



ENTERPRISE STRUCTURE

- | | |
|--|------|
| 1) Define company | OX15 |
| 2) Edit, Copy, Delete, Check Company Code | OX02 |
| 3) Define Business Area | OX03 |
| 4) Maintain consolidation business area | OCC1 |
| 5) Define Credit Control Area | OB45 |
| 6) Assign company code to company | OX16 |
| 7) Assign company code to credit control area | OB38 |
| 8) Assign business area to consolidation business area | OBB6 |

FINANCIAL ACCOUNTING AND GLOBAL SETTINGS

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|---|------|
| 1) Maintain Fiscal Year Variant (Maintain Shortened Fisc. Year) | OB29 |
| 2) Assign Company Code to a Fiscal Year Variant | OB37 |
| 3) Define Variants for Open Posting Periods | OBBO |
| 4) Open and Close Posting Periods | OB52 |
| 5) Assign Variants to Company Code | OBBP |
| 6) Define Document Types | OBA7 |
| 7) Define Field Status Variants | OBC4 |
| 8) Assign Company Code to Field Status Variants | OBC5 |
| 9) Define Tolerance Groups for Employees | OBA4 |

GENERAL LEDGER ACCOUNTING

- | | |
|---|------|
| 1) Edit Chart of Accounts List | OB13 |
| 2) Assign Company Code to Chart of Accounts | OB62 |
| 3) Define Account Group | OBD4 |
| 4) Define Retained Earnings Account | OB53 |
| 5) Create G/L accounts | FS00 |

- 6) G/L account posting
- 7) View G/L wise balances
- 8) View Document

F-02
FBL3N/FS10N
FB03

SAMPLE DOCUMENT

- 1) Create number ranges for sample document
- 2) Create sample document template
- 3) Post G/L account with the reference of sample doc.
- 4) Sample document changes
- 5) Display sample documents
- 6) Display sample documents changes

OBA7
F-01/FBM1
F-02
FBM2
FBM3
FBM4

HOLD DOCUMENT

- 1) Create hold document
- 2) View hold doc
- 3) Release a hold document

F-02
FB11
F-02

PARKING DOCUMENT

- 1) Create parking document
- 2) Edit parking document
- 3) Display parking documents
- 4) Parking document header data changes
- 5) Parking document display changes
- 6) Send parking documents to authorized persons.
- 7) To view inbox
- 8) Release parking documents

F-02/F-65/FBV1
FBV2
FBV3
FBV4
FBV5
SO00
SBWP
FBV0

RECURRING DOCUMENTS

- 1) Create no. ranges for recurring documents
- 2) Create recurring document template
- 3) Change recurring documents
- 4) Display recurring document

OBA7
FBD1
FBD2
FBD3

- | | |
|--|------|
| 5) Display changes of recurring document | FBD4 |
| 6) Overview of recurring documents | F.15 |
| 7) Execute/Run the recurring document | F.14 |
| 8) To view document | FB03 |

INTEREST CALCULATIONS

- | | |
|---|-------|
| 1) Create two G/L accounts | |
| i. Bank loan A/C | FS00 |
| ii. Interest paid A/C | FS00 |
| 2) Define interest paid calculation type. (s/p) | OB46 |
| 3) Prepare account balance interest calculation. | OBAA |
| 4) Define reference interest rate | OBAC |
| 5) Define time-dependent terms | OB81 |
| 6) Enter interests values | OB83 |
| 7) Prepare G/L Account for balance interest calculation | OBV2 |
| 8) Take loan from bank | F-02 |
| 9) Interest calculation run | F.52 |
| 10) To view the document posted | FB03 |
| 11) To view the G/L wise balances | FBL3N |

REVERSALS

- | | |
|-------------------------|------|
| 1) Individual Reversal | FB08 |
| 2) Mass Reversal | F.80 |
| 3) Reversal of reversal | F-02 |

FOREIGN CURRENCY EXCHANGE

- | | |
|---|------|
| 1) Define currency exchange type | OB07 |
| 2) Define currency exchange ratios | OBBS |
| 3) Define exchange rates | OB08 |
| 4) Assign currency Exchange type to documents types | OBA7 |
| 5) Post documents in foreign currency | F-02 |

G/L OUTGOING PAYMENTS

- | | |
|--|-------|
| 1) Create G/L A/Cs | FS00 |
| i. Provision for salaries (Liability). | |
| ii. Salaries A/C. (Expenses). | |
| 2) Postings | F-02 |
| 40 Salary A/C | |
| 50 Provision A/C | |
| 3) Create No. Ranges for payments | OBA7 |
| 4) Tolerance groups for G/L accounts | OBA0 |
| 5) Clearing the Provision A/C or G/L outgoing payments | F-07 |
| 6) View the G/L wise Balances | FBL3N |

G/L INCOMING PAYMENTS

- | | |
|---|-------|
| 1) Create G/L accounts: | FS00 |
| i. Provision for commission (Asset) | |
| ii. Commission received (Incomes) | |
| 2) Postings to provision A/C | F-02 |
| 40 Provision A/C | |
| 50 Commission A/C | |
| 3) Create No. Ranges for Incoming Payments | OBA7 |
| 4) Clear the provision A/C or G/L Incoming Payments | F-06 |
| 5) View the G/L wise Balances | FBL3N |

ACCOUNTS RECEIVABLE

- | | |
|--|-------|
| 1) Create customer Account Groups | OBD2 |
| 2) Create No. Ranges for Customer Account groups | XDN1 |
| 3) Assign No. Ranges to Customers A/C groups | OBAR |
| 4) Create G/L A/Cs | FS00 |
| i. Sales A/C (Incomes) | |
| ii. Sundry Debtors A/C (assets) | |
| 5) Create Customers Master Data | XD01 |
| 6) Create No. Ranges for Invoice posting | OBA7 |
| 7) Sales invoice posting | F-22 |
| 8) To view G/L wise balances | FBL3N |
| 9) To view Customer wise balance | FBL5N |

CUSTOMER PAYMENTS

- | | |
|--|------|
| 1) Create Tolerance Groups for Customers | OBA3 |
| 2) Incoming Payments | F-28 |

TERMS OF PAYMENT FOR CASH DISCOUNT

- | | |
|---|-------|
| 1) Define Terms of Payment | OBB8 |
| 2) Create G/L account for Cash Discount Account | FS00 |
| 3) Assignments | |
| i. Assign Terms of Payments to Customers | XD02 |
| ii. Assign Automatic Postings to Cash Discount A/c. | OBXI |
| 4) Sales Invoice Posting | F-22 |
| 5) Incoming Payments from Customers | F-28 |
| 6) To view G/L wise balances | FBL3N |
| 7) To view Customer wise balance | FBL5N |

DUNNING

- | | |
|--|------|
| 1) Define Dunning Process | FBMP |
| 2) Assign Dunning Process to Customers | XD02 |
| 3) Sales Invoice | F-22 |
| 4) Execute the Dunning Program | F150 |

ACCOUNTS PAYABLE

- | | |
|--|-------|
| 1) Create Vendor Account Groups | OBD3 |
| 2) Create Number Ranges for Vendor Accounts | XKN1 |
| 3) Assign Number Ranges to Vendor Account Groups | OBAS |
| 4) Create Two G/L Accounts | FS00 |
| i. Sundry Creditors (Liabilities) | |
| ii. Purchase Account (Expenses) | |
| 5) Create Number Ranges for Purchase Invoice Posting | OBA7 |
| 6) Creation of Vendor Master Data | XK01 |
| 7) Purchase Invoice Posting | F-43 |
| 8) Outgoing Payments | F-53 |
| 9) To View Vendor wise Balances | FBL1N |

HOUSE BANK

- | | |
|---------------------------|------|
| 1) Creation of House Bank | FI12 |
| 2) Creation of Check Lots | FCHI |
| 3) Manual Check Payments | FCH5 |
| 4) To view Check Book | FCHN |

MANUAL CHECK PAYMENT METHOD

- | | |
|-----------------------------------|------|
| 1) Manual check creation | FCH5 |
| 2) To view check register | FCHN |
| 3) Check encashment date updating | FCH6 |
| 4) To create new void reason | FCHV |
| 5) Unused check cancellation | FCH3 |
| 6) Check encashment date deletion | FCHG |
| 7) Used check cancellation | FCH8 |

BANK CHARGES

- | | |
|--|-------|
| 1) G/L A/C for Bank charges | FS00 |
| 2) Account assignment (Automatic Updating) | OBXK |
| 3) Purchase invoice | F-43 |
| 4) Payments | F-53 |
| 5) Check balances in Bank Charges A/C | FBL3N |

CASH DISCOUNTS FOR ACCOUNT PAYABLES

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|--|------|
| 1) Define terms of payments for vendors | OBB8 |
| 2) Create G/L A/C for cash discount received (incomes) | FS00 |
| 3) Assign cash discount received A/C for Automatic Posting | OBXU |
| 4) Assign terms of payment to vendors | XK02 |
| 5) Purchase invoice postings | F-43 |
| 6) Outgoing payments to Vendors | F-53 |

- 7) G/L wise balances Display
- 8) Vendor wise balances

FBL3N
FBL1N

AUTOMATIC PAYMENT PROGRAM

FBZP

- 1) All company codes
- 2) Paying company codes
- 3) Payment method in country
- 4) Payment method in company code
- 5) Bank determination
- 6) House bank

➤ Automatic payment programme run

F110

PARTY STATEMENT ACCOUNTS

- 1) Copy print program to company code
- 2) Request generate
- 3) View the correspondence or take the statements

OB78
FB12
F.64

SALES TAX / PURCHASE TAX

- 1) Define sales and purchase tax
- 2) Assign tax codes to sales A/Cs
- 3) Create G/L A/C for sales/purchase tax payable A/C
- 4) Assign taxes to Automatic postings
- 5) Sales invoice posting
- 6) Purchase Invoice Postings

FTXP
FS00
FS00
OB40
F-22
F-43

SPECIAL G/L ACCOUNTS

- **DOWN PAYMENTS FROM CUSTOMERS (LIABILITIES)**
- **DOWN PAYMENTS TO VENDORS (ASSET)**
- **BILLS OF EXCHANGE**

DOWN PAYMENTS FROM CUSTOMERS

- | | |
|---|------|
| 1) Create Down Payments from customer A/C (Liability) | FS00 |
| 2) Link between Down Payments to Sundry Debtors | OBXR |
| 3) Down payments Received from customers | F-29 |
| 4) Sales invoice postings | F-22 |
| 5) Transfer Special G/L A/Cs to Normal G/L A/Cs | F-39 |
| 6) Incoming payment | F-28 |

DOWN PAYMENTS TO VENDORS

- | | |
|---|------|
| 1) Create Down Payments to vendors A/C (Asset) | FS00 |
| 2) Link between down payments to Sundry Creditors | OBYR |
| 3) Advance made to Vendors | F-48 |
| 4) Purchase invoice | F-43 |
| 5) Transfer Special G/L A/Cs to Normal G/L A/Cs | F-54 |
| 6) Outgoing payments | F-53 |

BILLS OF EXCHANGE

- | | |
|--|------|
| 1) Create G/L Accounts | FS00 |
| i. Bills of Exchange (asset) | |
| ii. Bank bill discount account (liability) | |
| iii. Bill discount charges account (expenses) | |
| 2) Link between Bills of exchange and sundry debtors | OBYN |
| 3) Bank sub accounts | OBYK |
| 4) Automatic postings | OBYH |
| 5) Sales invoice postings | F-22 |
| 6) Bills received | F-36 |
| 7) Bank bill discounting | F-33 |

8) Clearing the invoice

F-20

ASSET ACCOUNTING

- | | | |
|----|---|------|
| 1) | Copy Chart of Depreciation | EC08 |
| 2) | 0% Tax on Sales /Purchases | FTXP |
| 3) | Assign 0% Tax to Non Taxable Accounts | OBCL |
| 4) | Assign Chart of Depreciation to Comp. Codes | OAOB |
| 5) | Specify the Account Determination | |

(SPRO-FA-AA-OS-ASSET CLASSES- Specify the Account Determination)

- 6) Screen Layout Rules

(SPRO-FA-AA-OS-ASSET CLASSES- Screen Layout Rules)

- | | | |
|----|-------------------------------|------|
| 7) | Define Number Range Intervals | AS08 |
| 8) | Define Asset Classes | OAOA |

- 9) Create G/L Accounts for Asset Accounting

- a) Plant & Machinery Account [Asset]
- b) Accumulation Plant & Machinery Account [Liability]
- c) Asset Sales Account [Income]
- d) Profit Sale of Assets [Income]
- e) Loss Sale of Assets [Expenses]
- f) Loss due to scrap [Expenses]
- g) Depreciation Account [Expenses]

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|-----|---|------|
| 10. | Determine Depreciation to Asset Classes | OAYZ |
| 11. | Assignment of G/L Account to Automatic Postings | AO90 |
| 12. | Specify the Document Type (or) Number Ranges for Depreciation | OBA7 |
| 13. | Specify the Intervals & Posting Rules | OAYR |
| 14. | Specify Rounding Net Book Value/Depreciation | OAYO |
| 15. | Define Screen Layout for Asset Master Data | |

[SPRO-FA-AA-Master Data-Screen Layout- Define Screen Layout for Asset Master Data]

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|-----|--|-------|
| 16. | Define Screen Layout for Asset Depreciation Area | AO21 |
| 17. | Define Depreciation Key | AFAMS |
| 18. | Maintain Period Control Method | AFAMP |
| 19. | Create Sub Asset Master Data | AS01 |
| 20. | Create Sub Asset Master Data | AS11 |
| 21. | Asset Purchases | F-90 |
| 22. | Asset Explore | AW01N |
| 23. | Depreciation Run | AFAB |
| 24. | Transfer of Assets | ABUMN |
| 25. | Asset Scrapping | ABAVN |
| 26. | Sales & Assets | F-92 |

CONTROLLING

| | | |
|-----|--------------------------------------|-----------|
| 1) | Maintain Controlling Area | OKKP |
| 2) | Create Number Ranges for Controlling | KANK |
| 3) | Maintain Versions | OKEQ |
| 4) | Create Cost Elements | FS00/KA01 |
| 5) | Create Cost Element Groups | KAH1 |
| 6) | Create Cost Centers | KS01 |
| 7) | Create Cost Center Groups | KSH1 |
| 8) | Field Status Groups | OBC4 |
| 9) | Postings | F-12 |
| 10) | To View Cost Center Wise Reports | KSB1 |

REPORTS

| | | |
|----|---------------------------------------|----------------|
| 1) | Maintain Financial Statement Versions | OB58 |
| 2) | View/Display the Balance Sheet | S_ALR_87012284 |
| 3) | Chart of Accounts | S_ALR_87012326 |
| 4) | Trial Balance | S_ALR_87012310 |
| 5) | Ledger Wise Balances | S_ALR_87100205 |
| 6) | Vendor List | S_ALR_87012086 |
| 7) | Vendor Wise Purchases | S_ALR_87012093 |
| 8) | Display Changes of Vendor Master Data | S_ALR_87012089 |
| 9) | List of Vendor Line Items | S_ALR_87012103 |

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|-----|---|----------------|
| 10) | List of Down Payment Open Items-Vendors | S_ALR_87012105 |
| 11) | Customer List | S_ALR_87012179 |
| 12) | Customer Wise Balances | S_ALR_87012172 |
| 13) | Customer Wise Outstanding Balances | S_ALR_87012173 |
| 14) | Customer Master Data/Addresses | S_ALR_87012180 |
| 15) | Display Customer Change Details | S_ALR_87012182 |
| 16) | Customer Wise Sales | S_ALR_87012186 |
| 17) | Open Down Payment Customers | S_ALR_87012194 |
| 18) | List of Customer Line Items | S_ALR_87012197 |
| 19) | Bills of Exchange | S_ALR_87012114 |
| 20) | Display Changes of G/L Accounts | S_ALR_87012307 |