



THE BEST-RUN E-BUSINESSES RUN SAP



Financial Accounting Course

LearnSAP

5101 Camden Lane, Pearland, TX 77584

Introduction

SAP stands for Systems, Applications and Products in Data Processing. Five German Engineers founded it in 1972. SAP is an ERP software which large organizations use to manage their business. SAP has several modules, each of which represent a business-process. Modules are usually abbreviated for the business process they represent. For instance, HR is Human Resources, FI for Financial Accounting and SD is Sales & Distribution and so on. All together there are some nineteen modules.

These modules are highly integrated in real-time, which means that if information is shared between modules then the data is entered only once. This reduces the chances of error arising from repetitive entry and also reduces the man-hours. Managers and decision makers always have information at their fingertips and this helps then in effective decision making.

SAP has been around for over three decades. Nine out of ten Fortune-500 companies have already implemented SAP (not counting the thousands of to-be Fortune-500 companies that have SAP). There are well over 10 million SAP users worldwide and jobs keep popping up all around the world.

SAP is the leading ERP (Enterprise Resource Planning) software. Because of it's liberal open-architecture, there are millions of programmers working around the world to provide interaction between thousands of major software and SAP.

SAP is usually implemented in phases. The first phase is when organizational structure and accounting components are configured, tested and then taken live. Gradually more modules are turned on.

FI Course

The purpose of this book is to learn step-by-step general configuration methods for the FI module which has always been the backbone of all SAP implementations. The course is built on menu path navigation of the Implementation Guide (IMG) and the application area.

LearnSAP

LearnSAP strives to help students develop SAP skills and knowledge needed to complete in the employment market and adapt to future changes. The training course combines classroom theory of SAP technology with hands-on practice.

LearnSAP strives to evolve with the marketplace, delivering skills-based education that is sensitive to market needs and convenient to students. Our goal is to help people develop into employees who are equipped to meet the challenges of a marketplace where change is the one constant.

Table of Contents

| | |
|---------|---|
| | Preface |
| | Introduction |
| | FI Course |
| | LearnSAP |
| | SAP Logon |
| Step 1 | Reaching Implementation Guide (IMG) |
| Step 2 | Define a Company |
| Step 3 | Define a Company Code |
| Step 4 | Assign Company Code to Company |
| Step 5 | Define Chart of Accounts |
| Step 6 | Assign Company Code to Chart of Accounts |
| Step 7 | Setup Account Groups and their Number Ranges |
| Step 8 | Assign Fiscal Year Variant to Company Code |
| Step 9 | Assign Posting Period Variant to Company Code |
| Step 10 | Document Number Ranges for the Company Code |
| Step 11 | Assign Field Status Variant to Company Code |
| Step 12 | Define Employee Tolerance |
| Step 13 | Define Retained Earnings Account |
| Step 14 | General Ledger Account Introduction |
| Step 15 | Reconciliation Accounts |
| Step 16 | Expense and Revenue GL Accounts |
| Step 17 | GL Postings |
| Step 18 | Display Balance of a GL account |
| Step 19 | Display Line Item |
| Step 20 | Reverse Entries |
| Step 21 | Park Documents in General Ledger |
| Step 22 | Post a Parked transaction |
| Step 23 | Recurring Entries |
| Step 24 | Account Assignment Model |
| Step 25 | Setup tolerance for customers and vendors |
| Step 26 | Customer Account Groups |
| Step 27 | Create number ranges for customer accounts |
| Step 28 | Assign number ranges to customer groups |
| Step 29 | Customer Master Record |
| Step 30 | Create Vendor Groups |
| Step 31 | Create number ranges for vendor accounts |
| Step 32 | Assign number ranges to vendor groups. |
| Step 33 | Create Vendor Master |
| Step 34 | Post a customer invoice |
| Step 35 | Clear open items by incoming payments |
| Step 36 | Post partial payment against an invoice |
| Step 37 | Residual Payment |
| Step 38 | Create underpayment account and Over payment accounts |
| Step 39 | Assign under/over payment account to Process Key ZDI |
| Step 40 | Create cash discount granted account |
| Step 41 | Assign Cash discount granted account to process key ZDI |
| Step 42 | Create Cash Discount take account |
| Step 43 | Assign Cash Discount taken account to process key SKT |
| Step 44 | Payment within tolerance (incoming) |
| Step 45 | Payment within tolerance (outgoing) |
| Step 46 | Payment within tolerance with 3% discount |
| Step 47 | Configure Automatic Payment Program |
| Step 48 | Financial Statement Version |

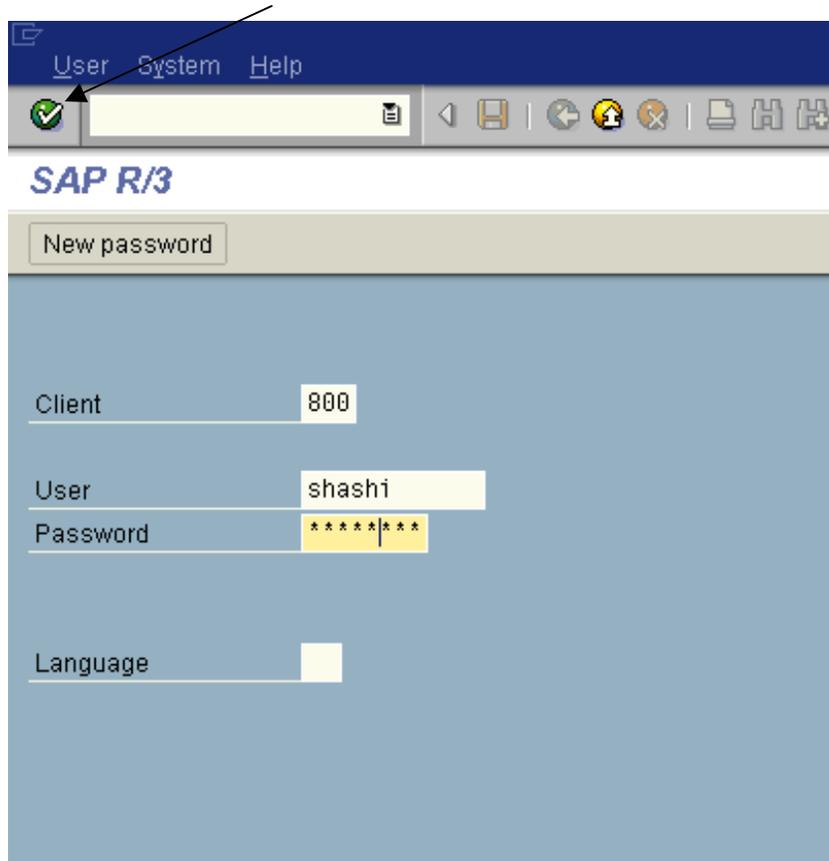
SAP Logon

Client = 800

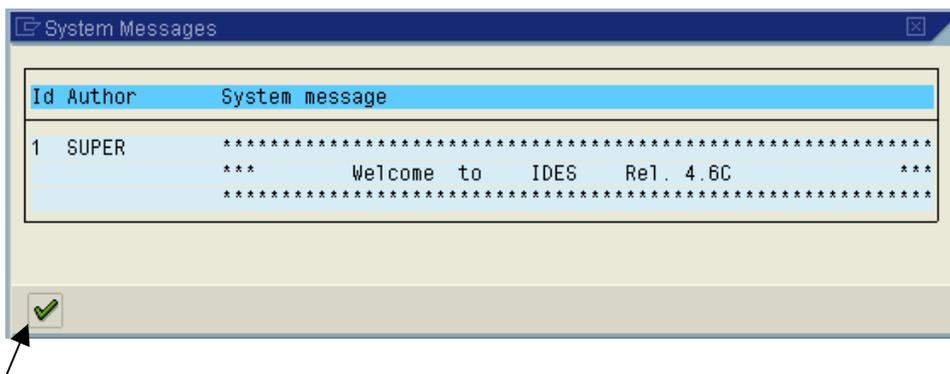
Username = <your user name>

Password = <password>

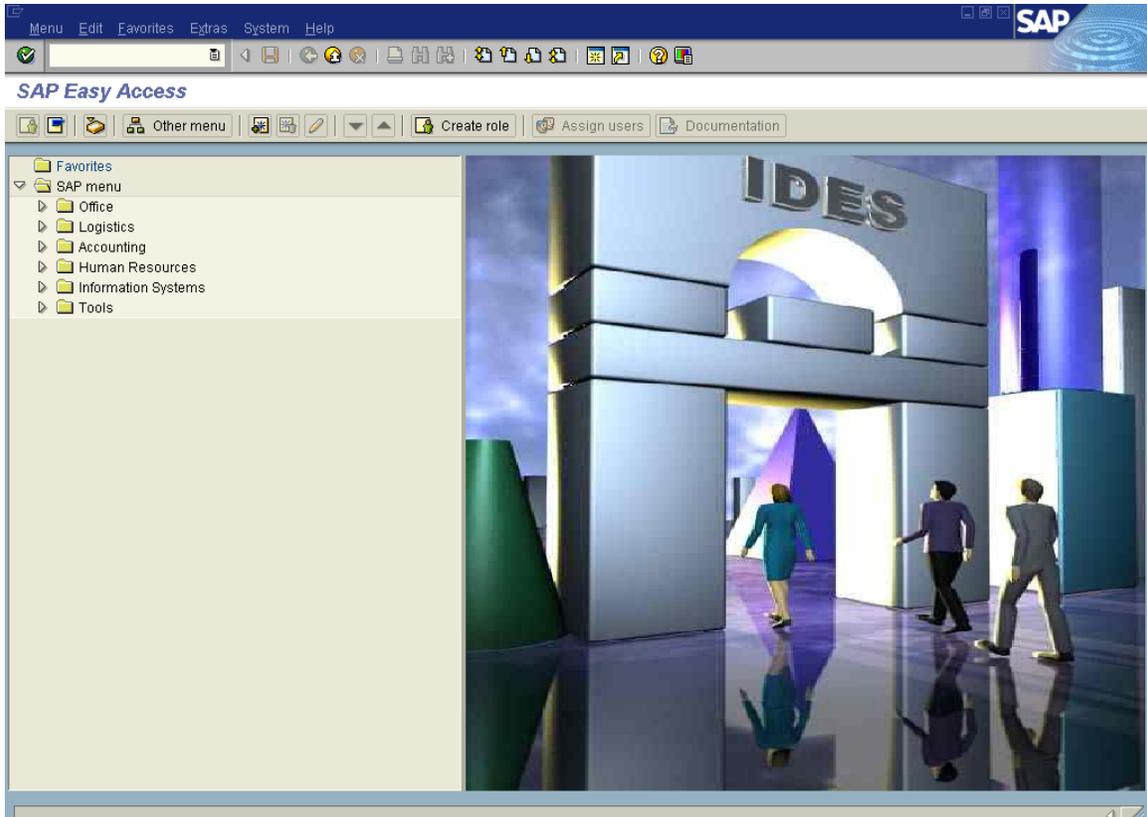
Click on Enter



System Messages pops up, check the enter



You come to the SAP initial screen. You can see the SAP menu divisions of SAP modules, Office, Logistics, Accounting, Human Resources, Information Systems and tools. Each of these modules are further divided into sub-modules and most of the work that we will be doing during the course will be within Accounting or the IMG (Implementation Guide). And within Accounting majority of training will be in Financial Accounting and Controlling.



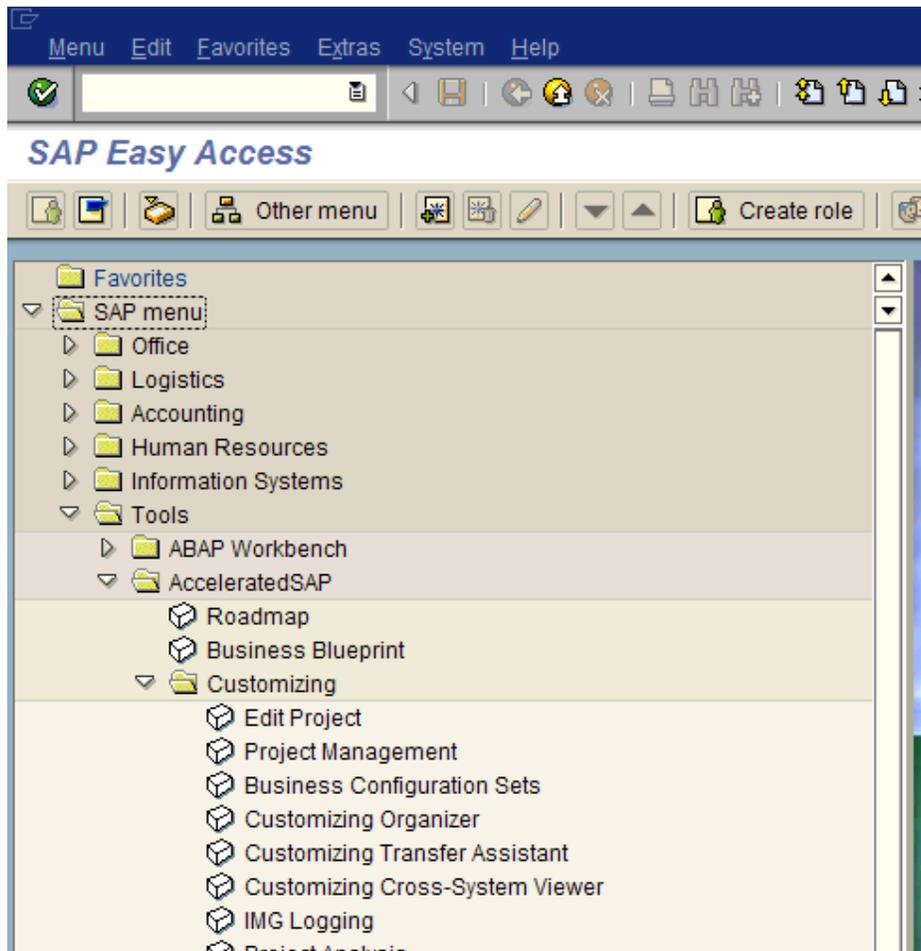
Note that after each step, you can use the Back Button  to quickly return to the IMG menu screen.

Step –1 Reaching the IMG

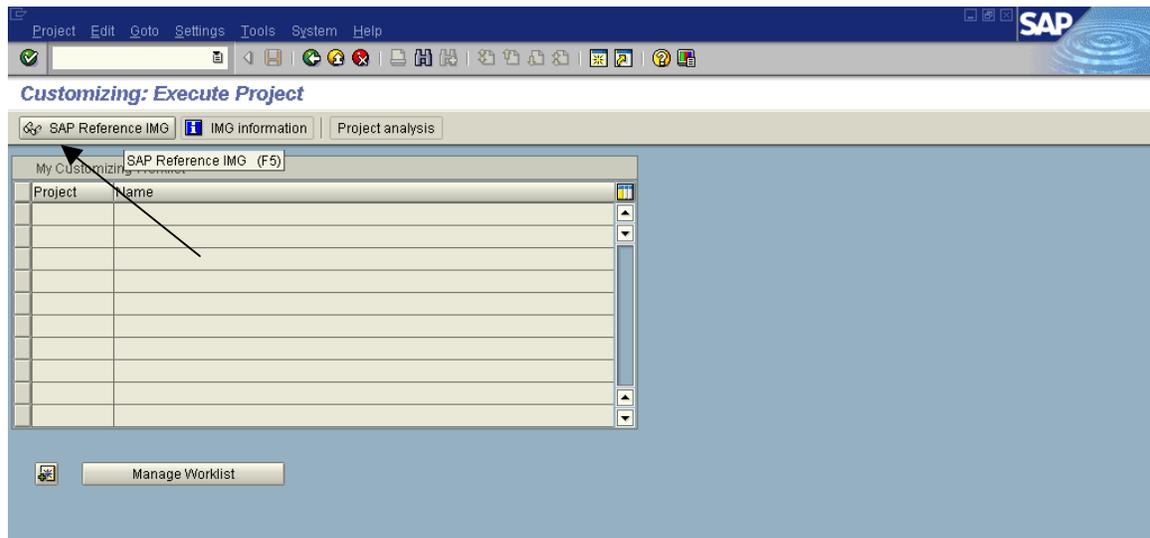
The setting or customizing of SAP is done via the IMG (Implementation Guide). The route to reach the SAP Reference IMG will be as follows:

Menu Path:

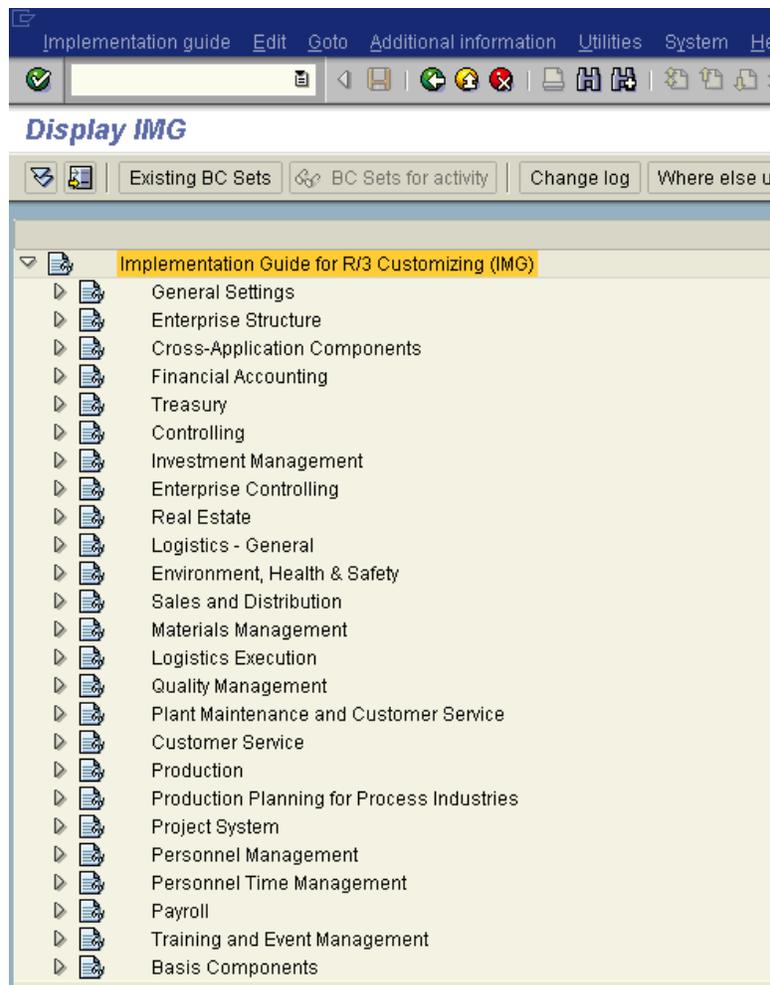
SAP Main Screen > Tools > Accelerated SAP > Customizing > Edit Project (double click)



Click on the "SAP Reference IMG" button



You will then see the IMG Menu Screen

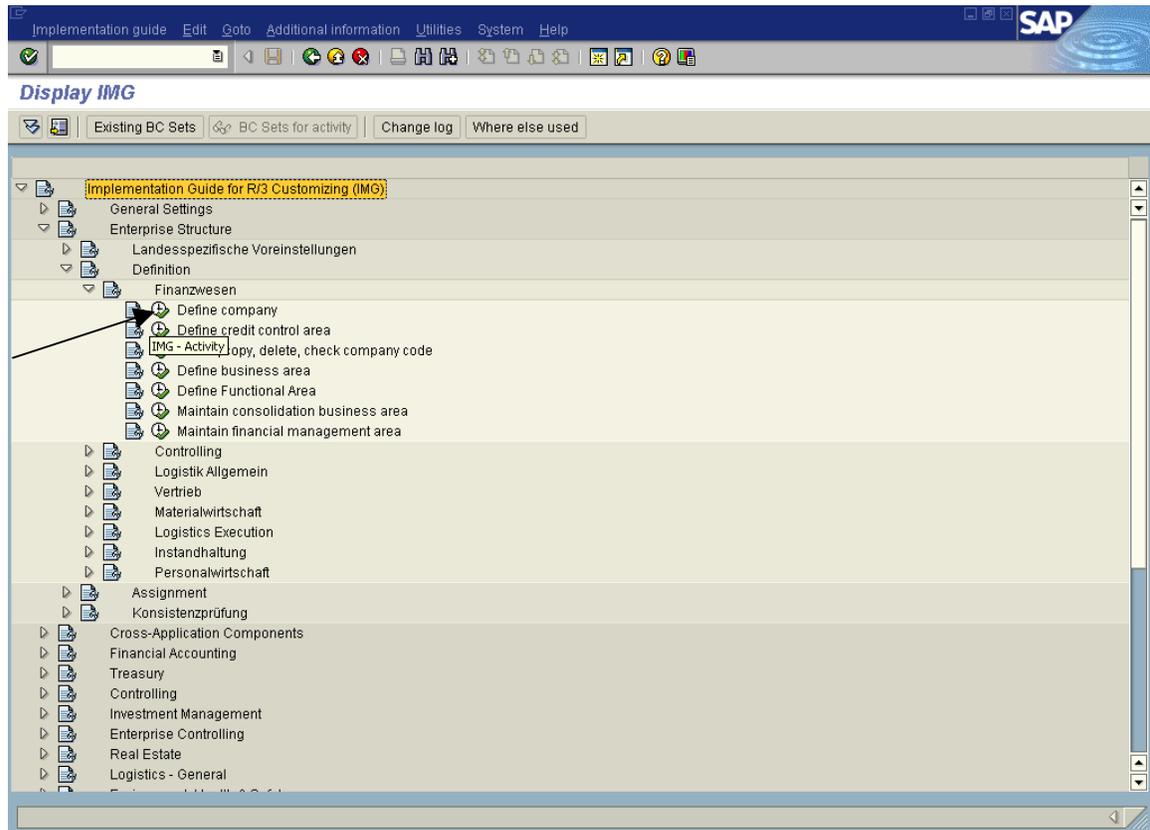


Step –2 Define a Company

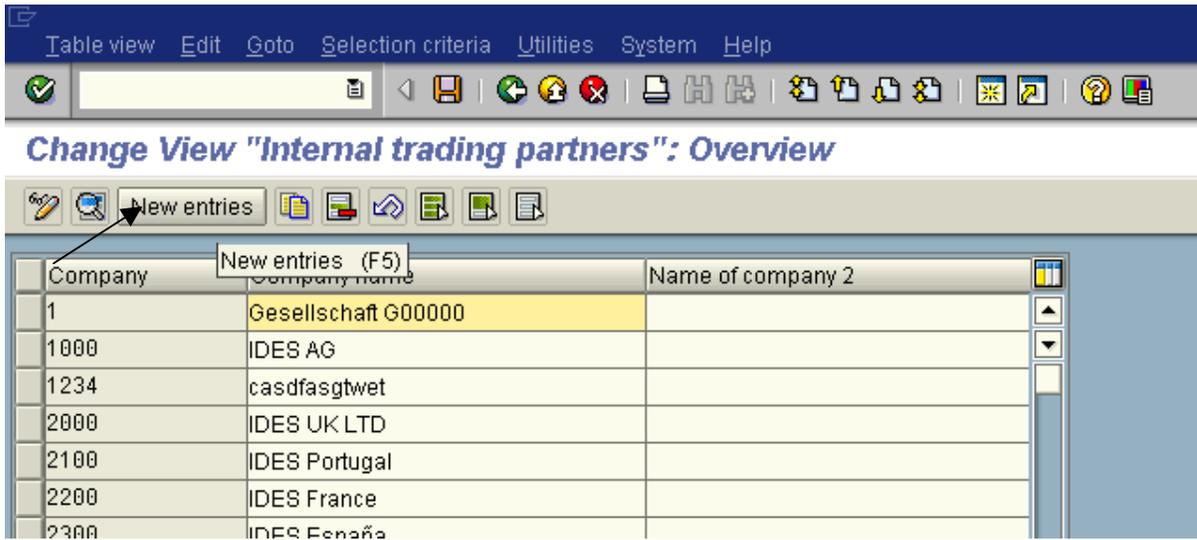
A company is generally used in the legal consolidation module to roll up financial statements of several Company-Codes. A company can consist of one or more Company-Codes. It is important to make the distinction that a Company is NOT the same as a Company-Code.

Menu Path:

SAP Reference IMG > Enterprise Structure > Definition > Financial Accounting > Define Company
(double click on )



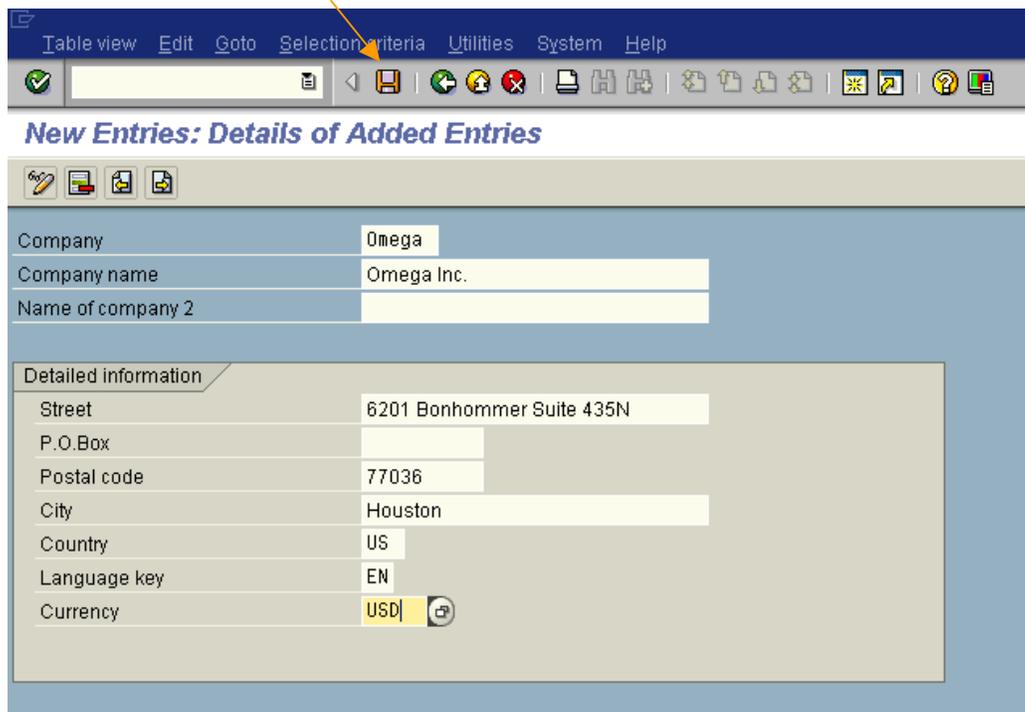
Click on "New entries"



Enter the details for the fields listed below:

| | |
|--------------|---|
| Company | (Enter a six-character alphanumeric identifier) |
| Company Name | Name of your fictitious Organization |
| Street | Street Address |
| Postal Code | ZIP |
| City | City |
| Country | US |
| Language Key | EN |
| Currency | USD |

Click on SAVE 



A notification screen pops up showing that your request was carried out. Click on "Enter"  to continue on the pop up screen showing compliance of request



At the bottom of the screen in the "Status Bar" another message is given showing that the Data was saved.

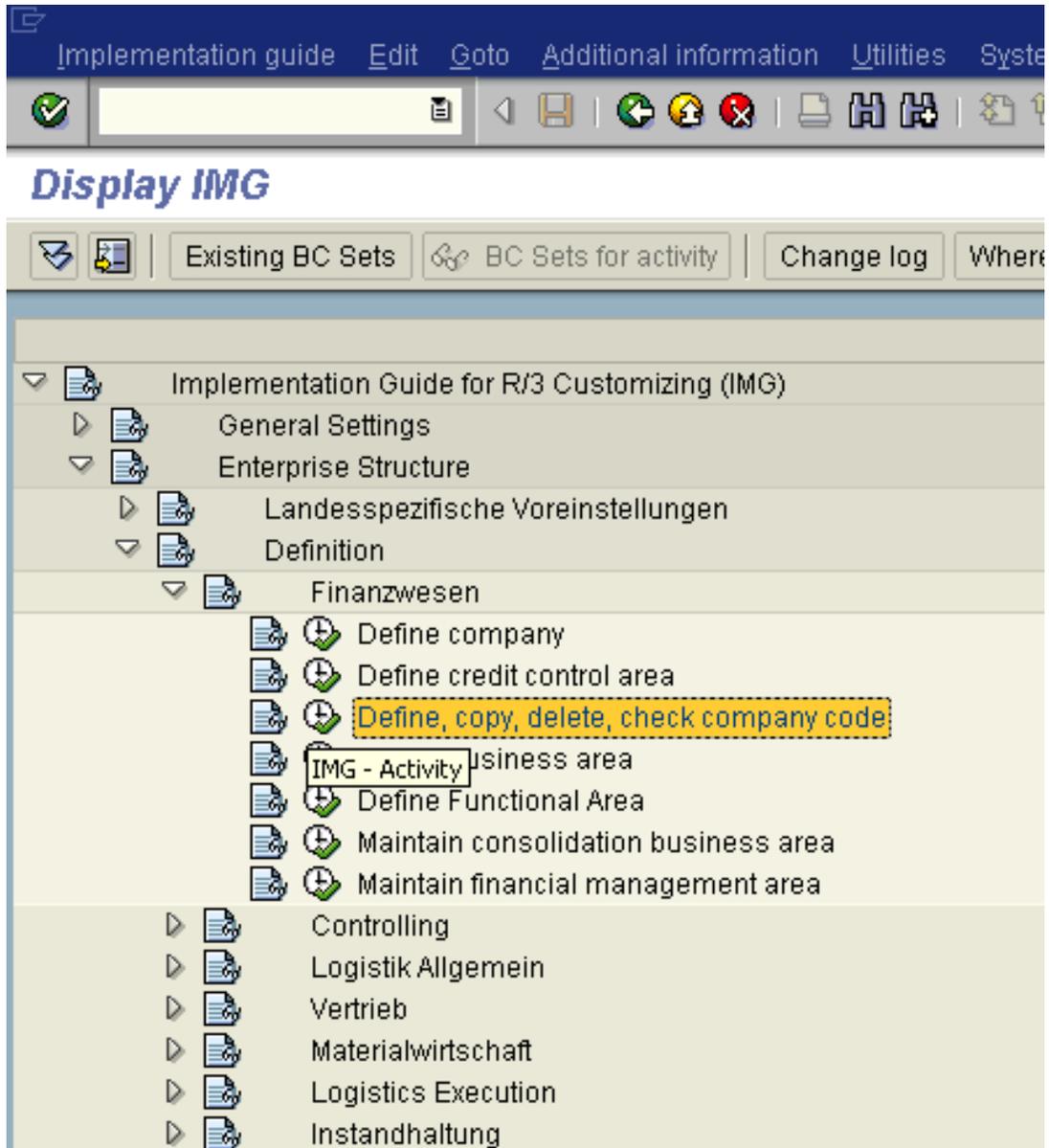


Step 3 Define a Company-Code

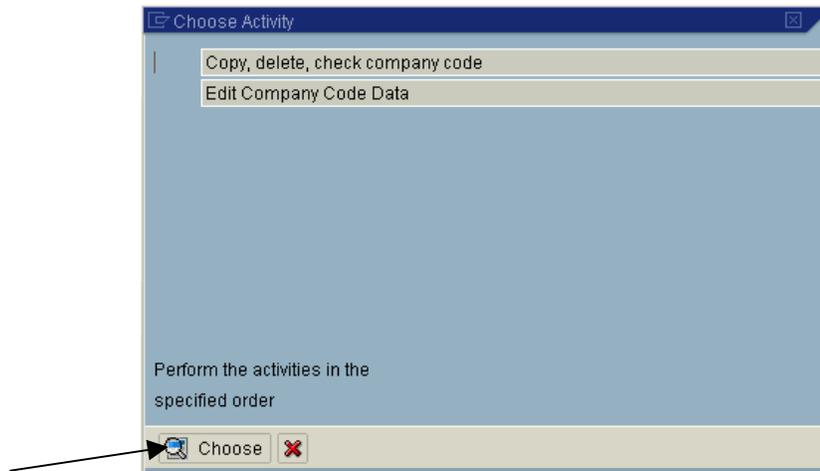
A Company-Code is representative of a stand-alone legal entity that requires its own set of accounting records for reporting purposes. The process of external reporting involves recording all relevant transactions and generating all supporting documents for financial statements such as balance sheet and profit and loss statements.

Menu Path:

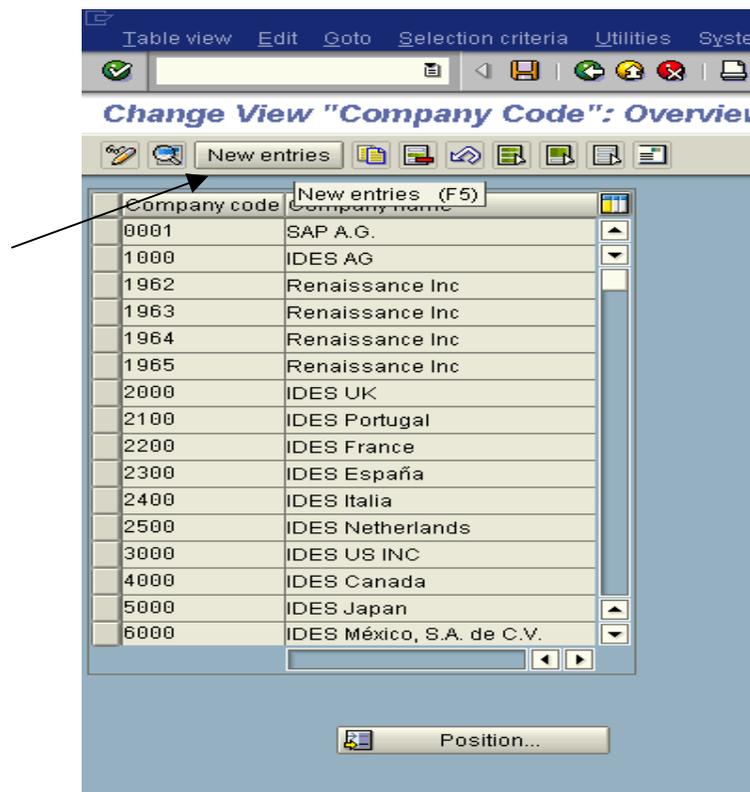
SAP Reference IMG > Enterprise Structure > Definition > Financial Accounting > Define, copy, delete, check Company Code (double click )



Put the cursor on “Edit Company Code” and click on “Choose”



Click on “New entries”



Enter the detailed information:

Company Code: Key in four-character alphanumeric identifier

Company Name

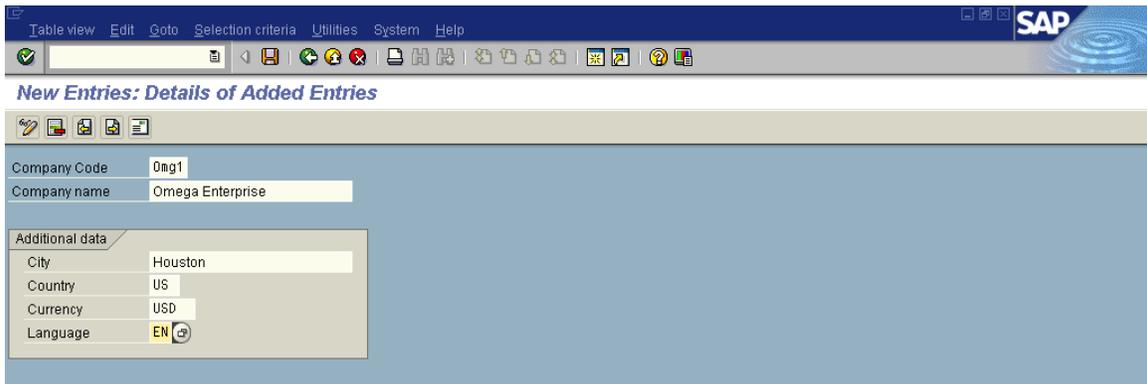
City

Country

Currency

Language

Click on Save 



A new pop window will open enter the following information:

Title

Name (of the company)

Search terms

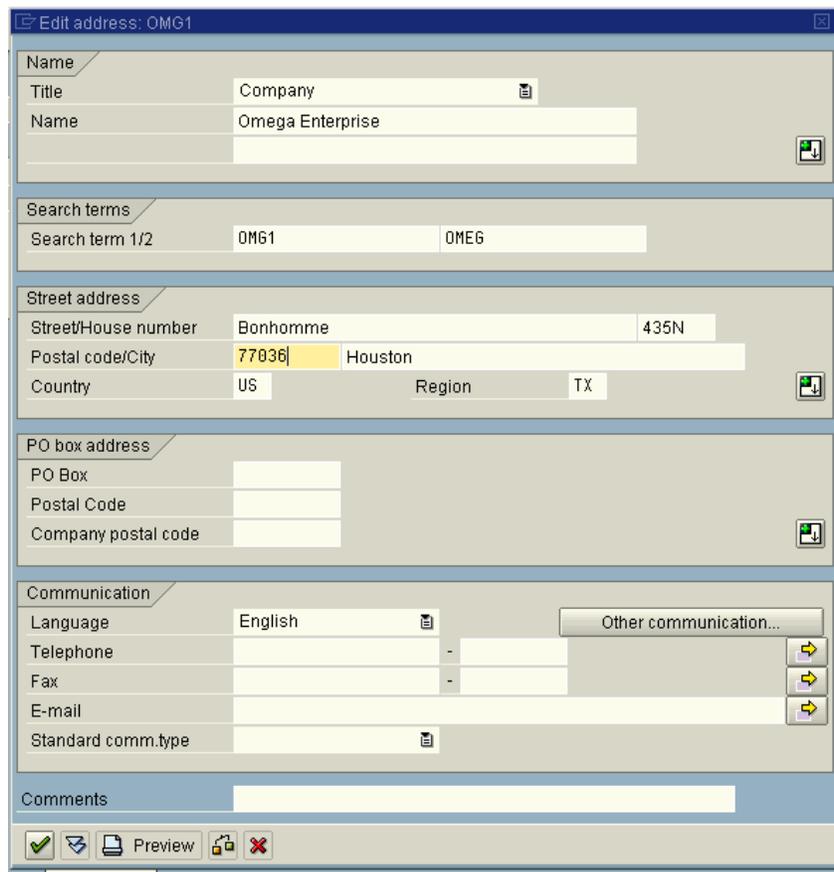
Street / house number

Postal Code/City

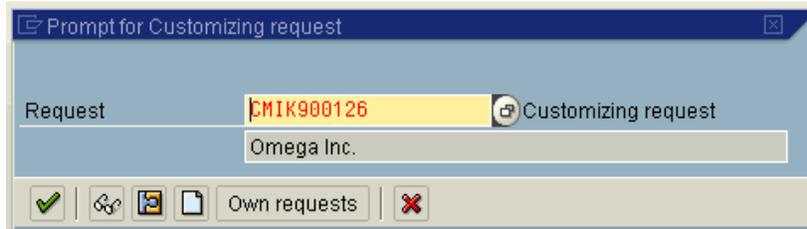
Country

Region

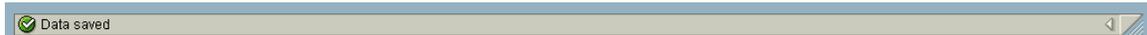
Language



A notification screen pops up showing that your request was carried out. Click on “Enter”  to continue on the pop up screen showing compliance of request.



At the bottom of the screen in the “Status Bar” another message is given showing that the Data was saved.

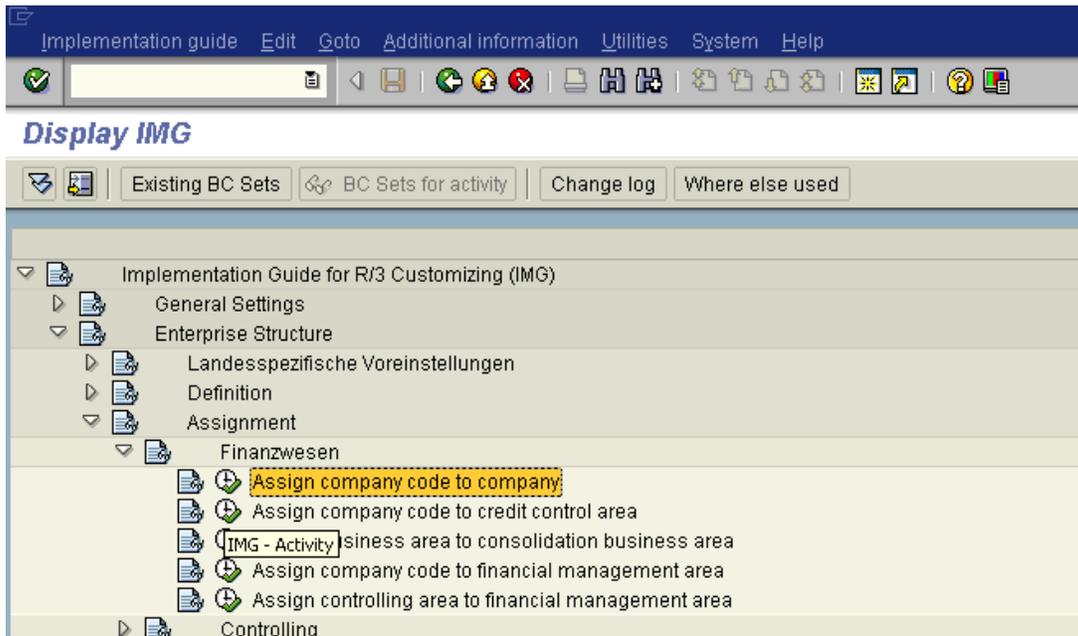


Step 4 Assign a Company-Code to a Company

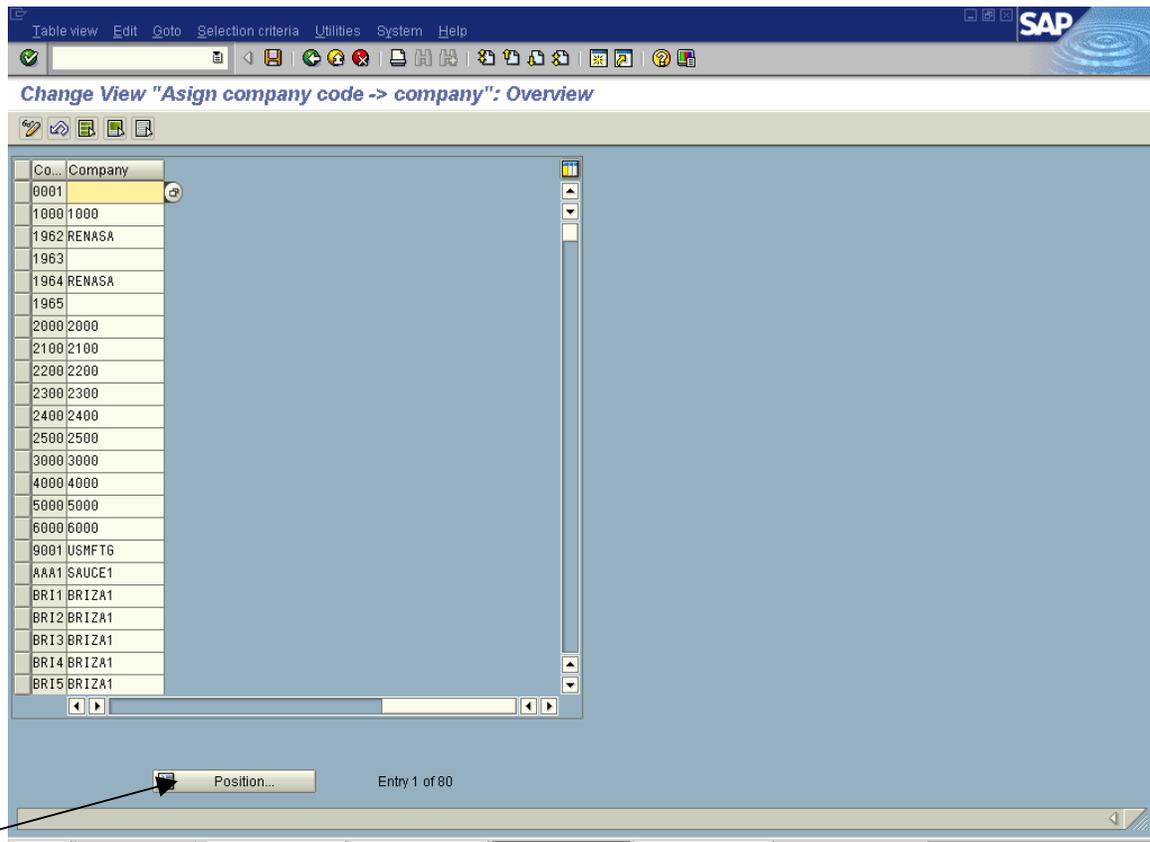
All objects defined are independently floating objects unless tied together in a relationship. By assigning Company-Code to the company we define the relationship.

Menu Path:

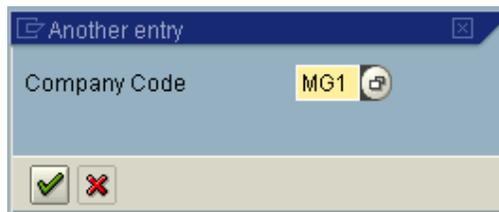
SAP Reference IMG > Enterprise Structure > Assignment > Financial Accounting > Assign Company Code to Company (double Click )



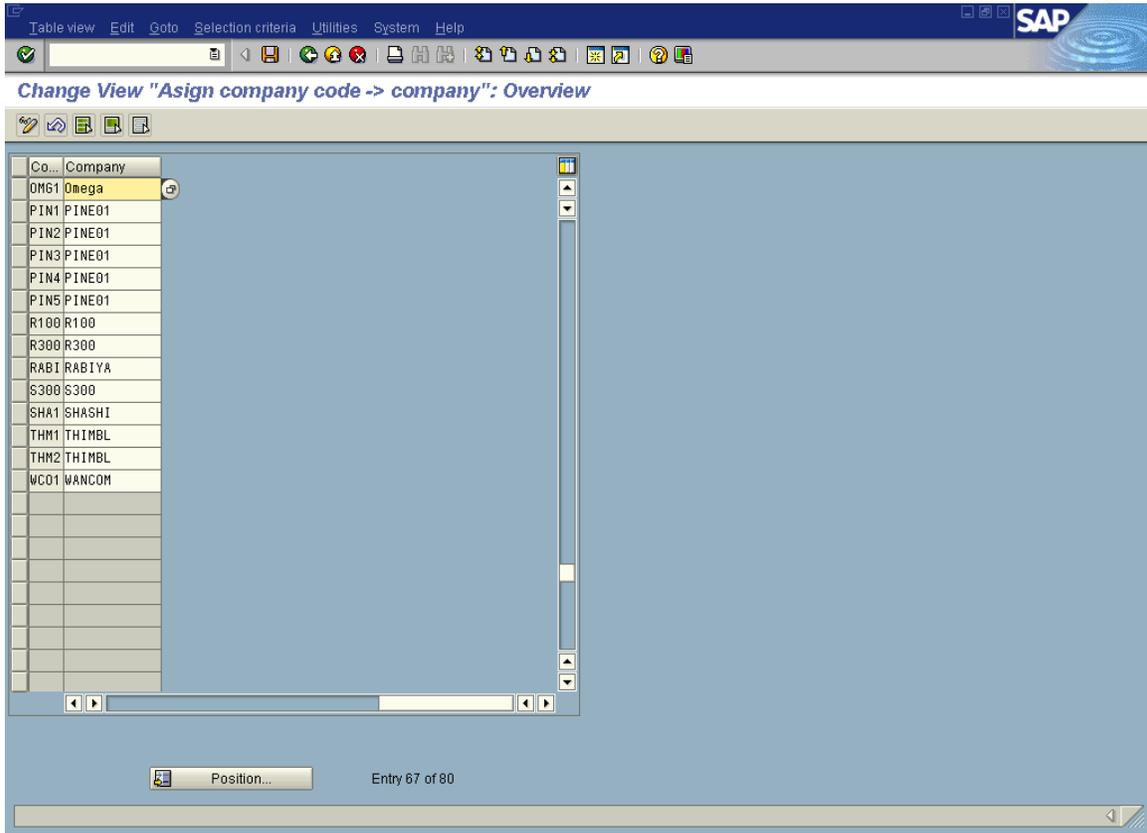
Click on "Position"



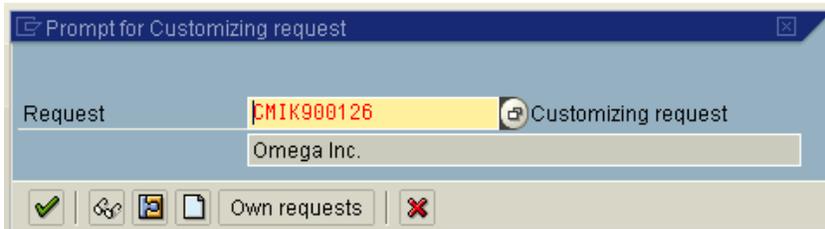
Enter your Company-Code on the pop-up window. Click on Enter (✓) to continue



Under the column "Company" and against your Company-Code, enter the six-character identifier for your company and click on Save 



A notification screen pops up showing that your request was carried out. Click on "Enter"  to continue on the pop up screen showing compliance of request.



At the bottom of the screen in the "Status Bar" another message is given showing that the Data was saved.

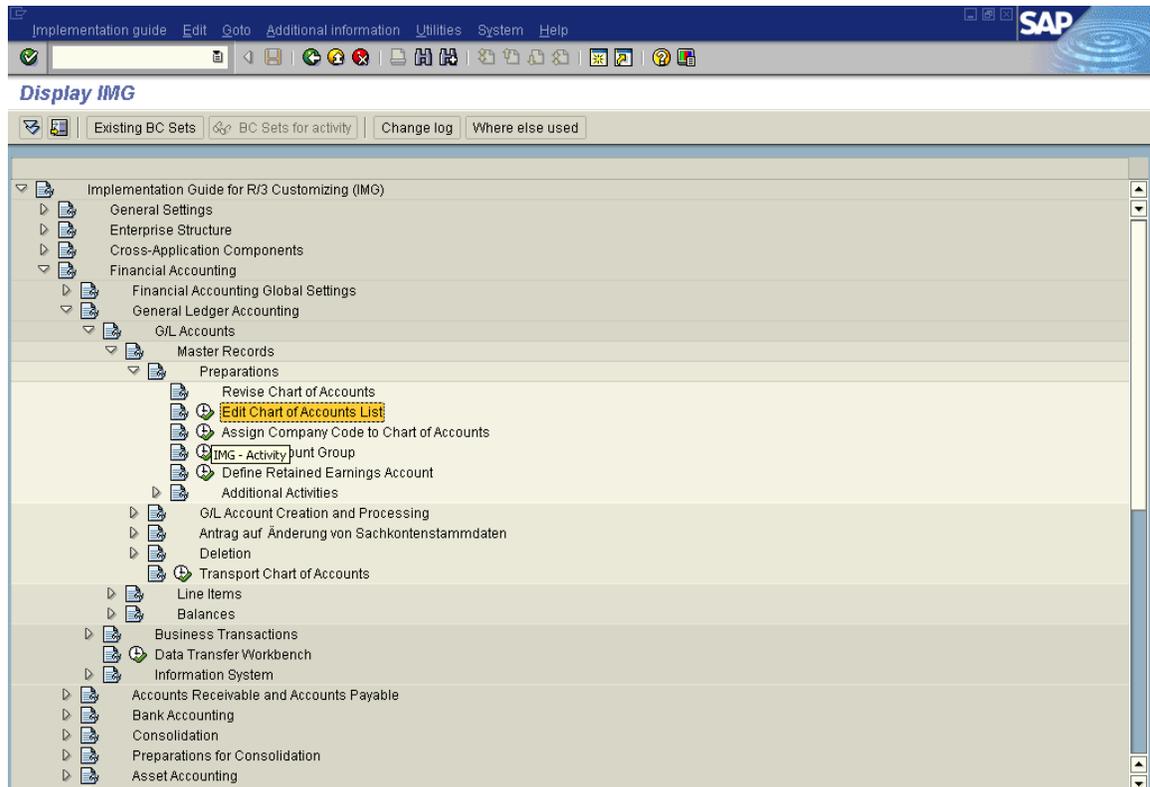


Step 5 Chart of Accounts

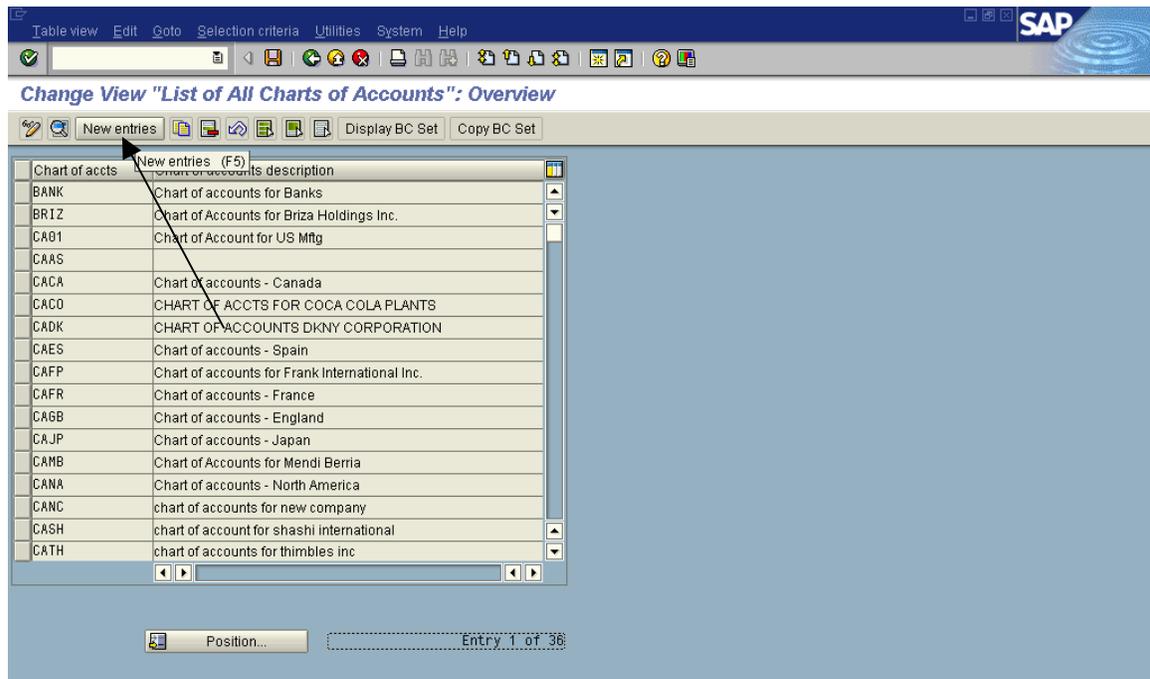
A Chart of Accounts is a detailed listing of all the accounts the company uses for recording transaction that represent both Balance Sheet and Profit & Loss accounts. Before configuring any part of the enterprise structure it is vital to have drawn out and agreed upon what your structure will look like. From a purely technical point of view the order in which you configure the chart of accounts, the fiscal year variant and company code does not matter. In this step, we will show you how to define Chart of Accounts.

Menu Path:

SAP Reference IMG > Financial Accounting > General Ledger Accounting > G/L Accounts > Master Records > Preparations > Edit Chart of Accounts List (Double click )



Click on "New entries"



Enter the following information:

Chart of Accounts = Key in four-character alphanumeric identifier

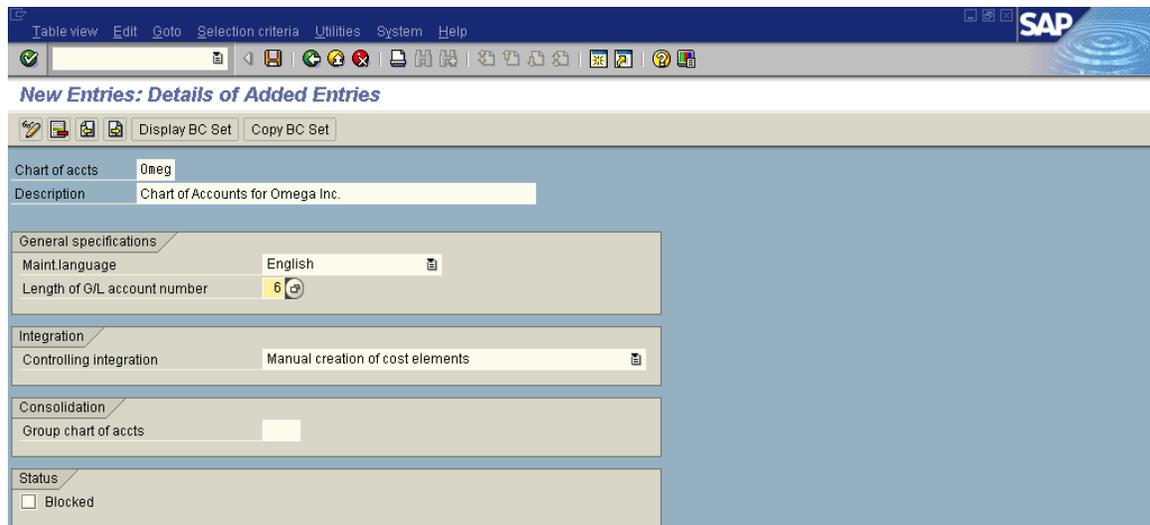
Description = Chart of Account for <your company name>

Maint Language = English

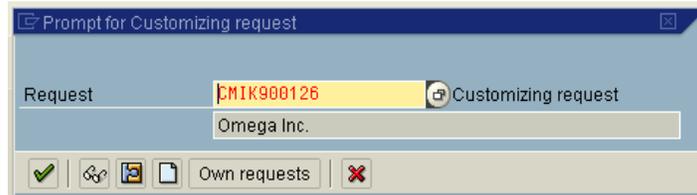
Length of G/L Account Number = 6 (the valid range is 4 to 10)

Controlling Integration = Manual creation of Cost Elements

Click on Save 



A notification screen pops up showing that your request was carried out. Click on “Enter”  to continue on the pop up screen showing compliance of request.



At the bottom of the screen in the “Status Bar” another message is given showing that the Data was saved.

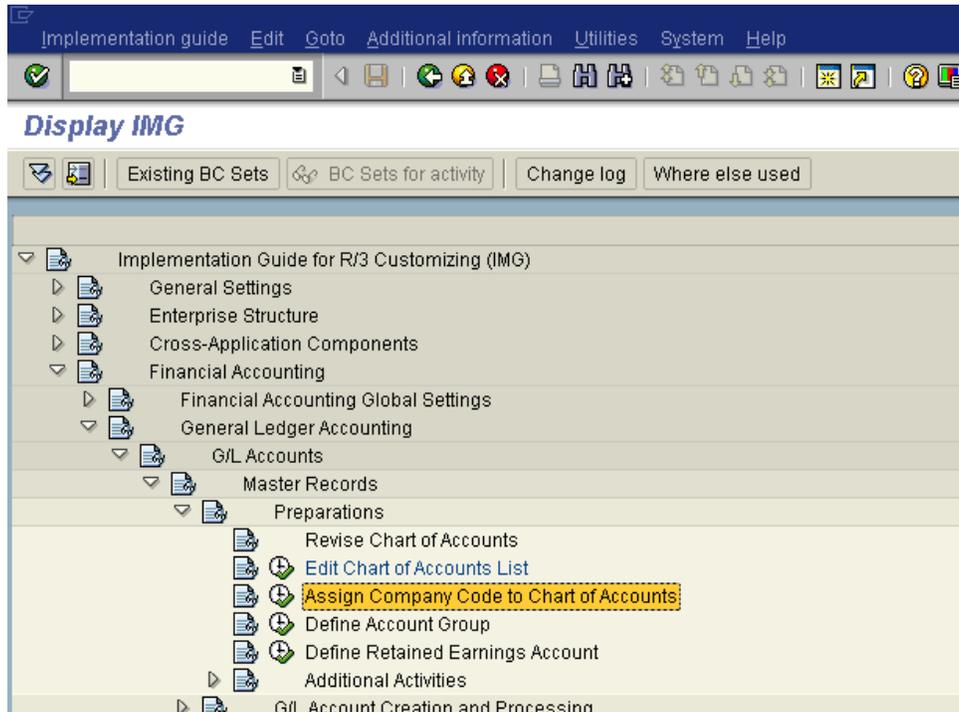


Step 6 Assign Company-Code to Chart of Accounts

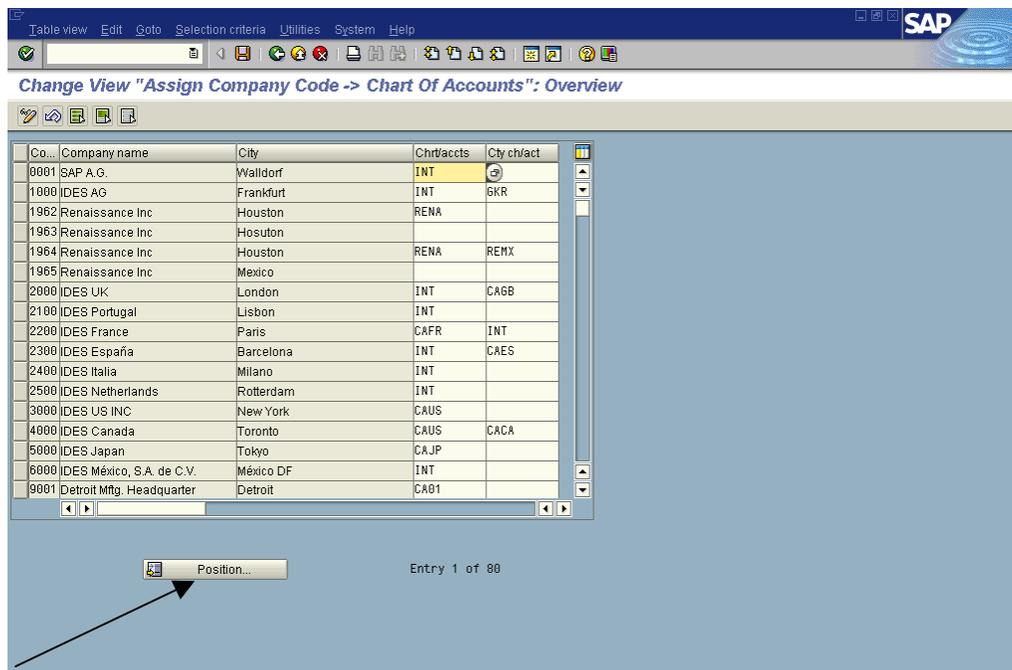
In this step, we will assign Company-Code to Chart of Accounts

Menu Path:

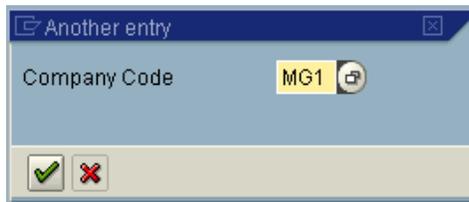
SAP Reference IMG > Financial Accounting > General Ledger Accounting > G/L Accounts > Master Records > Preparations > Assign Company-Code to Chart of Accounts (double click )



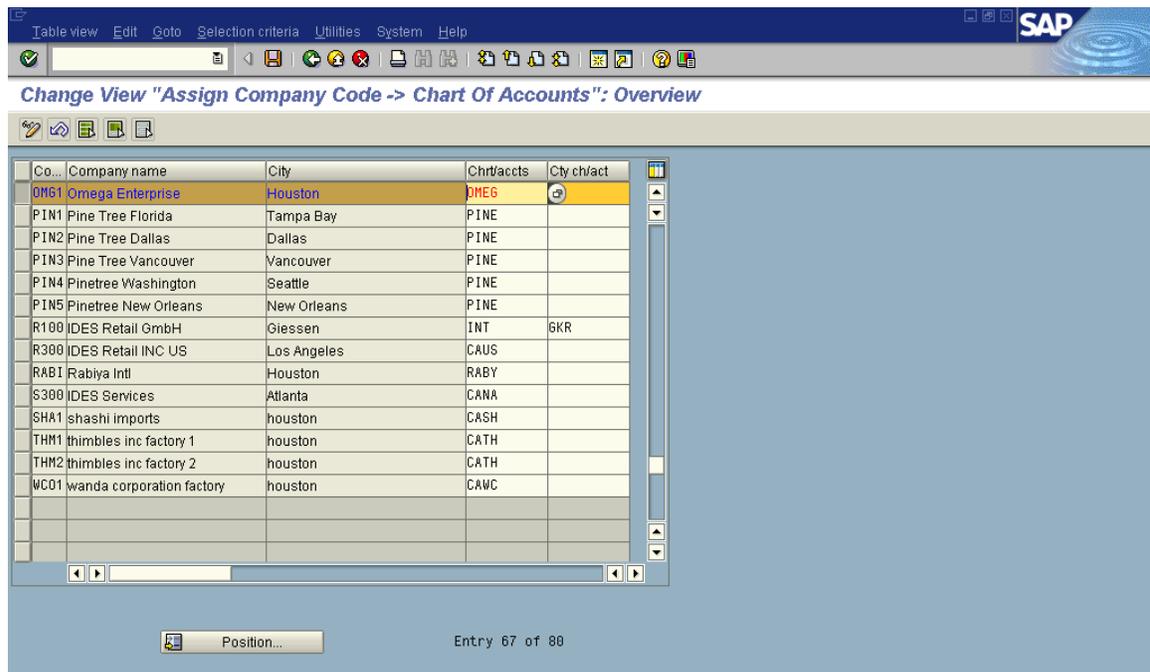
Click on "Position"



Enter your Company-Code on the pop-up window and hit enter  (doing this will bring your Company-Code on the top of the list)



Now that your Company-Code shows on the top of the list, enter your Chart-of-Accounts, 4 character identifier in the chrt/accts column and then click save .



A notification screen pops up showing that your request was carried out. Click on "Enter"  to continue on the pop up screen showing compliance of request.



At the bottom of the screen in the "Status Bar" another message is given showing that the Data was saved.

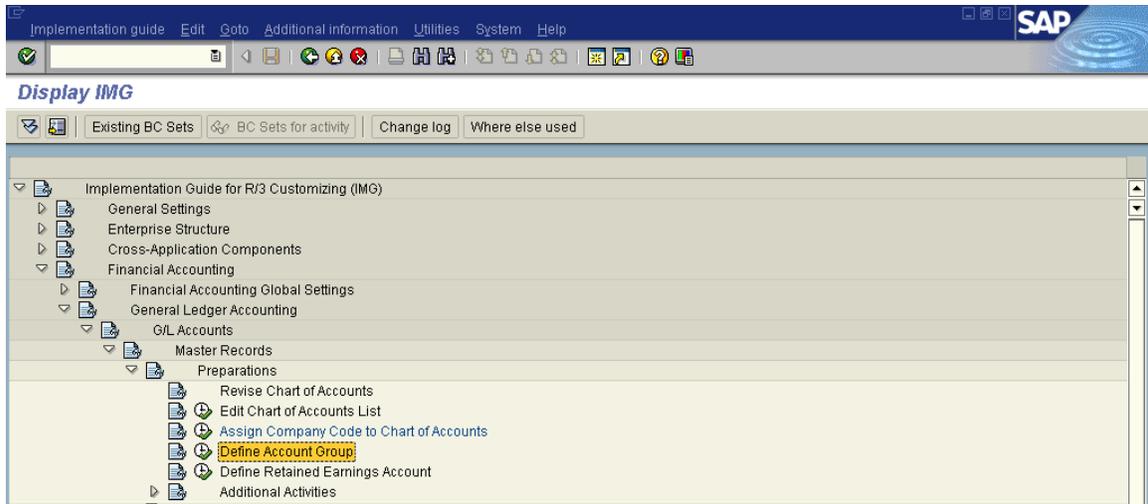


Step 7 Setup Account Groups and their Number Ranges

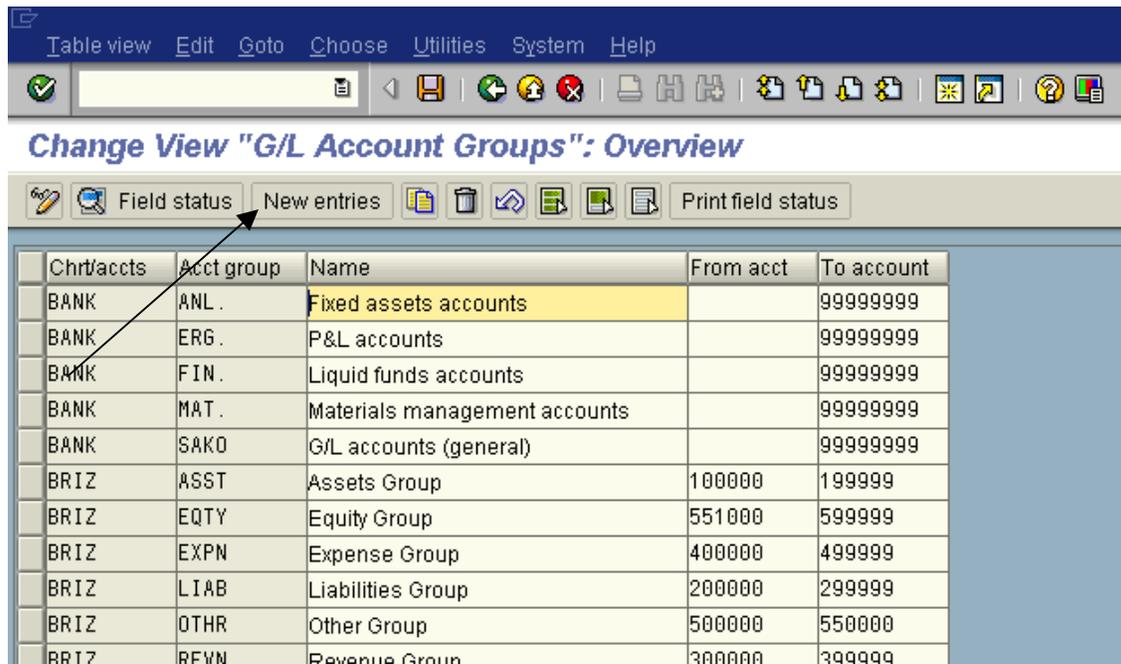
In this step we will show you how to configure Account Groups and their Number Ranges within a Chart of Accounts. Account Groups determine which fields you can configure on the General Ledger Master record. At the minimum it is necessary to have at least two account groups, one for the Balance Sheet accounts and one for the Income Statement accounts. It is best to set up all of your account groups.

Menu Path:

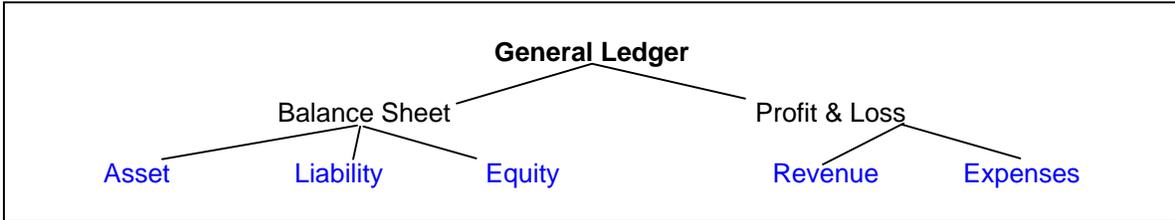
SAP Reference IMG > Financial Accounting ? General Ledger Accounting > G/L Accounts > Master Records > Preparations > Define Account Group (Double Click )



Click on "New entries"

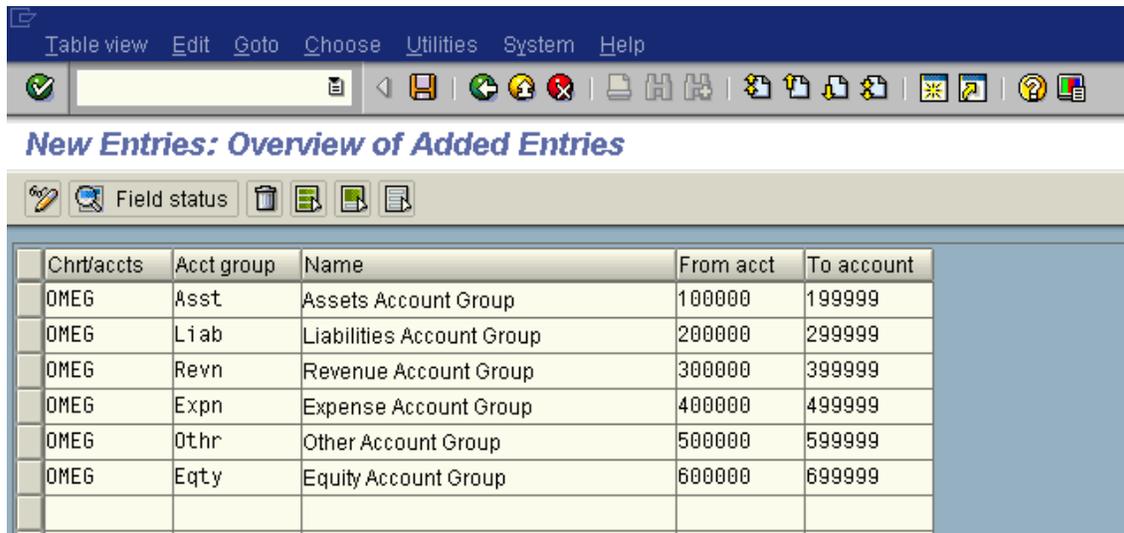


Although there is no limit on how many account groups you create, in our example here we will setup six account groups;

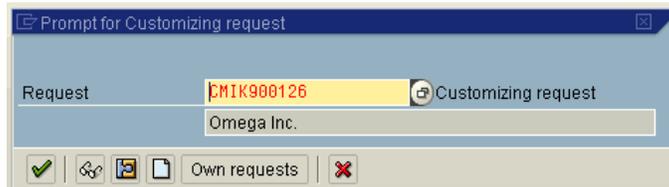


| Char/accts | Acct Group | Name | From | To |
|------------------------|------------|-------------------------|--------|--------|
| 4 Character Identifier | ASST | Asset Group | 100000 | 199999 |
| 4 Character Identifier | LIAB | Liability Group | 200000 | 299999 |
| 4 Character Identifier | REVN | Revenue Group | 300000 | 399999 |
| 4 Character Identifier | EXPN | Expenses | 400000 | 499999 |
| 4 Character Identifier | OTHR | Other Income & Expenses | 500000 | 599999 |
| 4 Character Identifier | EQTY | Equity Group | 600000 | 699999 |

click save 



A notification screen pops up showing that your request was carried out. Click on "Enter"  to continue on the pop up screen showing compliance of request.



At the bottom of the screen in the "Status Bar" another message is given showing that the Data was saved.

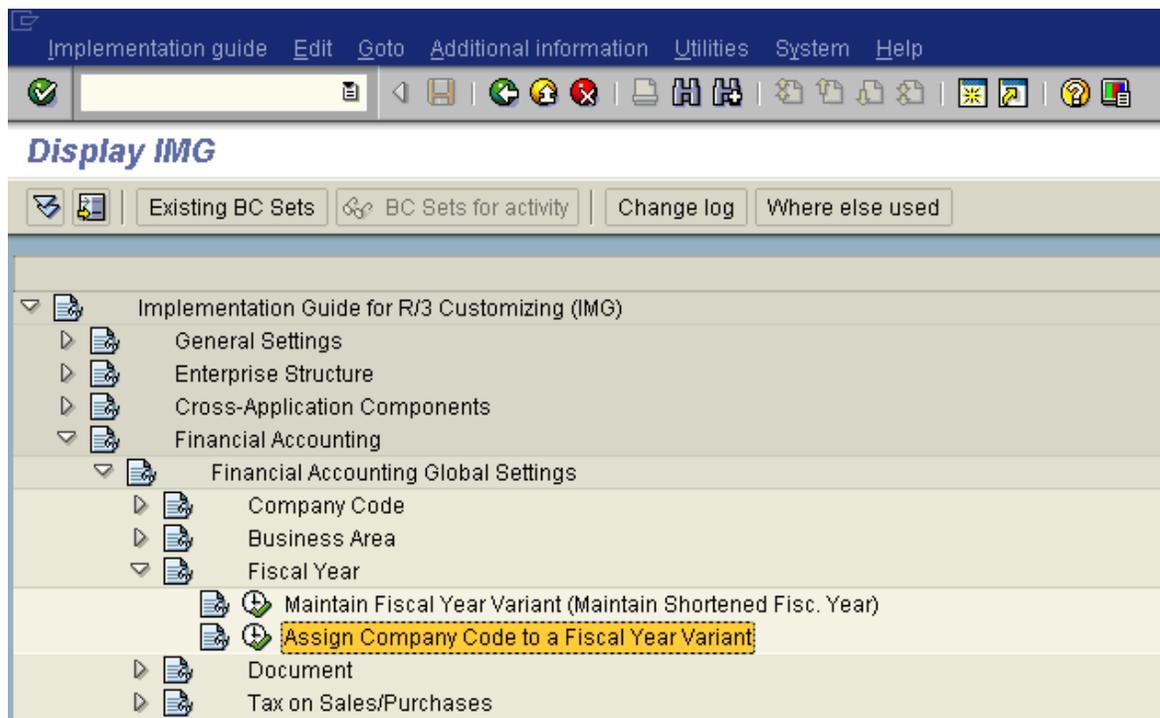


Step 8 Assign Fiscal Year Variant to Company-Code

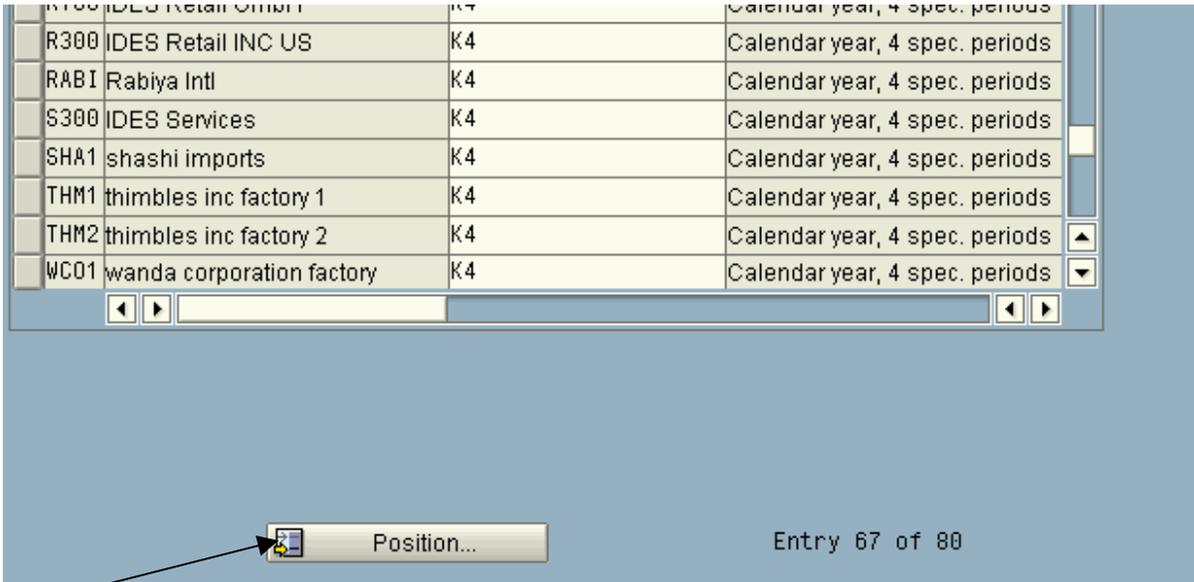
In this step we are showing how to assign a Fiscal Year Variant to a Company-Code. Fiscal Year Variant determines the posting periods to be used by your client's company. As the name implies it should be configured to match your client's accounting year. The Fiscal Year Variant is very flexible and can be configured to match any organization's fiscal calendar. SAP allows a maximum of 16 postings within a fiscal year. The 16 posting periods normally comprise of 12 regular posting periods and 4 special periods, which can be used for such things as posting audits or tax adjustments to a closed fiscal period. Having four special posting periods gives you a lot of flexibility. You may want to use one special period for each quarter and year-end audit and/or tax adjustments. When you close a period or year in SAP you define which regular and which special posting periods are allowed for posting. Because the default period for each posting is one of the 12 regular posting periods you can be safe by keeping open one or more special posting periods for posting.

Menu Path:

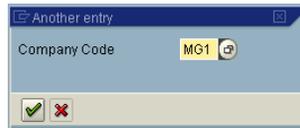
SAP Reference IMG > Financial Accounting > Financial Accounting Global Settings > Fiscal Year > Assign Company Code to a Fiscal Year Variant (Double click )



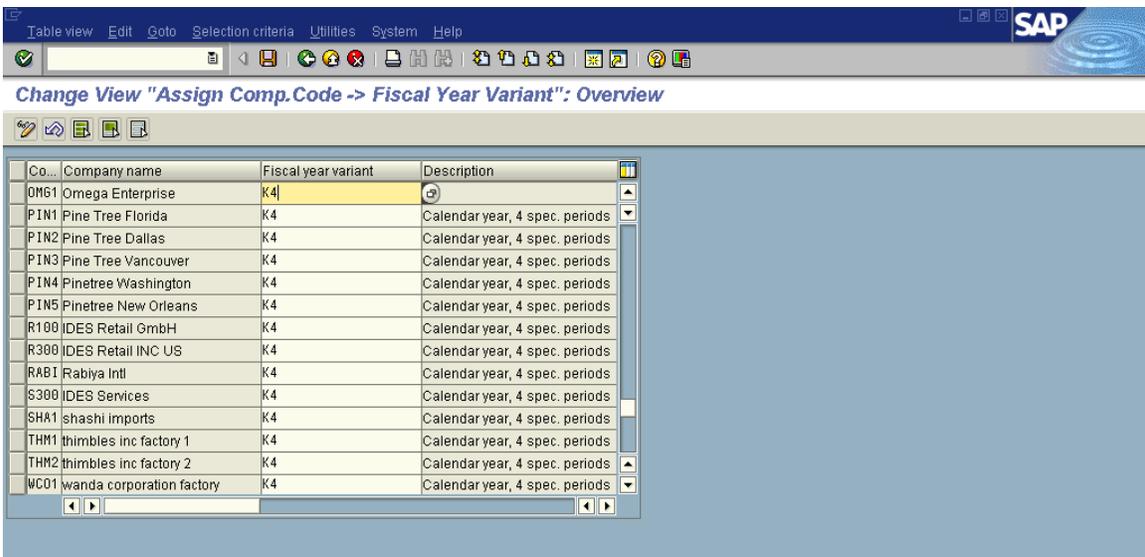
Click on "Position"



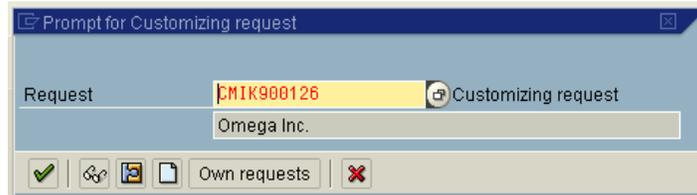
Enter your Company-Code on pop-up window and hit enter (so that your Company-Code shows up at the top of the list).



Once your Company-Code is showing at the top of the list, enter "K4" under the Fiscal Year Variant column then click on Save



A notification screen pops up showing that your request was carried out. Click on “Enter”  to continue on the pop up screen showing compliance of request.



At the bottom of the screen in the “Status Bar” another message is given showing that the Data was saved.

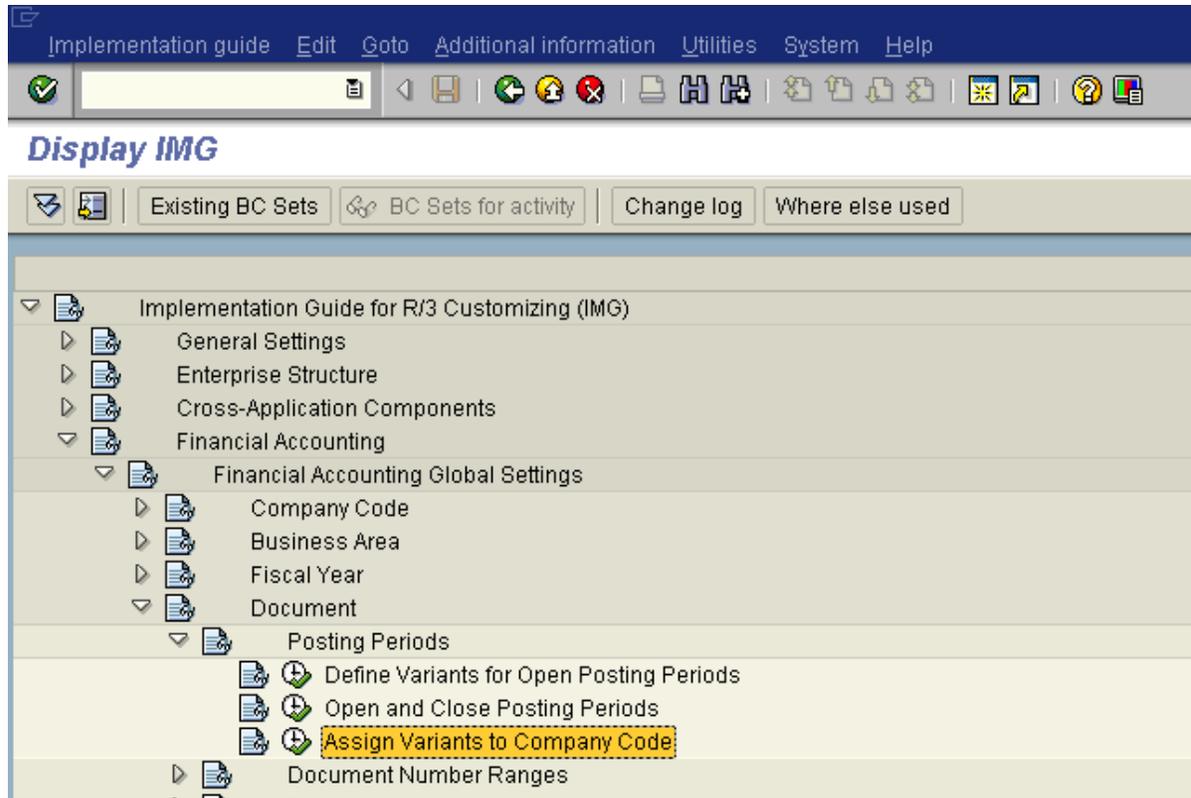


Step 9 Assign Posting Period Variant to Company

Posting Period Variant controls which posting periods, both normal and special, are open for posting for each Company-Code. It is possible to have a different posting variant for each Company-Code in your organization. The posting period variant is independent of fiscal year variant. The number of posting period variants is determined by the closing schedule of each company code.

Menu Path:

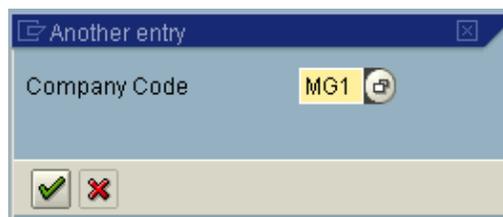
SAP Reference IMG > Financial Accounting > Financial Accounting Global Setting > Document > Posting Periods > Assign Variants to Company Code (Double Click on )



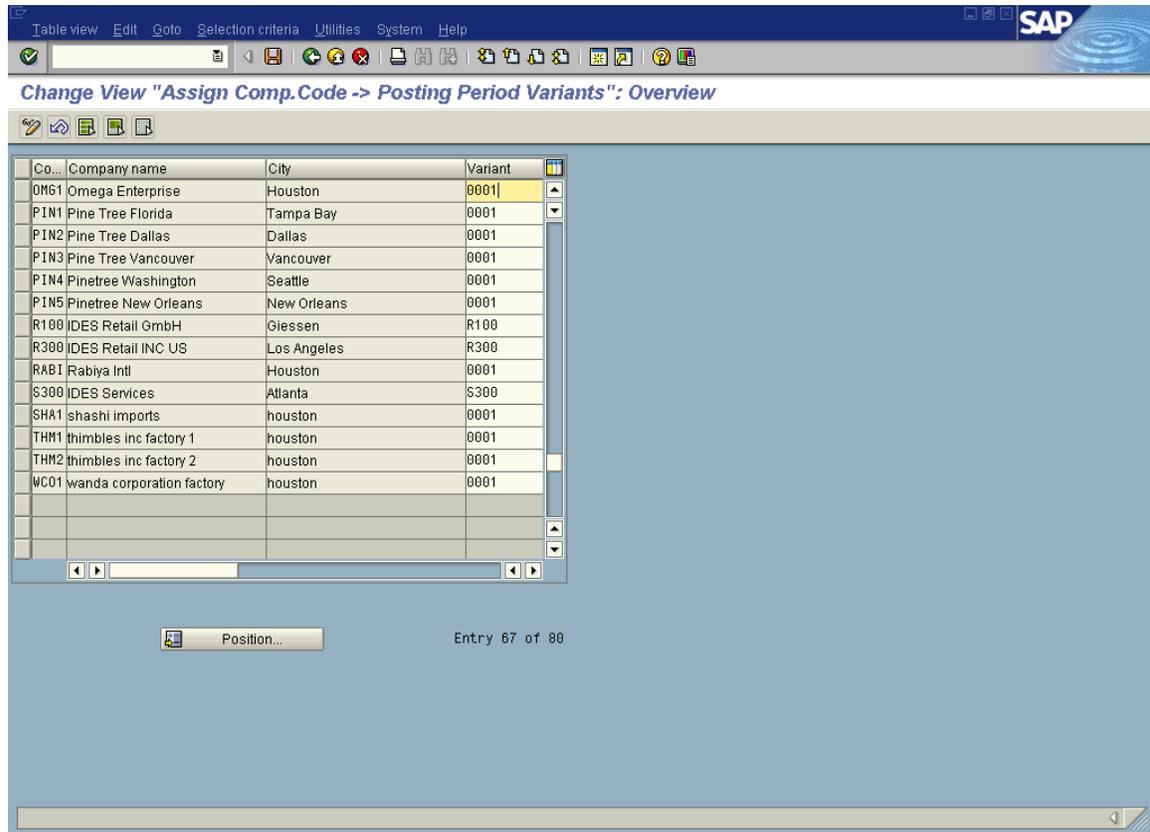
Click on "Position"



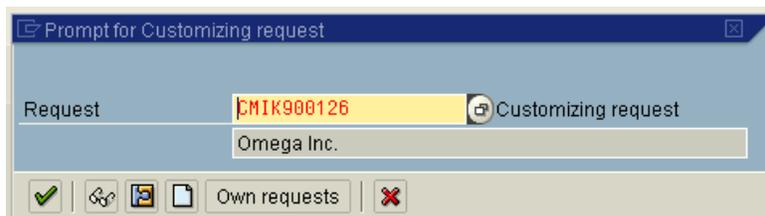
Enter your Company-Code on the pop-up window and hit enter  (so that your Company-Code shows at the top)



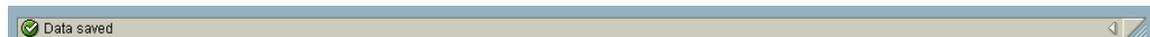
Once your Company-Code is on the top of the list enter "0001" under "Variant" column then click on Save 



A notification screen pops up showing that your request was carried out. Click on "Enter"  to continue on the pop up screen showing compliance of request.



At the bottom of the screen in the "Status Bar" another message is given showing that the Data was saved.

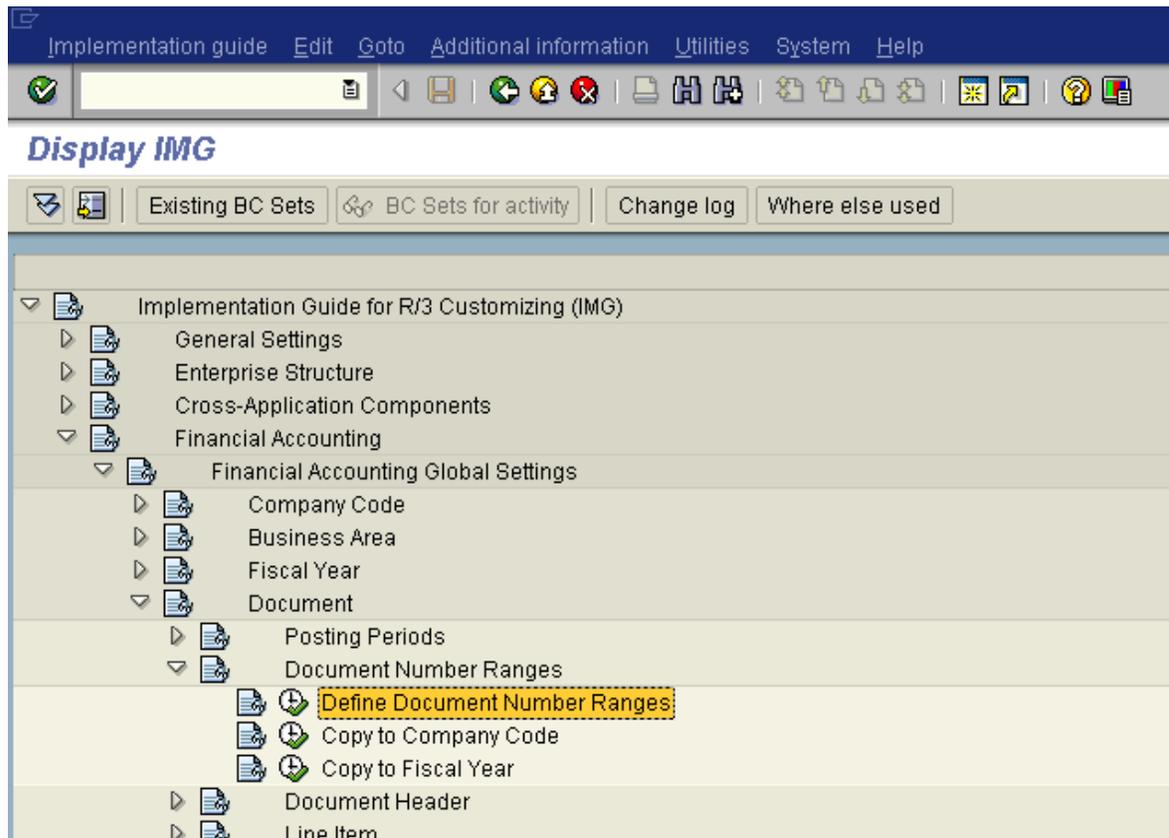


Step 10 Document Number Ranges for Company-Code

There is one final piece of configuration that is needed before you can post entries in the system. This step is setting up the document types and assigning their number ranges. SAP comes delivered with several different document types that are assigned to different transactions in the system. Each document type must have a number range assigned to it. The number ranges are what determines the document number. The document number along with fiscal year is the audit trail that is used in the system. As you are well aware, SAP utilizes the document principle, meaning that every posting in the system is done through a document, thus providing detailed drill down to the source of posting entries in the system.

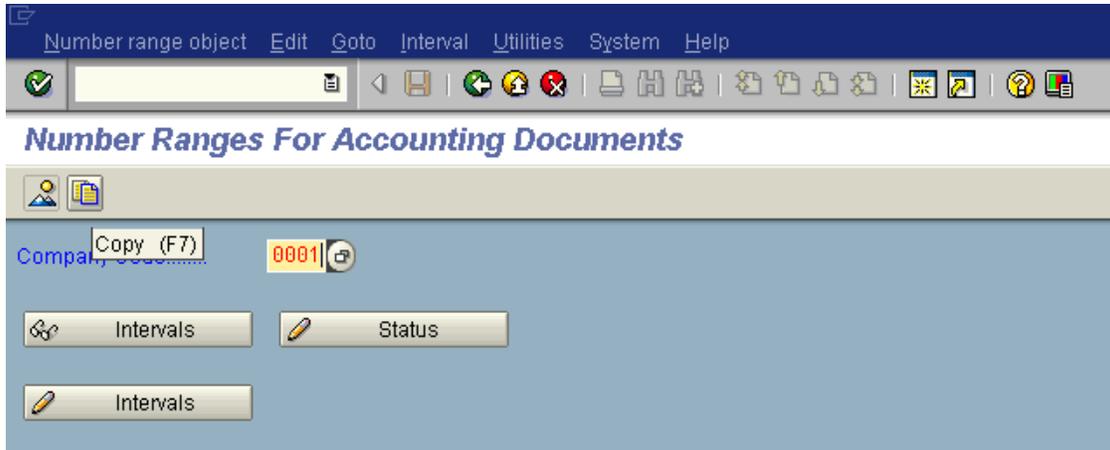
Menu Path:

SAP Reference IMG > Financial Accounting > Financial Accounting Global Settings > Document > Document Number Ranges > Define Document Number Ranges (Double Click on )

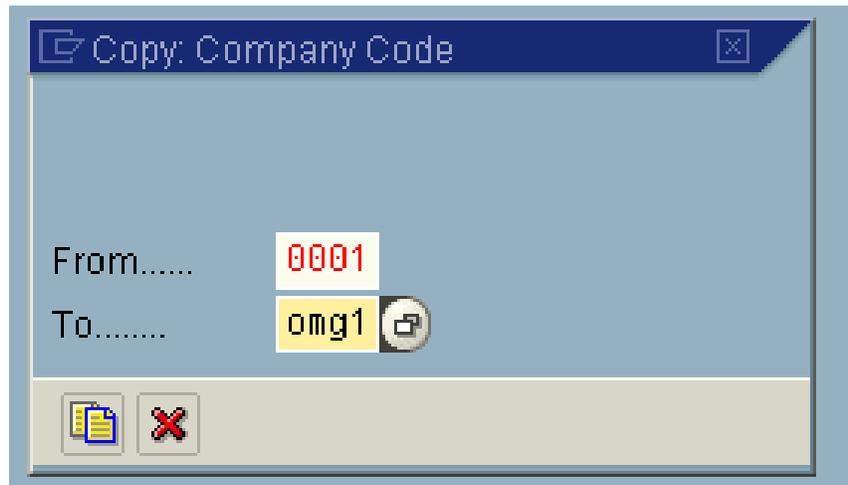


Enter Company-Code = 0001 (This is SAP sample Company-Code or one you are copying from. Since defining document number ranges is beyond the scope of this course, we copy from SAP pre-configured company code.)

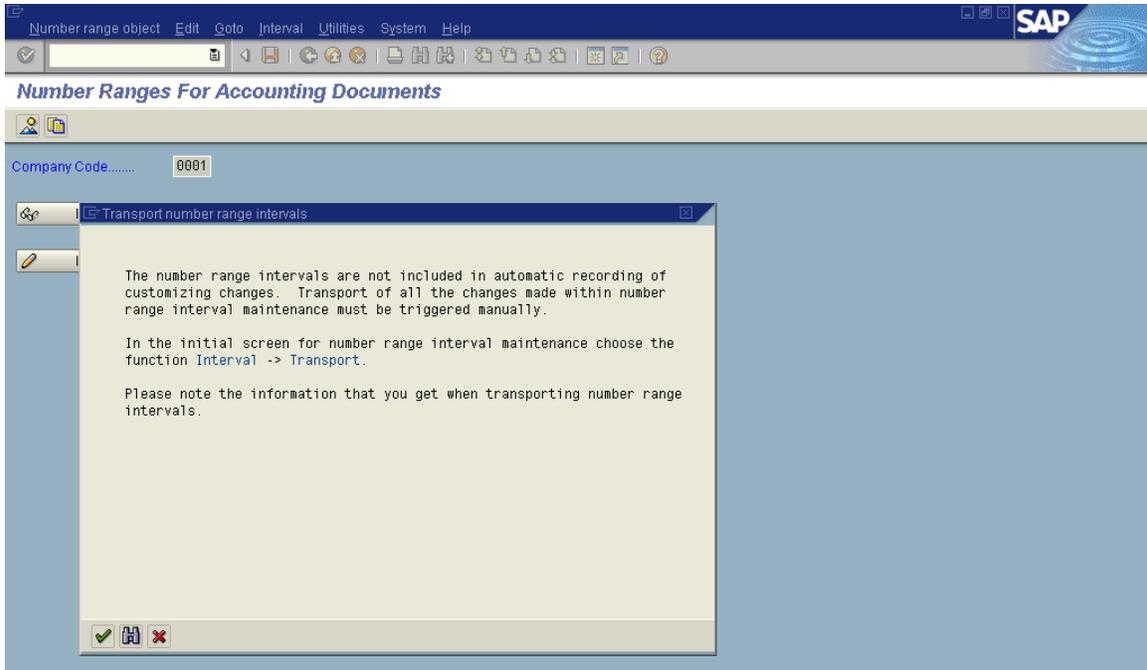
Click on the Copy Button 



In the pop-up screen "From" will already contain the Sample Company Code (0001). Enter your Company-Code in "To" field and click on copy button  in the pop-up window.



Click on Enter  on the next pop-up screen to continue, which is actually just a notice.



SAP displays a message in the status bar at the bottom of the screen saying that Co Code (XXXX) was copied to your company code (yyyy)

