A COMPLETE
GUIDE TO
ENTERISE STRUCTURE
INCLU
DES
DEFINATIONS, CUSTOMIZATION STEPS,
TRANSACTION CODES

SAP

FI-ES

INTRODUCTION TO SAP

SAP was founded in 1972 in Walldorf, Germany. It stands for Systems, Applications and Products in Data Processing. Over the years, it has grown and evolved to become the world premier provider of client/server business solutions for which it is so well known today. The SAP R/3 enterprise application suite for open client/server systems has established a new standard for providing business information management solutions.

The main advantage of using SAP as your company ERP system is that SAP has a very high level of integration among its individual applications, which guarantee consistency of data throughout the system and the company itself.

In a standard SAP project system, it is divided into three environments, Development, Quality
Assurance and
Production.

SAP is table drive customization software. It allows businesses to make rapid changes in their business requirements with a common set of programs. User-exits are provided for business to add in additional source code. Tools such as screen variants are provided to let you set fields attributes whether to hide, display and make them mandatory fields.

SAP R/3 **Financial Accounting** system is designed for automated management and external reporting of general ledger, accounts receivable, accounts payable and other sub-ledger accounts with a user defined chart of accounts. As entries are made relating to sales production and payments journal entries are automatically posted. This connection means that the "books" are designed to reflect the real situation.

R/3 Financial Accounting gives you the ability to centrally track financial accounting data within an international framework of multiple companies, languages, currencies and charts of accounts. The fully integrated SAP finance accounting systems offers a comprehensive range of capabilities with open, integrated data flow and user-friendly handling for the external accounts. Every company needs Accounting to provide information to shareholders, creditors, employees, and general public. SAP Accounting application consists of the following components, which are, Accounting, Controlling, and Treasury. Accounting is integrated with Logistics and Human Resources components. SAP provides Pre configured systems for various industries with specific charts of accounts. SAP supports multilingual approach, flexible currency handling, and country-specific functions for taxes, reporting, and payment transactions.

SAP Accounting System offers you a
complete set of applications: Financial
Accounting (FI) includes
General Ledger
Accounting
Consolidation
Accounts
Payable
Accounts
Receivable
Asset
Accounting
Special
Ledgers

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1. DEFINATIONS

1.1. Company:

Company represents a smallest organizational unit for which individual financial statements can be drawn up according to the relevant commercial law. A company can consist of one or more company codes. All company codes within a company must use the same transaction chart of accounts and the same fiscal year breakdown. The company code currencies, on the other hand, can be different. A company has one local currency in which its transaction figures are recorded

1.2. Company Code:

In SAP , company code represents, a stand-alone legal entity that prepares its financial statement. It is central entity in FI , all transaction in FI will be posted to one company code. A company may be assigned to more then one company code

1.3. Fiscal Year:

Fiscal year represents period of time within which transaction will be posted. It consists of number of normal posting periods and special periods that are followed in the Accounting year of the Company and to prepare the Balance Sheet and Profit and Loss account for reporting.

1.4. Account Groups

Classification of GL accounts , with respect to certain criteria and function. Account groups controls number range and field status of the GL Accounts.

1.5. Chart of Account

A classification scheme consisting of a group of general ledger (G/L) accounts. A chart of accounts provides a framework for the recording of values, in order to ensure an orderly rendering of accounting data. The G/L accounts they contain are used by one or more company codes.

For each G/L account, the chart of accounts contains the account number, the account name and other, technical information.

1.6. Normal posting period:

It represents period in the fiscal year. Normally this represents a particular month

1.7. Special posting period:

Special posting periods represents part of normal posting, used for special purpose to track the closing entries

1.8. Posting Period Variant:

It is variant, that controls, which posting period(s) are open for posting for each company code. Normally we are defining one posting period variant for one company code. If one posting period variant was attached to more then one company code, these company's behave in the same way for open and close posting period.

1.9. Fiscal Year:

Fiscal year represents time frame of accounting period. Generally one fiscal year consists of 12 months. Under special circumstances a fiscal year may consists of period lesser then 12 months

1.10. Fiscal Year Variant:

Fiscal year variant is a variant, may be used in more then one company code, holding data for fiscal year.

1.11. Document Number:

The document number is the key the SAP R/3 system to access the accounting document posted in the system. The document number is unique per Company Code and Fiscal Year. When entering an accounting document, via Document Type system will assign the Document number.

1.12. Field Status Variant:

We group several field status groups into one field status variant. Assign a company code to a FSV. This allows we to work with the same FSG in any no of co codes. A FSG determines the screen layout for doc entry. Fields can have the following statuses. Optional / Required / Suppressed entry. Enter the FSG in the master record of the GL a/c. When a doc is entered, the definitions stored for the group are effective. The FSG determines which fields are ready for input, required and hidden. Bear in mind that additional assignments [i.e. cost centers or orders] are only possible if data can be entered in the corresponding fields.

1.13. Tolerance Groups for Employees:

Tolerance limit for employees represents the monetary limit within which the employees attached to such group may carry out a transaction. In tolerance limits we limits transaction for employees which determine (1) The maximum document amount the employee is authorize to post (2) The maximum amount a employee can enter as a line item in a customer or vendor account, (3) The maximum cash discount percentage the employee can grant in a line item, (4) the maximum acceptable tolerance for payment difference for employees. This is a mandatory step, other wise we can't post the transaction

2. CUSTOMIZTION

The *Configuration Guide* describes how to set up the configuration manually, without the support of any consultant and institution.

2.1. Define Company:

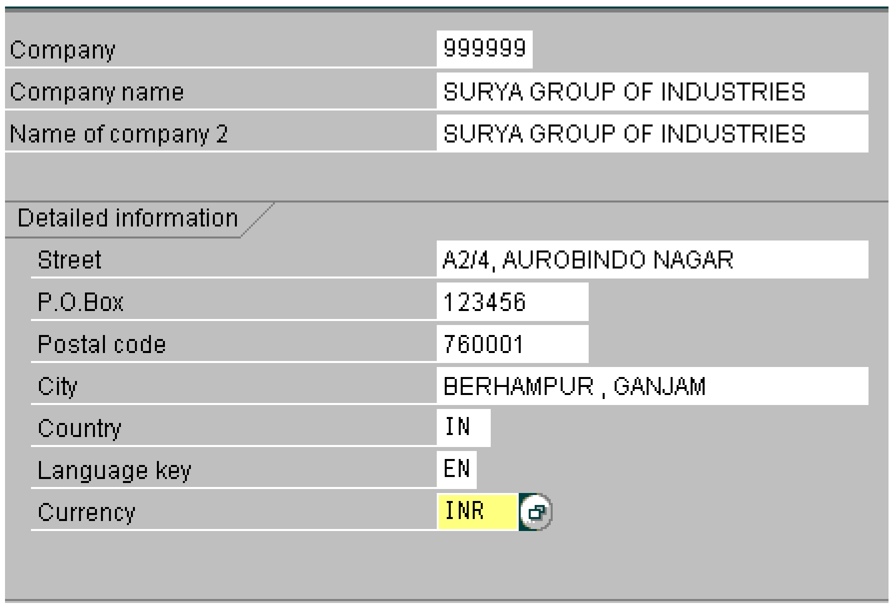
T Code	*SPRO*
Path	*IMG → IMG-Enterprise Structure →Definition→ Financial Accounting → Define Company*

Purpose: In this step, we will define Company for our enterprise structure. Company represent to a group of company.

Customization: To carry out the activity, choose one of the above navigation options:

ƒ Click on ***New Entries*** Push Button

ƒ We will taken to a screen, update the screen as given below



ƒ We have updated the screen with the above data.

ƒ Choose *Save* to save the data.

Customisation Results:
We have created a group of company called "SURYA GROUP OF INDUSTRIES. In our next step we will create a company below the group company, which is a separate entity for external reporting purpose.

2.2. Define Company Code:

T Code	*SPRO*
Path	*IMG →Enterprise Structure → Definition → Financial Accounting → Define, copy, delete, check company code*

Purpose: In this step, we will create company code 9999 – SURYA INFOTECH LTD. and other master data for company.

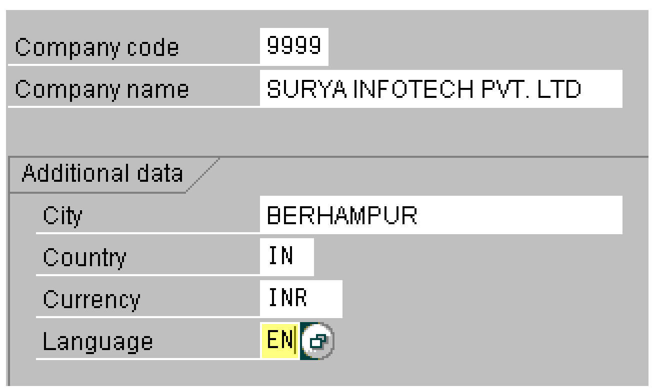
Customization: To carry out the activity, choose one of the above navigation options:

- We will be taken to following popup screen

- Double click on *Edit Company Code Data*

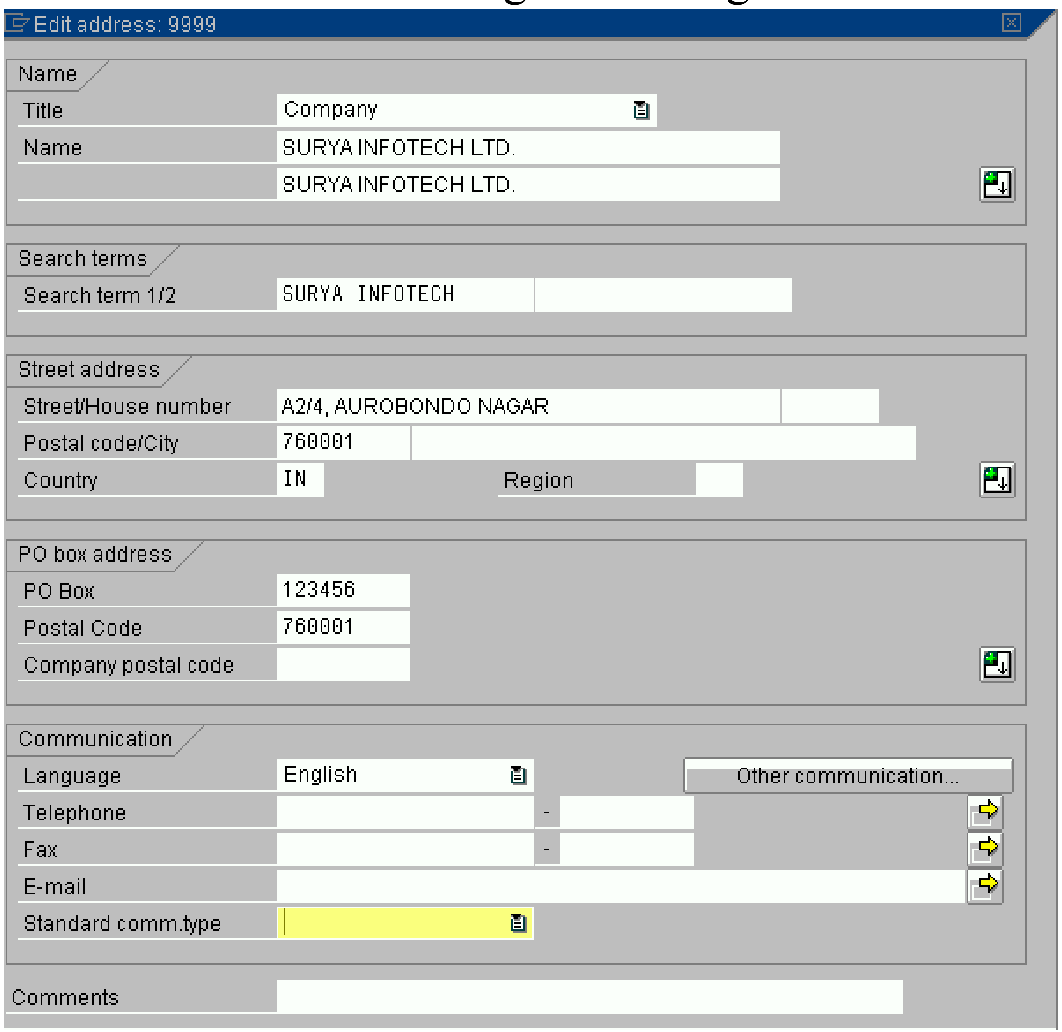
- Click on *New Entries* Push Button, we will be taken to following screen, where we will maintain various fields for company code master

  We have updated the following screen as given below



- Click on *Address* Push Button or Press *Shift+F5 or Enter* to input the address details of the Company Code 9999

We will maintain following screen as given below.



- Choose *Enter* to copy the data.

- Choose *Save* to save the data.

Customisation Results:

We have maintained various master data for our company code 9999- SURYA INFOTECH PVT LTD.

2.3. Assignment of Co. Code to Company:

T Code	*SPRO*

Path IMG→Enterprise Structure → Assignment → Financial Accounting →
Assign company code to company

Purpose: In this step, we will assign company code to company. Please note N number of company code may be assigned to a company.

Customization*:* To carry out the activity, choose one of the above navigation options:

- Select Position Button, Enter Company Code “9999”
- Press Enter, we will taken to company code “9999”
- Key “99999” against company code 9999

Co...	Company
9999	99999

- Choose *Save* to save the data.

Customisation Results:
We have assigned company 99999 to company code 9999

2.4. Maintain Fiscal Year Variant

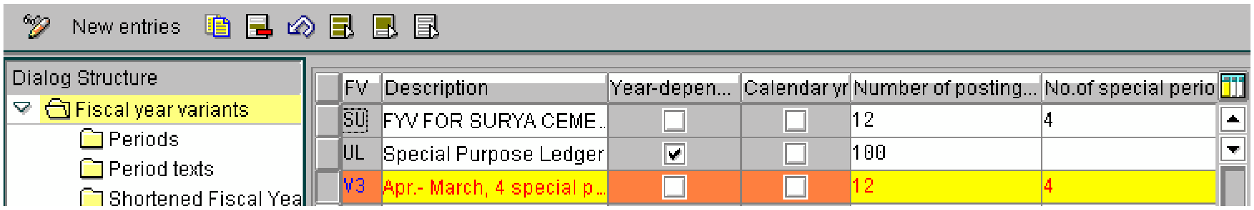
T	*OB29*

Code	
Path	*IMG → Financial Accounting → Financial Accounting Global Setting → Fiscal Year → Maintain Fiscal Year Variant (Maintain short end Fisc. year)*

Purpose*:* In this step, we will create / copy Fiscal Year Variant (FYV) for our company code (See… for definitions). In our company 9999, we will use SAP provided standard fiscal year variant.

Customization*:* To carry out the activity, choose one of the above navigation options:

- For the Company Code 9999, Fiscal Year, *V3 – April - March, 4 special periods* is being used, which is already defined in the standard SAP R/3 System. Review the SAP standard fiscal year V3.
-



- Choose *Save* to save the data.

Customisation Results:

Since we are using SAP Standard fiscal year variant V3, which is already defined. V3 posting period is a year independent variant contains 12 normal posting period and 4 special posting periods.

2.5. Assign Co. Code to Fiscal Year Variant

T Code	*OB37*
Path	*IMG → Financial Accounting → Financial Accounting Global Setting → Fiscal Year → Assign Co Code to Fiscal Year Variant*

Purpose: In this step, we will assign Fiscal year variant created at step 2.4 to our company code 9999

<u>Customization:</u> To carry out the activity, choose one of the above navigation options:

- Click on ***Position*** button,

- Key Company code ID ***9999***, we will be taken to company code

- Key Fiscal Year Variant (FYV) ***V3*** against company code 9999

Co...	Company name	Fiscal year variant	Description
9999	SURYA INFOTECH PVT. LTD	V3	[illegible].- March, 4 special periods

- Choose ***Save*** to save the data.

<u>Customisation Results:</u>
In this step we have assigned Fiscal Year Variant V3 to our company code 9999.

2.6. Define Variants for Open Close Posting Periods

T Code	*OBBO*
Path	*IMG → Financial Accounting → Financial Accounting Global Setting →*

Document → Posting Periods → Define variants for Open Close Posting Periods

Purpose: In this step, we define variant for open close posting periods. By using the posting period variant, the posting to the periods and General Ledger Accounts can be controlled by opening or closing the periods.

Customization: To carry out the activity, choose one of the above navigation options

- Click on ***New Entries*** and make the following entries.

Variant	Name
9999	SURYA INFOTECH LTD -PP. Variant

- Choose ***Save*** to save the data.

Customisation Results:

In this step we have created posting period variant 9999 for our company code 9999- SURYA INFOTECH LTD. In our next step we will maintain various parameters for open close period variants.

2.7. Open & Close Posting Periods

T Code	*OB52*
Path	*IMG → Financial Accounting → Financial Accounting Global Setting → Document → Assign posting period variants to company code.*

Purpose: In this step, we define what are periods and what are accounts open for posting

Customization: To carry out the activity, choose one of the above navigation options

- Click on ***New Entries*** make the following entries.

Var.	C	From acct	To account	From per.1	Year	To period	Year	From per.2	Year	To period	Year	AuGr
9999	+			1	2005	12	2005	13	2005	16	2005	
9999	A		ZZZZZZZZZZ	1	2005	12	2005	13	2005	16	2005	
9999	D		ZZZZZZZZZZ	1	2005	12	2005	13	2005	16	2005	
9999	K		ZZZZZZZZZZ	1	2005	12	2005	13	2005	16	2005	
9999	M		ZZZZZZZZZZ	1	2005	12	2005	13	2005	16	2005	
9999	S		ZZZZZZZZZZ	1	2005	12	2005	13	2005	16	2005	

In this step we have defined, how the PPV will control the open & close posting period.

Here C represents, type of account allowed, the options are

+ Allowed for all business transaction, this is required row, posting period further will be controlled by
A Means transaction type for assets posting
D Means transaction type for customer posting
K Means transaction type for vendor posting M Means transaction type for material posting S Means transaction type for general ledger

• Choose ***Save*** to save the data or press Ctrl+S.

Customisation Results:

You have maintained the allowable posting periods for the Variant – 9999. In the above table we have maintained, all types posting will be allowed for fiscal year 2005 and for all posting periods

2.8. Assign Posting Period Variants to Company Code

T Code	*OBBP*
Path	*IMG → Financial Accounting → Financial Accounting Global Setting → Document → Open & Closing Posting period*

<u>Purpose</u>: In this step, we will assign posting period variant created to our company code.

<u>Customization</u>: To carry out the activity, choose one of the above navigation options

- Click on ***Position*** button and

- Key company code ***9999***, we will be taken to company code 9999

- Key PPV ID ***9999*** against company code 9999

- Choose ***Save*** to save the data or press Ctrl+S.

<u>Customisation Results:</u>

You have assigned posting period variant 9999 to our company code. A posting period variant may be assigned to more then one company code, in such all company code using single PPV will have same open & closing posting periods.

2.9. Document Number Ranges

T Code	*FBN1*
Path	*IMG → Financial Accounting → Financial Accounting Global Setting → Document → Define Document Number Ranges → Overview*

Purpose: In this activity we will create number ranges for document. For each number range specify (1) a number interval for which document numbers are selected. (2) The type of number assignment (internal or external). Assign one or more document type to a number range

Customization: To carry out the activity, choose one of the above navigation options

- On the *Numbers Ranges for Accounting Documents* screen, enter the Company Code 9999 and select the *Change Intervals* push button.

- Click on 

to maintain number range

- Maintain the number range interval for one interval 00

ƒ Click + button as shown above to insert the value, other number range we will be
maintain as when required.

- Choose ***Save*** to save the data or press Ctrl+S.

Customisation Results:

We have created one number range for our company code 9999 for the fiscal year 2005. Similarly we will maintain other number range whenever it is required.

2.10. Defining Document Types

T Code	*OBA7*
Path	*IMG → Financial Accounting → Financial Accounting Global Setting → Document → Document Header → Overview*

Purpose*:* Document types differentiate business transactions and control document filing. Document numbers are chosen from this number range key specified in Document Type. Number range Key contains the Number Series. Document Type also controls the accounting area that can be posted by using the Document Type.

Customization: To carry out the activity, choose one of the above navigation options:

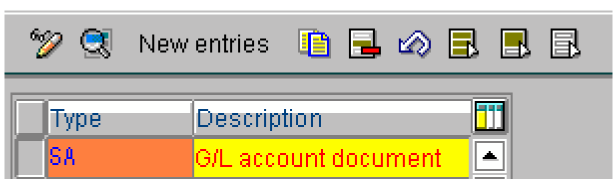
- Since we have decided to use standard document type provided by SAP, we don't required any kind of customization here. These are the standards document types used by SAP

Document Type	Document Type Description	No Range Key	Account Type
AA	Asset posting	01	ADKMS
AB	Accounting document	01	ADKMS
AF	Dep. postings	03	AS
AN	Net asset posting	01	AKMS
DA	Customer document	16	DS
DG	Customer credit memo	16	DS
DR	Customer invoice	18	ADMS
DZ	Customer payment	14	DS
EU	Euro rounding diff.	02	ADKMS
EX	External number	02	DKS
KA	Vendor document	17	AKMS
KG	Vendor credit memo	17	AKMS
K	Net vendors	0	ASK

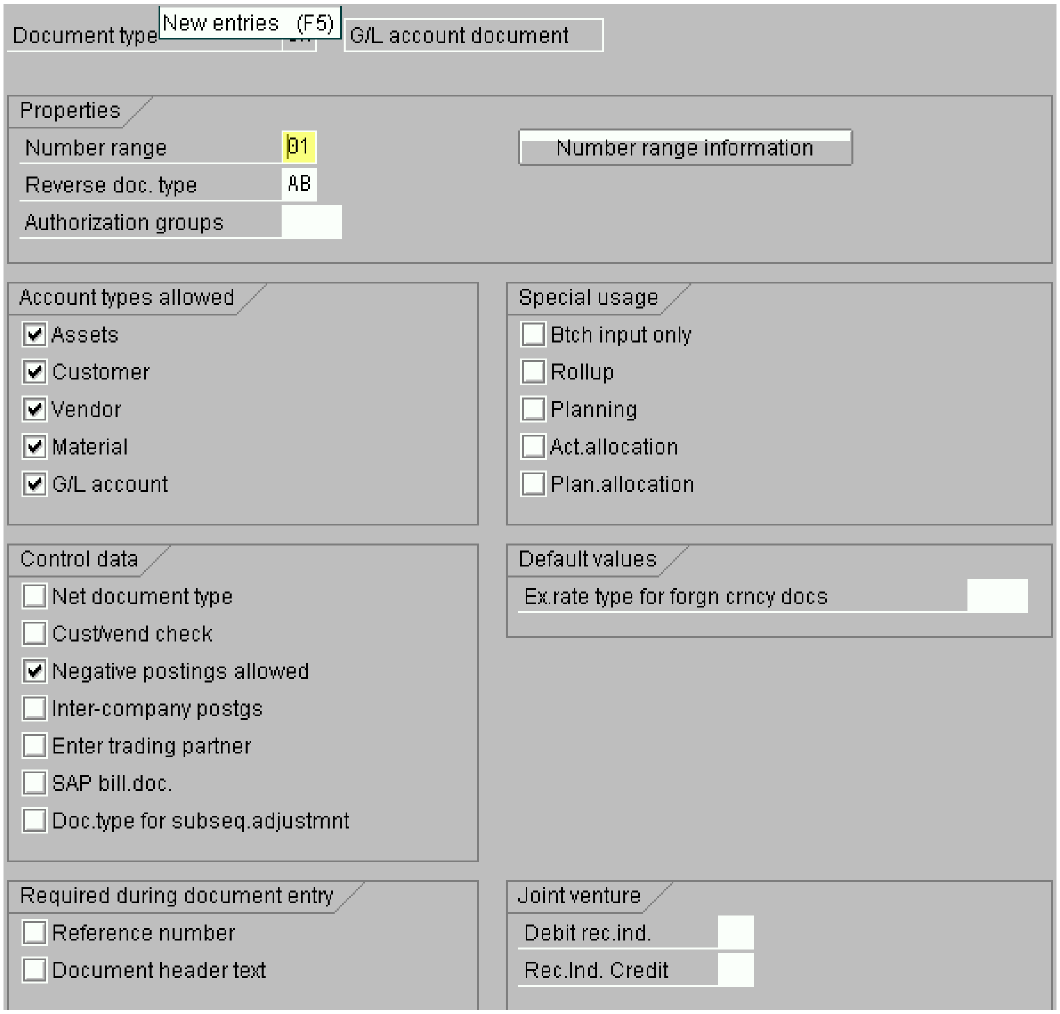
N		1	
K P	Account maintenance	4 8	ASM
K R	Vendor invoice	1 9	AKMS
K Z	Vendor payment	1 5	KS
R V	Billing doc.transfer	0 0	ADS
S A	G/L account document	0 1	ADKSM
S B	G/L account posting	1 2	S
S K	Cash document	1 3	S
S U	Adjustment document	0 1	S
U E	Data transfer	0 4	ADKMS

ZP	Payment posting	20	ADKMS
ZR	Bank reconciliation	20	DKS
ZS	Payment by check	05	DKS
ZV	Payment clearing	20	ADKMS

- To have an overview of document type, select document type SA



Double click on , we will take to following details screen where we will see, the various parameters maintained by document type.


Document type
New entries (F5)
G/L account document
Properties
Number range
01
Number range information
Reverse doc. type
AB
Authorization groups
Account types allowed
Assets
Customer
Vendor
Material
G/L account
Special usage
Btch input only
Rollup
Planning
Act.allocation
Plan.allocation
Control data
Net document type
Cust/vend check
Negative postings allowed
Inter-company postgs
Enter trading partner
SAP bill.doc.
Doc.type for subseq.adjustmnt
Default values
Ex.rate type for forgn crncy docs
Required during document entry
Reference number
Document header text
Joint venture
Debit rec.ind.
Rec.Ind. Credit

- Choose ***Save*** to save the data or press Ctrl+S.

Customisation Results:
Since we are using SAP's standard document, hence we don't required much customization.

2.11. Defining Maximum Exchange Rate Difference per Company Code

Transaction Code	**SPRO** or **OB64**
IMG Menu	*Financial Accounting → Financial Accounting global settings → Document → Document Header → Maximum Exchange rate difference → Define Maximum Exchange Rate Difference Per Company Code*

Purpose*:* In this activity you can define the maximum difference between exchange rates for postings in foreign currency transactions.

Customization: To carry out the activity, choose one of the above navigation options:

- Select ***position*** button and

- Key company code ***9999***, we will be taken to company code row 9999.

- Key maximum exchange rate for company code 9999.

	CoCd	Company name	City	Max.exch.rate dev.
☐	9999	SURYA INFOTECH PVT. LTD	BERHAMPUR	10 %

ƒ Choose ***Save*** to save the data or press Ctrl+S.

Customisation Results:

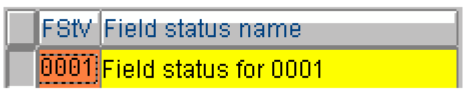
In the above customization steps, we have maintained that there will be maximum 10 % exchange variance will be allowed between data enter at the type of entry and rate exchange stored at the system.

2.12. Maintain Field Status Variants

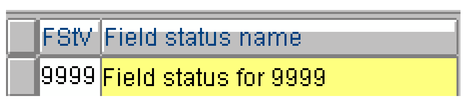
T Code	*OBC4*
Path	*IMG → Financial Accounting → Financial Accounting Global Setting → Line item→ Control →Define Fields Status Variants*

Purpose: In this step we will maintain the Field Status Variant (FSV) for company code
9999. (See definition………. for it's meaning). In this step we will copy the standard field status group given by SAP 0001 to our FSV 999.

Customization: To carry out the activity, choose one of the above navigation options:

ƒ Select 

ƒ Click on  icon from screen.

ƒ Change as follows 

ƒ Press ***Enter***, to copy the field status group from 0001 to 9999.

ƒ Select 

from the pop up windows, Once again enter

ƒ Choose *Save* to save the data or press Ctrl+S.

Customisation Results:

In the above customization steps, we have copied FSV from the SAP standard 0001.

2.13. Assign FSV to Company Code

T Code	*OBC5*
Path	*IMG → Financial Accounting → Financial Accounting Global Setting → Line item→ Control → Assign FSV to company code*

<u>Purpose:</u> Establishing relationship between FSV and company codes.

<u>Customization:</u> To carry out the activity, choose one of the above navigation options:

- Double click on 

 and

- Key Company code 9999, we will be taken to company code row 9999

- Key field Status variant 9999 against company code 9999

ƒ Choose *Save* to save the data or press Ctrl+S.

Customisation Results:
In the above customization steps, we have assigned Field status variant 9999 to company code 9999.

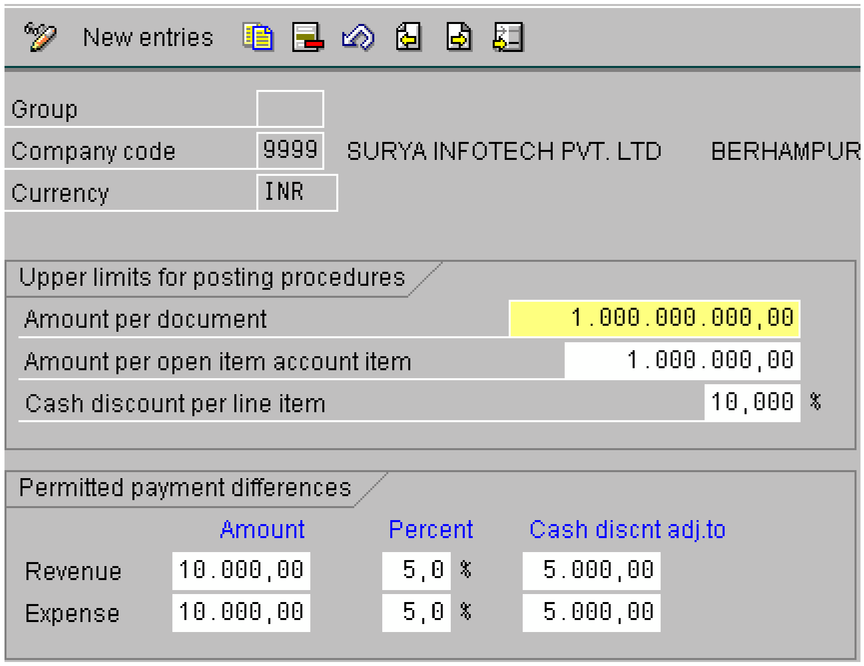
2.14. Define Tolerance Groups for Employees

T Code	*OBA4*
Path	*IMG → Financial Accounting → Financial Accounting Global Setting → Line item→ Define Tolerance groups for employees*

Purpose: In this step, we will customize the tolerance group for employees. This will help us making / limiting the document posting authorization control.

Customization: To carry out the activity, choose one of the above navigation options:

ƒ Click on New Entries, to maintain to new tolerance group for our company code 9999 ƒ Maintain the fields as shown below.



ƒ Choose ***Save*** to save the data or press Ctrl+S.

Customisation Results:

In the above customization steps, we have maintained a tolerance group and set the limit for document total Rs.1000000000 and individual line item total to Rs.1000000.00.
Beside this two limit for document entry we have set at best 10% cash discount per line may be allowed for this tolerance group. In this customization step we have also defined permitted payment difference will be Rs.10000.00 or 5 % of the line item, which ever is lower. Out of the aforesaid payment difference Rs.5000.00 may be adjusted towards cash discount.

The above screen has following fields and meaning there of are appended below.

Fields	Descriptions
Group	Tolerance group Key: With this reference key, tolerances for the entry of documents and the granting of cash discounts can be determined for all employees of the group for payment settlement.
Company code	Company code ID, for which we are determining the tolerance key.

Currency	The currency key, to which this will be applicable
Upper limits for posting procedures	
Amount per document	Maximum amount posted per document: Maximum permitted posting amount per document for this user group. The posting amount is the total of all debit items or, similarly, the total of all credit items.
Amount per open item account items	Maximum posting amount per line item: Maximum posting amount permitted per customer or vendor item for this User group.
Cash discount per line item	Maximum Cash discount percentage rate: Maximum cash discount percentage rate, which may be assigned by an employee of the user group.
Permitted payment differences	
Revenue / Amount	Maximum Payment Difference for Revenue: Payment differences to our advantage are allowed up to the amount entered here. The amount always refers to the local currency. Payment differences up to the amount entered here are posted automatically by the system as increasing the profit. The system creates line items to show this.
Revenue / Percent	Maximum Allowable Revenues from Payment Differences: Differences when settling payments are accepted and posted automatically by the system up to the percentage rate entered here. The percentage rate is only valid if the difference is posted as a gain. The percentage rate is used for

	the maximum of the

	debit and credit totals of the items to be cleared.
Revenue / Cash discount	Maximum Discount Adjust. For Gain from Payment Differences When clearing payments, any payment differences up to the amount specified here are corrected with the cash discount posting as long as the cash discount amount is large enough for the adjustment. The value you specify here is used for differences that represent a gain.
Expenses / Amount	Maximum Payment Difference for Expense Payment differences to our disadvantage are allowed up to the amount entered here. The amount always refers to the local currency. Payment differences up to the amount entered here are posted automatically by the system as reducing the profit.
Expenses / Percent	Maximum Expense Permitted from Payment Differences: Differences when settling payments are accepted and posted automatically by the system up to the percentage rate entered here. The percentage rate is only valid if
	the difference is posted as an expense. The percentage rate is used for the maximum from the debit and the credit total of the

	items to be cleared. In addition to the percentage rate, you also enter an amount in the Expense field. The lower limit is valid. If you only want to use absolute amounts or percentage specifications, you must enter the maximum value in every other field.
Expenses / Cash discount	Maximum Discount Adjust. For Loss from Payment Differences When clearing payments, any payment differences up to the amount specified here are corrected with the cash discount posting as long as the cash discount amount is large enough for the adjustment. The value you specify here is used for differences that represent a loss.

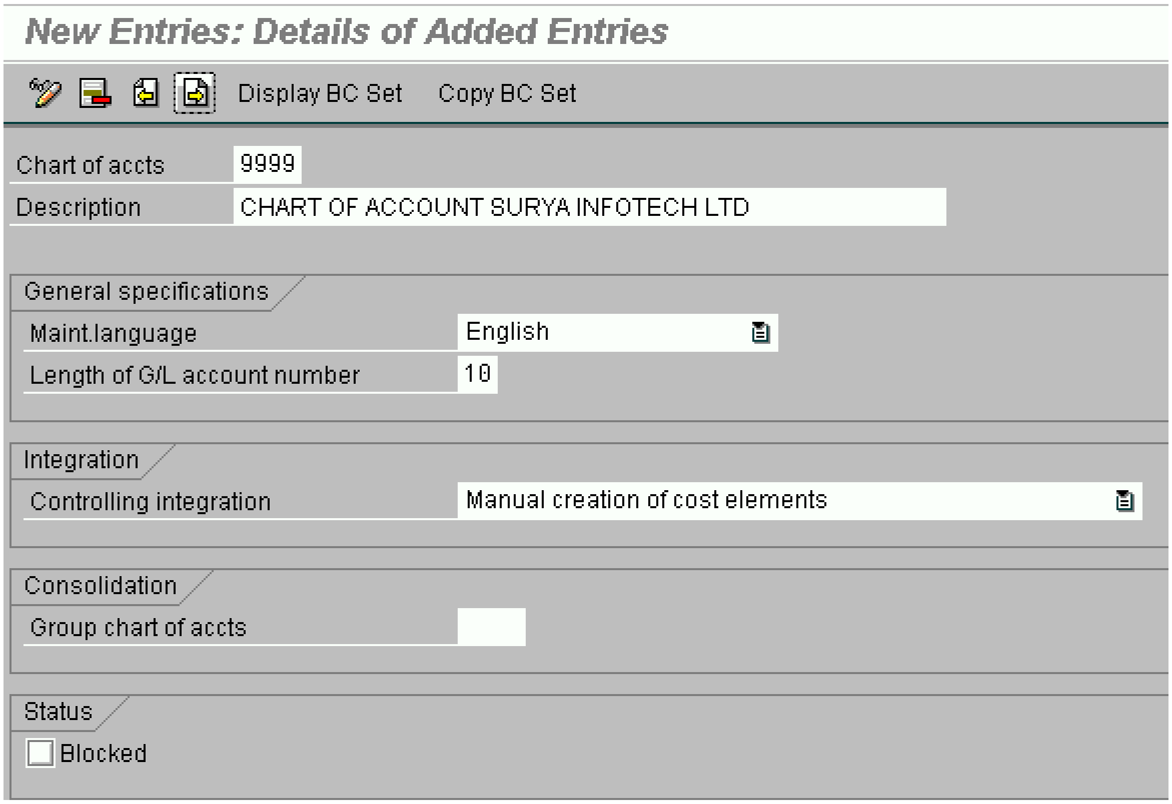
2.15. Edit Chart of Account

T Code	*OB13*
Path	*IMG → Financial Accounting →General Ledger Accounting →G L Accounts → Master Records → Preparation → Edit Chart of account list.*

Purpose: In this activity overview the chart of account list and if needed create new chart of account. The chart of account is maintained at client level may be used by more then one company code. In this step maintain following fields for a newly created COA.

<u>Customization:</u> To carry out the activity, choose one of the above navigation options:

- Click on ***New Entries*****,** we will be taken to new screen
- Maintain the following fields as given below.



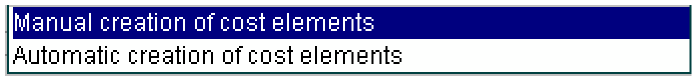
ƒ Choose *Save* to save the data or press Ctrl+S.

Customisation Results:

In the above customization steps, we have defined our company code chart of account 9999 and set the length of Gl account to 10. We have also decided cost element for controlling area will be created manually.

The above screen has following fields and meaning there of are appended below.

Fields	Descriptions
Chart of accts	Chart of account ID
Description	Description of the chart of account
General Specifications	
Maint. Language	Language key in which the chart account will be maintained.
Length of G/L Account number	Here we will define, what will be GL number range length. Maximum number range of GL will be 10
Integration	
Controlling Integration	Here we will select values how FI is integrated to controlling. We have two option here how we will creating cost element

	 In the 1st option, we will create cost element manually In the 2nd option, system will create cost element automatically
Consolidation	
Group chart of accts	You can enter a group account number as additional information in the G/L accounts of the chart of accounts you are using. The system checks whether the group account number exists in the corporate chart of accounts.
Status	
Blocked	Indicator, which blocks the chart of accounts from being released i.e., no G/L accounts can be created for this chart of accounts in the company codes.

2.16. Assign Co Code to Chart Of Account

T Code	*OB62*

Path	*IMG → Financial Accounting →General Ledger Accounting →G L Accounts → Master Records →Preparation → Assign Co Code to Chart of Account.*

Purpose: Assigning COA to Company code. A chart of account may be assigned to more then one company code. In a single Co. Code three chart of account may be assigned (1) -
> Operating chart of account (2) -> Country Chart of Account (3) -> Group Chart of
Account.

Customization: To carry out the activity, choose one of the above navigation options:

- Click on 

- Key Company code ID   9999,

- Press Enter, we will be taken to company code 9999,

- Key 9999 in the field chart/accts, as shown below

Co...	Company name	City	Chrt/accts	Cty ch/act
9999	SURYA INFOTECH PVT. LTD	BERHAMPUR	9999	

- Choose *Save* to save the data or press Ctrl+S.

Customisation Results:

In the above customization steps, we have assigned chart of account 9999 to our company code 9999. Beside this we can also assign country chart of account here

2.17. Define A/c Group

T Code	*OBD4*
Path	*IMG → Financial Accounting →General Ledger Accounting →G L Accounts → Master Records →Preparation → Define Account Group*

Purpose: Here define various account groups for balance sheet and profit & Loss Account. Account Group controls various parameters line (1) Number range of general ledgers (2) Field Status of accounts, (3) Short variant etc.

Customization: To carry out the activity, choose one of the above navigation options:

ƒ Click on ***New Entries***, we will be taken to a blank screen, where we will add one by one account group.

	Chrt/accts	Acct group	Name	From acct	To account
	9999	1000	FIXED ASSETS	1000000001	1000000050
	9999	1001	CURRENT ASSETS	1000000051	1000000100
	9999	1002	MISC. EXPENDITURE	1000000101	1000000150
	9999	2000	SHARE CAPITAL	2000000001	2000000010
	9999	2001	CURRENT LIABILITIES	2000000011	2000000050
	9999	2002	PROVISIONS	2000000051	2000000100
	9999	2003	NET PROFIT - DOMESTIC	2000000900	2000000900
	9999	2004	NET PROFIT - EXPORT	2000000901	2000000901
	9999	3000	MANUFACTURING EXPENDITURE	3000000001	3000000050
	9999	3001	GENERAL ADMIN EXPNDITURE	3000000051	3000000100
	9999	3002	INTEREST	3000000101	3000000150
	9999	3003	SELLING EXPENSES	3000000151	3000000200
	9999	4000	SALE- DOMESTIC	4000000001	4000000050
	9999	4001	SALE- EXPORT	4000000051	4000000100
	9999	[illegible]03	MISC. SALE	4000000101	4000000150
	9999	4004	INTEREST INCOME	4000000151	4000000200

ƒ Choose *Save* to save the data or press Ctrl+S.

<u>Customisation Results:</u>

In the above customization steps, we have added various account groups for our chart of account 9999 and we have also defined number ranges for accounts groups.

2.18. Define Retained Earnings A/c

T Code	*OB53*
Path	*IMG → Financial Accounting → General Ledger Accounting →G L Accounts → Master Records →Preparation → Define Retained Earning Account.*

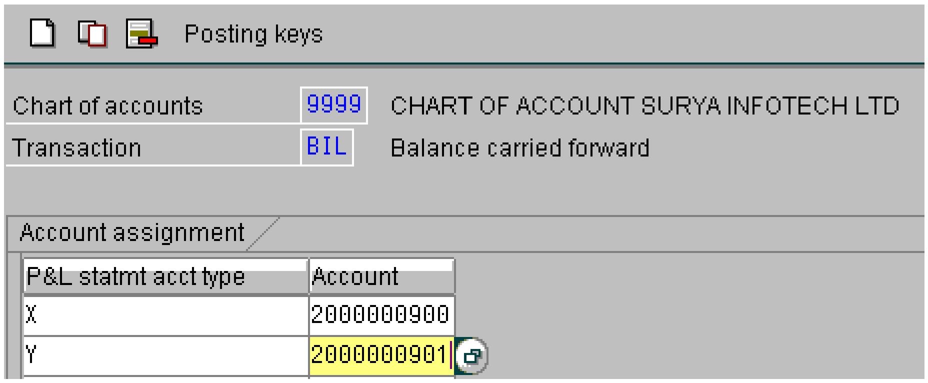
Purpose: Here define retained earning account, which will carry balance of income & expenditure account to next year. If we have defined more then one retained account, then in general ledger master have to define retained earning account to which a particular GL pertains

Customization: To carry out the activity, choose one of the above navigation options:

ƒ Key Chart of Account 9999 in the dialog box, as shown below

- Press Enter, we will taken to a screen where we have to key retained earning account

- Key the data as, given below



- Choose *Save* to save the data or press Ctrl+S. it will give a message that above
  GL account were not created. Ignore this message press ***Enter***

<u>Customisation Results:</u>

In the above customization steps, we have defined two retained earning account no. For our company code 9999.

2.19. Enter Global Parameters

T Code	*OBY6*
Path	*IMG → Financial Accounting Global Settings → Company Code → Enter Global Parameters.*

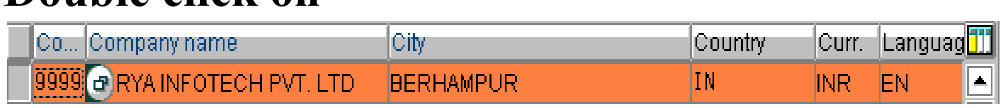
Purpose: In this activity, we can make various global specifications for the company code. In addition, we can look at the most important specifications of the company code at any time in the overview. This includes, among other things, the chart of accounts and the fiscal year variant**.**

Customization: To carry out the activity, choose one of the above navigation options:

ƒ Click on **Position** button

ƒ Enter Company Code ….**. 9999, Enter**

ƒ **Double click on**

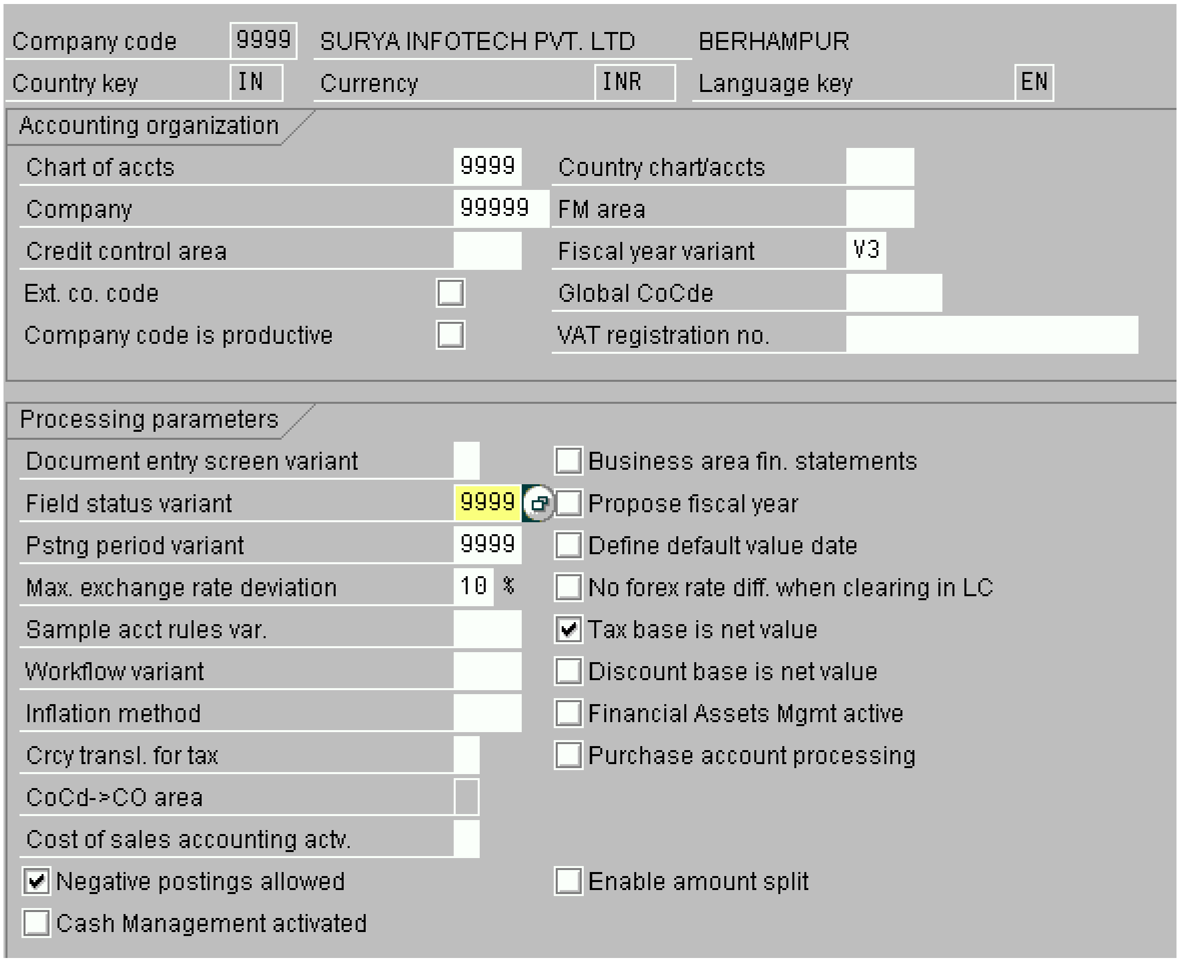


Co...	Company name	City	Country	Curr.	Languag
9999	RYA INFOTECH PVT. LTD	BERHAMPUR	IN	INR	EN

We will taken to the following screen, This screen describes what has been assigned previously for the company code 9999. It is the central nerves of the company code.

- Check the check box Negative postings allowed, which will required in our future transaction for depreciation and reversal of document

- Check the check box Tax base is net value. By checking this box, we are asking the system to calculate tax on sale or purchase, after reducing the cash discount amount from the invoice amount.



- Choose *Save* to save the data or press Ctrl+S.

Customisation Results:

In the above customization steps, we have

1. *Allowed negative posting in the company code*
2. *Also defined tax will be calculated after considering cash discount.*

2.20. Maintain Controlling Area

T Code	*OKKP*
Path	*IMG → Controlling → General Controlling → Organization→ Maintain Controlling Area.*

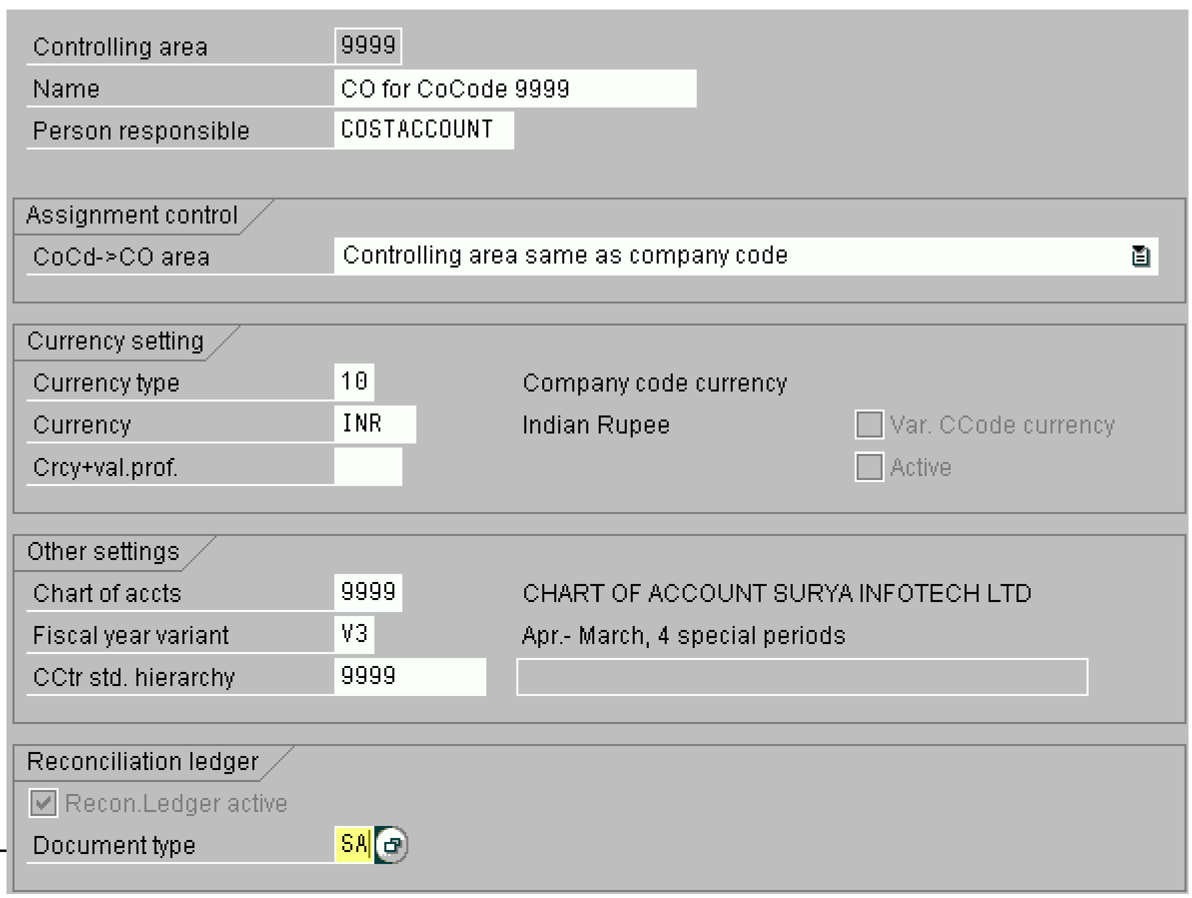
Purpose: In this activity, we will maintain various parameters for out controlling area

Customization: To carry out the activity, choose one of the above navigation options:

ƒ Double Click on Maintain Controlling Area. We will be taken to following screen
where we will maintain various values for controlling area.

ƒ Click on ***New Entries***

ƒ Maintain the following values for the controlling area configuration.



ƒ Choose *Save* to save the data or press Ctrl+S.

Customisation Results:

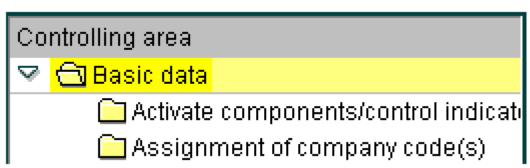
In the above customization steps, we have maintained following values for our controlling area.

- *We have defined controlling area as same as company code. It means the relation between controlling area and company code is 1:1. Alternatively a controlling area may be assigned to more then one company code.*
- *We have also mentioned ID of standard hierarchy.*

2.21. Assign company code to controlling area

Purpose: In this activity, we will assign company code to controlling area.

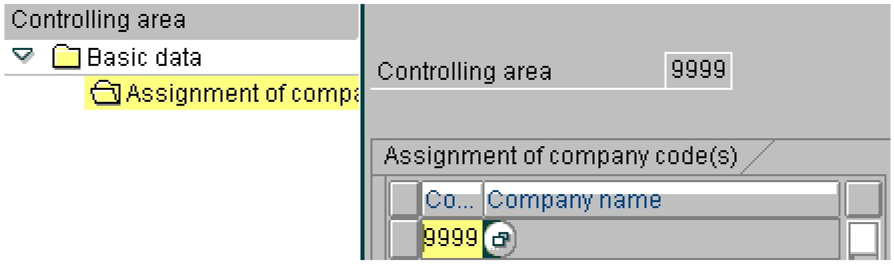
Customization:



ƒ Double click on “ Assignment of company code(s)

ƒ Click on 

ƒ Select company code 9999 from the dropdown box as shown below.



ƒ Choose *Save* to save the data or press Ctrl+S.

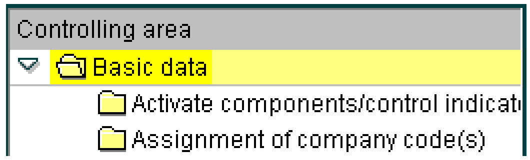
<u>Customisation Results:</u>

In the above customization steps, we have assigned company code to controlling area 9999

2.22. Activates components / control indicator.

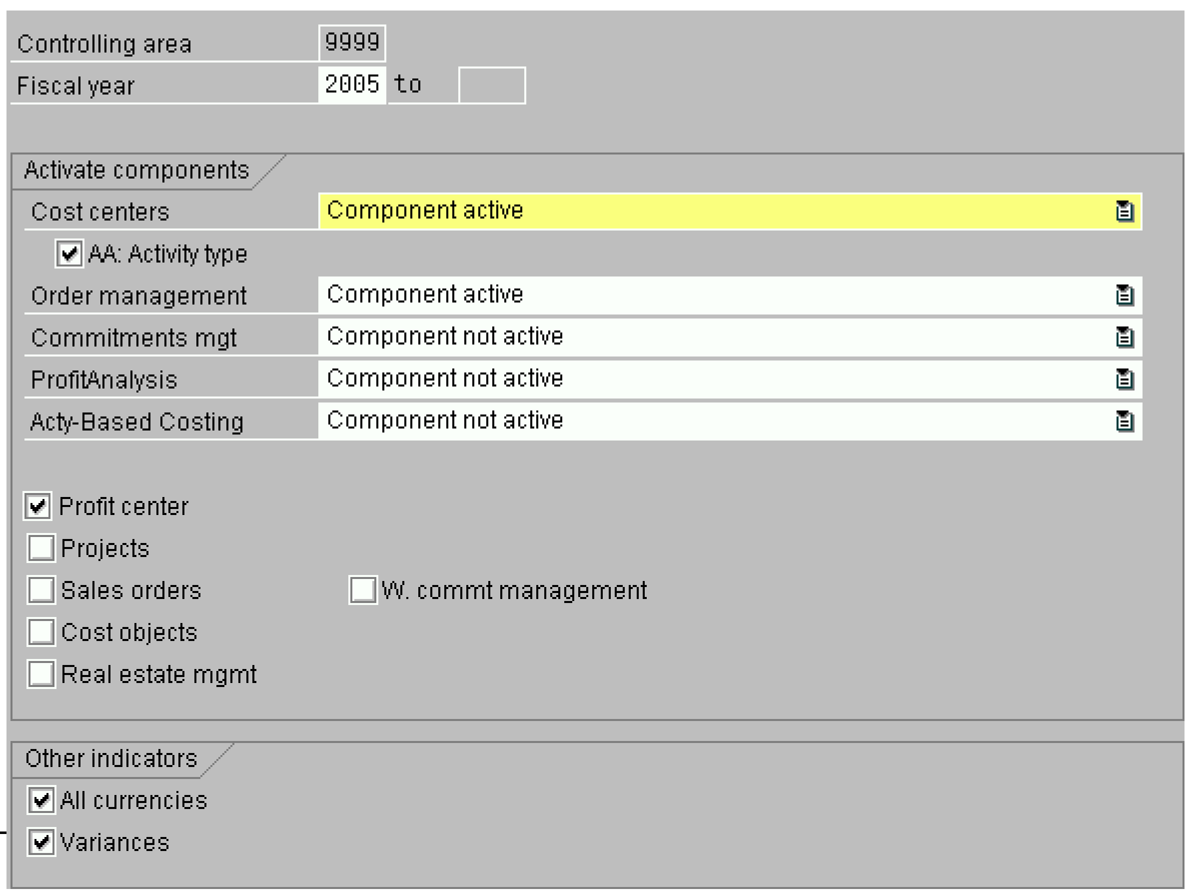
Purpose: In this activity, we will assign company code to controlling area.

Customization:



- Double click on "Activate Components / control indicators"

- Click on New Entries. We will be taken to following screen, where we will maintain
  & activate various components of controlling area.



- Choose *Save* to save the data or press Ctrl+S.

Customisation Results:

In the above customization steps, we have activated following components for controlling area.

- *Cost Center Accounting*
- *Activity type Accounting*

- *Order Management*
- *Profit center Accounting*

2.23. Maintain Number Ranges for Controlling Documents

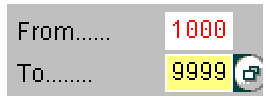
T Code	*KANK*
Path	*IMG → Controlling → General Controlling → Organization → Maintain number ranges for controlling documents.*

Purpose In this IMG activity we will create number ranges for business transactions in
Controlling or change existing settings.
For every posting in CO the R/3 System generates a numbered document. The document numbers are unique to each controlling area, since each number is assigned only once

<u>Customization:</u> To carry out the activity, choose one of the above navigation options:

ƒ Select icon ,

- Enter from controlling 1000 to controlling 9999



- Press Enter

- Choose *Save* to save the data or press Ctrl+S.

<u>**Customisation Results:**</u>
In the above customization steps, we have copied document number range from controlling area 1000 to company code 9999

2.24. Maintain Versions

T Code	*OKEQ*
Path	*IMG → Controlling → General Controlling → Organization → Maintain Versions.*

Purpose We will use versions to create independent data groupings in planning and in actual.

In planning, versions display alternative plan scenarios based on different planning assumptions. For example, we can illustrate varying employment markets, price and wage increases, or sales programs in different versions with differing parameters.

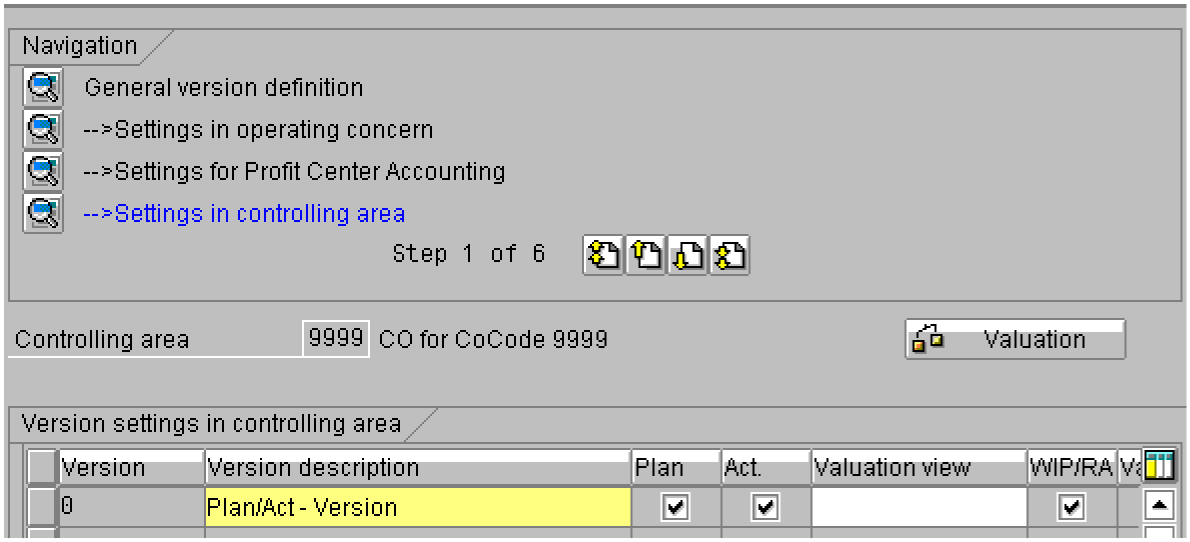
Customization: To carry out the activity, choose one of the above navigation options:

- Select

- Click on setting in controlling

- Key controlling area 9999

ƒ Enter , we will be taken to following screen , where version is maintained



ƒ Choose *Save* to save the data or press Ctrl+S.

Customisation Results:

In the above customization steps, we have maintained version 0 for our controlling area , which will hold planning and actual data

2.25. Create Cost Elements

T Code	*KA01, KA06*
Path	*IMG → Controlling → Cost Element Accounting→ Master Data→ Cost Element → Create Cost Element.*

Purpose: In this activity, we will create primary and secondary cost element. Cost element is being used for posting transaction between various cost object and from FI to Co. For creation of primary cost element, this step is not required, if we had enable automatic creation of cost element in T Code OB13 (see step no. 2.15) . In this step we will enable automatic creation of cost element at chart of account level

Customization:

- Execute T Code OB13
- Click on position button
- Enter chart of account 9999

- Double click on 9999

Chart of accts	Chart of accounts description
9999	CHART OF ACCOUNT SURYA INFOTECH LTD

- Change it to “Automatic creation of cost elements

Customisation Results:

In the above customization steps, we have changed the setting we have made previous in chart of account, to enable for creation of cost element automatically.

3. USER MANUAL

FI Enterprise structure, is a completely FI consultants area. There is no activity for end user point of view.

4. IMPORTTANT TRANSACTION CODE

T Code	Description
SPRO	*IMG →Enterprise Structure → Definition → Financial Accounting → Define, copy, delete, check company code*
SPRO	*IMG→Enterprise Structure → Assignment → Financial Accounting → Assign company code to company*
OB	*IMG → Financial Accounting → Financial*

29	*Accounting Global Setting → Fiscal Year → Maintain Fiscal Year Variant (Maintain short end Fisc. year)*
OB 37	*IMG → Financial Accounting → Financial Accounting Global Setting → Fiscal Year → Assign Co Code to Fiscal Year Variant*
OB BO	*IMG → Financial Accounting → Financial Accounting Global Setting → Document → Posting Periods → Define variants for Open Close Posting Periods*
OB 52	*IMG → Financial Accounting → Financial Accounting Global Setting → Document → Assign posting period variants to company code.*
OB BP	*IMG → Financial Accounting → Financial Accounting Global Setting → Document → Open & Closing Posting period*
FB N1	*IMG → Financial Accounting → Financial Accounting Global Setting → Document → Define Document Number Ranges → Overview*
OB A7	*IMG → Financial Accounting → Financial Accounting Global Setting → Document → Document Header → Overview*
OB 64	*Financial Accounting → Financial Accounting global settings → Document → Document Header → Maximum Exchange rate difference → Define Maximum Exchange Rate Difference Per Company Code*
OB C4	*IMG → Financial Accounting → Financial Accounting Global Setting → Line item→ Control →Define Fields Status Variants*
OB	*IMG → Financial Accounting → Financial*

C5	*Accounting Global Setting → Line item→ Control → Assign FSV to company code*
OB A4	*IMG → Financial Accounting → Financial Accounting Global Setting → Line item→ Define Tolerance groups for employees*

OB 13	*IMG → Financial Accounting →General Ledger Accounting →G L Accounts → Master Records → Preparation → Edit Chart of account list.*
OB 62	*IMG → Financial Accounting →General Ledger Accounting →G L Accounts → Master Records →Preparation → Assign Co Code to Chart of Account.*
OB D4	*IMG → Financial Accounting →General Ledger Accounting →G L Accounts → Master Records →Preparation → Define Account Group*
OB 53	*IMG → Financial Accounting → General Ledger Accounting →G L Accounts → Master Records →Preparation → Define Retained Earning Account.*
OB Y6	*IMG → Financial Accounting Global Settings → Company Code → Enter Global Parameters.*
OK KP	*IMG → Controlling → General Controlling → Organization→ Maintain Controlling Area.*
KA NK	*IMG → Controlling → General Controlling → Organization → Maintain number ranges for controlling documents.*
OK EQ	*IMG → Controlling → General Controlling → Organization → Maintain Versions.*

KA 06 KA 01	*IMG → Controlling → Cost Element Accounting→ Master Data→ Cost Element → Create Cost Element*

With this we have configured our Enterprise structure for the company code 9999-SURYA INFOTECH LTD.

In our next documents we will carry out the configuration of.

1. General Ledger
   Accounting a.
   Cash Journal
   b. House Bank
   configuration c.
   Interest calculation
   d. Bank Reconcliation
2. Accounts Receivable
   a. Account Groups
   b. Interest
   calculation c.
   Dunning
   d. Bills of Exchange
   e. Foreign Currency
   Transaction f.
   Down Payment
   g. Provision for Bad Debts
3. Accounts Payables:
   a. Account Groups
   b. Automatic Payment program

c. Spl GL Transaction

4. Assets
 Accountin
 g : a.
 Assets
 Class b.
 Depreciati
 on c.
 Acquisitio
 n d.
 Retirement