 SCMA - Schedule Manager	The Call and Property
• 🖓 F150 - Dunning	and the second se
 S_ALR_87012212 - Multi-Level Dunning of Bill of Exchange Requests 	
Interest Calculation	The second s
Automatic Clearing	and the second se
• 🖓 F110 - Payments	
 F110S - Schedule Payment Program Periodically 	
 F110S_DD_PRENOTIF - Schedule Payment Runs After Direct Debit Pr 	And the second sec
Print Correspondence	The second se
Recurring Entries	
Bill of Exchange Processing	and setting the set of the set of the set
Payment Cards	Contraction of the second s
Country-Specific Functions	
Archiving	
Closing	and the second
Check/Count	The second s
🕨 🧰 Valuate	the the same
Reclassify	· Carrow Constanting
🕨 🧰 Document	and the states
Carry Forward	
F.07 - Balance Carryforward	the second s

24.3 <u>STEPS</u>

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



END USER DOCUMENT



Carry Forward Receiv	ables/Pa	vables
----------------------	----------	--------

i				
Company code Carryforward to fiscal year	Q 	to	P	
Customer selection				
Select customers		to	(
Vendor selection				
Select vendors Vendor		to	ß	
Processing parameters				
✓ Test run □ Detail log				

Fill the following in the screen

Carry Forward Receivables/Payables			
🚱 🗓			
Company code Carryforward to fiscal year	1000 2017	to	P
Customer selection			
Select customers		to	P
Vendor selection			
Select vendors Vendor		to	P
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).



END USER DOCUMENT



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



END USER DOCUMENT



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 <u>APPENDIX</u>

26.1 <u>T - CODES FOR REOPRTS</u>

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
FAGLGVTR	Balance Carry Forward
F.07	Carry forward receivables/payables