Financial Accounting (FI)

ADDON.IDESFI

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SAP™

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Icons

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Posting Incoming Invoices Without Invoice Verification

Purpose

In this process, we demonstrate both standard and fast entry of simple vendor invoices that have no PO relationships, together with the offsetting entry to a cost center. At the end of the posting procedure, you see how the invoices automatically update the general ledger, accounts payable and cost center accounting.

> The integration demonstrated in this process, is not exclusive to Financial Accounting (FI). You would achieve the same level of integration if your invoice was posted via Materials Management (MM).

You can find more information about this process under i [Page 16].

Process Flow

You can find the data for this process under ? [Page 17].

Additional Process Information

You use standard entry to enter different vendor invoices. If, however, you need to enter multiple invoices from the same vendor, you can use fast entry. if you use fast entry, you enter header data, such as company code, document type, currency or the document date once each day.

Data Used During This Process

Field	Europe	North America	Description
Expense account	476900	476900	Other costs
Payables account	160000	160000	
Company code	1000	3000	
Currency	DEM	USD	Local currency
Tax code	VN	I1	Taxable
Document type	KR	KR	Vendor invoice
Document date	Today's date, less 2 days	Today's date, less 2 days	Vendor invoice date
Posting date	Date	Date	
Vendor	1910	3910	
Cost center	1000	1000	
Controlling area	1000	2000	
Cost center value	1000	1000	

Displaying the Current G/L Balances (Payables)

Usage

Before entering the vendor invoices, you first display the balances of the G/L reconciliation accounts for the vendors. After you have posted the invoices, you will display the same account again and verify the automatic update of the General Ledger.

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → General Ledger → Account →* *Display Balances*
Transaction Code	FS10N

2. Enter the following data:

Field	Europe	North America
G/L account	160000	160000
Company code	1000	3000
Fiscal year	Current year	Current year

3. Choose 🕒.

4. Check the balance of the input month. Make a note of the balance for the current period.

5. Choose ↩ until the overview tree appears.

Entering Standard FI Invoices

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Accounts Payable → Document Entry → Other → Invoice- General*
Transaction Code	F-43

> The top half of the screen contains the document header. All data entered here is relevant to the entire document. In the lower part of the screen, you enter the document items.

2. On the *Enter Vendor Invoice: Header Data* screen, enter the following data:

Field	Europe	North America
Document date	Today's date less 2 days (vendor invoice date)	Today's date less 2 days (vendor invoice date)
Document type	KR	KR
Company code	1000	3000
Posting date	Today's date	Today's date
Currency / rate	DEM	USD
Reference	Invoice number of the vendor (any number)	Invoice number of the vendor (any number)
PstKy (first line item)	31	31
Account	1910	3910

3. Choose ✅.

4. On the *Enter Vendor Invoice: Add Vendor Item* screen, enter the following data:

Field	Europe	North America
Amount	Any	Any
Calculate tax	Select	Select
Tax code	VN	I1
Payment terms	ZB01	ZB01
PstKy (second line item)	40	40
Account	476900	476900

5. Choose ✅.

6. On the *Enter Vendor Invoice: Add G/L Account Item* screen, enter the following data:

Field	Europe	North America

Entering Standard FI Invoices

Amount	* (is calculated)	* (is calculated)
Cost center	1000	1000
Text	Any	Any

7. Choose 💾.

> The invoice is posted. The system confirms that the document has been posted.

8. Make a note of the document number.

9. Choose 🔄 until the overview tree appears.

> In the *Exit Processing* dialog box, choose *Yes.*

Fast Entry of Incoming Invoices

Usage

You now use the fast entry function in accounts payable to enter a vendor invoice. You receive the same results if you post your invoice using invoice verification.

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Accounts Payable → Document Entry → Other → Invoice/Credit Memo Fast Entry*
Transaction Code	FB10

> The *Invoice/Credit Fast Entry: Header Data* screen appears only once each day. If you process the same transaction again during the same day, the screen is skipped and the input parameters are copied over automatically. To change the initial parameters, you would choose ↻.

2. Enter the following data:

Field	Europe	North America
Company code	1000	3000
Posting date	Today's date	Today's date
Document type	KR	KR
Currency	DEM	USD
Document date	Today's date less 2 working days (vendor invoice date)	Today's date less 2 working days (vendor invoice date)

3. Choose *Enter invoice/credit memo.*

    The *Invoice/Credit Fast Entry: Enter Items* screen appears.

4. Enter the following data:

Field	Europe	North America
Reference	Invoice number of the vendor	Invoice number of the vendor
Account	1910	3910
Amount	116 (gross invoice amount, including value added tax)	106 (gross invoice amount, including sales tax)
Tax amount	16 (amount according to invoice)	6
Offsetting items		
Account	476900 (G/L account)	476900 (G/L account)
Amount	100 (net invoice amount)	100 (net invoice amount)

Fast Entry of Incoming Invoices

Tx	VN	I1
Cost ctr	1000	1000

If you want to post multiple lines as offsetting entries and it is only the cost center that changes, just enter the amount and cost center. The system defaults the remaining information automatically.

If you need more lines as offsetting entries, choose , then choose *G/L item fast entry*. To enter more lines, choose *G/L item fast entry.*

5. Choose .

6. Make a note of the document number.

7. Choose until the overview tree appears.

Displaying Invoices, Changing Payment Terms, and Displaying Change Documents

Usage

You now display the invoice you created in the previous process step. You then change the payment terms and display the document again with the change history. The change history shows you what changes have been made, by whom and when the changes were made.

In this process step, you call up the invoices individually. You need to repeat this procedure for each document.

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Accounts Payable → Document → Display*
Transaction Code	FB03

2. On the *Display Document: Initial Screen*, enter the following data:

Field	Europe	North America
Document number	Enter one of the document numbers you noted previously	Enter one of the document numbers you noted previously
Company code	1000	3000
Fiscal year	Current year	Current year

3. Choose ✅.

4. On the *Document Overview* screen, choose 🖦.

    In the dialog box, you see information about the user who posted the document, when it was posted, and which transaction was used.

5. Choose ✔.

6. Double click on the vendor line item (1).

    The *Display Document: Item 001* screen appears.

    You are currently in the display mode. To change the payment terms you must switch to the change mode.

7. Choose 📝.

8. Enter the following data:

Field	Data
Payt terms	Empty
Days/percent	5 (days)

Displaying Invoices, Changing Payment Terms, and Displaying Change Documents

You have now changed the payment terms so that the invoice is due in 5 days.

9.　Choose ✅.

The R/3 System warns you that the payment terms have been changed.

10.　Choose ✅.

11.　Choose 🖫.

12.　Choose ↩.

13.　On the *Display Document: Initial Screen* choose ✅.

14.　On the *Document Overview* screen, choose *Environment → Document changes*.

The system displays a list of all fields in which changes have been made. Note that your changes to the *Payment terms* field have triggered changes in various other fields.

15.　Double click on the *Payment terms* line.

You now see the old and new value of the field.

16.　Double-click on the line once more to call up information about the user who made the changes and the time of the change.

💡

Repeat this procedure to change the payment terms for the other document.

17.　Choose ↩ until the overview tree appears.

Displaying Vendor Balances, Line Items, and Documents

Usage

You now display the vendor's account and the monthly balances. You can then drill down to the line items that make up the balances and search for the document you posted earlier.

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Accounts Payable → Account → Display Balances*
Transaction Code	FK10N

2. On the *Vendor Balance Display* screen, enter the following data:

Field	Europe	North America
Vendor	1910	3910
Company code	1000	3000
Fiscal year	Current year	Current year

3. Choose 🕒.

4. Double-click on the entry in the *Balance* column for the current period.

    You now see all of the items for this period. The line item status informs you whether the items are open or cleared.

5. Choose 🔽.

    The *Define Filter Criteria* dialog box appears.

6. In the *Field list*, select *Reference*, then choose ◀ .

    You have now included *Reference* in the field criteria.

7. Choose ✔️ *Copy*.

    The *Filter Criteria* dialog box appears.

8. In the *Reference* field, enter the reference number for your vendor, then choose ✔️ .

9. Position your cursor on the selected line item.

10. To display the posted document, choose 🔍.

11. On the *Display Document: Item 001* screen, choose 👤.

    To display the reference number in the document header data, choose 🖨️.

    💡

Displaying Vendor Balances, Line Items, and Documents

　　　　　If you wish to display the other document, return to the *Vendor Line Item Display* screen, then repeat steps 5 to 10.

12. Choose until the overview tree appears.

Displaying G/L Balances (Payables)

Usage

You now check whether the general ledger has been updated simultaneously with accounts payable.

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → General Ledger → Account → Display Balances*
Transaction Code	FS10N

2. Enter the following data:

Field	Europe	North America
G/L account	160000	160000
Company code	1000	3000
Fiscal year	Current year	Current year
Business area	*	*

3. Choose 🕓.

   Check the balance of the input month. Compare the amounts before and after the invoice entry.

   💡

   You are not able to drill down to the source documents for this account. This general ledger master record has been configured not to record individual line items, because the line items can be seen in the individual vendor accounts.

4. Choose 🔙 until the overview tree appears.

Displaying G/L Items (Expenses)

Usage

You now display the general ledger line items for your expense account directly, without drilling down through the monthly balances. If desired, you can still display the monthly balances first as described in the previous process step *Displaying G/L (Payables) Balances*.

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → General Ledger → Account → Display/Change Line Items*
Transaction Code	FBL3N

2. On the *G/L Account Line Item Display* screen, enter the following data:

Field	Europe	North America
G/L account	476900	476900
Company code	1000	3000
Open items	Select	Select
Posting date	Empty	Empty
Display variant	/KOSTELLE	/KOSTELLE

3. Choose ⏱.

   In the line item display, you can scroll down to see the line items for each cost center.

4. Select the *Amount in local curr*. column, then choose Σ.

   The system displays the totals by period. Scroll down to see the invoice you posted to cost center 1000 in the current period.

5. Choose *Settings → Summation levels → Define breakdown.*

   The *Sum Steps: Specify Breakdown* dialog box appears.

6. Choose *Level 3 (cost centers)*.

   You now see the overall total for each cost center.

7. Choose ↩ until the overview tree appears.

Displaying the Effects of Vendor Items on Cost Center Accounting

Usage

All of the earlier process steps assumed that you were working in the accounts payable department. You now see what the cost center manager sees when an invoice is posted to their cost center. You execute a cost center report, and drill down to the source documents in accounts payable.

Procedure

1. Call up the transaction as follows:

Menu Path	Accounting → Controlling → Cost Center Accounting → Information System → Reports for Cost Center Accounting → Plan/Actual Comparisons → Cost Centers: Actual/Plan/Variance
Transaction Code	S_ALR_87013611

2. On the *Cost Centers: Actual/Plan/Variance: Selection* screen, enter the following data:

Field	Europe	North America
Controlling area	1000	2000
Fiscal year	Current year	Current year
From period	001	001
To period	012	012
Plan version	0	0
or value(s)	1000 (cost center)	1000 (cost center)

3. Choose 🕒.

    The system issues a cost center report with a total for each posted cost element.

4. Double-click on cost element 476900 (miscellaneous costs).

5. Double-click on *Cost Centers: Actual Line Items*.

    You now see a list of CO line items for cost center 1000.

6. Choose 📋 *Choose.*

7. Double-click on *Primary cost posting*.

8. Double-click on one of your posted documents.

    The *Document Overview* screen appears.

9. Choose 🔄 until the overview tree appears.

    In the *Display Actual Line Items for Cost Centers* dialog box, choose *Yes*.

    In the *Exit Report* dialog box, choose *Yes*.

Displaying the Effects of Vendor Items on Cost Center Accounting

If you are asked whether to save an extract, choose *No*.

Invoicing from Materials Management (MM)

Purpose

This scenario demonstrates a standard three-way match. A three-way match is made up of the matching of the purchase order line item (including order price and quantity), all goods receipts against the purchase order (quantity value), and all invoice receipts (dollar value).

The scenario begins with the entry of a purchase order for a material. This material is then received and you enter the incoming invoice, the payment, and manually cut a check. Each of these transactions refers to the initial purchase order so that throughout the entire process you reference the purchase order history to track your process.

You can find more information about this process under [?] [Page 32].

Process Flow

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Data Used During This Process

Field	Europe	North America	Description
Currency	DEM	USD	Local currency
Material	V10	V10	Sample material
Order type	NB	NB	Normal purchase order
Plant	1000	3000	Sample plant
Purchasing group	001	001	Sample purchasing group
Purchasing organization	1000	3000	Purchasing organization
Storage location	0001	0001	Sample storage location
Tax code	VN	I1	Tax code
Vendor	1006	3920	Sample vendor

Setting the Basic Requirements

Prerequisites

To ensure a successful demonstration of this scenario, please check that your user ID is set up correctly so that you can process invoice items.

Procedure

1. Call up the transaction as follows:

Menu Path	Accounting → Financial Accounting → Accounts Payable → Document Entry → Other → Invoice - General
Transaction Code	F-43

2. On the *Enter Vendor Invoice: Header Data* screen, choose *Settings → Editing Options*.

3. On the *Accounting Editing Options* screen, choose the *Open Items* tab page.

4. Enter the following data:

Field	Europe	North America
Selected items initially active	Select	Select

5. Choose 🗸.

     The system confirms that the new options have been activated

6. Choose 🔄 until the overview tree appears.

Entering a Purchase Order for a Material

Use

If you want to execute a 3-way match, the first component of the match is the purchase order. Here, you enter as much information as possible regarding the product that you want to purchase. No accounting documents are created in this step. However, you can see the outstanding commitment against your cash flow. Also, although it is not described in this scenario, if you enter an order that is charged against an order or project (as opposed to a material) then the purchase order also appears as a commitment on the cost object. The tracking of commitments is demonstrated in another scenario.

Procedure

1. Call up the transaction as follows:

Menu Path	Logistics → Materials Management → Purchasing → Purchase Order → Create → Vendor/Supplying Plant Known
Transaction Code	ME21N

2. On the *Create Purchase Order* screen, enter the following data:

Field	Europe	North America
Vendor	1006	3920

Make sure that *Standard PO* is selected.

Chooset ▭*Header* if this is not already open.

3. Choose the *Org.data* tab page and then enter the following data:

Field	Europe	North America
Purchasing org.	1000	3000
Purchasing group	001	001
Company code	1000 (IDES AG)	

4. Choose ▭ *Item overview.*

5. Enter the following data in *Item overview.*

Field	Europe	North America
Item number	10	10
Material	V10	V10
PO quantity	100	100
Delivery date	Today's date + 20	Today's date + 20
Net price	100	100
Plant	1000	3000
Storage location	0001	0001

6. Choose ⊟.

   The system displays the message *Standard PO created under the number ....* Note this number for future reference.

7. Choose ↻ until the overview tree appears.

Entering a Goods Receipt

1. Call up the transaction as follows:

Menu Path	*Logistics → Materials Management → Inventory Management → Goods Movement → Goods Receipt → For Purchase Order → PO Number Known.*
Transaction Code	MIGO

   The system displays the *Goods Receipt: Purchase Order - <User>* screen.

2. Enter the following data:

Field	Data
Purchase order	Your purchase order number

3. Choose ✅.

   The system copies the header data of the purchase order into the header data area of the GR document.

   The purchase order items are copied into the item overview.

   The PO number you entered is copied into the *Current PO order* field, and the *PO number* field is once again ready for input.

   If you click on individual items, the system displays an item data screen, which allows you, for example, to change the incoming quantity.

4. In the header data area of the *General* tab page, enter the following data:

Field	Data
Document date	Today's date (default)
Posting date	Today's date (default)

5. Select your item, then choose the *Where* tab at the bottom of the screen to check your organization data.

6. If required, enter the following data:

Field	Data
Storage location	Warehouse number or description

7. Flag the *OK indicator* for your item.

   💡

   If the *OK* indicator is not ready-for-input in the item overview area, either close the item detail area or select *Item OK* in the lower part of the item detail.

8. Then select *Post* at the top of the screen.

   ⚠️

   The system confirms the posting and assigns a material document number. Make a note of this number.

9. Choose .

   You can also display the material document and the corresponding accounting document.

10. From the *Inventory Management* node, choose *Material Document → Display*

11. On the *Display Material Document: Initial Screen,* enter the following data:

Field	Data
Material doc.	Enter the material document number that you noted earlier. (Use Find Material Document [Ext.] to locate the number if you omitted to write it down).
Material doc. year	Current year

12. Choose .

   The system displays the material document.

13. On the *Display Material Document xxx: Overview* screen, place your cursor on the material document and select *Accounting docs....*

14. The system displays the *List of Documents in Accounting* dialog box. Select the *Accounting document number*.

   On the *Document Overview* screen, you see the relevant G/L accounts and values.

   The balance of the "Inventory – Raw Materials" account (79000) is thus raised whilst a corresponding posting is made from the "Goods Rcvd/Invoice Rcvd" account. These postings occur as a result of Customizing settings made in the IDES System.

15. Choose .

16. Select to shut the dialog box.

17. Choose until the overview tree appears.

Displaying the Goods Receipt in the Purchase Order History

Use

In purchasing, you can display the purchase order history. This history lets you drill down to all of the subsequent documents that stem from the original purchase order.

Procedure

1. Call up the transaction as follows:

Menu Path	Logistics → Materials Management → Purchasing → Purchase Order → Display
Transaction Code	ME23N

2. The system displays the *Standard PO ... Created by ...* screen.

    Choose ▤ *Item details.* The system should display your order number at the top of the screen. Choose *Purchase Order → Other Purch. Order* to enter another number.

3. Choose the *Purchase Order History* tab page.

4. Select your material document from the list.

    The system shows the *Display Material Document Number - Name* screen.

5. Choose the *Doc. info* tab page.

6. Choose ⊞ *FI docmts*.

7. The system displays the *List of Documents in Accounting* dialog box. Select the *Accounting document*.

    You reach the *Document Overview* screen where you see the FI document displayed.

8. Choose 🕒 and ✖ until the overview tree appears.

Entering an Incoming Invoice

Use

The final component of your three-way match is the receipt of the vendor's invoice. The invoice requires only a minimal amount of data entry. If the quantities and values match between the purchase order, goods receipt and invoice, you can pay the invoice. If there are any discrepancies, then the invoice is blocked for payment. Because the invoice increases your payables, again you have an impact on accounting to your balance sheet (in accounts payable) and in cash management.

Procedure

1. Call up the transaction as follows:

Menu Path	Logistics → Materials Management → Purchasing → Purchase Order → Folllow-On Functions → Logistics Invoice Verification
Transaction Code	MIRO

2. On the *Invoice Verification* screen, enter the following data:

Field	Data	North America
Document date	Today's date	Today's date
Posting date	Today's date	Today's date
Reference	Invoice number of the vendor	Invoice number of the vendor
Gross inv. amnt	11.600,00	10.400,00
Calculate tax	Select	Select
Tax code	VN	I1
Purchasing document	Your purchase order number	Your purchase order number

> Make sure that the invoice posting date is set to a date after the requested delivery date entered on the purchase order in the first procedure. If your invoice date is before the requested delivery date, the system automatically blocks the invoice for payment. The block ensures that no early payment is made for a product that was either shipped or billed early.

3. Choose ✅.

> Confirm any warning messages with ✅.
>
> The system selects your items and displays them.

4. Choose 💾.

Entering an Incoming Invoice

Confirm any dialog boxes.

Make a note of the invoice document number.

5. On the *Invoice Verification* screen, choose *Invoice Document → Display*.

6. On the next screen, choose *Follow-on documents*.

7. Choose *Accounting document* to display the FI posting.

The accounting document consists of the following:

Credit	1006	Blacks AG (Vendor)	DEM	11.600,--
Debit	191100	Goods Rcvd/Invoice	DEM 10.000,--	
Debit	154000	Input tax		1.600,--

The Goods Received/Invoice Received account is a clearing account. Each line that is posted to this account represents either a line item from the goods receipt or a line item from the invoice receipt. The system automatically matches these lines line by line to determine your outstanding items.

The accounts payable entry actually updates both the accounts payable G/L account and the subledger (the vendor's account).

8. Select ↻ and ✖ until the overview tree appears.

Displaying the Invoice in the Purchase Order History

Use

In purchasing, you can display the purchase order history. This history lets you drill down to all of the subsequent documents that stem from the original purchase order.

Procedure

1. Call up the transaction as follows:

Menu Path	*Logistics → Materials Management → Purchasing → Purchase Order → Display*
Transaction Code	ME23N

2. The system displays the *Standard PO ... Created by ...* screen.

   When you select 🔲 *Item details,* the system displays your item details. The system should display your order number at the top of the screen. Choose *Purchase Order → Other Purch. Order* to enter another number.

3. Choose the *Purchase Order History* tab page.

4. Select your invoice number.

   The system shows the *Display Invoice/Credit Memo: Line Item List* screen*.*

5. Choose *Follow-on documents*.

6. The system displays the *List of Documents in Accounting* dialog box. Select the *Accounting document*.

   You reach the *Document Overview* screen where you see the FI document displayed.

7. Select 🔄 and ❌ until the overview tree appears.

Displaying an Account Balance

Use

Now that the invoice has been posted, you can display the impact on the vendor's balance in financial accounting. You can also display the individual items that make up that balance.

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Accounts Payable → Account → Display Balances*
Transaction Code	FK10N

2. On the *Vendor Balance Display* screen, enter the following data:

Field	Europe	North America
Vendor	1006	3920
Company code	1000	3000
Fiscal year	Current year	Current year

3. Choose 🕒.

4. On the *Vendor Balance Display* screen, double-click on the current period to view the line items posted in that period.

5. To view document details, select the document number of the invoice that you noted earlier.

6. For details of who entered the document and when, on the *Display Document: Line Item 001* screen, choose 🖥.

7. Choose ✖.

8. Choose 🔍 to display all line items.

9. On the *Display Document: Overview* screen, double-click on the goods receipt line of the invoice. Here, you can also see the purchase order number.

10. Choose 🔙 until the overview tree appears.

Entering an Outgoing Payment with Check Processing and Printing

Use

In the following procedure, you execute the manual payment of an invoice. This includes clearing of the outstanding payable and printing the individual check for the invoice.

Procedure

1. Call up the transaction as follows:

Menu Path	Accounting → Financial Accounting → Accounts Payable → Document Entry → Outgoing Payment → Post + Print Forms
Transaction Code	F-58

Be aware that the system only displays the initial screen once per day. If you call up this transaction more than once per day, the screen displays the next screen and copies the input parameters automatically. To change the original parameters, choose *Goto → Back.*

2. On the first screen *Payment with Printout: Header Data*, enter the following data:

Field	Europe	North America
Company code	1000	3000
Payment method	S	C
House bank	1200	3000
Check lot number	No entry	1
Printer for form	Your local printer	Your local printer
Print immediately	Select	Select

3. Select *Enter payments*.

The system displays the second *Payment with Printout: Header Data* screen. You can enter the following detailed payment information here:

Field	Europe	Data
Document date	Today's date	Today's date
Document type	KZ	KZ
Company code	1000	3000
Currency/rate	DEM	USD
Amount	11.252	10.200
Value date	Today's date	Today's date

Entering an Outgoing Payment with Check Processing and Printing

Vendor	1006	3920

4. Choose *Process open items.*

> Assuming that no lines have been activated, mark the invoice you want to pay by double-clicking on the gross amount.
>
> If the system activated more than one item, double-click on the gross amount to remove it from the assignment.

5. Choose 💾.

6. Make a note of the document number.

> The system confirms that the document was posted for company code 1000.

7. Choose ✔.

> The system confirms the printing of the check with message "Print job was generated". The check is now printed on your local printer.

8. Choose ↻ until the overview tree appears.

Displaying an Account Balance

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Accounts Payable → Account → Display Balances*
Transaction Code	FK10N

2. On the *Vendor Balance Display* screen, enter the following data:

Field	Europe	North America
Vendor	1006	3920
Company code	1000	3000
Fiscal year	Current year	Current year

3. Choose 🕓.

4. On the *Vendor Balance Display* screen, double-click on the current period to view the line items posted in that period.

5. On the *Vendor Balance Display* screen, select your previous invoice document number by double-clicking on it.

6. For details of who entered the document and when, on the *Display Document: Line Item 001* screen, choose 🖨.

7. Choose ✖.

8. Choose 👤 to display all line items.

9. Choose 🔙 until the overview tree appears.

Vendor Down Payment Processing

Down payments made following down payment request

In this process you create a purchase order in Materials Management, that is then filled upon receipt of a down payment. Once goods receipt is posted, you create the invoice in Materials Management invoice verification. Clearing with respect to goods received and goods invoiced is performed automatically.

Because you have already made a down payment, the down payment must be cleared in terms of the invoice amount. Then you make the final payment.

To simplify matters, the down payment request is set for today's date, just a short time after the purchase order. The down payment occurs on the same day. The invoice is entered with a date ten days from today's date, and is paid immediately.

Select ⓘ [Page 47] for more information.

Process Flow

Select ？ [Page 48] to see the data you use during this demo. Then select the first process below:

1. Entering the Purchase Order [Page 49]

2. Entering the Down Payment Request [Page 50]

3. Displaying the Vendor Account [Page 52]

4. Posting the Down Payment [Page 54]

5. Displaying a Purchase Order [Page 56]

6. Displaying the Vendor Account [Page 57]

7. Processing the Goods Receipt for the Purchase Order [Page 59]

8. Posting an Incoming Invoice in Materials Management [Page 61]

9. Clearing/Reversing a Down Payment [Page 63]

10. Displaying the Vendor Account [Page 64]

11. Displaying a Purchase Order [Page 66]

12. Posting the Final Payment [Page 67]

13. Displaying the Vendor Account [Page 69]

Additional Process Information

Because down payments are very seldom used in the United States, this process will be illustrated for a European environment using European data.

The basic concept this: Your vendor sends you a letter/message requesting that you pay a specific down payment amount, and specifying the date by which this amount is to be paid. You enter the down payment request in your system and pay the down payment amount at the specified time. For you, this represents an outgoing payment. Then, when you post the invoice, you clear the down payment with the invoice and thus reduce your payables. You can carry out the entire process in accounts receivable accounting where the same functions are available.

Data Used During This Process

Fields	Data	Description
Company code	1000	IDES AG Frankfurt
Currency	DEM	Local currency
Document date	Today's date	Today's date
Posting date	Today's date	Today's date
Bank account	113100	Deutsche Bank, domestic
G/L account	415000	Costs due to external procurement
Vendor	1006	Blacks AG
Plant	1000	Hamburg
Purchasing organization	1000	IDES Germany
Purchasing group	001	Dietl, B.
Material	V10	Cylinder head

Entering the Purchase Order

Use

In this transaction, you will enter a purchase order for cylinder heads from a vendor in Materials Management. No financial accounting documents are updated here. The purchasing order is important because it is used as a reference for other documents in Materials Management, Financial Accounting, and Controlling.

Procedure

1. Call up the transaction as follows:

Menu Path	Logistics → Materials Management → Purchasing → Purchase Order → Create → Vendor/Supplying Plant Known
Transaction Code	ME21N

2. On the *Create Purchase Order: Initial Screen*, enter the following data:

Field	Data
Vendor	1006
Order type	Standard purchase order
"Org.data" tab page, (header data)	
Purchasing org.	1000 IDES Germany
Purchasing group	001 Dietl. B

3. Choose ✅.

4. Select 🗔 *Item details* provided that this is not already selected.

5. Enter the following data:

Field	Data
Material	v10
PO quantity	1000
Delivery date	Today's date +30 days
Net price	100
Plant	1000 Hamburg
Storage location	0001 Warehouse

6. Choose 💾.

7. The system displays the purchase order number at the bottom of the screen.

    Make a note of the purchase order number.

8. Choose 🔙 until the overview tree appears.

Entering the Down Payment Request

Use

You receive a payment request from vendor Blacks AG (vendor 1006) with reference to the purchase order number and purchasing date from the purchasing group. Because this request constitutes a special general ledger transaction, you have to post it immediately in Financial Accounting.

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Accounts Payable → Document Entry → Down Payment → Request*
Transaction Code	F-47

2. On the *Down Payment Request: Header Data* screen, enter the following data:

Field	Data
Document date	Today's date
Company code	1000
Posting date	Today's date
Currency/rate	DEM
Reference	Any number as a reference
Doc.header text	Down payment request
Account (Vendor)	1006
Trg.sp.G/L ind.	A (target special G/L indicator: down payment on current assets)

3. Choose .

4. On the *Down Payment Request: Add Vendor Item* screen, enter the following data:

Field	Data
Amount	11,600.00
Tax amount	1,600.00
Tax code	VN
Bus.area	1000
Due on	Today's date
Purch.doc. (1st field)	Purchase order number you noted earlier
Purch.doc. (2nd field)	10
Text	Cylinder heads V10

5. Choose .

Confirm any system messages with .

Note the document number displayed at the bottom of the screen.

6. Choose until the overview tree appears.

Displaying the Vendor Account

1. Call up the transaction as follows:

Menu Path	Accounting → Financial Accounting → Accounts Payable → Account → Display/Change Line Items
Transaction Code	FBL1n

2. On the *Vendor Line Item Display* screen, enter the following data:

Field	Data
Vendor	1006
Open items	Select
Noted items	Select

3. Choose ▐.

4. Under *Dynamic selections*, enter today's date in the *Posting date* field.

5. Choose 🖫.

   You reach the *Vendor Line Item Display* screen again.

6. Choose 🕗.

   The document you just posted is shown on the *Vendor Line Item Display* screen.

7. Place your cursor on the document number and double-click on the document.

8. On the *Display Document: Line Item 001* screen, select 👤.

   The system generates a document that does not affect accounting. In other words, you can display line items, but the amount will not be updated in transaction figures.

   It is actually a noted item. The only item the document contains is the down payment request from vendor 1006. The reconciliation account is account 196300 (vendor down payment requests).

9. Choose 🕗 until the overview tree appears.

SAP AG

Posting the Down Payment

Use

In this process, we carry out the down payment manually. We could also use a payment program here. The payment proposal list would contain the down payment if we entered the vendor in the payment parameters.

Procedure

1. Call up the transaction as follows:

Menu Path	Accounting → Financial Accounting → Accounts Payable → Document Entry → Down Payment → Down Payment
Transaction Code	F-48

2. On the *Post Vendor Down Payment: Header Data* screen, enter the following data:

Field	Data
Document date	Today's date
Company code	1000
Posting date	Today's date
Reference	Your reference number from the first process
Doc.header text	Down payment
Account (Vendor)	1006
Special G/L ind	A (down payment on current assets)
Account (bank)	113101
Amount	11,600.00
Value date	Today's date

3. Choose *Requests*.

    Existing down payment requests for vendor 1006 are displayed on the *Post Vendor Down Payment: Choose Requests* screen.

4. Select the appropriate request and then choose *Create down payments*

5. Bypass any warnings with .

    On the *Post Vendor Down Payments: Display Overview* screen, an overview of the document to be posted is displayed.

6. Choose .

    The system confirms that a document is posted by displaying the document number in the status line

7. Choose until the overview tree appears.

Displaying the Purchase Order

Use

In the following procedure, you return to Materials Management to see the ordering history. You will see that a down payment was made. You will see that a down payment was made.

Procedure

1. Call up the transaction as follows:

Menu Path	*Logistics → Materials Management → Purchasing → Purchase Order → Display*
Transaction Code	ME23N

2. On the *Standard PO ... Created by ...* screen, enter the number of the purchase order already created and select 🕹.

3. Select 🗔 *Item details* provided this is not already selected.

4. Choose the *Purchase Order History* tab page.

   Down payments totaling DM 11,600.00 have been made for the order item selected. The net amount is displayed because you are in Materials Management.

5. To display the detail data, place your cursor on the down payment and then choose 🖳.

6. Choose ✔.

7. Choose ↩ until the overview tree appears.

Displaying the Vendor Account

Use

A down payment made on a purchase order for goods has to be activated. You will notice that in posting a down payment, the system makes a posting automatically on the assets side of the balance sheet.

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Accounts Payable → Account → Display/Change Line Items*
Transaction Code	FBL1N

2. On the *Vendor Line Item Display* screen, enter the following data:

Field	Data
Vendor	1006
All items	Select
With special G/L transactions	Select

3. Choose 🕒.

> On the *Vendor Line Item Display* screen, documents pertaining to down payments and down payment requests are displayed. The down payment request is identified as a cleared item.

4. Double-click on the down payment document .

> The vendor items are displayed on the *Display Document: Line Item ...* screen. Reconciliation account 159000 is in the *G/L* field (other down payments made on current asset).

> In this case, the vendor reconciliation account is not payables account 160000 (as entered in the vendor master record), but account 159000, which is assigned to the assets side of the balance sheet (in current assets).

5. Choose 🏔.

> On the *Document: Overview* screen, the posting is displayed as follows.

- • Credit: Account 113101 (bank account)

- • Debit: Account 1006 (vendor/reconciliation account 159000)

- • Credit: Account 154000 (input tax)

- • Debit: Account 159010 (clearing account for input tax)

> You will clear these postings in a later transaction, after the goods have arrived at the warehouse and you have posted the vendor invoice.

6. Choose 🔄 until the overview tree appears.

Displaying the Vendor Account

Processing the Goods Receipt for the Purchase Order

Use

We will assume that the goods were delivered today. You now have to post the goods receipt in Materials Management.

Procedure

1. Call up the transaction as follows:

Menu Path	*Logistics → Materials Management → Inventory Management → Goods Movement → Goods Receipt → For Purchase Order → PO Number Known*
Transaction Code	MIGO

2. On the *Goods Receipt Purchase Order ...* screen, enter the following data:

Field	Data
Document date	Today's date
Posting date	Today's date
Doc.header text	Goods receipt (defaulted)
Movement type	Purchase order (defaulted)
Purchase order	PO number from the first process

3. Choose 🕒.

    Items belonging to the purchase order entered appear on the *Goods Receipt Purchase Order: ...* screen*.* In our example, there is only one item per purchase order number. Whenever the delivery quantity does not match the purchase order quantity, you have to change the value in the "Quantity" field to 1000 (purchase order quantity from the first topic).

4. Select *Item OK.*

5. Choose 💾, and then note the document number.

6. Choose 🔙 until the overview tree appears.

7. Call up the transaction as follows:

Menu Path	*Logistics → Materials Management → Inventory Management → Material Document → Display*
Transaction Code	MBO3

8. On the *Display Material Document: Initial Screen*, you should find that your material document number has already been defaulted by the system. If not, then insert the number here. Enter the current fiscal year.

9. Choose 👤.

    The system shows the *Display Material Document ... Overview* screen.

Processing the Goods Receipt for the Purchase Order

10. Choose *Accounting docs...*

11. In the *List of Documents in Accounting* dialog box, choose the *Accounting document*.

    The posting is as follows:

    - Debit: Account 300000 (Inventory: Raw materials)

    - Credit: Account 191100 (Goods Recvd/Invoice Recvd)

    The posting to account 191100 is only cleared after the invoice has been posted.

12. Select ↺ and ✖ until the overview tree appears.

Posting an Incoming Invoice in Materials Management

Use

To simplify matters, we will assume that the invoice arrived today as well. You now have to post it in the system.

Procedure

1. Call up the transaction as follows:

Menu Path	*Logistics → Materials Management → Invoice Verification → Logistics Invoice Verification → Document Entry → Enter Invoice*
Transaction Code	MIRO

2. On the *Invoice Verification* screen, enter the following details:

Field	Data
Document date	Today's date
Posting date	Today's date
Company code	IDES AG (defaulted)
Reference	Reference from the first process
Purchase order	PO number from first transaction
Amount	116,000.00
Tax amount (1st line)	16,000.00
Tax ind.	VN
PO number	PO number from first process

3. Choose .

   The system suggests purchase order data automatically.

4. On the *Invoice Verification* screen, select the purchase order item and the choose *Simulate.*

   The system tells you that there are down payments for this purchase order. Choose . The system now displays the *Enter Invoice: Document Check in DEM* screen. You can use this screen to check vendors, how many articles were billed, and at what price.

5. Choose *Back*.

6. Select and note the document number.

7. Choose until the overview tree appears.

8. Call up the transaction as follows:

Menu Path	*Logistics → Materials Management → Invoice Verification → Logistics Invoice Verification → Document Entry → Display Invoice Document*

Posting an Incoming Invoice in Materials Management

Transaction Code	MR3M

9. The system should have automatically defaulted the invoice document number on the *Display Invoice/Credit Memo: Initial Screen.* Enter the current fiscal year.

10. Choose *Follow-on documents*.

11. The system displays the *List of Documents in Accounting* dialog box. Select the *Accounting document*.

      Select *Accounting view.*

      Your posting should be as follows:

      -       Credit: Account 1006 (vendor/reconciliation account 160000)

      -       Debit: Account 191100 (Goods Recvd/Invoice Recvd)

      -       Debit: Account 154000 (input tax)

12. Choose until the overview tree appears.

      At the end of the period, you will have to analyze account 191100 with a program and clear items belonging together (goods receipt/invoice receipt).

Clearing/Reversing a Down Payment

Use

Clearing the down payment with the invoice amount can alternatively be performed in Financial Accounting or Materials Management. You have to perform this procedure in order to reverse a posting of a down payment on current assets or to reduce a payable by the amount of the down payment.

Procedure

1. Call up the transaction as follows:

Menu Path	Accounting → Financial Accounting → Accounts Payable → Document Entry → Down Payment → Clearing
Transaction Code	F-54

2. On the *Clear Vendor Down Payment: Header Data* screen, enter the following data:

Field	Data
Document date	Today's date
Posting date	Today's date
Reference	Reference from the first process
Doc.header text	Down payment clearing
Account	1006
Text	Clearing down payment/invoice amount

3. Choose *Process down pmnts.*

    The item selected is the down payment you entered earlier.

4. On the *Clear Vendor Down Payment: Choose Down Payments* screen, select the down payment item and then 🖫.

    If the system asks you to correct the item marked, proceed as outlined below:

    Double-click on the colored item.

    Enter a descriptive text in the designated field. This will allow you to reconstruct this transaction at a later time.

    Choose *Save* to post the document.

5. Bypass any warning message by selecting 🗸.

    Make a note of the document number.

6. Choose 🕒 until the overview tree appears.

Displaying the Vendor Account

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Accounts Payable → Account → Display/Change Line Items*
Transaction Code	FBL1N

2. On the *Vendor Line Item Display* screen, enter the following data:

Field	Data
Vendor	1006
All items	Select
With special G/L transactions	Select

3. Choose ▮.

4. Select *Reference*, then choose ▶ *Adopt selected item.*

5. Enter the following data:

Field	Data
Reference	Reference from the first process

6. Choose 💾.

7. On the *Vendor Line Item Display* screen, choose 🕓.

8. Carry out the following:

Field	Data
Normal Items	Select

All accounting documents pertaining to vendor 1006 generated during this process are displayed.

At the top of the list are vendor open items: invoice and down payment made. Both items are selected as open items during payment. This reduces the invoice amount by the amount of the down payment.

The down payment as well as the clearing document are to be found under *Cleared items.* They are marked together. The clearing number is in the *Clr text* column and is the same as the clearing document number.

9. Double-click on the clearing document.

On the *Display Document: Line Item 001* screen, you have an overview of the first line items.

10. Choose 👤.

Your posting should be as follows:

- Credit: Account 1006 (vendor/reconciliation account 159000 - down payment on current assets)

- Debit: Account 1006 (vendor/reconciliation account 160000 - domestic payables)

- Credit: Account 154000 (input tax)

- Debit: Account 159010 (clearing account for input tax from down payments made on current assets)

By clearing the down payment, the down payment made is now transfer posted from account 159000 (assets side of the balance sheet) to account 160000 (liabilities). As a consequence, the total payables amount from the vendor invoice is reduced by the amount of the down payment.

The tax amount is calculated on the total amount of the invoice. This explains why the posting for the tax amount calculated on the amount of the down payment is cleared.

11. Choose until the overview tree appears.

Displaying the Purchase Order

1. Call up the transaction as follows:

Menu Path	*Logistics → Materials Management → Purchasing → Purchase Order → Display*
Transaction Code	ME23N

2. Enter the purchase order number if necessary, then choose 🗸.

3. Select 🗔 *Item details.*

4. Choose the *Purchase Order History* tab page.

    The list shows the down payments made and under what document number the invoice was entered in Materials management.

5. To view the accounting document, double-click on the invoice document.

    You will be able to see line items for the invoice document again.

6. Choose 🔄 until the overview tree appears.

Posting the Final Payment

Use

In this transaction, you pay your vendor the amount that is still outstanding. Although you perform this transaction manually, you can also make the payment automatically using the payment program.

Procedure

1. Call up the transaction as follows:

Menu Path	Accounting → Financial Accounting → Accounts Payable → Document Entry → Outgoing Payment → Post
Transaction Code	F-53

2. On the *Post Outgoing Payments: Header Data* screen, enter the following data:

Field	Data
Document date	Today's date +10 days
Posting date	Today's date +10 days
Reference	Reference from the first process
Doc.header text	Final payment
Account (bank)	113100
Amount	100,920.00
Value date	Today's date +10 days
Text	Final payment invoice no. and reference number from first transaction
Account (Vendor)	1006
Automatic search	Select

The above amount is made up of the amounts outlined below:

Invoice amount	116,000.00
Less cash discount	- 3,480.00
Less down payment:	-11,600.00

3. Choose *Process open items.*

4. Bypass any warning messages with .

5. A list of open items is displayed on the *Post Outgoing Payments: Process Open Items* screen.

   If no items are activated, on the *Post Outgoing Payments: Process Open Items* screen, select the invoice that you wish to pay by clicking on the gross amount.

Posting the Final Payment

The amount entered and the amount assigned should be equal. Also, the amount in the field *Not assigned* should be zero.

6. Choose 💾, and then note the document number.

7. Choose 🔄 until the overview tree appears.

Displaying the Vendor Account

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Accounts Payable → Account → Display/Change Line Items*
Transaction Code	FBL1N

2. On the *Vendor Line Item Display* screen, enter the following data:

Field	Data
Vendor	1006
All items	Select
Normal Items	Select
Special G/L transactions	Select

3. Choose ▋▆.

4. Select *Reference*, then choose ▶ *Adopt selected item.*

5. On the *Dynamic selections* part of the screen, enter the following:

Field	Data
Reference	Reference from the first process

💡

> You should only define this selection condition if you have been making the same entry in the *Reference doc.* field for each document since beginning this process.

6. Choose 💾.

7. Choose 🕒.

> All documents that have been generated for vendor 1006 are displayed on the *Display Vendor Line Items* screen.

8. Double-click on the payment document. This is the one with document type *KZ*.

> The payment document has open status, as the item will be considered as cleared 10 days hence.

9. On the *Display Document: Line Item ...* screen, choose 🧍 to display the line items.

> Your posting should be as follows:

- Credit: Account 113101 (Deutsche Bank, domestic)

- Credit: Account 276000 (cash discount received)

- Debit: Account 1006 (vendor/reconciliation account 160000)

- Credit: Account 1006 (vendor/reconciliation account 160000)

- Credit: Account 154000 (input tax)

Displaying the Vendor Account

> The amount paid is equal to the invoice amount minus down payment made, minus 3% cash discount, since you made your payment within ten days of receiving the invoice.

10. Choose until the overview tree appears.

Automatic Payment Transactions

Vendor line item entry with payment and printing

In this process, you will complete a payment transaction automatically.

You should first enter some vendor invoices so that there are enough due payables available in the system. In order to reduce the work you need to do, we have created a CATT (Computer Aided Test Tool) that generates invoices automatically when activated.

Secondly, you will create a payment program and enter the parameters necessary for selecting the items to be paid.

Next, you will execute a payment proposal list and check its log. You will find that some items are blocked for payment. You will need to update the list in order to remove the block.

Later, you will start an actual run. Then you will set the print program so that the payment forms and accompanying payment advice notes and payment summaries are correctly assigned to the payment run. Finally, you will print the payment forms. If you are using North American data, you will then need to analyze the check register.

> Because of fundamental differences between payment transactions in Europe and in North America, parts of the last two steps are only relevant for North America and are marked accordingly.

You can find more information about this process under ⓘ [Page 72].

Process Flow

You can find the data for this process under ？ [Page 73].

Additional Process Information

We have configured the payment program to handle this process. Here we have defined several banks of IDES AG as house banks, which pay for the open items according to certain selection criteria. Payment methods are preset in vendor master data. We have determined amount limits and value dates for the payment methods. All settings can be changed in the *Environment* pull-down menu of the payment program.

Data Used During This Process

Fields	Europe	North America	Description
CATT	ZIDC0336	ZID30819	Program for generating open invoices
Vendor (Material)	1000 (DPC1005)	3000 (100-120)	
Vendor (Material)	1000 (DPC1006)		
Vendor (Material)	1001 (100-430)	3100 (100-130)	
Vendor (Material)	1001 (100-431)		
Vendor (Material)	1003 (100-110)	3715 (1300-320)	
Vendor (Material)	1003 (100-120)		
Vendor (Material)	1005 (100-310)	3725 (M-25)	
Vendor (Material)	1005 (100-400)		
Company code	1000	3000	Model company code
Currency	DEM	USD	Local currency
Payment run date	Today's date + 10 days	Today's date + 10 days	
Identification	Any 5-character identifier	Any 5-character identifier	
Pmnt meths	S, U	C	

Generating Vendor Invoices

Prerequisites

To ensure that due items are available, we have created a CATT which automatically generates invoices and goods receipts in Materials Management.

You can find more information about this process under 🔲 [Page 75].

Procedure

1. Call up the transaction as follows:

Menu Path	Tools → ABAP Workbench → Test → Test Workbench → CATT Extended
Transaction Code	SCAT

2. On the *Computer Aided Test Tool: Initial Screen*, enter the following data:

Field	Europe	North America
Test case	ZIDC0336	ZID30819
Functions	Select	Select

3. Choose 🕒.

4. On the *CATT: Execute Test Case ####* screen, enter the following data:

Settings	Europe	North America
Log type	W/o	W/o
Processing mode	Background	Background
Variants	All	All

5. Choose 🕒.

The system displays the message: Document no. #### created.

On the *CATT: Execute Test Case ####* screen, choose *Utilities → Logs* to display the log. On the *CATT - Test Plan Log* screen, choose

The program run can take a while. Then, the system displays a log in the form of a report tree. It provides information about the different documents with the accompanied numbers that have been generated: Purchase orders and goods receipts of materials, invoices.

6. Choose 🔄 until the overview tree appears.

Additional Information

CATT is an SAP test tool that we also use in IDES for generating data.

You can see the data generated by the CATTs listed below.

Example for Europe:

> Altogether, 8 invoices from 4 different vendors are generated in this way in the background. The invoices are as follows:
>
> Vendor 1000:   1 invoice for DEM 92,000 (100 pieces of material DPC 1005/PC parts) 1 invoice for DEM 20,700 (100 pieces of material DPC 1006/PC parts)
>
> Vendor 1001:   1 invoice for DEM 575 (100 pieces of material 100-430/lantern ring) and 1 invoice for DEM 230 (100 pieces of material 100-431/washer)
>
> Vendor 1002:   1 invoice for DEM 11,270 (100 pieces of material 100-130/screw) 1 invoice for DEM 36,800 (100 pieces of material 100-300/shaft)
>
> Vendor 1003:   1 invoice for DEM 1,150 (100 pieces of material 100-110/slug) 1 invoice for DEM 5,175 (100 pieces of material 100-120/flat gasket)
>
> Vendor 1005:   1 invoice for DEM 5,520 (100 pieces of material 100-110/slug) 1 invoice for DEM 27,600 (100 pieces of material 100-120/flat gasket)
>
> No goods receipts have been posted for vendor 1005. Therefore, the invoice is initially blocked for payment.

Example for North America:

> Altogether, 4 invoices from 4 different vendors are generated in this way in the background. The invoices are as follows:
>
> Vendor 3000:   1 invoice for USD 1,200 (100 pieces of material 100-120/flat gasket)
>
> Vendor 3100:   1 invoice for USD 40 (100 pieces of material 100-130/hexagon head screw)
>
> Vendor 3705:   1 invoice for USD 2,000 (100 pieces of material 1300-320/HD handle bar without crook lock)
>
> In this case, the supplier number (3705) is different from the vendor number (3715). This does not really affect the process, though.
>
> Vendor 3725:   1 invoice for USD 99,500 (100 pieces of material M-25/NEC Multisync XV15)
>
> No goods receipts have been posted for vendor 3100. Therefore, the invoice is initially blocked for payment.

Display List of Open Items

Use

The following transaction enables you to look at the invoices in Financial Accounting. Two variants have been defined for this transaction: For company code 1000 the variant "accounts payable payment program Europe" (1000, 1001, 1002, 1003, 1005) and for company code 3000 the variant "accounts payable payment program" USA (3000, 3100, 3715, 3725).

Procedure

7. Call up the transaction as follows:

Menu Path	Accounting → Financial Accounting → Accounts Payable → Account → Display/change line items
Transaction Code	FBL1N

8. On the *Vendor Line Item Display* screen, choose 🗇.

9. The system displays a dialog box: Select either *KRED.EUROPA* or *KRED.USA* and then choose ✅.

    You return to the first selection screen.

10. Choose 🕓.

    The system displays the line item list. The system displays additional information pertaining to payment conditions for each invoice. The payment date is the latest date by which the payment has to be made in order to benefit from the highest level of cash discount.

11. Double-click on the first document of the following vendor to view the vendor line items:

Field	Europe	North America
Vendor	1001	3000

    Where nothing is entered in the *Pmnt block* field the invoice can be paid.

    💡

    If the field contains an "R", this means that another user has already processed the document. Choose another document.

12. From the *Display Document: Line Item 001* screen, choose *Environment → Original Document.*

    The system displays an overview of the invoice in Materials Management with information on material, quantities, and gross invoice amount.

13. To display the purchase order history, position your cursor on the purchase order number and choose 🖼 *PO history*.

    The system branches to the *Order History for Purchase Order #### Item ####* screen. Both a goods receipt and an invoice receipt have been posted for the purchase order in Materials Management.

This transaction permits you to document the data that you generated using CATT. In the real world, an employee in Materials Management would have created the purchase order, the goods receipt, and the invoice receipt.

14. Choose ↩ until you reach the *Vendor Line Item Display* screen.

15. Double click on a line item for the following vendor:

Field	Europe	North America
Vendor	1005	3100

As in the first example, the system provides you with an overview of the invoice items. On this occasion, the letter "R" is in the *Pmnt block* field.

This means that the invoice is blocked for payment. The block indicator "R" indicates an invoice verification block in Materials Management. A block can be set here for different reasons, such as discrepancies between the purchase order quantity and the quantity of delivered goods.

16. On the *Display Document: Line Item 001* screen, choose *Environment → Original Document*.

The system displays an overview of the invoice in Materials Management with information on material, quantities, and gross invoice amount.

17. Position the cursor on the purchase order number and choose 🔍 *PO history* to display the purchase order history.

In contrast to the first example, only the invoice has been posted here. The ordered goods have not yet been delivered. For this reason, the system has blocked the invoice.

The block can either be removed automatically when the goods receipt has been posted, or the indicator can be manually removed by someone working in Financial Accounting or Materials Management.

18. Choose ↩ until the overview tree appears.

Maintain Payment Program Parameters

Use

You need to identify a payment run with a name. Then you have to determine the company codes and vendors for which you want to trigger the payment program. The date of the next payment run is also important for deciding whether to pay with cash discount or to pay net. Once this has been done, a payment proposal list can be automatically generated according to the terms of payment in the documents.

Procedure

19. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Accounts Payable → Periodic Processing → Payments*
Transaction Code	F110

20. On the *Automatic Payment Transactions: Status* screen, enter the following data:

Field	**Europe**	**North America**
Run date	Today's date + 10 days	Today's date + 10 days
Identification	Any 5-character identifier	Any 5-character identifier

21. Choose ✅.

The system displays the status *No parameters entered as yet.*

22. Choose the *Parameter* tab page.

23. On the *Automatic Payment Transactions: Parameters* screen, enter the following data:

Field	**Europe**	**North America**
Company codes	1000	3000
Pmnt meths	SU (S=Check, U=Transfer)	C (Check)
Next p/date	Today's date + 30 days	Today's date + 30 days
Vendor (from/to)	1000 to 1005	3000 to 3725

💡

If more than one person has been working with this vendor, more items may be selected in the payment proposal list in addition to those seen in the previous transaction.

💡

The system checks the due dates of all items for the vendors you selected for payment processing. With reference to the date of the next payment run, the system decides which items are to be paid so that no discount is lost.

24. Choose the *Additional Log* tab page. (This is used to evaluate the payment run).

25. Select *Due date check*, *Payment method selection in all cases,* and *Line items of the payment documents.*

26. Enter the following data:

Field	Europe	North America
Vendors from/to	1000 to 1005	3000 to 3725

27. Choose .

28. Choose .

29. Choose the *Status* tab page.

    On the *Automatic Payment Transactions: Status* screen, the status is *Parameters have been entered.*

30. Remain on this screen.

Schedule and Edit a Payment Proposal

Use

The payment proposal list allows you to execute a test run of your payments. You will be able to see which items are planned to be paid, and which are blocked for payment. From this listing, you can then block items that were originally planned to be paid and unblock items that were originally blocked. When you execute the payment program it will use this proposal as its basis.

Procedure

1. On the *Automatic Payment Transactions: Status* screen, choose 📊 *Proposal*.

2. Enter the following data:

Field	Data
Start date	Today's date

3. Choose *Start immediately*.

4. Choose ✔.

    The status on the *Automatic Payment Transactions: Status* screen now reads *Proposal is ready to be started.*

5. Choose 🔄 to refresh the status text. The system now displays the status *Payment proposal has been created*.

6. Choose 📜*Proposal*.

    The proposal log is used to evaluate the test run. The proposal log helps you determine whether there are any problems with any vendor invoice line items. If there are no problems, the log also displays proposed posting documents that will be generated in the actual payment run.

7. Locate the documents that you posted in the previous processes. Are they all included in the list? If not, can you explain why not?

    The system checks the house bank and the payment method for each document and tells you if the payment is possible. If a payment document cannot be generated, the system issues error messages.

    💡

    It may be that the vendors selected in the parameters cannot be cleared. The payment proposal list will tell you that the vendor is blocked by another payment proposal list. This means that another user is trying to run the process at the same time.

    If this is the case, you will first need to delete the generated payment proposal list and then the parameters. Wait until the other user has finished with the process, and then start again from the beginning.

8. Choose *Job log → Print list.*

9. On the *Print Screen List* screen, enter the following data:

Field	Data
Output device	Your printer

10. Select *Print immediately*, then choose *Continue*.

11. Now go and fetch your printed list from the printer.

    Two of the invoices that you generated using CATT are blocked for payment with the block key R (invoice verification). The reason for this is that while invoices were indeed posted, no goods receipts have been posted. The blocked invoices are from the following vendor:

Field	Europe	North America
Vendor	1005	3100

    It is possible that other invoices will be marked with block key R and so cannot be paid. These invoices have been entered by other IDES users and are included when the payment proposal list is generated.

12. Choose ![icon] until the *Automatic Payment Transactions: Status* screen appears.

13. Choose ![icon] *Proposal*.

14. Select *All accounting clerks* and then choose ![icon] .

    The list on the *Edit Payment Proposal: Payments* screen contains two types of lines.

    The majority contains an amount and information about the vendor and the house banks. The amount corresponds to the sum total of all the given vendor's invoices that are paid by the given house bank.

    The other lines are exception lines. Exceptions are items which are blocked or contain errors and which cannot be cleared of this reason.

15. Double-click on the exceptions for the following vendor:

Field	Europe	North America
Vendor	1005	3100

    On the *Edit Payment Proposal: Open Items* screen, the system displays a list of blocked invoices.

16. Select one of the invoices generated in step 1 (last and last but one line in the list) and choose *Change.*

17. Delete the entry "R" in the *Payment block* field. Then choose *Reallocate*.

18. Enter the following data:

Field	Europe	North America
Pyt meth.	S (Check)	C (Check)
House bank	1000	3000
Account ID (next to House bank)	1000	3000

19. Confirm your entries with ![icon] .

Schedule and Edit a Payment Proposal

The system displays the *Edit Payment Proposal: Open Items*.

20. Choose ▣.

21. Choose ↺ until the *Automatic Payment Transactions: Status* screen appears.

22. Remain on this screen.

Schedule Payments

Use

In this step, the system will read your payment proposal and clear the items selected for payment. The items are cleared in accounts payable. The payables are reduced accordingly in the general ledger. Payments are posted to bank sub-accounts for transfers and checks.

Procedure

1. On the *Automatic Payment Transactions: Status* screen, choose ⬛ *Pmnt run* to schedule the payment.

2. Enter the following data in the dialog box:

Field	Data
Start date	Today's date

3. Select *Start immediately*.

4. Choose ✔.

    The status now reads *Payment run is ready to be started*.

5. Choose ✅ and refresh until status *Payment run has been carried out* appears.

6. Choose 📜 *Payments* to display the payment run log.

    The system displays an overview of the documents that have been posted for each vendor.

7. Choose 🔙 until the *Automatic Payment Transactions: Status* screen appears.

8. Choose *Edit → Payments → Payment list*...

9. Choose ✔ to confirm the program name RFZALI20.

    The system displays the list of paid amounts.

    The list on the *Payment List* screen provides you with detailed information on the items that have been paid and on the selected payment methods.

    The item that you have released is marked with the code 098 (Item was released later).

10. Choose 🔙 until the *Automatic Payment Transactions: Status* screen appears.

11. Remain on this screen.

Configure Print Program

Use

After posting the payments, you must print the payment media. Since you have specified different payment methods in the payment parameters, the print program requires print variants for the payment media and the payment advice notes.

Procedure

1. On the *Automatic Payment Transactions: Status* screen, choose the *Printout/data medium* tab page.

2. On the screen, you see 4 reports for Europe/3 reports for North America. Enter the following data:

Report	Variants (Europe)	Variants (North America)
RFFOAVIS	AVIS	ADVICE
RFFOD__S	SCHECK	Not shown
RFFOD__U	UEBERWEIS	Not shown
RFFOEDI1	Leave blank	Leave blank
RFFOUS_C	Not shown	CHECK

> Report RFFOEDI1 is ignored for the purposes of this demo. RFFOAVIS can be used to print separate payment advice notes if several items are paid at the same time. Based on the current system settings, however, no separate payment advice notes will be printed. Payment advice notes will be printed with bank transfers.

> Report RFFOD_U is used for printing domestic bank transfers, although only for Europe. The checks are printed using report RFFOD_S for Europe, or RFFOUS_C for North America.

3. Now you must actualize the program run date, the payment program name, and the printer in the variants.

> Select the variant *AVIS* (for Europe) or *ADVICE* (for North America).

4. Choose ⬆️*Maintain variants*.

5. On the *Maintain Variant: Report RFFOAVIS, Variant AVIS (*North America: *ADVICE)* screen*, enter the following data*:

Field	Europe	North America
Program run date	Today's date + 10 days	Today's date + 10 days
Identification feature	The 5-character identifier you entered earlier.	The 5-character identifier you entered earlier.
Paying company code	1000	3000
Number of sample printouts	Leave blank	Leave blank
Messages to printer	Name of your printer	Name of your printer

Print immediately	Select	Select

6. Choose 💾.

    🔅

    You will schedule the print program in the next transaction. Once the program has run, the forms are printed immediately. There is no sample printout. However, it is usually advisable to save the print request in a spool file and to carry out two sample printouts so that the printout is set correctly on the forms (checks, bank transfers).

7. Choose ↻ until the *Automatic Payment Transactions: Printout and DME* screen appears.

8. Select *SCHECK* for Europe and *CHECK* for North America.

9. Choose ⧉*Maintain variants*.

10. On the *Maintain Variant: Report ####, Variant SCHECK (North America: CHECK)* screen, enter the following data*:*

Field	Europe	North America
Program run date	Today's date + 10 days	Today's date + 10 days
Identification feature	The 5-character identifier you entered earlier.	The 5-character identifier you entered earlier.
Paying company code	1000	3000
Payment methods	S	C
House bank	Leave blank	3000
Account ID	Leave blank	3000
Check lot number	Not shown	2
Print checks	Select	Select
Printer	Name of your printer	Name of your printer
Print immediately	Select	Select
Print payment summary	Select	Select
Printer	Name of your printer	Name of your printer
Print immediately	Select	Select
No. of items in payment summary	9999	9999

11. Choose 💾.

12. Choose ↻ until the *Automatic Payment Transactions: Printout and DME* screen appears.

13. Select the variant *UEBERWEIS* for Germany. (If you are using the data for North America for this demo, go straight to the next step).

14. Choose ⧉*Maintain variants*.

Configure Print Program

15. On the *Maintain Variant: Report RFFOD_U, Variant UEBERWEIS* screen, enter the following data.

Field	Europe
Program run date	Today's date + 10 days
Identification feature	The 5-character identifier you entered earlier.
Paying company code	1000
Payment methods	U
Print payment media	Select
Printer	Name of your printer
Print immediately	Select
Print payment advice notes	Select
Printer	Name of your printer
Print immediately	Select
Print payment summary	Select
Printer	Name of your printer
Print immediately	Select

16. Choose 🖫.

17. Choose 🔄 until the *Automatic Payment Transactions: Printout and DME* screen appears.

18. Choose 🖫.

19. Remain on this screen.

Printing Payment Forms and Payment Summaries

1. On the *Automatic Payment Transactions: Printout and DME* screen, choose the *Status* tab strip and choose ![icon] *Printout.*

2. Select *Start immediately* and enter the *Target computer*.

    ![lightbulb icon]

    To check the identification of the target computer, select the possible entries button to the right of the *Target computer* entry field. The name of the target computer will be displayed in the subsequent dialog box.

3. The payment media are printed with a job.

4. Choose ![checkmark icon] to start the job. The print job will start now.

    You will be able to collect your printout from the printer in a couple of minutes.

5. Choose ![icon] until the overview tree appears.

List Cleared Items (Europe and North America) and Display Check Information (North America Only)

Use

The payment program has now run and the open items in financial accounting have been cleared. In the next step, you will call up a list of the cleared items.

Demo for North America: Having printed the checks, you can now display the check information. You will analyze the vendor line items and display the check information stored in the line items.

Procedure

1. Call up the transaction as follows:

Menu Path	Accounting → Financial Accounting → Accounts Payable → Account → Display/Change Line Items
Transaction Code	FBL1N

2. On the *Vendor Line Item Display* screen, choose 📑.

3. The system displays a dialog box. Place your cursor on the variant *KRED. EUROPA* or *KRED.USA* and choose ✔️ .

    You return to the first selection screen.

4. Enter the following data:

Field	Data
Cleared items	Select
Clearing date	Today's date +10 days
Display variant	1SAP-P

5. Choose 🕓.

    The system displays the line item list. The system displays additional information pertaining to payment conditions for each invoice.

6. Double-click on the first document of the following vendor to display the vendor line item.

Field	Europe	North America
Vendor	1001	3000

    The system displays a document overview for the selected item.

7. From the *Display Document: Line Item ...* screen, choose *Goto → Other line item*.

8. The *Other line item* dialog box appears. Enter the following data:

Field	Data
Item	001

9. Choose ✅.

List Cleared Items (Europe and North America) and Display Check Information (North America Only)

10. From the *Display Document: Line Item 001* screen, choose *Environment → Payment usage*.

     The system outputs a list of line items cleared with the payment document on the *Line Items for Payment Document: Basic List* screen.

11. Choose until the *Display Document: Line Item 001* screen appears.

     If you are working in the European environment, the process is now complete. If you have been working with the North American company code 3000, proceed with steps 12 to 21.

12. Choose *Goto → Other line item*.

13. The *Other line item* dialog box appears. Enter the following data:

Field	Data
Item	002

14. Choose .

15. Choose *Environment → Check information*.

     The system displays the *Display Check Information* screen with detailed check information.

16. Choose *Check recipient*....

     The vendor's address is displayed in a dialog box.

17. Choose .

18. Select *Check issuer*....

     Here you can see who issued the check and for which run. In this case, you are the issuer.

19. Choose .

20. Choose *Accompanying docs*....

     The system displays the payment document and the items that were cleared with this payment.

21. Choose until the overview tree appears.

Display Check Register (North America Only)

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Accounts Payable → Environment → Check Information → Display → Check Register*
Transaction Code	FCHN

2. On the *Check Register* screen, enter the following data.

Field	North America
Paying company code	3000
House bank	3000

3. Choose the *Further selections* tab page.

4. Enter the following data:

Field	North America
Check issuer	Your user name

5. Choose ⏰.

    The check register is displayed. The fourth check that you just issued should be at the end of the list.

6. Choose ↩ until the overview tree appears.

U.S. Jurisdiction Tax Processing

Purpose

The main objective of this script is to give examples of what resulting financial documents should look like regarding taxes under various posting scenarios in Financial Accounting (FI), Sales and Distribution (SD), and Materials Management (MM). This script also includes a brief explanation of how taxes were configured for the U.S. in the IDES System.

For more information about this process, see ⓘ [Page 92].

Process Flow

You can find the data for this process under ❓ [Page 93].

Additional Process Information

Special Notes

U.S. taxes have been configured for the US company code in the IDES System only.

- Tax jurisdiction codes have been set up for every state in the United States.

- The tax jurisdiction codes have been broken down by state, county, and city.

Most states have tax jurisdiction codes set up at the state level only; however, some states have tax jurisdiction codes set up for several cities. For example, California and Pennsylvania have several tax jurisdiction codes.

Every cost center, plant, and customer record is assigned a tax jurisdiction code. This tax jurisdiction code automatically appears as a default value during transaction processing.

The following tax codes are used for Sales and Distribution and Accounts Receivable:

S0   Non-taxable

S1   Taxable

The following tax codes are used for Materials Management and Accounts Payable:

I0   Non-taxable

I1   Taxable

U0   Interstate tax, non-taxable

U1   Interstate tax, taxable

A tax indicator has been set for every customer and every material in the IDES System. This means that taxes are calculated automatically. If something comes up with a taxable indicator and you do not want the R/3 System to calculate taxes, you can always manually overwrite the indicator with a non-taxable indicator.

If you want taxes to be processed from your own data, see the following instructions:

- When you create a customer, make sure that you assign a tax jurisdiction code that is appropriate for the state where the customer is located.

- If you create a customer and plan to post SD transactions, make sure that you enter **1** as the tax indicator to indicate that the customer is taxable.

- When you create a material, make sure that you enter **1** as the tax indicator to indicate that the material is taxable.

- When you create a cost center, internal order, or project, make sure that you assign it a tax jurisdiction code.

- If you create your own plant, make sure that you link a tax jurisdiction code to it.

Data Used During This Process

Field	Data
Company code	3000
Sales organization	3000
Distribution channel	01
Division	01
Purchasing organization	3000
Purchasing group	001
Plant	3000
Storage location	0001
Customer	3000
Vendor	3000
Vendor	3920
Revenue (G/L account)	800200
Revenue (G/L account)	800000
Sales deductions (G/L account)	889000
State sales/purchase tax (G/L account)	175001
City sales/purchase tax (G/L account)	175003
Expense (G/L account)	476000
Inventory (G/L account)	300000
GR/IR (G/L account)	191100
Cost center	1000
Material	P-103
Material	V10
Unloading point	Dock 1

Posting Taxes in FI: Accounts Receivable

Use

In this transaction, you post three separate accounts receivable invoices. The invoices will be for different values and have different tax codes. The purpose of this exercise is simply to post the invoices. (To display the resulting documents and see how tax is posted in each case, see).

You post three separate invoices. The first invoice is liable for state sales/purchase tax only. The second invoice is liable for state and city sales/purchase tax. No tax at all is posted for the third invoice.

Procedure

1. Call up the transaction as follows:

Menu Path	Accounting → Financial Accounting → Accounts Receivable → Document Entry → Other → Invoice - General
Transaction Code	F-22

2. On the *Enter Customer Invoice: Header Data* screen, enter the following data:

Field	Data
Document date	Today's date
Document type	DR
Company code	3000
Currency/rate	USD
PstKy	01
Account for invoice #1	3000
Account for invoice #2	3330
Account for invoice #3	3000

3. Choose 🗸.

   The *Enter Customer Invoice: Add Customer Item* screen appears.

4. Enter the following data:

Field	Data
Amount for invoice #1	106.25
Amount for invoice #2	107.00
Amount for invoice #3	100.00
Bus.area	3000
Tax amount	Leave blank
Calculate tax	Select

Tax code for invoice #1	S1
Tax code for invoice #2	S1
Tax code for invoice #3	S0
PstKy	50
Account (revenue)	800200

5. Choose ✅.

> The *Enter Customer Invoice: Add G/L Account Item* screen appears (for revenue items). Note that the tax code was taken from the previous screen and the tax jurisdiction code appears as a default value from the customer master record.

6. Enter the following data so the R/3 System can calculate an offsetting value:

Field	**Data**
Amount	*

7. Choose 💾.

> The R/3 System displays the *Enter Customer Invoice: Header Data* screen, and a message that the document was posted.

8. Make a note of the invoice number for later reference.

9. Repeat steps 2 to 9 for invoices #2 and #3.

10. Choose ↩ until the overview tree appears.

Displaying Taxes in FI: Accounts Receivable

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Accounts Receivable → Document → Display*
Transaction Code	FB03

     The *Display Document: Initial Screen* appears.

2. Enter the number of invoice #1 in the *Document number* field.

3. Choose 🗸.

     The *Document Overview* screen appears.

     Invoice #1: Taxable invoice for receivables – state tax only

     This invoice was posted using tax code S1, which means the item is taxable. Customer 3000 is linked to tax jurisdiction code IL0011000, which is taxable at the state level only at a rate of 6.25%. The displayed document should look as follows:

	Account	**Description**	
DR	3000	Customer	106.25
CR	800200	Sales revenue (G/L account)	100.00
CR	175001	State sales/purchase tax (G/L account)	6.25

4. Choose 🗘.

5. After displaying invoice #1, repeat the transaction for invoice #2 and #3.

     Invoice #2: Taxable invoice for receivables – State and city tax

     This invoice was also posted using tax code S1. Customer 3330 is linked to tax jurisdiction code PA0011000, which is taxable at the state level at a rate of 6.00% and at the city level at a rate of 1.00%. The displayed document should look as follows:

	Account	**Description**	
DR	3330	Customer	107.00
CR	800200	Sales revenue (G/L account)	100.00
CR	175001	State sales/purchase tax (G/L account)	6.00
CR	175003	City sales/purchase tax (G/L account)	1.00

     Invoice #3: Non-taxable invoice for receivables

     This invoice was posted using tax code S0, which means the item is not taxable. As a result, it does not matter what tax jurisdiction code the customer is linked to. The displayed document should look as follows:

	Account	**Description**	
DR	3000	Customer	100.00
CR	800200	Sales revenues (G/L account)	100.00

6. Choose until the overview tree appears.

Posting Taxes in FI: Accounts Payable

Use

In this procedure, you post four separate accounts payable invoices The invoices all have the same value, but contain different tax codes. The purpose of this exercise is simply to post the invoices. To display the resulting documents and see how the separate taxes are posted, see Displaying Taxes in FI: Accounts Payable [Page 100] .

Procedure

1. Call up the transaction as follows:

Menu Path	Accounting → Financial Accounting → Accounts Payable → Document Entry → Other → Invoice - General
Transaction Code	F-43

2. On the *Enter Vendor Invoice: Header Data* screen, enter the following data:

Field	Data
Document date	Today's date
Document type	KR
Company code	3000
PstKy	31
Account	3000

3. Choose ✅.

4. On the *Enter Vendor Invoice: Add Vendor Item* screen, enter the following data:

Field	Data
Amount	100.00
Tax amount	Leave blank
Calculate tax	Select
Tax code for invoice #1	I1
Tax code for invoice #2	I0
Tax code for invoice #3	U1
Tax code for invoice #4	U0
PstKy	40
Account	476000

5. Choose ✅.

> The *Enter Vendor Invoice: Add G/L Account Item* screen appears. Note that the tax code was copied from the previous screen.

6. Enter the following data:

Field	Data
Amount	*
Cost center	1000

7. Choose .

    Note that the jurisdiction code was automatically copied from the cost center.

8. Choose .

    The R/3 System displays the *Enter Vendor Invoice: Header Data* screen, and a message that the document was posted.

9. Make a note of the invoice number for later reference.

10. Repeat steps 3 to 10 for invoices #2 - #4. Confirm the warning after step 5 by choosing .

11. Choose until the overview tree appears.

Displaying Taxes in FI: Accounts Payable

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Accounts Payable → Document → Display*
Transaction Code	FB03

      The *Display Document: Initial Screen* appears.

2. Enter the number of invoice #1 in the *Document number* field. After you have displayed invoice #1, repeat this procedure for invoices #2 to #4.

3. Choose 🗸.

      The *Document Overview* screen appears.

      Invoice #1: Payables invoice with tax on sales/purchases

      When you post this invoice, you assume that the invoiced amount of 100.00 already includes taxes and the taxes are paid to the vendor. This invoice was posted using tax code I1, which means the item is subject to tax on sales/purchases. Cost center 1000 is linked to tax jurisdiction code PA0000000, which is taxable at the state level only at a rate of 6.00%. The full amount of the invoice, plus taxes, must be paid to the vendor. The displayed document should look as follows:

	Account	Description	
CR	3000	Vendor	100.00
DR	476000	Expense (G/L account)	100.00

      Although the accounting document does not reflect any taxes being posted, you can see that the R/3 System does keep a record of the tax data. Choose 🔲 *Tax data* to display this information.

      Choose ✖ in the dialog box.

      Invoice #2: Payables invoice without tax on sales/purchases

      This invoice was posted using tax code I0, which means that no tax is posted. In this case, the jurisdiction code is not significant. The displayed document should look as follows:

	Account	Description	
CR	3000	Vendor	100.00
DR	476000	Expense (G/L account)	100.00

      Although the document looks exactly the same as invoice #1, the tax data shows that no taxes applied for this invoice. Choose 🔲 *Tax data* to display this information.

      Invoice #3: Payables invoice with interstate tax on sales/purchases

      This invoice was posted using tax code U1, which means that interstate tax on sales/purchases applies. Interstate tax is the responsibility of the person making the purchase and is not paid to the vendor. The tax value is calculated at a rate of 6.00%, the rate for jurisdiction PA0000000, which is linked to cost center 1000. The displayed

document should look as follows:

	Account	**Description**	
CR	3000	Vendor	100.00
DR	476000	Expense (G/L account)	106.00
CR	175001	State sales/purchase tax (G/L account)	6.00

Invoice #4: Payables invoice without interstate tax on sales/purchases

This invoice was posted using tax code U0, which means that the item is not liable for interstate tax on sales/purchases and so no taxes are calculated or paid. The displayed document should look as follows:

	Account	**Description**	
CR	3000	Vendor	100.00
DR	476000	Expense (G/L account)	100.00

4. Choose ⟳ until the overview tree appears.

Posting Taxes in SD

Use

In this process, you post a customer sales order, deliver the product, and invoice the customer You post only one example where the item is taxable. Your results will vary depending on which tax indicator you use (S1 or S0) and what jurisdiction your customer is assigned to. (The results would be the same as those described in Displaying Taxes in FI: Accounts Receivable [Page 96]). The purpose of this exercise is simply to demonstrate an example of posting in SD.

Procedure

Entering the order

1. Call up the transaction as follows:

Menu Path	*Logistics → Sales and Distribution → Sales → Order → Create*
Transaction Code	VA01

2. On the *Create Sales Order: Initial Screen*, enter the following data:

Field	Data
Order type	OR
Sales organization	3000
Distribution channel	10
Division	00

3. Choose ✅.

4. On the *Create Standard Order: Overview* screen, enter the following data:

Field	Data
Sold-to party	3000
Purch.order no.	Enter a number of your choice
Material	P-103
Order quantity	1

5. Choose ✅.

    A dialog box appears.

6. Select the following data:

Field	Data
Partner	3000

7. Choose 💾.

8. Make a note of the order number and the requested delivery date.

9. Choose 🔄 until the overview tree appears.

Posting the delivery

Once the order has been posted, you need to deliver the product.

1. Call up the transaction as follows:

Menu Path	*Logistics → Sales and Distribution → Sales → Order → Subsequent Functions → Outbound Delivery*
Transaction Code	VL01N

The *Create Outbound Delivery with Order Reference* screen appears.

2. Enter the following data:

Field	Data
Shipping point	3000
Selection date	Requested delivery date from the order you entered
Order	The order number you wrote down

3. Choose 🗸.

4. On the *Create Delivery: Overview* screen, choose *Subsequent functions → Transfer order.*

5. On the *Create Transfer Order for Delivery Note: Initial Screen*, enter the following data:

Field	Data
Warehouse number	300
Plant	3000
Process Flow	Background
Adopt picking quantity	2

6. Choose 🗸.

7. Your delivery is now posted. Make a note of the delivery number.

8. Choose 🔄 until the overview tree appears.

Posting the invoice

Now you have to invoice the customer. You will see the taxes posted on the invoice.

1. Call up the transaction as follows:

Menu Path	*Logistics → Sales and Distribution → Sales → Order → Subsequent Functions → Billing Document*
Transaction Code	VF01

The R/3 System displays your delivery number as the default value on the *Create Billing Document* screen.

2. Save your entries and make a note of the document number.

3. Remain on this screen.

Displaying Taxes in SD

Use

In this process, you display the billing document that was posted in <u>Posting Taxes in SD [Page</u> <u>102]</u>. Tax code S1 was automatically determined from the tax status of the material and the customer. Since tax code S1 is a taxable code, the R/3 System copied the tax jurisdiction code of the customer, IL0011000, and calculated state taxes at a rate of 6.25%.

Procedure

1. On the *Create Billing Document* screen, choose 🔧.

2. The billing document number is displayed as the default value. Choose 🔺 *Accounting*.

3. In the dialog box, choose *Accounting document*.

   The *Document Overview* screen appears. The accounting document created by billing should look as follows:

	Account	Description	
DR	3050	Customer	4,038.56
CR	800000	Sales revenues (G/L account)	3,801.00-
CR	175001	State sales/purchase tax (G/L account)	237.56-

4. To display the tax data, choose 🗓 *Tax data*.

   The tax amount was calculated as follows:

   Material price   3,801.00

   Minus discount 00.00

   Equals taxable value   3,801.00

   Multiplied by tax rate   6.25%

   Equals tax amount   237.56

   The receivable amount was calculated as follows:

   Material price   3,801.00

   Minus discount 00.00

   Plus tax amount   237.56

   Equals receivable amount 4,038.56

5. Select 🔄 and ❌ until the overview tree appears.

Posting Taxes in MM

Use

In MM, the tax codes appear as default values based on the settings made in Customizing. The IDES System is configured so that only purchase orders requiring an account assignment are taxable. When a purchase is made for stock or directly for a production order, tax code I0 appears as a default value. If a purchase is made for a cost center, tax code I1 appears as a default value and the tax rate depends on the tax jurisdiction code that is linked to that cost center. If you want to have different default values for taxes in some situations, you can overwrite the default value in the info record. In this process, you post four different invoices using four different tax codes (I1, I0, U1, and U0). It is advisable to write down all numbers provided by the R/3 System.

Procedure

Entering a purchase order

1. Call up the transaction as follows:

Menu Path	Logistics → Materials Management → Purchasing → Purchase Order → Create → Vendor/Supplying Plant Known
Transaction Code	ME21N

2. On the *Create Purchase Order* screen, enter the following data:

Field	Data
Vendor	3920

   Make sure that *Standard PO* is selected.

3. Choose 🔲 *Header.*

4. Choose the *Org.data* tab page, then enter the following data:

Field	Data
Purchasing org.	3000
Purchasing group	001
Company code	3000

   When you generate invoices #2 to #4, a dialog box may appear, informing you that a purchase order already exists for today. In this case, choose *New purchase order*.

5. Choose 🔲 *Item overview.*

6. Enter the following data:

Field	Data
Item number	10
Material	V10
PO quantity	1
Delivery date	A few days in the future

Net price	100
Plant	3000 New York
Storage location	Warehouse 0001

A warning may appear. Confirm this warning by choosing ✅.

7. Select your item, then choose 📄 *Item detail*. Confirm the warning message about the delivery date by choosing ✅.

> The tax code that was selected appears on the *Invoice* tab page. Each example requires a different tax code.

8. On the *Invoice* tab page, enter the following data:

Field	Data
Tax code for invoice #1	I1
Tax code for invoice #2	I0
Tax code for invoice #3	U1
Tax code for invoice #4	U0

9. Choose ✅.

10. To view the tax condition record, select your item (by selecting the check box at the beginning of the row) and select *Taxes*

> A dialog box containing the default jurisdiction code appears.

11. Choose 💾.

12. Write down the purchase order number.

> Repeat steps 2 to 12 for invoices #2 to #4.

13. Choose ⟲ until the overview tree appears.

Goods receipt

1. Call up the transaction as follows:

Menu Path	*Logistics → Materials Management →* Purchasing *→ Purchase Order → Follow-On Functions → Goods Receipt*
Transaction Code	MB01

2. On the *Goods Receipt for Purchase Order: Initial Screen*, enter the following data:

Field	Data
Movement type	101
Purchase order	The purchase order number you wrote down
Plant	3000
Storage location	0001

Posting Taxes in MM

3. Choose ⊘.

4. On the *Goods Receipt for PO: Selection Screen...* choose 💾.

5. Repeat steps 2 to 4 for invoices #2 to #4.

6. Choose ⟲ until the overview tree appears.

Invoice receipt

1. Call up the transaction as follows:

Menu Path	*Logistics* → *Materials Management* → Purchasing → *Purchase Order* → *Follow-On Functions* → *Logistics Invoice Verification*
Transaction Code	MIRO

2. On the *Invoice Verification* screen, enter the following data:

Field	Data
Document date	Date according to scheduling agreement
Posting date	Date according to scheduling agreement
Amount for invoice #1	104.00
Amount for invoice #2	100.00
Amount for invoice #3	100.00
Amount for invoice #4	100.00
Tax code for invoice #1	I1 A/P sales tax, taxable
Tax code for invoice #2	I0 A/P sales tax, exempt
Tax code for invoice #3	U1 A/P use tax, taxable
Tax code for invoice #4	U0 A/P use tax, exempt
PO order/scheduling agreement	Your purchase order number
Calculate tax	Select

⚠️

The tax code is not transferred from the purchase order because the R/3 System is configured to always use I0 as a default value.

3. Choose ⊘.

4. Choose 💾.

A warning message about an exception may appear. Skip this warning by choosing ⊘. The R/3 System posts your document automatically.

5. Write down the document number.

Repeat steps 2 to 6 for invoices #2 to #4.

6. Choose ⟲ until the overview tree appears.

Displaying Taxes in MM

Displaying the goods receipt document

1. Call up the transaction as follows:

Menu Path	*Logistics → Materials Management → Inventory Management → Material Document → Display*
Transaction Code	MB03

2. On the *Display Material Document: Initial Screen,* enter the following data:

Field	Data
Material doc.	Number of a GR document
Mat. doc. year	Current year

3. Choose ✅.

4. On the *Display Material Document... : Overview* screen, choose *Accounting documents*.

   A dialog box appears in which you can select the document type.

5. Choose *Accounting document.*

   The R/3 System displays the goods receipt document on the *Document Overview* screen.

6. Choose 🔙 until the overview tree appears.

Displaying the invoice receipt document

1. Call up the transaction as follows:

Menu Path	*Logistics → Materials Management → Invoice Verification → Logistics Invoice Verification → Document Entry → Display Invoice Document*
Transaction Code	MR3M

2. On the *Display Invoice/Credit Memo: Initial Screen*, enter the following data:

Field	Data
Invoice doc. number	Number of IR document
Fiscal year	Current year

3. Choose ✅.

4. On the *Display Invoice/Credit Memo... Item List* screen, choose *Follow-on documents*.

5. In the dialog box, choose *Accounting document*.

6. Choose 🔙 until the overview tree appears.

   Scenario 1: Invoice with sales tax (tax code I1)

1. Display the goods receipt document.

   In this example, the invoice was for 104.00 and included taxes, which are to be paid to the vendor. Notice that the taxable value is reflected in the inventory value The document

should look as follows:

	Account	Description	
DR	300000	Inventory (G/L account)	104.00
CR	191100	GR/IR (G/L account)	104.00

2. Display the invoice receipt document.

The document should look as follows:

	Account	Description	
CR	3920	Vendor	104.00
DR	191100	GR/IR (G/L account)	104.00

3. By choosing *Goto → Tax data,* you can see which jurisdiction code and which tax rates were used.

Scenario 2: Invoice without sales tax (tax code I0)

1. Display the goods receipt document.

In this example, the invoice was for 100.00 and no taxes were included. The document should look as follows:

	Account	Description	
DR	300000	Inventory (G/L account)	100.00
CR	191100	GR/IR (G/L account)	100.00

2. Display the invoice receipt document. The document should look as follows:

	Account	Description	
CR	3920	Vendor	100.00
DR	191100	GR/IR (G/L account)	100.00

3. By choosing *Goto → Tax data,* you can see which jurisdiction code and which tax rates were used.

Scenario 3: Invoice with use tax (tax code U1)

1. Display the goods receipt document.

In this example, the invoice is for 100.00. The tax is the responsibility of the person making the purchase and is not paid to the vendor. Notice that the taxable value is reflected in the inventory value The document should look as follows:

	Account	Description	
DR	300000	Inventory (G/L account)	104.00
CR	191100	GR/IR (G/L account)	104.00

2. Display the invoice receipt document. The document should look as follows:

	Account	Description	
CR	3920	Vendor	100.00
DR	191100	GR/IR (G/L account)	104.00

Displaying Taxes in MM

CR	175001	State sales/purchase tax (G/L account)	4.00

3. By choosing *Goto → Tax data,* you can see which jurisdiction code and which tax rates were used.

   Scenario 4: Invoice without use tax (tax code U0)

1. Display the goods receipt document.

   In this example, the invoice was for 100.00 and no taxes were included. The document should look as follows:

	Account	**Description**	
DR	300000	Inventory (G/L account)	100.00
CR	191100	GR/IR (G/L account)	100.00

2. Display the invoice receipt document. The document should look as follows:

	Account	**Description**	
CR	3920	Vendor	100.00
DR	191100	GR/IR (G/L account)	100.00

3. By choosing *Goto → Tax data,* you can see which jurisdiction code and which tax rates were used.

4. Choose 🔄 until the overview tree appears.

Closing Operations in Accounts Receivable and Accounts Payable Accounting

Purpose

In this process you will carry out year-end closing in Accounts Receivable and Accounts Payable.

You will go through the following steps:

- Generation of account statements: To check posted documents within a period.

- Generation of balance confirmations: To check the number of receivables and payables.

- Individual value adjustments using the special general ledger technique.

- Valuation of open items in foreign currency with expense postings or revenue from exchange rate fluctuations.

- Sorted lists of open items with regrouping of items for changed reconciliation account, vendors with a debit balance and customers with a credit balance according to remaining life.

You can find more information about this process under .

To avoid output errors, check your print settings before starting this process chain.

a. To do this, select *System → User Profile → Own Data.*

b. In the *Maintain User Profile* screen, select the tab page *Defaults*, and make the following settings:

Field	Data
Output device	Name of printer you wish to use

c. Choose .

d. Choose until the overview tree appears.

Process Flow

You can find the data for this process under .

Closing Operations in Accounts Receivable and Accounts Payable Accounting

Additional Process Information

Open items are required for most of these transactions. In order to ensure that there will be open items available in the system, you should execute some simple invoices in Accounts Receivable or Accounts Payable Accounting before starting the closing program.

To do this, you will have to enter the following kinds of documents:

- Customer invoice in local currency for generating account statements and balance confirmations

- Customer invoice in local currency for individual value adjustment

- Customer invoice in foreign currency for valuation in foreign currency

- Vendor invoice in foreign currency for valuation in foreign currency

- Invoice with a remaining life of more than one year for allocation of receivables and payables according to remaining life.

If other open items already exist in the system, they will also be evaluated and possibly transfer posted if they meet the selection criteria.

You create customer and vendor invoices in a single-screen Enjoy transaction.

For the customer invoice, the system automatically suggests tax code AN (16%) for company code 1000 and tax code S1 for company code 3000.

For the vendor invoice, the system automatically suggests tax code VN for company code 1000 and tax code I1 for company code 3000.

In addition, the screen variants (transaction variants) are entered with business area and cost center. Relevant here is the G/L account, posting key, document currency amount, cost center or business area.

Data Used During This Process

Fields	Europe	North America	Description
Company code	1000	3000	Company code
Chart of accounts	INT	INT	Demo chart of accounts
Currency	DEM	USD	Local currency
Reporting year	2000	2000	Demo reporting year (fiscal year)
Comparison year	1999	1999	Previous year

Correspondence: Entering an Invoice

Use

It is now easier to post invoices thanks to the new Enjoy functions. This simplification consists of a single-screen transaction. This means that you can now post customers, vendors and G/L accounts on one screen rather than individual screens.

In this process step you post an invoice for a customer. Afterwards, in the next transaction, you can generate account statements.

> You post the invoice directly in Financial Accounting, there is no integration with the Sales and Distribution application. This makes it easier to post backdated invoices.

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Accounts Receivable → Document Entry → Invoice*
Transaction	FB70;FBL5

The *Customer Invoice Enter* screen appears.

2. Choose *Environment → Set Company Code*. In the dialog box, enter company code 1000 or 3000, then choose ✔ .

3. Choose 🖴 *Tree on*.

4. On the *Basic data* tab page, enter the following data:

Field	Europe	North America
Customer	1000	3000
Invoice date	Today's date - 1 month	Today's date - 1 month
Posting date	Today's date - 1 month	Today's date - 1 month
Amount	12,000 (gross amount, including sales tax)	12,000 (gross amount, including sales tax)
Currency/rate (defaulted)	DEM	USD
Calculate tax	Select	Select
Tax code (defaulted)	AN	S1
Table		
G/L account	800200	800200
D/C (defaulted)	Credit	Credit
Document currency amount	12.000	12.000
Business area	1000	1000

Correspondence: Entering an Invoice

> To simplify this process, we have not defined a cost element for account 800200.
> You do not therefore need an additional account assignment. The system does not
> transfer the data to Profit Center Accounting.

5. Choose .

    Choose if the system outputs any warning messages concerning the date.

6. The system displays the address of the customer. To display the open items for this
    customer, choose *OIs*.

7. Choose *Simulate*.

    On the *Document Overview* screen, you can see your posting with the document items.

8. Choose .

9. Choose until the overview tree appears.

Correspondence: Generating Account Statements

Use

In this process step you generate account statements for IDES customers. The system only supplies account statements for those customers whose master data is maintained accordingly.

You can find more information about this process under ⓘ [Page 293].

Procedure

1. Call up the transaction as follows:

Menu Path	Accounting → Financial Accounting → Accounts Receivable → Periodic Processing → Print Correspondence → Periodic Account Statements
Transaction Code	F0,27;SP01

2. On the *Periodic Account Statements* screen, enter the following data:

Fields	Europe	North America
Company code	1000	3000
Indicator in master record	2	2
Key dates for acct statement	1st to last day of the current month	1st to last day of the current month
Correspondence	SAP06 (correspondence reference)	SAP06 (correspondence reference)
Delete if finished	8 days	8 days
Log to printer	Name of your printer	Name of your printer

3. Choose 🕒.

   The system creates a correspondence request for all customers where the field "Account statement" is filled in the customer's master record, and matches the desired account statement (in our example it was a monthly account statement with indicator "2").

   The system tells you that *n* periodic account statements were requested.

4. Confirm this message with ✔.

5. The system tells you that *n* correspondence requests were selected. Confirm this message with *Yes*.

   The system generates your print requests and displays the spool number under which they are stored.

6. To see and then print the generated account statements, choose

   System → Services → Output Controller.

   The system supplies your user name and today's date.

7. Choose 🕒.

8. In the *Output Controller: List of Spool Requests* screen, select the spool request that you

Correspondence: Generating Account Statements

generated in step 6 (Title "SAP06 .....").

9. Choose ⚙️.

    The first page of the generated account statement is formatted for viewing.

10. Choose *Goto* → *List Display.*

    All invoices for the customer that were posted in the selected period are listed on the *Print Preview for XXX* screen. Payments made in the period are listed as well. The balance is calculated at the end of the list.

11. Choose 🔙 until you reach the *Output Controller: List of Spool Requests* screen again.

12. Select your spool request, then choose 🖨️.

    The account statements are then output on your printer.

13. To update the screen display, choose 🔄. When printout is completed, the print file has "Compl." status.

14. Choose 🔙 until the overview tree appears.

Additional Information for Creation of Account Statements

Programs used for correspondence between your accounting department and your customers and vendors as well as for purely internal communication all fall into the category of automatic correspondence.

While internal messages and payment notices for a customer are part of day-to-day activities, account statements and balance confirmations are typical examples of closing operations.

Correspondence: Generating Balance Confirmations

Use

In this transaction, you will generate balance confirmations. The system will also automatically generate forms for entering a reply for a customer/vendor as well as forms for entering return flow to your company.

You can find more information about this process under ⓘ [Page 296].

Procedure

1. Call up the transaction as follows:

Menu Path	Accounting → Financial Accounting → Accounts Receivable → Periodic Processing → Print Correspondence → Balance Confirmation → Print Letters
Transaction Code	F.17;SP01

2. On the *Customer Balance Confirmation* screen, enter the following data:

Fields	Europe	North America
Customer	1000	3000
Company code	1000	3000
Reconciliation key date	Last day of current period	Last day of current period
Individual customers	Select	Select
Zero balances	Select	Select
Correspondence sorting	K2 (by account number)	K2 (by account number)
Line item sorting	P3 (by document date, document number)	P3 (by document date, document number)
Date of issue	5th of the next period	5th of the next period
Date for reply	30th of the next period	30th of the next period
Reply to	00001	00001
Print control	Enter your printer settings here	Enter your printer settings here

3. Choose 🕔.

    The system creates a balance confirmation for exactly one customer as specified on the selection screen.

    Although a balance confirmation is several pages long, only the first page is displayed.

4. To display the remaining pages, choose *Goto → List Display*.

    Along with the printout of this balance confirmation, you send your customer a list of their open items up to the key date and a reply form.

5. Choose 🖨.

6. Choose ⟲ twice.

    A check list of accounts for which balance confirmations were generated is displayed.

7. Choose 🖨.

8. Choose ⟲.

    To make the return flow to the balance confirmations just generated more transparent, a summarized results table is also displayed at this point.

9. Choose 🖨.

10. Choose ⟲ again.

    On the *Customer Balance Confirmation* screen, the parameters you selected for the program are displayed.

11. Choose ⟲ until the overview tree appears.

12. Choose *System → Services → Output Controller.*

    The system supplies your user name and today's date.

13. Choose 🕒.

    The spool requests you created are displayed on the *Output Controller: List of Spool Requests* screen.

14. Flag the spool requests, then choose 🖨.

    On the *Spool: Output Request* screen, check the name of the printer and select 🖨 until all requests have been printed.

15. Choose ⟲ until the overview tree appears.

    💡

    You can create balance confirmations for vendors using the same procedure. The procedure is the same as for customer balances.

Additional Information: Generating Balance Confirmations

Balance confirmations can be generated from the debit or from the credit side. In both cases, for form structure type, we make a distinction between balance notification (negative inquiry), balance request (open method, request procedure), and balance confirmation (positive inquiry).

For other situations that may arise, you can undertake a sample selection of customers/vendors who need to be informed in addition to selecting particular customers/vendors directly. The scope of the sample is up to you. You may include aspects of external auditing or sample tests of your own accounts receivable/payable accounting.

Individual Value Adjustments: Entering the Invoice

Use

In the following process step, you will post overdue items for a customer so that you can make an individual value adjustment in the next transaction.

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Accounts Receivable → Document Entry → Invoice*
Transaction	FB70

The *Customer Invoice Enter* screen appears.

2. Choose *Environment → Set Company Code*.

3. Enter company code 1000 or 3000, then choose ✔.

(As this is an Enjoy transaction, the system suggests a company code for you). Make sure that the correct company code is specified when entering the invoice. If necessary, change the company code via *Environment → Set Company Code.* (Europe 1000, North America 3000).

4. Choose 🔲 *Tree on*.

5. On the *Basic Data* tab page, enter the following data:

Field	Europe	North America
Customer	1320	3140
Invoice date	Today's date - 6 months	Today's date - 6 months
Posting date	Today's date - 6 months	Today's date - 6 months
Amount	12,000 (gross amount, including sales tax)	12,000 (gross amount, including sales tax)
Currency/rate (defaulted)	DEM	USD
Calculate tax	Select	Select
Tax code (defaulted)	AN	S1
Table		
G/L account	800200	800200
D/C (defaulted)	Credit	Credit
Document currency amount	12.000	12.000
Business area	1000	1000

Individual Value Adjustments: Entering the Invoice

Choose ✅ if the system outputs any warning messages concerning the date.

💡

To simplify this process, we have not defined a cost element for account 800200. You do not therefore need an additional account assignment. The system does not transfer the data to Profit Center Accounting.

6. Choose ✅.

💡

The system displays the address of the customer. To display the open items for this customer or the bank details, choose 🔲 *OIs*.

7. Choose 🔆 *Simulate*.

On the *Document Overview* screen, you can see your posting with the document items.

8. Choose 💾.

9. Choose 🔙 until the overview tree appears.

Making Individual Value Adjustments for Doubtful Receivables

Use

In the previous transaction you entered a customer invoice. We will assume that the customer has not paid the invoice by the end of the year. You doubt whether this receivable will ever be paid, so you make a transfer posting for the receivable to an account for individual value adjustments.

You can find more information about this process under ⓘ [Page 301].

Procedure

1. Call up the transaction as follows:

Menu Path	Accounting → Financial Accounting → Accounts Receivable → Document Entry → Other → Internal Transfer Posting → Without Clearing
Transaction Code	F-21

2. On the *Enter Transfer Posting: Header Data* screen, enter the following data:

Field	Europe	North America
Document date	Last day of current period	Last day of current period
Company code	1000	3000
Posting date	Last day of current period	Last day of current period
Currency	DEM	USD
PstKy	19	19
Account	1320	3140
Sp.G/L	E (Special G/L indicator for individual value adjustment)	E (Special G/L indicator for individual value adjustment)

The E indicator tells the system that this is a special general ledger transaction. In other words, the amount will not be posted to the customer's normal reconciliation account but to a special account instead.

The customer's reconciliation account is 140000. The item you posted in the last transaction is also posted to this account. Using individual value adjustment, you will transfer post the item from account 140000 (domestic customer receivables) to account 142000 (individual value adjustments to customer receivables.

3. Choose ✅.

The system tells you that the document date is in the future.

4. Confirm the message with ✅.

5. On the *Enter Customer Document: Add Customer Item* screen, enter the following data:

Field	Europe	North America

Making Individual Value Adjustments for Doubtful Receivables

Amount	12.000,00	12.000,00
Due on	30. of the following month	30. of the following month
Text	Value adjustment	Value adjustment
PstKy (G/L account)	40 (Posting key)	40 (Posting key)
Account (G/L account)	210100 (Expense from individual value adjustment)	210100 (Expense from individual value adjustment)

6. Choose ✅.

7. On the *Enter Customer Document: Create G/L Account Item* screen, enter the following data:

Field	Europe	North America
Amount	*	*
Tax code	A0 (no tax procedure)	S0 (no tax procedure)
Value date	Last day of current period	Last day of current period

8. Choose 💾, and then note the document number.

9. Choose ↩ until the overview tree appears.

Additional Information on Individual Value Adjustment for Doubtful Receivables

Individual value adjustments are posted using the special G/L technique. You can maintain receivables separately in a customer and in a receivables account. You can thus look over individual value adjustments separately from receivables and keep the adjustments in a special reconciliation account.

Individual Value Adjustment: Display Customer Line Items

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Accounts Receivable → Account → Display/Change Line Items*
Transaction	FBL5N

2. On the *Customer Line Item Display* screen, enter the following data:

Field	Europe	North America
Customer account	1320	3140
Company code	1000	3000
Open items	Select	Select
Open at key date	Last day of current period	Last day of current period
Special G/L transactions	Select	Select
Normal Items	Select	Select

3. Choose 🕒.

    The *Customer Line Item Display* screen contains a list of customer line items.

    The receivable remains as an open item (untitled). The individual value adjustment is stated separately (titled ...Reserve for bad debt).

4. Double-click on the receivables document.

    The first item in the document is displayed on the *Display Document: Line Item 001* screen. This is the customer item.

    In this case, the general ledger account is 140000 (domestic customer receivables). It is displayed in the G/L field in the upper right-hand corner of the screen.

5. Choose 🔙 until you return to the *Customer Line Item Display* screen

6. Double-click on the individual value adjustment document.

    The system displays the first item in the document. This is the customer item.

    The general ledger account in this case is 142000 (value adjustment to customer receivables). It is displayed in the G/L field in the upper right-hand corner of the screen.

7. Choose 🔙 until the overview tree appears.

Valuating Open Items in Foreign Currency: Enter Invoice in Foreign Currency

Use

In the following transaction, you will post a vendor invoice in foreign currency so that you can valuate open items in foreign currency in the next transaction.

> You post the invoice directly in Financial Accounting, there is no integration with MM (Materials Management). This makes it easier to post backdated invoices.

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Accounts Payable → Document Entry → Invoice*
Transaction	FB60

The *Vendor Invoice Enter* screen appears.

2. Choose *Environment → Set company code*.

3. Enter company code 1000 or 3000, then choose ✔.

4. Choose 🖧 *Tree on*.

5. On the *Basic Data* tab page, enter the following data:

Field	Europe	North America
Vendor	1560	4940
Invoice date	15.03.1999	15.03.1999
Posting date	15.03.1999	15.03.1999
Company code	1000 (IDES AG Frankfurt)	3000 (IDES US INC New York)
Amount	12,000 (gross amount, including sales tax)	12,000 (gross amount, including sales tax)
Currency/rate	USD	DEM
Calculate tax	Select	Select
Tax code	V9	I0
Table		
G/L account	415000	415000
D/C (defaulted)	Debit	Debit

Valuating Open Items in Foreign Currency: Enter Invoice in Foreign Currency

Document currency amount	12.000,-	12.000,-
Tax code	V9	I0
Cost center	1000	1000

6. Choose .

The system tells you that your posting is in the past. Confirm with . Business area 9900 is entered in the table automatically.

Account 415000 requires an assignment to a CO object, as it is defined as a cost element. Therefore you require an additional account assignment, for example cost center 1000.

The system displays the address of the vendor.

7. Choose *Ols*.

The amount in local currency is displayed in the local currency amount field. Translation occurs according to the exchange rate valid at the time of posting.

Amounts in foreign currency are always translated at the average rate in the IDES system. Document currency is the US Dollar.

8. Choose .

9. Choose *Simulate*.

On the *Document Overview* screen, you can see your posting with the document items.

10. Choose .

11. Make a note of the document number. You will need it for the next transaction.

12. Choose until the overview tree appears.

Valuating Open Items in Foreign Currency: Post Exchange Rate Differences

Use

In this procedure, you will valuate items in foreign currency at the end of a period in order to post expenses or revenues from currency valuation. To simplify the demo, you only run the program for an item you have just posted. That way, other IDES users can also go through the demo with their own documents.

If you ran the program for all open items in foreign currency, then all items posted to accounts that have open item management would be valuated. The individual valuation principle determines the way valuation is carried out: Only individual items that are still open on the key date are considered for valuation.

Prerequisites

The demo valuation method that is used for foreign currency valuation of open items functions according to the lowest value principle. This means a valuation is only carried out using the lowest exchange rate. It might, therefore, be necessary to enter appropriate rates in Customizing before you post the vendor invoice. Here is a list of data that we will need for this example:

Field	Europe	North America
Date	15.03.1999	15.03.1999
Exchange rate type	M	M
From	DEM	DEM
To	USD	USD
Rate	0,54	0,53
Date	Last day of current period	Last day of current period
Exchange rate type	M	M
From	DEM	DEM
To	USD	USD
Rate	0,53	0,54

You can find more information about this process under i [Page 308].

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Accounts Payable → Periodic Processing → Closing → Valuate → Open Items in Foreign Currency*
Transaction Code	F0,05

2. On the *Open Item Foreign Currency Valuation* screen, enter the following data:

Field	Europe	North America

Valuating Open Items in Foreign Currency: Post Exchange Rate Differences

Company code	1000	3000
Key date for OI overview	Last day of current period	Last day of current period
Bal.sheet preparation valuatn	Select	Select
For. curr. valuation method	DEMO	DEMO
"Postings" tab page		
Creating postings	Select	Select
Posting date	Last day of current period	Last day of current period
Name of batch input session	User name	User name
"Selections" tab page		
Select vendors	Select	Select
Vendor account number	1560	4940
Document number	Document number from previous transaction	Document number from previous transaction
"Other" tab strip		
Valuation in curr.type	10	10

3. Choose 🕓.

>   On the *Open Item Foreign Currency Valuation* screen, you see a log listing the postings that were made. The log is six pages long:

*   1. Valuation of items in foreign currency of a selected vendor (for the items selected.

*   2. Valuation of items in foreign currency from a reconciliation account for domestic vendor receivables (for the items selected).

*   3. Valuation of all vendors in a company code (for selected items)

*   4. Valuation of company code (for selected items).

*   5. Valuation of all company codes (for selected items)

*   6. List of postings to be generated and created documents with posting date and document number.

4. Choose 🖶.

5. On the *Print Screen List* screen, enter the following data:

Field	Europe	North America
Output device	Name of your printer	Name of your printer
Print immediately	Select	Select
Delete after output	Select	Select

6. Choose *Continue*. The *Open Item Foreign Currency Valuation* screen appears.

7. Choose *Postings.*

>   The posting for expense from currency valuation is:

Valuating Open Items in Foreign Currency: Post Exchange Rate Differences

Debit → Account 230010 (expense from currency valuation)

Credit → Account 161099 (foreign vendor receivables (adjustment account).

> If you do this procedure in 1998, the exchange rate between DEM and USD changes
> every month, so that a new valuation can be made every month. If you want to see
> this demonstrated, carry out the same procedure again for the same document, but
> this time one month later.

On the first page of the log, you will notice that the item was valuated again, this time at
the rate valid on the day of the valuation.

On the last page, another amount is posted. The system uses the amount posted at the
last valuation and only posts the difference.

> For a valuation that does not affect the balance sheet, all postings are reversed on
> the reversal date.

8. Choose ![icon] until the overview tree appears.

Additional Demo Information

We entered fictitious exchange rates for 1999 for DEM/USD parity. Proceed as follows to maintain the rates yourself:

1. Call up the transaction as follows:

Menu Path	Tools → AcceleratedSAP → Customizing → Edit Project → SAP Reference IMG
Transaction Code	OB08

2. Choose activity 🕐 *Enter Exchange Rates.* The Display View "*Currency Exchange Rates": Overview* screen appears.

3. Choose *New Entries*.

4. On the *New Entries: Overview of Added Entries* screen, enter the following data:

Field	Europe	North America
ExRt	M (Multicash)	M (Multicash)
From (currency)	DEM	DEM
To (currency)	USD	USD
Valid from	Any	Any
Rate	Any	Any

5. Choose 💾.

    The *Prompt for Customizing Request* dialog box appears.

6. Choose ▯.

7. In the *Create Request* dialog box, enter the following data:

Field	North America
Short description	Current exchange rate

8. Choose 💾.

9. Choose ✔.

    The system informs you that the data was saved.

10. Choose ⟳ until the overview tree appears.

Valuation of Open Items in Foreign Currency: Display Document

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Accounts Payable → Document → Display*
Transaction Code	FB03

2. Enter the document number from page 7 of the log.

    This is the document that was posted after the first foreign currency valuation.

3. Choose .

    The system displays the document in foreign currency. The amounts have now been assigned.

4. Choose *Choose.*

    In the dialog box, choose:

    The amounts are now displayed in the local currency DEM. They correspond to the log amount.

5. Choose until the overview tree appears.

Allocation of Receivables and Payables According to Remaining Life: Enter Invoice

Use

Invoices can be posted easily. This simplification consists of a single screen transaction. This means that you can now post customers, vendors and G/L accounts on one screen.

In this transaction, you will enter a customer invoice that has a remaining life of more than a year. For this reason and also because of EU Guideline 4, the item has to be transfer posted to a special account if it is still open at the end of the period.

> You post the invoice directly in Financial Accounting, there is no integration with the Sales and Distribution application. This makes it easier to post backdated invoices.

Prerequisites

Tax code AN (16%) is automatically defaulted for company code 1000 and S1 for company code 3000. We have also created a screen variant with a business area to be used as a work template. The ready-for-input columns are the G/L account, the posting key, the amount, the amount currency, and the business area.

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Accounts Receivable → Document Entry → Invoice*
Transaction	FB70

The *Customer Invoice Enter* screen appears.

2. Choose *Environment → Display document flow*.

3. Enter the version 1000, then choose ✔.

4. Choose 🔓.

5. On the *Basic Data* tab page, enter the following data:

Field	Europe	North America
Customer	1174	3176
Invoice date	Today's date -1 months	Today's date -1 months
Posting date	Today's date -1 months	Today's date -1 months
Amount	100.000 (gross amount, including sales tax)	100.000 (gross amount, including sales tax)
Currency / rate (defaulted)	DEM	USD

Calculate tax	Select	Select
Tax code (defaulted)	AN	S1
Incoming payment		
Payt terms	Empty	Empty
Group (first field)	720 days	720 days
Days (other fields)	Empty	Empty
Table		
G/L account	800200	800200
D/C (defaulted)	Credit	Credit
Document currency amount	100.000	100.000
Business area	1000	1000

To simplify this process, we have not defined a cost element for account 800200, which means that you do not need to assign a CO object, for example, an order number. You do not therefore need an additional account assignment. The system does not transfer the data to Profit Center Accounting.

6. Choose .

The system displays the address of the customer. If you wanted to display the open items for this customer or the bank details, you could choose *OIs* or *Bank Details*.

7. Choose *Simulate*.

On the *Document Overview* screen, you can see your posting with the document items.

8. Choose .

9. Choose until the overview tree appears.

Allocation of Receivables and Payables According to Remaining Life: Execute Program

1. Call up the transaction as follows:

Menu Path	Accounting → Financial Accounting → Accounts Receivable → Periodic Processing → Closing → Regroup → Receivables/payables
Transaction Code	F101

2. On the *Balance Sheet Supplement – OI – Analysis per_* screen, enter the following data:

Field	Europe	North America
Company code	1000	3000
Balance sheet key date	Last day of current period	Last day of current period
"Selections" tab page		
Customer	1174	3176
"Postings" tab page		
Carry out postings	Select	Select
Batch input session name	SAPF101	SAPF101
Document type	DR	DR
Posting date	Last day of current period	Last day of current period
Posting period	Current period	Current period

3. Choose 🕓.

     If any warning messages appear, choose ✅.

     The system displays a log listing which postings were carried out. The log is 5 pages long:

*   1. Valuation of domestic receivables with remaining life of more than one year (for selected items)

*   2. Valuation of all receivables with remaining life of more than one year (for

        selected items)

*   3. Valuation of all receivables in selected company code with

        remaining life of more than one year (for selected items)

*   4. Valuation of all company codes (for selected items)

*   5. List of documents to be generated with posting date and document number and specification of batch input session

        💡

        If you just executed the program for receivables, the system would have evaluated receivables with remaining lives of more than one and more than five years.

4. Choose until the overview tree appears.

Allocation of Receivables and Payables According to Remaining Life: Generate Postings

Use

The transfer postings to be generated are saved in a batch input session. In the next step you will process this session.

Procedure

1. Call up the transaction using the menu path as follows:

Menu Path	Choose *System → Services → Batch Input → Sessions*
Transaction Code	SM35

2. On the *Batch Input: Session Overview* screen, choose the 👤 tab page.

3. Double-click on session *SAPF101*.

4. Depending on the status of your session, you can view the session again under the appropriate tab page category.

5. Select your session, then choose 🏴.

6. Choose 🕐 *Process*.

   In the dialog box, select *Display errors only*, then choose *Process*.

   The system tells you that processing was completed successfully.

7. Choose *System → Services → Batch Input → Sessions* again.

8. On the *Batch Input: Session Overview* screen, your session should display the status *Processed.*

9. Choose 🔙 until the overview tree appears.

10. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Accounts Receivable → Document → Display*
Transaction Code	FB03

   The number of the document just posted is entered in the field automatically by the system.

11. Choose ✅.

   The posting appears as follows on the *Document Overview* screen:

   Credit → Account140020 (domestic customer receivables with remaining life of more than one year)

   Debit → Account 140099 (domestic customer receivables)

12. Choose 🔙 until the overview tree appears.

To see what happens in Accounts Payable, you can now enter an invoice for a vendor on the same model where the remaining life is more than one year.

Execute the program for allocation again, this time for account type K (vendor).

Accounts Receivable (FI-AR)

Dunning Customers

Purpose

You use dunning to remind your customers that overdue items still need to be paid. The system lists the line items and prints dunning notices with the customer's name and address, a text (which you can specify in Customizing), and the list of overdue items.

In this process, you dun customers who have overdue receivables.

Prerequisites

You first create a customer with reference to an existing customer. You then post the overdue items (the posting date must be in the past). We have stored dunning procedure 0001 for the reference customer. This customer is to be sent dunning notices once every two weeks.

You can find more information about this process under ⓘ [Page 146].

Process Flow

You can find the data for this process under [?] [Page 147].

1. Creating the Master Data [Page 148]
2. Posting the Overdue Items [Page 150]
3. Maintaining the Parameters [Page 152]
4. Scheduling the Dunning Run [Page 154]
5. Sample Printout [Page 156]
6. Printing the Dunning Notice [Page 157]
7. Displaying the Customer Line Items [Page 159]
8. Displaying the Customer Master Data [Page 160]
9. Scheduling the Next Dunning Run [Page 161]

Additional Process Information

The dunning notices are generated automatically using the dunning program. This program determines which accounts and which items are to be dunned. It also determines the dunning level and creates the dunning notice, based on the relevant dunning level. The program prints the dunning notices and updates the dunning data in the overdue items and in the master data of the customer being dunned.

You use a dunning procedure to control the dunning run. You can define as many dunning procedures as you require. You can also define multiple dunning levels for each dunning procedure. The system selects the dunning texts according to the dunning levels.

Data Used During This Process

Field	Europe	North America	Description
Customer	Customer with reference 1175	Customer with reference 3350	
Company code	1000	3000	
Document type	DR	DR	Customer invoice
Currency	DEM	USD	Local currency
Business area	1000	1000	Business area
G/L account	800200	800200	Revenue account
Identification	Any alphanumeric entry	Any alphanumeric entry	Dunning run identification

Displaying the Master Data

Usage

In this process step, you create a new customer for the dunning run.

Procedure

1. Call up the transaction as follows:

Menu Path	Accounting → Financial Accounting → Accounts Receivable → Master Records → Create
Transaction Code	FD01

2. On the *Create Customer: Initial Screen*, enter the following data:

Field	Europe	North America
Customer	1### (4 figure number between 1000 and 1999)	3### (4 figure number between 3000 and 3999)
Company code	1000	3000
Customer (reference)	1175	3350
Company code (reference)	1000	3000

3. Choose ✅.

4. On the *Create Customer: General Data* screen enter the following data:

Field	Europe	North America
Description	Customer	Customer
Search term	Any	Any
Street	Street	Street
City	City	City
Postal code	Postal code	Postal code
Country	Country	Country
Region	Region	Region (State, US)

Depending on the country in which you have created the customer, you will need to enter either a sales tax (VAT) registration number or a jurisdiction code (US).

Europe:

The sales tax number has the following form:

Two-character country code + nine-digit number.

Choose the *Control data* tab page, then enter the sales tax code in the *Tax code 1* field.

North America:

To enter a jurisdiction code, choose ![icon], then choose the F4 input help for the tax jurisdiction input field. In the dialog box, enter the state code. Choose ![icon], then double-click on one of the codes in the list.

5. Choose ![icon].

    You do not need to enter any further information, because the system automatically copies the required entries from the master data of the reference customer.

6. Choose *Company code data*.

7. On the *Create Customer: Company Code Data* screen, choose the *Correspondence* tab page.

    You can now see the dunning information. Dunning procedure 0001 represents a four-stage dunning process. Dunning notices are sent every two weeks. Do not change the dunning settings.

8. Choose ![icon].

9. Choose ![icon] until the overview tree appears.

Posting Overdue Items

Posting Overdue Items

Usage

You now post the overdue items for your customer. This customer will then be selected in the next dunning run.

> You post the invoice directly in Financial Accounting, there is no integration with the Sales and Distribution application. This makes it easier to post backdated invoices.

Prerequisites

Tax code AN (16%) is automatically defaulted for company code 1000 and S1 for company code 3000. We have also created a screen variant with a business area to be used as a work template. The ready-for-input columns are the G/L account, the posting key, the amount, the amount currency, and the business area.

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Accounts Receivable → Document Entry → Invoice*
Transaction	FB70

> If the *Enter Company Code* dialog box appears, enter your company code, then choose 🗹.

2. If the structure tree has not been activated, choose 🔲 *Tree on*, then double-click on the screen variant *With business area.*

3. On the *Basic Data* tab page, enter the following data:

Field	Europe	North America
Customer	Your customer	Your customer
Invoice date	Today's date -2 months	Today's date -2 months
Company code (defaulted)	1000 (IDES AG Frankfurt)	3000 (IDES US INC New York)
Posting date	Today's date -2 months	Today's date -2 months
Amount	12000 (gross amount, including sales tax)	12000 (gross amount, including sales tax)
Currency / rate (defaulted)	DEM	USD
Tax code (defaulted)	AN	S1
G/L account	800200	800200

D/C (defaulted)	Credit	Credit
Document currency amount	12000	12000
Business area	1000	1000
Calculate tax	Select	Select

> To simplify this process, we have not defined a cost element for account 800200, which means that you do not need to assign a CO object, for example, an order number. You do not therefore need an additional account assignment. The system does not transfer the data to Profit Center Accounting.

4. Choose ✅.

   If any warning messages appear, choose ✅.

In addition to the payment terms, the system also displays the customer master data. If you wanted to display the open items for this customer or the bank details, you could choose ▦ *OIs* or 🔧 *Bank Details*.

5. Choose ▦ *Simulate*.

   The *Document Overview* screen appears. You see the document with the account that has been posted to.

6. Choose 💾.

   The system informs you that the document has been posted in the company code.

   > You should post at least 2 invoices. The invoices must be at least 6 days overdue in order to be dunned.

7. Choose ↩ and 🔼 until the overview tree appears.

Maintaining the Parameters

Usage

You use the parameters to control which overdue items the system selects for dunning. In this process, you evaluate one customer's open items, sorted by due date. In practice, however, you would define the parameters for multiple customers.

Procedure

1. Call up the transaction as follows:

Menu Path	Accounts Receivable → Periodic Processing → Dunning
Transaction Code	F150

2. On the *Dunning* screen, enter the following data:

Field	Europe	North America
Run on	Today's date	Today's date
Identification	Any alphanumeric entry	Any alphanumeric entry

> The run date is used as the basis for clearing the interest on arrears. The identification is a six-figure alphanumeric definition of your choice.

3. Choose 🗸.

> The status reads *No parameters maintained*.

4. Choose the *Parameter* tab page.

5. On the *Dunning: Parameters* screen, enter the following data:

Field	Europe	North America
Dunning date	Today's date	Today's date
Docmnts posted up to	Today's date	Today's date
Company code	1000	3000
Customer account	Your customer	Your customer

> The next time you run this process, choose *Edit → Copy* and copy the parameters from one of your previous dunning runs.

6. Choose the *Additional log* tab page.

7. On the *Dunning: Additional Log* screen, enter the following data:

8. Choose 🗸.

9. Choose 🖫.

> The system informs you that the dunning run has been saved.

10. Choose the *Status* tab page.

     The status now reads *Parameters were maintained*.

11. Remain on this screen.

Scheduling the Dunning Run

Usage

You now execute the dunning run. The system analyzes all the open items for the customers you selected using the relevant parameters. It then determines whether dunning should be carried out for the items and, if appropriate, which dunning level should be used This process step is optional. The system has not yet printed any dunning notices, nor has it updated the open items or master data.

Procedure

1. On the *Dunning* screen, choose 🕐 *Schedule.*

2. In the *Schedule Selection and Print* dialog box, select *Start immediately*.

    Check that today's date is entered as the start date.

    You do not schedule the printing of dunning notices at this stage, because you then have the option of editing the log. If you do schedule the printing of dunning notices here, all the dunning run data will be deleted after the notice has been printed.

3. Choose 🕐 *Schedule*.

    The status now reads *Dunning selection is running*.

    Choose ✔ until you see the status *Dunning selection is complete*.

4. Choose 🔗 *Log*.

    You can now check to see which customers have been dunned and analyze the reasons why certain customers were excluded from the dunning run.

    The log also provides information about any errors, should they occur.

5. Choose 🔙.

6. You now check which invoices have been dunned. Choose 🔗 *Dunning list*.

7. In the *Dunning List Variant* dialog box, choose ✔.

    The log lists all overdue customer items for which dunning notices have been generated. You can see when the individual invoices were posted, and when they were due.

    The system also determines the number of days in arrears. You can also use the list to determine which dunning level a customer has reached, and which dunning procedure has been maintained in the master record.

    If the results of the dunning run are not as you expected, you need to delete the dunning run and then maintain the corresponding parameters again.

8. Choose 🔙.

In the short term, you can remove an item from the dunning run. This can be useful if you have only just been informed that a customer has finally settled the bill.

9. Choose ✏ *Change*.

10. On the *FI Dunning* screen, choose 🕓.

    The system selects all customers with overdue items. Due to the current parameters, you only see the open items for one customer.

    💡

    You could further restrict the selection fields to specific customers, vendors, company codes, and so on.

11. To block the dunning run for a customer, or for specific items, position your cursor on the document number, then choose ✏ *Change dunning notice* or ✏ *Change master data*.

    Suppose you have just heard from your bank that you will receive payment for the invoice on the next working day. You therefore wish to remove this invoice from the dunning run.

12. Choose ✏ *Change dunning notice*.

    In the *Change Dunning Notice* dialog box, you can either block an entire dunning level in the *Dunning Header* area, or block an individual document in the *Dunning line items* area.

13. In the *Dunning line items* area, use the F4 input help in the *Dunning block* column to choose block indicator A for your document.

14. Choose ✔ *Copy*.

15. Choose 💾.

16. Choose ⮐ until the *Dunning* screen appears.

Sample Printout

Usage

You now display a model dunning notice on your screen. You print the dunning notices in the next process step.

Procedure

1. On the *Dunning* screen, choose 🖶 *Sample printout.*

2. The *Schedule Sample Printout* dialog box appears.

   > If you have not specified a printer in your user parameters, a dialog box appears. Enter the your printer ID, then choose *Start immediately*. Choose 🔍.

3. Choose *Print*.

   > You use the sample printout to check that the dunning template is okay. To change the layout, choose *Environment → Maintain configuration*. When you have changed the configuration, choose 🖶 *Sample printout* and confirm that you want to display the printout on the screen. Choose 🖶 *Print*.

4. Choose ↻ until the overview tree appears.

   > At this stage, neither open items nor master data have been updated with the dunning data. It is still possible to delete the dunning proposal, change the parameters, and generate the proposal again.

Printing the Dunning Notice

Usage

You now print out the dunning notices. Consequently, the system updates the overdue items and the master data with the dunning information.

> Once you have printed the dunning notices, you can no longer delete the dunning information, nor restart the dunning run with changed parameters.

Procedure

1. On the *Dunning* screen, choose 🖨 *Dunning printout.*

2. In the *Schedule Print* dialog box, enter the following data:

Field	Europe	North America
Start immediately	Select	Select
Output device	Name of your printer	Name of your printer

3. Choose 🖨 *Print*.

   The status now reads *Dunning printout is scheduled*.

4. Choose ✔, until you see the status *Dunning printout is complete.*

   The system has now saved the dunning notices in a spool request.

5. To create a new session, choose 🔆.

6. On the *SAP Easy Access* screen, choose *System → Services → Output controller.*

7. On the *Output Controller: Spool Request Selection Screen*, choose 🔘.

8. Choose the *Spool requests* tab page.

9. Enter the spool request number *LIST1S*.

10. Choose the *Output requests* tab page.

11. Choose *Print*.

    The system prints the dunning notices.

12. Close this session.

13. Choose 🔙 until the overview tree appears.

    > The dunning level is increased by one for each customer who has been dunned. The dunning information is stored in each of the dunned invoices. If no payments are received within the next 14 days, you restart the dunning run. You can keep the

Printing the Dunning Notice

same name for the dunning run. Enter a new date and copy the parameters from the dunning run you have just executed.

Displaying the Customer Line Items

Usage

You now call up one of the overdue items to see how the dunning data have been entered.

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Accounts Receivable → Account → Display/Change Line Items*
Transaction Code	FBL5N

2. On the *Customer Line Item Display* screen, enter the following data:

Field	Europe	North America
Customer	Your customer	Your customer
Company code	1000	3000
Open items	Select	Select
Display variant	1SAP-D	1SAP-D

3. Choose 🕓.

> The system displays the list of the customer's open items. This particular display contains information about the due date, the number of days in arrears, the dunning date, and the dunning level.

4. Select one of the dunned items by double-clicking on it.

> On the Display Document: Line Item 001 screen, you see the last dunning date is shown in the *Last dunned* field. The dunning level is displayed in the field to the right of this.

5. Choose 🔙 until the overview tree appears.

Displaying the Customer Master Data

Usage

Once the dunning run has been executed, the dunning data is saved in the master data.

Procedure

1. Call up the transaction as follows:

Menu Path	Accounting → Financial Accounting → Accounts Receivable → Master Records → Display
Transaction Code	FD03

2. On the *Display Customer: Initial Screen*, enter the following data:

Field	Europe	North America
Customer	Your customer	Your customer
Company code	1000	3000

3. Choose ✔.

   The *Display Customer: Company Code Data* screen appears.

4. Choose the *Correspondence* tab page.

   You can see the dunning data in the *Last dunned* and *Dunning level* fields.

5. Choose ↺ until the overview tree appears.

Scheduling the Next Dunning Run

Usage

You have executed an entire dunning run in this process. What happens if the customer does not settle the invoice, despite having received dunning notices?.

You generally execute the dunning run on a regular basis (every two weeks in this example). All customers selected with the dunning parameters are analyzed by the system according to the following criteria:

1. Has the date of the next run been reached?

    A customer can only be dunned within predefined intervals. The interval is dependent on the dunning procedure that is entered in the customer master data. For example, dunning procedure 0001 defines that the dunning run can be executed every two weeks. A dunning notice can only be sent to the customer when two weeks have elapsed since the last dunning notice was sent. Dunning runs which are executed in the meantime do not include the overdue items of this customer.

2. When it is time for the customer to be dunned again, the system analyzes all open items.

    Every item that was dunned in the previous run is then assigned to the next dunning level. The same occurs in the master data.

Closing Operations in Accounts Receivable and Accounts Payable Accounting

Purpose

In this process you will carry out year-end closing in Accounts Receivable and Accounts Payable.

You will go through the following steps:

- Generation of account statements: To check posted documents within a period.

- Generation of balance confirmations: To check the number of receivables and payables.

- Individual value adjustments using the special general ledger technique.

- Valuation of open items in foreign currency with expense postings or revenue from exchange rate fluctuations.

- Sorted lists of open items with regrouping of items for changed reconciliation account, vendors with a debit balance and customers with a credit balance according to remaining life.

You can find more information about this process under [Page 287].

> To avoid output errors, check your print settings before starting this process chain.

e. To do this, select *System → User Profile → Own Data.*

f. In the *Maintain User Profile* screen, select the tab page *Defaults*, and make the following settings:

Field	Data
Output device	Name of printer you wish to use

g. Choose .

h. Choose until the overview tree appears.

Process Flow

You can find the data for this process under [Page 288].

Additional Process Information

Open items are required for most of these transactions. In order to ensure that there will be open items available in the system, you should execute some simple invoices in Accounts Receivable or Accounts Payable Accounting before starting the closing program.

To do this, you will have to enter the following kinds of documents:

- Customer invoice in local currency for generating account statements and balance confirmations

- Customer invoice in local currency for individual value adjustment

- Customer invoice in foreign currency for valuation in foreign currency

- Vendor invoice in foreign currency for valuation in foreign currency

- Invoice with a remaining life of more than one year for allocation of receivables and payables according to remaining life.

If other open items already exist in the system, they will also be evaluated and possibly transfer posted if they meet the selection criteria.

You create customer and vendor invoices in a single-screen Enjoy transaction.

For the customer invoice, the system automatically suggests tax code AN (16%) for company code 1000 and tax code S1 for company code 3000.

For the vendor invoice, the system automatically suggests tax code VN for company code 1000 and tax code I1 for company code 3000.

In addition, the screen variants (transaction variants) are entered with business area and cost center. Relevant here is the G/L account, posting key, document currency amount, cost center or business area.

Data Used During This Process

Fields	Europe	North America	Description
Company code	1000	3000	Company code
Chart of accounts	INT	INT	Demo chart of accounts
Currency	DEM	USD	Local currency
Reporting year	2000	2000	Demo reporting year (fiscal year)
Comparison year	1999	1999	Previous year

Correspondence: Entering an Invoice

Use

It is now easier to post invoices thanks to the new Enjoy functions. This simplification consists of a single-screen transaction. This means that you can now post customers, vendors and G/L accounts on one screen rather than individual screens.

In this process step you post an invoice for a customer. Afterwards, in the next transaction, you can generate account statements.

> You post the invoice directly in Financial Accounting, there is no integration with the Sales and Distribution application. This makes it easier to post backdated invoices.

Procedure

10. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Accounts Receivable → Document Entry → Invoice*
Transaction	FB70;FBL5

The *Customer Invoice Enter* screen appears.

11. Choose *Environment → Set Company Code*. In the dialog box, enter company code 1000 or 3000, then choose ✔ .

12. Choose 🖧 *Tree on*.

13. On the *Basic data* tab page, enter the following data:

Field	Europe	North America
Customer	1000	3000
Invoice date	Today's date - 1 month	Today's date - 1 month
Posting date	Today's date - 1 month	Today's date - 1 month
Amount	12,000 (gross amount, including sales tax)	12,000 (gross amount, including sales tax)
Currency/rate (defaulted)	DEM	USD
Calculate tax	Select	Select
Tax code (defaulted)	AN	S1
Table		
G/L account	800200	800200
D/C (defaulted)	Credit	Credit
Document currency amount	12.000	12.000
Business area	1000	1000

To simplify this process, we have not defined a cost element for account 800200. You do not therefore need an additional account assignment. The system does not transfer the data to Profit Center Accounting.

14. Choose .

Choose if the system outputs any warning messages concerning the date.

15. The system displays the address of the customer. To display the open items for this customer, choose *OIs*.

16. Choose *Simulate*.

On the *Document Overview* screen, you can see your posting with the document items.

17. Choose .

18. Choose until the overview tree appears.

Correspondence: Generating Account Statements

Use

In this process step you generate account statements for IDES customers. The system only supplies account statements for those customers whose master data is maintained accordingly.

You can find more information about this process under ⓘ [Page 293].

Procedure

15. Call up the transaction as follows:

Menu Path	Accounting → Financial Accounting → Accounts Receivable → Periodic Processing → Print Correspondence → Periodic Account Statements
Transaction Code	F0,27;SP01

16. On the *Periodic Account Statements* screen, enter the following data:

Fields	Europe	North America
Company code	1000	3000
Indicator in master record	2	2
Key dates for acct statement	1st to last day of the current month	1st to last day of the current month
Correspondence	SAP06 (correspondence reference)	SAP06 (correspondence reference)
Delete if finished	8 days	8 days
Log to printer	Name of your printer	Name of your printer

17. Choose ⊕.

> The system creates a correspondence request for all customers where the field "Account statement" is filled in the customer's master record, and matches the desired account statement (in our example it was a monthly account statement with indicator "2").

> The system tells you that *n* periodic account statements were requested.

18. Confirm this message with ✓.

19. The system tells you that *n* correspondence requests were selected. Confirm this message with *Yes*.

> The system generates your print requests and displays the spool number under which they are stored.

20. To see and then print the generated account statements, choose

> *System → Services → Output Controller.*

> The system supplies your user name and today's date.

21. Choose ⊕.

22. In the *Output Controller: List of Spool Requests* screen, select the spool request that you

generated in step 6 (Title "SAP06 ....").

23. Choose 🔍.

    The first page of the generated account statement is formatted for viewing.

24. Choose *Goto* → *List Display.*

    All invoices for the customer that were posted in the selected period are listed on the *Print Preview for XXX* screen. Payments made in the period are listed as well. The balance is calculated at the end of the list.

25. Choose ↩ until you reach the *Output Controller: List of Spool Requests* screen again.

26. Select your spool request, then choose 🖨.

    The account statements are then output on your printer.

27. To update the screen display, choose 🔄. When printout is completed, the print file has "Compl." status.

28. Choose ↩ until the overview tree appears.

Additional Information for Creation of Account Statements

Programs used for correspondence between your accounting department and your customers and vendors as well as for purely internal communication all fall into the category of automatic correspondence.

While internal messages and payment notices for a customer are part of day-to-day activities, account statements and balance confirmations are typical examples of closing operations.

Correspondence: Generating Balance Confirmations

Use

In this transaction, you will generate balance confirmations. The system will also automatically generate forms for entering a reply for a customer/vendor as well as forms for entering return flow to your company.

You can find more information about this process under i [Page 296].

Procedure

16. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Accounts Receivable → Periodic Processing → Print Correspondence → Balance Confirmation → Print Letters*
Transaction Code	F.17;SP01

17. On the *Customer Balance Confirmation* screen*,* enter the following data:

Fields	Europe	North America
Customer	1000	3000
Company code	1000	3000
Reconciliation key date	Last day of current period	Last day of current period
Individual customers	Select	Select
Zero balances	Select	Select
Correspondence sorting	K2 (by account number)	K2 (by account number)
Line item sorting	P3 (by document date, document number)	P3 (by document date, document number)
Date of issue	5th of the next period	5th of the next period
Date for reply	30th of the next period	30th of the next period
Reply to	00001	00001
Print control	Enter your printer settings here	Enter your printer settings here

18. Choose 🕐.

   The system creates a balance confirmation for exactly one customer as specified on the selection screen.

   Although a balance confirmation is several pages long, only the first page is displayed.

19. To display the remaining pages, choose *Goto → List Display*.

   Along with the printout of this balance confirmation, you send your customer a list of their open items up to the key date and a reply form.

20. Choose 🖶.

Correspondence: Generating Balance Confirmations

21. Choose ↺ twice.

    A check list of accounts for which balance confirmations were generated is displayed.

22. Choose 🖶.

23. Choose ↺.

    To make the return flow to the balance confirmations just generated more transparent, a summarized results table is also displayed at this point.

24. Choose 🖶.

25. Choose ↺ again.

    On the *Customer Balance Confirmation* screen, the parameters you selected for the program are displayed.

26. Choose ↺ until the overview tree appears.

27. Choose *System → Services → Output Controller.*

    The system supplies your user name and today's date.

28. Choose 🕑.

    The spool requests you created are displayed on the *Output Controller: List of Spool Requests* screen.

29. Flag the spool requests, then choose 🖶.

    On the *Spool: Output Request* screen, check the name of the printer and select 🖶 until all requests have been printed.

30. Choose ↺ until the overview tree appears.

    💡

    You can create balance confirmations for vendors using the same procedure. The procedure is the same as for customer balances.

Additional Information: Generating Balance Confirmations

Balance confirmations can be generated from the debit or from the credit side. In both cases, for form structure type, we make a distinction between balance notification (negative inquiry), balance request (open method, request procedure), and balance confirmation (positive inquiry).

For other situations that may arise, you can undertake a sample selection of customers/vendors who need to be informed in addition to selecting particular customers/vendors directly. The scope of the sample is up to you. You may include aspects of external auditing or sample tests of your own accounts receivable/payable accounting.

Individual Value Adjustments: Entering the Invoice

Use

In the following process step, you will post overdue items for a customer so that you can make an individual value adjustment in the next transaction.

Procedure

10. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Accounts Receivable → Document Entry → Invoice*
Transaction	FB70

      The *Customer Invoice Enter* screen appears.

11. Choose *Environment → Set Company Code*.

12. Enter company code 1000 or 3000, then choose ✔.

> (As this is an Enjoy transaction, the system suggests a company code for you). Make sure that the correct company code is specified when entering the invoice. If necessary, change the company code via *Environment → Set Company Code.* (Europe 1000, North America 3000).

13. Choose ⛁ *Tree on*.

14. On the *Basic Data* tab page, enter the following data:

Field	Europe	North America
Customer	1320	3140
Invoice date	Today's date - 6 months	Today's date - 6 months
Posting date	Today's date - 6 months	Today's date - 6 months
Amount	12,000 (gross amount, including sales tax)	12,000 (gross amount, including sales tax)
Currency/rate (defaulted)	DEM	USD
Calculate tax	Select	Select
Tax code (defaulted)	AN	S1
Table		
G/L account	800200	800200
D/C (defaulted)	Credit	Credit
Document currency amount	12.000	12.000
Business area	1000	1000

Choose ✅ if the system outputs any warning messages concerning the date.

💡

To simplify this process, we have not defined a cost element for account 800200. You do not therefore need an additional account assignment. The system does not transfer the data to Profit Center Accounting.

15. Choose ✅.

💡

The system displays the address of the customer. To display the open items for this customer or the bank details, choose ▦ *OIs*.

16. Choose ▦ *Simulate*.

On the *Document Overview* screen, you can see your posting with the document items.

17. Choose 🖫.

18. Choose 🔙 until the overview tree appears.

Making Individual Value Adjustments for Doubtful Receivables

Use

In the previous transaction you entered a customer invoice. We will assume that the customer has not paid the invoice by the end of the year. You doubt whether this receivable will ever be paid, so you make a transfer posting for the receivable to an account for individual value adjustments.

You can find more information about this process under ⓘ .

Procedure

10. Call up the transaction as follows:

Menu Path	Accounting → Financial Accounting → Accounts Receivable → Document Entry → Other → Internal Transfer Posting → Without Clearing
Transaction Code	F-21

11. On the *Enter Transfer Posting: Header Data* screen, enter the following data:

Field	Europe	North America
Document date	Last day of current period	Last day of current period
Company code	1000	3000
Posting date	Last day of current period	Last day of current period
Currency	DEM	USD
PstKy	19	19
Account	1320	3140
Sp.G/L	E (Special G/L indicator for individual value adjustment)	E (Special G/L indicator for individual value adjustment)

The E indicator tells the system that this is a special general ledger transaction. In other words, the amount will not be posted to the customer's normal reconciliation account but to a special account instead.

The customer's reconciliation account is 140000. The item you posted in the last transaction is also posted to this account. Using individual value adjustment, you will transfer post the item from account 140000 (domestic customer receivables) to account 142000 (individual value adjustments to customer receivables.

12. Choose ✅.

The system tells you that the document date is in the future.

13. Confirm the message with ✅.

14. On the *Enter Customer Document: Add Customer Item* screen, enter the following data:

Field	Europe	North America

Amount	12.000,00	12.000,00
Due on	30. of the following month	30. of the following month
Text	Value adjustment	Value adjustment
PstKy (G/L account)	40 (Posting key)	40 (Posting key)
Account (G/L account)	210100 (Expense from individual value adjustment)	210100 (Expense from individual value adjustment)

15. Choose 🔘.

16. On the *Enter Customer Document: Create G/L Account Item* screen, enter the following data:

Field	**Europe**	**North America**
Amount	*	*
Tax code	A0 (no tax procedure)	S0 (no tax procedure)
Value date	Last day of current period	Last day of current period

17. Choose 🖫, and then note the document number.

18. Choose 🔄 until the overview tree appears.

Additional Information on Individual Value Adjustment for Doubtful Receivables

Individual value adjustments are posted using the special G/L technique. You can maintain receivables separately in a customer and in a receivables account. You can thus look over individual value adjustments separately from receivables and keep the adjustments in a special reconciliation account.

Individual Value Adjustment: Display Customer Line Items

8. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Accounts Receivable → Account → Display/Change Line Items*
Transaction	FBL5N

9. On the *Customer Line Item Display* screen, enter the following data:

Field	Europe	North America
Customer account	1320	3140
Company code	1000	3000
Open items	Select	Select
Open at key date	Last day of current period	Last day of current period
Special G/L transactions	Select	Select
Normal Items	Select	Select

10. Choose 🕒.

> The *Customer Line Item Display* screen contains a list of customer line items.

> The receivable remains as an open item (untitled). The individual value adjustment is stated separately (titled ...Reserve for bad debt).

11. Double-click on the receivables document.

> The first item in the document is displayed on the *Display Document: Line Item 001* screen. This is the customer item.

> In this case, the general ledger account is 140000 (domestic customer receivables). It is displayed in the G/L field in the upper right-hand corner of the screen.

12. Choose ⬅ until you return to the *Customer Line Item Display* screen

13. Double-click on the individual value adjustment document.

> The system displays the first item in the document. This is the customer item.

> The general ledger account in this case is 142000 (value adjustment to customer receivables). It is displayed in the G/L field in the upper right-hand corner of the screen.

14. Choose ⬅ until the overview tree appears.

Valuating Open Items in Foreign Currency: Enter Invoice in Foreign Currency

Use

In the following transaction, you will post a vendor invoice in foreign currency so that you can valuate open items in foreign currency in the next transaction.

You post the invoice directly in Financial Accounting, there is no integration with MM (Materials Management). This makes it easier to post backdated invoices.

Procedure

13. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Accounts Payable → Document Entry → Invoice*
Transaction	FB60

The *Vendor Invoice Enter* screen appears.

14. Choose *Environment → Set company code*.

15. Enter company code 1000 or 3000, then choose .

16. Choose *Tree on*.

17. On the *Basic Data* tab page, enter the following data:

Field	Europe	North America
Vendor	1560	4940
Invoice date	15.03.1999	15.03.1999
Posting date	15.03.1999	15.03.1999
Company code	1000 (IDES AG Frankfurt)	3000 (IDES US INC New York)
Amount	12,000 (gross amount, including sales tax)	12,000 (gross amount, including sales tax)
Currency/rate	USD	DEM
Calculate tax	Select	Select
Tax code	V9	I0
Table		
G/L account	415000	415000
D/C (defaulted)	Debit	Debit

Document currency amount	12.000,-	12.000,-
Tax code	V9	I0
Cost center	1000	1000

18. Choose ✅.

💡

   The system tells you that your posting is in the past. Confirm with ✅. Business area 9900 is entered in the table automatically.

   Account 415000 requires an assignment to a CO object, as it is defined as a cost element. Therefore you require an additional account assignment, for example cost center 1000.

   The system displays the address of the vendor.

19. Choose ▦ *Ols*.

   The amount in local currency is displayed in the local currency amount field. Translation occurs according to the exchange rate valid at the time of posting.

   Amounts in foreign currency are always translated at the average rate in the IDES system. Document currency is the US Dollar.

20. Choose ↩.

21. Choose ▦ *Simulate*.

   On the *Document Overview* screen, you can see your posting with the document items.

22. Choose 💾.

23. Make a note of the document number. You will need it for the next transaction.

24. Choose 🏠 until the overview tree appears.

Valuating Open Items in Foreign Currency: Post Exchange Rate Differences

Use

In this procedure, you will valuate items in foreign currency at the end of a period in order to post expenses or revenues from currency valuation. To simplify the demo, you only run the program for an item you have just posted. That way, other IDES users can also go through the demo with their own documents.

If you ran the program for all open items in foreign currency, then all items posted to accounts that have open item management would be valuated. The individual valuation principle determines the way valuation is carried out: Only individual items that are still open on the key date are considered for valuation.

Prerequisites

The demo valuation method that is used for foreign currency valuation of open items functions according to the lowest value principle. This means a valuation is only carried out using the lowest exchange rate. It might, therefore, be necessary to enter appropriate rates in Customizing before you post the vendor invoice. Here is a list of data that we will need for this example:

Field	Europe	North America
Date	15.03.1999	15.03.1999
Exchange rate type	M	M
From	DEM	DEM
To	USD	USD
Rate	0,54	0,53
Date	Last day of current period	Last day of current period
Exchange rate type	M	M
From	DEM	DEM
To	USD	USD
Rate	0,53	0,54

You can find more information about this process under i [Page 308].

Procedure

9. Call up the transaction as follows:

Menu Path	Accounting → Financial Accounting → Accounts Payable → Periodic Processing → Closing → Valuate → Open Items in Foreign Currency
Transaction Code	F0,05

10. On the *Open Item Foreign Currency Valuation* screen, enter the following data:

Field	Europe	North America

Valuating Open Items in Foreign Currency: Post Exchange Rate Differences

Company code	1000	3000
Key date for OI overview	Last day of current period	Last day of current period
Bal.sheet preparation valuatn	Select	Select
For. curr. valuation method	DEMO	DEMO
"Postings" tab page		
Creating postings	Select	Select
Posting date	Last day of current period	Last day of current period
Name of batch input session	User name	User name
"Selections" tab page		
Select vendors	Select	Select
Vendor account number	1560	4940
Document number	Document number from previous transaction	Document number from previous transaction
"Other" tab strip		
Valuation in curr.type	10	10

11. Choose 🕒.

On the *Open Item Foreign Currency Valuation* screen, you see a log listing the postings that were made. The log is six pages long:

- 1. Valuation of items in foreign currency of a selected vendor (for the items selected.

- 2. Valuation of items in foreign currency from a reconciliation account for domestic vendor receivables (for the items selected).

- 3. Valuation of all vendors in a company code (for selected items)

- 4. Valuation of company code (for selected items).

- 5. Valuation of all company codes (for selected items)

- 6. List of postings to be generated and created documents with posting date and document number.

12. Choose 🖶.

13. On the *Print Screen List* screen, enter the following data:

Field	**Europe**	**North America**
Output device	Name of your printer	Name of your printer
Print immediately	Select	Select
Delete after output	Select	Select

14. Choose *Continue*. The *Open Item Foreign Currency Valuation* screen appears.

15. Choose *Postings.*

The posting for expense from currency valuation is:

Valuating Open Items in Foreign Currency: Post Exchange Rate Differences

Debit → Account 230010 (expense from currency valuation)

Credit → Account 161099 (foreign vendor receivables (adjustment account).

If you do this procedure in 1998, the exchange rate between DEM and USD changes every month, so that a new valuation can be made every month. If you want to see this demonstrated, carry out the same procedure again for the same document, but this time one month later.

On the first page of the log, you will notice that the item was valuated again, this time at the rate valid on the day of the valuation.

On the last page, another amount is posted. The system uses the amount posted at the last valuation and only posts the difference.

For a valuation that does not affect the balance sheet, all postings are reversed on the reversal date.

16. Choose ⟳ until the overview tree appears.

Additional Demo Information

We entered fictitious exchange rates for 1999 for DEM/USD parity. Proceed as follows to maintain the rates yourself:

11. Call up the transaction as follows:

Menu Path	*Tools → AcceleratedSAP → Customizing → Edit Project → SAP Reference IMG*
Transaction Code	OB08

12. Choose activity 🕒 *Enter Exchange Rates.* The Display View "*Currency Exchange Rates":* *Overview* screen appears.

13. Choose *New Entries*.

14. On the *New Entries: Overview of Added Entries* screen, enter the following data:

Field	**Europe**	**North America**
ExRt	M (Multicash)	M (Multicash)
From (currency)	DEM	DEM
To (currency)	USD	USD
Valid from	Any	Any
Rate	Any	Any

15. Choose 🖫.

   The *Prompt for Customizing Request* dialog box appears.

16. Choose 🗋.

17. In the *Create Request* dialog box, enter the following data:

Field	**North America**
Short description	Current exchange rate

18. Choose 🖫.

19. Choose ✔.

   The system informs you that the data was saved.

20. Choose 🕐 until the overview tree appears.

Valuation of Open Items in Foreign Currency: Display Document

6. Call up the transaction as follows:

Menu Path	Accounting → Financial Accounting → Accounts Payable → Document → Display
Transaction Code	FB03

7. Enter the document number from page 7 of the log.

> This is the document that was posted after the first foreign currency valuation.

8. Choose ✅.

> The system displays the document in foreign currency. The amounts have now been assigned.

9. Choose 🗗 *Choose.*

> In the dialog box, choose:

> The amounts are now displayed in the local currency DEM. They correspond to the log amount.

10. Choose 🔄 until the overview tree appears.

Allocation of Receivables and Payables According to Remaining Life: Enter Invoice

Use

Invoices can be posted easily. This simplification consists of a single screen transaction. This means that you can now post customers, vendors and G/L accounts on one screen.

In this transaction, you will enter a customer invoice that has a remaining life of more than a year. For this reason and also because of EU Guideline 4, the item has to be transfer posted to a special account if it is still open at the end of the period.

> You post the invoice directly in Financial Accounting, there is no integration with the Sales and Distribution application. This makes it easier to post backdated invoices.

Prerequisites

Tax code AN (16%) is automatically defaulted for company code 1000 and S1 for company code 3000. We have also created a screen variant with a business area to be used as a work template. The ready-for-input columns are the G/L account, the posting key, the amount, the amount currency, and the business area.

Procedure

10. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Accounts Receivable → Document Entry → Invoice*
Transaction	FB70

The *Customer Invoice Enter* screen appears.

11. Choose *Environment → Display document flow*.

12. Enter the version 1000, then choose ✔ .

13. Choose ⬚ .

14. On the *Basic Data* tab page, enter the following data:

Field	Europe	North America
Customer	1174	3176
Invoice date	Today's date -1 months	Today's date -1 months
Posting date	Today's date -1 months	Today's date -1 months
Amount	100.000 (gross amount, including sales tax)	100.000 (gross amount, including sales tax)
Currency / rate (defaulted)	DEM	USD

Allocation of Receivables and Payables According to Remaining Life: Enter Invoice

Calculate tax	Select	Select
Tax code (defaulted)	AN	S1
Incoming payment		
Payt terms	Empty	Empty
Group (first field)	720 days	720 days
Days (other fields)	Empty	Empty
Table		
G/L account	800200	800200
D/C (defaulted)	Credit	Credit
Document currency amount	100.000	100.000
Business area	1000	1000

To simplify this process, we have not defined a cost element for account 800200, which means that you do not need to assign a CO object, for example, an order number. You do not therefore need an additional account assignment. The system does not transfer the data to Profit Center Accounting.

15. Choose ✅.

The system displays the address of the customer. If you wanted to display the open items for this customer or the bank details, you could choose ▦ *OIs* or ⚙ *Bank Details*.

16. Choose ▨ *Simulate*.

On the *Document Overview* screen, you can see your posting with the document items.

17. Choose 💾.

18. Choose 🔙 until the overview tree appears.

Allocation of Receivables and Payables According to Remaining Life: Execute Program

5. Call up the transaction as follows:

Menu Path	Accounting → Financial Accounting → Accounts Receivable → Periodic Processing → Closing → Regroup → Receivables/payables
Transaction Code	F101

6. On the *Balance Sheet Supplement – OI – Analysis per_* screen, enter the following data:

Field	Europe	North America
Company code	1000	3000
Balance sheet key date	Last day of current period	Last day of current period
"Selections" tab page		
Customer	1174	3176
"Postings" tab page		
Carry out postings	Select	Select
Batch input session name	SAPF101	SAPF101
Document type	DR	DR
Posting date	Last day of current period	Last day of current period
Posting period	Current period	Current period

7. Choose ⏬.

> If any warning messages appear, choose ✅.

> The system displays a log listing which postings were carried out. The log is 5 pages long:

- 1. Valuation of domestic receivables with remaining life of more than one year (for selected items)

- 2. Valuation of all receivables with remaining life of more than one year (for

    selected items)

- 3. Valuation of all receivables in selected company code with

    remaining life of more than one year (for selected items)

- 4. Valuation of all company codes (for selected items)

- 5. List of documents to be generated with posting date and document number and specification of batch input session

> If you just executed the program for receivables, the system would have evaluated receivables with remaining lives of more than one and more than five years.

Allocation of Receivables and Payables According to Remaining Life: Execute Program

8. Choose until the overview tree appears.

Allocation of Receivables and Payables According to Remaining Life: Generate Postings

Use

The transfer postings to be generated are saved in a batch input session. In the next step you will process this session.

Procedure

13. Call up the transaction using the menu path as follows:

Menu Path	Choose *System → Services → Batch Input → Sessions*
Transaction Code	SM35

14. On the *Batch Input: Session Overview* screen, choose the 🏔 tab page.

15. Double-click on session *SAPF101*.

16. Depending on the status of your session, you can view the session again under the appropriate tab page category.

17. Select your session, then choose 📇.

18. Choose 🕔 *Process*.

   In the dialog box, select *Display errors only*, then choose *Process*.

   The system tells you that processing was completed successfully.

19. Choose *System → Services → Batch Input → Sessions* again.

20. On the *Batch Input: Session Overview* screen, your session should display the status *Processed.*

21. Choose 🔄 until the overview tree appears.

22. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Accounts Receivable → Document → Display*
Transaction Code	FB03

   The number of the document just posted is entered in the field automatically by the system.

23. Choose ✅.

   The posting appears as follows on the *Document Overview* screen:

   Credit → Account140020 (domestic customer receivables with remaining life of more than one year)

   Debit → Account 140099 (domestic customer receivables)

24. Choose 🔄 until the overview tree appears.

Allocation of Receivables and Payables According to Remaining Life: Generate Postings

> To see what happens in Accounts Payable, you can now enter an invoice for a vendor on the same model where the remaining life is more than one year.
>
> Execute the program for allocation again, this time for account type K (vendor).

Asset Accounting (FI-AA)

🖧 Creating an Fixed Asset

Purpose

You create a master record for your new fixed asset before you create the purchase order. The purchase order is then assigned to the fixed asset. When you post the goods receipt or invoice receipt, the system automatically capitalizes the asset.

Creating the asset master record before the purchase order may be problematic from an organizational perspective. You therefore have the option of initially creating a purchase requisition that is not assigned to an account. You can then enter the asset in the purchase order generated by the purchase requisition.

Process Flow

You can find the data for this process under ? [Page 195].

1. You first Create an Asset Master Record [Page 196].

2. You then Create a Purchase Order [Page 197], which you assign to the new fixed asset.

3. Once the ordered PC has been delivered, you can Post the Goods Issue [Page 199].

4. Following the delivery, you are sent the invoice. You Post the Incoming Invoice [Page 200] in the system.

5. In the final process step, you check the value changes on your fixed asset. Choose Displaying the Asset in the Asset Explorer [Page 264].

Data Used During This Process

Fields	Data	Description
Asset class	3200	Personal computers
Company code	1000	IDES AG
Business area	9900	Corporate/other
Cost center	4120	IT Service
Vendor	1000	
Plant	1000	Hamburg
Storage location	0001	
Purch. organization	IDES Germany	
Purchasing group	Lux, L	

Creating the Asset Master Record

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Fixed Assets → Asset → Create → Asset*
Transaction Code	AS01

You must assign one asset class to each asset master record. The asset classes are used to structure the fixed assets, as well as to store control parameters and default values for depreciation accounting.

The asset classes are also used to define the accounts that are to be posted to in Financial Accounting. Asset class 3200 is for Personal Computers.

2. Enter the following data:

Field	**Data**
Asset class	3200
Company code	1000

3. Choose 🗸.

4. Enter the following data:

Field	**Data**
Description	Any, for example, the name of your PC

5. Choose the *Time-Dependent* tab page, then enter the following data:

Field	**Data**
Business area	9900
Cost center	4120
Plant	1000

6. Choose 💾.

7. The system informs you that "Asset ####-0 has been created". #### is the asset number. The "0" is the asset sub-number, which you can use to further define the asset structure. Make a note of this asset number.

8. Choose 🔙.

Creating a Purchase Order

1. Call up the transaction as follows:

Menu Path	*Logistics → Materials Management → Purchasing → Purchase Order → Create → Vendor/supplying plant known*
Transaction Code	ME21N

2. Enter the following data:

Field	Data
Order type	Standard purchase order
Vendor	1000

3. Choose 🗋 *Header*, then enter the following data:

Field	Data
Purch. organization	IDES Germany
Purchasing group	Lux, L

4. Choose 🗋 *Item Overview*, then enter the following data:

Field	Data
Account assignment category	A
Description	Any (Name of your PC)
PO quantity	1
OU	PC
Delivery date	Four weeks from today's date
Net price	5000
Material group	012
Plant	1000
Storage location	0001

5. Choose 🗋 *Item details*.

6. On the *Account assignment* tab page, enter the following data:

Field	Data
Asset	Your asset number

7. Choose 🖫.

8. The system informs you that "Standard PO #### has been created". Note the purchase order number.

9. Choose 🏠.

Creating a Purchase Order

Posting the Goods Receipt

1. Call up the transaction as follows:

Menu Path	*Logistics → Materials Management → Inventory Management → Goods Movement → Goods Receipt → For Purchase Order → PO Number Known*
Transaction Code	MIGO

2. Enter the following data:

Field	Data
PO number (3rd field)	Your PO number from the previous process step

3. Choose 🗸.

4. To confirm the goods receipt, select the *OK* field in item line 1 at the bottom of the screen.

5. Choose 🖫.

> The system informs you that "Material Document #### has been posted".

6. Choose 🏠.

Posting the Invoice Receipt

Procedure

1. Call up the transaction as follows:

Menu Path	*Logistics → Materials Management → Invoice Verification → Invoice Verification → Document Entry → Enter Invoice*
Transaction Code	MRHR

2. Enter the following data:

Field	Data
Document date	Today's date
Purchase order	Your purchase order

3. Choose ✅.

⚠️

> We assume that the invoiced amount is 500 more than the ordered amount. As input tax must be paid in the IDES company code, we need to add the input tax to the total amount of 5,500. This gives an amount of 6,380.

4. Enter the following data:

Field	Data
Amount	6380
Calculate tax	Select
Tax code	VN (enter twice or delete the second tax indicator)

5. Choose ✅.

6. Enter the following data:

Field	Data
Amount	5500
Quantity	1

7. Choose 💾.

> The system issues a warning message *Price too high: Tolerance limit exceeded*.

8. Choose ✅.

9. To skip any other warning messages, choose ✅.

10. Choose 🏠.

Result

The system informs you that the document has been created, but locked for payment. Due to the price differences that occurred and the exceeding of the tolerance limit, the system sets a block indicator for the active invoice verification. This means that the document can only be selected and paid after it has been explicitly released, for example, through automatic payment transactions.

Displaying the Asset in the Asset Explorer

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Fixed Assets → Asset → Asset Explorer*
Transaction Code	AW01N

> The system displays the current value and the transactions for your fixed asset. If your asset is not displayed, enter the asset number, then choose ✅.

2. In the center of the screen, you can see information about the planned values, the posted values or the parameters of your fixed asset. To switch to an alternative view, choose the appropriate tab page.

3. At the bottom of the screen, you see the transactions for your asset. For example, the goods receipt, acquisitions, and retirements. To display the FI document for a transaction, select the transaction, then choose 🖳.

4. All of the values displayed refer to one fiscal year and to one depreciation area. To display the values of a different fiscal year, choose ▼ ▲ or enter the year directly.

5. To display the values of a different depreciation area, in the navigation area on the left side of the screen, choose the area you would like to see.

> Take a closer look at the asset, especially the effects of your posting.

6. Choose 🏠.

Goods Issue for Fixed Assets

Purpose

We assume that you still need to withdraw materials from the warehouse for the PC that you bought in the IDES process Buying a Fixed Asset [Page 194]. In the integrated system, these warehouse stocks can be capitalized directly on the fixed asset. The system automatically executes the necessary transfer posting from current assets into fixed assets as a background job.

Prerequisites

If you have not yet run the IDES process Buying a Fixed Asset, you will first need to execute the process step Creating an Asset Master Record [Page 196]. Otherwise, you can continue to work with the fixed asset you already created.

Process Flow

You can find the data for this process under ? [Page 204].

1. You first Post the Goods Issue [Page 205].

2. You can then check the value changes on your fixed asset. Choose Displaying the Asset in the Asset Explorer [Page 264].

Data Used During This Process

Fields	Europe	North America	Description
Plant	1200	3200	Plant for the goods issue from the warehouse
Storage location	0001	0001	Material storage
Material	DPC1003	DPC1003	Sample material
Transaction type	241	241	Consumption for assets from the warehouse
Asset	Your asset number	Your asset number	

Posting the Goods Issue

1. Call up the transaction as follows:

Menu Path	*Logistics → Materials Management → Inventory Management → Goods Movement → Goods Issue*
Transaction Code	MB1A

2. Enter the following data:

Field	Europe	North America
Transaction type	241	241
Plant	1200 (Dresden)	3200
Storage location	0001 (material warehouse)	0001

3. Choose 🗹.

4. Enter the following data:

Field	Europe	North America
Asset	Your asset number	Your asset number
Material	DPC1003	DPC1003
Quantity	1	1
UnE	PC	PC

5. Choose 🖫.

6. The system informs you that "Material document #### has been posted". Note the number of the goods issue.

7. Choose 🔙.

Displaying the Asset in the Asset Explorer

7. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Fixed Assets → Asset → Asset Explorer*
Transaction Code	AW01N

The system displays the current value and the transactions for your fixed asset. If your asset is not displayed, enter the asset number, then choose .

8. In the center of the screen, you can see information about the planned values, the posted values or the parameters of your fixed asset. To switch to an alternative view, choose the appropriate tab page.

9. At the bottom of the screen, you see the transactions for your asset. For example, the goods receipt, acquisitions, and retirements. To display the FI document for a transaction, select the transaction, then choose .

10. All of the values displayed refer to one fiscal year and to one depreciation area. To display the values of a different fiscal year, choose or enter the year directly.

11. To display the values of a different depreciation area, in the navigation area on the left side of the screen, choose the area you would like to see.

Take a closer look at the asset, especially the effects of your posting.

12. Choose .

Posting a Post-Capitalization

Purpose

In this IDES process, you capitalize an asset for a fiscal year in which the asset was not originally capitalized. This posting, however, is to be made for a fiscal year that is already closed. This process would generally take place as part of a government tax audit.

Process Flow

You can find the data for this process under ⬛ [Page 208].

1. You first Create an Asset for Post-Capitalization [Page 209]. The capitalization date for this asset is the date of the original acquisition.

2. You then Post the Post-Capitalization [Page 210]. At this point, you enter the historical acquisition value.

3. To analyze the values of your asset, you Display the Asset History Sheet [Page 227] an.

Data Used During This Process

Fields	Europe	North America	Description
Asset class	3100	3100	Vehicles
Company code	1000	3000	IDES AG
Business area	9900	9900	Corporate/other
Offsetting account	299000	299000	
Cost center	1220	1220	Vehicles
Capitalization date	1st July, 3 years ago	1st July, 3 years ago	
Tax jurisdiction code	-	PA0000000	Tax jurisdiction code
Sort version	0007	0007	
List assets	Select	Select	
History sheet version	0001	0001	HGB §268

Creating an Asset for Post-Capitalization

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Fixed Assets → Asset → Create → Asset*
Transaction Code	AS01

2. Enter the following data:

Field	Europe	North America
Asset class	3100 (Vehicles)	3100
Company code	1000	3000
Post-Capitalization	Select	Select

3. Choose .

4. On the *General* tab page, enter the following data:

Field	Europe	North America
Description	Car trailer	Car trailer
Capitalized on	1st July, 3 years ago	1st July, 3 years ago

5. Choose .

> In the *First acquired on* field, the system automatically stores the capitalization date as the reference date for the first acquisition posting.

6. Choose the *Time-Dependent* tab page, then enter the following data:

Field	Europe	North America
Business area	9900 (Corporate/other)	9900
Cost center	1220 (Vehicles)	1220
Tax jurisdiction code	-	PA0000000

7. Choose .

8. Make a note of this asset number.

9. Choose .

Posting the Post-Capitalization

1. Call up the transaction as follows:

Menu Path	Accounting → Financial Accounting → Fixed Assets → Postings → Post-Capitalization
Transaction Code	ABNAN

2. Enter the following data:

Field	Europe	North America
Asset	Your asset number	Your asset number

3. On the *Transaction Data* tab page, enter the following data:

Field	Europe	North America
Amount posted	5000	5000
Document date	Today's date	Today's date
Posting date	Today's date	Today's date
Original val. date	1st July, 3 years ago	1st July, 3 years ago
Text	Car trailer	Car trailer

4. Choose the *Additional Details* tab page, then enter the following data:

Field	Europe	North America
Document type	AA (Asset posting)	AA (Asset posting)
Offsetting account	299000	299000
Transaction type	400 (Post-capitalization)	400 (Post-capitalization)

5. Choose 🖫.

6. The system informs you that the asset transaction has been posted with document number ####.

7. Choose 🏠.

Displaying the Asset History Sheet

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Fixed Assets → Info System → Reports on Asset Accounting → Balance Sheet Explanations → International → Asset History Sheet*
Transaction Code	S_ALR_87011990

2. Enter the following data:

Field	Europe	North America
Company code	1000	3000
Asset number	Your asset number for the evaluation	Your asset number for the evaluation
Report date	31st Dec. of the current year	31st Dec. of the current year
Sort version	0007	0007
List assets	Select	Select
History sheet version	0001	0001

3. Choose 🕑.

     The system lists your asset with totals row for the asset class and company code.

4. To see the depreciation values and transactions, double-click on your asset.

5. Choose 🔙.

📇 Intracompany Transfers

Purpose

Intracompany transfers are required if an asset has been assigned to an incorrect asset class, and thereby to the incorrect general ledger account. They are also used if the asset is to be assigned to a different business area, or if a part of the asset is to be dismantled and its value changes are to be tracked separately.

> The sale of an asset to an affiliated company is referred to as *Asset Transfer Between Affiliated Companies*.

Prerequisites

> In this IDES process, we refer to an "old" asset. If someone else has run this process before you, it could be that they have already set this asset to zero through a total transfer. You therefore need to check the values of the asset, and reverse the asset transfer, if required.

Process Flow

You can find the data for this process under [?] [Page 213].

1. To check the net book value of the asset Display the Asset in the Asset Explorer [Page 264]. If the net book value is zero, you first need to Reverse the Asset Posting [Page 253].

2. For the intracompany transfer, you require a new asset with new assignments. In this scenario, we have changed the assignment to the asset class. The other entries, such as the depreciation parameters, remain the same. You can therefore Create the Asset with Reference [Page 214].

3. Until this point, you have only processed master data. To switch the asset values from one asset to another, you Execute the Intracompany Transfer [Page 215].

4. To analyze the value changes for both assets, you Display the Asset in the Asset Explorer [Page 264]. A retirement has been posted for the original asset. The new asset records the planned values and the corresponding depreciation for the asset that is to be retired.

5. To ensure that this process can be repeated, you should Reverse the Asset Posting [Page 253].

Data Used During This Process

Field	Europe	North America	Description
Asset class	3200	3200	Personal computers
Company code	1000	3000	IDES AG
Asset number	2157	2157	Sample asset

Creating an Asset Using a Reference

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Fixed Assets → Asset → Create → Asset*
Transaction Code	AS01

2. Enter the following data:

Field	Europe	North America
Asset class	3200 Personal computer	3200
Company code	1000	3000
Reference asset	2157	2157

3. Choose 🗸.

   In the dialog box, the system informs you whether the reference asset has a different asset class.

4. Choose ✔.

5. Enter a suitable description for the new asset, for example, PC (transfer posting).

   If you are working with company code 1000, continue with step 8.

6. Choose the *Time-dependent* tab page.

7. Enter the following data:

Field	North America
Jurisdiction code	NY0011000

8. Choose 💾.

9. The system informs you that the asset has been created. Make a note of this asset number.

10. Choose 😊.

Executing Intracompany Transfers

Procedure

1. Call up the transaction as follows:

Menu Path	Accounting → Financial Accounting → Fixed Assets → Postings → Transfer → Transfer Within Company Code
Transaction Code	ABUMN

2. Enter the following data:

Field	Europe	North America
Asset	2157	2157
Document date	Today's date	Today's date
Posting date	Today's date	Today's date
Reference date	1st July of the current year	1st July of the current year
Transfer to existing asset	Your asset number	Your asset number

3. Choose 🖫.

4. Choose 🧑.

Result

The values of asset 2157 have now been transferred to your new asset.

Displaying the Asset in the Asset Explorer

13. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Fixed Assets → Asset → Asset Explorer*
Transaction Code	AW01N

The system displays the current value and the transactions for your fixed asset. If your asset is not displayed, enter the asset number, then choose ✅.

14. In the center of the screen, you can see information about the planned values, the posted values or the parameters of your fixed asset. To switch to an alternative view, choose the appropriate tab page.

15. At the bottom of the screen, you see the transactions for your asset. For example, the goods receipt, acquisitions, and retirements. To display the FI document for a transaction, select the transaction, then choose 🖿.

16. All of the values displayed refer to one fiscal year and to one depreciation area. To display the values of a different fiscal year, choose ▼ ▲ or enter the year directly.

17. To display the values of a different depreciation area, in the navigation area on the left side of the screen, choose the area you would like to see.

Take a closer look at the asset, especially the effects of your posting.

18. Choose 🔆.

Reversing the Asset Posting

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Fixed Assets → Postings → Reverse Document → Other Asset Document*
Transaction Code	AB08

2. Enter the following data:

Field	Europe	North America
Asset	The asset, for which you may want to reverse a posting	The asset, for which you may want to reverse a posting
Fiscal year	The year in which the intracompany transfer is carried out (usually, the current fiscal year)	The year in which the intracompany transfer is carried out (usually, the current fiscal year)

3. Choose ✅.

   You see all of the postings for this asset.

4. Select the first item, then choose *Reverse*.

5. In the dialog box, enter the following data:

Field	Europe	North America
Reversal reason	RE	RE

6. Choose ✅.

   The *Document Overview: Asset Accounting* screen appears.

7. Choose 🖬.

   The system informs you that the asset transaction has been posted with document number ####.

8. Choose 🔙.

🔲 Depreciation Adjustments and Write-Ups

Purpose

Write-ups are necessary if you have claimed too much depreciation for a fixed asset in the past. Tax authorities generally require that the past depreciation be adjusted by means of a write-up. As with post-capitalization, write-ups are most often made as the result of a government tax audit

In this IDES process you increase the useful life of an existing asset. Since this is a change to the depreciation terms, depreciation in fiscal years that are not yet closed must be adjusted. For the closed fiscal years you will have to post write-ups.

You can find more information about this process under ⓘ [Page 219].

Process Flow

You can find the data for this process under ? [Page 220].

1. First of all, you need to Display the Asset [Page 221] to check its current value.

2. You then Change the Useful Life of the Asset [Page 222], from 10 to 15 years. This ensures that in the current fiscal year, the values of the periods still to be posted to are adjusted automatically. In this case, they are reduced.

3. To display the exact value changes, you Display the Adjustment [Page 223].

4. To adjust the excessive depreciation posting, you Post the Write-Up [Page 224].

5. You then examine the posting, especially the FI document. You Display the Asset in the Asset Explorer [Page 264] for asset number 2105.

6. To analyze the values of asset 2015, you Display the Asset History Sheet [Page 227].

7. To ensure that this process can be repeated, you should Recreate the Starting Situation [Page 228].

Additional Process Information

Write-ups are necessary if you have claimed too much depreciation for a fixed asset in the past. Tax authorities generally require that the past depreciation be adjusted by means of a write-up. As with post-capitalization, write-ups are most often made as the result of a government tax audit

Data Used During This Process

Field	Data	Description
Company code	1000	IDES AG Frankfurt
Asset number	2105	Transformer

Displaying the Asset

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Fixed Assets → Asset → Display → Asset*
Transaction Code	AS03

2. Enter the following data:

Field	Data
Asset	2105
Sub-number	0
Company code	1000

3. Choose ✅.

   You can see that this asset was capitalized on 10.04.1994.

4. Choose the *Deprec. areas* tab.

   In area 01 (book depreciation) the asset is depreciated using straight-line depreciation over 10 years.

5. Choose *Asset values*.

   You can now see the acquisition value and the net book value for fiscal year 1999. The asset was acquired for 249,565.22 DEM. The net book value at the end of 1999 is 99,823.00 DEM. The planned accumulated depreciation for 1999 is 24,957 DEM.

   💡

   If the net book value is 141,418.00 DEM the process has already been executed. To reset the data, choose .

   💡

   To see up to which period depreciations have already been posted (Status: Posted to period ##), choose the *Posted Values* tab page. Make a note of this period.

6. To see the asset values for 1998, choose ▼.

7. Choose 🏠 twice.

Changing the Useful Life of the Asset

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Fixed Assets → Asset → Change → Asset*
Transaction Code	AS02

2. Enter the following data:

Field	Data
Asset	2105
Company code	1000

3. Choose *Depreciation Areas*.

4. In the *Usfl life* column, increase the useful life of the asset for the following depreciation areas from 10 to 15 years.

    - 01 (Book deprec.)

    - 02 (Spec.tax dep.)

    - 30 (Grp lc.crDEM)

    Do not change the useful life for cost accounting.

5. Choose 🖫.

6. To display the changed planned values, choose *Asset values*. The planned depreciation has now changed to 16,638 DEM.

7. To see the changes to the posted values, choose the *Posted values* tab page. In the next posting period, the system will adjust the depreciation of the already posted periods. In the remaining periods, the system posts the appropriate period values.

8. To display the values of the closed fiscal years, choose ▼.

    The planned depreciation in 1998 is still 24,957.00 DEM, and corresponds to the amount posted. You cannot make any adjustment as this year has been closed for Asset Accounting. The same applies to the years 1994, 95, 96 and 97.

    You therefore need to post a write-up in 1999 for these 5 years.

9. Choose 🔙 twice.

Result

The useful life of the asset has been changed. The depreciation for the current year has been changed automatically and will be adjusted by the next depreciation run.

Displaying the Adjustment

If depreciation has already been posted for the current year, you have to make an adjustment to the depreciation, since the depreciation terms have changed. You can use the depreciation posting program to make this adjustment. This depreciation posting program allows you to repeat the posting run if adjustments are required.

> At this point, you only display the adjustment, as the posting occurs automatically during the next depreciation run.

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Fixed Assets → Periodic Processing → Depreciation Run → Execute*
Transaction Code	AFAB

2. Enter the following data:

Field	Data
Company code	1000
Fiscal year	1999
Posting period	Previous posted period
Repeat run	Select
List assets	Select
Test run	Select
Main asset number	2105

3. Choose 🕒.

4. In the dialog box, choose *Yes.*

> The report shows which values have been posted so far, and which values are to be planned as new. This results in a difference amount, which is to be posted in an update run as an adjustment.

5. Choose 🔙 twice.

Posting the Write-Up

Usage

The excessive depreciation amount posted in the years 1994-1998 is made up as follows:

Year	Planned depreciation	Posted depreciation	Difference
1994	16,638.22	24,957.22	8,319.00
1995	16,638.00	24,957.00	8,319.00
1996	16,638.00	24,957.00	8,319.00
1997	16,638.00	24,957.00	8,319.00
1998	16,638.00	24,957.00	8,319.00
		Total	41,595.00

As this process takes place in 1999, you need post the difference of 41,595.00 DEM as a write-up at the beginning of the fiscal year. This is because the years 1994, 1995, 1996, 1997 and 1998 have already been closed in Asset Accounting

Procedure

1. Call up the transaction as follows:

Menu Path	Accounting → Financial Accounting → Fixed Assets → Postings → Manual Val. Correction → Write-Up
Transaction Code	ABZU

2. Enter the following data:

Field	Data
Company code	1000
Asset number	2105
Document date	01.01.1999
Posting date	01.01.1999
Period	01
Transaction type	700

3. Choose ✅ twice.

> The *Create Asset Transaction: Write-Up Ordinary and Special Depreciation* screen, appears.

4. Enter the following data:

Field	Data
Reference date	01.01.1999
Ordinary depreciation	41595

5. Choose ![icon].

6. In the *Area: 02 Spec.Tax Dep* dialog box, enter the following data:

Field	Data
Ordinary depreciation	41595

7. Choose ![icon].

8. In the *Area: 20 Cost Acc.* dialog box, enter the following data:

Field	Data
Ordinary depreciation	41595

9. Choose ![icon].

10. To ensure that the write-up is also considered for the depreciation valuation of the asset in the consolidated balance sheet, enter the following data:

Field	Data
Ordinary depreciation	41595

11. Choose ![icon].

    The *Create Asset Transaction: Write-Up Ordinary and Special Depreciation* screen, appears.

12. Choose ![icon].

13. Make a note of the write-up document number.

14. Choose ![icon].

Displaying the Asset in the Asset Explorer

19. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Fixed Assets → Asset → Asset Explorer*
Transaction Code	AW01N

The system displays the current value and the transactions for your fixed asset. If your asset is not displayed, enter the asset number, then choose 🗸.

20. In the center of the screen, you can see information about the planned values, the posted values or the parameters of your fixed asset. To switch to an alternative view, choose the appropriate tab page.

21. At the bottom of the screen, you see the transactions for your asset. For example, the goods receipt, acquisitions, and retirements. To display the FI document for a transaction, select the transaction, then choose 🖳.

22. All of the values displayed refer to one fiscal year and to one depreciation area. To display the values of a different fiscal year, choose ▼ ▲ or enter the year directly.

23. To display the values of a different depreciation area, in the navigation area on the left side of the screen, choose the area you would like to see.

Take a closer look at the asset, especially the effects of your posting.

24. Choose 🏠.

Displaying the Asset History Sheet

6. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Fixed Assets → Info System → Reports on Asset Accounting → Balance Sheet Explanations → International → Asset History Sheet*
Transaction Code	S_ALR_87011990

7. Enter the following data:

Field	Europe	North America
Company code	1000	3000
Asset number	Your asset number for the evaluation	Your asset number for the evaluation
Report date	31st Dec. of the current year	31st Dec. of the current year
Sort version	0007	0007
List assets	Select	Select
History sheet version	0001	0001

8. Choose ⊕.

     The system lists your asset with totals row for the asset class and company code.

9. To see the depreciation values and transactions, double-click on your asset.

10. Choose ⬅.

Recreating the Starting Situation

1. Changing the depreciation terms

   To recreate the starting situation, you first need to change the useful life of the asset from 15 to 10 years.

   To do this, choose Changing the Useful Life of the Asset [Page 222].

2. Reversing the write-up document

   To cancel the write-up on asset 2105 for the closed fiscal year, choose Reversing the Asset Posting [Page 253].

3. Choose .

Investment Support

Purpose

In some countries, the state may offer subsidies for investments under certain conditions. Investment support is a subsidy that is regarded as a reduction or valuation adjustment on the liabilities side of the acquisition value of the asset in question.

Prerequisites

You can display investment support measures separately from the acquisition costs as fair value decreases under assets or as valuation adjustments under liabilities. To do this, you need to define the relevant support measures (investment support keys).

In this process, you enter a manual posting for an investment support measure on the liabilities side. In Asset Accounting, you only plan the values. The posting is generated automatically in Financial Accounting by the next depreciation run.

You can find the data for this process under [?] [Page 230].

Process Flow

1. You first Create an Asset Using an Investment Support Key [Page 231].

2. You then Post an Acquisition [Page 232] for this new asset.

3. To analyze the additional depreciation area for the investment support of the new asset, you Display the Asset in the Asset Explorer [Page 264].

4. You can schedule the investment support either manually or automatically. Generally, you choose one variant. In this process, you first Manually Schedule Investment Support [Page 234] for a partial amount.

5. To ensure that the remaining amount of the investment support is scheduled, you Automatically Schedule the Investment Support [Page 235].

Data Used During This Process

Field	Data
Asset class	2000
Company code	1000
Depreciation area	01
Investment support key	01

Creating an Asset Using an Investment Support Key

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Fixed Assets → Asset → Create → Asset*
Transaction Code	AS01

2. Enter the following data:

Field	Data
Asset class	2000
Company code	1000
Number of similar assets	1

3. Choose 🗸.

4. On the *General* tab page, enter a description for your asset.

5. Choose the *Time-dependent* tab page, then enter cost center 2300.

6. Choose the *Allocations* tab page, then enter investment support key 01.

7. Choose 🖫.

8. Make a note of this asset number.

9. Choose 🔙.

Result

When you enter investment support key 01, the system automatically adds depreciation area 51 to the asset master record.

Posting the Acquisition

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Fixed Assets → Postings → Acquisition → Acquis.W.Autom. Offsetting Entry*
Transaction Code	ABZON

2. Enter the following data:

Field	Data
Existing Asset	Your asset number
Amount posted	100.000,-
Document date	Today's date
Posting date	Any date in 1999
Asset val.date	01.01.1999

3. Choose 💾.

4. To ignore the warning message, choose ✅.

5. Choose 🔙.

Displaying the Asset in the Asset Explorer

25. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Fixed Assets → Asset → Asset Explorer*
Transaction Code	AW01N

The system displays the current value and the transactions for your fixed asset. If your asset is not displayed, enter the asset number, then choose ![icon].

26. In the center of the screen, you can see information about the planned values, the posted values or the parameters of your fixed asset. To switch to an alternative view, choose the appropriate tab page.

27. At the bottom of the screen, you see the transactions for your asset. For example, the goods receipt, acquisitions, and retirements. To display the FI document for a transaction, select the transaction, then choose ![icon].

28. All of the values displayed refer to one fiscal year and to one depreciation area. To display the values of a different fiscal year, choose ![icon] ![icon] or enter the year directly.

29. To display the values of a different depreciation area, in the navigation area on the left side of the screen, choose the area you would like to see.

Take a closer look at the asset, especially the effects of your posting.

30. Choose ![icon].

Manually Scheduling the Investment Support

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Fixed Assets → Postings → Investment Support*
Transaction Code	ABIF

2. Enter the following data:

Field	Data
Asset	Your asset number
Document date	Any date in 1999
Posting date	Any date in 1999

3. Choose ✅.

4. To ignore the warning message, choose ✅.

5. In the *Amount posted* field, enter 5000.

6. Choose 💾.

7. Choose 🔙.

Result

You have scheduled investment support of 5000 DEM. This will be posted to Financial Accounting in the next depreciation run. The write-off is executed just as in the book depreciation area.

Automatic Scheduling of Investment Support

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Fixed Assets → Periodic Processing → Investment Grant*
Transaction Code	AR11

2. Enter the following data (delete any entries in other fields):

Field	Data
Company code	1000
Report date	31.12.1999
Depreciation area	01
List assets	Select
Investment support key	01
Test run	Do not select
Session name	RAINZU

3. Choose ⊕.

4. The system generates a batch input session RAINZU, which you can use to schedule the missing investment support amounts. The investment support may not exceed 12% of the acquisition value (100,000 DEM). As you manually scheduled 5000, the system automatically schedules a remainder amount of 7000 for your asset.

5. Choose 🏠.

6. To process the session you have generated, enter the following transaction:

Transaction Code	SM35

7. Select the RAINZU session, then choose ⊕ *Process*.

8. In the dialog box, select *Process/foreground*, then choose *Process*.

9. Choose 🏠.

Result

The missing amounts for investment support key 01 have now been scheduled automatically.

⬚ Leasing Processing

Purpose

Leasing processing is used to administrate and monitor leased assets from the perspective of the lessee.

In comparison to acquired assets, leased assets require the lessee to pay particular attention to accounting requirements. This is because during the leasing period these assets remain the legal property of the lessor or manufacturer.

Depending on the legal terms, the leased assets can be capitalized and depreciated (capital lease method) or they can flow into the P&L as periodic rental expenses (operating lease method). For the purposes of consolidated group accounting, you can record the complex fixed asset under book depreciation per trade law using the Operating Lease Method and in the group depreciation area with Capital Lease Method (Mixed Method). We describe all of these possibilities in this process.

You can find more information about this process under i [Page 238].

You can find the data for this process under ? [Page 239].

Process Flow

The Capital Lease Method

6. You first create an Asset for the Capital Lease Method [Page 240], for which book depreciation, costing and group depreciation areas are active.

7. You then Enter the Opening Entry [Page 246] for your asset, thus capitalizing the present value of the future lease installment payments as the acquisition value.

8. To analyze the posting on your asset, you can Display the Asset in the Asset Explorer [Page 264]. You should note the document number of the financial accounting document.

9. To display the payables to the vendor, as well as the corresponding payment installments on the due dates, you Display the Vendor [Page 248].

The Mixed Method

1. You first Create an Asset for the Mixed Method [Page 244], for which only the group areas are active.

2. You then Enter the Opening Entry [Page 246] for your asset. The present value of the future lease installment payments is posted only in the group areas.

3. To analyze the posting on your asset, you can Display the Asset in the Asset Explorer [Page 264]. The system does not generate a financial accounting document, as this posting is only relevant for asset accounting.

4. You post the payables to the vendor and corresponding payment installments manually in financial accounting. This is best achieved by creating a recurring entry document. (We do not demonstrate this here.)

The Operating Lease Method

1. You first Create an Asset for the Operating Lease Method [Page 242], for which no depreciation areas are active.

2. You then Display the Leasing Liabilities [Page 249].

Additional Process Information

Various valuation approaches can applied to leased assets in the system. Depending on the legal terms and the conditions of the contract, leased assets can be:

- Capitalized and depreciated (Capital Lease) or

- Recorded only for costing or for group accounting in the relevant group depreciation areas.

- Recorded in asset accounting as statistical assets without values (all depreciation areas are deactivated).

Data Used During This Process

Field	Data	Description
Asset class	6001	Capital Lease Asset
	6000	Operation Lease Asset
Company code	1000	IDES Germany
Vendor account	1000	C.E.B. Berlin
Leasing company	1000	C.E.B. Berlin
Contract number	12345	Any
Type	L1	Leasing
Lease payment cycle	1	Monthly
Annual rate of interest	7.5	

Creating an Asset for the Capital Lease Method

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Fixed Assets → Asset → Create → Asset*
Transaction	AS01

2. Enter the following data:

Field	Data
Asset class	6001
Company code	1000
Number of similar assets	1

3. Choose ✅.

4. On the *General* tab page, enter a description for your asset.

5. Choose the *Time-dependent* tab page, then enter business area 9900.

6. Choose the *Leasing* tab page, then enter the following data:

Field	Data
Leasing company	1000
Agreement number	12345
Agreement date	01.01.1999
Notice date	08.31.2003
Start	01.01.1999
Duration	4
Type	L1
Base value as new	54000
Purchase price	10000
No.lease payments	48
Payment cycle	1
Lease payment	1000
Annual rate of interest	7.5

7. Choose ✅. The system calculates the present value of the asset and enters this in the *Present value* field.

8. Choose 💾.

9. Note the number of your asset.

10. Choose 🏠.

Creating an Asset for the Operating Lease Method

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Fixed Assets → Asset → Create → Asset*
Transaction	AS01

2. Enter the following data:

Field	Data
Asset class	6000
Company code	1000
Number of similar assets	1

3. Choose ✅.

4. On the *General* tab page, enter a description for your asset.

5. Choose the *Time-dependent* tab page, then enter business area 9900.

6. Choose the *Leasing* tab page, then enter the following data:

Field	Data
Leasing company	1000
Agreement number	12345
Agreement date	01.01.1999
Notice date	08.31.2003
Start	01.01.1999
Duration	4
Type	L1
Base value as new	108000
Purchase price	20000
No.lease payments	48
Payment cycle	1
Lease payment	2000
Annual rate of interest	7.5

7. Choose ✅. The system calculates the present value of the asset and enters this in the *Present value* field.

8. Choose the *Deprec. areas* tab page, then select the "*Deact"* field for depreciation areas 30 and 31.

9. Choose 💾.

10. Note the asset number.

11. Choose .

Creating an Asset for the Mixed Method

11. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Fixed Assets → Asset → Create → Asset*
Transaction	AS01

12. Enter the following data:

Field	Data
Asset class	6000
Company code	1000
Number of similar assets	1

13. Choose ✅.

14. On the *General* tab page, enter a description for your asset.

15. Choose the *Time-dependent* tab page, then enter business area 9900.

16. Choose the *Leasing* tab page, then enter the following data:

Field	Data
Leasing company	1000
Agreement number	12345
Agreement date	01.01.1999
Notice date	08.31.2003
Start	01.01.1999
Duration	3
Type	L1
Base value as new	32000
Purchase price	7000
No.lease payments	30
Payment cycle	1
Lease payment	850
Annual rate of interest	7.5

17. Choose ✅. The system calculates the present value of the asset and enters this in the *Present value* field.

18. Choose 💾.

19. Note the number of your asset.

20. Choose 🔙.

Entering the Opening Entry

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Fixed Assets → Asset → Display → Asset*
Transaction	AS03

2. Enter the following data:

Field	Data
Asset	Your asset number
Sub-number	0
Company code	1000

3. Choose ✅.

4. Choose the *Leasing* tab page.

5. Choose *Opening Posting*.

6. Choose 🔾.

Result

The Capital Lease Method

The system capitalizes your asset with the present value. The system also posts the payment installments on the relevant due dates to the vendor. The financial accounting documents are generated automatically.

The Mixed Method

The system capitalizes your asset in the group depreciation areas with the present value.

The Operating Lease Method

No opening posting is required for this type of acquisition, because the asset is only recorded statistically.

Displaying the Asset in the Asset Explorer

31. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Fixed Assets → Asset → Asset Explorer*
Transaction Code	AW01N

> The system displays the current value and the transactions for your fixed asset. If your asset is not displayed, enter the asset number, then choose ![icon].

32. In the center of the screen, you can see information about the planned values, the posted values or the parameters of your fixed asset. To switch to an alternative view, choose the appropriate tab page.

33. At the bottom of the screen, you see the transactions for your asset. For example, the goods receipt, acquisitions, and retirements. To display the FI document for a transaction, select the transaction, then choose ![icon].

34. All of the values displayed refer to one fiscal year and to one depreciation area. To display the values of a different fiscal year, choose ![icon] ![icon] or enter the year directly.

35. To display the values of a different depreciation area, in the navigation area on the left side of the screen, choose the area you would like to see.

> Take a closer look at the asset, especially the effects of your posting.

36. Choose ![icon].

Displaying the Vendor

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Accounts Payable → Account → Display/Change Line Items*
Transaction	FBL1N

2. Enter the following data:

Field	Data
Vendor account	1000
Company code	1000
Open items	Today's date

3. Choose .

4. You see a list of all open items for the selected key date.

5. The document number you noted in the previous process step identifies the open items created by the opening entry.

6. Double-click on any two documents. Note that the baseline date is different in each case.

7. Choose .

Displaying the Leasing Liabilities

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Fixed Assets → Info System → Reports on Asset Accounting → Balance Sheet Explanations → International → Liabilities From Leasing Agreements*
Transaction Code	S_ALR_87011992

2. Enter the following data:

Field	**Data**
Asset number	Your asset number
Report date	31st Dec. of subsequent year

3. Choose 🕒.

4. Choose 🧑.

⬚ Fixed Asset Retirements

Purpose

You can post fixed asset retirements integrated with accounts receivable in Financial Accounting. In this case, the net book value of the fixed asset is compared to the sales revenue on the key date of the retirement. The profit or loss is thus determined and automatically posted to the profit and loss statement.

Prerequisites

As we are using an "old" fixed asset in this process, it is possible that someone has already tested the process and set the fixed asset to zero. You therefore need to check the values of the asset, and reverse the asset retirement, if required.

Process Flow

You can find the data for this process under ? [Page 251].

1. To check the net book value of asset 2020 Display the Asset in the Asset Explorer [Page 264]. If the net book value is zero, you first need to Reverse the Asset Posting [Page 253].

2. You then Post the Asset Retirement [Page 254].

3. To analyze the values of asset, you Display the Asset Explorer [Page 264].

Data Used During This Process

Field	Europe	North America	Description
Company code	1000	3000	IDES AG
Asset	2020	2020	Asset
Customer	1000	3000	Customer
Currency	DEM	USD	
Tax code	AN	S1	Domestic output tax 16%
Revenue account	820000	820000	Revenue from asset retirement

Displaying the Asset in the Asset Explorer

37. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Fixed Assets → Asset → Asset Explorer*
Transaction Code	AW01N

> The system displays the current value and the transactions for your fixed asset. If your asset is not displayed, enter the asset number, then choose ✅.

38. In the center of the screen, you can see information about the planned values, the posted values or the parameters of your fixed asset. To switch to an alternative view, choose the appropriate tab page.

39. At the bottom of the screen, you see the transactions for your asset. For example, the goods receipt, acquisitions, and retirements. To display the FI document for a transaction, select the transaction, then choose 🖼.

40. All of the values displayed refer to one fiscal year and to one depreciation area. To display the values of a different fiscal year, choose ▼ ▲ or enter the year directly.

41. To display the values of a different depreciation area, in the navigation area on the left side of the screen, choose the area you would like to see.

> Take a closer look at the asset, especially the effects of your posting.

42. Choose 🔙.

Reversing the Asset Posting

9. Call up the transaction as follows:

Menu Path	Accounting → Financial Accounting → Fixed Assets → Postings → Reverse Document → Other Asset Document
Transaction Code	AB08

10. Enter the following data:

Field	Europe	North America
Asset	The asset, for which you may want to reverse a posting	The asset, for which you may want to reverse a posting
Fiscal year	The year in which the intracompany transfer is carried out (usually, the current fiscal year)	The year in which the intracompany transfer is carried out (usually, the current fiscal year)

11. Choose ✅.

> You see all of the postings for this asset.

12. Select the first item, then choose *Reverse*.

13. In the dialog box, enter the following data:

Field	Europe	North America
Reversal reason	RE	RE

14. Choose ✅.

> The *Document Overview: Asset Accounting* screen appears.

15. Choose 💾.

> The system informs you that the asset transaction has been posted with document number ####.

16. Choose 🔙.

Posting the Asset Retirement

1. Call up the transaction as follows:

Menu Path	Accounting → Financial Accounting → Fixed Assets → Postings → Retirement → Retirement With Revenues → With Customer
Transaction Code	F-92

2. Enter the following data:

Field	Europe	North America
Document date	Today's date	Today's date
Document type	AA (Asset posting)	AA (Asset posting)
Company code	1000	3000
Posting date	Today's date	Today's date
Currency / rate	DEM	USD
PstKy	01 (Customer, debit posting)	01 (Customer, debit posting)
Account	1000 (Becker Berlin)	3000 (Thomas Bush)

3. Choose ✅.

4. Enter the following data:

Field	Europe	North America
Amount	125,000	125,000
Calculate tax	Select	Select
Tax code	AN	S1
PstKy	50 (General ledger, credit posting)	50 (General ledger, credit posting)
Account	820000 (Revenues from asset retirement)	820000 (Revenues from asset retirement)

5. Choose ✅.

6. On the *Enter Asset Posting: Add G/L Account Item* screen, enter the following data:

Field	Europe	North America
Amount	* (the amount is taken from the customer item)	* (the amount is taken from the customer item)
Fixed Asset Retirements	Select	Select

7. Choose ✅.

   The *Enter Asset Posting* dialog box appears.

8. Enter the following data:

Field	Europe	North America

Asset	2020	2020
Reference date	Today's date	Today's date
Complete retirement	Select	Select

9. Choose *Continue*.

10. Choose 🖫.

11. To view the generated document, choose *Document → Display.*

   The document is structured as follows:

Debit/Credit	**Account**	**Description**
Debit	1000	Request to customer
Credit	820000	Revenue from asset retirement
Credit	175000	Tax amount
Credit	11000	Write-off of asset acquisition value
Debit	11010	Write-off of accumulated asset depreciation
Debit	825000	Calculation of asset retirement
Credit	250000	Post the profit/loss (gain/loss)

12. Choose 🔙.

⎕⎕⎕ Intercompany Asset Transfers

Purpose

Asset transfers involve the transfer of an asset between two companies (company codes) of the same corporate group. An intercompany transfer within a corporate group may be due to:

• A change of physical location that requires the asset to be assigned to a new company code.

• A change to the organizational structure of the corporate group that requires the existing assignment of the asset to be changed.

In both of these cases, you can not change the assignment of the asset to the company code through master record maintenance. For each asset that is to be transferred, you require a new asset master record (or an existing one for partial transfers) in the receiving company code. You can retain the identity of the asset using the inventory number in the asset master record.

The system provides you with a method that allows you to automate these activities to a large extent. With this method, the transfer is posted only on the sender company code. The posting in the target company code is executed automatically by the system. If a new asset needs to be created in the target company code, you can specify the asset class and other important master data in the relevant dialog box.

In this IDES process, you execute four transfers between company code 1000 and company code 2000, each with a different transfer variant.

You can find more information about this process under ⓘ [Page 257].

You can find the data for this process under ? [Page 258].

Process Flow

10. You first Create Four Asset Master Records [Page 259], one for each transfer variant.

11. To capitalize these asset master records, you Post the Acquisition to a Clearing Account [Page 261].

12. 1st Variant: Transfer the Asset "Gross" [Page 265].

13. 2nd Variant: Transfer the Asset "Net" [Page 262].

14. 3rd Variant: Transfer the Asset Manually With Gains [Page 267].

15. 4th Variant: Transfer the Asset Manually With Losses [Page 269].

16. To check the effects of these transfers, you can Display the Asset Explorer [Page 264].

Additional Process Information

Transfer Methods

The system controls the valuation of the transferred assets using definable transfer variants: See Customizing for Asset Accounting, under *Transactions → Intercompany Asset Transfers → Automatic Intercompany Asset Transfers → Define Transfer Variants*. The following transfer methods are possible for a transfer variant:

- **Gross Method**

The system transfers the historical APC, plus the accumulated depreciation of the sender asset.

- **Net Method**

The system transfers the net book value of the sender asset, which means that the asset is capitalized in the receiver company code with the net book value. During the transfer, you can specify the depreciation area to be used to determine the net book value.

- **New Value Method**

You manually enter the transfer price. The system capitalizes the asset in the receiving company code with a previously entered manual value. The new valuation method is mainly used for transfers between legally independent enterprises.

Data Used During This Process

Field	Data	Description
Asset class	2100	Machines str. line
Company code (sender)	1000	
Business area	9900	Corporate/other
Cost center for assets in cost center 1000 Cost center for assets in cost center 2000	1000 2-1000	
Document type	AA (Asset posting)	
Transfer variants	2 (net method) 1 (gross method) 3 (new value method)	
Receiver company code	2000	

Creating the Asset Master Records

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Fixed Assets → Asset → Create → Asset*
Transaction Code	AS01

2. Enter the following data:

Field	Europe
Asset class	2100
Company code	1000
Number of similar assets	4

> The *Number of similar assets* function lets you create multiple identical assets in one master data transaction. The assets are initially identical, except for the asset numbers and asset subnumbers. When you save these assets, you can enter a description and inventory number for each record.

3. Choose ✅.

4. On the *General* tab page, enter the following data:

Field	Europe
Description	Any description for your asset
Capitalized on	01.15.1999

5. Choose the *Time-Dependent* tab page, then enter the following data:

Field	Europe
Business area	9900
Cost center	1000

6. Choose the *Deprec. areas* tab.

> You see a list of the depreciation areas. Select the *Deact.* field for areas 02 and 10.

7. To create the assets, choose 💾.

> The *Create Multiple Assets* dialog box appears. You can still make changes to the new assets.

8. Choose *Maintain*.

> In the dialog box, you can enter descriptions for the new assets, for example:

> 1. Gross transfer

> 2. Net transfer

> 3. Gain transfer

> 4. Loss transfer

Creating the Asset Master Records

9. Choose .

10. Choose *Create.*

11. Make a note of the asset numbers.

12. Choose .

Posting the Acquisition to a Clearing Account

Usage

For each of your four new assets, you now post the acquisition to a clearing account in Financial Accounting.

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Fixed Assets → Postings → Acquisition → Acquis.W.Autom. Offsetting Entry*
Transaction Code	ABZON

2. Enter the following data:

Field	Data
Existing Asset	Your asset number
Amount posted	100.000
Document date	02.01.1999
Posting date	02.01.1999
Asset val. date	02.01.1999

3. Choose 🖫.

   You can use the data you have entered for the other acquisition postings. If a warning message appears, choose ✅.

4. Choose *System → User profile → Hold data.*

5. Repeat the acquisition posting for the other assets.

6. Choose 🏠.

Transferring the Net Asset Values

Usage

You now post one of your assets from sender company code 1000 to receiver company code 2000. The transfer is made net, that is, the asset is capitalized with the net book value.

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Fixed Assets → Postings → Transfer → Intercompany Asset Transfer*
Transaction Code	ABT1N

2. Enter the following data:

Field	Data
Asset	Your asset number
Document date	12.30.1999
Posting date	12.30.1999
Reference date	12.30.1999
NBV from area	Select
Second field	01 (Book deprec.)
To company code	2000
New asset	Select

3. Choose *Master Data*.

   If a warning message appears, choose 🔘.

4. Enter a description.

5. In the *Cost center* field, enter 2-1000, then choose ✔.

6. Choose the *Additional details* tab page. In the *Transfer variant* field, enter 2.

7. To display the document, choose 🔲.

Debit/Credit	Account	Description	Amount	Currency
Credit	11000	Your asset	-100000,-	DEM
Debit	11010	Your asset	10000	DEM
Debit	825000		90000	DEM
Debit	11000	INTER-00001	29468.70	GBP

Credit	199991		-29468.70	GBP

8. Choose 💾.

9. Choose 🏠.

Result

The system confirms that document number ### has been posted. The system also automatically issues an asset number for the new asset in company code 2000.

Displaying the Asset in the Asset Explorer

43. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Fixed Assets → Asset → Asset Explorer*
Transaction Code	AW01N

The system displays the current value and the transactions for your fixed asset. If your asset is not displayed, enter the asset number, then choose .

44. In the center of the screen, you can see information about the planned values, the posted values or the parameters of your fixed asset. To switch to an alternative view, choose the appropriate tab page.

45. At the bottom of the screen, you see the transactions for your asset. For example, the goods receipt, acquisitions, and retirements. To display the FI document for a transaction, select the transaction, then choose .

46. All of the values displayed refer to one fiscal year and to one depreciation area. To display the values of a different fiscal year, choose or enter the year directly.

47. To display the values of a different depreciation area, in the navigation area on the left side of the screen, choose the area you would like to see.

Take a closer look at the asset, especially the effects of your posting.

48. Choose .

Transferring the Gross Asset Values

Usage

In this process step, you post the gross values from the sender company code to the receiver company code. The system capitalizes the asset with the historical APC, plus the accumulated depreciation. The procedure is similar to that for the net method. To execute this method, you use the second asset.

Procedure

1. Call up the transaction as follows:

Menu Path	Accounting → Financial Accounting → Fixed Assets → Postings → Transfer → Intercompany Asset Transfer
Transaction Code	ABT1N

2. Enter the following data:

Field	Data
Asset	Your asset number
Document date	12.30.1999
Posting date	12.30.1999
Reference date	12.30.1999
NBV from area	Select
Second field	01 (Book deprec.)
To company code	2000
New asset	Select

3. Choose *Master Data*.

    If a warning message appears, choose ✅.

4. Enter a description.

5. In the *Cost center* field, enter 2-1000, then choose ✔.

6. Choose the *Additional details* tab page. In the *Transfer variant* field, enter 1.

7. To display the document, choose ▦.

Debit/Credit	Account	Description	Amount	Currency
Credit	11000	Your asset	-100000	DEM
Debit	11010	Your asset	10000	DEM
Debit	825000		90000	DEM

Transferring the Gross Asset Values

Debit	11000	INTER-00001	32743	GBP
Credit	199991		32743	GBP

8. Choose 🖫.

9. Choose 🔙.

Result

The system confirms that document number ### has been posted. The system also automatically issues an asset number for the new asset in company code 2000.

Transferring the Asset Manually With Gains

Usage

In the new value method, you manually enter a new value for your asset. You can transfer the asset either with gains or with losses. You first post your asset with gains.

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Fixed Assets → Postings → Transfer → Intercompany Asset Transfer*
Transaction Code	ABT1N

2. Enter the following data:

Field	Data
Asset	Your asset number
Document date	12.30.1999
Posting date	12.30.1999
Reference date	12.30.1999
Manual value	Select
Second field	150000 (gain)
To company code	2000
New asset	Select

3. Choose *Master Data*.

   If a warning message appears, choose 🗸.

4. Enter a description.

5. In the *Cost center* field, enter 2-1000, then choose ✔.

6. Choose the *Additional details* tab page. In the *Transfer variant* field, enter 3.

7. To display the document, choose 🗇.

Debit/Credit	Account	Description	Amount	Currency
Credit	11000	Your asset	-100000	DEM
Debit	11010	Your asset	10000	DEM
Debit	825000		150000	DEM
Credit	250000		- 60000	DEM

Transferring the Asset Manually With Gains

Debit	11000	INTER-00001	49114.50	GBP
Credit	199991		-49114.50	GBP

8. Choose 🖫.

9. Choose 🔄.

Result

The system confirms that document number ### has been posted. The system also automatically issues an asset number for the new asset in company code 2000.

Transferring the Asset Manually With Losses

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Fixed Assets → Postings → Transfer → Intercompany Asset Transfer*
Transaction Code	ABT1N

2. Enter the following data:

Field	Data
Asset	Your asset number
Document date	12.30.1999
Posting date	12.30.1999
Reference date	12.30.1999
Manual value	Select
Second field	75000 (loss)
To company code	2000
New asset	Select

3. Choose *Master Data*.

   If a warning message appears, choose ✅.

4. Enter a description.

5. In the *Cost center* field, enter 2-1000, then choose ✔️.

6. Choose the *Additional details* tab page. In the *Transfer variant* field, enter 3.

7. To display the document, choose ▦.

Debit/Credit	Account	Description	Amount	Currency
Credit	11000	Your asset	-100000	DEM
Debit	11010	Your asset	10000	DEM
Debit	825000		75000	DEM
Credit	250000		15000	DEM
Debit	11000	INTER-00001	24557.25	GBP
Credit	199991		-24557.25	GBP

8. Choose 💾.

Transferring the Asset Manually With Losses

9. Choose 🏠.

Result

The system confirms that document number ### has been posted. The system also automatically issues an asset number for the new asset in company code 2000.

General Ledger Accounting (FI-GL)

Information System G/L Accounts - Germany

In this process, you open IDES AG's financial statement/profit and loss and cash flow analysis. First of all, you learn how to make the settings necessary for calling the reports. Next you learn about financial statement and cash flow analysis and the drilldown possibilities in these reports.

The formatting of data for report creation occurs online. This means that the system also immediately takes into account documents created by you when compiling the reports.

> As balance sheet rules differ greatly from country to country, all process data used here is valid only for Germany. Where the scenario is used for other another country, data and procedures should be changed in accordance with the rules in force in that country.

Process Flow

You can find the relevant process data under ⸮ [Page 273].

Process Data

Fields	Germany
Company code	1000 IDES AG
Financial statement version	INT
Currency type	10: Company code currency

Data Selection

1. Call up the transaction as follows:

Menu Path	*Information Systems → Accounting → Financial Accounting → General Ledger → Information System → Balance Sheet/Profit and Loss Statement/Cash Flow → General → Actual/Actual Comparisons → Actual/Actual Comparison for Year*
Transaction Code	S_ALR_87012249

The system displays the *Selection: Actual/actual comparison for year* screen.

2. Enter the following data:

Field	Data
Company code	1000
FIS annual rep. Structure	INT
Currency type	10
Fiscal year	Current year
Classic drilldown report	Selected

3. Choose 🕑.

The system displays the *Execute actual/actual comparison for year: Overview* screen.

4. Remain on this screen.

Balance Sheet/P+L Actual/Actual Comparison

1. On the *Execute actual/actual comparison for year: Overview* screen, in the Commercial balance sheet, branch to ASSETS and then to Current assets.

   The system displays stock totals, receivables from goods and services, and liquidity stocks.

2. Branch to the *Stocks* line to divide the stock into *Raw materials and supplies*, *Work in process,* and *Finished goods and merchandise.*

3. Branch to the line *Raw materials and supplies* to display according to accounts.

4. To reach the G/L account item *Goods Rcvd/Invoice Rcvd - not yet delivered,* you branch to Supplement → GR/IR Clearing (RM) in the Commercial balance sheet.

5. Here, you select the field in the previous year column.

6. Choose *Goto* → *Line Items*.

   The system displays the line items for the account.

7. Choose   to return to the *Execute actual/actual comparison for year: Overview* screen.

8. To expand the report completely, place your cursor on *Commercial balance sheet, choose* , and, when prompted by the dialog box, choose *Level 8*.

9. The system expands the financial statement version to the individual G/L accounts.

10. To display the financial statement version in summarized form again, select *Commercial balance sheet* and choose   (collapse).

11. Remain on this screen.

Variable Display

Use

In the top left corner of the screen is a list of criteria: *Business area, Fiscal year, Company, Period, Company code.* Use the arrows to scroll up and down this list of criteria.

Procedure

1. To analyze the balance sheet items according to business area, expand the report on the *Execute actual/actual comparison for year: Overview* screen. Select the *Commercial balance sheet* field, choose ⛃, and then choose 🗗 (expand all) in the hierarchy dialog box. In the navigation menu, select the *Business area* field.

    It changes color. The diamond shapes to the left of the individual balance sheet items also change color.

2. Select the diamond to the left of *ASSETS*.

    The system displays assets according to business area. The presentation type is displayed: *Balance Sheet/P+L items ASSETS*

3. To the left of *ASSETS* are two arrows. Select the down arrow.

    The system displays the balance sheet item subordinate to the balance sheet item ASSETS and the one you branched to on the previous hierarchy overview screen.

    The purpose of this example is to provide an overview of fixed assets according to business area.

4. Once again, choose the down arrow to display further balance sheet items.

5. To exit the selection according to the criterion, choose Σ.

6. Select the criterion *Fin.statemt itm* in the navigation list.

    It changes color. The diamond shapes to the left of the individual balance sheet items also change color.

7. Select the line between the navigation area and the report (the line displays the report definition, in this case *business area*).

    To analyze the balance sheet items according to another criterion (fiscal year, for example) proceed in the same manner.

    First expand the *Financial statement version* down to the detail to be displayed in the report. Then choose the characteristic that is to govern how the breakdown is carried out.

    Next, choose the diamond to the left of the balance sheet item to be analyzed in the report.

    If you wish, you can make several selections at a time.

8. Remain on this screen.

Analyzing the Fixed Assets

Use

During analysis of fixed assets, in addition to the balance sheet and line item analysis, you can call other reports. We have provided some suggestions.

Procedure

1. Branch to *Assets.*

    The total of *fixed and current assets* is displayed.

2. Select *Fixed assets*, choose 🖧, and then in the hierarchy dialog box, choose 🔽 *Expand to level.*

    The system displays a dialog box.

3. Select *Level 8* and then choose ✔.

    The fixed assets are now displayed down to the G/L account level.

4. Select *Land and similar rights* and then choose ⧉.

    The system displays a dialog box.

5. Select *Asset Balance*, then choose ✔.

    On the *Asset Balance* screen, the system displays an overview of the land stock and buildings of this company code together with further information about the acquisition value, the accumulated depreciation, and the net book value.

6. Select *Buildings* and then choose 🔍.

    The system displays a list of the buildings belonging to the fixed assets of this company code. The list supplies further information about the asset number, the capitalization date and the name. You can also see the acquisition values, the accumulated depreciation and the net book value of each individual real estate object.

7. To call up details of a real estate object, simply double-click on the object.

    The system displays the Asset Explorer screen. You see an overview of depreciation planned values.

8. Choose 🔄 to return to the *Execute actual/actual comparison for year: Overview* screen.

9. To call other reports, select the respective item and choose ⧉.

10. In the *Choose report* dialog box, select *Asset history sheet,* then choose ✔.

    The system displays the *Asset history sheet* screen. The system displays asset history according to book depreciation per trade law for the end of the fiscal year.

    The first column displays the acquisition costs and cost of goods manufactured for each real estate object, the total depreciation throughout the year, and the remaining value at the end of the year.

11. Select *Goto* → *History*.

    The *Report calls: History* dialog box appears.

---

12. Select *Actual/actual comparison for year* and choose . The system displays the
    Actual/actual comparison for year: Overview screen.

13. Remain on this screen.

Analyzing Payables and Receivables

1. On the *Execute actual/actual comparison for year: Overview* screen, choose *Assets →
    Current Assets → Receivables and Other Assets.*

2. Select *Receivables and Other Assets.*

3. Choose 🖧.

    The *Hierarchy* dialog box appears.

4. Choose 🔲 *Expand to level...*

5. Select *Level 8* and then choose ✔.

    The system displays an overview.

6. In the line *Flat-rate individual value adjustment,* select the column that represents the
    previous fiscal year, and then choose *Goto → Line items*.

    The system displays the balance of this account in local currency.

7. Choose 🔄 until the *Execute actual/actual comparison for year*: *Overview screen* appears
    and then choose 🔳.

    The *Select report* dialog box appears.

8. Select Customer information system and then choose ✔.

    You reach the initial screen for customer standard reports from the *Accounts Receivable
    Info System - Path (By Evaluation Type)* screen.

    It is also possible to evaluate the payables.

9. Choose 🔄 until the overview tree appears. Confirm any dialog boxes with *Yes*.

Cash Flow Analysis (Direct Method)

Use

In this procedure, you determine the cash flow total from the main items of the financial statement plus the balance sheet changes. This procedure is called a direct method, as the balance sheet changes are directly allocated to their appropriate P&L accounts.

Procedure

1. Call up the transaction as follows:

Menu Path	Information Systems → Accounting → Financial Accounting → General Ledger → Information System → Balance Sheet/Profit and Loss Statement/Cash Flow → General → Cash Flow → Cash Flow (Direct Method)
Transaction Code	S_ALR_87012271

2. If you have never used this transaction before, you will need to confirm the two dialog boxes with ✔.

    The system displays the *Cash Flow (Direct Method)* screen.

3. Choose 🕔.

    💡

    The first time you call this report, you have to determine various settings. Make these settings as per the instructions in the first process.

4. The system displays the *Execute Cash Flow (Direct Method) Detail* screen*.

    A cash flow analysis for the last two years for the complete company code is displayed.

    With this method, you are able to immediately establish the number of payments made regarding the obtained revenues into the bank accounts of the company code or how much has been paid already for materials.

    On the top left, you see a navigation list. Here, you can choose from the following criteria: *Business area, Company code, G/L account, and Company*.

5. Select the criterion *Business area.*

    The report provides a cash flow analysis for the business area *Mechanical Engineering*.

6. Select the *Magnifying glass*.

    The system displays Business area dialog-box with a list of the business areas.

7. Double-click on the Electronic Products item to display that business area.

    The report now refers to this specific business area.

8. Select the criterion *Period* from the navigation list.

    The analysis now refers to the values of Period *001* in business area *Electronic products.* (Previously, the system displayed the total values for the last two fiscal years).

    You can use the two arrows to the left of the selection criteria to scroll through periods

Cash Flow Analysis (Direct Method)

> and business areas to analyze the figures.

9. Select the Σ sign to the left of the selection criteria to return to the overall list.

10. Choose ↻ until the overview tree appears. Confirm any dialog boxes with *Yes*.

Cash Flow Analysis (Indirect Method)

Use

The cash flow total in this example results from the annual net profit (or loss) plus the extraordinary revenues, minus the decrease in value in balance sheet items, plus the increase in value in the balance sheet items.

Procedure

1. Call up the transaction as follows:

Menu Path	*Information Systems → Accounting → Financial Accounting → General Ledger → Information System → Balance Sheet/Profit and Loss Statement/Cash Flow → General → Cash Flow → Cash Flow (Indirect Method) Variant 1*
Transaction Code	S_ALR_87012272

2. If you have never used this transaction before, you will need to confirm the two dialog boxes with ✔.

   The system displays the *Cash Flow (Indirect Method) Variant 1* screen*.*

3. Choose 🕐.

   💡

   When calling this report for the first time, you are required to make certain settings. To do this, follow the instructions given in the first process.

   The system displays the *Execute Cash Flow (Indirect Method) Variant 1: Detail* screen. This provides a cash flow analysis for the last two years for the entire company code.

   The first part of the report displays a summarized profit and loss statement for company code 1000 including the annual net profit (or loss). The second part contains all corrections necessary for the determination of the cash flow total. The corrections are displayed as a decrease or increase in value of fixed and current assets, provisions, and as an increase or decrease in cash holdings of activities not affecting the net income.

4. There is a navigation list on the top left of the screen with the criteria: *Business area*, *G/L account*, *Company code*, *Company*, *Fiscal year*, *Period*, Period/year.

5. Select the criterion *Business area.*

   The report supplies a cash flow analysis for the business area *Mechanical Engineering*.

6. Select the *Magnifying glass* symbol.

   The system displays the *Business area* dialog-box containing a list of business areas.

7. Double-click on the *Electronic Products* business area.

8. Select the criterion *Period* from the navigation list.

   The analysis now refers to the values of period *001* in business area *Electronic products.*

   You can use the two arrows to the left of the selection criteria to scroll through periods and business areas to analyze the numbers.

Cash Flow Analysis (Indirect Method)

9.   Choose the Σ sign to the left of the selection criteria to return to the overall list.

10. Choose until the overview tree appears. Confirm the dialog box with *Yes*.

Closing Operations in Accounts Receivable and Accounts Payable Accounting

Purpose

In this process you will carry out year-end closing in Accounts Receivable and Accounts Payable.

You will go through the following steps:

- Generation of account statements: To check posted documents within a period.

- Generation of balance confirmations: To check the number of receivables and payables.

- Individual value adjustments using the special general ledger technique.

- Valuation of open items in foreign currency with expense postings or revenue from exchange rate fluctuations.

- Sorted lists of open items with regrouping of items for changed reconciliation account, vendors with a debit balance and customers with a credit balance according to remaining life.

You can find more information about this process under ⓘ [Page 287].

To avoid output errors, check your print settings before starting this process chain.

i. To do this, select *System* → *User Profile* → *Own Data.*

j. In the *Maintain User Profile* screen, select the tab page *Defaults*, and make the following settings:

Field	Data
Output device	Name of printer you wish to use

k. Choose 🖫.

l. Choose ↺ until the overview tree appears.

Process Flow

You can find the data for this process under ❓ [Page 288].

Closing Operations in Accounts Receivable and Accounts Payable Accounting

Additional Process Information

Open items are required for most of these transactions. In order to ensure that there will be open items available in the system, you should execute some simple invoices in Accounts Receivable or Accounts Payable Accounting before starting the closing program.

To do this, you will have to enter the following kinds of documents:

- Customer invoice in local currency for generating account statements and balance confirmations

- Customer invoice in local currency for individual value adjustment

- Customer invoice in foreign currency for valuation in foreign currency

- Vendor invoice in foreign currency for valuation in foreign currency

- Invoice with a remaining life of more than one year for allocation of receivables and payables according to remaining life.

If other open items already exist in the system, they will also be evaluated and possibly transfer posted if they meet the selection criteria.

You create customer and vendor invoices in a single-screen Enjoy transaction.

For the customer invoice, the system automatically suggests tax code AN (16%) for company code 1000 and tax code S1 for company code 3000.

For the vendor invoice, the system automatically suggests tax code VN for company code 1000 and tax code I1 for company code 3000.

In addition, the screen variants (transaction variants) are entered with business area and cost center. Relevant here is the G/L account, posting key, document currency amount, cost center or business area.

Data Used During This Process

Fields	Europe	North America	Description
Company code	1000	3000	Company code
Chart of accounts	INT	INT	Demo chart of accounts
Currency	DEM	USD	Local currency
Reporting year	2000	2000	Demo reporting year (fiscal year)
Comparison year	1999	1999	Previous year

Correspondence: Entering an Invoice

Use

It is now easier to post invoices thanks to the new Enjoy functions. This simplification consists of a single-screen transaction. This means that you can now post customers, vendors and G/L accounts on one screen rather than individual screens.

In this process step you post an invoice for a customer. Afterwards, in the next transaction, you can generate account statements.

> You post the invoice directly in Financial Accounting, there is no integration with the Sales and Distribution application. This makes it easier to post backdated invoices.

Procedure

19. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Accounts Receivable → Document Entry → Invoice*
Transaction	FB70;FBL5

The *Customer Invoice Enter* screen appears.

20. Choose *Environment → Set Company Code*. In the dialog box, enter company code 1000 or 3000, then choose ✔.

21. Choose 🖧 *Tree on*.

22. On the *Basic data* tab page, enter the following data:

Field	Europe	North America
Customer	1000	3000
Invoice date	Today's date - 1 month	Today's date - 1 month
Posting date	Today's date - 1 month	Today's date - 1 month
Amount	12,000 (gross amount, including sales tax)	12,000 (gross amount, including sales tax)
Currency/rate (defaulted)	DEM	USD
Calculate tax	Select	Select
Tax code (defaulted)	AN	S1
Table		
G/L account	800200	800200
D/C (defaulted)	Credit	Credit
Document currency amount	12.000	12.000
Business area	1000	1000

Correspondence: Entering an Invoice

> To simplify this process, we have not defined a cost element for account 800200. You do not therefore need an additional account assignment. The system does not transfer the data to Profit Center Accounting.

23. Choose .

    Choose if the system outputs any warning messages concerning the date.

24. The system displays the address of the customer. To display the open items for this customer, choose *OIs*.

25. Choose *Simulate*.

    On the *Document Overview* screen, you can see your posting with the document items.

26. Choose .

27. Choose until the overview tree appears.

Correspondence: Generating Account Statements

Use

In this process step you generate account statements for IDES customers. The system only supplies account statements for those customers whose master data is maintained accordingly.

You can find more information about this process under ℹ️ [Page 293].

Procedure

29. Call up the transaction as follows:

Menu Path	Accounting → Financial Accounting → Accounts Receivable → Periodic Processing → Print Correspondence → Periodic Account Statements
Transaction Code	F0,27;SP01

30. On the *Periodic Account Statements* screen, enter the following data:

Fields	Europe	North America
Company code	1000	3000
Indicator in master record	2	2
Key dates for acct statement	1st to last day of the current month	1st to last day of the current month
Correspondence	SAP06 (correspondence reference)	SAP06 (correspondence reference)
Delete if finished	8 days	8 days
Log to printer	Name of your printer	Name of your printer

31. Choose 🕐.

The system creates a correspondence request for all customers where the field "Account statement" is filled in the customer's master record, and matches the desired account statement (in our example it was a monthly account statement with indicator "2").

The system tells you that *n* periodic account statements were requested.

32. Confirm this message with ✔️.

33. The system tells you that *n* correspondence requests were selected. Confirm this message with *Yes*.

The system generates your print requests and displays the spool number under which they are stored.

34. To see and then print the generated account statements, choose

System → Services → Output Controller.

The system supplies your user name and today's date.

35. Choose 🕐.

36. In the *Output Controller: List of Spool Requests* screen, select the spool request that you

Correspondence: Generating Account Statements

generated in step 6 (Title "SAP06 .....").

37. Choose ✂.

The first page of the generated account statement is formatted for viewing.

38. Choose *Goto → List Display.*

All invoices for the customer that were posted in the selected period are listed on the *Print Preview for XXX* screen. Payments made in the period are listed as well. The balance is calculated at the end of the list.

39. Choose 🔄 until you reach the *Output Controller: List of Spool Requests* screen again.

40. Select your spool request, then choose 🖨.

The account statements are then output on your printer.

41. To update the screen display, choose 🔄. When printout is completed, the print file has "Compl." status.

42. Choose 🔄 until the overview tree appears.

Additional Information for Creation of Account Statements

Programs used for correspondence between your accounting department and your customers and vendors as well as for purely internal communication all fall into the category of automatic correspondence.

While internal messages and payment notices for a customer are part of day-to-day activities, account statements and balance confirmations are typical examples of closing operations.

Correspondence: Generating Balance Confirmations

Use

In this transaction, you will generate balance confirmations. The system will also automatically generate forms for entering a reply for a customer/vendor as well as forms for entering return flow to your company.

You can find more information about this process under ⓘ [Page 296].

Procedure

31. Call up the transaction as follows:

Menu Path	Accounting → Financial Accounting → Accounts Receivable → Periodic Processing → Print Correspondence → Balance Confirmation → Print Letters
Transaction Code	F.17;SP01

32. On the *Customer Balance Confirmation* screen, enter the following data:

Fields	Europe	North America
Customer	1000	3000
Company code	1000	3000
Reconciliation key date	Last day of current period	Last day of current period
Individual customers	Select	Select
Zero balances	Select	Select
Correspondence sorting	K2 (by account number)	K2 (by account number)
Line item sorting	P3 (by document date, document number)	P3 (by document date, document number)
Date of issue	5th of the next period	5th of the next period
Date for reply	30th of the next period	30th of the next period
Reply to	00001	00001
Print control	Enter your printer settings here	Enter your printer settings here

33. Choose 🕒.

   The system creates a balance confirmation for exactly one customer as specified on the selection screen.

   Although a balance confirmation is several pages long, only the first page is displayed.

34. To display the remaining pages, choose *Goto → List Display*.

   Along with the printout of this balance confirmation, you send your customer a list of their open items up to the key date and a reply form.

35. Choose 🖨.

36. Choose twice.

    A check list of accounts for which balance confirmations were generated is displayed.

37. Choose .

38. Choose .

    To make the return flow to the balance confirmations just generated more transparent, a summarized results table is also displayed at this point.

39. Choose .

40. Choose again.

    On the *Customer Balance Confirmation* screen, the parameters you selected for the program are displayed.

41. Choose until the overview tree appears.

42. Choose *System → Services → Output Controller.*

    The system supplies your user name and today's date.

43. Choose .

    The spool requests you created are displayed on the *Output Controller: List of Spool Requests* screen.

44. Flag the spool requests, then choose .

    On the *Spool: Output Request* screen, check the name of the printer and select until all requests have been printed.

45. Choose until the overview tree appears.

    You can create balance confirmations for vendors using the same procedure. The procedure is the same as for customer balances.

Additional Information: Generating Balance Confirmations

Balance confirmations can be generated from the debit or from the credit side. In both cases, for form structure type, we make a distinction between balance notification (negative inquiry), balance request (open method, request procedure), and balance confirmation (positive inquiry).

For other situations that may arise, you can undertake a sample selection of customers/vendors who need to be informed in addition to selecting particular customers/vendors directly. The scope of the sample is up to you. You may include aspects of external auditing or sample tests of your own accounts receivable/payable accounting.

Individual Value Adjustments: Entering the Invoice

Use

In the following process step, you will post overdue items for a customer so that you can make an individual value adjustment in the next transaction.

Procedure

19. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Accounts Receivable → Document Entry → Invoice*
Transaction	FB70

The *Customer Invoice Enter* screen appears.

20. Choose *Environment → Set Company Code*.

21. Enter company code 1000 or 3000, then choose ✔.

(As this is an Enjoy transaction, the system suggests a company code for you). Make sure that the correct company code is specified when entering the invoice. If necessary, change the company code via *Environment → Set Company Code.* (Europe 1000, North America 3000).

22. Choose 🖧 *Tree on*.

23. On the *Basic Data* tab page, enter the following data:

Field	Europe	North America
Customer	1320	3140
Invoice date	Today's date - 6 months	Today's date - 6 months
Posting date	Today's date - 6 months	Today's date - 6 months
Amount	12,000 (gross amount, including sales tax)	12,000 (gross amount, including sales tax)
Currency/rate (defaulted)	DEM	USD
Calculate tax	Select	Select
Tax code (defaulted)	AN	S1
Table		
G/L account	800200	800200
D/C (defaulted)	Credit	Credit
Document currency amount	12.000	12.000
Business area	1000	1000

Individual Value Adjustments: Entering the Invoice

Choose ✅ if the system outputs any warning messages concerning the date.

To simplify this process, we have not defined a cost element for account 800200. You do not therefore need an additional account assignment. The system does not transfer the data to Profit Center Accounting.

24. Choose ✅.

The system displays the address of the customer. To display the open items for this customer or the bank details, choose ▦ *OIs*.

25. Choose ⚏ *Simulate*.

On the *Document Overview* screen, you can see your posting with the document items.

26. Choose 🖫.

27. Choose ⟳ until the overview tree appears.

Making Individual Value Adjustments for Doubtful Receivables

Use

In the previous transaction you entered a customer invoice. We will assume that the customer has not paid the invoice by the end of the year. You doubt whether this receivable will ever be paid, so you make a transfer posting for the receivable to an account for individual value adjustments.

You can find more information about this process under ⓘ [Page 301].

Procedure

19. Call up the transaction as follows:

Menu Path	Accounting → Financial Accounting → Accounts Receivable → Document Entry → Other → Internal Transfer Posting → Without Clearing
Transaction Code	F-21

20. On the *Enter Transfer Posting: Header Data* screen, enter the following data:

Field	Europe	North America
Document date	Last day of current period	Last day of current period
Company code	1000	3000
Posting date	Last day of current period	Last day of current period
Currency	DEM	USD
PstKy	19	19
Account	1320	3140
Sp.G/L	E (Special G/L indicator for individual value adjustment)	E (Special G/L indicator for individual value adjustment)

The E indicator tells the system that this is a special general ledger transaction. In other words, the amount will not be posted to the customer's normal reconciliation account but to a special account instead.

The customer's reconciliation account is 140000. The item you posted in the last transaction is also posted to this account. Using individual value adjustment, you will transfer post the item from account 140000 (domestic customer receivables) to account 142000 (individual value adjustments to customer receivables.

21. Choose ✅.

The system tells you that the document date is in the future.

22. Confirm the message with ✅.

23. On the *Enter Customer Document: Add Customer Item* screen, enter the following data:

Field	Europe	North America

Making Individual Value Adjustments for Doubtful Receivables

Amount	12.000,00	12.000,00
Due on	30. of the following month	30. of the following month
Text	Value adjustment	Value adjustment
PstKy (G/L account)	40 (Posting key)	40 (Posting key)
Account (G/L account)	210100 (Expense from individual value adjustment)	210100 (Expense from individual value adjustment)

24. Choose ✅.

25. On the *Enter Customer Document: Create G/L Account Item* screen, enter the following data:

Field	Europe	North America
Amount	*	*
Tax code	A0 (no tax procedure)	S0 (no tax procedure)
Value date	Last day of current period	Last day of current period

26. Choose 💾, and then note the document number.

27. Choose ↩ until the overview tree appears.

Additional Information on Individual Value Adjustment for Doubtful Receivables

Individual value adjustments are posted using the special G/L technique. You can maintain receivables separately in a customer and in a receivables account. You can thus look over individual value adjustments separately from receivables and keep the adjustments in a special reconciliation account.

Individual Value Adjustment: Display Customer Line Items

15. Call up the transaction as follows:

Menu Path	Accounting → Financial Accounting → Accounts Receivable → Account → Display/Change Line Items
Transaction	FBL5N

16. On the *Customer Line Item Display* screen, enter the following data:

Field	Europe	North America
Customer account	1320	3140
Company code	1000	3000
Open items	Select	Select
Open at key date	Last day of current period	Last day of current period
Special G/L transactions	Select	Select
Normal Items	Select	Select

17. Choose ⏱.

> The *Customer Line Item Display* screen contains a list of customer line items.

> The receivable remains as an open item (untitled). The individual value adjustment is stated separately (titled ...Reserve for bad debt).

18. Double-click on the receivables document.

> The first item in the document is displayed on the *Display Document: Line Item 001* screen. This is the customer item.

> In this case, the general ledger account is 140000 (domestic customer receivables). It is displayed in the G/L field in the upper right-hand corner of the screen.

19. Choose ↩ until you return to the *Customer Line Item Display* screen

20. Double-click on the individual value adjustment document.

> The system displays the first item in the document. This is the customer item.

> The general ledger account in this case is 142000 (value adjustment to customer receivables). It is displayed in the G/L field in the upper right-hand corner of the screen.

21. Choose ↩ until the overview tree appears.

Valuating Open Items in Foreign Currency: Enter Invoice in Foreign Currency

Use

In the following transaction, you will post a vendor invoice in foreign currency so that you can valuate open items in foreign currency in the next transaction.

> You post the invoice directly in Financial Accounting, there is no integration with MM (Materials Management). This makes it easier to post backdated invoices.

Procedure

25. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Accounts Payable → Document Entry → Invoice*
Transaction	FB60

The *Vendor Invoice Enter* screen appears.

26. Choose *Environment → Set company code*.

27. Enter company code 1000 or 3000, then choose ✔.

28. Choose 🖧 *Tree on*.

29. On the *Basic Data* tab page, enter the following data:

Field	Europe	North America
Vendor	1560	4940
Invoice date	15.03.1999	15.03.1999
Posting date	15.03.1999	15.03.1999
Company code	1000 (IDES AG Frankfurt)	3000 (IDES US INC New York)
Amount	12,000 (gross amount, including sales tax)	12,000 (gross amount, including sales tax)
Currency/rate	USD	DEM
Calculate tax	Select	Select
Tax code	V9	I0
Table		
G/L account	415000	415000
D/C (defaulted)	Debit	Debit

Valuating Open Items in Foreign Currency: Enter Invoice in Foreign Currency

Document currency amount	12.000,-	12.000,-
Tax code	V9	I0
Cost center	1000	1000

30. Choose ✅.

💡

> The system tells you that your posting is in the past. Confirm with ✅. Business area 9900 is entered in the table automatically.

> Account 415000 requires an assignment to a CO object, as it is defined as a cost element. Therefore you require an additional account assignment, for example cost center 1000.

The system displays the address of the vendor.

31. Choose ▦ *Ols*.

The amount in local currency is displayed in the local currency amount field. Translation occurs according to the exchange rate valid at the time of posting.

Amounts in foreign currency are always translated at the average rate in the IDES system. Document currency is the US Dollar.

32. Choose 🔄.

33. Choose 🔢 *Simulate*.

On the *Document Overview* screen, you can see your posting with the document items.

34. Choose 💾.

35. Make a note of the document number. You will need it for the next transaction.

36. Choose 🏠 until the overview tree appears.

Valuating Open Items in Foreign Currency: Post Exchange Rate Differences

Use

In this procedure, you will valuate items in foreign currency at the end of a period in order to post expenses or revenues from currency valuation. To simplify the demo, you only run the program for an item you have just posted. That way, other IDES users can also go through the demo with their own documents.

If you ran the program for all open items in foreign currency, then all items posted to accounts that have open item management would be valuated. The individual valuation principle determines the way valuation is carried out: Only individual items that are still open on the key date are considered for valuation.

Prerequisites

The demo valuation method that is used for foreign currency valuation of open items functions according to the lowest value principle. This means a valuation is only carried out using the lowest exchange rate. It might, therefore, be necessary to enter appropriate rates in Customizing before you post the vendor invoice. Here is a list of data that we will need for this example:

Field	Europe	North America
Date	15.03.1999	15.03.1999
Exchange rate type	M	M
From	DEM	DEM
To	USD	USD
Rate	0,54	0,53
Date	Last day of current period	Last day of current period
Exchange rate type	M	M
From	DEM	DEM
To	USD	USD
Rate	0,53	0,54

You can find more information about this process under ⬛ [Page 308].

Procedure

17. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Accounts Payable → Periodic Processing → Closing → Valuate → Open Items in Foreign Currency*
Transaction Code	F0,05

18. On the *Open Item Foreign Currency Valuation* screen, enter the following data:

Field	Europe	North America

Valuating Open Items in Foreign Currency: Post Exchange Rate Differences

Company code	1000	3000
Key date for OI overview	Last day of current period	Last day of current period
Bal.sheet preparation valuatn	Select	Select
For. curr. valuation method	DEMO	DEMO
"Postings" tab page		
Creating postings	Select	Select
Posting date	Last day of current period	Last day of current period
Name of batch input session	User name	User name
"Selections" tab page		
Select vendors	Select	Select
Vendor account number	1560	4940
Document number	Document number from previous transaction	Document number from previous transaction
"Other" tab strip		
Valuation in curr.type	10	10

19. Choose ⏱.

On the *Open Item Foreign Currency Valuation* screen, you see a log listing the postings that were made. The log is six pages long:

- 1. Valuation of items in foreign currency of a selected vendor (for the items selected.

- 2. Valuation of items in foreign currency from a reconciliation account for domestic vendor receivables (for the items selected).

- 3. Valuation of all vendors in a company code (for selected items)

- 4. Valuation of company code (for selected items).

- 5. Valuation of all company codes (for selected items)

- 6. List of postings to be generated and created documents with posting date and document number.

20. Choose 🖨.

21. On the *Print Screen List* screen, enter the following data:

Field	Europe	North America
Output device	Name of your printer	Name of your printer
Print immediately	Select	Select
Delete after output	Select	Select

22. Choose *Continue*. The *Open Item Foreign Currency Valuation* screen appears.

23. Choose *Postings.*

The posting for expense from currency valuation is:

Debit → Account 230010 (expense from currency valuation)

Credit → Account 161099 (foreign vendor receivables (adjustment account).

> If you do this procedure in 1998, the exchange rate between DEM and USD changes every month, so that a new valuation can be made every month. If you want to see this demonstrated, carry out the same procedure again for the same document, but this time one month later.

On the first page of the log, you will notice that the item was valuated again, this time at the rate valid on the day of the valuation.

On the last page, another amount is posted. The system uses the amount posted at the last valuation and only posts the difference.

> For a valuation that does not affect the balance sheet, all postings are reversed on the reversal date.

24. Choose ⟳ until the overview tree appears.

Additional Demo Information

We entered fictitious exchange rates for 1999 for DEM/USD parity. Proceed as follows to maintain the rates yourself:

21. Call up the transaction as follows:

Menu Path	Tools → AcceleratedSAP → Customizing → Edit Project → SAP Reference IMG
Transaction Code	OB08

22. Choose activity 🕐 *Enter Exchange Rates.* The Display View "*Currency Exchange Rates": Overview* screen appears.

23. Choose *New Entries*.

24. On the *New Entries: Overview of Added Entries* screen, enter the following data:

Field	Europe	North America
ExRt	M (Multicash)	M (Multicash)
From (currency)	DEM	DEM
To (currency)	USD	USD
Valid from	Any	Any
Rate	Any	Any

25. Choose 💾.

> The *Prompt for Customizing Request* dialog box appears.

26. Choose ⬜.

27. In the *Create Request* dialog box, enter the following data:

Field	North America
Short description	Current exchange rate

28. Choose 💾.

29. Choose ✅.

> The system informs you that the data was saved.

30. Choose 🔄 until the overview tree appears.

Valuation of Open Items in Foreign Currency: Display Document

11. Call up the transaction as follows:

Menu Path	Accounting → Financial Accounting → Accounts Payable → Document → Display
Transaction Code	FB03

12. Enter the document number from page 7 of the log.

    This is the document that was posted after the first foreign currency valuation.

13. Choose .

    The system displays the document in foreign currency. The amounts have now been assigned.

14. Choose *Choose.*

    In the dialog box, choose:

    The amounts are now displayed in the local currency DEM. They correspond to the log amount.

15. Choose until the overview tree appears.

Allocation of Receivables and Payables According to Remaining Life: Enter Invoice

Use

Invoices can be posted easily. This simplification consists of a single screen transaction. This means that you can now post customers, vendors and G/L accounts on one screen.

In this transaction, you will enter a customer invoice that has a remaining life of more than a year. For this reason and also because of EU Guideline 4, the item has to be transfer posted to a special account if it is still open at the end of the period.

You post the invoice directly in Financial Accounting, there is no integration with the Sales and Distribution application. This makes it easier to post backdated invoices.

Prerequisites

Tax code AN (16%) is automatically defaulted for company code 1000 and S1 for company code 3000. We have also created a screen variant with a business area to be used as a work template. The ready-for-input columns are the G/L account, the posting key, the amount, the amount currency, and the business area.

Procedure

19. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Accounts Receivable → Document Entry → Invoice*
Transaction	FB70

The *Customer Invoice Enter* screen appears.

20. Choose *Environment → Display document flow*.

21. Enter the version 1000, then choose ✔.

22. Choose 🔲.

23. On the *Basic Data* tab page, enter the following data:

Field	Europe	North America
Customer	1174	3176
Invoice date	Today's date -1 months	Today's date -1 months
Posting date	Today's date -1 months	Today's date -1 months
Amount	100.000 (gross amount, including sales tax)	100.000 (gross amount, including sales tax)
Currency / rate (defaulted)	DEM	USD

Allocation of Receivables and Payables According to Remaining Life: Enter Invoice

Calculate tax	Select	Select
Tax code (defaulted)	AN	S1
Incoming payment		
Payt terms	Empty	Empty
Group (first field)	720 days	720 days
Days (other fields)	Empty	Empty
Table		
G/L account	800200	800200
D/C (defaulted)	Credit	Credit
Document currency amount	100.000	100.000
Business area	1000	1000

To simplify this process, we have not defined a cost element for account 800200, which means that you do not need to assign a CO object, for example, an order number. You do not therefore need an additional account assignment. The system does not transfer the data to Profit Center Accounting.

24. Choose ✅.

The system displays the address of the customer. If you wanted to display the open items for this customer or the bank details, you could choose ▦ *OIs* or ✎ *Bank Details*.

25. Choose ✦ *Simulate*.

On the *Document Overview* screen, you can see your posting with the document items.

26. Choose 💾.

27. Choose 🏠 until the overview tree appears.

Allocation of Receivables and Payables According to Remaining Life: Execute Program

9. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Accounts Receivable → Periodic Processing → Closing → Regroup → Receivables/payables*
Transaction Code	F101

10. On the *Balance Sheet Supplement – OI – Analysis per_* screen, enter the following data:

Field	Europe	North America
Company code	1000	3000
Balance sheet key date	Last day of current period	Last day of current period
"Selections" tab page		
Customer	1174	3176
"Postings" tab page		
Carry out postings	Select	Select
Batch input session name	SAPF101	SAPF101
Document type	DR	DR
Posting date	Last day of current period	Last day of current period
Posting period	Current period	Current period

11. Choose ⏱.

> If any warning messages appear, choose ✅.

> The system displays a log listing which postings were carried out. The log is 5 pages long:

- 1. Valuation of domestic receivables with remaining life of more than one year (for selected items)

- 2. Valuation of all receivables with remaining life of more than one year (for

    selected items)

- 3. Valuation of all receivables in selected company code with

    remaining life of more than one year (for selected items)

- 4. Valuation of all company codes (for selected items)

- 5. List of documents to be generated with posting date and document number and specification of batch input session

> 💡

> If you just executed the program for receivables, the system would have evaluated receivables with remaining lives of more than one and more than five years.

12. Choose until the overview tree appears.

Allocation of Receivables and Payables According to Remaining Life: Generate Postings

Use

The transfer postings to be generated are saved in a batch input session. In the next step you will process this session.

Procedure

25. Call up the transaction using the menu path as follows:

Menu Path	Choose *System → Services → Batch Input → Sessions*
Transaction Code	SM35

26. On the *Batch Input: Session Overview* screen, choose the 🏔 tab page.

27. Double-click on session *SAPF101*.

28. Depending on the status of your session, you can view the session again under the appropriate tab page category.

29. Select your session, then choose 📇.

30. Choose 🕑 *Process*.

    In the dialog box, select *Display errors only*, then choose *Process*.

    The system tells you that processing was completed successfully.

31. Choose *System → Services → Batch Input → Sessions* again.

32. On the *Batch Input: Session Overview* screen, your session should display the status *Processed.*

33. Choose 🔄 until the overview tree appears.

34. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Accounts Receivable → Document → Display*
Transaction Code	FB03

    The number of the document just posted is entered in the field automatically by the system.

35. Choose ✅.

    The posting appears as follows on the *Document Overview* screen:

    Credit → Account140020 (domestic customer receivables with remaining life of more than one year)

    Debit → Account 140099 (domestic customer receivables)

36. Choose 🔄 until the overview tree appears.

Allocation of Receivables and Payables According to Remaining Life: Generate Postings

To see what happens in Accounts Payable, you can now enter an invoice for a vendor on the same model where the remaining life is more than one year.

Execute the program for allocation again, this time for account type K (vendor).

Closing Activities in General Ledger Accounting

Purpose

In this process, you first reconcile the debit and credit balances of the posted documents with the debit and credit balances of the transactions figures in A/P, A/R, and the general ledger, to check the accuracy of the data in the system.

You then complete various closing activities: foreign currency valuation of assets, prepaid expenses and unearned revenue adjustments, analysis of the purchase orders in process, and clearing of accounts.

In the last part of this process, you run a few programs that document the accounting documents (document journal, list of G/L account postings) and then create financial statements.

To avoid output errors, check your print settings before starting this process chain.

a. To do this, select *System → User Profile → Own Data.*

b. In the *Maintain User Profile* screen, select the tabstrip *Defaults*, and make the following settings:

Field	Data
Output device	Name of printer you wish to use

c. Choose 💾.

d. Choose ↩ until the overview tree appears.

You can find more information about this process under ⓘ [Page 318].

Process Flow

You can find the data for this process under ❓ [Page 319].

Additional Process Information

Open items are required for most of these transactions. In order to ensure that there will be open items available in the system, you should enter some simple invoices in Accounts Receivable and Accounts Payable as well as incoming and outgoing payment transactions before starting the closing program.

To do this, you will have to enter the following kinds of documents:

- Vendor invoice so you can make a posting for prepaid expenses.

- Bank transaction in a foreign currency in a cash account for the foreign currency valuation of accounts. You will also maintain the exchange rates so that exchange rate differences are determined during valuation.

- Purchase orders and goods delivery in MM in order to enter adjustment postings as part of the analysis of the GR/IR clearing accounts.

If other open items already exist in the system, they will also be evaluated and possibly transferred if they meet the selection criteria.

A/P A/R and G/L account postings can be entered in a one-screen transaction as part of the Enjoy initiative.

For the vendor invoice, the system automatically suggests tax code AN (16%) for company code 1000 and tax code S1 for company code 3000.

We have also created a screen variant (transaction variant) with a business area or cost center to be used as a work template. Relevant columns are the G/L account, posting key, amount, document currency, and cost center or business area.

The most frequently required input fields are displayed on the first tab page.

Data Used During This Process

Field	Data
Vendor invoice:	
Company code	1000
Fiscal year	Current fiscal year
Fiscal period	Current period
Document date	12/01 of current fiscal year
Company code	1000
Posting date	12/01 of current fiscal year
Currency	DEM
Account (Vendor)	1570
Amount	4,500.00
Tax code	V0
Text	Rent for storage in Hamburg / Dec. to Feb.
Posting key	40
Account (G/L account)	470000
Business area	1000
Cost center	4220
Deferral posting:	
Document date	31.12. 12/31 of current fiscal year
Document type	SA
Company code	1000
Posting date	12/31 of current fiscal year
Reversal date	01/01 of the following fiscal year
Posting key	40
Account (accrued income)	98000
Amount	3,000.00
Tax code	V0
Business area	1000
Text	Accrued rent for storage in December
PstKy	50

Data Used During This Process

Account (expense)	470000
Business area	1000
Cost center	4220
Foreign currency	
Document date	Today's date
Company code	1000
Currency	USD
Posting key	40
Account (D bank USD account)	113150
Amount	20,000.00
Business area	9900
Posting key	50
Account (D bank, domestic)	113100
Exchange rate type	M
Key date	The last day of the current month
Method for company code currency	DEMO
Posting period	Current month
Posting date	The last day of the current month
Document date	The last day of the current month
Account (exchange rate difference)	230000
Purchase order and goods receipt:	
Vendor	1006
Order type	NB
Purchasing organization	1000
Purchasing group	001
Delivery date	Today's date, plus 20 days
Plant	1000
Storage location	0001
Material	v10
PO quantity	1000
Net price	100
Document date	Today's date
Movement type	101

Plant	1000
Storage location	0001
Date of material document	1999

Reconciliation of Documents and Transaction Figures

Use

In this process, you check the debit and credit transaction figures of customer, vendor and G/L accounts with the debit and credit totals of the posted documents and check the debit and credit transaction figures of these accounts with the debit and credit balances of the application indices.

This reconciliation gives you the assurance that your books are technically correct (comparison of individual documents with the totals).

For quality assurance reasons, this reconciliation report should be a part of each month's closing process.

Procedure

1. Call up the transaction as follows:

Menu Path	Accounting → Financial Accounting → General Ledger → Periodic Processing → Closing → Check/count → Comparison
Transaction code	F.03

2. In the *Financial Accounting Comparative Analysis* Screen, make the following entries:

Field	Data
Company code	1000
Fiscal year	Current fiscal year
Fiscal period	Current period
Fiscal period to	Current period
Documents - transaction figures	Select
Indexes - transaction figures	Select

3. Choose ⊕.

   A detailed report is displayed with information about the comparison of the balances in A/P,A/R and the general ledger. The differences should always equal zero.

   At the end of the list, the message "No differences have appeared" is displayed.

4. Choose ↩.

5. In the Financial Accounting Comparative Analysis screen, keep the same selection criteria while additionally selecting the "Display history" field.

6. Choose ⊕.

   The results of all previous analyses are displayed in summarized form.

   If the report has only be executed once, the list will only have one entry.

7. Position your cursor on a line and choose *Totals.*

   In the display totals dialog box, the system displays the results of the comparison for the period selected (totals per A/R, A/P and general ledger accounts).

8. Choose *Back*.

9. Choose *Accounts*.

    If differences occurred, the accounts are displayed in which differences between the total of the line items and the transaction figures or indexes occurred.

    Choose *Back*.

10. Choose until the overview tree appears.

Accruals/Deferrals: Entering Rent Expense

Use

You create the vendor invoices in a single-screen Enjoy transaction. You enter the rent expense for a storage hall. The rent is due on the first of March, June, September and December for the current and the two following months respectively.

In the example, the current date is the first of December. The rent thus has to be entered for December of the current fiscal year as well as for January and February of the following fiscal year.

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Accounts Payable → Document Entry → Invoice*
Transaction	FB60

The *Vendor Invoice Enter* screen appears.

Choose *Environment → Set Company Code*. If the *Set Company Code* dialog box appears, enter 1000 and choose ✔.

2. Choose 🔳 *Tree on*.

3. On the *Basic Data* tab page, enter the following data:

Field	Europe
Vendor	1570
Invoice date	12/01of the current fiscal year
Posting date	01.12. of the current fiscal year
Company code	1000 (IDES AG Frankfurt)
Amount	4500 (gross amount, including sales tax)
Currency/rate (defaulted)	DEM
Calculate tax	X
Tax code	V0
Text	Rent for storage in Frankfurt / Dec. to Feb.
Table	
G/L account	470000
D/C (defaulted)	Debit
Amount	4500,-

Tax code	V0
Business area	1000
Cost center	4220

4. Choose ![icon] *Simulate*.

> The system tells you that the document date is in the future. Choose ![icon].
>
> In the Document Overview screen, the document entered is displayed. The journal entry appears as follows:
>
> - Debit: Account 470000   (Occupancy costs)
>   4,500.00 DEM
>
> - Credit: Account 1570   Lenzmann Immobilien (accounts payable)
>   4,500.00 DEM
>
> Account 470000 requires an assignment to a CO object, as it is defined as a cost element. Therefore you require an additional account assignment, for example cost center 1000.

5. Choose ![icon].

6. Make a note of the document number. You will need it for the next transaction.

7. Choose ![icon] until the overview tree appears.

Accruals/Deferrals: Creating Deferral/Accrual Postings

Use

From a cash flow point of view, the money is spent in the current fiscal year. However, with accrual-based accounting, only a portion of the expense can be posted in this year: a deferral of the expense is necessary. The expense for January and February of the next fiscal year is thus posted to an account for active prepaid expenses.

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → General Ledger → Periodic Processing → Closing → Valuate → Enter accrual/deferral document*
Transaction Code	FBS1

2. In the *Enter Accrual/Deferral Doc.: Header Data* screen, enter the following data:

Field	Data
Document date	12/31of the current fiscal year
Document type	SA
Company code	1000
Posting date	12/31of the current fiscal year
Reversal reason	05 (accrual)
Reversal date	01/01of the following fiscal year
PstKy	40
Account (accrued income)	98000

💡

The reversal date is noted by the system and will automatically be used as the posting data in the document when the posting is reversed.

3. Choose ✅.

Choose ✅ if the system outputs any warning messages.

4. In the *Enter Accrual/Deferral Doc.: Add G/L account item* screen, enter the following data:

Field	Data
Amount	3,000.00
Tax code	V0
Calculate tax	Select
Business area	1000
Text	Prepaid rent for storage in December

PstKy	50
Account (expense)	470000

5. Choose ☑.

6. In the *Enter Accrual/Deferral Doc.: Add G/L account item* screen, enter the following data:

Field	Data
Amount	*
Cost center	4220
Text	Prepaid rent for storage in December

7. Choose 🖫.

    Skip the warnings by choosing ☑.

    The document number is displayed in the status bar. Make a note of the document
    number. You will need it for the next activity.

8. Choose *Document → Display*.

    The document you just posted is displayed. The journal entry appears as follows:

    •   Debit: Account 98000 (Accrued income)   3,000.00 DEM

    •   Credit: Account 470000 (Occupancy costs)   3,000.00 DEM

    The amount of 3,000.00 DEM should be considered an expense in the following year and
    was thus transferred from the expense account for rent to a balance sheet account for
    prepaid expenses.

9. Choose ↻ until the overview tree appears.

Accruals/Deferrals: Making Reversing Entries

Use

At the start of the next year, you have to reverse the accrual/deferral postings. This posts the amounts to rent expense for the months January and February. In this activity, you complete the reversal posting of the 3,000.00 DEM to the expense account for rent.

Procedure

1. Call up the transaction as follows:

Menu Path	From the General Ledger node, choose *Periodic processing → Closing → Valuate → Reverse accrual/deferral document*
Transaction Code	F0.81

2. In the *Reverse Accruals: Initial Screen*, enter the following data:

Field	Data
Company code	1000
Document number	Document number of the accrual document from the previous process.
Test run	Select

Normally, you would select more than one document. In this example. you only reverse the one posting. this ensures that you do not change the data set of other users.

3. Choose ⊕.

The log shows the documents that can be reversed.

4. Choose *Reverse documents*.

The document number of the reversal posting is now displayed under the accrual document.

5. Make a note of this document number.

6. Choose ⬅ until the overview tree appears.

7. Call up the transaction as follows:

Menu Path	From the *General Ledger* node, choose *Document → Display*
Transaction Code	FB03

8. In the *Display Document: Initial Screen*, enter the following data:

Field	Data
Document number	Reversal document number from step 5
Company code	1000

Fiscal year	2001

9. Choose ✅.

   The document you just posted is displayed. The journal entry appears as follows:

   - Debit:　Account 470000 (Occupancy costs)　　　　　3,000.00 DEM

   - Credit:　Account 98000 (Accrued income)　　　3,000.00 DEM

   The reversal transfers the amount from the balance sheet (asset item) to the profit and loss statement where it is an expense item.

   The posting date is the date that you entered as the reversal date in the reversal document.

10. Choose ↺ until the overview tree appears.

Foreign Currency Valuation: Enter Bank Transactions (Enjoy)

Use

In this process, you transfer money from one of the house banks of the IDES Company to one of the foreign currency accounts. The account in question is kept in US dollars. The transfer is thus completed in US dollars.

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → General Ledger → Document Entry → G/L Account Posting*
Transaction	FB50

You reach the *G/L account posting* screen*:*

2. Choose *Environment → Set company code*. Enter 1000 and choose ✔.

3. Choose 🖧 *Tree on*.

4. On the *Basic Data* tab page, enter the following data:

Field	Data
Document date	Today's date
Company code (defaulted)	1000 (IDES AG Frankfurt)
Posting date	Today's date
Currency	USD
Table	
G/L account (first item)	113150
D/C (first item)	Debit
Amount (first item)	20,000.-
Business area (first item)	9900
G/L account (second item)	113100
D/C (second item)	Credit
Amount (second item)	20,000.-
Business area	9900

Account 113150 is listed in the chart of accounts of the company code as a foreign currency account kept in US dollars.

Account 113100 is listed in the chart of accounts of the company code as a current cash account kept in the local currency.

5. Choose ✅.

In the upper right-hand corner of the screen, you see the debit and credit totals.

6. Choose ⬛ *Simulate*.

The *Document Overview* screen appears. The document is displayed.

The document appears as follows:

- Debit: Account 113150 (Dbank USD account) 20,000.00 USD

- Credit: Account 113100 (Dte bank, domestic)   20,000.00 USD

7. Choose 💾.

The system informs you that the document has been posted in the company code. Make a note of the document number.

8. Choose 🔙 until the overview tree appears.

9. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → General Ledger → Document → Display*
Transaction	FB03

10. In the *Display Document: Initial Screen*, enter the following data:

Field	Data
Document number	Document number from step 6
Company code (defaulted)	1000 (IDES AG Frankfurt)
Fiscal year	2000

11. Choose ✅.

The document overview appears.

12. Select 🗐*Choose.*

13. In the *Display Variant: Choose* dialog box, choose the variant 1SAP (amount in document and local currencies) by positioning the cursor on the variant.

The amounts are now displayed in the local currency DEM as well.

14. Choose 🔙 until the overview tree appears.

Foreign Currency Valuations of Accounts: Entering Exchange Rates

Use

You want to valuate the balances at the end of the month. Since the DEM/USD exchange rates have changed, you need to enter these changes in the system. There is a table which can be accessed from every FI application component using the same menu path. You access this table in order to enter the new exchange rate at the end of the month.

Procedure

1. Call up the transaction as follows:

Menu Path	Accounting → Financial Accounting → General Ledger → Environment → Current settings → Enter exchange rates
Transaction Code	OB08

In the *Change View "Currency Exchange Rates": Overview* screen, a table is displayed. The exchange rates are arranged based on exchange rate types. Generally, the amounts posted in foreign currencies are translated using exchange rate type M (standard translation at the average rate) to the local currency in our IDES model.

You can find more information about exchange rate types under ⓘ [Page 355].

2. Choose 🖳 *Position*...

3. In the *Another entry* dialog box, enter the following data and then choose ✔.

Field	Data
Exch. rate type	M
From currency	DEM
To currency	USD

The top line in the screen in now positioned on the DEM/USD exchange rates.

4. Select the last valid exchange rate and choose 📄.

5. In the change View "Currency Exchange Rates": Overview of Selected Set" screen, make the following entries:

Field	Data
Valid from	Last day of the current month
Dir. quote	Enter a higher exchange rate than the previously valid rate

💡

If for example, the exchange rate from DEM to USD was 0.60000, enter a new rate of 0.61000. During the valuation, the system will determined that the balance in the foreign currency account has a lower DEM value at the month's end than it did at the time of the transaction.

6. Choose ![check icon].

7. Choose ![save icon].

   ![light bulb icon]

   If the request management is activated in your system, a prompt for customizing request appears in which you are prompted to enter the change request number for the table change. If so, complete steps 8 through 11. Otherwise, proceed to step 12 of this process.

8. Choose ![new icon].

9. In the *Create request* dialog box, enter the text *exchange rate*.

10. Choose ![save icon].

    This returns you to the *Prompt for customizing request* dialog box.

11. Choose ![green check icon].

    Your change is now saved in the system.

12. Choose ![back icon] until the overview tree appears.

Foreign Currency Valuation of Balances: Performing Valuations

Use

It is now the end of the month. You want to valuate the balances of the model company in a foreign currency and if necessary post the profit or loss from the valuation to the profit and loss statement.

For this reason, there is a report in the system for performing the valuation and automatically making the necessary adjustment postings.

Procedure

1. Call up the transaction as follows:

Menu Path	Accounting → Financial Accounting → General Ledger → Periodic Processing → Closing → Valuate → Foreign currency valuation of inventory
Transaction Code	F0.06

2. In the *Valuate G/L Accounts Kept in Foreign Currency at Key Date* screen, make the following entries:

Field	Europe
Company code	1000
Key date	The last day of the current month
Valuation in curr.type	10
Method	DEMO
Create batch input session	Select
Batch input session name	Your user name or other identification
Posting date	The last day of the current month
Document date	The last day of the current month
Posting period	Current period

The method DEMO describes a method for valuating balances in foreign currencies. We have defined various methods in the IDES System. The DEMO method uses the lowest value principle [Page 356] for valuation. The valuation difference is only output with this valuation method, if it represents an expense (that is, a loss from the exchange rate difference).

If you want to run a valuation without making any postings, select *the Batch input session not desired* field.

3. Choose ⏱. The *Valuate G/L Accounts Kept in Foreign Currency at Key Date* screen appears.

   The system outputs a log with the valuation of the accounts per business area. You should see a valuation difference for business area 9900. No postings have been created.

   💡

   If you enter an exchange rate that is lower than the previous rate, the system does not calculate a difference. In this case, the valuation would calculate a profit instead of a loss for the exchange rate difference. Since you are using the lower value principle, no profit may be posted.

4. Choose *List → Print*.

5. In the *Print Screen List* screen, enter the following data:

Field	Data
Output device	The printer connected to your computer
Print immediately	Select
Delete after output	Select
New spool request	Do not select

6. Choose *Continue*.

   The log is sent to your printer for printing.

7. Choose ⬅ until the overview tree appears.

Foreign Currency Valuation: Batch Input Sessions & Doc. Display

Use

If losses were determined from exchange rate differences, the postings are saved in a <u>batch input session [Page 357]</u>. You are to now to post the differences using this session.

Procedure

1. Call up the transaction using the menu path as follows:

Menu Path	Choose *System* → *Services* → *Batch Input* → *Sessions*
Transaction Code	SM35

2. In the *Batch Input: Session Overview* screen, enter the following data:

Field	Data
Session name	Name of your batch input session

If you cannot remember the name, enter a star in the session name field and choose 🗸.

3. Choose 🗸.

4. Select your batch input session in the *Batch Input: Session Overview* screen.

5. Choose 🕐 *Process*.

6. In the *Process Session XXXX* dialog box, select *Display error only*.

7. Choose *Process*.

   The runtime of the session depends on the number of postings to be made.

8. An Information dialog box appears, noting that the batch input processing is complete. Choose ✔*Exit.*

   The documents needed have been created. You can now display them.

9. Call up the transaction as follows:

Menu Path	From the General Ledger node, choose *Account* → *Display balances*
Transaction Code	FS10N

10. In the *G/L Account Balance Display* screen, enter the following data:

Field	Data
Account number	113150
Company code	1000
Fiscal year	1999

11. Choose 🕐.

12. In *the G/L Account Balance Display* screen, choose ![icon]*Document currency.* To display the balances in USD, select USD in the dialog box.

    The system lists the monthly debit and credit balances of the foreign currency account in the *G/L Account Balance Display: Foreign Currency* screen.

13. Display the line items of the current period (or for the period in which the valuation was performed) by double-clicking on the amount of the period in the column Balance.

    In the G/L Account Line Item Display screen, the system lists the documents that were posted in this period. The amounts are displayed in US dollar. The documents you created have a balance of zero

    The exchange rate differences are posted by business area.

14. Select one of the documents posted for the exchange rate differences. The Display document: Line Item XXX appears, displaying one line of the document.

15. Choose ![icon].

    The document appears as follows:

    - Debit: Account 230000 (foreign currency rev)   0.00 USD

    - Credit: Account 113150 (Dbank USD account)   0.00 USD

16. Select ![icon]*Choose.*

    Select variant 1SAP to display the amounts in document and local currencies. The amounts are displayed in DEM as well. The DEM balance of the foreign currency account has be adjusted based on the exchange rate difference.

17. Choose ![icon] until the overview tree appears.

GR/IR Clearing Account Analysis: Entering Material Orders

Use

As an additional closing procedure, you need to analyze the invoices received and the goods received.

You can find more information about this analysis under ⓘ [Page 358].

In this process, you create an order in Materials Management for a purchase from a know supplier of the IDES Company. You will then enter the goods receipt. We will assume that no invoice has yet been received for the delivery at the time you create financial statements. For this reason, an adjustment is calculated during the analysis of the GR/IR clearing account for the amount not yet delivered and then posted.

Procedure

1. Call up the transaction as follows:

Menu Path	*Logistic → Materials Management → Purchasing → Purchase Order → Create*
Transaction Code	ME21N

2. Select *Supplier/warehouse known*.

3. In the *Create Purchase Order* screen, enter the following data:

Field	Data
🛒	Standard purchase order
Vendor	1006
Document date	Today's date

4. Choose 🗸.

5. If required, you can expand the item data area, by choosing 🗂 *Header.*

6. On the *Org. Data* tab of the header data area, use the F4 input help to enter the following data:

Field	Data
Purchasing org.	1000
Purchasing group	001
Company code	1000

7. Choose 🗸.

8. If required, you can expand the item data area, by choosing 🗂 *Header.*

9. Enter the following data:

Field	Data
Material	v10
PO quantity	1000
Net price	100
Delivery date	Today's date plus 20 days
Plant	1000
Storage location	0001

10. Choose 🗸.

11. Choose 🖫.

⚠

The system confirms the posting and assigns a purchase order document number. Note this number for future reference.

12. Choose ↺ until the overview tree appears.

GR/IR Clearing Account Analysis: Entering a Goods Receipt

1. Call up the transaction as follows:

Menu Path	From the *Purchasing* node, choose *Purchase Order* → *Follow-on functions* → *Goods Receipt*.
Transaction Code	MB01;MB03;FB03

2. In the *Goods Receipt for Purchase Order: Initial Screen*, enter the following data:

Field	Data
Document date	Today's date
Movement type	101
Purchase order	Purchase order number from the previous activity
Plant	1000
Storage location	0001

3. Choose 🗸.

    The items for this purchase order appear in *the Goods Receipt for PO: Selection Screen XXXX / XXXX*. In this example, there is only one item for the purchase order number. If the quantity delivered does not match the quantity ordered, the value in the quantity field has to be adjusted accordingly (purchase order amount from the previous step).

4. Choose *Adopt + Details*.

    The data from the purchase order item are transferred to the goods receipt.

5. In the *Goods Receipt for Purchase Order: New Item XXXX*, choose 🖫.

    The document number appears in the status bar. Make a note of the document number.

6. In the Goods Receipt for Purchase Order: Initial Screen, choose *Goods receipt* → *Display*.

7. Enter the following data:

Field	Data
Material doc.	Document number from step 6
Mat. doc. year	2000

8. Choose 🗸. The *Display Material Document XXXX: Overview* screen appears.

9. Choose *Accounting docs...* to see the accounting document.

10. In the *List of Documents in Accounting* dialog box, choose *Accounting document*.

    The document appears as follows:

- Debit: Account 300000 (Inventory: Raw materials)

- Credit: Account 191100 (Goods recvd / Invoice recvd)

This document is an open item that is only cleared once the invoice for the order has been received.

In this example, we will not enter an invoice received. Because of this, you have to make an adjustment posting for the quantity received that has not yet been billed.

11. Choose until the overview tree appears.

GR/IR Clearing Account Analysis: Running the Program

Use

In this process, you determine whether all invoices for goods received have been posted as well as the goods receipt. For goods received that have not yet been billed and vice versa, adjustment postings are made in a batch input session [Page 357].

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → General Ledger → Periodic Processing → Closing → Regroup → GR/IR Clearing*
Transaction Code	F0.19

2. In the *Analyze GR/IR Clearing Accounts and Display Acquisition Tax* screen, make the following entries:

Field	Europe
G/L account	191100 to 191199
Company code	1000
Key date	Last day of current period
GR/IR clearing	Select
"Postings" tab page	
Creating postings	Select
Name of batch input session	Your user name or other identification
Posting date	Last day of current period
Reverse posting date	First day of next period
Document type	C1

In our example, you only need to make adjustment postings for account 191100 (GR/IR clearing account - External orders). However, you selected a range of G/L accounts. This is a standard selection, which contains account 191100. Leave the settings as entered.

3. Choose 🕓.

After a few minutes you receive a list of adjustment postings that need to be made. The postings have not yet been made.

The open items are sorted by vendor. Each line contains the transaction key in the first column. To the right of this is a document number that identifies the goods receipt (GR) or the invoice receipt (IR).

For the purchase order you created, you have posted a goods receipt that can be seen in this list.

4. Choose *List → Print*.

5. Enter the following data:

Field	Data
Output device	a printer connected to your computer
Print immediately	Select
Delete after output	Select
New spool request	Do not select

6. Choose *Continue*.

The log is sent to your printer for printing.

7. Choose ![icon] until the overview tree appears.

GR/IR Clearing Acct Analysis: Batch Input Sessions & Doc.Display

Use

The adjustment postings were saved in a batch input session during the last process. You will now post the documents in the batch input session and then display these documents.

Procedure

1. Call up the transaction using the menu path as follows:

Menu Path	Choose *System → Services → Batch Input → Sessions*
Transaction Code	SM35

2. In the *Batch Input: Session Overview* screen, make the following settings:

Field	Data
Session name	Name of your batch input session

3. If you cannot remember the name, enter a star in the session name field and choose ✅.

4. Choose ✅.

5. Select your batch input session in the *Batch Input: Session Overview* screen.

6. Choose 🕐 *Process*.

7. In the *Process Session XXXX* dialog box, select *Display errors only*.

8. Choose *Process*.

   The runtime of the session depends on the number of postings to be made.

9. An Information dialog box appears, noting that the batch input processing is complete. Choose ✔*Exit.*

   The documents needed have been created. You can now display them.

10. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → General Ledger → Document → Display*
Transaction Code	FB03

11. The *Display Document: Initial Screen* appears.

12. Choose 🔲 List.

13. In the *Document List* screen, enter the following data:

Field	Data
Company code	1000
Fiscal year	Current fiscal year

Document type	C1
Entry date	Today's date
Own documents only	Select

With this selection you ensure that only documents with document type C1 (closing: GR/IR accounts) that you created today are displayed.

14. Choose 🕗.

   The number of documents in the list depends on the number of invoices and good receipts that have no been cleared against each other in the GR/IR clearing accounts.

15. Select a document and choose 🖼.

   In the case of a delivery that has not been billed, the posting is as follows:

   - Debit: Account 191102 (GR/IR: unbilled deliveries)

   - Credit: Account 191199 (GR/IR: Acquired externally)

   In the case of a bill for which goods have not yet been received, the posting is as follows:

   - Debit: Account 191199 (GR/IR: Acquired externally)

   - Credit: Account 191101 (GR/IR: deliveries outstanding)

   Adjustment postings are made to the accounts 191101 and 191102.

   In financial statement version INT (using for reporting in company code 1000), accounts 191101 (other assets) and 191102 (other accrued liabilities) are assigned to lines in the balance sheet. Accounts 191100 and 191199 are in the notes to the financial statement.

16. To display other documents, choose 🔙, until you are back at the *List documents* screen, where you can select a different document.

17. Choose 🔙 until the overview tree appears.

Automatic Clearing of GR/IR Clearing Accounts

Use

Independent of the GR/IR clearing account analysis, you also need to clear these accounts. A program automatically clears goods received against the invoices received if the information matches.

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → General Ledger → Periodic processing → Automatic clearing*
Transaction Code	F.13

2. In the *Automatic Clearing* screen, enter the following data.

Field	Data
Company code	1000
Fiscal year	Current fiscal year
GR/IR account special process	Select
G/L accounts	Select
G/L accounts	191100 to 191199
Clearing date	Last day of current period
Test run	Select
Detail list with error log	Select

Run the process in test mode only. This allows you and other users of the IDES System to repeat this process.

3. Choose 🕒.

The log list the goods receipts and the invoices received that belong to the same transaction. Each item of a good receipt document is assigned to the corresponding item of the invoice received document.

Since internal financial statements can be created for the business area level, the cleared items are listed according to business area.

Should the system output a blank log or a log that only lists open transactions, the GR/IR clearing accounts were previously cleared.

In this case, you can create a new purchase order, the corresponding goods receipt and invoice receipt and restart the program for automatic clearing. The process Invoicing from Materials Management (MM) [Page 31] describes the procedure.

If you then start the program, you will determine that the goods receipt document has been cleared with the invoice receipt document.

4. Choose ↩ until the overview tree appears.

Compact Document Journal

Use

Once you have completed the closing postings, you have a selection of reports for documenting the documents created during the period. In this section, you run the compact document journal.

The compact document journal provides you with a complete list of all FI documents of the period selected. For completeness, we recommend you include the parked documents as well, since parked documents obtain their final document number when they are parked and their exclusion would mean that these numbers would be missing from the document journal if not included.

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → General Ledger → Periodic Processing → Closing → Report → General ledger reports → Document → General → Compact document journal → Compact document journal*
Transaction Code	SART

2. In the *Compact Document Journal* screen, enter the following data:

Field	Data
Company code	1000
Fiscal year	Current fiscal year
Posting date	From the first day to the last day of the current period
Standard documents	Select
Parked documents	Select

3. Choose ⏱.

    The compact document journal contains the G/L documents including parked documents.

    First, the documents that were created in Financial Accounting are listed. In the second section, the documents from logistical processes are displayed such as good receipt / deliveries (document type WL), goods issue (WA), or good receipt (WE).

    💡

    One month is the recommended period for the compact document journal. If you run the program for a different month, replace the default value with the period you desire.

4. Choose ↩ until the overview tree appears.

Account Update: Compilation of G/L Account Postings

Use

An additional step is calling up the general ledger from the document file. This report documents the G/L account postings in the form of the general ledger. For every G/L account, all posting documents in a selected period are displayed as well as how the debit and credit balances were created.

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → General Ledger → Periodic Processing → Closing → Document → Balance audit trail → All accounts → General ledger from the document file*
Transaction Code	S_P99_41000327

2. In the *General Ledger from Document File* screen, make the following entries:

Field	Data
Company code	1000
Fiscal year	Current fiscal year
Posting date	Last day of current period

So that the report is not to long, we set the time period to the last day of the period in which the closing postings for this scenario were created.

To further limit your selection, you can make entries in the further selections section.

To do so, choose *Edit → Dynamic selections* and in the *General Ledger from the Document File* screen, enter your user name in the *User name* field. Choose 💾. You see that a selection criteria is active.

3. Choose 🕓.

You obtain an account sheet for the selected period in the form of a list.

In a productive system, a different procedure is used for the monthly closing to form an account sheet that successively builds on itself over the entire fiscal year. In this case, a compilation of the data is made each month for the posting period that is closed (similar to the list in the example). The summarized information is not merely a monthly list but it combined with the data extracted in previous runs in the fiscal year. The result is a new statement that contains all the data of the current fiscal year up to the end of the last closed posting period. At the end of the fiscal year, the account sheet can be created by pushing a button.

You can find more information about this in the program documentation.

Account Update: Compilation of G/L Account Postings

4. Choose 🖳.

5. On the *Print Screen List* screen, enter the following data:

Field	Data
Output device	The printer connected to your computer
Print immediately	Select
Delete after output	Select
New spool request	Do not select

6. Choose *Continue*.

> The log is sent to your printer for printing.

> One page is printed out for every G/L account containing at least one transaction in the period selected. It contains a list of the documents created and an overview of the debit and credit balances with information about the balance carried forward and the new balance of the G/L account.

7. Choose 🔄 until the overview tree appears.

Creating Business Reports

Choose ⓘ [Page 359] for additional information on creating business reports.

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → General Ledger → Information system → General ledger reports → Balance Sheet /Profit and Loss / Cash Flow → General → Actual/Actual comparisons → Balance sheet/Profit and Loss*
Transaction Code	S_ALR_87012284

2. Enter the following data in the *Balance Sheet/P+L* screen:

Field	Data
Chart of accounts	INT
Company code	1000
Further selections tab control	
Financial statement version	INT
Reporting year	Current fiscal year
Reporting periods	From the first period to the current period
Comparison year	Last fiscal year
Comparison period	From the first period to the current period
Output control tab page	
Company code summarization	1
Business area summarization	3
Comparison type	1
Scaling	0/0
Special evaluations tab page	
Balance sheet type	1
Key date for translation	Last day of current period
Exchange rate type for translation	M

With this selection criteria, you create a balance sheet and profit and loss statement cumulated since the beginning of the year. The balances are totaled per G/L account and output using business areas.

3. Choose 🕐.

4. Choose 🖥.

5. Enter the following data in the *Print Screen List* screen:

Field	Data

Creating Business Reports

Output device	The printer connected to your computer
Print immediately	Select
Delete after output	Select
New spool request	Do not select

6. Choose *Continue*.

        The reports are sent to your printer for printing.

7. Remain on this screen.

Sending Business Reports

Use

You want to send the report to your manager. You can do this using the SAP R/3 System.

:

> You can use the process described here for any type of list and log that you want to send via e-mail.

Procedure

1. In the *Balance Sheet/P+L* screen, choose *List → Save/Send → Office*.

In the *Create Document and Send* screen, enter the name of the person in the *Recipient* field.

> To simplify this step, we suggest you enter yourself as the recipient. You have to spell the name out (no search using *).

2. Enter a short message in the text editor screen.

   You can attach this mail to a document In this manner, you can, for example, include an evaluation of the figures or additional information.

3. On the attachments tab card, you see the type and description of the attachment.

4. Choose .

   The *Open* dialog box appears.

5. In this dialog box, you specify where the file to be attached is stored on your computer.

6. Once you have found the file, choose is with a double click.

   It will take a few seconds for the system to import the file into your e-mail.

7. In the *Create Document and Send* screen, choose .

   The e-mail is sent to you.

8. Choose until the overview tree appears.

Receiving Closing Reports

Use

In this activity, the recipient, in this case you, looks in his/her inbox and opens the e-mail received.

This description is also valid for other messages and documents received in the SAP R/3 System.

Procedure

1. Call up the transaction as follows:

Menu Path	Menu → Workplace → Inbox → Unviewed documents
Transaction Code	SBWP

2. In the *Business Workplace of XXXX* (your name) screen, double-click on the mail *Balance Sheet/P+L*.

   The message, which contains various documents sent in the previous step, is displayed.

3. Choose the *Balance Sheet/P+L* document using a double-click.

   The list is displayed. The structure is the same as it was when you sent it.

4. Choose ⟳ until the overview tree appears.

Additional Information on Exchange Rate Types

Exchange rate types 1001 to 2014 are used in the consolidation examples.

Lowest Value Principle

A valuation using the lowest value principle means that the valuation is only completed if the valuation difference between the local currency amount and the amount in another currency is negative, that is, a loss is realized.

Batch Input Session

A batch input session is a group of transactions that obtain user data via a program.

This transactions, which contain data, are saved as a stack in a batch input session. This session can then be run at a later time in the online system. Changes are made to the database when the session is ran.

With this procedure, large amounts of data can be entered into the SAP System in a short period of time.

Additional Analysis Information

The purpose of the analysis is to determine prior to the creation of financial statements, whether quantities were delivered but not yet billed (no vendor invoice) at the key date, or whether invoices were entered for goods not yet received.

If invoices and/or deliveries exist, which cannot be assigned to each other, an adjustment posting has to be made. An SAP R/3 program makes the analysis. If the open items per order number and item do not balance to zero, the adjustment postings are made for these items in a batch input session.

Additional Information on Creating Business Reports

In this example, you create a balance sheet and profit and loss statement in a list form. This means that you cannot access additional analyses from these reports.

In the G/L Account Information System - Germany [Page 272], we explain how to create a drilldown report for the balance sheet and profit and loss statement. From these reports, you can access other reports as well as the line items.

■ The Cash Journal

Purpose

The cash journal is used as a subsidiary ledger in Bank Accounting to manage cash transactions within the organization. It can be used independently of other posting transactions. The opening and closing balances, as well as the cash receipts and expenditures, are automatically recorded and displayed. Multiple cash journals can exist within each company code.

You can find more information about this process under [i] [Page 373].

Prerequisites

The cash journal, and the relevant business transactions, have been defined in Customizing for Bank Accounting.

You can find the data for this process under [?] [Page 374].

Process Flow

1. Posting the Customer Invoice [Page 361]

2. Entering the Cash Receipts [Page 363]

3. Manually Clearing the Customer Accounts [Page 366]

4. Entering the Cash Expenditures [Page 367]

5. Printing the Cash Journal [Page 370]

Posting the Customer Invoice

Usage

In this process step, you post an open item for either customer 1175 in Germany or customer 3350 in North America. The customer is to pay the invoice in cash. You then enter the payment in the cash journal.

You post the invoice directly in Financial Accounting, there is no integration with the Sales and Distribution application. This makes it easier to post backdated invoices.

Prerequisites

Tax code AN (16%) is automatically defaulted for company code 1000 and S1 for company code 3000. We have also created a screen variant with a business area to be used as a work template. The ready-for-input columns are the G/L account, the posting key, the amount, the amount currency, and the business area.

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Accounts Receivable → Document Entry → Invoice*
Transaction	FB70

   If the *Set Company Code* dialog box appears, enter 1000 (Germany) or 3000 (North America) then choose ✔.

2. If the structure tree has not been activated, choose 🔲 *Tree on*, then double-click on the screen variant *With business area.*

3. On the *Basic Data* tab, enter the following data:

Field	Europe	North America
Customer	1000	3350
Invoice date	Today's date	Today's date
Posting date	Today's date	Today's date
Amount	1,000 (gross amount, including sales tax)	1,000 (gross amount, including sales tax)
Currency key	DEM	USD
Calculate tax	Select	Select

Posting the Customer Invoice

Tax code (defaulted)	AN	S1
G/L account	800200	800200
D/C	Credit	Credit
Document currency amount	1,000	1,000
Business area	1000	1000

4. To simplify this process, we have not defined a cost element for account 800200, which means that you do not need to assign a CO object, for example, an order number. The system does not, therefore, transfer the data to Profit Center Accounting.

5. Choose .

   The system displays the address of the customer. If you wanted to display the open items for this customer or the bank details, you could choose *OIs* or *Bank Details*.

6. Choose *Simulate*.

   On the *Document Overview* screen, you can see your posting with the document items.

7. Choose .

   Make a note of the document number, as you will need this to clear the customer account.

8. Choose until the overview tree appears.

Entering the Cash Receipts

Usage

In this process step, the customer pays the invoice in cash. The amount is posted directly to the cash journal. You also enter a cash transfer from the bank. The cash journal entries are only posted to the general ledger when you have posted the saved amounts.

Prerequisites

We have defined bank clearing account 113130 for the cash transfer from the bank.

Procedure

9. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → General Ledger → Document Entry → Cash Journal Posting*
Transaction	FBCJ

   The *Cash Journal* screen appears.

10. Choose 🔁 *Change cash journal*. Enter either company code 1000 with cash journal 0001 for Germany, or company code 3000 with cash journal 0003 for North America.

11. Enter the following data:

Field	Europe	North America
Data Selection		
Display period	Today	Today
Cash journal (defaulted)	Petty cash (cash journal)	Petty cash (cash journal)
Company code	IDES AG	IDES US INC
Balance display for display period		
Opening balance (defaulted)	1000	1000

   ▪●≫

   The opening balance can vary, if cash receipts or cash payments have already occurred. If no opening balance is displayed, change the display period to *This week* or *Current period*.

12. Choose the *Receipts* tab page, then enter the following data:

   ▪●≫

   After each business transaction, choose ✔.

Field	Europe	North America

Entering the Cash Receipts

1st Business transaction (use the F4 input help)	Payment from customer	Payment from customer
Amount	1000	1000
Customer	1000	3350
Recpt Recipient	Customer name	Customer name
Text	Any text	Any text
2. Business transaction (use the F4 input help)	Cash transfer from the bank	Cash transfer from the bank
Amount	for example, 5000	for example, 5000
Text	Any text	Any text

13. Choose ✅.

    The journal status displays a red traffic light, which means that the cash journal entry has only been entered in the system.

14. Choose 💾 *Save*.

    The cash journal entries have now been saved locally and the balances recorded. The system automatically assigns document numbers to the business transactions.

    ⏩

    If required, you could still delete the saved entries if the corresponding receipt has not yet been printed. If you wanted to do this, you would select your business transaction, then choose 🔲.

15. Select the business transaction *Payment from customer*, then choose 🖨 *Print cash journal*.

    You see the print preview of the acknowledgement of receipt.

16. Choose 🔙.

    ⏩

    The cash journal entries have still not been updated to the general ledger. This means that no FI follow-on documents exist yet.

17. Choose 💾 *Post*.

    ⏩

    In the Document status column you can see the status of the cash journal entry: red (entries have been entered), yellow (entries have been saved), green (entries have been saved and posted to the general ledger).

18. Select one of the business transactions, then choose *FI follow-on docs*.

19. In the *List of Documents in Accounting* dialog box, choose *Accounting document*.

    The document overview appears.

20. Choose 🔙 until the overview tree appears.

Result

You have entered the cash receipts in the cash journal, and entered the postings to the G/L and customer accounts. In the balance display for the display period, you can see the number of receipts. The total receipts has been increased by the posted amounts.

Manually Clearing the Customer Accounts

Usage

In this process step, you clear the customer account because the customer has paid in cash.

Procedure

21. Call up the transaction as follows:

Menu Path	Accounting → Financial Accounting → Accounts Receivable → Account → Clear
Transaction	F-32

The *Clear Customer: Header Data* screen appears.

22. Enter the following data:

Field	Europe	North America
Account	1000	3350
Company code	1000	3000
Clearing date	Today's date	Today's date
Currency	DEM	USD
Open item selection		
Normal OI	Select	Select
Additional selections		
Document number	Select	Select

23. Choose ☑.

24. On the *Clear Customer: Enter Selection Criteria* screen, enter your document number.

25. Choose *Process open items.*

26. Position your cursor on the gross amount, then choose ☷ *Items (Deactivate Items)*.

27. The amounts have now been assigned.

28. Choose 🖫.

29. Choose ⟲ until the overview tree appears.

Result

The customer account has now been cleared.

Entering the Cash Payments

Usage

You now make a cash purchase of office materials, and transfer some of the cash to the bank. The cash journal entries are only posted to the general ledger when you have posted the saved amounts.

Prerequisites

For the cash purchase we use account 476000, which requires a cost accounting assignment, and for the cash transfer to the bank, we use the bank clearing account 113131.

Procedure

30. Call up the transaction as follows:

Menu Path	Accounting → Financial Accounting → General Ledger → Document Entry → Cash Journal Posting
Transaction	FBCJ

The *Cash Journal* screen appears.

31. Choose 🔀 *Change cash journal*. Enter either company code 1000 with cash journal 0001 for Germany, or company code 3000 with cash journal 0003 for North America.

32. Enter the following data:

Field	Europe	North America
Data Selection		
Display period	Today	Today
Cash journal (defaulted)	Petty cash (cash journal)	Petty cash (cash journal)
Company code	IDES AG	IDES US INC

➡

The opening balance can vary, if cash receipts or cash payments have already occurred. If no opening balance is displayed, change the display period to *This week* or *Current period*.

33. Choose the *Payments* tab page, then enter the following data:

➡

After each business transaction, choose ✅ .

Field	Europe	North America
1st Business transaction (use the F4 input help)	Cash purchase of office materials	Cash purchase of office materials

Entering the Cash Payments

Amount	1000	1000
Recpt Recipient	IDES AG	IDES US INC
Text	Any text	Any text
Cost center	1000	1000
2nd Business transaction (use the F4 input help)	Cash transfer to the bank	Cash transfer to the bank
Amount	for example, 2,000	for example, 2,000
Text	Any text	Any text

34. Select the business transaction *Cash purchase of office materials*, then choose 🗔 to copy the business transaction.

35. Choose 🗸.

36. Choose 🖋 *Save*.

> The cash journal entries have now been saved locally and the balances recorded. The system automatically assigns document numbers to the business transactions.
>
> ▪●≫
>
> You can still delete the saved entries if the corresponding receipt has not yet been printed. If you wanted to do this, you would select your business transaction, then choose 🗐.

37. Select the business transaction *Cash Purchase of Office Materials*, then choose 🖶 *Print receipt*.

> You see the print preview of the acknowledgement of receipt.

38. Choose ↺.

> ▪●≫
>
> The cash journal entries have still not been updated to the general ledger. This means that no FI follow-on documents exist yet.

39. Choose 🖫 *Post*.

> ▪●≫
>
> In the Document status column you can see the status of the cash journal entry: red (entries have been entered), yellow (entries have been saved), green (entries have been saved and posted to the general ledger).

40. Select the business transaction *Cash Purchase of Office Materials*, then choose *FI follow-on documents*.

41. In the *List of Documents in Accounting* dialog box, choose *Accounting document*.

> The document overview appears.

42. Choose ↺.

43. Remain on the *Cash Journal* screen.

Result

You have entered the cash payments in the cash journal, and entered the postings to the G/L and customer accounts. In the balance display for the display period, you can see the number of receipts. The total payments has been increased by the posted amounts.

Printing the Cash Journal

Usage

You now print all of the cash journal entries for the selected period.

Prerequisites

In Customizing, we have stored printing program RFCASH00 for the cash journal.

Procedure

44. Choose 🖨*Print cash journal*.

    On the *Cash Journal* screen, you can see your posted incoming and outgoing payments.

45. Choose 🖨.

46. Enter the following data:

Field	Data
Output device	Your printer
Spool control	
Print immediately	Select
Delete after print	Select

47. Choose *Continue*.

    The system informs you that your spool request has been sent to the printer.

48. Call up the transaction as follows:

Menu Path	*System → Services → Output Controller.*
Transaction	SP01

    The *Output Controller: Spool Request Selection Screen* appears.

49. On the *Spool Requests* tab page, enter the following data:

Field	Data
Created by	Your name
Date created	Today's date

50. Choose 🕐.

    On the *Output Controller: Overview of Spool Requests* screen, you see the status of your request.

51. Select your spool request, then choose 🖨.

52. Choose 🔂 until the request has been processed completely.

53. Choose 🔙 until the overview tree appears.

Additional Process Information

For company code 1000 we have maintained cash journal 0001 with G/L number 100010, and for company code 3000 cash journal 0003 with G/L number 100030.

The following business transactions are possible:

- Cash transfer from the bank

- Cash transfer to the bank

- Cash purchase of office materials

- Cash purchase

- Payment to vendor

- Payment from customer

The cash transfer from the bank or to the bank occurs via bank clearing account 113130/ 113131. The bank clearing accounts are cleared later using the account statements.

For the cash purchase of office materials we post to account 476000, for the cash sale we post to account 800000.

You can print the cash journal. For this purpose, we have set the following print parameters:

- Print program RFCASH00

- Report variant CASHDE with the entries FI_CASH_BB (beginning balance), FI_CASH_EB (closing balance), FI_CASH_CF (Carry forward), FI_CASH_SI (signature).

Data Used During This Process

Field	Europe	North America
Company code	1000 (IDES AG)	3000 (IDES US INC)
Customer	1000	3350
G/L account	800200 (revenue account)	800200 (revenue account)

Special Ledger (FI-SL)

⛁ Settings for Cost-of-Sales Reporting

Purpose

In this process, you learn how to create profit and loss statements using the cost-of-sales method in the Special Purpose Ledger. You were also learn about how data is posted and what prerequisites have to be met for reporting.

If you want to see comprehensive examples of the effects that postings from production, Sales and Distribution, Financial Accounting (FI) and Controlling (CO) have on your profit and loss statement, see the processes *Examples of Postings for Cost of Sales Accounting*. These processes include examples of postings from series production and Sales and Distribution as well as examples from other FI components and Controlling:

-       Posting example for cost-of-sales accounting: repetitive manufacturing

-       Posting example for cost-of-sales accounting: Sales order processing

- Posting example for cost-of-sales accounting: FI/CO

You can find more information about this process under ⓘ [Page 377].

Process Flow

You can find the data for this process under ? [Page 378].

Additional Process Information

With cost of sales accounting, the expenses for completed goods or services provided and subtracted from the sales revenue in order to determine the gross profit. From this total, the expenses that cannot be directly assigned to the revenue are posted to the functional area, such as sales and marketing, administration, or research and development.

This profit and loss statement, which is typical in North America, the indirect expenses and grouped and arranged based on functions. It is not important whether the expenses are for external or internal purposes. In the following example, the items in bold are classified as the functional areas of the IDES System.

- Gross revenue

- Sales deductions

- Net sales revenue

- Direct costs

- Production variances

- Over/under production

- Total CoGS

- Gross profit

- Sales and marketing costs

- Administrative expenses

- Research and development

- Total other expenses

- Net pre-tax profit

Data Used During This Process

Field	Europe	North America
Company code	1000	3000
Period	Current period	Current period
Fiscal year	Current year	Current year
Cost element	474100	474100
Document type	KR	KR
Vendor	1000	3000
Functional area	0100	0100
Functional area	0300	0300
Functional area	0400	0400
Functional area	0500	0500
Substitution rule	ID-COGS	NA-COGS
Ledger	0F	0F
Report Writer Library	0F1	0F1
Report Writer Library	0F-GUV1	0F-GUV1

Defining Functional Areas

Use

The functional area field appears in the documents of the applications FI, CO, Profit Center Accounting (PCA), and Special Purpose Ledger (SL). Combined with the G/L account, the functional area determines the position of the value in the profit and loss statement. Functional areas allow you to create financial statements to meet US GAAP requirements.

In the R/3 System, the G/L account totals records do not contain cost center or other cost element information. Totals records are kept per account (such as salaries). The salaries can appear in the cost of goods sold as labor or for example as sales and marketing expenses. As additional identification at the line item level, the functional area specifies the position to which the salary expenses are posted in the profit and loss statement.

If you post a document, you can enter the functional area in addition to the cost element. The IDES System, however, is set up so that the functional area is entered automatically using substitutions. These substitutions are defined in substitution rules [Page 380].

Procedure

1. Call up the transaction as follows:

Menu Path	*Tools → AcceleratedSAP → Customizing → Edit Project*
Transaction Code	SPRO

2. Choose ☼ *SAP Reference IMG.*

3. Choose *Enterprise Structure → Definition → Financial Accounting →* ⏱*Define Functional Area*.

   In the *Change View "Functional Areas": Overview* screen, the following functional areas, as well as others, have been set up.

Description	Functional area Europe/ North America
Manufacturing	0100
Sales and Marketing	0300
Administration	0400
Research & Development	0500

4. Choose ↩ until the overview tree appears.

Defining Substitution Rules

Use

When you post a document, you do not have to enter the functional area. The system can determined the functional area using substitution rules. If you post the salary of a market researcher, this expense will appear under sales costs in the profit and loss statement. The reason for this is the configuration of a substitution rule that reads the cost element category and derived the functional area for this information.

Two substitution rules are defined in the IDES System: ID-COGS (for Europe) and NA-COGS (for North America).

The deriving of the functional area can be dependent on various parameters such as cost element category, order type, or project number.

You can find additional information about substitutions in the *Substitutions* process.

Procedure

5. Call up the transaction as follows:

Menu Path	*Tools → AcceleratedSAP → Customizing → Edit Project*
Transaction Code	SPRO

6. Choose 🔧 *SAP Reference IMG.*

7. Choose *Financial Accounting → Financial Accounting → Company Code → Cost of Sales Accounting → Set Up Substitution for Cost of Sales Accounting → 🕐Activate Substitution*.

    The following substitutions are displayed: *ID-COGS* is assigned to company code *1000* (Europe) and *NA-COGS* to company code *3000* (North America). Both substitutions are active. This means that every accounting document that results from a business transaction is automatically read. The substitution rule assigned to the company code is then used to derive the functional area.

8. In the *Change View "Substitution in Accounting Documents": Overview* screen, select the following substitution with a double-click.

Field	Europe	North America
Substitution	ID-COGS	NA-COGS

9. In the *Information* dialog box, choose ✔.

    The *Change Substitution: ID-COGS* or *NA-COGS (Header data)* screen appears. You see information about the application area of the substitution (FI) and the callup point when the substitution is executed (cost of sales accounting).

10. Open the *ID-COGS* structure.

    The system displays the steps of the substitution.

Currently, the steps 01, 02, 03 and 04 are completely configured for substitution rule *ID-COGS.* Other steps are included for reserves and clearing accounts.

11. Select the first substitution step (001).

The system displays an overview of the substitution prerequisites.

If you post a document, the system checks whether the prerequisites of the first step are met. If they are met, the functional area is derived. If the prerequisite is not met, the system reads the next substitution step.

12. Call up the following steps in order.

The substitution prerequisites for the European data of the IDES system appear as follows:

Step	Description	Prerequisite (Boolean statement)
001	Functional area 0100 Manufacturing	Functional area 0100 is derived if the following is true: • Cost center element 1 (manufacturing) or 2 (manufacturing services), the order number is statistical or not specified • The internal order is a manufacturing order. • The document is posted to account 893000 (WIP) or 239000 (WIP unrealized costs) • The expense is posted directly to a cost element or customer order (profitability segment)
002	Functional area 0300 Sales and Marketing	Functional area 0300 is derived if the following is true: • Cost center category is 3 (Sales), the order number is statistical or not specified. • The internal order is an internal order for sales
003	Functional area 0400 Administration	Functional area 0400 is derived if the following is true: • Cost center element 4 (administration) or 5 (management), the order number is statistical or not specified • The internal order is an internal order for administration or management

Defining Substitution Rules

004	Functional area 0500 Research & Development	Functional area 0500 is derived if the following is true: • Cost center category is 6 (research and development), the order number is statistical or not specified. • The internal order is an internal order for research and development
005	Functional area 0600 reserves (only for Germany)	Functional area 0600 is derived if the following is true: The document is posted to an account contained in the interval 480000 to 489999

The following is an overview of the substitutions as defined for the North American data in the IDES System.

Step	Description	Prerequisite (Boolean statement)
006	Functional area 0100: Manufacturing	The G/L account is either 893000 or 239000
007	Functional area 0100: Manufacturing	The manufacturing category is 04, 05, 06, 10, 20, 30, 40, or 50
008	Functional area 0100: Manufacturing	Order type is 0200, 0300, 0801, 0850, or 0870
009	Functional area 0100: Manufacturing	The cost center category is 01 or 02 and the order field is empty or contains a statistical order
010	Functional area 0100: Manufacturing	The cost element field contains an entry
011	Functional area 0100: Manufacturing	The customer order field contains an entry
003	Functional area 0300: Sales and Marketing	The order type is 0400 or 0451
005	Functional area 0300: Sales and Marketing	The cost center category is 03 and the order field is empty or contains a statistical order
002	Functional area 0400 Administration	The cost center category is 04 or 05 and the order field is empty or contains a statistical order
013	Functional area 0400 Administration	Order type is 9A00
001	Functional area 0500: Research & Development	The cost center category is 06 and the order field is empty or contains a statistical order
004	Functional area 0500: Research & Development	The order type is 0101 or 0151

012	Various functional areas are derived from WBS elements	This step uses user exit U901 in ABAP program ZGGBS800 to determine which functional area is derived from the WBS elements

13. Choose until the overview tree appears.

Defining the Profit and Loss Statement

Use

In this process, you learn about the report definitions and characteristics that are used for the individual items of the profit and loss statement. If you select the report using the European data, you do not have authorization to change the report definition, since this is a standard SAP report that begins with a zero (0). Since the North American report is simply an IDES copy of the SAP report, it can be changed.

You can not make any changes to the North American report, so that the process and related process function properly. If you want to use the report for other purposes, create a new report by copying one of the aforementioned reports.

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Special Purpose Ledger → Tools → Report Painter → Report → Display*
Transaction Code	GRR3

2. On the *Report Painter: Display Report* screen, enter the following data.

Field	Europe	North America
Library	0F1	0F1
Report	0F-GUV1	0F-GUV1

3. Choose 🐾 *Display*.

   The report structure is displayed.

4. Double click on the sales costs to display the amounts contained in this line.

   In the Element Definition: Sales Costs dialog box, you see that the item has an entry of functional area and account number.

5. Choose *Extras → Overview*.

   The system displays the selected characteristics for each report item in the *Formula Overview* screen. You see the accounts that have been selected.

   ◼●⇒

   In your report, the defined sales revenue is directly transferred to the P&L and not by revenue type. Revenues are not assigned to functional areas.

6. Choose 🔄 until the overview tree appears.

Posting to Functional Areas

Use

In this process, you enter a vendor invoice using an Enjoy transaction. The posting is made in one screen.

The expense is charged to cost center 1000, which is assigned to cost center category 4 for administrative costs. The substitution rule reads the cost element category and automatically inserts functional area 0400 (Administration) as the default value for your document.

This is a simple example that shows how a substitution can determine the functional area when posting a document. If you need the process-oriented examples for cost of sales accounting in which the functional area is not explained, see the processes listed in the introduction.

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Accounts Payable → Document Entry → Invoice*
Transaction	FB60

The *Vendor Invoice Enter* screen appears.

2. Choose *Environment → Set Company Code*. In the dialog box, enter company code 1000 for Europe and 3000 for the North American example. Choose ✔ .

3. Choose 🖧 Work templates and select the creation variant *with cost center.*

4. On the *Basic Data* tab page, enter the following data:

Field	Europe	North America
Vendor	1000	3000
Invoice date	Today's date	Today's date
Posting date	Today's date	Today's date
Amount	100	100
Currency/rate (defaulted)	DEM	USD
Calculate tax	X	X
Tax code (defaulted)	R1	I0
G/L account	474100	474100
D/C (defaulted)	Debit	Debit
Amount	100	100
Tax code	R1	I0
Cost center	1000	1000

Posting to Functional Areas

Account 474100 requires an assignment to a CO object, as it is defined as a cost element. Therefore you require an additional account assignment, in this case cost center 1000.

5. Choose .

The system displays the address of the vendor. You can also view the open items and bank details of the vendor.

6. Choose *Simulate*.

On the *Document Overview* screen, you can see your posting with the document items.

7. Choose .

8. Choose until the overview tree appears.

Creating Profit and Loss Statements in FI-SL

Use

In this process, you create a profit and loss statement for your independent organization. This report uses functional areas to enable cost of sales accounting.

Procedure

1. Call up the transaction as follows:

Menu Path	*IDES → IDES Reports → Financial Accounting → IDES Cost of Sales P&L*
Transaction Code	Y_ID3_68000031

2. In this screen, make the following entries:

Field	Europe	North America
Period from	001	001
Period to	012	012
Fiscal year	Current year	Current year
Company code	1000	3000
Ledger	0F	0F
Version	001	001

3. Choose 🕑.

   The system output a profit and loss statement in summarized form.

4. Choose View → Row hierarchy → Expand all, to drilldown to the cost element level.

5. Remain on this screen.

   ■◆≫

   You can scroll through the individual cost elements. To see the report in compromised form again, choose *View → Row hierarchy → Collapse all*.

6. To check the role of the functional area when creating this report, proceed with the next step.

Drilling Down to Functional Areas from the P&L Statement

Use

In the report created in the process *Creating a P&L Report in FI-SL*, a document was obviously posted to a functional area. In this process, you drilldown in this report to the document level, in order to determine if the functional area was actually entered. You start in the screen in which the P&L statement is output in summarized form.

Procedure

1. In the IDES Cost of Sales P&L: Selection screen, select the line cost element 474100 Travel costs by double-clicking it. It is above the administrative costs.

    A dialog box appears.

2. Select *Period breakdown* and choose ✅.

3. In the Period breakdown: Selection screen, choose the column Act. Lcurr. with a double-click.

    In the Actual line items for table GLFUNCT screen (old, replace: RGUGLFUNCA), you see all items posted for this account. For each item, the functional area is also specified.

4. To display the functional area in the FI-SL document, position your cursor on the line.

5. Choose FI-SL document.

    In the Display FI-SL local actual documents screen, you see the document number in the reference field of the previously posted document.

6. Choose ⟳ until you arrive at the *Actual Line items for table GLFUNCT* screen.

7. To display the functional area in the FI original document, position your cursor on the item.

8. Choose 🖼*Document*.

9. In the *Display document: Overview* screen, choose the second line item (expand line) with a double click.

10. In the Display Document: Item xxx screen, choose the More button.

    In the coding block dialog box, the field Funct.area has an entry.

11. Choose ✅.

12. Choose ⟳ until the overview tree appears.

13. In the *Exit Report* dialog box, choose *Yes*.