

Posting (FI)



Release 4.6C



Copyright

© Copyright 2001 SAP AG. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP AG. The information contained herein may be changed without prior notice.

Some software products marketed by SAP AG and its distributors contain proprietary software components of other software vendors.

Microsoft[®], WINDOWS[®], NT[®], EXCEL[®], Word[®], PowerPoint[®] and SQL Server[®] are registered trademarks of Microsoft Corporation.

IBM[®], DB2[®], OS/2[®], DB2/6000[®], Parallel Sysplex[®], MVS/ESA[®], RS/6000[®], AIX[®], S/390[®], AS/400[®], OS/390[®], and OS/400[®] are registered trademarks of IBM Corporation.

ORACLE[®] is a registered trademark of ORACLE Corporation.

INFORMIX[®]-OnLine for SAP and Informix[®] Dynamic Server[™] are registered trademarks of Informix Software Incorporated.

UNIX[®], X/Open[®], OSF/1[®], and Motif[®] are registered trademarks of the Open Group.







HTML, DHTML, XML, XHTML are trademarks or registered trademarks of W3C[®], World Wide Web Consortium, Massachusetts Institute of Technology.

JAVA[®] is a registered trademark of Sun Microsystems, Inc.

JAVASCRIPT[®] is a registered trademark of Sun Microsystems, Inc., used under license for technology invented and implemented by Netscape.

SAP, SAP Logo, R/2, RIVA, R/3, ABAP, SAP ArchiveLink, SAP Business Workflow, WebFlow, SAP EarlyWatch, BAPI, SAPPHIRE, Management Cockpit, mySAP.com Logo and mySAP.com are trademarks or registered trademarks of SAP AG in Germany and in several other countries all over the world. All other products mentioned are trademarks or registered trademarks of their respective companies.

Icons

Icon	Meaning
	Caution
	Example
	Note
	Recommendation
	Syntax
	Tip

Contents

Posting (FI)	7
Document	8
Document Header	10
Entering Document Headers.....	11
Line Items	13
Editing Line Items.....	14
Generating Line Items Automatically.....	15
Adding Details to Automatically Generated Line Items.....	16
Document Types	17
Differentiating Between Business Transactions Using the Document Type.....	19
Defining Authorizations for Document Types.....	21
Defining the Document Type for the Vendor Net Procedure.....	22
Document Types for Postings to Affiliated Companies.....	23
Document Number Assignment	24
Validity Period for the Document Number Interval.....	26
Defining Number Ranges.....	27
Defining Number Ranges for Recurring Entry and Sample Documents.....	29
Changing and Deleting Number Ranges.....	30
Organizing Document Storage	31
Controlling Document Storage Using the Document Type	33
Document Entry	35
Default Values in Document Entry.....	36
Editing Options - Enjoy Transactions.....	37
Editing Options.....	39
Holding and Setting Data.....	40
Fast Entry of G/L Account Line Items.....	41
Control Functions for Entering and Posting Documents.....	42
Displaying Control Totals.....	44
Entering Totals.....	45
Entering Opening Balances.....	46
Holding Documents.....	47
Completing Held Documents.....	48
Deleting Held Documents.....	49
Simulating Documents.....	50
Parking Documents.....	52
Document Parking.....	54
Displaying Parked Documents.....	56
Displaying Changes to Parked Documents.....	57
Posting Parked Documents.....	58
Parking Documents.....	59
Changing Parked Documents.....	60
Deleting Parked Documents.....	62
Document Release.....	63
Document Release: Settings in Customizing.....	65

The Document Parking Process with Document Release: Example	67
Amount Release	68
Account Assignment Approval.....	69
Completing the Entries in a Document Using Workflow	70
Workflow Settings for Completing Parked Documents.....	71
Document Parking and Release with Workflow.....	72
Displaying Documents.....	74
Document Overview.....	76
Line Layout Variants	77
Line Item Display.....	79
Line Layout Variants for the Line Item Display	81
Totals Variants	83
Fields for Selecting, Sorting, and Searching.....	85
Sort Sequence	86
Changing Documents	89
Defining Document Change Rules.....	91
Changing Documents.....	93
Mass Changes to Line Items	94
Archiving Documents	96
Posting Key.....	97
Processing Posted Data	99
Updating Entered Data.....	100
Automatic Postings.....	101
What Can You Do Before Posting a Document?.....	102
Screen Layout.....	103
Screen Layout Using the Posting Key	104
Using Field Status Definitions for Screen Layout.....	106
Defining Field Status	108
Linking Field Status Definitions.....	110
Recommendations for Defining Field Status	112
Reference Methods for Posting	113
Posting with Reference Documents.....	114
Posting with Account Assignment Models	115
Account Assignment Models.....	116
Creating or Changing Account Assignment Models	117
Using Account Assignment Models for Document Entry	119
Posting with Sample Documents.....	120
Entering Sample Documents	121
Displaying Sample Documents	122
Changing Sample Documents	123
Deleting Sample Documents.....	124
Posting with a Sample Document	125
Recurring Entries	126
Recurring Entries Process Flow.....	127
Entering and Posting Recurring Documents.....	128
Displaying Recurring Entry Documents	129
Changing Recurring Entry Documents	130
Deleting Recurring Entry Documents.....	131

Carrying Out Recurring Entries	132
Processing Batch Input Sessions Manually	133
Evaluating Recurring Entry Documents	134
Posting Documents in Foreign Currency	135
Translating Foreign Currency	137
Cross-Company Code Transactions	138
Prerequisites for Cross-Company Code Transactions	140
Clearing Accounts for Cross-Company Code Transactions	141
Clearing Account for Cross-Company Code Transactions: Example	142
Displaying Cross-Company Code Transactions	143
Changing Cross-Company Code Transactions	144
Reversing Cross-Company Code Transactions	145

Posting (FI)

Purpose

Using this standard accounting function, you can enter business transactions in the general ledger and subledgers. In doing so, you create [documents \[Page 8\]](#) and save the data to the database.

Features

As well as the standard transaction for posting documents, the system also offers you the following options:

- [Recurring Entries \[Page 126\]](#)
- [Posting with Sample Documents \[Page 120\]](#)

You can also carry out cross-company code functions and reversals.

The system carries out consistency checks before saving the data. If errors exist, the data is not saved, and the system proposes adjustments.

Integration

If you use other SAP components as well as *Financial Accounting*, the saved data is passed, for example, to *Controlling (CO)* or *Sales and Distribution (SD)* and updated.

See also:

[Posting Business Transactions in General Ledger Accounting \[Ext.\]](#)

[Posting Business Transactions in Accounts Receivable \[Ext.\]](#)

[Posting Business Transactions in Accounts Payable \[Ext.\]](#)

Document

Document

Definition

The result of a posting in *Financial Accounting*. There are two types of documents: Original documents and processing documents.

Examples of original documents:

- Receipts
- Invoices
- Checks
- Bank statements

Examples of processing documents:

- Accounting documents
- Sample documents
- Recurring entry documents

The accounting document represents the original document in the system. The other processing documents can be used to simplify document entry. The document remains as a connecting unit in the system until it is archived.

Use

You can only check whether postings are correct in the compact journal and general ledger by means of documents. Every posting must therefore have a document.

Documents are the link between the business transaction and the posting in accounting.



Only complete documents can be posted. A document is complete when its debit and credit items balance to zero. You must enter the minimum account assignments designated by the system: For example, document date, posting date, document type, posting key, account number, and amount. Data must also be entered in all other fields that were defined as required fields when making system settings.

Structure

A document consists of a [document header \[Page 10\]](#) and at least two [line items \[Page 13\]](#).

Integration

As well as the accounting document described above, there are also special documents such as sample documents and recurring entry documents. These are documents that simplify the document entry transaction. For more information, see [Posting with Sample Documents \[Page 120\]](#) and [Recurring Entries \[Page 126\]](#).

You can transfer large volumes of document data from an external system into the SAP System. There are various methods for doing this. For more information, see [Accounting Documents: Data Transfer Workbench \[Ext.\]](#)

Document Header**Document Header****Definition**

The part of a document that contains information valid for the whole document, for example, document date and number. It also contains controlling information such as the document type.

Entering Document Headers

Use

The document header contains data that applies to the entire document. To enter a document, you must first enter the document header.

Procedure

1. From the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *General ledger* → *Document entry* → *Others* → *General posting*.

To enter a document in *Accounts Receivable* or *Accounts Payable*, from the *SAP Easy Access* screen choose *Accounting* → *Financial accounting* → *Accounts receivable/Accounts payable* → *Document entry* → *Other* → *Invoice - general/Credit memo - general* or another business transaction.

2. Enter the data required on the *Enter G/L Account Posting: Header Data* screen. Depending on your settings in Customizing, the following entries are required:

- Document date

The document date is the date the business transaction (such as a transfer posting, or the issue date of an invoice or payment) took place. The document date can be different from the posting date, which is the date that G/L account balances or the customer/vendor balances are updated.

- Document type

For some document types, you also have to make entries in the fields *Reference* and *Document header text*.

- Document number

Depending on the document type, document numbers are either internally assigned by the system or entered by you externally.

- Company code

The system defaults this company code in all subsequent documents you enter that day.

- Posting date

The system automatically defaults the current date as the document date. When you post the document however, you can enter any other date (past or future) from a permitted posting period. The posting date can be different to the document entry date and the document date (date the original document was created).

The posting date determines the posting period.

- Period


The periods that are permitted for posting are determined by your system configuration. You can also post to periods in a previous fiscal year. If you do this, the carry forward balance for the current year is automatically corrected in special periods.

- Currency/Exchange rate

Entering Document Headers

When you enter the first document of the day, you must enter a currency key. The system defaults this currency key in all subsequent documents entered on that day.

You have the following options when entering an exchange rate in a document header:

- Enter the currency key. The system automatically transfers the exchange rate valid on the posting date. The exchange rate must be defined in the system.
or
 - Enter the currency key and the translation date required. The system transfers the exchange rate valid on the translation date. The exchange rate must be defined in the system.
or
 - Enter the currency key and the exchange rate manually in the document header.
 - Trading partner business area
This entry is then defaulted in each G/L account item that is not generated automatically. It can however be overwritten if required.
 - Other document header fields
 - Doc.header text
The document header text contains explanations or notes that are applicable to the whole document, not just specific document line items.
 - Reference number
The reference number could be the number of an invoice, for example.
 - Cross-company code no.
Either you enter the number of a cross-company code document manually, or it is determined by the system.
- 
- In the document header you can edit the following fields:
- Reference
 - Doc.header text
 - Cross-company code no.
 - Trading partner business area

Line Items

Definition

The part of a document that contains information about an item. This includes an amount, an account number, the credit or debit assignment, and additional details specific to the transaction being posted.

Use

You can enter terms of payment, a cost center, or an explanatory text in a line item for example.

Editing Line Items

Editing Line Items

Use

Before you post a document, you can display the document overview and then edit one or more line items. In this way, you can correct any input errors.

See [Document Overview \[Page 76\]](#)

Features

In the document overview you can:

- Adjust individual items (for example, change an amount field)
- Add new items
- Delete items
- Hold an incomplete document.

Note that before you post the document, you can edit any field in any line item, except the following:

- *Pk* (Posting key)
- *Account*
- *Special G/L indicator*
- *Company code*

Activities

Correcting Line Items

Select an item and choose *Goto* → *Select*. Correct the line item and save your entries.

Adding Line Items

Enter the required data under *Other Line Items*.

Deleting Line Items

There are two ways to delete a line item:

- In the document overview, you can choose *Edit* → *Delete item*. You then enter the number of the item to be deleted in the dialog box that appears.
- You call up the line item in question and overwrite the amount with zeros in the *Amount* field. This item is then displayed in the document overview with the zeros you entered.

Generating Line Items Automatically

Use

Depending on your system's configuration, you can have the system generate and post line items automatically.

Integration

Which line items are generated depends on which business transactions you have entered:

Features

The following table gives you an overview of the different business transactions for which line items can be generated automatically.

Business transaction	Line items
Entering a customer or vendor invoice	<ul style="list-style-type: none"> • Tax on sales/purchases (output tax when posting a customer invoice, input tax when posting a vendor invoice) • Payables and receivables between company codes (when posting cross-company code transactions)
Posting a customer or vendor payment and clearing open items	<ul style="list-style-type: none"> • Cash discount (paid and received when posting payments) • Backdated tax calculation for tax on sales/purchases (after cash discount deduction) • Gains and losses from exchange rate differences (between invoice and payment) • Unauthorized deduction of cash discount (when a payment is slightly different to the amount due) • Residual items • Bank charges
Entering special G/L transactions	<ul style="list-style-type: none"> • Bill of exchange charges • Tax adjustment for a down payment

Activities

[Adding Details to Automatically Generated Line Items \[Page 16\]](#)

Adding Details to Automatically Generated Line Items

Adding Details to Automatically Generated Line Items

Use

You can add details to any automatically generated line item. For example, you can add text to a tax on sales/purchases line item.

If you are permitted (or required) to make additional account assignments to the automatically generated line items, the system branches directly to the document overview. Here, the automatically generated items are highlighted.

Prerequisites

Make sure that the G/L account is marked as adjustable and that the appropriate field is defined as optional or required in the field status group.

Procedure

1. Select the item for which you want to make an additional account assignment by placing the cursor on an automatically generated line item and choosing *Goto* → *Line item* → *Choose*.
2. Edit the line item.
3. Choose *Document* → *Post* to post the document.



If you use fast entry to enter G/L account line items, and required fields are not displayed on the fast entry screen, you must add details to the G/L account line items. This process is the same as adjusting an automatically generated line item.

You can also adjust line items after posting by changing the document.

Document Types

Definition

A key that is used to classify accounting documents and distinguish between business transactions to be posted. The document type is entered in the document header and applies to the whole document.

Use

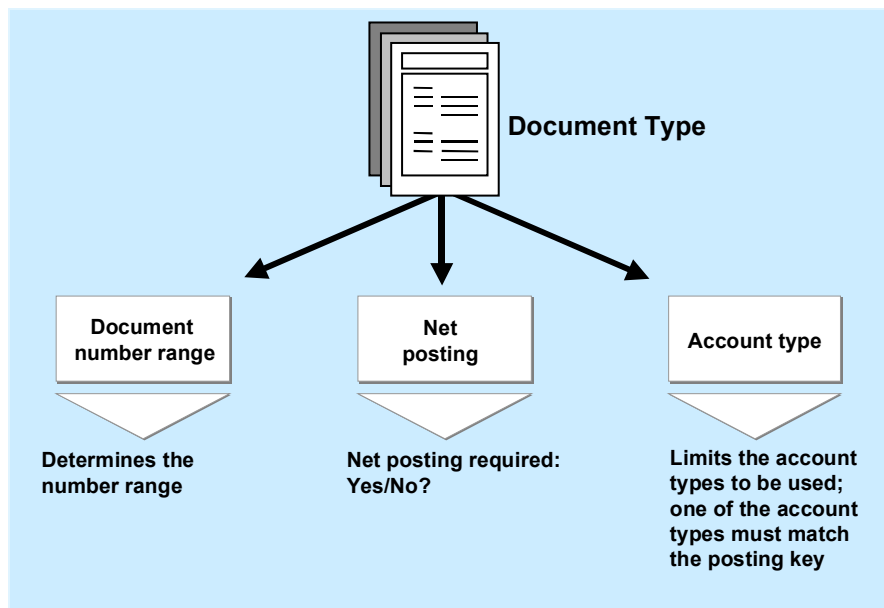
The document type has the following functions:

- Differentiating between business transactions. The document type tells you instantly what sort of business transaction is in question. This is useful, for example, when displaying line items for an account.
- Controlling the posting to account types (vendor, customer, or G/L accounts). The document type determines which account types that particular document can be posted to.
- Assigning document numbers. A number range is assigned to every document type. The numbers for the documents you create are taken from this number range. The original documents from one number range should be stored together. In this way, the document type controls document storage.

For more information, see [Document Number Assignment \[Page 24\]](#) and [Controlling Document Storage Using the Document Type \[Page 33\]](#)

- Applying the vendor net procedure. This means that any discount and the net amount are calculated (and posted) when the vendor invoice is posted.

The following figure illustrates the significance of the document type:



Document Types

Document types are defined at client level. The standard system already contains document types which you can use or change. Before deleting document types, check whether they are currently used in the system.



The system usually defaults the appropriate document type when a business transaction is entered. With some transactions (such as clearing transactions), you define document types that are required for automatic postings yourself.

Differentiating Between Business Transactions Using the Document Type

Differentiating Between Business Transactions Using the Document Type

Document types reflect the different business transactions in your organization. Since the document type can be displayed for every line item, you can immediately find out the type of business transaction in both document display and line item display. You can also use the document type for evaluation purposes.



In the following figure, the document types show that there are customer invoices (document type DR), customer payments (document type DZ) and customer credit memos (document type DG).

Customer		Evans		Line Items					
Dwight Evans		Boston		Basic list					
				Line Items 74					
Assignment	Doc. No.	DT	Doc.date	PK	G/L	Curr.	Amount	Cl.doc	
19920408	1600000120	DR	08.04.92	01		DM	1,000.00		
19920408	1600000120	DR	08.04.92	01		DM	1,000.00		
19920409	1600000129	DR	09.04.92	01		DM	10,000.00		
19920409	1600000130	DR	09.04.92	16		DM	1,140.00		
19920410	1600000135	DG	10.04.92	11		DM	145.45-		
19920410	1600000121	DR	10.04.92	01		DM	112.99		
Cleared line items									
19920331	1400000077	DZ	31.03.92	15		DM	1,140.00-		
19911216	0100000013	AB	16.12.91	01		DM	200.00	051	
19920323	1600000051	DR	23.03.92	15		DM	200.00-	051	
19920331	1600000093	DR	31.03.92	01		DM	1,140.00	077	
19920401	1400000079	DZ	01.04.92	15		DM	1,140.00-	079	
0								5/6	

Document types have already been defined in the standard system. The most important document types are:

Document Types in the Standard System

Document type	Description
AB	General document
DG	Customer credit memo
DZ	Customer payment
DR	Customer invoice
KZ	Vendor payment
KG	Vendor credit memo
KN	Vendor net invoice and credit memo
KR	Vendor invoice
SA	All G/L accounts

Differentiating Between Business Transactions Using the Document Type

To differentiate between business transactions using the document type, you specify for each document type, what type of account that document can be posted to. Document type AB allows you to post to all accounts. All other document types limit the types of accounts you can post to. Document type DA, for example, only allows you to post to customer and G/L accounts.



The document types delivered with the standard system have already been limited to specific types of accounts. You do not have to use these document types. You can modify them or define your own document types.

Defining Authorizations for Document Types

Use

You can define a special authorization for every document type. To do this, you need to determine what document types in which form employees are allowed to process.

Authorizations are checked for the following activities:

- Posting documents
- Document display and line item display
- Changing documents
- Programs that evaluate documents.

The system does not check the authorization for document types that are not assigned an authorization group.

Procedure

1. In Customizing for *Financial Accounting*, carry out the activity [Maintain Authorizations \[Ext.\]](#) under *Financial Accounting Global Settings*.
2. Enter an authorization group in the document type. You then assign authorization for this authorization group to the employees who will work with this document type.

For each document type, you can specify whether users are required to enter a reference number or the document header text.

Defining the Document Type for the Vendor Net Procedure

Defining the Document Type for the Vendor Net Procedure

Use

When you post a vendor invoice, you use the document type to specify whether you want to use the vendor net procedure. In this procedure, the system automatically splits the offsetting postings into the net amount and the cash discount due. This is done when the document is posted.



The vendor net procedure can be used for example, to post vendor invoices to assets. The exact acquisition amount, less any cash discount, is posted to asset accounts.

Prerequisites

You have defined that you want to use the vendor net procedure. To do this, you specify a document type that is defined as a net document type. Document type KN has already been defined for the net posting procedure in the standard system.

Activities

To define your own net document type, you need to set it as such by choosing *Net document type* in Customizing. In addition, make sure that the required account types are specified in the *Account type* field. In the standard system, these are G/L accounts, asset accounts, and vendor accounts.



The vendor net procedure cannot be used when posting to customer accounts.

Document Types for Postings to Affiliated Companies

You can use the document type to check the consolidation ID for affiliated companies. You can also use it to check whether the field *Trading partner* in the G/L account item is ready for input for manual G/L account postings.

Multiple Companies in a Document

To eliminate IC sales for the consolidation of several internal trading partners, the system must be able to recognize receivables and payables between affiliated companies.

You therefore define a consolidation company ID in your customer and vendor master records.

When you post to these accounts, the system automatically transfers the ID from the master record to the customer, vendor, and G/L account line items. The consolidation company ID, however, is not displayed in the line items.

When you post these receivables and payables, the system must be able to assign the revenue or expense items to exactly one affiliated company. During document entry, the system checks whether you are posting to companies that have the same consolidation company ID. If this is not the case, you cannot continue with the document entry.

For postings where you do not have to differentiate between affiliated companies, for example, incoming or outgoing payments, you can use a bank posting for clearing between customers and vendors of several affiliated companies.

You use the document type to control whether the system checks the consolidation company ID. To allow users to post documents with different consolidation company IDs by using a particular document type, select the *Multiple companies* checkbox for that document type. Otherwise, only one consolidation company ID can be used in each document.

Trading Partner in the G/L Account Item

For consolidation, the system requires that the consolidation company ID is maintained in the G/L account item when posting revenue and expense items for affiliated companies. The consolidation company ID is needed to eliminate IC sales.

The system determines this ID from the customer or vendor master record and automatically enters it in the trading partner field in the line item. When you are manually posting to G/L accounts only, the system cannot determine the ID from the master record. You therefore must be able to enter it in the G/L account item yourself. It must also be possible to enter the ID in the trading partner field for automatic adjustment postings, for example, for foreign currency valuation. The system determines the ID from the customer or vendor master record.

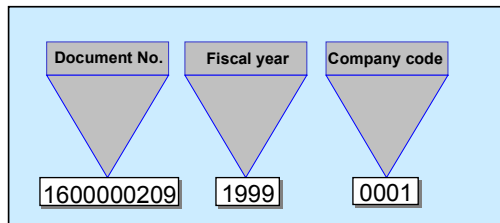
You use the document type to control whether an entry can be made in the *Trading partner* field. To allow users to enter a trading partner in G/L account items, select the *Enter trading partner* checkbox for the document type.

Document Number Assignment

Document Number Assignment

Use

In the SAP System, every document is assigned a number that identifies it uniquely within a fiscal year and company code.



There are two types of number assignment:

- **External (by the user)**

The accounting clerk enters the number of the original document during document entry, or the number is transferred automatically from a pre-invoicing system. A prerequisite is that the document numbers are unique. The system checks whether the number entered already exists and prevents users from assigning the same number twice. Numbers assigned to documents that have been archived however, can be reused.

- **Internal (by the system)**

The system automatically assigns a sequential number. The accounting clerk transfers this SAP document number to the printed original document and then files it using this number. This method is used if the original documents do not have a unique document number. This is the case, for example, with vendor invoices.

You use a number range to define how the document number is assigned. Each document type has a specific number range from which the document number is selected.

Integration

Reversing Documents

When you reverse documents, the system automatically assigns a number for the reverse document. To do this, the system requires a document type that has internal number assignment. Every document type with external number assignment must therefore be assigned a reverse document type that has internal number assignment.



Documents posted with a document type that has internal number assignment are reversed by the system using the same document type if you do not specify a separate reverse document type.

Sales and Distribution (SD)

If you have installed the *Sales and Distribution (SD)* component, your system administrator can configure the system so that either the invoice number from SD is used for the accounting document, or separate document numbers are assigned to invoices from SD. For more

Document Number Assignment

information, see the *SD - Sales and Distribution* documentation [Number Assignment for Material Master Records \[Ext.\]](#) and [Validity Period for the Document Number Interval \[Page 26\]](#)

Validity Period for the Document Number Interval

Validity Period for the Document Number Interval

For each document number interval, you must specify a validity limit (year value).

You can define the same number range for several fiscal years (see following illustration). After changing fiscal years, the system starts assigning numbers again from the lower limit of the interval. The same document numbers are assigned in each fiscal year, but are uniquely identified by the year specification.

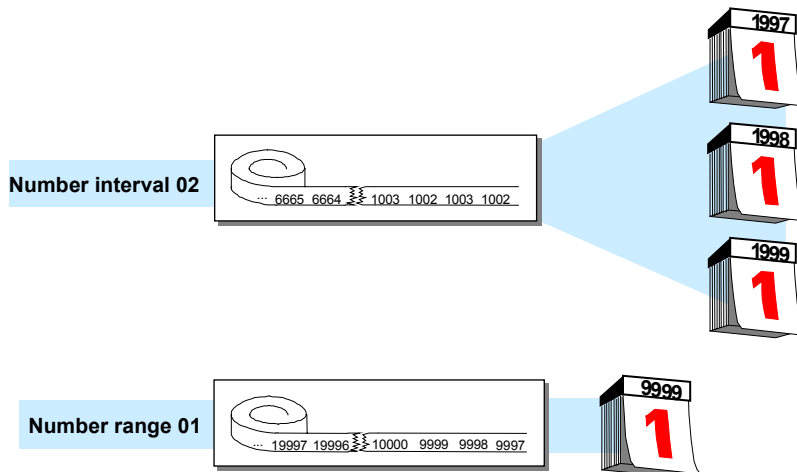
If you do not want to have numbers assigned based on each year, you must specify a year which lies far into the future, for example "9999". Documents are then assigned numbers from an interval that is unaffected by changes in fiscal year (see the following illustration).



External number assignment is automatically year-specific. A unique number results from the document number and fiscal year. You can therefore reuse your number ranges for external number assignment in each fiscal year without having to define them based on the year.

To edit or display a document, you must specify the fiscal year in addition to the document number on the request screen if your system assigns numbers based on each year. You can also have the system automatically default the fiscal year. To implement this function, you must specify it for each company code.

The following overview shows the effects of defining different number ranges.



Number range	Year	Interval
01	9999	0010000000 0019999999
02	1997	0020000000 0029999999
02	1998	0020000000 0029999999
02	1999	0020000000 0029999999

Defining Number Ranges

Use

You can define number ranges as follows:

- You can define number ranges for each company code. Thus, each company code can use the same number interval.
- You can define number range intervals as year-specific.

You define number ranges in the system separately for master records and documents. You can therefore use the same number range keys for both master records and documents.

In the *Financial Accounting* (FI) component, you can also define alphanumeric number ranges. In this case, however, the document numbers can only be assigned externally.



It is advisable to select year-specific number ranges. You therefore only need smaller intervals and can store the document numbers separately according to fiscal years. You therefore avoid documents from the old and new year alternating in January.

Procedure

Since documents may be kept in the system for an indefinite amount of time, you need to define intervals that are large enough to handle this factor.

1. To do this, you need to determine the volume of documents created each year for document types that use the same number range.
2. Multiply the number of documents by the number of years the system can retain a document for. This gives you the required interval capacity.
3. Specify an interval a little larger than that to make sure it is sufficient.
4. In Customizing for *Financial Accounting*, carry out the activity *Define Document Number Ranges* under *Financial Accounting Global Settings* → *Document* → *Document Number Ranges*.
5. For every number range, you must specify the following parameters:
 - A key (see **1** in the following diagram)
 - A validity date (a year value) until which the number range is valid (see **2** in the following diagram)
 - An interval from which the numbers are chosen (see **3** in the following diagram) The intervals for number ranges must not overlap.
 - Whether the number range is used in internal or external number assignment (see **4** in the following diagram)

Defining Number Ranges

Number range object		Accounting document							
Company code		0001							
①	No.	②	Year	From No.	To number	③	Current number	Ext	
	00	1999	0000000001	0099999999	10000000			X	④
	01	1991	0000003000	0199999999	100000037				
	01	1992	0000006000	0199999999	100001025				
	01	1993	0000009000	0199999999	100000002				
	02	9999	0200000000	0299999999				X	

Defining Number Ranges for Recurring Entry and Sample Documents

Use

Sample documents are used as a reference when you enter accounting documents manually. They simplify document entry. You can post regularly recurring entries using the recurring entry program. To do this, the program requires a recurring entry document. Transaction figures are not updated by a sample document or recurring entry document. They are special documents that are only used to create accounting documents.

For sample and recurring entry documents, you need to set up special number ranges in every company code in which these special documents are used.

Procedure

1. In Customizing for *Financial Accounting*, carry out the activity [Define Document Number Ranges \[Ext.\]](#) under *Financial Accounting Global Settings* → *Document* → *Document Number Ranges*.
2. Define the number range for sample documents using key X2, the number range for recurring entry documents using X1.



You cannot use these number ranges for your document types.

For more information on recurring entry and sample documents, see [Posting with Sample Documents \[Page 120\]](#) and [Recurring Entries \[Page 126\]](#).

Changing and Deleting Number Ranges

Changing and Deleting Number Ranges

Use

You can change the specifications for a number range, for example the number interval or the validity period.

Changes may be necessary if a number range is not large enough. In this case, you can

- Increase the upper limit of the number range or specify a new lower limit as long as another range does not already have the desired numbers
- Assign a new number range to the document type

Features

- Changing number intervals

You can change the lower and upper limits for number range intervals. Changing the lower limit in a number range with internal number assignment is advisable only if a number has not been assigned yet. In changing the upper limit, make sure the new number does not fall below the current number. The system ensures that the intervals do not overlap after you change the limits.
- Changing the current number level

The current number is updated by the system for number ranges which are set up with internal number assignment. Changing the current number is only permitted in special cases. This may be necessary if the system starts assigning numbers from the lower limit of the interval again and finds that a number was not released yet. A document with this number therefore already exists in the system. In this case, you can increase the current number. Generally however, you should not change it.
- Changing the validity period

Changes to the validity period are usually not necessary. If you use a number range which is independent of the fiscal year, you have already specified a year far into the future. If you use number ranges that are based on the fiscal year, you only need to define the number range for each fiscal year.
- Deleting number ranges

You can delete number ranges if no numbers were assigned from it. If numbers have already been assigned from this range, if it is a range with internal number assignment, the system prevents deletion. If the range has external number assignment, a warning message is issued. If you delete a number range, you must assign new number ranges to the document types affected by the deletion.

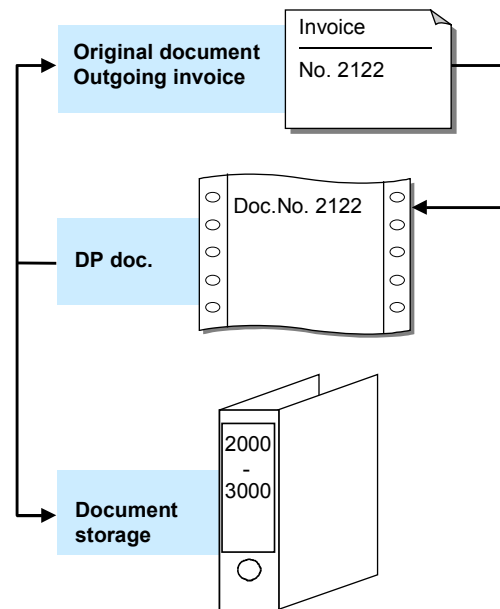
Organizing Document Storage

Use

If you store your documents correctly, you can ensure a clear link between the original document and the processing document.



Always store your original documents under the processing document number (see the following illustration).

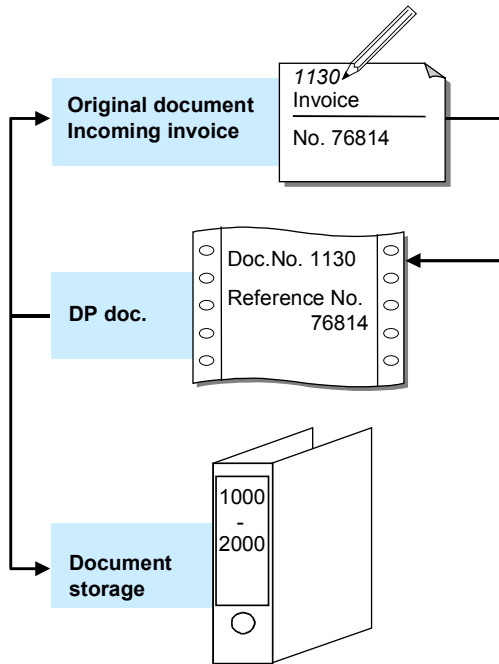


Depending on whether you want to store customer or vendor documents, you can choose from different types of document storage.

For **customer documents**, you either use the document number created by a pre-invoicing system, or have the system assign numbers using the internal number assignment function.

For **vendor documents**, have the system assign the processing document number. Record the processing document number in the original document (see the following illustration). Enter the number of the original document in the reference number field in the header of the processing document. The original document number can then be used in correspondence and system queries. You can use the reference number to search for the corresponding document in line item display.

Organizing Document Storage



Controlling Document Storage Using the Document Type

Use

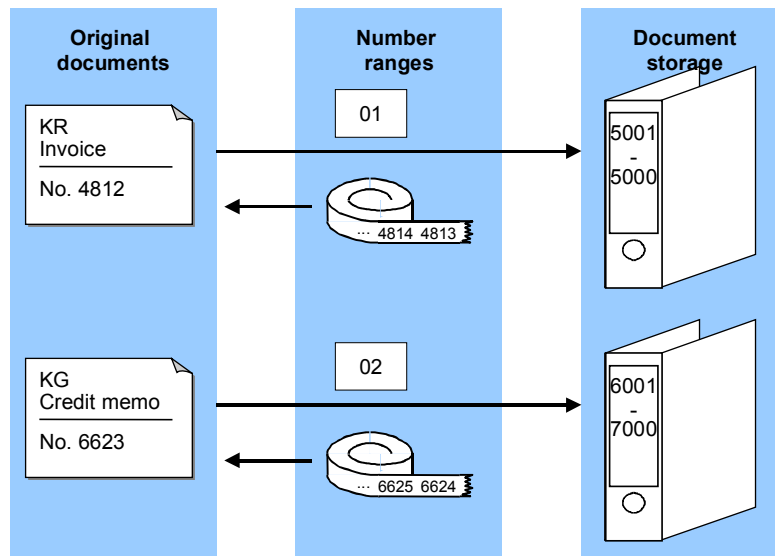
If you always store original documents under their processing document number, you can control how these documents are filed by using document types. All original documents that are posted with the same document type in the system are filed together. However, you also have the option to store several document types together.

You use document types to differentiate postings according to the different business transactions.

If you want to file documents separately by document type, you need to assign a separate number range to each document type.



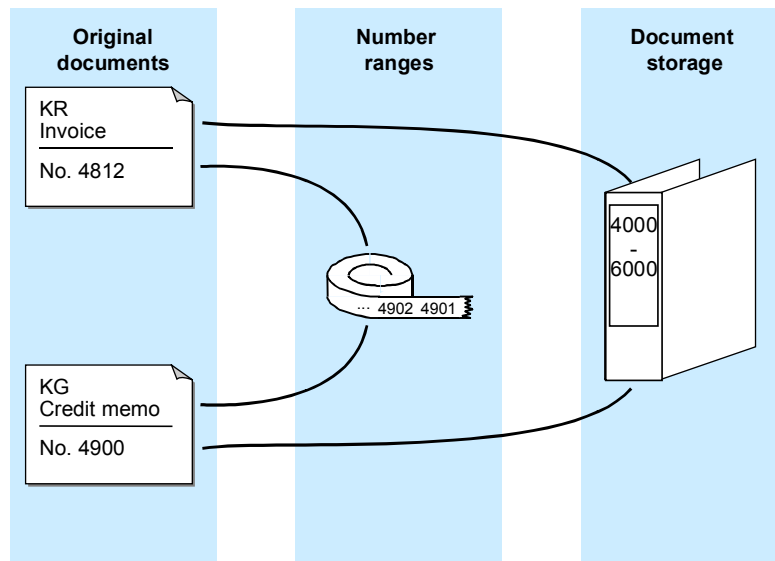
In the following illustration, document type KG (vendor credit memo) was assigned to number range 02, and document type KR (vendor invoice) was assigned to number range 01. The original documents are stored accordingly.



If you want to file several document types together, you need to assign the same number range to them. For example, you can differentiate between the posting of vendor credit memos (document type KG) and vendor invoices (document type KR) using document types and then file these documents together using a joint number range.



Controlling Document Storage Using the Document Type



See also [Document Number Assignment \[Page 24\]](#)

Document Entry

Use

When you enter documents, the system checks whether the minimum account assignments have been made, for example, document date, posting date, document type, posting key, account number, and amount. If you enter a key that is not defined in the system, the system issues an error message. You have to correct your entry before you can enter any more documents. These checks prevent incorrect, inconsistent, or incomplete entries from being made.

To be able to post the document, the debits and credits must balance to zero. This updates the account balances. If the debits do not equal the credits, you can **hold** the document, or park it until it is complete, without updating G/L account balances.

Features

You can use the following functions when you enter documents:

- [Holding documents \[Page 47\]](#)
- [Simulating documents \[Page 50\]](#)
- Parking documents

Default Values in Document Entry

Default Values in Document Entry

When you enter documents, several fields already contain values. The system gathers these values from various data sources:

- **User master record and parameter memory**

The parameter memory is a user-oriented memory in which the system saves data entered at one sitting. When you log on to the system, this memory is filled immediately from the user master record. Data from the parameter memory is used for identical fields in other functions. If you post to the vendor account 4711, for example, this account number is defaulted when you display line items. The data in the parameter memory is deleted when you log off.

- **The system**

The system automatically defaults the current date as the document date. In certain functions, the system, using manual entries, determines and defaults a special G/L indicator, a transaction type for clearing, and the account type.

- **Account master record**

Some fields are filled with data from the master record of an account. For example, if you have entered terms of payment in a customer master record, the system defaults these terms when you enter a document. The relevant documentation sections inform you of the default values that you can define in a master record.

- **Default values for accounting functions**

In the Implementation Guide (IMG) for *Financial Accounting Global Settings*, you can define the document type and posting key as default values for each of the accounting functions. In the standard system for example, the document type and posting key are defined as default values when entering an incoming invoice.

Editing Options - Enjoy Transactions


Use

You can use this function to make user-specific settings for:

- Document entry
- Default document currency

In addition to the functions of the standard transaction, you can also use special options for the single screen transaction.

Features

To set the editing options in accordance with your requirements, from the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *General ledger/Accounts receivable/Accounts payable* → *Document entry* and then the required business transaction. Choose  *Editing options*.

1.) The *Accounting Editing Options* screen contains the following editing options for document entry:

- Documents only in local currency
- Amount fields only for document currency
- Exchange rate from first line item
- No special G/L transactions
- Documents not cross-company code
- Documents must be complete for parking
- No partner business area in header screen
- Calculate taxes on net amount
- Copy text for G/L account entry
- Fast entry via POR number

2.) You can choose from the following default document currencies:

- Local currency
- Last document currency used
- None

3.) If you require control display, select *With control display*.

4.) You can select the following special options for single screen transactions:

- Suppress transaction
- Propose final amount
- D/C indicator as +/- sign
- Display periods

Editing Options - Enjoy Transactions

- Posting in special periods possible
- 5.) You can choose from the following document type options:

- Document type suppressed
- Document type displayed
- Document type ready for input
- Display with short name
- Entry with short name

You can also set the following indicators:

- Document date same as posting date
- Complex search for vendor
- Propose last tax code

Activities

To define user-specific settings, set or delete the relevant indicator by clicking it. Then choose



Editing Options

Use

You can use this function to make user-specific settings for:

- Entering documents
- Processing open items
- Displaying line items
- Displaying data in the credit management area
- Displaying payment advice notes.

Features

From the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *Accounts receivable/Accounts payable* → *Document entry* → *Others* and then the required business transaction. On the initial screen, choose *Settings* → *Editing options*.

The *Accounting Editing Options* screen contains editing options for the following areas:

- Document entry
- Document display
- Open items
- Credit management
- Payment advice notes

To select or reset editing options, select or deselect them on the respective tab.

Activities

To define **Display variants**, make your selection on the *Document entry* tab under *Screen templates and line layout variant* using the possible entries help.

To save **editing options in your user master record**, choose *Options* → *Change user master*. The changes take effect from the next time you log on.

Holding and Setting Data

Holding and Setting Data

Use

You can hold (retain) or set (specify) data in various screens. The system then defaults this data when you re-enter the relevant screen. For example, you can hold the document date or a special G/L indicator.

Procedure

Holding Data

To do this, choose *System → User profile → Hold data* from any menu bar. The next time you call up this screen with the same function, the system automatically enters the data in the appropriate fields. You can overwrite the held data.

Setting Data

To set data on a screen, choose *System → User profile → Set data* from any menu bar. The next time you call up this screen with the same function, the system automatically enters the data in the appropriate fields. You cannot overwrite the set data.

Resetting Data

To reset the held or set data, choose *System → User profile → Delete data* from any menu bar.

Fast Entry of G/L Account Line Items

Use

When you are entering line items in *General Ledger*, *Accounts Receivable*, or *Accounts Payable*, you can call up a special screen for fast entry of G/L account line items.

To do this, choose *Goto* → *G/L item fast entry*. On the next data entry screen, you can make entries in the following fields:

- *Pk* (Posting key)
- *Account* (account number)
- *Amount*
- *Tx* (tax on sales/purchases)
- *BA* (business area)
- *Cost ctr* (cost center)
- *Order*

Features

You can enter a screen layout variant for fast entry of G/L account line items by selecting *Settings* → *Editing options*. The screen variant determines which fields are displayed on document entry.

Note that you are only required to enter data in the following fields for G/L account items:

- *Pk* (Posting key)
- *Account*
- *Amount* (in the line item)

The standard system contains screen variants for the fast entry of G/L account line items. For more information, see the *Financial Accounting Global Settings Implementation Guide* and the documentation for the activity [Maintain Fast Entry Screens for G/L Account Items \[Ext.\]](#). You can also define your own screen templates in Customizing.

Activities

Using *Editing options*, you can make additional settings for document entry. See [Editing Options \[Page 39\]](#)

Control Functions for Entering and Posting Documents

Control Functions for Entering and Posting Documents

Use

There are special check routines for the fields in the document header and the individual line items. Pure information fields, such as the text field in the document header are excluded. In addition, the system carries out checks on the entire document during posting. You cannot post the document until all the checks have been carried out successfully.

The following control functions are available:

- The checks that the system carries out automatically when you enter and post a document
- The control totals check that you select from the *Financial Accounting* menus.

Features

Automatic Checks

There are four different types of check:

- **Formal Checks**

The system checks whether all the required fields have entries. The fields that must be filled are specified partly by the system. These include the fields for the document type and the posting key. For some fields, you can determine whether they are required or optional. Required fields are marked with a question mark in the entry screen. The system checks all data entries for format errors. It would reject an invalid date, for example.

- **Authorizations**

The system also checks authorizations and tolerances. An employee might only be authorized to post to certain accounts within one company code. You can define tolerances for each employee or for a group of employees. Tolerances include a maximum cash discount percentage rate, a maximum amount per customer or vendor line item and a maximum amount per document.

- **Field-Specific Checks**

The system checks whether entries in each individual field are correct. This applies to the document header and the individual line items. For example, you can only enter document types that are already available in the system. If you work with external number assignment, you can only use document numbers contained in the specified number interval that have not yet been assigned.

The system also checks the combination of certain entry values. For example, if you enter the tax amount manually, the system checks, via the tax code and the entered posting amount, whether the tax amount is correct. The system also checks that the entries in the control fields agree. For example, you must specify which account types each document type is permitted for. As a result, you can only use posting keys that belong to one of the permitted account types.

- **Balance Verification**

For an accounting document, the balance of the document must be zero at the time of posting. If this is not the case, the document is not posted.

Control Functions for Entering and Posting Documents**Control Totals**

You can use the control totals function to check whether amounts have been entered correctly or not. You can choose whether the system

- Adds all posting amounts. When you have posted a document, you can compare the total you calculated with the control total in the system.
- Deducts the posted amounts from a given amount. After posting, the control total in the system should be zero.
- Adds the posted amounts to a predefined amount (opening balance). After posting, the control total in the system must correspond to the closing balance of the account.

You can enter control totals for individual accounts or for a group of accounts. In addition, you can choose whether the posting amounts are totaled in local currency, foreign currency or in all currencies.

You can also use an update counter to check whether the asynchronous update of the document is complete.

Activities

[Displaying Control Totals \[Page 44\]](#)

See also:

[Simulating Documents \[Page 50\]](#)

Displaying Control Totals

Displaying Control Totals

Use

You can use control totals to post documents and check whether the data has been entered correctly (for example, invoices or checks).

You use the following data to do this:

- The amount to be posted (a total that you calculate before you enter a series of documents)
- Posted amounts (the total debits and credits that the system calculates from the data you actually enter in the system)
- Difference (difference between the expected total and the sum of the amounts actually posted)
- The opening balance of an account

Procedure

You can use control totals in one of two ways:

1. You enter the total to be posted and the system then displays the difference after the amounts have been posted.
2. You enter an opening balance, post the amounts and the system then displays the closing balance.



To be able to use the control totals function, you should not select the *Do not update control totals* option within the editing options for document entry. Control totals are updated in the standard system.

See also:

[Entering Totals \[Page 45\]](#)

[Entering Opening Balances \[Page 46\]](#)

Entering Totals

If for example, you want to post and check a series of bank statements, you can use a control total to verify that the actual sum of the amounts posted equals the total you calculate in advance. Proceed as follows:

1. Calculate the **total** of the bank statements **to be posted**.
2. From the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *General ledger* → *Document entry* → *Others* → *General posting*. On the initial screen, choose *Settings* → *Control totals*.
3. Choose *Goto* → *Maintain control totals*.
4. You can enter either a customer and vendor balance you expect or at least one control total for the fields *AccTy* (account type), *From acct*, *To account*, *Debit amnt*, *Credit amnt*, and *Curr*.
5. After entering the control totals, post your business transaction.

The system automatically calculates the total debits and credits you post.

6. After you have entered the business transactions, go back to the control totals function by choosing *Settings* → *Control totals* from the *General Ledger* menu.
7. Select *Goto* → *Display difference* to display the differences.

The system then displays the difference between the control total that you defined in advance and the posted amounts. If they are not equal, you have made a mistake either calculating the control total, or posting the business transactions.

If you have a difference after posting all the required business transactions, double-check the total you expect again. (Add up the individual checks again). If this total is the same as before, check to make sure that you have entered all the documents and also to see whether you have perhaps entered a document twice. You can then enter any missing documents and reverse any documents that have been entered twice. If you do not find any differences with either of these, check the amounts posted for each document.

Entering Opening Balances

Entering Opening Balances

You would use this procedure if, for example, you wanted to post a bank statement manually. You can then enter the old account balance in the control totals function, post the relevant debits and credits, and then compare the balance updated by the system with the balance on the account statement.

Account statement for the following example:

Old account balance	10,000.00
Posting 1	+1,000.00
Posting 2	- 500.00
Posting 3	- 1,500.00
Posting 4	- 700.00
New account balance	8,300.00

Proceed as follows:

1. From the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *General ledger* → *Document entry* → *Others* → *General posting*. On the initial screen, choose *Settings* → *Control totals*.
2. Choose *Goto* → *Maintain control totals*.
3. Under *Amounts per account*, enter the account type, account number, and the opening balance of the account as well as the currency. In our example, this is account type **S**, account number **113100**, opening balance **10,000**, and currency **USD**.
4. Post the debits and credits as specified on the account statement.

The system automatically calculates the total debits and credits you posted and adds them to the opening balance that you entered. For this example, the total of the amounts you actually entered is 1,700 USD.

5. After you have posted all the amounts, go back to the control totals function by choosing *Settings* → *Control totals* from the *General Ledger* menu.
6. Choose *Goto* → *Display end balance*.

The closing balance of the bank account is shown under *Amounts per account*. Compare this with the new balance of the account statement.

Holding Documents

Use

When you are entering data, you may be interrupted, or you may not have all the data you need for entering a document, for example bank charges or the appropriate cost center.

In this case, you can temporarily save the data you have entered, and then continue with the document entry at a later time. If you want the system to **hold** a document, it does not have to be complete. Account balances are not updated and the document data is not available for evaluation. A document number is not assigned.

Prerequisites

You have entered the document header and at least one line item.

Activities

1. Enter the document as usual. You have entered the document header and at least one line item.
2. From the menu bar of the document overview screen, choose *Document* → *Hold*.
The *Hold Document* dialog box appears.
3. Enter a number in the *Temporary document number* field and choose *Hold document*.

See also:

[Completing Held Documents \[Page 48\]](#)

[Deleting Held Documents \[Page 49\]](#)

Completing Held Documents

Completing Held Documents

Prerequisites

You have entered an incomplete document and held it.

Procedure

1. From the initial screen of the posting transaction, select either *Held document*, or *Document* → *Get held document* from the menu.

The *Post Held Document: Header Data* screen appears.

2. Enter the number of the incomplete document in the *Temporary document number* field and choose *Enter*.

The system then displays the document overview of the held documents.

If you do not know the name of the document, choose *Document* → *Display list* to display a list of all the documents held under your user name.

3. Edit or add line items as necessary.
4. Choose *Document* → *Post* to post the document.

Deleting Held Documents

Procedure

1. From the initial screen of the posting transaction, select either *Held document*, or *Document* → *Get held document* from the menu.

The *Post Held Document: Header Data* screen appears.

2. Enter the number of the incomplete document in the *Temporary document number* field.

If you do not know the name of the document, choose *Document* → *Display list* to display a list of all the documents held under your user name.

3. Choose *Document* → *Delete*.

A dialog box appears, asking if you really want to delete the document.

4. Choose *Enter* to delete the document.

Simulating Documents

Simulating Documents

Use

You can simulate a document before you actually post it. This gives you an overview of the document items you have already entered, and you can check whether they are complete and correct. During simulation, the document goes through all the checks required for posting. For more information, see: [Control Functions for Entering and Posting Documents \[Page 42\]](#)



When you simulate a document, the automatically generated items, such as input tax and tax on sales and purchases, are displayed.

Prerequisites

You have entered the document header and at least one line item.

Activities

1. From the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *General ledger* → *Document entry* → *Others* → *General posting*.

The *Enter G/L Account Posting: Header Data* screen appears.

2. Enter the header data and at least the first line item and choose *Enter*.

The *Enter G/L Account Document: Add G/L Account Item* screen appears.

3. Choose *Document* → *Simulate*.

The *Enter G/L Account Document: Display Overview* screen appears. The following system message appears: Posting is only possible with a zero balance; correct document.

4. To correct the document, select a line item and choose *Goto* → *Choose*.

The *Enter G/L Account Document: Correct G/L Account Item* screen appears.

5. You can correct the document by entering at least one more line item and then choosing *Enter*.

The *Enter G/L Account Document: Add G/L Account Item* screen appears again.

6. Choose *Document* → *Simulate* to simulate the whole document.

The *Enter G/L Account Document: Display Overview* screen appears. The line items are displayed as they would be posted.

You have the following options for processing the document further:

- Correcting individual line items entered
- Adding line items
- Holding, parking, or posting the document
- Deleting automatically generated line items

Simulating Documents



To delete an automatically generated line item, first reset the item to be deleted, select the item, and then choose *Edit* → *Delete item*.

Parking Documents

Parking Documents

Use

You can use document parking to enter and store (park) incomplete documents in the SAP System without carrying out extensive entry checks. For more information, see [Document Parking \[Page 54\]](#)

Parked documents can be completed, checked, and then posted at a later date - if necessary by a different accounting clerk.

When documents are parked, data (for example, transaction figures) is not updated. The only exception to this is in *Cash Management* (TR-CM).

Data from parked documents can however be used for evaluations by the system. For example, amounts from parked invoices can be used for the advance return for tax on sales and purchases. Using payment requests, parked invoices can be paid punctually and without loss of discount.



You can use the tax amounts determined on the basis of the data in parked documents to apply in advance to the tax authorities for any tax receivables that are due to you. From the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *General ledger* → *Reporting* → *Tax reports* → *General* → *Input tax from parked documents*.

Integration

In contrast to document parking, the [holding documents \[Page 47\]](#) function is merely designed to allow you to interrupt your work on a document and temporarily save the data you have entered so far until you can resume posting. No document number is assigned. You cannot use data entered in this way for evaluations.

Substitution is not supported in document parking. Substitution takes place via the posting transaction after you generate an accounting document from the parked document.

Prerequisites

You make the appropriate settings in Customizing for Financial Accounting under *Financial Accounting Global Settings* → *Document* → *Parked Documents*.

Activities

[Displaying Parked Documents \[Page 56\]](#)

[Posting Parked Documents \[Page 58\]](#)

[Parking Documents \[Page 59\]](#)

[Changing Parked Documents \[Page 60\]](#)

[Deleting Parked Documents \[Page 62\]](#)

Document Parking

Document Parking

Use

You can park data relating to customer, vendor, G/L, and asset accounts. There is an additional fast entry function for G/L accounts. For assets, you can only enter acquisitions. In addition, you can park tax information and special G/L indicators, although you cannot park special G/L indicators for bills of exchange and down payments.

SAP provides two transactions for document parking: The standard transaction and the single screen transaction (Enjoy).



You cannot switch between both transactions.

Integration

Document parking is linked to the account display and reporting functions in *Financial Accounting*. You can:

- Display parked documents in the document journal
- Display parked documents in the line item display
- Evaluate payables from parked documents and, if necessary, post them *en bloc* with program RFPKDB00.

Features

You can also park cross-company code transactions. A parked document is only created in the initial company code for such transactions. Several [documents \[Page 8\]](#) are then created when the parked document is posted. You cannot enter a cross-company code number for cross-company code transactions.

Information entered as part of a parked document is only checked as to whether it exists.



You can also check the document for completeness (optional). For example, the system checks whether the document balance is zero, and whether entries have been made in all required entry fields (such as posting key and account number).

The authorization checks carried out for document parking are basically the same as those made for standard document entry and processing. This is sufficient to enable you to assign authorizations which differentiate between clerks who only have parking authorization and those who can post documents too.



No tolerance checks are carried out.

The system then carries out checks for erroneous entries. You are not, for example, permitted to enter an undefined business area.

You can use account assignment models when parking documents, but not reference documents.

Batch input is possible for parked documents.

Displaying Parked Documents

Displaying Parked Documents

Use

You can display parked documents. From the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *General ledger/Accounts receivable/Accounts payable* → *Document* → *Parked documents* → *Display*.

Prerequisites

You are authorized to display posted documents.

Features

You can display parked documents individually, using a list, or using the line item display function. To display them in the line item display, you must select the parameter *Parked documents*.

You can display changes to parked documents both before and after they have been posted. You can also display the original parked document after you change the document number.

See also:

[Displaying Changes to Parked Documents \[Page 57\]](#)

Displaying Changes to Parked Documents

Changes to parked documents are logged and can be displayed both before and after the document is posted.

- To display changes to parked documents **before** posting, from the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *General ledger/Accounts receivable/Accounts payable* → *Document* → *Parked documents* → *Display changes*. Enter the document number and choose ENTER.

The system displays any changes that have been made.

- To display changes to parked documents **after** posting, from the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *General ledger/Accounts receivable/Accounts payable* → *Document* → *Display changes*.

You can also have the system display a special list containing all the changes made to parked documents. To do this, choose *Document changes* → *Parked document* from the list of changes to posted documents.

The system then branches to a list of the changes made to the parked document. If changes were only made when the document was parked and not once it was posted, the system informs you of this, searches automatically for the changes to the parked document, and lists them.

If the number of the document was changed - for example as part of changes to the document header - you can search for the changes made to the document under its original number via the menu path *Document changes* → *Earlier document no..*

Posting Parked Documents

Posting Parked Documents

Use

Using the standard transaction, you can post parked documents individually or using a list selection. If you post several parked documents using a list, the system issues a list when you have finished. This list details which documents were successfully posted.

From this list, you can then carry out any necessary post-processing to parked documents that could not be posted due to missing information such as a cost accounting assignment. You can also create a batch input session to post the parked documents.

Features

The data in parked documents is deleted when they are posted, a document is written to the document database, and the appropriate data, (transaction figures and so on), is updated. The number of the parked document is transferred to the posted document.

Parked documents are always posted by batch input or using Call Transaction.

Parking Documents

1. To use the standard transaction, from the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *General ledger/Accounts receivable/Accounts payable* → *Document entry* → *Others* → *General document parking/Invoice parking - general/Credit memo parking - general*.

The *Document Parking: Document Header* screen appears.

2. Enter the document header and line item data.
3. To save the parked data, choose *Document* → *Park*.

The message `Document xxx (document number) was parked` appears. Document numbers are assigned in the same way as in the standard document entry function.



Transaction figures, assets values, control totals and so on are not updated when you save a parked document. No automatic postings are generated. No balance checks are carried out, but the balance is displayed in the parked documents overview.

Changing Parked Documents

Changing Parked Documents

Use

You can change a parked document and complete it step by step. A large number of header and item fields can be changed during this process, including the amounts.

You can make changes to:

- Individual documents
- Individual items
- Several documents simultaneously using a list
- Other values via the line items

However, you cannot change the currency and company code.



The internal system change rules governing document entry are not used in document parking.

Procedure

1. From the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *General ledger/Accounts receivable/Accounts payable* → *Document* → *Parked documents* → *Change*.

If you know the document number, enter the company code, document number, and fiscal year.

If you do not know the document number, choose *Document* → *List*. On the selection screen that follows, enter the appropriate selection criteria and choose *Execute*. The system generates a list with the required documents. Select the required document and then choose *Edit* → *Select*.

2. To process the **document header**, choose *Goto* → *Document header*.

If you want to change an **item**, first select this item. The fields you can change are highlighted on the screen.

You can add new line items.

You can mark line items for deletion by setting the amounts to zero.

You can change the line layout variants in the document overview by choosing *Settings* → *Line layout*.

3. Save your changes.



The old document number cannot be reused when changes are made to the document header, for example, to the posting date or fiscal year (by changing the posting date).

Changing Parked Documents

If you use internal document number assignment, when a new fiscal year results from changes made to the document header, the document number is changed automatically.

If document numbers are assigned externally, you will have to assign a new number yourself.

Deleting Parked Documents

Deleting Parked Documents

1. From the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *General ledger/Accounts receivable/Accounts payable* → *Document* → *Parked documents* → *Post/Delete*.
2. If you know the document number, enter the company code, document number, and fiscal year and choose **ENTER**.

If you do not know the document number, or if you want to delete more than one document, choose *Document* → *List*. On the selection screen that follows, enter the appropriate selection criteria and choose *Execute*. The system then generates a list containing the documents that match these criteria.

3. Select the required document(s) and then choose *Document* → *Delete*.



You cannot reuse the document number of a deleted document.

Document Release

Use

The *Workflow* (WF) component is used for document release in *Financial Accounting* (FI). For more information on SAP Workflow, see the *WF SAP Business Workflow* documentation.

There are two types of document release:

- [Amount Release \[Page 68\]](#)
- [Account Assignment Approval \[Page 69\]](#)

Prerequisites

Before you can use document parking and release in the *Financial Accounting* component, you must make certain settings in the *Workflow* component. For further information, see [Document Parking and Release with Workflow \[Page 72\]](#)

You make the following settings in Customizing for Financial Accounting under *Financial Accounting Global Settings* → *Document* → *Parked Documents*:

- Create workflow variants

Create a workflow variant. Assign this variant to a workflow model for account assignment approval. You must also specify whether the document release function is active and from which amount this is necessary. For more information, see the *Financial Accounting Implementation Guide* under the activity *Create Workflow Variants for Document Parking*.
- Assign company codes to workflow variants

You can also assign company codes to workflow variants. If a company code is not assigned to a workflow variant, the document release process is not carried out. For more information, see the *Financial Accounting Implementation Guide* under the activity *Assign Company Code to Workflow Variants for Parking Documents* and *Create Workflow Variant for Document Parking*.

You must make the following additional specifications for the **amount release** function:

- Release approval groups

Define these in the customer and vendor master records.

For information on defining release approval groups, see the *Financial Accounting Implementation Guide* under *Define Release Approval Groups for Document Parking*.
- Release approval paths

Assignment of documents using the document type and release approval groups.

For information on defining release approval paths, see the *Financial Accounting Implementation Guide* under *Define Release Approval Paths for Document Parking* and *Assign Release Approval Paths for Document Parking*.
- Release approval procedure

Determining the release approval procedure using the release approval path and the release approval amount: Single-level or multi-level release (dual control principle).

Document Release

For more information, see the *Financial Accounting* Implementation Guide under *Assign Release Approval Procedure for Parking Documents*.

- Persons with release authorization, defined on the basis of release approval paths, release approval level, and the amount in question.

For more information, see the *Financial Accounting* Implementation Guide under *Define Users with Release Authorization for Parking Documents*.

- Fields which should cause the release to be canceled if they are changed

Here you can specify, for example, that after an amount has been changed, the whole release procedure must be restarted. For more information, see the *Financial Accounting* Implementation Guide under *Reset Release Approval (Customers/Vendors/G/L Accounts/Asset Accounts)*.

For more information, see the *Financial Accounting* Implementation Guide under *Financial Accounting Global Settings → Document → Document Parking*.

Features

You can:

- You can define from which amount a document should be released.
- Define your own release approval procedure within the workflow
- Define the release approval procedure to be used for the account assignment approval for each workflow variant
- Display the document and release or reject it if you have the authorization.

See also:

[The Document Parking Process with Document Release: Example \[Page 67\]](#)

Document Release: Settings in Customizing

Before you can use document parking and release in *Financial Accounting*, you must make certain settings in the *Workflow* component. These are described in [Document Parking and Release with Workflow \[Page 72\]](#)

If you want certain parked documents to be subject to a release process **before** being posted, you must specify this in Customizing for *Financial Accounting*. To do so, make the following specifications:

- Create workflow variants
Create a workflow variant. Assign this variant to a workflow model for account assignment approval. You must also specify whether the document release function is active and from which amount this is necessary.
- Assign company codes to workflow variants
You can also assign company codes to workflow variants. If a company code is not assigned to a workflow variant, the document release process is not carried out. For more information, see the *Financial Accounting Implementation Guide [Ext.]* under *Financial Accounting Global Settings → Document → Parked Documents → Assign Company Code to a Workflow Variant for Parking Documents*.

You must make the following additional specifications for the **amount release** function:

- Release approval groups
Define these in the customer and vendor master records.
To find out how to define release approval groups, see the *Financial Accounting Implementation Guide* under the activity *Define Release Approval Groups for Document Parking*.
- Release approval paths
Assignment of documents using the document type and release approval groups.
To find out how to define release approval paths, refer to the *Financial Accounting Implementation Guide* under the activity *Define Release Approval Paths for Document Parking*.
- Release approval procedure
Determining the release approval procedure using the release approval path and the release approval amount: Single-level or multi-level release (dual control principle).
For more information, see the *Financial Accounting Implementation Guide* under *Assign Release Approval Procedures for Document Parking*.
- Persons with release authorization, defined on the basis of release approval paths, release approval level and the amount in question.
- Fields which should cause the release to be canceled if they are changed
Here you can specify, for example, that after an amount has been changed, the whole release procedure must be restarted.

For more information, see the *Financial Accounting Global Settings Implementation Guide* under *Document Parking*.

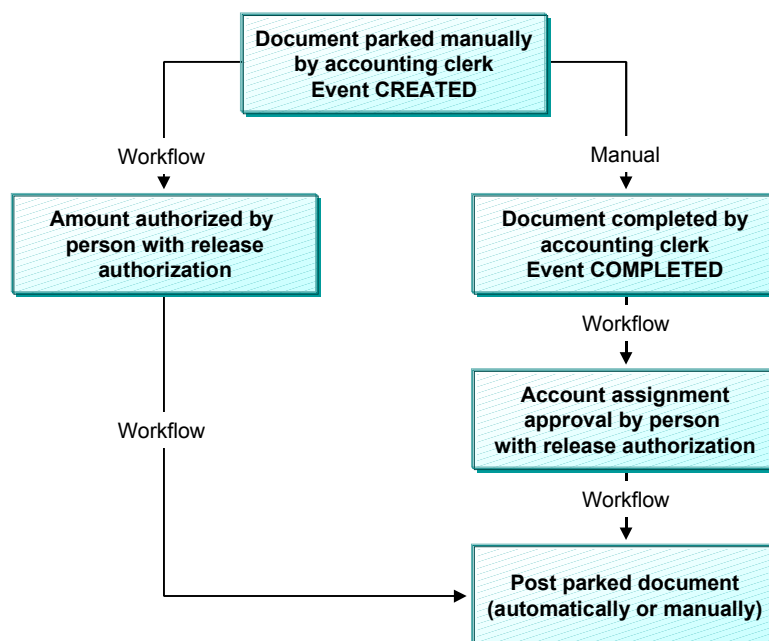
Document Release: Settings in Customizing

The Document Parking Process with Document Release: Example

The Document Parking Process with Document Release: Example

The following graphic shows an example of the document parking process in conjunction with the document release function.

A document is first parked by an accounting clerk, then sent to the person responsible for authorizing payment amounts to vendors, so that the amount can be approved for release. Next the document may be returned to the clerk for completion. Finally, the document is passed on to the person responsible for account assignment approval. He releases the account assignment and this in turn triggers the posting.



The above diagram depicts the standard procedure and does not cover special scenarios.

Examples of special scenarios are:

- The parked document is deleted
- Following release, a document is changed, and must therefore be re-released
- The release is refused and the document is corrected to enable it to be released at the second attempt

Amount Release

Amount Release

Use

Amount release is triggered when the document is first parked.

You can distinguish between single-level, two-level, and three-level amount release. This would determine whether one, two or three people are required to release the document (based on the amount). This ensures that the principle of dual or even triple control is duly observed.

You can define which release procedure should be used in Customizing. Among other things, the selection of the release procedure depends on the workflow variant selected, the document type, and the amount.

The amount of a parked document is the largest line item for customers or vendors, or the debit or credit balance.

You can summarize several persons authorized to release amounts in a release approval group. You can then enter these release approval groups in the customer or vendor master record.

You can assign various organizational objects for persons authorized to release amounts (job, position, organizational unit) in Customizing depending on the release approval group, document type, amount, and release approval level. In addition, users can use user exits to determine and assign other release authorizations.

Account Assignment Approval

Use

The account assignment approval is not triggered until the user has finished all necessary data entry and confirmed this in the parked document.

This account assignment approval applies to all organizational objects (for example, job, position, organizational unit) that are assigned to this release step. You can assign persons responsible for release to cost centers in Organizational Management. The persons responsible must then release all documents. In addition, you can use user exits to determine and assign other release authorizations. If no employees with release authorization have been assigned, the account assignment approval is not carried out.

If all the amount releases and account assignment approvals have been carried out, you can post the document. If release is refused, the document is returned to the clerk who entered it in the first place so that he can carry out the changes required. Once it has been changed, the document is subject to both release procedures once again. If data relevant to the release has been changed in the document, all releases issued so far are canceled, and the release procedure must be started again for the document.

In Customizing, you define per account type (for example, G/L account) which changes affect the release and which changes lead to the document release being canceled.

Completing the Entries in a Document Using Workflow

Completing the Entries in a Document Using Workflow

Use

In the SAP R/3 System, you can park documents that are incomplete, and then gradually complete them with the addition of information originally missing.

When you enter an incomplete document, a workflow is started. This workflow contains the task "Complete". This task is assigned to all users that have the task of completing incomplete documents. When the workflow is triggered, these users receive a message to this effect and can then proceed to change the parked document. This message can then be forwarded to other employees to complete the document. The message stays in the inbox of every user concerned until one of them marks the document 'complete'.

There is a workflow model in the standard system (WS00400004) for completing parked documents.

Activities

Event Linkage for the Event CREATED

If you want to use a workflow to complete parked documents, you must create the event linkage for the event CREATED in the Workflow Workbench. You should enter the data as shown in the table below:

Data for Event Linkage

Object type	FIPP
Event	CREATED
Receiver type	WS00400004
Receiver module	SWW_WI_CREATE_VIA_EVENT

Check Function

Receiver type (function module)	
Global	X
Enabled	X

Standard Task for Completing Documents

Users who want to complete parked documents must be assigned the task "Complete parked document" (TS00407848). To do this, create the organizational object in Organizational Management, or use the Workflow Workbench. You then assign the relevant users and the above-mentioned standard task to this object.

Workflow Settings for Completing Parked Documents

Workflow Model for Completing Documents

There is a workflow model in the standard system (WS00400004) for completing parked documents.

Event Linkage for the Event CREATED

If you want to use a workflow to complete parked documents, you must create the event linkage for the event CREATED in the Workflow Workbench. The following overview shows the entries you need to make:

Data for Event Linkage

Object type	FIPP
Event	CREATED
Receiver type	WS00400004
Receiver module	SWW_WI_CREATE_VIA_EVENT

Check Function

Receiver type (function module)	
Global	X
Enabled	X

Standard Task for Completing Documents

Users who want to complete parked documents must be assigned the task “Complete parked document” (TS00407848). To do this, create the organizational object in Personnel Planning and Development or use the Workflow Workbench. You then assign the relevant users and the above-mentioned standard task to this object.

Document Parking and Release with Workflow

Document Parking and Release with Workflow

Use

Standard Workflow Model

The standard system contains several workflow models for **document parking**: One workflow framework (WS10000051) and five sub-workflows. In *Customizing for Financial Accounting*, you define which sub-workflow model is used by the workflow framework at runtime. You can also enter your own sub-workflows. They must however send and receive the same data from the workflow framework as the sub-workflow models do.

If you want to use the standard sub-workflow models for multi-level amount release (WS10000052, WS10000053, WS10000054), you can define between one and three levels for **amount release**. If you want to use more than three release levels, copy the workflow models for amount release and then expand them. If are not working with amount release, you can use a dummy sub-workflow model (WS20000006). You can use the fourth standard sub-workflow model (WS10000055) for the account assignment approval.

Standard Tasks

There are three standard tasks for document parking in the standard system. These can be triggered from the workflow inbox and used in the workflow models.

- Amount release
- Account assignment approval
- Changing a parked document after the release has been refused

You can search for these tasks using the short name "FIPP".

Activities

Entering the Event Linkage for the Event CREATED

If you require a release for a parked document, the event CREATED is triggered the first time you save the document.

In the Workflow Workbench, enter the event linkage for this event in the workflow framework. You should enter the data as shown in the table below:

Data for Event Linkage

Object type	FIPP
Event	CREATED
Receiver type	WS10000051
Receiver module	SWW_WI_CREATE_VIA_EVENT

Check Function

Receiver type (function module)	
Global	X

Document Parking and Release with Workflow

Enabled	X
---------	---

Creating and Assigning Organizational Objects for Document Release

You can create the organizational objects (organizational units, jobs, positions) either in Organizational Management, using the Workflow Workbench, or in the Customizing for *Financial Accounting* (people with release authorization). In Customizing, you can assign organizational objects to workflow variants, release approval paths, amounts, and authorization levels; these objects release documents based on the criteria defined in the paths and levels.

If you create organizational units, you must assign jobs or positions to them. You can then assign users to the positions.



Examples for assignments:

Organizational unit X < Position Y < User

Organizational unit X < Job Y < Position Z < User

The organizational objects defined for the **amount release** in Customizing for *Financial Accounting* are **automatically** assigned (in the background) to the standard amount release task.

You assign the organizational objects for the account assignment approval and for changing parked documents to the corresponding standard tasks in Organizational Management, or using the Workflow Workbench. Alternatively, you can also define the task "Change" as a general task (*Additional data* → *Classification*).

If you want to use account assignment approval, assign the appropriate organizational objects to a cost center, for example, or the SAP G/L account organizational object (BUS3006) in Organizational Management.

Displaying Documents

Displaying Documents

Use

You can display posted or archived documents.

Prerequisites

You have posted or archived a document.

Features

When you change or display a document, the first screen you see is an overview screen containing the most important information from the document header and the line items. See [Document Overview \[Page 76\]](#)

Activities

Displaying Documents

1. From the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *General ledger/Accounts receivable/Accounts payable* → *Document* → *Display*.

The *Display Document: Initial Screen* appears.

2. To display a specific document, enter the following data:

- Document number
- Company code
- Fiscal year

The default value for the document number is the document number from the document processed last. The default company code is the company code that you used in the previous function. If you work with year-related document numbers, the system also defaults a fiscal year (if your system is so configured).

Finding Documents

If you do not know the document number, proceed as follows:

1. Choose *Document* → *List*.

The *Document List* screen appears.

2. Enter the company code, fiscal year, document type, posting date or document entry date, reference number, and so on as selection parameters.

You can also display held items or search for your own documents. To do this, select the corresponding fields under *Also display held items* or *Search for own documents*.

3. To determine the document number, choose *Program* → *Execute*.

A list is displayed.

4. To choose the required document from the list, select a document and choose *Edit* → *Choose*.

Displaying Documents

The system displays the document overview first. To see the details of a line item, select the item.

Additional Functions

From the document display, you can create an **adjustment posting request**, that is, a request to change a document, via the Intranet. To do this, choose *Extras* → *Adjustment request*.

An Intranet window appears. Complete the form and then send it. The system determines the accounting clerk responsible for processing the request automatically.

For more information, see [Request for Adjustment Posting via Intranet \[Ext.\]](#)

Document Overview

Use

When you change or display a document, the first screen you see is an overview screen containing the most important information from the document header and the line items. You have a display line for each line item. You decide what data is displayed in this line by specifying the line layout. For more information, see [Line Layout Variants \[Page 77\]](#)

Prerequisites

You have entered the document header and the line items.

Features

To display the document overview, from the *Enter Accounting Document: Add Line Items* screen, choose *Goto* → *Document overview*.

At the end of the overview, you can see the fields D, with the total debit amounts, and C, with the total credit amounts. The credit entries have a minus sign to the right of the amount. The debit entries have no plus/minus sign.

At the bottom of the *Amount* column, the system displays the difference between the debits and the credits. To post a document, the balance of debits and credits must be zero.

You may use any of the following editing options:

- **Changing the Line Layout of the Document Overview**

Using *Settings* → *Line layout*, you can call up a list of the defined line layout variants and choose one for displaying your document overview.

To edit line layout variants, choose *General ledger* → *Environment* → *User parameters* → *Editing options*.

- **Changing the Display Currency in the Document Overview**

If you work with several currencies, you can switch between items in local currency and items in document currency within the document overview by using *Settings* → *Display currency*.

- **Entering the Partner Business Area**

You can enter a trading partner business area from the document overview before you post the document. This business area is then defaulted in all G/L account items which are not generated automatically and to which no partner business area has yet been assigned.

Line Layout Variants

You can define several variants for line layout. When displaying a document, you can switch between the variants. Choose *Settings* → *Line layout* from the document overview.



Using a variant, you can display the line item, the account number and name, and the posting amount. Using a different variant, you can display additional information such as tax information or the cost center.

The standard system then offers the following line layout variants:

- Account/Name
- Posting Key/Account/Business Area/Name/Tax
- Account/Assignment
- Company Code/Document

You can change these variants or add new ones in Customizing.

If you define your own variants, you need to carry out the following for each variant:

- You set the fields in the order in which they are displayed (see the following figure, **1**) and define the display format (see the following figure, **2**). If a field is not to be displayed in its full length, you can determine the area to be displayed using the display format.
- You specify the names of your variants and the column headings for field display (see following figure, **3**).
- You translate the names and column headings if you use functions where the variant is used in foreign languages.

Field name	Name	Display format
BUZEI	Line item	Name
BSCHL	Posting key	Offset 19
UMSKZ	Special G/L indicator	Display length. 1
GSBER	Business area	Distance 0
KONTO	Account	Decimal places.
KOBZ	Name	Data type CHAR
MWSKZ	Tax code	Reference table.
ANZMW	Amount	Reference field.



If the names or column headings for a variant are missing, the system displays a message.



The following figure shows document information displayed using the account/name line layout. The column headings for the account name are displayed according to the definition with distance 1 and display length 19. The column heading and the

Line Layout Variants

corresponding display area for the amount are specified by the system. You cannot define the area.

Document No.100000001 Company code0001 Fiscal year . . .1999
 Doc. date.13.03.1998 Cross-co.code No.
 Reference Debit/Credit150.00
 CurrencyUSD

4	Itm	PK	BusA	Acct No.	Name -----	TC ----	Tax ----	
	001	01		12300	Dwight Evans	A1	18.42-	Amt in USD 150.00 131.58- 18.42-
	002	50	1000	0000800000	Dom. Sales revenue	A1		
	003	50	1001	0000175000	Tax payable			

Distance 1 Display length 19 Predefined area

Line Item Display

Use

In addition to displaying the entire document, you can also look at the individual line items posted to an account in the FI component. The document line items from the account view are called line items in the FI component.

The system already contains the required specifications for all these functions. Since these functions can greatly simplify the processing of line items, you should check whether the SAP settings fulfill your company's requirements.

Features

You can use the following functions for the line item display:

- **Line Layout Variants**

When you display or change line items, the first screen you see is an overview screen with one line displayed per line item. You decide what data is displayed in this line by specifying the line layout. You can define several variants.
- **Totals Function**

In addition to displaying the total of all line items, you can display subtotals per currency, business area, or document type, for example. You must specify the fields to be used for calculating subtotals.
- **Selection Function**

Before you call up line item display, you can specify which line items you want to see. When you call up the selection function, the system offers you fields for selection. You enter selection criteria for these fields; the line items are then selected and displayed according to these criteria. In the system, you can specify which fields you want to use for this function.
- **Sort Function**

You can also sort line items. You must specify which fields you can sort by in the system. When you call up the sort function, a list of the possible sort fields is displayed. You select your fields from this list.
- **Search Function**

You can also search for line items. The system offers you fields where you can enter comparison values. In the system, you specify the fields you want to use to search for line items.

These functions should support each user in his particular task. An employee working with customer accounts who is responsible for customer dunning requires for example, dunning information in the line item display. He requires a line layout with this information. Summarized information is important for a credit controller. He will first need to look at a totals sheet to get the information that he requires.

In order for each employee to receive the relevant information immediately on calling up line item display or change, specify **default values** in the user master record. These include the line layout

Line Item Display

variants, the totals variants, and the initial screen that is used to call up the functions for line item display.

See also:

[Line Layout Variants in the Line Item Display \[Page 81\]](#)

[Totals Variants \[Page 83\]](#)

[Fields for Selecting, Sorting, and Searching \[Page 85\]](#)

[Sort Sequence \[Page 86\]](#)

Line Layout Variants for the Line Item Display

For the line item display, you can choose between several line layout variants.



If you choose standard line layout in the line item display for a customer account, the most important data from the document header and line items is displayed. This includes for example, document number, document type, dunning block, dunning key, amount, and clearing document number.

If you select the variant with terms of payment, information about the terms of payment is displayed in addition to the document number, amount, and the clearing document number.

The above-mentioned and other variants are already defined in the standard system. You can change these variants or add new ones.

You can define variants for individual account types or generally, for all account types.

In addition to the information in the lines, you can also display other fields. The possible additional fields are already defined in the system. You can choose them from a selection screen in the display.

If you require fields other than those defaulted in the standard system, you must specify these separately by account type. In addition, you can specify the sequence of the fields on the selection screen. You place the fields that you require most often at the top of the field list.

Defining Variants

If you want to define your own variants, proceed as follows:

1. Set the fields in the order in which they are displayed (see the following figure, 1) and define the display format (see the following figure, 2). If you do not want a field to be displayed in full, you can specify the area to be displayed via the display format.
2. Specify the names of your variants (see the following figure, 3), and the column headings for field display (see the following figure, 4).
3. Translate the names and column headings if you use functions where the variant is used in foreign languages.

Field name	Name	Display format
ZUONR	Assignment	Clearing document
BELNR	Document number	Offset7
BLART	Document type	Display length.3
BLDAT	Document date	Distance1
BSCHL	Posting key	Decimal places.0
UMSKZ	Special G/L indicator	Data typeCHAR
WAERS	Currency	Reference table.
WRSHB	Amount	Reference field.
AUGBL	Clearing document	

Line Layout Variants for the Line Item Display



The figure below shows the definitions for standard line layout.

Line layout A0 Standard

Column heading

4 Assignment Doc. No. DT Doc. date PK G/L Curr. Amount Cldoc.

A _____ B _____ C _____ D _____ E _____ F _____ G _____ H _____ I _____

Fields

A ZUONR Assignment	BELNR Document number
C BLART Document type	BLDAT Document date
E BSCHL Posting key	UMSKZ Special G/L indicator
G WAERS Currency	ANZMWA Amount
I AUGBL Clearing document	

If you choose this line layout in line item display, item information is displayed as in the figure below. The header information is transferred from the definition (see figure 4 above). The clearing document number field is shortened because only the last characters are required. The clearing document number is shown starting with the eighth character (offset 7), in length 3, with distance 1 from the previous column (see figure 2 above).

Customer EVANS Basic list
 Dwight Evans
 Boston Line items 62

Assignment	Doc. No.	DT	Doc.date	PK	G/L	Curr.	Amount	CIDoc
19920110	0100001034	AB	10.01.92	01		DM	300.00	876
19920318	1600000050	DA	18.03.92	01		DM	100.00	
19920318	1600000050	DA	18.03.92	01		DM	200.00	
19920319	0100000477	AB	19.03.92	16		DM	500.00-	
19920323	0100000502	AB	23.03.92	01		DM	1,000.00	
19920323	1600000051	DA	23.03.92	03		DM	100.00	

Defined column heading

Abbreviated display

Totals Variants

You can calculate various subtotals in the line item display. For these subtotals, you can use the totals variants defined, or select the fields and their sequence yourself on the line item display screen. The fields presented for this are already specified in the system. You can change these specifications.



In the following figure, the line items are subtotaled using the totals variant "Document type, posting key". The figure shows the totals for each posting key and for document type DA.

Customer 0000012300 Dwight Evans Boston		Totals by : Document type DA		Totals variant
		> Posting key		
Posting key	Document currency	Amount	Number	
01 Invoice.....	USD	1,000.00	1	
	USD	42,730.00	47	
03 Expenses.....	USD	322.30	2	
11 Credit memo.....	USD	100.00-	1	
14 Other payables.....	USD	10,000.00-	1	
15 Incoming payment.....	USD	1,000.00-	1	
16 Payment difference.....	USD	1,140.00-	1	

Second summary level

For the totals variants, you define the fields and the sequence in which they are used for calculating the subtotals. The following figure shows the definition of the totals variant used for the display in the above figure. The totals variant determines the criteria according to which the subtotals are calculated.

Totals variants are already defined in the standard system. If you want to change these variants or define your own, you must

- Enter a name for your variant in your logon language (see the following figure, 1)
- Specify the fields used for calculating the subtotals and their sequence (see the following figure, 2).

Totals variant SU1 Doc.type - Posting key 1

Summarization fields (in order of summary) -----

Field name BLART Document type

Field name BSCHL Posting key

Field name

For each variant, you can specify a maximum of three fields for calculating subtotals. The possible fields are displayed when you maintain the totals variants.

In addition, you can specify which fields are offered in addition to the totals records **for calculating subtotals**. The fields are specified separately for each of the account types "customer", "vendor", and "G/L". This enables you to determine the fields you require per account type.

Totals Variants

The following figure shows the fields that are available for calculating totals in the line item display.

Field selec.	Display list	Total	Customer
Field name	Name		
BLART	Document type		
GSBER	Business area		
BSCHL	Posting key		
BLDAT	Document date		
BUDAT	Posting date		
WAERS	Currency		
DMSHB	D/C amount in local currency		
WRSHB	D/C amount in foreign currency		
UMSKZ	Special G/L ind.		
ZLSCH	Payment key		
ZLSPR	Payment block		
ZUONR	Assignment number		
FILKD	Branch account		
BELNR	Document number		
FAEDT	Net due date		

The system already contains fields for the subtotals function. If you require other fields, include them for the account types you require. In addition, you can specify the sequence of the fields on the selection screen. You place the fields that you require most often at the top of the field list.

Fields for Selecting, Sorting, and Searching

The standard system already contains fields for the selection, sort, and search functions. You can change them as you wish. The fields are specified separately for the account types "customer", "vendor", and "G/L". You can therefore specify which fields are relevant, specific to the account type.

In addition, you can specify the sequence of the fields on the selection screen. You place the fields that you require most often at the top of the field list.

Sort Sequence

Sort Sequence

When you display or change line items, they are displayed in a standard sort sequence. The standard sort sequence is determined internally by the system. The system uses selected fields within the document to do this.

You can change the sort sequence in the line item display. In addition, you can choose the fields you want to sort by. If you require any additional fields, you can specify them in the system.

Standard Sort Sequence

The system uses certain selected document fields for the standard sort sequence. These include:

1. Clearing date
2. Clearing document number
3. Assignment
4. Fiscal year
5. Document number

Cleared line items are always sorted according to clearing date, clearing document number, and the remaining fields. Clearing transactions can therefore be considered in context. Open items are always sorted according to the assignment field and the remaining fields, since the clearing date and clearing document number fields are not filled for open items.

Grouping Line Items

You can group line items from accounts that you want to process together. To do this, you make the same entry in the field *Assignment* for each line item in the group.

The contents of the *Assignment* field are used in particular

- To sort line items during display, clearing, and changing
- As a selection term
 - When clearing payments with the *Posting with clearing and Incoming or outgoing payment* functions
 - For account maintenance when clearing an account
 - For the functions for displaying and changing line items
- For the subdivision of one-time accounts and head-office accounts

Filling the Assignment Field

You are free to determine the content of this field. You have two options:

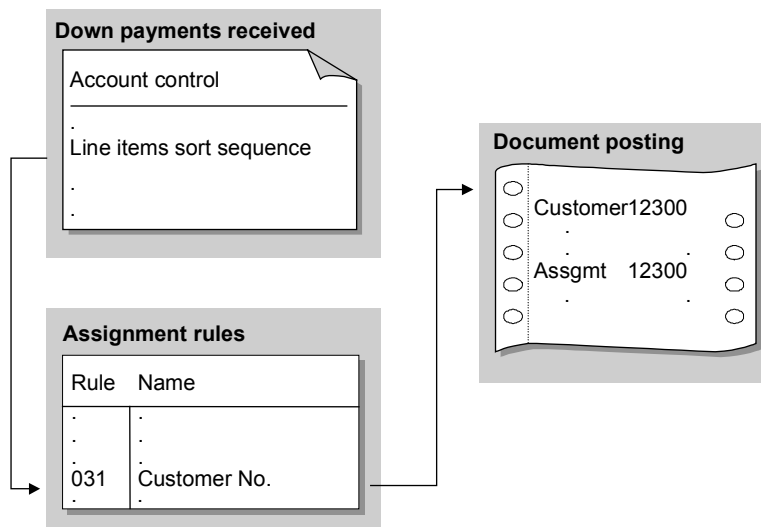
- You can have the system make an entry in the field automatically. To do this, you must enter a key in the master record of the account. This key represents the required layout rules for the *Assignment* field. This allows you to determine account-specific sort sequences for line item display.
- You can make an entry in the field manually when you enter the document if you do not want a line item to be filled according to the layout rule in the master record.

Sort Sequence

The layout rule in the master record specifies which entry from the document header or line item is entered in the field *Assignment* at the time of posting. You define the possible keys and the corresponding layout rules in the *Financial Accounting Implementation Guide*. Layout rules have already been defined in the standard system. SAP recommends that you use these layout rules.



In the master record of the special G/L account *Down payments received*, you have specified that the customer account number is entered in the field *Assignment* when you post a document. All documents posted to this account are sorted according to customer account number and displayed in ascending order in the line item display.



You can change the key for the layout rule in the master record at any time. The new layout rule takes effect from the time of the change: All line items posted after the change are displayed according to the new layout rule in the line item display. The assignment remains unchanged, however, for the documents that have already been posted.

Layout Rules for the Assignment Field

If you want to define your own rules for the *Assignment* field, for each rule you must enter a key and up to four fields, whose contents are then placed in the *Assignment* field. The field contents are transferred in the sequence in which you name them. For the layout rules, you can use all the fields in the document header and all the fields contained in the relevant line items.

If you wish, you can transfer only part of the contents of a particular field to the field *Assignment*. To do this, specify the position from which the field contents are displayed and the number of characters to be transferred.



The length of the cost center is 10 characters in the standard system. If you use only six character numbers in your company, you can omit the first four characters for the display. Therefore, you specify for the field *Cost center* that six characters are displayed from the fifth character.



Sort Sequence

The layout rules for the field *Assignment* are valid for all clients.

Changing Documents

Use

You can change documents that have already been posted. To do this, however, certain conditions imposed by the system have to be complied with. This is necessary because random document modifications can lead to problems, preventing the possibility of reconciliation.

In addition, you can define your own conditions in the form of document change rules. We recommend that you use the standard rules.



You can change documents or change line items in an account. If you want to change line items in an account, the account must be managed with line item display. The change rules apply not only to changing documents, but also to changing line items.

Integration

For more information about how other SAP applications are integrated with FI, see the SAP Library for the other applications.

Features

The system prevents the data in certain fields of a posted document from being changed. These are such fields as the posting amount, account, posting key, fiscal year, and tax amount. Because they have updated certain account balances during posting, these fields cannot be changed.

The system prevents other fields from being changed in certain transactions. With the net procedure, for example, you cannot change the cash discount amount when you post the payment.

Whether or not you can change data in those fields which *are* changeable still depends on the following factors:

- The document change rules defined by your system administrator
- Which other SAP applications, such as *Controlling (CO)* or *Materials Management (MM)*, you have installed
- How these other applications have been customized.

The system prevents certain fields from being changed, depending on whether you use particular applications. For example, you can no longer change the account assignment to a cost center if you install the CO application for controlling.

All document changes are logged. This also applies to changes to sample and recurring entry original documents.



With sample and recurring entry documents, you can change additional account assignments at any time. The restrictions do not apply to these special documents.

You can display changes to a document in the document overview.

Changing Documents

Activities

[Defining Document Change Rules \[Page 91\]](#)

[Changing Documents \[Page 93\]](#)

[Mass Changes to Line Items \[Page 94\]](#)

Defining Document Change Rules

Use

You can define your own document change rules for selected fields.

Procedure

Field Selection

1. To assign a rule to a field, you select the field using the field name in the column *Field name*.

Defining the Area of Validity for the Rule

2. Specify the account type for which the rule should be applicable.

For example, you can differentiate the rules according to customer and vendor transactions. Do not specify an account type for the document header fields, since the change rules here generally apply for all account types.

3. You only make an entry in the *Transaction class* field if you use the special G/L transactions bills of exchange or down payments. The change rules then only apply for these special transactions.

For example, you can prevent any change to the baseline date for making down payments but permit changes to the baseline date for paying bills of exchange.

4. To define change rules for special *company codes*, enter the company code for the required field. In all other cases, the rule applies that has no company code assigned to it.

Determining Whether a Field Can Be Changed

5. To define a field as changeable, select the field *Field is changeable*. If you want to prevent the field from being changed, you must leave this field blank.

Prerequisites for Defining Whether a Field Can Be Changed

6. You can set conditions for whether a field can be changed.

The following conditions for a field change are already defined in the system:

- The posting period is still open
- The line item is not yet cleared (for accounts with open item management)
- The document involves either a debit posting to a customer account or a credit posting to a vendor account
- The posting is not a credit memo referenced to an invoice
- The posting is not a credit memo from a down payment



The latter three options are not offered for the account type S (G/L account), since they are not relevant.

If you want a condition to apply to a field, you must select the condition for the field. If you select several conditions, they must all be fulfilled before you can change a field.

Defining Document Change Rules



AcType	Tran.class	Field name	Company code	Name
S	...	BSEG-SGTXT	...	Text
S	...	BSEG-ZUONR	...	Assignment number
S	...	BSEC-BANKL	...	Bank number
S	...	BSEC-BANKN	...	Bank account
S	...	BSEC-BANKS	...	Bank country
S	...	BSEC-BKONT	...	Bank control key
S	...	BSEC-LAND1	...	Country key
S	...	BSEC-NAME1	...	Name 1
S	...	BSEC-NAME2	...	Name 2

Field name Planning level

Rule applies to ... -----

Account type D Customer items

Transaction class Payments, invoices, credit memos, ...

Company code In all company codes

Changeability of field -----

Field can be changed

Prerequisites for change -----

Posting period not closed

Line item not cleared

Debit posting

No credit memo with invoice reference

No credit memo from down payment

Changing Documents

Procedure

1. From the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *General ledger* → *Document* → *Change*.

The *Change Document: Initial Screen* appears.

2. Enter the document number, the company code, and the fiscal year.

The default is the document number from the last processed document in the session.

The initial company code is the company code that was used in the previous function.

If the document number is used in more than one fiscal year, an additional window displays the various documents that can be selected.

3. Choose *Continue*.

The *Change Document: Overview* screen appears.

4. You may use any of the following editing options:

- To edit the **document header**, choose *Goto* → *Document header*. In the document header you can only change two fields: *Reference* and *Document header text*.
- To change a **line item**, select the item concerned and double-click on it, or choose it via *Edit* → *Select header/item*. You can change the fields that are highlighted.
- To change the **line layout variant in the document overview**, choose *Settings* → *Line layout*. The *Line layout* dialog box appears. Select the required format.

5. Save your changes using *Document* → *Save*.

Mass Changes to Line Items

Mass Changes to Line Items

Use

You can use this function to speed up the process of making changes to customer and vendor line items. You can change a group of line items simultaneously, instead of having to change the line items of documents individually. You can change the following data en masse:

Changeable Data

Payment data	Dunning data
Terms of payment	Last dunning notice
Payment block (vendor only)	Dunning level (vendor only)
Payment method	Dunning block
House bank	Dunning key

Procedure

1. From the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *Accounts receivable/Accounts payable* → *Account* → *Display/Change line items*.

The *Customer/Vendor Line Item Item Display* screen appears.

2. Under *Line item selection*, make selections from the following in accordance with your requirements:

Under *Status*

- *Open items*
- *Cleared items*
- *All items*

Under *Type*

- *Normal items*
- *Special G/L transactions*
- *Noted items*
- *Parked items*
- *Customer/vendor items*

3. Select *Program* → *Execute*.
4. Select the line items that you want to change.

You can select individual items or all items. To select items, you can sort the list in ascending or descending order, or set a filter.

5. To enter the new values for the line items, choose *Environment* → *Mass changes* → *New values*.

The dialog box *New Values* appears.

Mass Changes to Line Items

6. Enter new values for the line items under *Payment data*, *Dunning data*, or *Additional data*.
7. Choose *Execute changes* to complete the mass change.

Archiving Documents

Archiving Documents

Use

You can archive documents that have already been posted. For more information, see the SAP Library under *CA - Cross-Application Functions* and the section [Archiving FI Documents \(FI-GL, FI-AR, FI-AP\) \[Ext.\]](#)

You can display archived documents. See [Document Display \[Ext.\]](#)

Posting Key

Definition

Two-character numerical key that controls the entry of line items. The posting key determines:

- [Account type \[Ext.\]](#)
- Debit/credit posting
- Layout of entry screens

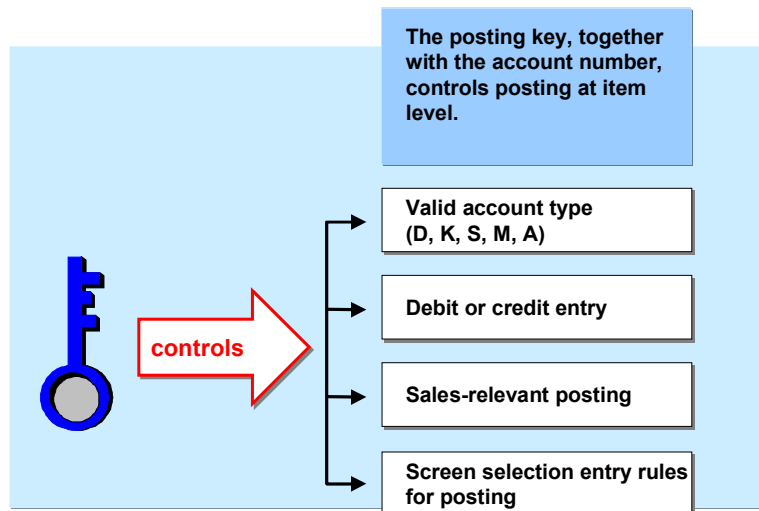
Use

When you enter a posting, enter a posting key for each item. This key determines how the item is posted. Posting keys are defined at client level and therefore apply to all company codes. The posting key determines:

- The data you can enter in the line item
- How data you post is processed
- How the system updates the data you enter

Posting keys are differentiated by customer, vendor and G/L accounts. Apart from the *General Ledger Accounting (FI-GL)* and *Accounts Receivable and Payable (FI-AR/AP)* components, there are also posting keys for asset and material accounts.

The following figure illustrates the posting key:



SAP delivers predefined posting keys with the standard system. The following table lists some of the posting keys in the standard system.

Posting keys in the standard system

Posting Key	Description
40	G/L account debit posting

Posting Key

50	G/L account credit posting
01	Customer invoice
11	Customer credit memo
21	Vendor credit memo
25	Vendor payment
31	Vendor invoice

Integration

The document type specifies which account types you can post to. The posting key specifies which account types you can post to. A posting key can only be entered for an account type which is permitted for that document type.

As well as the predefined posting keys in the standard system, you can also define your own keys in Customizing. To do this, proceed as follows in Customizing: *Financial Accounting* → *Financial Accounting Global Settings* → *Document* → *Line Item* → *Controls* → [Define Posting Keys \[Ext.\]](#).



If you want to delete posting keys, you should ensure that these are not already used in the system.

Processing Posted Data

You control processing of entered data with the [posting key \[Page 97\]](#) in that you specify whether the transaction is a payment transaction, and what posting key is used to reverse the document.

- **Payment transaction**

Customer and vendor account line items that are created by a payment must be properly indicated. This information is required for analyzing payment history and creating payment notices.

- **Reversal posting key**

In the FI-GL, FI-AR, and FI-AP components, a reverse posting is automatically created if you reverse a document. To do this, the system requires a reverse posting key, which you specify for each posting key. The system determines the reverse posting key by referring to the posting key used in the document to be reversed.

See also: [Reversal \[Ext.\]](#)

Updating Entered Data

Updating Entered Data

After you have entered data, the system updates it.

Prerequisites

To update data, the system requires the following specifications, which you define for each [posting key \[Page 97\]](#):

- **Account type** to which you are posting
Customer, vendor and G/L accounts are, for example, types of accounts. You can also post to asset and material accounts if the corresponding SAP components have been implemented. The system requires the account type to uniquely identify the account, asset or material, since the same object numbers, for example, the account number, can always be used for different account types.
- **Side of the account** to which you are posting
You specify whether you are making a debit or credit entry.
- Effect of posted items on **sales figures**
You must specify whether the sales figures of the account are to be updated. When you post a customer invoice for example, sales figures must be updated in the account. Sales figures are not updated when an incoming payment is made.

Special G/L transactions, which include down payments and bills of exchange, are posted using a special procedure in FI-GL, FI-AR, and FI-AP. They are posted to special reconciliation accounts and can be displayed separately from other transaction figures. If you enter such transactions, the system requires a [special G/L indicator \[Ext.\]](#) in addition to the posting key. You use the special G/L indicator to specify the type of special G/L transaction you are carrying out.

Automatic Postings

With certain transactions, the system generates automatic postings. These include:

- Input and output tax postings
- Exchange rate differences
- Cash discount gains and losses

Each automatic posting is shown as a separate line item. In the document overview, therefore, the automatically generated line items are displayed in addition to the manually entered items. For each automatic posting, you must define the G/L account to which the system is to post and the rules according to which the system generates the posting. For example, you can differentiate the tax posting according to tax codes. The system will then post to a different G/L account for each tax code.

You can manually add to automatic postings. If you want to do this, you must select the *Supplement auto. postings* field in the master record of the account to which the system posts automatically. The field status group in the G/L account master record determines the fields that the system offers for supplementary account assignment.



If you post an incoming payment, the system posts any bank charges automatically to a bank charges account. You can then add the cost centers in the automatically generated line item, for example.

What Can You Do Before Posting a Document?

What Can You Do Before Posting a Document?

After you have entered the document line items, and before you post the document, you can carry out the following activities:

- **Display the Document Overview.** This shows you the document header and all items entered. You may add a reference text to the header. From the overview, you can enter more line items and call up line items already entered in order to process them. You can also delete line items.
- **Change Fields in Vendor, Customer or G/L Account Line Items.** Exceptions to this are entries in the fields *Pstky* (posting key) and *Account*.
- **Additional Account Assignment.** If you have called up the *Post* function and requested individual, automatically generated items using the field status of the G/L account to which they belong, or using the master record of an additional account assignment, the system automatically branches to the document overview. The lines that are to be changed are highlighted.
- **Add Additional Information.** The system automatically generates line items. You can enter additional details in automatically generated line items (such as project or cost center) if supplementary account assignment is defined for the G/L account, or if it is required by the field status definition.

Once you have entered all line items in a document, you can **post** the document.

If you want to **post** a document, the debits and credits must balance to zero. This updates the account balances.

If you want the system to **hold** a document, it does not have to be complete. Account balances are not updated and the document data is not available for evaluation. A document number is not assigned. You hold a document if you are interrupted while entering it, and need to store the data temporarily.

If you **park** a document, it also need not be complete and will not update any account balances. However, the data remains available for evaluation by the system. A document number is assigned. You might park a document if account assignments are missing and you want to complete them later. For more information, see *Document Parking* in the *FI Accounts Receivable and Payable* documentation.

Screen Layout

Use

Screens have been defined in the system for individual entry functions for business transactions. These screens can change due to various factors.

Features

- The **system** can automatically suppress fields. This may depend on the entries you make on the initial screens of the function. For example, if you enter the currency key for your local currency in the document header, the system suppresses the fields for foreign currency amounts in the line items.
- Each accounting clerk can suppress fields using **Editing options**. For example, you can specify that you only want to enter documents in local currency. This means that the currency and value date fields no longer appear on the selection screen for the function. On the screens for the line items, the fields for foreign currency amounts are suppressed. All specifications made by accounting clerks for the editing options can be stored in the user master. For more information about using editing options and specifying default values in user master records, see the *General Ledger Accounting, Accounts Receivable, and Accounts Payable* documentation.
- **Data in the account master record** also affects screens. If a G/L account is set up as not tax-relevant, then the *Tax code* field is not displayed on the screen for document entry. The sections on master records explain which master record entries affect document entry screens.
- **Screen variants** that you specify for each company code require specific screens for some functions. For a company code in Italy for example, choose country variant 2. When entering vendor line items to this company code, the system displays a screen with fields for withholding tax. The screens for country variant 1 do not contain these fields. The different screen variants are explained in each of the subject-specific sections.
- The **field status**, which is defined for G/L account **master records** and **posting keys**, can be used to modify screens in the system. You can determine what data is relevant in line items based on the posting key (business transaction), and account. To do this, specify which fields are not required in G/L account master records and posting keys. You also specify whether an entry is mandatory for fields that are displayed. See also: [Using Field Status Definitions for Screen Layout \[Page 106\]](#)

Screen Layout Using the Posting Key

Screen Layout Using the Posting Key

Use

The posting key determines what information is required for particular business transactions.

Features

The system offers different functions for entering business transactions:

- Standard functions
You can enter invoices, credit memos, and any type of transfer postings using the standard functions.
- Special functions
You can use these to enter business transactions that require special screens, a particular sequence of screens, or special checks. For example, you post customer and vendor down payments with special functions.
- Fast entry functions
These enable you to enter business transactions which are carried out frequently, such as vendor invoices or incoming customer payments.

The screens for special entry functions have been designed specifically for the transaction involved. You can use the posting key to design the screens for standard entry functions specifically for your business transactions. To do this, you specify in each posting key which fields need to be displayed on the screen. You can suppress fields which are not required. If certain information is always required in a business transaction, you can define the field for this information as a required entry field. All the other fields are ready for input but do not require input.

Activities

The following diagram shows first a line item entry screen without any changes made to it and then a screen for entering a payment difference. The *Text* field contains a question mark. An entry must be made in this field (required-entry field) to explain the origin of the payment difference in the item. You can make entries in all the other fields, but are not required to. The *Collective invoice number* field has been suppressed.

Screen Layout Using the Posting Key

Customer	<input type="text" value="12300"/>	Bush Electrics	G/L	<input type="text" value="140000"/>
CoCd.	<input type="text" value="0001"/>	111 Garden Street		
SAP AG		Boston		
Item 1 / Invoice / 01 -----				
Amount	<input type="text"/>	USD		
Tax code	<input type="text" value="**"/>			

Business area	<input type="text"/>			
Terms of pymt	<input type="text" value="ZB03"/>	Days/Percent.	<input type="text" value="14"/> <input type="text" value="3,000"/> / <input type="text" value="30"/> <input type="text" value="1000"/> / <input type="text" value="60"/>	
Baseline date	<input type="text" value="10.02.1992"/>	Disc. amount	<input type="text"/>	
Disc. base	<input type="text"/>	Invoice ref.	<input type="text"/> / <input type="text"/> / <input type="text"/>	
Pymt block	<input type="checkbox"/>	Pymt method	<input type="checkbox"/>	
Assignment	<input type="text"/>	Collective inv.	<input type="text"/>	
Text	<input type="text"/>			
Next line item -----				
PstKy	<input type="checkbox"/>	Acct	<input type="text"/>	Sp.G/L <input type="checkbox"/> Trans.type <input type="text"/> New CoCd <input type="checkbox"/>

Customer	<input type="text" value="12300"/>	Bush Electrics	G/L	<input type="text" value="140000"/>
CoCd.	<input type="text" value="0001"/>	111 Garden Street		
SAP AG		Boston		
Item 1 / Invoice / 01 -----				
Amount	<input type="text"/>	USD		
Tax code	<input type="text" value="**"/>			

Business area	<input type="text"/>			
Terms of pymt	<input type="text"/>	Days/Percent.	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/>	
Baseline date	<input type="text" value="22.02.1994"/>	Disc. amount	<input type="text"/>	
Disc. base	<input type="text"/>	Invoice ref.	<input type="text"/> / <input type="text"/> / <input type="text"/>	
Pymt block	<input type="checkbox"/>	Pymt method	<input type="checkbox"/>	
Assignment	<input type="text"/>			
Text	<input type="text" value="?"/>			
Next line item -----				
PstKy	<input type="checkbox"/>	Acct	<input type="text"/>	Sp.G/L <input type="checkbox"/> Trans.type <input type="text"/> New CoCd <input type="checkbox"/>

Using Field Status Definitions for Screen Layout

Using Field Status Definitions for Screen Layout

Use

You can enter field status definitions in every G/L account master record and for each posting key. You use these definitions to design document entry screens for specific accounts and business transactions.

Features

In line item entry, the system links the definitions from the account to those of the posting key and uses them to create the entry screens. Thus different fields are displayed on the screens for line item entry, depending on the account and posting key specified.



The following diagram shows two screens used to enter a line item in a G/L account. The first screen displays all available fields. The second screen displays only those fields that are required to post an item to a bank account. The *Value date* field on the second screen was defined as a required entry field in the G/L account master record, whereas the *Text* field was defined as an optional field. Default values were entered in some fields. All fields for terms of payment were suppressed because they are irrelevant for posting to this account.

Using Field Status Definitions for Screen Layout

Account
 Company code ..0001

Debit posting / 40 ----- Item 1
 Amount USD
 Without discount..

Business area...	Plant.....	
Cost center.....	Project.....	
Order.....	Purch.doc....	
Material.....	Quantity.....	
Sales doc.....	PersNo.....	Cons tran....
Value date.....10.04.1992	Due on.....	
Assignment....		Asset ret....
Text.....		

Next document item -----
 PstKy.....Account..... Sp.G/L.... Trans.type... New CoCd..

Account 113100 Citibank
 Company code ..0001

Debit posting / 40 ----- Item 1
 Amount USD

Business area.....

Value date..... 10.04.1992
 Assignment....
 Text.....

Next document item -----
 PstKy.... Account.. Sp.G/L.... Trans.type... New CoCd

Defining Field Status

Defining Field Status

Use

Since the same fields for document entry are required for several G/L accounts, you define the status of fields for a group of G/L accounts.

Integration

You create the definition under a field status group. Enter the key of the group in the master record of the G/L account. Field status groups are cross-company code, that is, they do not depend on the company code but on the field status variant. In the standard system, a separate variant for field status groups exists for each company code. The name of the variant is the same as the company code. Every company code is assigned to the variant with the same name. You can work in several company codes with identical field status groups as long as these company codes are assigned to the same field status variants. You define the field status for each individual posting key.

Activities

You determine which status a field has by selecting it.

Company code 0001		Group	GR02	
Bank accounts				
General data	Suppress	Required entry	Optional entry	
Assignment number			●	
Text			●	
Invoice reference	●			

This transaction is the same for master records and posting keys. When you define the field status, the system always displays all the fields which are contained in the line items. Fields have been combined into groups so that you do not have to determine whether each individual field is relevant.



The cash discount deduction field group contains all fields necessary for entering cash discount, including the field for cash discount amount in document currency and the indicator as to whether the line item is cash discount-relevant.

It is not possible to define the field status in the master records of customer and vendor accounts. You have to use the respective reconciliation accounts to determine the status of a field for posting to these accounts.



In the Domestic Accounts Payable reconciliation account, you can suppress the field for the supplying country and the indicator for the state central bank because they are not required for posting to domestic vendors.

Whether your specification for a group of fields is effective depends on whether the document entry screens for a line item contain the fields from that group. Screens in the system contain

Defining Field Status

different fields depending on the account type. When defining the field status, you are always presented with all fields for all account groups. If, for example, you define the field status in a G/L account master record, it is only effective if the field is really a G/L account field.



The fields for terms of payment are only relevant for customer and vendor line items. Therefore, the screens for G/L account line items do not contain fields from this group. The *Vendor number* and *Customer number* fields are only used to post special movements of goods in Materials Management. Fields belonging to this group are not on the screens for the FI-GL, FI-AR, and FI-AP components.

Linking Field Status Definitions

Linking Field Status Definitions

Use

When you enter a business transaction, the system links the field status definitions of the specified account and the posting key. In this case the fields of a group assume the status with the higher priority.

Integration

The suppression of fields and the required-entry status have the highest priority. The optional status is always second place.

If you assign the optional status for a group of fields (for example, by defining the posting key) and then later assign the required status or suppress the fields (for example, using the account), the optional status does not take effect.



In the reconciliation account for domestic receivables, the groups *Text*, *Terms of payment*, *Cash discount deduction*, *Invoice reference*, and *Hedging* are assigned the optional status. If an outstanding receivable is posted to a customer account belonging to this reconciliation account, this definition is referred to when defining posting key 06. The posting key determines that the text field is a required field; the fields for the invoice reference and hedging are suppressed.

Features

If the system finds inconsistencies when linking the definitions, it issues an appropriate message. A definition is inconsistent if you suppress fields with a definition, and then assign required status to a definition that is to be linked with this definition.

The following figure shows possible status definitions and their linking results.

Specification for	Field status definition		
G/L account	Optional field	Optional field	Optional field
Posting key	Required field	Suppressed	Optional field
Result	Required field	Suppressed	Optional field

Integration with Other Applications

It is possible, for example, that you suppressed fields because you were not using the *Controlling* component. If you now implement this component, you must change your screen layout accordingly.

With the help of the field status definitions, you can now also show the required fields at any time. The checks for these fields, which are supported by the program, are performed from the point when the changes are made.

Changing the Field Status Definition

For changes to the field status definitions you should consider the following:

Linking Field Status Definitions

- If you suppress fields later and have already posted data with these fields, this data is no longer visible when displaying or editing the documents.
- If you define fields as required-entry fields later, an entry in this field is obligatory when changing documents.

Recommendations for Defining Field Status

Recommendations for Defining Field Status

To define the field status, you must decide where you want to make these specifications.

For **postings to G/L accounts**, make your specifications in the master records. In the standard system, there are only two posting keys used for G/L account postings. This means that only the master records enable you to differentiate the layout of screens. The field status definitions for posting keys 40 (G/L account debit) and 50 (G/L account credit) are all defined as optional fields in the standard system.



In the status bar for a cost element account, you specify that the cost center and order fields are displayed. These fields are not required for bank accounts and they are therefore suppressed. Bank accounts, however, require the value date group and this field is therefore assigned the required entry status.

In the standard system, there are a number of different posting keys for posting to **customer or vendor accounts**. The field status is therefore differentiated via posting keys.



The field status specifications for posting key 01 (customer invoice) and posting key 15 (customer payment) are different in the standard system. The fields to be displayed and which require an entry are determined based on the transaction. The text and assignment number fields are always required. Payment terms are required when you enter an invoice, but not when you enter a payment. These fields have therefore been suppressed in the specifications for posting key 15.

In the field status definition for **reconciliation account** master records, you suppress only those fields which are not transaction-specific and which are not required in posting to a customer or vendor account. You define all other fields as optional. Controlling the screen layout using a reconciliation account is advisable only in special G/L transactions such as down payments and bills of exchange. Each of these transactions automatically post to a separate reconciliation account. You can use these separate accounts to differentiate fields specifically for the transaction involved.



Using the reconciliation accounts for investment payment and for down payments on current assets, you determine the screens for posting as follows: For investment payments, you include the fields for assets. These fields are not needed for down payments on current assets and can be suppressed using the status bar in the reconciliation accounts.



The posting keys are defined at client level. They therefore apply to all company codes. If you suppress fields using the specifications for the posting key, you should make sure that they are not needed in a company code.

Reference Methods for Posting

Use

The reference method is a document entry tool. If you frequently post the same documents with the same data, you can save time and avoid errors by using different reference methods for document entry.

Features

You may use any of the following reference methods:

- [Posting with Reference Documents \[Page 114\]](#)
- [Posting with Account Assignment Models \[Page 115\]](#)
- [Posting with Sample Documents \[Page 120\]](#)
- [Recurring Entries \[Page 126\]](#)

Posting with Reference Documents

Posting with Reference Documents

Procedure

If you want to post with a reference, proceed as follows:

1. From the *General Ledger*, *Accounts Receivable*, or *Accounts Payable* menus, select *Document entry* and the required business transaction.
2. Choose *Document* → *Post with reference* from the menu bar on the document entry header data screen.
3. Enter the reference document number (for example, 5100000473), company code (such as 0001), and a fiscal year (optional).
4. Select the processing option you require:
 - Generate reverse posting
 - Enter G/L account items
 - Do not propose amounts
 - Recalculate days and percentages
 - Display line items
5. Choosing ENTER generates the screen with the copied header data.
6. If you have selected line item display, all the copied items are displayed. You can correct the items if necessary.
7. Once all items have been copied, you are taken to an overview screen.
8. When the accounts and amounts are correct, and the debits equal the credits, post the document by selecting the *Post* function.

Posting with Account Assignment Models

Use

If you frequently use the same broad account assignments, such as a distribution of amounts to several company codes, accounts, or cost centers, you can use the account assignment model method to save input time and avoid input errors.



The use of account assignment models is limited to G/L account items.

Account Assignment Models

Account Assignment Models

Definition

A reference for document entry that provides default values for posting business transactions. An account assignment model can contain any number of G/L account items and can be changed or supplemented at any time. In contrast to sample documents, the G/L account items for account assignment models may be incomplete.

Use

During document entry you can change, add to, or delete the proposed data. You can also call up any number of account assignment models and switch from a model to standard item entry procedure and back again.

You can also assign **equivalence numbers** to account assignment models. In this case, you simply enter a total amount which is then distributed to the items within the model according to set ratios.

Account assignment models can also be used **across company codes** and can include company codes from non-SAP systems. If you do not enter a company code when using an account assignment model, the last company code used is proposed.



Account Assignment Model for Costs 1: Items

PK	CoCd	Gen.Ledger	Jurisdiction. Code	BA	Cost Ctr	Amount	Eq.no.
40	0001				4711		1
40	0001				4712		1
40	0003				5814		1
40	0003				5815		1
40	0003				5816		1

Creating or Changing Account Assignment Models

Procedure

To create or change an account assignment model, proceed as follows:

1. In the *General Ledger, Accounts Receivable, or Accounts Payable* menu, select *Document entry* → *Reference documents* → *Account assignment model*.
2. Enter a name for the account assignment model. The system saves the account assignment model under this name. Select *Create* or *Change*.

When you create an account assignment model, an additional field is displayed in which you can enter the name of an existing account assignment model. To display a list of the models available, use the possible entries help. Save your entries.

3. Maintain the attributes of the account assignment model:

- **Currency**

To enter amounts in the account assignment model, you must also enter a currency key. The model can then only be used for postings in the specified currency. If you do not want to specify amounts, leave the currency key field blank. The account assignment model can then be used for any currency.

- **Chart of Accounts**

If you do not want to specify a company code in the line items of the account assignment model, but want the system to check that the specified accounts exist, you can enter a chart of accounts.

- **Sample Text**

If you want to provide an explanatory text for the account assignment model, you can enter a sample text. Note that the text, like the document header text, is not language-dependent.

- **Authorizations**

You can limit authorization for an account assignment model to certain users by specifying an authorization group.

- **Calculate tax**

If you select this field, the system calculates taxes automatically during posting.

- **Equivalence to**

Select this field if you want to distribute a total amount to several items using equivalence numbers. When you use this account assignment model, you enter an amount, which is then distributed to the items according to the equivalence numbers specified.

4. Use *Goto* → *Line items* to access the screen for entering the line items in the account assignment model.

Before entering the line items, you have the option of changing the entry screen. Use *Settings* → *Screen template* to select a screen which meets your requirements.

5. Enter the line items with the posting data which you want the system to propose.

Creating or Changing Account Assignment Models

6. Save your entries.

Using Account Assignment Models for Document Entry

Prerequisites

Enter the document header data.

Procedure

To use an account assignment model for document entry, proceed as follows:

1. To call up an account assignment model, choose *Goto* → *Account assignment model* from the menu, or the button *Account assignment model*. A dialog box appears for you to enter the key for the required account assignment model.

Alternatively, to skip a step in the procedure, you can call up an account assignment model via the entries in the line at the bottom of the screen. In the *First line item* section, enter 00 in the *Posting key* field and the name of the account assignment model in the *Account* field. Save your entries.

2. The account assignment model is displayed as it was entered.



For more information on structuring the entry screen templates, see the *Financial Accounting Global Settings Implementation Guide (IMG)*, → *Document* → *Recurring Entries* → *Account Assignment Models: Define Entry Screen Templates*. You can also define your own screen templates using the IMG.

You can change, add to, or delete the proposed data to meet your requirements. You can also add items, without having to change to the standard document entry procedure.

If you are using an account assignment model with equivalence numbers, you cannot enter amounts in the items. Instead, the screen header contains two fields in which you enter the debit or credit amount which is to be distributed. The system then automatically distributes the amount to the items.

3. Once you have finished editing the account assignment model, you can either return to the standard entry procedure, or post the document directly.

To return to the standard entry procedure, select *Back*. You will usually return to the document overview. If you called up the account assignment model from open item processing within a clearing transaction, you return to the open item processing screen.

To post directly, select *Save*. Provided no errors are found, the document is posted.

Posting with Sample Documents

Posting with Sample Documents

Use

You can use sample documents as reference documents entered specifically for this purpose.

Integration

Sample documents have a separate number range. When you enter and post a sample document, the system stores the document, but does not update any transaction figures. Your system administrator defines a number range for sample documents. The system assigns a number from this number range to each sample document.

Features

During document entry, you can have data from another document defaulted. The items from this reference document can be:

- Transferred without changes
- Used for reverse postings
- Changed
- Omitted
- Enhanced

In contrast to an **accounting document**, sample documents do not update transaction figures. They serve merely as data sources for an accounting document. Their advantage is that you can change or enhance them. You therefore use a sample document rather than an accounting document if you need a reference document for which you want to define the layout yourself.



You use a **sample document** as a reference document in which assignment to more than one cost center is defined. If you want to assign to other cost centers, you can change the values in the sample document. If you use an accounting document as a reference document, you cannot make these changes because you also have to change the account assignments relevant for accounting.

You enter sample documents with a special function to ensure that these documents cannot be accidentally posted as accounting documents.

If you store a sample document, the system automatically assigns a number to this special document. To do this, the system uses the number interval X2. This number range may only be used by the system. You cannot assign it to any document type. You have to set up this number range in all the company codes where sample documents are used. You have to use key X2 for this number range.

Entering Sample Documents

Procedure

1. From the *General Ledger, Accounts Receivable, or Accounts Payable* screen, select *Document entry → Reference documents → Sample document*.
2. Enter the document header and line items as usual.
3. Post the document as usual.

Displaying Sample Documents

Displaying Sample Documents

Procedure

1. From the *General Ledger*, *Accounts Receivable*, or *Accounts Payable* screen, choose *Document* → *Reference documents* → *Sample document* → *Display*.
2. Enter the document number, company code, and fiscal year of the sample document.
3. Save your entries.

Changing Sample Documents

Procedure

1. From the *General Ledger*, *Accounts Receivable*, or *Accounts Payable* screen, select *Document* → *Reference documents* → *Sample document* → *Change*.
2. Enter the document number, company code, and fiscal year of the sample document.
3. Edit one or more line items in the sample document. You may edit all fields except:
 - Posting key
 - Account number

You may edit the amount. For example, you could enter a sample document for the monthly phone bill and then change the amount each month. For more information about changing documents, see [Changing Documents \[Page 93\]](#)
4. Choose *Document* → *Save* to save the document.

Deleting Sample Documents

Deleting Sample Documents

Procedure

1. From the *General Ledger, Accounts Receivable, or Accounts Payable* screen, select *Document* → *Reference documents* → *Sample document* → *Delete*.
2. Enter the program specifications.

If required, you can carry out a test run to give you a list of the documents which can be deleted. You can also print the resulting list.

When you are sure that you want to delete the selected sample documents, deselect the *Test run* field.
3. Select *Program* → *Execute*.

Posting with a Sample Document

Use

When you are entering data, you can save time by using a sample document, that is, a document you have previously posted.

Procedure

To post with a sample document, proceed as follows:

1. From the *General Ledger*, *Accounts Receivable*, or *Accounts Payable* screen, select *Document Entry* and then a business transaction.
2. Then select *Document* → *Posting with reference*.
3. Enter the document number (such as **1000186**), the company code (for example, **US01**), and the fiscal year (optional).
4. You have the following options when posting a sample document:
 - Generate reverse postings
 - Enter G/L account items
 - Do not propose amounts
 - Recalculate days/percentages
 - Display line items
5. After you have confirmed your entries, the screen with the copied header data appears.
6. If you have selected *Display line items*, all the copied items are displayed. You can correct the items, if required.
7. Once all items have been copied, an overview screen appears.
8. When the accounts and amounts are correct, and the debits equal the credits, post the document by selecting the *Post* function.

Recurring Entries

Recurring Entries

Definition

Periodically recurring entries posted by the recurring entries program based on recurring entry documents. This process is comparable to the standing order you give to your bank to deduct your rent, premium payments, or loan repayments.

Use

Recurring entries are business transactions that are repeated regularly, such as rent or insurance. The following data never changes in recurring entries:

- Posting key
- Account
- Amounts

You enter this recurring data in a recurring entry original document. This document does not update the transaction figures. The recurring entry program uses it as a basis for creating accounting documents.

Structure

The system uses the recurring entry original document that you enter as a reference. It is not an accounting document and therefore does not affect the account balance.

In the recurring entry document, you define when a posting is to be created with this document. You have two options for scheduling. Postings can be made periodically or on a specific date:

- For periodic postings, specify the first and last day of execution, as well as the interval in months.
- If you want to specify certain dates, enter a run schedule in the recurring entry original document. Store the required dates in the Implementation Guide (IMG). Choose *Financial Accounting Global Settings* → *Document* → *Recurring Entries* → *Define Run Schedules/Enter Run Dates*.

Integration

To post recurring entry documents, you have to set up a separate number range for the company codes that use them. You have to use key X1 for the number range. The system takes numbers for the recurring entry original document from this number range.

Program SAPF120 creates accounting documents using the recurring entry original documents. You have to run the program at regular intervals. It checks each recurring entry original document to see if a document should be created.



Cross-company code transactions **cannot** be posted with the recurring entry program.

Recurring Entries Process Flow

Process Flow

Using recurring entries requires the following steps:

1. You enter a recurring entry original document once. In this document, you enter the data necessary for posting accounting documents, such as the amount, account number, and posting key. You also enter control information: Day of the first run, day of the last run, and scheduling dates.
2. Run the recurring entry program at the intervals you require. It determines which recurring entry documents have to be processed and creates a batch input session that contains the following:
 - Data required to post accounting documents
 - Data for updating recurring entry documents. This includes next run date, the number of runs, and a deletion indicator if necessary.
3. Process the batch input session. This posts the accounting documents, updates the transaction figures of the accounts posted to, and updates the recurring entry documents themselves.

Entering and Posting Recurring Documents

Entering and Posting Recurring Documents

Procedure

To enter recurring documents, proceed as follows from the *General Ledger, Accounts Receivable* or *Accounts Payable* menu:

1. Select *Document entry* → *Reference documents* → *Recurring document*.

The screen for entering recurring entry original documents appears.

2. Enter a company code.
3. Enter the first and last day on which documents should be posted.
4. Select the posting frequency in months. Alternatively, you can specify a run schedule.

If you want to calculate the item amounts and/or tax amounts with a fixed exchange rate, select the indicators *Transfer amounts in local currency* and *Transfer tax amounts in local currency*. Otherwise, the system automatically determines the current exchange rate.



It is irrelevant what method is used to translate the tax amounts; you can use either the document header rate or a rate proposed by the system on the tax screen, or a rate entered manually.



You should also select both indicators if all local currency amounts have been entered manually.

5. Enter at least the *Document type* and *Currency*.

The recurring entry program defaults the posting date and document date in the accounting document automatically. To do this, the program uses the date that is in the field *Next run on* when it is run.

6. In the last line of the screen, enter the posting key (*PstKy*) and account number for the first line item in the accounting document. Choose *Enter*.
7. Enter the line items as in any other document. The posting key, account number, and amount are required in each line item.
8. Choose *Document* → *Post* to post the document.



When you post the recurring entry document, the system stores the data without updating account balances.

Displaying Recurring Entry Documents

Procedure

1. Select *Document* → *Reference document* → *Recurring document* → *Display*.
2. Enter the document number, the company code, and the fiscal year (optional). Save your entries.



If you do not know the number of the recurring document, you can search for it by selecting *Document* → *List*. In the screen that appears, enter your selection criteria and select ENTER. The system displays a list of all the recurring documents. Select a document from the list.

To display the **header data**, select *Goto* → *Document header*.

To display the **recurring entry data**, select *Goto* → *Recurring entry data*.

Changing Recurring Entry Documents

Changing Recurring Entry Documents

Use

Changing a recurring entry document is like changing any other document, except that you can also change the amounts in the individual line items and the recurring posting data.

Procedure

To change a recurring entry document, proceed as follows from the *General Ledger* menu:

1. Select *Document* → *Reference documents* → *Recurring document* → *Change*.
2. Enter the number of a recurring entry document and choose ENTER.
If you do not know the document number, you can search for it by choosing *Document* → *List*.
3. To edit one or more line items, choose each line item and change the data contained in it.

To edit the **document header**, choose *Goto* → *Document header*. You can make changes in the document header fields *Reference* and *Doc. header text*.

To edit the **recurring entries data**, select *Goto* → *Recurring entry data*. You can make changes in the following fields: *Next run on*, *Last run on*, *Interval in months*, *Run date*, *Run schedule*, *Number of runs* and *Deletion indicator*.

4. To save your changes, select *Document* → *Save*.

Deleting Recurring Entry Documents

Prerequisites

You can only delete recurring entry documents that are flagged for deletion. The recurring entry program automatically flags recurring entry documents for deletion if the next run date determined by the program is after the last scheduled run date. The system thereby indicates that the recurring entry document is not to be used again. You can also set the deletion flag yourself in the recurring entry document.

When you use a run schedule, the program flags a recurring document for deletion if there is no run date in the schedule which is later than the current run date. In this case the program tells you which recurring document has been flagged for deletion. You can remove the deletion indicator from the document if necessary. This may be the case for example, if you have not yet entered all run dates. Make sure you then complete the run schedule.

Recurring entry documents which are marked for deletion are no longer used by the recurring entry program.

Procedure

To delete recurring entry documents, proceed as follows:

1. Select *Document* → *Reference documents* → *Recurring document* → *Delete* from the *General Ledger* menu.
2. Enter the program specifications.

If required, you can carry out a test run to give you a list of the documents which can be deleted. You can also print the resulting list. Select the *Test run* field.

Once you are sure that you want to delete the selected recurring entry documents, deselect the *Test run* field.
3. Select *Program* → *Execute*.

Carrying Out Recurring Entries

Carrying Out Recurring Entries

Prerequisites

To create accounting documents from recurring entry original documents, you have to either run the recurring entry program or schedule it to be run. The run dates you enter in the original recurring entry documents are not sufficient to create accounting documents. You must run the recurring entry program at the appropriate intervals and specify, by entering a settlement period, which recurring entry original documents are to be included in the run.

The recurring entry program generates a [batch input session \[Ext.\]](#). This contains the accounting documents that are to be created. After running the recurring entry program, process this batch input session to carry out the postings.

Procedure

You run the recurring entry program by carrying out the following steps from the *General Ledger* menu:

1. Select *Periodic processing* → *Recurring entries* → *Execute*.
The screen *Create Posting Documents from Recurring Documents* appears.
2. Enter the following data:
 - A company code or multiple company codes
 - A date or a date interval in the field *Settlement period* and also, if necessary, a *Run schedule*. In general you enter a time period in the field *Settlement period*, for example 1/1/1998 to 1/31/1998.
 - A user for the authorization check during the recurring entry program.
 - A name for the batch input session (for example, RECURJAN98 for recurring entries in January 1998).
3. Select *Program* → *Execute*.

Result

If the date of the next run stored in the recurring document is on or between the range of dates for the settlement period, the program enters the data required for the postings into the batch input session specified. In each program run, only one accounting document is created per recurring entry document. Therefore specifying a very long settlement period will not result in more than one accounting document being created.

When you process the batch input session, the recurring document is updated. Among other things, the date of the next run that is updated by running the recurring entry program is entered in the document. The total number of program runs is also updated. You can look at this data in the recurring document.

Processing Batch Input Sessions Manually

Prerequisites

You have executed the recurring entries program.

Procedure

To carry out the postings, process the batch input session. You can have the system run the batch input sessions automatically. To do this, use report RSBDCSUB.

To process batch input sessions manually, proceed as follows:

1. Choose *System* → *Services* → *Batch input* → *Sessions*.
2. The system displays a list of those batch input sessions that meet your selection criteria. Enter the relevant data for selecting the session.
3. Select the session you require and choose *Session* → *Process*.

The system displays a dialog box where you can specify how the session is to be processed. You generally select the *Display errors* field in order to have the system display any errors in the session.

4. Save your entries.

Result

The system posts the documents. You can call up a log of the batch input session by choosing *Goto* → *Log*. For more information about batch input sessions, see the SAP Library under *BC - Basis Components*.

Evaluating Recurring Entry Documents

Evaluating Recurring Entry Documents

Use

You can evaluate recurring entries according to the following criteria:

- Time period: To do this, enter a start and/or an end date. These dates refer to the specifications made as to the first and last run date stored in the recurring entry document.
- Documents not executed
- Documents to be considered in the future: To consider these documents for the next run of the recurring entry program, enter the required settlement period.

If required, you can restrict this evaluation to certain accounts.

Activities

To carry out this evaluation, choose *Periodic processing* → *Recurring entries* → *Lists* from the *General Ledger* menu. On the screen displayed, enter the required selection criteria and then choose *Execute*.

Posting Documents in Foreign Currency

Use

When you post a document in foreign currency, the system stores the amount in both local currency and foreign currency in each line item. The system checks whether the currency key has been defined and is therefore permitted.

Foreign currencies are needed, for example,

- To post and save receivables and payables in foreign currency
- For handling payment transactions in foreign currency
- Managing accounts in foreign currency (foreign currency balance sheet accounts)
- Carrying out the consolidation and reporting for groups.

In the line items, all amounts are saved in both currencies. These include the posting amount, tax amount, and cash discount amount.

Prerequisites

You have made the following specifications in the Implementation Guide under *Global Settings*:

- Currency key for each currency
- Number of decimal places (if you do not require the usual two decimal places)
- Local currency per company code
- Exchange rate between local and foreign currency

In the master records for the G/L accounts, you have to define the currencies you can use to post to that account.

If exchange rate differences arise during clearing or valuating of items or accounts in foreign currency, the system generates postings. To enable the system to do this, you must have defined G/L accounts and posting keys.

Activities

To specify the foreign currency for your document, enter the appropriate currency key in the *Currency* field in the document header. There are several ways to enter an exchange rate:

- Enter a posting date and the currency key in the document header. The system automatically transfers the exchange rate valid on the posting date. Exchange rates are defined in the system.
- You can also enter the exchange rate directly in the document header via the currency key and exchange rate fields.
- Enter a translation date in the document header. The system then automatically takes the exchange rate valid on this translation date.

The valid exchange rate is the one entered on the posting date or on the translation date, or the rate entered at an earlier time. For example, if you post a document on August 25, but the last exchange rate in the system setting is from August 22, the system uses the exchange rate from the entry on August 22.

Posting Documents in Foreign Currency

You can enter the amount in each line item in both local and foreign currency.

You can enter documents in any foreign currency for which a currency key is defined in the system. If you manage a G/L account, for example a bank account, in a foreign currency, you can only post documents to this G/L account in the account currency, that is, the foreign currency.



For more information about clearing open items in foreign currency, see the SAP Library *FI General Ledger Accounting*, *FI Accounts Receivable*, and *FI Accounts Payable*.

Translating Foreign Currency

Use

You can either have the exchange rate for foreign currencies proposed by the system, or you can enter it manually.

Prerequisites

You have defined the exchange rate for the foreign currency to be translated.

Features

To translate foreign currency amounts, the system usually uses the exchange rate you have defined in the system. You can enter exchange rates in the system for specific time periods. The system then determines the appropriate exchange rate for the translation on the posting date. If you want to use a different exchange rate to the one for the posting date, you can enter this manually in the document header.



This is necessary if you are posting an invoice for which the posting period has already been closed. In this case, you post in the current period. In order for the system to be able to determine the appropriate exchange rate, enter the invoice date as the translation date.

Activities

Enter the exchange rate directly (manually) in the document header. The system checks the difference between the exchange rate you entered and the exchange rate calculated by the system. This prevents errors in entries. For each company code, you can define the percentage difference tolerated between the exchange rates.



You can define special tolerances for currencies with large fluctuations in value. These are not company code-specific. If the tolerance is exceeded, the system issues a warning.

You can also determine the exchange rate in each individual line item. To do this, specify the local and foreign currency amount in the line item. The system determines the exchange rate using your specifications. It also checks the difference between the exchange rate calculated and the exchange rate from the document header. The system issues a warning if the tolerance limits for the permitted exchange rate difference is exceeded.

When you post the document, the balance must be zero in both local and foreign currency. Rounding differences that arise on translation are processed automatically. The system adds differences to the first line item that has the corresponding +/- sign.

Accounting clerks can make user-specific settings: They can suppress fields for local or foreign currencies.

Cross-Company Code Transactions

Cross-Company Code Transactions

Use

Several company codes are involved in a cross-company code transaction. In a cross-company code transaction, the system posts a separate document with its own document number in each of the company codes.

Individual documents are linked by a common cross-company code number. The system generates line items automatically (receivables and payables arising between company codes) in order to balance the debits and credits in each document.

You may use only one company code for offsetting entries. That is to say, regardless of the number of company codes involved, you must make one of the following entries:

- Only one company code on the debit side and the rest on the credit side.
- Only one company code on the credit side and the rest on the debit side.

Example from the G/L View:



This supports for example, central procurement or central payment transactions. In central procurement, one company code makes purchases for several others, while in central payment transactions, one company code pays for the others.

In central purchasing, the invoice item is entered in one company code, and offsetting entries are made in different company codes. The system generates a separate document for each company code. These documents are marked as related by a shared transaction number.

Example from the Vendor View:



A vendor delivers equipment to one company code and other equipment to a second company code, but sends only one invoice for all the equipment to the first company code. You enter part of the expense and post the invoice to the vendor account in the first company code. When entering the invoice, you have to post part of the costs in the second company code. Before you post the cross-company code transaction, the system generates line items automatically (receivables and payables arising between company codes). If you enter a cross-company code transaction, the system posts a separate document with its own document number in each of the company codes. Although the document numbers are different, documents in both company codes have the same number for the cross-company code transaction, the same posting date, the same document date, and the same document type.

Example from the Customer View:



A customer buys a product from one company code and installation and service from another company code, but only receives one invoice for the product and installation from the first company code. The first company code sends and posts the invoice,

Cross-Company Code Transactions

while the second company code withdraws part of the revenue from the first company code.

Postings for clearing between the company codes involved are made automatically. These clearing entries identify the receivables or payables that arise between the company codes. Each company code-specific document states a zero balance.

Prerequisites for Cross-Company Code Transactions

Prerequisites for Cross-Company Code Transactions

For cross-company code transactions, there are special prerequisites that must be fulfilled for invoices if:

- The receivables or payables are posted in a different company code to the one in which the revenue or expense (or costs) is posted
- The business transaction must be reported for tax purposes

In order to properly report the business transaction on the tax return, the company codes in this case must represent a single legal entity for tax purposes. This means that in the advance return for tax on sales/purchases, one company code represents all the other company codes. This is necessary because the system posts the taxes in the company codes in which the expense or revenue is posted, but the company code which receives or sends the invoice must create the tax return.



This restriction applies only to the type of business transaction described above. It does not apply when cross-company code transactions are only posted in the general ledger, or when payments are made across company codes for an invoice which was not posted across company codes.

Clearing Accounts for Cross-Company Code Transactions

Definition

Account that temporarily stores postings. Clearing accounts are auxiliary accounts that exist for technical reasons and which are repeatedly cleared. Possible reasons for posting to a clearing account:

- Time difference between business transactions (GR/IR clearing account)
- Organizational task distribution (bank clearing account)
- Business transactions requiring clarification

Use

You create clearing accounts to display receivables and payables between individual company codes. You define which clearing accounts to use in the system settings. There are two ways to do this:

- You specify clearing accounts for each possible combination of company codes.
- You use one company code for clearing. This company code is always entered first during document entry. In this case, you enter the clearing accounts for each combination of this company code with the other company codes.

Clearing Account for Cross-Company Code Transactions: Example

Clearing Account for Cross-Company Code Transactions: Example

Company codes 0001, 0002, and 0003 purchase goods together. Company code 0001 is used as the clearing company code and is always entered first. The first item (invoice item) is therefore entered in company code 0001. Offsetting entries between the company codes have to be posted in company code 0001, as well as company codes 0002 and 0003. The following figure shows the manually entered items and the automatic clearing postings.

CoCd	Postings entered	Automatic postings								
0001	<table border="1"> <tr><td colspan="2">Vendor</td></tr> <tr><td></td><td>3000.00</td></tr> </table>	Vendor			3000.00	<table border="1"> <tr><td colspan="2">Rec. CoCd 0002</td></tr> <tr><td>800.00</td><td></td></tr> </table>	Rec. CoCd 0002		800.00	
	Vendor									
	3000.00									
Rec. CoCd 0002										
800.00										
	<table border="1"> <tr><td colspan="2">Costs</td></tr> <tr><td>1000.00</td><td></td></tr> </table>	Costs		1000.00		<table border="1"> <tr><td colspan="2">Rec. CoCd 0003</td></tr> <tr><td>1200.00</td><td></td></tr> </table>	Rec. CoCd 0003		1200.00	
Costs										
1000.00										
Rec. CoCd 0003										
1200.00										
0002	<table border="1"> <tr><td colspan="2">Costs</td></tr> <tr><td>800.00</td><td></td></tr> </table>	Costs		800.00		<table border="1"> <tr><td colspan="2">Payables to CoCd 0001</td></tr> <tr><td></td><td>800.00</td></tr> </table>	Payables to CoCd 0001			800.00
Costs										
800.00										
Payables to CoCd 0001										
	800.00									
0003	<table border="1"> <tr><td colspan="2">Costs</td></tr> <tr><td>1200.00</td><td></td></tr> </table>	Costs		1200.00		<table border="1"> <tr><td colspan="2">Payables to CoCd 0001</td></tr> <tr><td></td><td>1200.00</td></tr> </table>	Payables to CoCd 0001			1200.00
Costs										
1200.00										
Payables to CoCd 0001										
	1200.00									

To enable the automatic postings to be made, you must enter the clearing accounts for every combination of company codes you require in the system. In this example - because it uses a single clearing company code - entries for the clearing accounts for four combinations of company codes are required:

- Company codes 0001 and 0002
- Company codes 0001 and 0003
- Company codes 0002 and 0001
- Company codes 0003 and 0001

Displaying Cross-Company Code Transactions

Procedure

To display a cross-company code transaction, proceed as follows:

1. From the *General Ledger, Accounts Payable or Accounts Receivable* menu, select *Document → Cross-CC transaction → Display*.
2. On the display screen, enter the number of the cross-company code transaction (for example, Machines).
3. Choose *Enter*.

Result

The system displays the cross-company code transaction.

From this screen, you can see that this transaction contains two or more separate documents from different company codes.

To display a line item, place the cursor on the line item and then select the line item.

Changing Cross-Company Code Transactions

Changing Cross-Company Code Transactions

Procedure

A cross-company code transaction contains several documents in various different company codes. To change a cross-company code transaction, proceed as follows:

1. Enter the number of the cross-company code transaction.
2. Change the document data in the same way as if the document was only assigned to one company code.

From the *General Ledger, Accounts Payable or Accounts Receivable* menu, select *Document* → *Cross-cc transaction* → *Change*. You have two options:

- Enter a cross-company code posting number
- You can search for a cross-company code posting number

You can search for a cross-company code posting number as follows:

1. From the menu bar of the *Change Transaction: Initial Screen*, select *Transaction* → *List*.
On the next screen, you can search for cross-company code transactions using the posting date, document type, or a range of cross-company code transaction numbers.
2. Enter the criteria.
3. Choose *Program* → *Execute*.

To select a specific cross-company code transaction, enter the number of the relevant document.

Result

From the screen *Display Transaction: Overview*, you can select a line item that you wish to change.

Reversing Cross-Company Code Transactions

Procedure

To reverse a cross-company code transaction, proceed as follows from the *General Ledger*, *Accounts Receivable* or *Accounts Payable* menu:

1. Choose *Document* → *Cross-CC transaction* → *Reverse*.
2. Enter the cross-company code number or the number of a single document from the transaction.
You can now choose whether to reverse the whole transaction immediately or to display a list of all the documents from the transaction.
3. To display a list of all documents involved, select ENTER.
To reverse the whole transaction directly, select *Cross-CC transaction* → *Post*. If one of the documents in the transaction cannot be reversed, the system displays a list of all the documents for selection.
4. Select those documents you wish to reverse.
5. Choose *Cross-CC transaction* → *Post*.

Result

If it is possible, the system reverses the documents you selected. It then displays the numbers of the reverse documents it created.