

Learn SAP FICO in 1 Day

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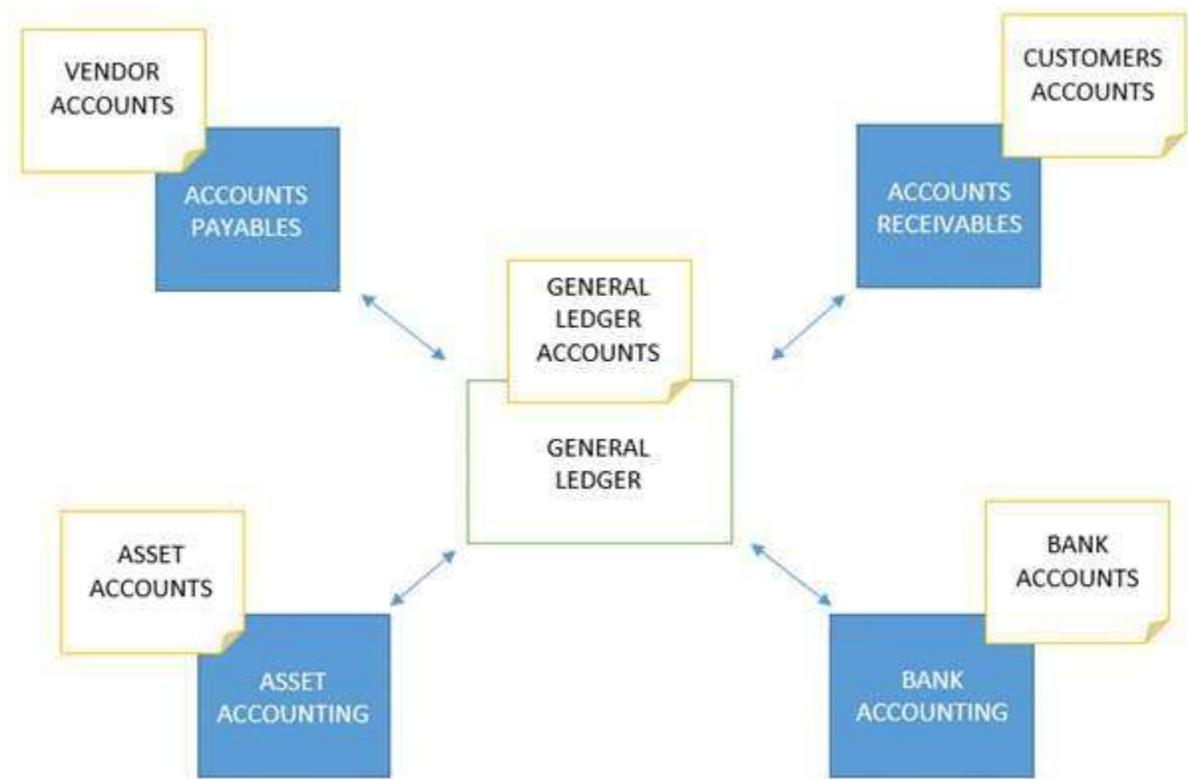
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Chapter 1: Introduction to SAP FICO

SAP FI is a module used for reporting both externally and internally. The objective is to record all financial transactions that are posted by an entity and produce financial statements which are accurate at the end of the trading period. This tutorial is going to explain the major functionalities with SAP FI module.

SAP FI is made up of sub modules. The sub-modules that are often used are accounts receivables, accounts payables, asset accounting, general ledger Accounting and bank accounting.

All the sub modules are interlinked and integrate in real time. A trial balance can be extracted at an time and it will always balance because all the sub modules are connected. The diagram below shows the the integration between SAP FI modules.



General ledger accounting

All general ledger accounts that are used for reporting are managed through general ledger accounting. In SAP a set of all general ledger accounts used by a company or a group of companies is called a chart of accounts. These are the accounts that will be used for the preparation of financial statements. Most of the transactions are recorded in sub modules and they are reconciled with the general ledgers in real time. Transactions that can be done in direct in general ledger Accounting include journal vouchers which are posted to adjust or correct transactions. Reversals can also be done from general ledger accounting. Balances in general ledger accounts can be displayed and trial balances extracted from the system.

Accounts receivables

Accounts receivables is a sub module that captures all transactions with customers and manages customer accounts. Separate customer accounts will be maintained and when transactions are posted in customer accounts, reconciliation accounts in general ledger are updated with the figures in real time. Transactions in accounts receivables include invoice posting, credit memo posting, down payments, invoice payment, dunning and executing customer reports.

Accounts payables

Accounts payables is a sub module that captures all transactions with vendors and manages vendor accounts. Separate vendor accounts are maintained and when transactions are posted in customer accounts, reconciliation accounts in general ledger are updated with the figures in real time. Transactions in accounts payables include invoice posting, credit memo posting, down payments, invoice payment, automatic payment program and executing vendor reports.

Asset accounting

Asset accounting manages all transactions related to assets for an entity. When transactions are posted in asset accounts, reconciliation accounts in general ledger are updated in real time. Transactions in asset accounting include asset acquisition, asset retirement, asset sale, asset transfer, asset revaluation and asset depreciation.

Bank accounting

Bank accounting captures all transactions with the banks. Bank reconciliation is done to reconcile all transactions recorded on bank statements comparing them to transactions in the system.

All SAP FI sub-modules are integrated and transactions are updated in real time which means accurate financial statements can be extracted from the system at any time.

Chapter 2: How to Create a Company in SAP

Define Company

In this tutorial, we will learn How to Create a Company

Step 1) Enter Transaction code SPRO in the command field

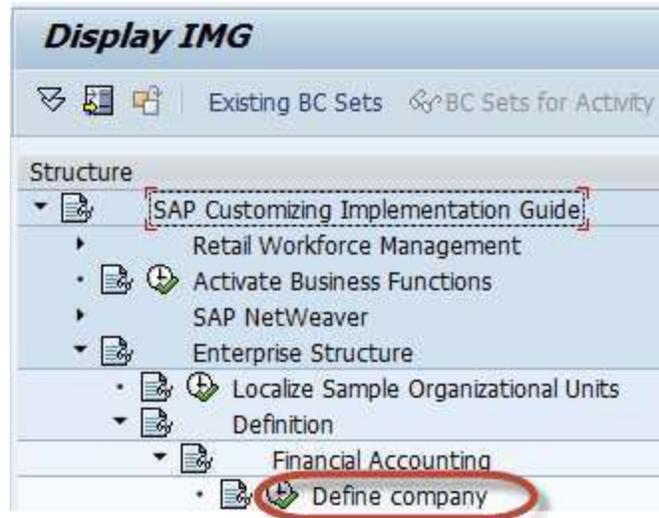


Step 2) In the next screen Select SAP reference IMG



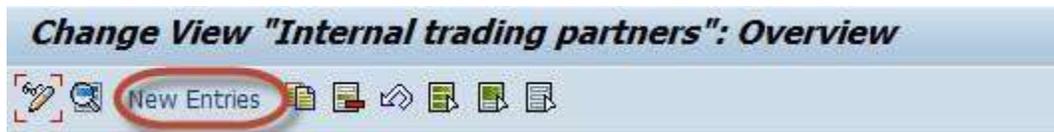
Step 3) In next screen Display IMG follow the menu path

SAP Customizing Implementation Guide -> Enterprise Structure -> Definition-> Financial Accounting -> Define Company



Step 4) In the next Screen

- 1) Press New Entries



Step 5) In the next Screen Enter the Company Details :

1. Enter a unique Company Id for the Company within your corporate group
2. Enter the Company Name
3. In the Detailed Information Section Enter the Company Address details such as Street , PO Box, Postal Code, City
4. Select Country code for country the company is established
5. Select Default language for the Company for Print forms and Default Texts
6. Select a Local Currency for the Company

New Entries: Details of Added Entries






Company	Z100	1
Company name	ABC COMPANY	2
Name of company 2		

Detailed information		
Street	MG ROAD	
PO Box	12345	
Postal code	678901	3
City	NEW DELHI	
Country	IN	4
Language Key	EN	5
Currency	INR	6

Step 6) After completing all the required information, press save 
 Enter your customizing request number

Prompt for Customizing request

View Maintenance: D... V_I880

Request ENIK900006 Customizing request

Short Description CUSTOM REQUEST 01





 Own Requests

and your company is created.

Chapter 3: How to Create a Company in SAP & Assign Company Code

Creating Company Code is a 2 Step process

- 1) Create Company Code
- 2) Assign Company Code to Company

Define Company Code

Step 1) Enter Transaction code SPRO in the command field

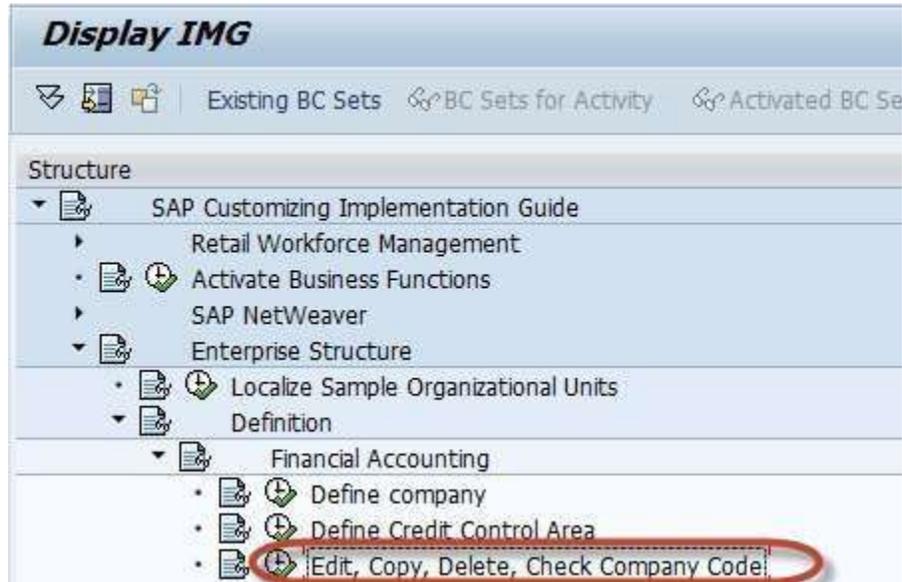


Step 2) In the next screen Select SAP reference IMG



Step 3) In next screen Display IMG follow the menu path

SAP Customizing Implementation Guide -> Enterprise Structure -> Definition->Financial Accounting->Edit, Copy, Delete, Check Company Code



Step 4) In the next screen, select activity - Edit Company Code Data

1. Enter your Unique Company Code Number
2. Enter Company Name
3. In the Additional Data section Enter City
4. Enter Country for the Company
5. Enter Local Currency
6. Enter Default Language

The screenshot shows a web form titled "New Entries: Details of Added Entries". It contains several input fields with red circles and lines indicating the steps from the list above:

- 1: Points to the "Company Code" field containing "Z100".
- 2: Points to the "Company Name" field containing "ABC Comapny".
- 3: Points to the "City" field in the "Additional data" section containing "New Delhi".
- 4: Points to the "Country" field containing "IN".
- 5: Points to the "Currency" field containing "INR".
- 6: Points to the "Language" field containing "EN".

Step 7) Click Address Details button on same screen



Step 8) Enter Address Details for the Company this will appear in print forms

1. In the Name Section Enter Title and Company Name
2. In the Search Term section Enter Search term 1 and 2
3. In the Street Address section enter street, postal code, city, country

4. In the P O Box Address section Enter PO Box and Postal Code
5. In Communication Section Enter appropriate details

The screenshot shows a web form titled "Edit address: Z100" with several sections. Red circles with numbers 1 through 5 highlight specific input fields:

- 1:** The "Name" section, specifically the "Company" dropdown and the "ABC Company" text input.
- 2:** The "Search Terms" section, specifically the "ABC" text input.
- 3:** The "Street Address" section, specifically the "NEW DELHI" text input, the "452110" and "NEW DELHI" postal code/city inputs, and the "IN" country input.
- 4:** The "PO Box Address" section, specifically the "6789456" PO Box input and the "789601" Postal Code input.
- 5:** The "Communication" section, specifically the "English" language dropdown, the "9999974" Telephone input, the "5555544444" Mobile Phone input, and the "info@abccompany.com" E-Mail input.

At the bottom of the form, there are icons for a checkmark, a dropdown arrow, a printer, a "Preview" button, a globe icon, an "International Versions" button, and a close button (X).

Step 9) After Completing this information Press Save  and Enter

your Change Request number.

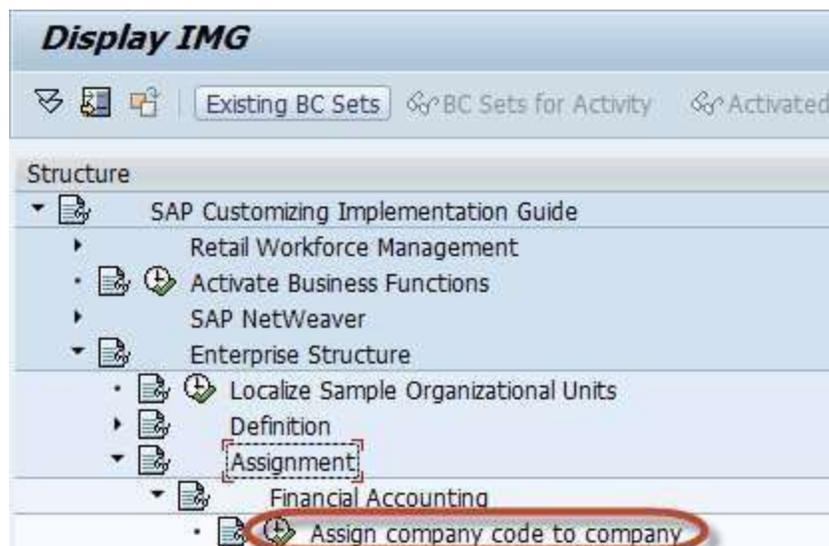


You have successfully created a new Company code.

Assign Company Code to Company

Step 1) In the SAP Reference IMG Select the Menu path

SAP Customizing Implementation Guide ->Enterprise Structure->Assignment->Financial Accounting->Assign Company Code to Company



Step 2) In the Next Screen Enter the unique Company ID against the Company Code you Want to assign to this Company.



The screenshot shows the SAP 'Assign Company Code' screen. The title bar reads 'Change View "Assign Company Code -> Company": Overview'. Below the title bar are several icons. The main area contains a table with columns 'C...', 'City', and 'Company'. The first row is highlighted in yellow and circled in red, showing 'Z100' in the 'C...' column, 'New Delhi' in the 'City' column, and 'Z100' in the 'Company' column. The second row shows 'ZA01' in the 'C...' column and 'Johannesburg' in the 'City' column.

C...	City	Company
Z100	New Delhi	Z100
ZA01	Johannesburg	

Step 3) Press Save  and Enter the Customizing request Number



The screenshot shows the 'Prompt for Customizing request' dialog box. The 'Request' field is highlighted in yellow and circled in red, containing the value 'ENIK900006'. The 'Short Description' field contains the text 'CUSTOM REQUEST 01'. At the bottom of the dialog, there are several icons and a button labeled 'Own Requests'.

Request	ENIK900006
Short Description	CUSTOM REQUEST 01

You have assigned the desired Company code to the Company

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