Greece Localization
SAP ERP Financials Overview – Country Version Greece
Globalization Services, SAP AG
March 2015
Installation location

Considerations:
- It is not mandatory to have application server located in Greece
- The original documentation and financial records should be printed out in Greek.

Back up check for data consistency

Financial reports and accounting documents hard copy

Internet
## Solution map

<table>
<thead>
<tr>
<th>Financial accounting</th>
<th>Customizing template</th>
<th>Mandatory Chart of Accounts</th>
<th>Legal reporting</th>
<th>Assets Management</th>
<th>......</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logistics operation</td>
<td>Digital Signature Processing</td>
<td>Official Document numbering - Delivery Notes/Invoices</td>
<td>Purchase Account Processing</td>
<td>Periodic Valuation/Warehouse Book</td>
<td>......</td>
</tr>
<tr>
<td>HCM</td>
<td>HCM payroll</td>
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<td>......</td>
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<tr>
<td>Industry solutions</td>
<td>IS-Utilities Localization</td>
<td>IS-Telco*</td>
<td>IS-Healthcare*</td>
<td>IS-OIL &amp;GAS*</td>
<td>......</td>
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</tbody>
</table>
Overview Main Specifications for Greece

Transactions Tax Representation Code regulations (KFAS) and Greek Accounting Standards (GAS)

- Mandatory tree structure of chart of account (proposed new COA for GAS but also usage of the previous one)
- User manual in Greek language (outdated)
- Reporting in Greek language (layout descriptions / stamped paper not mandatory)
- 10 days validation in inventory management (outdated)
- Rules postings in terms of “15 – 45” with official document numbering (outdated)
- Sequential numbering of entries (documents) on the Journal
- Electronic submission of legal reports (MYF and the year end Trial Balance) before making year end G/L adjustment postings for issuing the Balance Sheet are lodged to Tax Offices. (sales purchase reconciliation report / year end trial balance) Is becoming monthly for MYF – no TB obligation anymore
- Several reports have to be kept in electronic format for presentation in tax audits (especially the Warehouse and the G/L Trial Balance)
Financial accounting
Customizing template

Country Version Greece
- SAP Add-on included in C-CEE Add-on for releases > 4.70

Country Template for Financials (delivered on request):
- Organization Structure (Company Code GR01)
- Global Settings (EUR as currency, holiday calendar)
- Chart of Accounts
- Balance Sheet and Profit and Loss Structure
- Tax Calculation Procedure TAXGR
- Account determination (for postings from MM/SD/AM)
Financial accounting
Customizing template

Customizing template can be copied from Client 000 before project configuration
# Mandatory Chart of Accounts

**MANDATORY GREEK CHART OF ACCOUNTS**

Presidential Decree 1123/1980

## Account Groups

### "General Accounting" Accounts (Series 1-8)

<table>
<thead>
<tr>
<th>Series 1</th>
<th>Balance Sheet Accounts</th>
<th>Series 6-7</th>
<th>Operating Accounts</th>
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<tr>
<td>ASSETS</td>
<td>LIABILITIES</td>
<td>ASSETS</td>
<td>LIABILITIES</td>
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<tr>
<td>2. Inventory</td>
<td>5. Current Liabilities</td>
<td>7. Operating Income per item</td>
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<tr>
<td>3. Debtors &amp; Cash at Hand and in Bank</td>
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<td></td>
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</tbody>
</table>

### Series 8 | Profit and Loss Accounts |

| 80. Operating Results |
| 81-85 Non – Operating Results |
| 86. Profit and Loss Account |
| 88. Profits For Appropriation |

### Series 9 | Group 9 Accounts ("Analytical Accounting")

### Series 0 | Memo (Off Balance Sheet) Accounts
Mandatory Chart of Accounts

Level Accounting Example

60. 1st level mandatory

60.01  2nd level mandatory

60.01.02  3rd level mandatory

<table>
<thead>
<tr>
<th>Account</th>
<th>FI</th>
<th>Description in Greek</th>
<th>Description in English</th>
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<td>01</td>
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</tbody>
</table>
Tax Calculation Procedure TAXGR
Customizing template

For Greece a tax calculation procedure „TAXGR” has been created to derive Greek specific input and output taxes.
Legal reporting- Available reports

- G/L Normal and Year End journals
- G/L Trial Balance
- G/L Ledger
- G/L Summarized Ledger
- Customer Trial Balance
- Customer Ledger
- Customer Financial Data
- Vendor Trial Balance
- Vendor Ledger
- Vendor Financial Data
- VAT Reconciliation Report
- Sales and Purchases Reconciliation Report (MYF)
- Vendors Witholding Tax ASCII and letters
- Day End Cash Control Report
- Chart of Account List

- Document Printout
- Year End Customer Balance
- Year End Vendor Balance
- Revaluation of Fixed Assets
- Fixed Assets Register
- Investment Book
- Checks Receivable Register
- Checks payable w/ Payment advises
G/L and A/L, Year End Journals

The G/L and A/L Journal is the program report „J_1GJOURNAL” that is designed specifically for Greece. This report selects all FI postings of a specific posting date range. The selected documents are presented on a list.

All business transactions are represented by documents having a unique document number giving at posting time. Journal numbering is given at printing time after official run and is not maintained on the Data base, since it is not required to be shown on any other report than Journal.

If a Journal has run in official mode, total debit, credit amount and last sequential number used are stored in table J_1GCONTROL. This information is used next time the journal is run, because then it is printed as a carry forward balance at the top of the report.

The following two pages are relevant to G/L and A/L, Year End Journals.
Program designed specifically for Greece and shows all FI postings for a selected period and a journal declared to tax office.

- Numbering within a journal must be sequentially ordered.
- Carryforward of balances and last sequential numbers to the next journal.
Legal reporting- GL Journal
Program specific settings

Settings for a proper execution
- Journals must be defined in the system
- Default text must be available in case of lacking document text

Every run is documented to provide proper carryforward to the next journal run

The legally compliant run depends on
- Program specific settings
- Proper posting procedures

Local Business and Consulting Experience recommended
Legal reporting- Available reports

**Legal G/L and A/L Trial Balance**

The G/L and A/L trial balance is the program report ‘J_1GTBGL0’ that was legally required by the Greek tax authorities. It gives insight in the financial flow (summarized per period) within the company, both on posting and non-posting account level.

There is also the option of performing/showing the Opening document.

**G/L and Ledger**

This is a report program „J_1GGL000„ that shows line items for all posting accounts. It is based on the table BSIS as well as the ones SKA1, SKB1 and SKAT. This report includes all account line items except for those of customers and vendors. Reconciliation accounts balances of customers and vendors are displayed on the ledger without any particular customizing.
Legal reporting- Available reports

**G/L Summarized Ledger**

This is a report program "J_1GSL000" that shows monthly debits and credits per date at level 1-4 accounts. It is based on the table BSIS as well as the tables J_1GGS, and J_1GGL. This report includes all account line items except for those of customers and vendors. Reconciliation accounts balances of customers and vendors are displayed on the ledger without any particular customizing.

**Customer Trial Balance**

This is a report program "J_1GTBDE0" that shows period balances for all customer accounts. It is based on the table KNC1 as well as the tables KNA1, KNB1. Thus, it should reconcile to the balances of the relevant customer reconciliation accounts shown on the G/L trial balance. In case special G/L transactions are used, the customer must create special purpose ledgers.
Legal reporting - Available reports

**Customer Ledger**

This is a report program „J_1GCL000“ that shows line items for all posting customer accounts. It is based on the table BSID as well as the tables KNA1, KNB1 and KNC1. This report includes all normal line items related to customers as well as the special G/L transactions. It should, also, reconcile to the balances of the relevant customer reconciliation accounts shown on the G/L trial balance.

**Customer Financial Data**

This is a report program „J_1GFD_D“ which shows in a detailed list all the information existing in the master data of customers for a specific company code such as name, profession, reconciliation account etc.

**Vendor Trial Balance**

This is a report program „J_1GTBKR0“ that shows period balances for all vendor accounts. It is based on the table LFC1 as well as the tables LFA1, LFB1. It should reconcile to the balances of the relevant vendor reconciliation accounts shown on the G/L trial balance.
Legal reporting- Available reports

**Vendor Ledger**

This is a report program „J_1GVL000“ that shows line items for all posting vendor accounts. It is based on the table BSIK as well as the tables LFA1, LFB1 and LFC1. This report includes all normal line items related to vendors as well as the special G/L transactions. It should reconcile to the balances of the relevant vendor reconciliation accounts shown on the G/L trial balance.

**Vendor Financial Data**

This is a report program „J_1GFD_D“ which shows in a detailed list all the information existing in the master data of vendors for a specific company code such as name, profession, reconciliation account etc.

**VAT Reconciliation Report**

This is a report program J_1GFPAREPORT that shows all the advance tax report information as well as a list of all documents that the tax amount differs from the automatically calculated one. It is used monthly for reconciling tax amounts that need to be shown on the tax office relevant to VAT.
Legal reporting- Available reports

Sales and Purchases reconciliation report (MYF)

According to the Greek Books and Data Code Regulation every company should submit an XML file on quarterly basis showing the net amounts and VAT per customer and vendor in a pre-defined format. The file changed in 2014 is produced by a set of programs that are performing in the 5 following phases:

1 Master data check phase
2 Calculation of amounts phase
3 Edit phase
4 Load phase
5 XML Creation phase
Legal reporting - Available reports

Vendors withholding tax report

According to the Regulation: a) every company should yearly submit to each vendor a certificate that shows the withheld tax at their between transactions and b) every company should yearly submit a summary report of withheld tax amounts of vendors that had transaction with. The above certificate that confirms the withholding tax is used by the vendor for his income tax declaration. The respective program and Forms changes have been delivered in 2014 (Notes 1994418 and 1998464 and subsequent)

The vendors withholding tax forms report is produced by a set of programs that is performing in the 4 following phases:

1 Master file data check phase
2 Calculation of amounts phase
3 Edit phase
4 Print phase
Legal reporting- Available reports

**Day end cash control report**

This is a report program „J_1GFICHL0“ that allows control of a cashier. It reads tables BKPF and BSEG and respective New G/L Tables.

**Chart of accounts list**

The report „J_1GCOA_TREE“ gives a list of G/L or A/L accounts. The above program includes two options, to give this list a) per company code and b) chart of accounts and gives the descriptions in 2 languages (Greek and English) provided that all level accounts and posting accounts have been maintained in both languages.

**Document printout**

The main program for printing invoices,(posted from FI module) is „J_2GPFI “. This program is executed through multiple selection options in order to make document searching more specific.

The following page is relevant to the Document printout program.
Legal reporting – Document Printout

Printing is required in Greek language

„Logical Paper“ selects

- Printer
- Layout Set
- Document numbering

Also program available for printing of pre-numbered tax-authorized forms (e.g. Journals ...)

Checks are a common way of payment in Greece

Postdated checks receivables handling is supported by the system

Special Greek requirements regarding check payments are supported (e.g. „check digits“)
Assets Management – Legal reporting

Chart of Depreciation 1GR with country specifics

Revaluation of assets – every 4 years

Fixed Assets Register on authorized paper/other media

Investment Book
Analytical Ledger (not mandatory anymore)

Apart from the Hellenic General Ledger Accounting system, Greece follows an Analytical Accounting as well

The Analytical Accounting system is the assessment procedure of cost analysis

System of Autonomy

90 Intermediate Accounts
91 Reassessment of Expenses, Purchases and Income
92 Cost Centers
93 Cost of Production (Production in Process)
94 Stock
95 Standard Cost Variances
96 Income – Gross Analytical Results
97 Tangible Variants and Imputed Costs
98 Analytical Results
Logistics Digital Signature in outgoing documents type B
(not mandatory except in retail sales)
Logistics - Digital Signature in outgoing documents type A
(not mandatory except in retail sales)
Logistics – Official Document Numbering

Normal SAP Transaction (Delivery or Billing) + Country specific program

Country specific customizing
Logistics – Official Document Numbering
Purchase Account Processing

Material Managed at Moving Average Price

- Purchase Order: 1 pc @ EUR 150 per piece
- Goods receipt: 1 pc (150 EUR)
- Invoice receipt: 1 pc @ 160 EUR 1 per piece
- Purchases Accounts update Value Only
The Warehouse Book is a report showing the Greek profit margin per material base on related transactions
- Opening stock balance, goods receipts, goods issues (based on actual valuation)
- Sales invoices

Postings from the G/L and the Warehouse Book are carried to the Analytical Ledger which is an independent accounting system for management reporting showing the profit calculation procedure

Ledger and Trial Balance are not required under GAS, but the business usage remains
Periodic Valuation – Warehouse Book Flow Chart

Material Analytical Ledger

Valuation data

Valuation prices

FI repostings

CO repostings

Warehouse book

3rd party stock

User Exit

FI

CO

MM
## Periodic Valuation – Warehouse Book

### Analytical Multi-Purpose Material Ledger/Trial Balance

**ADEES BALTIK BANK A. S.**  
**ARESETTI S.A. 1456**  
**Fiscal year 2005 Period 02** (01.08.2005-31.08.2005)  
**Tax number: 094439012**  
**Tax w. 6812 AMPHUS**

**Plant: 0001**

<table>
<thead>
<tr>
<th>Material Description</th>
<th>Initial</th>
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<th>Purchases for Settlement</th>
<th>Stock Transfer</th>
<th>Consumption</th>
<th>Other</th>
<th>Production</th>
<th>Sales &amp; Exp</th>
<th>PR. Inventory</th>
<th>Ending Balance</th>
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<tr>
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Check *Globalization Knowledge Base*

www.service.sap.com/gkb
Localization Documentation (SAP Note 969653)

http://service.sap.com/notes

SAP Hellas

SAP ERP
May 2008

SAP ERP 6.0 Localization for Greece

User Guide SAP ERP 6.0
Useful Tips

Country Information:
http://service.sap.com/globalization
-> Country Information -> Greece

Globalization Knowledge Base
http://service.sap.com/gkb

Country specific notes:
http://service.sap.com/notes
Component XX-CSC-GR

SAP Hellas
http://sap.com/greece
Thank you!

Contact information:
http://www.service.sap.com/localization