

2024-T1-HS2041:
Enterprise Systems using
SAP – Week 4

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HOLMES
INSTITUTE



Tutorial Week 4: Mastering Financial Accounting in SAP S/4HANA: A Practical Case Study Approach for Students

This tutorial provides an in-depth introduction to SAP S/4HANA's financial functionalities, specifically designed for those new to accounting principles. Utilizing a guided learning approach, this tutorial emphasizes quick knowledge transfer and skill development through interactive exercises and detailed process demonstrations, using the GBI case study as a practical reference

The case study demonstrates a fundamental workflow in financial management using SAP, illustrating how different accounts interact within the system to streamline financial operations and reporting.

Key Learning Points

1. General Ledger Accounting:

Learn the structure and management of the general ledger. This includes accessing and applying the chart of accounts using the SAP Fiori Launchpad, creating new General Ledger (G/L) accounts such as Bank Account, Reconciliation Account, and Expense Account, and navigating these accounts as per case study requirements. Key tasks involve posting transactions like fund transfers and handling purchasing of office supplies, providing practical application of the system's capabilities.

2. Accounts Payable and Receivable:

Focus on transaction management with suppliers and customers through accounts payable and receivable. This section integrates the creation of invoice receipts for expenses such as rent, and the management of payments to vendors. This segment closely follows the exercises for handling vendor invoices, and setting up new G/L bank accounts related to accounts payable processes in SAP Fiori.

3. Asset and Bank Accounting:

Explore asset management and bank accounting operations, with an emphasis on the posting and management of cash flows, including fund transfers between accounts as detailed in the tutorial exercises.

4. Financial Reporting:

Learn basic financial reporting functions, including how to display journal entries and account balances. This section also includes reviewing general ledger balances and journal entries to understand the financial impacts of transactions, aligning with the structured review tasks in the exercises.

Exercises Include

1. **Displaying and Applying the Chart of Accounts:** Practice on how to access and apply the chart of accounts to the general ledger, with detailed steps using SAP Fiori.
2. **Transaction Posting:** Includes posting a transfer of funds, purchasing office supplies, and handling vendor invoices, mirroring real-world financial transactions.
3. **Balance and Journal Entry Reviews:** Review general ledger and journal entry balances to comprehend the financial impacts of transactions, ensuring a comprehensive understanding of each entry's effect.



Conclusion

This week's tutorial is designed to build foundational skills in using SAP S/4HANA for financial accounting. The exercises prepare participants for practical use of SAP systems and enhance familiarity with both the conceptual and practical aspects of financial operations in enterprise environments.

Mastering Financial Accounting in SAP S/4HANA: A Practical Case Study Approach for Students

CASE STUDY

Case Study Summary:

This case study presents a detailed process of setting up accounts and handling transactions within SAP S/4HANA, focusing on accounts payable. Starting from the creation of new G/L accounts and a vendor master record, it progresses through the posting of vendor invoices, management of payments, and reviews the impact on financial statements, using the Global Bike Inc. scenario for hands-on experience with real-world financial operations.

Financial Accounting (FI)

This case study explains an integrated financial accounting process in detail and thus fosters a thorough understanding of each process step and underlying SAP functionality.

Product

S/4HANA 1809
Global Bike

Fiori 2.0

Level

Undergraduate
Graduate
Beginner

Focus

Financial Accounting

Authors

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Stefan Weidner

MOTIVATION

The data entry requirements in the financial accounting exercises (FI 1 through FI 3) were minimized because much of the data already existed in the SAP system. This stored data, known as master data, simplifies the processing of business transactions. Examples of master data are G/L accounts and customer accounts.

In this case study, we will create a G/L account, vendor master record, process an invoice and pay the invoice.

PREREQUISITES

Before you use this case study, you should be familiar with navigation in the SAP system.

In order to successfully work through this case study, it is not necessary to have finished the FI exercises (FI 1 through FI 3). However, it is recommended.

NOTES

This case study uses the Global Bike (GBI) data set, which has been created exclusively for SAP UA global curricula.

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FarshidKeivanian

Overview

Repositories 21

Projects


Packages

Stars 2

Find a repository...

Type

Language



Dr. Farshid Keivanian

FarshidKeivanian · he/him

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The next part provides us with a structured and thorough understanding of each task within the SAP system as outlined in the case study in the blackboard.

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Tasks and Exercises:

1. Displaying and Applying the Chart of Accounts - Steps 1 to 3 which involve setting up and applying various accounts

- **Task Description:** Practice on how to access and apply the chart of accounts to the general ledger.
- **Steps:**
 - 1.1 Use the SAP Fiori Launchpad to access the "Manage G/L Account Master Data" app.
 - 1.2 Create new G/L accounts (Bank Account, Reconciliation Account, Expense Account) as needed (Steps 1 to 3).
 - 1.3 Navigate through the Chart of Accounts and select the appropriate accounts for each transaction as detailed in the case study steps (e.g., Step 1 for Bank Account, Step 2 for Reconciliation Account).



Importance of Chart of Accounts

The Chart of Accounts (CoA) is a structured list of all G/L accounts used by an organization. It organizes accounts in a way that reflects the specific accounting needs of the company, helping to ensure:

- **Standardization and Clarity:** Helps in categorizing financial transactions consistently across the organization.
- **Regulatory Compliance:** Ensures that reporting meets legal standards.
- **Financial Analysis:** Facilitates analysis by providing a clear view of financial data.

In SAP systems, the CoA is crucial as it directly ties into how transactions are recorded and reported in the system, impacting both operational efficiency and strategic decision-making.



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2. Transaction Posting – Steps include handling transfers of funds (Step 5), creating and settling invoices (Steps 7 and 10)

- **Task Description:** Includes posting a transfer of funds, purchasing office supplies, and handling vendor invoices.

- **Steps:**

2.1 Transfer of Funds (Step 5 in the document): Use the "Post General Journal Entries" app to transfer funds between bank accounts.

2.2 Handling Vendor Invoices (Steps 7, 10, 13): Create invoice receipts for rent expenses and post payments to landlords using the "Create Incoming Invoices" and "Post Outgoing Payments" apps respectively.

2.3 Purchasing Office Supplies (Optional): This specific task isn't detailed in the case study document, but would typically involve creating a purchase order, receiving the goods, and processing the invoice.

3. Balance and Journal Entry Reviews - Steps include reviewing account balances and individual line items in general ledgers and accounts payable (Steps 8, 11, 12).

- **Task Description:** Review general ledger and journal entry balances to understand the financial impacts of various transactions.
- **Steps:**
 - 3.1 **Review General Ledger Balances (Steps 8, 11):** Use "Display G/L Account Balances" to check balances post-transactions.
 - 3.2 **Review Journal Entries (Step 6):** Use "Manage Journal Entries" to review entries and confirm accuracy. (Step 6 involves reviewing the journal entries associated with fund transfers)

To complete the task of displaying and applying the chart of accounts to the general ledger, here are the **steps** we should follow using the SAP Fiori Launchpad:

Step 1) Create Bank Account in General Ledger

- **Purpose:** Establish a bank account in the General Ledger (G/L) to handle vendor payments and other transactions.
- **Significance:** Bank accounts are critical for managing liquidity. Ensuring accurate setup allows for effective tracking of cash inflows and outflows.

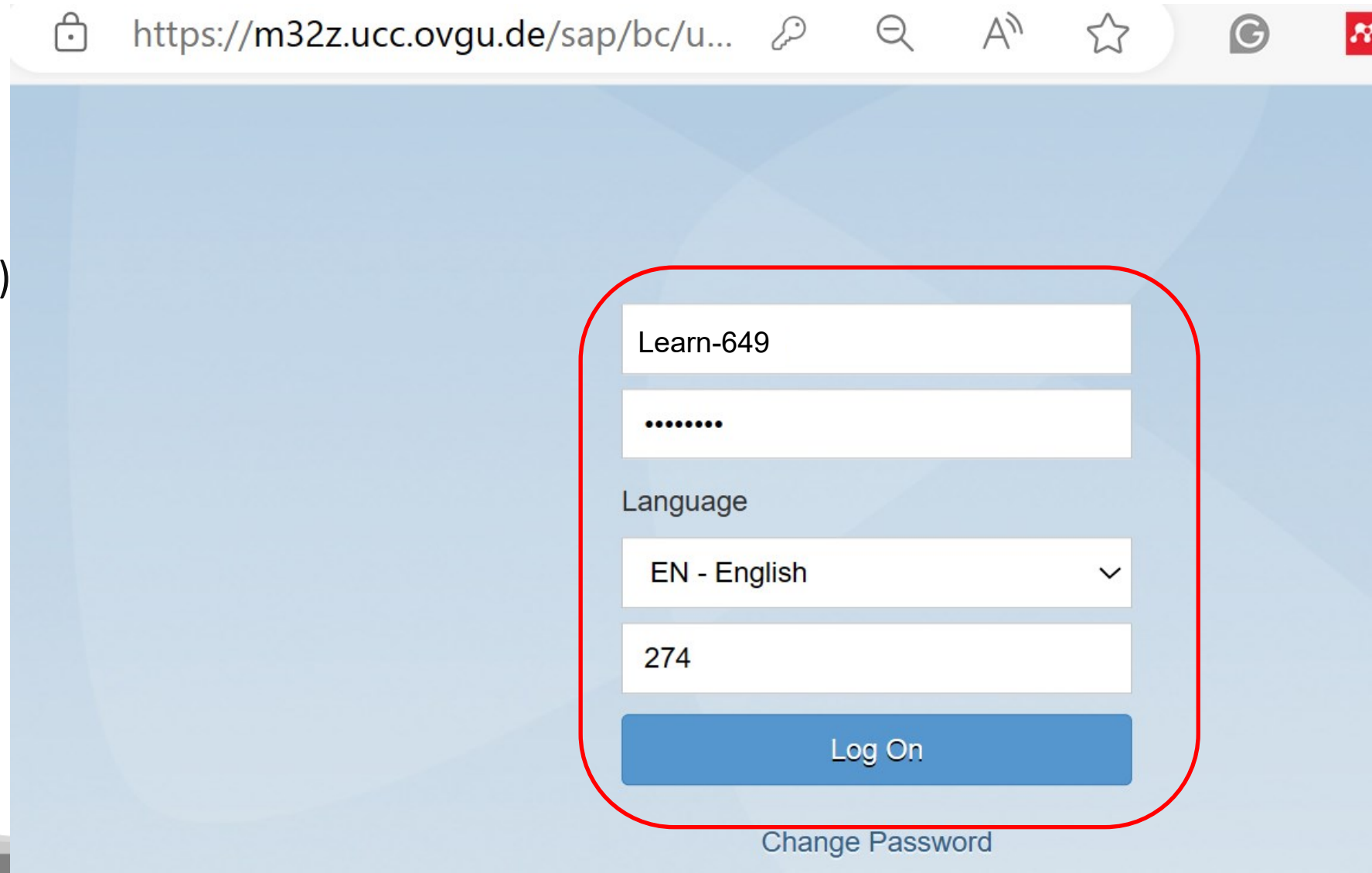
Mastering Financial Accounting in SAP S/4HANA: A Practical Case Study Approach for Students

A) SAP Log in: <https://m32z.ucc.ovgu.de/sap/bc/ui2/flp>

Username)

Learn-601 to Learn-650 (Sydney)

Password) learnGBI



https://m32z.ucc.ovgu.de/sap/bc/u...

Learn-649

.....

Language

EN - English

274

Log On

Change Password

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The screenshot shows the SAP S/4HANA Home page. The top navigation bar includes the SAP logo, 'Home', and a search bar. Below the navigation bar, the 'Financial Accounting' menu is highlighted with a red box. Under this menu, the 'Manage G/L Account Master Data' app is also highlighted with a red box. The page displays various accounting applications under the 'Accounts Payable' and 'AP Accountant' sections.

1. Access "Manage G/L Account Master Data" App

- Financial Accounting >> Manage G/L Account Master

This is the starting point for creating a new G/L account within the Financial Accounting module. The app is used to define and manage all details about general ledger accounts, which are essential for the financial accounting process.

The next step involves using the "**Create**" button within the app to set up a new general ledger account that will be used as a bank account. This is necessary for tracking all transactions that involve cash flows through the company's bank account.

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Standard ▾ View Logs Hide Filters

Chart of Accounts: * G/L Account: G/L Account Type: View: * Short Text:

Search [] [] [] Chart of Accounts View [] Go Adapt Filters (1)

G/L Accounts Standard ▾ Switch Description Language: [] Copy Mass Change **Create** [] []

<input type="checkbox"/>	G/L Acct External ID	Short Text	Chart of Accounts	G/L Account Type	Blocked for Posting	Marked for Deletion
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Once in the app, use the “**Create**” button to create new G/L accounts. We'll need to create a Bank Account, Reconciliation Account, and Expense Account as detailed in the case study. For each account, we'll enter a unique G/L account number (as specified in the steps), select the correct account group, assign it to the company code, and fill in other required details like currency and field status group.

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0100005

Header

General ▾

Company Code Data

Controlling Data

Where Used ▾

General

Basic Information

Control

Press F4 to search for Global

Chart of
Accounts: *

GL00



G/L Account
Type: *

Balance Sheet Account



Account Group: *



P&L State. Acct: —

Functional Area: —

Description in Maintenance Lang. (EN)

Short Text: *

G/L Account
Long Text:

The chart of accounts is a list of all G/L accounts used by an organization.

Selecting "GL00" indicates that we're using a standardized chart of accounts for the Global Bike Group, ensuring consistency and accurate financial reporting.



Mastering Financial Accounting in SAP S/4HANA: A Practical Case Study Approach for Students

Select: Chart of Accounts

Global



Go

Show Filters

Items (1)

Chart of Accou...

Description

GL00

Global Bike Group

Global Bike Group

Mastering Financial Accounting in SAP S/4HANA: A Practical Case Study Approach for Students

< **SAP** G/L Account Master Data Q ? LL

0106495

Header General Company Code Data Controlling Data Where Used

G/L Account: * 106495

General

Basic Information

Control	Description in Maintenance Lang. (EN)	Consolidation Data
Chart of Accounts: * GL00	Short Text: * Bank 649	Trading Partner No.: 116495
G/L Account Type: * Balance Sheet Account	G/L Account Long Text: Bank Account 649	
Account Group: * 00		
P&L State. Acct: -		

! 0 Draft updated Save Cancel

This specifies that the new account will appear in the balance sheet part of the financial statements, which makes sense for a bank account that holds monetary assets.

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Company Code Data

Company Code Assignment

[Copy](#) [Create](#)  

<input type="checkbox"/>	Controlling Area	Company Code	Co...	Account Currency	Marked for Deletion	Open Item Managem...	Open Item Mgmt by ...	Post Automaticall
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No data available

Controlling Data



Draft updated

[Save](#)[Cancel](#)

Scroll down to find Company Code Assignment and select **Create**



Mastering Financial Accounting in SAP S/4HANA: A Practical Case Study Approach for Students

Select: New Company Code Assignment

Go Hide Filters

Company Code: Company Name: Chart of Accounts: G/L Account:

=GL00 x =106495 x

Items (2)

Company Code	Company Name
DE00	Global Bike Germany GmbH
US00	Global Bike Inc.

New Company Code Assignment: *

CONTROL DATA

Account Control

Account Currency: USD Tax Category: Account Managed in

F4

US00

Global Bike Inc.

This step assigns the new G/L account to the company code "US00," which represents a specific legal entity within the organization. Setting the currency to USD ensures that all transactions in this account are recorded in U.S. dollars.

Scroll down to find Company Code Assignment and select **Create**.

Select **US00**

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New Company Code Assignment: *

US00

CONTROL DATA

Account Control

Account Currency: USD

Tax Category:

Account Managed in

Scroll down to find Company Code Assignment and select **Create**.

Select **US00**



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This setting means that the account will only track the balance in the local currency (USD in this case), which is typical for bank accounts that don't handle transactions in multiple currencies.

CONTROL DATA

Account Control

Account Currency:	<input type="text" value="USD"/>	Tax Category:	<input type="text"/>	Account Managed in External System:	<input type="checkbox"/>
Only Balance in Local Currency:	<input checked="" type="checkbox"/>	Posting Without Tax Allowed:	<input type="checkbox"/>	Inflation Key:	<input type="text"/>
Exchange Rate Difference Key:	<input type="text"/>	Recon. Account for Account Type:	<input type="text"/>	Tolerance Group:	<input type="text"/>
Valuation Group:	<input type="text"/>	Alternative G/L Account:	<input type="text"/>		

Scroll down to find Company Code Assignment and select **Create**.

Select **US00**



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Account Management

Open Item
Management: ☐

Open Item Mgmt
by Ledger Group: ☐

Sort Key:

Press F4

Authorization
Group:



Accounting Clerk:



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https://m32z.ucc.ov...

Select: Sort Key

Search   Show Filters

Items (37)

Sort key	Description
000	Allocation number
001	Posting date
002	Doc.no., fiscal year
003	Document date
004	Branch account
005	Loc.currency amount
006	Doc.currency amount
007	Bill/exch.due date
008	Cost center

Select Posting Date.

This determines how line items are sorted in the account. Using the posting date as the sort key means transactions will be listed in chronological order based on the date they were posted to the account.

Cancel

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New Company Code Assignment

HEADER **CONTROL DATA** ▾ CREATE/BANK/INTEREST ADMINISTRATION CHANGE HISTORY

CREATE/BANK/INTEREST

Control of Document Creation

Field Status Group: **Press F4**

Post Automatically Only: ☐

Supplement Auto. Postings: ☐

Rec.Act Ready: ☐

Bank/Financial Details

Planning Level:

Relevant to Cash Flow: ☐

House Bank:

House Bank Account ID:


Interest Calculation Information

Interest Indicator:

Interest Calculation Frequency:

Key Date of Last Interest Calculation:

Date of Last Interest Run:

 2 Draft updated

OK Cancel



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Select: Field Status Group

[Go](#)[Show Filters](#)

Items (7)

Field status vari...	Field status ...	Text
GL00	ZEXP	Expense Accounts
GL00	ZGBS	General Balance Sheet Accounts
GL00	ZMMA	Material Management GR / IR Accounts
GL00	ZRAA	Reconciliation Accounts
GL00	ZRCF	CO <-> FI reconciliation posting
GL00	ZREV	Revenue Accounts
GL00	ZSEC	Secondary Cost Elements

[Cancel](#)

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The field status group controls which fields are required or optional during document entry and marking the account as "Relevant to Cash Flow" ensures it's included in cash flow statements.

< SAP Company Code Assignment

New Company Code Assignment

HEADER CONTROL DATA CREATE/BANK/INTEREST ADMINISTRATION CHANGE HISTORY

CREATE/BANK/INTEREST

Control of Document Creation

Field Status Group:

ZGBS

Post Automatically Only:

☐

Supplement Auto. Postings:

☐

Rec.Act Ready:

☐

Bank/Financial Details

Planning Level:

Relevant to Cash Flow:

☒

House Bank:

House Bank Account ID:

Interest Calculation Information

Interest Indicator:

Interest Calculation Frequency:

Key Date of Last Interest Calculation:

Date of Last Interest Run:

Mastering Financial Accounting in SAP S/4HANA: A Practical Case Study Approach for Students



SAP

G/L Account Master Data ▾



LL

0100005

Header

General ▾

Company Code Data

Controlling Data

Where Used ▾

Company Code Data

Company Code Assignment (1)

Copy

Create



<input type="checkbox"/>	Controlling Area	Company Co...	Company Name	Account Currency	Marked for Deletion	Open Item Managem...	Open Item Mgmt by ...	Post Automatically C	
<input type="checkbox"/>	NA00	US00	Global Bike Inc.	USD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>

Controlling Data

Draft updated

Save

Cancel



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- The reason behind these specific selections is to accurately set up the bank account in a way that complies with the company's accounting and reporting requirements. Each choice reflects standard practices in setting up financial accounts in SAP, such as specifying the chart of accounts, account type, company code, and currency. These configurations are important for maintaining the integrity of financial data, supporting internal controls, and facilitating proper financial reporting.
- This bank account will then be used for transactions such as vendor payments, which are part of the accounts payable process. By establishing the bank account correctly, the company ensures that payments are processed efficiently and the financial position is reported accurately.

Step 2) Create Reconciliation Account in General Ledger

- **Purpose:** Set up a reconciliation account to ensure that the entries in the subsidiary ledgers (like Accounts Payable) synchronize automatically with the G/L.
- **Significance:** Reconciliation accounts are essential for maintaining the integrity between the G/L and subsidiary ledgers, facilitating accurate financial reporting and compliance.

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< **SAP** Manage G/L Account Master Data ▾ 🔍 ⓘ LL

Standard ▾ View Logs Hide Filters ↗

Chart of Accounts: * G/L Account: G/L Account Type: View: * Short Text:

Search 🔍 [] [] [] Chart of Accounts View ▾ [] **Go** Adapt Filters (1)

G/L Accounts Standard ▾ Switch Description Language: []

Copy Mass Change **Create** ⚙️ [] ▾

<input type="checkbox"/>	G/L Acct External ID	Short Text	Chart of Accounts	G/L Account Type	Blocked for Posting	Marked for Deletion	
No data available							

You create a new G/L account to serve as the bank account for vendor payments. In the real world, businesses must set up G/L accounts to reflect their bank accounts for accurate accounting and reporting.



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G/L Account Master Data ▾



0000116495

Header

General ▾

Company Code Data

Controlling Data

Where Used ▾

G/L Account: * 116495



General

Basic Information

Control

Chart of Accounts: *

Press F4

G/L Account Type: *



Account Group: *



P&L State. Acct:



Functional Area:



Description in Maintenance Lang.

Short Text: *

G/L Account Long Text:

Consolidation Data

Trading Partner No.:

Group Account Number:



Administration

Created On: 04/13/2024

Created by: —

Others

Blocked for Creation: ☐

Blocked for Posting: ☐



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Select: Chart of Accounts

Global



Go

Show Filters

Items (1)

Chart of Accou...	Description
GL00	Global Bike Group


By selecting GL00, we associated the new bank account with the company's chart of accounts, ensuring it follows the company's accounting structure.

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< **SAP** G/L Account Master Data ▾ 🔍 ⓘ LL

0116495


Header General ▾ Company Code Data Controlling Data Where Used ▾


G/L Account: * 116495 

General

Basic Information

Control

Chart of Accounts: * GL00 

G/L Account Type: * 

Account Group: * **Balance Sheet Account**

P&L State. Acct: Cash Account

Functional Area: Nonoperating Expense or Income

Primary Costs or Revenue


Secondary Costs

Description in Maintenance Lang. (EN)

Short Text: *

G/L Account Long Text:

Consolidation Data

Trading Partner No.: 

Administration

Created On: 04/13/2024

Blocked for Creation: ☐

Others

By selecting "Balance Sheet Account" as the G/L Account Type, we are specifying the nature of the account being a part of the balance sheet, as opposed to the profit and loss statement.



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Account Group: *

Press F4

P&L State. Acct:

Functional Area:

Administration

Created On: 04/13/2024

Created by: —

Others

Blocked for Creation: ☐

Blocked for Posting: ☐

Mastering Financial Accounting in SAP S/4HANA: A Practical Case Study Approach for Students

Select: Account Group

Search

Items (9)

Chart of Accou...	Account Gr...	Name
GL00	00	Capital Asset Accounts
GL00	01	Current Asset Accounts
GL00	02	Property Capital Accounts
GL00	03	Outside Capital Accounts
GL00	04	Revenues
GL00	07	Other Revenue and Expenditure
GL00	08	Secondary Costs
GL00	09	Carry-Forw., Capital & Statist
GL00	56	Operating Expenditure

1. Capital Asset Accounts (00): This would typically be used for long-term assets, which is not ideal for a bank account that is a current asset.

2. Property Capital Accounts (02): These are usually associated with property, plant, and equipment and are not appropriate for bank accounts.

3. Outside Capital Accounts (03): This generally relates to accounts associated with external investors or outside sources of capital, which is not the correct classification for a bank account.

4. Revenues (04): This is used to record income and is not relevant for a bank account.

5. Other Revenue and Expenditure (07): This could be used for miscellaneous or non-operational revenue and expenses but isn't a typical fit for a bank account.

6. Secondary Costs (08): These are generally used for internal cost allocations and are not suitable for bank accounts.

7. Carry-Forward., Capital & Statist (09): This is typically for year-end carry forward accounts and statistical entries.

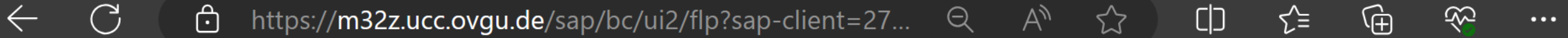
8. Operating Expenditure (56): These are for recording operating expenses, which does not apply to a bank account.

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Current assets are expected to be liquidated within one year. By associating this G/L account with current assets, we're classifying it as such, and it will inherit the control features and number range from the account group.

Current Asset Accounts would logically include reconciliation accounts for accounts payable. However,

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< SAP G/L Account Master Data

LL

0116495

Header General Company Code Data Controlling Data Where Used

G/L Account: * 116495

General

Basic Information

Control

Chart of Accounts: * GL00

G/L Account Type: * Balance Sheet Account

Account Group: * 00

P&L State. Acct: -

Functional Area: -

Description in Maintenance Lang. (EN)

Short Text: * Payables-Misc 649

G/L Account Long Text: Payables-Miscellaneous 649

Consolidation Data

Trading Partner No.:

Administration

Created On: 04/13/2024

Created by: -

Others

Blocked for Creation: ☐

Blocked for Posting: ☐

Providing the short and long text descriptions for the G/L account "Payables-Misc 649" and "Payables-Miscellaneous 649" respectively, is vital for clarity and identification purposes. This way, anyone reviewing the account can quickly understand its purpose.

0116495

Header General ▾ Company Code Data Controlling Data Where Used ▾

Change Indicator	Field	New Value	Old Value	Changed by	Changed on
No data available					

Company Code Data

Company Code Assignment

Copy **Create** 🗑️ ⚙️

<input type="checkbox"/>	Controlling Area	Company Code	Company Name	Account Currency	Marked for Deletion	Open Item Managem...	Open Item Mgmt by ...	Post Automatically O...	Blocked for Posting
No data available									

Controlling Data



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Company Code Assignment ▾



New Company Code Assignment

Account Number: 116495

HEADER

CONTROL DATA ▾

CREATE/BANK/INTEREST

ADMINISTRATION

CHANGE HISTORY

New Company Code
Assignment: *

Press F4

CONTROL DATA

Account Control

Account Currency:

Only Balance in Local
Currency: ☐

Exchange Rate
Difference Key:

Valuation Group:

Tax Category:

Posting Without Tax
Allowed: ☐

Recon. Account for
Account Type:

Alternative G/L Account:

Account Managed in
External System: ☐

Inflation Key:

Tolerance Group:

Account Management



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Select: New Company Code Assignment

Go Hide Filters

Company Code: Company Name: Chart of Accounts: G/L Account:

Items (2)

Company Code	Company Name
DE00	Global Bike Germany GmbH
US00	Global Bike Inc.

Click to Select

When we press F4 to create a new company code assignment, we're linking this G/L account to a specific company code within the SAP system. In this case, we select "Global Bike Inc." with the company code "US00", which means that this G/L account will be used for transactions recorded by this particular legal entity.

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The selection of "Vendors" as the reconciliation account for account type indicates that this G/L account will be used to reconcile the totals of subsidiary ledger accounts for vendors. In SAP, a reconciliation account is one that is updated automatically with transactions recorded in the subsidiary ledgers, ensuring that the general ledger always reflects the aggregated, up-to-date balances of all related subsidiary ledger entries.

New Company Code Assignment

Account Number: 116495

HEADER CONTROL DATA ▼ CREATE/BANK/INTEREST ADMINISTRATION CHANGE HISTORY

New Company Code Assignment:

CONTROL DATA

Account Control

Account Currency:

Only Balance in Local Currency: ☐

Exchange Rate Difference Key:

Valuation Group:

Tax Category:

Posting Without Tax Allowed: ☐

Recon. Account for Account Type:

Alternative G/L Account:

- A (Assets)
- D (Customers)
- K (Vendors)**
- V (Contract accounts receivable)

Account Management



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New Company Code Assignment

HEADER **CONTROL DATA** ☐ CREATE/BANK/INTEREST ADMINISTRATION CHANGE HISTORY

Reference Key:

Valuation Group:

Account type:

Alternative G/L Account:

Account Management

Open Item
Management: ☐

Open Item Mgmt by
Ledger Group: ☐

Sort Key:

Press F4

Authorization Group:

Accounting Clerk:

Joint Venture Data

Multi Currency Accounting

CREATE/BANK/INTEREST



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Select: Sort Key

Search



Go

Show Filters

Items (37)

Sort key	Description
000	Allocation number
001	Posting date
002	Doc.no., fiscal year
003	Document date
004	Branch account
005	Loc.currency amount
006	Doc.currency amount
007	Bill/exch.due date
008	Cost center
009	External doc.number

Click to Select

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New Company Code Assignment

HEADER **CONTROL DATA** ▾ CREATE/BANK/INTEREST ADMINISTRATION CHANGE HISTORY

Joint Venture Data

Multi Currency Accounting

CREATE/BANK/INTEREST

Control of Document Creation

Field Status Group:

Press F4



Post Automatically Only: ☐

Supplement Auto.
Postings: ☐

Rec.Act Ready: ☐

Bank/Financial Details

Planning Level:

Relevant to Cash Flow: ☐

House Bank:

House Bank Account
ID:

Interest Calculation Information

Interest Indicator:

Interest Calculation
Frequency:

Key Date of Last
Interest Calculation:

Date of Last Interest
Run:

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Select: Field Status Group

Red



Go

Show Filters

Items (7)

Field status vari...	Field status ...	Text
GL00	ZEXP	Expense Accounts
GL00	ZGBS	General Balance Sheet Accounts
GL00	ZMMA	Material Management GR / IR Accounts
GL00	ZRAA	Reconciliation Accounts
GL00	ZRCF	CO <-> FI reconciliation posting
GL00	ZREV	Revenue Accounts
GL00	ZSEC	Secondary Cost Elements

Click to Select

CHANGE HISTORY

Multi Currency Accounting

Interest Calculation Information

Marked for Deletion: ☐

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0116495

Header General **Company Code Data** Controlling Data Where Used

Company Code Data

Company Code Assignment (1) Copy Create

<input type="checkbox"/>	Controlling Area	Company Code	Company Name	Account Currency	Marked for Deletion	Open Item Managem...	Open Item Mgmt by ...	Post Automatically O...	Blocked for Posting	
<input type="checkbox"/>	NA00	US00	Global Bike Inc.	USD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>

Controlling Data

Settings in Controlling Area Generate

Controlling Area Apply Statistically Change History

By saving the information and creating the account, you're finalizing the setup of the G/L account in the system. This action establishes all the previous selections and details as a record in the system, which will then be used in financial transactions.

Save Cancel

Step 3: Create Expense Account in General Ledger

- **Purpose:** Record transactions related to specific expenses, such as rent.
- **Significance:** Expense accounts are used to track operational costs, crucial for budget monitoring and financial analysis.

In Step 3, we're instructed to create an expense account in the General Ledger, specifically for recording rent expenses. Expense accounts are crucial for tracking costs that the company incurs during its operations. By using the account type "Primary Costs or Revenue," we specify that the account will be used for expenses (costs) rather than income (revenue). "ZEXP" as the Field Status Group will dictate the fields required or optional during document entry, and linking the account to the cost element category "01" indicates that it's a primary cost account, which affects how the costs are analyzed and reported in controlling and profitability analysis.

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< **SAP** Manage G/L Account Master Data Q ? LL

Standard View Logs Hide Filters

Chart of Accounts: * G/L Account: G/L Account Type: View: * Short Text:

Search Q □ □ ▼ Chart of Accounts View ▼ □ **Go** Adapt Filters (1)

G/L Accounts | Standard ▼ Switch Description Language: ▼ Copy Mass Change Create ⚙️ □ ▼

<input type="checkbox"/>	G/L Acct External ID	Short Text	Chart of Accounts	G/L Account Type	Blocked for Posting	Marked for Deletion
--------------------------	----------------------	------------	-------------------	------------------	---------------------	---------------------



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G/L Account Master Data ▾



LL

0756495

Header

General ▾

Company Code Data

Controlling Data

Where Used ▾

G/L Account: * 7056495

General

Basic Information

Control

Chart of Accounts: * GL00

G/L Account Type: * Primary Costs or Revenue ▾

Account Group: * 07

P&L State. Acct: -

Functional Area:

Description in Maintenance Lang. (EN)

Short Text: * Rent Expense 649

G/L Account Long Text: Rent Expense 649

Consolidation Data

Trading Partner No.:



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< **SAP** G/L Account Master Data Q ? LL

0756495

Header **General** Company Code Data Controlling Data Where Used

Change Indicator	Field	New Value	Old Value	Changed by	Changed on
No data available					

Company Code Data

Company Code Assignment

Copy **Create**  

<input type="checkbox"/>	Controlling Area	Company Code	Company Name	Account Currency	Marked for Deletion	Open Item Managem...	Open Item Mgmt by ...	Post Automatically O...	Blocked for Posting
No data available									

Controlling Data



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New Company Code Assignment

HEADER

CONTROL DATA ▾

CREATE/BANK/INTEREST

ADMINISTRATION

CHANGE HISTORY

New Company Code
Assignment: *

US00

CONTROL DATA

Account Control

Account Currency:

USD

Only Balance in Local
Currency:

☐

Exchange Rate
Difference Key:

Valuation Group:

Tax Category:

Posting Without Tax
Allowed:

☒

Recon. Account for
Account Type:

Alternative G/L Account:

Account Managed in
External System:

☐

Inflation Key:

Tolerance Group:

Account Management

Open Item
Management:

☐

Authorization Group:

Accounting Clerk:



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Account Management

Open Item
Management: ☐

Open Item Mgmt by
Ledger Group: ☐

Sort Key:

Authorization Group:

Accounting Clerk:

Joint Venture Data

Multi Currency Accounting

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Select: Field Status Group

Search Go [Show Filters](#)

Items (7)

Field status vari...	Field status ...	Text
GL00	ZEXP	Expense Accounts
GL00	ZGBS	General Balance
GL00	ZMMA	Material Manage
GL00	ZRAA	Reconciliation Accounts
GL00	ZRCF	CO <-> FI reconciliation posting
GL00	ZREV	Revenue Accounts
GL00	ZSEC	Secondary Cost Elements

Expense Accounts

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New Company Code Assignment

HEADER **CONTROL DATA** ▾ CREATE/BANK/INTEREST ADMINISTRATION CHANGE HISTORY

Multi Currency Accounting

CREATE/BANK/INTEREST

Control of Document Creation


Field Status Group: 

Post Automatically Only: ☐

Supplement Auto. Postings: ☐

Rec.Act Ready: ☐

Bank/Financial Details


Planning Level: 


Relevant to Cash Flow: ☐


House Bank: 


House Bank Account ID: 

Interest Calculation Information

Interest Indicator: 

Interest Calculation Frequency: 

Key Date of Last Interest Calculation: 

Date of Last Interest Run: 

ADMINISTRATION

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0756495

Header General Company Code

Company Code Data

Company Code Assignment (1)

<input type="checkbox"/>	Controlling Area	Company
<input type="checkbox"/>	NA00	US00

Controlling Data

Settings in Controlling Area (1)

Controlling Area
NA00

Select: Cost Element Category

G/L Account Type:

CElem category:

Short Description:

Items (16)

CElem category	Short Description
01	Primary costs/cost-reducing revenues
03	Accrual/deferral per surcharge
04	Accrual/deferral per debit = actual
11	Revenues
12	Sales deduction
21	Internal settlement
22	External settlement

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Each of these steps ensures that the financial data is organized and processed in a manner that supports the company's reporting, planning, and analysis activities. The correct setup and categorization of these accounts allow for accurate financial statements and insights into the company's financial health.

Step 4: Create Vendor Master Record for Landlord

- **Purpose:** To ensure all transactions related to a specific vendor (landlord in this case) are recorded against a single entity within the system.
- **Significance:** Streamlines processing and monitoring of all vendor-related financial activities, such as payments and invoices.

Step 5-10: Post and Review Transactions

- **Purpose:** These steps involve actual financial transactions like transferring funds, posting rent expenses, and paying the landlord.
- **Significance:** Facilitates the day-to-day operational accounting tasks, ensuring all financial activities are captured accurately in real-time.

Step 11-13: Display and Review Account Balances

- **Purpose:** To review the transactions posted in the G/L and subledgers, ensuring they are recorded correctly.
- **Significance:** Critical for periodic checks and balances, aids in the preparation of accurate financial statements for reporting purposes.