



30 Things All Finance End Users Need to Know

Rohana Gunawardena
Director – SAP Practice
Exium Inc.

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SAPinsider



In This Session

I have gathered together some basic items that every finance end user needs to know

- Focus on productivity enhancers for end users

This presentation will give you an idea of what you need to teach your end users

- Provides pointers for SAP analysts to develop their own training material
- It is not a self-contained course for end users

Communicate this material to end users

- Use your company's standard training tools for delivery

Due to limited time, each item is covered in two or three slides only

- There is a lot more that could be written about each individual item in the presentation

Rohana Gunawardena

- Rohana Gunawardena heads the SAP practice division at Exium Inc.
- Rohana has been working with SAP since 1992
- Rohana is a Fellow of the Institute of Chartered Accountants in England & Wales.



What We'll Cover

- Introduction
- Environment
- Analysis
- ALV
- Display
- Reporting
- Master data
- Data entry
- Wrap-up

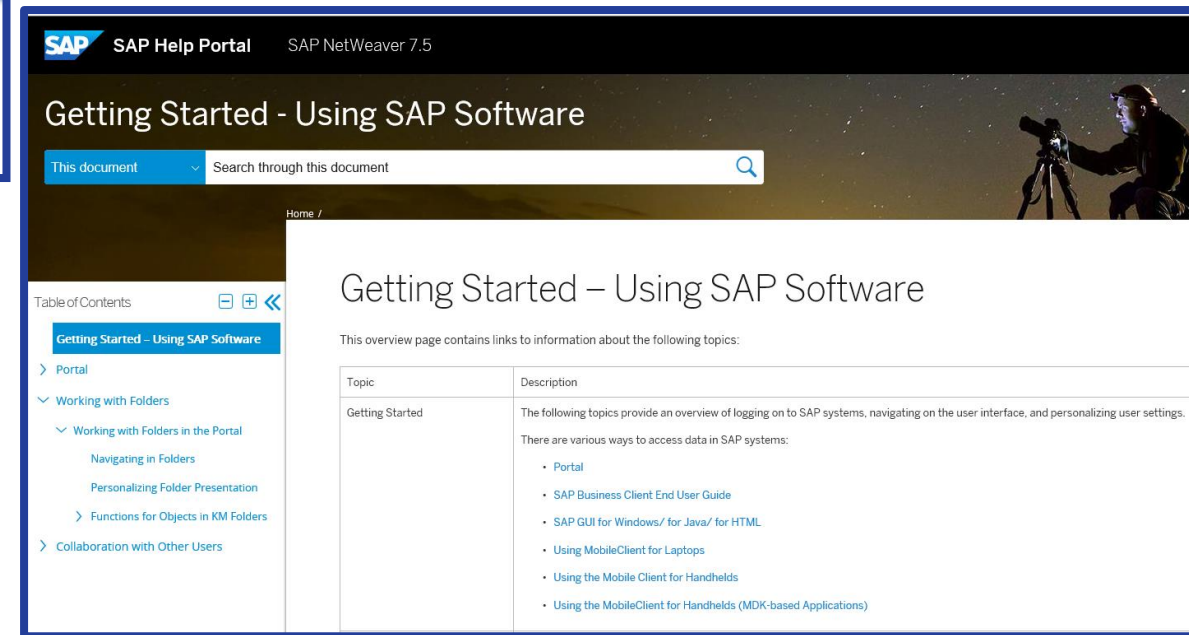




Environment

Navigation — 1. Getting Started

- All end users must know the basics of navigating SAP
 - The SAP Help Getting Started section covers the basic menu navigation, F1 help, F4 help, etc., that end users need to know



Navigation — 1.

Getting Started (cont.)

- If the Help → SAP Library option does not work for your SAP system, talk to your Basis team to get this fixed



- There is a lot of useful information in SAP Help
 - Application help
 - SAP Library
 - Glossary
- SAP Notes to help configure SAP Library:
 - 101481 – Collective note: Application help and R/3 library
 - 216798 – Help is not displayed
 - 333584 – Frequent errors in settings of the SAP Library



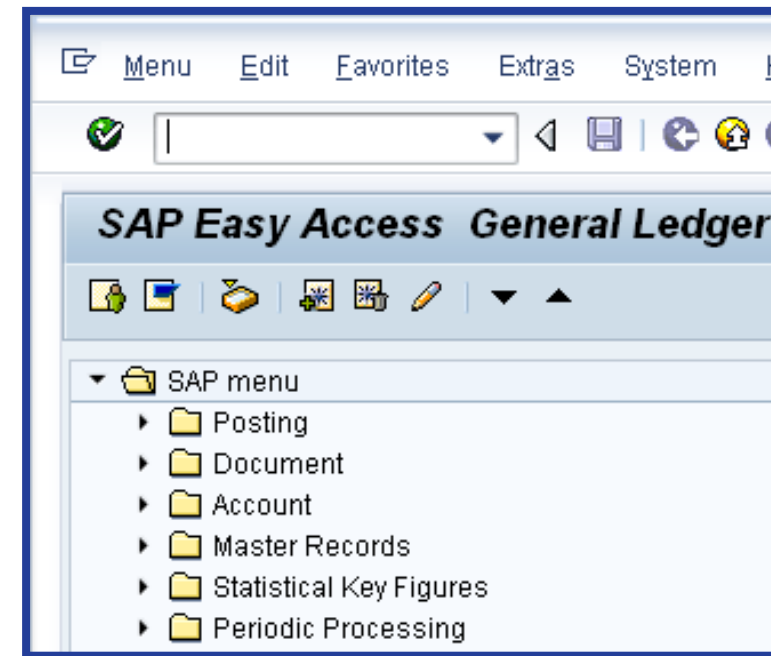
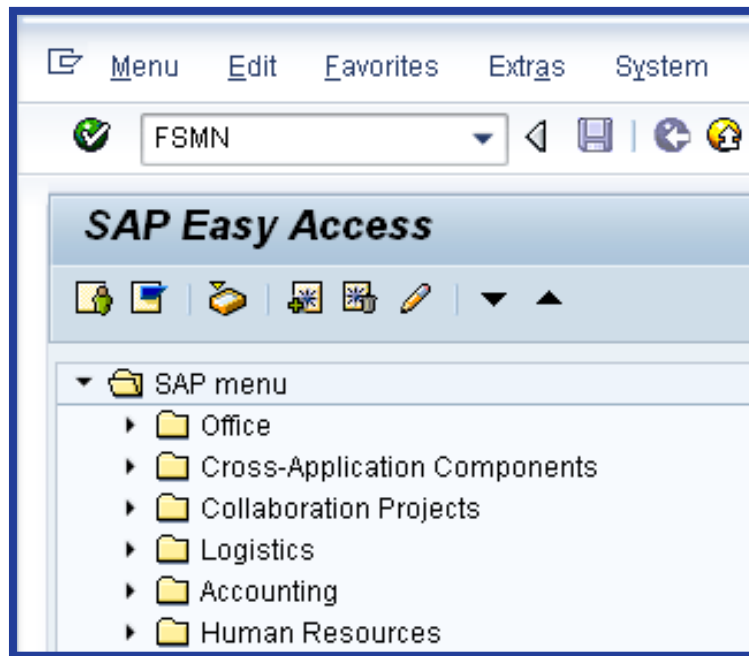
Environment — 2.

Area Menus



Must enter TCode at main menu.
Will not work as a /N entry when
in another transaction

- Users can focus on the FI-specific areas of the SAP Easy Access menu using the following codes:
 - ASMN Asset Accounting
 - FSMN General Ledger
 - FKMN Accounts Payable
 - FDMN Customers



Environment — 3.

FI Defaults

- Transaction FB00 lets users set default values for FI
 - Screen templates
 - Line layouts
 - Document entry settings
 - Document display format

The screenshot displays the 'Accounting Editing Options' dialog box in SAP. The 'Document entry' tab is selected, showing various configuration options for document entry. The options are organized into two main sections: 'General Entry Options' and 'Default document currency'.

Accounting Editing Options

Document entry | Doc.display | Open items | Line items | Credit mgt | P.adv | Cash Jnrl

General Entry Options

- ☐ 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 head.screen

Default document currency

- ☒ Local currency
- ☐ Last document currency used
- ☐ None

Default Company Code

- ☐ No Company Code Proposal

Environment — 4.




Parameter IDs

- Using PIDs users can set default values for commonly used fields
 - System → User profile → Own data → Parameters (tab)

User

Last Changed On Status

Address Defaults **Parameters**

Parameter ID	Parameter value	Short Description
BUK	1000	Company code
CAC	1000	Controlling area
EKO	1000	Purchasing organization
GJR	2011	Fiscal year
KPL	CAUS	Chart of accounts
VKO	1000	Sales organization

Field Data

Table Name

Field Name

Data Element

DE Supplement

Parameter ID

Environment — 5.

Fiscal Calendar

- In SAP, there is not a good standard report for displaying the fiscal calendar
 - Write custom ABAP to print out the calendar
 - Provide a non-SAP location with the calendar, e.g., Microsoft Word document
- Making sure users understand the fiscal calendar is very important if you do not follow the regular calendar
 - E.g., you use a 4-4-5 fiscal calendar
 - E.g., your fiscal period 1 is not January
 - All SAP F4 help for dates uses the regular calendar





Analysis

Analysis — 6.

Posting Keys

PK	AccTy	D/C	Posting key name
24	V	D	Other receivables
25	V	D	Outgoing payment
26	V	D	Payment difference
27	V	D	Clearing
28	V	D	Payment clearing
29	V	D	Special G/L debit
31	V	C	Invoice
32	V	C	Reverse credit memo
34	V	C	Other payables
35	V	C	Incoming payment
36	V	C	Payment difference
37	V	C	Other clearing
38	V	C	Payment clearing
39	V	C	Special G/L credit
40	G	D	Debit entry
50	G	C	Credit entry

- SAP uses a variety of posting keys to segregate transactions and assist with account analysis
 - Make sure that end users understand the purpose of posting keys and what the different posting keys mean
 - This is equally as important for data entry as it is for analysis

Analysis — 7.

Document Types

- SAP uses a variety of document types to segregate transactions and assist with account analysis
 - Make sure end users understand the purpose of document types and what the different document types mean
- This is equally as important for data entry as it is for analysis



Type	Description
AA	Asset posting
AB	Accounting document
AE	Accounting document
AF	Dep. postings
AN	Net asset posting
C1	Closing GR/IR accts
CI	Customer invoice
CP	Customer payment
DA	Customer document
DB	Cust.recurring entry
DE	Customer invoice
DG	Customer credit memo
DR	Customer invoice
DZ	Customer payment
EU	Conversion diff.Euro
EX	External number
GF	Subsequent adjustmnt
JE	G/L account posting
KA	Vendor document

Analysis — 8.

D, K, and S (Account Types)

- SAP is a German system and in many places German mnemonics are still visible to end users
- The following codes are used by SAP to identify different account types

- D Debitoren Customer
- K Kreditoren Vendor
- S Sachbuchkonto G/L Account

Account Type	
AccTy	Short text
A	Assets
D	Customers
K	Vendors
M	Material
S	G/L accounts



Analysis — 9.

Soll and Haben (Debit and Credit)

- SAP is a German system and in many places German mnemonics are still visible to end users
- The following codes are used by SAP to identify Dr and Cr:

- S Soll Debit
- H Haben Credit

D/C	Short text
H	Credit
S	Debit



ALV



ALV — Introduction

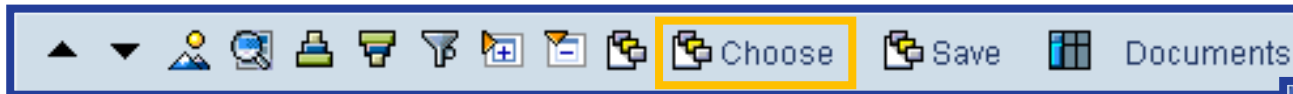
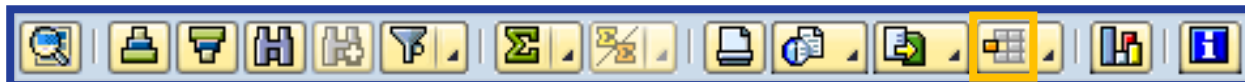
- Application List Viewer (ALV) is a standardized report display functionality that is used across multiple SAP reports, finance, and non-finance
 - A great improvement over classical SAP reporting
 - Being used by many new reports, and old ones are converted
- Find more detailed ALV user information in SAP Getting Started
 - See screenshot on next slide



ALV — 10.

Choose an ALV Variant

- Many finance reports use ALV to provide flexible output
 - End users can get the most from reports by being familiar with ALV functionality
- The user can choose previously saved layouts
 - The “choose ALV variant” button can appear in several formats



- Then user can select from a list



ALV — 10.

Choose an ALV Variant (cont.)

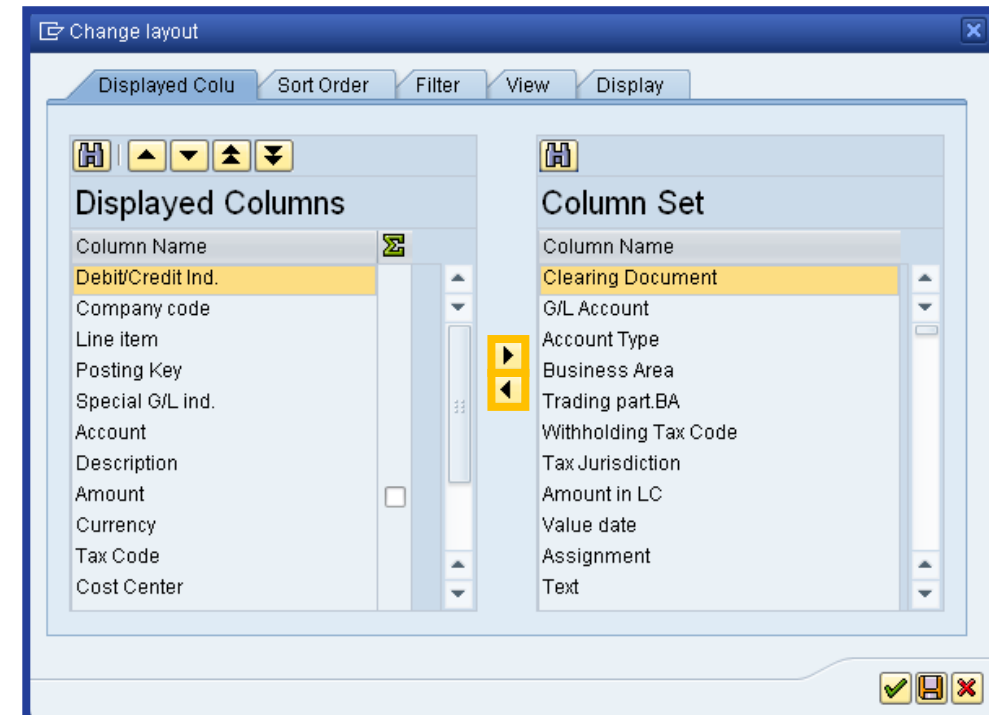
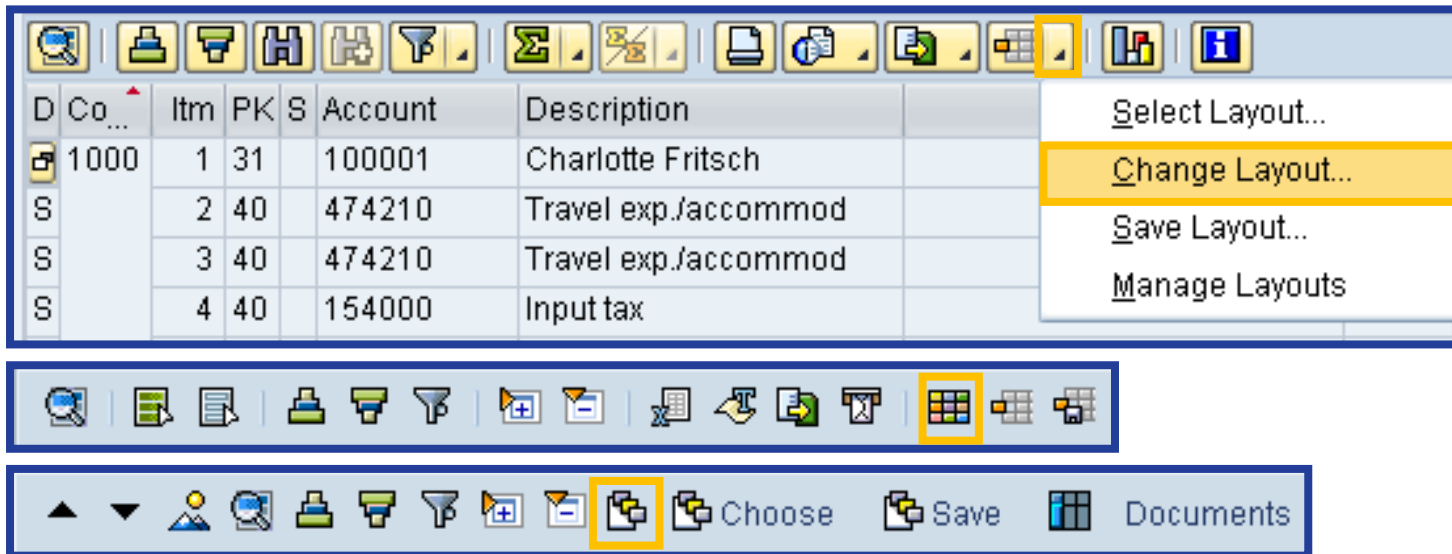
- For commonly used reports with ALV output, it is best if functional analysts or super users create a set of ALV layouts that end users can select from
 - As users gain experience with ALV layouts, they can proceed to create their own custom ALV layouts
- As well as defining column sets, ALV layouts can include:
 - Sub-totaling
 - Summarization
 - Sorting
 - Filtering



ALV — 11.

Edit an ALV Variant

- The user can edit the existing ALV layout
 - The “edit ALV variant” button can appear in several formats
- The column selection pop-up will appear, allowing the user to change the set of displayed columns

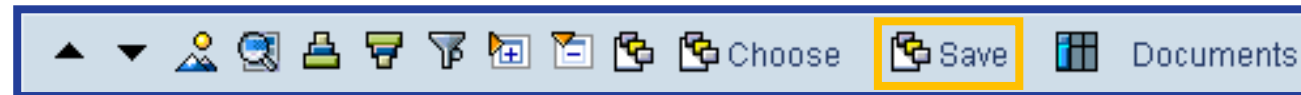
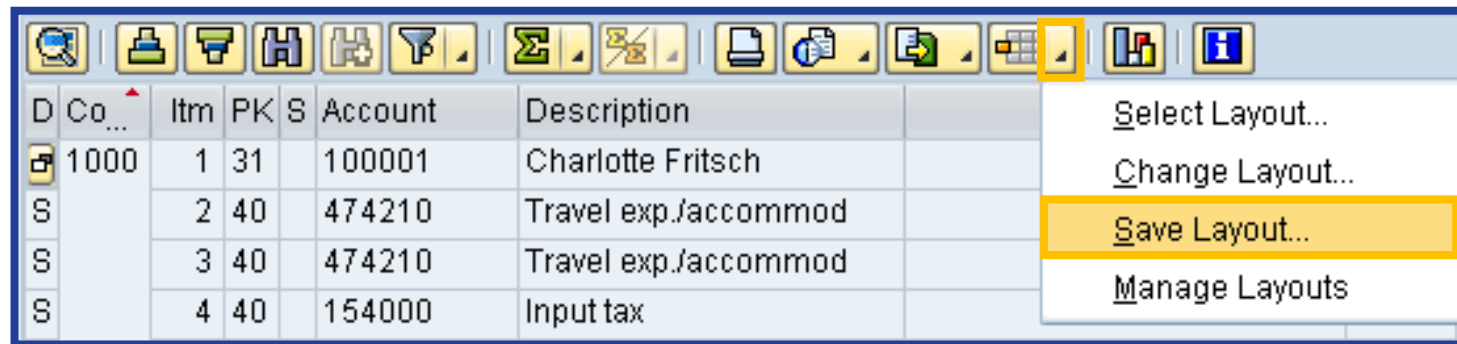


ALV — 12.

Save an ALV Variant



- The user can save the current ALV layout
 - The “save ALV variant” button can appear in several formats



- Best to save as:
 - Not user-specific, starts with /
 - Not default setting

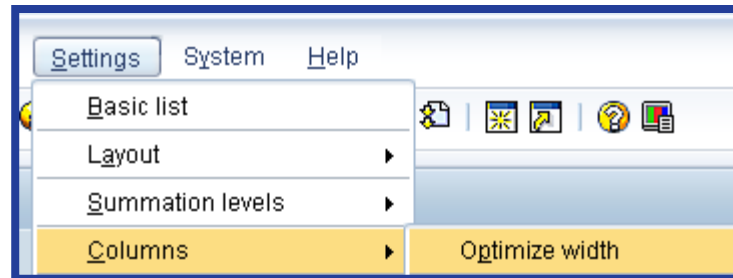
Save layout	/NEW LAYOUT
Name:	New layout for end user
<input type="checkbox"/> User-specific	<input type="checkbox"/> Default setting

ALV — 13.

Optimize ALV Column Width

- To show more data on screen, ALV reports can optimize the column width

St	Assignment	DocumentNo	Type	Doc. Date	S	DD	Amount in doc. curr.	Curr.	Clrng doc.
<input type="checkbox"/>	<input checked="" type="checkbox"/> 0000000019	100000300	AB	02/24/1995			1,340.00-	DEM	2000000043
<input type="checkbox"/>	<input checked="" type="checkbox"/> 0000000020	100000301	AB	02/24/1995			1,236.00-	DEM	2000000043



Stat	Assignment	DocumentNo	Type	Doc. Date	SG	DD	DC amount	Curr.	Clrng doc.	Text
<input type="checkbox"/>	<input checked="" type="checkbox"/> 0000000019	100000300	AB	02/24/1995			1,340.00-	DEM	2000000043	*Reise vom 23.02.95
<input type="checkbox"/>	<input checked="" type="checkbox"/> 0000000020	100000301	AB	02/24/1995			1,236.00-	DEM	2000000043	*Reise vom 24.02.95



Display



Display — 14. FI Document

- Transaction FB03 displays an FI document

Display Document: Initial Screen

Document List First Item Editing Options

Keys for Entry View

Document Number	100001629
Company Code	1000
Fiscal Year	2002

Display Document: Data Entry View

Taxes Display Currency General Ledger View

Data Entry View


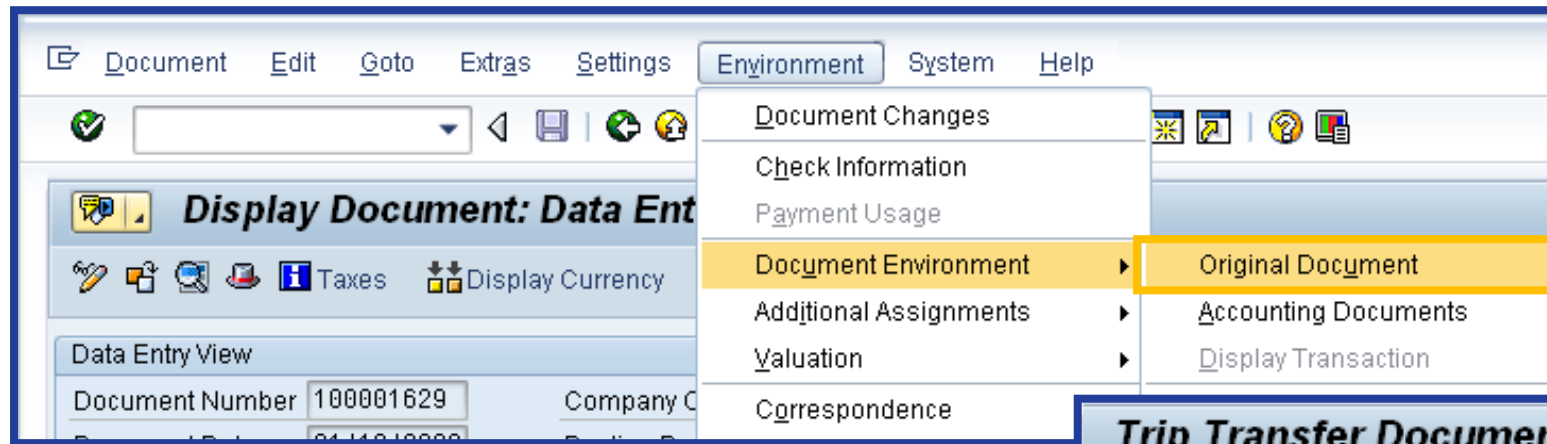
Document Number	100001629	Company Code	1000	Fiscal Year	2002
Document Date	01/10/2002	Posting Date	01/10/2002	Period	1
Reference	0002600163/000	Cross-CC no.			
Currency	EUR	Texts exist	<input type="checkbox"/>	Ledger Group	

D Co...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center
1000	1	31		9911	Tom Bender	904.52-	EUR	**	
H	2	50		190990	Travel expenses clrg	540.00-	EUR		
S	3	40		474210	Travel exp./accommod	780.00	EUR	N1	8110
S	4	40		474220	Travel exp./meals	91.02	EUR	V0	8110
S	5	40		474230	Travel costs, trans.	31.02	EUR	N4	8110
S	6	40		474230	Travel costs, trans.	540.00	EUR	V0	8110
S	7	40		154000	Input tax	2.48	EUR	N4	

Display — 15.

Original Document

- Display original source document, e.g., SD invoice, MM posting, expenses, etc.



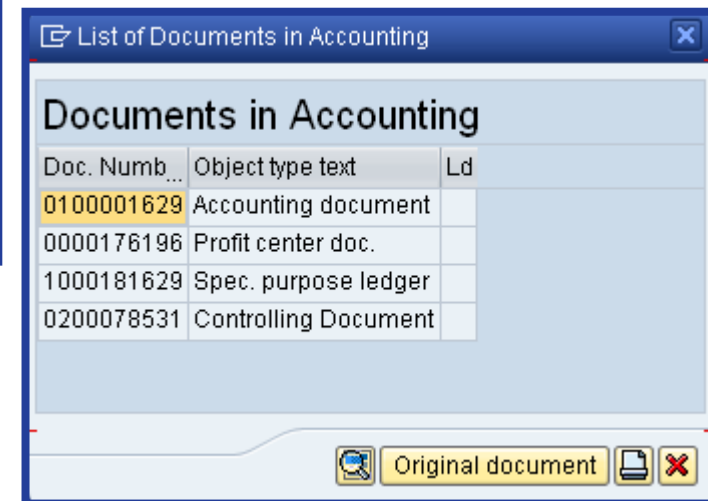
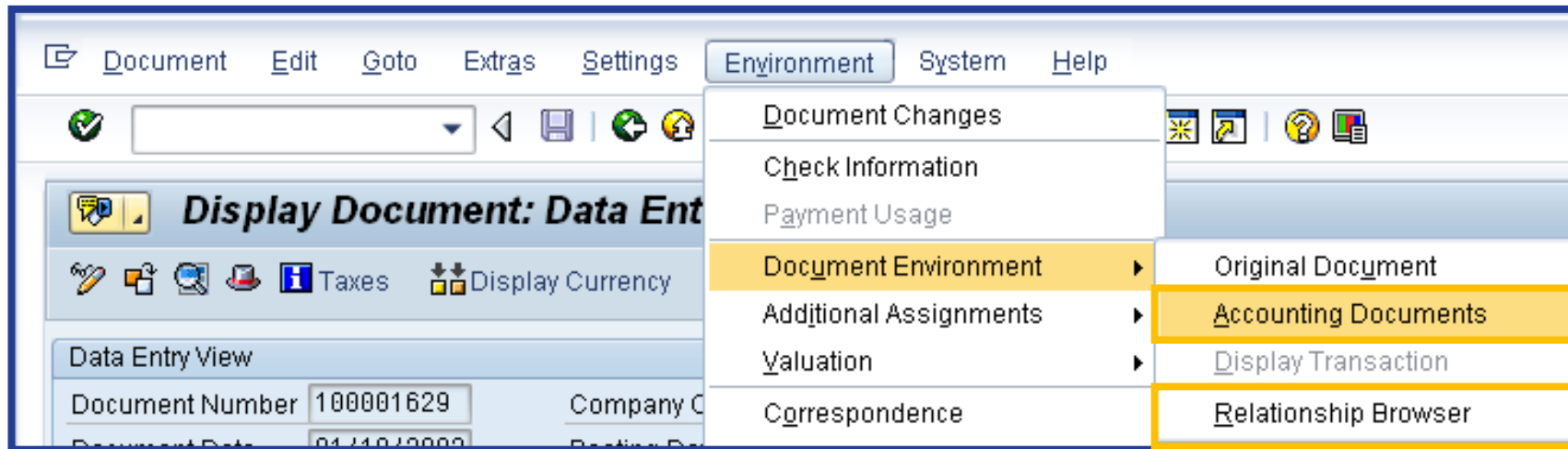
Trip Transfer Documents

	Status	Run	Doc. no.	G/L	Tr.Prt	Account name	Gross deb	Gross cre	Tx	Crcy	Cost Ctr
	○○○	56	174	9911		Tom Bender		904.52-		EUR	
	○○○	56		190990		Travel expenses clrg		540.00-		EUR	
	○○○	56		474210		Travel exp./accommod	780.00		N1	EUR	8110
	○○○	56		474220		Travel exp./meals	91.02		V0	EUR	8110
	○○○	56		474230		Travel costs, trans.	33.50		N4	EUR	8110
	○○○	56				Travel costs, trans.	540.00		V0	EUR	8110

Display — 16.

Related Accounting Documents



- There are two options from the FI document display:
 - Display related FI documents, e.g., FI-SL doc, CO document
 - Display chain of related documents using the Document Relationship Browser



Display — 16.

Related Accounting Documents (cont.)

- Document Relationship Browser view

Document Relationship Browser	
	
	
Relationship Tree	Descriptn
▼ Accounting document	1000 0100001629 2002
▼ TRAVL	0000000174
• Special Ledger Documer	1000 1000181629 2002 S OF
• Controlling Document	1000 0200078531
• Profit Center Doc.	1000 0000176196 2002 A
• Special Ledger Documer	1000 1000181629 2002 S BW
• Special Ledger Documer	1000 001000 1000181629 2002 S GO
• Special Ledger Documer	1000 1000181629 2002 S LA
• Special Ledger Documer	1000 1000181629 2002 S LB
• Special Ledger Documer	1000 1000181629 2002 S LC




Display — 17.

Find an FI Document



- Choose Document List from the FB03 initial screen
- Enter selection criteria
 - This is report RFBUEB00
 - The “Own documents” checkbox is useful
- The document list is displayed
- Double-click to display

Display Document: Initial Screen

 Document List  First Item  Editing Options


Company code	1000	to		
Document Number		to		
Fiscal Year	2002	to		
Ledger				

General selections

Document type		to		
Posting date	01/01/2002	to		

Search for own documents

☐ Own documents only

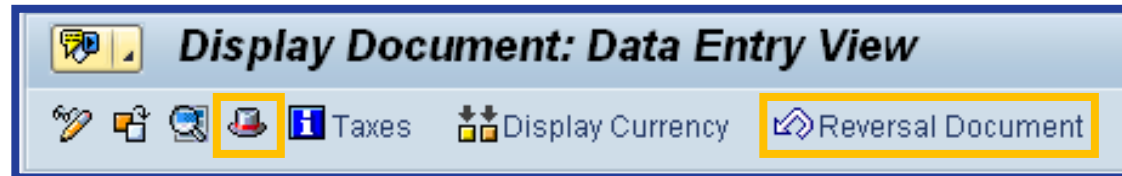
	CoCd	DocumentNo	Year	Type	Doc. Date	Posting Date
	1000	100005949	2002	AB	01/01/2002	01/01/2002
		100005950	2002	AB	01/01/2002	01/01/2002
		100005951	2002	AB	01/01/2002	01/01/2002
		100005952	2002	AB	01/01/2002	01/01/2002



Display — 18.

Has an FI Document Been Reversed?

- Display the document header
- See if a reversal document number is entered
 - Press Reversal Document button or double click on Reversed by number in header to display reversal document



The image shows the 'Document Header: 1000 Company Code' form in SAP. The form contains various fields for document details. The 'Reversed by' field, which contains the value '100013927', and the 'Reversal Reason' field, which contains the value '07', are highlighted with a yellow rectangular box.

Document Type	SA	G/L account document
Doc.Header Text		
Reference		Document Date 06/28/2001
		Posting Date 06/29/2001
Currency	EUR	Posting Period 06 / 2001
Ref. Transactn	BKPF	Accounting document
Reference key	010000048810002001	Log.System T90CLNT090
Entered by	STEINER	Parked by
Entry Date	06/25/2001	Time of Entry 13:38:33
TCode	FB50	
Changed on		Last update
Reversed by	100013927	2001
Reversal Reason	07	
Ledger Grp		Ledger
Ref.key(head) 1		Ref.key 2


Display — 19.







Has a Line Item Been Cleared?

- From the document overview, display the document line item

D	Co...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center
	1000	1	01		1600	TALPA GmbH	399,040.00	EUR	AN	
H		2	50		800000	Sales revenues - dom	344,000.00-	EUR	AN	

- In the line item, see if a clearing document is entered

 **Display Document: Line Item 001**

      Additional Data

Customer1600TALPA GmbHG/L Acc140000

CoCode1000An der Breiten Wiese 422

IDES AGHannoverDoc. No.100000002

Contract / Flow Type

Clearing12/15/2001 / 1400000583

Assignment01000000022001

Display — 20.

Multi-Currency FI Documents

- FI documents are stored in a minimum of two currencies:
 - Document/Transaction Currency
 - Local/Company Currency
- Additional currencies may be configured for FI-GL or SAP-GL
 - Group Currency, Hard Currency, etc.

The screenshot displays the SAP FI Document Display interface. At the top, the G/L Account is 430000 (Salaries - base wages) and the Company Code is 2000 (IDES UK). The Document Number is 1000000000. The main section shows Line Item 1 / Debit entry / 40 with two highlighted fields: Amount 3,237.62 USD and Amount in LC 1,977.17 GBP. Below this, a pop-up window titled 'Additional Details for Line Item 001' is visible, showing the Trading Partner, Settlement period 0, and two highlighted fields: Group crcy amt 2,892.50 EUR and Hard crcy amt 3,237.62 USD. The bottom section shows the Cost Center and WBS Element fields.

G/L Account	430000	Salaries - base wages
Company Code	2000	IDES UK
Doc. no.	1000000000	
Line Item 1 / Debit entry / 40		
Amount	3,237.62	USD
Amount in LC	1,977.17	GBP
Additional Details for Line Item 001		
Trading Partner		Settlmnt period 0
Group crcy amt	2,892.50	EUR
Hard crcy amt	3,237.62	USD
Additional Ac		
Cost Center		
WBS Eleme		

Display — 20.

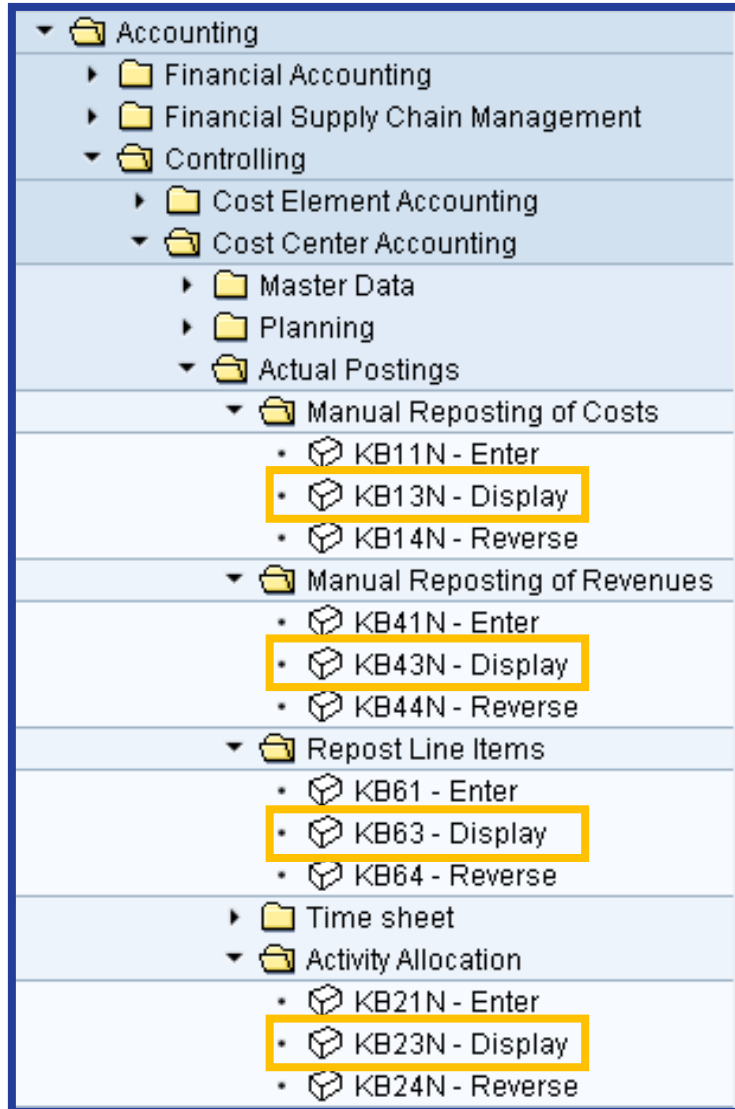
Multi-Currency FI Documents (cont.)

- You may not have additional currencies defined for you GL
 - Often left out at initial system configuration
 - Can not be turned on with just configuration changes post go-live
- The change will require a conversion project
 - But is much cheaper and quicker than re-implementing SAP



You need to call SAP or a specialist consulting firm to make the change for you

Display — 21. CO



- There are many CO document display transactions in the menu
 - But these transactions are process-specific
 - Need to find the display transaction to match the way the document was created
 - Other display transactions show an error message

❗ Business transaction Actual activity allocation for document 0900017195 is not supported here

Display — 21. CO Document (cont.)



- Use transaction KSB5 to display any actual cost CO document
- Press the Document button to display the original doc

Display Actual Cost Documents : Initial Screen

Selection Options (Further Selection Criteria...

Document Number to

Display Actual Cost Documents

Master Record

Layout 1SAP Primary cost posting
COarea currency EUR EUR

DocumentNo	Doc. Date	Document Header Text	RT	RefDocNo	User Name
PRw	OTy	Object	CO	object name	Cost Elem. Cost element name
900017195	05/04/1998		R	37765	SCHULZET
1	ORD 902018	Pos.3: Wartungsmassn. am Pump...	615000	DAA	Repair Hours
2	ATY 4100/1410	Technical Service I / Repair ...	615000	DAA	Repair Hours

Display PM Order Confirmation: Actual Data

Notification Object list MeasDocuments Administr.

Order Pos.3: Wartungsmassn. am Pump

Oper./Act. Sicherheitsprüfung und Motor in Betrieb

System Status CNF REL TECO

Confirmation Data

Confirmation /

Work Center Electrical maintenance

Reporting

Reporting — 22.

Line Item Display

- Key transactions for line item display
 - FBL1, FBL1N Display Vendor Line Items
 - FBL3, FBL3N Display G/L Account Line Items
 - FBL5, FBL5N Display Customer Line Items

The screenshot shows the SAP transaction 'G/L Account Line Item Display'. The title bar at the top reads 'G/L Account Line Item Display'. Below the title bar, there are icons for a clock, a document, a flag, and a blue square icon, followed by the text 'Data Sources'. The main area is divided into two sections. The first section, 'G/L account selection', contains two rows of input fields. The first row has a field for 'G/L account' (with a yellow background and a copy icon) and a 'to' field. The second row has a field for 'Company code' (with the value '2000') and a 'to' field. To the right of each row is a yellow button with a right-pointing arrow. The second section, 'Selection using search help', contains three rows of input fields. The first row is for 'Search help ID', the second for 'Search String', and the third for 'Complex search help' (with a yellow button and a right-pointing arrow).

G/L Account Line Item Display

🕒 📄 🇬🇧 📘 Data Sources

G/L account selection

G/L account to

Company code to

Selection using search help

Search help ID

Search String







Complex search help



Reporting — 22.

Line Item Display (cont.)

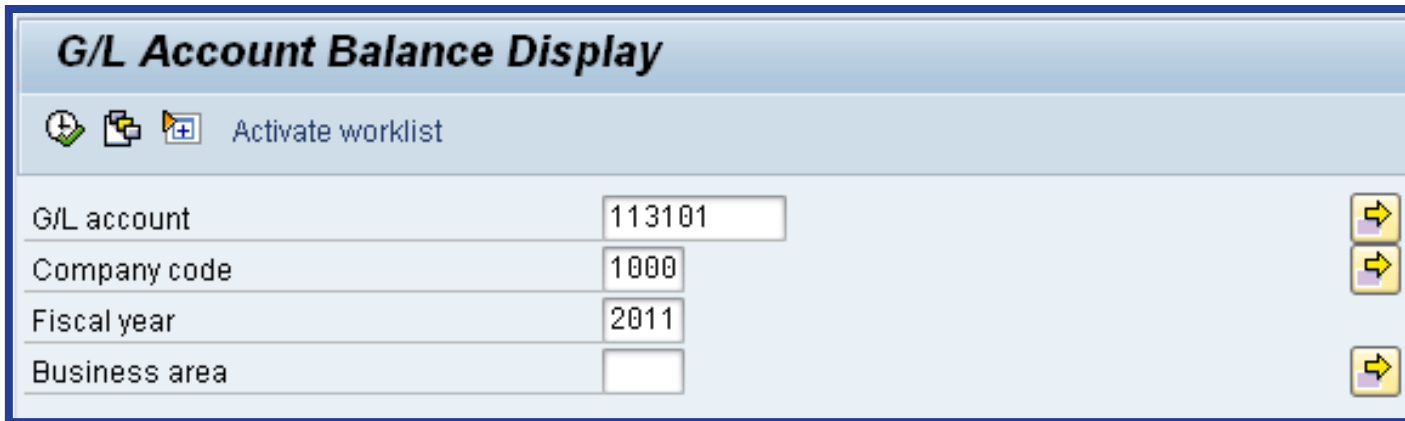
- Line item display
 - Uses ALV to allow multiple line layouts
 - User can set personal default layout in transaction FB00

G/L Account Line Item Display								
								
G/L Account			113101	Deutsche Bank - checks payable				
Company Code			1000					
St	Assignment	DocumentNo	BusA	Type	Doc. Date	PK	Amount in local cur.	LCurr
<input type="checkbox"/>	 00000000000097	2000000025		ZP	02/06/2001	50	0.97-	EUR
<input type="checkbox"/>	 00000000001160	2000000026		ZP	02/06/2001	50	11.60-	EUR
<input type="checkbox"/>	 00000000002231	2000000411		ZP	02/28/1998	50	11.41-	EUR
<input type="checkbox"/>	 00000000002250	2000000170		ZP	10/27/2003	50	22.50-	EUR
<input type="checkbox"/>	 00000000002320	2000000094		ZP	10/31/2001	50	23.20-	EUR

Reporting — 23.

Monthly Balance Display

- Key transactions for monthly balance display
 - FD10, FD10N Customer Account Balance
 - FK10, FK10N Vendor Account Balance
 - FS10, FS10N G/L Account Balance



The screenshot shows the SAP transaction 'G/L Account Balance Display'. At the top, there is a title bar with the text 'G/L Account Balance Display'. Below the title bar, there is a toolbar with icons for a clock, a document, and a plus sign, followed by the text 'Activate worklist'. The main area of the screen contains four input fields for selection criteria: 'G/L account' with the value '113101', 'Company code' with the value '1000', 'Fiscal year' with the value '2011', and 'Business area' which is empty. To the right of each input field is a yellow button with a right-pointing arrow.

G/L Account Balance Display	
G/L account	113101
Company code	1000
Fiscal year	2011
Business area	

- FS10N automatically goes to FAGLB03 for SAP GL (New GL)







Reporting — 23.

Monthly Balance Display (cont.)

- Monthly balance display

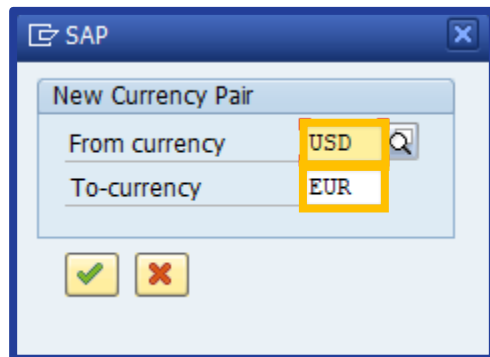
<

- Double-click to see line item detail like FBLx transaction

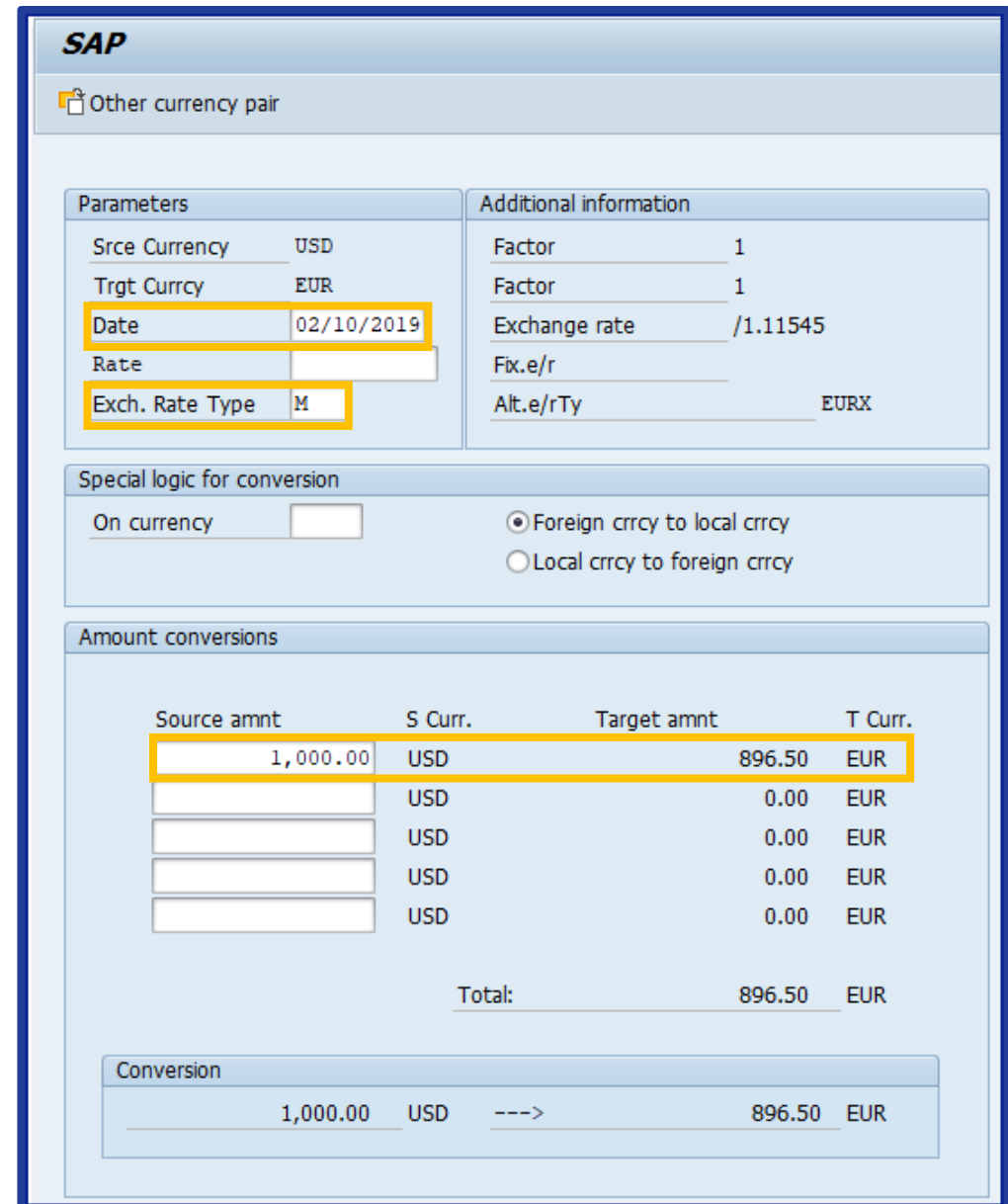
St	Assignment	DocumentNo	BusA	Type	Doc. Date	PK	Amount in doc. curr.	Curr.
<input type="checkbox"/>		0000000034000	20000000006	ZP	01/31/2001	50	340.00-	EUR
<input type="checkbox"/>		0000012238800	20000000003	ZP	01/31/2001	50	122,388.00-	EUR
<input type="checkbox"/>		0000017875229	20000000001	ZP	01/31/2001	50	178,752.29-	EUR
<input type="checkbox"/>		0000039893804	20000000000	ZP	01/31/2001	50	398,938.04-	EUR

Reporting — 24. Exchange Rates

- Transaction EWCT
- Enter currency pair for rates in popup
- Enter date and exchange rate type
- Exchange rate is displayed
- Can enter value for conversion too



A screenshot of the 'New Currency Pair' popup in SAP. It has a title bar with the SAP logo and a close button. The main area contains two input fields: 'From currency' with 'USD' selected and 'To-currency' with 'EUR' selected. Below these fields are two buttons: a green checkmark and a red 'X'.



A screenshot of the 'Other currency pair' screen in SAP. The screen is divided into several sections. At the top, there's a title bar with the SAP logo and the text 'Other currency pair'. Below this, there are two main sections: 'Parameters' and 'Additional information'. The 'Parameters' section contains fields for 'Srce Currency' (USD), 'Trgt Crrcy' (EUR), 'Date' (02/10/2019), 'Rate', and 'Exch. Rate Type' (M). The 'Additional information' section contains fields for 'Factor' (1), 'Exchange rate' (/1.11545), 'Fix.e/r', and 'Alt.e/rTy' (EURX). Below these sections is a 'Special logic for conversion' section with a radio button for 'Foreign crrcy to local crrcy' and a radio button for 'Local crrcy to foreign crrcy'. At the bottom, there is a table for 'Amount conversions' with columns for 'Source amnt', 'S Curr.', 'Target amnt', and 'T Curr.'. The table shows a conversion of 1,000.00 USD to 896.50 EUR. Below the table is a 'Conversion' section showing the same conversion: 1,000.00 USD to 896.50 EUR.

Source amnt	S Curr.	Target amnt	T Curr.
1,000.00	USD	896.50	EUR
	USD	0.00	EUR
	USD	0.00	EUR
	USD	0.00	EUR
	USD	0.00	EUR
Total:		896.50	EUR

Conversion
1,000.00 USD ---> 896.50 EUR

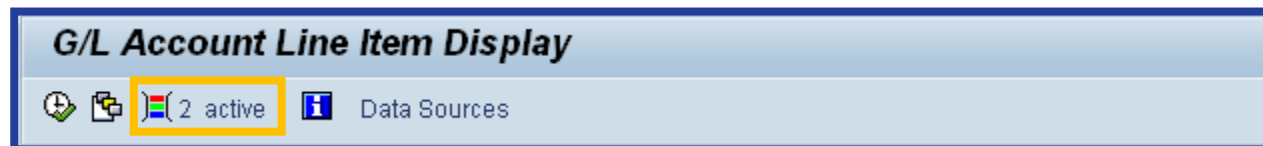
Reporting — 25.

Dynamic Selections

- Dynamic selections is an SAP standard functionality that exists for many FI reports
 - Greatly expands the range of selection criteria available to the end user
 - Improves report performance
 - Simplifies location of data
 - Can identify if dynamic selections are present by icon



- If dynamic selections are saved, the number will be shown
 - E.g., after retrieving a variant



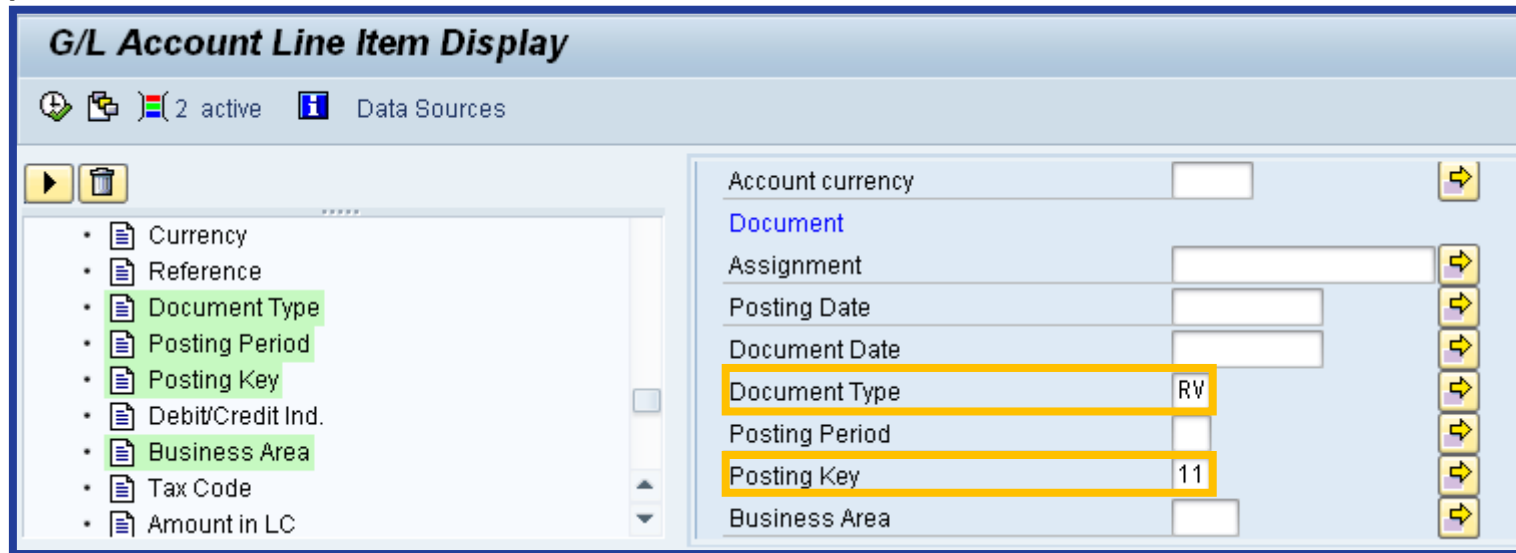
Reporting — 25.

Dynamic Selections (cont.)

- Press the dynamic selections button



- Additional report selections are available



- See the online reference “Add Fields to Dynamic Selections in FI Line Item Display Reports”

Reporting — 25.

Dynamic Selections (cont.)

- Full screen view of FLB3N with dynamic selections active

The screenshot displays the SAP G/L Account Line Item Display (FLB3N) interface. The title bar reads "G/L Account Line Item Display". Below the title bar, there are icons for a clock, a document, and a status indicator showing "2 active" and "Data Sources".

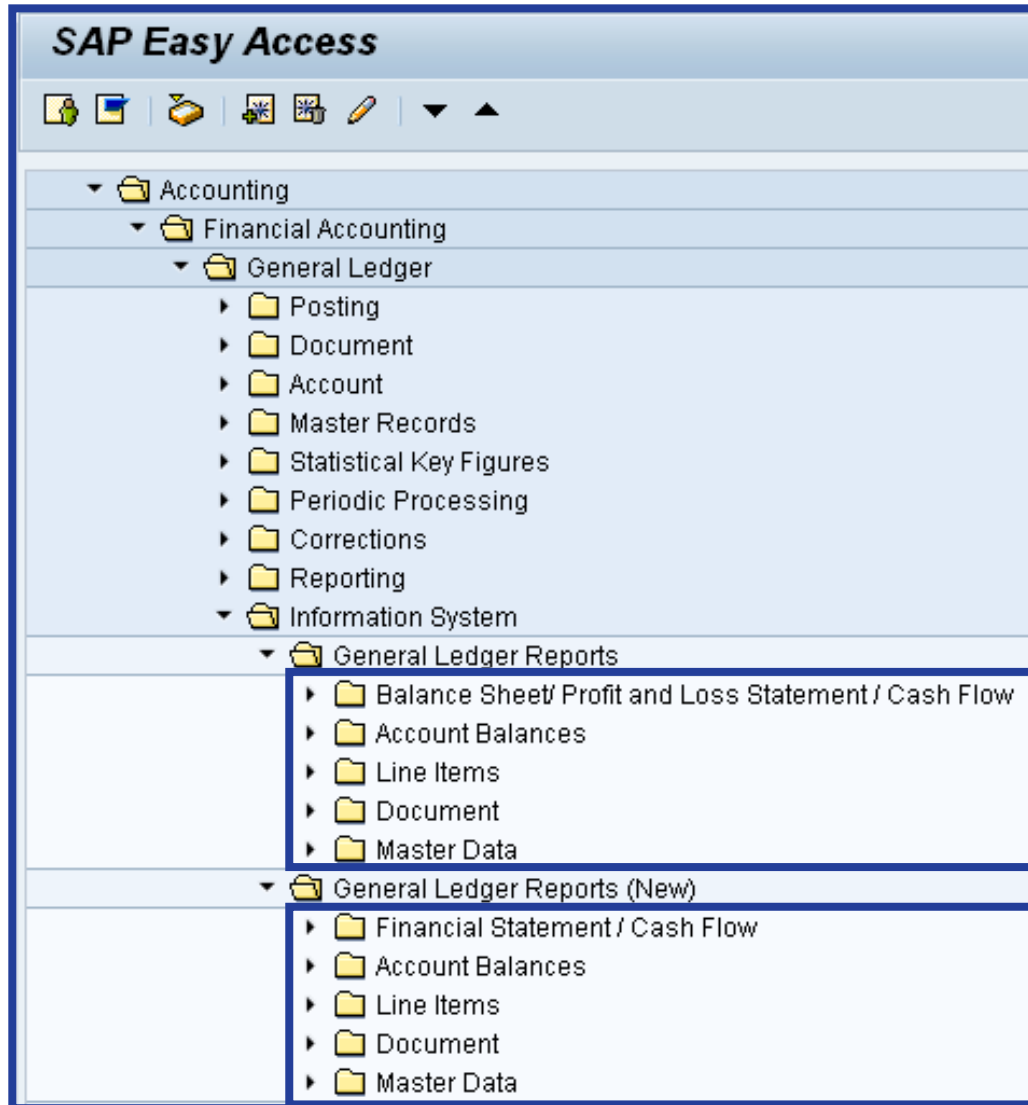
The main area is divided into two columns. The left column contains a list of selection criteria, each with a document icon and a checkbox. The criteria are: Currency, Reference, Document Type, Posting Period, Posting Key, Debit/Credit Ind., Business Area, Tax Code, and Amount in LC. The right column contains the corresponding input fields for each criterion, with a yellow arrow icon to the right of each field.

Below the main area, there is a section titled "G/L account selection". It contains two rows of input fields: "G/L account" with the value "113101" and "Company code" with the value "1000". Each row has a "to" field and a yellow arrow icon.

At the bottom, there is a section titled "Selection using search help". It contains three rows of input fields: "Search help ID", "Search String", and "Complex search help". Each row has a yellow arrow icon.

Reporting — 26. Accounting

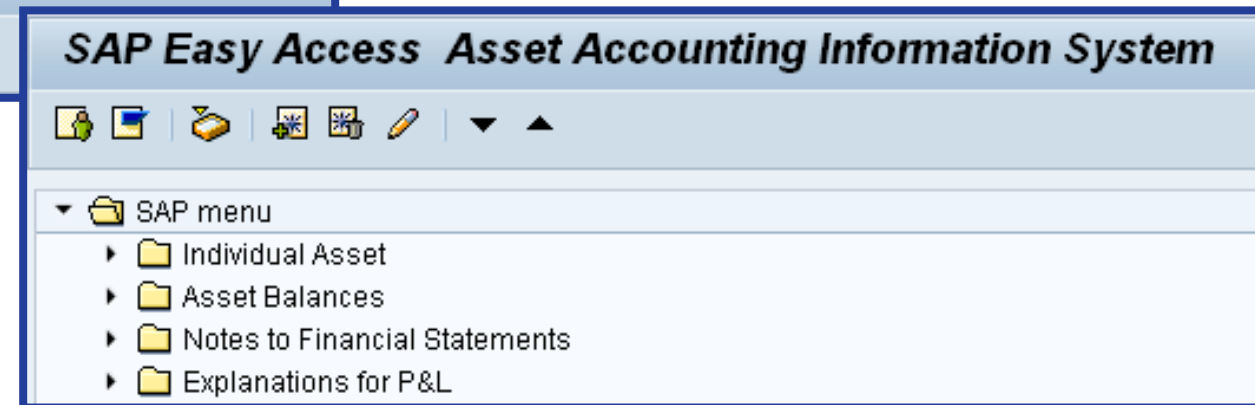
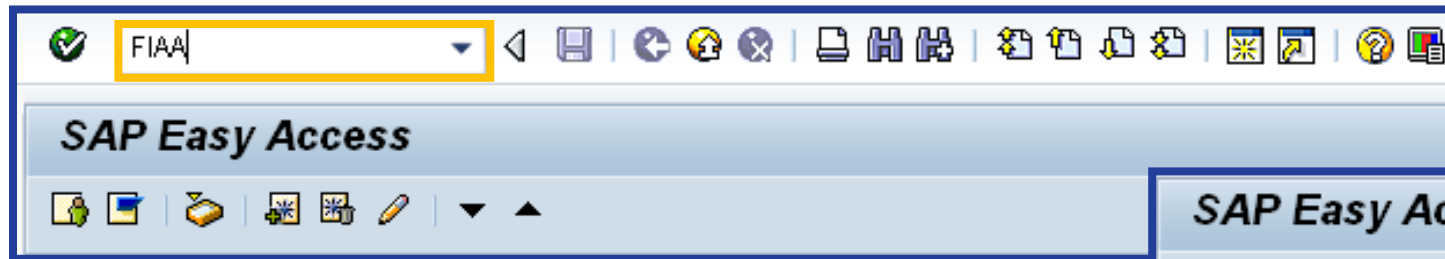
- Here is the location of the most common accounting reports in the SAP Easy Access menu



Reporting — 26.

Accounting Reporting Menu (cont.)

- The reporting menus can be called directly by entering the menu code from the SAP Easy Access menu
 - FIAA Asset Accounting Information System
 - FIAP Reports for Accounts Payable Accounting
 - FIAR Reports for Accounts Receivable Accounting



**Must enter TCode at main menu.
Will not work as a /N entry when
in another transaction**

Reporting — 27.

Common FI Reports

- RFBELJ00 Compact Document Journal
- RFBELJ10 Document Journal
- RFBUSU00 Posting Totals
- RFDKVZ00 Customer List
- RFDOP000 List of Customer Open Items
- RFDSL000 Customer Balances in Local Currency
- RFEPOJ00 Line Item Journal
- RFKKVZ00 Vendor List
- RFKOPO00 List of Vendor Open Items
- RFKSLD00 Vendor Balances in Local Currency
- RFSOPO00 General Ledger Line Items
- RFSSL000 G/L Account Balances

- Reports work with Classic GL and SAP GL (New GL)



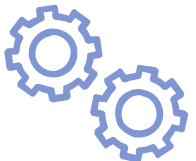
Master Data

Master Data — 28.

Structure

- The key FI master data of G/L, customer, and vendor are split at different levels
 - Users need to know some data affects all of the SAP system while other data is specific to a single company or sales area
 - e.g., change of customer address affects all users, but change of tolerance group impacts a single company only

	Client	Company	Logistics
G/L	CoA	Company	n/a
Customer	General	Company	Sales Area
Vendor	General	Company	Purch. Org.



Master Data — 29.

Display Transactions

- FS03 – Display G/L Master Record

Edit G/L Account Centrally

Icons: [Print] [Copy] [Paste] [Undo] [Redo] [Find] [Help] | Edit financial statement version | Edit set | Edit cost element

G/L Account: 113101 | Deutsche Bank - checks payable

Company Code: 1000 | IDES AG | [Link] [Edit] [Template] [Lock] [Delete]

With Template

Tab: Type/Description | Control Data | Create/bank/interest | Key word/translation

Control in chart of accounts

Account Group: [Dropdown]

Sample account: [Text]

☒ P&L statement acct

Detailed control for P&L statement accounts

P&L statmt acct type: [Text]

Functional Area: [Text]

☐ Balance sheet account

Dropdown menu:

- Type/Description CoA
- Control Data CoCd
- Create/bank/interest CoCd
- Key word/translation CoA
- Information (C/A) CoA
- Information (CoCd) CoCd

Master Data — 29.

Display Transactions (cont.)

- XD03 – Display Customer (Centrally)

Customer Display: Initial Screen

Customer  1000  Becker Berlin

Company code 1000 IDES AG


Sales area






Sales Organization 1000 Germany Frankfurt

Distribution Channel 10 Final customer sales

Division 00 Cross-division

All sales areas... Customer's sales areas...

 **Display Customer: General Data**

 Other Customer  Company Code Data  Sales Area Data  Additional Data, Empties  Additional Data, DSD

Customer 1000 Becker Berlin Berlin

Address Control Data Payment Transactions Marketing Unloading Points Export Data Contact Person

Master Data — 29.

Display Transactions (cont.)

- XK03 – Display Vendor (Centrally)

Display Vendor: Initial Screen

Vendor: 5210 Abele Intershop

Company Code: 1000 IDES AG

Purch. Organization: 1000 IDES Deutschland

General data

- ☒ Address
- ☒ Control
- ☒ Payment transactions

Company code data

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

Purchasing organization data

- ☒ Purchasing data
- ☒ Partner functions

Display Vendor: Address

Vendor: 5210

Name

Title:

Name: Abele Intershop



Data Entry

Data Entry — 30.

Hold Data

- The “hold data” functionality allows specific fields to be set as a template
 - Very useful for repetitive data input
 - e.g., when entering multiple manual Journal Vouchers (JVs) using FB01, many fields will need the same data entered repetitively

Post Document: Header Data			
Held document Acct model Fast Data Entry Post with reference Editing Options			
Document Date	<input checked="" type="checkbox"/>	Type	<input checked="" type="checkbox"/>
Posting Date	12/02/2010	Period	<input type="checkbox"/>
Document Number			
Reference			
Doc.Header Text			
Trading part.BA			
Company Code	<input checked="" type="checkbox"/>	Currency/Rate	<input checked="" type="checkbox"/>
Translatn Date			
Cross-CC no.			



Data Entry — 30. Hold Data (cont.)

- Enter the data that will be repeated

Document Date	12/02/2010	Type	SA	Company Code	1000
Posting Date	12/02/2010	Period		Currency/Rate	EUR
Document Number				Translatn Date	
Reference				Cross-CC no.	
Doc.Header Text	Hold Data				
Trading part.BA					

- Set the hold: System → User profile → Hold data

Document Date	12/02/2010	Type	SA	Company Code	1000
Posting Date	12/02/2010	Period		Currency/Rate	EUR
Document Number				Translatn Date	
Reference				Cross-CC no.	
Doc.Header Text	Hold Data				
Trading part.BA					

☒ Data was held

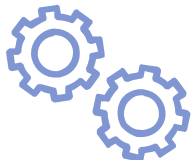
Data Entry — 30.

Hold Data (cont.)

- When you go back to the same screen in FB01, the repetitive data is auto populated

Document Date	12/02/2010	Type	SA	Company Code	1000
Posting Date	12/02/2010	Period		Currency/Rate	EUR
Document Number				Translatn Date	
Reference				Cross-CC no.	
Doc.Header Text	Hold Data				
Trading part.BA					

- To clear the hold: System → User profile → Delete data
 - Hold data needs to be set once per screen, not per transaction
 - Hold data is cleared when you log off SAP



Set data is similar but the user cannot overwrite the values

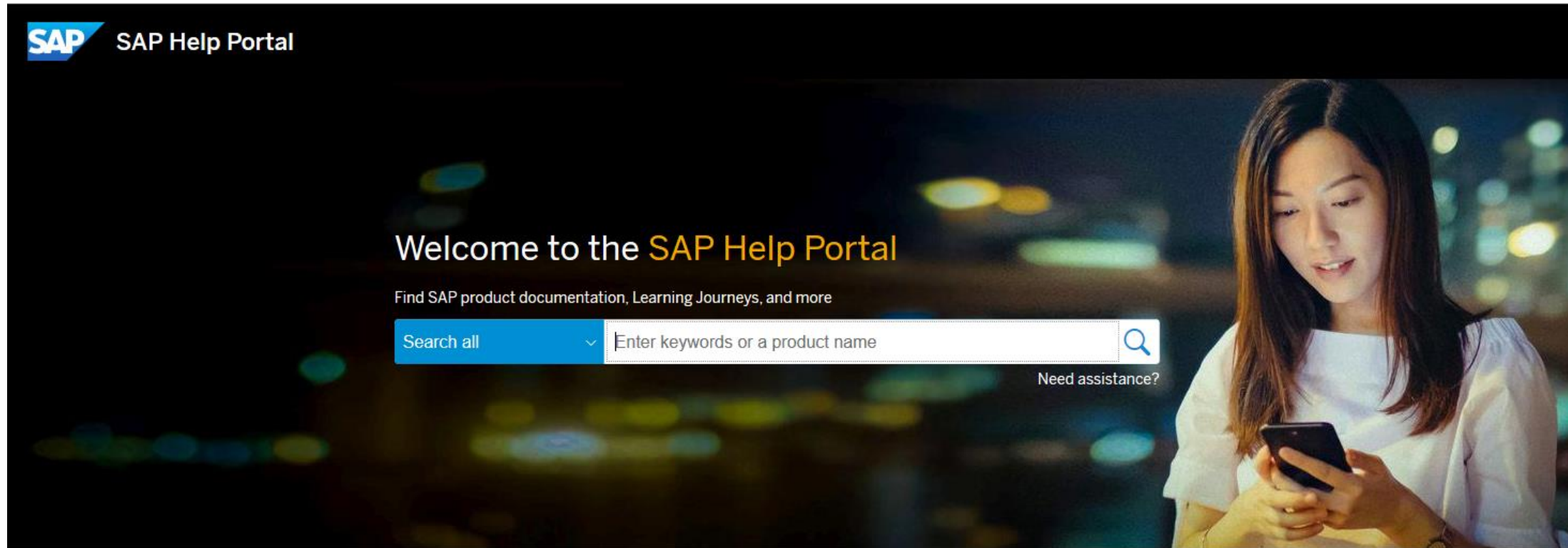


Wrap Up

Where to Find More Information - SAP Help



- SAP Help
 - <http://help.sap.com/>



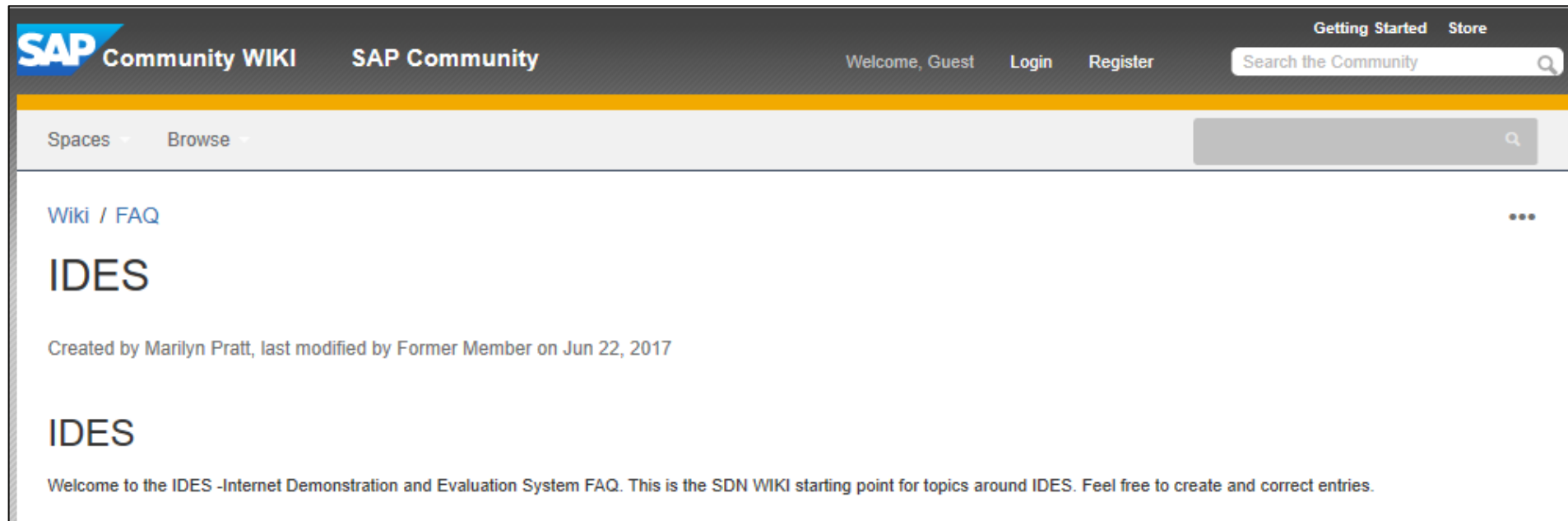
Where to Find More Information - IDES



- IDES – Internet Demonstration and Evaluation System

- <https://wiki.scn.sap.com/wiki/display/HOME/IDES>
- <https://launchpad.support.sap.com/#/notes/799639> *
 - SAP system with sample transactions and configuration
 - Website and note explains how to get an IDES system

* Requires login credentials to the SAP Service Marketplace



Where to Find More Information – SAP Experts



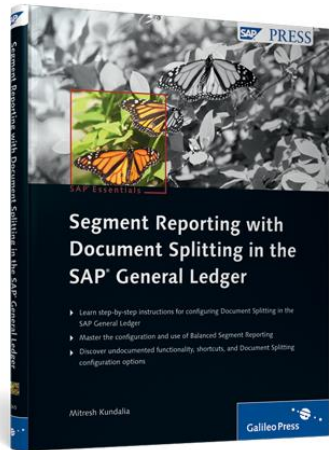
- Rohana Gunawardena, “Discover Hidden Parameter IDs to Simplify Your FI Settings” (Financials Expert, October 2003).
 - <https://www.sapinsideronline.com/articles/discover-hidden-parameter-ids-to-simplify-your-fi-settings/>
- Rohana Gunawardena, “Tips for Tracking Clearing Transactions” (Financials Expert, June 2004).
 - <https://www.sapinsideronline.com/articles/tips-for-tracking-clearing-transactions/>

Where to Find More Information – SAP Experts

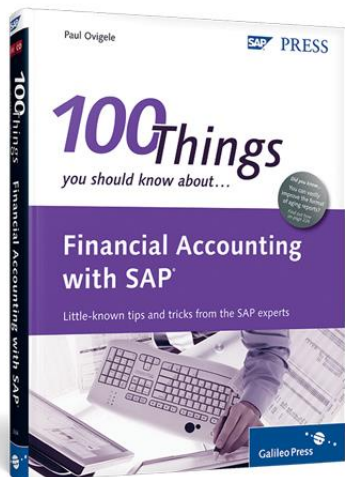


- Kurt Goldsmith, “Ask the FI/CO Expert: Even in Release 4.6, Your End Users’ Choice of an A/R Posting Key Has a Surprising Impact on Standard Reports Such as the ‘Customer Analysis’ Net Sales Columns” (Financials Expert, February 2003).
 - <https://www.sapinsideronline.com/articles/ask-the-fi-co-expert-even-in-release-4-6-your-end-users-choice-of-an-a-r-posting-key-has-a-surprising-impact-on-standard-reports-such-as-the-customer-analysis-net-sales-columns/>

Where to Find More Information – SAP Press



- Mitresh Kundalia, Segment Reporting with Document Splitting in the SAP General Ledger (SAP PRESS, 2009).
 - Great tips and tricks for document splitting



- Paul Ovigele, 100 Things You Should Know About Financial Accounting with SAP (SAP PRESS, 2011).
 - A large selection of GL tips and tricks

Key Points to Take Home

- **End users must understand the basics of SAP navigation**
 - You need to deliver basic training to end users
- **SAP has a great deal of functionality to improve user productivity**
 - But often it is overlooked or hidden away
- **End users need assistance from analysts to get the most from SAP**
 - SAP is a complex system for new end users
- **SAP has a large number of reports to meet many needs**
 - Locating the correct standard report can be difficult



Key Points to Take Home

- **Using ALV allows a single report to meet many users' needs**
 - Need to educate end users about display variants
 - Super users need to create variants to share
- **The structure of master data does impact end users**
 - Different fields are at different levels
- **This presentation is a basis to create your own training material**
 - It is up to you to empower your users to be more effective

Rohana Gunawardena

Exium Inc.

Rohana@Exium.com



Please remember to complete
your session evaluation.

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