# FIT5101     Enterprise Systems

# Worksheet 06

# ERP Financials  (FICO)

Version 2022.00

# Financial Accounting

## ◼ FI 1: Display Financial Statement

| | |
|---|---|
| **Exercise** Use the SAP Fiori Launchpad to display a chart of accounts. | **Time** 10 min |
| **Task** Review a listing of the General Ledger (G/L) accounts that are part of your chart of accounts and that have been made operative for your company code. | |
| **Name (Position)** Shuyuan Chen (Chief Accountant) | |

Financial Statement Versions are a hierarchical arrangement of G/L accounts.

You need a financial statement version for the following functions:

- To create and print financial statements
- To run various reports, such as a structured list of account balances
- As a basis for planning in General Ledger Accounting

You can define several different financial statement versions. This may be necessary if you want to generate the financial statements using different formats.

To do this, use the App *Display Financial Statement* in the **Financial Accounting** group.

Fiori App

Display Financial Statement

You will see following screen.

Use the F4 help to find your company code **Global Bike Inc**. Therefore, use

the button [Go] in the pop up *Select: Company Code*.

Select your company code **US00** and choose [OK].

Back in the view *Financial Statement* check if **0L (Leading Ledger)** is selected for the field Ledger. Enter **G000** for Statement Version, **Normal** for Statement Type, **current month** for End Period and **January 2016** for Comparison End Period.

Compare your screen with the screenshot below and confirm your entries

with [Go].

Notice: The number of entries as well as the balance may differ by the number of case studies you solved before.



Choose > to expand all nodes.



Click on the home icon  to return to the Fiori Launchpad overview.

# FI 2: Display General Ledger Account

| | **Time** 10 min |
|---|---|
| **Exercise** Display a General Ledger account. | |

**Task** Use the SAP Fiori Launchpad to display a General Ledger account in your chart of accounts (alternative bank account). Businesses commonly maintain several bank accounts (e.g., payroll, general checking and money market) that are listed on their balance sheet.

Each G/L account being used by a company code has both chart of account and company code specific information. In this way, a chart of accounts may be used by several company codes with each having their own unique information and settings.

**Name (Position)** Shuyuan Chen (Chief Accountant)

---

To do this, choose the app *Manage G/L Account Master Data*.



Manage G/L Account Master Data

In the screen *Manage G/L Account Master Data* use the **F4** Help in the field Chart of Accounts.

Fiori App

F4

---

Search for your Chart of Accts **GBI Global**. Select the item and press the button OK .

Use the **F4** help in the field G/L Account. In the pop-up G/L Account check if the Chart of Accts is just **GL00**.

F4
GL00

Compare your screen and press Go .

---

You receive all accounts how are relevant for your activities in GBI.

Enter **101000** for G/L Account and choose ⬜OK⬜ .

Find and select your account **101000**.

Back in the screen *Manage G/L Account Master Data* check if the field Chart of Account is just filled with **GL00** in the Chart of Accounts field and choose

Go

.



Click on the account number (101000) to display the G/L account data.

What Account Group is this G/L account assigned to?

_____

Is this account a Profit and Loss Statement account or a Balance Sheet account?

_____

What is the account currency in **US00**?

_____

What is the differences to the German GBI Company Code (**DE00**)?

_____

Record information about the G/L Account in the table below:

| G/L Account Number | G/L Account Name |
|---|---|
| 100000 | |
| 200100 | |
| 300000 | |
| 310000 | |
| 600000 | |
| 700000 | |
| 720300 | |
| 740300 | |
| 741500 | |
| 770000 | |

You may look at other G/L account details if you would like.

Click on the home icon [home icon] to return to the Fiori Launchpad overview.

☐

---

# FI 3: Review Reconciliation Account

| | |
|---|---|
| **Exercise** Review how Reconciliation Accounts work | **Time** 10 min |

**Task** Use the SAP Fiori Launchpad in order to display a posting done to an Account Receivables account. After viewing the posting in this subsidiary ledger, review the corresponding posting in the General Ledger.

**Name (Position)** Shuyuan Chen (Chief Accountant)

When you post items to a subsidiary ledger, the SAP system automatically posts the same data to the corresponding general ledger account. Each subsidiary ledger has one or more reconciliation accounts in the general ledger. These reconciliation accounts ensure that the balance of G/L accounts is always zero. This means that you can draw up financial statements at any time without having to transfer totals from the subledgers to the general ledger.
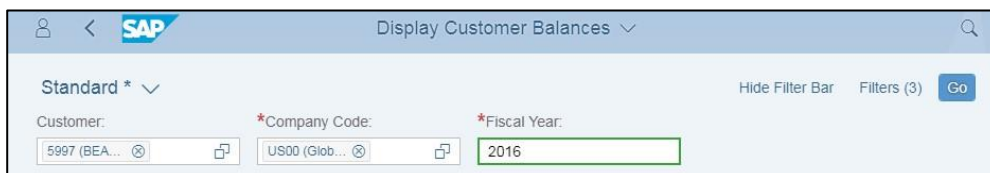
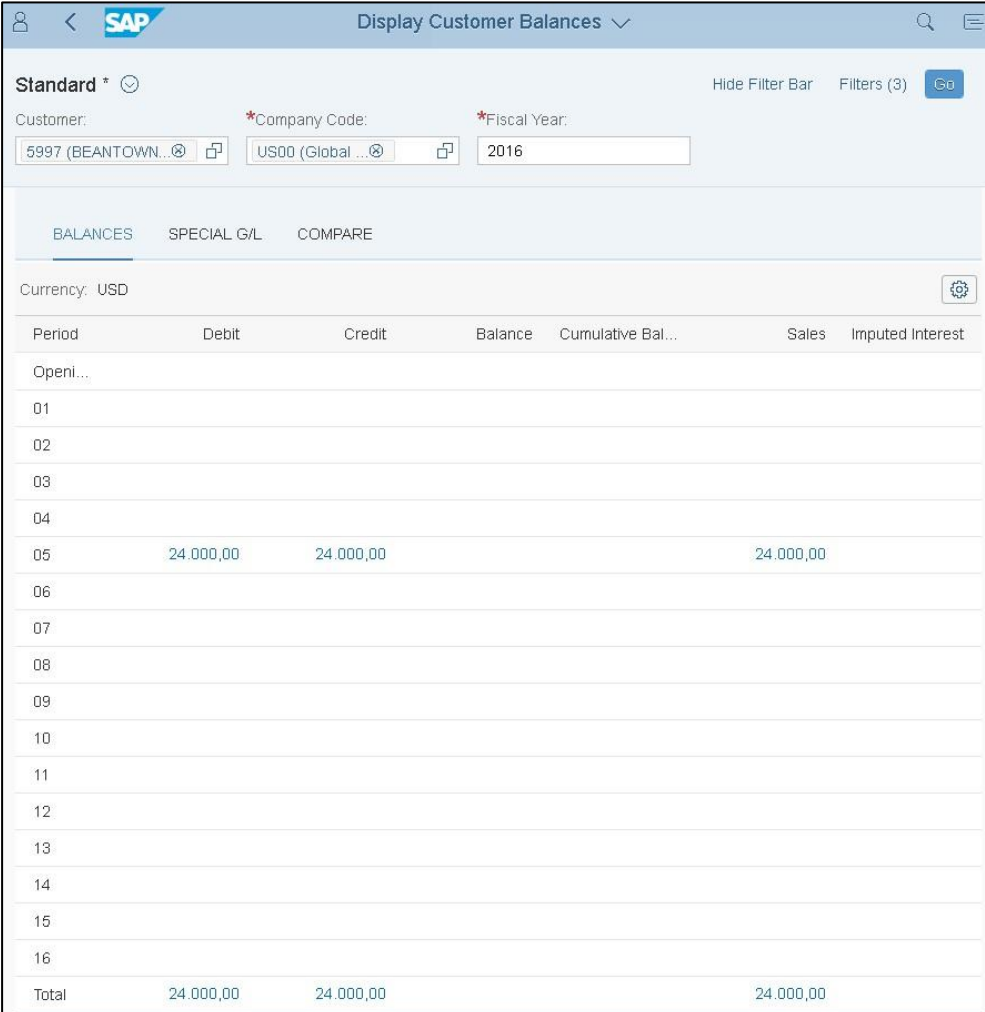To do this, choose the app *Display Customer Balances*.

Fiori App


Display Customer Balances

Enter **5997** in the Customer field, Company Code **US00** and **2016** as fiscal year. Compare with the screenshot shown below and click Go .

5997
US00
2016

In the Display Customer Balances screen, you can see two entries for May 2016. The first column (Debit) depicts the posting to the customer account, which originates from the invoice creation.
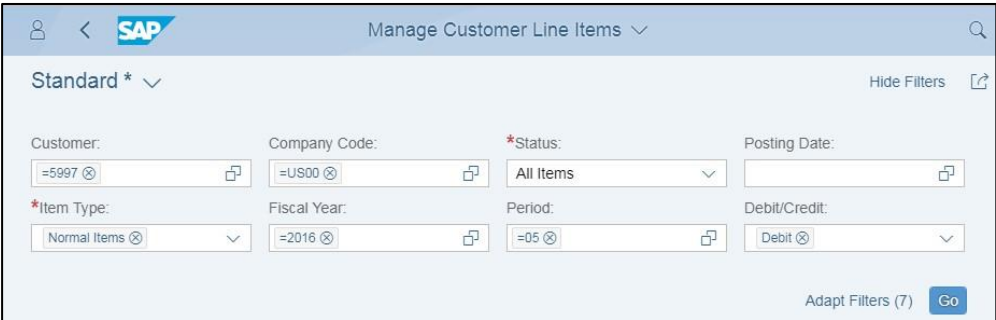


Click on the first entry **24.000,00** (in the column Debit).

In the next screen Manage Customer Line Items check if the entries are the same as in the screenshot below and click on [Go].

You get more information about the posting like the Document Date, Number and Type (RV).

| | Customer | Company... | Clearin... | Assignment | Journal Entry Date | Journal Entry | Journal E |
|---|---|---|---|---|---|---|---|
| Items (1) Standard ∨ | | | Edit Line Items | Create Correspondence | Block for Dunning | Unblock for Dunning | ∘∘∘ |
| ☐ | 5997 | US00 | ☐ | 0090000000 | 27.05.2016 | 90000000 | RV |

What is the Journal Entry Type?

_____

Click on [<] until you are back to the screen Display Customer Balances. Click on the value in the Credit column. Compare again you screen with the screenshot below and choose [Go] .

Click on the home icon [🏠] to return to the Fiori Launchpad overview.

---

# Management Accounting

## CO 1: Review Cost Center Standard Hierarchy

| | |
|---|---|
| **Exercise** Review the cost center standard hierarchy. | **Time** 10 min |
| **Task** Use the SAP Fiori Launchpad to review the cost center standard hierarchy. | |
| **Name (Position)** Jamie Shamblin (Cost Accountant) | |

The cost center structure is a hierarchically organized data object that is used to assign and capture costs in a meaningful manner thereby permitting managerial accounting analyses that support decision-making. A cost center is an area of responsibility within a company that is deemed to be accountable for incurring and influencing costs.

Cost center structure

Cost center

In order to review the cost center standard hierarchy, use the app *Display Cost Center Groups* in the **Controlling** group

Display Cost Center Groups

Fiori App

Click on the value help symbol next to the input field ⊡ and select
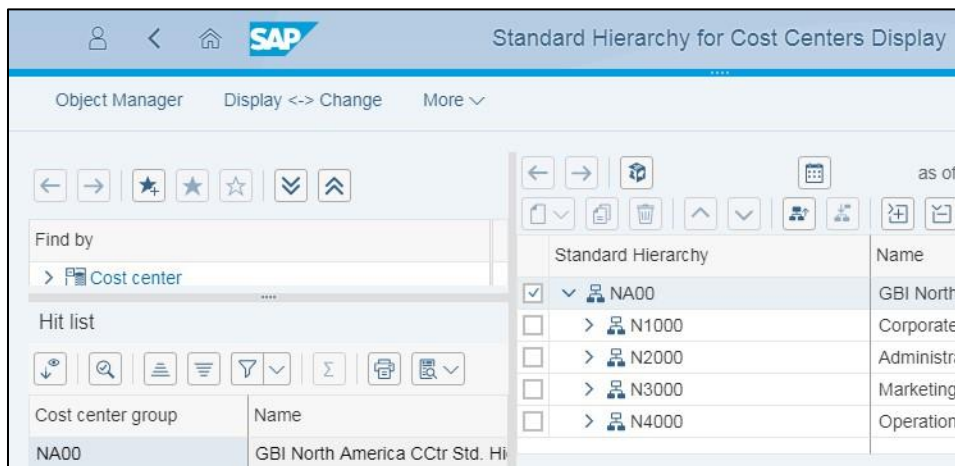
**NA00** for Controlling Area. Choose Continue or click enter. If this field won´t appear choose **More → Settings → Set Controlling Area** and enter **NA00**.

NA00

Initially, the system displays the root folder NA00 (GBI North America CCtr. Std. Hierarchy) and its second level elements. Clicking on the **>** Symbols will expand that section to display lower-level groups or individual cost  centers.

Opening the first sub-level folder (Corporate), reveals the third-level folders shown below.



To expand the subtree completely single-click on the root folder and choose **More → Edit → Expand Subtree**. The systems displays now the complete hierarchy.



What is N5000?

What is NAMK1000 (Search at N3000)?_____

# CO 2: Display Cost Elements

| | |
|---|---|
| **Exercise** Display cost elements. | **Time** 10 min |

**Task** Use the SAP Fiori Launchpad to display primary and secondary cost elements.

**Name (Position)** Jamie Shamblin (Cost Accountant)

Primary cost elements have a one-to-one relationship with expense accounts activated for a chart of accounts. They serve to establish postings between FI and CO thereby permitting the sharing of information between financial and managerial accountants. In effect, costs that are entered into an expense account that has been associated with a primary cost element will be posted to both the financial and managerial accounting systems concurrently. Secondary cost elements are exclusive to managerial accounting. They are used to distribute and/or divide expenses thereby assigning costs to responsible parties exclusively within the managerial accounting system.

Primary cost element

Secondary cost element

To review cost elements, use the app *Manage G/L Account Master Data*.

Manage G/L
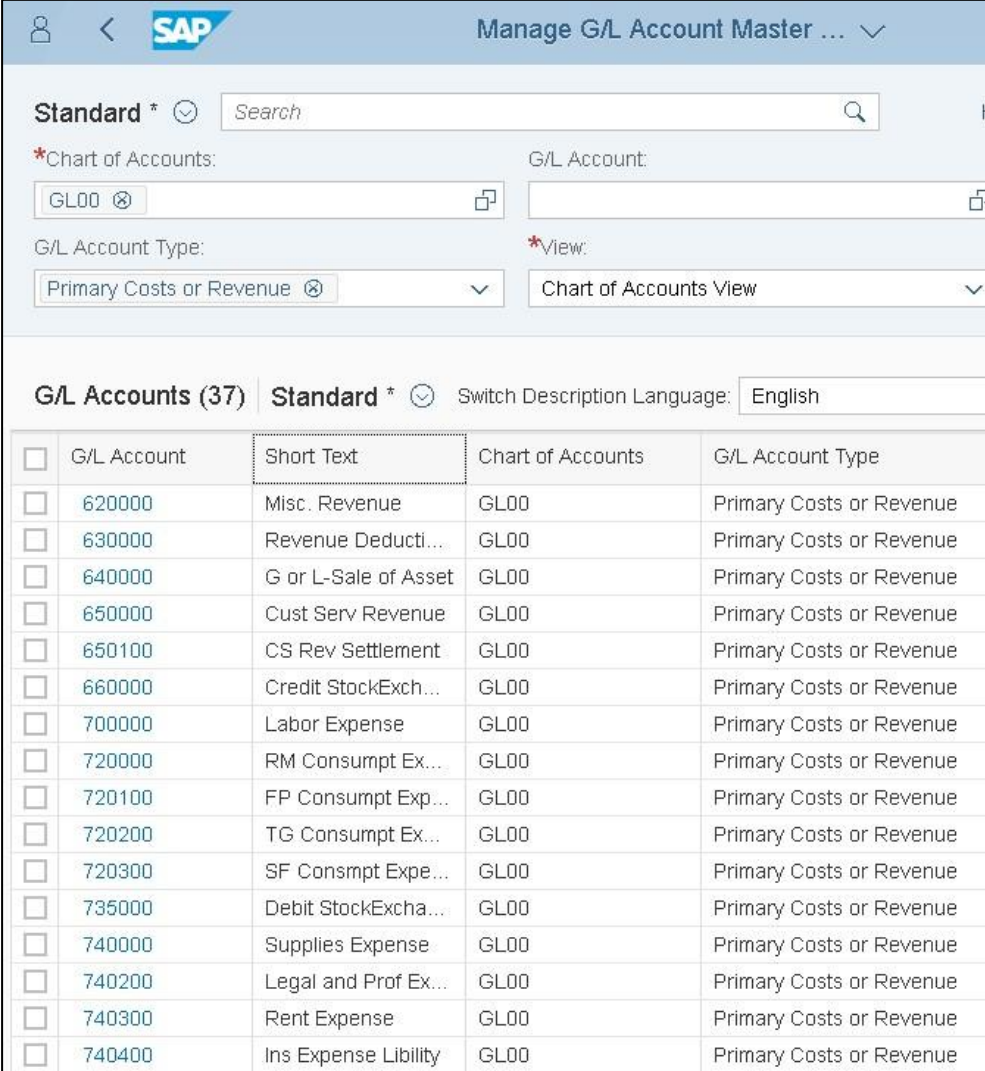Account Master
Data

Fiori App

This takes you to the Manage G/L Account Master Data Screen. In SAP S/4HANA Cost Elements are stored, because of performance issues, together with G/L Accounts.

To display a cost element, you have to find the referencing G/L Account. Because you do not know any element IDs, you need to find them first. In order to do so, enter for Chart of Accounts **GL00** for GBI Global.

GL00

In the drop-down menu for G/L Account Type select **Primary Costs or Revenue** and for View **Chart of Accounts View**. Choose [Go].

| G/L Account | Short Text | Chart of Accounts | G/L Account Type |
|---|---|---|---|
| 620000 | Misc. Revenue | GL00 | Primary Costs or Revenue |
| 630000 | Revenue Deducti... | GL00 | Primary Costs or Revenue |
| 640000 | G or L-Sale of Asset | GL00 | Primary Costs or Revenue |
| 650000 | Cust Serv Revenue | GL00 | Primary Costs or Revenue |
| 650100 | CS Rev Settlement | GL00 | Primary Costs or Revenue |
| 660000 | Credit StockExch... | GL00 | Primary Costs or Revenue |
| 700000 | Labor Expense | GL00 | Primary Costs or Revenue |
| 720000 | RM Consumpt Ex... | GL00 | Primary Costs or Revenue |
| 720100 | FP Consumpt Exp... | GL00 | Primary Costs or Revenue |
| 720200 | TG Consumpt Ex... | GL00 | Primary Costs or Revenue |
| 720300 | SF Consmpt Expe... | GL00 | Primary Costs or Revenue |
| 735000 | Debit StockExcha... | GL00 | Primary Costs or Revenue |
| 740000 | Supplies Expense | GL00 | Primary Costs or Revenue |
| 740200 | Legal and Prof Ex... | GL00 | Primary Costs or Revenue |
| 740300 | Rent Expense | GL00 | Primary Costs or Revenue |
| 740400 | Ins Expense Lility | GL00 | Primary Costs or Revenue |

Click on the G/L Account of Labor Expenses to select it [700000].

You get information about the account type and group.

Use the tabs to answer the following question:

What is the assigned Controlling Area?

Click Back [<]. In the Manage G/L Account Master Data screen change

the G/L Account Type to **Secondary Costs** and choose again [Go].

Secondary Costs

Click on the G/L Account of **Labor** to select it.

What is this G/L Account Type? _____

What are the assigned Controlling Areas? _____

Can you explain the difference between cost element Labor (700000) and Labor (800000)?
_____

Click on the home button ⌂ to return to the SAP Fiori Launchpad.

■ CO 3: Display Cost Element Groups

| | |
|---|---|
| **Exercise** Display cost element groups. | **Time** 10 min |
| **Task** Use the SAP Fiori Launchpad to display existing cost element groups. | |
| **Name (Position)** Jamie Shamblin (Cost Accountant) | |

| | |
|---|---|
| These groups facilitate working with both primary and secondary cost elements by creating logical groupings. A cost element "group" is an organizational unit consisting of a particular collection of cost elements. | Cost element group |

| | |
|---|---|
| To review cost element groups, use the app *Display Cost Element Groups*. | Fiori App |



| | |
|---|---|
| If you are asked to enter a Controlling Area, choose **NA00** and continue. | NA00 |
| In the Display Cost element group: Initial Screen, press **F4**. In the following Cost Element Group selection screen, the Chart of Accounts is already entered. Simply press Enter or click on Proceed to display all GBI cost element groups. | F4 |



---
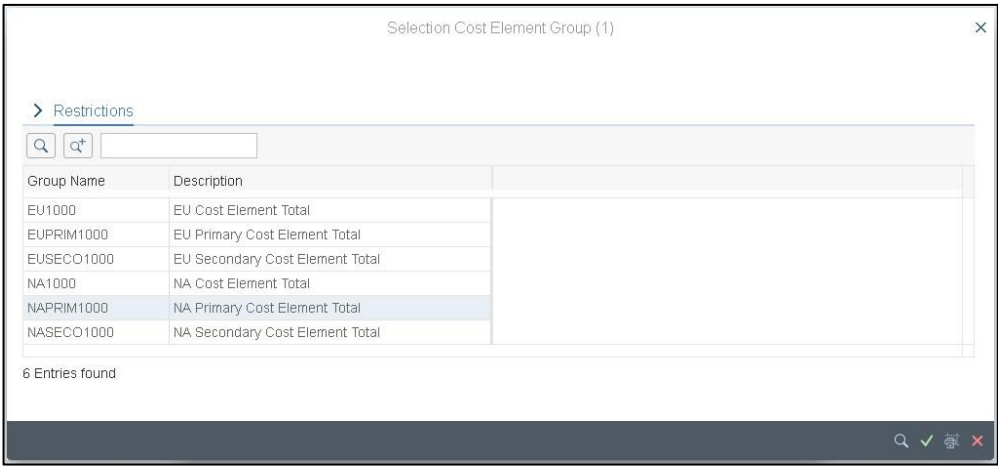
Double click on the cost element group for all primary cost elements in North America (**NAPRIM1000**). Back on the initial screen, press Enter.

In this interactive list, you can doubleclick on any cost element to display its master data details. As an example, double-click on Rent Expense (**740300**).

Click on  twice to go back to the Display Cost element group: Initial Screen and repeat the same procedure for the secondary cost elements in Europe.

What is the unique number for cost element group "EU Secondary Cost Element Total"? _____

Click on the home button  to return to the SAP Fiori Launchpad.

END OF WORKSHOP