SAP Finance Module (SAP FI) User Guide

Introduction

The SAP Finance Module (SAP FI) is a core component of the SAP ERP system, designed to manage financial accounting processes such as general ledger, accounts payable, accounts receivable, asset accounting, and bank accounting. This user guide provides step-by-step instructions for key tasks aimed at end-users. Replace placeholders (e.g., [Screenshot 1]) with actual images from your system.

Prerequisites

- Access to SAP GUI or SAP Fiori (depending on your setup).
- Valid user credentials provided by your system administrator.
- Basic understanding of your company's financial processes.

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1. Logging into SAP

Step 1: Launch SAP GUI

1. Open the SAP Logon Pad on your desktop.
2. Select your system (e.g., "Production" or "PRD") from the list.
3. Click "Log On."
4. **[Screenshot 1: SAP Logon Pad with system selected]**

Step 2: Enter Credentials

1. Input your Username and Password.
2. Press Enter or click the green checkmark.
3. **[Screenshot 2: Login screen with fields filled]**

Step 3: Navigate the Main Screen

1. The SAP Easy Access menu appears with a navigation tree on the left.
2. Use the search bar (top) or menu path to find transactions.
3. **[Screenshot 3: SAP Easy Access menu]**

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2. General Ledger (FI-GL) Tasks

Task 1: Posting a General Ledger Entry (Transaction: F-02)

1. **Access the Transaction**
   - Go to `Accounting > Financial Accounting > General Ledger > Posting > Enter G/L Account Document` or type `F-02` in the command field and press Enter.
   - **[Screenshot 4: F-02 transaction screen]**

2. **Enter Header Data**
   - o Document Date: Enter today's date.
   - o Posting Date: Enter the applicable date.
   - o Document Type: Select "SA" (G/L Account Document).
   - o Company Code: Enter your company code.
   - o **[Screenshot 5: Header data filled in F-02]**
3. **Enter Line Items**
   - o First Line:
     - ▪ G/L Account: Enter the account number.
     - ▪ D/C: Select "Debit" (S).
     - ▪ Amount: Enter the amount.
   - o Second Line:
     - ▪ G/L Account: Enter the offset account.
     - ▪ D/C: Select "Credit" (H).
     - ▪ Amount: Enter the same amount.
   - o Press Enter to validate.
   - o **[Screenshot 6: Line items entered]**
4. **Save the Document**
   - o Click the "Save" icon or press Ctrl+S.
   - o Note the document number displayed.
   - o **[Screenshot 7: Confirmation message with document number]**

Task 2: Display a G/L Account Balance (Transaction: FS10N)

1. **Access the Transaction**
   - o Go to `Accounting > Financial Accounting > General Ledger > Account > Display Balances` or type `FS10N` in the command field.
   - o **[Screenshot 8: FS10N initial screen]**
2. **Enter Parameters**
   - o G/L Account: Enter the account number.
   - o Company Code: Enter your company code.
   - o Fiscal Year: Enter the current year.
   - o Click "Execute."
   - o **[Screenshot 9: Parameters entered in FS10N]**
3. **View Balances**
   - o Review the debit, credit, and balance columns.
   - o Double-click a period to drill down to individual documents.
   - o **[Screenshot 10: G/L balance display]**

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3. Accounts Payable (FI-AP) Tasks

Task 3: Posting a Vendor Invoice (Transaction: FB60)

1. **Access the Transaction**
   - o Go to `Accounting > Financial Accounting > Accounts Payable > Document Entry > Invoice` or type `FB60` in the command field.
   - o **[Screenshot 11: FB60 initial screen]**

2. **Enter Invoice Details**
    - o Vendor: Enter the vendor number.
    - o Invoice Date: Enter the invoice date.
    - o Amount: Enter the total amount.
    - o G/L Account: Enter the expense account.
    - o **[Screenshot 12: Invoice details entered]**
3. **Post the Invoice**
    - o Click "Simulate" to preview the document.
    - o Click "Save" to post.
    - o **[Screenshot 13: Posted invoice confirmation]**

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4. Accounts Receivable (FI-AR) Tasks

Task 4: Creating a Customer Invoice (Transaction: FB70)

1. **Access the Transaction**
    - o Go to `Accounting > Financial Accounting > Accounts Receivable > Document Entry > Invoice` or type `FB70` in the command field.
    - o **[Screenshot 14: FB70 initial screen]**
2. **Enter Invoice Details**
    - o Customer: Enter the customer number.
    - o Invoice Date: Enter the date.
    - o Amount: Enter the total amount.
    - o G/L Account: Enter the revenue account.
    - o **[Screenshot 15: Customer invoice details]**
3. **Post the Invoice**
    - o Click "Save" to post.
    - o **[Screenshot 16: Posted customer invoice]**

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5. Troubleshooting Common Issues

- **Error: "Account requires an assignment to a CO object"**
    - o Solution: Ensure a cost center is assigned in the line item.
    - o **[Screenshot 17: Error message and cost center field]**
- **Error: "Posting period not open"**
    - o Solution: Contact your admin to open the period via `OB52`.
    - o **[Screenshot 18: Period error message]**

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6. Tips and Tricks

- Use transaction codes (e.g., `F-02`, `FB60`) for faster navigation.
- Press F1 on any field for help or F4 for possible entries.
- Save frequently used transactions in "Favorites."

How to Add Screenshots

1. Perform each task in your SAP system.
2. At each step marked with **[Screenshot #]**, use a screen capture tool.
3. Paste the image into a document.
4. Label the screenshot accordingly.

Customization Notes

- Replace generic data with your system's specific values.
- If using SAP S/4HANA Fiori apps, let us know the app names for adjustments.