



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

USER MANUAL

General Ledger

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| Final Version | 10-02-2010 | | |

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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 fieldO = Optional fieldC = 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 |
| Ŀ | |

| FS00 | | 日田田 2 2 2 | £2 \$2 🕱 🖉 🕞 |
|-----------------------------|-----------------------------|------------------|----------------|
| SAP Easy Access | 5 | | |
| | | | |
| Favorites | | | |
| SAP menu D D Office | | | |
| D Cross-Application | Components | | |
| D C Logistics | Components | | |
| C G Accounting | | | |
| 🗢 🔂 Financial Accou | unting | | |
| 🗢 🔂 General Le | dger | | |
| D 🗀 Posting | 1 | | |
| Docum | | | |
| D 🖸 Account | | | |
| 🗢 🔂 Masteri | | | |
| | | | |
| | Individual Processing | | |
| | FSP0 - In Chart of Accounts | | |
| | FSS0 - In Company Code | | |
| | Collective Processing | | |
| | Display Changes | | |
| Þ 🖸 (| Compare Company Code | | |
| | Sample Account | | |
| D 🖸 Prof | | | |
| | cal Key Figures | | |
| | c Processing | | |
| D 🛄 Correcti D 🛄 Reporti | | | |
| | ition System | | |
| D C Environ | | | |
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Press enter or it to run the transaction.



Edit G/L Account Centrally Screen

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

| 다 G/Laccount Edit Goto Extr <u>a</u> s Environment <u>S</u> ettings System <u>H</u> elp |
|--|
| 8 I I I I C C C R L H H I T T L R I I O L |
| 🕫 Edit G/L Account Centrally |
| 🖻 🖆 🐼 🚱 🖌 🕨 😨 Edit financial statement version Edit set Edit cost element |
| G/L Account Company Code FBR Federal Board of Revenue 🔗 🖉 🗋 With Template 🗎 🗂 |
| Type/Description Control Data Create/bank/interest Key word/translation Inf |
| Control in chart of accounts |
| Account Group |
| P&L statement acct |
| O Balance Sheet Account |
| Description |
| Short Text |
| G/L Acct Long Text |
| Consolidation data in chart of accounts |
| Trading Partner |
| |
| |
| |





Hierarchy display

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

| 년 G(Laccount Edit <u>G</u> oto Extr <u>a</u> s Environment <u>Settings</u> System <u>H</u> elp |
|--|
| Service Se |
| Edit G/L Account Centrally Start activity Navigation |
| 😤 🕼 🐼 🔄 🖌 🕅 😰 Edit financial statement version Edit set Edit cost element |
| G/L Account Image: Company Code FBR Federal Board of Revenue Image: Company Code Image: Company Code FBR Federal Board of Revenue |
| Type/Description Control Data Create/bank/interest Key word/translation Inf |
| Control in chart of accounts |
| Account Group |
| P&L statement acct O Balance Sheet Account |
| Description |
| Short Text |
| G/L Acct Long Text |
| Consolidation data in chart of accounts |
| Trading Partner |
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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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| 년 G/Laccount Edit <u>G</u> oto Extr <u>a</u> s Environment <u>S</u> eti | ings S <u>y</u> stem <u>H</u> elp | |
|--|--|--|
| | | |
| 🕫 Edit G/L Account Centrally | | |
| 📑 🚰 🖉 🚱 🗨 🕨 📅 🖻 Edit financia | I statement version Edit set Edit cost element | |
| G/L Account Company Code FBR Federal Board of Revenue 🐼 🖉 🗋 With Template 🗎 🗂 | | |
| Type/Description Control Data Create/bank/i | nterest Key word/translation Inf | |
| Control in chart of accounts Account Group P&L statement acct Balance Sheet Account | You can display the accounts in a tree | |
| Description | Display accounts in navigation tree | |
| Short Text | ✓ × | |
| G/L Acct Long Text Consolidation data in chart of accounts | | |
| Trading Partner | | |

Information window

| ビ G/Laccount Edit Goto Extras Environment Settings System Help |
|---|
| |
| Belit G/L Account Centrally |
| 🖷 🕼 🐼 🚱 🗲 🕨 🛐 😰 Edit financial statement version Edit set Edit cost element |
| G/L Account Company Code FBR Federal Board of Revenue 🥢 🖉 🗋 🗰 With Template 🗎 🗂 |
| Type/Description Control Data Create/bank/interest Key word/translation Inf |
| Control in chart of accounts |
| Account Group |
| P&L statement acct Dalance Sheet Account |
| |
| Description Crinformation |
| G/L Acct Long Text The new settings will take effect once the |
| transaction is restarted |
| Consolidation data in |
| Trading Partner |
| |
| |
| |





| An information window will prompt stating "the new settings will take effect once the |
|---|
| A |
| transaction is restarted click to continue. |
| 0 |
| Click back button from top C 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

| C G/Laccount Edit Goto Extras Environment Settings System Help | | |
|---|--|--|
| | 8 X I 🕱 🗷 I 🖗 🖷 | |
| Edit G/L Account Centrally | | |
| 🙆 🔊 🚱 🖌 🕨 😰 🖆 Edit financial statement version Edit set | Edit cost element | |
| Image: Company code FBR | G/L Account Company Code FBR Federal Board of Revenue | |
| Asset Capital Receipt Equity Expenses Liability Non Tax Receipt Tax Receipt | Type/Description Control Data Create/bank/interest Key word/translation Inf. TO | |
| Hierarchy Display Part | O Balance Sheet Account Description Short Text GIL Acct Long Text Consolidation data in chart of accounts Trading Partner | |



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:

| I⊄ G/Laccount Edit Goto Extras Environment Settings System Help | |
|--|--|
| | |
| Edit G/L Account Centrally | |
| 🗿 🐼 📢 🕨 🕎 💽 Edit financial statement version Edit set | Edit cost element |
| | G/L Account |
| Company code FBR D Caracteria Caracteria <t< th=""><th>Company Code FBR Federal Board of Revenue</th></t<> | Company Code FBR Federal Board of Revenue |
| Capital Receipt Capital Receipt | Type/Description Control Data Create/bank/interest Key word/translation Inf. T |
| ▷ □ Expenses ▷ □ Liability | Control in chart of accounts |
| In Non Tax Receipt Tax Receipt | Account Group |
| | O Balance Sheet Account |
| | Description |
| | Short Text |
| | GIL Acct Long Text |
| | Consolidation data in chart of accounts |
| | Trading Partner |
| | |
| | |
| | |

Create G/L Account

Click on the button create Image a screen "create G/L account" will prompt



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Create G/L Account screen

| 언니 account Edit Goto Extras Environment Settings System Help | | |
|---|---|--|
| | | |
| Edit G/L Account Centrally | | |
| 🔓 🕼 🚱 🖌 🕨 📅 😰 🛛 Edit financial statement version 🛛 Edit set | Edit cost element | |
| Company code SPR Capital Receipt Gl. Account Gl. Account Gl. Account Company Code FBR V X | GIL Account Company Code FBR Federal Board of Revenue Type/Description Control Data Create/bank/interest Key word/translation Inf Inf | |
| Enter manually G/L Account properly and click with to continue. | | |





| E≯ G/Laccount Edit <u>Go</u> to Extras Environment <u>Settings</u> System <u>H</u> elp | | | |
|---|---|--|--|
| I 4 I 6 6 8 1 H H B B B B B B I 8 I 8 B B B B B B B B B B | | | |
| Edit G/L Account Centrally | Edit G/L Account Centrally | | |
| 🚳 🚳 🚱 📕 💽 📴 Edit financial statement version Edit set Edit cost element | | | |
| | GIL Account Company Code FBR Federal Board of Revenue Type/Description Control Data Create/bank/interest Key word/translation Inf. Imf. Imft. | | |

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

| G∕Laccount Edit Goto Extras Environment Settings System Help | | |
|--|--|--|
| 🖉 🔹 🔹 🖉 🖉 🖉 🖉 🖉 🖉 | | |
| Create G/L Account Centrally | | |
| 🖆 🐼 🚱 🔍 🕨 📅 😰 Edit financial statement version Edit set Edit cost element | | |
| Image: Company code FBR Image: Compan | G/L Account A01108 Company Code FBR Federal Board of Revenue | |
| Asset | Company Code Tax Predetal Board of Revenue | |
| Capital Receipt Determined for the second | Type/Description Control Data Create/bank/interest Key word/translation Inf. TOP | |
| Expenses Liability | Control in chart of accounts | |
| D 🗋 Non Tax Receipt | Account Group | |
| D 🗋 Tax Receipt | P&L statement acct O Balance Sheet Account | |
| | Description | |
| | Short Text | |
| | G/L Acct Long Text | |
| | Consolidation data in chart of accounts | |
| | Trading Partner | |
| | | |
| | | |

Type/Description Tab Select account group from drill down list, for example select "Expenses".





| C G/Laccount Edit Goto Extras Environment Settings System Help | | | |
|--|--|--|--|
| Image: Second | | | |
| Create G/L Account Centrally | | | |
| 🚰 💿 💽 🚺 💽 📴 🛛 Edit financial statement version 🛛 Edit set | Edit cost element | | |
| Company code FBR Capital Receipt | G/L Account A01108 Company Code FBR Federal E | Board of Revenue | |
| P Carting P Carting P Carting P Carting P Carting | Type/Description Control Da | | |
| D Can Non Tax Receipt D Can Tax Receipt | Account Group P&L statement acct O Balance Sheet Account | Asset Capital Receipt Equity Expenses | |
| | Description Short Text G/L Acct Long Text | Liatinny Non Tax Receipt Tax Receipt | |
| | Consolidation data in chart of account Trading Partner | | |

Account group & description

Select radio button Balance sheet account and enter descriptions.

| G(Laccount Edit Goto Extras Environment Settings System Help | |
|---|--------------------------|
| 8 I I I I I I I I I I I I I I I I I I I | |
| Period Create G/L Account Centrally | |
| 🚰 🕼 🔝 🔳 💽 💽 Edit financial statement version Edit set Edit cost element | |
| Image: Second state of the second s | Key word/translation Inf |
| GrL Acct Long Text Deprecation Expence Dumm Consolidation data in chart of accounts Trading Partner | ny |

Control Data Tab

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





| CP G/Laccount Edit Goto Extras Environment Settings System Help | | |
|--|---|--|
| ◎ | | |
| Create G/L Account Centrally | | |
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| Image: Company code FBR Image: Company code FBR Image: Company code FBR Image: Company code FBR <th>Edit cost element OL Account A01108 Company Code FBR Federal Board of Revenue Type/Description Control Data Create/bank/interest Key word/translation Inf Account control in company code Account control in company code Account control in company code Click Account control in company code Only balances in local crcy Exchange rate difference key Click Tax category Click Click Account for acc type Atternative Account No. Click Atternative Account No. Account management in company code Open Item Management Intel tem display Sort key Authorization Group Accounting clerk Joint venture data in company code</th> | Edit cost element OL Account A01108 Company Code FBR Federal Board of Revenue Type/Description Control Data Create/bank/interest Key word/translation Inf Account control in company code Account control in company code Account control in company code Click Account control in company code Only balances in local crcy Exchange rate difference key Click Tax category Click Click Account for acc type Atternative Account No. Click Atternative Account No. Account management in company code Open Item Management Intel tem display Sort key Authorization Group Accounting clerk Joint venture data in company code | |
| | Recovery Indicator | |

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. | 0 | 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. | 0 | |
| 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 | 0 | |
| Posting without tax allowedIndicates that the account can still be posted to even if a tax code has not been enteredO | | | |
| Recon. Account for account typeAn entry in this field characterizes the G/L account as a reconciliation accountR/C | | 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 | 0 | If you are working with distributed systems. |
| Inflation key | | 0 | If you want to adjust this |

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| | | | account for inflation. |
|-------------------------|---|---|---|
| Tolerance group | | 0 | |
| Open item management | Items posted to accounts managed on an open item basis are marked as open or cleared. | 0 | |
| Line item display | | 0 | 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 | 0 | |
| Authorization group | allows extended authorization protection for particular objects | 0 | |
| Accounting clerk | Identification code for the accounting clerk. | 0 | |
| Recovery indicator | If there is a Joint venture. | 0 | |

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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| 년 G/Laccount Edit Goto Extras Environment Settings System Help | | - |
|---|---|---|
| | | |
| Create G/L Account Centrally | | _ |
| 🙃 🐼 🔄 🔸 🕅 💽 Edit financial statement version Edit set | Edit cost element | |
| Image: Company code FBR Image: Code FBR | GL Account 17254081 Company Code FBR Federal Board of Revenue Type/Description Control Data Create/bank/interest Key word/translation Inf | |

Select posting without tax allowed





| 다 G/Laccount Edit Goto Extras Environment Settings System Help | | |
|---|---|--|
| C 4 📕 C 6 🛠 🗅 H H K K K K K 🗑 🖉 | | |
| 🕫 Create G/L Account Centrally | | |
| 🚰 🕼 🐼 🗲 🕨 🕎 🕑 🛛 Edit financial statement version 🛛 Edit set | Edit cost element | |
| Company code FBR | G/L Account 17254001 Company Code FBR Federal Board of Revenue | |
| Capital Receipt Equity Expenses | Type/Description Control Data Create/bank/interest Keys | |
| ▷ □ Llability ▷ □ Non Tax Receipt ▷ □ Tax Receipt | 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 Atternative 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 | |

Choose Recon .account type from drill down menu Choose vendor as shown in screen.

| G/Laccount Edit Goto Extras Environment Settings System Help | |
|--|--|
| Image: A the state of the s | 43 x3 🐹 🔎 😨 📑 |
| 🕫 Create G/L Account Centrally | |
| 🚰 🕼 🐼 📕 🕅 🛐 🖻 🛛 Edit financial statement version 🛛 Edit set | Edit cost element |
| | Edit cost element G/L Account 17254801 Company Code FBR Federal Board of Revenue Type/Description Control Data Create/bank/interest Key word/l Account control in company code Account currency PKR Pakistani Rupee Only balances in local crcy Exchange rate difference key Valuation group Tax category Valuation group Tax category P Posting without tax allowed Recon. account for acct type Acct managed in ext. system Vendors Inflation key Contract accounts receivable Contract accounts receivable Tolerance group Line item display Sort key Authorization Group Account management Line item display Sort key Authorization Group |
| | Joint venture data in company code Recovery Indicator |
| | |

Create/Bank/Interest Tab

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





| EP GIL account Edit Goto Extras Environment Settings System Help | | |
|--|---|--|
| | | |
| Per Create G/L Account Centrally | | |
| 🕯 🕼 🚱 🔍 🕨 🦉 😰 🛛 Edit financial statement version 🛛 Edit se | t Edit cost element | |
| | G/L Account 17254001 | |
| impany code FBR | Company Code FBR Federal Board of Revenue | |
| Capital Receipt Equity Expenses Liability Non Tax Receipt Tax Receipt | Type/Description Control Data Create/_enk/interest Key word/translation Inf. Inf. Control of document creation in company code Click Field status group Image: Click Post automatically only Image: Click Supplement auto. postings Recon. acct ready for input Bank/financial details in company code Planning Level Relevant to cash flow Commitment Item 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 | |

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 | 0 | |
| 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. | 0 | |
| Planning level | used to control displays in Cash Management | 0 | |
| Relevant to cash flow | Determines that the GL Account is a cash flow account. | 0 | |
| Commitment item For assigning budget. | | 0 | |
| House bank | To determine bank data | 0 | |

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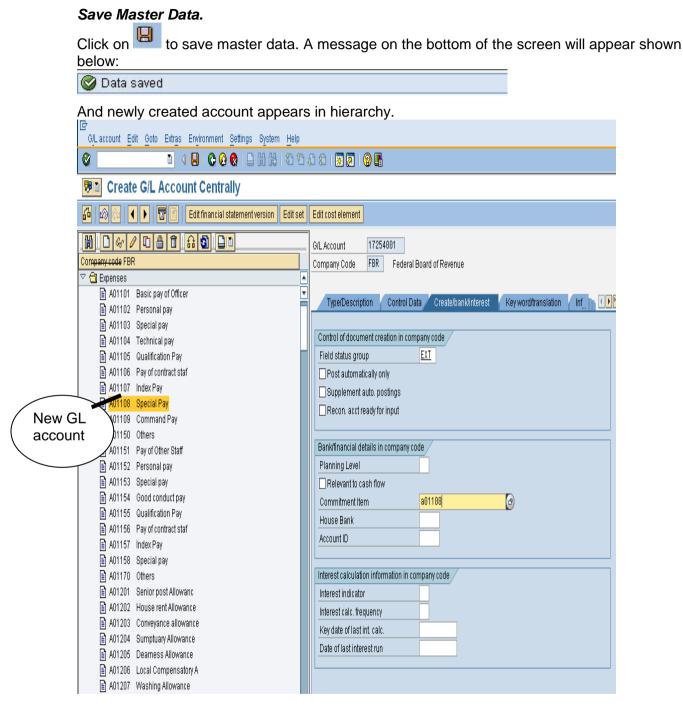
| Account id | | 0 | |
|-----------------------------|---|---|--|
| Interest indicator | Procedure of interest to be calculated | 0 | |
| Interest calc. frequency | Frequency of monthly interest calculation | 0 | |
| Key date of last int. calc | Date for calculation of interest | 0 | |
| Date of last interest run | | 0 | |

Field status group selection Enter field status group and commitment item.

| 🕫 Create G/L Account Centrally | |
|---|--|
| 🛍 🕼 🚱 🛛 🖌 🖿 😰 🖆 🛛 Edit financial statement version 🛛 Edit set 🛛 Edit cost element | |
| Image: Company code FBR G/L Account A81188 Company code FBR Company Code FBR Federal Board of Revenue Image: Company code FBR Company Code FBR Federal Board of Revenue | |







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.





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

| C Menu Edit Favorites Extras System Help |
|--|
| 🞯 FS04 💿 4 🖃 📀 🚱 😂 🕼 🖓 🏵 🗘 🕄 🖉 🚱 📑 |
| SAP Easy Access |
| |
| 🕑 🛄 Favorites |
| SAP menu |
| |
| Cross-Application Components |
| D 🗅 Logistics 🗢 🖓 Accounting |
| ✓ G Financial Accounting |
| C General Ledger |
| D D Posting |
| Document |
| D 🗀 Account |
| 🗢 🔂 Master Records |
| 🗢 🔂 G/L Accounts |
| 🗅 🗀 Individual Processing |
| Collective Processing |
| 🗢 🔂 Display Changes |
| PS04 - Centrally |
| FSP4 - In Chart of Accounts |
| S FSS4 - In Company Code |
| Compare Company Code Sample Account |
| Control Control |
| C Statistical Key Figures |
| D C Periodic Processing |
| D Corrections |
| D 🖸 Reporting |
| D 🖸 Information System |
| D 🖸 Environment |
| |

Press enter or it 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.





| 년 Changes Edit Goto | e Environment System Help |
|------------------------|---|
| 0 | 🛯 < 🛛 🖸 🚱 🚱 🕒 🛗 🖓 🕾 20 AD AD AD I 🔜 🐼 🚱 📑 |
| Central G/L Ac | count Changes: Initial Screen |
| | |
| | |
| | |
| Account number | |
| Company Code | |
| Period of change | |
| From change date | |
| Time | 00:00:00 |
| Changed by | |
| | |
| | |
| | |
| | |
| | |
| | |

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 | 0 | |
| Time | Displays changes which were made as from the input time. | 0 | |
| Changed by | Displays changes which were made as from user. | 0 | |

Enter the Account number and company code.





| Changes Edit Goto | o Environment System Help |
|-------------------|-------------------------------|
| © | u 🛛 🖉 🚱 😒 🗳 🖓 🖓 🖏 🖏 🖓 🖓 🔤 |
| Central G/L Ac | count Changes: Initial Screen |
| | |
| | |
| | |
| Account number | a01101 @ |
| Company Code | FBR |
| | |
| Period of change | |
| From change date | |
| Time | 00:00:00 |
| Changed by | |
| | |
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| | |

Press "Enter" to continue

G/L Account Changes: Changed Fields Screen

| 도 Account changes Edit <u>G</u> oto <u>S</u> ettings En <u>v</u> ironment S <u>v</u> stem <u>H</u> elp | |
|---|--|
| 8 I I I I I I I I I I I I I I I I I I I | |
| G/L Account Changes : Changed Fields | |
| All changes Entries Technical names on | |
| Chrt/accts CGA Account A01101 | |
| Field | |
| Commitment Item | |
| Field status group Line item display | |
| Sort key Tax category | |
| | |
| | |
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| | |

Display All Changes

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





| C 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 Se | ttings En <u>v</u> ironment S <u>y</u> stem <u>H</u> elp | | | | |
|---|--|-----------------|--|--|--|
| 8 I 4 | 📙 I 🚱 🚱 I 🖨 🛱 😫 🕄 (| 1 2 🕱 🖉 🖗 📑 | | | |
| G/L Account Changes | : Overview | | | | |
| Changed fields Entries Tec | hnical names on | | | | |
| Chrt/accts CGA Account A01101 | | | | | |
| Date Field | New | 01d | | | |
| 09.02.10 Field status group | REC | EXO | | | |
| 08.01.10 Tax category 22.12.09 Sort key | V0 002 | | | | |
| 22.12.09 Commitment Item 22.12.09 Field status group | A01101 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 | | | | | | | |
| © [| Acc | a sount Changes | | ∃ © @ @ □ 問 闘 む む ; Overview | 1 \$1 | | | |
| | | | | ical names on | | | | |
| | | CGA Account A01101 | | | | | | |
| Date | | Field | | New | 01d | | | |
| | | Field status group Tax category | RE | EC A | EXO | | | |
| 22.12 | | | 1. | • | | | | |
| 22.12 22.12 | Det | ails | | | | | | |
| | Dat Tim Use | e 17:01 | :50 | 10 | | | | |
| | | rom E | 0 | atus group (SKB1-FSTAG) | | | | |
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Entries push button.

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





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

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Chrt/accts CGA Account A01101

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| 17.11.09 | SKB1 | FBR A01101 |
| 17.11.09 | SKAT | ECGA A01101 |
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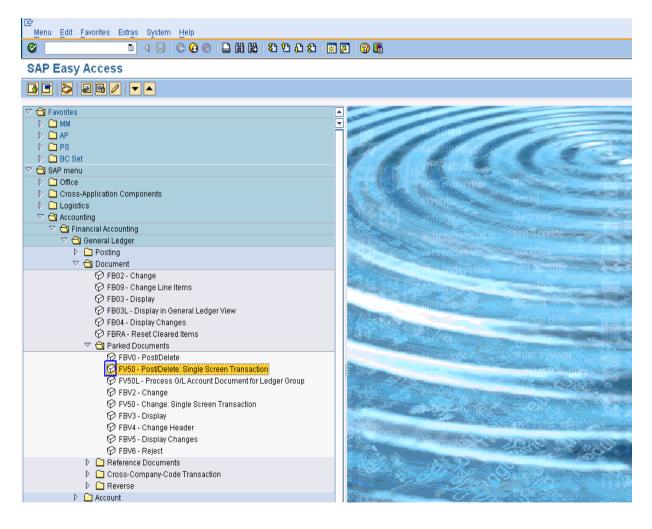
SECTION 2 GENERAL LEDGER BUSINESS TRANSACTIONS

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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User Input:

| Field Name | Description | R/O | Comments |
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| Doc. date | Source document date. | R | Enter a document date. |
| Currency | If a document is in foreign currency, enter the foreign currency code. | 0 | 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.</enter> |
| 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 | 0 | If you are posting to Special Periods 13 to 16, |





| 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. | 0 | |
| 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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Step 02: Enter the G/L account, Debit, amount and cost center in required fields.





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Press Enter to Continue.

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





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Press Enter or click **to** Continue

Click **b** to park the Invoice.

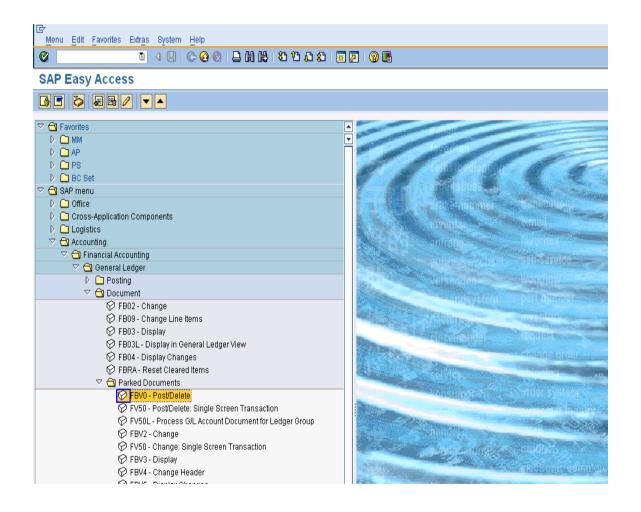




2.2 Post/Delete Park Document

Access transaction by:

| Via Menus | Accounting ➤ Financial Accounting ➤ General Document ➤ Document ➤ Park Documents ➤ Post/Delete |
|----------------------|---|
| Via Transaction Code | FBV0 |



SIEMENS



GENERAL LEDGER USER MANUAL

| Document <u>E</u> dit <u>G</u> oto S <u>v</u> stem <u>H</u> elp | | | | | | |
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| Post Parked Document: Initial Screen | | | | | | |
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Click on "Post Parked Document: Initial screen", enter the following information that are given below table.

User Input

| Field Name | Description | R/O | Comments |
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| Company Code | FBR | R | |
| Doc. Number | Enter the doc number which you want to post | R | Enter the Doc. Number |
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Press Enter for Continue:





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Click on Exit button.

2.3 Display Parked Document

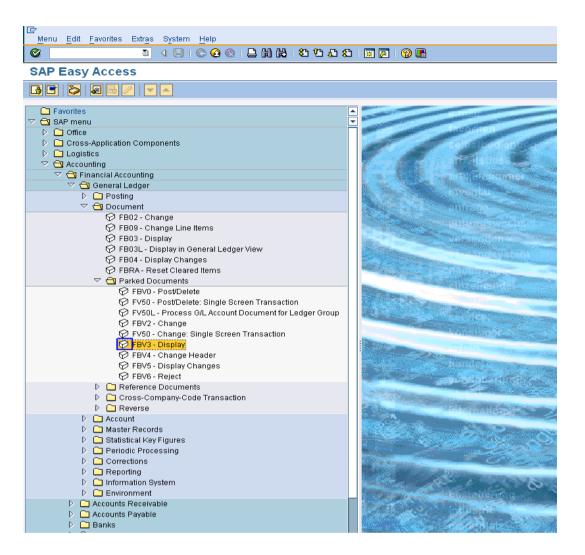
Access transaction by:

| Via Menus | Accounting ➤ Financial Accounting ➤ General Document ➤ Document ➤ Parked Documents ➤Display |
|----------------------|--|
| Via Transaction Code | FBV3 |

SIEMENS



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 |





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Press 🙆 Button to Exit.

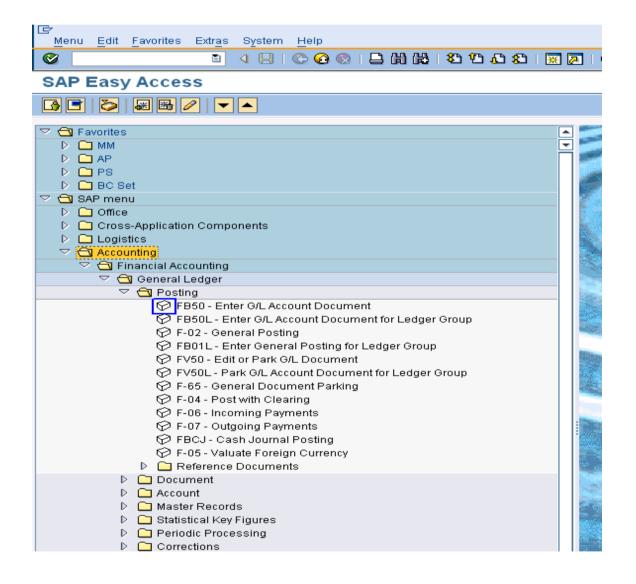




2.4 Post GL Account Document

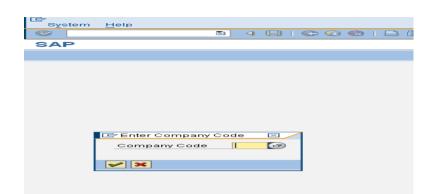
Access transaction by:

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









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

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User Input:

| Field Name | Description | R/O | Comments |
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| 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. |





| Field Name | Description | R/O | Comments |
|--------------|--|-----|---|
| | exchange rate from the Exchange Rate Table based on the posting date of the document. 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. A warning message will appear at the bottom of the screen if exchange rate deviates from table rate. Press <enter> to bypass the</enter> | | |
| Posting date | message. 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. | 0 | 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. | 0 | |
| Doc. type | This field is used by SAP for the following: 3. Determination of document number to be assigned to the transaction. 4. 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 |
| 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 |





| 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 | |

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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.





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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.





Go to Step 3.

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

END OF TRANSACTION

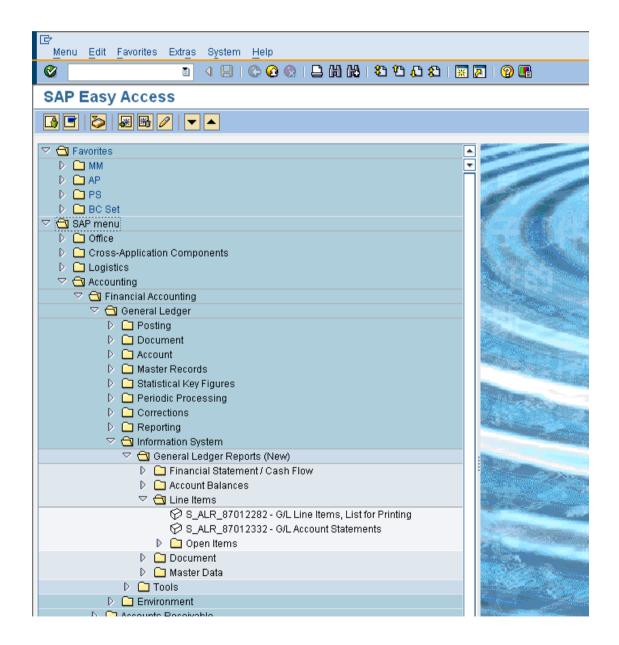




SECTION 3 GENERAL LEDGER REPORTS

3.1 Standard Sap Reports

| Via Menus | Accounting ▷ Financial Accounting ▷ General Ledger ▷ |
|-----------|--|
| | Information system≽General Ledger Repost (new) |





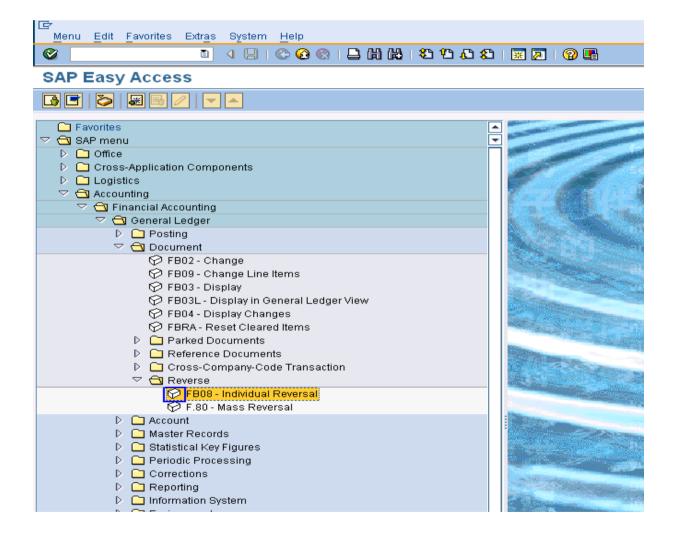


3.2 Select Individual Reversal

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 |
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| Via Transaction Code | FB08 |



Step

"Reverse Document: Header Data" Screen





| Document Edit Goto System Help | | | | |
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| Ø | | | | |
| Reverse Document: Header Data | | | | |
| 🚱 Display before reversal 🔠 Document list 🧱 Mass Reversal | | | | |
| Document Details Document Number Company Code | FBR | | | |
| Fiscal Year 2 | 2009 | | | |
| Specifications for Reverse Pos Reversal Reason E Posting Date | | | | |
| Posting Period | | | | |
| Check management specificat Void reason code | Reason Text Neversal in current period C Reversal in closed pe | | | |
| | 5 Entries found | | | |

| 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 | 0 | |
| 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. | 0 | 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 | 0 | |

Enter Document Number, Reversal Reason





| C Document Edit Goto System Help | | | | |
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| Reverse Document: Header Data | | | | |
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| Company Code FBR Fiscal Year 2009 | | | | |
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| Specifications for Reverse Posting Reversal Reason ⁹¹ | | | | |
| Posting Date | | | | |
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| Check management specifications | | | | |
| Void reason code | | | | |
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To display the document to be reversed, click Ge Display before reversal





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

Display Document: Data Entry View

| Document Edit Goto Extras Settings Environment System Help | | | | | |
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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.