



: Financial Accounting



Area : FI – General Ledger

Scenario : GL Account Postings with document splitting

INTRODUCTION AND PREPARATION STEPS

NO	DESCRIPTION
1	Access SAP system through SAP Logon Pad (SAP GUI)
2	Enter your user ID and password.
3	Execute transaction code FB50 to make GL Account postings
4	Posting Period to be open for posting to be made to FI
5	GL Account Postings

TRANSACTIONAL STEPS

Step NO	BUSINESS PROCESS STEPS	DATA INPUT / DESCRIPTION						
1	GL Account posting	<p><input type="checkbox"/> Menu Path – Accounting – Financial Accounting – General Ledger – Posting – Enter GL Account Document</p> <ul style="list-style-type: none">The requirement to post the entries to GL Accounts to multiple cost centers which are associated to different profit centers and generate an Accounting Document in the system where complete balancing is done with respect to all the profit center involved.Enter the transaction code in the command box on the easy access screen which will take you to the GL Account posting screen.						
2	GL Account Posting	<table><tr><th>Field</th><th>Description</th><th>Example</th></tr><tr><td>Company Code</td><td>Select the Company Code 1000. We can switch the company code using the key F7.</td><td>1000</td></tr></table>	Field	Description	Example	Company Code	Select the Company Code 1000. We can switch the company code using the key F7.	1000
Field	Description	Example						
Company Code	Select the Company Code 1000. We can switch the company code using the key F7.	1000						




DATA INPUT / DESCRIPTION

BUSINESS PROCESS STEPS					
		Document Date	The document date is the date on which the original document was issued.	22.05.2009	
		Posting Date	Date which is used when entering the document in Financial Accounting or Controlling.	22.05.2009	
		Currency	The Company Code Currency is defaulted by the system. We can change the currency to the currency in which the posting needs to be made.	AED	
		Reference	The reference document number is used as a search criterion when displaying or changing documents.	Doc Split	
		Document Header Text	The document header text contains explanations or notes which apply to the document as a whole, that is, not only for certain line items.	Test Entry for Doc Split	
		GL Account (1)	Select the GL Account for which the posting need to be made	601110 (P&L Account Type)	
		Indicate DR/CR	Indicate whether the debit posting or credit posting has to be made the GL Account	Debit	
		Amount in Doc Currency	Enter the amount to be posted	700	
		Cost Center	Enter the cost center for the Expenses Type GL Account as required.	1000010001	
		Profit Center	The profit center gets derived for the expenses account as it is assigned to the cost center.		
		Segment	Enter the segment for region (only for investment GL accounts)		
		GL Account (2)	Select the GL Account for which the posting need to be made	601100 (P&L Account Type)	
		Indicate DR/CR	Indicate whether the debit posting or credit posting has to be made the GL Account	Debit	
		Amount in Doc Currency	Enter the amount to be posted	500	
		Cost Center	Enter the cost center for the Expenses Type GL Account as required.	1000010022	



DATA INPUT / DESCRIPTION

THE BEST-BUY BUSINESS PROCESS STEPS



DATA INPUT / DESCRIPTION

		Profit Center	The profit center gets derived for the expenses account as it is assigned to the cost center.		
		Segment	Enter the segment for region (only for investment GL accounts)		
		GL Account (3)	Select the GL Account for the which the corresponding credit posting need to be made	210110(B/S GL Account)	
		Indicate DR/CR	Indicate whether the debit posting or credit posting has to be made the GL Account	Credit	
		Amount in Doc Currency	Enter the amount to be posted	1200	
		Profit Center	The profit center for Bank GL Account.	10000101	
		Segment	Enter the segment for region (only for investment GL accounts)		
Select the transaction FB50 to the GL account posting					

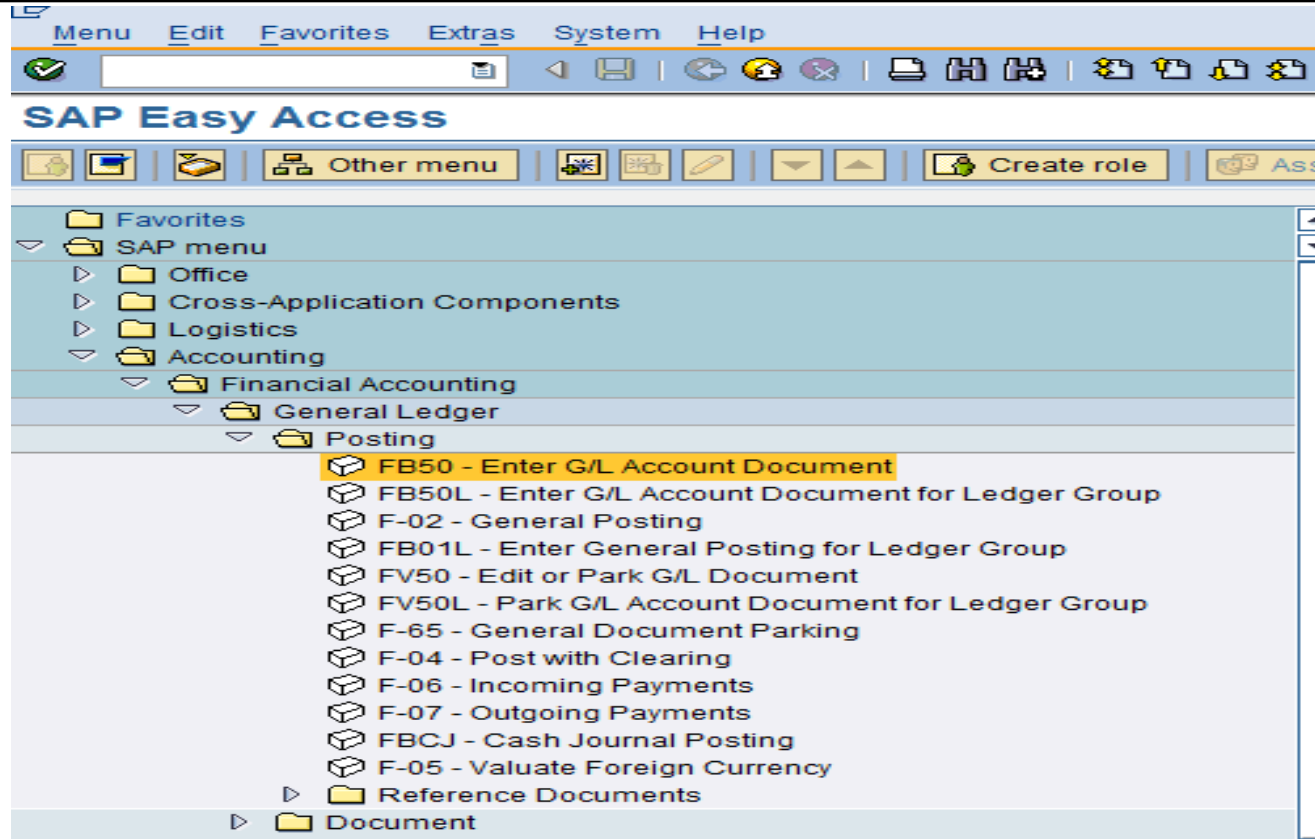


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DATA INPUT / DESCRIPTION

PROCESS
STEPS





Document Edit Goto Extras Settings Environment System Help

Enter G/L Account Document: Company Code 1000

Tree on Company Code Hold Simulate Park Editing options

Basic data Details

Document Date 220509 Currency AED

Posting Date 220509

Reference Doc Split

Doc.Header Text Test Entry for Doc Split

Document Type SA G/L Account P

Cross-CC no.

Company Code 1000 National H

Amount Information

0,00 AED

0,00 AED

0 Items (No entry variant selected)

St	GL acct	Short Text	D/C	Amount in doc.curr.	Bus	Part	Cost center	Order	Fi	Sales order	Item i	Sch	Plnt	P
	601110	S Debit		700			1000010001							
	601100	S Debit		500			1000010022							
	210110	H Credit		1.200,00										

Insert the document currency in which the document needs to be posted.

Select the appropriate company code for posting.

Insert the Expenses GL Account and the B/S GL Account for accrued payables.

Post the expenses to multiple cost centers.



DATA INPUT / DESCRIPTION

Document Edit Goto Extras Settings Environment System Help

Enter G/L Account Document: Company Code 1000

Tree on Company Code Hold Simulate Park Editing options

Basic data Details

Document Date 22.05.2009 Currency AED
Posting Date 22.05.2009
Reference DOC SPLIT
Doc.Header Text Test Entry for Doc Split
Document Type SA G/L Account Document
Cross-CC no.
Company Code 1000 National Holding LLC Abu Dhabi

Amount Information
Total deb. 1.200,00 AED
Total cred. 1.200,00 AED

3 Items (No entry variant selected)

St	G/L acct	Short Text	D/C	Amount in doc.curr.	Purc.	Profit center	Partner prof.	WBS element	FM	Funds cer
✓	601110	Fuel Exp	S Debit	700,000		10000100				
✓	601100	Car Maint Exp	S Debit	500,000		10000102				
✓	210110	Operation exp	H Credit	1.200,00		10000101				

We can see that all the 3 GL accounts have 3 different profit center postings.

Ensure that the Debit/Credit posting matches and that the document is complete for posting.

The profit center for the Expenses GL Account has been derived from the profit center assigned in the cost center master data

Insert the Profit Center for the Accrued Payables B/S Account



Document Edit Goto Extras Settings Environment System Help

Change Ctrl+F1
Display Ctrl+F2
Post Ctrl+S
Save as completed Ctrl+Shift+F6
Park F8
Hold F5
Simulate F9
Simulate General Ledger Ctrl+F12
Exit Shift+F3

Company Code 1000

Simulate Park Editing options

Amount Information

1.200,00 AED
1.200,00 AED

Doc.Header Text Test Entry for Doc Split
Document Type SA G/L Account Document
Cross-CC no.
Company Code 1000 National Holding LLC Abu Dhabi

3 Items (No entry variant selected)

St	G/L acct	Short Text	D/C	Amount in doc.curr.	Purc	Profit center	Partner prof	WBS element	FM	Funds cen
✓	601110	Fuel Exp	S Debi	700,000		10000100				
✓	601100	Car Maint Exp	S Debi	500,000		10000102				
✓	210110	Operation exp	H Cred	1.200,00		10000101				

We can either post the document or in case the document is incomplete for want of any information, we could park the GL Document.



PROCESS
STEPS

SAP S/4HANA interface showing the 'Simulate General Ledger' option in the 'Document' menu. The menu is open, and the 'Simulate General Ledger' option is highlighted. A callout box explains: 'Before posting the document, we can simulate the document in GL view to see how the document gets posted in GL section.'

The main window displays 'Company Code 1000' and 'Amount Information' with a total debit of 1.200,00 AED. Below, a table shows 3 items (No entry variant selected):

St.	G/L acct	Short Text	D/C	Amount in doc.curr.	Purc.	Profit center	Partner prof.	WBS element	FM	Funds cen
✓	601110	Fuel Exp	S Debi	700,000		10000100				
✓	601100	Car Maint Exp	S Debi	500,000		10000102				
✓	210110	Operation exp	H Cred	1.200,00		10000101				

List Edit Goto Views Settings System Help

General Ledger Simulation

Document Date 22.05.2009 Posting Date 22.05.2009 Fiscal Year 2009
 Reference DOC SPLIT Cross-co. code no. Posting Period 5
 Currency AED Ledger Group Ledger Expert Mode Currency Reset

C...	Item	L. Item	P	S	G/L Account	G/L account name	Amount	Curr.	Profit Center
1000	1	000001	40		601110	Fuel Exp	700,00	AED	10000100
	2	000002	40		601100	Car Maint Exp	500,00	AED	10000102
	3	000003	50		210110	Operation expenses	1.200,00-	AED	10000101
		000004	50		198998	Zero Bal Clearing	700,00-	AED	10000100
		000005	40		198998	Zero Bal Clearing	700,00	AED	10000101
		000006	40		198998	Zero Bal Clearing	500,00	AED	10000101
		000007	50		198998	Zero Bal Clearing	500,00-	AED	10000102

With the Document Splitting functionality and Zero Balancing functionality active, we can see that the resulting balance for each profit center is ZERO. This ensures that the trial balance at the profit center level is balanced always real-time.

Once you save the data after the data entry is complete, the GL Account document is saved and an Accounting Document created.

Document 400000005 was posted in company code 1000



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DATA INPUT / DESCRIPTION




PROCESS
STEPS

You can view the Accounting Document generated via the transaction FB03.

Document Edit Goto View System Help

    |    |    |   

Display Document: Initial Screen

 Document List  First Item  Editing Options

Keys for Entry View

Document Number	4000000005
Company Code	1000
Fiscal Year	2009



PROCESS
STEPS

Document Edit Goto Extras Settings Environment System Help

Display Document: Data Entry View

Display Currency General Ledger View

Data Entry View

Document Number: 400000005 Company Code: 1000 Fiscal Year: 2009
Document Date: 22.05.2009 Posting Date: 22.05.2009 Period: 5
Reference: DOC SPLIT Cross-CC no.:
Currency: AED Texts exist: Ledger Group:

C...	Item	P	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center
1000	1	40		601110	Fuel Exp	700,00	AED		1000010001	10000100
	2	40		601100	Car Maint Exp	500,00	AED		1000010022	10000102
	3	50		210110	Operation expenses	1.200,00-	AED			10000101



DATA INPUT / DESCRIPTION

PROCESS STEPS

Document Edit Goto Extras Settings Environment System Help

Document Changes

- Check Information
- Payment Usage
- Document Environment
 - Original Document
 - Accounting Documents
 - Display Transaction
 - Relationship Browser
- Additional Assignments
- Valuation
- Correspondence
- Balance Sheet Adjustment
- Invoice Summary
- Reference Object

Display Document: Data

Display Currency

Data Entry View

Document Number: 400000005 Comp

Document Date: 22.05.2009 Postin

Reference: DOC SPLIT Cross

Currency: AED Texts

C...	Item	P	S	Account	Description	Amount	Curr.	Cost Center	Profit Center
1000	1	40		601110	Fuel Exp	700,00	AED	1000010001	10000100
	2	40		601100	Car Maint Exp	500,00	AED	1000010022	10000102
	3	50		210110	Operation expenses	1.200,00-	AED		10000101

To view the Controlling Document, go to Environment- Document Environment - Accounting Documents

Document Edit Goto Extras Settings Environment System Help

Display Document: Data Entry View

Display Currency General Ledger View

Data Entry View

Document Number	400000005	Company Code	1000	Fiscal Year	2009
Document Date	22.05.2009	Posting Date	22.05.2009	Period	5
Reference	D0C SPLIT	Cross-CC no.			
Currency	AED	Texts exist	<input type="checkbox"/>	Ledger Group	

C...	Item	P	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center
1000	1	40		601110	Fuel Exp	700,00	AED		1000010001	10000100
	2	40		601100	Car Maint Exp	500,00	AED		1000010022	10000102
	3	50		210110	Operation expenses	1.200,00-	AED			10000101

List of Documents in Accounting

Documents in Accounting

Doc. Number	Object type text	Ld
0400000005	Accounting document	
0100000106	Controlling Document	

Select the controlling document.

Separate Original document

PROCESS STEPS

LE

List Edit Goto Settings Extras Environment System Help

Display Actual Cost Documents

Document Master Record

Layout SAP Primary cost posting
COarea currency ED AED

DocumentNo	Doc. Date	Document Header Text	RT	RefDocNo	User Name	Rev	RvD
PRW	DTy	Object	CO	object name	Cost Elem.	Cost element name	Val/COArea Crcy
			Total quantity	PUM	0	Offst.acct	
100000106	22.05.2009	Entry for Doc Split	R	400000005	SATYA		
1	CTR 1000010001	Executives Office	601110	Fuel Exp		700,00	S 210110
2	CTR 1000010022	Executives Office	601100	Car Maint Exp		500,00	S 210110

The Controlling Document can be viewed accordingly.




DATA INPUT / DESCRIPTION

BUSINESS PROCESS STEPS				
3	GL Account Posting With Foreign Currency			
		Field	Description	Example
		Company Code	Select the Company Code 1000. We can switch the company code using the key F7.	1000
		Document Date	The document date is the date on which the original document was issued.	22.05.2009
		Posting Date	Date which is used when entering the document in Financial Accounting or Controlling.	22.05.2009
		Currency	The Company Code Currency is defaulted by the system. We can change the currency to the currency in which the posting needs to be made.	EUR
		Reference	The reference document number is used as a search criterion when displaying or changing documents.	For Curr
		Document Header Text	The document header text contains explanations or notes which apply to the document as a whole, that is, not only for certain line items.	Test Entry for Currency
		GL Account (1)	Select the GL Account for which the posting need to be made	601110 (P&L Account Type) Debit
		Indicate DR/CR	Indicate whether the debit posting or credit posting has to be made the GL Account	
		Amount in Doc Currency	Enter the amount to be posted	700
		Cost Center	Enter the cost center for the Expenses Type GL Account as required.	1000010001
		Profit Center	The profit center gets derived for the expenses account as it is assigned to the cost center.	
		Segment	Enter the segment for region (only for investment GL accounts)	
		GL Account (2)	Select the GL Account for the which the corresponding credit posting need to be made	210110(B/S GL Account)
		Indicate DR/CR	Indicate whether the debit posting or credit posting has to be made the GL Account	Credit



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DATA INPUT / DESCRIPTION

BUSINESS PROCESS STEPS												
	<table><tr><td>Amount in Doc Currency Profit Center</td><td>Enter the amount to be posted The profit center for Bank GL Account.</td><td>700</td><td rowspan="2"></td></tr><tr><td>Segment</td><td>Enter the segment for region (only for investment GL accounts)</td><td></td></tr><tr><td colspan="4">Make the necessary Exchange Translation Ratios (Direct Exchange Rate) for the currency translation postings.</td></tr></table>	Amount in Doc Currency Profit Center	Enter the amount to be posted The profit center for Bank GL Account.	700		Segment	Enter the segment for region (only for investment GL accounts)		Make the necessary Exchange Translation Ratios (Direct Exchange Rate) for the currency translation postings.			
	Amount in Doc Currency Profit Center	Enter the amount to be posted The profit center for Bank GL Account.	700									
	Segment	Enter the segment for region (only for investment GL accounts)										
Make the necessary Exchange Translation Ratios (Direct Exchange Rate) for the currency translation postings.												

Table View Edit Goto Selection Utilities(M) System Help

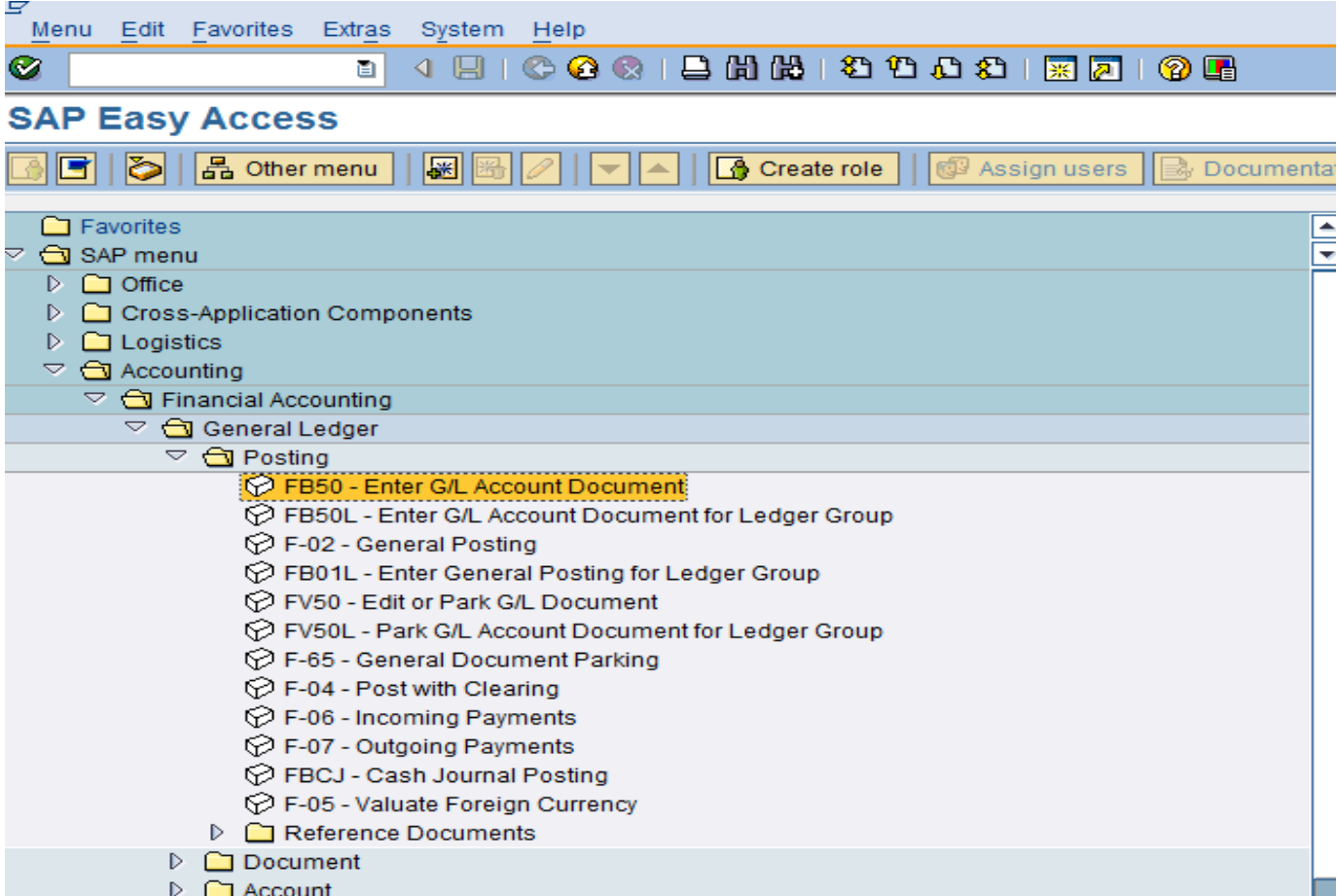
Change View "Currency Exchange Rates": Overview

New Entries

ExRt	ValidFrom	Indir.q...	Ratio(from)	From	Dir.quot.	Ratio (to)	To
M	25.05.2009	X	1 EUR	= 5,31290	X	1 AED	
M	01.05.2009	X	1 EUR	= 5,31290	X	1 AED	
M	18.05.2009	X	1 EUR	= 4,50000	X	1 TRY	
M	01.01.2001	X				1 TRY	
M	01.01.2001	X				1 CHF	
M	01.01.2001	X				1 DKK	
M	01.01.2001	X	1 GBP	= 171,90000	X	1 JPY	
M	01.01.2001	X	1 GBP	= 13,14000	X	1 NOK	
M	01.01.2001	X	1 GBP	= 14,13000	X	1 SEK	
M	01.01.2001	X	1 GBP	= 1,50000	X	1 USD	
M	01.01.2001	X	1 HKD	= 14,71000	X	1 JPY	
M	01.01.2001	7,80000	1 HKD	=	X	1 USD	
M	01.01.2001	X	1 HRK	= 14,17000	X	1 JPY	
M	01.01.2001	8,10000	1 HRK	=	X	1 USD	
M	01.01.2001	X	100 HUF	= 40,38000	X	1 JPY	
M	01.01.2001	284,000	1 HUF	=	X	1 USD	
M	01.01.2001	X	100 IDR	= 1,20000	X	1 JPY	
M	01.01.2001	9,50000	1 IDR	=	X	1 USD	
M	01.01.2001	X	1 ILS	= 28,15000	X	1 JPY	

Go to Transaction OB08 and make new entries



	BUSINESS PROCESS STEPS	
		<p>Select the transaction FB50 to the GL account posting</p>  <p>The screenshot shows the SAP Easy Access interface. At the top is a menu bar with 'Menu', 'Edit', 'Favorites', 'Extras', 'System', and 'Help'. Below it is a toolbar with various icons. The main area displays a tree structure of SAP menus. The path 'SAP menu' > 'Accounting' > 'Financial Accounting' > 'General Ledger' > 'Posting' is expanded. The transaction 'FB50 - Enter G/L Account Document' is highlighted with a yellow box. Other transactions listed include FB50L, F-02, FB01L, FV50, FV50L, F-65, F-04, F-06, F-07, FBCJ, and F-05. At the bottom, there are folders for 'Reference Documents', 'Document', and 'Account'.</p>



Document Edit Goto Extras Settings Environment System Help

Enter G/L Account Document: Company Code 1000

Tree on Company Code Hold Simulate Park Editing options

Basic data Details

Document Date 220509 Currency eur
Posting Date 220509
Reference For Curr
Doc.Header Text Test Entry for Currency
Document Type SA G/L Account Document
Cross-CC no.
Company Code 1000 National Holding LLC Abu Dhabi

Amount Information
Total deb. 0,00 AED
Total cred. 0,00

0 Items (No entry variant selected)

St	G/L acct	Short Text	D/C	Amount in doc.curr.	Lo	Co	Tradin	Bus	Part	Cost center	Order	Fi	Sales order	Item
	601110	S Debt		700		1000				1000010001				
	210110	H Cred		700		1000								
						1000								
						1000								
						1000								
						1000								
						1000								

Select the Currency - EUR for posting the entry.

Select the appropriate company code for posting

Insert the GL Accounts for which the posting need to be made.

Insert the Cost Center for the Expense GL Account



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DATA INPUT / DESCRIPTION

PROCESS
STEPS

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Document Edit Goto Extras Settings Environment System Help

Enter G/L Account Document: Company Code 1000

Tree on Company Code Hold Simulate Park Editing options

Basic data Details

Company Code 1000 National Holding LLC Abu Dhabi

Exchange rate 5.31290

Translatn Date 22.05.2009

Trading Part BA

Calculate tax ☐

Amount Information

Total deb. 700,00 EUR

700,00 EUR

We can see the Exchange Rate picked up by the system in the Details Tab.

Ensure that the document is complete for posting

2 Items (No entry variant selected)

St	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T	Tax jurisdictn code	W Assignment no.
✓	601110	Fuel Exp	S Debit	700,00	3.719,03			
✓	210110	Operation exp	H Credit	700,00	3.719,03			
					0,00			
					0,00			
					0,00			
					0,00			
					0,00			
					0,00			
					0,00			

Document Edit Goto Extras Settings Environment System Help

Enter G/L Account Document: Company Code 1000

Tree on Company Code Hold Simulate Park Editing options

Basic data Details

Company Code 1000 National Holding LLC Abu Dhabi

Exchange rate 5,31290

Translatn Date 22.05.2009

Trading Part.BA

Calculate tax ☐

Amount Information

Total deb. 700,00 EUR

Total cred. 700,00 EUR

We can see the amounts now both in the Document Currency and the Local Currency (Company Code Currency)

2 Items (No entry variant selected)

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T...	Tax jurisdictn code	W Assignment no.
✓	601110	Fuel Exp	S Debit	700,00	3.719,03			
✓	210110	Operation exp	H Credit	700,00	3.719,03			
					0,00			
					0,00			
					0,00			
					0,00			
					0,00			
					0,00			
					0,00			



PROCESS STEPS

SAP Screenshot showing the 'Simulate General Ledger' menu option highlighted. A callout bubble points to the menu with the text: "Before posting, go to document - simulate General Ledger".

The screenshot displays the SAP interface for 'Company Code 1000'. The menu 'Simulate General Ledger' is open, showing options like 'Change', 'Display', 'Post', 'Save as completed', 'Park', 'Hold', 'Simulate', 'Simulate General Ledger', and 'Exit'. The 'Simulate General Ledger' option is highlighted in orange.

The main window shows 'Abu Dhabi' and 'Amount Information' with 'Total deb.' and 'Total cred.' both set to 700,00 EUR. Below this, a table lists 2 items (No entry variant selected):

St.	G/L acct	Short Text	D/C	Amount in doc.curr.	Lo	ment no.
✓	601110	Fuel Exp	S Debi	700,00	3.719,03	
✓	210110	Operation exp	H Cred	700,00	3.719,03	
					0,00	
					0,00	
					0,00	
					0,00	
					0,00	
					0,00	
					0,00	
					0,00	



DATA INPUT / DESCRIPTION

BUSINESS PROCESS STEPS

PROCESS STEPS

List Edit Goto Views Settings System Help


General Ledger Simulation

Document Date 22.05.2009 Posting Date 22.05.2009 Fiscal Year 2009
 Reference FOR CURR Cross-co. code no. Posting Period 5
 Currency EUR Ledger Group Ledger 0L

C...	Itm	L.item	P	S	G/L Account	G/L account name	Amount	Curr.	Profit Center
1000	1	000001	40		601110	Fuel Exp	700,00	EUR	10000100
	2	000002	50		210110	Operation expenses	700,00-	EUR	10000100

The profit center for the B/S GL account has got derived from the Expenses GL Account



PROCESS STEPS		DATA INPUT / DESCRIPTION
		<p>Once you save the data after the data entry is complete, the GL Account document is saved and an Accounting Document created.</p> <div> Document 400000006 was posted in company code 1000</div>

Document | Edit | Goto | Extras | Settings | Environment | System | Help

- Change (Ctrl+F1)
- Display (Ctrl+F2)**
- Post (Ctrl+S)
- Save as completed (Ctrl+Shift+F3)
- Park (F8)
- Hold (F5)
- Simulate (F9)
- Simulate General Ledger (Ctrl+F12)
- Exit (Shift+F3)

Company Code 1000

Simulate | Park | Editing options

Doc.Header Text:

Document Type: SA | G/L Account Document

Cross-CC no.:

Company Code: 1000 | National Holding LLC Abu Dhabi

Amount Information

AED

We can go to Document - Display for the recently posted document.

0 Items (No entry variant selected)

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T...	Tax jurisdictn code	W Assignment no.
					0,00			
					0,00			
					0,00			
					0,00			
					0,00			
					0,00			
					0,00			
					0,00			
					0,00			
					0,00			
					0,00			



PROCESS
STEPS

Document Edit Goto Extras Settings Environment System Help

Display Document: Data Entry View

Display Currency General Ledger View

Data Entry View

Document Number	400000006	Company Code	1000	Fiscal Year	2009
Document Date	22.05.2009	Posting Date	22.05.2009	Period	5
Reference	FOR CURR	Cross-CC no.			
Currency	EUR	Texts exist	<input type="checkbox"/>	Ledger Group	

C...	Itm	P	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center
1000	1	40		601110	Fuel Exp	700,00	EUR		1000010001	10000100
	2	50		210110	Operation expenses	700,00-	EUR			