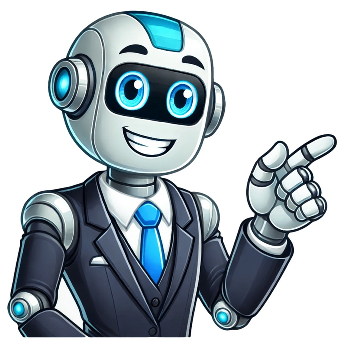

Last Updated on July 16, 2022 by PradeepThe document type is a factor with which we can classify accounting documents in SAP. It is entered in the document header that distinguishes business transactions and helps in managing document storage.We define the Document Type at the client level, which gets applied to the whole document.In SAP, Document Type is part of the document header (which is the heading portion of a document).So now we will discuss these in detail one by one.In the company code, we may have a leading ledger and several non-leading ledgers, but a document type example "JV" has the same effect on all the ledgers. Let's define this new document type:-IMG => Financial Accounting => Document-Document Types => Define Document Type or Transaction Code => OBA7On the resulting screen, the following appears:-Document Type => Enter JV as two character identifier for the document typeSome of these fields play important roles in creating a document type in SAP. So, let us learn more about them.Enter JV in this field because we want to use the same document type identifier to identify the number range. Use the NUMBER RANGE Information button to ensure that this number range is available for the company code.Enter the document type to be used for reversal transactions. When this field is left blank, the system uses the original document type for reversal as well. You may leave this field blank.Select all the checkboxes under Account Types Allowed because the document type JV is used in all these cases.Select this for document types used in batch processing.Applicable only for vendor invoices, this is not relevant for JV. If selected, this field enables you to deduct cash discounts from vendor invoices when posted with document type KN (net vendors).This imposes a restriction that not more than one vendor or customer account is allowed to be posted in the same document. The document can however contain any number of line items belonging to the same customer or vendor.When you select this, you can reverse the original postings without altering the trial-balance transaction figures. This is possible only when you configure the company code to receive negative postings.Select this to have cross-company account assignments within a single document. This enables account assignment to several partners. We won't select this for JVUse this field if you want a reference number to enter during document entry. Although we do not require it for document type JV. Still, we select this checkbox later for the document types relating to customer or vendor invoices (DR, KR, RE) and Credit Memo (DG/KG).Select this checkbox if you need to enter a text mandatorily for all transactions involving this particular document type.Key Document TypesDescriptionABGeneral documentCOCO postingDGCustomer credit memoDZCustomer paymentDRCustomer invoiceKZVendor paymentKGVendor credit memoKNVendor net invoice and credit memoKRVendor invoiceSAGeneral G/L accountsFor SAP FICO S/4HANA Classroom Training in Gurgaon or Delhi- Visit the Course Page Following are some document types tables that we use in the Financial Accounting Document Area.TABLEDESCRIPTIONBKPFAccounting document HeaderBSIGAccounting document SegmentT003Document TypesT003TDocument Type TextsA document consists of two main components:Document HeaderLine itemsThe document header, valid for the entire document, helps in the identification of a document. It consists of many elements.Read Related: Cost Elements in SAP ERPThe document date represents the date when the business transaction took place. Normally this is the date when the original document was issued. Generally, it is before the posting date. This is a mandatory field for data entry.The document type determines to which account (G/L, customer, vendor etc) a document is to be posted. It also determines the type of transactions, invoices, payments etc.The Company Code represents the legal entity for which you prepare the document.Also Learn: How to Assign a Company Code to a Chart of Accounts?When you enter the currency key, the system automatically transfers the valid exchange rate for that posting date. However, if you want to use a specific exchange rate, you need to enter a value in the rate field. This you do in addition to specifying the current key.If you want the system to make use of the exchange rate on a date that is different from the Document Date, you need to enter that as the date of the translation. The system, together with the currency key, determines the applicable exchange rate for the date entered.The posting date denotes the date on which the system accounts for the transaction. In general, this is a later date than the document date.the system derives the posting period from the posting date. Typically this represents the month of the posting date. However, in the case of the last posting period (example 12) suggested by the system from the posting date (example Dec 26 2019) you can manually update this field with a different period (example 13) to represent the special period.Depending upon the document type, either the SAP system assigns the document numbers internally or you assign them externally. The System automatically determines the period that is permitted for posting.A line item is made up of an account number, posting key and some additional details.The posting key is known as the Debit or Credit indicator. And additional details here mean such:Tax CodeTax AmountCost CenterProfit Center Segment and,Business AreaEach document has at least two line items.You can enable the system to automatically create some of the line items. Such as:Tax on Sale or purchase while posting customer/vendor invoiceGain/losses from exchange rate difference between invoice and paymentCash discount paid/received during payment postingResidual items or bank charges while posting a customer /vendor payment and clearing open itemTax adjustment postings for a down payment when entering special G/L transactionsAlso Read: Payment Terms in SAP FICOIt controls posting to the correct account types (Customer, Vendor, Asset etc.).Secondly, it assigns number ranges.Finally, it determines whether it has applied the vendor net procedure. Noteworthy, it is a must to calculate any discount and post the net amount during vendor invoice postings).Related Post: APP Process in SAP FICOLet's proceed with document types, that differentiate the various business transactions in SAP.This applies only to the non-leading ledger. Here you need to complete this customizing step only when you use an FYV for a non-leading ledger. Additionally, it is different from any of your company codes from that of the FYV for the leading ledger.Noteworthy, when you use varying FYV, the document number in the document entry view does not correspond to the document in the G/L view.You may be interested in: Scenarios in SAP GL AccountingThe document number helps to identify a specific document in conjunction with the company code and fiscal year.The SAP system assigns a unique number to each document from a document range. It depends upon the document type. This is a number from this defined range whenever you post a new document.Because the number range depends on the company code, you need to create them in each of your company codes. Further, you need to transport them to target systems. You can use either numeric or alphanumeric number ranges.The document number length is uniformly kept at 10 digits. Thus, for any length shorter than this, you add leading zeros for all the numeric number ranges. Similarly with training zeros for alphanumeric number ranges.You can also use the same number range for the same document type in different company codes.Important Post: Document Splitting in SAP New GLYou allow the system to automatically assign a document number. This is sequentially from a range that was already defined for a particular document type. The numbers that you assign internally, are always numeric.Further, the system stores the last number used for a document in the current Number field. It brings up the next number sequentially when you create another new document.The user will enter a unique number every time while creating a document. The system doesn't store any last number in the Current Number Field for all externally numbered documents. This is because the user supplies the number for the new document.Each number range has a validity period defined in the system. The ranges can be defined as either year dependent or year independent.You may need to change the number interval or validity period of an already defined number range. You can change the lower and upper limits. Changing the lower limit in a number range with an internal number assignment is advisable only if a number has not been assigned. If you will change the upper limit, make sure that the new number does not fall below the current number.You can specify specific number ranges defined for all the reversal documents. For all the document types with internal numbering, the system uses the same number range for reversal as well, unless you specify separate internal number ranges. You must define internal number ranges for document reversals of external numbered document type otherwise, you end up with errors.Define separate number intervals for special documents, such as sample and recurring entry documents. You should not use these intervals for any other document types.Also Read:- New Asset Accounting vs. Ledger Approach in SAPIn SAP, Document Type is a very important concept. Surely an SAP FICO consultant's roles and responsibilities include this as well. You must remember that for every business transaction, you may have one or multiple documents in SAP FICO. Hence all the details related to a Document Header is part of the BKPF Table which is there in the system database.You may be interested in: List of Imp. TCodes in SAP FICOThe same concept of Document Type in SAP FICO is also applicable in the SAP S4 HANA Finance too. It is just that the platform is different in both. FI is ECC-based and S/4HANA Finance is on HANA Database (Cloud technology).Know More about: SAP FICO Vs S/4HANA FinanceWatch Video: Document Types in SAP FI Hello Friends and welcome back again to another chapter in enhancing your learning journey of S/4 HANA Financial Accounting. I hope you have enjoyed learning on the subject from my past blogs. If not, then I recommend to check my previous blogs to gather knowledge on topics that you may have missed. These topics are important for you to understand the functioning of S/4 HANA system and will ease up further learning. So I highly recommend you read and understand the topics before moving ahead. Each chapter is a building block for the next step.In this blog we are going to learn about the Document principle in S/4 HANA. We will also familiarize ourself with document control customizing available to us as Functional Consultants to understand the concept. After this, you should be able to· Maintain the structure of FI documents· Prepare the control elements of the document header· Use posting keys to control elements of line items· Configure the field status of line items in FI documentsSo, Let us Begin!!Document StructureS/4 HANA is based on document principle. This means:· A document is saved for every business transaction posting.· The document remains as a complete unit in the system until it is archived.· Every document is uniquely identified by the following fields:Document NumberCompany codeFiscal YearEvery Document in SAP S/4HANA contain the following:Document header: This component contains information that applies to the entire document such as date and document type.Line items: Every posted document has atleast 2 line items (Debit and credit).Max 999 line items can be posted at once in a single document. The information contained in each line is specific to the line item. When a document is posted using an Accounting interface such as Sales invoice or Purchase invoice, the accounting interface creates items in accounting document that are identical in almost all fields.Control KeysThere are 2 important control keys:Document type for document headerPosting Key for Document line itemsIn S/4 HANA, atleast one document is created for every business transaction. Each document is identified by a unique document number. The system assigns the document number if the number range assignment is internal. If the number range assignment is external, user has to assign a document number during entry in the Document Number field.Depending upon the business transaction one or more document can be created in system. For eg. During purchase Goods received, material document is created in Inventory management and accounting document is created to record financial related information. For some business transactions it could also be that a document is created in S/4 HANA without any Accounting document. For eg. Purchase order creating does not lead to creation of accounting document but only Purchase order in Material Management.The RFBELJ00 report allows you to create a compact document journal. The document journal contains a table of the most important data from the document headers and line items of the selected documents.You can use the report RFBUEB00 and RFBUEB01 reports to locate documents. On the SAP Fiori Launchpad, you can use the Manage Journal Entries tile (General Ledger group) to locate documents.Document TypesDocument types are used to distinguish between various accounting documents easily. Each document is assigned to a document type, which is entered in the document header. Document numbers are provided by the document number ranges assigned to one or more document types.Here are the key points related to Document types:· Document type controls the document header and helps differentiate the business transactions that need to be posted.· Since document types are defined at the client level, they are valid for all company codes. Standard document types are delivered within SAP S/4HANA that can be changed or copied.· Document types define the following elements:Number range for the Document Type: Each document type must have a number range assigned to it.Reverse Document Type: The document type specified in the field Reverse Document Type is used when a reversal transaction is performed. If you do not specify a reversal document type, the system uses the posted document type for reversal.Account types allowed for postings: In the Account type allowed section, specify the Account type — Assets, Customer, Vendor, Material, G/L account that you want to post to.· Control data: Here you select the Net Document Type field, which is only valid for document types used for vendor invoices. Selecting this indicator reduces the total amount due by the cash discount amount specified by the payment terms on the invoice. This section also includes the following fields:Customer/Vendor checkNegative Postings permittedInter-company postingsEnter trading partner· Required during document entry: By selecting Reference Number and Document Header Text, you make each of these fields a required entry in the document header.Document TypesImportant Document typesDocument type AB allows postings to all account types. For all other document types, limit the types of accounts you can post to. For eg. document type DG allows posting to customer (D) and general ledger accounts (S) only.To transfer billing documents from the SAP S/4HANA billing application, you need one of the following document types:RV: The default document type for Sales Order Management billing documents (customer invoices).RE: The default document type for Materials Management billing documents (vendor invoices).If Internal number assignment is activated in customizing, SAP S/4 HANA will assign new document number posted in financial accounting. If external number assignment is selected, SAP S/4 HANA will transfer the billing document number to the accounting document provided the number is not already used.Common Document Types in S/4 HANADocument Number rangesThe document number range defines the range of numbers that is assigned to document numbers. These number ranges must not overlap. One number range can be assigned to several document types. You can copy the intervals of document number ranges from one company code to another or copy intervals from one fiscal year to another.The following types of number assignments are possible in SAP S/4HANA:Internal Number assignment: In this, the system saves the last document number taken from the number range in the Current Number field. The system then assigns next number following the current number to a document as document number.External Number assignment: In this case, user assigns the number to a document or number is transferred from another system automatically. As the number assignment is not chronological, SAP S/4 HANA cannot store a current number in Current number field.Following options are available for document range:Continuous: Here SAP S/4 HANA continues to use the number after the current number as the next number. Number ranges are not defined every year.For every fiscal year: Here the number ranges have to be defined for each year. Here the SAP S/4 HANA restart the document number at the beginning of the fiscal year.You can use the RFBNUM00 report to find gaps in document number assignment.Document Number RangeImp Note: If the ledger solution is used in new General Ledger Accounting, document types for pure posting in a non-leading ledger must be assigned separate number ranges. This is done to ensure that there are no gaps in the document assignment in the leading view.Posting KeysSimilar to document types, posting keys are also defined at client level.Each line item contains exactly one posting key. This is used for internal control and is entered in the in posting screen to tell the system:Which account type is being posted toWhether the line item is a debit or credit postingThe field status of the additional dataIn addition to the control functions, the posting key also specifies the following features:Whether the line item is connected to a payment transaction. This information is needed to analyse the payment history and create payment notices.Whether the posting is sales-relevant and the sales figure of the account will be updated by the transaction. For eg. posting of a customer invoice.The following default values for posting keys are provided in Customizing for SAP S/4HANA:For G/L account postings: Debit is posting key 40, credit is posting key 50.For customer postings: Debit is posting key 01, credit is posting key 11.For vendor postings: Debit is posting key 21, credit is posting key 31.Posting KeysLarge number of standard posting keys are already available in SAP S/4 HANA system. Each posting key is used either to post a debit or credit one account type.Standard Posting KeysSAP recommends to use the standard posting keys delivered. If standard posting keys are changed or new posting keys are defined, any tables containing a reference to these keys must also be updated.Posting keys for assets and materials may only be used if the corresponding SAP components are configured.Let us now move forward and see related customizing steps. The customizing related to document type and Number ranges is very simple. Make your self familiarize with the options on the screen and relate it back to the theory that you have just learned.Define Document TypesIMG Path: Financial Accounting →Financial Accounting Global Settings →Documents →Document Types → Define Document TypesTcode: OBA7Define Document Number RangeIMG Path: Financial Accounting →Financial Accounting Global Settings →Documents → Document number range →Define Document Number RangeTcode: FBN1· Click copy· Enter from and to company code.· ExecuteDocument number ranges will be copiedDefine Posting KeysIMG Path: Financial Accounting →Financial Accounting Global Settings →Documents →Define Posting KeysTcode: OB41In our case we use SAP standard posting keys.With this we come to the end of this chapter. I hope you all enjoyed the learning and helped to refresh some knowledge. Please feel free to give feedback and share your views in the comments. If you have any question feel free to ask and I will try to answer as soon as possible. Don't forget to subscribe to my newsletter for future updates and do share this with others in your network for them to benefit also. Enjoy:) !!ReferenceSAP Publications HiSA document is regular and can be used for posting of any document. Where as AB document is generally reversing document type for SA. Check at TCode OBA7 for document type SA and AB.CheersSrinivas In this blog I will give a brief explanation on necessary SAP FI Document Configurations.Path to configure the above settings in SAP >> IMG Screen: Document Type - Document type is a key identifier that represents the nature or purpose of a financial transaction It is used to classify different types of accounting documents based on their business relevance and processing requirements. Document type is defined at Client Level.KR: Vendor Invoice DocumentDR: Customer Invoice DocumentKP: Vendor Payment DocumentDP: Customer Payment Document.Document Type is a 2-Digit Alphabetic Code (OBA7) * These are available at Client level not restricted to any Company Code.Define New Document Type or Utilize SAP Pre-Delivered Document Types for your Company Code.2. Negative Postings Permitted3. Inter-Company Transaction6. Reference & Document Header TextDefine Document Number Range (FBN1) *A number range is a defined range of unique identification numbers used to label and track various business transactions and documents within the system. It is recommended to extend the SAP pre-delivered Number range to your company code.Copy Document Number Range to Company Code -(OBH1) *- Copy Number Range to Your Co. Code from Standard Co. Code 1710 Provided by SAP.- Number range is a range of unique numbers that are assigned to various documents.- Each year has its own Range of Document numbers.- In External number assignment must be Ticked "✔", the user enters the document number, while in Internal number assignment, the system generates the number automatically.- NR Status is Number Range Status - This field represents the last number which has been assigned from the number range.Posting keys are defined at Client Level. Posting Key is a 2-digit code that defines the nature of a financial transaction or posting line item within an accounting document. Posting keys determine whether a line item represents a debit or credit entry and the account type that is affected by the posting. Posting key is a 2-digit code (OB41) *It is always Recommended to use SAP Pre-Delivered Posting Keys.1. Debit/Credit Indicator4. Special G/L transaction.Posting Key Controls Fields of Document Line Items -Posting Key Codes for Account Type -FI Tolerance Group for Users:User/Employees Tolerance Group is a configuration that specifies the degree of tolerance or permissible limit a user or group of users is allowed for posting and clearing documents or line items.Define FI Tolerance Group for Users (OBA4) *In this activity, we specify the various amount limits for users. These limits determine:The maximum amount up to which an employee is permitted to post a document.The maximum amount up to which an employee is permitted to enter a line item in a customer or vendor account.The cash discount percentage an employee is permitted to enter in a line item.Up to what amount payment differences can be accepted.Permitted Payment Differences - The amounts or percentage rates that the system is to automatically post to a separate expense or revenue account if the cash discount cannot be adjusted.Assign Users to Tolerance groups (OB57) *It allows certain users to handle financial transactions with specified Limit.For Users that you do not assign to a group, you must define tolerance values for which you leave the Group field 'Blank' and only specify the company code. Keeping blank is the minimum tolerance limit.Now the FI Documents will get created for every G/L posting.For complete video package visit the link belowFor New SAP S4 HANA FICO Live Training online batch More SAP FI-CO (Financial Accounting & Controlling) Interview Questions How can you default certain items while creation of internal order master data? 0 Answers   what is retained earnings? What is the use of that? 6 Answers   vendor wants the payments from different banks for each open item document through APP. Like one document from Icici Bank, another document from HDFC Bank. where you configure it? Is it Possible? 8 Answers   Accenture, Where is the configuration setting to be done for carrying out revaluation of planned activity prices in various cost objects? 0 Answers   give me fico material in ramesh institute 0 Answers   NS, Hi, friends can anybody post the detaild configuration for the open posting period for the same, & i wanted to open the period upto 2016 or 2020, which means from 2011-2020. like this var A From A/c To A/c year To period Year 0001 + 2011 12 2020 0001 A zzzzzzzz 2011 12 2020 0001 D,K,M, S .... 1 Answers   What are the tables will deal a sap fico consultant? 2 Answers   HOW MANY TICKETS U HAVE RECEIVED PER MONTH AND HOW MANY U HAVE SOLVED? 1 Answers   Genpact, SAP finance department Accounts 1 Answers   how many types of profit centers in rpofit center accounting? 1 Answers   How systems doing cheque Printing. 2 Answers   How many Normal and Special periods will be there in fiscal year, why do u use special periods? 3 Answers   Now, let's have a closer look at the document line items. An important control element in the document line items is the so-called posting key.Line items in financial documents always include a posting key. Jill will discover that the posting key is mainly used to represent debits and credits in the system, but it also drives some additional functions.The posting key is an object that is not visible to the accountant when posting G/L documents and usually does not have to be entered manually in the system. During posting, information has to be entered about which amounts are to be posted on the debit side of a certain account and which on the credit side of an account.For G/L postings, the accounts posted to are always G/L accounts. However, we also have postings to vendor accounts and customer accounts.To manage the posting data internally in the system, the information about debit/credit and which type of account was posted to is translated into a posting key element. This happens automatically. No input from the user is required. However, the user can display this object in the system when displaying documents. Sometimes, this object is also useful because it can be used to identify more precisely which type of posting transaction is involved.In most of the apps, you no longer need to enter the posting key. However, it is good to know the postings keys for G/L documents.There are only two:for debit (d) postings on G/L accounts: posting key 40for credit (c) postings on G/L accounts: posting key 50Normally, the posting key is not displayed in the document overview, but you can show it using the settings.In the SAP system, there are many standard posting keys (G/L accounts, vendor postings, customer postings). In our next topic, we will explore the importance of working with financial posting periods and the use of dates in postings.