



FI EXCEL POSTING

EASY POSTING FROM EXCEL FILES

Although ERP system integration is on the rise, manual processing of documents is still a daily chore in accounting – in spite of the fact that the data to be processed is frequently available in Excel. The FI Excel Posting Add-On is an ergonomic, cost-efficient and reliable solution for a number of different requirements, including:

- ▶ Internal data is already available in Excel (e.g. calculation of provisions, accruals/deferrals), and you want to post it quickly and easily in SAP®
- ▶ External data is provided in Excel (e.g. invoice details from forwarders, payroll data) and must be posted regularly and reliably in SAP®
- ▶ Accounting data is compiled in Excel due to the software's high acceptance, or certain templates are managed in Excel and need to be posted in SAP® without hassle
- ▶ You want to migrate data from a legacy system to SAP®, and the data can be easily imported in Excel

FUNCTIONS

The FI Excel Posting Add-On lets you upload Excel files directly from the front end and post them in the Financial Accounting (FI) module. The add-on supports the following SAP® transactions:

Transaction	Description
FB01	Posting of FI documents
FBB1	Posting of foreign currency valuations
FBS1	Entry of accrual/deferral documents
FBV1	Document parking
KE21N	Entry of CO-PA line items

BENEFITS

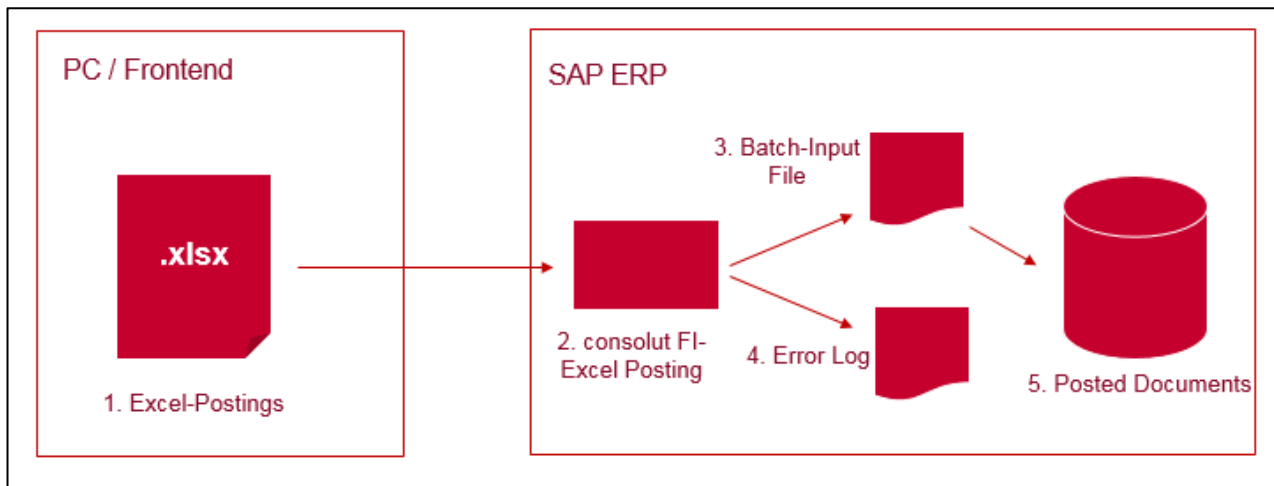
- ▶ Simple Excel integration (easy upload)
- ▶ Time savings due to the use of templates (incl. offline processing of Excel data)
- ▶ Several documents from the same Excel file
- ▶ Flexible template (Excel columns can be extended according to SAP® data structures)
- ▶ Stable upload (e.g. order of columns is irrelevant, error log)
- ▶ No conversion of Excel files in CSV or text required



PROCESS OVERVIEW

An Excel file with postings can be prepared and edited offline on a local computer. Then the file is uploaded via the FI Excel Posting Add-On. After the import, the software performs a basic check of the data. Data that cannot be corrected during postprocessing is rejected as faulty, and a corresponding error log is generated.

If the imported data sets are basically postable, the software generates SAP® documents and writes them into batch input folders. The documents are posted using standard SAP® tools to ensure that all checks regularly applied to manual postings are performed.



PROCESS SEQUENCE IN THE SYSTEM

Excel postings

Example of an invoice to be posted from Excel:

Customer 119,000 EUR to sales 100,000 EUR
output tax 19,000 EUR

All information that is relevant for posting in SAP® (company code, document type, posting date, etc.) is arranged by columns in the Excel template. The FI Excel Posting Add-On recognizes the columns by the technical field names in line 1; the second line merely describes these names.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	BBKPF- BUKRS	BBKPF- BELNR	BBKPF- BLART	BBKPF- BLDAT	BBKPF- BUDAT	BBKPF- TCODE	BBKPF- WAERS	BBKPF- XBLNR	BBSEG- NEWBS	BBSEG- MWSKZ	BBSEG- WRBTR	BBSEG- NEWKO	BBTAX- MWSKZ	BBTAX- FWSTE
2	Co Code	Doc Nr	Doc type	Doc Date	Posting Date	Tcode	Curr	Reference	Posting Key	Tax Key	Sum	Account	Tax Key	Tax Sum
3	DEVE	1800000	DR	01.07.2013	01.07.2013	FB01	EUR	12345	01	59	119000	43	59	
4	DEVE	1800000	DR	01.07.2013	01.07.2013	FB01	EUR	12345	50	59	100000	500000	59	19000

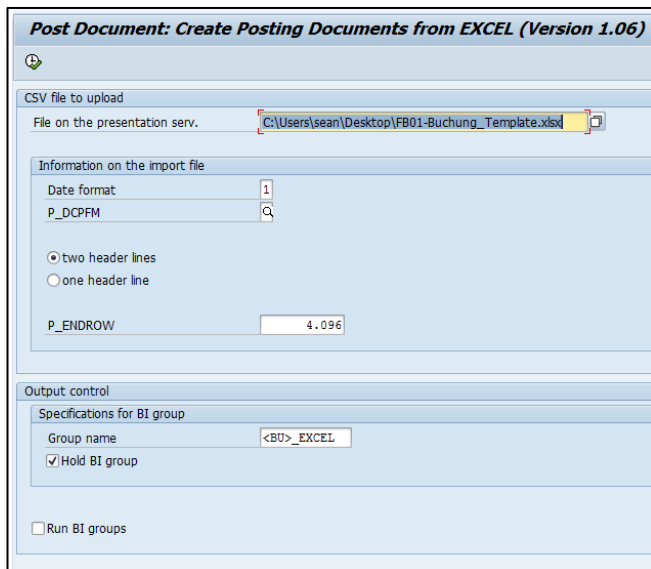
Each line in the Excel template corresponds to a line of an SAP® document. In the Excel file, you can also determine the transaction with which the documents are to be posted. Lines belonging to a document are labeled with the same document number; document numbers can still be assigned automatically by SAP®.

The order of the columns can be changed at will, and unused columns may be deleted or left empty. Additionally required fields may be added. In this case, it is important to use the correct technical name for the fields. You can, for instance, add standard or custom CO-PA features as account assignment features.

Customer Nr	Season	Region	Distribution Channel
	41 02	01	02

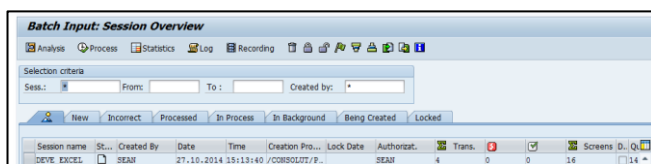
FI Excel upload

Regardless of the posting transaction, the Excel file is always uploaded with the same program or, more specifically, a selection screen where you must specify the file path on a local computer and, if necessary, change the date format or the decimal notation. The header line with the technical field names is sufficient; a second header line is ignored.



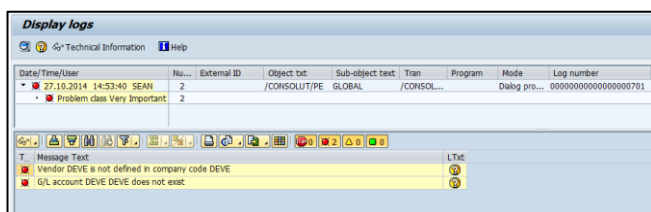
Batch input folder

Once all required data has been loaded and processed, the software automatically creates and processes a batch input folder.

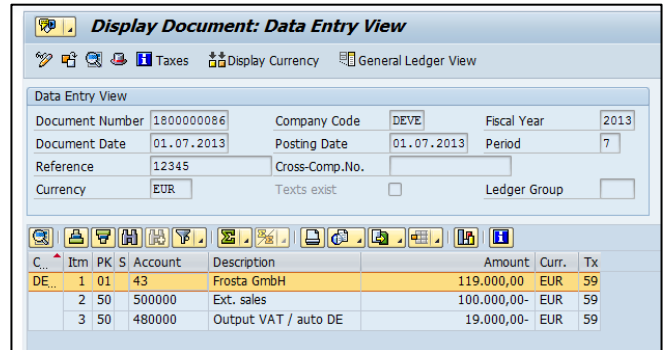


Error log

If, after the loading process, there is still missing information that cannot be corrected or supplied during postprocessing of the batch input folder, the FI Excel Posting Add-On will generate an error log.



Posted documents



If the batch input folder has been processed without errors, the process ends with the documents being posted in Accounting.

APPLICATIONS

In addition to the sample invoice above, let's look at two other application scenarios.

External data in Excel

Suppliers or service providers frequently provide data in Excel files; normally, this data will always have the same format (e.g. invoices from forwarders, payroll data).

If you don't want to program an interface, it makes sense to use two Excel worksheets – one for the supplied raw data, the other for the consolut FI posting layout. With appropriate Excel lookup functions, you can automatically populate the consolut template from the raw data worksheet, and then only need to replace the raw data as needed. In this way, new data can be quickly adapted to the required format and posted in SAP®.

Postings with costing-based CO-PA

You can also upload data with the FI Excel Posting Add-On if you are using the costing-based CO-PA. This allows you to use not just your own features, but also your own value fields.

In a manner similar to the standard SAP® invoice interface, you can post both the FI document (FB01) and the CO-PA line items (KE21N) with the FI Excel Posting Add-On. In this case, all required FI and CO-PA fields in Excel are entered in one document. The consolut add-on uses this data to automatically generate an FB01 document and a KE21N document. You can also enter line items in CO-PA without posting an FI document.

FUNCTIONS

- ▶ Direct import from xlsx or xls files
- ▶ No fixed layout; fields are recognized by the column heading
- ▶ User-specific fields may be defined in CO-PA or in the new general ledger
- ▶ An Excel file may contain several documents
- ▶ Check for basic errors
- ▶ Postprocessing of errors in the SAP® Standard
- ▶ All checks of the standard SAP® dialog processing function
- ▶ Posting of the following transactions:
 - ▶ General posting document FB01
 - ▶ Foreign currency valuation FBB1
 - ▶ Document parking FBV1
 - ▶ Accrual/deferral document FBS1
 - ▶ Line item CO-PA KE21N
- ▶ Posting of CO-PA line items with and without an FI document

OUR SKILLS

- ▶ Long-standing accounting experience gained in numerous projects and SAP® introductions
- ▶ Consultants with cross-specialty expertise
- ▶ Tailor-made solutions for different authorization reporting requirements
- ▶ Continuous development of our programs
- ▶ Fast and cost-efficient implementation
- ▶ Advice and support during and after the project



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