

General Ledger Accounting (FI-GL)



Release 4.6C



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Icons

| Icon | Meaning |
|---|----------------|
|  | Caution |
|  | Example |
|  | Note |
|  | Recommendation |
|  | Syntax |

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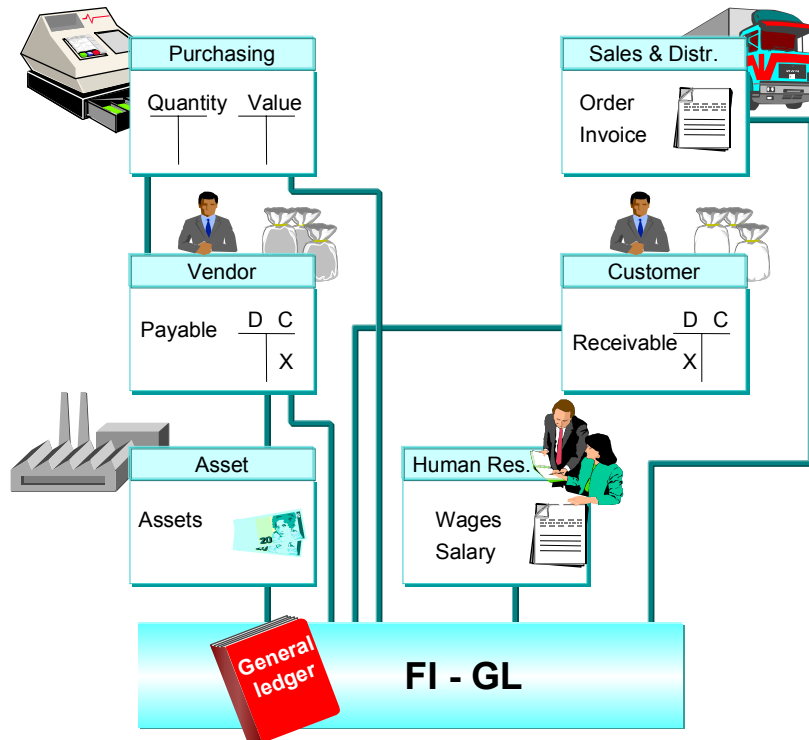
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General Ledger Accounting (FI-GL)

Purpose

The central task of G/L accounting is to provide a comprehensive picture for external accounting and accounts. Recording all business transactions (primary postings as well as settlements from internal accounting) in a software system that is fully integrated with all the other operational areas of a company ensures that the accounting data is always complete and accurate.



Features

The SAP FI General Ledger has the following features:

- Free choice of level: corporate group or company
- Automatic and simultaneous posting of all sub-ledger items in the appropriate general ledger accounts (reconciliation accounts)
- Simultaneous updating of general ledger and cost accounting areas
- Real-time evaluation of and reporting on current accounting data, in the form of account displays, financial statements with different financial statement versions and additional analyses.

Essentially, the general ledger serves as a complete record of all business transactions. It is the centralized, up-to-date reference for the rendering of accounts. Actual individual transactions can be checked at any time in realtime processing by displaying the original documents, line items, and transaction figures at various levels such as:

- Account information
- Journals
- Totals/transaction figures
- Balance sheet/profit and loss evaluations

Cost of Sales Accounting

Cost of Sales Accounting

Purpose

The profit and loss statement of an organization can be created according to two different procedures:

- Period accounting
- Cost of sales accounting

Cost of sales accounting compares the sales revenue for a given accounting period with the manufacturing costs of the deducted activity. The expenses are allocated to the commercial functional areas (production, sales and distribution, administration, and so on). Expenses and revenues that cannot be assigned to the functional areas are reported in further profit and loss items, sorted according to expense and revenue type.

With this type of grouping, cost of sales accounting identifies where costs originate in a company. It identifies the economic reason for a particular expense.

Implementation Considerations

Before you can run cost of sales accounting, you have to make various settings in Customizing. For more information, see [Activating Cost of Sales Accounting \[Page 16\]](#).

You make these settings in Customizing for Financial Accounting, under *Financial Accounting Global Settings* → *Company Code* → *Cost of Sales Accounting*.

Functional area

Definition

Account assignment characteristic that sorts operating expenses according to functions, for example:

- Production
- Administration
- Sales
- Research and development

Use

If you want to use cost of sales accounting, you have to use functional areas to sort your operating expenses.

You define your functional areas in Customizing under *Financial Accounting* → *Financial Accounting Global Settings* → *Company code* → *Cost of Sales Accounting* → [Define Functional Area \[Ext.\]](#).

Integration

You can enter the functional area in the master data of various objects: During posting, the system derives the functional area from the master data of the assigned objects. For more information, see [Functional Area in Master Data \[Page 17\]](#).

Activating Cost of Sales Accounting

Activating Cost of Sales Accounting

Purpose

You can activate cost of sales accounting in your system.

Process flow

To do this, you need to make various settings. You make these settings in Customizing, under *Financial Accounting* → *Financial Accounting Global Settings* → *Company Code* → *Cost of Sales Accounting*.

1. Define your functional areas. To do this, choose [Define Functional Area \[Ext.\]](#).
2. Activate cost of sales accounting for preparation. To do this, choose *Activate Cost of Sales Accounting for Preparation*.

The functional area field in the master data of the objects is ready for input.



The functional area is **not yet** derived for postings.

3. Enter the functional area in the master data of the desired objects.

For more information, see [Functional Area in Master Data \[Page 17\]](#).

4. In addition, you can define a substitution for derivation of the functional area. To do this, select the activities under [Setting up Substitution for Cost of Sales Accounting \[Ext.\]](#).



You should only define a substitution if you have additional requirements for the derivation of the functional area. Check beforehand whether it would suffice to enter the functional area in the master data of the objects.

5. Define a ledger for cost of sales accounting. To do this, choose [Set up Ledger for Cost of Sales Accounting \[Ext.\]](#).
6. Activate cost of sales accounting for your company codes. To do this, choose *Activate Cost of Sales Accounting*.

Result

You have activated cost of sales accounting. The system derives the functional area of the postings. For more information, see [Derivation of the Functional Area \[Page 20\]](#).

It is possible to create a profit and loss statement with cost of sales accounting. To do this, see [Creating Profit and Loss Statement with Cost of Sales Accounting \[Page 23\]](#).

Functional Area in Master Data

Use

You can enter the functional area in the master data of the following objects:

- G/L account
- Cost element
- Cost center
- Orders
 - Order type
 - Internal orders
 - Sales order for make-to-order production and requirements class
 - Maintenance, service, and QM order
 - Production order, product cost controller, and cost object hierarchy
- WBS elements
 - Project profile and project definition
 - WBS element
- Networks
 - Network type
 - Network header
 - Network activity

During posting, the system derives the functional area from the master data of the assigned objects. For more information, see [Derivation of the Functional Area \[Page 20\]](#).

Prerequisites

In order to be able to enter the functional area in the master data of the specified objects, the *Functional area* field in master data has to be ready for input. For this to be the case, cost of sales accounting for your company codes must either be active for preparation or active.

You make the settings in Customizing under *Financial Accounting* → *Financial Accounting Global Settings* → *Company Code* → *Cost of Sales Accounting* → [Activate Cost of Sales Accounting for Preparation \[Ext.\]](#) or [Activate Cost of Sales Accounting \[Ext.\]](#).



The master data of some objects is **not** company code dependent, rather it is assigned to higher-level organizational units. In such cases, the functional area field is ready for input in all company codes of a client, provided that cost of sales accounting is active for preparation or active for at least one company code of the client.

In the following cases, the master data of an object is **not** company code-dependent:

Functional Area in Master Data

| Object | Assigned organizational unit |
|----------------------|------------------------------|
| G/L account | Chart of accounts |
| Cost element | Chart of accounts |
| Cost center category | Client |
| Order type | Client |

Features

You have the following options for entry of functional area in the master data of the specified objects:

- **Entry of functional area**

You can enter the functional area provided that **no** postings exist for this object.

- **Change functional area**

You can change a functional area that has already been entered as long as no postings exist.

Where postings already exist, it is **no** longer possible to change the functional area.



Postings that have already been made cannot be changed automatically. The functional area is derived only in the case of new postings.

Where it is absolutely necessary to change the functional area for existing postings, you can find instructions on how to perform the change in Note 115840.

Functional Area in Internal Orders

Use

You can enter the functional area in the master data of internal orders:

To make the necessary settings, from the *SAP Easy Access* screen, choose *Controlling* → *Internal Orders* → *Master Data* → *Order* → *Create or Change*.

Features

On the entry screen, the system proposes a value. The system checks whether a functional area exists for the order type.

- If a value exists, the value is transferred as default value into the master data of the internal order.
- If there is **no** value, the system checks whether a functional area exists for the specified responsible cost center. If a value exists in the cost center, this value is transferred as default value into the master data of the internal order.

SAP provides the user exit *COOPA_01* in the standard system. You can use this to check whether the functional area in the master data matches the functional area in the order type. You can also define your own checks in this user exit.



To ensure the consistency of the functional area in the master data of internal orders, SAP recommends that you define the functional area field as output field in field selection control of the order type. This means that the functional area field in the order type cannot be filled manually. In Customizing for Controlling, choose *Internal Orders* → *Order Master Data* → *Screen Layout* → *Select Fields*.

Deriving the Functional Area

Deriving the Functional Area

Use

In order that expenses can be sorted according to corporate functions, the system derives the functional area for the following postings.

- Primary postings (postings in Financial Accounting) to a profit and loss account
- Secondary postings (allocations in Controlling)



The functional area is derived for both objects involved in the allocation.

No functional area is derived in the following cases:

- Postings to balance sheet accounts
- When creating statistical key figures in Controlling



The system derives the functional area **after** saving. The derived functional area is thus first available in the document created and **not** on the entry screen.

Prerequisites

In order that the functional area can be derived when a posting is carried out, cost of sales accounting has to be active for the company code in which the posting is carried out.

Features

The system derives the functional area according to the following logic:

1. The system derives the functional area from the master data of the assigned objects.
If an object is assigned during a posting, the system checks whether a functional area has been entered in the master record of the object. The system retains this functional area provisionally.
2. The system derives the functional area from the master record of the G/L account or the cost element.
The system checks whether a functional area is entered in the master record of the cost element or the P&L account. This functional area overwrites the functional area derived from the assigned object.
3. The system derives the functional area via substitution for the component *Financial Accounting, Event 0005*. If a functional area has already been defined, this is overwritten with the functional area obtained via substitution.
Definition of a substitution is necessary:
 - Where you are **not** able to enter a functional area in the master data of an object, for example business process or real estate objects.

Deriving the Functional Area

- When you want to specify exceptions where derivation from the object should **not** occur.

Reconciliation of Controlling and Financial Accounting

Reconciliation of Controlling and Financial Accounting

Use

During allocations in Controlling, postings are created that **do not** affect Financial Accounting. These postings do not update any G/L account transaction figures, rather they are ordinary postings within Controlling.

If, however, an allocation in Controlling leads to a change in the functional area, a shift occurs in the affected items in the profit and loss statement. The change of functional area has therefore to be communicated back to Financial Accounting. This reconciliation between Controlling and Financial Accounting is effected with so-called reconciliation postings.

Prerequisites

To carry out reconciliation postings, you have to activate the [Reconciliation Ledger \[Ext.\]](#) and define the adjustment accounts for the reconciliation postings. You can find the necessary settings in Customizing under *Controlling → Cost Element Accounting → Reconciliation Posting*.

Features

All allocations within Controlling are logged in the reconciliation ledger. If these allocations contain relevant account assignment for Financial Accounting (company code, business area, functional area, and so on), the difference between the functional area balance in Financial Accounting and Controlling is entered here, along with other data.

At period-end closing, you can carry out adjustment postings or reconciliation postings for Financial Accounting. These postings are based on reconciliation ledger documents and result in either debit or credit postings to the relevant functional areas via automatic account determination.

You can find more information on reconciliation postings in the SAP Library under *Accounting → Controlling → Cost and Revenue Element Accounting → Functions in Cost and Revenue Element Accounting → [Reconciliation Postings \[Ext.\]](#)*.

Activities

To carry out reconciliation postings, on the *SAP Easy Access* screen, choose *Accounting → Controlling → Cost Element Accounting → Actual Postings → Reconciliation with FI*. For more information, see [Making Reconciliation Postings \[Ext.\]](#).

After making the reconciliation postings, you can create a reconciled profit and loss statement.

Creating a Profit and Loss Statement with Cost of Sales Accounting

Use

You can create a profit and loss statement with cost of sales accounting. The profit and loss statement is organized according to your functional areas.

You can create a profit and loss statement with cost of sales accounting using the G/L account information system. The G/L account information system is based on the [Drilldown Reporting \[Ext.\]](#) tool and uses the G/L transaction figures from your cost of sales accounting ledger and your [Financial Statement Versions \[Ext.\]](#) as data basis.



The SAP R/3 System provides you with further evaluation tools such as the [Report Writer \[Ext.\]](#). However, these tools do **not** support a financial statement version with functional areas. Using these tools to create a profit and loss statement is therefore more time consuming.

Prerequisites

Before you can create a profit and loss statement with cost of sales accounting you must ensure the following:

- Your Financial Accounting has to be reconciled with Controlling. For more information, see [Reconciliation of Controlling and Financial Accounting \[Page 22\]](#).
- You need to have defined a [Financial Statement Version \[Ext.\]](#). Here, you must assign financial statement items to your functional areas. To do this, see [Financial Statement Versions with Functional Areas \[Ext.\]](#).

Features

In the standard system, SAP supplies two sample reports for creation of a profit and loss statement with cost of sales accounting:

| Description | Technical name |
|---|----------------|
| Balance Sheet Using Cost of Sales Approach (German Trade Law) | 0SAPBLNCE-01 |
| Profit and Loss Statement Using Cost of Goods Sold (German Trade Law) | 0SAPPRALO-01 |

To go to the reports, from the *SAP Easy Access* screen, choose *Accounting → Financial Accounting → General Ledger → Information System → General Ledger Reports → Balance Sheet/Profit and Loss Statement/Cash Flow → General → Actual/Actual Comparisons*.

Both reports are based on the Financial statement version *INT* supplied by SAP in the standard system and portray actual key figures. The figures for the selected fiscal year and the preceding fiscal year are compared, and the variance between the two fiscal years is displayed.

You can use these sample reports as templates for your own reports. To adapt one of these reports, you first have to copy the report you want, saving it in the customer namespace under a new name. You can find settings that control copying, defining, and editing of drilldown reports in

Creating a Profit and Loss Statement with Cost of Sales Accounting

Customizing for Financial Accounting under *General Ledger Accounting* → *Information System*
→ *Drilldown Reports (G/L Accounts)*.

You can find more information on defining drilldown reports in the SAP Library under *Financials*
→ *Financial Accounting* → *General Ledger Accounting* → *Information System*.

G/L Account Master Records

Definition

G/L account master records contain the data that is always needed by the general ledger to determine the account's function. The G/L account master records control the posting of accounting transactions to G/L accounts and the processing of the posting data.

Use

Before you can make postings to a G/L account, you have to create a master record in the system for the account.

Structure

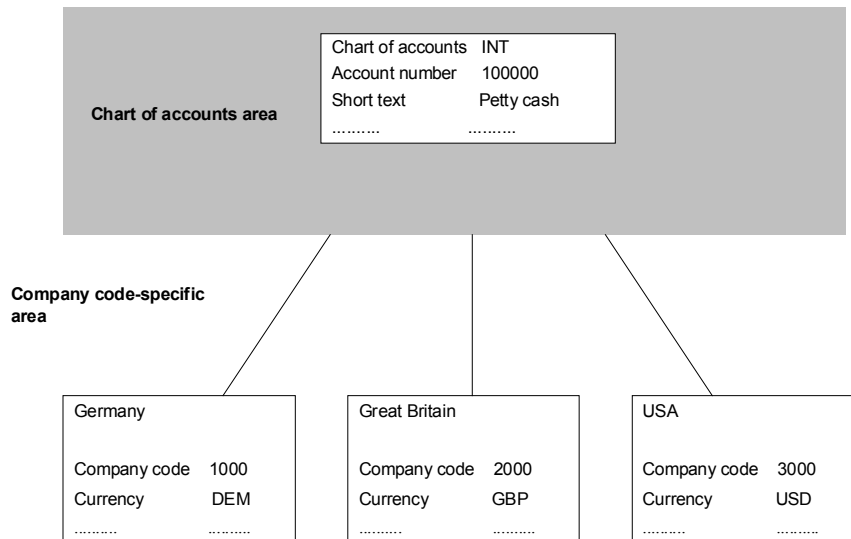
G/L account master records are divided into two areas so that company codes with the same chart of accounts can use the same G/L accounts.

- **Chart of accounts area**

The chart of accounts area contains the data that is valid for all company codes, such as the account number.

- **Company code specific area**

The company code specific area contains data that may vary from one company code to another, such as the currency in which the account may be posted.



Integration

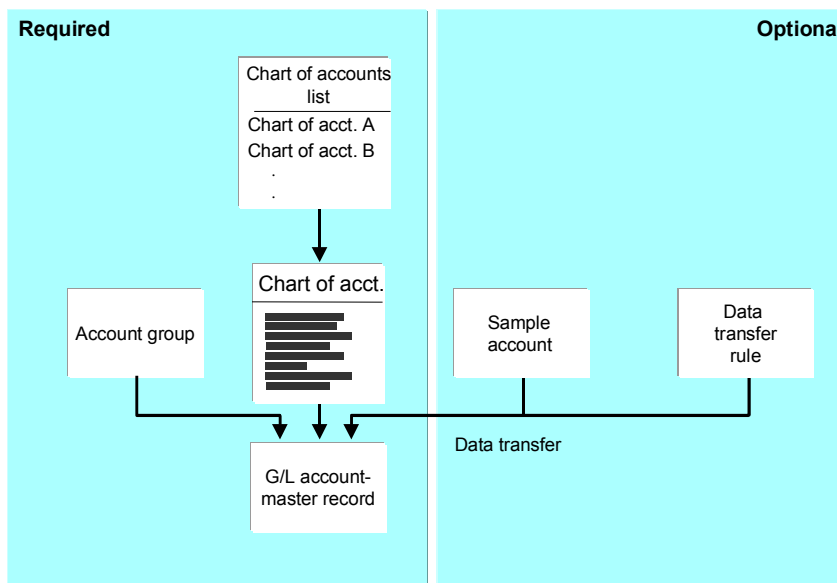
In the standard system, all business transactions that are posted to G/L accounts are updated in the general ledger. Additionally, you can define further ledgers to which data can also be posted. To do this, you must implement the [Special Purpose Ledger \[Ext.\]](#).

Environment: G/L Account Master Records

The following objects play a central role in the creation and management of master records:

- Chart of Accounts List
- Chart of accounts
- Account group

The sample account and the data transfer rules are optional and provide special functions. The following figure gives an overview of these objects.



- The **chart of accounts list** contains all of the charts of accounts that you support within a client.
- The **chart of accounts** in the R/3 system is a list of all G/L account master records which are used in one or several company codes. For every G/L account master record, the chart of accounts contains the account number, the account name and controlling information.
- The **sample account** and the **data transfer rules** determine which field values are predefined when creating a G/L account master record and whether these values can be overwritten.
- The **account group** is a summary of characteristics that control the creation of master records. You can use it to determine which fields must or can be filled when creating the master record. In addition, it can be used to predefine a number interval, from which the numbers for the master records should be chosen. Accounts that require the same master record fields and use the same number interval are created with the same account group.

Environment: G/L Account Master Records

- The **G/L account master record in the company code** contains company code-specific information which controls the entry of data to this account and the management of the account.

Chart of Accounts List

Definition

The chart of accounts list is a directory of all charts of accounts that can be used in a client.

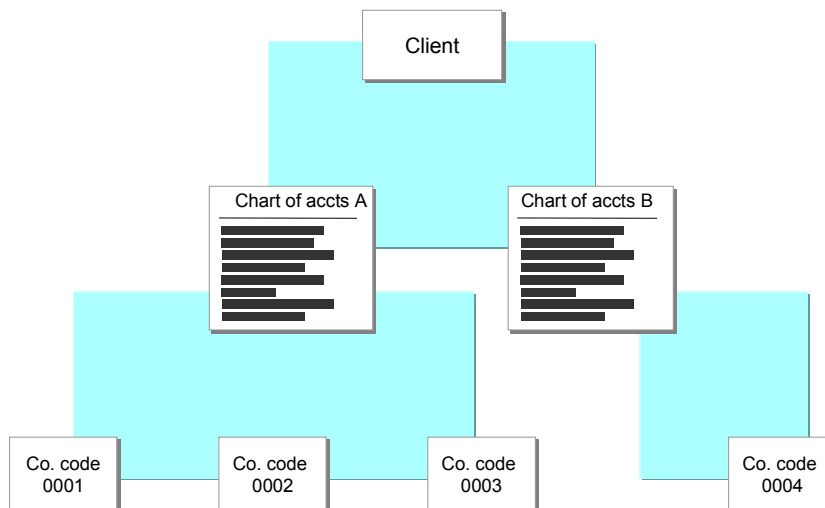
Use

You enter all the charts of accounts that you require for your company in this list. To do this, in the Financial Accounting Implementation Guide, choose *General Ledger Accounting* → *G/L Accounts* → *Master Data* → *Preparations* → [Maintain Chart of Accounts List \[Ext.\]](#).

In the FI system, you can use as many charts of accounts as you require within a client. You can thus meet the varying needs of the individual company codes regarding the chart of accounts structure. The following characteristics of the individual company codes could, for example, place various demands on how the chart of accounts is set up:

- Location (country)
- Branch
- Corporate structure
- Corporate size
- Legal requirements

However, several company codes can also use a common chart of accounts if a different grouping of the chart of accounts is not required.



You must assign one chart of accounts to each company code. You therefore need at least one chart of accounts for your company in the system.

Chart of Accounts List



The chart of accounts is shared by Financial Accounting as well as cost/revenue accounting. The items in a chart of accounts can be both expense or revenue accounts in Financial Accounting and cost or revenue elements in cost/revenue accounting.

Structure

If you enter a chart of accounts in the chart of accounts list, note the importance of the following settings:

- **Maintenance language**

The chart of accounts is created and changed in one language, the maintenance language. This means that the names of the G/L accounts are created and changed in the maintenance language. If the chart of accounts is used by multiple company codes using varying languages, you can translate the account names into the languages needed. For more information on this, see [Translating a Chart of Accounts \[Page 35\]](#).

- **Group chart of accounts**

You can assign an alternative group chart of accounts to the chart of accounts. For more information, see [Chart of Accounts \[Page 31\]](#).

- **Length of the G/L account number**

You can define the length of the G/L account numbers. The maximum length is ten characters. Internally, the system keeps the account numbers with a ten character length. The system pads purely numeric account numbers with zeroes from the left, and alphanumeric account numbers from the right.

To change the chart of accounts list, read [Changing the Chart of Accounts List \[Page 36\]](#).

Chart of Accounts

Definition

This is a list of all G/L accounts used by one or several company codes.

For each G/L account, the chart of accounts contains the account number, account name, and the information that controls how an account functions and how a G/L account is created in a company code.

Use

You have to assign a chart of accounts to each company code. This chart of accounts is the operating chart of accounts and is used for the daily postings in this company code.

You have the following options when using multiple company codes:

- You can use the same chart of accounts for all company codes
If the company codes all have the same requirements for the chart of accounts set up, assign all of the individual company codes to the same chart of accounts. This could be the case if all company codes are in the same country.
- In addition to the operating chart of accounts, you can use two additional charts of accounts
If the individual company codes need different charts of accounts, you can assign up to two charts of accounts in addition to the operating chart of accounts. This could be the case if company codes lie in multiple countries.



The use of different charts of accounts has no effect on the balance sheet and profit and loss statement. When creating the balance sheet or the profit and loss statement, you can choose whether to balance the company codes which use different charts of accounts together or separately.

Structure

Charts of accounts can have three different functions in the system:

- **Operating chart of accounts**
The operating chart of accounts contains the G/L accounts that you use for posting in your company code during daily activities. Financial Accounting and Controlling both use this chart of accounts.
You have to assign an operating chart of accounts to a company code.
- **Group chart of accounts**
The group chart of accounts contains the G/L accounts that are used by the entire corporate group. This allows the company to provide reports for the entire corporate group.
The assigning of an corporate group chart of accounts to a company code is optional.
- **Country-specific chart of accounts**

Chart of Accounts

The country-specific chart of accounts contains the G/L accounts needed to meet the country's legal requirements. This allows you to provide statements for the country's legal requirements.

The assigning of an country-specific chart of accounts to a company code is optional.

Integration

The operating chart of accounts is shared by Financial Accounting as well as Controlling. The accounts in a chart of accounts can be both expense or revenue accounts in Financial Accounting and cost or revenue elements in cost/revenue accounting. You can find additional information on this subject under [Cost Accounting and Chart of Accounts \[Page 33\]](#).

Cost Accounting and Chart of Accounts

You have to assign an operating chart of accounts to each company code. Cost accounting also uses this chart of accounts, that is, the accounts of the operating chart of accounts can be revenue and expense accounts in Financial Accounting and can be cost or revenue elements in cost accounting.

If your organization consisting of multiple company codes (such as a global company) needs various chart of accounts, you should note that cost account is only connected to the operating chart of accounts. How you organize your chart of accounts depends on the hierarchy level at which you want to carry out cost accounting.

You have two basic methods for organizing your chart of accounts.

- **Central organization**

At the corporate group level, a chart of account is defined which contains all accounts and can be used by all company codes. This chart of accounts is the operating chart of accounts for all company codes. To meet specific country requirements, you can enter an additional (country-specific) chart of accounts for each company code.

Advantage: Cross-company code cost accounting is possible. Consolidation is carried out using the operating chart of accounts, which is the corporate group chart of accounts.

Disadvantage: The accountants cannot work with their own country-specific charts of accounts.

- **Decentral organization**

Each company code uses its country-specific chart of accounts as the operating chart of accounts. For consolidation, you enter the corporate group chart of accounts additionally for each company code.

Advantage: The accountants can work in their own country-specific charts of accounts. You cannot consolidate data using the corporate group chart of accounts.

Disadvantage: Cross-company code cost accounting is not possible.

| Organizational structure of the chart of accounts | Cost accounting | Charts of accounts | | |
|---|---------------------------|-----------------------------------|------------------------------------|------------------------------------|
| | | Corporate group chart of accounts | Operating chart of accounts | Country-specific chart of accounts |
| Central | Cross company code | | Corporate group chart of accounts | For local requirements |
| Decentral | At the company code level | For corporate group requirements | Country-specific chart of accounts | |

Translating a Chart of Accounts

Use

In addition to the account number of a G/L account master record, the chart of accounts also contains the names of the accounts. With the translation function, you can translate the names of the G/L accounts for the languages you need.

The translation function is especially useful if you are using a chart of accounts in multiple company codes that use various languages. Since you create a chart of accounts in one language, the so-called maintenance language, the names of the accounts have to be translated into the other languages needed.

The account names are displayed when posting to G/L accounts and when creating or changing G/L account master records. If the names have been translated, the accountants in various countries will see the names displayed in the language in which they logged onto the system. If there is no translation for a given language, the maintenance language is displayed when posting to the account.



You are using the international chart of accounts INT, which is valid for the corporate group. The corporate language is English. English is thus the maintenance language for your chart of accounts. You translate the names into German for the German-speaking company codes. A German employee, who logs on in German, will have the account names displayed in German when making postings.

Activities

To translate the name of a G/L account, proceed as follows:

1. From the General ledger menu, choose *Master record* → *Individual processing* → *In chart of accounts*.
2. Enter the G/L account number and the chart of accounts.
3. Choose *Change*.
4. Select the *Keyword/translation* tab.
5. Enter translations of the short and long text for the languages you require in the *Translation* field group.

If you do not translate the long text, the system transfers the short text into the field for the long text.

6. Save your entry.

Changing the Chart of Accounts List

Changing the Chart of Accounts List

If you want to make changes in the chart of accounts list, note the following:

- **Changing the maintenance language**

You can change the maintenance language. However, you can only enter language keys for the languages into which the chart of accounts has already been translated.

- **Deleting a Chart of Accounts**

You can only delete a chart of accounts from the chart of accounts list if you have not already created this chart of accounts, that is, you have not created any G/L accounts for this chart of accounts.

G/L Master Record in the Chart of Accounts

Definition

G/L account master data in the chart of accounts area contains information about the G/L account that is valid for all company codes. The chart of accounts area also contains data that controls how a G/L account is created in the company code-specific area.

Use

To make certain that company codes using the same chart of accounts can also use the same G/L accounts, a master record is created for the G/L account in the chart of accounts and in the company code-specific areas.

Structure

The following information is contained in the chart of accounts area of a G/L account master record.

- The **chart of accounts**
- The **account number** and **account name** (short and long text)
- The indicator that specifies whether the account is a **balance sheet account** or an **P&L statement account**.

At the start of a new fiscal year, the balance of a balance sheet account is carried forward to itself. With P&L statement accounts, you must specify the account to which the profit or loss is carried forward at the end of a fiscal year.
- The **account group**

With the account group, you group similar accounts together and control the creating and changing of master records. They control

 - The account number interval in which the account number must lie.
 - The screen layout for creating G/L accounts in the company code-specific area. This means that you can define whether fields require an entry, may have an entry, or are hidden when creating or changing a master record in the company code-specific area.

You defined the account groups prior to creating G/L accounts. For more information, read [Account Group \[Page 38\]](#)
- Entries which are necessary for **consolidation** are trading partner and group account number.

Account group

Account group

Definition

The account group is a summary of accounts based on criteria that effects how master records are created.

The account group determines:

- The number interval from which the account number is selected when a G/L account is created.
- The screen layout for creating G/L accounts in the company code-specific area

Use

When you create a G/L account in the chart of accounts area, you must specify an account group.

Using the account group, you can group the G/L accounts according to functional area.



For example, you can group all bank accounts, postal giro accounts, and cash in the account group FIN. for "liquid funds".

The account group also defines the set up when creating a G/L account in the company code and chart of accounts. By defining the number interval and the screen layout, you simplify G/L account creation by reducing the number of entry fields.

The account groups are entered in Customizing per chart of accounts. You do this in Financial Accounting Customizing under *General Ledger Accounting* → *G/L Accounts* → *Master Data* → *Preparations* → [Define Account Group \[Ext.\]](#).

Structure

The account group contains the following definitions:

- **Number interval**

Standard charts of accounts are recommended in most countries. These are generally created so that the numbers of accounts belonging to the same functional area begin with the same digits. You use the account group in the chart of accounts to indicate this grouping principle. For more information on this, see [Defining Number Ranges \[Page 39\]](#).

- **Screen Layout**

The accounts within a functional area require the same fields for storing information when entering and processing business transactions. Using the account group, you define the fields needed for each functional area and the form needed. For more information on this, see [Defining the Screen Layout \[Page 41\]](#).



Make certain you define the field status when defining an account group. Otherwise, all fields are hidden. For more information, see [Field Status Definition \[Page 44\]](#)

Defining the Number Interval

Use

Standard charts of accounts are recommended in most countries. These are generally created so that the numbers of accounts belonging to the same functional area begin with the same digits. You use the account group in the chart of accounts to indicate this grouping principle.

When you define an account group, you also determine the number interval in which the accounts of this group must lie. When creating a G/L account, the system checks whether the number you entered lies in the predefined number interval.



The account numbers of bank accounts, postal giro accounts, and cash accounts begin with the number 1. The accounts in account group "Liquid funds accounts", to which all of these accounts belong, all lie in the number interval between 100000 and 129999.

If you create a G/L account with this account group, you must select a number from this number interval. Account number 131000 for G/L account petty cash would be rejected as incorrect since it does not fall within the number interval of account group "Liquid funds". However, you could create this account using the account number 101000.

The number intervals for G/L account groups can overlap. As a result, for G/L accounts that you do not want to assign to any special functional area, you can create a separate account group that has a number interval already contained in a different account group.

Integration

You can change the number interval of an account group at a later time. For more information, see [hierzu Changing the Account Group \[Page 47\]](#).

Prerequisites

In the chart of accounts list, you define the length of the account numbers for the entire chart of accounts. The maximum length is ten characters. For more information, see [Chart of Accounts List \[Page 29\]](#).

Features

You have the following options when assigning account numbers.

- You can reassign the account numbers of G/L accounts that were previously deleted.
- You can assign alpha-numeric account numbers.

In order to have an orderly display of the account numbers, you should note the following points.

- Equal length

Always use account numbers of the same length.

- Do not mix alphanumeric and numerical account numbers.

Defining the Number Interval

Use either alphanumeric or numerical account numbers. The system pads purely numeric account numbers with zeroes from the left, and alphanumeric account numbers from the right.



113000 → 0000113000

1131DB → 1131DB0000

Activities

To define the number interval for an account group, from Financial Accounting Customizing choose *General Ledger Accounting* → *G/L Accounts* → *Master Data* → *Preparations* → [Define Account Group \[Ext.\]](#).

Defining the Screen Layout

Use

The account group in which you can combine G/L accounts of a similar type determines the screen layout when creating G/L accounts in the company code-specific area. For each account group, you determine the screen layout, that is, you determine which fields are relevant for this group of G/L accounts.

For each field, you can assign the field status. This is important when creating G/L account master records in the company code-specific area. To preclude the need to give every field a status, fields are combined into field groups.

You can assign the following field statuses to the fields of a field group.

| Field status | Description |
|----------------|---|
| Required entry | This field requires an entry when creating a G/L account |
| Optional entry | You may make an entry in this field when creating a G/L account |
| Display | The field is displayed, but you cannot make an entry in it. → You should not use this status, since the fields should be available for entry when creating |
| Suppressed | The field is not displayed, that is, you do not see the field when creating a G/L account. |



If you do not assign a field status, the field status "Suppress" is automatically used.

Features

The screen layout does not only effect the creation of G/L accounts in the company code-specific area, but also the changing G/L account master records. When you make changes, the system always uses the current definition. For more information, see also [Changing the Account Group \[Page 47\]](#).



The fields "Currency" and "Field status group" require an entry. These fields must be contained in the master record of the G/L account.

Activities

To define the screen layout, in Financial Accounting Customizing choose *General Ledger Accounting* → *G/L Accounts* → *Master Data* → *Preparations* → [Define Account Group \[Ext.\]](#).

You set the field status by selecting the required field status for each field group:

Defining the Screen Layout

Display Field Status Group: Control

Field status Edit Goto Extras System Help

Field check

Chart of accounts INT Group ALL

Account control

| | Suppress | Req. entry | Opt. entry | Display |
|------------------------------|-----------------------|-----------------------|----------------------------------|-----------------------|
| ... | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Tax category | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Reconciliation account | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Exchange rate difference key | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |

Example: Defining the Screen Layout

For example, you can group all bank accounts, postal giro accounts, and cash in the account group FIN. for "liquid funds".

For some of the fields, you determine the following field status in the account group:

- **Reconciliation account**

These accounts will never be used as reconciliation accounts, that is, this field has no relevance for this account group and can thus be suppressed.

- **Post automatically only and Supplement automatic postings**

These accounts are posted to directly, that is, the fields can be suppressed.

- **Cash flow**

Each G/L account in this account group is relevant to cash flow. The system requires this information, for example, to determine the payment amount from a customer for a payment confirmation. This field thus requires an entry.

This figure shows the screen layout for creating G/L account in the company code-specific area for the field groups "Account control", "Document entry", Bank/financial details" with all the fields and the screen layout for the account group "Liquid funds account".

| Standard screen | Screen for bank accounts/cash |
|--|---|
| ... | ... |
| Account control <input type="text"/> | Account control <input type="text"/> |
| Currency <input type="checkbox"/> | Currency <input type="checkbox"/> |
| Exchange rate difference key <input type="checkbox"/> | Exchange rate difference key <input type="checkbox"/> |
| Tax category <input type="checkbox"/> | Tax category <input type="checkbox"/> |
| Reconciliation acct for acct type <input type="checkbox"/> | |
| Account management <input type="text"/> | Account management <input type="text"/> |
| Open item management <input type="checkbox"/> | Open item management <input type="checkbox"/> |
| Line item display <input type="checkbox"/> | Line item display <input type="checkbox"/> |
| Sort key <input type="checkbox"/> | Sort key <input type="checkbox"/> |
| Document entry controls <input type="text"/> | Document entry controls <input type="text"/> |
| Field status group <input type="checkbox"/> | Field status group <input type="checkbox"/> |
| Post automatically only <input type="checkbox"/> | |
| Field status group <input type="checkbox"/> | |
| Reconcil.acct ready for input <input type="checkbox"/> | |

Field Status Definition

Field Status Definition

Use

You have to define field status outside of the master record. Mark the field status you need for each field or field group under a field status group. Then assign the field status group to individual G/L accounts in the G/L account master records.

Field status groups are independent of company code, attaching instead to the field status variant. A separate variant exists in each company code for field status groups in the standard system. The name of the variant is identical to the company code. Each company code is assigned to the variant with the same name.

You can work with the same field status groups in more than one company code, as outlined below: Proceed as follows:

1. Maintain field status variants
2. Assign a company code to the field status variant



Do not forget to maintain the field status. Otherwise, all fields are suppressed.

Example of a field status group

You defined a separate field status group for bank accounts because you always need the same fields for posting to bank accounts. Within this group, the assignment number, text, and value date fields are optional. You have specified that all other fields be suppressed.

The figure below shows the standard screen in which no fields are suppressed, and the screen for posting to a bank account.

| Standard screen | Screen for bank accounts |
|---|---|
| Account <input type="text"/> Company code <input type="text" value="0001"/> <input type="checkbox"/> Item 1 Debit posting <input type="text"/> | Account <input type="text" value="0000113100 Deutsche Bank"/> Company code <input type="text" value="0001"/> <input type="checkbox"/> Item 1 Debit posting <input type="text"/> |
| Bus. area <input type="checkbox"/> Cost center. <input type="checkbox"/> Control. area <input type="checkbox"/> Order <input type="checkbox"/> Purch. inv. <input type="checkbox"/> Project <input type="checkbox"/> Quantity <input type="checkbox"/> Purch.order. <input type="checkbox"/> Hum.Resr. <input type="checkbox"/> Cons. act. <input type="checkbox"/> Value date <input type="checkbox"/> Due on <input type="checkbox"/> Assignment <input type="checkbox"/> Asset depr. <input type="checkbox"/> Text <input type="checkbox"/> Next line item <input type="text"/> ... | Value date <input type="checkbox"/> Assignment <input type="checkbox"/> Text <input type="checkbox"/> Next line item <input type="text"/> ... |

Integration

Besides the field status group in the account master record, your **posting key specifications** also effect posting. For each posting key, you can decide what status the fields should have when posting with a key. But because there are only two posting keys for posting to G/L accounts in the standard system, you should use the field status groups from accounts in the master record for your screen layouts. The field status definition for posting keys 40 (debit posting to G/L accounts) and 50 (credit posting to G/L accounts) have optional status for each field in the standard system. Do not change this.

Some fields are controlled by other specifications. If you work with business areas, display the field centrally using company code specifications. The component documentation for general ledger accounting (FI-GL) as well as accounts receivable and payable (FI-AP/FI-AR) explains in greater detail when fields can be suppressed or shown independently of a field status group.

Field status groups and reconciliation accounts

You must also enter field status groups in reconciliation accounts. These specifications affect the customer or vendor accounts during posting. You cannot enter any field status groups in the master records of these accounts.

Field Status Definitions for Transactions:

Field Status Definitions for Transactions:

Use

You can also determine the status of a field group dependent on the transaction with which the master record is edited. This is possible for the following editing functions.

- Display
- Create
- Change

For each editing function, you can specify the field status for the company code-specific area of a G/L account.

Integration

When you create, display, or change a master record, the system links the field status definitions you made for the account group with those made for the editing function. The fields in a field group take the status with the highest priority.

The status with the highest priority is the suppressed field, followed by display, optional, and required entry fields.

Changing the Account Group

Use

You may need to change an account group, if fields do not have the necessary field status for creating G/L accounts.



You may need to change the account group, for example, if you want to implement a new application component that requires fields that originally were hidden. These fields now need an entry, that is, they have to be defined as required fields.

Prerequisites

If you want to delete an account group, note the following:



You can only delete an account group if no G/L account master records exist for this account group. Otherwise, you cannot display or change the G/L accounts.

Features

You may make the following changes:

- **Different account group**

You can enter an account group for an existing G/L account. By doing so, you change the field status definition and the number interval (see the following points).

- **Changing the field status definition**

You can change the field status definition of an account group.

This change affects the display and change mode for G/L account master records that were created with this account group. The current field status definition always applies. Field contents that were entered before the change remain in the system, even if they become hidden fields, that is, they are no longer displayed. The field contents continue to take effect.

In the following cases, the G/L account master records have to be updated, if they were created with the changed account group:

| Old field status definition | New field status definition |
|-----------------------------|-----------------------------|
| Optional field | Required field |
| Hide | Display |

- **Changing the number interval**

You can change the number interval of an account group. If you have chosen a number interval that is too small, you can increase it as necessary.

This change only has an effect when creating new G/L accounts. The system checks whether the account number entered is in the number interval.

Changing the Account Group

G/L Account Master Records in the Company Code

Definition

The company code specific area of a G/L account contains data that is only valid for one company code, such as the currency in which the account may be posted.

Use

Before you can make postings to a G/L account, you have to create a master record in your company code for the account. The G/L account must already be in the chart of accounts. For more information, see [G/L Account Master Records in Chart of Accounts \[Page 37\]](#).

Structure

When creating a G/L account in a company code, you have to make several specifications. These specifications are saved in the G/L account master record and will affect future transactions, such as postings to this G/L account.

Some of the specifications have serious impact on future work and are described in the following sections. Before you make your specifications, you should read these sections.

Defining the Account Currency

Defining the Account Currency

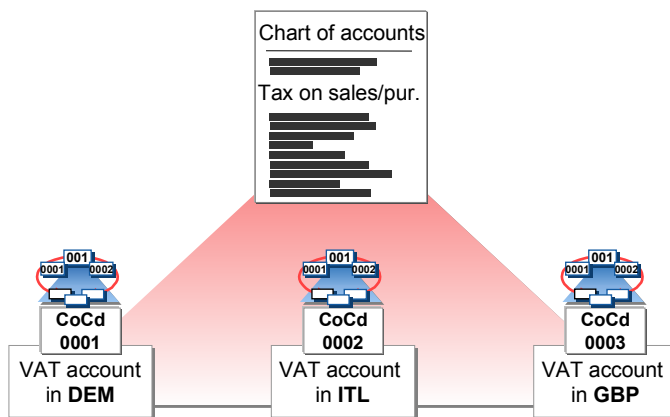
Use

When creating a G/L account, you must define the currency in which the account is to be kept.

This defines the following:

- The currency used for postings made to this account
- The currency in which transaction figures are updated and the account balance is displayed

You specify the account currency in the company code area of the G/L account master data. This allows you to keep the G/L account in the local currency of each company code. This is especially useful for international groups that have all subsidiaries use the same chart of accounts but with the accounts kept in the local currency.



Features

When setting the account currency, you have two options available:

- Enter the [local currency \[Ext.\]](#) of your company code.
 The system automatically uses the local currency that you defined when creating the company code as the default value.
 This allows posting to the G/L account in any currency. When you make a posting in a foreign currency, the amount is translated into the local currency. For more information, see [Posting a Document in a Foreign Currency \[Page 277\]](#).
 The transaction figures are kept as follows:
 - In the local currency, that is, the total of all the amounts posted in the local currency
 - In the individual currencies, that is, the total of all the amounts posted in various currencies.
- Enter a [foreign currency \[Ext.\]](#). This is a [foreign currency balance sheet account \[Ext.\]](#).
 The G/L account can only be posted to in this currency.

Defining the Account Currency

The transaction figures and the account balance are kept in the foreign currency entered and in the local currency.

Defining "Balances in Local Currency Only"

Defining "Balances in Local Currency Only"

Use

When creating a G/L account in a company code, you can decide whether the transaction figures should only be kept in the local currency for this account.

You have to set this indicator for **clearing accounts** you use to clear line items in various currencies with one local currency amount and **without** posting any exchange rate differences that may occur.



Do not set this indicator for A/P A/R reconciliation accounts.

You **have** to set the indicator for the following accounts:

- Cash discount clearing accounts
- Clearing accounts for goods receipt / invoice receipt

The indicator is usually set for the following balance sheet accounts:

- Accounts without [open item management \[Ext.\]](#) in which no foreign currencies are managed



You manage a clearing account for goods received and invoices received. This account is posted to manually. You post the incoming invoices in an invoice currency and the goods received in all cases in the local currency.

| | Foreign currency | Local currency |
|-----------------|------------------|----------------|
| Invoice receipt | 1000 USD | 1580 DEM |
| Goods receipt | | 1580 DEM |

If the indicator is set, the two line items are cleared.

If the indicator is not set, the system also posts any exchange rate difference as well when clearing. The system then determines the DEM amount necessary to clear the 1000 USD amount. If the exchange rate is 1.60 for example, the system makes a posting of 20 DEM for the exchange rate difference to clear the two line items.

Defining the Tax Category

Use

In tax accounts, you can specify the type of tax on sales/purchases (input or output tax) that can be posted to the account.

In rare cases, it is useful to assign a certain tax code to an account. You enter the tax code in the master record in this case. Only this tax code can be used when posting to this account. If a G/L account is not tax relevant, you may make no specification in this field. For more information on sales tax and other taxes in your system, see the documentation *FI General Topics*.

Defining "Posting Without Tax Allowed"

Defining "Posting Without Tax Allowed"

Use

If you select this indicator, no tax code needs to be entered when posting to this account. If a tax code is entered, it is checked according to the tax category for this account.

You use this indicator if taxable and non-taxable postings are to be entered to an account at the same time. In such a case, you normally set up your own tax code to allow for non-taxable transactions. However, this is not possible - for example - for tax entry with jurisdiction code, since no jurisdiction code can be specified for customers abroad. You would then allow postings without tax codes for the corresponding expense or revenue accounts.

This indicator is not needed for invoice verification postings, since the account assignments are generally derived from the purchase order. The indicator is therefore not checked by the system for these postings.

For items with no tax code, no tax information is created, and they are not contained in the tax report lists.

Define "Reconciliation Account for Account Type"

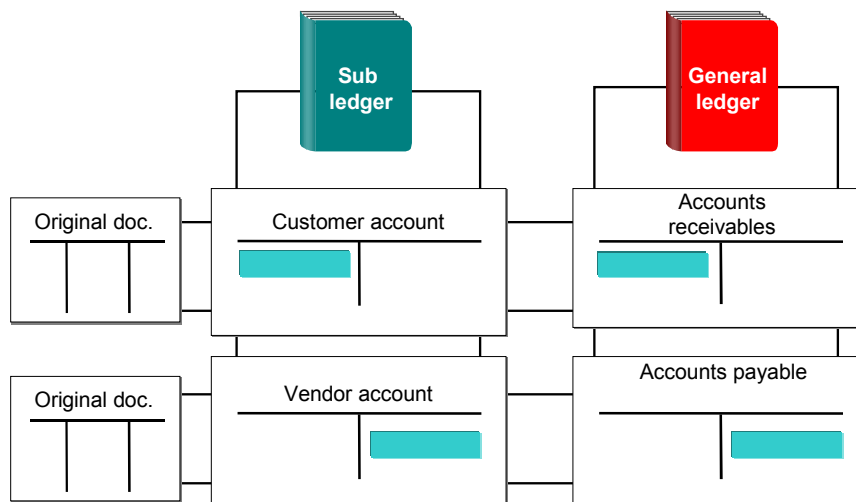
Define "Reconciliation Account for Account Type"

Use

You use this field to indicate G/L accounts as being reconciliation accounts. For each **subledger account**, you must keep at least one reconciliation account in the general ledger. When you post to an account in the subledger, the system automatically posts to the corresponding reconciliation account.

The "Receivables from goods and services" account is an example of a reconciliation account for customers. Enter Customer in the *Reconciliation account for account type* field. Enter a Vendor in this field for a vendor reconciliation account.

Using the reconciliation account procedure, it is possible to create a balance sheet and a profit and loss statement at any time, since the amounts posted to subledger accounts are also posted automatically in the general ledger.



During regular reconciliation, you check whether the balance of the reconciliation account matches the balance of the corresponding subledger account.

You define reconciliation accounts by specifying in the G/L account master record the account type (such as fixed assets, vendor or customer) for which the account is to be used. In this way, the account can only be assigned to accounts in the corresponding subledger. You set the assignment of the subledger account to a reconciliation account in the master record of the subledger account. You cannot post to reconciliation accounts manually .



You have created a reconciliation account "Receivables" for accounts receivable. You must specify the account number of the reconciliation account in the master records of the customer accounts. The system checks whether the named reconciliation account is permitted for the account type "customer".

More information on the reconciliation account can be found in the *FI Accounts Receivable and Payable Accounting* documentation in the sections on customer master records and vendor master records .

Define "Reconciliation Account for Account Type"

Reconciliation operations are described in *FI Closing and Reporting*.

Defining "Open Item Management"

Use

If you set the "Open item management" indicator in the master record for an account, the line items in this account is marked as open or cleared.

The balance of an account with open item management is equal to the balance of the open items. General ledger accounts are kept with open item management if you need to check whether there is an offsetting posting for a given business transaction.



You should use open item management for bank clearing accounts, clearing accounts for goods receipt/invoice receipt, and salary clearing accounts.

Bank accounts, however, do **not** use open item management.



If you subsequently define open item management for a G/L account, this entry only applies to the items which are posted afterwards. At the date of the change, the account must display a zero balance.

Also, when canceling this indicator, the balance must be zero. You therefore have to clear the remaining open items before making the change in the master record.

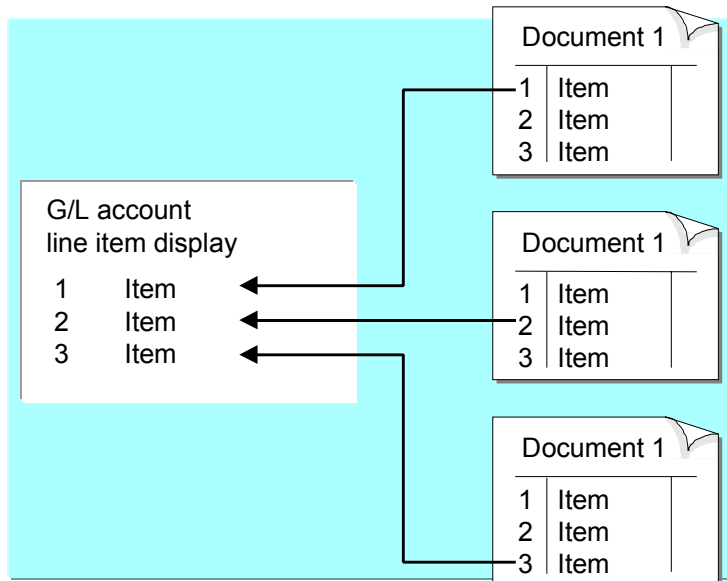
Defining "Line Item Display"

Defining "Line Item Display"

Use

If you set the "Line item display" indicator in the master record for an account, all line items that have been posted to this account are displayed if they have not been archived.

You use line item display to display the document line items from the account. For line item display, the system lists all the line items for an account.



For accounts with line item display, the system uses special indices to define the link between the account and the document. For accounts with many transactions, a corresponding number of indices must be defined and read for line item display. This means that when posting items to such accounts and displaying line items, additional storage space and system time are required. Therefore, you should **not** use line item display for the following accounts:

- Reconciliation accounts (detailed information is contained in the subledger)
- Sales revenue accounts (detailed information in the *Sales and Distribution* application module)
- Material accounts (detailed information in the "Materials Management" application module)
- Tax accounts (detailed information is not needed since tax data is contained and checked in the document).

Defining the Field Status Group

Use

You use this field to define which fields are displayed when you post accounting transactions to a G/L account. A field may have one of the following statuses:

- hidden (suppressed)
- Entry required (required field)
- Ready for input (optional field)

For additional information, see [Field Status Definition \[Page 44\]](#).

Assigning Authorizations

Assigning Authorizations

Use

Access to a master record may be restricted. One reason for this might be to protect master data from unauthorized changes.

Authorization can be assigned for the following editing functions:

- Create
- Change
- Display



All employees can display the G/L account master records, but only a limited number of people may create or change them.

The authorizations for editing G/L account master records are set in your user master record.

To restrict access to a G/L account master record, enter a key in the *Authorization* field in the company code area of the master record.

Prerequisites

You have to define authorizations before you can limit access to a G/L account master record. You can find these settings in Financial Accounting Customizing under *Financial Accounting Global Settings* → [Maintain Profiles \[Ext.\]](#).

Automatic Postings

Use

When posting documents, the system automatically adds line items to manually entered items as needed. For example, the tax amount, the cash discount amount, and profits or losses from foreign currency translations (exchange rate differences) can all be calculated and posted automatically by the system. You can decide that accounts to which these automatic postings are made can **only be posted to automatically**. This will prevent any manual postings to such an account. A definition like this would be useful for tax accounts, if, for example, you had no subsequent tax debit to post.

Functions for Editing G/L Account Master Records

Use

G/L account master records consist of a chart of accounts area and a company code-specific area (see also [G/L Account Master Records \[Page 25\]](#)). You can edit G/L account master records as follows:

- Centrally for both areas
- In the chart of accounts only
- In the company code-specific area only

You have two ways to organize the editing of G/L account master records:

- **Central organization**

You can create a uniform chart of accounts for all company codes. In such a case, you create all G/L account master records in the chart of accounts in one step. Each company code can then add its own company code-specific data to the G/L account master record at a later date. Employees in the company codes are not able to edit the chart of accounts area.

You can also create the entire master record in one step, including the company code-specific area. In this case, employees in the company codes have no authorization to create a G/L account master record (neither in the chart of accounts area nor in the company code-specific area), but are able to change master records.

- **Decentral organization**

The employees in the various company codes edit the G/L account master records in both the chart of accounts area and in the company code-specific area. The employees can edit master records centrally in one step.

Integration

By [Assigning Authorizations \[Page 60\]](#) for editing G/L account master records, you control how the organization is set up, that is, you restrict the use of the editing functions to individual users.

Creating and Editing G/L Account Master Records

Purpose

You have various options for creating G/L account master records in the system:

- **Using a reference**

You can copy G/L account master records from an existing company code and then change them.

Use this procedure if you want to use a chart of accounts included in the standard system or if you want to use an existing chart of accounts as a reference. The advantage of using a reference is that the account assignment is also copied. This ensures the integration of General Ledger Accounting with other application components.

- **Data Transfer Workbench**

You can copy G/L account master records from an external system and then change them.

Use this method if you have your G/L accounts in a non-SAP system and want to transfer them to your SAP System.

- **Copy G/L accounts**

You can copy G/L account master records by copying a chart of accounts and then the company code.



You should only use this method if there is a chart of accounts in your system that exactly meets your requirements. If you need to make changes to the chart of accounts, you should complete this using a reference method.

- **Create manually**

You can create G/L accounts master records by manually creating each individual G/L account.



The method is quite time consuming. You should only use it if you are certain that the standard SAP System nor any other system contains a chart of accounts which you could use as a reference.

Prerequisites

Prior to creating your G/L accounts, you need to make various settings in Customizing. You can find these settings in Financial Accounting Customizing under *General Ledger Accounting → G/L Accounts → Master Data → Preparations*.

| Activity | Description |
|--|--|
| Edit Chart of Accounts List [Ext.] | The chart of accounts you use has to be entered in the chart of accounts list. |

Creating and Editing G/L Account Master Records

| | |
|---|---|
| Assign a Company Code to a Chart of Accounts [Ext.] | Your chart of accounts must be assigned to your company code |
| Define Account Group [Ext.] | Your Account Groups [Page 38] have to be defined. |
| Define Retained Earnings Account [Ext.] | You have to define a retained earnings account. |

Process Flow

You have various options for organizing the editing of G/L account master records: For more information, see [Functions for Editing G/L Account Master Records \[Page 62\]](#).

You can find the function for creating G/L account master records in Financial Accounting Customizing under General Ledger Accounting → G/L Accounts → Master Data → [Creating G/L Accounts \[Ext.\]](#).

1. Create your G/L accounts. You have two options:
 - If you want to use a chart of accounts included in the standard system as a reference, or if a chart of accounts is already in your system, use the create with reference method. To do this, use the *Create G/L Accounts with Reference* activity.
 You can copy the G/L accounts and the related account assignments. Before creating the G/L accounts, you can change the account numbers and names.
 - If you have G/L accounts in a non-SAP system, you can transfer these G/L accounts to your SAP System. To do so, select the *Data Transfer Workbench*.
2. You can modify the G/L account master records that were created or transferred. The following functions are available for doing this:
 - You can carry out systematic changes to multiple G/L accounts, such as changing the P&L account type of several P&L accounts. To do so, select the desired function under *Change G/L Accounts Collectively*.
 - You can change the master record of a single G/L account. To do so, select the desired function under *Edit G/L Account*.

Creating G/L Accounts with Reference

Use

You can create G/L accounts by using a G/L account master records as a reference. You can copy the G/L account master records from this reference company code and edit the data in your target company code before creating the master records.

When editing the copied G/L account master records, you can easily change the account numbers and names. To make additional changes to the G/L account master records, you can use the functions available for [collective \[Page 66\]](#) and [individual \[Page 68\]](#) processing.

Features

You have the following options:

- You can limit the number of accounts to be copied by entering a number range.
- The G/L account master records copied are displayed in a table. You can change the account number and name and can save the changes in the table **without** saving the G/L accounts.



The G/L accounts are only saved when you explicitly save them.

- You can create G/L accounts.
- You can check to see if the table contains accounts without a name or with identical account numbers.
- You can use the [account assignment \[Ext.\]](#) of the accounts copied.

Activities

You can find the function for creating G/L accounts with reference in Financial Accounting Customizing under *General Ledger Accounting → G/L Accounts → Master Data → G/L Account Creation → Create G/L Accounts with Reference*. You can find specific instructions in the IMG documentation for this activity.

Collective Processing of G/L Account Master Records

Collective Processing of G/L Account Master Records

Use

You can edit the master records of multiple G/L accounts in one step.

You should use this function if you want to make systematic changes to multiple G/L account master records, such as changing the P&L statement account type of multiple P&L accounts.

With collective processing, you can change the master records of existing G/L accounts. You **cannot** create G/L accounts.

Collective processing (also known as mass processing) contains various functions with which you can change G/L account master records. You can find documentation in the SAP Library under *CA - Cross-Application Components* → *General Application Functions (CA-GTF)* → *CA Mass Maintenance* → [Mass Maintenance \[Ext.\]](#).

Features

The following functions are available for collective processing:

- Change **chart of accounts data**
With this function, you can change the master data in the chart of accounts area of multiple G/L accounts.
- Change **company code data**
With this function, you can change the master data in the company code specific area of multiple G/L accounts.
- Change **account name**
With this function, you can change the account names of multiple G/L accounts, which can even be in different charts of accounts.

Activities

You can access collective processing of G/L account master records from the G/L accounting menu as well as from General Ledger Accounting Customizing.

1. Select the desired function:
 - From the menu, *Accounting* → *Financial accounting* → *General ledger accounting* → *Master records* → *Collective processing*.
 - In **Customizing**, *Financial Accounting* → *General Ledger Accounting* → *G/L Accounts* → *Master Data* → *G/L Account Creation* → *Change G/L Accounts Collectively*.
2. In the initial screen, select the G/L accounts you want to change and choose *Execute*.
You can include additional selection fields. To do this, select *selection fields*.
3. If you have selected a large number of G/L accounts, you have to specify how the changes are to be carried out. Select *Display all records*.
4. The G/L accounts selected are displayed in a table with some of the pre-selected master data fields. In this table, you can:

Collective Processing of G/L Account Master Records

| Function | Description | Button |
|----------------------------|---|----------------------------|
| Select master data fields | Changes the selection of master data fields displayed in the table | <i>Select fields</i> |
| Replace all values | Replaces the values for all selected G/L accounts with the value you enter in the header row of the <i>New</i> column. Enter the new value in the header line of the <i>New</i> column. | <i>Change field values</i> |
| Replace certain old values | Limits the changes to fields of G/L accounts containing a specific old value. Enter the new value in the header row of the <i>New</i> column and the old value to be replaced in the <i>Repl</i> (replace) column. | <i>Constraints</i> |
| Display old values | Displays the old value in addition to the new value for each G/L account. | <i>Old values</i> |
| Reverse changes | Reverses your changes prior to saving. You cannot reverse changes after saving. | <i>Reverse changes</i> |

5. Save your changes.

Editing G/L Account Master Records Individually

Editing G/L Account Master Records Individually

Use

You can edit the master record of a single G/L account.

The master records of G/L accounts consist of a chart of accounts section and a company code specific section. You can edit the master record of a G/L account centrally for both areas or for each area separately. For more information, see [Functions for Editing G/L Account Master Records \[Page 62\]](#).

Prerequisites

- **Layout of tab pages for individual processing**

You can setup the layout of the tab pages in which you edit G/L account master records individually. To do so, you have to define layouts in Customizing. The layouts define the number and the title of the tabs as well as the field groups and their positions on the tabs. You define layouts in Financial Accounting Customizing under *General Ledger Accounting → G/L Accounts → Master Record → Preparations → Additional Activities → Layouts for Individual Processing*.

- **Screen layout in the company code specific area**

The screen layout in the company code specific area of a G/L account is dependent on the [account group \[Page 38\]](#) you enter in the chart of accounts area. You define account groups in Financial Accounting Customizing under *General Ledger Accounting → G/L Accounts → Master Record → Preparations → Define Account Group [Ext.]*.

Features

Using individual processing, you can carry out the following activities for G/L account master records:

- Display
- Change
- Create
- Create with reference
- Block or unblock
- Delete, that is, mark for deletion

Additional functions

- **G/L account tree**

You can display an additional area on the screen in which a navigation tree is displayed with all G/L accounts ordered by account group. Either all G/L accounts of the **company code** (if in central processing or company code processing) or the **chart of accounts** (if in chart of accounts processing) are displayed.

To display the G/L account tree, choose *Settings → Tree display*. You can select an account and run the various functions.

Editing G/L Account Master Records Individually

If you display the G/L account tree, this setting is saved in your user master record. The next time you start the individual processing, the G/L account tree will automatically be displayed.

- **Request for change to G/L account master data**

You can request the creation of or change to a G/L account master record from the Intranet.

Choose *Extras* → *Change request for G/L accounts*

An Intranet screen appears. Complete the desired form and send it. The system automatically determines the processor of the request.

You can find additional information on requesting changes to G/L account master data under [Request for Master Data Changes in the Intranet/Internet \[Page 76\]](#).

Activities

You can access individual processing of a G/L account master record from the G/L accounting menu as well as from General Ledger Accounting Customizing.

2. Select the desired function:

- From the **menu**, *Accounting* → *Financial accounting* → *General ledger accounting* → *Master records* → *Individual processing*.
- In **Customizing**, *Financial Accounting* → *General Ledger Accounting* → *G/L Accounts* → *Master Data* → *G/L Account Creation* → *Change G/L Accounts Individually*.

2. Enter the account number, enter the chart of accounts or company code, and press *Enter*.



If you edited the master record of an account and enter the account number of a different account, press *Enter*. Otherwise, the master record of the previously edited account will still be displayed.

3. Select an editing function.
4. Edit the master record in the various tab pages.
5. Save your entries.

Entering Texts

Entering Texts

Use

You can enter explanatory accounting texts in each G/L account master record. In this way, you can store information such as the use of the account in your accounting system in the master record.

You can enter or alter these texts either when creating or changing a master record. When you display a master record, you can only view the texts. You can print the text as a list for each chart of accounts, company code, or combination of the two (account assignment guide). For this, from the General ledger menu choose *Periodic processing* → *Info system* → *Report selection*. You will find the account assignment guide under *Lists* → *Account*.

You enter the texts as predefined text types. These are defined separately for the chart of accounts area and the company code-specific area of the master record during system configuration. You can enter one text per account for each text type. The standard system contains the following text types:

- Account assignment information
- Accounting note

Procedure

To enter or change a text, proceed as follows:

To enter a text for a G/L account, proceed as follows:

1. When creating or changing a G/L account, choose the function [Individual Processing of G/L Account Master Records \[Page 68\]](#)
 - The *Information (C/A)* tab to create a text for the chart of accounts area of the G/L account master record
 - The *Information (CoCd)* tab to create a text for the company code-specific area of the G/L account master record

The tab screen has an area for editing text. The system offers you all the text types available in that area of the master record.
2. Enter the key for the language in which you want to write the texts in the column marked *L*. In this screen, you can enter a line of text for each text type.
3. If you want to enter a longer text, mark one of the suggested text types and select *Editor*.
4. Enter your text.
5. Choose *Back*.

You return to the screen which shows the text types. The first line of your text is displayed.
6. Save your entries.

Changing G/L Account Master Records

Changing G/L Account Master Records

Use

You can change G/L account master records in the chart of account and in the company code-specific areas. Changes in the chart of accounts area apply to the respective master record in all company codes.

Integration

For most fields, the changes are logged. In exceptional cases, such as for text fields, this is not necessary so the facility is not provided. For each change, the system records the time of change, the user name and the old field value. You can display these changes.

Features

Changes in the chart of accounts area

You can change all fields in the chart of accounts area of a G/L account master record except for the account number.

The following special notes are valid when changing G/L account master records in the chart of accounts area.

- As long as no master record was created in the company code for the entry in the chart of accounts, you can change the chart of accounts entry.
- If you change the account group, it may be necessary to maintain all master records in the company codes. For more information, see [Changing the Account Group \[Page 47\]](#)
- You can change the specification whether an account is a balance sheet account or an income statement account. After making this change, you should carry out a balance carried forward. You can find further information on this in *FI Closing and Reporting*.
- The sample account does not take effect when changing a master record. Changes to the data transfer rules for the sample accounts of a company code apply immediately to all master records which were created with a sample account. Fields which contained a non-changeable value when created may become changeable.

Changes to the Company Code-Specific Area

You can change the fields in the company code-specific area of G/L account master records.

The following special notes are valid for changing G/L account master records in the company code-specific area.

- You can only change the **currency key** for accounts that have not yet been posted to.
- You can only change the **tax category** for accounts that have not yet been posted to.
- You can only identify an account as a reconciliation account if it has a zero balance. However, you can only cancel the indicator defining an account as a reconciliation account for accounts that have not yet been posted to.
- You can make or cancel the specification that an account is **managed on an open item basis** for accounts with a zero balance.

Displaying Changes

Displaying Changes

Use

The system logs all changes to G/L master records. For each changed field, it stores the time of change, the user's name, and the current and previous field contents.

You can display the changes to:

- A certain field
- A master record
- All accounts for various master records

Procedure

You have the following options for displaying changes to G/L account master records.

Change display of a single G/L account

Tab page information in individual processing

1. Choose the desired function for individual processing of a G/L account master record (*Centrally, in chart of accounts, or in company code*).
2. Enter the account number of the G/L account you wish to display, enter the chart of accounts or company code, and press *Enter*.
3. From any of the following tab screens, choose *Change documents*:
 - From the *Information (C/A)* tab screen to display changes the chart of accounts area of the master record
 - From the *Information (CoCd)* tab screen to display the company code-specific area of the master record

Displaying changes

1. From the General Ledger menu, choose the desired function under *Master records* → *Display changes*.
2. Enter the account number of the G/L account you wish to display, enter the chart of accounts or company code, and press *Enter*.

You can limit the time period for which you want changes displayed.

3. The following functions are available:

Functions available

| Selection | Data |
|--------------------------------------|--|
| <i>Goto</i> → <i>All changes</i> | All changes and the dates of the changes |
| <i>Goto</i> → <i>Changed fields</i> | Only fields that have been changed |
| <i>Goto</i> → <i>Change document</i> | Document number, date, time, user |

Displaying Changes

| | |
|---------------------------------------|--|
| <i>Environment → Multiple display</i> | The change display for multiple G/L accounts appears |
|---------------------------------------|--|

Multiple Account Change Display

You can list changes to multiple G/L master data records using program RFSABL00.

You can find this report in the G/L menu under Information system → General ledger reports → Master data → Display changes to G/L accounts.

Requesting a Master Data Change in the Intranet/Internet (AC)

Requesting a Master Data Change in the Intranet/Internet (AC)

Purpose

You can request the change to the following master data from the Intranet/Internet:

| Object | Type of change |
|--|---|
| Cost centers [Ext.] | create, change, lock |
| Internal orders [Ext.] | date |
| G/L accounts [Ext.] | create, change |
| Vendors [Ext.] | Address change Enter, delete, change <i>bank details</i> |
| Customers [Ext.] | Address change Enter, delete, change <i>bank details</i> |



You can only request changes to master data for customers and vendors via the **Internet**.

You do **not** have to know the name of the processor, since the system automatically determines it. The request is transferred to the SAP System and can be processed there with the functions of the message processing.

You can call up the individual request forms from the various SAP application (depending on the object) and from the workplace.

| Start change request | for <Object> |
|---|---|
| From the Employee Workplace [Ext.] launchpad | Cost centers, internal orders, G/L accounts, customers, vendors |
| from the Enterprise Organization [Ext.] | Cost centers |
| From Editing the standard hierarchy [Ext.] | Cost centers |
| From the cost center master data report [Ext.] | Cost centers |
| From the web transaction Create internal order [Ext.] | Internal orders |
| From the web transaction Display internal order [Ext.] | Internal orders |
| From Editing G/L account master data individually [Page 68] | G/L accounts |

Prerequisites

- In a scenario, you have defined the process for request a master data change.
To do so, in Customizing choose *Cross-Application Components → Internet/Intranet Services → Internal Service Request → Definition of Scenarios with Specific*

Requesting a Master Data Change in the Intranet/Internet (AC)

Customizing → Request For Change to Master Data → [Define Own Scenarios For Request For Change To Master Data \[Ext.\]](#).

- For cost centers and G/L accounts, you have determined which requests can be started from the aforementioned SAP applications.

To do so, in Customizing choose (for example) [Cross-Application Components → Internet/Intranet Services → Internal Service Request → Definition of Scenarios with Specific Customizing → Request For Change to Master Data → \[Assign Own Scenarios For the Request For Change To Master Data \\[Ext.\\]\]\(#\)](#).

Process Flow

1. You call up the request form for a master data change.
 - a. To call up the form from the Employee Workplace launchpad, choose *Create internal service request*.
 - b. To call up the form from the SAP System, for the application choose Extras Change request for <object>.



In the master data directory, specify that a cost center has to be changed.

From the directory, you can go to the request form for master data changes by choosing *Extras → Change request for cost centers*.

2. You request a change to or a new master record using the form in the Intranet/Internet (see [Processing Request Forms \[Page 79\]](#)).

When you send the request, the information is transferred to the SAP R/3 System. The system determines the responsible processor based on entries made in Customizing (see [Define Own Scenarios For The Request For Change to Master Data \[Ext.\]](#)).

3. The processor receives the request for a master data change in his/her worklist or workflow inbox (see [Task Processing \[Page 87\]](#)).
4. The following options are available to the processor:
 - a. They may require additional information, should the request be incomplete. They attach a note to the requests and enter the person making the request as the processor.
 - b. The processor rejects the request for a master data change.
 - c. They approve the request and makes the necessary adjustments in the SAP R/3 System.
 - d. They forward the request.

In the second decision level, the options a to d are available again.

In the last three cases, the processor can enter a text to explain the reason for his/her decision.



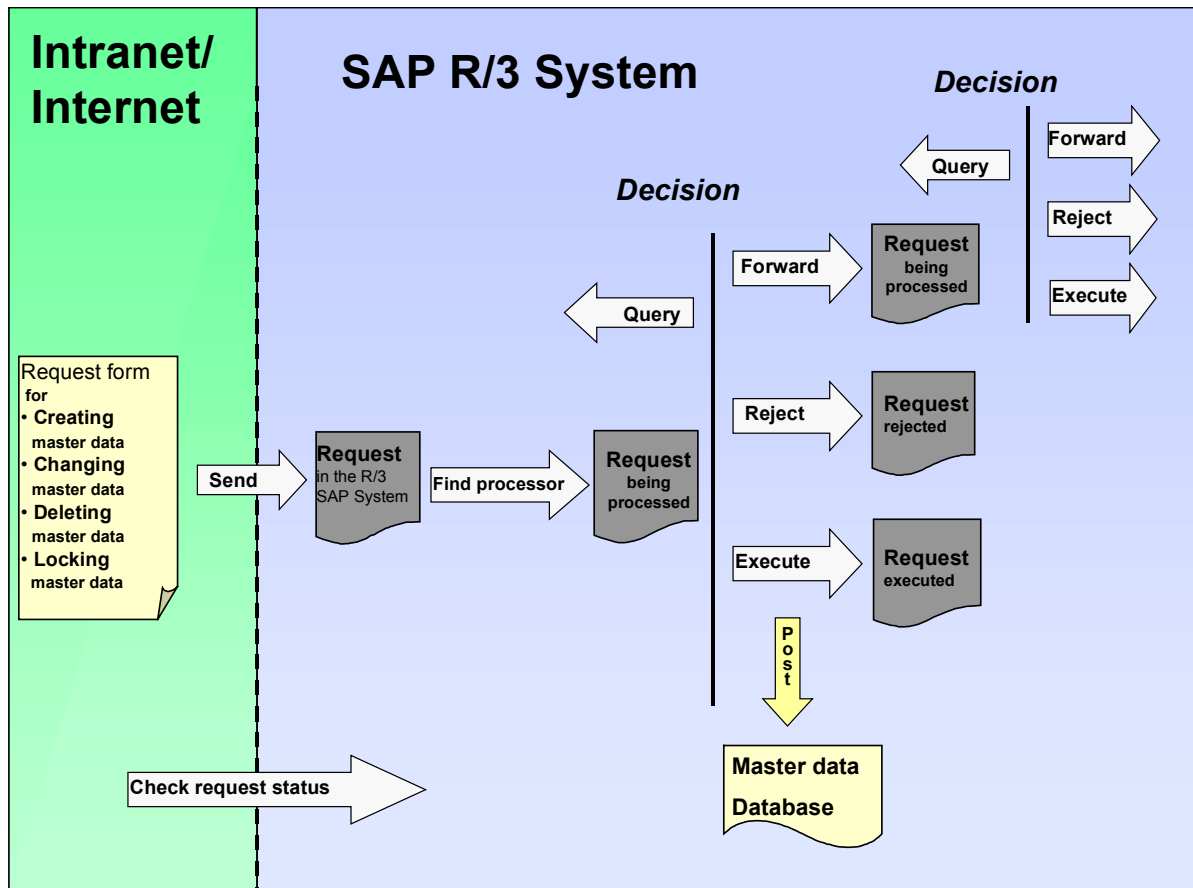
You can check the current state of the request at any time (see [Status Query of a Request \[Page 90\]](#)).

Requesting a Master Data Change in the Intranet/Internet (AC)

Request for Master Data Change

Requesting a Master Data Change in the Intranet/Internet (AC)

Requesting a Master Data Change in the Intranet/Internet (AC)

**Result**

The master data change is either completed or the request is rejected.

For more information, see the *SAP Library* under *Cross-Application Components* → [Internal Service Request \[Ext.\]](#).

Processing Request Forms

Use

With a request form, you can request a master data change from the Intranet/Internet.

The standard system comes with predefined formulas with which you can request changes to various objects. This form is divided into various areas, but you can adjust the layout and the individual fields individually.

The diagram illustrates the layout of a Request Form. It consists of a light blue rectangular container. Inside, there are several white rectangular boxes with black borders. At the top is a box labeled "<Objekt > to be changed". Below it is a box labeled "Explanation". Underneath that is a box labeled "Processor". At the bottom left is a box labeled "Initiator", and at the bottom right is a box labeled "Created by". At the very bottom of the container are two buttons: "Check" on the left and "Send request" on the right.

Prerequisites

- You defined in Customizing which fields are to be available on the form.
For more information, see *Cross-Application Components → Internet/Intranet Services → Definition of Scenarios With Specific Customizing → Request For Master Data Change → [Define Own Scenarios For The Request For Master Data Change \[Ext.\]](#)*
- You have defined the layout of the form
 - a. Using the [SAP@Web Studios \[Ext.\]](#)
 - b. Using the [Web Application Builder \[Ext.\]](#) in the *ABAP Development Workbench*
- If you access the form via *Create an Internal Service Request* from the launchpad of the Employee Workplace, you first have to select the right request from, such as a request for a new cost center or a change to customer bank details (see [Creating an Internal Service Request \[Ext.\]](#)).

Processing Request Forms

Procedure

1. Enter the data for the object.



For the request **Create a new cost center**, you are required to make the following entries:

- Controlling area
- Cost center key
- Valid from ... to
- Name
- Responsible person

For the request **Change an existing cost center**, you are required to make the following entries:

- Controlling area
- Cost center key
- Valid from ... to

2. Enter a text to describe the problem.

This is an optional entry.

3. If you know the name of the processor for this problem, enter it in the *processor* field.

If a *processor* or a *standard role* was entered in Customizing, these fields contain the corresponding entries. The partner role setting in Customizing controls whether an individual employee or a department is entered as the problem processor. You can find additional information about roles in [Defining Roles based on Responsibilities \[Ext.\]](#).



If an entire department was entered in Customizing as the processor, you **cannot overwrite** the *Processor* field. The system displays a list of the processors.

4. The fields for *Created by* contain your data.
5. If you make the request on behalf of someone else (for example, for a colleague or boss), you can also list the initiator.

The processor of the request can then contact the initiator directly should any questions arise.

6. *Check* your entries.

7. *Send* the request.

Confirm the message, that your request has been saved.

Result

The request is transferred to the SAP R/3 System and assigned to a processor.

Processing a Request in the SAP System

Processing a Request in the SAP System

Use

You have made one of the following requests using an Intranet/Internal request form:

- [Request Change to Master Data \[Page 76\]](#)
- [Request an Adjustment Posting \[Ext.\]](#)

The request is automatically transferred to the SAP System and assigned to a processor.

Integration

The system creates a [message \[Ext.\]](#) when the request form is sent. The following functions are available for processing [messages \[Page 83\]](#) in the SAP System.

- [Task processing \[Page 87\]](#)

The following jumps to the following activities are available in task processing:

- Access to the request form
- Access to the processing transactions in the SAP R/3 System

that were set up in Customizing for the related requests.

See *Cross-Application Components → Internet/Intranet Services → Internal Service Request → Definition of Scenarios with Specific Customizing → Request for a Master Data Change (Request for an Adjustment Posting) → [Define Own Scenarios For The Request For Master Data Change \[Ext.\]](#) ([Define Own Scenarios For The Request For Adjustment Postings \[Ext.\]](#)).*

- [Status query \[Page 90\]](#)
- [Document Flow Display \[Ext.\]](#)

The document flow display is **only** relevant for the *request for an adjustment posting*.

Activities

To call up the functions for message processing, in the SAP Easy Access Menu choose *Office → Message*.



You can find additional information about messages in the SAP Library under *Cross-Application Components (CA-NO) → [Messages \[Ext.\]](#)*.

Processing Notifications

To process the [internal service request \[Ext.\]](#), you can do the following:

- [Processing notifications \[Page 84\]](#)
- [Processing notifications using the worklist \[Page 86\]](#)

You call up processing via:

- *Office → Notification → Worklist → Notifications* or
- *Office → Notification → Change*

Process Notification

Process Notification

Use

Put notification in process

Once you have created a notification and entered all relevant information, you can put the notification in process. When you put a notification in process, you release the notification for processing.

A notification can be put in process in the following ways:

- You can put a notification in process manually.
- The system puts a notification in process automatically if an order was created for the notification.

When a notification is put in process, the system changes the status of the notification from “outstanding” (*OSNO*) to “notification in process” (*NOPR*).

Postpone notification

In some cases, it may be necessary to delay the processing of a notification (for example, if the assigned tasks cannot be carried out yet).

Using this function, you can postpone the processing of a notification. When you postpone a notification, it receives the status *NOPO* (*notification postponed*).



You cannot postpone a notification that has already been put in process.

Complete notification

You complete a notification when the problem has been solved and no further processing is necessary. Once you complete a notification, you can no longer change any data in the notification. You can then only display the notification.

When a notification is completed, it receives the status *NOCO* (*notification completed*).



You cannot complete a notification if outstanding tasks still exist in the notification.

Categorizing a notification problem

When you complete a notification, the system displays a dialog box with the current date and time. You can accept the displayed date and time as the completion time or you can change it. In this dialog box, you must specify whether the problem arose because of an internal or external cause. For example, if a vendor delivers a defective product, you are dealing with an externally caused problem.

Put notification in process again

You can put a completed notification in process again, if you determine that additional processing is necessary.

Archive completed notification

Process Notification

Completed notifications are automatically archived and are deleted from the database after a specific, predefined time interval. This time interval is defined in Customizing. Therefore, make sure you have finished processing the notification before you complete it.

Delete notification

In some cases, you may want to delete a notification. You cannot, however, delete a notification directly. You must set a deletion flag in the notification which identifies it as one that can be deleted.

A company typically runs an archiving program at regular intervals. This program searches for the notifications with deletion flags, converts the deletion flags to deletion indicators, and copies the notifications to an archive. The system then deletes the notifications from the database.



Before you delete a notification, make sure that it is no longer needed.

Once you set a deletion flag for a notification, you can no longer change the data in the notification. It then receives the status *Deletion flag* and *Completed*. You can now only display the notification. For more information about notification statuses, see [Status Management \[Ext.\]](#).

If you set a deletion flag in the notification header, the system also sets deletion flags for the individual notification tasks.

You can cancel the deletion flag as long as it has not been converted to a deletion indicator. You can then put the notification back in process and change or display it in the usual manner.

Procedure

| Desired processing type | What you should know |
|-----------------------------|--|
| Put notification in process | Call up the notification in the create or change mode and then choose <i>Notification</i> → <i>Functions</i> → <i>Put in process</i> . |
| Postpone notification | Call up the notification in the change mode, choose <i>Notification</i> → <i>Functions</i> → <i>Postpone</i> , and then save the notification. |
| Complete notification | Call up a notification in the change mode and choose <i>Notification</i> → <i>Functions</i> → <i>Complete</i> . Specify the completion date/time and the cause of the problem; then close the dialog box and save the notification. |
| Delete notification | To set a deletion flag, call up the notification in change mode and then choose <i>Notification</i> → <i>Functions</i> → <i>Deletion flag</i> → <i>Set</i> . To reset the deletion flag, choose <i>Notification</i> → <i>Functions</i> → <i>Deletion flag</i> → <i>Deselect</i> . |

Processing Notifications Using Worklist

Processing Notifications Using Worklist

Use

Using the worklist for notifications, you can select notifications on the basis of different criteria and process them. You can select the notifications as follows:

- You select the notifications using the *My worklist* function. The system then displays the following notifications for further selection and processing:
 - All notifications to be processed by you as the "person responsible" or that fall within your department's area of responsibility
 - All notifications to be processed by you as a *<Partner function>*
 - All notifications you created
 - All notifications that were last processed by you
- You select the notifications using the *General selection* function. The system then displays all notifications for further selection and processing. Make sure the preset selection criteria contain the values you want (for example, notification status, selection period).

Prerequisites

If you use the *General selection* function and you want to process notifications for which you are not responsible or which you did not create, you must have the corresponding authorization.

Activities

You choose *Logistics* → *Central Functions* → *Notification* → *Worklist* → *Notifications* to call up the worklist for notifications.

You enter the required data and choose *Execute*.

See also:

[Select and Process Notifications Using Worklist \[Ext.\]](#)

Task Processing

Purpose

Using the functions for task processing, you can change or display the [tasks \[Ext.\]](#) in a notification independently of the notification itself. In this way, you can:

- Process tasks quickly and easily
- Execute tasks using the functions of the action box
- Access the information in the associated notification at any time

Process Flow

1. You process the tasks using one of the following options, depending on your job duties or method of working:
 - [Worklist \[Page 88\]](#)
You call up the worklist for tasks to determine whether tasks exist that you must process.
 - [Workflow \[Page 89\]](#)
You check your workflow inbox determine whether tasks exist that you must process.
 - [Functions for Task Processing \[Ext.\]](#)
If you want to process a specific task in a specific notification, use the transactions for processing or displaying a task.
2. After you have selected and executed one of the above options, you process a task by either:
 - Forwarding the task to another person, if you cannot process the task yourself
 - Carrying out the instructions specified in the task
 - Documenting the information for a task that has just been executed; for example, as a task long text or via a follow-up function in the action box (internal remark)
 - Setting the status of the task to "completed," once you have carried out the instructions specified in the task
 - Executing additional follow-up functions in the action box, if additional tasks need to be implemented

Result

Once you have processed and completed a task, you can complete the notification (provided there are no other tasks in the notification that need to be processed).

Processing Tasks Using Worklist

Processing Tasks Using Worklist

Use

Using the worklist for tasks, you can select notification tasks on the basis of different criteria and process them. You can select the tasks as follows:

- You select the tasks using the *My worklist* function. The system then displays the following tasks for further selection and processing:
 - All outstanding tasks to be processed by you as the "person responsible"
 - All tasks to be processed by you as a *<Partner function>*
 - All tasks you created
 - All tasks you completed
- You select the tasks using the *General selection* function. The system then displays all tasks for further selection and processing. Make sure the preset selection criteria contain the values you want (for example, selection period, outstanding tasks only).

Prerequisites

If you use the *General selection* function and you want to process tasks for which you are not responsible or which you did not create, you must have the corresponding authorization.

Activities

You choose *Logistics* → *Central functions* → *Notification* → *Worklist* → *Tasks* to call up the worklist for tasks.

You enter the required data and choose *Execute*.

See also:

[Select and Process Tasks Using the Worklist \[Ext.\]](#)

Processing Tasks Using Workflow

Use

If a task is created in a notification or if the person responsible for a task is changed, the system can automatically notify the person or department responsible via the *SAP Business Workflow* that a task needs to be processed.

You receive the information about the task that needs to be processed as a *work item* in your inbox (*Business Workplace*). Your inbox provides an overview of all tasks that you are responsible for processing. You can begin processing the work item directly from your business workplace.

Integration

You can access your business workplace by choosing *Office* → *Workplace* from the SAP menu. Then choose *Inbox* → *Workflow* to display any work items that may be present.

Prerequisites

The required system settings to activate the *SAP Business Workflow* have been made.

Activities

If there is a work item in your inbox, proceed as follows to begin processing the work item:

- You double click the work item to display a description of the task to be executed.
- You choose *Execute* to process the work item. The system calls up the transaction to process the task.

Status Query For Request

Status Query For Request

Use

You can call up the status of the request at any time during its runtime.

See also:

[Status Management For Notifications \[Ext.\]](#)

[Display Status Information \[Ext.\]](#)

[System Status Assignment \[Ext.\]](#)

[Assigning And Changing User Statuses \[Ext.\]](#)

[Status Management For Tasks \[Ext.\]](#)

Blocking a G/L Account Master Record

Use

You can block a G/L account in the chart of accounts area and in the company code-specific area.

- In the chart of accounts area, you block
 - A master record for creating in the company code
 - A G/L account for posting
 - A G/L account for planning
- In the company code, you can only block a G/L account for posting.

Features

You can set or cancel the block indicator at any time.

Activities

The function for blocking a G/L account is found in [Individual Processing of G/L Master Records \[Page 68\]](#) From the menu, choose *Accounting → Financial accounting → General ledger accounting → Master records → Individual processing*.

Archiving and Deleting a G/L Account Master Record

Archiving and Deleting a G/L Account Master Record

You can archive G/L account master records that you no longer need. Archiving data means it is deleted from the SAP database and placed in a file. You can then transfer this file to an archive system.

You cannot physically delete the master record of a G/L account from the system without first carrying out certain preparatory steps. First, the system must check whether the master record can be deleted. Initially, you can only mark a master record for deletion.

You can do this at two levels:

- If you want to delete a master record for all company codes, you must mark it for deletion in the chart of accounts. If you specify that the entry be archived, this is also deleted from the chart of accounts. The prerequisite for this is that no master records in the company codes are dependent on this record.
- If you want to delete a master record in one or several company code(s) only, you must mark it for deletion in the company code area of the master record.

To physically delete the master record, you must call up a special program. This first checks whether the marked master records can be deleted. The prerequisite is that there are no longer any transaction figures stored for this master record. Even transaction figures from previous fiscal years that have not yet been archived prevent deletion. Records that can be deleted are archived and deleted from the system. The program prints out a list of any master records that it was not able to delete.



You should block an account for posting before you mark it for deletion. The only effect this deletion indicator has is to cause a warning to be displayed every time you subsequently try to post to this account.

Before you use the system productively, you can delete your test data. More information on this can be found in the *General Ledger Accounting Implementation Guide*.

Marking a G/L Account Master Record for Deletion

Marking a G/L Account Master Record for Deletion

- The following describes how you can mark master records for deletion, thus marking the corresponding G/L account for deletion as well. The documentation *CA - Archiving and Deleting Application Data* describes how to delete and archive G/L account master records. You find this documentation in the R/3 library under *CA Cross-Application Functions*.

To mark a G/L account master record for deletion, proceed as follows from the general ledger menu:

1. Select *Master records* → *Mark for deletion*.
2. Enter the G/L account number and company code, and press *ENTER*.

If you set the *Mark for deletion* indicator in the *Status in chart of accounts* section, the system deletes the G/L account master record in all company codes that use this chart of accounts.

If you set the *Mark for deletion* indicator in the *Status in company code* section, the system deletes the G/L account master record in the company code that is listed in the top section of the screen.
3. Choose *G/L account* → *Save* to delete this G/L account master record.

You can set or remove this indicator at anytime, as long as the master record has not been physically deleted.

Search Function: G/L Account Master Records

Search Function: G/L Account Master Records

Use

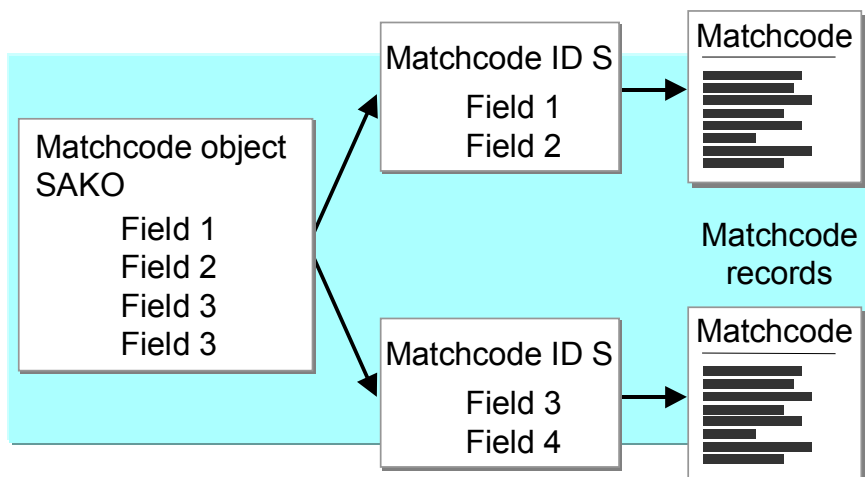
The search function allows you to search for the number of a G/L account. The system saves certain fields of the G/L master record in a matchcode. You can then search for the G/L account using the fields contained in the matchcode.

If you want to search for a number, you place the cursor on the field *Account number*. The *Possible entries* pushbutton (F4), provides an overview of the matchcodes available:

Matchcodes for G/L accounts

| Matchcode | searches for G/L accounts for |
|-----------|---|
| =K. | Key words |
| =N. | G/L account number in the company code |
| =S. | G/L account name |
| =C. | G/L account number in chart of accounts |

The following figure shows the objects which are needed for a matchcode.



The matchcode object specifies the database tables and, based on this, all the fields that are required for the matchcode IDs. From the large number of fields available, only the desired ones are selected for the matchcode IDs.

The **matchcode ID** specifies the fields that are used for a matchcode and how these fields are stored and output for the matchcode. It is defined in the Data Dictionary.

The matchcode consists of a series of master record fields that are entered in the system for each G/L account master record. You can search for the master record using these fields. In other words, the matchcode is an extract from the master records used for searching.

Search Function: G/L Account Master Records

The standard system contains matchcode IDs for G/L account master data and for sample accounts. You should check whether you can use these. Create your own matchcodes if necessary.

For further information, see the topic on *Search functions* in the *General Ledger Accounting Implementation Guide* and in the SAP Basis documentation.

Special Features in P&L Statement Accounts

Special Features in P&L Statement Accounts

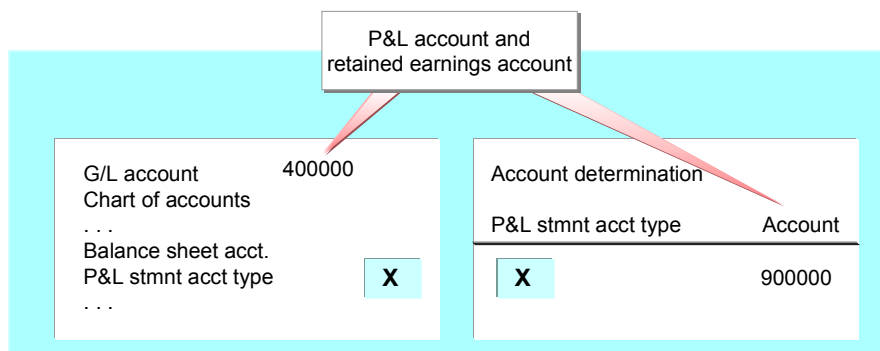
Before you can include P&L statement accounts in the chart of accounts, you need to specify the retained earnings account to which profits or losses are transferred. There is a special program designed to transfer these amounts to this account. In order for this program to be able to carry forward the profit or loss, you have to enter the number of this retained earnings account in the system.

Each P&L account is assigned to a retained earnings account via a key. You have to enter this key in the P&L statement account type field found in the chart of accounts area of each P&L account.

You create the retained earnings account and related key in Financial Accounting Customizing under *General Ledger Accounting* → *G/L Accounts* → *Master Data* → *G/L Account Creation* → *Preparations* → *Define Retained Earnings Account*.

Using One Retained Earnings Account

1. Normally, companies use one retained earnings account. For this reason, **X** can be used as the key. In the chart of accounts you enter **X** in the *P+L statement account type* field, and for account determination you enter the retained earnings account under the key **X**.



Using Several Retained Earnings Accounts

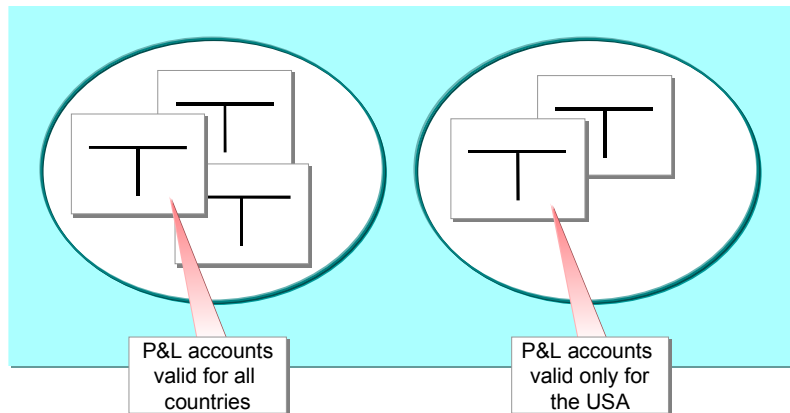
By having more than one P+L statement account type in the FI system, you are able to specify several retained earnings accounts.

You would use different retained earnings accounts in an international corporate group to meet various requirements for preparing financial statements (See [Using Several Retained Earnings Accounts: Example \[Page 97\]](#)).

Using Several Retained Earnings Accounts: Example

Using Several Retained Earnings Accounts: Example

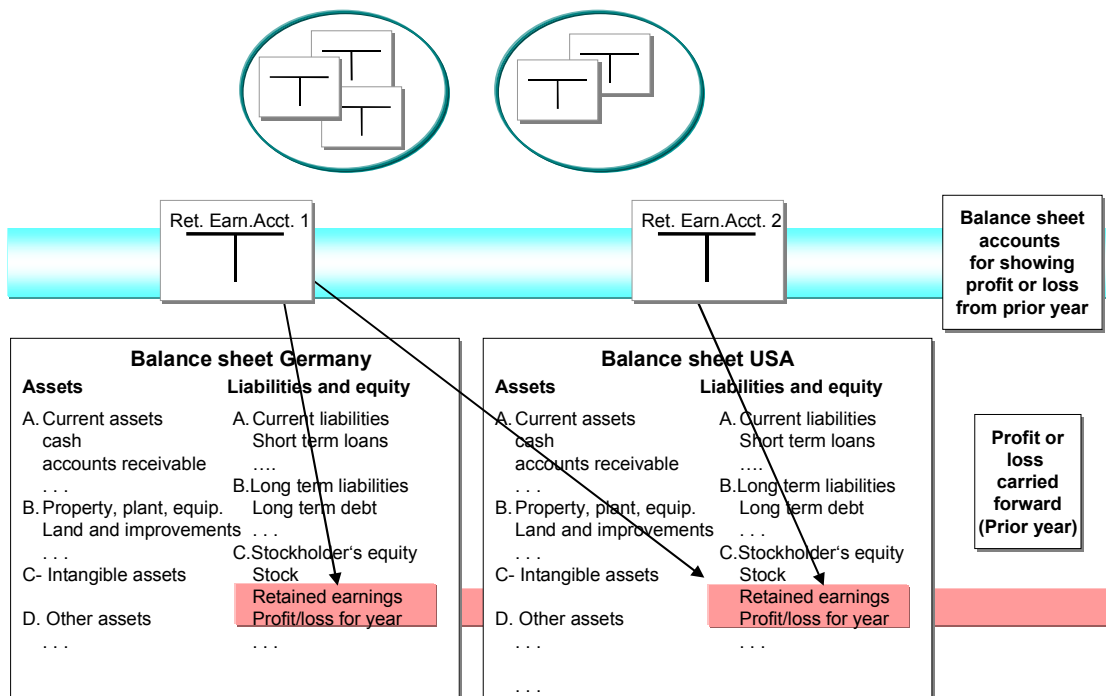
Expenses for special taxation provisions are relevant to income in the US but not in Germany. These provisions for taxation are posted to special P&L statement accounts which are needed in the US only. For all other postings you use P&L statement accounts which are used both in Germany and in the US.



To report profits or losses of the prior year on your financial statements for Germany, you would assign the P&L statement accounts valid for all countries to one retained earnings account (see illustration above, retained earnings account **1**); to report profits or losses in the US, you would assign the P&L statement accounts that are valid only for the US to a separate retained earnings account (**2**).

In generating the country-specific financial statements, you would use retained earnings account **1** for the German financial statements and both retained earnings account **1** and **2** for the US financial statements in order to report the profits or losses of the prior year.

Using Several Retained Earnings Accounts: Example



If you do not include any P&L statement accounts for a financial statement version, you must also omit the corresponding balance sheet accounts. The combined balance of the omitted accounts must equal zero.

Sample Account And Data Transfer Rules

Use

Sample accounts and data transfer rules are optional. Generally, you use account groups to set **fields** centrally for all company codes as required, optional, or suppressed fields. You use a sample account if you work with several company codes and want to set **data** centrally. More information can be found in the *General Ledger Accounting* Implementation Guide.



The following topics on sample accounts and data transfer rules are relevant only if you work with several company codes and you use sample accounts.

Sample Account

Sample Account

Definition

A sample account is a master record containing data that is transferred when you create G/L account master records in the company code area.

The following is true for sample accounts:

- Sample accounts are dependent on the chart of accounts.
- You must not enter sample accounts in the chart of accounts as G/L account master records.
- Sample accounts have an effect only when you create a master record.
- Sample accounts are assigned to the corresponding G/L account master records in the chart of accounts.
- You can create as many sample accounts as you require.
- You cannot post to sample accounts.

Use

You assign a sample account to the required G/L account master record in the chart of accounts.

| | |
|-------------------|--------------------------|
| G/L account | 0001131001 |
| Chart of accounts | AAAA |
| Name | |
| Short text | ? |
| Long text | |
| Control | |
| Bal. sheet acct. | <input type="checkbox"/> |
| P&L acct. type | <input type="checkbox"/> |
| Account group | <input type="checkbox"/> |
| Master account | Bank |
| Consolidation | |
| ... | |

When you create a G/L account master record in the company code, the system transfers the data from the sample account. Sample accounts are dependent on the chart of accounts. As a result, you can use a sample account only in the chart of accounts in which it is created.



The sample account BANK has been created for the chart of accounts AAAA. It can be assigned to one or more G/L accounts in this chart of accounts only. It cannot be used for any other charts of accounts.

Data Transfer Rules

Definition

Data transfer rules determine which values are transferred from the sample account and how. You specify a rule for each field that is to be transferred. The rules are grouped into rule types.

The following is true for data transfer rules:

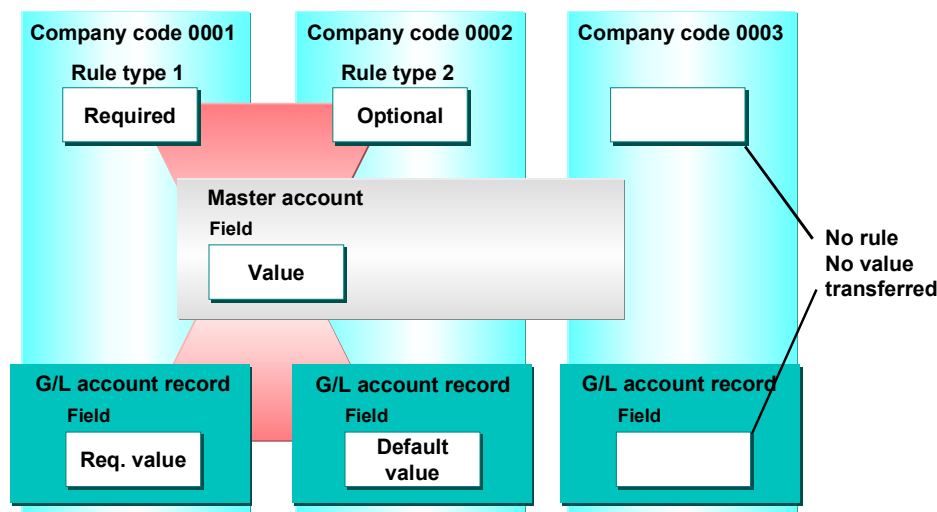
- You define rule types independent of the sample account.
- You assign a rule type to a company code. Consequently, rule types are company code-specific.
- You can define as many rule types as you require. Several company codes can use the same rule type.
- The rules take effect when you create a master record and also when you change a master record in the corresponding company code.

Use

You use the rules to specify for each company code:

- The fields to be included in the sample account
- Whether transferred field data can be overwritten (default value)
- Whether transferred field data is mandatory (required value)

The individual rules are grouped into rule types. You assign rule types to the company code to which they are to apply. Using rule types, you can specify separately for each company code how the data is transferred. You can transfer data in one company code as required values and in another company code as default values. If you do not want to apply the sample account specified in the chart of accounts to a particular company code, you simply do not enter a rule type for this company code.



Data Transfer Rules**Structure**

The following table explains individual data transfer rules.

What do the data transfer rules mean?

| Rule | Meaning |
|---|--|
| Value is transferred from sample account | The value from the sample account is transferred into the master record and can be overwritten. |
| Field cannot be changed, if set | If a value is contained in the field of the sample account, it can no longer be overwritten in the master record. |
| Field cannot be changed if contains its initial value | If no value is contained in the field of the sample account, nothing can be entered in the master record of the G/L account. A blank is also regarded as an initial value. |

By selecting the rules, you determine which rule should be valid for a field. If no rule was marked for a field, the value from the sample account is not transferred.

Sample Account And Data Transfer Rule: Example

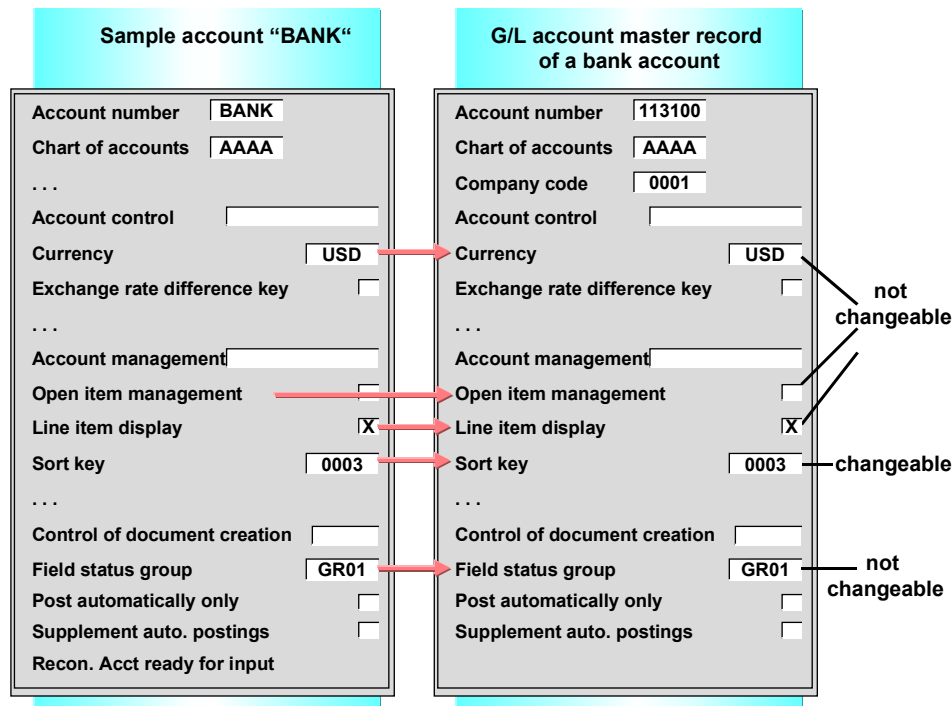
The following example describes how a sample account works.

In your company, you have several company codes that use the same chart of accounts. From the company head office, you want to assign values for foreign currency balance sheet accounts in USD for the company code area of the master records. The following table shows the values that are to be transferred.

Values and rules for the sample account example

| Field | Value | Rule |
|----------------------|---------|--|
| Currency | USD | Field cannot be changed, if set |
| Open item management | <BLANK> | Field cannot be changed if it contains its initial value |
| Line item display | X | Field cannot be changed, if set |
| Sort key | 003 | Value is transferred from sample account |
| Field status group | GR01 | Field cannot be changed, if set |

The following figure shows which values are transferred when creating a master record in the company code.



When you create a master record, the currency, the options "Open item management", "Line item display", and "Field status group" are transferred from the sample account. The corresponding rule specifies that this data cannot be changed. You can change the sort key only when you create the company code-specific area (see the table above).

Sample Account And Data Transfer Rule: Example

If, when you are creating the master records, the data from the sample account is not to be transferred to certain company codes, do not enter a rule type for these company codes. If data for certain company codes is to be transferred according to different rules, you define a separate rule type for these company codes.

Differences Between Account Group, Reference, and Sample Account

The FI system offers several procedures to assist you when creating and maintaining G/L account master records. These include the account group, the reference procedure and the sample account with data transfer rules. You should note the following differences:

Account groups are used to set the status of fields for creating, changing and displaying master records. You can suppress fields or define them as required or optional fields. Account groups are defined when installing the system, that is, before creating the master records. Each G/L account master record has to be assigned to an account group in the chart of accounts. The use of an account group is thus mandatory. An account group always applies to one or more company codes which use a particular chart of accounts.

When you create a master record, you can use an existing master record as a **reference**. When you create a master record, the system transfers the field contents from the reference master record to the master record you are creating. You can change the field contents. Every user can use the reference procedure.

1. With the **sample account**, you transfer data to the company code area of a master record. Using the data transfer rules, you specify whether the data must be transferred or can be overwritten. Sample accounts only take effect when you create a master record. The data transfer rules also have an effect when you change a master record. Sample accounts are created when installing the system and assigned to the required G/L account master records in the chart of accounts. The use of sample accounts is optional.



If you use sample accounts, you must reconcile the account group with the sample account. If you attempt to transfer data to a field using the sample account that is suppressed by the account group, the system indicates this as an error.

How Do Changes Take Effect?

How Do Changes Take Effect?

The sample account and the data transfer rules take effect when you create a G/L account master record in the company code. The most current sample account and rules always apply. After the master record is created, the sample account no longer has an effect. However, changes to the rules continue to have an effect on the master record. The current rule type is always the valid one.

This is necessary since you may have transferred data from the sample account as fixed data. If you have made a mistake, you revise the rule and then change the transferred data.

Account Balances and Line Items

Purpose

When you post documents to an account, the system automatically updates the account balance. In addition, for G/L accounts that are managed with line item display, the system notes which items from the document were posted to the account. It is therefore possible to view the account balances and (depending on the specifications in the master record) the line items for every G/L account.

Features

The following topics provide information on

- [Account balances \[Page 108\]](#) and how to call up an account balance.
- How to display [line items \[Page 113\]](#) and use the functions available in conjunction with the line item display.

G/L Account Balances

G/L Account Balances

Definition

The balance of a G/L account is the sum of the debit and credit balances of the account.

There are two types of balances:

- Credit balances
- Debit balances

Structure

The account balance displays the following:

- The opening balance (the balance carried forward from the previous year)
- The total of all transactions for each posting period, broken down into debit and credit postings (transaction figures)

From these figures the system also calculates the following for the account balance display:


- The balance per posting period
- The accumulated account balance

Displaying G/L Account Balances

Procedure

1. From the SAP Easy Access menu, choose *Accounting* → *Financial Accounting* → *General ledger* → *Account* → *Display balances*.
2. Enter the *G/L account number*, the *company code*, and the *fiscal year*. You can also limit the display for a specific business area.
3. You can save your selection criteria as a [selection variant \[Ext.\]](#). The next time you start the account display, the parameters you selected are already set. To save your settings, choose *Goto* → *Variants* → *Save as variant...*.

For additional information on saving selection variants, see [Creating Variants \[Ext.\]](#).

4. Choose .

Result

The system displays the debit and credit balances of the individual posting periods as well as the cumulated balance of the G/L account.

Displaying Line Items from the G/L Account Balance Display

Displaying Line Items from the G/L Account Balance Display

Use

For accounts with line item display, you can display the line items, which compose the account balance, directly from the account balance display.

Prerequisites

In order to go to the line item display from the G/L account balance display, the *line item display* setting has to be set for the G/L account. You make this setting in the G/L account master record.

You can find additional information on the *line item display* indicator of the G/L account master record under [Defining "Line Item Display" \[Page 58\]](#).

Procedure

1. Select an amount in the account balance display with a double click to display the line items that make up this balance.

The following options are available:

| To see: | Double click |
|--|---|
| Line items from previous years | The accumulated balance in the <i>balance carryforward</i> line |
| Line items from a period | The period desired |
| Debit or credit line items from a period | The debit or credit in the period selected |
| All debit or credit line items | The debit or credit in the totals line |

The [line item display \[Page 113\]](#) appears.

2. Various functions are available in the line item display. You can use them, for example, to search for a specific line item. You can find additional information under [Functions in the Line Item Display \[Page 118\]](#).
3. To return to the G/L account balance display, choose *Back*.

Changing the Currency

Use

In the G/L account balance display, you can change the currency for the displayed balances.

Features

The following functions for changing the currency are available:

- You can obtain an overview of the account balances based on the currencies used to post the amounts. To do so, choose *Environment → Overview document curr.*
- You can display the account balances of the items that were posted in a different currency. To do so, choose *Other document currency* and the desired currency.
- You can display balances of foreign currency balance sheet accounts or accounts with open item management in the local or foreign currencies.



This is only possible if you have first completed a foreign currency valuation.

To change the display currency, choose *Edit → Change display curr.* This allows you to switch between the local and foreign currencies.

Displaying Business Area Balances

Displaying Business Area Balances

Use

The following options are available for displaying a G/L account balance for a specific business area:

- In the initial screen for the balance display, you can enter a business area. In this case, only the balances of this business area are displayed.
- If you do **not** specify a business area, the total account balance is displayed. You can go to the balance display for a specific business area from the display of the total balance.

Features

The following functions are available in the G/L account balances display for business-area-related balance display:

- You can obtain an overview of the account balances based on the business areas that were posted to. To do so, choose *Environment* → *Business area overview*
- You can display the G/L account balances for a specific business area. To do so, choose *Other business area* and select the business area desired.

Line Item Display

Use

You can display the line items for one or more accounts.

Line items are document items that were posted to a specific account. In contrast to a document item, a line item only contains the information from the document that is relevant from the account view.

You can display the following **line items**:

- Open items
- Cleared items
- Noted items
- Parked items
- Items with special G/L transactions (in *Accounts Receivable* and *Accounts Payable*)
- Items with customer or vendor items (in *Accounts Receivable* and *Accounts Payable*)

You can display the line items for the following **account types**:

- Customer accounts
- Vendor accounts
- G/L accounts

Prerequisites

In order to display the line items for an account, the account must be managed with line item display. This means that you have set the indicator *Line item display* in the master data of the account.

- This setting is mandatory for **customer and vendor accounts**.
- For **G/L accounts**, you have to make this setting in the account master data.

For more information about the *Line item display* indicator, see [Defining "Line Item Display" \[Page 58\]](#)

Features

If you have posted a business transaction and want to display the line items, you have the following options:

- Display the document and then the line items. For more information, see [Displaying Documents \[Page 216\]](#).
- Display the account and then the line items.

You can use the following functions to display line items:

- [Line Item Display with the SAP List Viewer \(ALV\) \[Page 115\]](#)

Line Item Display

This is the standard function. The line items are displayed in a list where you can use the functions of the [SAP List Viewer \(ALV\) \[Ext.\]](#) for creating the layout, for example, sorting, creating totals, and so on.

- [Classic Line Item Display \[Page 123\]](#)

You can only use the classic line item display as a modification solution.

Line Item Display with the SAP List Viewer (ALV)

Use

The line item display using the SAP List Viewer (ALV) displays the selected line items for one or more accounts in a list. You can configure the layout of this list using the functions of the [SAP List Viewer \(ALV\) \[Ext.\]](#)

Features

You have the following options in the line item display with the SAP List Viewer (ALV):

- You can display the line items for all accounts in a company code in one list.
- You can save your selection criteria as a **user-specific selection variant**.
- You can change the [layout \[Ext.\]](#) of the line item list using the functions of the SAP List Viewer.
- From the line item list, you can branch to **functions for editing line items**, for example, you can carry out mass changes to several line items.
- You can also define **special fields** that you can display in the line item list. To define these fields, you can use all the functions of the SAP List Viewer.

Activities

To call up the line item display with the SAP List Viewer (ALV), from the SAP Easy Access menu, choose *Accounting → Financial accounting → General ledger/Accounts receivable/Accounts payable → Account → Display/change line items*.

Displaying Account Line Items

Displaying Account Line Items

Use

On the initial screen of the line item display, you can use selection criteria to restrict the number of items displayed. You can also specify on this screen exactly how the line items are to be displayed.



You cannot enter selection criteria for **special fields**.

Procedure

1. Enter the **accounts** and **company codes** for which you want to display line items. You can specify several accounts or company codes.



You can display the line items for all accounts in a company code.

2. Restrict the number of line items to be displayed. You can use the following selection criteria to do this:

- You can display only those line items that have a specific **status** (for example, open items, cleared items, or parked items).

You can further restrict the number of items by specifying a date, for example, a key date for open items.

- You can also display a specific **type** of line item (held items, parked items, or normal items, that is, items that have not been held or parked).

3. Specify how the line items are to be displayed. You have the following options for this:

- You can select the **layout** for displaying the line items in a list.




The SAP standard system contains various layouts. The technical names of these layouts begin with *1SAP*.

In the standard variants, the line items are sorted and totaled according to account and company code. You can define layout variants from the line item list.

- You can restrict the number of line items displayed to a **maximum number**. The system selects items according to your selection criteria until it reaches the maximum number.

4. You can save your selection criteria as a [selection variant \[Ext.\]](#). The next time you call up the line item display, the system automatically defaults the parameters you have set. To save your settings, choose *Goto → Variants → Save as variant...*

For more information about saving selection variants, see [Creating Variants \[Ext.\]](#)

5. To display line items, select .

Result

The line items you selected are displayed in a list.

You can use various functions in this list. See [Functions in the Line Item Display \[Page 118\]](#)

Functions in the Line Item Display

Functions in the Line Item Display

Use

After you have entered your selection criteria for the line item display, the line items you selected are displayed in a list.

You can use various functions in this list, for example, to edit the layout of the line item list, or to branch to other functions, such as displaying the document for a line item.

Prerequisites

The line item list contains a selection of standard fields from the document. In this selection, you can also include additional special fields.

You do this in **Customizing** for *Financial Accounting* under: *General Ledger Accounting/Accounts Receivable and Accounts Payable → G/L Accounts/Customer Accounts/Vendor Accounts → Line Items → Line Item Display with ALV → Define Special Fields for Finding and Sorting Data*.

Features

Various icons classify the line items displayed in the list. These classifications are:


Line item status

| Icon | Item status | Description |
|------|----------------|---|
| | Open | The item was posted by the key date specified. It was either cleared after the key date, or has not been cleared yet. |
| | Cleared | The item was posted and cleared by the key date specified. |
| | Parked | The item was parked. |

Net due date or cash discount deadline for the open items

| Icon | Net due date or cash discount deadline | Description |
|------|--|---|
| | Overdue | The net due date or cash discount deadline has been exceeded at the key date. The payment is in arrears, or cash discount can no longer be taken. |
| | Due | The item is due on the key date for payment with no cash discount, or cash discount can be taken on the key date. |

Functions in the Line Item Display

| | | |
|---|----------------|--|
|  | Not due | The net due date, or cash discount deadline is after the key date. |
|---|----------------|--|











The system determines the cash discount deadline using maximum cash discount terms (cash discount 1, or cash discount 1 due date), that is, maximum cash discount can be taken up to the cash discount deadline.

The following options are available in line item display:

Editing the layout of the line item display







The functions for editing the layout of the line item display are standard functions of the [SAP List Viewer \(ALV\) \[Ext.\]](#). The list below contains links to the documentation for the SAP List Viewer that applies to the individual functions.

| Button | Function | Description |
|---|--|---|
|  | Setting Filters [Ext.] | You can restrict the display to those line items that fulfil specific criteria in one or more columns. |
|  | Sorting in Ascending Order [Ext.] | You can sort the line items in ascending order by one or more columns. |
|  | Sorting in Descending Order [Ext.] | You can sort the line items in descending order by one or more columns. |
|  | Changing Layouts [Ext.] | You can change the layout of the line item list, that is, you define which columns are displayed, how they are sorted, for which columns totals are created, and so on. |
|  | Selecting Layouts [Ext.] | You can choose a different layout to the one displayed. |
|  | Saving Layouts [Ext.] | You can save the layout under a different name. |
|  | Creating Totals [Ext.] | You can create totals for the values for one or more columns. |
|  | Creating Subtotals [Ext.] | You can create subtotals for one or more selected columns that are not value columns. You can also use this function for fields that are not in the list. |

Branching to other functions

| Button | Function | Description |
|--------|----------|-------------|
|--------|----------|-------------|

Functions in the Line Item Display



| | | |
|---|--|--|
|  | Displaying the Document for a Line Item [Page 130] | You can display the document for a specific line item. |
|  | Changing Documents [Page 231] | You can change the document for a line item as long as you have the appropriate authorization. |
|  | Mass Changes [Page 236] | You can change the document items for several line items at once. |
|  | Check information | You can display the check information that belongs to the line item. |
|  | Displaying Account Master Data [Page 147] | You can display the master data for the account for which you are displaying the line items. |
|  | Change Requests [Ext.] | You can request an adjustment posting for a line item via the Internet. |
| | Credit Management [Ext.] | You can branch to credit management. Choose <i>Environment</i> → <i>Credit management</i> . |
| | Correspondence and Internal Evaluations [Ext.] | You can request, display, and print correspondence. Choose <i>Environment</i> → <i>Correspondence</i> . |








Displaying the Document for a Line Item


Use

You can display all the account assignments for a line item.

Procedure

1. You can select a line item either by double-clicking it, or by highlighting the item and then choosing  (or  in the classic line item display).
2. The system displays the account assignments for the line items selected. You have the following options:

| Pushbutton | Function | Description |
|--|-------------------|--|
|  | Change document | You can change the document as long as you have the appropriate authorization. |
|  | Other document... | You can display another document. |
|  | Document overview | You can branch to the document overview. |
|  | Next item | You can display the details of the next item in the line item list. |
|  | Previous item | You can display the details of the previous item in the line item list. |
|  | Document header | You can display the document header. |
|  <i>More data</i> | More data | You can display additional account assignments for the line item. |

3. To return to the line item display, choose .

Displaying Account Master Data

Displaying Account Master Data

Use

From the line item list, you can also display the account master data. This applies for the following master data:


- [G/L Account Master Data \[Page 25\]](#)
- [Customer Master Data \[Ext.\]](#)
- [Vendor Master Data \[Ext.\]](#)

Procedure

To display account master data, proceed as follows:

1. Select the required line items.
2. Choose *Environment* → *Account master data*.

The system displays the master data for the account specified.

3. To return to the line item display, choose .



In the **Classic line item display**, you can also display information about the account. This information includes, for example, the company code and the currency. Choose *Environment* → *Master record information*.

The system displays this brief information according to a layout defined in Customizing. You can copy and modify this layout so that other or additional master record fields are displayed.

Classic Line Item Display

Use

You should only use the classic (old) line item display if you use it as a modification solution, that is, if you have modified it to meet your requirements.

Prerequisites

For the classic line item display, you have to make various settings in Customizing. These settings are in **Customizing** for *Financial Accounting* under: *General Ledger Accounting/Accounts Receivable and Accounts Payable → G/L Accounts/Customer Accounts/Vendor Accounts → Line Items → Display Line Items (without ALV)*.

Features

You have the following options in the classic line item display:

- On the initial screen, you can restrict the display to specific line items. For more information, see [Displaying Account Line Items \[Page 124\]](#)
- You can save your user-specific selection criteria and settings in your user master. Every time you call up the line item display, the information that is relevant for you is displayed.



For example, an accounts receivable clerk responsible for dunning requires dunning information in the line item display. This clerk requires a line layout with the relevant information. A credit controller requires summarized information. He will therefore display the information he requires using a [totals sheet \[Page 148\]](#)

- You can use various functions in the line item display, for example, you can change the line layout, sort the line items, create totals, and so on. For more information, see [Functions in the Line Item Display \[Page 128\]](#)
- You can carry out mass changes to the items displayed, for example, to change a dunning block or payment method. For more information, see [Carrying Out Mass Changes to Line Items \[Page 236\]](#).

Displaying Account Line Items

Displaying Account Line Items

Use

On the initial screen of the line item display, you can use selection criteria to restrict the number of items displayed. You can also specify on this screen exactly how the line items are to be displayed.

Procedure

To display line items, proceed as follows:

2. Enter an account number (for example, 78900) and the company code (such as US01), or the worklist you require.

A worklist covers several accounts.

To define or display a worklist, select *Settings* → *Worklist* → *Maintain* or *Display*.

To use a worklist for the line item display, on the initial screen, select *With worklist*. Enter the worklist required instead of an account number and company code.

3. Restrict the number of line items to be displayed. You can use the following selection criteria to do this:

- You can display particular types of items (that is, open items, cleared items, parked items, items from special G/L transactions, or items with customer/vendor items). To do this, select the required item type.
- You can restrict the line items to be displayed by entering **selection criteria**. To do this, choose *Selection criteria...*

For more information, see [Editing Selection Criteria \[Page 126\]](#).



Using selection criteria is particularly recommended for accounts with a lot of items; this reduces processing time. You can also use selection criteria, for example, to display all the items for a certain branch that were posted to the head office.

3. Specify how the line items are to be displayed. You have the following options for this:

- You can select the **line layout** in the line item display.

For more information, see [Changing the Line Layout \[Page 141\]](#).

- You can select the **totals variant** for the line item display.

You can use the totals variant to define how totals are created in the line item display.

- You can select the **sort variant** for the line item display.

The sort variant determines the field according to which the line items will be sorted. You can also specify whether you want to sort in ascending or descending order.

- You can specify whether the data is displayed as line items or as totals. To do this, on the initial screen under the heading *List begins with*, select either *Line items* or *Totals*.

Displaying Account Line Items

5. You can save the settings you make for line item display in your user master record. The next time you call up the line item display, the system automatically defaults the parameters you have set. To save your settings, select *Settings* → *Change user master*.

The system confirms that the settings were saved with a message. The message long text lists the individual parameters that you saved.

5. To display line items, select *Execute*.

Result

The line items you selected are displayed in a list.

You can use various functions in this list: See [Functions in the Line Item Display \[Page 128\]](#)

Editing Selection Criteria

Editing Selection Criteria

Use

To improve performance, you can restrict the number of line items displayed by entering selection criteria. This is particularly useful if you want to display items from an account that contains lots of line items.



To improve performance, make entries in the following fields:

- *Document number*
- *Document date*
- *Posting date*
- *Branch account number*
- *Reference document number*

Procedure

1. Choose *Selection criteria.....*

You can choose up to three fields from the list. To display the technical names of the fields, choose *Technical names*.

2. Then choose *Execute*.

The screen *Selection criteria: Values* appears.

3. For each of the search fields selected, enter a value or value interval.
 - You can also enter a character string to search for in a particular field. For instance, if you want to search for all line items that contain the character string 99 within their document numbers, enter **99** in the *From* value field for the document number selection criterion, and select the *String* check box.
 - If you specify more than one selection criteria, for example, date and amount, you can determine how they are logically linked to one another by choosing *And* → *Or*. This means that you define whether the line items found have to fulfil both search criteria at the same time (logical link: *And*), or whether the line items found only have to satisfy one of the criteria specified (logical link: *Or*).
4. Choose *Execute*. You thereby save your selection criteria for the line item display.

Noting Selection Criteria

Use

You can save your user-specific selection criteria for the line item display.

Prerequisites

To save your user-specific selection criteria, make the following settings in your user parameters:

1. From the *General Ledger, Accounts Receivable, or Accounts Payable* menu, select *Environment → User parameters → Editing options*.
2. Choose *Line items*.
3. Set the *User-specific selection* indicator and save your entries.

Procedure

After you have activated your selection criteria, you can enter the specific selection conditions. To do this, proceed as follows:

1. Under *Selection criteria*, enter your user-specific criteria.
For more information, see [Editing Selection Criteria \[Page 126\]](#).
2. Return to the initial screen for the line item display and select *Edit → Note selection*.
The system then saves your selection criteria.
3. If you want to access the selection criteria you saved at a later date, set the indicator *User-specific selection* on the initial screen of the line item display. Your selection criteria are then applied.

Result

You have noted your selection criteria.

You can delete them when you no longer need them. On the initial screen of the line item display, choose *Edit → Delete selection criteria*.

Functions in the Line Item Display

Functions in the Line Item Display

Use

After you have entered your selection criteria for the line item display, the line items you selected are displayed in a list. You can use various functions in this list, for example, to edit the layout of the line item list, to edit the line items themselves, or to branch to other functions, such as displaying the document for a line item.

Features

The following options are available in the line item display:

Editing the layout of the line item display

| Function | Description |
|---|--|
| Changing the Line Layout [Page 141] | You can determine which fields should appear in the line item display. |
| Adding Additional Fields [Page 144] | You can add an additional field in the line item display; the value of this field is then displayed for all of the line items displayed. |
| Selecting Currencies [Page 146] | You can select the display currency for the line item display. |

Editing line items

| Function | Description |
|---|--|
| Searching for Line Items [Page 131] | You can search for specific line items. |
| Sorting Line Items [Page 133] | You can sort the line items displayed. |
| Creating Totals for Line Items [Page 137] | You can create subtotals according to selection criteria for the line items displayed. |
| Displaying List Levels [Page 145] | You can display an overview of the list levels. |

Branching to other functions

| Function | Description |
|--|--|
| Displaying the Document for a Line Item [Page 130] | You can display the document for a specific line item. |

Functions in the Line Item Display

| | |
|--|---|
| Displaying line items from another account | <p>You can display line items from another account and use the same selection criteria [Page 127] specified for the first account.</p> <p>To do this, select <i>Line items</i> → <i>Other line items with selection criteria</i>.</p> |
| Displaying Account Master Records [Page 147] | You can display the master data for the account for which you are displaying the line items. |
| Displaying Totals Sheets [Page 148] | You can display a totals sheet for the line items. |
| Correspondence and Internal Evaluations [Ext.] | <p>You can request, display, and print correspondence.</p> <p>Choose <i>Environment</i> → <i>Correspondence</i>.</p> |
| Credit Management [Ext.] | <p>You can branch to credit management.</p> <p>Choose <i>Environment</i> → <i>Correspondence</i>.</p> |
| Check information | <p>You display check information that belongs to the line item.</p> <p>Choose <i>Check information</i>.</p> |
| Customizing | <p>You can make settings in Customizing from the line item display, for example, settings for the line layout or for the totals variants. However, you need the appropriate authorization to do this.</p> <p>Choose <i>Settings</i> → <i>Customizing</i>.</p> |



Displaying the Document for a Line Item








Displaying the Document for a Line Item


Use

You can display all the account assignments for a line item.

Procedure

3. You can select a line item either by double-clicking it, or by highlighting the item and then choosing  (or  in the classic line item display).
4. The system displays the account assignments for the line items selected. You have the following options:

| Pushbutton | Function | Description |
|--|-------------------|--|
|  | Change document | You can change the document as long as you have the appropriate authorization. |
|  | Other document... | You can display another document. |
|  | Document overview | You can branch to the document overview. |
|  | Next item | You can display the details of the next item in the line item list. |
|  | Previous item | You can display the details of the previous item in the line item list. |
|  | Document header | You can display the document header. |
|  <i>More data</i> | More data | You can display additional account assignments for the line item. |

4. To return to the line item display, choose .

Searching for Line Items

Use

You can search for specific line items in the line item display. You have the following options for this:

- **Search using the field list**



You can search for specific line items by selecting one or more search criteria from the field list.

- **Search using a displayed value**

You can search for specific line items by selecting a specific value or a column heading in the line item display as a search criterion.

Procedure


Search using the field list

1. Choose .
2. Select the required search criteria and choose .

Alternatively, you can display the technical field names in the field list. Choose *Technical names*.



You can also add fields for the search in the field list. To add a field, choose *Settings* → *Customizing* → *Field selection* → *Find*.



3. Enter the values for the search criteria and choose .

If you specify more than one selection criterion, you can determine how they are logically linked to one another by choosing *And* → *Or*. This means that you define whether the line items found have to fulfil both search criteria at the same time (logical link: *And*), or whether the line items found only have to satisfy one of the criteria specified (logical link: *Or*).



As search criteria, you select *Posting date* and *Amount*, with the logical link *And*. Only those line items are displayed where the posting date **and** the amount are within the specified values.

Search using a displayed value

1. Select a column heading or a specific value in the list and choose .
2. If you have selected a column heading as search criterion, enter the value and choose .



For example, you can search for line items in a specific time interval. Select the column *Document date*, and enter the required time interval.

Searching for Line Items

If you want to search for line items with a specific date, select the required document date in the list.

Result

The system displays the line items in a list in list levels according to the criteria that you specified.

The system notes these list levels and you can display them from any line item display. For more information, see [Displaying List Levels \[Page 145\]](#).

Sorting Line Items



Use

You can sort the line items displayed according to your requirements. You have the following options for this:

- Sort by column
- Sort according to several columns

Procedure



Sort by column

1. Select a column heading, or a value in the column that you want to sort by.
2. Select  to sort the values in ascending order, or  to sort the values in descending order.

Sort according to several columns



You can use a maximum of three columns to sort the line items.

1. Place the cursor outside the list and select  or .
2. Enter the sort sequence for the required column in the field list. Enter **1** for the first sort field, **2** for the second, and **3** for the third.

Instead of entering digits for the sort sequence, you can also select the fields one after another by double-clicking them. The fields will be marked in the sequence in which you select them.

Alternatively, you can display the technical field names in the field list. Choose *Technical names*.



You can also add fields for the search in the field list. To add a field, choose *Settings* → *Customizing* → *Field selection* → *Find*.

3. You can also use the following functions:
 - You can sort the line items in descending order. Enter **1** for the required column and choose *Descending*.
 - You can specify that the system should calculate the total for each group. To do this, choose *With totals*.

Changing the Sort Sequence

Changing the Sort Sequence

Use

When you display or change line items, they are displayed in the standard sort sequence. The standard sort sequence is determined internally by the system. To do this, the system uses the following document fields:

- *Clearing date*
- *Clearing document number*
- *Assignment*
- *Fiscal year*
- *Document number*

The line items are then sorted as follows:

- **Cleared line items** are always sorted by *Clearing date*, *Clearing document number*, and the remaining fields. Clearing transactions can therefore be considered together.
- **Open items** are always sorted by the *Assignment* field and the remaining fields, since the *Clearing date* and *Clearing document number* fields are not filled for open items.

From the standard sort sequence, you can switch to another sort sequence. The system offers you fields to sort from, from which you can select the fields you require. If you require additional fields, you can add these to the selection.

Features

You have the following options for changing the sort sequence:

Grouping line items

You can flag account line items that are to be processed together. To do this, enter the same indicator in the field *Assignment* for each line item in the group.

The contents of the *Assignment* field are used:

- To sort items when you display, clear, and change them
- As a selection criterion
 - When clearing payments using the functions "posting with clearing" and "incoming or outgoing payment"
 - For maintaining accounts with the *Account clearing* function
 - For displaying and changing line items
- Subdividing one-time accounts and head-office accounts

Entries for the *Assignment* field

You can define the contents of the *Assignment* field as you wish. You have the following options:

- The system can enter the contents automatically. To do this, in the account master record, enter a key that represents the layout rule you want to use for making entries in

Changing the Sort Sequence

the *Assignment* field. This allows you to set up account-specific sort sequences for line item display.

- You can enter the contents of the field yourself when entering a document.

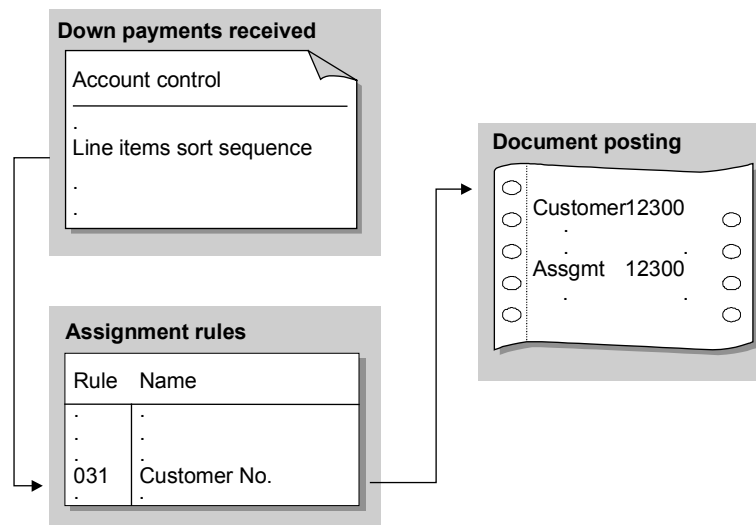
The layout rule determines which entry from the document header or line item should be entered in the *Assignment* field at the time of posting. You define the keys and their layout rules in Customizing. The standard system is delivered with pre-defined layout rules. SAP recommends that you use these rules.



Layout rules for the *Assignment* field are valid for all clients.



In the master record for the special G/L account "Down payments received", you have specified that the customer's account number should be entered in the *Assignment* field at the time of posting. All documents posted to this account are sorted by customer account number and displayed in ascending order in the line item display.



You can change the layout rule key in the master record at any time. The new layout rule takes effect from the time the change is made: That is, all line items posted afterwards are displayed according to the new layout rule. The assignment remains unchanged, however, for the documents already posted.

Layout rules for the *Assignment* field

To define your own layout rules for the *Assignment* field, you specify a key and up to four fields for each rule. The contents of these fields are then copied to the *Assignment* field in the order you define. You can use any document header or line item field in your layout rule.

You can also have the system copy just a part of the contents of a particular field to the *Assignment* field. To do this, you have to specify the number of characters copied and the position from which they are copied.

Changing the Sort Sequence

A cost center number consists of 10 characters in the standard system. If your company uses only six characters, you can omit the first four characters for the display. Therefore, you specify for the *Cost center* field that six characters are displayed as of the fifth character.

Creating Totals for Line Items

Use

In the line item display, you can summarize items according to various criteria and create totals. The criteria are defined in the system in the form of totals variants.


Prerequisites

The SAP standard system contains totals variants. You can change them or create your own.


To change a totals variant, or define a new one, proceed as follows in Customizing for *Financial Accounting; General Ledger Accounting/Accounts Receivable and Payable* → *G/L Accounts/Customer Accounts/Vendor Accounts* → *Line Items* → *Display Line Items (without ALV)* → *Define Totals Variants*.

Features

You have the following options for creating totals for line items:

- You can create totals for the line items according to a field that you select from the line item display (for example, document type). Place the cursor on the column required and select .

Subtotals are then created for all currency amounts that appear in the line layout.

- You can create totals for the line items according to other criteria that do not appear in the line item display (for example, document type/posting key). Place the cursor outside the line item display and select .

You can select a totals variant (for example, document type/posting key), and specify whether you want to sort in descending order. To do this, select *Descending*.

When you select a totals variant, the system creates subtotals for the first key of the totals variant. You have the following options when displaying the totals:

- Select a specific set of line items in the first list level by clicking on the required line item.
For example, if the totals variant is *Document type/Posting key*, place the cursor on a document type (for example, **AB**, general document) and then choose *Goto* → *Next list level*. The system then displays the subtotals for all documents by posting key within the document type **AB**.
- To display both the debits and the credits that make up a subtotal, choose *Settings* → *Debit/Credit* → *On*.
- If you want to see the posted documents in another currency, choose *Settings* → *Display currency*.

The document currency, the local currency, and any parallel local currency defined for that company code are displayed. If you select the local or group currency as an additional local currency, the posted totals are displayed in this currency.



For more information about currencies in the line item display, see [Selecting Currencies \[Page 146\]](#)

Creating Totals for Line Items

- To display valuated amounts in local currency, choose *Settings* → *Display currency* → *Local currency (valuated amounts)*.



However, this is only worth doing if you have first valuated the items with the valuation program.

- To return to a previous level, choose .
- To return to the line item list from the totals display, choose  *Line items*.
- To go to a subtotals list, choose *Line items and subtotals*.

The system displays the line items for which a total has been created in a list in list levels according to the criteria that you specified.

The system notes these list levels and you can display them from any line item display. For more information, see [Displaying List Levels \[Page 145\]](#).

Totals Variants

You can calculate various subtotals in the line item display. To calculate these subtotals, you can use the pre-defined totals variants or select the necessary fields and their sequence yourself in the line item display. The fields available for selection are already specified in the system. You can change these specifications.



The following figure shows the totals calculated using the totals variants *Document type/posting key*. The figure shows subtotals for each posting key for document type DA.

| Customer EVANS Dwight Evans Boston | | Summary by: Document type DA Posting key | | Summary variant |
|--|-------------------|---|--------|-----------------|
| Posting key | Document currency | Amount | Number | |
| 01 Invoice | USD | 1,000.00 | 1 | |
| | USD | 42,730.00 | 47 | |
| 03 Expenses | USD | 322.30 | 2 | |
| 11 Credit memo | USD | 100.00- | 1 | |
| 14 Other payables | USD | 10,000.00- | 1 | |
| 15 Incoming payment | USD | 1,000.00- | 1 | |
| 16 Payment difference | USD | 1,140.00- | 1 | |

For the totals variants, you define the fields and the sequence in which they are used for calculating subtotals.

The following illustration shows how the totals variant used in the illustration above was defined. The totals variant determines the criteria used for creating subtotals.

The SAP standard system contains totals variants. To change these totals variants, or to define your own, you must

- Enter a name for your variant in your logon language (see 1 in the following figure)
- Specify the fields used for calculating the totals and their sequence (see 2 in the following figure)

| | | | | |
|--|------------------|-------|------------------------|---|
| Totals variant | | SU1 | Doc.type - Posting key | 1 |
| Summarization fields (in order of summary) ----- | | | | |
| 2 | Field name | BLART | Document type | |
| | Field name | BSCHL | Posting key | |
| | Field name | | | |

Totals Variants

You can specify a maximum of three fields for each variant. The fields available for selection are displayed when you maintain the totals variants.

You can also define which fields, in addition to totals variants, are available for selection for creating subtotals. Specify the fields separately according to the account types, customer, vendor, and G/L account. You therefore define which fields are required for each account type.

The following figure shows the fields that are offered for calculating totals in the line item display.

| Field selection | Display list | Total | Customer |
|-----------------|-------------------|-------|----------|
| Field name | Name | | |
| BLART | Document type | | |
| GSBER | Business area | | |
| BSCHL | Posting key | | |
| BLDAT | Document date | | |
| BUDAT | Posting date | | |
| WAERS | Currency | | |
| DMSHB | Amount in LC | | |
| WRSHB | Amount in FC | | |
| UMSKZ | Special G/L ind. | | |
| ZLSCH | Payment key | | |
| ZLSPR | Payment block | | |
| ZUONR | Assignment number | | |
| FILKD | Branch account | | |
| BELNR | Document number | | |
| FAEDT | Net due date | | |

Fields for calculating totals are defined in the system. If you want to use fields other than those proposed by the system, you only have to include these for the required account types.

Furthermore, you can determine the sequence of the fields in the selection dialog box. You will want to place the fields used most often at the start of the list.

Changing the Line Layout

Use

You use the line layout to define the line item fields that appear in the line item display, the order that they appear in, and the column heading. You can define several variants for the line layout and change the displayed variant from the line item display.

For more information, see [Line Layout Variants \[Page 142\]](#)



Prerequisites

The SAP standard system contains variants for *Accounts Receivable*, *Accounts Payable*, and *General Ledger Accounting*. You can change them or create your own.

To change a line layout variant, or define a new one, proceed as follows in Customizing for *Financial Accounting: General Ledger Accounting/Accounts Receivable and Payable* → *G/L Accounts/Customer Accounts/Vendor Accounts* → *Line Items* → *Display Line Items (without ALV)* → *Define Line Layout*.

Features

You have the following options for changing the line layout:

- You can select the line layout on the initial screen for the line item display. Select a line layout variant by double-clicking it.
The line items are then displayed according to the line layout variant requested.
- You can change the line layout that you selected on the initial screen in the line item list. To do this, select  *Line layout...*
Select the required standard variant with a double-click. You can also select a line layout variant from the special variants. To do this, select  *Special variants...*
- You can temporarily add an additional field to the line layout. See [Adding Additional Fields \[Page 144\]](#)

Line Layout Variants

Line Layout Variants

In the line item display, you can choose from several line layout variants.



The standard line layout variant for a customer account displays the most important information from the document header and line items, for example, the document number, document type, dunning block, dunning key amount, and clearing document number.

The variant for payment terms displays all information on the terms of payment for an item in addition to the document number, amount, and clearing document number.

The SAP standard system contains the variants mentioned above and other line layout variants. You can change them or create your own.

To define your own variants, you have to define the following for each variant:

- The fields for the variant, the order in which they are displayed (see **1** in the following figure), and their display format (see **2** in the following figure).

The display format determines whether the entire field content is displayed.

- The name of your variant (see **3** below) and the column headings for the fields (see **4** below).
- The name and column headings in the foreign languages in which you want to use the variant.

| | | | |
|--------------------------|-------------------|---------------------------|------|
| Line layout A0 | | Standard | 3 |
| Field name | Name | Display format | |
| ZUONR | Assignment | Clearing document | |
| BELNR | Document number | Offset | 7 |
| BLART | Document type | Distance | 3 |
| BLDAT | Document date | Decimal places | 0 |
| BSCHL | Posting key | Data type | CHAR |
| UMSKZ | Special G/L ind. | Reference table | |
| WAERS | Currency | Reference field | |
| WRSHB | Amount | | |
| AUGBL | Clearing document | | |



The illustration above shows you how the standard line layout has been defined.

Line Layout Variants

Line layout A0 Standard

Column heading

4 Assignment Doc. No. DT Doc. date PK G/L Curr. Amount Cldoc.
 A_____ B_____ C_____ D_____ E_____ F_____ G_____ H_____ I_____

Fields

| | | | |
|---------|-------------------|-------|-----------------------|
| A ZUONR | Assignment | BELNR | Document number |
| C BLART | Document type | BLDAT | Document date |
| E BSCHL | Posting key | UMSKZ | Special G/L indicator |
| G WAERS | Currency | ANZMW | Amount |
| I AUGBL | Clearing document | | |

If you choose the standard line layout in the line item display, the system displays the information about each line item as shown in the illustration below. The column headings are displayed according to the way they are defined in the illustration above (see 4). The *Clearing document number* field is abbreviated since only the last three numbers are required. It is displayed as of the eighth position (offset 7), with three characters (length 3), and a distance of 1 from the prior column (see 2 in the above illustration).

| Customer EVANS Dwight Evans Boston | | Basic list Line items 62 | | | | | | | |
|--|------------|---------------------------------|-----------|----|-----|-----|----------|-------|--|
| Assignment | Doc. no. | DT | Doc. date | PK | G/L | Cur | Amount | CIDoc | |
| 19920110 | 0100001034 | AB | 01/10/92 | 01 | | USD | 300.00 | 876 | |
| 19920318 | 1600000050 | DA | 03/18/92 | 01 | | USD | 100.00 | | |
| 19920318 | 1600000050 | DA | 03/18/92 | 01 | | USD | 200.00 | | |
| 19920319 | 0100000477 | AB | 03/19/92 | 16 | | USD | 500.00- | | |
| 19920323 | 0100000502 | AB | 03/23/92 | 01 | | USD | 1,000.00 | | |
| 19920323 | 1600000051 | DA | 03/23/92 | 03 | | USD | 100.00 | | |

You can define your own line layout variants for individual account types or for all account types.

If you require fields other than the ones proposed in the standard system, you have to specify them separately by account type. Furthermore, you can determine the sequence of the fields in the selection window. You will want to place the fields used most often at the top of the list.

Adding Additional Fields

Adding Additional Fields

Use

You can add a field to the line layout temporarily. The system adds the field that you specify in each item. This additional field overwrites the data already displayed if necessary.

Procedure

To add an additional field temporarily, proceed as follows:

1. Place the cursor where you want to insert the additional field.
2. Choose *Additional field...*

The system displays a dialog box containing the additional fields available.

3. Select the required field by double-clicking it.

The system then displays the line items in the field combination that you specified. The original field is temporarily overwritten with the field value that you selected.

4. To remove the additional field, choose *Additional field off*.

You can expand the list of fields for temporary display. To do this, make the settings in **Customizing** for *Financial Accounting* as required: *General Ledger Accounting/Accounts Receivable and Accounts Payable → G/L Accounts/Customer Accounts/Vendor Accounts → Line Items → Display Line Items (without ALV) → Choose Additional Fields*.

Displaying List Levels

Use

When the system searches for, or creates totals for line items, it creates list levels. List levels are levels or groups used to display line items.

You can display an overview of these list levels and select a previous list level. The system then displays the line items in the list level that you selected.

Procedure

To display line items from a previous list level, proceed as follows:

1. Choose *Goto* → *List level overview*.
2. Select a list level.



Note that after you select a previous list level, you can no longer display a later list level. For example, if you have searched or created totals for the line items four times, the system creates four list levels. If you go back to the second list level from the fourth list level, you cannot go forward to the fourth list level.

Selecting Currencies

Selecting Currencies

Use

In the line item display, you can display the totals in various currencies. The exchange rates at the time of posting are used. You can choose from the following currencies:

- Transaction currency (document currency)
- Local currency
- Local currency (valuated amount)



To display the local currency valuated amount for the line item, you must have previously valuated the open items with the valuation program.

- Parallel currencies (if you run parallel currencies in your system)

Features

You have the following options when selecting the display currency:

- You can display the **subtotals** in local currency.
Choose *Settings* → *Display currency*.
- You can display the **line item totals** in foreign currency as well as in local currency.
Choose the *Currency* totals variant. The line item subtotals are displayed by currency.
- You can display the amounts in the **line item list** in foreign currency as well as in local currency.

To do this, define a line layout variant that includes columns for local currency and foreign currency.

Displaying Account Master Data

Use

From the line item list, you can also display the account master data. This applies for the following master data:


- [G/L Account Master Data \[Page 25\]](#)
- [Customer Master Data \[Ext.\]](#)
- [Vendor Master Data \[Ext.\]](#)

Procedure

To display account master data, proceed as follows:

3. Select the required line items.
4. Choose *Environment* → *Account master data*.

The system displays the master data for the account specified.

4. To return to the line item display, choose .



In the **Classic line item display**, you can also display information about the account. This information includes, for example, the company code and the currency. Choose *Environment* → *Master record information*.

The system displays this brief information according to a layout defined in Customizing. You can copy and modify this layout so that other or additional master record fields are displayed.

Displaying Totals Sheets

Displaying Totals Sheets

Use

A totals sheet contains subtotals of the line items by account type (vendor, customer, and G/L account) and special G/L indicator.

Procedure

To display a totals sheet, proceed as follows:

1. Choose *Goto* → *Totals sheet*.
2. To display the details, select a line item.
3. To go back to the list of line items, select *Back* twice.

Posting (FI)

Purpose

Using this standard accounting function, you can enter business transactions in the general ledger and subledgers. In doing so, you create [documents \[Page 150\]](#) and save the data to the database.

Features

As well as the standard transaction for posting documents, the system also offers you the following options:

- [Recurring Entries \[Page 268\]](#)
- [Posting with Sample Documents \[Page 262\]](#)

You can also carry out cross-company code functions and reversals.

The system carries out consistency checks before saving the data. If errors exist, the data is not saved, and the system proposes adjustments.

Integration

If you use other SAP components as well as *Financial Accounting*, the saved data is passed, for example, to *Controlling (CO)* or *Sales and Distribution (SD)* and updated.

See also:

[Posting Business Transactions in General Ledger Accounting \[Page 288\]](#)

[Posting Business Transactions in Accounts Receivable \[Ext.\]](#)

[Posting Business Transactions in Accounts Payable \[Ext.\]](#)

Document

Document

Definition

The result of a posting in *Financial Accounting*. There are two types of documents: Original documents and processing documents.

Examples of original documents:

- Receipts
- Invoices
- Checks
- Bank statements

Examples of processing documents:

- Accounting documents
- Sample documents
- Recurring entry documents

The accounting document represents the original document in the system. The other processing documents can be used to simplify document entry. The document remains as a connecting unit in the system until it is archived.

Use

You can only check whether postings are correct in the compact journal and general ledger by means of documents. Every posting must therefore have a document.

Documents are the link between the business transaction and the posting in accounting.



Only complete documents can be posted. A document is complete when its debit and credit items balance to zero. You must enter the minimum account assignments designated by the system: For example, document date, posting date, document type, posting key, account number, and amount. Data must also be entered in all other fields that were defined as required fields when making system settings.

Structure

A document consists of a [document header \[Page 152\]](#) and at least two [line items \[Page 155\]](#).

Integration

As well as the accounting document described above, there are also special documents such as sample documents and recurring entry documents. These are documents that simplify the document entry transaction. For more information, see [Posting with Sample Documents \[Page 262\]](#) and [Recurring Entries \[Page 268\]](#).

You can transfer large volumes of document data from an external system into the SAP System. There are various methods for doing this. For more information, see [Accounting Documents: Data Transfer Workbench \[Ext.\]](#)

Document Header

Document Header

Definition

The part of a document that contains information valid for the whole document, for example, document date and number. It also contains controlling information such as the document type.

Entering Document Headers

Use

The document header contains data that applies to the entire document. To enter a document, you must first enter the document header.

Procedure

1. From the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *General ledger* → *Document entry* → *Others* → *General posting*.

To enter a document in *Accounts Receivable* or *Accounts Payable*, from the *SAP Easy Access* screen choose *Accounting* → *Financial accounting* → *Accounts receivable/Accounts payable* → *Document entry* → *Other* → *Invoice - general/Credit memo - general* or another business transaction.

2. Enter the data required on the *Enter G/L Account Posting: Header Data* screen. Depending on your settings in Customizing, the following entries are required:

- Document date

The document date is the date the business transaction (such as a transfer posting, or the issue date of an invoice or payment) took place. The document date can be different from the posting date, which is the date that G/L account balances or the customer/vendor balances are updated.

- Document type

For some document types, you also have to make entries in the fields *Reference* and *Document header text*.

- Document number

Depending on the document type, document numbers are either internally assigned by the system or entered by you externally.

- Company code

The system defaults this company code in all subsequent documents you enter that day.

- Posting date

The system automatically defaults the current date as the document date. When you post the document however, you can enter any other date (past or future) from a permitted posting period. The posting date can be different to the document entry date and the document date (date the original document was created).

The posting date determines the posting period.

- Period

The periods that are permitted for posting are determined by your system configuration. You can also post to periods in a previous fiscal year. If you do this, the carry forward balance for the current year is automatically corrected in special periods.

- Currency/Exchange rate

Entering Document Headers

When you enter the first document of the day, you must enter a currency key. The system defaults this currency key in all subsequent documents entered on that day.

You have the following options when entering an exchange rate in a document header:

- Enter the currency key. The system automatically transfers the exchange rate valid on the posting date. The exchange rate must be defined in the system.

or

- Enter the currency key and the translation date required. The system transfers the exchange rate valid on the translation date. The exchange rate must be defined in the system.

or

- Enter the currency key and the exchange rate manually in the document header.

- Trading partner business area

This entry is then defaulted in each G/L account item that is not generated automatically. It can however be overwritten if required.

- Other document header fields

- Doc.header text

The document header text contains explanations or notes that are applicable to the whole document, not just specific document line items.

- Reference number

The reference number could be the number of an invoice, for example.

- Cross-company code no.

Either you enter the number of a cross-company code document manually, or it is determined by the system.



In the document header you can edit the following fields:

- Reference
- Doc.header text
- Cross-company code no.
- Trading partner business area

Line Items

Definition

The part of a document that contains information about an item. This includes an amount, an account number, the credit or debit assignment, and additional details specific to the transaction being posted.

Use

You can enter terms of payment, a cost center, or an explanatory text in a line item for example.

Editing Line Items

Editing Line Items

Use

Before you post a document, you can display the document overview and then edit one or more line items. In this way, you can correct any input errors.

See [Document Overview \[Page 218\]](#)

Features

In the document overview you can:

- Adjust individual items (for example, change an amount field)
- Add new items
- Delete items
- Hold an incomplete document.

Note that before you post the document, you can edit any field in any line item, except the following:

- *Pk* (Posting key)
- *Account*
- *Special G/L indicator*
- *Company code*

Activities

Correcting Line Items

Select an item and choose *Goto* → *Select*. Correct the line item and save your entries.

Adding Line Items

Enter the required data under *Other Line Items*.

Deleting Line Items

There are two ways to delete a line item:

- In the document overview, you can choose *Edit* → *Delete item*. You then enter the number of the item to be deleted in the dialog box that appears.
- You call up the line item in question and overwrite the amount with zeros in the *Amount* field. This item is then displayed in the document overview with the zeros you entered.

Generating Line Items Automatically

Use

Depending on your system's configuration, you can have the system generate and post line items automatically.

Integration

Which line items are generated depends on which business transactions you have entered:

Features

The following table gives you an overview of the different business transactions for which line items can be generated automatically.

| Business transaction | Line items |
|--|--|
| Entering a customer or vendor invoice | <ul style="list-style-type: none"> • Tax on sales/purchases (output tax when posting a customer invoice, input tax when posting a vendor invoice) • Payables and receivables between company codes (when posting cross-company code transactions) |
| Posting a customer or vendor payment and clearing open items | <ul style="list-style-type: none"> • Cash discount (paid and received when posting payments) • Backdated tax calculation for tax on sales/purchases (after cash discount deduction) • Gains and losses from exchange rate differences (between invoice and payment) • Unauthorized deduction of cash discount (when a payment is slightly different to the amount due) • Residual items • Bank charges |
| Entering special G/L transactions | <ul style="list-style-type: none"> • Bill of exchange charges • Tax adjustment for a down payment |

Activities

[Adding Details to Automatically Generated Line Items \[Page 158\]](#)

Adding Details to Automatically Generated Line Items

Adding Details to Automatically Generated Line Items

Use

You can add details to any automatically generated line item. For example, you can add text to a tax on sales/purchases line item.

If you are permitted (or required) to make additional account assignments to the automatically generated line items, the system branches directly to the document overview. Here, the automatically generated items are highlighted.

Prerequisites

Make sure that the G/L account is marked as adjustable and that the appropriate field is defined as optional or required in the field status group.

Procedure

1. Select the item for which you want to make an additional account assignment by placing the cursor on an automatically generated line item and choosing *Goto* → *Line item* → *Choose*.
2. Edit the line item.
3. Choose *Document* → *Post* to post the document.



If you use fast entry to enter G/L account line items, and required fields are not displayed on the fast entry screen, you must add details to the G/L account line items. This process is the same as adjusting an automatically generated line item.

You can also adjust line items after posting by changing the document.

Document Types

Definition

A key that is used to classify accounting documents and distinguish between business transactions to be posted. The document type is entered in the document header and applies to the whole document.

Use

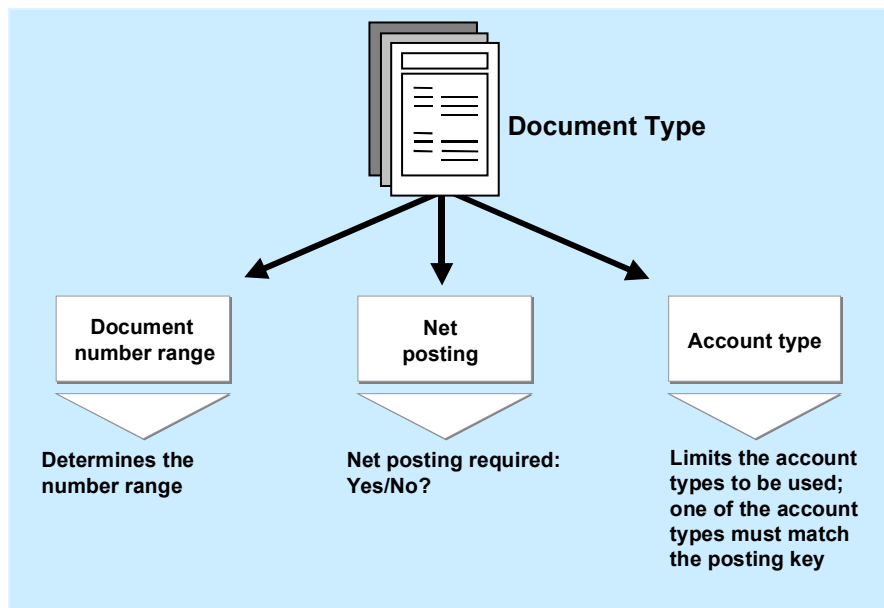
The document type has the following functions:

- Differentiating between business transactions. The document type tells you instantly what sort of business transaction is in question. This is useful, for example, when displaying line items for an account.
- Controlling the posting to account types (vendor, customer, or G/L accounts). The document type determines which account types that particular document can be posted to.
- Assigning document numbers. A number range is assigned to every document type. The numbers for the documents you create are taken from this number range. The original documents from one number range should be stored together. In this way, the document type controls document storage.

For more information, see [Document Number Assignment \[Page 166\]](#) and [Controlling Document Storage Using the Document Type \[Page 175\]](#)

- Applying the vendor net procedure. This means that any discount and the net amount are calculated (and posted) when the vendor invoice is posted.

The following figure illustrates the significance of the document type:



Document Types

Document types are defined at client level. The standard system already contains document types which you can use or change. Before deleting document types, check whether they are currently used in the system.



The system usually defaults the appropriate document type when a business transaction is entered. With some transactions (such as clearing transactions), you define document types that are required for automatic postings yourself.

Differentiating Between Business Transactions Using the Document Type

Differentiating Between Business Transactions Using the Document Type

Document types reflect the different business transactions in your organization. Since the document type can be displayed for every line item, you can immediately find out the type of business transaction in both document display and line item display. You can also use the document type for evaluation purposes.



In the following figure, the document types show that there are customer invoices (document type DR), customer payments (document type DZ) and customer credit memos (document type DG).

| Customer | | Evans | | Basic list | | Line Items | | | |
|--------------------------|------------|--------|----------|---------------|-----|------------|-----------|--------|-----|
| Dwight Evans | | Boston | | Line Items 74 | | | | | |
| Assignment | Doc. No. | DT | Doc.date | PK | G/L | Curr. | Amount | Cl.doc | |
| 19920408 | 1600000120 | DR | 08.04.92 | 01 | | DM | 1,000.00 | | |
| 19920408 | 1600000120 | DR | 08.04.92 | 01 | | DM | 1,000.00 | | |
| 19920409 | 1600000129 | DR | 09.04.92 | 01 | | DM | 10,000.00 | | |
| 19920409 | 1600000130 | DR | 09.04.92 | 16 | | DM | 1,140.00 | | |
| 19920410 | 1600000135 | DG | 10.04.92 | 11 | | DM | 145.45- | | |
| 19920410 | 1600000121 | DR | 10.04.92 | 01 | | DM | 112.99 | | |
| Cleared line items | | | | | | | | | |
| 19920331 | 1400000077 | DZ | 31.03.92 | 15 | | DM | 1,140.00- | | |
| 19911216 | 0100000013 | AB | 16.12.91 | 01 | | DM | 200.00 | | 051 |
| 19920323 | 1600000051 | DR | 23.03.92 | 15 | | DM | 200.00- | | 051 |
| 19920331 | 1600000093 | DR | 31.03.92 | 01 | | DM | 1,140.00 | | 077 |
| 19920401 | 1400000079 | DZ | 01.04.92 | 15 | | DM | 1,140.00- | | 079 |
| 0 | | | 5/6 | | | | | | 1 |

Document types have already been defined in the standard system. The most important document types are:

Document Types in the Standard System

| Document type | Description |
|---------------|------------------------------------|
| AB | General document |
| DG | Customer credit memo |
| DZ | Customer payment |
| DR | Customer invoice |
| KZ | Vendor payment |
| KG | Vendor credit memo |
| KN | Vendor net invoice and credit memo |
| KR | Vendor invoice |
| SA | All G/L accounts |

Differentiating Between Business Transactions Using the Document Type

To differentiate between business transactions using the document type, you specify for each document type, what type of account that document can be posted to. Document type AB allows you to post to all accounts. All other document types limit the types of accounts you can post to. Document type DA, for example, only allows you to post to customer and G/L accounts.



The document types delivered with the standard system have already been limited to specific types of accounts. You do not have to use these document types. You can modify them or define your own document types.

Defining Authorizations for Document Types

Use

You can define a special authorization for every document type. To do this, you need to determine what document types in which form employees are allowed to process.

Authorizations are checked for the following activities:

- Posting documents
- Document display and line item display
- Changing documents
- Programs that evaluate documents.

The system does not check the authorization for document types that are not assigned an authorization group.

Procedure

1. In Customizing for *Financial Accounting*, carry out the activity [Maintain Authorizations \[Ext.\]](#) under *Financial Accounting Global Settings*.
2. Enter an authorization group in the document type. You then assign authorization for this authorization group to the employees who will work with this document type.

For each document type, you can specify whether users are required to enter a reference number or the document header text.

Defining the Document Type for the Vendor Net Procedure

Defining the Document Type for the Vendor Net Procedure

Use

When you post a vendor invoice, you use the document type to specify whether you want to use the vendor net procedure. In this procedure, the system automatically splits the offsetting postings into the net amount and the cash discount due. This is done when the document is posted.



The vendor net procedure can be used for example, to post vendor invoices to assets. The exact acquisition amount, less any cash discount, is posted to asset accounts.

Prerequisites

You have defined that you want to use the vendor net procedure. To do this, you specify a document type that is defined as a net document type. Document type KN has already been defined for the net posting procedure in the standard system.

Activities

To define your own net document type, you need to set it as such by choosing *Net document type* in Customizing. In addition, make sure that the required account types are specified in the *Account type* field. In the standard system, these are G/L accounts, asset accounts, and vendor accounts.



The vendor net procedure cannot be used when posting to customer accounts.

Document Types for Postings to Affiliated Companies

You can use the document type to check the consolidation ID for affiliated companies. You can also use it to check whether the field *Trading partner* in the G/L account item is ready for input for manual G/L account postings.

Multiple Companies in a Document

To eliminate IC sales for the consolidation of several internal trading partners, the system must be able to recognize receivables and payables between affiliated companies.

You therefore define a consolidation company ID in your customer and vendor master records.

When you post to these accounts, the system automatically transfers the ID from the master record to the customer, vendor, and G/L account line items. The consolidation company ID, however, is not displayed in the line items.

When you post these receivables and payables, the system must be able to assign the revenue or expense items to exactly one affiliated company. During document entry, the system checks whether you are posting to companies that have the same consolidation company ID. If this is not the case, you cannot continue with the document entry.

For postings where you do not have to differentiate between affiliated companies, for example, incoming or outgoing payments, you can use a bank posting for clearing between customers and vendors of several affiliated companies.

You use the document type to control whether the system checks the consolidation company ID. To allow users to post documents with different consolidation company IDs by using a particular document type, select the *Multiple companies* checkbox for that document type. Otherwise, only one consolidation company ID can be used in each document.

Trading Partner in the G/L Account Item

For consolidation, the system requires that the consolidation company ID is maintained in the G/L account item when posting revenue and expense items for affiliated companies. The consolidation company ID is needed to eliminate IC sales.

The system determines this ID from the customer or vendor master record and automatically enters it in the trading partner field in the line item. When you are manually posting to G/L accounts only, the system cannot determine the ID from the master record. You therefore must be able to enter it in the G/L account item yourself. It must also be possible to enter the ID in the trading partner field for automatic adjustment postings, for example, for foreign currency valuation. The system determines the ID from the customer or vendor master record.

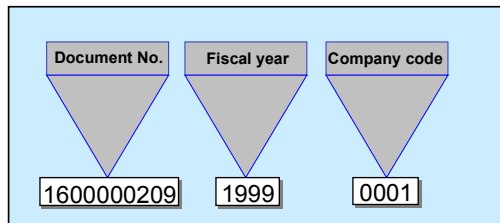
You use the document type to control whether an entry can be made in the *Trading partner* field. To allow users to enter a trading partner in G/L account items, select the *Enter trading partner* checkbox for the document type.

Document Number Assignment

Document Number Assignment

Use

In the SAP System, every document is assigned a number that identifies it uniquely within a fiscal year and company code.



There are two types of number assignment:

- **External (by the user)**

The accounting clerk enters the number of the original document during document entry, or the number is transferred automatically from a pre-invoicing system. A prerequisite is that the document numbers are unique. The system checks whether the number entered already exists and prevents users from assigning the same number twice. Numbers assigned to documents that have been archived however, can be reused.

- **Internal (by the system)**

The system automatically assigns a sequential number. The accounting clerk transfers this SAP document number to the printed original document and then files it using this number. This method is used if the original documents do not have a unique document number. This is the case, for example, with vendor invoices.

You use a number range to define how the document number is assigned. Each document type has a specific number range from which the document number is selected.

Integration

Reversing Documents

When you reverse documents, the system automatically assigns a number for the reverse document. To do this, the system requires a document type that has internal number assignment. Every document type with external number assignment must therefore be assigned a reverse document type that has internal number assignment.



Documents posted with a document type that has internal number assignment are reversed by the system using the same document type if you do not specify a separate reverse document type.

Sales and Distribution (SD)

If you have installed the *Sales and Distribution* (SD) component, your system administrator can configure the system so that either the invoice number from SD is used for the accounting document, or separate document numbers are assigned to invoices from SD. For more

Document Number Assignment

information, see the *SD - Sales and Distribution* documentation [Number Assignment for Material Master Records \[Ext.\]](#) and [Validity Period for the Document Number Interval \[Page 168\]](#)

Validity Period for the Document Number Interval

Validity Period for the Document Number Interval

For each document number interval, you must specify a validity limit (year value).

You can define the same number range for several fiscal years (see following illustration). After changing fiscal years, the system starts assigning numbers again from the lower limit of the interval. The same document numbers are assigned in each fiscal year, but are uniquely identified by the year specification.

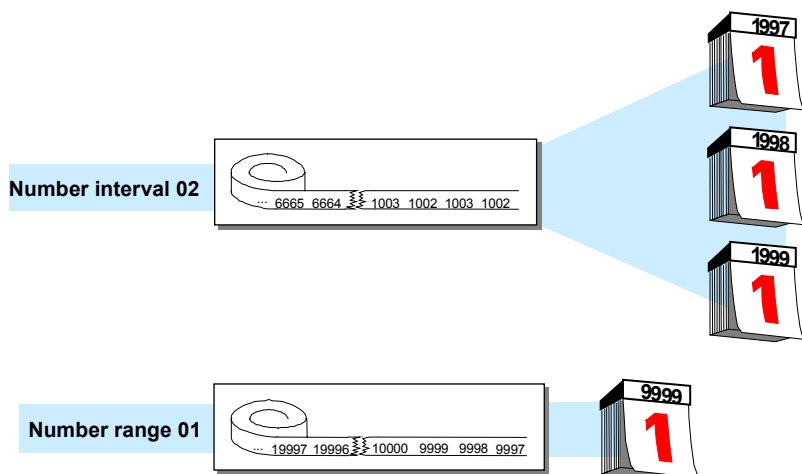
If you do not want to have numbers assigned based on each year, you must specify a year which lies far into the future, for example "9999". Documents are then assigned numbers from an interval that is unaffected by changes in fiscal year (see the following illustration).



External number assignment is automatically year-specific. A unique number results from the document number and fiscal year. You can therefore reuse your number ranges for external number assignment in each fiscal year without having to define them based on the year.

To edit or display a document, you must specify the fiscal year in addition to the document number on the request screen if your system assigns numbers based on each year. You can also have the system automatically default the fiscal year. To implement this function, you must specify it for each company code.

The following overview shows the effects of defining different number ranges.



| Number range | Year | Interval | |
|--------------|------|------------|------------|
| 01 | 9999 | 0010000000 | 0019999999 |
| 02 | 1997 | 0020000000 | 0029999999 |
| 02 | 1998 | 0020000000 | 0029999999 |
| 02 | 1999 | 0020000000 | 0029999999 |

Defining Number Ranges

Use

You can define number ranges as follows:

- You can define number ranges for each company code. Thus, each company code can use the same number interval.
- You can define number range intervals as year-specific.

You define number ranges in the system separately for master records and documents. You can therefore use the same number range keys for both master records and documents.

In the *Financial Accounting* (FI) component, you can also define alphanumeric number ranges. In this case, however, the document numbers can only be assigned externally.



It is advisable to select year-specific number ranges. You therefore only need smaller intervals and can store the document numbers separately according to fiscal years. You therefore avoid documents from the old and new year alternating in January.

Procedure

Since documents may be kept in the system for an indefinite amount of time, you need to define intervals that are large enough to handle this factor.

1. To do this, you need to determine the volume of documents created each year for document types that use the same number range.
2. Multiply the number of documents by the number of years the system can retain a document for. This gives you the required interval capacity.
3. Specify an interval a little larger than that to make sure it is sufficient.
4. In Customizing for *Financial Accounting*, carry out the activity *Define Document Number Ranges* under *Financial Accounting Global Settings* → *Document* → *Document Number Ranges*.
5. For every number range, you must specify the following parameters:
 - A key (see **1** in the following diagram)
 - A validity date (a year value) until which the number range is valid (see **2** in the following diagram)
 - An interval from which the numbers are chosen (see **3** in the following diagram) The intervals for number ranges must not overlap.
 - Whether the number range is used in internal or external number assignment (see **4** in the following diagram)

Defining Number Ranges

| | | | | | | | | |
|---------------------|-----|---------------------|------------|------------|-----------|---|----------------|-----|
| Number range object | | Accounting document | | | | | | |
| Company code | | 0001 | | | | | | |
| | | | | | | | | |
| ① | No. | ② | Year | From No. | To number | ③ | Current number | Ext |
| - | 00 | 1999 | 0000000001 | 0099999999 | 10000000 | | | X |
| - | 01 | 1991 | 0000003000 | 0199999999 | 100000037 | | | |
| | 01 | 1992 | 0000006000 | 0199999999 | 100001025 | | | |
| | 01 | 1993 | 0000009000 | 0199999999 | 100000002 | | | |
| | 02 | 9999 | 0200000000 | 0299999999 | | | | X |

Defining Number Ranges for Recurring Entry and Sample Documents

Use

Sample documents are used as a reference when you enter accounting documents manually. They simplify document entry. You can post regularly recurring entries using the recurring entry program. To do this, the program requires a recurring entry document. Transaction figures are not updated by a sample document or recurring entry document. They are special documents that are only used to create accounting documents.

For sample and recurring entry documents, you need to set up special number ranges in every company code in which these special documents are used.

Procedure

1. In Customizing for *Financial Accounting*, carry out the activity [Define Document Number Ranges \[Ext.\]](#) under *Financial Accounting Global Settings* → *Document* → *Document Number Ranges*.
2. Define the number range for sample documents using key X2, the number range for recurring entry documents using X1.



You cannot use these number ranges for your document types.

For more information on recurring entry and sample documents, see [Posting with Sample Documents \[Page 262\]](#) and [Recurring Entries \[Page 268\]](#).

Changing and Deleting Number Ranges

Changing and Deleting Number Ranges

Use

You can change the specifications for a number range, for example the number interval or the validity period.

Changes may be necessary if a number range is not large enough. In this case, you can

- Increase the upper limit of the number range or specify a new lower limit as long as another range does not already have the desired numbers
- Assign a new number range to the document type

Features

- Changing number intervals

You can change the lower and upper limits for number range intervals. Changing the lower limit in a number range with internal number assignment is advisable only if a number has not been assigned yet. In changing the upper limit, make sure the new number does not fall below the current number. The system ensures that the intervals do not overlap after you change the limits.

- Changing the current number level

The current number is updated by the system for number ranges which are set up with internal number assignment. Changing the current number is only permitted in special cases. This may be necessary if the system starts assigning numbers from the lower limit of the interval again and finds that a number was not released yet. A document with this number therefore already exists in the system. In this case, you can increase the current number. Generally however, you should **not** change it.

- Changing the validity period

Changes to the validity period are usually not necessary. If you use a number range which is independent of the fiscal year, you have already specified a year far into the future. If you use number ranges that are based on the fiscal year, you only need to define the number range for each fiscal year.

- Deleting number ranges

You can delete number ranges if no numbers were assigned from it. If numbers have already been assigned from this range, if it is a range with internal number assignment, the system prevents deletion. If the range has external number assignment, a warning message is issued. If you delete a number range, you must assign new number ranges to the document types affected by the deletion.

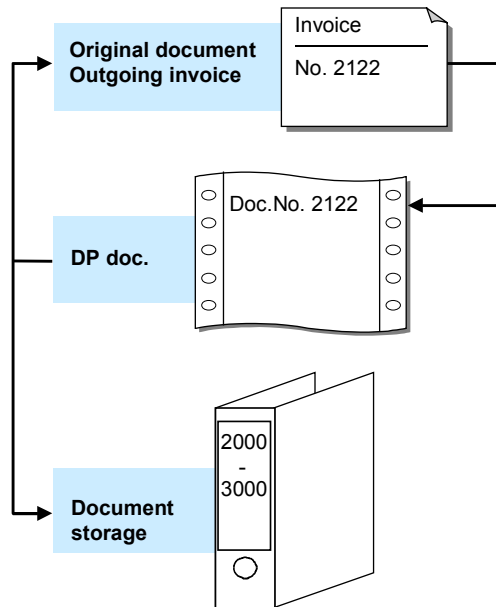
Organizing Document Storage

Use

If you store your documents correctly, you can ensure a clear link between the original document and the processing document.



Always store your original documents under the processing document number (see the following illustration).

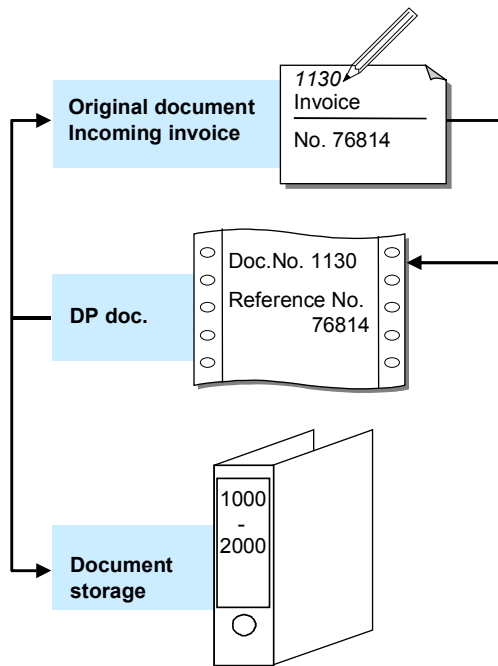


Depending on whether you want to store customer or vendor documents, you can choose from different types of document storage.

For **customer documents**, you either use the document number created by a pre-invoicing system, or have the system assign numbers using the internal number assignment function.

For **vendor documents**, have the system assign the processing document number. Record the processing document number in the original document (see the following illustration). Enter the number of the original document in the reference number field in the header of the processing document. The original document number can then be used in correspondence and system queries. You can use the reference number to search for the corresponding document in line item display.

Organizing Document Storage



Controlling Document Storage Using the Document Type

Use

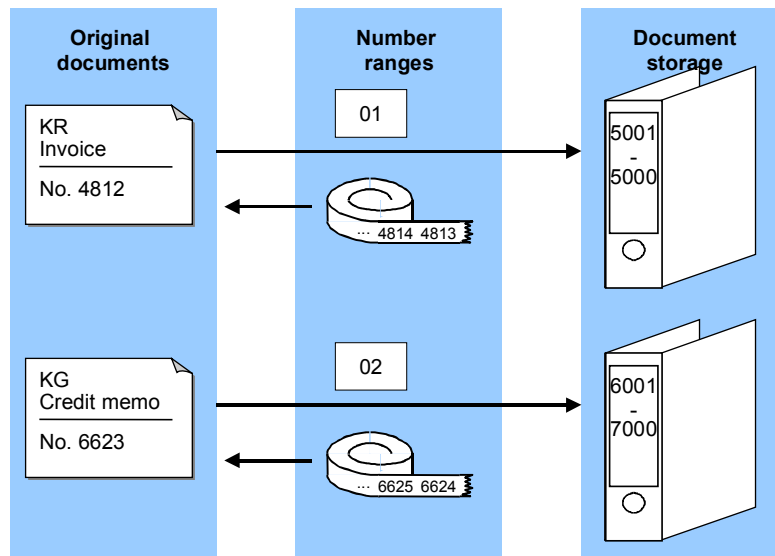
If you always store original documents under their processing document number, you can control how these documents are filed by using document types. All original documents that are posted with the same document type in the system are filed together. However, you also have the option to store several document types together.

You use document types to differentiate postings according to the different business transactions.

If you want to file documents separately by document type, you need to assign a separate number range to each document type.

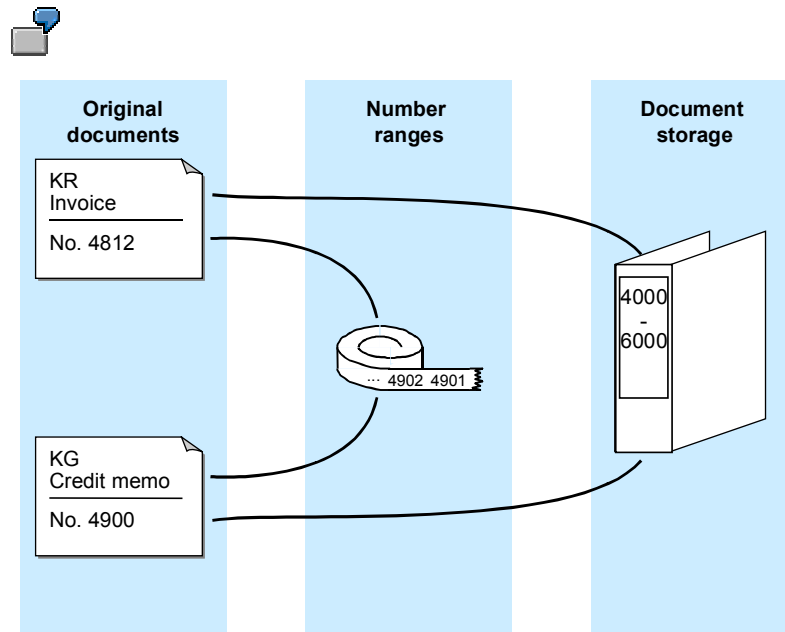


In the following illustration, document type KG (vendor credit memo) was assigned to number range 02, and document type KR (vendor invoice) was assigned to number range 01. The original documents are stored accordingly.



If you want to file several document types together, you need to assign the same number range to them. For example, you can differentiate between the posting of vendor credit memos (document type KG) and vendor invoices (document type KR) using document types and then file these documents together using a joint number range.

Controlling Document Storage Using the Document Type



See also [Document Number Assignment \[Page 166\]](#)

Document Entry

Use

When you enter documents, the system checks whether the minimum account assignments have been made, for example, document date, posting date, document type, posting key, account number, and amount. If you enter a key that is not defined in the system, the system issues an error message. You have to correct your entry before you can enter any more documents. These checks prevent incorrect, inconsistent, or incomplete entries from being made.

To be able to post the document, the debits and credits must balance to zero. This updates the account balances. If the debits do not equal the credits, you can **hold** the document, or park it until it is complete, without updating G/L account balances.

Features

You can use the following functions when you enter documents:

- [Holding documents \[Page 189\]](#)
- [Simulating documents \[Page 192\]](#)
- Parking documents

Default Values in Document Entry

Default Values in Document Entry

When you enter documents, several fields already contain values. The system gathers these values from various data sources:

- **User master record and parameter memory**

The parameter memory is a user-oriented memory in which the system saves data entered at one sitting. When you log on to the system, this memory is filled immediately from the user master record. Data from the parameter memory is used for identical fields in other functions. If you post to the vendor account 4711, for example, this account number is defaulted when you display line items. The data in the parameter memory is deleted when you log off.

- **The system**

The system automatically defaults the current date as the document date. In certain functions, the system, using manual entries, determines and defaults a special G/L indicator, a transaction type for clearing, and the account type.

- **Account master record**

Some fields are filled with data from the master record of an account. For example, if you have entered terms of payment in a customer master record, the system defaults these terms when you enter a document. The relevant documentation sections inform you of the default values that you can define in a master record.

- **Default values for accounting functions**

In the Implementation Guide (IMG) for *Financial Accounting Global Settings*, you can define the document type and posting key as default values for each of the accounting functions. In the standard system for example, the document type and posting key are defined as default values when entering an incoming invoice.

Editing Options - Enjoy Transactions


Use

You can use this function to make user-specific settings for:

- Document entry
- Default document currency

In addition to the functions of the standard transaction, you can also use special options for the single screen transaction.

Features

To set the editing options in accordance with your requirements, from the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *General ledger/Accounts receivable/Accounts payable* → *Document entry* and then the required business transaction. Choose  *Editing options*.

1.) The *Accounting Editing Options* screen contains the following editing options for document entry:

- Documents only in local currency
- Amount fields only for document currency
- Exchange rate from first line item
- No special G/L transactions
- Documents not cross-company code
- Documents must be complete for parking
- No partner business area in header screen
- Calculate taxes on net amount
- Copy text for G/L account entry
- Fast entry via POR number

2.) You can choose from the following default document currencies:

- Local currency
- Last document currency used
- None

3.) If you require control display, select *With control display*.

4.) You can select the following special options for single screen transactions:

- Suppress transaction
- Propose final amount
- D/C indicator as +/- sign
- Display periods

Editing Options - Enjoy Transactions

- Posting in special periods possible

5.) You can choose from the following document type options:

- Document type suppressed
- Document type displayed
- Document type ready for input
- Display with short name
- Entry with short name

You can also set the following indicators:

- Document date same as posting date
- Complex search for vendor
- Propose last tax code

Activities

To define user-specific settings, set or delete the relevant indicator by clicking it. Then choose



Editing Options

Use

You can use this function to make user-specific settings for:

- Entering documents
- Processing open items
- Displaying line items
- Displaying data in the credit management area
- Displaying payment advice notes.

Features

From the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *Accounts receivable/Accounts payable* → *Document entry* → *Others* and then the required business transaction. On the initial screen, choose *Settings* → *Editing options*.

The *Accounting Editing Options* screen contains editing options for the following areas:

- Document entry
- Document display
- Open items
- Credit management
- Payment advice notes

To select or reset editing options, select or deselect them on the respective tab.

Activities

To define **Display variants**, make your selection on the *Document entry* tab under *Screen templates and line layout variant* using the possible entries help.

To save **editing options in your user master record**, choose *Options* → *Change user master*. The changes take effect from the next time you log on.

Holding and Setting Data

Holding and Setting Data

Use

You can hold (retain) or set (specify) data in various screens. The system then defaults this data when you re-enter the relevant screen. For example, you can hold the document date or a special G/L indicator.

Procedure

Holding Data

To do this, choose *System → User profile → Hold data* from any menu bar. The next time you call up this screen with the same function, the system automatically enters the data in the appropriate fields. You can overwrite the held data.

Setting Data

To set data on a screen, choose *System → User profile → Set data* from any menu bar. The next time you call up this screen with the same function, the system automatically enters the data in the appropriate fields. You cannot overwrite the set data.

Resetting Data

To reset the held or set data, choose *System → User profile → Delete data* from any menu bar.

Fast Entry of G/L Account Line Items

Use

When you are entering line items in *General Ledger*, *Accounts Receivable*, or *Accounts Payable*, you can call up a special screen for fast entry of G/L account line items.

To do this, choose *Goto* → *G/L item fast entry*. On the next data entry screen, you can make entries in the following fields:

- *Pk* (Posting key)
- *Account* (account number)
- *Amount*
- *Tx* (tax on sales/purchases)
- *BA* (business area)
- *Cost ctr* (cost center)
- *Order*

Features

You can enter a screen layout variant for fast entry of G/L account line items by selecting *Settings* → *Editing options*. The screen variant determines which fields are displayed on document entry.

Note that you are only required to enter data in the following fields for G/L account items:

- *Pk* (Posting key)
- *Account*
- *Amount* (in the line item)

The standard system contains screen variants for the fast entry of G/L account line items. For more information, see the *Financial Accounting Global Settings* Implementation Guide and the documentation for the activity [Maintain Fast Entry Screens for G/L Account Items \[Ext.\]](#). You can also define your own screen templates in Customizing.

Activities

Using *Editing options*, you can make additional settings for document entry. See [Editing Options \[Page 181\]](#)

Control Functions for Entering and Posting Documents

Control Functions for Entering and Posting Documents

Use

There are special check routines for the fields in the document header and the individual line items. Pure information fields, such as the text field in the document header are excluded. In addition, the system carries out checks on the entire document during posting. You cannot post the document until all the checks have been carried out successfully.

The following control functions are available:

- The checks that the system carries out automatically when you enter and post a document
- The control totals check that you select from the *Financial Accounting* menus.

Features

Automatic Checks

There are four different types of check:

- **Formal Checks**

The system checks whether all the required fields have entries. The fields that must be filled are specified partly by the system. These include the fields for the document type and the posting key. For some fields, you can determine whether they are required or optional. Required fields are marked with a question mark in the entry screen. The system checks all data entries for format errors. It would reject an invalid date, for example.

- **Authorizations**

The system also checks authorizations and tolerances. An employee might only be authorized to post to certain accounts within one company code. You can define tolerances for each employee or for a group of employees. Tolerances include a maximum cash discount percentage rate, a maximum amount per customer or vendor line item and a maximum amount per document.

- **Field-Specific Checks**

The system checks whether entries in each individual field are correct. This applies to the document header and the individual line items. For example, you can only enter document types that are already available in the system. If you work with external number assignment, you can only use document numbers contained in the specified number interval that have not yet been assigned.

The system also checks the combination of certain entry values. For example, if you enter the tax amount manually, the system checks, via the tax code and the entered posting amount, whether the tax amount is correct. The system also checks that the entries in the control fields agree. For example, you must specify which account types each document type is permitted for. As a result, you can only use posting keys that belong to one of the permitted account types.

- **Balance Verification**

For an accounting document, the balance of the document must be zero at the time of posting. If this is not the case, the document is not posted.

Control Functions for Entering and Posting Documents

Control Totals

You can use the control totals function to check whether amounts have been entered correctly or not. You can choose whether the system

- Adds all posting amounts. When you have posted a document, you can compare the total you calculated with the control total in the system.
- Deducts the posted amounts from a given amount. After posting, the control total in the system should be zero.
- Adds the posted amounts to a predefined amount (opening balance). After posting, the control total in the system must correspond to the closing balance of the account.

You can enter control totals for individual accounts or for a group of accounts. In addition, you can choose whether the posting amounts are totaled in local currency, foreign currency or in all currencies.

You can also use an update counter to check whether the asynchronous update of the document is complete.

Activities

[Displaying Control Totals \[Page 186\]](#)

See also:

[Simulating Documents \[Page 192\]](#)

Displaying Control Totals

Displaying Control Totals

Use

You can use control totals to post documents and check whether the data has been entered correctly (for example, invoices or checks).

You use the following data to do this:

- The amount to be posted (a total that you calculate before you enter a series of documents)
- Posted amounts (the total debits and credits that the system calculates from the data you actually enter in the system)
- Difference (difference between the expected total and the sum of the amounts actually posted)
- The opening balance of an account

Procedure

You can use control totals in one of two ways:

1. You enter the total to be posted and the system then displays the difference after the amounts have been posted.
2. You enter an opening balance, post the amounts and the system then displays the closing balance.



To be able to use the control totals function, you should not select the *Do not update control totals* option within the editing options for document entry. Control totals are updated in the standard system.

See also:

[Entering Totals \[Page 187\]](#)

[Entering Opening Balances \[Page 188\]](#)

Entering Totals

If for example, you want to post and check a series of bank statements, you can use a control total to verify that the actual sum of the amounts posted equals the total you calculate in advance. Proceed as follows:

1. Calculate the **total** of the bank statements **to be posted**.
2. From the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *General ledger* → *Document entry* → *Others* → *General posting*. On the initial screen, choose *Settings* → *Control totals*.
3. Choose *Goto* → *Maintain control totals*.
4. You can enter either a customer and vendor balance you expect or at least one control total for the fields *AccTy* (account type), *From acct*, *To account*, *Debit amnt*, *Credit amnt*, and *Curr*.
5. After entering the control totals, post your business transaction.

The system automatically calculates the total debits and credits you post.

6. After you have entered the business transactions, go back to the control totals function by choosing *Settings* → *Control totals* from the *General Ledger* menu.
7. Select *Goto* → *Display difference* to display the differences.

The system then displays the difference between the control total that you defined in advance and the posted amounts. If they are not equal, you have made a mistake either calculating the control total, or posting the business transactions.

If you have a difference after posting all the required business transactions, double-check the total you expect again. (Add up the individual checks again). If this total is the same as before, check to make sure that you have entered all the documents and also to see whether you have perhaps entered a document twice. You can then enter any missing documents and reverse any documents that have been entered twice. If you do not find any differences with either of these, check the amounts posted for each document.

Entering Opening Balances

Entering Opening Balances

You would use this procedure if, for example, you wanted to post a bank statement manually. You can then enter the old account balance in the control totals function, post the relevant debits and credits, and then compare the balance updated by the system with the balance on the account statement.

Account statement for the following example:

| | |
|----------------------------|-----------------|
| Old account balance | 10,000.00 |
| Posting 1 | +1,000.00 |
| Posting 2 | - 500.00 |
| Posting 3 | - 1,500.00 |
| Posting 4 | - 700.00 |
| New account balance | 8,300.00 |

Proceed as follows:

1. From the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *General ledger* → *Document entry* → *Others* → *General posting*. On the initial screen, choose *Settings* → *Control totals*.
2. Choose *Goto* → *Maintain control totals*.
3. Under *Amounts per account*, enter the account type, account number, and the opening balance of the account as well as the currency. In our example, this is account type **S**, account number **113100**, opening balance **10,000**, and currency **USD**.
4. Post the debits and credits as specified on the account statement.
 The system automatically calculates the total debits and credits you posted and adds them to the opening balance that you entered. For this example, the total of the amounts you actually entered is 1,700 USD.
5. After you have posted all the amounts, go back to the control totals function by choosing *Settings* → *Control totals* from the *General Ledger* menu.
6. Choose *Goto* → *Display end balance*.

The closing balance of the bank account is shown under *Amounts per account*. Compare this with the new balance of the account statement.

Holding Documents

Use

When you are entering data, you may be interrupted, or you may not have all the data you need for entering a document, for example bank charges or the appropriate cost center.

In this case, you can temporarily save the data you have entered, and then continue with the document entry at a later time. If you want the system to **hold** a document, it does not have to be complete. Account balances are not updated and the document data is not available for evaluation. A document number is not assigned.

Prerequisites

You have entered the document header and at least one line item.

Activities

1. Enter the document as usual. You have entered the document header and at least one line item.
2. From the menu bar of the document overview screen, choose *Document* → *Hold*.

The *Hold Document* dialog box appears.

3. Enter a number in the *Temporary document number* field and choose *Hold document*.

See also:

[Completing Held Documents \[Page 190\]](#)

[Deleting Held Documents \[Page 191\]](#)

Completing Held Documents

Completing Held Documents

Prerequisites

You have entered an incomplete document and held it.

Procedure

1. From the initial screen of the posting transaction, select either *Held document*, or *Document* → *Get held document* from the menu.

The *Post Held Document: Header Data* screen appears.

2. Enter the number of the incomplete document in the *Temporary document number* field and choose *Enter*.

The system then displays the document overview of the held documents.

If you do not know the name of the document, choose *Document* → *Display list* to display a list of all the documents held under your user name.

3. Edit or add line items as necessary.
4. Choose *Document* → *Post* to post the document.

Deleting Held Documents

Procedure

1. From the initial screen of the posting transaction, select either *Held document*, or *Document* → *Get held document* from the menu.

The *Post Held Document: Header Data* screen appears.

2. Enter the number of the incomplete document in the *Temporary document number* field.

If you do not know the name of the document, choose *Document* → *Display list* to display a list of all the documents held under your user name.

3. Choose *Document* → *Delete*.

A dialog box appears, asking if you really want to delete the document.

4. Choose *Enter* to delete the document.

Simulating Documents

Simulating Documents

Use

You can simulate a document before you actually post it. This gives you an overview of the document items you have already entered, and you can check whether they are complete and correct. During simulation, the document goes through all the checks required for posting. For more information, see: [Control Functions for Entering and Posting Documents \[Page 184\]](#)



When you simulate a document, the automatically generated items, such as input tax and tax on sales and purchases, are displayed.

Prerequisites

You have entered the document header and at least one line item.

Activities

1. From the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *General ledger* → *Document entry* → *Others* → *General posting*.

The *Enter G/L Account Posting: Header Data* screen appears.

2. Enter the header data and at least the first line item and choose *Enter*.

The *Enter G/L Account Document: Add G/L Account Item* screen appears.

3. Choose *Document* → *Simulate*.

The *Enter G/L Account Document: Display Overview* screen appears. The following system message appears: Posting is only possible with a zero balance; correct document.

4. To correct the document, select a line item and choose *Goto* → *Choose*.

The *Enter G/L Account Document: Correct G/L Account Item* screen appears.

5. You can correct the document by entering at least one more line item and then choosing *Enter*.

The *Enter G/L Account Document: Add G/L Account Item* screen appears again.

6. Choose *Document* → *Simulate* to simulate the whole document.

The *Enter G/L Account Document: Display Overview* screen appears. The line items are displayed as they would be posted.

You have the following options for processing the document further:

- Correcting individual line items entered
- Adding line items
- Holding, parking, or posting the document
- Deleting automatically generated line items



To delete an automatically generated line item, first reset the item to be deleted, select the item, and then choose *Edit* → *Delete item*.

Parking Documents

Parking Documents

Use

You can use document parking to enter and store (park) incomplete documents in the SAP System without carrying out extensive entry checks. For more information, see [Document Parking \[Page 196\]](#)

Parked documents can be completed, checked, and then posted at a later date - if necessary by a different accounting clerk.

When documents are parked, data (for example, transaction figures) is not updated. The only exception to this is in *Cash Management* (TR-CM).

Data from parked documents can however be used for evaluations by the system. For example, amounts from parked invoices can be used for the advance return for tax on sales and purchases. Using payment requests, parked invoices can be paid punctually and without loss of discount.



You can use the tax amounts determined on the basis of the data in parked documents to apply in advance to the tax authorities for any tax receivables that are due to you. From the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *General ledger* → *Reporting* → *Tax reports* → *General* → *Input tax from parked documents*.

Integration

In contrast to document parking, the [holding documents \[Page 189\]](#) function is merely designed to allow you to interrupt your work on a document and temporarily save the data you have entered so far until you can resume posting. No document number is assigned. You cannot use data entered in this way for evaluations.

Substitution is not supported in document parking. Substitution takes place via the posting transaction after you generate an accounting document from the parked document.

Prerequisites

You make the appropriate settings in Customizing for Financial Accounting under *Financial Accounting Global Settings* → *Document* → *Parked Documents*.

Activities

[Displaying Parked Documents \[Page 198\]](#)

[Posting Parked Documents \[Page 200\]](#)

[Parking Documents \[Page 201\]](#)

[Changing Parked Documents \[Page 202\]](#)

[Deleting Parked Documents \[Page 204\]](#)

Document Parking

Document Parking

Use

You can park data relating to customer, vendor, G/L, and asset accounts. There is an additional fast entry function for G/L accounts. For assets, you can only enter acquisitions. In addition, you can park tax information and special G/L indicators, although you cannot park special G/L indicators for bills of exchange and down payments.

SAP provides two transactions for document parking: The standard transaction and the single screen transaction (Enjoy).



You cannot switch between both transactions.

Integration

Document parking is linked to the account display and reporting functions in *Financial Accounting*. You can:

- Display parked documents in the document journal
- Display parked documents in the line item display
- Evaluate payables from parked documents and, if necessary, post them *en bloc* with program RFPKDB00.

Features

You can also park cross-company code transactions. A parked document is only created in the initial company code for such transactions. Several [documents \[Page 150\]](#) are then created when the parked document is posted. You cannot enter a cross-company code number for cross-company code transactions.

Information entered as part of a parked document is only checked as to whether it exists.



You can also check the document for completeness (optional). For example, the system checks whether the document balance is zero, and whether entries have been made in all required entry fields (such as posting key and account number).

The authorization checks carried out for document parking are basically the same as those made for standard document entry and processing. This is sufficient to enable you to assign authorizations which differentiate between clerks who only have parking authorization and those who can post documents too.



No tolerance checks are carried out.

The system then carries out checks for erroneous entries. You are not, for example, permitted to enter an undefined business area.

You can use account assignment models when parking documents, but not reference documents.

Batch input is possible for parked documents.

Displaying Parked Documents

Displaying Parked Documents

Use

You can display parked documents. From the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *General ledger/Accounts receivable/Accounts payable* → *Document* → *Parked documents* → *Display*.

Prerequisites

You are authorized to display posted documents.

Features

You can display parked documents individually, using a list, or using the line item display function. To display them in the line item display, you must select the parameter *Parked documents*.

You can display changes to parked documents both before and after they have been posted. You can also display the original parked document after you change the document number.

See also:

[Displaying Changes to Parked Documents \[Page 199\]](#)

Displaying Changes to Parked Documents

Changes to parked documents are logged and can be displayed both before and after the document is posted.

- To display changes to parked documents **before** posting, from the *SAP Easy Access* screen, choose *Accounting → Financial accounting → General ledger/Accounts receivable/Accounts payable → Document → Parked documents → Display changes*. Enter the document number and choose ENTER.

The system displays any changes that have been made.

- To display changes to parked documents **after** posting, from the *SAP Easy Access* screen, choose *Accounting → Financial accounting → General ledger/Accounts receivable/Accounts payable → Document → Display changes*.

You can also have the system display a special list containing all the changes made to parked documents. To do this, choose *Document changes → Parked document* from the list of changes to posted documents.

The system then branches to a list of the changes made to the parked document. If changes were only made when the document was parked and not once it was posted, the system informs you of this, searches automatically for the changes to the parked document, and lists them.

If the number of the document was changed - for example as part of changes to the document header - you can search for the changes made to the document under its original number via the menu path *Document changes → Earlier document no..*

Posting Parked Documents

Posting Parked Documents

Use

Using the standard transaction, you can post parked documents individually or using a list selection. If you post several parked documents using a list, the system issues a list when you have finished. This list details which documents were successfully posted.

From this list, you can then carry out any necessary post-processing to parked documents that could not be posted due to missing information such as a cost accounting assignment. You can also create a batch input session to post the parked documents.

Features

The data in parked documents is deleted when they are posted, a document is written to the document database, and the appropriate data, (transaction figures and so on), is updated. The number of the parked document is transferred to the posted document.

Parked documents are always posted by batch input or using Call Transaction.

Parking Documents

1. To use the standard transaction, from the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *General ledger/Accounts receivable/Accounts payable* → *Document entry* → *Others* → *General document parking/Invoice parking - general/Credit memo parking - general*.

The *Document Parking: Document Header* screen appears.

2. Enter the document header and line item data.
3. To save the parked data, choose *Document* → *Park*.

The message `Document xxx (document number) was parked` appears. Document numbers are assigned in the same way as in the standard document entry function.



Transaction figures, assets values, control totals and so on are not updated when you save a parked document. No automatic postings are generated. No balance checks are carried out, but the balance is displayed in the parked documents overview.

Changing Parked Documents

Changing Parked Documents

Use

You can change a parked document and complete it step by step. A large number of header and item fields can be changed during this process, including the amounts.

You can make changes to:

- Individual documents
- Individual items
- Several documents simultaneously using a list
- Other values via the line items

However, you cannot change the currency and company code.



The internal system change rules governing document entry are not used in document parking.

Procedure

1. From the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *General ledger/Accounts receivable/Accounts payable* → *Document* → *Parked documents* → *Change*.

If you know the document number, enter the company code, document number, and fiscal year.

If you do not know the document number, choose *Document* → *List*. On the selection screen that follows, enter the appropriate selection criteria and choose *Execute*. The system generates a list with the required documents. Select the required document and then choose *Edit* → *Select*.

2. To process the **document header**, choose *Goto* → *Document header*.

If you want to change an **item**, first select this item. The fields you can change are highlighted on the screen.

You can add new line items.

You can mark line items for deletion by setting the amounts to zero.

You can change the line layout variants in the document overview by choosing *Settings* → *Line layout*.

3. Save your changes.



The old document number cannot be reused when changes are made to the document header, for example, to the posting date or fiscal year (by changing the posting date).

Changing Parked Documents

If you use internal document number assignment, when a new fiscal year results from changes made to the document header, the document number is changed automatically.

If document numbers are assigned externally, you will have to assign a new number yourself.

Deleting Parked Documents

Deleting Parked Documents

1. From the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *General ledger*/*Accounts receivable*/*Accounts payable* → *Document* → *Parked documents* → *Post/Delete*.
2. If you know the document number, enter the company code, document number, and fiscal year and choose **ENTER**.

If you do not know the document number, or if you want to delete more than one document, choose *Document* → *List*. On the selection screen that follows, enter the appropriate selection criteria and choose *Execute*. The system then generates a list containing the documents that match these criteria.

3. Select the required document(s) and then choose *Document* → *Delete*.



You cannot reuse the document number of a deleted document.

Document Release

Use

The *Workflow* (WF) component is used for document release in *Financial Accounting* (FI). For more information on SAP Workflow, see the *WF SAP Business Workflow* documentation.

There are two types of document release:

- [Amount Release \[Page 210\]](#)
- [Account Assignment Approval \[Page 211\]](#)

Prerequisites

Before you can use document parking and release in the *Financial Accounting* component, you must make certain settings in the *Workflow* component. For further information, see [Document Parking and Release with Workflow \[Page 214\]](#)

You make the following settings in Customizing for Financial Accounting under *Financial Accounting Global Settings* → *Document* → *Parked Documents*:

- Create workflow variants

Create a workflow variant. Assign this variant to a workflow model for account assignment approval. You must also specify whether the document release function is active and from which amount this is necessary. For more information, see the *Financial Accounting Implementation Guide* under the activity *Create Workflow Variants for Document Parking*.
- Assign company codes to workflow variants

You can also assign company codes to workflow variants. If a company code is not assigned to a workflow variant, the document release process is not carried out. For more information, see the *Financial Accounting Implementation Guide* under the activity *Assign Company Code to Workflow Variants for Parking Documents* and *Create Workflow Variant for Document Parking*.

You must make the following additional specifications for the **amount release** function:

- Release approval groups

Define these in the customer and vendor master records.

For information on defining release approval groups, see the *Financial Accounting Implementation Guide* under *Define Release Approval Groups for Document Parking*.
- Release approval paths

Assignment of documents using the document type and release approval groups.

For information on defining release approval paths, see the *Financial Accounting Implementation Guide* under *Define Release Approval Paths for Document Parking* and *Assign Release Approval Paths for Document Parking*.
- Release approval procedure

Determining the release approval procedure using the release approval path and the release approval amount: Single-level or multi-level release (dual control principle).

Document Release

For more information, see the *Financial Accounting* Implementation Guide under *Assign Release Approval Procedure for Parking Documents*.

- Persons with release authorization, defined on the basis of release approval paths, release approval level, and the amount in question.

For more information, see the *Financial Accounting* Implementation Guide under *Define Users with Release Authorization for Parking Documents*.

- Fields which should cause the release to be canceled if they are changed

Here you can specify, for example, that after an amount has been changed, the whole release procedure must be restarted. For more information, see the *Financial Accounting* Implementation Guide under *Reset Release Approval (Customers/Vendors/G/L Accounts/Asset Accounts)*.

For more information, see the *Financial Accounting* Implementation Guide under *Financial Accounting Global Settings → Document → Document Parking*.

Features

You can:

- You can define from which amount a document should be released.
- Define your own release approval procedure within the workflow
- Define the release approval procedure to be used for the account assignment approval for each workflow variant
- Display the document and release or reject it if you have the authorization.

See also:

[The Document Parking Process with Document Release: Example \[Page 209\]](#)

Document Release: Settings in Customizing

Before you can use document parking and release in *Financial Accounting*, you must make certain settings in the *Workflow* component. These are described in [Document Parking and Release with Workflow \[Page 214\]](#)

If you want certain parked documents to be subject to a release process **before** being posted, you must specify this in Customizing for *Financial Accounting*. To do so, make the following specifications:

- Create workflow variants

Create a workflow variant. Assign this variant to a workflow model for account assignment approval. You must also specify whether the document release function is active and from which amount this is necessary.
- Assign company codes to workflow variants

You can also assign company codes to workflow variants. If a company code is not assigned to a workflow variant, the document release process is not carried out. For more information, see the *Financial Accounting Implementation Guide [Ext.]* under *Financial Accounting Global Settings → Document → Parked Documents → Assign Company Code to a Workflow Variant for Parking Documents*.

You must make the following additional specifications for the **amount release** function:

- Release approval groups

Define these in the customer and vendor master records.

To find out how to define release approval groups, see the *Financial Accounting Implementation Guide* under the activity *Define Release Approval Groups for Document Parking*.
- Release approval paths

Assignment of documents using the document type and release approval groups.

To find out how to define release approval paths, refer to the *Financial Accounting Implementation Guide* under the activity *Define Release Approval Paths for Document Parking*.
- Release approval procedure

Determining the release approval procedure using the release approval path and the release approval amount: Single-level or multi-level release (dual control principle).

For more information, see the *Financial Accounting Implementation Guide* under *Assign Release Approval Procedures for Document Parking*.
- Persons with release authorization, defined on the basis of release approval paths, release approval level and the amount in question.
- Fields which should cause the release to be canceled if they are changed

Here you can specify, for example, that after an amount has been changed, the whole release procedure must be restarted.

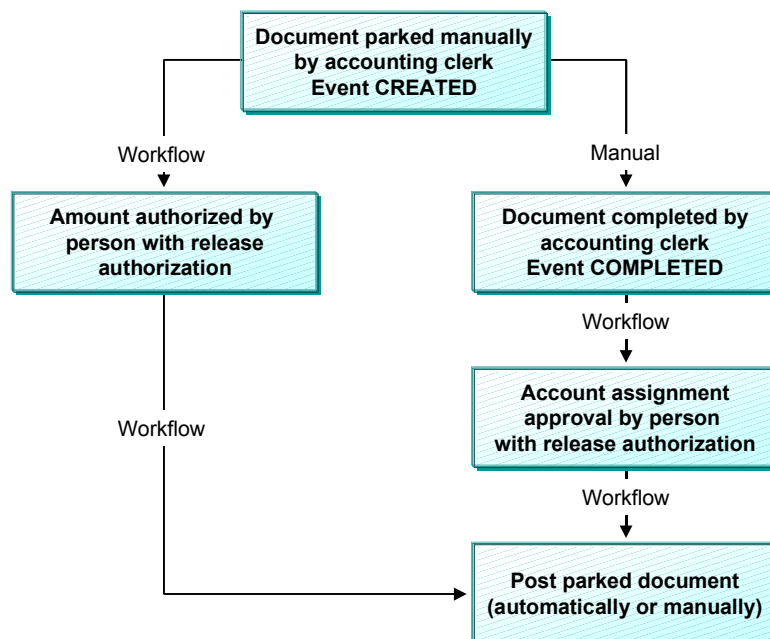
For more information, see the *Financial Accounting Global Settings Implementation Guide* under *Document Parking*.

The Document Parking Process with Document Release: Example

The Document Parking Process with Document Release: Example

The following graphic shows an example of the document parking process in conjunction with the document release function.

A document is first parked by an accounting clerk, then sent to the person responsible for authorizing payment amounts to vendors, so that the amount can be approved for release. Next the document may be returned to the clerk for completion. Finally, the document is passed on to the person responsible for account assignment approval. He releases the account assignment and this in turn triggers the posting.



The above diagram depicts the standard procedure and does not cover special scenarios.

Examples of special scenarios are:

- The parked document is deleted
- Following release, a document is changed, and must therefore be re-released
- The release is refused and the document is corrected to enable it to be released at the second attempt

Amount Release

Amount Release

Use

Amount release is triggered when the document is first parked.

You can distinguish between single-level, two-level, and three-level amount release. This would determine whether one, two or three people are required to release the document (based on the amount). This ensures that the principle of dual or even triple control is duly observed.

You can define which release procedure should be used in Customizing. Among other things, the selection of the release procedure depends on the workflow variant selected, the document type, and the amount.

The amount of a parked document is the largest line item for customers or vendors, or the debit or credit balance.

You can summarize several persons authorized to release amounts in a release approval group. You can then enter these release approval groups in the customer or vendor master record.

You can assign various organizational objects for persons authorized to release amounts (job, position, organizational unit) in Customizing depending on the release approval group, document type, amount, and release approval level. In addition, users can use user exits to determine and assign other release authorizations.

Account Assignment Approval

Use

The account assignment approval is not triggered until the user has finished all necessary data entry and confirmed this in the parked document.

This account assignment approval applies to all organizational objects (for example, job, position, organizational unit) that are assigned to this release step. You can assign persons responsible for release to cost centers in Organizational Management. The persons responsible must then release all documents. In addition, you can use user exits to determine and assign other release authorizations. If no employees with release authorization have been assigned, the account assignment approval is not carried out.

If all the amount releases and account assignment approvals have been carried out, you can post the document. If release is refused, the document is returned to the clerk who entered it in the first place so that he can carry out the changes required. Once it has been changed, the document is subject to both release procedures once again. If data relevant to the release has been changed in the document, all releases issued so far are canceled, and the release procedure must be started again for the document.

In Customizing, you define per account type (for example, G/L account) which changes affect the release and which changes lead to the document release being canceled.

Completing the Entries in a Document Using Workflow

Completing the Entries in a Document Using Workflow

Use

In the SAP R/3 System, you can park documents that are incomplete, and then gradually complete them with the addition of information originally missing.

When you enter an incomplete document, a workflow is started. This workflow contains the task "Complete". This task is assigned to all users that have the task of completing incomplete documents. When the workflow is triggered, these users receive a message to this effect and can then proceed to change the parked document. This message can then be forwarded to other employees to complete the document. The message stays in the inbox of every user concerned until one of them marks the document 'complete'.

There is a workflow model in the standard system (WS00400004) for completing parked documents.

Activities

Event Linkage for the Event CREATED

If you want to use a workflow to complete parked documents, you must create the event linkage for the event CREATED in the Workflow Workbench. You should enter the data as shown in the table below:

Data for Event Linkage

| | |
|-----------------|-------------------------|
| Object type | FIPP |
| Event | CREATED |
| Receiver type | WS00400004 |
| Receiver module | SWW_WI_CREATE_VIA_EVENT |

Check Function

| | |
|---------------------------------|---|
| Receiver type (function module) | |
| Global | X |
| Enabled | X |

Standard Task for Completing Documents

Users who want to complete parked documents must be assigned the task "Complete parked document" (TS00407848). To do this, create the organizational object in Organizational Management, or use the Workflow Workbench. You then assign the relevant users and the above-mentioned standard task to this object.

Workflow Settings for Completing Parked Documents

Workflow Model for Completing Documents

There is a workflow model in the standard system (WS00400004) for completing parked documents.

Event Linkage for the Event CREATED

If you want to use a workflow to complete parked documents, you must create the event linkage for the event CREATED in the Workflow Workbench. The following overview shows the entries you need to make:

Data for Event Linkage

| | |
|-----------------|-------------------------|
| Object type | FIPP |
| Event | CREATED |
| Receiver type | WS00400004 |
| Receiver module | SWW_WI_CREATE_VIA_EVENT |

Check Function

| | |
|---------------------------------|---|
| Receiver type (function module) | |
| Global | X |
| Enabled | X |

Standard Task for Completing Documents

Users who want to complete parked documents must be assigned the task "Complete parked document" (TS00407848). To do this, create the organizational object in Personnel Planning and Development or use the Workflow Workbench. You then assign the relevant users and the above-mentioned standard task to this object.

Document Parking and Release with Workflow

Document Parking and Release with Workflow

Use

Standard Workflow Model

The standard system contains several workflow models for **document parking**: One workflow framework (WS10000051) and five sub-workflows. In Customizing for *Financial Accounting*, you define which sub-workflow model is used by the workflow framework at runtime. You can also enter your own sub-workflows. They must however send and receive the same data from the workflow framework as the sub-workflow models do.

If you want to use the standard sub-workflow models for multi-level amount release (WS10000052, WS10000053, WS10000054), you can define between one and three levels for **amount release**. If you want to use more than three release levels, copy the workflow models for amount release and then expand them. If are not working with amount release, you can use a dummy sub-workflow model (WS20000006). You can use the fourth standard sub-workflow model (WS10000055) for the account assignment approval.

Standard Tasks

There are three standard tasks for document parking in the standard system. These can be triggered from the workflow inbox and used in the workflow models.

- Amount release
- Account assignment approval
- Changing a parked document after the release has been refused

You can search for these tasks using the short name "FIPP".

Activities

Entering the Event Linkage for the Event CREATED

If you require a release for a parked document, the event CREATED is triggered the first time you save the document.

In the Workflow Workbench, enter the event linkage for this event in the workflow framework. You should enter the data as shown in the table below:

Data for Event Linkage

| | |
|-----------------|-------------------------|
| Object type | FIPP |
| Event | CREATED |
| Receiver type | WS10000051 |
| Receiver module | SWW_WI_CREATE_VIA_EVENT |

Check Function

| | |
|---------------------------------|---|
| Receiver type (function module) | |
| Global | X |

Document Parking and Release with Workflow

| | |
|---------|---|
| Enabled | X |
|---------|---|

Creating and Assigning Organizational Objects for Document Release

You can create the organizational objects (organizational units, jobs, positions) either in Organizational Management, using the Workflow Workbench, or in the Customizing for *Financial Accounting* (people with release authorization). In Customizing, you can assign organizational objects to workflow variants, release approval paths, amounts, and authorization levels; these objects release documents based on the criteria defined in the paths and levels.

If you create organizational units, you must assign jobs or positions to them. You can then assign users to the positions.



Examples for assignments:

Organizational unit X < Position Y < User

Organizational unit X < Job Y < Position Z < User

The organizational objects defined for the **amount release** in Customizing for *Financial Accounting* are **automatically** assigned (in the background) to the standard amount release task.

You assign the organizational objects for the account assignment approval and for changing parked documents to the corresponding standard tasks in Organizational Management, or using the Workflow Workbench. Alternatively, you can also define the task "Change" as a general task (*Additional data* → *Classification*).

If you want to use account assignment approval, assign the appropriate organizational objects to a cost center, for example, or the SAP G/L account organizational object (BUS3006) in Organizational Management.

Displaying Documents

Displaying Documents

Use

You can display posted or archived documents.

Prerequisites

You have posted or archived a document.

Features

When you change or display a document, the first screen you see is an overview screen containing the most important information from the document header and the line items. See [Document Overview \[Page 218\]](#)

Activities

Displaying Documents

1. From the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *General ledger/Accounts receivable/Accounts payable* → *Document* → *Display*.

The *Display Document: Initial Screen* appears.

2. To display a specific document, enter the following data:

- Document number
- Company code
- Fiscal year

The default value for the document number is the document number from the document processed last. The default company code is the company code that you used in the previous function. If you work with year-related document numbers, the system also defaults a fiscal year (if your system is so configured).

Finding Documents

If you do not know the document number, proceed as follows:

1. Choose *Document* → *List*.

The *Document List* screen appears.

2. Enter the company code, fiscal year, document type, posting date or document entry date, reference number, and so on as selection parameters.

You can also display held items or search for your own documents. To do this, select the corresponding fields under *Also display held items* or *Search for own documents*.

3. To determine the document number, choose *Program* → *Execute*.

A list is displayed.

4. To choose the required document from the list, select a document and choose *Edit* → *Choose*.

Displaying Documents

The system displays the document overview first. To see the details of a line item, select the item.

Additional Functions

From the document display, you can create an **adjustment posting request**, that is, a request to change a document, via the Intranet. To do this, choose *Extras → Adjustment request*.

An Intranet window appears. Complete the form and then send it. The system determines the accounting clerk responsible for processing the request automatically.

For more information, see [Request for Adjustment Posting via Intranet \[Ext.\]](#)

Document Overview

Use

When you change or display a document, the first screen you see is an overview screen containing the most important information from the document header and the line items. You have a display line for each line item. You decide what data is displayed in this line by specifying the line layout. For more information, see [Line Layout Variants \[Page 219\]](#)

Prerequisites

You have entered the document header and the line items.

Features

To display the document overview, from the *Enter Accounting Document: Add Line Items* screen, choose *Goto → Document overview*.

At the end of the overview, you can see the fields D, with the total debit amounts, and C, with the total credit amounts. The credit entries have a minus sign to the right of the amount. The debit entries have no plus/minus sign.

At the bottom of the *Amount* column, the system displays the difference between the debits and the credits. To post a document, the balance of debits and credits must be zero.

You may use any of the following editing options:

- **Changing the Line Layout of the Document Overview**

Using *Settings → Line layout*, you can call up a list of the defined line layout variants and choose one for displaying your document overview.

To edit line layout variants, choose *General ledger → Environment → User parameters → Editing options*.

- **Changing the Display Currency in the Document Overview**

If you work with several currencies, you can switch between items in local currency and items in document currency within the document overview by using *Settings → Display currency*.

- **Entering the Partner Business Area**

You can enter a trading partner business area from the document overview before you post the document. This business area is then defaulted in all G/L account items which are not generated automatically and to which no partner business area has yet been assigned.

Line Layout Variants

You can define several variants for line layout. When displaying a document, you can switch between the variants. Choose *Settings* → *Line layout* from the document overview.



Using a variant, you can display the line item, the account number and name, and the posting amount. Using a different variant, you can display additional information such as tax information or the cost center.

The standard system then offers the following line layout variants:

- Account/Name
- Posting Key/Account/Business Area/Name/Tax
- Account/Assignment
- Company Code/Document

You can change these variants or add new ones in Customizing.

If you define your own variants, you need to carry out the following for each variant:

- You set the fields in the order in which they are displayed (see the following figure, **1**) and define the display format (see the following figure, **2**). If a field is not to be displayed in its full length, you can determine the area to be displayed using the display format.
- You specify the names of your variants and the column headings for field display (see following figure, **3**).
- You translate the names and column headings if you use functions where the variant is used in foreign languages.

Line layout AA PK/Acc./Bus.A./Name/Tax

| Field name | Name | Display format |
|------------|-----------------------|--------------------------|
| BUZEI | Line item | Offset 19 |
| BSCHL | Posting key | Display length.. 1 |
| UMSKZ | Special G/L indicator | Distance 0 |
| GSBER | Business area | Decimal places. |
| KONTO | Account | Data type CHAR |
| KOBEZ | Name | Reference table. |
| MWSKZ | Tax code | Reference field. |
| ANZMW | Amount | |



If the names or column headings for a variant are missing, the system displays a message.



The following figure shows document information displayed using the account/name line layout. The column headings for the account name are displayed according to the definition with distance 1 and display length 19. The column heading and the

Line Layout Variants

corresponding display area for the amount are specified by the system. You cannot define the area.

Document No.100000001 Company code0001 Fiscal year . . .1999
 Doc. date.13.03.1998 Cross-co.code No.
 Reference Debit/Credit150.00
 CurrencyUSD

| 4 | Itm | PK | BusA | Acct No. | Name ----- | TC ----- | Tax ----- | |
|---|-----|----|------|------------|--------------------|----------|-----------|---|
| | 001 | 01 | | 12300 | Dwight Evans | A1 | 18.42- | Amt in USD 150.00 131.58- 18.42- |
| | 002 | 50 | 1000 | 0000800000 | Dom. Sales revenue | A1 | | |
| | 003 | 50 | 1001 | 0000175000 | Tax payable | | | |

Distance 1 Display length 19 Predefined area

Line Item Display

Use

In addition to displaying the entire document, you can also look at the individual line items posted to an account in the FI component. The document line items from the account view are called line items in the FI component.

The system already contains the required specifications for all these functions. Since these functions can greatly simplify the processing of line items, you should check whether the SAP settings fulfill your company's requirements.

Features

You can use the following functions for the line item display:

- **Line Layout Variants**

When you display or change line items, the first screen you see is an overview screen with one line displayed per line item. You decide what data is displayed in this line by specifying the line layout. You can define several variants.

- **Totals Function**

In addition to displaying the total of all line items, you can display subtotals per currency, business area, or document type, for example. You must specify the fields to be used for calculating subtotals.

- **Selection Function**

Before you call up line item display, you can specify which line items you want to see. When you call up the selection function, the system offers you fields for selection. You enter selection criteria for these fields; the line items are then selected and displayed according to these criteria. In the system, you can specify which fields you want to use for this function.

- **Sort Function**

You can also sort line items. You must specify which fields you can sort by in the system. When you call up the sort function, a list of the possible sort fields is displayed. You select your fields from this list.

- **Search Function**

You can also search for line items. The system offers you fields where you can enter comparison values. In the system, you specify the fields you want to use to search for line items.

These functions should support each user in his particular task. An employee working with customer accounts who is responsible for customer dunning requires for example, dunning information in the line item display. He requires a line layout with this information. Summarized information is important for a credit controller. He will first need to look at a totals sheet to get the information that he requires.

In order for each employee to receive the relevant information immediately on calling up line item display or change, specify **default values** in the user master record. These include the line layout

Line Item Display

variants, the totals variants, and the initial screen that is used to call up the functions for line item display.

See also:

[Line Layout Variants in the Line Item Display \[Page 223\]](#)

[Totals Variants \[Page 225\]](#)

[Fields for Selecting, Sorting, and Searching \[Page 227\]](#)

[Sort Sequence \[Page 228\]](#)

Line Layout Variants for the Line Item Display

For the line item display, you can choose between several line layout variants.



If you choose standard line layout in the line item display for a customer account, the most important data from the document header and line items is displayed. This includes for example, document number, document type, dunning block, dunning key, amount, and clearing document number.

If you select the variant with terms of payment, information about the terms of payment is displayed in addition to the document number, amount, and the clearing document number.

The above-mentioned and other variants are already defined in the standard system. You can change these variants or add new ones.

You can define variants for individual account types or generally, for all account types.

In addition to the information in the lines, you can also display other fields. The possible additional fields are already defined in the system. You can choose them from a selection screen in the display.

If you require fields other than those defaulted in the standard system, you must specify these separately by account type. In addition, you can specify the sequence of the fields on the selection screen. You place the fields that you require most often at the top of the field list.

Defining Variants

If you want to define your own variants, proceed as follows:

1. Set the fields in the order in which they are displayed (see the following figure, 1) and define the display format (see the following figure, 2). If you do not want a field to be displayed in full, you can specify the area to be displayed via the display format.
2. Specify the names of your variants (see the following figure, 3), and the column headings for field display (see the following figure, 4).
3. Translate the names and column headings if you use functions where the variant is used in foreign languages.

| Line layout A0 Standard ③ | |
|---|-----------------------|
| Field name | Name |
| ZUONR | Assignment |
| BELNR | Document number |
| BLART | Document type |
| BLDAT | Document date |
| BSCHL | Posting key |
| UMSKZ | Special G/L indicator |
| WAERS | Currency |
| WRSHB | Amount |
| AUGBL | Clearing document |

| Display format | |
|--------------------------|-------------------|
| | Clearing document |
| Offset | 7 |
| Display length. | 3 |
| Distance | 1 |
| Decimal places. | 0 |
| Data type | CHAR |
| Reference table. | |
| Reference field. | |

Line Layout Variants for the Line Item Display



The figure below shows the definitions for standard line layout.

Line layout A0 Standard

Column heading

4 Assignment Doc. No. DT Doc. date PK G/L Curr. Amount Cldoc.
 A _____ B _____ C _____ D _____ E _____ F _____ G _____ H _____ I _____

Fields

A ZUONR Assignment BELNR Document number
 C BLART Document type BLDAT Document date
 E BSCHL Posting key UMSKZ Special G/L indicator
 G WAERS Currency ANZMWA Amount
 I AUGBL Clearing document

If you choose this line layout in line item display, item information is displayed as in the figure below. The header information is transferred from the definition (see figure 4 above). The clearing document number field is shortened because only the last characters are required. The clearing document number is shown starting with the eighth character (offset 7), in length 3, with distance 1 from the previous column (see figure 2 above).

Customer EVANS
Dwight Evans
Boston

Basic list

Line items 62

| Assignment | Doc. No. | DT | Doc.date | PK | G/L | Curr. | Amount | CIDoc |
|------------|------------|----|----------|----|-----|-------|----------|-------|
| 19920110 | 0100001034 | AB | 10.01.92 | 01 | | DM | 300.00 | 876 |
| 19920318 | 1600000050 | DA | 18.03.92 | 01 | | DM | 100.00 | |
| 19920318 | 1600000050 | DA | 18.03.92 | 01 | | DM | 200.00 | |
| 19920319 | 0100000477 | AB | 19.03.92 | 16 | | DM | 500.00- | |
| 19920323 | 0100000502 | AB | 23.03.92 | 01 | | DM | 1,000.00 | |
| 19920323 | 1600000051 | DA | 23.03.92 | 03 | | DM | 100.00 | |

Defined column heading

Abbreviated display

Totals Variants

You can calculate various subtotals in the line item display. For these subtotals, you can use the totals variants defined, or select the fields and their sequence yourself on the line item display screen. The fields presented for this are already specified in the system. You can change these specifications.



In the following figure, the line items are subtotaled using the totals variant "Document type, posting key". The figure shows the totals for each posting key and for document type DA.

| Customer 0000012300 Dwight Evans Boston | | Totals by : Document type > Posting key | DA | Totals variant |
|---|-------------------|--|--------|----------------|
| Posting key | Document currency | Amount | Number | |
| 01 Invoice. | USD | 1,000.00 | 1 | |
| 03 Expenses. | USD | 42,730.00 | 47 | |
| 11 Credit memo. | USD | 322.30 | 2 | |
| 14 Other payables. | USD | 100.00- | 1 | |
| 15 Incoming payment. | USD | 10,000.00- | 1 | |
| 16 Payment difference. | USD | 1,000.00- | 1 | |
| | | 1,140.00- | 1 | |

For the totals variants, you define the fields and the sequence in which they are used for calculating the subtotals. The following figure shows the definition of the totals variant used for the display in the above figure. The totals variant determines the criteria according to which the subtotals are calculated.

Totals variants are already defined in the standard system. If you want to change these variants or define your own, you must

- Enter a name for your variant in your logon language (see the following figure, 1)
- Specify the fields used for calculating the subtotals and their sequence (see the following figure, 2).

| | | | |
|--|--------|------------------------|---|
| Totals variant | SU1 | Doc.type - Posting key | 1 |
| Summarization fields (in order of summary) ----- | | | |
| Field name. | BLART | Document type | |
| Field name. | .BSCHL | Posting key | |
| Field name. | | | |

For each variant, you can specify a maximum of three fields for calculating subtotals. The possible fields are displayed when you maintain the totals variants.

In addition, you can specify which fields are offered in addition to the totals records **for calculating subtotals**. The fields are specified separately for each of the account types "customer", "vendor", and "G/L". This enables you to determine the fields you require per account type.

Totals Variants

The following figure shows the fields that are available for calculating totals in the line item display.

| Field selec. | Display list | Total | Customer |
|--------------|--------------------------------|-------|----------|
| Field name | Name | | |
| BLART | Document type | | |
| GSBER | Business area | | |
| BSCHL | Posting key | | |
| BLDAT | Document date | | |
| BUDAT | Posting date | | |
| WAERS | Currency | | |
| DMSHB | D/C amount in local currency | | |
| WRSHB | D/C amount in foreign currency | | |
| UMSKZ | Special G/L ind. | | |
| ZLSCH | Payment key | | |
| ZLSPR | Payment block | | |
| ZUONR | Assignment number | | |
| FILKD | Branch account | | |
| BELNR | Document number | | |
| FAEDT | Net due date | | |

The system already contains fields for the subtotals function. If you require other fields, include them for the account types you require. In addition, you can specify the sequence of the fields on the selection screen. You place the fields that you require most often at the top of the field list.

Fields for Selecting, Sorting, and Searching

The standard system already contains fields for the selection, sort, and search functions. You can change them as you wish. The fields are specified separately for the account types "customer", "vendor", and "G/L". You can therefore specify which fields are relevant, specific to the account type.

In addition, you can specify the sequence of the fields on the selection screen. You place the fields that you require most often at the top of the field list.

Sort Sequence

Sort Sequence

When you display or change line items, they are displayed in a standard sort sequence. The standard sort sequence is determined internally by the system. The system uses selected fields within the document to do this.

You can change the sort sequence in the line item display. In addition, you can choose the fields you want to sort by. If you require any additional fields, you can specify them in the system.

Standard Sort Sequence

The system uses certain selected document fields for the standard sort sequence. These include:

1. Clearing date
2. Clearing document number
3. Assignment
4. Fiscal year
5. Document number

Cleared line items are always sorted according to clearing date, clearing document number, and the remaining fields. Clearing transactions can therefore be considered in context. Open items are always sorted according to the assignment field and the remaining fields, since the clearing date and clearing document number fields are not filled for open items.

Grouping Line Items

You can group line items from accounts that you want to process together. To do this, you make the same entry in the field *Assignment* for each line item in the group.

The contents of the *Assignment* field are used in particular

- To sort line items during display, clearing, and changing
- As a selection term
 - When clearing payments with the *Posting with clearing and Incoming or outgoing payment* functions
 - For account maintenance when clearing an account
 - For the functions for displaying and changing line items
- For the subdivision of one-time accounts and head-office accounts

Filling the Assignment Field

You are free to determine the content of this field. You have two options:

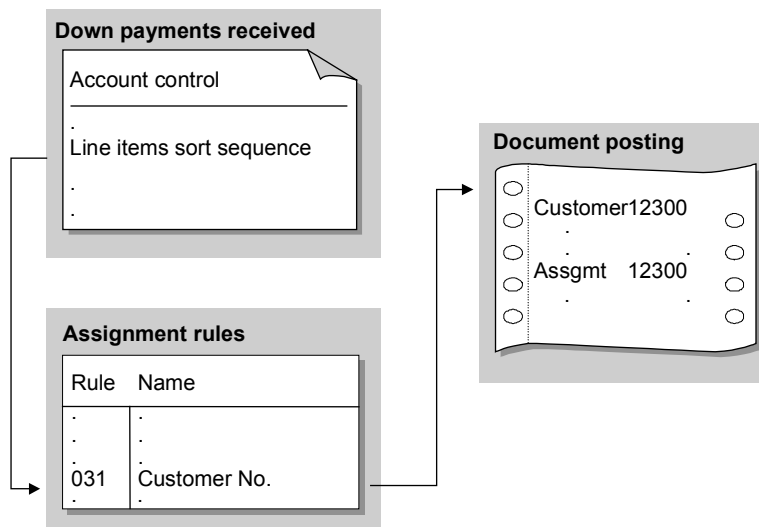
- You can have the system make an entry in the field automatically. To do this, you must enter a key in the master record of the account. This key represents the required layout rules for the *Assignment* field. This allows you to determine account-specific sort sequences for line item display.
- You can make an entry in the field manually when you enter the document if you do not want a line item to be filled according to the layout rule in the master record.

Sort Sequence

The layout rule in the master record specifies which entry from the document header or line item is entered in the field *Assignment* at the time of posting. You define the possible keys and the corresponding layout rules in the *Financial Accounting Implementation Guide*. Layout rules have already been defined in the standard system. SAP recommends that you use these layout rules.



In the master record of the special G/L account *Down payments received*, you have specified that the customer account number is entered in the field *Assignment* when you post a document. All documents posted to this account are sorted according to customer account number and displayed in ascending order in the line item display.



You can change the key for the layout rule in the master record at any time. The new layout rule takes effect from the time of the change: All line items posted after the change are displayed according to the new layout rule in the line item display. The assignment remains unchanged, however, for the documents that have already been posted.

Layout Rules for the Assignment Field

If you want to define your own rules for the *Assignment* field, for each rule you must enter a key and up to four fields, whose contents are then placed in the *Assignment* field. The field contents are transferred in the sequence in which you name them. For the layout rules, you can use all the fields in the document header and all the fields contained in the relevant line items.

If you wish, you can transfer only part of the contents of a particular field to the field *Assignment*. To do this, specify the position from which the field contents are displayed and the number of characters to be transferred.



The length of the cost center is 10 characters in the standard system. If you use only six character numbers in your company, you can omit the first four characters for the display. Therefore, you specify for the field *Cost center* that six characters are displayed from the fifth character.

Sort Sequence

The layout rules for the field *Assignment* are valid for all clients.

Changing Documents

Use

You can change documents that have already been posted. To do this, however, certain conditions imposed by the system have to be complied with. This is necessary because random document modifications can lead to problems, preventing the possibility of reconciliation.

In addition, you can define your own conditions in the form of document change rules. We recommend that you use the standard rules.



You can change documents or change line items in an account. If you want to change line items in an account, the account must be managed with line item display. The change rules apply not only to changing documents, but also to changing line items.

Integration

For more information about how other SAP applications are integrated with FI, see the SAP Library for the other applications.

Features

The system prevents the data in certain fields of a posted document from being changed. These are such fields as the posting amount, account, posting key, fiscal year, and tax amount. Because they have updated certain account balances during posting, these fields cannot be changed.

The system prevents other fields from being changed in certain transactions. With the net procedure, for example, you cannot change the cash discount amount when you post the payment.

Whether or not you can change data in those fields which *are* changeable still depends on the following factors:

- The document change rules defined by your system administrator
- Which other SAP applications, such as *Controlling* (CO) or *Materials Management* (MM), you have installed
- How these other applications have been customized.

The system prevents certain fields from being changed, depending on whether you use particular applications. For example, you can no longer change the account assignment to a cost center if you install the CO application for controlling.

All document changes are logged. This also applies to changes to sample and recurring entry original documents.



With sample and recurring entry documents, you can change additional account assignments at any time. The restrictions do not apply to these special documents.

You can display changes to a document in the document overview.

Changing Documents

Activities

[Defining Document Change Rules \[Page 233\]](#)

[Changing Documents \[Page 235\]](#)

[Mass Changes to Line Items \[Page 236\]](#)

Defining Document Change Rules

Use

You can define your own document change rules for selected fields.

Procedure

Field Selection

1. To assign a rule to a field, you select the field using the field name in the column *Field name*.

Defining the Area of Validity for the Rule

2. Specify the account type for which the rule should be applicable.

For example, you can differentiate the rules according to customer and vendor transactions. Do not specify an account type for the document header fields, since the change rules here generally apply for all account types.

3. You only make an entry in the *Transaction class* field if you use the special G/L transactions bills of exchange or down payments. The change rules then only apply for these special transactions.

For example, you can prevent any change to the baseline date for making down payments but permit changes to the baseline date for paying bills of exchange.

4. To define change rules for special *company codes*, enter the company code for the required field. In all other cases, the rule applies that has no company code assigned to it.

Determining Whether a Field Can Be Changed

5. To define a field as changeable, select the field *Field is changeable*. If you want to prevent the field from being changed, you must leave this field blank.

Prerequisites for Defining Whether a Field Can Be Changed

6. You can set conditions for whether a field can be changed.

The following conditions for a field change are already defined in the system:

- The posting period is still open
- The line item is not yet cleared (for accounts with open item management)
- The document involves either a debit posting to a customer account or a credit posting to a vendor account
- The posting is not a credit memo referenced to an invoice
- The posting is not a credit memo from a down payment



The latter three options are not offered for the account type S (G/L account), since they are not relevant.

If you want a condition to apply to a field, you must select the condition for the field. If you select several conditions, they must all be fulfilled before you can change a field.

Defining Document Change Rules



| AcType | Tran.class | Field name | Company code | Name |
|--------|------------|------------|--------------|-------------------|
| S | ... | BSEG-SGTXT | ... | Text |
| S | | BSEG-ZUONR | | Assignment number |
| S | | BSEC-BANKL | | Bank number |
| S | | BSEC-BANKN | | Bank account |
| S | | BSEC-BANKS | | Bank country |
| S | | BSEC-BKONT | | Bank control key |
| S | | BSEC-LAND1 | | Country key |
| S | | BSEC-NAME1 | | Name 1 |
| S | | BSEC-NAME2 | | Name 2 |

Field name Planning level

Rule applies to ... -----

Account type Customer items

Transaction class Payments, invoices, credit memos, ...

Company code In all company codes

Changeability of field -----

☒ Field can be changed

Prerequisites for change -----

☐ Posting period not closed

☐ Line item not cleared

☐ Debit posting

☐ No credit memo with invoice reference

☐ No credit memo from down payment

Changing Documents

Procedure

1. From the *SAP Easy Access* screen, choose *Accounting → Financial accounting → General ledger → Document → Change*.
The *Change Document: Initial Screen* appears.
2. Enter the document number, the company code, and the fiscal year.
The default is the document number from the last processed document in the session.
The initial company code is the company code that was used in the previous function.
If the document number is used in more than one fiscal year, an additional window displays the various documents that can be selected.
3. Choose *Continue*.
The *Change Document: Overview* screen appears.
4. You may use any of the following editing options:
 - To edit the **document header**, choose *Goto → Document header*. In the document header you can only change two fields: *Reference* and *Document header text*.
 - To change a **line item**, select the item concerned and double-click on it, or choose it via *Edit → Select header/item*. You can change the fields that are highlighted.
 - To change the **line layout variant in the document overview**, choose *Settings → Line layout*. The *Line layout* dialog box appears. Select the required format.
5. Save your changes using *Document → Save*.

Mass Changes to Line Items

Mass Changes to Line Items

Use

You can use this function to speed up the process of making changes to customer and vendor line items. You can change a group of line items simultaneously, instead of having to change the line items of documents individually. You can change the following data en masse:

Changeable Data

| Payment data | Dunning data |
|-----------------------------|-----------------------------|
| Terms of payment | Last dunning notice |
| Payment block (vendor only) | Dunning level (vendor only) |
| Payment method | Dunning block |
| House bank | Dunning key |

Procedure

1. From the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *Accounts receivable/Accounts payable* → *Account* → *Display/Change line items*.

The *Customer/Vendor Line Item Item Display* screen appears.

2. Under *Line item selection*, make selections from the following in accordance with your requirements:

Under *Status*

- *Open items*
- *Cleared items*
- *All items*

Under *Type*

- *Normal items*
- *Special G/L transactions*
- *Noted items*
- *Parked items*
- *Customer/vendor items*

3. Select *Program* → *Execute*.
4. Select the line items that you want to change.

You can select individual items or all items. To select items, you can sort the list in ascending or descending order, or set a filter.

5. To enter the new values for the line items, choose *Environment* → *Mass changes* → *New values*.

The dialog box *New Values* appears.

Mass Changes to Line Items

6. Enter new values for the line items under *Payment data*, *Dunning data*, or *Additional data*.
7. Choose *Execute changes* to complete the mass change.

Archiving Documents

Archiving Documents

Use

You can archive documents that have already been posted. For more information, see the SAP Library under *CA - Cross-Application Functions* and the section [Archiving FI Documents \(FI-GL, FI-AR, FI-AP\) \[Ext.\]](#)

You can display archived documents. See [Document Display \[Ext.\]](#)

Posting Key =

Definition

Two-character numerical key that controls the entry of line items. The posting key determines:

- [Account type \[Ext.\]](#)
- Debit/credit posting
- Layout of entry screens

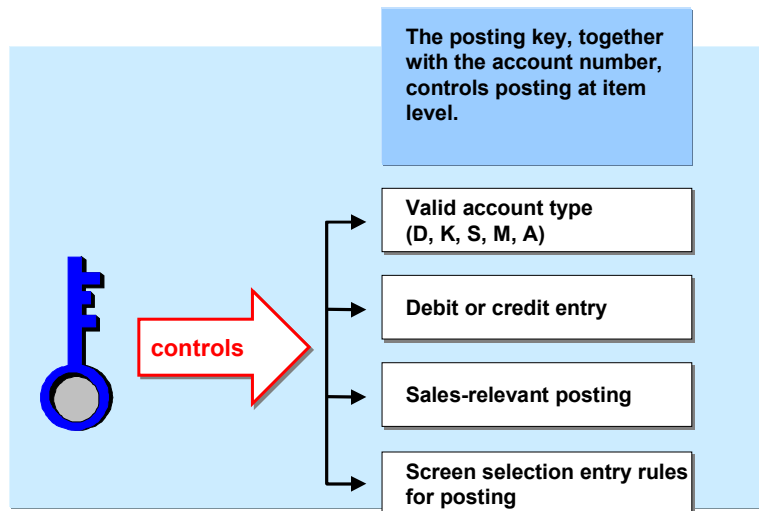
Use

When you enter a posting, enter a posting key for each item. This key determines how the item is posted. Posting keys are defined at client level and therefore apply to all company codes. The posting key determines:

- The data you can enter in the line item
- How data you post is processed
- How the system updates the data you enter

Posting keys are differentiated by customer, vendor and G/L accounts. Apart from the *General Ledger Accounting (FI-GL)* and *Accounts Receivable and Payable (FI-AR/AP)* components, there are also posting keys for asset and material accounts.

The following figure illustrates the posting key:



SAP delivers predefined posting keys with the standard system. The following table lists some of the posting keys in the standard system.

Posting keys in the standard system

| Posting Key = | Description |
|---------------|---------------------------|
| 40 | G/L account debit posting |

Posting Key

| | |
|----|----------------------------|
| 50 | G/L account credit posting |
| 01 | Customer invoice |
| 11 | Customer credit memo |
| 21 | Vendor credit memo |
| 25 | Vendor payment |
| 31 | Vendor invoice |

Integration

The document type specifies which account types you can post to. The posting key specifies which account types you can post to. A posting key can only be entered for an account type which is permitted for that document type.

As well as the predefined posting keys in the standard system, you can also define your own keys in Customizing. To do this, proceed as follows in Customizing: *Financial Accounting* → *Financial Accounting Global Settings* → *Document* → *Line Item* → *Controls* → [Define Posting Keys \[Ext.\]](#).



If you want to delete posting keys, you should ensure that these are not already used in the system.

Processing Posted Data

You control processing of entered data with the [posting key \[Page 239\]](#) in that you specify whether the transaction is a payment transaction, and what posting key is used to reverse the document.

- **Payment transaction**

Customer and vendor account line items that are created by a payment must be properly indicated. This information is required for analyzing payment history and creating payment notices.

- **Reversal posting key**

In the FI-GL, FI-AR, and FI-AP components, a reverse posting is automatically created if you reverse a document. To do this, the system requires a reverse posting key, which you specify for each posting key. The system determines the reverse posting key by referring to the posting key used in the document to be reversed.

See also: [Reversal \[Page 416\]](#)

Updating Entered Data

Updating Entered Data

After you have entered data, the system updates it.

Prerequisites

To update data, the system requires the following specifications, which you define for each [posting key \[Page 239\]](#):

- **Account type** to which you are posting
Customer, vendor and G/L accounts are, for example, types of accounts. You can also post to asset and material accounts if the corresponding SAP components have been implemented. The system requires the account type to uniquely identify the account, asset or material, since the same object numbers, for example, the account number, can always be used for different account types.
- **Side of the account** to which you are posting
You specify whether you are making a debit or credit entry.
- Effect of posted items on **sales figures**
You must specify whether the sales figures of the account are to be updated. When you post a customer invoice for example, sales figures must be updated in the account. Sales figures are not updated when an incoming payment is made.

Special G/L transactions, which include down payments and bills of exchange, are posted using a special procedure in FI-GL, FI-AR, and FI-AP. They are posted to special reconciliation accounts and can be displayed separately from other transaction figures. If you enter such transactions, the system requires a [special G/L indicator \[Ext.\]](#) in addition to the posting key. You use the special G/L indicator to specify the type of special G/L transaction you are carrying out.

Automatic Postings

With certain transactions, the system generates automatic postings. These include:

- Input and output tax postings
- Exchange rate differences
- Cash discount gains and losses

Each automatic posting is shown as a separate line item. In the document overview, therefore, the automatically generated line items are displayed in addition to the manually entered items. For each automatic posting, you must define the G/L account to which the system is to post and the rules according to which the system generates the posting. For example, you can differentiate the tax posting according to tax codes. The system will then post to a different G/L account for each tax code.

You can manually add to automatic postings. If you want to do this, you must select the *Supplement auto. postings* field in the master record of the account to which the system posts automatically. The field status group in the G/L account master record determines the fields that the system offers for supplementary account assignment.



If you post an incoming payment, the system posts any bank charges automatically to a bank charges account. You can then add the cost centers in the automatically generated line item, for example.

What Can You Do Before Posting a Document?

What Can You Do Before Posting a Document?

After you have entered the document line items, and before you post the document, you can carry out the following activities:

- **Display the Document Overview.** This shows you the document header and all items entered. You may add a reference text to the header. From the overview, you can enter more line items and call up line items already entered in order to process them. You can also delete line items.
- **Change Fields in Vendor, Customer or G/L Account Line Items.** Exceptions to this are entries in the fields *Pstky* (posting key) and *Account*.
- **Additional Account Assignment.** If you have called up the *Post* function and requested individual, automatically generated items using the field status of the G/L account to which they belong, or using the master record of an additional account assignment, the system automatically branches to the document overview. The lines that are to be changed are highlighted.
- **Add Additional Information.** The system automatically generates line items. You can enter additional details in automatically generated line items (such as project or cost center) if supplementary account assignment is defined for the G/L account, or if it is required by the field status definition.

Once you have entered all line items in a document, you can **post** the document.

If you want to **post** a document, the debits and credits must balance to zero. This updates the account balances.

If you want the system to **hold** a document, it does not have to be complete. Account balances are not updated and the document data is not available for evaluation. A document number is not assigned. You hold a document if you are interrupted while entering it, and need to store the data temporarily.

If you **park** a document, it also need not be complete and will not update any account balances. However, the data remains available for evaluation by the system. A document number is assigned. You might park a document if account assignments are missing and you want to complete them later. For more information, see *Document Parking* in the *FI Accounts Receivable and Payable* documentation.

Screen Layout

Use

Screens have been defined in the system for individual entry functions for business transactions. These screens can change due to various factors.

Features

- The **system** can automatically suppress fields. This may depend on the entries you make on the initial screens of the function. For example, if you enter the currency key for your local currency in the document header, the system suppresses the fields for foreign currency amounts in the line items.
- Each accounting clerk can suppress fields using **Editing options**. For example, you can specify that you only want to enter documents in local currency. This means that the currency and value date fields no longer appear on the selection screen for the function. On the screens for the line items, the fields for foreign currency amounts are suppressed. All specifications made by accounting clerks for the editing options can be stored in the user master. For more information about using editing options and specifying default values in user master records, see the *General Ledger Accounting, Accounts Receivable*, and *Accounts Payable* documentation.
- **Data in the account master record** also affects screens. If a G/L account is set up as not tax-relevant, then the *Tax code* field is not displayed on the screen for document entry. The sections on master records explain which master record entries affect document entry screens.
- **Screen variants** that you specify for each company code require specific screens for some functions. For a company code in Italy for example, choose country variant 2. When entering vendor line items to this company code, the system displays a screen with fields for withholding tax. The screens for country variant 1 do not contain these fields. The different screen variants are explained in each of the subject-specific sections.
- The **field status**, which is defined for G/L account **master records** and **posting keys**, can be used to modify screens in the system. You can determine what data is relevant in line items based on the posting key (business transaction), and account. To do this, specify which fields are not required in G/L account master records and posting keys. You also specify whether an entry is mandatory for fields that are displayed. See also: [Using Field Status Definitions for Screen Layout \[Page 248\]](#)

Screen Layout Using the Posting Key

Screen Layout Using the Posting Key

Use

The posting key determines what information is required for particular business transactions.

Features

The system offers different functions for entering business transactions:

- Standard functions
You can enter invoices, credit memos, and any type of transfer postings using the standard functions.
- Special functions
You can use these to enter business transactions that require special screens, a particular sequence of screens, or special checks. For example, you post customer and vendor down payments with special functions.
- Fast entry functions
These enable you to enter business transactions which are carried out frequently, such as vendor invoices or incoming customer payments.

The screens for special entry functions have been designed specifically for the transaction involved. You can use the posting key to design the screens for standard entry functions specifically for your business transactions. To do this, you specify in each posting key which fields need to be displayed on the screen. You can suppress fields which are not required. If certain information is always required in a business transaction, you can define the field for this information as a required entry field. All the other fields are ready for input but do not require input.

Activities

The following diagram shows first a line item entry screen without any changes made to it and then a screen for entering a payment difference. The *Text* field contains a question mark. An entry must be made in this field (required-entry field) to explain the origin of the payment difference in the item. You can make entries in all the other fields, but are not required to. The *Collective invoice number* field has been suppressed.

Screen Layout Using the Posting Key

| | | | | |
|-----------------------------|---|-------------------|--|---|
| Customer | <input type="text" value="12300"/> | Bush Electrics | G/L | <input type="text" value="140000"/> |
| CoCd. | <input type="text" value="0001"/> | 111 Garden Street | | |
| SAP AG | | Boston | | |
| Item 1 / Invoice / 01 ----- | | | | |
| Amount | <input type="text"/> | USD | | |
| Tax code | <input type="text" value="**"/> | | | |
| ----- | | | | |
| Business area | <input type="text"/> | | | |
| Terms of pymt | <input type="text" value="ZB03"/> | Days/Percent. | <input type="text" value="14"/> <input type="text" value="3,000"/> / <input type="text" value="30"/> <input type="text" value="1000"/> / <input type="text" value="60"/> | |
| Baseline date | <input type="text" value="10.02.1992"/> | Disc. amount | <input type="text"/> | |
| Disc. base | <input type="text"/> | Invoice ref. | <input type="text"/> / <input type="text"/> / <input type="text"/> | |
| Pymt block | <input type="checkbox"/> | Pymt method | <input type="checkbox"/> | |
| Assignment | <input type="text"/> | Collective inv. | <input type="text"/> | |
| Text | <input type="text"/> | | | |
| Next line item ----- | | | | |
| PstKy | <input type="checkbox"/> | Acct | <input type="text"/> | Sp.G/L <input type="checkbox"/> Trans.type <input type="text"/> New CoCd <input type="checkbox"/> |

| | | | | |
|-----------------------------|---|-------------------|--|---|
| Customer | <input type="text" value="12300"/> | Bush Electrics | G/L | <input type="text" value="140000"/> |
| CoCd. | <input type="text" value="0001"/> | 111 Garden Street | | |
| SAP AG | | Boston | | |
| Item 1 / Invoice / 01 ----- | | | | |
| Amount | <input type="text"/> | USD | | |
| Tax code | <input type="text" value="**"/> | | | |
| ----- | | | | |
| Business area | <input type="text"/> | | | |
| Terms of pymt | <input type="text"/> | Days/Percent. | <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> | |
| Baseline date | <input type="text" value="22.02.1994"/> | Disc. amount | <input type="text"/> | |
| Disc. base | <input type="text"/> | Invoice ref. | <input type="text"/> / <input type="text"/> / <input type="text"/> | |
| Pymt block | <input type="checkbox"/> | Pymt method | <input type="checkbox"/> | |
| Assignment | <input type="text"/> | | | |
| Text | <input type="text" value="?"/> | | | |
| Next line item ----- | | | | |
| PstKy | <input type="checkbox"/> | Acct | <input type="text"/> | Sp.G/L <input type="checkbox"/> Trans.type <input type="text"/> New CoCd <input type="checkbox"/> |

Using Field Status Definitions for Screen Layout

Using Field Status Definitions for Screen Layout

Use

You can enter field status definitions in every G/L account master record and for each posting key. You use these definitions to design document entry screens for specific accounts and business transactions.

Features

In line item entry, the system links the definitions from the account to those of the posting key and uses them to create the entry screens. Thus different fields are displayed on the screens for line item entry, depending on the account and posting key specified.



The following diagram shows two screens used to enter a line item in a G/L account. The first screen displays all available fields. The second screen displays only those fields that are required to post an item to a bank account. The *Value date* field on the second screen was defined as a required entry field in the G/L account master record, whereas the *Text* field was defined as an optional field. Default values were entered in some fields. All fields for terms of payment were suppressed because they are irrelevant for posting to this account.

Using Field Status Definitions for Screen Layout

| | | |
|---------------------------|---------------|-------------------------------------|
| Account | | |
| Company code ..0001 | | |
| Debit posting / 40 ----- | | Item 1 |
| Amount | USD | |
| Without discount.. | | |
| ----- | | |
| Business area... | Plant..... | |
| Cost center..... | Project..... | |
| Order..... | Purch.doc.... | |
| Material..... | Quantity..... | |
| Sales doc..... | PersNo..... | Cons tran.... |
| Value date.....10.04.1992 | Due on..... | |
| Assignment.... | | Asset ret.... |
| Text..... | | |
| Next document item ----- | | |
| PstKy..... | Account..... | Sp.G/L.... Trans.type... New CoCd.. |

| | |
|---------------------------------|---|
| Account 113100 Citibank | |
| Company code ..0001 | |
| Debit posting / 40 ----- Item 1 | |
| Amount | USD |
| ----- | |
| Business area..... | |
| | |
| Value date..... 10.04.1992 | |
| Assignment.... | |
| Text..... | |
| Next document item ----- | |
| PstKy.... | Account.. Sp.G/L.... Trans.type... New CoCd |

Defining Field Status

Defining Field Status

Use

Since the same fields for document entry are required for several G/L accounts, you define the status of fields for a group of G/L accounts.

Integration

You create the definition under a field status group. Enter the key of the group in the master record of the G/L account. Field status groups are cross-company code, that is, they do not depend on the company code but on the field status variant. In the standard system, a separate variant for field status groups exists for each company code. The name of the variant is the same as the company code. Every company code is assigned to the variant with the same name. You can work in several company codes with identical field status groups as long as these company codes are assigned to the same field status variants. You define the field status for each individual posting key.

Activities

You determine which status a field has by selecting it.

| | | | |
|-------------------|----------|----------------|----------------|
| Company code 0001 | | Group | GR02 |
| Bank accounts | | | |
| General data | Suppress | Required entry | Optional entry |
| Assignment number | | | ● |
| Text | | | ● |
| Invoice reference | ● | | |

This transaction is the same for master records and posting keys. When you define the field status, the system always displays all the fields which are contained in the line items. Fields have been combined into groups so that you do not have to determine whether each individual field is relevant.



The cash discount deduction field group contains all fields necessary for entering cash discount, including the field for cash discount amount in document currency and the indicator as to whether the line item is cash discount-relevant.

It is not possible to define the field status in the master records of customer and vendor accounts. You have to use the respective reconciliation accounts to determine the status of a field for posting to these accounts.



In the Domestic Accounts Payable reconciliation account, you can suppress the field for the supplying country and the indicator for the state central bank because they are not required for posting to domestic vendors.

Whether your specification for a group of fields is effective depends on whether the document entry screens for a line item contain the fields from that group. Screens in the system contain

Defining Field Status

different fields depending on the account type. When defining the field status, you are always presented with all fields for all account groups. If, for example, you define the field status in a G/L account master record, it is only effective if the field is really a G/L account field.



The fields for terms of payment are only relevant for customer and vendor line items. Therefore, the screens for G/L account line items do not contain fields from this group. The *Vendor number* and *Customer number* fields are only used to post special movements of goods in Materials Management. Fields belonging to this group are not on the screens for the FI-GL, FI-AR, and FI-AP components.

Linking Field Status Definitions

Linking Field Status Definitions

Use

When you enter a business transaction, the system links the field status definitions of the specified account and the posting key. In this case the fields of a group assume the status with the higher priority.

Integration

The suppression of fields and the required-entry status have the highest priority. The optional status is always second place.

If you assign the optional status for a group of fields (for example, by defining the posting key) and then later assign the required status or suppress the fields (for example, using the account), the optional status does not take effect.



In the reconciliation account for domestic receivables, the groups *Text*, *Terms of payment*, *Cash discount deduction*, *Invoice reference*, and *Hedging* are assigned the optional status. If an outstanding receivable is posted to a customer account belonging to this reconciliation account, this definition is referred to when defining posting key 06. The posting key determines that the text field is a required field; the fields for the invoice reference and hedging are suppressed.

Features

If the system finds inconsistencies when linking the definitions, it issues an appropriate message. A definition is inconsistent if you suppress fields with a definition, and then assign required status to a definition that is to be linked with this definition.

The following figure shows possible status definitions and their linking results.

| Specification for | Field status definition | | |
|-------------------|-------------------------|----------------|----------------|
| G/L account | Optional field | Optional field | Optional field |
| Posting key | Required field | Suppressed | Optional field |
| Result | Required field | Suppressed | Optional field |

Integration with Other Applications

It is possible, for example, that you suppressed fields because you were not using the *Controlling* component. If you now implement this component, you must change your screen layout accordingly.

With the help of the field status definitions, you can now also show the required fields at any time. The checks for these fields, which are supported by the program, are performed from the point when the changes are made.

Changing the Field Status Definition

For changes to the field status definitions you should consider the following:

Linking Field Status Definitions

- If you suppress fields later and have already posted data with these fields, this data is no longer visible when displaying or editing the documents.
- If you define fields as required-entry fields later, an entry in this field is obligatory when changing documents.

Recommendations for Defining Field Status

Recommendations for Defining Field Status

To define the field status, you must decide where you want to make these specifications.

For **postings to G/L accounts**, make your specifications in the master records. In the standard system, there are only two posting keys used for G/L account postings. This means that only the master records enable you to differentiate the layout of screens. The field status definitions for posting keys 40 (G/L account debit) and 50 (G/L account credit) are all defined as optional fields in the standard system.



In the status bar for a cost element account, you specify that the cost center and order fields are displayed. These fields are not required for bank accounts and they are therefore suppressed. Bank accounts, however, require the value date group and this field is therefore assigned the required entry status.

In the standard system, there are a number of different posting keys for posting to **customer or vendor accounts**. The field status is therefore differentiated via posting keys.



The field status specifications for posting key 01 (customer invoice) and posting key 15 (customer payment) are different in the standard system. The fields to be displayed and which require an entry are determined based on the transaction. The text and assignment number fields are always required. Payment terms are required when you enter an invoice, but not when you enter a payment. These fields have therefore been suppressed in the specifications for posting key 15.

In the field status definition for **reconciliation account** master records, you suppress only those fields which are not transaction-specific and which are not required in posting to a customer or vendor account. You define all other fields as optional. Controlling the screen layout using a reconciliation account is advisable only in special G/L transactions such as down payments and bills of exchange. Each of these transactions automatically post to a separate reconciliation account. You can use these separate accounts to differentiate fields specifically for the transaction involved.



Using the reconciliation accounts for investment payment and for down payments on current assets, you determine the screens for posting as follows: For investment payments, you include the fields for assets. These fields are not needed for down payments on current assets and can be suppressed using the status bar in the reconciliation accounts.



The posting keys are defined at client level. They therefore apply to all company codes. If you suppress fields using the specifications for the posting key, you should make sure that they are not needed in a company code.

Reference Methods for Posting

Use

The reference method is a document entry tool. If you frequently post the same documents with the same data, you can save time and avoid errors by using different reference methods for document entry.

Features

You may use any of the following reference methods:

- [Posting with Reference Documents \[Page 256\]](#)
- [Posting with Account Assignment Models \[Page 257\]](#)
- [Posting with Sample Documents \[Page 262\]](#)
- [Recurring Entries \[Page 268\]](#)

Posting with Reference Documents

Posting with Reference Documents

Procedure

If you want to post with a reference, proceed as follows:

1. From the *General Ledger*, *Accounts Receivable*, or *Accounts Payable* menus, select *Document entry* and the required business transaction.
2. Choose *Document* → *Post with reference* from the menu bar on the document entry header data screen.
3. Enter the reference document number (for example, 5100000473), company code (such as 0001), and a fiscal year (optional).
4. Select the processing option you require:
 - Generate reverse posting
 - Enter G/L account items
 - Do not propose amounts
 - Recalculate days and percentages
 - Display line items
5. Choosing ENTER generates the screen with the copied header data.
6. If you have selected line item display, all the copied items are displayed. You can correct the items if necessary.
7. Once all items have been copied, you are taken to an overview screen.
8. When the accounts and amounts are correct, and the debits equal the credits, post the document by selecting the *Post* function.

Posting with Account Assignment Models

Use

If you frequently use the same broad account assignments, such as a distribution of amounts to several company codes, accounts, or cost centers, you can use the account assignment model method to save input time and avoid input errors.



The use of account assignment models is limited to G/L account items.

Account Assignment Models

Account Assignment Models

Definition

A reference for document entry that provides default values for posting business transactions. An account assignment model can contain any number of G/L account items and can be changed or supplemented at any time. In contrast to sample documents, the G/L account items for account assignment models may be incomplete.

Use

During document entry you can change, add to, or delete the proposed data. You can also call up any number of account assignment models and switch from a model to standard item entry procedure and back again.

You can also assign **equivalence numbers** to account assignment models. In this case, you simply enter a total amount which is then distributed to the items within the model according to set ratios.

Account assignment models can also be used **across company codes** and can include company codes from non-SAP systems. If you do not enter a company code when using an account assignment model, the last company code used is proposed.



Account Assignment Model for Costs 1: Items

| PK | CoCd | Gen.Ledger | Jurisdct. Code | BA | Cost Ctr | Amount | Eq.no. |
|----|------|------------|----------------|----|----------|--------|--------|
| | | | | | | | |
| 40 | 0001 | | | | 4711 | | 1 |
| 40 | 0001 | | | | 4712 | | 1 |
| 40 | 0003 | | | | 5814 | | 1 |
| 40 | 0003 | | | | 5815 | | 1 |
| 40 | 0003 | | | | 5816 | | 1 |

Creating or Changing Account Assignment Models

Procedure

To create or change an account assignment model, proceed as follows:

1. In the *General Ledger*, *Accounts Receivable*, or *Accounts Payable* menu, select *Document entry* → *Reference documents* → *Account assignment model*.
2. Enter a name for the account assignment model. The system saves the account assignment model under this name. Select *Create* or *Change*.

When you create an account assignment model, an additional field is displayed in which you can enter the name of an existing account assignment model. To display a list of the models available, use the possible entries help. Save your entries.

3. Maintain the attributes of the account assignment model:

- **Currency**

To enter amounts in the account assignment model, you must also enter a currency key. The model can then only be used for postings in the specified currency. If you do not want to specify amounts, leave the currency key field blank. The account assignment model can then be used for any currency.

- **Chart of Accounts**

If you do not want to specify a company code in the line items of the account assignment model, but want the system to check that the specified accounts exist, you can enter a chart of accounts.

- **Sample Text**

If you want to provide an explanatory text for the account assignment model, you can enter a sample text. Note that the text, like the document header text, is not language-dependent.

- **Authorizations**

You can limit authorization for an account assignment model to certain users by specifying an authorization group.

- **Calculate tax**

If you select this field, the system calculates taxes automatically during posting.

- **Equivalence to**

Select this field if you want to distribute a total amount to several items using equivalence numbers. When you use this account assignment model, you enter an amount, which is then distributed to the items according to the equivalence numbers specified.

4. Use *Goto* → *Line items* to access the screen for entering the line items in the account assignment model.

Before entering the line items, you have the option of changing the entry screen. Use *Settings* → *Screen template* to select a screen which meets your requirements.

5. Enter the line items with the posting data which you want the system to propose.

Creating or Changing Account Assignment Models

6. Save your entries.

Using Account Assignment Models for Document Entry

Prerequisites

Enter the document header data.

Procedure

To use an account assignment model for document entry, proceed as follows:

1. To call up an account assignment model, choose *Goto → Account assignment model* from the menu, or the button *Account assignment model*. A dialog box appears for you to enter the key for the required account assignment model.

Alternatively, to skip a step in the procedure, you can call up an account assignment model via the entries in the line at the bottom of the screen. In the *First line item* section, enter 00 in the *Posting key* field and the name of the account assignment model in the *Account* field. Save your entries.

2. The account assignment model is displayed as it was entered.



For more information on structuring the entry screen templates, see the *Financial Accounting Global Settings Implementation Guide (IMG), → Document → Recurring Entries → Account Assignment Models: Define Entry Screen Templates*. You can also define your own screen templates using the IMG.

You can change, add to, or delete the proposed data to meet your requirements. You can also add items, without having to change to the standard document entry procedure.

If you are using an account assignment model with equivalence numbers, you cannot enter amounts in the items. Instead, the screen header contains two fields in which you enter the debit or credit amount which is to be distributed. The system then automatically distributes the amount to the items.

3. Once you have finished editing the account assignment model, you can either return to the standard entry procedure, or post the document directly.

To return to the standard entry procedure, select *Back*. You will usually return to the document overview. If you called up the account assignment model from open item processing within a clearing transaction, you return to the open item processing screen.

To post directly, select *Save*. Provided no errors are found, the document is posted.

Posting with Sample Documents

Posting with Sample Documents

Use

You can use sample documents as reference documents entered specifically for this purpose.

Integration

Sample documents have a separate number range. When you enter and post a sample document, the system stores the document, but does not update any transaction figures. Your system administrator defines a number range for sample documents. The system assigns a number from this number range to each sample document.

Features

During document entry, you can have data from another document defaulted. The items from this reference document can be:

- Transferred without changes
- Used for reverse postings
- Changed
- Omitted
- Enhanced

In contrast to an **accounting document**, sample documents do not update transaction figures. They serve merely as data sources for an accounting document. Their advantage is that you can change or enhance them. You therefore use a sample document rather than an accounting document if you need a reference document for which you want to define the layout yourself.



You use a **sample document** as a reference document in which assignment to more than one cost center is defined. If you want to assign to other cost centers, you can change the values in the sample document. If you use an accounting document as a reference document, you cannot make these changes because you also have to change the account assignments relevant for accounting.

You enter sample documents with a special function to ensure that these documents cannot be accidentally posted as accounting documents.

If you store a sample document, the system automatically assigns a number to this special document. To do this, the system uses the number interval X2. This number range may only be used by the system. You cannot assign it to any document type. You have to set up this number range in all the company codes where sample documents are used. You have to use key X2 for this number range.

Entering Sample Documents

Procedure

1. From the *General Ledger*, *Accounts Receivable*, or *Accounts Payable* screen, select *Document entry* → *Reference documents* → *Sample document*.
2. Enter the document header and line items as usual.
3. Post the document as usual.

Displaying Sample Documents

Displaying Sample Documents

Procedure

1. From the *General Ledger*, *Accounts Receivable*, or *Accounts Payable* screen, choose *Document* → *Reference documents* → *Sample document* → *Display*.
2. Enter the document number, company code, and fiscal year of the sample document.
3. Save your entries.

Changing Sample Documents

Procedure

1. From the *General Ledger*, *Accounts Receivable*, or *Accounts Payable* screen, select *Document* → *Reference documents* → *Sample document* → *Change*.
2. Enter the document number, company code, and fiscal year of the sample document.
3. Edit one or more line items in the sample document. You may edit all fields except:
 - Posting key_⌵
 - Account number

You may edit the amount. For example, you could enter a sample document for the monthly phone bill and then change the amount each month. For more information about changing documents, see [Changing Documents \[Page 235\]](#)
4. Choose *Document* → *Save* to save the document.

Deleting Sample Documents

Deleting Sample Documents

Procedure

1. From the *General Ledger*, *Accounts Receivable*, or *Accounts Payable* screen, select *Document* → *Reference documents* → *Sample document* → *Delete*.
2. Enter the program specifications.

If required, you can carry out a test run to give you a list of the documents which can be deleted. You can also print the resulting list.

When you are sure that you want to delete the selected sample documents, deselect the *Test run* field.
3. Select *Program* → *Execute*.

Posting with a Sample Document

Use

When you are entering data, you can save time by using a sample document, that is, a document you have previously posted.

Procedure

To post with a sample document, proceed as follows:

1. From the *General Ledger*, *Accounts Receivable*, or *Accounts Payable* screen, select *Document Entry* and then a business transaction.
2. Then select *Document* → *Posting with reference*.
3. Enter the document number (such as **1000186**), the company code (for example, **US01**), and the fiscal year (optional).
4. You have the following options when posting a sample document:
 - Generate reverse postings
 - Enter G/L account items
 - Do not propose amounts
 - Recalculate days/percentages
 - Display line items
5. After you have confirmed your entries, the screen with the copied header data appears.
6. If you have selected *Display line items*, all the copied items are displayed. You can correct the items, if required.
7. Once all items have been copied, an overview screen appears.
8. When the accounts and amounts are correct, and the debits equal the credits, post the document by selecting the *Post* function.

Recurring Entries

Recurring Entries

Definition

Periodically recurring entries posted by the recurring entries program based on recurring entry documents. This process is comparable to the standing order you give to your bank to deduct your rent, premium payments, or loan repayments.

Use

Recurring entries are business transactions that are repeated regularly, such as rent or insurance. The following data never changes in recurring entries:

- Posting key_
- Account
- Amounts

You enter this recurring data in a recurring entry original document. This document does not update the transaction figures. The recurring entry program uses it as a basis for creating accounting documents.

Structure

The system uses the recurring entry original document that you enter as a reference. It is not an accounting document and therefore does not affect the account balance.

In the recurring entry document, you define when a posting is to be created with this document. You have two options for scheduling. Postings can be made periodically or on a specific date:

- For periodic postings, specify the first and last day of execution, as well as the interval in months.
- If you want to specify certain dates, enter a run schedule in the recurring entry original document. Store the required dates in the Implementation Guide (IMG). Choose *Financial Accounting Global Settings* → *Document* → *Recurring Entries* → *Define Run Schedules/Enter Run Dates*.

Integration

To post recurring entry documents, you have to set up a separate number range for the company codes that use them. You have to use key X1 for the number range. The system takes numbers for the recurring entry original document from this number range.

Program SAPF120 creates accounting documents using the recurring entry original documents. You have to run the program at regular intervals. It checks each recurring entry original document to see if a document should be created.



Cross-company code transactions **cannot** be posted with the recurring entry program.

Recurring Entries Process Flow

Process Flow

Using recurring entries requires the following steps:

1. You enter a recurring entry original document once. In this document, you enter the data necessary for posting accounting documents, such as the amount, account number, and posting key. You also enter control information: Day of the first run, day of the last run, and scheduling dates.
2. Run the recurring entry program at the intervals you require. It determines which recurring entry documents have to be processed and creates a batch input session that contains the following:
 - Data required to post accounting documents
 - Data for updating recurring entry documents. This includes next run date, the number of runs, and a deletion indicator if necessary.
3. Process the batch input session. This posts the accounting documents, updates the transaction figures of the accounts posted to, and updates the recurring entry documents themselves.

Entering and Posting Recurring Documents

Procedure

To enter recurring documents, proceed as follows from the *General Ledger, Accounts Receivable* or *Accounts Payable* menu:

1. Select *Document entry* → *Reference documents* → *Recurring document*.

The screen for entering recurring entry original documents appears.

2. Enter a company code.
3. Enter the first and last day on which documents should be posted.
4. Select the posting frequency in months. Alternatively, you can specify a run schedule.

If you want to calculate the item amounts and/or tax amounts with a fixed exchange rate, select the indicators *Transfer amounts in local currency* and *Transfer tax amounts in local currency*. Otherwise, the system automatically determines the current exchange rate.



It is irrelevant what method is used to translate the tax amounts; you can use either the document header rate or a rate proposed by the system on the tax screen, or a rate entered manually.



You should also select both indicators if all local currency amounts have been entered manually.

5. Enter at least the *Document type* and *Currency*.

The recurring entry program defaults the posting date and document date in the accounting document automatically. To do this, the program uses the date that is in the field *Next run on* when it is run.

6. In the last line of the screen, enter the posting key (*PstKy*) and account number for the first line item in the accounting document. Choose *Enter*.
7. Enter the line items as in any other document. The posting key, account number, and amount are required in each line item.
8. Choose *Document* → *Post* to post the document.



When you post the recurring entry document, the system stores the data without updating account balances.

Displaying Recurring Entry Documents

Procedure

1. Select *Document* → *Reference document* → *Recurring document* → *Display*.
2. Enter the document number, the company code, and the fiscal year (optional). Save your entries.



If you do not know the number of the recurring document, you can search for it by selecting *Document* → *List*. In the screen that appears, enter your selection criteria and select ENTER. The system displays a list of all the recurring documents. Select a document from the list.

To display the **header data**, select *Goto* → *Document header*.

To display the **recurring entry data**, select *Goto* → *Recurring entry data*.

Changing Recurring Entry Documents

Changing Recurring Entry Documents

Use

Changing a recurring entry document is like changing any other document, except that you can also change the amounts in the individual line items and the recurring posting data.

Procedure

To change a recurring entry document, proceed as follows from the *General Ledger* menu:

1. Select *Document* → *Reference documents* → *Recurring document* → *Change*.
2. Enter the number of a recurring entry document and choose ENTER.
If you do not know the document number, you can search for it by choosing *Document* → *List*.

3. To edit one or more line items, choose each line item and change the data contained in it.

To edit the **document header**, choose *Goto* → *Document header*. You can make changes in the document header fields *Reference* and *Doc. header text*.

To edit the **recurring entries data**, select *Goto* → *Recurring entry data*. You can make changes in the following fields: *Next run on*, *Last run on*, *Interval in months*, *Run date*, *Run schedule*, *Number of runs* and *Deletion indicator*.

4. To save your changes, select *Document* → *Save*.

Deleting Recurring Entry Documents

Prerequisites

You can only delete recurring entry documents that are flagged for deletion. The recurring entry program automatically flags recurring entry documents for deletion if the next run date determined by the program is after the last scheduled run date. The system thereby indicates that the recurring entry document is not to be used again. You can also set the deletion flag yourself in the recurring entry document.

When you use a run schedule, the program flags a recurring document for deletion if there is no run date in the schedule which is later than the current run date. In this case the program tells you which recurring document has been flagged for deletion. You can remove the deletion indicator from the document if necessary. This may be the case for example, if you have not yet entered all run dates. Make sure you then complete the run schedule.

Recurring entry documents which are marked for deletion are no longer used by the recurring entry program.

Procedure

To delete recurring entry documents, proceed as follows:

1. Select *Document* → *Reference documents* → *Recurring document* → *Delete* from the *General Ledger* menu.
2. Enter the program specifications.
 If required, you can carry out a test run to give you a list of the documents which can be deleted. You can also print the resulting list. Select the *Test run* field.
 Once you are sure that you want to delete the selected recurring entry documents, deselect the *Test run* field.
3. Select *Program* → *Execute*.

Carrying Out Recurring Entries

Carrying Out Recurring Entries

Prerequisites

To create accounting documents from recurring entry original documents, you have to either run the recurring entry program or schedule it to be run. The run dates you enter in the original recurring entry documents are not sufficient to create accounting documents. You must run the recurring entry program at the appropriate intervals and specify, by entering a settlement period, which recurring entry original documents are to be included in the run.

The recurring entry program generates a [batch input session \[Ext.\]](#). This contains the accounting documents that are to be created. After running the recurring entry program, process this batch input session to carry out the postings.

Procedure

You run the recurring entry program by carrying out the following steps from the *General Ledger* menu:

1. Select *Periodic processing* → *Recurring entries* → *Execute*.
The screen *Create Posting Documents from Recurring Documents* appears.
2. Enter the following data:
 - A company code or multiple company codes
 - A date or a date interval in the field *Settlement period* and also, if necessary, a *Run schedule*. In general you enter a time period in the field *Settlement period*, for example 1/1/1998 to 1/31/1998.
 - A user for the authorization check during the recurring entry program.
 - A name for the batch input session (for example, RECURJAN98 for recurring entries in January 1998).
3. Select *Program* → *Execute*.

Result

If the date of the next run stored in the recurring document is on or between the range of dates for the settlement period, the program enters the data required for the postings into the batch input session specified. In each program run, only one accounting document is created per recurring entry document. Therefore specifying a very long settlement period will not result in more than one accounting document being created.

When you process the batch input session, the recurring document is updated. Among other things, the date of the next run that is updated by running the recurring entry program is entered in the document. The total number of program runs is also updated. You can look at this data in the recurring document.

Processing Batch Input Sessions Manually

Prerequisites

You have executed the recurring entries program.

Procedure

To carry out the postings, process the batch input session. You can have the system run the batch input sessions automatically. To do this, use report RSBDCSUB.

To process batch input sessions manually, proceed as follows:

1. Choose *System* → *Services* → *Batch input* → *Sessions*.
2. The system displays a list of those batch input sessions that meet your selection criteria. Enter the relevant data for selecting the session.
3. Select the session you require and choose *Session* → *Process*.

The system displays a dialog box where you can specify how the session is to be processed. You generally select the *Display errors* field in order to have the system display any errors in the session.
4. Save your entries.

Result

The system posts the documents. You can call up a log of the batch input session by choosing *Goto* → *Log*. For more information about batch input sessions, see the SAP Library under *BC - Basis Components*.

Evaluating Recurring Entry Documents

Evaluating Recurring Entry Documents

Use

You can evaluate recurring entries according to the following criteria:

- Time period: To do this, enter a start and/or an end date. These dates refer to the specifications made as to the first and last run date stored in the recurring entry document.
- Documents not executed
- Documents to be considered in the future: To consider these documents for the next run of the recurring entry program, enter the required settlement period.

If required, you can restrict this evaluation to certain accounts.

Activities

To carry out this evaluation, choose *Periodic processing* → *Recurring entries* → *Lists* from the *General Ledger* menu. On the screen displayed, enter the required selection criteria and then choose *Execute*.

Posting Documents in Foreign Currency

Use

When you post a document in foreign currency, the system stores the amount in both local currency and foreign currency in each line item. The system checks whether the currency key has been defined and is therefore permitted.

Foreign currencies are needed, for example,

- To post and save receivables and payables in foreign currency
- For handling payment transactions in foreign currency
- Managing accounts in foreign currency (foreign currency balance sheet accounts)
- Carrying out the consolidation and reporting for groups.

In the line items, all amounts are saved in both currencies. These include the posting amount, tax amount, and cash discount amount.

Prerequisites

You have made the following specifications in the Implementation Guide under *Global Settings*:

- Currency key for each currency
- Number of decimal places (if you do not require the usual two decimal places)
- Local currency per company code
- Exchange rate between local and foreign currency

In the master records for the G/L accounts, you have to define the currencies you can use to post to that account.

If exchange rate differences arise during clearing or valuating of items or accounts in foreign currency, the system generates postings. To enable the system to do this, you must have defined G/L accounts and posting keys.

Activities

To specify the foreign currency for your document, enter the appropriate currency key in the *Currency* field in the document header. There are several ways to enter an exchange rate:

- Enter a posting date and the currency key in the document header. The system automatically transfers the exchange rate valid on the posting date. Exchange rates are defined in the system.
- You can also enter the exchange rate directly in the document header via the currency key and exchange rate fields.
- Enter a translation date in the document header. The system then automatically takes the exchange rate valid on this translation date.

The valid exchange rate is the one entered on the posting date or on the translation date, or the rate entered at an earlier time. For example, if you post a document on August 25, but the last exchange rate in the system setting is from August 22, the system uses the exchange rate from the entry on August 22.

Posting Documents in Foreign Currency

You can enter the amount in each line item in both local and foreign currency.

You can enter documents in any foreign currency for which a currency key is defined in the system. If you manage a G/L account, for example a bank account, in a foreign currency, you can only post documents to this G/L account in the account currency, that is, the foreign currency.



For more information about clearing open items in foreign currency, see the SAP Library *FI General Ledger Accounting*, *FI Accounts Receivable*, and *FI Accounts Payable*.

Translating Foreign Currency

Use

You can either have the exchange rate for foreign currencies proposed by the system, or you can enter it manually.

Prerequisites

You have defined the exchange rate for the foreign currency to be translated.

Features

To translate foreign currency amounts, the system usually uses the exchange rate you have defined in the system. You can enter exchange rates in the system for specific time periods. The system then determines the appropriate exchange rate for the translation on the posting date. If you want to use a different exchange rate to the one for the posting date, you can enter this manually in the document header.



This is necessary if you are posting an invoice for which the posting period has already been closed. In this case, you post in the current period. In order for the system to be able to determine the appropriate exchange rate, enter the invoice date as the translation date.

Activities

Enter the exchange rate directly (manually) in the document header. The system checks the difference between the exchange rate you entered and the exchange rate calculated by the system. This prevents errors in entries. For each company code, you can define the percentage difference tolerated between the exchange rates.



You can define special tolerances for currencies with large fluctuations in value. These are not company code-specific. If the tolerance is exceeded, the system issues a warning.

You can also determine the exchange rate in each individual line item. To do this, specify the local and foreign currency amount in the line item. The system determines the exchange rate using your specifications. It also checks the difference between the exchange rate calculated and the exchange rate from the document header. The system issues a warning if the tolerance limits for the permitted exchange rate difference is exceeded.

When you post the document, the balance must be zero in both local and foreign currency. Rounding differences that arise on translation are processed automatically. The system adds differences to the first line item that has the corresponding +/- sign.

Accounting clerks can make user-specific settings: They can suppress fields for local or foreign currencies.

Cross-Company Code Transactions

Cross-Company Code Transactions

Use

Several company codes are involved in a cross-company code transaction. In a cross-company code transaction, the system posts a separate document with its own document number in each of the company codes.

Individual documents are linked by a common cross-company code number. The system generates line items automatically (receivables and payables arising between company codes) in order to balance the debits and credits in each document.

You may use only one company code for offsetting entries. That is to say, regardless of the number of company codes involved, you must make one of the following entries:

- Only one company code on the debit side and the rest on the credit side.
- Only one company code on the credit side and the rest on the debit side.

Example from the G/L View:



This supports for example, central procurement or central payment transactions. In central procurement, one company code makes purchases for several others, while in central payment transactions, one company code pays for the others.

In central purchasing, the invoice item is entered in one company code, and offsetting entries are made in different company codes. The system generates a separate document for each company code. These documents are marked as related by a shared transaction number.

Example from the Vendor View:



A vendor delivers equipment to one company code and other equipment to a second company code, but sends only one invoice for all the equipment to the first company code. You enter part of the expense and post the invoice to the vendor account in the first company code. When entering the invoice, you have to post part of the costs in the second company code. Before you post the cross-company code transaction, the system generates line items automatically (receivables and payables arising between company codes). If you enter a cross-company code transaction, the system posts a separate document with its own document number in each of the company codes. Although the document numbers are different, documents in both company codes have the same number for the cross-company code transaction, the same posting date, the same document date, and the same document type.

Example from the Customer View:



A customer buys a product from one company code and installation and service from another company code, but only receives one invoice for the product and installation from the first company code. The first company code sends and posts the invoice,

Cross-Company Code Transactions

while the second company code withdraws part of the revenue from the first company code.

Postings for clearing between the company codes involved are made automatically. These clearing entries identify the receivables or payables that arise between the company codes. Each company code-specific document states a zero balance.

Prerequisites for Cross-Company Code Transactions

Prerequisites for Cross-Company Code Transactions

For cross-company code transactions, there are special prerequisites that must be fulfilled for invoices if:

- The receivables or payables are posted in a different company code to the one in which the revenue or expense (or costs) is posted
- The business transaction must be reported for tax purposes

In order to properly report the business transaction on the tax return, the company codes in this case must represent a single legal entity for tax purposes. This means that in the advance return for tax on sales/purchases, one company code represents all the other company codes. This is necessary because the system posts the taxes in the company codes in which the expense or revenue is posted, but the company code which receives or sends the invoice must create the tax return.



This restriction applies only to the type of business transaction described above. It does not apply when cross-company code transactions are only posted in the general ledger, or when payments are made across company codes for an invoice which was not posted across company codes.

Clearing Accounts for Cross-Company Code Transactions

Definition

Account that temporarily stores postings. Clearing accounts are auxiliary accounts that exist for technical reasons and which are repeatedly cleared. Possible reasons for posting to a clearing account:

- Time difference between business transactions (GR/IR clearing account)
- Organizational task distribution (bank clearing account)
- Business transactions requiring clarification

Use

You create clearing accounts to display receivables and payables between individual company codes. You define which clearing accounts to use in the system settings. There are two ways to do this:

- You specify clearing accounts for each possible combination of company codes.
- You use one company code for clearing. This company code is always entered first during document entry. In this case, you enter the clearing accounts for each combination of this company code with the other company codes.

Clearing Account for Cross-Company Code Transactions: Example

Clearing Account for Cross-Company Code Transactions: Example

Company codes 0001, 0002, and 0003 purchase goods together. Company code 0001 is used as the clearing company code and is always entered first. The first item (invoice item) is therefore entered in company code 0001. Offsetting entries between the company codes have to be posted in company code 0001, as well as company codes 0002 and 0003. The following figure shows the manually entered items and the automatic clearing postings.

| CoCd | Postings entered | | Automatic postings | |
|------|------------------|---------|-----------------------|---------|
| | | | | |
| 0001 | Vendor | | Rec. CoCd 0002 | |
| | | 3000.00 | 800.00 | |
| | Costs | | Rec. CoCd 0003 | |
| | 1000.00 | | 1200.00 | |
| 0002 | Costs | | Payables to CoCd 0001 | |
| | 800.00 | | | 800.00 |
| 0003 | Costs | | Payables to CoCd 0001 | |
| | 1200.00 | | | 1200.00 |

To enable the automatic postings to be made, you must enter the clearing accounts for every combination of company codes you require in the system. In this example - because it uses a single clearing company code - entries for the clearing accounts for four combinations of company codes are required:

- Company codes 0001 and 0002
- Company codes 0001 and 0003
- Company codes 0002 and 0001
- Company codes 0003 and 0001

Displaying Cross-Company Code Transactions

Procedure

To display a cross-company code transaction, proceed as follows:

1. From the *General Ledger, Accounts Payable or Accounts Receivable* menu, select *Document* → *Cross-CC transaction* → *Display*.
2. On the display screen, enter the number of the cross-company code transaction (for example, Machines).
3. Choose *Enter*.

Result

The system displays the cross-company code transaction.

From this screen, you can see that this transaction contains two or more separate documents from different company codes.

To display a line item, place the cursor on the line item and then select the line item.

Changing Cross-Company Code Transactions

Changing Cross-Company Code Transactions

Procedure

A cross-company code transaction contains several documents in various different company codes. To change a cross-company code transaction, proceed as follows:

1. Enter the number of the cross-company code transaction.
2. Change the document data in the same way as if the document was only assigned to one company code.

From the *General Ledger, Accounts Payable or Accounts Receivable* menu, select *Document → Cross-cc transaction → Change*. You have two options:

- Enter a cross-company code posting number
- You can search for a cross-company code posting number

You can search for a cross-company code posting number as follows:

1. From the menu bar of the *Change Transaction: Initial Screen*, select *Transaction → List*.

On the next screen, you can search for cross-company code transactions using the posting date, document type, or a range of cross-company code transaction numbers.

2. Enter the criteria.
3. Choose *Program → Execute*.

To select a specific cross-company code transaction, enter the number of the relevant document.

Result

From the screen *Display Transaction: Overview*, you can select a line item that you wish to change.

Reversing Cross-Company Code Transactions

Procedure

To reverse a cross-company code transaction, proceed as follows from the *General Ledger*, *Accounts Receivable* or *Accounts Payable* menu:

1. Choose *Document* → *Cross-CC transaction* → *Reverse*.
2. Enter the cross-company code number or the number of a single document from the transaction.

You can now choose whether to reverse the whole transaction immediately or to display a list of all the documents from the transaction.
3. To display a list of all documents involved, select ENTER.

To reverse the whole transaction directly, select *Cross-CC transaction* → *Post*. If one of the documents in the transaction cannot be reversed, the system displays a list of all the documents for selection.
4. Select those documents you wish to reverse.
5. Choose *Cross-CC transaction* → *Post*.

Result

If it is possible, the system reverses the documents you selected. It then displays the numbers of the reverse documents it created.

Posting Business Transactions in General Ledger Accounting

Posting Business Transactions in General Ledger Accounting

Purpose

To make general ledger business transactions available, you post them to general ledger accounts. The system creates a [document \[Page 150\]](#), saves the data to the database, and then makes the data available for updating.

Features

When you carry out postings to G/L accounts, you enter document header data (usually document date, document type, company code, posting date, and currency) as well as a posting key, G/L account number, and the first line item. The posting key and the field status group for the G/L account determine which fields are displayed on the next screen. See also: [Screen Layout \[Page 245\]](#)



SAP provides two variants for carrying out G/L account postings:

- Standard transaction: *Accounting → Financial accounting → General ledger → Document entry → Other → General posting.*
- Single screen transaction: *Accounting → Financial accounting → General ledger → Document entry* (see [G/L Account Posting - Enjoy Transaction \[Page 305\]](#)).

You cannot switch between both screen variants.

The system carries out consistency checks before saving the data. When the debits equal the credits, and the data is complete, post the document. If errors exist, the data is not saved, and the system proposes adjustments.

The system updates the document file and the G/L account balances.

Entering Business Transactions in General Ledger Accounting

Procedure

To enter a business transaction in *General Ledger Accounting* using the standard transaction, from the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *General ledger* → *Document entry* → *Others* → *General posting*.

1. The *Enter G/L Account Posting: Header Data* screen appears. Enter the required header data (usually: Document date, document type, company code, posting date, and currency).

Also enter the posting key and the vendor account number of the first line item. Save your entries.



The posting key and the field status group for the G/L account determine which fields are displayed on the next screen.

2. The *Enter G/L Account Document: Add G/L Account Item* screen appears.
3. Enter the data for the first line item. At least two G/L account line items are required.



The posting key and the account number at the end of each screen determine which fields are displayed on the next screen for entering a line item.

4. When the balance of debits and credits is zero, and the data is complete, post the document.

See also:

[Entering G/L Account Line Items \(General Ledger\) \[Page 290\]](#)

[Posting Documents in General Ledger Accounting \[Page 298\]](#)

Entering G/L Account Line Items (General Ledger)

Entering G/L Account Line Items (General Ledger)

Use

You enter G/L account line items after you have entered the document header. The bottom line of each screen contains the following fields for the line items:

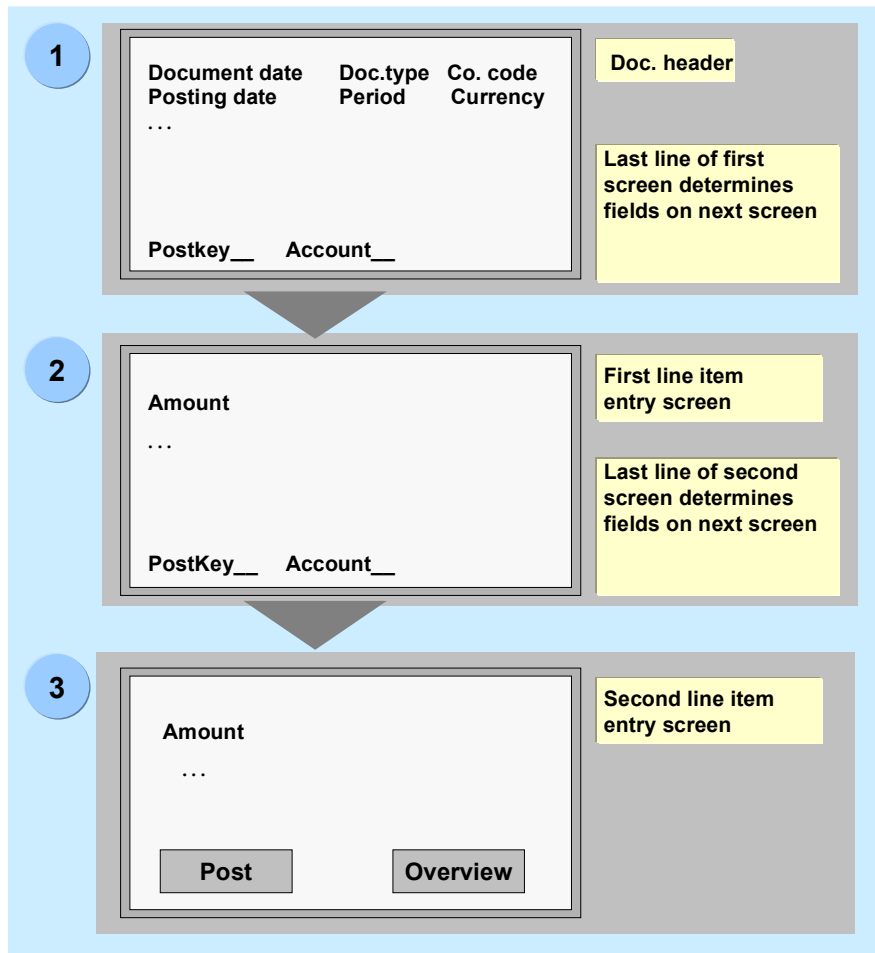
- *Pstky* (Posting key)
- *Account*
- *Sp. G/L* (Special G/L indicator; used when posting special G/L transactions such as down payments or bills of exchange)
- *New co.code* (new company code for cross-company code transactions)

You can suppress fields by selecting *Environment* → *User parameters* → *Editing options* in the *General Ledger* menu. For more information, see [Editing Options \[Page 181\]](#)

Integration

The entries that you make in the bottom line of the line item entry screen determine which entries you can make in the next line item that you enter. This is shown in the following figure:

Entering G/L Account Line Items (General Ledger)



Prerequisites

When you enter a G/L account line item, the posting key and the G/L account determine which fields are displayed on which screen and which fields are required entry fields or suppressed fields. For more information, see [Screen Layout \[Page 245\]](#)

For more information on the fast entry of G/L account items, see [Fast Entry of G/L Account Line Items \[Page 183\]](#).

Required Entry Fields for G/L Account Line Items (General Ledger)

Required Entry Fields for G/L Account Line Items (General Ledger)

You must always enter an amount for a G/L account item. The exact fields that appear on the data entry screen and which of these are ready for input or require an entry when you enter a G/L account line item depends (among other things) on the following factors:

- Account group and the accompanying field status group
- Posting key entered on the previous screen
- Editing options

You can set the editing options by selecting *Environment* → *User parameters* → *Editing options* in the *General Ledger* menu. Editing options can be stored in your user master record.

- Screen variant configured for the company code

G/L Account Number (General Ledger)

Definition

The G/L account number indicates the [G/L account \[Ext.\]](#) that you are posting a line item to.



G/L account number 113109 is a clearing account for incoming payments, number 80000 is a sales account.



You can also use the search help to find the account number. The system stores certain fields from the G/L account master record in a matchcode. You can search for an account using those fields.

To search for a number, select *Account number*. Display the possible entries to get an overview of the available search fields.

For more information about using matchcodes to search for account numbers, see *Working with the SAP System* in the SAP Library and the *General Ledger Implementation Guide*.

Additional Account Assignments (General Ledger)

Additional Account Assignments (General Ledger)

Prerequisites

If there is not enough space on the line item entry screen to display all the possible additional account assignments, the system displays them in a dialog box. It automatically displays this dialog box whenever there are additional account assignments that must be entered but that do not appear on the standard entry screen.

Procedure

1. To include missing fields for additional account assignments on the standard screen, choose *More* and then *Enter*.
2. A dialog box appears for you to make the relevant entries.

Additional Data for G/L Account Line Items (General Ledger)

Use

To define additional data for G/L account line items, you can set the following additional fields to be displayed:

- *Planning date*
- *Asset*
- *Reference date*
- *Transaction date*
- *Settlement period*

Procedure

1. From the menu, choose *Extras* → *Additional data*.
2. Enter the required data and then choose *Enter*.

Posting Valuation Differences Manually

Posting Valuation Differences Manually

Use

If the valuation of foreign currency balance sheet accounts and open items is **not** carried out using the programs defined for this function, you can also value a foreign currency account balance in local currency manually.



This only applies to accounts that are **not** managed on an open item basis. For example, if you have securities or loans in a foreign currency, and the exchange rate changes, you can manually revalue the account balances. If you do so, post the valuation difference only in local currency.

Procedure

To value a foreign currency account balance in local currency manually, proceed as follows:

1. Choose *Document entry* → *Value foreign currency* from the *General Ledger* menu.
2. Enter the currency key that is specified in the account master record in the document header.
3. Enter a [posting key \[Page 239\]](#) (40 for debit postings or 50 for credit postings) and the G/L account number. This must not be an account that is managed on an open item basis. Choose *Enter*.
4. Enter the revaluated amount in local currency, a posting key, and the number of a G/L account for gains or losses from exchange rate differences. The system automatically enters the local currency key in the items.
5. Enter the second line item; debit postings should be made to the losses account and credit postings to the gains account.

Carrying Out Transfer Postings

Use

You can use the system to carry out transfer postings with or without clearing.

Procedure

To enter transfer postings to close the fiscal year, proceed as follows:

1. From the *General Ledger* screen, select *Document entry* and then the business transaction (*G/L account posting* or *Valuate forgn.curr.*).
2. Enter and post the document as usual.

Posting Documents in General Ledger Accounting

Posting Documents in General Ledger Accounting

Use

If the balance of debits and credits in a document is zero, you can post the document. When you post the document, the system saves it and updates the G/L account balances.

Prerequisites

To check whether the balance of debits and credits is zero, choose *Post*. If this is not the case, the system does not post the document.

The system also checks whether the amount you are posting is less than or equal to the limit you are allowed according to tolerances defined by your system administrator.

Activities

1. To post a document in *General Ledger Accounting* using the standard transaction, first enter the required data (see [Entering Business Transactions in General Ledger Accounting \[Page 289\]](#))
2. When the debits equal the credits and the data is complete, choose *Document* → *Post* to post the document.

Result

The system updates the document file and the G/L account balances.

Document Parking - Enjoy Transaction

Use

You can park a document before you post it. This is useful for example, if the data you want to enter is incomplete, or the parking and posting functions are carried out by different accounting clerks (dual control principle). To use the single screen transaction for document parking, choose *Accounting → Financial accounting → General ledger → Document entry → Park G/L document*.



For more information about the standard and the single screen transaction, see [Document Parking \[Page 196\]](#)

Integration

The document parking Enjoy transaction is offered parallel to the standard transaction. To use the standard transaction, choose *Accounting → Financial accounting → General ledger → Document entry → Other → General document parking* from the SAP Easy Access screen.



You cannot switch between the single screen transaction and the standard transaction during document parking.

Prerequisites

You have made the following settings in Customizing for *Financial Accounting* under *General Ledger Accounting → Business Transactions → G/L Account Posting → G/L Account Posting - Enjoy*:

- [Define Document Types for Enjoy Transaction \[Ext.\]](#)
- [Define Posting Key for G/L Account Posting \[Ext.\]](#)




If you want to adapt the document entry area to your own requirements, you can create a screen variant in the area on the left side of the screen. This screen variant then restricts the complete document area to the fields you require.

See [Creating Screen Variants - Enjoy Transaction \[Page 304\]](#)

Features


See [G/L Account Posting - Enjoy Transaction \[Page 305\]](#) for the screen areas you use to enter data.

You can use any of the previously defined screen variants. These include screen variants that you have created and those created by others.

After you have entered the data, you can park the document. To do this, choose  in the uppermost area of the screen (save parked document).

Document Parking - Enjoy Transaction

Editing a Parked Document

To edit parked documents, select them from the tree (left side of the screen).  *Tree on* must be active.

You have three options for selecting parked documents:

- Double-click
Select the required object and double-click it.
- Context menu (right mouse button)
Select the required object, call up the context menu with the right mouse button, and select the object. You can select documents you have parked yourself, or those parked by others.
- Menu
Choose *Documents* → *Select parked document*. You can select documents you have parked yourself, or those parked by others.



You **cannot** edit documents parked using the **standard transaction** with the Enjoy transaction. Instead, use the corresponding standard transactions for [Posting Parked Documents \[Page 200\]](#).

For information on posting documents parked using the single screen transaction, see [Posting Parked Documents - Enjoy Transaction \[Page 303\]](#).

You can complete, change, or delete parked documents.

Workflow Status




After you have parked documents, an additional *Workflow* tab appears. The processing status of the document is displayed on this tab:

- Document complete
- Released
- Release required

If the workflow is active, post the document in the background.

Status Light

After you select *Enter*, the system shows the balance of the parked document in the form of a status light:

-  Balance does not equal zero
-  Unchecked status (initial status)
-  Balance is zero



Even if you have not entered an amount, when you choose *Enter*, the status light changes to green.

Activities

[Parking Documents - Enjoy Transaction \[Page 302\]](#)

Parking Documents - Enjoy Transaction


Procedure

1. From the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *General ledger* → *Document entry* → *Park/Edit G/L account document*.
2. The first time you carry out this transaction, a dialog box appears prompting you to enter a company code. Enter the company code required for your G/L account postings. For all future document entry transactions, the system defaults this company code automatically.
3. On the *Basic data* tab, enter the document date and posting date. These are required entry fields.

You can change the currency if required. Depending on your settings in the [editing options \[Page 179\]](#), the system proposes either the local currency or the last currency used.

4. Enter the G/L account item with the account number and amount.

In the [editing options \[Page 179\]](#), you can define whether the debit/credit indicator is derived from the +/- sign of the amount. A minus sign indicates a credit amount, and a plus sign indicates a debit amount.

5. To do this, choose .

Result

The system carries out field and authorization checks.



The parked documents do not appear in the tree until you regenerate the screen.





For information on further processing for the parked document, see [Posting Parked Documents - Enjoy Transaction \[Page 303\]](#)

See also:

[Document Parking - Enjoy Transaction \[Page 299\]](#)

Posting Parked Documents - Enjoy Transaction

Procedure

3. From the *SAP Easy Access* screen, choose *Accounting → Financial accounting → General ledger → Document entry → Park/Edit G/L account document*.
4. To display the tree, choose  *Tree on*.
5. Select the required parked document from the tree with a double-click, or choose *Edit → Select parked document*.
6. Confirm the data with *Enter*.
7. The parked document appears. Choose  *Post* to post the parked document.

Result

The system posts the document. The data is updated.

See also:

[G/L Account Posting - Enjoy Transaction \[Page 305\]](#)

Creating Screen Variants - Enjoy Transaction

Creating Screen Variants - Enjoy Transaction

Use

You can set up the document entry area in accordance with your specific requirements. You thereby restrict the complete document entry area to the entry fields you require.

Prerequisites

The *Enter G/L Account Document/Invoice/Credit Memo* screen appears.





Procedure

To create a screen variant, proceed as follows:

1. Place the cursor on the general area (bottom right part of the screen).
2. Using the right mouse button, choose *Create screen variant*.
3. Choose *Goto* and then *Screen variants*.
4. Enter the following data in the dialog box that appears:

| | |
|-----------------------|--------------------|
| <i>Transaction</i> | (for example FB50) |
| <i>Screen variant</i> | (name as required) |
| <i>Program</i> | SAPLFSKB |
| <i>Screen</i> | 0100 |

Then choose .

5. A dialog box appears. Choose .
6. The entry transaction appears. Choose *Enter*.
7. A dialog box appears. Choose .
8. A dialog box appears. Enter the short text for your screen variant. Confirm the data for the program and screen, and choose *Exit and save*.
9. An overview list appears. Choose .
10. A dialog box appears. Make the entry in the object catalog. Then choose .
11. Restart the document entry transaction.

Result

The screen variant that you created is displayed in the tree.



This procedure applies for all countries except Japan.

G/L Account Posting - Enjoy Transaction

Use

You can use this function to enter G/L account postings. The Enjoy G/L account posting is a single-screen transaction. This means that you can enter, hold, park, and post documents on **one** screen with a minimum amount of entries.

Integration

You can use the G/L account posting Enjoy transaction as well as the standard transaction. To access the G/L account posting standard transaction, from the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *General ledger* → *Document entry* → *Other* → *General posting*.

For more complex postings, for example, a G/L account posting with manual entry of tax items, you can branch directly to the *Complex posting* transaction (standard transaction) from the single screen transaction. The data that you have entered is transferred. To do this, choose *Environment* → *Complex posting*.



If you change back to the single screen transaction from the complex posting transaction, the data that you have already entered is lost.

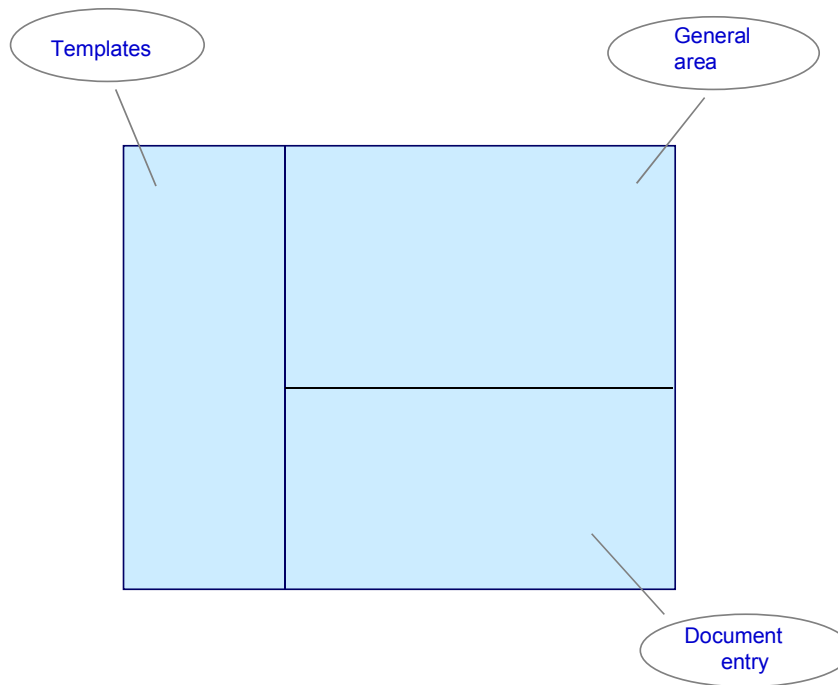
Prerequisites

You have made the following settings in Customizing for *Financial Accounting* under *General Ledger Accounting* → *Business Transactions* → *G/L Account Posting* → *G/L Account Posting - Enjoy*:

- [Define Document Types for Enjoy Transaction \[Ext.\]](#)
- [Define Posting Key for G/L Account Posting \[Ext.\]](#)

G/L Account Posting - Enjoy Transaction

Features



General Area

The following functions are available from the tabs:

- Basic data

Here you can enter the general document data. Select *Editing options* to adapt the document processing to your individual requirements. See [Editing Options - Enjoy Transactions \[Page 179\]](#)

- Details

On this tab, you make entries in additional fields for the G/L account item, such as *Partner business area* or *Exchange rate*. To have the system calculate tax automatically, select the field *Calculate tax*.

To change the company code, choose *Change leading company code*. The transaction is then restarted with the new company code.



Data that has not been saved is lost.





The light next to the tabs reflects the document balance in the document currency:

- Balance does not equal zero
- Unchecked status (initial status)
- Balance is zero

Document Entry


For information about how to enter documents, see [Entering G/L Account Documents - Enjoy Transaction \[Page 309\]](#). For more information about the options available for entering document items, see [Editing Line Items - Enjoy Transaction \[Page 311\]](#).

After you have entered the document, you can carry out any of the following functions:

-  **Simulate:** A document overview appears in which you can select various options for data preparation.
-  **Hold:** Document entry is interrupted, and you can continue at a later point in time. If you have entered a document long text or item long text for a document, this text is lost if you hold the document.
-  **Park:** See [Document Parking - Enjoy Transaction \[Page 302\]](#)
-  **Post:** See [Posting G/L Account Documents - Enjoy Transaction \[Page 312\]](#)

Templates

You can select standard templates such as screen variants or account assignment templates from the tree, or define your own. In addition, you can carry out further processing for held documents.

You can display or suppress the tree via  *Tree on/off*.

There are three options for selecting screen variants, account assignment templates, or held documents:

- Double-click
Select the required object and double-click it.
- Context menu (right mouse button)
Select the required object, call up the context menu with the right mouse button, and select the object.
- Menu
Choose *Edit* → *Select Screen variant/account assignment template/held document*.

Creating Screen Variants and Account Assignment Templates

You can set the document entry area to meet your individual requirements and then save it as a screen variant. In addition, you can save frequently occurring G/L account assignments with default values as account assignment templates. Screen variants and account assignment templates are then available in the tree.

See [Creating Screen Variants - Enjoy Transaction \[Page 304\]](#)

The following options are available for deleting account assignment templates:

- Select the required account assignment template, call up the context menu using the right mouse button and select *Delete account assignment template*.
- Choose *Edit* → *Delete account assignment template*.

G/L Account Posting - Enjoy Transaction

You **cannot** edit existing account assignment models, held documents, sample documents, or parked documents from the standard transaction with the Enjoy transaction. Instead, you should use the existing transactions for [Recurring Entries \[Page 268\]](#), [Posting with Reference Documents \[Page 256\]](#), and [Posting Parked Documents \[Page 200\]](#)

Activities

[Entering G/L Account Documents - Enjoy Transaction \[Page 309\]](#)

Entering G/L Account Documents - Enjoy Transaction


Procedure

8. From the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *General ledger* → *Document entry* → *Enter G/L account document*.
9. The first time you carry out this transaction, a dialog box appears prompting you to enter a company code. Enter the company code required for your G/L account postings. For all future document entry transactions, the system defaults this company code automatically.
4. You have to make the following entries on the *Basic data* tab:
 - Posting date
The system automatically defaults the current date as the posting date. You can change this if required.
 - Document date
You can also have the system propose the posting date as document date by defining this in [Editing options \[Page 179\]](#).
 - Currency
The system proposes the local currency defined in Customizing. You can also have the system propose either no currency, or the last currency used, by defining this in [Editing options \[Page 179\]](#).

All of the other specifications on this tab are optional entries.
5. In the table, enter the G/L account items with the account number and amount.
You can also have the system display a debit/credit indicator by defining this in [Editing options \[Page 179\]](#).
See also: [Editing Line Items - Enjoy Transaction \[Page 311\]](#)
6. Choose *Continue*. The system checks the data that you have entered.



You can only enter a document type, exchange rate, translation date, cross-company code number, invoice date, or posting date if you have not yet entered any G/L account items. After you have entered the first G/L account item, you can no longer change the document currency, company code, or G/L account. If you want to change data, you must first delete the G/L account items.

To change the company code, choose  *Change leading company code*.






Data is **not** transferred when you change the company code. If you have already entered data, the system warns you that this may be lost.

Result

You have entered the G/L account document.

Entering G/L Account Documents - Enjoy Transaction

- To post the document, choose .
- To park the document, choose  *Park*. See also [Document Parking - Enjoy Transactions \[Page 299\]](#)
- To hold the document, choose  *Hold*.

See also:

[G/L Account Posting - Enjoy Transaction \[Page 305\]](#)












Editing Line Items - Enjoy Transactions

Use

You can enter line items in the tabular input area of the single screen transaction. The edition functions simplify working with line items.

Features

You have the following options:

- You can set up the table in accordance with your specific requirements. You do not have to make any settings in Customizing to do this. Choose , to go to the *Table settings* dialog box. To display information about the table configuration, select  in the dialog box. If you want to make system-wide settings in the table, you should use screen variants or account assignment templates.
- You can use the function buttons beneath the table to edit the line items. Choose
 -  To go to the detail screen for the item
 - , ,  To select or deselect entries
 - ,  To add or delete items
 -  To copy fields
 - ,  To sort the items



Posting G/L Account Documents - Enjoy Transaction

Prerequisites

You have entered the G/L account document.

See [Entering G/L Account Documents - Enjoy Transaction \[Page 309\]](#)

Procedure

10. From the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *General ledger* → *Document entry* → *Enter G/L account document*.
11. To display the tree, choose  *Tree on*.
12. Select the document to be posted under *Held documents*.
13. The document you entered previously appears.
14. Choose .

See also:

[Posting Parked Documents - Enjoy Transaction \[Page 303\]](#)

[G/L Account Posting - Enjoy Transaction \[Page 305\]](#)

Cross-Company Code G/L Account Posting

Procedure

To post a cross-company code business transaction, proceed as follows:

1. From the *General Ledger* menu, select *Document entry* and then *G/L account posting* or another function.

Check under *Settings* → *Editing options* to ensure that the option *Documents not cross-company code* was not selected.
2. Enter the document header data.
3. Either enter a number in the field *Cross-CC.no.* (number of the cross-company code transaction) in the document header or have the system generate a document number. For example, you can enter a cross-company code transaction number, such as **ADJUSTMENT_2**.



If you do not enter a number in this field, the system generates an internal document number by putting together the document number in the first company code (ten digits), the company code (four characters), and the fiscal year (two digits).

4. At the bottom of the initial screen, enter a posting key (**40** for a debit posting or **50** for a credit posting) and a G/L account, for example, **230000**. Choose *Enter*.



When you are entering a transfer posting, the screen for entering a G/L account item is the same whether you are entering it in one company code or in a cross-company code transaction.

5. Enter an amount in the G/L item for the first company code. At the bottom of the screen, enter the posting key, a G/L account number, for example, **889000**, and the number of the second company code.

Choose *Enter*. The system makes sure that the second company code has the same local currency as the first.

6. If the document type requires an external document number, the system prompts you to enter a document number for the second document.
7. Enter an amount in the G/L line item in the second company code.
8. You can display the overview by choosing *Goto* → *Document overview*.
9. To post the cross-company code transaction, choose *Document* → *Post*.

Result

The system generates certain document items automatically. These are receivables and payables between the company codes involved.

Note that the debits equal the credits for each document in a company code. The system posts one document for each company code involved.

Cross-Company Code G/L Account Posting

See also:

[Cross-Company Code Transactions \[Page 280\]](#)

[Prerequisites for Cross-Company Code Transactions \[Page 282\]](#)

Clearing

Purpose

The SAP System offers the following procedures for accounts with [open item management \[Page 324\]](#):

- [Posting with clearing \[Page 327\]](#)
- [Manual account clearing \[Page 329\]](#)

Integration

In one clearing transaction, you can process several accounts, different account types (G/L account, customer, vendor), and accounts from several company codes.

Features

The [clearing program \[Page 321\]](#) carries out automatic clearing within the SAP System. However, all [prerequisites for clearing \[Page 323\]](#) open items in the SAP System must be fulfilled.



Customer and vendor accounts are always managed on an open item basis. For G/L accounts, however, you have to set the open item management option in their master record yourself. Open item management is recommended for the following G/L accounts:

- Check clearing accounts (bank clearing accounts)
- Goods receipt/invoice receipt. (See the *Materials Management* documentation in the SAP Library for more information on these accounts.)
- Payroll clearing accounts. (See the *Personnel Administration and Payroll* documentation in the SAP Library for more information on these accounts.)

During clearing, the system enters a clearing document number and the clearing date in these items. In this way, invoices in a vendor account are indicated as paid, and items in a bank clearing account are indicated as cleared.

Constraints

The program does not clear special G/L transactions, or post any new documents. It therefore does not clear items if additional postings would be required.



You have posted a vendor invoice. This item could be cleared with a credit memo. At the time of clearing, cash discount would have to be posted. Therefore, the clearing program cannot clear the item.

Items that require an additional posting are, for example:

- Items that contain cash discount. Cash discount would have to be posted for these items.

Clearing

- Items that were posted using the net procedure. Cash discount clearing would have to be posted for these items.
- Items that would require a withholding tax posting.

A posting would also be required if the items balance to zero in document currency, but not in the local currency or parallel currency (group or global company currency, and so on). Clearing could not be carried out in this case either.

Clearing Functions in the General Ledger

Use

You can use the following functions for clearing open items manually:

| Posting transaction | Example Business transaction | Choose |
|---------------------|---|--|
| Incoming payment | Credit memo for a check deposited at the bank | <i>Document entry → Incoming payment</i> |
| Outgoing payment | Debit memo for an issued check | <i>Document entry → Outgoing payment</i> |
| Post with clearing | Clearing the GR/IR clearing account | <i>Document entry → Post with clearing</i> |
| Outgoing payment | Debit memo for an issued check | <i>Document entry → Outgoing payment</i> |



The following information is based on the *Post with clearing* function. For entering posting data, there are different screens for different clearing functions. Processing open items is however the same for all clearing functions.

Clearing Functions in Accounts Payable

Clearing Functions in Accounts Payable

Use

You can use the following functions for clearing open items manually:

Clearing Functions in Accounts Payable

| Posting transaction | Example Business transaction | Choose |
|------------------------------------|--|--|
| Outgoing payment | Debit memo | <i>Document entry → Outgoing payment → Post</i> |
| Outgoing payment with printed form | Immediate payment by check | <i>Document entry → Outgoing payment → Post + print forms</i> |
| Internal transfer posting | Invoice cleared due to a product defect | <i>Document entry → Others → Internal transfer posting → With clearing</i> |
| Incoming payment | Refund from your vendor, for example, annual quantity discount | <i>Document entry → Others → Incoming payment</i> |

The SAP System also supports the automatic entry of bank postings for outgoing payments by importing bank statement data using the *Electronic Bank Statement* function.



For more information, see the *FI Treasury* and *FI Electronic Bank Statement* documentation.



Selecting and activating down payment requests during clearing triggers the system to post a corresponding down payment. This saves you from having to enter the down payment manually, as well as from having to switch between two transactions to process incoming payments.

You can also pay a down payment request with a form (check) online.

Down payment requests are reset in the same manner as other documents by using the reversal function.

Clearing Functions in Accounts Receivable

Use

The following functions are available for manually clearing items:

| Posting transaction | Example Business transaction | Choose |
|------------------------------------|---|--|
| Incoming payment | Customer payment | <i>Document entry → Incoming payment or Payment fast entry</i> |
| Outgoing payment | Debit memo procedure Cash payments | <i>Document entry → Other → Outgoing payment → Post</i> |
| Outgoing payment with printed form | Immediate payment by check | <i>Document entry → Other → Outgoing payment → Post + print forms</i> |
| Internal transfer posting | Invoice posted as credit memo due to a product defect | <i>Document entry → Others → Internal transfer posting → With clearing</i> |
| Online check printing | Automatically generated check damaged during print | <i>Document → More functions → Print payment forms</i> |

The system also provides the following additional functions for automatically posting incoming/outgoing payments and clearing open items.

Features

Automatic Functions for Posting Incoming and Outgoing Payments

| Example Business transaction | Procedure Country | Choose |
|------------------------------|--|---|
| Customer payments | POR Switzerland | <i>Periodic processing → Reporting → General</i> |
| | Lockbox USA | <i>Periodic processing → Reporting → General</i> |
| | Check deposit transaction with check posting and generation of a check deposit list for the bank | <i>Cash Management menu Input → Check deposit</i> |

Clearing Functions in Accounts Receivable

| | | |
|-----------------------------|---|---|
| Incoming, outgoing payments | Electronic account statement with Multicash | Cash Management menu with <i>Acct statement</i> → <i>Electr. acct statement</i> |
|-----------------------------|---|---|

See the *FI Electronic Bank Statement* and *FI Treasury* documentation for more information on these automatic functions.



Selecting and activating down payment requests during clearing triggers the system to post a corresponding down payment. This saves you from having to enter the down payment manually, as well as from having to switch between two transactions to process incoming payments.

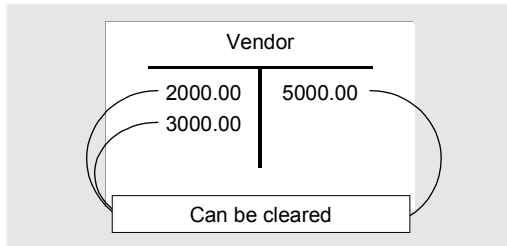
You can also pay a down payment request with a form (check) online.

Down payment requests are reset in the same manner as other documents by using the reversal function.

The Clearing Program

Use

You can use the clearing program to clear open items from customer, vendor, and G/L accounts. This program uses predefined criteria to group together open items per account. If the balance of the group of open items equals zero in local, foreign, and where applicable, the parallel currency, the items are marked as cleared.



The clearing program has particular advantages over [manual account clearing \[Page 329\]](#) for clearing general ledger clearing accounts.

Features

During clearing, the program enters a clearing document number and a clearing date in the line items. It uses the document number and posting date from the most recent document (with the highest document number) that is part of the clearing process.

The program groups together those items from an account that have the same:

- Business area
- Trading partner ID
- Reconciliation account number
- Currency in which the general ledger is updated
- Up to four criteria that you define

You can specify criteria for each account type based on a single account or an interval of accounts. You use these criteria to restrict the number of items that are considered together. This ensures that only those items that are based on a specific business transaction are cleared together.

For more information on grouping open items, see [Open Item Management \[Page 324\]](#)



You want to clear the open items in the GR/IR clearing account automatically. In addition to the criteria predefined by the system, you set a criterion for the purchase order number. This criterion ensures that only goods receipt items and invoice items that belong to each other are cleared together.

The Clearing Program

Prerequisites for Clearing

The following prerequisites must be fulfilled in order for open items to be cleared:

- The accounts must be managed on an [open item basis \[Page 324\]](#).
- The accounts that can be cleared automatically must be defined in Customizing for *Financial Accounting*.
- The items to be cleared cannot trigger a posting, for example, cash discounts or exchange rate differences.
- The items cannot be special G/L transactions. You use special functions to clear these items. For more information about clearing special G/L transactions, see [Special G/L Transactions: Down Payments and Payment Guarantees \[Ext.\]](#)

Open Item Management

Open Item Management

Definition

Specification that items in an account have to be cleared by other items in the account.

The total of the items involved in the clearing transaction must be zero. The account balance is therefore always the total of the open items.

Structure

Customer and vendor accounts are always managed in this way. This allows you to monitor your outstanding receivables and payables at any time. You have to define open item management for G/L accounts in the master record.



You would set this option, for example, for bank subaccounts and clearing accounts in order to be able to track whether the business transactions posted to these accounts are closed yet.

Grouping Open Items

The program groups together those items from an account that have the same:

- Business area
- Trading partner ID
- Reconciliation account number
- Currency in which the general ledger is updated

In addition to the criteria predefined by the system, you can define up to four other criteria to group open items for clearing. To do this, enter the following when configuring the clearing program:

- Account type
- Account number or number interval
- Two additional criteria

| AcctTyp | Acct No.1 | Acct No.2 | Crit1 | Crit2 | Crit3 | Crit4 |
|---------|-----------|-----------|-------|-------|-------|-------|
| S | 191000 | 191100 | EBELN | | | |
| ... | ... | ... | ... | | | |

You can enter fields from tables BSEG or BKPF as criteria. If possible, you should select fields that are also contained in tables BSIS (G/L accounts), BSID (customer accounts), or BSIK (vendor accounts).

Integration

Open item management ensures that all items that have not yet been cleared are available in the system. You can only archive a document after all the open items have been cleared.

| | | | | |
|-------------------------|-------------------------|--------------------|------------------|----|
| Customer | 12300 | | | |
| Company code | 0001 | | | |
| Incoming payment | | | 0100000843 - 002 | |
| Amount | 5,000.00 | DM | | |
| Tax code | | | | |
| <hr/> | | | | |
| Bus. area | | Part. BA | | |
| | | Disc. amt | 0.00 | DM |
| BaselineDte | 10.05.1999 | | | |
| Pymt block | | | / | / |
| Pymt method | | | | |
| Clearing | 10.05.1999 / 0100000843 | Pymt amt | 5,000.00 | DM |
| Assignment | 19910510 | Fin. budget | 0 | |

You can see whether an item has been cleared in the line item display or document display. In the line item display, the last three digits of the clearing document number are displayed if you choose the standard line layout variant.

The [clearing document \[Page 341\]](#) also tells you how items were cleared.

Selection Criteria for Running the Program

Selection Criteria for Running the Program

Use

For the program run, you specify which accounts should be cleared in which company codes. You can specify individual accounts or intervals of account numbers. You can restrict the selection of open items even more by specifying a fiscal year.



If you do not enter any parameters, the entire dataset is selected. You should therefore always specify company codes and accounts.



To avoid having to enter the parameters repeatedly for every program run, you can store your specifications in variants. A variant consists of a complete group of clearing parameters that you save and call up together.

Posting with Clearing

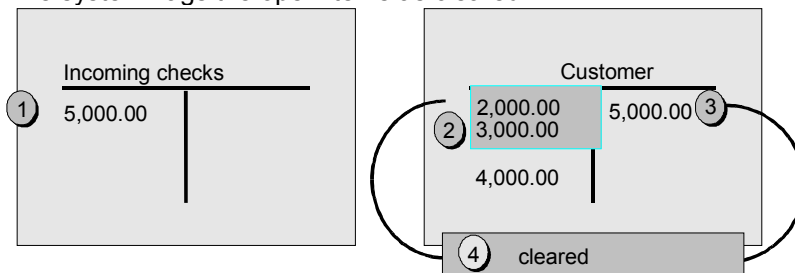
Use

Using the posting with clearing function, you enter document line items and then select the open items to be cleared. Once you have fulfilled all the [prerequisites for clearing \[Page 323\]](#), the system clears the open items. The system generates one or more offsetting postings for the open items to be cleared.



The following example is reflected in the figure below.

- 1) A customer pays several receivables amounting to 5,000 USD by check. You enter the amount in the incoming checks account.
- 2) To clear the receivables on the customer account, you choose the open items and complete the document entry transaction.
- 3) The amount you enter and the items you select must balance to zero. The system automatically posts the incoming payment to the customer account.
- 4) The system flags the open items as cleared.



All four steps are performed in **one** procedure.

Features

In the clearing transaction, the system generates a [clearing document \[Page 341\]](#) that consists of the items you entered manually, and the offsetting entries it created automatically to balance the document to zero. The document then balances to zero.

The system then flags these items as cleared. It enters a clearing document number and the clearing date in the cleared document items. These are the selected items and the items for the offsetting posting. The clearing date is usually the posting date. If however, the items you select for clearing have a posting date that comes after the posting date of the clearing document, the system uses the most recent posting date as the clearing date. The following illustration shows the item that the system posted automatically in the above example. The item is cleared, and the corresponding document line item contains the clearing data.

Posting with Clearing

| | |
|---|------------------------------|
| Customer EVANS | |
| Company code ... 0001 | |
| Incoming payment /15----- 01000000843 - 002 | |
| Amount5,000.00 USD | |
| Tax code | |
| ----- | |
| Business area | Crg BusArea ... |
| | Disc. amount ... 0.00 USD |
| Baseline date ...05/10/91 | |
| Pmnt block ... | / / |
| Pmnt method | |
| ----- | |
| Clearing ... 05/10/91 / 0100000843 | Pmnt amount ... 5,000.00 USD |
| Assignment ..19910510 | Cash flow0 |
| ----- | |

There are three functions you can choose from for posting with clearing. You can use a basic function for any type of business transaction in which items need to be posted and cleared simultaneously. The two other functions are specially designed for incoming and outgoing payments.



Some special G/L transactions, such as bills of exchange, are cleared using special functions. For more information about special G/L transactions, see [Special G/L Transactions: Down Payments and Payment Guarantees \[Ext.\]](#) and [Special G/L Transactions: Bills of Exchange \[Ext.\]](#).

Activities

You can:

- Clear several accounts and account types
- Clear items in any currency
- Clear items and post any differences
- Clear items and enter any number of line items (for example, bank charges)



You can also carry out posting with clearing and account clearing automatically using the payment program. Usually, you run the payment program to pay vendor invoices. However, you can also use the payment program if you and your customers have agreed on a debit memo procedure (collection or direct debit procedure).

Manual Account Clearing

Use

In this clearing procedure, you manually select open items that balance to zero from an account.

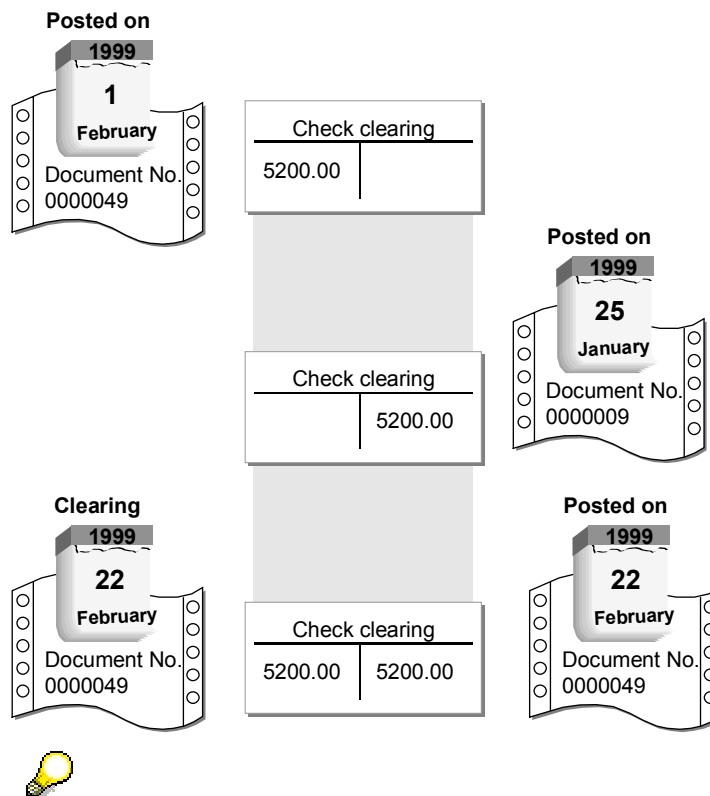
Prerequisites

You generally use the payment program to clear invoices. This enables you to use [automatic clearing \[Page 393\]](#) instead of having to clear the items manually. The following are examples of situations where you would carry out clearing manually:

- For bank subaccounts and clearing accounts
- Where you have agreed a debit memo procedure
- If your vendor is making a refund

Features

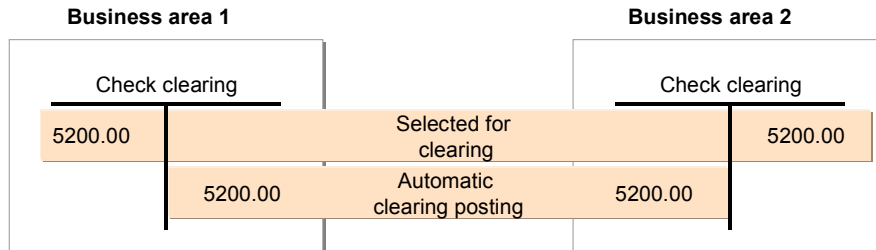
The system then marks the items selected as cleared. It enters a clearing document number and the clearing date in the document items. The clearing date can be the current date or a date that you enter manually. The clearing document number is the number of the most recent document involved in the clearing transaction.



If no additional postings are necessary to clear an account, the system generates a [clearing document \[Page 341\]](#). However, the system might have to make clearing

Manual Account Clearing

postings if line items from different business areas are part of the clearing transaction, for example. In this case, the system creates a [document \[Page 150\]](#). The number of this document is entered in all cleared items.



Running the Clearing Program

Procedure

To execute the clearing program from the *General Ledger*, *Accounts Payable*, or *Accounts Receivable* menu:

1. Choose *Periodic processing* → *Automatic clearing*.

The initial screen for entering parameters for clearing appears (*Automatic Clearing with/without Definition of Clearing Currency*).

2. Specify the accounts you want to clear, select the lists you want the program to generate under *Output control*, and specify whether the program should clear the items.



If you select the parameter *Test run* (default), the system outputs a list of the items to be cleared. Clearing is only carried out however, if you have not selected the field *Test run*.

3. Choose *Program* → *Execute*, *Execute and print*, or *Execute in background*.

Result

Clearing is carried out as long as you have not selected the test run parameter.

The system outputs lists that evaluate the clearing transaction:

- A line item list, which can be output in either short form or detailed form.
- Additional log. This contains information about the line items that were not selected, and any system messages about the account types for which no items were selected.

You can print the lists by choosing *List* → *Print*.

Clearing Transactions

Clearing Transactions

Definition

A transaction that requires an item to be cleared.

The standard system contains a clearing transaction for each clearing function that creates documents. The clearing transactions are:

- Incoming payment
- Outgoing payment
- Transfer posting with clearing

Use

The following overview lists the clearing transactions in the standard system and the functions used to post them.

| | Clearing functions | | | |
|------------------------------|---------------------------|------------------|------------------|------------------|
| | General clearing function | Incoming payment | Outgoing payment | Account clearing |
| Clearing transactions | | | | |
| Incoming payment | | X | | |
| Outgoing payment | X | | X | |
| Transfer posting | X | | | X |
| Self-defined | X | | | |

To clear items against an incoming payment, you would use the *Incoming payment* clearing transaction. If you make a payment to a vendor, you would use the *Outgoing payment* clearing transaction.

There are two separate functions specially designed for each of these clearing transactions: Incoming payment and outgoing payment. Special screens are used for these functions. This makes processing open items much simpler. The fast entry function enables you to enter payment lots quickly. This function uses the posting key defined for the incoming payment clearing transaction.

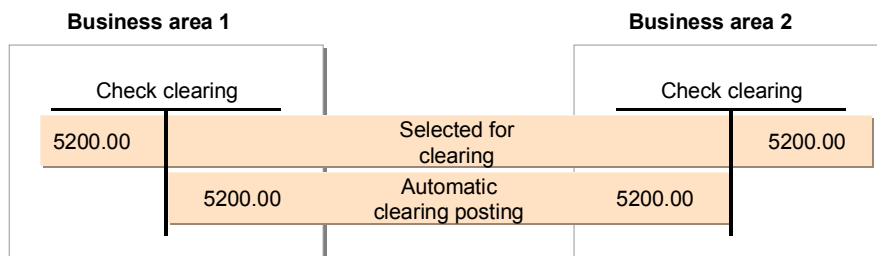
Transaction for Account Clearing

Use

Normally you use the account clearing function without creating a posting. However, the system may have to automatically make transfer postings in some cases. This is necessary for example, if you are clearing in several business areas, since you have to carry out clearing between the individual business areas.



You want to clear items in a clearing account. The items assigned were posted to different business areas. When clearing the items, the system has to generate a document since it has to generate a clearing posting for each business area.



Features

The standard system contains a standard document type for all account types (see table below). If the system has to generate documents for account clearing, it assigns them a number from the number range for this document type.

Standard Document Types for the Account Clearing Function

| Account type | Document type | Description |
|--------------|---------------|------------------|
| D | AB | General document |
| K | AB | General document |
| S | AB | General document |

If you do not use the standard document type in your system, or you have deleted it, you have to specify one of your own document types. If a valid document type is not specified for clearing between business areas, the system cannot clear the items between the different business areas specified on the debit and credit sides.

You can prevent the system generating offsetting postings automatically. This is useful if you have configured your system such that different business areas are not affected by clearing.

Transfer posting with clearing is the transaction for account clearing in the standard system. You cannot use any other transaction for account clearing. You can, however, make changes to the transfer posting with clearing transaction.

Transaction for Account Clearing**Activities**

Enter the following details:

- Account
- Account type
- Clearing currency
- Clearing date
- Special G/L indicator (if required)

All the information that is required if clearing postings are generated is defined in the system. This includes the [document type \[Page 159\]](#) and the [posting key \[Page 239\]](#). You specify both for the transfer posting with clearing transaction.

For more information, see [Defining Clearing Transactions \[Page 339\]](#).

Transactions for Posting with Clearing

Use

The following overview lists the clearing transactions in the standard system and the functions used to post them.

| | Clearing functions | | | |
|------------------------------|---------------------------|------------------|------------------|------------------|
| | General clearing function | Incoming payment | Outgoing payment | Account clearing |
| Clearing transactions | | | | |
| Incoming payment | | X | | |
| Outgoing payment | X | | X | |
| Transfer posting | X | | | X |
| Self-defined | X | | | |

The system has to make clearing postings for each transaction except account clearing (see [Account Clearing \[Page 329\]](#) and [Posting with Clearing \[Page 327\]](#)). To do this, it requires posting keys for the corresponding clearing procedure.

In the standard system, the posting keys required are already defined for these transactions. You will have to change the standard settings or make new settings if:

- You change the **posting keys** delivered with the standard system, or you do not want to use the predefined posting keys. You then have to overwrite the defined posting keys for the clearing transaction with your keys.
- You want to change the **name** of the transaction. In this case, simply enter a new name for the clearing transaction.
- You require **more transactions**. You must define these transactions.

The following figure shows the transaction selection options in the general clearing functions and the clearing transactions that are defined in the system.

Transactions for Posting with Clearing

| | | | | | |
|------------------|------------|----------|---|------------------|------|
| Document date | ? | Doc.type | ? | Company code | 0001 |
| Posting date | 10.05.1999 | Period | 5 | Currency/rate | USD |
| Document No. | | | | Translation date | |
| Reference | | | | | |
| Doc. Header text | | | | | |

2 Trans. To be processed

☐ Outgoing payment

☐ Incoming payment

☐ Transfer posting

PstKy ☐ Acct ☐

| Clearing transaction | Name |
|----------------------|--------------------------------|
| AUSGZAHL | Outgoing payment 1 |
| EINGZAHL | Incoming payment |
| UMBUCHUNG | Transfer posting with clearing |
| — | — |
| — | — |
| — | — |
| — | — |
| — | — |
| — | — |
| — | — |
| — | — |
| — | — |

Posting Keys for Clearing Transactions

For each transaction, the following posting keys are specified for debit and credit postings depending on the account type:

- Customer and vendor accounts are assigned posting keys for the clearing posting, the residual item balance, and special G/L transactions.
- G/L accounts are assigned only a debit and credit posting key. No further distinction is made for the posting keys for G/L accounts.

If you define your own transactions, you should maintain all posting keys for each account type. Using the incoming payment transaction, the following illustration shows why this is necessary:

| Posting keys for EINGZAHL - Incoming payment | | | | | |
|--|----|------------------------|-------------------------|--------------------|--|
| Customers | | -----Debit----- | -----Credit----- | | |
| Clearing posting | 08 | Payment clearing | 15 | Incoming payment | |
| Residual item balance | 06 | Payment difference | 16 | Payment difference | |
| Special G/L transac. | 09 | Special G/L | 39 | Special G/L credit | |
| Vendors | | -----Debit----- | -----Credit----- | | |
| Clearing posting | 28 | Payment clearing | 35 | Incoming payment | |
| Residual item bal. | 26 | Payment difference | 36 | Payment difference | |
| Special G/L transactio. | 29 | Special G/L | 39 | Special G/L | |
| G/L accounts | | -----Debit----- | -----Credit----- | | |
| | 40 | Debit posting | 50 | Credit posting | |

When you post an incoming payment, the system requires a posting key to generate the offsetting entry for the open items selected. To generate this offsetting entry, it uses the customer credit posting key that is specified for the clearing posting. All the other posting keys are used for special situations that may occur when posting an incoming payment:

Transactions for Posting with Clearing

- The customer debit posting key specified for the clearing posting is required if an incoming payment is posted across different business areas. If you select, for example, an invoice and a credit memo from different business areas for the clearing transaction, the system has to make a debit posting to clear the credit memo as well as a credit posting to clear the invoice.
- Vendor posting keys are required so that offsetting entries can be made to the vendor account when open items are cleared between a customer and vendor.
- Posting keys are required for special G/L transactions (for example, down payments) if you want to clear, for example, an invoice and a down payment in a single clearing transaction.

The system can also deal with payment differences when you post and clear items, but requires a posting key to do this. You can treat payment differences as follows:

- You can post the payment as a **partial payment**. The system does not mark the open items you selected as cleared. The partial payment is posted to the customer account with an invoice reference. This enables you to link the invoice to the partial payment at any time. For partial payments, the system uses the posting keys you define for clearing open items. The posting key defined in the standard system for customer partial payments is posting key "15".
- You post the remaining receivable to the customer account as a **residual item**. The original receivable is cleared automatically. To post the residual item, the system uses the posting keys specified for the residual item balance.

The posting keys you specify for the *Transfer posting with clearing* transaction are used for the general clearing function and, if the system has to make internal transfer postings, for the account clearing function as well.

The payment program and the special functions for outgoing and incoming payments use the posting keys defined for the incoming payment and outgoing payment transactions.

You cannot delete these transactions.

Posting keys for the invoice and credit memo fast entry function are defined separately in the system.

Self-Defined Clearing Transactions

Self-Defined Clearing Transactions

Use

In addition to the incoming and outgoing payment functions, the system offers a general clearing function that you can use for posting with clearing. You can use it to post any clearing transaction. After you have called up the function, select the required transaction.

| | | | | | |
|---|---|----------------------|--|----------------------|-----------------------------------|
| Document date | <input <="" td="" type="text" value="?"/> <td>Doc.type</td> <td><input <="" td="" type="text" value="?"/><td>Company code</td><td><input type="text" value="0001"/></td></td> | Doc.type | <input <="" td="" type="text" value="?"/> <td>Company code</td> <td><input type="text" value="0001"/></td> | Company code | <input type="text" value="0001"/> |
| Posting date | <input type="text" value="10.05.1999"/> | Period | <input type="text" value="5"/> | Currency/Rate | <input type="text" value="DM"/> |
| Document No. | <input type="text"/> | Translation date | <input type="text"/> | | |
| Reference | <input type="text"/> | Cross-co. No. | <input type="text"/> | | |
| Doc. Header text | <input type="text"/> | | | | |
| Transaction to be processed | | | | | |
| <input type="checkbox"/> Outgoing payment | | | | | |
| <input type="checkbox"/> Incoming payment | | | | | |
| <input type="checkbox"/> Transfer posting with clearing | | | | | |
| PostKy | | <input type="text"/> | Acct | <input type="text"/> | Sp.G/L |
| | | | | <input type="text"/> | |

You can define your own clearing transactions for this general function. This provides your accounting clerks with clearing transactions specifically designed for the business transactions to be posted.



This simplifies the transaction.

Changing Clearing Transactions

Use

You can change the clearing transactions that are delivered with the standard system. The functions for incoming and outgoing payments and the function for account clearing are each assigned to a separate clearing transaction. If your company requires additional transactions, you can define them for the general clearing function.

Activities

To do this, you have to maintain the posting keys and the texts that are displayed for choosing the transactions on the initial screen of the general clearing function.



You cannot delete the transactions that are delivered with the standard system. You can only delete the transactions that you define.

For more information on how to create or change clearing transactions, see the *Define Posting Keys for Clearing* activity in the *Financial Accounting [Implementation Guide \[Ext.\]](#)*.

Clearing Postings

Clearing Postings

Use

When you are clearing open items, the system automatically generates the required clearing postings.

Features

Clearing postings contain all information required to update transaction figures, commitments, and account balances. Separate clearing postings can be generated for each of the different company codes, business areas, accounts, or trading partners.

You can also distinguish clearing postings by other criteria such as the assignment, the reference number, or a contract number, and at the same time transfer their account assignments to the clearing items.

You can define special cross-client rules for classifying clearing entries in this manner. These rules are called **clearing rules**. For each clearing rule, you choose the fields you require as criteria for classifying the clearing entries.

The clearing rules are assigned on the client/account type level. You can therefore select different classifications for customers, vendors, and G/L accounts.

Activities

Use transaction OBIA to define all the clearing rules that you want to use in the system. After defining the rules, use transaction OBIB to assign them to account types.



You can enter a text in each clearing transaction (account maintenance, incoming payment, outgoing payment). This text is copied to every clearing entry that is created when you clear the open items.

Clearing Document

Definition

Document that is generated automatically for each company code involved in clearing. A clearing document is generated in the following situations:

- [Zero clearing \[Ext.\]](#)
- After running the clearing program

Structure

The document header is generated automatically; the system displays an indicator that there is a clearing document in place of the line item.

Integration

If clearing is carried out using a transaction for which no document type is defined, for example, customer clearing, a default document type is used for the document header. This is the same document type that is used when transfer postings are required for clearing, for example, because of different business areas in the items.

You define this document type under the clearing transaction *Transfer Posting* in Customizing. To do this, see the activity *Define Posting Keys for Clearing* in Customizing for *Financial Accounting*. See also: [Configuring the System Using the Implementation Guide \[Ext.\]](#)

The Clearing Process

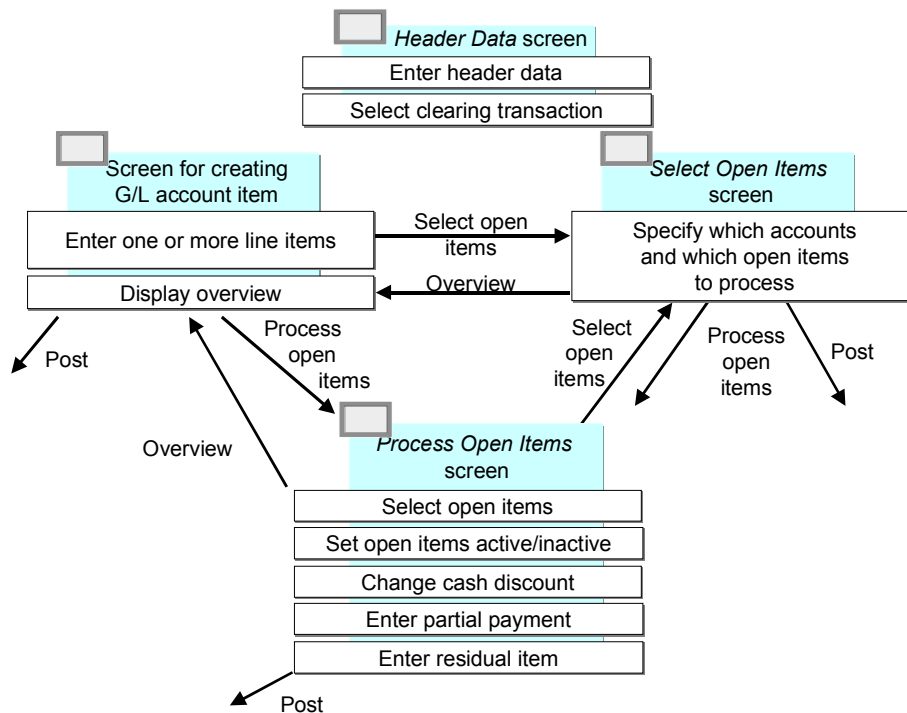
The Clearing Process

Purpose

See [Clearing \[Page 315\]](#)

Process Flow

This illustration shows the various screens that are displayed when posting and clearing items.



The process of clearing open items includes:

- [Entering the document header for clearing transactions \[Page 344\]](#)
- Selecting a clearing transaction
- [Entering line items \[Page 345\]](#) (optional)
- [Selecting open items \[Page 346\]](#) to be cleared
- [Processing open items \[Page 356\]](#)
- Posting the clearing document

The system generates a clearing document that consists of:

- A document header
- Line items you entered

The Clearing Process

- Line items the system generated for clearing the selected and activated items
- Other line items generated automatically, for example, cash discounts, tax adjustments, or gains/losses from exchange rate differences

Result

The system enters the clearing date and clearing document number in the open items to be cleared, as well as in the line items it creates to clear the open items.

After you enter a document header and select a clearing transaction, you can carry out these steps in any order. You can alternate between these screens.

Entering Document Headers for Clearing Transactions

Procedure

To enter a document header for a clearing transaction, proceed as follows:

1. Choose *Document entry* → *Other* → *Internal transfer posting* → *With clearing* from the *Accounts Payable* or *Accounts Receivable* menu.

To clear items in G/L accounts, choose *Document entry* → *Post with clearing* from the *General Ledger* menu.

The screen for entering the document header data appears.

2. Enter data as required. Enter at least the document date, company code, and currency for the document header.
3. Select one of the following clearing transactions:
 - Incoming payment
 - Outgoing payment
 - Credit memo
 - Transfer posting with clearing
4. Select the open items to be cleared.

Entering Line Items

Use

You can enter one or more line items.

Procedure

Once you have entered the posting key and account at the bottom of the screen, you can enter the line items as you normally would.

Selecting Open Items

Selecting Open Items

Use

You can select which open items the system should process. Usually, you display the chosen line items, process them, and then clear them. However, you may also choose the open items and clear them without displaying them first.

Procedure

1. Select *Edit* → *Choose open items*.
2. The screen for selecting open items appears.
3. On this screen, you can select the following options:

- **Account and Account type**

This entry is required if you are not selecting a specific document. If you want to post payments for open items from several accounts, you can also specify a worklist in the *Account* field.

To use worklists, you have to set this option via *Environment* → *User parameters* → *Editing options* from the *Accounts Payable*, *Accounts Receivable*, or *General Ledger* menu. You can create the worklists yourself. To do this, choose *Environment* → *Current settings* → *Maintain worklists for processing open items*. If you want to be able to manually process payments for several company codes together, you have to define this in the [Implementation Guide \[Ext.\]](#) for *Accounts Receivable* and *Accounts Payable*.

- **Normal OI (standard open items)**

Standard open items are all open items not posted with special G/L indicators. You must select standard open items and/or open items from specific special G/L transactions for the clearing transaction.

- **Special G/L ind.**

A special G/L indicator designates items posted to special G/L accounts. If you want to display open items posted to special G/L accounts, enter the appropriate special G/L indicators, for example, A for down payments.

- **Payment advice note number**

You can enter the number of the payment advice note here. Only those open items that are listed in the payment advice note are displayed for processing. Additional selection criteria are then ignored.

The system automatically creates residual items and payments on account if differences arise between the payment advice note and the open items.

If you specify a payment advice note number, you do not have to enter the customer or vendor account number. The account number is automatically transferred from the payment advice note. If, however, you manage a lot of payment advice notes in the system, you may want to enter the account number to speed up the system processing time.

- **Other accounts**

Selecting Open Items

To clear line items of more than one account, select this field and then enter the accounts on the next screen.

- **Distribute by age**

The system distributes the clearing amount entered so that the open items with the greatest number of days in arrears are cleared first.

See also:

[Distributing the Clearing Amount by Age \[Page 372\]](#)

- **Automatic search**

The system attempts to find open items that correspond to the clearing amount entered or are closest to it.

- **Additional selection**

You can even choose specific types of open items to be cleared. For example, you can choose open items by document number or open items within a range of amounts. You can use this option if you want to process accounts with several open items.

Result

After you have selected open items for clearing, you can either display them and process them, or simply process specific open items.



If you want to display net amounts in the open item list, you need to set this option.

To do this, choose *Settings* → *Editing options*, and then *Goto* → *Open items*, and set the *Display net amounts* indicator.

Searching for Open Items

Searching for Open Items

Use

After you have entered an account with open items, you can search for specific open items to be cleared.

On the screen for selecting open items, you can search for specific open items to be cleared using the following additional selection fields:

- *Gross amount*
- *Document number*
- *Posting date*
- Other fields depending on the system configuration

Procedure

To search for open items using the additional selection criteria, proceed as follows:

1. Choose one of these fields, such as *Posting date*, then choose *Execute*.
The screen for entering selection criteria appears.
2. Enter one or more single values or ranges within the selection, such as **01/01/1993** through **01/31/1993** for a range of posting dates.
3. To search for specific open items by other criteria (optional), choose *Edit* → *Select more*.
4. Repeat steps 1 and 2 for the other selection criteria.
5. After you enter your selection criteria, you have the following options:
 - Display the list of open items by choosing *Goto* → *Open items*.
 - Display the clearing document header and the items entered so far by choosing *Goto* → *Doc. Overview*.
 - Post the clearing document by choosing *Document* → *Post*

Clearing Between a Customer and Vendor

Use

If you select a customer who is also a vendor when processing a clearing transaction, such as an incoming/outgoing payment or account maintenance, the system also selects the open vendor items automatically, provided that:

- The vendor number was entered in the customer master record and
- The *Clearing with vendor* indicator has been set.

The same rule applies if you select a vendor that is also a customer during a clearing transaction.



When you are clearing items, the system checks the authorizations for the customer account as well as the vendor account.

Fast Assignment of Open Items (R/3)

Fast Assignment of Open Items (R/3)

Use

The function for the fast assignment of open items allows you to assign a small quantity of open items quickly and intuitively. You can also use this function to request missing information about assignments from your business partners via the Internet.

Integration

This function is available in *Accounts Receivable (FI-AR)*.

Prerequisites

In order to send open items to your business partners via the Internet, you must maintain the base configuration for sending Internet mails and receiving internal mails. For more information, see [SAP Internet-Mail-Gateway \[Ext.\]](#)

Features

Assigning Items

The open items to be assigned are displayed on a screen in two areas, *Debit* and *Credit*. You can assign items by simply selecting them. You can assign several debit items to one credit item, or vice versa. If you want to select several items, hold the **SHIFT** key down while making your selection. Completed assignments are then transferred to a third screen area, *Assigned items*. Once the assignments have been completed, they can be used for clearing.

Requesting Assignment via the Internet

If information for individual assignments is missing, you can send the list of open items to your business partner by e-mail so that they can carry out the assignment. To do this, choose *Edit* → *Send mail*.

Activities

From the SAP Easy Access menu, choose *Accounting* → *Financial accounting* → *Accounts receivable* → *Account* → *Assignment* → *Assign open items*.

Assigning Open Items via the Internet

Use

If information is missing for the assignment of open items, you can use the Internet to obtain this information directly from your external business partners. To do this, you provide your business partners with access to the appropriate information via the Internet. The external business partner assigns the open items and then sends you this proposal. Your accounting clerk can then process the proposed assignment. In this way, you simplify and accelerate the clearing process.

Purpose

You can set this Internet service in the *Accounts Receivable* component (*FI-AR*).

Prerequisites

Define an Internet accounting clerk in the customer master record.

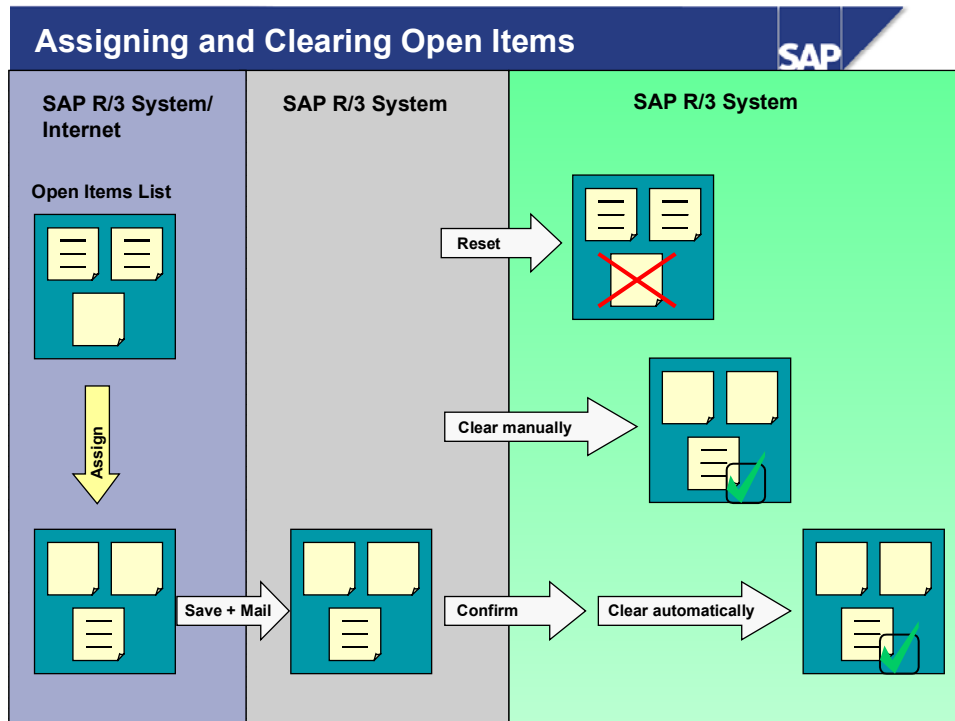
You must also make the following settings in Customizing for *Accounts Receivable and Accounts Payable*:

- Maintain users and accounts for Internet services
- Maintain standard texts for mails to accounting clerks

You must also maintain the base configuration for sending Internet mails and receiving internal mails. For more information, see [SAP Internet-Mail-Gateway \[Ext.\]](#)

Assigning Open Items via the Internet

Process Flow



The assignment of open items via the Internet can proceed as follows:

1. You send your business partner a mail with a link to an Internet service for assigning open items. The business partner logs on, and the assignment screen appears with an overview list split according to debit and credit items.
2. Your business partner assigns the items simply by selecting them. The system displays the assignments carried out in a separate screen area.
3. When the assignments are complete, the business partner saves the list. This is then sent back to you with a mail.

Result

You can use the list of proposed assignments for further processing in the SAP System. The customer accounting clerk responsible has the following options:

- He can display the assignments and use them for **manual clearing**.
- He can display the assignments and confirm them if he wants to use them for **automatic clearing**. He can only trigger automatic clearing - possibly by another accounting clerk - once he has made this confirmation.
- He can display the proposed assignments. If he does **not** want to use them, he can reset them. He should then notify the accounting clerk/customer whose proposals were rejected by mail.

Assigning Open Items via the Internet

Assigning Open Items via the Internet

Use

If your business partner has encountered problems assigning your open items, he can use this function to request that you assign the items yourself.

Prerequisites

Your business partner has given you a user and password. You have also been given access to the Internet service *Assignment of open items*.

Procedure

1. Follow the link to the Internet service.
2. Log on with your user and password.
3. Select an account if necessary.
4. Assign the items by selecting a debit and a credit item. If you choose *Assign*, the assignment is transferred to the lower screen area, *Assigned items*. You can assign several credit items to one debit item, or vice versa.

If you want to reset an assignment, select it and then choose *Reset*.

5. When you have made all the assignments, save your entries. The list is then sent to your business partner automatically.

Result

Your business partner receives your assignments per e-mail and can copy them into his R/3 System.

Editing Internet Assignments in the SAP System

Use

You asked your business partner to assign his open items. He has now provided you with a list of the assignments.

Prerequisites

You must also maintain the base configuration for sending Internet mails and receiving internal mails. For more information, see [SAP Internet-Mail-Gateway \[Ext.\]](#)

Procedure

1. To display your e-mails, choose *Office* → *Workplace* → *Inbox*.
2. Select the e-mail with assignments and then choose *Document* → *Execute*. The function *Edit assigned items* appears.
3. You can now edit the assignments. You have the following options for this:
 - You can use the assignments for **manual clearing**. To do this, choose *Clearing*.
 - You can confirm the assignments and then use them for **automatic clearing**. You can only trigger automatic clearing - possibly by another accounting clerk - once you have made this confirmation.
 - If you do **not** want to use them, you can reset them. You should then notify your business partner by mail that you have rejected their proposals.

Result

The assignment has been carried out and you no longer have the mail in your inbox.

Processing Open Items

Processing Open Items

Use

Processing open items involves choosing and then activating the open items. Processing is the last step before posting a clearing document.

Integration

When posting clearing documents, the system takes **tolerances** into account. Tolerances are acceptable [payment differences \[Page 381\]](#).

Prerequisites

When the line item(s) you enter and the open item(s) you process have been cleared, you can post a clearing document.



For example, if you enter a vendor payment for \$1000, you must choose and process vendor open items that equal \$1000. If your system permits a 1% tolerance, then you can clear open items with a value from \$990 to \$1010.

Features

When you process open items, you can:

- Activate or deactivate open items
- Activate or deactivate cash discount
- Maintain cash discount amounts
- Enter partial payments or residual items

Activities

Activate the open items to be cleared.

To process open items, on the screen for selecting open items, choose *Goto → Open items*.

You can process open items using the following:

- [Menus or function keys \[Page 359\]](#)
- [Commands \[Page 357\]](#)
- [Mouse \[Page 360\]](#)

To clear open items with commands or with the mouse, you select and process an item in one step.

Processing Open Items with Commands

Use

Unless your user master record stipulates open item processing with commands, you must select the option to use commands for processing open items.

Procedure

1. Choose *Options* → *Commands on/off* from the menu bar of the screen for processing open items.
2. The system then displays a field next to each open item so that you can enter a command. You can process a single open item, a block of open items, or all open items selected. A **block** is a series of open items on a screen of open items. **All** open items indicates the entire list of open items displayed.
3. You can process open items with the following commands:

Commands for Processing Open Items

| To | Single | Block | All |
|----------------------------------|--------|-------|-----|
| Activate open item(s) | + | ++ | +* |
| Deactivate open item(s) | - | -- | -* |
| Activate cash discount | +S | ++S | +S* |
| Deactivate cash discount | -S | --S | -S* |
| Select first cash discount term | 1 | 11 | 1* |
| Select second cash discount term | 2 | 22 | 2* |
| Select third cash discount term | 3 | 33 | 3* |
| Select current cash discount | 0 | 00 | 0* |

To process a single open item, place the cursor in the command field of the open item and enter the command to process the open item. To process a block of open items, proceed as follows:

1. Place the cursor in the command field on the first open item in the block.
2. Enter the block command to activate a block of open items.
3. Place the cursor in the command field on the last open item in the block.
4. Enter the block command to activate a block of open items.
5. Choose *Enter*.

If you do not specify the last open item in the block, the system processes all open items to the end of the page.

To process all open items displayed, place the cursor in the command field on any open item and enter a command to process all open items.

Processing Open Items with Commands

You can combine commands for processing single open items, a block of open items, and all open items on one screen. For example, you can deactivate a block of open items, but activate specific open items within the block.

Processing Open Items with Menus or Function Keys

Procedure

To process open items with pull-down menus or function keys, proceed as follows:

1. Select one or more open items.
2. Then select a function to change the open items (activate, set first discount level, and so on).

To select one open item:

1. On the screen for processing open items, place the cursor on the open item.
2. Choose the function key *Select*.

To select several open items:

1. On the screen for processing open items, place the cursor on the first open item in the block.
2. Choose the function key *Select block*.
3. Move the cursor to the last open item in the block you are choosing.
4. Choose the function key *Select block* to select the last open item in the block.

To activate one or more open items, choose *Activate items*. To deactivate one or more open items, choose *Deactivate items*.

To activate the cash discount for one or more open items, choose *Activate discount*. To deactivate the cash discount for one or more open items, choose *Deactivate discount*.

To change the discount level using the menu bar, choose *Edit* → *Change line items* → *Change discount level*. You can select specific cash discount terms for the items selected (1, 2 or, net condition), or select the current terms. If you select *Current cash disc.*, the system determines the cash discount level using the base date, the payment terms in the open item, and the posting date of the clearing transaction.

Result

Note that after you carry out one of these options, the open items are no longer selected. To process the same or other open items further, you must select them again and then carry out the next function.

Processing Open Items with the Mouse

Processing Open Items with the Mouse

Use

The quickest way to process open items is with the mouse. You can use the mouse for screens with or without commands.

Procedure

1. To activate or deactivate an open item with the mouse, double-click the *Amount* field.
2. To activate or deactivate the cash discount for an open item with the mouse, double-click the *Cash Disc.* field in the open item.



You can also enter a cash discount amount and percentage directly in the open item.

Setting Editing Options (Open Items)

Use

You can change the system default values for open item processing in the user master record.

Procedure

Proceed as follows:

1. On the *Process open items* screen, choose *Editing options*. The *Open items* tab appears.
2. Select the required editing options under *Open item processing*.
3. Save your entries.

Result

Your entries are saved in the user master record.



On the *Open items* tab, you can define, under *Line layout variants for clearing transactions*, for which type of processing (customers, vendors, G/L accounts) the selected variant is to be used.

Displaying Open Items

Displaying Open Items

Use

On the screen for processing open items, you can display an entire open item.

Procedure

To display open items, proceed as follows:

1. Place the cursor on the open item, but not on the amount or cash discount fields.
2. Double-click the open item or choose *Environment* → *Display item* from the menu bar.
3. To go to the next open item in the list of displayed open items, choose *Goto* → *Additional functions* → *Next item in list*.
4. To go to the next open item in the document, choose *Goto* → *Next item*.
5. To go back to the list of open items to be processed, choose *Back*.

Editing the Open Item Display

Use

After you have entered the document header and line item and chosen the open items, the screen for processing open items appears. You can edit the open item display.

You can choose between various functions for searching for, sorting, and changing the specifications.

Changing the Line Layout (Open Items)

Changing the Line Layout (Open Items)

Use

The line layout defines which fields are displayed in which columns. The standard system contains a series of pre-defined line layout variants. To define your own line layout variant, see the [Implementation Guide \[Ext.\]](#) for *Financial Accounting*. You can define a default line layout in the user master record. To do this, see [Setting Editing Options for Open Item Processing \[Page 361\]](#)

Procedure

To select a different line layout, proceed as follows:

1. On the *Process open items* screen, choose *Settings* → *Line layout*.
The system displays the line layout variants available.
2. Select a line layout.

Result

The system then changes the line layout variant and displays the same open items with the new line layout.



If you process vendor invoices with **withholding tax**, you can display the withholding tax for each open item, and the total withholding tax for all open items.

To process withholding tax, from the *Process open items* screen, select the *Withhldg tax* tab.

Changing the Line Layout (Open items)

Use

The line layout defines which fields are displayed in which columns. The standard system contains a series of pre-defined line layout variants. To define your own line layout variant, see the [Implementation Guide \[Ext.\]](#) for *Financial Accounting*. You can define a default line layout in the user master record. To do this, see [Setting Editing Options for Open Item Processing \[Page 361\]](#)

Procedure

If you want to change an existing line layout variant, for example, to add extra fields, proceed as follows:

1. On the *Process open items* screen, choose *Settings* → *Change line layout*.

The system branches to the appropriate Customizing transaction.

2. Change the line layout.

Result

The system displays the open items in the changed line layout.

Searching for Open Items

Searching for Open Items

Use

If the account has several open items, you can search for specific open items to clear. This avoids having to scroll through several screens of open items.

Procedure

To search for open items based on certain fields, proceed as follows:

1. From the menu bar of the screen for processing open items, choose *Edit* → *Find* → *Find field contents*.
The *Choose search criteria* dialog box appears.
2. Select the required field.
The *Enter desired value* dialog box appears.
3. Enter one or more values or ranges of values, such as posting dates from **01/01/1993** to **01/31/1993**, and choose *Enter*.

Searching for Amounts

Procedure

You can have the system propose certain open items to be cleared.

1. On the screen for selecting open items, select the field *Automatic search*.
2. On the screen for processing open items, choose *Edit* → *Find* → *Find clearing amount*.

Result

The system then searches for a combination of open items that matches the amount to be cleared, (entered on the previous screen) or matches the difference between the entered line items and activated open items. There are three possible outcomes:

- The system does not find any open items that match the amount searched for.
- The system finds an amount that exactly matches the amount searched for.
- The system finds an amount that approximately matches the amount searched for. A dialog box displays the difference between the amount searched for and the amount in the items found automatically. For example, if you enter a payment of US\$ 1000, but the system finds open items amounting to US\$ 1005, the difference is US\$ 5. You can then accept the system's proposal or reject it.

Overview of Cleared Accounts

Overview of Cleared Accounts

Use

When you display a document or even the clearing documents that are comprised of just a document header, you can navigate to an overview of the accounts in which the items were cleared.

Special Periods

In the transactions to:

- Clear a G/L account
- Clear a customer account
- Clear a vendor account

you can also specify a special period as well as the posting date. This means that you can use the transactions to post clearing from the previous year if only special periods are open.



For all documents that you use to clear other line items, including the payment documents, when you display the document, you can also display all the accounts from which items were cleared.

You can do this via *Extras* → *Clearing information*.

Displaying Account Names

Use

In open item processing, the system displays the account name for G/L accounts or the first part of the customer or vendor name in the screen frame. If you are clearing several accounts, the system displays the information for the first account you select for processing along with the text *More*.

Processing Open Items According to the Payment Advice Note

Processing Open Items According to the Payment Advice Note

Use

For every payment advice note item, the system selects those items that fulfill the selection criteria. If a payment advice note item contains a document number, this has priority over other selection criteria. The number of items selected in this way is increased by all the items with an invoice reference, (invoice-related credit memos, partial payments), that belong to a previously selected invoice.

Prerequisites

In order to process open items according to an existing payment advice note, enter a payment advice note number on the screen for selecting open items. Only those open items that are listed in the payment advice note are displayed for processing. Additional selection criteria are then ignored.

You are not required to enter the account number, but it usually improves system performance. You do not have to specify the complete payment advice number. You can enter * to carry out generic searches.



If you enter ***041**, the system searches for all payment advice notes ending with the numbers 041.

Or, if you enter ***ABC***, the system searches for all payment advice notes containing the character string "ABC".

With **MT***, the system searches for all payment advice notes beginning with the character string "MT".

Features

If through this procedure several open payment advice note items are found, the gross total of all the assigned items will be compared with the gross amount of payment advice note items. If necessary, a combination of the assigned items whose gross total is close to the gross amount of the payment advice note item is displayed. If a difference remains between the payment advice note and the total of assigned open items, residual items are calculated automatically. If payment advice note sub-items that explain the difference are present, their amounts will be transferred along with the reason codes specified and the reference information. If afterwards yet another difference exists, it is assigned the reason code from the payment advice note.

If no payment advice note sub-items exist to explain the difference and a reason code is not specified, the system automatically divides up the total difference. Up to three residual items may result from this process. One for each of the following:

- A difference between the gross amounts
- A difference between the cash discount amounts
- Other differences

Other differences arise when in the payment advice note the net amount does not result from the difference between the gross amount and the cash discount amount.

Processing Open Items According to the Payment Advice Note

The difference postings, resulting from the different gross amounts or the different cash discount amounts, can be assigned a separate reason code. You can define reason codes in customizing.

The difference postings are generated as a residual posting for the open item with the greatest amount assigned to the payment advice note.

If several difference postings in a payment advice note have the same reason code, they are added together.

If open items cannot be assigned to a payment advice note item, the system will automatically assign a posting on account for this item. The selection criteria from the payment advice note are noted in the item text. This makes it easier to assign the payments at a later date. The total amount of these payment on account postings is displayed in the *Pyt on act fr.pyt adv.* field. If you do not want these postings to be generated, for example, because the difference must be assigned manually or posted as a total, you can prevent the system from generating these postings via the menu path *Edit → Pyt on act fr.pyt adv → Inactive*. To reverse this, choose *Edit → Pyt on act fr.pyt adv → Active*. Alternatively, instead of using these functions, you can double click the *Pyt on act fr.pyt adv* field.

When you post a clearing transaction, the related payment advice is automatically deleted if there is at least one active open item to which an advice item is assigned.

Distributing the Clearing Amount by Age

Distributing the Clearing Amount by Age

Use

The system can automatically distribute the total clearing amount among the open items by age. In doing this, it includes the selected open items according to the sequence of the number of days in arrears.

Procedure

To distribute the clearing amount by the age of the open items, proceed as follows:

1. On the screen for selecting open items, select the option *Distribute by age*.
2. Select *Edit* → *Edit open items*.

Result

The screen for processing open items appears and the required open items are activated.

The system distributes the clearing amount as follows:

- Credit items have priority over debit items when items have the same number of days in arrears.
- Payments on account from earlier payment transactions are always included.
- Items will be automatically activated until
 - the exact clearing amount is reached or
 - the difference between the item total and the clearing amount does not exceed the tolerances for unauthorized deductions.

If these conditions are not met, the system continues to activate items until the largest possible amount is reached without exceeding the clearing amount. The remaining difference is posted on account to the account you are clearing. If you are clearing several accounts together, the posting on account is made to the account containing the last activated item.



Assume that the tolerance for payment differences is 1.00. For different payment amounts, this indicates which items are cleared, and the amount of the unauthorized deduction or the payment on account.

Clearing Amounts

| Doc. | Arrears | Amount | 87.50 | 120.00 | 200.00 | 204.00 |
|------|---------|--------|-------|--------|--------|--------|
| 1 | 10 | 107.00 | X | X | X | X |
| 2 | 8 | 20.00- | X | X | X | X |
| 3 | 8 | 30.00 | | X | X | X |
| 4 | 5 | 66.00 | | | X | X |
| 5 | 3 | 20.00 | | | | X |

Distributing the Clearing Amount by Age

| | | | | | | |
|-------------------------------|------|-------|-------|------|--|--|
| 6 | 1 | 10.00 | | | | |
| | | | | | | |
| Unauthorized deductions | 0.50 | 0.00 | 0.00 | 1.00 | | |
| Posting on account difference | 0.00 | 3.00 | 17.00 | 0.00 | | |

Sorting Open Items

Sorting Open Items

Use

If an account has several open items, or you are searching for open items in a particular sequence, you can sort the open items by various fields.

Procedure

The system offers you two options for sorting open items:

- To sort the items in ascending order, select *Sort in ascending order*.
- To sort the items in descending order, select *Sort in descending order*.

Switching Between Gross and Net Amount

Use

You can display the open items as gross amounts or net amounts. The gross amount is the total amount of the line item. The net amount is the gross amount less any cash discount. The amount column determines whether the gross or net amount is displayed.

Procedure

To switch between the gross and net amount of the line items, choose *Gross<>Net*.

Switching Between Foreign and Local Currency

Switching Between Foreign and Local Currency

Use

If you have entered a foreign currency in the clearing document header, you can switch between the value of the open items in the clearing document currency and the value in local currency. The currency key is displayed above the amount column on the screen for editing open items.

Procedure

To switch between the foreign currency and local currency display, choose *Currency*.

Posting Partial Payments

Use

A partial payment is a payment that is posted to an account without any open items being cleared. You assign this partial payment to an open item. When you post the partial payment, the system marks the document number of the original open item in the line item for the partial payment. The original open item and the partial payment remain open.

Procedure

To enter a partial payment, proceed as follows:

1. On the *Process open items* screen, choose the *Partial pmt* tab.
2. In the *Payment amount* column, enter the partial payment amount. You can make a partial payment for one or more open items. You can assign a reason code to each partial payment. Depending on the reason code you specify, you can send appropriate payment notices to your customers.
3. To go back to the standard screen for editing open items, choose the *Standard* tab.

Result

The system stores the document number, fiscal year and number of the invoice item in the partial payment. You can find this information in the *Payment for* field. Thus you can refer to the original open item from the partial payment. When you post the remaining amount for the invoice, both the partial payment and the invoice are cleared.



You can enter partial payments using the mouse. The advantage of this is that if the remaining amount has to be assigned to a single item, you can enter it automatically on the partial payment screen. To do so, place the cursor in the *Payment amount* field for the line item required and choose the item. The system then takes account of the difference for this item.

Posting Residual Items

Posting Residual Items

Use

A residual item results when a payment is made for less than the actual amount outstanding. You clear the original open item, and the system posts a new open item. This new open item is for the same amount as the original open item minus the amount paid.

Procedure

To enter a residual item, proceed as follows:

1. On the *Process open items* screen, choose the *Res. items* tab.
2. In the *Residual items* column, enter the amount of the residual item.

You can assign one or more reason codes and reference information about the business partner to the residual items. For each reason code, you can define whether a new item is to be posted to the business partner account (outstanding receivable), or if the difference is to be cleared. Depending on the reason code you specify, you can send the relevant payment notice to your business partner.

3. To go back to the standard screen for editing open items, choose the *Standard* tab.

Result

When you post the document, the system enters the document number, fiscal year and item number of the original open item in the *Residual for* field in the residual item.

For the residual item, the system either uses the **terms of payment** from the original invoice item or enters the predefined terms of payment. The payment terms used depends on the settings made for the tolerance group in the vendor master data.



You can enter residual items and process them using the mouse. The advantage of this is that if the remaining amount has to be assigned to a single item, you can do this automatically on the residual item screen. To do so, place the cursor in the *Residual items* field for the line item required, and select this item by double-clicking it. The system then takes account of the difference for this item.



In the editing options, you can set whether the payment amount or the remaining amount is entered in residual items.

Noting Open Items as Payment Advice Notes

Use

When you edit open items, you can have the system note the items you have selected along with their current processing status in the form of a payment advice note. To do this, choose *Edit* → *Create pyt adv.*. A dialog box appears in which you can enter the key for the payment advice note you require. Alternatively, you can have the system assign a number internally.

Prerequisites

If you have already used an advice note when selecting open items, the following rules apply:

- If the old advice note was created while you were processing open items, when you note the new advice note, the old one is deleted.
- If the old advice note was created in a different way, you cannot generate a new advice note from open item processing. The generation of the new advice note automatically deletes the old advice note. This could mean that detailed information required to process the open items is lost, for example, information on those payment advice note items to which no open items have been assigned.

Noting Open Items as Payment Advice Notes

Correcting Errors

Use

If the debits do not equal the credits, or you have made a mistake entering a line item or processing open items, you can correct the mistake.

You have the following options for correcting errors:

- You can change, delete, or enter line items
- Select additional open items
- Edit selected open items

You can reach the document overview screen from any screen during the clearing process.

Activities

From the screen for processing open items, you can make corrections by selecting the following menu paths:

Functions in the Document Overview

| To | Choose |
|------------------------------|---------------------------------|
| Correct an entered line item | <i>Goto → Document overview</i> |
| Add a new line item | <i>Goto → Document overview</i> |
| Delete an entered line item | <i>Goto → Document overview</i> |
| Select additional open items | <i>Edit → Choose more</i> |

Payment Differences

Definition

Payment differences arise during clearing if a customer has made an underpayment, or has made an unauthorized deduction for cash discount and the difference is within, or exceeds defined tolerance limits.

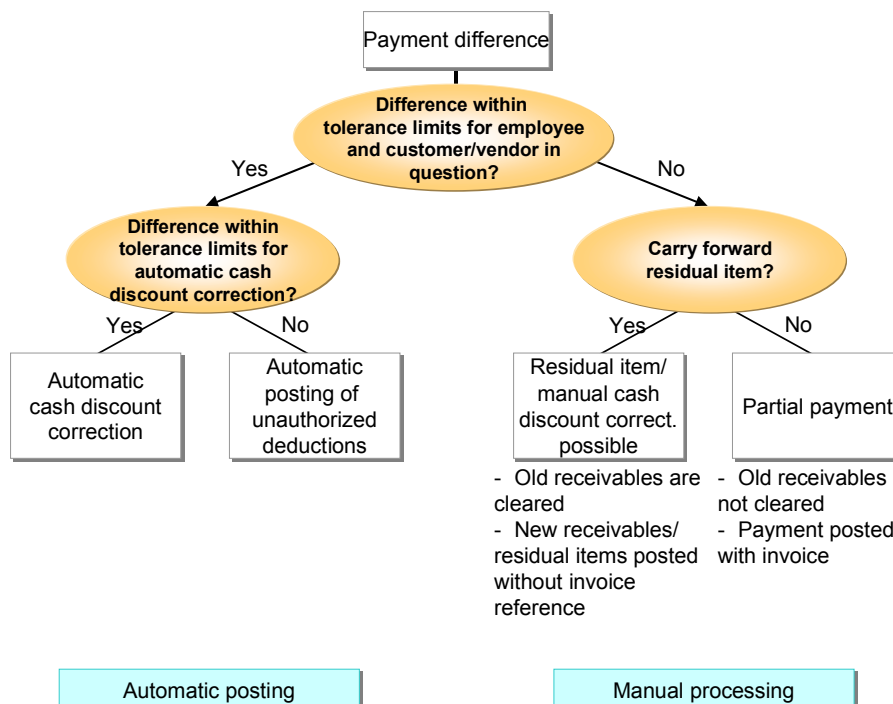
Use

Depending on the amount of the receivables, you define how payment differences should be treated.

Structure

If the difference is immaterial, you usually clear the receivable and post the difference. You can define how payment differences should be posted. You have the following options:

- If the payment [differences are within the tolerance limits \[Page 383\]](#), the system automatically adjusts the cash discount or posts the difference to a separate gain or loss account. You have defined the amount to which differences should be posted in this way. Specify tolerance amounts and percentage limits.
- If the payment [difference exceeds the tolerance limits \[Page 385\]](#), you can process the payment as a partial payment or enter a residual item for the difference. When you enter a partial payment, the system does not clear the original receivable, but posts the payment with an invoice reference. When you create a residual item, the system clears the original receivable and posts the outstanding difference as residual item to the customer account.



Payment Differences

See also:

[Reason Codes \[Page 386\]](#)

Differences Within Tolerance Limits

Use

Differences within tolerance limits are posted automatically. The system can either adjust the cash discount amount or post the difference to a separate gain or loss account. When you define tolerance limits, you also specify how the system should post the differences.

You can define:

- The maximum difference amount for which the system should adjust the cash discount. The difference is added to or subtracted from the cash discount.
- The maximum amounts or percentages for which the system should automatically post any difference to a separate gain or loss account if the cash discount cannot be adjusted.

You define tolerance limits separately for your employees and business partners.



The system checks both limits when clearing open items. The lowest limit always has priority for the clearing transaction.



For one of your customers you set a maximum amount of two USD for adjusting the cash discount amount when a payment difference occurs. For the accounting clerk that processes this customer account however, you set a maximum amount of one USD. If differences occur when this clerk clears items from this customer account, the system can adjust the cash discount amount only up to a maximum of one USD.

Settings that you make for tolerance limits are valid in the currency of your company code (local currency). The currency is always displayed when you define the limits.

Activities

a) You set tolerance limits separately for your users and your business partners as follows:

For a **cash discount adjustment**, you can specify a tolerance amount. Any difference up to this amount can then be posted using a cash discount adjustment. You can specify separate maximum amounts for revenue and expense (see following figure, 1).

You can only clear immaterial differences by adjusting the cash discount if a cash discount posting exists and the cash discount amount allows the adjustment.



If the payment difference cannot be cleared by adjusting the cash discount, the system posts it to a **separate gain or loss account**. You can also set a maximum amount for such postings for your users and your business partners. The lowest limit has priority in clearing transactions. You can set an absolute amount (see 2) or a percentage (see 3). The lowest limit has priority here as well.

To use only absolute amounts or percentages, simply enter maximum values for the other limits. Limits can be defined separately for gains and losses.

Differences Within Tolerance Limits

| | | | |
|---|--------|---------|---------------------------|
| Company code | 0001 | SAP AG | Redwood City |
| Tolerance group | | | |
| Currency | | USD | |
| Specifications for clearing transactions | | | |
| Grace days for due date determination | | | |
| Cash discount terms | | | |
| Permitted payment differences | | | |
| | Amount | Percent | Discount adjustment up to |
| Revenue | 2.00 ② | 0.5 ③ | 2.00 ① |
| Expense | 2.00 | 0.5 | 2.00 |
| Specifications for posting residual items from payment differences | | | |
| <input type="checkbox"/> Payment terms from invoice | | | Fixed payment terms ZB04 |
| <input type="checkbox"/> Only grant partial discount | | | Dunning key |

b) Since tolerances for your business partners generally apply for several customers or vendors, you can group the business partners. To do this, you enter an ID when you define the tolerances. You assign this ID to the business partners required in their master record. The tolerances defined for the ID therefore apply to a group of business partners.



You can also define tolerances without specifying a tolerance group. In this case, leave this field blank. These tolerances will then apply to all customers or vendors that are not assigned any tolerance group in their master records.



You can therefore define standard tolerances that apply to most of your business partners. If you want to define special tolerances for some business partners, you can define these under a separate ID.

Tolerance groups are company code-specific. This ensures that all tolerance settings you make are effective in the company code's currency. It also gives you the option of defining different company code-specific tolerances for the same business partner.



When you define tolerances, you can also make other settings useful for open item processing. See [Specifications for Processing Open Items \[Page 397\]](#). For more information about setting tolerances, see the *Define Tolerances (Vendors)* or *Define Tolerance Groups for Employees* activities in the *Financial Accounting Implementation Guide [Ext.]*.

Differences Exceeding Tolerance Limits

Use

Differences exceeding the tolerance limits set for clearing them automatically may still occur during a payment transaction. This may be the case for example, if a customer has told you in a payment advice note which items a payment relates to. The amount paid however, does not correspond to the amount of the receivables.

When you process open items, you can have the following options for dealing with differences that exceed the tolerance limits:

- You can treat the payment as a **partial payment**. The system does not clear the original receivable. It posts the payment with an invoice reference, and enters the invoice number in the *Invoice reference* field in the payment items. To determine the due date of the payment, the system calculates the net due date for the invoice. This date is then entered in the *Baseline date* field of the payment. The payment is then included in the dunning program and in cash management at this date.
- You can use the payment to clear the original receivables and post the remaining amount to the customer account as a **residual item**. The payment amount is noted in the line item for the original receivable.
- You can clear the original receivables and post the difference to an expense account.

Prerequisites

The system requires the posting keys defined in the system for each of these transactions. For more information, see [Posting with Clearing \[Page 327\]](#)

Activities

To post residual items, you have to specify what **terms of payment** you want to apply to these items. You can define the following for each business partner:

- The terms of payment are taken from the invoice.
- Predefined terms of payment are always assigned to the difference posting. You can use a terms of payment key to do this. During clearing, the system uses the terms of payment defined under the key for the residual items.
- Cash discount should be granted only for the portion that was paid. The remaining cash discount is only granted after the outstanding receivable is paid in full and only if the payment deadline for cash discount is not exceeded. You should always choose this option if the terms of payment in the invoice are used for the residual items.
- You should restrict the possible dunning levels. To do this, you can enter a dunning key that represents the highest dunning level. In this way, you can ensure, for example, that legal dunning proceedings are not initiated for residual items.

Reason Codes

Reason Codes

Use

To use the clearing document to find out why a difference existed, you can assign reason codes to the line items. Reason codes are indicated by keys that you define in Customizing.

You can assign reason codes for the following:

- Partial payments made for open items.
- Residual items created for an open item. Here you can assign one or more reason codes. In this case, you divide the difference amount into a corresponding number of partial amounts.
- Differences posted on account without reference to an open item.
- For each line item you enter in the clearing procedure, if the reason code field for the account is ready for input.

Integration

When you process residual items, the reason code also controls how the remaining amount is posted. The remaining amount can be posted as follows:

- To a G/L account that is assigned to the reason code you enter.
- As a new customer or vendor open item if you do not enter a reason code, or if the reason code you enter is not indicated as described.

Features

Properties of Reason Codes

- For incoming payments, you can send a payment notification to the customer. This process can run automatically if differences arise during clearing. In the tolerance group set up for the customer, you can define what type of notice to create for partial payments, residual items, and payments on account.
- The system can use the specified reason code to determine the type of notice to create as long as only one reason code is specified in the entire clearing transaction.
- In order to check a customer's credit limit, the total of open items is taken into account. If certain contentious items should not be considered, you can define a separate reason code for these items.

Reason codes control:

- How the difference is posted (as a new open item or to a predefined G/L account)
- What type of payment notice is created
- Whether an item is included in credit limit checks



For information on defining reason codes, see the following activities in the *Financial Accounting Implementation Guide [Ext.]*:

- *Define Reason Codes (Incoming Payments)*

Reason Codes

- *Define Reason Codes (Manual Outgoing Payments)*
- *Define Standard Reason Codes for Clearing with Payment Advice Notes*

Explaining Differences

Explaining Differences

Use

From the screen for processing open items, you can display an explanation of the difference between the total of the line items you entered and the total of the open items you activated.

Procedure

1. To do this, choose *Environment* → *Explain difference*.
2. The *Explain Difference* dialog box appears.
3. It informs you about the difference between the payment amount (the clearing item) and the amount of the processed open items (amount to be cleared). Choose *Cancel* to go back to the list of open items.

Automatic Posting for Clearing Transactions

Use

During clearing, the system can automatically post:

- Cash discounts paid or received
- Gains or losses from under/overpayments
- Input/output tax and withholding tax
- Bank charges
- Gains or losses from exchange rate differences
- Entries to clear the account for cash discount clearing in the net method of posting

Prerequisites

To have the system post these items automatically, you have to define the accounts that should be posted to.

See also:

[Gains or Losses from Under/Overpayments \[Page 390\]](#)

Where are automatic postings explained?

| Function | Section |
|--|-------------------------------------|
| Cash discount postings | Terms of payment and cash discounts |
| Tax adjustments and withholding tax | Taxes |
| Exchange rate differences | Foreign currency |
| Cash discount clearing for the net procedure | Terms of payment and cash discounts |

Gains or Losses from Under/Overpayments

Gains or Losses from Under/Overpayments

Use

If a payment difference during clearing is within the predefined tolerances, the system can post it automatically.

The system does not require any additional specifications to clear the difference by adjusting the cash discount. However, for posting to a separate gain or loss account, you have to define special rules to determine the appropriate account to post to.

The accounts can be determined based on the following criteria:

Debit or credit

Underpayments and overpayments are posted to separate accounts.

Tax code

The [tax code \[Ext.\]](#) in the line item determines which accounts are posted to.

Reason code

The [reason code \[Page 386\]](#) in the line item determines which accounts are posted to.



If you choose to differentiate accounts by tax code, you have to specify accounts for each tax code. This also applies to reason codes.

Prerequisites

The system also requires the posting keys for debit and credit postings to G/L accounts for automatic postings.

All of these settings are already made for the charts of accounts delivered with the standard system. If you do not use these charts of accounts, you have to change the settings.

Bank Charges

Use

If you want to take bank charges into account for incoming or outgoing payments, you can enter these under *Bank charges*.

Prerequisites

The *Relevant to cash flow* indicator must be set in the master records of accounts that record bank charges.

Features

For incoming payments the system adds the bank charges to the clearing amount, while for outgoing payments it deducts the charges from the clearing amount.

The system posts the charges to an expense account automatically. To do this, the system requires a posting key and the account that should be posted to. These specifications are already defined in the system.

When you enter the bank charges, the system then determines from the account master record that tax entries have to be made for the charges, and displays a screen for users to make the necessary entries.

Activities

If you are not using the charts of accounts delivered with the standard system, you have to enter your own account specification for posting bank charges.



If taxes have to be posted for bank charges, you have to set up the bank charges account so that it is relevant for taxes.

Bank Charges**Bank Direct Debit****Use**

The system can pay bank charges as a direct debit.

Prerequisites

For the system to make the **bank direct debit**, you have to specify the bank account and amount in the clearing function. The posting keys required for each transaction are already defined in the standard system. You only have to change them if you are not using the standard posting keys for debit and credit postings to G/L accounts.

Automatic Clearing

Use

The clearing program also uses the clearing transactions provided for manual account maintenance. For example, automatic posting of exchange rate differences, or automatic generation of transfer postings if items from different business areas or trading partners are involved in clearing. Furthermore, the program can clear documents that were posted using the net method and documents that contain parallel currencies.

When you create clearing groups, the business area and trading partner are no longer automatically used as fixed grouping criteria. This enables you, for example, to carry out automatic cross-business area clearing.

You must also specify a clearing date.

Prerequisites

If you want the system to continue to group open items by business area or trading partner for automatic clearing, you have to maintain these criteria (user criteria). There are five user criteria and a variety of fields you can choose from. The system lets you specify field names that are longer than five characters and fields that have an internal length of up to 20 places.

Bank Subaccounts

Bank Subaccounts

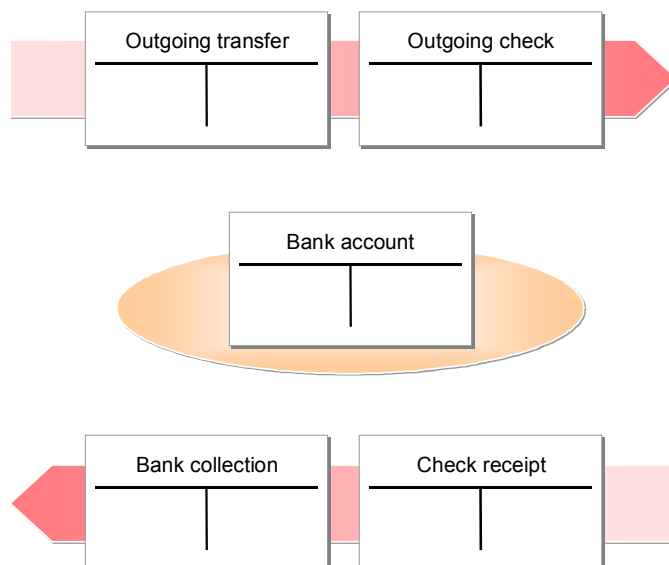
Use

Using bank subaccounts, you can reconcile the balance of the account at your bank with the balance of your corresponding G/L account.

The subaccounts ensure that all incoming and outgoing payments are only posted to the G/L bank account when the money is actually debited from/credited to your bank account. Incoming and outgoing payments are posted to the main G/L bank account once you receive and enter the account statement from your bank.

Integration

The charts of accounts delivered with the standard system contain a number of different bank subaccounts. These include accounts for checks payable, checks receivable, outgoing wire transfers, and bank direct debits.



The payment program and extended banking processing also use the subaccount methodology. Cash management evaluates the subaccounts. For more information, see the documentation for Cash Management and [Bank Subaccounts for the Payment Program \[Ext.\]](#).

Prerequisites

You have created the subaccounts for each bank account used in payment transactions.



You can see which individual subaccounts you need in the standard charts of accounts. Create these accounts in accordance with the existing accounts in the system.

Subaccounts are generally managed on an [open item basis \[Page 324\]](#) with line item display.



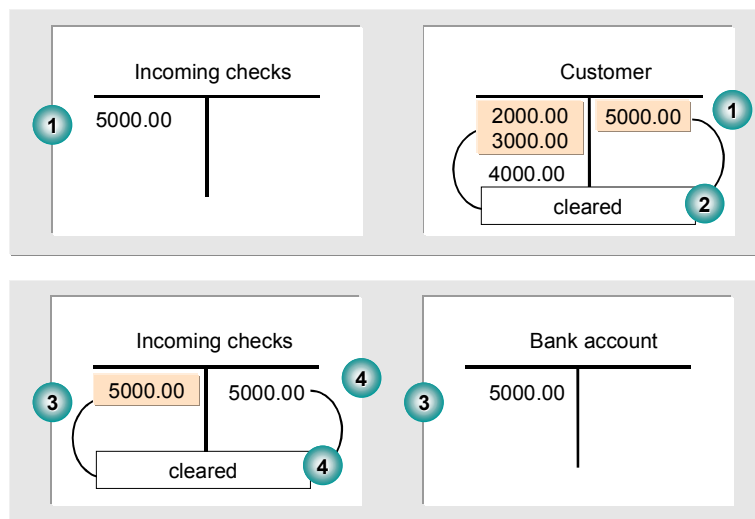
You can use the field status definition in the G/L account master record to design the screens for posting items to bank subaccounts. For example, you only need the fields *Assignment number*, *Text*, *Value dates*, and *Bank charges* for subaccounts. You can hide any fields you do not require. This makes it easier to enter business transactions and prevents you from making incorrect entries. For more information on field status definition, see [Field Status Definition \[Ext.\]](#).

The field *Assignment* is particularly important. This field is used to assign items in a subaccount to each other. In a check clearing account, for example, you can enter the check number in this field.

Posting Checks Received: Example

Posting Checks Received: Example

A customer sends a check payment for 5,000 USD. The payment was posted to the subaccount for incoming checks and to the customer account (see figure 1 below), while at the same time clearing the receivables on the customer account (see figure 2 below).



Once the check is cashed at your bank, you can post it to the G/L bank account and choose the same item from the *Incoming Checks* account for clearing (see figure 3 above). The system credits the *Incoming Checks* account and clears the items against each other (see figure 4 above). The check is now marked as cashed. The bank account set up in the general ledger only reflects the amounts that your bank actually debits or credits.

Specifications for Processing Open Items

Use

The system provides various options for processing open items quickly.

Features

Selection and search functions

Prior to calling up open items for processing, you can enter specific values to find the items that you want to process. In the line item display you can search for individual items. The system provides fields for you to enter search values. You can specify which fields are displayed for selection and search. See also: [Fields for the Selection, Search, and Sort Functions \[Page 399\]](#)

Payment advice notes

You can enter payment advice notes in the system that contain information about incoming payments required for clearing open items. This information includes:

- Gross, net, and difference amounts for the paid items
- Reason codes and customer reference information for payment differences

Payment advice notes are stored in the system under a key consisting of the company code, account type, account number, and a payment advice number. Payment advice notes are either entered manually or created automatically (payment advice notes via EDI or electronic bank statement).

When you enter postings with clearing, you can refer to a payment advice note. The system then automatically selects and activates the items that match the entries in that payment advice note. The system also takes account of any payment differences using the reason codes specified in the payment advice note.

Sort function

In the line item display, you can sort the items according to various criteria. You specify the fields according to which you want to sort in the system. When you access the sort function, you can then choose from a list of fields that can be sorted. See also [Standard Sort Sequence \[Page 400\]](#)

Line layout of document information

The first screen that appears in all functions of open item processing is an overview screen that displays the most important information about a document. This information comes from the document header and the document line items. For each item of information there is one display line. You decide which data to display in this line by defining the line layout. You can set up several variants of the line layout. Accounting clerks can store a variant for a work session or in their user master record using the editing options function. When the clerk then accesses the function, the document information corresponding to this variant is displayed. When processing the open items, the clerk can then select other variants and switch backwards and forwards between the different variants. See also [Line Layout of Document Information \[Page 401\]](#)

Default values for cash discount terms and grace days

To process open items, you can also define a default value for the cash discount terms displayed and grace days for the due date calculation of receivables. To define the grace days and the default values for cash discount terms, you make entries in the following fields:

- Grace days for due date determination
- Cash discount terms to be displayed

Specifications for Processing Open Items**Worklists**

To process open items, you can specify a worklist instead of individual account numbers. You use worklists to group together several accounts that you want to include in the line item display and open item processing. In their editing options, accounting clerks can choose whether they want to use worklists. For more information, see the [Implementation Guide \[Ext.\]](#) for *Financial Accounting*.

Block for manual payment

You can use payment block reasons to prevent open items from being processed with the functions for incoming and outgoing payments. To do this, you define your own keys for payment block reasons and set them correspondingly. It is still possible to make transfer postings or reverse the items manually.

Internal payment advice notes

If you have to interrupt open item processing, you can save the current status of processing in the form of an internal payment advice note. Later, you can continue processing by referencing the payment advice number. See also: [Payment Advice Notes \[Ext.\]](#)

For more information on the settings you need to make in Customizing, see the [Open Item Processing \[Ext.\]](#) activity in Customizing for *Financial Accounting (Accounts Receivable and Accounts Payable → Customer Accounts/Vendor Accounts → Line Items)*.

Fields for the Selection, Search, and Sort Functions

For selecting, searching, and sorting, you can determine which fields should be displayed for every function separately. You can also determine the sequence in which the fields appear on the selection screen, and you can enter the required field name.

All the specifications needed for these functions are already contained in the standard system. You can change or add to these predefined entries.



The figure below shows the selection screen for the open items and the possible selection fields (see figure 1 below). The second figure shows the specification as to which fields should be displayed for selection (see figure 2 below). An accounting clerk will often want to specify the gross amount or a document number for selection. That is why these fields were placed at the beginning of the field list.

Open items from

| | | | |
|------------------|--------------------------|------------------|-------------------------------------|
| Account | 12300 | Company code | 0001 |
| Account type | <input type="checkbox"/> | Normal OIs | <input checked="" type="checkbox"/> |
| Other accounts | <input type="checkbox"/> | Special G/L ind. | <input checked="" type="checkbox"/> |
| Automatic search | <input type="checkbox"/> | | |

Additional selection by...

- Gross amount
- Document number
- Posting date
- Dunning area
- Business area
- Reference doc. number
- Invoice list number
- Document type
- Branch account number

Define field selection for clearing transactions

| Field name | Name |
|------------|---------------------------|
| WRBTR | Gross amount |
| BELNR | Document number |
| BUDAT | Posting date |
| MABER | Dunning area |
| GSBER | Business area |
| XBLNR | Reference document number |
| SAMNR | Invoice list number |
| BLART | Document type |
| FILKD | Branch account number |
| WAERS | Currency |
| BSCHL | Posting key |
| BLDAT | Document date |

Standard Sort Sequence

Standard Sort Sequence

The open items of an account are always displayed in a standard sort sequence. For this standard sequence, the system uses the fields *Assignment*, *Document number*, and *Fiscal year*. If you select line items by specifying individual document numbers, the system displays the items in the same order in which you specified the document numbers. You can set up your own additional sort sequences as required. See also: [Fields for the Selection, Search, and Sort Functions \[Page 399\]](#)

Line Layout (Open items)

In processing open items from one or more accounts, you can choose from several variants for the line layout.



If you choose the variant **Document number**, the most important data from the document header, such as document number and document date, is displayed, as well as the days in arrears, the amount, and the cash discount. If you choose the variant **Reference number**, the external document number is displayed instead of the document type and the document date.

The above-mentioned variants are predefined in the standard system. You can change them or create your own.

The line layout determines the information that is displayed in open item processing. You can assign a line layout variant to every user via their master record. As a result, the information necessary for this person's task is displayed directly when the open items are being processed. He does not have to change the line layout variant.



Information on dunning eligibility can be important for an accounts receivable accountant. Via the master record, you should therefore assign him a variant that contains this information.

You can therefore use the variants to prepare information about the open items in accordance with the tasks of your accounting clerks.

Defining a Line Layout

In your own variants for the line layout, you can define the following:

- Fields
- Order in which the fields appear
- Display format (determines the length of the field (offset)). This can be useful if, for example, you do not use ten-digit document numbers and want to suppress the initial zeros in the display.
- Distance from the previous field
- Name of the variant



The following figure shows the **Document number** line layout definition. The fields were specified in the sequence required for the line layout (see 1). The display length for the *Document type* field is 2; the distance between this and the previous field is 1. The output of the *Document type* field was not shortened (see 2). The system makes all the other display format settings.

Line Layout (Open items)

| Line layout | K | Document number |
|-------------|-----------------|-----------------|
| Field name | Name | |
| BELNR | Document number | |
| BLART | Document type | |
| BLDAT | Document date | |
| BSCHL | | |
| GSBER | | |
| VERZG | | |

| Display format | |
|----------------------|---------------|
| Offset..... | Document type |
| Display length.....2 | |
| Distance.....1 | |
| Decimal places..... | |
| Data type.....CHAR | |
| Reference table..... | |
| Reference field..... | |

Standard Default for the Line Layout

For every clearing function, you can define in the system which variant should be used for the line layout when the function is called up. You can use a different variant for every account type. This default value takes effect if no variant is specified in the user master record.

Grace Days and Proposal for Cash Discount Terms

For processing open items you can set up two further defaults depending on agreements with your business partners. These include:

- Grace days**
 For each customer, you can specify that grace days are granted for the due dates of the terms of payment in the document. These days are taken into account when the due date is calculated for an incoming payment. You can use grace days to include bank transfer days in the calculation of payment periods, for example. This makes processing open items much simpler.
- Cash discount terms for display**
 You can choose which cash discount terms should be displayed with cash discount information for the clearing transaction. Normally, you want to display this information with the current cash discount terms. This is the default setting for the functions. You can change the cash discount terms in the display at any time. If you do not want to display the cash discount information with the current cash discount terms, but always with the same specific cash discount terms, you should specify this in the system.
- Tolerances for payment advice notes**
 If the open item amount is different to the payment amount as stated on the payment advice note, you can decide (separately for under and overpayments) whether a residual item should be set up automatically. You then specify the absolute or percentage deviation that must be reached or exceeded before a residual item is created automatically.

Line Layout (Open items)

For more information on defining and changing line layout variants, see the *Document Posting* documentation.

Cross-Company Code Clearing

Cross-Company Code Clearing

Use

You can enter cross-company code transactions in one step in the *General Ledger*, *Accounts Receivable*, and *Accounts Payable* application components. This function would be used, for example, for centralized procurement or payment.

Integration

For centralized payments, each individual company code enters its own invoices separately, while a central company code pays them. When you are clearing open items, the system makes clearing entries between the company codes participating in the clearing procedure. These clearing entries represent the receivables and payables that exist between the company codes in centralized payment.

Prerequisites

- You have specified which company codes are to be processed via a single company code. In this specification, you can distinguish between clearing transactions. You can therefore have different combinations of company codes for incoming and outgoing payments.
- You have specified the clearing accounts that record the receivables and payables between the individual company codes. The system posts to these accounts automatically when clearing the open items.
- You have made the required settings in the activity [Prepare Cross-Company Code Manual Payments \[Ext.\]](#) in Customizing for *Financial Accounting (Accounts Receivable and Accounts Payable → Business Transactions → Outgoing Payments → Manual Outgoing Payments)*.

Features

For each company code, the system generates a separate clearing document. A joint transaction number marks these documents as belonging together.

Example

For a clearing transaction (incoming payment, outgoing payment), you have agreed in Customizing that if company code 0001 is specified, open items are also selected from other company codes (0002 and 0003).



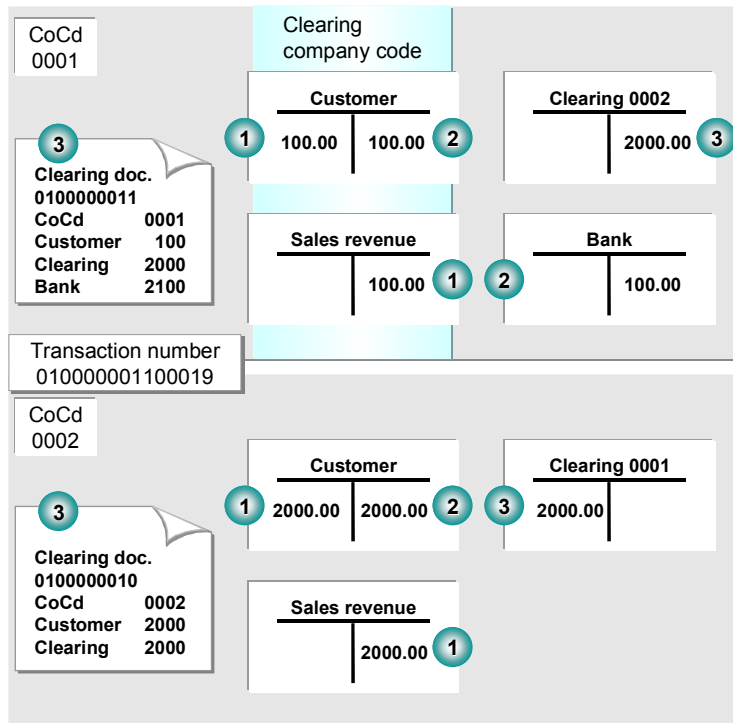
Clearing can then also be carried out if the account to be cleared has not been created in company code 0001. As long as no items have to be posted to this account in company code 0001, it is not necessary to create a master record for the account in company code 0001.

See also:

[Cross-Company Code Clearing: Example \[Page 405\]](#)

Cross-Company Code Clearing: Example

Company code 0001 processes its own incoming payments as well as those for company code 0002. The invoices are entered in the individual company codes.



The following invoices were posted in the illustration above:

1. An invoice for 100 USD for company code 0001, and an invoice for 2,000 USD for company code 0002.
After payment is received, you clear the open items. Since company code 0001 is also responsible for company code 0002, select the open items in the customer account in company code 0001. The system automatically chooses the open items from company code 0002 for processing as well.
2. You clear the receivables from the customer account for company codes 0001 and 0002. The payment for 2,100 USD is posted in company code 0001.
3. The system automatically generates clearing postings for the individual company codes. The payables between the company codes are therefore cleared, and the company code-specific documents balance to zero.

Clearing Open Items in Foreign Currency

Clearing Open Items in Foreign Currency

Use

You can clear open items in any currency.

The amount of all the selected open items will automatically be translated into the currency in which clearing is to take place. The translation is executed as follows:

Item currency → *Local currency* → *Clearing currency*.

You are therefore not required to make additional entries in the exchange rate table for cross-currency clearing.

When clearing, you can only display the open items in either the clearing currency or the local currency.



The amounts originally posted for items that were posted in a third currency are not displayed in the overview.

You no longer need to make a posting to an interim account (currency exchange account) for payments in a foreign currency that does not correspond to the currency of the paid items.



Clearing in a Third Currency

The local currency of a company code is DEM. An invoice was issued on 4/1/94 for 1000 SFR, and on 4/15/94 a payment for 685 USD was received. If the invoice had been created in USD, the amount due would be \$687.14. In the local currency, there is a difference of 8.65 DEM. This difference is divided as follows: Unauthorized deductions of 3.66 DEM, and SFR exchange rate fluctuation 4.99 DEM.

Clearing Open Items in Foreign Currency

| Business transaction | Accounts posted to | | Exchange rate | | | | | | | | | | |
|------------------------------|--|-------------------------|---------------|--------------|--------------|---|-------------------|--|--------------|--------------|--------------|--------------|--------------------------------------|
| Customer invoice 01.04.99 | <table><tr><th colspan="2">Receivables</th></tr><tr><td>1,000.00 SFR</td><td>1,180.00 DEM</td></tr></table> | Receivables | | 1,000.00 SFR | 1,180.00 DEM | <table><tr><th colspan="2">Sales revenue</th></tr><tr><td>1,000.00 SFR</td><td>1,180.00 DEM</td></tr></table> | Sales revenue | | 1,000.00 SFR | 1,180.00 DEM | 1 SFR = 1.18 | | |
| Receivables | | | | | | | | | | | | | |
| 1,000.00 SFR | 1,180.00 DEM | | | | | | | | | | | | |
| Sales revenue | | | | | | | | | | | | | |
| 1,000.00 SFR | 1,180.00 DEM | | | | | | | | | | | | |
| Payment 15.04.99 | <table><tr><th colspan="2">Receivables</th></tr><tr><td>1,000.00 SFR</td><td>1,175.00 DEM</td></tr><tr><td></td><td>687.14 USD</td></tr></table> | Receivables | | 1,000.00 SFR | 1,175.00 DEM | | 687.14 USD | <table><tr><th colspan="2">Bank</th></tr><tr><td>685.00 USD</td><td>1,171.35 DEM</td></tr></table> | Bank | | 685.00 USD | 1,171.35 DEM | 1SFR = 1.175 1 USD = 1.71 DEM |
| Receivables | | | | | | | | | | | | | |
| 1,000.00 SFR | 1,175.00 DEM | | | | | | | | | | | | |
| | 687.14 USD | | | | | | | | | | | | |
| Bank | | | | | | | | | | | | | |
| 685.00 USD | 1,171.35 DEM | | | | | | | | | | | | |
| | <table><tr><th colspan="2">Unauthorized deductions</th></tr><tr><td>2.14 USD</td><td>3.66 DEM</td></tr></table> | Unauthorized deductions | | 2.14 USD | 3.66 DEM | <table><tr><th colspan="2">SFR exchange rate</th></tr><tr><td>0.00 USD</td><td>4.99 DEM</td></tr></table> | SFR exchange rate | | 0.00 USD | 4.99 DEM | | | |
| Unauthorized deductions | | | | | | | | | | | | | |
| 2.14 USD | 3.66 DEM | | | | | | | | | | | | |
| SFR exchange rate | | | | | | | | | | | | | |
| 0.00 USD | 4.99 DEM | | | | | | | | | | | | |



If you want to clear cross-currency open items, it may be worth viewing the item currency keys in the overview. In order to do so, you need to define a corresponding display variant in which the field *Currency* is supported by the internal field name WAERS. In Customizing for *Accounts Receivable and Accounts Payable*, choose the activity *Check Settings for Processing Open Items*. Execute the function, and choose *Define line layout*. You can change existing variants, add to them, or define new variants.

Translation of All Amounts into Local Currency

Translation of All Amounts into Local Currency

Prerequisites

You want to clear G/L accounts that contain items in both foreign and local currency, in local currency.

Use

This option is preset in the standard system. When you clear open items, all amounts in a foreign currency are translated into the local currency using the current exchange rate. This guarantees that for foreign currency invoices that are to be paid in a different currency (for example, local currency), a proper breakdown is made between exchange rate differences and payment differences.



Some of the open items are in local currency, while others are in several different foreign currencies. You clear all open items using the local currency.

An invoice for 1,000 USD is posted, the current value in DEM is 1,580. At the time of payment, the USD exchange rate has changed from 1.58 to 1.63, and the customer wants to make a payment of 1,620 DEM.

| Transact. | Foreign currency | Exch. rate | Local currency | Amount to be cleared |
|-------------------|------------------|---------------|----------------|-------------------------|
| 01.01.95: Invoice | 1000 USD | 1.58 | 1580 DEM | |
| 23.01.95: Payment | | 1.63 | 1620 DEM | 1630 DEM |

If the open items are cleared using the local currency, the system uses the current exchange rate to translate the foreign currency amounts to local currency. It values the original invoice for 1000 USD using the current exchange rate, resulting in an amount of 1630 DEM. Payment was made for 1620 DEM, which means the system would post an unauthorized deduction of 10 DEM and an exchange rate profit of 50 DEM.

The open item in this example was translated into local currency using the current exchange rate instead of the historical rate. If the historical rate had been used, the customer would have overpaid by 40 DEM, and an exchange rate gain would not have been realized.

Using Historical Values in Local Currency

Prerequisites

You want to clear G/L accounts that contain items in both foreign and local currency, in local currency.

Use

If you select the *Only balances in local crcy* indicator in a G/L account master record, the system uses the historical amount in local currency when you clear open items. This means that all amounts - even if they are posted in foreign currency - are recorded as if they were posted in local currency. During clearing, the system processes all amounts as if they had been posted in local currency. Processing foreign currency open items in this way enables you to use special clearing accounts in the G/L accounts area. For example, clearing accounts for goods receipts and invoice receipts can be set up so that items are only posted manually to these accounts and the goods receipts are always posted in local currency. If their amounts always correspond in local currency, you will be able to clear the goods receipts and invoice receipts without having to make any adjusting entries.



Some of the open items are in local currency, while others are in several different foreign currencies. You clear all open items using the local currency.

The invoice receipt is posted using 1000 USD and 1580 DEM, and the goods receipt with 1580 DEM. At the time of clearing, the 1000 USD is not translated, instead, the historical value of 1580 DEM is used.

| Transact. | Foreign currency | Exch. rate | Local currency | Clearing amnt |
|-------------------------|------------------|------------|----------------|---------------|
| 01.01.95: Invoice | 1000 USD | 1.58 | 1580 DEM | 1580 DEM |
| 23.01.95: Goods receipt | | 1.63 | | 1580 DEM |

You can clear the items without having to make any further adjustment postings.



If the *Only balances in local crcy* indicator is suppressed from the screens for G/L account master data maintenance, you have to set it to be displayed in Customizing. To do this, select the activity *Define screen layout per transaction (G/L accounts)*. On the next screen, choose the desired activity (display, create, change), and choose *Edit field status*. Then select the *Control* group. On the following detail screen, you can set the field *Only balances in local crcy* as an optional entry, for example.

Clearing Open Items with a Future Posting Date: Example

Clearing Open Items with a Future Posting Date: Example

When you are carrying out manual clearing transactions such as incoming or outgoing payments, you can also clear items that have a posting date that is after the clearing date.



On 3/26/95, you enter an invoice with the posting date 4/1/95. On 3/29/95, you clear this invoice by posting an incoming payment.

To clear an open item whose posting date is in the future, proceed as follows:

1. Choose *Goto* → *Open items* on the *Post with Clearing* screen.
2. Select those open items with a posting date in the future that you want to clear.

The open item is inactive for the time being. You can activate it.



If the posting date of one of the open items you want to clear comes after the posting date of the clearing procedure, this affects the clearing date entered in all the items involved. In this case it is no longer identical to the clearing posting date. Instead, it is identical to the latest posting date of all the open items.

Outgoing Payments with Printed Forms

Use

You can print checks without having to run the payment program or the print program. There are two ways of doing this:

- You can post a payment and at the same time, [print the check \[Page 412\]](#).
- You can [print just a check \[Page 413\]](#) for a payment that has already been posted.



This may be necessary, for example, if a check is damaged during printing.

Clearing Open Items and Printing Payment Media

Clearing Open Items and Printing Payment Media

Procedure

To post a payment, clear the items involved, and print the payment medium immediately, proceed as follows:

1. Choose *Document entry* → *Outgoing payment* → *Post + print forms* from the *Accounts Payable* menu or choose *Document entry* → *Other* → *Outgoing payment* → *Post + print forms* from the *Accounts Receivable* menu.

2. The screen for entering the specifications appears.

In this screen you enter the specifications for printing checks and payment advice notes. These include company code, payment method, house bank, and the printer for the check and the payment advice note.



You enter this data once per working session. You can change your entries at any time.

3. Next choose *Enter payments*.
4. If you want to post the entire payment amount as a payment on account, select the field *Payment on account*, and enter a text to be displayed on the payment advice note.



It is generally only necessary to enter the amount and value date as specifications for the bank posting. The system determines the G/L account to be posted to from the specifications for the payment method and the house bank. For this purpose, the system refers to the configuration for the payment program.

5. Process the open items as usual, either by entering selection criteria or directly choosing *Goto* → *Open items*.

To change the specifications, choose *Goto* → *Specifications*.

6. Post the document.
 - a. If you have selected the specification *Print immediately*, the system issues a message that the document was printed.
 - b. If you have not chosen *Print immediately*, the print request is stored in the spool system. After posting, the system displays the spool numbers for the check or the payment advice note. You can then start the print separately from the spool.

Result

Choose *Enter*, and the system confirms that the print request has been created.

Printing Checks for Cleared Items

Procedure

To print the check for items that have already been cleared, proceed as follows from the *Accounts Payable* menu:

1. Choose *Document* → *Additional functions* → *Print payment forms*.

The screen for entering the specifications appears.

On this screen, you enter the specifications for printing checks and payment advice notes. These include company code, payment method, form, and the printer for the check and the payment advice note.

2. Choose *Check* → *Print*.

Result

On the basis of the postings in the payment document, the system tries to determine the payee and the house bank to which the check should be issued. To do this, it refers to the values defined for the payment program in the system configuration. You are required to make further entries in the following cases:

- If there is more than one possible payee. This may be the case if you are paying the invoices of more than one vendor at a time, or if there is an alternative payee specified in the master records of a particular vendor. If this is so, the system requires you to select the payee in a dialog box.
- If the system was not able to determine the house bank from the postings in the document, a dialog box is displayed where you are asked to select a house bank.
- If you want to print a check for a payment document that was created by the payment program, other entries are required if you are working with prenumbered checks: In a dialog box, you have to specify whether the system should use the same check number that the payment program suggested or whether a new check form is necessary.

Clearing Accounts

Clearing Accounts

Use

This function differs from posting with a clearing transaction or posting with a payment in the following ways:

- You do not need to enter a document header
- You can only clear open items from one account

Prerequisites

You can use this function to clear debits and credits that balance to zero (for example, invoices and payments that you have already entered).



Since internal transfer postings may have to be generated, a document type must be defined for clearing. To make this specification, select the activity *Define Posting Keys for Clearing* in the [Implementation Guide \[Ext.\]](#) for *Accounts Receivable and Accounts Payable*. The *Maintain Accounting Configuration: Clearing Procedures - List* screen appears. Select the transaction *Transfer posting with clearing*. The detail screen appears. For each account type, you can specify a default document type to be used for posting a clearing document (if this is required for the clearing transaction).

Procedure

To clear an account, proceed as follows:

1. From the *Accounts Receivable*, *Accounts Payable*, or *General Ledger* menu, choose *Account* → *Clear*.
The screen for entering header data appears.
2. Enter the account number in the *Account* field and if necessary, also enter a currency key for the clearing document in the *Currency* field. If you do not enter a currency key, the company code's local currency is used. The company code and clearing date is proposed by the system.
3. You have the option of searching for specific items for clearing. To do this, select a field (for example, amount) and choose *Enter*. The next screen prompts you to specify which open items to select.
4. To display the open items for processing, choose *Edit* → *Open items*.
5. Process the open items as described in [Open Item Processing \[Page 356\]](#).
6. Once the debits equal the credits, choose *Account* → *Clear*.

Result

The system assigns the clearing date and clearing document number to each open item cleared.

Resetting Clearing

Use

You can reset clearing transactions for individual documents. When clearing is reset, the clearing data is removed from the line items (and the reversal data, where it existed, is removed from the document header). The document changes are logged and can be displayed in the change documents.

Procedure

To reset a cleared item to *open item* status, proceed as follows:

1. From the *Accounts Receivable, Accounts Payable, or General Ledger* menu, choose *Document → Reset cleared items*.
2. Enter the clearing document number, company code and (if appropriate) the fiscal year.
3. First display the items from the clearing document by choosing *Goto → Accompanying items*. You reach the line item display function. To return to the initial screen, choose *Back*.
4. Choose *Goto → Accompanying corrsp.* to see whether or not correspondence requests were created and sent. The displayed list will not contain correspondence requests that were reorganized (deleted).

In resetting a clearing document, all accompanying correspondence requests are marked so that you can see that their clearing document was reset. Reorganized (deleted) requests are not marked in this way.

To return to the initial screen, choose *Back*.

5. Choose *Clearing → Reset cleared items*. If any correspondence requests have been created, the system asks you whether you want these requests to be flagged as *Completed* in order to prevent the correspondence from being sent out at a later date.



You can also decide whether the clearing document should be reversed. If you do not reverse it, it will also remain in the system as an open item to be cleared along with the other open items.

An exception to this is the clearing transaction in third currency. Clearing documents with exchange rate differences and clearing transactions involving documents posted with the net procedure: In these cases, the clearing document is reversed by the system when it resets the cleared items.



If you use the *Cancel check payment* function, in addition to the cleared items being reset, the payment document is reversed, and the related check is voided in the check register. For more information, see [Check Management \[Ext.\]](#).

Reversal

Reversal

Purpose

If you have entered an incorrect document, you can reverse it, thereby also clearing the open items.

A document can only be reversed if:

- It contains no cleared items
- It contains only customer, vendor, and G/L account items
- It was posted with Financial Accounting
- All entered values (such as business area, cost center, and tax code) are still valid



If a line item from a source document has been cleared, a reversal can only be carried out after the clearing is reset. Information on clearing is available in *FI General Ledger Accounting* as well as *FI Accounts Receivable and Accounts Payable*.

Integration

Documents from SD can be reversed with a credit memo. Documents from MM must be reversed with functions in that component because the reversal function in FI does not reverse all the values required. For more information on reversals in SD and MM, see the documentation for those applications.

Features

There are two ways of updating transaction figures when reversing a document:

- The document and the reverse document increase the account transaction debit and credit figures by the same amount.
- After a document has been reversed, the balance of the account affected is shown as if the document had never been posted. ([Negative Postings](#)) ([Page 417](#))

Constraints

You generally post the reversal document in the same posting period as the corresponding original document. If the posting period of the source document has already been closed, you have to enter a date that falls in an open posting period (for example, the current one) in the *Posting date* field.

Negative Postings

Use

Reverse and adjustment postings can also be marked as negative postings. Negative postings are used to reduce the transaction figures in G/L, customer, and vendor accounts. This allows you to give the transaction figures (following the reversal) the status they would have had without posting the reversed document and its reversal document. This type of reversal is called a negative posting.

Integration

Other applications have to mark reversal transactions that affect Accounting with a checkbox. This obligation to inform is independent of the marking of negative postings in FI and applies to reversals for:

- Customer billing documents and credit memos (SD)
- Order settlements (CO)
- Invoice verification (LO)
- Goods movements (MM)

Negative postings give rise to changes in the reconciliation between documents and transaction figures. A debit item marked as a negative posting reduces the credit transaction figures, a credit item correspondingly reduces the debit transaction figures. These changes are considered in the standard reconciliation programs and various standard reports (for example, SAPF070 and RFBELJ00).

Prerequisites

Permit negative postings. You do this per company code in Customizing for *Financial Accounting* according to account type in *General Ledger Accounting/Accounts Receivable and Accounts Payable* → *Business Transactions* → *Document Reversal* → [Permit Negative Postings \[Ext.\]](#)

Features

- Reversal

You must specify the reasons for the reversal transaction. For each reason, you specify whether negative postings are to be generated. The reversal reason is noted in the header of the reversed document. This additional information cannot be accessed in reversals which take place via invoice verification (MM) or billing (SD).

If the reversed document had already been revaluated, additional line items are generated during reversal for resetting the foreign currency valuation. The system automatically marks these items as negative postings.

If the reversed document already contains negative postings, then the corresponding line items in the reversal document are not negative postings.
- Accrual/deferral documents for reverse postings

You must enter a reason for a reverse posting when entering an accrual/deferral document. The reason for the reverse posting is noted in the accrual/deferral document

Negative Postings

and used as a reversal reason during resetting. You can enter any reversal reason for which a reversal with an alternative posting date can be carried out.

- Residual items

The system marks residual items as negative postings. This prevents debit and credit transaction figures increasing simply because of the creation of residual items.

Outstanding payables and receivables that the system generates according to an amount entered in the field *Difference postings* are also automatically marked as negative postings.

- Adjustment documents

In order to exclude the effects of incorrect postings on the transaction figures, you can enter adjustment documents in which individual line items are marked as negative postings.

If, for example, you posted a line item to the wrong account, you can use an adjustment document to correct the wrong account using a negative posting, and make the posting to the correct account.

Adjustment postings of this sort are only possible for document types specifically defined for this.

To mark individual line items as negative postings when entering a document, select the field *Negative posting* under *More data*.

- Automatic postings

If you mark manually entered document items as negative postings, this does not affect the generation of automatic postings such as tax postings for example. These are not immediately marked as negative postings. You can however mark the relevant items as negative postings within a supplementary account assignment. The account must not however be marked for supplementary account assignment in the master record.

During automatic account determination, you have to mark individual items of the document as negative postings for those transactions where debit and credit postings affect different accounts.

- Line item display

The indicator for negative postings is available as a display field for the line item display.

Activities

To enter reversal and accrual/deferral documents, you have to specify **reversal reasons**. For each reversal reason, specify whether negative postings are to be created in the reversal document and whether the reversal date may differ from the posting date of the document to be reversed. You define reversal reasons in Customizing for *Financial Accounting* according to account type in *General Ledger Accounting/Accounts Receivable and Accounts Payable* → *Business Transactions* → *Document Reversal* → [Define Reasons for Reversal \[Ext.\]](#)

You define document types for adjustment postings in Customizing for Financial Accounting under *Financial Accounting Global Settings* → *Document* → *Document header* → [Define Document Types \[Ext.\]](#)

If you want to see the indicator for negative postings in the line item display, you must either create appropriate display variants or expand existing variants. You do this in Customizing for *Financial Accounting* according to account type in *General Ledger Accounting (G/L Accounts)*

Negative Postings

and/or *Accounts Receivable and Accounts Payable (Customer/Vendor Accounts)* → *Line Items*
 → *Line Item Display* → [Define Line Layout \[Ext.\]](#)

Reversing Documents

Reversing Documents

Procedure

1. From the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *General ledger* → *Document* → *Reverse* → *Individual reversal* or *Mass reversal*.
2. Enter the document number, the company code, and the fiscal year (optional).
3. If the reverse document cannot be posted to the same period as the original document, enter the posting date and the posting period of the reversing document.

If the document to be reversed is a check payment, you will also have to specify a void reason code. You can display permitted void reason codes with the possible entries button. Reasons 1-3 can only be used by the system.

4. Choose *Enter*.

Result

The system generates a reverse document, creating debit and credit amounts.

Internal Correspondence

The following topics describe internal evaluations in the SAP system. This includes internal documents, the chart of accounts, and the account list.

For more information on external evaluations (balance sheet and income statement), see *FI Closing and Reporting* or the program documentation.

Internal Documents

Internal Documents

Internal documents are those documents that you print out for your own accounting department or other departments. You can print out either a single internal document (such as one that you are currently displaying and/or changing) or a large number of internal documents. You will want to print out individual internal documents, for example, if you have made any transfer postings (such as those during closing). The multiple document print option is useful when you want to print a certain number of internal documents (you determine which documents are printed by limiting the print run with selection criteria).

The documents that you have requested to be printed must be printed separately. See [Printing Correspondence \[Page 429\]](#).

Requesting Internal Documents

Internal documents are one of the types of correspondence available in the SAP system. The following topics are limited to a description of this correspondence type, since this is relevant to general ledger accounting.

You can request internal documents while you are entering and processing documents. You can choose the type of correspondence you want to print (for general ledger accounting this is usually only internal documents) from those that the system prompts you with while you are processing documents or accounts or while you are in another function.

[Requesting Internal Documents and Document Extracts from Within a Function \[Page 424\]](#)

[Requesting Internal Documents when not in a Function \[Page 425\]](#)

Requesting Internal Docs and Doc. Extracts Within a Function

Requesting Internal Docs and Doc. Extracts Within a Function

To request an internal document while within a function (a G/L account posting, for example), proceed as follows:

1. Select *Environment* → *Correspondence*.

If there is more than one correspondence type available, a dialog box appears. If this is not the case, the system creates a request for the only correspondence type possible.

2. Select the correspondence type you require.

A dialog box appears in which you can make specifications for the correspondence type you have chosen. For internal documents or document extracts the system requires a document number. This number is usually generated by the system. This means that the *Document number* field is either not ready for input or already filled with the document number.

3. Enter the necessary data and select ENTER.

The system confirms the request with a message.

If you want to print more than one internal document, you can also do this without making a request. See [Printing Internal Documents Without a Request \[Page 431\]](#)

Requesting Internal Documents when Not in a Function

An alternative to the method just described is to request internal documents when you are not in the above-mentioned functions. If you are within other functions, the system offers you all the correspondence types permitted for the company code in question to choose from.

To request correspondence in this way, proceed as follows from the General Ledger menu.

1. Select Account → Correspondence → Request.
You reach the screen for requesting correspondence.
2. Enter the appropriate company code and select ENTER.

All subsequent steps are described in the previous section. See [Requesting Internal Documents and Document Extracts from Within a Function \[Page 424\]](#)

In this case the system cannot itself determine the specifications necessary for the correspondence (e.g. account or document number). You must therefore enter these yourself in a dialog box .

Editing Correspondence Requests

Editing Correspondence Requests

After you have requested correspondence, you have the chance to edit your requests once more before the correspondence is printed.

The system also provides several ways of deleting correspondence requests.

For more information on this, read:

[Maintaining Correspondence Requests \[Page 427\]](#)

[Deleting Correspondence Requests \[Page 428\]](#)

Maintaining Correspondence Requests

By using a special function, you can maintain your correspondence request in the following ways:

- print a request immediately (from the print view)
- repeat the print of a request (providing the request has not been deleted)
- display the request with the print view function
- repeat the request
 - maintain the request text
- delete the request

You reach the maintenance function by selecting, from the General Ledger menu, *Account* → *Correspondence* → *Maintain*.

Then, in order to reach the individual editing functions such as "delete" and "maintain text", click on the menu entry *Edit*.

Deleting Correspondence Requests

Deleting Correspondence Requests

There are several ways to delete correspondence requests:

- You can delete your correspondence requests while maintaining them. You access this function from the General Ledger menu, by selecting *Account* → *Maintain corresp.* To access the editing function for deleting correspondence requests, click on the menu item *Edit*.
- You can delete several correspondence types at once. This is necessary, for example, if you have requested the wrong type of correspondence. To do this, select, from the General Ledger menu, *Periodic processing* → *Print correspondence* → *Delete requests*. Note that you require special authorization to be able to carry out this function.

Printing Correspondence

Generally speaking, correspondence is printed automatically. Program SAPF140 can be run in batch (without you needing to enter any parameters for it), once every day, to print correspondence. This report prints all the correspondence types that have been requested but not yet printed. Your system administrator has more information on this.

In certain cases, you may need to print the correspondence individually, that is, not using the automatic print function. In this case you have the following options:

- You can print your correspondence requests directly. See [Maintaining Correspondence Requests \[Page 427\]](#).
- You can run program SAPF140 directly. You may need to do this if you need, for example, to produce an account statement immediately. SAPF140 initiates the printing of correspondence by calling up the print reports belonging to the individual correspondence types. These programs generate the letters and send them to the print spool.
- Internal documents that you have requested are printed like any other form of correspondence. You can also print internal documents without first requesting them. For more information, read the section on internal documents.

When printing correspondence with program SAPF140, you can choose whether all the print requests should be selected, or only those for certain correspondence types.

For further information read the following:

[Printing Correspondence with the General Print Program \[Page 430\]](#)

[Printing Internal Documents Without a Request \[Page 431\]](#)

Printing Correspondence with the General Print Program

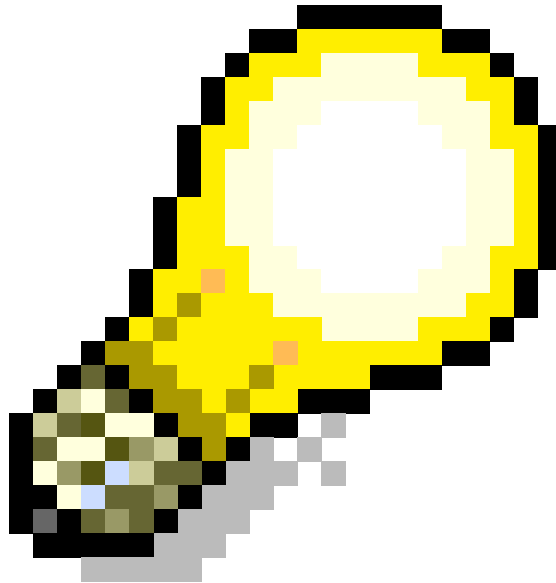
Printing Correspondence with the General Print Program

You use program SAPF140 to print your correspondence by following the steps below from the General Ledger menu:

1. Choose *Periodic processing* → *Print correspondence* → *Acc.to requests*.

You reach the selection screen for printing correspondence.

2. To print single internal documents, enter the document number, fiscal year and correspondence type.



If you do not enter any parameters, the system prints all the correspondence which has been requested and not yet printed. This should only be carried out in batch.

3. Choose *Program* → *Execute* or *Execute and print*.

The system informs you that requested correspondence types have been found. If you have not entered any parameters, you can end the processing by selecting F15 (EXIT).

The letters are then sent to the print spool. From there you can send it to a printer. You can display the entries in the printer spool by selecting *System* → *Services* → *Queue*.

Printing Internal Documents Without a Request

There is a separate print program for printing out internal documents which you can use to print a large number of documents without making a request. This may be necessary, for example, to print internal documents for the accounting documents which were generated by the recurring entry program.

To print without a request, select, from the General Ledger menu, *Periodic processing* → *Print correspondence* → *Internal documents*.

Chart of Accounts and Account List

Chart of Accounts and Account List

The chart of accounts contains the G/L account number and description. You can go from here directly to the general data area of the master record. By choosing certain selection criteria, you can determine which accounts are contained in the chart of accounts (for example, you can select via the account number or the account group).

The master data for the G/L accounts is displayed in the G/L account list. This includes both the general data area and the company code-specific area of the master data. Again, you determine exactly which information is displayed by choosing certain selection criteria.

In order to print the chart of accounts or an account list, select the following menu sequence from the General Ledger screen: *Periodic processing* → *Reporting* → *Report selection*.

You will then see the application tree which contains all FI-relevant reports and variants. You can arrange reports and variants as well as create and print lists from within this report tree. You can also select any report you need by positioning your cursor on it. Start a report by double-clicking on it or by clicking on *Generate list*.

The reporting tree is defined in the G/L Accounting IMG. To access this function select the *Select report for G/L account valuations* step.

Account Statement

The account statement lists all the postings to and from a specified account for a given period. This is particularly useful for accounts that are **not** managed on an open item basis or with open item display.

You create an account statement with program RFAUSZ00.

To generate an account statement, go to the G/L menu and select *Period.proc.* → *Info system* → *Report selection*.

You will then see the application tree which contains all FI-relevant reports and variants. You can arrange reports and variants as well as create and print lists from within this report tree. You can also select any program you need by positioning your cursor on it. Start a report by double-clicking on it or by clicking on *Generate list*.

The reporting tree is defined in the G/L Accounting IMG. To access this function select the *Select report for G/L account valuations* step.

Listing Programs for Evaluations

Listing Programs for Evaluations

As it is possible that not all the programs you require to carry out your evaluations are contained in the Financial Accounting menu, you can call up a list of **all** FI reports by proceeding as follows:

From the G/L menu select *Period.proc.* → *Info system* → *Report selection*.

You will then see the application tree which contains all FI-relevant programs and variants. You can arrange programs and variants as well as create and print lists from within this report tree. You can also select any report you need by positioning your cursor on it. Start a report by double-clicking on it or by clicking on *Generate list*.

The reporting tree is defined in the G/L Accounting IMG. To access this function, select the *Select report for G/L account valuations* step.

Balance Interest Calculation

You can calculate interest on the balance of those of your G/L accounts which are managed with open item display by using the balance interest calculation function in the FI system. This function can be used, for example, to double-check the interest calculated on your accounts by the bank.

You can also use balance interest calculation in accounts receivable and accounts payable. In these areas it is used, for example, to calculate interest on the staff loan accounts managed in accounts receivable and payable.

The following topics describe what options you need to consider before carrying out a balance interest calculation, and how this type of calculation is executed.

Introduction to Interest Calculation

When you calculate interest on G/L accounts, a graduated list is produced. You can also have the balance interest calculation run logged by the system. This is especially useful if the run does not produce the result you expected. By checking the log, you can find out why interest was not calculated for a certain account.

The balance interest calculation program is controlled using the following specifications:

- data from the G/L account master record. This includes, for example, the interest indicator which the report uses and data used for determining the interest calculation period for the account.
- Specifications stored in the interest indicator. These include, among other things, the interest rates to be used.
- Specifications made for the balance interest calculation run, such as selection criteria which limit the accounts to be included in the run.

The following topic deals with those fields in a G/L account master record which are relevant for balance interest calculation. The topics after it explain how the interest indicator works and how the interest calculation period for the balance interest calculation run is determined. You may have to modify the interest rates defined in the system before running the balance interest calculation program. For more information on this, see [Modifying Interest Rates \[Page 445\]](#).

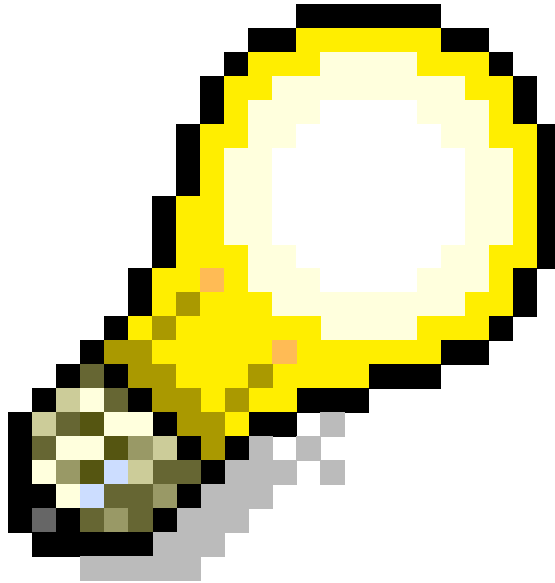
The last topic in this section describes how to carry out a balance interest calculation run and how you can control this procedure.

Interest Calculation: Fields in the Master Record

There are four fields in the company code-dependent data area of a G/L account master record that are relevant for balance interest calculation.

Interest indicator

In order to calculate interest on G/L account balances, the interest calculation report references the interest indicator from the account master record. The most important specifications for interest calculation are stored in this indicator, such as the rules used for calculating interest and the interest rate.



The interest indicator must belong to the interest calculation type "balance interest calculation".

Interest calculation frequency

In this field you enter a number of months, which determines how often the interest calculation program is to be run. However, it is only necessary to make an entry in this field if you are planning to have the system determine the interest calculation period automatically. The interest calculation period always refers to the field Key date of last int.calc. You can also define an interest calculation frequency under an interest indicator. However, the entry in the master record has higher priority.

Key date of last int.calc. (interest calculation)

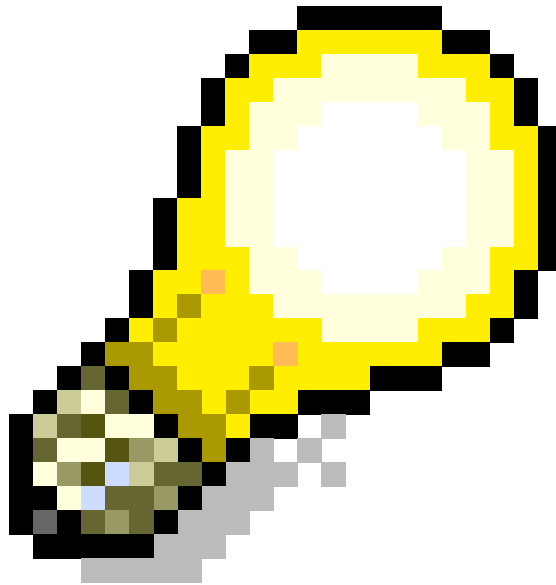
After the interest calculation program has been run in the background, it enters in this field the upper limit of the interest calculation period. This date is used by the system to automatically determine the interest calculation period for an account.

Date of last int.calc. run

In this field the report enters the CPU date of the last balance interest calculation run. This information is necessary in order to determine whether interest must be calculated for items with a value date in the past. These are items which are posted

Interest Calculation: Fields in the Master Record

to a period for which interest has already been calculated. You can find more information on this special case in the program documentation.



All accounts that you want to be included in the interest calculation run must have an entry in the field Interest indicator in their master record. If you want to block an account for interest calculation, you should remove the interest indicator.

To find out more about changing or displaying master records, see [Functions for Editing G/L Account Master Records \[Page 62\]](#).

Specifications Stored Under the Interest Indicator

The interest indicator controls interest calculation. The following data is stored in the system under the interest indicator:

- The calendar type used for defining the days due for interest. You can choose between the bank, French, Japanese, and Gregorian calendars
- Interest rates and conditions (see [Modifying Interest Rates \[Page 445\]](#))
- Form for the lists

You can also specify under the interest indicator that the program should use an interest calculation numerator to calculate the interest. Otherwise, the program calculates the interest directly.

Note that, under certain circumstances, no interest is calculated for an account:

- If a maximum amount is specified under the interest indicator, an interest scale is only displayed if the interest amount calculated exceeds this.
- If you have specified under the interest indicator that no credit interest payments should be made, interest is only calculated if the account is in debit.
- The account must be specified for interest calculation either in the interest calculation period which you specified or that determined by the system. For information on this, read [Determining the Interest Calculation Period \[Page 440\]](#).

In general, all the specifications regarding interest calculation are made during the configuration of your system. You can find more information on this topic in the General Ledger IMG under "Bank Account Interest Calculation".

Determining the Interest Calculation Period

Determining the Interest Calculation Period

The interest calculation period is demarcated by an upper and a lower limit (i.e. dates). The days in between these two dates are those for which interest is calculated.

There are two methods for determining the interest calculation period in the SAP system:

- You always determine the interest calculation period **manually**. In this case, you must enter the period yourself for every interest calculation run. You do not need to enter any additional data when determining an interest calculation period.
- You let the system determine the interest calculation period **automatically**. In this case, the system determines the period according to rules you have specified. You can define these rules either per account or per interest indicator.

[Defining the Interest Calculation Period Manually \[Page 441\]](#)

[Automatic Determination of the Interest Calculation Period \[Page 442\]](#)

Defining the Interest Calculation Period Manually

If you want to define the interest calculation period manually, you must enter it for every interest calculation run you carry out. You do not need to fill any extra fields when defining the interest calculation period. In particular, you should not make an entry in the field *Key date of last int.calc.*

The system does not recognize overlaps with previous balance interest calculation runs. You thus have to be sure that you do not enter a period for which interest has already been calculated.

You can use this method if you always calculate interest on accounts for periods of the same length, for example, once every month.

Automatic Determination of Interest Calc. Per.

Automatic Determination of Interest Calc. Per.

To ensure that interest calculation periods do not overlap, you can have the interest calculation period determined automatically. This is especially useful if you want to charge interest on accounts at irregular intervals. The interest calculation program then determines which accounts should be included in the respective calculation run.



For some of your accounts you run the interest calculation program every month; for others every three months. This can easily lead to overlaps if you enter the calculation periods manually.

If you want the interest calculation period to be determined automatically, you must carry out the following steps in the system:

- You must enter the interest calculation period. The program needs this information in order to determine whether an account is to be included in this interest calculation run or not until the next run.
- The field *Key date of last int.calc* in the account master record must have an entry. You can have the batch input make the entry in this field using the upper limit of the last interest calculation run, or you can enter it manually.
- There must also be an interest calculation frequency specified in the master record, providing this has to be determined per account. As an alternative, you can define this frequency under the interest indicator. However, the entry in the master record has higher priority.
- You must have entered an interest calculation day under the interest indicator. For example, if you always want to run the interest calculation program on the 15th of the month, enter this date. However, if you want the run to be on the last day of every month, enter 31.

The system uses this data to determine the upper and lower limit of the interest calculation period.

It does so in the following way: The program adds one day to the data in the field *Key date of last int.calc*. and uses the result as the **lower limit** for the interest calculation period.

The **upper limit** is determined as follows:

- The program determines the month by adding the interest calculation interval (frequency), which you have defined in the system, to the month of the above-mentioned key date.
- The program determines the day by using the interest calculation date defined in the system.



You have defined the following data in the system:

| | |
|---|---------|
| Key date of last int.calc. (interest calculation) | 5/31/94 |
| Interest calculation frequency in months | 3 |
| Interest calculation day | 31 |

From this data, the system determines a lower limit of 6/1/94 and an upper limit of 8/31/94.

Automatic Determination of Interest Calc. Per.

An account is only included in the interest calculation run if the upper limit you specify in the program is not later than the upper limit specified for interest calculation. You can thus carry out the interest calculation independently of the specified frequency with which interest is calculated on the accounts.



The system has determined 8/31/94 as the upper limit for this account. If you are calculating interest for the period 7/1/94 to 8/15/94, the account is ignored. However, if your calculation is for the period 7/1/94 to 9/1/94, the account is included.

Interest Calculation

Interest Calculation

The following topics describe how to modify the interest rates defined in the system. This may be necessary before running the interest calculation program. It also describes how to run this program.

[Modifying Interest Rates \[Page 445\]](#)

[Running the Interest Calculation Program \[Page 446\]](#)

Modifying Interest Rates

It may be necessary to update the interest rates defined under the interest indicator before running the interest calculation report. Interest rates can be defined in various ways, such as the following:

- You can enter a fixed interest rate for each interest indicator and currency, and for one validity date
- You can enter an amount-dependent interest rate for each interest indicator and currency, and for one validity date
- You can use reference interest rates. To do this, enter a key for the interest indicator under which the relevant rates are stored. You can also enter the reference interest rate dependent on a validity date.

To change a fixed interest rate or enter a different reference rate, proceed as follows from the Accounting Configuration menu:

1. Select Business volume → Interest calculation → Time-dependent cond.
2. Select the interest indicator you require for the interest calculation run by double-clicking on it.

Reference interest

If you want to use another interest rate as a reference, enter it in this field. This reference rate must be defined in the system already. To define a reference rate, go to the General Ledger IMG and select Define reference interest rates. You can find more information on system configuration in [Configuring the System Using the Implementation Guide \[Ext.\]](#)

Surcharge

If you want to use a fixed interest rate, enter it in this field. You can, however, use both a fixed rate *and* a reference rate. In this case, the surcharge is added to the reference rate during the interest calculation run.

Amount from

If you want the choice of rate to be dependent on the amount involved, enter that amount here.

3. Save your entries by selecting *Table view* → *Save*.

Running the Interest Calculation Program

Running the Interest Calculation Program

You start the interest calculation program from the General Ledger menu as follows:

1. Select *Periodic processing* → *Interest calculation* → *Bal.interest calc.*

The first screen for entering the selection criteria appears.

Your entries in this screen define the following:

- **Selection**

You can limit the number of accounts included in the interest calculation by entering an interval for the chart of accounts, G/L account number, company code, interest indicator, and business area, or an individual value. Note that, generally speaking, only those accounts which have an interest indicator for balance interest calculation in the master record, and are managed with line item display, are included in the calculation.

- **Interest calculation period**

The period you enter here determines the calculation period for the interest calculation run. If the field *Key date of last int.calc.* in the master record is filled, the system determines the interest calculation period automatically. For more information on this, refer to [Determining the Interest Calculation Period \[Page 440\]](#).

- **Day of last interest run**

This entry is important if you have not entered this date in the master record. The date is used to decide whether items should be treated as value dates in the past. These are items that are posted to a period for which interest has already been calculated. For more information on this special case, refer to the program documentation.

- **Reference date**

This field lets you determine whether the program takes the value date, posting date or document date as the reference date for interest calculation. For balance interest calculation for customer and vendor accounts, the report uses the baseline date for payment as the reference date.

- **Calculation**

You can select whether, when calculating interest using either the Gregorian or the Japanese calendar, the system should calculate for 366 days (leap year). If you mark the field *Standard int.calculation* with a **X**, the interest calculation period is put back by one day. This means that the system also calculates interest on the carry forward balance. Those items for which interest would usually be calculated up to the period upper limit are not included in the run.

- **Output**

The system displays an interest scale for each account. The form that is used for this is stored under the interest indicator in the system. In addition to this, you have the option of requesting an interest rate overview. This is printed after the interest calculation run, with the interest broken down into debit and credit interest. By selecting a certain summarization level, you can determine how detailed the interest scale should be. If you want to be able to monitor the interest calculation run, you can have the system log the run. However, if you request a log, this should not be for more than a handful of G/L

Running the Interest Calculation Program

accounts. To this end, you should always enter the names of the appropriate accounts in the field *Accounts* for additional log.

- **Updating information in the master record**

The interest calculation data in the G/L account master records (see [Interest Calculation: Fields in the Master Record \[Page 437\]](#)) is only updated if you enter **X** in the *Update master* record field and specify a session name for the background run in the *Batch input session name* field. You should always choose to update if you want to have the settlement period calculated automatically.

2. Enter the required data.
3. To run the interest calculation program, select *Program* → *Execute*.

Information System

Purpose

With the **G/L Account Information System**, based on [Drilldown Reporting \[Ext.\]](#), you have a dialog-oriented information system available. It is able to evaluate the dataset based on all characteristics contained in the data description.

G/L account transaction figures and the [financial statement versions \[Ext.\]](#) serve as the primary data source for the General Ledger Information System.

Implementation Considerations

The standard version of the G/L Account Information System contains various reports. The standard reports are found in the *SAP Easy Access* menu under *Accounting → Financial Accounting → General Ledger → Information System → General Ledger Reports → Balance Sheet/Profit and Loss Statement/Cash Flow → General*.

You define your own reports in Financial Accounting **Customizing** under *General Ledger Accounting → Information System → Drilldown Reports (G/L Accounts)*.

Features

The following report types are available:

- [Reports for financial statement analysis \[Page 455\]](#)
Financial statement analyses are based on hierarchical financial statement versions that are stored in Financial Accounting. The system gives you the option to perform difference analyses based on actual and plan data at any time (yearly, half-yearly, quarterly, and monthly comparisons).
- [Key figure reports \[Page 462\]](#)
The financial statement items from the financial statement version are inserted in the key figure reports as needed. You can, for example, following financial statement balances, determine the liquidity ratio, or determine financial statement version key figures such as the equity ratio.

You can create your reports using the local currency (company code currency) or another parallel currency (such as group, hard, index, or company currency).

You can obtain additional information to the standard drilldown functions in the **SAP Library** under *Cross-Application Components → CA - Drilling Reporting*.

Forms

Definition

A form describes the basic and technical structure of a report.

A form can thus be seen as a partially complete structure for a report or for other forms. In the form, you define the characteristics and key figures. In the subsequent report definition, you can complete the selection with additional characteristics.



You should consider the contents of a form as presetting and not change them except in rare cases. If you change a form, this change is effective for all reports using this form.

Use

The following form types are used in the G/L Account Information System:

- **One axis with key figure**

You can use this type of form as the basis for the following report types:

- Reports for financial statement analysis
- Reports for balance display

- **Two axes with key figure**

You can use this type of form as the basis for the following report types:

- Key figure reports
- Reports for balance display

The SAP System includes sample reports. You can use these forms as templates for your own forms.



The following naming convention is reserved for SAP standard forms:

- For reports for financial statement analysis *0SAPBLNCE-01* to *0SAPBLNCE-NN*
- For key figure reports: *0SAPRATIO-01* to *0SAPRATIO-NN*

For your own forms, use a technical name that does not lie within this name range.

You define forms in Financial Accounting **Customizing** under *General Ledger Accounting* → *Information System* → *Form* → *Create Form*.

Characteristic

Characteristic

Definition

Criteria (in the form of reports) used for making evaluations in the G/L Account Information System. The characteristics available provide the classification options of the dataset.

Use

Examples of characteristics in the G/L Account Information System:

- **SAP hierarchical terms** such as company code, account number, company, business area, as so on.
- **Time-dependent characteristics** such as fiscal year, posting period, as so on.

Structure

The following terms are of importance in relation to characteristics:

- **Simple characteristic**

When creating a form or report, you only define the characteristics that are valid for the columns and rows of the report. Afterwards, you restrict the desired characteristics by entering values for them.



Actual data is in every column of a actual/actual yearly comparison. The characteristic in this case is a plan/actual key figure. The characteristic value for actual data is the key 0.

- **Drilldown characteristics**

When creating a report, you can select the characteristics that are needed for your evaluation from a list. These characteristics are drilldown characteristics that are used to navigate in the report. They include, for example, company, company code, and business area.

- **Characteristic hierarchies**

With characteristic hierarchies, characters are arranged in a hierarchy. In the G/L Account Information System, the characteristic "financial statement version" is the hierarchy for the characteristic account number. In the financial statement version, the account numbers are displayed in a hierarchical order.

Key Figures

Definition

A key figure is a figure or ratio.

There are two types of key figures:

- **Basic key figure**

The key figure is the equivalent of a numerical field (value or amount) in a database table.

- **Derived key figure**

The key figure is calculated using calculations or formulas within a report. In the G/L Account Information System, you can, for example, calculate financial statement key figures.

Use

Examples of key figures in the G/L Account Information System.

| | |
|--------------------|---|
| Value | Value of a financial statement item (such as sales revenue) |
| Quantity | Number of employees |
| Calculation | Revenue per employee (calculated from the value of the fin. statement item, such as sales revenue and a quantity, i.e. the number of employees) |

The calculation of key figures is completed in so-called key figure reports.

Variable

Variable

Definition

A variable can be used to make the creation of forms and reports more flexible. It is a parameter of the report that is determined at the time the report is started and that can be replaced in different ways.

There are two types of variables, local and global. In the G/L Account Information System, only global variables are used.

Use

Various variables are included in the SAP System for the G/L Account Information System. You can use the following variables for your forms and reports:

| | Variable | for characteristic |
|-------------|----------|-------------------------|
| Fiscal year | &1FY | Fiscal year |
| | &2FY | Half year |
| | &3FY | Quarterly period |
| | &4FY | Month |
| Period | &1PF | From period |
| | &1PT | To period |
| | &2PF | From period (half year) |
| | &2PT | To period (half year) |
| | ... | ... |

You can define additional variables. To do so, in Financial Accounting **Customizing** chose *General Ledger Accounting → Information System → Drilldown Reports (G/L Accounts) → Define Global Variables*.

You can include constants with variables that reference a **numerical entry field** (such as &1FY-1 for the previous fiscal year).

Replacement of variables by the system

In the following examples for the G/L Account Information System, you can see how the system replaces the variables entered in the form (step 1) with values (step 3), based on user entries when running the report (step 2)

| Example | Step 1 | Step 2 | Step 3 | | |
|---------|--------------------------|--------------------------------|------------------|----------|----------|
| | Variable entered in form | User entry when running report | Output in report | | |
| | Column 1 | Column 2 | | Column 1 | Column 2 |
| | | | | | |

Variable

| | | | | | |
|---|----------------------|------------------------|---|--------------------|--------------------|
| Year comparison for two fiscal years | &1FY | &1FY-1 | Fiscal year: 2000 | 2000 | 1999 |
| Half year comparison to previous fiscal year | &2FY &2PF &2PT | &2FY-1 &2PF &2PT | Fiscal year: 2000 Period: <i>Second half of the year</i> | 2000 007 016 | 1999 007 016 |
| Quarterly comparison to previous fiscal year | &3FY &3PF &3PT | &3FY-1 &3PF &3PT | Fiscal year: 2000 Period: <i>Third quarter</i> | 2000 007 009 | 1999 007 009 |
| Monthly comparison to previous fiscal year | &4FY &4PE | &4FY-1 &4PE | Fiscal year: 2000 month: 10/2000 | 2000 10 | 1999 10 |

Structure

The following **variable types** are used in the G/L Account Information System:

- **Variables for characteristics**

If you do not want to enter a fixed value for a characteristic in a form or report, you can use a variable for the value of the characteristic. You define the value for the characteristic when running the report.

- **Variables for text**

If you do not want to enter a text in a form (for example, for a column header), you use a text variable. You enter the value for the text when running the report.



You can use the same variables for texts as those used for characteristics.



If you use a variable for the value of a characteristic in your report (such as fiscal year), the text for the column header is also not in the definition of the form. In this case, you select the same variable for the text variable as well as for the value of the characteristic.

You can find more information on variables in the SAP Library under *Cross-Application Components* → *CA Drill-Down Reporting* → *Reports* → [Variables \[Ext.\]](#).

Constants

Constants

Definition

Value that is not calculated from a financial statement item (such as number of employees, display area in sq. feet, and so on).

Use

In the G/L Account Information System, constants are only used in key figure reports.

In order to use constants in key figure reports, you have to define them in Customizing. To do so, in Financial Accounting **Customizing** choose *General Ledger Accounting → Information System → Drilldown Reports (G/L Accounts) → Define Constants*.

Financial Statement Analysis

Definition

A report that compares the financial statements from two time periods and determines the differences in the individual financial statement items. The report is based technically on the financial statement version.

Use

You can carry out financial statement analyses for the following time periods:

- Year comparisons
- Half-year comparisons
- Quarterly comparisons
- Monthly comparisons

You can use both actual and plan data as the basis for these reports, that is, you can execute actual / actual comparisons as well as actual / plan comparisons.

The SAP System includes sample reports for financial statement analysis. You can use these reports as templates for your own reports.



The SAP standard reports have the naming convention *0SAPBLNCE-01* to *0SAPBLNCE-NN*. For your own reports, use a technical name that does not lie within this name range.

Integration

In addition to the report type financial statement analysis, the SAP System includes the following report types:

- *Financial statement analysis for the cost of sales accounting ledger*
SAP provides this report type for cost of sales accounting analysis. This report type is comparable to the report type *financial statement analysis*. It is, however, based on the data in the cost of sales accounting ledger.
- *Balance display (trial balance)*
With the report type *balance display*, you can evaluate transaction figures. As the basis for financial statement reports, you can use one axis forms with key figures as well as two axis forms with key figures.

Creating a Report for Financial Statement Analysis

Creating a Report for Financial Statement Analysis

Use

In a report for financial statement analysis, you can compare the development of the financial statement values. You can make a comparison for the following time periods:

- Yearly comparisons
- Semi-annual comparisons
- Quarterly comparisons
- Monthly comparisons

In a report, you can value both actual and plan data. That is, you can run actual/actual comparisons as well as actual/plan comparisons.

Prerequisites

In your financial statement analyses, you can use [variables \[Page 452\]](#). These have to be predefined in **Customizing**. In the G/L Account Information System, you can only use global variables. To define global variables, in Financial Accounting **Customizing** choose *General Ledger Accounting → Information System → Drilldown Reports (G/L Accounts) → Define Global Variables*.

The reports for financial statement analyses are based on the financial statement version. The desired financial statement version has to be defined in **Customizing**. To define a financial statement version, in Financial Accounting Customizing choose *General Ledger Accounting → Business Transactions → Closing → Document → Define Financial Statement Version*.

Activities

To create a report for financial statement analysis, proceed as follows:

1. Create a [form \[Page 449\]](#) for a financial statement analysis.

This form is a one axis form with key figure. This means that you only have to define the columns of the form.

You can find additional information under [Creating Forms for Financial Statement Analysis \[Page 457\]](#).

2. Create a report using the form as the basis.

You can find additional information under [Creating Reports for Financial Statement Analysis \[Page 460\]](#).

Creating Forms for Financial Statement Analysis

You can create a form in Financial Accounting **Customizing** under *General Ledger Accounting* → *Information System* → *Drilldown Reports (G/L Accounts)* → *Form* → *Define Form*.

The following describes how to create a form for financial statement analysis. In this example, a form is created for an **actual/actual year comparison**.


Basic data

Enter the basic data for your form:

1. Select form type *financial statement analysis* and enter a name for the form.



The SAP standard reports for financial statement analysis have the naming convention 0SAPBLNCE-01 to 0SAPBLNCE-XX. For your form, use a technical name that does not lie within this name range.

2. As a structure, choose *one axis with key figure*.
3. You can use a SAP standard form as a template. To do so, choose *Copy from* and select the desired SAP standard form.
4. Choose  *Create*.



The *Report Painter* screen appears. *Create form*.



In the standard system, the row display appears. To switch to the column display, choose *Goto* → *Column display*.

General selections

Define your general selections, that is, define the characteristics that are valid for all columns in your form.

1. Choose . The *Element definition* screen appears. *General selections*
2. Selected the characteristics you want to use from the characteristics available. Select the characteristic you want to use and insert it in the list of selected characteristics via the  button.
3. Enter a value or range for the selected characteristics.



If you define an actual/actual year comparison form, the values should be actual values for all characteristics. You thus select from the available characteristics *Plan/actual key figure* and enter 0 in the *From* field for actual data.

4. To return to the display of your form, choose *Confirm*.



Characteristic definition

Make the **character definitions**, that is, define the characteristics for the **individual columns**:

Creating Forms for Financial Statement Analysis



The key figure column defines the characteristic with which your valuations are structured. In the G/L Account Information System, the hierarchical order of the account numbers is typically the account number or the financial statement version. You define the characteristic *key figure* when defining the **report**, that is, you do not have to define this characteristic in the form.



1. For the individual columns, select the column header with the name *Element x* with a double-click and then select the element type *Key figure with characteristics*. The *Element definition* screen appears.
2. Select the desired *key figure*. With the key figure you define what type of values you want to display for a specific column.
3. From the available characteristics, choose the ones you need for the column. Select the characteristics you want to use and insert them in the list of selected characteristics via the  button.
4. For the selected characteristics, select fixed values or [variables \[Page 452\]](#).
 - If you want to assign **fixed values**, enter the value or range in the *From* field.
 - If you want to enter a **variable**, select the  column. You obtain a list with the predefined global variables for the selected characteristic.
5. If you have already defined columns, you can make calculations between these columns.

To do so, choose the column in which you want to make the calculations and choose the element type *Formula*. The formula editor, in which your predefined columns are defined as identifiers, appears. In the formula editor, you can use the basic mathematical calculations (+, -, *, /).



For an actual/actual year comparison, you could, for example, make the following characteristic definitions for the individual columns:

| | First column: Financial statement values for a specific year | Second column: Corresponding values for the previous year | Third column: Difference between the first and second column |
|--------------------------------|--|---|--|
| <i>Element type</i> | <i>Key figure with characteristics</i> | <i>Key figure with characteristics</i> | <i>Formula</i> |
| <i>Key figure</i> | <i>Financial statement value</i> | <i>Financial statement value</i> | Enter the formula using the formula editor: x001 - x002 |
| <i>Selected characteristic</i> | Fiscal year as predefined global variable: &1FY | Previous fiscal year as a variable: &1FY-1 | |


6. You can copy the characteristic definition of a column and insert the definition in another column. To do so, select the column to be copied using , position the cursor on the column to which it is to be copied, and choose .

Creating Forms for Financial Statement Analysis

7. To return to the display of your form, choose *Confirm*.

Text definition

Entering the texts for your columns:

1. Position the cursor on the desired column and choose . The screen for text editing appears.
2. You can enter a short, medium, and long text for the column name.



If you want to enter a two-line name, you enter a semi-colon at the point where you want the second line to begin.

3. If you use variables in the characteristic definition, you can also enter variables for the column names. The text for the column header is thus determined when the report is run.



For an actual/actual year comparison, you can enter the following texts for the first column:

| Text type | Example |
|-----------------|-----------------------------|
| Short text | FY ; &1FY |
| Mid-length text | Fisc. Yr; &1FY |
| Long text | Fiscal Year;&1FY |

Save the form.

Result

You have created a form.

Based on this form, you can now create a report for financial statement analysis.

Creating Financial Statement Analyses

Prerequisites

Before you can create a report for financial statement analysis, a form for the analysis must be available. You can use one of the SAP standard forms or your own form for financial statement analysis.

Procedure


You can create a report in Financial Accounting **Customizing** under *General Ledger Accounting* → *Information System* → *Drilldown Reports (G/L Accounts)* → *Report* → *Define Report*.

The following describes how to create a report for financial statement analysis. In this example, a report is created for an **actual/actual year comparison**.


2. Select report type *financial statement analysis* and enter a name for the report.



The SAP standard reports for financial statement analysis have the naming convention *0SAPBLNCE-01* to *0SAPBLNCE-NN*. For your report, use a technical name that does not lie within this name range.

2. Under *With form*, enter the form that you want to use as the basis for the report.
3. You can use a SAP standard report as a template. To do so, select the desired SAP standard report under *Template*.
4. Choose  **Create**.
5. A screen appears in which various tabs cards are available with options for controlling the report.

– Characteristics

On the Characteristics tab, you obtain a list of the available drilldown characteristics. Drilldown characteristics are characteristics with which you can navigate in the report and are characteristics such as financial statement item, account number, company code, and business area. Select the characteristics you want to use and insert them in the list of selected characteristics via the  button.

Via the function *Sort fixed or variable char.*, you determine the order of the characteristics in the navigation block of the executed report. The order of the characteristics defines the standard drilldown order.



The financial statement items characteristic has to be entered as the first position, since it is a characteristic with a hierarchy. In the financial statement version, the account numbers are displayed in a hierarchical order.



In the example of an actual/actual year comparison, the values of the selected characteristics are first determined when the report is executed. You thus do not enter values for the selected characteristics.

Creating Financial Statement Analyses

– Variables

On the *Variables tab*, you can either enter fixed values for the variables that you have included in the form or define the variables as input fields when executing the report.

By choosing *Edit → Node of hierarchy*, you can select the variable from the financial statement version you want to evaluate for your report.



For an actual/actual year comparison, you can enter your financial statement version and set the indicator for the characteristic *Fiscal year* to *Enter at execution*. In this case, the fiscal year is specified when you execute the financial statement analysis.

– Output type

On the tab page *Output type*, you can define how the report should be displayed after execution. You can, for example, define the header and footer. For more information, see [Output Type \[Ext.\]](#).

– Options


On the *Options tab*, you can make additional settings for print layout and additional information. For more information, see [Settings \[Ext.\]](#).

6. Save your report.

Result

You have created a report.

To execute the report, you have the following options:

- From the report definition, choose .
- The SAP standard reports for financial statement analysis are accessed by choosing in *SAP Easy Access* screen *Accounting → Financial Accounting → General Ledger → Information System → General Ledger Reports → Balance Sheet/Profit and Loss Statement/Cash Flow → General*. If you have defined your own user menu, you can insert your report in your menu and execute it from there.

Key Figure Reports

Key Figure Reports

Definition

Report that calculates key figures based on defined financial statement items. The financial statement items are selected from the financial statement version.

In contrast to financial statement analyses, key figure reports only draw on those financial statement items that are needed for calculating certain key figures rather than the entire financial statement version.

Use

You can calculate the following key figures:

- **Individual key figures**, such as
 - Liquidity (such as current assets less short and mid-term payables)
 - Profit (year-end profit)
 - Cash flow
- **Structure key figures**, such as
 - Owner's equity ratio (owner's equity / total assets)
 - Debt/equity ratio (Calculation: Liabilities / Owner's equity)
 - Capitalization ratio (fixed assets / total assets)
- **Key figures with the help of constants**

In order to determine certain key figures, such as revenue per employee, you have to first define constants in Customizing. Constants are values that are not calculated from the financial statement version (such as number of employees, sales area in square meters).

The SAP System includes sample key figure reports. You can use these reports as templates for your own reports.



The SAP standard reports have the name range *0SAPRATIO-01* to *0SAPRATIO-NN*. For your own reports, use a technical name that does not lie within this name range.

Integration

In addition to the report type financial statement key figure, the SAP System includes the following report types:

- *Financial statement key figure for the cost of sales accounting ledger*

SAP provides this report type for cost of sales accounting key figures. This report type is comparable to the report type *financial statement key figure*. It is, however, based on the data in the cost of sales accounting ledger.
- *Balance display (trial balance)*

Key Figure Reports

Transaction figures can be evaluated using the report for displaying balances. As the basis for financial statement reports, you can use one axis forms with key figure as well as two axis forms with key figure.

Creating Key Figure Reports

Creating Key Figure Reports

Use

In the G/L Account Information System, you can create two types of key figure reports:

- Reports with key figures that only calculate certain financial statement items **without constants** such as the debt/equity ratio from the financial statement items equity and liabilities.
- Reports with key figures that are calculated from certain financial statement items **with constants** such as the key figure *revenue per employee* from the financial statement item sales revenue and the constant *number of employees*.

Prerequisites

For your key figure reports, you can use [variables \[Page 452\]](#) and [constants \[Page 454\]](#). These have to be defined in **Customizing**:

- **Variables**

In the G/L Account Information System, you can only use **global** variables. To define global variables, in Financial Accounting **Customizing** choose *General Ledger Accounting → Information System → Drilldown Reports (G/L Accounts) → Define Global Variables*.

- **Constants**

To define constants, in Financial Accounting **Customizing** choose *General Ledger Accounting → Information System → Drilldown Reports (G/L Accounts) → Define Constants*.

Key figure reports are based on a financial statement version. The desired financial statement version has to be defined in **Customizing**. To define a financial statement version, in Financial Accounting Customizing choose *General Ledger Accounting → Business Transactions → Closing → Document → Define Financial Statement Version*.

Activities

To create a key figure report, proceed as follows:

2. Create a [form \[Page 449\]](#) for a key figure report.

This form is a two-axis form. This means you only have to define the columns as well as the lines of the form.

You can find additional information under [Creating Forms for Key Figure Reports \[Page 466\]](#).

3. Create a report using the form as the basis.

You can find additional information under [Creating Reports for Key Figure Reports. \[Page 470\]](#)

Creating Forms for Key Figure Reports

Creating Forms for Key Figure Reports

You can create a form in Financial Accounting **Customizing** under *General Ledger Accounting* → *Information System* → *Drilldown Reports (G/L Accounts)* → *Form* → *Define Form*.


Basic data

Enter the basic data for your form:

3. Select form type *financial statement key figures* and enter a name for the form.





The SAP standard key figure reports have the name range *0SAPRATIO-01* to *0SAPRATIO-NN*. For your form, use a technical name that does not lie within this name range.

5. Select a structure with two axes (matrix).
6. You can use a SAP standard form as a template. To do so, choose *Copy from* and select the desired SAP standard form.
7. Choose  Create.

General selections

Define your general selections, that is, define the characteristics that are valid for **all columns and rows** in your form.

4. Choose . The *Element definition* screen appears. General selections
5. Selected the characteristics you want to use from the characteristics available. Select the characteristic you want to use and insert it in the list of selected characteristics via the  button.
6. Enter a value or range for the selected characteristics.



You only want to display actual data from a financial statement version. You thus select the following characteristics from the available characteristics and enter the following in the *From* field.

| Characteristic to be selected | Value to enter |
|-------------------------------|---------------------|
| <i>Plan/Actual key figure</i> | 0 (for actual data) |
| <i>Fin.stmnt version</i> | e.g. INT |


5. To return to the display of your form, choose *Confirm*.

Column definition


Define the columns of your form:

5. Select the column you want to define via a double-click and then select the element type *Key figure with characteristics*. The *Element definition* screen appears.
6. Select the desired *key figure*. With the key figure you define what type of values you want to display for a specific column.

Creating Forms for Key Figure Reports

7. From the available characteristics, choose the ones you need for the column. Select the characteristics you want to use and insert them in the list of selected characteristics via the  button.

8. For the selected characteristics, select fixed values or [variables \[Page 452\]](#).

- If you want to assign **fixed values**, enter the value or range in the *From* field.
- If you want to enter a **variable**, select the  column. You obtain a list with the predefined global variables for the selected characteristic.



6. If you have already defined columns, you can make calculations between these columns.

To do so, choose the column in which you want to make the calculations and choose the element type *Formula*. The formula editor, in which your predefined columns are defined as identifiers, appears. In the formula editor, you can use the basic mathematical calculations (+, -, *, /).




For a key figure report, in which you for example want to see the debt/equity ratio over two years, you have to define the columns as follows:

| | First column: Financial statement item for a specific year | Second column: Corresponding item from the previous year |
|--------------------------------|--|---|
| <i>Element type</i> | <i>Key figure with characteristics</i> | <i>Key figure with characteristics</i> |
| <i>Key figure</i> | <i>Financial statement value</i> | <i>Financial statement value</i> |
| <i>Selected characteristic</i> | <i>Fiscal year as predefined global variable:</i> &1FY | <i>Previous fiscal year as a predefined global variable:</i> &1FY-1 |

8. You can copy the characteristic definition of a column and insert the definition in another column. To do so, select the column to be copied using , position the cursor on the column to which it is to be copied, and choose .
9. To return to the display of your form, choose *Confirm*.

Text definition

Entering the texts for your columns:

3. Position the cursor on the desired column and choose . The screen for text editing appears.
4. You can enter a short, medium and long text for the column name.



If you want to enter a two-line name, you enter a semi-colon at the point where you want the second line to begin.

4. If you use variables in the characteristic definition, you can also enter variables for the column names. The text for the column header is thus determined when the report is run.

Creating Forms for Key Figure Reports







For the sample form debt/equity ratio, you can enter the following texts for the first column:

| Text type | Example |
|--------------------|------------------------------|
| Short text | FY; &1FY |
| Medium length text | Fisc. Yr; &1FY |
| Long text | Fiscal Year; &1FY |

Row definition

You have the following options when defining the individual rows.

- You define a certain financial statement item for a row. This item is needed for calculating the key, such as debt and equity.
 - You define a certain [constant \[Page 454\]](#) for a row (such as the number of employees).
 - You make a calculation based on the previously defined rows, that is, you define the calculation of your key figure.
1. Select the line you want to define via a double-click and then select element type *Characteristics*. The *Element definition* screen appears.
 2. If you want to define a financial statement item for a row, proceed as follows:
 - a. From the characteristics available, choose *financial statement item* and insert it in the list a selected characteristics with the  icon.
 - b. The input help displays all the items from the financial statement versions that you have specified in the general selections. Select the desired financial statement item.
 - c. The text defined in the financial statement version for the selected financial statement items is displayed and the row text. You can overwrite this text. To do so, choose .
 - d. Confirm your row definition.
 3. If you want to define a **constant** for a row, proceed as follows:
 - a. From the characteristics available, choose the characteristic *constant* and insert it in the list of selected characteristics using the  icon.
 - b. The input help displays the constants you have defined in Customizing. Select the desired constant.
 - c. The text entered in Customizing for the selected constant is displayed as the row text. You can overwrite this text. To do so, choose .
 - d. Confirm your row definition.
 4. Once you have defined the rows needed for calculating the key figure, you can define the row in which you want to calculated the key figure.

To do so, choose the row in which you want to make the calculations and choose the element type *Formula*. The formula editor, in which your predefined rows are defined as identifiers, appears. In the formula editor, you can use the basic mathematical calculations (+, -, *, /).

Creating Forms for Key Figure Reports



For the example formula debt/equity ratio, under identifier choose the financial statement item Liabilities, / as the operator, and the equity item as the second identifier. As text for the row, you can enter Debt / Equity.

5. To return to the display of your form, choose *Confirm*.

Save the form.



You can hide the rows needed for calculating the key figure (such as *liabilities* and *equity*). Thus, only the calculated key figure is displayed. Position the cursor on the row you want to hide and choose *Edit* → *Rows* → *Hide*.

Result

You have created a form.

Based on this form, you can now create a key figure report.

Creating Reports for Key Figure Reports

Creating Reports for Key Figure Reports

Prerequisites

To create a key figure report, a form for a key figure report must be available. You can use one of the SAP standard forms or your own form for a key figure report.


Procedure

You can create a report in Financial Accounting **Customizing** under *General Ledger Accounting* → *Information System* → *Drilldown Reports (G/L Accounts)* → *Report* → *Define Report*.


4. Select report type *financial statement key figure* and enter a name for the report.



The SAP standard reports for financial statement key figures have the name range *0SAPRATIO-01* to *0SAPRATIO-NN*. For your report, use a technical name that does not lie within this name range.

6. Under *With form*, enter the form that you want to use as the basis for the report.
7. You can use a SAP standard report as a template. To do so, select the desired SAP standard report under *Template*.
8. Choose  **Create**.
9. A screen appears in which various tabs cards are available with options for controlling the report.

- **Characteristics**

On the Characteristics tab, you obtain a list of the available drilldown characteristics. Drilldown characteristics are characteristics with which you can navigate in the report and are characteristics such as financial statement item, account number, company code, and business area. Select the characteristics you want to use and insert them in the list of selected characteristics via the  button.

Via the function *Sort fixed or variable char.*, you determine the order of the characteristics in the navigation block of the executed report. The order of the characteristics defines the standard drilldown order.



The financial statement items characteristic has to be entered on the first position, since it is a characteristic with a hierarchy. In the financial statement version, the account numbers are displayed in a hierarchical order.



In the example of a key figure report for calculating the debt/equity ratio, the values of the selected characteristics are first determined when the report is executed. You thus do not enter values for the selected characteristics.

- **Variables**

Creating Reports for Key Figure Reports

On the *Variables* tab, you can either enter fixed values for the variables that you have included in the form or define the variables as input fields when executing the report.



You can, for example, set the *Entry at execution* indicator for the variable *fiscal year*. Thus, you enter the fiscal year for which the key figure is to be calculated at the time the report is executed.

– Output type

On the tab page Output type, you can define how the report should be displayed after execution. You can, for example, define the header and footer. For more information, see [Output Type \[Ext.\]](#).

– Options

On the Options tab, you can make additional settings for print layout and additional information. For more information, see [Settings \[Ext.\]](#).

6. Save your report.

Result

You have created a report.

To execute the report, you have the following options:

- From the report definition, choose
- The SAP standard reports for financial statement analysis are accessed by choosing in *SAP Easy Access* screen *Accounting* → *Financial Accounting* → *General Ledger* → *Information System* → *General Ledger Reports* → *Balance Sheet/Profit and Loss Statement/Cash Flow* → *General*. If you have defined your own user menu, you can insert your report in your menu and execute it from there.

Enhancements

Enhancements

An enhancement of the general ledger is now available: the [Flexible General Ledger \[Ext.\]](#). This enhancement allows you to keep a general ledger that includes SAP dimensions (such as account, profit center, functional area) and customer-defined dimensions (such as region).



The current version of the Flexible General Ledger is a **pilot version**. Whether this version is to be the final version is presently under discussion. Please keep this in mind when contemplating the implementing of the Flexible General Ledger.

SAP can only provide the same support for this pilot version of the Flexible General Ledger as that provided for the Special Purpose Ledger. SAP is also unable to presently make a statement about the further development of the current version. Before implementing the Flexible General Ledger, you should thus check to see if the functions currently provided will meet your future needs.