

Financial Accounting Training program

Training program

• Day 1	• Day 2	• Day 3
<ul style="list-style-type: none">• General introduction• Process recap• SAP main structures• FI and CO structures• General ledger	<ul style="list-style-type: none">• General ledger cont.• Accounts payable• Accounts receivable• Credit control	<ul style="list-style-type: none">• Cash management• Processing external payments• Processing IG payments (In-house cash)• Using electronic bank statement

INTERNAL USE ONLY

1 11 2004

Introduction

1. General introduction
2. Process recap
3. SAP main structures
4. Integration
5. General ledger
6. Accounts Payable
7. Accounts Receivable
8. Cash management
9. Period end postings

INTERNAL USE ONLY

1 11 2004

Introduction

This training will cover the following areas:

- General ledger
- Accounts payable
- Accounts receivable
- Cash management
- Each section includes information of its master data, postings and reports. In this training we will also discuss the FI/CO integration with other modules and controlling cost objects.

The last update of this can be found from Kronodoc with document number:
DAAB042387

INTERNAL USE ONLY

Introduction

1. General introduction
2. Process recap
3. SAP main structures
4. Integration
5. General ledger
6. Accounts Payable
7. Accounts Receivable
8. Cash management
9. Period end postings

INTERNAL USE ONLY

1 11 2004

Process re-cap

- Key process 15 consists of:
- 15a Financial management and accounting

The purpose of key process 15a is to :

- Comply with legal requirements and get the financials accounts certified
- Enable the corporation, the shareholders and the management to produce and monitor business plans with relevant, true and fair financial information

The purpose of key process Business control (15b) is to make and develop financial analysis of business performance and accurate and relevant budgets and forecasts as well as support business decision-making and propose actions according to set targets.

Introduction

1. General introduction
2. Process recap
3. SAP main structures
4. Integration
5. General ledger
6. Accounts Payable
7. Accounts Receivable
8. Cash management
9. Period end postings

INTERNAL USE ONLY

1 11 2004

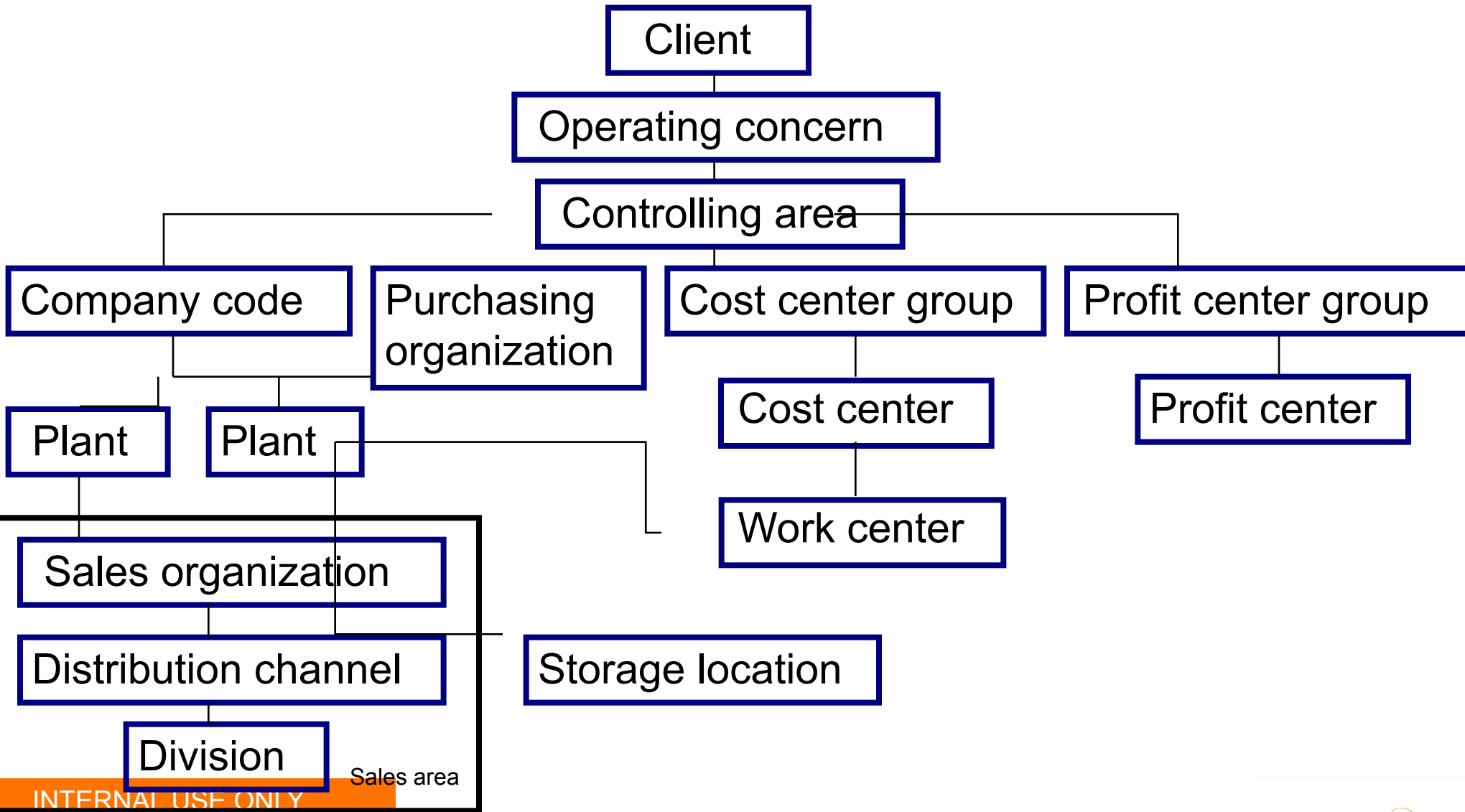
Overview of Financial accounting in SAP

In Financial accounting you generate financial reports like the balance sheet and the profit and loss statement. This is external reporting which must meet certain standards and conform with legal requirements.

Financial accounting (FI) includes: G/L accounting, Accounts payable, Accounts receivable and Asset accounting.

Controlling (CO) represents the internal accounting for managing and checking the enterprise operation. The CO module includes Cost center accounting, Profit center accounting and Profitability analysis.

Organizational structure in Wärtsilä

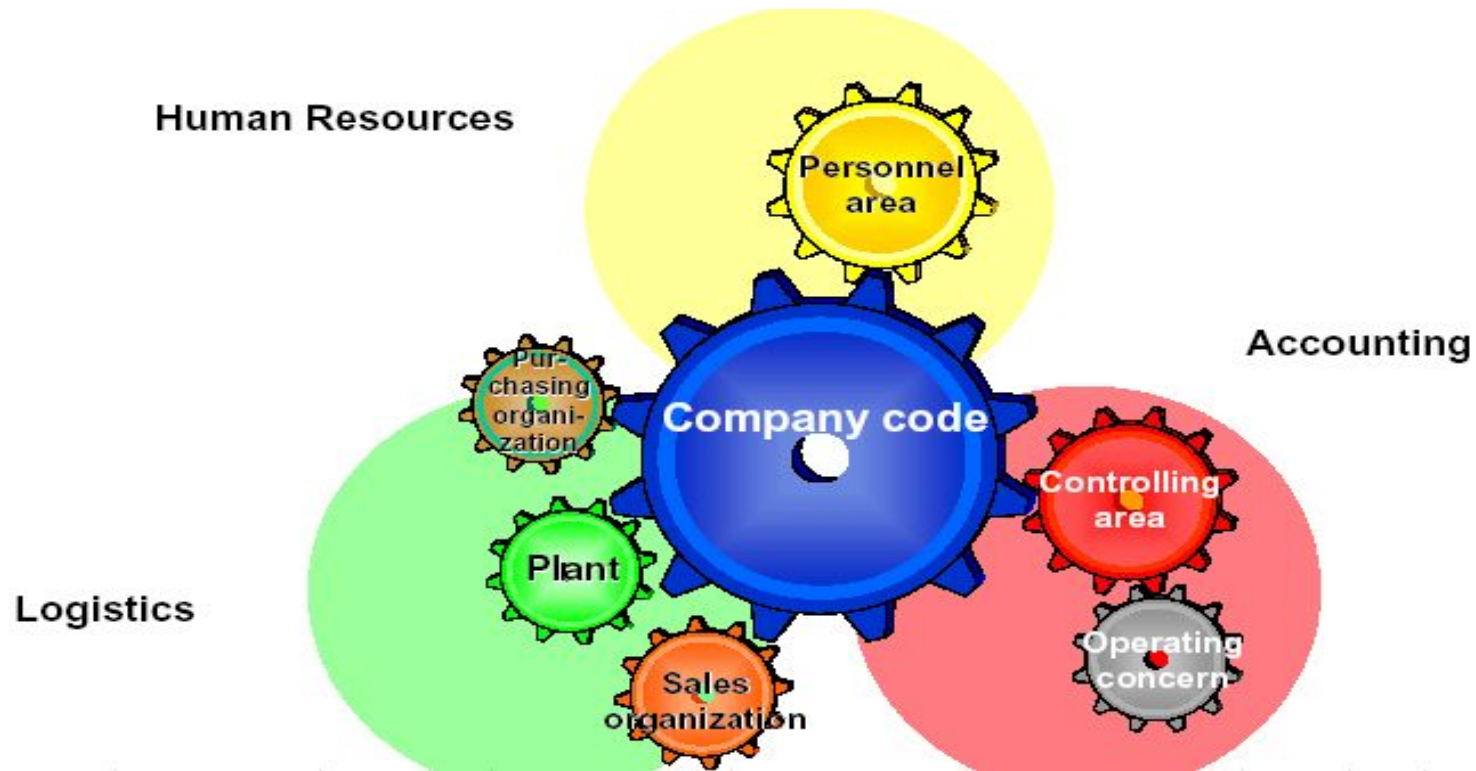


SAP Organizational units in different modules

SAP module	Organizational units to be defined	Key process involved	Definition in blueprint
MM	Plant Purchasing Organization Storage Location	7, 9, 10, 11, 13, 15 3, 9 9	Principals to be applied in roll-outs are defined for factories, network companies, hubs, consolidation points and project sites. 1 global purchasing organization Warehouse layout depends on WM, this is detailed design that is done in template and roll-out phases
SD	Sales organization, Distribution Channel, Division Sales office, sales group Shipping Point, Loading Point	5 5, 15b 11	1 sales organization per company code, 2 distribution channels and 4 divisions. Basic principals defined. Principles for deriving these are described in blueprint, actual definitions are detailed design that is done in template and roll-out phases
	} Sales Area		
PM & CS	Maintenance Planning Plant Maintenance Plant Work centers	10, 13	1&2) One maintenance planning plant and maintenance plant per factory plant. 3) Work centers are detailed design that is done in template and roll-out phases
PP	Plant Work centers	10	One plant per factory. Work centers are detailed design that is done in template and roll-out phases
FI	Company Code Chart of Accounts Credit Control Area (common with SD), Dunning Area	15a 15a 5, 15a	Company code is legal company One global CoA for Wärtsilä corporation. 4 global credit control and dunning areas, based on SD Divisions and derived from sales areas.
CO	Operating Concern Controlling Area Profit & cost center structure	15b, 15a	1 global operating concern 1 global controlling area Structures are defined in KP15b, basic structure in blueprint phase and details during template and roll-out phases

INTERNAL USE ONLY

Integration of organisational structures



INTERNAL USE ONLY

1 11 2004

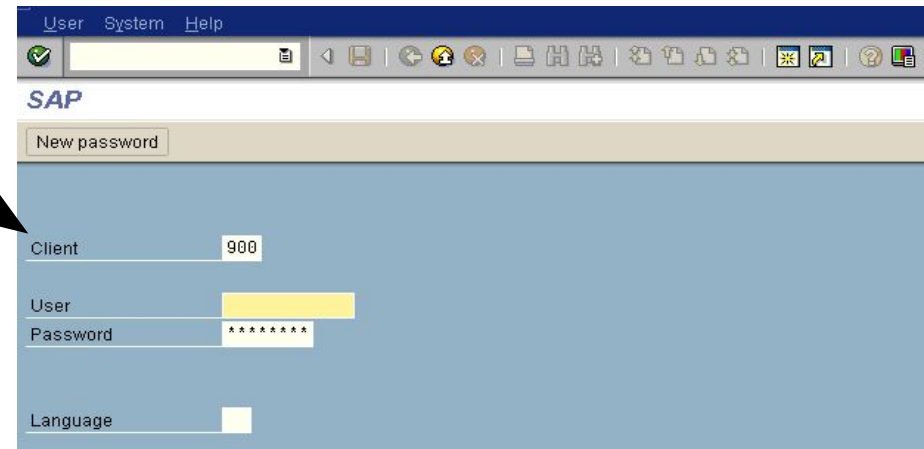
Operating Concern

- Operating concern is the highest reporting level in CO-PA and it defines the limit of sales and market information that can be reported together in CO-PA.
 - In the WE global template it was decided to use only one operating concern, i.e. all sales and market information can be analysed together in CO-PA.
 - One or more controlling areas can be assigned to an operating concern.
 - As it was decided to use only one controlling area it means that we will have a one to one relationship between the operating concern and controlling area.
 - When data is transferred to CO-PA the system derives the operating concern from the controlling area which in turn is derived from the company code.

INTERNAL USE ONLY

Client

- Client is a commercially, organizationally, and technically self-contained unit within an SAP System. Clients have their own master records and set of tables.



- The client is the highest level in the SAP System hierarchy.
- Specifications made, or data entered at this level are valid for all company codes and for all other organisational structures, i.e. these specifications or this data only have to be entered once.
- The client key is entered when you log on to the SAP system.
- All entries made or data processing carried out is only saved per client.

INTERNAL USE ONLY

Master data in Financial accounting

- Important master data in Financial accounting
 - Chart of accounts
 - Company code
 - Credit control area
 - Dunning area
 - Cost center structure
 - Profit center structure
 - Controlling objects (e.g. WBS element, internal order...)

INTERNAL USE ONLY

Chart of Accounts

- The chart of accounts is a classification scheme consisting of a group of general ledger accounts.
- The chart of accounts is used and assigned to several company codes in Wärtsilä.
- For each G/L account, the chart of accounts contains the account number, the account name and other technical information.
- Wärtsilä use the operative chart of accounts (1000) for the financial accounting and cost accounting. The Wärtsilä global operative chart of accounts is defined to following account groups.
 - B/S accounts 1000000 – 2999999
 - P/L accounts 3000000 – 8999999
- Financial statement versions to meet various reporting requirements, e.g. 2000 for monthly reporting and 1000 & 1001 for interim closing.
- Financial statement versions:
 - 1000 Hyperion Metrafa with operative chart of accounts
 - 1001 Hyperion Metrafa with consolidated chart of accounts
 - 2000 Hyperion WNS2000 with operative chart of accounts

INTERNAL USE ONLY

Chart of Accounts / Account groups

Profit / Loss account groups

Revenues and other operating income
Materials and Subcontracting and change in finished goods and WIP
Personnel costs
Depreciation of fixed assets and Write down
Other operating expences
Financial items and Extraordinary income and expences and Taxes
SAP system and reconcilitation accounts

Account numbers

3000000 - 3999999
4000000 - 4999999
5000000 - 5999999
6000000 - 6999999
7000000 - 7999999
8000000 - 8999999
9000000 - 9999999

INTERNAL USE ONLY

1 11 2004

Chart of Accounts / Account groups

Assets

Intangible assets	1000000 - 1099999
Tangible assets	1100000 - 1199999
Shares and securities, long term financial assets	1200000 - 1299999
Inventories	1300000 - 1399999
Long term receivables	1400000 - 1499999
Current receivables	1500000 - 1599999
Other receivables	1600000 - 1699999
Investments and Site cash	1700000 - 1799999
Cash and bank balances	1800000 - 1899999
In-House cash bank accou	1900000 - 1999999

Liabilities

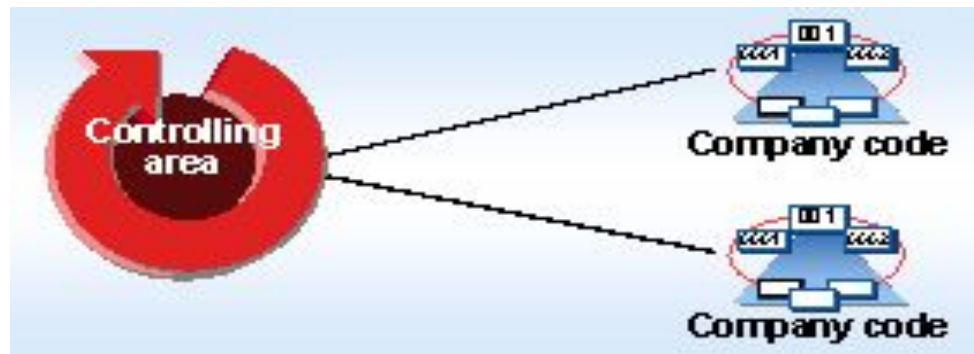
Shareholders equity, minority interests	2000000 - 2099999
Provisions	2100000 - 2199999
Long-term loans	2200000 - 2299999
Long-term debts	2300000 - 2399999
Short-term loans	2400000 - 2499999
Current liabilities	2500000 - 2599999
Other current liabilities / payables	2600000 - 2699999
Untaxed reserves	2800000 - 2899999

INTERNAL USE ONLY

1 11 2004

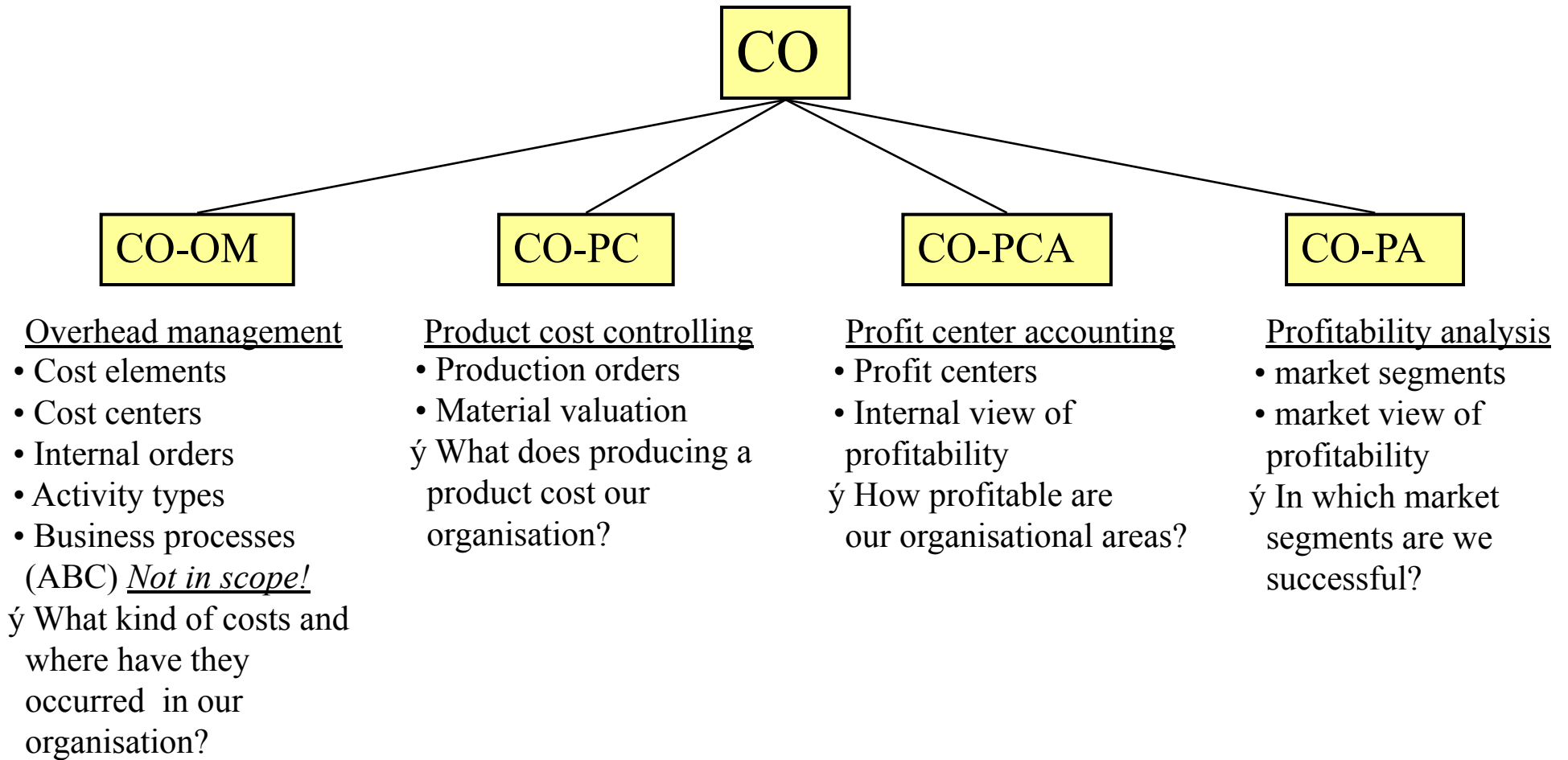
Company code

- The smallest organizational unit of Financial Accounting for which a complete self-contained set of accounts can be drawn up for purposes of external reporting.
- This includes recording of all relevant transactions and generating all supporting documents required for financial statements.
- Company codes are assigned to one controlling area (1100 Wärtsilä Corporation)



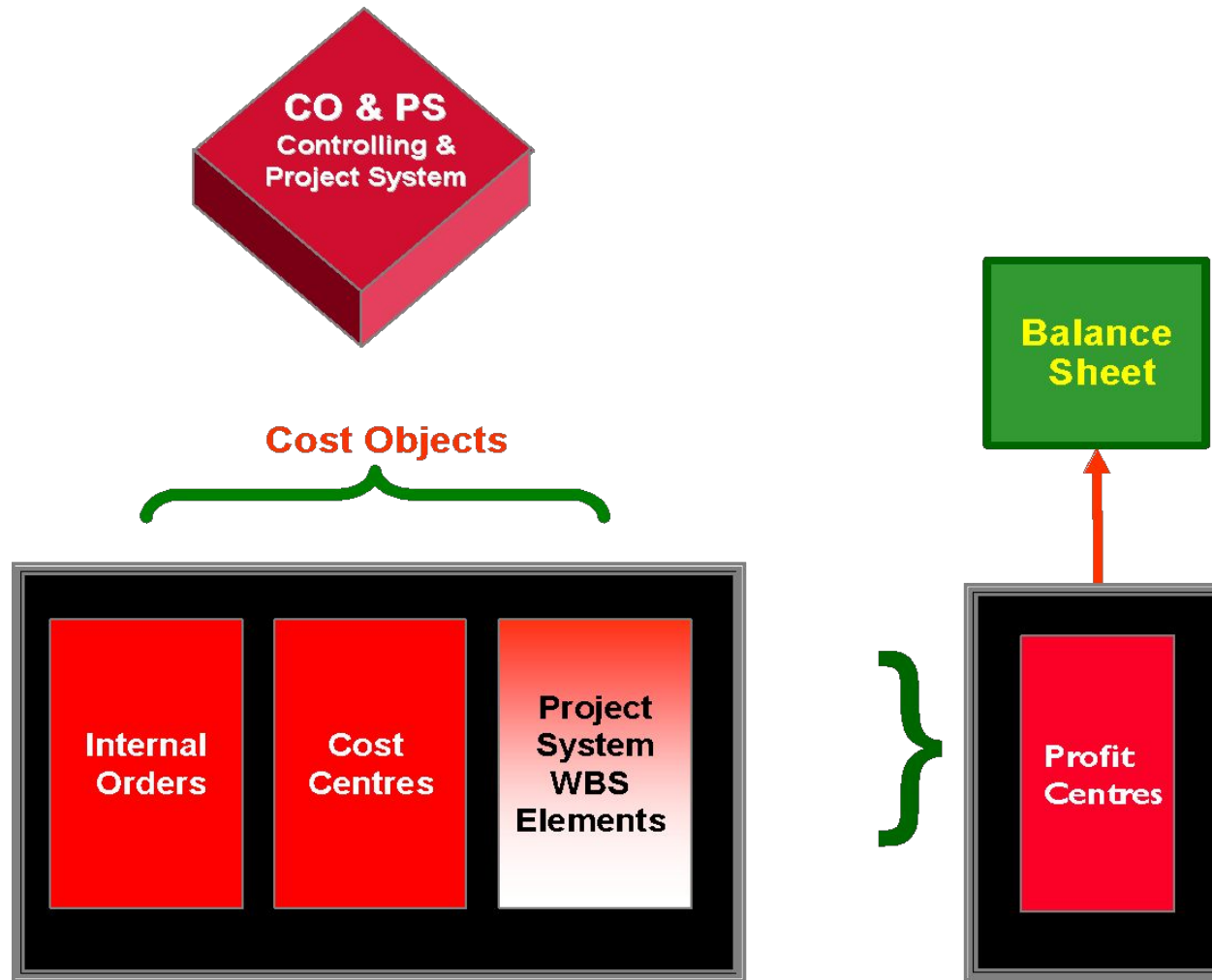
INTERNAL USE ONLY

Controlling structures



INTERNAL USE ONLY

Cost objects



INTERNAL USE ONLY

Cost Element Accounting - (CO-OM-CEL)

Central
control

- The part of accounting where you organise costs (and revenues) incurred according to their type (classification)

- Each business transaction relevant to cost accounting provides the CO component with information for the cost element, and for the account assignment object itself (cost center, internal order etc).
- The numbering and naming of the primary cost elements are identical to the general ledger (G/L) accounts. (Value flow from FI module to CO module.) (Display cost element: KA03)
- Secondary cost elements are used for re-allocation of costs as statistical postings within the CO module. Therefore no corresponding financial posting exists within the FI module for secondary cost element postings. (Display cost element: KA03)
- Cost element groups are used to combine cost elements of the same type and to create reports. (Display cost element group: KAH3)

INTERNAL USE ONLY

Cost Center Accounting - (CO-OM-CCA)

Central
control

- The part of accounting where you organise costs according to where they are incurred in the organisation

- The posting and assignment of costs to cost centers enables internal accounting and is also a requirement for using the other CO components.
- A basic requirement for CCA is that a standard hierarchy that reflects the whole structure of all cost centers in the controlling area is created. (Display standard hierarchy : OKENN) Alternative hierarchies for reporting purposes can also be used. (KSH3)
- Cost centers are grouped together into cost center groups to provide summary cost information. (KSH3)
- The cost centers are mainly defined according to division and area of responsibility.
- Only costs can be booked on a cost center.
- Every cost center has to be linked to a profit center (many cost centers to one profit center, but not vice versa).

INTERNAL USE ONLY

Cost Center Accounting - (CO-OM-CCA)

The numbering convention used in the productive system is based on the following structure:

Engine Division 10000-19999
 Marine Business 20000-29999
 Power Business 30000-39999
 Service Business 40000-49999
 Administration 90000-99999

Standard hierarchy	Name	Activation status	Person respon...	Comp...
▼ S1100	Wärtsilä Corporation			
▶ 10	Engine Division			
▼ 20	Marine Division			
▶ 20-01	4 stroke Business			
▶ 20-02	2 Stroke Business			
▶ 20-03	Solution Business			
▶ 20-04	Common Business			
▶ 30	Power Division			
▼ 40	Service Division			
▶ 40-01	Parts			
▶ 40-02	Field Service & Workshop			
▼ 40-03	Contracts			
40050	Service Projects	●	Enlund Leif	FI14
40096	O&M Agreements	●	TBA	FI16
40097	Maintenance agreements	●	TBA	FI16
40098	Mobilisation agreements	●	TBA	FI16
40099	Other Service Agreements	●	TBA	FI16
40128	Service agreements	●	TBA	DE10
40136	Service agreements COGS	●	Peter Bjurs	ZFI1
▶ 40-04	Other			
▼ 90	Shared Administration			
▶ 90-01	Management			
▶ 90-02	Finance			
▶ 90-03	Human Resources			
▶ 90-04	Marketing			
▶ 90-05	Shared IM			
▶ 90-06	Real Estate			

INTERNAL USE ONLY

Cost Allocation - (CO-OM-CCA)

Local
control

- There are different cost allocation methods available in SAP but some things are common for them all.
 - Cost allocation methods are used as a posting aid.
 - Primary postings are collected on an allocation cost center.
 - Costs are allocated during period-end closing using a key defined by the user (number of PC's, telephone units, employees, fixed sum, fixed percentage etc).
 - A cycle is used to define the allocation.
 - The allocation can be reversed.
- In the global template phase of the WE project it was decided that the cost allocation method that will be used is assessment. (KSU5)

INTERNAL USE ONLY

Cost Allocation - Assessment - (CO-OM-CCA)

Local control

- The cost allocation method called assessment has the following features
 - Primary and secondary costs can be reposted.
 - The original cost elements are summarized into assessment cost elements (secondary cost elements).
 - Line items are posted for the sender as well as the receiver.

	<u>Sender cost center</u>	
Primary	8000	
Primary	7000	
		-15000 Secondary
Primary	5000	
		-5000 Secondary

- Assessment will be used for allocating Management fee, Sonad fee, HR allocations etc.

INTERNAL USE ONLY



Activity Types - (CO-OM-CCA)

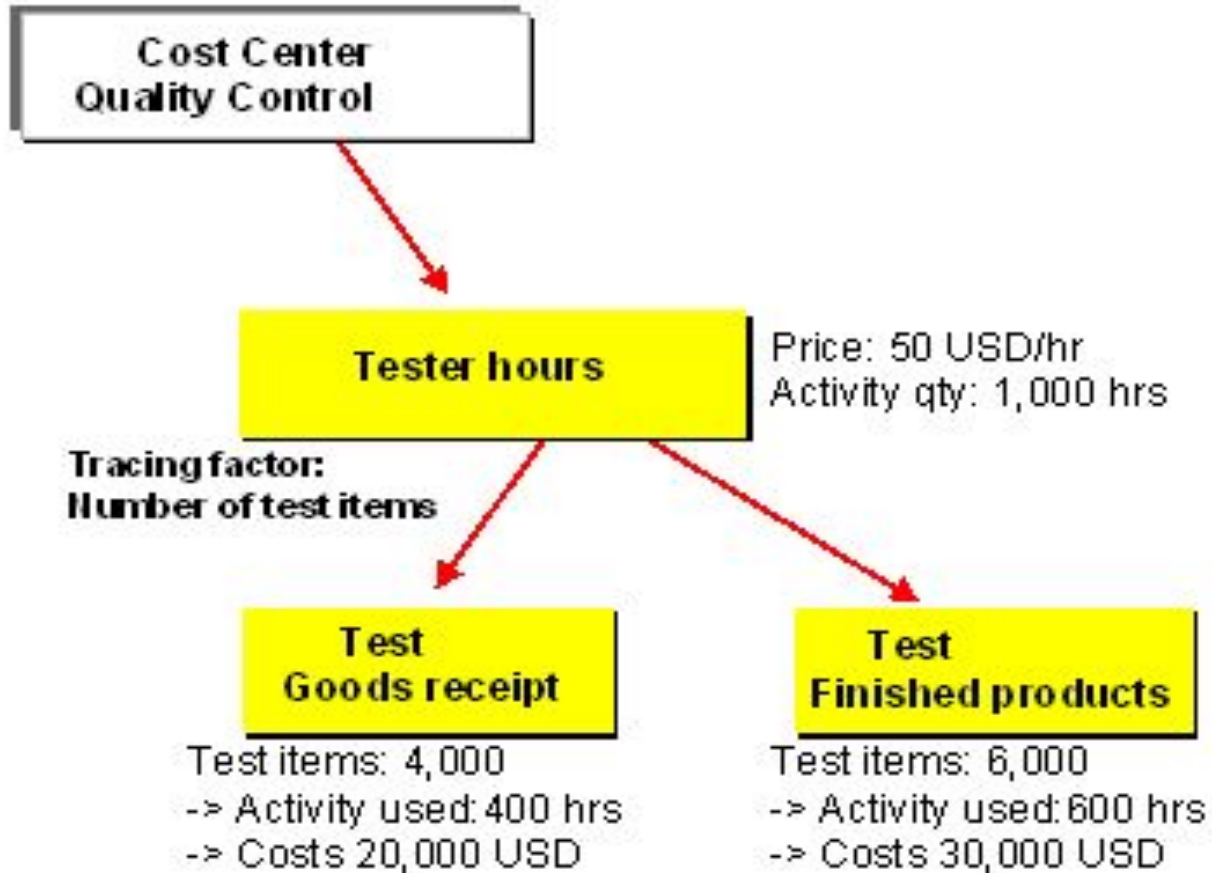
Central
control

- The activity type classifies the specific activities that are provided by one or more cost centers within the company. (Display Activity Type: KL03)
 - If a cost center provides activities to other cost centers the cost of the resources needs to be allocated to the receivers of the activity.
 - The internal activity is allocated using the secondary cost element specified in the master data of the activity type.
 - A typical activity type quantity used is hours.
 - The price of the activity is specific for the cost center and you can have different activity types with different prices for the same cost center.
 - Activity types will be used for allocating wages of maintenance done by service engineers (engineering, installation, commissioning, supervision etc).

INTERNAL USE ONLY

Example of Activity Type allocation - (CO-OM-CCA)

Central & local control



INTERNAL USE ONLY

Statistical key figures

Central & Local
-control

Statistical key figures are measurable quantities that can be assigned to cost centers, internal orders and profit centers. (Display statistical key figures: KK03)

- Used as allocation key (tracing factor) in cost allocations (assessments).
- Typical examples of statistical key figures are number of persons, number of PC's and square meters.
- Statistical key figures can be defined as
 - ◉ Fixed values key figures that carries over the measurable quantity from period to period until it is changed, i.e. should be used when quantity is relatively constant over time.
 - ◉ Total values key figures that are not transferred to subsequent periods but must be entered individually for each period, i.e. should be used when quantity is fluctuating over time.

Internal Orders - (CO-OM-OPA)

Local
control

- Internal order is a tool in the controlling module that can be used for many different purposes to monitor costs. (Internal Order Create: KO01, Change: KO02, Display: KO03)
 - Overhead cost orders for monitoring costs that are incurred for a certain purpose, such as social costs, marketing campaign, training costs, environmental costs etc.
 - Investment orders for monitoring costs that are incurred for an asset under construction, such as a building, warehouse etc.
 - The internal order can be statistical or real
 - Statistical means that the real costs are booked on the cost center and the postings to the internal order is statistical and for information purposes only (for example many trucks on one cost center).
 - Real means that real costs are booked on the internal order which is settled (periodically or in full) to a settlement object (cost center, internal order, asset).

INTERNAL USE ONLY

Examples on use of Internal Orders - (CO-OM-OPA)

Local
control

- It has been planned to use Internal orders in the WE template for the following purposes
 - Smaller R&D Projects (real order) (bigger in PS)
 - Social costs (real and/or statistical order)
 - Investment orders (real order)
 - Investment orders (statistical order) (one time acquisitions)
 - Real estate orders (statistical order)
 - Special cost follow-up purposes; marketing, training (statistical order)
 - Environmental costs (statistical order)
 - Nonconformity costs (real order)

- Own order types and number ranges will be used.

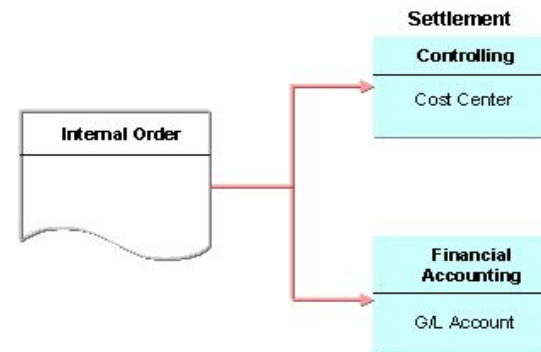
INTERNAL USE ONLY

Settlement of Real Internal Orders - (CO-OM-OPA)

Local control

The real internal order can be settled to the settlement object (cost center, internal order, project, asset, G/L account or profitability segment) periodically or in full. In full means that any costs posted to the order that not already have been settled will be settled.

- If the real internal order is not settled you only see the costs on the profit center to which the internal order has been assigned when the order was opened.
- When the real internal order is settled the costs are “zeroed” on the internal order and settled to the settlement object, for instance a cost center. (Chosen in the settlement rule.)
- If the cost center in the settlement rule is assigned to a different profit center than the profit center the internal order originally was assigned to, the transactions will be re-posted.



INTERNAL USE ONLY

Profit Center Accounting - (CO-PCA)

Central
control

- The part of accounting where you analyse how profitable different areas within the organisation are
 - A basic requirement for PCA is that a standard hierarchy that reflects the whole structure of all profit centers in the controlling area is created. (Display standard hierarchy: KCH6N) Alternative hierarchies for reporting purposes can also be used. (KCH3)
 - Profit centers are grouped together into profit center groups to provide summary profit information for different areas within the organisation. (KCH3)
 - The profit centers are mainly defined by division and product lines according to profit responsibility.
 - Both revenues and cost can be booked on a profit center.
 - Different profit center valuation views are used to enable intra unit transactions (transfer prices) between different profit centers.

INTERNAL USE ONLY

Profit Center Accounting - (CO-PCA)

The numbering convention used in the productive system is based on the following structure:

Engine Division 10000-19999
Marine Business 20000-29999
Power Business 30000-39999
Service Business 40000-49999
Administration 90000-99999

Standard hierarchy	Name	Activation status
▶ 10	Engine Division	
▼ 20	Marine Division	
▶ 20-01	Solutions Business	
▶ 20-02	2 Stroke Business	
▼ 20-03	4 stroke Business	
▶ 20004	Marine 4 stroke Busi	●
▼ 20-04	Propulsion	
▶ 20-04-01	Propulsor	
▶ 20-04-02	Seals & Bearings	
▶ 20-04-03	Navy Business	
▶ 20-04-04	US Navy/Propeller repair	
▶ 20-04-05	Service & After Sales	
▶ 20-05	Marine Sales	
▶ 20-06	Marine Support	
▶ 30	Power Division	
▼ 40	Service Division	
▶ 40-01	Parts	
▶ 40-02	Field Service & Workshop	
▶ 40-03	Contracts	
▶ 40-04	Other	
▼ 90	Administration	
▶ 90-01	Management	
▶ 90-02	Shared IM	
▶ 90-03	Marketing & Communication	
▶ 90-04	Real Estate	
▼ 90-99	Dummy	
▶ 9999	Dummy Profit Center	●

INTERNAL USE ONLY

Product Cost Controlling - (CO-PC)

Local
control

- The part of accounting where you analyse what it costs to produce a product
 - Product cost planning (CO-PC-PCP) enables you to estimate the costs to produce a product.
 - Cost object controlling (CO-PC-OBJ) collects the costs incurred during production of the product. During the period end closing cost object controlling calculates work in process (WIP) and variances as output, quantity, price and remaining variance.
 - Actual costing (CO-PC-ACT) calculates actual product costs at the end of the period and transfers the result into the material master data as a weighted average price. Goods movement and the values connected with these are collected in the *material ledger*.

INTERNAL USE ONLY

Master Data in Product Cost Controlling - (CO-PC)

Central
control

- The following master data is used in CO-PC
 - Material master - Contains data that represents the product, assembly and raw material.
 - Bill of Material (BOM) - A complete component list for a product or assembly.
 - Work Center - The physical location where an operation is performed. Each work center is assigned to a cost center.
 - Routing - Describes a sequence of process steps and determines the activity quantities used by cost center accounting.

INTERNAL USE ONLY

Profitability Analysis - (CO-PA)

Central
control

- Profitability analysis is used to analyse the profitability of different market segments and hereby support market oriented decision making. (Execute Report: KE30)
 - CO-PA is a multidimensional reporting tool, like a cube, that can be used to analyse data for any market segment and any profitability measure that has been defined during the configuration.
 - The market segments are defined by different characteristics such as customer, product, country, geographical area etc. and characteristic values such as customer number etc.
 - By defining value fields such as gross revenue, cost of goods sold, discounts etc. and combining these with the characteristics and characteristic values you get a complete profitability segment.

INTERNAL USE ONLY

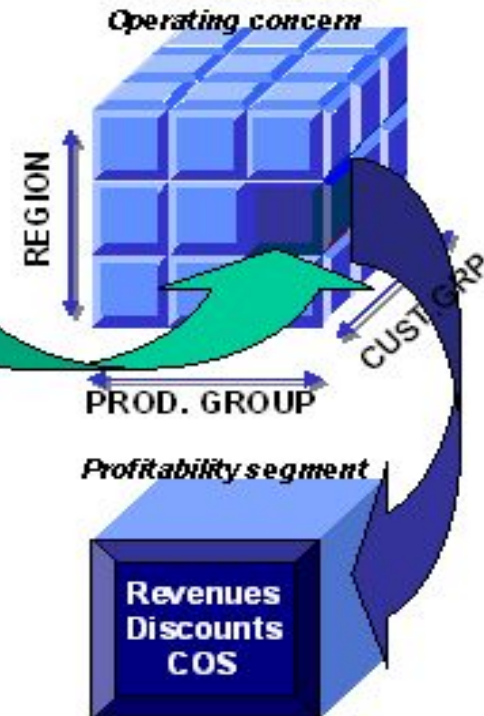
Basic structure in CO-PA

Central control

- To create the structure you need to define
 - Characteristics
 - Characteristics values
 - Value fields

Characteristics	Values
Sales region	North
Product	Prod1
Product group	Electronics
Customer	Cust1
Cust. group	Wholesale
State	Illinois
Sales rep.	Miller

Value fields	
Revenues	800
Discounts	100
Cost of sales	650



INTERNAL USE ONLY

Cost and profit center structure

Cost center

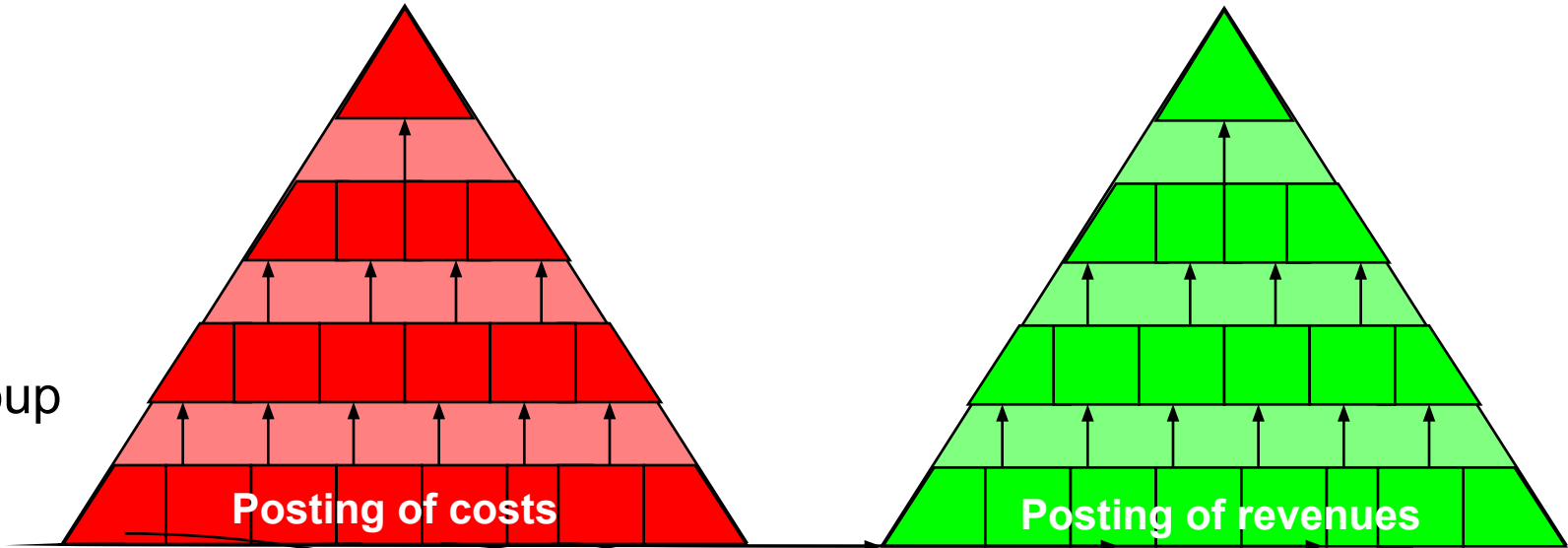
Profit center

Division

Company

Divisional
business group

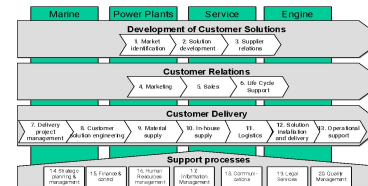
Department



Cost centers
connected to
profit centers

Cost centers
connected to
key processes

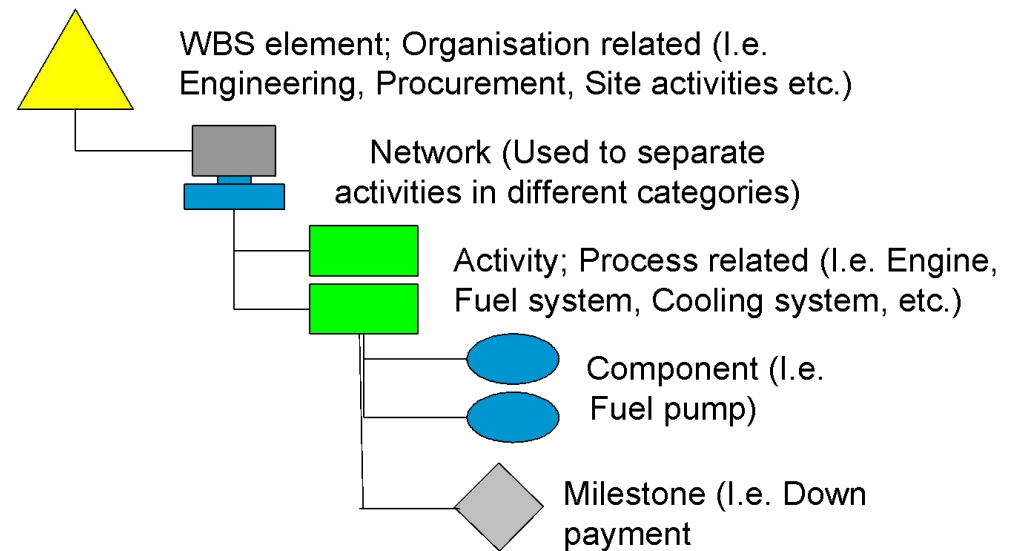
INTERNAL USE



Key process

WBS Elements

- The WBS elements describe steps or tasks in the project. WBS elements are also used as cost objects to collect costs related to a certain step or task in a project hierarchy.
- WBS elements are a hierarchical outline of an undertaking described in the project definition. The work breakdown structure (WBS) is the basis for the organization and coordination of a project. The WBS elements are created and managed in the Project system module.



Network + Activity

- Networks and activities are used under the WBS elements. Activities are used as cost objects to collect costs related to a certain task in a hierarchy. A full project network number consist a network and activity number, e.g. 4000707 0010.

Project Structure: Description	Identification
▼ Fincantieri 6118	M/AX1359
▼ WFI Marine template	M/AX1359
▼ Main Contract	M/AX1359.M
▼ Ship 1	M/AX1359.M1
▼ Wartsila 12V46 C, MCR 12600 kW/500 rpm	M/AX1359.M11
▼ IOS 1 - Project	M/AX1359.M1A
▼ Internal Engineering	M/AX1359.M11E
▼ Mechanical Engineering	4013171
▼ Mechanical Engineering	4013171 0010
▼ Common base frame	4013171 0010 0100
▼ Connection piece for turbo charger	4013171 0010 0110
▼ Lube oil pipes for alternator	4013171 0010 0120
▼ Cooling water pipes for alternator	4013171 0010 0130
▼ Flexible pipe connection	4013171 0010 0140
▶ Diesel engine	4013171 0020
▶ Power transmission	4013171 0030
▶ Propulsion machinery arrangement	4013171 0040
▶ Engine room arrangement	4013171 0050
▶ Main engine arrangement	4013171 0060

Network Activity

INTERNAL USE ONLY

Introduction

1. General introduction
2. Process recap
3. SAP main structures
4. Integration
5. General ledger
6. Accounts Payable
7. Accounts Receivable
8. Cash management
9. Period end postings

INTERNAL USE ONLY

1 11 2004

Integration

- When an FI document is created and posted to an expense account, an controlling cost object is identified for the expense. Typically expense postings to the G/L result in cost postings to CO.
- Therefore, all data relevant to cost flows automatically to Controlling from Financial Accounting. At the same time, the system assigns the costs and revenues to different CO account assignment objects, such as cost centers, business processes, projects or orders. The relevant accounts in Financial Accounting are managed in Controlling as cost elements or revenue elements. This enables you to compare and reconcile the values from Controlling and Financial Accounting.
- The FI integration to CO is also initiated from Asset accounting through depreciation postings.
- Accounting documents are also automatically created in Materials Management (MM) and Sales & Distribution (SD).

FI integration with MM

Purchase order

MM
Purchase order

FI
No document

1) Goods receipt

2) Invoice receipt

Goods received (R)
Invoice
receipt(GR/IR)

2510 800*
200

Raw
materials

1300 000
200

Accounts Payable
/ Vendor

200

Automatic postings

Purchase
s

4200
200 000

Purchases
contra

4200 900
200

INTERNAL USE ONLY **R = Reconciliation account**

* first posted to 2510 800, in month-end re-posted to 2510 820 if still open

Purchase postings

Delivery schedule Delivery Invoice Conditions Account assignment Purchase order history Texts												
Text	MvT	Material Do...	Item	Posting Date	Σ	Quantity	Delivery cost quantity	OUn	Σ	Amt.in loc.cur.	L.cur	Σ
DC...		5000041296	1	01.07.2004		0	5	PC		3,77	EUR	
Tr./ev. Delivery costs						0		PC		3,77	EUR	
GR	101	5000041296	1	01.07.2004		5	0	PC		314,05	EUR	
Tr./ev. Goods receipt						5		PC		314,05	EUR	
IR-L		5105627131	1	13.08.2004		5	0	PC		342,05	EUR	
Tr./ev. Invoice receipt						5		PC		342,05	EUR	

Check the FI-MM integration with transaction code ME23N. In this transaction you can check the accounting documents for a purchase order.

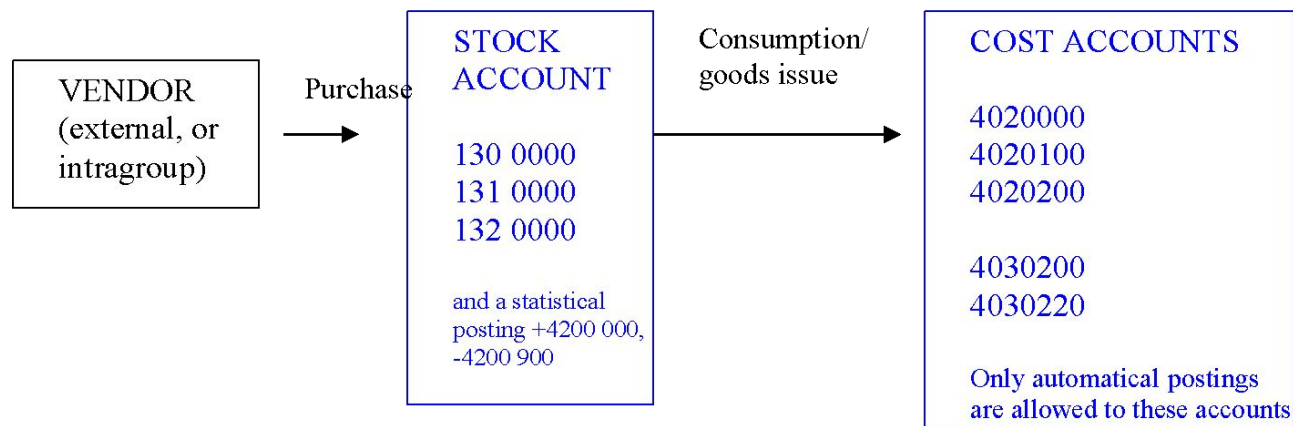
With transaction ME2K you can list purchase orders for a account assignment.

INTERNAL USE ONLY

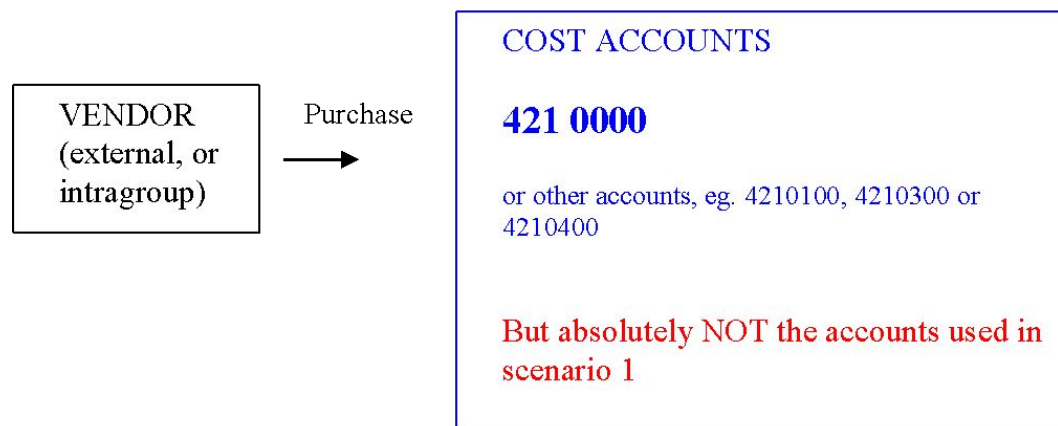
Account assignment for purchases and consumption

We need to have costs for consumption (incl. goods issues) and costs for purchases not going to stock on separate accounts. This is a legal requirement in eg Finland and in Italy, since it is legally required to report total purchases from accounting reports.

Scenario 1) Purchase to stock



Scenario 2) Purchases directly to cost, (not to stock)



INTERNAL USE ONLY

Purchase freight accrual, e.g. Finland

<table border="0"> <tr> <td colspan="2" style="text-align: center;">Parts and semi-finished goods</td> </tr> <tr> <td colspan="2" style="text-align: center;">1310 000</td> </tr> <tr> <td style="border-right: 1px solid black; padding-right: 10px;">1) 197,88</td> <td></td> </tr> </table>	Parts and semi-finished goods		1310 000		1) 197,88		<table border="0"> <tr> <td colspan="2" style="text-align: center;">GR/IR clearing, external procurement</td> </tr> <tr> <td colspan="2" style="text-align: center;">2510 800</td> </tr> <tr> <td style="border-right: 1px solid black; padding-right: 10px;">1)</td> <td style="text-align: right;">194,00</td> </tr> <tr> <td style="border-right: 1px solid black; padding-right: 10px;">2) 194,00</td> <td></td> </tr> </table>	GR/IR clearing, external procurement		2510 800		1)	194,00	2) 194,00		<p>1) Goods Receipt to stock 2) Invoice from Vendor (goods) 3) Freight cost invoice from transport provider</p>										
Parts and semi-finished goods																										
1310 000																										
1) 197,88																										
GR/IR clearing, external procurement																										
2510 800																										
1)	194,00																									
2) 194,00																										
<table border="0"> <tr> <td colspan="2" style="text-align: center;">Material purchases, to stock</td> </tr> <tr> <td colspan="2" style="text-align: center;">4200 000</td> </tr> <tr> <td style="border-right: 1px solid black; padding-right: 10px;">1 * 194,00</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;">(no cost element)</td> </tr> </table>	Material purchases, to stock		4200 000		1 * 194,00		(no cost element)		<table border="0"> <tr> <td colspan="2" style="text-align: center;">Purchases contra</td> </tr> <tr> <td colspan="2" style="text-align: center;">4200 900</td> </tr> <tr> <td style="border-right: 1px solid black; padding-right: 10px;">1 * 197,88</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;">(no cost element)</td> </tr> </table>	Purchases contra		4200 900		1 * 197,88		(no cost element)		<table border="0"> <tr> <td colspan="2" style="text-align: center;">Purchase delivery costs (inbound)</td> </tr> <tr> <td colspan="2" style="text-align: center;">4500 001</td> </tr> <tr> <td style="border-right: 1px solid black; padding-right: 10px;">1 * 3,88</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;">(no cost element)</td> </tr> </table>	Purchase delivery costs (inbound)		4500 001		1 * 3,88		(no cost element)	
Material purchases, to stock																										
4200 000																										
1 * 194,00																										
(no cost element)																										
Purchases contra																										
4200 900																										
1 * 197,88																										
(no cost element)																										
Purchase delivery costs (inbound)																										
4500 001																										
1 * 3,88																										
(no cost element)																										
<table border="0"> <tr> <td colspan="2" style="text-align: center;">Acc.exp.&Deferr.inc./ Purch.deliv. (inbound),st.ext</td> </tr> <tr> <td colspan="2" style="text-align: center;">2570 620 (BS)</td> </tr> <tr> <td style="border-right: 1px solid black; padding-right: 10px;">1)</td> <td style="text-align: right;">3,88</td> </tr> <tr> <td style="border-right: 1px solid black; padding-right: 10px;">3) 3,50</td> <td></td> </tr> </table>	Acc.exp.&Deferr.inc./ Purch.deliv. (inbound),st.ext		2570 620 (BS)		1)	3,88	3) 3,50		<table border="0"> <tr> <td colspan="2" style="text-align: center;">Vendors</td> </tr> <tr> <td colspan="2" style="text-align: center;">xxxxx</td> </tr> <tr> <td style="border-right: 1px solid black; padding-right: 10px;">2)</td> <td style="text-align: right;">194,00</td> </tr> <tr> <td style="border-right: 1px solid black; padding-right: 10px;">3)</td> <td style="text-align: right;">3,50</td> </tr> </table>	Vendors		xxxxx		2)	194,00	3)	3,50	<p>Landed cost accrual 3,88 = 2% from 194,- 1 * Statistical posting</p>								
Acc.exp.&Deferr.inc./ Purch.deliv. (inbound),st.ext																										
2570 620 (BS)																										
1)	3,88																									
3) 3,50																										
Vendors																										
xxxxx																										
2)	194,00																									
3)	3,50																									

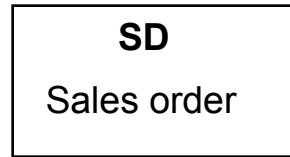
INTERNAL USE ONLY

FI integration with SD

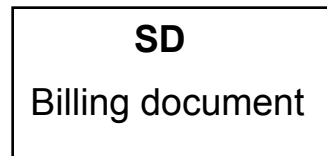
•SALES

•SHIPPING

•BILLING



Goods issue COGS 4030 200	Inventory finished goods
220	1320 000 220



Accounts Receivable / Customer	Sales
300	300

INTERNAL USE ONLY

Sales and delivery postings

You can check the integration from the order with the document flow function.

Sales document Edit Goto Extras Environment System Help

Display WT templ. Std order 3007334: Overview

WT templ. Std order 3007334 Net value 8.003,18 USD

Sold-to party US13 WÄRTSILÄ NORTH AMERICA INC. / 201 DEFENSE HIGHWAY ...

Ship-to party US13 MV. NORWEGIAN MAJESTY // PLS ADVISE 00000

PO Number 1010407736 PO date 01.03.2004

From the document flow you can monitor the whole flow the order creation to invoice clearing.

Document flow Edit Goto Environment System Help

Document Flow

Status overview Display document

WT templ. Std order 3007334 W Indiv PO 10
Business partner US13 WÄRTSILÄ NORTH AMERICA INC.
Material PAAB003345 VALVE HOUSING

Doc.	Date	Qty/Value	UoM/Cur	Overall Processing Stat	Material Descript.
WT templ. Std order 3007334 / 10	15.03.04	2,000	PC	Completed	
. Purchase order 4500007922 / 10	16.03.04	2,000	PC		
. WT Outbound Delivery 5039623 / 10	29.06.04	2,000	PC	Completed	
. VMS transfer order 115268 / 1	29.06.04	2,000	PC	Completed	
. Handling unit 31743 / 3	04.07.04	2,000	PC		
. GD goods issue:delvly 4900097775 / 1	05.07.04	2,000	PC	Complete	
. Invoice 90023202 / 10	05.07.04	2,000	PC	Completed	

INTERNAL USE ONLY

Introduction

1. General introduction
2. Process recap
3. SAP main structures
4. Integration
5. General ledger
6. Accounts Payable
7. Accounts Receivable
8. Cash management
9. Period end postings

INTERNAL USE ONLY

1 11 2004

General ledger postings

- Enter G/L account postings
 - G/L account master records
 - Posting keys
 - Manual postings
 - Automatic postings
 - Park G/L account document
 - Reversal
 - Clearing

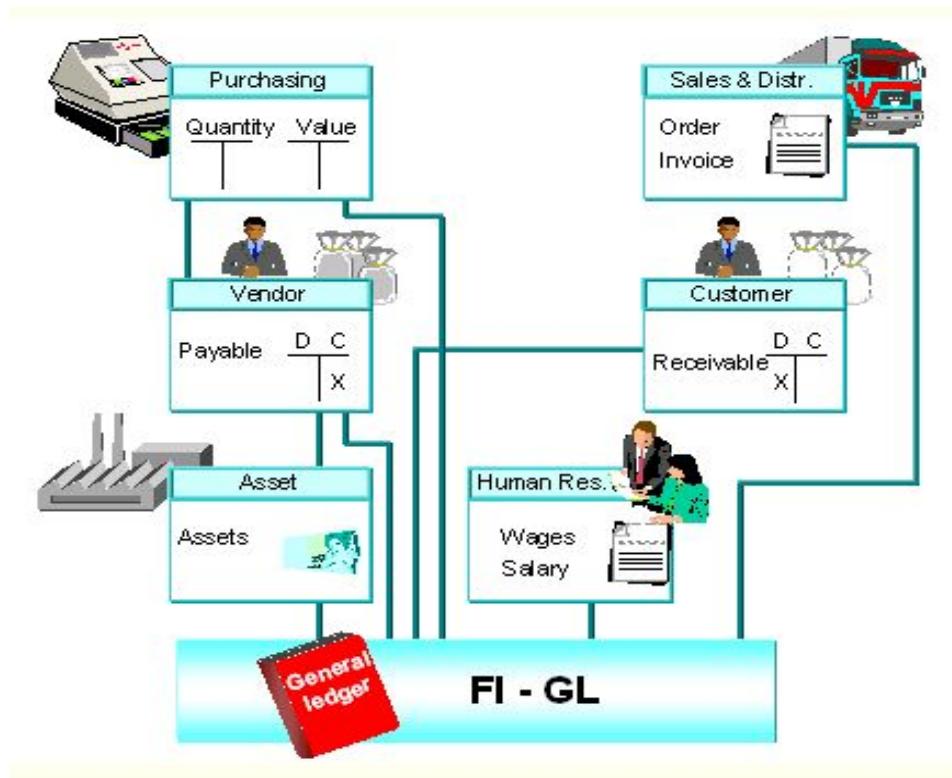
INTERNAL USE ONLY

1 11 2004

G/L account master records

- G/L account master records contain the data that is always needed by the general ledger to determine the account's function
- You can display the settings for an G/L account with transaction: FSP0, ZCOA
- You can display the Chart of Accounts with transaction: S_ALR_87012326
- You can display a list of G/L accounts with transaction: S_ALR_87012328, ZCOA
- You can display the Account assignment manual with transaction: S_ALR_87012330

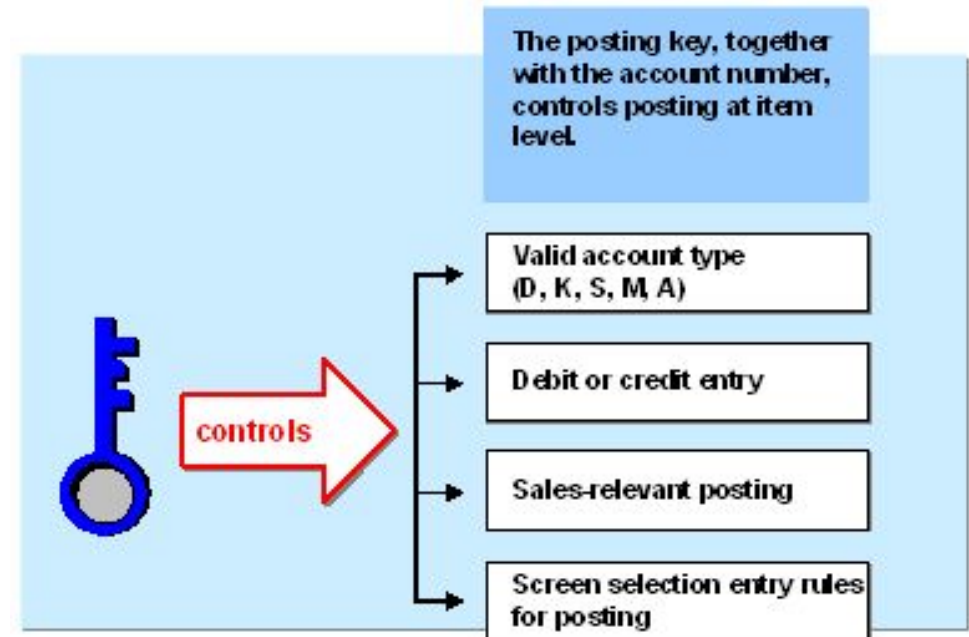
Postings



INTERNAL USE ONLY

Posting keys

- You control processing of entered data with the posting key. Two-character numerical key that controls the entry of line items. The posting key determines:
 - Account type
 - Debit/credit posting
 - Layout of entry screens
- E.g. 40 = Debit and 50 = Credit posting
- Display posting keys with transaction:
 - OB41



INTERNAL USE ONLY

Document numbers

- Every document contains a document type in its header. The document type has the following functions:
 - Differentiating between business transactions, identifying the nature of the business transactions. Document type can be used as key in reporting and in follow-up.
 - Controlling the postings to account types (e.g. vendor, customer, G/L accounts, asset)
 - Document types and number ranges are common for all companies in the same client for Wärtsilä corporation. The document numbers will be assigned on a yearly basis.
 - Display document types with transaction OBA7
 - Every document type has a own document number range.
 - Document explaining document type and numbers: DAAB038362

INTERNAL USE ONLY

Manual postings

- You create G/L account document using a one-screen transaction. This is executed with transaction FB50.

The screenshot displays the SAP FB50 transaction interface. The title bar reads "Enter G/L Account Document: Company Code FI14". The interface is divided into several sections:

- Document header:** Located in the top-left pane, it contains fields for Document Date (05.04.2004), Posting Date (05.04.2004), Reference, Doc. Header Text (Travel advance for Mr. Tr), Cross-CC no., and Company Code (FI14 - Wärtsilä Finland Oy Vaasa).
- Information area:** Located in the top-right pane, it displays "Amount Information" with "Total deb." and "Total cred." both set to 2.000,00 EUR.
- Line items:** A table at the bottom showing two items. The first item is a debit of 2.000,00 EUR to account 1650100 (Advance, tra). The second item is a credit of 2.000,00 EUR to account 1800010 (Cash accou). Both items have a value date of 05.04.2004.

St.	G/L acct	Short text	D/C	Amount in doc.curr.	Loc.curr.amount	T.	Tax jurisdicth code	V	Assignment no.	Value date	Tr
✓	1650100	Advance, tra	Debit	2.000,00	2.000,00						
✓	1800010	Cash accou	Cred...	2.000,00	2.000,00					05.04.2004	
				0,00							
				0,00							
				0,00							
				0,00							
				0,00							
				0,00							
				0,00							
				0,00							

Document header

Line items

Information area

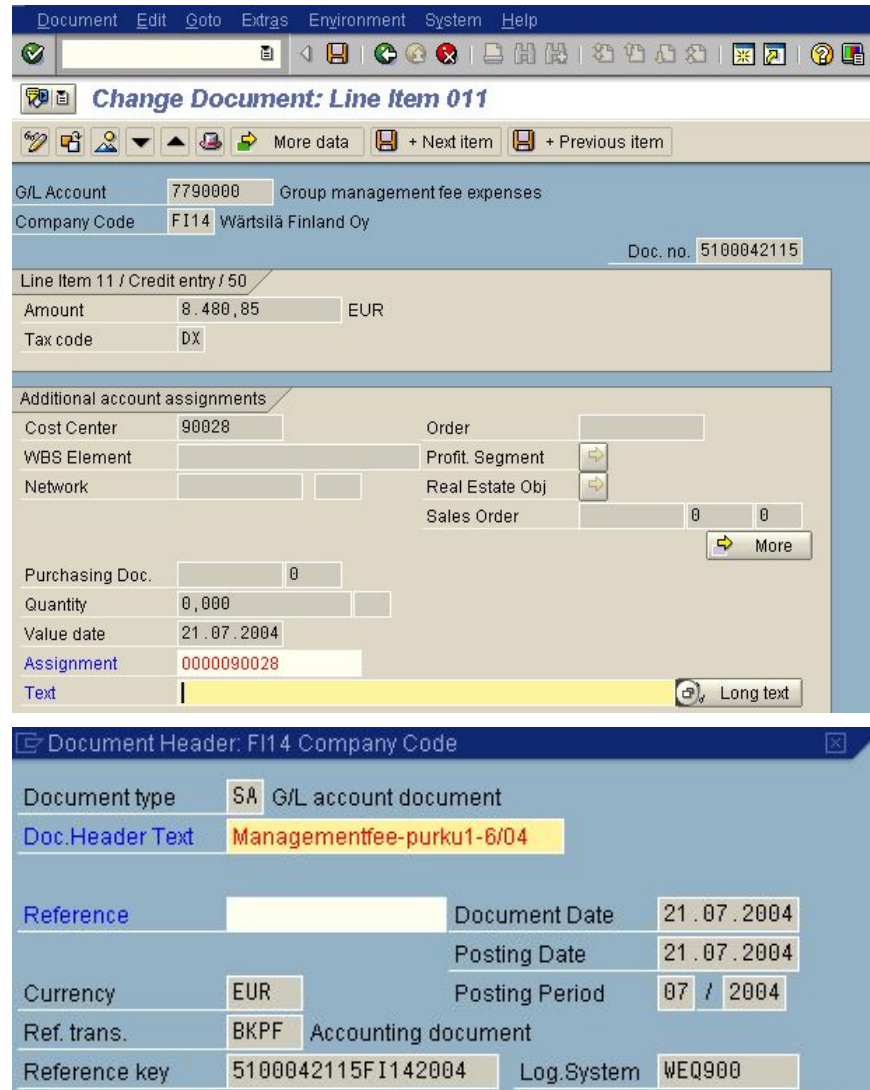
INTERNAL USE ONLY

What Can You Do Before Posting a Document?

- After you have entered the document line items, and **before** you post the document, you can carry out the following activities:
- **Display the Document Overview.** This shows you the document header and all items entered. You may add a reference text to the header. From the overview, you can enter more line items and call up line items already entered in order to process them. You can also delete line items.
 - Change Fields in G/L Account Line Items. Exceptions to this are entries in the fields *Pstky* (posting key) and *Account*.
 - Additional Account Assignment. If you have called up the *Post* function and requested individual, automatically generated items using the field status of the G/L account to which they belong, or using the master record of an additional account assignment, the system automatically branches to the document overview. The lines that are to be changed are highlighted.
 - Add Additional Information. The system automatically generates line items. You can enter additional details in automatically generated line items (such as project or cost center) if supplementary account assignment is defined for the G/L account, or if it is required by the field status definition.
- If you want to post a document, the **debits and credits must balance to zero**. This updates the account balances.
- You can Park a document, and post it later.
- Once you have entered all line items in a document, you can post the document. After the document is posted, you can **not** change the line items.

Change document

- With transaction FB02 you can change some fields in a document.
- You can not change for example:
 - Amount
 - Cost object / profit center
 - G/L account
- But you can change for example:
 - Assignment field
 - Text
 - Doc. Header Text
 - Reference
 - Partner bank type

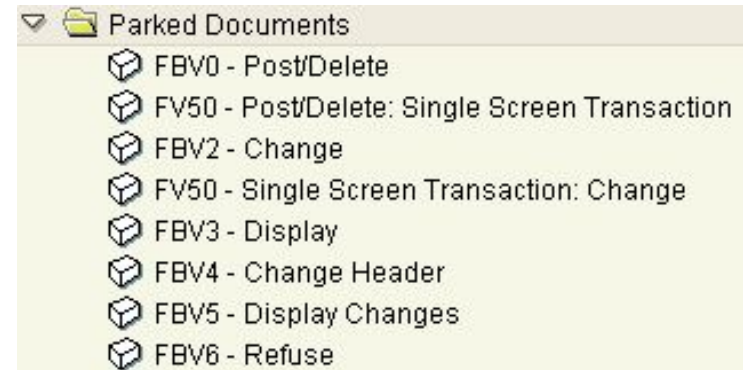


The screenshot shows the SAP 'Change Document: Line Item 011' interface. The window title is 'Change Document: Line Item 011'. The main area displays document details for company FI14 (Wärtsilä Finland Oy) and document number 5100042115. The selected line item is 'Line Item 11 / Credit entry / 50' with an amount of 8,480.85 EUR and tax code DX. Below this, the 'Additional account assignments' section shows fields for Cost Center (90028), Order, WBS Element, Profit Segment, Network, Real Estate Obj, and Sales Order. The 'Purchasing Doc.' is 0, 'Quantity' is 0,000, and 'Value date' is 21.07.2004. The 'Assignment' field is highlighted in yellow and contains the value 0000090028. A 'Text' field is also highlighted in yellow and contains the value 'Long text'. At the bottom, the 'Document Header: FI14 Company Code' section shows document type SA (G/L account document), Doc. Header Text 'Managementfee-purku1-6/04', Reference, Document Date (21.07.2004), Posting Date (21.07.2004), Currency (EUR), Posting Period (07 / 2004), Ref. trans. BKPF (Accounting document), and Reference key 5100042115FI142004 (Log. System WEQ900).

INTERNAL USE ONLY

Park G/L account document

- If you **park** a document, it not need not be complete and will either update any account balances. However, the data remains available for evaluation by the system. A document number is assigned. You might park a document if account assignments are missing and you want to complete them later.
- You can post parked documents with transaction FBV0



INTERNAL USE ONLY

Bank accounts

- E.g.
 - Nordea EUR, IG Bank account 1970050
 - Incoming payments clearing account 1970055
 - Outgoing payments clearing account 1970058
 - Clearings to customers/vendors done from clearing accounts.

G/L account posting level

Nordea EUR bank account	Incoming payments
1970050	1970055
500	500

Sub-ledger level posting

Incoming payments	Customer account Accounts receivable
1970055	
500	500

INTERNAL USE ONLY

Posting situations

- Projects
- Costs to parts sale
- Department costs
- Asset postings
- Warranty costs
- Rental incomes & costs
- Other operating incomes

INTERNAL USE ONLY

1 11 2004

Posting to assets

If you need to post directly to an asset number, go to transaction FB50.

1. Insert document date
2. Select Complex posting
3. Insert the line items
4. Simulate
5. Post

Document Date: 02.11.2004
Posting Date: 02.11.2004
Document type: SA G/L account document
Company Code: FI14 Wärtsilä Finland Oy Vaasa

PstKy: 75 Account: 120002080 Sp.G/L: [x] Trans.type: 100 New co.code: FI14

Item 1 Credit asset / 75 External asset acqui / 100
Amount: 1000 EUR
Tax code: DH
Asset: 120002080

G/L Account: 7280070 Cargo insurance costs
Company Code: FI14 Wärtsilä Finland Oy

Document Date: 02.11.2004
Posting Date: 02.11.2004
Document Number: INTERNAL
Document Date: 02.11.2004

PK	BusA	Acct	EUR	Amount	Tax amt
001	75	0001120000 000120002080	0000	1.000,00-	DH
002	40	0007280070 Cargo insurance		1.000,00	

INTERNAL USE ONLY

Automatic postings

- With certain transactions, the system generates automatic postings. These are for example:
 - Input and output tax postings
 - Exchange rate differences
 - Cash discount gains and losses
 - Statistical postings
 - Goods movements

INTERNAL USE ONLY

Reversal

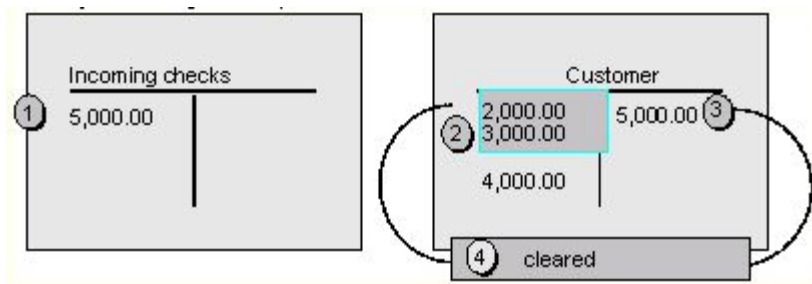
Corrections to the ledger

- Use transaction **FB08** (Reverse document) to reverse an accounting document.
- Use transaction **FBRA** (Reset cleared items) to reverse clearing documents.
- Use transaction **FBR2** (Post document) to reverse accounting documents. If you use this transaction for reversal you can display the document and also modify it before posting. Preferable to use transaction FB08. In this transaction you have to tick the “Generate reverse posting”, the system automatically selects the posting key 22 (reverse invoice) and you have to select the credit postings which you want to reverse. Use posting key 50 to reverse a debit (posting key 40) entry and use the correct G/L account and cost object. If an document has several G/L accounts and cost objects, you have to reverse all line items.
- Use transaction KB11N if you need to re-post costs. This is done only in the CO module. The G/L account remain with the same amount.

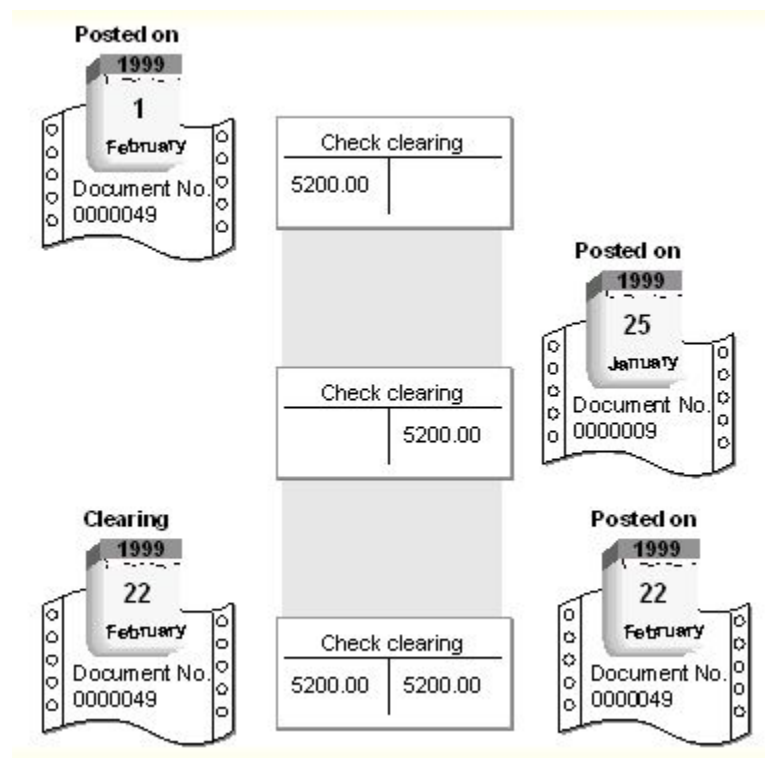
Clearing

Clearing types in the system:

Post with clearing (F-04)



Manual account clearing (F-03)



INTERNAL USE ONLY

Post with clearing

When posting with clearing the following Steps need to be executed:

1. Insert the document header data
2. Insert the first line item (posting key + G/L account)
3. Choose the open item you which to clear
4. Select the open item and simulate
5. Post

Document Date: 02.11.2004, Type: SA, Company Code: FI14
Posting Date: 02.11.2004, Period: 11, Currency: EUR
Document Number: INTERNAL, Fiscal Year: 2004, Translation dte: 02.11.2004
Reference: , Cross-CC no.: , Doc.Header Text: , Trading Part.BA:

PK	BusA	Acct	EUR	Amount	Tax amnt
001	50	0003790000	Other oper. inc. ig	137.790,00-	DW
002	40	0001410600	Loan rec. ,1t,ib,ig	137.790,00	

Document Date: 02.11.2004, Type: SA, Company Code: FI14
Posting Date: 02.11.2004, Period: 11, CurrencyRate: EUR
Document Number: , Translation dte: , Reference: , Cross-CC no.: , Doc.Header Text: , Clearing text:

Transaction to be processed:
 Outgoing payment
 Incoming payment
 Credit memo
 Transfer posting with clearing

First line item:
Pstky: 40, Account: 3790000, G/L: , Trans.type:

Assignm.	Document	D.P.	Posting	Docume.	EUR Gross	
20040226	5100022792	SA	40/26	02.2.26	02.2.2.	4.534.553,66
20040331	5100029433	SA	40/31	03.2.31	03.2.2.	696.350,06
20040630	5100041806	SA	50/30	06.2.30	06.2.2.	172.103,17-
20040630	5100041806	SA	50/30	06.2.30	06.2.2.	137.790,00-

Editing status:
Number of items: 4, Amount entered: 137.790,00-
Display from item: 1, Assigned: 137.790,00-
Display in clearing currency: , Not assigned: 0,00

INTERNAL USE ONLY

Account clearing

With transaction F-03 you can clear a G/L account.

The steps are to:

1. Select G/L account, date and company code.
2. If needed, you can use additional selections.
3. Process open items
4. Simulate
5. Post

The screenshot shows the SAP F-03 transaction interface. At the top, there is a menu bar with 'Document', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main title is 'Clear G/L Account: Header Data'. There is a button labeled 'Process open items'. The form contains the following fields:

Account	2210000	Clearing date	03.11.2004	Period	11
Company Code	FI14	Currency	EUR		

Below the fields, there are two sections for selection:

- Open item selection:** A checkbox labeled 'Normal OI' is checked.
- Additional selections:** A list of radio buttons with the following options: None (selected), Amount, Document Number, Posting Date, Dunning Area, Reference, Payment order, Collective invoice, Document type, Tax code, Branch account, and Others.

INTERNAL USE ONLY

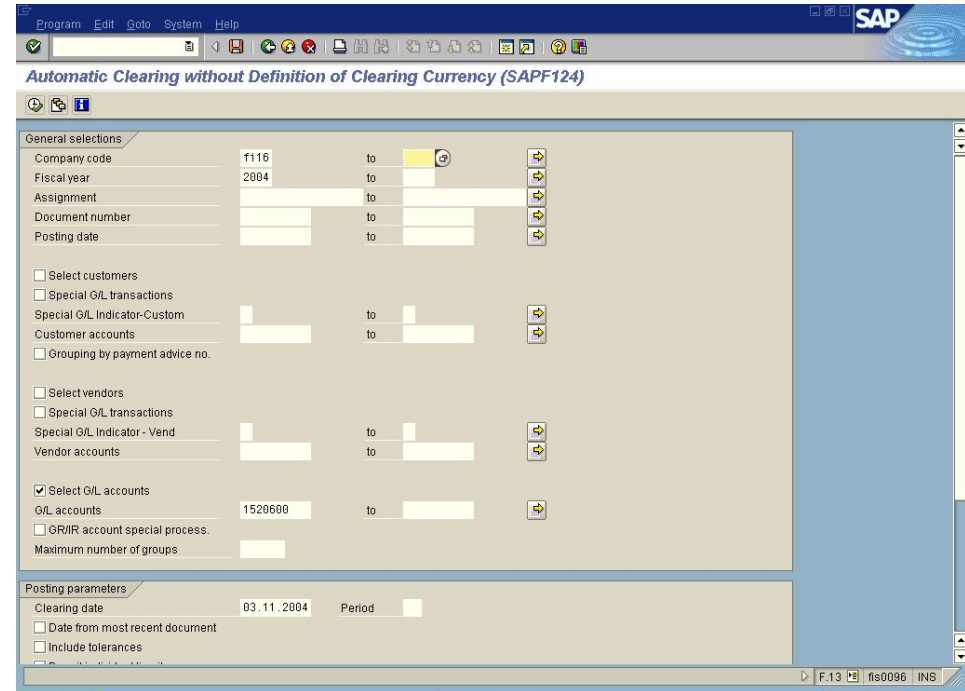
1.11.2004

Automatic clearing

With transaction F.13 you can process the account clearing automatically. This transaction is good to use for clearing of bank clearing accounts, GR/IR account and travel account.

Steps:

1. Insert company code, G/L account and date.
2. Process test run
3. Process production run



The screenshot shows the SAP F.13 transaction interface, titled "Automatic Clearing without Definition of Clearing Currency (SAPF124)". The interface is divided into two main sections: "General selections" and "Posting parameters".

General selections:

- Company code: ff16
- Fiscal year: 2004
- Assignment: (empty)
- Document number: (empty)
- Posting date: (empty)
- Select customers
- Special G/L transactions
- Special G/L Indicator-Custom: (empty)
- Customer accounts: (empty)
- Grouping by payment advice no.
- Select vendors
- Special G/L transactions
- Special G/L Indicator - Vend: (empty)
- Vendor accounts: (empty)
- Select G/L accounts
- G/L accounts: 1520600
- GR/IR account special process.
- Maximum number of groups: (empty)

Posting parameters:

- Clearing date: 03.11.2004
- Period: (empty)
- Date from most recent document
- Include tolerances

The bottom status bar shows the transaction code "F.13", the user "fis0096", and the system "INS".

INTERNAL USE ONLY

1.11.2004

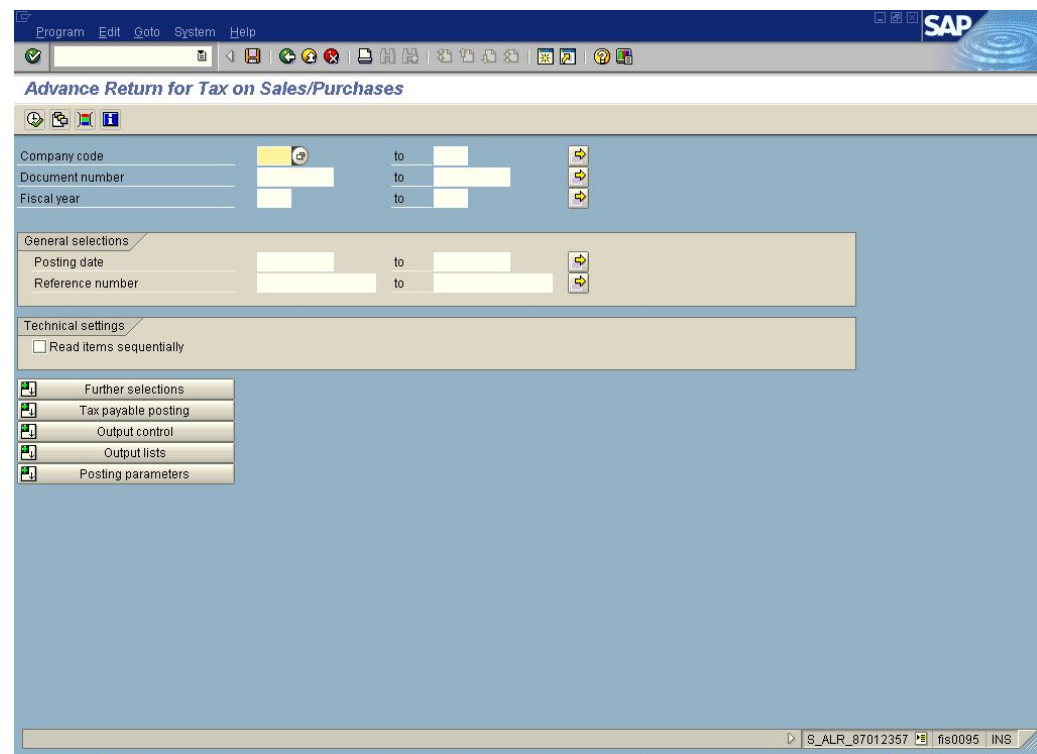
VAT TAX

- The VAT processing is made with country specific tax procedures in SAP system. For EU-countries the tax procedure TAXEUR is used. The VAT procedure is linked to country and country is assigned to each company code. These parameters determine the VAT procedure to be used. VAT codes are included in the VAT procedure. VAT code determines the tax percentage and accounts to be used for tax postings. At the end of the period VAT report will be created based on VAT codes. Separate VAT accounts for different reporting countries are not used, except for some of the countries with so called slow payback method.
- SAP standard functionality of Plants abroad enables VAT reporting for units which are located outside home country of the legal entity, where these companies are VAT responsible in the respective country of the unit. This functionality will be used to handle VAT reporting requirement regarding Contract Manufacturing concept in Wärtsilä and cases where one company is VAT registered in several countries

INTERNAL USE ONLY

VAT report

- We use the standard vat tax report:
S_ALR_87012357 - Advance Return for Tax on Sales/Purchases
- Report S_ALR_87012365 - Tax Information (Country) contains additional information
- For EC sales reporting we use these two reports:
 - S_P00_07000221 - EC Sales List -> General -> EC Sales List in Data Medium
 - S_ALR_87012400 - General Ledger -> Reporting -> EC Sales List -> General

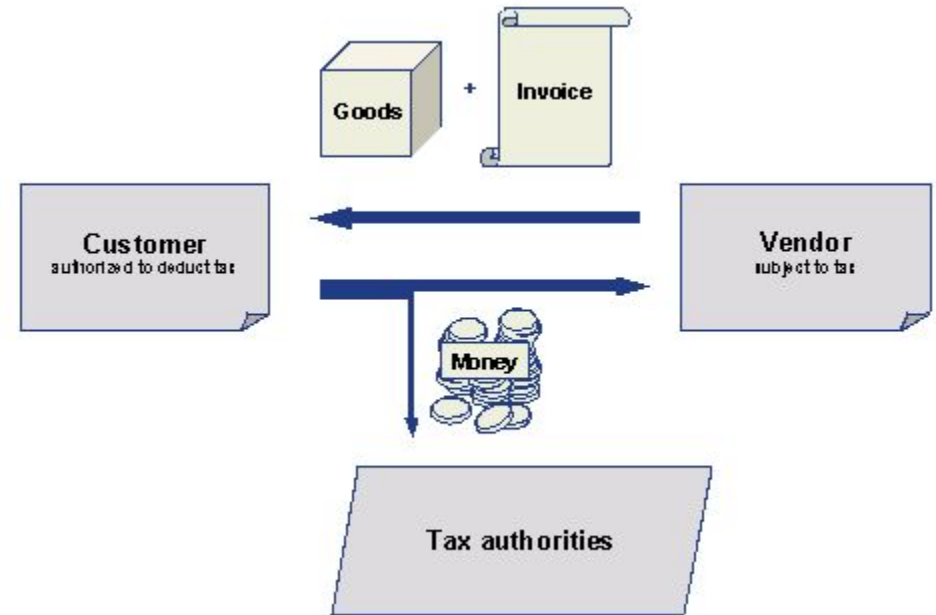


INTERNAL USE ONLY

1 11 2004

Withholding tax

When a customer that is authorized to deduct withholding tax pays invoices from a vendor subject to withholding tax, the customer reduces the payment amount by the withholding tax proportion. The customer then pays the tax withheld directly to the appropriate tax authorities.




The withholding tax can be manually posted when posting Incoming payments

INTERNAL USE ONLY

Print forms

- With transaction FB12 you generate an request for Account statement or Open item list.
- With transaction F.64 you can display and print the requested form.
- If you need to print an Payment advice, go to transaction zpaymadv.
- Use transaction code zpaymadv0 for "zero balance notifications".



Corr.	Type of correspondence
SAP05	Payment notice to legal department
SAP06	Account statement
SAP08	Open item list
SAP09	Internal document
SAP10	Individual correspondence
SAP11	Customer credit memo
SAP13	Customer statement (single statement)
SAP14	Open item list with pmnt advice (single)
SAP15	Open item list (association)
SAP16	Open item list with pmnt advice (assoc.)

INTERNAL USE ONLY

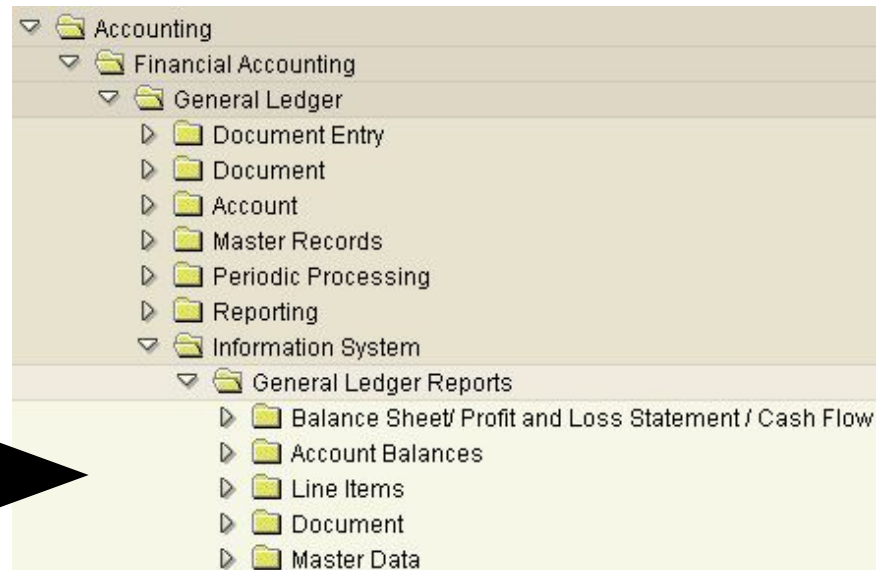
Reports

- When you post documents to an account, the system automatically updates the account balance. In addition, for G/L accounts that are managed with line item display, the system notes which items from the document were posted to the account. It is therefore possible to view the account balances and (depending on the specifications in the master record) the line items for every G/L account.
- The following topics provide information on
 - Account balances and how to call up an account balance. (Transaction: FS10N)
 - How to display line items and use the functions available in conjunction with the line item display. (Transaction: FBL3N)

INTERNAL USE ONLY

Reports

- From the General ledger information system you can run several reports. E.g.:
S_ALR_87012277 - G/L Account Balances
- S_ALR_87012282 - G/L Line Items, List for Printing
- S_ALR_87012287 - Document Journal
- S_ALR_87012330 - Account assignment manual
- S_ALR_87012284 - Balance Sheet / Profit and Loss Statement for company code



INTERNAL USE ONLY

Introduction

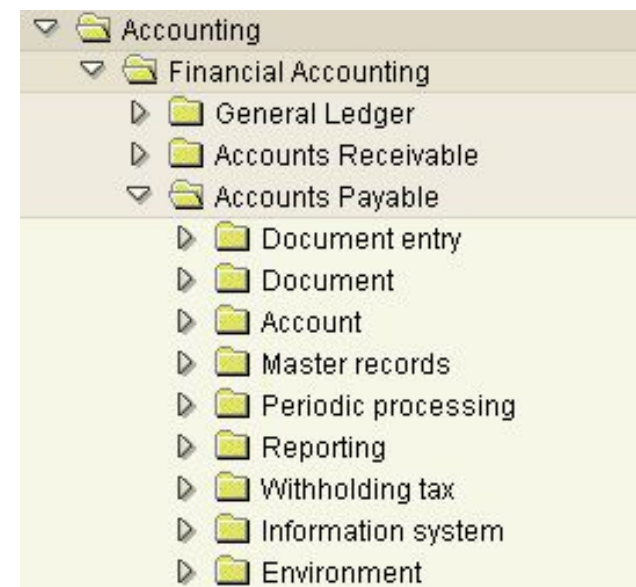
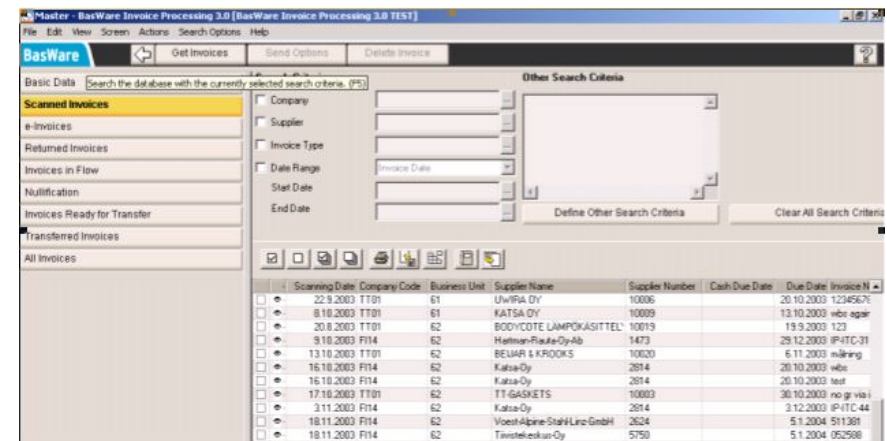
1. General introduction
2. Process recap
3. SAP main structures
4. Integration
5. General ledger
6. Accounts Payable
7. Accounts Receivable
8. Cash management
9. Period end postings

INTERNAL USE ONLY

1 11 2004

Overview

- The **Accounts Payable** application component records and manages accounting data for all vendors. It is also an integral part of the purchasing system: Deliveries and invoices are managed according to vendors. The system automatically triggers postings in response to the operative transactions. In the same way, the system supplies the Cash Management application component with figures from invoices in order to optimize liquidity planning.

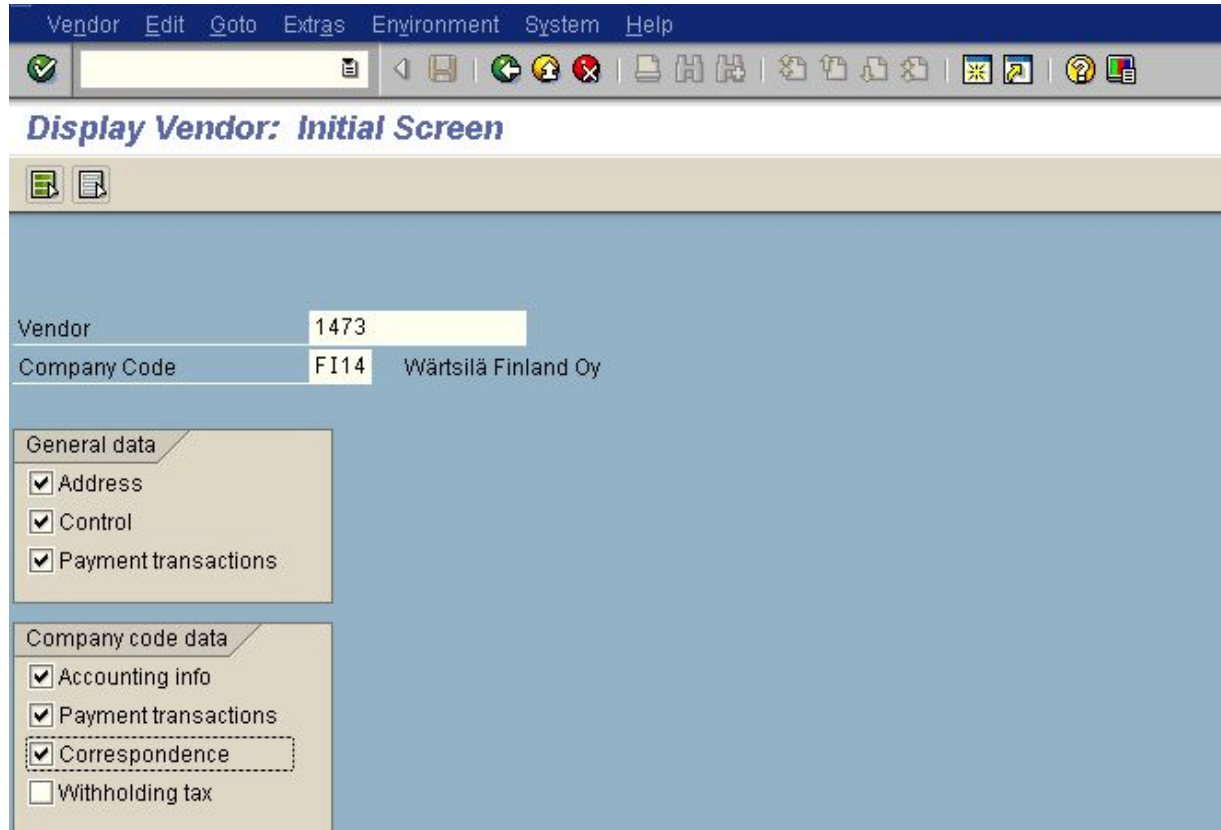


INTERNAL USE ONLY

Master data

The vendor master data include the following data:

- General vendor data (include such as vendor address and telephone number)
- Company code data (such as terms of payment, accounting information, payment transactions)
- Purchasing organization data, NOT in use!



The screenshot shows the SAP 'Display Vendor: Initial Screen' for vendor 1473. The vendor number '1473' is highlighted in a yellow box. Below it, the company code 'FI14' and the company name 'Wärtsilä Finland Oy' are displayed. The screen features two expandable sections: 'General data' and 'Company code data'. The 'General data' section is expanded, showing three checked options: 'Address', 'Control', and 'Payment transactions'. The 'Company code data' section is also expanded, showing four options: 'Accounting info' (checked), 'Payment transactions' (checked), 'Correspondence' (checked), and 'Withholding tax' (unchecked).

Vendor number for intragroup companies are the same as company codes.

INTERNAL USE ONLY

Postings

If purchase invoice handling system is not in use for your company, you insert vendor invoices with transaction: FB60 – Enter vendor invoice

Document header

Line items

Enter Vendor Invoice: Company Code FI14

Transactn: Invoice Bal. 0,00

Vendor: 1473 Sp.G/L: Reference: Sp.G/L: Reference:

Invoice date: 27.04.2004

Posting Date: 30.04.2004

Amount: 1.000,00 EUR Calculate tax

Vendor Address: Hartman Rauta Oy Ab, PO Box 53, FIN-65381 VAASA, 06-3266111

Bank account: 20521800006984 Nordea

St...	G/L acct	Short text	D/C	Amount in doc.curr.	Co...	Trad...	Bu...	Par...	Cost center	Order	Fi...	Sal
✓	7200000	Office suppl.	Debit	1.000,00	FI14				90000			
			Debit		FI14							
			Debit		FI14							
			Debit		FI14							
			Debit		FI14							
			Debit		FI14							

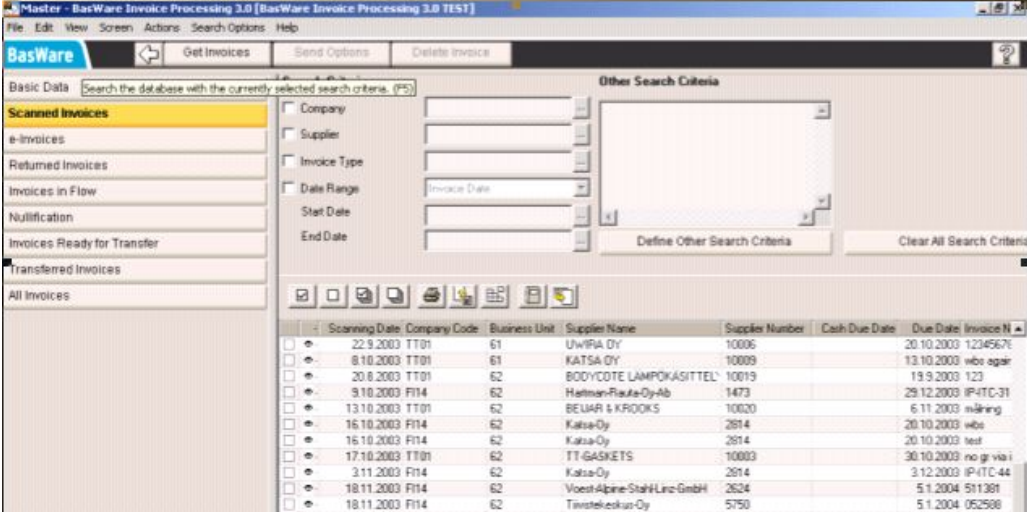
Vendor master data

Postings

If your company use Basware purchase invoice processing system (IP).

Invoices are scanned and sent electronically to the purchase invoice approver.

When the invoices are approved, the invoice handler transfer the invoice to the SAP system for payment.



The screenshot displays the BasWare Invoice Processing 3.0 interface. The window title is "Master - BasWare Invoice Processing 3.0 [BasWare Invoice Processing 3.0 TEST]". The menu bar includes File, Edit, View, Screen, Actions, Search Options, and Help. The main interface has a "BasWare" logo and buttons for "Get Invoices", "Send Options", and "Delete Invoice".

On the left, there is a "Basic Data" section with a search bar and a list of invoice categories: Scanned Invoices, e-Invoices, Returned Invoices, Invoices in Flow, Nullification, Invoices Ready for Transfer, Transferred Invoices, and All Invoices. The "Scanned Invoices" category is selected.

On the right, there is an "Other Search Criteria" section with fields for Company, Supplier, Invoice Type, Date Range (Start Date, End Date), and Invoice Date. There are buttons for "Define Other Search Criteria" and "Clear All Search Criteria".

Below the search criteria is a table of scanned invoices with the following columns: Scanning Date, Company Code, Business Unit, Supplier Name, Supplier Number, Cash Due Date, Due Date, and Invoice N.

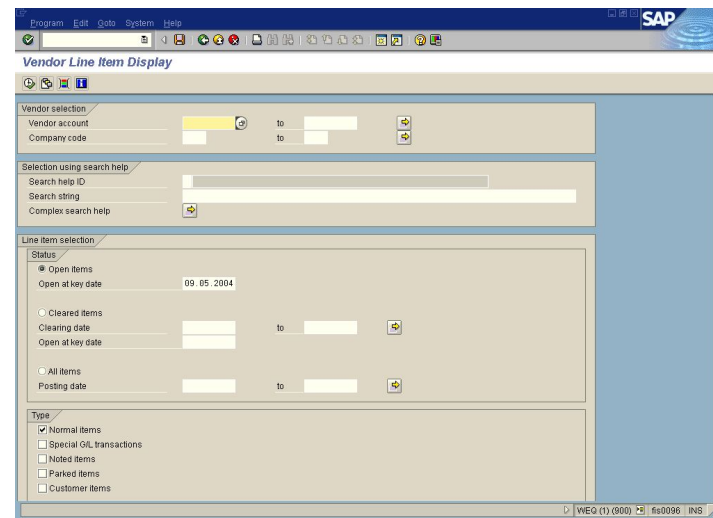
Scanning Date	Company Code	Business Unit	Supplier Name	Supplier Number	Cash Due Date	Due Date	Invoice N
22.9.2003	TT01	61	UWIPA OY	10006		20.10.2003	12345678
8.10.2003	TT01	61	KATSA OY	10009		13.10.2003	wbs agair
20.8.2003	TT01	62	BODYCOTE LAMPKASITTEL	10019		19.9.2003	123
9.10.2003	F114	62	Helmari-Paaka-Oy-Ab	1473		29.12.2003	IP-ITC-31
13.10.2003	TT01	62	BEIJARI & KROOKS	10020		6.11.2003	mlbreg
16.10.2003	F114	62	Kaisa-Oy	2614		20.10.2003	wbs
16.10.2003	F114	62	Kaisa-Oy	2614		20.10.2003	test
17.10.2003	TT01	62	TT-GASKETS	10003		30.10.2003	no-gr-via-i
3.11.2003	F114	62	Kaisa-Oy	2614		3.12.2003	IP-ITC-44
18.11.2003	F114	62	Voest-Alpine-Stahl-Line-GmbH	2624		5.1.2004	511361
18.11.2003	F114	62	Tivestekun-Oy	5750		5.1.2004	052598

INTERNAL USE ONLY

1.11.2004

Reports

Line items for vendor invoices can be checked with transaction: FBL1N – Vendor line item display
 You can use the multiple selection -button to limit you selection criteria.



Vendor invoices on profit center / Profit center groups can be checked with transaction: S_ALR_87013344

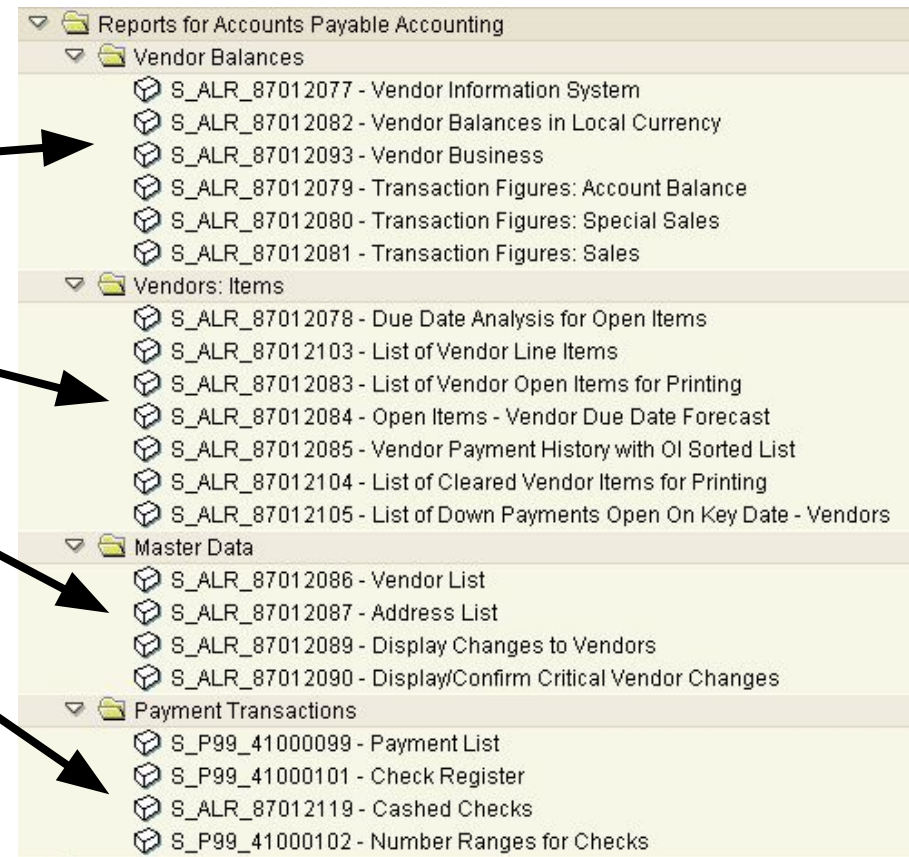
Documents	Company code	currency	Payables	Valuation diff	Total
** 1370100	Adv. paid, invent., ext		1.718.924,85		1.718.924,85
** 1370300	Adv. paid, invent., ig		5.135.840,54	656.067,18-	4.479.773,36
* 1020	Purso Tools Oy		13.449,28-		13.449,28-
* 1039	Auramarine Oy		27.833,08-		27.833,08-
* 1047	Roper Industries Limited		1.225,38-	61,02-	1.286,40-
* 1055	Siemens Osakeyhtiö		5.215,36-		5.215,36-
3500015784	3500015784		140,30-		140,30-
3500015793	3500015793		533,14-		533,14-
3500015794	3500015794		7.002,80-		7.002,80-
3500015795	3500015795		11.175,20-		11.175,20-
* 1064	CS-Trans Oy Ab		18.851,44-		18.851,44-
* 1102	Canon Oy Helsinki		1.927,38		1.927,38
* 1161	Bo11 & Kirch Filterbau G		386.658,46-		386.658,46-

INTERNAL USE ONLY

Reports

From the Accounts payable – Information system you can run reports for:

- Vendor balances
- Vendor line items
- Vendor master data
- Vendor payments



INTERNAL USE ONLY

Introduction

1. General introduction
2. Process recap
3. SAP main structures
4. Integration
5. General ledger
6. Accounts Payable
7. Accounts Receivable
8. Cash management
9. Period end postings

INTERNAL USE ONLY

1 11 2004

Overview

- Purpose: To keep track of customers and the transactions involved in them. Its job is to collect money, clear incoming payments and dun customers who are late in paying.
- The sub-ledger Accounts receivable share the same accounting need with the SD (Sales and Distribution) module.

INTERNAL USE ONLY

Customer Master data

- Customer master data is managed in the Sales and Distribution module. The customer master data is made up in three areas:
 - General data, such as customer's address is defined for all company codes.
 - Company code data, contains information that pertains just one company code, e.g. terms of payment.
 - Sales data
-
- Customer number for intragroup companies are the same as company codes.
 - Display customer master data with transaction XD03.

The screenshot shows the SAP interface for displaying customer master data. The title bar indicates the transaction is 'Display Customer: General Data'. The main header shows the customer number '110000000000', the company name 'CARNIVAL CRUISE LINES', and the location 'LONDON'. Below the header, there are tabs for 'General Data', 'Company Code Data', 'Sales Area Data', and 'CIN Details'. The 'General Data' tab is active, and the data is organized into sections: 'Name' (Title, Name: CARNIVAL CRUISE LINES), 'Search terms' (Search term 1/2: CARNIVALCR), 'Street address' (Street/House number: ALTON HOUSE, 177 HIGH HOLBORN; Postal code/City: WC1V 7AA LONDON; Country: GB United Kingdom; Time zone: GMTUK; Transportation zone: 0000000001 Region east), and 'PO box address' (PO Box).

INTERNAL USE ONLY

Customer invoices are created in the SD module.

- 1) Create sales order with transaction VA01
- 2) Create billing document with transaction VF01
- 3) Check blocked billing documents in SD with transaction VFX3
- 4) Check the billing due list is a list of all invoices that need to be raised with transaction VF04

Weekly procedures to ensure the validity

Blocked Billing Documents in SD

The menu path to check is as follows:

Logistics □ **Sales & Distribution** □ **Billing** □ **Billing Document** □

Blocked Billing Documents

Short Code: VFX3

Billing Due list Processing

The billing due list is a list of all invoices that need to be raised and they can be split into 2 categories

Delivery Related

To run the report the path is as follows:

Logistics □ **Sales & Distribution** □ **Billing** □ **Billing Document** □

Maintain Billing Due List

Short Code: VF04

INTERNAL USE ONLY

Dunning

- With dunning you can:
 - Select open items that are overdue
 - Dunning customer by sending a dunning letter
- To complete the dunning program these steps need to be performed:
 1. Maintaining the parameters
 2. Running the dunning run
 3. Editing the dunning proposal
 4. Printing the dunning notices

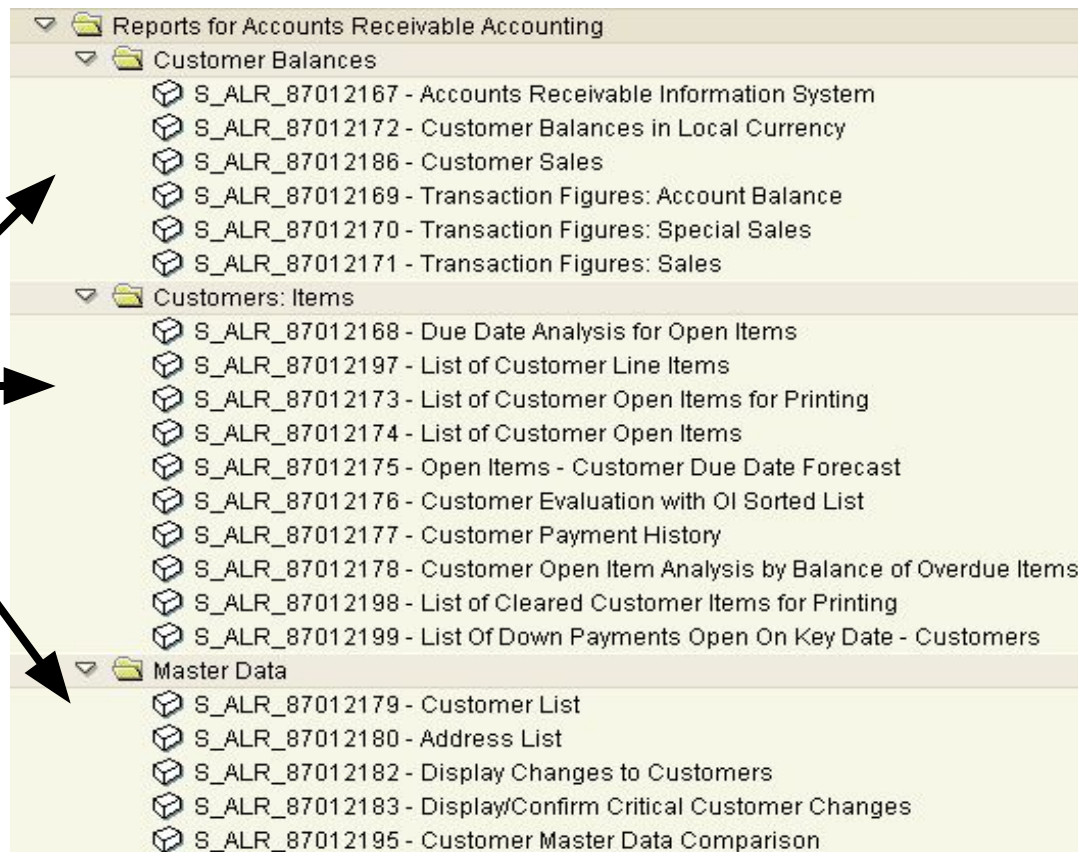
You execute the dunning with transaction F150

Dunning level can be changed in a new dunning proposal or by change in customer open items by using mass change.

INTERNAL USE ONLY

Reports for Accounts receivable

These standard reports are available in Accounts receivable.



INTERNAL USE ONLY

Dynamic selection -button functionality

With the Dynamic selection –button you can restrict your report to display only for example dunning area for one business or/and geographical area.

Press the Dynamic selection –button.



INTERNAL USE ONLY

With this transaction you can display open and cleared customer items. You also have several possibilities to change and filter the lay-out.

Customer Line Item Display

Status: open Parked Cleared
 Due date: Overdue Due Not due

Customer: 1006
 Company Code: FI14
 Name: MERENKULKULAITOS
 City: HELSINKI

St	Assignment	DocumentNo	Typ	Doc. Date	S	DD	Amt in loc.cur.	LCurr	Clrng doc.	Text
<input type="checkbox"/>	<input checked="" type="checkbox"/> 0090003111	4600003059	RV	02.03.2004			57,57	EUR		
<input type="checkbox"/>	<input checked="" type="checkbox"/> 0090004248	4600004174	RV	09.03.2004			2.151,42	EUR		
<input type="checkbox"/>	<input checked="" type="checkbox"/> 0090004587	4600004505	RV	11.03.2004			870,57	EUR		
<input type="checkbox"/>	<input checked="" type="checkbox"/> 0090007292	4600007152	RV	29.03.2004			641,21	EUR		
<input type="checkbox"/>	<input checked="" type="checkbox"/> 0090008926	4600008781	RV	08.04.2004			105,88	EUR		
<input type="checkbox"/>	<input checked="" type="checkbox"/> 0090017146	4600016940	RV	01.06.2004			630,04	EUR		
<input type="checkbox"/>	<input checked="" type="checkbox"/> 0090020576	4600020336	RV	01.07.2004			9,52	EUR		
<input type="checkbox"/>	<input checked="" type="checkbox"/> 0090020577	4600020337	RV	01.07.2004			9,52	EUR		
<input type="checkbox"/>	<input checked="" type="checkbox"/> 3228136	5100015700	SA	27.10.2003			53,31	EUR		63151161
<input type="checkbox"/>	<input checked="" type="checkbox"/> 4202662	5100015705	SA	27.01.2004			2.801,12	EUR		63163071 6315937100
	*						1.727,92	EUR		
<input type="checkbox"/>	<input checked="" type="checkbox"/> 0090009663	4600009509	RV	15.04.2004			184,95	EUR	1200027755	
<input type="checkbox"/>	<input checked="" type="checkbox"/> 0090011367	4600011189	RV	28.04.2004			184,95	EUR	1200027755	
<input type="checkbox"/>	<input checked="" type="checkbox"/> 0090009664	4600009510	RV	15.04.2004			1.302,23	EUR	1200037924	
<input type="checkbox"/>	<input checked="" type="checkbox"/> 0090011369	4600011191	RV	28.04.2004			1.302,23	EUR	1200037924	
<input type="checkbox"/>	<input checked="" type="checkbox"/> 4260020	5100015698	SA	05.01.2004			37.440,11	EUR	2400000178	63203380 9551/5506

INTERNAL USE ONLY

With this report you can display customer balances sorted by G/L account and customer number.

List Edit Goto System Help

Customer Balances in Local Currency

Wärtsilä Finland Oy Customer Balances in Local Currency Time 12:49:11 Date 16.08.2004
Vaasa RFDSL000/MAH002 Page 1

Periods carr.fwd 00 - 00 2004 Reporting periods 01 - 12 2004

Comp Reconcil. Code	Customer Account	Search Tm (Short Nme)	Sp. G/L	Balance at Start of Period	Reporting Period Debit Total	Reporting Period Credit Total	Debit balances	Credit balance
FI14	1500000	Accounts receivable, current portion, external						
	1003	SHIPLEY TR		0,00	1.068.750,00	937.050,00	131.700,00	
	1006	MERENKULKU		0,00	81.145,29	79.417,37	1.727,92	
	1007	LIBYANGENE		0,00	4.677,00	0,00	4.677,00	
	1008	GRANFORS		0,00	733,46	733,46		
	1009	MINICARRI		0,00	119.775,71	113.792,28	5.983,43	
	1010	FORTUM		0,00	1.366.559,45	1.165.569,92	200.989,53	
	1011	ILMA		0,00	19.940,52	19.710,20	230,32	
	1013	PLM		0,00	131,00	131,00		
	1014	FORTUM		0,00	78.607,40	16.250,17	62.357,23	
	1015	ÅLANDSKRAF		0,00	11.522,41	8.265,92	3.256,49	
	1026	RAJAVARTI		0,00	15.092,84	6.696,33	8.396,51	
	1033	KARJALAN		0,00	1.802,88	1.802,88		
	1035	VIKING LI		0,00	115.470,02	85.372,21	30.097,81	
	1036	SILJA LINE		0,00	3.566.757,92	3.380.161,07	186.596,85	
	1038	RMR		0,00	4.132,02	0,00	4.132,02	
	1040	FINTERCO		0,00	77.793,72	77.793,72		
	1044	TEOLLISUU		0,00	99.613,01	96.781,71	2.831,30	

INTERNAL USE ONLY

With this report you can display the customer sales listed by the country and customers.

CoCd	Nnty	Post code	Customer	Name	City	Street	Curr.	Sales
FI14	EC	Ecuador						
	0		1468	OLEODUCTO DE CRUDOS	AV AMAZONAS Y NACION	EDIFICIO BANCO LA PR	EUR	49,41-
	0		1598	PETROECUADOR / AGIP	QUITO	RUC1791401492001	EUR	59.455,74
	000000000		3781	RAMSEYER & MILLER IN	XX		EUR	2.363,32-
	170410570		3776	DYGOIL CIA ITDA	QUITO	AV. REPUB. DE EL SAL	EUR	7.658.068,73
	17211483		EC10	WÄRTSILÄ ECUADOR S.A	QUITO	Calle Los Floripondi	EUR	25.894,42-
	8001		3793	PETROECUADOR / PEREN	QUITO	AV. AMAZONAS 4069	EUR	195.030,70
	*****						EUR	7.884.248,02

With this transaction you can run a due date analyze of customer:

- Total of due items
- Totals of items not due
- Total of open customer items

Report Edit Goto Navigate Extras Settings System Help

Execute Due Date Analysis for Open Items: Overview

Due Date Analysis for Open Items

Account type Customers

Navigation

Posting key ▲
Business Area .
Company Code .
Document type ▼

		Total open items		
Customer	Customer	Due	Not due	Total OI
01006	MERENKULKULAITOS	1.727,92	0,00	1.728
01007	GENERAL NATIONAL MAR	4.677,00	0,00	4.677
01009	MINICARRIERS AB	5.983,43	0,00	5.983
01010	Fortum Oil Oy	200.989,53	0,00	200.990
01011	ILMAVOIMIEN VIESTITE	230,32	0,00	230
01014	FORTUM POWER AND HEA	62.357,23	0,00	62.357
01015	ÅLANDS ENERGI AB	3.256,49	0,00	3.256
01026	RAJAVARTIOLAITOS/LAS	8.396,51	0,00	8.397
01035	VIKING LINE AB/OY	29.062,03	1.035,78	30.098
01036	SILJA LINE SERVICE O	174.218,27	12.378,58	186.597
01038	RMR OY	4.132,02	0,00	4.132
01044	TEOLLISUUDEN VOIMA O	2.831,30	0,00	2.831
01048	C/O REDERI AB GUSTAF	3.076,68	0,00	3.077
01050	TIELIIKELAITOS	3.123,22	0,00	3.123

INTERNAL USE ONLY

With this transaction you can list all customer line items. This report lists open and cleared line items, sorted by invoice reference number, dunning level, due date or posting day.

List of Customer Line Items																	
Wärtsilä Finland Oy																	
Vaasa																	
List of Customer Line Items																	
Time 13:51:37																	
Date 16.08.2004																	
RFDEPL00/MAH002																	
Page 1																	
Assignment number	Pstg date	Do ty	Document number	Doc. date	BusA	LIN	PK	D	P	Clrg K	Clearing doc.no.	D/C	Discount amt in LC	Rea S Cd.	Curr-6 ency	Amount document	T curr. X
Sort: CC Accounting cIer Acct no. Ref. Assignment no. Posting date Currency Business area																	
0090003052	020304	RV	4600003000	020304		001	01	1		310504	1200043113				USD	1.363,86	
			Ref.no.: TEL.CALL 1.3-04												EUR	1.098,29	
FI14	3317		4600003000	*											EUR	1.098,29	*
			310104 SA 5100014585	310104		002	15	1							EUR	5.500,00-	
			Ref.no.: ES4 J400290			J400290;					Nepc Consortium 07118						
FI14	3317		5100014585	*											EUR	5.500,00-	*
3271210	310104	SA	5100016932	120803		001	01	1		310504	1200043291				EUR	16.553,47	
			Ref.no.: 3271210			62201738											
FI14	3317		5100016932	*											EUR	16.553,47	*
FI14	3317		**												EUR	59.028,64	D
																5.500,00	C
																Bal.:	53.528,64
																Per currency:	42.475,17
																USD	53.433,36
																	11.053,47

INTERNAL USE ON

With this report you a list of open items for a customer.

List Edit Goto System Help

List of Customer Open Items

Wärtsilä Finland Oy
Vaasa

List of Customer Open Items

Time 14:10:57 Date 16.08.2004
RFDOP010/MAH002 Page 1

Assignment number	Pstg date	Do ty	Document number	Doc. date	BusA	LI	PK	D	P	Cash disc.	base	PyPe date	Disc. dy1	Disc. perc.1	Net due	S 6	Curr- ency	Amount doc.	T currency X	
Sort: CC Recon.acct Acct no. Ref. Assignment no. Posting date Currency Business area																				
FI14 1500000	1003		SHIPLEY TRADING LTD V6 0 BRITISH VIRGIN ISLANDS													Key date	16.08.04			
310709	310104	SA	5100015517	191203			001	01	0	20.934,75		200804			200804		EUR	20.934,75		
FI14 1500000	1003		5100015517 *													EUR	20.934,75	*		
310648	310104	SA	5100015549	271103			001	01	0	48.815,25		200804			200804		EUR	48.815,25		
FI14 1500000	1003		5100015549 *													EUR	48.815,25	*		
310742	310104	SA	5100015560	301203			001	01	0	61.950,00		150604			150604		EUR	61.950,00		
FI14 1500000	1003		5100015560 *													EUR	61.950,00	*		
FI14 1500000	1003		**													EUR	131.700,00	D		
																		0,00	C	
																		Total receivables:		131.700,00
																		Per currency:		131.700,00

With this report you can analyze your customer open items. This report displays also customer total sales for a period and total cleared items.

Customer Evaluation with OI Sorted List

Wärtsilä Finland Oy
Yaasa

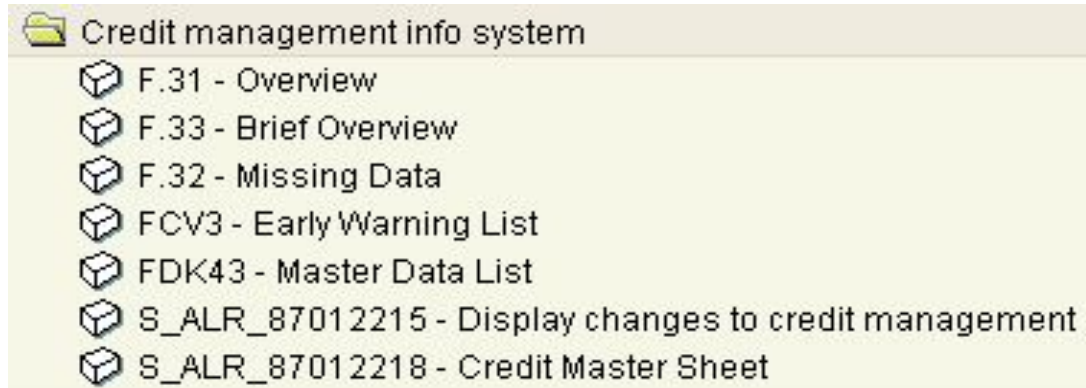
Customer Evaluation with OI Sorted List
RFDOPRO0/MAH002

Time 14:36:44 Date 16.08.2004
Page 10

Address		Commitments (LC Amounts)							
Fortum O11 Oy Shipping PO Box 100 FIN-00048 FORTUM		Open item acct	200.990						
SIs/pur.data (amnts in LC)		Payment data							
Annual purchases	1.231.983	Payment terms	W300						
Authorized deduc		Vendor clearing							
Unauthorized deduc		Type							
Intrst	39	Arrears in days							
Accum.cclearing	1.030.994	Last payment period							
Export credit insurance (LC amnt)		Dunning data							
Contract number		Dunning area	10 20 30 40 90						
Bank number		Dunn.procedure	FI14 FI14 FI14 FI14 FI14 FI14						
Amount insured		Dunn.recipient							
Valid until		Lst.dunn.notice	05.04.2004						
Target months		Dunning level	1						
Deductible		Dunn.actg.clerk	FI14: Mari FI14: Powe FI14: Serv						
Dunning block		Leg.dunn.proc							
BusA	Curr	Down pmnt	OI total	To	From 1	From 31	From 61	From 91	From 121
				0	To 30	To 60	To 90	To 120	
		0	200.990	Net	200.990				
				Dsc	200.990				
				Pmt	200.990				
				O1d		13.254	163.621	3.703-	27.818
				Ovd		13.254	163.741	8.407	9.244-
									24.832

S_ALR_87012176 fts0096 INS

Reports for Credit management



These standard reports are available in the area of credit management

INTERNAL USE ONLY

FCV3 – Early warning list

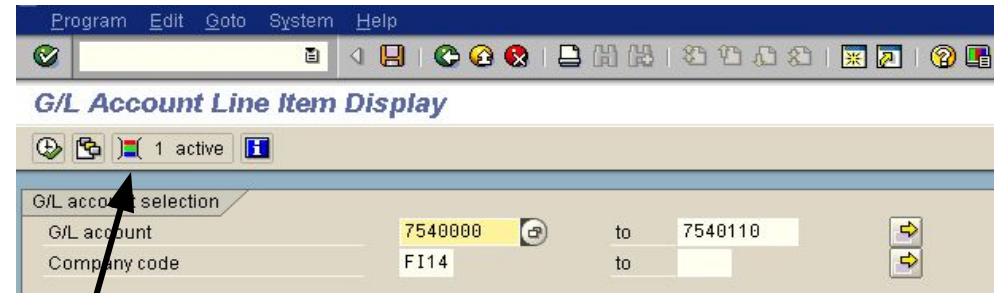
- You use the early warning list to display and print out those customers in credit management who are to be seen as critical within the credit checks. You can adjust the range of the data to be displayed so that it meets your information needs by defining your own display variants in for example Optional check parameters.
- You need to create A/R Summary with transaction FCV1 for selected customers before you run the early warning list.

Customer	CCAr	P	Risk cat.	GG	Cred. acct	Arrear	Open items	Crcy	Dunn. Level	Next check	Creation time	FCP:LimUs%	ACC:L
1005	4000	X			1005	0	0,00	EUR			20040811061702	0,00	
1006	4000	X			1006	142	4.475,73	EUR	1		20040811061702	0,00	
1007	4000	X			1007	36	4.677,00	EUR			20040811061702	0,00	
1008	4000	X			1008	0	0,00	EUR			20040811061702	0,00	
1009	4000	X			1009	123	5.838,26	EUR			20040811061702	0,00	
1010	4000	X			1010	161	190.254,42	EUR	1		20040811061702	0,00	
1011	4000	X			1011	39	230,32	EUR			20040811061702	0,00	
1012	4000	X			1012	0	0,00	EUR			20040811061702	0,00	
1013	4000	X			1013	0	0,00	EUR			20040811061702	0,00	
1014	4000	X			1014	79	62.357,23	EUR			20040811061702	0,00	
1015	4000	X			1015	55	3.256,49	EUR			20040811061702	0,00	

INTERNAL USE ONLY

Commissions

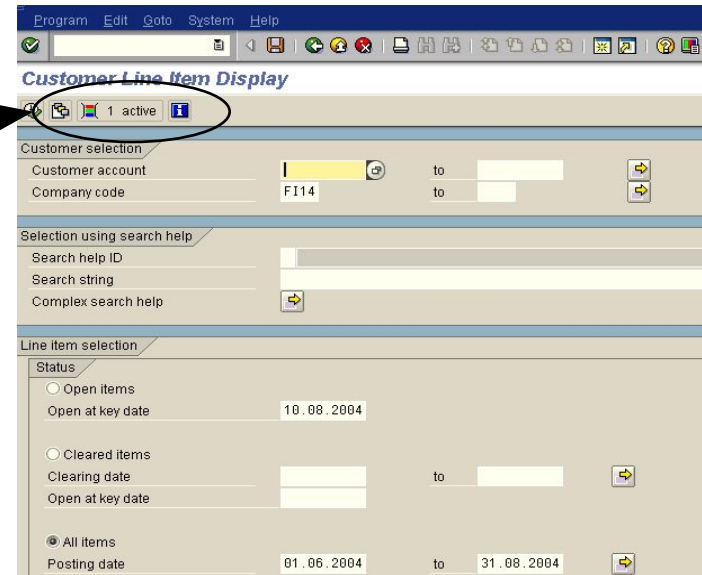
- Go to transaction FBL3N
- Select G/L accounts:
 - 7540000 Sales comm., parts ext.
 - 7540100 Sales comm., parts ig.
 - 7540010 Sales comm., projects ext.
 - 7540110 Sales comm., projects ig.
- You can also select the profit centers from the dynamic selections -button.
- You can also select the period.



INTERNAL USE ONLY

Commissions

- Go to transaction FBL5N
- Select from the Dynamic selection –button the dunning area. You can also select the period you wish to analyze.
- On the next page you need to select the Offsetting account number and filter to display only the commissions.



The screenshot shows the data table in the 'Customer Line Item Display' screen. The menu bar includes 'List', 'Edit', 'Goto', 'Extras', 'Environment', 'Settings', 'System', and 'Help'. The toolbar at the top contains various icons, including a filter icon circled in red. The table below shows the following data:

St	Assignment	DocumentNo	Typ	Doc. Date	S	DD	Amt in loc. cur.	LCurr	Clrng doc.	Text	Offst. acct
	0090018551	4600018332	RV	09.06.2004			44.089,18-	EUR			7540100
*							44.089,18-	EUR			
**	Account AE10						44.089,18-	EUR			

INTERNAL USE ONLY

Introduction

1. General introduction
2. Process recap
3. SAP main structures
4. Integration
5. General ledger
6. Accounts Payable
7. Accounts Receivable
8. Cash management
9. Period end postings

INTERNAL USE ONLY

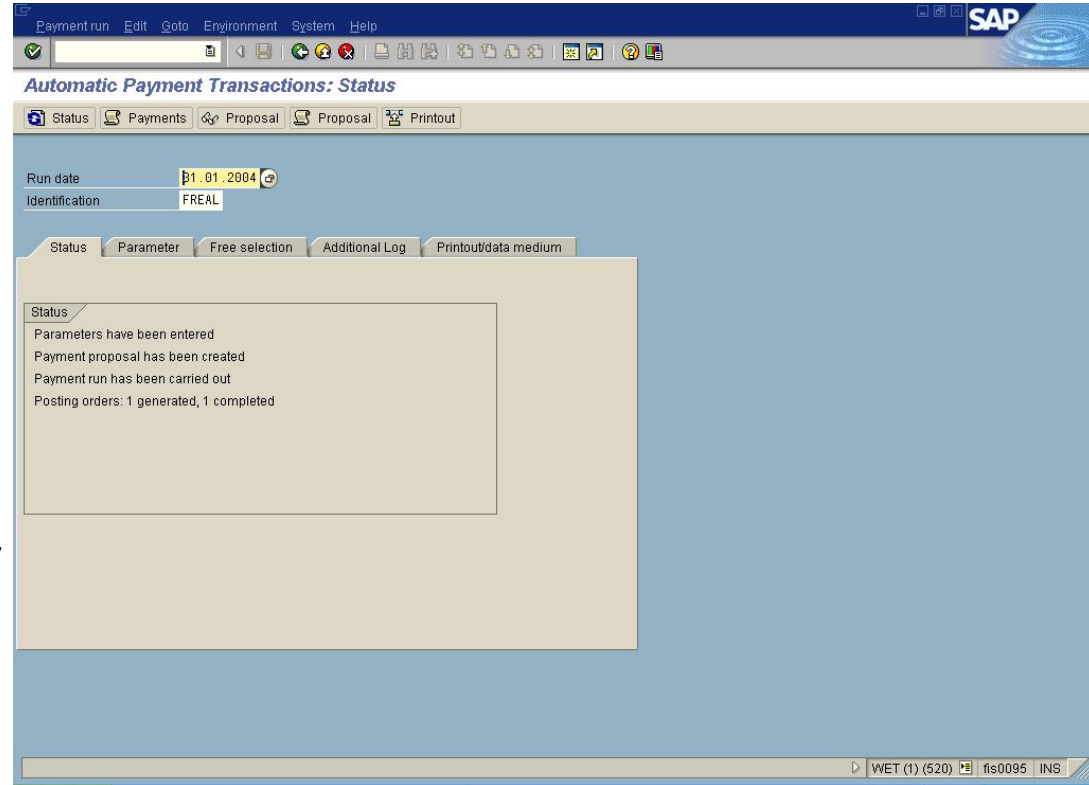
1 11 2004

Payment program

You run the payment proposal and execute the payment file to be sent to the banking program with transaction: F110 – Automatic payment transactions

With this transaction you select the invoices you want to pay and the system automatically clear the vendor invoices for domestic (D) and travel invoices (L). Foreign (F) invoices are cleared on the next day with the payment feedback file.

The payment file can also be used to print payment advices to vendors.



Import electronic bank statement

The first step is to import the electronic bank statement from the bank interface to a server.

This is done with transaction:
FF_5

Use variants!

The screenshot shows the SAP transaction 'Bank Statement: Various Formats (SWIFT, MultiCash, BAL...)' in the 'FF_5' variant. The interface is divided into several sections:

- File specifications:** Includes checkboxes for 'Import data' (checked), 'Workstation upload' (checked), and 'Assign value date' (checked). The 'Elect. bank statement format' is set to 'F'. The 'Statement file' is 'WFIS60001OCWsiirto@tllote_F114'.
- Posting parameters:** Includes radio buttons for 'Post immediately' (selected), 'Generate batch input', and 'Do not post'. There are checkboxes for 'Only bank accts' and 'Summarization'. 'Session names' is set to '1'.
- Cash management:** Includes checkboxes for 'Cash mgmt payment advices' and 'Account Balance'. 'Planning type' is set to '1'.
- Algorithms:** Includes 'BELNR number interval' (1 to 999999999) and 'XBLNR number interval' (1 to 999999999999999).
- Output controls:** Includes checkboxes for 'Execute as background job', 'Print bank statement', 'Print posting log' (checked), 'Print statistics' (checked), and 'Separate list'.

The status bar at the bottom shows 'FF_5 | fis0096 | INS'.

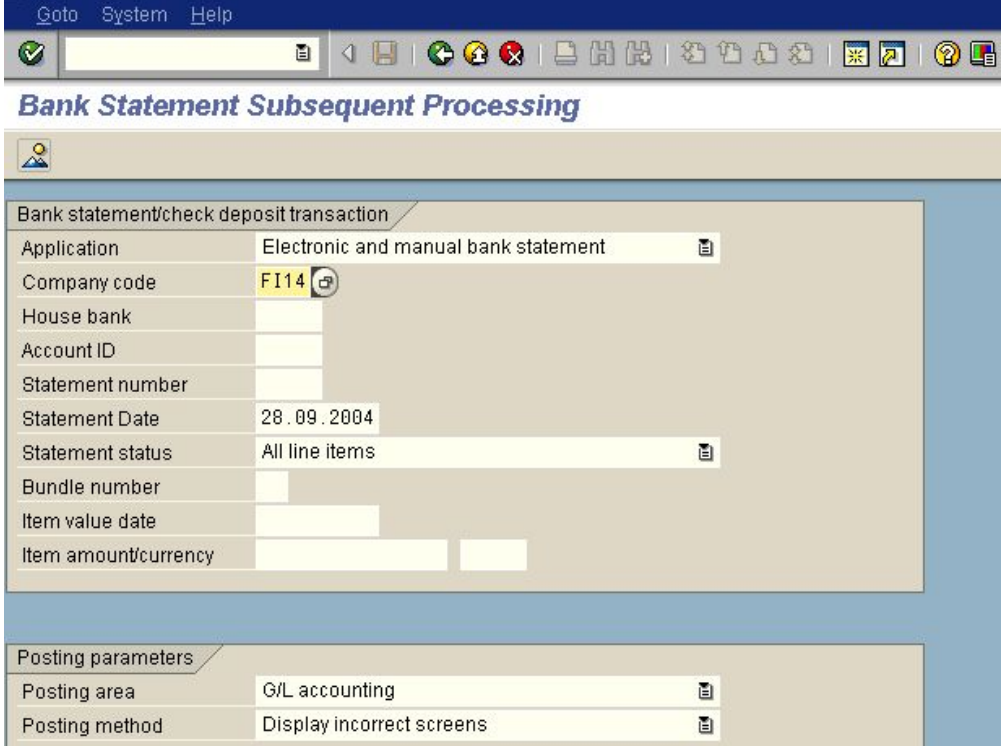
INTERNAL USE ONLY

1 11 2004

Process electronic bank statement

With transaction FEBA you process the incoming and outgoing payments.

You need to process this in two steps:
Posting area 1: Post from bank account to clearing account
Posting area 2: Post from clearing account to clear subledgers.



The screenshot shows the SAP 'Bank Statement Subsequent Processing' screen. The title bar includes 'Goto System Help' and a menu bar with icons for navigation and actions. The main content area is divided into two sections: 'Bank statement/check deposit transaction' and 'Posting parameters'. The first section contains fields for Application (Electronic and manual bank statement), Company code (FI14), House bank, Account ID, Statement number, Statement Date (28.09.2004), Statement status (All line items), Bundle number, Item value date, and Item amount/currency. The second section contains fields for Posting area (G/L accounting) and Posting method (Display incorrect screens).

Bank statement/check deposit transaction	
Application	Electronic and manual bank statement
Company code	FI14
House bank	
Account ID	
Statement number	
Statement Date	28.09.2004
Statement status	All line items
Bundle number	
Item value date	
Item amount/currency	

Posting parameters	
Posting area	G/L accounting
Posting method	Display incorrect screens

Check document DAAB043432 for further information.

INTERNAL USE ONLY

Processing incoming payments

Processing an incoming payment includes two processes:

1. Posting the payment to the assigned bank account.
2. Matching open invoice lines for this customer with payment line items and then clearing them if they correspond.

INTERNAL USE ONLY

Clearing of customer invoices

Clearing of customer invoices, payments and credit notes.

Transaction F-32 is used for clearing of “normal” open payments and invoices. (Also possible to clear advance payments and invoice related to these.)

Normal OI = Invoices and payments

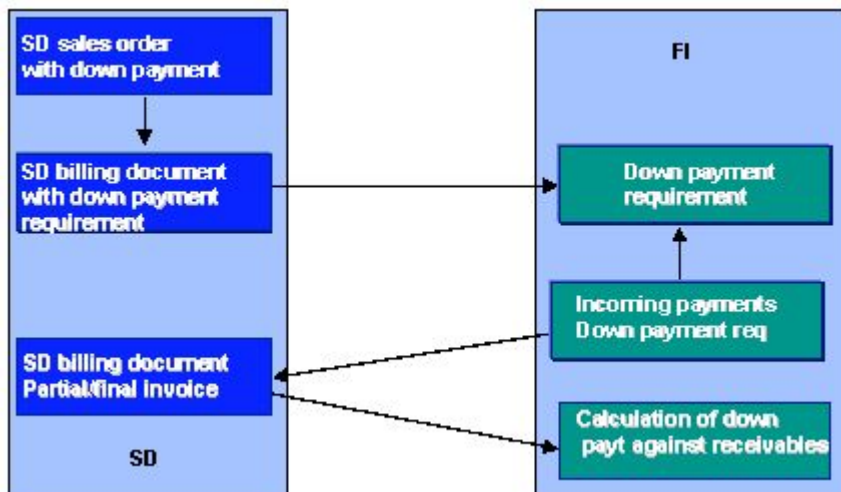
Special G/L ind = Enter A as special G/L ind, if you want also take open advance payments and invoices related to these payments to your clearing list.

INTERNAL USE ONLY

1 11 2004

Clearing of customer down payment

Down payment procedure



The screenshot shows the SAP 'Clear Customer Down Payment: Header Data' screen. The title bar includes 'Document', 'Edit', 'Goto', 'Settings', 'Environment', 'System', and 'Help'. The main content area is titled 'Process down pmnts' and contains the following fields:

Document Date	21.04.2004	Type	DA	Company Code	fi14
Posting Date	21.04.2004	Period		Currency	eur
Document Number		Translation dte			
Reference					
Doc.Header Text					
Trading Part.BA					

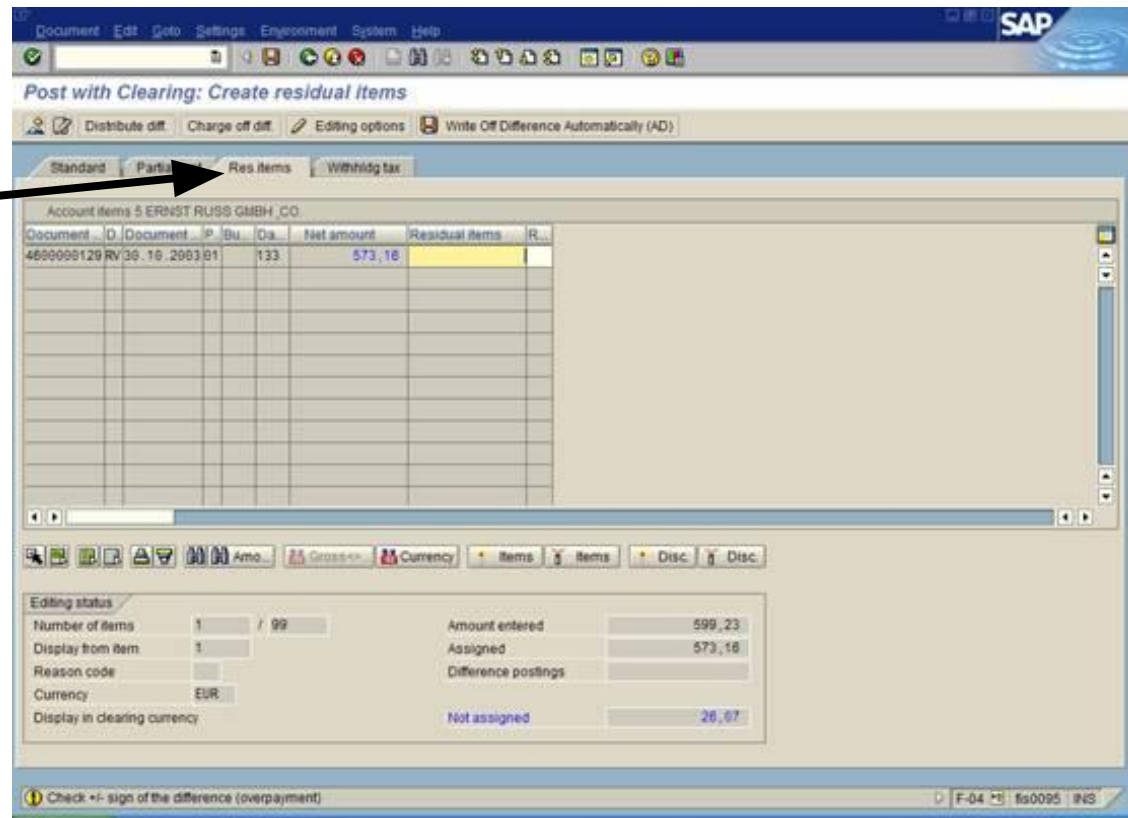
Below these fields are sections for 'Customer' (Account: 1101), 'Relevant invoice' (Invoice ref., Line item, Fiscal year), and 'Transfer posting item(s) details' (Assignment, Text). A red arrow points from the 'Line item' field to a red text box on the right that reads: 'Enter FI document number of billing document and only those transactions are shown'. The status bar at the bottom shows 'WEQ (1) (900) | fis0096 | INS'.

INTERNAL USE ONLY

1 11 2004

Receiving partial payments / overpayments

- If the open items do not balance the payment,
- You can clear an open item and post a residual item. Post to correct profit center.



INTERNAL USE ONLY

1 11 2004

Introduction

1. General introduction
2. Process recap
3. SAP main structures
4. Integration
5. General ledger
6. Accounts Payable
7. Accounts Receivable
8. Cash management
9. Period end postings

INTERNAL USE ONLY

1 11 2004

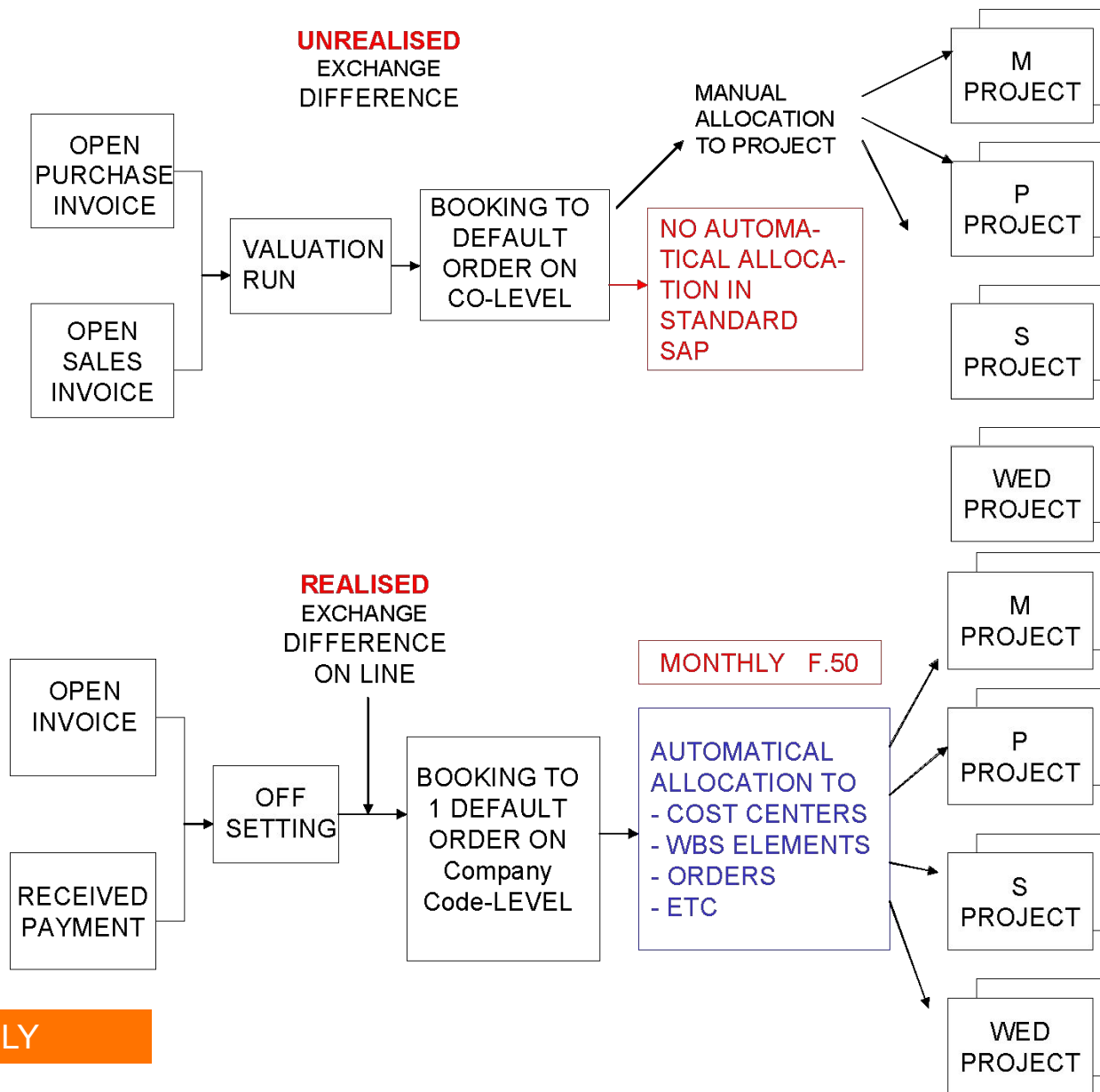
Check list before start to do Period end postings

- Check:
 - No entries on dummy profit center 9999
 - the entries on default profit center 90000
 - the total in FI = total in CO
 - No entries without dunning area
 - Receivables same in FI and CO
 - Open payments have payment block X
 - Missing information in COPA
 - Reconciliation of Revenues in COPA to Finance
 - Blocked Billing Documents in SD and Billing Due list
 - Check exchange rates in the system

INTERNAL USE ONLY

1 11 2004

Process for unrealized and realized exchange rate



INTERNAL USE ONLY

Foreign currency valuation

- Customer invoice

Accounts receivable / Customer 2406 (USD) <hr/> 10000 USD	Sales / Goods ext. 3000000 (USD) <hr/> 10000 USD
--	---

- Valuation 03.2004

A/R revaluat., ext. 1500010 (EUR) 32 EUR	Exch.diff., sales ext. uneal 3090100 (EUR) 32 EUR
--	---

- Valuation 04.2004

A/R revaluat., ext. 1500010 (EUR) 128 EUR	Exch.diff., sales ext. ureal 3090100 (EUR) 128 EUR
---	--

- Payment received 05.2004

Accounts receivable / Customer 2406 <hr/> 10000 USD 8110 EUR	USD Bank acc. 1970235 (USD) <hr/> 10000 USD 8070 EUR	A/R, Revaluat., ext 1500010 (EUR) <hr/> 96 EUR	Exch.diff., sales 3090000 (EUR) <hr/> 40 EUR	Exch.diff., sales ext 3090100 (EUR) <hr/> 96 EUR
--	---	--	--	---

INTERNAL USE ONLY

Foreign currency valuation (unrealized)

Transaction F.05

Program Edit Goto System Help

Foreign Currency Valuation

Company Code: F114 to [] []

Evaluation Key Date: 31.03.2004

Valuation method: EVR

Valuation in curr.type: 10 or valuation area: []

Postings Open Items G/L Balances Other FASB 52

Bal. sheet preparation valuation

Creating postings

Batch input session name: []

Posting date: 31.03.2004

Posting date: 31.03.2004

Posting period: 3

Reversal posting date: []

Reverse post. period: []

For G/L Account Balance Valuation

reverse postings

F.05 | fis0096 | OVR

Valuation data

Posting data

Select Balance sheet preparation for customer and vendor open items when creating postings

Bank accounts

Vendor / Customer / Bank accounts with open items

Notes: Valuation currency type, 10 for company code currency and 30 group currency. Do first the valuation in currency type 10. Do first a test run, without a tick in the Creating postings box. (And without tick in balances sheet preparation! Tick = create postings

INTERNAL USE ONLY

1 11 2004

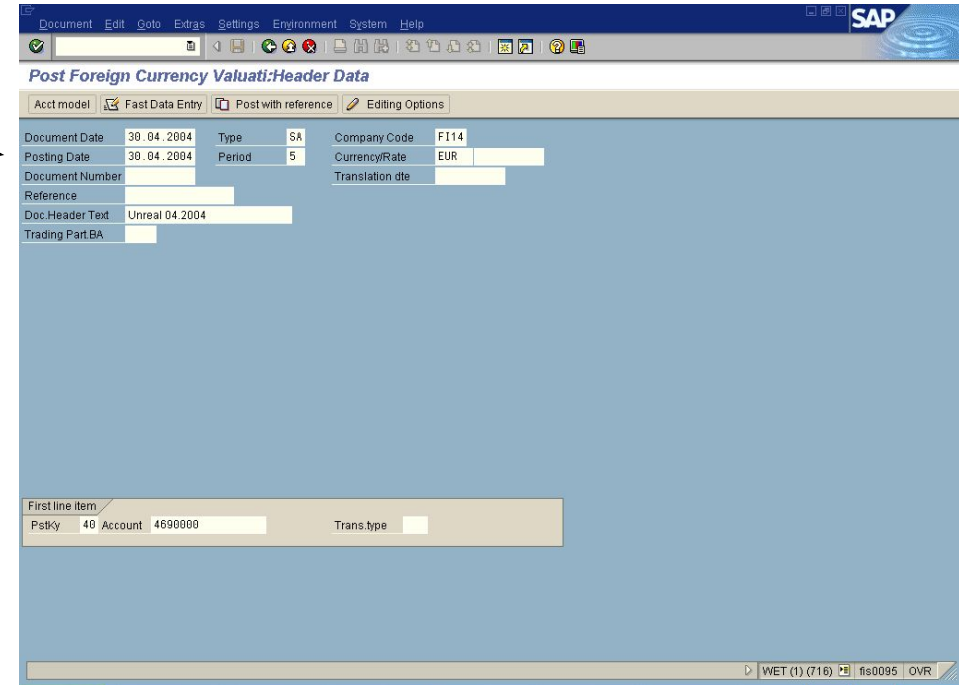
Re-posting of unrealized exchange rate

Re-posting of exchange rate is done with transaction F-05

From reports:

- ZFI_UNREALCUST
- ZFI_UNREALVEND,

you can check to which posting objects you need to repost.



The screenshot shows the SAP transaction F-05 'Post Foreign Currency Valuat:Header Data'. The interface includes a menu bar (Document, Edit, Goto, Extras, Settings, Environment, System, Help) and a toolbar. The main area displays the following data:

Document Date	30.04.2004	Type	SA	Company Code	F114
Posting Date	30.04.2004	Period	5	CurrencyRate	EUR
Document Number				Translation dte	
Reference					
Doc. Header Text	Unreal 04.2004				
Trading Part BA					

At the bottom, the 'First line item' section shows:

Pstky	40	Account	4690000	Trans.type	
-------	----	---------	---------	------------	--

The status bar at the bottom right indicates 'WET (1), (716) | fs0095 | OVR'.

INTERNAL USE ONLY

1 11 2004

Valuation of Bank accounts

Balance 31.3

USD, IG bank acc. 1970230	
7000 USD	

Valuation 31.3

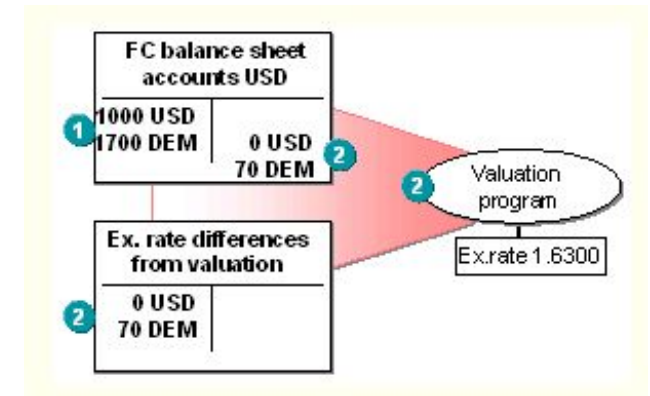
USD, IG bank acc. 1970230	
50 EUR	

Unreal exch. Gain.ig	
8495000	50 EUR

Reversal 1.4

USD, IG bank acc. 1970230	
	50 EUR

Unreal exch. Gain.ig	
50 EUR	8495000



INTERNAL USE ONLY

Exchange rate difference (realized) and Cash discounts

- With transaction F.50 you re-allocate realized exchange rate differences and cash discounts to correct posting objects.
- You can run this transaction only once in a month!

Profit and Loss Adjustment

Company Code F114 to |

Document type | to |

Selection of clearing procedures to be included

Reporting year 2004

Reporting period 4 to |

Control

Process cash discnts

Process exch.rate differences

Proc.backdated tax calculation

Additional Control

Transfer to Original G/L Accou

Only for G/L Account | to |

Account assignment objects not to be included

Field name (COBL-) |

Posting parameters

Create batch input session

Document type |

Posting date 30.04.2004

Posting period 4

Batch input session name SAPF181

Output Control

F.50 | f1s0096 OVR

Select exch. rate diff. or cash discounts

INTERNAL USE ONLY

1 11 2004

Goods received / Invoice received (GR/IR) Clearing

To GR/IR clearing account is posted goods received and invoice received for goods.

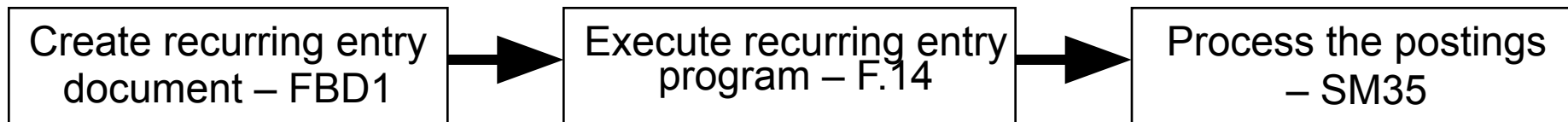
- 1) Execute automatic clearing with transaction F.13
- 2) Analyze GR/IR clearing with transaction F.19, and execute the accrual posting.

<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">GR/IR clearing acc. 2510800</td> <td style="width: 10%;"></td> <td style="text-align: center;">Raw material</td> <td style="width: 10%;"></td> <td style="text-align: center;">A/P Vendo</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;"></td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;"></td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;"></td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;"></td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: right;">1000 EUR</td> <td style="text-align: right;">2000 EUR</td> <td style="text-align: left;">2000 EUR</td> <td style="text-align: right;">1300000</td> <td style="text-align: right;">r</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: right;">1000 EUR</td> <td></td> <td></td> <td></td> <td style="text-align: right;">1000 EUR</td> </tr> </table>	GR/IR clearing acc. 2510800		Raw material		A/P Vendo						1000 EUR	2000 EUR	2000 EUR	1300000	r						1000 EUR				1000 EUR	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">GR/IR correct. acc. 2510810</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: right;">1000 EUR</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> </tr> </table>	GR/IR correct. acc. 2510810		1000 EUR		<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">GR/IR Goods received, Invoice not received 2510820</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: right;">1000 EUR</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> </tr> </table>	GR/IR Goods received, Invoice not received 2510820		1000 EUR	
GR/IR clearing acc. 2510800		Raw material		A/P Vendo																															
1000 EUR	2000 EUR	2000 EUR	1300000	r																															
1000 EUR				1000 EUR																															
GR/IR correct. acc. 2510810																																			
1000 EUR																																			
GR/IR Goods received, Invoice not received 2510820																																			
1000 EUR																																			
<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">GR/IR Invoice received, Goods not received 2510830</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: right;">0 EUR</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> </tr> </table>					GR/IR Invoice received, Goods not received 2510830		0 EUR																												
GR/IR Invoice received, Goods not received 2510830																																			
0 EUR																																			

INTERNAL USE ONLY

Recurring entry

- Recurring entries are business transactions that are repeated regularly. Recurring entries can be defined for G/L accounts, customers, or vendors. The following data never changes in recurring entries:
 - Posting keys
 - Account
 - Line item amounts
- You enter this recurring data into a recurring posting document. This is a document that does not update the transaction figures. The recurring entry posting program uses this document as a basis for creating accounting documents.



INTERNAL USE ONLY

Profitability analysis (CO-PA)

- Analyse organisational profitability (Profit center accounting)
- Transaction: S_ALR_87013326, S_ALR_87013336
- Analyse segment profitability (Profitability analysis)
- Transaction: KE30

- Need to check postings to CO-PA (not assigned amounts):
- Error in Settlement rules!
- Order data!
- Master data!

INTERNAL USE ONLY