Accounts Payable

Accounting

FI02

Course Outline

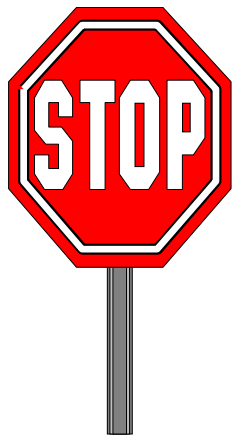
- Course Outline
  - Finance Organizational structures & Accounts Payable Master Data
  - Accounting Transaction In Accounts Payable
  - Period End closing in Accounts Payable
  - Accounts Payable Reporting

Unit 1 : Finance organizational elements & Master data in Accounts Payable

- Client Structure
- Controlling Area
- Chart of accounts
- Company Code
- Cost Controlling Objects
- Vendor master data maintenance

Course Prerequisites

- Course Prerequisites
  - Basic knowledge of personal computer operation
  - SAP Navigation and Basics
  - Basic knowledge in Accounts Payable Accounting



Course Objectives

- At the conclusion of these Course, you will be able to:
  - Explain what accounts payable accounting is.
  - Describe how accounts payable is integrated with other modules.
  - Maintain and view vendor master data.
  - Process accounting transactions within a period in accounts payable.
  - Run Accounts Payable accounting Reports

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1. Finance Organizational Structures & Master Data in Accounts Payable

2. Accounting Transactions in Accounts Payable

3. Special G/L Transactions in Accounts Payable

4. Automatic outgoing Payment processing

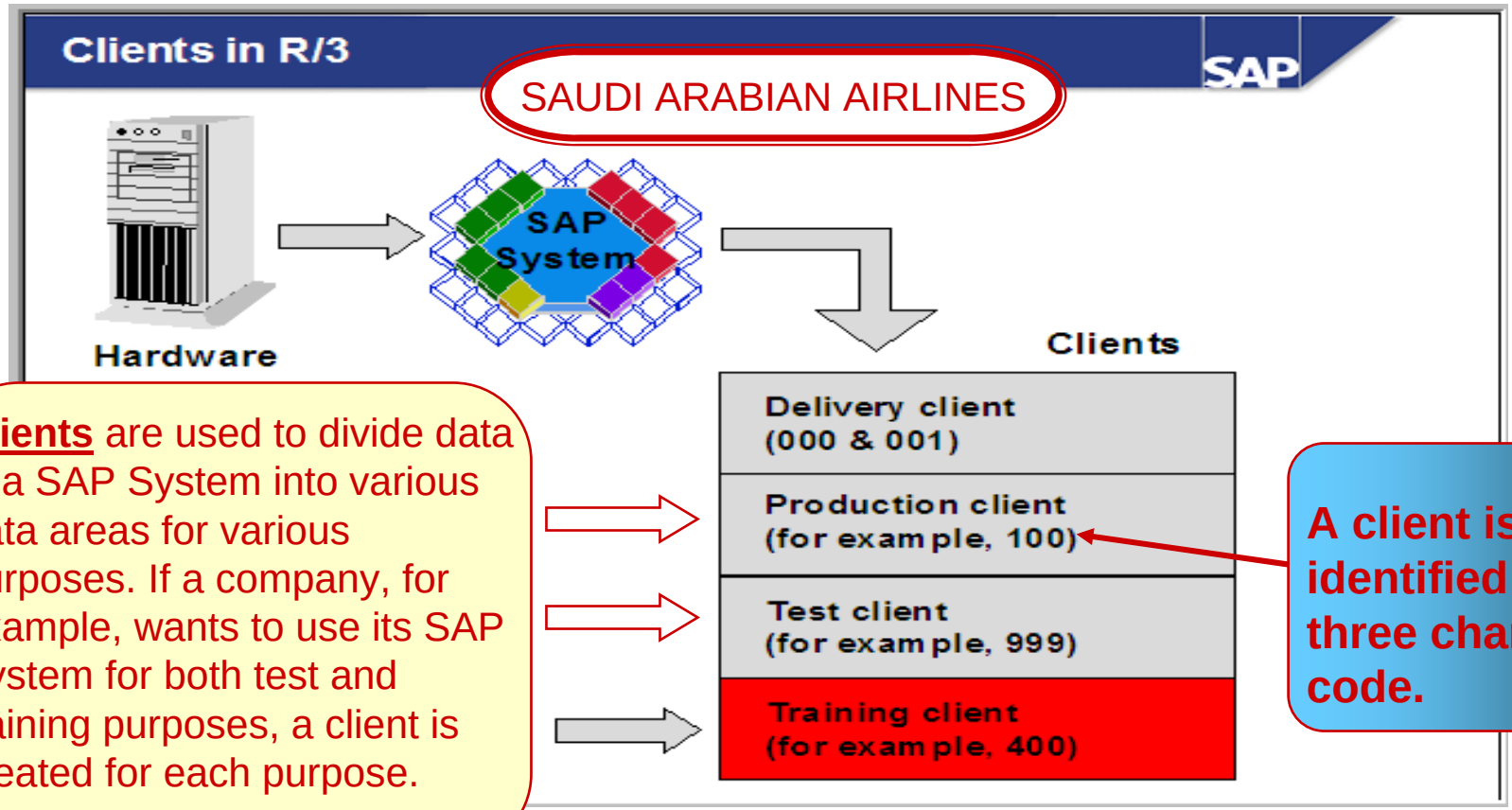
5. Correspondences and Foreign Currency Revaluation

6. Vendor Account Reports

Organizational Structure - Objectives

- Upon completion of this module, you will be able to:
  - List various organizational levels.
  - Briefly outline the master data concept within the SAP system.
  - Explain each level of the organizational elements within the SAP system.
  - Describe how Finance and Controlling are linked in the SAP ERP system

Client Structure

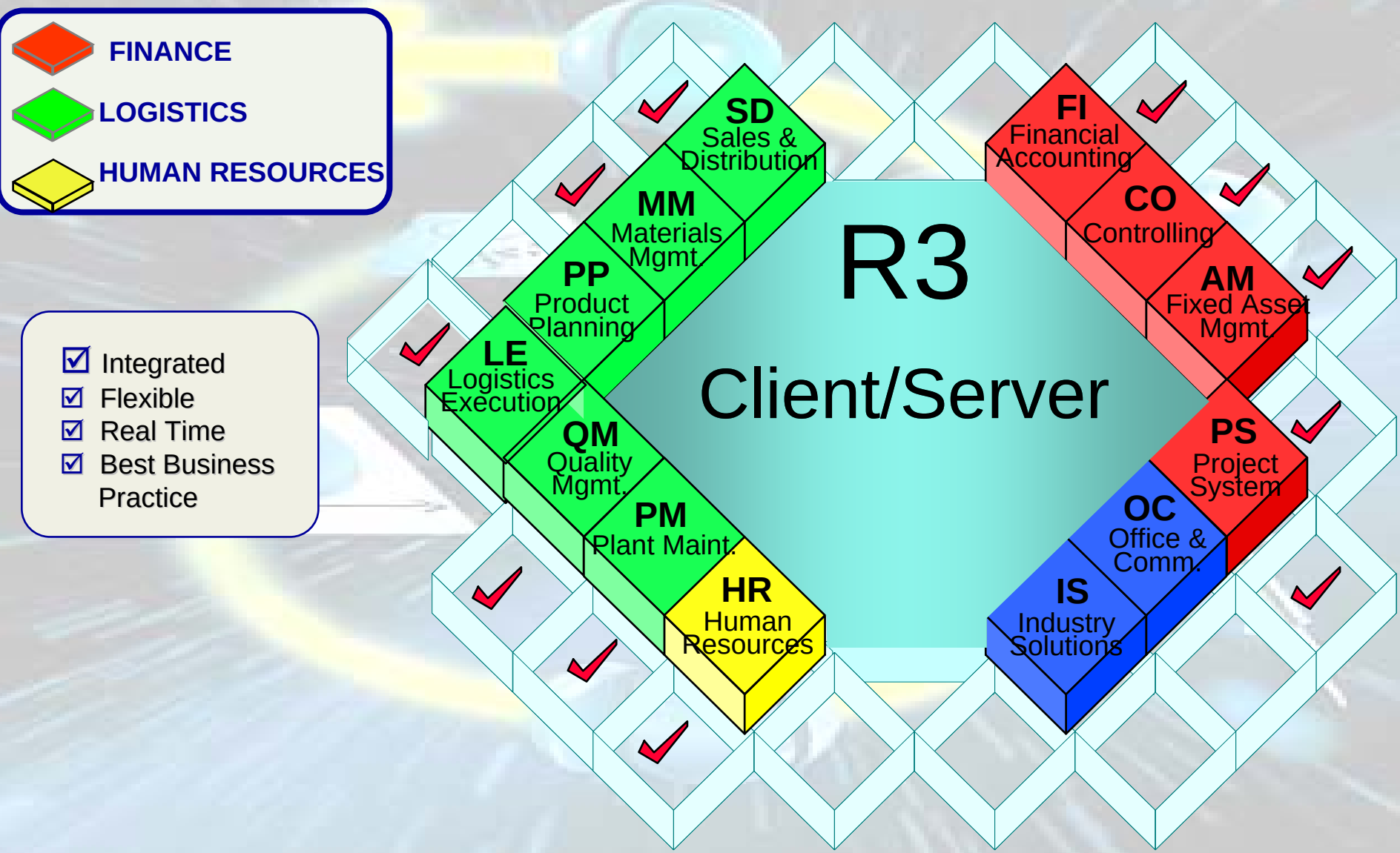


Clients are used to divide data in a SAP System into various data areas for various purposes. If a company, for example, wants to use its SAP System for both test and training purposes, a client is created for each purpose.

A client is identified via a three character code.

When logging on to the system, the user has to select a client in which he/she wants to work. The user can then only access data in this client.

SAP Modular Structure: Overview



SAP R/3 Integration Model

R/3: SAP R/3 stands for System Application products Real Time system version 3

Integration

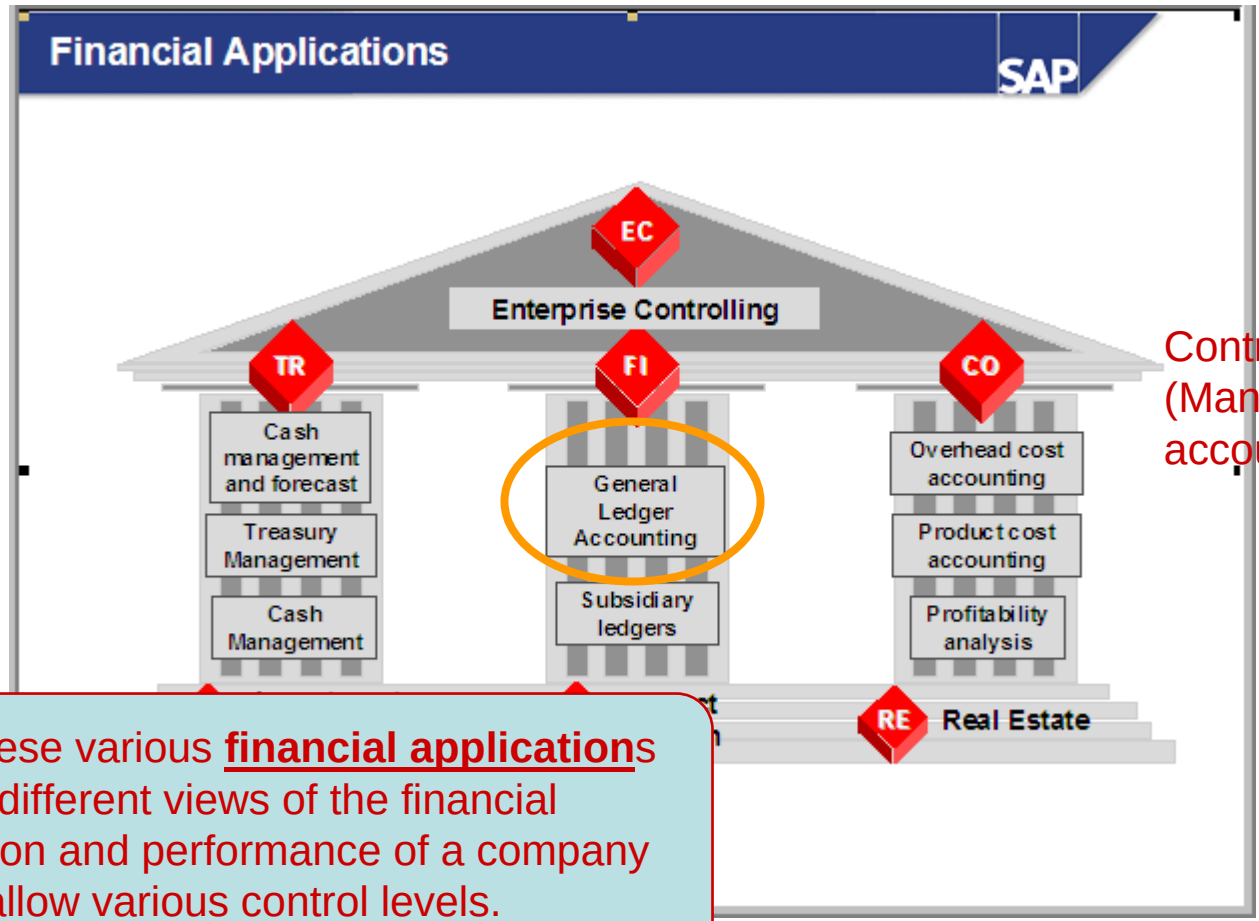
The various application modules of SAP R/3 are integrated. This means that the SAP system has a common database therefore all users have access to a common pool of data. A transaction in one application module has effect on other relevant applications.

Flexibility

As the system is modular you can choose to implement only the application modules you need. Interfaces to other systems are optional. This means that it is a truly open system.

The system you buy is the SAP R/3 standard system. You customize this system to suit your company's needs.

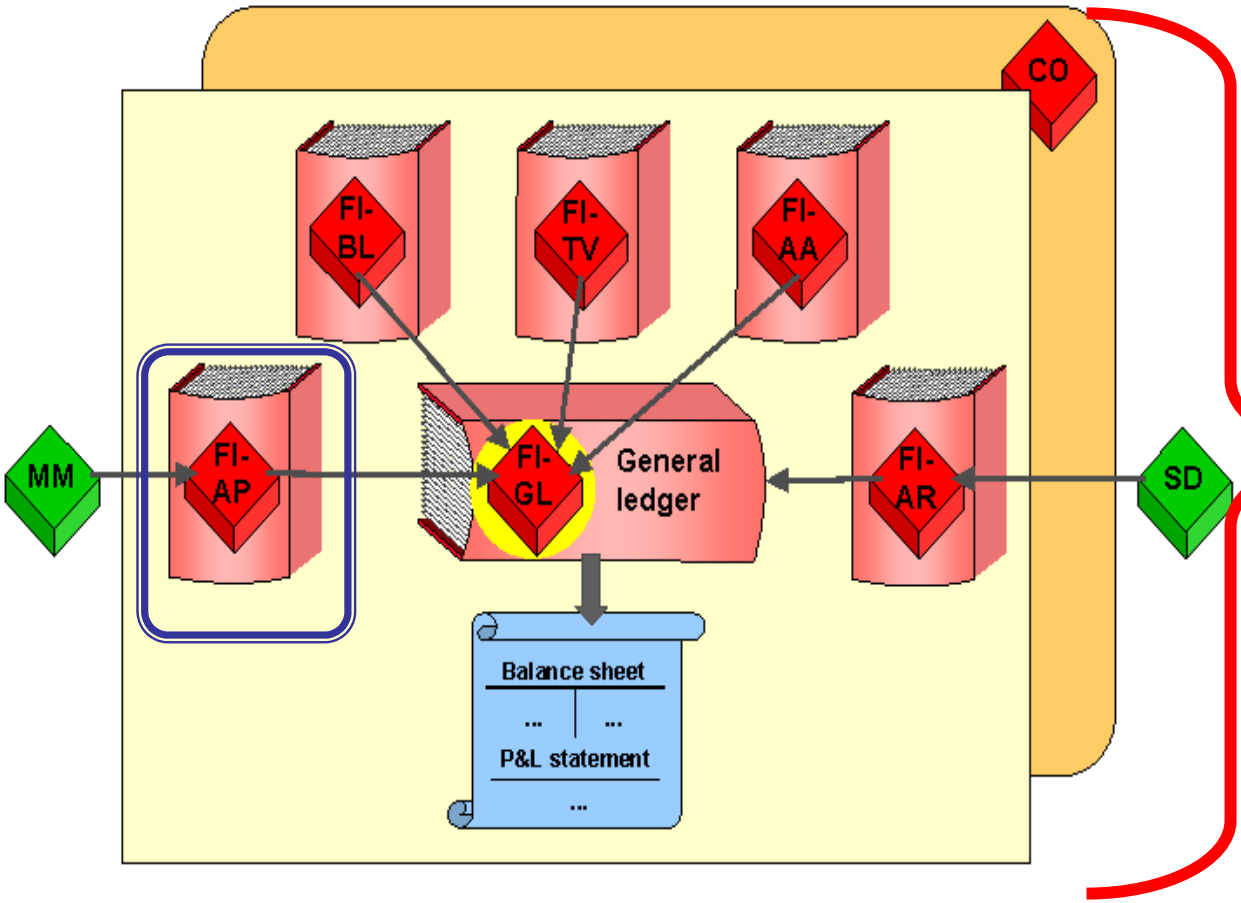
FINANCIAL APPLICATIONS



Controlling (Managerial accounting)

All these various **financial applications** offer different views of the financial position and performance of a company and allow various control levels.

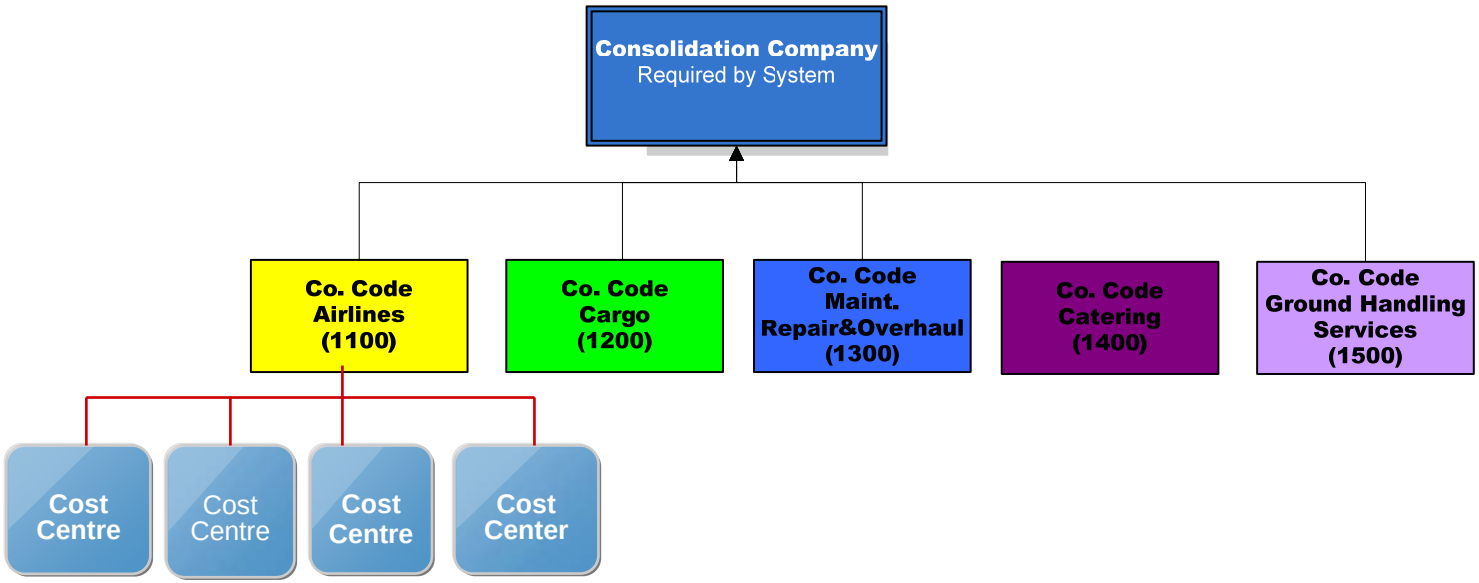
General Ledger - Integration



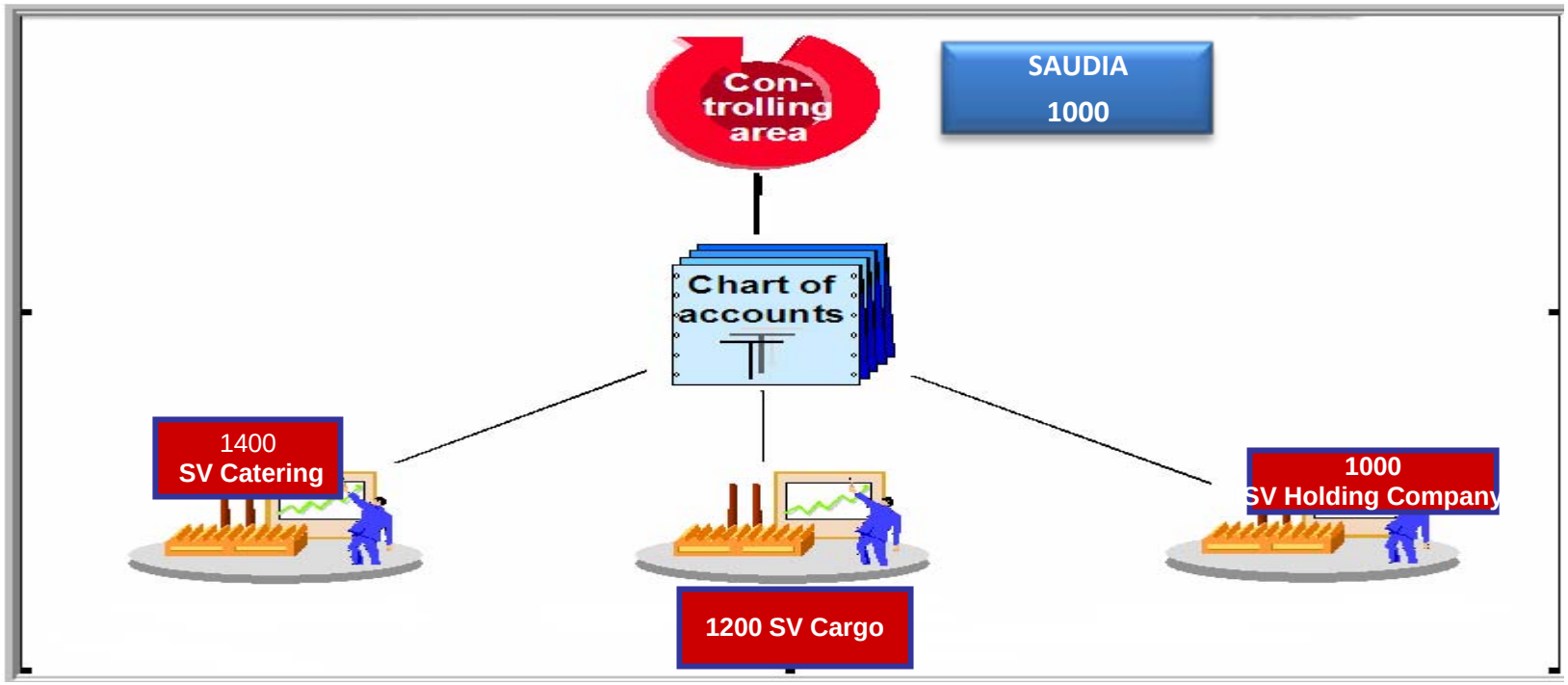
The General Ledger
Is seamlessly integrated
with other modules i.e.
AP- Accounts payable
AR-Accounts Receivable
AA-Asset Accounting
SD-Sales And Distribution
MM-Materials Management
CO-Controlling
TV-Travel Management

- Facilitates Recording of all relevant accounting transactions which enable External & Internal Reporting

Organizational Structures

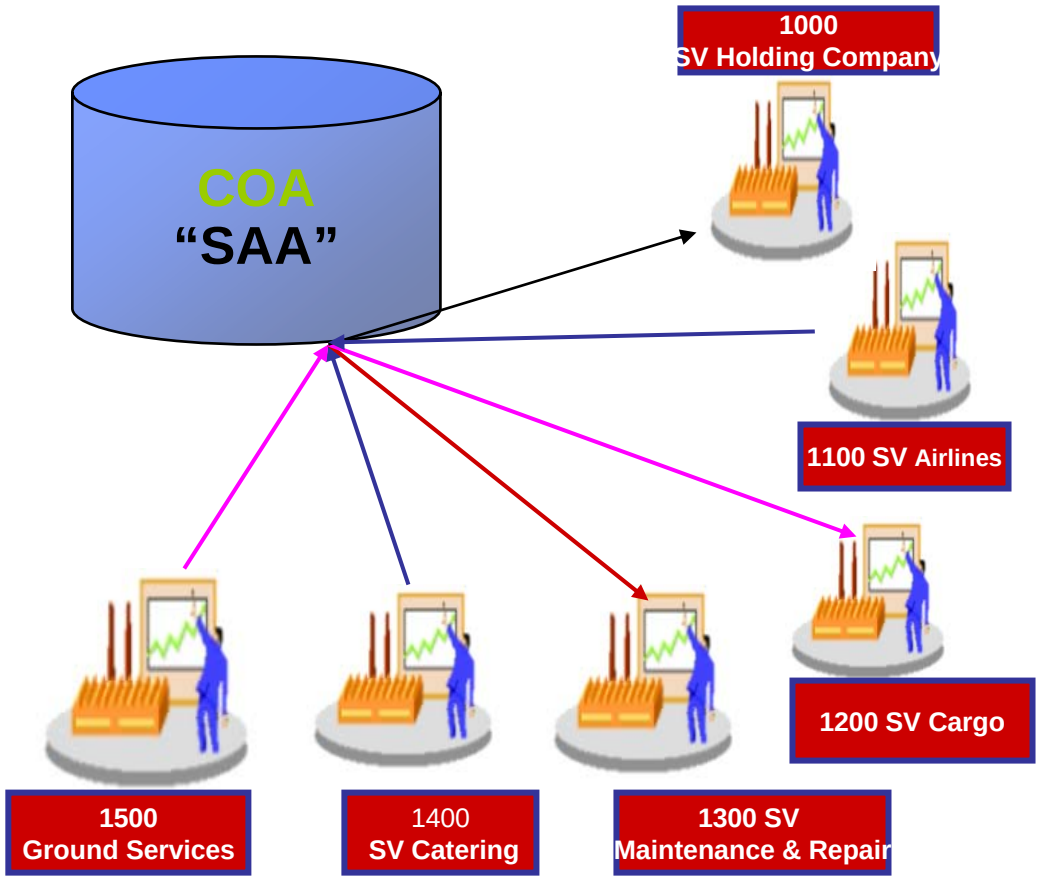


Controlling Area



- The **controlling area** identifies a self-contained organizational structure for which costs and revenues can be managed and allocated. It represents a separate unit of cost accounting.
- One or more company codes can be assigned to a controlling area, which enables you to carry out cross-company code cost accounting between the assigned company codes. However, this is only possible if the assigned company codes and the controlling area all use the same operating chart of accounts.

Chart of Accounts



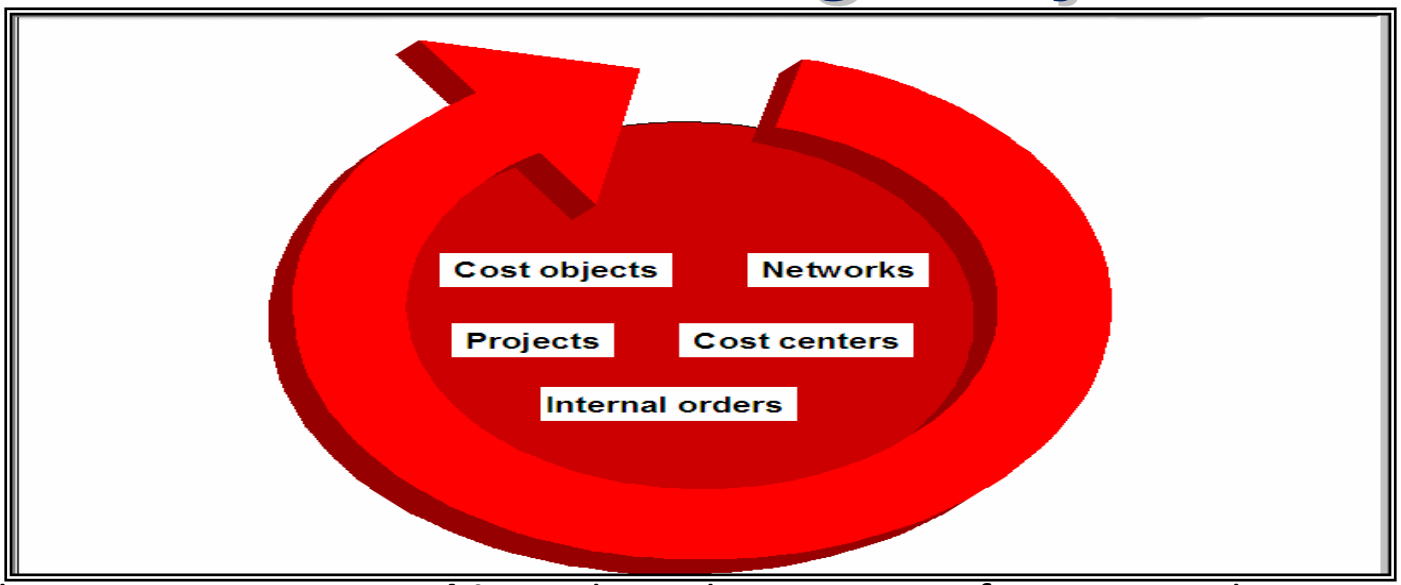
- **The Chart of Accounts**
  - Contains the definitions of all G/L accounts in an ordered form
  - Each Vendor Master is set up according to a Chart Of Accounts
  - All company codes will use the same COA
  - All SAA organizational units use the same Chart of Accounts i.e. **SAA i.e. 1000**

Company Code- External Accounting

=

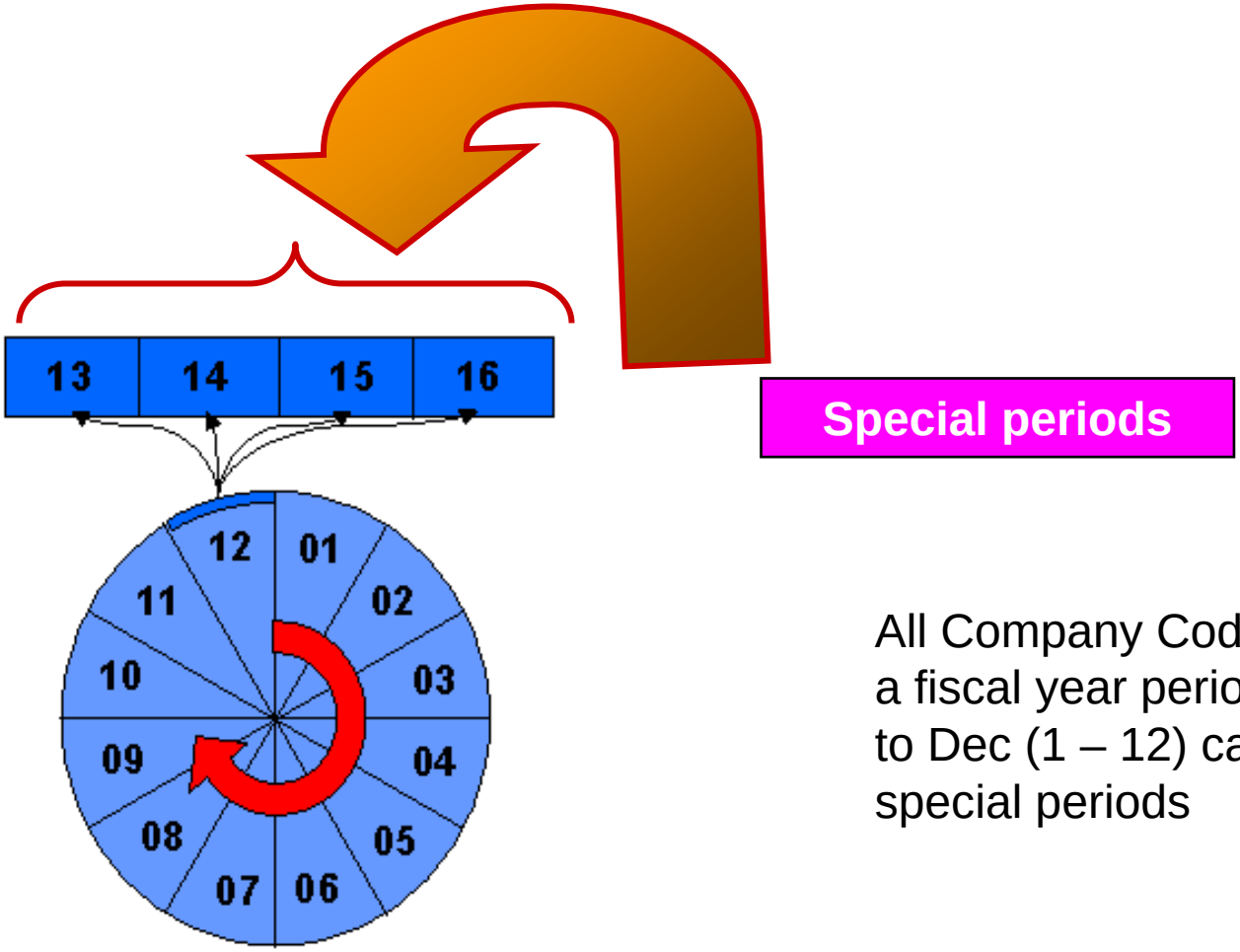
- **Company Code**
  - A **company code** is an independent accounting entity (the smallest organizational element for which a complete self-contained set of accounts can be drawn up). An example is a company within a corporate group. It has a unique, four character key.
  - The general ledger is kept at the company code level and is used to create the legally required balance sheets and profit and loss statements.
  - A company code designation is required for every financially based transaction entered into R/3. This is done either manually or automatically by deriving the company code from other data elements.
  - A Company code is assigned to a chart of accounts **(COA)** which can be used can be used by multiple companies provided they have the same basic account requirements.

Cost Controlling Objects



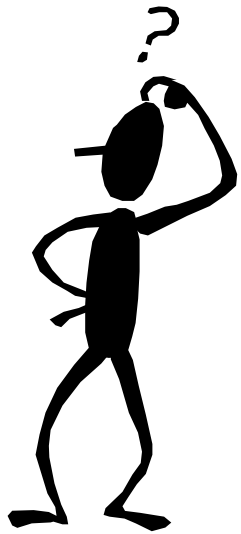
- A controlling area contains **CO objects** that take on various functions within Controlling, such as:
  - ✓Internal orders
  - ✓Cost objects
  - ✓Networks
  - ✓Projects
  - ✓Cost centers

Fiscal Year Setting



All Company Codes in SAUDIA have a fiscal year period starting from Jan to Dec (1 – 12) calendar months + 4 special periods

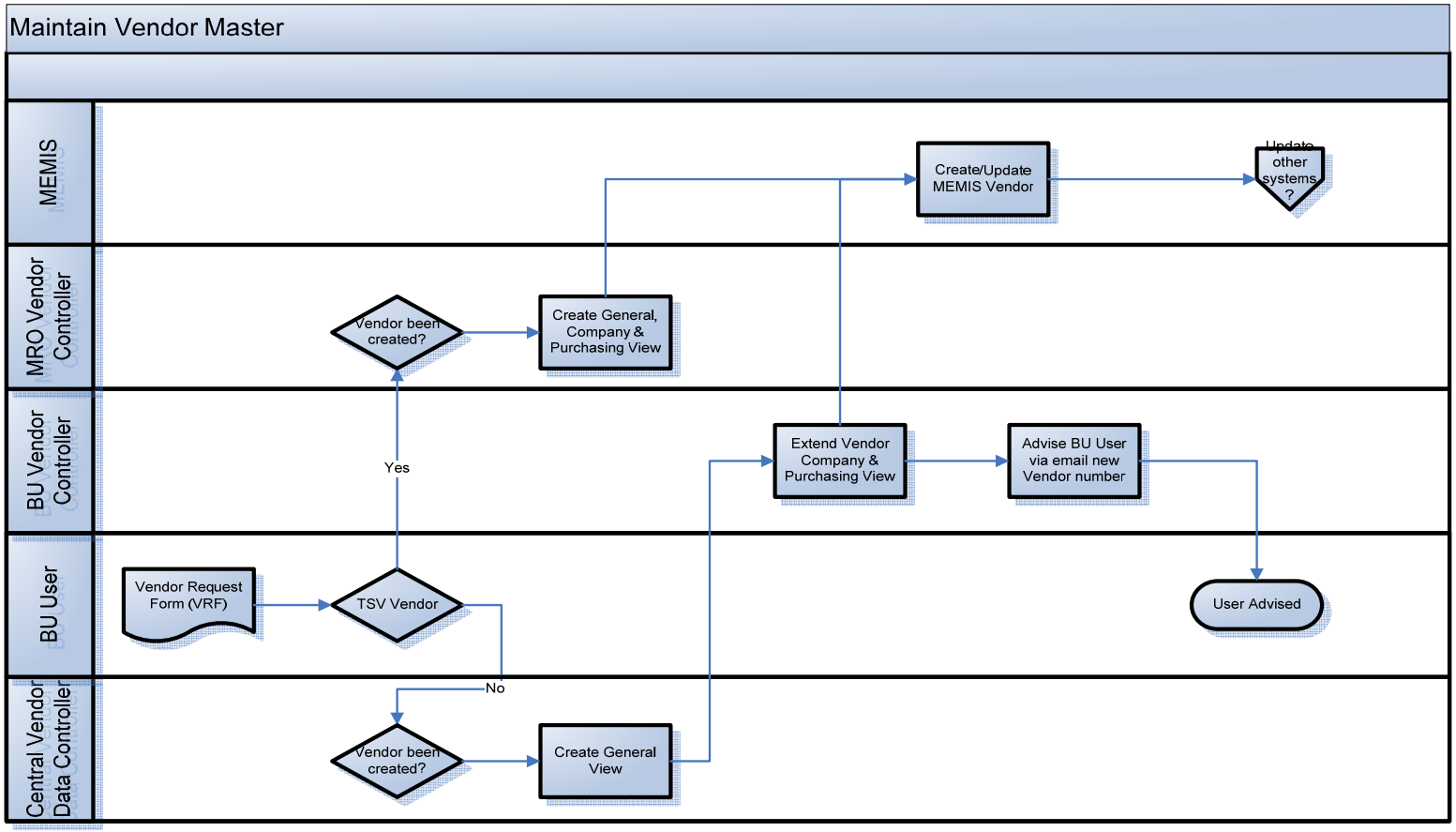
Any Questions



Master Data: Objectives

- Upon completion of this module, you will be able to:
  - Describe the Vendor Master Data- Structure
    - ✓ General Data
    - ✓ Company Code
    - ✓ Purchasing Segment
  - Describe SAP business rules related to vendor accounts.
  - Maintain vendors' and Control Master Data (Company Code view),
  - Block and unblock vendors' Master Data.
  - Mark/Unmark Vendor Master for Deletion.

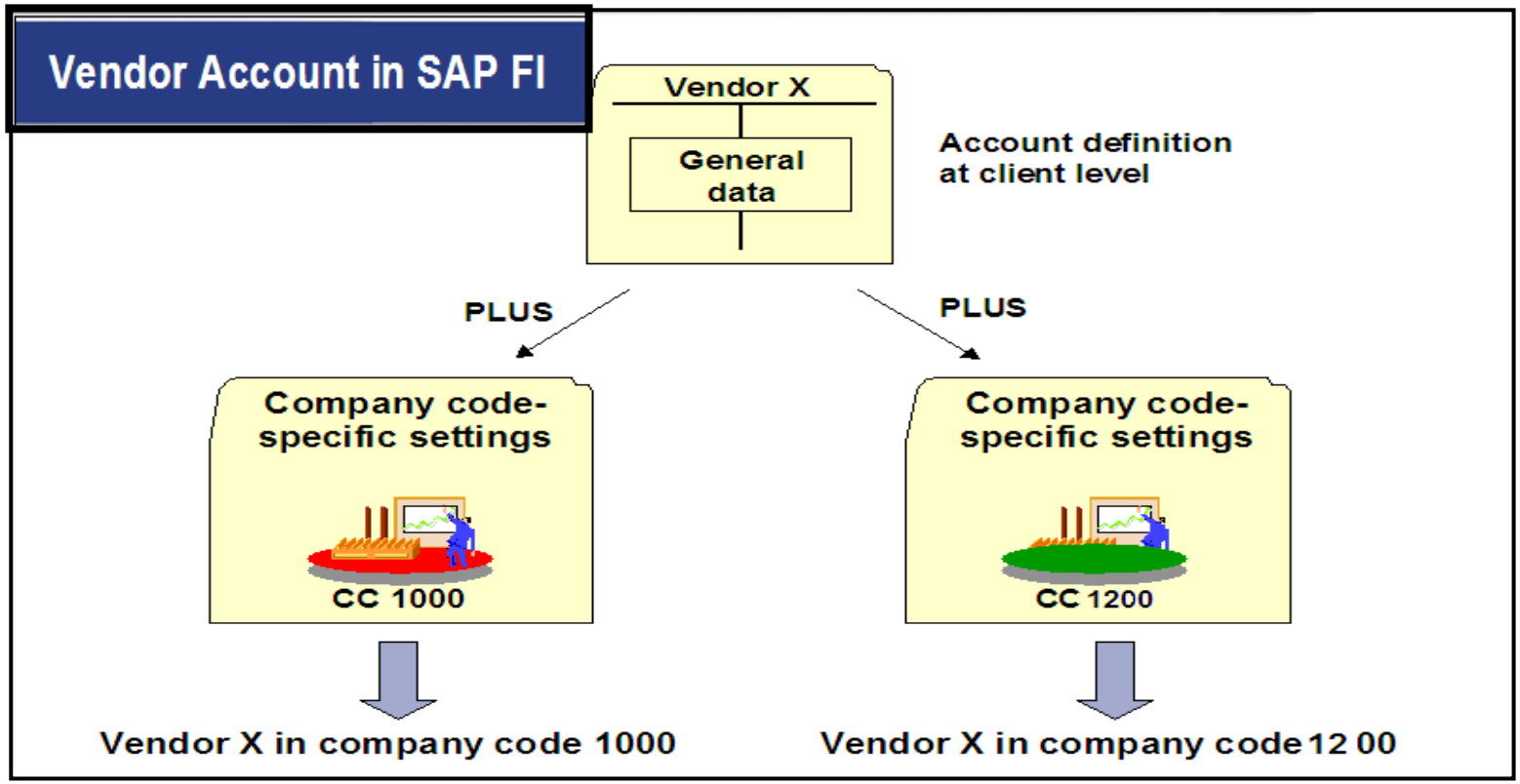
Business Processes- Master Data Creation



Master Data in Accounts Payable

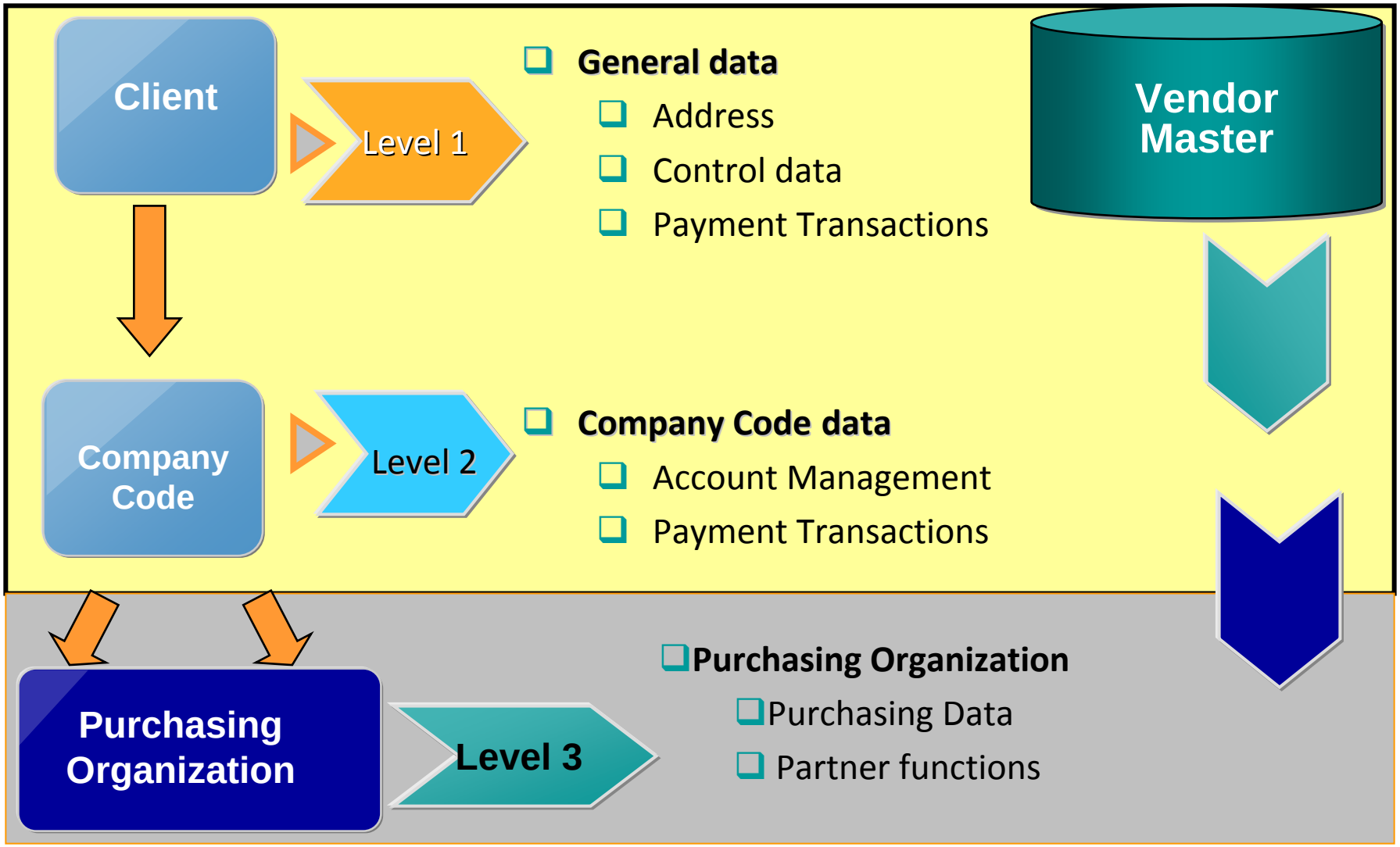
- What is Master Data?
  - ✓ It is data that is stored in the database for long periods of time.
- This permanent (yet changeable) data is created for:
  - ✓ Vendor Master Accounts
- **Reduction in data redundancy:**
  - ✓ The shared master data concept in the SAP system will inevitably reduce duplication of data stored and used in the business processing
- **Greatly reduced administration:**
  - ✓ Through the elimination of re-keying, reconciliation and manual collation of data.
  - ✓ This gives the finance staff the time to analyze the figures rather than spending the majority of their time performing administration tasks.
- **Seamless Integration:**
  - ✓ A complete integrated system will provide better control and reduce data entry and errors and also provides a complete audit trail for the organization.

Vendor Account



- As with G/L accounts, **vendor accounts** are made up of two areas:
- A vendor account is defined for all company codes at client level. General data, such as the vendor's address, is also stored here.
- Postings cannot be made to the account in a company code until company code-specific settings have been made, such as the agreed terms of payment.

Master Data Structure



Master Data: Account Groups

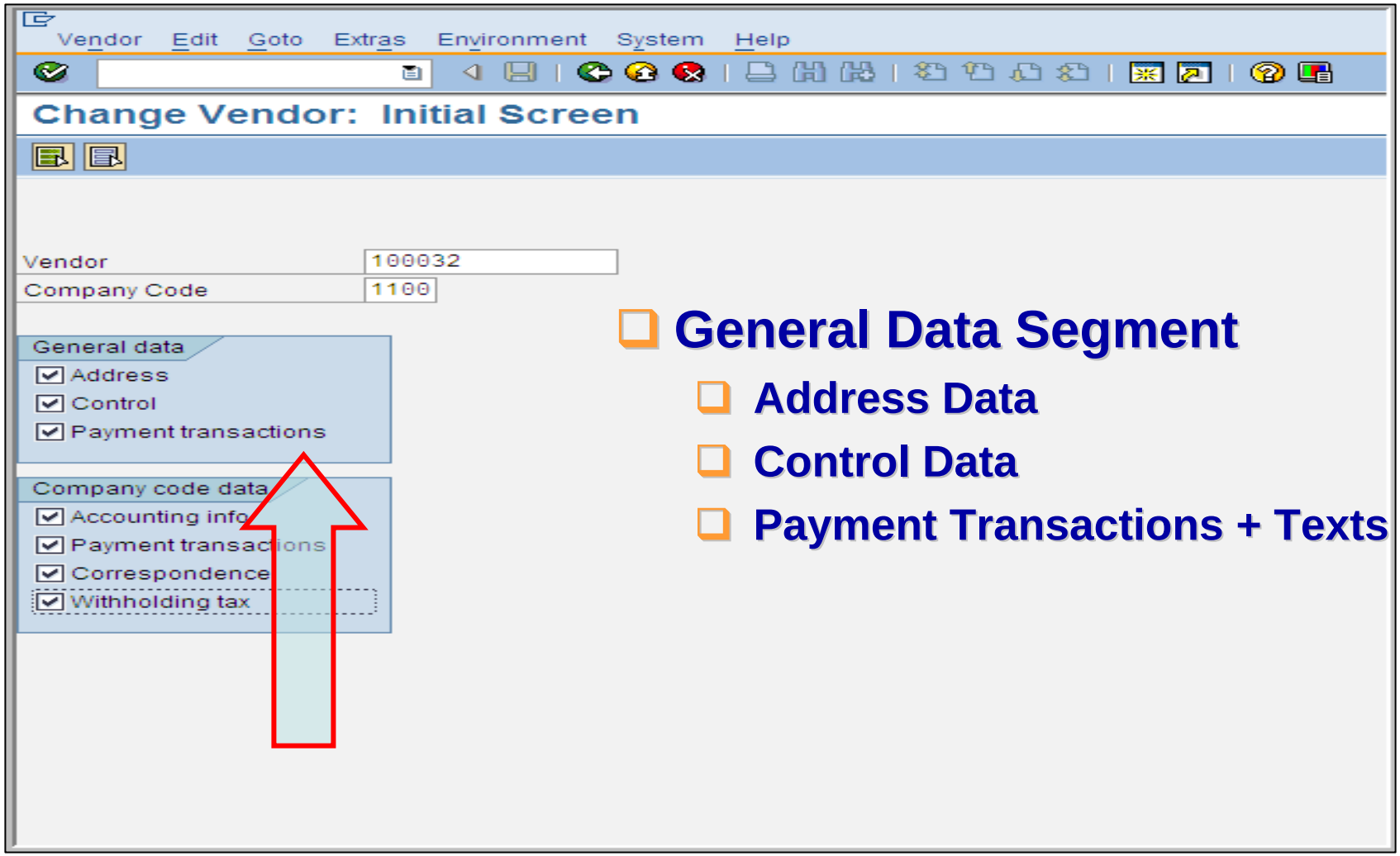
ACCOUNT GROUPS

Vendor Group	Description	Number ranges	Int.
SA01	Local Vendors	100000 - 199999	X
SA02	Foreign Vendors	200000 - 299999	X
SA03	Employee Vendors (One –Time)	300000 - 399999	X
SA04	Affiliated Companies	400000 - 499999	X
SA05	One time Vendors	500000 - 599999	X
SA06	IATA & GSA Members	600000 - 699999	X

Internal Number Assignment

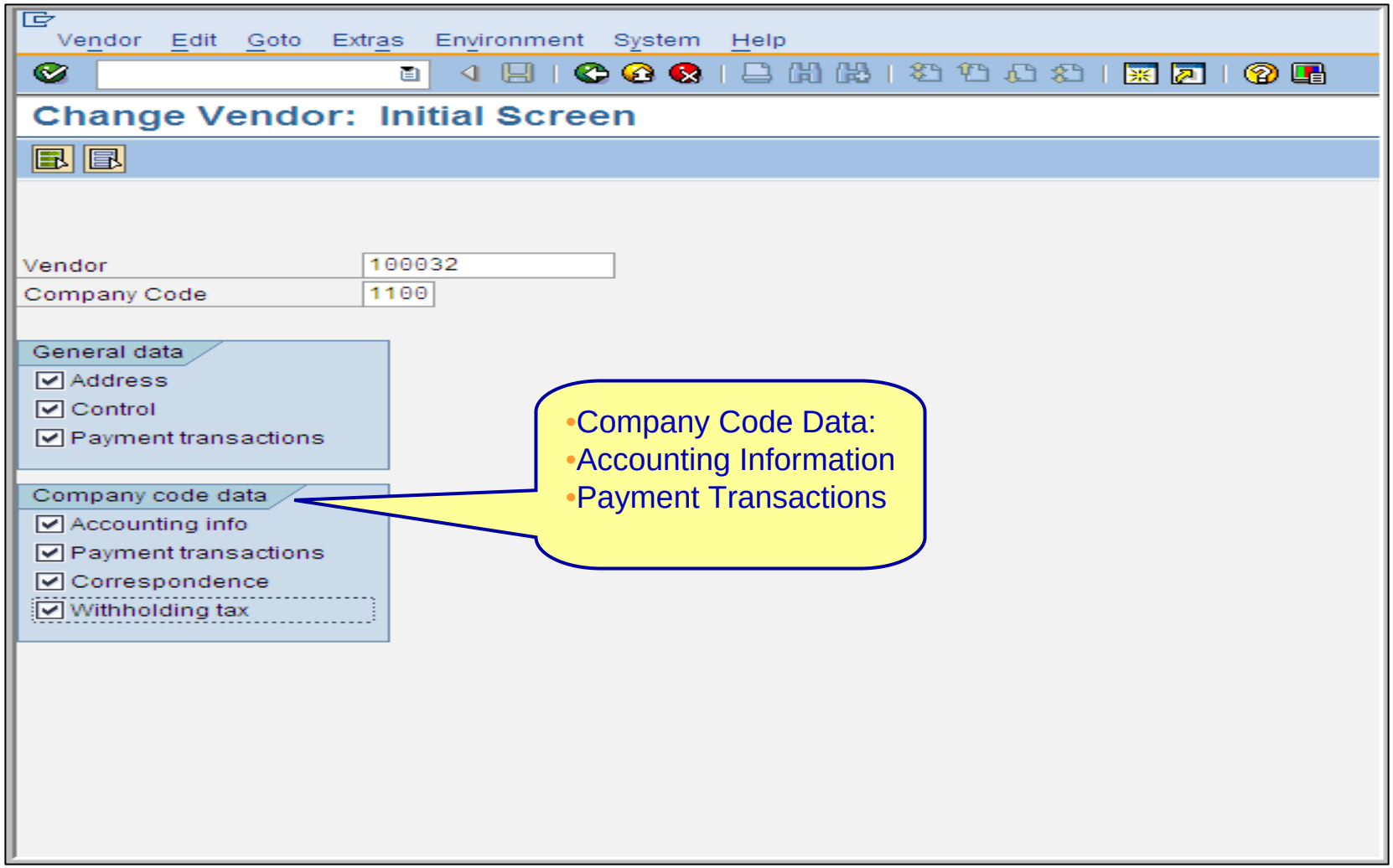
1. In the same way as G/L accounts, vendor accounts can be combined in various **account groups**, so that they can be organized and managed more easily.
2. The accounts in an account group usually have similar characteristics. For example, Saudia has one account group for Local vendors, one for Foreign abroad, one for affiliated vendors, one for one-time accounts and IATA and GSA Members

Master Data: General Data



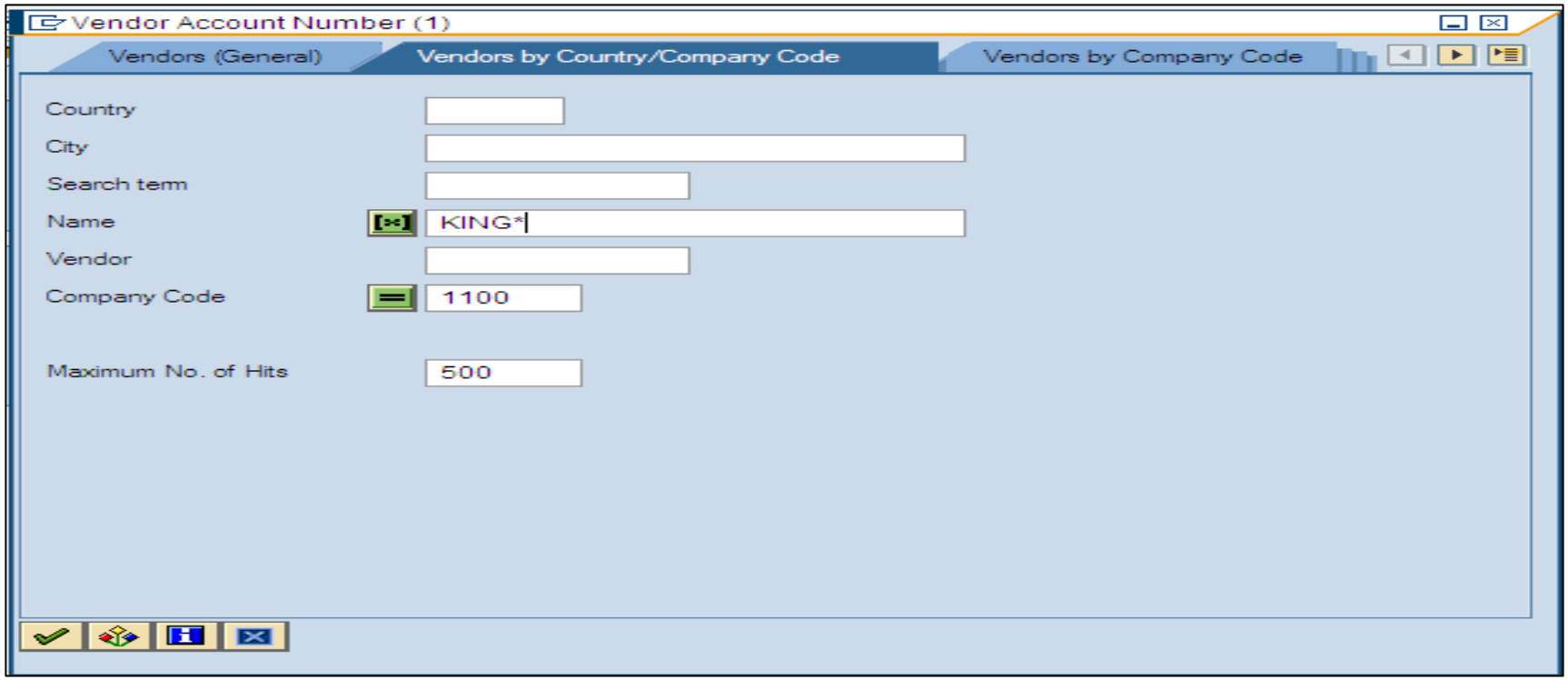
- General Data Segment
  - Address Data
  - Control Data
  - Payment Transactions + Texts

Master Data: Company Code Data



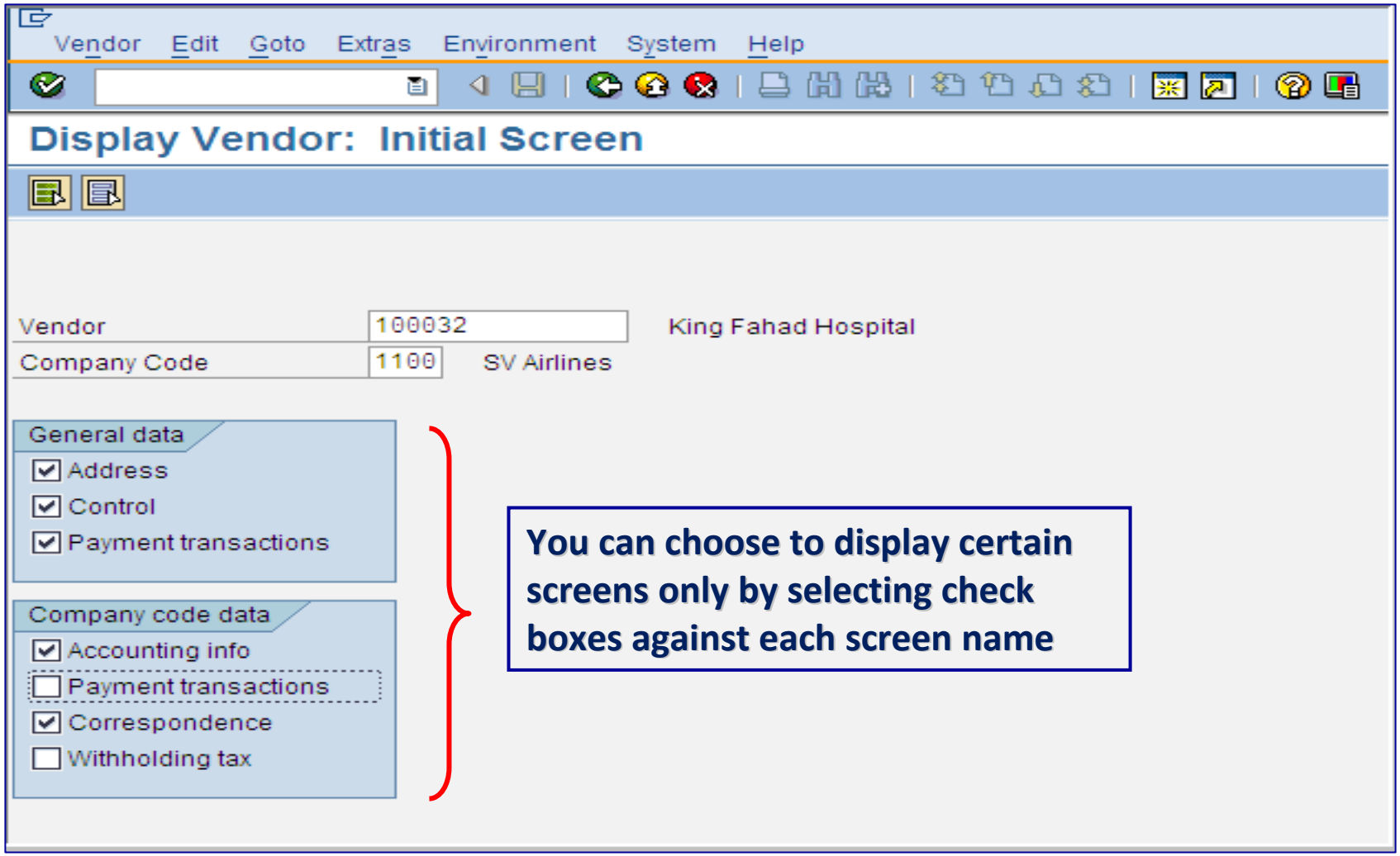
- Company Code Data:
- Accounting Information
- Payment Transactions

Master Data: Search Terms



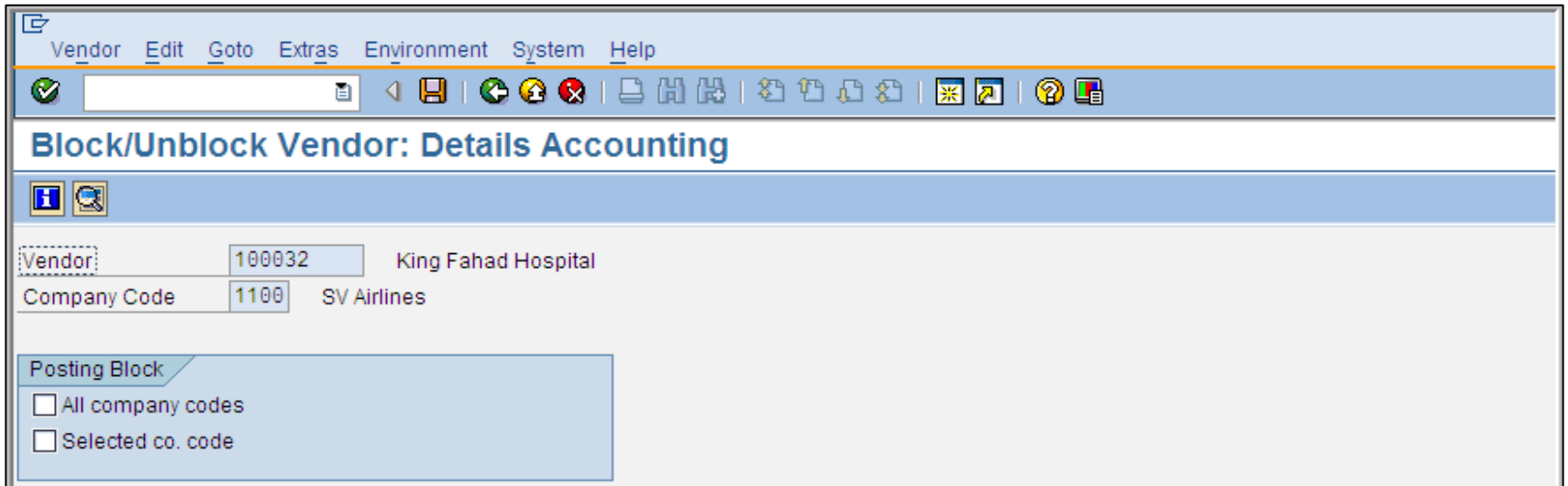
- To make search function more accurate, you can use special characters (wildcard): "*"
- The search in text fields is non-case sensitive
- In this example, the system will search for all vendors, that:
- Have in a field "Name" word "KING" at the beginning
- The vendor belongs to Company Code 1100

Master Data: Display



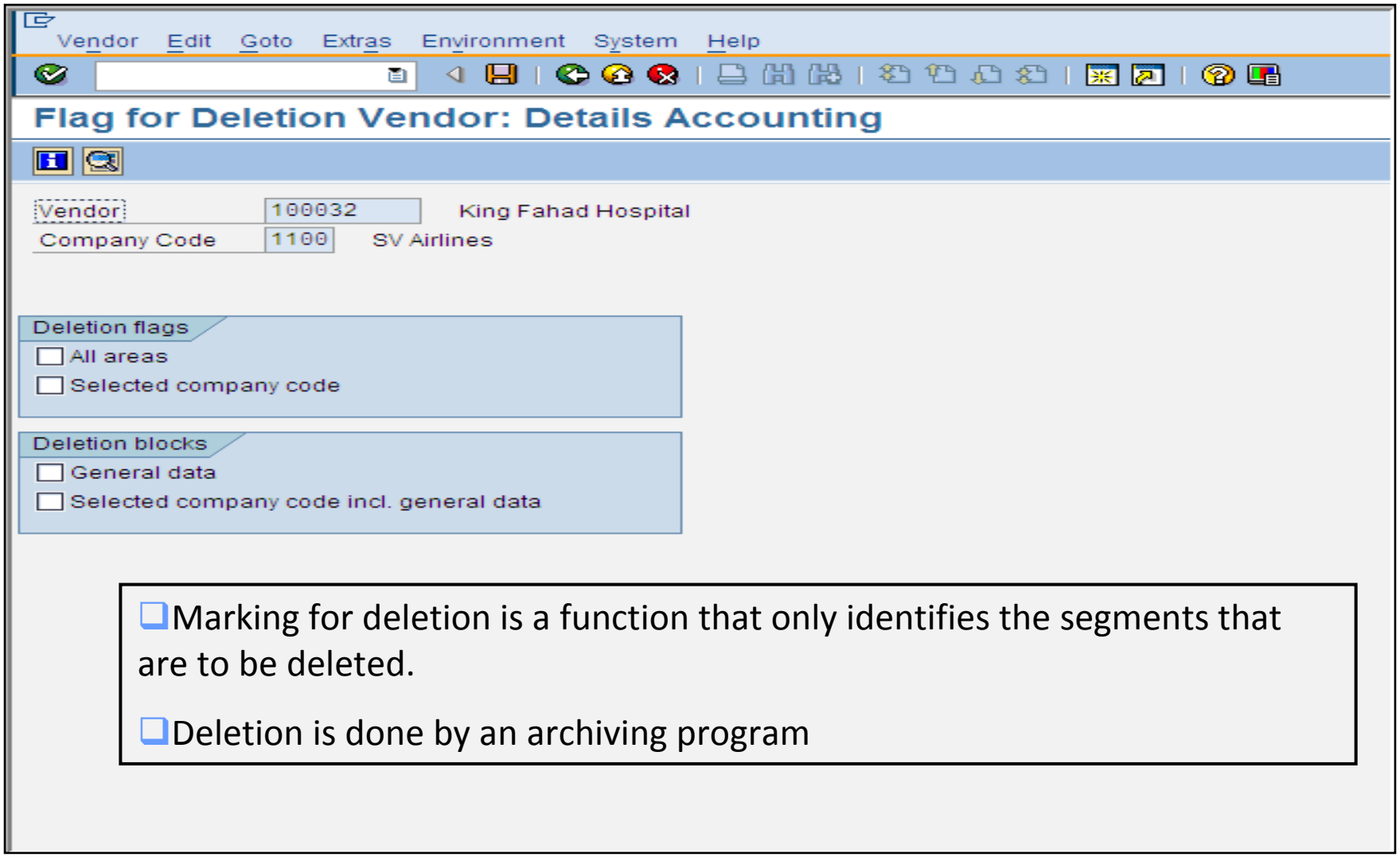
You can choose to display certain screens only by selecting check boxes against each screen name

Blocking/Unblocking a Vendor



- Vendor master record can be blocked in :
  - All company codes or
  - Selected company code and
  - If the Vendor was created more than once in a company code
  - Is under investigation for business misconduct

Master Data: Mark for Deletion



- Marking for deletion is a function that only identifies the segments that are to be deleted.
- Deletion is done by an archiving program

Any Questions

Demonstration and Exercises

Please refer to your Exercise Guide on Unit 1

Finance Organizational Structures & Master Data in Accounts Payable

Please complete the exercises

Unit 2 : Accounting Transactions in Accounts Payable

- Park Invoice – F-63
- Change Parked Document
- Display a Parked Document

- Post/Delete a parked Document
- Post Vendor Invoice
- Park/Edit Credit Memo
- Post Credit Memo
- Post Outgoing Payment
- Display Accounting Document
- Clear Vendor Account
- Reset Cleared Items
- Document Reversal (Individual Reversal) Document

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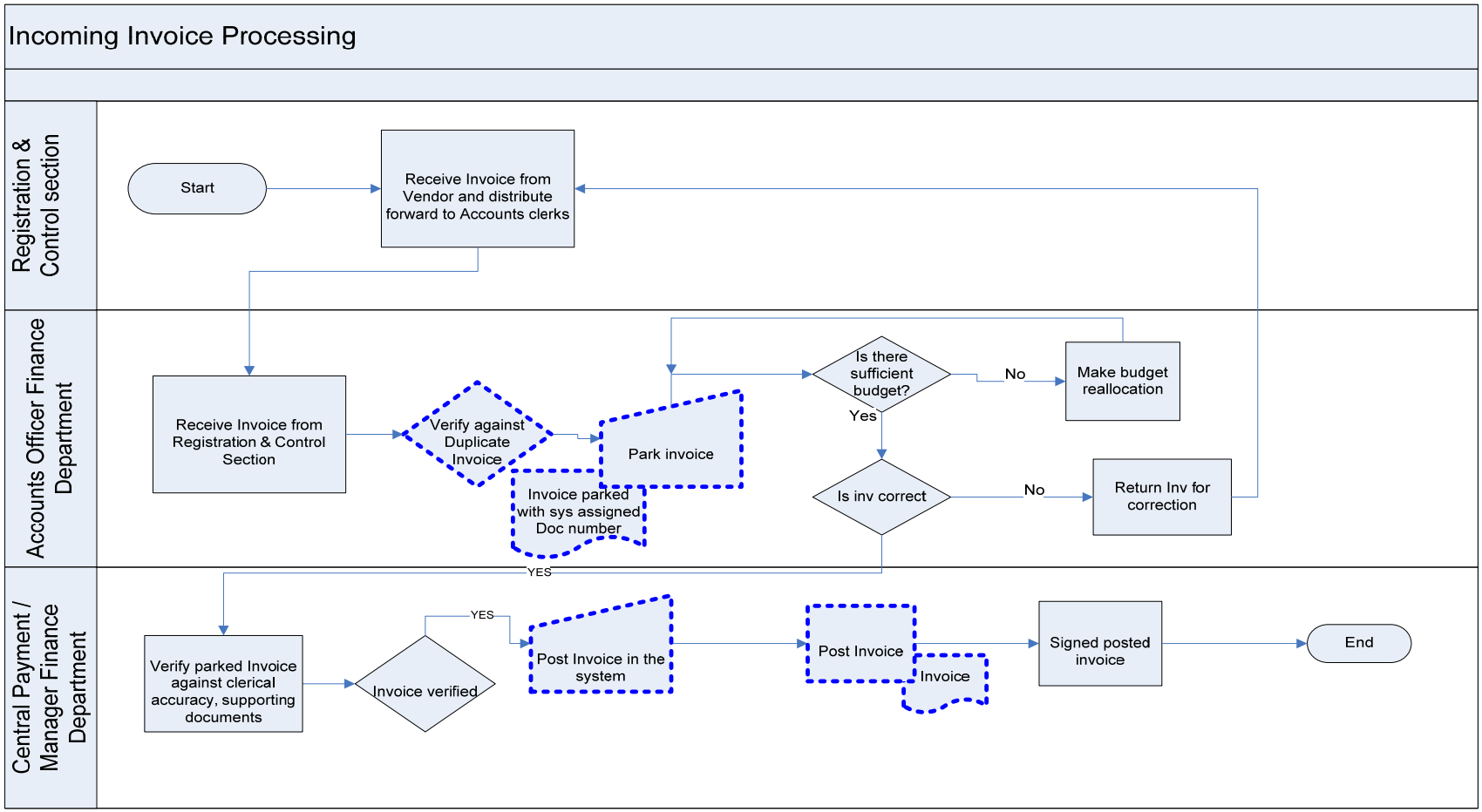
3. Advance Payments in Accounts Payable

4.Automatic outgoing Payment processing

5.Correspondenses and Foreign Currency Revaluation

6.Vendor Account Reports

Business Process : Posting and Parking of Invoice

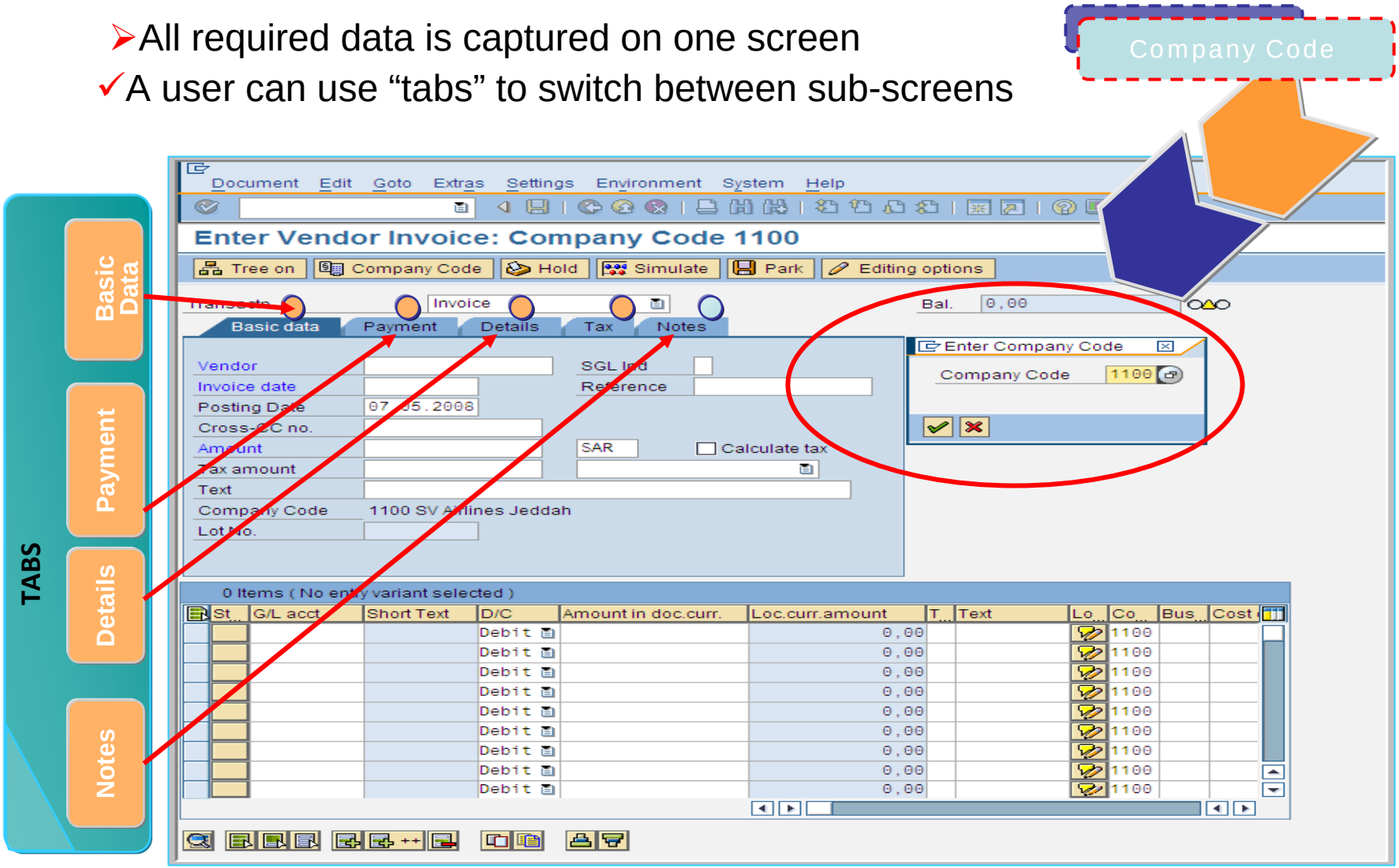


Accounts payable transactions

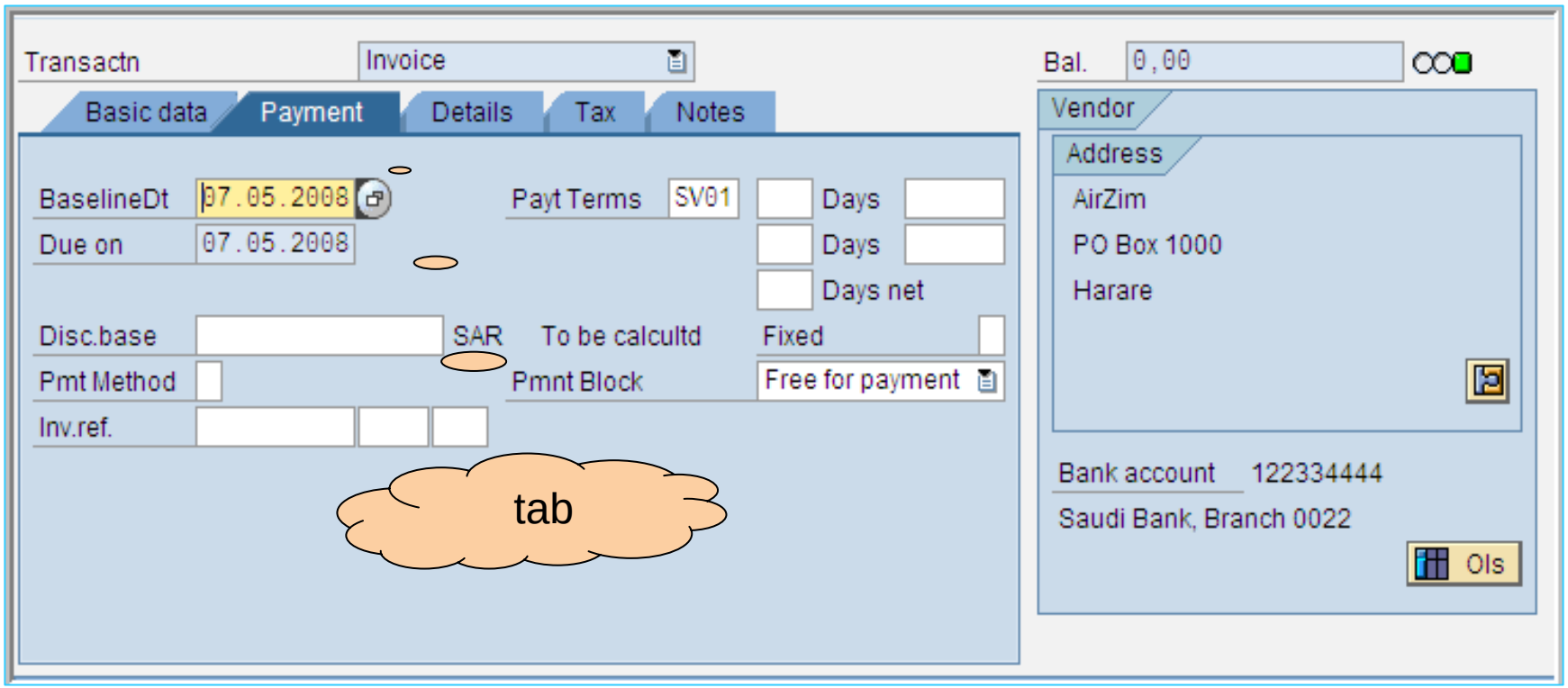
- Since Release 4.6 (**Enjoy** Release):-
- You can easily create and post a **vendor invoice** or **credit memo** using a one-screen transaction.
- The entry screen is divided into the following areas:
- Work templates (here, you can select creation variants, account assignment templates, or held documents as references)
- Header and vendor data (document header and vendor line item data is entered here)
- Line item information (the line items for the document are entered here)
- Information area (the document balance and information about the vendor is displayed here)
- This transaction can also be used to create documents in foreign currency. The foreign currency amount is translated into local currency using defined exchange rates

Document Entry – Single Screen

- All required data is captured on one screen
- ✓ A user can use “tabs” to switch between sub-screens

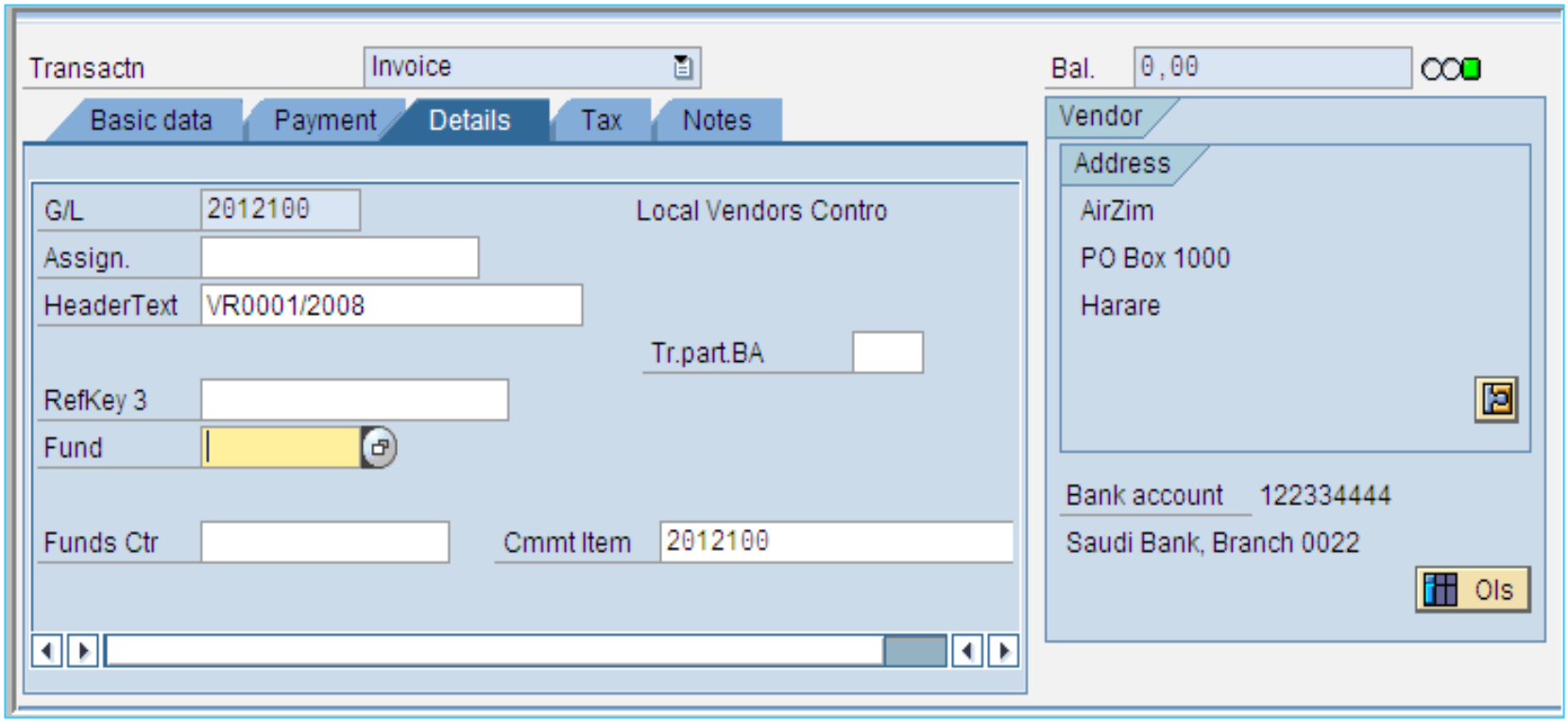


Document Tabs



- On this screen a user can enter all the data required for further payment processing:
- Baseline date, Payment terms, Payment method and Payment Block.

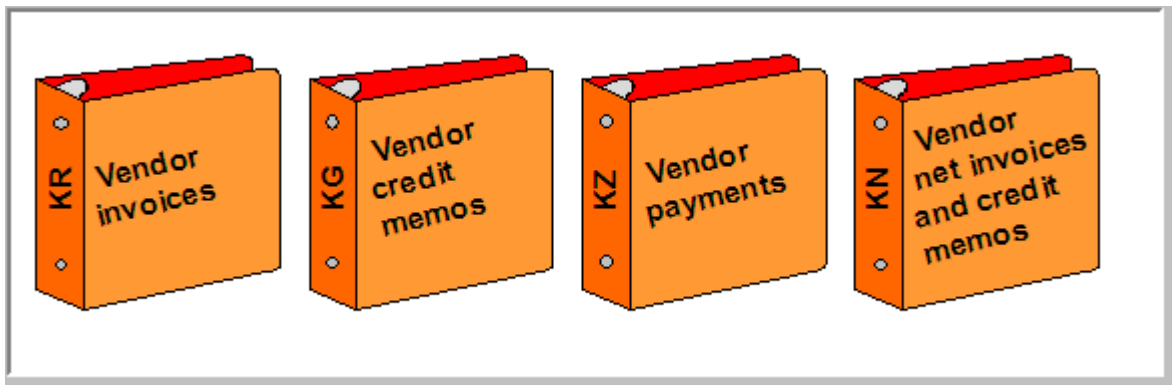
Details Tab



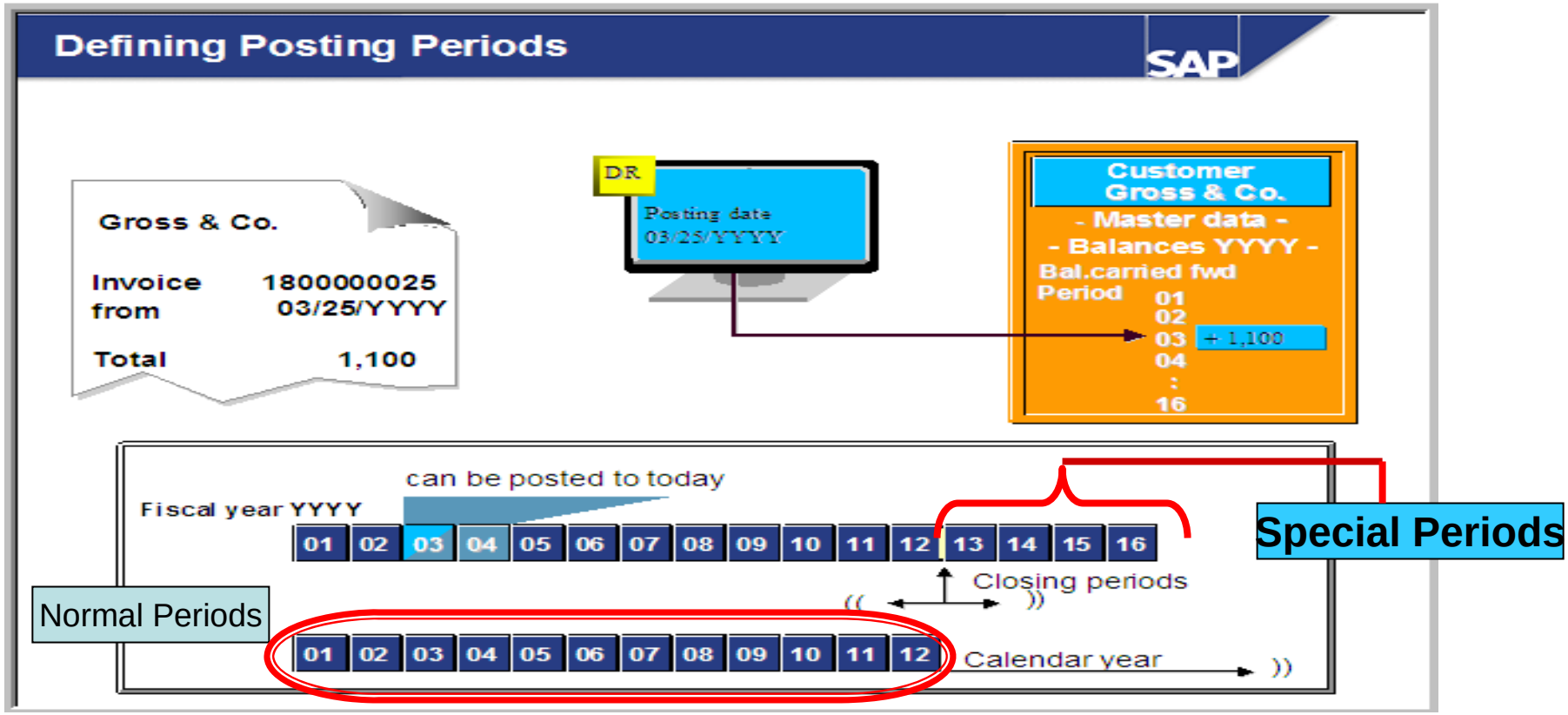
- On the details tab, a user can enter any additional data regarding an invoice
- Recon/Control A/c updates real time automatically

Vendor document's types

1. In order to distinguish between the various FI documents, **<u>document types</u>** are used. Each document is assigned to one document type, and this is entered in the document header. Document numbers are provided by the document number ranges assigned to one or more document types.



Posting Periods

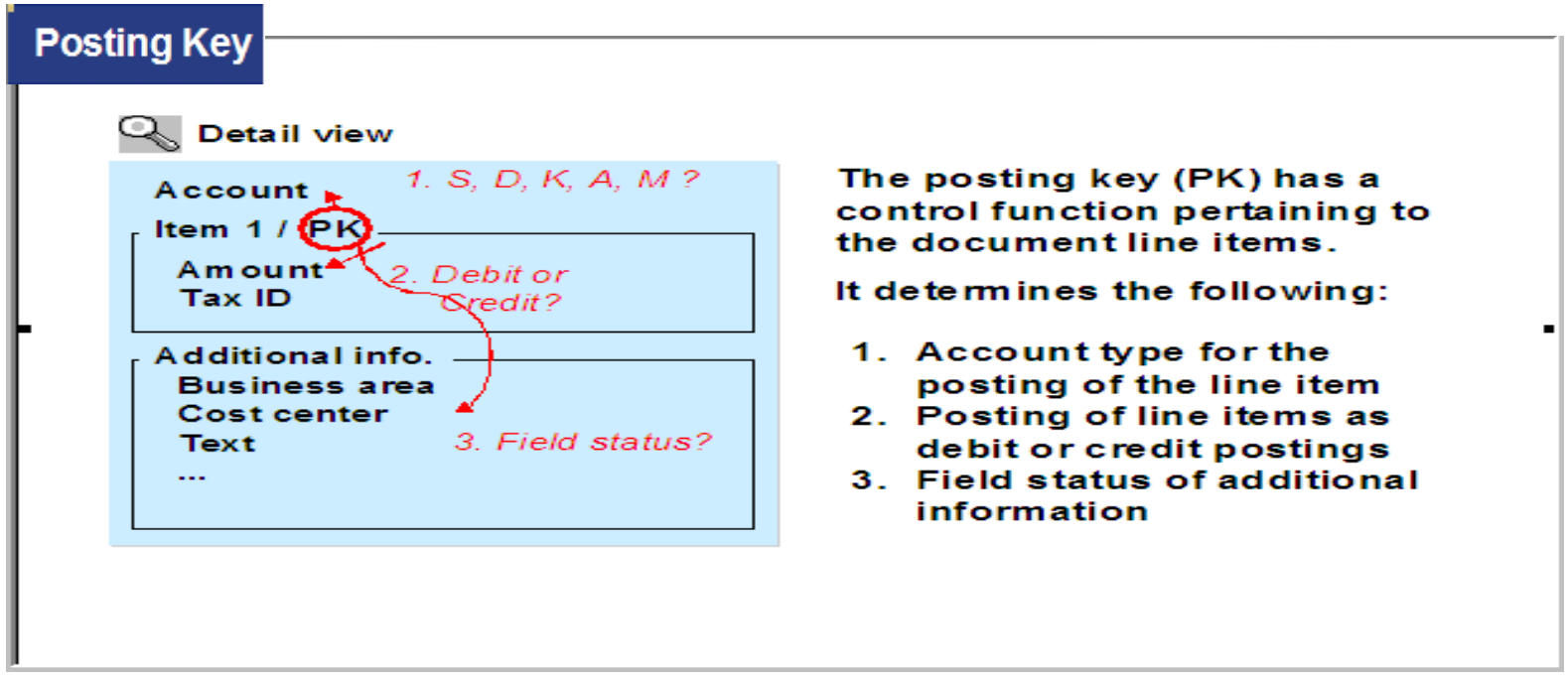


The Opening and closing of the periods can done be at a central point for all the Company Codes under Saudia

The **posting date**, which is specified during document entry, determines to which **posting period** the document is recorded.

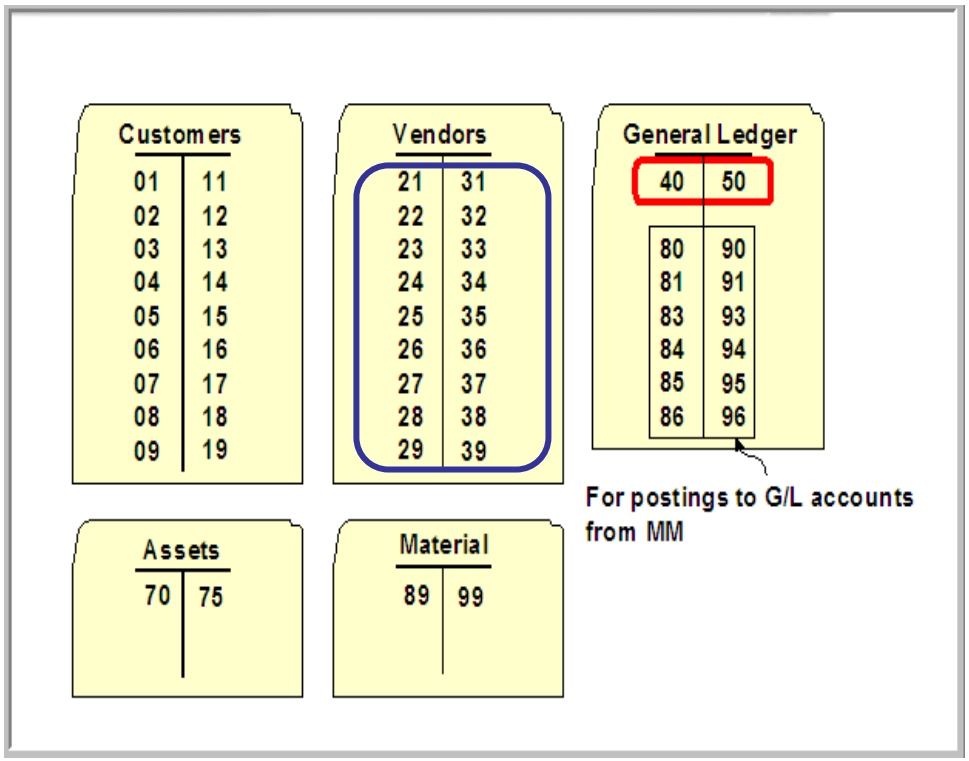
The posting periods for your company is defined by the **fiscal year variant**.

Posting Keys



- Each document line item contains one **posting key**. This is an instrument that is used for internal control and is used during general postings to tell the system:
- The account type to be posted
- Whether it is a debit or credit posting
- Which fields of the line item may have or require an entry
- In the new Enjoy transaction, you no longer need to enter the posting key. It does, however, appear in the document and its control functions are still relevant.

Standard Posting Keys



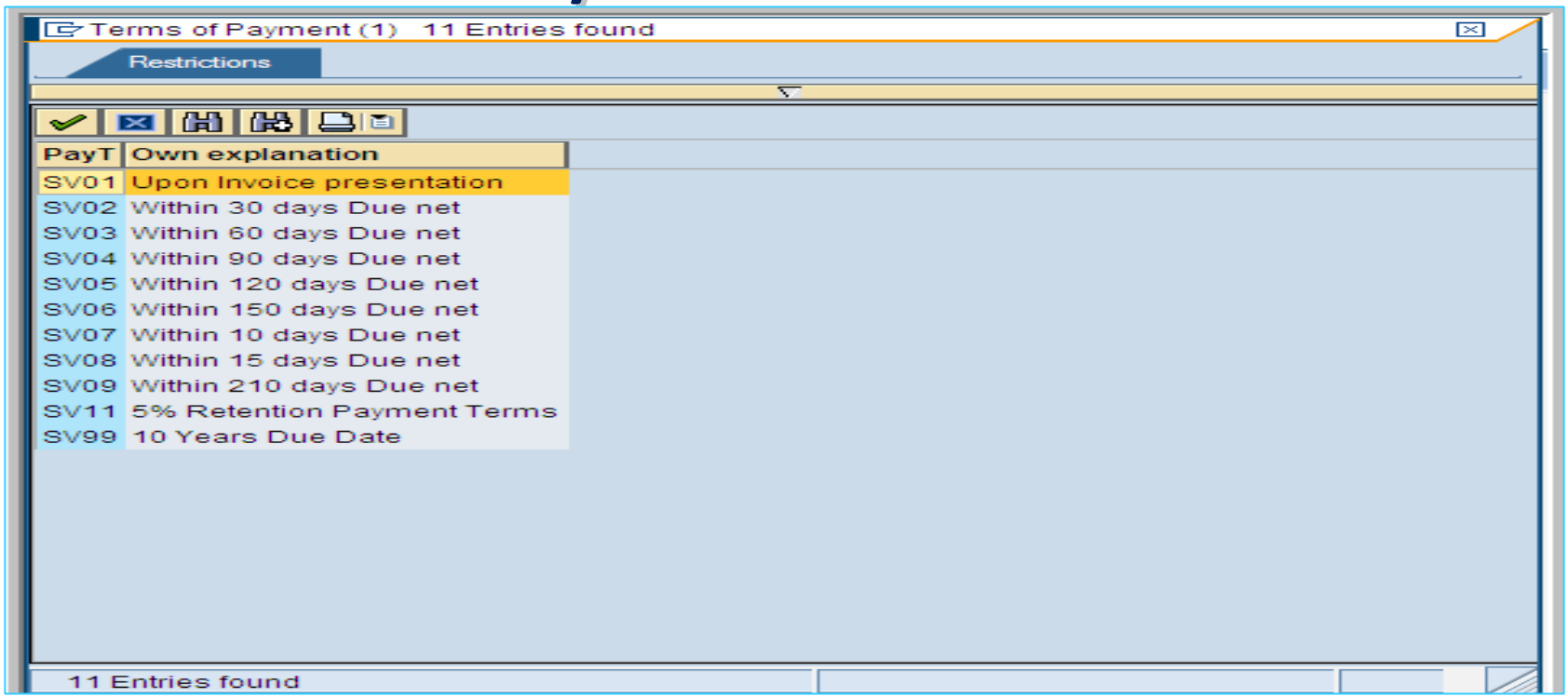
❖In the R/3 System, there are a large number of **<u>standard posting keys</u>** which should be used.

❖Each posting key is used for postings to a certain side of accounts of certain account types.

❖For postings in the Accounts payable, you only need quite a number of posting keys where as General Ledger normally uses two: see diagram

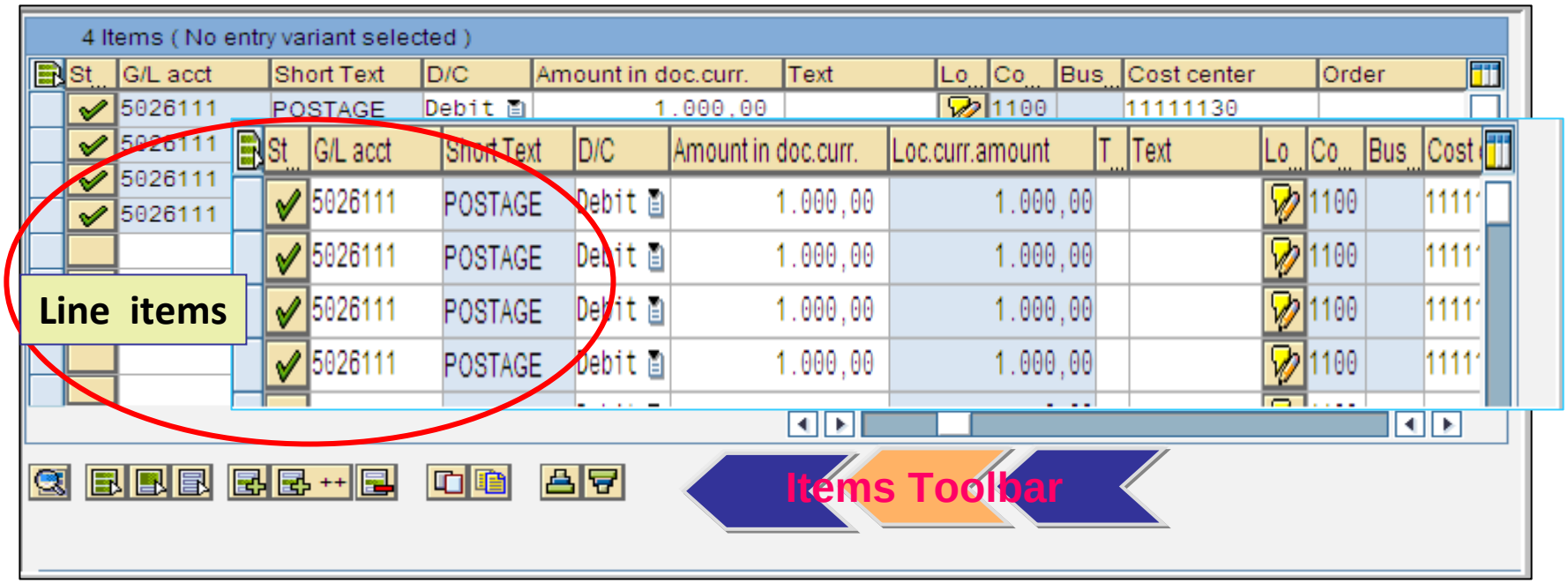
- 40 for debit items
- 50 for credit items

Payment Terms



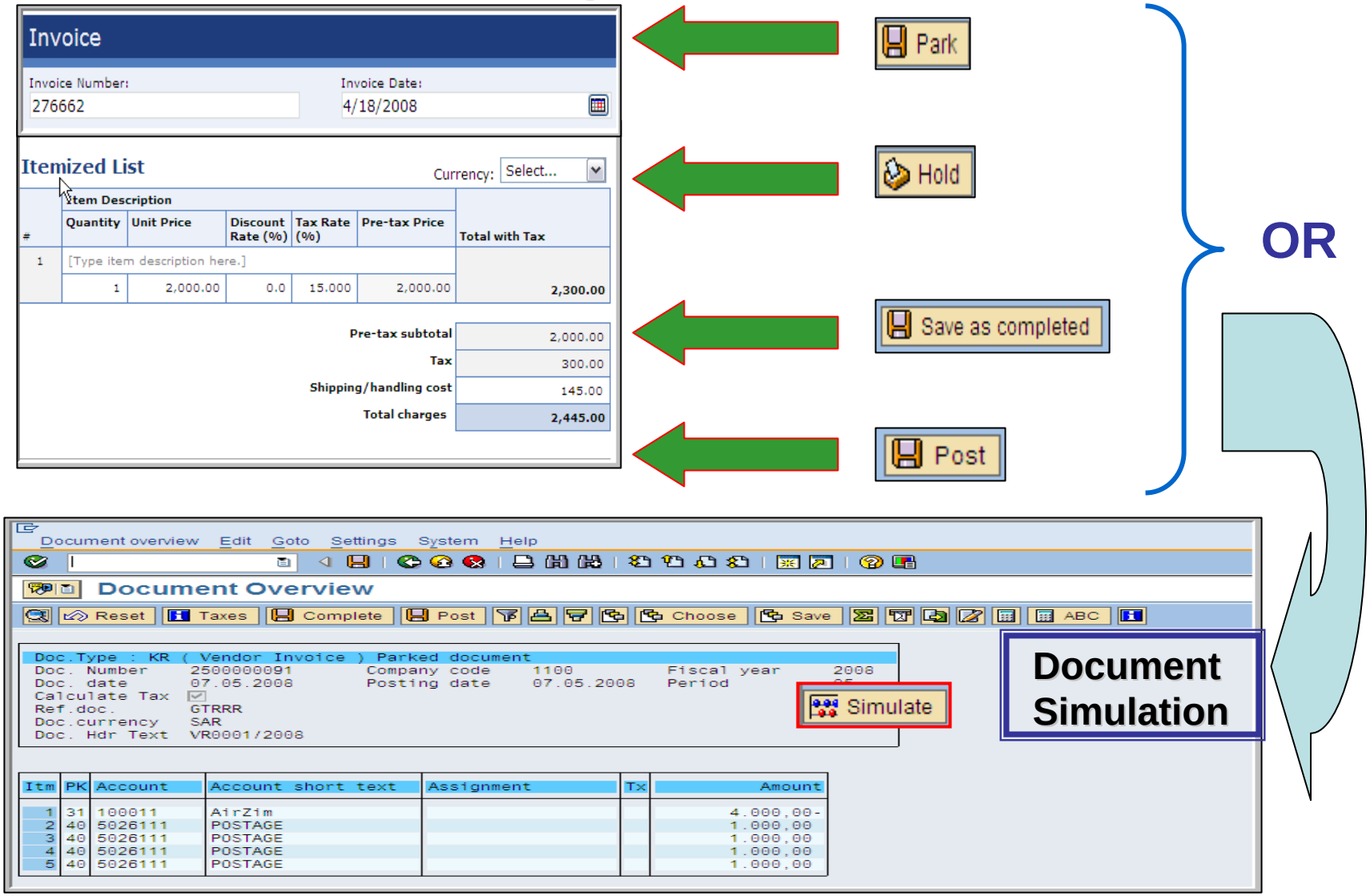
- Terms of payment are arrangements made with a vendor governing financial settlement with respect to:
  - ✓ goods supplied
  - ✓ services performed
- e.g. cash on delivery, payment within 30 days.

Line items



- In the “line items” box a user can enter the relevant transaction data:
  - ✓ GL account (usually an expense account),
  - ✓ Amount,
  - ✓ Controlling Object (e.g. cost center),
  - ✓ Other required data - text
- “Items’ toolbar” helps to process the data.

Processing a document



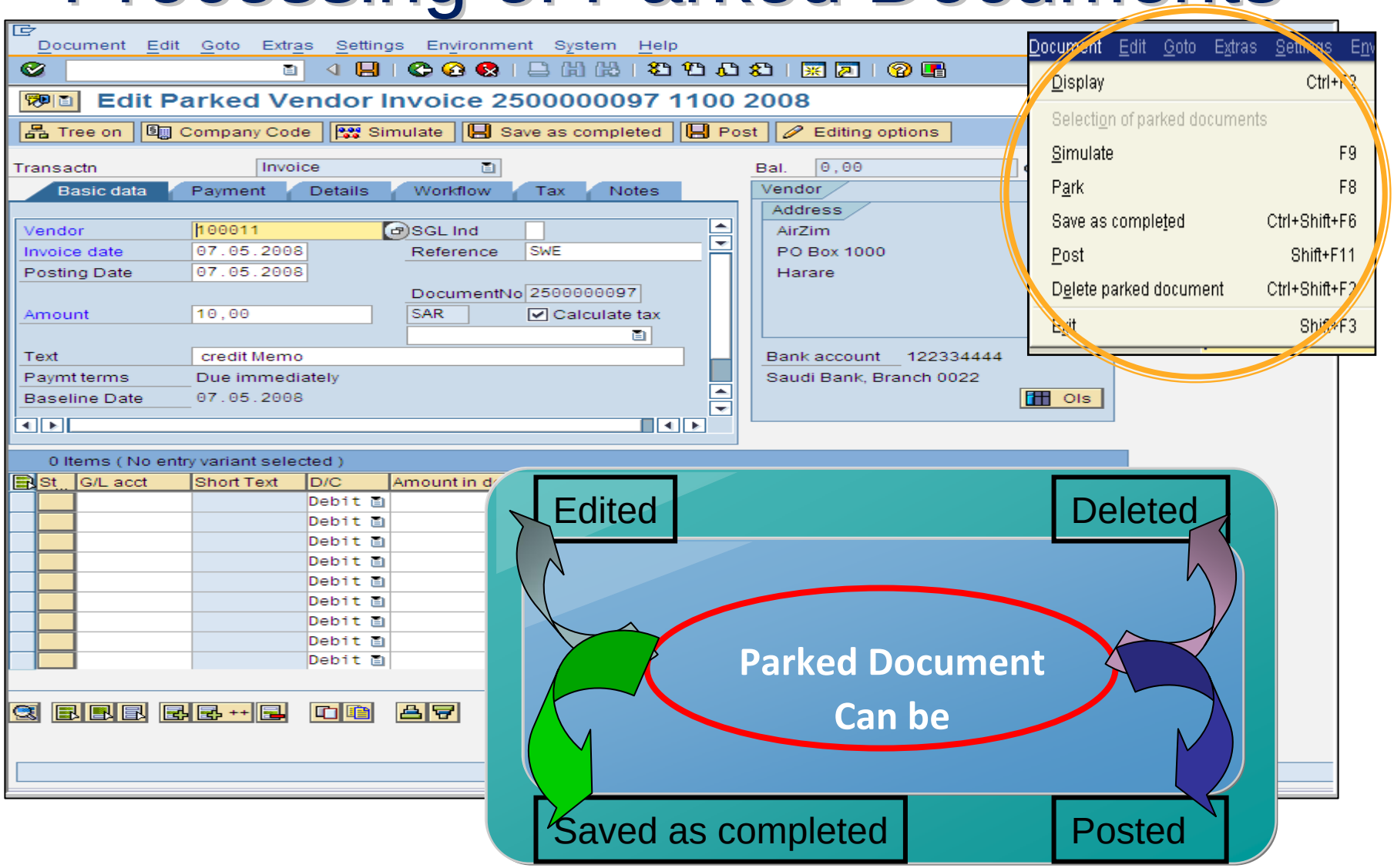
Parked doc. vs. Held doc.

- Park document:
  - Assigned number (according to document type)
  - Available for many users (depending on authorizations in the system)

- Held document:
  - External document number (defined by the user)
  - Available only for the user who created it for further processing

- Save as complete
  - Function will first check for resources before saving document (for those expense accounts that are subject to availability control)

Processing of Parked Documents



Posting in Foreign Currency

Document header

Currency/rate	SAR 3.75
Amount	1,000
Translation date	
	09/31/02

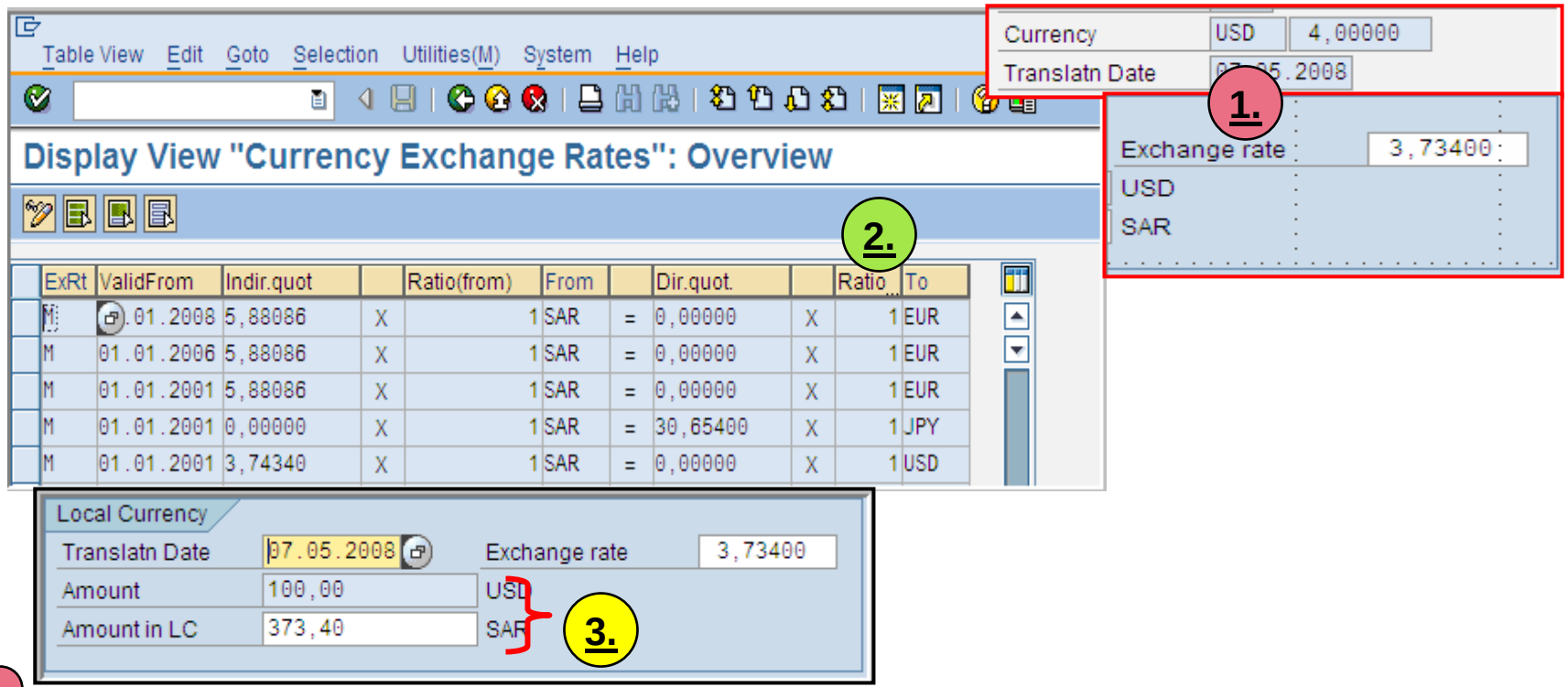
Exchange rates

08.15.02	SAR	USD	3.76..
09.31.02	SAR	USD	3.75..

Line items

Amount LC:	1,000.00 SAR
Amount FC:	266.67 USD

Posting in Foreign Currency



1. Exchange rate can be entered manually
2. Or derived from "Exchange Rates Table"
3. System automatically translates the foreign currency into Company Code currency.

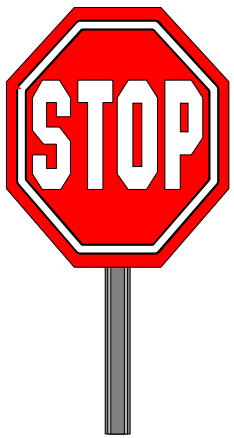
Any Questions

Demonstration and Exercises

Please refer to your Exercise Guide: Unit 2

Accounting Transactions in Accounts Payable

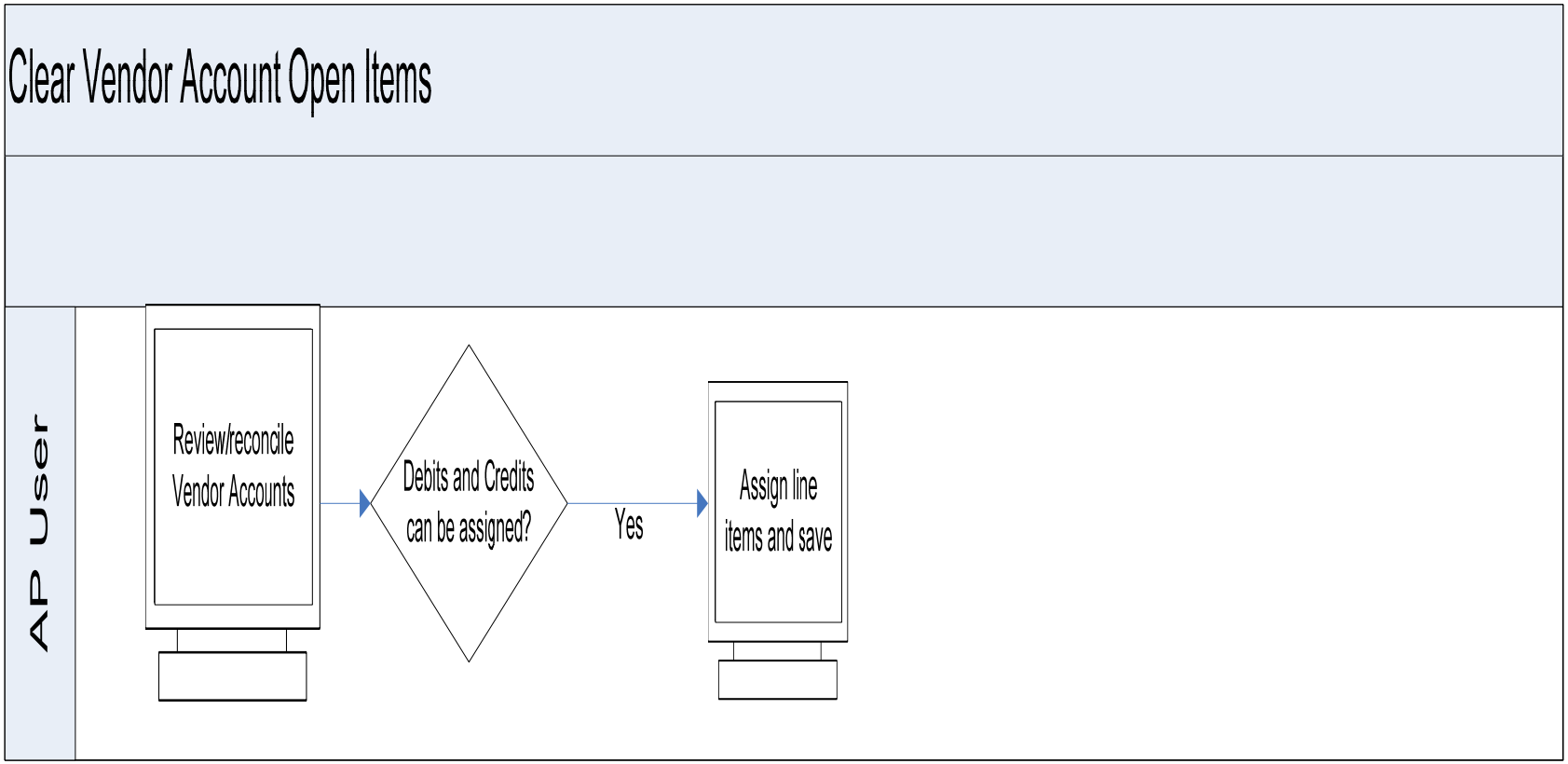
Please complete the exercises



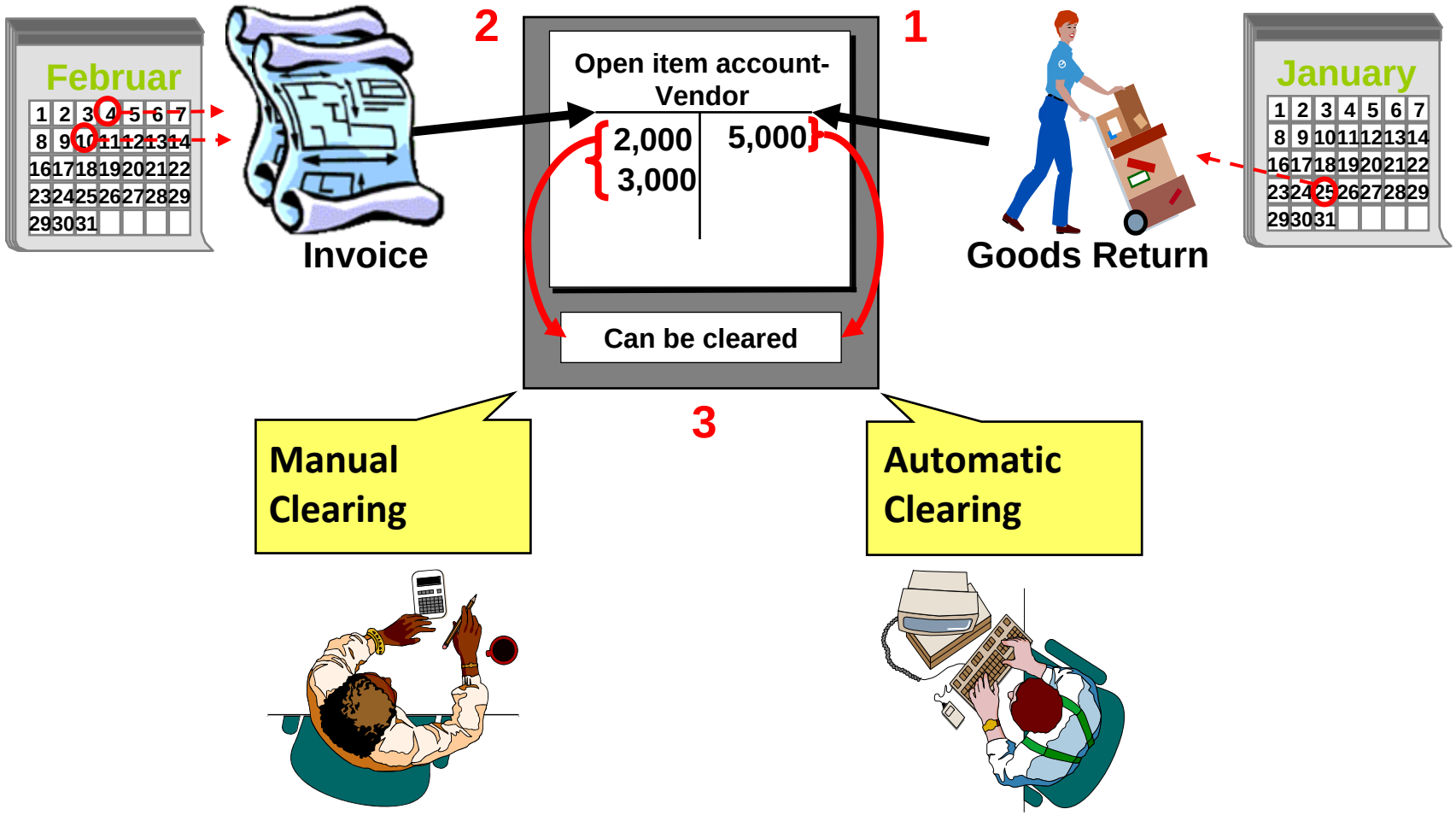
Clearing Resetting and Reversing: Objectives

- Upon completion of this module, you will be able to:
  - Display Vendor account balance and line items,
  - Clear outstanding items on vendor account.
  - Post vendor documents with clearing,
  - Perform automatically clearing procedures.
  - Reset clearing documents
  - Reverse accounting documents

Clearing Process Flow



Open Item Clearing



Clearing Open Items- Example

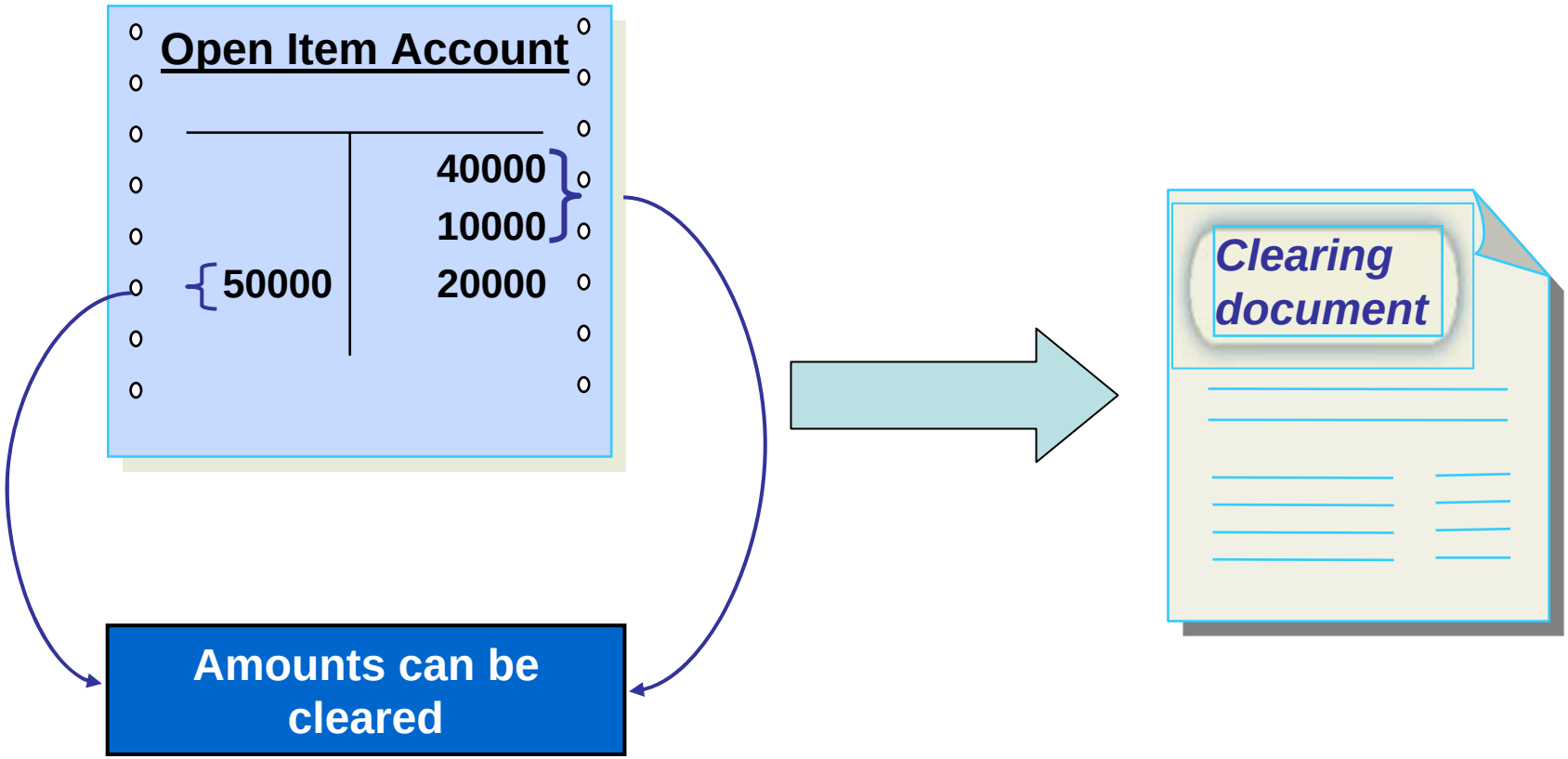
1	Invoice	1000
2	Credit memo	1000

?

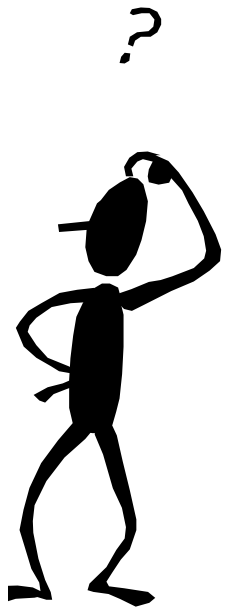
Clearing account

1	1000	1000	2

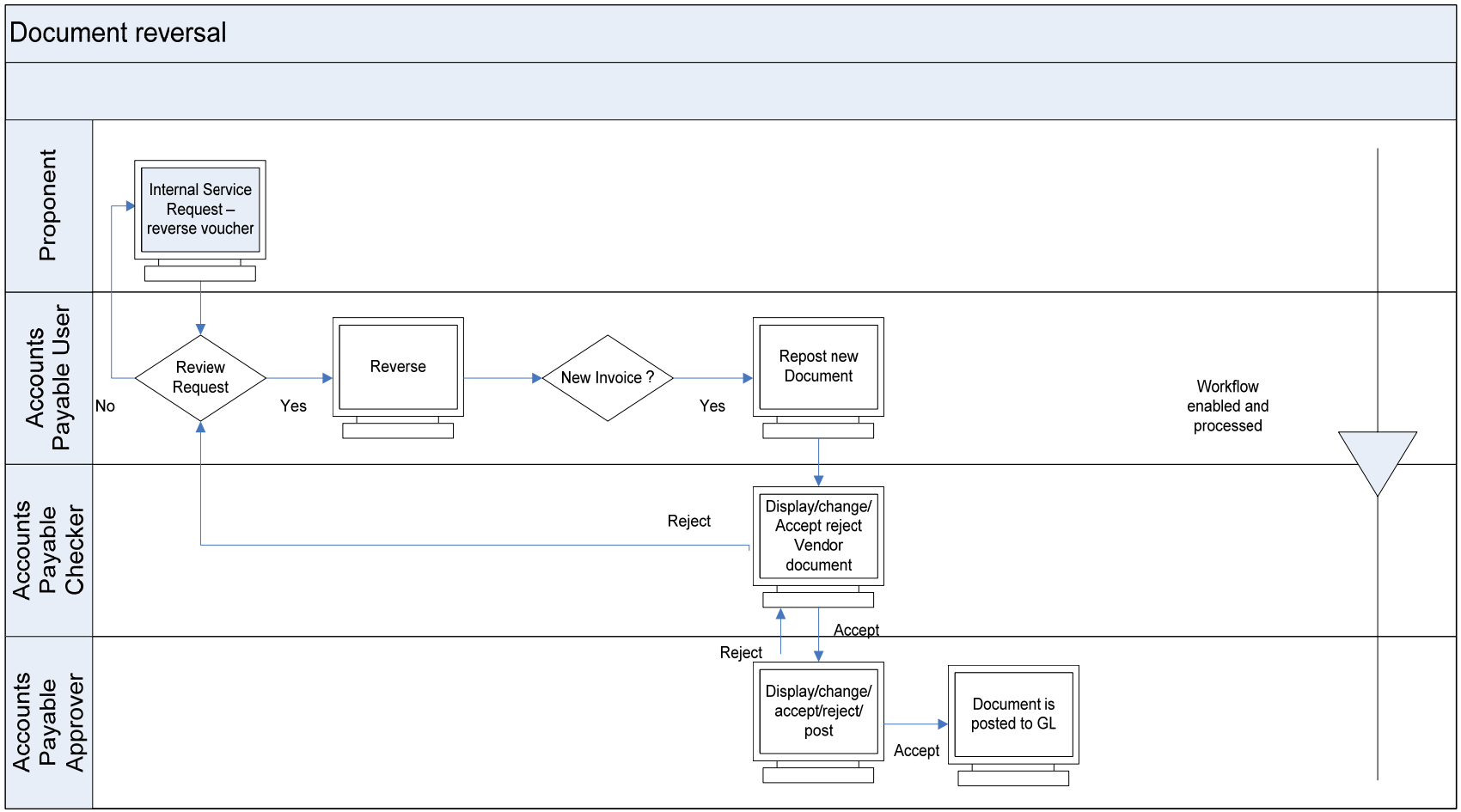
The Clearing Document



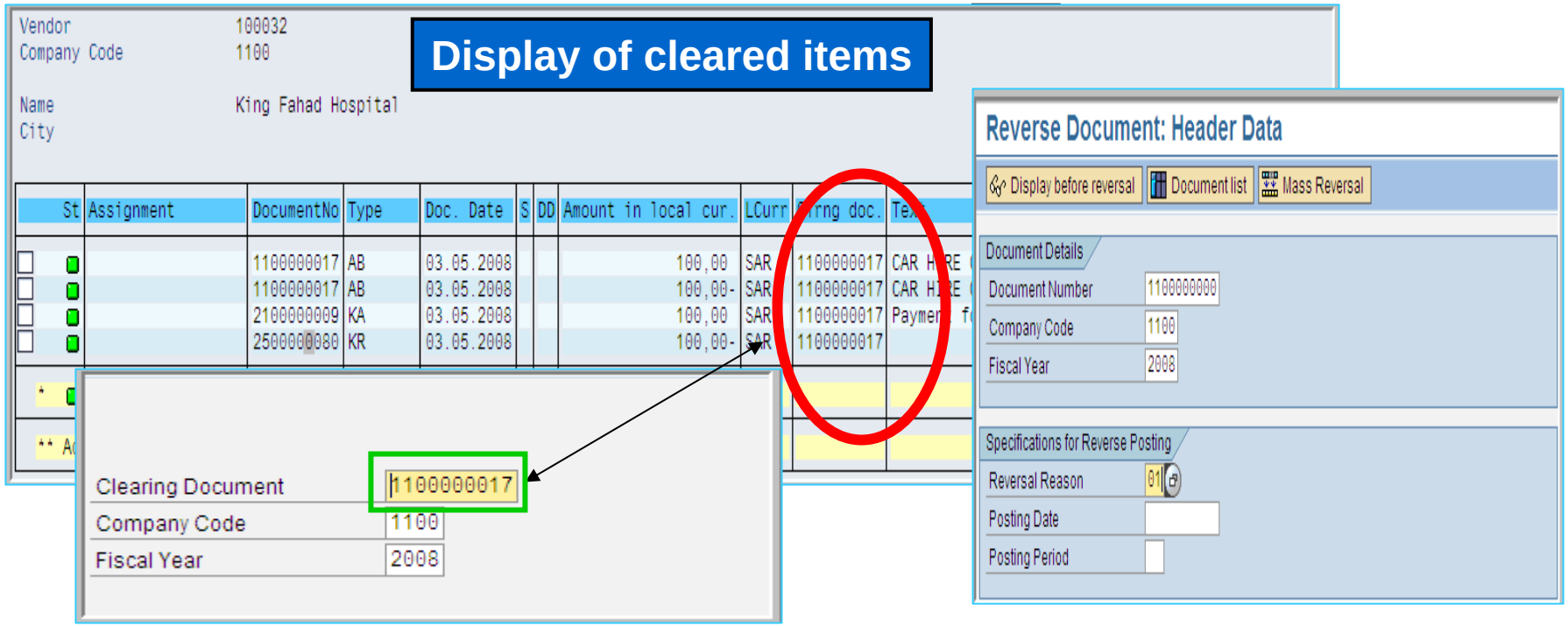
Any Questions



Business Process - Reversal

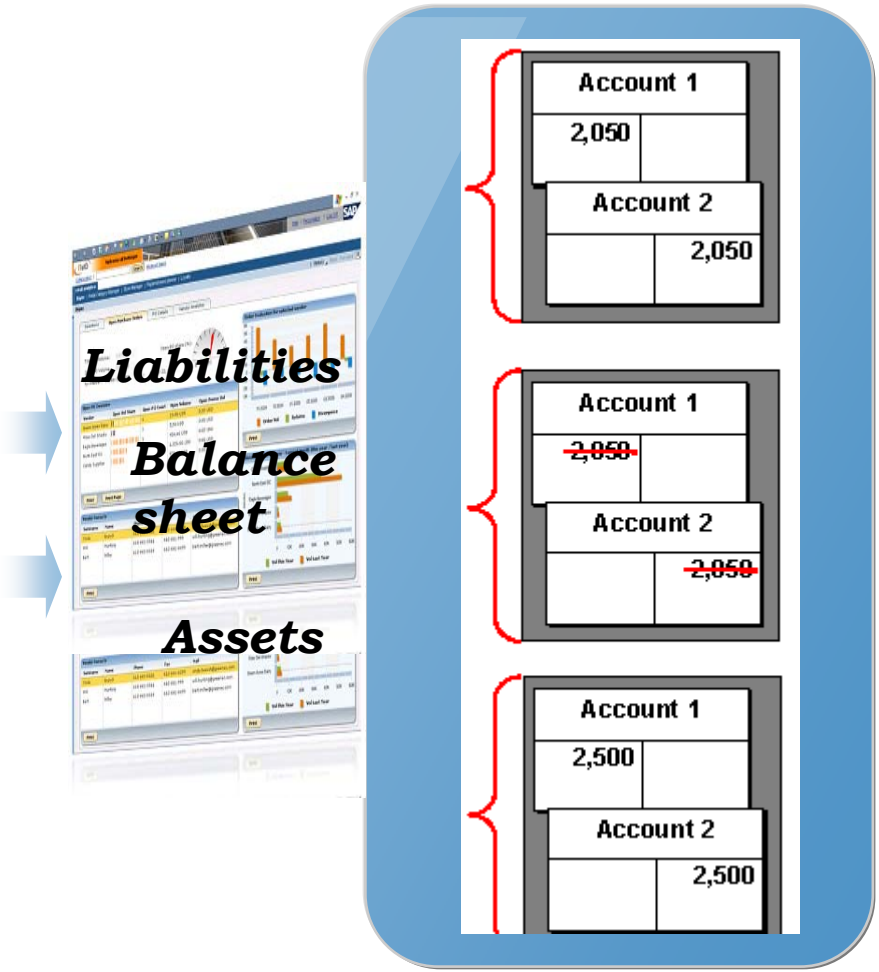


Reversal of Clearing



- Reversal of documents that have been cleared is not possible,
- First the clearing operation must be reset and then you can reverse a document.

Accounts Payable Document Reversal



Document entered incorrectly

Document corrected by Reversal with a standard reversal posting

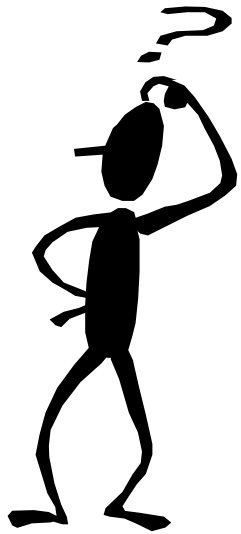
Document re-entered correctly

SAP ERP Terminology Review

Existing Saudia Term	New SAP ERP Term
Invoice Date	Document Date
	Posting Date
Vendor Invoice number	Reference
Charge account	Controlling Object (cost centre)
Expense account	Cost element
	Reconciliation Account (control A/c)
	Payment Method
	Payment Term

Any Questions

Got Questions?

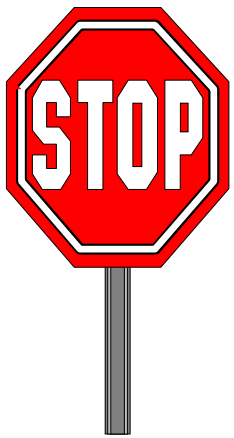


Demonstration and Exercises

Please refer to your Exercise Guide:

Unit 2: Accounting Transactions in Accounts Payable

Please complete the exercises



SAP ERP Terminology

Existing SAA Term	New SAP ERP Term
Advance	Down Payment
	Down Payment Request
	Special GL indicator
	Special GL Account

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COURSE STRUCTURE

1. Finance Organizational Structures & Master Data in Accounts Payable

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3.Special G/L Transactions in Accounts Payable

4.Automatic outgoing Payment processing

5.Correspondenses and Foreign Currency Revaluation

6.Vendor Account Reports

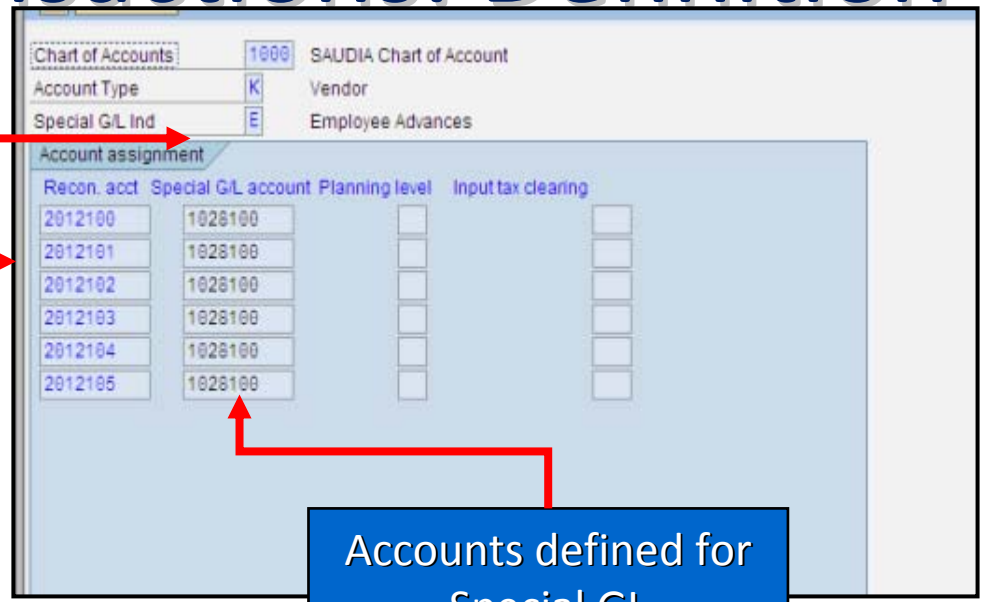
Special GL Transactions: Objectives

- Upon completion of this module, you will be able to:
  - Explain how the system manages special G/L transactions
  - Understand how you can adapt these transactions to your company-specific requirements,
  - Post the documents, using Special GL indicators.

Special GL Transactions: Definition

Special GL Indicator

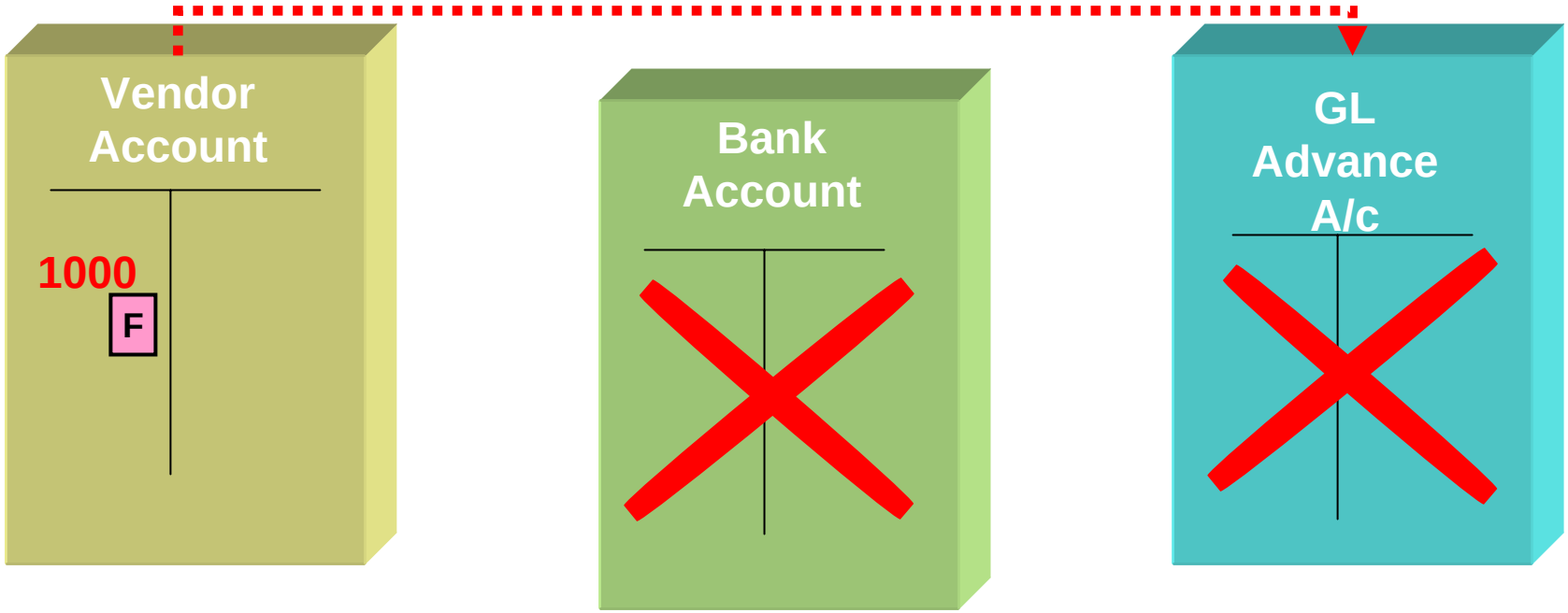
Vendors' reconciliation accounts



Accounts defined for Special GL Transactions

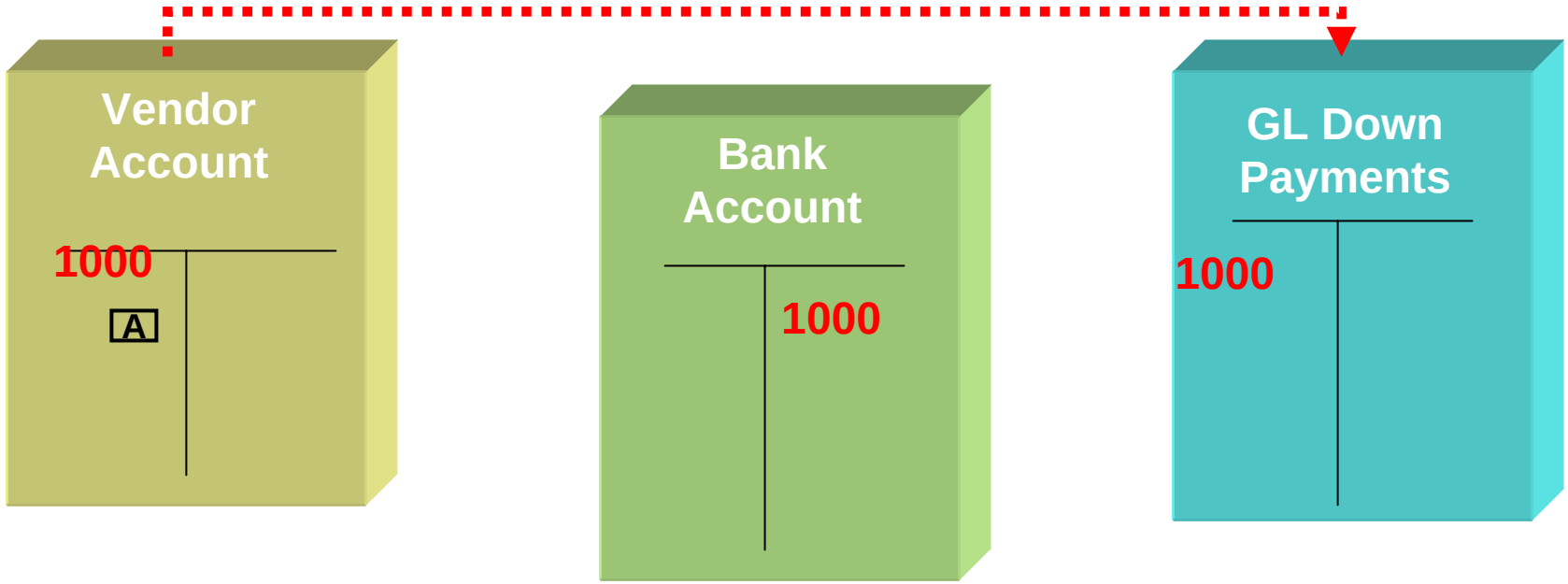
- Special GL Transactions allow the user to post the document to an alternative GL account instead of "normal" Vendor reconciliation account,
- They are defined in Customizing for Vendor and Customer reconciliation accounts,
- Customer / Vendor account balances are not affected.

Down Payment Request



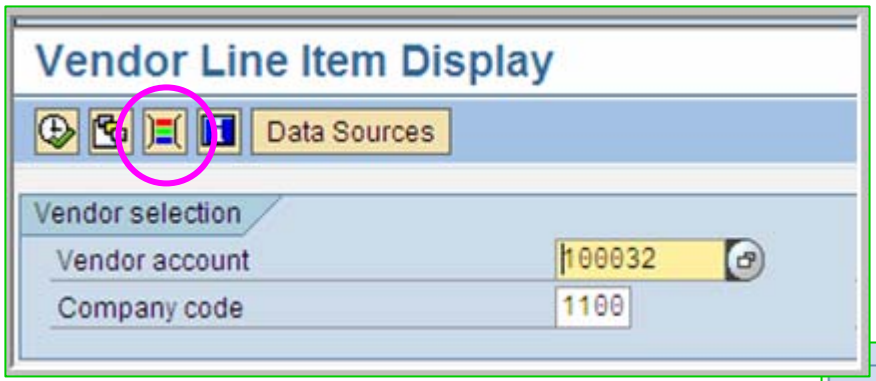
- Down Payment Request is booked as NOTED ITEM in SAP with Special Indicator
- Called Memo Data
- Does not update GL Balances

Posting a Down Payment

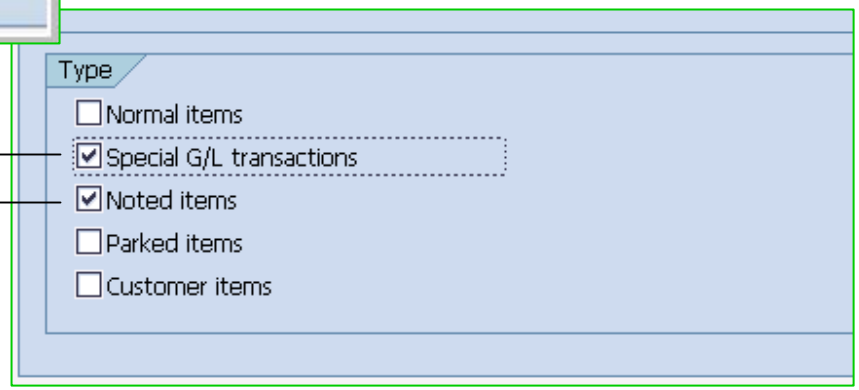


- Saudia pays the vendor a down-payment: SAR 1000/=,-
- The down payment is booked on Vendor account with a Special GL indicator
- The amount of SAR1000,- is shown on Vendor account, but on different GL Account, instead of Vendor reconciliation account

Display of Special GL Transactions



Transaction code: FBL1N - Line item Display

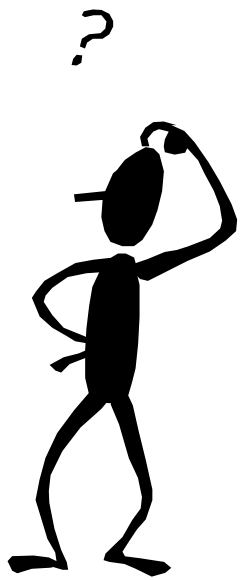


View Down Payment Docs

View Request only

- To display the transaction posted with Special GL Indicator, mark the relevant field on the "Line items display" screen.
- "Dynamic selections" may be used to search for different GL indicators.

Any Questions



Demonstration and Exercises

Please refer to your Exercise Guide: Unit 3

Advance Payments in Accounts Payable

Please complete exercises

Unit 4 : Automatic Outgoing Payment Process & Cheque Voiding

- Down Payment Request
- Post Vendor down Payment
- Clear Vendor down Payment

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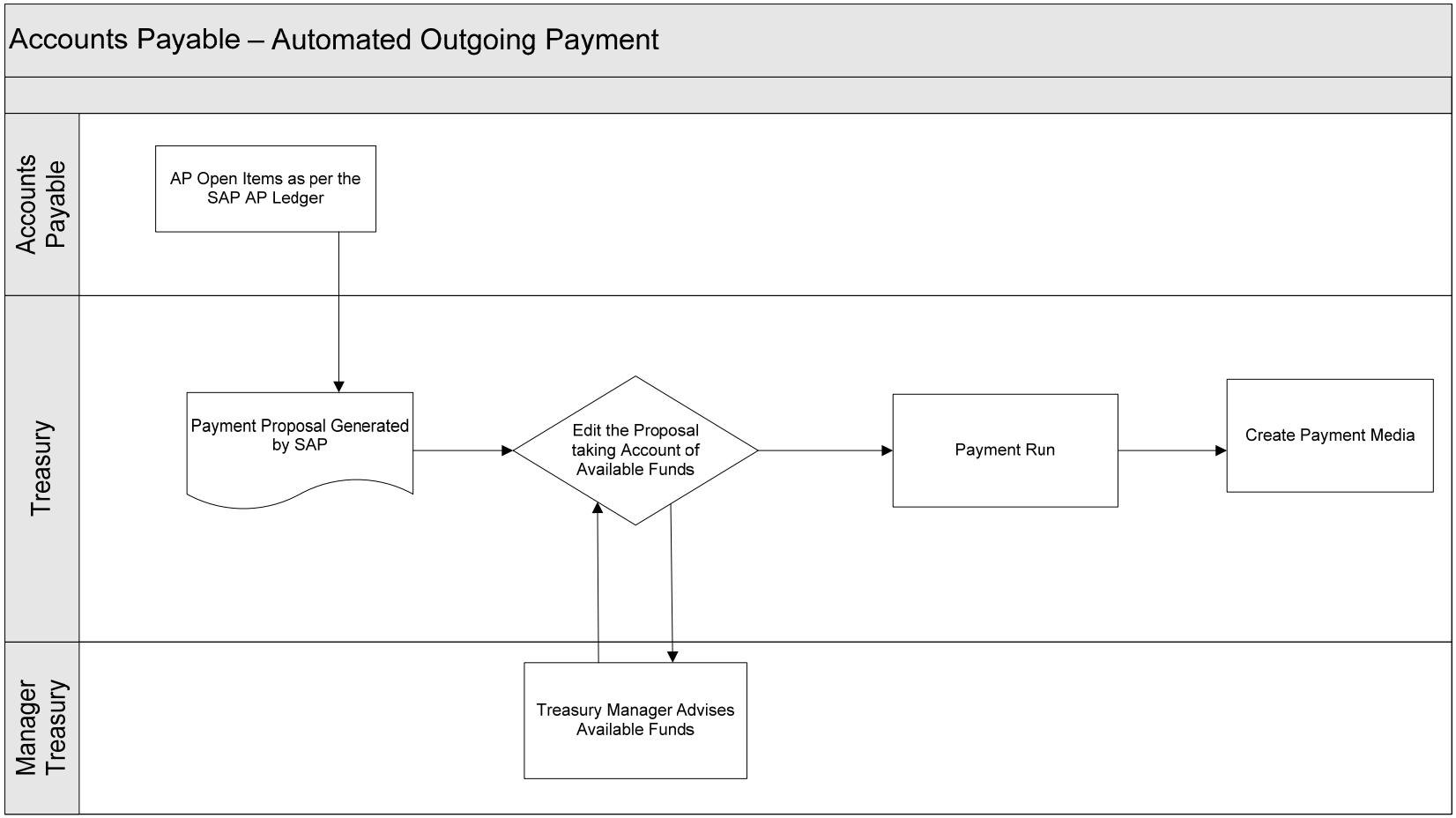
5.Correspondenses and Foreign Currency Revaluation

6.Vendor Account Reports

Automatic Payments - Objectives

- Upon completion of this module, you will be able to:
  - Maintain the parameters and manage the payment program for Vendors,
  - Automatically process transactions,
  - Clear open items using payment program,
  - Print check forms and payment advices automatically,
  - Void /Cancel individual cheques

Business Process : Automatic Payment

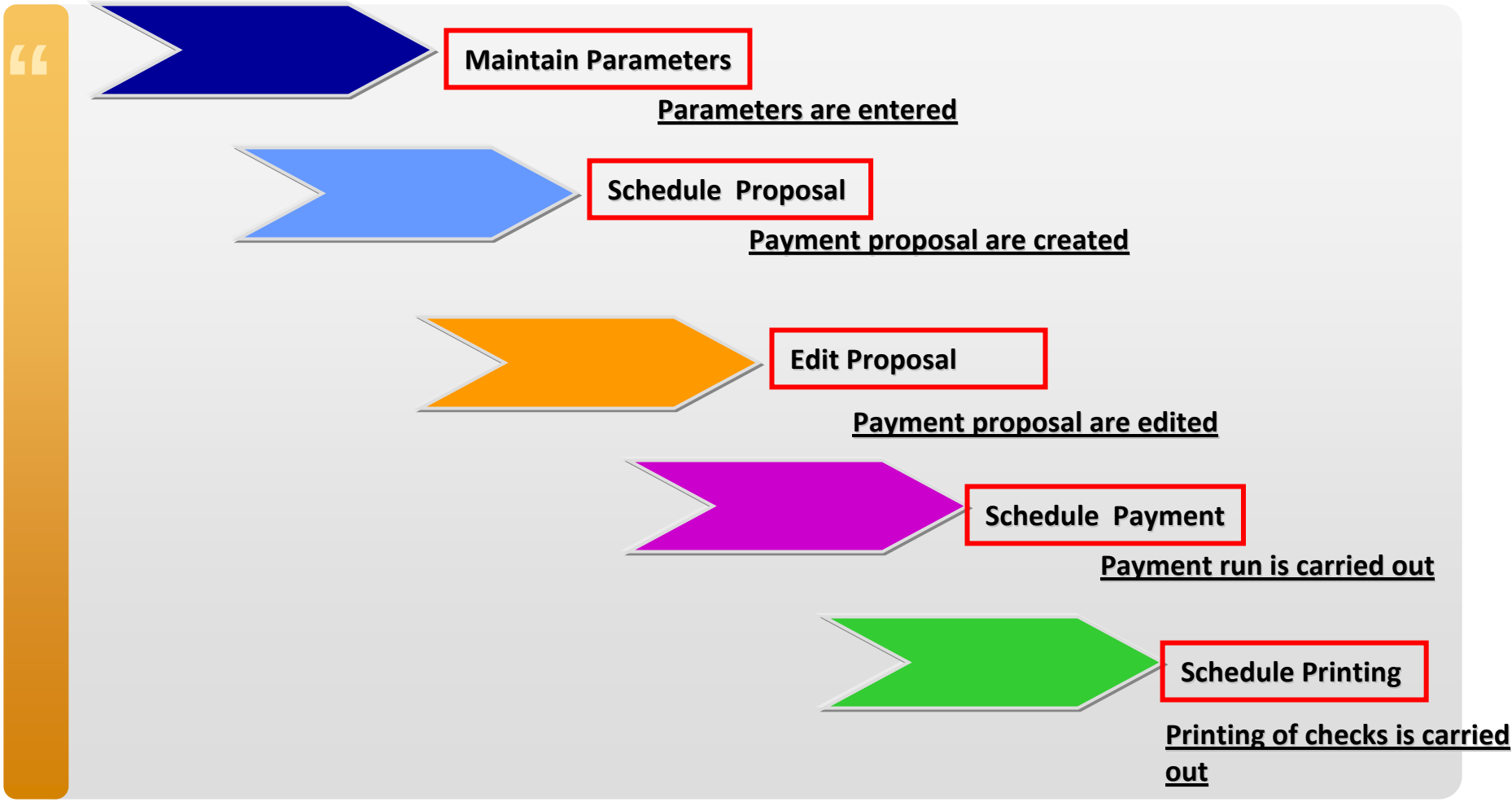


Automatic Payment

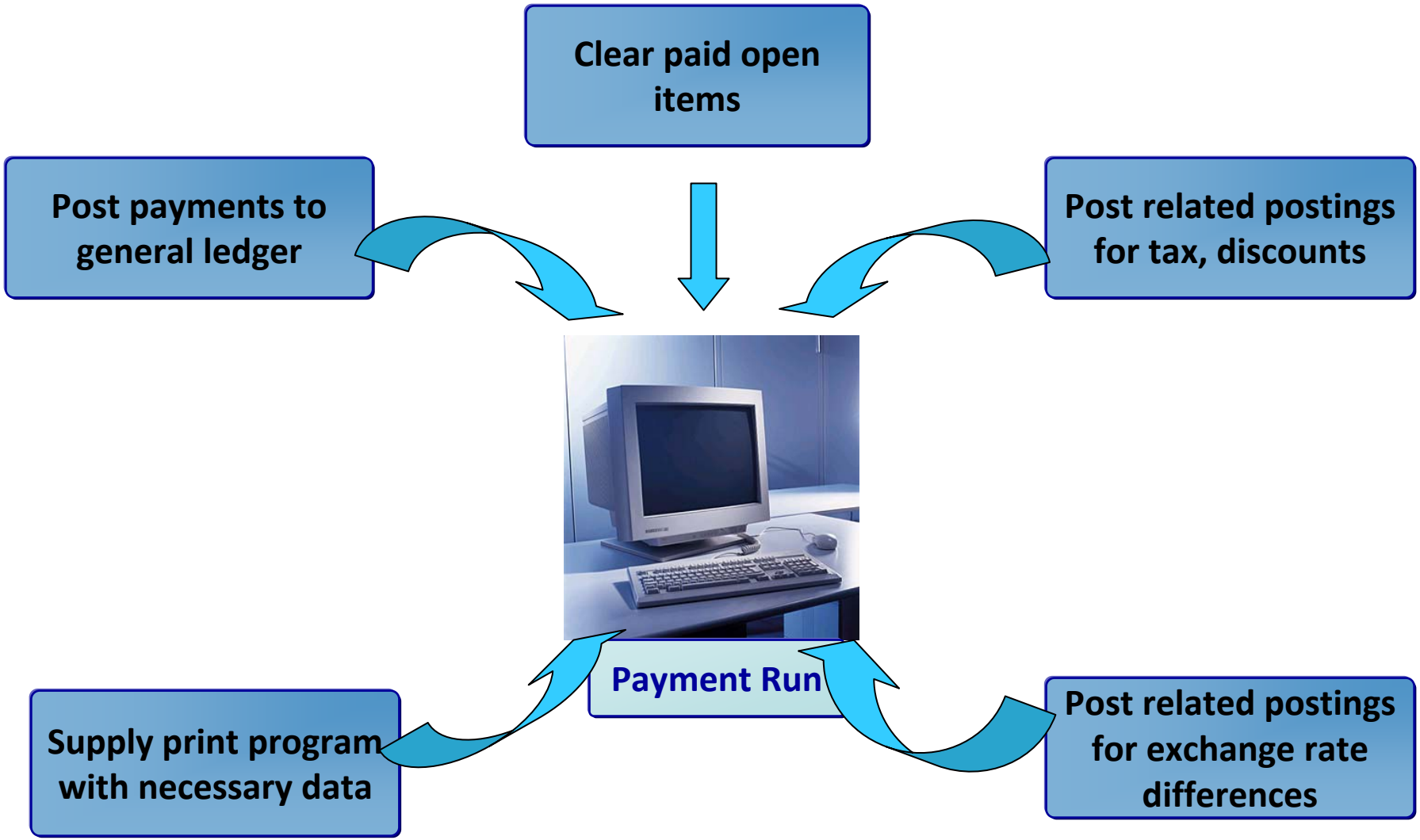
- The **payment program** was developed for international payment transactions with customers and vendors, and can be used for both incoming and outgoing payments. However, it is more commonly used for outgoing payments.
- The automatic payment process comprises several stages.
- The first stage involves maintaining the **parameters**. You use the parameters to define which accounts and items the payment program is to include in the automatic payment run.

- A payment transaction can be carried out either **manually or automatically** by means of the payment program.
- The standard system contains common payment methods and corresponding forms that have been defined separately for each country.

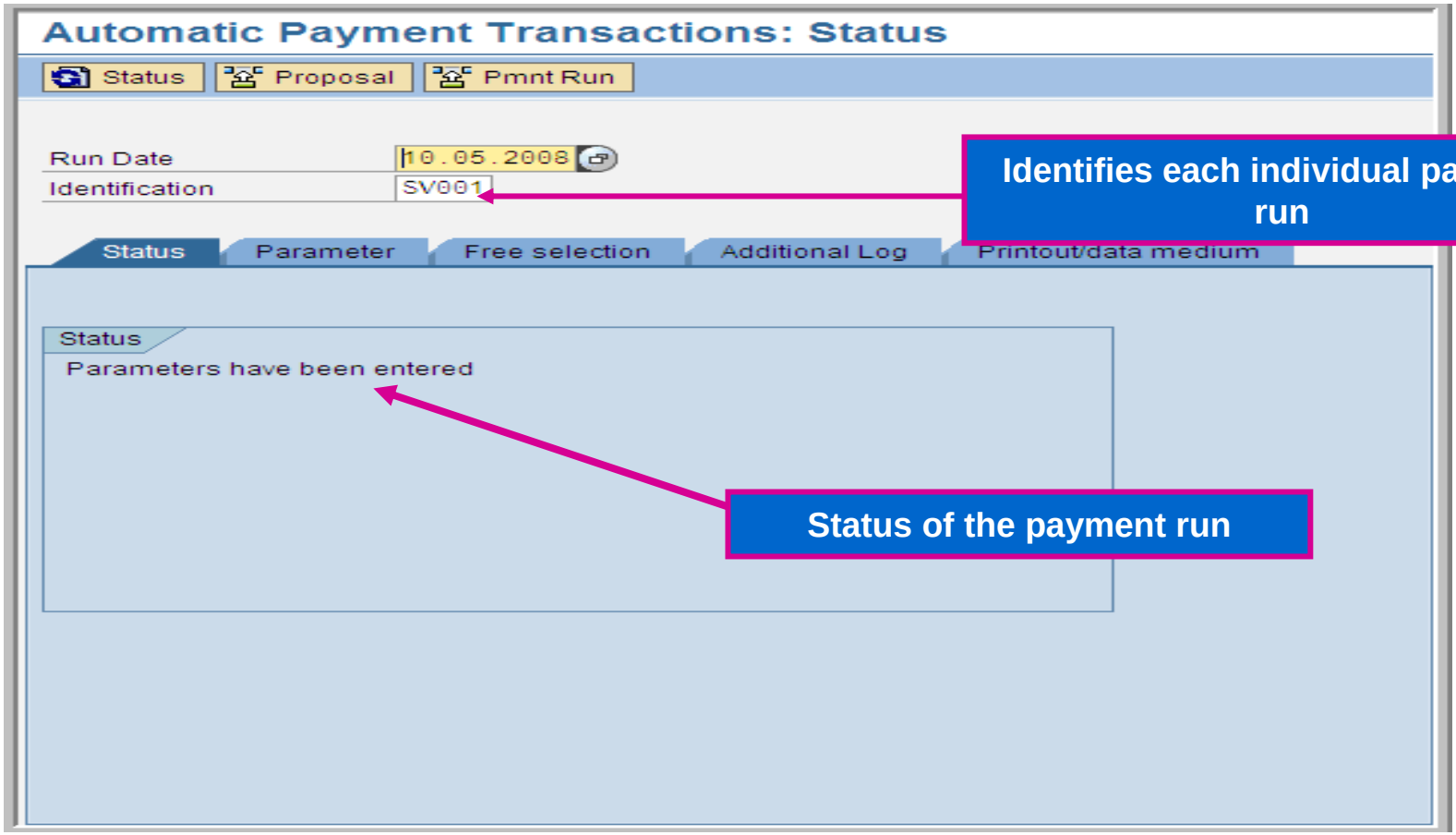
Payment Program Steps



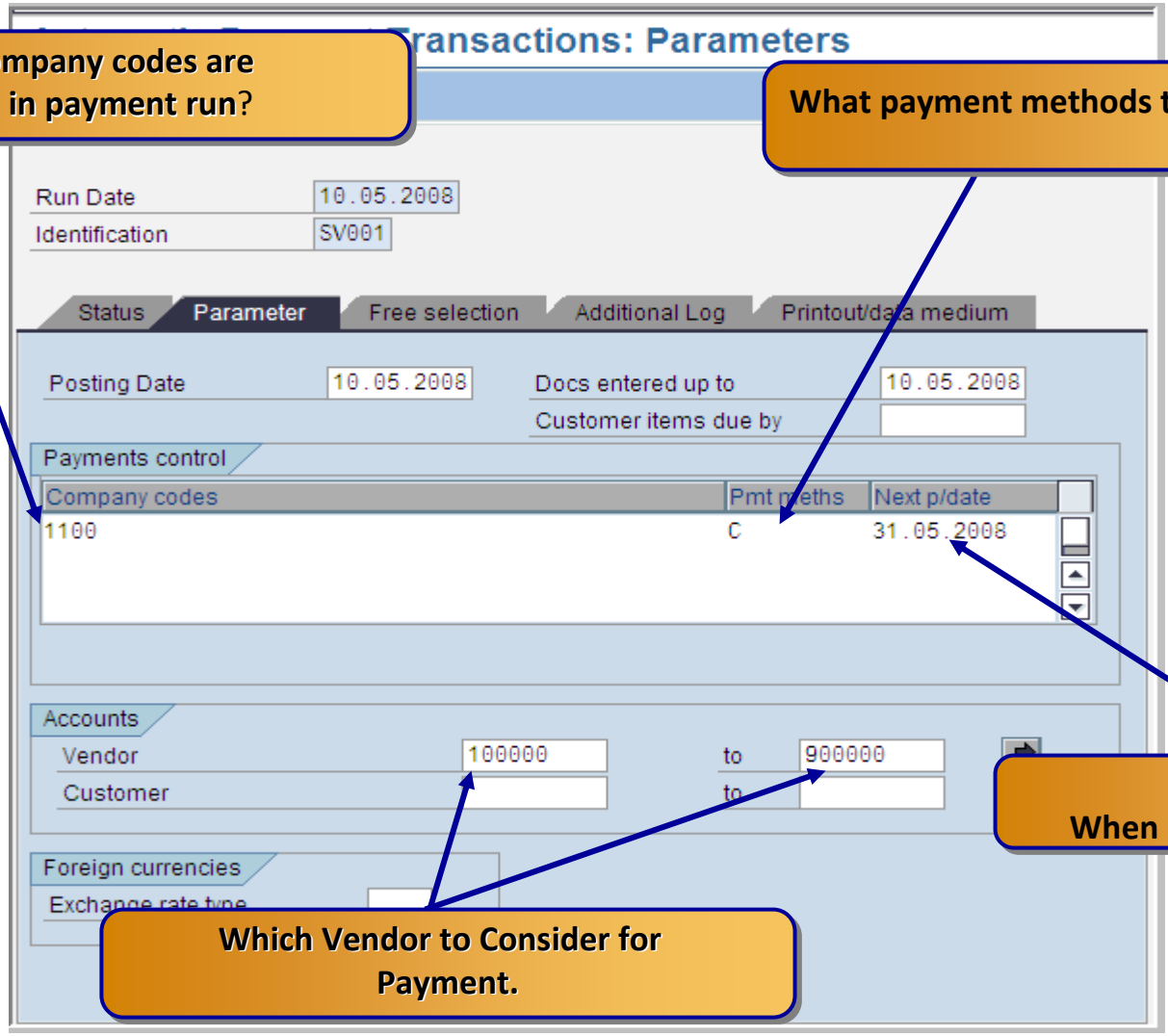
Payment Program



Maintaining the Program Parameters



Payment Program Parameters



Which company codes are included in payment run?

What payment methods to be considered?

When is the next run?

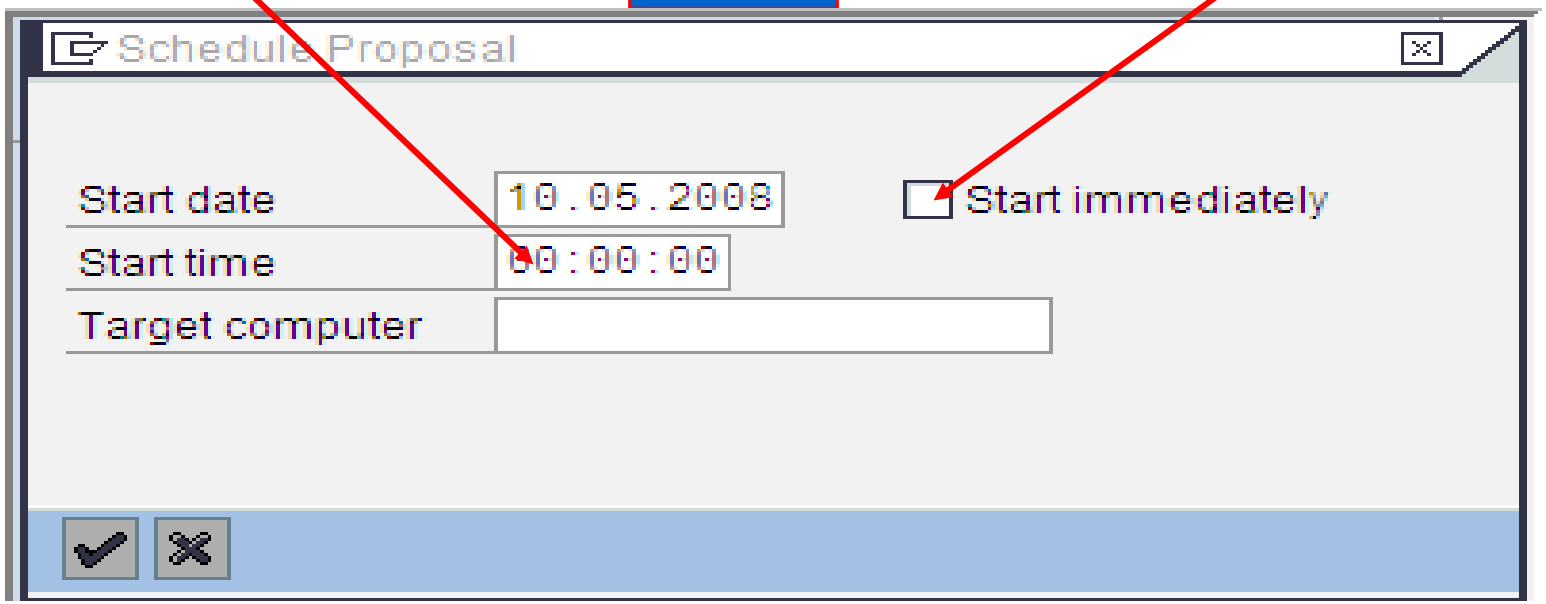
Which Vendor to Consider for Payment.

Scheduling the Proposal

Schedule a start time

Choose this option to start immediately

- OR -



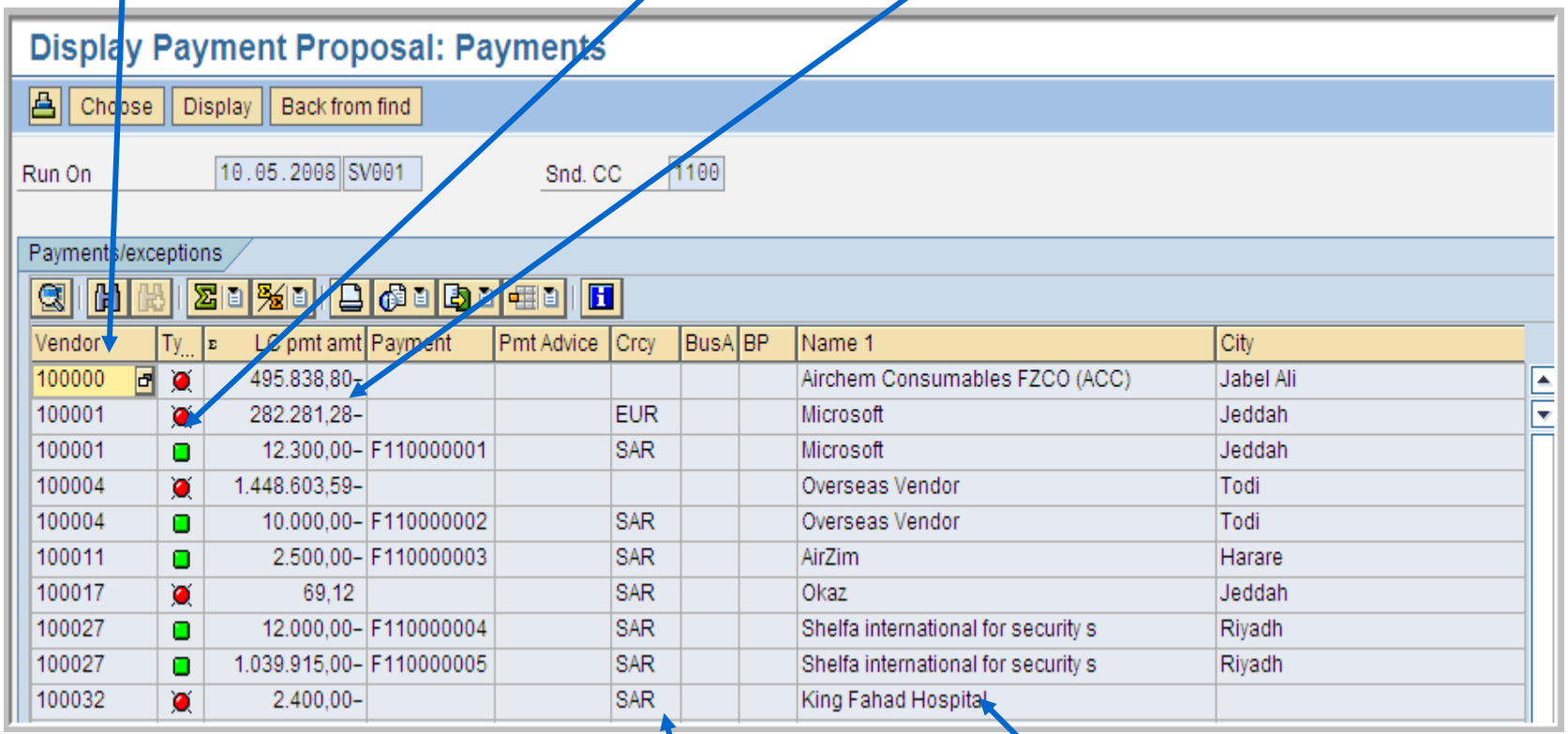
- The second stage is the **proposal run**. During the proposal run, the system:
- Checks the accounts and documents specified in the parameters for due items
- Groups due items for payment
- Selects the relevant payment methods, house banks, and partner banks

Proposal List

List of Vendors included in the run

Exceptions

Amounts included in proposal



Display Payment Proposal: Payments

Choose | Display | Back from find

Run On 10.05.2008 SV001 Snd. CC 1100

Payments/exceptions

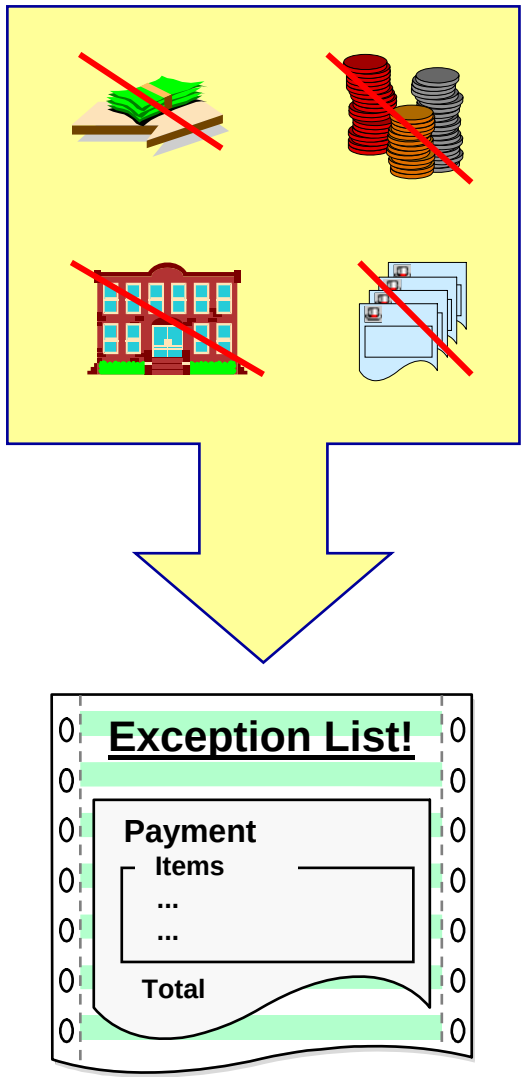
Vendor	Ty...	LC pmt amt	Payment	Pmt Advice	Crcy	BusA	BP	Name 1	City
100000		495.838,80-						Airchem Consumables FZCO (ACC)	Jabel Ali
100001		282.281,28-			EUR			Microsoft	Jeddah
100001		12.300,00-	F110000001		SAR			Microsoft	Jeddah
100004		1.448.603,59-						Overseas Vendor	Todi
100004		10.000,00-	F110000002		SAR			Overseas Vendor	Todi
100011		2.500,00-	F110000003		SAR			AirZim	Harare
100017		69,12			SAR			Okaz	Jeddah
100027		12.000,00-	F110000004		SAR			Shelfa international for security s	Riyadh
100027		1.039.915,00-	F110000005		SAR			Shelfa international for security s	Riyadh
100032		2.400,00-			SAR			King Fahad Hospital	

Currency

Vendor Name details

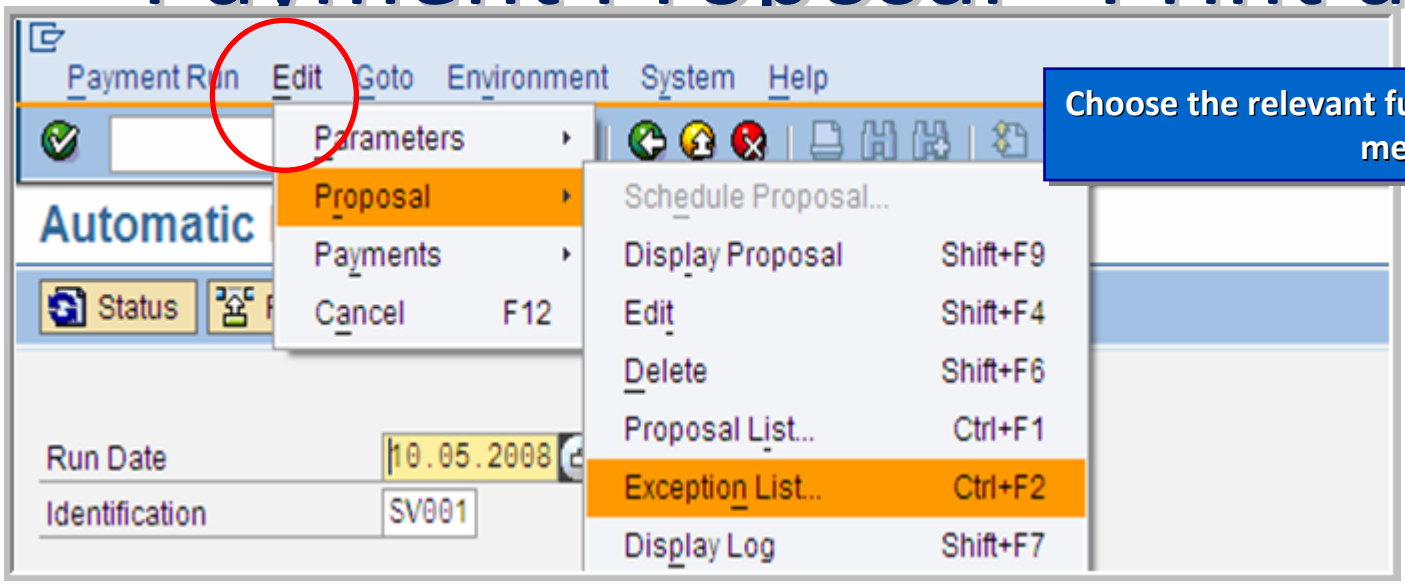
Exception List

- The third stage involves **checking and editing the payment proposal**.

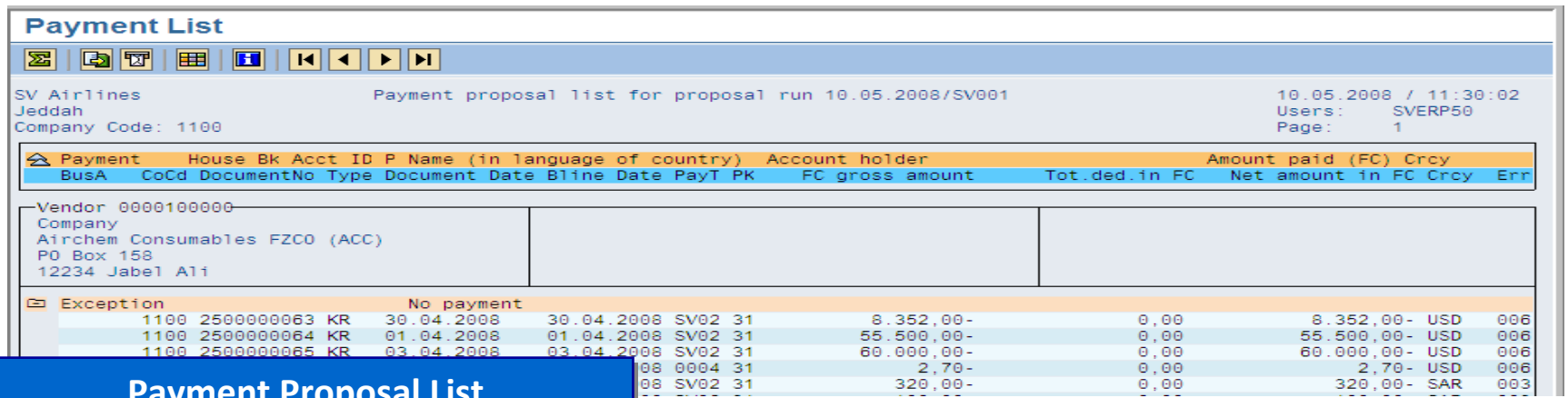


- **Items that cannot be paid are detailed on the exception list**
- Possible reasons:
  - Invoice is blocked
  - Invalid data in the master record
  - Invalid payment method
  - Invalid house bank
  - Payment amount is less than the minimum amount specified for payment
  - Not enough money in the house bank per configuration
  - Credit balance

Payment Proposal - Print a List

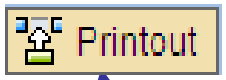


Choose the relevant function from the main menu



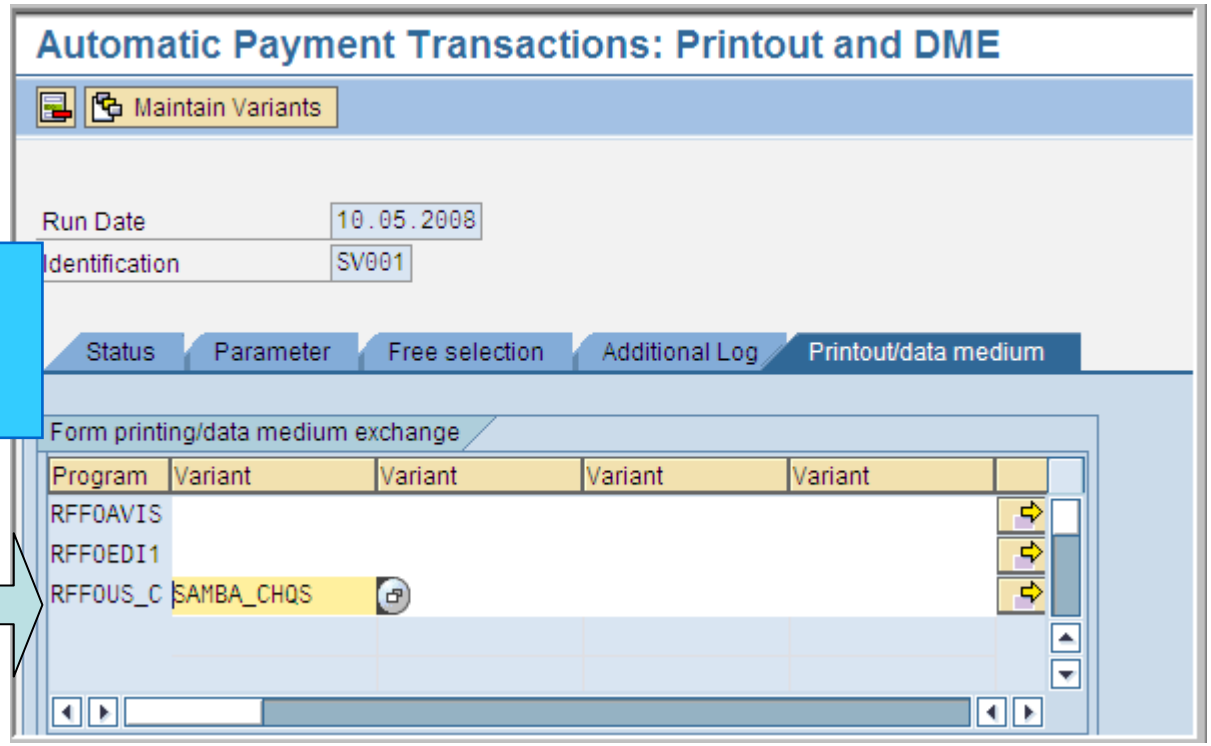
Payment Proposal List

Printing Schedule - Cheques

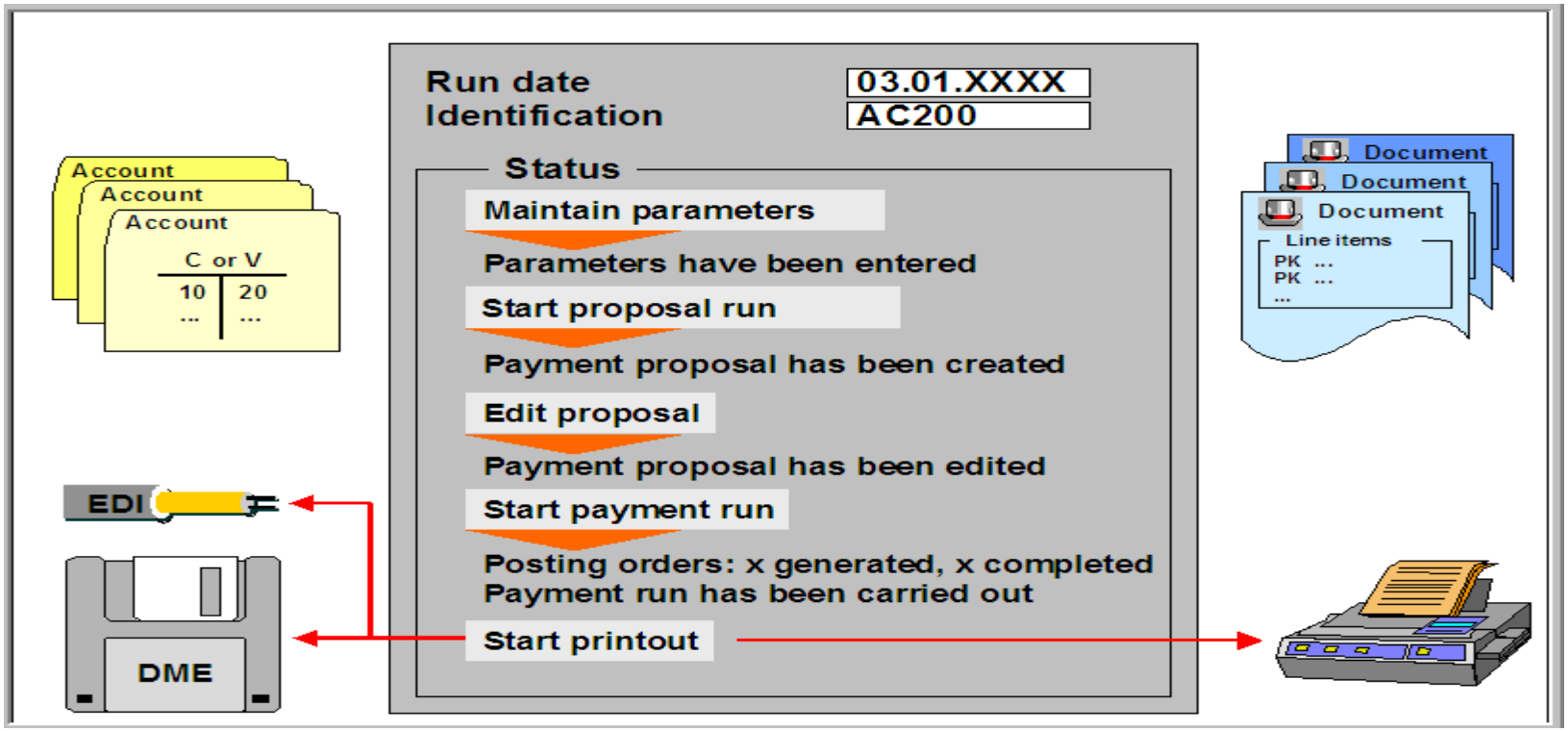


- Account Payables employee creates and posts payment run,

Enter Variant & print checks



Printing



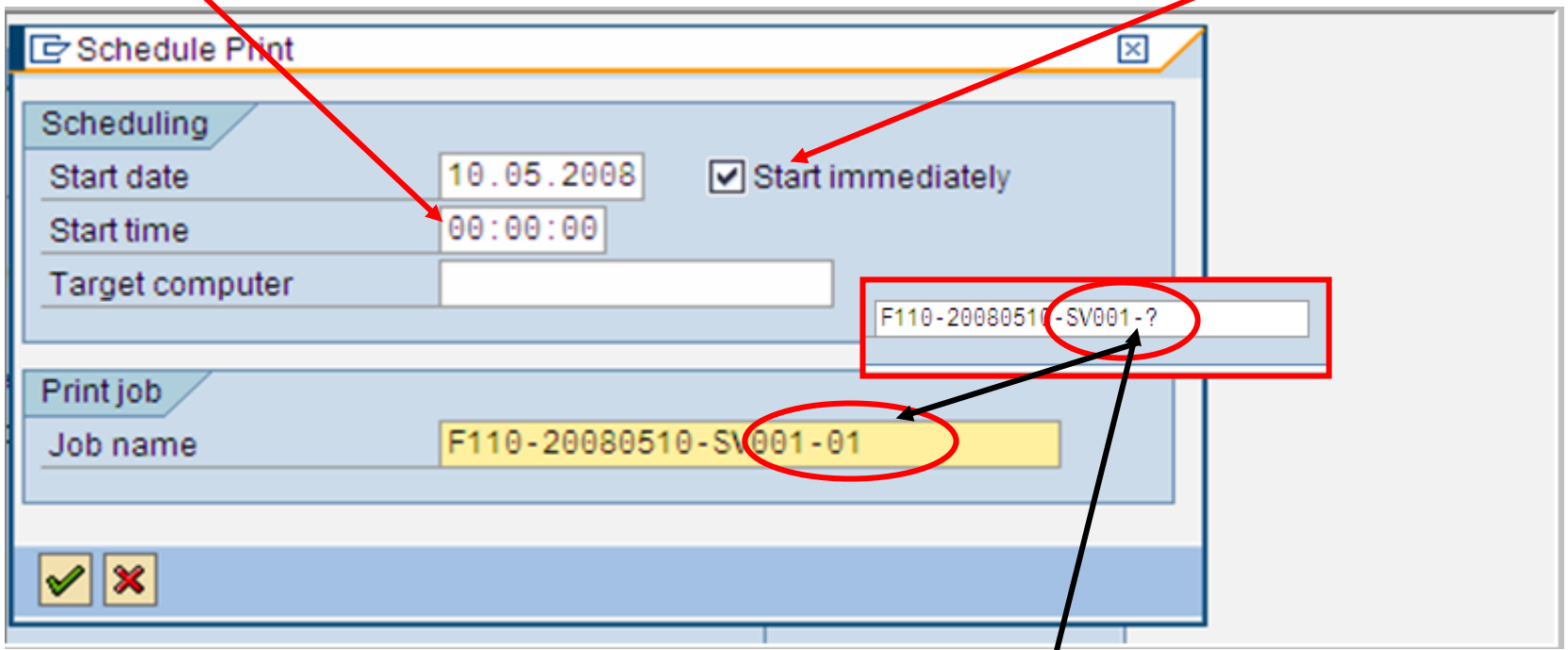
- Payment media are generated in this step, which means that:
- Payment media are printed
- Payment data is sent to DME administration
- If you do not wish to work with the payment proposal, you can combine the steps "Start proposal run", "Edit proposal", "Start payment run", and "Start printout" in one step. Immediately after entering the parameters, you can create, post, and print payments.

Printing Schedule - Checks

Schedule a start time

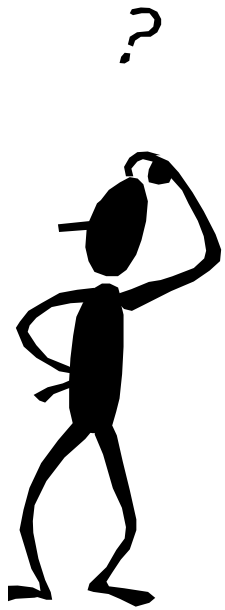
- OR -

Choose this option to start immediately



Remove the Question Mark and replace it with any character of your choice e.g. 01, AX

Any Questions

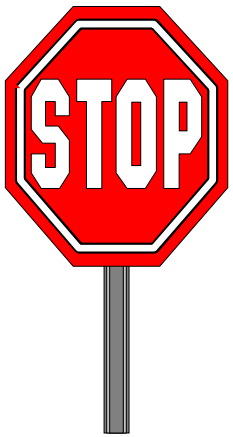


Demonstration and Exercises

Please refer to your Exercise Guide: Unit 4

Automatic outgoing Payment processing & Cheque Voiding

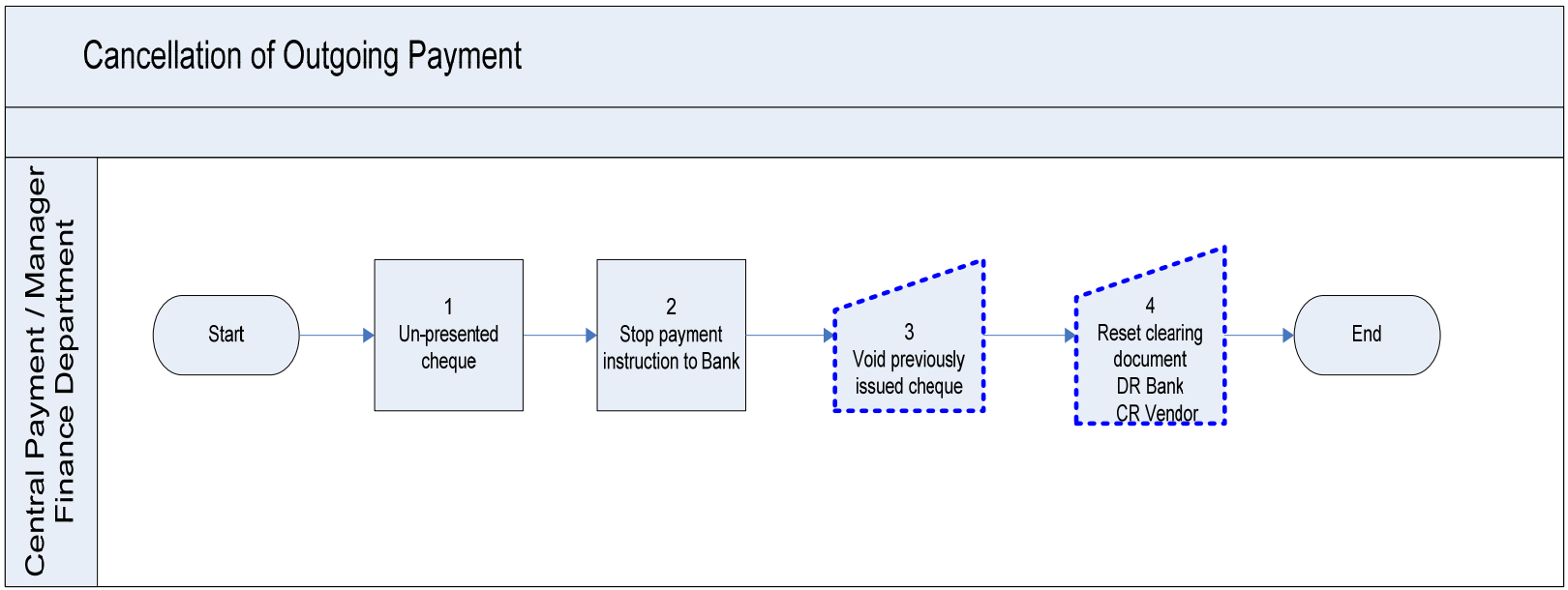
Please complete exercises



Unit 4:Cheque Voiding - Objectives

- Upon completion of this module, you will be able to:
  - Void unused cheques
  - Void Issued cheques
  - Cancel cheque payments
  - Display the cheque register

Cancellation of outgoing payment process



Voiding Of Checks

- Check can be cancelled before they are printed due to various reasons: Soiled, Stolen, Destroyed etc.
- Issued checks can also be voided/cancelled for various reasons: Stale

Check Register

SV Airlines
Jeddah
Company code 1100

Check Register

10.05.2008 / 14:50:00
User: SVERP50
Page: 2

Bank SA001 Saudi Bank Jeddah
Bank Key SABA01
Acct number CA01 123456

SV - Prenumbered Cheques

Check number from to	Payment	Pmnt date	Crcy	Amount paid (FC)	Recipient/void reason code	Enca./void
000004	4400000009	12.04.2008			voided by GACA013 - Stolen	15.04.2008
000005					voided by SVERP12 - Page Overflow	12.04.2008
000006	4400000010	12.04.2008			voided by GACA013 - Destroyed/unusable	15.04.2008
000007					voided by SVERP12 - Form Closing	12.04.2008
000008					voided by SVERP12 - Page Overflow	14.04.2008
000009	4400000012	14.04.2008			voided by NDAL029 - Ripped during printing	15.04.2008
000010					voided by SVERP12 - Form Closing	14.04.2008
000013					voided by NDAL029 - Page Overflow	19.04.2008
000014	4400000017	16.04.2008	SAR	650.000,00	Aljamal Jeddah	
000015	4400000018	16.04.2008	SAR	12.000,00	Aljamal Jeddah	
000016	4400000019	16.04.2008	SAR	1.200,00	Overseas Vendor Tadi PG	29.04.2008
000017	4400000020	16.04.2008	SAR	100.000,00	sfsd sfs	26.04.2008
000018	4400000021	16.04.2008	SAR	100.000,00	AirZim Harare	26.04.2008

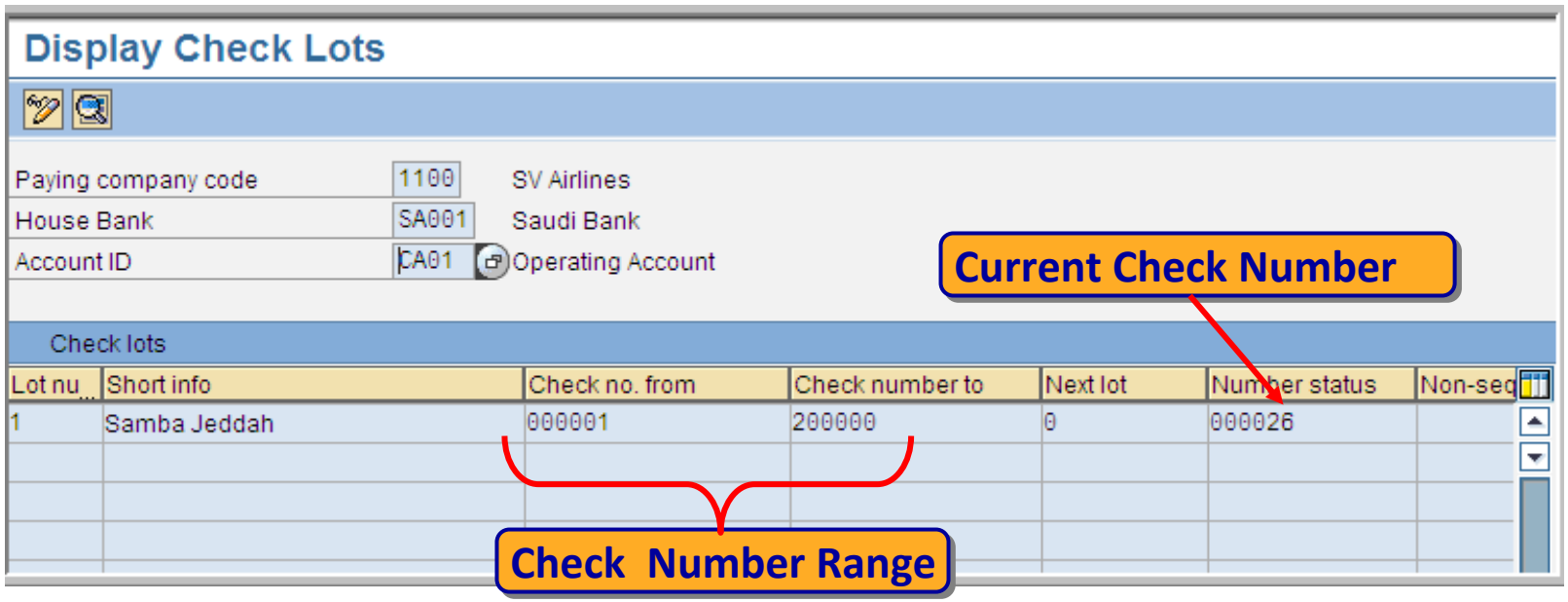
Cancelled Checks

Check Number

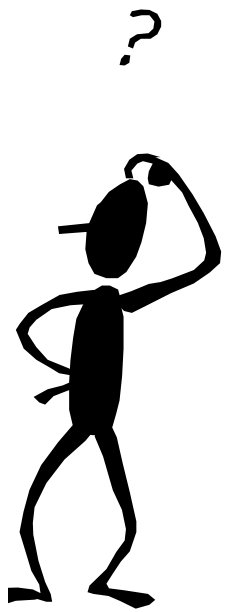
Voiding reasons

Check Lots

- Check lots have to be entered in the system.



Any Questions

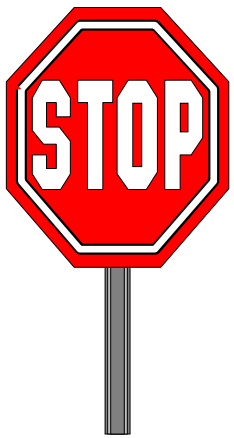


Demonstration and Exercises

Please refer to your Exercise Guide: Unit 4

Automatic outgoing Payment processing & Cheque Voiding

Please complete exercises



Periodic Processes: Objectives

- Upon completion of this module, you will be able to:
  - Understand how to process vendor correspondences
  - Maintain correspondences
  - Have a basic understanding Execute the foreign currency revaluation in preparation of period end closing activities

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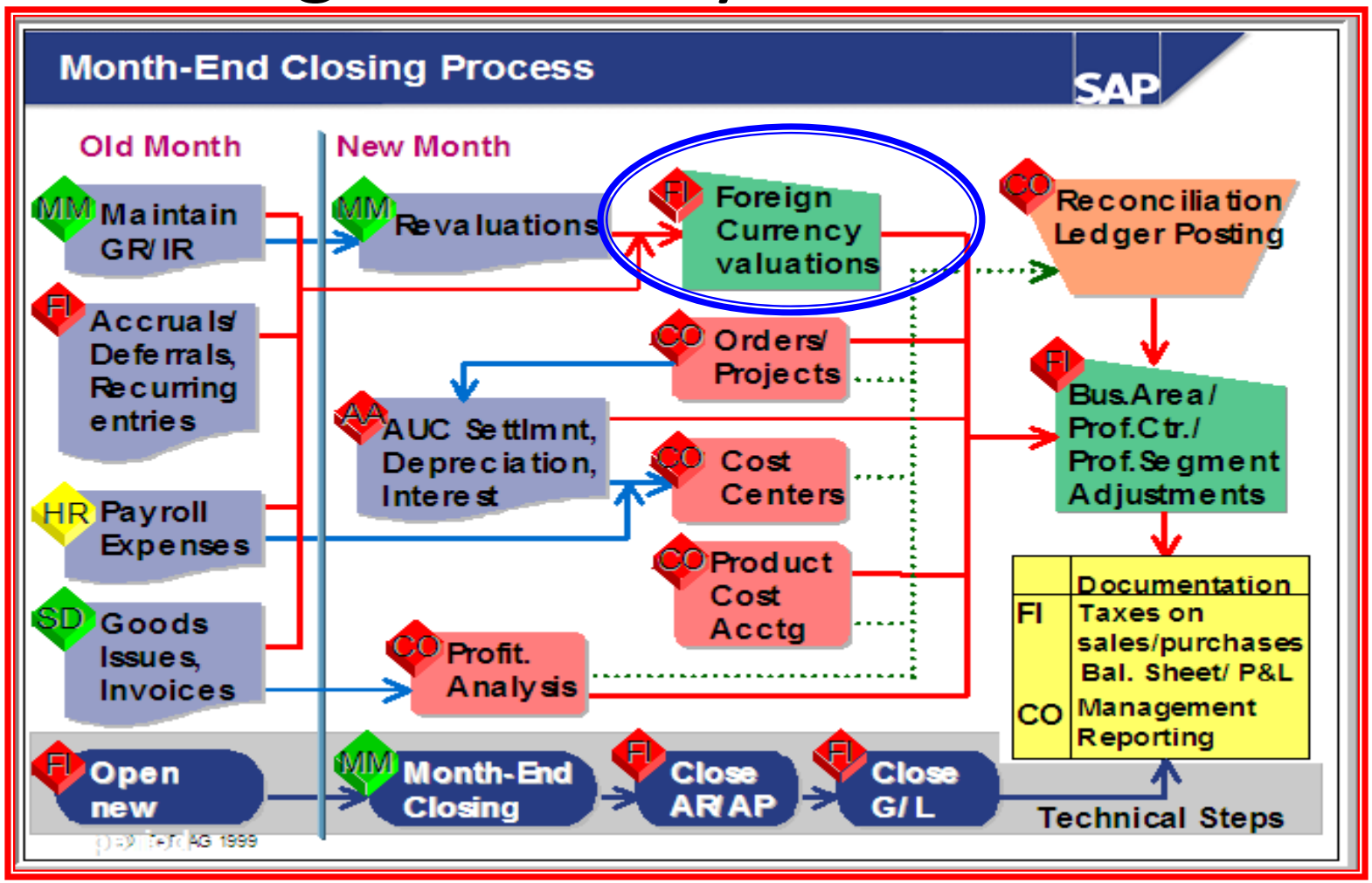
Correspondences & Foreign Currency Revaluation

- Upon completion of this module, you will be able to:
  - Understand how to process vendor correspondences
  - Maintain correspondences
  - Have a basic understanding Execute the foreign currency revaluation in preparation of period end closing activities

Foreign Currency Valuations



This slide provides an overview of the month-end closing process.

Reporting: Objectives

- Upon completion of this module, you will be able to:
  - Describe the various reporting options available within FI-AP Module.
  - Understand the differences between list-oriented and drilldown reporting.
  - Use the various functions available within executed reports.
  - Make use of line item reporting

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COURSE STRUCTURE

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5.Correspondenses and Foreign Currency Revaluation

6.Vendor Account Reports

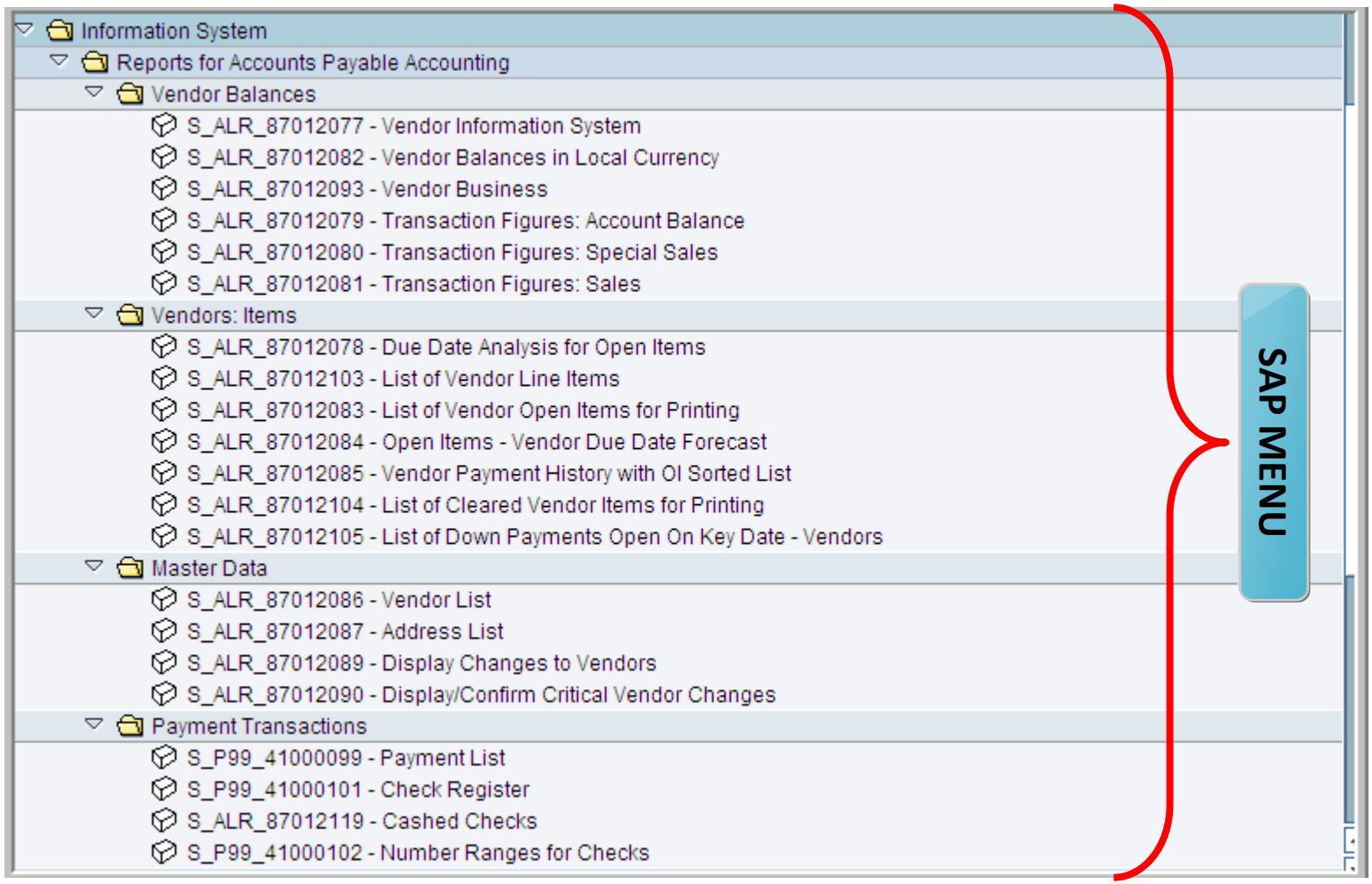
Accounts Payable Reports

- SAP ERP system offers number of reports that help analyzing entered business transactions:
  - Account Balances
  - Line Items
  - Documents
  - Master Data
- Report can be:
  - Printed out directly to the printer,
  - Saved as a local file (txt format, Excel file etc.)
  - Sent by e-mail

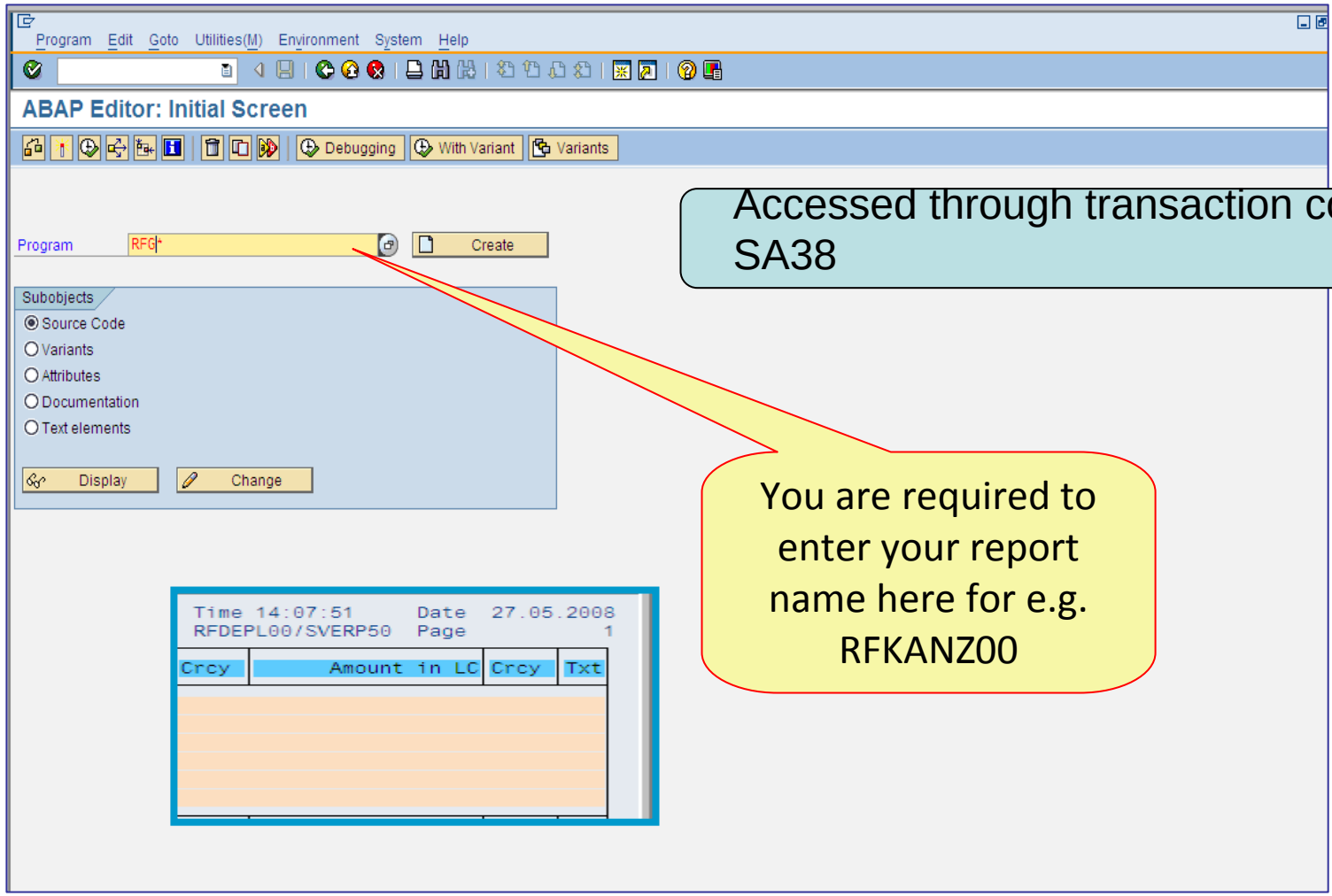
Accessing Reports

- Accounts payable reports can be accessed in different ways:
  - Through the SAP easy access menu tree,
  - Through the ABAP work bench area Transaction code SE38
- You are required to know the report name before you can make use of transaction SE38 or you can search for the report name
- Most of the report names in Accounting start with RF*
  - General Ledgers reports – RFG
  - Accounts Payable reports –RFK
  - Accounts Receivable reports- RFD

Accessing Reports- SAP Easy Access



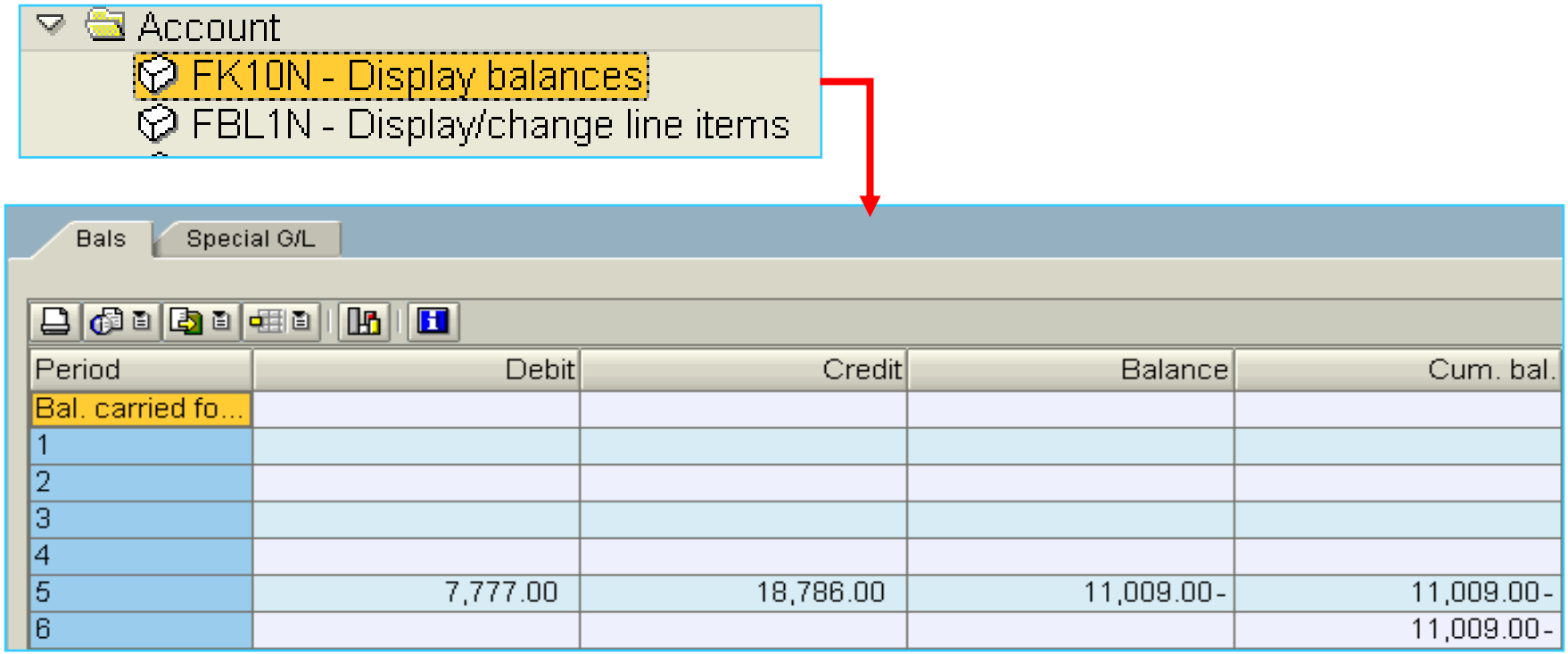
Accessing Accounts Payable Reports



Accessed through transaction code SA38

You are required to enter your report name here for e.g. RFKANZ00

Display Account Balance



Period	Debit	Credit	Balance	Cum. bal.
Bal. carried fo...				
1				
2				
3				
4				
5	7,777.00	18,786.00	11,009.00-	11,009.00-
6				11,009.00-

- Account balance displays totals of transactions, per month as well as cumulative values
- The report may be printed or saved as a local file

Display Account Line items

List Edit Goto Extras Environment Settings System Help

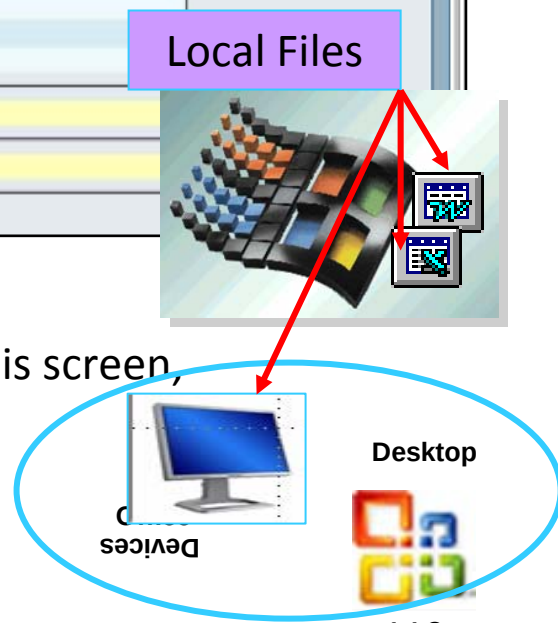
Vendor Line Item Display

Selections Dispute Case

Vendor 2
Company Code 1100

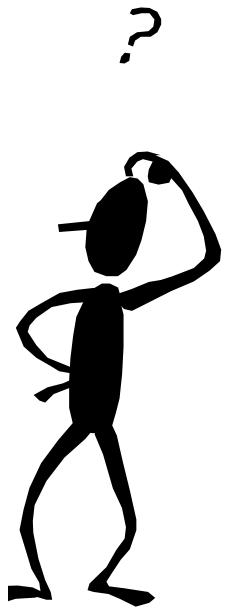
Name Colour Chem Consumables branch
City Jeddah

St	Assignment	DocumentNo	Type	Doc. Date	S	DD	Amount in local cur.	LCurr	Clrng doc.	Text
		3100000022	RE	01.04.2008			2.000,00-	SAR		
		3100000026	RE	13.04.2008			300,00-	SAR		
		3100000027	RE	13.04.2008			93,60	SAR		
		9000000020	YZ	13.04.2008			93,60-	SAR		MR8M
*							7.386,00-	SAR		
** Account 2							7.386,00-	SAR		



- "**Line items**" report displays particular transactions,
  - ✓It is possible to change the documents directly from this screen,
  - ✓The report may be printed or saved as a local file

Any Questions



Demonstration and Exercises

Please refer to your Exercise Guide: Unit 6

Vendor Account Reports

Please complete exercises

Course Summary

- **You should now:**
  - Know what activities are involved in managing the Accounts Payable module and how SAP ERP supports these activities.
  - Know how to process FI-AP accounting documents.
  - Be able to explain Vendor account and line items clearing process.
  - Know how to process and print mass transactions for vendors (automatic payments).
  - Be able to select and generate the most appropriate reports.

Thank You