

Consultancy for Customization and Configuration of SAP FI and MM at FBR

USER MANUAL

General Ledger

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Date: 10-02-2010**

GENERAL LEDGER USER MANUAL

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Note

This training document does not cover all knowledge areas of SAP ERP System. It has been specifically prepared keeping in view the Business Processes of FBR, therefore, it should be treated as a supplement and/or guide to your daily work and nothing further.

This training document will only provide explanation of the key and mandatory data fields and not of all the fields appearing on the screen. However, users may use online help facility provided by SAP ERP System by placing the cursor on the field that requires explanation and pressing FI button.

Legend for R/O/C

R = Required field

O = Optional field

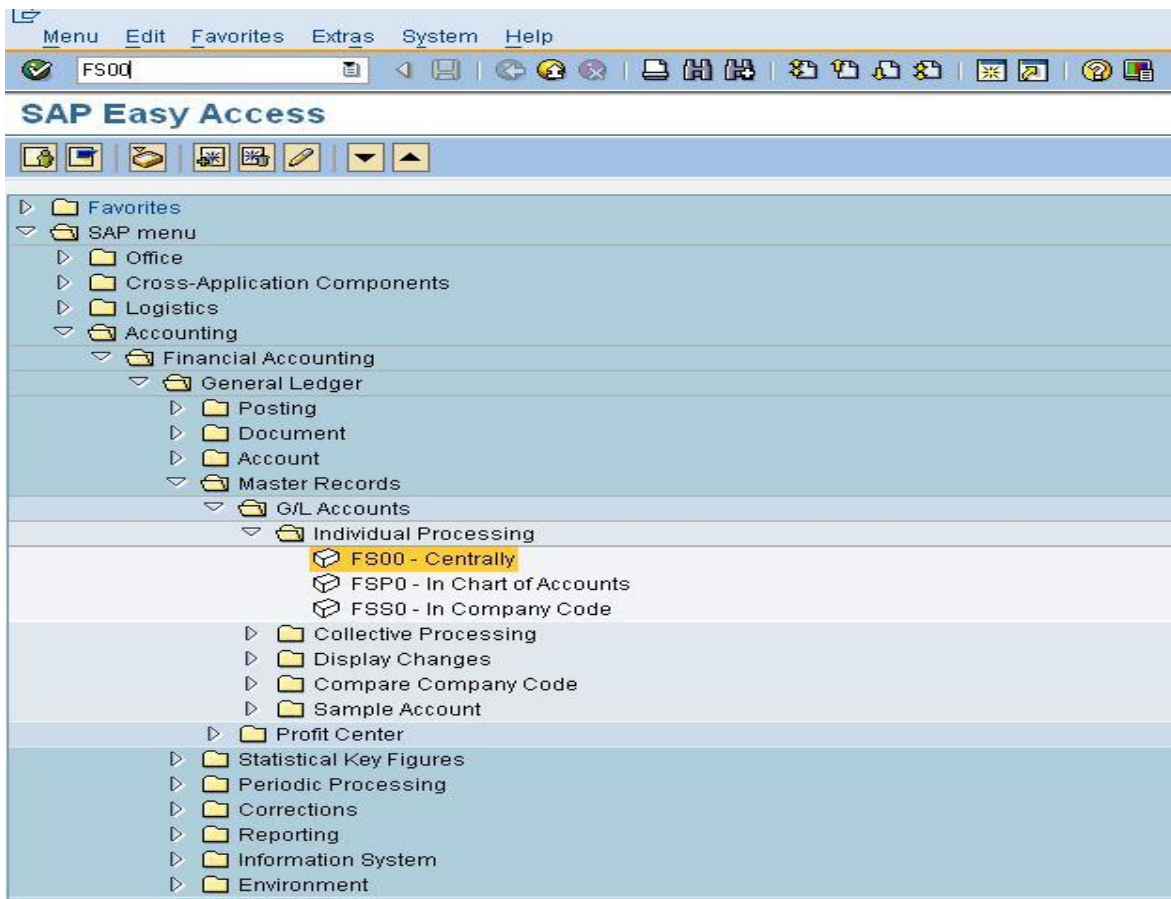
C = Check box

SECTION 1 GENERAL LEDGER MASTER RECORDS PROCESSING

1.1 Create/Change/Display GL A/C Master Records

Enter Transaction Code FS00 in Command Field or navigate through tree menu.

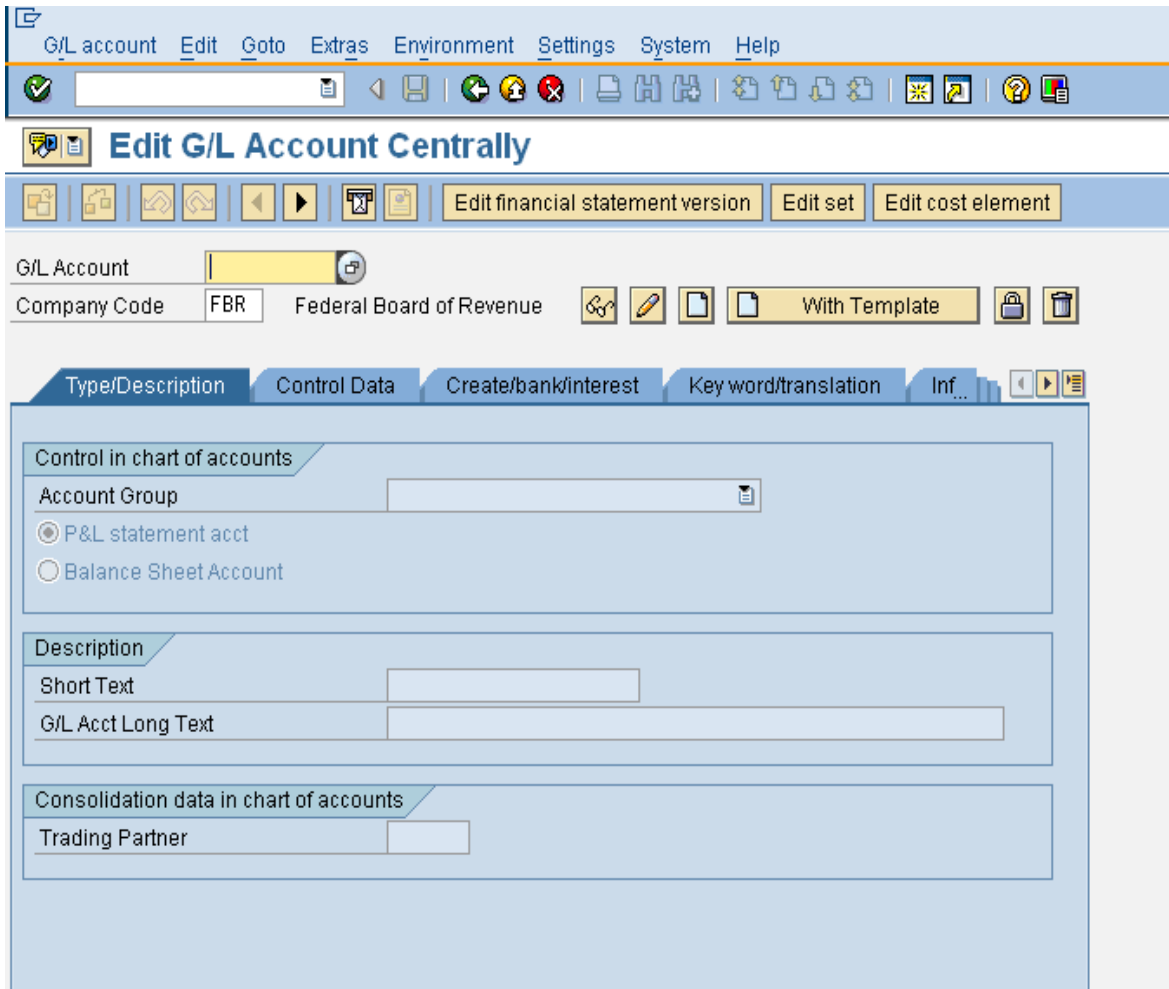
Via Transaction Code	FS00
Menu	Accounting>Financial Accounting>General Ledger>Master Records >G/L Accounts>individually processing>Centrally



Press enter or  to run the transaction.

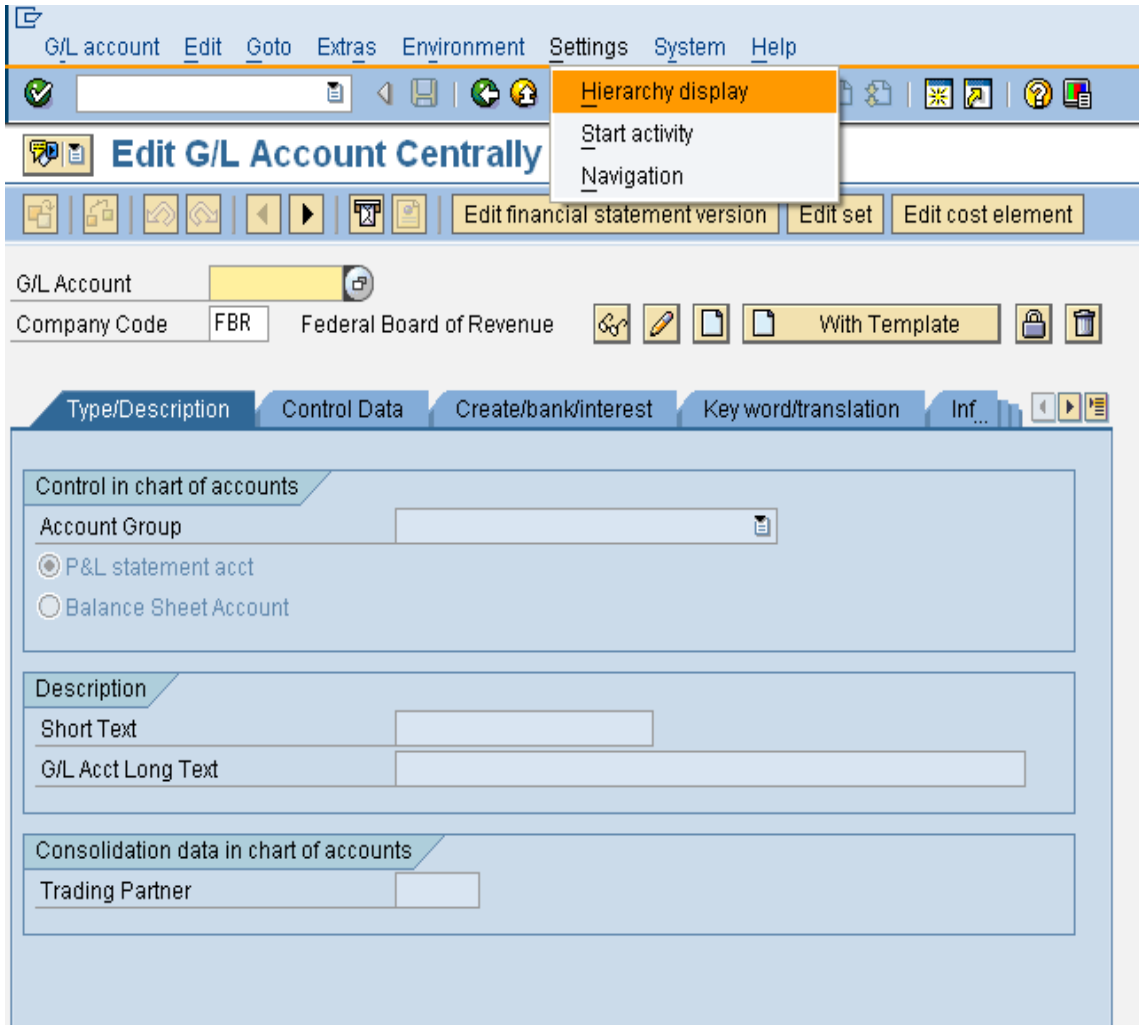
Edit G/L Account Centrally Screen

On screen “Edit G/L Accounting Centrally”, require some setting which are given below.




Hierarchy display

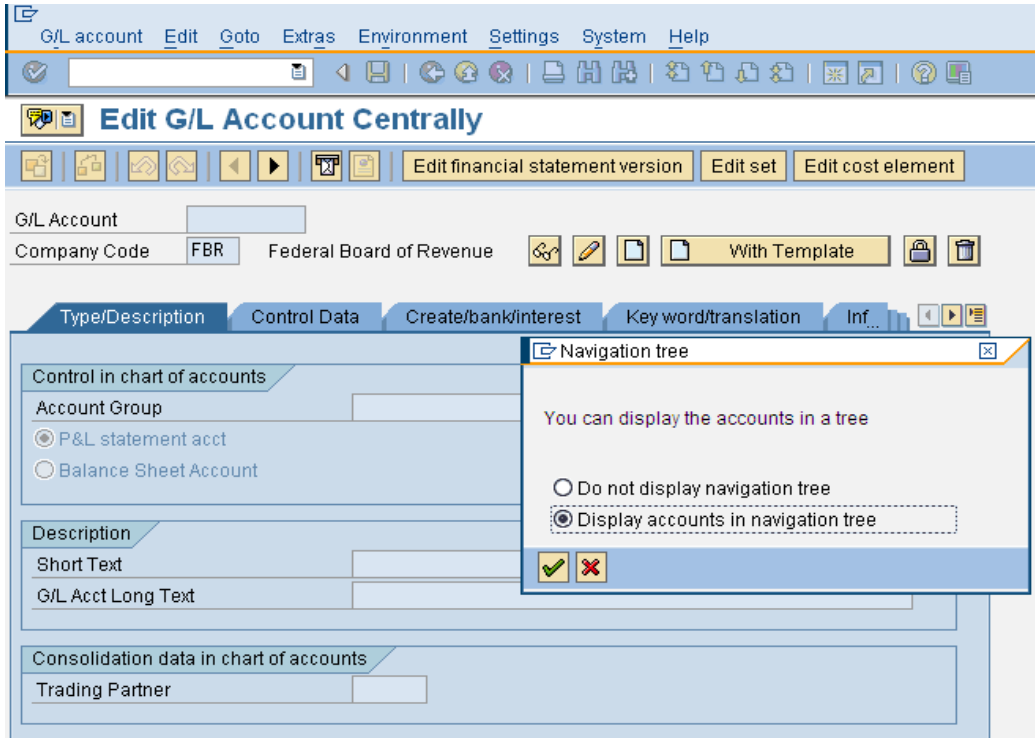
From menu click settings and then click Hierarchy display as shown below:



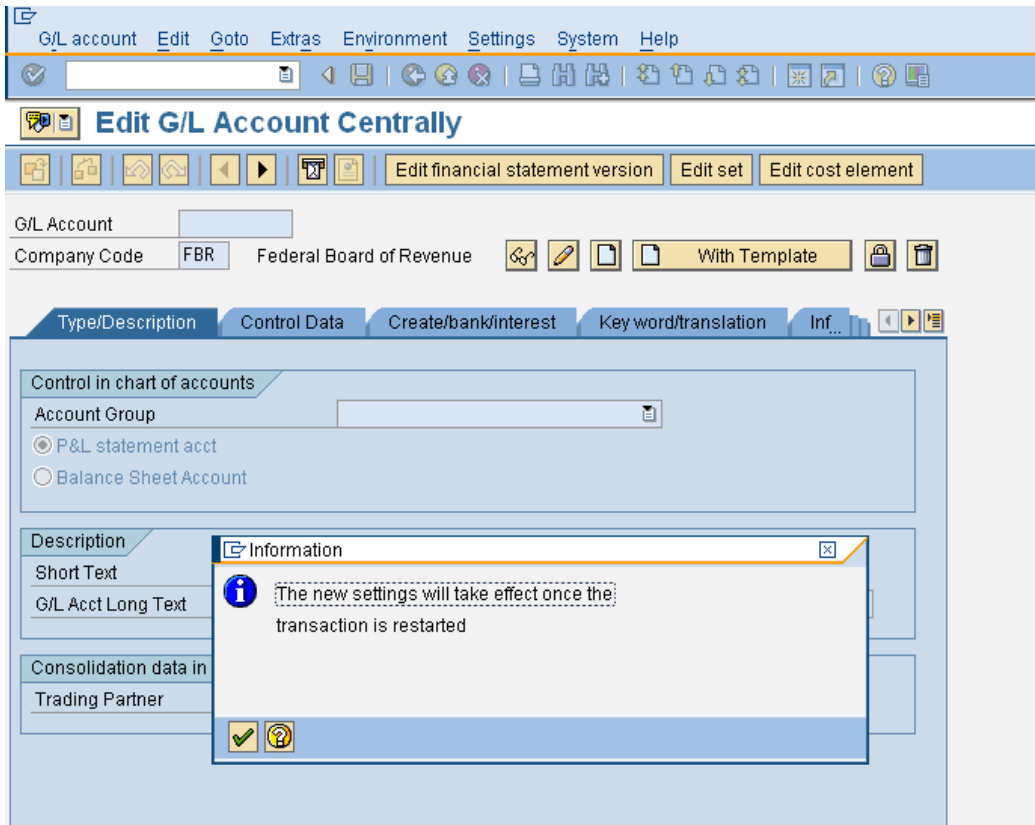
Navigation tree window

A navigation tree selection window prompt is in front, select radio button of **“Display accounts in navigation tree”** button and click  to continue.


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Information window



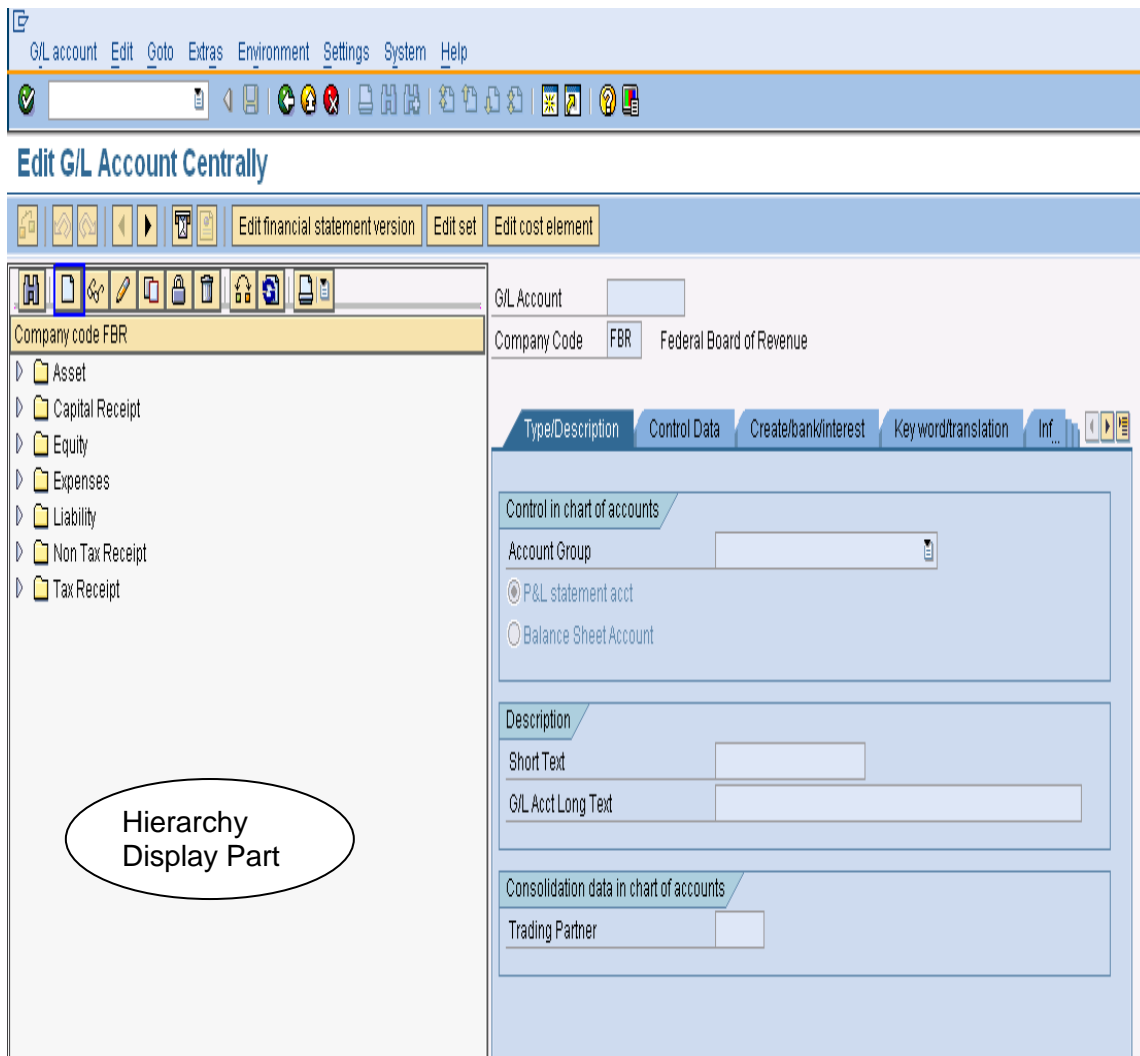
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An information window will prompt stating “the new settings will take effect once the transaction is restarted click  to continue.

Click back button from top  to main screen.
Repeat the step mention in 1.2 i.e. T-Code FS00.

Now screen will open with Hierarchy display as shown below:

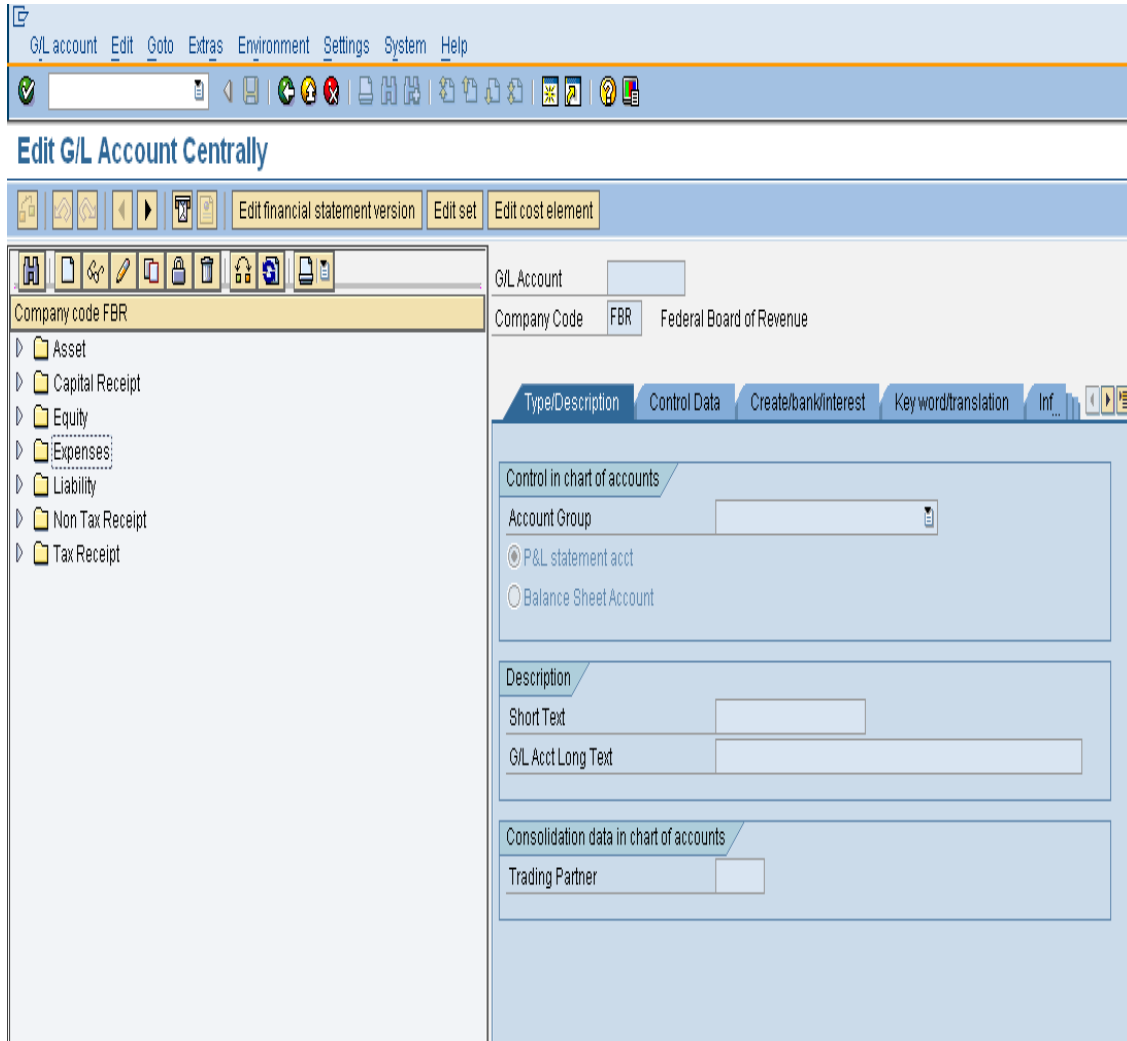
View Hierarchy Display screen




The screenshot displays the SAP 'Edit G/L Account Centrally' interface. The left-hand pane shows a hierarchical tree structure for account types, including Asset, Capital Receipt, Equity, Expenses, Liability, Non Tax Receipt, and Tax Receipt. A red circle highlights this tree structure, with a callout box labeled 'Hierarchy Display Part'. The right-hand pane contains various input fields and tabs for account configuration, such as 'Control in chart of accounts', 'Description', and 'Consolidation data in chart of accounts'. The 'Company Code' is set to 'FBR' (Federal Board of Revenue).

Creating Balance Sheet Item G/L Account

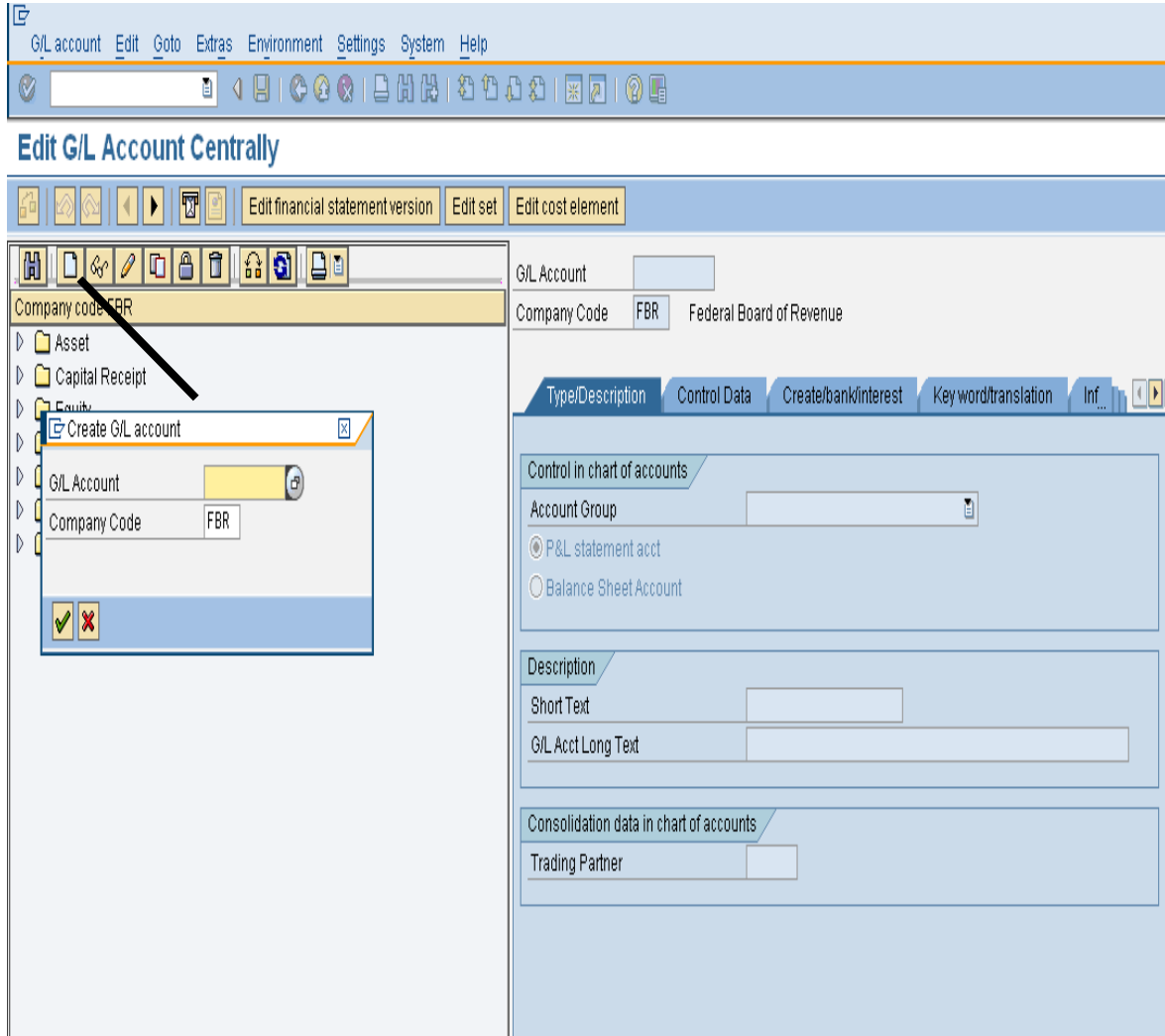
Select appropriate account group to create G/L Account in it for an example ‘Expenses’ as shown below:




Create G/L Account

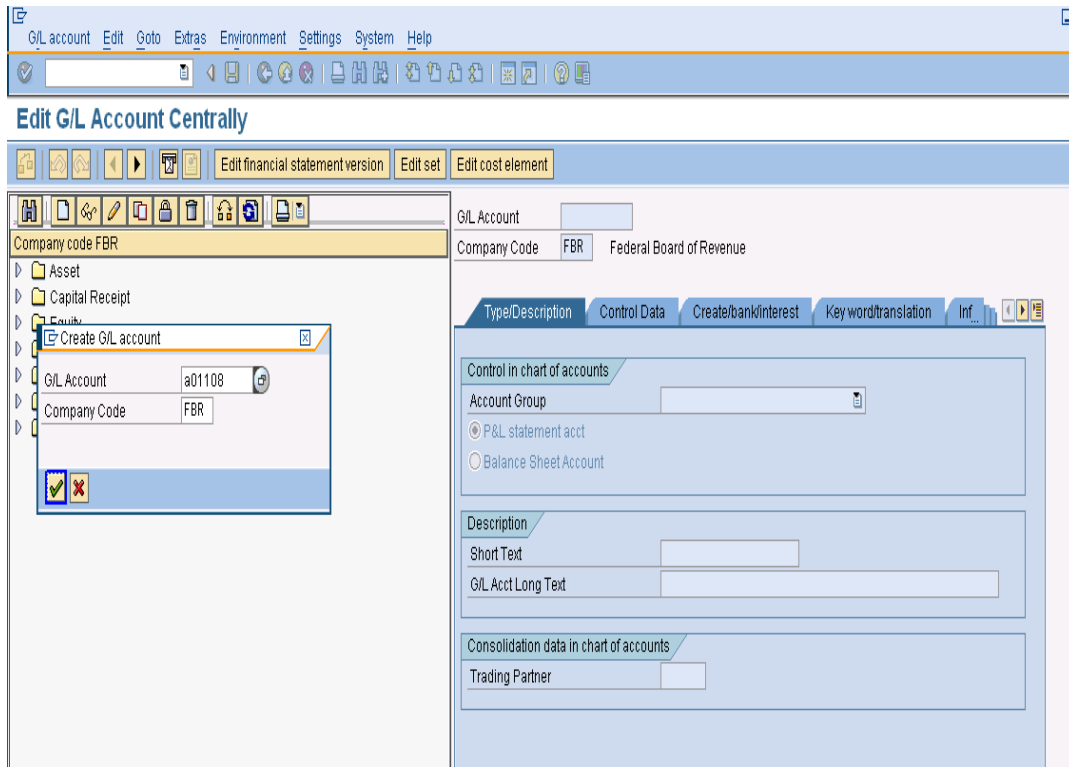
Click on the button create  a screen “create G/L account” will prompt

Create G/L Account screen

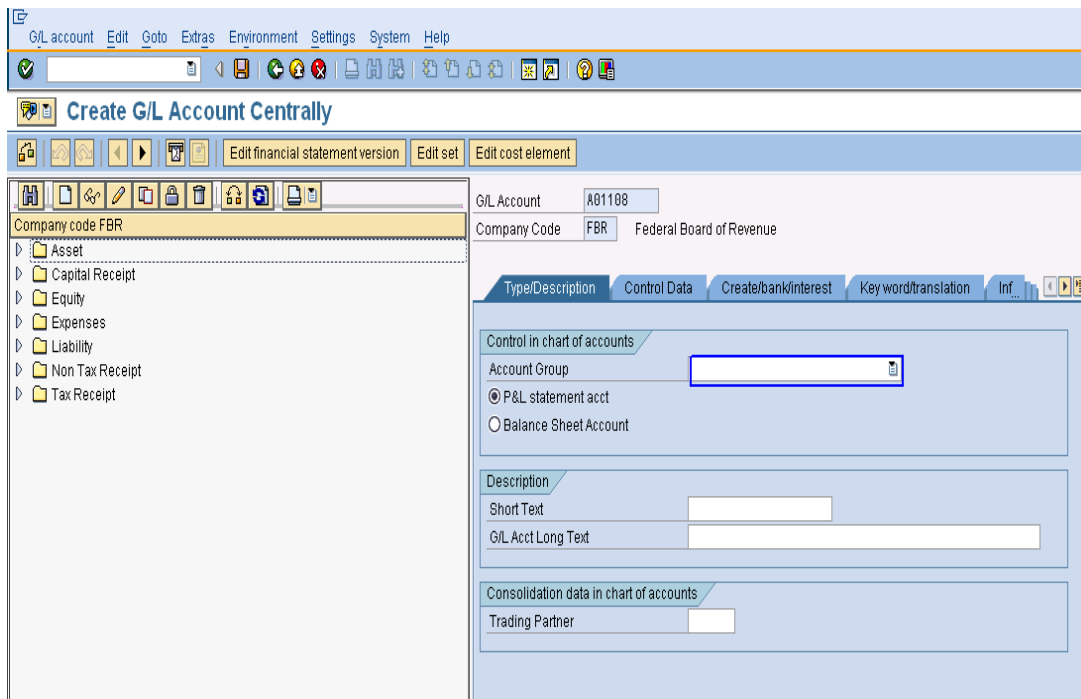


Enter manually G/L Account properly and click  to continue.

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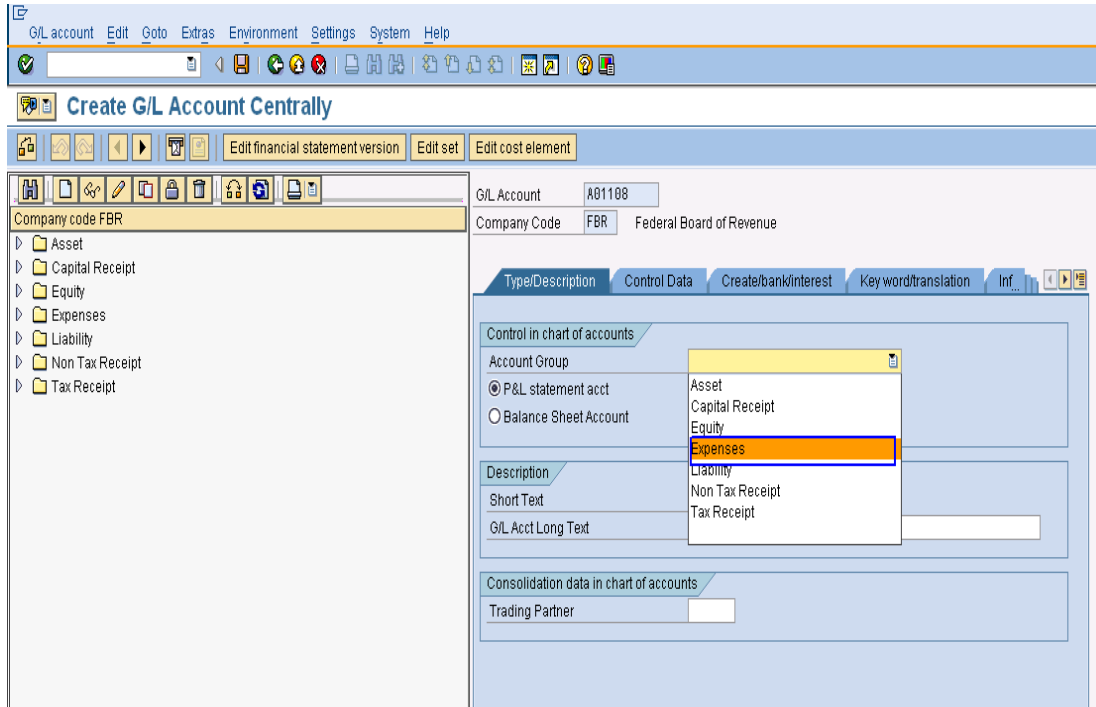
From right side screen menu a blank screen for entries will open select Account Group as Shown below:



Type/Description Tab

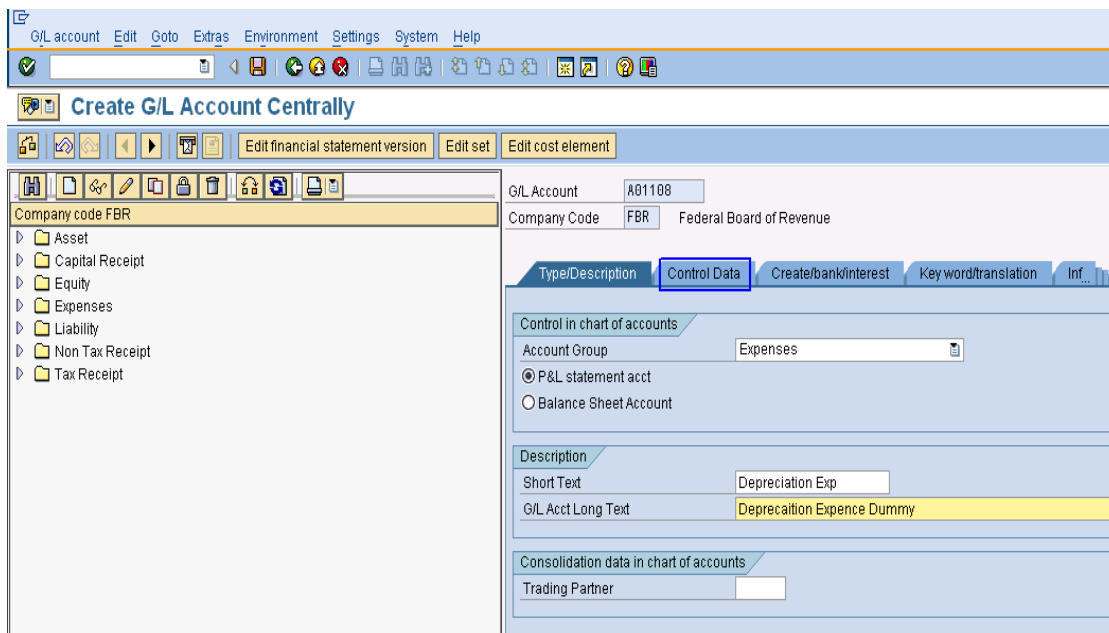
Select account group from drill down list, for example select “Expenses”.

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Account group & description

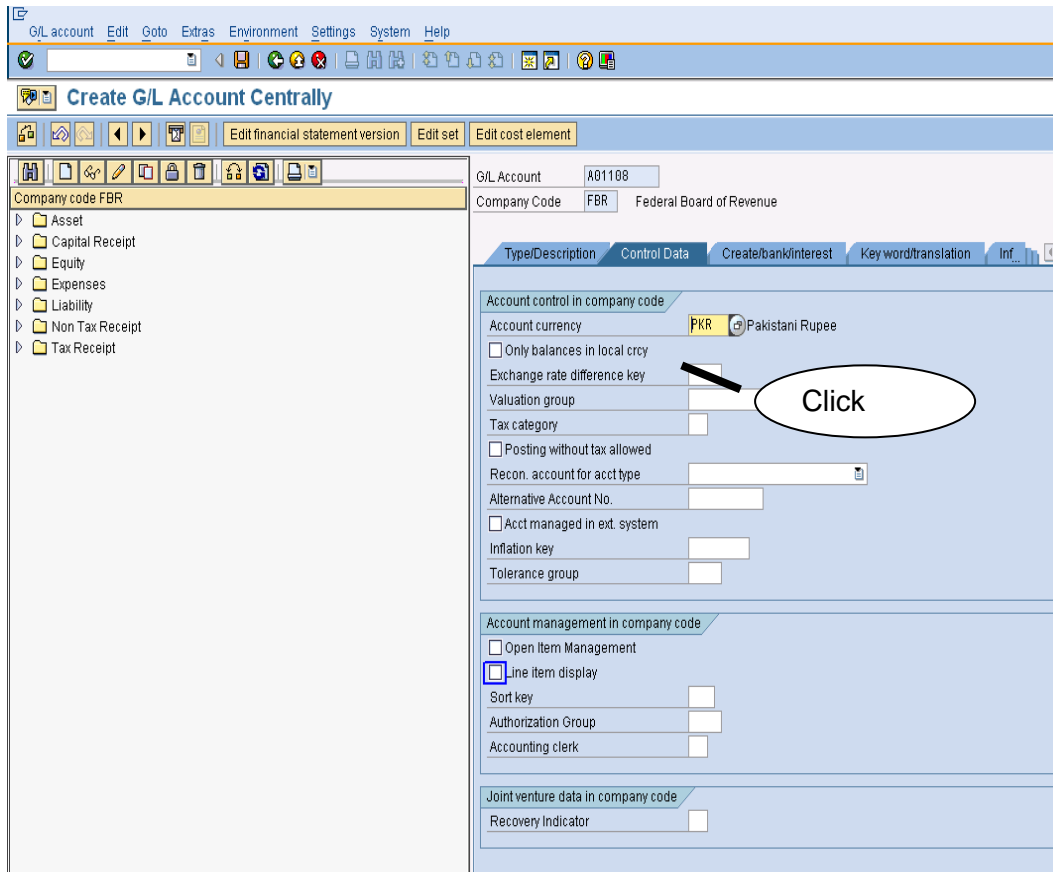
Select radio button Balance sheet account and enter descriptions.



Control Data Tab

Click on “control data “Tab, enter information which are given below table.

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User inputs

Field Name	Description	R/O/C	Comments
Only balance in local currency	Indicates that balances are updated only in local currency when users post items to this account.	O	Set this indicator for accounts in which you do not want the system to update transaction figures separately by currency.
Exchange rate difference Key	Key for account determination in valuating foreign currency amount sported to balance sheet accounts.	O	
Valuation group	The exchange rate type is determined from the foreign currency total when the valuation is carried out	O	
Tax category	use the account for tax-relevant postings	O	
Posting without tax allowed	Indicates that the account can still be posted to even if a tax code has not been entered	O	
Recon. Account for account type	An entry in this field characterizes the G/L account as a reconciliation account	R/O	When creating a Reconciliation account , you must have to select
Acct. managed in ext. system	Here you define whether the account should be managed in another system	O	If you are working with distributed systems.
Inflation key		O	If you want to adjust this

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			account for inflation.
Tolerance group		<input type="radio"/>	
Open item management	Items posted to accounts managed on an open item basis are marked as open or cleared.	<input type="radio"/>	
Line item display		<input type="radio"/>	Set if you want to see the line items in the entry view
Sort key	it sorts the items according to the content of the Allocation field	<input type="radio"/>	
Authorization group	allows extended authorization protection for particular objects	<input type="radio"/>	
Accounting clerk	Identification code for the accounting clerk.	<input type="radio"/>	
Recovery indicator	If there is a Joint venture.	<input type="radio"/>	

Account Currency = **PKR**

Tax category choose * for All tax types allowed.

Tax Category Selection

Enter * in Tax Category field, it will show possible entries screen.

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G/L account Edit Goto Extras Environment Settings System Help

Create G/L Account Centrally

Edit financial statement version Edit set Edit cost element

G/L Account 17254001
Company Code FBR Federal Board of Revenue

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

Account control in company code
Account currency PKR Pakistani Rupee
 Only balances in local crcy
Exchange rate difference key
Valuation group
Tax category
 Posting without tax allowed
Recon. account for acct type
Alternative Account No.
 Acct managed in ext. system
Inflation key
Tolerance group

Account management in company code
 Open Item Management
 Line item display
Sort key
Authorization Group
Accounting clerk

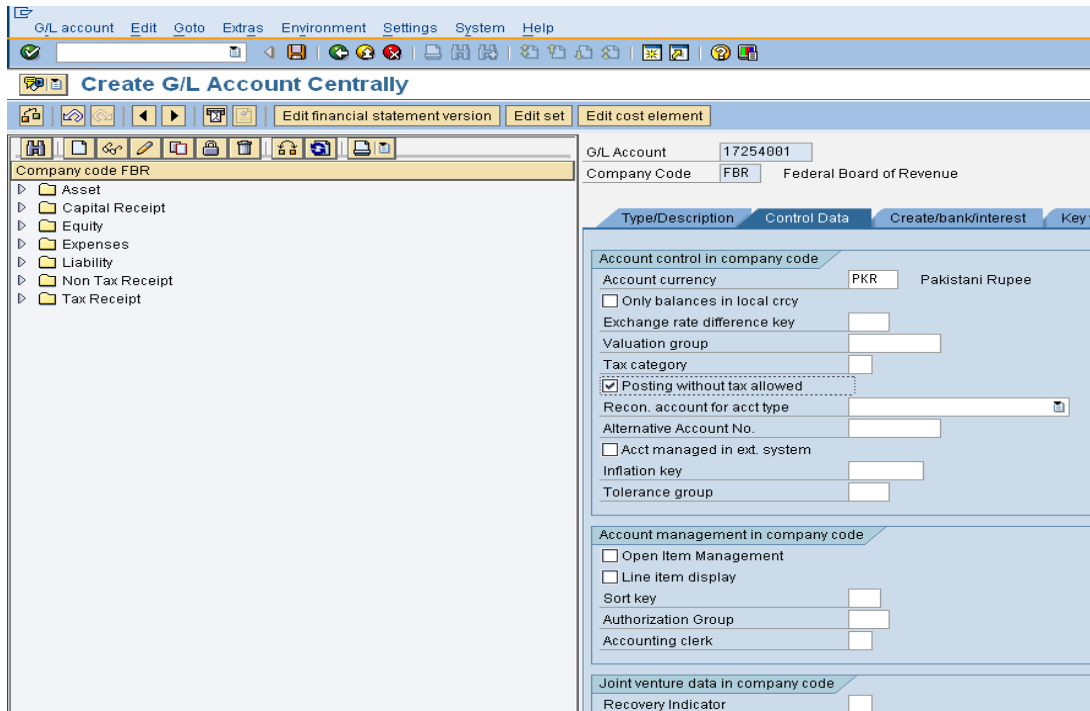
Joint venture data in company code
Recovery Indicator

Possible Entries: MWSKZ

St	Name
-	Only input tax allowed
+	Only output tax allowed
*	All tax types allowed
<	Input Tax Account
>	Output Tax Account
-B	Input tax - down payments managed gross
+B	Output tax - down payments managed gross
VO	Sales Tax Exempt

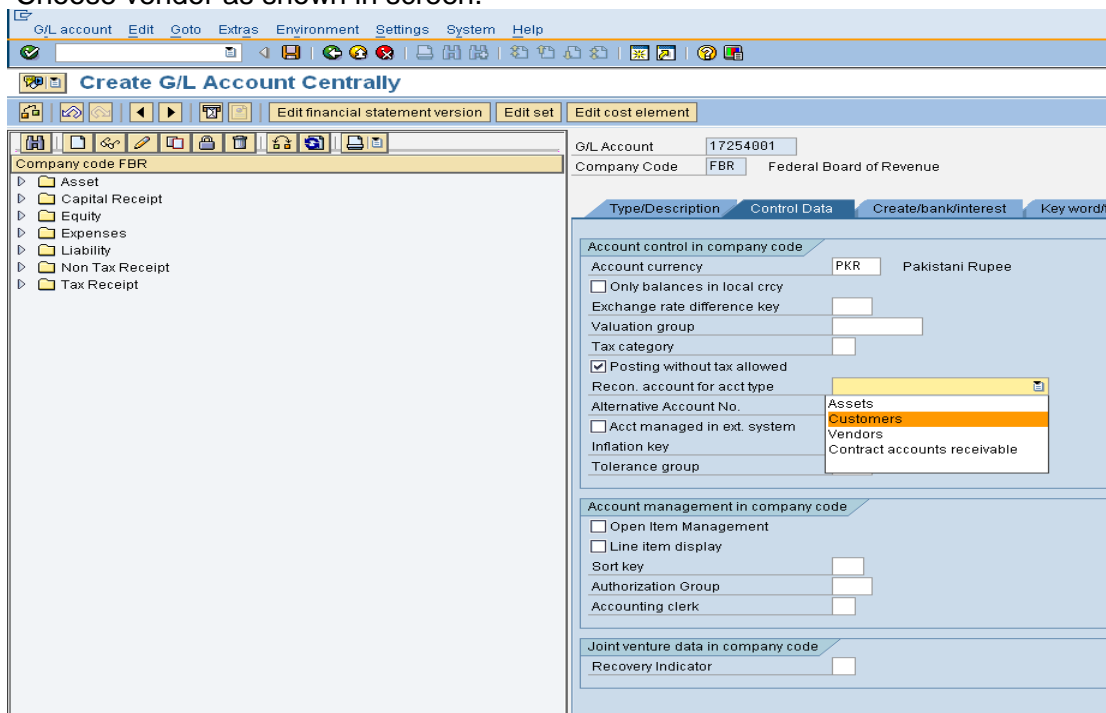
Select posting without tax allowed

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Choose Recon .account type from drill down menu

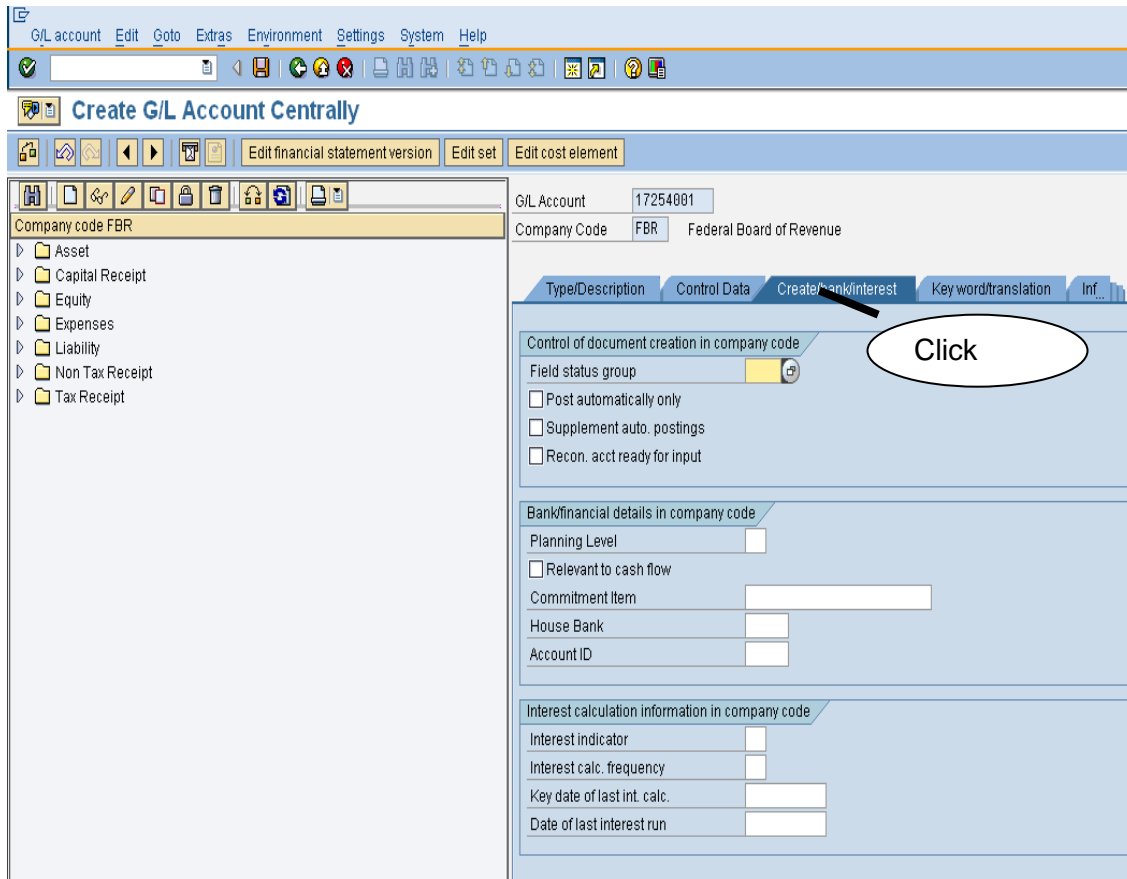
Choose vendor as shown in screen.



Create/Bank/Interest Tab

Click on Create/bank/interest tab and enter the following in formations which are given below.

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User Input

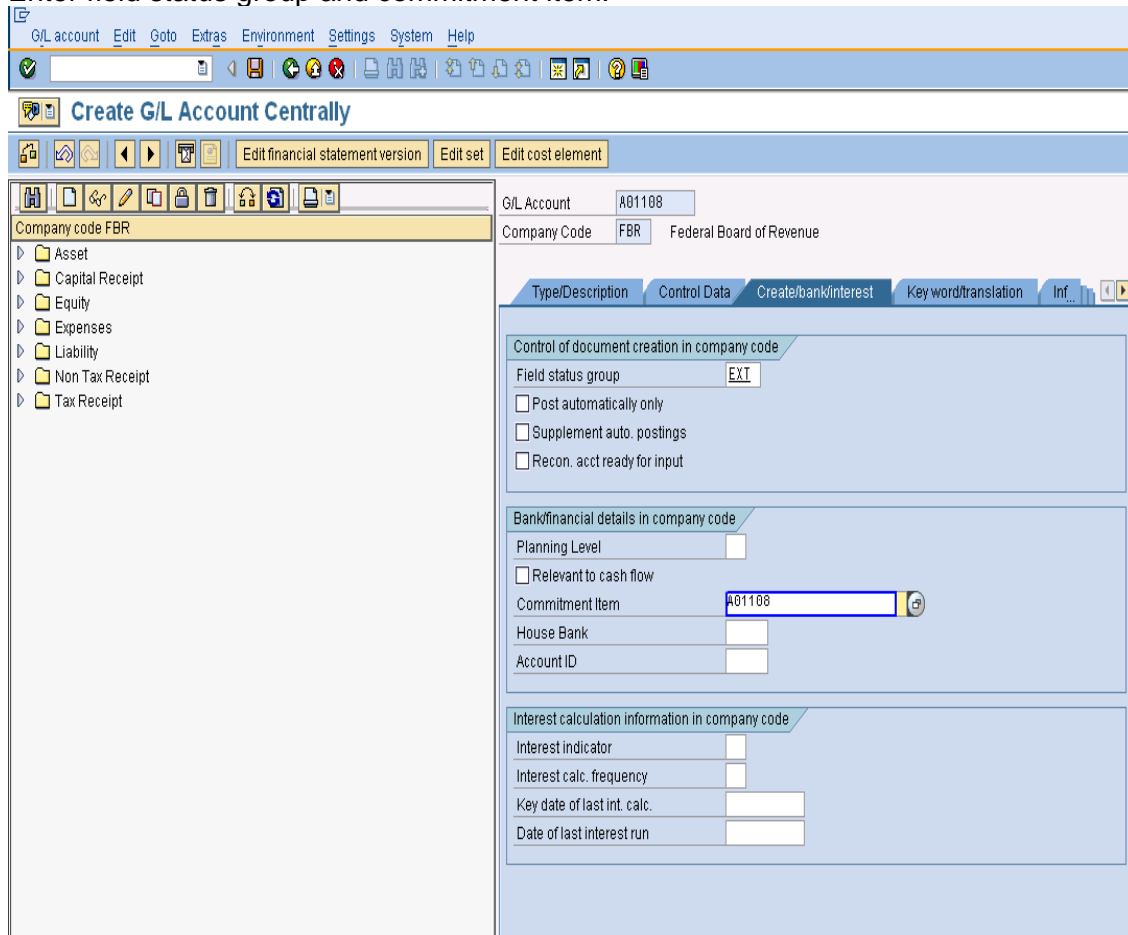
Field Name	Description	R/O/C	Comments
Field status group	Determines the screen layout for	R	
Post automatically only	Indicates that this account can only be posted to by the system using account determination tables	O	
Supplement auto. Postings	Indicates that line item which is generated automatically by the system for this account can be supplemented manually.		
Recon. Account ready for input	Indicator which determines that the reconciliation account is ready for input when posting a document.	O	
Planning level	used to control displays in Cash Management	O	
Relevant to cash flow	Determines that the GL Account is a cash flow account.	O	
Commitment item	For assigning budget.	O	
House bank	To determine bank data	O	

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Account id		O	
Interest indicator	Procedure of interest to be calculated	O	
Interest calc. frequency	Frequency of monthly interest calculation	O	
Key date of last int. calc	Date for calculation of interest	O	
Date of last interest run		O	

Field status group selection

Enter field status group and commitment item.




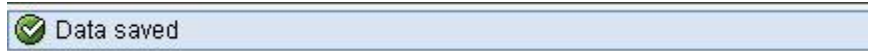
The screenshot shows the SAP 'Create G/L Account Centrally' interface. The 'G/L Account' field is set to 'A01108' and the 'Company Code' is 'FBR' (Federal Board of Revenue). The left sidebar shows a tree view of account types: Asset, Capital Receipt, Equity, Expenses, Liability, Non Tax Receipt, and Tax Receipt. The main area is divided into three sections:

- Control of document creation in company code:**
 - Field status group: EXT
 - Post automatically only
 - Supplement auto. postings
 - Recon. acct ready for input
- Bank/financial details in company code:**
 - Planning Level:
 - Relevant to cash flow
 - Commitment Item: A01108
 - House Bank:
 - Account ID:
- Interest calculation information in company code:**
 - Interest indicator:
 - Interest calc. frequency:
 - Key date of last int. calc.:
 - Date of last interest run:

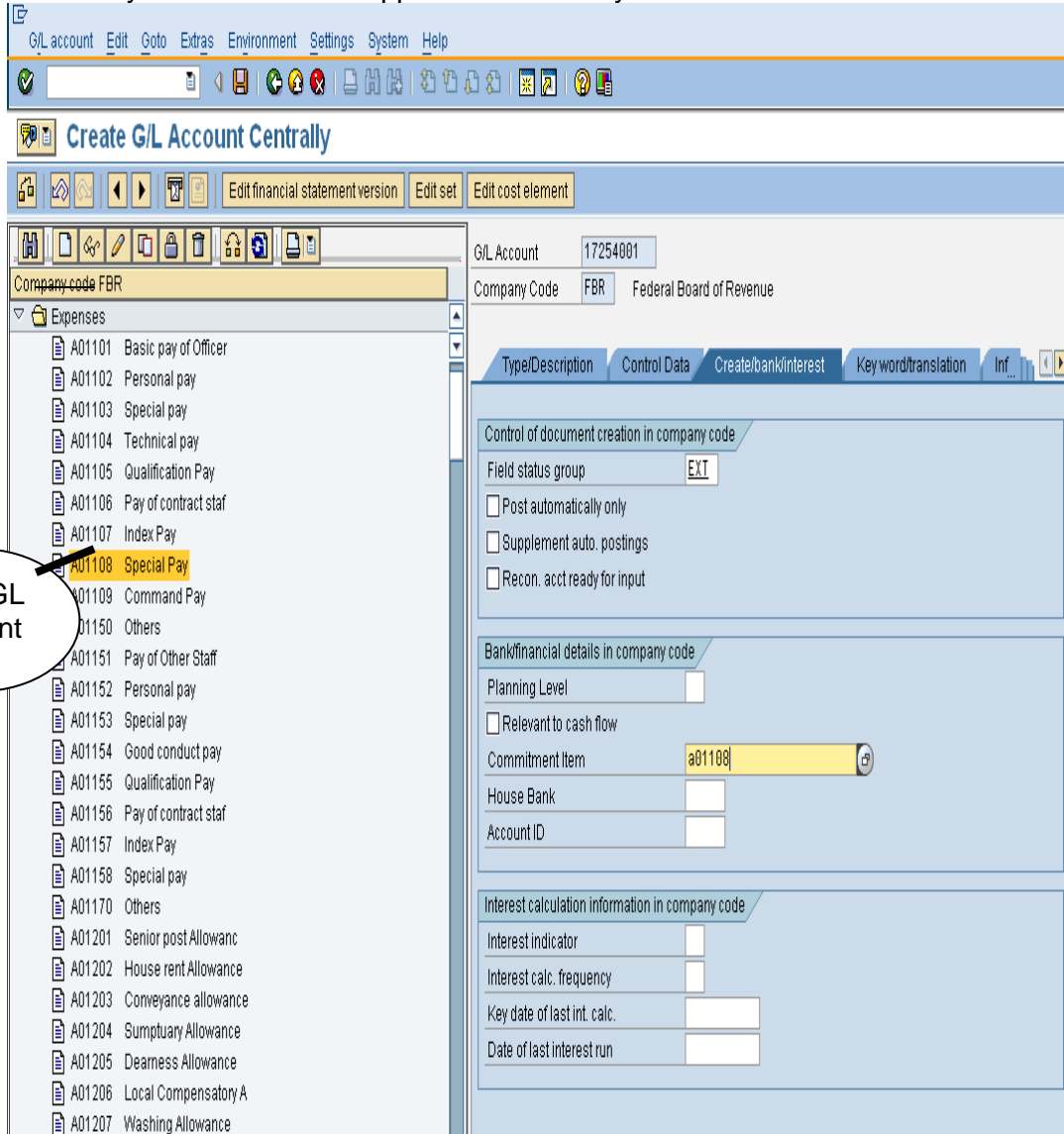
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Save Master Data.

Click on  to save master data. A message on the bottom of the screen will appear shown below:



And newly created account appears in hierarchy.



The screenshot shows the SAP 'Create G/L Account Centraly' window. On the left, a tree view displays the account hierarchy under 'Expenses'. The account 'A01108 Special Pay' is highlighted, and a callout bubble points to it with the text 'New GL account'. The right pane shows configuration options for this account, including 'Control of document creation in company code', 'Bank/financial details in company code', and 'Interest calculation information in company code'. The 'Commitment Item' field is set to 'a01108'.

End of transaction

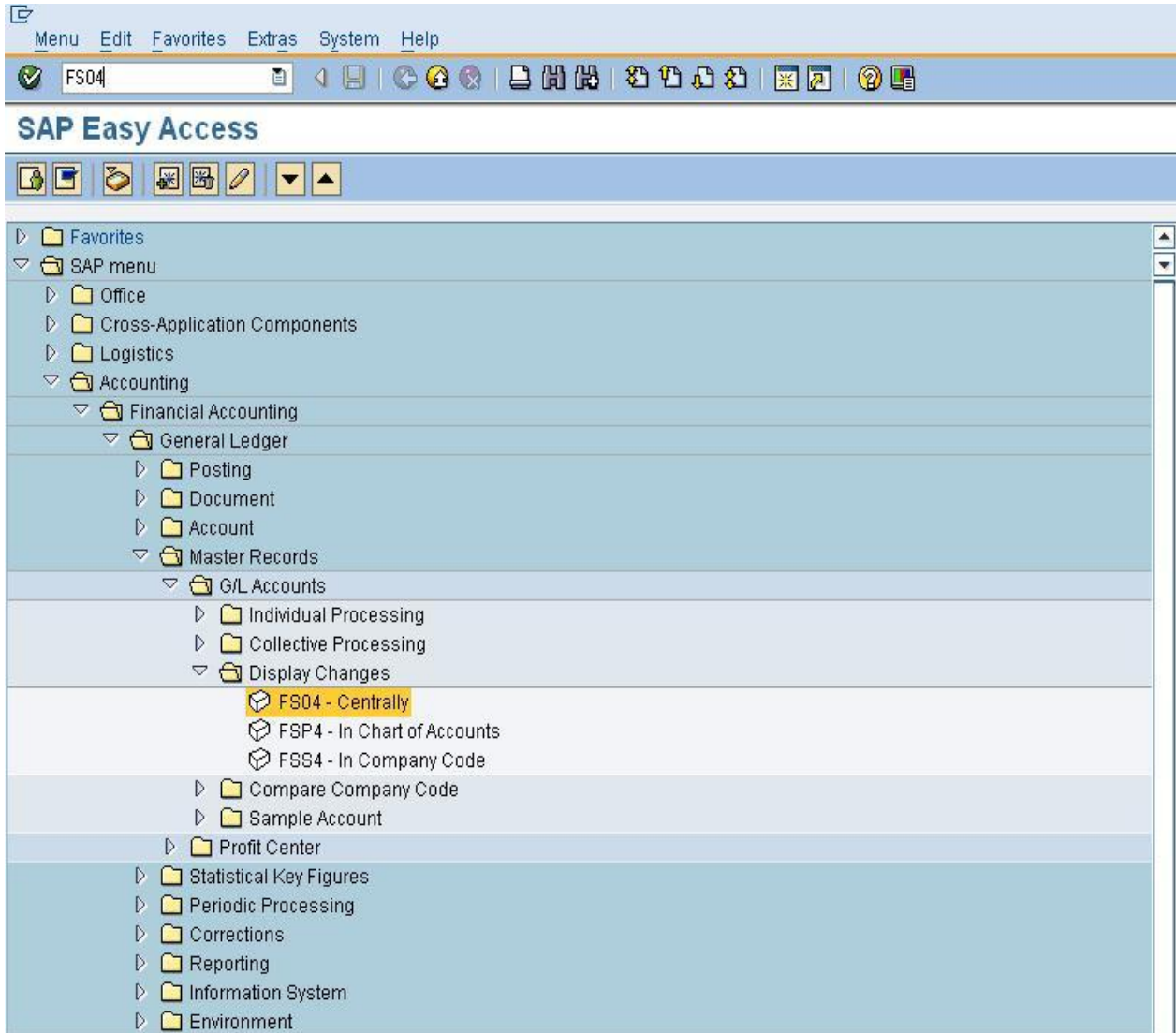
1.2 Display Changes GL Account Master Data.

Required User Input (FS04)

Enter Transaction Code FS04 in Command Field or navigate through tree menu.

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Via Transaction Code	FS04
Menu	Accounting>Financial Accounting>General Ledger>Master Records >G/L Accounts>Display Changes>Centrally

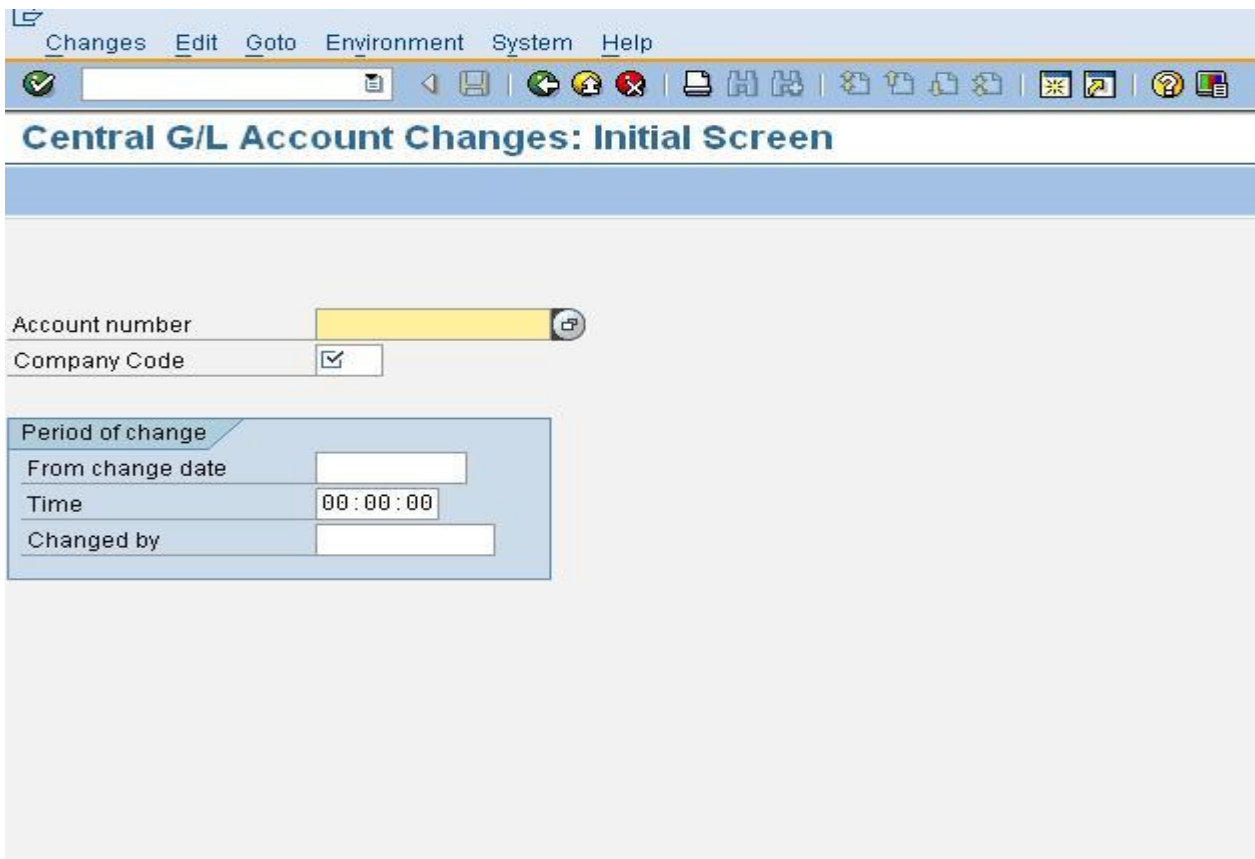


Press enter or  to run the transaction.

Central G/L Account Changes: Initial Screen

Click on central G/L Account changes initial screen and enter the following information which is given below.

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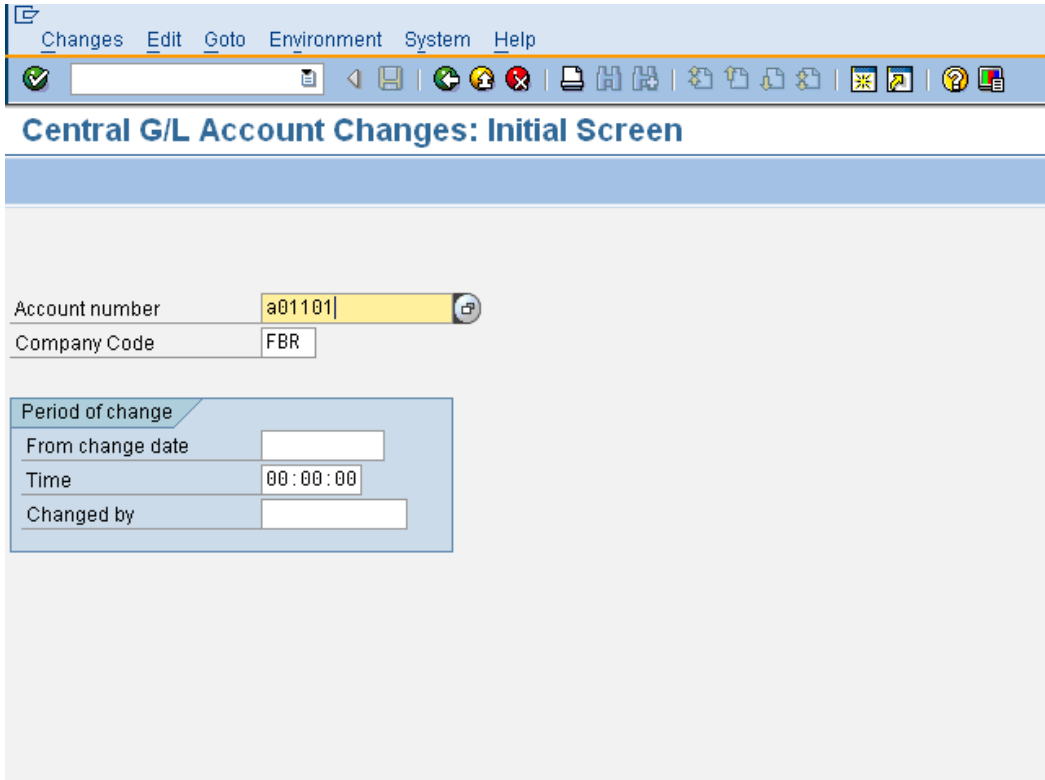


User Inputs

Field Name	Description	R/O/C	Comments
Account number	GL account number to see changes	R	
Company code	Insert FBR	R	
	Period of change		
From Change date	displays changes which were made as from the input date	O	
Time	Displays changes which were made as from the input time.	O	
Changed by	Displays changes which were made as from user.	O	

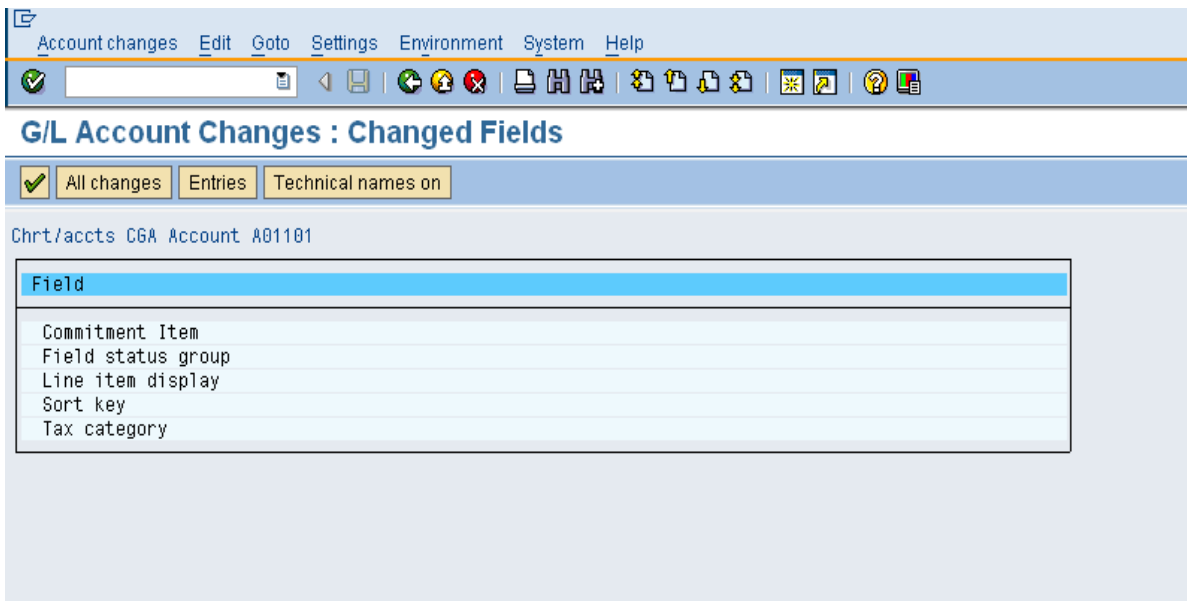
Enter the Account number and company code.

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Press “Enter” to continue

G/L Account Changes: Changed Fields Screen



Display All Changes

Click on push button “All Changes” to see all changes made to the GL account.

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Account changes Edit Goto Settings Environment System Help

G/L Account Changes : Changed Fields

All changes Entries Technical names on

Chrt/accts All changes (F6) **Click here or press F6**

Field
Commitment Item
Field status group
Line item display
Sort key
Tax category

G/L Account Changes: Overview Screen

Account changes Edit Goto Settings Environment System Help

G/L Account Changes : Overview


Changed fields Entries Technical names on

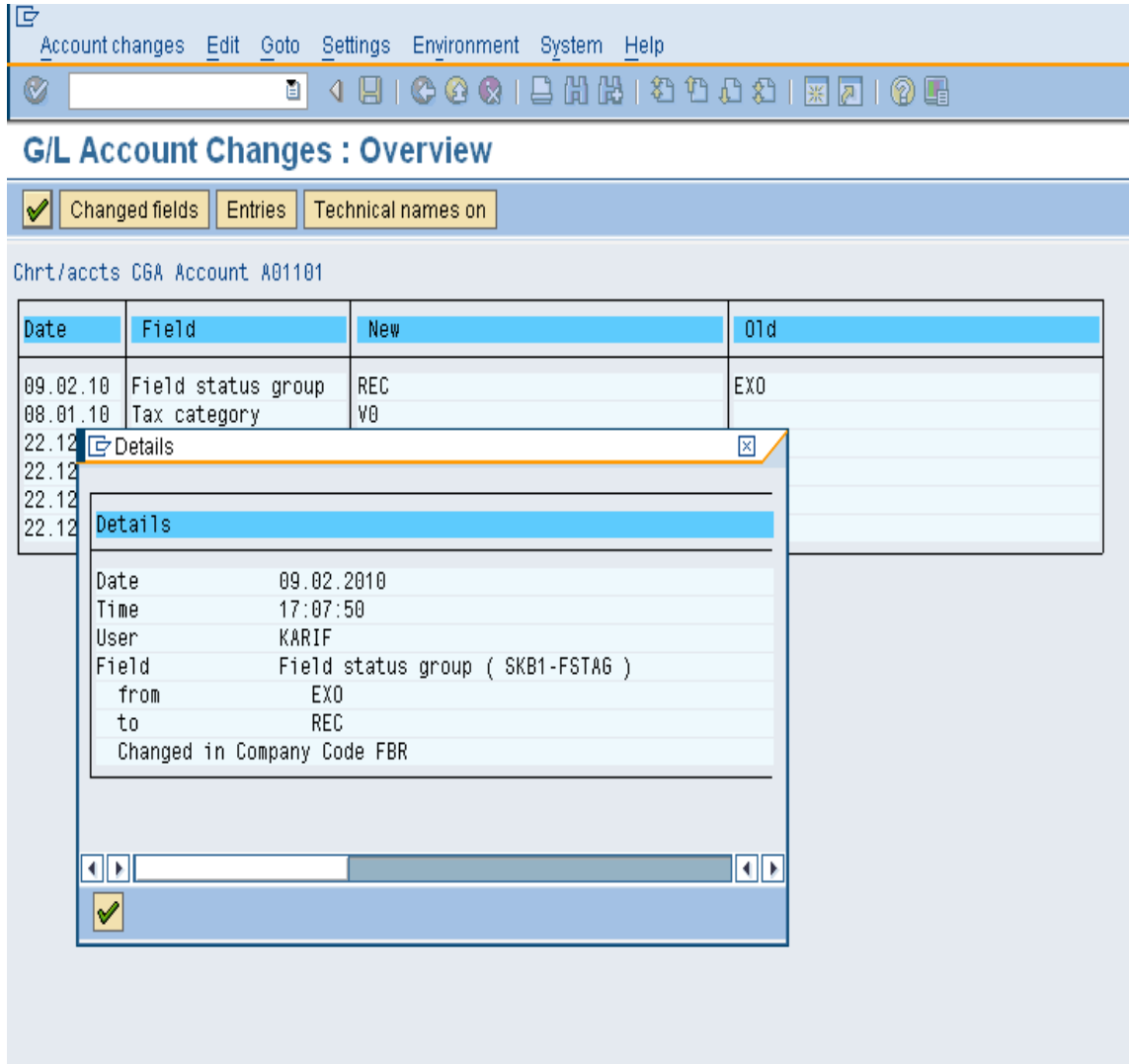
Chrt/accts CGA Account A01101

Date	Field	New	Old
09.02.10	Field status group	REC	EX0
08.01.10	Tax category	V0	
22.12.09	Sort key	002	
22.12.09	Commitment Item	A01101	
22.12.09	Field status group	EXT	6004
22.12.09	Line item display	X	

Click  to see details.

Details

By click  a details window will prompt.



Account changes Edit Goto Settings Environment System Help

G/L Account Changes : Overview

Changed fields Entries Technical names on

Chrt/accts CGA Account A01101

Date	Field	New	Old
09.02.10	Field status group	REC	EXO
08.01.10	Tax category	V0	
22.12			
22.12			
22.12			
22.12			

Details

Date 09.02.2010
 Time 17:07:50
 User KARIF
 Field Field status group (SKB1-FSTAG)
 from EXO
 to REC
 Changed in Company Code FBR

Click  to continue.

Entries push button.

Click Entries push button to display entry view as shown below:

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Account changes Edit Goto Settings Environment System Help

G/L Account Changes : Overview

Changed fields
 Entries
 Technical names on

Chrt/accts CGA Account A01101

Date	Object Entered	Key
23.12.09	G/L account master	A01101
17.11.09	G/L account mast	01
17.11.09	G/L Account Master	A01101
17.11.09	G/L Account Master (Chart of	CGA A01101

Click here

Technical names on

Click on "Technical names on" push button to display technical names of objects entered

Account changes Edit Goto Settings Environment System Help

G/L Account Changes : Overview

Changed fields
 Entries
 Technical names on

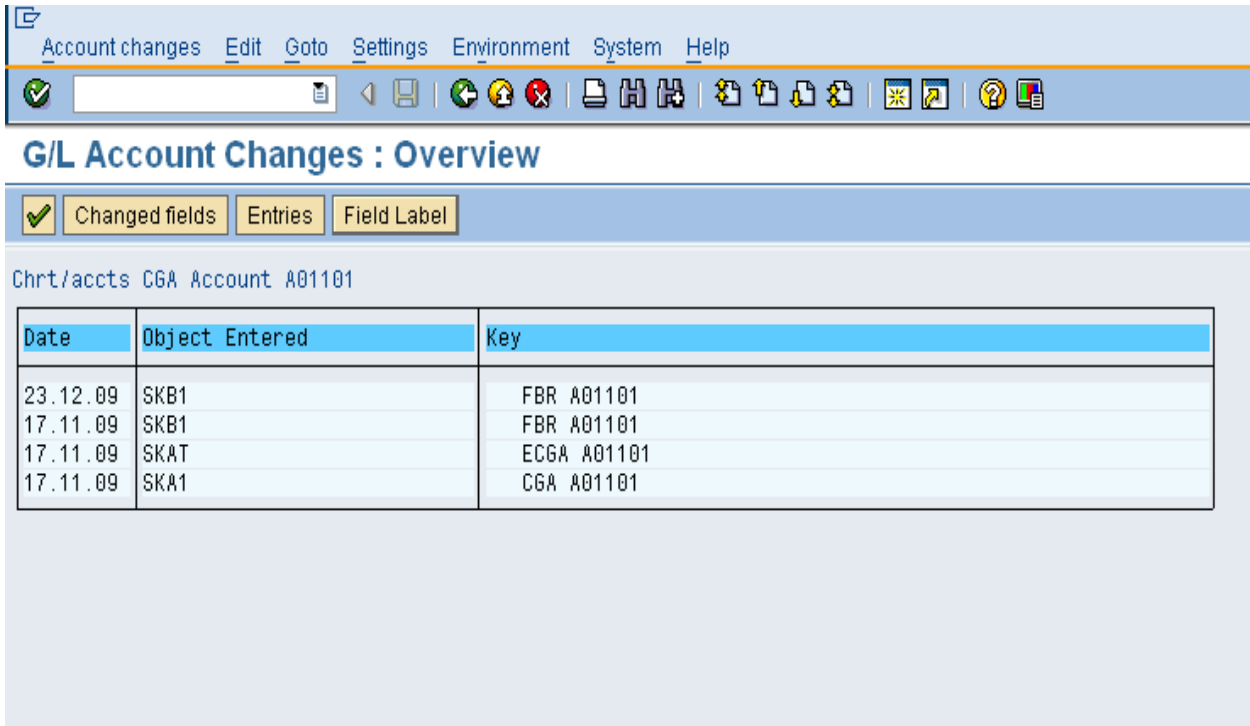
Chrt/accts CGA Account A01101

Technical names on (Shift+F8)

Date	Object Entered	Key
23.12.09	G/L account master (company	FBR A
17.11.09	G/L account master (company	FBR A01101
17.11.09	G/L Account Master Record (C	ECGA A01101
17.11.09	G/L Account Master (Chart of	CGA A01101

Click here

Technical names display



The screenshot shows the SAP 'G/L Account Changes: Overview' screen. At the top, there is a menu bar with options: Account changes, Edit, Goto, Settings, Environment, System, and Help. Below the menu is a toolbar with various icons for navigation and actions. The main title is 'G/L Account Changes : Overview'. Below the title, there are three tabs: 'Changed fields' (selected), 'Entries', and 'Field Label'. The main content area displays 'Chrt/accts CGA Account A01101' and a table with the following data:

Date	Object Entered	Key
23.12.09	SKB1	FBR A01101
17.11.09	SKB1	FBR A01101
17.11.09	SKAT	ECGA A01101
17.11.09	SKA1	CGA A01101

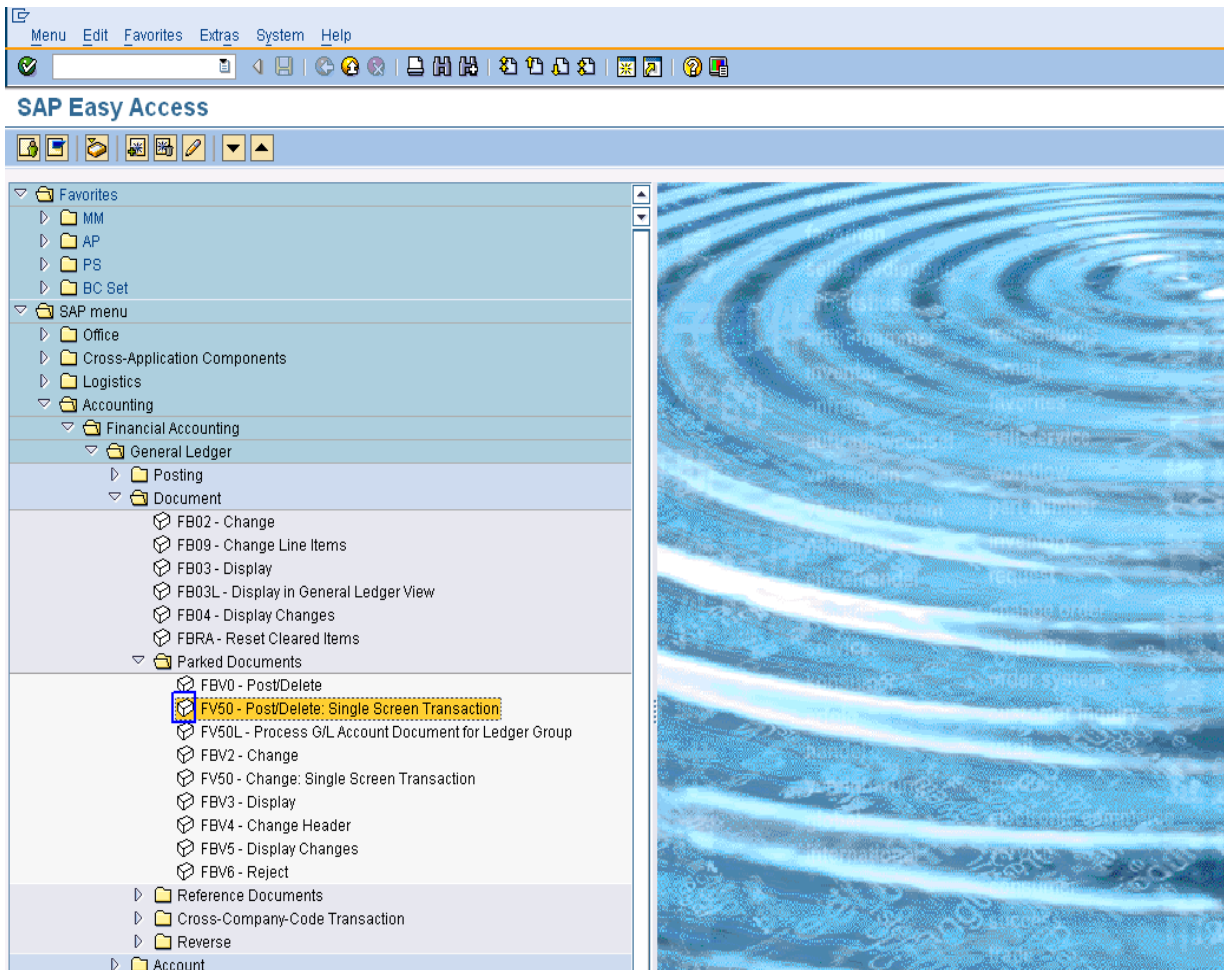
SECTION 2 GENERAL LEDGER BUSINESS TRANSACTIONS

2.1 Park Document (Single Screen Transaction)

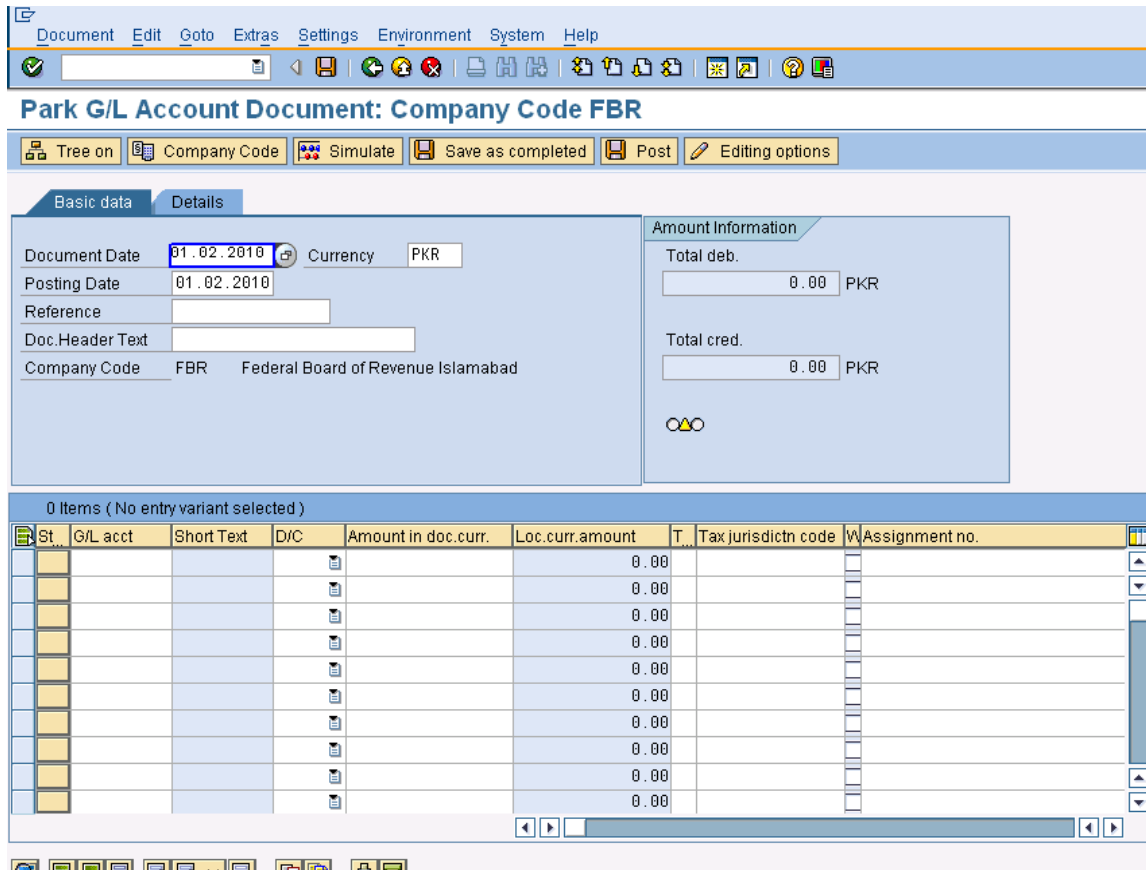
Access transaction by:

Via Menus	Accounting > Financial Accounting > General Ledger > Posting > Document > Park Documents > "Post/Delete: Single Screen Transaction"
Via Transaction Code	FV50

Click on "Post/Delete: Single Screen Transaction", enter the following information in the field as specified in the table below.



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Document Date: 01.02.2010 Currency: PKR
 Posting Date: 01.02.2010
 Reference:
 Doc. Header Text:
 Company Code: FBR Federal Board of Revenue Islamabad

Amount Information
 Total deb.: 0.00 PKR
 Total cred.: 0.00 PKR

0 Items (No entry variant selected)

St	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T	Tax jurisdictn code	W	Assignment no.
					0.00				
					0.00				
					0.00				
					0.00				
					0.00				
					0.00				
					0.00				
					0.00				
					0.00				
					0.00				

User Input:

Field Name	Description	R/O	Comments
Doc. date	Source document date.	R	Enter a document date.
Currency	If a document is in foreign currency, enter the foreign currency code.	O	For exchange rate Users are given 3 choices: - User need not enter an exchange rate. The system determines the exchange rate from the Exchange Rate Table based on the posting date of the Invoice. - User enters a Translation Date in the Details tab. The system determines the exchange rate from the Exchange Rate Table based on the translation date. - User manually enters the exchange rate in the Details tab. Note : Use this Currency field to enter TARP related Foreign Currency transactions. A warning message will appear at the bottom of the screen if exchange rate deviates from table rate. Press <Enter> to bypass the message.
Posting date	Date for posting a document to financial accounting. This will determine which fiscal period (also known as posting period) the transaction is recognized.	R	Enter a posting date.
Period	This is the posting period. It	O	If you are posting to Special Periods 13 to 16,

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Field Name	Description	R/O	Comments
	will change according to the posting date you have entered. There is no requirement to enter or change the period unless posting to special periods i.e. periods 13 to 16. Special periods are often used for year-end adjustments.		then enter a period. Otherwise leave as blank.
Reference	One of the key fields that can be used to search for documents at a later retrieval date. Any user-defined text.	R	
Short txt	The document header text contains explanations or notes which apply to the document, that is, not only for certain line items.	O	
Doc. type	This field is used by SAP for the following: 1. Determination of document number to be assigned to the transaction. 2. Can be used to limit the usage for the account types. Default document type for Post G/L document is SA.	R	Select a document type from the drop-down list if you want to change the document type
G/L account	Account which is to be posted to.	R	Click on the drop-down arrow to view a list of available G/L accounts or use F4 Help.
D/C	Debit or Credit.	R	Enter Debit or Credit.
Amount in Doc. Curr.	Debit or credit amount to be posted.	R	Enter an amount.
Cost center	A cost center is required for Profit and Loss accounts.	R/O	The cost center is entered only in case if GL account is of Expense nature
Internal Order	A Internal Order is required for Profit and Loss accounts where it is marked as required entry.	R/O	Internal Order is required field for the transactions related to office accomodation, residential accomodation, Telephone and Vehicles.
Text	A 50 character description of the transaction if required.	R/O	

Step 01: Enter the document date and posting date.

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Document Edit Goto Extras Settings Environment System Help

Park G/L Account Document: Company Code FBR

Tree on Company Code Simulate Save as completed Post Editing options

Basic data Details

Document Date 01.02.2010 Currency PKR
 Posting Date 01.02.2010
 Reference
 Doc.Header Text
 Company Code FBR Federal Board of Revenue Islamabad

Amount Information
 Total deb. 0.00 PKR
 Total cred. 0.00 PKR
 COO

0 Items (No entry variant selected)

St	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T	Tax jurisdictn code	Assignment no.
	a01101				0.00			
					0.00			
					0.00			
					0.00			
					0.00			
					0.00			
					0.00			
					0.00			
					0.00			

Step 02: Enter the G/L account, Debit, amount and cost center in required fields.

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Document Edit Goto Extras Settings Environment System Help

Park G/L Account Document: Company Code FBR

Tree on Company Code Simulate Save as completed Post Editing options

Basic data Details

Document Date 01.02.2010 Currency PKR
 Posting Date 01.02.2010
 Reference
 Doc. Header Text
 Company Code FBR Federal Board of Revenue Islamabad

Amount Information
 Total deb. 5,000.00 PKR
 Total cred. 0.00 PKR

1 Items (No entry variant selected)

St	G/L acct	Short Text	D/C	Amount in doc.curr.	Text	Lo	Co	Tradin	Bus	Part	Cost center	Order	Fi	Sa
✓	A01101	Basic pay of CDebit		5,000.00		FBR					ka0444			
						FBR								
						FBR								
						FBR								
						FBR								
						FBR								
						FBR								
						FBR								
						FBR								

Press Enter to Continue.

Step 03: Enter the G/L account, credit, amount and cost center in required fields.

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Document Edit Goto Extras Settings Environment System Help

Park G/L Account Document: Company Code FBR

Tree on Company Code Simulate Save as completed Post Editing options

Basic data Details

Document Date 01.02.2010 Currency PKR
 Posting Date 01.02.2010
 Reference
 Doc.Header Text
 Company Code FBR Federal Board of Revenue Islamabad

Amount Information
 Total deb. 5,000.00 PKR
 Total cred. 0.00 PKR

1 Items (No entry variant selected)

St.	G/L acct	Short Text	D/C	Amount in doc.curr.	Value date	Text	Lo	Co	Tradin	Bus	Part	Cost center	Order
	A01101	Basic pay of	Debit	5,000.00			FBR			F001		KA0444	
	a01102		Credit	5000			FBR					ka0444	
							FBR						
							FBR						
							FBR						
							FBR						
							FBR						
							FBR						
							FBR						

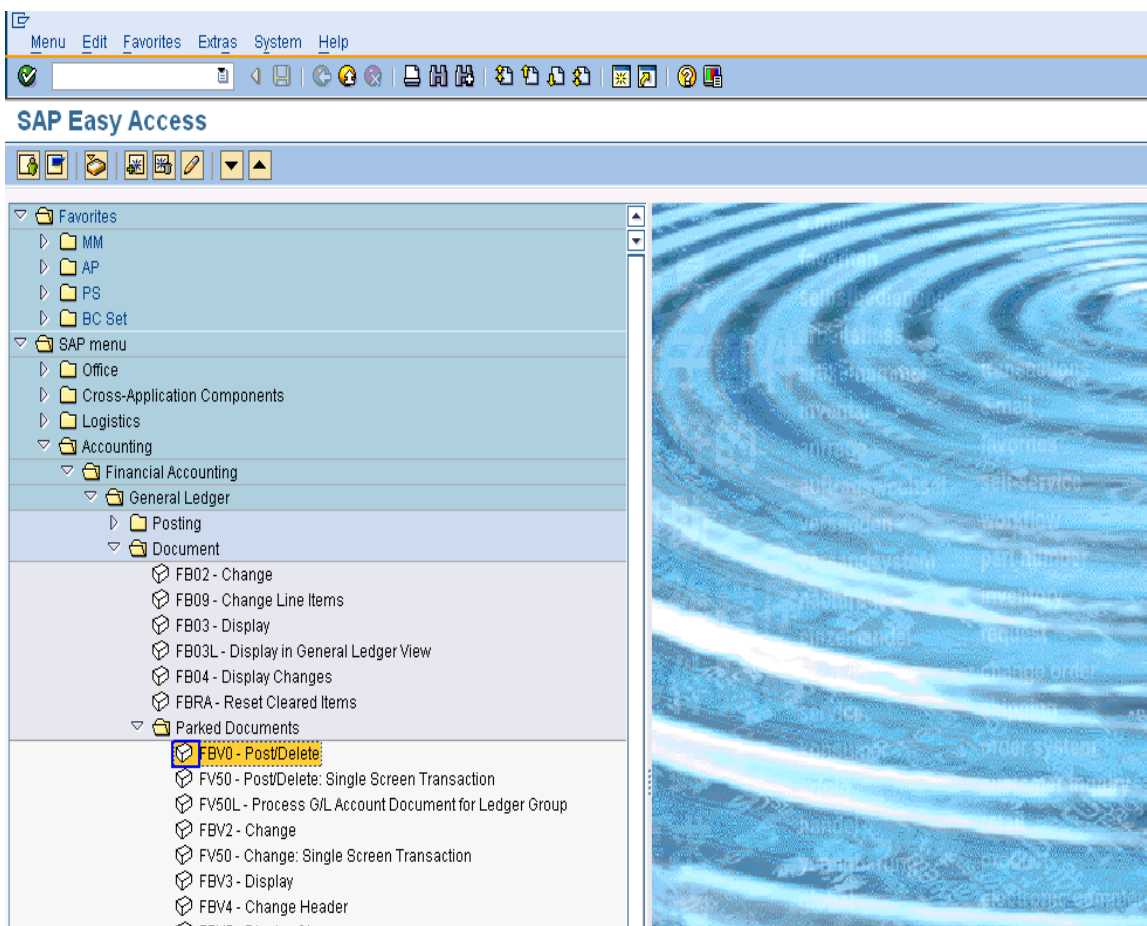
Press Enter or click to Continue

Click to park the Invoice.

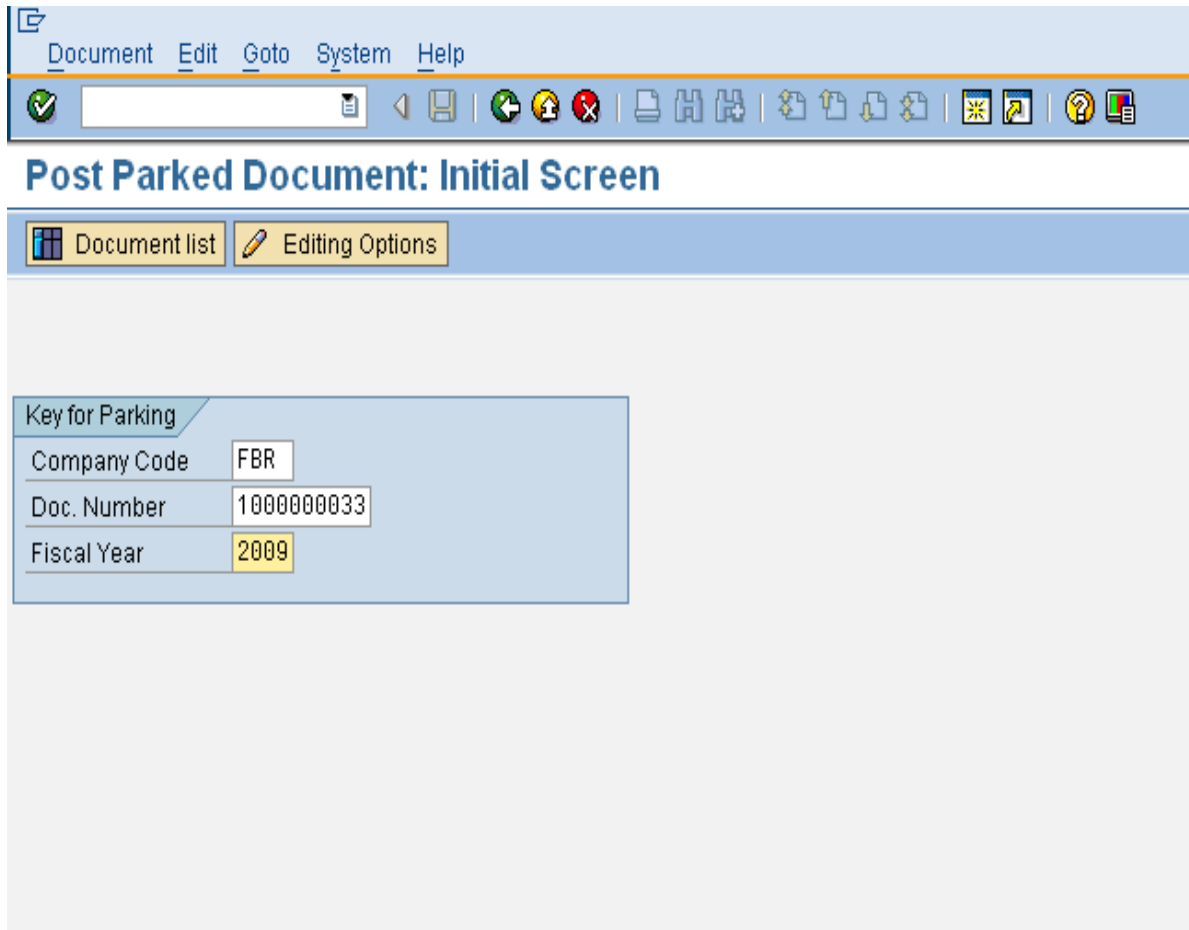
2.2 Post/Delete Park Document

Access transaction by:

Via Menus	Accounting > Financial Accounting > General Document > Document > Park Documents > Post/Delete
Via Transaction Code	FBV0



GENERAL LEDGER USER MANUAL



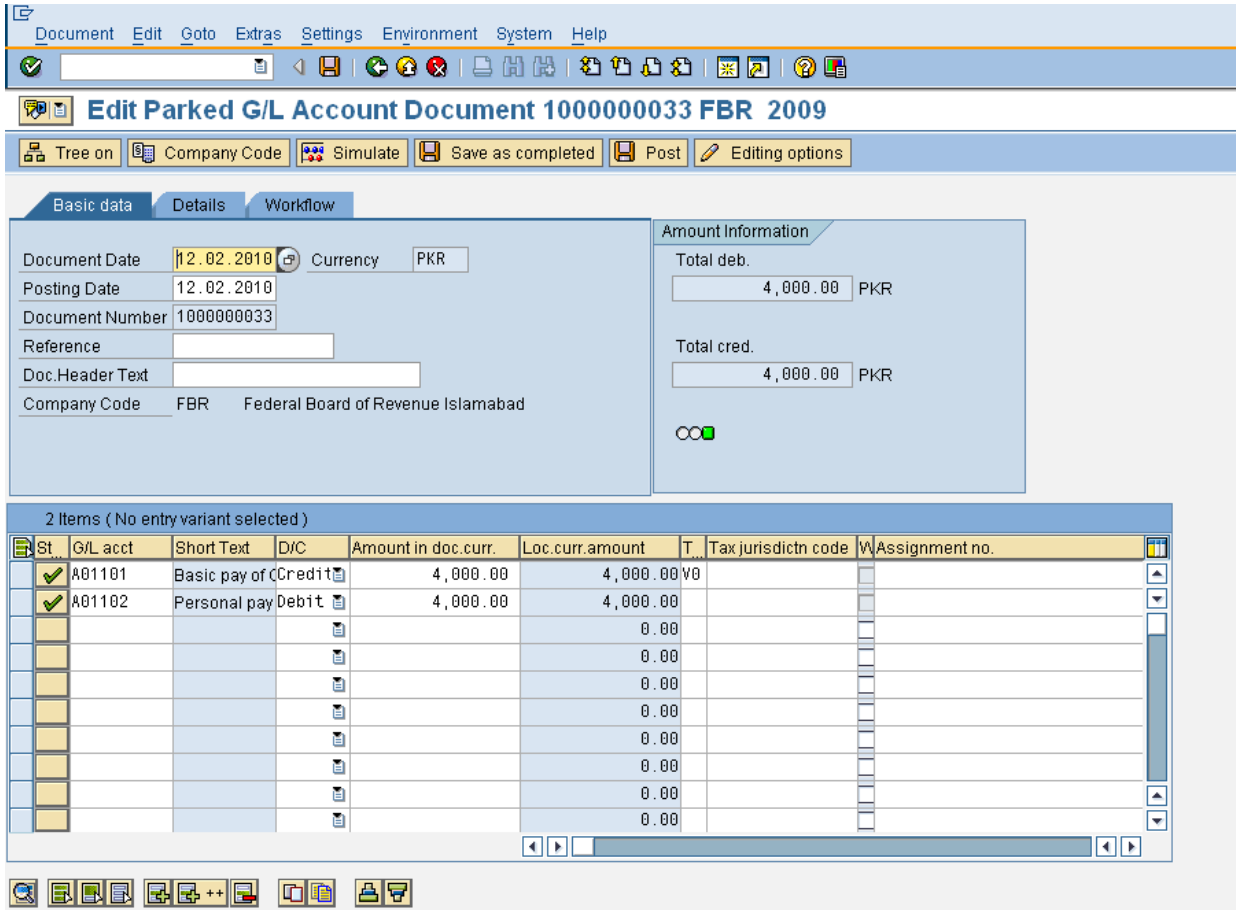
Click on “Post Parked Document: Initial screen”, enter the following information that are given below table.

User Input

Field Name	Description	R/O	Comments
Company Code	FBR	R	
Doc. Number	Enter the doc number which you want to post	R	Enter the Doc. Number
Fiscal Year	Source of year	R	Enter the year

Press Enter for Continue:

GENERAL LEDGER USER MANUAL



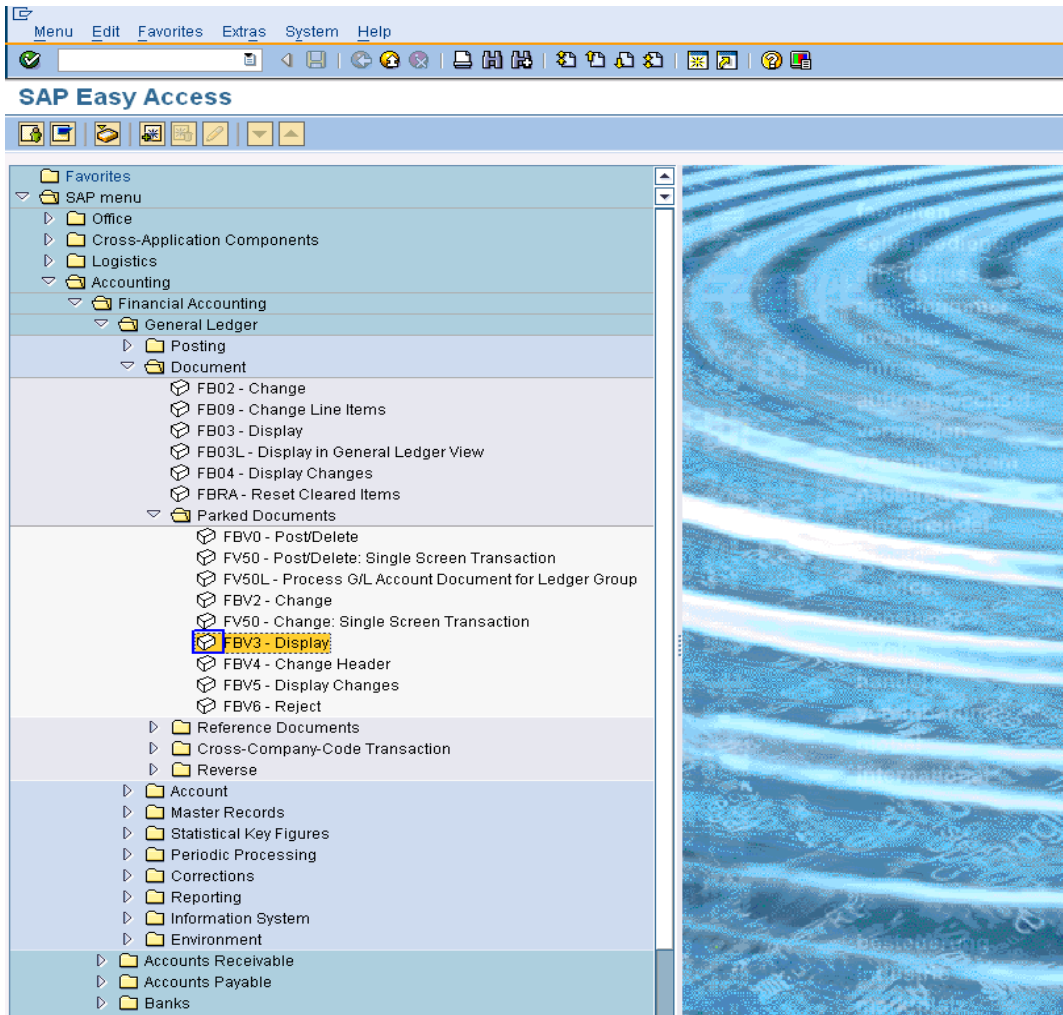
Click on Exit button.

2.3 Display Parked Document

Access transaction by:

Via Menus	Accounting > Financial Accounting > General Document > Document > Parked Documents > Display
Via Transaction Code	FBV3

GENERAL LEDGER USER MANUAL

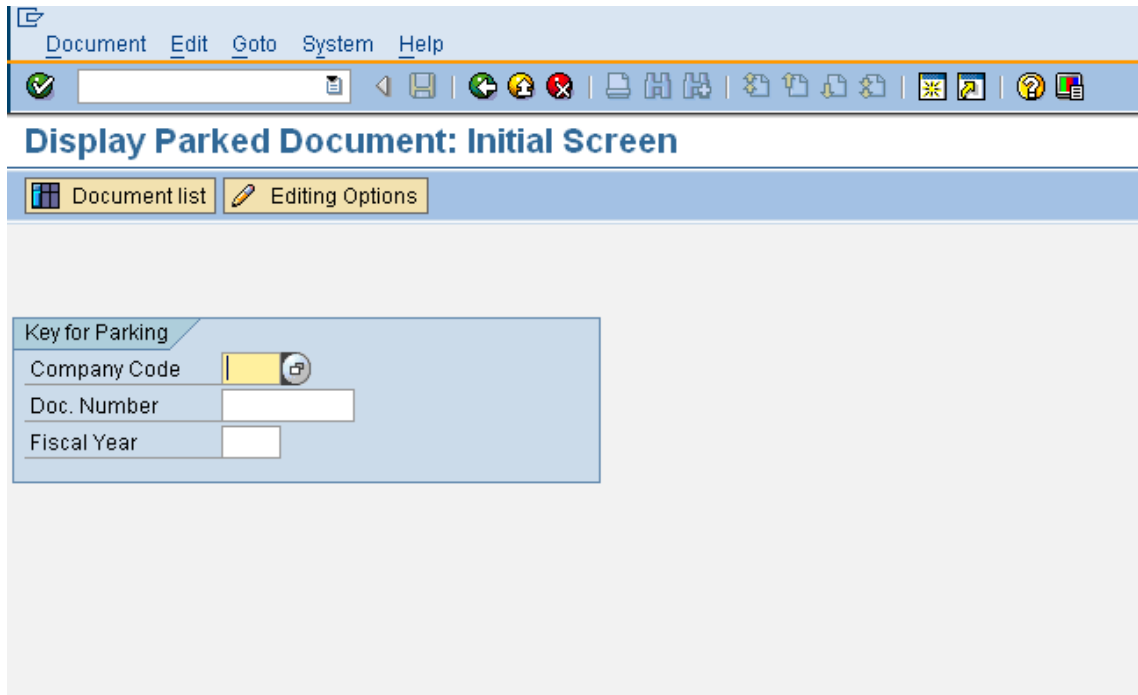


On screen “Display Parked Document: Initial screen”, enter the following information in the field as specified in the table below.

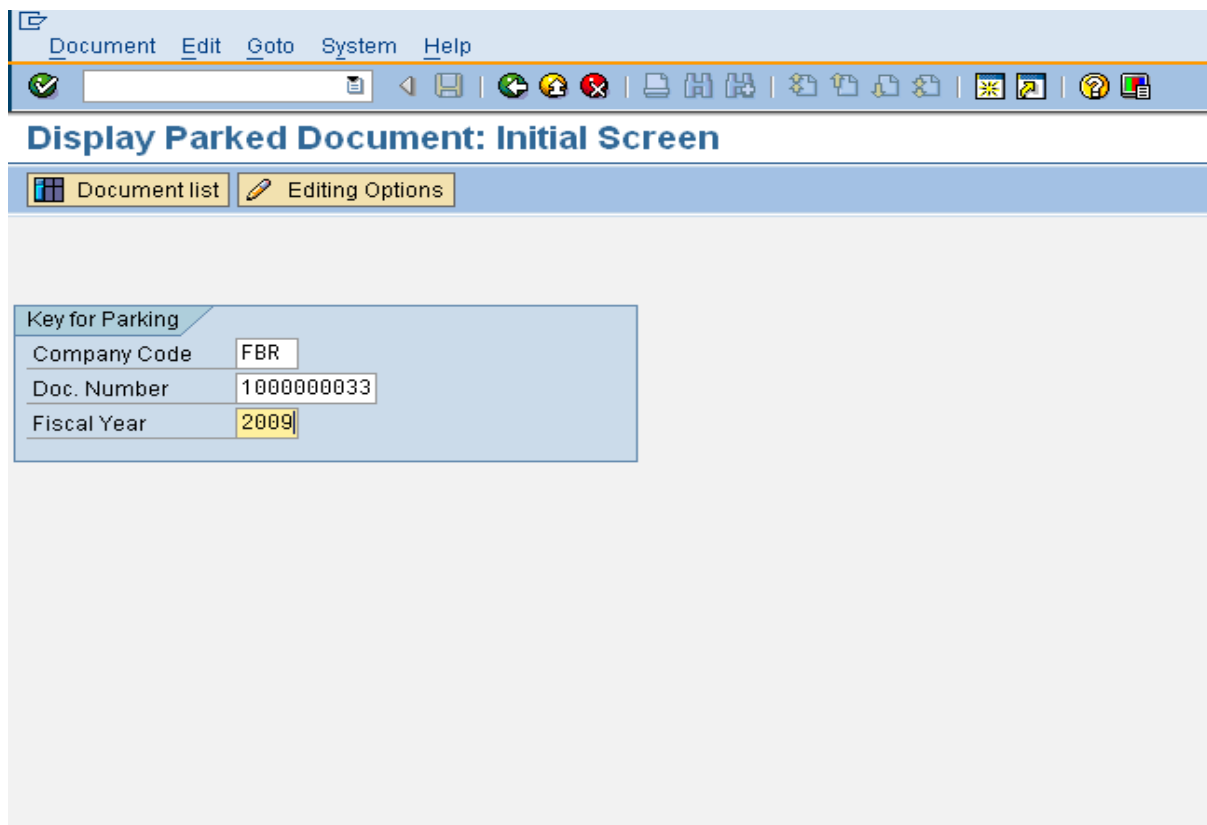
User Input:

Field Name	Description	R/O	Comments
Company Code	FBR	R	
Doc. Number	Enter the doc number which you want to Display	R	Enter the Doc. Number
Fiscal Year	Source of year	R	Enter the year

GENERAL LEDGER USER MANUAL

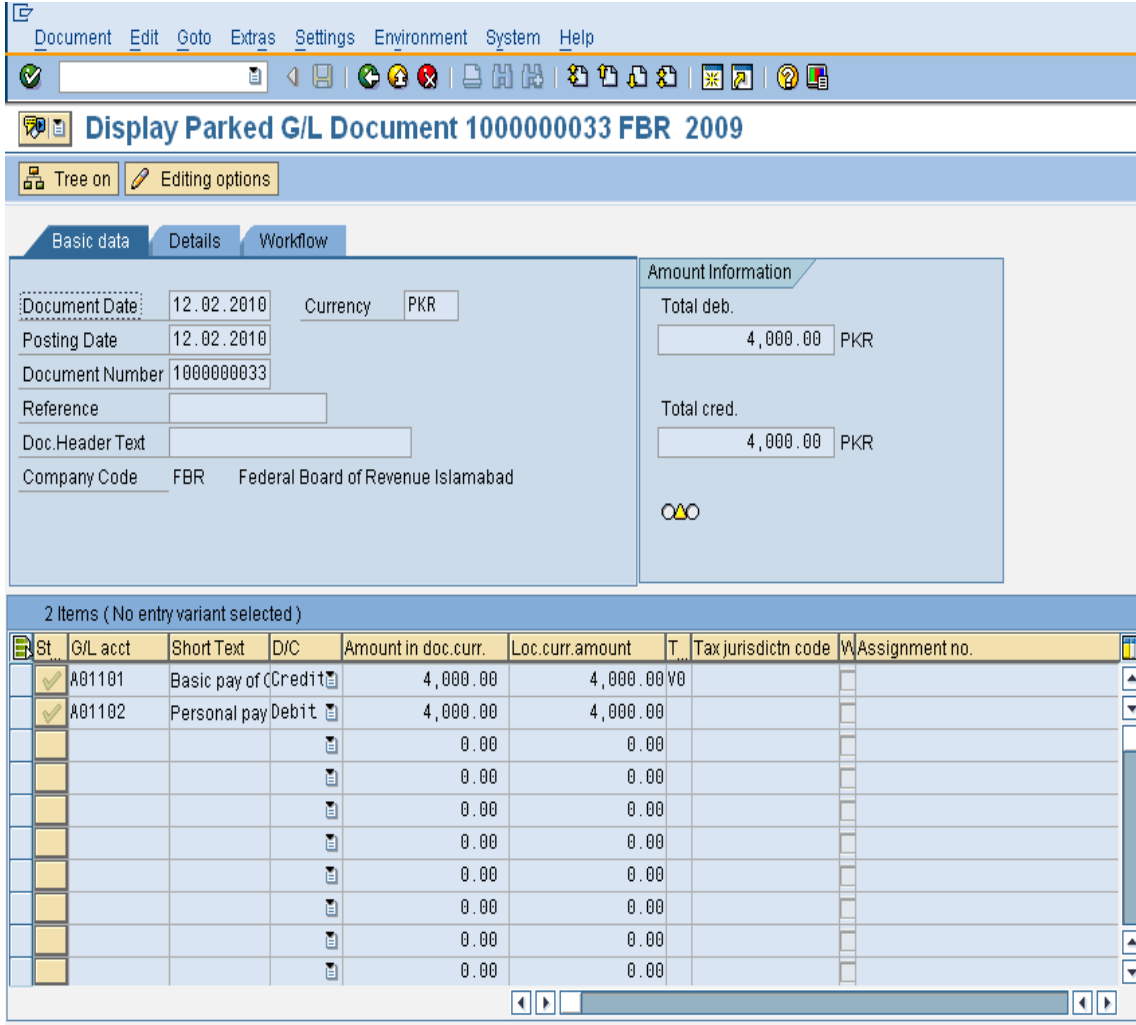


Enter data in specified fields which are mentioned above table.



GENERAL LEDGER USER MANUAL

Press Enter to Continue:



Document Edit Goto Extras Settings Environment System Help

Display Parked G/L Document 1000000033 FBR 2009

Tree on Editing options

Basic data Details Workflow

Document Date: 12.02.2010 Currency: PKR
 Posting Date: 12.02.2010
 Document Number: 1000000033
 Reference:
 Doc.Header Text:
 Company Code: FBR Federal Board of Revenue Islamabad

Amount Information
 Total deb.: 4,000.00 PKR
 Total cred.: 4,000.00 PKR

2 Items (No entry variant selected)

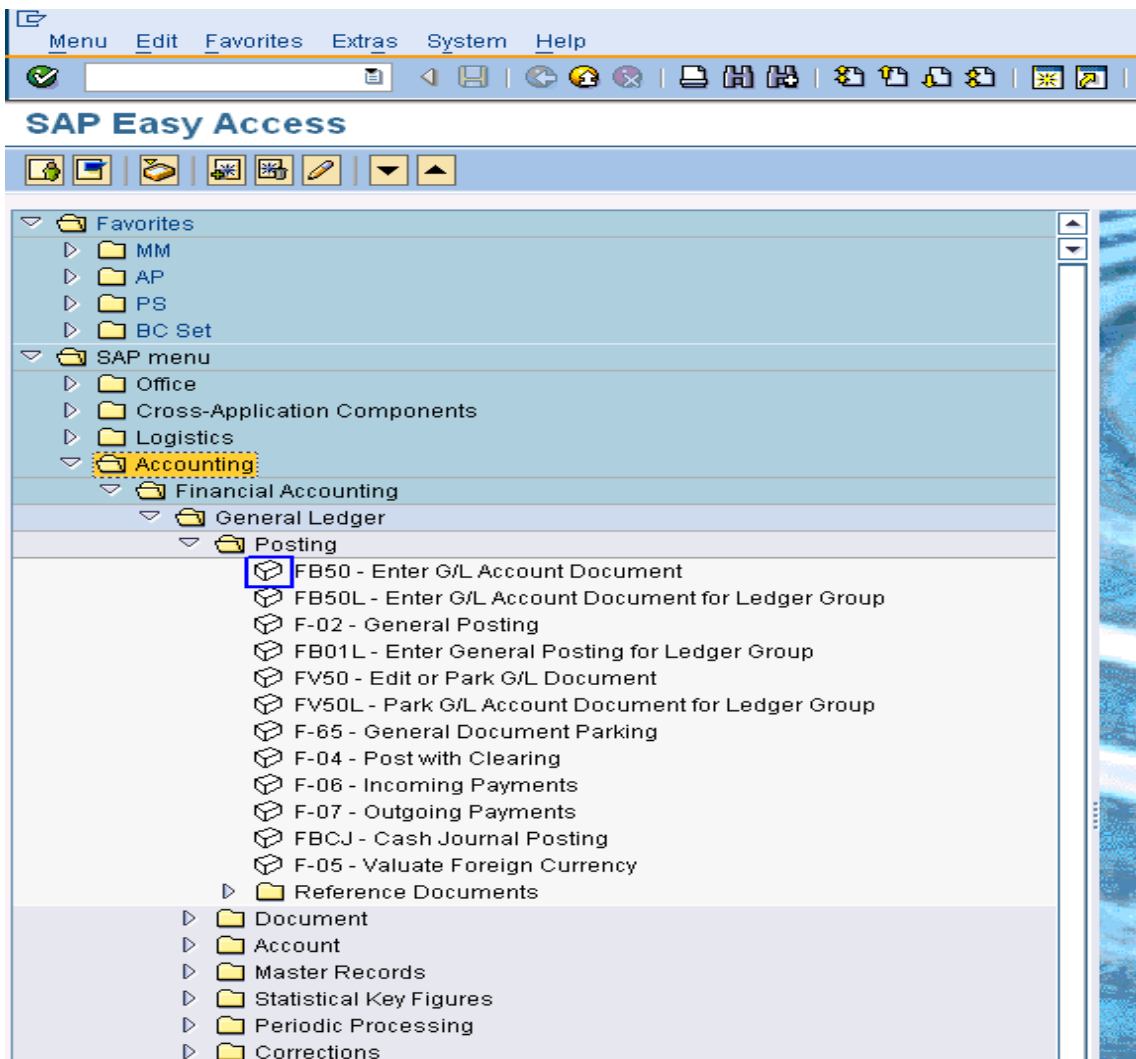
St	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T	Tax jurisdicth code	W	Assignment no.
✓	A01101	Basic pay of C	Credit	4,000.00	4,000.00	V0			
✓	A01102	Personal pay	Debit	4,000.00	4,000.00				
				0.00	0.00				
				0.00	0.00				
				0.00	0.00				
				0.00	0.00				
				0.00	0.00				
				0.00	0.00				
				0.00	0.00				

Press  Button to Exit.

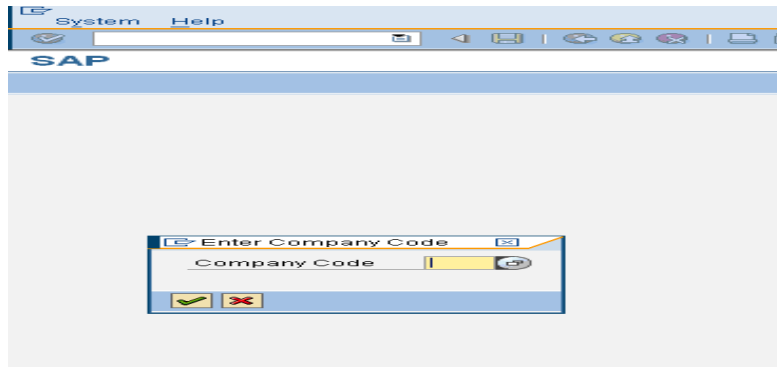
2.4 Post GL Account Document

Access transaction by:

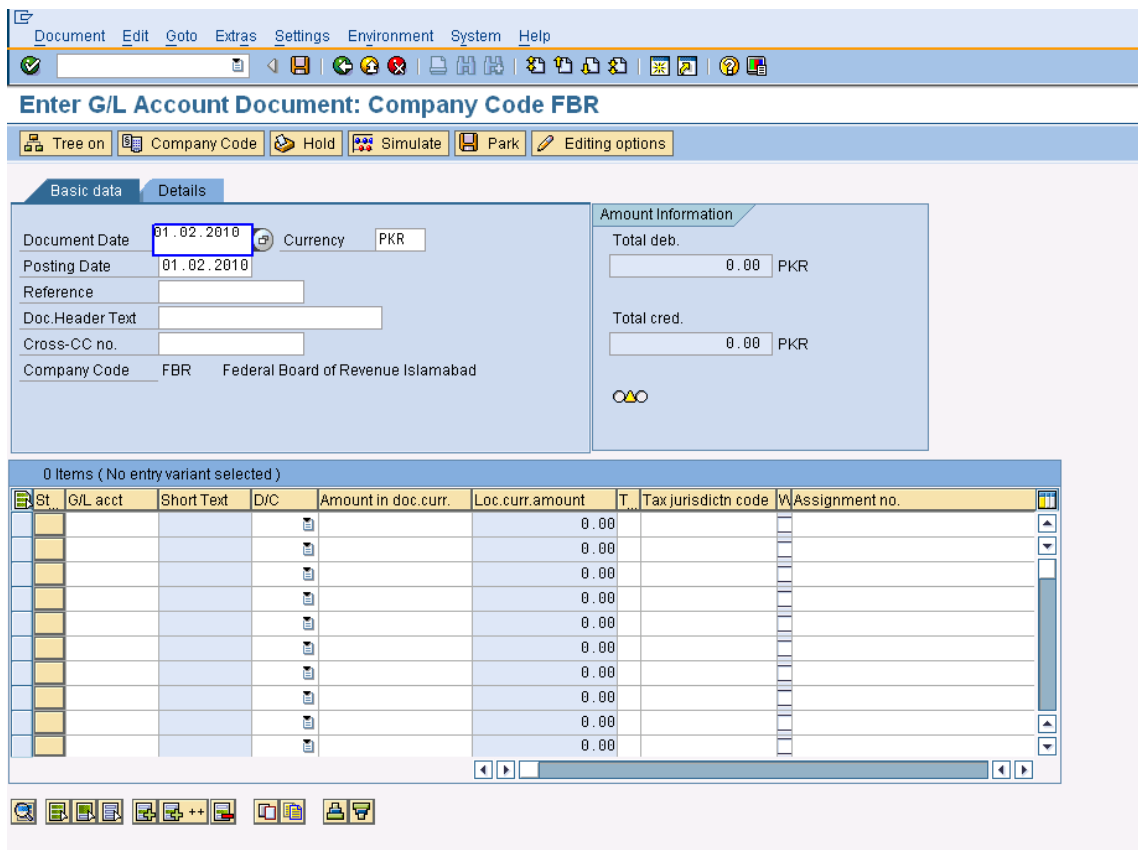
Via Menus	Accounting > Financial Accounting > General Ledger > Posting > Enter G/L Account Document
Via Transaction Code	FB50



GENERAL LEDGER USER MANUAL



Step01: "Enter G/L account document: Company code FBR" **Basic data** Tab Screen



User Input:

Field Name	Description	R/O	Comments
Doc. date	Source document date.	R	Enter a document date.
Currency	If a document is in foreign currency, enter the foreign currency code. For exchange rate Users are given 3 choices: - User need not enter an exchange rate. The system determines the	R	Enter a currency code.

GENERAL LEDGER USER MANUAL

Field Name	Description	R/O	Comments
	<p>exchange rate from the Exchange Rate Table based on the posting date of the document.</p> <ul style="list-style-type: none"> - User enters a Translation Date in the Details tab. The system determines the exchange rate from the Exchange Rate Table based on the translation date. - User manually enters the exchange rate in the Details tab. <p>A warning message will appear at the bottom of the screen if exchange rate deviates from table rate. Press <Enter> to bypass the message.</p>		
Posting date	Date for posting a document to financial accounting. This will determine which fiscal period (also known as posting period) the transaction is recognized.	R	Enter a posting date.
Period	This is the posting period. It will change according to the posting date you have entered. There is no requirement to enter or change the period unless posting to special periods i.e. periods 13 to 16. Special periods are often used for year-end adjustments.	O	If you are posting to Special Periods 13 to 16, then enter a period. Otherwise leave as blank.
Reference	One of the key fields that can be used to search for documents at a later retrieval date. Any user-defined text.	R	
Short txt	The document header text contains explanations or notes which apply to the document, that is, not only for certain line items.	O	
Doc. type	<p>This field is used by SAP for the following:</p> <ol style="list-style-type: none"> 3. Determination of document number to be assigned to the transaction. 4. Can be used to limit the usage for the account types. <p>Default document type for Post G/L document is SA.</p>	R	Select a document type from the drop-down list if you want to change the document type
Company code	The company code for which the transaction is to be posted.	R	To change the company code, go to: Environment ➤ Change company code.
G/L account	Account which is to be	R	Click on the drop-down arrow to view a list of

GENERAL LEDGER USER MANUAL

Field Name	Description	R/O	Comments
	posted to.		available G/L accounts.
D/C	Debit or Credit.	R	Enter Debit or Credit.
Amount in Doc. Curr.	Debit or credit amount to be posted.	R	Enter an amount.
Cost center	A cost center is required for Profit and Loss accounts.	R/O	The cost center is entered only in case if GL account is of Expense nature
Internal Order	A Internal Order is required for Profit and Loss accounts where it is marked as required entry.	R/O	
Text	A 50 character description of the transaction if required.	R/O	

After you have entered the G/L items, click on **Simulate** to view the accounting entries that will be posted into the system. Additional accounting entries like tax calculation etc. Go to Step 2.

GENERAL LEDGER USER MANUAL

Document overview Edit Goto Settings System Help


Document Overview

Reset Taxes Park Complete Choose Save ABC

Doc.Type : SA (G/L Account Document) Normal document

Doc. Number		Company code	FBR	Fiscal year	2009
Doc. date	10.02.2010	Posting date	10.02.2010	Period	08
Calculate Tax	<input type="checkbox"/>				
Doc.currency	PKR				

Itm	PK	Account	Account short text	Assignment	Tx	Amount
1	50	A01101	Basic pay of Officer		V0	5,000.00-
2	40	A01101	Basic pay of Officer		V0	5,000.00

Verify the accuracy of the data. Once you are ready to post the document, click . The system will automatically assign a document number that appears at the bottom of the screen. Note down the document number.

GENERAL LEDGER USER MANUAL

Go to Step 3.

Step 3: “Edit G/L account document: Company code FBR” Screen

Document Date Currency PKR

Posting Date 01.02.2010

Reference

Doc. Header Text

Cross-CC no.

Company Code FBR Federal Board of Revenue Islamabad

Amount Information

Total deb. 0.00 PKR

Total cred. 0.00 PKR

0 Items (No entry variant selected)

St.	G/L acct	Short Text	D/C	Amount in doc. curr.	Loc. curr. amount	T.	Tax jurisdicth code	W. Assignment no.
					0.00			
					0.00			
					0.00			
					0.00			
					0.00			
					0.00			
					0.00			
					0.00			
					0.00			
					0.00			

Document 1000000027 was posted in company code FBR

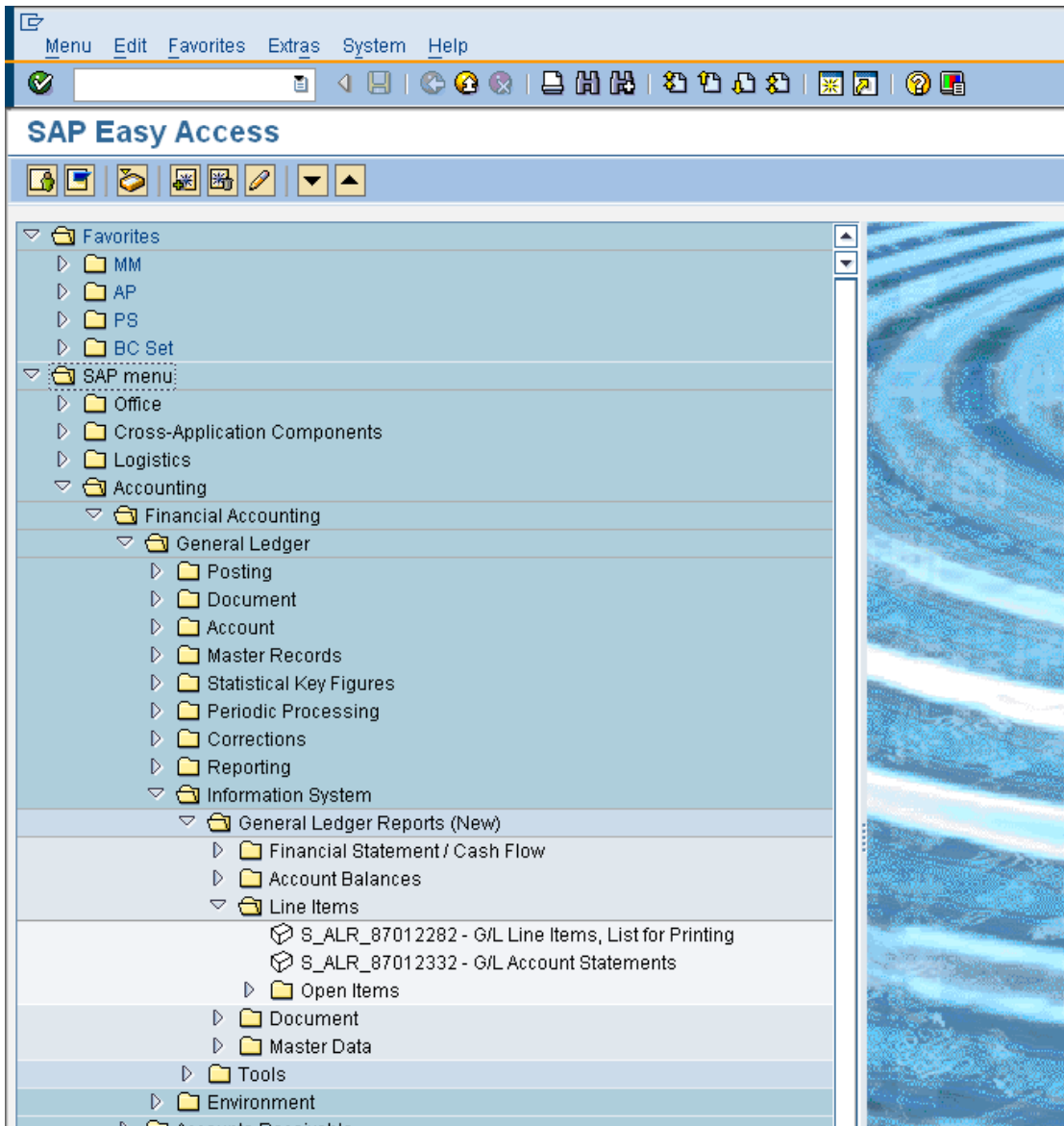
You can either continue to enter the next G/L document or click on icon to exit.

END OF TRANSACTION

SECTION 3 GENERAL LEDGER REPORTS

3.1 Standard Sap Reports

Via Menus	Accounting > Financial Accounting > General Ledger > Information system > General Ledger Report (new)
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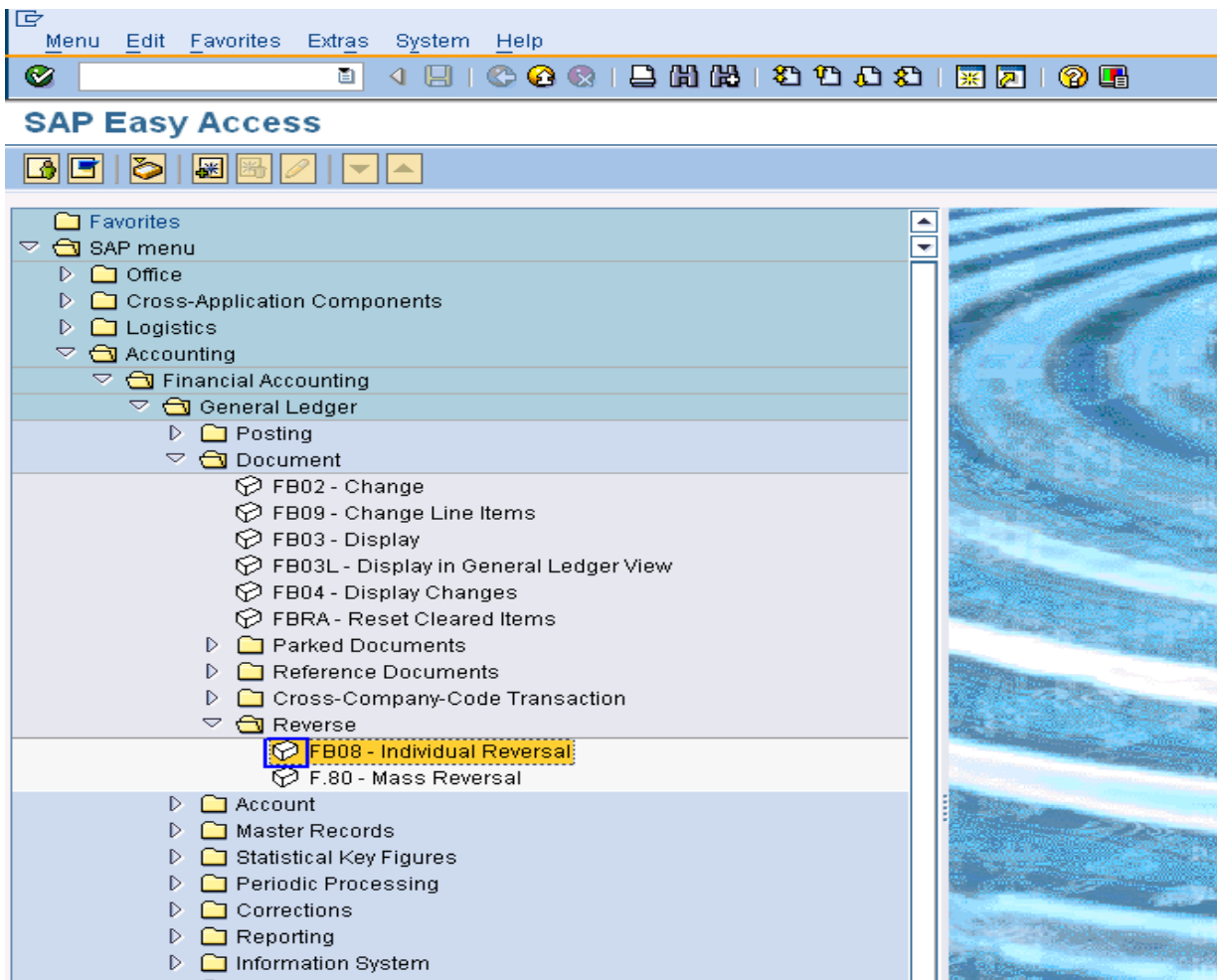
GENERAL LEDGER USER MANUAL

3.2 Select Individual Reversal

As only limited fields are allowed to change after posting, to amend the critical fields requires the document to be reversed and re-posted with the correct information.

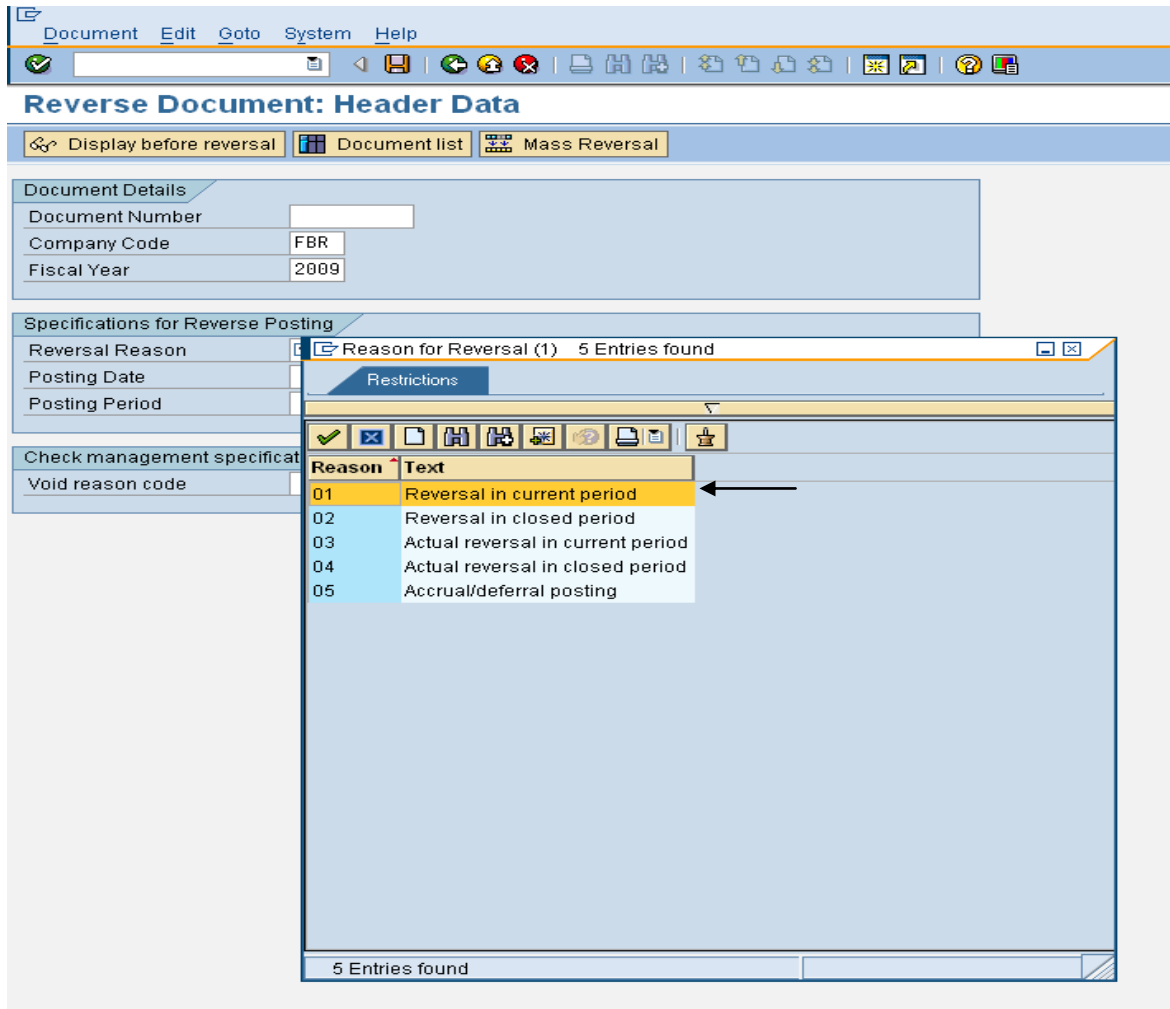
Access transaction by:

Via Menus	Accounting > Financial Accounting > General Ledger > Document > Reverse > Individual Reversal
Via Transaction Code	FB08



Step "Reverse Document: Header Data" Screen

GENERAL LEDGER USER MANUAL



Field Name	Description	R/O	Comments
Document Number	The SAP generated number of the document to be reversed.	R	System also accepts down payment request and partial payment request no.
Company Code	FBR	R	
Fiscal Year	Not required	O	
Reversal Reason	Reason for reversing a document	R	From the drop-down list, select the most relevant one.
Posting Date	The posting date of the document created for the reverse postings. If you leave it blank, and it will default the reversal document's posting date to that of the reversed document.	O	If you are reversing a document posted many months back and you want the reversal to be effective in that period as well, then that period must be opened for posting, if it had been closed. Otherwise, the system will issue an error message.
Posting Period	Defaults based on posting date	O	

Enter Document Number, Reversal Reason

GENERAL LEDGER USER MANUAL

Document Edit Goto System Help

Reverse Document: Header Data

Display before reversal Document list Mass Reversal

Document Details

Document Number	1900000254
Company Code	FBR
Fiscal Year	2009

Specifications for Reverse Posting



Reversal Reason	01
Posting Date	
Posting Period	

Check management specifications

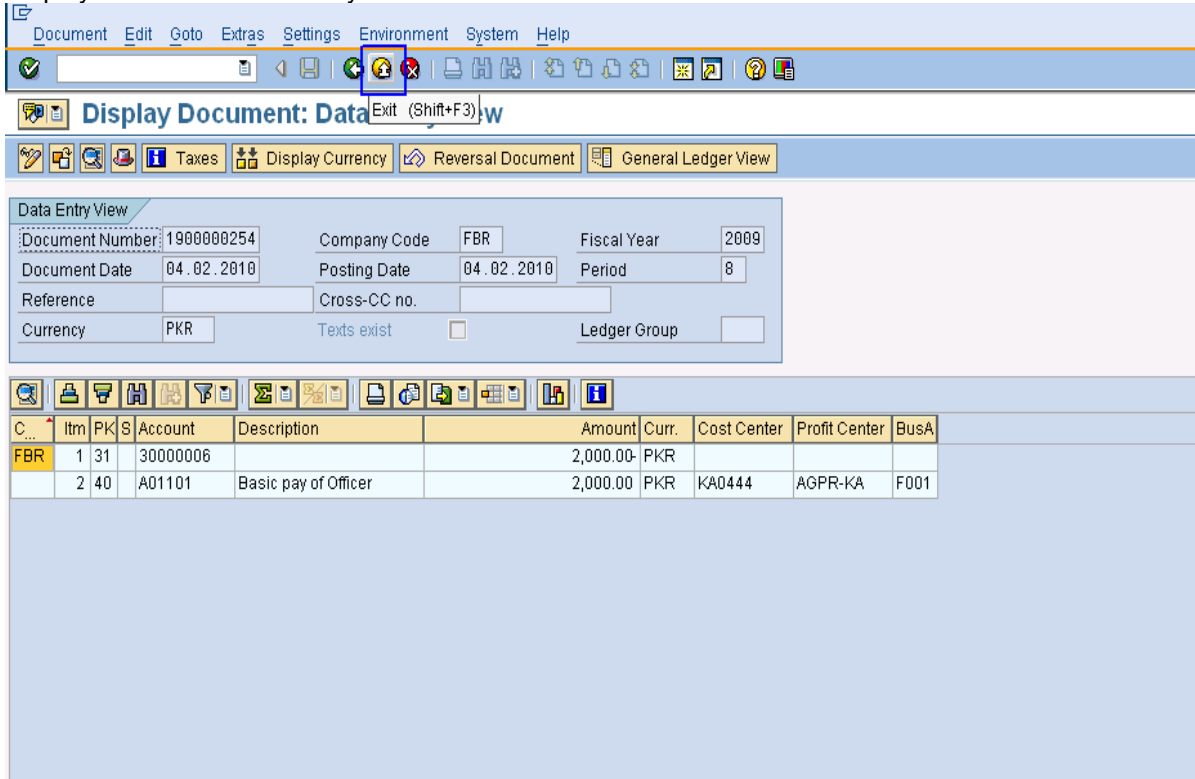
Void reason code	
------------------	--

To display the document to be reversed, click Display before reversal.

GENERAL LEDGER USER MANUAL

After verifying the document is the one to be reversed, click on  to return to the previous screen (Step 1) and then click on  to reverse the accounting entries.

Display Document: Data Entry View



The screenshot shows the SAP 'Display Document: Data Entry View' window. The title bar includes 'Document Edit Goto Extras Settings Environment System Help'. The main area contains a 'Data Entry View' form with the following fields:

- Document Number: 1900000254
- Company Code: FBR
- Fiscal Year: 2009
- Document Date: 04.02.2010
- Posting Date: 04.02.2010
- Period: 8
- Reference: (empty)
- Cross-CC no.: (empty)
- Currency: PKR
- Texts exist:
- Ledger Group: (empty)

Below the form is a table with the following data:

C...	Itm	PK	S	Account	Description	Amount	Curr.	Cost Center	Profit Center	BusA
FBR	1	31		30000006		2,000.00	PKR			
	2	40		A01101	Basic pay of Officer	2,000.00	PKR	KA0444	AGPR-KA	F001

A document number, generated for the reversed postings, is displayed at the bottom of the screen. Note down the reversal document number.

Press Exit Button.