

Bank Accounting  
FI-CM-002  
August 27 & 28  
2008



LaGOV

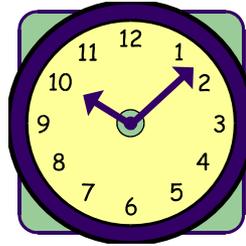


# Agenda

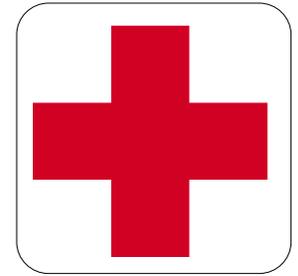
- Logistics, Ground Rules & Introduction
- Project Timeline
- Workshop Objectives
- Business Process Review
  - Process overview
  - AS-IS process flow
  - Current system alignment
  - Process improvement opportunities
  - SAP terms glossary
  - SAP concepts & functionality
  - Business process flow
  - Leading practices
  - Enterprise readiness challenges
- Next Steps – Action items
- Questions



# Logistics



**Before we get started ...**





# Ground Rules

- Has everybody signed in?
- Everybody participates – blueprint is not a spectator sport
- Silence means agreement
- Focus is key – please turn off cell phones and close laptops
- Challenge existing processes and mindsets
- Offer suggestions and ideas
- Think Enterprise
- Ask questions at any time
- One person at a time please
- Timeliness – returning from break
- Creativity, cooperation, and compromise





# Introduction

## ■ Roles

- **Process Analyst and Functional Consultant** – lead and facilitate the discussions and drive design decisions
- **Documenter** – take detailed notes to support the formal meeting minutes to be sent by the Process Analyst to all participants for review and feedback
- **Team Members** – provide additional support for process discussions, address key integration touch points
- **Subject Matter Experts** – advise team members on the detailed business process and participate in the decisions required to design the future state business process

### ***Round the Room Introductions***

***Name***

***Position***

***Agency***



# Project Overview



## **Enterprise Resource Planning (ERP)**

Comprehensive suite of integrated products providing end-to-end support for statewide and agency-specific administrative business processes:

***This is a Strategic Business Initiative for Louisiana State Government using technology as a tool***

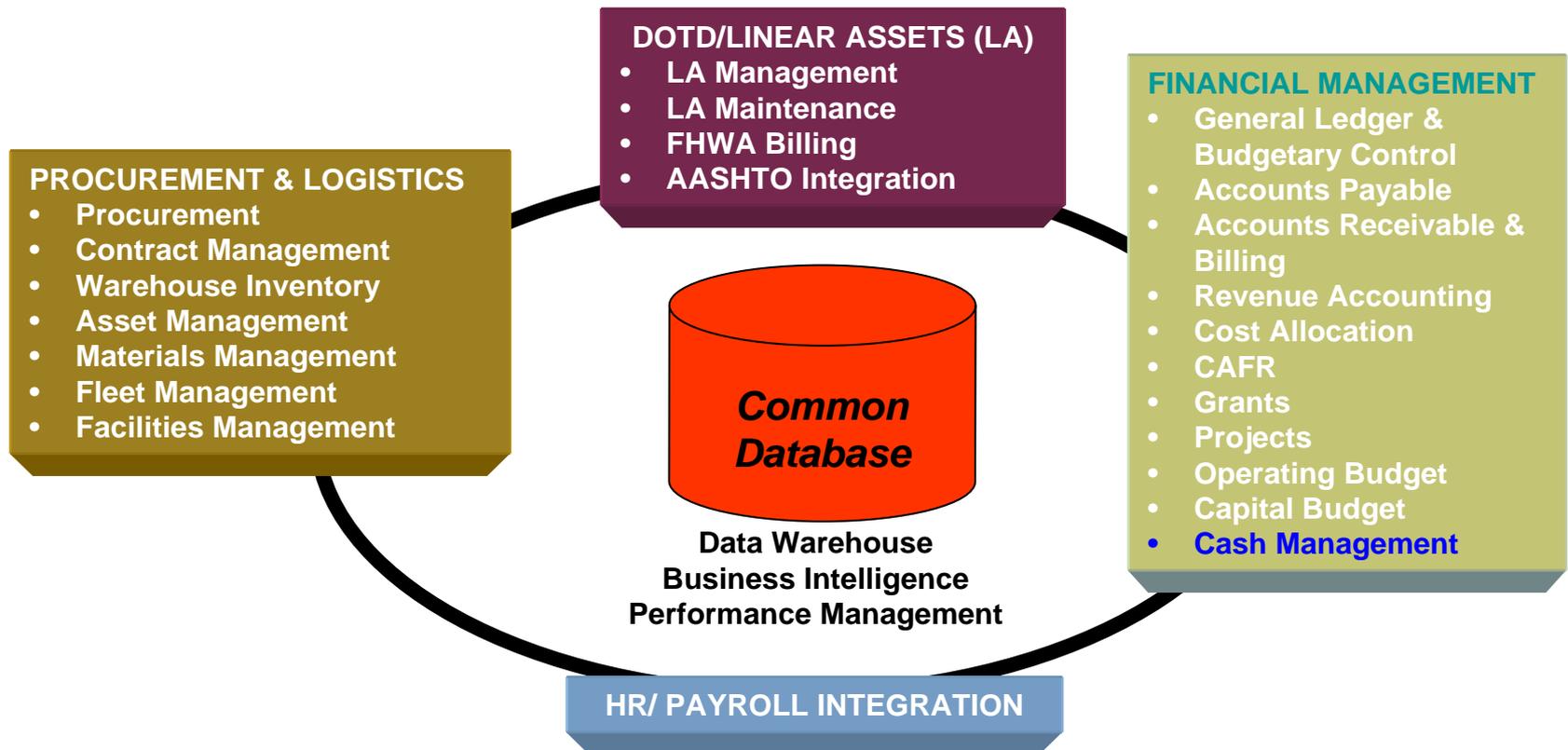
The existing SAP HR/Payroll System will be integrated with the SAP Financial System and AgileAssets:

**Providing a fully integrated ERP Solution to the State of Louisiana!**



# Project Scope

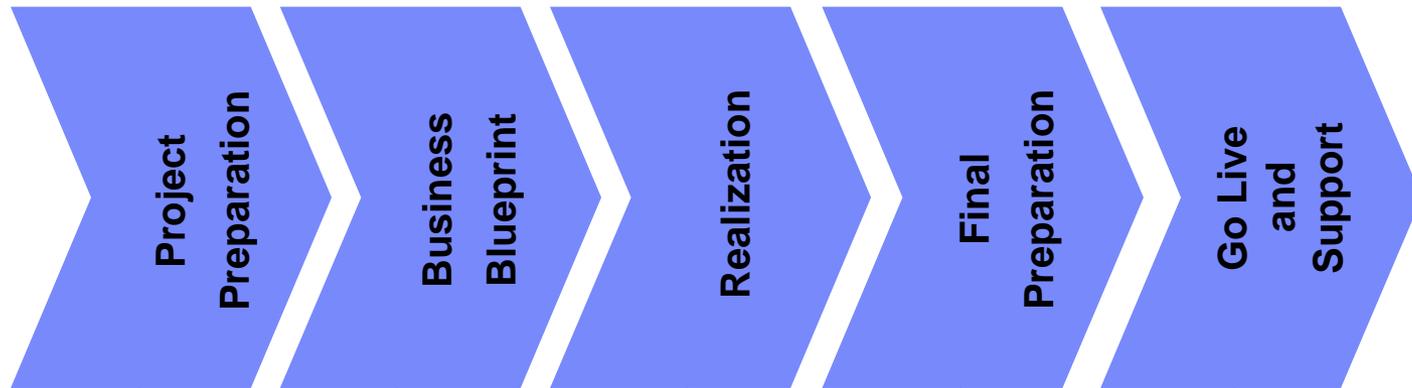
## SAP Integrated Business Components





# Project Phases

## ■ Five Key Phases



- Strategy & Approach Defined
- Project Team Training

- Business Process Definition
- Development Requirements

- Development & Unit Testing
- Integration Testing
- End-User Training Materials

- User Acceptance
- Technical Testing
- End-User Training
- Conversion

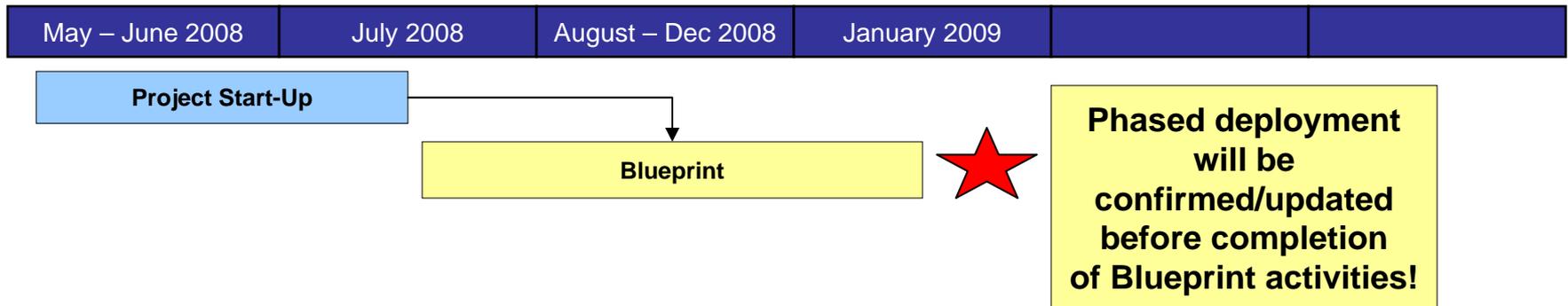
- Go-Live Support
- Performance Tuning



# Tentative Project Timeline

- Tentative implementation dates are planned as follows:

Functionality	Tentative Implementation Date
Budget Prep	October 2009
DOTD	February 2010
Core Modules All Agencies	July 2010
Additional Modules	January 2011





# Project Organization - Functional Teams

## Finance Leads

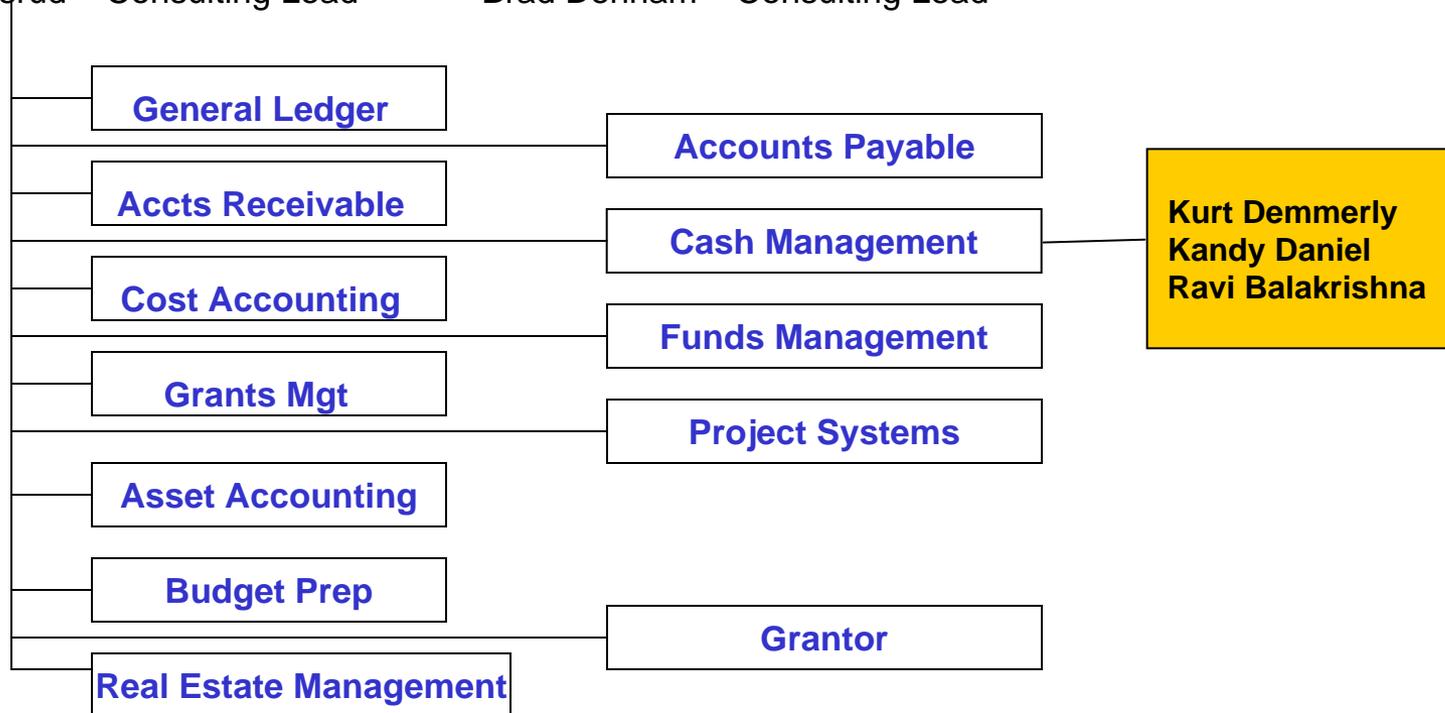
Beverly Hodges – Finance Lead  
Drew Thigpen – Finance Lead  
Mary Ramsrud – Consulting Lead

## Logistics Leads

Belinda Rogers – Logistics Lead  
Jack Ladhur – Logistics Lead  
Brad Denham – Consulting Lead

## Linear Assets Leads

Mark Suarez – Agile Assets Lead  
Charles Pilson – Consulting Lead





# Blueprint Objectives

- Review and discuss the current or As-Is business processes
  - Which helps to drive out the *Business requirements*
  - As well as the *integration points* with other processes
- Define Master Data
  - Address key integration points
  - Support organizational requirements
  - Consistent and appropriate use of data fields
- Define Future or To-Be business processes based on:
  - Best Practices inherent in SAP
  - Intellectual capital from other SAP implementations
  - State business requirements
- Identify development requirements
  - Which could result in the need for a form, report, interface, conversion, enhancement, or workflow (FRICE-W)
- Understand and communicate any organizational impacts / Enterprise Readiness challenges
- Gather system security authorizations and district-wide training requirements



# Cash Management Workshops

Session #	No of days	Schedule	Session Description/Major Business Process Group	Overview of major Session Topics
<b>FI-CM-002</b>	1.5 days	27-Aug & 28-Aug	<b>Bank Accounting</b>	Review the state's current bank reconciliation process and match the standard processes in SAP
<b>FI-CM-001</b>	1 day	9-Sep	<b>Cash Reporting &amp; Forecasting</b>	Current Reports & frequency; standard reports available in SAP; review current liquidity forecast; draw possible scenarios in SAP
<b>FI-CM-003 &amp; 004 &amp; 005</b>	1 day	23-Sep	<b>Debt &amp; Investment Management &amp; Interest</b>	Review the interfaces of Debt and Investment; determine what GL accounts might be needed for posting
<b>FI-CM-006</b>	2 days	Oct-7 & Oct-8	<b>Cashiering &amp; Offsite Cash Receipts</b>	Overview of the current processes; Offsite cash collection facilities; Recording cash; Deposits & Updates in system
<b>FI-CM-007</b>	2 days	Oct-15 & Oct-16	<b>Revenue Posting &amp; Tracking</b>	Revenue Posting & Receivable match; Clearing Account & Bank Account and Receivable match; Refunds & Adjustments; Discounts & Rebates



# Related Workshops

Session ID	Date	Business Process	Goals
FI-AR-002	08/27/08-08/28/08	Customer Invoicing through Customer Payment	<ul style="list-style-type: none"> <li>- Identify each agencies business requirements for invoice to payment business processes</li> <li>- Develop business design supporting invoice/credit memo data entry (manual and interfaces)</li> <li>- Develop business design supporting applying customer payments and credit memos</li> <li>- Develop business design supporting customer down payment processing</li> <li>- Develop business design supporting open item management, disputed items management</li> <li>- Develop business design supporting invoice and credit memo output form design</li> <li>- Develop business design supporting daily reporting</li> </ul>
FI-AP-003	09/16/08-09/17/08	Check Management	<ul style="list-style-type: none"> <li>- Develop business process design for house banks/bank accounts/check numbering in SAP</li> <li>- Identify check design (output form)</li> <li>- Develop business process design supporting daily check management</li> <li>- Develop business process design for reporting requirements for check management)</li> <li>- Develop business process design supporting escheated checks, return payments</li> </ul>
FI-AP-006	10/16/08	Purchasing Card Processing	<ul style="list-style-type: none"> <li>- Develop business process design to import purchasing card data from banking institution</li> <li>- Develop business process design for maintaining default purchasing card account coding</li> <li>- Develop business process design supporting expense approvals/controls/posting</li> <li>- Develop business process design supporting expense posting corrections</li> <li>- Develop business process design supporting period end close procedures</li> <li>- Develop business process design supporting purchasing card credits</li> <li>- Identify reporting requirements</li> </ul>



# Work Session Objectives

- Provide overview of Finance (FI), Funds Management (FM), Controlling (CO), Accounts Receivable (AR), Accounts Payable (AP) and Cash Management (CM)
- Discuss the relationships between the various modules
- Introduce Cash Management and its components
- Introduce Bank Accounting
- Relationships between AR, AP and Bank Accounting
- Discuss Legacy Systems
- Layout of the current processes “As Is”
- Draw a straw man “To Be”
- Action Items & Next Steps



# SAP Glossary

➤ **Clearing Account** - An account to which postings are recorded temporarily. They are auxiliary accounts which are used for organizational task distribution (bank clearing account)

➤ **House Bank** - A business partner that represents a bank through which you can process your own internal transactions.

➤ **Bank Key** - A key that uniquely identifies a bank in the system. It can be the same as the bank number.

➤ **Cash Journal** – A double-entry compact journal managed in account form that records the postings for cash transactions.



# Financial Accounting



- **General Ledger**
- **Fixed Assets**
- **Bank Accounting**
- **Accounts Receivable**
- **Accounts Payable**



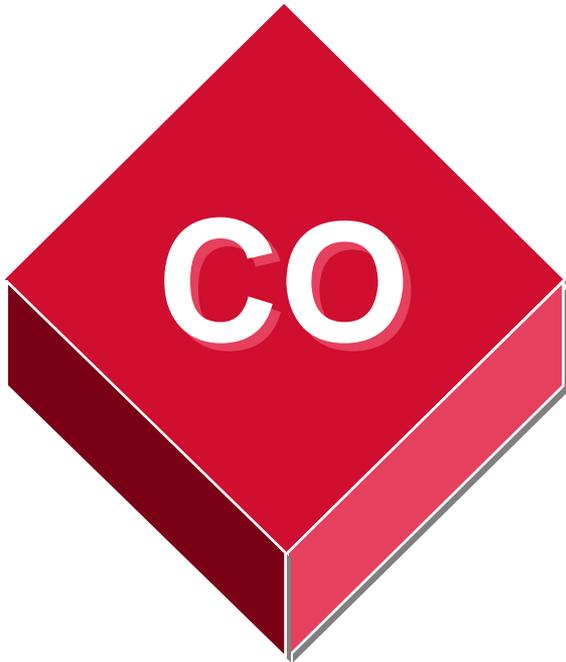
# Funds Management



- **Fund Accounting**
- **Budgetary Controls**
- **Budget Execution**
- **Budgetary Basis Reporting**
- **Commitment Accounting**



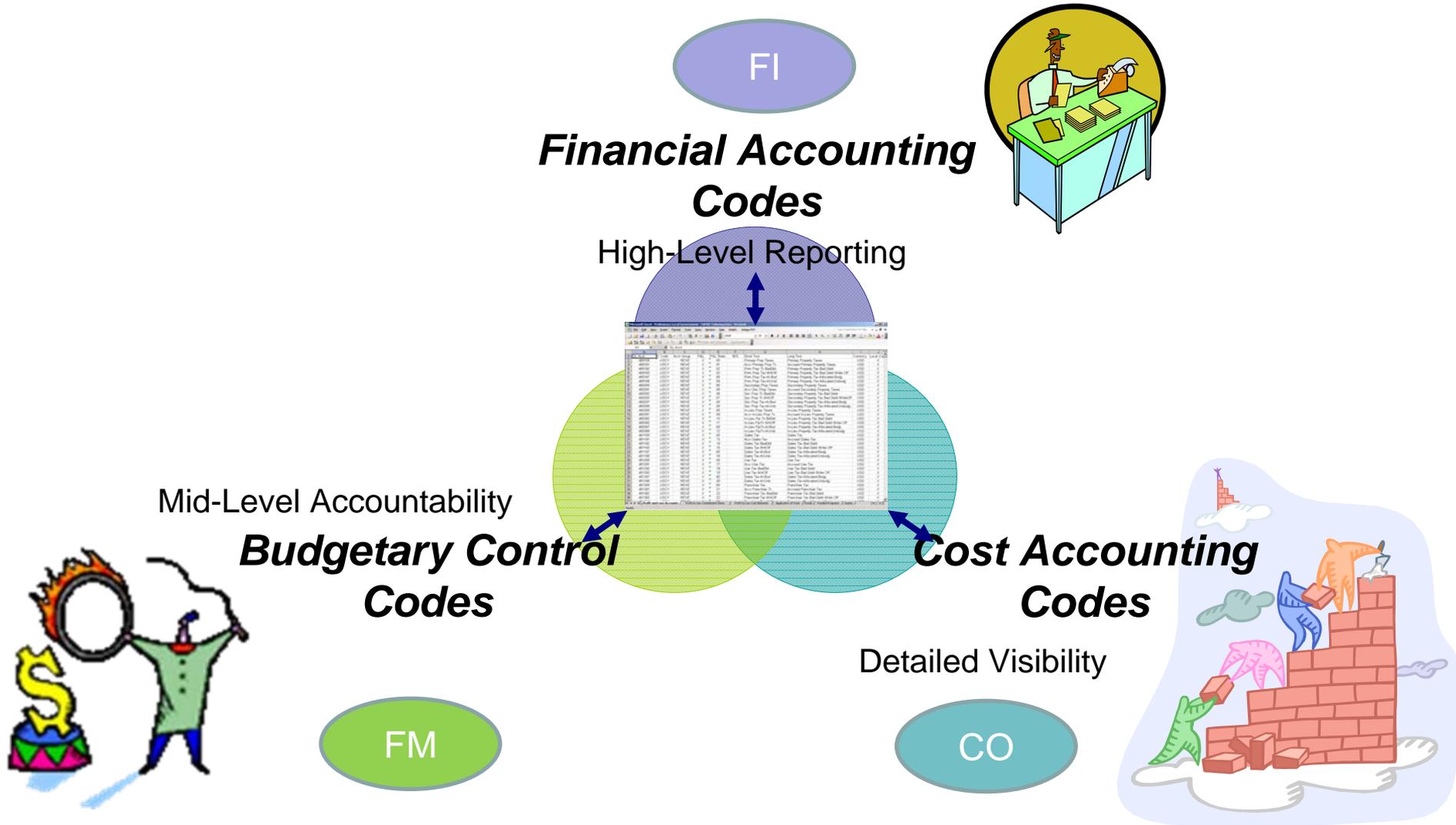
# Controlling



- **Cost Center Accounting (CCA)**
- **Cost Element Accounting (G/L Accounts P&L)**
- **Internal Orders (IO)**
- **Allocations, assessments, and distributions**

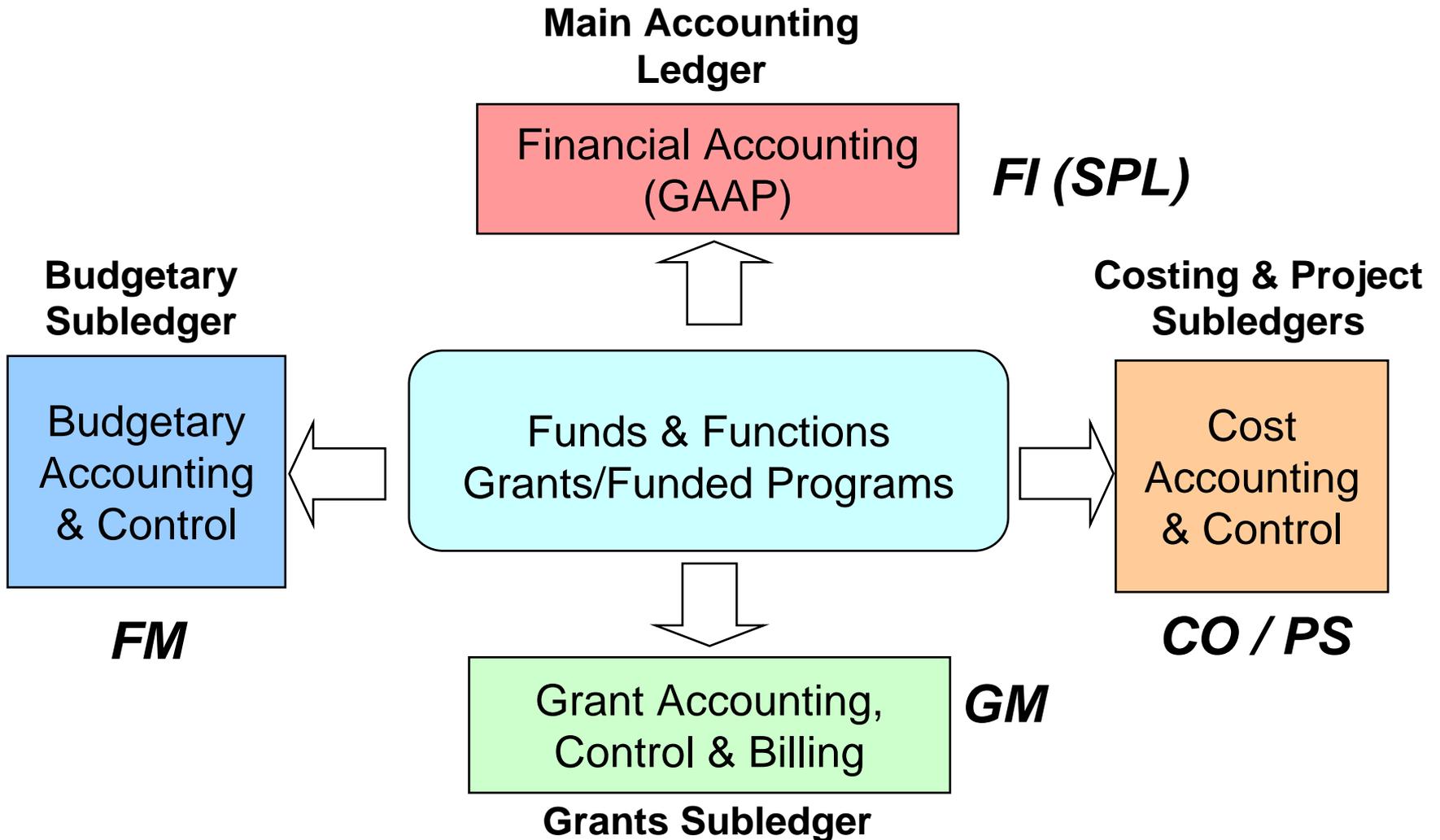


# SAP Integration



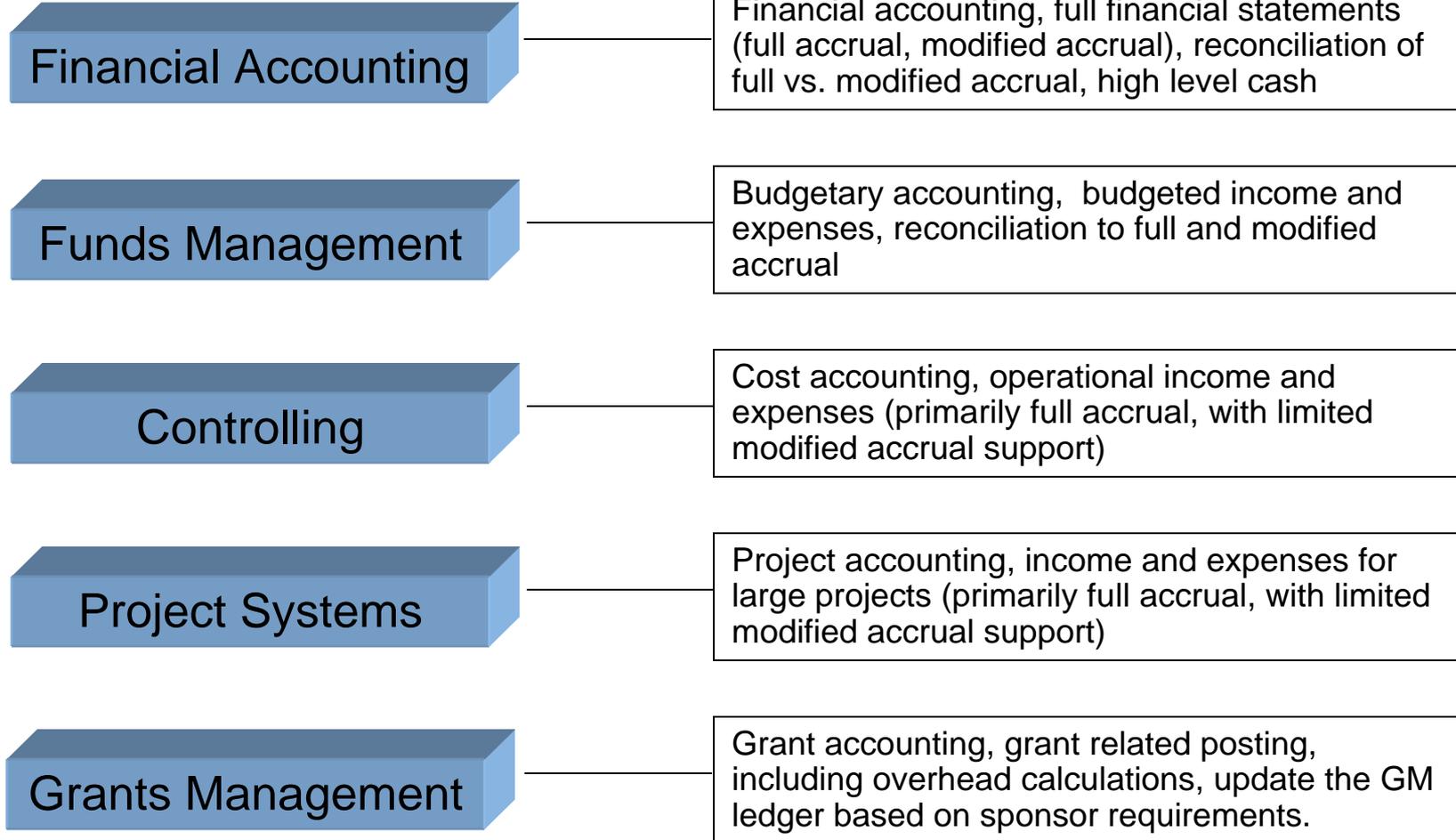


# Core SAP Finance





# Accounting Methods





# Organizational Elements

## Funds Management – FM

### **FM Area**

- A Funds Management Area in ECC is the organizational unit within an institution, used to represent a closed system for funds management, budgeting, and budget execution. A Funds Management Area may include one or more company codes and one or more controlling areas.
- The Funds Management Area also contains attributes or settings that impact master data and/or transactions within the FM Area.
- Field Length: 4



# Organizational Elements

## Controlling – CO

### CO Area

- A controlling area in ECC is the organizational unit within an institution, used to represent a closed system for managerial accounting purposes. A controlling area may include one or more company codes, which must use the same operative chart of accounts as the controlling area.
- The Controlling Area also contains attributes or settings that impact master data and/or transactions within the CO Area.
- Field Length: 4



# Organizational Elements

## Financial Accounting – FI

### Company Code

- Represents the highest level at which common master data, including chart of accounts, vendors, and customers, will be assigned
- Company codes are balanced in the general ledger; however, this balancing is done using inter-company clearing transactions (considered cash-type clearing postings, even if the transactions are non-cash items). This means that a true balance sheet cannot be attained if a company code is managing receivables or payables on behalf of another company code. Even the split processor will not split transactions by company code. For many reasons the use of one company code is recommended.
- Field Length: 4



# Enterprise Structure

Controlling  
(CO)

Controlling Area

Funds Management  
(FM)

FM Area

Financial Accounting  
(FI)

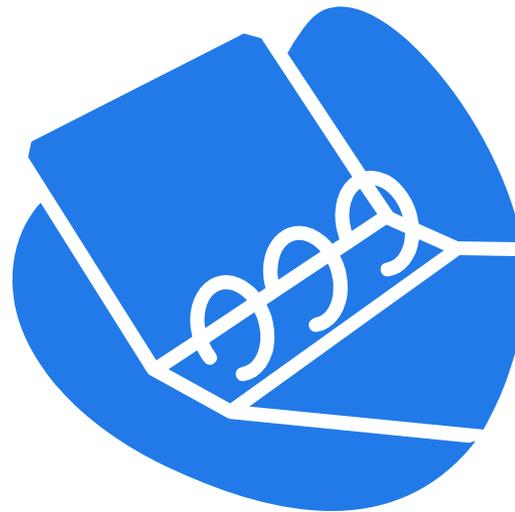
Company Code



# Financial Accounting - FI

## Chart of Accounts

- The Chart of Accounts is a collection of general ledger accounts. Each company code is assigned to a chart of accounts, and the controlling area is assigned to the same chart of accounts.
- Field Length: 4





# Organizational Elements

## Financial Accounting - FI

### **Business Area**

- Business areas should represent lines of business where complete (or even partial) financial statements or cost accounting information is required.
- The business area is the best object for high-level reporting of revenue and costs across related cost centers, orders and projects.
- Field Length: 4



# Finance Structure

Controlling  
(CO)

Controlling Area

Funds Management  
(FM)

FM Area

Financial Accounting  
(FI)

Company Code

Chart of Accounts

Business Area

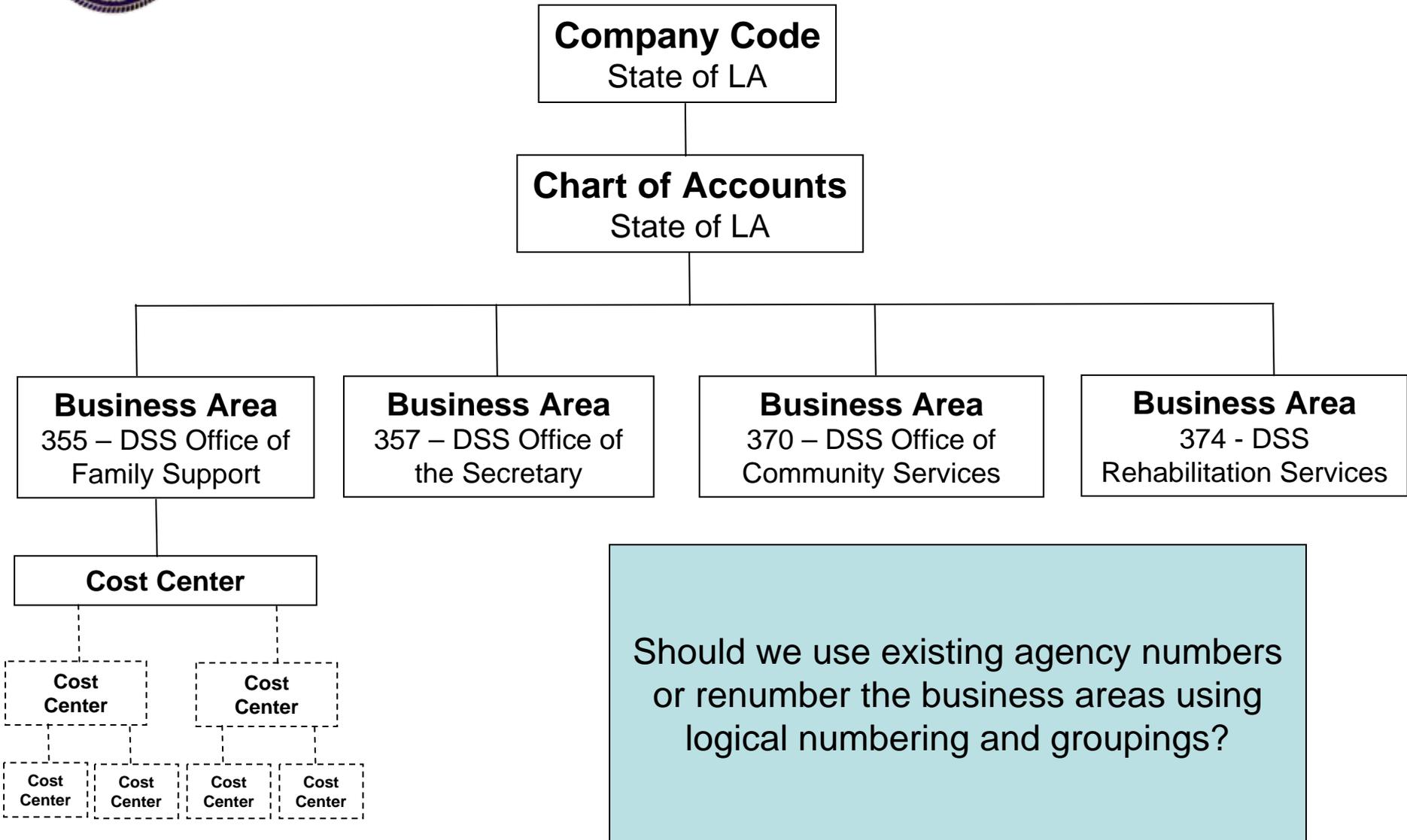


# Leading Practices

- One FM Area
- One CO Area
- One Company Code
- Business Area balance sheets
- The use of logical numbering



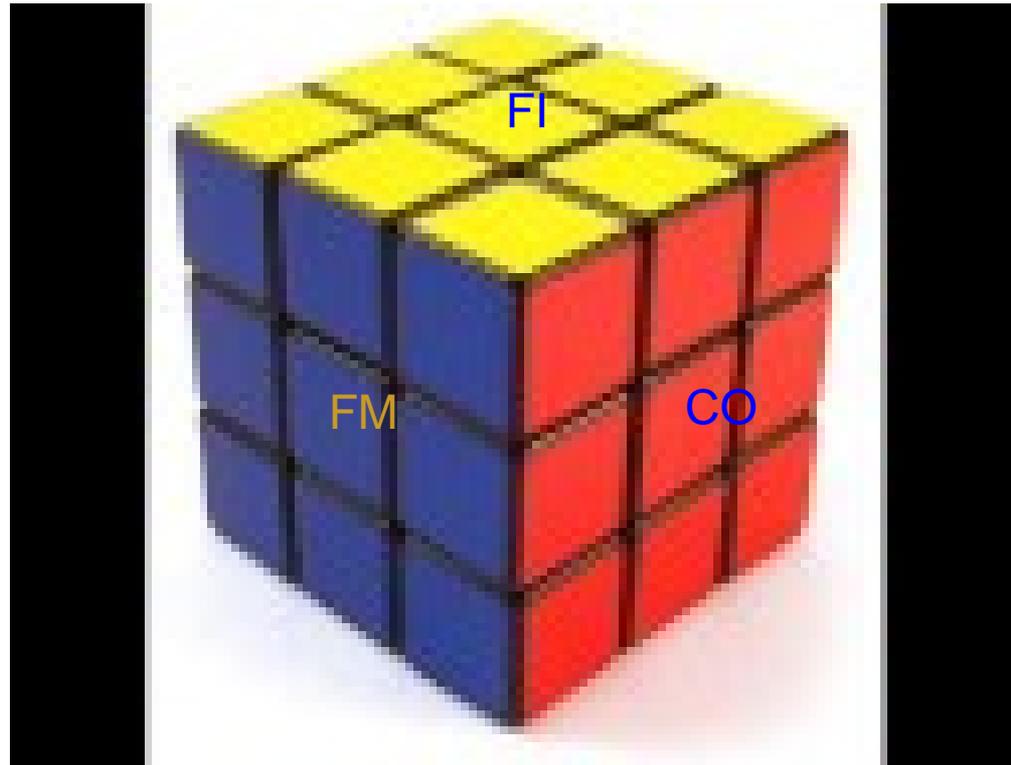
# Enterprise Structure





# INTEGRATION

PERSPECTIVE





# Finance Structure

## Controlling (CO)

Controlling Area

Cost Element

Cost Center

Internal Order

## Project Systems (PS)

WBS Element

## Funds Management (FM)

FM Area

Commitment Item

Fund Center

Fund

Functional Area

Funded Program

## Financial Accounting (FI)

Company Code

GL Account

Business Area

## Grants Management (GM)

Grant





# Current Bank A/c

## Current Bank Account Types

Central Depository Account (1)

Controlled Disbursement (28)

Imprest (7)

Regional ZBA (19)

ZBA (at Chase) (71)

Reverse ZBA (36)

Dummy Accounts (17)

Total (179)



# Master Data – House Bank

SAP

Table View Edit Goto Selection Utilities System Help

Change View "House Banks": Details

New Entries

Dialog Structure

- House Banks
  - BankAccounts

Company Code 0010 ISIS-HR Paid

House Bank BANK1 JPMORGAN CHASE BANK, NA

House Bank Data

Bank Country US USA

Bank Key 065400137

Communications data

Telephone 1 225-332-4025 Tax Number 1

Contact Person Cindi Lee

Address

EDI partner profiles

Data medium exchange

One entry chosen

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# Standard SAP Numbering Convention

\_\_\_\_\_  
(1) (2) (3) (4) (5) (6) (7) (8) (9) (10)

## Common Public Sector Presentation:

- Assets: 100000-199999
- Liabilities: 200000-299999
- Fund Balance: 300000-399999
- Revenues: 400000-499999
- Expenses: 500000-599999
- Secondary Costs: 900000-999999



# Account Groups

Table view Edit Goto Choose Utilities System Help

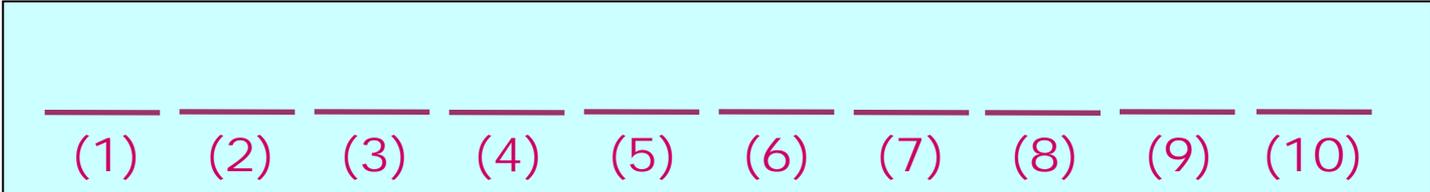
Change View "G/L Account Groups": Overview

Field status New entries Print field status

Chrt/Accts	Acct Group	Name	From acct	To account
MC01	CAS0	Cash & Invmt - Other	118000	119999
MC01	CAST	Cash & Invmt - Treasurers Fund	100000	117999
MC01	CURG	Current Assets - GASB	131000	134999
MC01	CURR	Current Assets - non cash	120000	130999
MC01	EQTG	Investment in GFA	305000	305999
MC01	EQTY	Equity	301000	304999
MC01	EXPG	Expenses - GASB	599000	599999
MC01	EXPS	Expenses	500000	598999
MC01	FICO	FICO Reconciliation	690000	699999
MC01	FIXD	Fixed Assets	141000	152999
MC01	INTG	Intangible Assets	153000	153999
MC01	LIAB	Current Liabilities	200000	204999
MC01	LIAG	Current Liabilities - GASB	205000	205999
MC01	LLIA	Long Term Liabilities	207000	207999
MC01	LLIG	Long Term Liabilities - GASB	208000	208999
MC01	NCUG	Non-Current Assets - GASB	137000	137999
MC01	NCUR	Non-Current Assets	135000	136999
MC01	REVG	Revenues - GASB	499000	499999
MC01	REVS	Revenues	400000	498999
MC01	SUBL	Subledger Recon Accounts	100000	299999



# Standard SAP Numbering Convention



## Common Public Sector Presentation:

- Assets: 100000-199999
- Current Asset: 110000-119999
- CASH: 111000-111999



# Link to GL – Sub Account

## Bank Accounts": Details

Company Code 0010 ISIS-HR Paid  
House Bank BANK1  
Account ID CHECK  
Description Checking Account

**Bank Account Data**  
Bank Account Number 1571658333 IBAN Control key  
Alternative acct no. G/L 6000A  
Currency USD Discount acct

**House Bank Data**  
Bank Country US  
Bank Key 065400137

**Address**  
Bank Name JPMORGAN CHASE BANK, NA  
Region MI  
Street 9000 HAGGERTY-MI 1-8205  
City  
Branch Office

**Control Data**  
SWIFT Code  
Bank Group  
 Post Bank Acct  
Bank Number 065400137



# The Magic Screen

Table View Edit Goto Selection Utilities System Help

SAP

Change View "Create Account Symbols": Overview

New Entries

Dialog Structure

- Create Account Symbols
- Assign Accounts to Acco
- Create Keys for Posting I
- Define Posting Rules
- Create Transaction Type
  - Assign External Tran
  - Assign Bank Accounts to

Account	Text
ACHATS DEVISES	ACHATS DE DEVISES
AGIOS	AGIOS
ANULAC . ,CORREC .	Reversal,adjustment
AUSG-UEBERWGG	Outgoing transfer
AUSGNG-UEBERW-A	Foreign out. transf.
AUSGNG-UEBERW-I	Domestic out. transf
BANCO	Banco
BANK	Bank account
BANKEINZUG	Bank collection
BANQUE	BANQUE
BE BANK	BANK
BE CHECK TO CAS	CHECKS TO BE CASHED
BE COST	BANK COST
BE CUST COLL .	Customer collection
BE INTEREST	INTEREST
BE INTERIM	Interim account 1/2
BE LOON	LOON
BE OUTG . CHECKS	Outgoing checks
BE OUTGOING BE	Outgoing BE
BE OUTGOING F	Outgoing foreign
BE TRANSFER	TRANSFER
BE VAT	VAT ON BANK COST

Position... Entry 1 of 106

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# Posting Rules and Descriptions

Table View Edit Goto Selection Utilities System Help

Change View "Create Keys for Posting Rules": Overview

New Entries

Dialog Structure

- Create Account Symbols
- Assign Accounts to Acco
- Create Keys for Posting
- Define Posting Rules
- Create Transaction Type
  - Assign External Tran
- Assign Bank Accounts to

Posting rule	Text
0001	Cash inflow via interim account
0002	Check credit memo through bank
0003	Check deposit via interim account
0004	Direct check deposit
0005	Check debit memo
0006	Bank transfer (debit memo)
0007	Payment order
B00C	Payment completed
B00D	Payment completed (debit note)
B02D	Entry confirmed
B03D	Entry rejected
B06D	Normal clearance
BBDC	Entry confirmed
BBDD	Entry confirmed
BE01	Incoming payment
BE02	Outgoing payment BE
BE03	Bank Cost
BE04	VAT on Bank Cost
BE05	Incoming checks
BE06	Vendor collection
BE07	Customer collection
BE08	Outgoing payment Foreign
BE09	Loon

Position... Entry 1 of 194

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# Posting Rules Defined

Table View Edit Goto Selection Utilities System Help

Change View "Define Posting Rules": Overview

New Entries

Dialog Structure

- Create Account Symbols
- Assign Accounts to Acco
- Create Keys for Posting
- Define Posting Rules
- Create Transaction Type
- Assign External Tran
- Assign Bank Accounts to

Posti...	Po...	Posting...	Special...	Acct (Debit)	Compr...	Posting...	Special...	Acct (Credit)	Compr...	Doc. Type	P...	O...	C...
0001	1	40		BANK	<input type="checkbox"/>	50		GELDEINGANG	<input type="checkbox"/>	SB	1		
0001	2	40		GELDEINGANG	<input type="checkbox"/>				<input type="checkbox"/>	DZ	8		
0002	1	40		BANK	<input type="checkbox"/>	50		SCHECKEINGANG	<input type="checkbox"/>	SA	1		
0003	1	40		SCHECKEINGANG	<input type="checkbox"/>	50		SCHECKVERRECHNG	<input type="checkbox"/>	SA	1		
0003	2	40		SCHECKVERRECHNG	<input type="checkbox"/>				<input type="checkbox"/>	DZ	8		
0004	2	40		SCHECKEINGANG	<input type="checkbox"/>				<input type="checkbox"/>	DZ	8		
0005	1			SCHECKAUSGANG	<input type="checkbox"/>	50		BANK	<input type="checkbox"/>	SA	4		
0006	1			GELDAUSGANG	<input type="checkbox"/>	50		BANK	<input type="checkbox"/>	SA	4		
0007	1	40		GELDAUSGANG	<input type="checkbox"/>	50		BANK	<input type="checkbox"/>	KZ	1		
0007	2				<input type="checkbox"/>	50		GELDAUSGANG	<input type="checkbox"/>	KZ	7		
B00C	1				<input type="checkbox"/>	50		BANK	<input type="checkbox"/>	DZ	4		
B00D	1	40		BANK	<input type="checkbox"/>				<input type="checkbox"/>	DZ	5		
B06D	2	40		SUBACCOUNT	<input type="checkbox"/>				<input type="checkbox"/>	DZ	8		
BE01	1	40		BE BANK	<input type="checkbox"/>	50		BE INTERIM	<input type="checkbox"/>	SA	1		
BE01	2	40		BE INTERIM	<input type="checkbox"/>				<input type="checkbox"/>	SA	8		
BE02	1	40		BE INTERIM	<input type="checkbox"/>	50		BE BANK	<input type="checkbox"/>	SA	1		
BE02	2			BE OUTGOING BE	<input type="checkbox"/>	50		BE INTERIM	<input type="checkbox"/>	SA	4		
BE03	1	40		BE COST	<input type="checkbox"/>	50		BE BANK	<input type="checkbox"/>	SA	1		
BE04	1	40		BE VAT	<input type="checkbox"/>	50		BE BANK	<input type="checkbox"/>	SA	1		
BE05	1	40		BE INTERIM	<input type="checkbox"/>	50		BE BANK	<input type="checkbox"/>	SA	1		

Position... Entry 1 of 112

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# Rule & Transaction

Table View Edit Goto Selection Utilities System Help

SAP

### Change View "Define Posting Rules": Details

New Entries

Dialog Structure

- Create Account Symbols
- Assign Accounts to Acco
- Create Keys for Posting
- Define Posting Rules
- Create Transaction Type
- Assign External Tran
- Assign Bank Accounts to

Posting Rule: 0001  
Posting area: 1

Debit		Credit	
Posting Key	40	Posting Key	50
Sp. G/L Indicator		Sp. G/L Indicator	
Acct symbol	BANK	Acct symbol	GELDEINGANG
<input type="checkbox"/> Compression		<input type="checkbox"/> Compression	

Document Type: SB  
Posting Type: 1  
Posting on acct key:   
Reversal Reason:

Simulate

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# External Transactions Linked to Bank Accts

Table View Edit Goto Selection Utilities System Help

Change View "Assign Bank Accounts to Transaction Types": Overview

New Entries

Dialog Structure

- Create Account Symbols
- Assign Accounts to Acco
- Create Keys for Posting I
- Define Posting Rules
- Create Transaction Type
  - Assign External Tran
  - Assign Bank Accounts to**

Assign Bank Accounts to Transaction Types

Bank Key	Bank Account	Trans. ty...	Currency cl...	P...	Su...	Co...	Cash Mana...	Worklist	N..	D D..
	300400500090	TITO	FIN		<input type="checkbox"/>				<input type="checkbox"/>	
0001001	111111	JP			<input type="checkbox"/>				<input type="checkbox"/>	
123456	222222222222222222	ZA			<input type="checkbox"/>				<input type="checkbox"/>	
210	000-0000006-06	BE			<input type="checkbox"/>				<input type="checkbox"/>	
237	+	BRADESCO			<input type="checkbox"/>				<input type="checkbox"/>	
341	+	ITAU			<input type="checkbox"/>				<input type="checkbox"/>	

Position... Entry 1 of 6

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# Posting Rules Assigned to Ext Transactions

Table View Edit Goto Selection Utilities System Help

Change View "Assign External Transaction Types to Posting Rules": Over

New Entries

Dialog Structure

- Create Account Symbols
- Assign Accounts to Acco
- Create Keys for Posting
- Define Posting Rules
- Create Transaction Type
  - Assign External Tran
  - Assign Bank Accounts to

Trans. type BANCOE...  
Name Banco Español

External tra...	+/-...	Posting...	Interpretation Algorithm	Planning...	Processing Typ
01 130	-	E02R	000: No interpretation		Dummy entry
01 310	-	E03C	000: No interpretation		Dummy entry
01 811	-	E03C	000: No interpretation		Dummy entry
02 100	+	E02I	000: No interpretation		Dummy entry
02 300	+	E03A	000: No interpretation		Dummy entry
03 310	-	E06C	000: No interpretation		Dummy entry
04 500	+	E04A	000: No interpretation		Dummy entry
04 536	-	E04C	000: No interpretation		Dummy entry
06 200	+	E06A	000: No interpretation		Dummy entry
06 308	+	E06A	000: No interpretation		Dummy entry
09 902	+	E10V	000: No interpretation		Dummy entry
09 911	-	E10C	000: No interpretation		Dummy entry
13 616	+	E11A	000: No interpretation		Dummy entry
13 616	-	E11C	000: No interpretation		Dummy entry
14 210	-	E013	000: No interpretation		Dummy entry
14 390	-	E013	000: No interpretation		Dummy entry
14 396	-	E013	000: No interpretation		Dummy entry
15 537	-	E009	000: No interpretation		Dummy entry
15 557	-	E04C	000: No interpretation		Dummy entry

Position... Entry 1 of 24

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# Definitions of Acct Symbols

Account Determination: Account Symbols (1) 106 Entries found

Restrictions

Acct symbol	Description
CPTD D'ATTENTE	CPTD D'ATTENTE
DD-PAYMENTS	Direct debit payment
DEP	Deposits
DEISENKAUF	Currency: buy
DEISENVERKAUF	Currency: sell
DIVERSEÜBER.L	Different transfers
DIVERSEÜBERWEIS	Different transfers
DIVIDEND	Dividends
DOMIC/LET-EMIT	Outgng coll./b.exch.
EFFETS IMPAYES	EFFETS IMPAYES
EFT-OUT	EFT Payments
ENC.CHEQUE	ENCAISSEMENT CHEQUES
FEEES	BANK FEEES
GEBÜHREN	Charges
GELDAUSGANG	Cash disbursement
GELDEINGANG	Cash receipt
GEPLATZTER WECH	Bounced bill/exch.
IMPAGADOS	Impagados
INGR.EFECTIVO	Ingreso en efectivo
INTERESES ABONO	Intereses cobrados
INTERESES CARGO	Intereses pagados
INTEREST	Interest

106 Entries found



# More Definitions

Table View Edit Goto Selection Utilities System Help

Change View "Define Posting Rules": Overview

New Entries

Dialog Structure

- Create Account Symbols
- Assign Accounts to Acco
- Create Keys for Posting
- Define Posting Rules
- Create Transaction Type
- Assign External Tran
- Assign Bank Accounts to

Posti...	Po...	Posting...	Special...	Acct (Debit)	Compr...	Posting...	Special...	Acct (Credit)
0001	1	40		BANK	<input type="checkbox"/>	50		GELDEINGANG
0001	2	40		GELDEINGANG	<input type="checkbox"/>			
0002	1	40		BANK	<input type="checkbox"/>	50		SCHECKEINGANG
0003	1	40		SCHECKEINGANG	<input type="checkbox"/>	50		SCHECKVERRECHNG
0003	2	40		SCHECKVERRECHNG	<input type="checkbox"/>			
0004	2	40		SCHECKEINGANG	<input type="checkbox"/>			
0005	1			SCHECKAUSGANG	<input type="checkbox"/>	50		BANK
0006	1			GELDAUSGANG	<input type="checkbox"/>	50		BANK
0007	1	40		GELDAUSGANG	<input type="checkbox"/>	50		BANK
0007	2				<input type="checkbox"/>	50		GELDAUSGANG
B00C	1				<input type="checkbox"/>	50		BANK
B00D	1	40		BANK	<input type="checkbox"/>			
B06D	2	40		SUBACCOUNT	<input type="checkbox"/>			
BE01	1	40		BE BANK	<input type="checkbox"/>	50		BE INTERIM
BE01	2	40		BE INTERIM	<input type="checkbox"/>			
BE02	1	40		BE INTERIM	<input type="checkbox"/>	50		BE BANK
BE02	2			BE OUTGOING BE	<input type="checkbox"/>	50		BE INTERIM
BE03	1	40		BE COST	<input type="checkbox"/>	50		BE BANK
BE04	1	40		BE VAT	<input type="checkbox"/>	50		BE BANK
BE05	1	40		BE INTERIM	<input type="checkbox"/>	50		BE BANK

Account Determination: Account Symbols (1) 106 Entries found

Restrictions

Acct symbol	Description
OPERACION BOLSA	Operación de bolsa
PRELEVEMENT EMI	PRELEVEMENTS EMIS
PRODUITS FINAN.	PRODUITS FINANCIERS
REGUL. GUTSCHRI	Pay credit memo
REGUL. LASTSCHR	Pay debit memo
REINTR.EFFECTIVO	Reintrego efectivo
REM. EF. ENCAIS	REM. EF.A L'ENCAIS
REM. EF. ESCOMP	REM. EF.A L'ESCOMPTE
REM.DE CHEQUES	REM. DE CHEQUES
REMESAS EFECTOS	Bill/ex.presentation
SCHECK HORS RAY	Check credit memo
SCHECK RAYON	Scheck sur rayon
SCHECKAUSGANG	Outgoing checks acct
SCHECKEINGANG	Incoming checks
SCHECKGUTSCHRIF	Scheck. sur caisse
SCHECKLASTSCHRIF	Check debit memo
SCHECKVERRECHNG	Check clearing acct
SCHULDWECHSEL	Bill/exch. payable
SERVICE	Service Fees
SONSTIGE	Other bank trans.
SPESEN	Bank fees account
SPESEN / GEBÜHR	Bank fees / charges

106 Entries found

Position... Entry 1 of 112

SE1 (1) (100) doase1ci OVR

Start | Inbox - Microsoft O... | Yahoo! - Windows I... | SAP Logon 710 | Change View "Defin... | G:\\_ERP PROJECT\E... | Microsoft PowerPoin... | Account Determin... | 5:16 PM



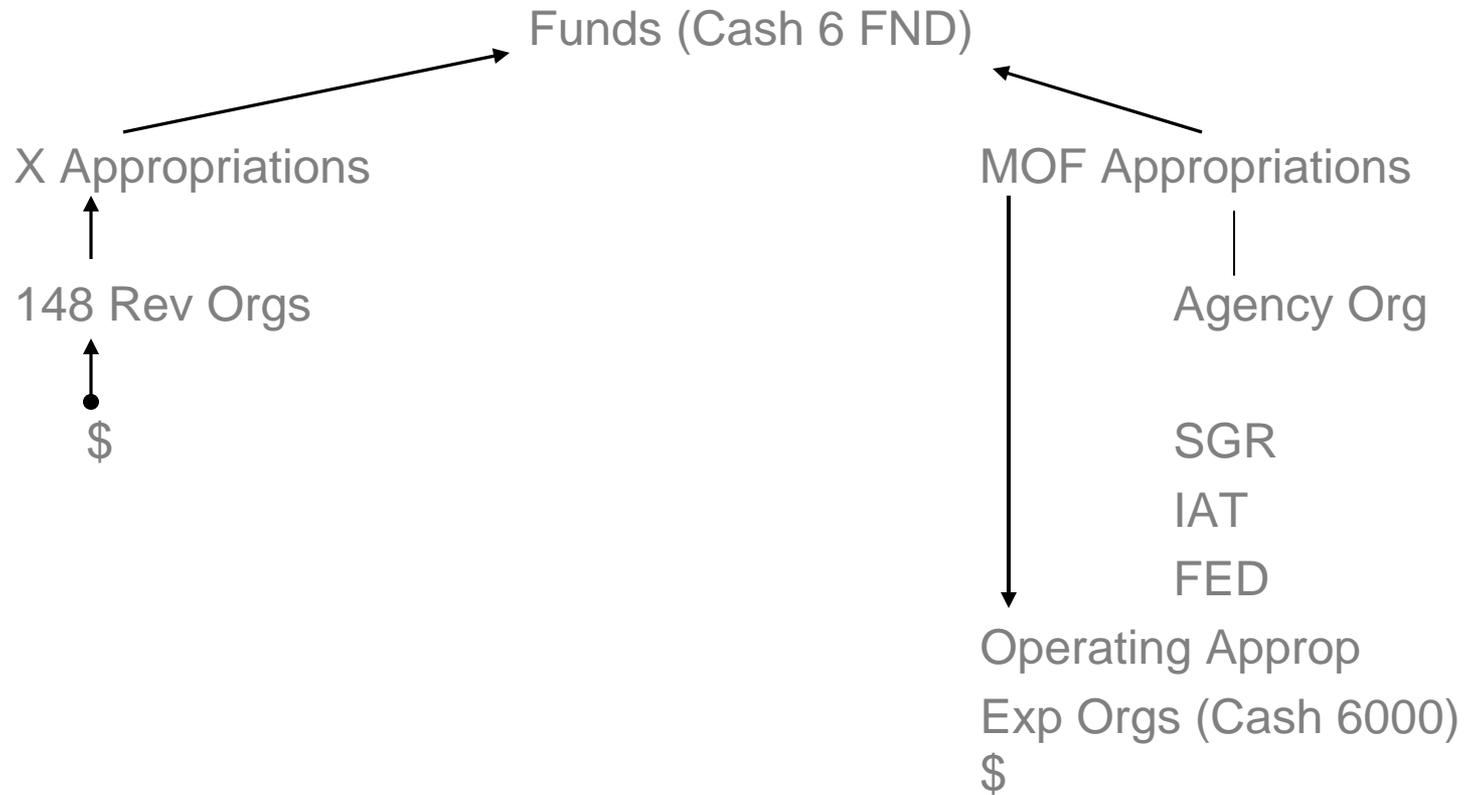


# Leading Practices

- Enter transactions at the lowest level to meet all reporting requirements
- Use a standardized, intelligent numbering scheme to facilitate reporting
- Centralized maintenance of master data to ensure numbering scheme and derivation strategy are properly maintained
- Consist of the necessary level of detail to meet the various reporting requirements of an organization
- Field design should accommodate current design as well as allow for future growth

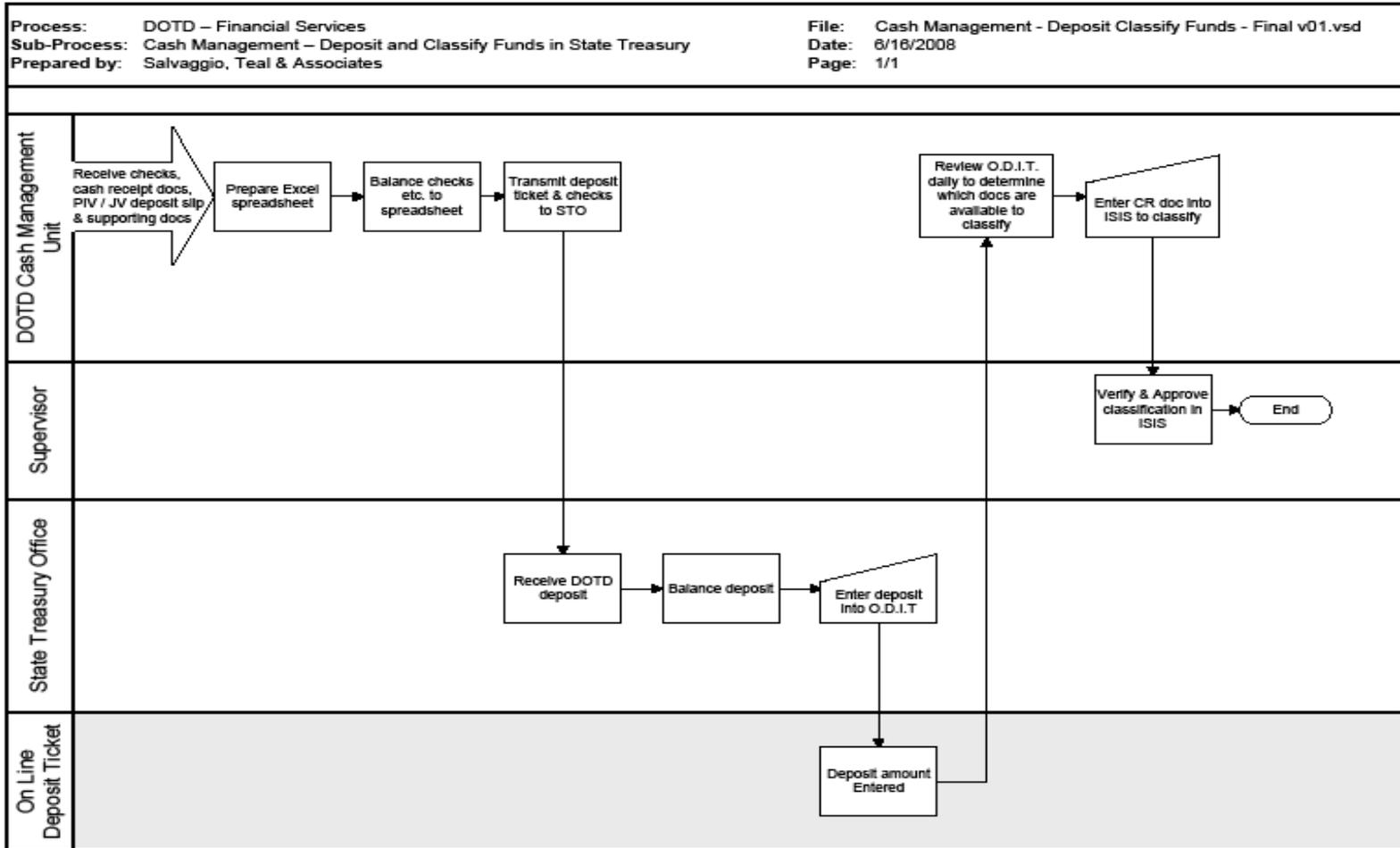


# Treasury – Cash Loose Framework





# As Is Process – Deposit: Example DOTD





# Process Improvement Opportunities

- **Streamline** Business Processes and **Standardize** usage of Object codes and other Master Data – across the State.....
- .....while still providing the agencies the **flexibility** they need for their internal reporting.
- Make sure the system provides **good visibility** and detail needed for the agencies.
- Make it easy for addressing CAFR and other Reporting needs of the State.



# Enterprise Readiness Challenges

- SME & end-user education on GL account numbers, structure and proper usage.
- Establishing relationships between objects such as Funds, Means of Finance and other legacy data elements and Cash.
- Acceptance and Change Management of the new To-Be Process.



## Next Steps

- Prepare and send out meeting minutes to invitees.
- Draft Design Document is prepared.
- Follow up on action items identified during the workshop.
- Schedule off-line meeting (s) to discuss areas of special concern
- Plan follow on workshops, as required.
- Plan validation workshop.
- Ensure all to-do's are appropriately documented



# Questions?





Thank You  
for  
Your Participation!



# Bank Reconciliation

Table View Edit Goto Selection Utilities System Help

SAP

Change View "Bank Accounts": Details

New Entries

Dialog Structure

- House Banks
  - Bank Accounts

Company Code	0010	ISIS-HR Paid
House Bank	BANK1	
Account ID	CHECK	
Description	Checking Account	

Bank Account Data

Bank Account Number	1571658333	IBAN	Control key	
Alternative acct no.		G/L	6000A	
Currency	USD	Discount acct		

House Bank Data

Bank Country	US
Bank Key	065400137

Address

Bank Name	JPMORGAN CHASE BANK, NA
Region	MI
Street	9000 HAGGERTY-MI 1-8205
City	
Branch Office	

Control Data

SWIFT Code	
Bank Group	
<input type="checkbox"/> Post Bank Acct	
Bank Number	065400137

SE1 (1) (100) doase1ci OVR



# Sub Account Setting

Table View Edit Goto Selection Utilities System Help

Change View "Bank Accounts": Overview

New Entries

Dialog Structure

- Bank Selection
  - Ranking Order
  - Bank Accounts**
  - Available Amounts
  - Value Date
  - Expenses/Charges

Paying company code 0010 ISIS-HR Paid

House b...	P...	Curr...	Account ID	Bank subaccount	Clear.acct	Charge ind	Bu...
BANK1	A	USD	CHECK	6000C			
BANK1	C	USD	CHECK	6000A			
BANK1	Q	USD	EFT2	6000			
BANK1	T	USD	EFT	6000B			
BANK1	U	USD	EFT	6000B			
BANK1	Z	USD	CHECK	6000A			

Position... Entry 1 of 6

SE1 (1) (100) doase1ci OVR



# Incoming Payment/ Deposit

Dr Sub Acct (GL Acct)

Cr Agency GL A/c



## On Reconciliation (EBS)

Dr Bank A/c

Cr Sub Acct (GL A/c)



# Outgoing Payment/ Disbursement

Dr Agency/ Vendor (GL A/c)

Cr Sub Acct GLA/c



## On Reconciliation (EBS)

Dr Sub A/c

Cr Bank Acct



## Non-reconciled items

SAP Bank A/c always matches with bank balance.

The non-reconciled items are the balances in the Sub Accounts owing to time difference or to be looked into for further research.



# List of GL A/c

List Edit Goto System Help

G/L accounts list

ALV Selections

ChAc	G/L	accoun	CoCd	Long	Text	D	D
SBBC	11111100		SBBC	BOA- Concentration-	Main- 2566		
SBBC	11111101		SBBC	BOA- Concentration-	Wire - Out- 2566		
SBBC	11111102		SBBC	BOA- Concentration-	ACH - Out- 2566		
SBBC	11111103		SBBC	BOA- Concentration-	Checks - Out- 2566		
SBBC	11111104		SBBC	BOA- Concentration-	Direct Debit- 2566		
SBBC	11111105		SBBC	BOA- Concentration-	Deposits/ACH - In- 2566		
SBBC	11111106		SBBC	BOA- Concentration-	Wires - In- 2566		
SBBC	11111107		SBBC	BOA- Concentration-	Treasury In- 2566		
SBBC	11111108		SBBC	BOA- Concentration-	Treasury Out- 2566		
SBBC	11111109		SBBC	BOA- Concentration-	Miscellaneous- 2566		



# User Menu

Menu snapshot for GL line items and balance t-codes

- ▼ SAP menu
  - ▶ Office
  - ▶ Cross-Application Components
  - ▶ Logistics
  - ▼ Accounting
    - ▼ Financial Accounting
      - ▼ General Ledger
        - ▶ Posting
        - ▶ Document
        - ▼ Account
          - FAGLB03 - Display Balances (New)
          - FAGLL03 - Display/Change Items (New)**
          - FS10N - Display Balances
          - F-03 - Clear
          - ▶ Correspondence
        - ▶ Master Records
        - ▶ Statistical Key Figures
        - ▶ Periodic Processing
        - ▶ Corrections
        - ▶ Reporting
        - ▶ Information System
        - ▶ Environment



# Display Line Item

Selection Screen for GL Line Item Display

## G/L Account Line Item Display G/L View

Choose Ledger Entry View Data Sources

---

**G/L account selection**

G/L account  to

Company code  to

---

**Selection using search help**

Search help ID

Search string

Search help

---

**Line Item Selection**

**Status**

Open Items

Open at Key Date

Cleared Items

Clearing Date  to

Open at Key Date

All Items

Posting Date  to

---

**Type**

Ledger

---

**List Output**

Layout



# Displaying the line items

## G/L Account Line Item Display G/L View



G/L Account 11111103 B0A- Concentration- Checks - Out- 2566  
 Company Code SBBC  
 Ledger ZL

G/L Account 11111105 B0A- Concentration- Deposits/ACH - In- 2566  
 Company Code SBBC  
 Ledger ZL

St	Assignment	DocumentNo	BusA	Typ	Doc. Date	PK	Amount in local cur.	LCurr	Tx	Clrng doc.	Profit Ct
<input type="checkbox"/>	<input checked="" type="radio"/>	20071126	100002076	5000	SA	11/26/2007	50	1.00-	USD		
<input type="checkbox"/>	<input checked="" type="radio"/>	20071126	100002287	5000	SA	11/26/2007	50	1.00-	USD		
<input type="checkbox"/>	<input checked="" type="radio"/>	20071126	100002288	5000	SA	11/26/2007	40	1.00	USD		
	<input checked="" type="radio"/>							1.00-	USD		
** Account 11111105								1.00-	USD		

G/L Account 11111107 B0A- Concentration- Treasury In- 2566  
 Company Code SBBC  
 Ledger ZL

St	Assignment	DocumentNo	BusA	Typ	Doc. Date	PK	Amount in local cur.	LCurr	Tx	Clrng doc.	Profit Ct
<input type="checkbox"/>	<input checked="" type="radio"/>	20080208	100003654	2210	ZI	10/15/2007	40	2,043.43	USD		
<input type="checkbox"/>	<input checked="" type="radio"/>	20080208	100003655	2210	ZI	10/15/2007	40	2,291.36	USD		
<input type="checkbox"/>	<input checked="" type="radio"/>	20080208	100003656	2210	ZI	10/15/2007	40	20,325.12	USD		
<input type="checkbox"/>	<input checked="" type="radio"/>	20080208	100003657	2210	ZI	10/15/2007	40	5,288.06	USD		
<input type="checkbox"/>	<input checked="" type="radio"/>	20080208	100003658	2210	ZI	10/31/2007	40	107,981.25	USD		
<input type="checkbox"/>	<input checked="" type="radio"/>	20080208	100003659	2210	ZI	10/15/2007	40	12,812.50	USD		



# Non Reconciled Items

GL line item display showing Outstanding Checks sub-account

G/L Account  
Company Code  
Ledger

11111113      B0A- Disbursement- Checks - Out- 2579  
SBBC  
ZL

St	Assignment	DocumentNo	BusA	Typ	Doc. Date	PK	Amount in local cur.	LCurr	Tx	Clrng
<input type="checkbox"/>	20080211	100003982	2210	SA	02/19/2008	50	12,000.00-	USD		
<input type="checkbox"/>	20080212	100003982	2210	SA	02/19/2008	50	65.00-	USD		
<input type="checkbox"/>	20080213	100003982	2210	SA	02/19/2008	50	2.25-	USD		
<input type="checkbox"/>	20080214	100003982	2210	SA	02/19/2008	50	6.88-	USD		
<input type="checkbox"/>	20080215	100003982	2210	SA	02/19/2008	50	8.49-	USD		
<input checked="" type="checkbox"/>	20080215	2000000000	5000	ZP	02/14/2008	50	40.00-	USD		
<input type="checkbox"/>	20080215	2000000001	5000	ZP	02/14/2008	50	274.63-	USD		
<input type="checkbox"/>	20080215	2000000002	5000	ZP	02/14/2008	50	60.00-	USD		
<input type="checkbox"/>	20080215	2000000003	5000	ZP	02/14/2008	50	230.32-	USD		
<input type="checkbox"/>	20080215	2000000004	5000	ZP	02/14/2008	50	274.62-	USD		
<input type="checkbox"/>	20080215	2000000005	5000	ZP	02/14/2008	50	420.00-	USD		
<input type="checkbox"/>	20080221	100003896	2210	SA	02/19/2008	50	12,000.00-	USD		
<input type="checkbox"/>	20080221	100003896	2210	SA	02/19/2008	50	65.00-	USD		
<input type="checkbox"/>	20080221	100003896	2210	SA	02/19/2008	50	2.25-	USD		
<input type="checkbox"/>	20080221	100003896	2210	SA	02/19/2008	50	6.88-	USD		
<input type="checkbox"/>	20080221	100003896	2210	SA	02/19/2008	50	8.49-	USD		
*							25,464.81-	USD		
** Account 11111113							25,464.81-	USD		

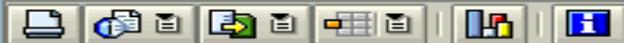


# Balance Display

## Balance Display: G/L Accounts For the Ledger ZL

Document Currency Document Currency Document Currency Individual Acc

Account Number 11111110 BOA- Disb- # 2579  
Company Code SBBC School Board Broward Cnty  
Fiscal Year 2008  
Display More Chars  
All Documents in Currency Display Currency USD Company code currenc



Period	Debit	Credit	Balance	Cum. balance
Bal. Carryforw				
1				
2				
3				
4				
5				
6				
7				
8	24,165.24		24,165.24	24,165.24
9				24,165.24
10				24,165.24
11				24,165.24
12				24,165.24
13				24,165.24
14				24,165.24
15				24,165.24
16				24,165.24
Total	24,165.24		24,165.24	24,165.24