



SAP User Manual for General Ledger Transaction Postings

**Indian Ports Association (IPA)
Implementation of Port EBS Project
Enterprise Business System**

**Business Process Manual for
General Ledger Transaction Postings**

Submitted by:

**Tech
Mahindra**

Plot No. 58 A & B,
Noida Special Economic Zone,
Uttar Pradesh-201305

www.techmahindra.com



SAP User Manual for General Ledger Transaction Postings

This document is a desk reference tailored to the Finance Specialists. It is intended to provide information that will be helpful to support the finance processes.

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Document History:

Authors & Participants	
Role	Name

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Reviewed and Approved By			
Name	Title	Date	Approved

Introduction:



SAP User Manual for General Ledger Transaction Postings

In Finance module, the General Ledger postings are very important and this GL Postings reflects in the respective reports like Balance Sheet, P&L and other reports like GL Line items, Vendor Line items or Customer Line Items.

The purpose of this document is to give awareness of the complete process of General Postings to the respective Finance users.

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Abbreviation	Description
FI	Finance
CO	Controlling
COA	Chart of Accounts
G/L	General Ledger
JV	Journal Voucher
Pstky	Posting Key
SAP	Systems, Applications, and Products in Data Processing
BPO	Business Process Owner
BS	Balance Sheet
	Save
	Overview
	Copy
	Back / Previous Menu
	Header
	Details
	Execute
	SAP Business Workspace Button

Company Code List Data:

A company code represents an independent legal accounting entity in FI. Balance sheet and Profit & Loss Statements required by Law will be created at the Company code level.

- Company code is a central entity in financial accounting. It is also the highest entity in Logistics.

The following Company codes are created for All Port Trusts.

Company Code	Description
1000	Mumbai Port Trust
1060	Mumbai Port Trust Pension Fund Trust
1070	Mumbai Port Trust Gratuity Fund Trust
1100	Chennai Port Trust



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1160	Chennai Port Trust Pension Fund Trust
1170	Chennai Port Trust Gratuity Fund Trust
1180	Chennai Port Trust General Provident Fund
1200	Deendayal Port Trust (Kandla)
1250	Deendayal Port Trust (Vadinar)
1260	Deendayal Port Superannuation Scheme
1270	Deendayal Port Gratuity Fund
1280	Deendayal Port Provident Fund
1295	Deendayal Welfare Trust
1400	Kolkata Dock System
1450	Haldia Dock Complex
1460	KopT Employee Superannuation Fund
1470	KopT Employee Gratuity Fund
1480	Kolkata Non-Contributory Fund
1490	Kolkata Contributory Provident Fund
1500	Paradip Port Trust
1560	Paradip Port Trust Pension & Gratuity Fund
1580	Paradip Port Trust Provident Fund

1. Journal Postings:

In SAP each and every document has two segment levels.

→Header Level

→Line Item Level

Header Level consist the following information's:

Document Date, Posting Date, Document Type, Company Code, Currency, Reference, Doc. Header Text etc.

Line item Level consist the following information's:

GL Account, Vendor Account, Customer Account, Asset Account, Amount, Assignment, Text, Cost Center, Profit Center etc.

Company code details can be selected from **Company code list data**

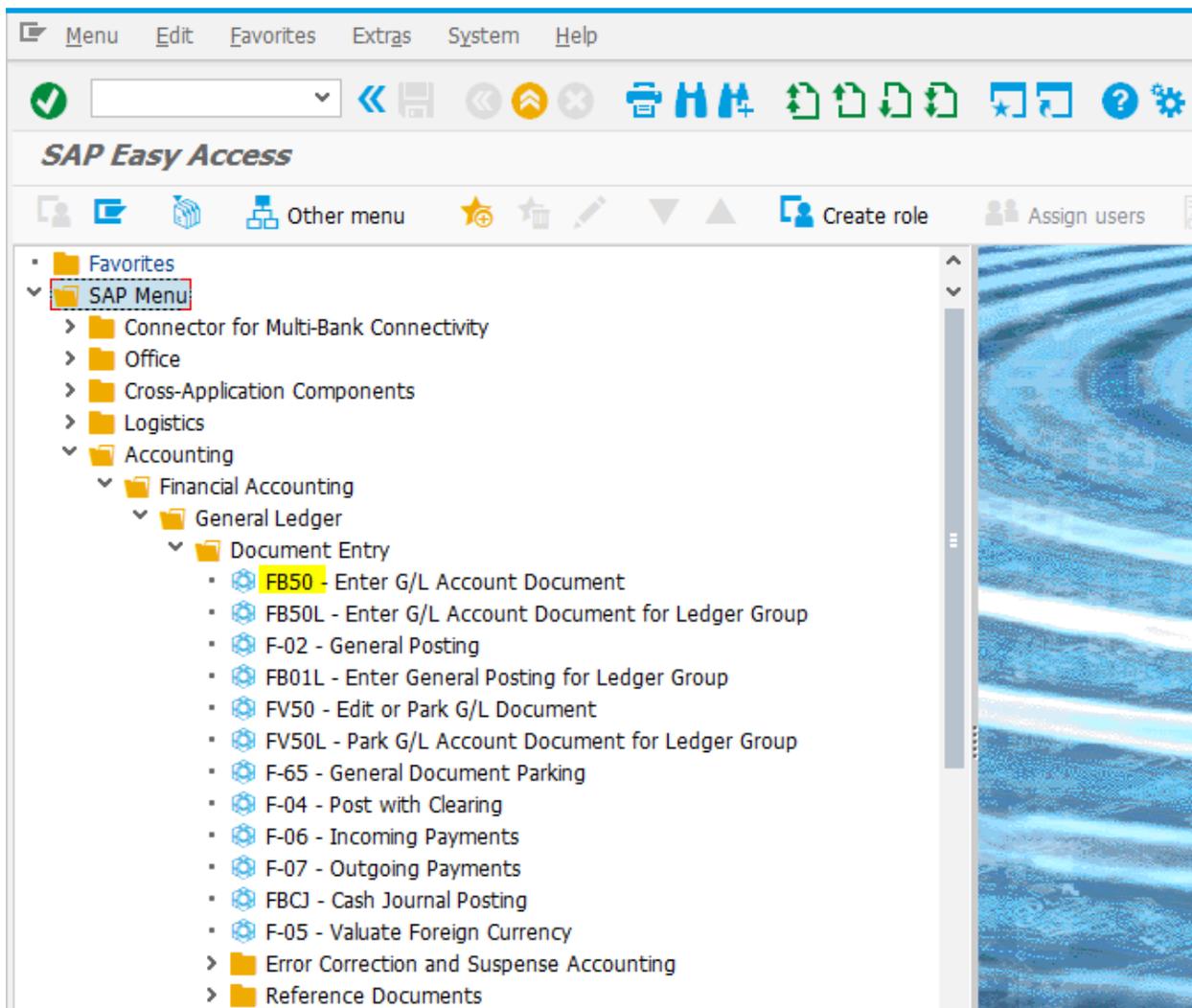


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We can use the below transaction codes for journal entry postings FB50, F-02, FB01

Enter Transaction code FB50 in command bar (or) Follow the below navigation path

Step 1: Go to transaction FB50 (or) through navigation path (SAP Easy Access Menu →SAP Menu → Accounting → Financial Accounting → General Ledger → Document Entry → (FB50) Enter G/L Account Document





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Step 2: In the above screen double click on “FB50” then the system will display the below screen

In the below screen enter the following details:

Under Header Level:

Document date

Posting date

Reference

Doc. Header Text

Under Line Item Level:

GL account number (Both Credit & Debit Side)

Amount

Assignment

Text

Cost Center (For expenses GL account)

Enter G/L Account Document: Company Code 1200

Tree on Company Code Hold Simulate Park Editing options

Basic Data Details

Document Date 31.03.2020 Currency INR
 Posting Date 31.03.2020
 Reference MAINTENANCE PROV
 Doc.Header Text MAINTENANCE PROVISION
 Cross-CC Number
 Company Code 1200 Deendayal Port Trust Gandhidham

Amount Information

Total Dr. 12.000,00 INR
 Total Cr. 12.000,00 INR

2 Items (No entry variant selected)

S...	G/L acct	Short Text	D/C	Amount in doc.curr.	Co...	Tradi...	Bu...	Pa...	Cost center	Order	Fl...	Sales
✓	41400009	R & M-other...Debit	▼	12.000,00	1200				12050701			^
✓	18500000	Outstanding...Cred...	▼	12.000,00	1200							▼
			▼		1200							
			▼		1200							



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Step 3: In the above screen once entered the necessary information then click on “ Simulate ” button the system will display the below screen

Document Overview

Reset Taxes Park Complete Choose Save ABC

Doc.Type : SA (G/L Account Document) Normal document					
Doc. Number	31.03.2020	Company Code	1200	Fiscal Year	2019
Doc. Date	31.03.2020	Posting Date	31.03.2020	Period	12
Calculate Tax	<input type="checkbox"/>				
Ref.Doc.	MAINTENANCE PROV				
Doc. Currency	INR				
Doc. Hdr Text	MAINTENANCE PROVISION				

Itm	PK	Account	Account Short Text	Assignment	Tx	Amount
1	40	41400009	R & M-other equip.			12.000,00
2	50	18500000	Outstanding Expenses			12.000,00-

Step 4: In the above screen check and verify the line items and “**Complete**” the document. This will trigger the workflow

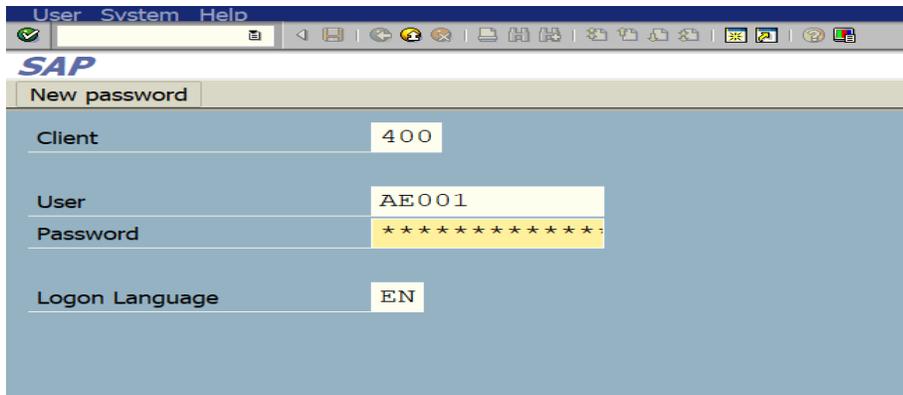
To park the document, click on “ **Complete** Button”, the system will give the information message as below.

 Document 2900000055 1200 was parked

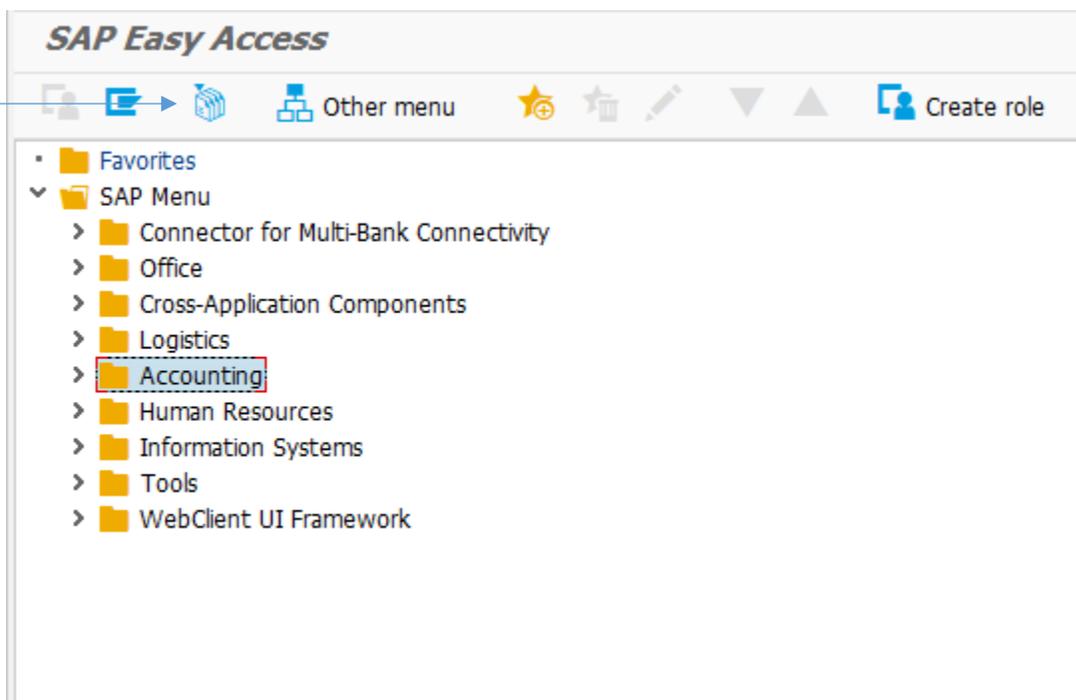
Step 5: To approve the document login as approver in the SAP system.



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Step 6: Click on “” SAP Business Workspace Button.



Step 7: Expand “Inbox” button, under workflow Please Approve Parked Invoice “2900000055” message will appear, Double click on the work flow and proceed for next step.



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Business Workplace of AN00685606

New message Find folder Find document Appointment calendar Distribution lists

- Workplace: AN00685606
- > Inbox
- > Outbox
- > Resubmission
- > Private folders
- > Shared folders
- > Subscribed Folders
- Trash
- Shared trash

Business Workplace of Assistant Engineer

New message Find folder Find document Appointment calendar Distribution lists

- Workplace: Assistant Engineer
- Inbox
 - Unread Documents 63
 - Documents 115
 - Workflow 654
 - Overdue entries 0
 - Deadline Messages 0
 - Entries with Errors 0
- Outbox
- Resubmission
- Private folders
- Shared folders
- Subscribed Folders
- Trash
- Shared trash



Workflow 654

Exe	Title	Status	Work Item ID	Creation Date	Creation Ti...	P	Att...
	Please approve the Parked Invoice 2900000055, Year 2019		428472	02.04.2020	10:52:08	5	
	Please approve the Parked Invoice 2000000010, Year 2019		428206	01.04.2020	02:23:18	5	
	Please approve the Parked Invoice 2200000091, Year 2019		428048	31.03.2020	23:10:35	5	
	Please approve the Purchase Order 4502000131		428034	31.03.2020	16:30:49	5	
	Please approve the Purchase Order 4502000131		428027	31.03.2020	16:28:53	5	
	Please approve the Parked Invoice 2900000054, Year 2019		427931	31.03.2020	14:25:55	5	
	Please approve the RESERVATION 0000000776		427754	30.03.2020	19:03:28	5	
	Please approve the RESERVATION 0000000776		427751	30.03.2020	19:00:07	5	
	Please approve the Purchase Order 4502000129		427680	30.03.2020	18:36:22	5	
	Please approve the Purchase Order 4502000129		427673	30.03.2020	18:32:46	5	
	Please approve the Quotation 1002000063		427666	30.03.2020	18:29:50	5	
	Please approve the Purchase Requisition 2002000496		427629	30.03.2020	18:15:50	5	
	Please approve the Purchase Requisition 2002000496		427608	30.03.2020	18:07:20	5	
	Please approve the Purchase Order 4502000128		427541	30.03.2020	17:43:46	5	

Tips & tricks: Create Attach

Please approve the Parked Invoice 2900000055, Year 2019



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Step 8: In this step Click on the “**Approve**” option to post the parked Invoice “2900000055”.

Decision Step in Workflow

Workflow Create Import

Please approve the Parked Invoice 2900000055, Year 2019

Choose one of the following alternatives

- Approve
- Reject
- Display
- Approval or Rejection History
- Hold

Description	Objects and attachments
Select one of the available decision options. This completes the processing of this step.	No attachments or objects exist
Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.	
If you choose Cancel, the user decision remains in your inbox for processing.	

Step 9: Once parked Invoice “**Approved**” document got posted in company code to display posted document go to FB03 and display the document.

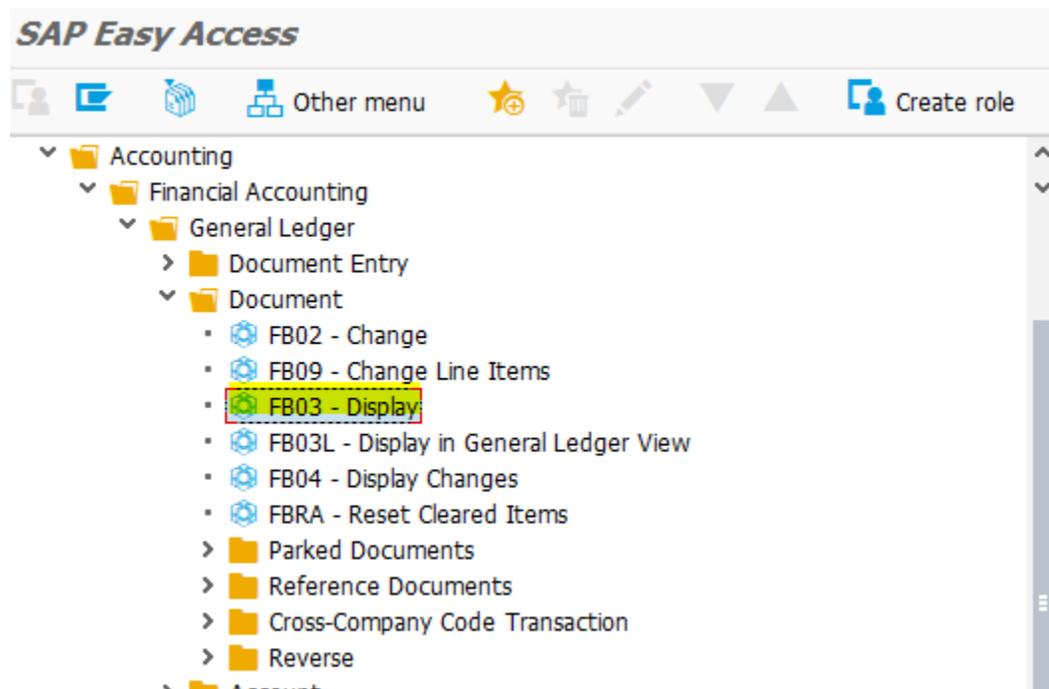


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FB03 – Display Document: (By using this transaction we can able to see all the posted documents)

Enter Transaction code FB03 in command bar (or) Follow the below navigation path

Step 1: SAP Easy Access → SAP Menu → Accounting → Financial Accounting → General Ledger → Document → (FB03) Display



Step 2: In the above screen double click on “FB03” then the system will display the below screen

In the below screen enter the following details:

Document Number

Company code

Fiscal Year

Company code details can be selected from **Company code list data**



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Display Document: Initial Screen

Document List First Item Editing Options

Keys for Entry View

Document Number	2900000055
Company Code	1200
Fiscal Year	2019

Step 3: In the above screen once entered the necessary information then press enter the system will display the below screen

Display Document: Data Entry View

Display Currency General Ledger View

Data Entry View

Document Number	2900000055	Company Code	1200	Fiscal Year	2019
Document Date	31.03.2020	Posting Date	31.03.2020	Period	12
Reference	MAINTENANCE PROV	Cross-Comp.No.			
Currency	INR	Texts Exist	<input type="checkbox"/>	Ledger Group	

Co...	Itm	PK	S	Trans.	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	WBS Element	Network	S
1200	1	40			41400009	R & M-other equip.	12.000,00	INR		12050701	1205			
	2	50			18500000	Outstanding Expenses	12.000,00-	INR						

Step: 4 Come back from this screen then the system will display the below screen

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Display Document: Initial Screen

Document List
 First Item
 Editing Options

Keys for Entry View

Document Number	2900000055
Company Code	1200
Fiscal Year	2019

Step 5: in the above screen click on “Document List” then the system will display the below screen

Document List

Data Sources

Company code	1200	to		
Document Number		to		
Fiscal Year		to		
Ledger	0L			
Ledger Group				

General selections

Document type		to		
Posting date	31.03.2020	to		
Entry date		to		
Reference number		to		
Reference Transaction		to		
Reference key		to		
Logical system		to		

Also display noted items

Display noted items

Search for own documents

Own documents only

Step 6: In above screen there are multiple options are available to see the posted document. So you can select as per your requirement then click on “ Execute” button then system will display the below screen.



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Document List

CoCd	DocumentNo	Year	Type	Doc. Date	Posting Date
1200	1800000093	2019	DZ	31.03.2020	31.03.2020
	1800000094	2019	DZ	31.03.2020	31.03.2020
	1800000095	2019	DZ	31.03.2020	31.03.2020
	1800000096	2019	DZ	31.03.2020	31.03.2020
	1800000097	2019	DZ	31.03.2020	31.03.2020
	1800000098	2019	DZ	31.03.2020	31.03.2020
	1800000099	2019	DZ	31.03.2020	31.03.2020
	180000100	2019	DZ	31.03.2020	31.03.2020
	180000101	2019	DZ	31.03.2020	31.03.2020
	2000000007	2019	KG	31.03.2020	31.03.2020
	2000000008	2019	KG	31.03.2020	31.03.2020
	2000000009	2019	KG	31.03.2020	31.03.2020
	2200000093	2019	KR	31.03.2020	31.03.2020
	2200000094	2019	KR	31.03.2020	31.03.2020
	2200000095	2019	KR	31.03.2020	31.03.2020
	2200000096	2019	KR	31.03.2020	31.03.2020
	2200000098	2019	KR	31.03.2020	31.03.2020
	2200000099	2019	KR	31.03.2020	31.03.2020
	220000100	2019	KR	31.03.2020	31.03.2020
	2300000046	2019	KZ	31.03.2020	31.03.2020
	2300000047	2019	KZ	31.03.2020	31.03.2020
	2300000048	2019	KZ	31.03.2020	31.03.2020
	2900000051	2019	SA	31.03.2020	31.03.2020
	2900000055	2019	SA	31.03.2020	31.03.2020
	2900000056	2019	SA	31.03.2020	31.03.2020
	2900000057	2019	SA	31.03.2020	31.03.2020
	2900000058	2019	SA	31.03.2020	31.03.2020
	3900000003	2019	ZR	31.03.2020	31.03.2020

52 items displayed

Step 7: In the above screen double click on "line item" then the system will display the below screen.

Display Document: Data Entry View

Display Currency | General Ledger View

Document Number	2900000055	Company Code	1200	Fiscal Year	2019
Document Date	31.03.2020	Posting Date	31.03.2020	Period	12
Reference	MAINTENANCE PROV	Cross-Comp.No.			
Currency	INR	Texts Exist	<input type="checkbox"/>	Ledger Group	

Co.	Itm	PK	S	Trans.	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	WBS Element	Network
1200	1	40			41400009	R & M-other equip.	12,000.00	INR		12050701	1205		
	2	50			18500000	Outstanding Expenses	12,000.00	INR					



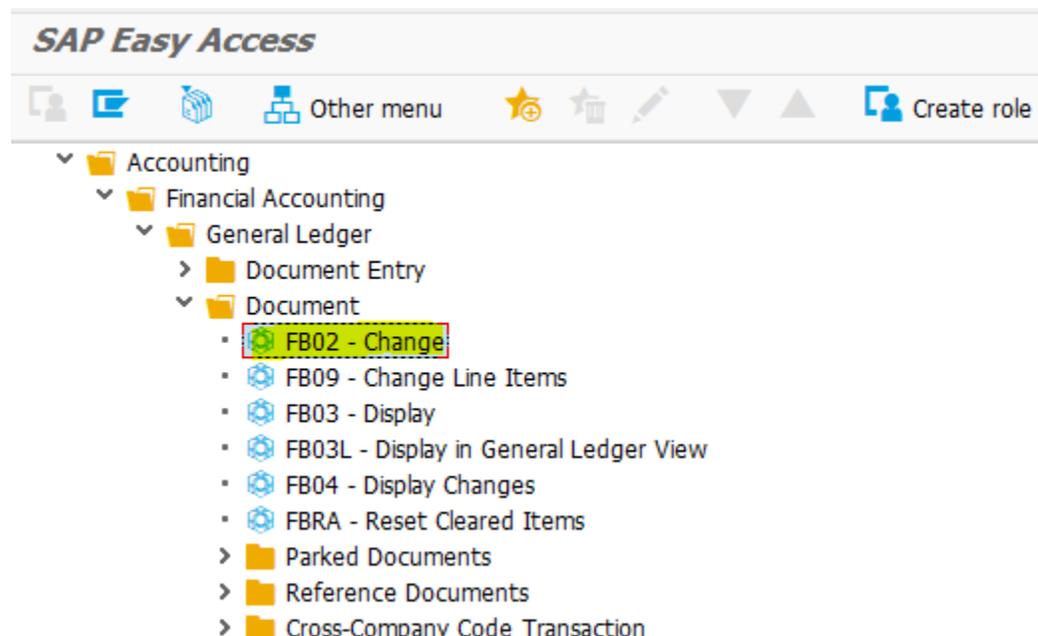
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FB02 – Change Document:

(By using this transaction, we can change some of the values in posted document except document date, posting date, company code, currency etc. we can change only the few values such as reference, document header text, assignment, text etc.

Enter Transaction code FB02 in command bar (or) Follow the below navigation path

Step 1: SAP Easy Access → SAP Menu → Accounting → Financial Accounting → General Ledger → Document → (FB02) Change



Step 2: In the above screen double click on “FB02” then the system will display the below screen

In the below screen enter the following details:

Document Number

Company code

Fiscal Year

Company code details can be selected from **Company code list data**



SAP User Manual for General Ledger Transaction Postings

Change Document: Initial Screen

Document List First Item Editing Options

Keys for Entry View	
Document Number	2900000007
Company Code	1200
Fiscal Year	2019

Step 3: In the above screen once entered the necessary information then press enter the system will display the below screen.

Change Document: Data Entry View

Display Currency

Data Entry View					
Document Number	2900000007	Company Code	1200	Fiscal Year	2019
Document Date	04.10.2019	Posting Date	04.10.2019	Period	7
Reference	MAINTENANCE PROV	Cross-Comp.No.			
Currency	INR	Texts Exist	<input type="checkbox"/>	Ledger Group	

Co...	Item	PK	S	Trans.	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	WBS Element	Network	S
1200	1	40			41400006	Maintance dredging	12.000,00	INR		12050401	1205			
	2	50			18500000	Outstanding Expenses	12.000,00-	INR						

Step 4: In the above screen if we want to change the values in header level then go to Menu bar click on "Goto" then the system will display the below screen.



SAP User Manual for General Ledger Transaction Postings

The screenshot shows the SAP 'Change Document: Data Entry View' window. A 'Document Header: 1200 Company Code' dialog box is open, displaying various fields. The 'Doc.Header Text' field is highlighted with a red box and contains the text 'Maintenance'. A red arrow points from this field to the 'Document Header' label in the text below.

Co...	Itm	PK	S	Trans.	Account
1200	1	40			41400006
	2	50			18500000

Step 5: In the above screen click on “Document Header” then the system will display the below screen

This screenshot is identical to the previous one, but the 'Doc.Header Text' field 'Maintenance' is highlighted in yellow. The 'Reference' field also shows 'MAINTENANCE PROV' in yellow.



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To save click on “  ” save button. Once saved the system will give the information message as below and also the system will come back to selection screen

Change Document: Initial Screen

 Document List  First Item  Editing Options

Keys for Entry View	
Document Number	2900000007
Company Code	1200
Fiscal Year	2019

 Changes have been saved

Step 9: In the above screen click on “**Document List**” then the system will display the below screen.



SAP User Manual for General Ledger Transaction Postings

Document List

Data Sources

Company code: 1200 to:

 Document Number: to:

 Fiscal Year: 2019 to:

 Ledger: 0L

 Ledger Group:

General selections

Document type: to:

 Posting date: 04.10.2019 to:

 Entry date: to:

 Reference number: to:

 Reference Transaction: to:

 Reference key: to:

 Logical system: to:

Also display noted items

Display noted items

Search for own documents

Own documents only

Step 10: In the above screen there are multiple option is available to see the posted document. So, you can select as per your requirement then click on “” Execute button the system will display the below screen.

Document List

CoCd	DocumentNo	Year	Type	Doc. Date	Posting Date
1200	2900000007	2019	SA	04.10.2019	04.10.2019

Step11: In the above screen double click on “line item” then the system will display the below screen



SAP User Manual for General Ledger Transaction Postings

Change Document: Data Entry View

Display Currency

Data Entry View

Document Number	2900000007	Company Code	1200	Fiscal Year	2019
Document Date	04.10.2019	Posting Date	04.10.2019	Period	7
Reference	MAINTENANCE TEST	Cross-Comp.No.			
Currency	INR	Texts Exist	<input type="checkbox"/>	Ledger Group	

Co...	Itm	PK	S	Trans.	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center	WBS Element	Network	S
1200	1	40			41400006	Maintance dredging	12.000,00	INR		12050401	1205			
	2	50			18500000	Outstanding Expenses	12.000,00-	INR						

Step 12: In the above screen the values whichever is required and save.

Bank to bank transfer posting through – FB50:

Step 1: In the below screen enter the following details:

Under Header level:

- Document Date
- Posting Date
- Currency
- Reference
- Doc. Header Text

Under Line Item Level:

- GL accounts
- Amount
- Assignment
- Value Date – Mandatory to Bank related transactions
- Text
- Profit Center – Mandatory for Balance sheet line items



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Enter G/L Account Document: Company Code 1200

Tree on Company Code Hold Simulate Park Editing options

Basic Data Details

Document Date 31.03.2019 Currency INR
 Posting Date 31.03.2019
 Reference DEPT/INV/2019
 Doc.Header Text GL Posting
 Cross-CC Number
 Company Code 1200 Deendayal Port Trust Gandhidham

Amount Information

Total Dr. 0,00 INR

Total Cr. 0,00 INR

0 Items (No entry variant selected)

S...	G/L acct	Short Text	D/C	Amount in doc.curr.	Item ...	Sc...	Plnt	P...	Pur...	Profit center	Partner pr...	WBS I
	23110001		Debit	1500							1205	
	23110002		Cred...	1500								

Step 2: In above screen simulate the document.

Document Overview

Reset Taxes Park Complete Choose Save ABC

Doc.Type : SA (G/L Account Document) Normal document
 Doc. Number Company Code 1200 Fiscal Year 2019
 Doc. Date 31.03.2020 Posting Date 31.03.2020 Period 12
 Calculate Tax
 Ref.Doc. DEPT/INV/2019
 Doc. Currency INR
 Doc. Hdr Text GL Posting,

Itm	PK	Account	Account Short Text	Assignment	Tx	Amount
1	40	23110001	Allahabad Bank -Inco			1.500,00
2	50	23110012	Axis - G Land - Outg			1.500,00-

Step 3: In the above screen check and verify the line items and "Complete" the document. This will trigger the workflow

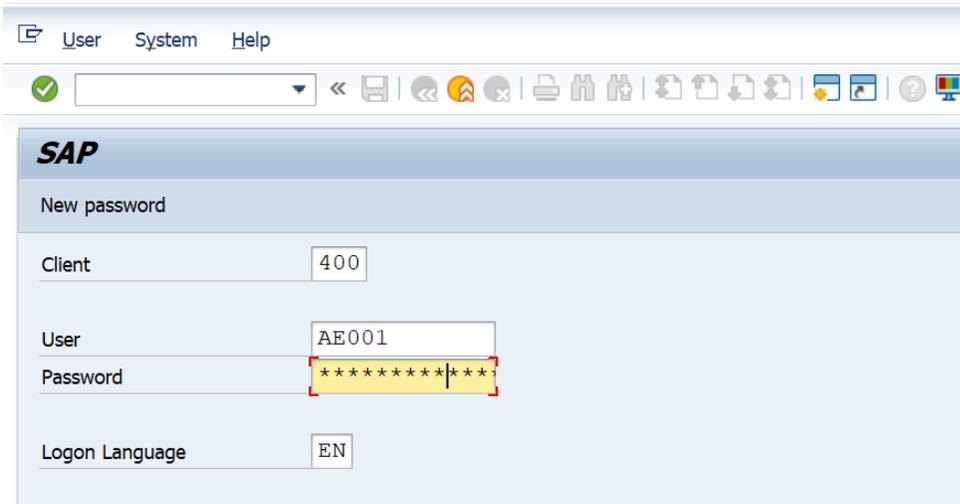
Note: To park the document, click on "Complete Button", the system will give the information message as below

Document 2900000050 1200 was parked



SAP User Manual for General Ledger Transaction Postings

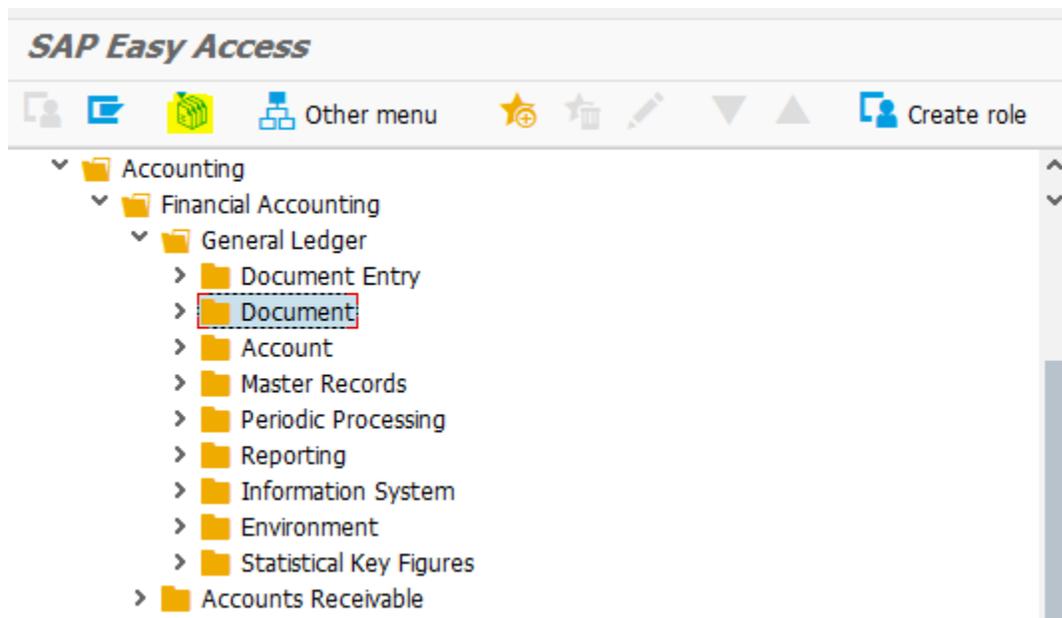
Step 4: To approve the document login as approver in the SAP system.



The screenshot shows the SAP login interface. At the top, there are menu items: User, System, and Help. Below the menu is a toolbar with various icons. The main area is titled "SAP" and contains the following fields:

- New password
- Client: 400
- User: AE001
- Password: *****
- Logon Language: EN

Step 5: Click on “” SAP Business Workspace Button.



The screenshot shows the "SAP Easy Access" menu. The menu is structured as follows:

- Accounting
 - Financial Accounting
 - General Ledger
 - Document Entry
 - Document
 - Account
 - Master Records
 - Periodic Processing
 - Reporting
 - Information System
 - Environment
 - Statistical Key Figures
 - Accounts Receivable

Step 6: Expand “Inbox” button, under workflow Please Approve Parked Invoice “2900000050” message will appear, Double click on the work flow and proceed for next step.



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Business Workplace of AN00685606

New message Find folder Find document Appointment calendar Distribution lists

- Workplace: AN00685606
 - Inbox
 - Unread Documents 0
 - Documents 0
 - Workflow 0
 - Grouped according to task
 - Grouped according to content
 - Grouped according to content type
 - Grouped according to sort key
 - Overdue entries 0
 - Deadline Messages 0
 - Entries with Errors 0
 - Outbox
 - Resubmission
 - Private folders
 - Shared folders
 - Subscribed Folders
 - Trash
 - Shared trash

Business Workplace of Assistant Engineer

New message Find folder Find document Appointment calendar Distribution lists

- Workplace: Assistant Engineer
 - Inbox
 - Unread Documents 41
 - Documents 90
 - Workflow 649

Exec Title	Status	Work Item ID	Creation Date	Creation TI	P	Atta	C
Please approve the Parked Invoice 2900000050, Year 2019		427907	31.03.2020	13:44:01	5		
 - Overdue entries 0
 - Deadline Messages 0
 - Entries with Errors 0
 - Outbox
 - Resubmission
 - Private folders
 - Shared folders
 - Subscribed Folders
 - Trash
 - Shared trash

Workflow 649

Tips & tricks: Overdue Work Items...

Please approve the Parked Invoice 2900000050, Year 2019

Description	Objects and attachments
Select one of the available decision options. This completes the processing of this step.	No attachments or objects exist



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Step 7: Click on the “**Approve**” option to post the parked Invoice “2900000050”.

Decision Step in Workflow

Workflow Create Import

Please approve the Parked Invoice 2900000050, Year 2019

Choose one of the following alternatives

Approve
Reject
Display
Approval or Rejection History
Hold

Description	Objects and attachments
Select one of the available decision options. This completes the processing of this step.	No attachments or objects exist
Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.	
If you choose Cancel , the user decision remains in your inbox for processing.	

Once parked Invoice “**Approved**” document got posted in company code to display posted document go to FB03 and display the document.

F-02: Journal Posting:

We can post the above transaction through F-02 also. The difference between the FB50 and F-02 is FB50 is single screen transaction where we can enter the all the information in one screen and posting key selection is not required whereas F-02 is no single screen transaction we have to go each screen one by one for each line item and posting key has to be selected manually for each line item.

If document was parked in via FB50, we can change the GL account in line item before post document but if document was parked via F-02 the GL account cannot be changed.

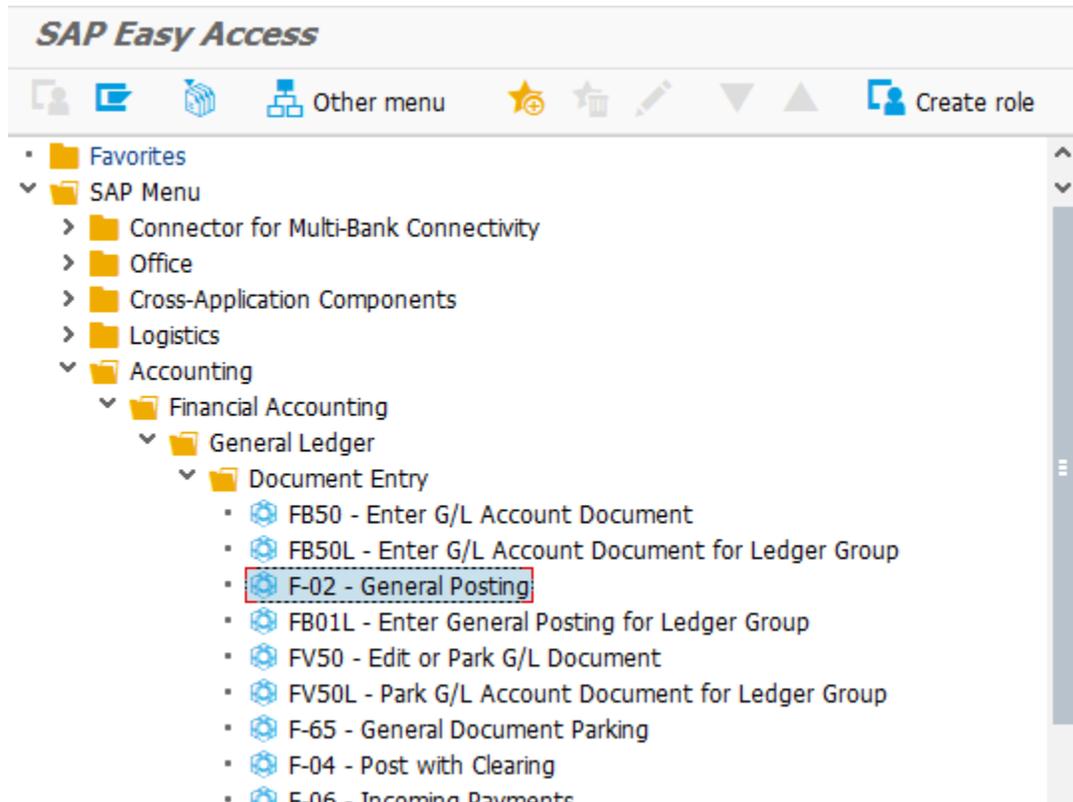
Enter Transaction Code F-02 in command bar (or) Follow the below navigation path.

Step 1: SAP Easy Access → SAP Menu → Accounting → Financial Accounting → General Ledger → Document Entry → (F-02) General Posting



SAP User Manual for General Ledger Transaction Postings

Step 2: In the above screen double click on “F-02” then the system will display the below screen



In the below screen enter the following details

Under Header level:

Document Date

Posting Date

Company code

Currency

Reference

Company code details can be selected from **Company code list data**



SAP User Manual for General Ledger Transaction Postings

Doc. Header Text

Under Line item Level:

Posting Key

GL account

Amount

Business Place

Value date – (Mandatory for Bank)

Profit Center (For balance sheet account)

Assignment

Text



SAP User Manual for General Ledger Transaction Postings

Enter G/L Account Posting: Header Data

Held Document	Account Model	G/L item fast entry	Post with Reference	Editing options	
Document Date	31.03.2020	Type	SA	Company Code	1200
Posting Date	31.03.2020	Period	4	Currency/Rate	INR
Document Number				Translation dte	
Reference	DEPT/INV/2020			Cross-CC Number	
Doc.Header Text	GENERAL POSTING				
Trading part.BA					

First line item					
PstKy	40	Account	23110001	L Ind	<input type="checkbox"/> TType

Step 3: After entering the following details, press enter



SAP User Manual for General Ledger Transaction Postings

Enter G/L Account Document: Add G/L account item

More data Account Model G/L item fast entry Taxes

G/L Account 23110001 Allahabad Bank - Incoming
Company Code 1200 Deendayal Port Trust

Item 1 / Debit entry / 40

Amount	1500	INR	
		Calculate Tax	<input type="checkbox"/>
Business place			
Profit Ctrs	1205		
			More
Value date	31.03.2020		
Assignment	BANK TRANSFER		
Text			Long Texts

Next Line Item

PstKy	50	Account	23110012	SGL Ind	<input type="checkbox"/>	type	<input type="checkbox"/>	New Co.Code	
-------	----	---------	----------	---------	--------------------------	------	--------------------------	-------------	--

Step 4: In next screen, enter the details as shown above and press enter



SAP User Manual for General Ledger Transaction Postings

Document Edit Goto Extras Settings Environment System Help

Enter G/L Account Document: Add G/L account item

More data Account Model G/L item fast entry Taxes

G/L Account 23110012 Axis - G Land - Outgoing
Company Code 1200 Deendayal Port Trust

Item 2 / Credit entry / 50

Amount	*	INR
Business place		
Profit Ctrs	1205	

Value date 31.03.2020

Assignment **BANK TRANSFER**

Text Long Texts

Next Line Item

PstKy	Account	SGL Ind	TType	New Co.Code
-------	---------	---------	-------	-------------

Step 5: After entering the details, select **Document** from menu bar and click on “**Simulate**”



SAP User Manual for General Ledger Transaction Postings

Document Date: 31.03.2020, Type: SA, Company Code: 1200
Posting Date: 31.03.2020, Period: 12, Currency: INR
Document Number: INTERNAL, Fiscal Year: 2019, Translation dte: 31.03.2020
Reference: DEPT/INV/2020, Cross-CC Number:
Doc.Header Text: GENERAL POSTING, Trading part.BA:
Items in document currency

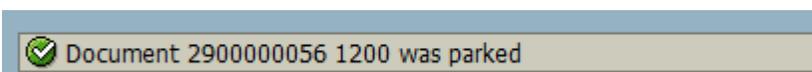
PK	BusA	Acct	INR	Amount	Tax amnt
001	40	0023110001 Allahabad Bank -Inc		1.500,00	
002	50	0023110012 Axis - G Land - Out		1.500,00-	

D 1.500,00 C 1.500,00 0,00 * 2 Line Items

Other line item
PstKy: count: SGL Ind: TType: New Co.Code:

Step 6: In the above screen check and verify the line items and “Park Document” the document. This will trigger the workflow”.

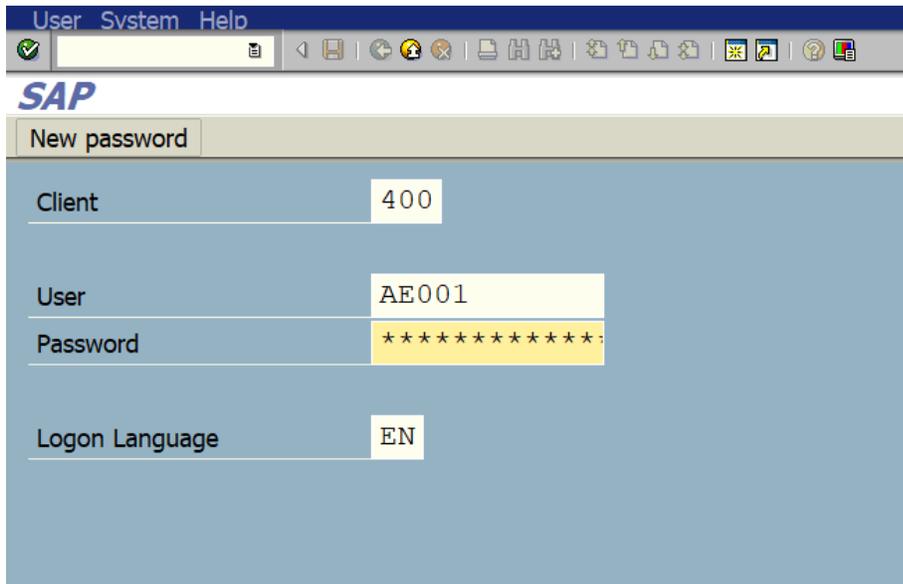
To park the document, click on “Park document Button”, the system will give the information message as below





SAP User Manual for General Ledger Transaction Postings

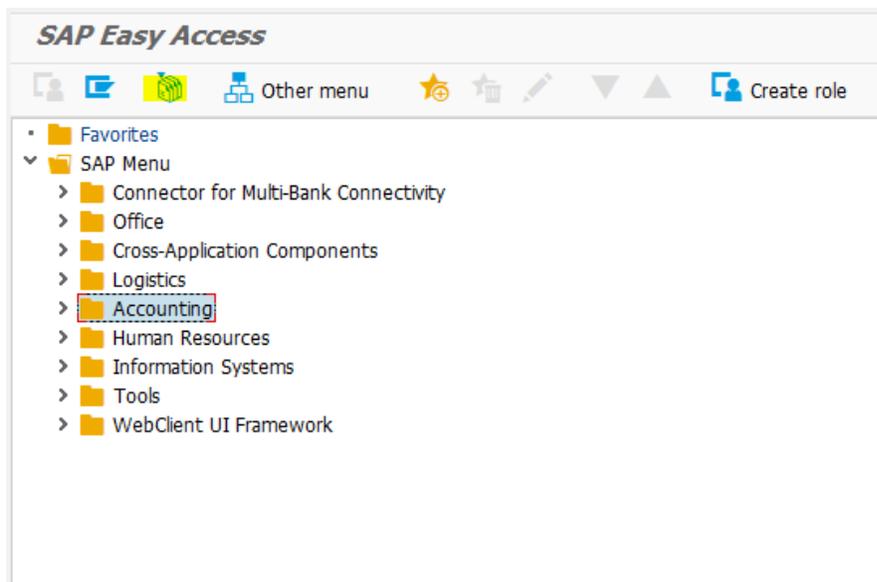
Step 7: To approve the document login as approver in the SAP system.



The screenshot shows the SAP login interface. At the top, there is a menu bar with 'User', 'System', and 'Help'. Below it is a toolbar with various icons. The main area is titled 'SAP' and contains a 'New password' tab. The login fields are as follows:

Client	400
User	AE001
Password	*****
Logon Language	EN

Step 8: Click on “  ” SAP Business Workspace Button.



The screenshot shows the 'SAP Easy Access' menu. The menu items are:

- Favorites
- ▼ SAP Menu
 - > Connector for Multi-Bank Connectivity
 - > Office
 - > Cross-Application Components
 - > Logistics
 - > **Accounting**
 - > Human Resources
 - > Information Systems
 - > Tools
 - > WebClient UI Framework



SAP User Manual for General Ledger Transaction Postings

Step 9: Expand “Inbox” button, under workflow Please Approve Parked Invoice “2900000056” message will appear, Double click on the work flow and proceed for next step.

Business Workplace of Assistant Engineer

New message Find folder Find document Appointment calendar Distribution lists

Workplace: Assistant Engineer

- Inbox
 - Unread Documents 64
 - Documents 116
 - Workflow 654**
 - Overdue entries 0
 - Deadline Messages 0
 - Entries with Errors 0
- Outbox
- Resubmission
- Private folders
- Shared folders
- Subscribed Folders
- Trash
- Shared trash

Workflow 654

Exe...	Title	Status	Work Item ID	Creation Date	Creation Ti...	P	Att...
	Please approve the Parked Invoice 2900000056, Year 2019		428487	02.04.2020	11:04:40	5	
	Please approve the Parked Invoice 2000000010, Year 2019		428206	01.04.2020	02:23:18	5	
	Please approve the Parked Invoice 2200000091, Year 2019		428048	31.03.2020	23:10:35	5	
	Please approve the Purchase Order 4502000131		428034	31.03.2020	16:30:49	5	
	Please approve the Purchase Order 4502000131		428027	31.03.2020	16:28:53	5	
	Please approve the Parked Invoice 2900000054, Year 2019		427931	31.03.2020	14:25:55	5	
	Please approve the RESERVATION 0000000776		427754	30.03.2020	19:03:28	5	
	Please approve the RESERVATION 0000000776		427751	30.03.2020	19:00:07	5	
	Please approve the Purchase Order 4502000129		427680	30.03.2020	18:36:22	5	
	Please approve the Purchase Order 4502000129		427673	30.03.2020	18:32:46	5	
	Please approve the Quotation 1002000063		427666	30.03.2020	18:29:50	5	
	Please approve the Purchase Requisition 2002000496		427629	30.03.2020	18:15:50	5	
	Please approve the Purchase Requisition 2002000496		427608	30.03.2020	18:07:20	5	
	Please approve the Purchase Order 4502000128		427541	30.03.2020	17:43:46	5	

Tips & tricks: Resubmit Work

Please approve the Parked Invoice 2900000056, Year 2019



SAP User Manual for General Ledger Transaction Postings

Step 10: Double Click on the “Please **Approve** Parked GL Account “2900000056” message. It will open the approve Park GL Account Document in Display mode.

Decision Step in Workflow

Workflow Create Import

Please approve the Parked Invoice 2900000056, Year 2019

Choose one of the following alternatives

- Approve
- Reject
- Display
- Approval or Rejection History
- Hold

Description Select one of the available decision options. This completes the processing of this step. Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments. If you choose Cancel, the user decision remains in your inbox for processing.	Objects and attachments No attachments or objects exist
---	---

Step 11: Once parked document approved document got posted in company code to display posted document go to FB03 and display the document.

FB01 – Journal Posting:

We can use to post the above transaction via FB01 also. FB01 is also called as SAP enjoys transactions where we can post all the transactions, which are related to GL, Customer, Vendor, and Asset.

The difference between the F-02 and FB01 is document type selection only. While posting any transaction in F-02 the document type selection is not required because the system automatically derived the document type based on system configuration in background. But in FB01 we have to select the document type manually.

Step 1: Go to transaction FB01 (Enter the transaction code in “Command bar” as below)

FB01

SAP Easy Access



SAP User Manual for General Ledger Transaction Postings

Step 2: In the above screen double click on “FB01” then the system will display the below screen

Held Document		Account Model	G/L item fast entry	Post with Reference	Editing options
Posting Date	31.03.2020	Period	12	Currency/Rate	INR
Document Number		Translation dte		Cross-CC Number	
Reference	GENERAL POSTING				
Doc.Header Text	GENERAL POSTING				
Trading part.BA					

First line item					
PstKy	40	Account	23110001	L Ind	TType

Step 3: In the above screen enter the required information's as highlighted in yellow color then press enter the system will display the below screen.



SAP User Manual for General Ledger Transaction Postings

Document Edit Goto Extras Settings Environment System Help

Enter G/L Account Document: Add G/L account item

More data Account Model G/L item fast entry Taxes

G/L Account 23110001 Allahabad Bank - Incoming
Company Code 1200 Deendayal Port Trust

Item 1 / Debit entry / 40

Amount 1500 INR
Calculate Tax

Business place
Profit Ctrs 1205

Value date 31.03.2020
Assignment BANK TRANSFER
Text GL BANK TRANSFER POSTING

Next Line Item

PstKy 50 Account 23110012 L Ind TType New Co.Code

Step 4: In the above screen enter the required information as highlighted in yellow color then press enter the system will display the below screen.



SAP User Manual for General Ledger Transaction Postings

Enter G/L Account Document: Add G/L account item

More data Account Model G/L item fast entry Taxes

G/L Account Axis - G Land - Outgoing
Company Code Deendayal Port Trust

Item 2 / Credit entry / 50

Amount INR
Business place
Profit Ctrs

Value date

Assignment

Text

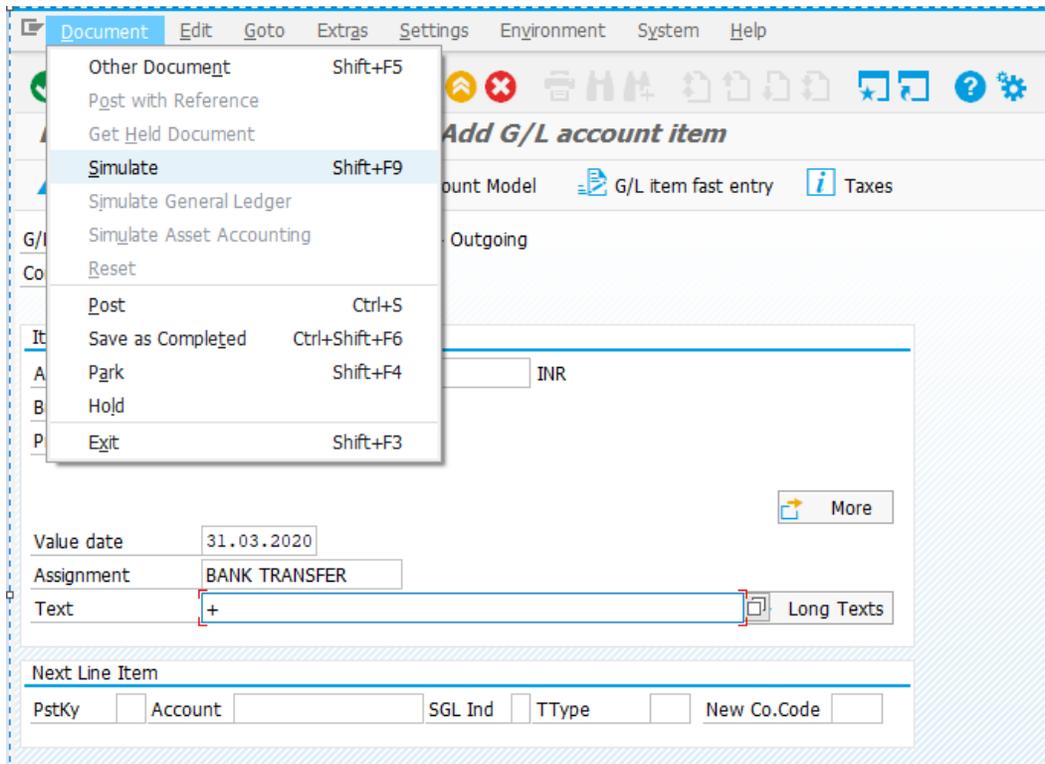
Next Line Item

PstKy Account SGL Ind TType New Co.Code

Step 5: In the above screen enter the required information's as highlighted in yellow colour then go to Menu bar click on "Document" then click on "Simulate" then the system will display the below screen.



SAP User Manual for General Ledger Transaction Postings





SAP User Manual for General Ledger Transaction Postings

Enter G/L Account Document: Display Overview

Display Currency Taxes Reset

Document Date	31.03.2020	Type	SA	Company Code	1200
Posting Date	31.03.2020	Period	12	Currency	INR
Document Number	INTERNAL	Fiscal Year	2019	Translation dte	31.03.2020
Reference	GENERAL POSTING	Cross-CC Number			
Doc.Header Text	GENERAL POSTING	Trading part.BA			

Items in document currency

PK	BusA	Acct	INR	Amount	Tax amnt
001	40	0023110001 Allahabad Bank -Inc		1.500,00	
002	50	0023110012 Axis - G Land - Out		1.500,00-	

D 1.500,00 C 1.500,00 0,00 * 2 Line Items

Other line item

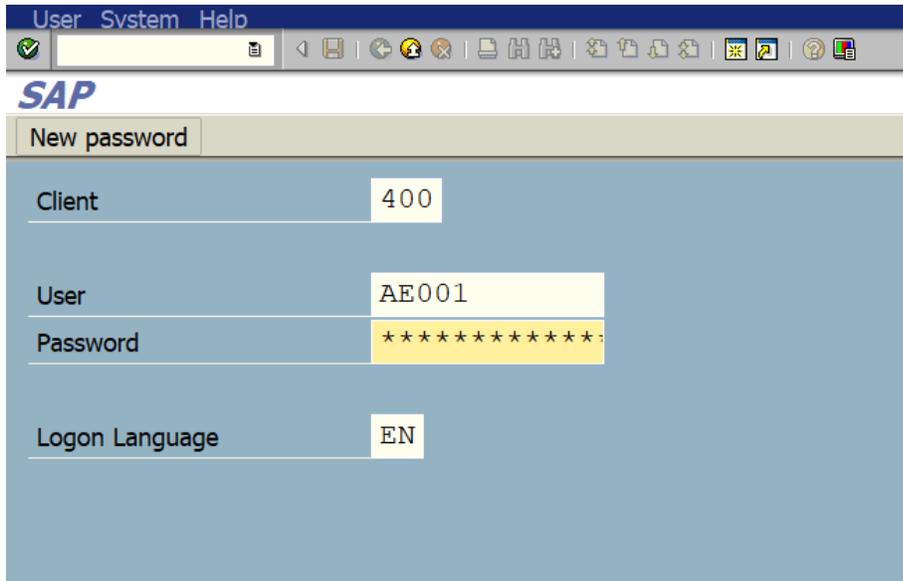
PstKy count SGL Ind TType New Co.Code

Step 6: In the above screen check and verify the line items then park the document. To park click on “park” button. Once document is park then the system will give the information message as below

Document 2900000057 1200 was parked

SAP User Manual for General Ledger Transaction Postings

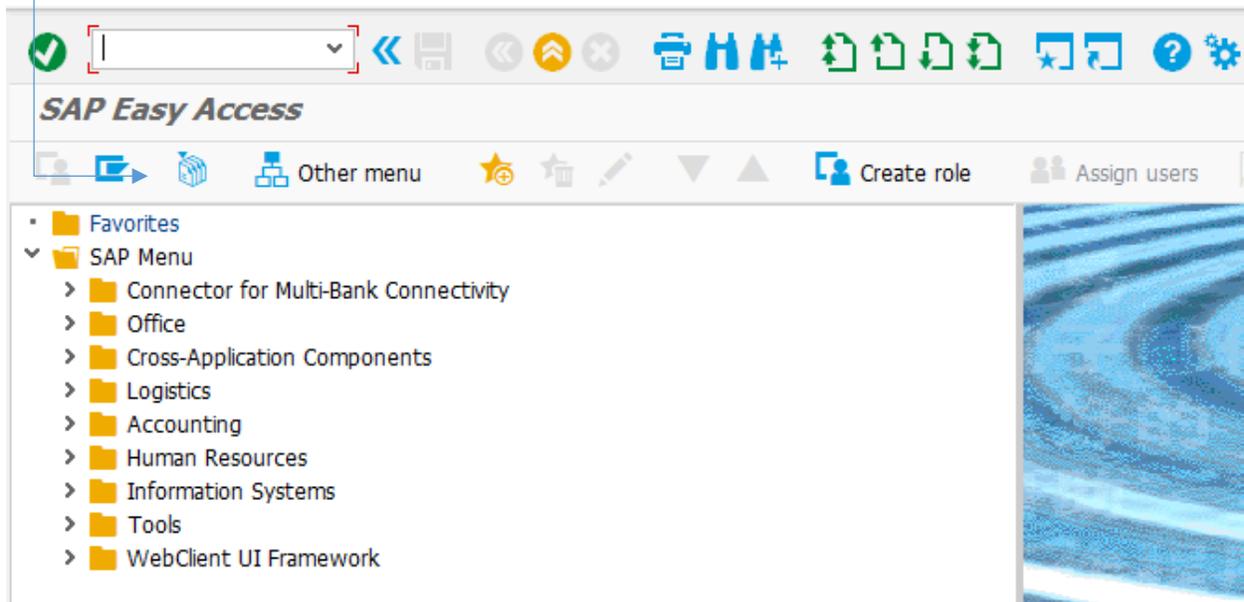
Step 7: To approve the document login as approver in the SAP system.



The screenshot shows the SAP login interface. At the top, there is a menu bar with 'User', 'System', and 'Help'. Below it is a toolbar with various icons. The main area is titled 'SAP' and contains a 'New password' tab. The login fields are as follows:

Client	400
User	AE001
Password	*****
Logon Language	EN

Step 8: Click on “  ” SAP Business Workspace Button.



The screenshot shows the SAP Easy Access menu. At the top, there is a toolbar with various icons. Below it is a menu bar with 'SAP Easy Access'. The main area contains a list of menu items:

- Favorites
- ▼ SAP Menu
 - > Connector for Multi-Bank Connectivity
 - > Office
 - > Cross-Application Components
 - > Logistics
 - > Accounting
 - > Human Resources
 - > Information Systems
 - > Tools
 - > WebClient UI Framework

▶ **Step 9:** Expand “Inbox” button, under workflow Please Approve Parked Invoice “2900000057” message will appear, Double click on the work flow and proceed for next step.



SAP User Manual for General Ledger Transaction Postings

Business Workplace of Assistant Engineer

New message | Find folder | Find document | Appointment calendar | Distribution lists

Workplace: Assistant Engineer

- Inbox
 - Unread Documents 65
 - Documents 117
 - Workflow 654**
 - Overdue entries 0
 - Deadline Messages 0
 - Entries with Errors 0
- Outbox
- Resubmission
- Private folders
- Shared folders
- Subscribed Folders
- Trash
- Shared trash

Workflow 654

Exe.	Title	Status	Work Item ID	Creation Date	Creation Ti.	P	Att...
	Please approve the Parked Invoice 2900000057, Year 2019		428502	02.04.2020	11:14:28	5	
	Please approve the Parked Invoice 2000000010, Year 2019		428206	01.04.2020	02:23:18	5	
	Please approve the Parked Invoice 2200000091, Year 2019		428048	31.03.2020	23:10:35	5	
	Please approve the Purchase Order 4502000131		428034	31.03.2020	16:30:49	5	
	Please approve the Purchase Order 4502000131		428027	31.03.2020	16:28:53	5	
	Please approve the Parked Invoice 2900000054, Year 2019		427931	31.03.2020	14:25:55	5	
	Please approve the RESERVATION 0000000776		427754	30.03.2020	19:03:28	5	
	Please approve the RESERVATION 0000000776		427751	30.03.2020	19:00:07	5	
	Please approve the Purchase Order 4502000129		427680	30.03.2020	18:36:22	5	
	Please approve the Purchase Order 4502000129		427673	30.03.2020	18:32:46	5	
	Please approve the Quotation 1002000063		427666	30.03.2020	18:29:50	5	
	Please approve the Purchase Requisition 2002000496		427629	30.03.2020	18:15:50	5	
	Please approve the Purchase Requisition 2002000496		427608	30.03.2020	18:07:20	5	
	Please approve the Purchase Order 4502000128		427541	30.03.2020	17:43:46	5	

Tips & tricks: Group Work Items According to T

Please approve the Parked Invoice 2900000057, Year 2019

Step 10: Click on the **Approve** option to post the parked document "2900000057".

Decision Step in Workflow

Workflow | Create | Import

Please approve the Parked Invoice 2900000057, Year 2019

Choose one of the following alternatives

- Approve**
- Reject
- Display
- Approval or Rejection History
- Hold

Description

Select one of the available decision options. This completes the processing of this step.

Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.

If you choose Cancel, the user decision remains in your inbox for processing.

Objects and attachments

No attachments or objects exist

Step 11: Once parked document "Approved" document got posted in company code to display posted document go to FB03 and display the document.



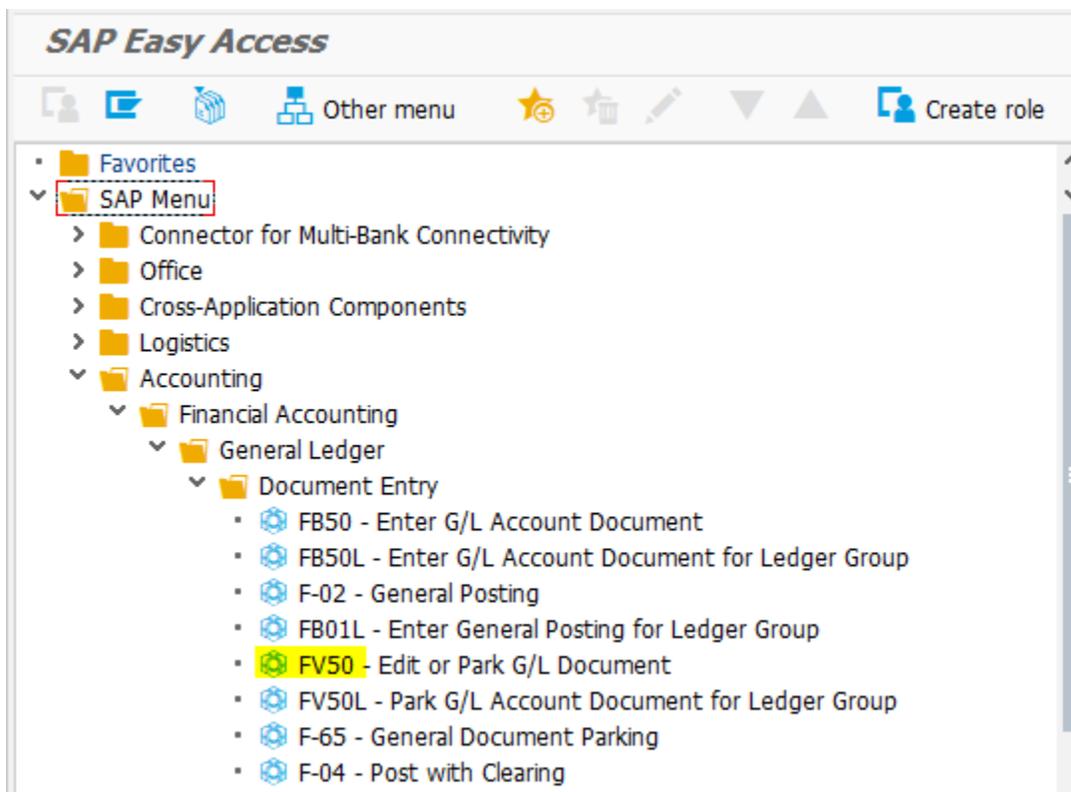
SAP User Manual for General Ledger Transaction Postings

2. Parking the Document:

Parking of documents are used where approval by senior person is required for the posted parked documents.

Enter Transaction code FV50 in command bar (or) Follow the below navigation path

Step 1: SAP Easy Access → SAP Menu → Accounting → Financial Accounting → General Ledger → Document Entry → (FV50) Edit or Park G/L Document



Step 2: In the above screen double click on “FV50” then the system will display the below screen



SAP User Manual for General Ledger Transaction Postings

Park G/L Account Document: Company Code 1200

Tree on Company Code Simulate Save as Completed Post Editing options

Basic Data Details

Document Date 31.03.2020 Currency INR
Posting Date 31.03.2020
Reference MAINTENANCE PROV
Doc.Header Text MAINTENANCE PROVISION
 Doc. Currency
Company Code 1200 Deendayal Port Trust Gandhidham

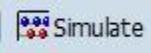
Amount Information

Total Dr. 12.000,00 INR
Total Cr. 12.000,00 INR

2 Items (No entry variant selected)

S...	G/L acct	Short Text	D/C	Amount in doc.curr.	L...	Co...	Tradi...	Bu...	Pa...	Cost center	Order	Fi...
✓	41400009	R & M-other...Cred...	▼	12.000,00	🔍	1200				12050701		
✓	18500000	Outstanding...Debit	▼	12.000,00	🔍	1200						
			▼		🔍	1200						
			▼		🔍	1200						
			▼		🔍	1200						

Step 3: In the above screen once entered the required information's as highlighted in yellow color

Then click on "  Simulate " button the system will display the below screen

SAP User Manual for General Ledger Transaction Postings

Park G/L Account Document: Company Code 1200

Document Date: 31.03.2020 | Currency: INR
 Posting Date: 31.03.2020
 Reference: MAINTENANCE PROV
 Doc.Header Text: MAINTENANCE PROVISION
 Company Code: 1200 | Deendayal Port Trust Gandhidham

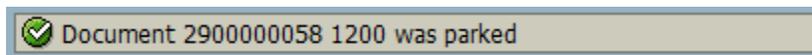
Amount Information

Total Dr.: 12.000,00 INR
 Total Cr.: 12.000,00 INR

S...	G/L acct	Short Text	D/C	Amount in doc.curr.	L...	Co...	Tradi...	Bu...	Pa...	Cost center	Order	Fl...
✓	41400009	R & M-other...	Cred...	12.000,00		1200				12050701		
✓	18500000	Outstanding...	Debit	12.000,00		1200						

Step 4: In the above screen check and verify the line items then click on “” Park button then the system will give the information message as below.

In the above screen check and verify the line items and “**Park**” the document. This will trigger the workflow

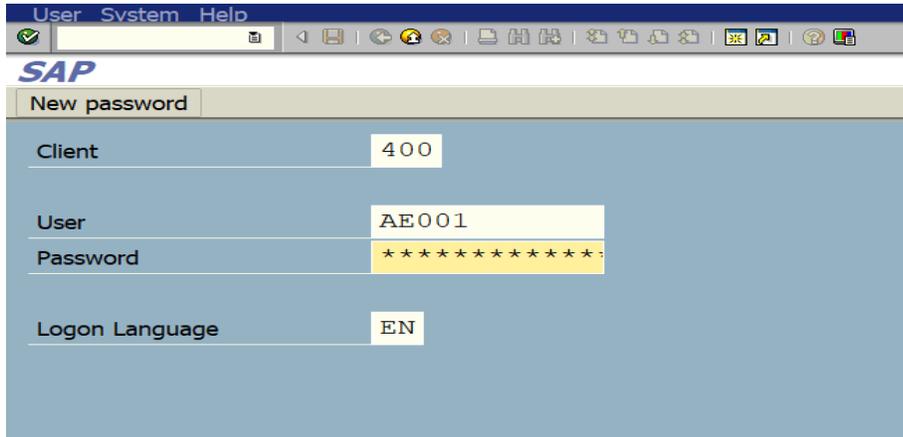


Note: If you click on “Park” button then the parked document status will show as completed but system will not post still that document is available in parked document list but the document status only changed as parked or completed.

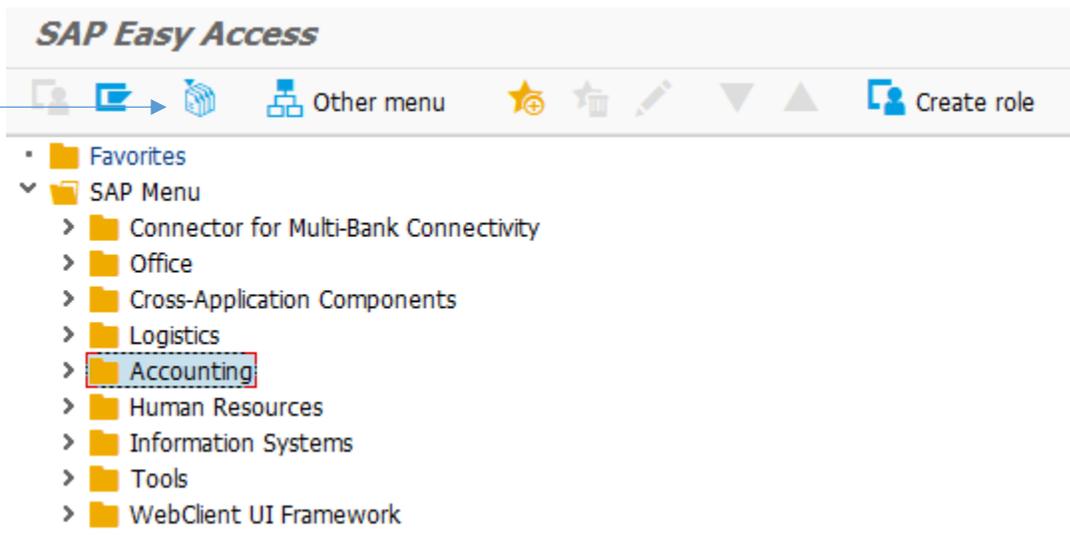


SAP User Manual for General Ledger Transaction Postings

Step 5: To approve the document login as approver in the SAP system.



Step 6: Click on “” SAP Business Workspace Button.



Step 7: Expand “Inbox” button, under workflow Please Approve Parked Invoice “2900000058” message will appear, Double click on the work flow and proceed for next step.



SAP User Manual for General Ledger Transaction Postings

Business Workplace of Assistant Engineer

New message Find folder Find document Appointment calendar Distribution lists

Workplace: Assistant Engineer

- Inbox
 - Unread Documents 66
 - Documents 118
 - Workflow 654**
 - Overdue entries 0
 - Deadline Messages 0
 - Entries with Errors 0
- Outbox
- Resubmission
- Private folders
- Shared folders
- Subscribed folders
- Trash
- Shared trash

Workflow 654

Exe	Title	Status	Work Item ID	Creation Date	Creation Ti...	P	Att...
	Please approve the Parked Invoice 2900000058, Year 2019		428517	02.04.2020	11:33:20	5	
	Please approve the Parked Invoice 2000000010, Year 2019		428206	01.04.2020	02:23:18	5	
	Please approve the Parked Invoice 2200000091, Year 2019		428048	31.03.2020	23:10:35	5	
	Please approve the Purchase Order 4502000131		428034	31.03.2020	16:30:49	5	
	Please approve the Purchase Order 4502000131		428027	31.03.2020	16:28:53	5	
	Please approve the Parked Invoice 2900000054, Year 2019		427931	31.03.2020	14:25:55	5	
	Please approve the RESERVATION 0000000776		427754	30.03.2020	19:03:28	5	
	Please approve the RESERVATION 0000000776		427751	30.03.2020	19:00:07	5	
	Please approve the Purchase Order 4502000129		427680	30.03.2020	18:36:22	5	
	Please approve the Purchase Order 4502000129		427673	30.03.2020	18:32:46	5	
	Please approve the Quotation 1002000063		427666	30.03.2020	18:29:50	5	
	Please approve the Purchase Requisition 2002000496		427629	30.03.2020	18:15:50	5	
	Please approve the Purchase Requisition 2002000496		427608	30.03.2020	18:07:20	5	
	Please approve the Purchase Order 4502000128		427541	30.03.2020	17:43:46	5	

Tips & tricks: Group Work Items According to Cont

Please approve the Parked Invoice 2900000058, Year 2019

Step 8: Click on the “Please **Approve** Parked Invoice “2900000058” To post the parked document.

Workflow Create Import

Please approve the Parked Invoice 2900000058, Year 2019

Choose one of the following alternatives

- Approve**
- Reject
- Display
- Approval or Rejection History
- Hold

Description
Select one of the available decision options. This completes the processing of this step.
Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.
If you choose **Cancel**, the user decision remains in your inbox for processing.

Objects and attachments
No attachments or objects exist



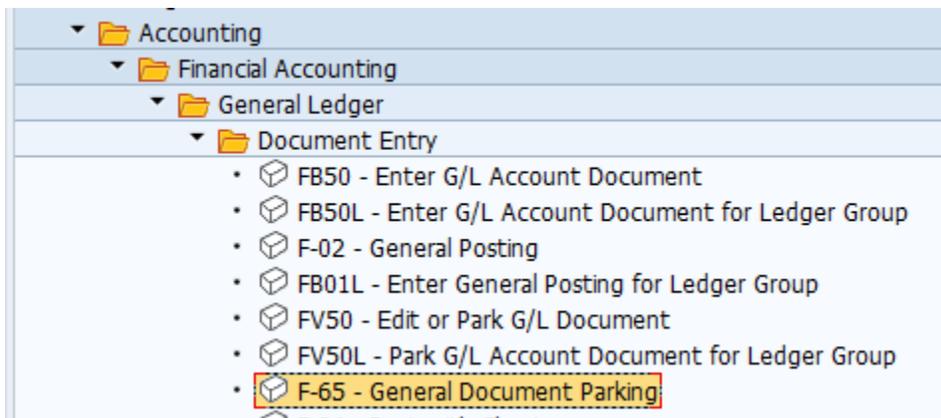
SAP User Manual for General Ledger Transaction Postings

Step 9: Once parked document approved document got posted in company code to display posted document go to FB03 and display the document.

The above transaction we can use to post in F-65 also.

Enter Transaction Code F-65 in command bar (or) Follow the below navigation path

Step 1: SAP Easy Access → SAP Menu → Accounting → Financial Accounting → General Ledger → Document Entry → (F-65) General Document Parking.



Step 2: In the above screen double click on “F-65” then the system will display the below screen.



SAP User Manual for General Ledger Transaction Postings

Park Document: Document Header

Fast Data Entry Acct model

Document Date	31.03.2020	Doc. Type	SA	Company Code	1200
Posting Date	31.03.2020	Period	1	Currency	INR
Document Number		Translation dte			
Reference	GENERAL POSTING				
Doc.Header Text	GENERAL POSTING				
Partner BArea					

Control

Only Transfer Amts in Document Crcy in Invoice

First line item

PstKy	40	Account	41400009	SGL Ind		TType	
-------	----	---------	----------	---------	--	-------	--

Step 3: In the above screen once entered the required information's as highlighted in yellow color then press enter the system will display the below screen.



SAP User Manual for General Ledger Transaction Postings

Park Document: Enter G/L Account Item

Fast Data Entry Tax More data Acct model Check

G/L Account 41400009 R & M of other equipments
Company Code 1200 Deendayal Port Trust

Item 1 / Debit entry / 40

Amount 25000 INR
Tax Code Calculate Tax
Business place

Cost Center 12050401 Order
WBS element
Network Real estate obj
Sales Order
Quantity

Assignment PARK GL DOCUMENT
Text PARK GL DOCUMENT Long Texts

Next Line Item
PostKey 50 Account 18500000 SGL Ind type New Co.Code

Step 4: In the above screen once entered the required information's as highlighted in yellow color then press enter the system will display the below screen.



SAP User Manual for General Ledger Transaction Postings

Park Document: Enter G/L Account Item

			Fast Data Entry		Tax		More data		Acct model		Check		
G/L Account	18500000	Outstanding Expenses											
Company Code	1200	Deendayal Port Trust											
Item 2 / Credit entry / 50													
Amount	25000	INR											
Business place													
Asset			Real estate obj										More
Purchasing Doc.													
Assignment	PARK GL DOCUMENT												
Text	PARK GL DOCUMENT											Long Texts	
Next Line Item													
PostKey	Account		SGL Ind		TType		New Co.Code						

Step 5: In the above screen once entered the required information's as highlighted in yellow color.

then click on "" overview button the system will display the below screen.



SAP User Manual for General Ledger Transaction Postings

Park Document: Overview

Currency Fast Data Entry Tax Acct model Document header Check

Document Date: 31.03.2020 Type: SA Company Code: 1200
Posting Date: 31.03.2020 Period: 12 Currency: INR
Document Number: Fiscal Year: 2019 Translation dte: 31.03.2020
Reference: GENERAL POSTING Trading part.BA:
Doc.Header Text: GENERAL POSTING Texts Exist: Net Entry:

Line items

Itm	PK	BusA	Acct no.	Description	Tx	Amount
001	40		41400009	R & M-other equip.		25.000,00
002	50		18500000	Outstanding Expenses		25.000,00-

D 25.000,00 C 25.000,00 Itm 2 0,00

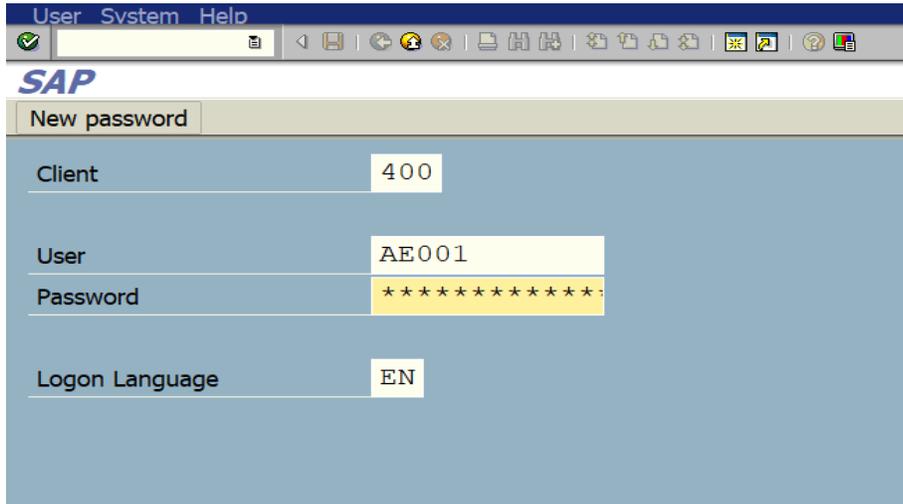
Step 6: In the above screen check and verify the line items and click on “  ” park document button to park the document. Once document is parked the system will give the information message as below.

In the above screen check and verify the line items and “Park” the document. This will trigger the workflow

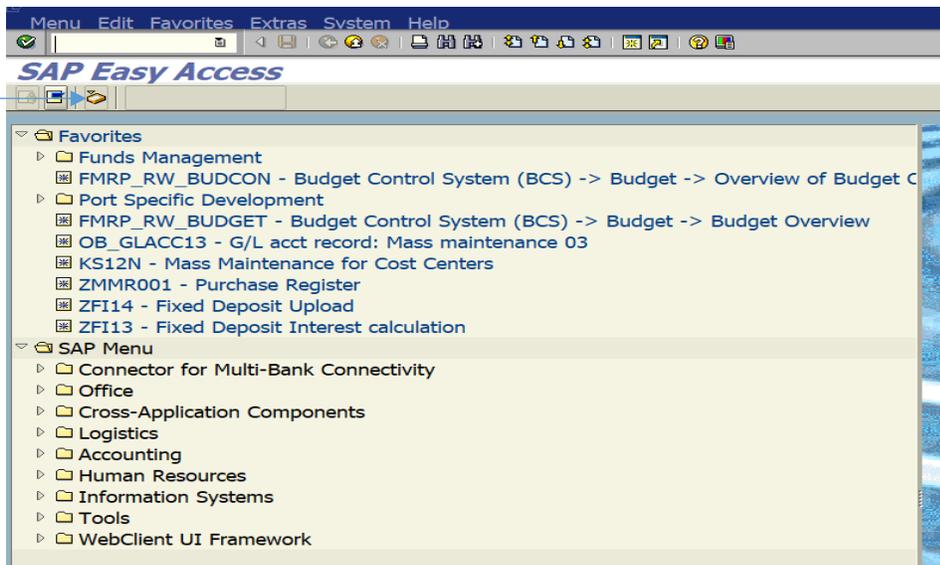


SAP User Manual for General Ledger Transaction Postings

Step 7: To approve the document login as approver in the SAP system.



Step 8: Click on “” SAP Business Workspace Button.





SAP User Manual for General Ledger Transaction Postings

Step 9: Expand “Inbox” button, under workflow Please Approve Parked Invoice “2900000059” message will appear, Double click on the work flow and proceed for next step.

Business Workplace of Assistant Engineer

Workflow 654

Exe.	Title	Status	Work Item ID	Creation Date	Creation Ti.	P	Att...
	Please approve the Parked Invoice 2900000059, Year 2019		428538	02.04.2020	11:47:56	5	
	Please approve the Parked Invoice 2000000010, Year 2019		428206	01.04.2020	02:23:18	5	
	Please approve the Parked Invoice 2200000091, Year 2019		428048	31.03.2020	23:10:35	5	
	Please approve the Purchase Order 4502000131		428034	31.03.2020	16:30:49	5	
	Please approve the Purchase Order 4502000131		428027	31.03.2020	16:28:53	5	
	Please approve the Parked Invoice 2900000054, Year 2019		427931	31.03.2020	14:25:55	5	
	Please approve the RESERVATION 0000000776		427754	30.03.2020	19:03:28	5	
	Please approve the RESERVATION 0000000776		427751	30.03.2020	19:00:07	5	
	Please approve the Purchase Order 4502000129		427680	30.03.2020	18:36:22	5	
	Please approve the Purchase Order 4502000129		427673	30.03.2020	18:32:46	5	
	Please approve the Quotation 1002000063		427666	30.03.2020	18:29:50	5	
	Please approve the Purchase Requisition 2002000496		427629	30.03.2020	18:15:50	5	
	Please approve the Purchase Requisition 2002000496		427608	30.03.2020	18:07:20	5	
	Please approve the Purchase Order 4502000128		427541	30.03.2020	17:43:46	5	

Tips & tricks: Group work items according to content

Please approve the Parked Invoice 2900000059, Year 2019



SAP User Manual for General Ledger Transaction Postings

Step 10: Click on the “Please **Approve**” Parked Invoice “2900000059” To post the parked document.

Decision Step in Workflow

Workflow Create Import

Please approve the Parked Invoice 2900000059, Year 2019

Choose one of the following alternatives

Approve
Reject
Display
Approval or Rejection History
Hold

Description Select one of the available decision options. This completes the processing of this step. Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments. If you choose Cancel, the user decision remains in your inbox for processing.	Objects and attachments No attachments or objects exist
---	---

Step 11: Once parked document approved document got posted in company code to display posted document go to FB03 and display the document.



SAP User Manual for General Ledger Transaction Postings

3.Posting of parked document:

By using the below transaction code, we can post the parked document

FBV3 – Display Parked Document

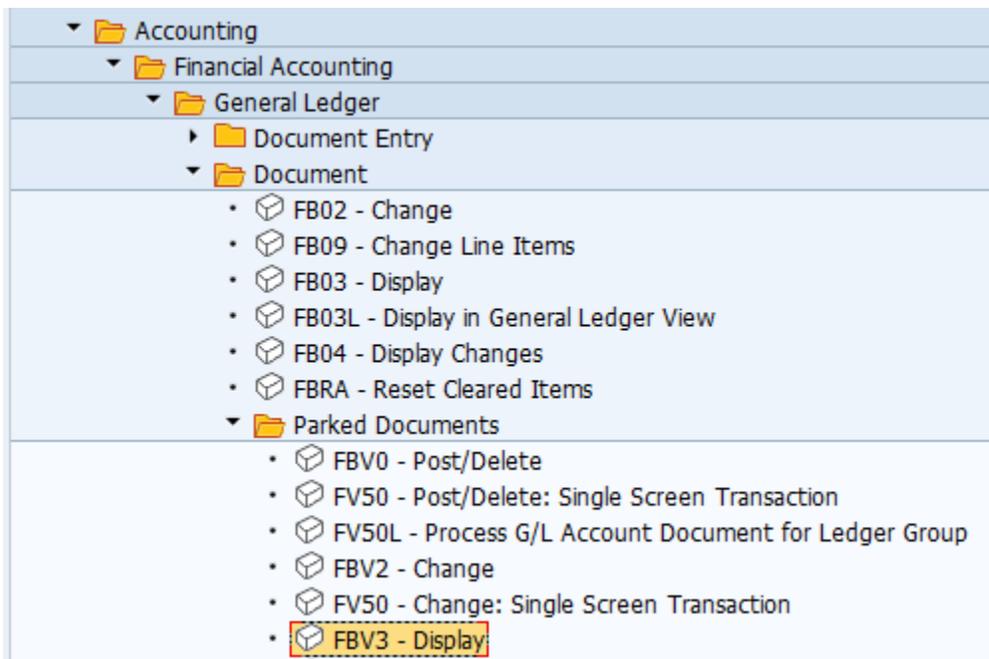
FBV2 – Change Parked Document

FBV0 - Post/Delete Parked Document

FBV3 – Display Parked Document:

Enter Transaction code FBV3 in command bar (or) Follow the below navigation path

Step 1: SAP Easy Access → SAP Menu → Accounting → Financial Accounting → General Ledger → Document → Parked Documents → (FBV3) Display



Step 2: In the above screen double click on “FBV3” then the system will display the below screen.

SAP User Manual for General Ledger Transaction Postings

Display Parked Document: Initial Screen

Document list Editing Options

Key for Parking

Company Code	1200
Document Number	2900000009
Fiscal Year	2019

Step 3: In the above screen click on “ Document list” then the system will display the below screen

List of Parked Documents

Company code	1200	to	<input type="text"/>	
Document number	<input type="text"/>	to	<input type="text"/>	
Fiscal year	2019	to	<input type="text"/>	

General Selections

Posting date	07.10.2019	to	<input type="text"/>
Document date	<input type="text"/>	to	<input type="text"/>
Document type	<input type="text"/>	to	<input type="text"/>
Reference	<input type="text"/>	to	<input type="text"/>
Document header text	<input type="text"/>	to	<input type="text"/>
Entered by	MZ00596723	to	<input type="text"/>

Processing Status

Enter release	<input type="checkbox"/>	to	<input type="checkbox"/>	
Complete	<input type="checkbox"/>	to	<input type="checkbox"/>	
Released	<input type="checkbox"/>	to	<input type="checkbox"/>	

In the Selection Parameters you can select as per Business Requirements to see the list of Parked Documents which was posted.

Step 4: In the above screen once entered the required information's as highlighted in yellow color then click on “” Execute button the system will display the below screen.



SAP User Manual for General Ledger Transaction Postings

Display Parked Documents: List

St.	SCCd	CoCd	DocumentNo	Year	Posting Date	User	Reference	Document Header Text	Object Key	Changed By
	1200	1200	2900000008	2019	07.10.2019	MZ00596723	MAINTENANCE EXPS	MAINTENANCE EXPENSE	290000000812002019	MZ00596723
	1200	1200	2900000009	2019	07.10.2019	MZ00596723	MAINTENANCE EXPS	MAINTENANCE EXPS	290000000912002019	MZ00596723

Step 5: In the above screen double click on line item then the system will display the below screen.

Display Parked G/L Document 2900000008 1200 2019

Tree on | Editing options

Basic Data | Details | Workflow

Document Date	07.10.2019	Currency	INR
Posting Date	07.10.2019		
Document Number	2900000008		
Reference	MAINTENANCE EXPS		
Doc.Header Text	MAINTENANCE EXPENSE		
<input type="checkbox"/> Doc. Currency			
Company Code	1200	Deendayal Port Trust Gandhidham	

Amount Information	
Total Dr.	12,000.00 INR
Total Cr.	12,000.00 INR

2 Items (No entry variant selected)

S...	G/L acct	Short Text	D/C	Amount in doc.curr.	T.. Tax jurisdictn code	V Assignment	Value date	Te
✓	41400006	Maintance d...Debit	▼	12,000.00		☐ Maintenance		Ma ▲
✓	18500000	Outstanding...Cred...	▼	12,000.00		☐ Maintenance		Ma ▼
			▼	0.00		☐		



SAP User Manual for General Ledger Transaction Postings

4.Post with Clearing:

SAP is providing the facility for post with clearing process from one GL account to another GL account.

Pre-requisite:

Receiving GL account may be or may not be Open item GL account Sending GL account should be open item.

Note: Post with clearing process we can do in the following combination:

GL account to GL account

GL account to vendor

GL account to Customer

Vendor to vendor

Vendor to customer

Vendor to GL account

Customer to customer

Customer to vendor

Customer to GL account

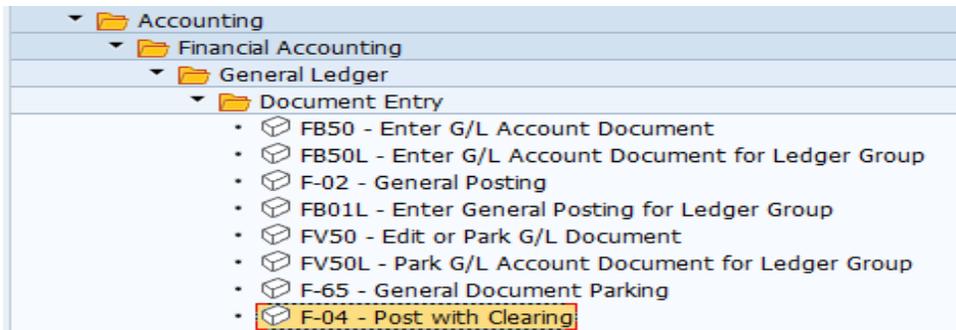
Here we are taking the below GL accounts for Post with clearing Receiving GL account (1850000 – Outstanding Expenses) Sending GL account (23110002 – Bank Outgoing GL account Ledger)

Enter Transaction Code F-04 in command bar (or) Follow the below navigation path

Step 1: SAP Easy Access → SAP Menu → Accounting → Financial Accounting → General Ledger → Document Entry → (F-04) Post with Clearing



SAP User Manual for General Ledger Transaction Postings



Step 2: In the above screen double click on “F-04” then the system will display the below screen.

Post with Clearing: Header Data

Choose open items Account Model

Document Date	16.10.2019	Type	SA	Company Code	1200
Posting Date	16.10.2019	Period	7	Currency/Rate	INR
Document Number				Translation dte	
Reference	GL to GL IFR			Cross-CC Number	
Doc.Header Text	Gl to Gl Transfer				
Clearing Text					

Transaction to be processed

- Outgoing payment
- Incoming payment
- Credit memo
- Transfer posting with clearing

Posting Key & Receiving GL account

First line item

PstKy	50	Account	23110002	SGL Ind		TType	
-------	----	---------	----------	---------	--	-------	--

Step 3: In the above screen once entered the required information’s as highlighted in yellow color then press enter the system will display the below screen.

Note: If Sending GL account has credit balance then while posting transaction we have to select posting as 50 for receiving GL account. In case if sending GL account has debit balance then while posting transaction we have to select posting key as 40 for receiving GL account. (The same logic is applicable for customer & vendor also but the posting key only will be changed)



SAP User Manual for General Ledger Transaction Postings

Post with Clearing Add G/L account item

Choose open items Process Open Items More data Account Model

G/L Account: 23110002 ALLAHABAD BANK Outgoing
Company Code: 1200 Deendayal Port Trust

Item 1 / Credit entry / 50

Amount: 40000 INR
Calculate Tax:

Business place: 1200
Profit Ctrs:

Value date: 17.10.2019
Assignment: GL to GL TFR
Text: GL to GL Transfer

Step 4: In the above screen once entered the required information's as highlighted in yellow color then click on "Choose open items" then the system will display the below screen

SAP User Manual for General Ledger Transaction Postings

Post with Clearing Select open items

Process Open Items

Open item selection	Additional selections
Company Code <input type="text" value="1200"/>	<input type="radio"/> None
Account <input type="text" value="18500000"/>	<input type="radio"/> Amount
Account Type <input type="text" value="S"/>	<input type="radio"/> Document Number
Special G/L Ind <input type="text"/>	<input checked="" type="radio"/> Posting Date
<input checked="" type="checkbox"/> Normal OI	<input type="radio"/> Dunning Area
Payt Advice No. <input type="text"/>	<input type="radio"/> Reference
<input type="checkbox"/> Other Accounts	<input type="radio"/> Payment Order
<input type="checkbox"/> Distribute by Age	<input type="radio"/> Collective Invoice
<input type="checkbox"/> Automatic Search	<input type="radio"/> Document type
	<input type="radio"/> Business Area
	<input type="radio"/> Tax Code
	<input type="radio"/> Branch account
	<input type="radio"/> Currency
	<input type="radio"/> Posting Key
	<input type="radio"/> Document Date
	<input type="radio"/> Assignment
	<input type="radio"/> Billing Document
	<input type="radio"/> Others

Under additional selection tab we can able to select either many of one option to select the open items document to clearing. Here we are selecting the "Posting Date".

Step 5: In the above screen once entered the required information's as highlighted in yellow color Then press enter the system will display the below screen.



SAP User Manual for General Ledger Transaction Postings

Post with Clearing Enter selection criteria

Other selection Other account Process Open Items

Parameters entered

Company Code	1200
Account	18500000
Account Type	S
Special G/L Ind.	<input type="checkbox"/> Standard OIs

Posting Date

From	To
01.09.2019	16.10.2019
<input type="text"/>	<input type="text"/>

Step 6: In the above screen once entered the required information's as highlighted in yellow color then click on " **Process Open Items** " the system will display the below screen.



SAP User Manual for General Ledger Transaction Postings

Post with Clearing Process open items

Distribute Difference Charge Off Difference Editing Options

Standard Partial Pmt Res.Items WH Tax

Account items 18500000 Outstanding Expenses

Assignment	Document...	D..	P..	Posting Date	Document...	INR Gross
20190917	2900000001	SA	50	17.09.2019	17.09.2019	2,000.00-
20190923	2900000006	SA	50	23.09.2019	23.09.2019	1,000.00-
20190930	2900000004	SA	50	30.09.2019	30.09.2019	10,000.00-
Maintenan...	2900000008	SA	50	07.10.2019	07.10.2019	15,000.00-
Maintenan...	2900000007	SA	50	04.10.2019	04.10.2019	12,000.00-

Processing Status

Number of Items	5	Amount Entered	40,000.00-
Display from Item	1	Assigned	40,000.00-
Display in clearing currency		Not Assigned	0.00

Step 7: In the above screen as highlighted in yellow colour that “Amount Entered and Assigned” values should be same and not assigned should be as Zero as in above screen shown. Go to Menu bar and click on “Document” and click on “Simulate” then the system will display the below screen.



SAP User Manual for General Ledger Transaction Postings

Post with Clearing Display Overview

Display Currency Taxes Reset

Document Date: 16.10.2019 Type: SA Company Code: 1200
 Posting Date: 16.10.2019 Period: 7 Currency: INR
 Document Number: INTERNAL Fiscal Year: 2019 Translation dte: 16.10.2019
 Reference: GL TO GL TFR Cross-CC Number:
 Doc.Header Text: GI to GI Transfer Trading part.BA:
 Items in document currency

PK	BusA	Acct	INR	Amount	Tax amnt
001	50	0023110002	ALLAHABAD BANK	Outg	40,000.00-
002	40	0018500000	Outstanding	Expense	40,000.00

D 40,000.00 C 40,000.00 0.00 * 2 Line Items

Step 8: In the above screen click on “” post button. Once the document is posted then the system will give information message as below

 Document 2900000011 was posted in company code 1200



SAP User Manual for General Ledger Transaction Postings

Posted Document as below:

Display Document: Data Entry View

Display Currency | General Ledger View

Data Entry View

Document Number	2900000011	Company Code	1200	Fiscal Year	2019
Document Date	16.10.2019	Posting Date	16.10.2019	Period	7
Reference	GL TO GL TFR	Cross-Comp.No.			
Currency	INR	Texts Exist	<input type="checkbox"/>	Ledger Group	

Co...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Cen
1200	1	50		23110002	ALLAHABAD BANK Outgo	40,000.00-	INR		
	2	40		18500000	Outstanding Expenses	40,000.00	INR		

Now go and check in FBL3N report for both the GL account sending as well as receiving GL accounts.

FBL3N – Report

FBL3N

SAP Easy Access

Other menu | Create role | Assign users

- Favorites
- ▼ SAP Menu
 - ▶ Financial Services Network Connector
 - ▶ Office
 - ▶ Cross-Application Components
 - ▶ Logistics
 - ▶ Accounting
 - ▶ Human Resources
 - ▶ Patient Accounting
 - ▶ Information Systems
 - ▶ Tools
 - ▶ WebClient UI Framework

Step 1: Double click on FBL3N then the system will display the below screen



SAP User Manual for General Ledger Transaction Postings

G/L Account Line Item Display

🏠 🇮🇳 📄 Data Sources

G/L Account Selection

G/L account	18500000	to		🔍	➡
Company code	1200	to			➡

Selection using search help

Search help ID:

Search string:

🔍 Search help

Line item selection

Status

Open items

Open at key date:

Cleared items

Clearing date: to ➡

Open at key date:

All items

Posting date: to ➡

Type

Normal items

Step 2: In the above screen once entered the required information as highlighted in yellow color then click on “🔍” button the system will display the below screen.



SAP User Manual for General Ledger Transaction Postings

G/L Account Line Item Display

Selections Create Dispute Case

G/L Account 18500000 Outstanding Expenses
Company Code 1200

St	Assignment	DocumentNo	BusA	Type	Doc..Date	PK	Amount in Local Crcy	LCurr	Tx	Clrng doc.	Text
<input type="checkbox"/>	20190917	2900000002		SA	17.09.2019	50	2,000.00-	INR		2900000003	Accrual
<input type="checkbox"/>	20190917	2900000003		SA	17.09.2019	40	2,000.00	INR		2900000003	Accrual
<input type="checkbox"/>	20190917	2900000001		SA	17.09.2019	50	2,000.00-	INR		2900000011	
<input type="checkbox"/>	20190923	2900000006		SA	23.09.2019	50	1,000.00-	INR		2900000011	
<input type="checkbox"/>	20190930	2900000004		SA	30.09.2019	50	10,000.00-	INR		2900000011	Audit Fee
<input type="checkbox"/>	20191016	2900000011		SA	16.10.2019	40	40,000.00	INR		2900000011	
<input type="checkbox"/>	Maintenance	2900000008		SA	07.10.2019	50	15,000.00-	INR		2900000011	Maintenance
<input type="checkbox"/>	Maintenance Exp	2900000007		SA	04.10.2019	50	12,000.00-	INR		2900000011	Maintenance Exps Outstanding
* <input type="checkbox"/>							0.00	INR			
** Account 18500000							0.00	INR			

As per the above screen shown now that GL account 18500000 has been cleared.

G/L Account Line Item Display

Selections Create Dispute Case

G/L Account 23110002 ALLAHABAD BANK Outgoing
Company Code 1200

St	Assignment	DocumentNo	BusA	Type	Doc..Date	PK	Amount in Local Crcy	LCurr	Tx	Clrng doc.	Text
<input type="checkbox"/>	GL to GL TFR	2900000011		SA	16.10.2019	50	40,000.00-	INR			GL to GL Transfer
* <input type="checkbox"/>							40,000.00-	INR			
** Account 23110002							40,000.00-	INR			

As per the above screen shown now the values are transferred from GL account 18500000 to GL account 23110002.



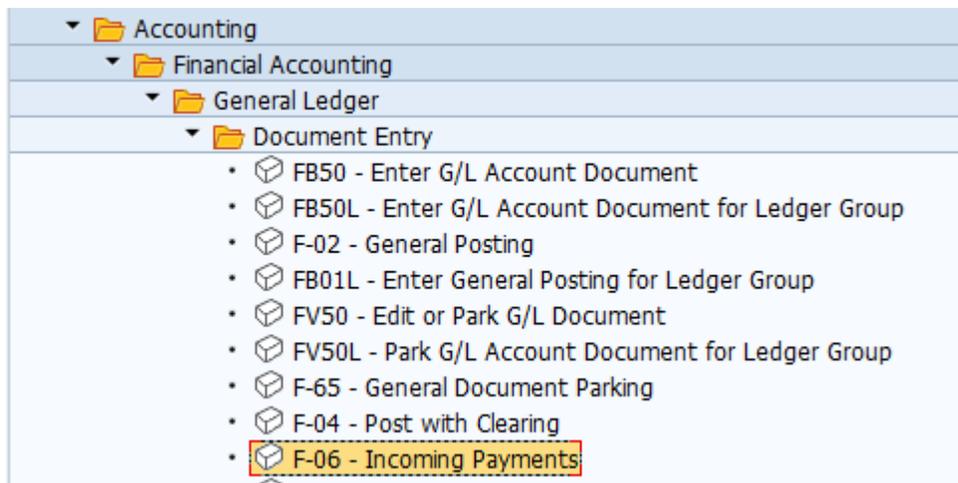
SAP User Manual for General Ledger Transaction Postings

5.Incoming Payments:

Scenario: Ex: TDS income Receivable through BANK

Enter Transaction Code F-06 in command bar (or) Follow the below navigation path

Step 1: SAP Easy Access →SAP Menu →Accounting →Financial Accounting →General Ledger → Document Entry →(F-06) Incoming Payments.



Step 2: In the above screen double click on “F-06” then the system will display the below screen



SAP User Manual for General Ledger Transaction Postings

Post Incoming Payments: Header Data

Process Open Items

Document Date	16.10.2019	Type	DZ	Company Code	1200
Posting Date	16.10.2019	Period	7	Currency/Rate	INR
Document Number				Translation dte	
Reference	TDS Income			Cross-CC Number	
Doc.Header Text	TDS Income Received			Posting part.BA	
Clearing Text					

Bank data

Account	23110001		
Amount	15000		
Amt.in loc.cur.			
Charges		LC Bank Charges	
Posting Date	16.10.2019	Profit Center	1205
Reference	TDS Income Received	Assignment	TDS Income

Open item selection

Account	23500007
Account Type	S <input type="checkbox"/> Other Accounts
Special G/L Ind	<input type="checkbox"/> <input checked="" type="checkbox"/> Standard OIs
Payt Advice No.	
<input type="checkbox"/> Distribute by Age	
<input type="checkbox"/> Automatic Search	

Additional selections

- None
- Amount
- Document Number
- Posting Date
- Dunning Area
- Others

Bank Incoming GL account

TDS Receivable GL

Select as per requirement to select the open items document for making payment

Step 3: IN the above screen once entered the required information as highlighted in yellow color then click on "Process Open Items" which is located in the top of the screen then the system will display the below screen.



SAP User Manual for General Ledger Transaction Postings

Document...	D..	Document...	P..	Bu...	Da...	INR Gross
1600000001	DG	19.09.2019	40		0	5,000.00
1600000006	DG	01.10.2019	40		0	10,000.00

Processing Status	
Number of Items	2
Display from Item	1
Amount Entered	15,000.00
Assigned	15,000.00
Display in clearing currency	Not Assigned
	0.00

Step 4: In the above screen go to Menu Bar and click on **“Document”** and click on **“Simulate”** then the system will display the below screen.



SAP User Manual for General Ledger Transaction Postings

Post Incoming Payments Display Overview

Display Currency Taxes Reset

Document Date: 16.10.2019 | Type: DZ | Company Code: 1200
 Posting Date: 16.10.2019 | Period: 7 | Currency: INR
 Document Number: INTERNAL | Fiscal Year: 2019 | Translation dte: 16.10.2019
 Reference: TDS INCOME | Cross-CC Number: |
 Doc.Header Text: TDS Income Received | Trading part.BA: |

PK	BusA	Acct		INR	Amount	Tax amnt
001	40	0023110001	ALLAHABAD BANK Inco		15,000.00	
002	50	0023500007	TDS- Recivable		5,000.00-	
003	50	0023500007	TDS- Recivable		10,000.00-	

D 15,000.00 C 15,000.00 0.00 * 3 Line Items

Step 5: In the above screen click on “  ” post button. Once the document is posted then the system will give the information message as below.

 Document 1800000013 was posted in company code 1200

Now go and check in FBL3N Report:



SAP User Manual for General Ledger Transaction Postings

G/L Account Line Item Display

G/L Account 23500007 TDS- Recivable
Company Code 1200

St	Assignment	DocumentNo	BusA	Type	Doc..Date	PK	Amount in Local Crcy	LCurr	Tx	Clrng doc.	Text
<input type="checkbox"/>	<input checked="" type="checkbox"/> 20190919	1600000001		DG	19.09.2019	40	5,000.00	INR		1800000013	
<input type="checkbox"/>	<input checked="" type="checkbox"/> 20191016	1800000013		DZ	16.10.2019	50	5,000.00-	INR		1800000013	
<input type="checkbox"/>	<input checked="" type="checkbox"/> 20191016	1800000013		DZ	16.10.2019	50	10,000.00-	INR		1800000013	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Customer C.M	1600000006		DG	01.10.2019	40	10,000.00	INR		1800000013	
* <input checked="" type="checkbox"/>							0.00	INR			
** Account 23500007							0.00	INR			

As per the above screen shown now that TDS receivable GL account has been cleared.

G/L Account Line Item Display

G/L Account 23110001 ALLAHABAD BANK Incoming
Company Code 1200

St	Assignment	DocumentNo	BusA	Type	Doc..Date	PK	Amount in Local Crcy	LCurr	Tx	Clrng doc.	Text
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> TDS Income	1800000013		DZ	16.10.2019	40	15,000.00	INR			TDS Income Received
* <input checked="" type="checkbox"/>							15,000.00	INR			
** Account 23110001							15,000.00	INR			

As per the above screen shown now that bank incoming amount is accounted in bank incoming GL account.



SAP User Manual for General Ledger Transaction Postings

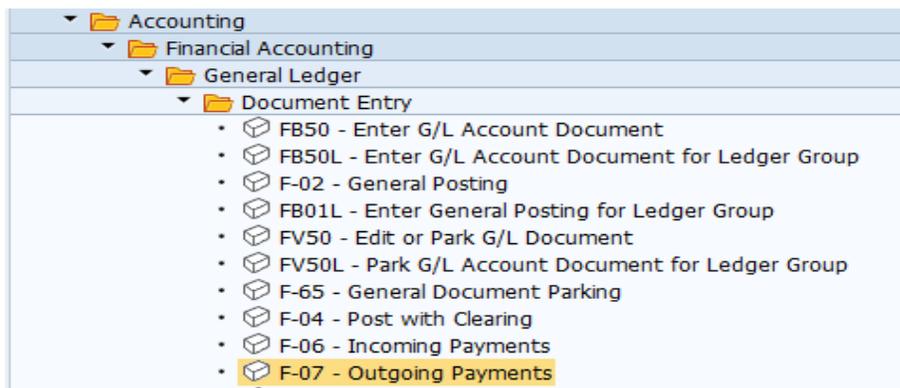
6. Outgoing Payments:

Scenario: Ex: Bank outgoing payment to TDS Payable account

Bank payment to Staff TDS GL account from Axis Bank outgoing GL account.

Enter Transaction Code F-07 in command bar (or) Follow the below navigation path

Step 1: SAP Easy Access Menu → SAP Menu → Accounting → Financial Accounting → General Ledger → Document Entry → (F-07) Outgoing Payments



Step 2: In the above screen double click on “F-07” then the system will display the below screen



SAP User Manual for General Ledger Transaction Postings

Post Outgoing Payments: Header Data

Process Open Items

Document Date	14.10.2019	Type	KZ	Company Code	1200
Posting Date	14.10.2019	Period	7	Currency/Rate	INR
Document Number		Translation dte			
Reference	TDS Payment	Cross-CC Number			
Doc.Header Text	TDS Payment				
Clearing Text					

Bank data

Account	23110002		
Amount	10698		
Amt.in loc.cur.			
Bank Charges		LC Bank Charges	
Value date	14.10.2019	Profit Center	1205
Text	TDS Payment		TDS Payment

Open item selection

Account	18150012		
Account Type	S	<input type="checkbox"/> Other Accounts	
Special G/L Ind		<input checked="" type="checkbox"/> Standard OIs	
Payt Advice No.			
<input type="checkbox"/> Distribute by Age			
<input type="checkbox"/> Automatic Search			
		<input type="radio"/> Amount	
		<input type="radio"/> Document Number	
		<input checked="" type="radio"/> Posting Date	
		<input type="radio"/> Dunning Area	
		<input type="radio"/> Others	

Bank Outgoing GL account

TDS Payable GL

Step 3: In the above screen once entered the required information's as highlighted in yellow colour then press enter the system will display the below screen.



SAP User Manual for General Ledger Transaction Postings

Post Outgoing Payments Enter selection criteria

Other selection

Parameters entered

Company Code	<input type="text" value="1200"/>
Account	<input type="text" value="18150012"/>
Account Type	<input type="text" value="S"/>
Special G/L Ind.	<input type="text"/> <input checked="" type="checkbox"/> Standard OIs

Posting Date

From	To
<input type="text" value="31.03.2019"/>	<input type="text" value="14.10.2019"/>

Step 4: In the above screen once entered the required information's as highlighted in yellow colour then click on " **Process Open Items** " then the system will display the below screen.



SAP User Manual for General Ledger Transaction Postings

Document Edit Goto Settings Environment System Help

Post Outgoing Payments Process open items

Distribute Difference Charge Off Difference Editing Options

Standard Partial Pmt Res.Items WH Tax

Account items 18150012 TDS Payable - Sec I94 C

Document...	D.	Document...	P..	Bu...	Da...	INR Gross
2200000041	KR	01.04.2019	50		0	2,000.00-
2200000039	KR	20.08.2019	50		0	3,000.00-
2200000043	KR	20.08.2019	50		0	1,000.00-
2000000002	KG	23.09.2019	40		0	20.00
2000000003	KG	23.09.2019	40		0	20.00
2200000016	KR	23.09.2019	50		0	20.00-
2200000017	KR	23.09.2019	50		0	20.00-
2200000018	KR	23.09.2019	50		0	20.00-
2200000023	KR	25.09.2019	50		0	20.00-
2200000026	KR	25.09.2019	50		0	300.00-
2200000032	KR	25.09.2019	50		0	200.00-
2200000037	KR	25.09.2019	50		0	20.00-
2200000038	KR	25.09.2019	50		0	20.00-
2300000028	KZ	30.09.2019	50		0	20.00-
2600000014	RE	10.10.2019	50		0	4,079.00-
2600000015	RE	10.10.2019	50		0	19.00-

Processing Status

Number of Items	16	Amount Entered	10,698.00-
Display from Item	1	Assigned	10,698.00-
Display in clearing currency		Not Assigned	0.00

Step 5: In the above screen go to menu bar and click on "Document" and click on "Simulate" then the system will display the below screen.



SAP User Manual for General Ledger Transaction Postings

Post Outgoing Payments Display Overview

Display Currency Taxes Reset

Document Date: 14.10.2019 Type: KZ Company Code: 1200
Posting Date: 14.10.2019 Period: 7 Currency: INR
Document Number: INTERNAL Fiscal Year: 2019 Translation dte: 14.10.2019
Reference: TDS PAYMENT Cross-CC Number:
Doc.Header Text: TDS Payment Trading part.BA:

Items in document currency

PK	BusA	Acct		INR	Amount	Tax amnt
001	50	0023110002	ALLAHABAD BANK Outg		10,698.00-	
002	40	0018150012	TDS - Sec 194C		560.00	
003	40	0018150012	TDS - Sec 194C		10,138.00	

D 10,698.00 C 10,698.00 0.00 * 3 Line Items

Step 6: In the above screen click on “ ” post button, once the document is posted then the system will give the information message as below.

Document 2300000032 was posted in company code 1200



SAP User Manual for General Ledger Transaction Postings

Now go and check in FBL3N report:

G/L Account Line Item Display												
G/L Account		18150012		TDS Payable - Sec !94 C								
Company Code		1200										
St	Assignment	DocumentNo	BusA	Type	Doc..Date	PK	Amount in Local Crncy	LCurr	Tx	Clrng doc.	Text	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20190924		KR	24.09.2019	50	20.00-	INR		2200000029		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20190924		KR	24.09.2019	40	20.00	INR		2200000029		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20190925		KR	25.09.2019	50	20.00-	INR		2200000030		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20190925		KR	25.09.2019	40	20.00	INR		2200000030		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20190925		KR	25.09.2019	50	20.00-	INR		2200000031		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20190925		KR	25.09.2019	40	20.00	INR		2200000031		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20190820		KR	20.08.2019	50	2,000.00-	INR		2200000047		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20190820		KR	20.08.2019	40	2,000.00	INR		2200000047		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20190401		KR	01.04.2019	50	2,000.00-	INR		2300000032		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20190820		KR	20.08.2019	50	3,000.00-	INR		2300000032		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20190820		KR	20.08.2019	50	1,000.00-	INR		2300000032		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20190923		KG	23.09.2019	40	20.00	INR		2300000032		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20190923		KG	23.09.2019	40	20.00	INR		2300000032		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20190923		KR	23.09.2019	50	20.00-	INR		2300000032		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20190923		KR	23.09.2019	50	20.00	INR		2300000032		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20190923		KR	23.09.2019	50	20.00-	INR		2300000032		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20190925		KR	25.09.2019	50	20.00-	INR		2300000032		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20190925		KR	25.09.2019	50	300.00-	INR		2300000032		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20190925		KR	25.09.2019	50	200.00-	INR		2300000032		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20190929		KR	25.09.2019	50	20.00-	INR		2300000032		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20190929		KR	25.09.2019	50	20.00-	INR		2300000032		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20190930		KZ	30.09.2019	50	20.00-	INR		2300000032		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20191010		RE	10.10.2019	50	4,079.00-	INR		2300000032	C1	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20191010		RE	10.10.2019	50	19.00-	INR		2300000032	C1	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20191014		KZ	14.10.2019	40	560.00	INR		2300000032		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20191014		KZ	14.10.2019	40	10,138.00	INR		2300000032		
* <input checked="" type="checkbox"/>							0.00	INR				
**	Account 18150012							0.00	INR			

As per the above screen shown now that TDS Payable GL account has been cleared.



SAP User Manual for General Ledger Transaction Postings

G/L Account Line Item Display

Selections Create Dispute Case

G/L Account 23110002 ALLAHABAD BANK Outgoing
 Company Code 1200

St	Assignment	DocumentNo	BusA	Type	Doc..Date	PK	Amount in Local Crcy	LCurr	Tx	Clrng doc.	Text
	TDS Payment	2300000032		KZ	14.10.2019	50	10,698.00-	INR			TDS Payment
*							10,698.00-	INR			
** Account 23110002							10,698.00-	INR			

As per the above screen shown now that bank outgoing amount is accounted in bank outgoing GL account.



SAP User Manual for General Ledger Transaction Postings

7. Accruals/Deferrals Postings:

- Accruals and deferrals can be handled automatically by the SAP S/4 Hana system.
- Accrual and deferral documents are created on a monthly basis to record expenses/income
- Which were anticipated but not yet realized.
- Once a transaction has been approved, it can be set up and run automatically each month.
- The recurring entry program helps to maintain Accruals/Deferrals postings
- Standard Journal posting
- Has a reversing date
- Reversal date can be any date in the future
- Monthly job is scheduled to reverse all Accrual/deferral documents automatically

Accruals: Recognition of expenses and revenues that have not been paid or received as of the year end. Examples: wages, interest expense and revenue, utility costs. The expense or revenue is recorded before the cash flow.

Deferrals: Recognition of expenses and revenues at year end which were not recognized at time of payment or receipt of cash during the year. Examples: rent expense (expiration of prepaid rent paid during the year), service revenue (reduction of unearned revenue received during the year, before providing service). The expense or revenue is recorded after the cash flow.

Financial Closing in an organization involves recognizing some provisions, accrued

Expenses/incomes, and deferred expenses/incomes for publishing of financial statements like

Profit and Loss and Balance Sheet on accrual-based accounting.

Following is an example of one such recognition:

Rest Day Wages (P/L Income Account) Dr.
Outstanding Expenses (B/S Asset Account) Cr.

These recognized items are to be reversed in the beginning of the next financial period. So that their balance does not appear in the financial statement relevant to a different financial period.



SAP User Manual for General Ledger Transaction Postings

SAP gives functionality of Accruals and Deferrals whereby provisional entries posted in one financial period for the purpose of closing can be reversed automatically in the next financial period with a single transaction.

FBS1 – Posting of Accrual/Deferral Document:

Enter Transaction code **FBS1** in command bar (or) Follow the below navigation path

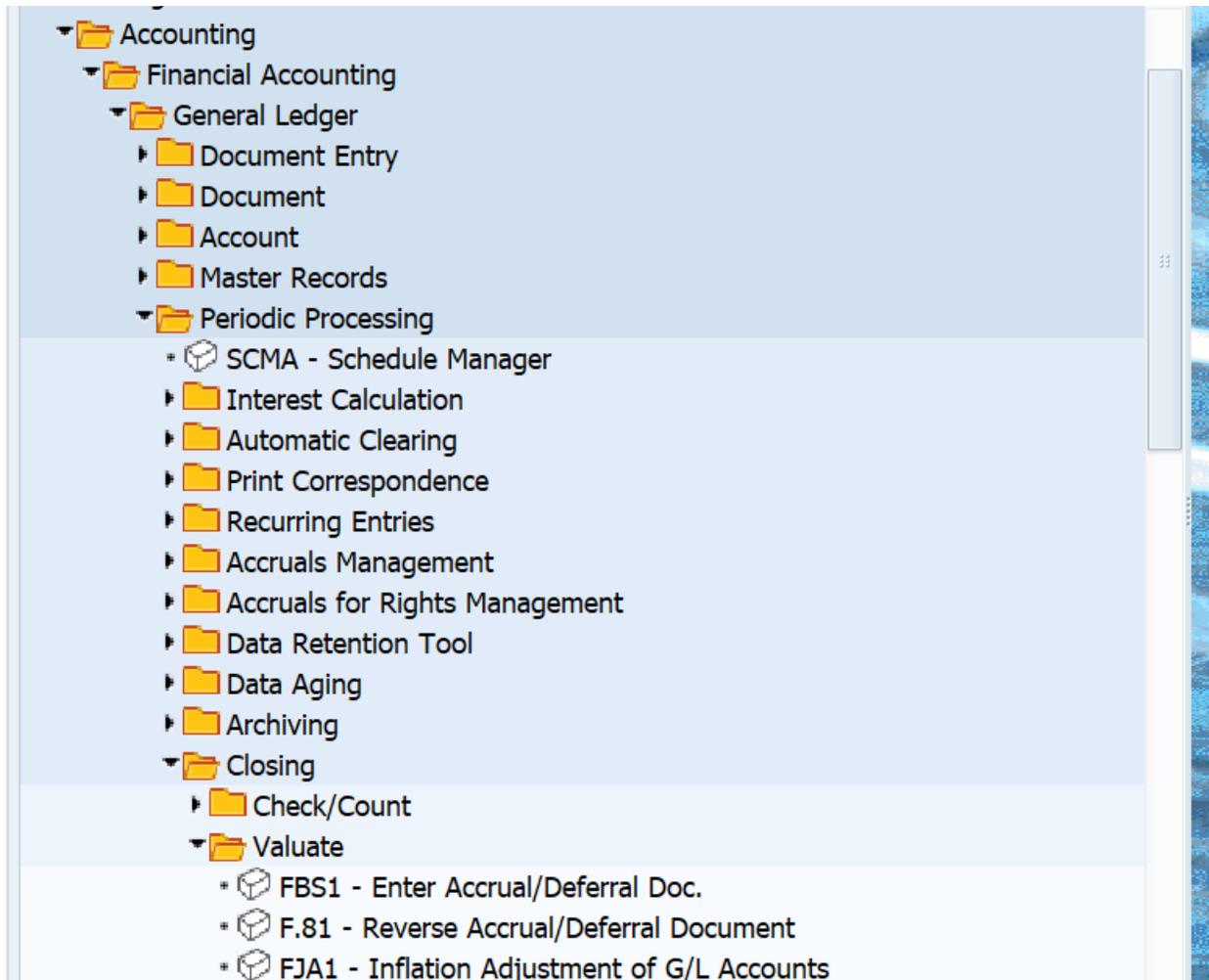
Step 1: SAP Easy Access → SAP Menu → Accounting → Financial Accounting → General Ledger → Periodic Processing → Closing → Valuate → (FBS1) Enter Accrual/Deferral Doc.

User will enter a journal entry whereby one GL account is getting debited and another is getting credited (like the journal entry shown above)

Within the transaction screen, details of inverse posting in the next financial period are also given which enable the system to recognize these special entries which are to be reversed under the functionality of Accruals and Deferrals



SAP User Manual for General Ledger Transaction Postings



Step 2: In the above screen double click on “FBS1” then the system will display the below screen



SAP User Manual for General Ledger Transaction Postings

Enter Accrual/Deferral Doc.: Header Data

Account Model G/L item fast entry Post with Reference Editing options

Document Date	31.10.2019	Type	SA	Company Code	1200
Posting Date	31.10.2019	Period		Currency/Rate	INR
Document Number		Ledger Grp		Translation dte	
Reference	Provision Entry	Cross-CC Number			
Doc.Header Text	PROVISION ENTRY				
Trading part.BA					

Inverse Posting

Reversal Reason	05
Reversal Date	01.11.2019

Reason for Reversal (1) 5 Entries found

Reason	Text
01	Reversal in current period
02	Reversal in closed period
03	Actual reversal in current period
04	Actual reversal in closed period
05	Accrual/deferral posting

First line item

PstKy	40	Account	41100002	SGL Ind	<input type="checkbox"/>
-------	----	---------	----------	---------	--------------------------

Step 3: In the above screen once entered the required information's as highlighted in yellow colour then press enter the system will display the below screen.



SAP User Manual for General Ledger Transaction Postings

Document Edit Goto Extras Settings Environment System Help

Enter Accrual/Deferral Doc. Correct G/L account item

More data Account Model G/L item fast entry Taxes

G/L Account 41100002 Rest day wages
Company Code 1200 Deendayal Port Trust

Item 1 / Debit entry / 40

Amount 50,000.00 INR
Calculate Tax

Business place 1200
Cost Center 12050801
WBS element
Order
Real estate obj
Sales Order
Quantity
Assignment
Text Rest Day Wages Long Texts

Next Line Item
PstKy 50 Account 18500000 L Ind TType New Co.Code

Step 4: In the above screen once entered the required the information's as highlighted in yellow colour then press enter the system will display the below screen.



SAP User Manual for General Ledger Transaction Postings

Document Edit Goto Extras Settings Environment System Help

Enter Accrual/Deferral Doc. Correct G/L account item

More data Account Model G/L item fast entry Taxes

G/L Account 18500000 Outstanding Expenses
Company Code 1200 Deendayal Port Trust

Item 2 / Credit entry / 50

Amount 50,000.00 INR
Business place 1200
Real estate obj
Asset
Purchasing Doc.
Assignment Rest Day Wages Asst retirement
Text Rest Day Wages Long Texts

Next Line Item
PstKy Account SGL Ind TType New Co.Code

→ **Step 5:** In the above screen go to menu bar and click on **“Document”** and click on **“Simulate”** then the system will display the below screen.



SAP User Manual for General Ledger Transaction Postings

Document Edit Goto Extras Settings Environment System Help

Enter Accrual/Deferral Doc. Display Overview

Display Currency Taxes Reset

Document Date	31.10.2019	Type	SA	Company Code	1200
Posting Date	31.10.2019	Period	7	Currency	INR
Document Number	INTERNAL	Fiscal Year	2019	Translation dte	31.10.2019
Ledger Grp		ReversalRsn	05	Reversal Date	01.11.2019
Reference	PROVISION ENTRY	Cross-CC Number		Trading part.BA	
Doc.Header Text	PROVISION ENTRY				

Items in document currency

PK	BusA	Acct		INR	Amount	Tax amnt
001	40	0041100002	Rest day wages		50,000.00	
002	50	0018500000	Outstanding Expense		50,000.00-	

Step 6: In the above screen check and verify the line items and post the document.

To post click on “” post button. Once the document is posted then the system will give the information message as below.

 Document 2900000015 was posted in company code 1200



SAP User Manual for General Ledger Transaction Postings

Display of posted document:

The screenshot shows the SAP 'Display Document: Data Entry View' interface. At the top, there is a menu bar with options: Document, Edit, Goto, Extras, Settings, Environment, System, and Help. Below the menu is a toolbar with various icons. The main area is titled 'Display Document: Data Entry View' and contains a 'Data Entry View' section with the following fields:

- Document Number: 2900000015
- Company Code: 1200
- Fiscal Year: 2019
- Document Date: 31.10.2019
- Posting Date: 31.10.2019
- Period: 7
- Reference: PROVISION ENTRY
- Cross-Comp.No.:
- Currency: INR
- Texts Exist:
- Ledger Group:

Below the fields is a toolbar with icons for various actions. The main data is presented in a table:

CoCd	Item	Key S	Account	Description	Amount	Currency	Tx	Cost Center	Profit Center
1200	1	40	41100002	Rest day wages	50,000.00	INR		12050801	1205
	2	50	18500000	Outstanding Expenses	50,000.00-	INR			

F.81 - Reverse Accrual/Deferral Document:

User will specify basic criteria for the system to filter accrual / deferral documents ready for Reversal.

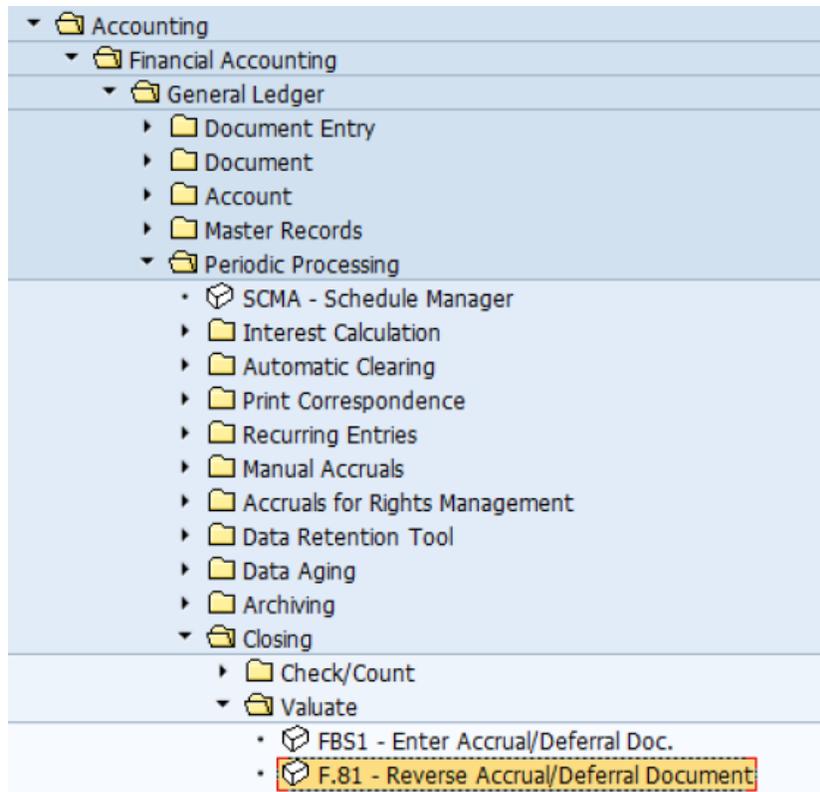
System will generate a list of documents to be reversed. User can select and reverse documents from this screen.

Enter Transaction code F.81 in command bar (or) Follow the below navigation path

Step 1: SAP Easy Access → SAP Menu → Accounting → Financial Accounting → General Ledger → Periodic Processing → Closing → Valuate → F.81(Reverse Accrual/Deferral Document



SAP User Manual for General Ledger Transaction Postings



Step 2: In the above screen double click on “F.81” then the system will display the below screen



SAP User Manual for General Ledger Transaction Postings

Program Edit Goto System Help

1200 2019

Reverse Accrual/Deferral Documents

Company Code	1200	to		
Document Number		to		
Fiscal Year	2019	to		
Document type		to		
Ledger Group		to		

General selections

Posting Date		to		
Entry Date		to		
Reference		to		

Further Selections

Reverse Posting Date		to		
User Name		to		

Reverse posting details

Posting period	
Reversal Reason	
<input checked="" type="checkbox"/> Test Run	

Cross-company code transactions



SAP User Manual for General Ledger Transaction Postings

The screenshot shows the SAP interface for 'Reverse Posting of Selection Documents: Log Test run'. It displays a table of documents that can be reversed. The table has columns for Document Number, Company Code, Fiscal Year, Document type, Posting Date, Document Date, Reversal Date, and Reference. A single document is listed with a yellow highlight on its document number and reference.

Document Number	Company Code	Fiscal Year	Document type	Posting Date	Document Date	Reversal Date	Reference
2900000015	1200	2019	SA	31.10.2019	31.10.2019	01.11.2019	PROVISION ENTRY

Step 3: In the above screen click on “Reverse Document” then the system will display the below screen.

The screenshot shows the SAP interface for 'Reverse Posting of Selection Documents: Log Update'. It displays a table of documents that have been reversed. The table has columns for Document Number, Company Code, Fiscal Year, Document type, Posting Date, Document Date, Reversal Date, and Reference. A single document is listed with a yellow highlight on its reversal date and a message indicating it was reversed with another document.

Document Number	Company Code	Fiscal Year	Document type	Posting Date	Document Date	Reversal Date	Reference
2900000015	1200	2019	SA	31.10.2019	31.10.2019	01.11.2019	PROVISION ENTRY

No. of docs reversed: 1

Reversed with document 2900000016

As per the above screen shown the document were reversed.

Now go and check in FBL3N report after the document reversed: (Both Outstanding Wages B/S account and Rest Day Wages P/L account have become as zero).



SAP User Manual for General Ledger Transaction Postings

G/L Account Line Item Display

G/L Account 41100002 Rest day wages
Company Code 1200

St	Assignment	DocumentNo	BusA	Type	Doc..Date	PK	Amount in Local Crcy	LCurr	Tx	Clrng doc.	Text
<input type="checkbox"/>	✓ 20191031	2900000015		SA	31.10.2019	40	50,000.00	INR			Rest Day Wages
<input type="checkbox"/>	✓ 20191031	2900000016		SA	31.10.2019	50	50,000.00-	INR			Rest Day Wages
*	✓						0.00	INR			
** Account 41100002							0.00	INR			

8. Recurring Documents:

Recurring documents are used when date and amount are fixed.

Ex: Prepaid Expenses/ Hire Purchase Instalments

Recurring Document:

Recurring document is a periodic document like insurance which has been paid at the year Beginning as prepaid insurance and later it will be accounted in insurance expenses account every Month.

The following are the process flow that explains about how recurring entry document posted in SAP system:

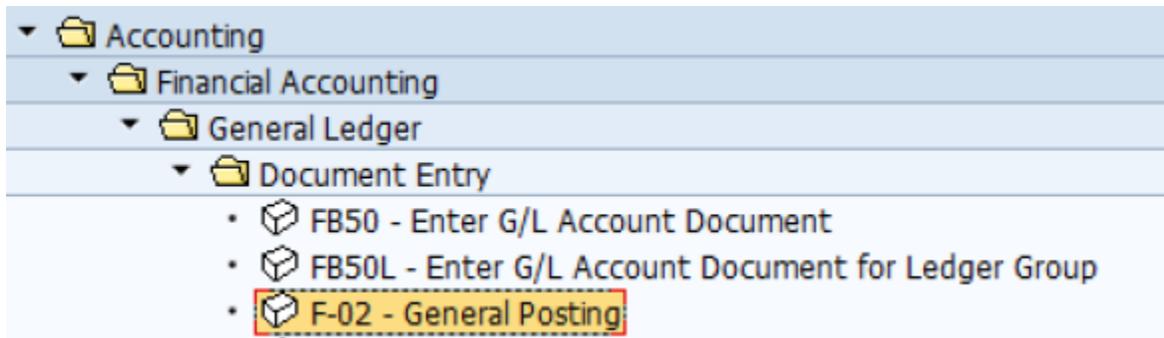
Here we are taking as example for recurring entry posting (prepaid insurance paid at the beginning of the year), then every month it will be accounted in insurance expenses account at pro-rata basis of month wise.

Enter Transaction Code F-02 in command bar (or) Follow the below navigation path

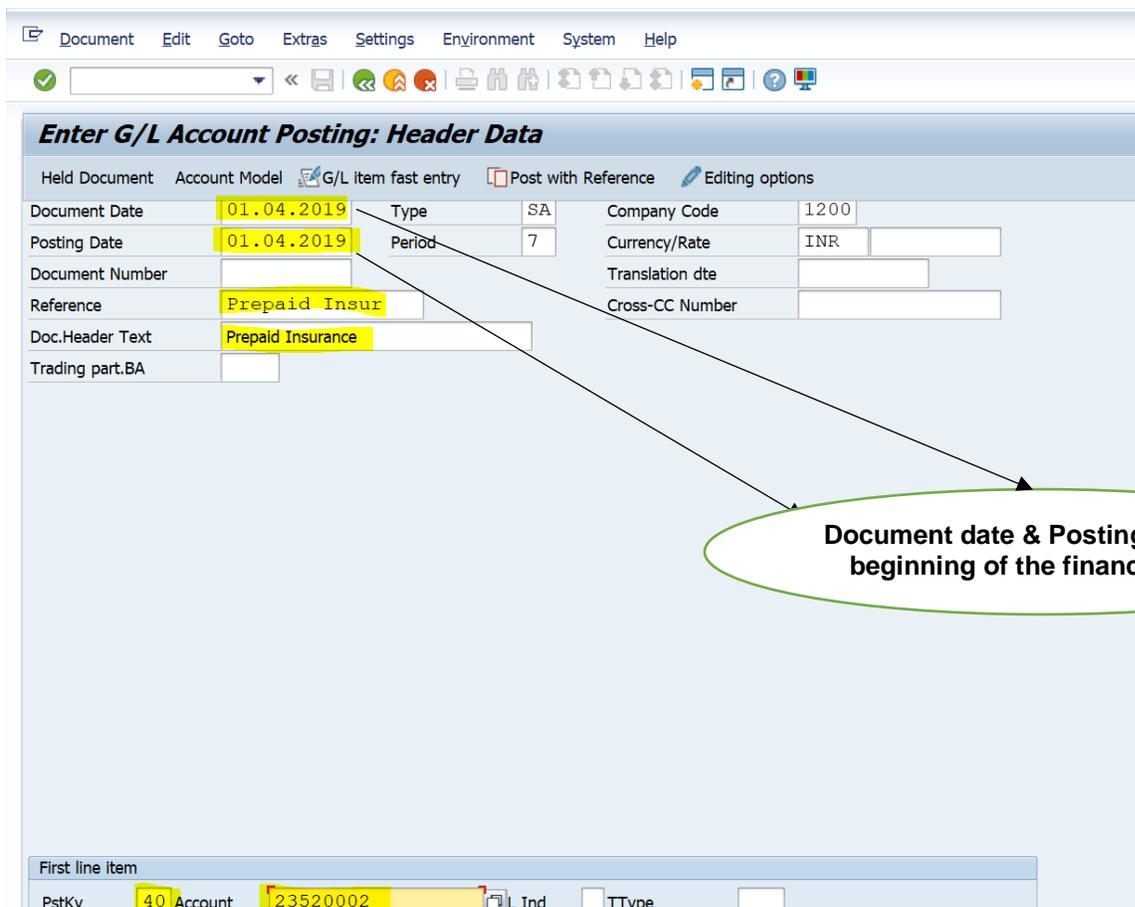
Step 1: SAP Easy Access → SAP Menu → Accounting → Financial Accounting → General Ledger → Document Entry → (F-02) General Posting



SAP User Manual for General Ledger Transaction Postings



Step 2: In the above screen double click on “F-02” then the system will display the below screen.





SAP User Manual for General Ledger Transaction Postings

Step 3: In the above screen once entered the required information's as highlighted in yellow colour then the system will display the below screen

Document Edit Goto Extras Settings Environment System Help

Enter G/L Account Document: Add G/L account item

More data Account Model G/L item fast entry Taxes

G/L Account 23520002 Prepaid Insurance
Company Code 1200 Deendayal Port Trust

Item 1 / Debit entry / 40

Amount 12000 INR
Business place 1200
Asset
Purchasing Doc.
Assignment Prepaid Insurance
Text Prepaid Insurance For the Year 2019

Calculate Tax
Real estate obj
Asst retirement

More
Long Texts

Next Line Item

PstKy 50 Account 23110002 L Ind TType New Co.Code

Step 4: In the above screen once entered the required information's as highlighted in yellow colour then press enter the system will display the below screen



SAP User Manual for General Ledger Transaction Postings

Document Edit Goto Extras Settings Environment System Help

Enter G/L Account Document: Add G/L account item

More data Account Model G/L item fast entry Taxes

G/L Account 23110002 ALLAHABAD BANK Outgoing
Company Code 1200 Deendayal Port Trust

Item 2 / Credit entry / 50

Amount 12000 INR
Business place
Profit Ctrs 1205
Value date 01.04.2019
Assignment Prepaid Insurance
Text Prepaid Insurance For the Year 2019 Long Texts

Next Line Item

PstKy Account SGL Ind TType New Co.Code

Step 5: In the above screen once entered the required information's as highlighted in yellow colour then go to menu bar click on **"Document"** and click on **"Simulate"** then the system will display the below screen.



SAP User Manual for General Ledger Transaction Postings

Document Edit Goto Extras Settings Environment System Help

Enter G/L Account Document: Display Overview

Display Currency Taxes Reset

Document Date	01.04.2019	Type	SA	Company Code	1200
Posting Date	01.04.2019	Period	1	Currency	INR
Document Number	INTERNAL	Fiscal Year	2019	Translation dte	01.04.2019
Reference	PREPAID INSUR	Cross-CC Number		Trading part.BA	
Doc.Header Text	Prepaid Insurance				

Items in document currency

PK	BusA	Acct		INR	Amount	Tax amnt
001	40	0023520002	Prepaid Insurance		12,000.00	
002	50	0023110002	ALLAHABAD BANK Outg		12,000.00-	
D		12,000.00	C		12,000.00	0.00

* 2 Line Items

Other line item

PstKy Account SGL Ind TType New Co.Code

Step 6: In the above screen check and verify the line items and post the document.

To post click on "  " post button. Once the document is posted the system will give the information message as below.

 Document 290000017 was posted in company code 1200



SAP User Manual for General Ledger Transaction Postings

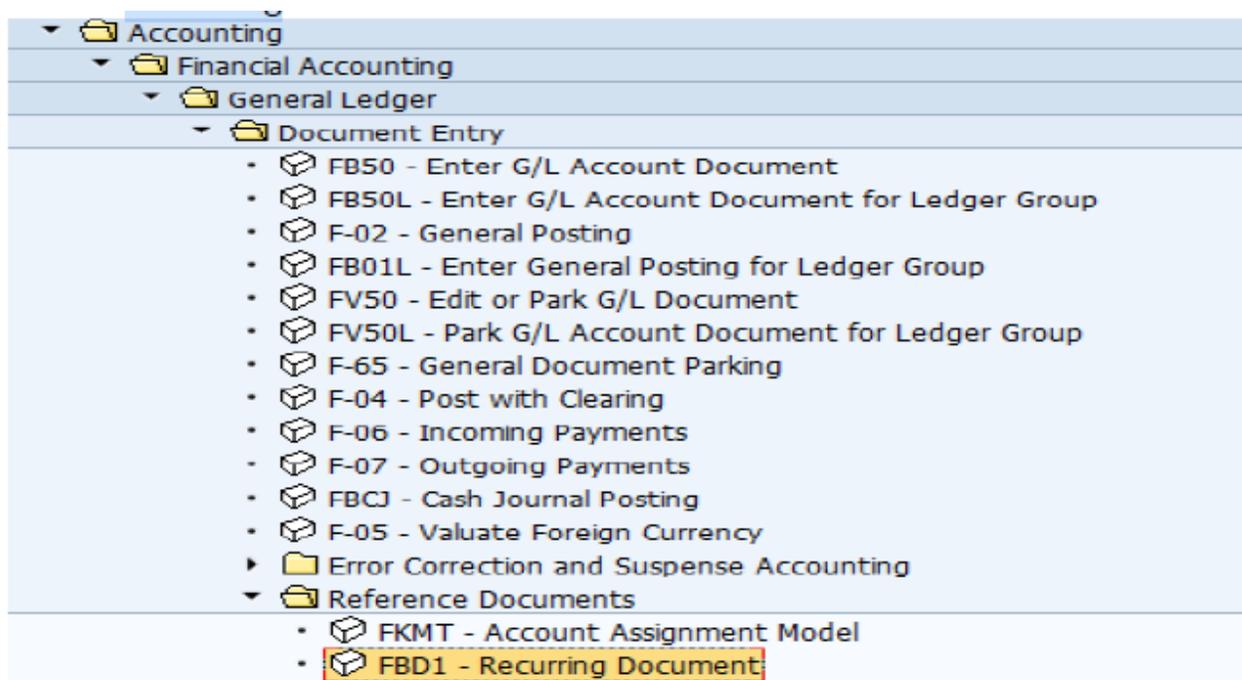
Creation of recurring document:

Scenario: Debiting the Insurance Expenses Account Crediting the Prepaid Insurance account.

FBD1 - Recurring Document

Enter Transaction code FBD1 in command bar (or) Follow the below navigation path

Step 1: SAP Easy Access → SAP Menu → Accounting → Financial Accounting → General Ledger → Document Entry → Reference Documents → (FBD1)Recurring Document



Step 2: In the above screen double click on “FBD1” then the system will display the below screen



SAP User Manual for General Ledger Transaction Postings

Document Edit Goto Extras Settings Environment System Help

Enter Recurring Entry: Header Data

G/L item fast entry Account Assignment Model Post with Reference

Company Code 1200

Recurring entry run

First Run On	30.09.2019	Select first run date of the month of the year
Last Run On	31.03.2020	Select last run date of the month of the year
Interval in Months	01	Select interval month as 1 to run every month
Run Date	31	Select run date to post document every month

Run Schedule

Transfer amounts in local currency

Transfer tax amounts in local currency

Document header information

Document type	SA	Currency/Rate	INR
Reference	Prepaid Insur	Translation dte	21.10.2019
Document Header Text	Prepaid Insurance		
Trading part.BA			

First line item

PstKy	40	Account	41400003	SGL Ind		TType	
-------	----	---------	----------	---------	--	-------	--

Step 3: In the above screen once entered the required information's as highlighted in yellow colour then press enter the system will display the below screen



SAP User Manual for General Ledger Transaction Postings

Document Edit Goto Extras Settings Environment System Help

Enter Recurring Entry Add G/L account item

More data Account Model G/L item fast entry Taxes

G/L Account 41400003 Insurance
Company Code 1200 Deendayal Port Trust

Item 1 / Debit entry / 40

Amount 1000 INR
Calculate Tax

Business place 1200
Cost Center 12050401
WBS element

Real estate obj
Sales Order
Quantity

Assignment Insurance Expenses
Text Insurance Expenses for the year 2019 Long Texts

Next Line Item
PstKy 50 Account 23520002 L Ind TType New Co.Code

Step 4: In the above screen once entered the required information's as highlighted in yellow colour then press enter the system will display the below screen



SAP User Manual for General Ledger Transaction Postings

Document Edit Goto Extras Settings Environment System Help

Enter Recurring Entry Add G/L account item

More data Account Model G/L item fast entry Taxes

G/L Account 23520002 Prepaid Insurance
Company Code 1200 Deendayal Port Trust

Item 2 / Credit entry / 50

Amount 1000 INR
Business place 1200

Asset Real estate obj More
Purchasing Doc.
Assignment Insurance Expenses Asst retirement
Text Insurance Expenses for the year 2019 Long Texts

Next Line Item

PstKy Account SGL Ind TType New Co.Code

Step 5: In the above screen once entered the required information's then click on "  " Document overview the system will display the below screen



SAP User Manual for General Ledger Transaction Postings

Document Edit Goto Extras Settings Environment System Help

Enter Recurring Entry Display Overview

Display Currency Account Model G/L item fast entry Taxes

Document Date: 21.10.2019 Type: SA Company Code: 1200
 Posting Date: 21.10.2019 Period: 7 Currency: INR
 Document Number: INTERNAL Fiscal Year: 2019 Translation dte: 21.10.2019
 Reference: PREPAID INSUR Cross-CC Number:
 Doc.Header Text: Prepaid Insurance Trading part.BA:

Items in document currency

PK	BusA	Acct		INR	Amount	Tax amnt
001	40	0041400003	Insurance		1,000.00	
002	50	0023520002	Prepaid Insurence		1,000.00-	

D 1,000.00 C 1,000.00 0.00 * 2 Line Items

Step 6: In the above screen check and verify the line items and post the document.

To post click on " " post button. Once the document is posted then the system will give the information message as below

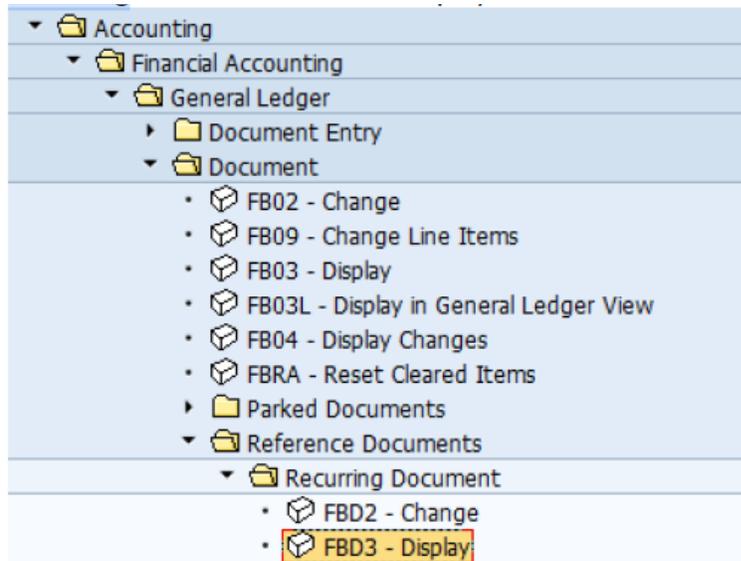
Document 910000002 was stored in company code 1200

FBD3 - Display of Recurring Documents:

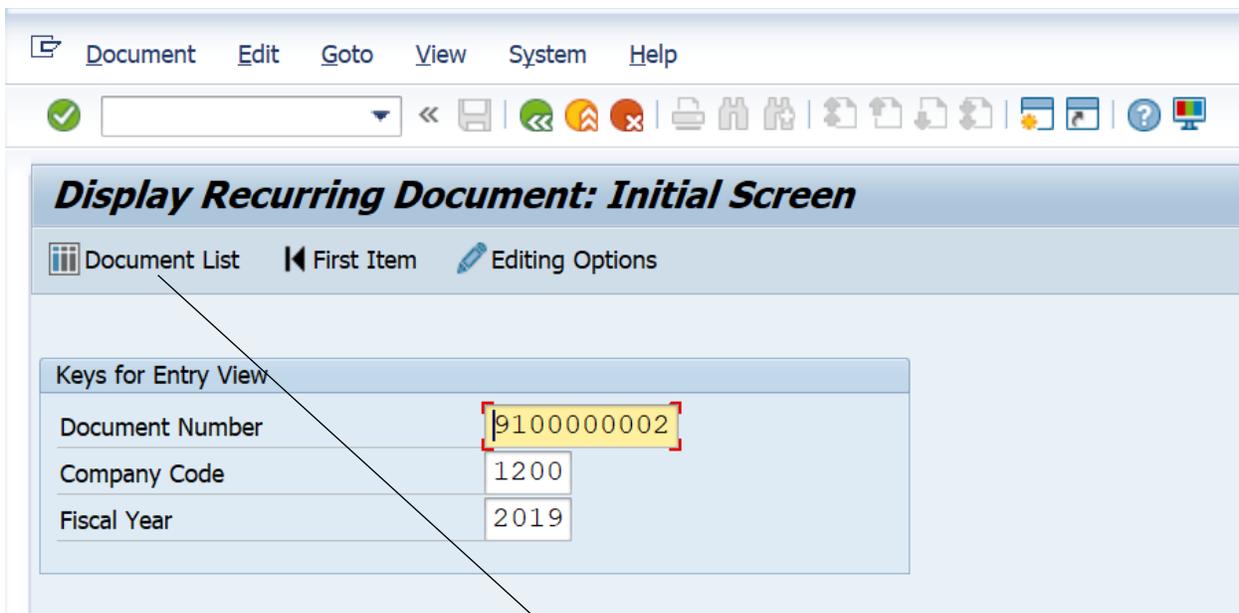
Enter Transaction code FBD3 in command bar (or) Follow the below navigation path

Step 1: SAP Easy Access → SAP Menu → Accounting → Financial Accounting → General Ledger → Document → Reference Documents → Recurring Document → FBD3 – Display

SAP User Manual for General Ledger Transaction Postings



Step 2: In the above screen double click on “FBD3” then the system will display the below screen.



Step 3: In the above screen click on “ Document List” then the system will display the below screen

SAP User Manual for General Ledger Transaction Postings

Document List

Company code: 1200 to

Document Number: to

Fiscal Year: 2019 to

Ledger: 0L to

Ledger Group: to

General selections

Document type: to

Posting date: to

Entry date: to

Reference number: to

Reference Transaction: to

Reference key: to

Logical system: to

Search for own documents

Own documents only

Step 4: In the above screen once entered the required information's as highlighted in yellow colour then click on "Execute" button then the system will display the below screen

Document List Document status D

CoCd	DocumentNo	Year	Type	Doc. Date	Posting Date
1200	9100000001	2019	SA	17.09.2019	17.09.2019
	9100000002	2019	SA	21.10.2019	21.10.2019



SAP User Manual for General Ledger Transaction Postings

Step 5: In the above screen double click on line item then the system will display the below screen

CoCd	Item Key	S	Account	Description	Amount	Currency	Tx	Cost Center	Prof
1200	1 40		41400003	Insurance	1,000.00	INR		12050401	
	2 50		23520002	Prepaid Insurance	1,000.00-	INR			

FBD2 – Change Recurring Document:

Enter Transaction code FBD2 in command bar (or) Follow the below navigation path

Step 1: SAP Easy Access → SAP Menu → Accounting → Financial Accounting → General Ledger → Document → Reference Documents → Recurring Document → (FBD2) Change

- Accounting
 - Financial Accounting
 - General Ledger
 - Document Entry
 - Document
 - FB02 - Change
 - FB09 - Change Line Items
 - FB03 - Display
 - FB03L - Display in General Ledger View
 - FB04 - Display Changes
 - FBRA - Reset Cleared Items
 - Parked Documents
 - Reference Documents
 - Recurring Document
 - FBD2 - Change



SAP User Manual for General Ledger Transaction Postings

Step 2: In the above screen double click on “FBD2” then the system will display the below screen

The screenshot shows the SAP 'Change Recurring Document: Initial Screen' interface. At the top, there is a menu bar with 'Document', 'Edit', 'Goto', 'View', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Change Recurring Document: Initial Screen' and contains a 'Document List' button, a 'First Item' button, and an 'Editing Options' button. A 'Keys for Entry View' table is displayed with the following data:

Keys for Entry View	
Document Number	9100000002
Company Code	1200
Fiscal Year	2019

Step 3: In the above screen click on “  Document List ” then the system will display the below screen

SAP User Manual for General Ledger Transaction Postings

Document List

Data Sources

Company code: 1200 to

Document Number: to

Fiscal Year: 2019 to

Ledger: 0L to

Ledger Group: to

General selections

Document type: to

Posting date: to

Entry date: to

Reference number: to

Reference Transaction: to

Reference key: to

Logical system: to

Search for own documents

Own documents only

Step 4: In the above screen once entered the required information's as highlighted in yellow colour then click on "Execute" button then the system will display the below screen.

Document List Document status D

CoCd	DocumentNo	Year	Type	Doc. Date	Posting Date
1200	9100000001	2019	SA	17.09.2019	17.09.2019
	9100000002	2019	SA	21.10.2019	21.10.2019

Step 5: In the above screen double click on line item then the system will display the below screen.



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Display Recurring Document: Data Entry View

Taxes Display Currency

Data Entry View

Document Number: 9100000002 Company Code: 1200 Fiscal Year: 2019
 Document Date: 21.10.2019 Posting Date: 21.10.2019 Period: 7
 Reference: PREPAID INSUR Cross-Comp.No.:
 Currency: INR Texts Exist: Ledger Group:

CoCd	Item Key S	Account	Description	Amount	Currency Tx	Cost Center	Prof
1200	1 40	41400003	Insurance	1,000.00	INR	12050401	
	2 50	23520002	Prepaid Insurance	1,000.00-	INR		

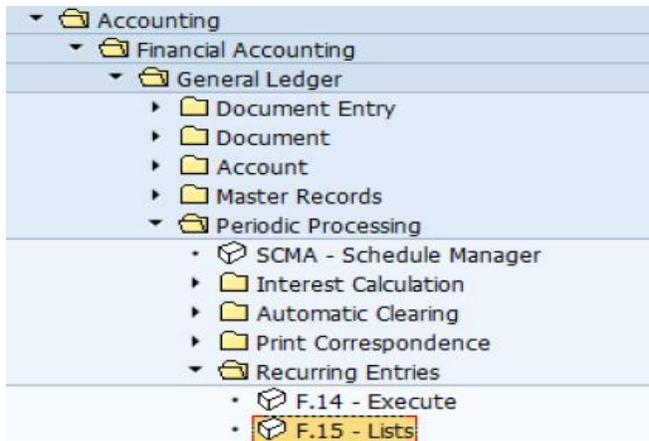
Step 6: In the above screen if we want to change the values such as reference & assignment & text & amount you can change and save the document. In header level changes go to menu bar and click On “Go to” and click on “Document header” then make changes as required. If changes are required in line item level then click on “Line item “and change the values whichever is required and save.

F.15 – Lists of Recurring Document:

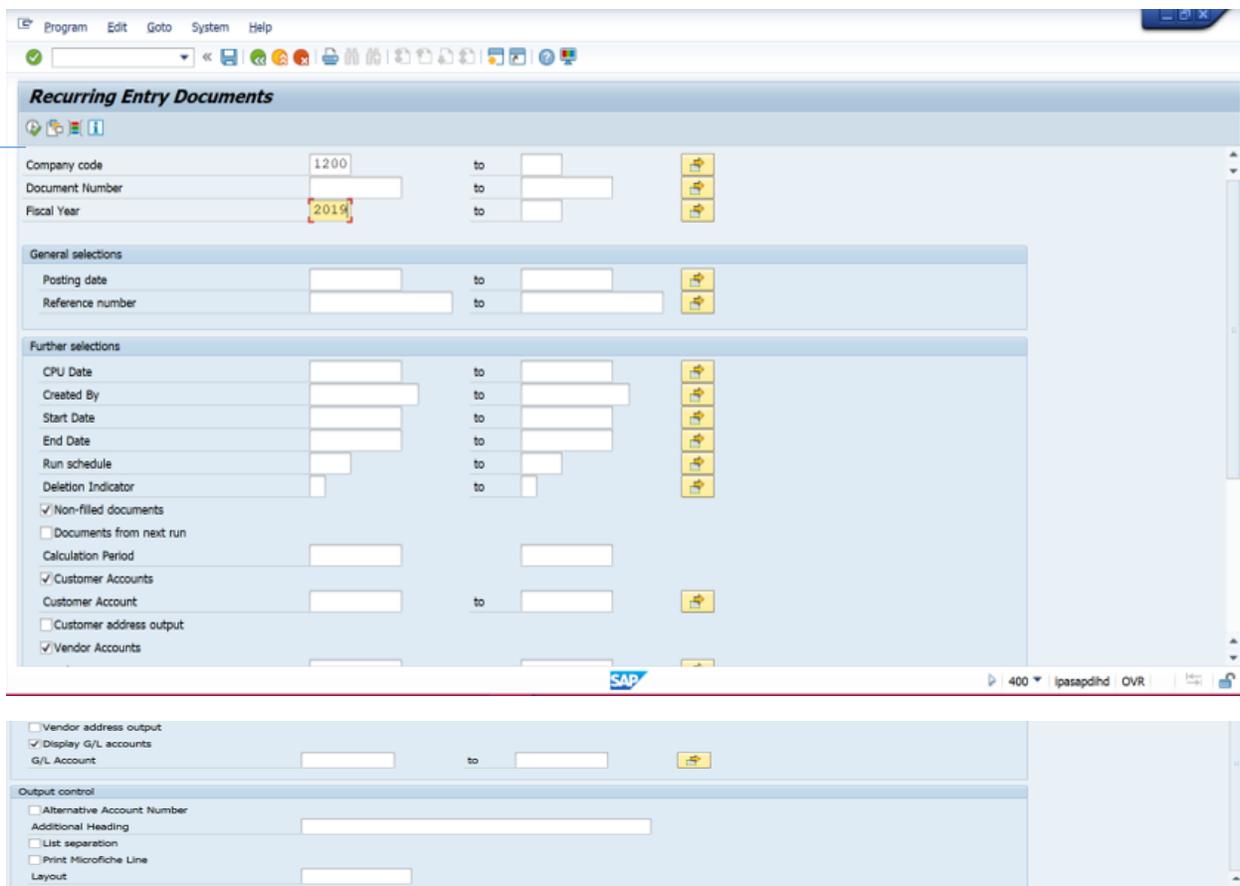
Enter Transaction Code F.15 in command bar (or) Follow the below navigation path

Step 1: SAP Easy Access → SAP Menu → Accounting → Financial Accounting → General Ledger → Periodic Processing → Recurring Entries → F.15 – Lists

SAP User Manual for General Ledger Transaction Postings



Step 2: In the above screen double click on “F.15” then the system will display the below screen



Step 3: In the above screen entered the required information's as highlighted in yellow colour then click on “” Execute button the system will display the below screen



SAP User Manual for General Ledger Transaction Postings

Deendayal Port Trust
Gandhidham Ledger 0L Recurring Entry Documents Time 21:55:4
RFDAUB00/MZ005

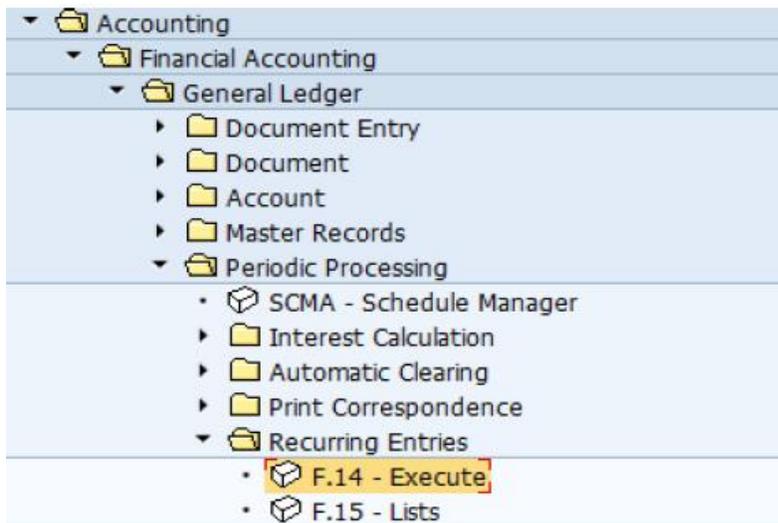
CoCd	DocumentNo	Type	Pstng Date	First Run	Next Run	Last Run	Inter Dte	Run Number	DID ATx Reference	Document Header Text	Use
Itm PK SG Sl	AccTy Account		Tx	LC Tax Amount			Debit/Credit Amount		LCurr	Amount in FC Crcy	
1200	9100000001	SA	17.09.2019	30.09.2019	30.10.2019	31.03.2020	1 30	1	AUDIT FEE	Audit Fee	MZ0
001 40	S		41300010	0.00			10,000.00		INR	10,000.00	INR
002 50	S		18500000	0.00			10,000.00-		INR	10,000.00-	INR
1200	9100000002	SA	21.10.2019	30.09.2019	30.09.2019	31.03.2020	1 31	0	PREPAID INSUR	Prepaid Insurance	MZ0
001 40	S		41400003	0.00			1,000.00		INR	1,000.00	INR
002 50	S		23520002	0.00			1,000.00-		INR	1,000.00-	INR

Step 4: In the above screen we can able to see the list of parked documents which was posted.

F.14 – Execute Parked Document:

Enter Transaction Code F.14 in command bar (or) Follow the below navigation path

Step 1: SAP Easy Access → SAP Menu → Accounting → Financial Accounting → General Ledger → Periodic Processing → Recurring Entries → F.14 – Execute



Step 2: In the above screen double click on “F.14” then the system will display the below screen



SAP User Manual for General Ledger Transaction Postings

Program Edit Goto System Help

Create Posting Documents from Recurring Documents

Company code 1200 to
Document Number to
Fiscal Year 2019 to

General selections

Document type to
Posting date to
Entry date to
Reference number to
Reference Transaction to
Reference key to
Logical system to

Further selections

Settlement period 01.04.2019 to 30.04.2020
Run schedule to
User to

Output control

Batch input session name APRIL RUN
User name MZ00596723
Blocking date for BI session

If we leave it as blank in the Document number field then Based on settlement period Selection whichever Documents are falling under That settlement period date Then the system will prepare All the documents to post

Select settlement period (from date) to (to date). Every month we have to change the Settlement period and we have to run it to post the document

Step 3: In the above screen once entered the required information's as highlighted in yellow colour then click on "Execute" button the system will give the information message as below

✓ Session APRIL RUN was created



SAP User Manual for General Ledger Transaction Postings

Program Edit Goto System Help

1200

Create Posting Documents from Recurring Documents

Company code 1200 to
Document Number to
Fiscal Year 2019 to

General selections

Document type to
Posting date to
Entry date to
Reference number to
Reference Transaction to
Reference key to
Logical system to

Further selections

Settlement period 01.04.2019 to 30.04.2020
Run schedule to
User to

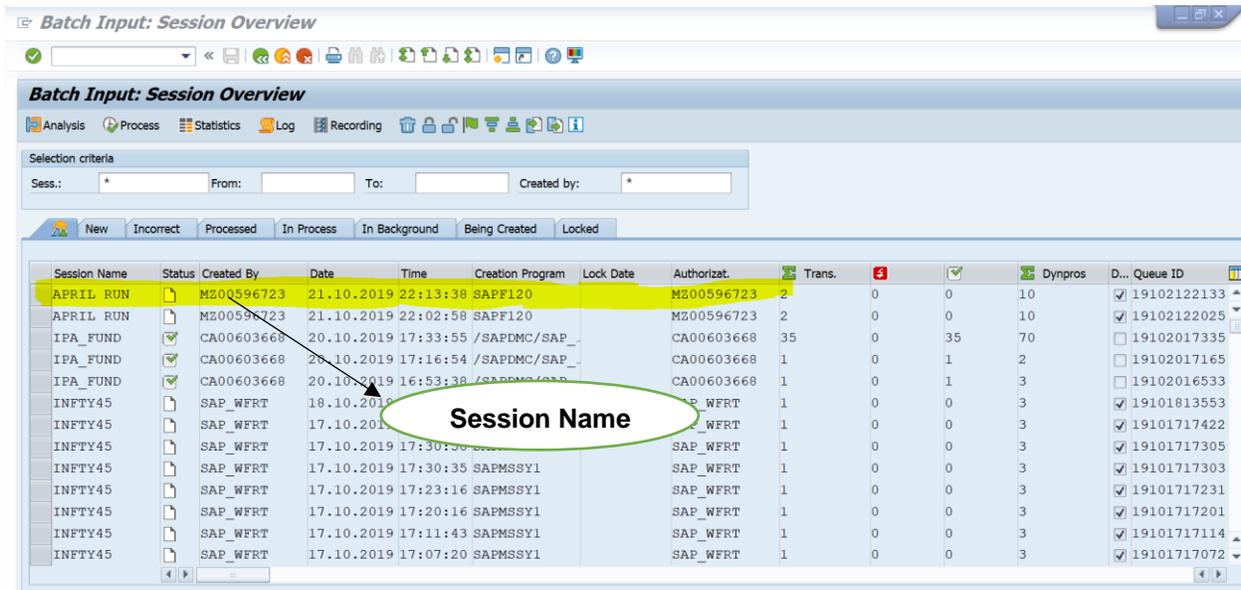
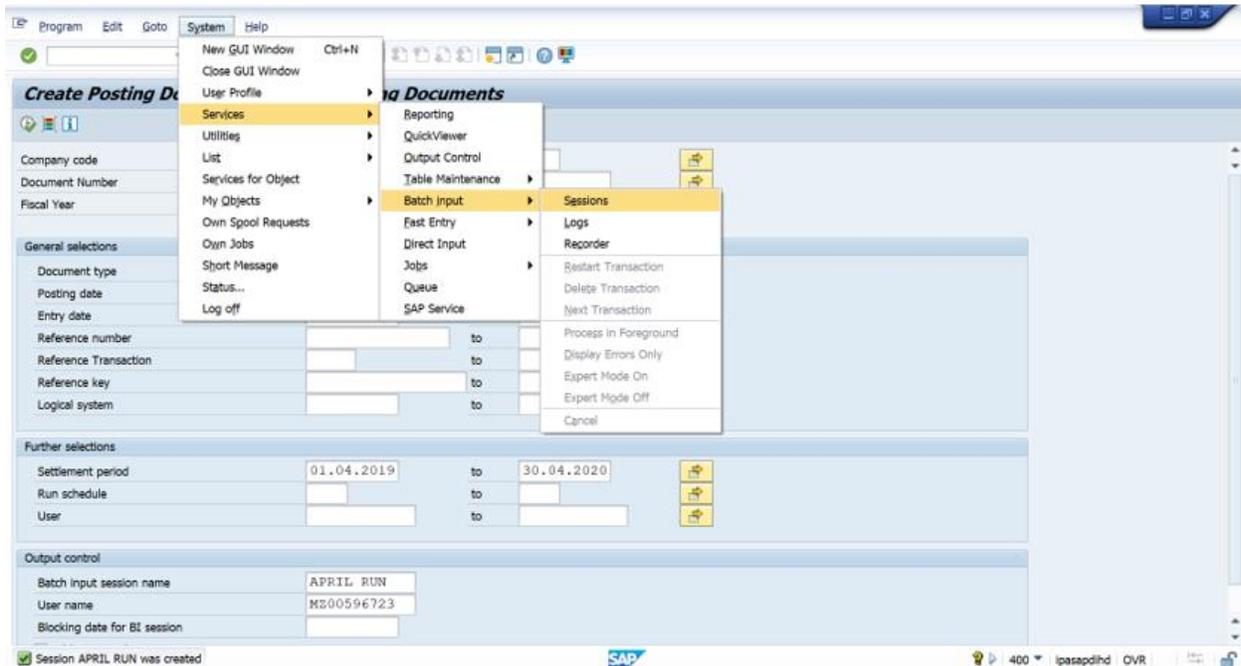
Output control

Batch input session name APRIL RUN
User name MZ00596723
Blocking date for BI session

Session APRIL RUN was created

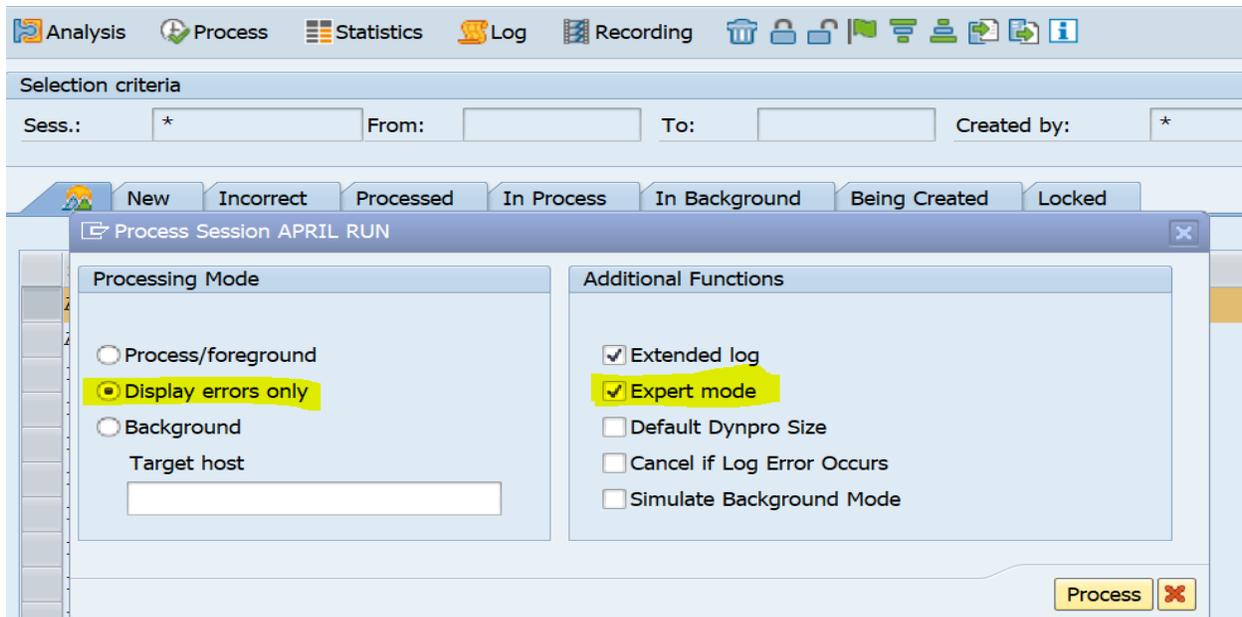
Step 4: In the above screen go to menu bar click on **“System”** and click on **“Services”** and click on **“Batch input”** and click on **“Sessions”** then the system will display the below screen.

SAP User Manual for General Ledger Transaction Postings

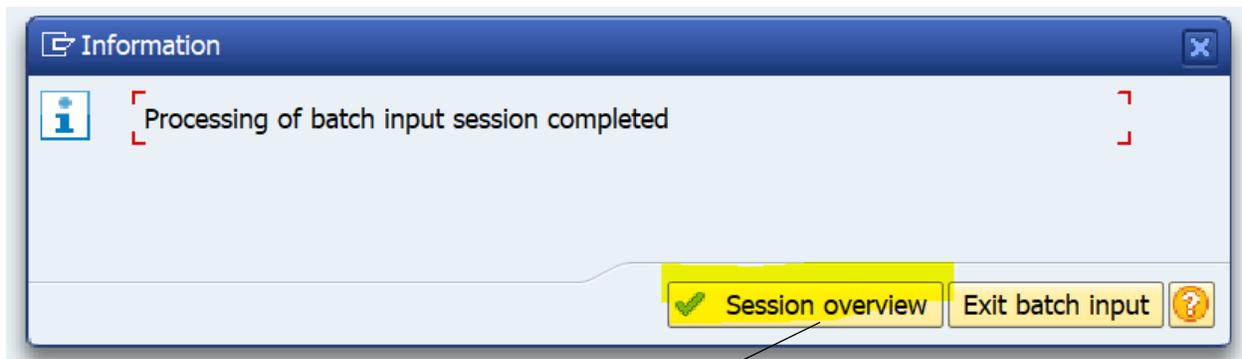


Step 5: In the above screen select the session name and click on “ Process ” button then the system will display the below screen.

SAP User Manual for General Ledger Transaction Postings



Step 6: In the above screen select the required information's as highlighted in yellow colour and click on "  " then the system will display the below screen



Step 7: In the above screen click on "  " then the system will display the below screen As



SAP User Manual for General Ledger Transaction Postings

Batch Input: Session Overview

Analysis Process Statistics Log Recording

Selection criteria
 Sess.: * From: To: Created by: *

New Incorrect Processed In Process In Background Being Created Locked

Session Name	Status	Created By	Date	Time	Creation Program	Lock Date	Authorizat.	Trans.			Dynpros	D... Queue ID
APRIL RUN		MZ00596723	21.10.2019	22:02:58	SAPF120		MZ00596723	2	0	0	10	19102122025

As per the above screen shown session was completed and document was posted. After session completion go to - **FBL3N** report to view the GL account line item display the following report is showing the prepaid insurance balance amount after first month insurance expenses booked.

G/L Account Line Item Display

G/L Account 23520002 Prepaid Insurance
 Company Code 1200

Assignment	DocumentNo	BusA	Type	Doc..Date	PK	Amount in Local Crcy	LCurr	Tx	Clrng doc.	Text
Insurance Expenses	2900000019		SA	30.09.2019	50	1,000.00-	INR			Insurance Expenses for the year 201
Prepaid Insurance	2900000017		SA	01.04.2019	40	12,000.00	INR			Prepaid Insurance For the Year 2019
*						11,000.00	INR			
** count 23520002						11,000.00	INR			

The following report is showing the insurance expenses amount after first month insurance expenses booked.

G/L Account Line Item Display

G/L Account 41400003 Insurance
 Company Code 1200

St	Assignment	DocumentNo	BusA	Type	Doc..Date	PK	Amount in Local Crcy	LCurr	Tx	Clrng doc.	Text
<input type="checkbox"/>	<input checked="" type="checkbox"/> Insurance Expenses	2900000019		SA	30.09.2019	40	1,000.00	INR			Insurance Expenses for the year 2
*	<input checked="" type="checkbox"/>						1,000.00	INR			
** Account 41400003						1,000.00	INR				



SAP User Manual for General Ledger Transaction Postings

9.Reverse Document:

Standard SAP is providing the options to reverse the document after document was posted. But once the document is posted we cannot delete the document we can only reverse the document.

Reversal Scenario:

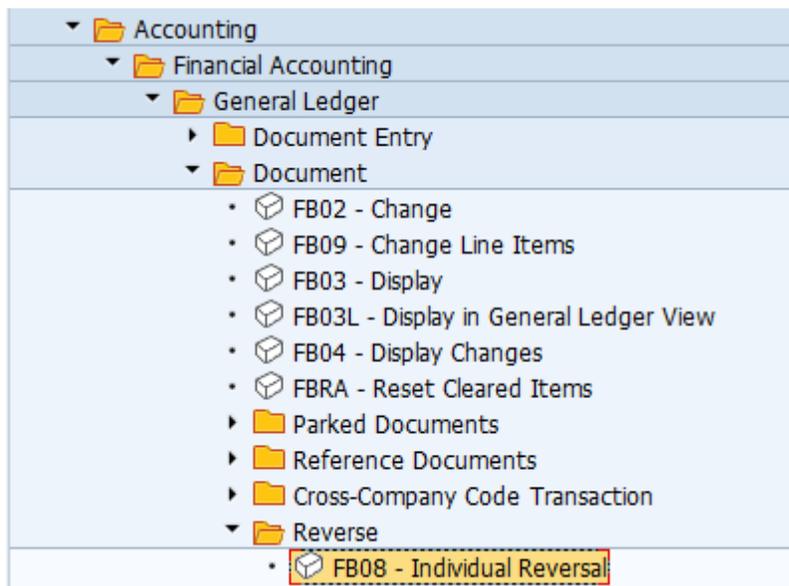
- 1) If user wrongly posted the document and they want to reversal document
- 2) If someone is posted the entries in system unknowingly as wrong and they want to reversal the document
- 3) As part of month & year ending process the business is required to reverse some documents and to make some adjustment entries.

FB08 – Individual Reversal: (Possible for reversal only to without clearing document)

Enter Transaction code FB08 in command bar (or) Follow the below navigation path.

4)

Step 1: SAP Easy Access →SAP Menu →Accounting →Financial Accounting →General Ledger →Document →Reverse → (FB08) Individual Reversal



Step 2: In the above screen double click on “FB08” then the system will display the below screen



SAP User Manual for General Ledger Transaction Postings

In the below screen enter the following details as below

1. Enter the Document number of the Document to be reversed
2. Enter Company code of the Document posting
3. Enter the Fiscal Year for the Posting
4. Enter the Reversal Code (Reason for Reversal)
5. Enter the posting date
6. Or Enter the posting period
7. If Document has allotted a check for payment, Enter the reason code to void the check

Company code details can be selected from **Company code list data**

Reverse Document: Header Data		
Display Before Reversal Document List Mass Reversal		
Document Details		
Document Number	2300000025	
Company Code	1200	
Fiscal Year	2019	
Specifications for Reverse Posting		
Reversal Reason	01	
Posting Date	25.09.2019	Tax Reporting Date
Posting period		
Check management specifications		
Void reason code		

Step 3: In the above screen once entered the required information's as highlighted in yellow color then click on "Display Before Reversal" to check the document before reversal. Once clicked on that then the system will display the below screen.



SAP User Manual for General Ledger Transaction Postings

The screenshot shows the SAP 'Display Document: Data Entry View' interface. At the top, there is a toolbar with various icons. Below the title bar, there are options for 'Display Currency' and 'General Ledger View'. The main area contains a 'Data Entry View' section with several input fields:

Document Number	2300000025	Company Code	1200	Fiscal Year	2019
Document Date	25.09.2019	Posting Date	25.09.2019	Period	6
Reference	DEPT/INV/2019	Cross-Comp.No.			
Currency	INR	Texts Exist	<input type="checkbox"/>	Ledger Group	

Below the fields is another toolbar with icons for navigation and actions. At the bottom, there is a table with columns: Co..., Itm, PK, S, Account, Description, Amount, Curr., Tx, Cost Cent.

Co...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Cent
1200	1	50		23110002	ALLAHABAD BANK Outgo	780.00-	INR		
	2	25		400011	KUBS IMPEX PRIVATE LI...	780.00	INR		

Step 4: In the above screen click on “” back arrow button to come to previous screen as below.

The screenshot shows the SAP 'Reverse Document: Header Data' interface. At the top, there are options for 'Display Before Reversal', 'Document List', and 'Mass Reversal'. Below the title bar, there is a 'Document Details' section with input fields:

Document Number	2300000025
Company Code	1200
Fiscal Year	2019

Below this is a 'Specifications for Reverse Posting' section with input fields:

Reversal Reason	01		
Posting Date	25.09.2019	Tax Reporting Date	
Posting period			

At the bottom, there is a 'Check management specifications' section with a 'Void reason code' input field.

SAP User Manual for General Ledger Transaction Postings

Mass Reversal of Documents: Input

If document number is blank then the system will consider all the documents to reversal based on the below selection criteria

Company code	1200	to		
Document Number	2200000049	to		
Fiscal Year	2019	to		
Ledger	01			

General selections

Document type		to		
Posting date	17.10.2019	to	17.10.2019	
Entry date		to		
Reference number		to		
Reference Transaction		to		
Reference key		to		
Logical system		to		

Reverse posting details

Reason for reversal	02
Posting Date	18.10.2019
Posting period	
Tax Reporting Date	
<input checked="" type="checkbox"/> Test Run	

Step 2: In the above screen once entered the required information's as highlighted in yellow colour then click on "Execute" button then the system will display the below screen



SAP User Manual for General Ledger Transaction Postings

Mass Reversal of Documents

Reverse documents

Deendayal Port Trust Mass Reversal of Documents Time 21:13:05 Date 18.10.2019
 Gandhidham Ledger 0L SAPF080/MZ00596723 Page 1

Docs That Can Be Reversed

Document Number	Company Code	Fiscal Year	Document type	Posting Date	Document Date	Reference
2200000049	1200	2019	KR	17.10.2019	17.10.2019	DEPT/INV/2019
2200000050	1200	2019	KR	17.10.2019	17.10.2019	DEPT/INV/2019

Deendayal Port Trust Mass Reversal of Documents Time 21:13:05 Date 18.10.2019
 Gandhidham Ledger 0L SAPF080/MZ00596723 Page 2

Docs That Cannot Be Reversed

List does not contain any data

All documents can be reversed.

Step 3: In the above screen click on **“Reverse Document”** to reverse the documents. Once the documents are reversed then the system will give the information message as below.

Mass Reversal of Documents

Deendayal Port Trust Mass Reversal of Documents Time 21:15:18 Date 18.10.2019
 Gandhidham Ledger 0L SAPF080/MZ00596723 Page 1

Reversed documents

Document Number	Company Code	Fiscal Year	Document type	Posting Date	Document Date	Reference
Message						
2200000049	1200	2019	KR	17.10.2019	17.10.2019	DEPT/INV/2019
						reversed with document 2200000051
2200000050	1200	2019	KR	17.10.2019	17.10.2019	DEPT/INV/2019
						reversed with document 2200000052

Number of documents reversed: 2

Deendayal Port Trust Mass Reversal of Documents Time 21:15:18 Date 18.10.2019
 Gandhidham Ledger 0L SAPF080/MZ00596723 Page 2

Docs That Cannot Be Reversed

List does not contain any data

All documents were reversed.



SAP User Manual for General Ledger Transaction Postings

FBRA - Reset Cleared Items: (Reset with reverse the clearing documents)

Example Scenario: When we maintain GL accounts/sub ledgers with open item management, we clear documents when the debit and the credit match. This clearing also creates a clearing document. Clearing documents cannot be reversed using FB08 or F.08. For reversing clearing we need to first reset the documents as open items and then reverse it.

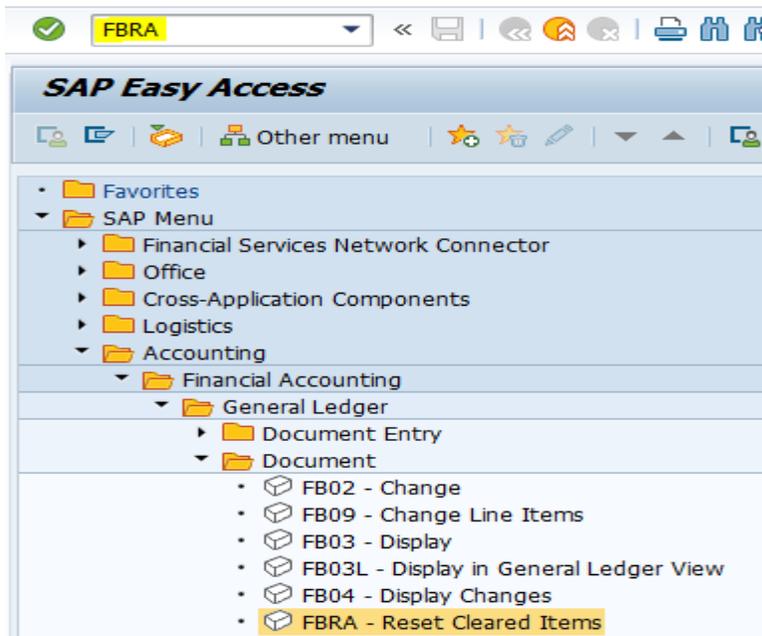
For example, we have an invoice no 1234. This invoice will remain open till we receive a payment. When we receive a payment, a new document is created (no. 5678) when we enter the receipt and this document also becomes the clearing document. Now due to some error, when we have to reverse this payment document, we use FBRA. When we use this, the system will first reset the documents 1234 and 5678 as open items and then reverse the document 5678.

How to Reset AR Cleared Items:

In SAP If a Customer Payment is made against incorrect invoice and then it can be Reset.

Enter Transaction code FBRA in command bar (or) Follow the below navigation path.

Step 1: SAP Easy Access → SAP Menu → Accounting → Financial Accounting → General Ledger → Document → (FBRA) Reset Cleared Items

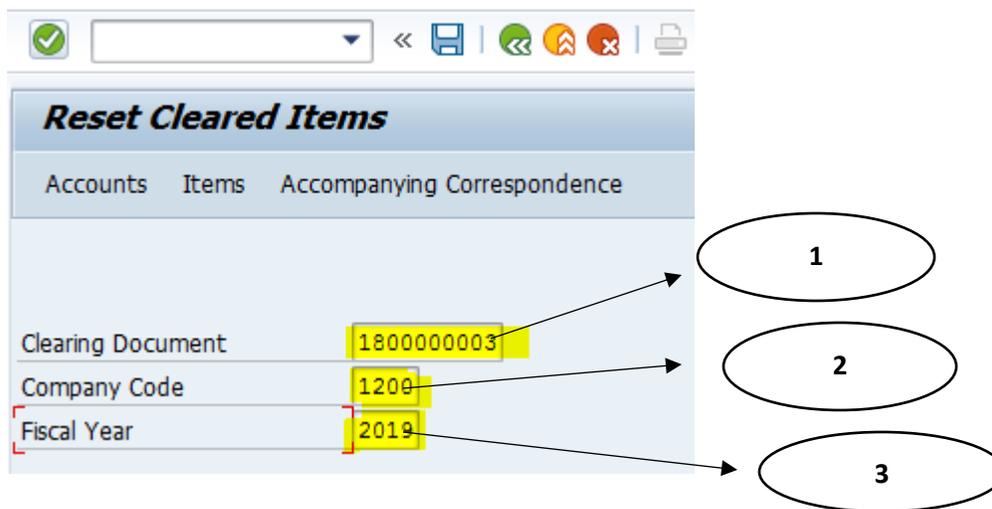


SAP User Manual for General Ledger Transaction Postings

Step 2: In the next screen, Enter the Following

1. Enter the Clearing Document Number for the Cleared Items
2. Enter the Company Code in which it was posted
3. Enter the Fiscal Year in which it was posted

Company code details can be selected from **Company code list data**



The screenshot shows the SAP 'Reset Cleared Items' screen. At the top, there is a navigation bar with a dropdown menu, a back arrow, a save icon, a refresh icon, a cancel icon, and a print icon. Below the navigation bar, the title 'Reset Cleared Items' is displayed. Underneath, there are three tabs: 'Accounts', 'Items', and 'Accompanying Correspondence'. The 'Items' tab is selected. The main area contains three input fields: 'Clearing Document' with the value '1800000003', 'Company Code' with the value '1209', and 'Fiscal Year' with the value '2019'. Each input field is highlighted in yellow. Three arrows point from the input fields to three ovals labeled '1', '2', and '3' respectively, corresponding to the steps in the list above.

Step 3: Press 'Save' button to reset the Cleared Status of the Items



The screenshot shows the SAP navigation bar with a dropdown menu, a back arrow, a save icon, a refresh icon, a cancel icon, and a print icon.

Step 4: In the next screen click on "Resetting and reverse."

SAP User Manual for General Ledger Transaction Postings

Reset Cleared Items

Accounts Items Accompanying Correspondence

Clearing Document: 1800000003
Company Code: 1200
Fiscal Year: 2019

Reversal of clearing document

As well as resetting cleared items, it is also possible to reverse the clearing document.

Buttons: Only resetting, Resetting and revers, Cancel

Callout: Click on "Resetting and reverse"

Step 5: In the next dialog box, Enter the Following.

- a) Enter the Reversal Reason for the Cleared Items.
- b) Enter the Posting Date

Reset Cleared Items

Accounts Items Accompanying Correspondence

Clearing Document: 1800000003
Company Code: 1200
Fiscal Year: 2019

Reversal Data

Reversal Reason: 01
Posting Date: 29.09.2019
Posting period: []

Callouts: 1 (points to Reversal Reason), 2 (points to Posting Date)

Step 6: Press enter the system will display the below screen (In the next dialog box, Confirm the Reset of the Clearing Document)

SAP User Manual for General Ledger Transaction Postings

Reset Cleared Items

Accounts Items Accompanying Correspondence

Clearing Document	1800000003
Company Code	1200
Fiscal Year	2019

Information

Clearing 1800000003 reset

✓ ?

Step 7: Press enter the system will display the below screen (In the next dialog box, Check the reversal document number to confirm the reset of the Cleared Items).

Reset Cleared Items

Accounts Items Accompanying Correspondence

Clearing Document	1800000003
Company Code	1200
Fiscal Year	2019

Information

Document 1800000014 was posted in company code 1200

✓ ?



SAP User Manual for General Ledger Transaction Postings

After reset and reversed the document go and check in FBL5N report to know the results:

FBL5N – Customer Line Item Report

Customer Line Item Display

Customer: 700001
Company Code: 1200
Name: ABC Shipping Pvt. Ltd.
City: Chennai

St	Assignment	DocumentNo	Typ	Doc..Date	S	DD	Local Crncy Amt	LCurr	Clrng doc.	Text
<input type="checkbox"/>	<input type="checkbox"/>	1700000014	DR	29.09.2019		<input checked="" type="checkbox"/>	12,000.00	INR		Customer Invoice
*	<input checked="" type="checkbox"/>						12,000.00	INR		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1800000003	DZ	29.09.2019			12,000.00-	INR	1800000014	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1800000014	DZ	29.09.2019			12,000.00	INR	1800000014	
*	<input checked="" type="checkbox"/>						0.00	INR		
** Account 700001							12,000.00	INR		

As per the above screen shown that payment document number has been reset and reversed and the same time that cleared customer invoice also is changed to open item status.

10. Clearing Process:

F-03: Manual Clearing: (GL account)

Use: Where the both debit and credit items total balances are zero for particular GL account but line items are not cleared still it is showing as open item status then there manually clearing process is required.

There are cases where you pass some manual entries which might not have cleared against the other related item, THOUGH the balance has been ZERO. Like cases where you reverse logistics invoice through MR8M, then entry gets reversed but they are still open items. Like some GRIR accounts might have debit and credit entries for same purchase order and the balance MIGHT have become ZERO, but still they are open item. To clear all these open items (changing the status of the open items to cleared items, you need to use F-03)

For Example, we have taken **(GR/IR Clearing GL A/C – 18170002)**



SAP User Manual for General Ledger Transaction Postings

FBL3N – GL Line Item report:

G/L Account Line Item Display

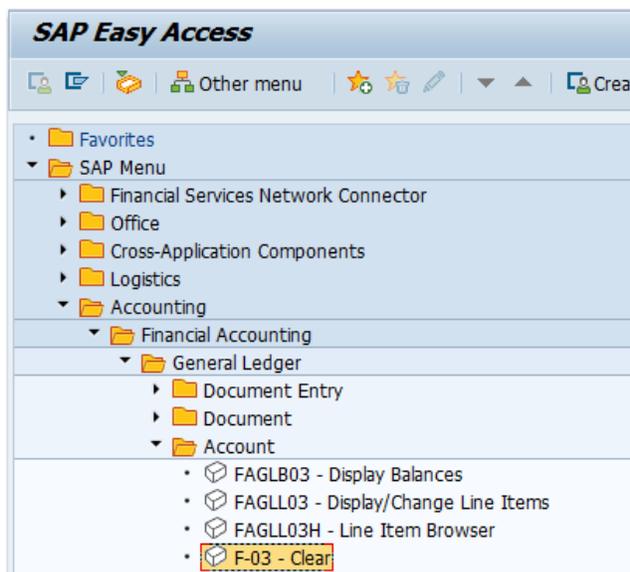
G/L Account 18170002 GR/IR Clearing A/C
Company Code 1200

St	Assignment	DocumentNo	BusA	Type	Doc..Date	PK	Amount in Local Crcy	LCurr	Tx	Clrng doc.	Text
<input type="checkbox"/>	<input checked="" type="checkbox"/>	450300000000010		RE	19.09.2019	86	300.00	INR	V1		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	450300000000010		RE	19.09.2019	96	300.00-	INR	V1		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	450300000000010		RE	18.09.2019	86	300.00	INR	V1		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	450300000000010		WE	18.09.2019	96	300.00-	INR			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	450300000100010		RE	19.09.2019	86	122,512.50	INR	V1		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	450300000100010		WE	19.09.2019	96	122,512.50-	INR			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	450300000200010		RE	28.09.2019	86	100,000.00	INR	V1		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	450300000200010		WE	28.09.2019	96	100,000.00-	INR			
*	<input checked="" type="checkbox"/>						0.00	INR			
** Account 18170002							0.00	INR			

As per the above screen shown the balance has become as zero but still line items are showing in open item status. So, this case we can use F-03 to clearing the open line item documents.

Enter Transaction Code F-03 in command bar (or) Follow the below navigation path

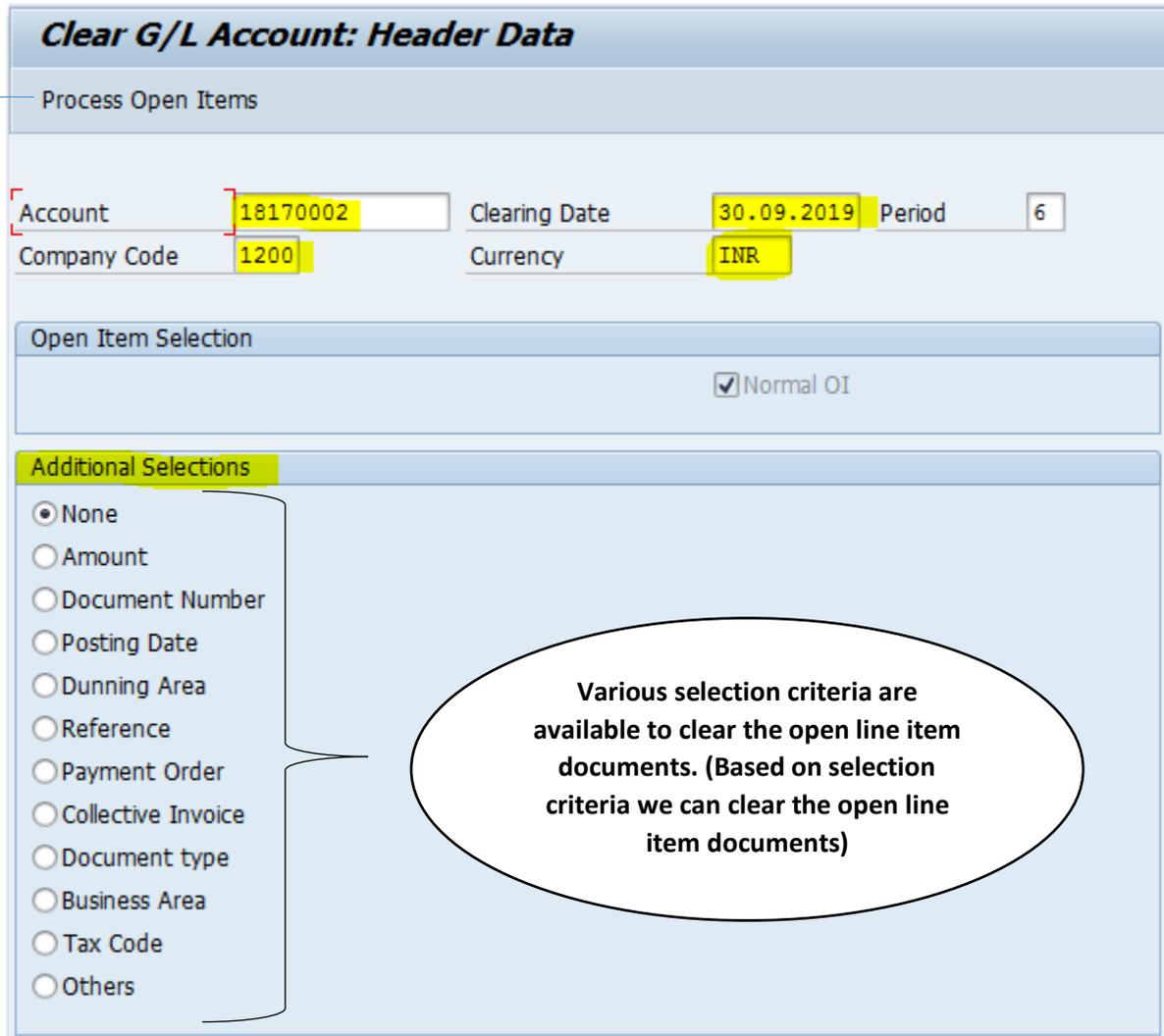
Step 1: SAP Easy Access → SAP Menu → Accounting → Financial Accounting → General Ledger → Account → (F-03) Clear



SAP User Manual for General Ledger Transaction Postings

Step 2: In the above screen double click on “F-03” then the system will display the below screen

In the below screen user has to specify the selection criteria to clearing the open line items documents



Clear G/L Account: Header Data

Process Open Items

Account 18170002 Clearing Date 30.09.2019 Period 6
Company Code 1200 Currency INR

Open Item Selection
 Normal OI

Additional Selections

- None
- Amount
- Document Number
- Posting Date
- Dunning Area
- Reference
- Payment Order
- Collective Invoice
- Document type
- Business Area
- Tax Code
- Others

Various selection criteria are available to clear the open line item documents. (Based on selection criteria we can clear the open line item documents)

Step 3: In the above screen once entered the required information's as highlighted in yellow color and click on “Process Open Item” then the system will display the below screen



SAP User Manual for General Ledger Transaction Postings

Clear G/L Account Process open items

Distribute Difference Charge Off Difference Editing Options

Standard Partial Pmt Res.Items WH Tax

Account items 18170002 GR/IR Clearing A/C

Assignment	Document...	D.	P.	Posting Date	Document...	INR Gross
45030000...	2600000002	RE	86	19.09.2019	19.09.2019	300.00
45030000...	2600000003	RE	96	19.09.2019	19.09.2019	300.00-
45030000...	2600000016	RE	86	18.09.2019	18.09.2019	300.00
45030000...	3500000000	WE	96	18.09.2019	18.09.2019	300.00-
45030000...	2600000017	RE	86	19.09.2019	19.09.2019	122,512.50
45030000...	3500000001	WE	96	19.09.2019	19.09.2019	122,512.50-
45030000...	2600000004	RE	86	28.09.2019	28.09.2019	100,000.00
45030000...	3500000002	WE	96	28.09.2019	28.09.2019	100,000.00-
45030000...	2600000006	RE	86	01.10.2019	01.10.2019	522,500.00
45030000...	3500000003	WE	96	01.10.2019	01.10.2019	522,500.00-
45030000...	2600000007	RE	86	01.10.2019	01.10.2019	110,000.00
45030000...	3500000004	WE	96	01.10.2019	01.10.2019	110,000.00-
45030000...	2600000008	RE	86	01.10.2019	01.10.2019	120,000.00
45030000...	3500000005	WE	96	01.10.2019	01.10.2019	120,000.00-
45030000...	2600000011	RE	86	02.10.2019	02.10.2019	100,000.00
45030000...	3500000006	WE	96	01.10.2019	01.10.2019	100,000.00-
45030000...	2600000009	RE	86	02.10.2019	02.10.2019	100,000.00

Processing Status

Number of Items	31	Amount Entered	0.00
Display from Item	7	Assigned	0.00
Display in clearing currency		Not Assigned	0.00

→ **Step 4:** In the above screen go to menu bar and click on **“Document”** and click on **“Simulate”** then the system will display the below screen.



SAP User Manual for General Ledger Transaction Postings

The screenshot shows the SAP 'Clear G/L Account Display Overview' interface. At the top, there is a toolbar with various icons. Below the title bar, there are buttons for 'Display Currency', 'Taxes', and 'Reset'. The main area contains several input fields for document details:

Document Date	30.09.2019	Type	AB	Company Code	1200
Posting Date	30.09.2019	Period	6	Currency	INR
Document Number	INTERNAL	Fiscal Year	2019	Translation dte	30.09.2019
Reference		Cross-CC Number			
Doc.Header Text		Trading part.BA			

Below these fields is a table titled 'Items in document currency':

PK	BusA	Acct		INR	Amount	Tax amnt
001	40	0018170002	GR/IR Clearing A/C		222,812.50	
002	50	0018170002	GR/IR Clearing A/C		222,812.50-	

At the bottom of the screen, there is a summary line: **D 222,812.50 C 222,812.50 0.00 * 2 Line Items**

Step 5: In the above screen check and verify the line items and post the document.

To post click on “  ” post button. Once the document is posted then the system will give the information message as below

Document 1100000013 was posted in company code 1200



SAP User Manual for General Ledger Transaction Postings

Display of posted document:

Display Document: Data Entry View

Display Currency General Ledger View

Data Entry View

Document Number: 1100000013 Company Code: 1200 Fiscal Year: 2019
 Document Date: 30.09.2019 Posting Date: 30.09.2019 Period: 6
 Reference: Cross-Comp.No.:
 Currency: INR Texts Exist: Ledger Group:

Co... Itm PK S Account Description Amount Curr. Tx Cost Cent

1200	1	40		18170002	GR/IR Clearing A/C	222,812.50	INR		
	2	50		18170002	GR/IR Clearing A/C	222,812.50-	INR		

Now go and check in **FBL3N** report:

G/L Account Line Item Display

G/L Account: 18170002 GR/IR Clearing A/C
 Company Code: 1200

St	Assignment	DocumentNo	BusA	Type	Doc..Date	PK	Amount in Local Crcy	LCurr	Tx	Clrng doc.	Text
<input type="checkbox"/>	<input checked="" type="checkbox"/>	00000		AB	30.09.2019	40	222,812.50	INR		1100000013	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	00000		AB	30.09.2019	50	222,812.50-	INR		1100000013	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4503000000000010		RE	19.09.2019	86	300.00	INR	V1	1100000013	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4503000000000010		RE	19.09.2019	96	300.00-	INR	V1	1100000013	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4503000000000010		RE	18.09.2019	86	300.00	INR	V1	1100000013	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4503000000000010		WE	18.09.2019	96	300.00-	INR		1100000013	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	450300000100010		RE	19.09.2019	86	122,512.50	INR	V1	1100000013	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	450300000100010		WE	19.09.2019	96	122,512.50-	INR		1100000013	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	450300000200010		RE	28.09.2019	86	100,000.00	INR	V1	1100000013	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	450300000200010		WE	28.09.2019	96	100,000.00-	INR		1100000013	
*	<input checked="" type="checkbox"/>						0.00	INR			
** Account 18170002							0.00	INR			

As per the above screen shown now all the open line items are cleared after the manual clearing process done.



SAP User Manual for General Ledger Transaction Postings

F.13 – Automatic Clearing:

Functionality:

Automatic clearing allows you to clear many GL accounts in one transaction run. You can use a test mode to check your entries before posting takes place.

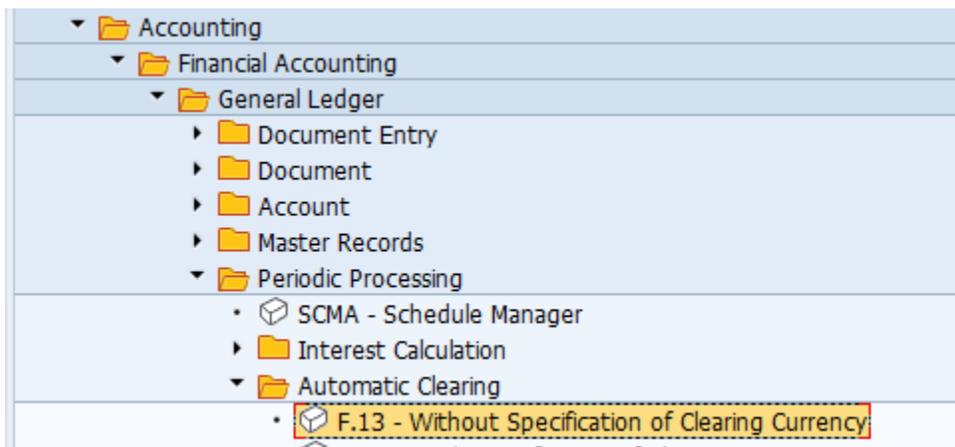
In customizing you can define up to three fields that are treated by the system as the sort criteria for clearing. For instance, you can decide that all the documents with the same value in the field “Assignment” can be cleared.

By using this transaction, the system will match the debit and credit line items balances of the GL account to clearing. This transaction will eliminate the manual interruption and based on total debit and credit line items balances matching, the system will automatically clearing the GL account line items. This is most suitable for GR/IR clearing account.

For Example: Here we have taken GR/IR clearing account for automatic clearing process.

Enter Transaction Code F.13 in command bar (or) Follow the below navigation path.

Step 1: SAP Easy Access →SAP Menu →Accounting →Financial Accounting →General Ledger →Periodic Processing →Automatic Clearing →(F.13)Without Specification of Clearing Currency



Step 2: In the above screen double click on “F.13” then the system will display the below screen.

In the below screen user has to specify the selection criteria to clearing the open line items of the documents.

SAP User Manual for General Ledger Transaction Postings

Automatic Clearing

General selections

Company Code	1200	to		
Fiscal Year	2019	to		
Assignment		to		
Document Number		to		
Posting Date	01.10.2019	to	31.10.2019	

Select customers
 Special G/L transactions
Special G/L Indicator-Customer to
Customers to
 Grouping by payment advice no.

Select vendors
 Special G/L transactions
Special G/L Indicator - Vendor to
Vendors to

Select G/L accounts
G/L Accounts 18170002 to
 GR/IR account special process.
Maximum Number of Groups

Posting parameters

Clearing date	31.10.2019	Period	<input type="checkbox"/>
---------------	------------	--------	--------------------------

Date from Most Recent Document
 Include tolerances
 Permit individual line items
 Include suppl. account assgmt
 Test run

Various selection criteria options for clearing the documents

➔ **Step 3:** In the above screen once selected and entered the required information's as highlighted in yellow colour then click on "Execute" button the system will display the below screen

Note: In the above screen first select the "Test run" check box then run the program. Test run for before going to post the documents to check and verifying the open line items documents.



SAP User Manual for General Ledger Transaction Postings

Automatic Clearing											
Deendayal Port Trust Gandhidham *				Test run " Detail list of open and cleared items				Time 11:00:09 Date 21.10.2019 SAPFI24/MZ00596723 Page 1			
Company Code		1200		Account Type		S		Account number		18170002	
G/L		18170002									
DocumentNo	Item	Clearing	Clrng doc.	SG	Croy	Amount	Reference key 3	Purchasing Doc.	Item	Business Area	
3500000003	002	31.10.2019			INR	522,500.00-		4503000004	00010		
2600000006	002	31.10.2019			INR	522,500.00		4503000004	00010		
*		31.10.2019			INR	0.00		4503000004	00010		
3500000004	002	31.10.2019			INR	110,000.00-		4503000005	00010		
2600000007	002	31.10.2019			INR	110,000.00		4503000005	00010		
*		31.10.2019			INR	0.00		4503000005	00010		
3500000005	002	31.10.2019			INR	120,000.00-		4503000006	00010		
2600000008	002	31.10.2019			INR	120,000.00		4503000006	00010		
*		31.10.2019			INR	0.00		4503000006	00010		
2600000011	002	31.10.2019			INR	100,000.00		4503000007	00010		
3500000006	002	31.10.2019			INR	100,000.00-		4503000007	00010		
*		31.10.2019			INR	0.00		4503000007	00010		
3500000007	002	31.10.2019			INR	100,000.00-		4503000008	00010		
2600000009	002	31.10.2019			INR	100,000.00		4503000008	00010		
*		31.10.2019			INR	0.00		4503000008	00010		
3500000008	002	31.10.2019			INR	120,000.00-		4503000009	00010		
2600000010	002	31.10.2019			INR	120,000.00		4503000009	00010		
*		31.10.2019			INR	0.00		4503000009	00010		
3500000012	002	31.10.2019			INR	900.00-	201950000000750001	4910000001	00020		
2600000015	002	31.10.2019			INR	900.00	201950000000750001	4910000001	00020		
*		31.10.2019			INR	0.00	201950000000750001	4910000001	00020		

Step 4: In the above screen click on “” back arrow button then the system will display the below screen



SAP User Manual for General Ledger Transaction Postings

Automatic Clearing

General selections

Company Code	1200	to		
Fiscal Year	2019	to		
Assignment		to		
Document Number		to		
Posting Date	01.10.2019	to	31.10.2019	

Select customers

Special G/L transactions

Special G/L Indicator-Customer		to		
Customers		to		

Grouping by payment advice no.

Select vendors

Special G/L transactions

Special G/L Indicator - Vendor		to		
Vendors		to		

Select G/L accounts

G/L Accounts	18170002	to		
--------------	----------	----	--	--

GR/IR account special process.

Maximum Number of Groups

Posting parameters

Clearing date	31.10.2019	Period	<input type="checkbox"/>
---------------	------------	--------	--------------------------

Date from Most Recent Document

Include tolerances

Permit individual line items

Include suppl. account assgmt

Test run

Step 5: In the above screen remove the "Test run" check box and click on "Execute" button then the system will give the information message as below



SAP User Manual for General Ledger Transaction Postings

Automatic Clearing									
Deendayal Port Trust Gandhidham		Update run" Detail list of open and cleared items						Tin SAPF	
* Company Code 1200 Account Type S Account number 18170002 G/L 18170002									
DocumentNo	Itm	Clearing	Clrng doc.	SG	Crcy	Amount	Reference key 3	Purchasing Doc.	Item
3500000003	002	31.10.2019	1100000016		INR	522,500.00-		4503000004	00010
2600000006	002	31.10.2019	1100000016		INR	522,500.00		4503000004	00010
*		31.10.2019	1100000016		INR	0.00		4503000004	00010
3500000004	002	31.10.2019	1100000017		INR	110,000.00-		4503000005	00010
2600000007	002	31.10.2019	1100000017		INR	110,000.00		4503000005	00010
*		31.10.2019	1100000017		INR	0.00		4503000005	00010
3500000005	002	31.10.2019	1100000018		INR	120,000.00-		4503000006	00010
2600000008	002	31.10.2019	1100000018		INR	120,000.00		4503000006	00010
*		31.10.2019	1100000018		INR	0.00		4503000006	00010
2600000011	002	31.10.2019	1100000019		INR	100,000.00		4503000007	00010
3500000006	002	31.10.2019	1100000019		INR	100,000.00-		4503000007	00010
*		31.10.2019	1100000019		INR	0.00		4503000007	00010
3500000007	002	31.10.2019	1100000020		INR	100,000.00-		4503000008	00010
2600000009	002	31.10.2019	1100000020		INR	100,000.00		4503000008	00010
*		31.10.2019	1100000020		INR	0.00		4503000008	00010
3500000008	002	31.10.2019	1100000021		INR	120,000.00-		4503000009	00010
2600000010	002	31.10.2019	1100000021		INR	120,000.00		4503000009	00010
*		31.10.2019	1100000021		INR	0.00		4503000009	00010
3500000012	002	31.10.2019	1100000022		INR	900.00-	201950000000750001	4910000001	00020
2600000015	002	31.10.2019	1100000022		INR	900.00	201950000000750001	4910000001	00020
*		31.10.2019	1100000022		INR	0.00	201950000000750001	4910000001	00020

Document 110000022 was posted in company code 1200



SAP User Manual for General Ledger Transaction Postings

Now go and check in **FBL3N** report to see the results of clearing process.

G/L Account Line Item Display

Data Sources

G/L Account Selection

G/L account	18170002	to		
Company code	1200	to		

Selection using search help

Search help ID

Search string

Search help

Line item selection

Status

Open items

Open at key date

Cleared items

Clearing date 31.10.2019 to

Open at key date

All items

Posting date to

Type

Normal items

Provide the values as shown above and click on “**Execute**” button then the system will display the below screen.



SAP User Manual for General Ledger Transaction Postings

G/L Account Line Item Display

G/L Account: 18170002 GR/IR Clearing A/C
Company Code: 1200

St	Assignment	DocumentNo	BusA	Type	Doc..Date	PK	Amount in Local Crcy	LCurr	Tx	Clrng doc.	Text
<input type="checkbox"/>	<input type="checkbox"/>	400300000000010		RE	10.10.2019	86	194,258.00	INR	V1	1100000014	
<input type="checkbox"/>	<input type="checkbox"/>	400300000000010		WE	10.10.2019	96	194,258.00-	INR		1100000014	
<input type="checkbox"/>	<input type="checkbox"/>	420300000000010		RE	02.10.2019	86	30,252.10	INR	V1	1100000015	
<input type="checkbox"/>	<input type="checkbox"/>	420300000000010		WE	02.10.2019	96	30,252.10-	INR		1100000015	Civil Service
<input type="checkbox"/>	<input type="checkbox"/>	450300000400010		RE	01.10.2019	86	522,500.00	INR	V1	1100000016	
<input type="checkbox"/>	<input type="checkbox"/>	450300000400010		WE	01.10.2019	96	522,500.00-	INR		1100000016	
<input type="checkbox"/>	<input type="checkbox"/>	450300000500010		RE	01.10.2019	86	110,000.00	INR	V1	1100000017	
<input type="checkbox"/>	<input type="checkbox"/>	450300000500010		WE	01.10.2019	96	110,000.00-	INR		1100000017	
<input type="checkbox"/>	<input type="checkbox"/>	450300000600010		RE	01.10.2019	86	120,000.00	INR	V1	1100000018	
<input type="checkbox"/>	<input type="checkbox"/>	450300000600010		WE	01.10.2019	96	120,000.00-	INR		1100000018	
<input type="checkbox"/>	<input type="checkbox"/>	450300000700010		RE	02.10.2019	86	100,000.00	INR	V1	1100000019	
<input type="checkbox"/>	<input type="checkbox"/>	450300000700010		WE	01.10.2019	96	100,000.00-	INR		1100000019	
<input type="checkbox"/>	<input type="checkbox"/>	450300000800010		RE	02.10.2019	86	100,000.00	INR	V1	1100000020	
<input type="checkbox"/>	<input type="checkbox"/>	450300000800010		WE	02.10.2019	96	100,000.00-	INR		1100000020	
<input type="checkbox"/>	<input type="checkbox"/>	450300000900010		RE	02.10.2019	86	120,000.00	INR	V1	1100000021	
<input type="checkbox"/>	<input type="checkbox"/>	450300000900010		WE	02.10.2019	96	120,000.00-	INR		1100000021	
<input type="checkbox"/>	<input type="checkbox"/>	491000000100020		RE	10.10.2019	86	900.00	INR	V1	1100000022	
<input type="checkbox"/>	<input type="checkbox"/>	491000000100020		WE	10.10.2019	96	900.00-	INR		1100000022	
* <input type="checkbox"/>							0.00	INR			
** Account 18170002							0.00	INR			

G/L Account: * *
Company Code: *

St	Assignment	DocumentNo	BusA	Type	Doc..Date	PK	Amount in Local Crcy	LCurr	Tx	Clrng doc.	Text
***							0.00	INR			

18 items displayed

As per the above screen shown now the system has been cleared the line items whichever debit and credit balances are matched with zero balances.



SAP User Manual for General Ledger Transaction Postings

11. General Ledger Reporting:

To see the general ledger related information's mainly we can use the following reports.

FAGLB03 – GL Account Balance Display

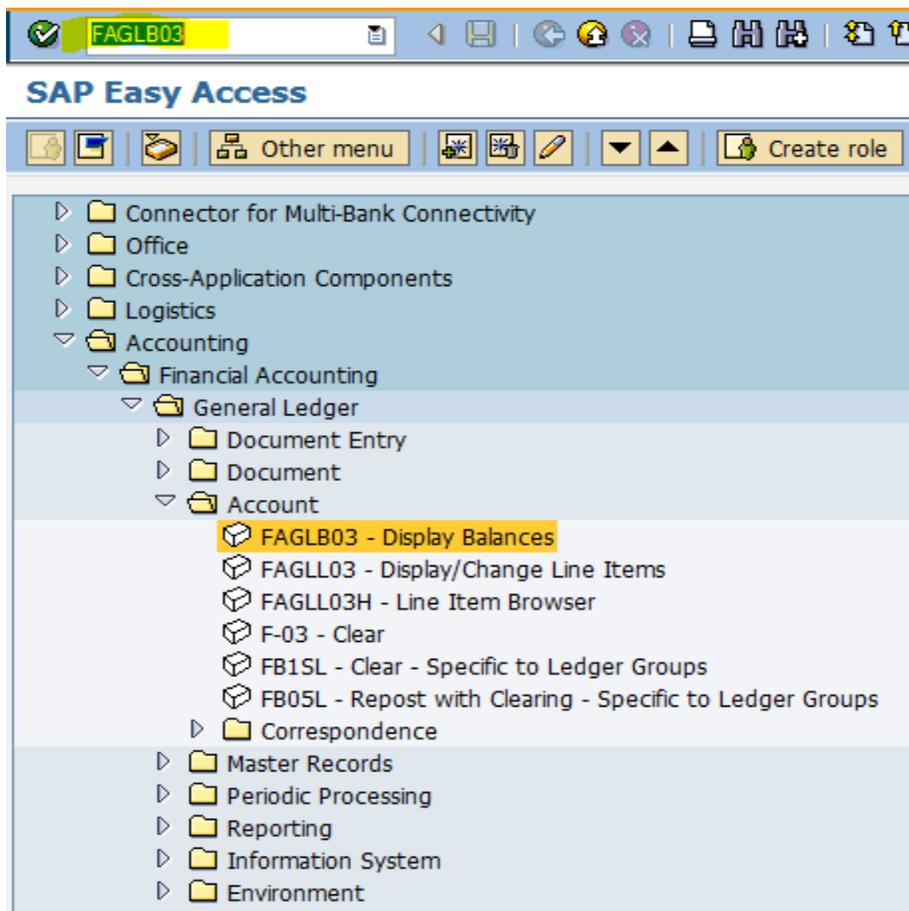
FAGLL03 – GL Account Line Item Display

FAGLL03H – Line item browser

FAGLB03 – GL Account Balance Display:

Step 1: Enter Transaction code FAGLB03 in command bar (or) Follow the below navigation path

Easy Access → SAP Menu → Information Systems → Accounting → Financial Accounting → General Ledger → Account → Display Balances (**FAGLB03**)





SAP User Manual for General Ledger Transaction Postings

Account Edit Environment System Help

Balance Display: G/L Accounts For the Ledger 0L

Document Currency Document Currency Document Currency Individual Account

Account Number: 41400011 Printing Stationerie
 Company Code: 1100 Chennai Port Trust
 Fiscal Year: 2019

Display More Chars
 All Documents in Currency * Display Currency INR Company code currenc

Period	Debit	Credit	Balance	Cumulative Balance
Bal. Carryforw...				
1				
2				
3				
4				
5	1.000,00		1.000,00	1.000,00
6	7.499,00	20,00	7.479,00	8.479,00
7				8.479,00
8				8.479,00
9				8.479,00
10				8.479,00
11				8.479,00
12				8.479,00
13				8.479,00
14				8.479,00
15				8.479,00
16				8.479,00
Total	8.499,00	20,00	8.479,00	8.479,00

As per the above screen shown now that GL account 41400011 for which the debit and credit balances are displayed.

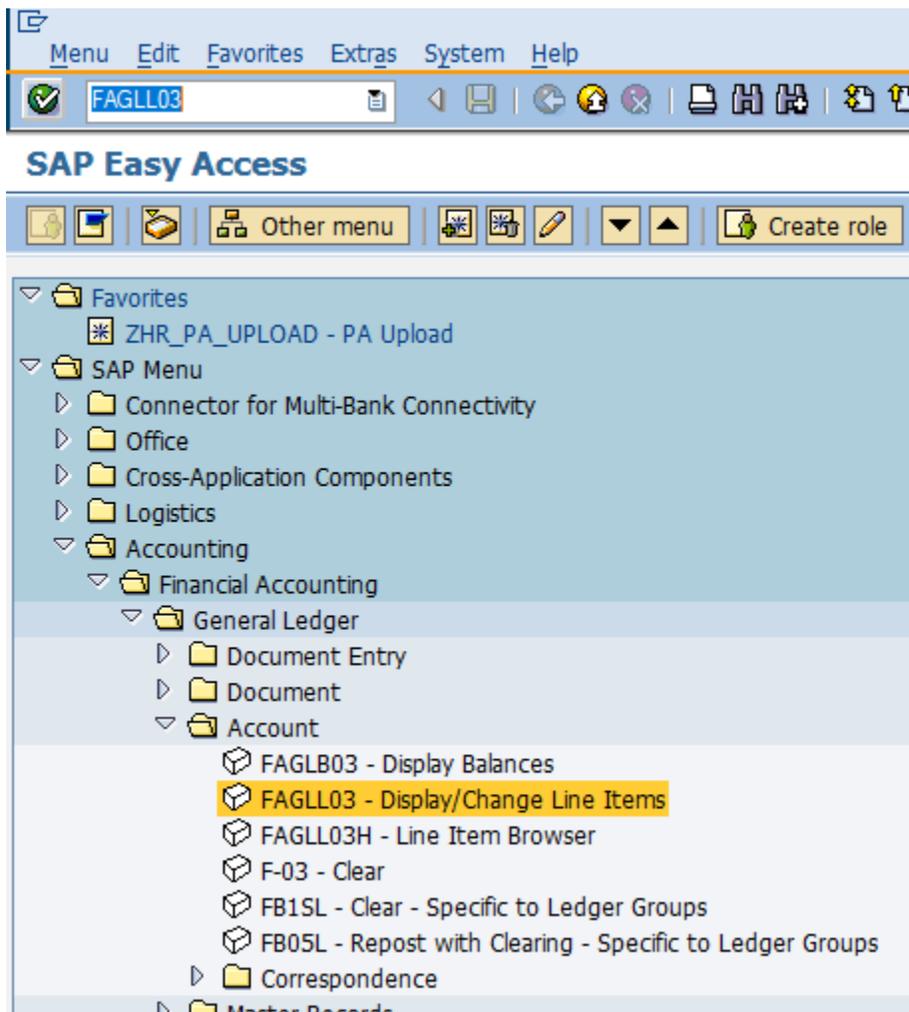


SAP User Manual for General Ledger Transaction Postings

FAGLL03 – GL Account Line Item Display:

Step 1: Enter Transaction code FAGLL03 in command bar (or) Follow the below navigation path:

Easy Access → SAP Menu → Information Systems → Accounting → Financial Accounting → General Ledger → Account → GL Account Line Item Display (**FAGLL03**)





SAP User Manual for General Ledger Transaction Postings

Step 2: Double click on FAGLL03 then the system will display the below screen.

Program Edit Goto System Help

G/L Account Line Item Display G/L View

Choose Ledger Entry View Data Sources

G/L Account Selection

G/L account 41400011 to
Company code 1100 to

Selection using search help

Search help ID
Search string
Search help

Line Item Selection

Status

Open Items
Open at Key Date 13.07.2020

Cleared Items
Clearing Date to
Open at Key Date

All Items
Posting Date to

Type

Ledger 01
 Select Closing/Opening Postings at Year End

Step 3: In the above screen once entered the required information as highlighted in yellow color then click on “” button the system will display the below screen.



SAP User Manual for General Ledger Transaction Postings

G/L Account Line Item Display G/L View

G/L Account: 41400011 Printing and Stationeries
 Company Code: 1100 Chennai Port Trust
 Ledger: 0L Leading Ledger

Stat	Assign.	DocumentNo	BusA	Type	Doc. Date	BK	LC Amount	LCurr	Amount in Loc.Crcy 2	Curr	Amount in Loc.Crcy 3	Curr	Freely Defined Curr. Amt. 2
<input checked="" type="checkbox"/>		20190903		SA	03.09.2019	50	10,00-	INR	10,00-	INR			
<input checked="" type="checkbox"/>		20190903		SA	03.09.2019	50	10,00-	INR	10,00-	INR			
<input checked="" type="checkbox"/>		20190909		SA	09.09.2019	40	2.000,00	INR	2.000,00	INR			
<input checked="" type="checkbox"/>		20190909		SA	09.09.2019	40	1.000,00	INR	1.000,00	INR			
<input checked="" type="checkbox"/>		20190924		SA	24.09.2019	40	3.500,00	INR	3.500,00	INR			
<input checked="" type="checkbox"/>		test		SA	09.09.2019	40	999,00	INR	999,00	INR			
<input checked="" type="checkbox"/>		Testing		SA	31.08.2019	40	1.000,00	INR	1.000,00	INR			
* ✓							8.479,00	INR	8.479,00	INR			
** Account 41400011							8.479,00	INR	8.479,00	INR			

G/L Account: * *
 Company Code: * *
 Ledger: 0L Leading Ledger

Stat	Assign.	DocumentNo	BusA	Type	Doc. Date	BK	LC Amount	LCurr	Amount in Loc.Crcy 2	Curr	Amount in Loc.Crcy 3	Curr	Freely Defined Curr. Amt. 2
***							8.479,00	INR	8.479,00	INR			

As per the above screen shown now that GL account 41400011 for which the balances are displayed in GL view.

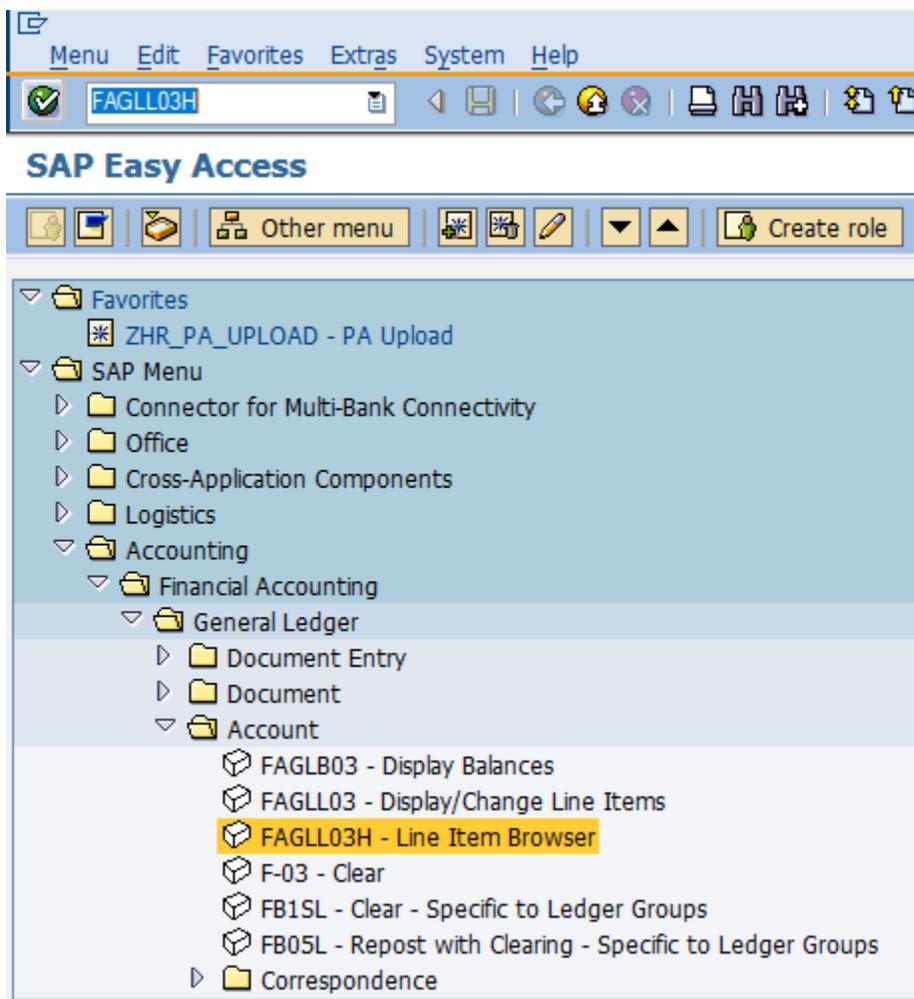


SAP User Manual for General Ledger Transaction Postings

FAGLL03H – Line Item Browser:

Step 1: Enter Transaction code FAGLL03H in command bar (or) Follow the below navigation path

Easy Access → SAP Menu → Information Systems → Accounting → Financial Accounting → General Ledger → Account → Line Item Browser (**FAGLL03H**).





SAP User Manual for General Ledger Transaction Postings

Step 2: Double click on FAGLL03H then the system will display the below screen.

Step 3: In the above screen once entered the required information as highlighted in yellow color then click on “” button the system will display the below screen. In case we want to view this General Ledger line item report with certain selections, there are several parameters available in the above screen that can be used to generate the report as per the selections.



SAP User Manual for General Ledger Transaction Postings

G/L Account Line Item Browser (G/L View)

Ledger	CoCode	G/L Acc	CCodeCurr	CCode Curr Value	DB Rows
			INR	18.599.409.165,04	2.369
0L	1100	14110000		97.058,00-	10
		14120000		100,00-	3
		14120001		1,00-	3
		14120002		68.052,00-	10
		14120003		0,00	6
		14120004		11.940,00-	7
		14120005		0,00	4
		14120006		1.000,00-	3
		14120007		2,00-	3
		14120008		1.000,00-	3
		14120009		1.000,00-	3
		14120010		1.000,00-	3
		14120011		1.000,00-	3
		14120013		1,00-	3
		14120014		1,00-	3
		14120015		1,00-	3
		14120016		1,00-	3
		14120017		11,00-	3
		14120018		1,00-	3
		14120020		1.000,00-	3
		14120021		1,00-	3
		14120022		3,00-	3
		14120023		1,00-	3
		14120024		11,00-	3
		14120027		1,00-	3
		14120028		1,00-	3
		14120029		1,00-	3
		14120032		1,00-	3

Rows displayed: 80 FortiClient

As per the above screen shown now that all the GL accounts for which the balances are displayed in GL view. If we want to see for a specific GL account only we can mention that one specific account only.



SAP User Manual for General Ledger Transaction Postings

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