

Exercises



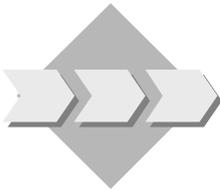
Unit: Financials

Topic: Posting Tools



At the conclusion of this exercise, you will be able to:

- Create a journal voucher and post as journal entries
- Create and use posting templates
- Create and execute recurring postings



Posting tools allow the Accounting department to:

- Review a journal voucher before posting
- Easily create journal entries from templates
- Automatically post repetitive journal entries

3-1 Create a journal voucher.

Create a new journal voucher and enter two journal entries of your choice.
Save the journal voucher.

3-2 Change and post the saved journal voucher.

Choose the journal voucher you just created and select one of the journal entries.
Make a change to the amount in the journal entry.
Add another entry to the journal voucher.
Post the two journal entries.
Check whether the system entered the journal entries in the general ledger.

3-3 True or False?

3-3-1 You can add a journal entry to a journal voucher only if the items on the credit and debit sides balance.

3-3-2 You cannot post individual journal entries from a journal voucher to the general ledger.

3-4 Use posting templates.

You want to pay your employees an annual bonus of 15%.

3-4-1 Create a posting template that posts:

- 115% of the employee's salary to the employee's account (liabilities)
- 100% of the employee's salary to the appropriate salaries expense account
- 15% of the employee's salary to the appropriate expenses account for bonuses

In the liabilities line (first row), leave the field *G/L Account/BP No* empty. Enter the description "Employee account" in the *G/L Account/BP Name* field.

3-4-2 Use the posting template you just created to post a journal entry to pay a bonus to your employee. Your employee has a vendor master data record. Use an existing vendor or create a new one.

3-5 Execute recurring postings.

Every month, your company pays a flat-rate charge of **200** excluding VAT to vendor **V20000** for maintaining your homepage.

3-5-1 Create a recurring posting which monthly posts the payables to the vendor account. In the *Ref 1* field, enter the contract number **08400**. The first execution date is today's date. The expenditure is recorded in the **Internet** account. Choose a suitable VAT code.

3-5-2 Execute the recurring posting.



Tip: Activate the *Display Recurring Postings on Execution* indicator under **Administration** → **System Initialization** → **General Settings** on the *Services* tab page to display these postings automatically when you log on.