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### **Note**

*This training document does not cover all knowledge areas of SAP ERP System. It has been specifically prepared keeping in view the Business Processes of FBR, therefore, it should be treated as a supplement and/or guide to your daily work and nothing further.*

*This training document will only provide explanation of the key and mandatory data fields and not of all the fields appearing on the screen. However, users may use online help facility provided by SAP ERP System by placing the cursor on the field that requires explanation and pressing FI button.*

### **Legend for R/O/C**

R = Required field

O = Optional field

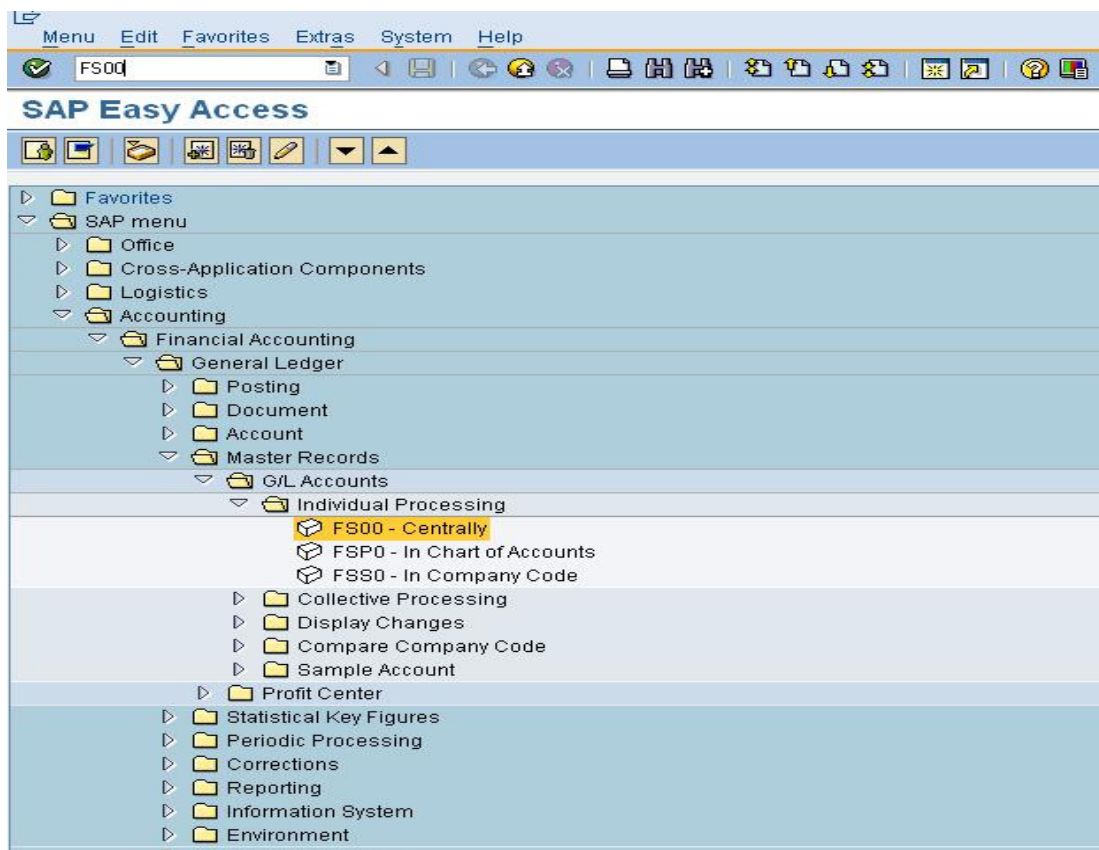
C = Check box

## SECTION 1 GENERAL LEDGER MASTER RECORDS PROCESSING

### 1.1 Create/Change/Display GL A/C Master Records

Enter Transaction Code FS00 in Command Field or navigate through tree menu.

<b>Via Transaction Code</b>	FS00
<b>Menu</b>	Accounting>Financial Accounting>General Ledger>Master Records >G/L Accounts>individually processing>Centrally



Press enter or  to run the transaction.

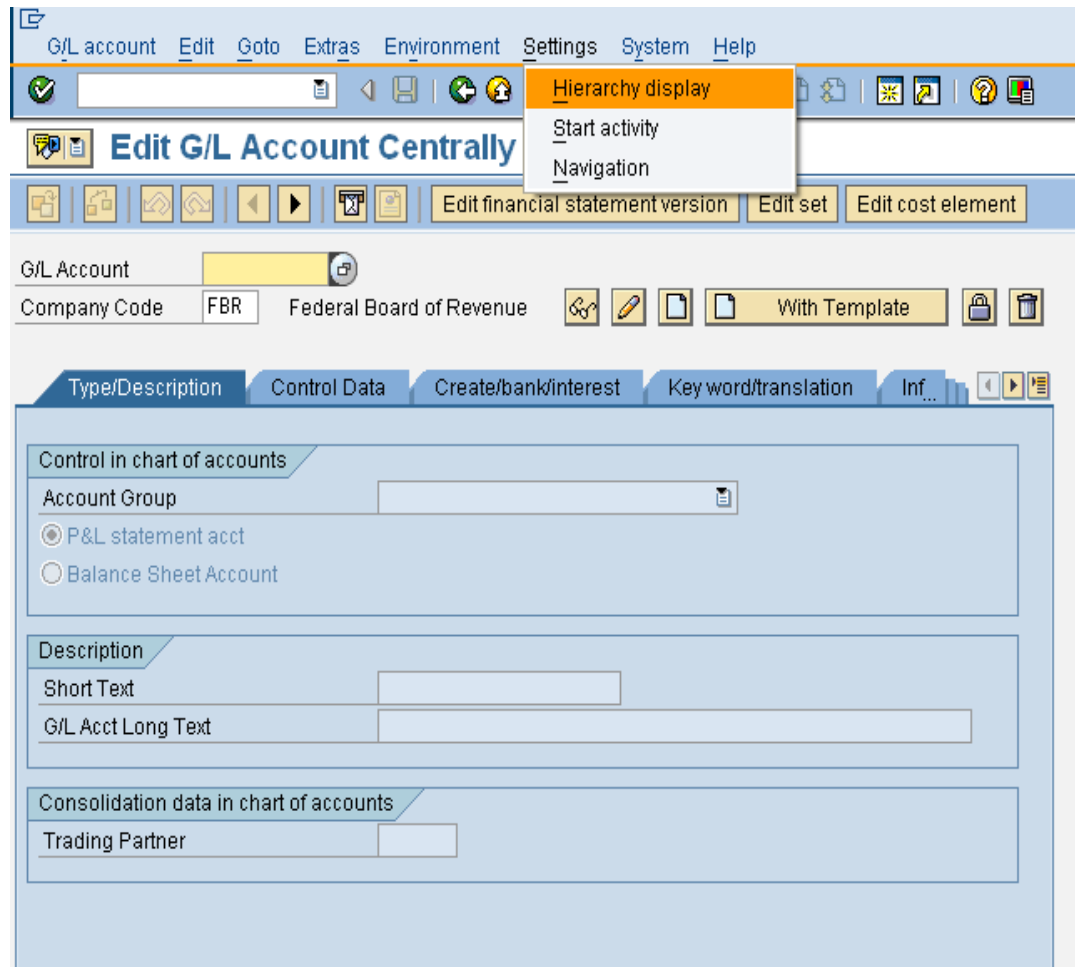
### Edit G/L Account Centrally Screen

On screen “Edit G/L Accounting Centrally”, require some setting which are given below.




## Hierarchy display

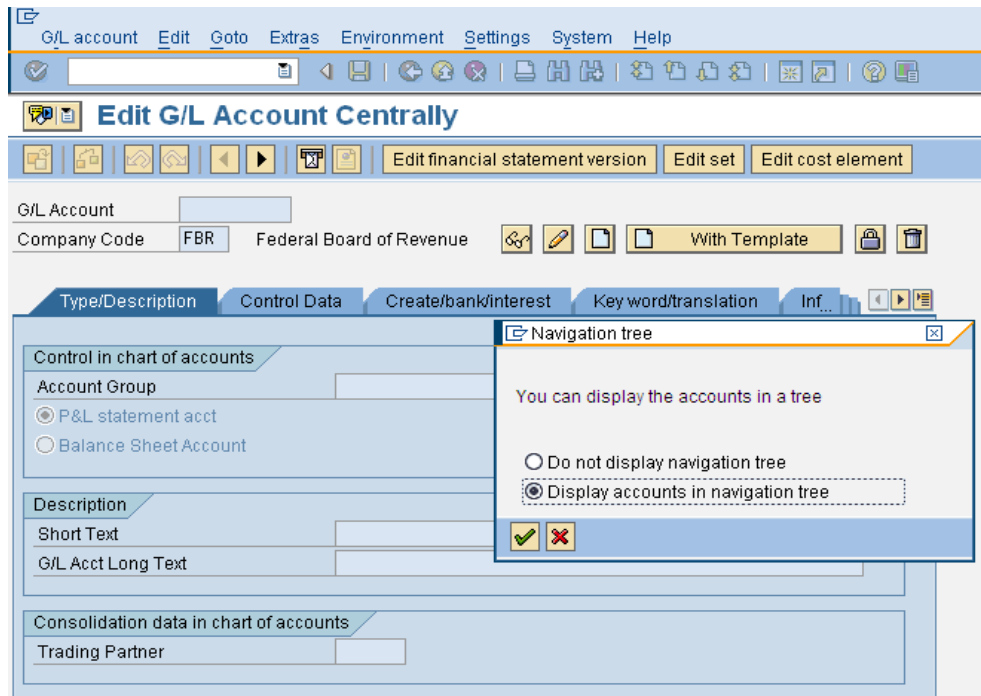
From menu click settings and then click Hierarchy display as shown below:



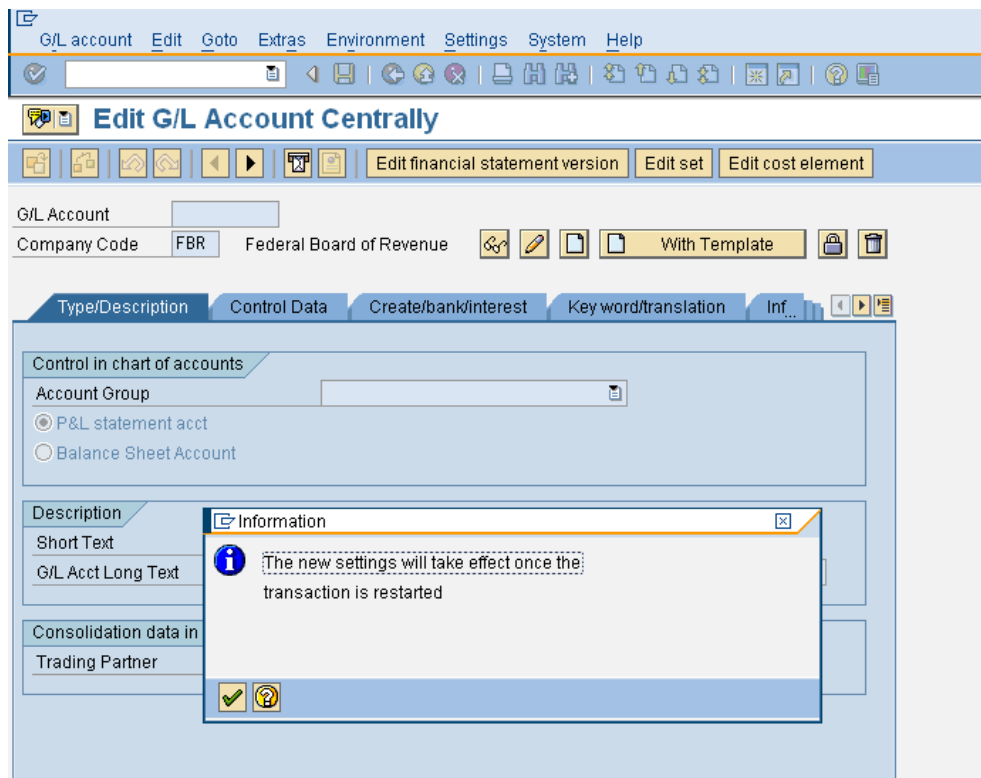
## Navigation tree window


A navigation tree selection window prompt is in front, select radio button of “**Display**

**accounts in navigation tree**” button and click  to continue.



## Information window



An information window will prompt stating “the new settings will take effect once the transaction is restarted click  to continue.

Click back button from top  to main screen.  
Repeat the step mention in 1.2 i.e. T-Code FS00.

Now screen will open with Hierarchy display as shown below:

### View Hierarchy Display screen

The screenshot shows the 'Edit G/L Account Centrally' window. The top menu bar includes 'G/L account', 'Edit', 'Goto', 'Extras', 'Environment', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main window is divided into several sections. On the left, there is a 'Company code FBR' section with a list of account types: Asset, Capital Receipt, Equity, Expenses, Liability, Non Tax Receipt, and Tax Receipt. A blue box highlights the 'Expenses' item. In the center, there is a 'Hierarchy Display Part' label. On the right, there is a 'G/L Account' section with fields for 'G/L Account' and 'Company Code FBR'. Below this, there are tabs for 'Type/Description', 'Control Data', 'Create/bank/interest', 'Keyword/translation', and 'Inf...'. The 'Control Data' tab is active, showing fields for 'Account Group', 'P&L statement acct' (selected), and 'Balance Sheet Account'. The 'Description' tab shows fields for 'Short Text' and 'G/L Acct Long Text'. The 'Consolidation data in chart of accounts' tab shows a 'Trading Partner' field.

### Creating Balance Sheet Item G/L Account

Select appropriate account group to create G/L Account in it for an example 'Expenses' as shown below:

GL Account Edit Goto Extras Environment Settings System Help

### Edit G/L Account Centrally

Edit financial statement version Edit set Edit cost element

Company code FBR

- Asset
- Capital Receipt
- Equity
- Expenses
- Liability
- Non Tax Receipt
- Tax Receipt

GL Account   
Company Code FBR Federal Board of Revenue

Type/Description Control Data Create/bank/interest Key word/translation Inf...

Control in chart of accounts

Account Group

☒ P&L statement acct  
☐ Balance Sheet Account

Description


Short Text

GL Acct Long Text

Consolidation data in chart of accounts

Trading Partner

### Create G/L Account

Click on the button create  a screen "create G/L account" will prompt

## Create G/L Account screen

G/L account Edit Goto Extras Environment Settings System Help

Edit financial statement version Edit set Edit cost element

Company code: FBR

G/L Account

Company Code FBR Federal Board of Revenue

Type/Description Control Data Create/bank/interest Keyword/translation Inf...

Control in chart of accounts

Account Group

☒ P&L statement acct

☐ Balance Sheet Account

Description

Short Text

G/L Acct Long Text

Consolidation data in chart of accounts

Trading Partner

Create G/L account

G/L Account

Company Code FBR

✓ ✗

Enter manually G/L Account properly and click  to continue.

GL account Edit Goto Extras Environment Settings System Help

Edit financial statement version Edit set Edit cost element

Company code FBR

GL Account a01108  
Company Code FBR Federal Board of Revenue

Type/Description Control Data Create/bank/interest Key word/translation Inf...

Control in chart of accounts

Account Group

☒ P&L statement acct  
☐ Balance Sheet Account

Description

Short Text  
G/L Acct Long Text

Consolidation data in chart of accounts

Trading Partner

From right side screen menu a blank screen for entries will open select Account Group as Shown below:

GL account Edit Goto Extras Environment Settings System Help

Create G/L Account Centrally

Edit financial statement version Edit set Edit cost element

Company code FBR

GL Account A01108  
Company Code FBR Federal Board of Revenue

Type/Description Control Data Create/bank/interest Key word/translation Inf...

Control in chart of accounts

Account Group

☒ P&L statement acct  
☐ Balance Sheet Account

Description

Short Text  
G/L Acct Long Text

Consolidation data in chart of accounts

Trading Partner

### Type/Description Tab

Select account group from drill down list, for example select "Expenses".

GL account   Edit   Goto   Extras   Environment   Settings   System   Help

Create G/L Account Centrally

Edit financial statement version   Edit set   Edit cost element

Company code FBR

- Asset
- Capital Receipt
- Equity
- Expenses
- Liability
- Non Tax Receipt
- Tax Receipt

GL Account A01108  
Company Code FBR Federal Board of Revenue

Type/Description   Control Data   Create/bank/interest   Key word/translation   Inf...

Control in chart of accounts

Account Group

☒ P&L statement acct  
☐ Balance Sheet Account

Description

Short Text  
GL Acct Long Text

Consolidation data in chart of accounts

Trading Partner

## Account group & description

Select radio button Balance sheet account and enter descriptions.

GL account   Edit   Goto   Extras   Environment   Settings   System   Help

Create G/L Account Centrally

Edit financial statement version   Edit set   Edit cost element

Company code FBR

- Asset
- Capital Receipt
- Equity
- Expenses
- Liability
- Non Tax Receipt
- Tax Receipt

GL Account A01108  
Company Code FBR Federal Board of Revenue

Type/Description   **Control Data**   Create/bank/interest   Key word/translation   Inf...

Control in chart of accounts

Account Group Expenses

☒ P&L statement acct  
☐ Balance Sheet Account

Description

Short Text Depreciation Exp  
GL Acct Long Text Deprecation Expence Dummy

Consolidation data in chart of accounts

Trading Partner

## Control Data Tab

Click on “control data “Tab, enter information which are given below table.

G/L Account Edit Goto Extras Environment Settings System Help

Create G/L Account Centrally

Edit financial statement version Edit set Edit cost element

Company code FBR

Asset  
Capital Receipt  
Equity  
Expenses  
Liability  
Non Tax Receipt  
Tax Receipt

G/L Account AB1108  
Company Code FBR Federal Board of Revenue

Type/Description Control Data Create/bank/interest Key word/translation Inf...

Account control in company code

Account currency PKR Pakistani Rupee

☐ Only balances in local crcy

Exchange rate difference key

Valuation group

Tax category

☐ Posting without tax allowed

Recon. account for acct type

Alternative Account No.

☐ Acct managed in ext. system

Inflation key

Tolerance group

Account management in company code

☐ Open Item Management

☒ Line item display

Sort key

Authorization Group

Accounting clerk

Joint venture data in company code

Recovery Indicator

Click

## User inputs

Field Name	Description	R/O/C	Comments
Only balance in local currency	Indicates that balances are updated only in local currency when users post items to this account.	O	Set this indicator for accounts in which you do not want the system to update transaction figures separately by currency.
Exchange rate difference Key	Key for account determination in valuating foreign currency amount sported to balance sheet accounts.	O	
Valuation group	The exchange rate type is determined from the foreign currency total when the valuation is carried out	O	
Tax category	use the account for tax-relevant postings	O	
Posting without tax allowed	Indicates that the account can still be posted to even if a tax code has not been entered	O	
Recon. Account for account type	An entry in this field characterizes the G/L account as a reconciliation account	R/O	When creating a Reconciliation account , you must have to select
Acct. managed in ext. system	Here you define whether the account should be managed in another system	O	If you are working with distributed systems.
Inflation key		O	If you want to adjust this account for inflation.
Tolerance group		O	
Open item management	Items posted to accounts managed on an open item basis are marked as open or cleared.	O	

Line item display		<input type="radio"/>	Set if you want to see the line items in the entry view
Sort key	it sorts the items according to the content of the Allocation field	<input type="radio"/>	
Authorization group	allows extended authorization protection for particular objects	<input type="radio"/>	
Accounting clerk	Identification code for the accounting clerk.	<input type="radio"/>	
Recovery indicator	If there is a Joint venture.	<input type="radio"/>	

Account Currency = **PKR**

Tax category choose \* for All tax types allowed.

### Tax Category Selection

Enter \* in Tax Category field, it will show possible entries screen.

The screenshot shows the SAP 'Create G/L Account Centrally' window. The 'Company code' is 'FBR'. The 'G/L Account' is '17254001'. The 'Account currency' is 'PKR' (Pakistani Rupee). The 'Tax category' field is set to '\*', which has triggered a 'Possible Entries' pop-up window. This window lists several tax categories, including 'Only input tax allowed', 'Only output tax allowed', 'All tax types allowed', 'Input Tax Account', 'Output Tax Account', 'Input tax - down payments managed gross', 'Output tax - down payments managed gross', and 'Sales Tax Exempt'. The 'Posting without tax allowed' checkbox is checked. The 'Line item display' checkbox is also checked. The 'Sort key' is set to 'Allocation field'. The 'Authorization Group' is set to '00'. The 'Accounting clerk' is set to '00'. The 'Recovery Indicator' is set to '00'.

**Select posting without tax allowed**

G/L account Edit Goto Extras Environment Settings System Help

**Create G/L Account Centrally**

Company code FBR

- Asset
- Capital Receipt
- Equity
- Expenses
- Liability
- Non Tax Receipt
- Tax Receipt

G/L Account 17254001  
Company Code FBR Federal Board of Revenue

Type/Description Control Data Create/bank/interest Key

Account control in company code

Account currency PKR Pakistani Rupee

☐ Only balances in local crcy

Exchange rate difference key

Valuation group

Tax category

☒ Posting without tax allowed

Recon. account for acct type

Alternative Account No.

☐ Acct managed in ext. system

Inflation key

Tolerance group

Account management in company code

☐ Open Item Management

☐ Line item display

Sort key

Authorization Group

Accounting clerk

Joint venture data in company code

Recovery Indicator

## Choose Recon .account type from drill down menu

Choose vendor as shown in screen.

G/L account Edit Goto Extras Environment Settings System Help

**Create G/L Account Centrally**

Company code FBR

- Asset
- Capital Receipt
- Equity
- Expenses
- Liability
- Non Tax Receipt
- Tax Receipt

G/L Account 17254001  
Company Code FBR Federal Board of Revenue

Type/Description Control Data Create/bank/interest Key word

Account control in company code

Account currency PKR Pakistani Rupee

☐ Only balances in local crcy

Exchange rate difference key

Valuation group

Tax category

☒ Posting without tax allowed

Recon. account for acct type

Alternative Account No.

☐ Acct managed in ext. system

Inflation key

Tolerance group

Assets  
Customers  
Vendors  
Contract accounts receivable

Account management in company code

☐ Open Item Management

☐ Line item display

Sort key

Authorization Group

Accounting clerk

Joint venture data in company code

Recovery Indicator

## Create/Bank/Interest Tab

Click on Create/bank/interest tab and enter the following in formations which are given below.

GL Account Edit Goto Extras Environment Settings System Help

Create G/L Account Centrally

Edit financial statement version Edit set Edit cost element


Company code FBR

- Asset
- Capital Receipt
- Equity
- Expenses
- Liability
- Non Tax Receipt
- Tax Receipt

G/L Account 17254001  
Company Code FBR Federal Board of Revenue

Type/Description Control Data Create bank/interest Keyword/translation Inf...

Control of document creation in company code

Field status group  

☐ Post automatically only

☐ Supplement auto. postings

☐ Recon. acct ready for input

Bank/financial details in company code

Planning Level

☐ Relevant to cash flow

Commitment item

House Bank

Account ID

Interest calculation information in company code

Interest indicator

Interest calc. frequency

Key date of last int. calc.

Date of last interest run

Click

## User Input

Field Name	Description	R/O/C	Comments
Field status group	Determines the screen layout for	R	
Post automatically only	Indicates that this account can only be posted to by the system using account determination tables	O	
Supplement auto. Postings	Indicates that line item which is generated automatically by the system for this account can be supplemented manually.		
Recon. Account ready for input	Indicator which determines that the reconciliation account is ready for input when posting a document.	O	
Planning level	used to control displays in Cash Management	O	
Relevant to cash flow	Determines that the GL Account is a cash flow account.	O	
Commitment item	For assigning budget.	O	
House bank	To determine bank data	O	
Account id		O	
Interest indicator	Procedure of interest to be calculated	O	
Interest calc.	Frequency of monthly interest calculation	O	


frequency			
Key date of last int. calc	Date for calculation of interest	O	
Date of last interest run		O	

### Field status group selection

Enter field status group and commitment item.

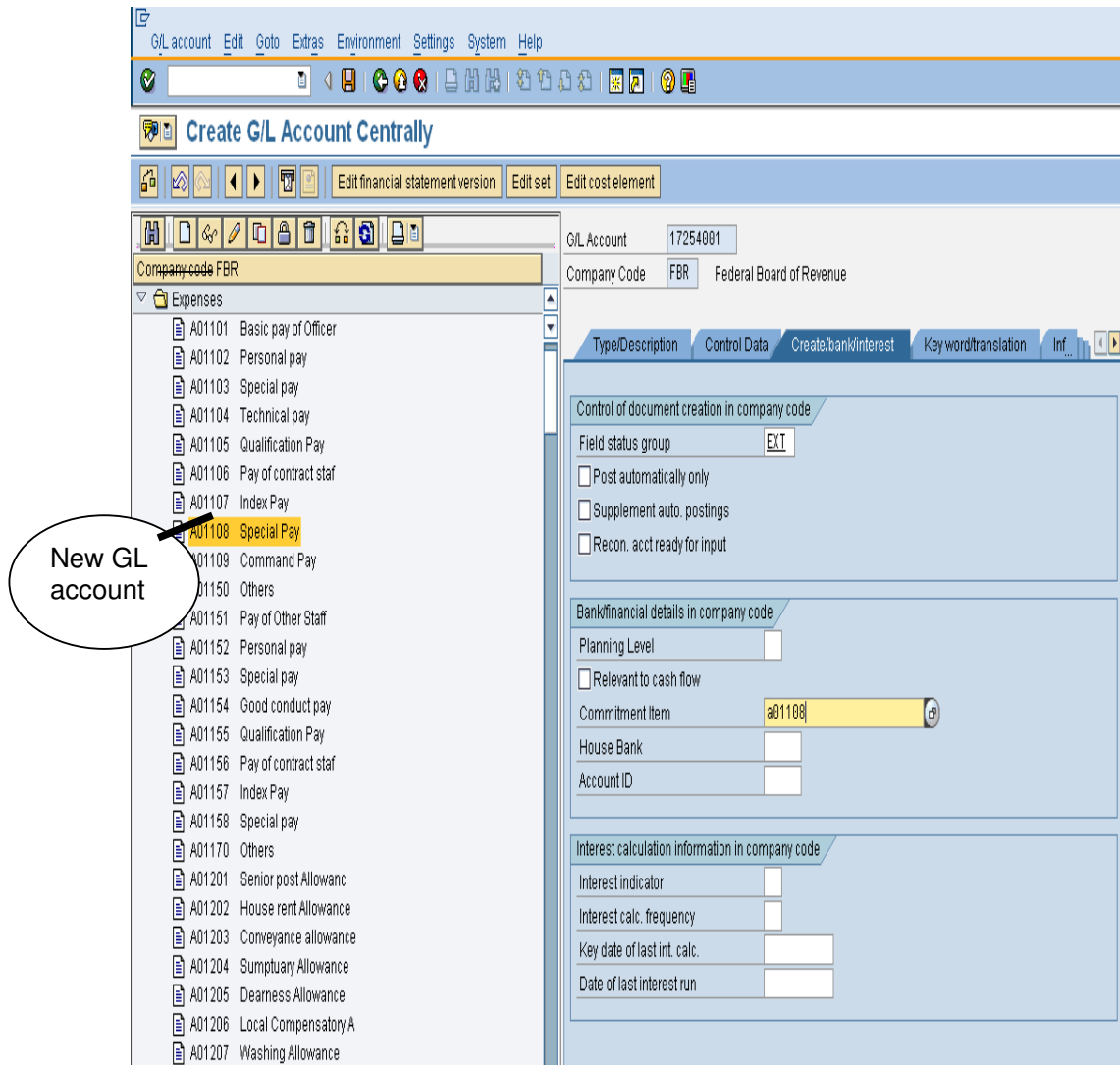
The screenshot shows the SAP G/L Account Centrally interface. The top menu bar includes 'G/L account', 'Edit', 'Goto', 'Extras', 'Environment', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main window is titled 'Create G/L Account Centrally' and has a sub-header with 'Edit financial statement version', 'Edit set', and 'Edit cost element'. On the left, there is a tree view for 'Company code FBR' with folders for Asset, Capital Receipt, Equity, Expenses, Liability, Non Tax Receipt, and Tax Receipt. The right pane shows the 'Control Data' tab. It contains three sections: 'Control of document creation in company code' with fields for 'Field status group' (set to 'EXT') and checkboxes for 'Post automatically only', 'Supplement auto. postings', and 'Recon. acct ready for input'; 'Bank/financial details in company code' with fields for 'Planning Level', 'Commitment item' (set to 'A01108'), 'House Bank', and 'Account ID'; and 'Interest calculation information in company code' with fields for 'Interest indicator', 'Interest calc. frequency', 'Key date of last int. calc.', and 'Date of last interest run'.

### Save Master Data.

Click on  to save master data. A message on the bottom of the screen will appear shown below:

The screenshot shows a message bar at the bottom of the screen with a green checkmark icon and the text 'Data saved'.

And newly created account appears in hierarchy.



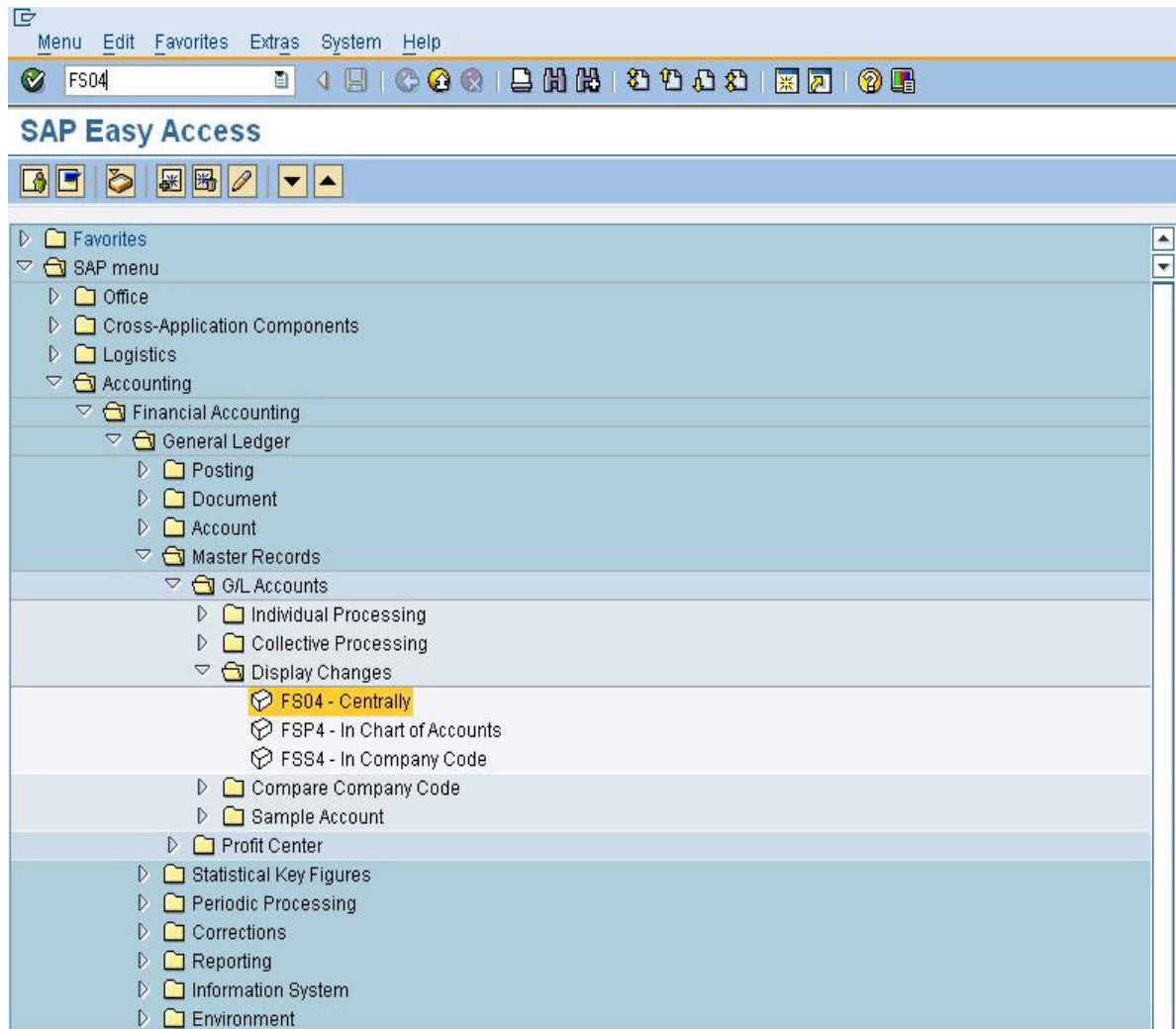
## End of transaction

### 1.2 Display Changes GL Account Master Data.

#### Required User Input (FS04)

Enter Transaction Code FS04 in Command Field or navigate through tree menu.

<b>Via Transaction Code</b>	FS04
<b>Menu</b>	Accounting>Financial Accounting>General Ledger>Master Records >G/L Accounts>Display Changes>Centrally



Press enter or  to run the transaction.

### Central G/L Account Changes: Initial Screen

Click on central G/L Account changes initial screen and enter the following information which is given below.

Changes Edit Goto Environment System Help

Central G/L Account Changes: Initial Screen

Account number

Company Code ☒

Period of change

From change date

Time 00:00:00

Changed by

### User Inputs

Field Name	Description	R/O/C	Comments
Account number	GL account number to see changes	R	
Company code	Insert FBR	R	
	<b>Period of change</b>		
From Change date	displays changes which were made as from the input date	O	
Time	Displays changes which were made as from the input time.	O	
Changed by	Displays changes which were made as from user.	O	

Enter the Account number and company code.

Changes Edit Goto Environment System Help

Central G/L Account Changes: Initial Screen

Account number

Company Code

Period of change

From change date

Time

Changed by

Press "Enter" to continue

### G/L Account Changes: Changed Fields Screen

Account changes Edit Goto Settings Environment System Help

G/L Account Changes : Changed Fields

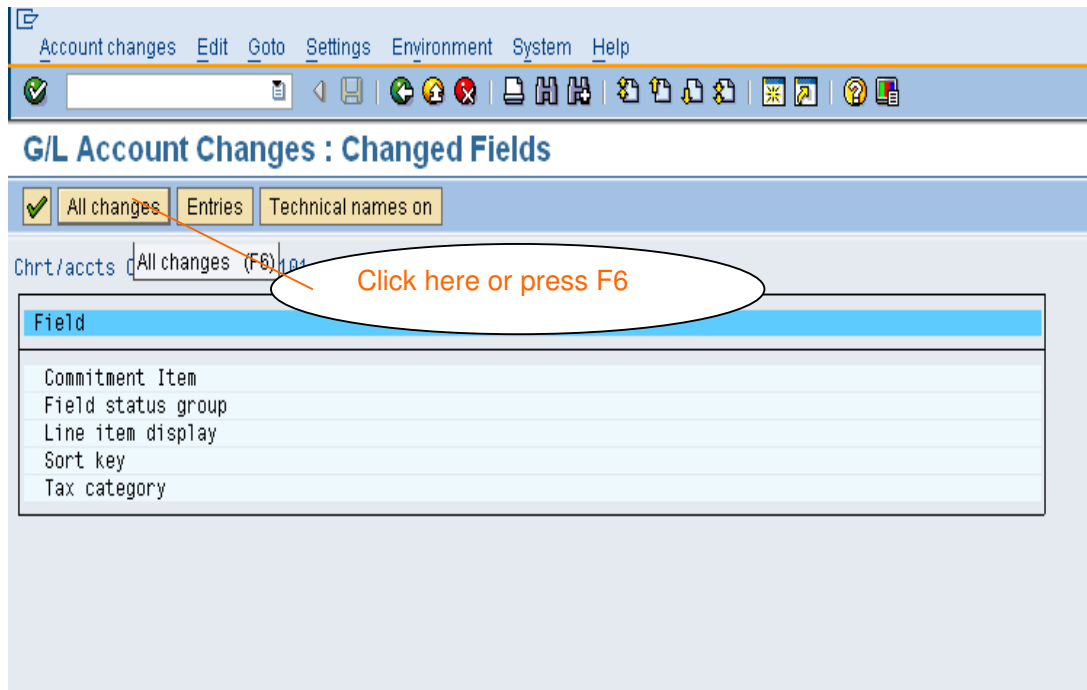
☒ All changes ☐ Entries ☐ Technical names on

Chrt/accts CGA Account A01101

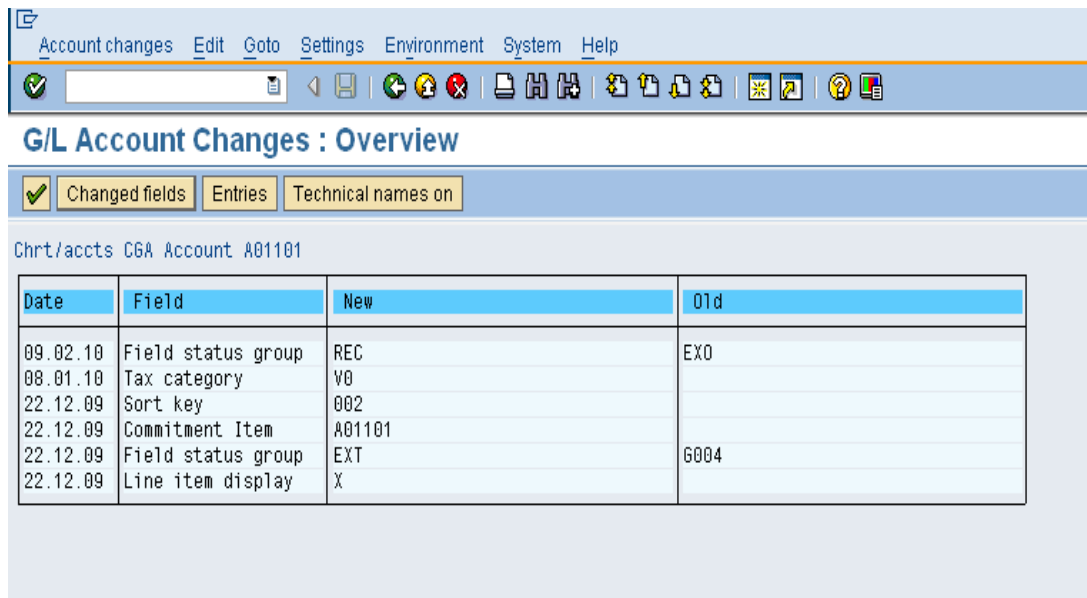
Field
Commitment Item
Field status group
Line item display
Sort key
Tax category

### Display All Changes

Click on push button "All Changes" to see all changes made to the GL account.




## G/L Account Changes: Overview Screen



Click  to see details.

## Details

By click  a details window will prompt.



Account changes Edit Goto Settings Environment System Help

### G/L Account Changes : Overview

☒ Changed fields
☐ Entries
☐ Technical names on

Chrt/accts CGA Account A01101

Date	Object Entered	Key
23.12.09	G/L account master (company	FBR A01101
17.11.09	G/L account master (company	FBR A01101
17.11.09	G/L Account Master Record (C	ECGA A01101
17.11.09	G/L Account Master (Chart of	CGA A01101

Click here

### Technical names on

Click on "Technical names on" push button to display technical names of objects entered

Account changes Edit Goto Settings Environment System Help

### G/L Account Changes : Overview

☒ Changed fields
☐ Entries
☒ Technical names on

Chrt/accts CGA Account A01101

Technical names on (Shift+F8)

Date	Object Entered	Key
23.12.09	G/L account master (company	FBR A01101
17.11.09	G/L account master (company	FBR A01101
17.11.09	G/L Account Master Record (C	ECGA A01101
17.11.09	G/L Account Master (Chart of	CGA A01101

Click here

## Technical names display

Account changes   Edit   Goto   Settings   Environment   System   Help

---

## G/L Account Changes : Overview

Changed fields   Entries   Field Label

Chrt/accts CGA Account A01101

Date	Object Entered	Key
23.12.09	SKB1	FBR A01101
17.11.09	SKB1	FBR A01101
17.11.09	SKAT	ECGA A01101
17.11.09	SKA1	CGA A01101

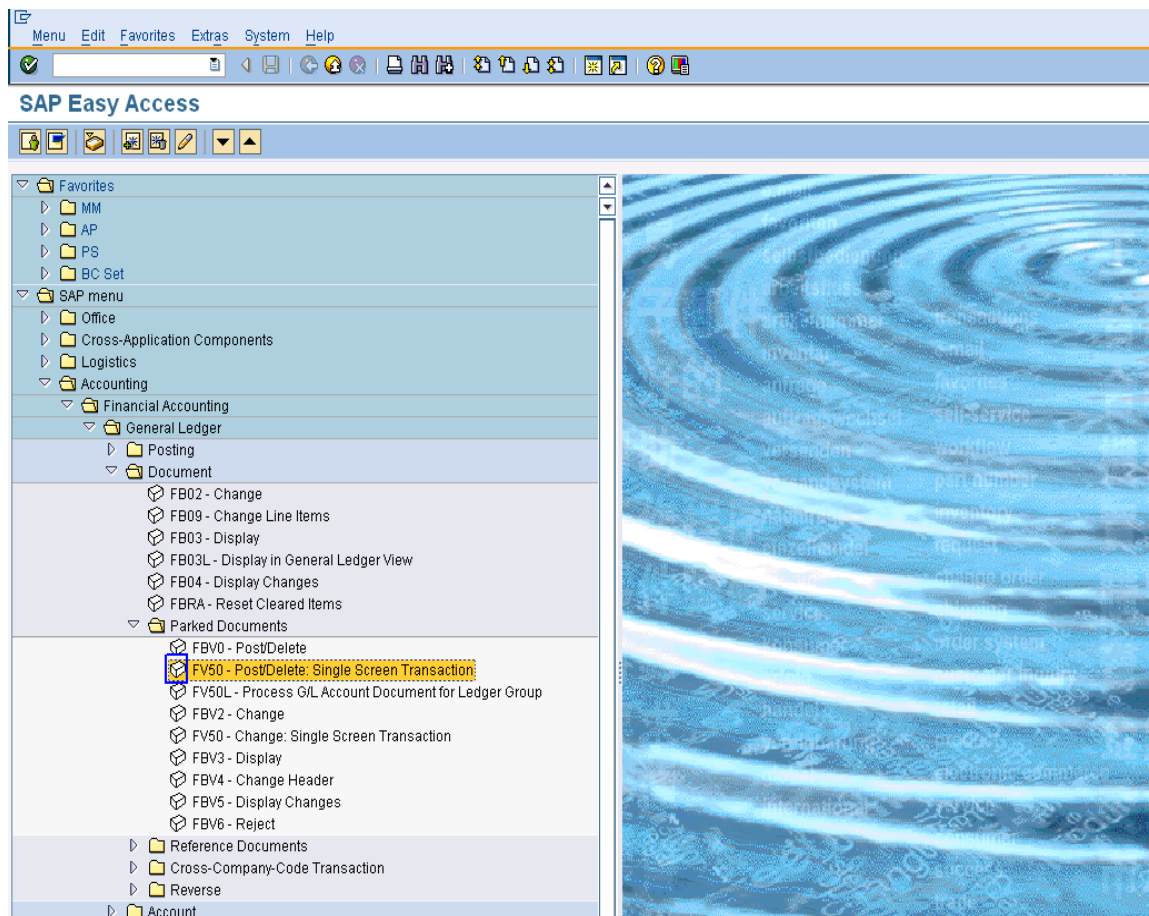
## SECTION 2 GENERAL LEDGER BUSINESS TRANSACTIONS

### 2.1 Park Document (Single Screen Transaction)

Access transaction by:

<b>Via Menus</b>	<b>Accounting &gt; Financial Accounting &gt; General Ledger &gt; Posting &gt; Document &gt; Park Documents &gt; "Post/Delete: Single Screen Transaction"</b>
<b>Via Transaction Code</b>	FV50

Click on "Post/Delete: Single Screen Transaction", enter the following information in the field as specified in the table below.



Document Edit Goto Extras Settings Environment System Help

Park G/L Account Document: Company Code FBR

Tree on Company Code Simulate Save as completed Post Editing options

Basic data Details

Document Date 01.02.2018 Currency PKR

Posting Date 01.02.2018

Reference

Doc.Header Text

Company Code FBR Federal Board of Revenue Islamabad

Amount Information

Total deb. 0.00 PKR

Total cred. 0.00 PKR

0 Items (No entry variant selected)

St	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T	Tax jurisdictn code	W	Assignment no.
					0.00				
					0.00				
					0.00				
					0.00				
					0.00				
					0.00				
					0.00				
					0.00				
					0.00				
					0.00				

## User Input:

Field Name	Description	R/O	Comments
Doc. date	Source document date.	R	Enter a document date.
Currency	If a document is in foreign currency, enter the foreign currency code.	O	<p>For exchange rate Users are given 3 choices:</p> <ul style="list-style-type: none"> <li>- User need not enter an exchange rate. The system determines the exchange rate from the Exchange Rate Table based on the posting date of the Invoice.</li> <li>- User enters a Translation Date in the Details tab. The system determines the exchange rate from the Exchange Rate Table based on the translation date.</li> <li>- User manually enters the exchange rate in the Details tab.</li> </ul> <p><b>Note : Use this Currency field to enter TARP related Foreign Currency transactions.</b></p> <p>A warning message will appear at the bottom of the screen if exchange rate deviates from table rate. Press &lt;Enter&gt; to bypass the message.</p>
Posting date	Date for posting a document to financial accounting. This will determine which fiscal period (also known as posting period) the transaction is recognized.	R	Enter a posting date.
Period	This is the posting period. It will change according to the posting date you have entered. There is no requirement to enter or change the period unless	O	If you are posting to Special Periods 13 to 16, then enter a period. Otherwise leave as blank.

Field Name	Description	R/O	Comments
	posting to special periods i.e. periods 13 to 16. Special periods are often used for year-end adjustments.		
Reference	One of the key fields that can be used to search for documents at a later retrieval date. Any user-defined text.	R	
Short txt	The document header text contains explanations or notes which apply to the document, that is, not only for certain line items.	O	
Doc. type	This field is used by SAP for the following: 1. Determination of document number to be assigned to the transaction. 2. Can be used to limit the usage for the account types.  Default document type for Post G/L document is SA.	R	Select a document type from the drop-down list if you want to change the document type
G/L account	Account which is to be posted to.	R	Click on the drop-down arrow to view a list of available G/L accounts or use F4 Help.
D/C	Debit or Credit.	R	Enter Debit or Credit.
Amount in Doc. Curr.	Debit or credit amount to be posted.	R	Enter an amount.
Cost center	A cost center is required for Profit and Loss accounts.	R/O	The cost center is entered only in case if GL account is of Expense nature
Internal Order	A Internal Order is required for Profit and Loss accounts where it is marked as required entry.	R/O	Internal Order is required field for the transactions related to office accomodation, residential accomodation, Telephone and Vehicles.
Text	A 50 character description of the transaction if required.	R/O	

Step 01: Enter the document date and posting date.

Document Edit Goto Extras Settings Environment System Help

Park G/L Account Document: Company Code FBR

Tree on Company Code Simulate Save as completed Post Editing options

**Basic data** Details

Document Date 01.02.2018 Currency PKR  
Posting Date 01.02.2018  
Reference  
Doc.Header Text  
Company Code FBR Federal Board of Revenue Islamabad

**Amount Information**  
Total deb. 0.00 PKR  
Total cred. 0.00 PKR

0 items (No entry variant selected)

St	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T	Tax jurisdictn code	W	Assignment no.
	a01101				0.00				
					0.00				
					0.00				
					0.00				
					0.00				
					0.00				
					0.00				
					0.00				
					0.00				
					0.00				

Step 02: Enter the G/L account, Debit, amount and cost center in required fields.

Document Edit Goto Extras Settings Environment System Help

Park G/L Account Document: Company Code FBR

Tree on Company Code Simulate Save as completed Post Editing options

Basic data Details

Document Date 01.02.2010 Currency PKR

Posting Date 01.02.2010

Reference

Doc.Header Text

Company Code FBR Federal Board of Revenue Islamabad

Amount Information

Total deb. 5,000.00 PKR

Total cred. 0.00 PKR

1 Items (No entry variant selected)

St	G/L acct	Short Text	D/C	Amount in doc.curr.	Text	Lo	Co	Tradin	Bus	Part	Cost center	Order	Fi	Sa
✓	A01101	Basic pay of (Debit		5,000.00			FBR				ka0444			
							FBR							
							FBR							
							FBR							
							FBR							
							FBR							
							FBR							
							FBR							
							FBR							
							FBR							

Press Enter to Continue.

Step 03: Enter the G/L account, credit, amount and cost center in required fields.

Document Edit Goto Extras Settings Environment System Help

Park G/L Account Document: Company Code FBR

Tree on Company Code Simulate Save as completed Post Editing options

Basic data Details


Document Date 01.02.2010 Currency PKR  
 Posting Date 01.02.2010  
 Reference  
 Doc.Header Text  
 Company Code FBR Federal Board of Revenue Islamabad

Amount Information  
 Total deb. 5,000.00 PKR  
 Total cred. 0.00 PKR

1 Items (No entry variant selected)

St	G/L acct	Short Text	D/C	Amount in doc.curr.	Value date	Text	Lo	Co	Tradin	Bus	Part	Cost center	Order
✓	A01101	Basic pay of (Debit		5,000.00			FBR			F001		KA0444	
	a01102		Credit	5000			FBR					ka0444	
							FBR						
							FBR						
							FBR						
							FBR						
							FBR						
							FBR						
							FBR						
							FBR						
							FBR						

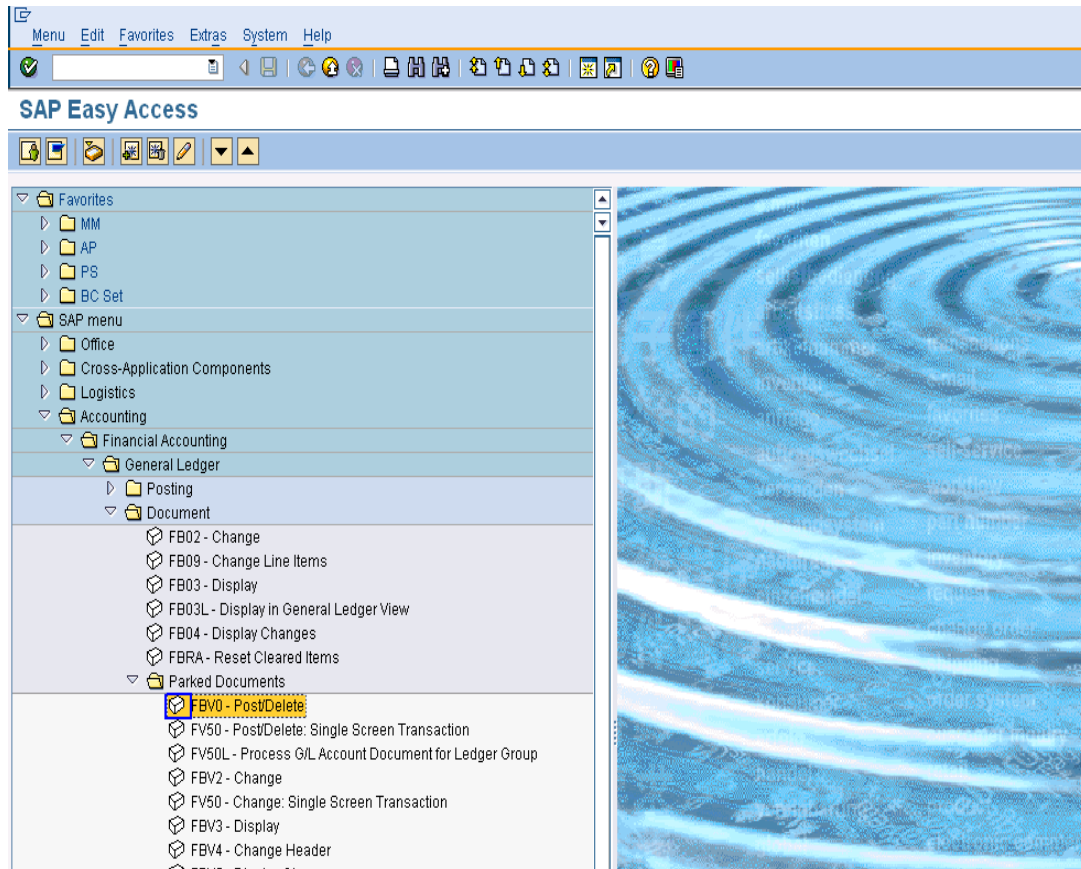
Press Enter or click  to Continue

Click  to park the Invoice.

## 2.2 Post/Delete Park Document

Access transaction by:

<b>Via Menus</b>	Accounting > Financial Accounting > General Document > Document > Park Documents > Post/Delete
<b>Via Transaction Code</b>	FBV0



Document Edit Goto System Help

## Post Parked Document: Initial Screen

Document list
Editing Options

Key for Parking

Company Code	FBR
Doc. Number	1000000033
Fiscal Year	2009

Click on “Post Parked Document: Initial screen”, enter the following information that are given below table.

### User Input

Field Name	Description	R/O	Comments
Company Code	FBR	R	
Doc. Number	Enter the doc number which you want to post	R	Enter the Doc. Number
Fiscal Year	Source of year	R	Enter the year

**Press Enter for Continue:**

Document Edit Goto Extras Settings Environment System Help

**Edit Parked G/L Account Document 1000000033 FBR 2009**

Tree on Company Code Simulate Save as completed Post Editing options

**Basic data** Details Workflow

Document Date 12.02.2010 Currency PKR  
Posting Date 12.02.2010  
Document Number 1000000033  
Reference  
Doc.Header Text  
Company Code FBR Federal Board of Revenue Islamabad

**Amount Information**  
Total deb. 4,000.00 PKR  
Total cred. 4,000.00 PKR  
CC

2 Items (No entry variant selected)

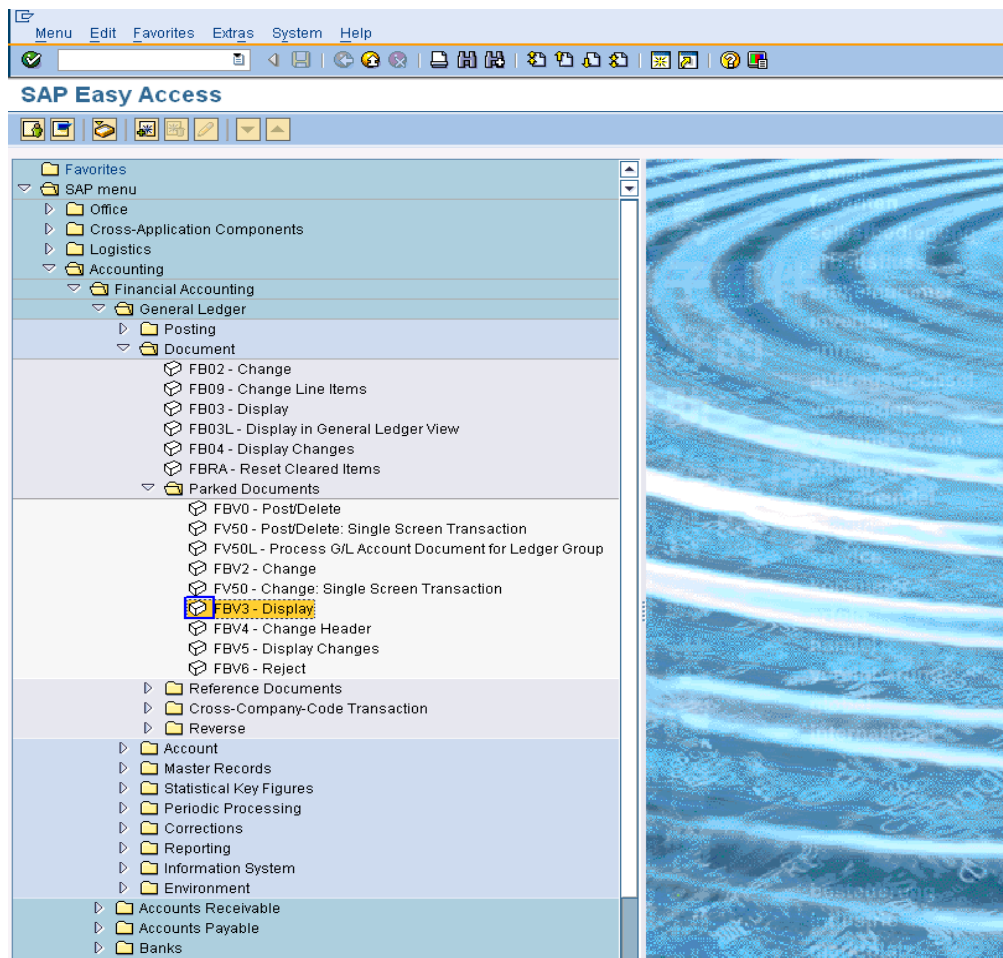
St	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T	Tax jurisdictn code	W	Assignment no.
✓	A01101	Basic pay of Credit		4,000.00	4,000.00	V0			
✓	A01102	Personal pay Debit		4,000.00	4,000.00				
					0.00				
					0.00				
					0.00				
					0.00				
					0.00				
					0.00				
					0.00				

Click on Exit button.

## 2.3 Display Parked Document

Access transaction by:

<b>Via Menus</b>	<b>Accounting &gt; Financial Accounting &gt; General Document &gt; Document &gt; Parked Documents &gt; Display</b>
<b>Via Transaction Code</b>	FBV3



On screen “Display Parked Document: Initial screen”, enter the following information in the field as specified in the table below.

#### User Input:

Field Name	Description	R/O	Comments
Company Code	FBR	R	
Doc. Number	Enter the doc number which you want to Display	R	Enter the Doc. Number
Fiscal Year	Source of year	R	Enter the year

Document Edit Goto System Help

Display Parked Document: Initial Screen

Document list Editing Options

Key for Parking

Company Code	
Doc. Number	
Fiscal Year	

Enter data in specified fields which are mentioned above table.

Document Edit Goto System Help

Display Parked Document: Initial Screen

Document list Editing Options

Key for Parking

Company Code	FBR
Doc. Number	1000000033
Fiscal Year	2009

**Press Enter to Continue:**

Document Edit Goto Extras Settings Environment System Help

**Display Parked G/L Document 1000000033 FBR 2009**

Tree on Editing options

**Basic data** Details Workflow

Document Date: 12.02.2010 Currency: PKR  
 Posting Date: 12.02.2010  
 Document Number: 1000000033  
 Reference:  
 Doc. Header Text:  
 Company Code: FBR Federal Board of Revenue Islamabad

**Amount Information**

Total deb.: 4,000.00 PKR  
 Total cred.: 4,000.00 PKR

2 items (No entry variant selected)

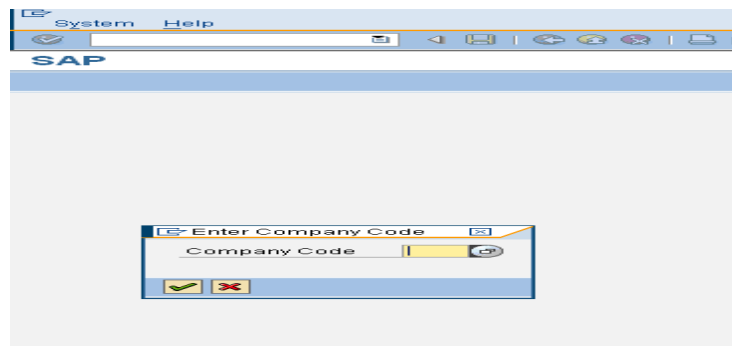
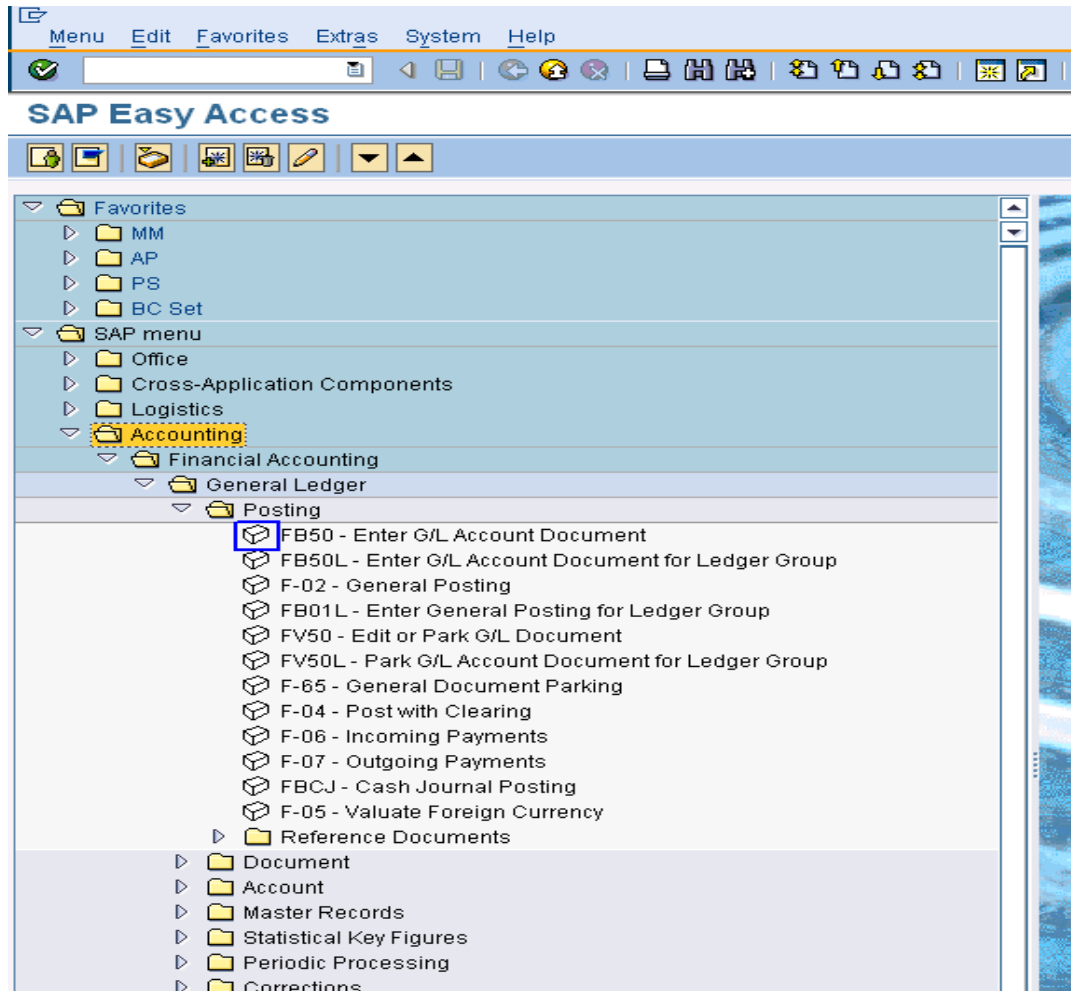
St	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T	Tax jurisdictn code	W	Assignment no.
	A01101	Basic pay of Credit		4,000.00	4,000.00	VB			
	A01102	Personal pay Debit		4,000.00	4,000.00				
				0.00	0.00				
				0.00	0.00				
				0.00	0.00				
				0.00	0.00				
				0.00	0.00				
				0.00	0.00				
				0.00	0.00				

Press  Button to Exit.

## 2.4 Post GL Account Document

Access transaction by:

<b>Via Menus</b>	<b>Accounting &gt; Financial Accounting &gt; General Ledger&gt; Posting&gt; Enter G/L Account Document</b>
<b>Via Transaction Code</b>	FB50



Step01: "Enter G/L account document: Company code FBR" **Basic data** Tab Screen

Document Edit Goto Extras Settings Environment System Help

Enter G/L Account Document: Company Code FBR

Tree on Company Code Hold Simulate Park Editing options

Basic data Details

Document Date 01.02.2018 Currency PKR

Posting Date 01.02.2018

Reference

Doc. Header Text

Cross-CC no.

Company Code FBR Federal Board of Revenue Islamabad

Amount Information

Total deb. 0.00 PKR

Total cred. 0.00 PKR

0 Items (No entry variant selected)

St	G/L acct	Short Text	D/C	Amount in doc. curr.	Loc. curr. amount	T	Tax jurisdictn code	W	Assignment no.
					0.00				
					0.00				
					0.00				
					0.00				
					0.00				
					0.00				
					0.00				
					0.00				
					0.00				
					0.00				

### User Input:

Field Name	Description	R/O	Comments
Doc. date	Source document date.	R	Enter a document date.
Currency	<p>If a document is in foreign currency, enter the foreign currency code.</p> <p>For exchange rate Users are given 3 choices:</p> <ul style="list-style-type: none"> <li>- User need not enter an exchange rate. The system determines the exchange rate from the Exchange Rate Table based on the posting date of the document.</li> <li>- User enters a Translation Date in the Details tab. The system determines the exchange rate from the Exchange Rate Table based on the translation date.</li> <li>- User manually enters the exchange rate in the Details tab.</li> </ul> <p>A warning message will appear at the bottom of the screen if exchange rate deviates from table rate. Press &lt;Enter&gt; to bypass the message.</p>	R	Enter a currency code.
Posting date	Date for posting a document	R	Enter a posting date.

Field Name	Description	R/O	Comments
	to financial accounting. This will determine which fiscal period (also known as posting period) the transaction is recognized.		
Period	This is the posting period. It will change according to the posting date you have entered. There is no requirement to enter or change the period unless posting to special periods i.e. periods 13 to 16. Special periods are often used for year-end adjustments.	O	If you are posting to Special Periods 13 to 16, then enter a period. Otherwise leave as blank.
Reference	One of the key fields that can be used to search for documents at a later retrieval date. Any user-defined text.	R	
Short txt	The document header text contains explanations or notes which apply to the document, that is, not only for certain line items.	O	
Doc. type	This field is used by SAP for the following: 3. Determination of document number to be assigned to the transaction. 4. Can be used to limit the usage for the account types.  Default document type for Post G/L document is SA.	R	Select a document type from the drop-down list if you want to change the document type
Company code	The company code for which the transaction is to be posted.	R	To change the company code, go to: Environment ➤ Change company code.
G/L account	Account which is to be posted to.	R	Click on the drop-down arrow to view a list of available G/L accounts.
D/C	Debit or Credit.	R	Enter Debit or Credit.
Amount in Doc. Curr.	Debit or credit amount to be posted.	R	Enter an amount.
Cost center	A cost center is required for Profit and Loss accounts.	R/O	The cost center is entered only in case if GL account is of Expense nature
Internal Order	A Internal Order is required for Profit and Loss accounts where it is marked as required entry.	R/O	
Text	A 50 character description of the transaction if required.	R/O	

Document Edit Goto Extras Settings Environment System Help

**Enter G/L Account Document: Company Code FBR**

Tree on Company Code Hold Simulate Park Editing options

**Basic data** Details

Document Date 10.02.2010 Currency PKR  
 Posting Date 10.02.2010  
 Reference  
 Doc.Header Text  
 Cross-CC no.  
 Company Code FBR Federal Board of Revenue Islamabad

**Amount Information**  
 Total deb. 5,000.00 PKR  
 Total cred. 5,000.00 PKR  
 OK

2 Items (No entry variant selected)

St	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T	Tax jurisdictn code	V	Assignment no.
✓	A01101	Basic pay of Officer	Credit	5,000.00	5,000.00	V0			
✓	A01101	Basic pay of Officer	Debit	5,000.00	5,000.00	V0			
				0.00	0.00				
				0.00	0.00				
				0.00	0.00				
				0.00	0.00				
				0.00	0.00				
				0.00	0.00				
				0.00	0.00				

After you have entered the G/L items, click on **Simulate** to view the accounting entries that will be posted into the system. Additional accounting entries like tax calculation etc. Go to Step 2.

Document overview Edit Goto Settings System Help


**Document Overview**

Reset Taxes Park Complete Choose Save ABC

Doc.Type : SA ( G/L Account Document ) Normal document  
 Doc. Number Company code FBR Fiscal year 2009  
 Doc. date 10.02.2010 Posting date 10.02.2010 Period 08  
 Calculate Tax ☐  
 Doc.currency PKR

Item	PK	Account	Account short text	Assignment	Tx	Amount
1	50	A01101	Basic pay of Officer		V0	5,000.00-
2	40	A01101	Basic pay of Officer		V0	5,000.00

---

Verify the accuracy of the data. Once you are ready to post the document, click . The system will automatically assign a document number that appears at the bottom of the screen. Note down the document number.

Go to Step 3.

**Step 3: “Edit G/L account document: Company code FBR” Screen**

Document Date  Currency

Posting Date 01.02.2010

Reference

Doc. Header Text

Cross-CC no.

Company Code FBR Federal Board of Revenue Islamabad

Amount Information


Total deb. 0.00 PKR

Total cred. 0.00 PKR

0 Items (No entry variant selected)

St	G/L acct	Short Text	D/C	Amount in doc. curr.	Loc. curr. amount	T	Tax jurisdicn code	Assignment no.
					0.00			
					0.00			
					0.00			
					0.00			
					0.00			
					0.00			
					0.00			
					0.00			
					0.00			
					0.00			

Document 1000000027 was posted in company code FBR

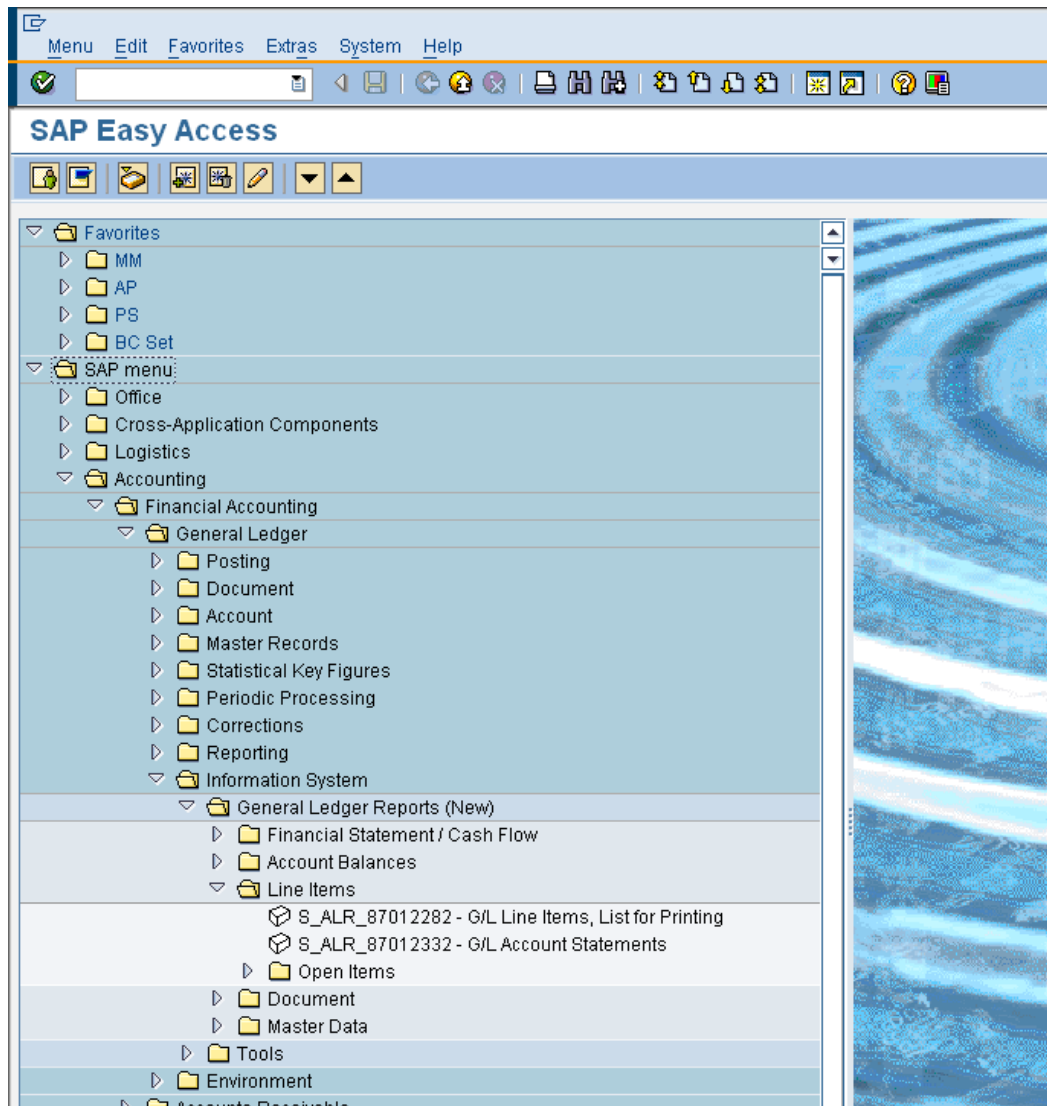
You can either continue to enter the next G/L document or click on  icon to exit.

**END OF TRANSACTION**

## SECTION 3 GENERAL LEDGER REPORTS

### 3.1 Standard Sap Reports

Via Menus	Accounting > Financial Accounting > General Ledger> Information system>General Ledger Repost (new)
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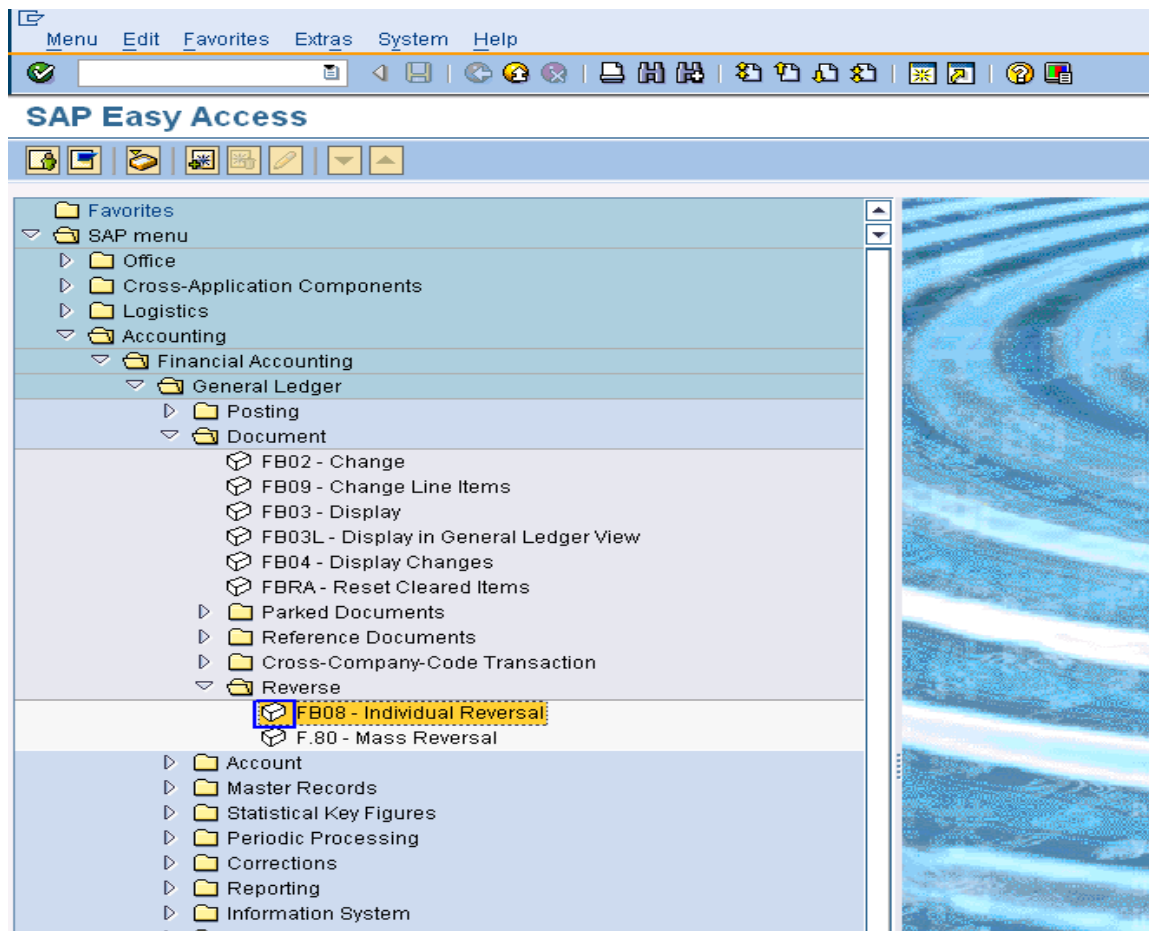


### 3.2 Select Individual Reversal

As only limited fields are allowed to change after posting, to amend the critical fields requires the document to be reversed and re-posted with the correct information.

Access transaction by:

<b>Via Menus</b>	<b>Accounting&gt; Financial Accounting &gt;General Ledger&gt; Document &gt; Reverse&gt; Individual Reversal</b>
<b>Via Transaction Code</b>	FB08



Step "Reverse Document: Header Data" Screen

Document Edit Goto System Help

Reverse Document: Header Data

Display before reversal Document list Mass Reversal

Document Details

Document Number

Company Code FBR

Fiscal Year 2009

Specifications for Reverse Posting

Reversal Reason Reason for Reversal (1) 5 Entries found

Posting Date

Posting Period

Check management specification

Void reason code

Reason Text

01 Reversal in current period

02 Reversal in closed period

03 Actual reversal in current period

04 Actual reversal in closed period



05 Accrual/deferral posting

5 Entries found

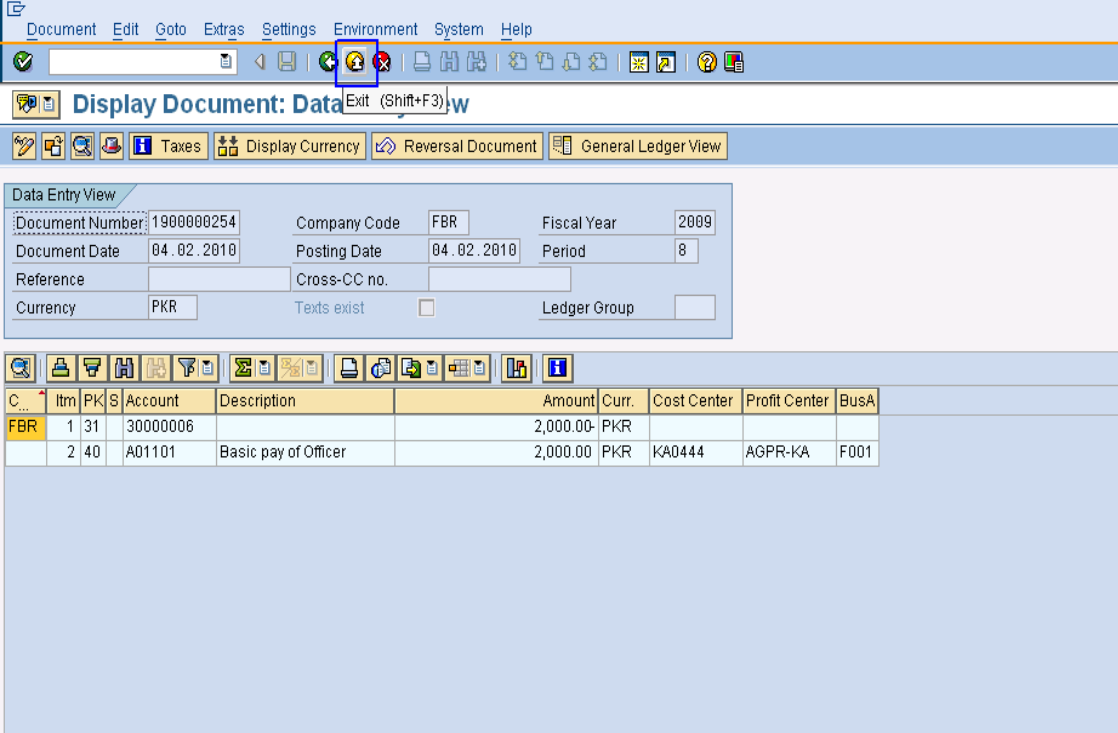
Field Name	Description	R/O	Comments
Document Number	The SAP generated number of the document to be reversed.	R	System also accepts down payment request and partial payment request no.
Company Code	FBR	R	
Fiscal Year	Not required	O	
Reversal Reason	Reason for reversing a document	R	From the drop-down list, select the most relevant one.
Posting Date	The posting date of the document created for the reverse postings. If you leave it blank, and it will default the reversal document's posting date to that of the reversed document.	O	If you are reversing a document posted many months back and you want the reversal to be effective in that period as well, then that period must be opened for posting, if it had been closed. Otherwise, the system will issue an error message.
Posting Period	Defaults based on posting date	O	

Enter Document Number, Reversal Reason



After verifying the document is the one to be reversed, click on  to return to the previous screen (Step 1) and then click on  to reverse the accounting entries.

#### Display Document: Data Entry View



The screenshot shows the SAP 'Display Document: Data Entry View' window. The title bar includes 'Document', 'Edit', 'Goto', 'Extras', 'Settings', 'Environment', 'System', and 'Help'. The main menu bar contains 'Display Document: Data Entry View', 'Exit (Shift+F3)', 'w', 'Taxes', 'Display Currency', 'Reversal Document', and 'General Ledger View'. The 'Data Entry View' section displays the following fields:

Document Number	1900000254	Company Code	FBR	Fiscal Year	2009
Document Date	04.02.2010	Posting Date	04.02.2010	Period	8
Reference		Cross-CC no.			
Currency	PKR	Texts exist	<input type="checkbox"/>	Ledger Group	

Below the fields is a toolbar with various icons. The main table displays the following data:

C	Item	PK	S	Account	Description	Amount	Curr.	Cost Center	Profit Center	BusA
FBR	1	31		30000006		2,000.00	PKR			
	2	40		A01101	Basic pay of Officer	2,000.00	PKR	KA0444	AGPR-KA	F001

A document number, generated for the reversed postings, is displayed at the bottom of the screen. Note down the reversal document number.

Press Exit Button.