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General Ledger

Overview

GL Accounts: In SAP the RAMCAS 3-digit account numbers have been changed to 6-digit SAP account numbers. For example Program Revenue, account 501 in RAMCAS becomes 501000 for MWR program revenue and 501001 for VQ program revenue. This was designed so that during the transition from RAMCAS to SAP we could still associate with the RAMCAS account numbers while enjoying the use of an expanded chart of accounts.

Cost Center: A cost center in SAP is equivalent to a combination of RAMCAS activity and department. It is the lowest level at which a Profit and Loss statement (P & L) is available. In RAMCAS activity 01, department 01 is All Hands Food Resale. In your RAMCAS financial statements you get the sum of the business from all of the All Hands Food Resale rolled into one total. In SAP you can distinguish between the different operations. If a company code has three All Hands Clubs with food operations, it would have three different cost centers for All Hands Food Resale. In turn a profit and loss statement could be created for the three distinct clubs.

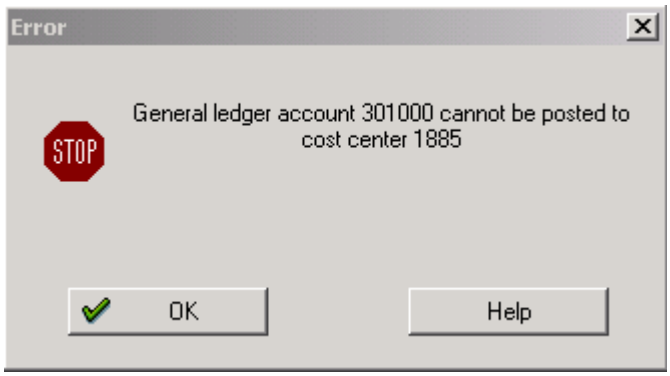
Site: A "site" in SAP generally refers to a physical location (building) or facility that is responsible for procuring/requisitioning, receiving and keeping track of inventoried and non-inventoried supplies (and services).

Site vs Cost Center: Confusion between the terms site and cost center partly arises because, historically, RAMCAS Activities often represent "general" facilities located on a base (e.g. 01 All Hands Club, 16 Recreation Center, 55 ITT Program, etc.). So, in a way, sites and cost centers appear to represent similar things. However, their purpose within SAP is very different. It is also important to note that every cost center and every site in every fund is unique. For example site 1056 only refers to the Bowling Center at Oceana, not just any Bowling Center. Cost center 001822 is a "cost collector" for program revenue and expenses for Dam Neck Auto Skills facility only.

As mentioned above, a site generally represents a physical location. There are exceptions, due mainly to user authorization issues or when a multi-use building is involved. In the case of a multi-use facility, there are generally two methods for determining when there is only one site or many sites. When a multi-use building is organized so supplies/services are procured and inventories are managed centrally for the whole building, then only one site is created. When a multi-use building is organized so that individual activities within the building are responsible for their own procurement and inventory management, then a site is created for each activity.

A cost center is an object (aka "bucket") that is used to collect and report revenue and expenses. It is the lowest level that a profit and loss report can be run. To run runs at higher levels within the organization you use the cost center groups. Within any activity or site, there will be at least one cost center (G&A). Most often there are many more cost centers, such a Program, Resale, Food, Other Food & Beverage, etc., that require a profit and loss (P&L) statement to report operating results.

Validations: The same GL account validations that exist in RAMCAS are in existence in SAP. Certain GL accounts can only be posted to by certain types of cost centers, for example, Resale GL Accounts cannot post to Program Cost Centers. The validations exist to support the business policies in the MWR and VQ programs. When posting GL documents in SAP, ie. GJVs, DARs & AJVs, an error message will appear if the wrong cost centers and GL accounts are used.



Manual General Ledger Postings

Manual G/L Postings in standard SAP can be used to manage any transactions that require recording, correction and/or reversal. The supporting document is to be received by MWR/VQ Accounting area with the usual approvals attached. The responsible clerk has two choices:

1. Create the G/L manual posting and make the direct posting

or

2. Park the document (save the incomplete document temporarily) and then post that document later. Parked document information is included under helpful hints.

Document types are used to "classify the various kinds of transactions" (general journals, accruals, reversals, DARs, etc).

Document Type	Transaction	Posted By
SA	General Journal Voucher	Field, HQ
SB	Accrual Journal Voucher	Field, HQ
SC	Accrual Reversal	Field, HQ
SD	Dar Journal	Field
SE	HQ General JV	HQ
SG	Recurring Journal	Field, HQ
SI	Inventory Journal	Field
SR	Standard Reversal	Field, HQ
IC	Mellon Credit Card File	HQ
IP	Payroll Interface	HQ
AF	Depreciation Posting	HQ
EA	Allocations	HQ

Transactions Requiring Manual Entry

Providing that the supporting documentation is complete and properly approved, the General Ledger Clerk can begin the process of entering and posting a manual G/L posting.

There are 3 types of Manual G/L Postings

- GJVs (General Journal Vouchers)
- DARs (Daily Activity Records) – miscellaneous receipts (not customer receipts)
- AJVs (Accrual Journal Vouchers) – These are different than GJVs and DARs and have merited their own section in this book.

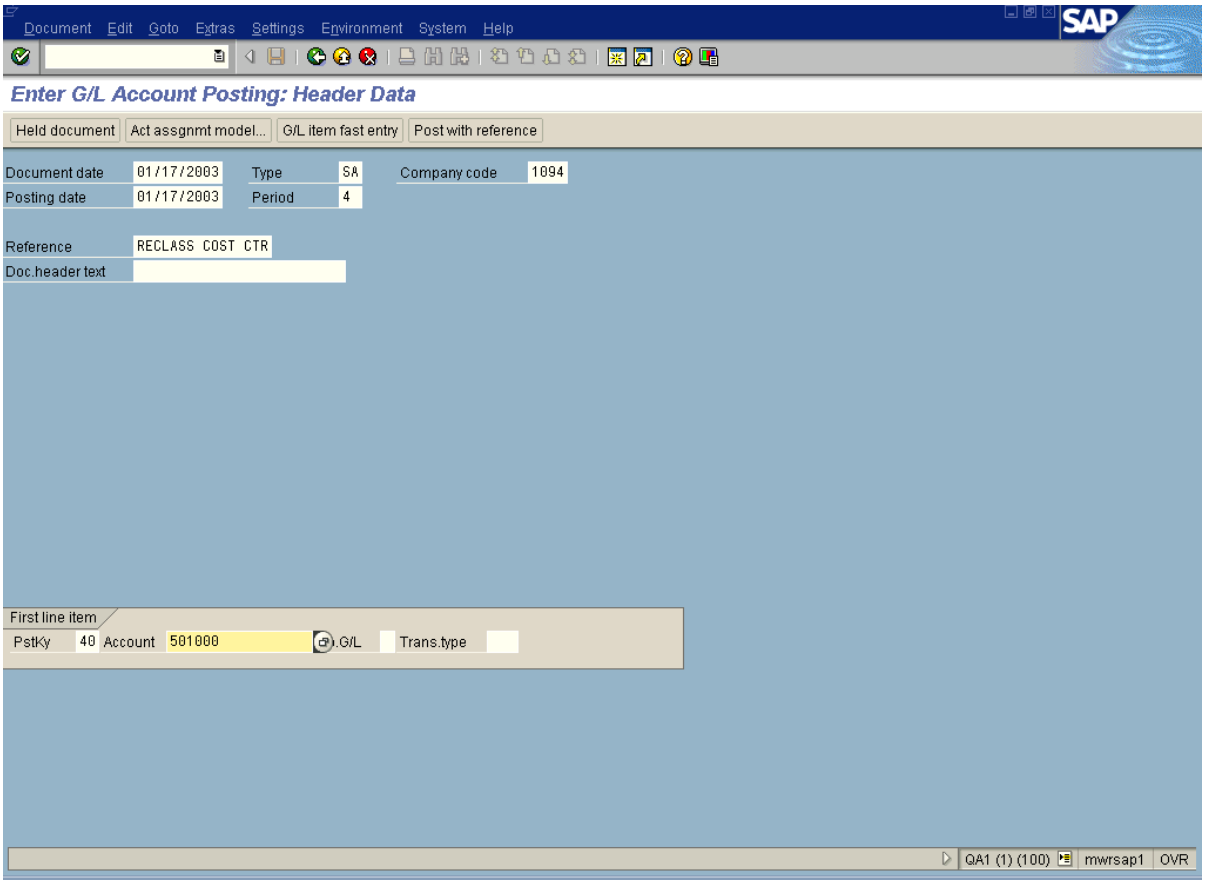
Accounting Activities at the local base level control the entry of GJVs, DARs, and AJVs.

Entering General Journal Vouchers (GJVs)

Menu Path: **ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → DOCUMENT ENTRY → G/L ACCOUNT POSTING**

Transaction code: **F-02**

Screen: Enter G/L Account Posting - Header Data (0100)



To enter a GJV, follow these steps:

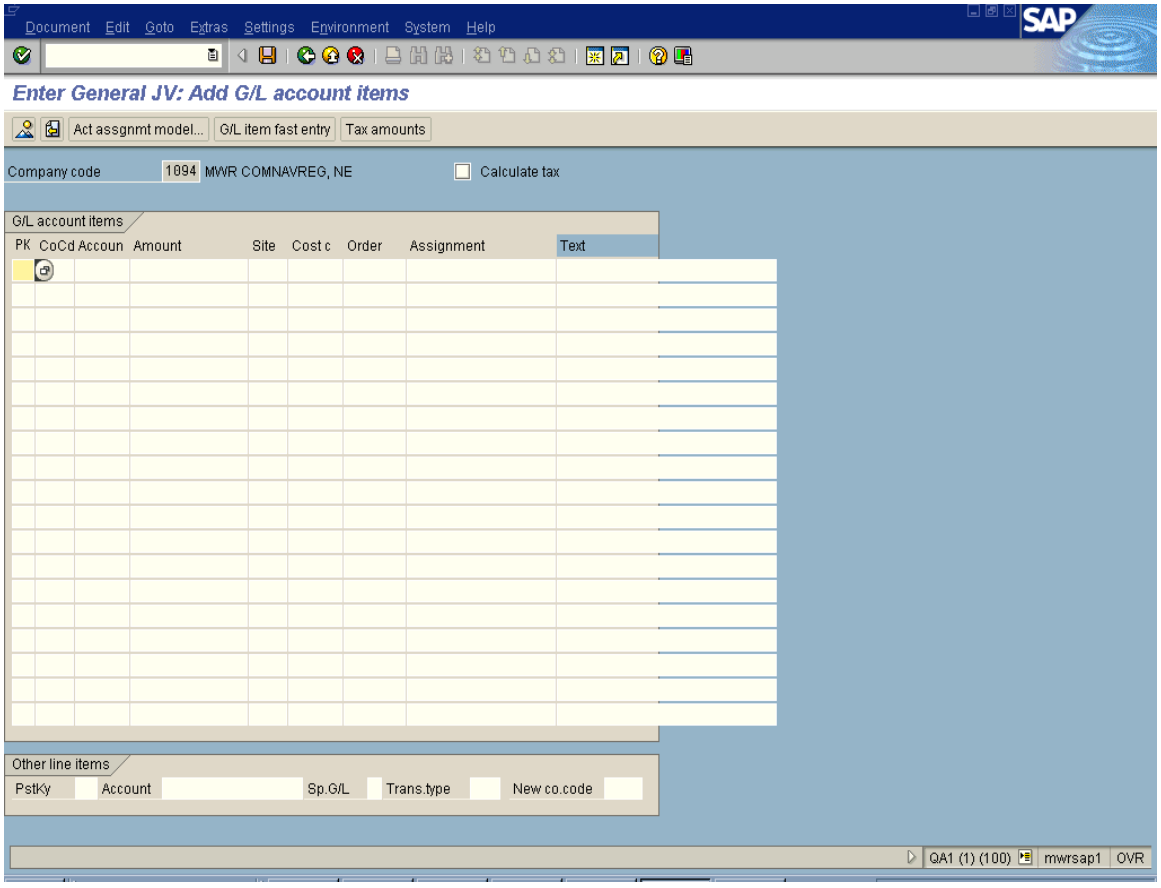
Field	Description/Usage
Document Date	The creation date of the document, with the format MM/DD/YYYY.
Doc. Type	Enter the document type = SA for GJVs.
Company Code	Enter the 4-digit company code for the fund with which you are working.
Posting Date	The date that SAP system posts the created transactions. The format is MM/DD/YYYY.
Period	The fiscal period, ranges from 1 to 12, with 13 as the special period

	for year-end adjustment. **The period is automatically derived from the posting date, if there is no input in this field.**
Reference	For GJVs the reference should be something that will help identify the transactions (i.e. Mess Req, Reclassify)
Document Header Text	The entered text is to be applied to the document as a whole, not only on certain line item.

Click on G/L Item Fast Entry Button. G/L item fast entry

Using G/L Fast Entry Screen

Screen: Enter G/L Account Document - Create G/L Account Item (0300)



Field	Description/Usage
Posting Key	Enter posting key: *40* = Debit and *50* = Credit.
Account	Enter the relevant G/L account.
Amount	Enter the appropriate amount for the transaction in the specific G/L account.
Site	Enter the site number if necessary
Cost Center	Enter the appropriate cost center
Assignment	May be left blank. Can also be used to indicate something that you want to see in the header text (i.e. Month End Process, etc.). For accounts that need to be cleared (110000, 101060, the 160 series and the 200 series other than 201000 and 206000 which automatically clear) there needs to be something in the assignment field that will help clear the line items.
Text	Enter the required text for the line item.

All the remaining fields are optional and can be omitted in this process.

Click on the Overview Button

If the document is correct and balances (the debits equal the credits), post the document**.**

Menu Path: Document → Post or Click on SAVE Button or press F11 to post document. Finally, write down the document number.

Daily Activity Records (DAR's)

Overview

The Manual DAR process in SAP contains steps to be completed by several employees, including:

- Activity Cashier
- Activity Manager
- Central Cashier
- DAR Accounting Technician

NOTE: All forms discussed in this procedure are located in the Appendix

Activity Cashier:

A DAR is completed for each register and/or cost center as a record of the daily receipts. The cashier will complete Section I of the DAR form and prepare the locked moneybag with the white copy of the DAR form included, to pass to the central cashier. If there are vendors involved in the daily receipts (e.g., ITT sold consignment tickets for Disney) that vendor's sales information is forwarded to the accounting office. If there are customers' business in the daily receipts, (i.e. Marina slip rental prepaid, membership dues, and catering private party contracts) the cashier has to complete a customer information form and forward that information to accounting with the DAR.

1. Complete Sections I of the Daily Activity Record (DAR). Include bag number at the top of the form. Sign the form and place in the deposit bag with all the day's deposits.
2. Complete forms for deposits that involve customers and attach to the second copy of the DAR.
3. Attach all information that pertains to sales that involve vendor payments to the second copy of the DAR.
4. Forward this information to the Activity Manager for signature and additional information.

Activity Manager:

The Activity Manager is responsible for completing Section II of the second copy of the DAR. Verify all information to be complete and correct.

- Complete Section II of the second copy of the DAR.
- Attach all information that pertains to customer and vendor items.
- Sign the DAR and send all the information to the accounting office.

Central Cashier:

The central cashier will complete Section III and verify Section I of the DAR. The central cashier receives the deposit bags and logs them into a receipt log to make sure all bags have been accounted for. All the receipts are counted by bag and the central cashier completes Section III on the enclosed DAR by bag.

1. Verify all receipts by locked moneybag.
2. Complete Section III of the DAR form enclosed in the bag.
3. Record the deposit slip number on the bottom of each DAR form. If the bank does not supply pre-numbered deposit slips, then create a sequential numbering system and write the number on the deposit slip and on all Activity DAR copies. (for all DAR's that make up the total DAR)
4. Notate discrepancies in monies counted by striking through the Activity Cashiers amounts in Section I and indicate the actual amount counted and verified. Initial each change.
5. Sum all the daily receipts and complete deposit slip.
6. Prepare the accounting entry to record the days total deposits (See Cash Cage Deposit Form) and attach to those days DAR's along with a copy of the deposit slip.
7. Forward all completed DAR's to the DAR accounting clerk.

DAR Accounting Technician:

The accounting clerk receives the top copy DAR from the central cashier and matches the top copy to the second copy signed and completed by the Activity Manager. The accounting clerk completes the breakdown of revenue in Section IV and records all transactions to SAP.

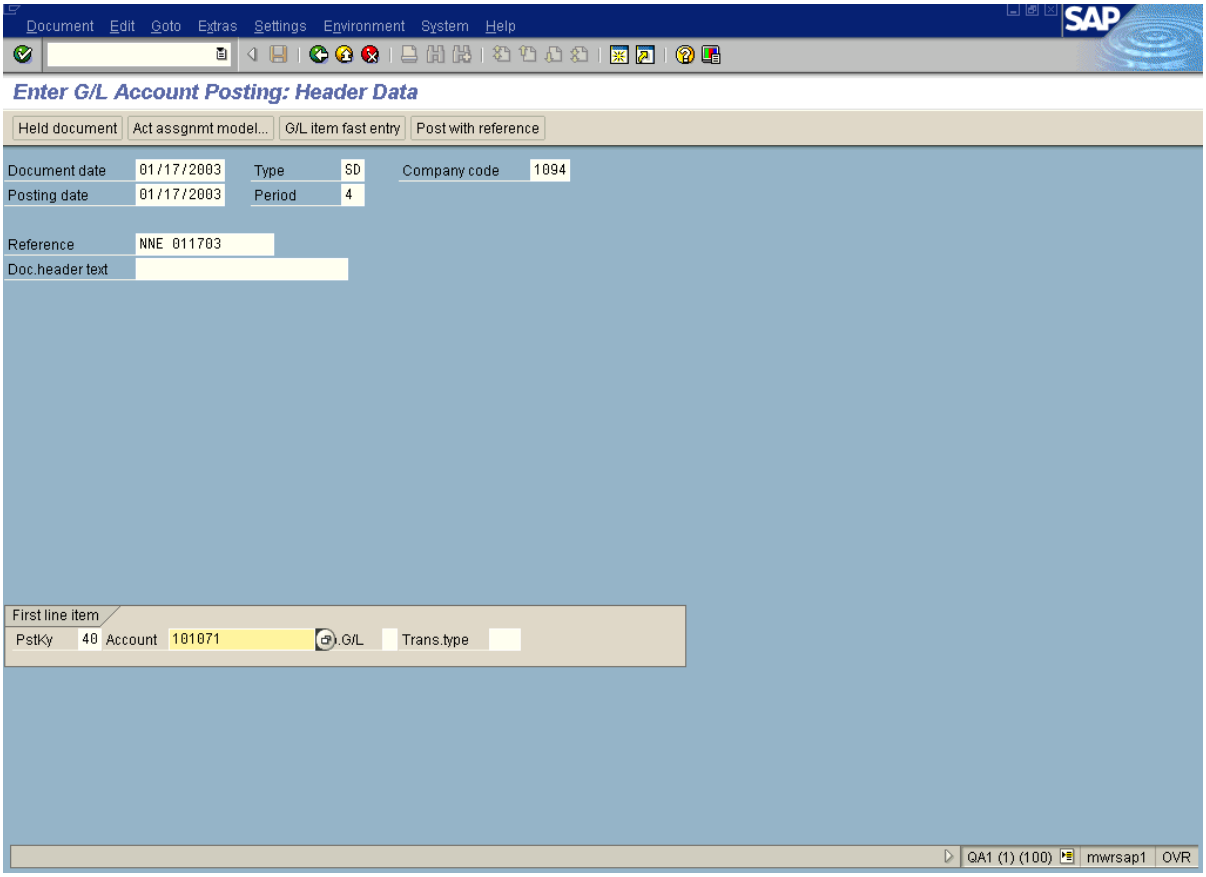
1. Match all copies of the DAR.
2. Record the total deposit that was recorded on the Cash Cage Deposit form that was completed by the central cashier.
3. Prepare the breakdown of revenue on the SAP DAR fast entry form. Cash will be recorded to the DAR clearing account 101060. Always record over and short amounts to the Company codes G/A.
4. Enter the cash cage portion of the DAR into SAP.
5. Enter the detailed portion of the DAR into SAP.
6. Clear the DAR Clearing Account.
7. Clear the Credit Card Clearing Account.

Entering DAR information into SAP

STEP 1 - STANDARD CASH CAGE : Record the cash cage deposit amount

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > DOCUMENT ENTRY > GL ACCOUNT POSTING**

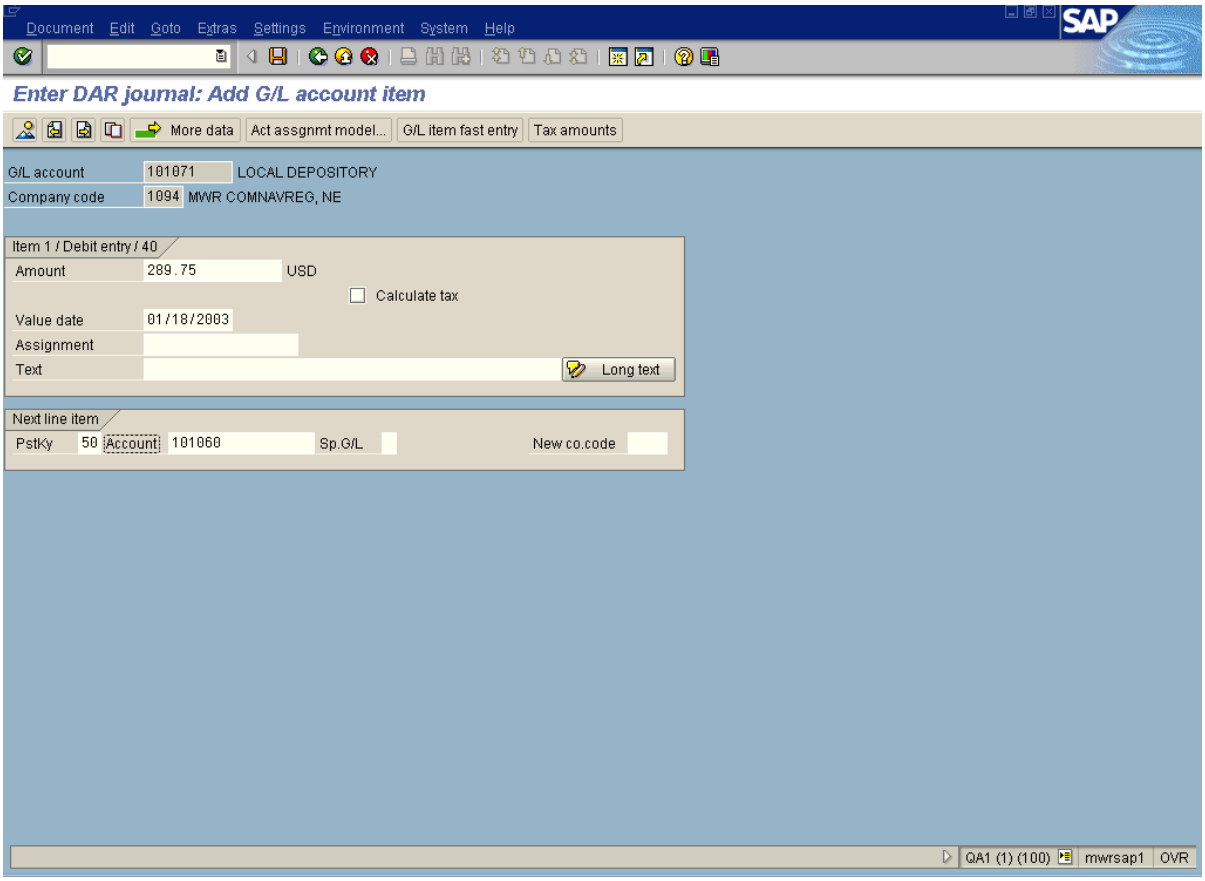
Transaction Code**: F-02**



Enter details of the data:

Field	Description/Usage
Document date:	Appropriate date for the days business
Posting date:	Appropriate date for the days business
Document type:	SD for DAR
Company code:	SAP company code

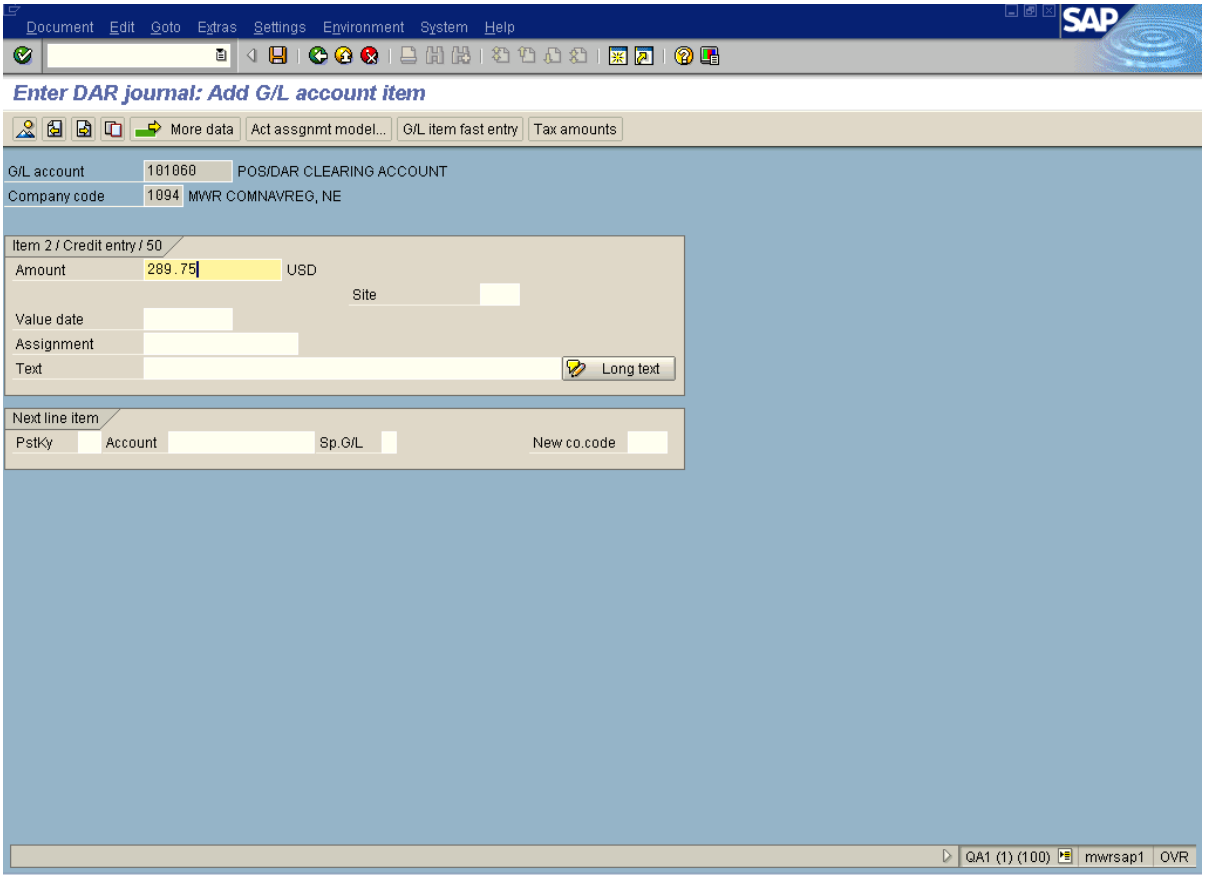
Reference:	The base abbreviation plus the business date **(VERY IMPORTANT: This same reference number will be used in the reference field in step 2 also. MAKE SURE THE NUMBER IS ENTERED CORRECTLY IN BOTH STEPS.)**
Posting key (PK):	40 (debit)
GL Account:	Enter the Account Number for the Local Depository Account (LDA). When only one LDA exists for a Company Code, the GL account will be **101071.**



Field	Description/Usage
Amount:	enter the amount recorded by the central cashier on the bank deposit slip
Value Date:	The date of the deposit slip
Posting key (PK):	50 (Credit)
GLAccount:	101060 (POS/DAR Clearing account)

Note: There will be several credit entries to the 101060 account that offset each debit entry to the 101071.

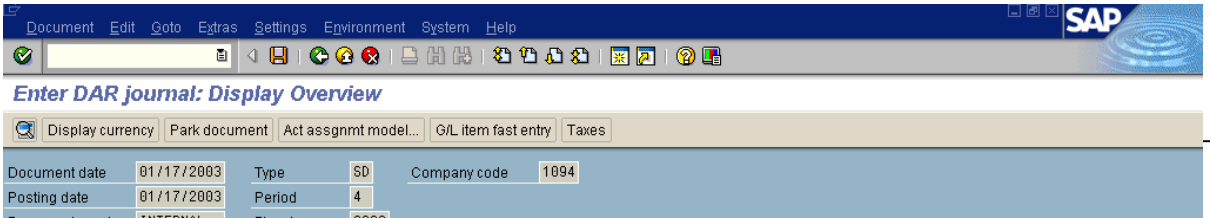
Click the Green Check Mark or hit enter to continue to next screen.



Enter the following data:

Amount:	Amount (per site) recorded by the central cashier on the DAR
Site:	The appropriate site number

Press the Document Overview icon to view the details. The following screen appears



Post the Document by clicking the Save/Post icon.

Record the SAP document number on the DAR documents.

Entering DAR information into SAP

STEP 1 -CASH CAGE WITH SHARED BANK ACCOUNT :

Record the cash cage deposit using an Intercompany posting

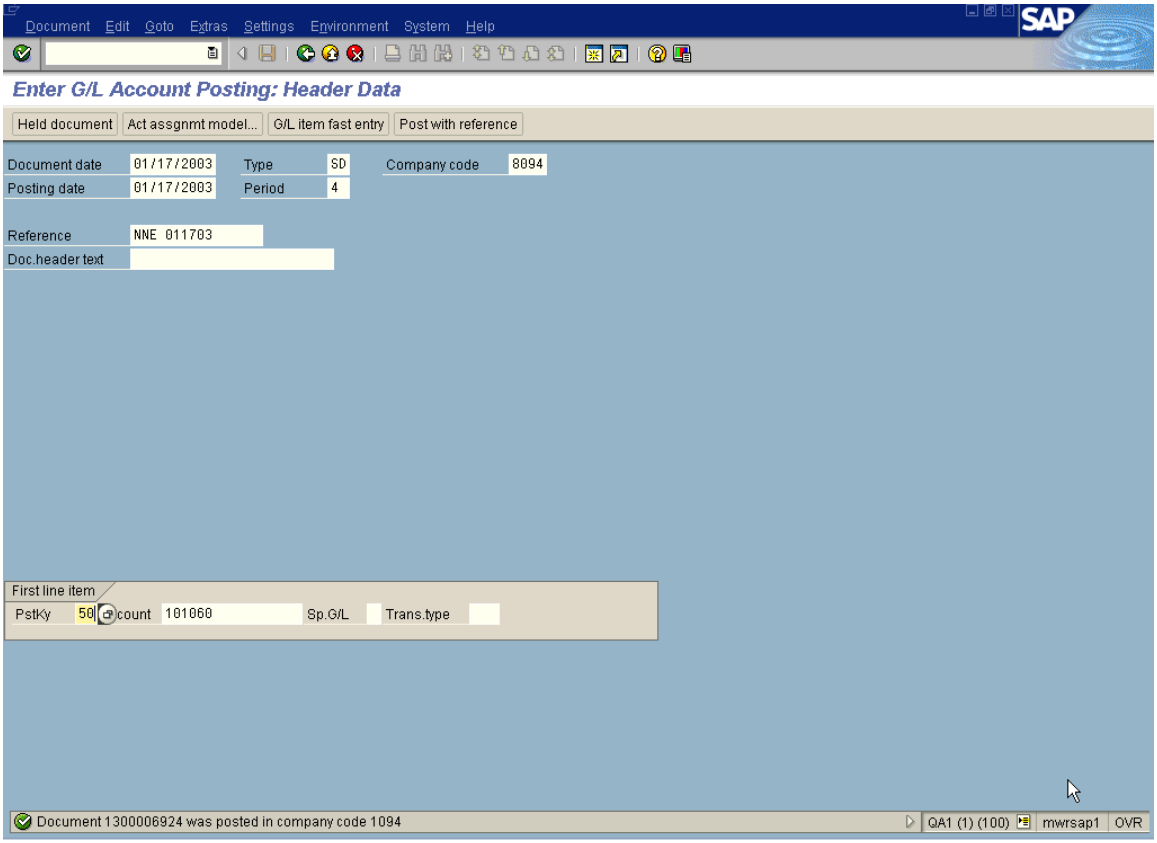
When VQ and MWR share a bank account, an intercompany journal must be made in order to properly credit the bank account in the correct company code.

Example: VQ must deposit into the MWR bank account. The journal will be as follows:

Credit 101060 (VQ company code) 50.00
Debit 101071 (MWR company code) 50.00

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > DOCUMENT ENTRY > GL ACCOUNT POSTING**

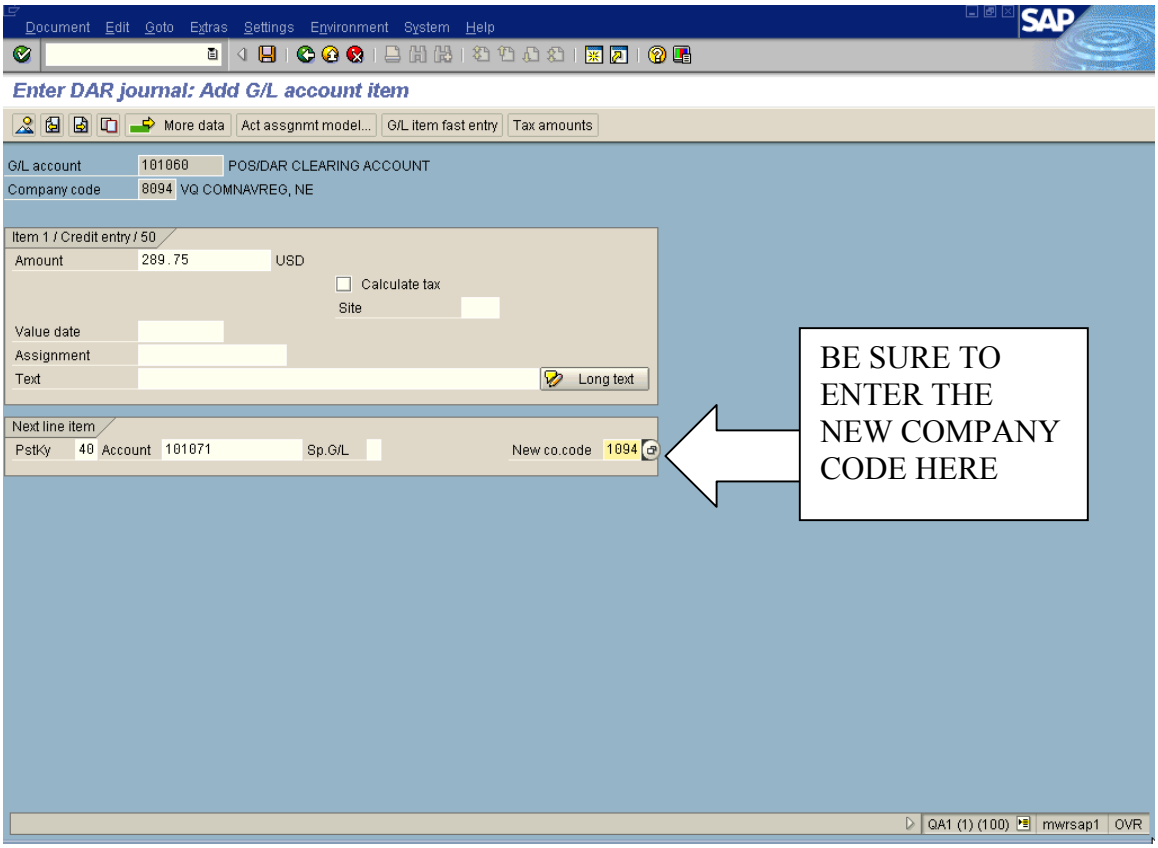
Transaction Code**: F-02**



Enter details of the data:

Field	Description/Usage
Document date:	Appropriate date for the days business
Posting date:	Appropriate date for the days business
Document type:	SD for DAR
Company code:	SAP company code
Reference:	The base abbreviation plus the business date **(VERY IMPORTANT: This same reference number will be used in the reference field in step 2 also. MAKE SURE THE NUMBER IS ENTERED CORRECTLY IN BOTH STEPS.)**
Posting key (PK):	50 (Credit)
GLAccount:	101060 (POS/DAR Clearing account)

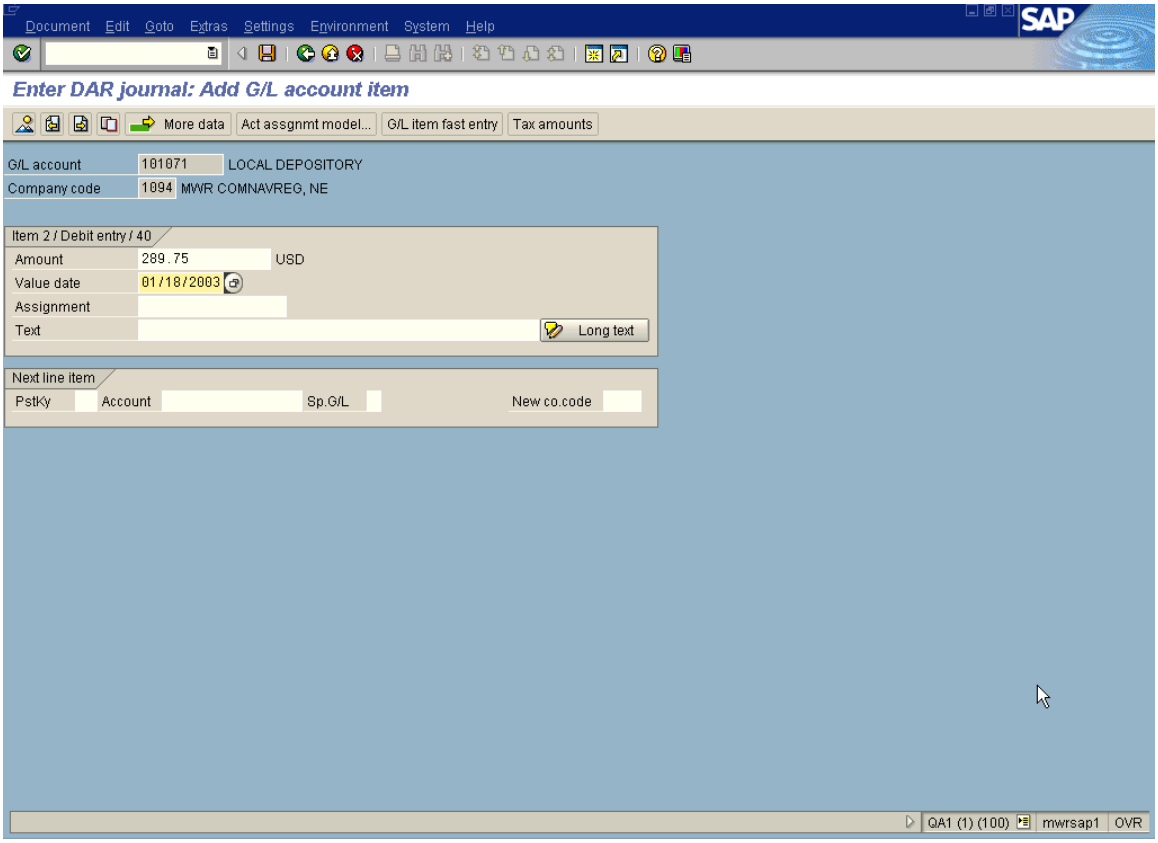
Hit enter or the Green Check Mark to move to the next screen:



Enter the following data:

Field	Description/Usage
Amount:	enter the amount recorded by the central cashier on the bank deposit slip
Value Date:	The date of the deposit slip
Posting key (PK):	40 (debit)
GL Account:	Enter the Account Number for the Local Depository Account (LDA). When only one LDA exists for a Company Code, the GL account will be **101071.**
New Co Code	**Enter the new company code**

Hit enter or Green Check Mark to move to the next screen:



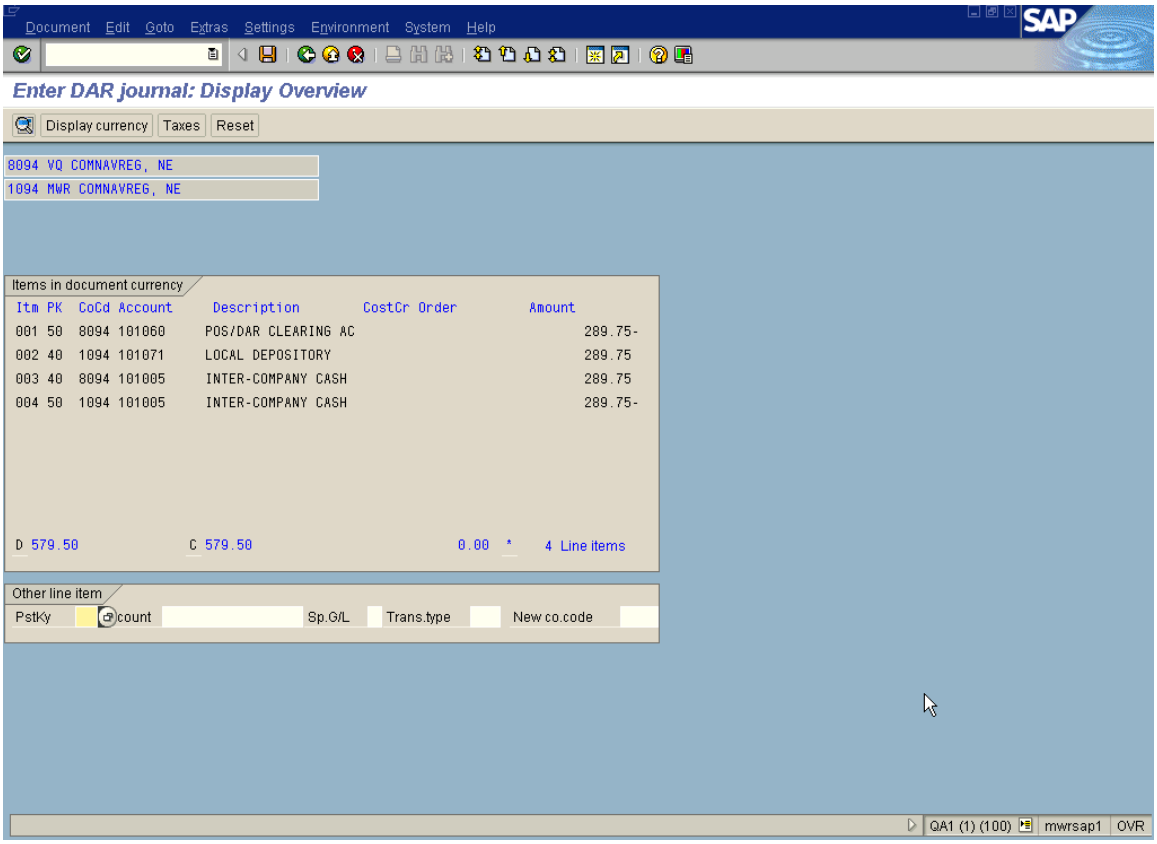
Enter the following data:

Field	Description/Usage
Amount:	Amount (per site) recorded by the central

	cashier on the DAR
Site:	The appropriate site number

It is very important when performing intercompany transactions, to go to the menu path: **DOCUMENT > SIMULATE.** The resulting screen, shown below, gives the user all the details of these intercompany transactions.

The following screen appears:

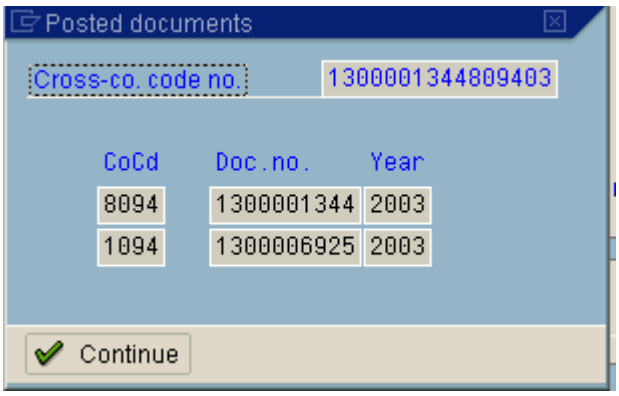


Two documents will be created through posting of this transaction. One document for the initiating company code (the VQ company code in our example) and one document for the receiving company code (the MWR company code in our example). The offsetting entry for each transaction is INTERCOMPANY CASH (101005). Be sure to record both document numbers.

WARNING: Be aware that using intercompany transactions can lead to misleading results when querying the amount in the GL account 101005. This type of journal posted across company codes that do NOT involve Company Code 7900 – Inter-company and do NOT represent cash transactions will affect the meaning and validation of any amount in account 101005 at certain times during the accounting period.

Post the Document by clicking the Save/Post icon.

The following screen appears:

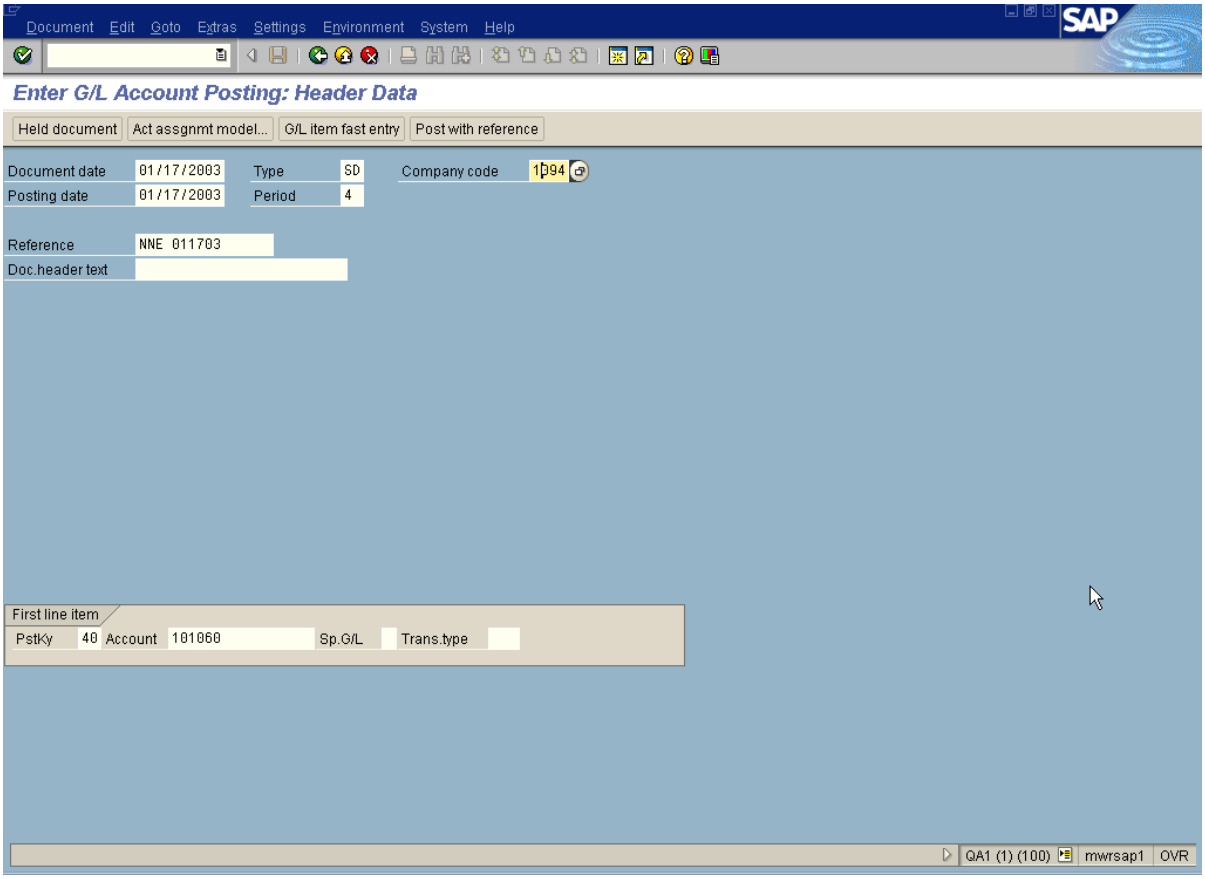


Record the SAP document number on the DAR documents and Click the Green Check Mark to continue.

STEP 2: Record the detailed DAR information

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > DOCUMENT ENTRY > GL ACCOUNT POSTING**

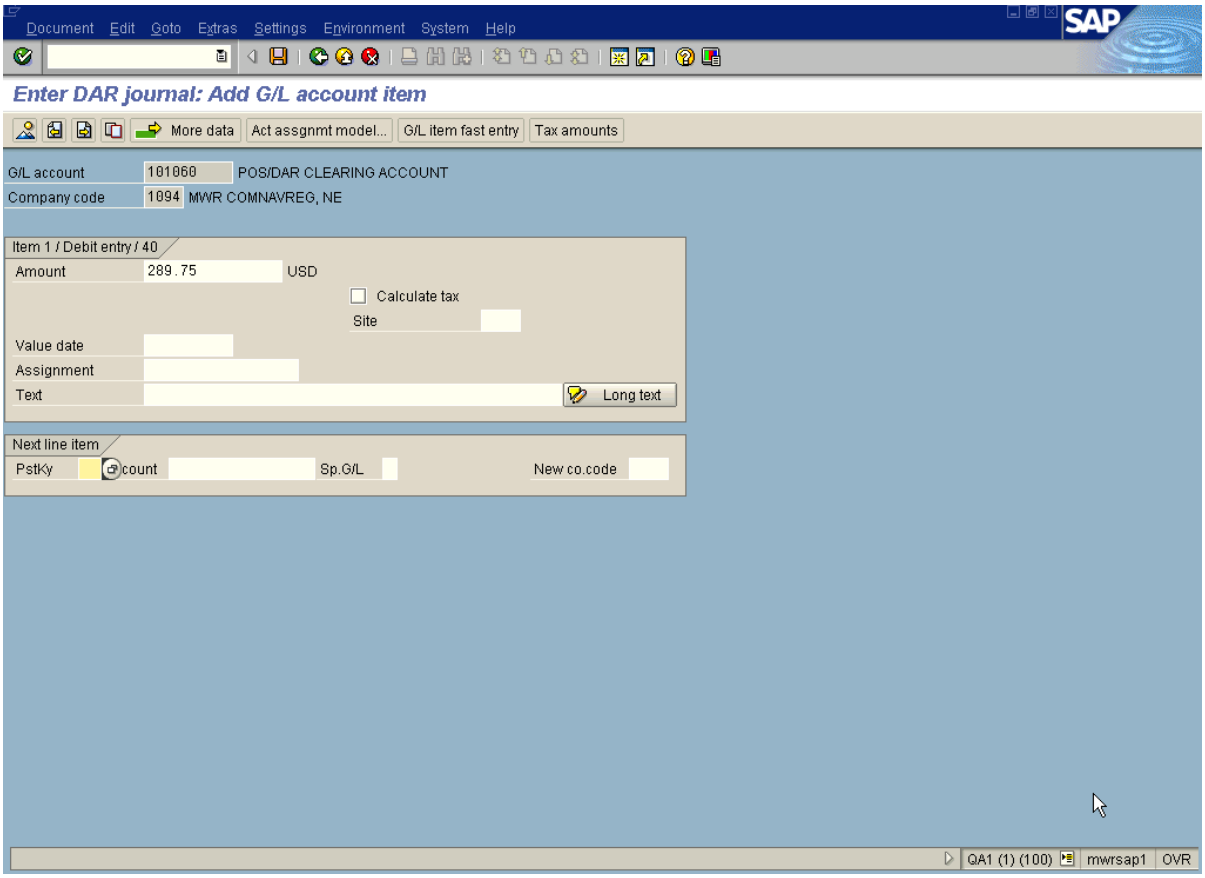
Transaction Code**:** **F-02**



Enter DAR details:

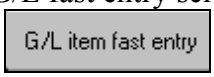
Field	Description/Usage
Document date:	Use appropriate date for the day's business
Posting date:	Use appropriate date for the days business
Document type:	SD
Company code:	Use SAP company code
Reference:	The base abbreviation plus the business date **(VERY IMPORTANT: This reference number is the same number that was used in Step 1. MAKE SURE THE NUMBER IS ENTERED CORRECTLY IN BOTH STEPS.)**
Posting key (PK):	40 (debit)
GL Account:	Appropriate account for entry (cash will be recorded to 101060)

Hit Enter or the Green Check Mark to continue to next screen:



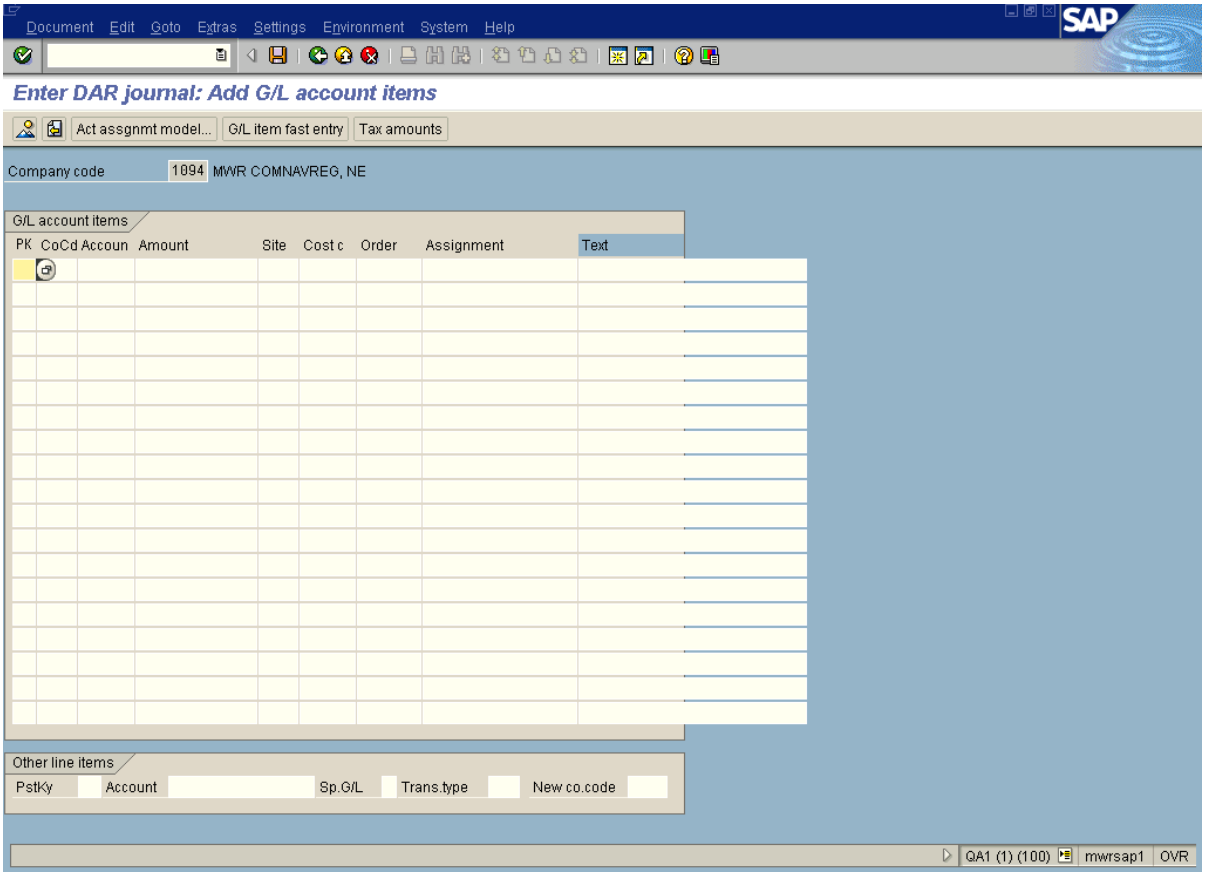
Amount:	Appropriate amount for this line item
Site:	Appropriate Site for this line item

To enter rest of DAR, go to G/L fast entry screen.

Click on GL item fast entry 

screen > **settings** > **entry template**, select variant Z0001 (AIMS one-line fast entry screen).

The following screen appears:



NOTE: Do NOT use the Return/Enter key while in the fast entry screen. Use the **TAB** key to move from cell to cell.

Enter data for each line item:

Field	Description/Usage
Posting key (PK):	50 (credit)
GL Account:	Appropriate account for entry
Amount:	Appropriate amount for this line item
Cost Center	Appropriate cost center for the line item (if necessary)

Continue with the next line item. Posting key may alternate according to the entry being made. Continue posting debits and credits until DAR is recorded.

If you run out of room entering all of your line items simply click G/L item fast entry again. You will get a blank fast entry screen and you just continue entering the rest of the line items.

Save the document and record the SAP document number on the DAR.

REPEAT STEP 2 FOR RECORDING ALL ACTIVITIES' DAR INFORMATION FOR THE DAY'S DEPOSIT.

STEP 3: Clear the POS/DAR Clearing Account (101060).

STEP 4: Clear the Credit Card Clearing Account (110000).

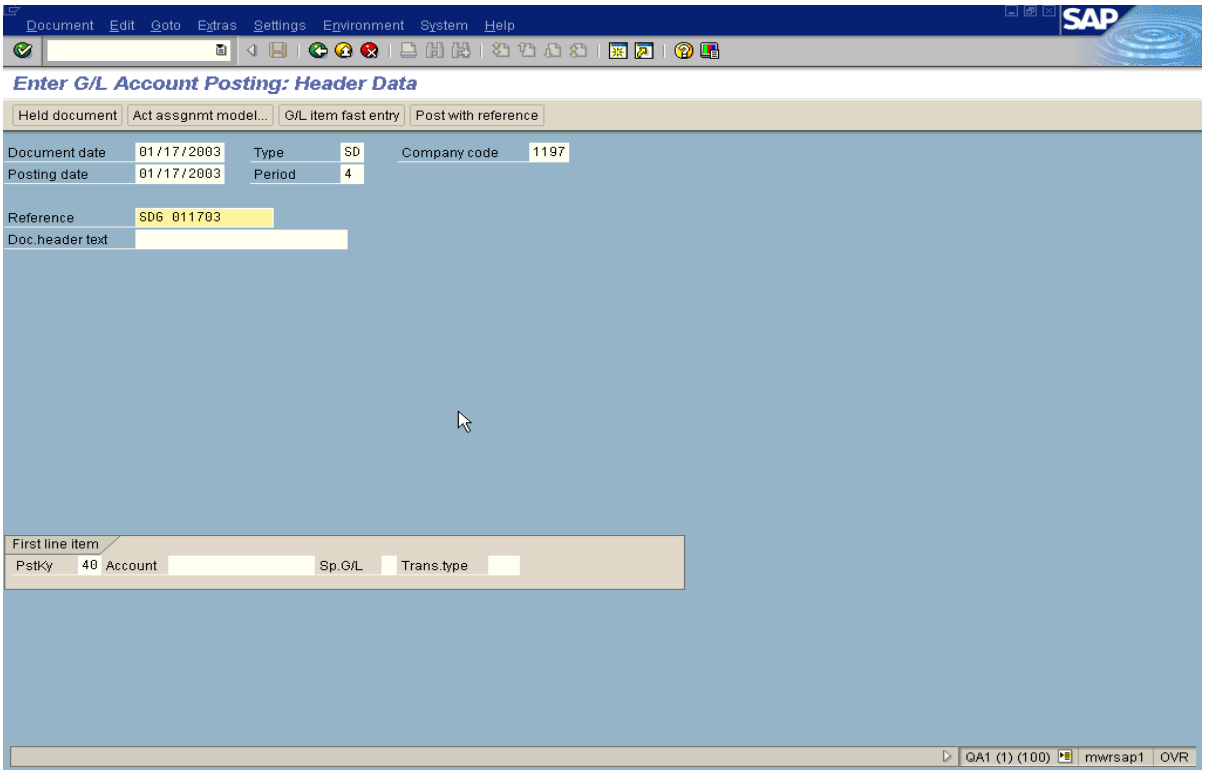
Note: See the Clearing section of the handbook for step-by-step instructions on clearing these accounts.

Posting to Customers on DARS

It is common for customer transactions to come in with a DAR. If this happens you can post to them on the regular DAR document type SD.

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > DOCUMENT ENTRY > GL ACCOUNT POSTING**

Transaction Code: **F-02**

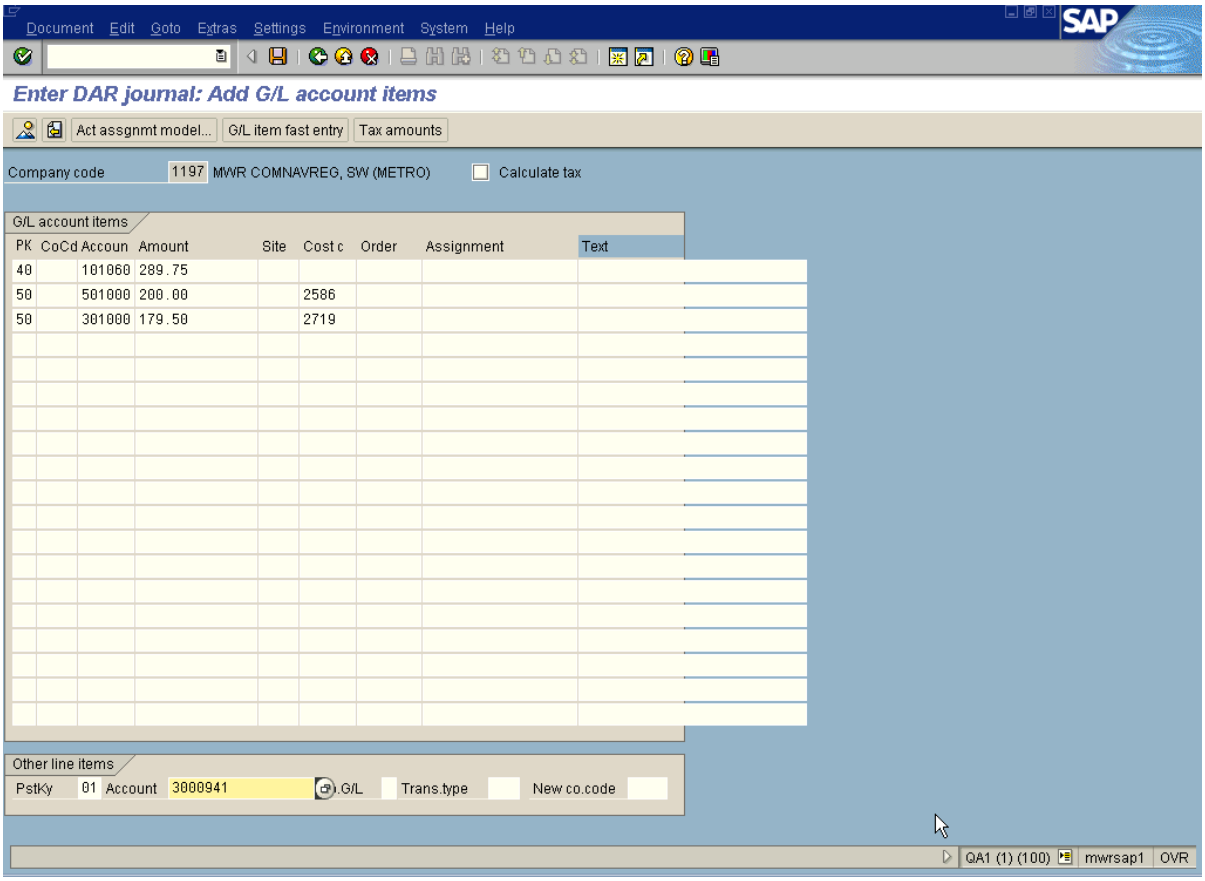


Enter the following data:

Field	Description/Usage
Document date:	Appropriate date for the days business
Posting date:	Appropriate date for the days business
Document type:	SD for DAR
Company code:	SAP company code
Reference:	The base abbreviation plus the business date (**VERY IMPORTANT: This same reference number will be used in the reference field in step 2 also. MAKE SURE THE NUMBER IS ENTERED CORRECTLY IN BOTH STEPS.)**

After line items related to customers are entered, click on G/L Item Fast Entry Button

G/L item fast entry



Enter the following data:

Pst Key:	50 = CR or 40=DR
Account:	General ledger account to receive revenue
Amount:	Amount to be recorded against that account
Cost Center:	Cost center to receive revenue
Order:	This is completed if the revenue is to be charged to an internal order in addition to a cost center.
Text:	Enter the required information according to the table on the previous page
Company Code:	Enter appropriate company code

Continue until all GL line items have been entered

ALL CUSTOMER RELATED LINE ITEMS MUST BE ENTERED IN THE SINGLE LINE ENTRY. DO NOT USE THE GL FAST ENTRY SCREEN! (Look in an AR manual to find out more information about posting to customers)

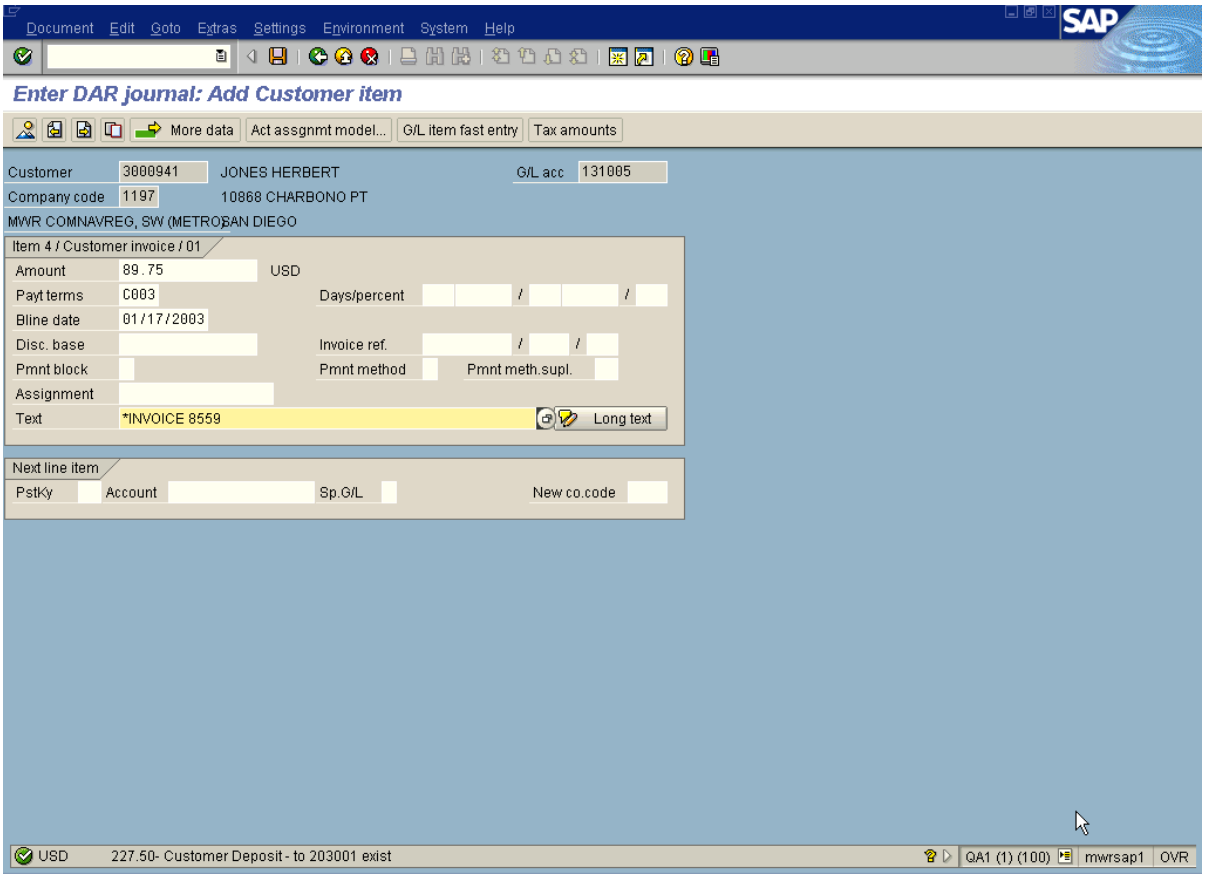
For example, if the customer transaction was an invoice and it was a debit the following information should be entered in the fields at the bottom of the opening screen:

Pst Key:	01 = (Debit Customer – Invoice)
Account:	Enter Customer Number.

For other customer transactions such as Special GL Indicator postings, or incoming payments, please refer to the Accounts Receivables manual.

Use the drop down arrow to in the search to find Customer Number, if necessary.

Press the Enter key or click the green checkmark icon to continue



Enter the following data:

Amount:	Amount relevant to that customer
Payment Terms:	Defaults from Customer Master Record.
Text:	Enter text that is to appear on the invoice (account statement). Put an * in front of text so text will appear on Invoice
Assignment:	Enter text that is to appear on the invoice

Enter the following information in the Text field

MWR/CIV/NFC

Dues/Memberships	-Use membership number
Private Functions	-Use Private Party Contract number
Marina Berthing Fees	-Use Marina Rental contract number
Child Care Fees	-Use Child Name
Vehicle Storage	-Use storage contract/agreement
NFC Leaseback	-Use Aircraft Tail Number

VQ

Quarters Guest-	Use folio number
Command/Group-	Use Command/Group Name (folio number if possible)

Click on the Overview Button .

Ensure entries are balanced (debits equal credits).

Document Edit Goto Extras Settings Environment System Help

Enter DAR journal: Display Overview

Display currency | Park document | Act assgnmt model... | G/L item fast entry | Taxes

Document date	01/17/2003	Type	SD	Company code	1197
Posting date	01/17/2003	Period	4		
Document number	INTERNAL	Fiscal year	2003		
Reference	SDG 011703			Cross-CC no.	
Doc.header text					

Items in document currency

Itm	PK	CoCd	Account	Description	CostCr	Order	Amount
001	40		101060	POS/DAR CLEARING AC			289.75
002	50		501000	PROGRAM REVENUE	2586		200.00-
003	50		301000	RESALE REVENUE	2719		179.50-
004	01		3000941	JONES HERBERT			89.75

D 379.50 C 379.50 0.00 * 4 Line items

Other line item

PstKy | Account | Sp.G/L | Trans.type | New co.code

QA1 (1) (100) | mwrsap1 | OVR

Then post the document:

Menu Path**:** **Document → Post or Click on SAVE Button** **or press F11 to post document.**

Initial document entry screen appears and a message will appear: *"Document nnnnnnnnn was posted in company code XXXX."*

Posting to Vendors on DARS

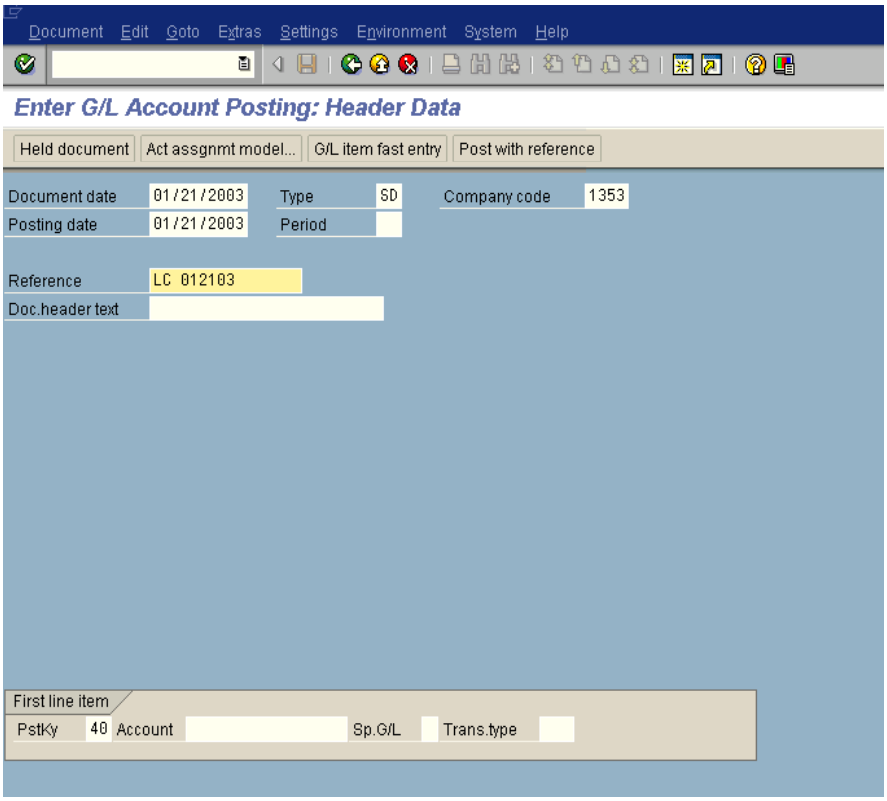
There are very few situations where a DAR clerk should be posting to a Vendor on a SD document type. For example, a vendor might send a payment, possibly for a refund or rebate, directly to a site where in turn, it is recorded on the site's DAR. In this case, the DAR clerk will make the following journal entry:

DR 101060
CR Vendor # 4XXXXXXXXX with automatic payment block "A"

The AP Clerks should post any other Vendor related documents except in unusual circumstances. If the DAR clerk simply must post any other vendor documents they should refer to the Accounts Payables manual.

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > DOCUMENT ENTRY > GL ACCOUNT POSTING**

Transaction Code: **F-02**



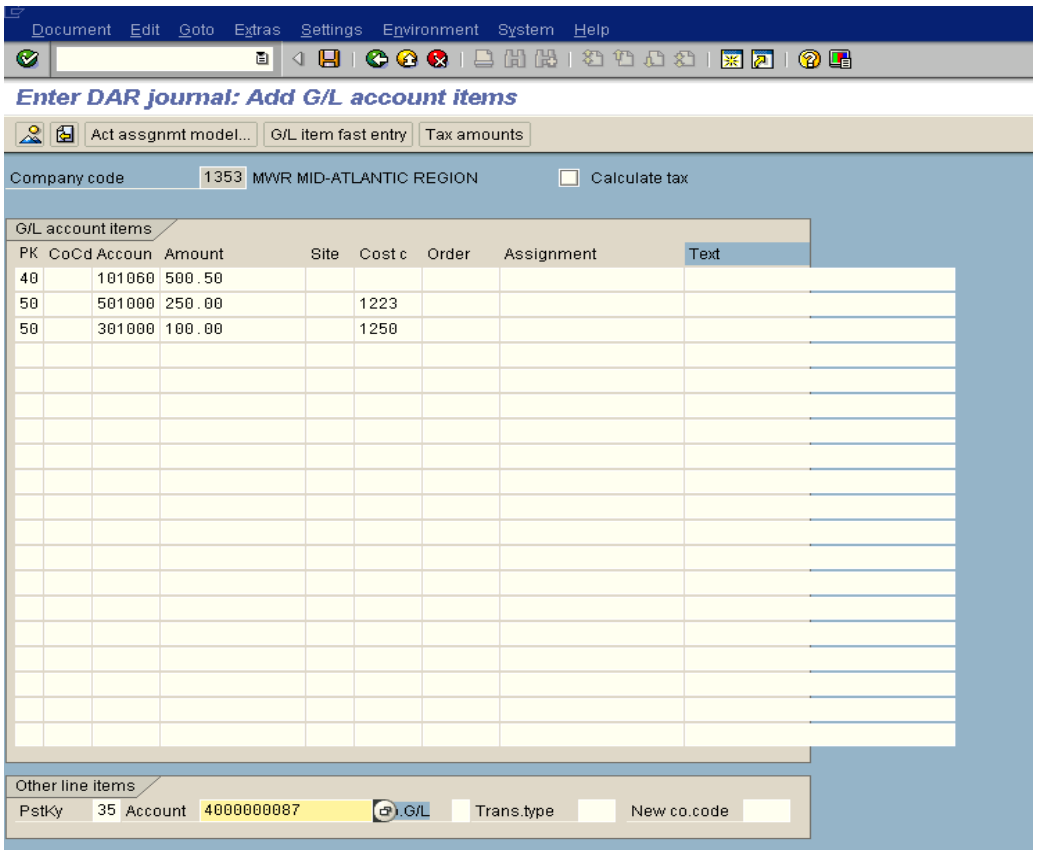
Enter details of the data:

Field	Description/Usage
Document date:	Appropriate date for the days business
Posting date:	Appropriate date for the days business
Document type:	SD for DAR
Company code:	SAP company code
Reference:	The base abbreviation plus the business date **(VERY IMPORTANT: This same reference number will be used in the reference field in step 2 also. MAKE SURE THE NUMBER IS ENTERED CORRECTLY IN BOTH STEPS.)**

The Vendor information must be entered at the bottom of the DAR screen, it cannot go on the fast entry screen so the user will either want to enter that information first or last. In this example we are entering the vendor line item last. The user either has the option of going to the fast entry screen or entering it line by line at the bottom.

Click on GL item fast entry

screen **> settings > entry template**, select variant Z0001 (AIMS one-line fast entry screen).



Once all of the regular GL line items have been entered, the Vendor Line items must be added to the bottom of the screen where it says “other line items”.

Then press Enter to move to the next screen.

Document Edit Goto Extras Settings Environment System Help

Enter DAR journal: Add Vendor item

More data | Act assgnmt model... | G/L item fast entry | Tax amounts

Vendor 4000000087 COCA COLA NORTH AMERICA (USA) G/L acc 201000
Company code 1353 PO BOX 102300
MWR MID-ATLANTIC REGION ATLANTA

Item 4 / DAR Vendor credit / 35

Amount 150.50 USD
Payt terms V001 Days/percent 30 / /
Bline date 01/21/2003 Fixed
Disc. base Disc. amount
Invoice ref. / /
Pmnt block Pmnt method Pmnt meth.supl.
Assignment
Text *OVERPMT FOR DECEMBER Long text

Next line item

PstKy Account Sp.G/L New co.code

On this screen it is necessary to enter the amount fields and then something in the Assignment and Text fields to tell more about the transaction. The Bline date automatically defaults in. **The Pmnt block AUTOMATICALLY defaults in, due to the use of the 35 posting key.** This way credits entered to Vendor's on DARs won't accidentally be paid out in the EFT or Check run without verification by the AP Clerk.

Next click the overview icon.

NOTE: Make sure that the payment block is entered to avoid unapproved payments to vendors.

Document Edit Goto Extras Settings Environment System Help

Enter DAR journal: Display Overview

Display currency | Park document | Act assgnmt model... | G/L item fast entry | Taxes

Document date	01/21/2003	Type	SD	Company code	1353
Posting date	01/21/2003	Period	4		
Document number	INTERNAL	Fiscal year	2003		
Reference	LC 012103			Cross-CC no.	
Doc.header text					

Items in document currency

Itm	PK	CoCd	Account	Description	CostCr	Order	Amount
001	40		101060	POS/DAR CLEARING AC			500.50
002	50		501000	PROGRAM REVENUE	1223		250.00-
003	50		301000	RESALE REVENUE	1250		100.00-
004	35		4000000087	COCA COLA NORTH AME			150.50-

D 500.50 C 500.50 0.00 * 4 Line items

Other line item

PstKy | Account | Sp.G/L | Trans.type | New co.code

If the document is balanced and all line items are correct, click the post icon.

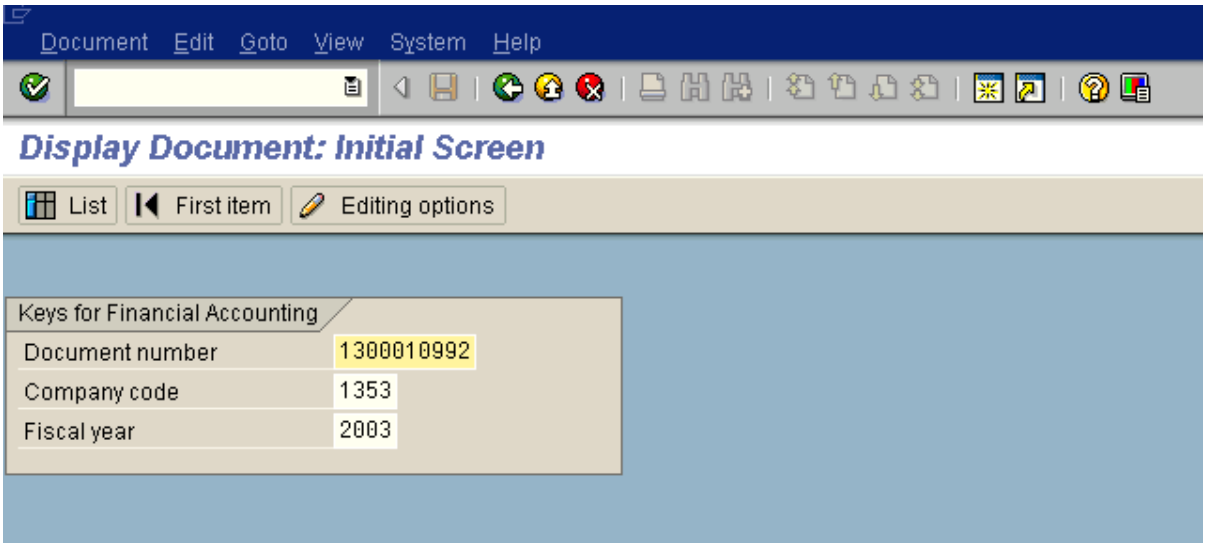
Write down your SAP document number on your backup.

Display Manual G/L Posting Document

Posted or parked documents can be called up from the system for display at any time.

Menu path: **ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → DOCUMENT → DISPLAY**

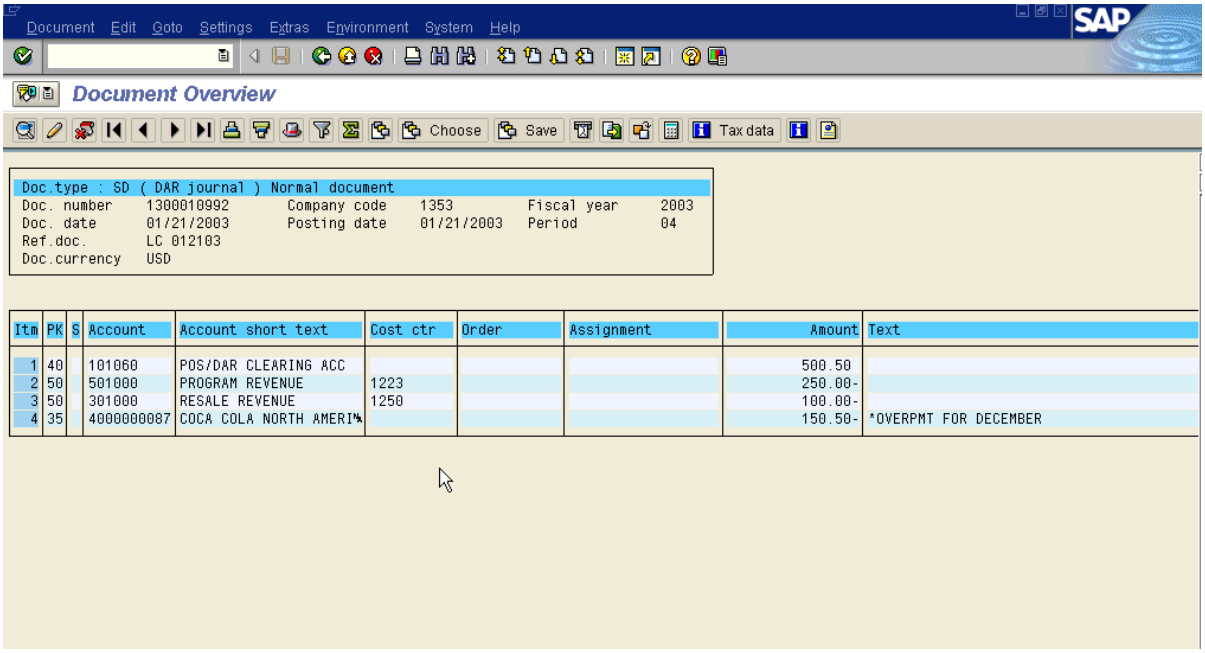
Transaction Code: **FB03**



Screen: Display Document - Initial Screen (0100)

Field	Description/Usage
Company Code	Enter the 4-digit company code to define to which general ledger the journal should be displayed.
Document Number	Enter the required document number
Fiscal Year	Enter the fiscal year of the document - formatting as *'YYYY'*.

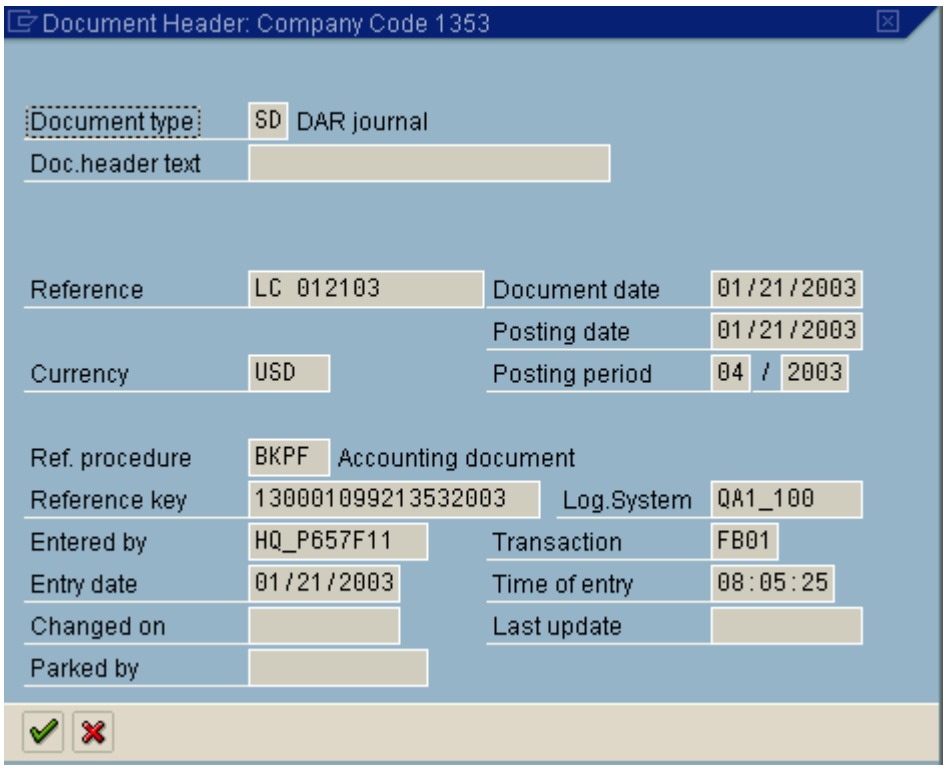
Fill the required fields and press *'Enter' or green check mark* . The document overview is shown:



Screen: Display Document - Overview (0700).

To display the *Header Data*, select: **EXTRAS → DOCUMENT HEADER** or click on the header icon.

The Header Data tells the date of entry, the time of document entry, who posted the document, the reference data, the posting date, the document date, and when the last changes were made to the document.



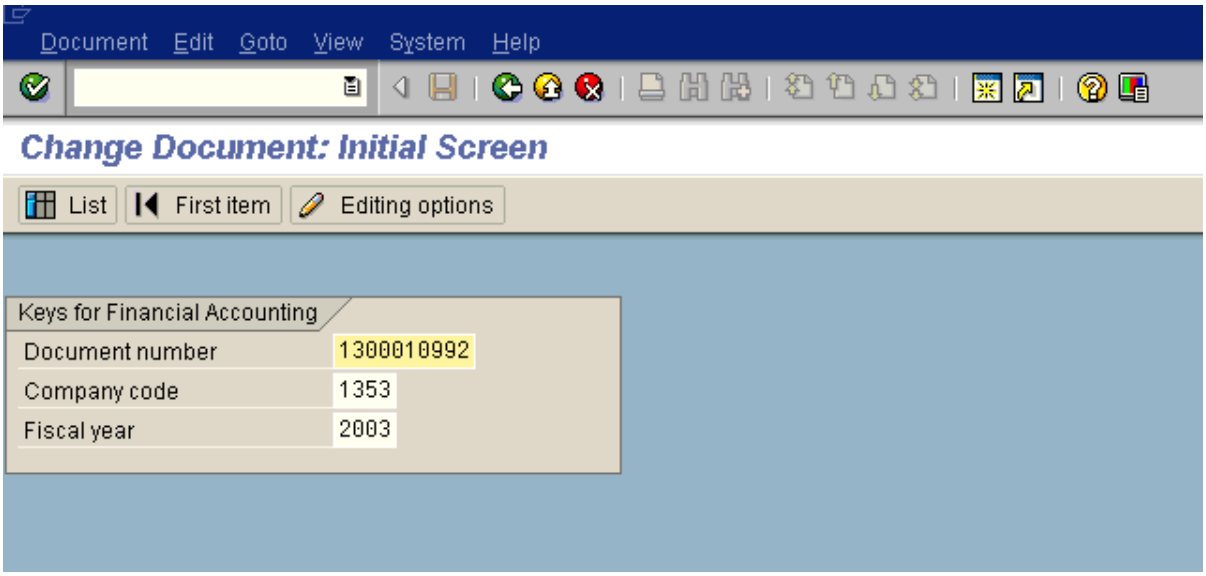
To display a specific *Line Item*, click in the field of the desired line item and then select: **GO TO → DETAILS** and the details of the selected items are shown.

Change Manual G/L Posting Document

There are only limited fields that can be changed on manual GL documents. The fields that can be changed are the text field, the assignment field and the reference field. If other fields are incorrect and require changing, the document should be reversed and reentered or a GJV should be posted to reclassify, especially in the case of items posted to an incorrect cost center.

Menu path: **ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → DOCUMENT → CHANGE**

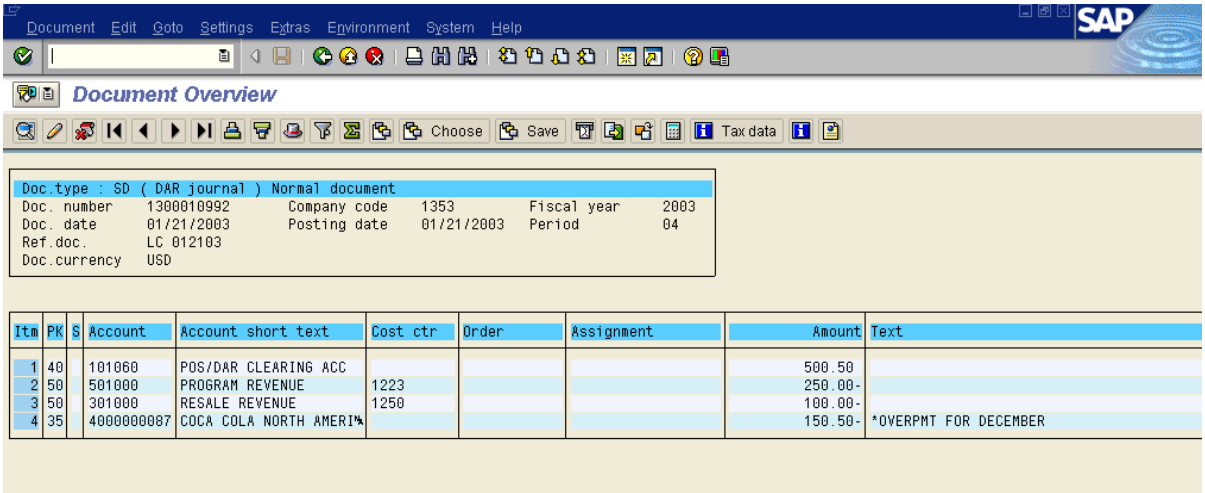
Transaction Code: **FB02**



Screen: Change Document - Initial Screen (0100)

Field	Description/Usage
Document Number	Enter the document number
Company Code	Enter the 4-digit company code to define to which general ledger the journal should be posted.
Fiscal Year	Enter the fiscal year of the parked document - formatting as *'YYYY'*.

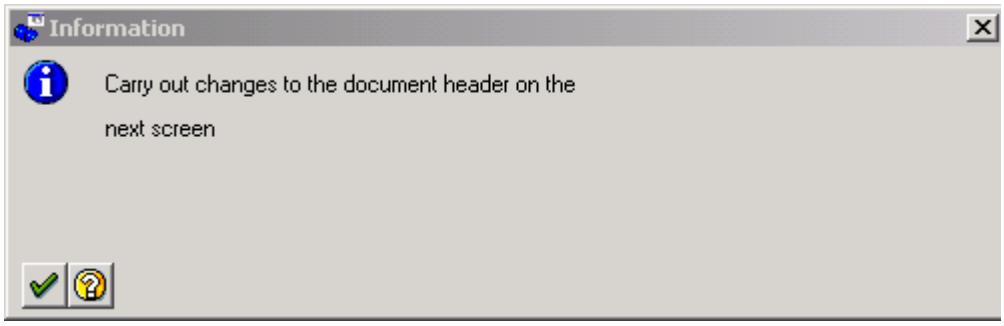
Fill the required fields and press *'Enter'*. The document overview is shown:



Screen: Display Document - Overview (0700).

To change the reference field and the document header text field, go to the *Header Data*, select: **EXTRAS → DOCUMENT HEADER** or click on the header icon.

You will receive the following message:



Press Enter or click on the green checkmark. It will take you to the following screen:

Screen: Change Document - Overview

Document Edit Goto Extras Settings Environment System Help

Change Document: Overview

Display currency

Document number	1300010992	Company code	1353	Fiscal year	2003
Document date	01/21/2003	Posting date	01/21/2003	Period	4
Reference	LC 012103	Cross-CC no.			
Currency	USD	Texts exist			

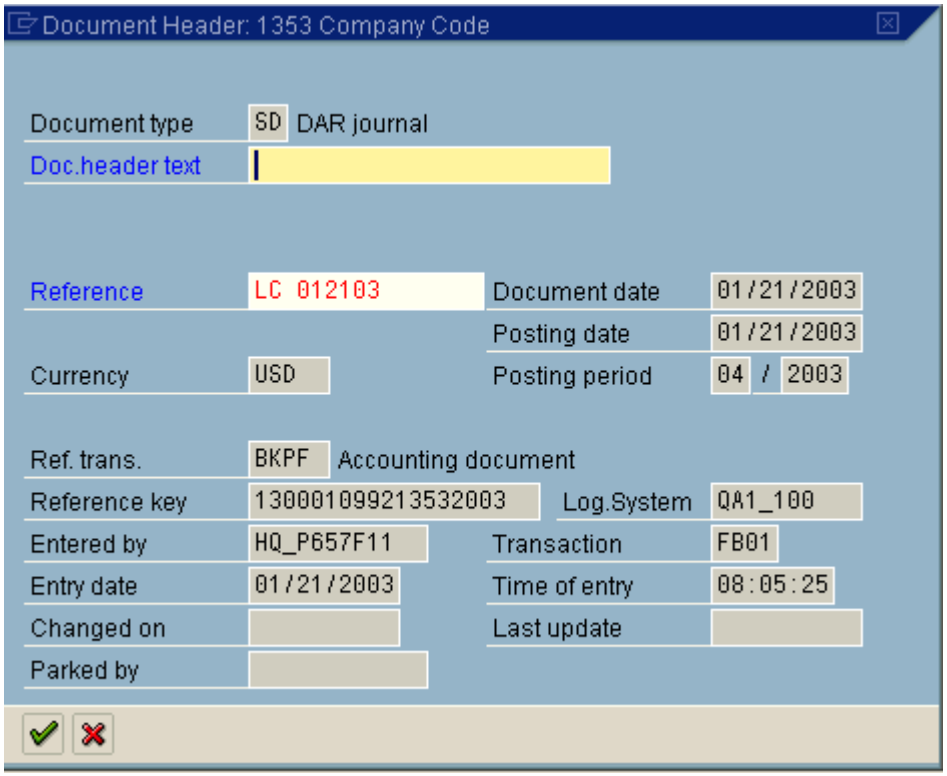
Items in document currency

Itm	PK	CoCd	Account	Description	CostCr	Order	Amount in	USD
001	40	1353	101060	POS/DAR CLEARING ACC				500.50
002	50	1353	501000	PROGRAM REVENUE		1223		250.00-
003	50	1353	301000	RESALE REVENUE		1250		100.00-
004	35	1353	4000000087	COCA COLA NORTH AMERI				150.50-

Item 1 / 4 Debit/credit 500.50

Then you must click on the header icon

This will bring you to the following screen:



On this screen you can change the fields that have a white background. This is especially important if you have entered an incorrect reference field on a DAR.

To change the assignment or line item text fields from the initial change document screen simply double click on the line item that needs changes and it takes you straight into that line item where you can change the assignment and/or the text fields.

Document Edit Goto Extras Environment System Help

Change Document: Line Item 004

More data

Vendor	4000000087	COCA COLA NORTH AMERICA (USA)	G/L acc	201000
Company code	1353	PO BOX 102300		
MWR MID-ATLANTIC REGION		ATLANTA	Doc. no.	1300010992

Line Item 4 / DAR Vendor credit / 35

Amount	150.50	USD

Additional details

Disc. base	150.50	USD	Disc. amount	0.00	USD
Payt terms	V001		Days/percent	30 %	%
Bline date	01/21/2003		Fixed		
Pmnt block	A		Invoice ref.	/	/
Pmnt method		Pmnt meth.supl.			
Assignment	INV 9825				
Text	*OVERPMT FOR DECEMBER				

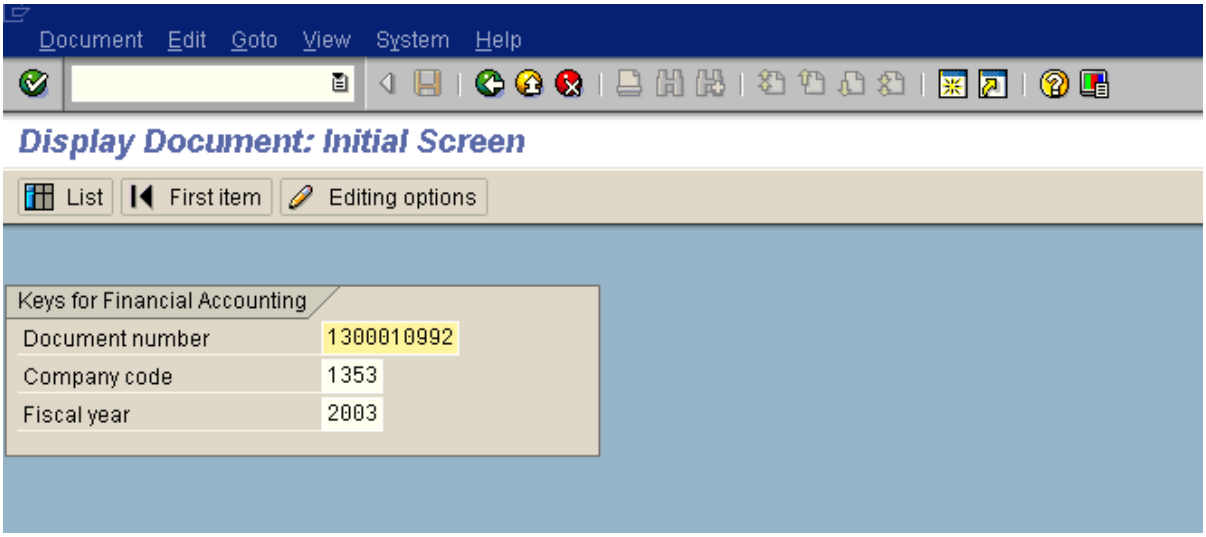
Long text

Print a Document and/or a DAR Summary

Any document or report in SAP can be printed in a few easy steps. First the user should display the document or run the report and from there it can be printed. The example shown here will be a document that is displayed and then printed.

Menu path: **ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → DOCUMENT → DISPLAY**

Transaction Code: **FB03**



Screen: Display Document - Initial Screen (0100)

Field	Description/Usage
Document Number	Enter the required *Document* number.
Company Code	Enter the desired company code for the base/fund in which the recurring document was posted.
Fiscal Year	Enter the fiscal year of the document.

Fill the required fields and press **'Enter'**. The details of the Document are shown:

Document Edit Goto Settings Extras Environment System Help

Document Overview

Choose Save Tax data

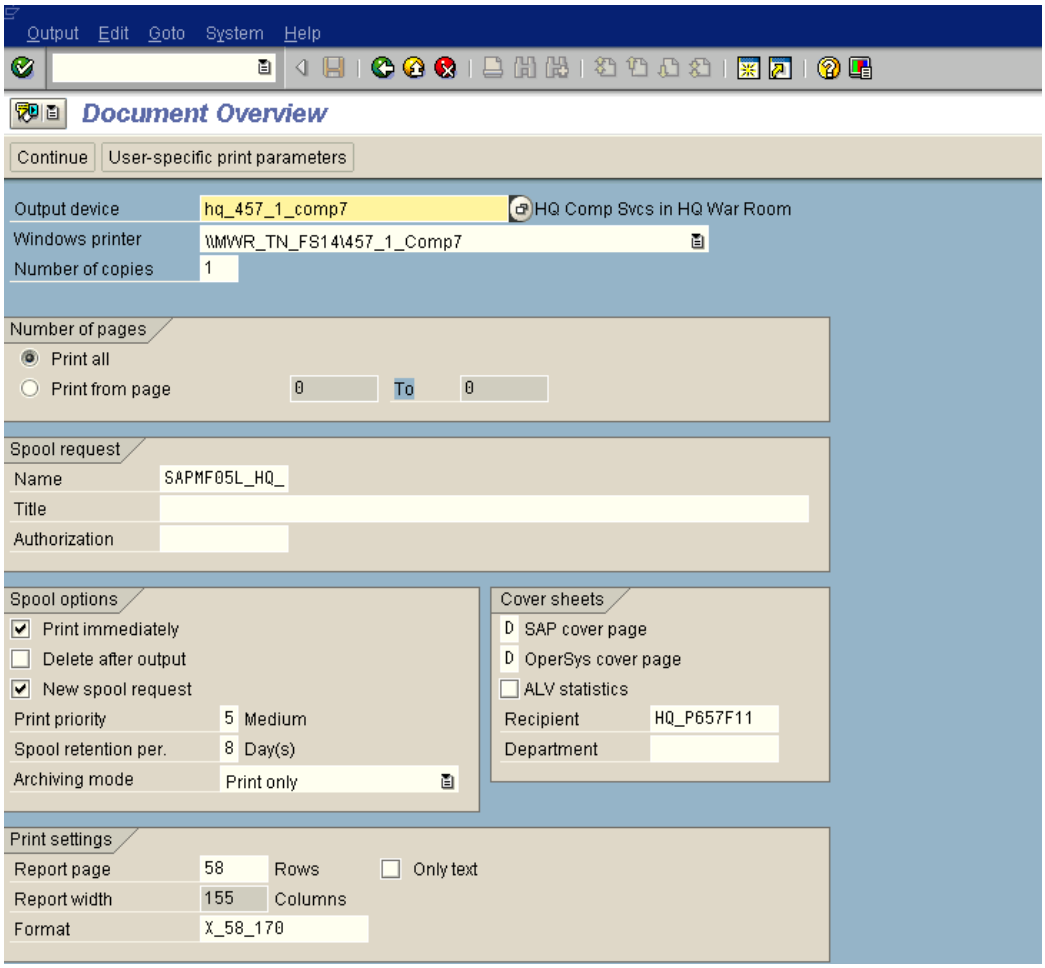
Doc.type : SD (DAR journal) Normal document

Doc. number	1300010992	Company code	1353	Fiscal year	2003
Doc. date	01/21/2003	Posting date	01/21/2003	Period	04
Ref.doc.	LC 012103				
Doc.currency	USD				

Itm	PK	S	Account	Account short text	Cost ctr	Order	Assignment	Amount	Text
1	40		101060	POS/DAR CLEARING ACC				500.50	
2	50		501000	PROGRAM REVENUE	1223			250.00-	
3	50		301000	RESALE REVENUE	1250			100.00-	
4	35		4000000087	COCA COLA NORTH AMERI%			INV 9825	150.50-	*OVERPMT FOR DECEMBER

Screen: Display Document - Initial Screen (0100)

To print from this point, you either click the print icon or type Control + P or go to **Document → Print.** The following screen is displayed.



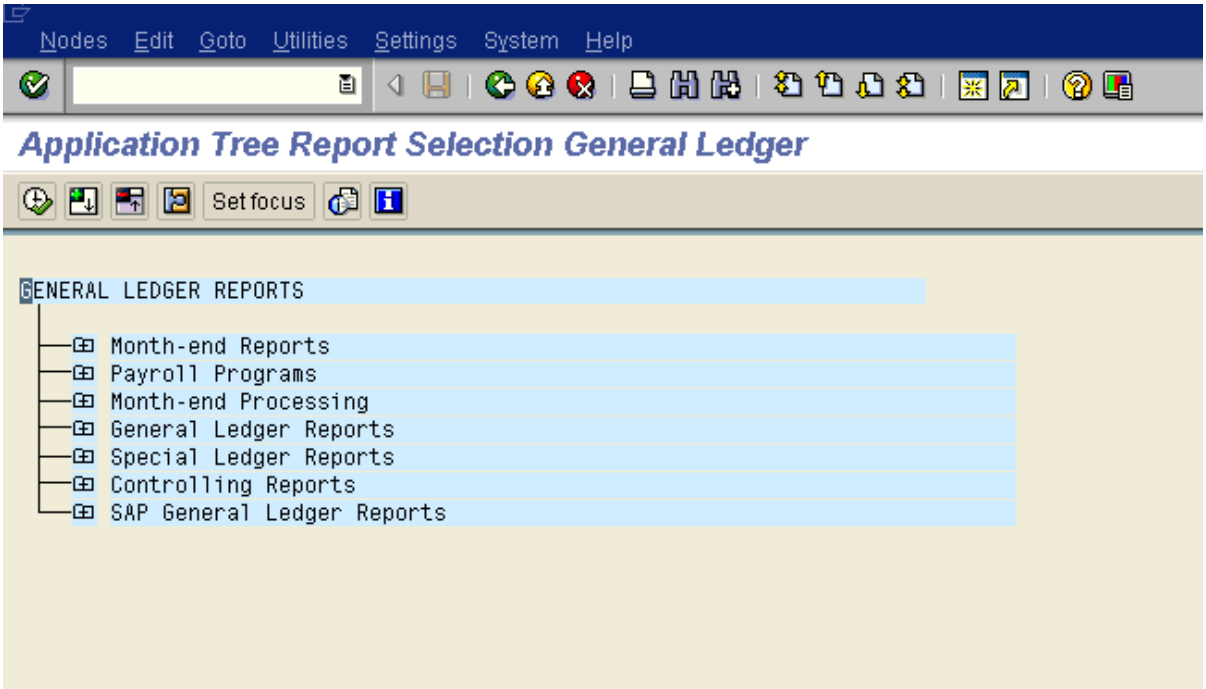
The user's defined SAP printer is defaulted in the field that says Output Device. If needed, the printer can be changed to another SAP defined printer, if the job should be printed elsewhere.

Print DAR Summary Report

Once all the DARs for a single day have been completed, a report must be run and given to a supervisor for approval. There is just such a report that can be run from within SAP and attached to the front of a DAR. To run this report the menu path is:

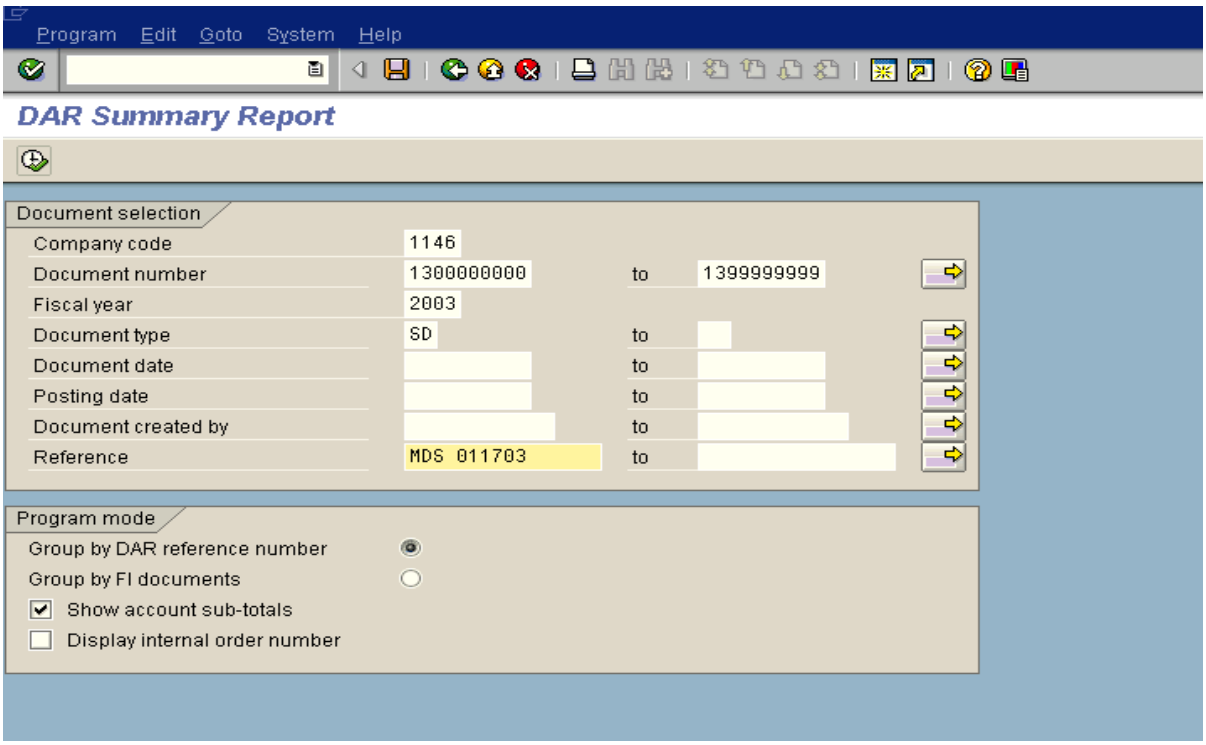
Menu path: **ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → PERIODIC PROCESSING → INFORMATION SYSTEM → REPORT SELECTION**

Transaction Code: **F.97**



On this report screen the menu path to the DAR Summary Report is:

GENERAL LEDGER REPORTS → ACCOUNT BALANCES & LINE ITEMS → DAR SUMMARY REPORT



The only required fields on this screen is the company code, document type, and fiscal year. The G/L account field must be left blank so that all GL accounts represented on that day's DAR will show up on the report.

Field	Description/Usage
Company Code	**Enter the correct Company Code**
Document Number	Defaults in with SD number range
Fiscal Year	Defaults to current year
Document Type	Defaults to SD
Document Date	Enter appropriate document date if needed
Posting Date	Enter appropriate posting date if needed
Document created by	Enter User ID if needed
Reference	**ENTER APPROPRIATE REFERENCE TO PULL IN THE DAR (base abbreviation plus business date)**

The user must fill in the **Reference** field with the correct reference information (base abbreviation plus business date) to pull in that day's DARs for the summary.

After entering in all the necessary fields, click on the execute button

List Edit Goto System Help

DAR Summary Report

AIMS ACCOUNT LINE ITEMS FROM DAR

Run Date: 01/21/2003 Report
User: HQ_P657F11 Page:

DocumentNo	PKS	GL Acct	Acct Description	Doc Date	PostDate	Assignment	Debit	Credit	CostCtr	Text	Cust/Vend
DAR REFERENCE NUMBER: MDS 011703 1146											
GENERAL LEDGER ACCOUNTS											
1300000457	40	101060	POS/DAR CLEARING ACC	01/17/03	01/17/03		1200.00	0.00			
						Sub-total	1200.00	0.00			
						GL TOTAL	1200.00	0.00			
CUSTOMER ACCOUNTS											
1300000457	15	131005	AR GENERAL RECON	01/17/03	01/17/03		0.00	1200.00-		*PC 135-03	3004755
						Sub-total	0.00	1200.00-			
						CR TOTAL	0.00	1200.00-			
End of DAR: MDS 011703 1146						DAR TOTAL	1200.00-	1200.00			

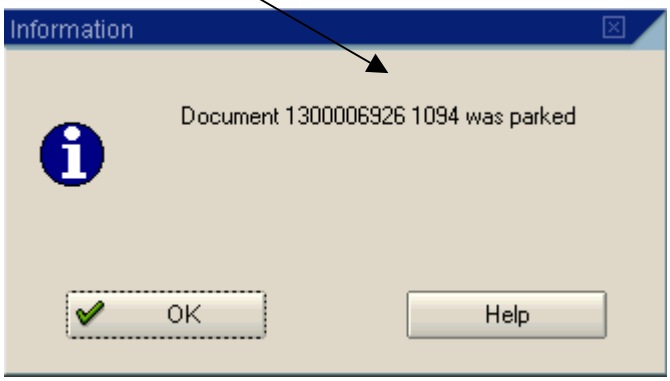
The report should look something like this. One of the important things to note on this report is to make sure that the debits and credits of the 101060 account are balanced or else the DAR will not be able to be cleared.

To print this report, click on the print icon or, go to **Document → Print**.

Park GL Documents

An incomplete or unfinished document may be saved without posting. This is called a *'Parked Document'*. While entering the GL Document the document can be parked by using the following menu path (located at the top of the screen on the menu bar): **DOCUMENT → PARK DOCUMENT.**

A message appears stating that the document has been parked within the company code(in the example – 1353) it was being created in.

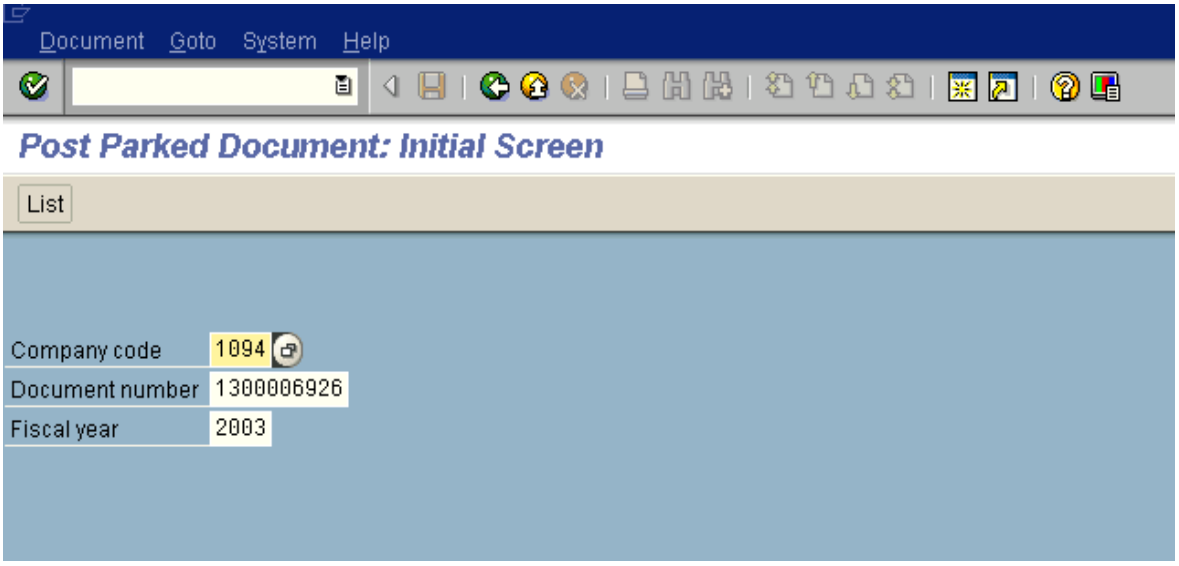


NOTE: A parked document is not yet posted even though a document number is already assigned. Any parked documents must be posted prior to month end.

Recall a Parked Document for Review and/or Posting

Menu path: **ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → DOCUMENT → PARKED DOCUMENT → POST/DELETE**

Transaction Code: **FBV0**



The required inputs are:

Field	Description/Usage
Company Code	Enter the 4-digit company code to define to which general ledger the journal should be posted
Document Number	Enter the required parked document number
Fiscal Year	Enter the fiscal year of the parked document - formatting as *'YYYY'*.

After confirming the entries, the input transactions of the parked document are displayed.

Document Edit Goto Extras Settings Environment System Help

Post Parked Document: Overview

Display currency | Fast entry | Tax amounts

Document date	01/21/2003	Type	SD	Company code	1094
Posting date	01/21/2003	Period	4		
Document number	1300006926	Fiscal year	2003		
Reference	WNE 012103				
Doc.header text				Texts exist	Net entry

Line items

Itm	PK	CoCd	Account	Description	CostCr	Order	Amount
001	50	1094	101071	LOCAL DEPOSITORY			289.75-
002	40	1094	101060	POS/DAR CLEARING ACC			289.75
D 289.75				C 289.75	Itm 2		0.00

Other line items

PstKy		Account		Sp.G/L		Trans.type		New co.code	

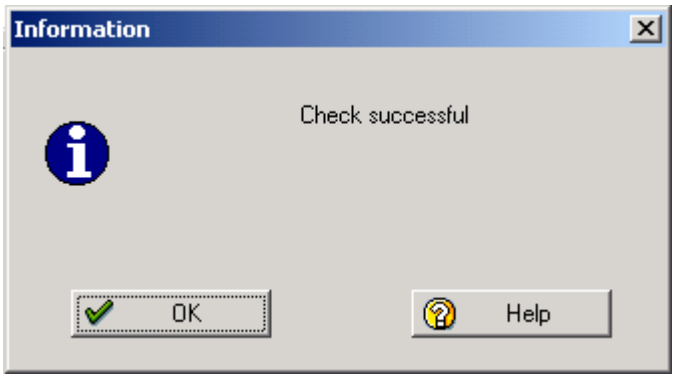
Screen : Post Parked Document - Overview (0700)

Transactions on this screen can be added/changed/deleted and the G/L Fast Entry functionality can still be used.

To go to header data, select: **GO TO → DOCUMENT HEADER** and all data, except *'Company Code'* and *'Currency/rate'* can be changed.

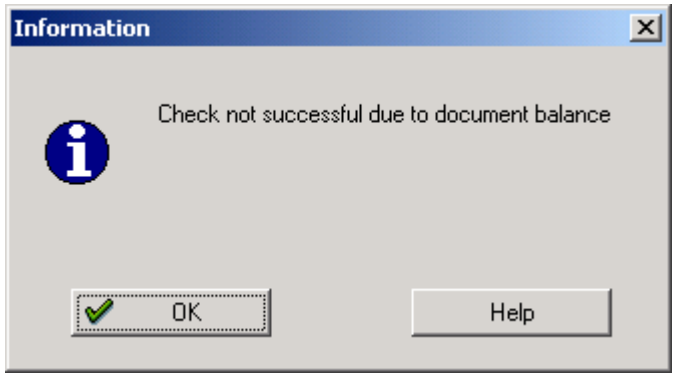
After completing, the input data can be checked as to whether it is correct and ready to be posted by selecting: **DOCUMENT → CHECK.**

The message *'Check Successful'* is shown for possible posting:



OR

There is a requirement to correct the document (e.g., out of balance).



To post the document, select: **DOCUMENT → POST or click on the Save Icon .**

Then the message is shown that informs the user that the document is posted and the document number used.

NOTE: The document number is the same old-parked document number.

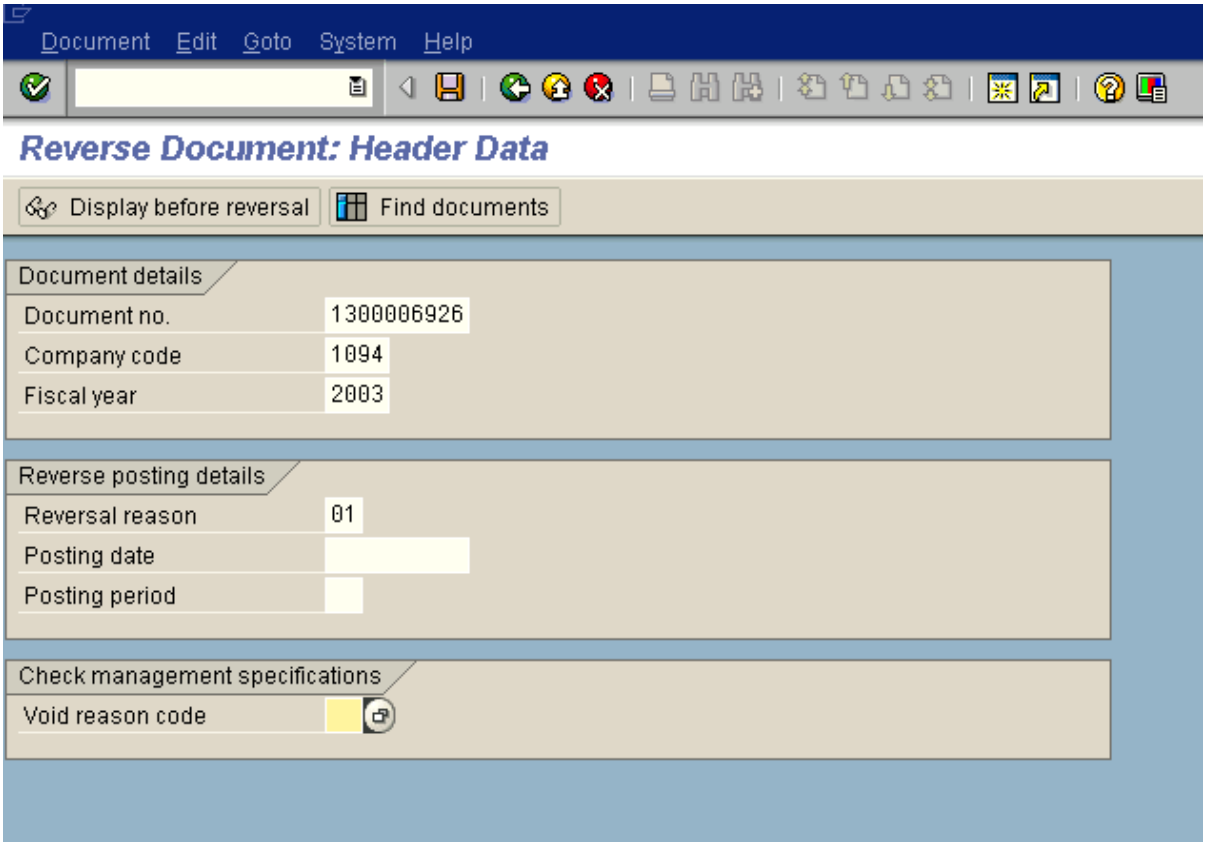
Reversal of Manual G/L Postings

A reversal may be necessary when the posted accounting document has critical errors that cannot be fixed in the change document screen.

Reverse Incorrect Document (GJV or DAR only)

Menu path: **ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → DOCUMENT → REVERSE → INDIVIDUAL REVERSAL**

Transaction Code: **FB08**



Screen: *Reverse Document - Header Data (0105)*

Field	Description/Usage
Document Number	Enter the required document number
Company Code	Enter the 4-digit company code to define to which general ledger the journal should be posted
Fiscal Year	Enter the fiscal year of the accounting document - formatting as *'YYYY'*.

Reversal Reason	Reason Text 01 Reversal in original document period 02 Reversal in current or alternate period 03 Accrual reversal
Period	The period will default in according to the posting date.

First, display the document to ensure that the correct manual GL document is being reversed by selecting: **GO TO → DISPLAY DOCUMENT** or by clicking on the display before reversal icon

The header and items details can be displayed as specified in the **Display Manual G/L Posting Document** *instructions.*

After the document has been displayed, green arrow back.

To *Reverse the Original Document*, select: **DOCUMENT → POST** and the system generates the reversal accounting document, or click on the post/save icon.

The user will receive a message stating that a new document has been posted in their company code. This is the reversal document that will show up as document type SR in the GL account transaction listing.

Post With Reference

This is a tool that if used correctly can be very helpful, especially in a case where a long document has been entered and it is discovered that the posting dates or cost centers have been entered incorrectly. The post with reference function can be used to recreate the document and make changes to it that cannot be made on the change document screen. The following are a list of changes that can be made:

- The document date
- The posting date
- The document type
- The reference
- The account number
- The amount
- The Due On Date
- The line item text
- The assignment
- The value date

The only fields that can **not** be changed are the posting keys.

WARNING: If you post with reference to change something that cannot be fixed on the Change Document function, you must reverse the original document or there will be a double posting of that document. The original incorrect version will be posted as well as the second corrected version.

Menu path: **ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → DOCUMENT ENTRY → G/L ACCOUNT POSTING**

Transaction code: **F-02**

Screen: Enter G/L Account Posting - Header Data (0100)

Document Edit Goto Extras Settings Environment System Help

Enter G/L Account Posting: Header Data

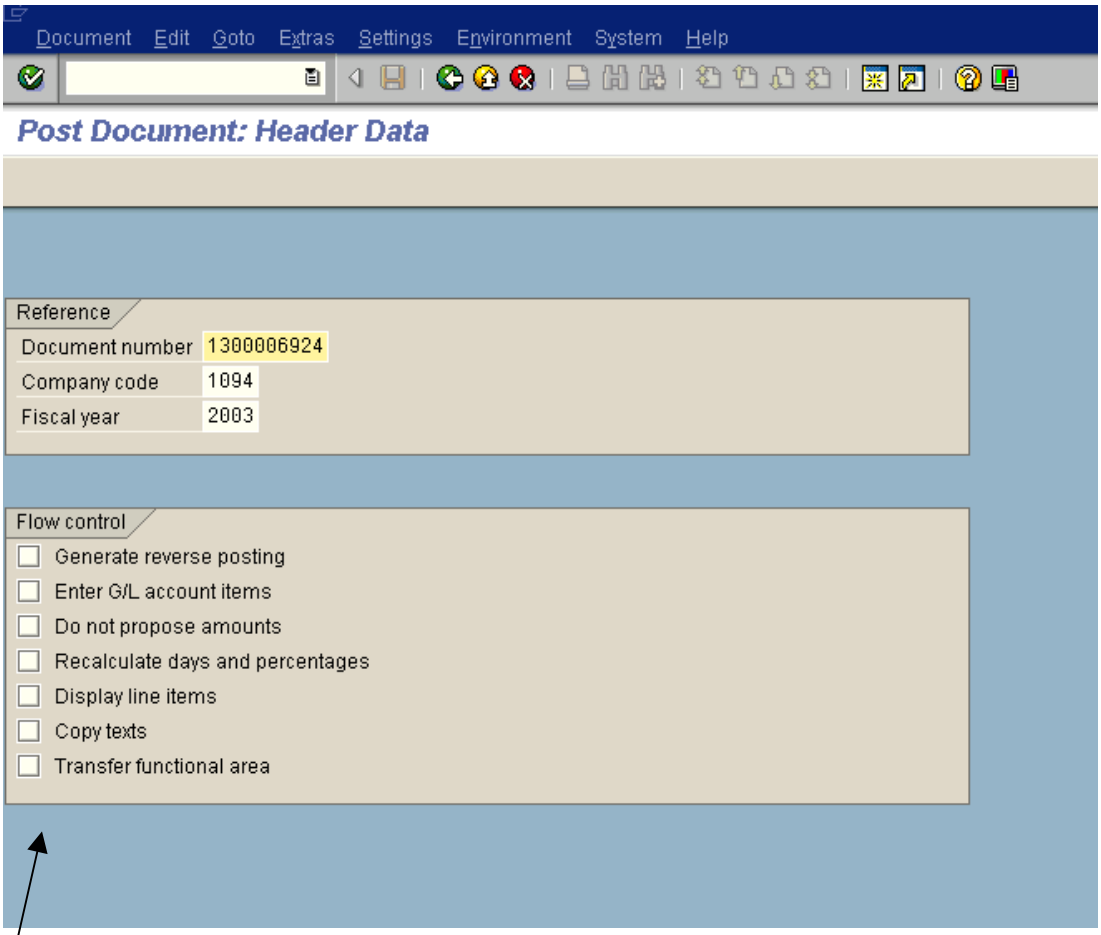
Held document | Act assgnmt model... | G/L item fast entry | Post with reference

Document date | Type | Company code 1094
Posting date 01/21/2003 | Period 4

Reference
Doc.header text

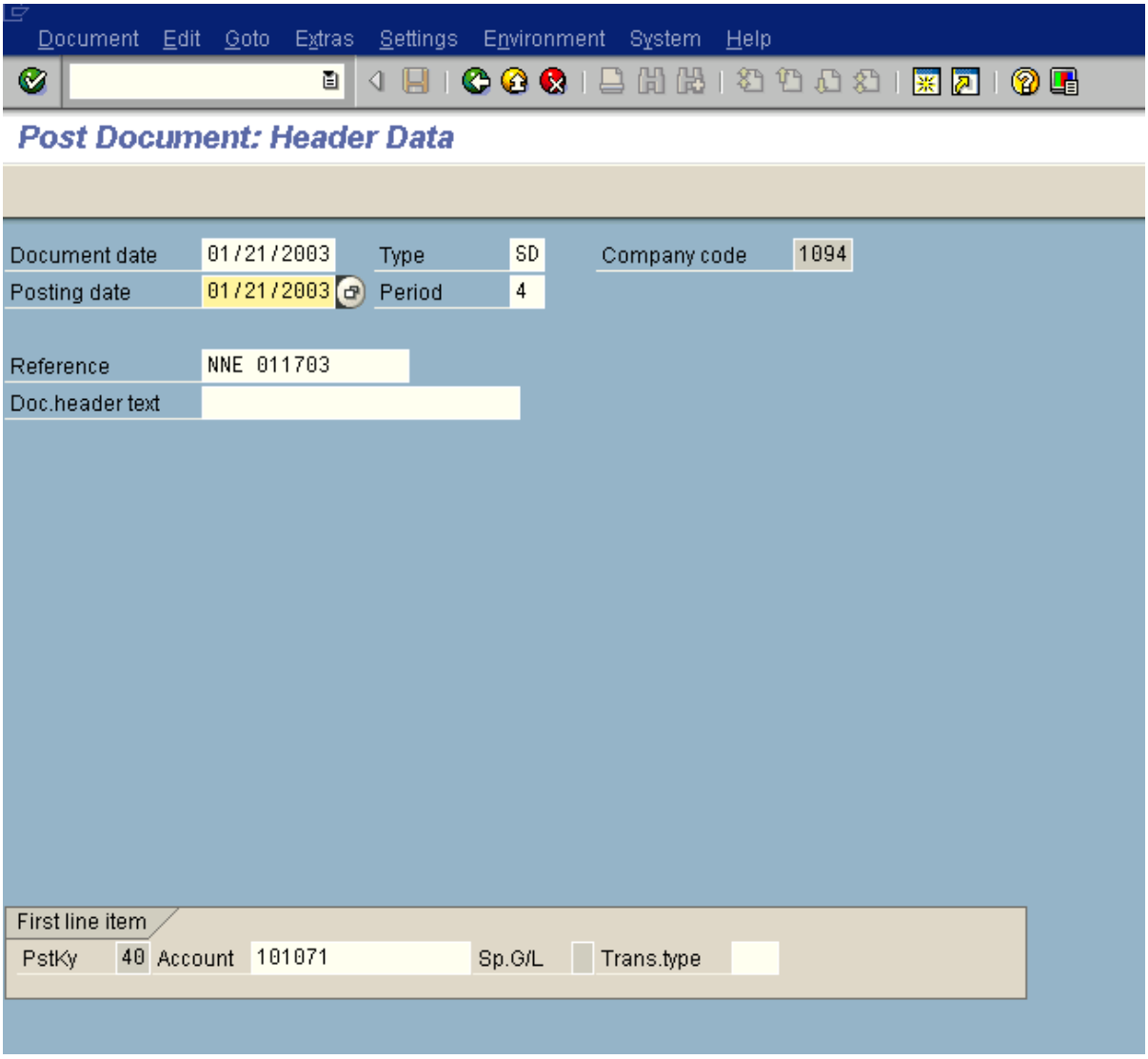
First line item
PstKy 40 Account Sp.G/L Trans.type

The first step is to click on the Post with Reference Icon, located at the top of the screen next to the GL Fast Entry icon.



Field	Description/Usage
Document Number	Here the original document number is entered.
Company Code	Enter the company code the original document was posted in.
Fiscal Year	Enter the fiscal year.

Do not click on any of the checkboxes in the "Flow control" section at the bottom of the screen!



At this point you can make any changes to the document header information that are necessary. Then press Enter or click the green checkmark.

You can then go to the document overview and double click on individual line items to make any changes necessary. When finished making changes, click on the post/save icon.

Account Assignment Model

The *'Account Assignment Model'* is a reference for document entry. It may contain any number of G/L accounts and amounts and does not have to be complete. When posting a document with an Account Assignment Model, you can add, change, or delete any of the reference data used in the model.

Create/Change Account Assignment Model

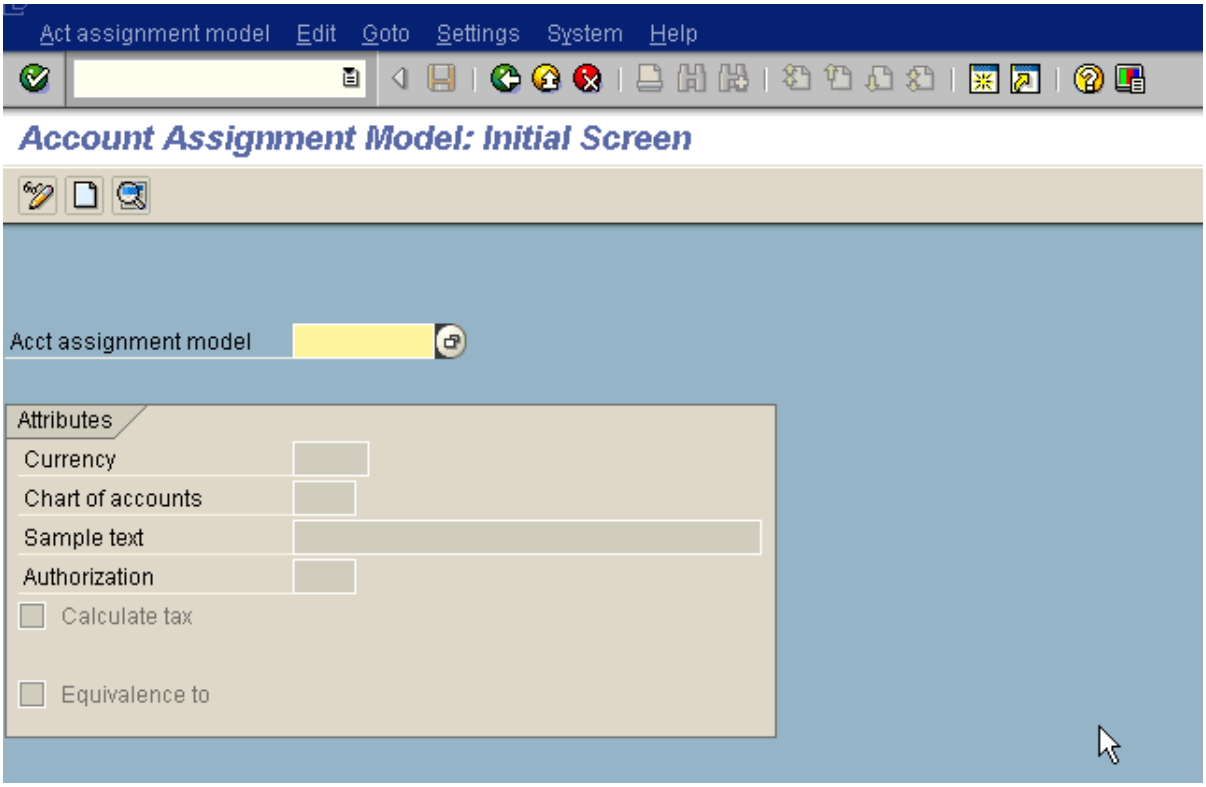
To create the *Account Assignment Model*, the following menu path is used:

Menu path: **ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → DOCUMENT ENTRY → REFERENCE DOCUMENTS → ACCOUNT ASSIGNMENT MODEL**

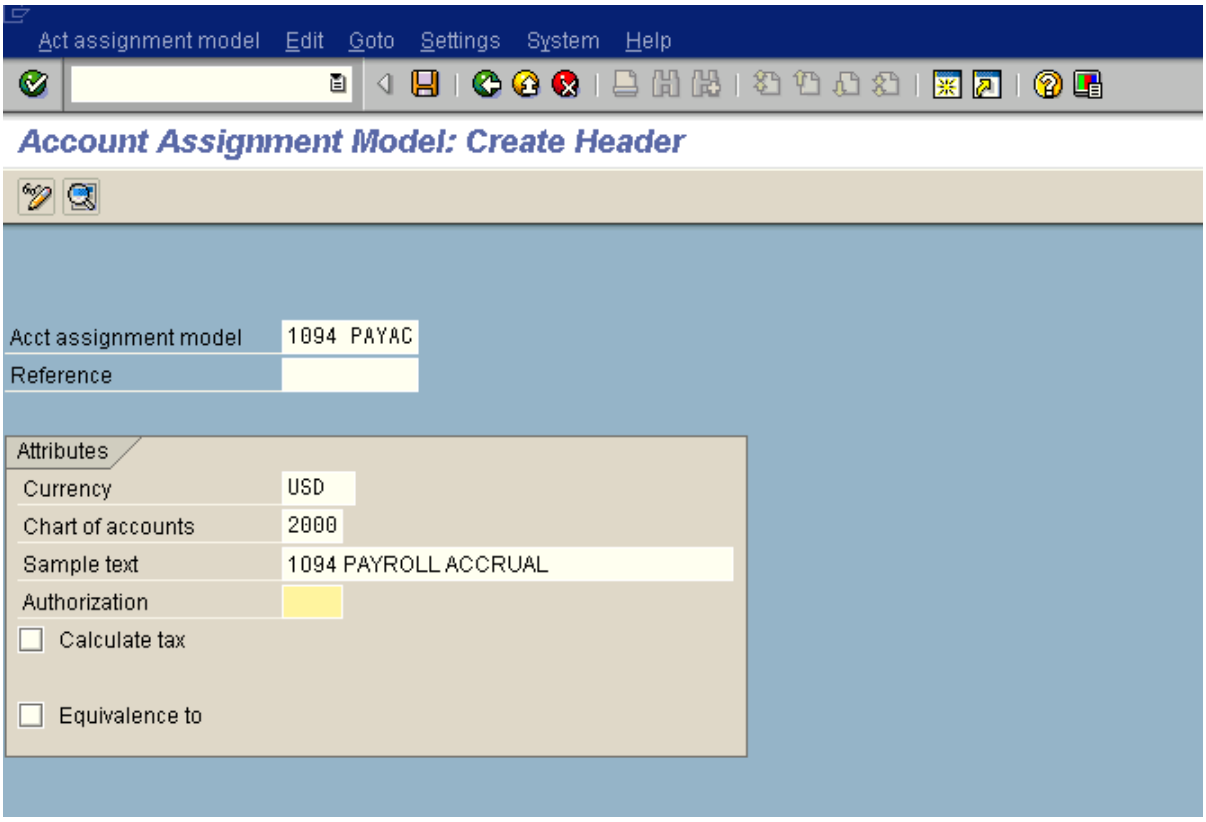
At the top menu bar, select: **ACCOUNT ASSIGNMENT MODEL → CREATE**

Transaction Code: **FKMT**

Screen: *Account Assignment Model - Initial Screen (No. 0101)*



Fields	Description/Usage
Acct assignment model	Enter the name of your model. The name can be up to ten characters. It is important to follow the naming convention already in SAP - **it must begin with a company code.**
Reference	Leave blank to create an entirely new *Account Assignment Model* or enter the name of an existing *Account Assignment Model* to copy and edit.
Currency	Enter USD.
Chart of Accounts	Enter 2000.
Sample Text	Enter the text for your *Account Assignment Model*.
Authorization	If you are familiar with authorization groups, enter restrictions here or simply leave this field blank.



Use the menu bar at the top of the screen: **GOTO → LINE ITEMS**

NOTE: You should change your screen template to one that is already familiar to you and will meet all of your data entry needs. Example: **SETTINGS→ SCREEN TEMPLATE → Variant Z0001 – AIMS One Line Account Assignment Model**

Enter your line items and save . It is not necessary to fill in amounts or totally complete the journal entry like when you are posting a GL document. You can simply fill in account numbers and cost centers or you can enter accounts only.

Act assignment model Edit Goto Settings System Help

Account Assignment Model: Change Line Items

Delete selected area

Acct assgnmt modelPAYROLLNNE

Currency

Account assignment model items

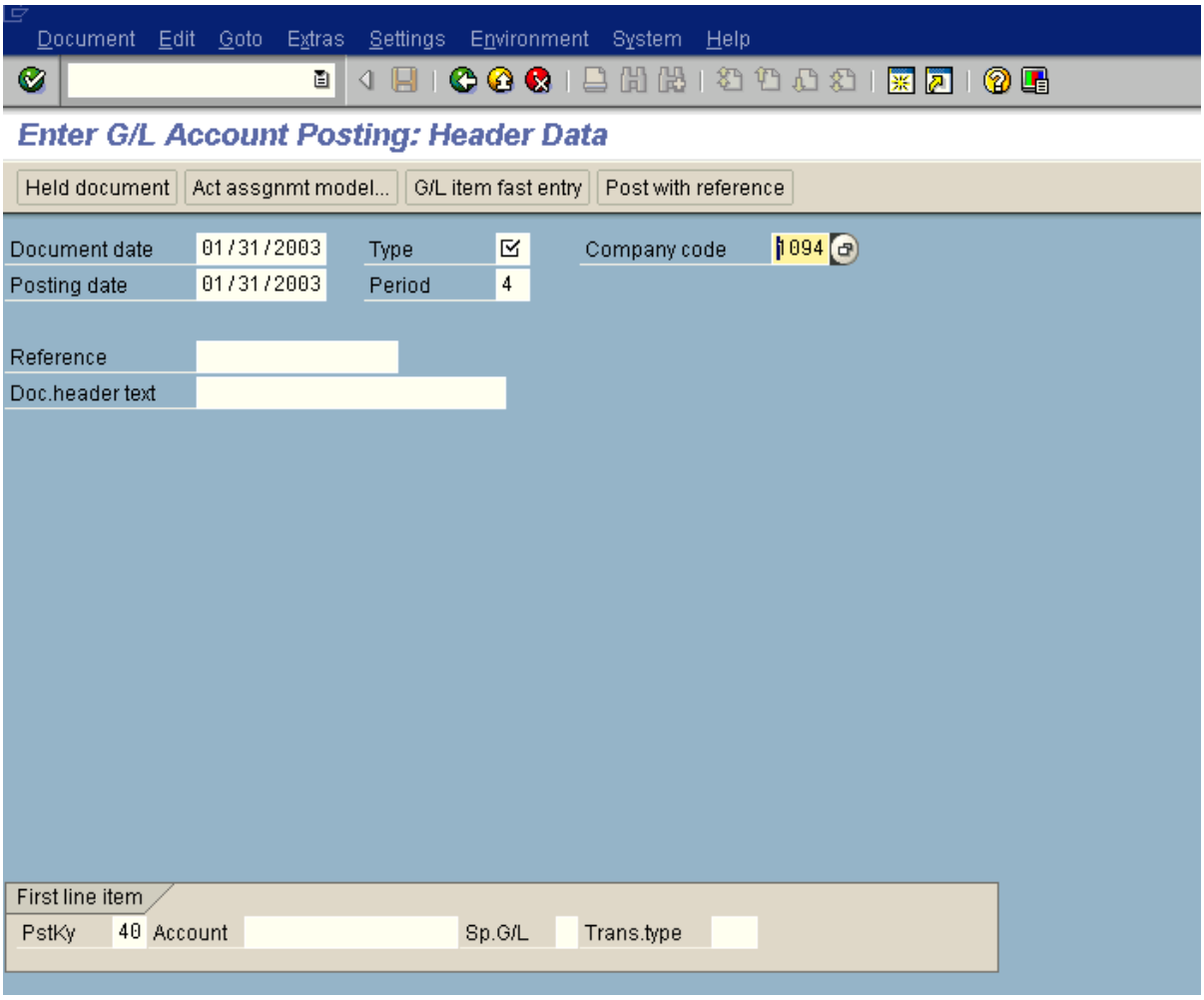
PK	CoCd	G/L acct	Tx	Jurisdictn code	BA	Cost ctr	Amount
40		601000				3934	
40		601000				3935	
40		601000				3936	
40		601000				3938	
40		601000				3939	
40		601000				3940	
40		601000				3942	
40		601000				3948	
40		601000				3950	
40		601000				3953	
40		601000				3954	
40		601000				3955	
40		601000				3963	
40		601000				3965	
40		601000				3972	
40		601000				3973	
40		601000				3975	
40		601000				3979	
50		211000					

Using an Account Assignment Model in the G/L

To use the *Account Assignment Model*, the following menu path is used:

Menu path: **ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → DOCUMENT ENTRY → G/L ACCOUNT POSTING**

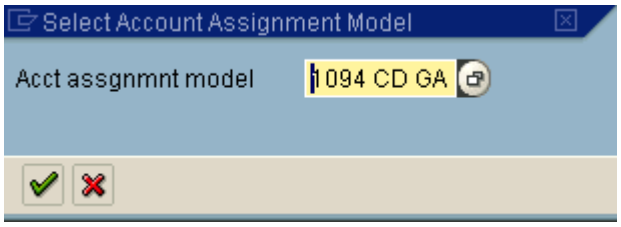
Transaction Code: **F-02**

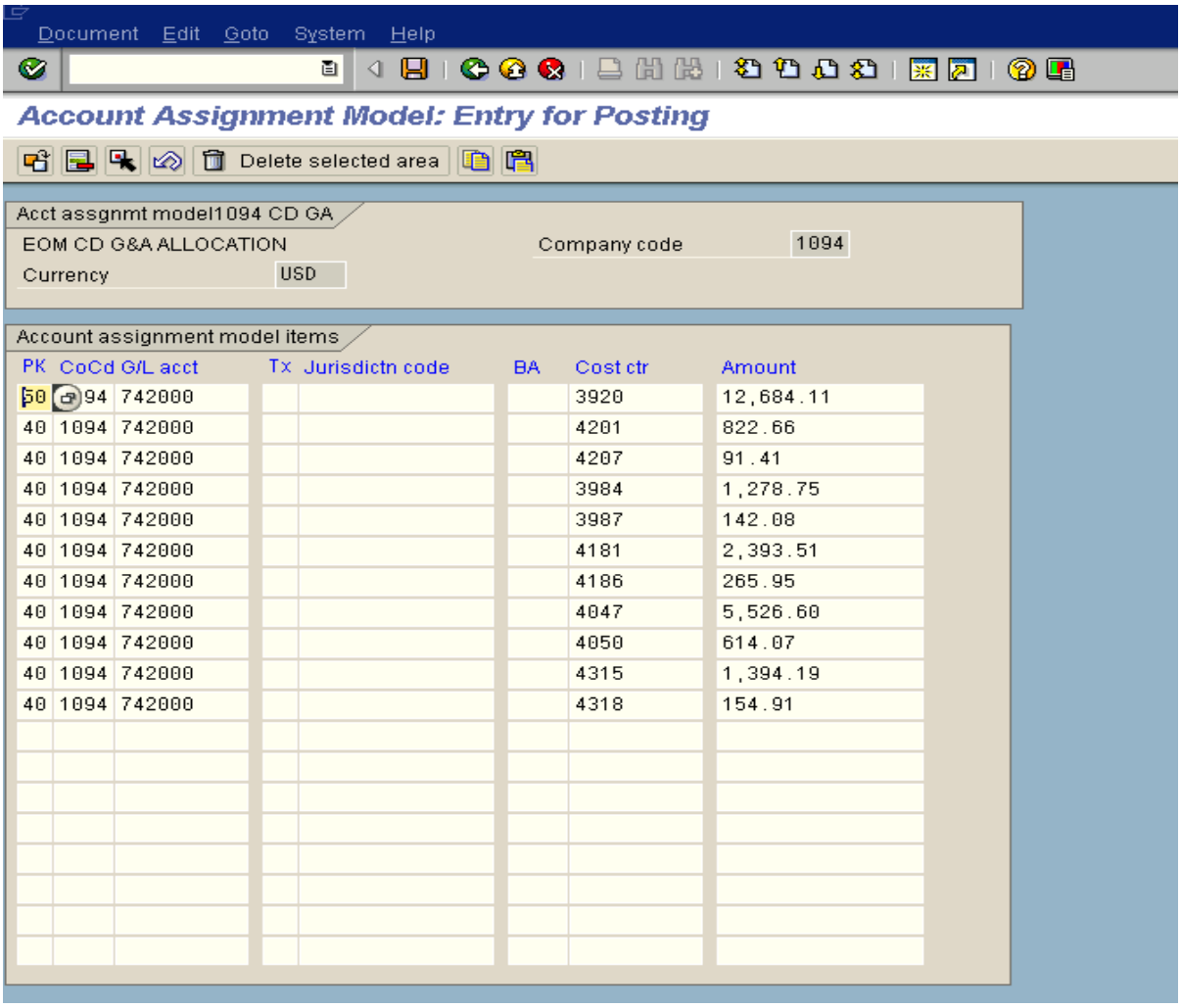


The *'Account Assignment Model'* is used after entering the header information of your document. Then select:

GOTO → ACCOUNT ASSIGNMENT MODEL → Choose your Model

NOTE: You can also select the pushbutton labeled: **Act assignmnt model**





The *Account Assignment Model* appears as it was saved and can now be used as is or edited.

NOTE: You can view your entry by selecting **DOCUMENT → SIMULATE.**

To post the entry, select **DOCUMENT → POST** or click on the post icon .

Clearing G/L Accounts

There are two types of clearing in SAP, Manual Clearing and Automatic Clearing. A program performs automatic clearing. This program will analyze individual open items in a G/L account and try to find the corresponding open items. To do this successfully, the open items must share some common data, which is usually stored in the Assignment field. The information in this field must match exactly (e.g., letter case must match, spelling must match, etc.) and the dollar values of the items must net to zero (0.00) in order for the program to attempt to clear the items together. Manual clearing is the type of clearing most commonly handled by field personnel. Through this process, different line items in a GL Account are matched together and cleared by the user. While it is easier for the user to select items based on some identical data (such as information stored in the Assignment field or Reference Number), this is not required. The user completely controls which open items are to be cleared together. Note that dollar values of open items still must net to zero (0.00).

Illustrating the process of Manual Clearing with an example may make the concept easier to understand. In this example, the G/L account to be cleared is Restricted Cash Capital Outlay account (102000). In order to keep track of all of the costs related with projects in this account, whenever entries are made to the 102000, the project number should be in the assignment field of the line item. When cash is set aside for a project, the 102000 account is debited for the total amount that is to be restricted. As the money is spent, the 102000 account is credited. When the project is completed and all the money has been used, the debits and credits for that particular project should balance. The user can then utilize the manual clearing function to change the status of the line items from open to clear. After the clearing, when the 102000 account is displayed, the line items relating to that particular project will no longer be a part of the open items. This is an important part of reconciling and maintaining the GL accounts.

Some more common examples for clearing are the 101060 (Dar clearing account) and the 110000 (Credit Card Clearing account), which should be cleared on a regular basis.

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > ACCOUNT > CLEAR**

Transaction Code: **F-03**

The first screen shows that the user begins using Transaction code F-03. The required fields are the Account number (102000), the clearing date (which can be the date that the account is actually cleared), the company code, and the currency (which should default in as USD). Then, the user must click on the Assignment Radio Button.

Document Edit Goto Settings System Help

Clear G/L Account: Header Data

Process open items

Account 101060 Clearing date 01/21/2003 Period 4

Company code 1146

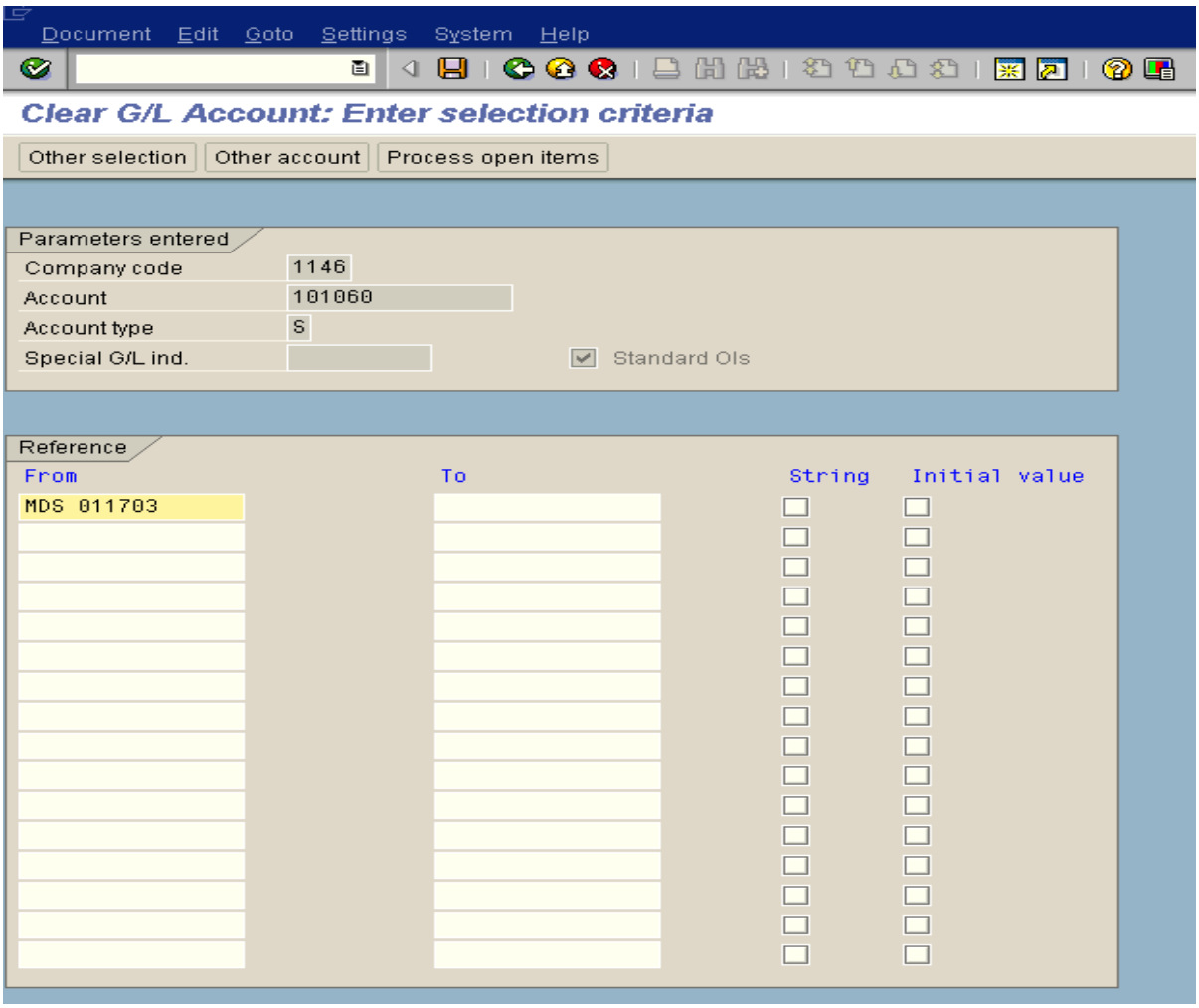
Open item selection

Normal OI

Additional selections

- None
- Assignment
- Site
- Amount
- Document number
- Posting date
- Reference
- Document type
- Business area
- Posting key
- Document date
- Net due date

After Clicking the [**Process open items**] pushbutton, the next screen that comes up requires that the user enter what Assignment they are looking for, in the case of our example, it is the DAR unique identifier ‘MDS 011703. This is entered in the first field under the word “From”.



The User then clicks the **[Process open items]** pushbutton a second time. As a result, the only items that are pulled up are the items that include 'MDS 011703' in the assignment field.

Document Edit Goto Settings Environment System Help

Clear G/L Account: Process open items

Distribute diff. Charge off diff. Editing options

Standard Partial pmt Res.items Withhldg tax

Account items 101060 POS/DAR CLEARING ACCOUNT

Assignment	Document ...	D..	P..	Posting ...	Docume...	USD Gross
	1300000457	SD	40	01/17/2...	01/17/2...	1,200.00
	1300000460	SD	50	01/17/2...	01/17/2...	1,200.00-

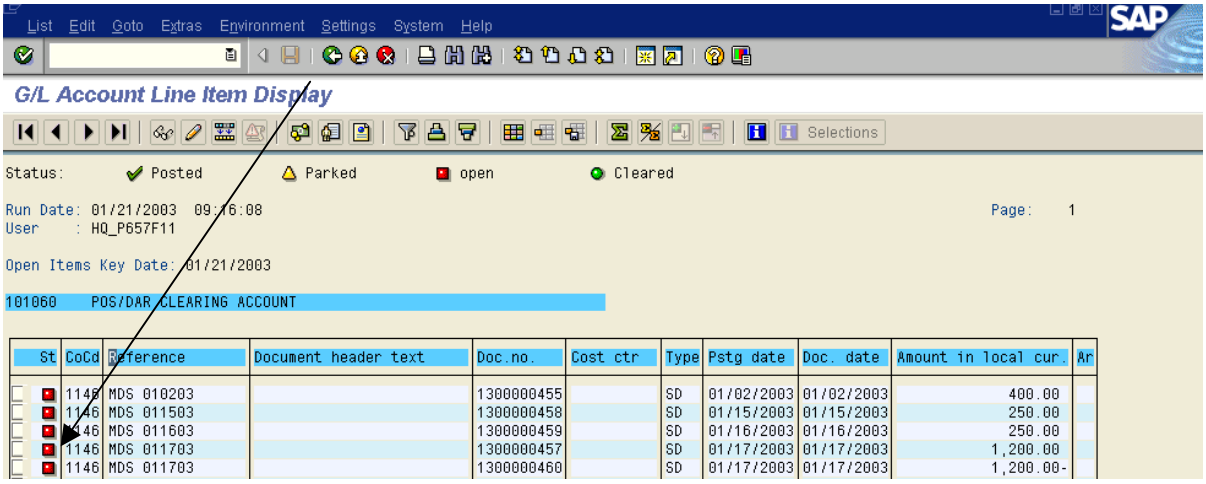
Amo... Gross<>... Currency Items Items Disc. Disc.

Editing status

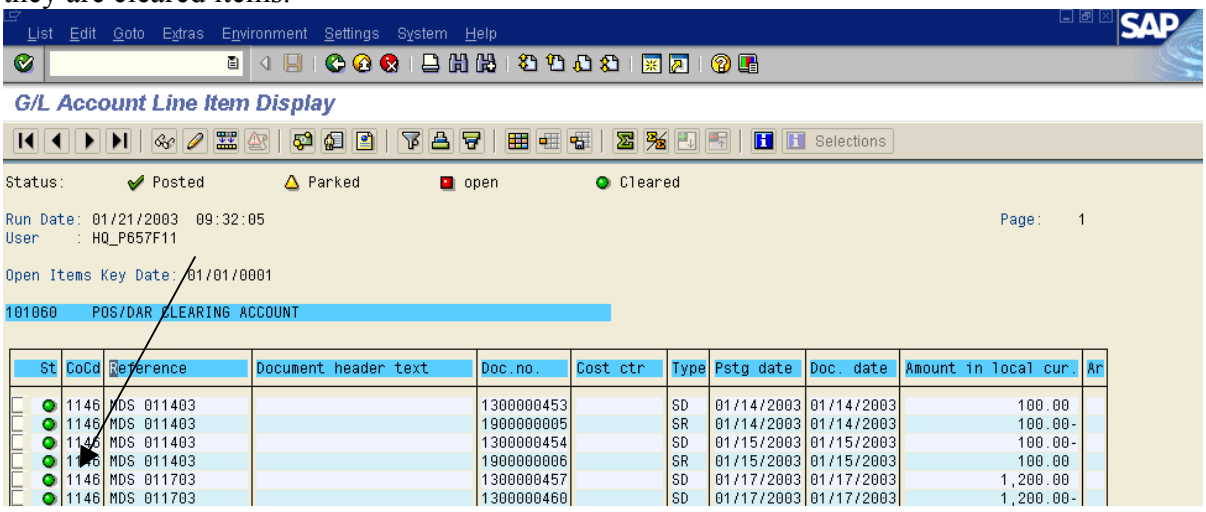
Number of items	2	Amount entered	0.00
Display from item	1	Assigned	0.00
Display in clearing currency		Not assigned	0.00

The two line items that appeared are the two that were entered for this DAR. If the amounts are in black text, they must be selected by double clicking on them. When they are double clicked the text changes to blue or red. If the line items net to zero (the **Not assigned** item on the lower right corner of the window), the user can then click on the post/save icon and the items will be cleared.

Before the line items are cleared, when the 101060 account is displayed, the line items have the red-square next to them signifying that they are open items.



After the items have been cleared they will have a green circle next to them signifying that they are cleared items.



GL accounts that require clearing are called **Open Item Managed** accounts. These are generally accounts that money moves in and out of that should (although the timing is never quite right) net to zero. The field is responsible for clearing many of these GL accounts but there are also accounts that are cleared by HQ. The table on the following page illustrates the various General ledger accounts of this type that are used for MWR and VQ purposes.

A/C Number	A/C Name	Clear On	Entry in Field	Frequency

101060	POS/DAR Clearing Account	Reference	Base Abbreviation + Date	Daily
102000	Restricted Cash Capital Outlay	Assignment	Project Number	As Transactions Occur
102001 (VQ Only)	Restricted Cash (Whole Room Concept VQ)	Assignment	Project Number/Room Number	As project is completed
110000	Credit Card Clearing Account	Assignment	Merchant ID	Daily
161000	Prepaid Supplies	Assignment	Site Name	Whenever possible
161002 (VQ Only)	Prepaid Non-Consumable Amenities – VQ	Assignment		
161003 (VQ Only)	Prepaid Consumable Amenities – VQ	Assignment		
161004 (VQ Only)	Prepaid Cleaning Tools and Supplies – VQ	Assignment		
162000	Prepaid Contracts	Assignment	Name of the Contractor	When Contract is complete
168000	Prepaid Other Expense	Assignment	Description of Other	Whenever possible
168001	Goods In Transit	Assignment	Shipping Doc # xxxxx	When goods are received
202003	Collections Payable Fair market Rent Shelter VQ	Assignment	Fair Market Shelter + Month	Monthly when reimbursed
202004	Collections Payable Fair market Rent Utilities VQ	Assignment	Fair Market Utilities + Month	Monthly when reimbursed
202005	Collections Payable Fair market lost damaged APF property - VQ	Assignment	Appropriations Code + Month	Monthly when reimbursed
202006	Collections	Assignment	Cable + Month	Monthly when

	Payable Cable TV – VQ			Paid
203000	Deposits Payable	Assignment	Description of Deposit	When deposit is refunded
204000	Gratuities due Employees	Assignment	Base Abbrv. + PPE + Date	Monthly
205000	Service Charges due Employees	Assignment	Base Abbrv. + PPE + Date	Monthly
251000	Unearned Income	Assignment	Gift Cert. # + Tournament Name	As often as You Can
229000	Payroll Deductions Other	Assignment	Paydate	As Needed
211000	Wages Payable	Assignment	Assignment/Amount	As Needed

Editing Options

When clearing GL accounts, there are options to determine whether the user wants the open items to come into the clearing screen selected or not selected. It is purely according to user preference.

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > ENVIRONMENT > USER PARAMETERS > EDITING OPTIONS**

Transaction Code: **FB00**

When the initial screen appears, the user must click on the Open Items tab. On this tab window, if the user wants the open items to come in not selected (recommended for GL account reconciliation) the radio button with the message "selected items initially inactive" should be clicked. If the user wants them to come in selected, they would click off this checkbox. Everything else on this screen should remain as is. The reason it is recommended that they come in unselected is that if the user has to double click on the line items individually, it is **more** likely that they will double check that they are clearing the correct line items.

Options Edit Goto System Help

Accounting Editing Options

Document entry | Doc.display | Open items | Line items | Credit mgt | P.adv | Cash Jrnl

Open item processing

- [ ] Payment reference as selection criterion
- [ ] Process open items with commands
- [x] Selected items initially inactive
- [x] Enter payment amount for residual items
- [x] Use worklists
- [ ] Display net amounts
- [ ] Include invoice reference
- [ ] Sorting by amount without +/- sign

Line layout variants for clearing transactions

Customer	A1	Allocation / document number
Vendor	A1	Allocation / document number
G/L acct	A1	Allocation / document number

Line layout variants for automatic payments

Payment	
Line items	

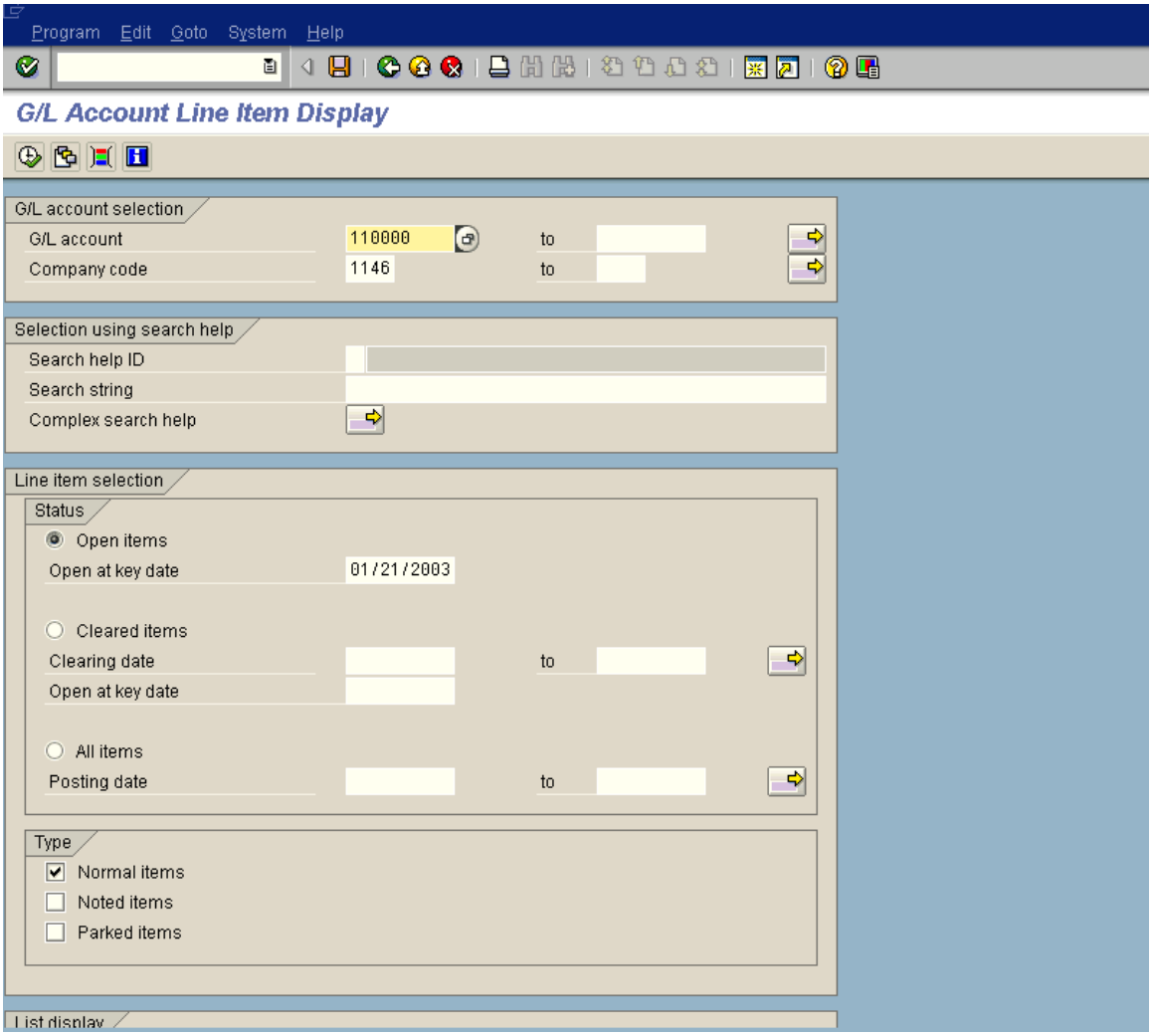
Account assignment model for payment differences

Act assgn.model	

Display GL Account Line Items

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > ACCOUNT > DISPLAY/CHANGE LINE ITEMS**

Transaction Code: **FBL3N**



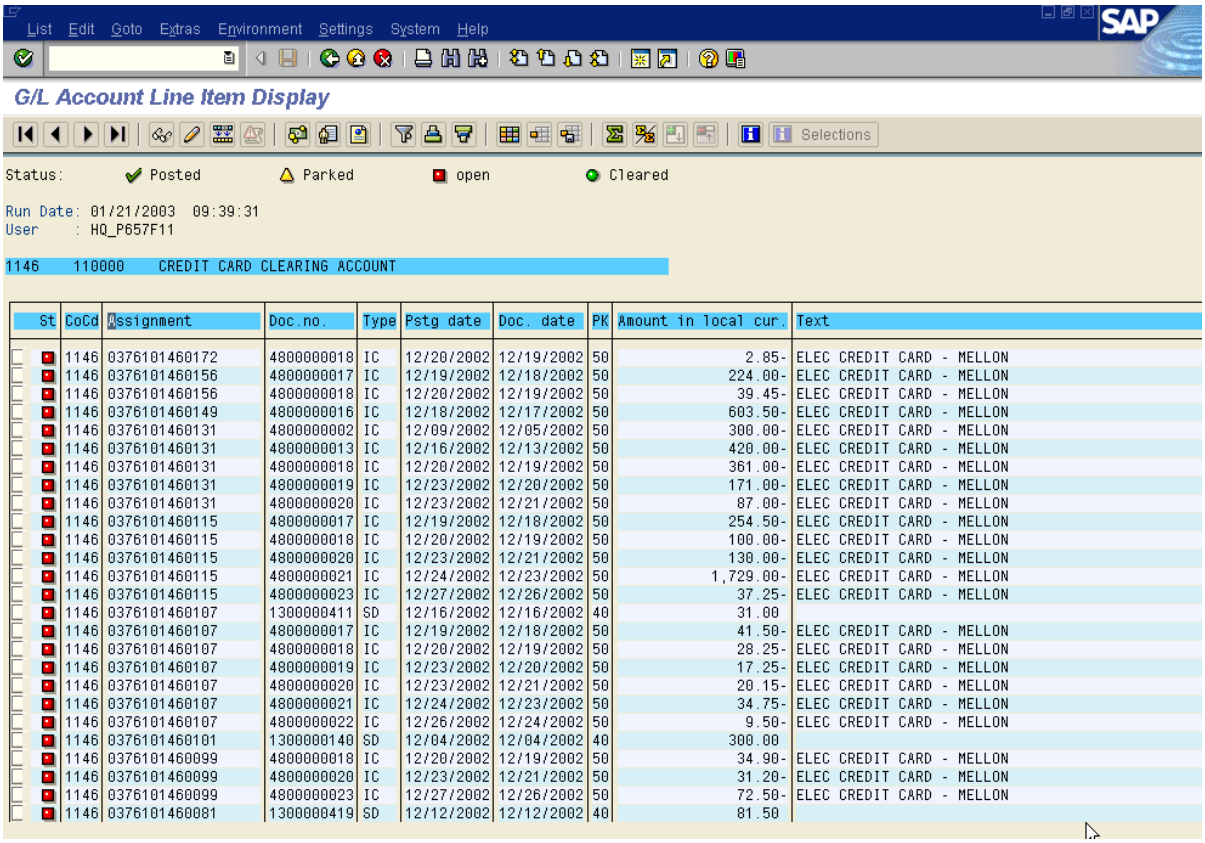
Enter the following data:

Field	Description/Usage
GL Account	Enter the GL Account Number
Company Code	Enter the relevant company code

To select what type of items show up the user can click on the different radio buttons (open items, cleared items, all items). Open items is the default selection.

Click on the execute button.

The following screen appears and you can double-click on the individual items to view the original document that was posted.



List Edit Goto Extras Environment Settings System Help

G/L Account Line Item Display

Selections

Status: Posted Parked open Cleared

Run Date: 01/21/2003 09:39:31
User : HQ_P657F11

1146 110000 CREDIT CARD CLEARING ACCOUNT

St	CoCd	Assignment	Doc.no.	Type	Pstg date	Doc. date	PK	Amount in local cur.	Text
	1146	0376101460172	4800000018	IC	12/20/2002	12/19/2002	50	2.85-	ELEC CREDIT CARD - MELLON
	1146	0376101460156	4800000017	IC	12/19/2002	12/18/2002	50	224.00-	ELEC CREDIT CARD - MELLON
	1146	0376101460156	4800000018	IC	12/20/2002	12/19/2002	50	39.45-	ELEC CREDIT CARD - MELLON
	1146	0376101460149	4800000016	IC	12/18/2002	12/17/2002	50	603.50-	ELEC CREDIT CARD - MELLON
	1146	0376101460131	4800000002	IC	12/09/2002	12/05/2002	50	300.00-	ELEC CREDIT CARD - MELLON
	1146	0376101460131	4800000013	IC	12/16/2002	12/13/2002	50	420.00-	ELEC CREDIT CARD - MELLON
	1146	0376101460131	4800000018	IC	12/20/2002	12/19/2002	50	361.00-	ELEC CREDIT CARD - MELLON
	1146	0376101460131	4800000019	IC	12/23/2002	12/20/2002	50	171.00-	ELEC CREDIT CARD - MELLON
	1146	0376101460131	4800000020	IC	12/23/2002	12/21/2002	50	87.00-	ELEC CREDIT CARD - MELLON
	1146	0376101460115	4800000017	IC	12/19/2002	12/18/2002	50	254.50-	ELEC CREDIT CARD - MELLON
	1146	0376101460115	4800000018	IC	12/20/2002	12/19/2002	50	100.00-	ELEC CREDIT CARD - MELLON
	1146	0376101460115	4800000020	IC	12/23/2002	12/21/2002	50	130.00-	ELEC CREDIT CARD - MELLON
	1146	0376101460115	4800000021	IC	12/24/2002	12/23/2002	50	1,729.00-	ELEC CREDIT CARD - MELLON
	1146	0376101460115	4800000023	IC	12/27/2002	12/26/2002	50	37.25-	ELEC CREDIT CARD - MELLON
	1146	0376101460107	1300000411	SD	12/16/2002	12/16/2002	40	31.00	
	1146	0376101460107	4800000017	IC	12/19/2002	12/18/2002	50	41.50-	ELEC CREDIT CARD - MELLON
	1146	0376101460107	4800000018	IC	12/20/2002	12/19/2002	50	28.25-	ELEC CREDIT CARD - MELLON
	1146	0376101460107	4800000019	IC	12/23/2002	12/20/2002	50	17.25-	ELEC CREDIT CARD - MELLON
	1146	0376101460107	4800000020	IC	12/23/2002	12/21/2002	50	20.15-	ELEC CREDIT CARD - MELLON
	1146	0376101460107	4800000021	IC	12/24/2002	12/23/2002	50	34.75-	ELEC CREDIT CARD - MELLON
	1146	0376101460107	4800000022	IC	12/26/2002	12/24/2002	50	9.50-	ELEC CREDIT CARD - MELLON
	1146	0376101460101	1300000140	SD	12/04/2002	12/04/2002	40	300.00	
	1146	0376101460099	4800000018	IC	12/20/2002	12/19/2002	50	34.90-	ELEC CREDIT CARD - MELLON
	1146	0376101460099	4800000020	IC	12/23/2002	12/21/2002	50	31.20-	ELEC CREDIT CARD - MELLON
	1146	0376101460099	4800000023	IC	12/27/2002	12/26/2002	50	72.50-	ELEC CREDIT CARD - MELLON
	1146	0376101460081	1300000419	SD	12/12/2002	12/12/2002	40	81.50	

If the user wants to display the document that contains the line items, they only need to drill down into the document by double-clicking on the line item they are interested in.

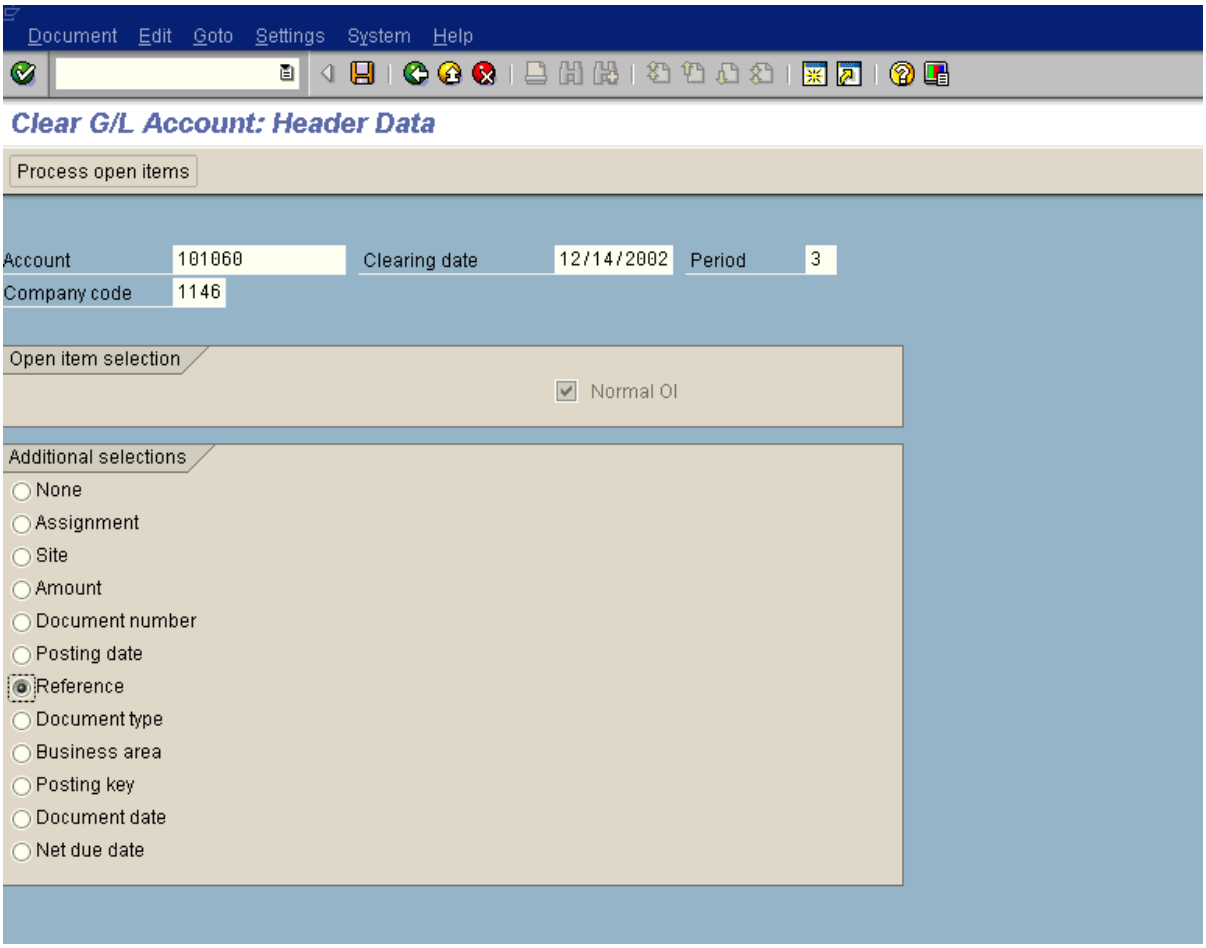
POS/DAR CLEARING ACCOUNT (101060)

This account is used to match the two sections of the DAR, the Cash Cage DAR and the Detailed DAR. It is the way we verify that the Deposit made for a particular business day matches the revenues and expenses that are recorded for the sites. When the DAR is cleared, it is not deleted, the status of the line items is simply changed. It is still possible to change the documents if necessary, but you must break the clearing, then change the documents, and then re-clear them.

To clear the POS/DAR Clearing Account 101060, use the following:

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > ACCOUNT > CLEAR**

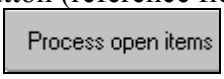
Transaction Code: **F-03**



Enter the details:

Field	Description/Usage
GL Account:	101060
Clearing date:	current date

Click reference field radio button (reference field contains the base abbreviation plus date.)

Click the Process open items 

pushbutton

Screen will display the additional selection criteria.

Document Edit Goto Settings System Help

Clear G/L Account: Enter selection criteria

Other selection | Other account | Process open items

Parameters entered

Company code	1146
Account	101060
Account type	S
Special G/L ind.	

☑ Standard Ols

Reference

From	To	String	Initial value
MDS 121402		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐

After making additional selection criteria (using the reference field information), the screen will display all open items that match the selection criteria.

Document Edit Goto Settings Environment System Help

Clear G/L Account: Process open items

Distribute diff. | Charge off diff. | Editing options

Standard | Partial pmt | Res.items | Withhldg tax

Account items 101060 POS/DAR CLEARING ACCOUNT

Assignment	Document ...	D..	P..	Posting ...	Docume...	USD Gross
	1300000341	SD	50	12/14/2...	12/14/2...	2,756.00-
	1300000342	SD	40	12/14/2...	12/14/2...	3.00
	1300000344	SD	40	12/14/2...	12/14/2...	24.95
	1300000346	SD	40	12/14/2...	12/14/2...	84.00
	1300000347	SD	40	12/14/2...	12/14/2...	319.25
	1300000348	SD	40	12/14/2...	12/14/2...	111.00
	1300000350	SD	40	12/14/2...	12/14/2...	65.60
	1300000351	SD	40	12/14/2...	12/14/2...	23.00
	1300000352	SD	40	12/14/2...	12/14/2...	252.00
	1300000354	SD	40	12/14/2...	12/14/2...	195.75
	1300000355	SD	40	12/14/2...	12/14/2...	219.15
	1300000356	SD	40	12/14/2...	12/14/2...	356.00
	1300000362	SD	40	12/14/2...	12/14/2...	20.45
	1300000363	SD	40	12/14/2...	12/14/2...	429.30

Amo... | Gross<>... | Currency | Items | Items | Disc. | Disc.

Editing status

Number of items	16	Amount entered	0.00
Display from item	1	Assigned	0.00
Display in clearing currency		Not assigned	0.00

If the items come in unselected they will be shown in black text. In order to signify which items are to be cleared the user must double-click them to select. When they are selected they will be shown in a different color.

Make sure the selected amounts net to zero. If the account is out of balance for these open items, back out of the transaction and research the variance. The chances are good that the problem stems from incorrect data entry and having reference fields that differ on your cash cage and detailed DARs. If it is an actual overage or shortage, create an entry to true up the difference. (See the **True-Up DAR Clearing** procedure below)

If the account items net to zero, save the document by clicking on this icon .

No line items are created, but it is a good idea to write down the document number anyway.

TRUE -UP DAR CLEARING (101060)

Proceed with this step **only** if the DAR clearing process is out of balance due to an actual overage or shortage of cash.

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > DOCUMENT ENTRY > GL ACCOUNT POSTING**

Transaction Code: **F-02**

Enter the details of data:

Field	Description/Usage
Document date:	Appropriate date for the days business
Posting date:	Appropriate date for the days business
Document type:	SD
Company code:	SAP company code
Reference:	The base abbreviation plus date **(VERY IMPORTANT: This reference number was used on the original DAR entry in steps 1 and 2. MAKE SURE THE SAME NUMBER IS ENTERED CORRECTLY IN ALL STEPS.)**

Shortage:

Posting key (PK):	40 (debit)
GL Account:	912000 (for cash shortage)
Amount:	Enter the amount that the DAR clearing account is out for this deposit
Cost center:	G & A cost center
Posting key (PK):	50 (Credit)
GL Account:	101060 (DAR Clearing account)
Amount:	Enter the amount that the DAR clearing account is out for this deposit

Overage:

Posting key (PK):	40 (debit)
GL Account:	101060 (DAR Clearing account)
Amount:	Enter the amount that the DAR clearing account is out for this deposit
Posting key (PK):	50 (Credit)
GL Account:	812000 (for cash overage)
Cost center:	G & A cost center
Amount:	Enter the amount that the DAR clearing account is out for this deposit

Save the Document and record the SAP document number on the posting documents.

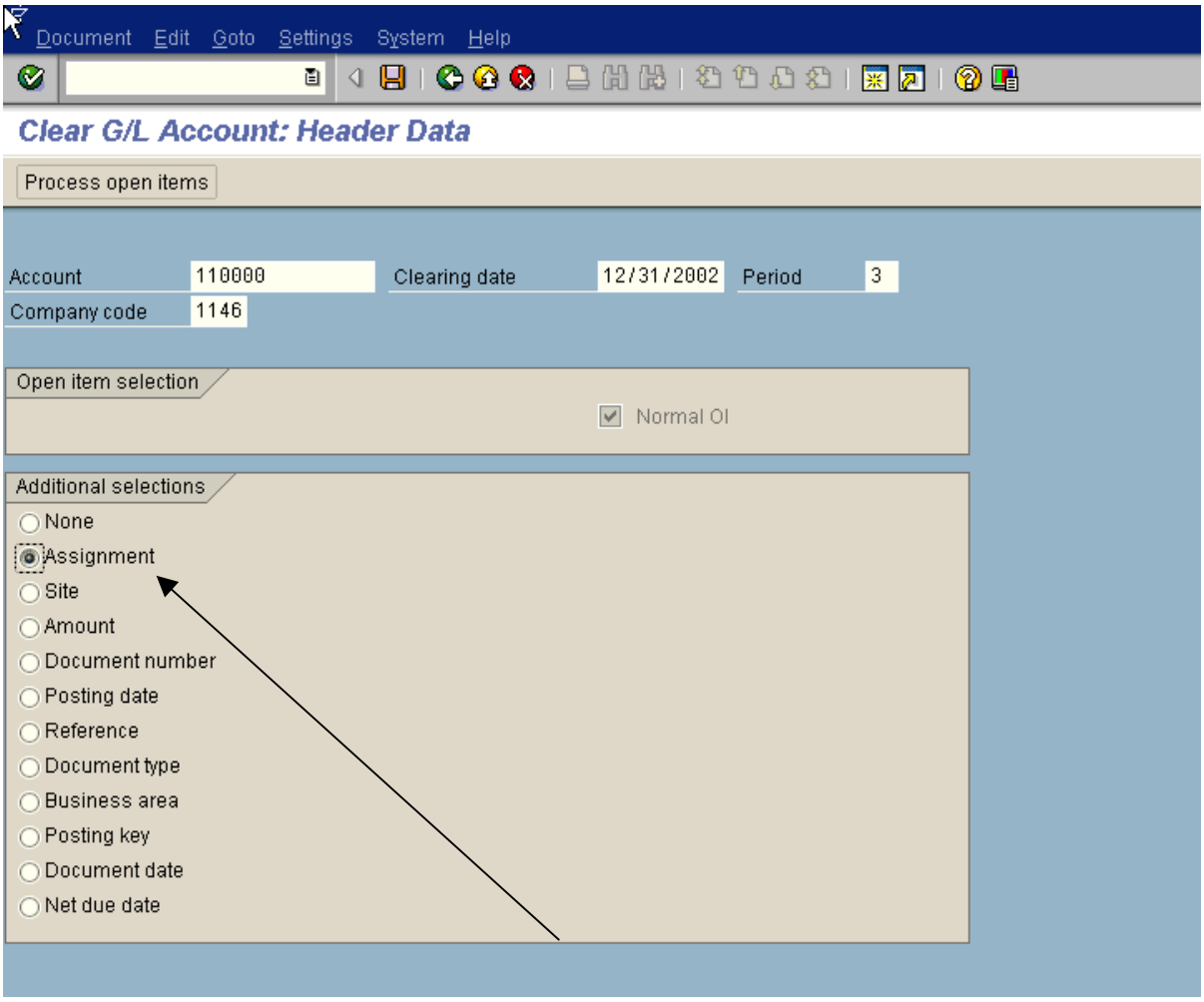
The Credit Card Clearing Account (110000)

This procedure is the final step in the DAR process. If the credit card account has not been cleared then the DARs for the day cannot be considered complete. It is necessary to clear this account to verify that the amount that was loaded in the Mellon Bank file equals the amount of credit card purchases that the accounting office records on the DARs for that day.

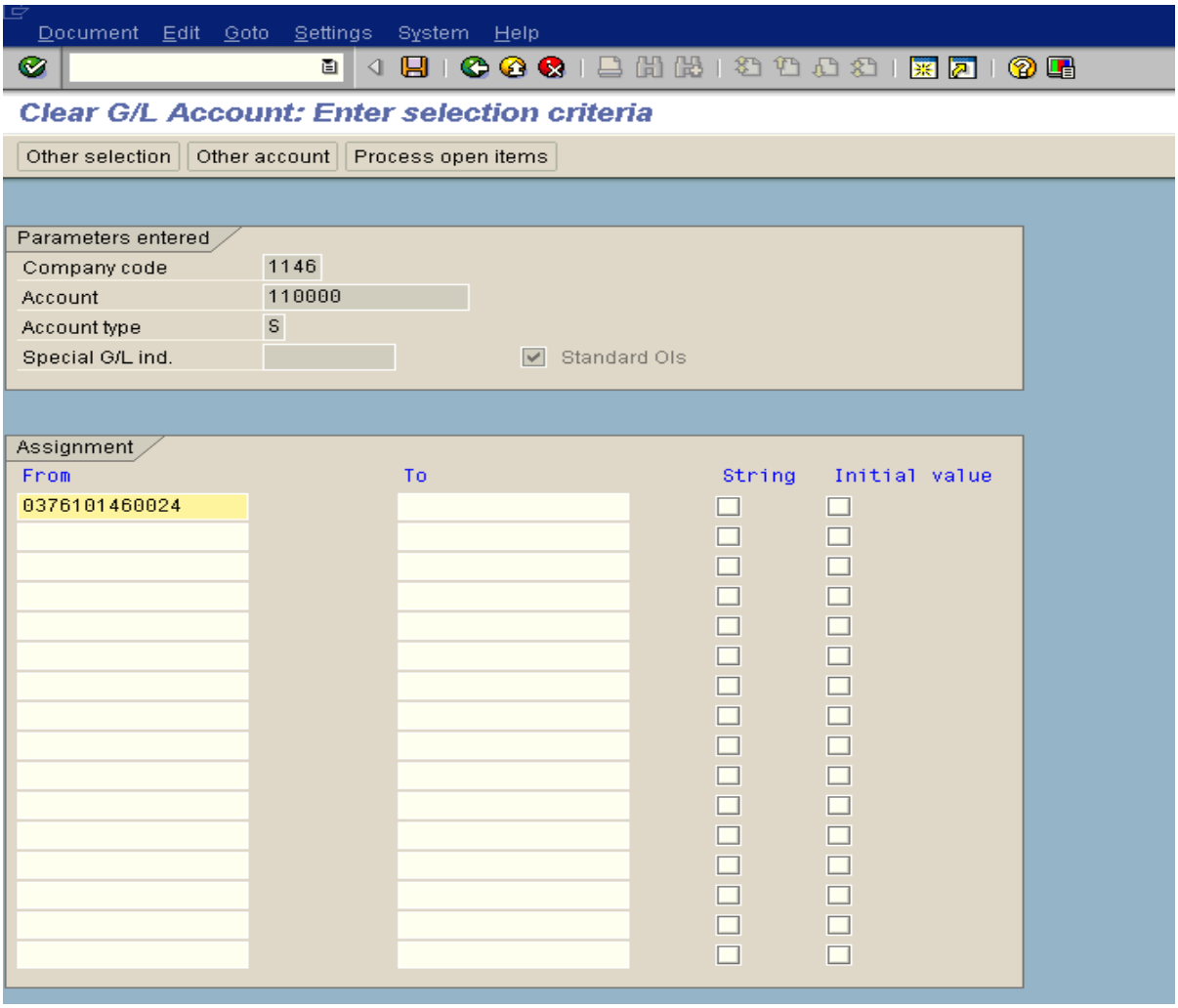
Use the following:

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > ACCOUNT > CLEAR**

Transaction code: **F-03**



Enter the Clearing Date, the Company Code and click on the Assignment radio button. Click on the Process open items pushbutton. This will bring you to the screen where you can enter your additional criteria selections.



Here you will enter the Merchant ID, from the site that accepted the credit card transactions, in the field directly underneath the word "From". Then you click the Process open items icon again. This will bring up all of the line items with that Merchant ID in the assignment field.

Note: The following screen will show document types IC for the Mellon Credit Card download and the corresponding DAR that matches the Mellon Bank payment.

Document Edit Goto Settings Environment System Help

Clear G/L Account: Process open items

Distribute diff. | Charge off diff. | Editing options

Standard | Partial pmt | Res.items | Withhldg tax

Account items 110000 CREDIT CARD CLEARING ACCOUNT

Assignment	Document ...	D..	P..	Posting ...	Docume...	USD Gross
0376101460024	1300000010	SD	40	12/01/2...	11/27/2...	147.00
0376101460024	1300000075	SD	40	12/02/2...	12/02/2...	288.40
0376101460024	1300000434	SD	40	12/13/2...	12/13/2...	202.40
0376101460024	4800000004	IC	50	12/09/2...	12/03/2...	288.40-
0376101460024	4800000007	IC	50	12/09/2...	11/29/2...	147.00-
0376101460024	4800000017	IC	50	12/19/2...	12/18/2...	266.30-
0376101460024	4800000020	IC	50	12/23/2...	12/21/2...	75.00-
0376101460024	4800000022	IC	50	12/26/2...	12/24/2...	36.00-

Amo... | Gross<>... | Currency | Items | Items | Disc. | Disc.

Editing status

Number of items	8	Amount entered	0.00
Display from item	1	Assigned	0.00
Display in clearing currency		Not assigned	0.00

Make sure that the amounts net to zero. If the accounts are out of balance, you must back out of the transaction and research the variance. In all probability it will be a data entry error. The first thing to check is that all the Merchant ID numbers were entered properly in the assignment field.

If the account items net to zero, post the document by clicking on the post/save icon .

Now, you have officially completed that day's DAR.

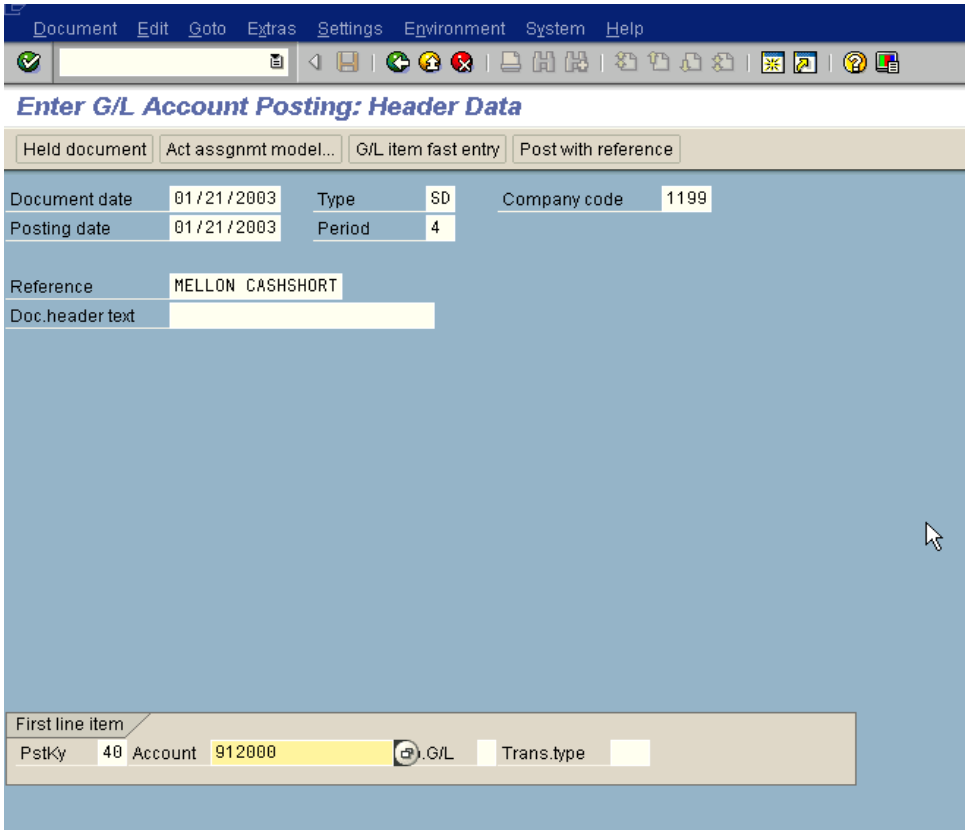
True Up Credit Card Clearing (110000)

Use these steps only if the Credit Card Clearing Account 110000 is Out Of Balance due to an actual discrepancy between what Mellon Bank paid and what was entered into the credit card system.

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > DOCUMENT ENTRY > GL ACCOUNT POSTING**

Transaction code: **F-02**

The first of these screens is for a shortage where the Cash shortage - GL account 912000 must be adjusted.

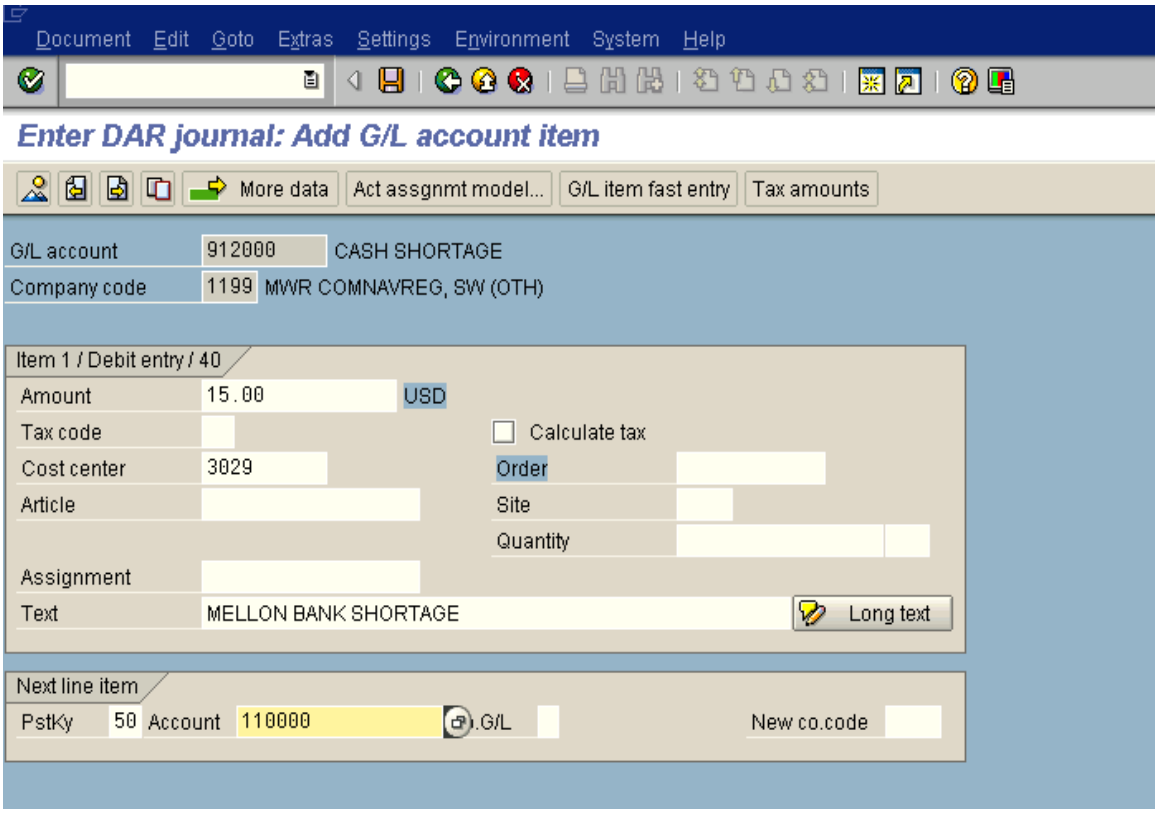


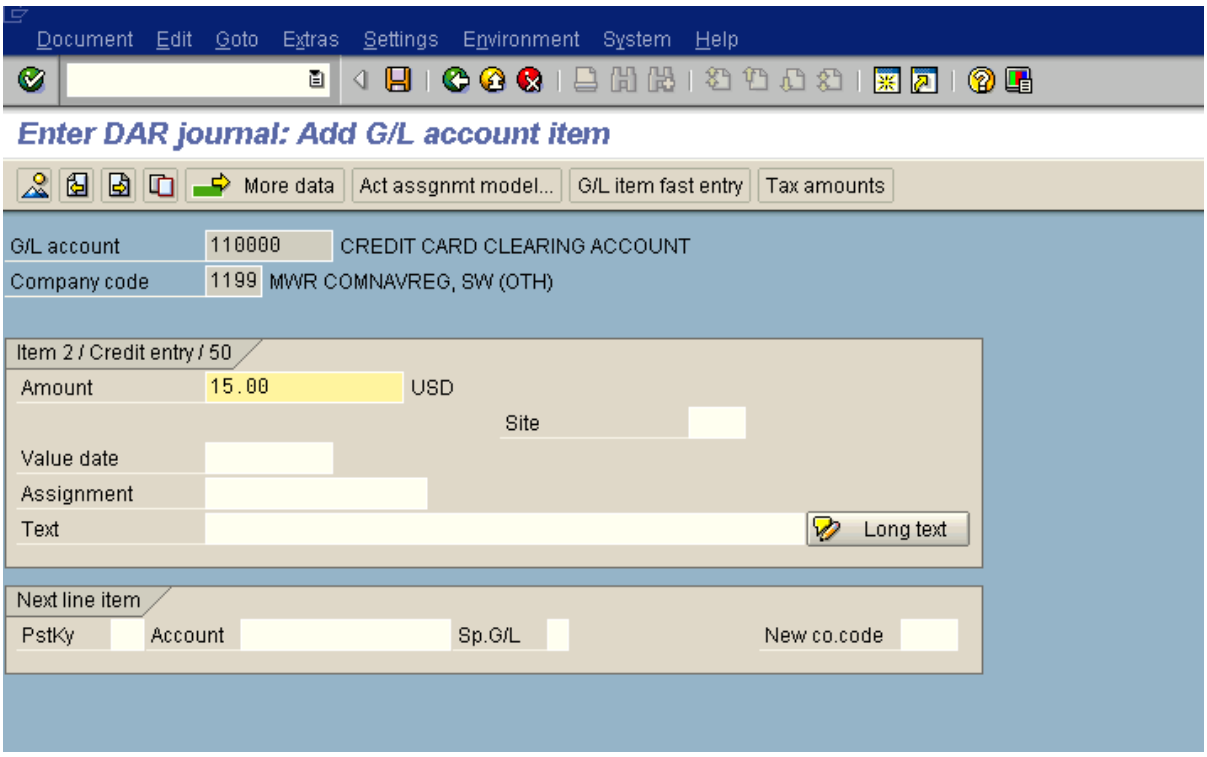
Field	Description/Usage
Document Date	Date of the Mellon Bank Payment
Posting Date	The appropriate date for the day's business.
Document Type	**Enter SD for DAR**

Reference	Use the same base abbreviation plus date that was entered in the DARs for that day.
Text	Optional

Shortage:

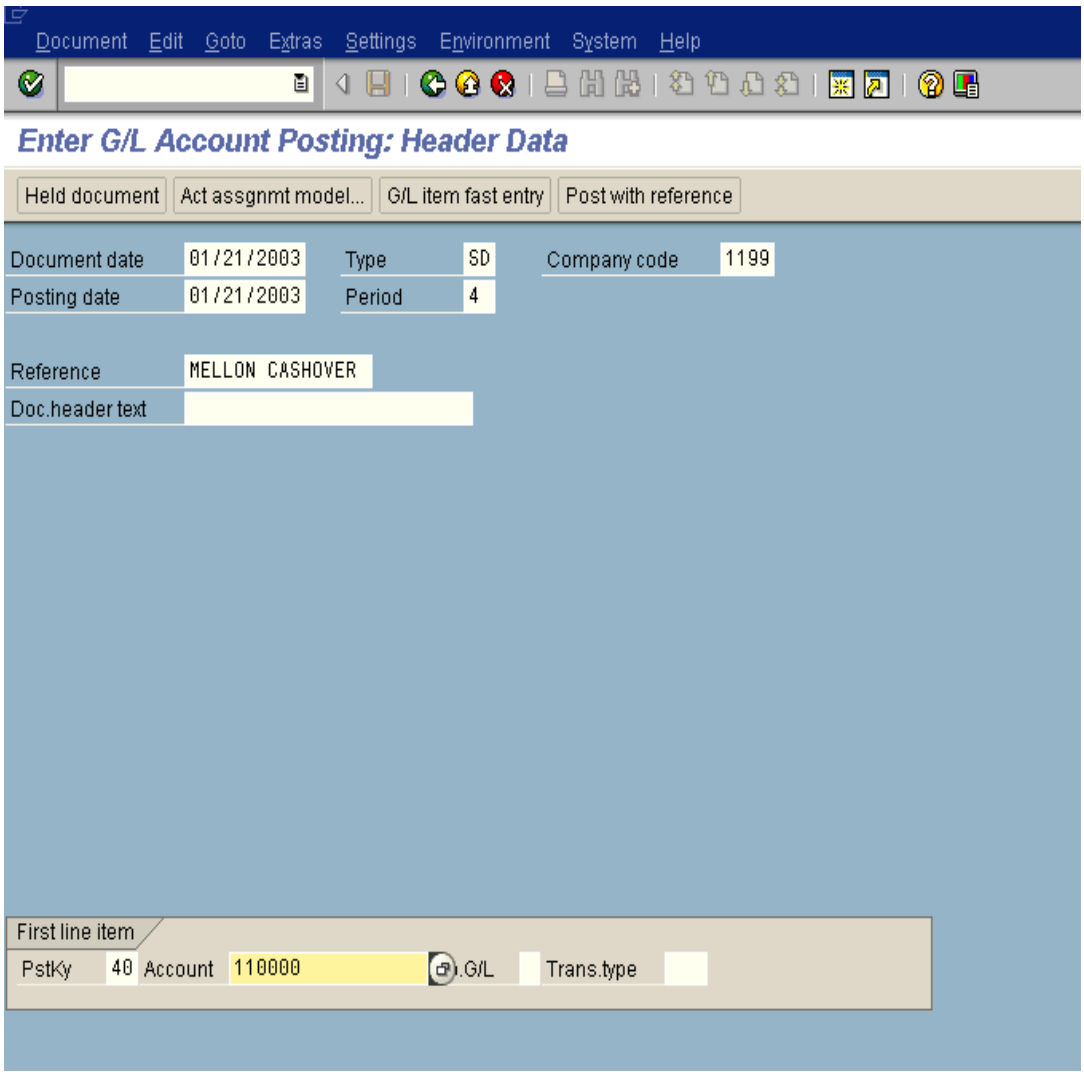
Posting key (PK):	40 (debit)
GL Account:	912000 (for cash shortage)
Amount:	Enter the amount that the Credit Card clearing account is out for the Mellon Bank payment.
Cost center:	G & A cost center
Posting key (PK):	50 (Credit)
GL Account:	110000 (Credit Card Clearing account)
Amount:	Enter the amount that the Credit Card clearing account is out for the Mellon payment





The following screens are for a cash overage where the Cash Overage - GL account 812000 must be adjusted.

Field	Description/Usage
Document Date	Date of the Mellon Bank Payment
Posting Date	The appropriate date for the day's business.
Document Type	**Enter SD for DAR**
Reference	Use the same base abbreviation plus date that was used in the DARs for that business date.



Overage:

Posting key (PK):	40 (debit)
GL Account:	110000 (Credit Card Clearing account)
Amount:	Enter the amount that the Credit Card clearing account is out for Mellon Bank payment.
Posting key (PK):	50 (Credit)
GLAccount:	812000 (for cash overage)
Cost center:	G & A cost center

Document Edit Goto Extras Settings Environment System Help

Enter DAR journal: Add G/L account item

More data | Act assgnmt model... | G/L item fast entry | Tax amounts

G/L account 110000 CREDIT CARD CLEARING ACCOUNT
Company code 1199 MWR COMNAVREG, SW (OTH)

Item 1 / Debit entry / 40
Amount 25.00 USD
Calculate tax
Site
Value date
Assignment
Text MELLON BANK OVERAGE Long text

Next line item
PstKy 50 Account 812000 .G/L New co.code

Document Edit Goto Extras Settings Environment System Help

Enter DAR journal: Add G/L account item

More data | Act assgnmt model... | G/L item fast entry | Tax amounts

G/L account 812000 CASH OVERAGE
Company code 1199 MWR COMNAVREG, SW (OTH)

Item 2 / Credit entry / 50
Amount 25.00 USD
Cost center 3029 Order
Article Site
Quantity
Assignment
Text Long text

Next line item
PstKy Account Sp.G/L New co.code

Save the Document and record the SAP document number on the posting documents,

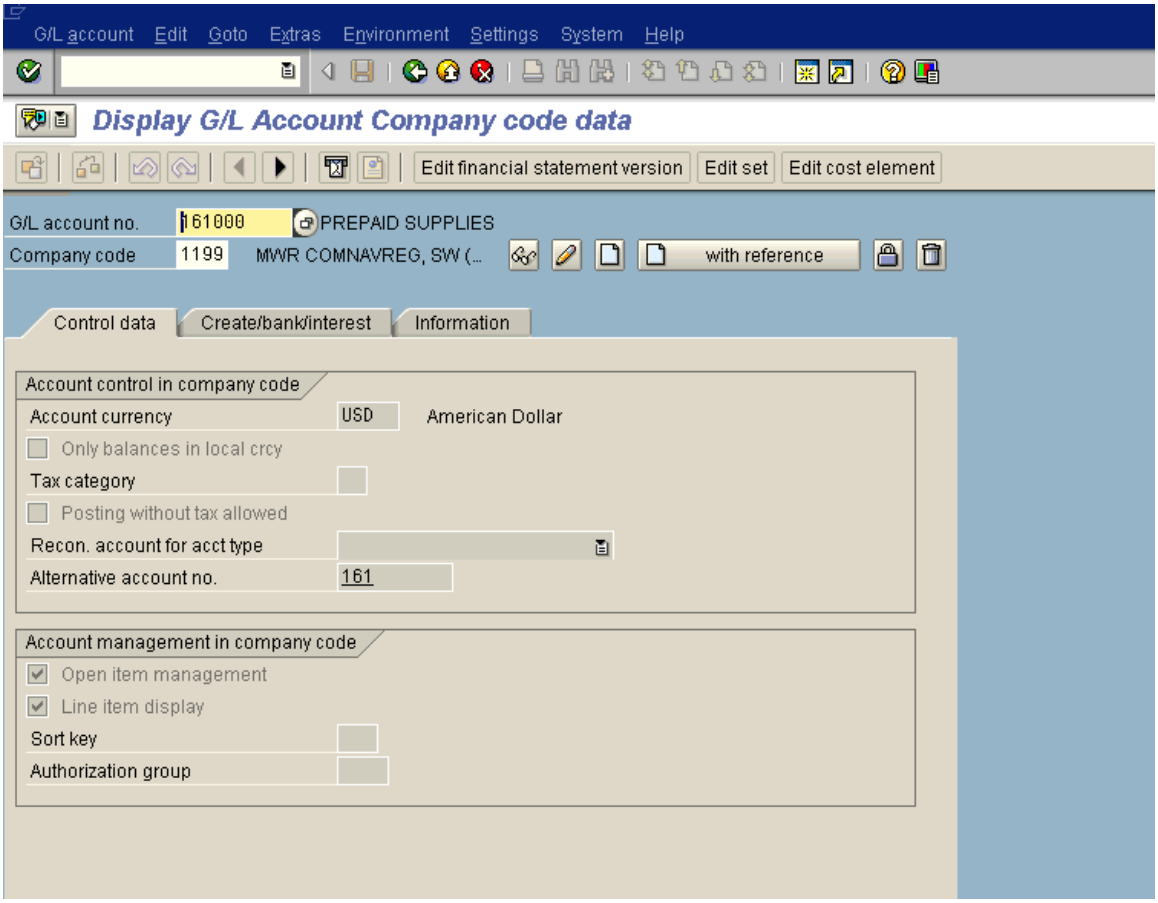
GO BACK TO THE START (TRANSACTION CODE F-03) AND CLEAR THE CREDIT CARD ACCOUNT (110000).

Display the GL Account Master Record

If there is ever a question as to whether a GL account is open item managed or whether it is a reconciliation account, it is possible to display the GL account master record to see how the account was originally designed.

Menu path: **ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → MASTER RECORDS → INDIVIDUAL PROCESSING → IN COMPANY CODE**

Transaction Code: **FSS0**

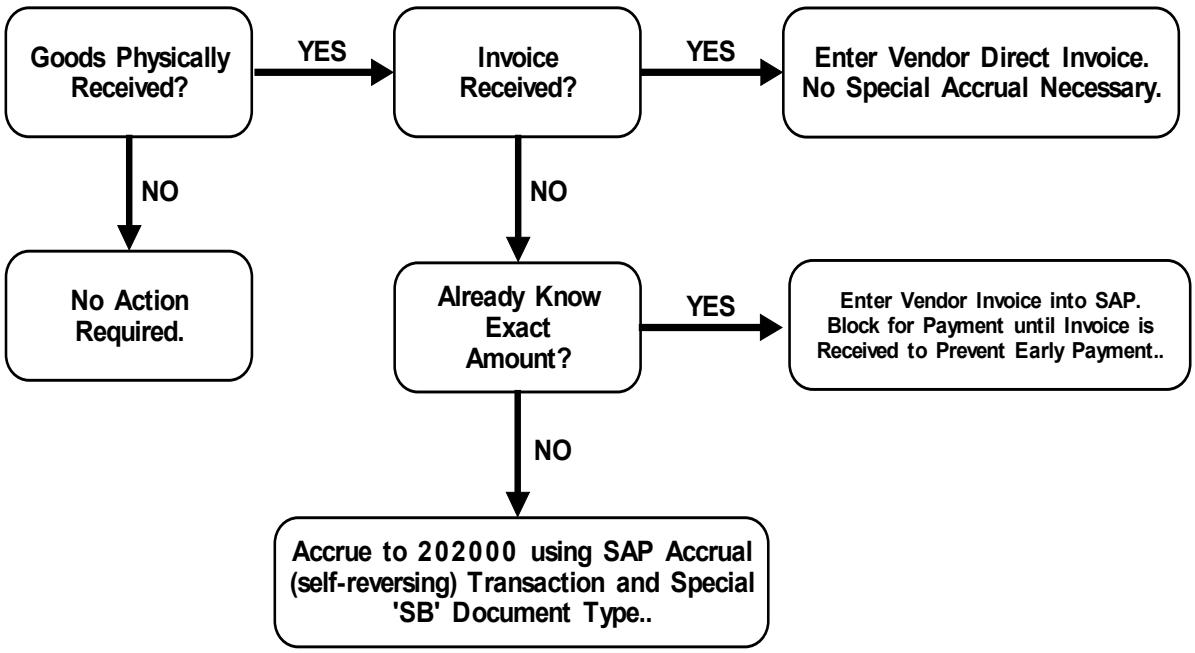


The user must enter the company code and the GL account and then press Enter or click the green checkmark. The "Control Data" tab shows whether or not the Account is a Recon. Account for vendors, customers or assets in the field called "Recon. account for acct type". In this case the field is blank , it is not a recon account. Where it says "Alternative account no." it tells where it is mapped in RAMCAS. In this case the radio button for "Open item management" has been flagged. This signifies that this is an open items managed account and therefore must be cleared either manually or automatically. In the case of 161000 it is the field's responsibility to monitor this account and clear it when it is possible.

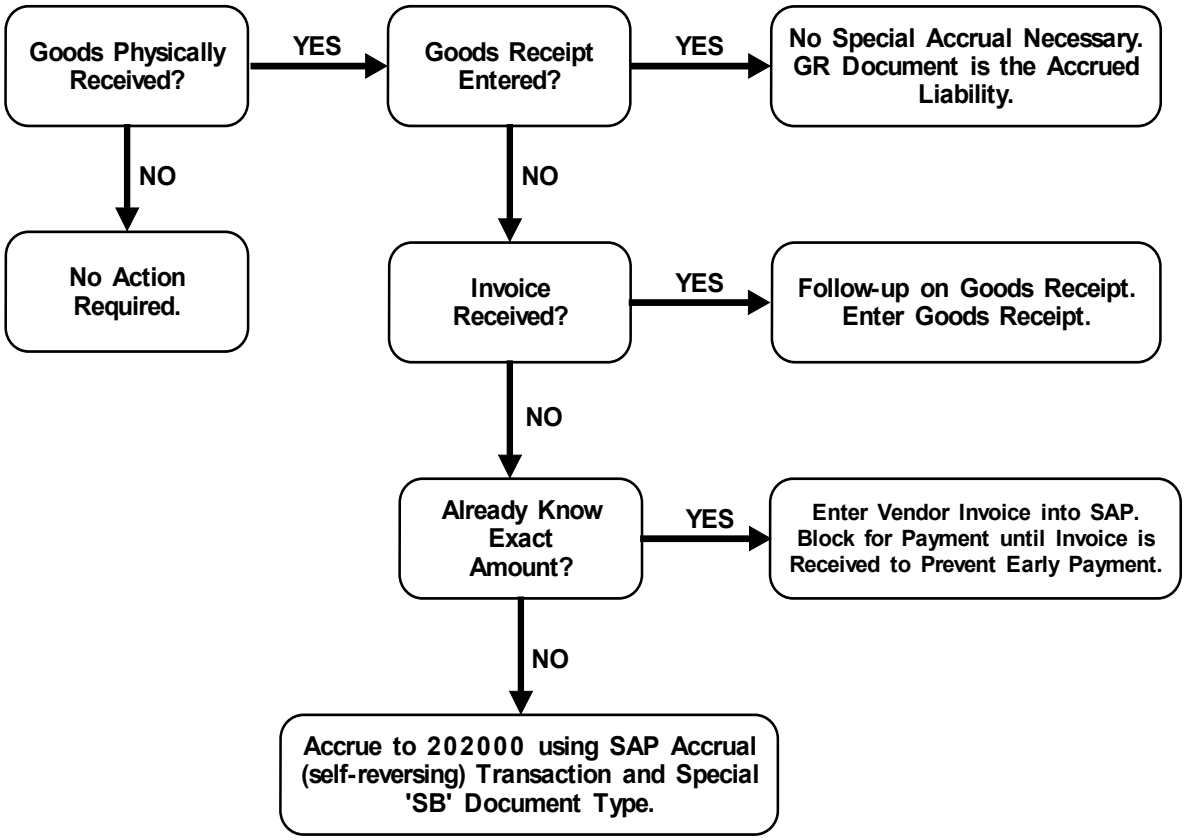
Accruals Introduction

In this section of the manual, when we speak of Accruals in SAP terminology, we are only talking about 'reversing accruals' not accrued liabilities. An example of a reversing accrual is the monthly payroll accrual. Historically, in BLAS, when an invoice is entered, it sits in a "bucket" and nothing is posted to the GL. At month's end, the accounting office would run a program to accrue all the invoices and they would be posted. The huge difference in SAP is that once invoices are entered in the system, they are immediately posted to the GL. Therefore, it is not necessary to accrue for anything that has been posted into SAP via an invoice or goods receipt.

Non PO Based Purchases (including BPAs)



Purchase Order Based Purchases

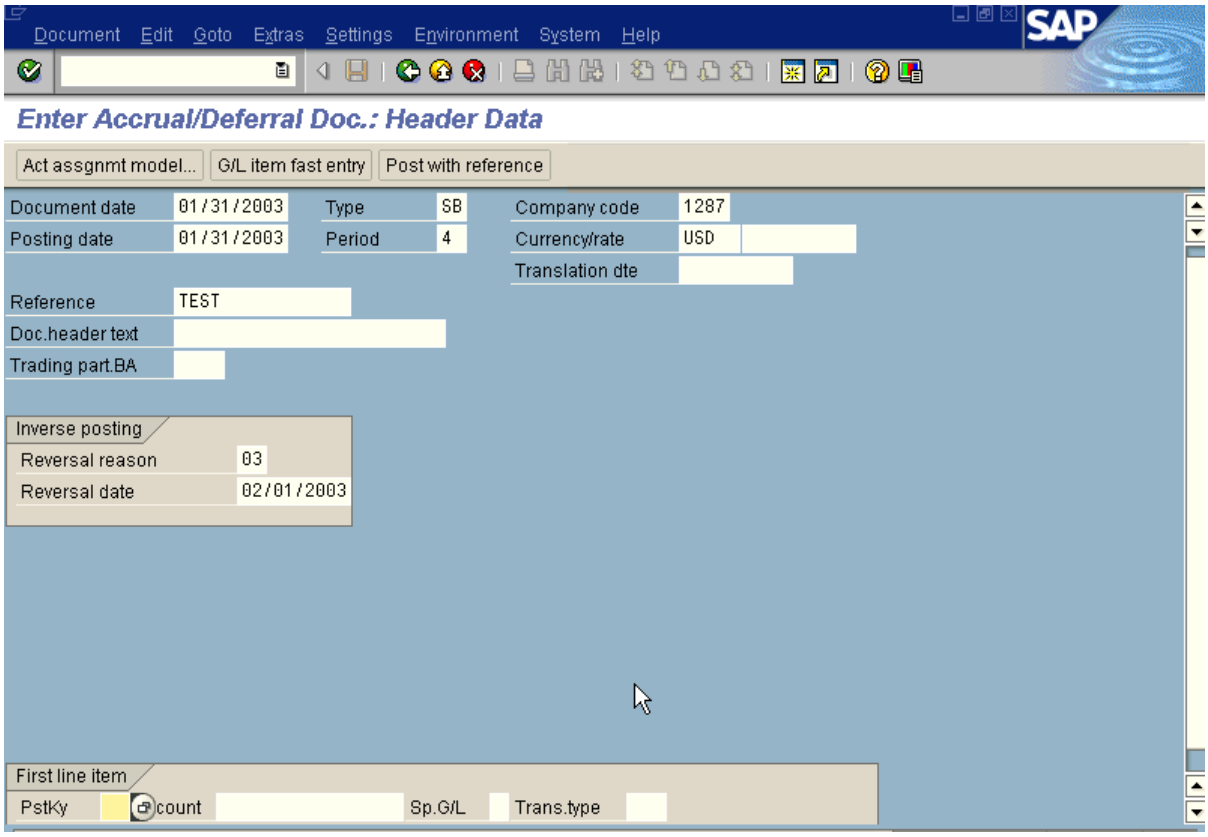


Entering Accrual Journal Vouchers (AJVs)

Menu path: **ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → PERIODIC PROCESSING → CLOSING → VALUATE → ENTER ACCRUALS**

Transaction Code: **FBS1**

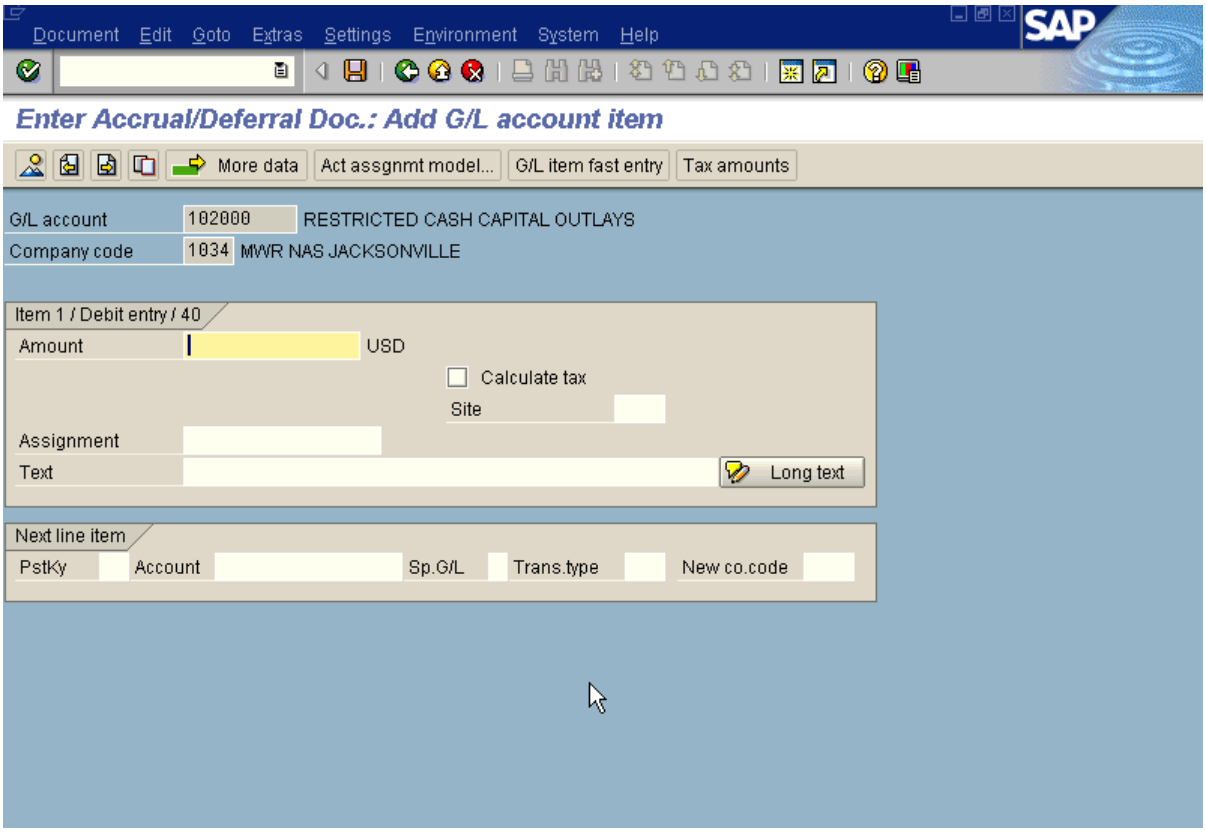
Screen: Enter Accrual/Deferral Doc.: - Header Data (0100)



Field	Description/Usage
Document Date	The creation date of the document, with the format MM/DD/YYYY. Generally the last day of the posting period for which you are accruing.
Doc. Type	SB for AJVs, this will default into the field.
Company Code	Enter the 4-digit company code
Posting Date	The date that SAP system posts the created transactions. This should be the same as the document date, the last day of the period.
Period	The period is automatically derived from the posting date, if there is no input in this field.

Reference	This is a required field. It can be used to describe what kind of accrual is being posted.
Reversal Reason	03 - Accrual Reversal
Reversal Date	For an EOM accrual, the reversal date will be the first day of the next period.
Post Key	Enter Posting Key: **40 = Debit** and **50 = Credit.**
Account	Enter the relevant G/L account.

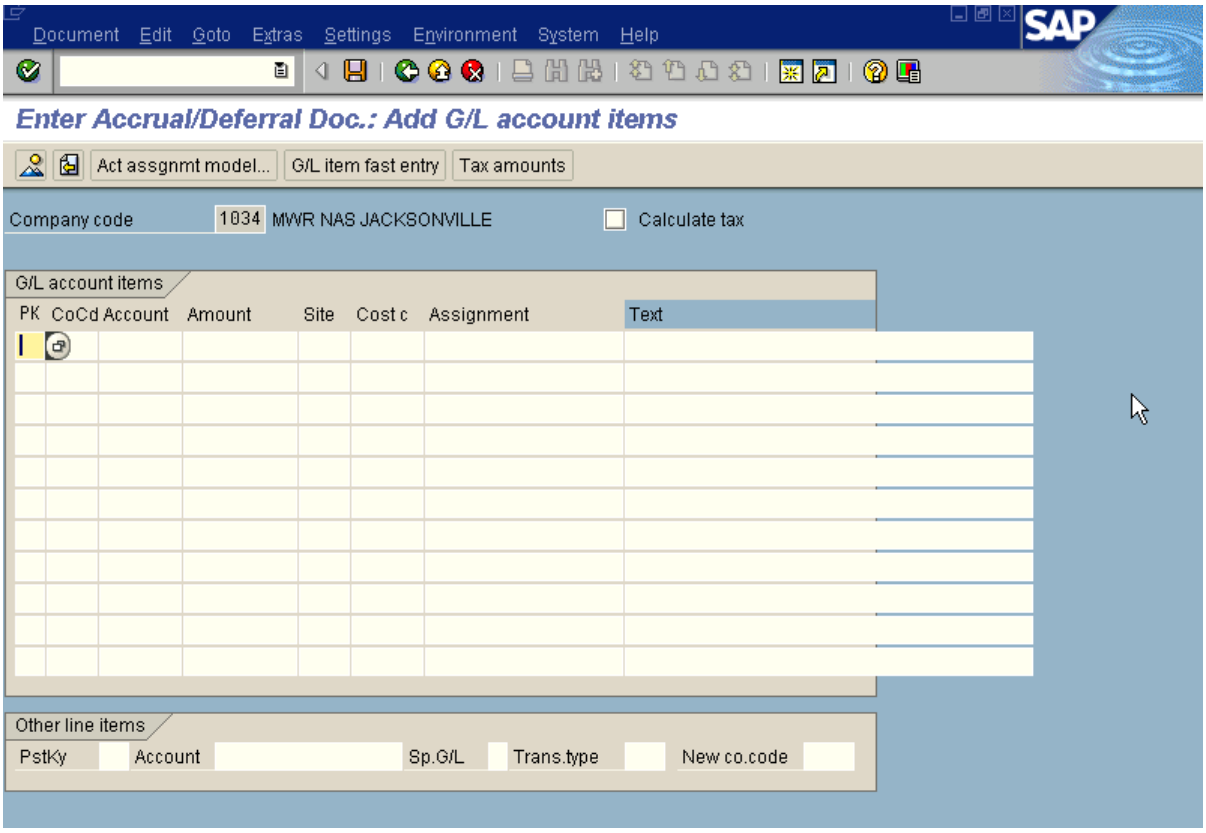
The next screen that appears is: *Enter Accrual/Deferral Document - Create G/L Account Item (0300)* is shown for inputting:



Field	Description/Usage
Amount	Enter the appropriate amount for the transaction in the specific G/L account.
Cost Center	Enter the appropriate cost center. Cost center is only a mandatory field for certain types of G/L accounts. Line items for most balance sheet accounts do not require entry of a cost center.
Text	Enter any required text for the line item.

All the remaining fields are optional and may be omitted in this process.

GL Fast entry can also be utilized for key entry of the accounting details. Access the entry after the header information is complete. To access the fast entry screen, click on the G/L item fast entry button above the header information (See *Screen: Enter Accrual/Deferral Doc.: - Header Data (0100)* At the beginning of this document. The standard fast entry screen will pop up for keying. If another screen template is required, click on **Settings> Entry Template**, a table with other options will be displayed for selection. Click on the one desired.



To display the transaction before posting, click on the document overview icon and view the document details. Save the document by clicking on the Save icon.

Reverse Accrual Journal Voucher (AJV)

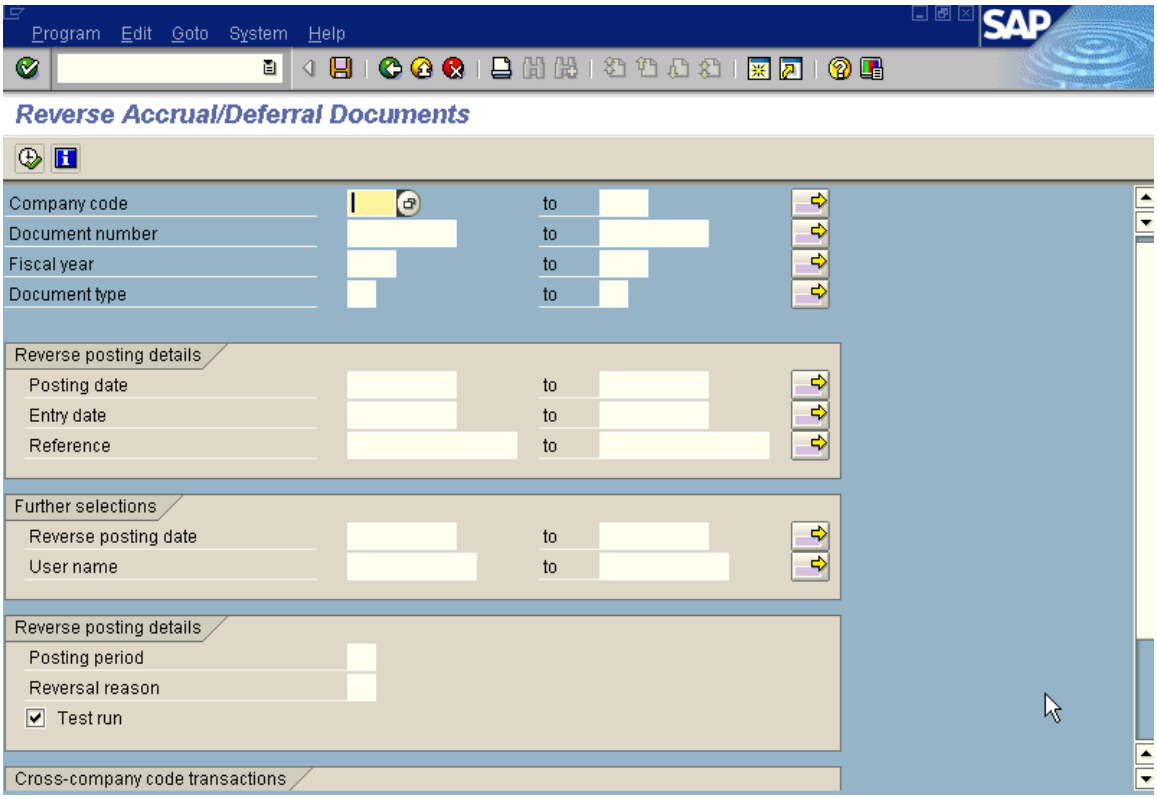
At the end of each month, you must perform a process to execute accrual reversals for the accrual entries that you booked in the current accounting period. These accrual reversals are normally set up to reverse, with a posting date of the first day of the following accounting period.

To begin, go to the following:

Menu path: **ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → PERIODIC PROCESSING → CLOSING → VALUATE → REVERSE ACCRUALS**

Transaction Code: **F.81**

Screen: Reverse Accruals: Initial screen (1000)



Field	Description/Usage
Company Code	Enter the 4-digit company code(s) for which you wish to execute the accrual reversal (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 vice a range 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 regular accrual entries.

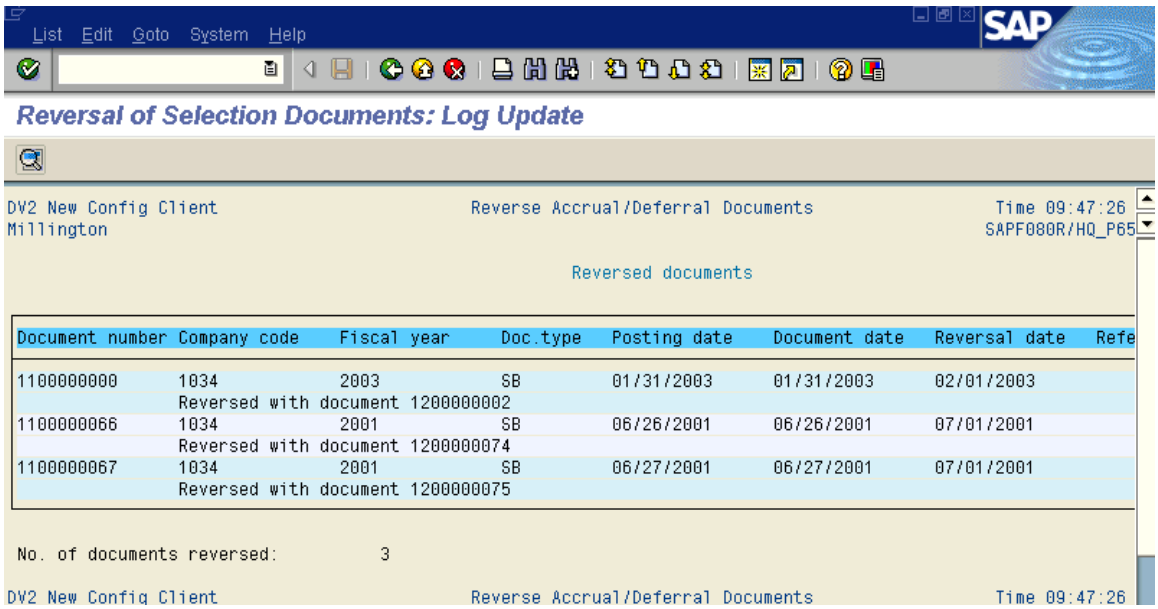
There are further selection options on the selection screen which may be used to narrow down the number of documents which are selected for reversal, (e.g., user name – these are optional.)

One optional "Further selection" choice that **is** recommended:

Reverse posting date	This date is the date on which you indicated the accrual reversal would be posted. Normally the posting date of the reversal is the first date of the next accounting period (i.e., for accruals prepared for the November closing, the normal reversal date would be 12/1/YYYY, etc.) Use a range from the 1st to the last day of the month (e.g., 12/01/01 to 12/31/01)

WARNING: Ensure that that the "Test run" checkbox is flagged. This will prompt the system to list all accruals that are eligible for reversal. 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.

After the data input is complete, select: **PROGRAM → EXECUTE** . A listing of all accruals will appear. These entries are your original accrual documents. You should see document type SB (regular accrual entries) and SI (resale inventory documents).



At this stage, when the list appears accurate, the "Reverse documents" Reverse documents button may be selected and the system will post the reversing entries.

After selecting the Reverse documents icon, the message is updated with ***"Documents for which a reverse posting was generated".*** Print the report and file.

The process is now complete! The reversal document number has been provided on the line below the original document number.

Display Reversed Accrual Documents

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > DOCUMENT > DISPLAY**

Transaction Code: **FB03**

Click the "list" icon (or you may request the system to display the actual document number provided when you ran the reversal process).

Enter the appropriate company code. Enter the document type "SC" (the reversal document for a SB).

Enter the posting date (the date you indicated the entry should be posted when you created the recurring 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" at the right of the line. DO NOT enter a range from SC to SI – you will be provided a list of all documents with types SC, SD, SE, SF etc…the same applies when requesting multiple company codes. If you identify the range to be 1287 to 8172, the system will attempt to give you ALL company codes falling in that numerical range!

Click the Execute icon.

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.

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 was 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 and ONLY once for each accrual document!**

- 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.

Warning: Make sure the system printer is properly connected.

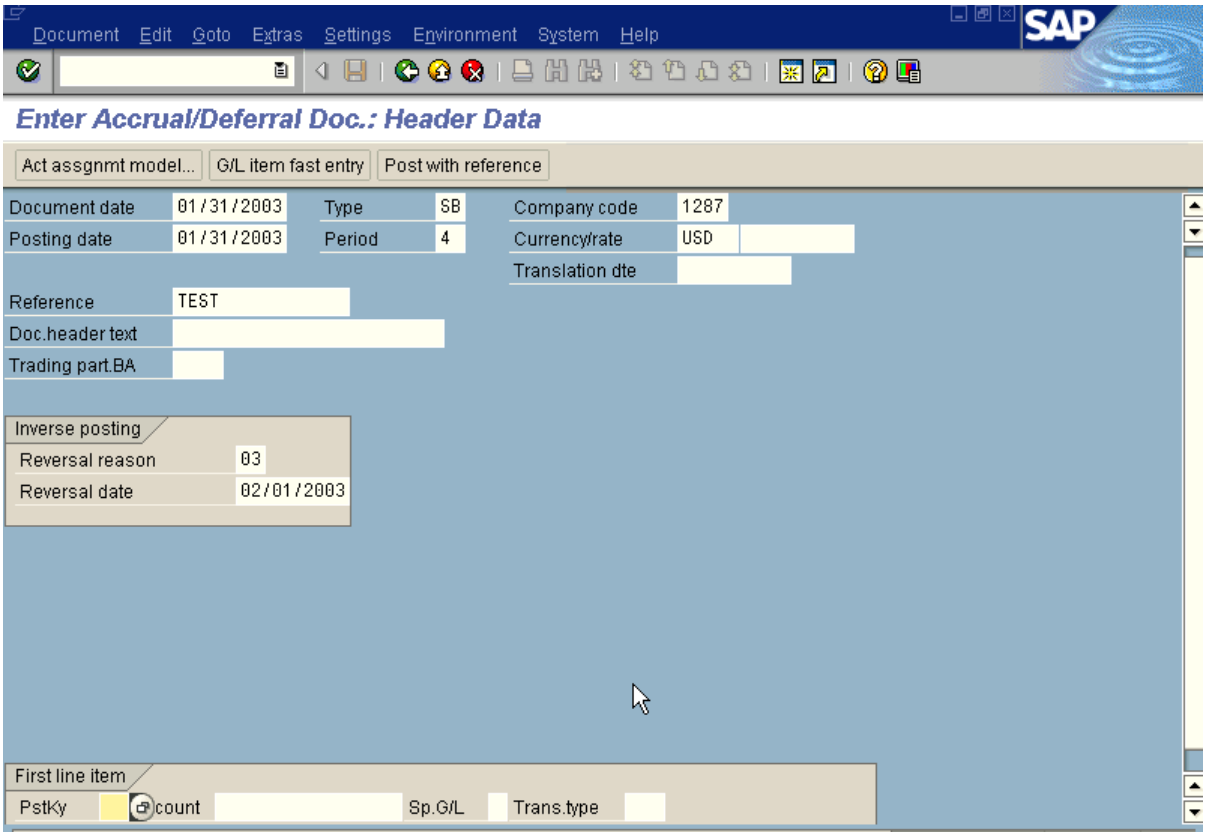
Voiding or Cancellation of an Accrual Document

There might be occasions, after entering an accrual document, where it has been determined that the document is incorrect. You may need to "Void or Cancel" the document. Although it might seem logical, the Accrual Reversal process should **NOT** be executed. This process will just reverse the document in the following accounting period as noted in the document header information – it will not "delete" or "void" the entry! Instead, another accrual document (identical to the first) should be prepared with "reverse" signs of the original, using the same header information. This will result in the two entries zeroing each other when the month end accrual reversal is performed and they will both reverse in the following accounting period with a "null" effect.

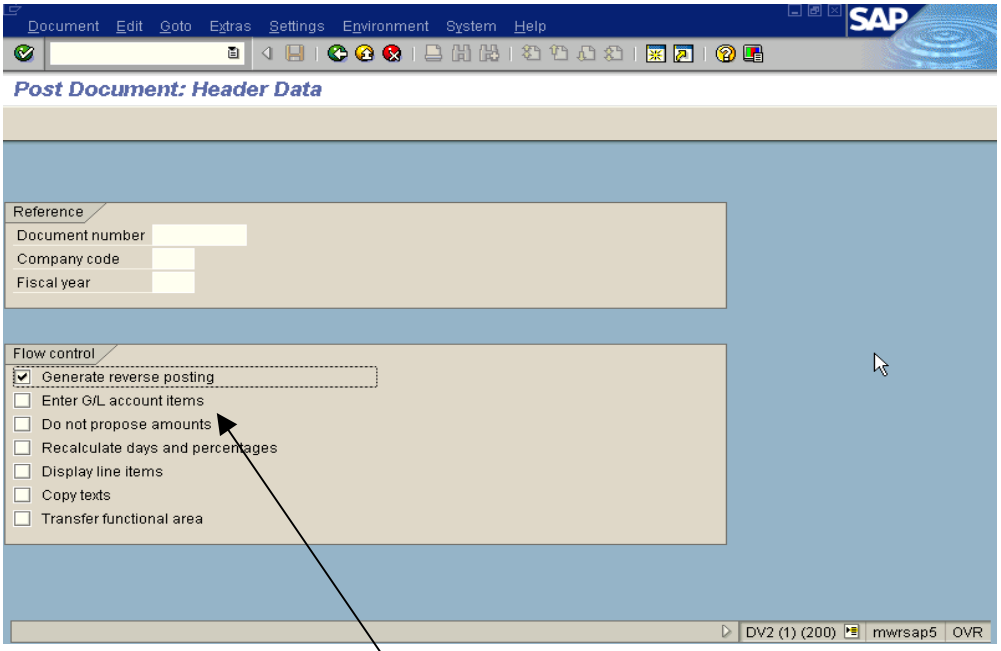
Use the following menu path to prepare the accrual with "reverse" signs to use with the "post with reference" process:

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > PERIODIC PROCESSING > CLOSING > VALUATE > ENTER ACCRUALS**

Transaction Code: **FBS1**



Click the **[Post with Reference]** button.



Enter the original document number (the incorrect one), the applicable Company code and the correct Fiscal year.

Ensure the checkbox labeled "**Generate reverse posting"** is flagged.

Press the Enter key or click the icon.

You will be returned to the initial screen with the Header information shown. Note on the bottom of the screen, the posting key and the account number has been populated automatically with the data from the original accrual entry only with **REVERSE** signs.

Enter the reversal date (Use the same date as the original accrual document, usually the first day of the following accounting period).

Press the Enter key or click the icon.

The proposed entry will be displayed – Note that the entry is the exact reverse of the original.

Click the SAVE icon and the task is complete. Remember to go back into the system and re-enter your adjusted or corrected accrual document. The net effect of the two entries is zero. In the following accounting period when the accrual process is executed, the net effect will again be zero.

End Of Month Introduction

The end of month processes dramatically change upon the implementation of SAP. Formerly, with the BLAS system, the responsibility for the monthly closing of the system was the accounting offices in the field. Now with SAP, the work has been split, the field takes care of some things, but the majority of the closing procedures are run at headquarters level. This is so all company codes on SAP can be closed simultaneously. The RAMCAS interface can only be run one time so it is important that all SAP implementations are closed together.

One of the most important things for the field to accomplish in order to close, is entering data on a timely basis. The DARs, Goods Receipts (GRs), and Invoices must be posted before the end of month processes can really be started. The end of month cut off is no longer 10 business days, it is now the calendar 10th of the month. The biggest tip we can offer is that no DARs, GRs, or Invoices be held. As soon as they come in they must be posted. That way there is no big rush at the end of the month to begin to post documents. However, a new feature on SAP, is that during the first ten calendar days of the month two posting periods will be open. This means that if the DARs, GRs, and Invoices for the first month are completed, there is no reason not to begin posting the DARs, GRs, and Invoices for the new month. This way the closing process does not halt the data entry.

The field has access to their reports at any time. This is one of the major benefits of SAP, the fact that it is a real time system and as long as the data is being entered, there is information available at any time. However, headquarters runs assessments and depreciation so certain reports may not be fully accurate until these processes have been completed.

Another change is that there will no longer be the TC from headquarters. You will not be responsible for entering the headquarters journal entries. Headquarters can enter them on their own. In turn, there is no longer any need to TC back to headquarters. The real time aspect of SAP cuts out these batch jobs all together.

One thing that has not changed is the Payroll Accrual. It is still necessary to do a payroll accrual although now **it must be broken down by cost center**. The payroll accrual is one of the things that users tend to forget during the first month live.

End of Month Field Responsibilities

The following is a list of the field responsibilities in the closing process and instructions on how to complete them.

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.

Menu path: **Accounting ➜ Financial accounting ➜ General ledger ➜ Periodic processing ➜ Information system ➜ Report selection ➜ General Ledger Reports ➜ Documents ➜ Parked Documents List**

Transaction code: **F.97**

NOTE: Minimize the number of documents that have not been processed. If they are parked for approval, they are not yet posted. This means that nothing has been entered into the GL.

2. Ensure that all goods receipts 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

Menu path: **Accounting ➜ Financial accounting ➜ General ledger ➜ Periodic processing ➜ Recurring entries ➜ Execute**

Transaction code: **F.14**

Enter the company code.

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

- Enter accruals (See the accruals section of the handbook.)

  Menu path: **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 if the accrual amounts are known.

4. Complete asset transfers.

Transfer the Assets under Construction (AUCs). This transaction will be executed each time an AUC is completed and ready to start depreciating.

Menu path: **Accounting ➜ Financial Accounting ➜ Fixed Assets ➜ Postings ➜ Transfer ➜ Transfer within Company Code**

Transaction code: **ABUM**

Note: If residual posting is necessary for items to be expensed, make this entry first via a journal entry, then transfer the remaining value to be capitalized to the new asset using the transaction code ABUM.

Note: An asset master record shell must be created / exist for this process. You will need this asset number in order to capitalize the AUC.

SCREEN Transfer: Initial Screen	
Field	**Description/Usage**
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: • **320** for assets to be capitalized that were acquired in the current year. • **300** for assets to be capitalized that were acquired in a prior year.
SCREEN Create Asset Transaction: Retmt transfer of curr-yr acquis from AuC.	
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 1st 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.
Assignment	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*". Press 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 is being depreciated.

Press "Post" icon to post to FI-GL and to capitalize the asset.

5. Accrual reversals.

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

Menu path: **Accounting ➜ Financial Accounting ➜ General ledger ➜ Periodic processing ➜ Closing ➜ Valuate ➜ Reverse accruals**

Transaction code: **F. 81**

Field	Description/Usage
Company Code	Enter the 4-digit company code to define into 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 set to narrow down the number of documents which are selected for reversal, (e.g., user name) – these are optional.

Ensure that the 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.

6. Make sure all open item managed accounts are properly cleared

Clearing GL accounts is an important part of reconciliation on SAP. This is the best way to monitor what is being entered in these accounts and make sure that things are being properly posted. The list of accounts that should be cleared and detailed instructions on how to clear them are in the section of this chapter entitled "Clearing GL Accounts".

Process	Schedule	HQ Resp.	Field Resp.
Routine Processes			
Open Item Clearing	Daily	✓	✓
Positive Pay	Daily	✓	
Electronic Funds Transfer	Daily	✓	
Cash Concentration	Daily	✓	
Payroll Interface	Biweekly	✓	
End-of Month Processes			
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	Tenth day of month	✓	
Post Assessments • VQ Echelon • VQ Headquarters • Property/Liability	Tenth day of month	✓	

Accrual reversals** (HQ will verify that all have been run for the month)	Tenth day of month	✓	✓
Trial Balance Run	Tenth day of month	✓	
Close Postings to prior month *	Tenth day of month	✓	
Create Monthly Financial Statement Extracts	Tenth day of month	✓	
SAP to RAMCAS Interface	Tenth day of month	✓	

End of Month Inventory Posting

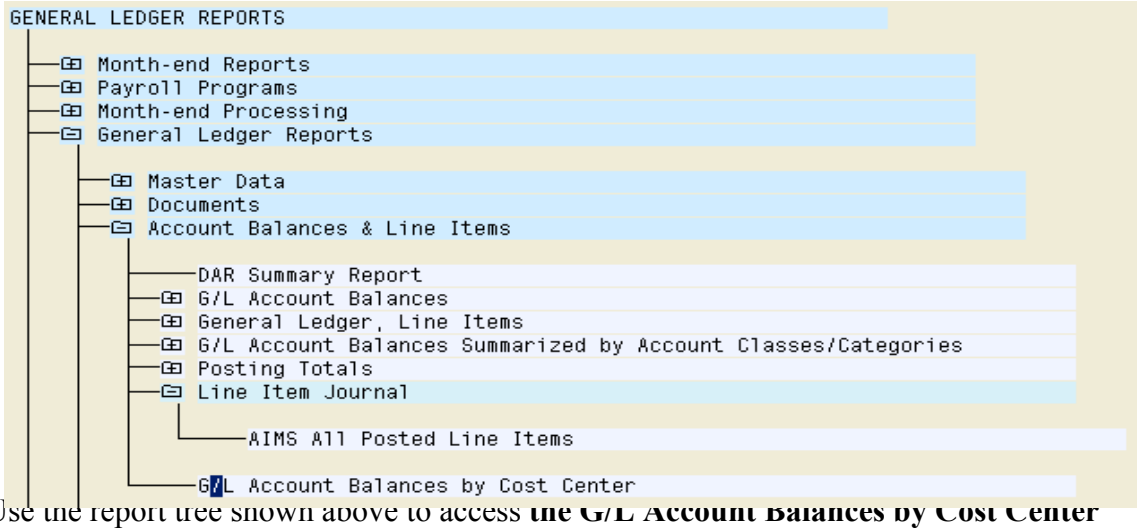
Recently the RAMCAS department authorized the use of four different General Ledger accounts to process resale inventories at the newly implemented regions. They are 151000 and 401000 for the MWR departments and 151001 and 401001 for the VQs.

Also, the method the field uses to post the monthly inventory/COGS journal will change. The first step in this process, which will be a multi-line data entry procedure, will be to determine the end-of-month balances in the 151000 – Resale Inventories GL Account. These balances will be sorted by cost center as this information is critical in providing an accurate COGS value for the facility/cost center Profit & Loss statement.

There is an existing report that will show the GL account balances by cost center. Use the following menu path or transaction code to access this report.

Menu path: **ACCOUNTING ➜ FINANCIAL ACCOUNTING ➜ GENERAL LEDGER ➜ PERIODIC PROCESSING ➜ INFORMATION SYSTEM ➜ REPORT SELECTION**

Transaction code: **F.97**



Use the report tree shown above to access **the G/L Account Balances by Cost Center**

On the selection screen, use this table to determine the correct field entries:

Fiscal Year:	**Enter the applicable fiscal year**
Period:	**Will default based on the system date**
Company Code:	**Enter the correct company code**
Account:	Enter the GL Account number: **151000 Resale Inventories**

The following is a sample excerpt of the report:

Report: Z01/ZC13 G/L ACCOUNT BALANCES BY COST CENTER Pag
User: HQ_P657F9 Period 3 Ended December FY 2003 Dat

Company Code: 1146 MWR NSA MIDSOUTH
Account Number: 151000 RESALE INVENTORY
Cost Center Group: * Cost center group

Cost Center	Beginning Balance	Debit Activity	Credit Activity	En
4444 MDS JOE DUGGER FIT CTR MERCH RES 1146	4,713.49			
4466 MDS HELMSMAN CLUB FOOD RESALE 1146	53,902.78		167.42-	
4467 MDS HELMSMAN CLUB BAR RESALE 1146	9,504.93		61.95-	
4468 MDS HELMSMAN CLUB OTHER RESALE 1146	2,225.80			
4470 MDS CPO CLUB RESALE 1146	8,359.86			
4473 MDS BINGO MERCHANDISE RESALE 1146	1,131.11			
4477 MDS GE PRO MERCH RES	63,399.63		1,093.20-	
4485 MDS EAGLES PEAK FOOD RESALE 1146	11,363.46		176.80-	

Note: Using a locally determined method of recording the Ending Balances by cost center (download to a spreadsheet or record manually), make a record of the ending balances to be used in calculating the actual data entry for SAP. Make use of the small worksheet shown below. **Remember, you MUST do this for every cost center**.

Calculation Worksheet

		Examples:
1.	The ending GL account balance from the report above:	***1,131.11***
	Minus the Monthly Inventory amount provided by the facility Manager	***1,000.00***
	The result of the subtraction	***131.11***
	Cost Center Number	***4473***

This final subtraction result is the amount to be used in the Journal Entry process described below. **Remember to do it separately for EACH cost center**.

You will use the following menu path to process this Inventory Journal transaction:

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > DOCUMENT ENTRY > GL POSTINGS**

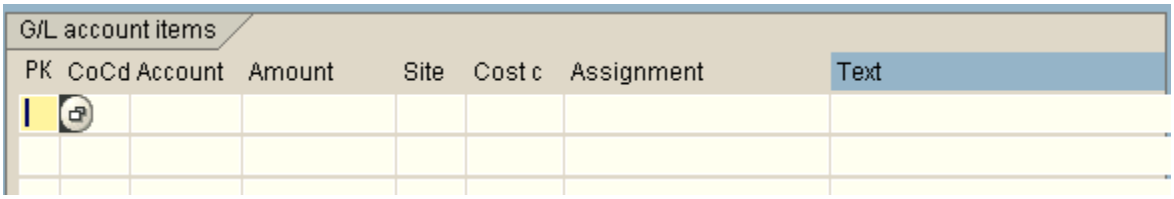
Transaction code: **F-02**

VERY IMPORTANT NOTE: This is NOT an Accrual Journal

Use the following table to fill in the required fields on the opening screen:

Document date:	**The actual date of the Physical Inventory (usually the last day of the month)**
Posting date:	**The same date as the Posting date**
Document type:	**SI – Inventory JV**
Company code:	**The applicable company code**
Reference and text:	**Both fields are optional. May be used for explanatory text such as "INVENTORY JOURNAL DD/MM/YYYY"**

Click on the Fast Entry pushbutton to facilitate entering the items.



PK (Posting Key)	**40 – Debit Entry**
Account:	**401000 COST OF GOODS SOLD or 401001 COST OF SUNDRIES SOLD**
Amount:	**The amount that you calculated in Step 1 – 187.40 in our example for the particular cost center**
Cost Center:	**The number of the cost center 1681 in our example.**

Use the TAB key to go to the next line of the fast entry window

PK (Posting Key)	**50 – Credit Entry**
Account:	**151000 DEPARTMENT RESALE INVENTORIES or151001 SUNDRIES INVENTORIES VQ**
Amount:	**The same amount used on the line above – 187.40 in our example.**
Cost Center:	**The same as used on the line above – 1681 in our example.**

Enter as many debit and credit entries as necessary to complete the journal.

Click on the "Moon over Miami" icon, the document overview to check the equality of your entries.

If the Debits equal the Credits, post the document by clicking on the Save icon.

Note and record the document number:

_____ (10-digits)

Recurring Journal Entries

The *'Recurring Journal'* is a periodic posting that is identical in terms of both account numbers and amounts. The posting frequency is based on a user defined run-dates (i.e., monthly, quarterly or annually).

There are two ways of defining the posting frequency:

1. ***To Define the Interval Run in Months***

Monthly or quarterly, with specified run-date in that interval *called 'interval run-date'*.

2. ***To Define the so-called 'Run Schedule'***

This contains one or more run-dates that are to be set in the *'Customizing'*.

To use the *Recurring Journal,* the types and natures of transactions must be evaluated to suit the characteristics of the journal. The main criteria are that the GL Accounts and amounts are the same for every posting period.

With the transactions for the creation of the *Recurring Journal*, the General Ledger Clerk will be assigned to create the *Recurring Entry Document* based on the approved requests. The *Recurring Entry Document* is associated with the interval run-date or run schedule. It is more flexible to use run schedule, especially when there is a change in the run-date or increase of the run amount.

Here, the authorized person will be assigned to create and modify the run schedule. The created *Recurring Entry Document* always requires the recurring entry program to create the batch input session, which will be further processed to generate the physical posting to update G/L account, (e.g., at this stage, the posted *Recurring Journal* is created).

At the last run date specified in the interval run-date or run schedule, the deletion indicator will be automatically assigned to the concerned *Recurring Entry Document,* which will later be deleted from the system with the Archiving process.
It is also possible to manually switch this deletion indicator on or off for any *Recurring Entry Document*, if the concerned *Recurring Entry Document* is no longer in use or when the run-date is extended respectively.

At any stage of the process, (i.e., after creation or after first / second postings based on the specified run-dates, etc.), the *Recurring Entry Document* can be listed, displayed or printed out for information. The header and item details in the *Recurring Entry Document* can be changed or updated when required. Any *Recurring Entry Document* can also immediately be deleted from the system without passing through the Archiving process, if the concerned *Recurring Journal* is no longer in use.

After posting, to verify the posted transactions, the referenced *Recurring Journal* can be found via the document searching menu, and the relevant *Recurring Journal* can be used to display the posted transactions and account balances. The manual standard G/L posting document can be used for any required correction of the posted recurring transactions.

The posted recurring document / transaction report is to be printed out on the monthly basis for documentation.

Note that the whole procedure for *Recurring Journal*s can be performed via General Ledger or Accounts Payable; however, using General Ledger is selected as a basic operational path for this document.

Create Recurring Entry Document

With the information obtained from the person requesting the journal, the General Ledger Clerk creates *'Recurring Entry Documents'*. *'Recurring Entry Documents'* are used for transactions requiring periodic posting. These postings can be made at various time intervals with any specified run-date. When the *'Recurring Entry Document'* is posted after creation, the system stores the data without updating G/L account balances.

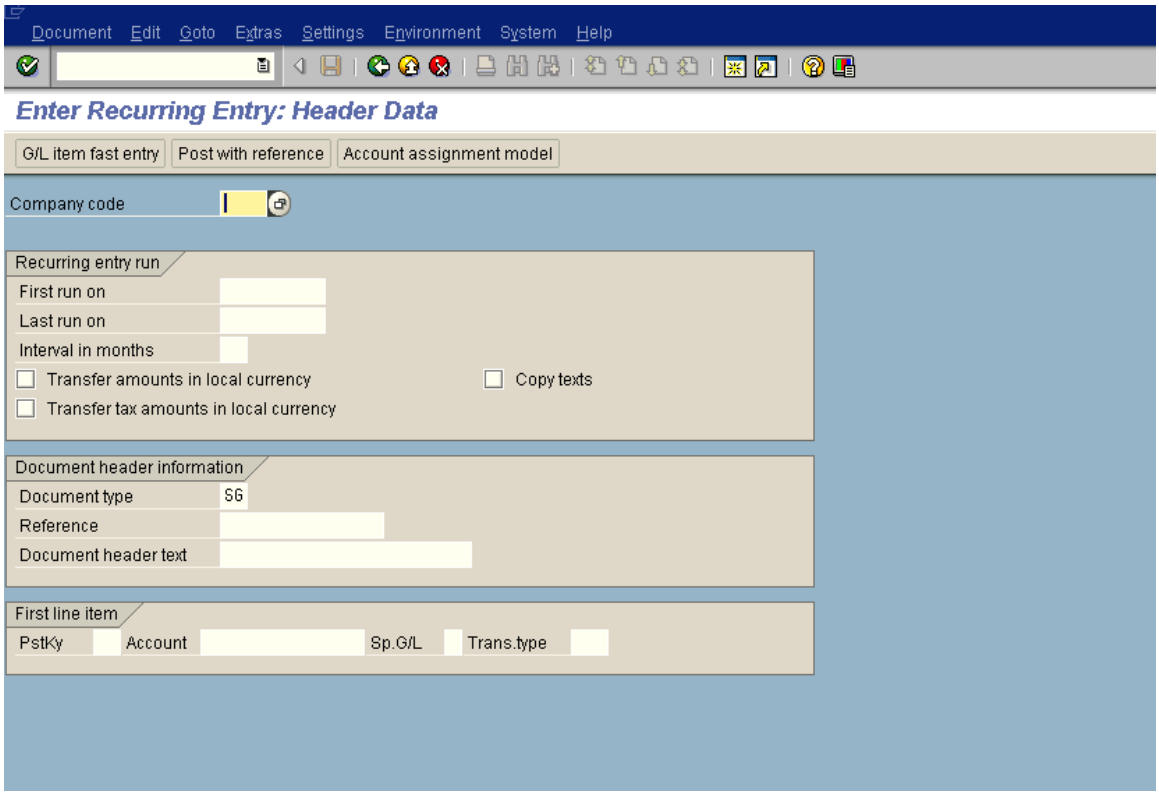
The *'Recurring Entry Program'* uses this posted *Recurring Entry Document* as a basis for creating posted accounting documents *('Recurring Journals'*), (e.g., the account balances are only updated when the execution of recurring entry program with batch run, during periodic processing, is performed).

To create the *Recurring Entry Document*, the following menu path is used:

Menu Path: **ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → DOCUMENT ENTRY → REFERENCE DOCUMENTS → RECURRING DOCUMENT**

Transaction Code: **FBD1**

Screen: *Entering Recurring Entry - Header Data (No. 0106)*



Field	Description/Usage
Company Code	Enter the appropriate company code for the base/fund in which the journal is to be posted.
First Run On	Enter the first date from which the *Recurring Entry Document* is to start running.
Last Run On	Enter the date up until which the *Recurring Entry Document* will be run inclusively.
Interval in Months	Input the run frequency for the *Recurring Entry Document* (e.g. monthly, quarterly or annually). Generally, the run frequency will be monthly, code 01

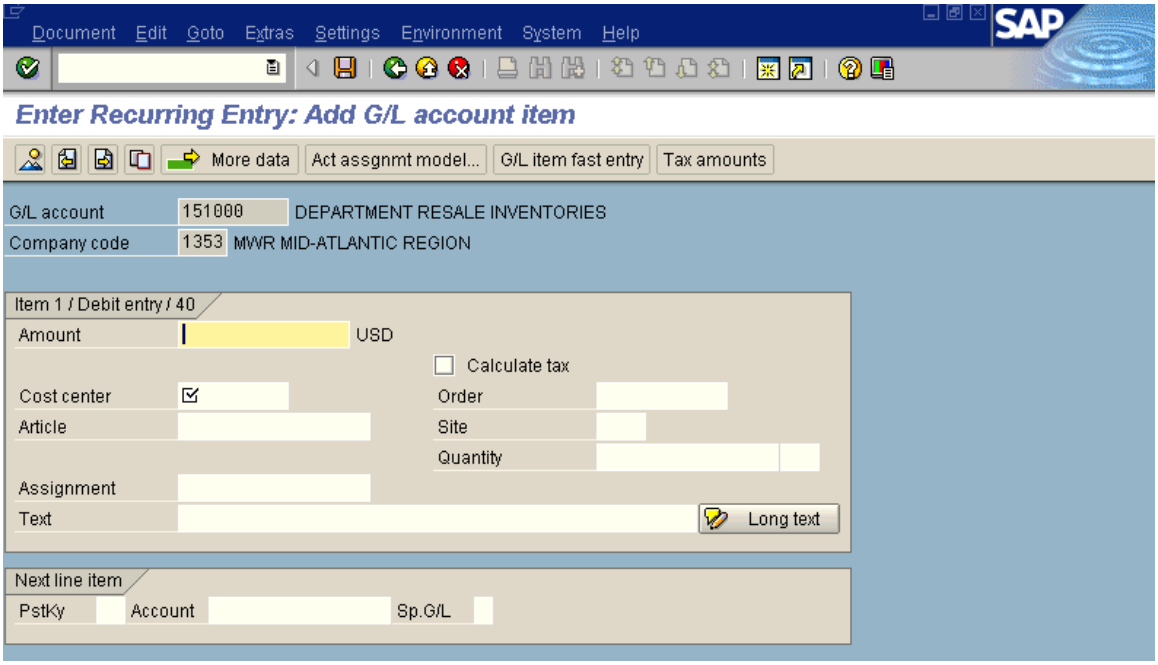
Field	Description/Usage
Document Type	The document type for G/L *Recurring Journal*s, which is SG, is defaulted into this field.
Reference Doc.	Enter the reference number for this recurring journal.
Document Header Text	The entered text is to be applied to the document as a whole, not only on certain line items.
Posting Key	Determines whether the account is debited or credited. Enter : 40 = Debit 50 = Credit
Account	Enter the relevant G/L account.

After completing this screen, the next step is to input the recurring transactions.

There are two ways to input the *'Recurring Journal' Transactions* a normal line item entry or G/L fast entry. Be sure to choose only one:

Using Normal Line Item Screen

Screen: Enter Recurring Entry: Create G/L Account Item (No. 1007)



Field	Description/Usage
Amount	Enter the appropriate amount for the transaction in the specific G/L account.
Cost Center	Enter the appropriate cost center for the line item posting.
Text	Enter the required text for the certain line item.

After entering all of the line items this way, Click on the Overview Button .

If the document is correct and balances (the debits equal the credits), post the document**.**

Menu Path: Document → Post or Click on SAVE Button or press F11 to post document. Finally, note and record the document number.

Creating the Recurring Entry Batch Session

At the end of each month, you must complete a two step process to execute the postings for the recurring entry documents that have been created. Keep in mind that when creating a recurring entry document, a template is created, but **NO** entry is posted to the General Ledger until this two step process is complete. The two steps are:

1. Creating the Recurring Entry Batch Session
2. Executing the Batch Session

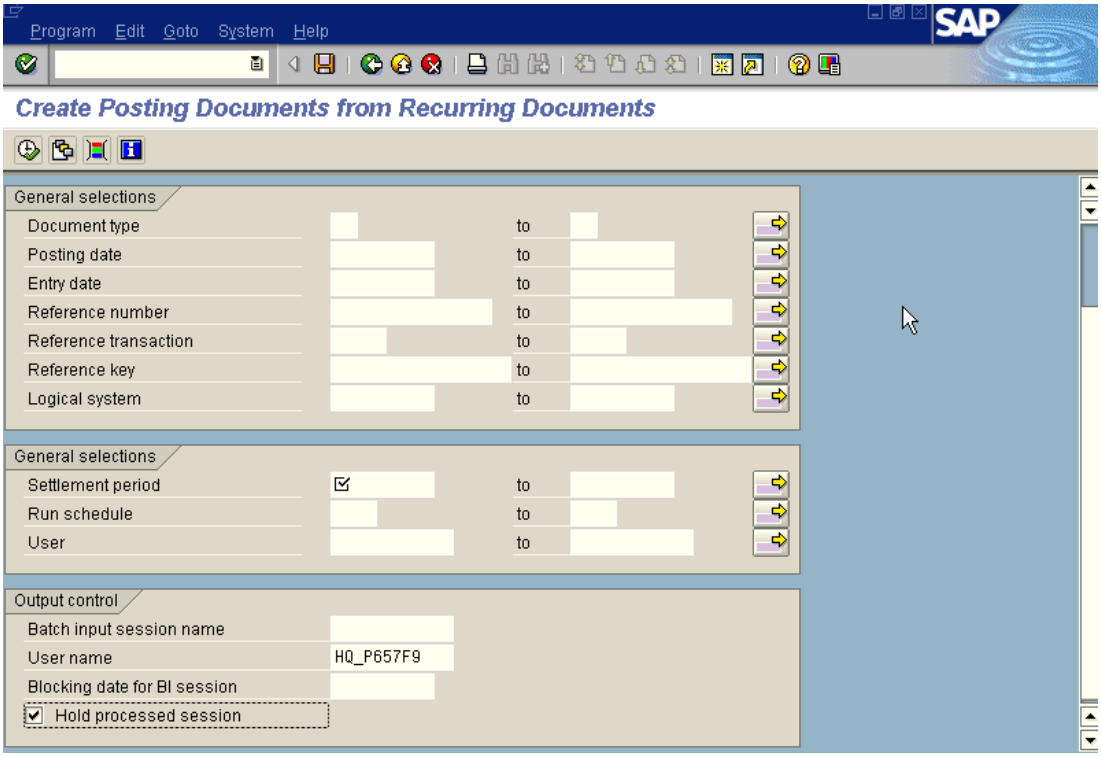
After these two steps are completed the journals will be posted to the proper GL Accounts.

To Create the Batch session:

Menu Path: **ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → PERIODIC PROCESSING → RECURRING ENTRIES → EXECUTE**

Transaction Code: **F.14**

Screen: *'Create Posting Documents from Recurring Documents'*
(No. 1000)



The required input is:

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 one session.)
Settlement Period	This is a range of dates. Normally, this range should start with the first day of the month and end with the last day.
Run Schedule	**Leave this field blank.** MWR/VQ will not be using run schedules for recurring journals.
Batch Input Session Name	Enter a unique name for your session. You will need to remember the session name in order to execute the batch process, so name the session with a name that helps you identify your company code, month, name etc. (Since more and more company codes are going live on SAP, it is becoming more important to identify your batch sessions with your base abbreviations. This will help you more quickly identify your sessions as well as help HQ identify them with the appropriate region.) For example, if you are running a reccuring entry for mooring; please include your base abbreviation and the type of transaction in your batch session name: SDG_MOORING or SDG_RECUR01. Your base abbreviation is the first three letters of your user id: GLK for Great Lakes, SDG for the Southwest Region and so on.
User Name	Enter the log-in user name for reference, which will be used as selection criteria.
Hold Processed Session	This checkbox should **ALWAYS** be checked.

It is necessary to run the job in the background by clicking on **PROGRAM → EXECUTE IN BACKGROUND.** A print screen will pop up which is shown on the next page. It is important to make sure that the "print immediately" radio button is empty. There is no need to print at this point. Click on the green check mark to continue.

Background Print Parameters

Output device: Local Printer — Local Printer
Windows printer: \\MWR_TN_FS14\457_1_Comp7
Number of copies: 1

Number of pages
- Print all
- Print from page 0 To 0

Spool request
- Name: SAPF120__HQ_
- Title:
- Authorization:

Spool options
- [x] Print immediately
- [ ] Delete after output
- [x] New spool request
- Print priority: 5 Medium
- Spool retention per.: 8 Day(s)
- Archiving mode: Print only

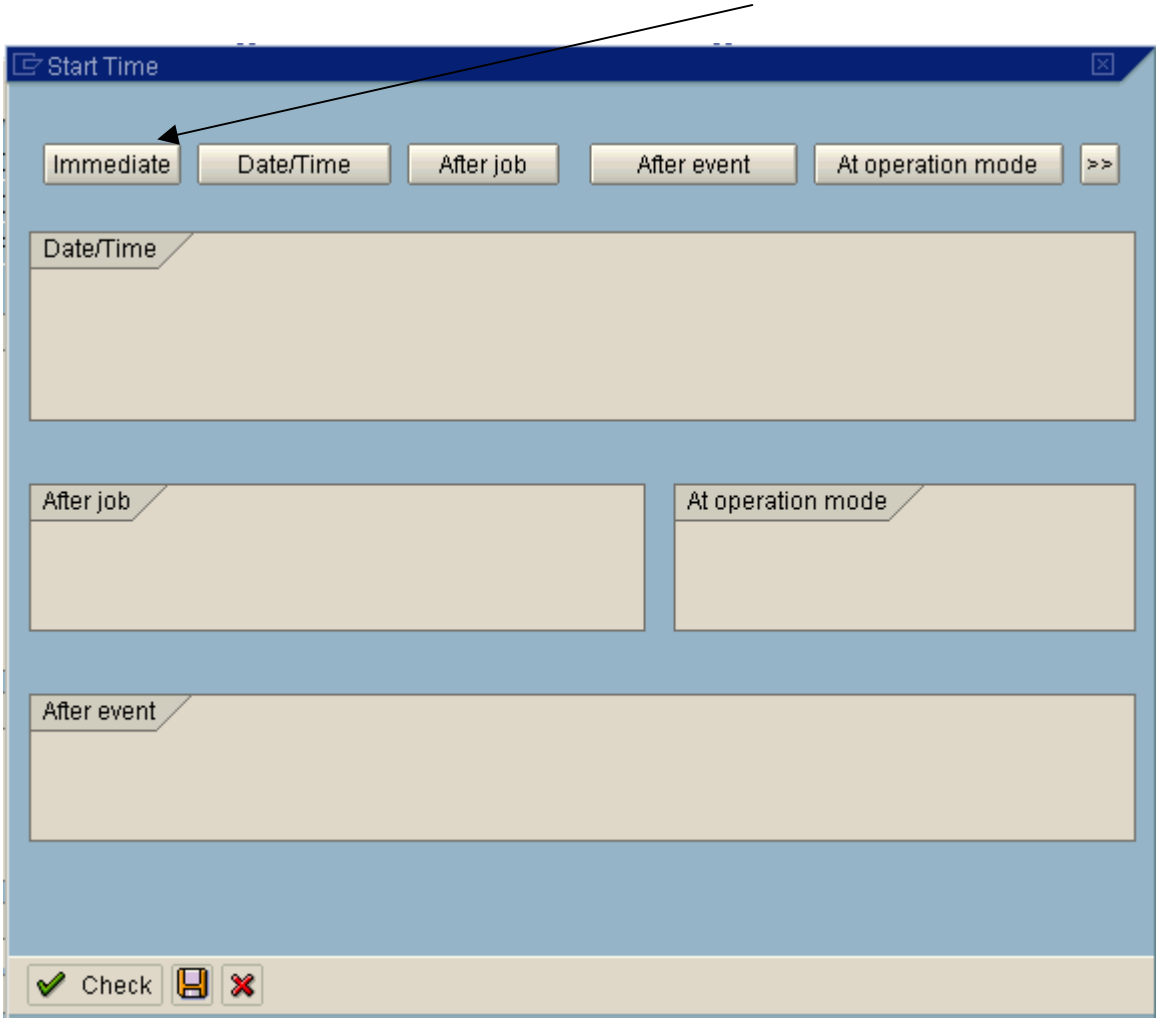
Cover sheets
- D SAP cover page
- D OperSys cover page
- [ ] Selection cover page
- Recipient: HQ_P657F9
- Department:

Print settings
- Report page: 65 Rows [ ] Only text
- Report width: 80 Columns

User-specific print parameters

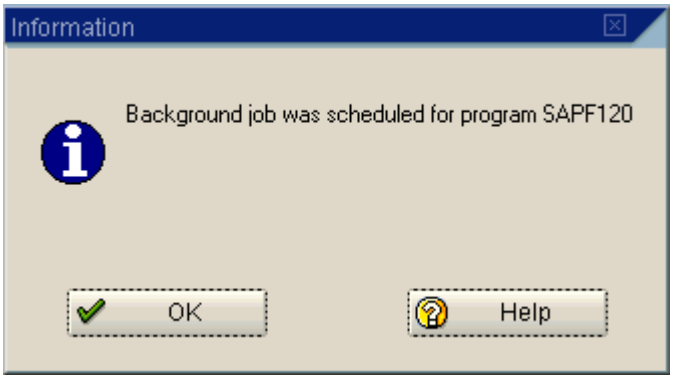
Click on the Green Check mark to continue.

When the next screen pops up click the “Immediate” pushbutton. After clicking on the Immediate button, the Save icon will appear at the bottom part



Then, it is necessary to click the Post/Save Icon located at the bottom of the next screen.

If the user receives the following message, the Session has been successfully created.



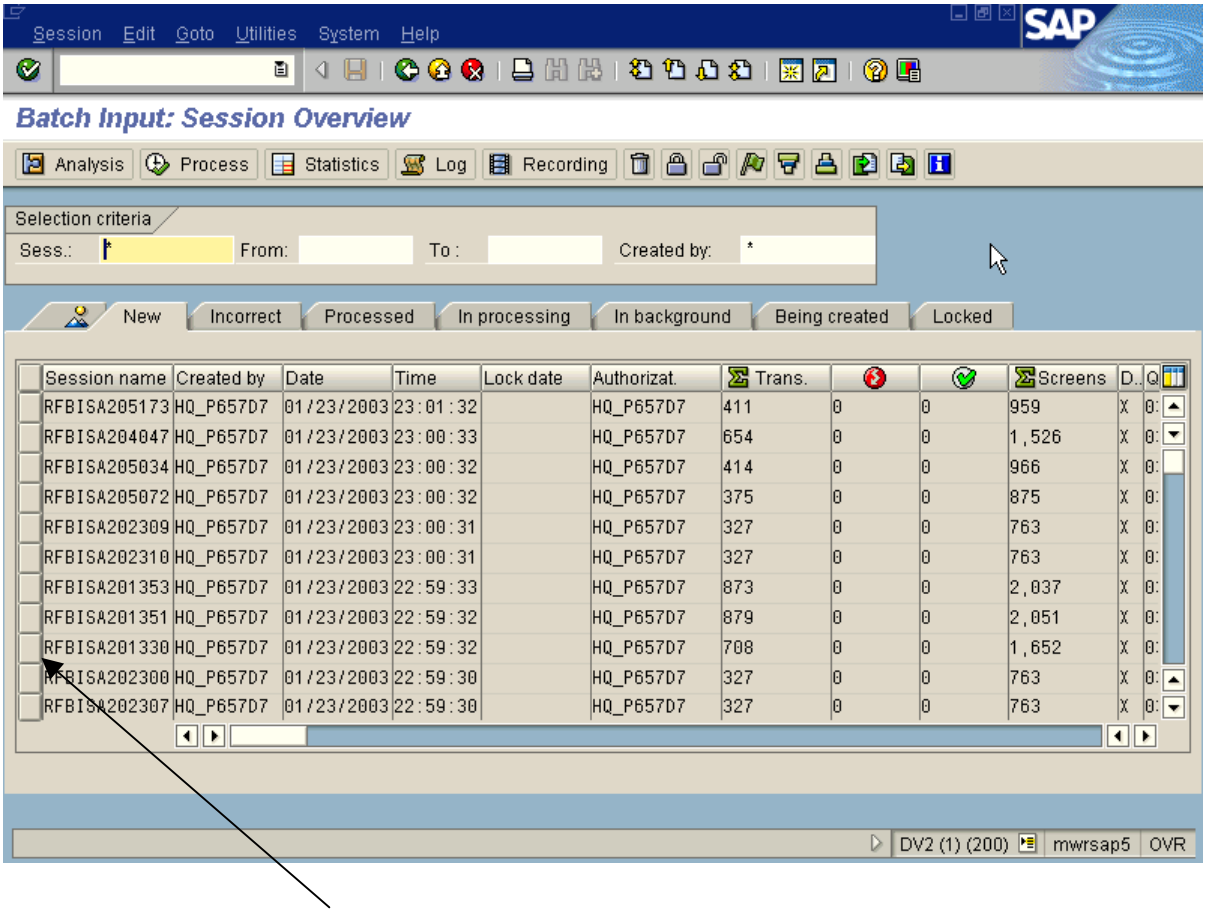
Executing the Recurring Entry Batch Session

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

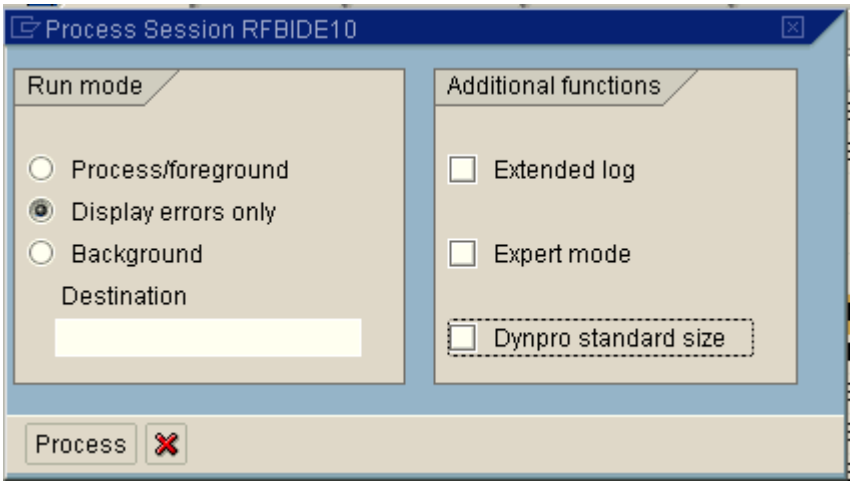
The user can use the following menu path using the top menu bar regardless of where they are in the system:

SYSTEM > SERVICES > BATCH INPUT > SESSIONS

Transaction Code: **SM35**



Click the push button next to the session you wish to run. Click the push button for "Processing"



Ensure that "Dynpro standard size" is **NOT** selected. Ensure that the "Display Errors Only" radio button is filled in.

Display Errors Only: This allows you to immediately correct the errors without reprocessing the session. When the session has run error free, a message will appear stating that the batch has been processed successfully.

To view the actual postings to the General Ledger, go to:

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > DOCUMENT > DISPLAY > LIST**

Transaction Code: **FB03**

Enter the appropriate company code. Enter the Document Type "SG" – the recurring document type. Enter the Posting Date (the date that you indicated the entry should be posted when you created the recurring document, usually the last day of the month)

Click the Execute Icon .

The actual FI documents will be listed. Note the number range (15XXXXXXXX) of the documents. Remember when you created the template for the recurring entries, the number range was 95XXXXXXXX. The actual posted recurring entry journals has a number range of 15XXXXXXXX.

If you double-click on each document, you can "drill-down" to view the actual entries that were posted to the general ledger.

Note: You may run this process at any time of the month, and you may run it multiple times, if it is determined that an additional recurring entry document has been created after the execution process is correct. Running the process more than once 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 individual entry template.

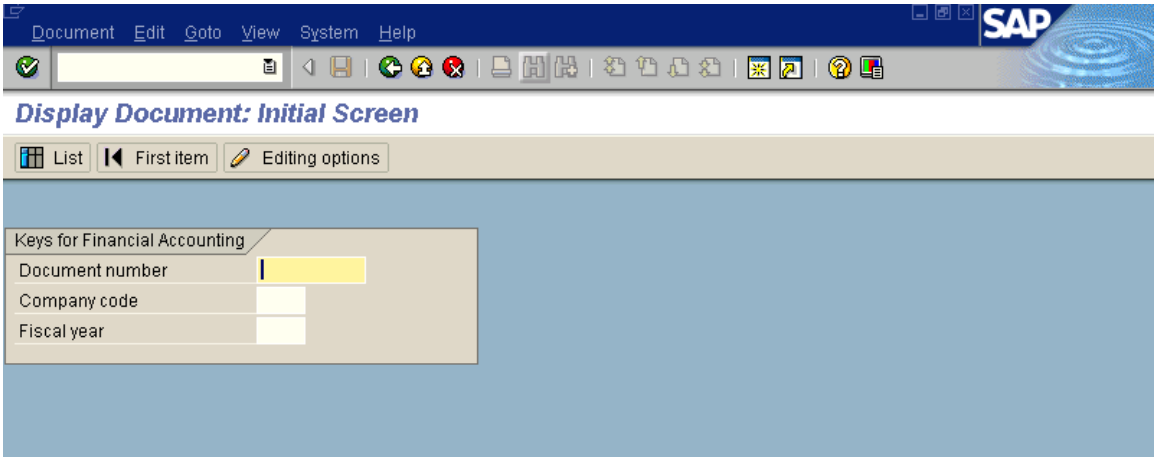
Check Posted Recurring Transactions

The following process can be performed to ensure the correct posting of transactions after the complete posting of recurring entries. There is no other information from the system regarding the generated accounting document from the posted recurring transactions.

1. *Checking the Accounting Document Generated from the Posted Recurring Transaction*.

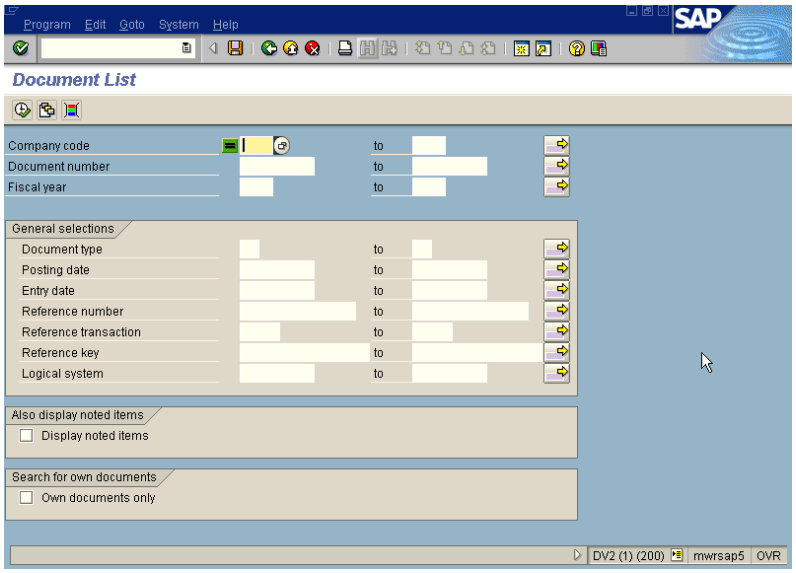
Menu path: **ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → DOCUMENT → DISPLAY**

Transaction code: **FB03**



Screen: *Display Document - Initial Screen (No. 0100)*

Input the Company code and Fiscal Year, then execute: **DOCUMENT → LIST**.



The screen: *Document List (No. 1000)* is shown.

Input the *Fiscal Year and Document Type (SG)* and select *'Dynamic Selection'*. Input the required *Recurring Entry Document Number* and save the input, then execute the system and the accounting document for the concerned posted *Recurring Journal* is shown. By displaying the accounting document, the posted accounting transactions can be checked for correctness and completeness.

NOTE: If there is NO field for *Recurring Journal Document Number* after 'Dynamic Selection', select - *'New Field Selection'* and switch on the *Recurring Entry Document* and *'Save'* the selection, then the field for the *'Input Of Recurring Document Number'* is shown.

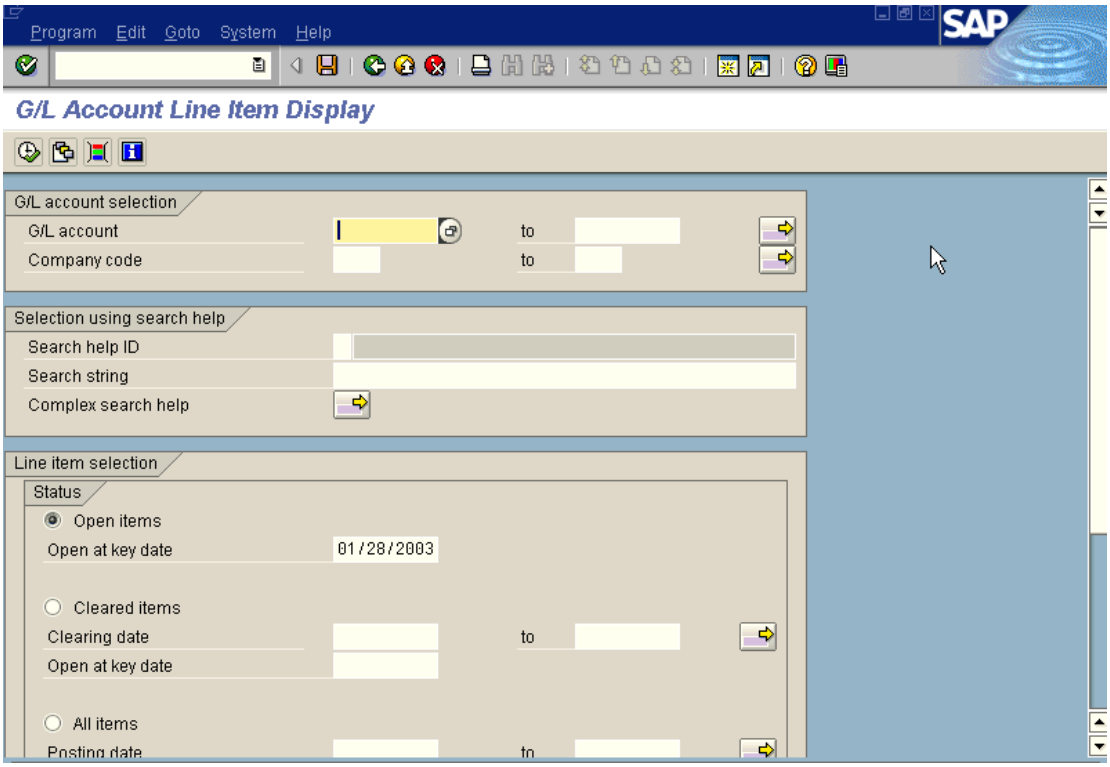
2. *Checking the G/L Account Balance of the Posted Items.*

ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → ACCOUNT → DISPLAY/CHANGE LINE ITEMS

Transaction Code: **FBL3N**

Screen: *Display G/L Account - Line Item Screen (No. 0120)*

Input the G/L Account and Company Code and click on the radio button on the *'Open Items'* section of the Line item selection area and click the execute icon. Then the G/L transaction(s) with referenced *Recurring Journal*, as listed in (1) above, is displayed for checking. This allows the user to see the impact of the recurring journal on the GL.

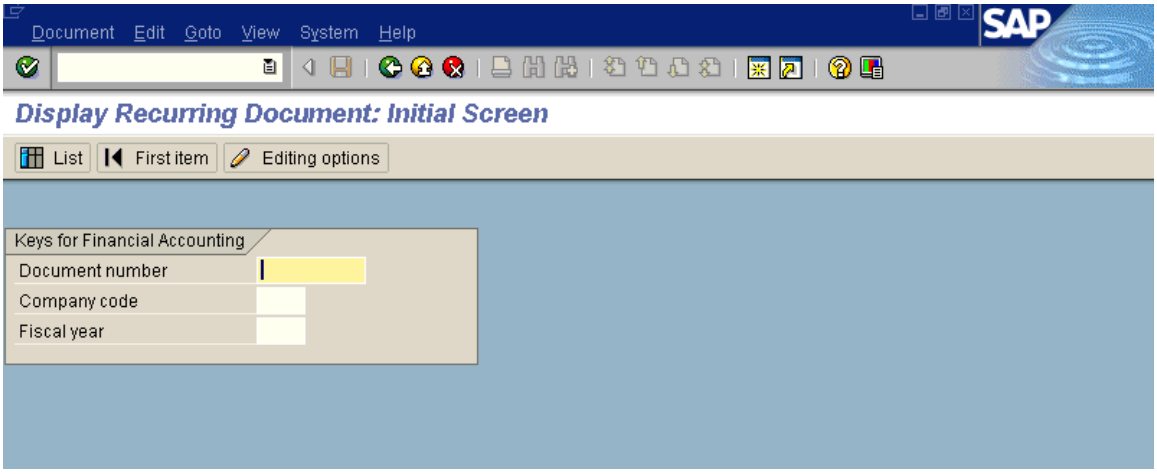


Display / List / Print Recurring Entry Document

The *'Recurring Entry Document'* can be displayed at any stage of the process, providing that the document is not yet deleted via the Archiving process.

Menu path: **ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → DOCUMENT ENTRY → REFERENCE DOCUMENTS → RECURRING DOCUMENT → DOCUMENT → DISPLAY**

Transaction Code: **FBD3**



Screen: *Display Recurring Document Overview (No. 0700)*

Field	Description/Usage
Document Number	Enter the required *Recurring Entry Document* number.
Company Code	Enter the desired company code for the base/fund in which the recurring document was posted.
Fiscal Year	Enter the fiscal year of the document.

Press *'Enter'* to display the document.

Document Edit Goto Settings Extras Environment System Help

Document Overview

Choose Save Tax data

Doc.type : SG (Recurring journal) Recurring entry document

Doc. number	9500000142	Company code	1034	Fiscal year	2002
Doc. date	03/08/2002	Posting date	03/08/2002	Period	06
Ref.doc.	RECURRING JV				
Doc.currency	USD				
Doc.head.text	RJV 101B				

Itm	PK	S	Account	Account short text	Cost ctr	Order	Assignment	Amount	Text
1	40		251000	UNEARNED INCOME				500.00	
2	50		301000	RESALE REVENUE	101			500.00-	

Screen: *Display Recurring Document Overview (0700)*

To view the Header data, select **EXTRAS → DOCUMENT HEADER**

The Header data for the *Recurring Entry Document* is shown.

Document Header: Company Code 1034

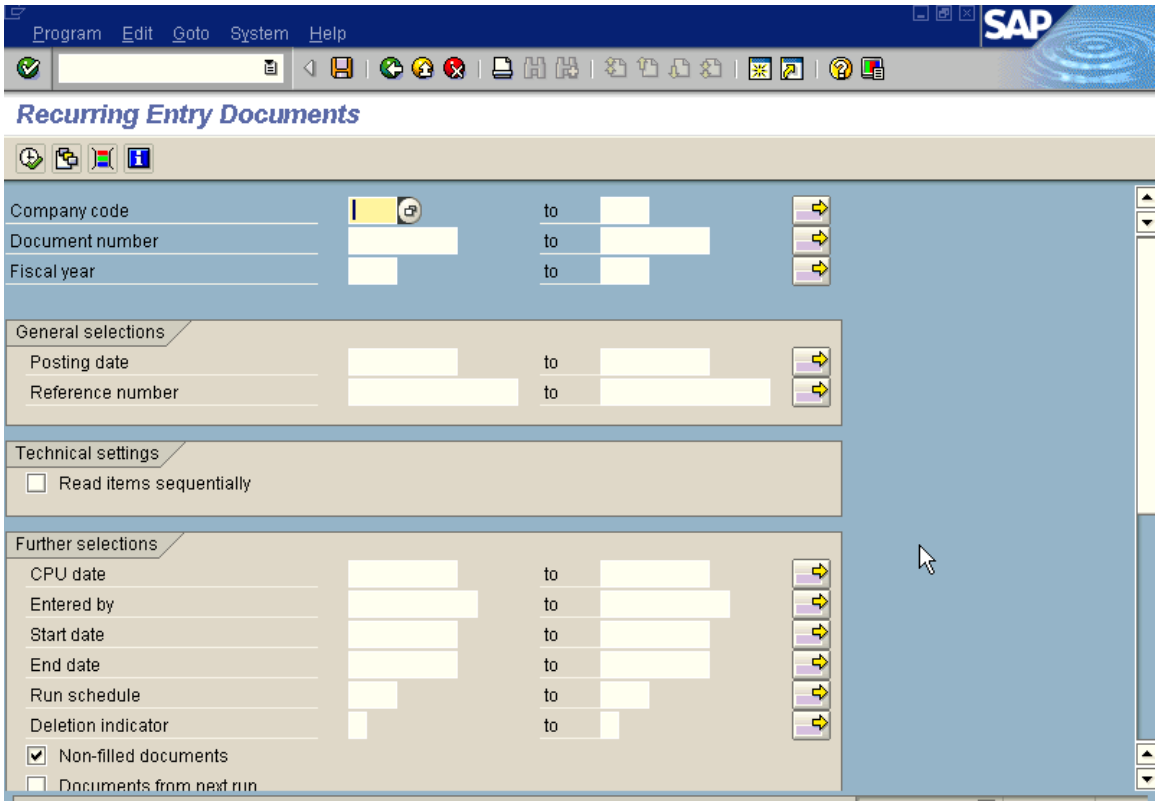
Document type	SG Recurring journal		
Doc.header text	RJV 101B		
Reference	RECURRING JV	Document date	03/08/2002
		Posting date	03/08/2002
Currency	USD	Posting period	06 / 2002
Ref. procedure	BKPF Accounting document		
Reference key	950000014210342002	Log.System	DV2_200
Entered by	HQ_P657E7	Transaction	FBD1
Entry date	03/08/2002	Time of entry	14:16:07
Changed on		Last update	
Parked by			
Doc.status	D		

The overview of the *Recurring Transactions* is shown by items and the details by item can be displayed by selecting a line item.

List and print the *'List of Recurring Entry Documents'*

Menu path: **ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → PERIODIC PROCESSING → RECURRING ENTRIES → LISTS**

Transaction Code: **F.15**

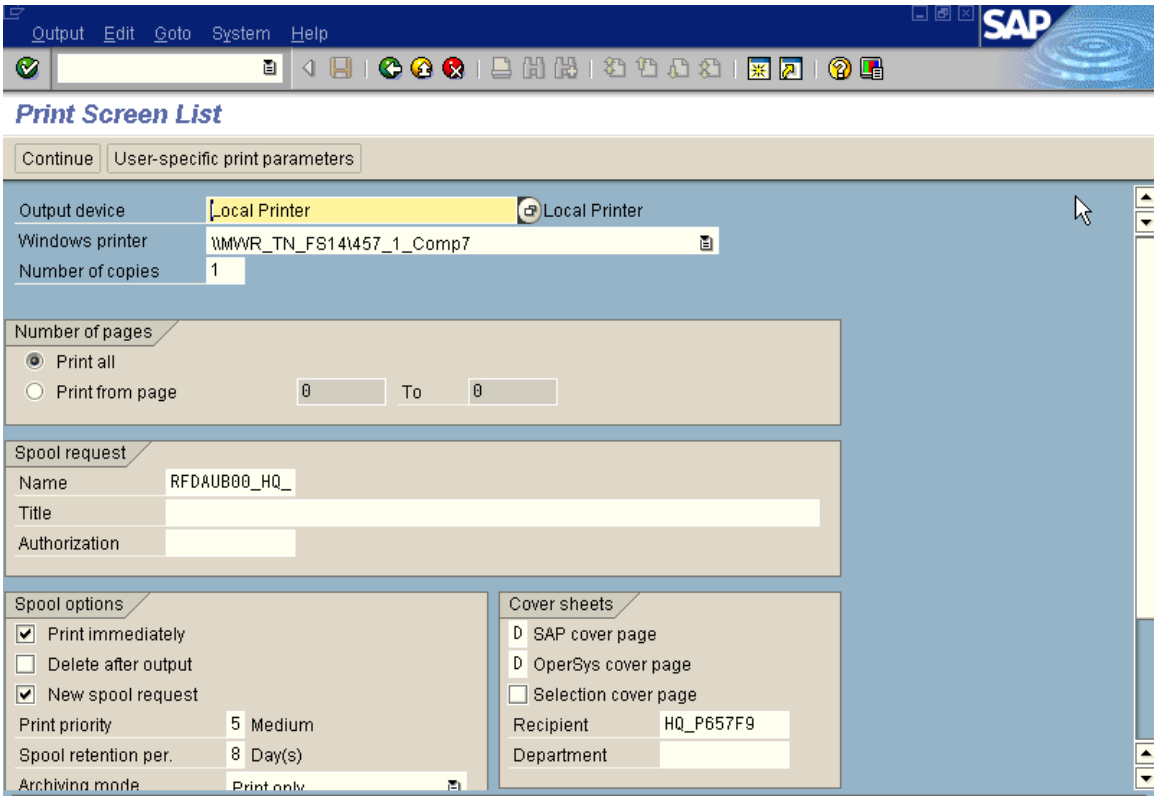


Screen: *Recurring Entry Documents (No. 1000)*

By entering any criteria into this screen, the system will provide the *'List of Recurring Entry Documents'* as specified by the selected criteria. Some other (optional) criteria are:

- Company Code
- Fiscal Year
- Posting Date
- Start Date
- End Date
- Run Schedule
- Deletion Indicator

To print out the *'List of Recurring Entry Documents'*, use the menu: **LIST → PRINT**.



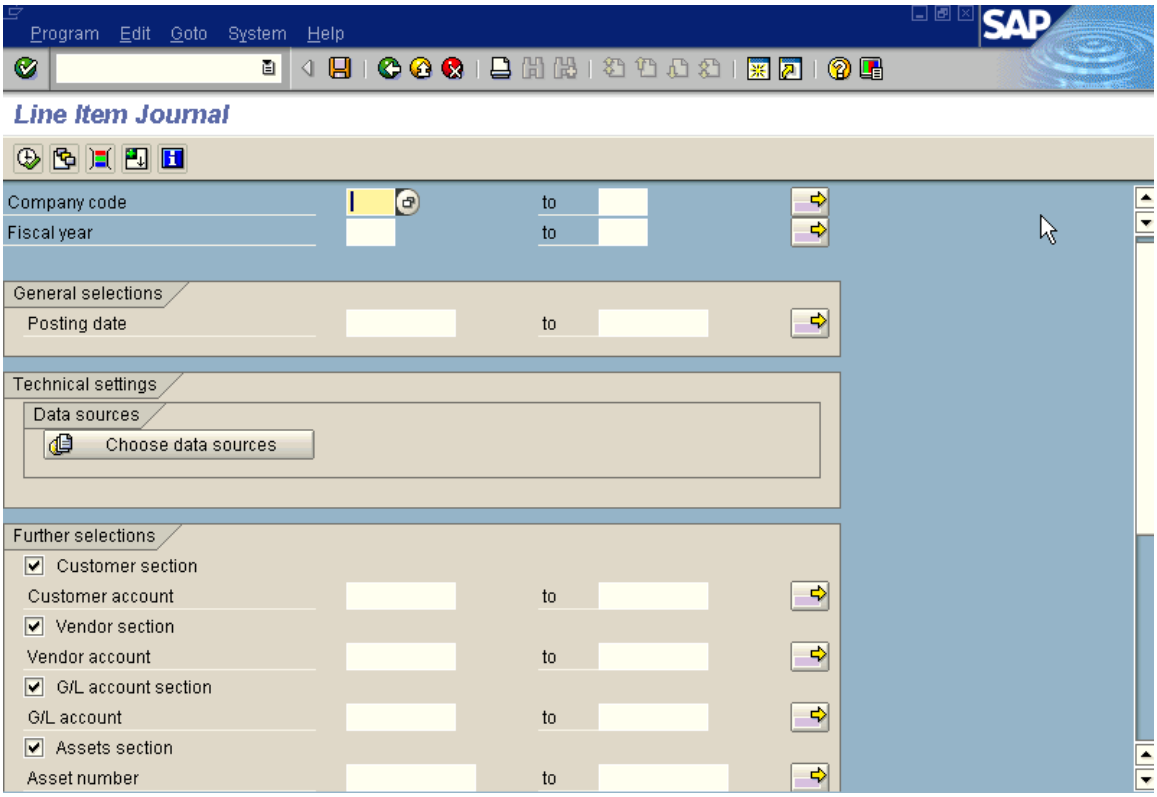
Then in the screen: *Print Screen List (No. 0100)*, execute: **OUTPUT → CONTINUE**.

The *'Spool Request Number'* is shown to display Printing information.

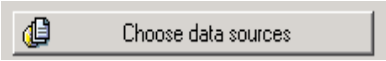
Print Out *Recurring Journal* Reporting

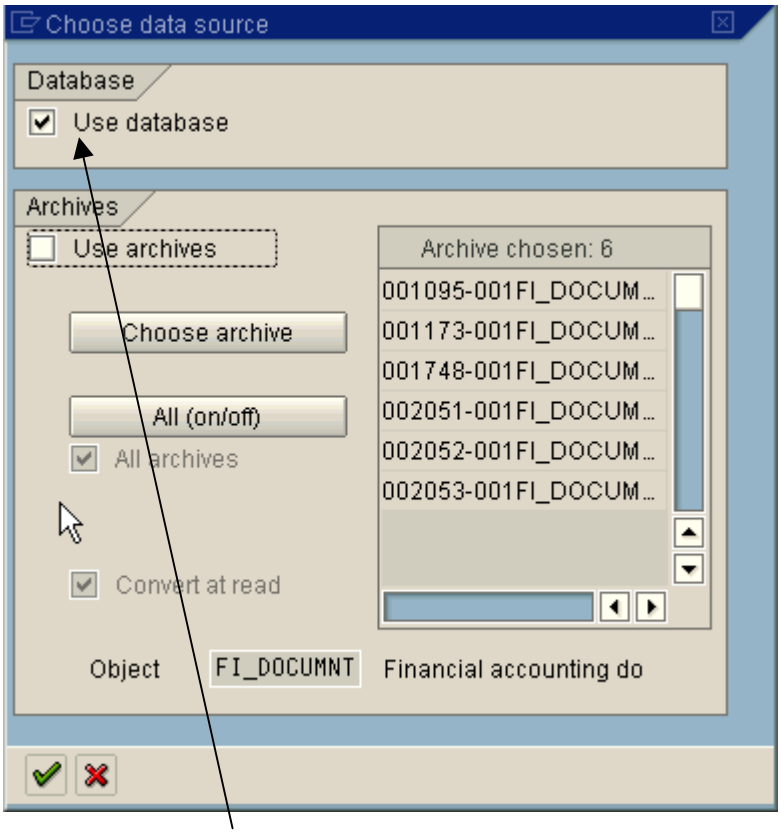
After completing the whole posting process of *Recurring Journals,* the *'Report For Posted Recurring Journal'* with transactions can be printed out for filing and documentation.

Menu path: **ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → PERIODIC PROCESSING → INFO SYSTEM → REPORT SELECTION → GENERAL LEDGER REPORTS → ACCT BALANCES AND LINE ITEMS → LINE ITEM JOURNAL → AIMS ALL POSTED LINE ITEMS**



Screen: Line Items Extract (No. 1000)

Input the Company Code, Fiscal Year and select *'Dynamic Selection'*.
Input "SG" in the Document Type, Save. Select the icon 



Check the Use Database **check box, uncheck Use Archives, then press Enter or click the green checkmark.**

Execute the system.
The accounting document for the concerned posted *Recurring Journal* is shown.

NOTE: If there is no field for *Recurring Journal* document number in *'Dynamic Selection'* Select – *'New Field Selection'* and switch on the *Recurring Entry Document* and save the selection, then the field for the input of recurring document number is shown.

List Edit Goto System Help

Line Item Journal

```
MWR NAS JACKSONVILLE                                Line Item Journal                          Time 10:28:16
JACKSONVILLE                                                                                   RFEPOJ00/HQ_P65

Pstg   CPU    Document   Lin Doc.   Bus. Po G S Account    User         Curr.        D/C amount Tx Allocation
date   date   number     itm date   ar   ky L C number     name         key                      cd number

Company code  1034 Account type S Document type PR Sales type   Posting period  0103
100102 102802 4800000001 002 102802      83     0000401004 SAPOSS1      USD              8.46
102802 102802 4800000002 002 102802      93     0000401004 SAPOSS1      USD              0.20-

1034 S PR   0103 * USD                                                                   8.26  *

MWR NAS JACKSONVILLE                                Line Item Journal                          Time 10:28:16
JACKSONVILLE                                                                                   RFEPOJ00/HQ_P65

Pstg   CPU    Document   Lin Doc.   Bus. Po G S Account    User         Curr.        D/C amount Tx Allocation
date   date   number     itm date   ar   ky L C number     name         key                      cd number

Company code  1034 Account type S Document type RE Sales type   Posting period  0303
123002 123002 5100000000 002 123002      86     0000201010 HQ_P657F7    USD             10.00  I0 680000459700
123002 123002 5100000000 003 123002      86     0000201010 HQ_P657F7    USD             14.95  I0 680000459700
123002 123002 5100000001 002 123002      86     0000201010 HQ_P657F7    USD              8.00  I0 680000459700

1034 S RE   0303 * USD                                                                  32.95  *
```

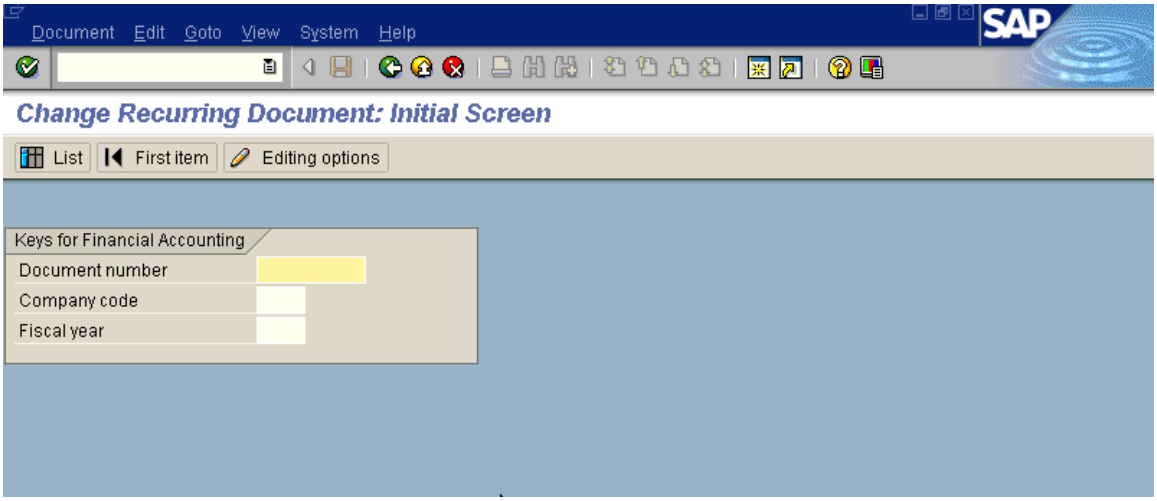
To create spool printing of the accounting document, execute the **LIST → PRINT** and then **OUTPUT → CONTINUE.**

Update/Change Recurring Journal

It may be necessary to change items on the Recurring Entry Document after it has been created or executed. **You CANNOT add any line items.** Also, note that the update/change can be made to Header and Item data.

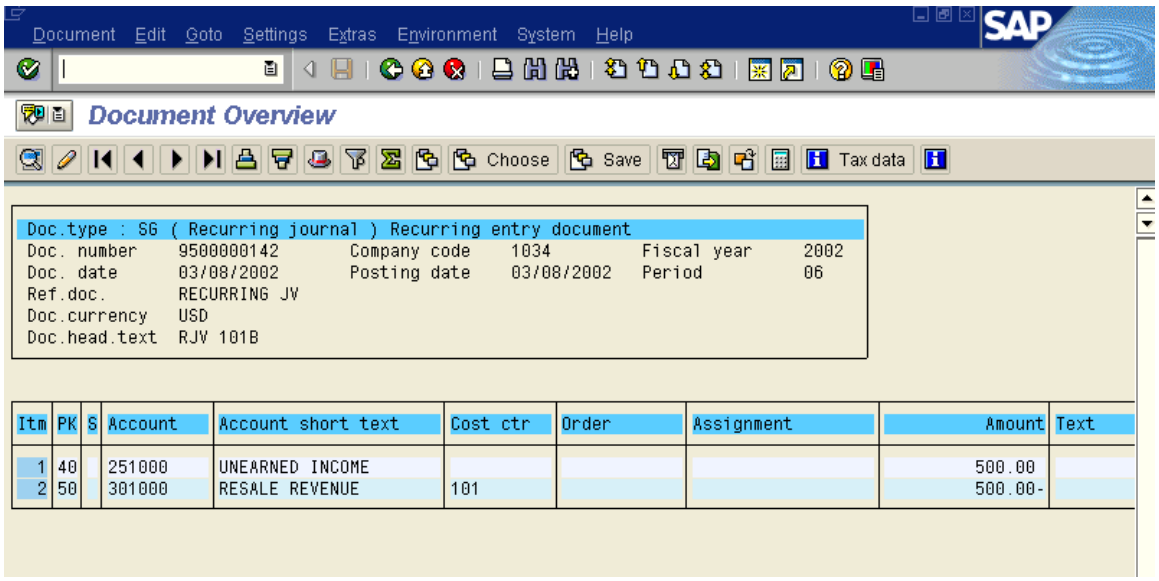
Menu path: **ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → DOCUMENT → REFERENCE DOCUMENTS → RECURRING DOCUMENT → CHANGE**

Transaction Code: **FBD2**

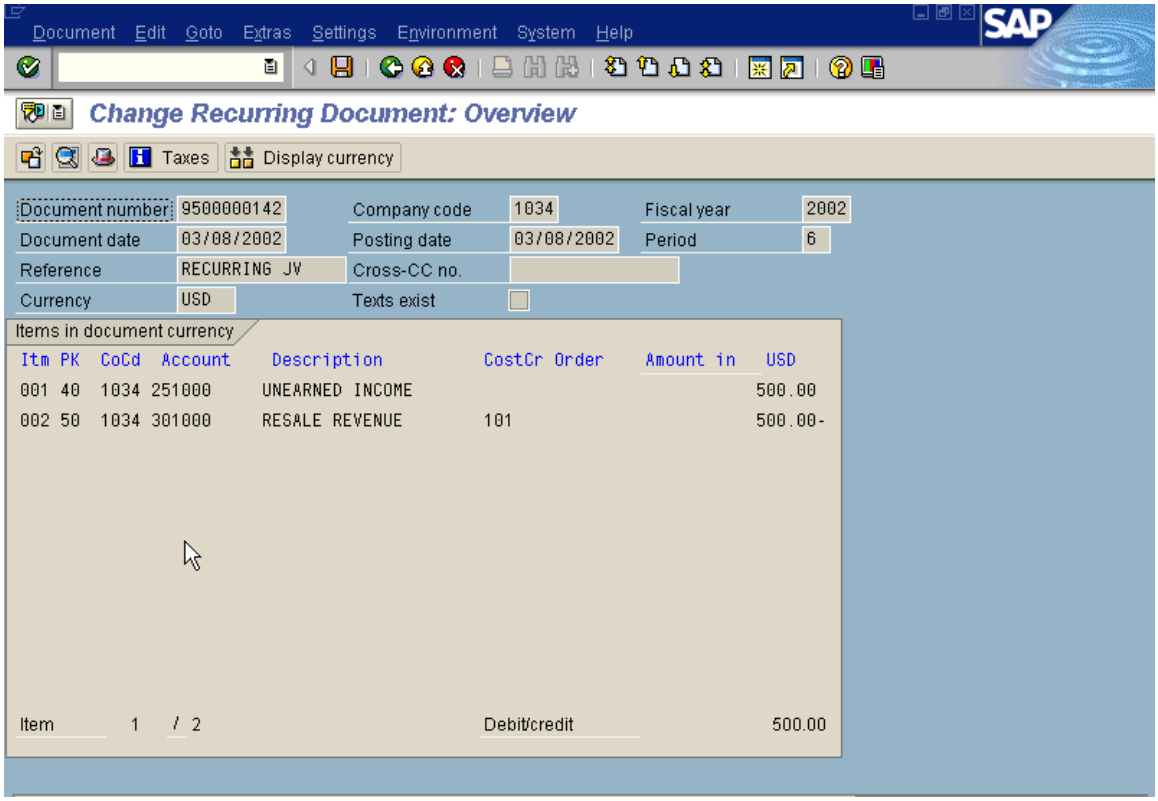


Screen: *Change Recurring Document - Initial Screen (No. 0100)*

Input the Company Code, Fiscal Year and the *Recurring Entry Document Number* to be changed/updated.

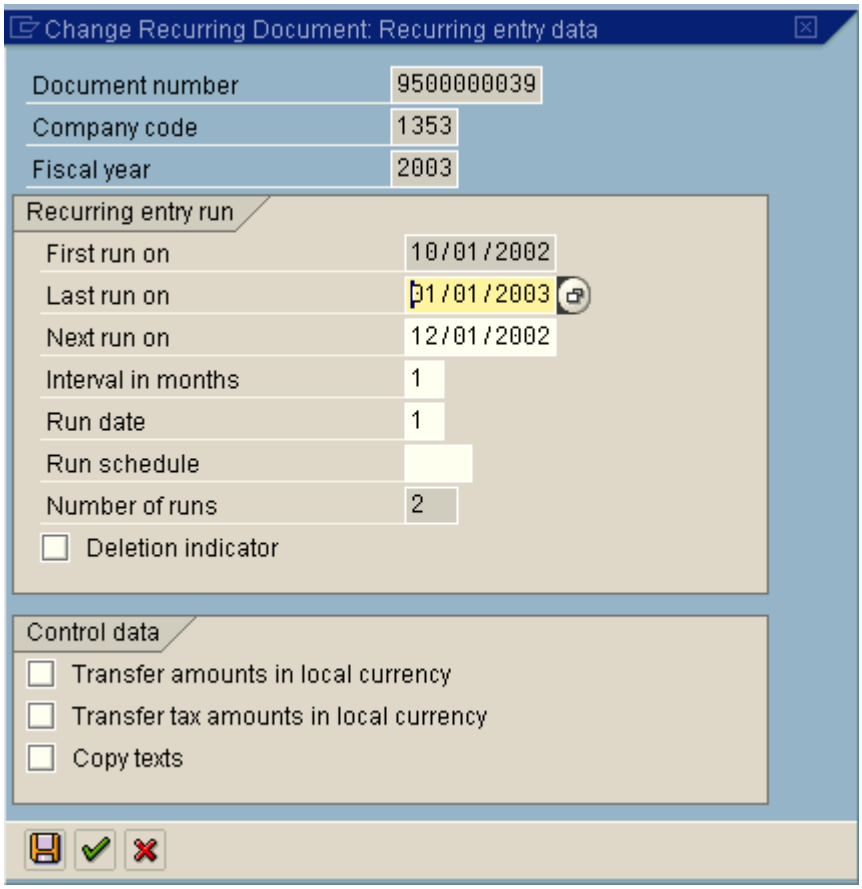


To change the Header data, select **ENVIRONMENT → RECURRING ENTRY DATA.** This selection will bring you to another overview screen.



Then in order to change the header data it is necessary to click on the header icon and then the only fields that can be changed are the Doc. Header Text and the Reference field.

If you want to make further changes click on **GO TO → RECURRING ENTRY DATA**



Screen: *Change Recurring Document: Recurring Entry Data*

The following data can be changed at this stage:

Last run on	Run schedule
Next run on	Deletion indicator
Interval in Months	No. of runs
Run date	

All changed data must be saved after being changed.

Then, the *Item Data* can be changed by selecting (double-clicking on it) the required item, the change can be made for Reference and Line item Text. The items that are available for change will be in fields with white backgrounds. If the field background is grey it is not possible to change the items. The changed Item Data will be saved together with the document.

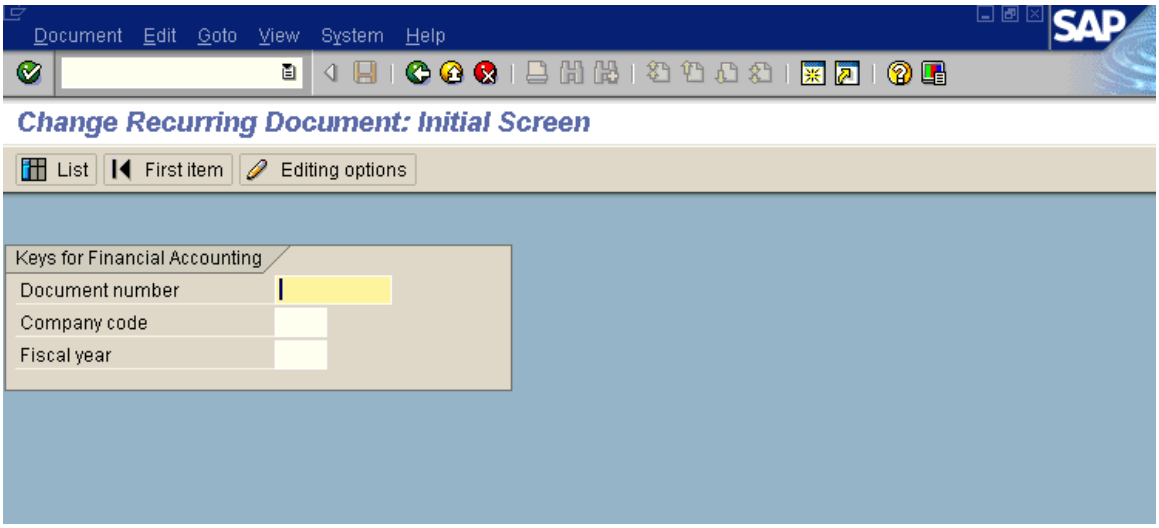
Note: The G/L account cannot be changed. The changed line items together with the changed document **can** be saved without balancing.

Manually Flag a Recurring Entry Document for Deletion

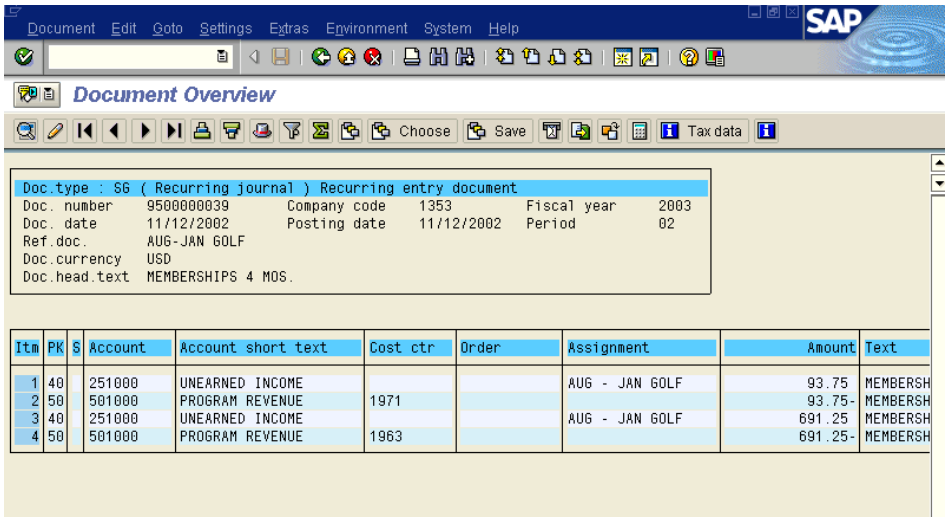
The *Recurring Entry Program* automatically flags the concerned *Recurring Entry Documents* for *'Deletion'* after the last run of the *Recurring Entry Document*. The system thereby indicates that those *Recurring Entry Documents* are not to be used again. The *'Deletion Flag'* can also be set manually.

Menu path: **ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → DOCUMENT → REFERENCE DOCUMENTS → RECURRING DOCUMENT → CHANGE**

Transaction Code: **FBD2**
Screen: *Change Recurring Document - Initial Screen (No. 0100)*

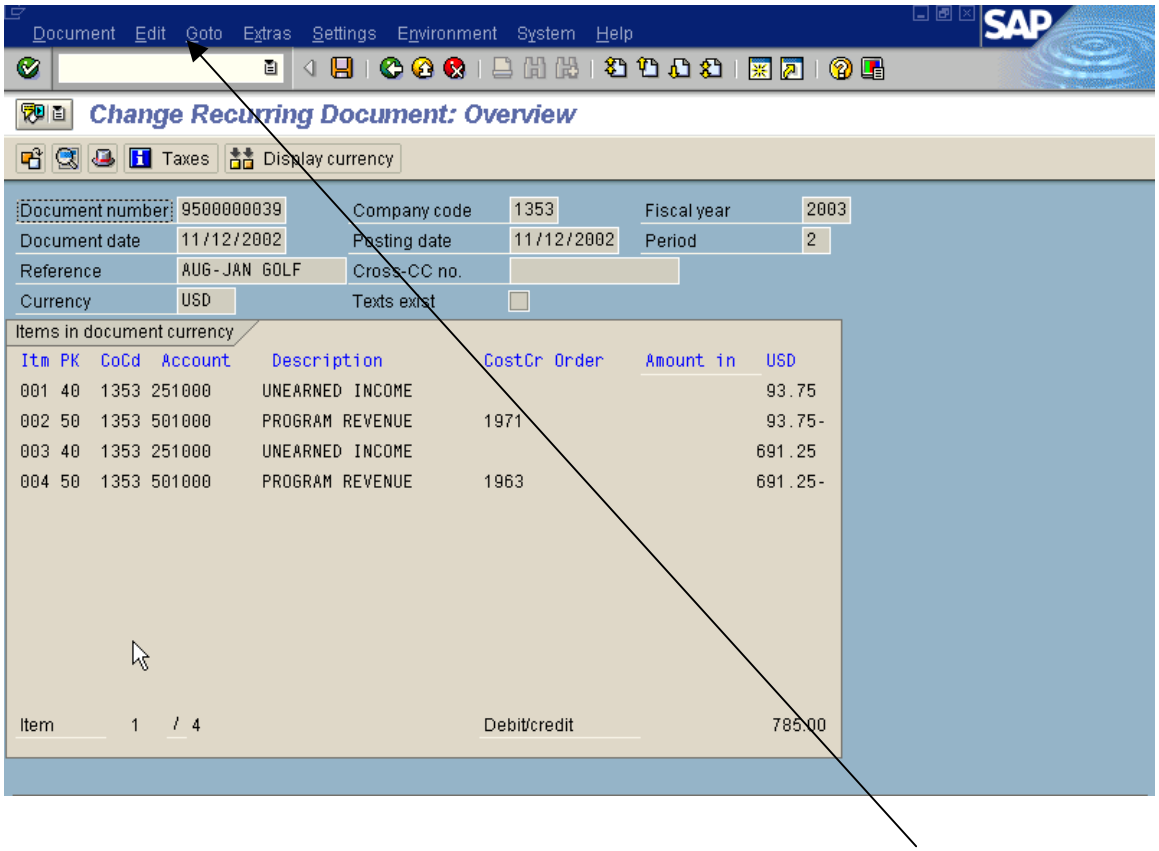


Input the Company Code, Fiscal Year and the *Recurring Entry Document* number to be changed/updated. Press Enter or Click the Green Checkmark.



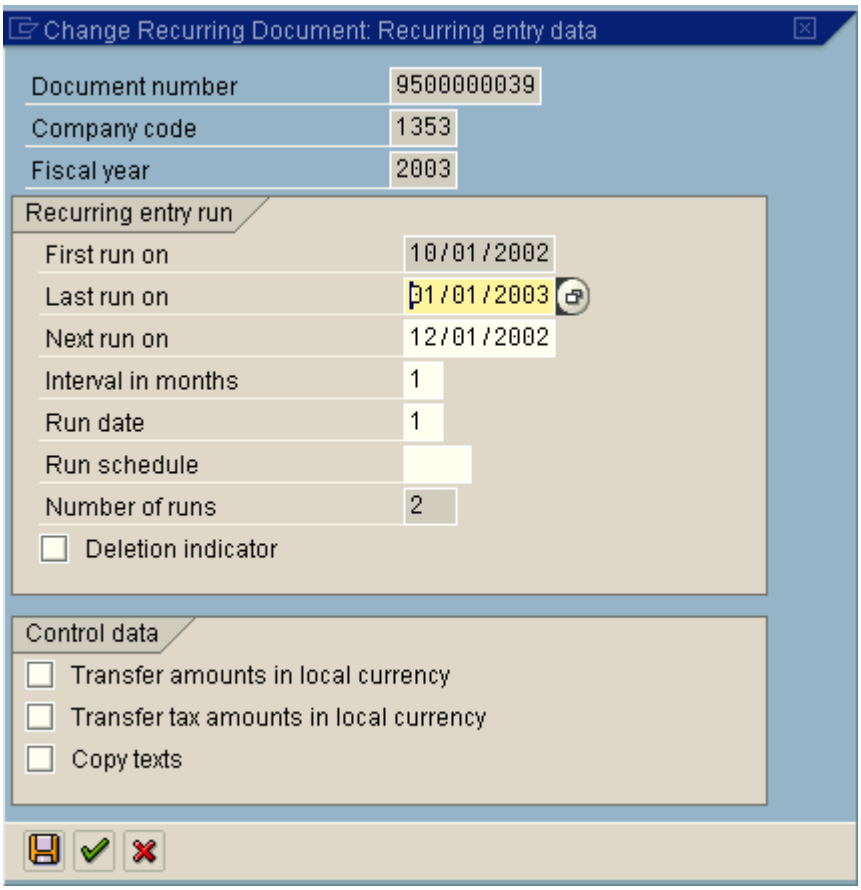
Use the menu path from the top menu bar: **ENVIRONMENT > RECURRING DATA ENTRY.**

Screen: *Change Recurring Document - Overview (No. 0700)*



After you have reached this screen you must follow the menu path: **GOTO → RECURRING ENTRY DATA**

Screen: *Change Recurring Document: Recurring Entry Data*



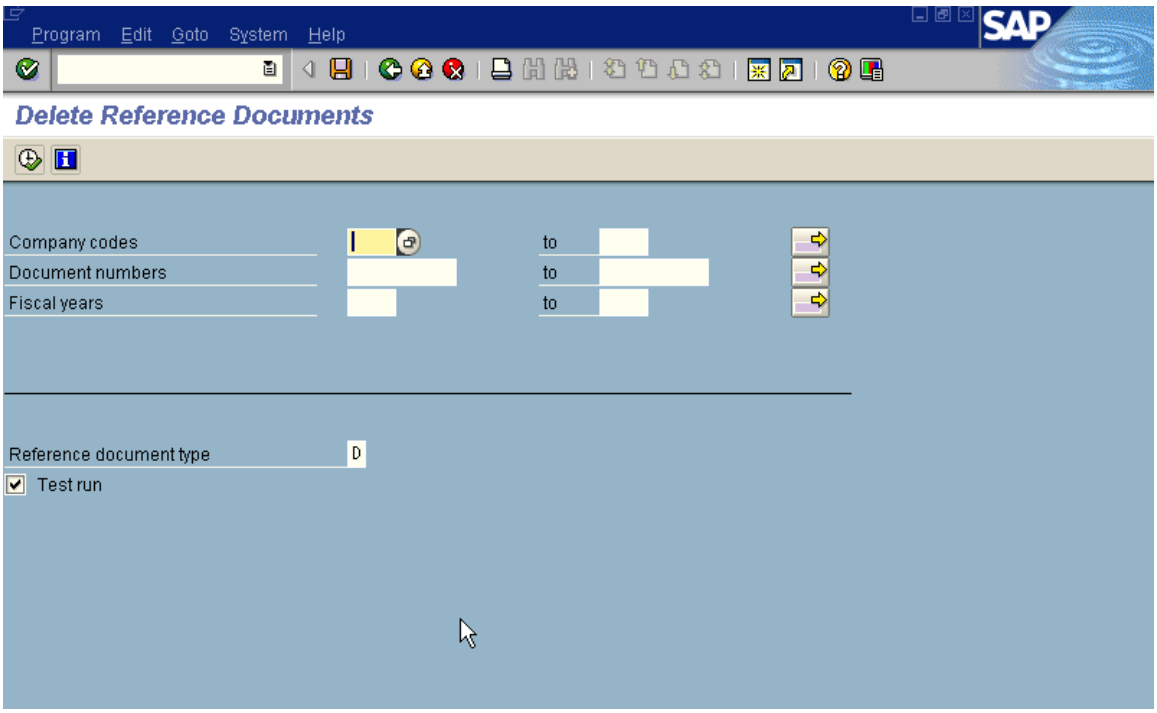
On the Check box labeled *'Deletion indicator'*, the checkbox may be manually flagged to indicate the deletion of the specific *Recurring Entry Document*. Then, all the *Recurring Entry Document*s with the *Deletion indicator* flagged will be deleted from the system via the Archiving process, which will be performed at a later date.

Delete Recurring Entry Document

When the *Recurring Entry Document* is not to be used before the last run date as specified at the creation time or in the run schedule, such *Recurring Entry Document* can be manually flagged for deletion and deleted from the system. The document must be flagged for deletion before it can be deleted, so this is effectively the second step in the process.

Menu path: **ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → DOCUMENT → REFERENCE DOCUMENTS → RECURRING DOCUMENT → DELETE**

Transaction Code: **F.56**
Screen: *Delete Reference Documents (No. 1000)*



Input the Company Code, Fiscal Year and the Recurring Document Number to be deleted.

In the first run, switch on the *'Test Run'* and run the program to generate a list of the documents, which will be deleted. At *'Test Run'*, the system will not really delete the specified documents.

After ensuring that the *'List of To-Be Deleted Documents'* is correct, then the *'Test Run'* is to be switched off and the program can be executed for deletion.

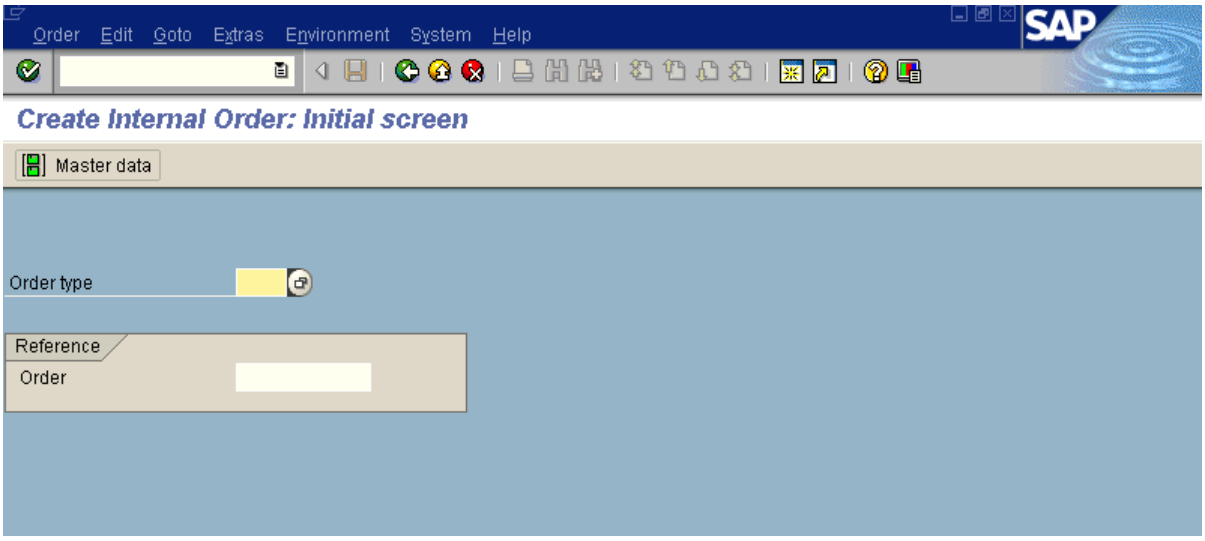
The *List Of Deleted Documents* can be printed out for documentation by executing**: LIST → PRINT** and then: **OUTPUT → PRINT**.

Create an Internal Order

Posting to Internal Orders allows the accounting office to record what the revenues and expenses are for special events. These postings are statistical in nature, meaning that adding an Internal Order number to a DAR or Purchase Order does not change the accounting in any way, it just creates a snapshot of the revenue and expenses associated with the event. Only supervisors will have the authorizations to create an Internal Order.

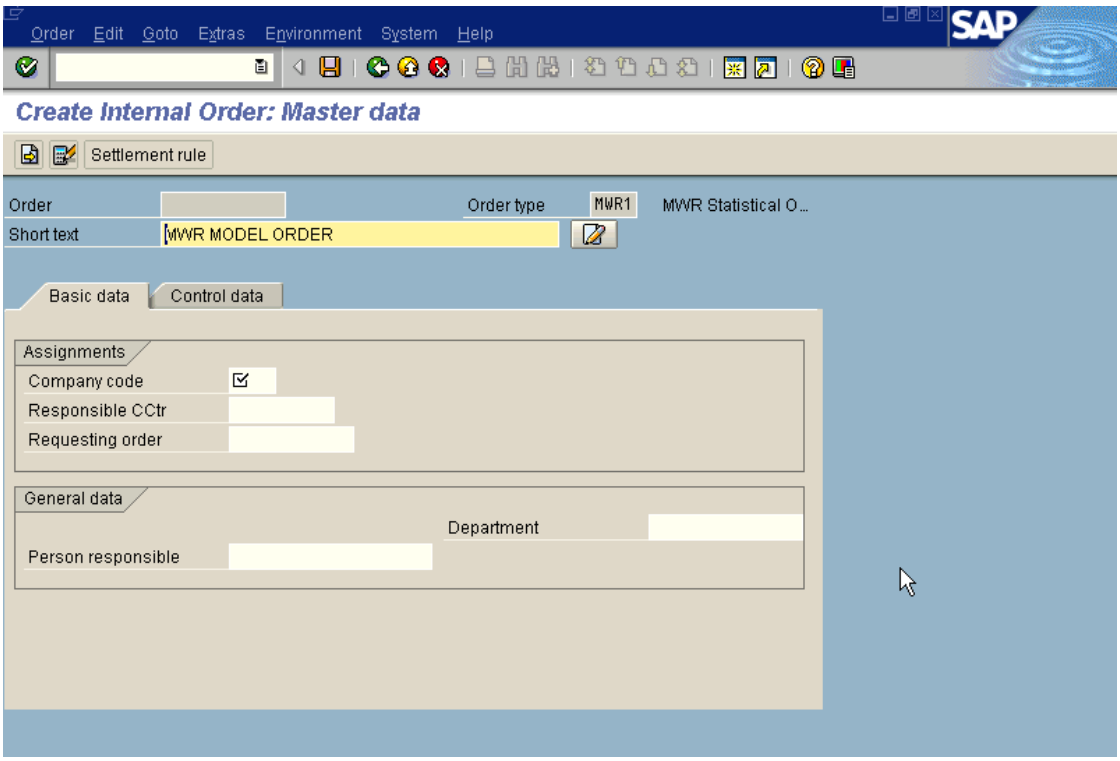
Menu Path: **ACCOUNTING → CONTROLLING → INTERNAL ORDERS → MASTER DATA → ORDER → CREATE**

Transaction code: **KO01**



On the first screen there is only one required field: Order Type, for MWR/VQ it will always be MWR1. For Navy Flying Club it will always be NFC1. Navy Flying Clubs use a lot of Internal Orders because every plane has its own order number.

After the order type has been entered, press Enter or click on green checkmark.

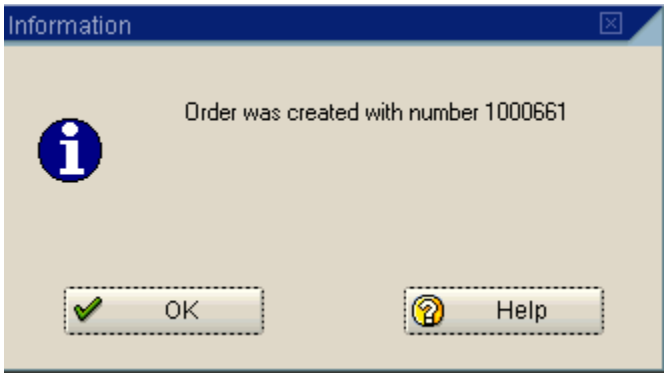


Field	Description/Usage
Short Text	The name of the Internal order. In the case of special events, what the event is called, and in the Navy Flying Club's case, the way the aircraft is identified.
Company Code	The company code the order is being created for.

This is the only required information. The Responsible CCtr, Requesting order, Person Responsible, and Department are all optional.

After all necessary information has been entered, click on the post icon.

A message will appear with an Internal Order Number:



This number is what should be posted on DARs, Purchase Orders, and Invoices to capture the revenues and expenses associated with the Internal Order.

Introduction to Intercompany Transactions

It may be necessary to perform transactions throughout the month that affect more than one fund. These transactions usually occur when one fund provides goods or services to another. For example, often MWR provides accounting services for VQ activities. Or, one MWR fund may transfer ITT tickets to another. Instead of preparing a check payable to the MWR providing the service/goods, an "intercompany transaction" may be performed. This transaction is simply a general journal voucher with an alternate company code.

In order for this transaction to work properly, the two company codes doing business MUST have an AIMS/SAP system relationship built between them. For example, a relationship between MWR and VQ has, on occasion, been built for those MWR funds that provide accounting services for VQ. In cases where a region exists, there are relationships built between the MWR funds within each region. However, not all MWR funds/VQs have relationships established in the AIMS/SAP system. MWR funds that are not part of the same region will not be linked to each other automatically. All VQ funds will NOT be linked to each other automatically – therefore, intercompany transactions may NOT be performed between every VQ. <u>If it is determined that an intercompany transaction is necessary where NO relationship has been established within SAP, please contact MWR HQ (RAMCAS Field Accounting Section) for guidance.</u>

Keep in mind; there should ALWAYS be some local policy or procedures in place to perform "intercompany transactions". Local procedures may be established where the local MWR Business Office makes the intercompany transaction for payment for accounting services by the VQ. Intercompany transactions must be agreed upon by both parties – some local procedure MUST be established to document these transactions. For example, the automatic processing of the intercompany transaction to record the monthly payment for accounting services (by the VQ) to the local MWR Fund could be included in the contract or Memorandum of Agreement (MOA) between the MWR and the VQ.

It is **NOT** recommended that this transaction be used to correct errors in posting between company codes. Because the "intercompany transaction" concept is relatively new and can be easily confused, it is imperative that documentation is COMPLETE. If an error is made (a document posted to the incorrect company code), the document should be reversed and correctly re-keyed into the correct company code. Likewise, if an invoice is posted to an incorrect company code, the invoice should be reversed and re-entered correctly. If a check was prepared from the wrong company code, it is recommended the check be voided, the invoice reversed and re-keyed so that a complete and easily understood audit trail exists concerning this payment. If it is decided that an "intercompany transfer" is needed, documentation MUST be complete and MUST pass audit trail requirements. Remember, all source documents should fully support the transaction and any auditors that may examine your records must be able to clearly understand "intercompany transactions" using your source documents and any on-line examination.

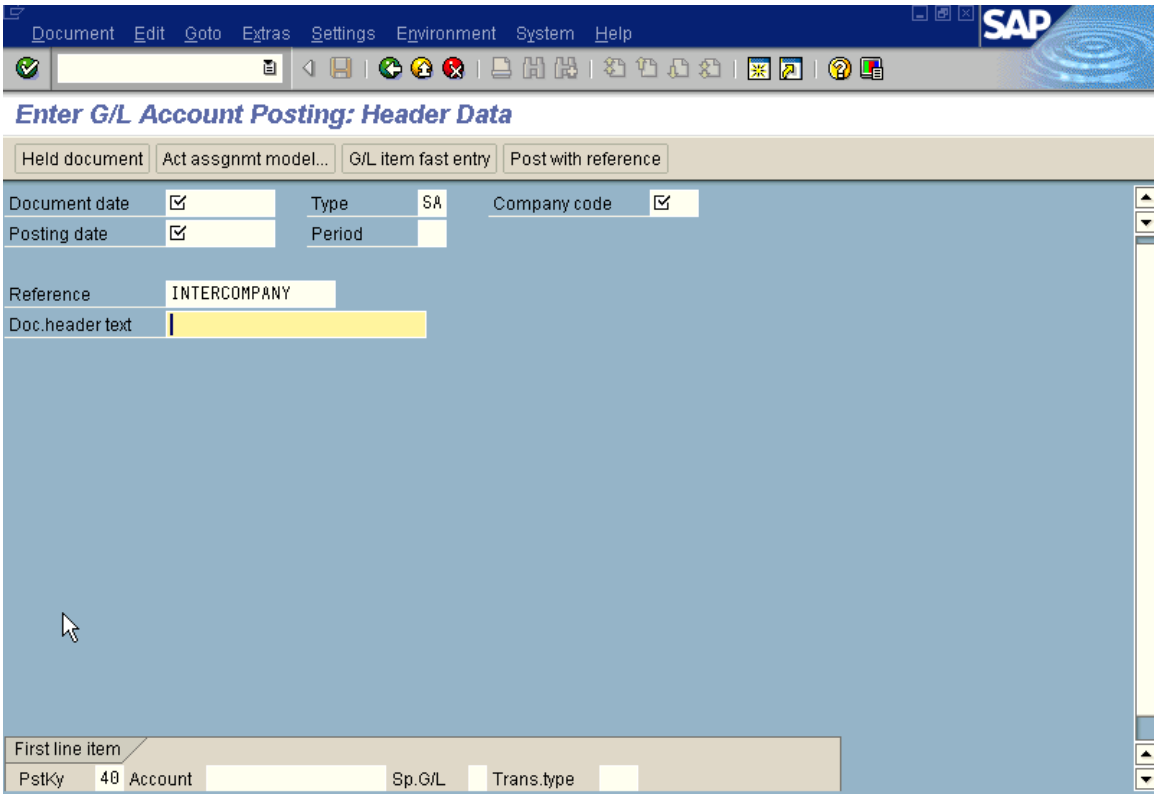
Posting Intercompany Transactions

In order to perform this "intercompany transaction", use the following:

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > DOCUMENT ENTRY > G/L ACCOUNT POSTING**

Transaction Code: **F-02**

Complete the header information for the document. This includes the document date, the posting date, the document type (SA is correct), reference information, document header text, etc. The Company code should be the company code **initiating** the transaction. For example, use the VQ company code (8019) when processing the intercompany transaction to record the payment for accounting services to the MWR Fund. This is illustrated below:



Enter the appropriate GL Account number then press the Enter key or click the green checkmark .

Complete the following screen to enter the amount of the transaction and the cost center.

Document Edit Goto Extras Settings Environment System Help

Enter General JV: Add G/L account item

More data | Act assgnmt model... | G/L item fast entry | Tax amounts

G/L account 501001 GUEST REVENUE (ROOM ONLY)
Company code 8019 VQ NAVSTA MAYPORT

Item 1 / Debit entry / 40
Amount 6373.37 USD
Calculate tax
Cost center 287 Order
Article Site
Quantity
Assignment
Text Long text

Next line item
PstKy 15 Account 10006 Sp.G/L New co.code 1019

Note that in the "Next line item" portion of the screen, we have used PstKey 15 (Incoming Payment), the Account Number for CBQ which in this case is 10006 and the New co. code (1019), the Mayport Naval Station MWR fund. This will record the revenue for the MWR fund. Press the Enter key or click the green checkmark .
The screen now allows entering the amount of the Incoming payment. See the screen below.

Document Edit Goto Extras Settings Environment System Help

Enter General JV: Add Customer item

More data | Act assgnmt model... | G/L item fast entry | Tax amounts

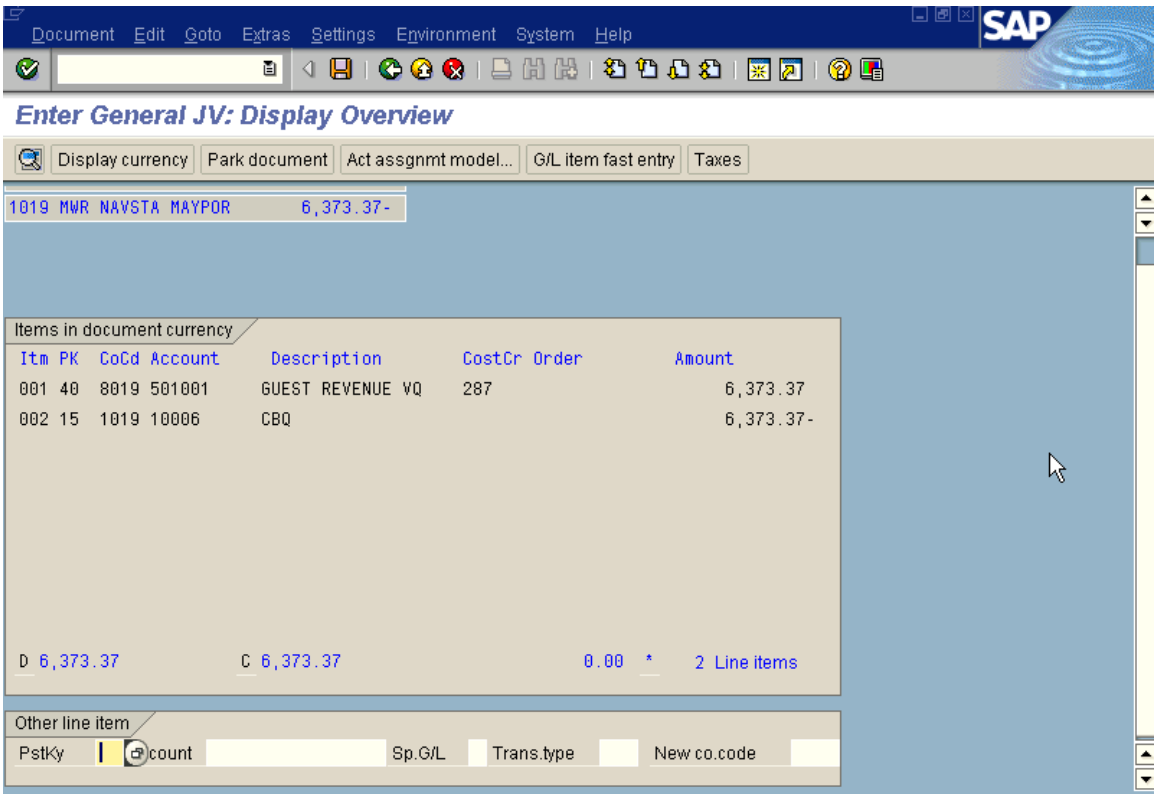
Customer 10006 CBQ G/L acc 133005
Company code 1019 Bldg. 1337 N. S.
MWR NAVSTA MAYPORT Mayport

Item 2 / Payment receipt / 15
Amount 6373.37 USD
Bline date 01/31/2003
Invoice ref. / /
Pmnt block Pmnt method Pmnt meth.supl.
Assignment
Text FOR ACCOUNTING SERVICES OF MWR Long text

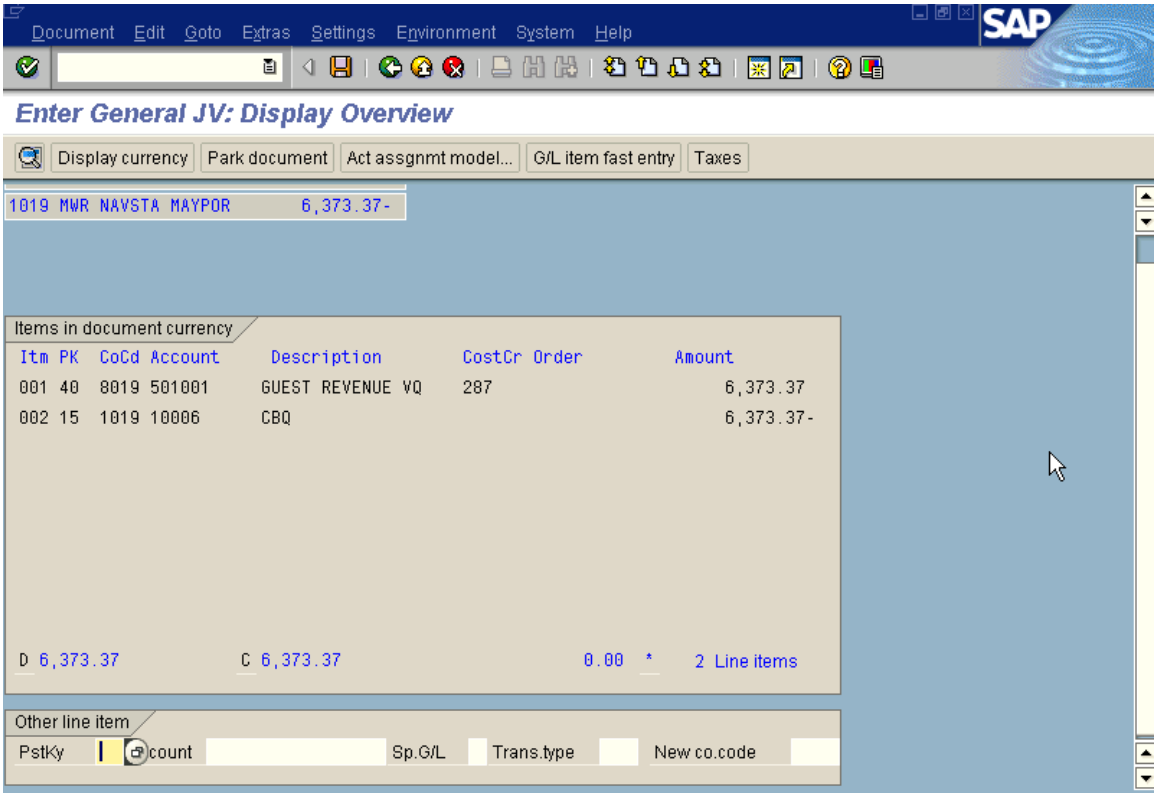
Next line item
PstKy Account Sp.G/L New co.code

Now, click the “Overview Icon”

You will notice that the screen now shows both company codes affected by the intercompany transaction.



It is very important when performing intercompany transactions, to go to the menu path: **DOCUMENT > SIMULATE**. The resulting screen, shown below, gives the user all the details of these intercompany transactions.



Two documents will be created through posting of this transaction. One document for the initiating company code (the VQ company code in our example) and one document for the receiving company code (the MWR company code in our example). The offsetting entry for each transaction is INTERCOMPANY CASH (101005). Be sure to record both document numbers.

WARNING: Be aware that using intercompany transactions can lead to misleading results when querying the amount in the GL account 101005. This type of journal posted across company codes that do NOT involve Company Code 7900 – Inter-company and do NOT represent cash transactions will affect the meaning and validation of any amount in account 101005 at certain times during the accounting period.

Intercompany Document Reversals

If the need arises that you must reverse an Intercompany Transaction, you will need to follow an **alternate menu path** rather than a normal document reversal.

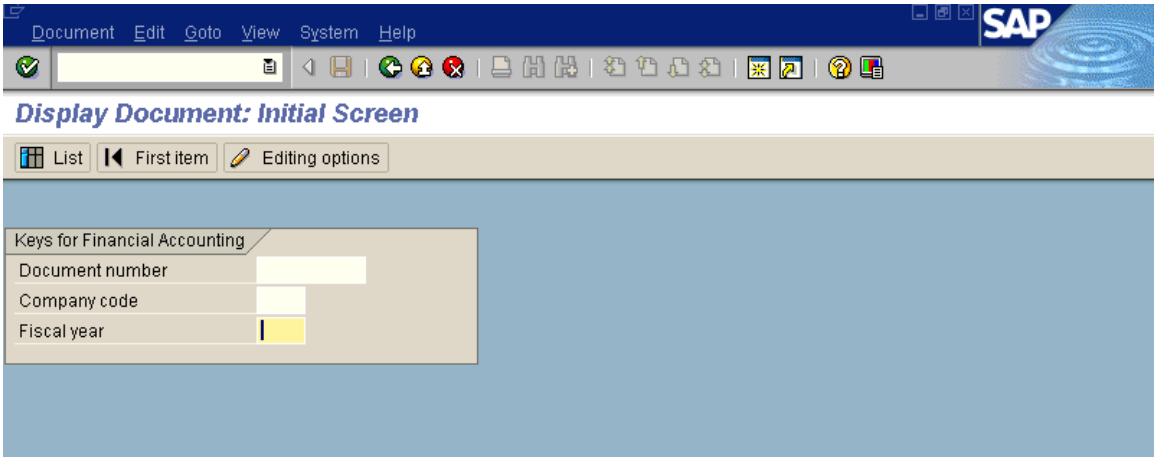
To accomplish this type of a document reversal, we must enter the 16 digit cross company code document number.

To ascertain what this number is, use the following menu path:

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > DOCUMENT > DISPLAY**

Transaction code: **FB03**

This transaction will allow a search for the correct Intercompany Document.



In our example, we have entered the Company Code Number of the organizational unit the initiated the original transaction – 8019 and the Fiscal year – 2002. We have left the Document number blank. However, if you know the number it could be entered here and then the Enter key pressed or the Green checkmark clicked. In our case, we are clicking the List pushbutton to further narrow down the search. The following screen appears and we have entered the document type – SA and clicked the Execute icon.

Program Edit Goto System Help

Document List

Company code	8015	to	
Document number		to	
Fiscal year	2002	to	

General selections

Document type	SA	to	
Posting date		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

You can see from the following listing that the document has been labeled Intercompany and we can double-click on the item shown.

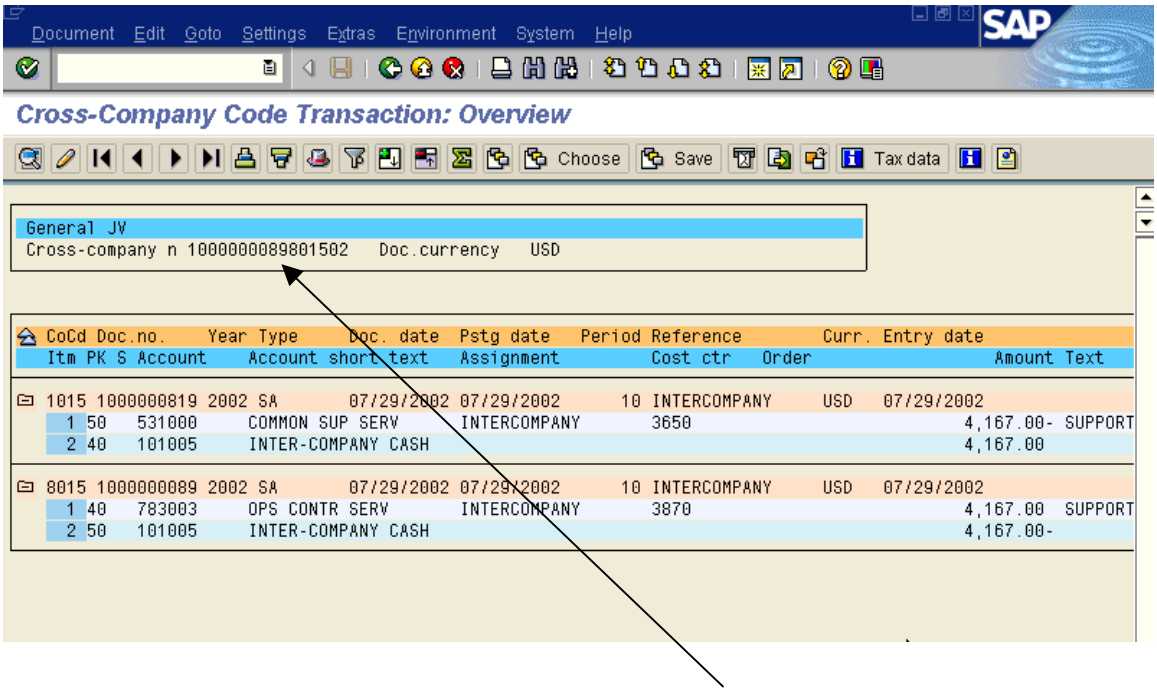
List Edit Goto System Help

Document List

Document List 1

CoCd	Doc. no.	Year	DT	Doc.date	Post.dte	Curr.	Reference no.
8015	1000000086	2002	SA	07/29/02	07/29/02	USD	
8015	1000000087	2002	SA	07/29/02	07/29/02	USD	
8015	1000000088	2002	SA	07/29/02	07/29/02	USD	
8015	1000000089	2002	SA	07/29/02	07/29/02	USD	INTERCOMPANY
				SUPPORT SERVICE FOR JULY			
8015	1000000090	2002	SA	07/30/02	07/30/02	USD	
8015	1000000091	2002	SA	07/30/02	07/30/02	USD	
8015	1000000092	2002	SA	07/30/02	07/30/02	USD	
8015	1000000093	2002	SA	07/31/02	07/31/02	USD	
8015	1000000094	2002	SA	07/31/02	07/31/02	USD	

The following Overview screen is shown.

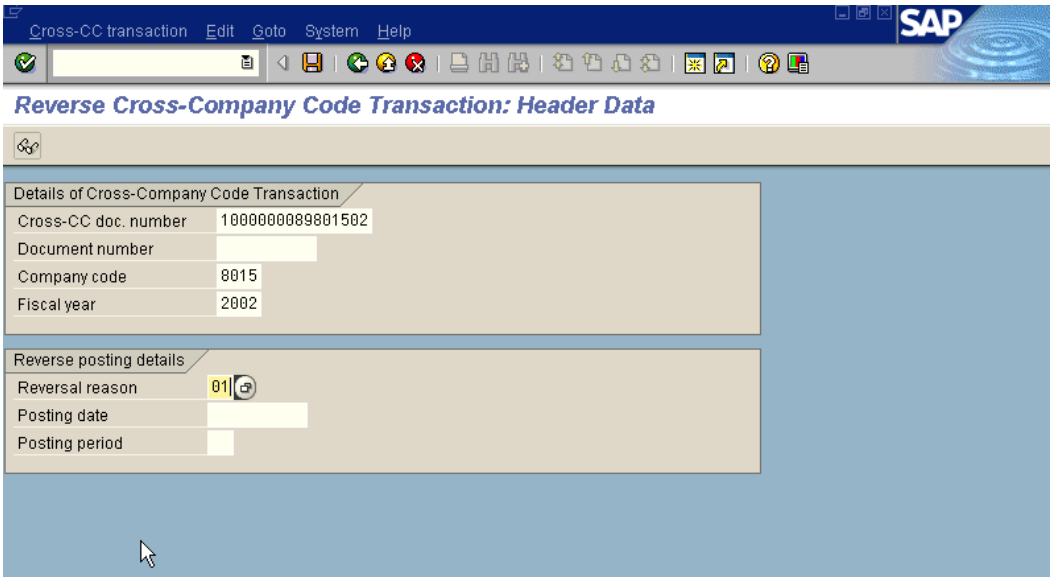


Important: Make a note of the 16 digit Cross-company code number

Follow this menu path to handle the document reversal:

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > DOCUMENT >CROSS CC TRANSACTION > REVERSE**

Transaction code: **FBU8**



Enter the 16 digit Cross CC number. For example, 1000000224801900, as shown above. Or as an alternative method of continuing the process, you may enter one of the two original document numbers and the process will show both documents to be reversed. For example, we could use 1000000224 instead of the 16-digit number.

Enter either one of the two company codes. We are using the VQ Company Code 8019.

Enter a reversal reason (01 for current period, 02 for an alternate posting date)

If you have selected 02 – the alternate posting date (rather than the original document posting date), enter a posting date.

Click the Save Icon.

The system will then inform you the transaction has been completely reversed. Two reversal document numbers will be identified (one for each company code affected). Make a note of these document numbers and store this information with the other documentation to provide a clear and easily understood audit trail.

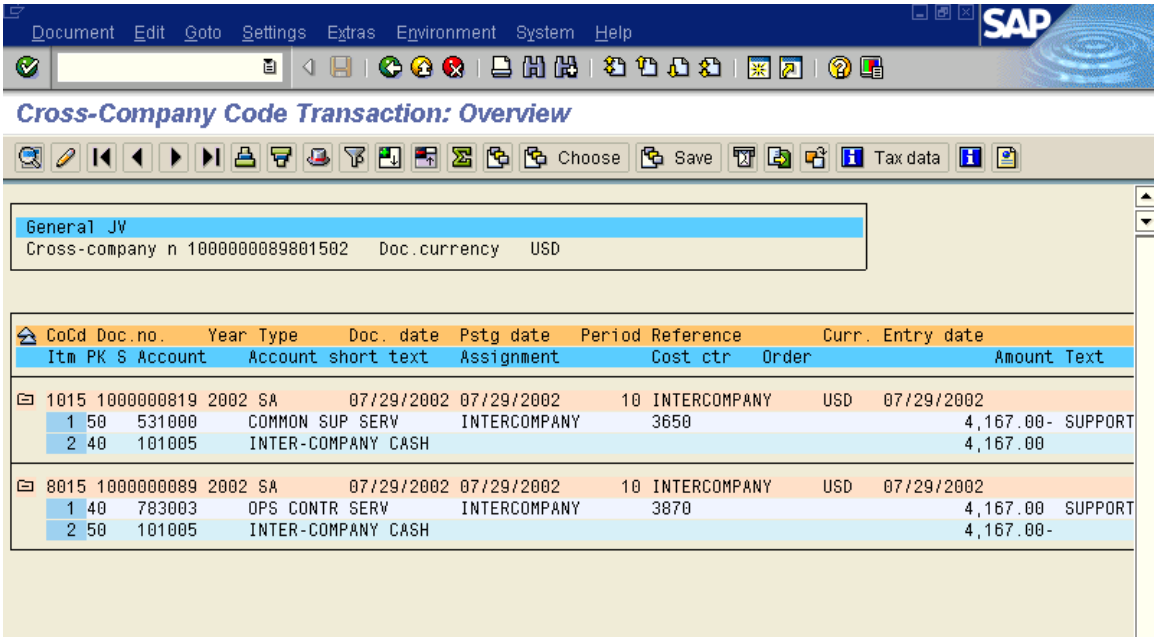
Display Cross-Company Code Manual G/L Posting Document

Any posted or parked documents can be called up from the system for display at any time.

Menu path: **ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → DOCUMENT → CROSS-CC TRANSACTIONS → DISPLAY**

Transaction Code: **FBU3**

Field	Description/Usage
Cross-CC no.	Enter the Cross Company Code Document Number to be displayed.



Note: All Cross Company Postings offsets are automatically posted to account 101005.

Payroll General Ledger Procedures

The processing of payroll and transmitting to the ADP Payroll Processor will continue to be a function of the field. The payroll technician will continue to process payroll to ADP as usual.

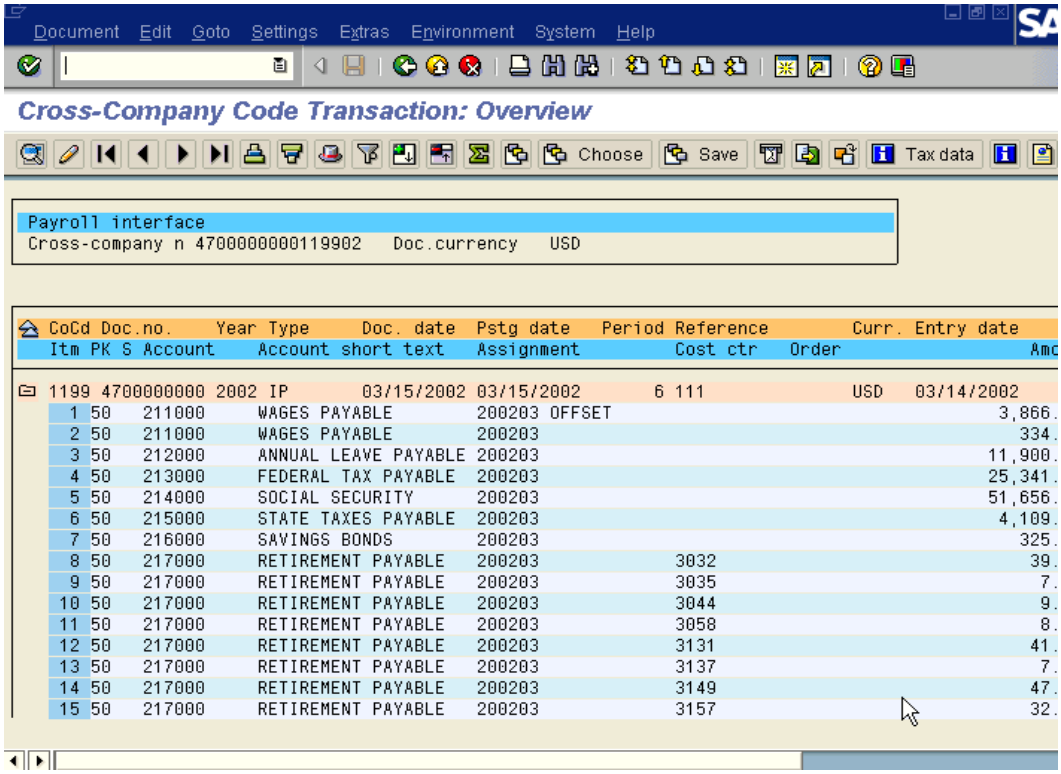
Much of the 'posting payroll general ledger process' will become a centralized function of HQ. Entry of Payroll data received from ADP into SAP will be done ***ONLY*** at HQ.

The base level accounting office will still be responsible for inputting data into the ADP system. However, the completed files from ADP will now go to HQ rather than the base accounting office. HQ personnel will load the check and summary files into SAP. A hard copy of the information will continue to be included in the payroll information received each payday from ADP.

The base level accounting office will be able to view the posted payroll summary document in SAP. However, the document will not include check detail. Instead, the document will consist of one large G/L entry into the 101005 account.

View the G/L Posted Payroll Summary Document

See instructions for "Display Manual G/L Posting Document". All Payroll Documents will have a document type of '***IP***'. The following is an example of an IP document.

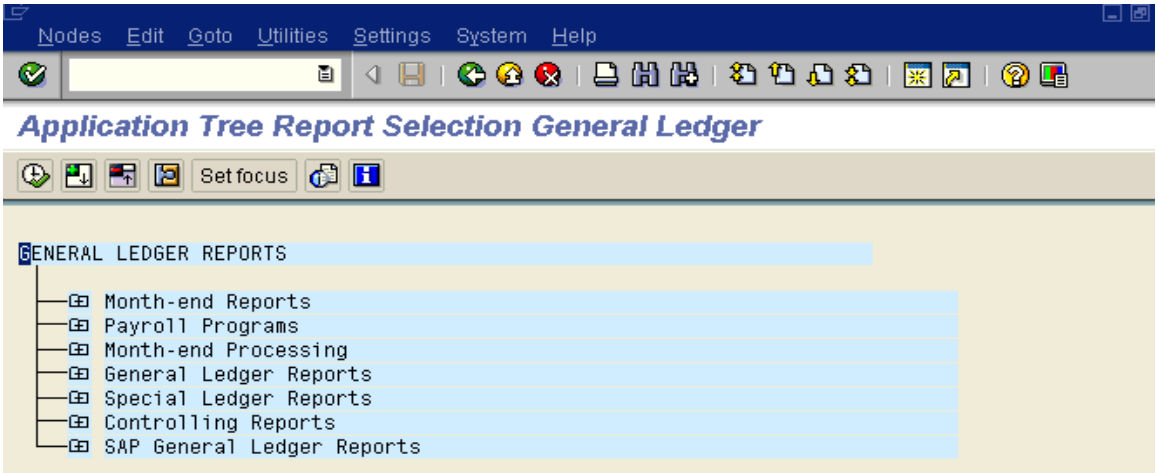


General Ledger Reporting

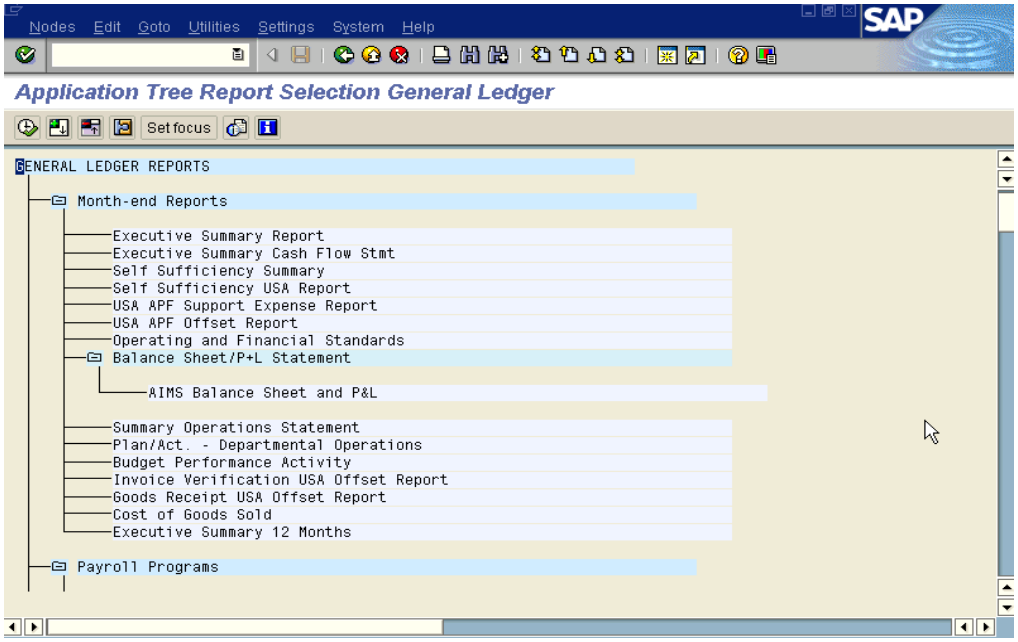
The GL reports are available from a reporting tree within the Accounting system. The menu path to access the reporting tree is:

Menu path: **ACCOUNTING → FINANCIAL ACCOUNTING → GENERAL LEDGER → PERIODIC PROCESSING → INFORMATION SYSTEM → REPORT SELECTION**

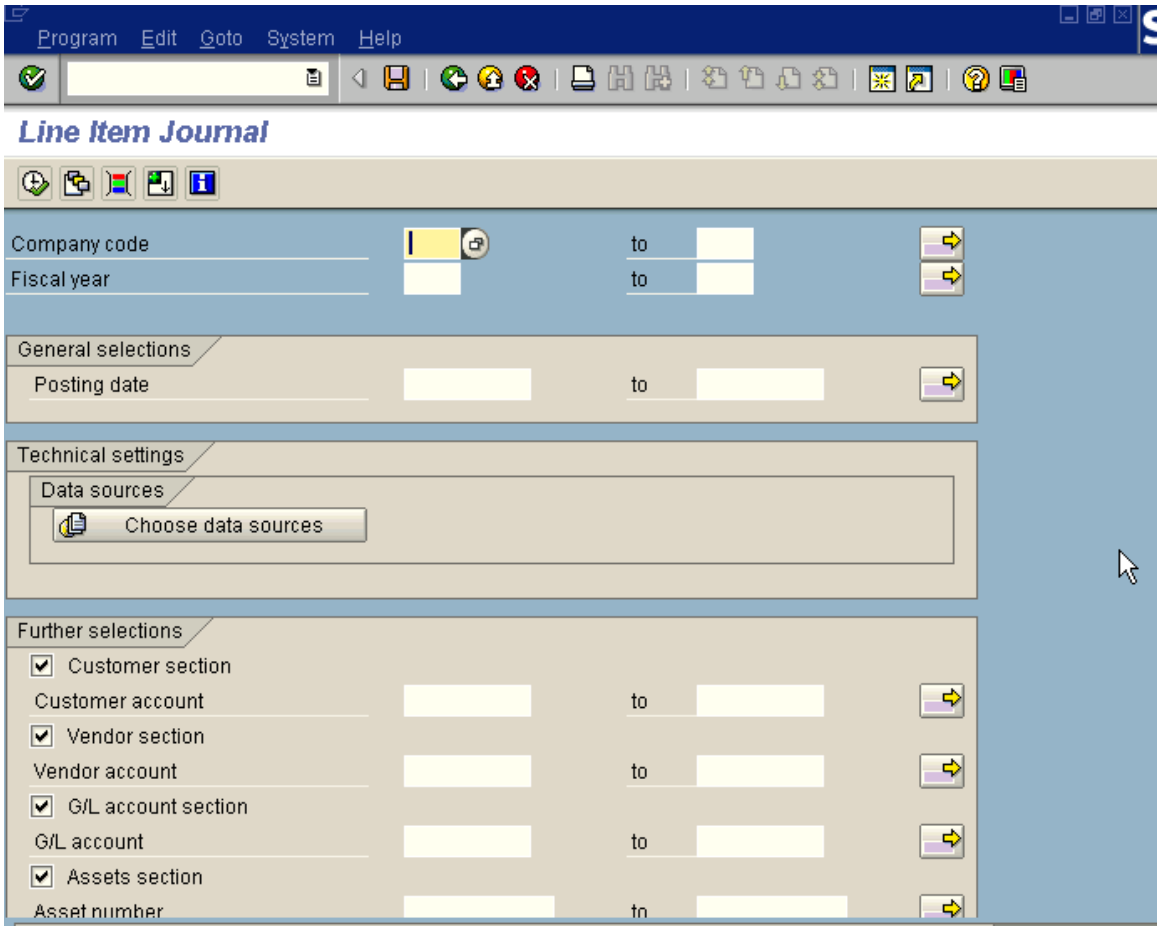
Transaction Code: **F.97**



Click on the ***EXPAND SUBTREE*** icon to view all available reports.



Once the report tree has been expanded, select the desired report by double-clicking on the report name. The following screen will appear for additional criteria.
Complete the Company Code and other additional inputs of choice. After all selection criteria are complete, click on the Execute icon



CO Module Reports

The CO reports (P&L) are available from a reporting tree within the Accounting system.

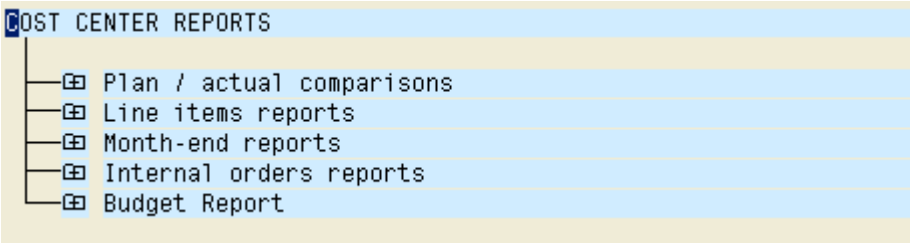
NOTE: The Controlling module provides the most flexible reporting for business income and expenses as well as planned/budgeted amounts. For a detailed breakdown of cost center and cost center groups, reporting must be done in the Controlling module.

The MWR/VQ Controlling reports can be found through the following menu path:

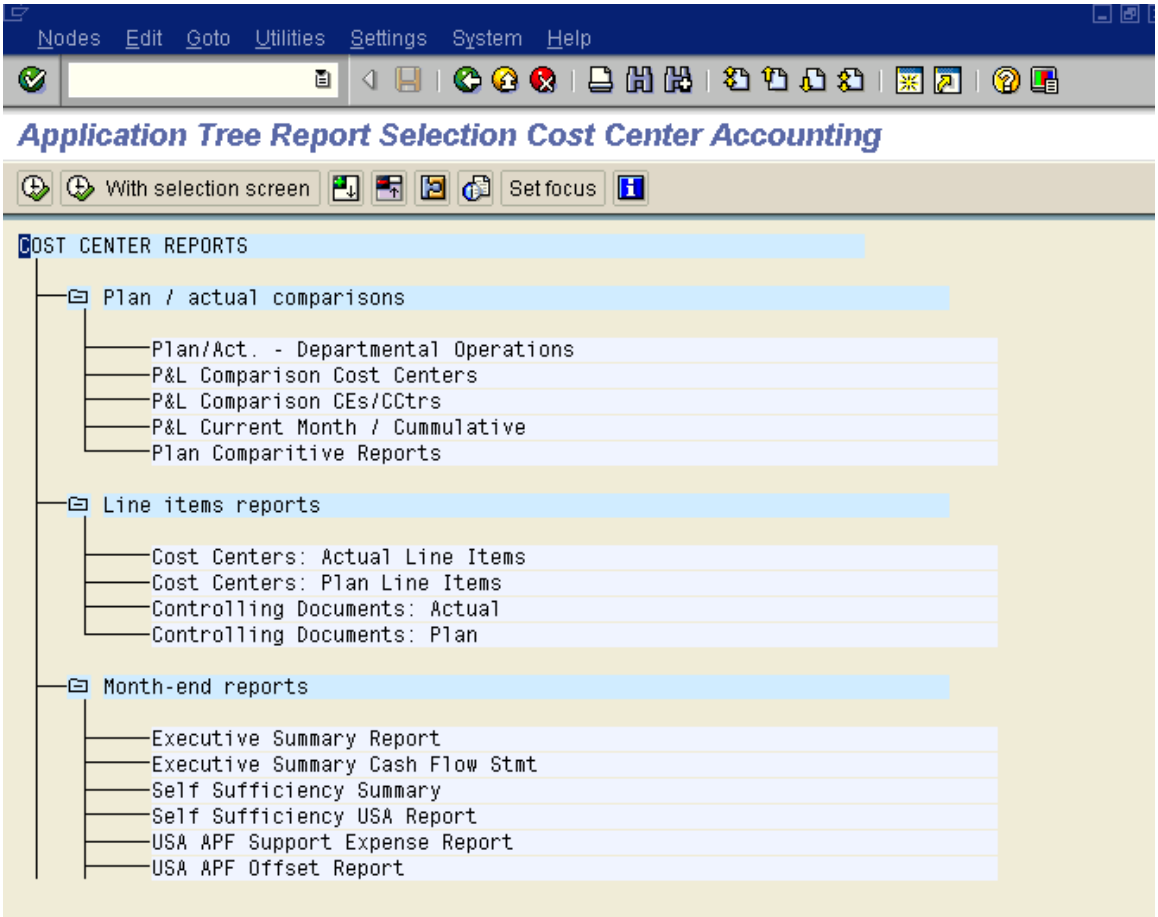
Menu path: **ACCOUNTING > CONTROLLING > COST CENTER ACCOUNTING > INFORMATION SYSTEM > REPORT SELECTION**

Transaction Code: **KSBB**

The following report tree will be displayed.



Click on the expand button to view all available cost center reports.

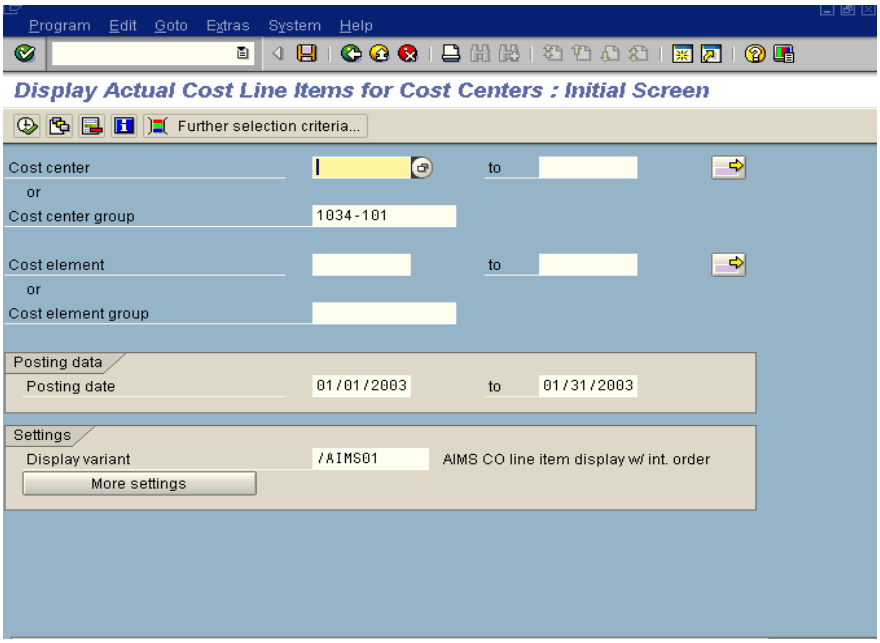


Select the desired report by double clicking on the description. Once the report has been selected the selection criteria screen will come into view.

The selection criteria screen will vary according to the type report selection requested**.**

The following is an example of a report to view DAR postings**.**

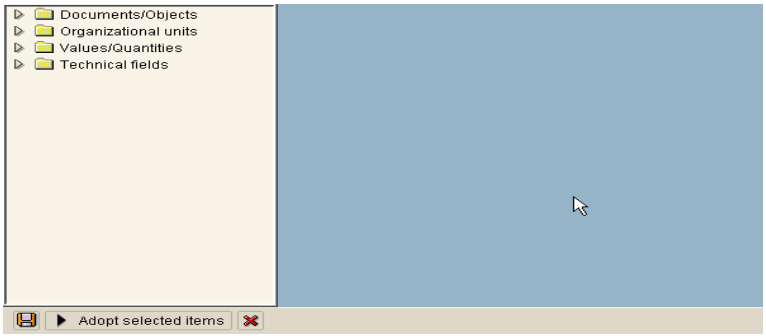
1. Double click on the report ‘***Cost Center Actual Line Items’*** the selection criteria screen will be displayed.



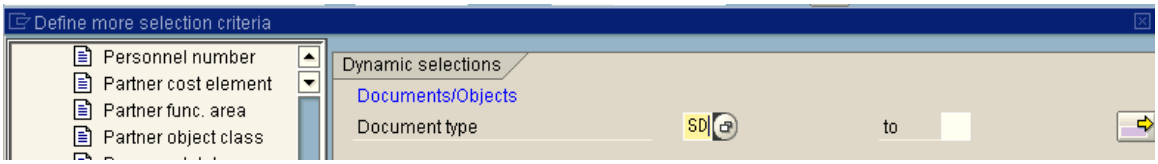
2. Always enter either a cost center or a cost center group to view.
3. Enter the desired posting dates.
4. Click on the further selection criteria push button

.

The following window will display.



5. We are going to look at DAR information. DARs are documents, so expand the Documents/Objects folder to open the following screen. Scroll down to Document Type and click the command button labeled Adopt selected items.



6. Type **SD** in the document type input field under the Dynamic Selections window. **SD** is the document type for DARs. Click the Save icon . The screen will return to the original selection criteria screen.

7. Click the Execute icon

Co...	Cost element	Cost element name	DocTyp	Posting date	Value COCurr	Cost center
1...	301000	RESALE REVENUE	SD	01/28/2003	248.25-	94
1034	301000	RESALE REVENUE	SD	01/28/2003	248.25-	
1034	302000	CATERING RESALE REV	SD	01/28/2003	800.00-	
1034	302000	CATERING RESALE REV	SD	01/28/2003	400.00-	
1034	302000	CATERING RESALE REV	SD	01/28/2003	800.00-	100
1034	501000	PROGRAM REVENUE	SD	01/28/2003	200.00-	103

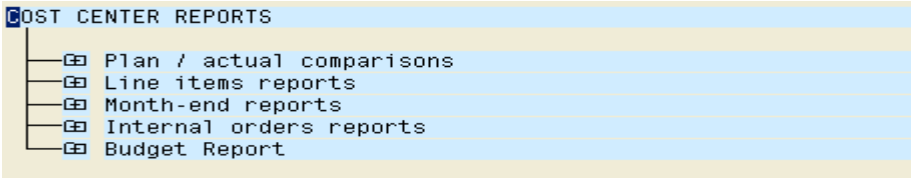
The excerpt from the report only shows the document type selected, DARs (Document Type SD). If you wish to see all the postings, not limiting the report to just DARs, it would not be necessary for you to access the "Further Selection Criteria" window.

The following is an example of the Summary Operations report, which is a Report Writer report, available within the Controlling module.

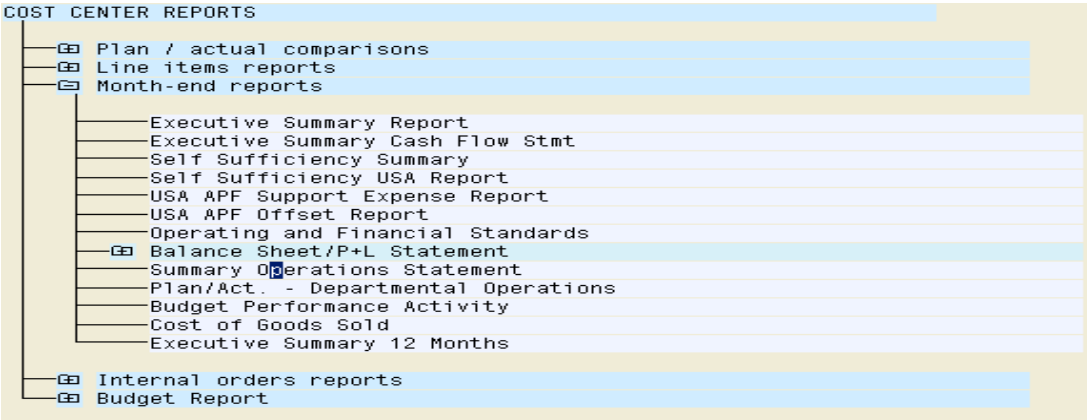
Menu path: **ACCOUNTING > CONTROLLING > COST CENTER ACCOUNTING > INFORMATION SYSTEM > REPORT SELECTION**

Transaction code: **KSBB**

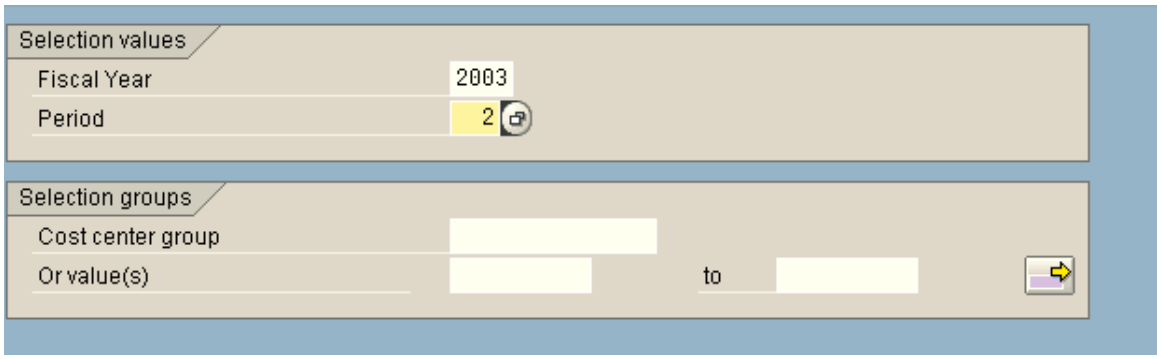
The following report tree will be displayed:



Each item on the report tree has an individual folder icon attached to it that allows the user to expand that part of the report tree. Click on the icon just to the right of Month-end reports. This will expand the report tree to show the following:

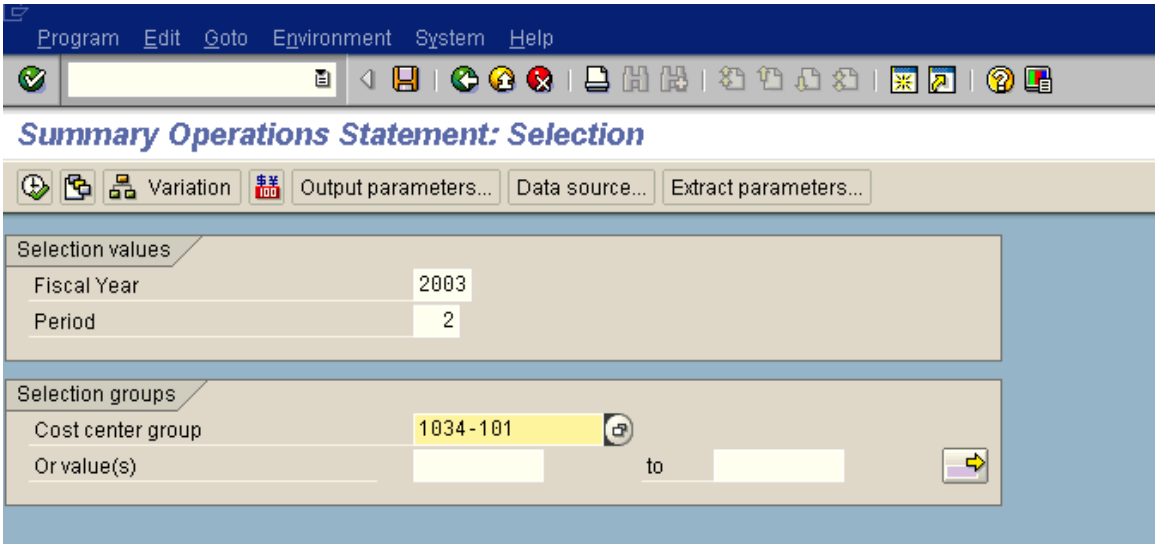


1. Double click on the line description that says **'Summary Operations Statement'.** The following selection criteria screen will be displayed.

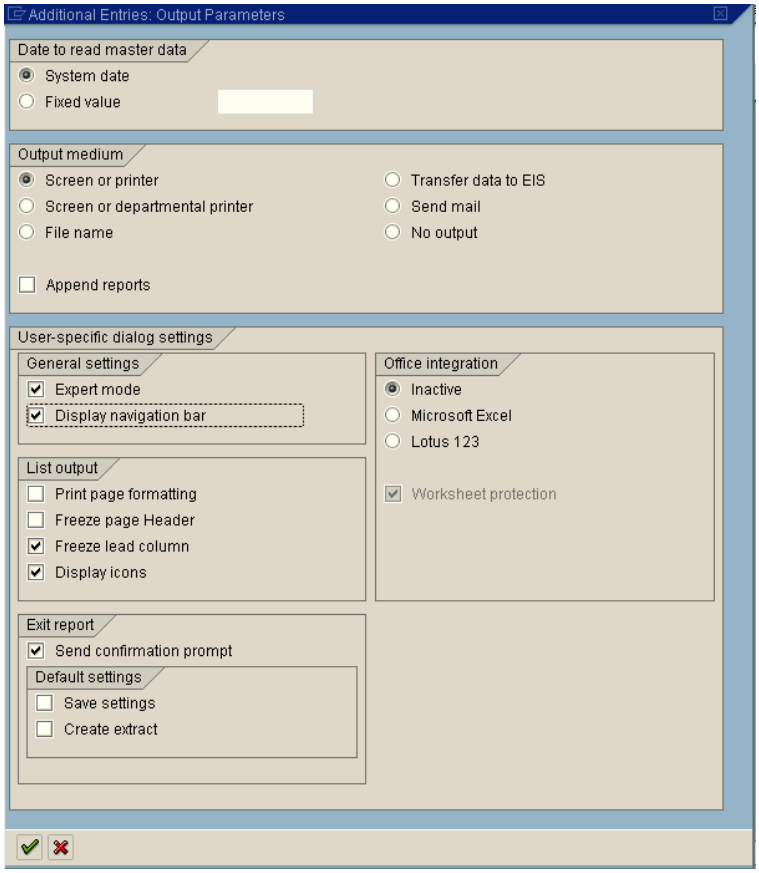


2. Ensure the fiscal year and period selected corresponds to the desired report output.

3. Enter the Cost center group for data. In this example the report will be executed from the top reporting hierarchy node for 'MWR NAS Jacksonville 1034-101'



You will notice on the Application Toolbar, a command button icon called "Output parameters.

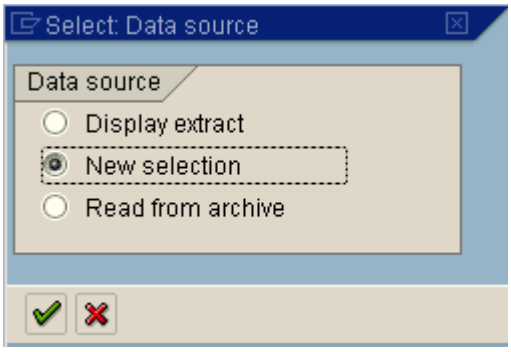


This new 'Additional Entries: Output Parameters screen allows additional settings to be stored in the user's master record and these settings will affect all the subsequent reports. One of the most important settings in this window is listed under the Navigation section. By clicking these two items, the system will enable the use of new controls that allow a quicker way to navigate between the report results.

Notice the section under the general category of "User-specific dialog settings" labeled General settings. Pay particular attention to the checkbox titled "Print page formatting". By keeping this checked, and if you decide to print from the screen view of the resulting report, the headers and page breaks will be positioned correctly. If this checkbox is left unchecked and you decide to print from the screen view, no headers will appear on any pages except the first and the page breaks will not be formatted correctly

If any changes are made, click the green check mark

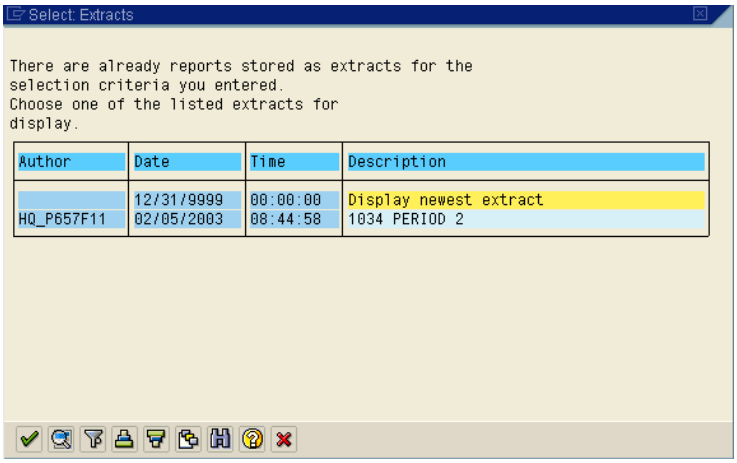
4. The system will use a previous extract if one exists that meets the criteria. To ensure that new data is used for your desired report, click the Data source command button and a window appears allowing the following choices:



Check the “New selection” radio button and then click on the Green arrow to return to the previous screen.

5. Click the execute button.

6. If you had checked the “Display extract” radio button on the Select: Data source window, then by clicking the Green arrow, the system would check to see if an extract that meets the criteria had been previously saved causing the following window to appear.



7. Double click on the line item and the system will retrieve the stored report. The report will be displayed in one of two ways depending on whether the new **Display Navigation Bar** and **Navigation with Control** checkboxes were enabled. The first display shown below is with these new controls checked.

Report Edit Goto View Extras Settings System Help

Summary Operations Statement

Variation: Cost center

1034-101 NAS JACKSONVILLE
1034-201 DEPUTY DIRECTC
1034-301 FINANCE & AD
1034-4001 GENERAL
84 GENRLFUND
85 GENRLFUND
86 GENRLFUND
87 GENRLFUND
88 GENRLFUND
89 GENRLFUND
90 GENRLFUND
822 REG SUPPOI
823 GENRLFUND
964 REGIONAL D
1107 BILLABLE L
1034-302 FOOD AND BE
1034-303 RECYCLING 1
1034-4005 RECYCLI
152 RECYCLING
153 RECYCLING
1034-304 RECREATION
1034-305 MARKETING 1
1034-4014 LIBERTY
108 LIBERTY PRC
109 LIBERTY PRC
1034-4015 OPEN HO
1034-306 UNIT ALLOCAT
924 UNIT ALLOCATIC
1034-307 CONFERENCE
1198 RIVER COVE C

Report: ZVK/ZC06A
Name: HQ_P657F11

SUMMARY OPERATIONS STATEMENT
Period 3 Ended December 2003

Cost Center or Group: 1034-101 NAS JACKSONVILLE 1034

	CURRENT MONTH	% OF REV	CURRENT YTD	% OF REV	L
301000 RESALE REVENUE	134,051.89	73.66	518,469.05	80.41	
302000 CATERING RESALE REVENUE	50,304.56	27.64	131,873.77	20.45	
303000 SALES DISCOUNTS	2,376.03-	1.31-	5,581.14-	0.87-	
* Resale Revenue	181,980.42	100.00	644,761.68	100.00	
Cost of Goods Sold	18,074.16	9.93	233,834.33	36.27	
** Gross Profit & Loss	163,906.26	90.07	410,927.35	63.73	
501000 PROGRAM REVENUE	589,502.40		2,535,750.97		2
502000 RENTAL REVENUE	20,966.00		83,133.00		
503000 OTHER SALES DISCOUNT PROGRAM	152.93-		308.09-		
562000 CENTRAL FUND-OPERATING GRANTS			310.24		
569000 OTHER REVENUE	1,568.26		11,230.84		
571000 COMMERCIAL SPONSORSHIP REVENUE	300.00		28,200.00		
592000 AMUSE/VEND MACH	821.98		1,667.18		
594000 OTHER COMMISSIONS	45.99		142.74		
* Other Department Revenue	613,051.70		2,660,126.88		2
601000 SALARIES & WAGES	263,056.33	33.09	856,306.77	25.91	
601001 PAYROLL OVERTIME EXPENSE	1,918.11	0.24	5,343.16	0.16	
603000 BONUS / INCENTIVE					
621000 EMPLOYER'S SHARE OF FICA	21,087.98	2.65	67,587.24	2.05	
622000 ANNUAL LEAVE EXPENSE	14,335.23	1.80	39,260.85	1.19	
623000 SICK LEAVE EXPENSE	6,779.73	0.85	13,990.70	0.42	
626000 EMPLOYEE BENEFITS-OTHER					

This new structure of the report process is a powerful time saving tool. By clicking on the various tree nodes, the report instantly changes showing the new variants of data and using the previous report formatting. If however, you would rather view the report with a

full screen, merely click the command button located on the left side of the application toolbar. The report will then be shown as it has been in the previous version of SAP as shown below.

Report Edit Goto View Extras Settings System Help

Summary Operations Statement

Report: ZVK/ZC06A
Name: HQ_P657F11

SUMMARY OPERATIONS STATEMENT
Period 3 Ended December 2003

Page: 1 of 1
Date: 02/05/2003

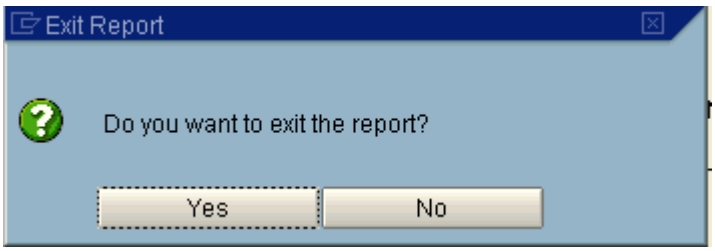
Cost Center or Group: 1034-101 NAS JACKSONVILLE 1034

	CURRENT MONTH	% OF REV	CURRENT YTD	% OF REV	LAST YTD	% OF REV
301000 RESALE REVENUE	134,051.89	73.66	518,469.05	80.41	589,471.64	91.46
302000 CATERING RESALE REVENUE	50,304.56	27.64	131,873.77	20.45	57,428.88	8.91
303000 SALES DISCOUNTS	2,376.03-	1.31-	5,581.14-	0.87-	2,398.68-	0.37-
* Resale Revenue	181,980.42	100.00	644,761.68	100.00	644,501.84	100.00
Cost of Goods Sold	18,074.16	9.93	233,834.33	36.27	315,262.29	48.92
** Gross Profit & Loss	163,906.26	90.07	410,927.35	63.73	329,239.55	51.08
501000 PROGRAM REVENUE	589,502.40		2,535,750.97		2,406,457.51	
502000 RENTAL REVENUE	20,966.00		83,133.00		94,988.00	
503000 OTHER SALES DISCOUNT PROGRAM	152.93-		308.09-			
562000 CENTRAL FUND-OPERATING GRANTS			310.24		5,250.00	
569000 OTHER REVENUE	1,568.26		11,230.84		8,045.75	
571000 COMMERCIAL SPONSORSHIP REVENUE	300.00		28,200.00		400.00	
592000 AMUSE/VEND MACH	821.98		1,667.18		2,795.58	
594000 OTHER COMMISSIONS	45.99		142.74		247.27	
* Other Department Revenue	613,051.70		2,660,126.88		2,518,184.11	
601000 SALARIES & WAGES	263,056.33	33.09	856,306.77	25.91	778,508.58	24.62
601001 PAYROLL OVERTIME EXPENSE	1,918.11	0.24	5,343.16	0.16	5,736.66	0.18
603000 BONUS / INCENTIVE					3,243.60	0.10
621000 EMPLOYER'S SHARE OF FICA	21,087.98	2.65	67,587.24	2.05	61,664.71	1.95
622000 ANNUAL LEAVE EXPENSE	14,335.23	1.80	39,260.85	1.19	33,182.36	1.05
623000 SICK LEAVE EXPENSE	6,779.73	0.85	13,990.70	0.42	15,572.11	0.49
626000 EMPLOYEE BENEFITS-OTHER						

1. The following icons can be used to access underlying variations of reports, if desired

The up, down, right, left arrows help to maneuver one level at a time to drill down or across the nodes to arrive at the desired reporting level.

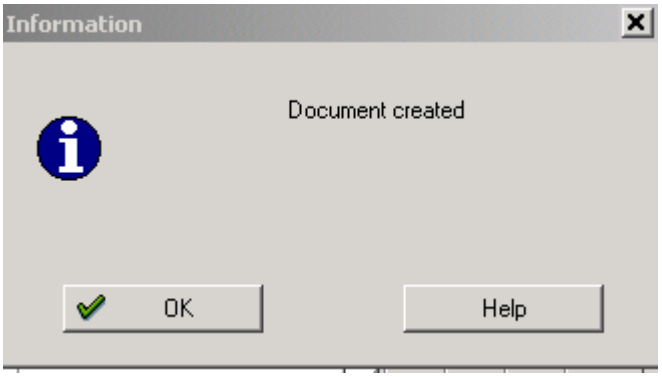
To exit the report, click the green back arrow . You will see the following screen. Click Yes to exit the report.

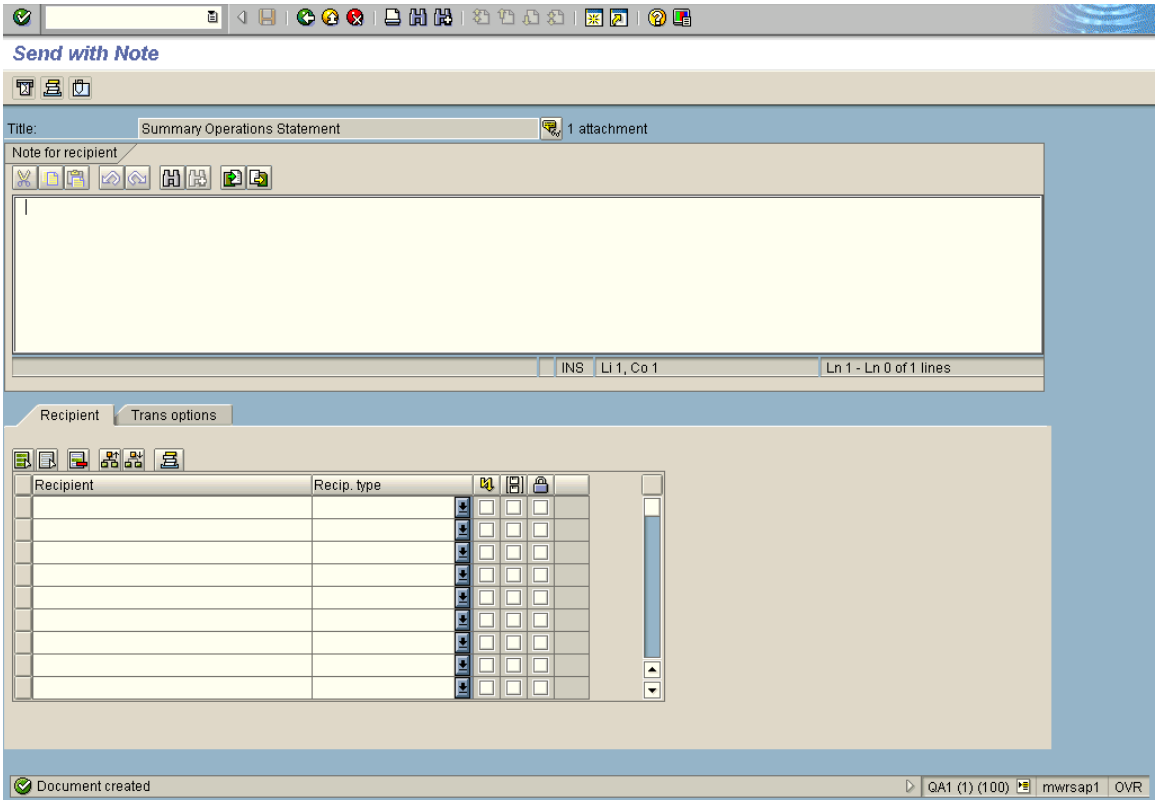


SAP Internal E-mail System

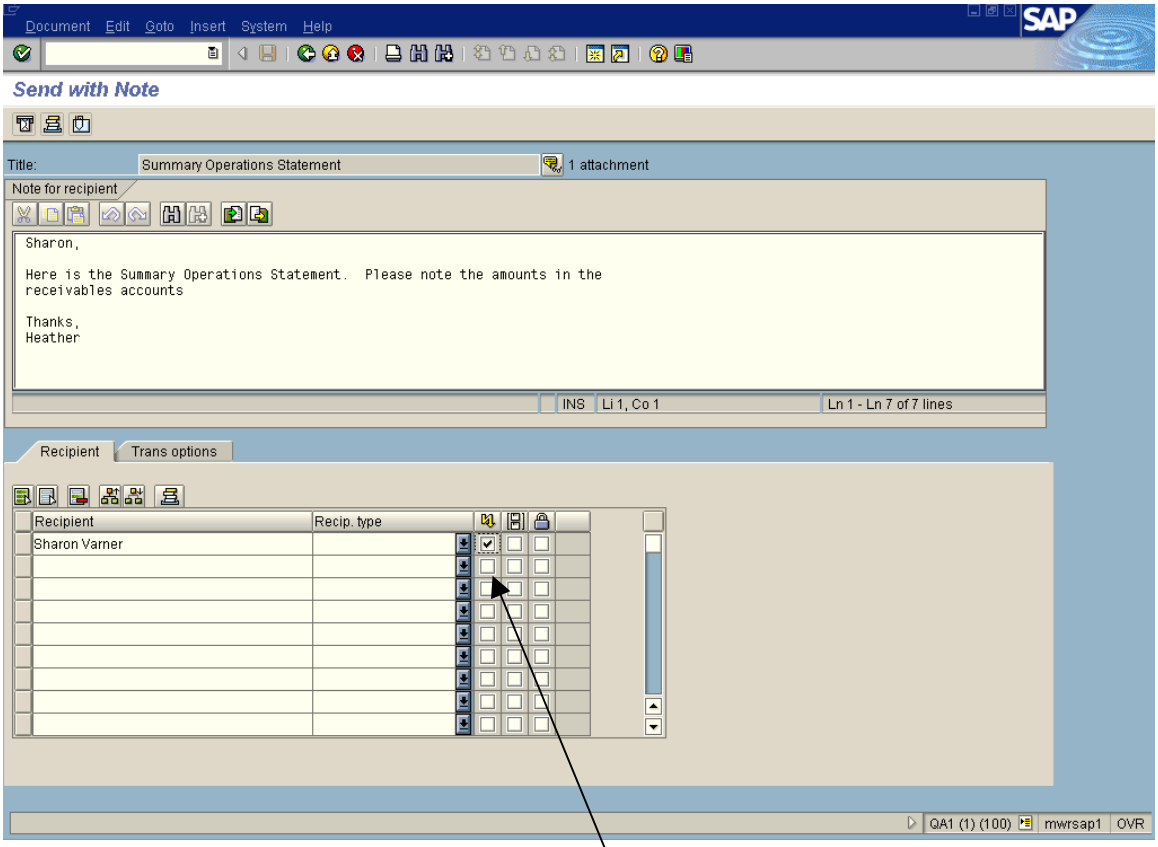
When a report is generated, it may be sent to anyone on the SAP AIMS system. This may be accomplished by using the SAP internal E-mail function. By clicking on the "send mail" icon, the system will prompt you to save the report. The following screen will appear.

You will then get the following pop-up notice and then the SAP internal email screen will appear.

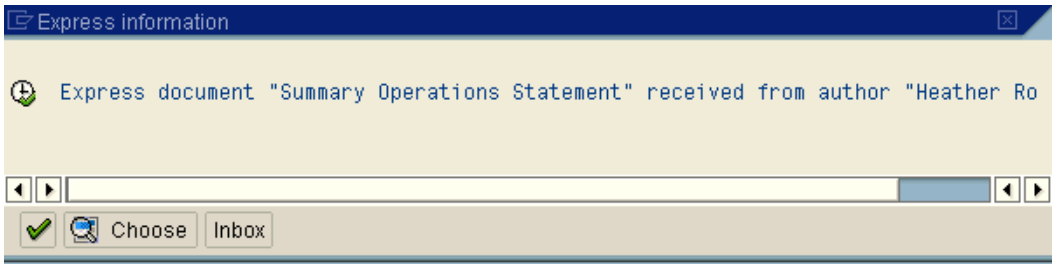




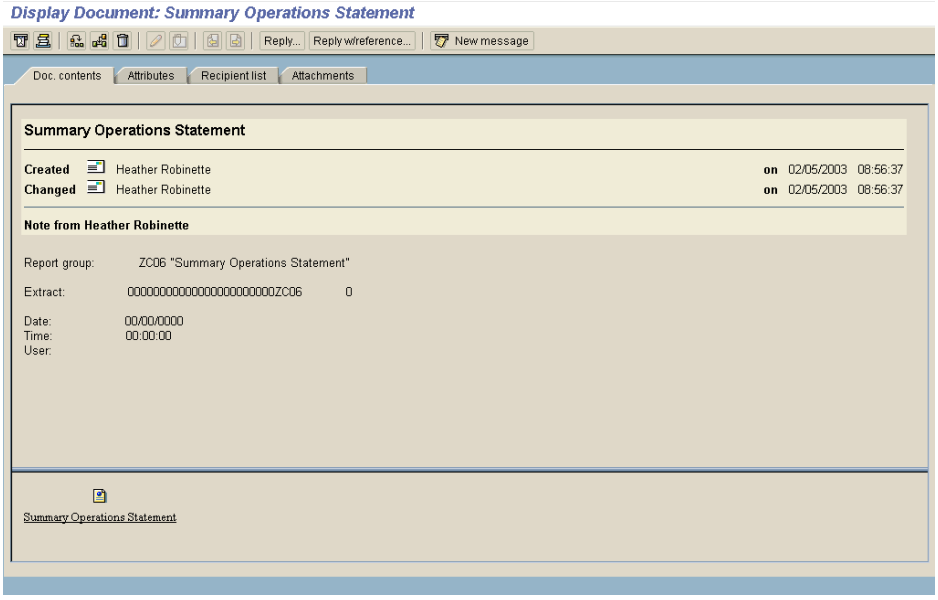
The report is attached to the E-mail. Enter a message to be sent along with the report and identify the one or more recipients that are to receive the E-mail. Then click the "send mail" icon .



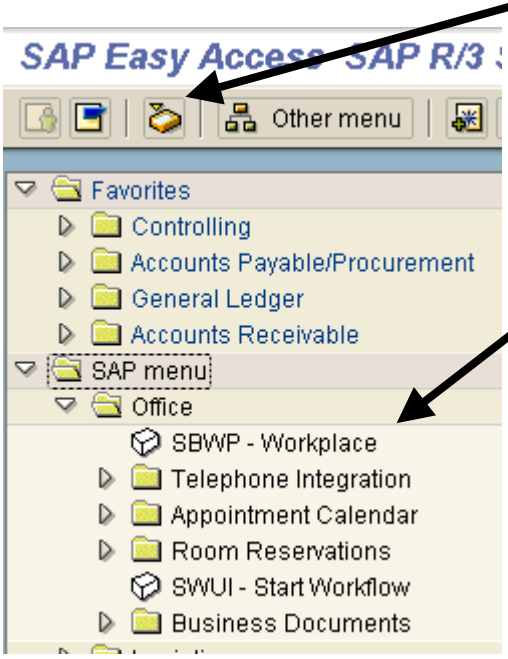
In order for the system to notify the recipient(s) of the e-mail, the Express mail checkbox must be checked. This checkbox is labeled with the yellow lightning bolt. The next time the intended recipient performs a function within SAP, a popup window will appear.



To read the e-mail and access the attachments, first, double click on the Express Document description on the "Express information" notification window.
To open the report that is attached to an e-mail, you may execute the report from the Document selection pull-down menu using the path: **Document > Execute.**

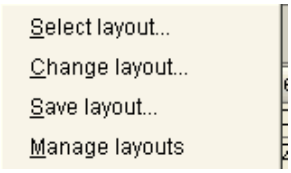


As an alternative method of opening the report attached to the e-mail, go to the SAP workplace screen using the menu path from the opening screen tree. SAP Menu >Office> Workplace or click on the workplace icon

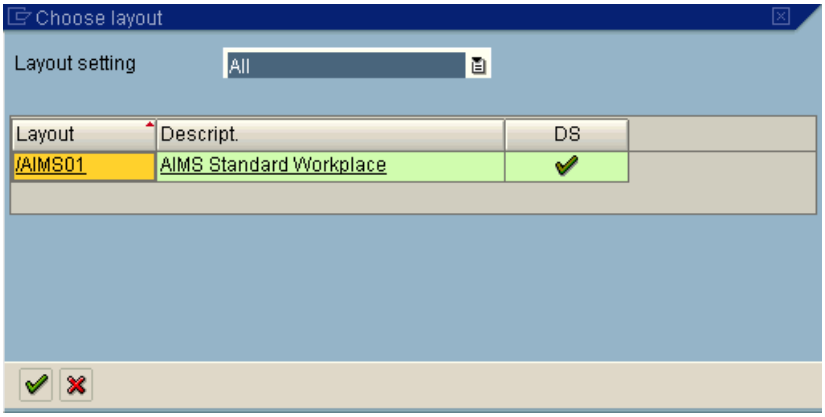


This will open the Business Workplace and by clicking the Inbox, you will see the incoming documents.

If the display on the right side of this window does not include a column labeled Executable, the display variant has to be changed to open this column. Click the 'Select Layouts' pushbutton on the application toolbar. Using the dropdown arrow will



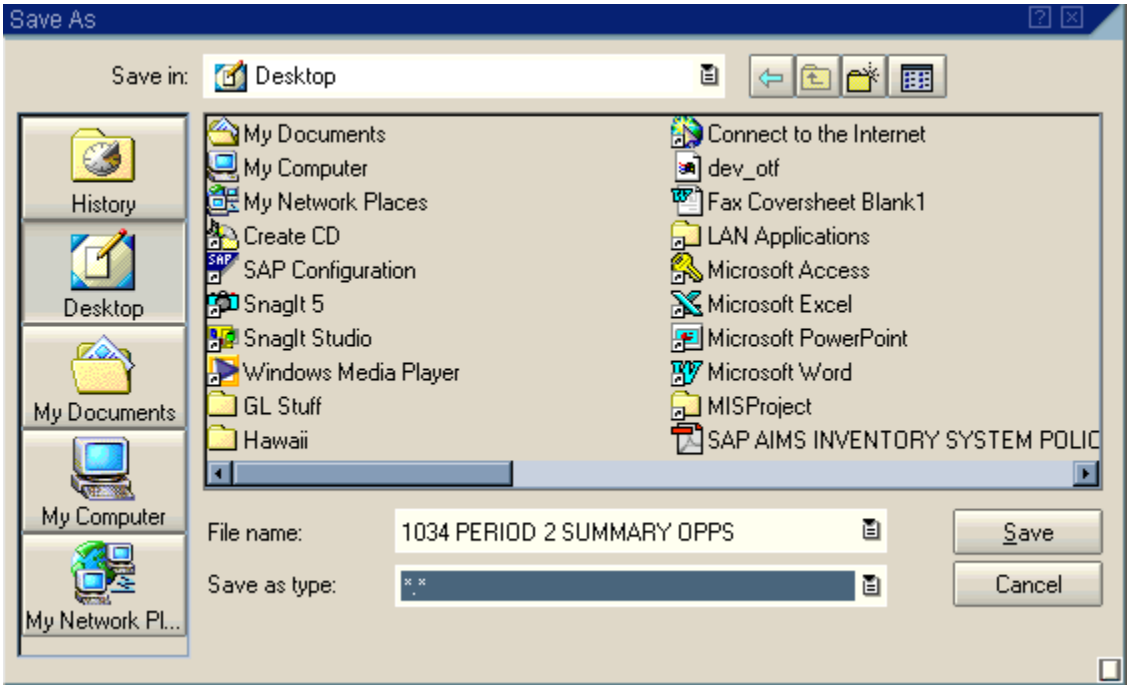
allow you a number of choices. Click on the **Choose display variant** and the following window will give you a choice of the display variants to use.



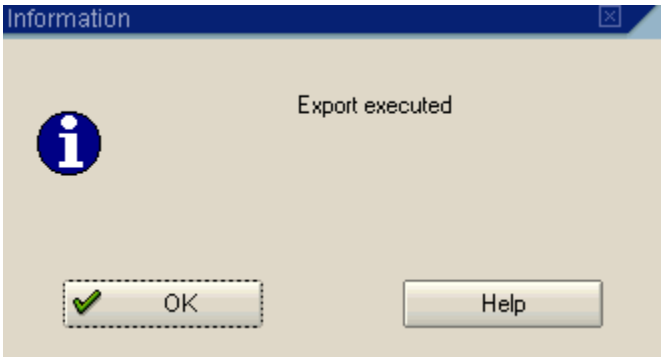
Click on the **Green checkmark Copy pushbutton** and the variant will now be applied to the Documents window display. Double click on the icon in the Executable column on the row where the report is located.

This will bring up the report that was attached and the recipient is able to do the same drill down, detail analysis, sorting, subtotals, and other functionality as the original user.

In some cases, the user may wish to send the document to an individual that does not have access to the SAP AIMS system. The report may be exported to an Excel spreadsheet by using the icon or executing the Export selection from the Report Pull-down menu.



We recommend using the HTML format to provide a report that is closer to the original formatting than a typical Excel spreadsheet. Name the Output file and then click on SAVE. The following SAP message window may appear.



Then go to the place you saved your file and open the file. We recommend opening the file using Microsoft Internet Explorer or Excel. The following report will appear

Microsoft Excel - 1034 PERIOD 2 SUMMARY OPPS

File Edit View Insert Format Tools Data Window Help

A1 = Summary Operations Statement

Summary Operations Statement

	TOT RES REV					
.						
301000 RESALE REVENUE	204,258.33	80.44	204,258.33	80.44	201,510.87	90.33
302000 CATERING RESALE REVENUE	51,552.16	20.3	51,552.16	20.3	21,860.62	9.8
303000 SALES DISCOUNTS	1,876.66-	0.74-	1,876.66-	0.74-	287.81-	0.13-
*** Resale Revenue**	**253,933.83**	**100**	**253,933.83**	**100**	**223,083.68**	**100**
Cost of Goods Sold	131,128.93	51.64	131,128.93	51.64	74,920.90	33.58
**** Gross Profit & Loss**	**122,804.90**	**48.36**	**122,804.90**	**48.36**	**148,162.78**	**66.42**
	Other Revenue					
.						
501000 PROGRAM REVENUE	943,780.83		943,780.83		880,611.47	
502000 RENTAL REVENUE	30,871.00		30,871.00		30,021.00	
503000 OTHER SALES DISCOUNT PROGRAM	34.00-		34.00-			
562000 CENTRAL FUND-OPERATING GRANTS	310.24		310.24			
569000 OTHER REVENUE	8,314.84		8,314.84		6,671.05	
571000 COMMERCIAL SPONSORSHIP REVENUE					400	
592000 AMUSE/VEND MACH	845.2		845.2		1,034.63	
594000 OTHER COMMISSIONS	75.64		75.64		89.53	
*** Other Department Revenue**	**984,163.75**		**984,163.75**		**918,827.68**	
	Expenses					
.						
601000 SALARIES & WAGES	300,658.33	24.28	300,658.33	24.28	266,375.04	23.33
601001 PAYROLL OVERTIME EXPENSE	1,373.42	0.11	1,373.42	0.11	2,501.87	0.22
603000 BONUS / INCENTIVE					2,470.30	0.22
621000 EMPLOYER'S SHARE OF FICA	23,447.00	1.89	23,447.00	1.89	20,855.08	1.83
622000 ANNUAL LEAVE EXPENSE	12,195.01	0.99	12,195.01	0.99	5,282.85	0.46
623000 SICK LEAVE EXPENSE	3,160.77	0.26	3,160.77	0.26	5,087.83	0.45
626000 EMPLOYEE BENEFITS-OTHER						

1034 PERIOD 2 SUMMARY OPPS

At this point, the document is in Excel if this is the program you chose to open the file in. All of the Excel functions are available. The file can be attached to any e-mail system and can also be used for printing a hard copy on the report.

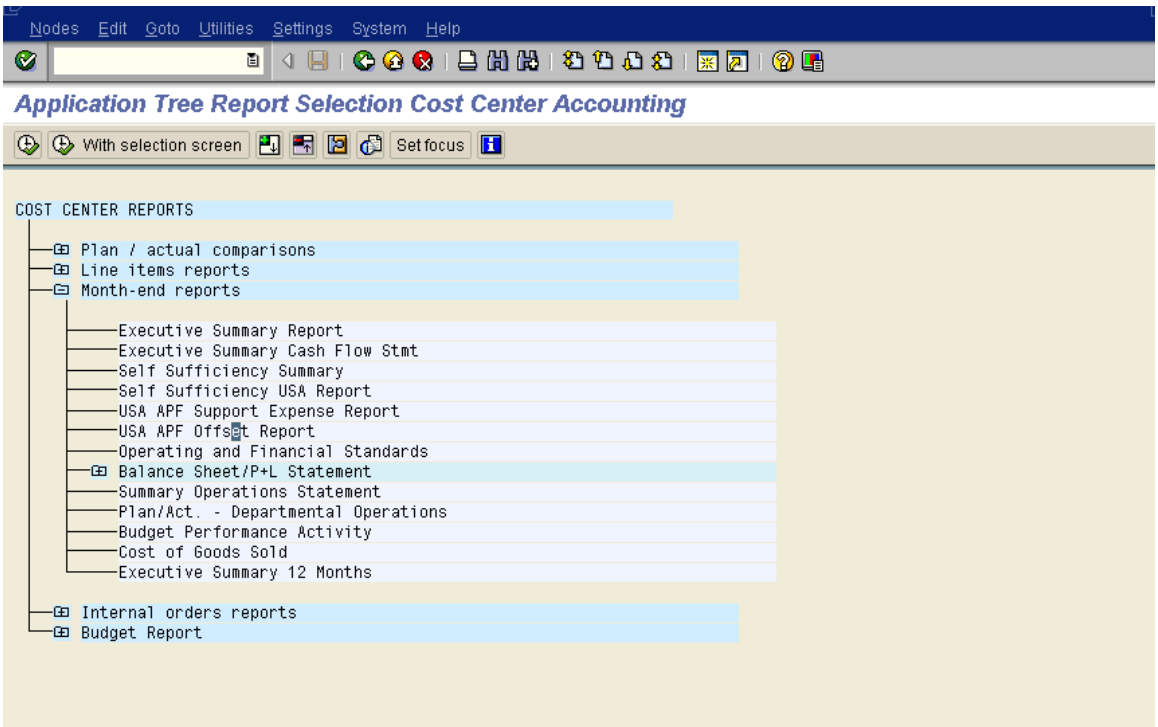
FINANCIAL REPORTS

Some of the Financial Reports within the SAP AIMS system have a slightly different look to the drill down functions. These reports have folder icons that can be expanded to see additional details.

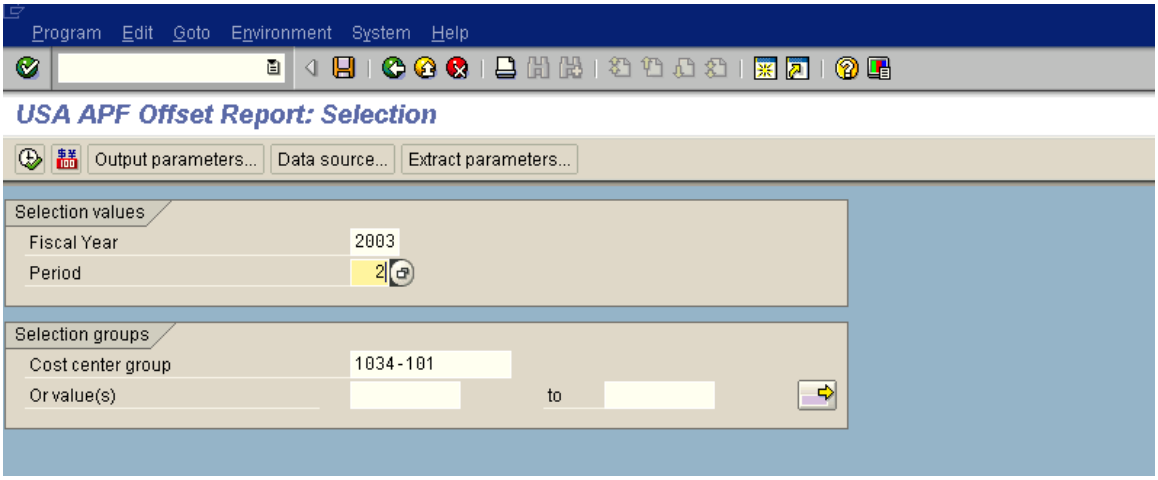
To run one of these reports, use the following menu path:

Menu path: **ACCOUNTING > CONTROLLING > COST CENTER ACCOUNTING > INFORMATION SYSTEM > REPORT SELECTION**

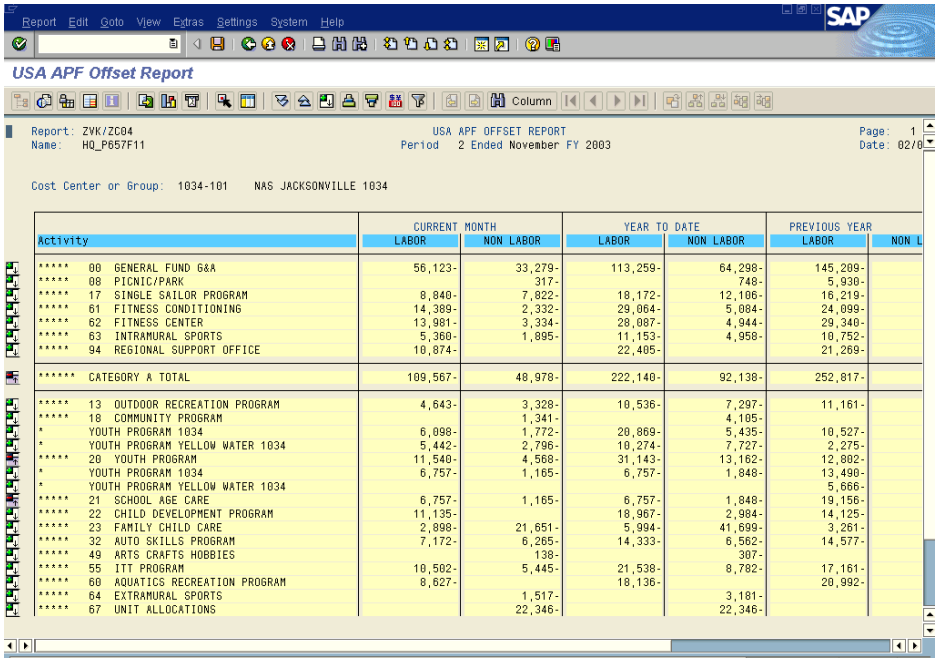
Transaction Code: **KSBB**



Double click on the line with the description **USA APF offset Report**



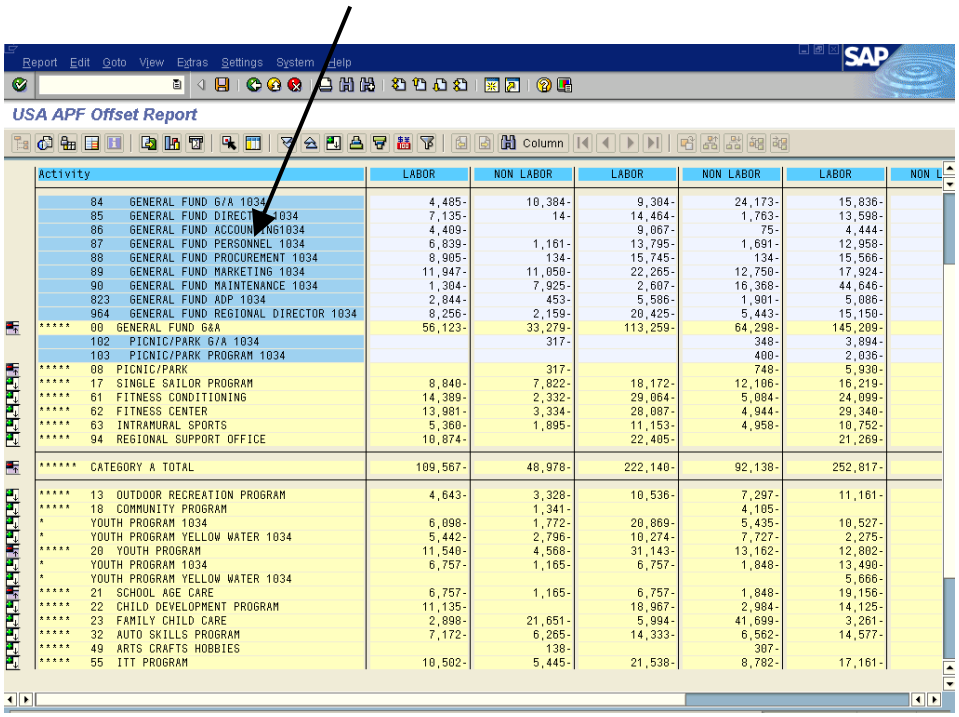
After entering the Selection values and the Selection sets, execute the report by clicking on the Execute icon . The report will then appear on the next screen. Again, if an extract has been saved previously, a message will appear offering the option to use the extract rather than the new report.



Activity	CURRENT MONTH LABOR	CURRENT MONTH NON LABOR	YEAR TO DATE LABOR	YEAR TO DATE NON LABOR	PREVIOUS YEAR LABOR	PREVIOUS YEAR NON L
***** 00 GENERAL FUND G&A	56,123-	33,279-	113,259-	64,298-	145,209-	
***** 08 PICNIC/PARK		317-		748-	5,930-	
***** 17 SINGLE SAILOR PROGRAM	8,840-	7,822-	18,172-	12,106-	16,219-	
***** 61 FITNESS CONDITIONING	14,389-	2,332-	29,064-	5,084-	24,099-	
***** 62 FITNESS CENTER	13,981-	3,334-	28,087-	4,944-	29,340-	
***** 63 INTRAMURAL SPORTS	5,360-	1,895-	11,153-	4,958-	10,752-	
***** 94 REGIONAL SUPPORT OFFICE	10,874-		22,405-		21,269-	
****** CATEGORY A TOTAL	109,567-	48,978-	222,140-	92,138-	252,817-	
***** 13 OUTDOOR RECREATION PROGRAM	4,643-	3,328-	10,536-	7,297-	11,161-	
***** 18 COMMUNITY PROGRAM		1,341-		4,105-		
* YOUTH PROGRAM 1034	6,098-	1,772-	20,869-	5,435-	10,527-	
* YOUTH PROGRAM YELLOW WATER 1034	5,442-	2,796-	10,274-	7,727-	2,275-	
***** 20 YOUTH PROGRAM	11,540-	4,568-	31,143-	13,162-	12,802-	
* YOUTH PROGRAM 1034	6,757-	1,165-	6,757-	1,848-	13,490-	
* YOUTH PROGRAM YELLOW WATER 1034					5,666-	
***** 21 SCHOOL AGE CARE	6,757-	1,165-	6,757-	1,848-	19,156-	
***** 22 CHILD DEVELOPMENT PROGRAM	11,135-		18,967-	2,984-	14,125-	
***** 23 FAMILY CHILD CARE	2,898-	21,651-	5,994-	41,699-	3,261-	
***** 32 AUTO SKILLS PROGRAM	7,172-	6,265-	14,333-	6,562-	14,577-	
***** 49 ARTS CRAFTS HOBBIES		138-		307-		
***** 55 ITT PROGRAM	10,502-	5,445-	21,538-	8,782-	17,161-	
***** 60 AQUATICS RECREATION PROGRAM	8,627-		18,136-		20,992-	
***** 64 EXTRAMURAL SPORTS		1,517-		3,181-		
***** 67 UNIT ALLOCATIONS		22,346-		22,346-		

Notice the folder icons along the left side of the report. For this demonstration, click the Expand folder next to the line labeled **"***** 00 GENERAL FUND G&A**".

The folders have expanded and provide a detail of the Cost Centers that make up the total.



USA APF Offset Report

Activity	LABOR	NON LABOR	LABOR	NON LABOR	LABOR	NON L
84 GENERAL FUND G/A 1034	4,485-	10,384-	9,304-	24,173-	15,836-	
85 GENERAL FUND DIRECT 1034	7,135-	14-	14,464-	1,763-	13,598-	
86 GENERAL FUND ACCOUNTING1034	4,409-		9,067-	75-	4,444-	
87 GENERAL FUND PERSONNEL 1034	6,839-	1,161-	13,795-	1,691-	12,958-	
88 GENERAL FUND PROCUREMENT 1034	8,905-	134-	15,745-	134-	15,566-	
89 GENERAL FUND MARKETING 1034	11,947-	11,050-	22,265-	12,750-	17,924-	
90 GENERAL FUND MAINTENANCE 1034	1,304-	7,925-	2,607-	16,368-	44,646-	
823 GENERAL FUND ADP 1034	2,844-	453-	5,586-	1,901-	5,086-	
964 GENERAL FUND REGIONAL DIRECTOR 1034	8,256-	2,159-	20,425-	5,443-	15,150-	
***** 00 GENERAL FUND G&A	56,123-	33,279-	113,259-	64,298-	145,209-	
102 PICNIC/PARK G/A 1034		317-		348-	3,894-	
103 PICNIC/PARK PROGRAM 1034				400-	2,036-	
***** 08 PICNIC/PARK		317-		748-	5,930-	
***** 17 SINGLE SAILOR PROGRAM	8,840-	7,822-	18,172-	12,106-	16,219-	
***** 61 FITNESS CONDITIONING	14,389-	2,332-	29,064-	5,084-	24,099-	
***** 62 FITNESS CENTER	13,981-	3,334-	28,087-	4,944-	29,340-	
***** 63 INTRAMURAL SPORTS	5,360-	1,895-	11,153-	4,958-	10,752-	
***** 94 REGIONAL SUPPORT OFFICE	10,874-		22,405-		21,269-	
****** CATEGORY A TOTAL	109,567-	48,978-	222,140-	92,138-	252,817-	
***** 13 OUTDOOR RECREATION PROGRAM	4,643-	3,328-	10,536-	7,297-	11,161-	
***** 18 COMMUNITY PROGRAM		1,341-		4,105-		
* YOUTH PROGRAM 1034	6,098-	1,772-	20,869-	5,435-	10,527-	
* YOUTH PROGRAM YELLOW WATER 1034	5,442-	2,796-	10,274-	7,727-	2,275-	
***** 20 YOUTH PROGRAM	11,540-	4,568-	31,143-	13,162-	12,802-	
* YOUTH PROGRAM 1034	6,757-	1,165-	6,757-	1,848-	13,490-	
* YOUTH PROGRAM YELLOW WATER 1034					5,666-	
***** 21 SCHOOL AGE CARE	6,757-	1,165-	6,757-	1,848-	19,156-	
***** 22 CHILD DEVELOPMENT PROGRAM	11,135-		18,967-	2,984-	14,125-	
***** 23 FAMILY CHILD CARE	2,898-	21,651-	5,994-	41,699-	3,261-	
***** 32 AUTO SKILLS PROGRAM	7,172-	6,265-	14,333-	6,562-	14,577-	
***** 49 ARTS CRAFTS HOBBIES		138-		307-		
***** 55 ITT PROGRAM	10,502-	5,445-	21,538-	8,782-	17,161-	

Further drill down is available by double clicking on the specific dollar amount within a column (e.g., the 11,050.23 in the Non Labor column next to the Cost Center labeled '**90 GENERAL FUND MAINTENANCE 1034**)

List Edit Goto Settings Extras Environment System Help

Display Actual Cost Line Items for Cost Centers

Document Master record

Co...	Cst elemnt	CElem.name	DocTyp	Postg date	ValueCOCur	Cost ctr	Int. order	Doc. date
1...	750000	USA APF MINOR PROP	SA	11/30/2002	1,999.99-	89		11/30/2002
1034	752000	USA APF SUPPLIES	SA	11/30/2002	414.94-			11/30/2002
1034	754000	USA APF MAINTENANCE	SA	11/30/2002	2,761.68-			11/30/2002
1034	755000	USA APF OTHER OPS	SA	11/30/2002	5,860.14-			11/30/2002
1034	757000	USA APF COMMUNICAT	SA	11/30/2002	13.48-			11/30/2002
					11,050.23-			

By double clicking on the line item **1,999.99**, you will drill down further to the actual source document.

Document Edit Goto Settings Extras Environment System Help

Document Overview

Choose Save Tax data

Doc.type : SA (General JV) Normal document
Doc. number 1000003876 Company code 1034 Fiscal year 2003
Doc. date 11/30/2002 Posting date 11/30/2002 Period 02
Ref.doc. CAT A REIMB
Doc.currency USD
Doc.head.text NOVENBER 2002

Itm	PK	S	Account	Account short text	Cost ctr	Order	Assignment	Amount	Text
1	01		10785	DFAS - OPLOC (USA)			CAT B REIMB	148,129.95	11-2002
2	50		751000	USA APF LABOR COST	84		CAT A REIMB	4,484.79-	11-2002
3	50		751000	USA APF LABOR COST	85		CAT A REIMB	7,135.41-	11-2002
4	50		751000	USA APF LABOR COST	86		CAT A REIMB	4,408.51-	11-2002
5	50		751000	USA APF LABOR COST	87		CAT A REIMB	6,838.65-	11-2002
6	50		751000	USA APF LABOR COST	88		CAT A REIMB	8,905.05-	11-2002
7	50		751000	USA APF LABOR COST	89		CAT A REIMB	11,946.63-	11-2002
8	50		751000	USA APF LABOR COST	90		CAT A REIMB	1,303.56-	11-2002
9	50		751000	USA APF LABOR COST	822		CAT A REIMB	10,873.76-	11-2002
10	50		751000	USA APF LABOR COST	823		CAT A REIMB	2,843.87-	11-2002
11	50		751000	USA APF LABOR COST	158		CAT A REIMB	14,388.75-	11-2002
12	50		751000	USA APF LABOR COST	160		CAT A REIMB	5,360.25-	11-2002
13	50		751000	USA APF LABOR COST	76		CAT A REIMB	13,981.43-	11-2002
14	50		751000	USA APF LABOR COST	109		CAT A REIMB	8,839.86-	11-2002
15	50		757000	USA APF COMMUNICAT	84		CAT A REIMB	1,850.15-	11-2002
16	50		752000	USA APF SUPPLIES	84		CAT A REIMB	7,487.44-	11-2002
17	50		755000	USA APF OTHER OPS	84		CAT A REIMB	569.93-	11-2002
18	50		754000	USA APF MAINTENANCE	84		CAT A REIMB	476.35-	11-2002
19	50		757000	USA APF COMMUNICAT	85		CAT A REIMB	13.80-	11-2002
20	50		752000	USA APF SUPPLIES	87		CAT A REIMB	923.05-	11-2002
21	50		755000	USA APF OTHER OPS	87		CAT A REIMB	154.35-	11-2002
22	50		757000	USA APF COMMUNICAT	87		CAT A REIMB	83.68-	11-2002
23	50		754000	USA APF MAINTENANCE	88		CAT A REIMB	133.50-	11-2002
24	50		750000	USA APF MINOR PROP	89		CAT A REIMB	1,999.99-	11-2002

As you can see, the source document was a General Journal Voucher, dated 01/31/2000 and the entry we have drilled down from is detailed on line 11.

Other reports can be accessed and executed from this same report tree using menu path:

Menu path: **ACCOUNTING > CONTROLLING > COST CENTER ACCOUNTING > INFORMATION SYSTEM > REPORT SELECTION**

NOTE: The key to using the report functions within the SAP AIMS system is to try them out. Only **you** can determine the data needed to perform your job. Run all the reports using different options and selection criteria to learn whether they turned out the way you expected. By seeing the final results, you can then make a choice as to which reports you wish to see on a regular basis.

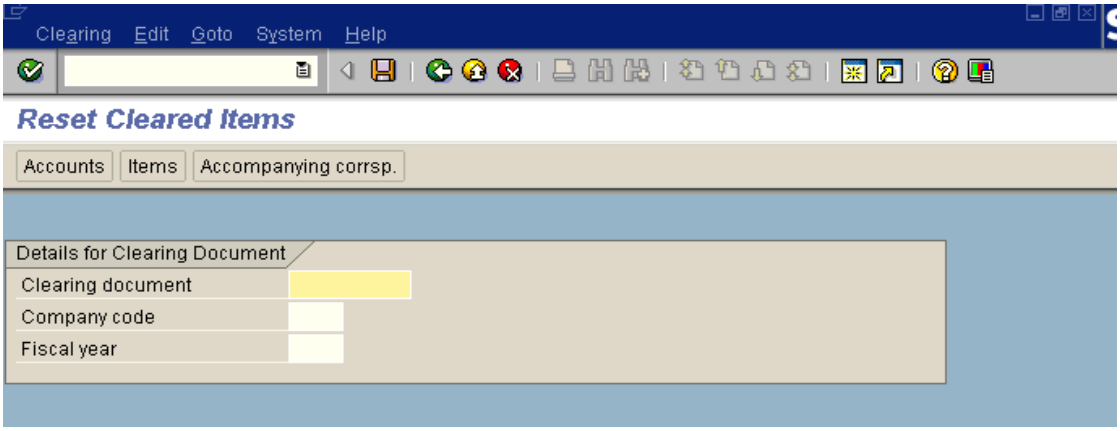
Resetting Cleared Items

This transaction is used when it is determined that an error has been made after a customer account has been cleared. **If it is determined that you have cleared items incorrectly or matched items incorrectly, you may need to "reset" the clearing process you just completed above.** In effect, this transaction "breaks" the clearing and results in all the items for being reset as "open". At that time, the correction can be made and items manually cleared again if necessary.

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS RECEIVABLE > DOCUMENT > RESET CLEARED ITEMS**

Transaction Code: **FBRA**

Only cleared posted documents can be reset and cleared.



Initial Screen:

Enter the following data:

Clearing Document:	Enter Document number to be cleared
Company Code:	Enter Company code
Fiscal Year:	Enter Fiscal Year

To review the items to be reset, click on "Items"

If you are sure you want to reset the cleared items, click on the green back arrow button
To review the accounts affected (customer accounts), click on "Accounts"

Press the Enter key or click the green checkmark icon to continue.

Click on the SAVE Button to reset clearing

The Document' s clearing reset has been reset.