

## Tutorial Week 4 – Enterprise Systems – Sydney Campus



HOLMES  
INSTITUTE

1. Summary of Lecture 3: Introduction to Enterprise Systems
2. Comprehensive Guide to Teaching SAP S/4HANA in an Australian Context
3. Tutorial Week 4
4. Attendance

**Lecturer/Tutor: Dr. Farshid Keivanian**

## **Overview of Week 4 Enterprise Systems and Introduction to SAP S/4HANA**

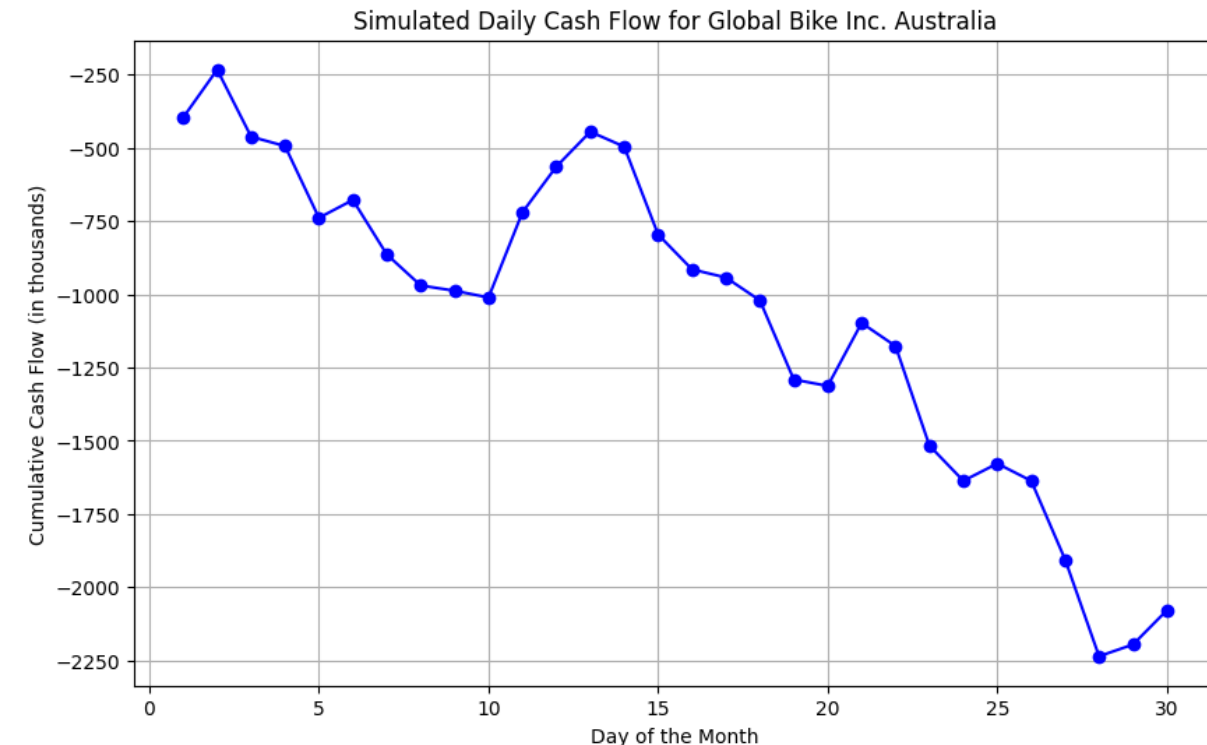
Welcome to Week 4 of our Enterprise Systems series, where we explore critical aspects of interface design evaluation and usability testing, crucial for effective user interfaces. This week, we delve into SAP S/4HANA, focusing on its essential role in financial and general ledger accounting within ERP systems. You will learn about the general ledger's function, various sub-ledgers like accounts payable and receivable, asset and bank accounting, and how these components integrate to form a robust financial system. The tutorials will provide hands-on SAP exercises, reinforcing theoretical concepts and enhancing practical understanding of systems development and ERP functionalities. Prepare to apply your knowledge in practical scenarios that highlight SAP's capabilities in real-world business contexts.

# 1. Summary of the Lecture 3: Financial Accounting in Enterprise Systems

## Overview of Financial Accounting in ERP Systems:

Lecture 3 focuses on the integration of financial accounting within Enterprise Resource Planning (ERP) systems, specifically using SAP as the primary example. Financial accounting in ERP systems is essential for capturing and managing all transactions that have financial impacts on the enterprise. This includes activities related to:

- **General Ledger (G/L) Accounting**
- **Accounts Receivable (A/R) and Payable (A/P)**
- **Asset Management**
- **Bank Accounting**



## 1. Summary of the Lecture 3: Financial Accounting in Enterprise Systems

These components are crucial for preparing financial statements such as balance sheets and income statements, which are vital for both internal and external stakeholders such as executives, auditors, banks, and shareholders.

### Key Financial Accounting Components:

1. **General Ledger Accounting:** The backbone of financial systems, recording all business transactions in detail.
2. **Accounts Receivable and Payable:** Tracking of all receivables from customers and payables to vendors, integrated with sales and procurement.
3. **Asset Accounting:** Management of company assets, from acquisition to depreciation.
4. **Bank Accounting:** Handling all transactions with financial institutions.

# 1. Summary of the Lecture 3: Financial Accounting in Enterprise Systems

## Master Data:

The lecture highlights the importance of master data in financial accounting, which includes:

- **Chart of Accounts:** Defines all accounts used in the organization.
- **General Ledger Accounts:** Specific accounts within the G/L for detailed tracking.

# 1. Summary of the Lecture 3: Financial Accounting in Enterprise Systems

## **Practical Example in Australia:**

To provide a practical example, consider a scenario where an Australian subsidiary of a global company uses SAP for its financial accounting. The subsidiary needs to adhere to both local Australian accounting standards and the global policies of its parent company.

## **Scenario:**

The Australian subsidiary of "Global Bike Inc." needs to report its financials both locally and as part of the global consolidation. The chart of accounts must adhere to Australian standards, but also align with the group's reporting requirements.

# 1. Summary of the Lecture 3: Financial Accounting in Enterprise Systems

## Example of G/L Transaction Recording:

Imagine the subsidiary sells bicycles to a local retailer. This transaction would involve several steps in the financial accounting module of SAP:

1. **Sales Entry:** Record the sale in the accounts receivable ledger, debiting A/R and crediting sales revenue.
2. **Receipt of Payment:** When payment is received, cash/bank account is debited, and A/R is credited.

Here, we see a visualization of the impact of such transactions over a month on the subsidiary's cash flow.

## 1. Summary of the Lecture 3: Financial Accounting in Enterprise Systems

The graph presents the cumulative cash flow for Global Bike Inc. Australia over a month, based on simulated data. The trend is decidedly negative, indicating that the company is spending more than it is receiving almost every day. The cumulative cash flow starts at a slightly negative value and continues to decline, reaching its lowest point by the end of the month. There are a few days where the cash flow improves slightly, suggesting days when payments received were higher than sales made. However, these are not enough to counter the overall negative trend. It's important to note that this analysis is based on randomized data and does not reflect any real financial situation. In a real-world context, such a consistent negative trend could be alarming and might suggest the need for urgent financial restructuring or investigation into the causes of the deficit.



## 1. Summary of the Lecture 3: Financial Accounting in Enterprise Systems

This plot provides a visual representation of how cash flow might vary day-to-day based on sales and receipts, helping you grasp the dynamic nature of financial accounting in a real-world business context.

The integration of financial accounting into SAP allows for seamless reporting and financial management across different geographical locations, adhering to both local and global standards. This example not only illustrates the practical use of ERP systems in financial accounting but also highlights the importance of adapting to different regulatory environments.

Based on the content in the Tutorial Week 4, it's evident that we will be learning about SAP S/4HANA with a focus on enterprise systems, particularly in ERP (Enterprise Resource Planning) systems and financial functionalities within SAP. The comprehensive set of concepts that we need to understand includes both technical aspects of SAP S/4HANA and practical applications in business scenarios, particularly in financial accounting.

The concepts and background knowledge necessary for understanding the material and problems presented in the tutorial week 4:

### 1. SAP S/4HANA Overview

- **ERP Systems:** Understanding of ERP systems as integrated software platforms that manage all core business processes.
- **SAP S/4HANA:** Features, benefits, and the specific functionalities offered by SAP S/4HANA as an ERP system.

### 2. Financial Management in SAP

- **General Ledger Accounting:** Understanding the functionalities of general ledger (G/L), including G/L master records, chart of accounts, and the significance of company code-specific data.
- **Sub-Ledgers:** Roles of Accounts Receivable, Accounts Payable, and Asset Accounting within SAP.
- **Consolidation and Reporting:** How financial data is consolidated and reported for decision-making.

### 3. Business Process Integration

- **Procure to Pay:** Understanding the flow from procurement to payment, involving suppliers and Accounts Payable.
- **Order to Cash:** The cycle from order receipt through to cash receipt, involving customers and Accounts Receivable.
- **Record to Report (R2R):** The process of capturing transactions and generating reports.

### Practical Application Example in Australia

To provide a practical example relevant to Australian context, let's consider a business scenario involving the use of SAP S/4HANA for managing financial transactions in a hypothetical Australian subsidiary of a multinational corporation.

#### Scenario:

An Australian retail company uses SAP S/4HANA to manage their procure-to-pay and order-to-cash cycles effectively. The company deals with various suppliers and customers both locally and internationally.

- **Local Supplier Payments:** Utilizing Accounts Payable for managing transactions related to local suppliers, including the integration with procurement systems.
- **Sales Reporting:** Using Accounts Receivable to record transactions from sales to Australian customers and generating financial statements to review performance.

### Practical Application Example in Australia

To provide a practical example relevant to Australian context, let's consider a business scenario involving the use of SAP S/4HANA for managing financial transactions in a hypothetical Australian subsidiary of a multinational corporation.

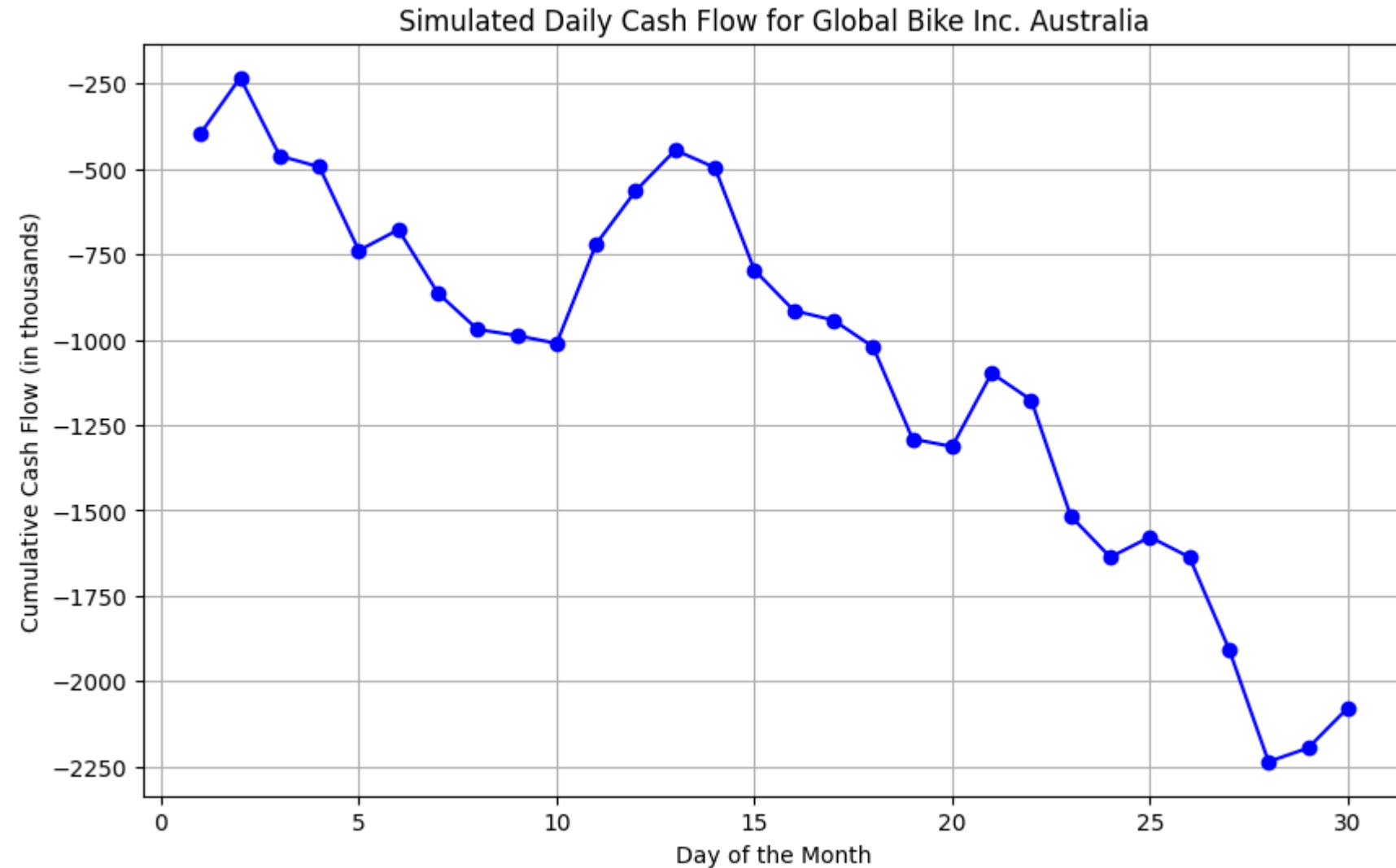
#### Scenario:

An Australian retail company uses SAP S/4HANA to manage their procure-to-pay and order-to-cash cycles effectively. The company deals with various suppliers and customers both locally and internationally.

- **Local Supplier Payments:** Utilizing Accounts Payable for managing transactions related to local suppliers, including the integration with procurement systems.
- **Sales Reporting:** Using Accounts Receivable to record transactions from sales to Australian customers and generating financial statements to review performance.

## 2. Comprehensive Guide to Teaching SAP S/4HANA in an Australian Context

Let's visualize the Order-to-Cash process flow to help students understand the sequence of operations within SAP S/4HANA.

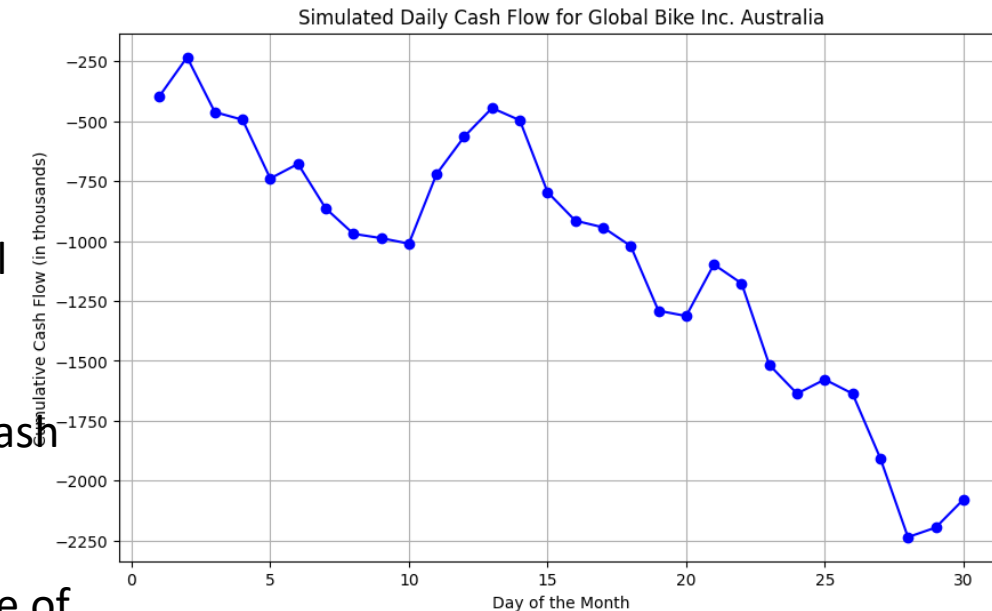




## 2. Comprehensive Guide to Teaching SAP S/4HANA in an Australian Context

Here's an analysis of the results shown in the plot:

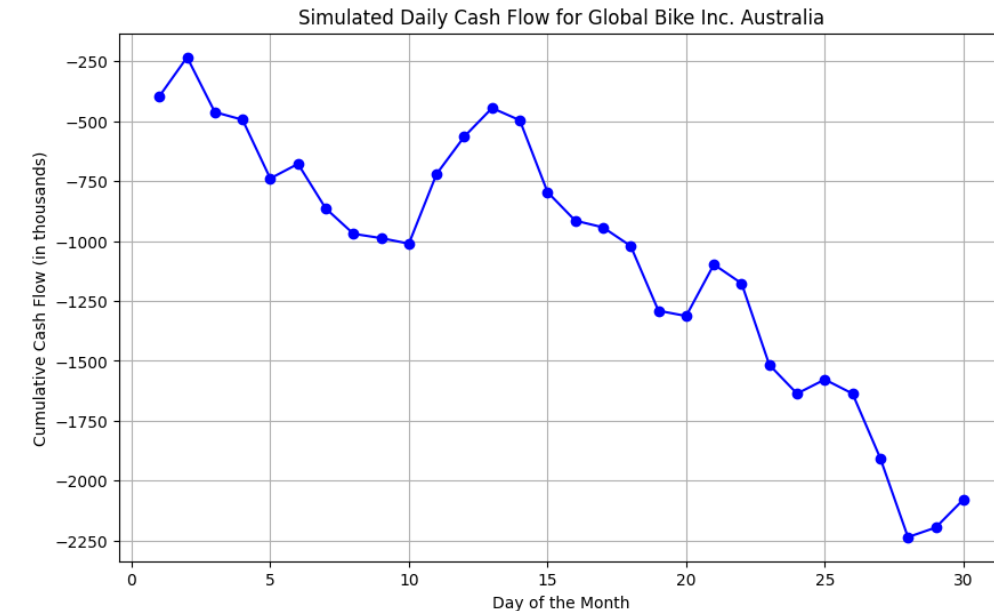
- The plot starts with a cash flow value in the negative, indicating that the company may have started the month with outstanding payments or initial expenses.
- There are several peaks and troughs indicating the inflow and outflow of cash throughout the month.
- The general trend of the plot is downward, suggesting that, over the course of the month, the cash outflows have exceeded the cash inflows.
- Towards the end of the month, the cumulative cash flow decreases significantly, which could be a concern for the company's liquidity if this trend continues.
- The plot does not go back up towards the end of the month, which might mean that there were no significant incoming payments or that the company's expenditures continued to outpace its income during this period.



## 2. Comprehensive Guide to Teaching SAP S/4HANA in an Australian Context

The negative cash flow suggests the company should evaluate its cash management strategies. It could potentially look into:

- Timing of accounts receivables: Encouraging earlier payments from customers or negotiating longer payment terms with suppliers.
- Cash reserves and financing: Ensuring there is enough cash reserve or arranging for financing options to cover periods of low cash flow.
- Expense management: Reviewing operating expenses and investment to manage outflows better.



It's also an excellent example to illustrate how such financial data can be visualized and analyzed using SAP S/4HANA, and how that analysis can inform financial decision-making.

# HOLMES INSTITUTE



## **Holmes Institute SAP Tutorial**



## SAP ERP: S/4HANA

# Introduction

### MOTIVATION

This tutorial is an introduction to the SAP S/4HANA enterprise system.

It can be used in the classroom or for self-study.

On completion of the course, students will be able to understand the basic navigation and functionality concepts of the enterprise systems

The material also serves as a reference for occasional users of SAP systems.

### LEARNING METHOD

The learning method used is "guided learning." The benefit of this method is that knowledge is imparted quickly. Students also acquire practical skills and competencies.

**Exercises, in the end, enable students to put their knowledge into practice.**

### Product

SAP S/4HANA

### Level

Introductory

### Focus

ERP Systems

### Author

Professor. Paul Hawking

**Version 3.2024**

**SAP Mentors**

## SAP ERP: S/4HANA Accounting

### MOTIVATION

This material is an introduction to SAP S/4HANA financial functionality. It is aimed at students at universities and other educational institutions with limited experience with accounting

It can be used in the classroom or for self-study.

On completion of the course, students will understand the basic concepts of general ledger accounting.

The material also serves as a reference for occasional users of SAP systems.

### LEARNING METHOD

The learning method used is "guided learning." The benefit of this method is that knowledge is imparted quickly. Students also acquire practical skills and competencies. As with an exercise, this method explains a process or procedure in detail using the GBI case study

**Exercises in the end enable students to put their knowledge into practice.**

### Product

SAP S/4HANA

### Level

Introductory

### Focus

ERP Systems- Finance

### Author

Professor Paul Hawking

### Version V3 2024



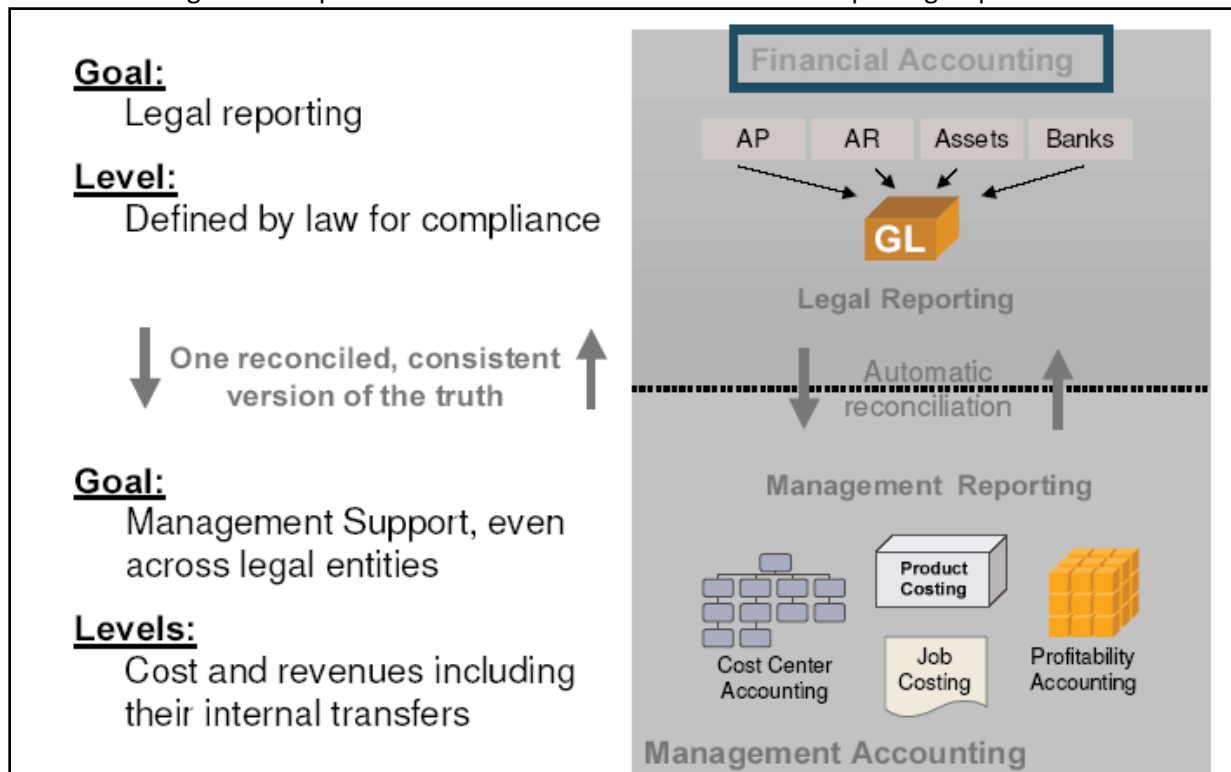
## Accounting

The function of accounting is to provide financial documentation and information for an enterprise and other interested parties that are associated with it. There are two types of accounting:

- *External accounting* is oriented more towards satisfying the information requirements of external parties. This is referred to as **Financial Accounting (FI)**.
- *Internal accounting* meets the reporting demands of internal enterprise groups. This is referred to as **Cost Accounting (CO)**.

	Financial accounting	Management accounting
Focus	External	Internal
Purpose	Legal reporting (financial statements) Tracking financial impact of processes Communicate with investors	Managing the firm with regard to costs and revenues
Content	Defined by laws and regulations	Defined by management needs

Each accounting area comprises a number of business scenarios and reporting requirements.



## Financial Accounting

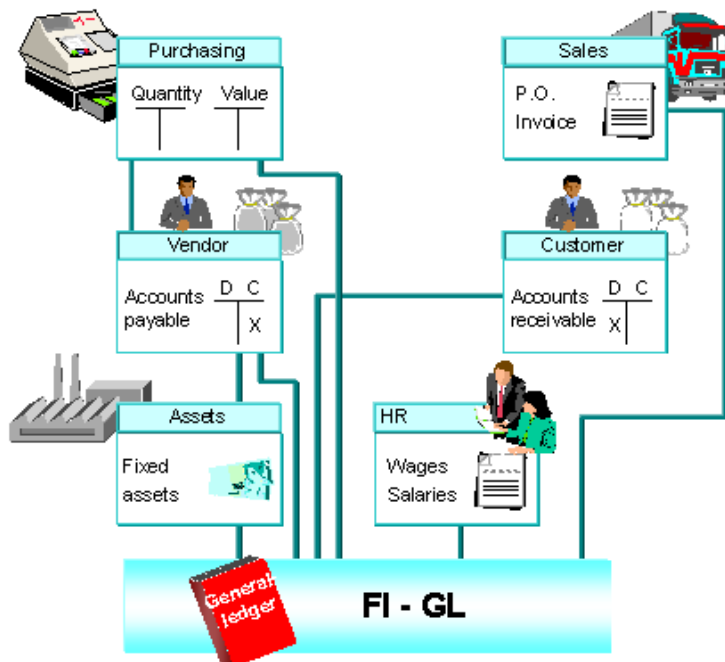
The main components of Financial Accounting are the general ledger(G/L) and sub-ledger accounting (accounts payable, accounts receivable, and asset accounting) and consolidation.

- **Accounts Payable** records all accounting transactions for dealings with suppliers. Much of its data is obtained from procurement. This supports the procure to pay business scenario.
- **Accounts Receivable** records all accounting transactions for dealings with customers. This supports the order to cash business scenario
- **Asset Accounting** records all accounting transactions relating to the management of assets.
- **Travel Management** manages and calculates travel costs and supports travel planning and travel expenses
- **Bank ledger** supports the posting of cash flows.

**General Ledger** (G/L) is the foundation of the accounting function. It serves as a complete record of all business transactions. It is the centralised, up-to-date reference for the maintaining of accounts.

Actual individual transactions can be checked at any time in real-time processing by displaying the original documents, line items, and transaction figures at various levels, such as:

- Account information
- Journals
- Totals/transaction figures
- Balance sheet/profit and loss evaluations



## General Ledger Master Records

General Ledger (G/L) account master records contain the data that is always needed by the general ledger to determine the account's function. The G/L account master records control the posting of accounting transactions to G/L accounts and the processing of the posting data. Before you can make postings to a G/L account, you need to create a master record in that account's system.

G/L account master records are divided into two areas so that companies (company codes) with the same chart of accounts can use the same G/L accounts.

- Chart of accounts area

The chart of accounts area contains the valid data for all company codes, such as the account number. It is a list of all G/L account master records which are used in one or several company codes. For every G/L account master record, the chart of accounts contains the account number, the account name and controlling information. This information is consistent across companies in the same organisation.

- Company code specific area


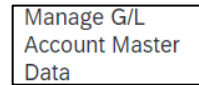
The company code specific area contains data that may vary from one company code to another, such as the currency in which the account may be posted.

The **G/L account master record in the company code** contains company code-specific information which controls the entry of data to this account and the management of the account.

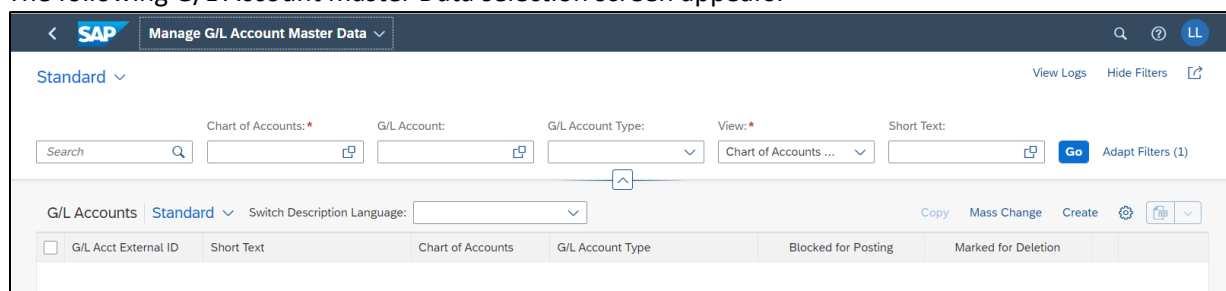
## Displaying the Chart of Accounts

Many company codes may share a chart of accounts in the same organisation. For example, Apple Australia and Apple Singapore. Each company code must be assigned a chart of accounts. Once assigned to a company code, it is used to capture information for both Financial Accounting (FI) and Cost Accounting (CO). For each G/L Account, the chart of accounts contains the account number, the account name, and additional technical information

You want to view the Chart of Accounts to understand the structure of General Ledger better.

1. Logon to SAP S/4HANA if not already logged on.
- 2.
3. Click  on the Space Selection Bar to display this Space.
4. Click  to select this function.





The following G/L Account master Data selection screen appears:








The screenshot displays the 'Manage G/L Account Master Data' selection screen in SAP S/4HANA. The interface includes a search bar, filters for 'Chart of Accounts', 'G/L Account', and 'G/L Account Type', and a table of G/L Accounts. The table has columns for 'G/L Acct External ID', 'Short Text', 'Chart of Accounts', 'G/L Account Type', 'Blocked for Posting', and 'Marked for Deletion'. The 'G/L Accounts' section is currently set to 'Standard'.




You want to view the **Chart of Accounts** for GBI Global

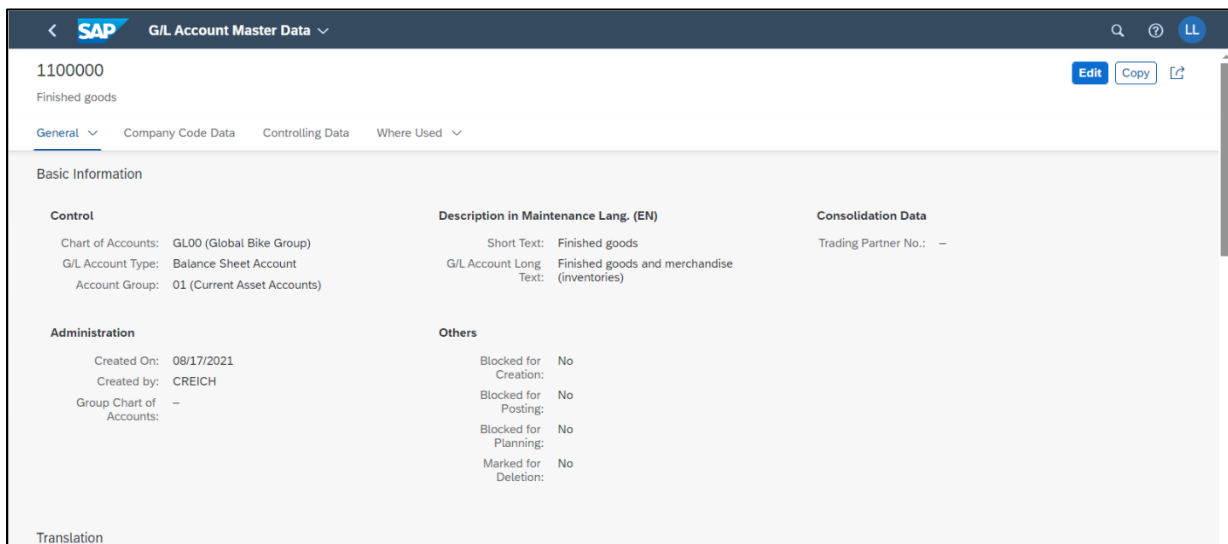
5. Click  in the Chart of Accounts\* field to display the Search screen.
6. Click  for **GL00** (Financial Statement (GBI) 000) to select this Chart of Accounts.
7. Click  to continue and return to the selection screen.
8. Click  to display the account definitions for the GBI Chart of Accounts.

As you can see there are a lot of G/L accounts in this Chart of Accounts. You can filter the list to a particular account by using the search facilities in the header of the page. For example, to view the accounts associated with Finished Goods (acct. 1100000) you:

9. Click  in the G/L Account: field to display the Search screen.
10. Type **Finished Goods** or **1100000** in the text field.
11. Click  to display the accounts that match the selection criteria.
12. Click  for 1100000 (Finished Goods) to select this account.
13. Click  to continue and return to the selection screen.
14. Click  to display the account.

To view further details:

15. Click  of the account.



**SAP G/L Account Master Data**

1100000  
Finished goods

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

**Basic Information**

Control	Description in Maintenance Lang. (EN)	Consolidation Data
Chart of Accounts: GL00 (Global Bike Group)	Short Text: Finished goods	Trading Partner No.: -
G/L Account Type: Balance Sheet Account	G/L Account Long Text: Finished goods and merchandise (inventories)	
Account Group: 01 (Current Asset Accounts)		

**Administration**

Created On: 08/17/2021	Blocked for Creation: No
Created by: CREICH	Blocked for Posting: No
Group Chart of Accounts: -	Blocked for Planning: No
	Marked for Deletion: No

Translation



The Chart of Accounts includes a structure for Account codes.

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

---

What type of account is this account?

---

### The Chart of Accounts Applied to the General Ledger

The General Ledger is a version of the Chart of Accounts implemented for each Company. Each G/L Account being used by a company code is defined by the Charts of Accounts (Account Group, Numbering, Type, Description). Although there is a consistent definition of accounts in the General Ledger additional information needs to be added for specific company codes especially when these companies operate in different countries for example Currency, tax etc. In this way, in an organisation, a chart of accounts may be used by several company codes, with each having its own unique information and settings (different countries) but at the same time facilitating the integration of accounting information across the organisation. For example, Account 600000 would reflect sales transactions in each company.

16. Click **Company Code Data** to view company code specific data for the Finished Goods account (110000).

SAP G/L Account Master Data

1100000  
Finished goods

General Company Code Data Controlling Data Where Used

Company Code Data

Company Code Assignment (2)


Controlling Area	Company Code	Co...	Account Currency	Marked for Deletion	Open Item Managem...	Open Item Mgmt by ...	Post Automatically O...	Blocked for Posting
EU00	DE00	GL...	EUR	No	No	No	No	No
NA00	US00	GL...	USD	No	No	No	No	No


The screen indicates that this Account is used in the DE00 – Global Bike Germany GmbH and US00 Global Bike Inc. Company Codes. Also, it indicates that the currency for DE00 is euros (EUR) and US dollars (USD) for US00.

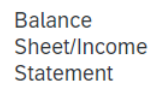


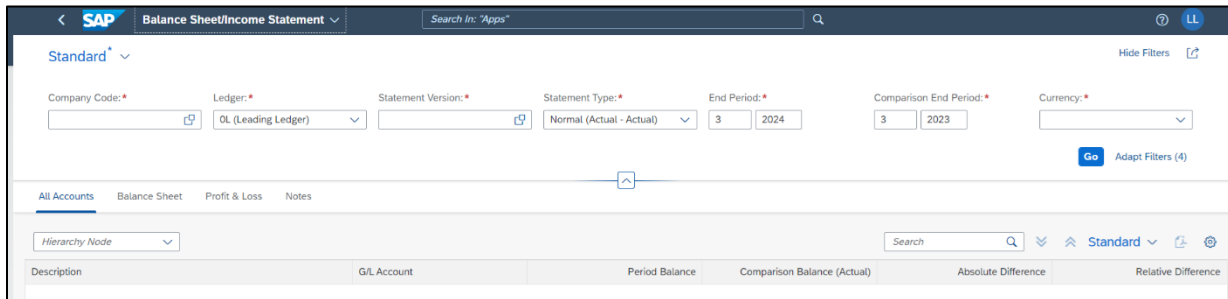
## Display Financial Statements

Often Financial staff need to display financial statements which involves Balance Sheets and Profit and Loss statements for a company to gain insight to company's performance. These reports are generated by analysing all the relevant accounting line items. From these reports, a user can also access the line items of a specific G/L account or customer/supplier line items. To do this:

17. Click  to return to the home screen.

18. Click  on the Space Selection Bar to display this Space.

19. Click  to display a selection screen.



The screenshot shows the SAP 'Balance Sheet/Income Statement' selection screen. The 'Company Code\*' field is empty. The 'Ledger\*' is set to '0L (Leading Ledger)'. The 'Statement Version\*' is empty. The 'Statement Type\*' is set to 'Normal (Actual - Actual)'. The 'End Period\*' is set to '3' and '2024'. The 'Comparison End Period\*' is set to '3' and '2023'. The 'Currency\*' is empty. The 'Go' button is visible. Below the selection fields, there are tabs for 'All Accounts', 'Balance Sheet', 'Profit & Loss', and 'Notes'. The 'All Accounts' tab is selected. A search bar is present. The table below shows the hierarchy of accounts.

Description	G/L Account	Period Balance	Comparison Balance (Actual)	Absolute Difference	Relative Difference
> Assets		0.00 USD	-355,489,500.00 USD	355,489,500.00 USD	100.0
> Profit & Loss Statement		0.00 USD	355,489,500.00 USD	-355,489,500.00 USD	-100.0
>		0.00 USD	0.00 USD	0.00 USD	0.0

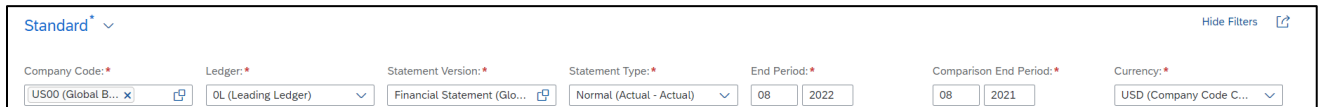
20. Type **US00** (Company Code for Global Bike Inc.) in the **Company Code\*** field.

21. Type **G000** in the **Statement Version\*** field.

22. Type **08 2022** in the **End Period\*** field.

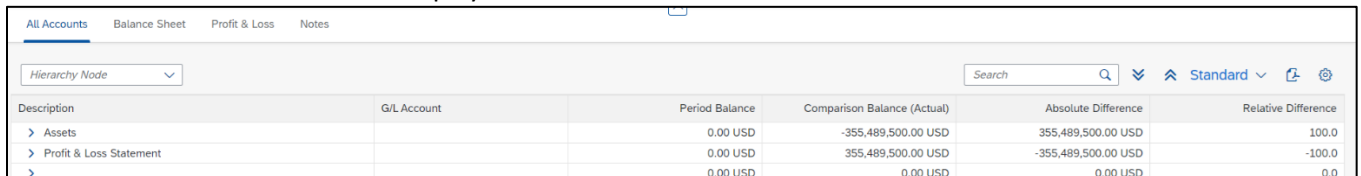
23. Type **08 2021** in the **Comparison End Period\*** field

Similar to below:



The screenshot shows the SAP 'Balance Sheet/Income Statement' selection screen with filters applied. The 'Company Code\*' is set to 'US00 (Global B...)'. The 'Ledger\*' is set to '0L (Leading Ledger)'. The 'Statement Version\*' is set to 'Financial Statement (Glo...)'. The 'Statement Type\*' is set to 'Normal (Actual - Actual)'. The 'End Period\*' is set to '08' and '2022'. The 'Comparison End Period\*' is set to '08' and '2021'. The 'Currency\*' is set to 'USD (Company Code C...)'. The 'Go' button is visible.

24. Click  to display the results.



The screenshot shows the SAP 'Balance Sheet/Income Statement' results table. The table has columns for 'Description', 'G/L Account', 'Period Balance', 'Comparison Balance (Actual)', 'Absolute Difference', and 'Relative Difference'. The data is as follows:

Description	G/L Account	Period Balance	Comparison Balance (Actual)	Absolute Difference	Relative Difference
> Assets		0.00 USD	-355,489,500.00 USD	355,489,500.00 USD	100.0
> Profit & Loss Statement		0.00 USD	355,489,500.00 USD	-355,489,500.00 USD	-100.0
>		0.00 USD	0.00 USD	0.00 USD	0.0

The data is displayed in a hierarchy to assist the user with navigation. To display all the data:

25. Click



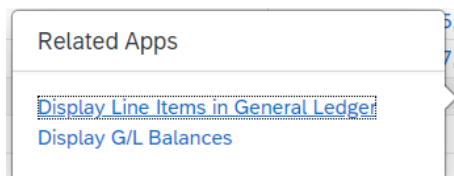
Description	G/L Account	Period Balance	Comparison Balance (Actual)	Absolute Difference	Relative Difference
Assets		0.00 USD	-355,489,500.00 USD	355,489,500.00 USD	100.0
1 Current Assets		0.00 USD	-355,489,500.00 USD	355,489,500.00 USD	100.0
Inventories of raw materials, consumables and supp	1000000	0.00 USD	6,009,500.00 USD	-6,009,500.00 USD	-100.0
Work in progress (inventories)	1040000	0.00 USD	915,465,500.00 USD	-915,465,500.00 USD	-100.0
Finished goods and merchandise (inventories)	1100000	0.00 USD	-1,277,509,500.00 USD	1,277,509,500.00 USD	100.0
Merchandise inventories	1140000	0.00 USD	505,250.00 USD	-505,250.00 USD	-100.0
Bank 1	1810000	0.00 USD	-5,250.00 USD	5,250.00 USD	100.0
Bank 2	1820000	0.00 USD	45,000.00 USD	-45,000.00 USD	-100.0
Profit & Loss Statement		0.00 USD	355,489,500.00 USD	-355,489,500.00 USD	-100.0
Revenues		0.00 USD	-45,000.00 USD	45,000.00 USD	100.0
Sales	4000000	0.00 USD	-45,000.00 USD	45,000.00 USD	100.0
Expenditure		0.00 USD	355,534,500.00 USD	-355,534,500.00 USD	-100.0

You will notice that the aggregated period balances on appear at the top of each hierarchy level.

As mentioned previously one of the strengths of these types of systems is to be quickly navigate to related data enabling a user to gain an insight as to the factors that contribute to balance. The highlighted data on the screen indicates that a user can drill-down to further detail. For example:

26. Click the **Comparison balance (Actual)** for **Merchandise inventories**.

A dialog screen appears;



27. Click Display Line Items in General Ledger

The following screen appears;

Line Items (1,002) Standard										Line Item Details	
Status	Assignment Reference	Journal Entry	Journal Entry T...	Posting Date	Posting Key	Amount in Company Code ...	Tax Code	Clearing Journal Entry	Profit Center	Segment	Journal En
Company Code: US00 - Global Bike Inc.						505,250.00	USD				
						505,250.00	USD				

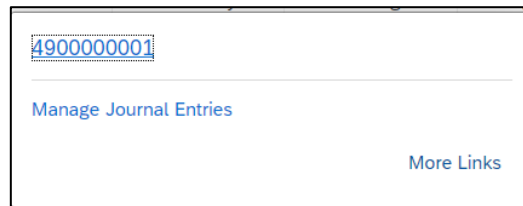
28. Click > next to **Company Code: US00 - Global Bike Inc.** to expand the hierarchy.

The G/L Account associated with the balance is displayed.

29. Click > of this account to display the Journal Entries which contributed to the merchandise inventories balance.

30. Click the first **Journal Entry** number to display its details.

A dialog screen appears.



31. Click [Manage Journal Entries](#).


Details of the Journal Entry appear. This includes the amount, quantity, business area, and controlling area.


### Post Transfer of Funds to an Account

The General Ledger contains a number of accounts. In some scenarios, funds may need to be transferred between accounts. In this exercise you are going to generate a journal entry for the US GBI company to transfer funds (\$USD5,000) from the Consumables account (1010000) to the Concessions bank account (100000).

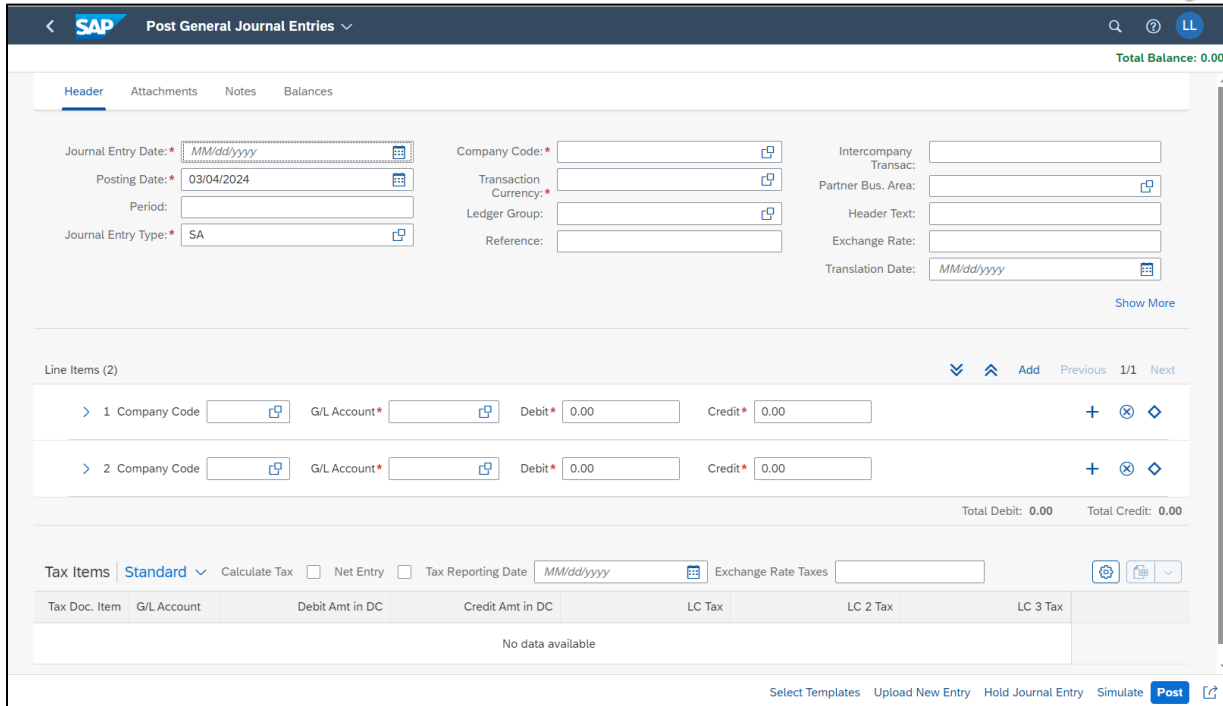
To create a Journal Entry you are going to use the **Post General Journal Entries** app.



32. Click  to return to the home screen.

33. Click  on the Space Selection Bar to display this Space.

34. Click  to display the posting screen.



The screenshot shows the SAP 'Post General Journal Entries' interface. The 'Header' tab is active. Fields include: Journal Entry Date (MM/dd/yyyy), Posting Date (03/04/2024), Period, Journal Entry Type (SA), Company Code, Transaction Currency, Ledger Group, Reference, Intercompany Transac, Partner Bus. Area, Header Text, Exchange Rate, and Translation Date (MM/dd/yyyy). The 'Line Items (2)' section shows two lines with Company Code, G/L Account, Debit, and Credit fields. The 'Tax Items' section is set to 'Standard' with 'Calculate Tax' and 'Net Entry' checkboxes. A table at the bottom shows 'No data available' for Tax Doc. Item, G/L Account, Debit Amt in DC, Credit Amt in DC, LC Tax, LC 2 Tax, and LC 3 Tax.

First you need to indicate the Journal Entry Date.

35. Click  in the **Journal Entry Date** field to display the calendar.

You will notice that today's date is highlighted.

36. Click **<ENTER>** to transfer today's date to the **Journal Entry Date** field.

The Posting Date has defaulted to the same date but you could make the Posting date sometime in the future. For this exercise you will leave it as it is. You now need to indicate the company which is involved in the transfer.

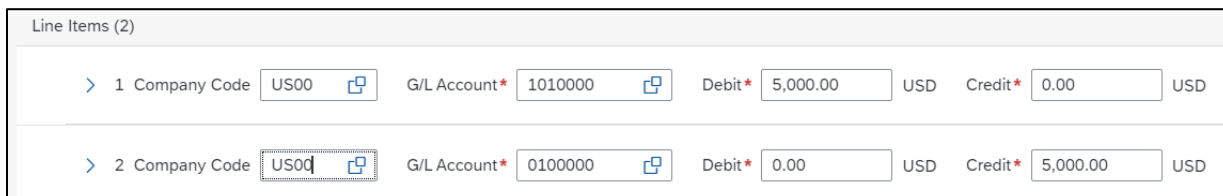
37. Type **US00** in the **Company Code** field to indicate GBI US.

As monies are often transferred in different currencies to need to indicate the currency type.

38. Type **USD** in the **Transaction Currency** field.

Now you need to enter the details of the transfer. Transfer funds (\$USD5,000) from the Consumables account (debit) to the Concessions bank account (credit)

39. Type the following details



The screenshot shows the 'Line Items (2)' section of the SAP interface. It contains two lines with the following details:

Line	Company Code	G/L Account	Debit	Currency	Credit	Currency
1	US00	1010000	5,000.00	USD	0.00	USD
2	US00	0100000	0.00	USD	5,000.00	USD



You can test if the postings are correct by simulating the posting.

40. Click **Simulate** to test the postings

No errors should appear and a summary of the Journal Entry appears. You are now ready to make the transfer of post it.

41. Click **Post** to complete the transfer.

The details of the posting appears. Notice that it indicates which user was involved what time it occurred.

### Display G/L Account Balance

You can now view the impact that the Journal Entry had on the accounts involved. It is important for users to be able to quickly view the balance of different accounts. The accounting function underpins all businesses process in a company. The General Ledger and its accounts is the area where accounting activity is recorded. Throughout the exercises you will be continually reviewing the general ledger accounts to get an understanding how the various business processes and their associated transactions impact on the accounting function.

42. Click **SAP** to return to the home screen.

43. Click **Financial Accounting** on the Space Selection Bar to display this Space.

44. Click **Display G/L Account Balances** app to start this application.

The following screen appears:


You will notice that there are a number of fields in the **Header** area which require data.

45. Type **US00** in the **Company Code** field.

As you type the relevant data for US GBI Bike is displayed.

46. Click **US00** to select it and transfer the details to the **Company Code** field.
47. Type **1010000** (Consumables) in the **Account** field.

Again, notice that as you type, the available accounts are being searched automatically and those which match are being displayed.

48. Click **101000 Consumables** to select it.
49. Ensure that the **Ledger Fiscal Year** matches the current year.
50. Click  to display the details.

A screen similar to below appears:



Period	Debit Amount in Company Code Currency	Credit Amount in Company Code Currency	Balance Amount in Company Code Curre...	Ending Balance Amount in Company Cod...
Opening Balance				0.00
001/2024				0.00
002/2024				0.00
003/2024	5,000.00	0.00	5,000.00	5,000.00
004/2024				5,000.00

Notice that this account has been debited.

*If your numbers are different, can you explain why?*

Answer: Other students have also been using this account.

Now you need to view the account balance of the account that was to be credited to ensure that the posting has occurred. Rather than enter most of the same details again you can just change the account number.

51. Click the  in **G/L Account:** field.
52. Type **100000** in the **G/L Account** field.
53. Click  to display the details.

A screen similar to below appears:

Period	Debit Amount in Company Code Currency	Credit Amount in Company Code Currency	Balance Amount in Company Code Curre...	Ending Balance Amount in Company Cod...
Opening Balance				0.00
001/2024				0.00
002/2024				0.00
003/2024	0.00	5,000.00	-5,000.00	-5,000.00
004/2024				-5,000.00


Notice that this account has been credited indicating the posting has been successful.






### Journal Entry - Business Scenario

The business scenario is that you need some office supplies immediately. You drive down to OfficeWorks and buy \$175 of supplies (paper, folders, and a software package) and pay for the purchase with a company check drawn on your alternate bank account. Two Cost Center's budgets (Internal Services-\$80, IT Costs-\$95) in the company will incur these costs.

54. Click  to return to the home screen.

55. Click  on the Space Selection Bar to display this Space.

56. Click  to display the posting screen.

First you need to indicate the Journal Entry Date.

57. Click  in the **Journal Entry Date** field to display the calendar.

You will notice that today's date is highlighted.

58. Click **<ENTER>** to transfer today's date to the **Journal Entry Date** field.

You now need to indicate the company which is involved in the transfer.

59. Type **US00** in the **Company Code** field to indicate GBI US.

As monies are often transferred in different currencies to need to indicate the currency type.

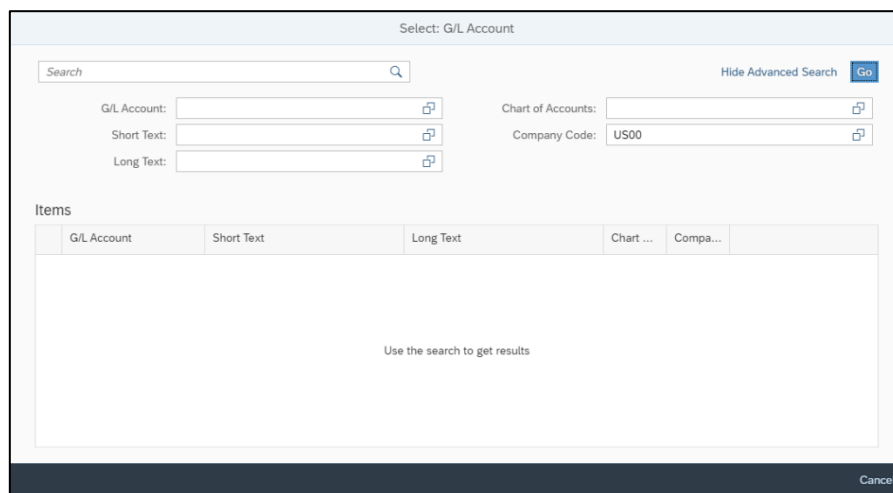
60. Type **USD** in the **Transaction Currency** field.

61. Type **###** (your id) in the **Reference** field.

62. Type **OfficeWorks** in the **Header Text** field.

You now need to provide the sending account details, the type of transfer, and the amount. However, you are not sure what the account number for the Supplies Expense account. You will need to search for it.


63. Click  in the first row of the **G/L Account** field to display the search facility.





The screen is requesting the G/L Account number but you are unsure what this number is. You need to search by description.

64. Type **Supplies\*** in the **Short Text:** field.

65. Click  to display the search results.

The following results appear:

Select: G/L Account

G/L Account Description

supplies

X

Q

Go

Show Filters

Items (3)

G/L Acct External ID	Company Code	Chart of Accou...	G/L Account Name	G/L Account Long Name	Alternative G/L
6815000	US00	GL00	Office supplies	Office supplies	
1020000	US00	GL00	Production Supplies	Production Supplies (inventories	
6850000	US00	GL00	Other oper. supplies	Other operating supplies	

The account you require is the Office supplies account.

66. Click the first column to select this record and transfer these details.

67. Type **80** in the **Debit** field.

68. Press **<ENTER>** to display additional fields

You now need to indicate which Cost Centre's budget will be impacted. This data is displayed in the **Account Assignment** area.

69. Type **NAIS1000** for (Internal Services).in the **Cost Center:** field.

Now you need to repeat the process for the second Cost Center.

70. Scroll down to the next input area.

>	2	Company Code	US00		G/L Account*		Debit*	0.00	USD	Credit*	0.00	USD
---	---	--------------	------	---	--------------	---	--------	------	-----	---------	------	-----

71. Type **6850000** (Other oper. supplies) in the **G/L Account** field.

72. Type **95** in the **Debit** field.

73. Press **<ENTER>** to display additional fields


You now need to indicate which Cost Centre's budget will be impacted.

74. Type **NAIS1000** for (Internal Services).in the **Cost center** field.

At the bottom of the screen there is a summary of the transactions.

Total Debit: <b>175.00</b> USD	Total Credit: <b>0.00</b> USD
--------------------------------	-------------------------------

You have indicated which cost center accounts will be contributing to the purchase of the office supplies. However, funds from the Consumables account will be used to pay OfficeWorks. The debited amounts need to be credited to the Consumables account. To do this you need to add an additional line item.

75. Scroll to the top of the screen and click  to add another line item (3).



76. Scroll to the bottom of the screen to access the new line item.
77. Type **1010000** (Consumables) in the **G/L Account** field on the first line.
78. Type **175** in the **Credit** field.
79. Press **<ENTER>** to check the details.

You have entered all the required details and should simulate the posting to detect any errors.

80. Click **Simulate** to test the postings

A screen similar to below should appear:

The screenshot shows the SAP 'Manage Journal Entries - Entry View' for 'Journal Entry (YCJLN31GEX)'. The header section contains the following details:

Field	Value
Journal Entry Date:	03/04/2024
Posting Date:	03/04/2024
Posting Period:	3 / 2024
Journal Entry Type:	SA (G/L Account Document)
Company Code:	US00
Transaction Currency:	USD
Reference:	###
Reference Document Type:	BKPF (Actg Doc.Direct Inpt)
Header Text:	OfficeWorks
Journal Entry Created By:	-
Entered At (Local Time):	-

Below the header, there is a section for 'Line Items (3)' with a 'Standard' dropdown. The table below shows the line items:

Posting View L...	G/L Account	Profit Center	Debit	Credit
000001	6815000 (Office supplies)		80.00 USD	0.00 USD
000002	6850000 (Other oper. supplies)		95.00 USD	0.00 USD
000003	1010000 (Consumables)		0.00 USD	175.00 USD

As there are no errors you are now ready to make the transfer of post the Journal Entry.

81. Click **Post** to complete the transfer.

### Display General Ledger Account Balances

You now need to display and confirm by individual account number the activity and associated balances for several accounts in the general ledger of the US GBI company.

Previously you displayed account balances in the general ledger (**steps 25 to 31**)

82. Repeat these steps for each of the accounts involved in the purchase of office supplies

What is the account balance for:

- Consumables?
- Supplies Expenses?

You have now completed the exercises on Financial Accounting. However, as accounting underpins all other company processes the exercises will continually be referring to accounting functions.