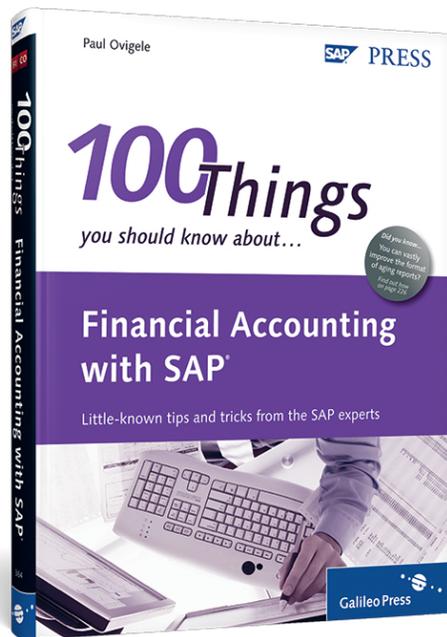


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100 Things You Should Know About Financial Accounting with SAP®



Galileo Press 

Bonn • Boston

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Introduction

This book is one of the first of a new series based on 100 ideas for various SAP software components. It is designed to make reading and understanding SAP ERP more interesting and accessible for your day-to-day work. You can flip through this book and search for ideas on each page to see if any of the 100 topics catches your attention. If so, you can read through the concept or tip in a matter of minutes and decide whether you'd like to research the topic further.

The Financial Accounting component in SAP ERP (also known as the FI component) delivers complete, integrated financial management software to ensure compliance and predictability of business performance. It is an essential building block of your enterprise business strategy—providing a solid foundation to expand your business, realize greater efficiencies across key processes, and ensure compliant and accurate accounting and financial reporting. It consists of the submodules General Ledger Accounting, Accounts Receivable, Accounts Payable, Bank Accounting, Fixed Assets, and Travel Management.

Each tip in this book aims to replicate a scenario where a skilled SAP expert is by your side, demonstrating how to best and most efficiently accomplish a task. It assumes a basic knowledge of functionality in the FI component (or the ability and access to find this information) on the part of the user. The information provided in this book is not readily available on the Internet. Rather, it represents lessons that I have learned from my more than 13 years of experience in the different FI components with clients, both large and small, across a number of industries in several countries, as well as valuable “nuggets” provided to me by other experienced FI consultants, for which I am grateful.

This book is broken down into 10 parts, each representing a processing function, rather than division by FI submodule, because there are several ideas that can apply to multiple submodules. This book does not claim to be an exhaustive account of all you need to know to use the FI component of SAP ERP. Rather, I have tried to include problem-solving tips and tricks for areas that are less than well covered in the available literature. As its end goal, this book aims to become an indispensable companion for those trying to navigate the FI component in an efficient, user-friendly way. Let's quickly discuss the different parts of this book.

Part 1, *Master Data*, provides useful tips on how to easily maintain and control master data objects, such as with the hierarchical maintenance of general ledger accounts and sensitive fields in the customer and vendor master to monitor and approve any changes.

Part 2, *Transaction Processing*, provides tips on quicker ways to perform Financial Accounting transactions, such as matching incoming payments to invoices by the number of days overdue and reversing a reversal document without having to repost all of the items.

Parts 3 and 4, *Display and Data Analysis*, give you ideas on how to access data from the system in specific formats, lists, and output types by making certain settings in the system. For example, you are shown how to maintain default settings for how reports are downloaded to Microsoft Excel; you also learn how to create a sort key to arrange your item display lists according to specific fields.

Parts 5, 6, and 7, *Account Assignment, Environment, and Integration*, focus more on the system configuration settings that determine how you are able to post to accounts automatically, where user entry defaults are maintained, and how data from other components flows seamlessly into the Financial Accounting component. For example, you will learn the setting needed to display the financial and logistics documents in a purchasing invoice posting, how to set up alternative reconciliation accounts for customers and vendors, and how to handle delivery costs on purchase orders.

Part 8, *Reporting*, describes different ways of customizing and accessing reports in the system to meet specific needs, such as how to add extra fields to certain standard customer, vendor, and fixed asset reports and how to create and use drilldown reports.

And finally, Parts 9 and 10, *Data Update and Technical*, provide tips on how and where to use various programs and transactions that are more technical in nature (which may sometimes require the assistance of an ABAP or Basis expert) to update, modify, or delete certain data from the database or to access certain screen functionality. For example, you will learn how to delete finance master data from the system and to configure screen variants for Financial Accounting and Logistics Invoice Verification transactions.

For more information on Financial Accounting with SAP, visit www.sap-press.com, where you can find further reading material in this area.

Tip

1

Easily Maintaining General Ledger Accounts

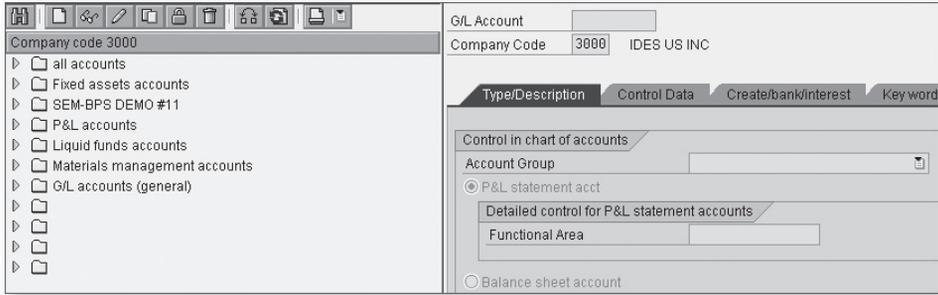
You can maintain multiple general ledger accounts by using the hierarchical display setting.

Creating and maintaining a general ledger account is usually done by first accessing Transaction FS00. This method is fine if you are creating or maintaining a single account and you have all of the relevant data you need to find the account, such as the account number range, company code data, and descriptions. However, if you want to have quick access to multiple accounts during maintenance in order to easily scan through similar accounts that you want to copy from, then your best option is to use the HIERARCHY DISPLAY functionality.

And Here's How...

You can access the HIERARCHY DISPLAY setting by going to Transaction FS00 (General Ledger Account Master Data) and selecting the menu option SETTINGS • HIERARCHY DISPLAY.

You will see a dialog box asking whether you want to display the accounts in a navigation tree or not. Choose to display the accounts in a navigation tree, and restart the transaction. You can exit the current transaction, restart it, or type "Transaction /nFS00" in the command field to access the screen, as shown in Figure 1.



📌 **Figure 1** Hierarchical Display of General Ledger Account Master

The folders that are displayed in the left part of the screen represent the account groups that the general ledger accounts belong to. You use the account groups to control the number range intervals of the accounts per chart of account. The account groups also control the field statuses (suppressed, optional, required, or displayed) of the fields that are available in the account master record. You can click on the triangle icons beside the account group folders to view the general ledger accounts that exist in those groups.

The right part of the screen is the traditional Master Data Maintenance screen for a general ledger account. By double-clicking on an account on the left part of the screen, you can maintain or display the details of the account on the right part of the screen. You can use the icons shown at the top of the screen to quickly access the functionality for maintaining the accounts. If you want to create a new account in a particular number range, you can easily check the hierarchy to see what the next available number is. You can then select the account that you want to copy from, click on the COPY icon, and enter the account number you want to create.

By using the FIND icon (🔍), you can search for an account's number or description in a company code. This is useful when you are creating an account that may already exist as a different number. By putting all or part of the description in the search field, you will find out if there is a similar account in the same or a different account range. The BLOCK and MARK FOR DELETION icons are available here, as they are with the normal maintenance view. However, it is easier to scan through several accounts with the hierarchical view and check or maintain the block and deletion settings.

Last, you can easily change the view from one company code to another by clicking on the CHANGE COMPANY CODE icon (🏠).

Account Determination Analysis

You can use the Account Detective to find where accounts have been automatically assigned.

There has never been an easy way to find out where an account has been assigned without going into several configuration transactions. However, SAP recently delivered the Account Detective Report (available with SAP ERP 6.0), which changed all that.

This new report lists all of the accounts in a company code or chart of accounts, along with their master data settings, and gives you the option of finding out where they have been assigned. Let's explore this report and learn how to access it.

✓ And Here's How...

To access the Account Detective Report, go to Transaction S_ALR_87101048, which takes you to the screen shown in Figure 1.

The screenshot displays the SAP Account Detective screen, divided into two main sections:

- Database Selections:** This section contains several input fields:
 - Company Code: 3000
 - Only Accounts in the Co.Code:
 - Controlling Area: 2000
 - Chart of Accounts: CAUS
 - G/L Account: [] to [] with a search icon.
- Account Determination Analysis:** This section contains five checked checkboxes:
 - Output FI Account Assignments
 - Output MM/HR Account Assignmnt
 - Output Cost Element Categories
 - Output AA Account Assignments
 - Output SD/EK Account Assignmnt

« Figure 1
Account Detective
Screen

If you want to analyze the accounts in just one company code, then enter the company code and check the **ONLY ACCOUNTS IN THE COMPANY CODE** box. Then enter the relevant controlling area and chart of accounts. You can only enter one chart of accounts because most account determination tables are populated on a chart of accounts basis.

Figure 2 shows how the report is displayed when you click on the **EXECUTE** button. If you do not select any of the options in the **ACCOUNT DETERMINATION ANALYSIS** section, you will see a list of the accounts that you selected and their respective settings in the general ledger master record. This list is useful if all you want to do is analyze, for example, the number of accounts that are open item managed, available for line item display, or automatically posted to.

If you select any of the **ACCOUNT DETERMINATION ANALYSIS** checkboxes, you will see the list of master data settings as the header line and the tables (such as T095 and CSKB) where the accounts have been assigned in the item lines.

G/L acct	Name	B/S acct	AT	AcGp	Crcy
Account Assignment 1	Account Assignment 2	Account Assignment 3	Account Assignment 4		
1000	Land	X		ANL.	USD
CSKB	CE Typ: 90				
T095	01	00010000			
1010	Accumulated deprecia	X		ANL.	USD
CSKB	CE Typ: 90				
T095B	01	00010000			
2000	Buildings	X		ANL.	USD
CSKB	CE Typ: 90				
2010	Accumulated deprecia	X		ANL.	USD
CSKB	CE Typ: 90				

📌 *Figure 2 Display Account Determination*

You can see in Figure 2 that account 00010000 is assigned to tables T095 and T095B (these are the tables for asset account determination) and to table CSKB (this is the Cost Elements table), where it is assigned to a cost element category of 90.

Improving the Format of Aging Reports

You can display the standard aging reports in a much more user-friendly format by changing your system settings.

SAP ERP has always come with predelivered customer and vendor aging reports (the reports that classify the open items of vendors and customers according to the number of days they are overdue in different intervals such as 1-30, 31-60, 61-90, etc.).

There is, however, a lot of confusion about which reports should be used for aging purposes (none of the reports has the word *aging* in them) and how to improve the format of these reports for better usability. In this little-known tip, we will focus on how to improve the aging reports for customers.

✓ And Here's How...

To access the customer aging report, go to Transaction S_ALR_87012176 or use the following menu path:

ACCOUNTING • FINANCIAL ACCOUNTING • ACCOUNTS RECEIVABLE • INFORMATION SYSTEM • REPORTS FOR ACCOUNTS RECEIVABLE ACCOUNTING • CUSTOMER ITEMS • CUSTOMER EVALUATION WITH OI SORTED LIST

Enter the intervals you want to display in the DUE DATE SORTED LIST section of the report, as shown in Figure 1.

Due Date Sorted List 30 60 90 120

« *Figure 1 Open Item Due Date Intervals*

When you execute this report, you will see the relevant information of your customers' items in the intervals (for example 30, 60, 90, 120) that you specify in the DUE SORTED LIST part of the selection screen.

The problem with this report is that the format is not very user-friendly and cannot easily be downloaded. The system displays an address block for each customer, as shown in Figure 2.

MasterData: Company Code 3000 Accounting Clerk Customer 0000300713 , Key date 01/01/06 Amounts in USD							
Section							
Label 1	Content1	Name 2	Content Name 3	Content3 Name 4	Content Name	Content5	
Address							
Address(1):	Brighton Inc						
Address(2):	225 SYCAMORE ROAD						
Address(3):	VESTAL NY 13850						
Address(4):	UNITED STATES						
SlS/Pur.Data (Amnts in LC)							
Annual Sales							
Authorized Deducts :							
Unauthorized deducts							
Interest :							
Cumulated Clearing:							

⤴ *Figure 2 Standard Customer Evaluation Report Layout*

To make this report more user-friendly and convert it into an ABAP List Viewer (ALV) format, click on the START button on your computer desktop. Go to the CONTROL PANEL, and double-click on the SAP CONFIGURATION icon (📁). Now go to the DESIGN SELECTION tab, select the USE CLASSIC DESIGN radio button, and select the USE ACCESSIBILITY MODE checkbox, as shown in Figure 3.

Use Classic Design
 Use Accessibility Mode

« *Figure 3 Enable Accessibility Mode Option*

Now you can save the settings shown in the screenshot in your computer. Note that depending on the version of Windows or Macintosh that you are using, the options you can select may be slightly different. In this example, we are using Windows XP.

You need to log off and then back on to the SAP system for the changes to take effect. When you do, you can go back to Transaction S_ALR_87012176 and execute the report to see the layout shown in Figure 4.

Open Item Sorting on Key Date 01/01/2006 in Local Currency												
CoCd	Customer	Address (2)	Address (4)	City	Crcy	Total balance in LC	To 0	1 - 30	From 31 To 60	From 61 To 90	From 91 To 120	From 121
3000	255	Emma Bull	DENVER CO 80216	US	USD	2,207.00	2,207.00					
3000	257	John Evans	NEDERLAND CO 804	US	USD	2,299.00	2,299.00					
3000	258	Roger Zahn	ALBUQUERQUE NM 4	US	USD	1,912.00	1,912.00					
3000	260	Chelsa Quinn Yates	ALBUQUERQUE NM 4	US	USD	2,124.00	2,124.00					
3000	262	Robert Jensen	CANON CITY CO 812	US	USD	3,720.00	3,720.00					
3000	266	Charles Scott	TORREY UT 84775	US	USD	2,995.00	2,995.00					
3000	272	Joe Masson	SALINA UT 84654	US	USD	748.00	748.00					
3000	281	Tracy Collins	VAIL CO 81658	US	USD	1,567.50	1,567.50					

⤴ *Figure 4 Customer Report with New Layout*

This list shows a much better display than the one using the standard settings. You can perform the usual ALV functions (which you can't do in the standard report) such as sort, filter subtotal, and download to Excel. You can double-click on each line to see the details that make up the amount, which is not possible with the standard report.

For certain versions of Windows, you may find that the next time you log off and on to your computer, your SAP screen has the older "classic" format. If this is the case, deselect the settings that you made in this tip, and only reset them when you need to display the aging reports.

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