MIS 5121:Business Processes, ERP Systems & Controls

Basic Accounting / Financials Supplement

FOX|MIS
Management Information Systems

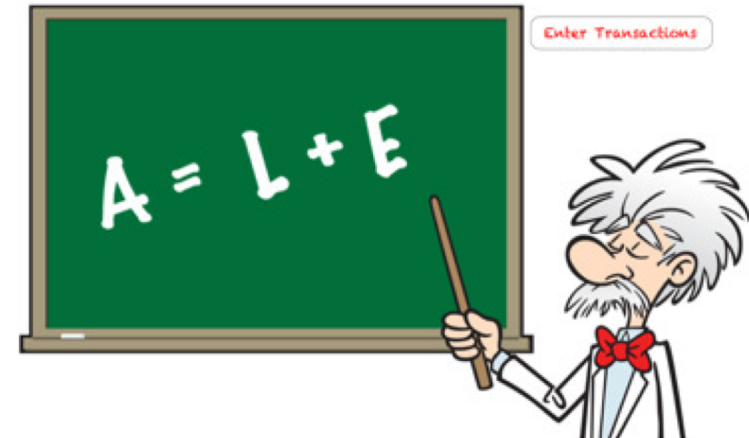**James Baranello**
James.Baranello@temple.edu

Objectives

- Introduction, basic summary of accounting principles

- Link the principles together as typically done in real companies

- Demonstrate how these principles are used within SAP system

The Accounting Equation

Assets = Liabilities + Owner's Equity

- Always True
- At all times
- Without Exception

The Accounting Equation

Assets = Liabilities + Owner's Equity

- **Assets**: All Property Owned by Company
- **Liabilities**: All debts Company has outstanding
- **Owner's Equity (aka Shareholder's Equity)**: Company's ownership interest in its assets after all debts have been paid
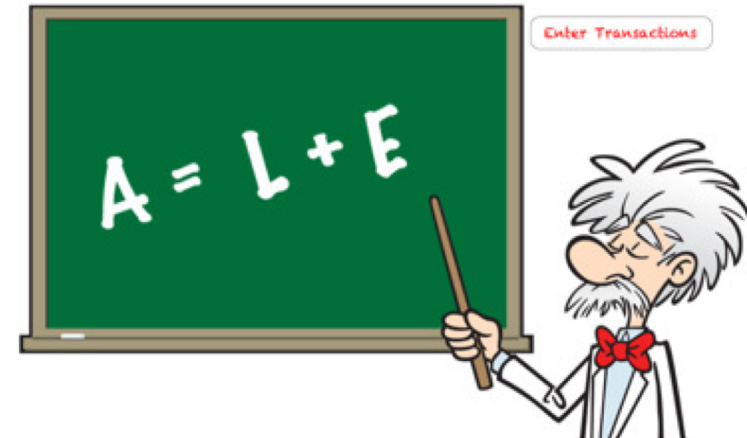
   Assets – Liabilities = Owner's Equity

The Accounting Equation

Assets = Liabilities + Owner's Equity

- Always True
- At all times
- Without Exception

The Accounting Equation: Example

Assets = Liabilities + Owner's Equity

- Scenario 1: Own $300,000 home with $230,000 Mortgage, Equity in Home is $ _____

    $300,000 = $230,000 + $__,___

- Scenario 2 : One Year later have paid off $15,000 of Mortgage

    $___,___ = $___,___ + $___,___

The Accounting Equation: Example

Assets = Liabilities + Owner's Equity

- Scenario 1: Own $300,000 home with $230,000 Mortgage, Equity in Home is $ 70,000

$$\$300,000 = \$230,000 + \$70,000$$

- Scenario 2 : One Year later have paid off $15,000 of Mortgage

$$\$300,000 = \$215,000 + \$ 85,000$$

My Asset is Your Liability

Item	You	Bank
Mortgage Loan	Liability	Asset
Checking Account Balance	Asset	Liability
Saving Account Balance	Asset	Liability

Important to understand the perspective of the account holder / owner (which hat are you wearing?)

Financial Statements
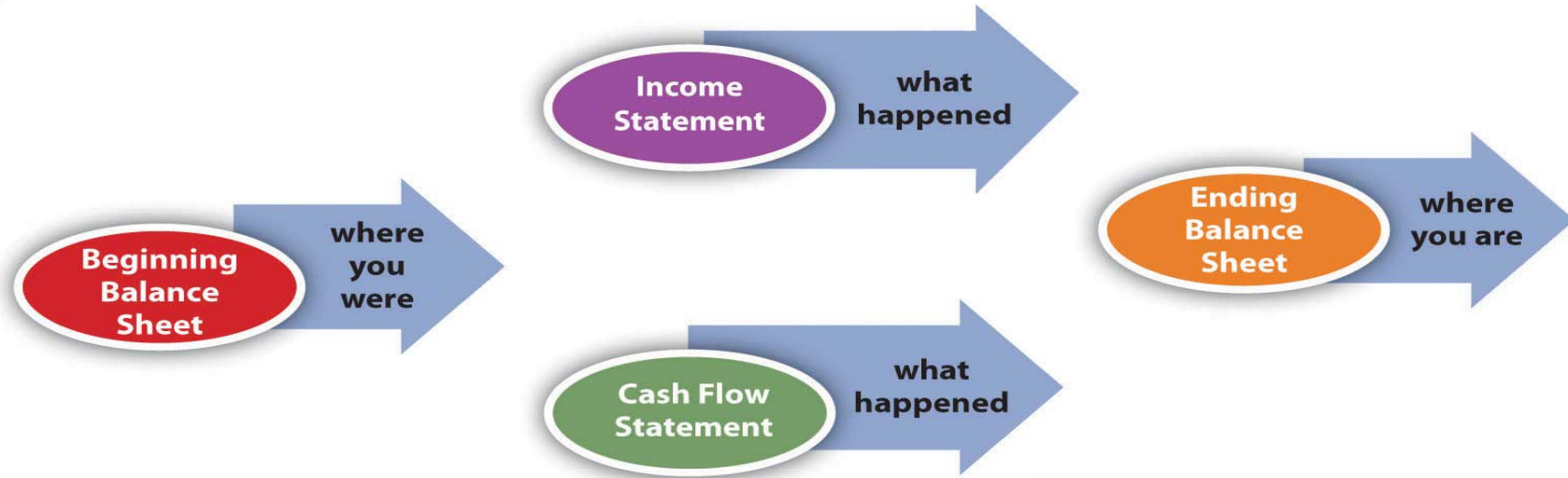
Example:

http://www.temple.edu/controller/financial_statem
cal2015ConsolidatedStatementspkg-Final.pdf

Financial Statements

Example:

http://www.temple.edu/controller/financial_statements/documents/Fiscal2015ConsolidatedStatementspkg-Final.pdf

Balance Sheet

Assets: All Property Owned by Company

- _____

- _____

- _____

- _____

Balance Sheet

Assets: All Property Owned by Company

- **Cash and Cash Equivalents:**
  - Balances in checking, savings accounts
  - Investments maturing within 3 months
- **Inventory:** Goods in stock for Sale or Use
- **Accounts Receivable:** Amounts
- **Property, Plant and Equipment:** Assets not easily converted to cash. e.g. buildings, mfg equipment, computers, vehicles, etc.

Balance Sheet

Liabilities: All debts Company has outstanding

- _____

- _____

- _____

Owners Equity: (aka Stockholder Equity)

- _____

- _____

- _____

Balance Sheet

Liabilities: All debts Company has outstanding

- **Accounts Payable:** Amounts due to suppliers for goods or services already received

- **Notes Payable:** Contractual obligations due to lenders (e.g. bank loans, long term leases)

Owners Equity: (aka Stockholder Equity)

- **Common Stock:** $$ invested by company owners

- **Retained Earnings:** Sum of all net income over business life not distributed to owners as dividend

Balance Sheet

Current vs. Long Term

➢ Common breakdown of Assets and Liabilities

➢ **Current:** within 12 months or less

| Assets	Liabilities
Convert to Cash	Paid Off
e.g. Accounts Receivable	e.g. Accounts Payable
Inventory; Cash	Next 12 months Notes Payment

➢ **Long Term (non-Current)**: Everything not current

e.g. Property, Plants, Equipment, Note Payments > 12 months

Temple University
Of The Commonwealth System of Higher Education
Consolidated Balance Sheets
(in thousands)

	June 30, 2015	June 30, 2014
Current assets:		
Cash and cash equivalents	$189,008	$182,512
Investments and self-insurance trust funds	894,418	850,003
Accounts, loans and contributions receivable, net	379,796	416,052
Inventories and other assets	51,437	38,551
Deposits with trustees	31,743	24,554
Total current assets	1,546,402	1,511,672
Non-current assets:		
Accounts, loans and contributions receivable, net	138,806	128,194
Investments and self-insurance trust funds	573,771	551,527
Deposits with trustees	79,694	160,228
Other assets	27,389	28,724
Property, plant and equipment, net	1,771,339	1,729,246
Goodwill and other intangibles	22,415	22,988
Funds held in trust by others	142,716	145,432
Total non-current assets	2,756,130	2,766,339
Total assets	$4,302,532	$4,278,011
Current liabilities:		
Accounts payable and accrued expenses	$381,635	$386,808
Deferred revenue	53,494	54,907
Current portion of long-term debt	34,768	26,131
Current portion of accrued pensions and postretirement benefits	598	641
Total current liabilities	470,495	468,487
Non-current liabilities:		
Accrued expenses and other liabilities	266,239	276,861
Long-term debt	1,166,162	1,198,599
Refundable federal student loans	51,252	50,794
Accrued pensions and postretirement benefits	163,733	130,239
Total non-current liabilities	1,647,386	1,656,493
Total liabilities	2,117,881	2,124,980
Net assets:		
Unrestricted	1,651,970	1,642,977
Temporarily restricted	125,279	137,569
Permanently restricted	407,402	372,485
Total net assets	2,184,651	2,153,031
Total liabilities and net assets	$4,302,532	$4,278,011

Financial Statements
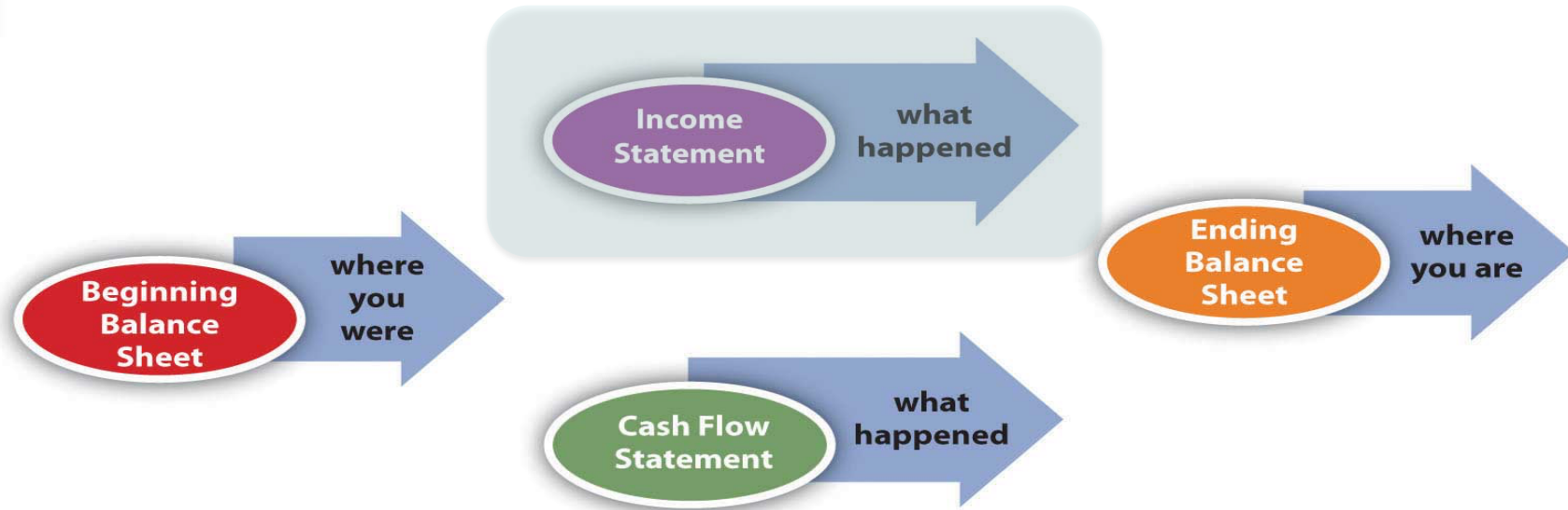
Example:

http://www.temple.edu/controller/financial_statements/documents/Fiscal2015ConsolidatedStatementspkg-Final.pdf

Income Statement

- Shows financial performance over a period of time (usually a year)
  - vs. Balance Sheet point in time view
  - Balance Sheet: photo, Income Stmt: video
- Also called Profit and Loss (P&L) Statement
- Typical Organization of Statement:
  - Revenue
  - Expenses
  - Net Income

Income Statement

Revenue		
Sales	$300,000	
Cost of Goods Sold (CoGS)	(100,000)	CoGS: amount paid for goods sold in this period
Gross Profit	200,000	Revenue - CoGS
Expenses		
Rent	30,000	
Salaries & Wages	80,000	
Sales & Administrative	25,000	
Total Expenses	135,000	
Net Income	$ 65,000	Gross Profit - Total Expenses

Income Statement

Sometimes Separate Operating vs. Non-Operating

- **Operating**: From sale of company's primary products / services

  Operating Income: Operating Revenue -Operating Expenses

- **Non-Operating**: Unrelated to core operation of business

 e.g. Interest income / expense; investment gain or losses

- **Net Income**: Operating Income + Non-Operating Income

Temple University
Of The Commonwealth System of Higher Education
Consolidated Statement of Activities
For the Year Ended June 30, 2014
(in thousands)

	Unrestricted Net Assets	Temporarily Restricted Net Assets	Permanently Restricted Net Assets	Total Net Assets
Revenues:				
Tuition and fees (net of discounts of $90,499)	$672,914			$672,914
Commonwealth of Pennsylvania appropriation	126,624			126,624
Federal grants and contracts	123,713			123,713
Commonwealth of Pennsylvania grants and contracts	12,056			12,056
Local grants and contracts	3,418			3,418
Private grants and contracts	34,761			34,761
Contributions for operations and endowments	23,737	$21,114	$15,337	60,188
Investment return	37,922	2,634	367	40,923
Sales of educational activities	8,649			8,649
Auxiliary enterprises	95,133			95,133
Patient care actvities (net of bad debt expense of $47,318)	1,497,846			1,497,846
Other sources	47,698			47,698
Net assets released from restrictions	17,036	(17,036)		
Total revenues	2,701,507	6,712	15,704	2,723,923
Expenses:				
Educational and general:				
Instruction	433,311			433,311
Research	166,235			166,235
Public service	16,433			16,433
Academic support	156,850			156,850
Student services	76,731			76,731
Institutional support	126,527			126,527
Student aid	12,016			12,016
Total educational and general	988,103	0	0	988,103
Auxiliary enterprises	118,558			118,558
Patient care activities	1,580,321			1,580,321
Total expenses	2,686,982	0	0	2,686,982

Financial Statements
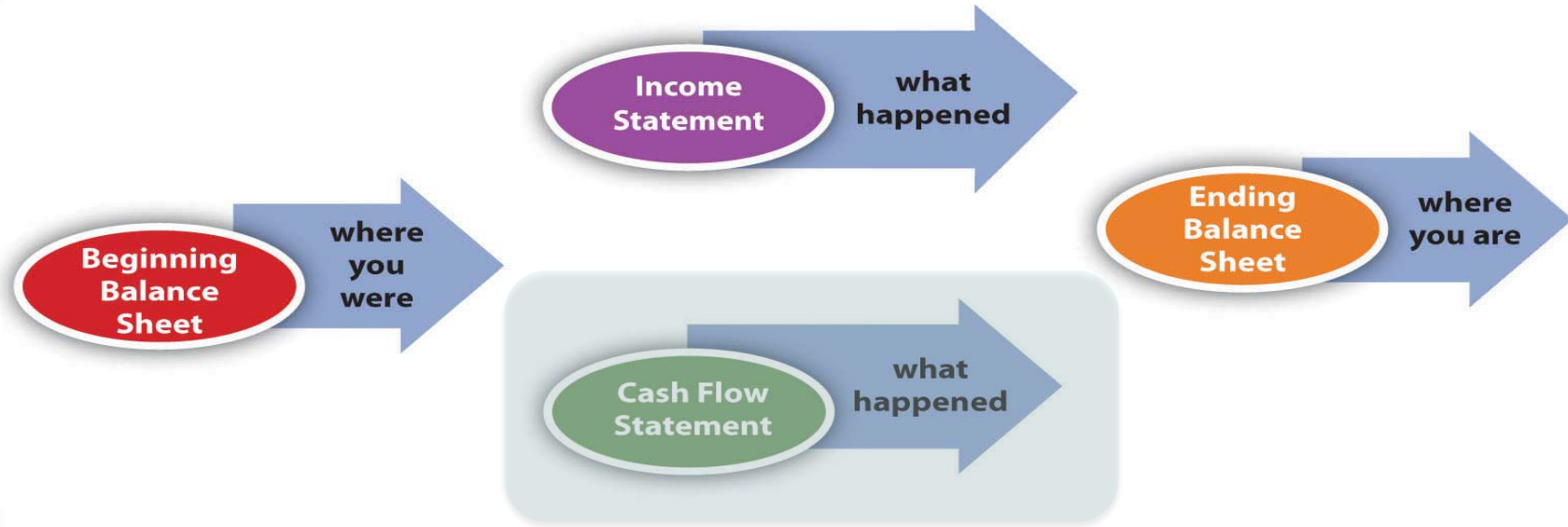
Example:

http://www.temple.edu/controller/financial_statements/documents/Fiscal2015ConsolidatedStatementspkg-Final.pdf

Cash Flow Statement

Reports Company's cash inflows and outflows over an accounting period (e.g. year)

- Differences vs. Income Statement
  - Timing
    - Income: Accrual of when revenue / expense delivered (revenue is due or liable for expense)
    - Cash Flow: when cash is actually received or disbursed
  - Cash Flow includes additional types of transactions
    - Investments (e.g. Loans, Capital Expenditures)
    - Dividends

Cash Flow Statement

Cash Flow from Operating Activities		Also: interest paid;
Cash Receipts from Customers	$300,000	Interest / dividends
Cash paid to Suppliers	(50,000)	From investments
Cash paid to Employees	(40,000)	
Income taxes paid	(55,000)	
Net Cash Flow: Operating Activities	155,000	
Cash Flow from Investing Activities		Also: purchase / sale of
Cash spend on purchase of equipment	(210,000)	Stocks or bonds
Net Cash flow: Investing Activities	(210,000)	
Cash Flow from Financing Activities		Also: take out loan, pay
Dividends paid to shareholders	(25,000)	loan principle, etc.
Cash received from issuing new shares	250,000	From investors
Net Cash Flow: Financing Activities	225,000	
Net Increase (Decrease) in cash:	$170,000	

<div align="center">

Temple University
Of The Commonwealth System of Higher Education
Consolidated Statements of Cash Flows
For the Years Ended June 30
(in thousands)

</div>

	2015	2014
Cash flows from operating activities:		
Change in net assets	$31,620	$181,932
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Currency translation adjustment	(77)	38
Provision for bad debts and impairments	57,288	51,352
Depreciation	137,996	130,491
Amortization and accretion	1,081	(2,595)
Realized and unrealized gain on investments	(1,702)	(80,566)
Actuarial change in accrued pensions and postretirement benefits	37,591	(11,664)
Loss on disposal of property, plant and equipment	953	1,856
Noncash contributions received	(2,184)	(434)
Proceeds from sale of donated securities	2,184	434
Contributions, grants and investment income of and for property,		
plant and equipment and for long-term investment	(61,205)	(94,670)
Changes in operating assets and liabilities:		
Accounts and contributions receivable	(65,644)	(105,189)
Inventories and other assets	(10,326)	186
Accounts payable and accrued expenses	(1,170)	31,547
Deferred revenue	(1,413)	(7,212)
Accrued pensions and postretirement benefits	993	(1,866)
Net cash provided by operating activities	125,985	93,640
Cash flows from investing activities:		
Purchases of investments, deposits with trustees and self-insurance trusts	(928,547)	(940,487)
Sales and maturities of investments, deposits with trustees and self-insurance trusts	939,651	953,722
Purchases of property, plant and equipment	(198,231)	(204,037)
Proceeds from sale of property, plant and equipment	305	31
Loans to students	(9,959)	(10,987)
Proceeds from collections on student loans	9,561	8,605
Net cash used by investing activities	(187,220)	(193,153)
Cash flows from financing activities:		
Proceeds from contributions, Commonwealth grants and investment income		
restricted to property, plant and equipment and long-term investment	91,125	70,371
Refundable federal student loans	458	(215)
Change in split interest agreements	(371)	110
Proceeds from long-term debt	3,743	6,123
Payments to retire long-term debt	(27,161)	(36,154)
Net cash provided by financing activities	67,794	40,235
Exchange rate adjustments	(63)	(51)
Net increase/(decrease) in cash and cash equivalents	6,496	(59,329)
Cash and cash equivalents at beginning of the year	182,512	241,841
Cash and cash equivalents at end of the year	$189,008	$182,512
Supplemental disclosure of cash flow information:		
Cash paid for interest	$62,656	$63,847
Property, plant and equipment acquired through capital leases	$1,742	$22
Accrued property, plant and equipment	$9,821	$28,544

Debits and Credits

Single-Entry: e.g. personal checkbook

Double-Entry: Required for GAAP

- Equal Debits and Credits made in accounts for <u>each</u> transaction

- Enforces Accounting Equation

Assets = Liabilities + Owner's Equity

Debits = Credits

Debits and Credits

- Example 1: Company uses $ 40,000 cash to purchase new equipment

        Assets   = Liabilities + Owner's Equity

    Cr -40,000   =   --   +   --

    Dr +40,000

- Example 2 : Company purchased equipment with a loan

        Assets   = Liabilities + Owner's Equity

    Dr +40,000   = Cr +40,000   +   --

Debits (Dr) and Credits (Cr)

- Dr and Cr only designate the two halves of each transaction - also known as a 'Journal Entry'

- Impact on balance depends on type of account

Balance Sheet Accounts

Income Statement Accounts

Asset	
Debit	Credit
Increase (+)	Decrease (-)

Revenue	
Debit	Credit
Decrease (-)	Increase (+)

Liability	
Debit	Credit
Decrease (-)	Increase (+)

Expense	
Debit	Credit
Increase (+)	Decrease (-)

Owner's Equity	
Debit	Credit
Decrease (-)	Increase (+)

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CREDIT

DEBIT

Debits and Credits

- <u>Example 1</u>: Loan Funds Received

  Dr. Cash 10,000

  Cr. Loan ABC Bank 10,000

- <u>Ex 2</u>: Cash Sale

  Dr. Cash 1,000

  Cr. Sales Revenue 1,000

- <u>Ex 3</u>: Pay Electricity Bill

  Dr. Electricity Expense 500

  Cr. Cash 500

General Ledger (G/L)

- Place where all company's journal entries get recorded
- Original: paper ledger   Today: accounting software
- Key financial document-Source for All financial statements

Stage 1 - Journals - Transaction recorded by date order

General Journal				#1001
Date	Details	A/C #	Debit (Dr)	Credit (Cr)
1 May 20XX	Cash	301	10,000	
	Loan - ABC Bank	401		10,000
	Loan funds received			

10 May 20XX	Cash	301	1000	
	Sales	101		1000
	Sale of inventory			

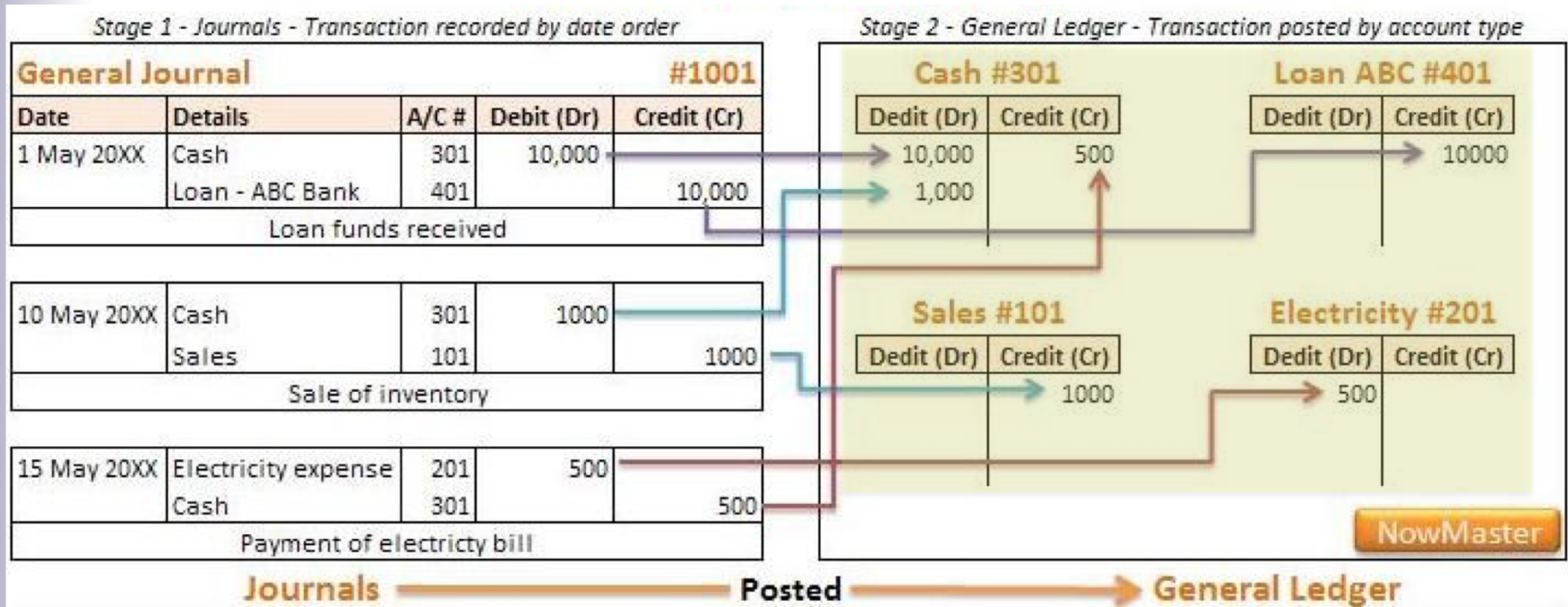|				
15 May 20XX	Electricity expense	201	500	
	Cash	301		500
	Payment of electricty bill			

Journals   Pc
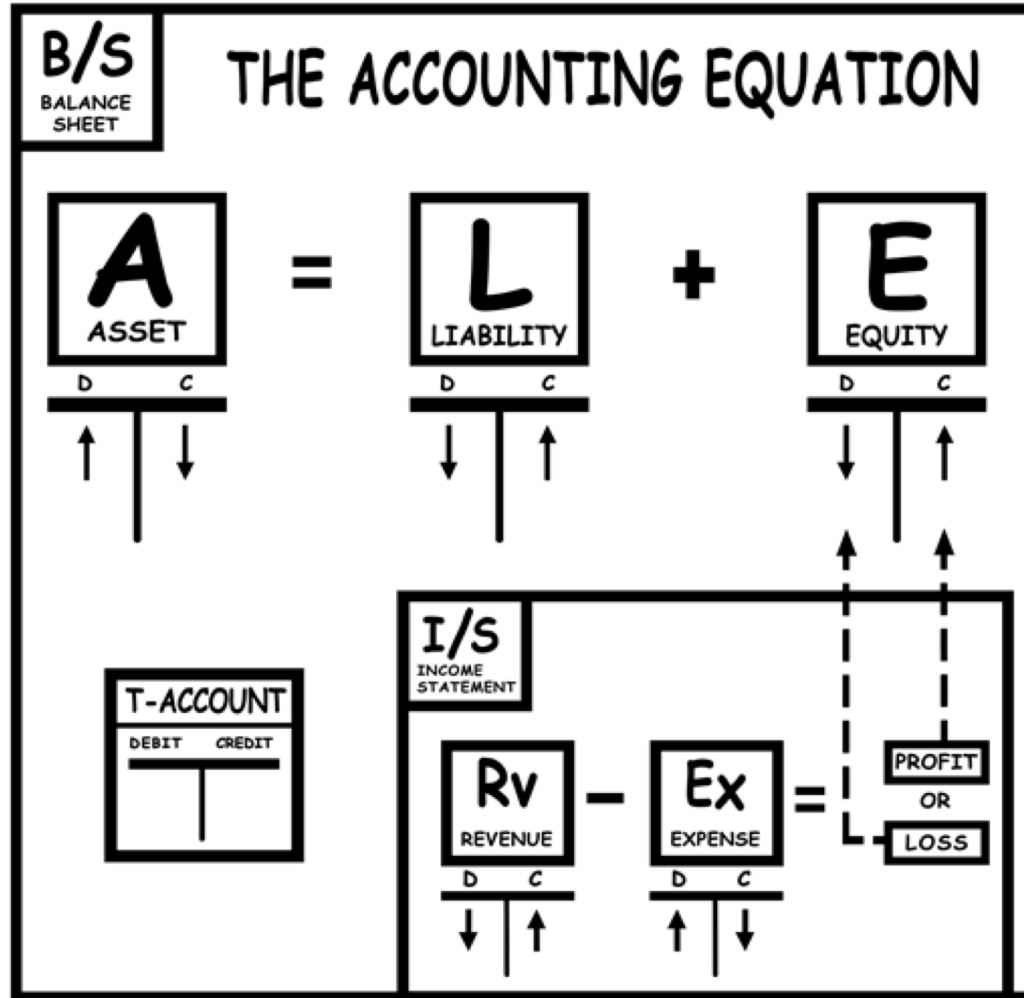
T-Accounts

- Tool to view activity in an account over period of time
- Useful tool to visualize impact of transaction series
- Beginning and ending balances sometimes included

Summary

General Ledger (G/L) in SAP

- Global Bike Inc. company G/L accounts are in three groups

Account Group	Number Range
BS – Balance Sheet	100000 – 399999
PL – Profit and Loss	400000 – 999999
RA – Reconciliation	110000 – 310000

Profit and Loss (P&L) accounts track the income and expenses (aka Income Statement Accounts). At end of fiscal year, "closed" to **Retained Earnings** balance sheet account.

Reconciliation Accounts track changes to sub-ledger accounts (e.g. for each vendor, customer). When sub-ledger account posted, automatic posting made to **Reconciliation** G/L account to keep the G/L balanced.

General Ledger (G/L) in SAP

Accounting ▷Financial Accounting ▷General Ledger ▷Information System ▷General Ledger Reports ▷Master Data ▷G/L Account List ▷SAP minimal variant <u>Transaction:</u> **S_ALR_87012327**

G/L Account List

General selections

Company Code   52FS   to

Enter company code, then click on the execute icon

G/L Account List

```
FS Overview (860)                     G/L Account List                    Time 15:26:54   Date 04/01
Milwaukee                                                                 RFSKVZ00/FS-52  Page

ChartofAccts:    CHFS = Fitter Snacker Chart of Accounts
Sort:            G/LAccount, CompanyCode
```

Name 1	Contents 1	Name 2	Contents 2	Name 3	Contents 3	Name 4	Contents 4
G/L acct	100000	Company Code		Company Code Name			
Section		GENERAL DATA					
Long Text	Federal Standard Bank Account			Account Group	BS		
Section		STATUS IN CHART OF ACCTS					
Creation block		Posting Block		Planning block		Deletion flag	
G/L acct	100000	Company Code	52FS Company Code Name		52 Fitter Snacker		
Section		ACCOUNT CONTROL					
Tax category		Reconcil.ID		E/R diff. key		Acct currency	USD
Balances in LC	X	W/o tax		Account extern.			
Section		ACCOUNT MANAGEMENT					
Line items	X	OI management		Sort key	001		
Section		DOCUMENT ENTRY CONTROL					
Field status gp	ZGBS	Auto. posting		Supplement		Rec.act ready	
G/L acct	110000	Company Code		Company Code Name			
Section		GENERAL DATA					
Long Text	Accounts Receivable Reconciliation			Account Group	RA		
Section		STATUS IN CHART OF ACCTS					
Creation block		Posting Block		Planning block		Deletion flag	
G/L acct	110000	Company Code	52FS Company Code Name		52 Fitter Snacker		
Section		ACCOUNT CONTROL					

Cost Controlling (CO) in SAP

- General Ledger (G/L) used by external users (via statements)

- Internal users use G/L data but also need more cost details -> CO

- Different requirements for internal & external accounting data users although the underlying data usually the same for both

- Data can be "captured" when recording business transactions and then presented in different ways for different users

- Expenses relevant to cost accounting are recorded in CO with:
  - Primary Cost Element - 1 to 1 relationship with G/L account
  - Secondary Cost Element – logical groupings of costs
  - Cost Center
    - Where costs occur in organization
    - Required for CO relevant postings
    - Organized in Standard Hierarchy

Cost Controlling (CO) in SAP

Accounting ▷Controlling ▷Cost Center Accounting ▷Master data ▷Standard Hierarchy ▷Display <u>Transaction:</u> **OKENN**

Set Controlling Area

Controlling Area `52FS`

Enter **##FS** in Controlling Area, then click **Enter**

Standard Hierarchy for Cost Centers Display

Object Manager

Find by
- ▷ Cost center
- · Cost Center Group

Hit list

Cost center group	Name...
FS-CC-52	52 Fitter Snacker Hierarch

as of 01/01/2014

Standard Hierarchy	Name	Activation sta...	P
▼ FS-CC-52	52 Fitter Snacker Hierarchy		
52HQ	Headquarters Group		
52MFG	Manufacturing Group		

Click on the arrow / chevron next to **##HQ** to expand the group
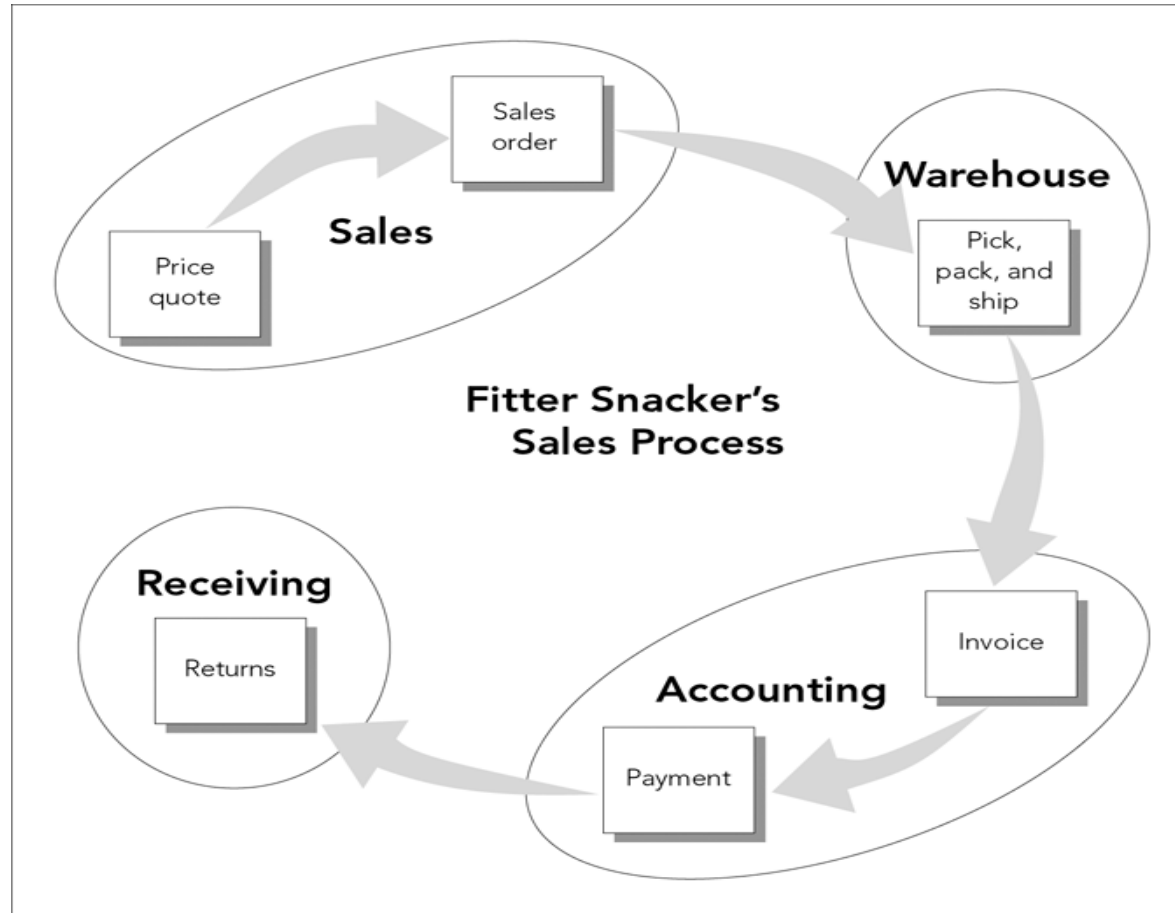
References

- Piper, David CPA **'Accounting Made Simple'**, Simple Subjects LLC. ISBN 978-0-981452-2-1

Extra Slides

Sales Process – Where are the Accounting Entries?

Fitter Snacker's Sales Process

Sales Process: Accounting Entries
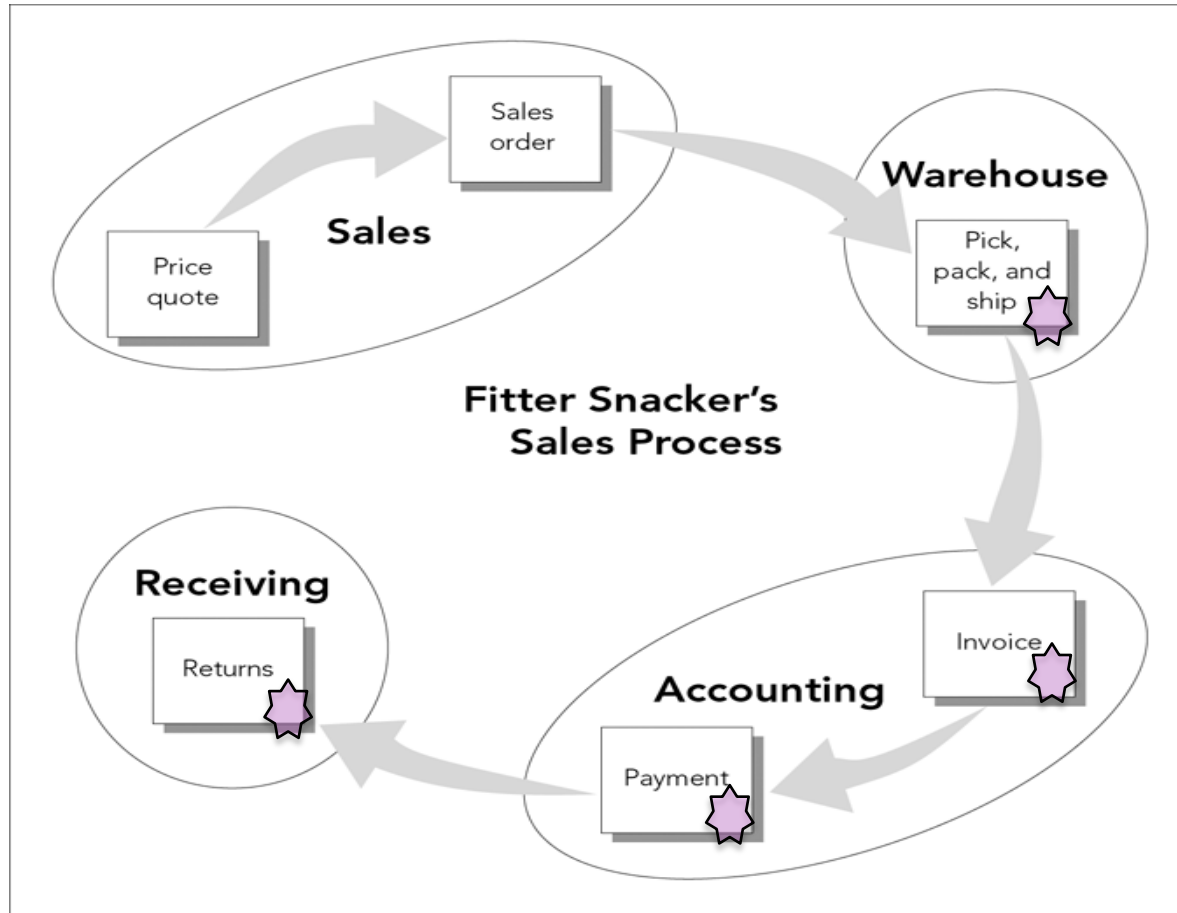
Fitter Snacker's Sales Process

Activity to Date in SAP

**Information System ▷General Report Selection ▷Financial Accounting
▷General Ledger Reports ▷Document ▷General ▷Line Item Journal
▷Line Item Journal**   <u>Transaction:</u> **S_ALR_87012291**

Line Item Journal

Menu ◀|		Save as Variant...	Ba

Company code	82fs
Document Number	
Fiscal Year	2015
Ledger	FS

Enter company code ##FS, and
Fiscal Year then click execute icon

Activity to Date in SAP

Information System ▷General Report Selection ▷Financial Accounting ▷General Ledger Reports ▷Document ▷General ▷Line Item Journal ▷Line Item Journal   Transaction: **S_ALR_87012291**

Line Item Journal

Menu		Save as Variant...	Ba
Company code		82fs	
Document Number			
Fiscal Year		2015	
Ledger		FS	

Enter company code ##FS, and Fiscal Year then click execute icon

Define Sort Order

Sort fields

Column content		
Company Code	◉	○
Posting Date	◉	○
Document Number	◉	○
Account	◉	○

Field list

Col. content
- Account Type
- Document Type
- Sp.G/L trans.type
- Posting period
- Entry Date
- Line item
- Document Date
- Business Area
- Posting Key
- Special G/L ind.
- Sales–Related
- User Name

- ➢ Hit 'Sort in Ascending Order' icon
- ➢ Highlight & remove all current 'Sort Fields' (Double arrow to right).
- ➢ Choose the listed fields 1 by 1 from the list on the right and move to the 'Sort Fields' list (single arrow to left).
- ➢ Click Copy icon

✔ Copy ✂ ✖

Activity to Date in SAP

Activity from previously executed process steps (e.g. Sales Process, etc.) are listed.   **Note:** Offsetting Debits and Credits for each document

Line Item Journal

| Menu | | Back | Exit | Cancel | System | Details | Sort in Ascending Order | Sort in Descending Order | Set Filter | Delete Filter | Total |

82 Fitter Snacker   Line Item Journal   Time 23:01:30   Date 11/14/
Kalamazoo   Ledger FS   RFEPOJ00/FSFAC-09 Page

Pstng Date	Entry Date	DocumentNo	Itm	Doc. Date	BusA	PK	SG	Sl	Account	User Name	LCurr	Amount in LC	Tx	Assignment	S
CoCode	82FS Acct Type	D Type		RV SpG/L			Period		201510						
10/30/2015	10/30/2015	90000000	1	10/30/2015		01		X	83	FSFAC-09	USD	2,655.00		0090000007	
CoCode	82FS Acct Type	S Type		RV SpG/L			Period		201510						
10/30/2015	10/30/2015	90000000	2	10/30/2015		50			600000	FSFAC-09	USD	2,950.00-		20151030	
10/30/2015	10/30/2015	90000000	3	10/30/2015		40			610000	FSFAC-09	USD	295.00		20151030	
CoCode	82FS Acct Type	D Type		DZ SpG/L			Period		201510						
10/30/2015	10/30/2015	1400000000	2	10/30/2015		15			83	FSFAC-09	USD	2,655.00-		20151030	
CoCode	82FS Acct Type	S Type		DZ SpG/L			Period		201510						
10/30/2015	10/30/2015	1400000000	1	10/30/2015		40			100000	FSFAC-09	USD	2,655.00		20151030	
CoCode	82FS Acct Type	M Type		WL SpG/L			Period		201510						
10/30/2015	10/30/2015	4900000001	1	10/30/2015		99			200200	FSFAC-09	USD	2,448.00-		20151030	
CoCode	82FS Acct Type	S Type		WL SpG/L			Period		201510						
10/30/2015	10/30/2015	4900000001	2	10/30/2015		81			790000	FSFAC-09	USD	2,448.00		20151030	

Statement of Retained Earnings

Retained Earnings as of Jan 1, 2014	$30,000	
Net Income	50,000	From Income Stmt
Dividends Paid to Shareholders	(20,000)	
Retained Earnings - Dec 31, 2014	40,000	

- Retained Earnings: not the same as Cash
  - Retained Earnings: undistributed profits over company's existence
  - Is a *distribution* of profits (expenses reduce profit)
  - Usually are invested to grow business (buy inventory, purchase property and equipment, etc.)

Accounting ▷ Financial Accounting ▷ General Ledger ▷ Posting ▷ Enter G/L Account Document   Transaction: FB50

Enter G/L Account Document: Company Code 52FS

🔲 Tree on   📇 Company Code   🖨 Hold

| Basic data | Details |

You can enter the current date easily by clicking on the date field and then pressing the **F4** key to call up the calendar, then clicking on the **F2** key to select today's date

Document Date   04/01/2014   Currency   USD   Total deb.

Posting Date   04/01/2014   0.00   USD

Reference

Doc.Header Text   Total cred.

Cross-CC no.

Company Code   52FS   52 Fitter Snacker Kalamazoo

Note that the Currency and Company code were entered automatically because of the Parameter ID settings

0 Items (No entry variant selected)

☑	S...	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T..	Tax jurisdictn code	V	Assig
	🟨	740000		Debit ▼	500	0.00			☐	
	🟨	100000		Cred... ▼	500	0.00			☐	
	🟨			▼		0.00			☐	

Enter **740000** for the first account, select **Debit**, then enter **500**
Enter **100000** for the second account, select **Credit**, then enter **500**

Accounting ▷Financial Accounting ▷Accounts Payable ▷Document Entry ▷Invoice   Transaction: **FB60**

Enter Vendor Invoice: Company Code 52FS

🔲 Tree on   🔲 Company Code   ⭐ Hold   🔲 Simulate   🔲 Park   ✏ Editing options

Transactn	Invoice ▼		Bal.	0.00

Basic data | Payment | Details | Tax | Notes

Search for Vendor (Lansing Leasing)
Enter today's date for invoice date
Enter **4875** for amount

Vendor	100502	SGL Ind	
Invoice date	04/01/2014	Reference	
Posting Date	04/01/2014		
Cross-CC no.			
Amount	4875	USD	☐ Calculate tax
Tax amount		▼	
Text			
Company Code	52FS 52 Fitter Snacker Kalamazoo		

Enter **780000** for G/L acct
Select Debit
Enter **4875** for amount
Enter **A060** for Cost Center

0 Items (No entry variant selected)

S...	G/L acct	Short Text	D/C	Amount in doc.curr.	L...	Co...	Tradi...	Bu...	Pa...	Cost center	Order
	780000		Debit ▼	4875	📝	52FS				A060	🗅
			Debit ▼		📝	52FS					

Accounting ▷Financial Accounting ▷Accounts Payable ▷Outgoing Payment ▷Post　　　Transaction: **F-53**

Post Outgoing Payments: Header Data

Process open items

Document Date	04/01/2014	Type	KZ	Company Code	52FS
Posting Date	04/01/2014	Period	4
Document Number			
Reference			Gross-
Doc.Header Text			Tradin
Clearing text		

Bank data

Account	100000	Busin
Amount	4875
Bank charges	
Value date		Profit Center	
Text	Lease	Assignment	

Open item selection

Account	100502
Account Type	K	☐ Other accounts
Special G/L ind		☑ Standard OIs
Pmnt advice no.	
☐ Distribute by age	
☐ Automatic search	

Additional selections

- ⦿ None
- ◯ Amount
- ◯ Document Number
- ◯ Posting Date
- ◯ Dunning Area
- ◯ Others

Enter today's date for Document Date
Enter **100000** for Bank data Account
Enter **4875** for Bank data Amount
Enter **Lease** for Bank data Text

Search for vendor ## Lansing Leasing (follow previous steps)

Accounting Detail

Figure 3-12 Accounting detail for the West Hills sales order

Workshop Parameters

- FOP   X   Financial Accounting Options
- BUK   ##FS   Company Code
- EKO   ##PS   Purchasing Organization
- FWS   USD   Currency
- GJR   20__   Fiscal Year
- KPL   CHFS   Chart of Accounts
- SPR   ENGLISH   Language
- WRK   ##PT   Plant

Your Assigned number based on User ID