espresso tutorials

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First Steps in SAP® FI Configuration

- Get an overview of SAP Financials configuration
- Learn how to define company codes and chart of accounts
- Explore fundamental aspects of FI-GL, FI-AR, and FI-AP configuration
- Hands-on instruction based on examples and screenshots

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2 First steps in configuring accounts receivable

This chapter discusses the configuration required for managing accounts receivable.

SAP FI accounting transactions involving a customer, such as an invoice for a sales transaction or customer payment, are recorded in an accounts receivable subsidiary ledger, also known as a subledger. The integration functionality of the SAP FI system keeps the general ledger control account synchronized with the subledger account. The subledger account is also known as a reconciliation account. Some configuration is required in order to create customer master data, while other settings are necessary before transactions can be recorded.

2.1 Customer master data

2.1.1 Number ranges

For each customer record created, a customer number will be assigned. Customer numbers can be externally assigned, or assigned sequentially by the SAP FI system. Once number ranges are defined, the number ranges are assigned to customer groups.

Create a number range

Because the number range maintenance transaction is not part of the SAP EASY ACCESS menu, you must enter the SAP REFERENCE IMG menu by following the steps:

1. Type SPRO in the command field and then press `(Enter)` (Figure 2.1).

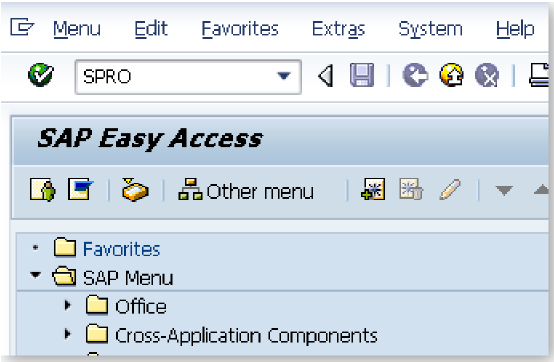


Figure 2.1: Create customer number ranges, step 1

2. Click on SAP REFERENCE IMG (Figure 2.2).

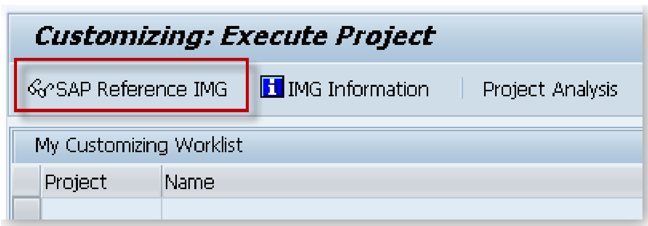
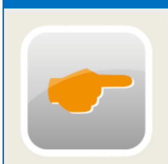


Figure 2.2: Create customer number ranges, step 2

3. Navigate to FINANCIAL ACCOUNTING (NEW) • ACCOUNTS RECEIVABLE AND ACCOUNTS PAYABLE • CUSTOMER ACCOUNTS • MASTER DATA • PREPARATIONS FOR CREATING CUSTOMER MASTER DATA • CREATE NUMBER RANGES FOR CUSTOMER ACCOUNTS (Figure 2.3).

Create customer number ranges



Rather than navigate from the SAP IMG menu; type transaction code `XDN1` in the command field and press `(Enter)` to access the customer number maintenance screen.

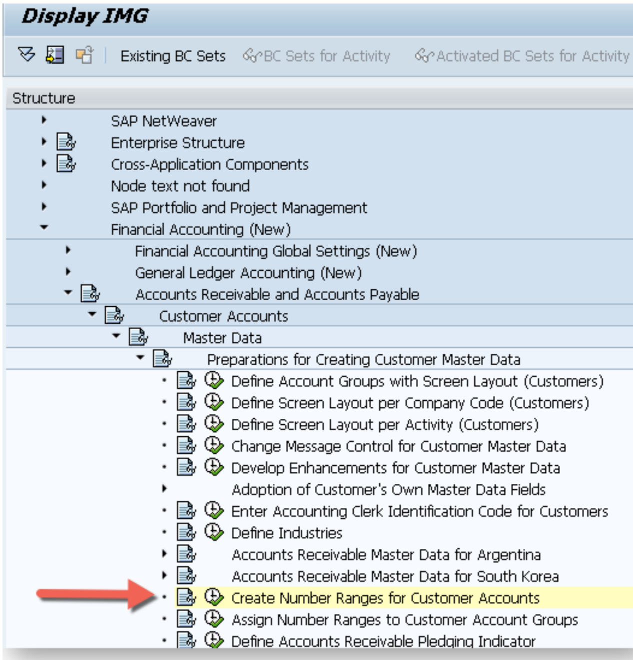


Figure 2.3: Create customer number ranges, step 3

4. Click the CHANGE INTERVALS button Intervals.
5. Click the INSERT LINE icon.
6. Enter a number range and from and to values as shown in Figure 2.4 and click the SAVE icon. For our example, create number range 54 which will internally assign numbers to customers.

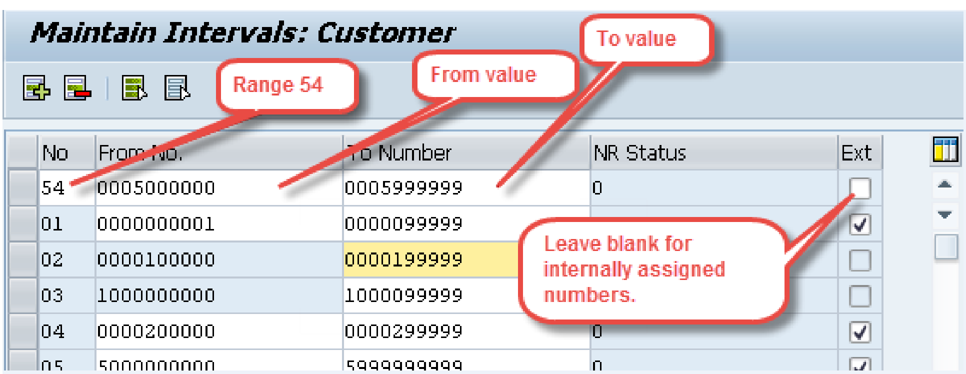


Figure 2.4: Create customer number range, step 6

7. SAP FI returns a message regarding number range transports (Figure 2.5). As before, the discussion of transports is beyond the scope of this text; however, it should be noted that special care should be taken when creating transports for number ranges in a productive environment. Many SAP FI projects maintain number ranges directly in the productive environment and this function is limited to very few individuals. Click ENTER CONTINUE to save the number ranges.

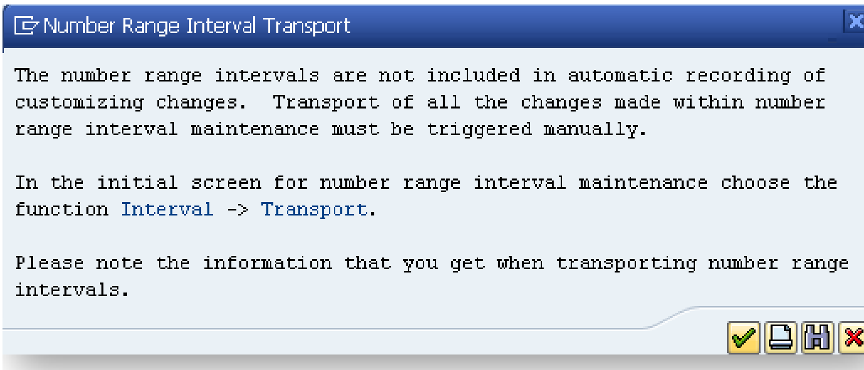


Figure 2.5: Create customer number range, step 7

8. Click the BACK icon to return to the DISPLAY IMG menu.

Create customer account group

Customer account groups classify customers into various categories, for example: wholesale customers, consumers, etc. Separate "bill-to" and "ship-to" customers can be used in the SAP Sales and Distribution (SAP SD) module. A "one-time" customer account group is also common for certain types of customers. The fields that are required, optional, or suppressed in the customer master record are also designated by customer account group. The fields available are quite extensive.

1. At the DISPLAY IMG menu, navigate to FINANCIAL ACCOUNTING (NEW) • ACCOUNTS RECEIVABLE AND ACCOUNTS PAYABLE • CUSTOMER ACCOUNTS • MASTER DATA • PREPARATIONS FOR CREATING CUSTOMER MASTER DATA • DEFINE ACCOUNT GROUPS WITH SCREEN LAYOUT (CUSTOMERS) (Figure 2.6).

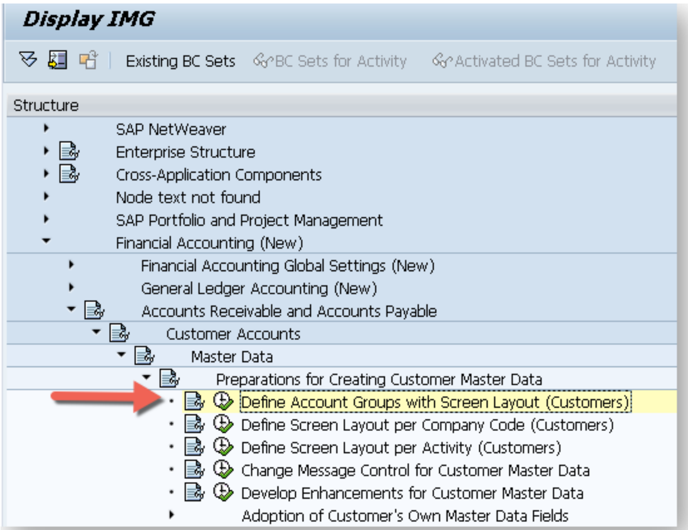


Figure 2.6: Define customer account groups, step 1

2. Rather than create a customer account group from scratch, copy an existing customer account group and edit settings as needed. From the list of customer account groups (Figure 2.7), select BILL-TO-PARTY and click the COPY AS icon.

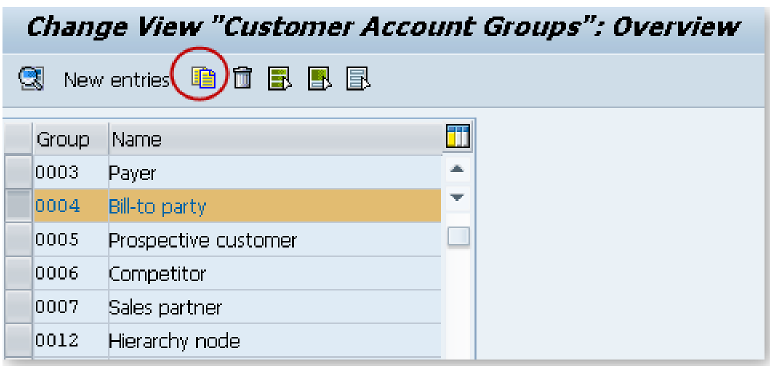


Figure 2.7: Define customer account groups, step 2

3. Enter the ACCOUNT GROUP (in this case account group 88) and a MEANING (description of the account group) and click the ENTER icon (Figure 2.8).

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