

**1. Review/post parked documents.**

Use the following menu path to display what documents have been parked. The listing will identify what type of document and the originator.

*Accounting → Financial accounting → General ledger → Periodic processing → Information system → Report selection → MWR General Ledger Reports → Documents → Parked Documents List*

**NOTE:** Minimize the number of documents that have not been processed. If they are parked for approval they are not posted, there are no commitments set up with a parked document.

**2. Ensure that all goods receipt have been recorded for the month.**

MWR Headquarters will send a reminder message for this on the last day of the accounting period.

**3. Post recurring entries and accruals.**

- Process recurring entries:

*Accounting → Financial accounting → General ledger → Periodic processing → Recurring entries → Execute*

Transaction code: **F.14**

Enter company code.

**NOTE:** This job can be done anytime during the month.

- Enter accruals:

*Accounting → Financial accounting → General ledger → Periodic processing → Closing → Valuate → Enter accruals*

Transaction code: **FBS1**

Enter the accrual document information for the document type "SB". The accrual document should be dated for the last day of the month and the reversal date for the first day of the next month.

**NOTE:** Accrual documents do not automatically reverse, the reversal must be activated by transaction code F.18 (see "Accrual reversals" section of this document).

**SPECIAL NOTE:** This job can be run anytime during the month that amounts for the accruals are known.

**4. Complete asset transfers.**

Transfer AUCs. This transaction will be executed each time an AUC is completed and ready to start depreciating.

*Accounting → Financial Accounting → Fixed assets → Postings → Transfer → Intercompany transfer*

Transaction code: **ABUM**

<b>SCREEN Transfer: Initial Screen</b>	
<b>Field</b>	<b>Description/Usage</b>
Company Code	Enter specified company code.
Asset	Enter the asset under construction (class 179000) that is to be capitalized into another asset.
Sub Number Code	Asset sub-number of asset to be transferred/capitalized (if applicable).
Document Date	The date that appears on the FI document. SAP will default to the current date, change if necessary.
Posting Date	The date that the transaction is to be posted in FI. SAP will default to the current date, change if necessary.
Period	The system will default the period according to the posting date entered.
Trans. Type	Enter the following transactions: <ul style="list-style-type: none"> <li>• <b>349</b> for assets to be capitalized that were acquired in the current year.</li> <li>• <b>348</b> for assets to be capitalized that were acquired in a prior year.</li> </ul>
<b>SCREEN Create Asset Transaction: Retmt transfer of curr-yr acqui from AuC.</b>	
Fixed Asset	Enter the fixed asset that the AUC will be transferred to. Note: this master record must have already been created.
Asset Value Date	This is the date that the asset will base the depreciation start date from. (dep.begins on 1 <sup>st</sup> day of the next month following the asset value date)
Complete Retirement	Select this field to transfer 100% of the asset.
Amount Posted	Assets will be completely retired, so this field is not required.
Percentage Rate	Assets will be completely retired, so this field is not required.
Quantity	Assets will be completely retired, so this field is not required.
Text	This field appears on all line items created for this document. The field is free form text and can be used for comments.
Document Type	'AA' for asset transaction.
Allocation	This field appears on all line items created for this document.
Reference	This field appears in the heading document.

Click on the ‘display document’ to review the journal entry that will occur from the posting of this document. SAP will give the user a warning “*There are differences between the depreciation methods*” or “*The depreciation start dates are set automatically*”. Click enter to pass over this message. The message makes sense, as AuC assets are not depreciated, but the asset that they are being transferred to are being depreciated.

Press “Post” icon to post to FI-GL and to capitalized the asset.

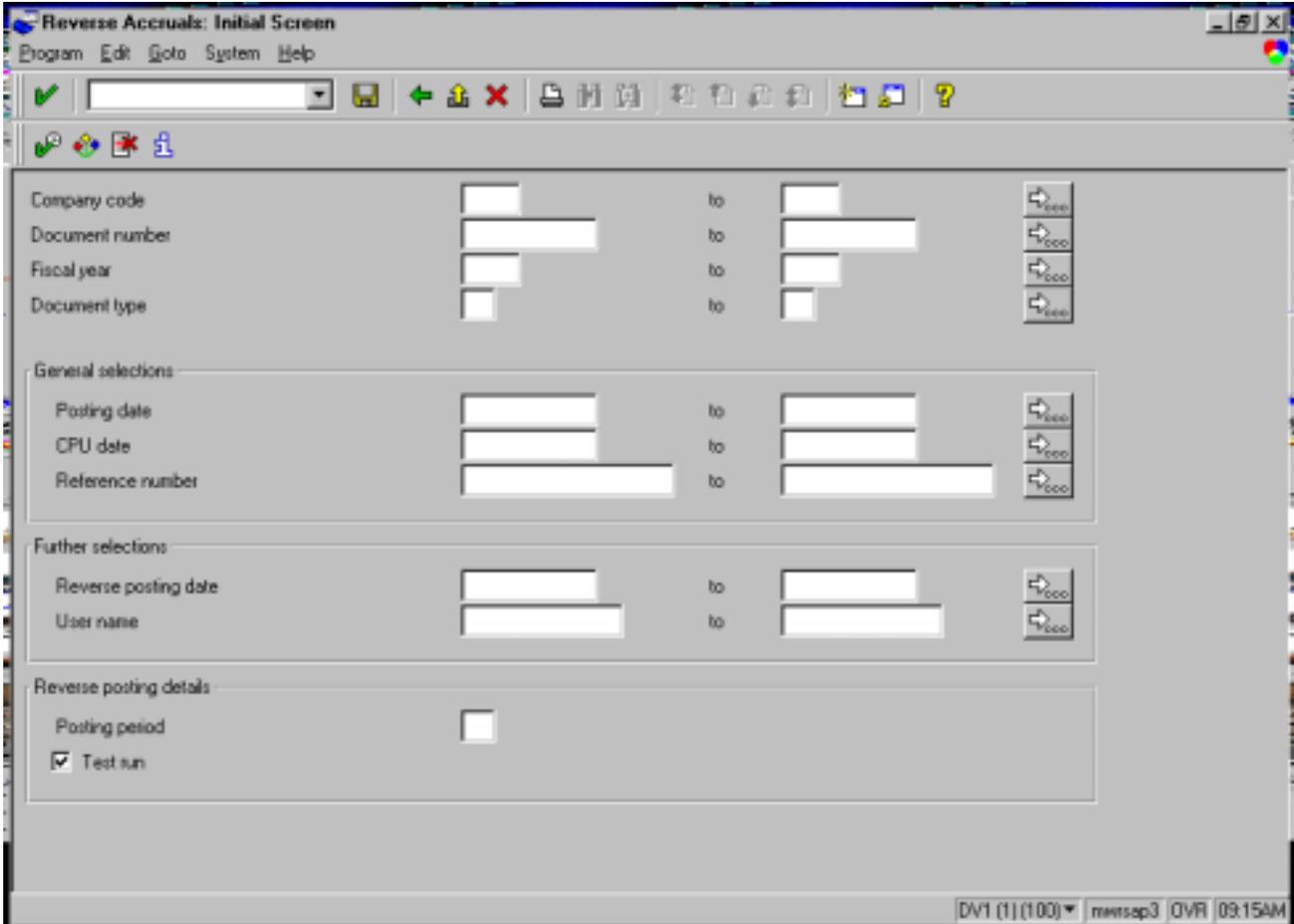
**5. Accrual reversals.**

Post the reversals of all accruals in the next accounting month.

***Accounting → Financial Accounting → General ledger → Periodic processing → Closing → Valuate → Reverse accruals***

Transaction code: **F.81**

<b>Field</b>	<b>Description/Usage</b>
Company Code	Enter the 4-digit company code to define to which company account you would like to post the journal.
Document Number	Leave the document number field blank so that the system will scan all accrual documents.
Fiscal Year	Enter the fiscal year of the accounting document - formatting as ‘YYYY’.
Document type	SB for AJVs



There are further selection options on the selection screen which may be used to narrow down the number of documents which are selected for reversal , e.g user name – these are optional.

Ensure that test run checkbox is flagged.

After completing inputting, select: **PROGRAM → EXECUTE**; the system searches all the accrual documents based on the selected criteria and lists out all documents for checking at this test run. At this stage when the relevant documents have been checked, the “Reverse documents” button may be selected and all documents are reversed. Without the test flag on, all documents which fit the program’s selection criteria, will be reversed without the system providing an opportunity to view the selected documents first.

### Helpful Information:

◆ To print out the ‘*List Of Reversal Documents*’ for filing, select: **LIST → PRINT**; the screen: *Print Screen List* is shown. Then select: **OUTPUT → PRINT** and the ‘*Spool Request Number*’ is shown and the list is printed.

### Running Accrual Reversals (Detailed)

At the end of each month, you must perform the process to execute accrual reversals for those accrual entries that were booked in the current accounting period. These accrual reversals are normally set up to reverse with a posting date of the first day of the next accounting period.

To start this process, use the following menu path:

**ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > PERIODIC PROCESSING > CLOSING > VALUATE > ACCRUAL REVERSALS**

Transaction code: **F.81**

*Reverse Accruals: Initial Screen*

Field	Description/Usage
Company Code	Enter the 4-digit company code to define to which company account you would like to post the journal. <b>Note:</b> You may run this process for more than one company code in one session: just remember to use the multiple selection arrow to record the additional company codes rather than entering a <b>range</b> of company codes.
Document Number	Leave the document number field blank so that the system will scan all accrual documents.
Fiscal Year	Enter the fiscal year of the accounting document - formatting as 'YYYY'.
Document type	SB for AJVs

In the General Selections section:

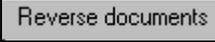
Field	Description/Usage
Posting Date	Leave blank
CPU date	Leave blank
Reference Number	Leave blank
Document type	Leave blank

In the Further Selections section:

Field	Description/Usage
Reverse Posting Date	This date is the date on which you indicated the accrual reversal will be posted. Normally, the posting date of the reversal will be the first day of the next accounting period.
User Name	Optional

**NOTE:** Ensure the Test run checkbox is selected in the Reverse Posting Details section of the form. This will prompt the system to list all the accruals that are eligible for reversal.

After completing the criteria screen, select: PROGRAM > EXECUTE or press the Execute button . The system will search out all the documents based on your selection criteria. These entries are your original accrual documents. You should see document types, **SB for regular accrual entries** and **SI for resale inventory documents**.

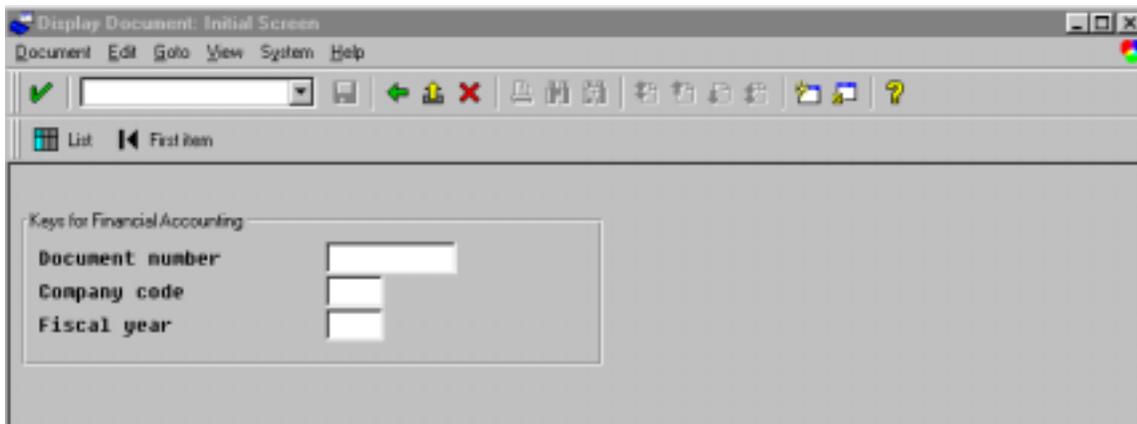
If this list appears to be accurate, you can simply click the [Reverse documents] icon  and the system will post the reversing entries.

The process is now complete and the reversal document number will be displayed on the status bar below the original document number.

**To review the posted reversal documents:**

In order to view your posted accrual reversal documents, use the following menu path:

**ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > DOCUMENT > DISPLAY**



Press the **[List]** pushbutton or you may request the system to display the actual document number provided when you ran the reversal document process. The following screen appears when you click the **[List]** pushbutton to set up the selection criteria.

Enter the appropriate company code.

Enter the the document type. You may enter SC, the reversal type for a SB (regular accrual entry) or SJ, the reversal type for a SI (resale inventory document). Enter the posting date (the date that you indicated the entry should be posted when you created the original document, usually the first day of the next accounting period.)



**NOTE:** Remember, when using multiple selections, you must enter the additional document types (or company codes) using the “multiple selection ARROW” located on the right of the line. DO NOT enter a range from SC to SI – or you will be provided a list of **all** documents with document types SC, SD, SE, SF, etc.. The same wide selection occurs when requesting multiple company codes using the range criteria rather than the “multiple selection ARROW”.

Press the Execute button. 

## Retail (MM)

The actual FI documents will be listed. If you double click on each document, you can view the actual entries that were posted to the general ledger.

Reverse Accrual/Deferral Documents

Documents for which a reverse posting was generated

Document number	Company code	Fiscal year	Doc.type	Posting date	Document date	Rev
1600000036	1019	1999	SI	08/05/1999	08/05/1999	09/
Reverse posting document number 1700000011						
1600000037	1019	1999	SI	08/05/1999	08/05/1999	09/
Reverse posting document number 1700000012						
1600000039	1019	1999	SI	08/01/1999	08/01/1999	09/
Reverse posting document number 1700000013						
1600000040	1019	1999	SI	08/01/1999	08/01/1999	09/
Reverse posting document number 1700000014						

Number of documents for which a reverse posting was generated: 4

Reverse Accrual/Deferral Documents

Documents for which a reverse posting is not possible

Reverse posting was generated for all documents



**NOTE:** You may run this process at any time during the month, and you may run it multiple times during the month. If it has been determined that an additional accrual entry document had been created after the accrual reversal process is complete, simply repeat the process. Running the process more than one time during an accounting period, will NOT result in duplicate entries. The system will ONLY create the reversal entry once for each period for each accrual document.

**Running Recurring Entries (Detailed)**

At the end of each month, you must complete a two-step process to execute postings for the recurring entry documents that have been created. Keep in mind that when creating a recurring entry document, a template has been created, but NO entry is posted to the general ledger until the entire two-step process is complete.

To begin this two-step process, use the following menu path:

**ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > PERIODIC PROCESSING > RECURRING ENTRIES > EXECUTE**

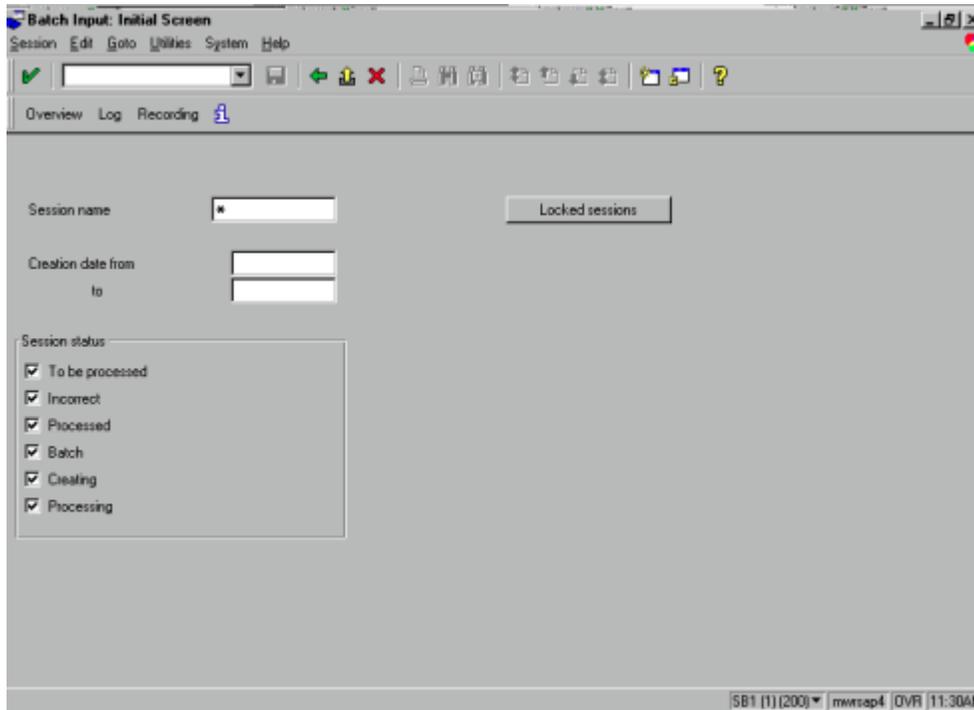
Field	Description/Usage
Company Code	Enter the appropriate company code for which you want to execute the recurring entries (you may run this process for more than one company code in the same session)
Settlement Period	This date is usually the posting date of the entry or the last day of the period being closed.
Run Schedule	Leave Blank
Batch Input Session Name	Enter a unique name for your session. You will need to remember this session name in order to execute the batch process, so name the session in a logical way that helps you identify the company code, the month, the name, etc. For example: Call your session SEATTLE-NOV or JAX03_RECUR
User Name	Enter your login name for reference
Blocking	Enter the earliest start date for executing the Recurring Journal
Date for BI (Batch Input Session)	This is to control that there is no execution of the Recurring Journal before the specified date.

**The system will now prompt you that your session has been created. You must now run the session!**

**ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > SYSTEM > SERVICES > BATCH INPUT > EDIT**

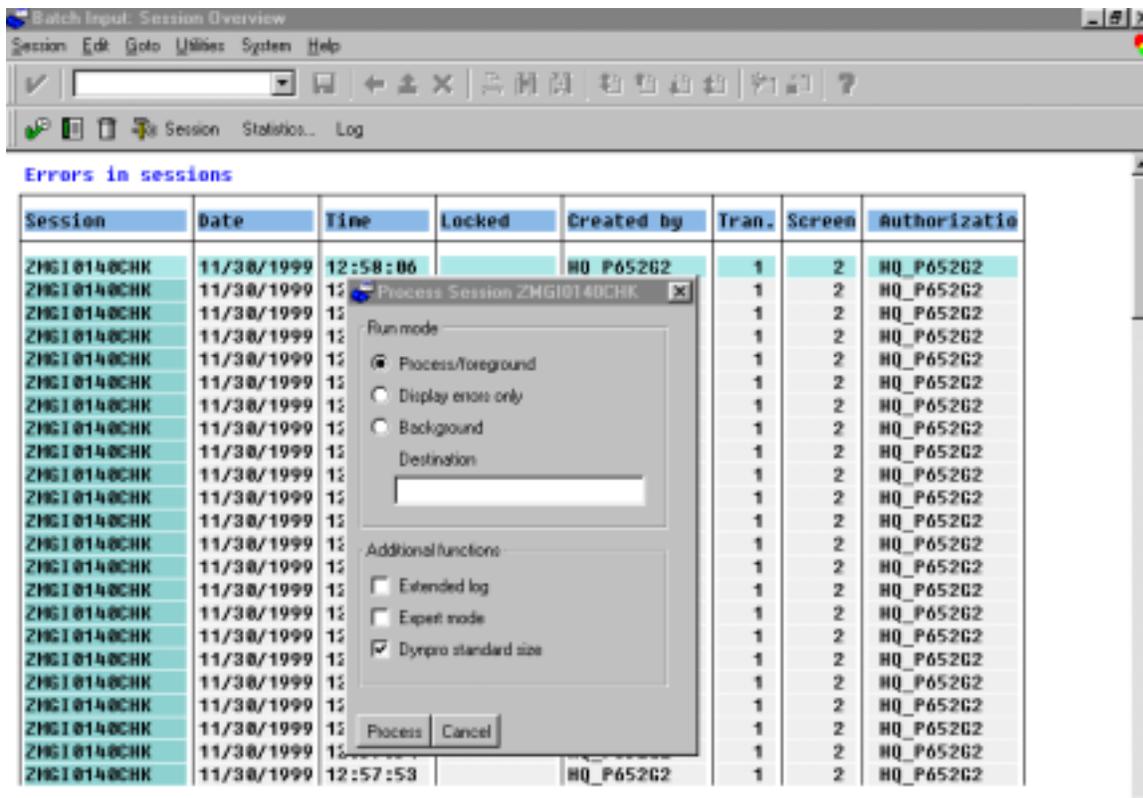
## Retail (MM)

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Enter your session name and click Enter .

If you have forgotten your session name, enter an asterisk \* in the Session name field and then click Enter . A list of all sessions will appear. Select your session by double clicking on your choice.



Click the radio button and select Background for the Run Mode and ensure that “Dynpro standard size” is NOT selected. Click the [Process] button.

The system will indicate the session is in background processing. The entries are now being created and posted to the general ledger.

In order to view the actual posting to the general ledger, use the following menu path:

**ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER >  
DOCUMENT > DISPLAY > LIST**

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Document List

Program Edit Goto System Help

Company code to

Document number to

Fiscal year to

General selections:

Document type to

Posting date to

Entry date to

Reference number to

Reference procedure to

Reference key to

Logical system to

Also display noted items

Display noted items

Search for own documents

Own documents only

Enter the appropriate company code. Enter the document type “SG” – the recurring document type. Enter the posting date (the date you indicated the entry should be posted when you created the recurring document, usually the last day of the month.)

Press the Execute button 

The actual FI documents will be listed. Note the number range (15XXXXXXXX) of the document. Remember when you created the template for the recurring document, the document numbering range was 95XXXXXXXX. The actual posted recurring entry journals have numbers beginning 15XXXXXXXX.

If you double click on an individual document, you can view the actual entries that were posted to the general ledger.



**NOTE:** You may run this process at any time during the month, and you may run it multiple times during the month. If it has been determined that an additional recurring entry document had been created after the execution process is complete, simply repeat the process. Running the process more than one time during an accounting period, will NOT result in duplicate entries. The system will ONLY create the recurring entry journal once for each period for each recurring entry template.

Process	Schedule	HQ Resp.	Field Resp.
<b>Routine Processes</b>			
Open Item Clearing	Daily	✓	
Positive Pay	Daily	✓	
Electronic Funds Transfer	Daily	✓	
Cash Concentration	Daily	✓	
Payroll Interface	Biweekly	✓	
<b>End-of Month Processes</b>			
Review/post parked documents (HQ will send message if parked documents found)	2 days before end of month	✓	✓
Ensure all interfaces have been run for the month	Last working day of month	✓	
Ensure all goods receipt have been recorded for the month (HQ will send reminder message to field)	Last working day of month		✓
Open next month to postings	Last working day of month	✓	
Post Recurring entries and Accruals**	First calendar day of month	✓	✓
Open new MM posting period	First calendar day of month	✓	
Open Item Clearing	First calendar day of month	✓	
Complete asset transfers	Fifth day of month		✓
Asset Depreciation Run	Sixth day of month	✓	
Post Assessments <ul style="list-style-type: none"> <li>• VQ Echelon</li> <li>• VQ Headquarters</li> <li>• Property/Liability</li> </ul>	Sixth day of month	✓	
Calculate Averaged Cost of Goods*** (All EOM inventory postings must be complete)	Sixth day of month	✓	
Accrual reversals** (HQ will verify that all have been run for the	Sixth day of month	✓	✓

**Retail (MM)**

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month)			
Trial Balance Run	Seventh day of month	✓	
Close Postings to prior month *	Seventh day of month	✓	
Create Monthly Financial Statement Extracts	Seventh day of month	✓	
SAP to RAMCAS Interface	Seventh day of month	✓	

## Special Considerations:

- \* SAP closeout will be two days before posted final field TC date
- \*\* Accruals should be dated for the last day of the accounting month; reversals should be dated for 1st day of next accounting month.
- \*\*\* The averaged cost of goods sold process can only be run once per month, therefore, all actual balances must be posted before the date of this run.