

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

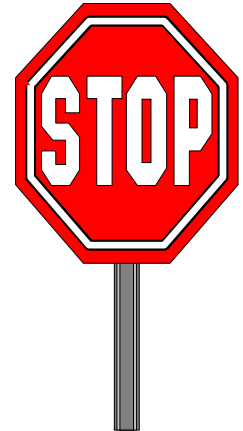
Unit 1 : Finance organizational elements & Master data in Accounts Payable

- 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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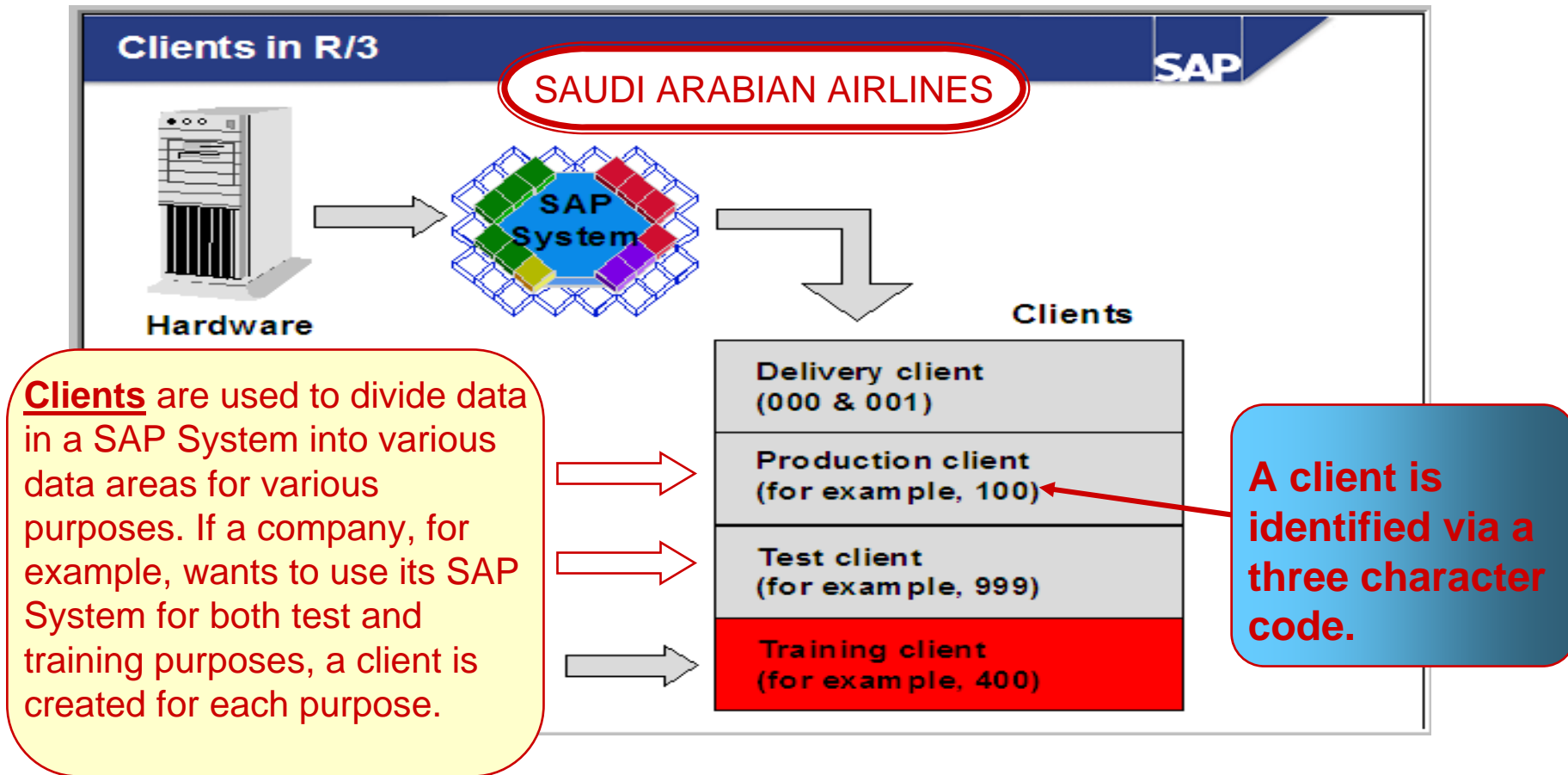
COURSE STRUCTURE

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

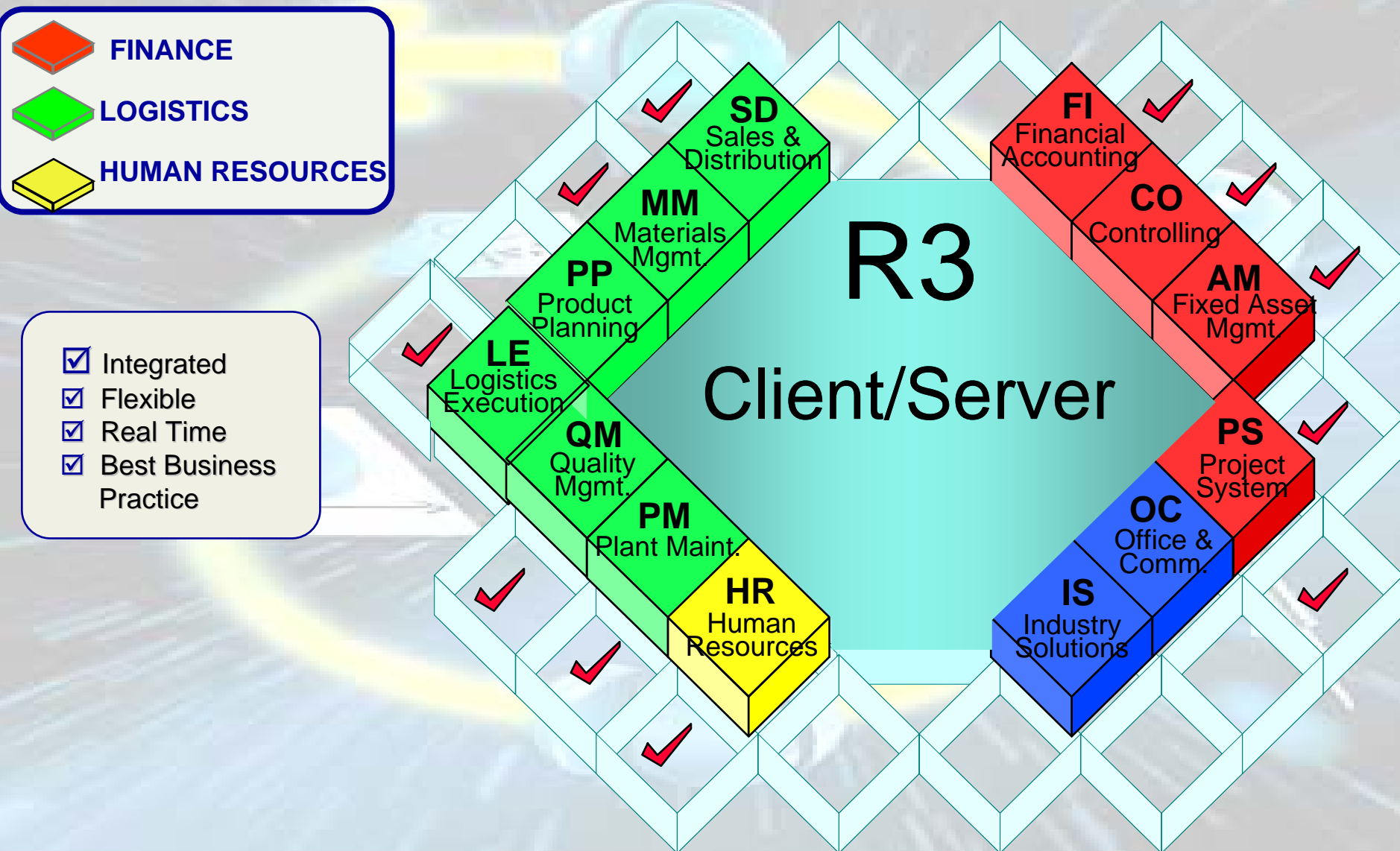
- ☐ Upon completion of this module, you will be able to:
 - ☐ List various organizational levels.
 - ☐ Briefly outline the master data concept within the SAP system.
 - ☐ Explain each level of the organizational elements within the SAP system.
 - ☐ Describe how Finance and Controlling are linked in the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

Client Structure



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

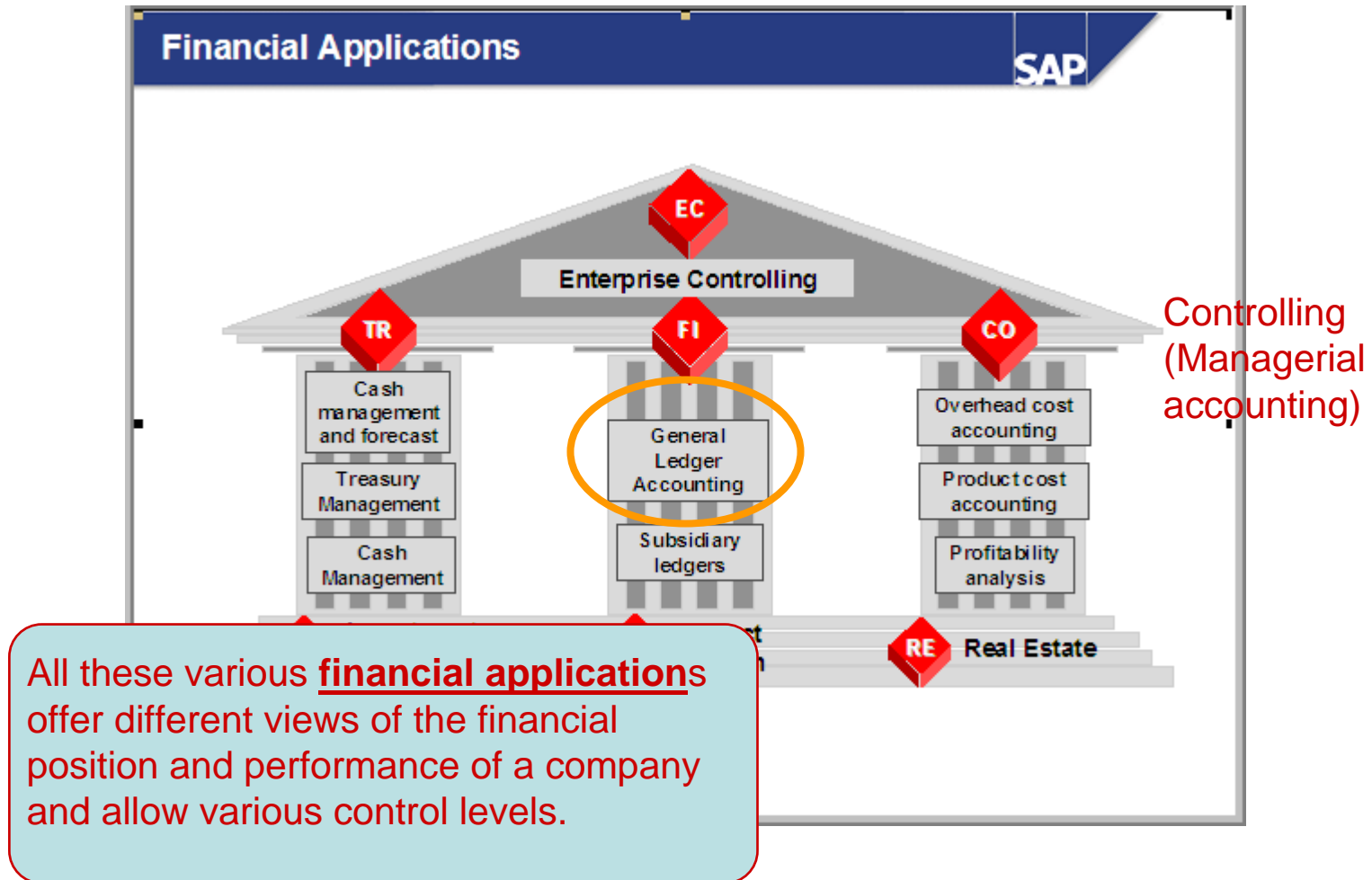
Integration

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.

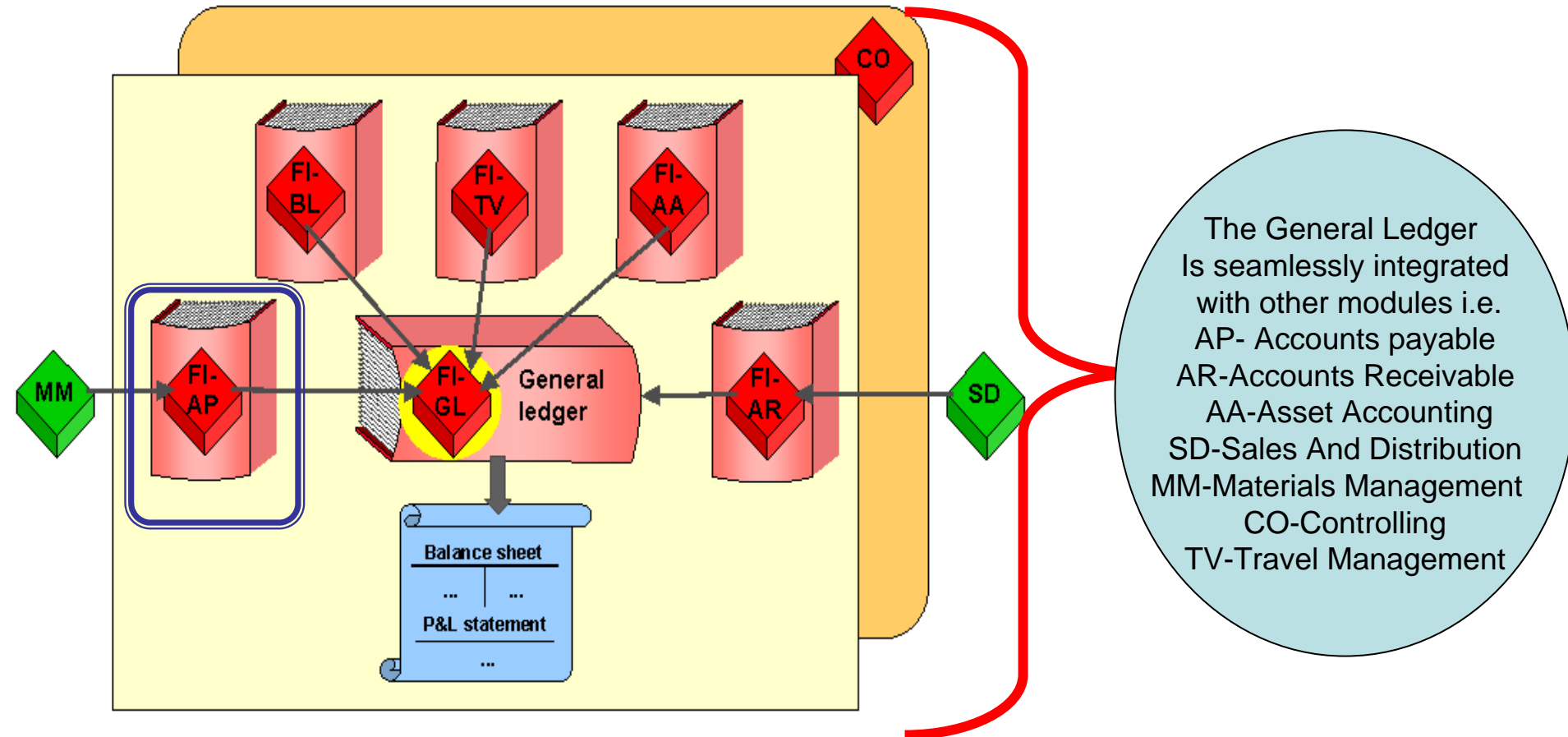
Flexibility

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

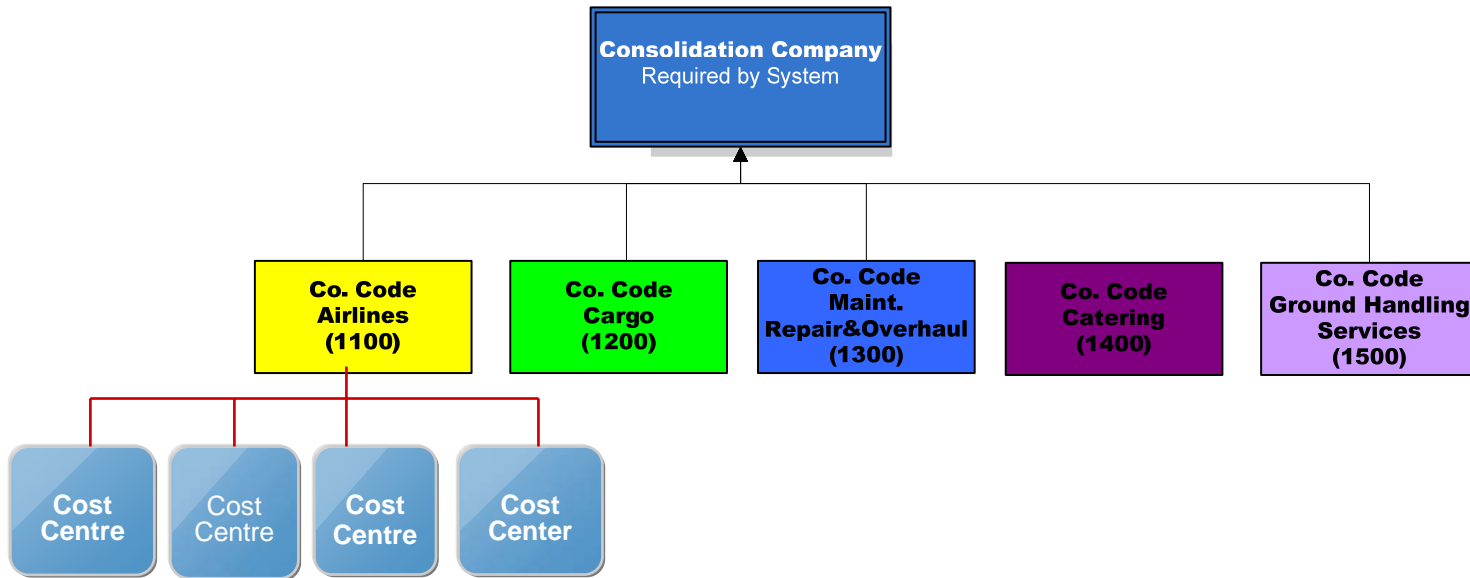


General Ledger - Integration

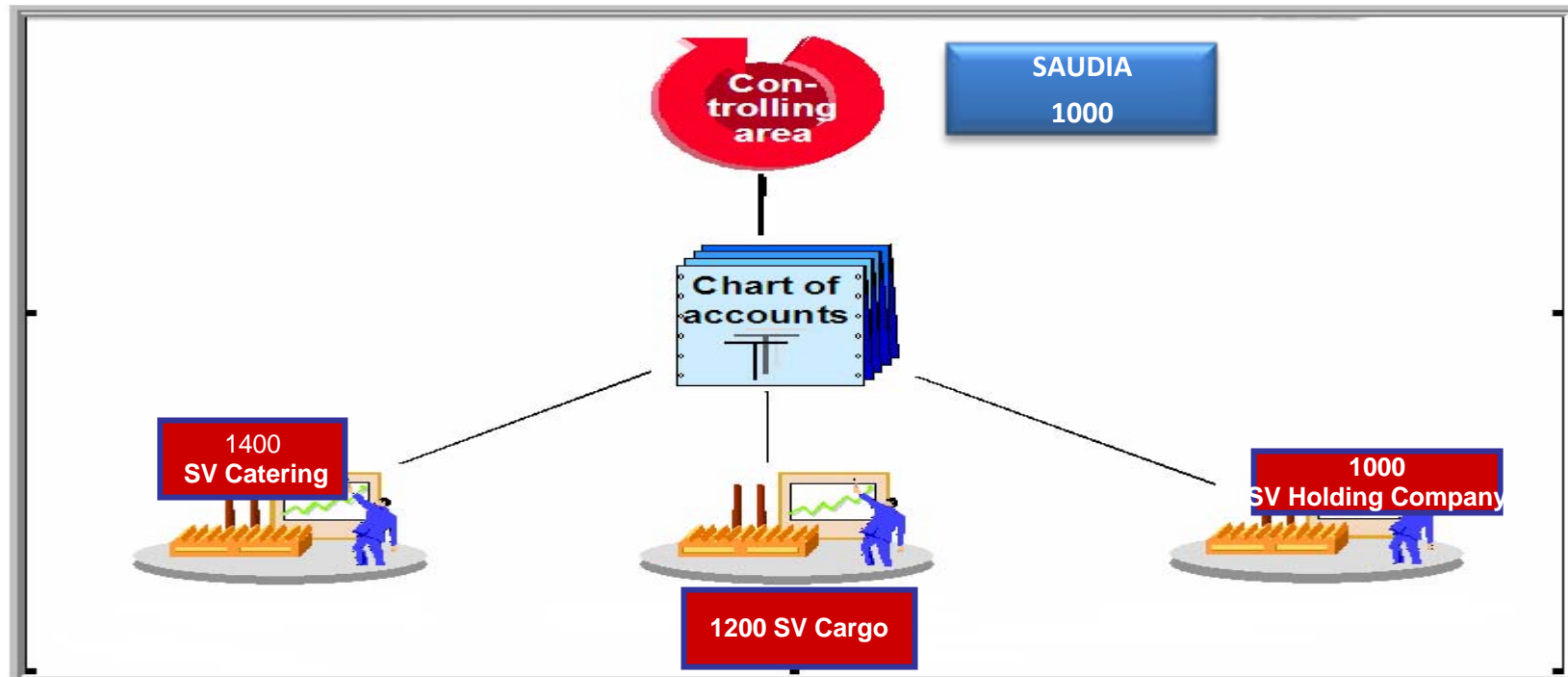


❖ Facilitates Recording of all relevant accounting transactions which enable External & Internal Reporting

Organizational Structures

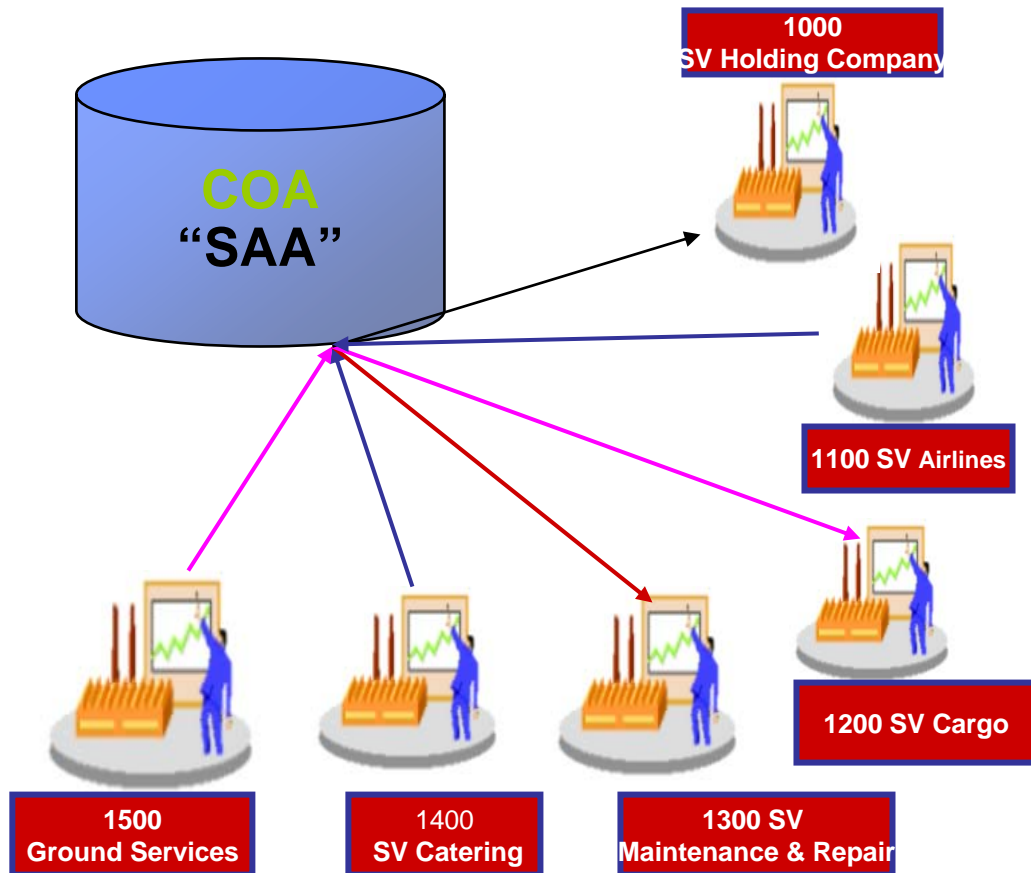


Controlling Area



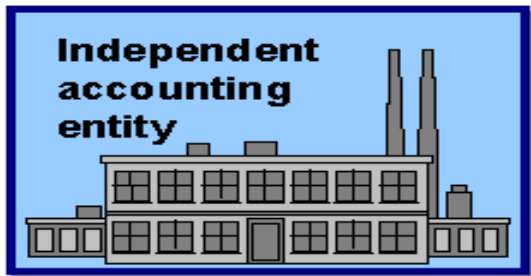
- ❑ The **controlling area** identifies a self-contained organizational structure for which costs and revenues can be managed and allocated. It represents a separate unit of cost accounting.
- ❑ One or more company codes can be assigned to a controlling area, which enables you to carry out cross-company 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



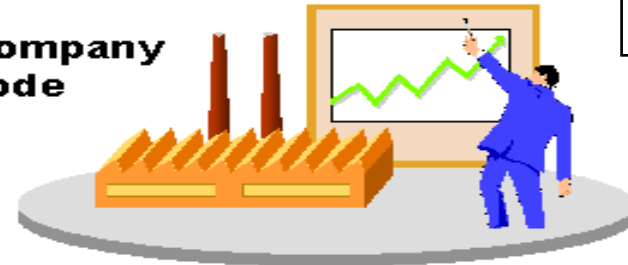
- **The Chart of Accounts**
 - Contains the definitions of all G/L accounts in an ordered form
 - Each Vendor Master is set up according to a **Chart Of Accounts**
 - All company codes will use the same **COA**
 - All SAA organizational units use the same Chart of Accounts i.e. **SAA i.e. 1000**

Company Code- External Accounting



=

Company code



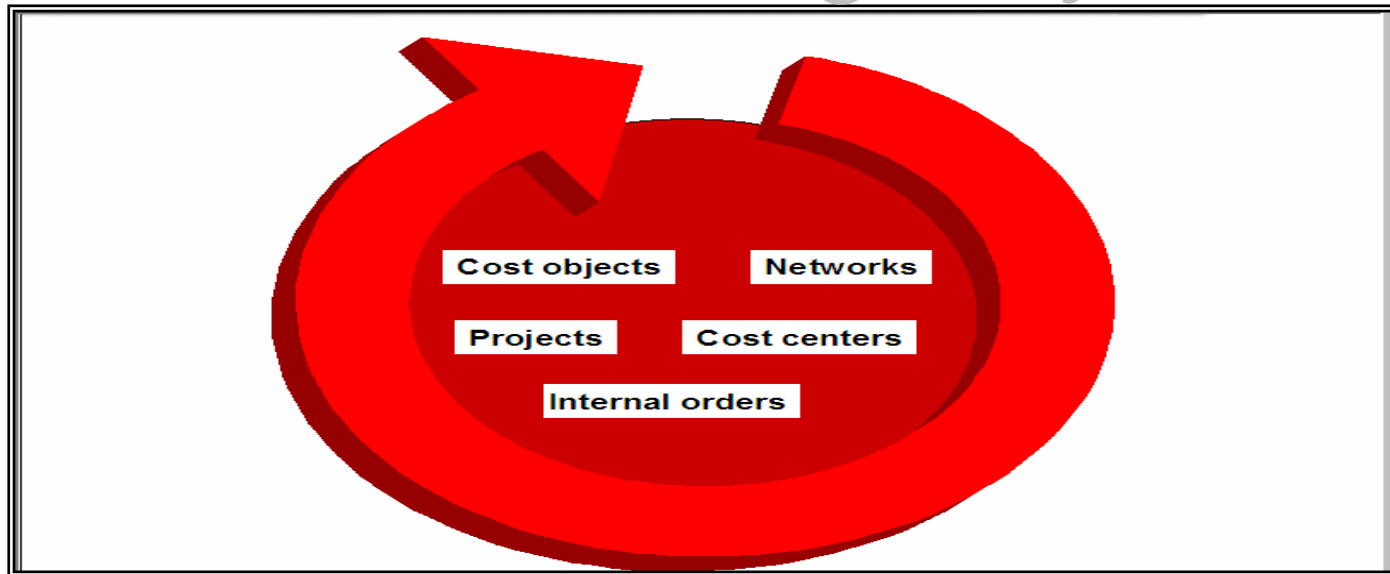
SV
HOLDING
1000



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 by multiple companies provided they have the same basic account requirements.

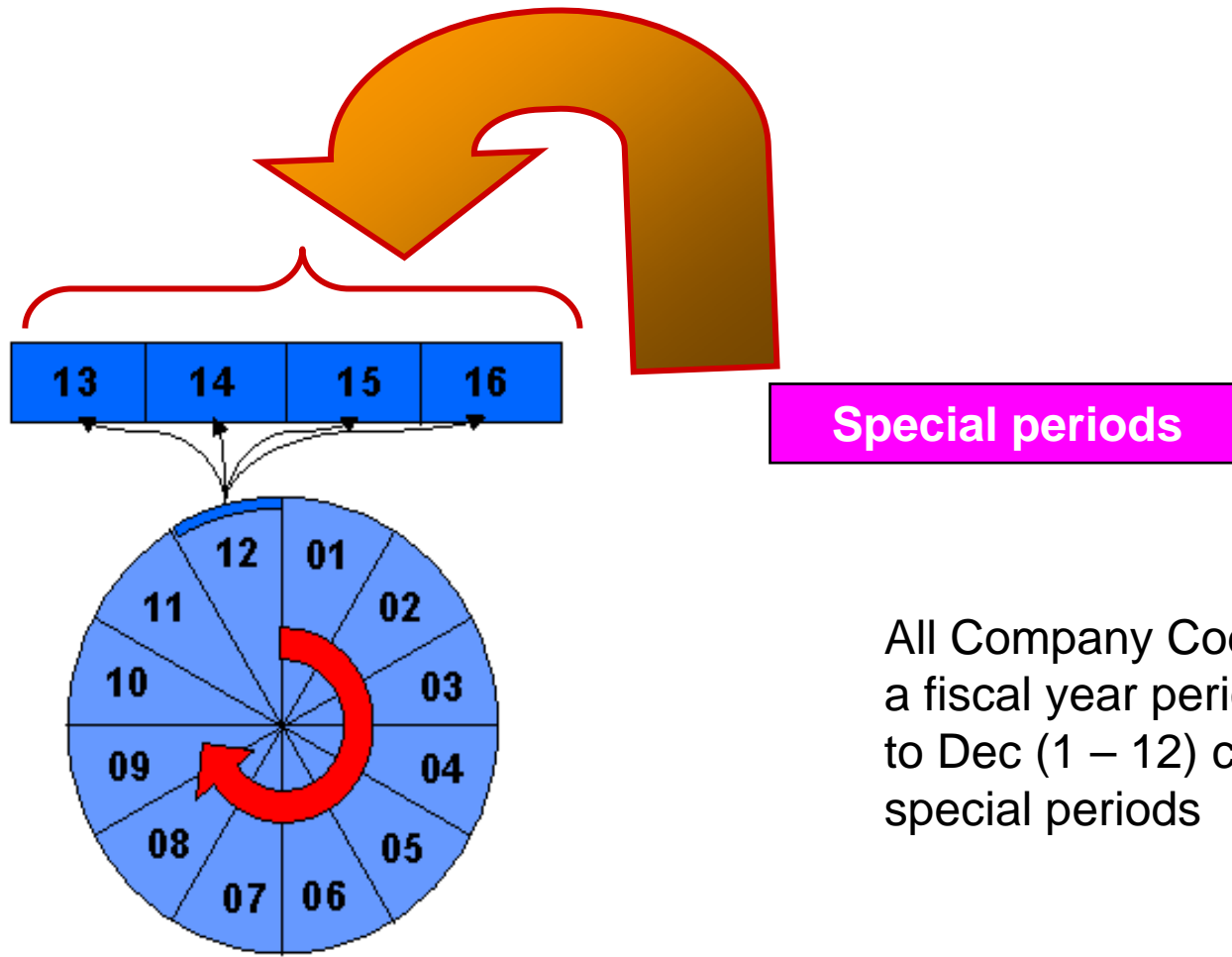
Cost Controlling Objects



□ 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

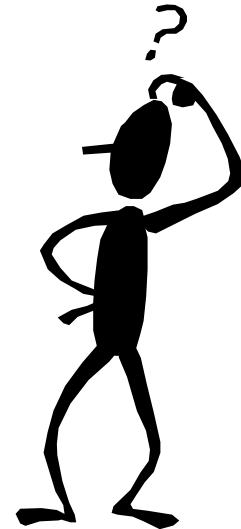


All Company Codes in SAUDIA have a fiscal year period starting from Jan to Dec (1 – 12) calendar months + 4 special periods

Any Questions



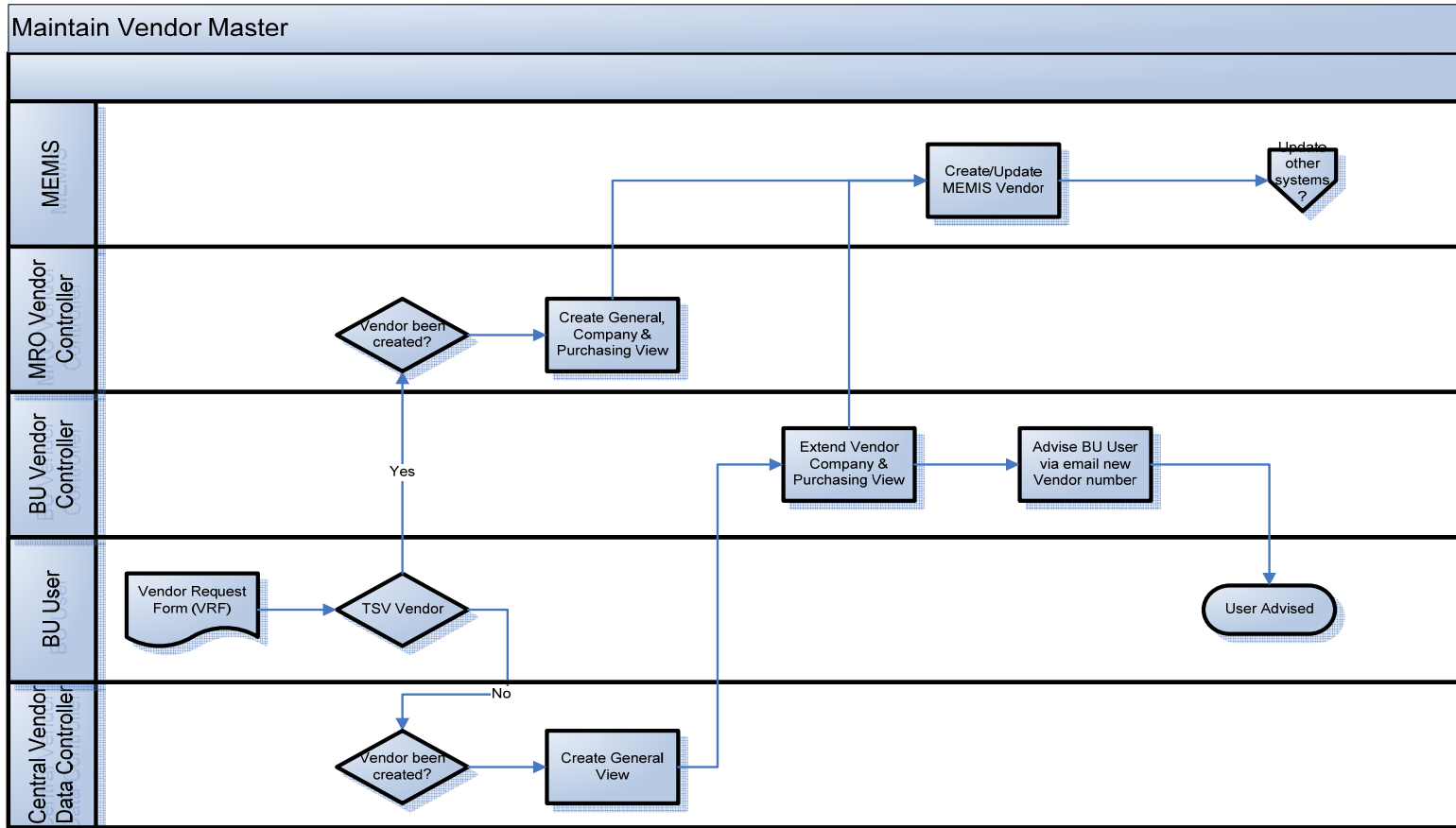
Got Questions?



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.

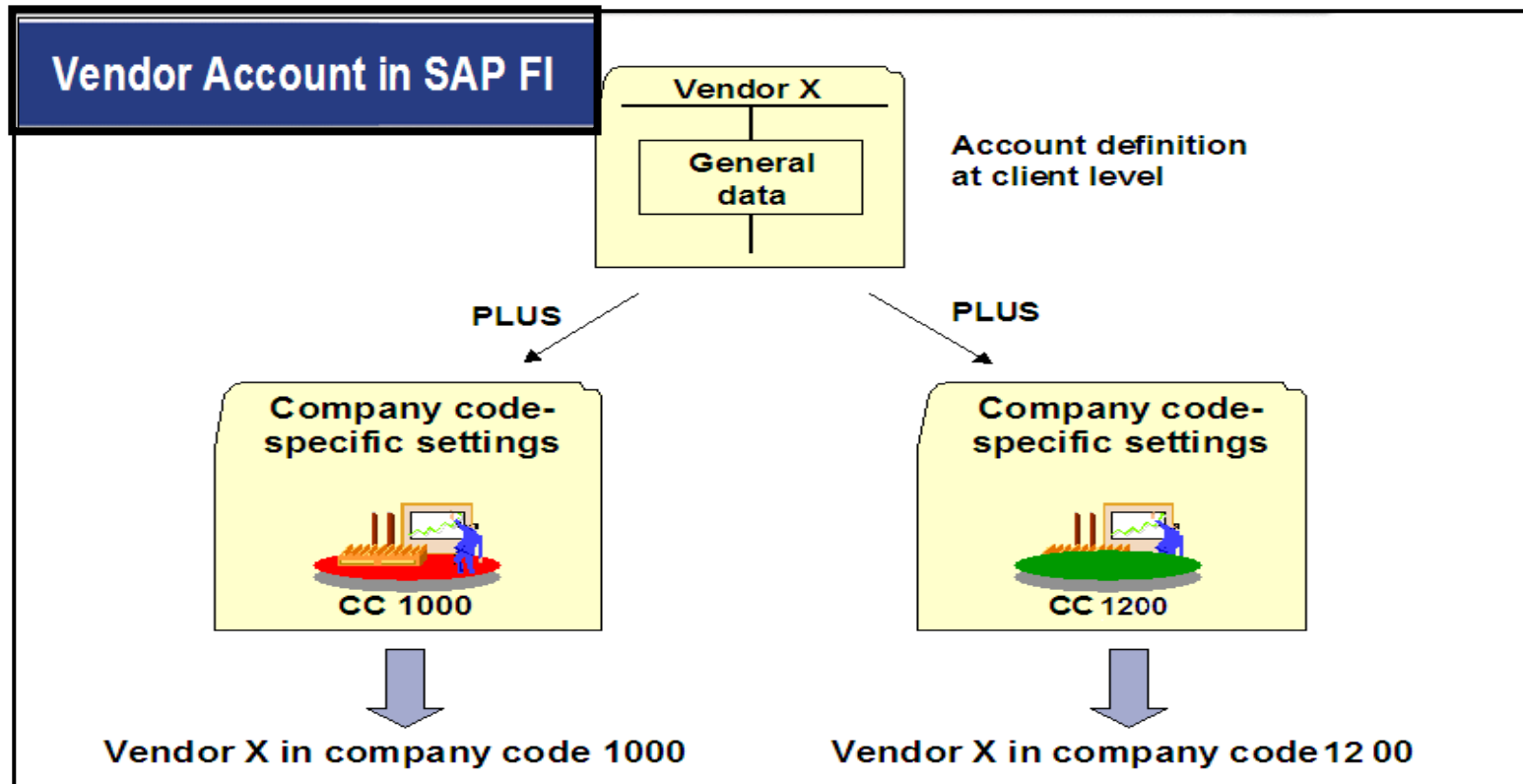
Business Processes- Master Data Creation



Master Data in Accounts Payable

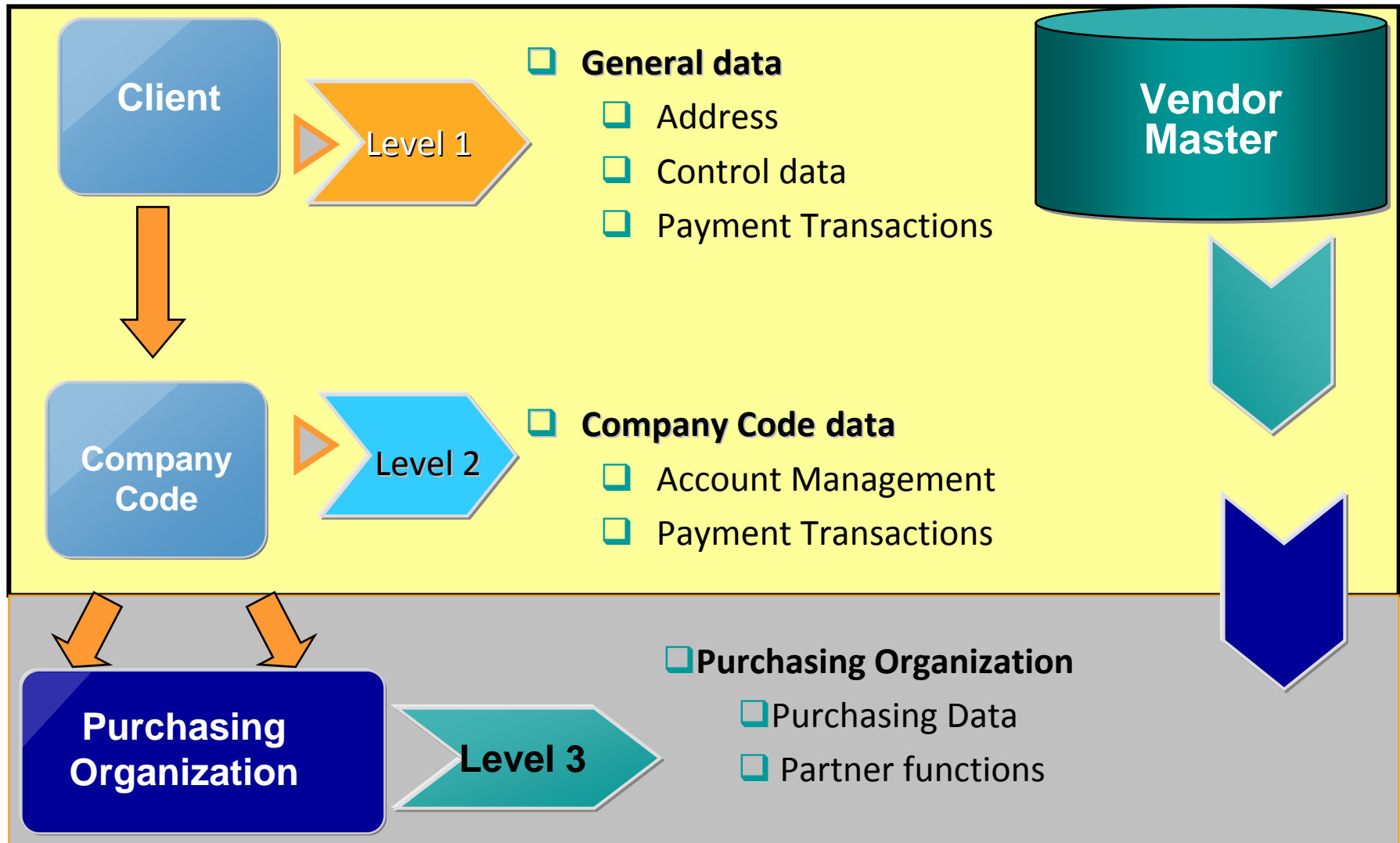
- ❑ **What is Master Data?**
 - ✓ It is data that is stored in the database for long periods of time.
- ❑ **This permanent (yet changeable) data is created for:**
 - ✓ Vendor Master Accounts
- ❑ **Reduction in data redundancy:**
 - ✓ The shared master data concept in the SAP system will inevitably reduce 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

Vendor 100032
Company Code 1100

General data

- ☒ Address
- ☒ Control
- ☒ Payment transactions

Company code data

- ☒ Accounting info
- ☒ Payment transactions
- ☒ Correspondence
- ☒ Withholding tax

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

Master Data: Company Code Data

Vendor

Company Code

General data

- ☒ Address
- ☒ Control
- ☒ Payment transactions

Company code data

- ☒ Accounting info
- ☒ Payment transactions
- ☒ Correspondence
- ☒ Withholding tax

• Company Code Data:
• Accounting Information
• Payment Transactions

Master Data: Search Terms

Vendor Account Number (1)

Vendors (General) Vendors by Country/Company Code Vendors by Company Code

Country

City

Search term

Name

Vendor

Company Code

Maximum No. of Hits

- ☐ 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

Vendor 100032 King Fahad Hospital

Company Code 1100 SV Airlines

General data

- ☒ Address
- ☒ Control
- ☒ Payment transactions

Company code data

- ☒ Accounting info
- ☐ Payment transactions
- ☒ Correspondence
- ☐ Withholding tax

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

Blocking/Unblocking a Vendor

Vendor: 100032 King Fahad Hospital

Company Code: 1100 SV Airlines

Posting Block

- ☐ All company codes
- ☒ Selected co. code

☐ 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

Vendor Edit Goto Extras Environment System Help

Flag for Deletion Vendor: Details Accounting

Vendor 100032 King Fahad Hospital
Company Code 1100 SV Airlines

Deletion flags

- ☐ All areas
- ☐ Selected company code

Deletion blocks

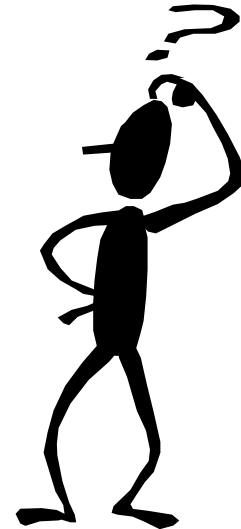
- ☐ General data
- ☐ Selected company code incl. general data

- ☐ 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



Got Questions?

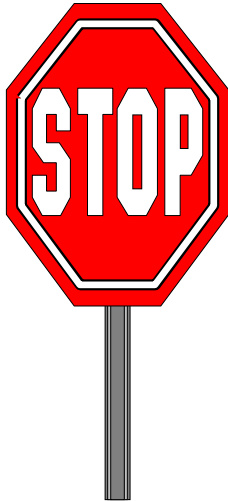


Demonstration and Exercises

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

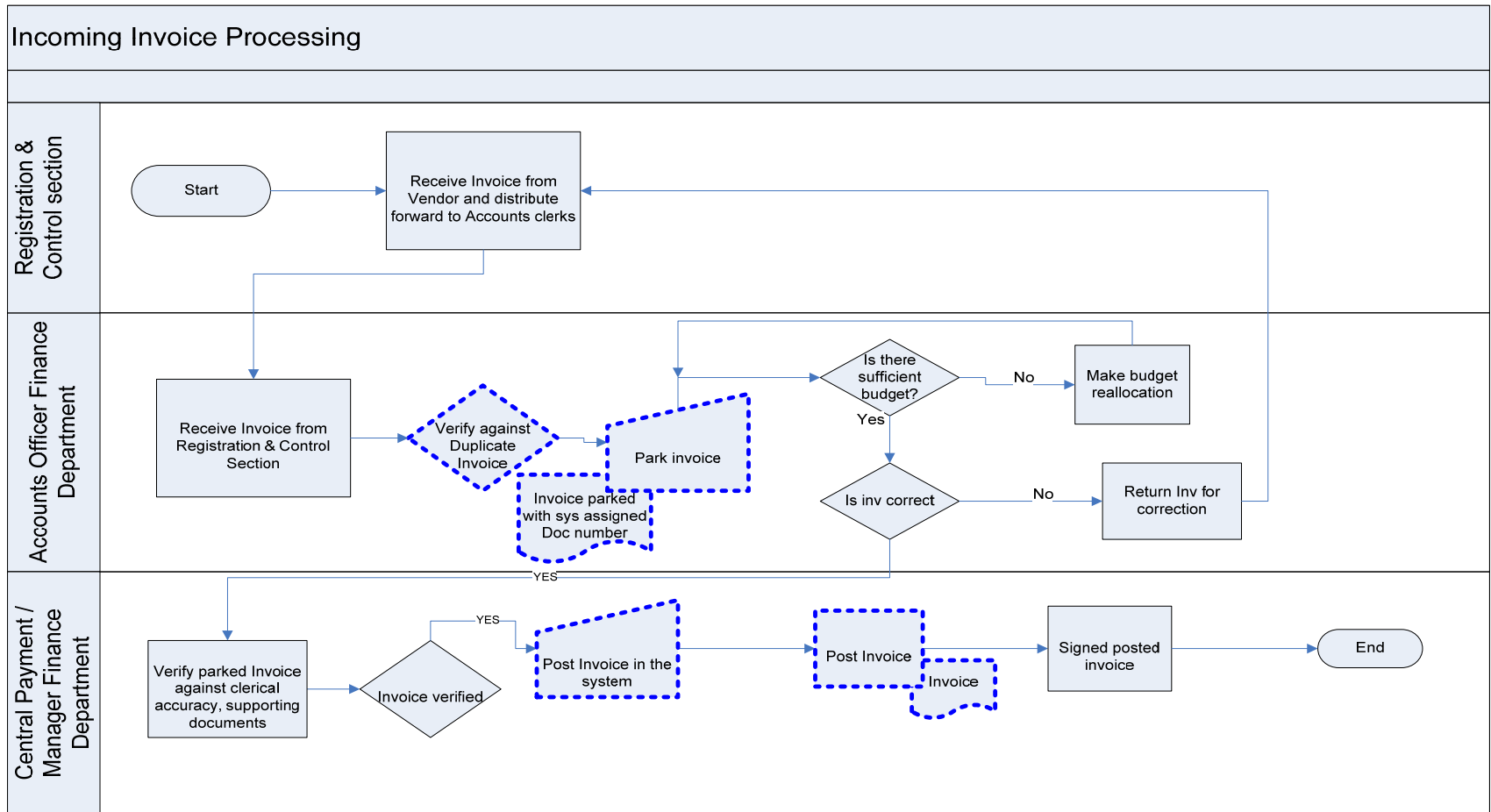
- Park Invoice – F-63
- Change Parked Document
- Display a Parked Document
- Post/Delete a parked Document
- Post Vendor Invoice
- Park/Edit Credit Memo
- Post Credit Memo
- Post Outgoing Payment
- Display Accounting Document
- Clear Vendor Account
- Reset Cleared Items
- Document Reversal (Individual Reversal) Document

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2. Accounting Transactions in Accounts Payable
3. Advance Payments in Accounts Payable
4. Automatic outgoing Payment processing
5. Correspondences 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

The screenshot shows the 'Enter Vendor Invoice' screen for Company Code 1100. The interface includes a menu bar (Document, Edit, Goto, Extras, Settings, Environment, System, Help), a toolbar, and a main data entry area. A vertical 'TABS' panel on the left contains buttons for 'Basic Data', 'Payment', 'Details', and 'Notes'. Red arrows point from these buttons to their respective sections on the screen. A 'Company Code' dialog box is open, showing '1100' and a 'Calculate tax' checkbox. The bottom section displays a table with 10 items, all with a 'Debit' D/C and a 'Loc. curr. amount' of 0,00.

Company Code

TABS

- Basic Data
- Payment
- Details
- Notes

Enter Vendor Invoice: Company Code 1100

Tree on | Company Code | Hold | Simulate | Park | Editing options

Trans date | Invoice | Bal. 0,00

Basic data | **Payment** | **Details** | **Tax** | **Notes**

Vendor | Invoice date | Posting Date | Cross-ACC no. | Amount | Tax amount | Text | Company Code | Lot No.

SQL Ind | Reference | SAR | Calculate tax

Enter Company Code

Company Code 1100

0 Items (No entry variant selected)

St	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T	Text	Lo	Co	Bus	Cost
			Debit		0,00			✓	1100		
			Debit		0,00			✓	1100		
			Debit		0,00			✓	1100		
			Debit		0,00			✓	1100		
			Debit		0,00			✓	1100		
			Debit		0,00			✓	1100		
			Debit		0,00			✓	1100		
			Debit		0,00			✓	1100		
			Debit		0,00			✓	1100		
			Debit		0,00			✓	1100		

Document Tabs

The screenshot shows a software interface for an invoice. At the top, there's a 'Transactn' label and a dropdown menu set to 'Invoice'. Below this are five tabs: 'Basic data', 'Payment' (which is selected and highlighted in blue), 'Details', 'Tax', and 'Notes'. The 'Payment' tab contains several input fields: 'BaselineDt' with the value '07.05.2008', 'Due on' with '07.05.2008', 'Payt Terms' with 'SV01', 'Days' (empty), 'Days net' (empty), 'Disc.base' (empty), 'SAR' (selected), 'To be calcultd' (empty), 'Fixed' (empty), 'Pmt Method' (empty), 'Pmnt Block' (empty), and 'Free for payment' (selected). An orange cloud-shaped callout with the word 'tab' points to the 'Payment' tab. On the right side, there's a 'Bal.' field with '0,00' and a status indicator. Below that is a 'Vendor' section with an 'Address' tab showing 'AirZim', 'PO Box 1000', and 'Harare'. At the bottom of the vendor section, there's a 'Bank account' field with '122334444' and 'Saudi Bank, Branch 0022'. A small icon labeled 'Ols' is at the bottom right of the vendor section.

- ❑ 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

Transactn Invoice

Basic data Payment **Details** Tax Notes

G/L 2012100 Local Vendors Contro

Assign.

HeaderText VR0001/2008

Tr.part.BA

RefKey 3

Fund

Funds Ctr Cmmt Item 2012100

Bal. 0,00

Vendor

Address

AirZim

PO Box 1000

Harare

Bank account 122334444

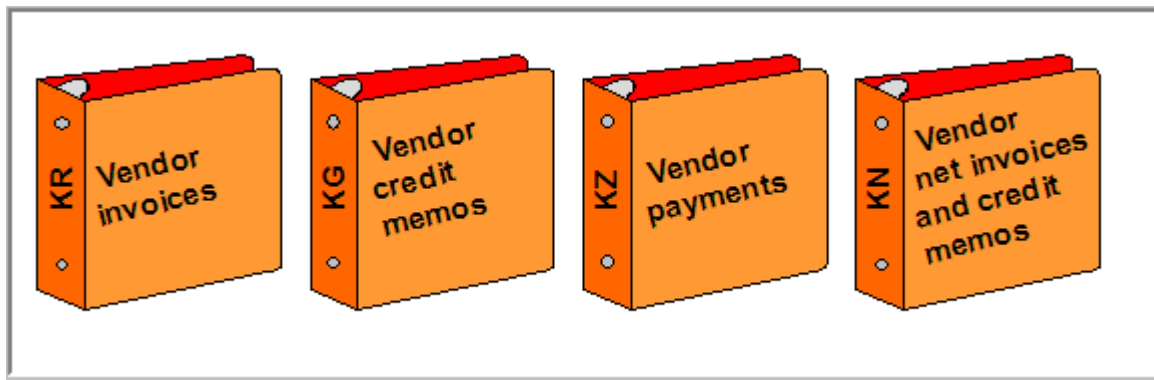
Saudi Bank, Branch 0022

Ols

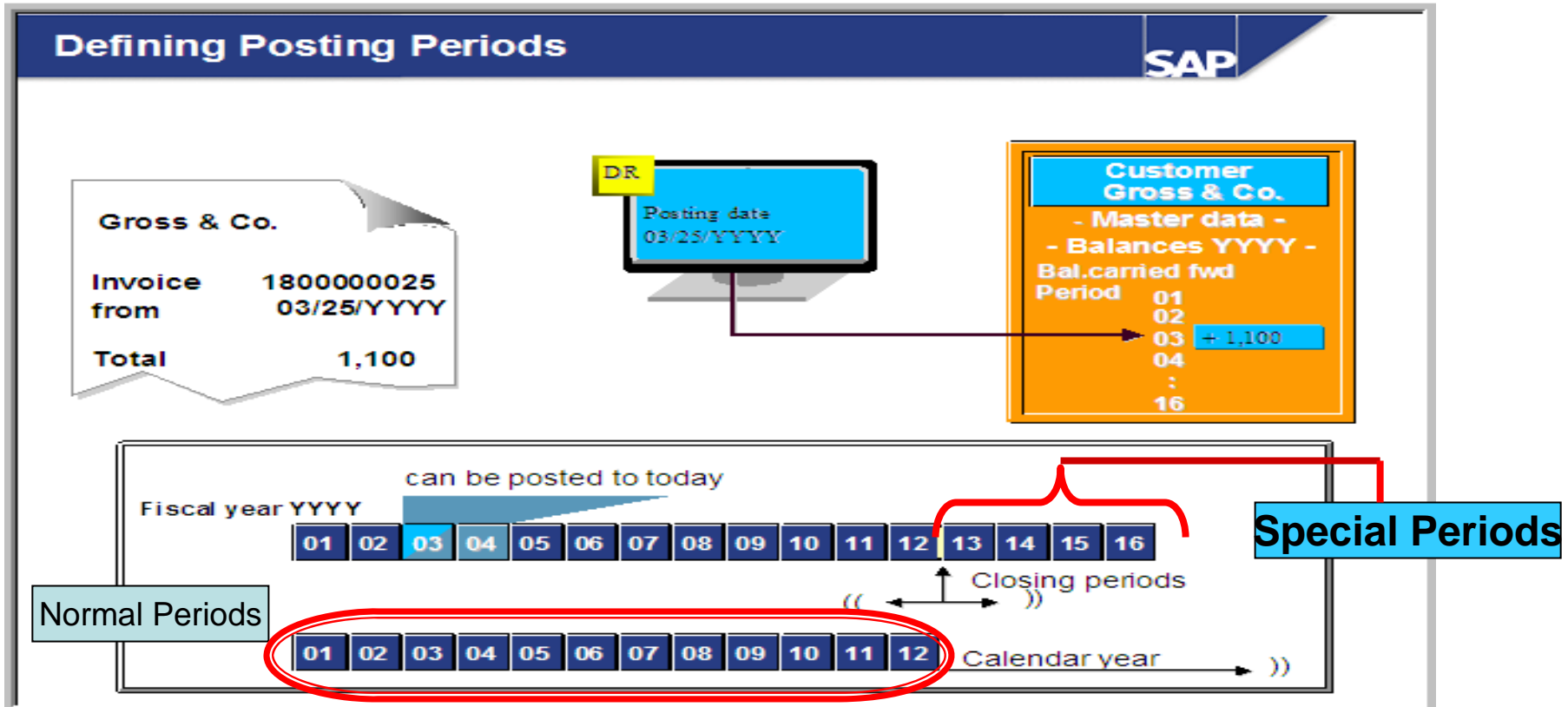
- ☐ On the details tab, a user can enter any additional data regarding an invoice
- ☐ Recon/Control A/c updates real time automatically

Vendor document's types

1. In order to distinguish between the various FI documents, **document types** 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 be done 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

Posting Key

 **Detail view**

Account

Item 1 / **PK**

Amount

Tax ID

Additional info.

Business area

Cost center

Text

...

1. S, D, K, A, M ?

2. Debit or Credit?

3. Field status?

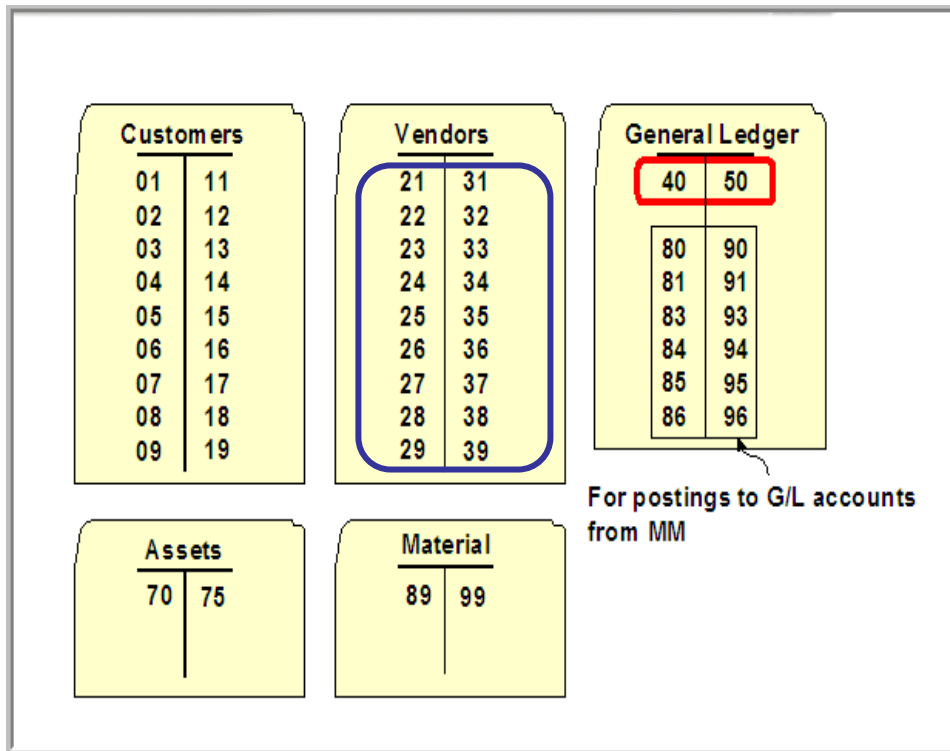
The posting key (PK) has a control function pertaining to the document line items.

It determines the following:

1. Account type for the posting of the line item
2. Posting of line items as debit or credit postings
3. Field status of additional information

- ❑ 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



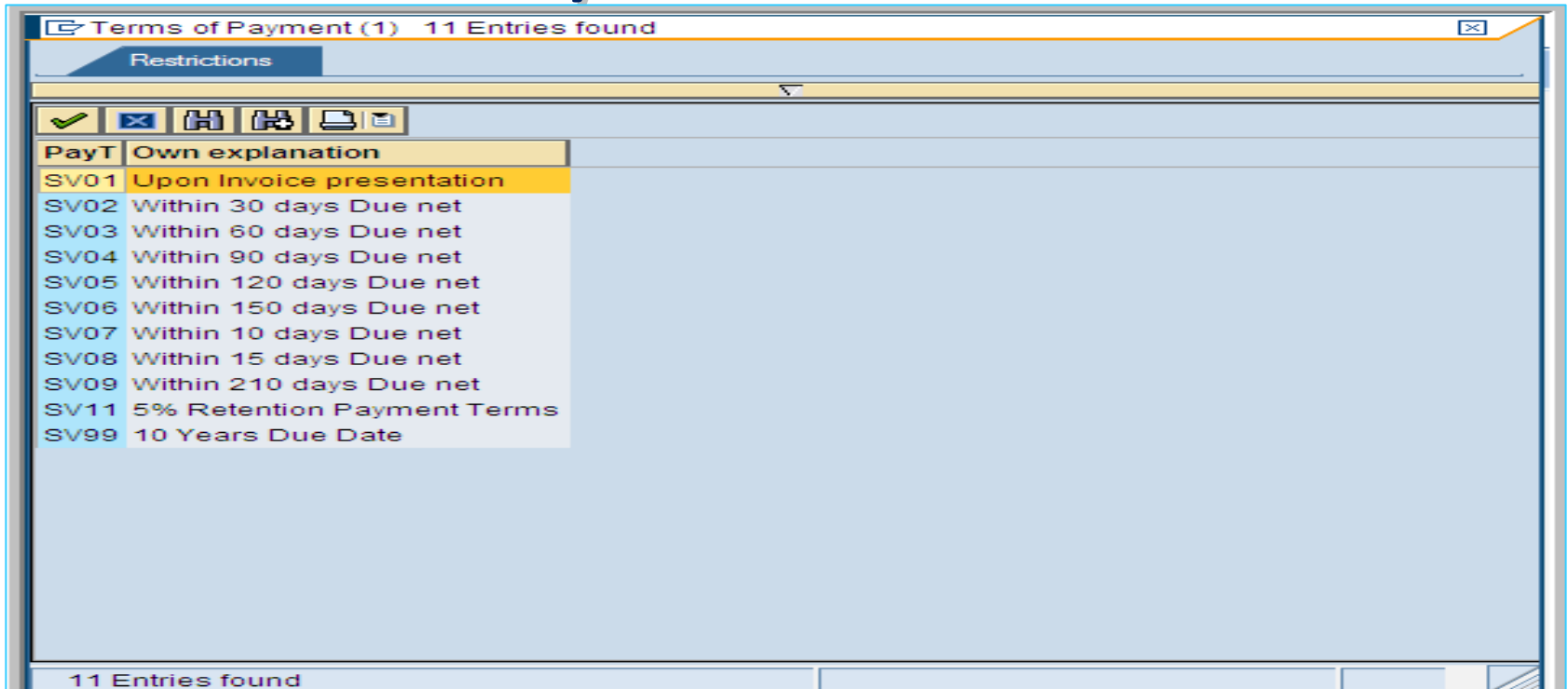
❖ In the R/3 System, there are a large number of **standard posting keys** which should be used.

❖ 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

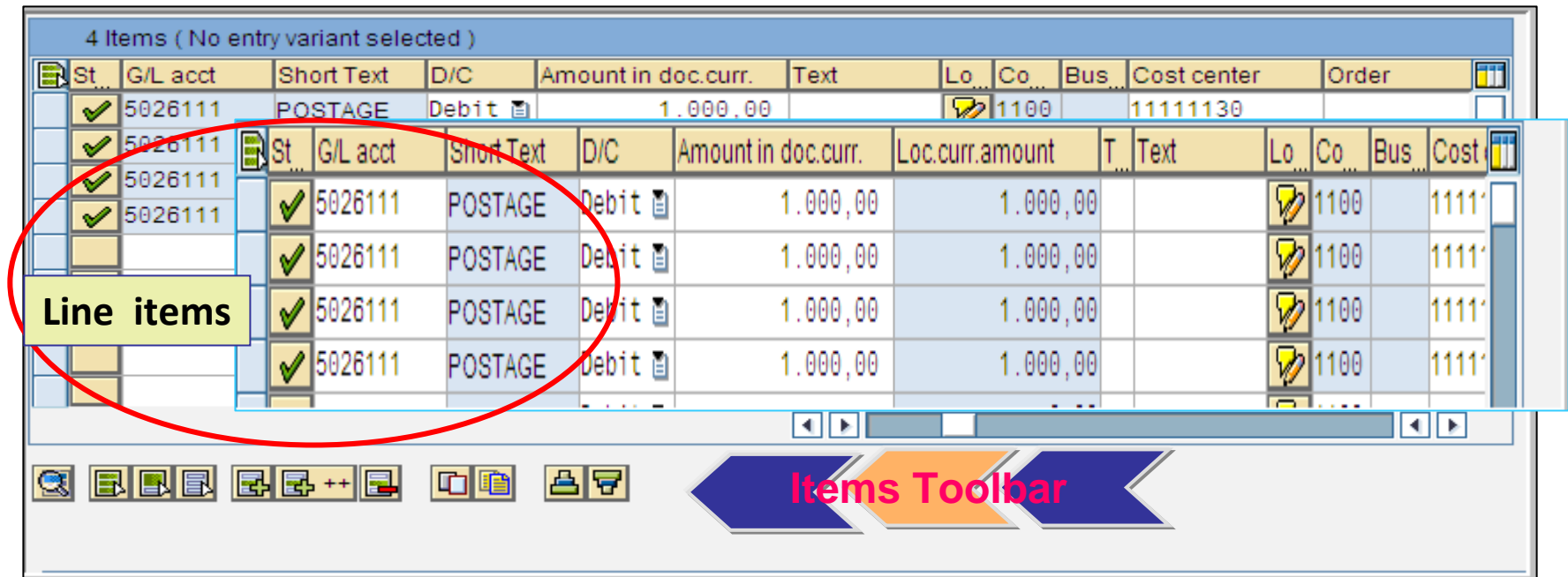
Payment Terms



PayT	Own explanation
SV01	Upon Invoice presentation
SV02	Within 30 days Due net
SV03	Within 60 days Due net
SV04	Within 90 days Due net
SV05	Within 120 days Due net
SV06	Within 150 days Due net
SV07	Within 10 days Due net
SV08	Within 15 days Due net
SV09	Within 210 days Due net
SV11	5% Retention Payment Terms
SV99	10 Years Due Date

- ☐ 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



The screenshot shows the SAP Line Items interface. At the top, a header bar indicates '4 Items (No entry variant selected)'. Below this is a table with columns: St..., G/L acct, Short Text, D/C, Amount in doc.curr., Text, Lo, Co, Bus, Cost center, and Order. The first row shows a summary for 'POSTAGE' with a debit of 1.000,00. Below this is a detailed table with columns: St..., G/L acct, Short Text, D/C, Amount in doc.curr., Loc.curr.amount, T, Text, Lo, Co, Bus, and Cost. This table contains four rows of 'POSTAGE' entries, each with a debit of 1.000,00 and a local currency amount of 1.000,00. A red circle highlights the 'Line items' box on the left side of the interface. At the bottom, there is a toolbar with various icons and a large blue arrow pointing right with the text 'Items Toolbar'.

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Text	Lo	Co	Bus	Cost center	Order
✓	5026111	POSTAGE	Debit	1.000,00			1100		11111130	
✓	5026111	POSTAGE	Debit	1.000,00			1100		11111130	
✓	5026111	POSTAGE	Debit	1.000,00			1100		11111130	
✓	5026111	POSTAGE	Debit	1.000,00			1100		11111130	

- ☐ 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

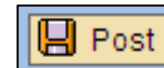
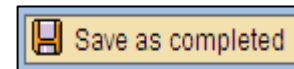
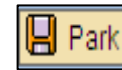
Invoice

Invoice Number: 276662 Invoice Date: 4/18/2008

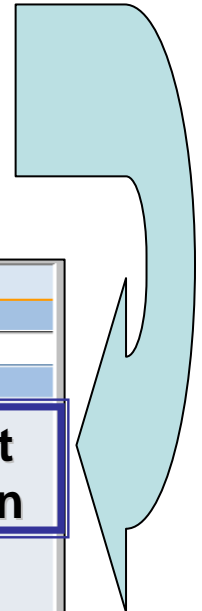
Itemized List Currency: Select...

#	Item Description	Quantity	Unit Price	Discount Rate (%)	Tax Rate (%)	Pre-tax Price	Total with Tax
1	[Type item description here.]	1	2,000.00	0.0	15.000	2,000.00	2,300.00

Pre-tax subtotal: 2,000.00
 Tax: 300.00
 Shipping/handling cost: 145.00
 Total charges: 2,445.00



OR



Document overview Edit Goto Settings System Help

Document Overview

Reset Taxes Complete Post Choose Save

Doc. Type : KR (Vendor Invoice) Parked document

Doc. Number: 2500000091 Company code: 1100 Fiscal year: 2008
 Doc. date: 07.05.2008 Posting date: 07.05.2008 Period: 05
 Calculate Tax: ☒
 Ref. doc.: GTRRR
 Doc. currency: SAR
 Doc. Hdr Text: VR0001/2008

Simulate

Itm	PK	Account	Account short text	Assignment	Tx	Amount
1	31	100011	AirZim			4.000,00-
2	40	5026111	POSTAGE			1.000,00
3	40	5026111	POSTAGE			1.000,00
4	40	5026111	POSTAGE			1.000,00
5	40	5026111	POSTAGE			1.000,00

Document Simulation

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

The screenshot shows the SAP 'Edit Parked Vendor Invoice' interface for document 2500000097. The menu 'Selection of parked documents' is highlighted, showing options like Display, Simulate, Park, Save as completed, Post, Delete parked document, and Exit. Below the screenshot, a diagram illustrates the processing flow for a parked document:

```

    graph TD
      PD([Parked Document Can be])
      PD -- Edited --> Edited[Edited]
      Edited --> PD
      PD -- Deleted --> Deleted[Deleted]
      Deleted --> PD
      PD -- Saved as completed --> Saved[Saved as completed]
      Saved --> PD
      PD -- Posted --> Posted[Posted]
      Posted --> PD
  
```

The diagram shows a central blue oval labeled 'Parked Document Can be' with four arrows pointing to boxes labeled 'Edited', 'Deleted', 'Saved as completed', and 'Posted', each with a return arrow pointing back to the central oval.

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

The screenshot shows the SAP 'Display View Currency Exchange Rates: Overview' interface. It includes a menu bar (Table View, Edit, Goto, Selection, Utilities(M), System, Help), a toolbar, and a table of exchange rates. Three callouts are present:

- Callout 1 (Red circle):** Points to the 'Currency' field (USD) and 'Translatn Date' (07.05.2008) in the top right.
- Callout 2 (Green circle):** Points to the 'Ratio(from)' column in the exchange rates table.
- Callout 3 (Yellow circle):** Points to the 'Local Currency' section at the bottom, which shows the 'Translatn Date' (07.05.2008), 'Amount' (100,00), and 'Amount in LC' (373,40).

ExRt	ValidFrom	Indir.quot	Ratio(from)	From	Dir.quot.	Ratio	To
M	01.01.2008	5,88086	X	1 SAR	= 0,00000	X	1 EUR
M	01.01.2006	5,88086	X	1 SAR	= 0,00000	X	1 EUR
M	01.01.2001	5,88086	X	1 SAR	= 0,00000	X	1 EUR
M	01.01.2001	0,00000	X	1 SAR	= 30,65400	X	1 JPY
M	01.01.2001	3,74340	X	1 SAR	= 0,00000	X	1 USD

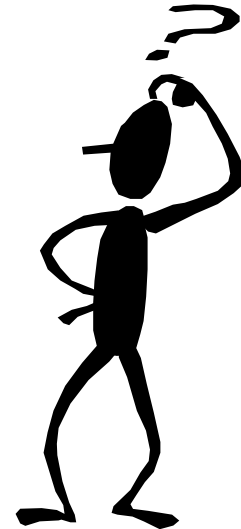
Local Currency
Translatn Date: 07.05.2008
Amount: 100,00
Amount in LC: 373,40
Exchange rate: 3,73400
USD
SAR

- 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



Got Questions?

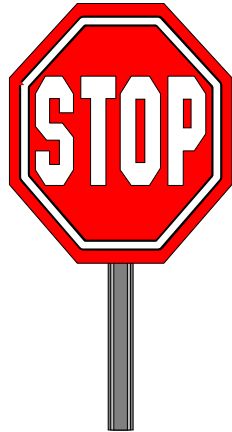


Demonstration and Exercises

Please refer to your Exercise Guide: Unit 2

Accounting Transactions in Accounts Payable

Please complete the exercises

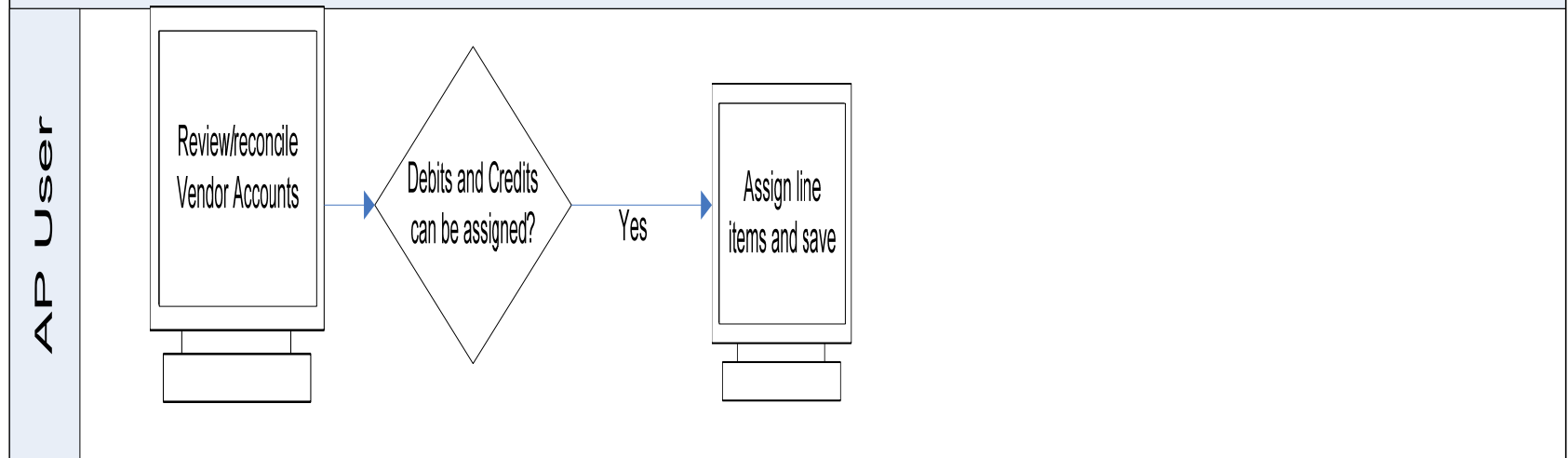


Clearing Resetting and Reversing: Objectives

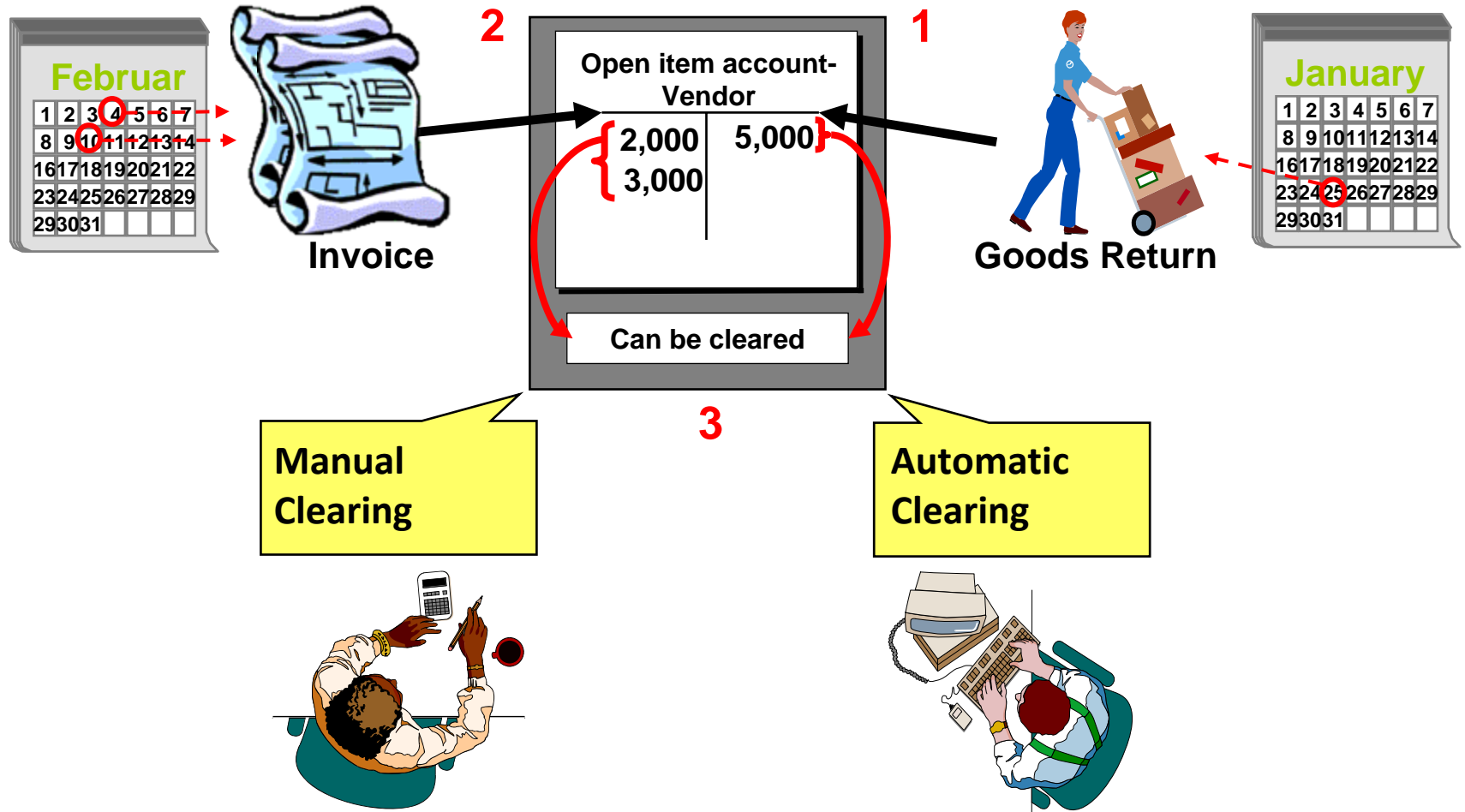
- ☐ Upon completion of this module, you will be able to:
 - ☐ Display Vendor account balance and line items,
 - ☐ Clear outstanding items on vendor account.
 - ☐ Post vendor documents with clearing,
 - ☐ Perform automatically clearing procedures.
 - ☐ Reset clearing documents
 - ☐ Reverse accounting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

Clearing Process Flow

Clear Vendor Account Open Items



Open Item Clearing



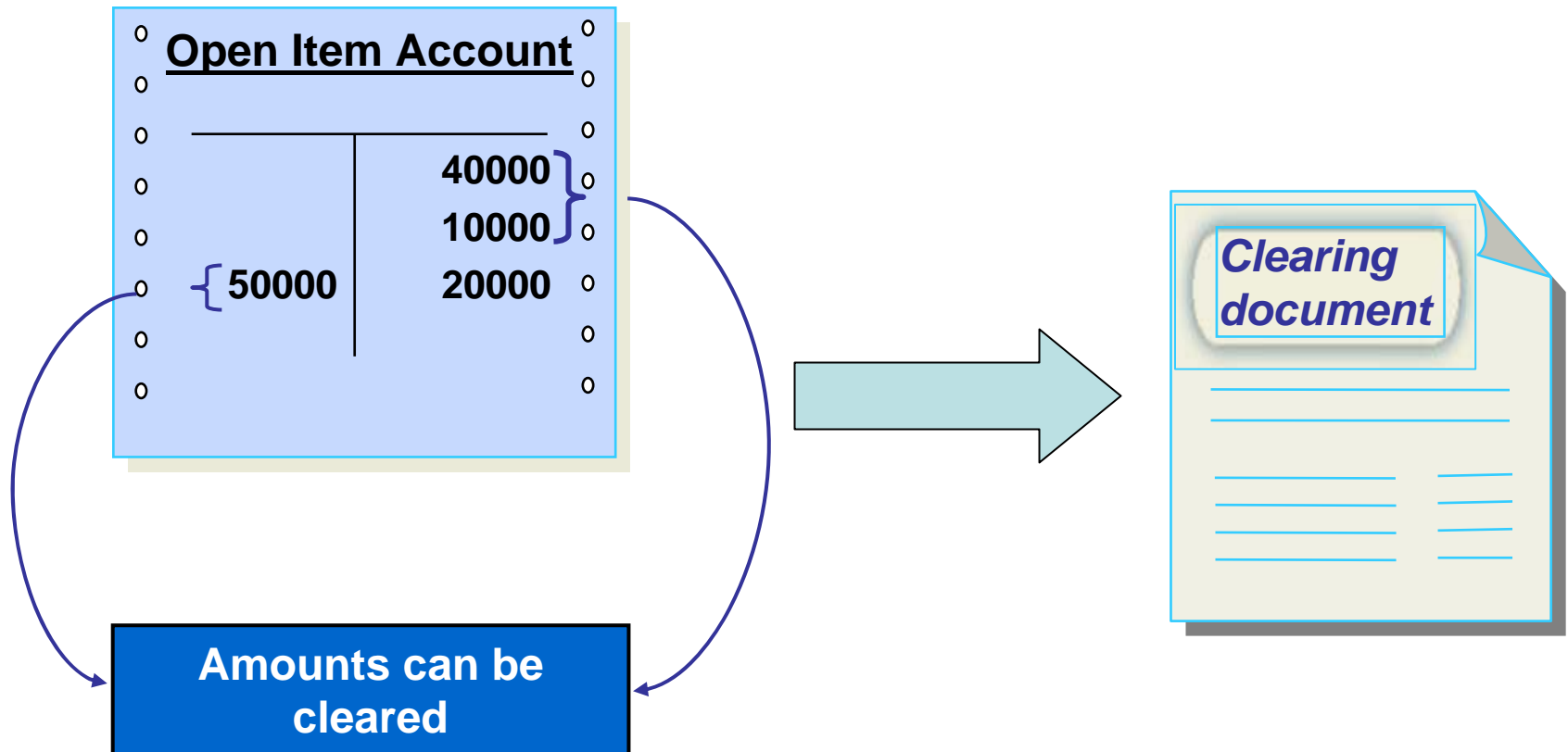
Clearing Open Items- Example

1	Invoice	1000
2	Credit memo	1000



Clearing account			
1	1000	1000	2

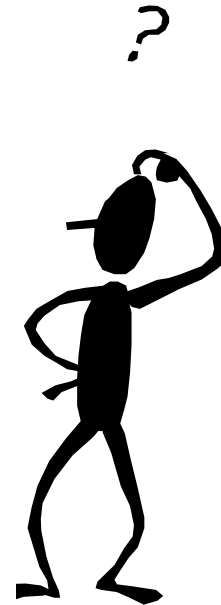
The Clearing Document



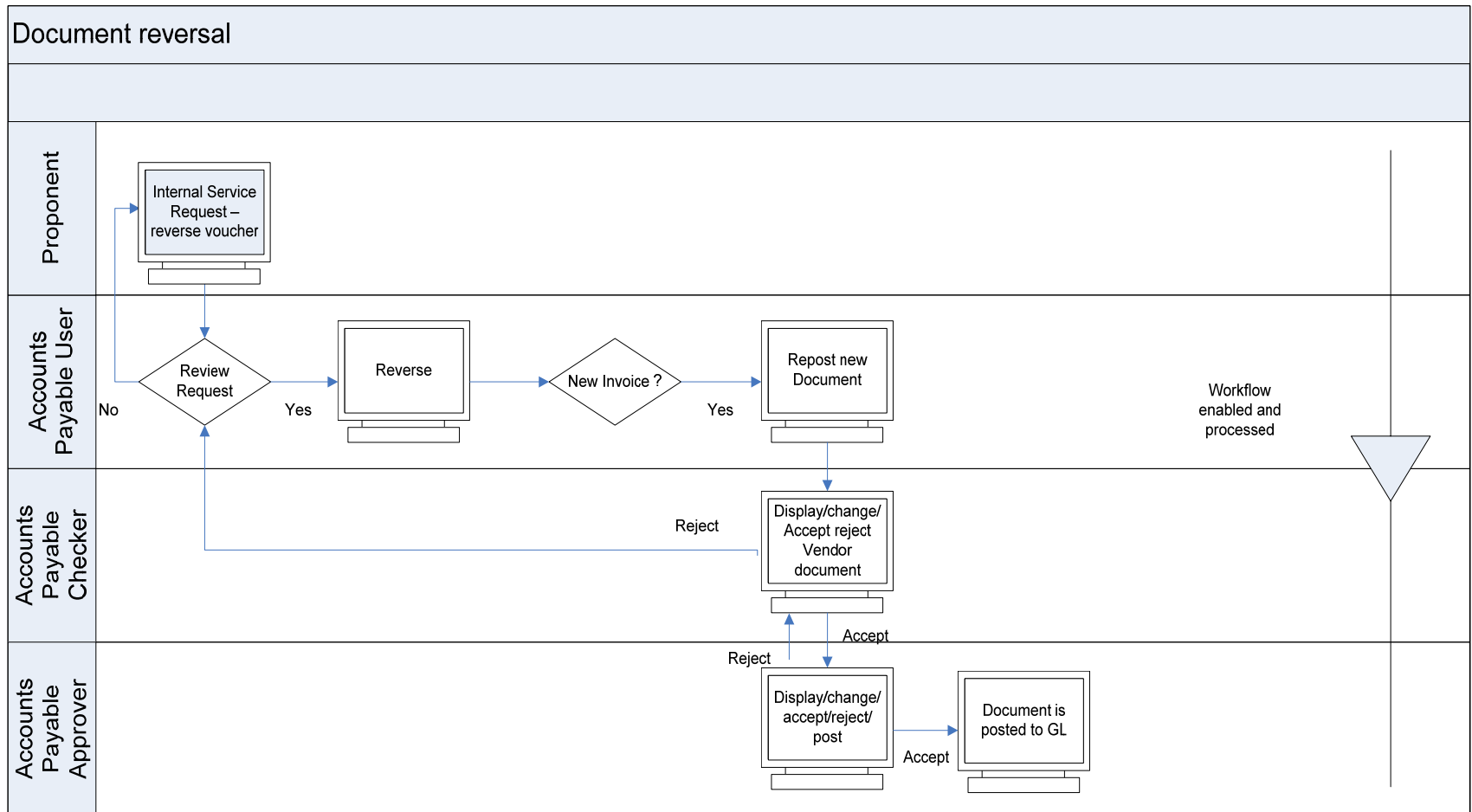
Any Questions



Got Questions?



Business Process - Reversal



Reversal of Clearing

Vendor 100032
Company Code 1100
Name King Fahad Hospital
City

Display of cleared items

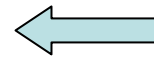
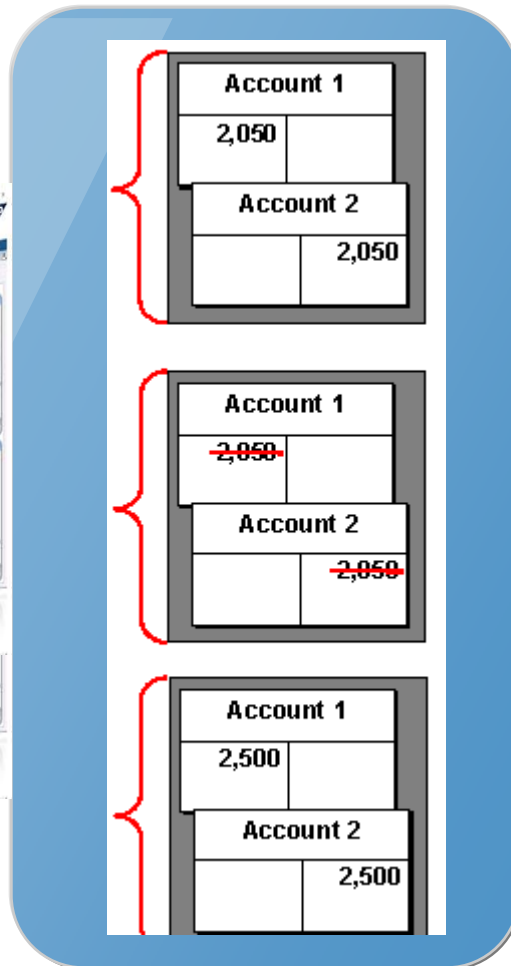
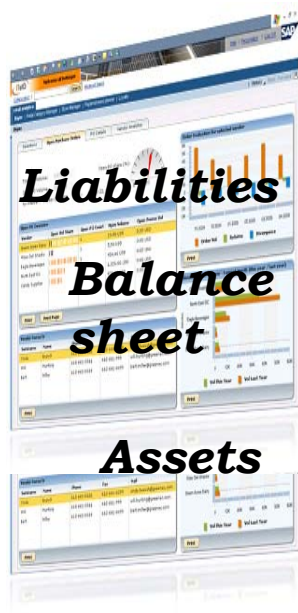
St	Assignment	DocumentNo	Type	Doc. Date	\$ DD	Amount in local cur.	LCurr	Clearing doc.	Text
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1100000017	AB	03.05.2008		100,00	SAR	1100000017	CAR HIRE
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1100000017	AB	03.05.2008		100,00-	SAR	1100000017	CAR HIRE
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2100000009	KA	03.05.2008		100,00	SAR	1100000017	Payment f
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2500000080	KR	03.05.2008		100,00-	SAR	1100000017	

Clearing Document
Company Code 1100
Fiscal Year 2008

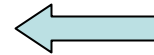
Reverse Document: Header Data
Display before reversal Document list Mass Reversal
Document Details
Document Number 1100000000
Company Code 1100
Fiscal Year 2008
Specifications for Reverse Posting
Reversal Reason 01
Posting Date
Posting Period

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

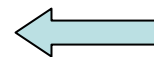
Accounts Payable Document Reversal



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

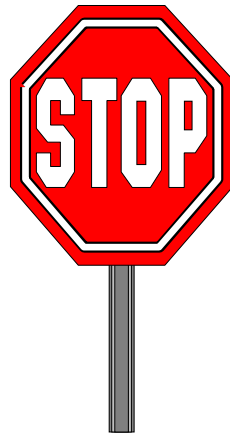


Demonstration and Exercises

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

Table Of Contents

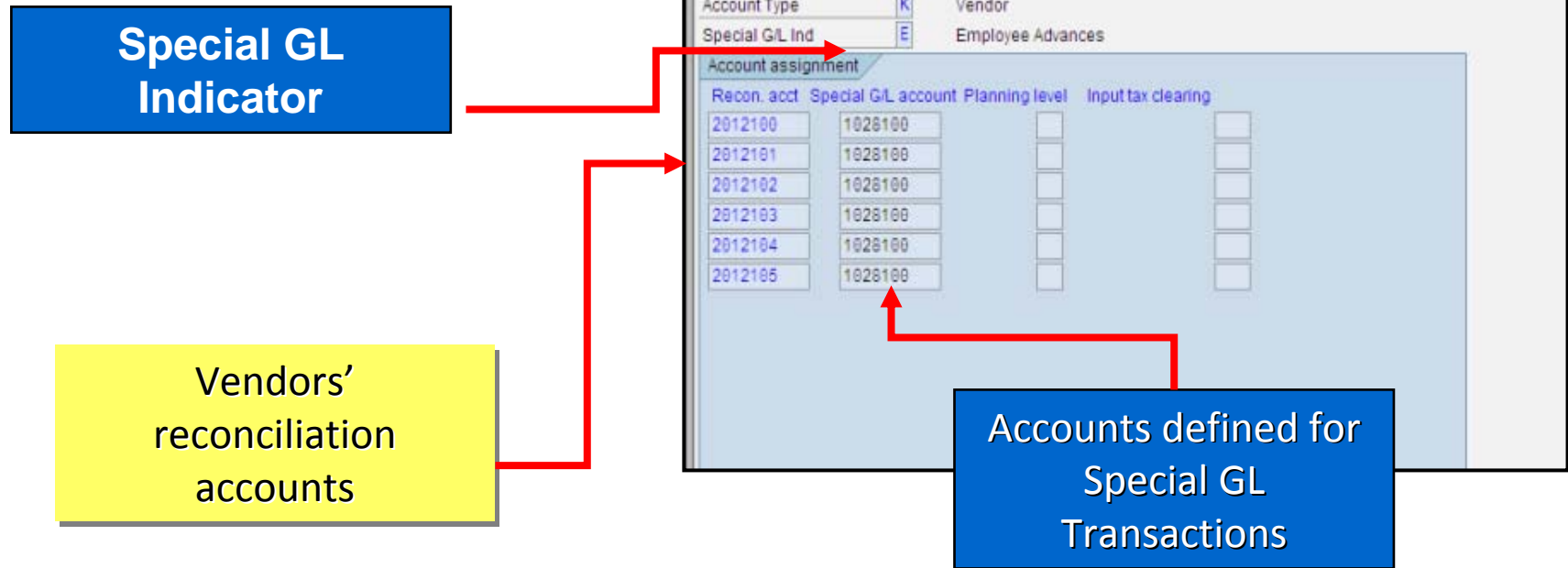
COURSE STRUCTURE

1. Finance Organizational Structures & Master Data in Accounts Payable
2. Accounting Transactions in Accounts Payable
- 3.Special G/L Transactions in Accounts Payable
- 4Automatic outgoing Payment processing
- 5.Correspondences and Foreign Currency Revaluation
- 6.Vendor Account Reports

Special GL Transactions: Objectives

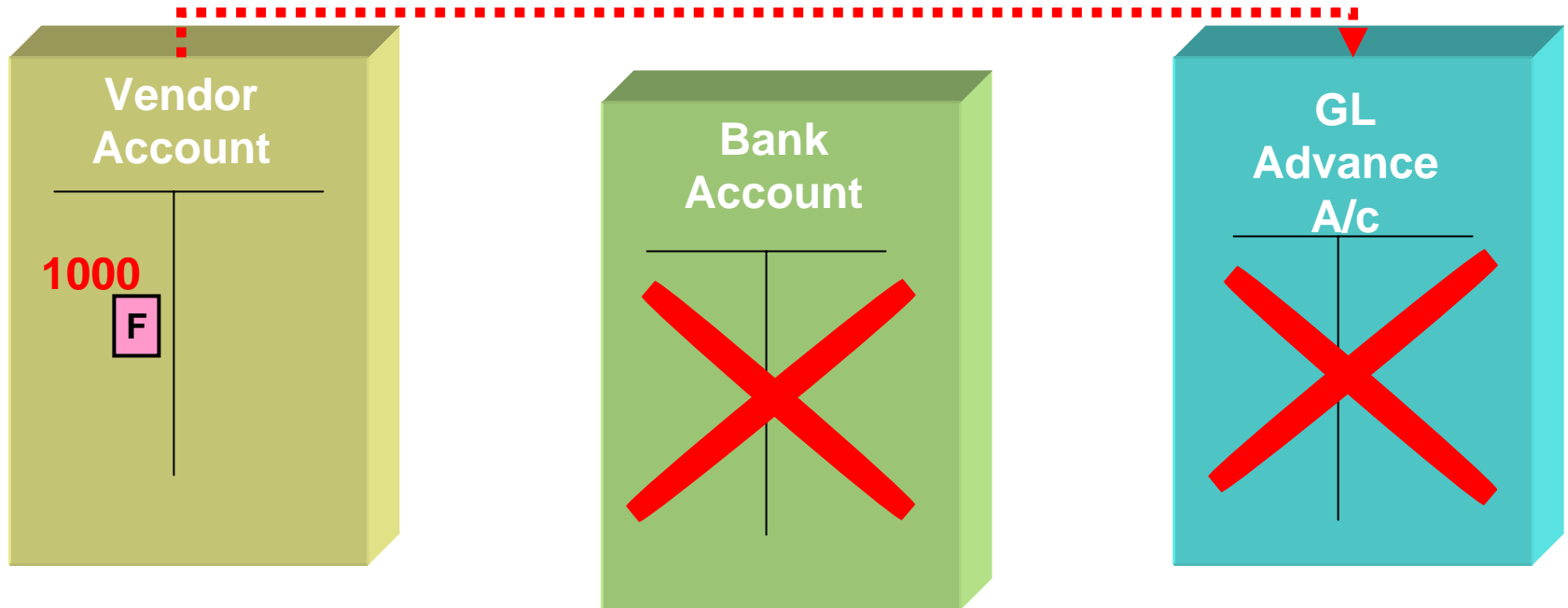
- ☐ Upon completion of this module, you will be able to:
 - ☐ Explain how the system manages special G/L transactions
 - ☐ Understand how you can adapt these transactions to your company-specific requirements,
 - ☐ Post the documents, using Special GL indicators.

Special GL Transactions: Definition



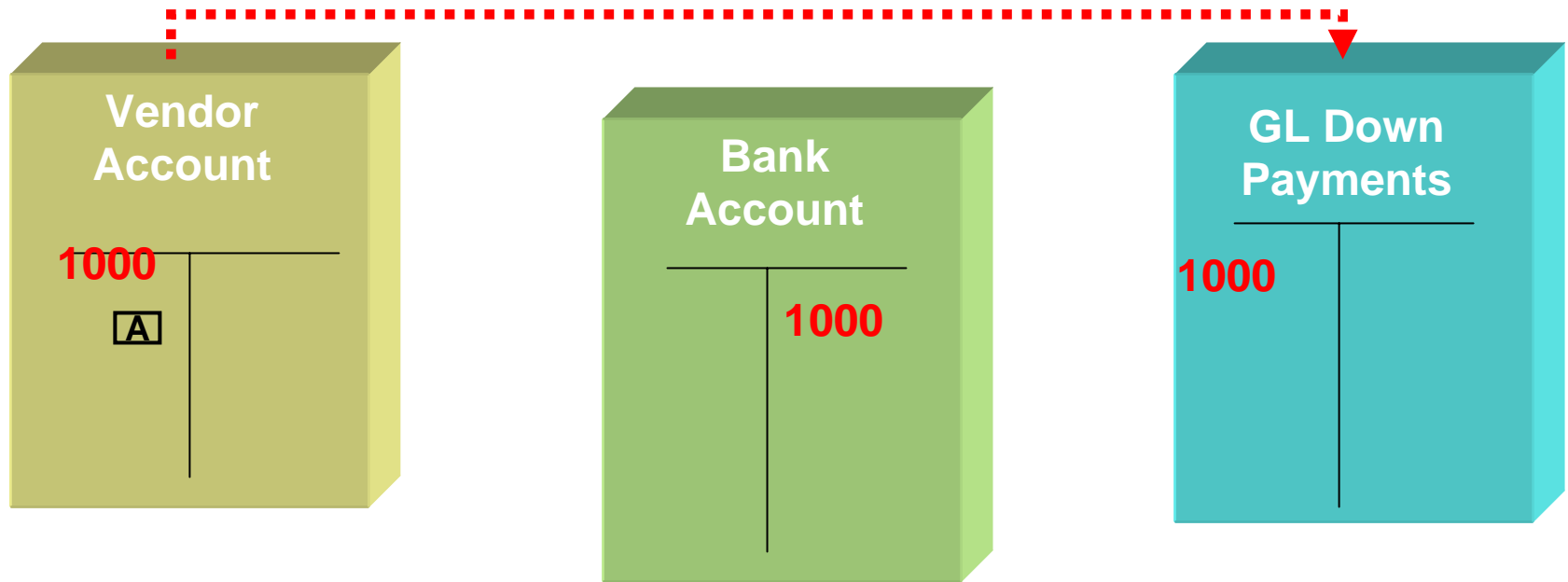
- ❑ Special GL Transactions allow the user to post the document to an alternative GL account instead of “normal” Vendor reconciliation account,
- ❑ They are defined in Customizing for Vendor and Customer reconciliation accounts,
- ❑ Customer / Vendor account balances are not affected.

Down Payment Request



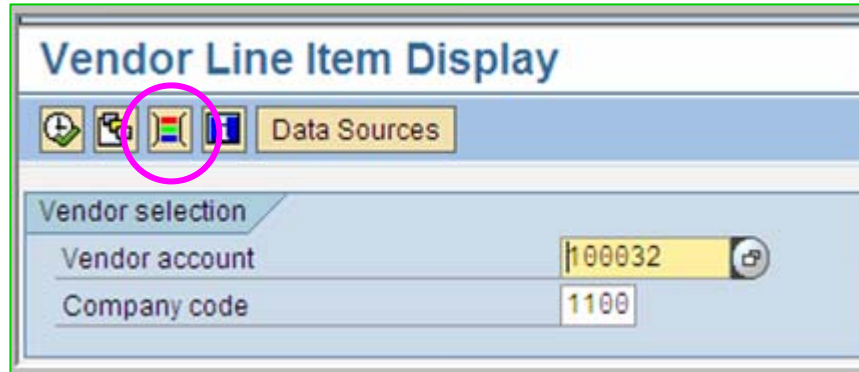
- ☐ Down Payment Request is booked as NOTED ITEM in SAP with Special Indicator
- ☐ Called Memo Data
- ☐ Does not update GL Balances

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

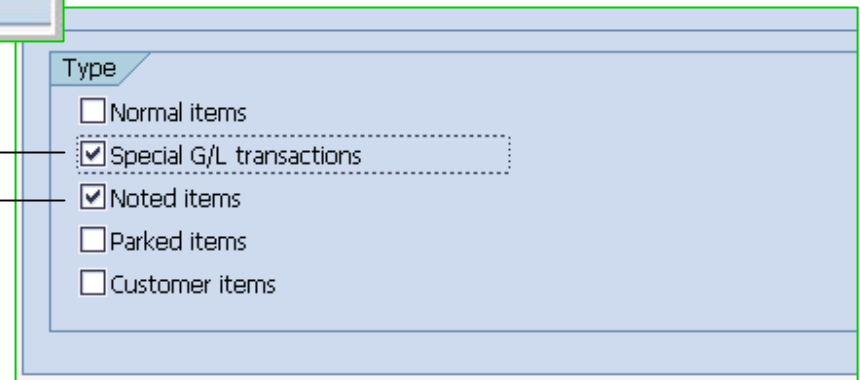
Display of Special GL Transactions



**Transaction code:
FBL1N - Line item
Display**

View Down Payment Docs

View Request only

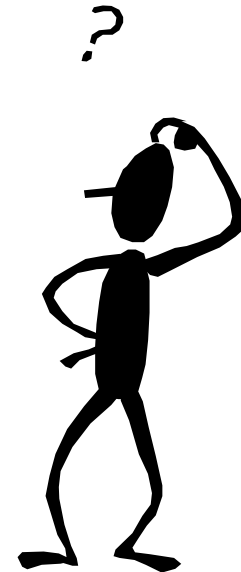


- ☐ To display the transaction posted with Special GL Indicator, mark the relevant field on the “Line items display” screen.
- ☐ “Dynamic selections” may be used to search for different GL indicators.

Any Questions



Got 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

Table Of Contents

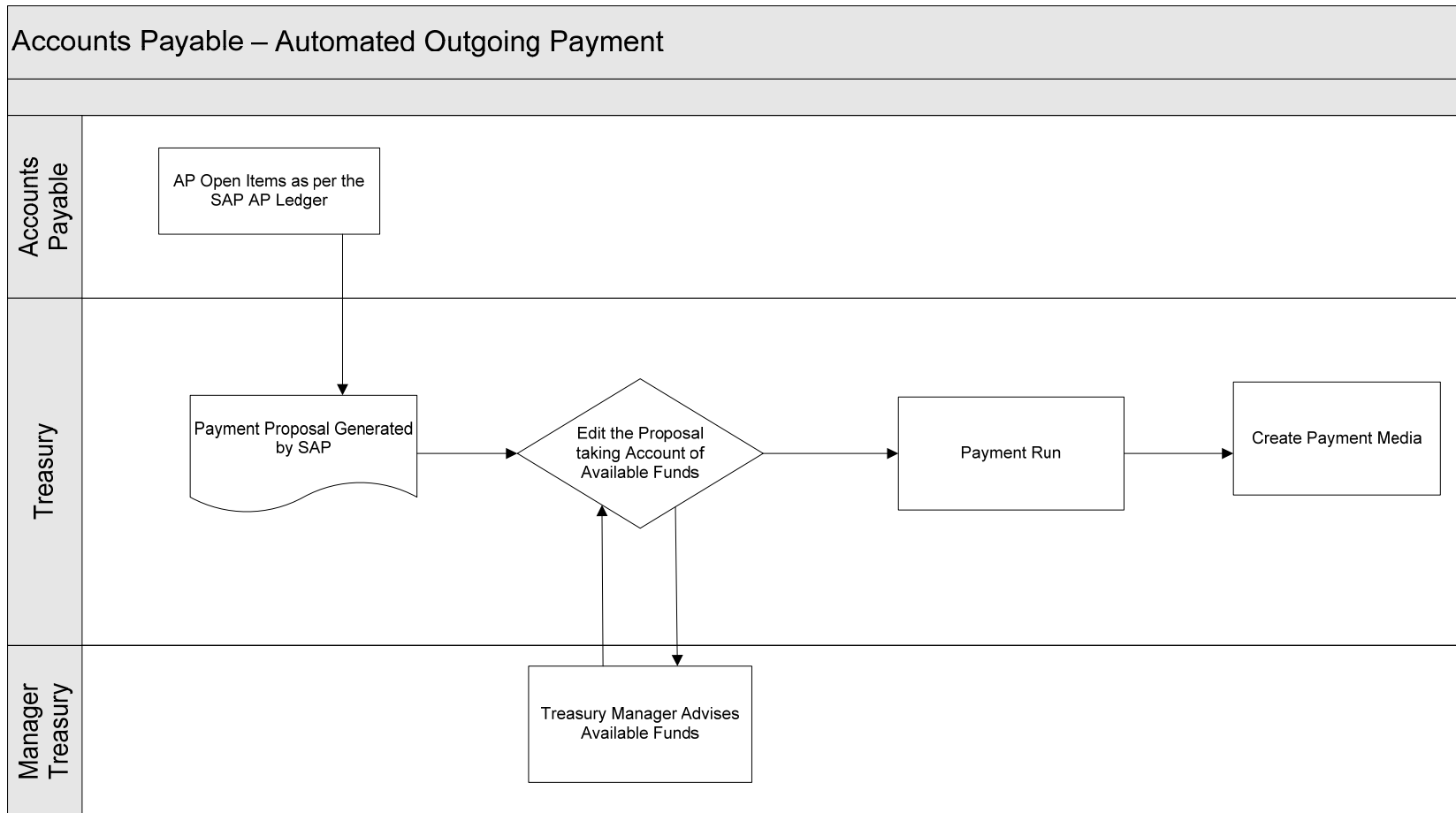
COURSE STRUCTURE

1. Finance Organizational Structures & Master Data in Accounts Payable
2. Accounting Transactions in Accounts Payable
3. Advance Payments in Accounts Payable
4. Automatic outgoing Payment processing & Cheque Voiding
5. Correspondences 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

“

Maintain Parameters

Parameters are entered

Schedule Proposal

Payment proposal are created

Edit Proposal

Payment proposal are edited

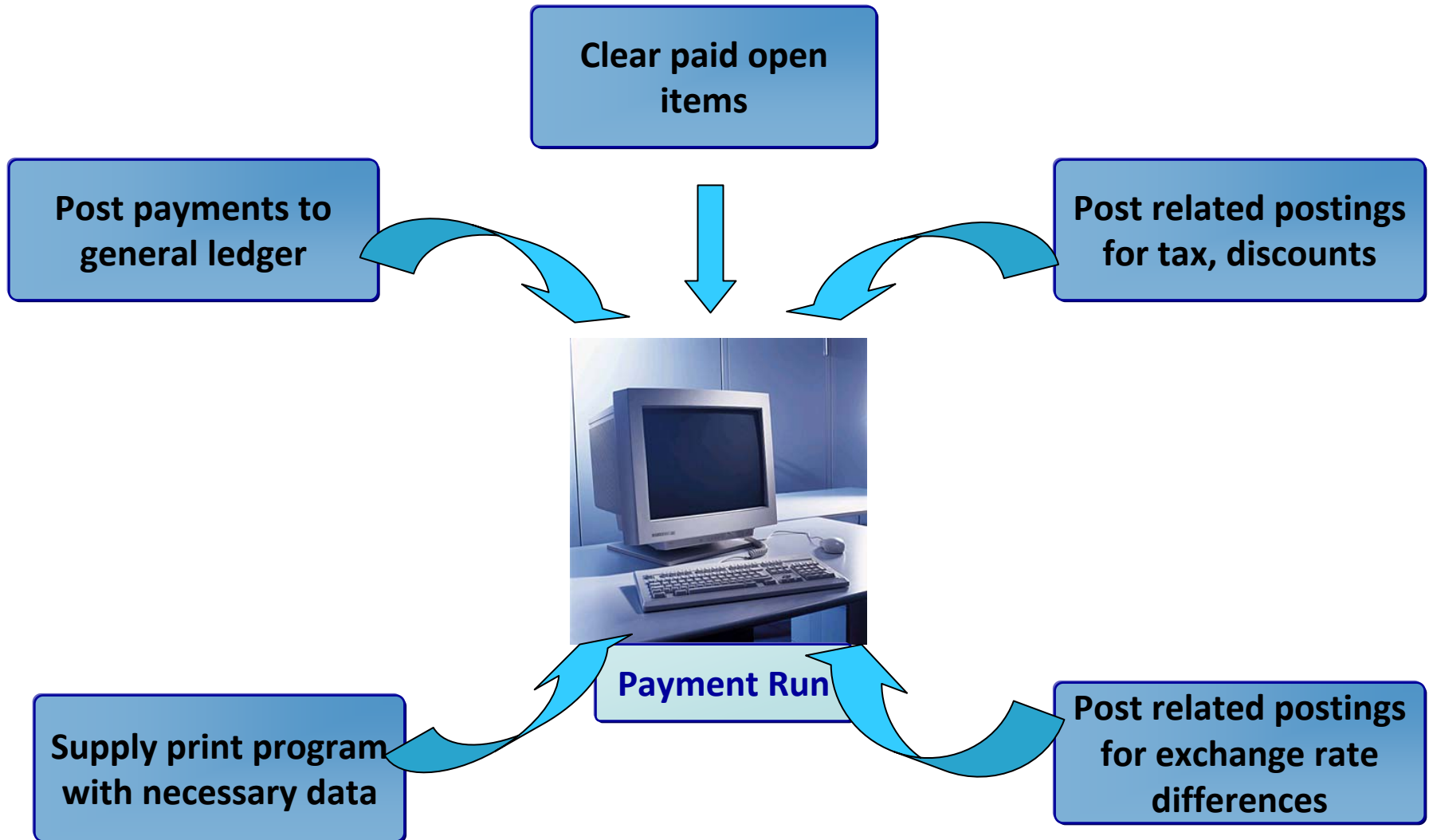
Schedule Payment

Payment run is carried out

Schedule Printing

Printing of checks is carried out

Payment Program



Maintaining the Program Parameters

Automatic Payment Transactions: Status

Status Proposal Pmnt Run

Run Date 10.05.2008

Identification SV001

Status Parameter Free selection Additional Log Printout/data medium

Status
Parameters have been entered

Identifies each individual payment run

Status of the payment run

Payment Program Parameters

Which company codes are included in payment run?

What payment methods to be considered?

Transactions: Parameters

Run Date 10.05.2008
Identification SV001

Status Parameter Free selection Additional Log Printout/data medium

Posting Date 10.05.2008 Docs entered up to 10.05.2008
Customer items due by

Payments control

Company codes	Pmt meths	Next p/date
1100	C	31.05.2008

Accounts

Vendor 100000 to 900000
Customer to

Foreign currencies
Exchange rate type

Which Vendor to Consider for Payment.

When is the next run?

Scheduling the Proposal

Schedule a start time

Choose this option to start immediately

- OR -

Schedule Proposal

Start date 10.05.2008

Start time 00:00:00

Target computer

☐ Start immediately

✓ ✕

- ☐ 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

Amounts included in proposal

Exceptions

Display Payment Proposal: Payments

Choose Display Back from find

Run On 10.05.2008 SV001 Snd. CC 1100

Payments/exceptions

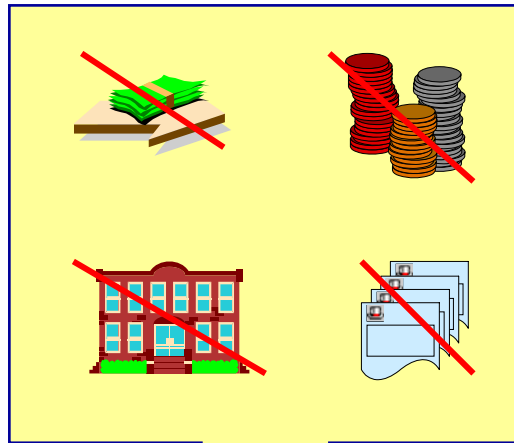
Vendor	Ty...	LC pmt amt	Payment	Pmt Advice	Crcy	BusA	BP	Name 1	City
100000		495.838,80-						Airchem Consumables FZCO (ACC)	Jabel Ali
100001		282.281,28-			EUR			Microsoft	Jeddah
100001		12.300,00-	F110000001		SAR			Microsoft	Jeddah
100004		1.448.603,59-						Overseas Vendor	Todi
100004		10.000,00-	F110000002		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.



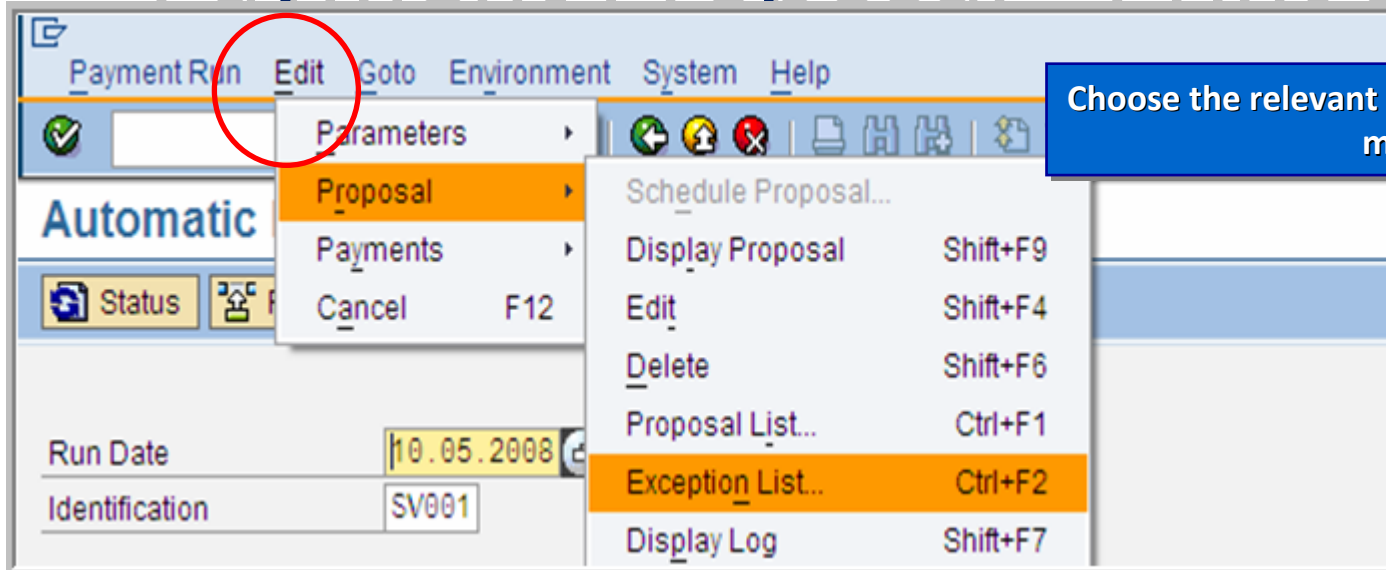
☐ Items that cannot be paid are detailed on the exception list

☐ 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 Items	
...	
...	
Total	

Payment Proposal - Print a List



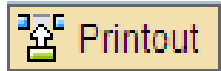
Choose the relevant function from the main menu

Payment List

</

Payment Proposal List

Printing Schedule - Cheques



☐ Account Payables employee creates and posts payment run,

Enter
Variant & print
checks

Automatic Payment Transactions: Printout and DME

Maintain Variants

Run Date: 10.05.2008
Identification: SV001

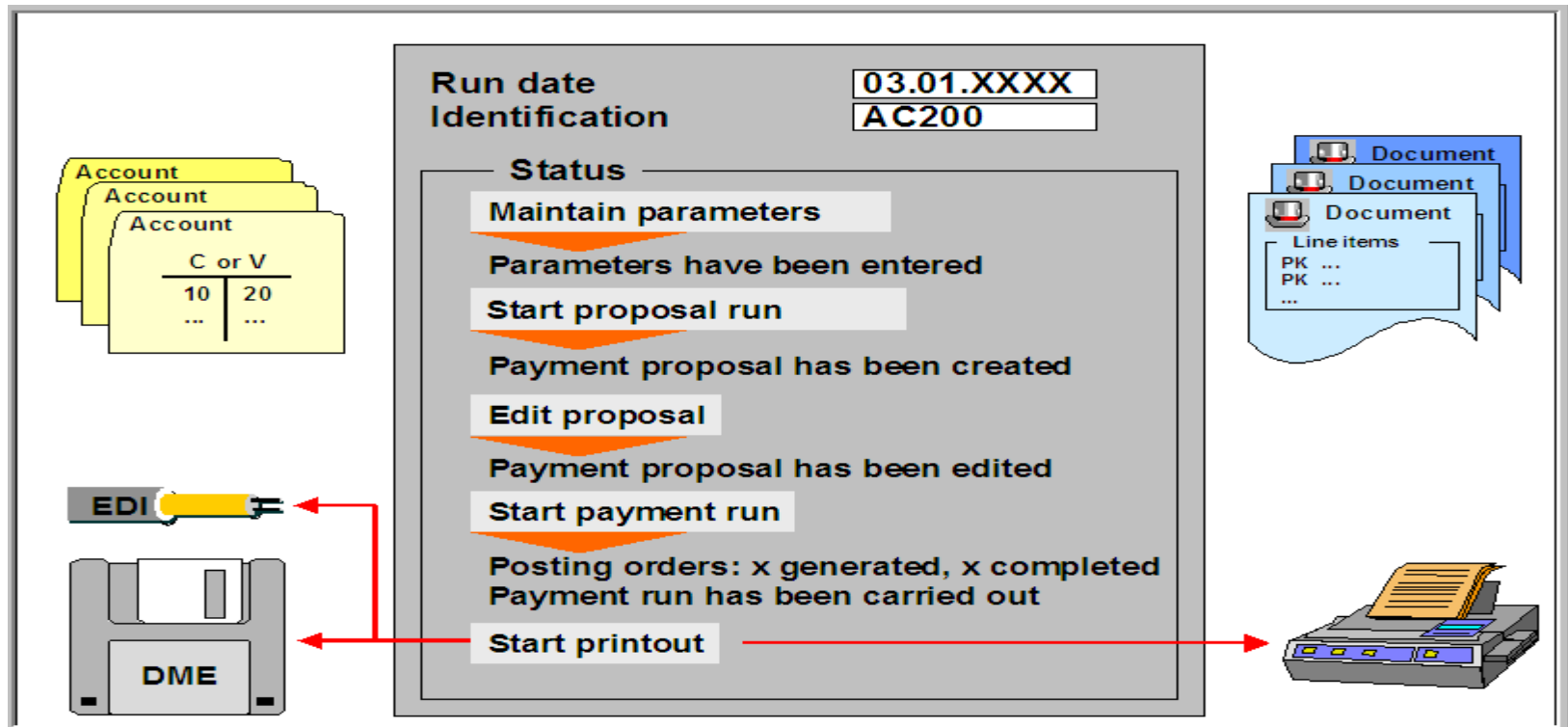
Status | Parameter | Free selection | Additional Log | **Printout/data medium**

Form printing/data medium exchange

Program	Variant	Variant	Variant	Variant	
RFF0AVIS					
RFF0EDI1					
RFF0US_C	SAMBA_CHQS				

Navigation buttons: < > < >

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

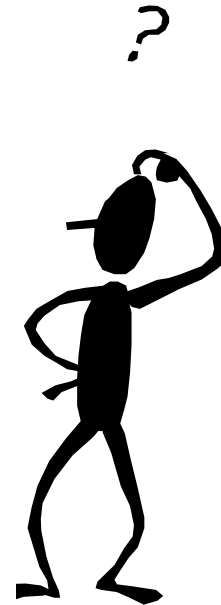
The screenshot shows a 'Schedule Print' dialog box with two tabs: 'Scheduling' and 'Print job'. In the 'Scheduling' tab, the 'Start date' is '10.05.2008', 'Start time' is '00:00:00', and 'Target computer' is empty. The 'Start immediately' checkbox is checked. In the 'Print job' tab, the 'Job name' is 'F110-20080510-SV001-01'. Annotations include a red arrow pointing from the 'Schedule a start time' box to the 'Start time' field, another red arrow pointing from the 'Choose this option to start immediately' box to the 'Start immediately' checkbox, a red circle around the 'F110-20080510-SV001-?' text in the 'Target computer' field, and another red circle around the '01' in the 'Job name' field. A black arrow points from the 'Job name' field to the text box below.

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

Any Questions



Got Questions?

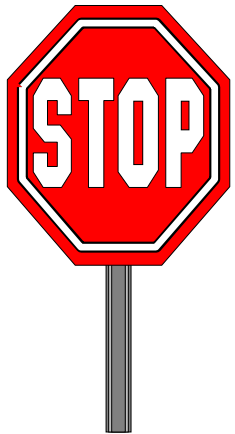


Demonstration and Exercises

Please refer to your Exercise Guide: Unit 4

Automatic outgoing Payment processing & Cheque Voiding

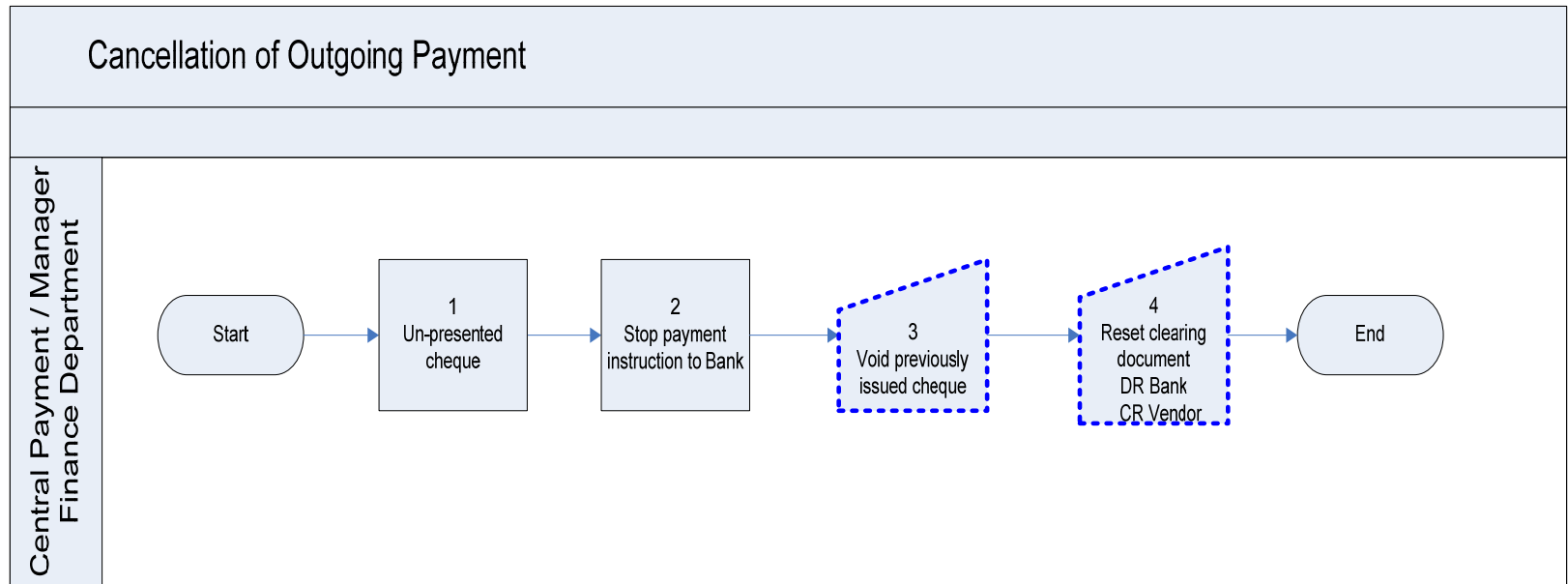
Please complete exercises



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



Check Lots

- Check lots have to be entered in the system.

Display Check Lots

Paying company code: 1100 SV Airlines
House Bank: SA001 Saudi Bank
Account ID: CA01 Operating Account

Current Check Number

Check lots

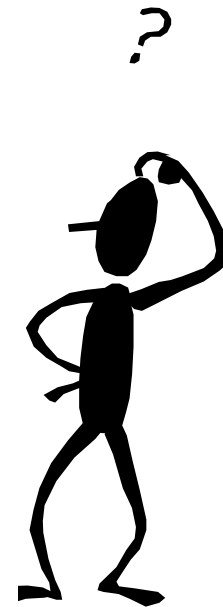
Lot nu...	Short info	Check no. from	Check number to	Next lot	Number status	Non-sec
1	Samba Jeddah	000001	200000	0	000026	

Check Number Range

Any Questions



Got Questions?

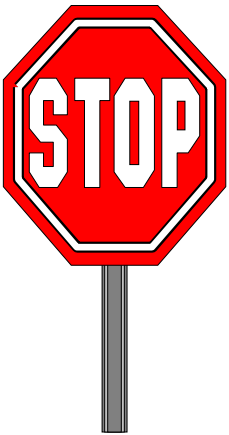


Demonstration and Exercises

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

Table Of Contents

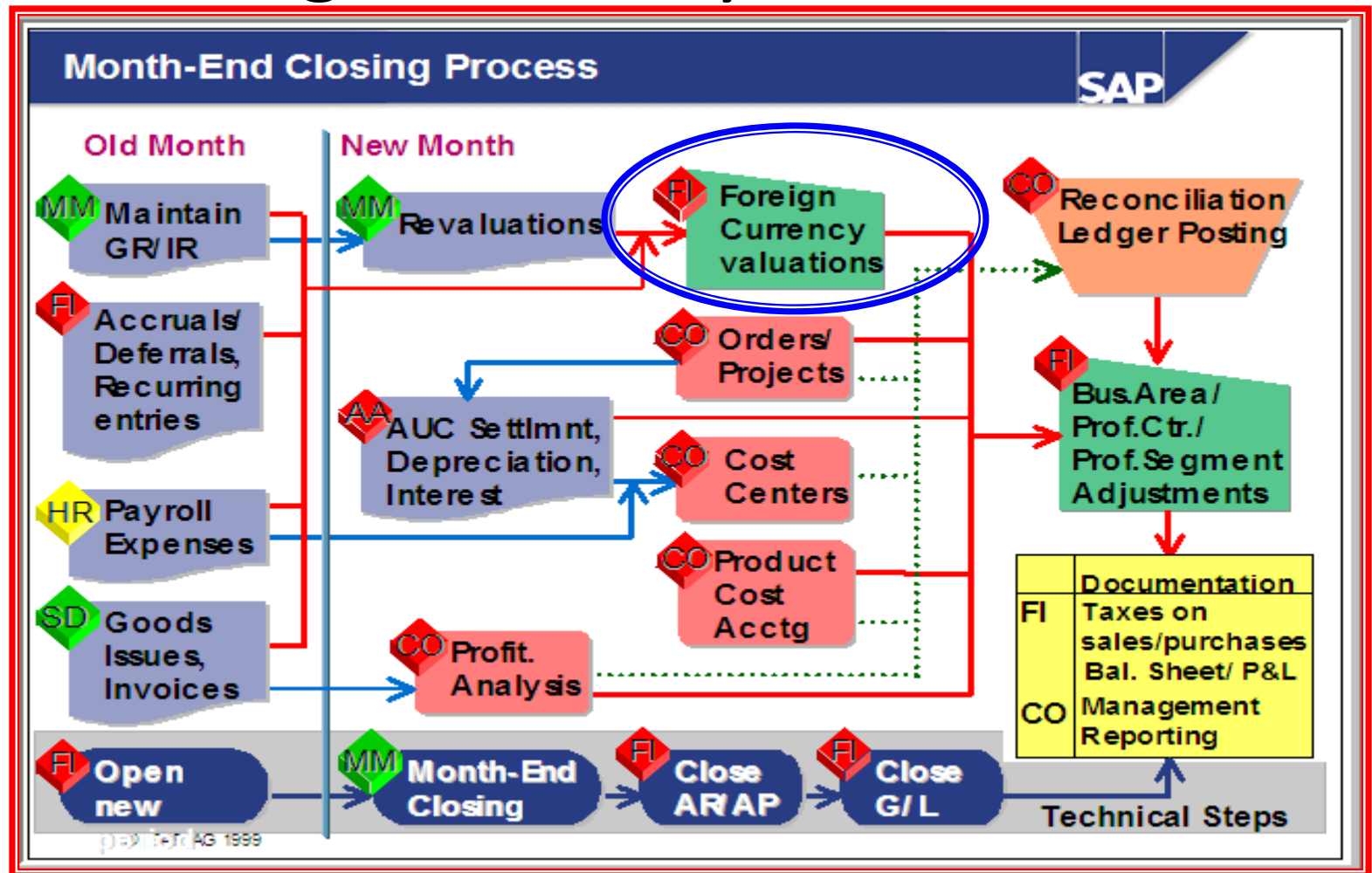
COURSE STRUCTURE

1. Finance Organizational Structures & Master Data in Accounts Payable
2. Accounting Transactions in Accounts Payable
3. Advance Payments in Accounts Payable
4. Automatic outgoing Payment processing & Cheque Voiding
5. Correspondences and Foreign Currency Revaluation
6. Vendor Account Reports

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

1. Finance Organizational Structures & Master Data in Accounts Payable
2. Accounting Transactions in Accounts Payable
3. Advance Payments in Accounts Payable
4. Automatic outgoing Payment processing & Cheque Voiding
5. Correspondences and Foreign Currency Revaluation
6. Vendor Account Reports

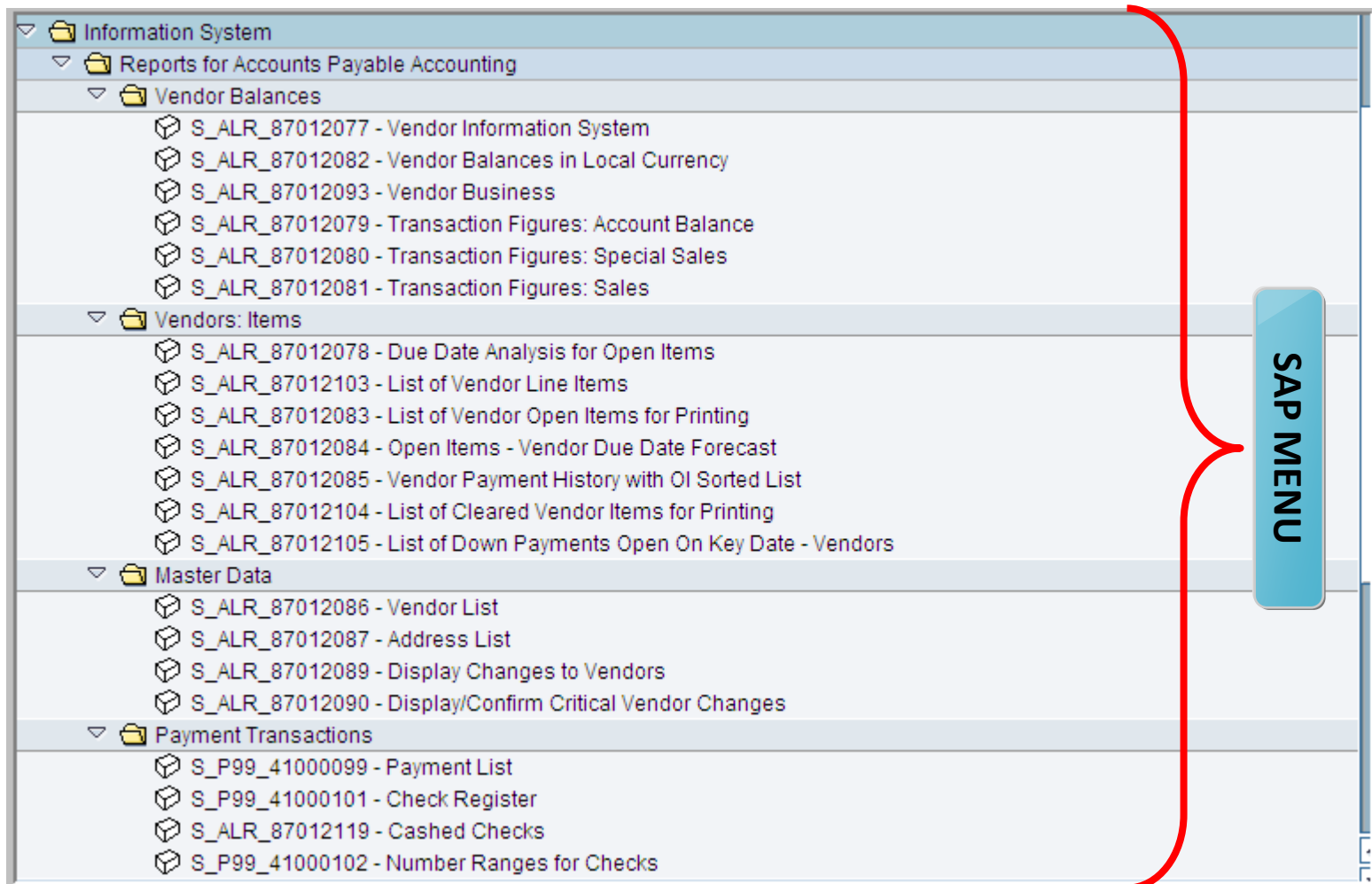
Accounts Payable Reports

- ☐ 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

The screenshot shows the ABAP Editor interface. At the top, the menu bar includes Program, Edit, Goto, Utilities(M), Environment, System, and Help. Below the menu bar is a toolbar with various icons. The main area is titled "ABAP Editor: Initial Screen". On the left, there is a "Subobjects" panel with radio buttons for Source Code (selected), Variants, Attributes, Documentation, and Text elements. Below this panel are "Display" and "Change" buttons. In the center, the "Program" field contains "RFK" and a "Create" button. A red arrow points from the "RFK" field to a yellow callout box. At the bottom, there is a preview window showing a report header with "Time 14:07:51", "Date 27.05.2008", "RFDEPL00/SVERP50", and "Page 1". Below the header is a table with columns "Cred", "Amount in LC", "Cred", and "Txt".

Accessed through transaction code SA38

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

Cred	Amount in LC	Cred	Txt

Display Account Balance

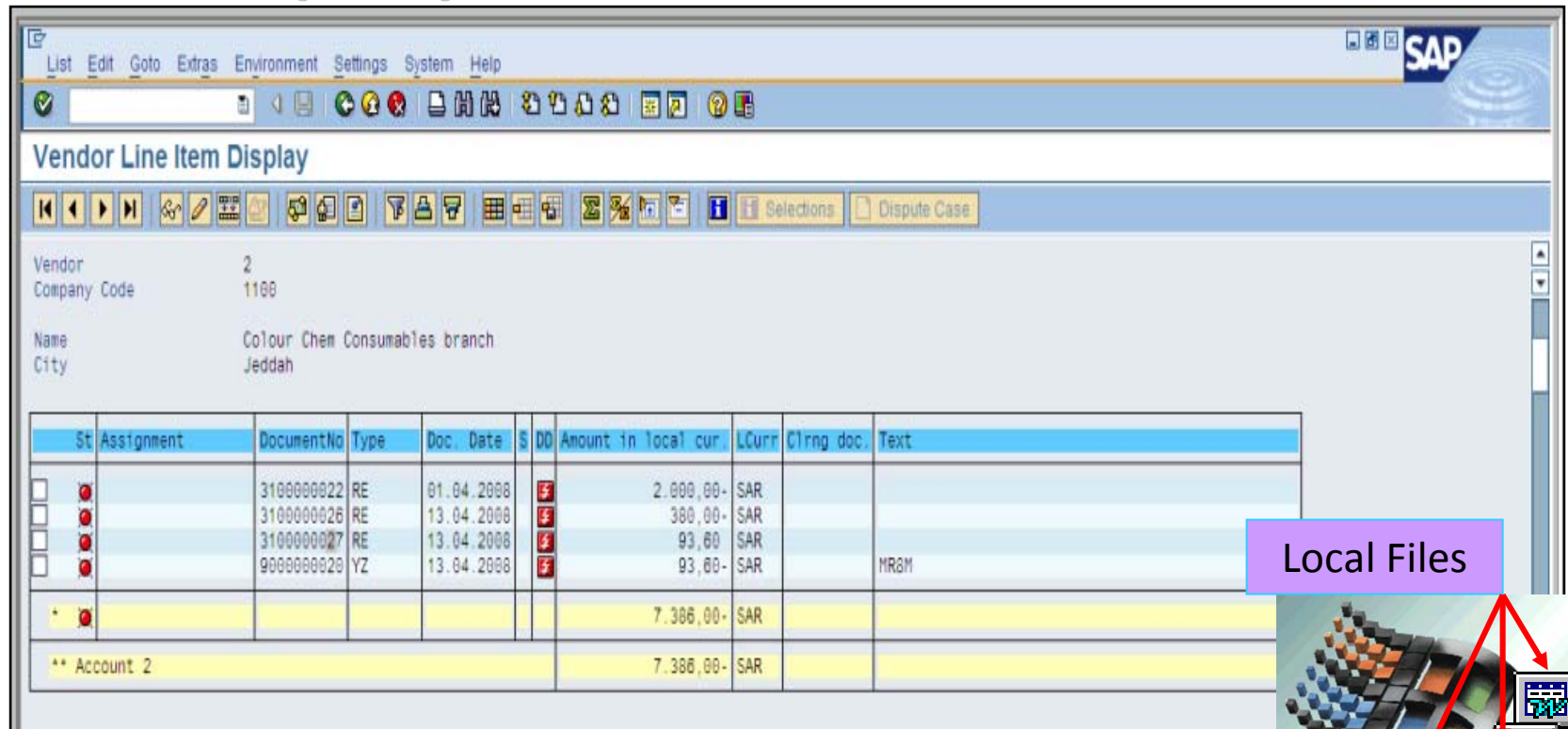


The screenshot shows a window titled 'Bals' with a tab labeled 'Special G/L'. Below the tab is a toolbar with icons for print, save, and other functions. The main area contains a table with the following data:

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

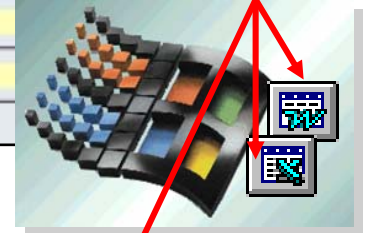
Display Account Line items



The screenshot shows the SAP 'Vendor Line Item Display' interface. At the top, there's a menu bar with options like List, Edit, Goto, Extras, Environment, Settings, System, and Help. Below the menu is a toolbar with various icons. The main area displays vendor information: Vendor 2, Company Code 1100, Name Colour Chem Consumables branch, and City Jeddah. A table below shows line items with columns for St, Assignment, DocumentNo, Type, Doc. Date, S, DD, Amount in local cur., LCurr, Clrng doc., and Text. The table lists four items with document numbers 3100000022, 3100000026, 3100000027, and 9000000020, all of type RE or YZ, dated 01.04.2008 or 13.04.2008, with amounts in SAR. A summary row at the bottom shows a total of 7.386,00- SAR for Account 2.

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			380,00-	SAR		
		3100000027	RE	13.04.2008			93,60	SAR		
		9000000020	YZ	13.04.2008			93,60-	SAR		MR&M
*							7.386,00-	SAR		
**	Account 2						7.386,00-	SAR		

Local Files



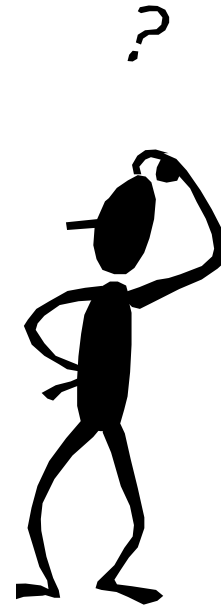
- ❑ “Line items” report displays particular transactions,
 - ✓ It is possible to change the documents directly from this screen,
 - ✓ The report may be printed or saved as a local file



Any Questions



Got 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