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|  |
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|  |
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| MOTIVATION  You will configure the enterprise structure and business processes for Financial Accounting. |
| After setting up the organization units and process parameters, you will create necessary master data and test the business process. |
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| PREREQUISITES  You should be familiar with navigation in the SAP system. |
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| ACKNOWLEDGEMENT  This material was prepared with the assistance of student interns at the Seidman ERP program at Grand Valley State University and the SAP Club at CSU Chico as well as student and research assistants at SAP UCC Magdeburg.  Also, thanks to Corrie Fiedler (Senior Lecturer, Information & Decision Sciences, Carlson School of Management, University of Minnesota) for her assistance in improving this exercise. |



SAP ERP Configuration Phase I

– Financial Accounting



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General Notes and Cautions

Warning: When working with other classmates at the same time in the same transactions within “SPRO”, tables will tend to lock up and you will only be able to display them. This is due to the fact that the system does not allow multiple users in the same transaction at the same time. To get passed this message, simply wait until the current user in the transaction is finished and then proceed.

Attributes: At times, certain attributes or fields may not appear to have the name of them in front of the user. To display the full name of the attribute or field, simply click within the field and then press the F1 key. This will bring up not only the title of the field, but it will bring up the full description of it to read.

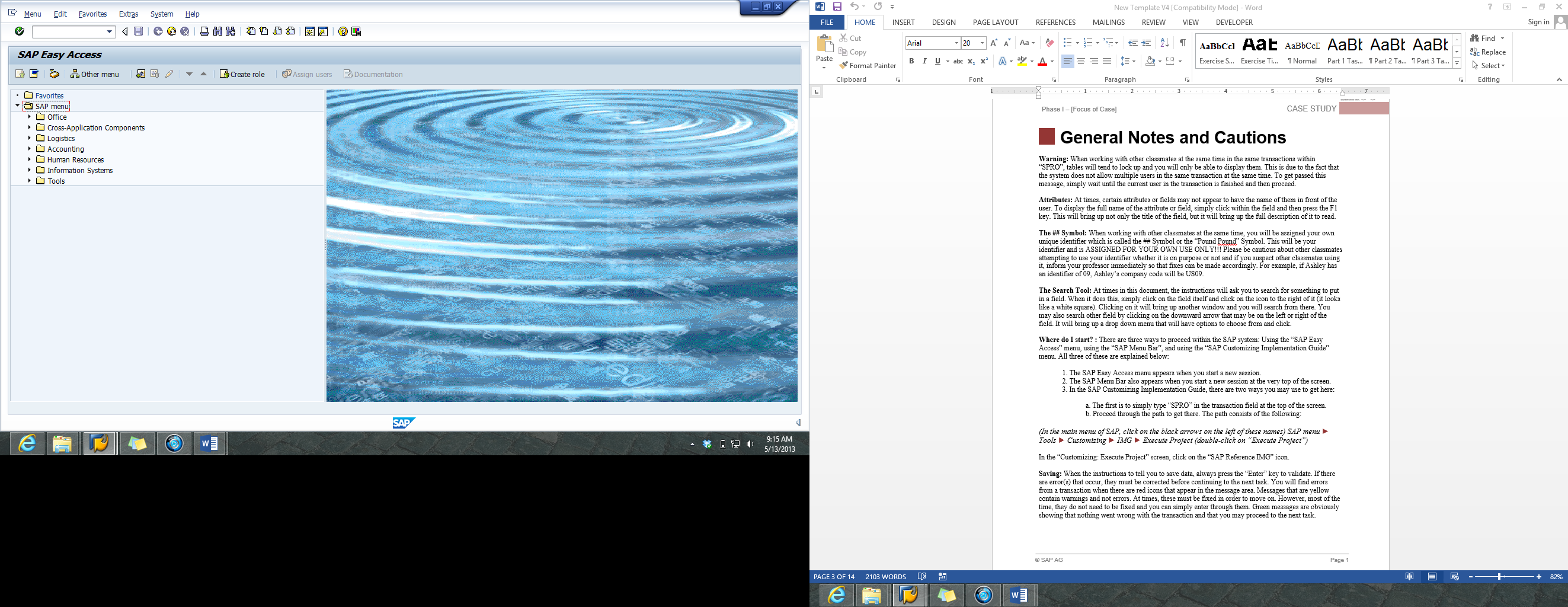
The ## Symbol: When working with other classmates at the same time, you will be assigned your own unique identifier which is called the ## Symbol or the “Pound Pound” Symbol. This will be your identifier and is ASSIGNED FOR YOUR OWN USE ONLY!!! Please be cautious about other classmates attempting to use your identifier whether it is on purpose or not and if you suspect other classmates using it, inform your professor immediately so that fixes can be made accordingly. For example, if Ashley has an identifier of 09, Ashley’s company code will be US09.

The Search Tool: At times in this document, the instructions will ask you to search for something to put in a field. When it does this, simply click on the field itself and click on the icon to the right of it (it looks like a white square). Clicking on it will bring up another window and you will search from there. You may also search other field by clicking on the downward arrow that may be on the left or right of the field. It will bring up a drop down menu that will have options to choose from and click.

Where do I start? : There are three ways to proceed within the SAP system: Using the “SAP Easy Access” menu, using the “SAP Menu Bar”, and using the “SAP Customizing Implementation Guide” menu. All three of these are explained below:

1. The SAP Easy Access menu appears when you start a new session.

2. The SAP Menu Bar also appears when you start a new session at the very top of the screen.



3. In the SAP Customizing Implementation Guide, there are two ways you may use to get here:

a. The first is to simply type “SPRO” in the transaction field at the top of the screen.

b. Proceed through the path to get there. The path consists of the following:

(In the main menu of SAP, click on the black arrows on the left of these names) SAP menu ► Tools ► Customizing ► IMG ► Execute Project (double-click on “Execute Project”)

In the “Customizing: Execute Project” screen, click on the  icon.

Saving: When the instructions to tell you to save data, always press the “Enter” key to validate. If there are error(s) that occur, they must be corrected before continuing to the next task. You will find errors from a transaction when there are red icons that appear in the message area. Messages that are yellow contain warnings and not errors. At times, these must be fixed in order to move on. However, most of the time, they do not need to be fixed and you can simply enter through them. Green messages are obviously showing that nothing went wrong with the transaction and that you may proceed to the next task.

Set Controlling Area Pop-Up: At times throughout this phase, there will be times when the system asks you enter your controlling area to clarify which controlling area you are configuring for.

If this should happen, in the “Set Controlling Area” pop-up, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Controlling Area | Uniquely identifies a controlling area. | NA## |

Click on C:\Users\Mike\Dropbox\Folder 05\SAP Icons\S_S_OKAY.gif (CONTINUE (ENTER)).

This will get you into the next screen where the instructions will then tell you what to do for the task.

Enter Chart of Accounts Pop-Up: At times throughout this phase, there will be times when the system asks you enter your chart of accounts to clarify which chart of accounts you are configuring for.

If this should happen, in the “Enter Chart of Accounts” pop-up, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Chart of Accounts | Key that uniquely identifies a chart of accounts. | GL## |

Click on C:\Users\Mike\Dropbox\Folder 05\SAP Icons\S_S_OKAY.gif (CONTINUE (ENTER)).

This will get you into the next screen where the instructions will then tell you what to do for the task.

**Differences in Font:** Throughout this phase you will see tables with different fonts used in the Data Value column. The normal Times New Roman indicates you enter exactly what is typed out except for the ## Symbol where you would put in your identifier. The italicized *Times New Roman* font indicates the data is looked up or found.

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Times New Roman | Font that tells you to enter what is written. | Times New Roman |
| Times New Roman (Italicized) | Font that tells you the data that needs to be looked up. | Times New Roman (Italicized) |

Part I.1 – Enterprise Structure

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I.1.1: Define Company Code

Description: In this step, you will establish a new Company (or in real life, a GBI legal entity) located in the United States. This Company is represented in SAP by a Company Code.

Your new Company Code is the basis of financial accounting and will eventually include the General Ledger and sub-ledgers. It will serve as the source for US tax and legal entity reporting. Your Company Code is assigned to exactly one country (United States), one base currency (US Dollar), and one language (English).

All of your future work (configuration and testing) will be done in your Company Code.

Warning: See “General Notes and Cautions” about table locks.

Navigation: SAP Customizing Implementation Guide ► Enterprise Structure ► Definition ► Financial Accounting ► Edit, Copy, Delete, Check Company Code

In the “Choose Activity” pop-up, double-click on Edit Company Code Data.

Tasks and Data Entry:

In the “Change View “Company Code”: Overview” screen, click on the C:\Users\Josh\Dropbox\Folder 06\Brandon\Icons\New Entries.PNG icon.

In the “New Entries: Details of Added Entries” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Company Code | An organizational unit within financial accounting. | US## |
| Company Name | Name of Company Code or Company | ## Global Bike Inc. |
| City | City name in an address. | Dallas |
| Country | The country key contains information which the system uses to check entries such as length of the postal code or bank account number. | USA |
| Currency | Currency key for amounts in the system. | United States Dollar |
| Language | The language key designates the language in which you display texts, enter texts, or print documents. | English |

Click on S_B_ADDR (ADDRESS).

In the “Edit address: US##” pop-up, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Title | Possible titles are stored in a check table. | Company |
| Name | Name of an address. | ## Global Bike Inc. |
| Search term 1/2 | Short description used for search helps. | 0## |
| Street/House Number | Street name as part of the address. | 5215 N. O’Connor Blvd |
| Postal Code | Postal code as part of the address. | 75039 |
| City | City name as part of the address. | Dallas |
| Country | The country key contains information which the system uses to check entries such as the length of the postal code or bank account number. | USA |
| Region | In some countries, the region forms part of the address. The meaning depends on the country. | Texas |

In the “Street Address” part, click on the S_B_EXPA2 icon.

Enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Tax Jurisdictn | Specifies the tax jurisdiction. | Texas Jurisdiction Code |

Click on C:\Users\Mike\Dropbox\Folder 05\SAP Icons\S_S_OKAY.gif (ENTER (CONTINUE)).

In the “New Entries: Details of Added Entries” screen, click on the C:\Users\Mike\Dropbox\Folder 05\SAP Icons\S_F_SAVE.gif icon.

In the *“Edit”* pop-up, click on the C:\Users\Mike\Dropbox\Folder 05\SAP Icons\S_S_OKAY.gif icon. You will receive a message that says “Data was saved”.

I.1.2: Define Business Area

Description: You will create a Business Area. Financial statements for your Company Code are structured based on Business Areas. Large firms - with diversified products - have more than one Business Area, but GBI operates with only one Business Area (## Bikes).

In a later step (Phase III), you will associate this Business Area with GBI’s Plants and Divisions to allow meaningful financial statements for each Business Area.

Warning: See “General Notes and Cautions” about table locks.

Navigation: SAP Customizing Implementation Guide ► Enterprise Structure ► Definition ► Financial Accounting ► Define Business Area

Tasks and Data Entry:

In the “Change View “Business areas”: Overview” screen**,** click on the C:\Users\Josh\Dropbox\Folder 06\Brandon\Icons\New Entries.PNG icon.

In the “New Entries: Overview of Added Entries” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Business Area | Key identifying a business area. | BI## |
| Description | Business area description. | ## Bikes |

Click on C:\Users\Mike\Dropbox\Folder 05\SAP Icons\S_F_SAVE.gif (SAVE). You will receive a message that says “Data was saved”.

I.1.3: Define Empty Chart of Accounts

Description: You will create an empty Chart of Accounts that will eventually be associated with your Company Code. In later steps you will populate this empty Chart of Accounts with actual General Ledger account numbers, names, and control information.

Warning: See “General Notes and Cautions” about table locks.

Navigation: SAP Customizing Implementation Guide ► Financial Accounting (New) ► General Ledger Accounting (New) ► Master Data ► G/L Accounts ► Preparations ► Edit Chart of Accounts List

Tasks and Data Entry:

You are in the “Change View “List of All Charts of Accounts”: Overview” screen**.**

Click on C:\Users\Josh\Dropbox\Folder 06\Brandon\Icons\New Entries.PNG (NEW ENTRIES).

In the “New Entries: Details of Added Entries” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Chart of Accts | Uniquely identifies a chart of accounts. | GL## |
| Description | Descriptive name for the chart of accounts. | ## GBI COA |
| Maint.language | Language | English |
| Length of G/L account number | Specifies the length of an account. | 6 |

Click on S_F_SAVE (SAVE). You will receive a message that says “Data was saved”.

I.1.4: Maintain Controlling Area

Description: You will create a Controlling Area that will eventually be associated with your Company Code. A Controlling Area is a Management Accounting entity that rolls up all Cost Accounting data from a Company Code.

Larger firms can roll up many Company Codes into one Controlling Area. This allows firm management to have one view of Cost Accounting data across multiple legal entities.

Warning: See “General Notes and Cautions” about table locks.

Navigation: SAP Customizing Implementation Guide ► Enterprise Structure ► Definition ► Controlling ► Maintain Controlling Area

In the “Choose Activity” pop-up, double-click on Maintain Controlling Area.

Tasks and Data Entry:

In the “Change View “Basic data”: Overview” screen**,** click on the C:\Users\Josh\Dropbox\Folder 06\Brandon\Icons\New Entries.PNG icon.

In the “New Entries: Details of Added Entries” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Controlling Area | Uniquely identifies a controlling area. | NA## |
| Name | Name of the controlling area. | ## GBI North America |
| CoCd->CO Area | Controls assignment of company codes. | Cross-company-code cost accounting |
| Currency Type | Currency type for a controlling area. | Company code currency |
| Currency | Currency key for amounts in system. | United States Dollar |
| Chart of Accts | Uniquely identifies a chart of accounts. | Your Chart of Accounts |
| Fiscal Year Variant | Used to define the fiscal year. | Cal. Year, 1 Special Period |

Click on S_F_SAVE (SAVE). You will receive a message that says “Data was saved”.

Click on C:\Users\Mike\Dropbox\Folder 05\SAP Icons\S_F_ENDT.gif (EXIT).

In the pop-up, click on the  icon. You will receive a message that says “Data was saved”.

I.1.5: Define Credit Control Area

Description: You will create a Credit Control Area that will eventually be associated with your Company Code. A Credit Control Area is the organizational unit that manages the firm’s customers’ credit limits. In later steps you will associate and authorize this Credit Control Area to your Company Code

Larger firms can roll up many Company Codes into one Credit Control Area. This allows the firm to manage a global customer’s credit across geographic boundaries.

Warning: See “General Notes and Cautions” about table locks.

Navigation: SAP Customizing Implementation Guide ► Enterprise Structure ► Definition ► Financial Accounting ► Define Credit Control Area

Tasks and Data Entry:

In the “Change View “Credit Control Areas”: Details” screen**,** click on the C:\Users\Josh\Dropbox\Folder 06\Brandon\Icons\New Entries.PNG icon.

In the “New Entries: Details of Added Entries” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Cred.Contr.Area | Entity which grants and monitors a credit limit for customers. | GL## |
| Currency | Currency Key | United States Dollar |
| Update | When the values of open sales orders, deliveries, and billing documents are updated. | Open order value on time axis, delivery and bill.doct value |
| FY Variant | A fiscal year variant. | Cal. Year, 1 Special Period |

Click on S_F_SAVE (SAVE). You will receive a message that says “Data was saved”.

Click on C:\Users\Mike\Dropbox\Folder 05\SAP Icons\S_F_BACK.gif (BACK).

In the “Change View “Credit Control Areas”: Overview” screen, enter the following information:

|  |  |
| --- | --- |
| CCAr | Description |
| Your Credit Control Area | ## Global Bike Inc. |

Click on S_F_SAVE (SAVE). You will receive a message that says “Data was saved”.

I.1.6: Define Variants for Open Posting Period

Description: You will create an empty Variant for Open Posting Periods that will eventually be associated with your Company Code. This Variant identifies the General Ledger posting periods that can be used during a fiscal year.

In this step, you create an empty Variant (GL##). In a later step you will define this Variant to include 13 posting periods per fiscal year.

Warning: See “General Notes and Cautions” about table locks.

Navigation: SAP Customizing Implementation Guide ► Financial Accounting (New) ► Financial Accounting Global Settings (New) ► Ledgers ► Fiscal Year and Posting Periods ► Posting Periods ► Define Variants for Open Posting Periods

Tasks and Data Entry:

You are in the “Change View “Posting Periods: Define Variants”: Overview” screen.

Click on C:\Users\Josh\Dropbox\Folder 06\Brandon\Icons\New Entries.PNG (NEW ENTRIES).

In the “New Entries: Overview of Added Entries” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Variant | Specifications for a posting period. Each company code refers to exactly one variant. Therefore, as many company codes as you require can use the same variant. | GL## |
| Name | Posting Period Variant Name | ## GBI Posting Periods |

Click on S_F_SAVE (SAVE). You will receive a message that says “Data was saved”.

I.1.7: Define Field Status Variants

Description: You will copy and rename a Field Status Variant and its related Field Status Groups from Company Code US00. In a later step, you will associate this Field Status Variant (GL##) with your Company Code.

Your Field Status Groups (Expense Account, Balance Sheet Account, etc.) guide the user experience during General Ledger document entry. For example, the Field Status Group determines which fields are required, which fields are optional, and which fields are hidden during General Ledger document entry.

Warning: See “General Notes and Cautions” about table locks.

Navigation: SAP Customizing Implementation Guide ► Financial Accounting (New) ► Financial Accounting Global Settings (New) ► Ledgers ► Fields ► Define Field Status Variants

Tasks and Data Entry:

In the “Change View “Field status variants”: Overview” screen**,** highlight the “GL00” row.

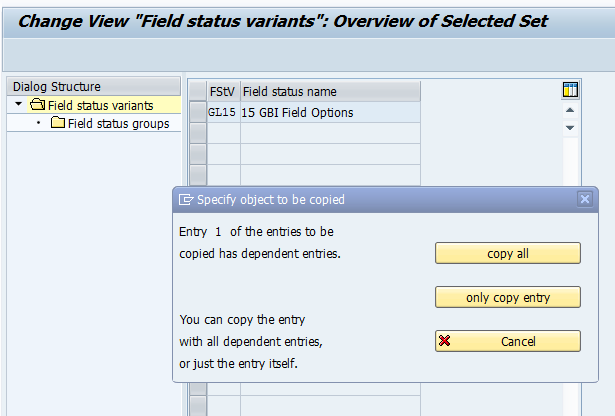
Click on C:\Users\Mike\Dropbox\Folder 05\SAP Icons\S_F_COPY.gif (COPY AS…).

You are in the “Change View “Field status variants”: Overview of Selected Set” screen.

Change the following information:

|  |  |
| --- | --- |
| FStV | Field status name |
| GL## | ## GBI Field Options |

Click on C:\Users\Mike\Dropbox\Folder 05\SAP Icons\S_F_OKAY.gif (ENTER).

In the “Specify object to be copied” pop-up, click on the  icon.

In the “Information” pop-up, click on the C:\Users\Mike\Dropbox\Folder 05\SAP Icons\S_S_OKAY.gif icon.

In the “Change View “Field status variants”: Overview” screen**,** highlight the “GL##” row.

Double-click on Field status groups.

In the “Change View “Field status groups”: Overview” screen, enter the following information:

|  |  |
| --- | --- |
| Field status group | Text |
| ZEXP | ## Expense Accounts |
| ZGBS | ## General Balance Sheet Accounts |
| ZMMA | ## Material Management GR / IR Accounts |
| ZRAA | ## Reconciliation Accounts |
| ZREV | ## Revenue Accounts |

Click on S_F_SAVE (SAVE). You will receive a message that says “Data was saved”.

I.1.8: Enter Global Parameters

Description: You will enter global parameters for your Company Code’s financial accounting processes. ***This is an important step that:***

* associates many of the entities created in previous steps (Chart of Accounts, Credit Control Area, Field Status Variant, Open Posting Period Variant) to your Company Code.
* defines Company Code-wide parameters for ease of use and control (for example: default date = today’s date and maximum exchange rate deviation = 10%).

Warning: See “General Notes and Cautions” about table locks.

Navigation: SAP Customizing Implementation Guide ► Financial Accounting (New) ► Financial Accounting Global Settings (New) ► Global Parameters for Company Code ► Enter Global Parameters

Tasks and Data Entry:

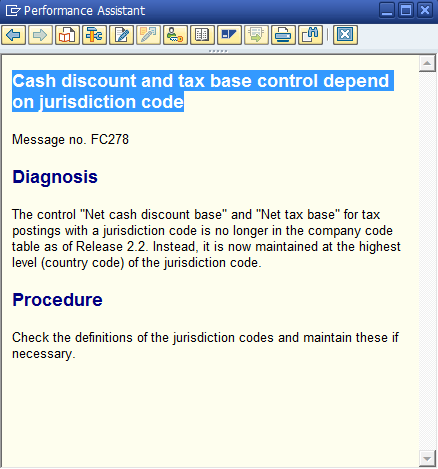
In the “Change View “Company Code Global Data”: Overview” screen**,** double-click on US##.

In the “Change View “Company Code Global Data”: Details” screen**,** enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Chart of Accts | A chart of accounts. | Your GBI COA |
| Credit Control Area | Organizational entity which grants and monitors a credit limit for customers. | Your Global Bike Inc. |
| Fiscal Year Variant | Define the fiscal year. | Cal. Year. 1 Special Period |
| Field status variant | Groups together several field status groups. You assign a field status variant to each company code. | Your GBI Field Options |
| Pstng period variant | The specifications for a posting period. | Your GBI Posting Periods |
| Max. exchange rate deviation | Exchange rate deviation for postings. | 10% |
| Cost of sales accounting actv. | Specifies the status of cost sales accounting for a company. | In preparation |
| Propose fiscal year | Controls whether the fiscal year is defaulted for display. | Selected |
| Define default value date | Indicates the current date is used as the default value for the value date. | Selected |
| Financial Assets Mgmt active | Used to pass on payment information. | Selected |

Click on S_F_SAVE (SAVE).

If you receive a warning message: **Cash discount and tax base control depend on jurisdiction code,** then review your checkboxes(only 3 should be checked).



Press Enter. You will receive a message that says “Data was saved”.

I.1.9: Assign Company Code to Controlling Area

Description: You will associate your Company Code to your previously created Controlling Area (NA##).

As noted before, larger firms can roll up many Company Codes into one Controlling Area. This allows management to have one view of Cost Accounting data across multiple legal entities. In this situation, each Company Code within a given Controlling area can use a different base currency, although they must have the same chart of accounts.

Warning: See “General Notes and Cautions” about table locks.

Navigation: SAP Customizing Implementation Guide ► Enterprise Structure ► Assignment ► Controlling ► Assign company code to controlling area

Tasks and Data Entry:

In the “Change View “Basic data”: Overview” screen**,** highlight the “NA##” row.

Double-click on Assignment of company code(s).

You are in the “Change View “Assignment of company code(s)”: Overview” screen.

Click on C:\Users\Josh\Dropbox\Folder 06\Brandon\Icons\New Entries.PNG (NEW ENTRIES).

In the “New Entries: Overview of Added Entries” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| CoCd | An organizational unit within financial accounting. | Your Global Bike Inc. |

Click on S_F_SAVE (SAVE). You will receive a message that says “Data was saved”.

I.1.10: Assign Controlling Area to Op. Concern

Description: You will associate your Controlling Area to an already existing Operating Concern. An Operating Concern is a Management Accounting entity that rolls up all profitability data from your Company Code and Controlling Area(s).

Larger firms can roll up many SAP Controlling Areas into one Operating Concern. This allows management to have one view of profitability across multiple legal entities.

In keeping with the naming conventions used in this exercise, the operating concern should be GL##. However, due to the limitations of the teaching environment, all Controlling Areas will be assigned to the same Operating Concern (GL00).

Warning: See “General Notes and Cautions” about table locks.

Navigation: SAP Customizing Implementation Guide ► Enterprise Structure ► Assignment ► Controlling ► Assign controlling area to operating concern

Tasks and Data Entry:

You are in the “Change View “Assignment Operating concern -> CO Area”: Overview” screen.

Enter the following information:

|  |  |  |
| --- | --- | --- |
| COAr | Name | OpCo |
| Your GBI North America | ## GBI North America | GL00 (do not make a mistake here) |

Click on S_F_SAVE (SAVE). You will receive a message that says “Data was saved”.

I.1.11: Define Standard Hierarchy

Description: You will create an empty Cost Center Standard Hierarchy within your Controlling Area. Your Cost Center Standard Hierarchy (NA##) will eventually consist of all Cost Centers within your Company Code for a given time period. The Standard Hierarchy will represent all costs associated with your legal entity for that time period and will serve as a basis for Management Accounting (Controlling) reporting.

Warning: See “General Notes and Cautions” about table locks.

Navigation: SAP Customizing Implementation Guide ► Controlling ► General Controlling ► Organization ► Maintain Controlling Area

In the “Choose Activity” pop-up, double-click on Maintain Controlling Area.

Tasks and Data Entry:

In the “Change View “Basic data”: Overview” screen, highlight the “NA##” row.

Click on S_B_DETL (DETAILS).

In the “Change View “Basic data”: Details” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| CCtr Std. Hierarchy | Indicated hierarchy of cost center groups in which all cost centers in a controlling area are gathered together. | NA## |

Double-click on Activate component/control indicators.

In the “Check standard hierarchy” pop-up, click on the  icon.

In the “Change View “Activate components/control indicators”” screen, click on the C:\Users\Josh\Dropbox\Folder 06\Brandon\Icons\New Entries.PNG icon.

In the “New Entries: Details of Added Entries” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Fiscal Year | Period, 12 months as a rule, for which the company is to create its inventory and balance sheet. | Current Year |
| Cost Centers | Indicator controlling, together with the CO interface, specific settings in Cost Center Accounting. | Component active |
| Order Management | Together with the CO interface, this indicator controls specific settings for order management. | Component active |
| Commit. Management | Controls whether commitments are updated. | Components active |

Click on S_F_SAVE (SAVE). You will receive a message that says “Data was saved”.

I.1.12: Assign Permitted Credit Control Areas

Description: You will permit your Company Code to a Credit Control Area. In previous steps you created a Credit Control Area (GL##) and then associated ***that*** Credit Control Area (the ***default Credit Control Area***) to your Company Code (see ***Enter Global Parameters)***.

This step associates additional Credit Control Areas to your Company Code. Thus during the Sales Order process, you can specify ***any*** permitted Credit Control Area rather than using the only the default Credit Control Area.

Larger firms can use the Credit Control Area flexibly as a managerial internal control instrument. GBI, however, associates only one Credit Control Area (GL##) to each Company Code (US##).

Warning: See “General Notes and Cautions” about table locks.

Navigation: SAP Customizing Implementation Guide ► Financial Accounting (New) ► Accounts Receivable and Accounts Payable ► Credit Management ► Credit Control Account ► Assign Permitted Credit Control Areas to Company Code

Tasks and Data Entry:

You are in the “Change View “Permitted Credit Control Areas per Company Code”: Overview” screen.

Click on C:\Users\Josh\Dropbox\Folder 06\Brandon\Icons\New Entries.PNG (NEW ENTRIES).

In the “New Entries: Overview of Added Entries” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Company Code | An organizational unit within financial account. | Your Global Bike Inc. |
| Cred. Cont. Area | An organizational entity which grants and monitors a credit limit for customers. | GL## |

Click on S_F_SAVE (SAVE). You will receive a message that says “Data was saved”.

I.1.13: Maintain Company Code for Materials

Description: You will maintain your Company Code for Materials Management (inventory) transactions. Fiscal periods in your Company Code are initialized to allow material –related transactions.

This step must be completed before material master records are created.

Warning: See “General Notes and Cautions” about table locks.

Navigation: SAP Customizing Implementation Guide ► Logistics - General ► Material Master ► Basic Settings ► Maintain Company Codes for Materials Management

Tasks and Data Entry:

You are in the “Change View “Materials Management View on Company Codes”: Overview” screen.

Enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| CoCd | An organizational unit within financial accounting. | Your Global Bike Inc. |
| Company Name | Name of company. | ## Global Bike Inc. |
| Year | A settlement period. | Current Year |
| Pe | A self-contained part of the current fiscal year. | Current Month |
| Abp | Indicates that back posting is allowed. | Selected |

Click on S_F_SAVE (SAVE). You will receive a message that says “Data was saved”.

**Time spent on Part 1: 75 minutes.**

Part I.2 – Rules and Parameters

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I.2.1: Define Account Group

Description: You will define the Account Groups associated with your Chart of Accounts. Account Groups include: Balance Sheet Accounts, Fixed Asset Accounts, etc.

Each Account Group is

* associated with a contiguous interval of General Ledger account numbers
* defined by parameters guiding the entry and display of attributes: which fields are suppressed, required, optional, and displayed.

Warning: See “General Notes and Cautions” about table locks.

Navigation: SAP Customizing Implementation Guide ► Financial Accounting (New) ► General Ledger Accounting (New) ► Master Data ► G/L Accounts ► Preparations ► Define Account Group

Tasks and Data Entry:

In the “Change View “G/L Account Groups”: Overview” screen, click on the C:\Users\Josh\Dropbox\Folder 06\Brandon\Icons\New Entries.PNG icon.

In the “New Entries: Overview of Added Entries” screen, enter the following information:

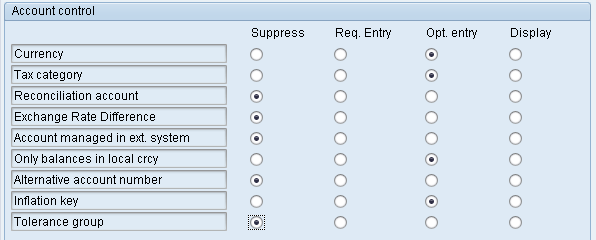
|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Chrt/Accts | Acct Group | Name | From acct | To account |
| Your GBI COA | BS | ## Balance Sheet Accounts | 100000 | 399999 |
| Your GBI COA | FA | ## Fixed Assets | 220000 | 300000 |
| Your GBI COA | LA | ## Liquid Assets | 100000 | 109999 |
| Your GBI COA | MA | ## Material Accounts | 200000 | 200999 |
| Your GBI COA | PL | ## Profit & Loss Accounts | 400000 | 999999 |
| Your GBI COA | RA | ## Reconciliation Accounts | 110000 | 310000 |

Click on C:\Users\Mike\Dropbox\Folder 05\SAP Icons\S_F_OKAY.gif (ENTER).

Double-click on ## Balance Sheet Accounts.

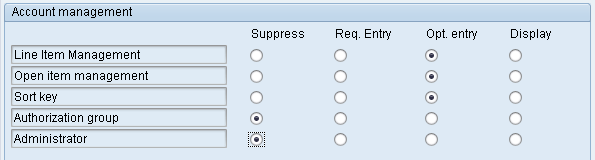
In the “Maintain Field Status Group: Overview” screen, double-click on Account control.

In the “Maintain Field Status Group: Account control” screen, enter the following information:



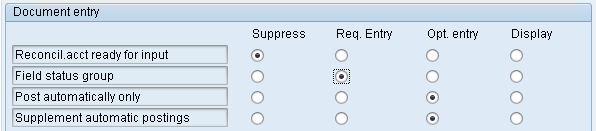
Click on S_F_NXTO (NEXT GROUP).

In the “Maintain Field Status Group: Account management” screen, enter the following information:



Click on S_F_NXTO (NEXT GROUP).

In the “Maintain Field Status Group: Document entry” screen, enter the following information:

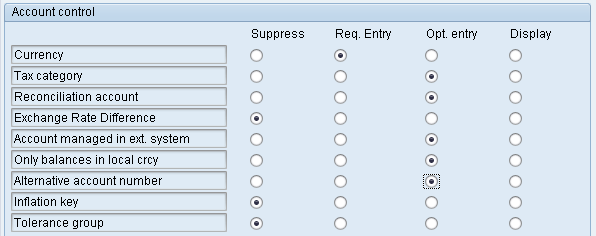


Click on C:\Users\Mike\Dropbox\Folder 05\SAP Icons\S_F_SAVE.gif (SAVE). You will receive a message that says “Data was saved”.

Double-click on ## Fixed Assets.

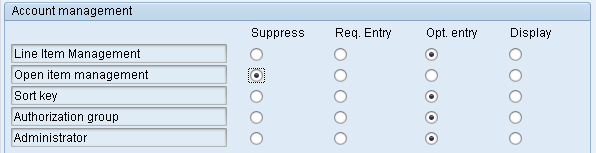
In the “Maintain Field Status Group: Overview” screen, double-click on Account control.

In the “Maintain Field Status Group: Account control” screen, enter the following information:



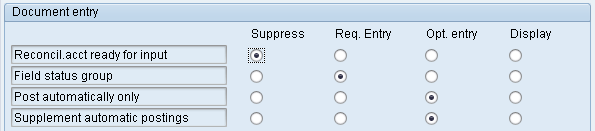
Click on S_F_NXTO (NEXT GROUP).

In the “Maintain Field Status Group: Account management” screen, enter the following information:



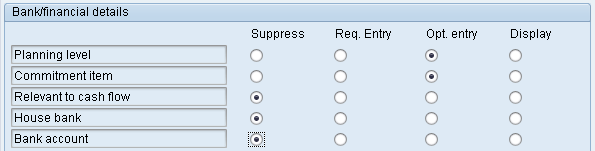
Click on S_F_NXTO (NEXT GROUP).

In the “Maintain Field Status Group: Document entry” screen, enter the following information:



Click on S_F_NXTO (NEXT GROUP).

In the “Maintain Field Status Group: Bank/financials details” screen, enter the following information:



Click on C:\Users\Mike\Dropbox\Folder 05\SAP Icons\S_F_SAVE.gif (SAVE). You will receive a message that says “Data was saved”.

I.2.2: Copy Document Number Ranges

Description: You will copy number ranges for all Financial Accounting documents from Company Code US00. As GBI users create vendor credit memos (or any other Financial Accounting document type), each vendor credit memo will have a unique, sequential number from a range defined in this step.

Warning: See “General Notes and Cautions” about table locks.

Navigation: SAP Customizing Implementation Guide ► Financial Accounting (New) ► Financial Accounting Global Settings (New) ► Document ► Document Number Ranges ► Documents in Entry View ► Copy to Company Code

Tasks and Data Entry:

In the “Document Number Ranges: Copying to Company Code” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Source Company code | The company code is an organizational unit within financial accounting. | US00 |
| Target Company code | The company code is an organizational unit within financial accounting. | Your Global Bike Inc. |

Click on C:\Users\Mike\Dropbox\Folder 05\SAP Icons\S_B_EXEC.gif (EXECUTE).

In the “Copy document number ranges” pop-up, click on the  icon.

I.2.3: Set Up Company for Payment Transactions

Description: You will define the management structure for GBI’s Accounts Payable.

SAP allows a firm to separate the Company Code that ***receives*** a vendor invoice (the Sending Company) from the Company Code that ***processes*** the Accounts Payable (the Paying Company). GBI has made the management decision that each legal entity (Company Code) will be staffed to both ***receive*** the vendor invoice ***and*** ***process*** the Accounts Payable. Thus ***sending company*** = ***paying company*** = ***US##)***

Warning: See “General Notes and Cautions” about table locks.

Navigation: SAP Customizing Implementation Guide ► Financial Accounting (New) ► Accounts Receivable and Accounts Payable ► Business Transactions ► Outgoing Payments ► Automatic Outgoing Payments ► Payment Method/Bank Selection for Payment Program ► Set Up All Company Codes for Payment Transactions

Tasks and Data Entry:

In the “Change View “Company Codes”: Overview” screen, click on the C:\Users\Josh\Dropbox\Folder 06\Brandon\Icons\New Entries.PNG icon.

In the “New Entries: Details of Added Entries” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Company Code | The company code is an organizational unit within financial accounting. | Your Global Bike Inc. |
| Sending company code | The sending company code is the company code that is known to the business partner. | Your Global Bike Inc. |
| Paying company code | In this field you find the company code which processes the payment transactions (possibly for other company codes too). | Your Global Bike Inc. |

Click on C:\Users\Mike\Dropbox\Folder 05\SAP Icons\S_F_SAVE.gif (SAVE). You will receive a message that says “Data was saved”.

I.2.4: Maintain Number Ranges for Controlling

Description: In a previous step, you created number ranges for Financial Accounting documents. In this step you will copy number ranges for all Controlling document types from Controlling Area NA00. As GBI users create planned cost transactions (or any other Controlling document type), each planned cost transaction will have a unique, sequential number from a range defined in this step.

Warning: See “General Notes and Cautions” about table locks.

Navigation: SAP Customizing Implementation Guide ► Controlling ► General Controlling ► Organization ► Maintain Number Ranges for Controlling Documents

Tasks and Data Entry:

In the “Number Ranges for CO Documentation” screen, click on the S_F_COPY icon.

In the “Copy: COA …” pop-up, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| From… | Uniquely identifies a controlling area. | NA00 |
| To… | Uniquely identifies a controlling area. | Your GBI North America |

Click on S_F_COPY (COPY (ENTER)).

In the “Transport number range intervals” pop-up, click on the C:\Users\Mike\Dropbox\Folder 05\SAP Icons\S_S_OKAY.gif icon.

You will receive a message that says “CO Area copied”.

I.2.5: Define Tolerance Groups for Employees

Description: You will define the limits and tolerances that serve as internal control mechanisms in Financial Accounting. For example, you will enter parameters to limit your GBI US employees to:

* entering cash discounts of no more than 5%,
* creating journal entries with a maximum of $500,000.

Warning: See “General Notes and Cautions” about table locks.

Navigation: SAP Customizing Implementation Guide ► Financial Accounting (New) ► Financial Accounting Global Settings (New) ► Document ► Tolerance Groups ► Define Tolerance Groups for Employees

Tasks and Data Entry:

In the “Change View “FI Tolerance Groups For Users”: Overview” screen, click on the C:\Users\Josh\Dropbox\Folder 06\Brandon\Icons\New Entries.PNG icon.

In the “New Entries: Details of Added Entries” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Company code | Organizational unit within accounting. | Your Global Bike Inc. |
| Amount per document | Maximum permitted posting amount per document for this user group. It is the total of all debit items credit items. | 500000 |
| Amount per open item account item | Maximum posting amount permitted per customer or vendor item. | 100000 |
| Cash discount per line item | Maximum cash discount percentage rate which may be assigned by an employee. | 5 |
| Revenue Amount | Payment differences to our advantage are allowed up to this amount. | 100 |
| Revenue Percent | Differences when settling payments are accepted and posted automatically by the system up to this rate entered. | 10 |
| Cash discnt. adj. to Revenue | Any differences up to this amount are corrected with the cash discount posting as long as the cash discount amount is large enough for adjustment. | 10 |
| Expense Amount | Differences to our disadvantage are allowed up to this amount entered. | 100 |
| Expense Percent | Differences when settling payments are accepted and posted automatically by the system up to this rate entered. | 10 |
| Cash discnt. adj. to Expense | Any differences up to this amount are corrected with the cash discount posting as long as the cash discount amount is large enough for adjustment. | 10 |

Click on C:\Users\Mike\Dropbox\Folder 05\SAP Icons\S_F_SAVE.gif (SAVE). You will receive the message “Data was saved”. **Time spent on Part 2: 30 mins**

Part I.3 – Master Data

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I.3.1: Define Retained Earnings Account

Description: You will create a Retained Earnings account in your new (and current empty) Chart of Accounts. The balance from each profit and loss account is carried forward at the end of each fiscal year to this Retained Earnings account (Account 330000).

Your Retained Earnings account must be specified within your Chart of Accounts before additional General Ledger accounts are added. As you add each new profit and loss account, it is automatically linked to the Retained Earnings account for ease of year end closing.

Warning: See “General Notes and Cautions” about table locks.

Navigation: SAP Customizing Implementation Guide ► Financial Accounting (New) ► General Ledger Accounting (New) ► Master Data ► G/L Accounts ► Preparations ► Define Retained Earnings Account

Tasks and Data Entry:

If a dialog box requires your Chart of Accounts. Type GL## and press Enter.

You are in the “Maintain FI Configuration: Automatic Posting – Accounts” screen

Enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| P&L statmt acct type | Retained earnings account from each profit and loss account. | RE |
| Account | General ledger account assigned to retained earnings. | 330000 |

Click on C:\Users\Mike\Dropbox\Folder 05\SAP Icons\S_F_SAVE.gif (SAVE). You will receive a message that says “330000 not created in chart of accounts”.

Click on C:\Users\Mike\Dropbox\Folder 05\SAP Icons\S_F_OKAY.gif (ENTER). You will receive a message that says “Changes have been made”.

I.3.2: Copy General Ledger Accounts

Description: You will create general ledger accounts within your Chart of Accounts by copying all accounts (100000 to 999999) from Company Code US00. For each general ledger account, you are copying not only the account number, but also the account name, and the information that controls how an account functions.

Warning: See “General Notes and Cautions” about table locks.

Navigation: SAP Customizing Implementation Guide ► Financial Accounting (New) ► General Ledger Accounting (New) ► Master Data ► G/L Accounts ► G/L Account Creation and Processing ► Create G/L Accounts with Reference

Tasks and Data Entry:

In the “Create G/L Accounts with Reference – Overview” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Company Code | Company code to copy accounts to. | Your Global Bike Inc. |
| Reference company code | Company code to copy accounts from. | Global Bike Inc. |

Click on S_F_SAVE (SAVE).

In the “Information” pop-up, click on the C:\Users\Mike\Dropbox\Folder 05\SAP Icons\S_S_OKAY.gif icon.

In the “Create G/L Accounts with Reference – Overview” screen, highlight the “US##” row.

Click on C:\Users\Mike\Dropbox\Folder 05\SAP Icons\S_B_DETL.gif (DETAILS).

In the “Create G/L accounts with Reference – Accounts” screen, click on the  icon.

In the “Using Reference Accounts in Table” pop-up, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| From G/L acct | The account you want to use as a reference. | 100000 |
| To | The account you want to use as a reference. | 999999 |

Click on C:\Users\Mike\Dropbox\Folder 05\SAP Icons\S_S_OKAY.gif (CONTINUE (ENTER)).

In the “Create G/L accounts with Reference – Accounts” screen, click on the C:\Users\Mike\Dropbox\Folder 05\SAP Icons\S_B_MRKA.gif icon (select all).

Click on  (CREATE G/L ACCOUNTS).

In the “Table of the G/L accounts in the company code: Display messages” pop-up, click on the C:\Users\Mike\Dropbox\Folder 05\SAP Icons\S_S_OKAY.gif icon.

In the “Create G/L accounts with Reference – Accounts” screen, click on the S_F_SAVE icon.

In the “Information” pop-up, click on the C:\Users\Mike\Dropbox\Folder 05\SAP Icons\S_S_OKAY.gif icon.

I.3.3: Create Standard Hierarchy

Description: You will populate the Cost Center Standard Hierarchy (NA##) that you created in an earlier step. The Cost Center Standard Hierarchy is a tree structure that holds all Cost Centers, organizes them into Cost Center Groups, and assigns management responsibilities.

In this step you will create Cost Center Groups and Cost Centers and structure them into the Standard Hierarchy. You will assign a responsible person to each Cost Center.

Warning: See “General Notes and Cautions” about table locks.

Navigation: SAP Customizing Implementation Guide ► Controlling ► Cost Center Accounting ► Master Data ► Cost Centers ► Define Standard Hierarchy

Tasks and Data Entry:

* Make sure you are in your Controlling Area (NA##). If not, go to Settings in the menu bar and click “Set Controlling Area” then enter your Controlling Area and press enter.

Warning: You will receive an information message in this exercise “Profit Center Accounting active but not profit center specified”. This is not an error message but a warning message. Press Enter to accept the message and continue with saving.

In the “Standard Hierarchy for Cost Centers Change” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Short Description of Group | Description of Group | ## GBI North America CCtr Std. Hierarchy |

Right-click on NA## listed under Standard Hierarchy.

Click on Create Group (Lower Level).

Enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Group Name | Summarizes objects created with master data. | N10## |
| Short Description of Group | Description of Group | ## Corporate |

Press Enter to make your changes take effect.

Right-click on Corporate.

Click on Create Group (Lower Level).

Enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Group Name | Summarizes objects created. | N11## |
| Description of Group | Description of Group | ## Executive Board |

Press Enter to make your changes take effect.

Right-click on Executive Board.

Click on Create Cost Center.

Enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Cost Center | Key uniquely identifying a cost center. | NAEX10## |
| Name | General description of the object. | ## John Davis |
| Description | Description | ## NA Executive: John Davis |
| Person Responsible | Person responsible for the given cost center. | ## John Davis |
| Cost Center Category | Indicator used to define a category. | Administration |

Click on the “Organization” tab.

Enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Business Area | Key identifying a business area. | Your Bikes |

Click on the “Indicators” tab.

Enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Commitment Update | Key indicating a commitment update. | Deselected |

Press Enter to make your changes take effect.

Right-click on N11##.

Click on Create Cost Center.

Enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Cost Center | Key uniquely identifying a cost center. | NAEX20## |
| Name | General description of the object. | ## Peter Weiss |
| Description | Description | ## NA Executive: Peter Weiss |
| Person Responsible | Person responsible for the given cost center. | ## Peter Weiss |
| Cost Center Category | Indicator used to define a category. | Administration |

Click on the “Organization” tab.

Enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Business Area | Key identifying a business area. | Your Bikes |

Click on the “Indicators” tab.

Enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Commitment Update | Key indicating a commitment update. | Deselected |

Click on C:\Users\Mike\Dropbox\Folder 05\SAP Icons\S_B_PRVI.gif (CHANGE SEQUENCE: MOVE DOWN).

Click on S_F_SAVE (SAVE). You will receive a message that says “Data was saved”.

You will remove an information message. Press Enter to accept the message and continue with saving.

You have just created your Corporate group within the Standard Hierarchy in the steps above. Appendix A contains data about all of the Cost Centers and Groups used in the Standard Hierarchy at GBI. Use the data in appendix A to create the rest of the Standard Hierarchy using the steps above as a guide.

I.3.4: Create Primary Cost Elements

Description: You will create primary Cost Elements. Primary Cost Elements carry costs from Financial Accounting to Controlling.

Each General Ledger expense account is associated with a primary Cost Element. Thus each General Ledger expense posting in Financial Accounting is ***automatically*** posted in the corresponding primary Cost Element in Controlling.

You will begin by setting up a primary Cost Element to carry all Labor expense from the General Ledger (Account 700000) to Controlling (primary Cost Element 700000).

Warning: See “General Notes and Cautions” about table locks.

Navigation: SAP Customizing Implementation Guide ► Controlling ► Cost Element Accounting ► Master Data ► Cost Elements ► Create Cost Elements

In the “Choose Activity” pop-up, double-click on Create Primary Cost Element.

Tasks and Data Entry:

In the “Create Cost Element: Initial Screen” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Cost Element | Key uniquely identifying a cost element. | 700000 |
| Valid From | Date indicating as of when an entry is valid. | First Day of Current Year |

Click on C:\Users\Mike\Dropbox\Folder 05\SAP Icons\S_F_OKAY.gif (ENTER).

In the “Create Cost Element: Basic Screen” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Name | General description of the object. | ## Labor |
| Description | Description | ## Labor |
| CElem | Number identifying a cost element category used only in the controlling component. | Primary cost/cost-reducing revenues |

Click on S_F_SAVE (SAVE). You will receive a message that says “Cost element has been created”.

You have just created your Labor primary cost element in the steps above. Appendix B contains data about all of the primary cost elements in GBI. Use the data in appendix B to create the remaining primary cost elements.

* For Cost Elements 650000 and 650100, “Cost Center” can be found under the *“Default Acct Assgnmt”* tab.

I.3.5: Create Secondary Cost Elements

Description: You will create secondary Cost Elements. Secondary cost elements are defined only in Controlling and are different than Primary Cost Elements in that they ***do not*** correspond to General Ledger accounts. Secondary Cost elements carry costs within the Controlling module, and are used for allocations and settlements between - and among - Cost Centers.

You will begin by setting up a secondary Cost Element (800000) to allocate Labor expense among different departments within your Company Code.

Warning: See “General Notes and Cautions” about table locks.

Navigation: SAP Customizing Implementation Guide ► Controlling ► Cost Element Accounting ► Master Data ► Cost Elements ► Create Cost Elements

In the “Choose Activity” pop-up, double-click on Create Secondary Cost Element.

Tasks and Data Entry:

In the “Create Cost Element: Initial Screen” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Cost Element | Key uniquely identifying a cost element. | 800000 |
| Valid From | Date indicating as of when an entry is valid. | First Day of Current Year |

Click on C:\Users\Mike\Dropbox\Folder 05\SAP Icons\S_F_OKAY.gif (ENTER).

In the “Create Cost Element: Basic Screen” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Name | General description of the object. | ## Labor Allocation |
| Description | Description | ## Labor Allocation |
| CElem | Number identifying a cost element category used only in the controlling component. | Internal activity allocation |

Click on S_F_SAVE (SAVE). You will receive a message that says “Cost element has been created”.

You have just created your Labor Allocation secondary cost element in the steps above. Appendix C contains data about all of the secondary cost elements in GBI. Use the data in appendix C to create the remaining secondary cost elements.

I.3.6: Create Cost Element Groups

Description: You will create Cost Element Groups. A Cost Element Group is simply a collection of Cost Elements with similar characteristics. They are used to track and control costs more efficiently.

You will create a Cost Element Group that consolidates all Cost Elements (NA10##), another Cost Element Group that consolidates all primary Cost Elements (NAPRIM10##), and a third Cost Element Group that consolidates all secondary Cost Elements (NASECO10##).

Warning: See “General Notes and Cautions” about table locks.

Navigation: SAP Customizing Implementation Guide ► Controlling ► Cost Element Accounting ► Master Data ► Cost Elements ► Create Cost Element Groups

In the “Choose Activity” pop-up, double-click on Create Cost Element Group.

Tasks and Data Entry:

In the “Create Cost element group: Initial Screen” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Cost element group | Summarize objects created with master data maintenance. | NA10## |

Click on C:\Users\Mike\Dropbox\Folder 05\SAP Icons\S_F_OKAY.gif (ENTER).

In the “Create Cost element group: Structure” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Short description of a set | Description | ## NA Cost Element Total |

Click on  (INSERT COST ELEMENT GROUP ON LOWER LEVEL).

Enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Set Name | Used for organizing hierarchies. | NASECO10## |
| Short description of a set | Description of the Group | ## NA Secondary Cost Element Total |

Click on  (INSERT COST ELEMENT).

Enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| From Value | The lower limit of the interval in the set line. | Your Labor Allocation |
| To value | In conjunction with the “from” value. | 899999 |

Click on C:\Users\Mike\Dropbox\Folder 05\SAP Icons\S_F_OKAY.gif (ENTER).

Click on NA10##.

Click on  (INSERT COST ELEMENT GROUP ON LOWER LEVEL).

Enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Set Name | Used for organizing hierarchies. | NAPRIM10## |
| Short description of a set | Description of the Group | ## NA Primary Cost Element Total |

Click on  (INSERT COST ELEMENT).

Enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| From Value | This field contains the lower limit of the interval in the set line. | Your Labor |
| To value | In conjunction with the “from” value. | 799999 |

Click on C:\Users\Mike\Dropbox\Folder 05\SAP Icons\S_F_OKAY.gif (ENTER).

Click on S_F_SAVE (SAVE). You will receive a message that says “The changes have been saved”.

I.3.7: Open Periods for Variant

Description: In a previous step, you created an empty Variant for Open Posting Periods. In this step, you will specify which fiscal periods are open for posting within **your** variant. You will create 12 standard periods and one special period (13) for each fiscal year. The special period is usually used for audit adjustments.

Warning: See “General Notes and Cautions” about table locks.

Navigation: SAP Customizing Implementation Guide ► Financial Accounting (New) ► Financial Accounting Global Settings (New) ► Ledgers ► Fiscal Year and Posting Periods ► Posting Periods ► Open and Close Posting Periods

**Tasks and Data Entry:**

You are in the “Change View “Posting Periods: Specify Time Intervals”: Overview” screen.

Click on C:\Users\Josh\Dropbox\Folder 06\Brandon\Icons\New Entries.PNG (NEW ENTRIES).

In the “New Entries: Overview of Added Entries” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | **Data Value** |
| Var. | Describes the specification for a posting period. | Your Variant |
| A | Account types the variant is valid for. | Valid for all account types |
| From per. 1 | First interval, together with the specified year, produces the beginning of the allowed posting period interval. | 1 |
| Year | Produces the beginning of the allowed period interval. | Current Year |
| To period | Produces the end of the allowed posting period interval. | 12 |
| Year | Produces the end of the allowed posting period interval. | 9999 |
| From per. 2 | Second interval, together with the specified year, produces the beginning of the allowed posting period interval. | 13 |
| Year | Produces the beginning of the allowed period interval. | Current Year |
| To period | Produces the end of the allowed posting period interval. | 13 |
| Year | Produces the end of the allowed posting period interval. | 9999 |

Click on S_F_SAVE (SAVE). You will receive a message that says “Data was saved”.

I.3.8: Close Period

Description: You will close the previous posting period. During the period end closing process, specific Financial Accounting postings are created.

Navigation: SAP menu ► Logistics ► Materials Management ► Material Master ► Other ► Close Period

Tasks and Data Entry:

In the “Close Period for Material Master Records” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| From company code | An organizational unit with financial accounting. | Your Global Bike Inc. |
| To company code | An organizational unit with financial accounting. | Your Global Bike Inc. |
| Period | Self-contained part of the specified fiscal year. | Current Month |
| Fiscal year | Defines a settlement period. | Current Year |

Click on S_B_EXEC (EXECUTE).

* This happens only if the month rolls over during the configuration. Otherwise, this step is not needed. If this step is successful, you will be brought to a screen that says, “Period closing complete; log issued”.

**Time spent on Part 1: 90 minutes.**

Part I.4 – Process Execution

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I.4.1: Review Accounts

Description: Testing of Financial Accounting is organized into four steps.

* Review account configuration
* Display General Ledger balances
* Create and post General Ledger transactions
* Verify posting by displaying General Ledger balances.

In this step, you will verify that your Supplies Expense account is correctly configured within your Company Code.

Navigation: SAP menu ► Accounting ► Financial Accounting ► General Ledger ► Master Records ► G/L Accounts ► Individual Processing ► Centrally

Tasks and Data Entry:

In the “Edit G/L Account Centrally” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| G/L Account | Identifies the general ledger account in a chart of accounts. | *Your Bank Account* |
| Company Code | An organizational unit within financial accounting. | Your Global Bike Inc. |

Click on C:\Users\Mike\Dropbox\Folder 05\SAP Icons\S_F_OKAY.gif (ENTER).

Review the account and verify that the information is correct with your configuration.

Enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| G/L Account | Identifies the general ledger account in a chart of accounts. | *Your Supplies Expense* |

Click on C:\Users\Mike\Dropbox\Folder 05\SAP Icons\S_F_OKAY.gif (ENTER).

Review the account and verify that the information is correct with your configuration.

I.4.2: Display Balances I

Description: You will display your General Ledger account balances: all credit and debit balances for each posting period within this fiscal year.

Note that after you click on the ***Execute*** icon, you will receive a pop-up that says “No data found for fiscal year”. This simply means that the total debit balance and the total credit balance are both zero because no General Ledger transactions have occurred yet in your Company Code.

Navigation: SAP menu ► Accounting ► Financial Accounting ► General Ledger ► Account ► Display Balances (New)

Tasks and Data Entry:

In the “G/L Account Balance Display” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Account Number | Account Number | *Your Bank Account* |
| Fiscal Year | Period a company creates its inventory and balance sheets. | Current Year |

Click on S_B_EXEC (EXECUTE).

Review the account and verify that the Total Debit and the Total Credit balance are 0.00.

* If you receive a pop-up that does not let you into the screen, assume the account balance is $0.00.

I.4.3: Enter General Ledger Account Postings

Description: You will create two financial transactions and post them to your General Ledger:

* Issue common stock (debit bank account, credit Common Stock)
* Purchase supplies (debit supplies expense, credit bank account)

Navigation: SAP menu ► Accounting ► Financial Accounting ► General Ledger ► Document Entry ► Enter G/L Account Document

Tasks and Data Entry:

In the “Enter G/L Account Document” screen, enter the following information in the Header:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Document Date | The date in which the original document was issued. | Current Date |

Enter the following information in the Line Items:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| G/L Acct | General ledger account. | Your Bank Account |
| D/C | The side of account the transaction figures are updated. | Debit |
| Amount in doc.curr | Line item amount in document. | 60000 |
|  |  |  |
| G/L Acct | General ledger account. | Your Common Stock |
| D/C | The side of account the transaction figures are updated. | Credit |
| Amount in doc.curr | Line item amount in document. | 60000 |

Click on S_F_SAVE (SAVE). You will receive a message that says “Document was posted”.

In the “Enter G/L Account Document” screen, enter the following information in the Header:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Document Date | The date in which the original document was issued. | Current Date |

Enter the following information in the Line Items:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| G/L Acct | General ledger account. | Your Supplies Expense |
| D/C | Side of the account the figures are updated. | Debit |
| Amount in doc.curr | Line item amount in document. | 500 |
| Cost center | Key identifying a cost center. | *Your Admin Costs* |
|  |  |  |
| G/L Acct | General ledger account. | Your Bank Account |
| D/C | Side of the account the figures are updated. | Credit |
| Amount in doc.curr | Line item amount in document. | 500 |

Click on S_F_SAVE (SAVE). You will receive a message that says “Document was posted”.

I.4.4: Display Balances II

Description: You will display and verify your General Ledger account balances after having completed the two journal entries in the previous step.

Navigation: SAP menu ► Accounting ► Financial Accounting ► General Ledger ► Account ► Display Balances (New)

Tasks and Data Entry:

In the “G/L Account Balance Display” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Account Number | Account Number | *Your Bank Account* |
| Fiscal Year | Period a company creates its inventory and balance sheets. | Current Year |

Click on S_B_EXEC (EXECUTE).

* Review the account and verify that the cumulative balance is $59,500.00.