

Job Aids

- General Ledger
 - Accounting Document

1. Document History

Version	Date	Modifications
V1.0	December 13, 2013	
V2.0	September 19, 2023	

2. Processes and Transactions

– Accounting Documents

– Post with Reference	F-01
– Recurring Documents	FBD1
– Execute Recurring Documents	F.14
– Deferral Document	FBS1
– Execute Deferral Document	F.81

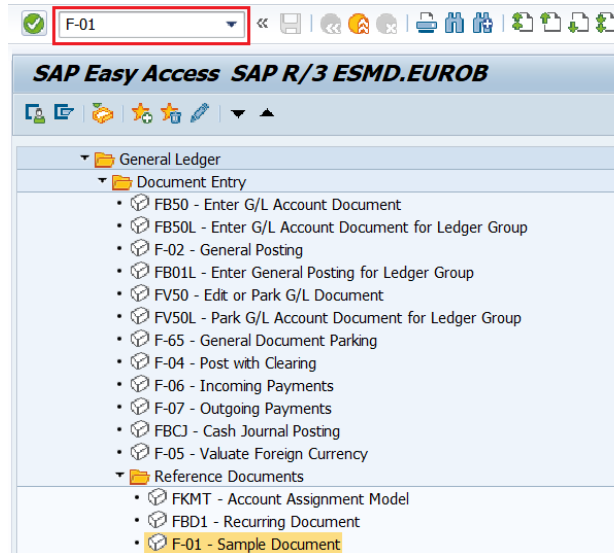
3. Roles

- GL Analyst
- GL Manager Area

4. Execution in SAP

- 4.1. To perform the **Post with Reference** transaction in SAP, type the transaction code in the transaction box in a new SAP session, and press enter. The transaction will be used for posting any document manually in the system.

Transaction code: **F-01**



- The first screen in the transaction is a header data where the user will be able to set some criteria in order to create a document with reference:

Enter Sample Document: Header Data

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

Document Date	18.09.2023	Type	AB	Company Code	<input checked="" type="checkbox"/>
Posting Date	18.09.2023	Period		Currency/Rate	<input checked="" type="checkbox"/>
Document Number				Translatn Date	
Reference					
Doc.Header Text					
Trading Part.BA					

First line item

PstKy	<input type="checkbox"/>	Account		SQL Ind	<input type="checkbox"/>	TType	
-------	--------------------------	---------	--	---------	--------------------------	-------	--

The fields of the picture are detailed in the table below:

<i>Field</i>	<i>Brief Explanation</i>
Document Date	Mandatory. Reference to the invoice date (i.e. ddmmyy)
Type	Mandatory. Equivalent to the accounting books, and used to post a type of entry. It also determines the operation that belongs to each FI document. By default the system will preselect AB type. Nevertheless it could be modified by clicking the white sheet (e.g. AB – Accounting Document)
Company Code	Mandatory. Reference to the FI company code where the document must be posted (e.g. ES09)
Posting Date	Mandatory. Reference to the date when the document is entered in Financial Accounting or Controlling (i.e. ddmmyy)
Period	Reference to the accounting interval. (e.g.11) A maximum of 16 periods can be updated.
Reference	Optional. Brief text description in order to identify a document account.
Doc. Header. Text	Optional. It is a header long text that will identify the recurring journal.
Posting Key	Mandatory. It is a SAP code that will determine if the account will appear in the credit or the debit side and which class of operation will be posted. Specific transactions will automatically choose the correct posting key. User will only have to deal with posting keys when using SAP for manual transactions. It is not possible to use negative accounting; each position will be posted with its corresponding posting key to Debit or Credit Side.
Account	Mandatory. G/L account on which the document will be posted. It will be possible to apply Vendor, Customer or Fixed Asset accounts depending on the posting key used.
Special G/L Indicator	SGL Ind: Optional. Defines an operation in a Special General Ledger account. The SGL key allows to post against third parties using accounts which are different with the ones the vendor/customer has in his master data. It will be used exclusively for all the accounts that have been created as associates. No direct posting will be allowed.
Transaction Type	TType: Optional. Identify individual business transactions. It has to be entered for each transaction that affects assets and is assigned to a transaction type group. (e.g. 200 – Retirement without revenue)

- It will be introduced the data line by line, equally similar as when posting a document (transaction FB01).
- Once the information is introduced and by clicking the Simulation button, the document will display an overview.

Enter Sample Document Display Overview

Display currency
 Account Model
 G/L item fast entry
 Taxes

Document Date	18.09.2023	Type	AB	Company Code	ES10
Posting Date	18.09.2023	Period	9	Currency	EUR
Document Number	INTERNAL	Fiscal Year	2023	Translatn Date	18.09.2023
Reference					
Doc.Header Text				Trading Part.BA	
Inv. recpt date				Tax Report Date	

Items in document currency

PK	BusA	Acct		EUR	Amount	Tax amnt
001	40	0002 0060100000	FOOD		120,00	
002	50	0002 0057202501	BANCO SABADELL BA 1		120,00-	

D 120,00 C 120,00 0,00 * 2 Line items

- Click Diskette to post the document. The following message will appear:

Document 9200000003 was stored in company code ES10



The saving of the document does not imply an accounting register in the company code. It has been only stored in the system a “document type” but no postings in the system have taken place.

It will be possible to delete this document types. Please refer to “Recurring Documents”

- Introduce transaction code: FBM2 to modify a Document type template and follow the same procedure as Change Document (transaction FB02). Please refer to “Job Aids GL_03 GL Documents Management”

Change Sample Document: Initial Screen

Document List
 First Item
 Editing Options

Keys for Entry View

Document Number	600000105
Company Code	ES10
Fiscal Year	2023

- Introduce transaction code: FBM3 to display a Document type template and follow the same procedure as Display Document (transaction FB03). Please refer to “Job Aids GL_03 GL Documents Management”

Display Sample Document: Initial Screen

Document List | First Item | Editing Options

Keys for Entry View

Document Number	600000105
Company Code	ES10
Fiscal Year	2023

- In conclusion, Post with Reference is the quick method to fulfill document information.

By clicking **Post with reference** button when posting a document (for example in transaction FB01), the system will auto populate the fields according to the reference document; i.e., another FI document that has already been posted.

Post Document: Header Data

Held document | Acct model | Fast Data Entry | **Post with reference** | Editing Options

Introduce the Document Number, the Company Code and the Fiscal Year due to display the data previously saved in the document type:

Post Document: Header Data

Reference

Document Number	600000160
Company Code	ES01
Fiscal Year	2023

Flow control

- ☐ Generate reverse posting
- ☐ Enter G/L account items
- ☐ Do not propose amounts
- ☐ Recalculate days and percentages
- ☐ Display line items
- ☐ Copy texts
- ☐ Transfer functional area
- ☐ Recalculate Local Currency Amounts
- ☐ Copy Segment and Partner Segment

The fields of the screen are detailed in the table below:

<i>Indicators</i>	<i>Brief Explanation</i>
Generate reverse posting	Commonly used. The original posting key is replaced by the reverse posting key for all line items. The reverse posting key is stored in the system for each posting key. As a result, the allocation to the debit or credit side of the corresponding account changes for all line items.
Enter G/L account items	The document which is used as a reference is only allowed to contain G/L account line items. When copying the document, the line items are then transferred to the fast entry screen for G/L accounts, so that several line items can be processed on one screen.
Do not propose amounts	Commonly used. It will show G/L account with the same detail. Nevertheless, the field "Amount" will be left in blank for all the entries.
Recalculate days and percentages	The days and percentages for the payment terms are not taken from the reference document; instead they should be recalculated. This method involves taking the terms of payment key from the master record of the customer or vendor in question and recalculating the days and percentages as well as the baseline date for payment on the basis of this key.
Display line items	Commonly used. The copied line items are displayed individually. Use this procedure if the default values must be changed. Otherwise, all line items are copied without being displayed. After the copying procedure, an overview of the copied line items is displayed.
Copy texts	Commonly used. Indicates that any long texts in the reference document are copied to the new document
Transfer functional area	This has the effect that the functional area of the reference document is copied to the new document. This transfer can be used if the functional area was entered manually in the reference document and cannot be derived by cost of sales accounting substitution. Generally, the functional area should be derived by cost of sales accounting substitution (default).
Copy Segment and Partner Segment	This indicator transfers the segment/partner segment of the reference document into the new document. Transfer is only recommended if the segment or partner was entered manually in the reference document and cannot be derived. As a general rule, the fields should be derived again (default).

By clicking the tick, it will be displayed an overview of the document lines. Please note is the same document as page 4.

Enter Sample Document Display Overview

Display currency
 Account Model
 G/L item fast entry
 Taxes

Document Date: 18.09.2023 Type: AB Company Code: ES10
 Posting Date: 18.09.2023 Period: 9 Currency: EUR
 Document Number: INTERNAL Fiscal Year: 2023 Translatn Date: 18.09.2023
 Reference:
 Doc.Header Text: Trading Part.BA:
 Inv. recpt date: Tax Report Date:

Items in document currency

PK	BusA	Acct		EUR	Amount	Tax amnt
001	40	0002 0060100000	FOOD		120,00	
002	50	0002 0057202501	BANCO SABADELL BA 1		120,00-	

D 120,00 C 120,00 0,00 * 2 Line items

- Click Diskette to post the document. The following message will appear:

Document 8000000146 was posted in company code ES10

- 4.2.** To perform the **Recurring Documents** transaction in SAP, type the corresponding transaction code in the transaction box in a new SAP session, and press enter. The transaction will be used for posting any recurring entry manually in the system.

These documents register accounting operations that are repeated on regular basis and used for posting the same journal into the system (same posting keys, accounts and amounts).

Scheduled to run on certain date or periodically for the certain period of time.

The posting of a recurring document will follow two steps:

1. Accounting entry creation (transaction code: FBD1)
2. Accounting document registration (transaction code: F.14)

1. Transaction code: **FBD1**

The screenshot shows the SAP Easy Access menu. At the top, there is a search bar containing 'FBD1'. Below the search bar, the menu structure is displayed. The 'Document Entry' folder is expanded, showing a list of transactions. The 'FBD1 - Recurring Document' transaction is highlighted in yellow. The menu also shows 'Reference Documents' with 'FKMT - Account Assignment Model' and 'F-01 - Sample Document' listed below it.

- The first screen in the transaction is entering creating the header data where the user will be able to set some criteria in order to create a recurring document:

The screenshot shows the 'Enter Recurring Entry: Header Data' screen. The screen is divided into several sections. The top section contains the title 'Enter Recurring Entry: Header Data' and three icons: 'G/L item fast entry', 'Account Assignment Model', and 'Post with Reference'. Below this, the 'Company Code' is set to 'ES10'. The 'Recurring entry run' section contains fields for 'First run on' (01.09.2023), 'Last run on' (01.08.2024), 'Interval in months' (01), 'Run date', and 'Run schedule'. There are also checkboxes for 'Transfer amounts in local currency', 'Transfer tax amounts in local currency', and 'Copy texts'. The 'Document header information' section contains fields for 'Document Type' (SA), 'Currency/Rate' (EUR), 'Reference', 'Translatn Date' (19.09.2023), 'Document Header Text', and 'Trading Part.BA'. The 'First line item' section contains fields for 'PstKy', 'Account', 'SGL Ind', and 'TType'.

The fields of the “Recurring entry run” are detailed in the table below:

<i>Field</i>	<i>Brief Explanation</i>
Company Code	Mandatory (e.g.ES10)
First run on	Mandatory. Date from which the first recurring entry is to be carried out (i.e dd.mm.yy)
Last run on	Mandatory. Date up until which the final recurring entry is to be carried out (i.e dd.mm.yy)
Interval in months	Mandatory. Posting periodicity (e.g. monthly, quarterly, etc.)
Run date	To not be completed. If you do not specify a day, then the calendar day which you entered in the "First run on" field is used.
Run schedule	To not be completed

The fields of the “Document header information” and “Line items” will be completed as a normal document.

<i>Field</i>	<i>Brief Explanation</i>
Type	Mandatory. Equivalent to the accounting books, and used to post a type of entry. It also determines the operation that belongs to each FI document (e.g. AM - Asset Manual)
Currency/Rate	Mandatory (e.g. EUR)
Reference	Optional. Brief text description in order to identify a document account.
Translation Date	For determining the exchange rate which is to be used for translation. The exchange rates are stored in the system. It is not needed to enter a date unless the date in question is not the same as the document entry date.
Doc. Header. Text	Optional. By double clicking, it will reply the “reference” text. It is a header long text that will identify the recurring journal.
Trading Past BA	Identifies the business area of a business partner

- Once all the data is completed, it will be displayed an overview of the whole document:

Enter Recurring Entry Display Overview

Display currency Account Model G/L item fast entry Taxes

Document Date	19.09.2023	Type	SA	Company Code	ES10
Posting Date	19.09.2023	Period	9	Currency	EUR
Document Number	INTERNAL	Fiscal Year	2023	Translatn Date	19.09.2023
Reference					
Doc.Header Text				Trading Part.BA	
Inv. rcpt date				Tax Report Date	

Items in document currency

PK	BusA	Acct		EUR	Amount	Tax amnt
001	40	0002 0062205000	REP - OTHER INSTALL		1.000,00	
002	50	0002 0040091000	ACCRUED EXPENSES		1.000,00-	

D 1.000,00 C 1.000,00 0,00 * 2 Line items

- Click Diskette to post the document. The following message will appear:

Document 9100000000 was stored in company code ES10



The document has not been saved in the legal accounting of the company code. It has only been registered in the list of recurring documents of the company.

Keys for Entry View	
Document Number	9100000000
Company Code	ES10
Fiscal Year	2023

❗ Document 9100000000 ES10 does not exist in fiscal year 2023

2. Transaction code: **F.14**




✓ f.14

SAP Easy Access SAP R/3 ESMD.EUROB

- ▼ SAP Menu
 - ▶ Office
 - ▶ Cross-Application Components
 - ▶ Logistics
 - ▼ Accounting
 - ▼ Financial Accounting
 - ▼ General Ledger
 - ▶ Document Entry
 - ▶ Document
 - ▶ Account
 - ▶ Master Records
 - ▶ Statistical Key Figures
 - ▼ Periodic Processing
 - SCMA - Schedule Manager
 - ▶ Interest Calculation
 - ▶ Automatic Clearing
 - ▶ Print Correspondence
 - ▼ Recurring Entries
 - F.14 - Execute

Within the first screen displayed, after double click in the transaction, the user will be able to select the criteria in order to create a posting document from recurring documents:

Create Posting Documents from Recurring Documents

Execute (F8)

Company Code to

Document Number to

Fiscal Year to

General Selections

Document Type to

Posting Date to

Entry Date to


Reference Number to

Reference Transaction to

Reference Key to

Logical System to

Further Selections

Settlement period  to

Run schedule to

User to

Output Control

Batch input session name


User name


Blocking date for BI session

☐ Hold processed session

The fields of the screen are detailed in the table below:

<i>Fields</i>	<i>Brief Explanation</i>
Company Code	Mandatory (e.g.ES10)
Document Number	Mandatory (e.g. 9100000000)
Fiscal Year	Mandatory (e.g. 2023)
Settlement period	Mandatory. The accounting date of the accounting entry registration. If the posting is the first one it would be establish the date that was settled in the 1st execution. For further periods it would only be necessary to change the period and the fiscal year.
Output Control	By default the system will show the user name

- Click Diskette  to post the document. The following message will appear:

 Session SAPF120 was created

- For batch input posting, type the transaction code in the transaction box in a new SAP session, and press enter.

Transaction code: **SM35**


Batch Input: Session Overview

Analysis Process Statistics Log Recording

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


New Incorrect Processed In Process In Background Being Created Locked

Session name	Sta...	Created By	Date	Time	Creation Program	Lock Date	Authorizat.	Trans.	✓	✗	Screens	D..
SAPF120		XACCSC000057	19.09.2023	11:12:39	SAPF120		XACCSC000057	1	0	0	5	✓ 2
REB_C_MNBAR	✗	E00000023975	19.09.2023	10:51:43	/CCSHT/FC_FOLI..		E00000023975	1	1	0	3	✗ 2
REB_C_MNBAR	✗	E00000023975	19.09.2023	10:48:00	/CCSHT/FC_FOLI..		E00000023975	1	1	0	3	✗ 2
REB_C_MNBAR	✗	E00000023975	19.09.2023	10:47:38	/CCSHT/FC_FOLI..		E00000023975	1	1	0	3	✗ 2
REB_C_MNBAR	✗	E00000023975	19.09.2023	10:44:33	/CCSHT/FC_FOLI..		E00000023975	1	1	0	4	✗ 2
REB_C_MNBAR	✗	E00000023975	19.09.2023	10:42:24	/CCSHT/BAL_PLA..		E00000023975	1	1	0	3	✗ 2

- Select the data session and click  **Process**
- It will be displayed the process session where “Processing Mode” and “Additional Functions” could be indicated.

Process Session SAPF120

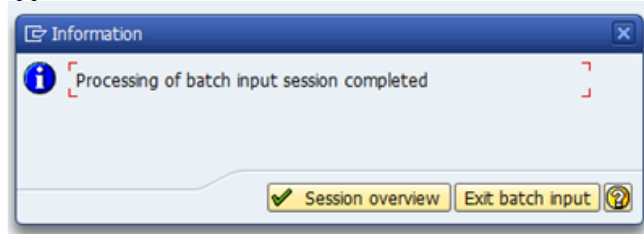
Processing Mode	Additional Functions
<input type="radio"/> Process/foreground <input type="radio"/> Display errors only <input checked="" type="radio"/> Background Target host <input type="text"/>	<input type="checkbox"/> Extended log <input type="checkbox"/> Expert mode <input checked="" type="checkbox"/> Dynpro standard size <input type="checkbox"/> Cancel if Log Error Occurs <input type="checkbox"/> Simulate Background Mode

Process 

The indicators of the screen are detailed in the table below:

Indicators	Brief Explanation
Extended log	Extended log for batch input processing
Expert Mode	Only works in interactive batch input
Dynpro standard size	The interactive batch input generally only runs with screens that are present in their standard characteristics. Increasing or decreasing the size of the screen, either before or during processing, can cause errors.
Cancel if Log Error Occurs	The system stopped processing the batch input session after the current transaction caused an error

- When indicators are selected (or not), click **Process** and the first screen of the accounting document will be displayed.
- It must be checked that every header data and all the accounting positions are correctly introduced. In this step, modifications could be done.
- By clicking “Enter” in each screen the operations will be confirmed until a confirmation message appears:



- The accounting document will be registered in the company code with the same data as the recurring document created in transaction FBD1
- We can see the recurrent documents created in transaction is FBD3

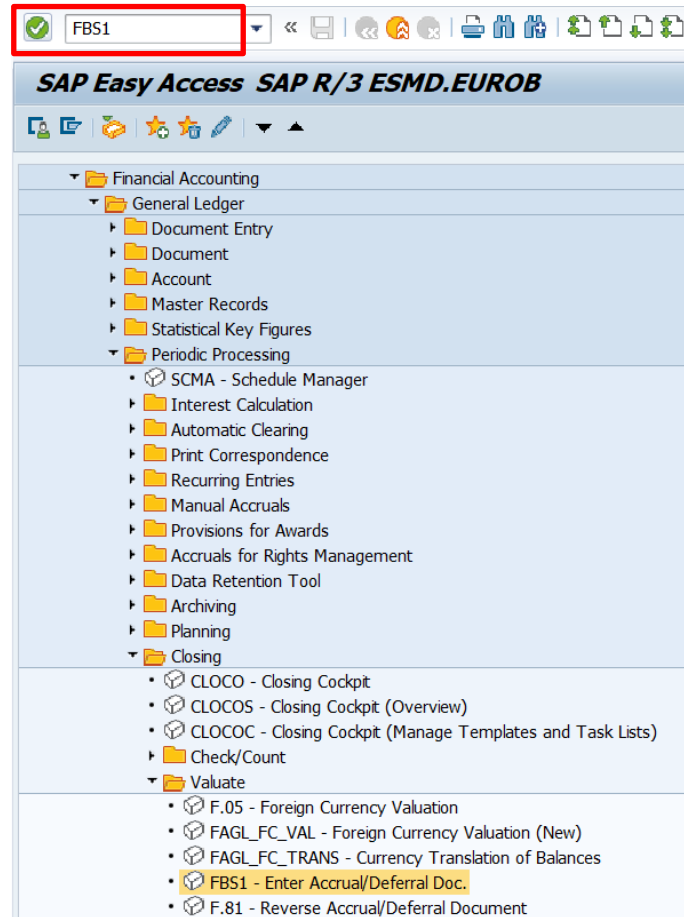
Display Recurring Document: Initial Screen

Document List First Item Editing Options

Keys for Entry View	
Document Number	9100000000
Company Code	ES10
Fiscal Year	2023

- 4.3.** To perform the **Deferral Document** transaction in SAP, type the transaction code in the transaction box in a new SAP session, and press enter:
It will create an entry in one period that is to be reversed in a future period

Transaction code: **FBS1**



Within the first screen displayed, after double click in the transaction, the user will be able to fulfill the document in order to create a deferral document:

Enter Accrual/Deferral Doc.: Header Data

Account Model G/L item fast entry ☐ Post with Reference Processing Options

Document Date	30.09.2023	Type	SA	Company Code	ES10
Posting Date	30.09.2023	Period	9	Currency/Rate	EUR
Document Number		Ledger Grp		Translatn Date	
Reference				Cross-CC no.	
Doc.Header Text					
Trading Part.BA					

Inverse Posting



Reversal Reason	01
Reversal date	30.09.2023

The fields of the picture are detailed in the table below:

Field	Brief Explanation
Document Date	Mandatory. Reference to the invoice date (i.e. ddmmyy)
Type	Mandatory. Equivalent to the accounting books, and used to post a type of entry. It also determines the operation that belongs to each FI document (e.g. AM - Asset Manual)
Company Code	Mandatory. Reference to the FI company code where the document must be posted (e.g. ES10)
Posting Date	Reference to the date when the document is entered in Financial Accounting or Controlling (i.e. ddmmyy)
Period	Reference to the accounting interval. (e.g.11) A maximum of 16 periods can be updated.
Currency/Rate	Mandatory (e.g. EUR)
Reference	Optional. Brief text description in order to identify a document account.
Doc. Header. Text	Optional. By double clicking, it will reply the “reference” text. It is a header long text that will identify the recurring journal.
Trading Partner Business Area	Identifies the business area of a business partner
Posting Key	Mandatory. It is a SAP code that will determine if the account will appear in the credit or the debit side and which class of operation will be posted. Specific transactions will automatically choose the correct posting key. User will only have to deal with posting keys when using SAP for manual transactions.

	It is not possible to use negative accounting; each position will be posted with its corresponding posting key to Debit or Credit Side.
Account	Mandatory. G/L account on which the document will be posted. It will be possible to apply Vendor, Customer or Fixed Asset accounts depending on the posting key used.
Special G/L Indicator	SGL Ind: Optional. Defines an operation in a Special General Ledger account. The SGL key allows to post against third parties using accounts which are different with the ones the vendor/customer has in his master data. It will be used exclusively for all the accounts that have been created as associates. No direct posting will be allowed.
Transaction Type	TType: Optional. Identify individual business transactions. It has to be entered for each transaction that affects assets and is assigned to a transaction type group. (e.g. 200 – Retirement without revenue)

The unique difference with a normal posting document (transaction code FB01) is the compulsory block “Inverse Posting”

- ▶ In the Reversal reason field that will be mandatory, it is informed the period: current or closed. Ordinarily, a reversing document will be posted in the same period as the original document. If the period is not open, the user should overwrite the posting date with a date in an open period.
 - Reason “01” indicates documents to be reversed belonging to current period
 - Reason “02” indicates documents to be reversed belonging to closed period
- ▶ In the Reversal Date it is informed the date on which the reverse posting is to be made.
- Introduce all the Line Items necessary.
- Click Simulation Icon  due to display document overview and correct it if necessary.
- Click Diskette  to post the document

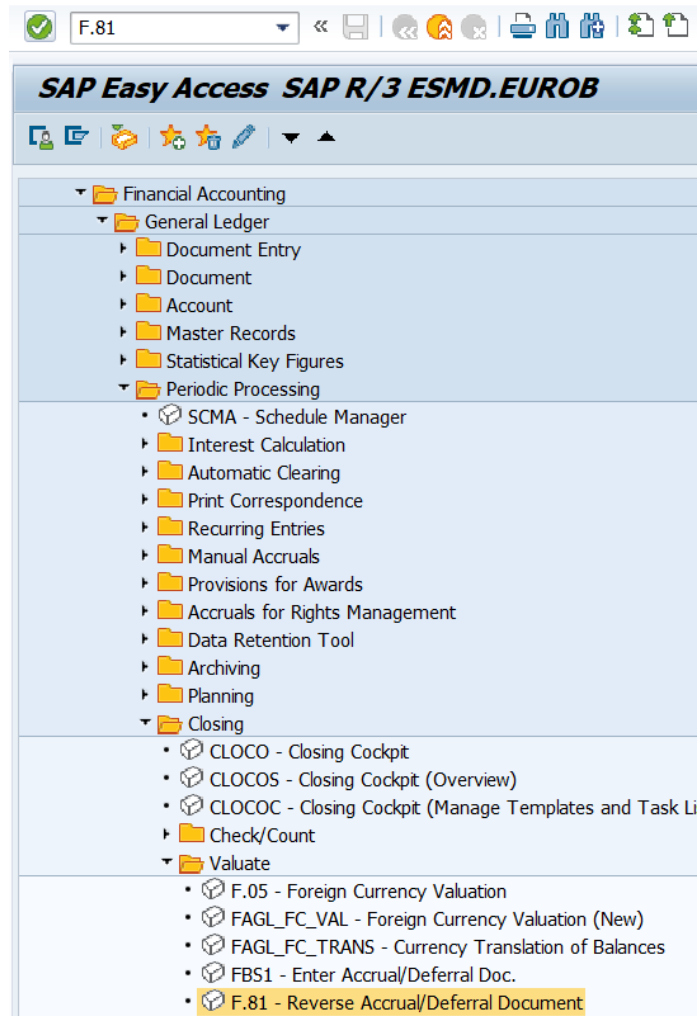


It will only be posted the initial document, never the reversal.

For document reversal deferral document, transaction code F.81 will be used.

- 4.4. To perform the **Execute Deferral Document** transaction in SAP, type the transaction code in the transaction box in a new SAP session, and press enter:

Transaction code: **F.81**



Within the first screen displayed, after double click in the transaction, the user will be able to establish the criteria in order to find and reverse a deferral document:

Reverse Accrual/Deferral Documents

Company Code: ES10 to []

Document Number: 100000325 to []

Fiscal Year: 2023 to []

Document Type: [] to []

Ledger Group: [] to []

General selections

Posting Date: [] to []

Entry Date: [] to []

Reference: [] to []

Further Selections

Reverse posting date: 31.10.2023 to []

User name: [] to []

Reverse posting details

Posting Period: []

Reversal Reason: []

☒ Test Run

Cross-company code transactions

☒ Do not process

☐ Process

☐ Relevant docs if possible

☐ Only reverse completely

The fields of the picture are detailed in the table below:

Field	Brief Explanation
Company Code	Mandatory. (e.g. ES10)
Document Number	Mandatory. If the document number is unknown, the fields could be left in blank. Therefore, when executing, the system will display all the documents that could be reversed.
Fiscal Year	Mandatory (e.g. 2023)
Type	Mandatory. Equivalent to the accounting books, and used to post a type of entry. It also determines the operation that belongs to each FI document (e.g. AM - Asset Manual)
Posting Date	Reference to the date when the document is entered in Financial Accounting or Controlling (i.e. ddmmyy)
Entry Date	
Reference	Optional. Brief text description in order to identify a document account.
Posting Period	Reference to the accounting interval. (e.g.11) A maximum of 16 periods can be updated.
Reversal Reason	–01: documents to be reversed belonging to current period –02: documents to be reversed belonging to closed period
Test Run	The system only generates a log. Data is neither updated nor changed in the database .If Test run is not activated, the system updates data in the database (real run)

Due to the block “Cross-company code transactions” one of four criteria could be selected in order to control how documents from cross-company code transactions are to be processed:

<i>Indicator</i>	<i>Brief Explanation</i>
Do not process	By default the system will preselect it together with the “Test Run”.
Process	When doing real run, select this indicator
Relevant does if possible	Caution: A cross-company code transaction is only partially reversed if only some of its documents have been selected
Only reverse completely	If only some of the documents from the transaction have been selected, the remaining documents are automatically read

- Click Execute  to reverse the document and a confirming message will appear.