FINANCIAL ACCOUNTING

SAP Implementation at IESCO

Training Document – Fiori Apps

Accounts Payable

LAST SAVED - 2018-08-15 9:35:00 PM

IESCO_SAP_ERP_FI_TD Fiori_AP

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Accounts Payable

1 Purpose

With Accounts Payables, you can manage your open payables invoices that are automatically created from purchasing processes. You can manage and control open items with various analytical tools to optimize accounts payable handling. You can process payments automatically, ensure approval of all payments before payment, and monitor payment progress.

2 Master Data

Vendor master records are used by both the Accounting component and the Purchasing component.

3 Process Steps

3.1 Vendor Master Data Maintenance

Use

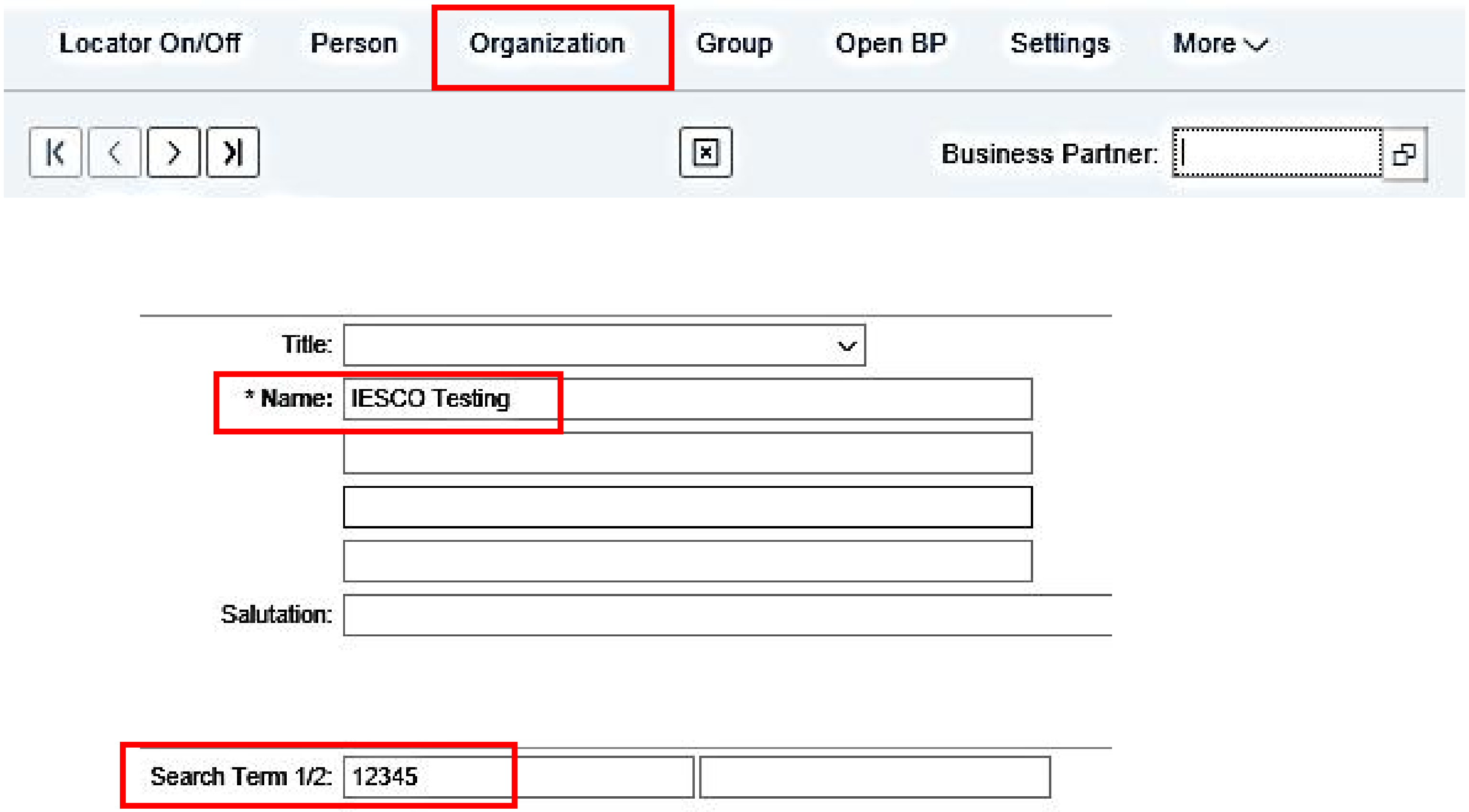
In this activity, you create a Vendor master record.

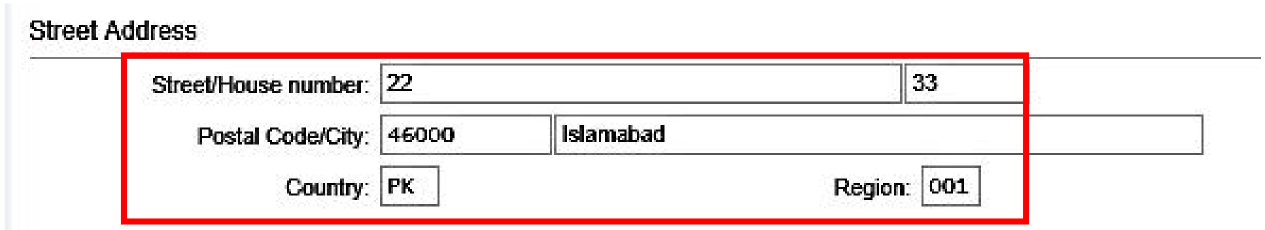
Procedure

1. Open “Maintain Business Partner” App. from FioriLaunch pad.
2. Drilldown the Business partner field and select

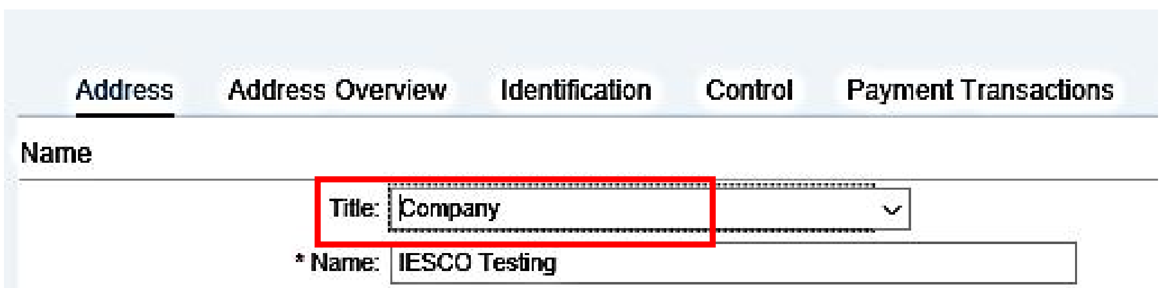
Field name	Description	User action and values	Comments
Change BP role		Enter the following values: Display in BP role:**Supplier (Fin.Accounting)**	The Display Organization:**1000762** role Supplier (Fin.Accounting) screen displays.
Edit Supplier		Choose the Switch between Display and Change button to change the data to update.	The Business Partner Master Data can now be edited.
Company Code data		Choose the Company Code button at the top. Choose the Vendor: Correspondence tab.	
Save		Choose Save.	Changes are saved.
Payment Methods		Choose the Vendor: Payment Transactions tab.	You are on the Vendor: Payment Transactions tab.
Save		Choose Save.	Changes are saved.
Navigation		To change or display other master data settings, change the BP role and navigate thru the available tabs as follows: Display in BP role:**Business Partner (Gen.) or Supplier**	Different setting are displayed and can be edited according to the chosen BP role.
Save Supplier		Choose the Save button after completing your changes.	The changes to Business Partner Master Data are saved.

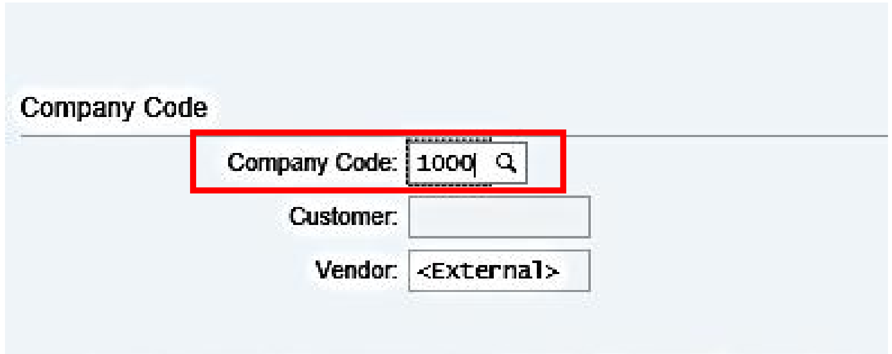
Screen shot for the Vendor Master Data Creation.

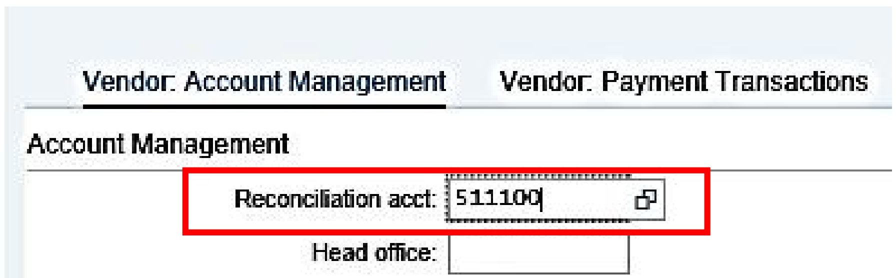



Street Address
Street/House number:
22
33
Postal Code/City:
46000
Islamabad
Country:
PK
Region:
001


Save
Cancel


Address
Address Overview
Identification
Control
Payment Transactions
Name
Title:
Company
* Name:
IESCO Testing





Result

You have created vendor **1000762** in company code 1000.

3.2 Blocking/Unblocking or Deleting Vendor Account

Use

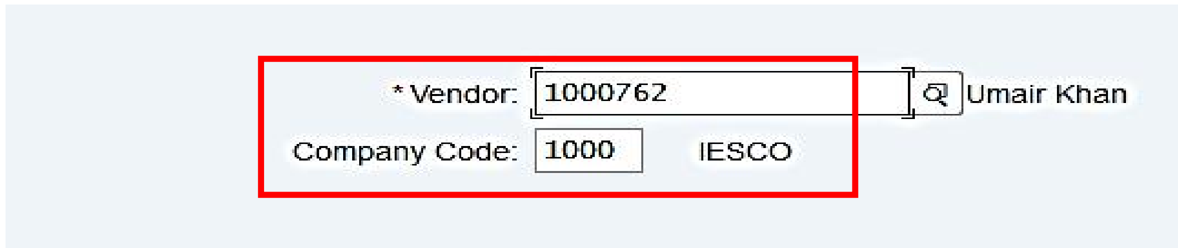
In this activity you Block or Un-blockor Delete a Vendor.

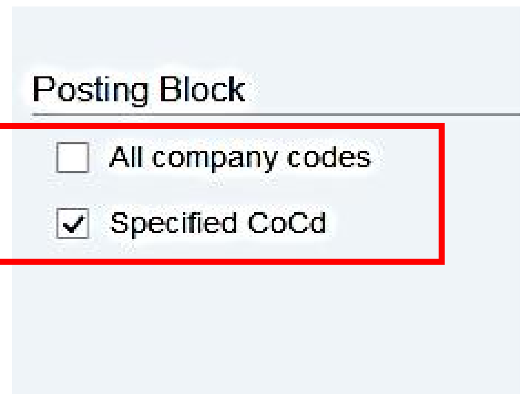
Procedure

1. Open “Block Vendor Centrally” App. from Fiori Launchpad.
2. Enter following information in Initial Screen then press enter.

Field name	Description	User action and values	Comments
Select a Vendor		In the left pane, select a vendor to manage. For example: Supplier Account: **1000762**	The open items for the vendor are shown in a list in the right side and items blocked for payment are identified in the status column, shows a red icon and the block reason.
Select an Item		Select the checkbox for an open item.	The screen displays additional options at the bottom of the screen.
Block or unblock		You can use the Block or Unblock invoices buttons at the bottom of the screen.	The selected invoices are blocked or unblocked based on your choice.

Screen shot for to block vendor





3. Choose Save

Result

The Vendor has been blocked for posting.

3.3 Posting Vendor Invoices

Use

You receive the invoice from the vendor and post it in the system. Vendor Invoices for material are posted in materials module, Refer document for this. You can also post invoices in FI for other than materials like expenses for example as explained below.

Note: The most vendor invoices are posted with logistics. Such invoices will need to be posted for material with purchasing.

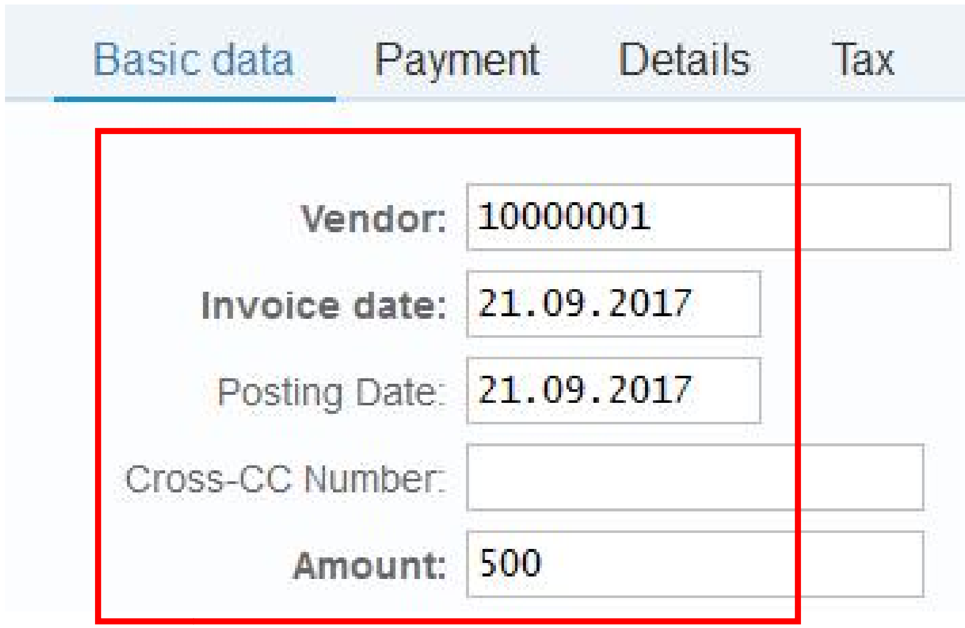
Procedure

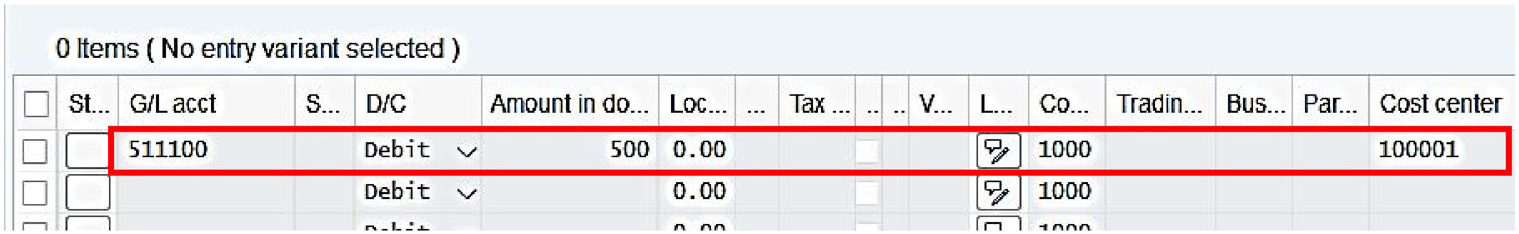
1. Open “Create Incoming Invoices” App. from Fiori Launchpad.
2. Enter following informationin Initial Screen then press enter.

Field name	Description	User action and values	Comments
Dialog Box		If the Data from Previous Invoice Entry Exist dialog box displays, choose No.	
General Data		In the General Data section enter the following data: Transaction:**Invoice** Company Code:**1000** Gross Invoice Amount:**500** Currency: **PKR** Invoice Date:**21.09.2017** Posting Date:**21.09.2017** Reference:**any** Invoicing Party: **10000001**	
G/L Account Items		In the G/L Account Items section, choose + to add a new item.	

		Make the following entries: Debit/Credit:**Debit** G/L Account:**511100** Amount:**500**	
Account Assignment		Choose > next to the *Debit/Credit field. Make the following entries: Cost Center:**100001**	
Post		Choose the Post button.	The Successful dialog box displays, showing the invoice number posted.
Exit		Choose Ok and choose Back to exit.	

Screen shot for the post general journal entry





3.Enter Post

Result

You have posted vendor invoice

3.4 Reversal/Cancellation of documents

Use

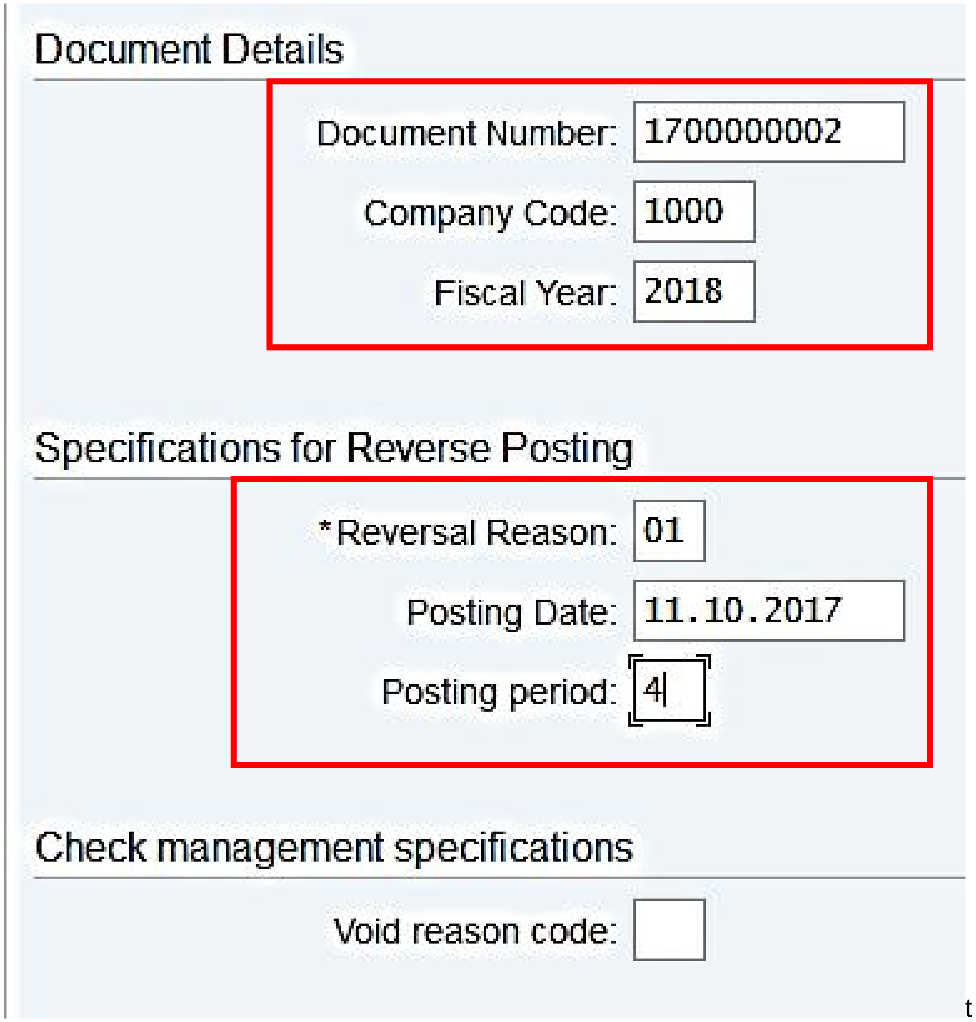
A new reversal document is created with the inverted posting keys of the original document.

Procedure

1. Open “Reverse Journal Entries” App. from Fiori Launchpad.
2. Choose Create button and enter the following data:

Field name	Description	User action and values	Comment
Header		Make the following entries: Company Code:**1000** Document date: **11.10.2017** Posting date: **11.10.2017** Journal Entry Type: **DZ** Transaction Currency:**PKR**	Company Code 1000
Items		Enter the following and press enter: Vendor:**10000001** Amount: For example,**100** Trg. Spec. G/L Ind: A (Default value, do not change) Choose > to see more details and enter the following data: Baseline date**11.10.2017**	
Post		Choose Post.	The Success screen is displayed showing the journal entry number posted.
Other		Select the desired action in the Success	Specifies when the recurring entry document is to

		screen: Display Post Next Go to Worklist	be posted for the last time.


Document Details
Document Number: 1700000002
Company Code: 1000
Fiscal Year: 2018
Specifications for Reverse Posting
*Reversal Reason: 01
Posting Date: 11.10.2017
Posting period: 4
Check management specifications
Void reason code:

t

3. Choose Post

Result

The document has beeen reversed

3.5 Down Payment Request

Use

Down payment requests are noted items that do not affect the balance sheet. These noted items are required to enable the system to post the down payments to your vendor automatically using the payment program.

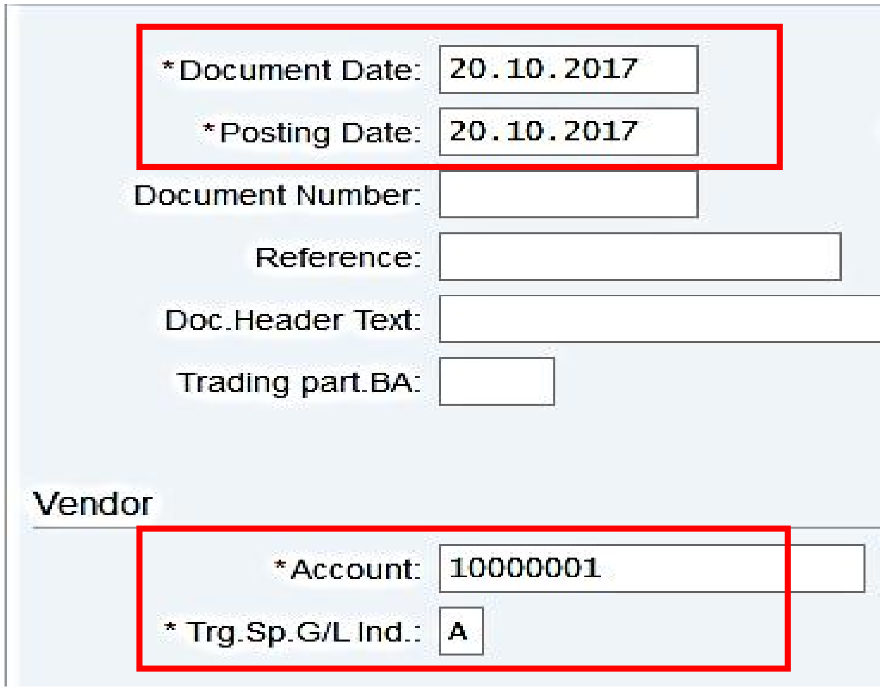
Procedure

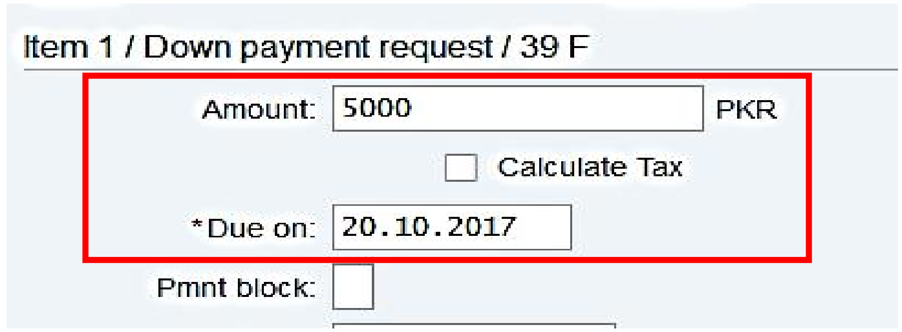
1. Open “Create Supplier Down Payment Requests” App. from Fiori Launchpad.
2. Choose Create and enter following data.

Field name	Description	User action and values	Comments
Header		Make the following entries: Company Code: **1000** Document date: **20.10.2017** Posting date: **20.10.2017** Journal Entry Type: **KZ** Transaction Currency: **PKR**	
Items		Enter the following and press Enter: Supplier: **10000001** Amount: **5000** Trg. Spec. G/L Ind: **A (Default value, do not change)** To view more details, choose >. Enter the following data: Tax Code: **A0** Baseline Date: **20.10.2017**	

Post		Choose Post.	The Success screen is displayed showing the journal entry number posted.
Other		Select the desired action in the Success screen: Display Post Next Go to Worklist	

Screen shot for down payment





Result

Vendor Downpayment Request is generated

3.6 Vendor Down Payment

Use

This function is used to post vendor down payment or in other words advance payment.

Prerequisite

A down payment request has been posted.

Choose a down payment request from the previous step.

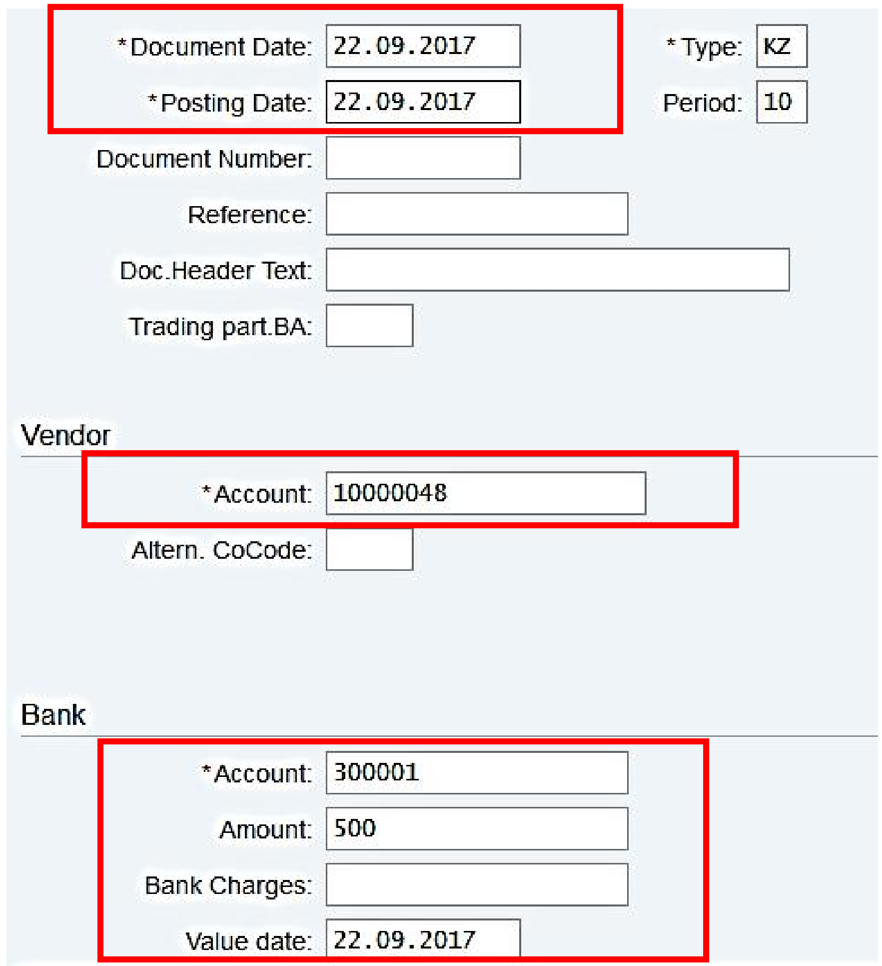
Procedure

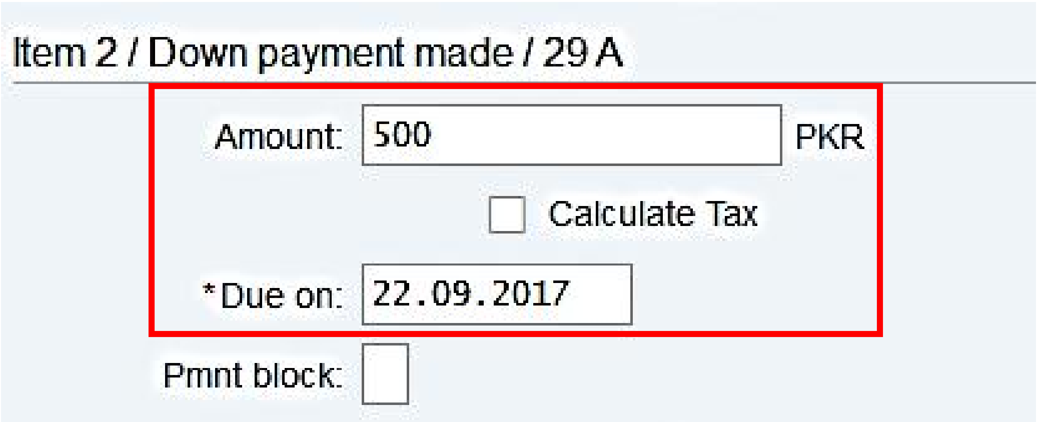
1. Open “Post Supplier Down Payments” from Fiori Launchpad.
2. Make the following entriesin Initial Screen then press enter.

Field name	Description	User action and values	Comments
Enter Payment Data		Make the following entries and choose Show Items. General Information section Company Code: **1000** Posting Date: **22.09.2017** Document Date: **22.09.2017** Value Date: **22.09.2017** Journal Entry Type: **KZ** Bank Data section G/L Account: **511100** House Bank / Account: **300001** Amount / Currency: **500PKR** Fees: **Optional**	A list of open items is displayed in the Open Items section.

		Assignment: **Optional** Exchange Rate: **Optional** Amount / CCode Currency:**Optional** Open Item Selection Account Supplier Account: **10000048**	
Select More		To display only the special G/L transactions choose the Select More button, deselect all entries in Line Item Type field and select: Line Item Type:**Special G/L Transactions**	Document with special G/L transactions are displayed.
Select/Deselect		Select a downpayment to pay, and in the Clear column, choose Clear.	The downpayment to pay is transferred to the Items to be Cleared section.
Post		Choose Post.	The system displays Success and the message Journal entry xxxxxxxxxx was succesfully posted in company code ####.
Dismiss Message		Choose OK to dismiss the message.	

Screen shot for Post Outgoing Payments:





Result

The down payment is made.

3.7 Security Deposit received or given

Use

The requirement to post the vendor document using the special g/l indicator for tracking special transaction like security deposits which are posted to alternate reconciliation account instead of main reconciliation account of vendor.

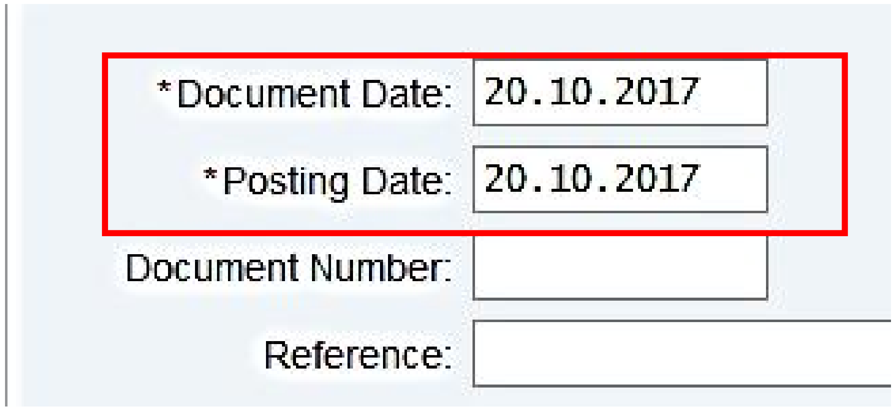
Procedure

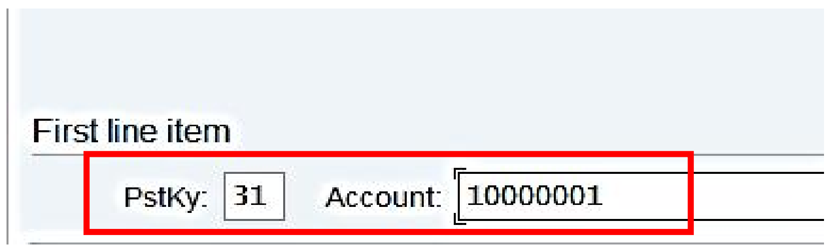
1. Open “Create Incoming Invoices” App. from Fiori Launchpad
2. Make the following entriesin Initial Screen then press enter.

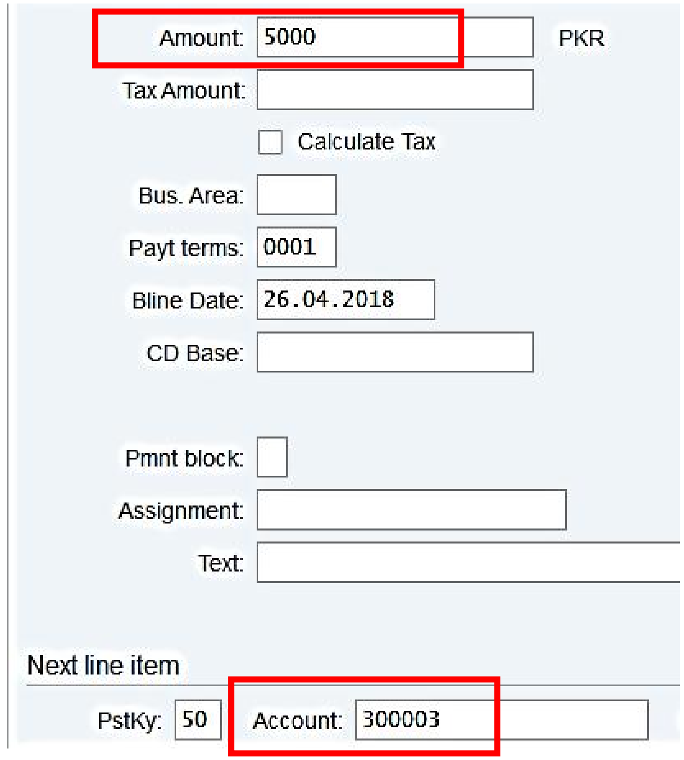
Field name	Description	User action and values	Comments
Enter Payment Data		Make the following entries and choose Show Items. General Information section Company Code: **1000** Posting Date: **20.10.2017** Document Date: : **20.10.2017** Value Date: : **20.10.2017** Reference (optional): **reference**Journal Entry Type: **KZ** Bank Data section G/L Account: **202410** House Bank / Account: **300003** Amount / Currency: **PKR** Fees: **Optional** Assignment: **Optional** Exchange Rate: **Optional** Amount / CCode Currency:**Optional**	A list of open items is displayed in the Open Items section.

		Open Item Selection Account Supplier Account: **10000001**	
Select/Deselect		Select the invoice to pay, and in the Clear column, choose Clear.	The invoice where the payment will be applied is transferred to the Items to be Cleared section.
Allocate		In the Items to be Cleared section, enter the following and press Enter: Allocated Amount: invoice amount less the downpayment amount	The Balance at the top is zero.
Post		Choose Post.	The system displays the Success screen with message Journal entry xxxxxxxxxx succesfully posted.

Screen shot for security deposit






Amount: 5000 PKR
Tax Amount:
Calculate Tax
Bus. Area:
Payt terms: 0001
Bline Date: 26.04.2018
CD Base:
Pmnt block:
Assignment:
Text:
Next line item
PstKy: 50
Account: 300003

Result

You have recieved the security deposit

3.8 Payment made to Vendors (With Check)

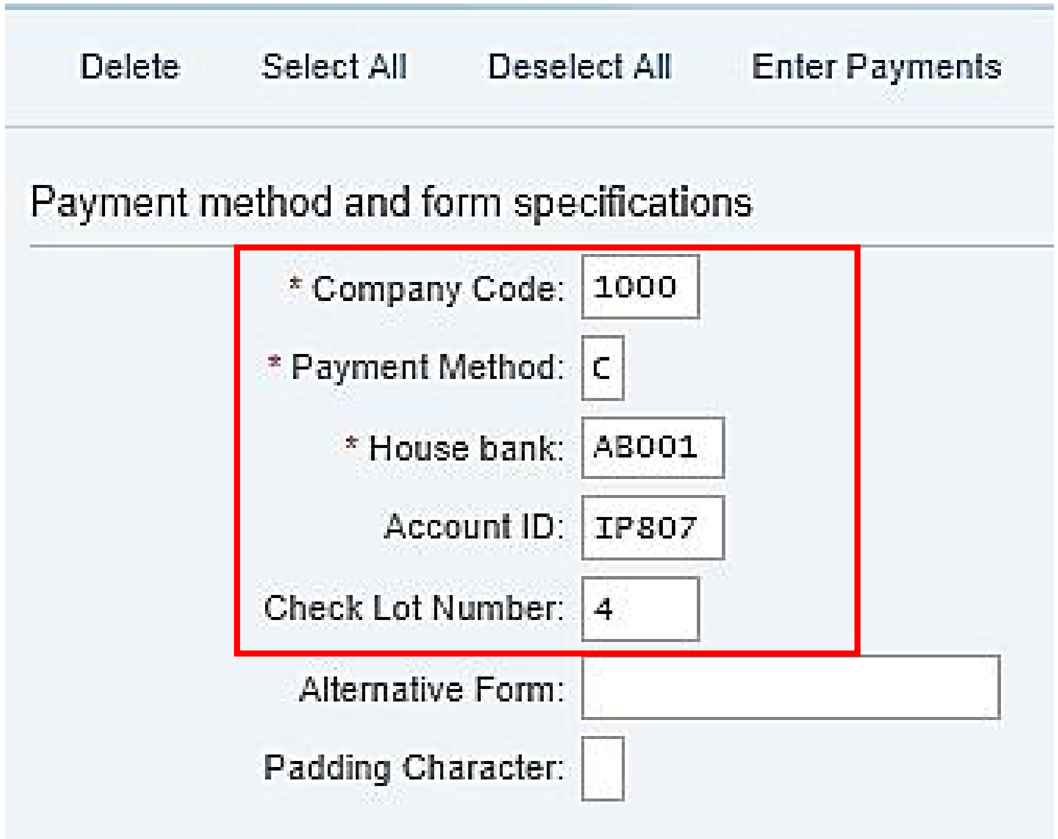
Use

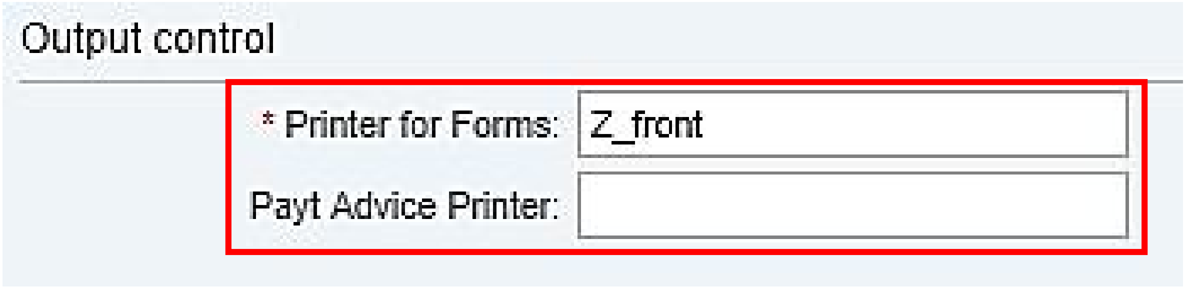
This function allows you to post a vendor payment manually and clear the open item(s). Most of the outstanding invoices will be paid by payment program (F110), but it may happen that for some rarely used bank accounts this program will not be configured. In such cases payment for vendor documents will be done manually and you'll need to post the bank documents using the transaction F-53.

Procedure

1. Open "Post Outgoing PaymentsFor Suppliers" App. from Fiori Launchpad
2. Make the following entriesin Initial Screen then press enter.

Field name	Description	User action and values	Comments
Enter Payment Data		Make the following entries and choose Show Items. General Information section Company Code: **1000** Payment Method: **C** House Bank: AB001 Account ID : IP807 Check Lot Number: Select from drill down;xxxx	A list of Selection criteria is displayed in the Open Items section.
Printer		Select Installed printer ID	
Enter Payments		Select Enter Payments	

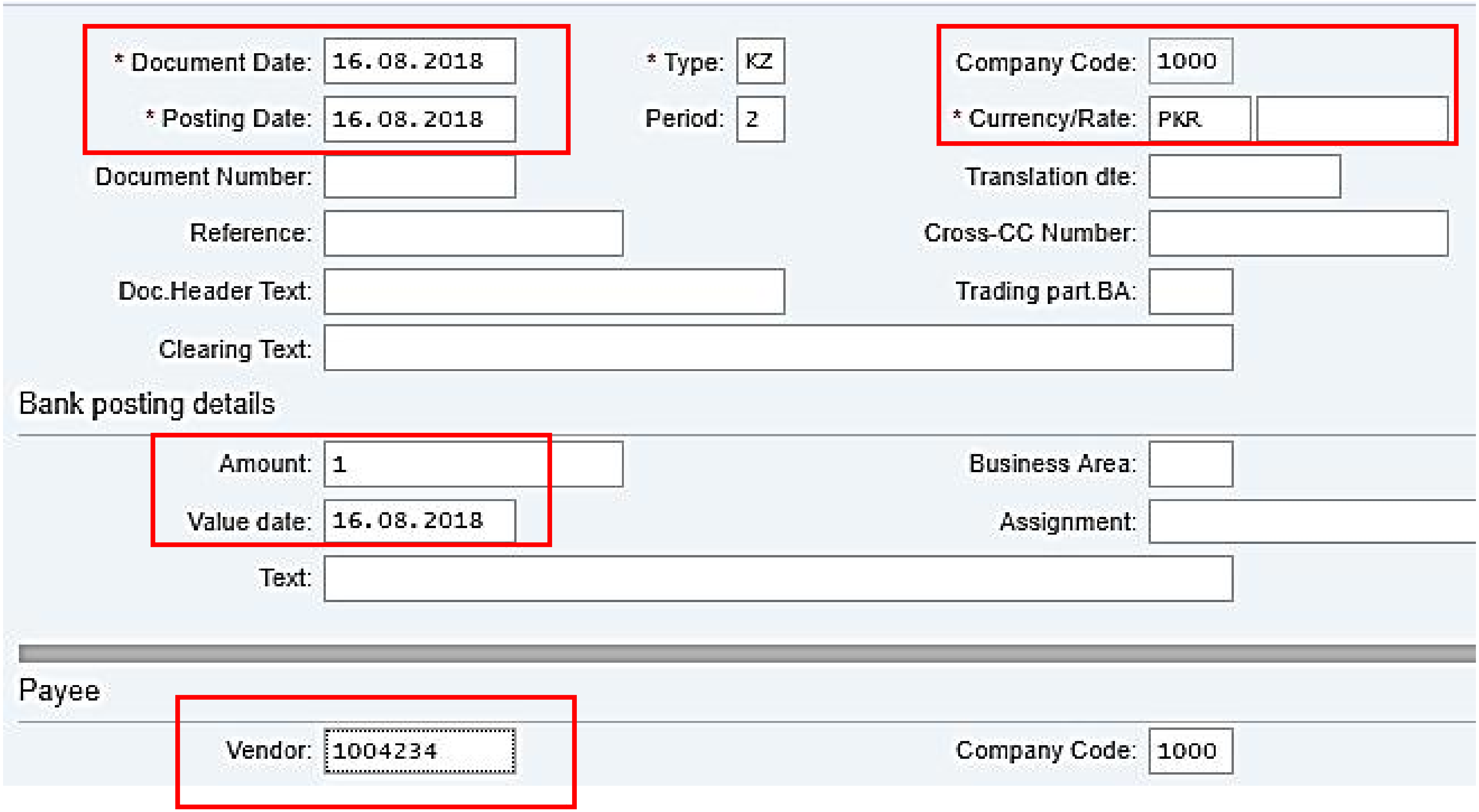

Delete
Select All
Deselect All
Enter Payments
Payment method and form specifications
* Company Code: 1000
* Payment Method: C
* House bank: AB001
Account ID: IP807
Check Lot Number: 4
Alternative Form:
Padding Character:



Select Enter Payments

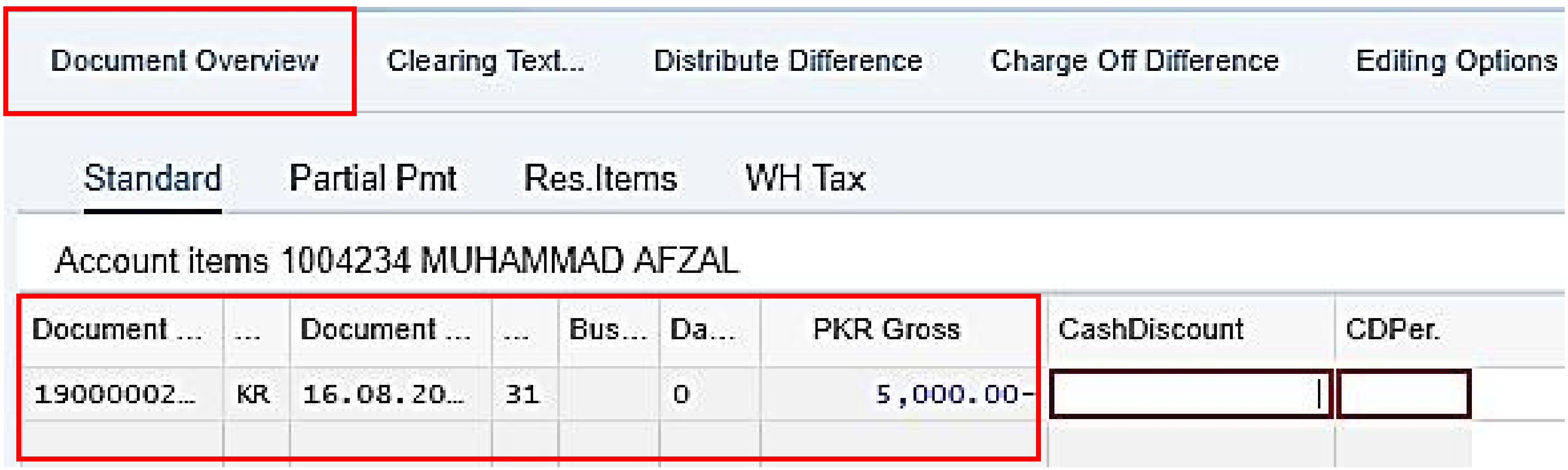
Field name	Description	User action and values	Comments
Enter Payment Data		Make the following entries and choose Show Items. General Information section Company Code: **1000** Currency:PKR Posting Date: **16.08.2018** Document Date: : **16.08.2018** Amount: **1** Value Date: : **16.08.2018** Vendor**: 1004234**	A list of Selection criteria is displayed in the Open Items section.
Printer		Select Installed printer ID	
Enter Payments		Select Enter Payments	

Screen shot for above data


* Document Date: 16.08.2018
* Type: KZ
Company Code: 1000
* Posting Date: 16.08.2018
Period: 2
* Currency/Rate: PKR
Document Number:
Translation dte:
Reference:
Cross-CC Number:
Doc.Header Text:
Trading part.BA:
Clearing Text:
Bank posting details
Amount: 1
Business Area:
Value date: 16.08.2018
Assignment:
Text:
Payee
Vendor: 1004234
Company Code: 1000

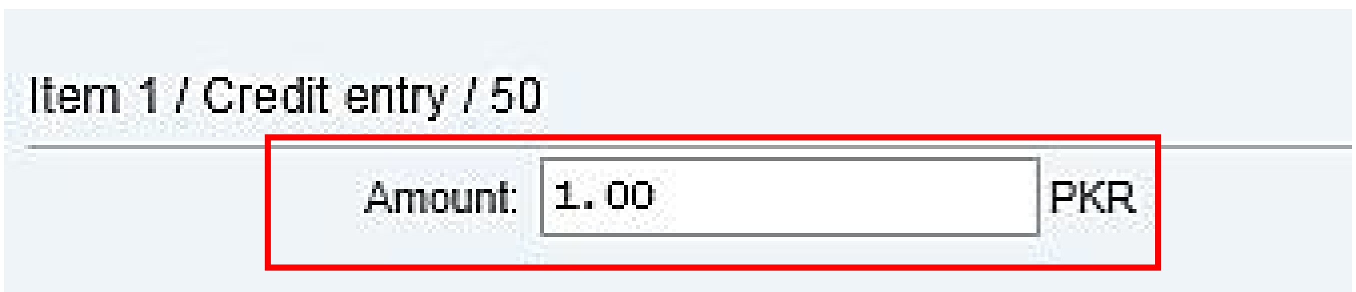
Select Process Open Items

Select Document Overview

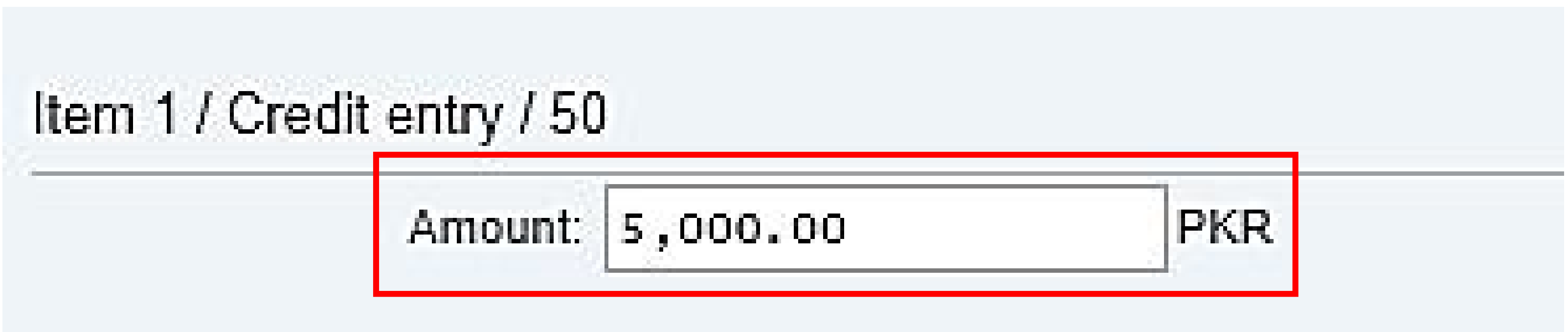


Double Click on line item to enter amount to be paid

Replace 1.00 with * and enter




Item 1 / Credit entry / 50
Amount: *
PKR


Item 1 / Credit entry / 50
Amount: 5,000.00
PKR

Choose Post.

Result

You have made the payment to vendors

3.9 Payment made to Vendors (Without Check)

Use

This function allows you to post a vendor payment manually and clear the open item(s). Most of the outstanding invoices will be paid by payment program (F110), but it may happen that for some rarely used bank accounts this program will not be configured. In such cases payment for vendor documents will be done manually and you'll need to post the bank documents using the transaction F-53.

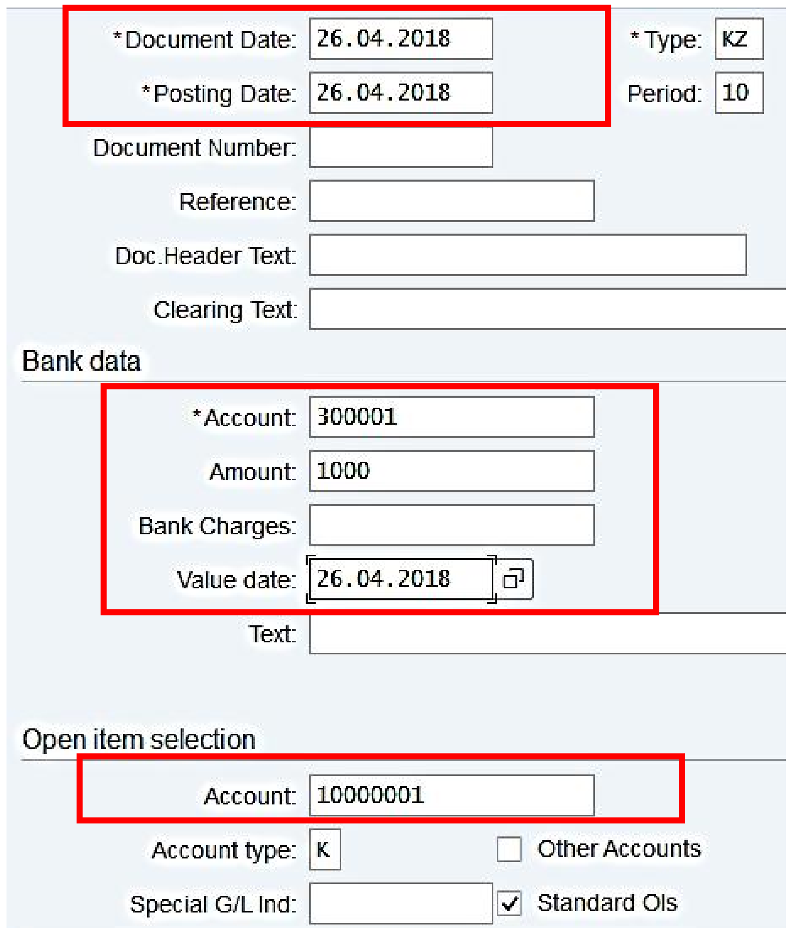
Procedure

1. Open “Post Outgoing PaymentsFor Suppliers” App. from Fiori Launchpad
2. Make the following entriesin Initial Screen then press enter.

Field name	Description	User action and values	Comments
Enter Payment Data		Make the following entries and choose Show Items. General Information section Company Code: **1000** Posting Date: **26.04.2018** Document Date: : **26.04.2018** Value Date: : **26.04.2018** Reference (optional): **reference**Journal Entry Type: **KZ** Bank Data section G/L Account: **511100** House Bank / Account: **300001** Amount / Currency: **PKR** Fees: **Optional** Assignment: **Optional** Exchange Rate: **Optional** Amount / CCode Currency:**Optional**	A list of open items is displayed in the Open Items section.

		Open Item Selection Account Supplier Account: **10000001**	
Select/Deselect		Select the invoice to pay, and in the Clear column, choose Clear.	The invoice where the payment will be applied is transferred to the Items to be Cleared section.
Allocate		In the Items to be Cleared section, enter the following and press Enter: Allocated Amount: invoice amount less the downpayment amount	The Balance at the top is zero.
Post		Choose Post.	The system displays the Success screen with message Journal entry xxxxxxxxxx succesfully posted.

Screen shot for posting outgoing payment is as below:



Choose Post.

Result

You have made the payment to vendors

3.10 Adjusting Payments with Vendor Invoices

Use

Use this procedure to clear open items not automatically cleared via payment process.

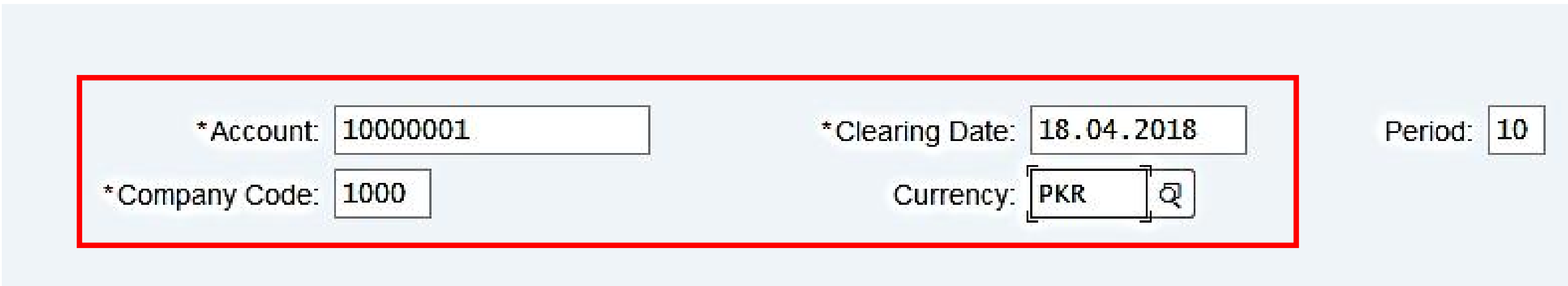
Procedure

1. Open “Clear Vendor” App. from Fiori Launchpad
2. Make the following entriesin Initial Screen then press enter.

Field name	Description	User action and values	Comments
Enter Supplier Information		Choose the Clear Open Items button. Make the following entries and press Enter: Company Code: **1000** Supplier: **10000001**	A list of open items to be cleared is displayed.
Select More		To display open Items and special G/L transactions choose Select More and choose: Line Item Type: **Normal Open Items and Special G/L Transactions**	Normal open Items and special G/L transactions are displayed in Open Items section.
Open Item Selection		In the Open Items section, select the invoice where you applied the payment in the Post Outgoing.	When the invoice is chosen, the assigned payment is also selected. In the Items to Be Cleared section, the balance of the open item (invoice) is displayed. .
Simulate (Optional)		Before posting, there is the option of simulating the posting.	A screen showing the posting to be created when the document is posted is displayed.

Post		Choose the Post button.	The system displays Success. Showing the document number, company code, and year created and option buttons to Display or go to the Payment List are available.

Screen shot for adjusting vendor is as below:



Choose Post.

Result

You have adjusted the payment with vendors

3.11 Accrual / Deferral of Documents

Use

Use this procedure to enter an accrual or deferral document.

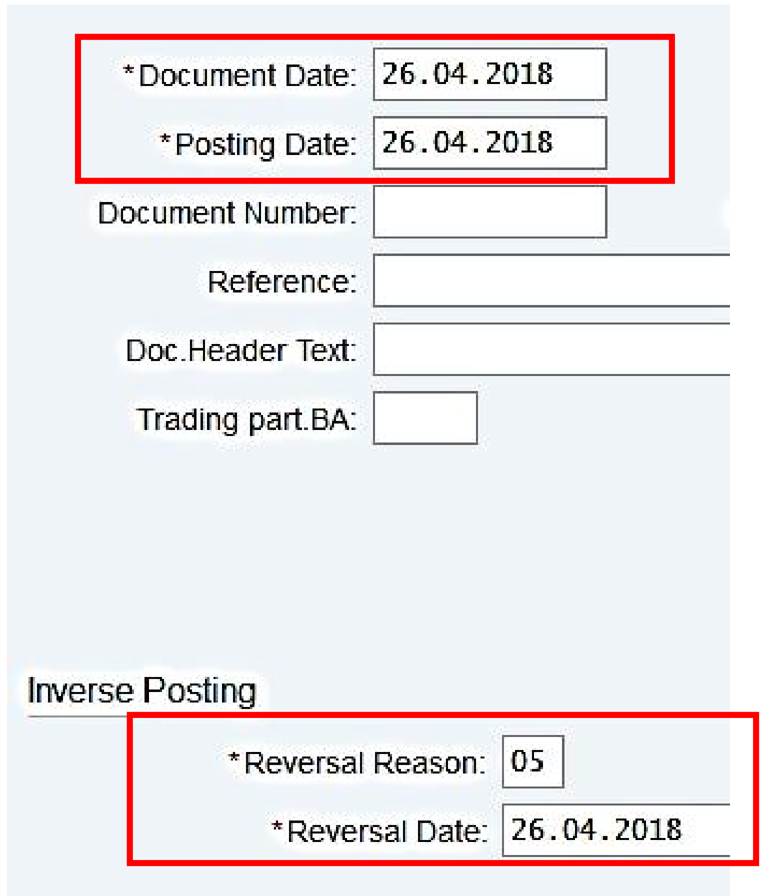
Procedure

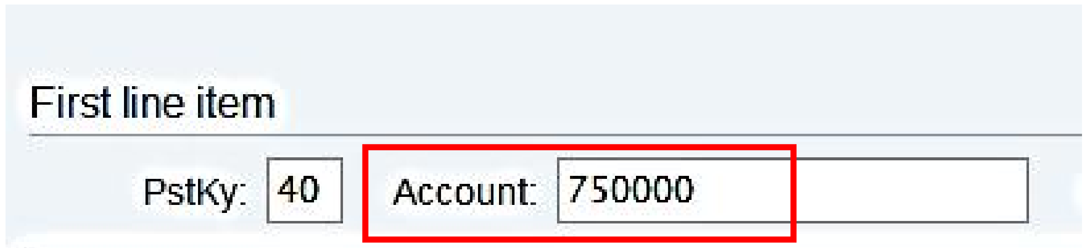
1. Open “Enter Accrual/Deferral Journal Entry” App. from Fiori Launchpad
2. Make the following entriesin Initial Screen then press enter.

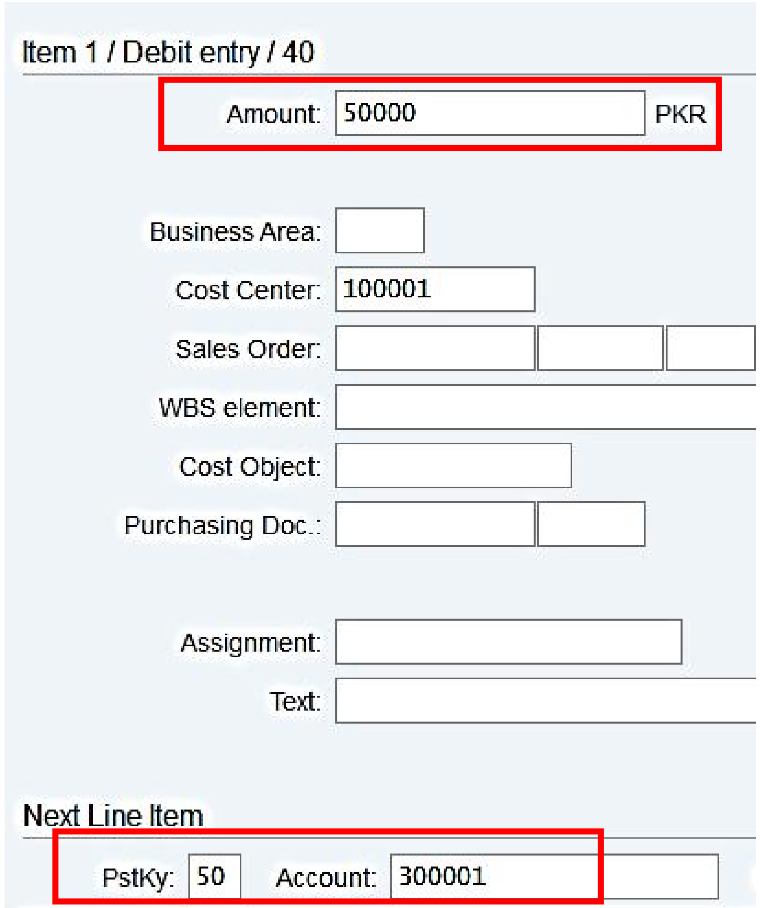
Field name	Description	User action and values	Comments
Enter Data		Make the following entries and press Enter. The Document Header Information pane contains the individual data for the document to be posted. Document Header Information Document Date: **26.04.2018** Currency: **PKR** Posting Date: **26.04.2018** Document Type: **SA** Company Code: **1000** Reversal Reason: **<04>** Reversal Reason: **01** First line item Posting Key: **40** Account: For example: **750000**	A document is processed.
Enter item 1		Amount: **<amount of accrual entry>**, for example, 900 Tax code: **A0** Text: **<relevant text>**, for example, **Test deferred expenses**	

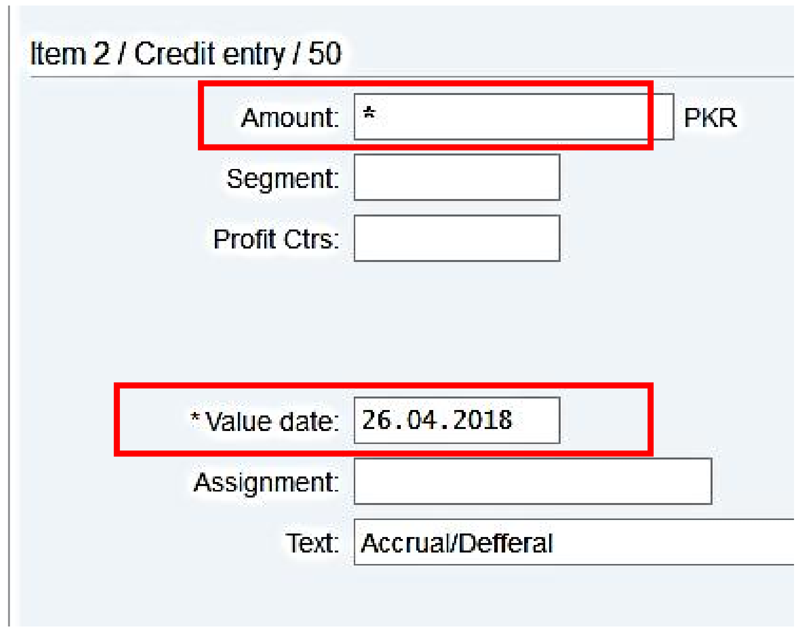
		Next line item Posting Key: **50** Account: For example, **300001**	
Enter item 2		Cost Center: for example, **10001** Amount: **200000**	After the second item entry you can post the accrual.
Post		Choose **Post**	

Screen shot for entering accrual/defferal is as below:




First line item
PstKy: 40
Account: 750000


Item 1 / Debit entry / 40
Amount: 50000 PKR
Business Area:
Cost Center: 100001
Sales Order:
WBS element:
Cost Object:
Purchasing Doc.:
Assignment:
Text:
Next Line Item
PstKy: 50
Account: 300001



Choose Post.

Result

You have entered the accrual and defferal.

3.12 Aging Analysis - Accounts Payable

Use

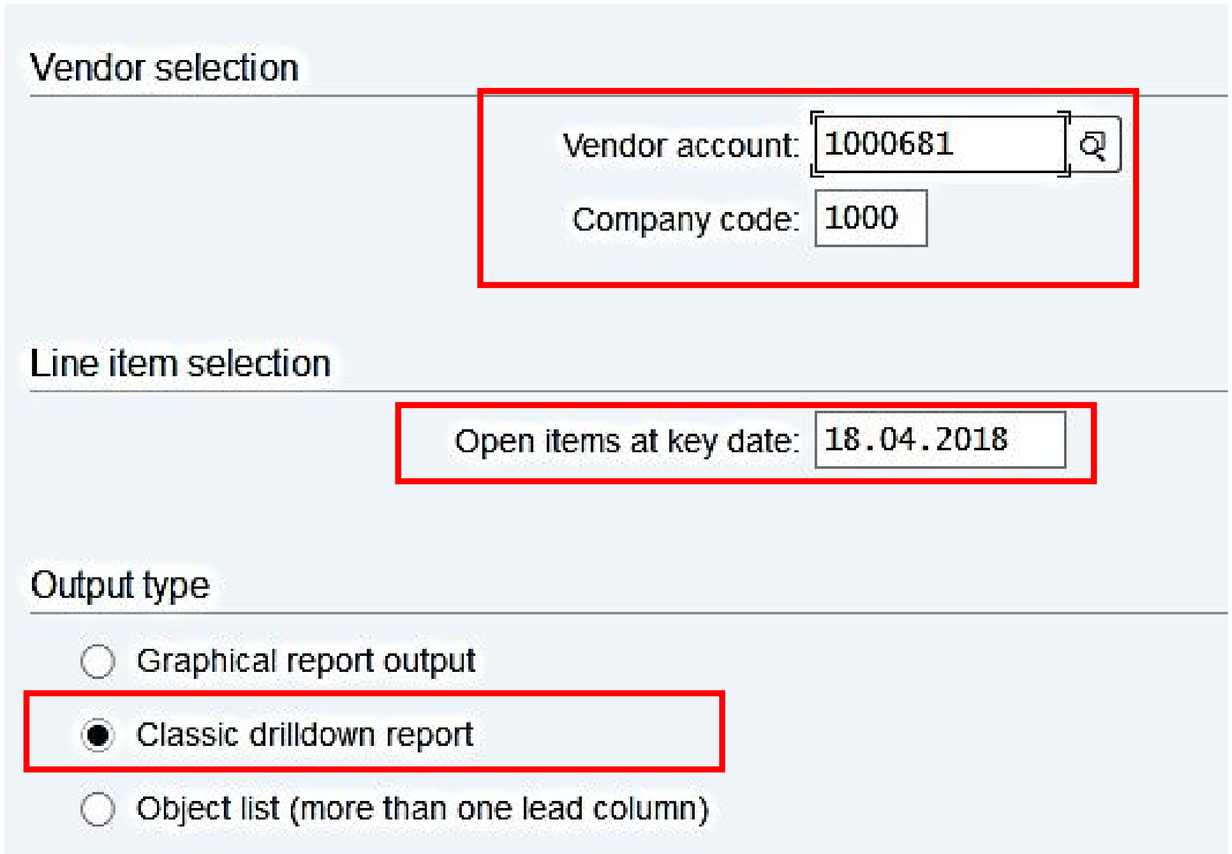
Use this procedure to run the due date analysis report for a specific vendor.

Procedure

1. Open "Analyze Due DatesFor Suppliers" App. from Fiori Launchpad
2. Make the following entriesin Initial Screen then press enter.

Field name	Description	User action and values	Comments
Navigation		To change the view, choose the drill-down button or buttons in the first row of the report	Different views can be displayed

Screen shot for aging analysis is as below:



Choose Execute.

Result

You have performedaging analysis process