

Summary of Lecture 3 and 5 – Tutorial Week 4 & 5



1. Summary of Lecture 3: Financial Accounting
2. Summary of Lecture 4: Procurement
3. Tutorial Weeks 4 and 5

Lecturer/Tutor: Dr. Farshid Keivanian



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**



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.

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.

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:

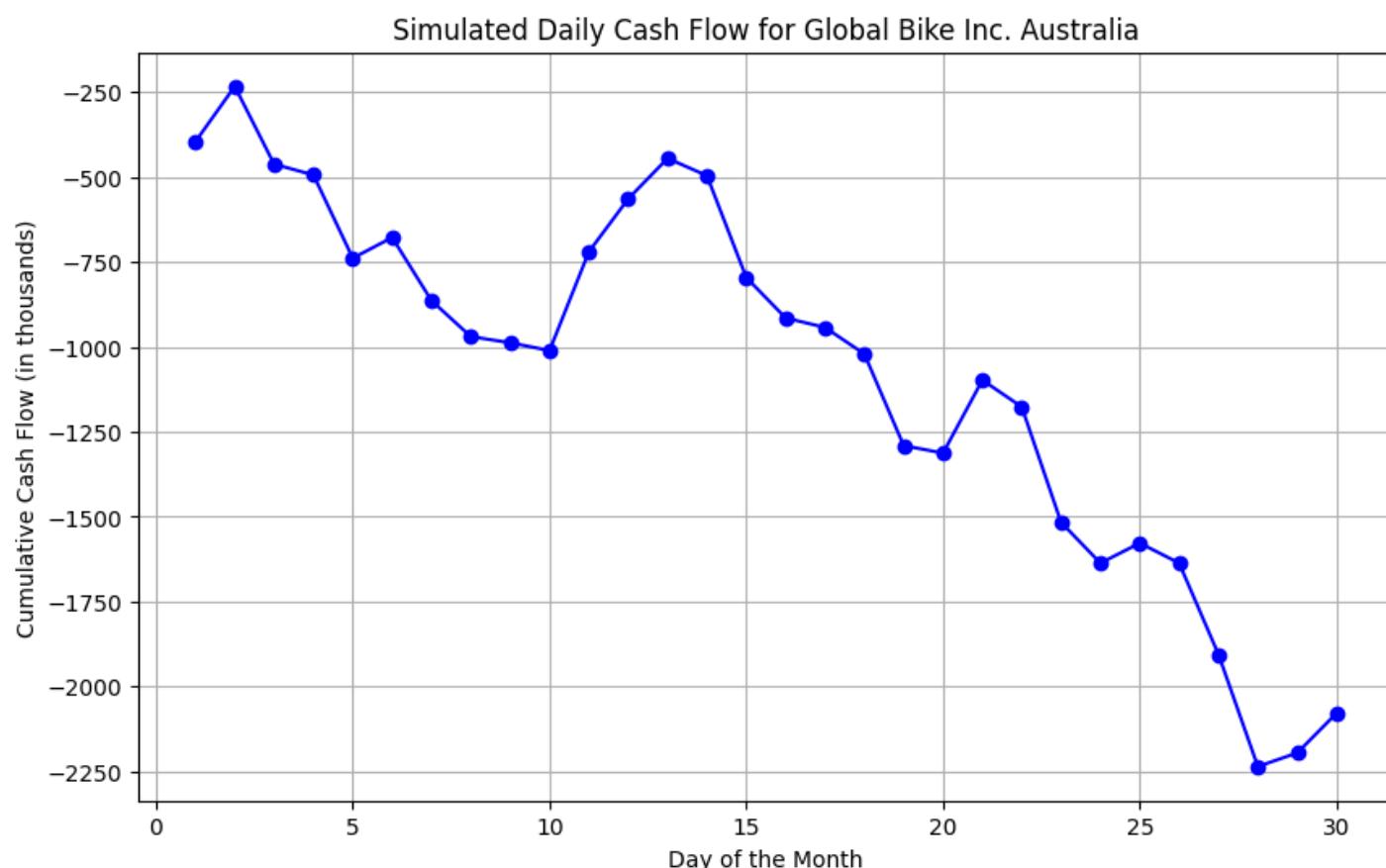
The Australian subsidiary of "Global Bike Inc." needs to report its financials both locally and as part of the global consolidation. The chart of accounts must adhere to Australian standards, but also align with the group's reporting requirements.

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



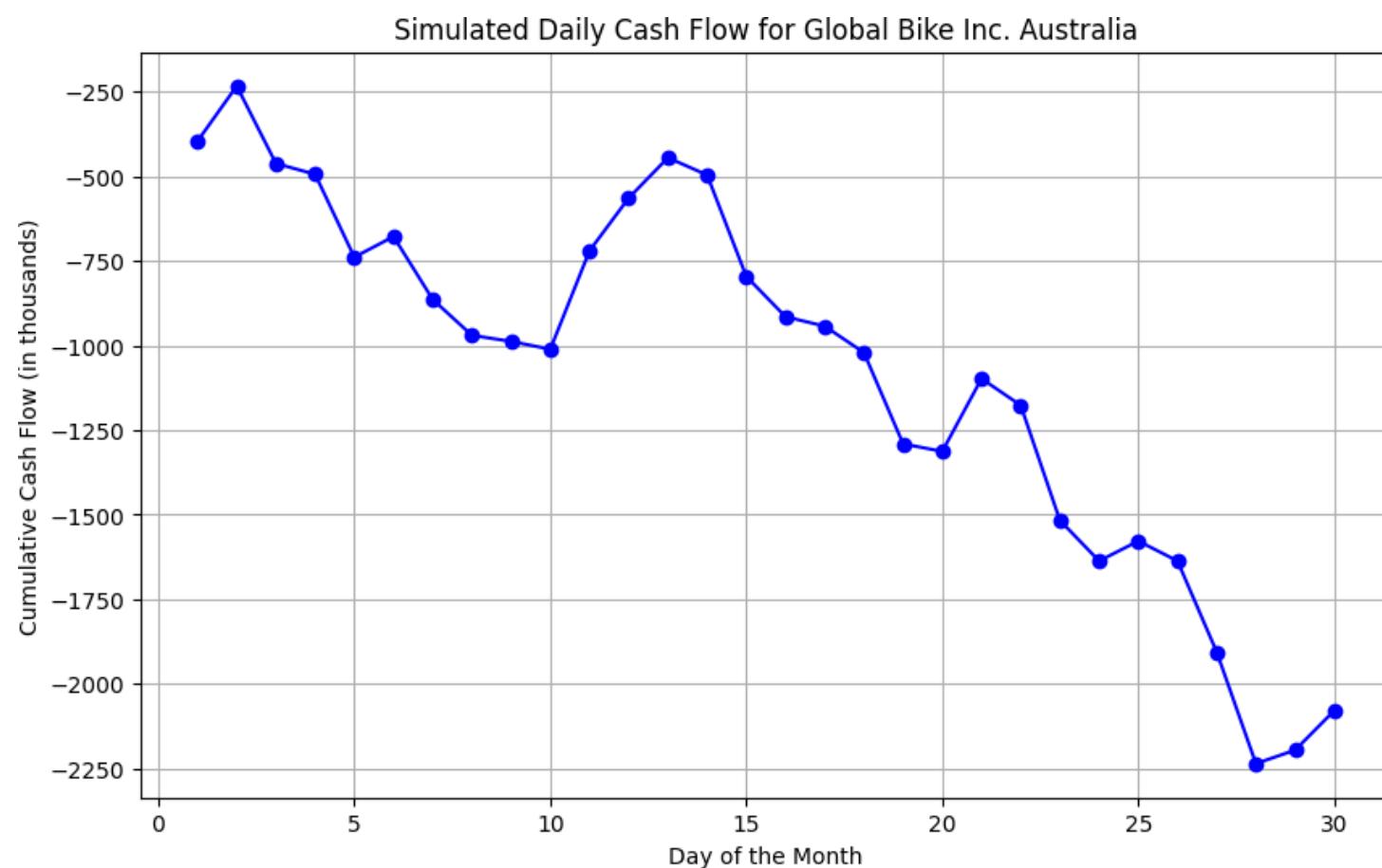
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The graph presents the cumulative cash flow for Global Bike Inc. Australia over a month, based on simulated data.

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.



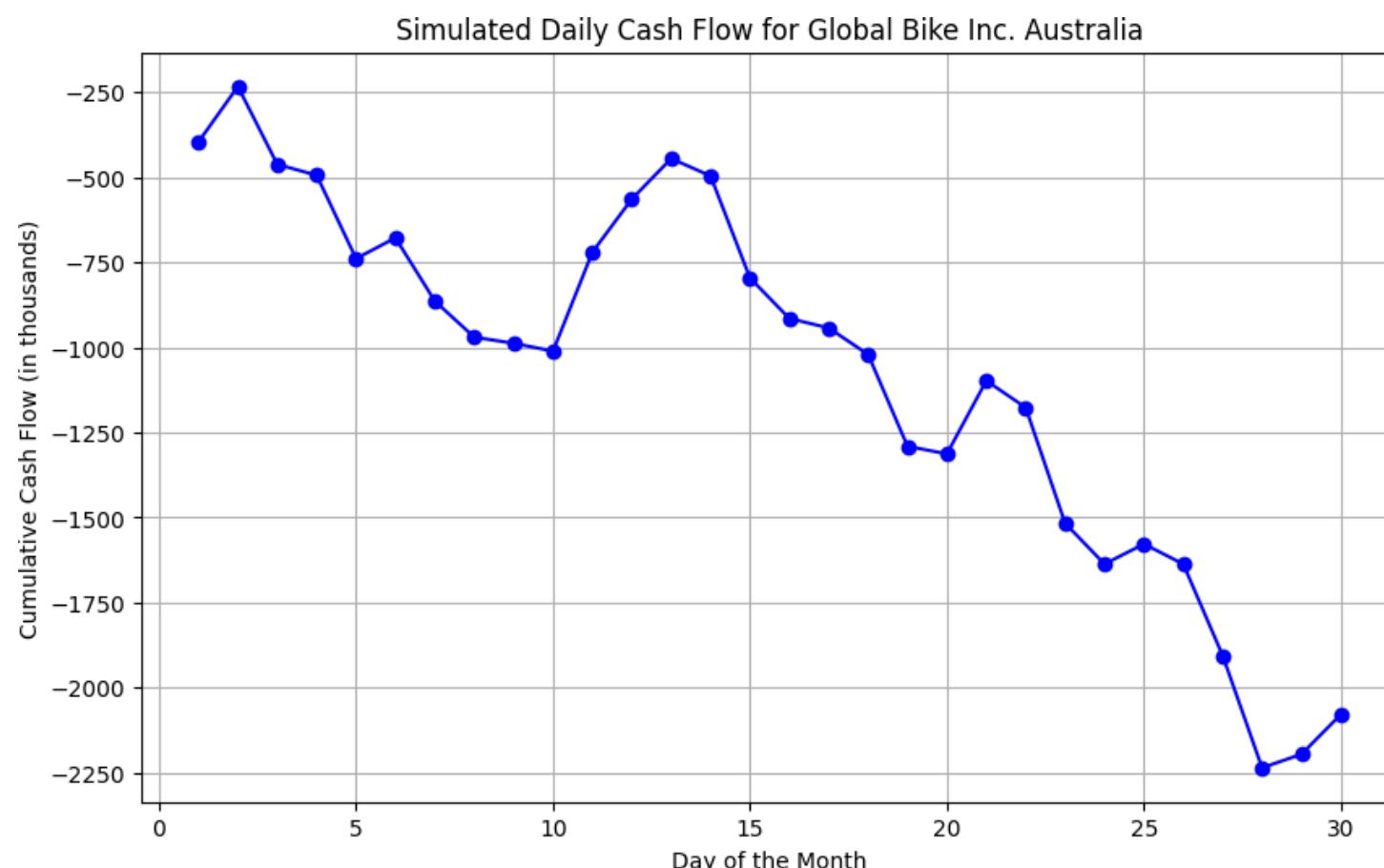
1. Summary of the Lecture 3: Financial Accounting in Enterprise Systems



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This plot provides a visual representation of how cash flow might vary day-to-day based on 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.



2. Summary of Lecture Week 4 - Optimizing Procurement and Inventory Management in Australia: A Comprehensive Approach

Organizational Units and Master Data

- **Organizational Structure:** The lecture emphasizes the importance of organizing procurement around distinct units such as companies, plants, and storage locations. This structure facilitates localized management of resources, crucial in a geographically diverse market like Australia, where supply chain operations might span across multiple states or regions.
- **Master Data Management:** Critical for efficient procurement, master data includes information on materials, vendors, and accounts. In Australia, managing this data accurately ensures compliance with local regulations and standards, streamlining operations across different jurisdictions.

2. Summary of Lecture Week 4 - Optimizing Procurement and Inventory Management in Australia: A Comprehensive Approach

Procurement Process

- **Steps of the Procurement Cycle:** Starting with determining requirements and ending with payment processing, each step is integral to maintaining a robust procurement system. In an Australian context, particular attention must be given during the vendor selection process to ensure alignment with local supplier standards and ethical sourcing practices.
- **Material Requirements Planning (MRP):** This process involves planning order quantities and timings based on production needs. For Australian companies, this means adapting to local market demands and seasonal variations, which can significantly affect inventory levels and procurement needs.

2. Summary of Lecture Week 4 - Optimizing Procurement and Inventory Management in Australia: A Comprehensive Approach



Procurement Reporting and Technologies

- **SAP Material Management (MM):** Utilized to manage procurement activities within an organization, SAP MM integrates with other business functions such as finance and sales. In Australia, leveraging SAP MM can help businesses better manage their procurement activities by providing detailed reporting and analytics, essential for making informed decisions in a dynamic economic environment.
- **Technological Integration:** With the rise of digital transformation in Australia, integrating advanced technologies like AI for predictive analytics in procurement processes can lead to more proactive management of resources and improved operational efficiencies.

2. Summary of Lecture Week 4 - Optimizing Procurement and Inventory Management in Australia: A Comprehensive Approach

Inventory Management Systems

- **Types of Inventory Systems:** The lecture discusses various systems such as fixed order quantity and fixed time period models. In Australia, choosing the right system could depend on the nature of the goods, market conditions, and the geographical spread of operations.
- **Just-In-Time (JIT) Systems:** Particularly beneficial for Australian industries where reducing inventory holding costs is crucial due to high real estate prices. JIT can help minimize waste and improve cash flow, which is vital for maintaining competitiveness in the market.

2. Summary of Lecture Week 4 - Optimizing Procurement and Inventory Management in Australia: A Comprehensive Approach

Practical Applications

- Implementing effective inventory management practices such as JIT and cycle counting can significantly reduce overhead costs and improve the responsiveness of businesses to market changes.
- The strategic selection of vendors and the careful management of supplier relationships are critical in Australia, where distance and logistics can impact supply chain efficiency.

2. Summary of Lecture Week 4 - Advanced Procurement Strategies and Applications in the Australian Market



Master Data in Procurement

1. Material Master Data: Central to procurement, this includes detailed descriptions, units of measure, weight, and material groups. In Australia, where standards and regulations may vary, having detailed master data ensures compliance and aids in accurate procurement operations across different states.

2. Vendor Master Data: Essential for maintaining information about suppliers. This data includes addresses, payment terms, and contact details which are critical for establishing and maintaining supplier relationships within the Australian market.

3. Purchasing Info Record: Links specific vendors to materials or groups of materials, including conditions such as pricing and discounts. For Australian businesses, this record is crucial for negotiating terms that meet local market dynamics and competitive conditions.

2. Summary of Lecture Week 4 - Advanced Procurement Strategies and Applications in the Australian Market

Master Data in Procurement

Procurement Process Steps

- 1. Purchase Requisition:** Initiates the procurement process; can be created manually or automatically by Material Requirements Planning (MRP). This step is vital for Australian companies to manage inventory efficiently, especially in industries like manufacturing where material needs can fluctuate due to market demands.
- 2. Source of Supply:** Involves identifying whether to source from internal (like distribution centers) or external suppliers. This decision is particularly significant in Australia where the choice between local versus international suppliers can impact lead times, costs, and compliance with trade regulations.

2. Summary of Lecture Week 4 - Advanced Procurement Strategies and Applications in the Australian Market



3. Vendor Selection: Involves a Request for Quotation (RFQ) process, crucial for selecting the most cost-effective and reliable suppliers. Australian businesses need to consider local vendor capabilities and competitive pricing to optimize their supply chain.

4. Purchase Order Processing: Formal request to a vendor to supply goods or services under specified conditions. For Australian businesses, creating purchase orders with accurate vendor and material data ensures that operations are streamlined and compliant with legal requirements.

2. Summary of Lecture Week 4 - Advanced Procurement Strategies and Applications in the Australian Market

Practical Application in Australia

- **Compliance and Localization:** Adhering to Australian standards and regulations is crucial. Businesses must ensure that their procurement processes are designed to meet local requirements such as safety standards, environmental regulations, and labor laws.
- **Supplier Relationships:** Establishing strong relationships with local suppliers can lead to better pricing, loyalty discounts, and improved supply chain reliability. This is especially important in Australia's often geographically dispersed market.

2. Summary of Lecture Week 4 - Advanced Procurement Strategies and Applications in the Australian Market

- **Technology Integration:** Implementing advanced procurement technologies like SAP ECC helps Australian companies enhance efficiency. The integration of ERP systems can automate many procurement tasks, reduce errors, and provide real-time analytics to support decision-making.
- **Strategic Sourcing:** Australian companies benefit from strategic sourcing practices that reduce costs and improve efficiency. This includes negotiating bulk purchase agreements or long-term contracts with key suppliers to ensure price stability and supply continuity.

By focusing on these advanced procurement strategies and their practical applications within the Australian context, businesses can optimize their procurement processes to achieve greater efficiency, compliance, and profitability in a competitive market.

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2. Summary of Lecture Week 4 - Streamlining Procurement in Australia: Compliance, Efficiency, and System Integration



- **Goods Receipt (GR)**
- **Process Overview:** In this stage, goods received from external vendors or produced internally are officially recorded. This step is crucial as it impacts stock levels and financial records.
- **Relevance to Australia:** Given Australia's strict trade and import regulations, ensuring accurate goods receipt documentation is essential for compliance. This includes verifying that the goods match the purchase orders, which is critical for customs and quarantine processes.

2. Summary of Lecture Week 4 - Streamlining Procurement in Australia: Compliance, Efficiency, and System Integration



Invoice Verification

- **Process Overview:** Invoice verification involves matching the invoices received from vendors with the purchase orders and the goods receipts. Discrepancies can lead to invoices being blocked until resolved, which is crucial for maintaining financial accuracy.
- **Relevance to Australia:** For Australian businesses, particularly those in sectors like retail or manufacturing where large volumes of goods are procured, efficient invoice verification processes can prevent financial discrepancies and help in managing cash flows effectively. Automating this process can reduce human error and improve operational efficiency.

2. Summary of Lecture Week 4 - Streamlining Procurement in Australia: Compliance, Efficiency, and System Integration



Payment Processing

- **Process Overview:** This final step involves the actual payment of invoices, which is only executed after successful invoice verification. This step closes the procurement cycle.
- **Relevance to Australia:** Effective payment processing is vital for maintaining healthy supplier relationships, crucial in the Australian market where late payments can affect business credibility and lead to supply chain disruptions. Implementing electronic payment systems that comply with Australian banking standards can expedite this process.

2. Summary of Lecture Week 4 - Streamlining Procurement in Australia: Compliance, Efficiency, and System Integration



Integration with Other Processes

- The procurement process doesn't operate in isolation but is integrated with other business functions such as accounting, quality management, and inventory control. This integration is facilitated by systems like SAP, which can handle complex data needs and reporting requirements.
- **Relevance to Australia:** Integration is particularly important in Australia due to the need for detailed reporting to regulatory bodies, effective stock management across potentially vast geographic distances, and alignment with local financial practices.

2. Summary of Lecture Week 4 - Streamlining Procurement in Australia: Compliance, Efficiency, and System Integration



Practical Example: Victoria University Procure to Pay Process

- **Case Study Insights:** Victoria University's approach to handling 25,000 invoices annually with a "No PO No Pay" policy demonstrates a practical application of procurement principles. By enforcing this policy, the university streamlined its processes, significantly reducing per invoice costs from \$37 to best practice costs of \$3.09.
- **Relevance to Australian Institutions:** This case highlights the importance of strict procurement policies to ensure financial discipline and efficiency, a practice that can be adopted by other Australian institutions to optimize costs and improve process speeds.

2. Summary of Lecture Week 4 - Streamlining Procurement in Australia: Compliance, Efficiency, and System Integration

This detailed explanation of the procurement process provides insights into how each step can be tailored to meet the specific business and regulatory needs in Australia, emphasizing the importance of compliance, efficiency, and integration with broader business systems.



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HS2041 – Enterprise Systems

Workshop 2 - Accounting

Overview

- 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

- 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.
 - **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

- Sub-ledger accounting includes:

- **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.



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Financial Accounting

6. Tutorial Week 2 & 3

A) SAP Log in: <https://m32z.ucc.ovgu.de/sap/bc/ui2/flp?sap-client=274&sap-language=EN>

Username) Learn-XXX

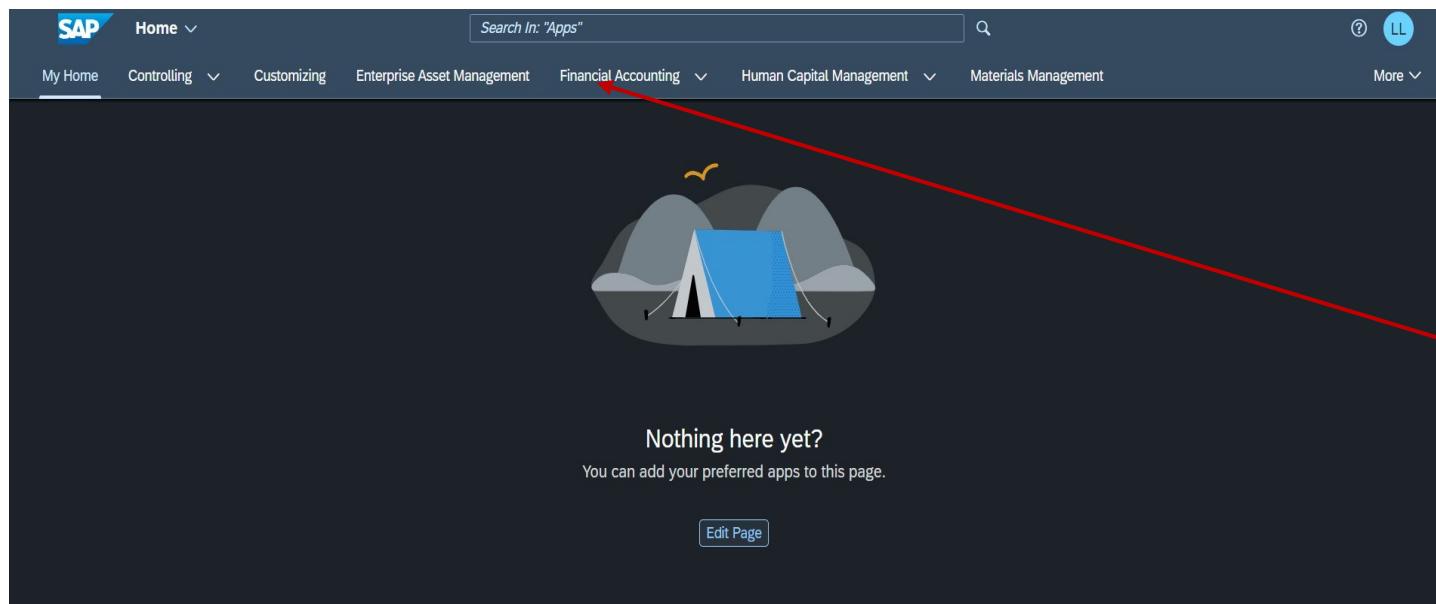
Initial Password) learnGBI

Client) 274

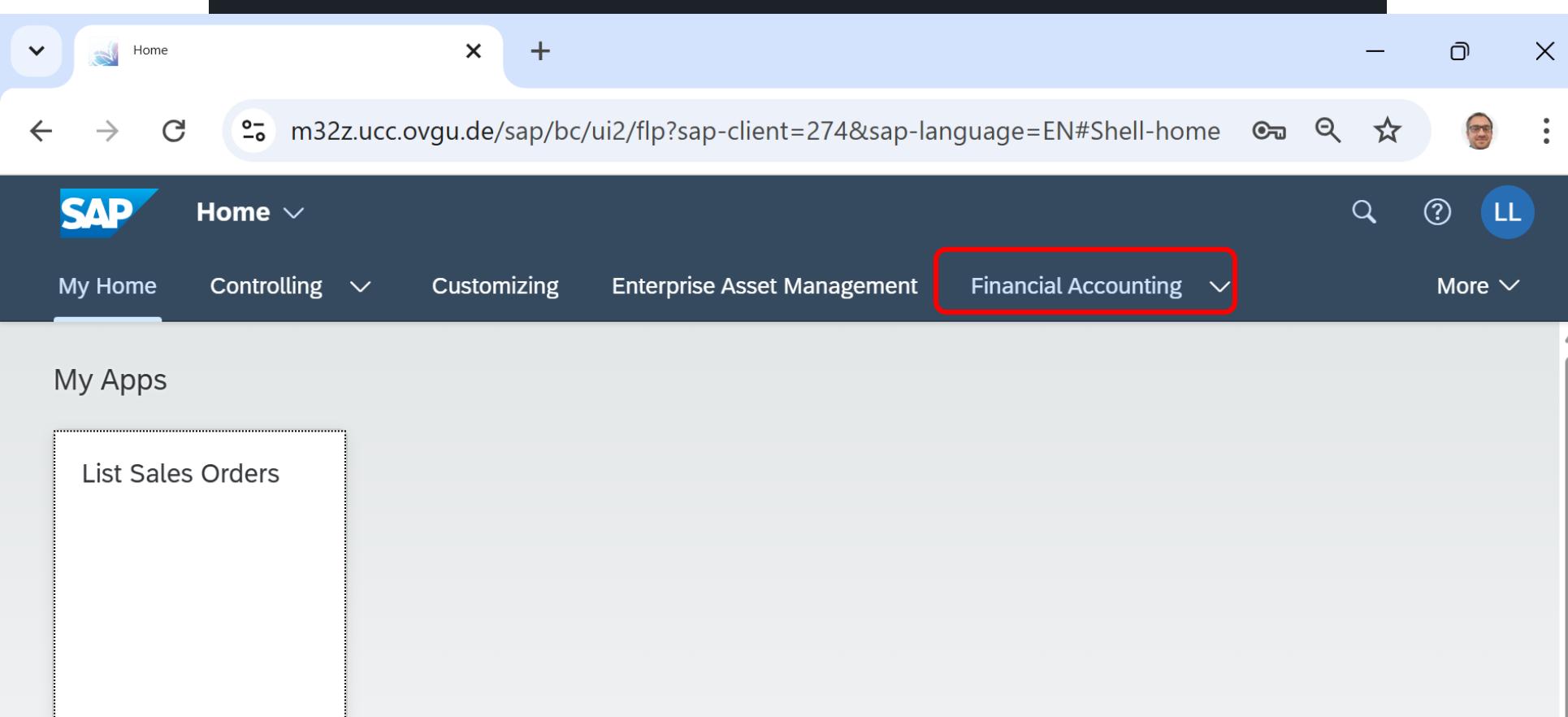
The screenshot shows a web browser window with the URL <https://m32z.ucc.ovgu.de/sap/bc/ui2/flp?sap-client=274&sap-language=EN> in the address bar. The page displays an SAP log-on form. The form includes fields for Username (containing "Learn-XXX"), Password (containing "....."), Language (set to "EN - English"), Client (set to "274"), and a "Log On" button. A red oval highlights the entire right side of the form, encompassing the password field, language dropdown, client input, and the "Log On" button. Below the form, there is a link labeled "Change Password".

Exploring the Financial Accounting Space

- For the Introduction workshop (Week 4 & 5), we will be using the Controlling space from the Selection bar.



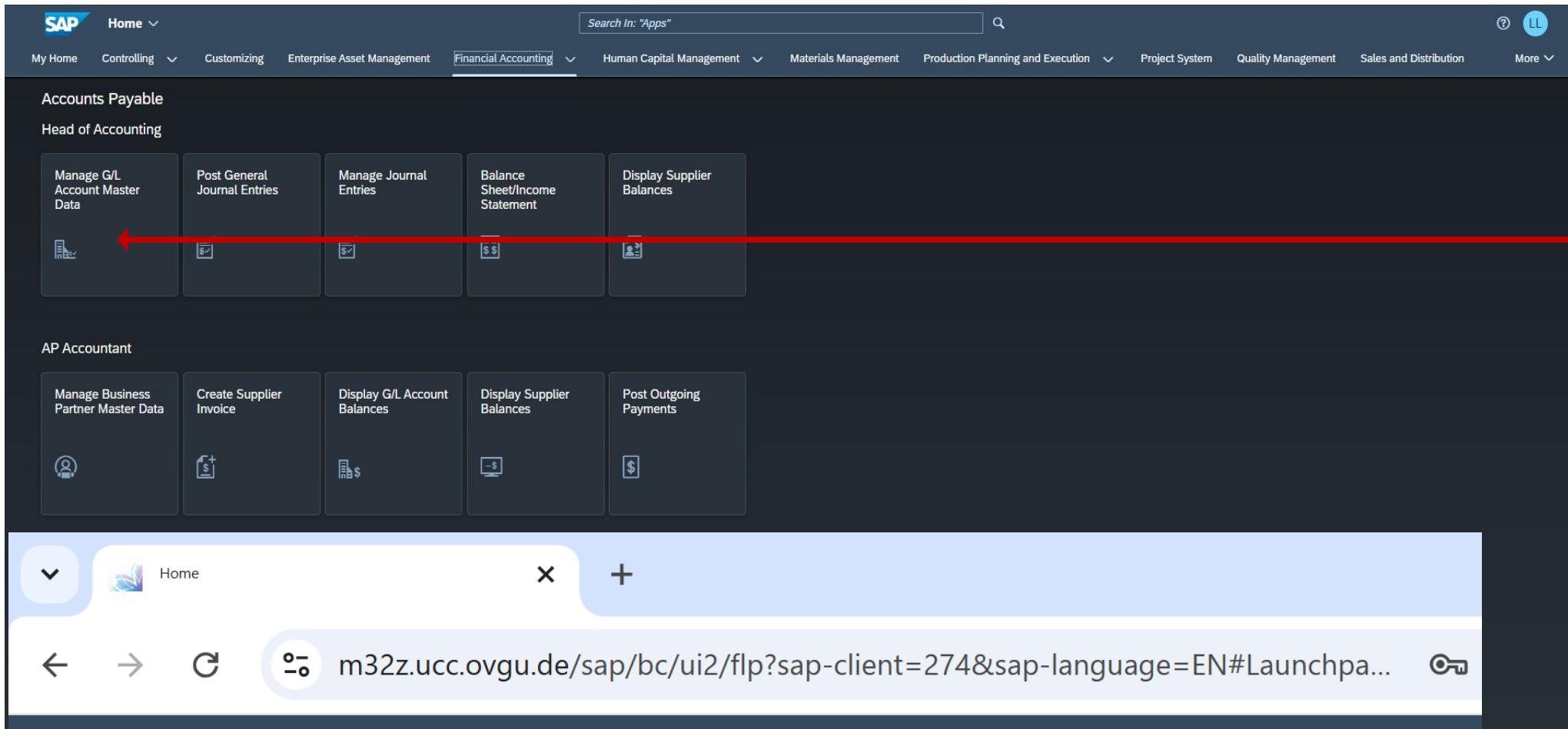
Click on **Financial Accounting** in the Space Selection Bar



The screenshot shows a web browser window with the SAP Fiori Launchpad. The top navigation bar includes links for Home, My Home, Controlling, Customizing, Enterprise Asset Management, Financial Accounting (which is highlighted with a red box), Human Capital Management, Materials Management, and More. Below the navigation bar, there is a search bar labeled "Search In: 'Apps'" and a placeholder text "Nothing here yet? You can add your preferred apps to this page." At the bottom left, there is a section titled "My Apps" containing a single item: "List Sales Orders". The URL in the browser's address bar is "m32z.ucc.ovgu.de/sap/bc/ui2/flp?sap-client=274&sap-language=EN#Shell-home".

SAP S4/HANA Financial Accounting

- To understand the structure of G/L Account, view the Chart of Accounts



Accounts Payable

Head of Accounting

- Manage G/L Account Master Data
- Post General Journal Entries
- Manage Journal Entries
- Balance Sheet/Income Statement
- Display Supplier Balances

AP Accountant

- Manage Business Partner Master Data
- Create Supplier Invoice
- Display G/L Account Balances
- Display Supplier Balances
- Post Outgoing Payments

Home x +

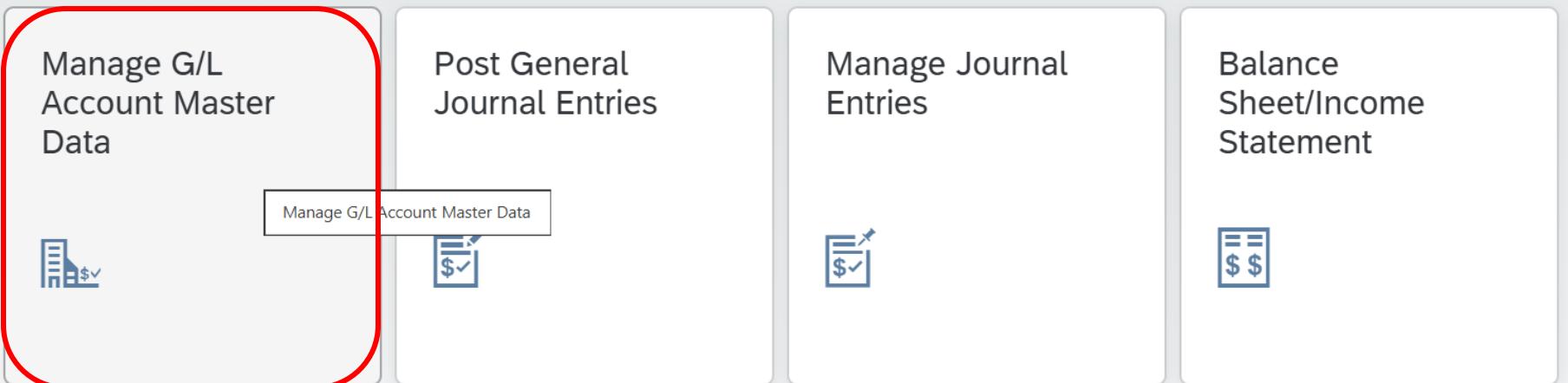
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SAP Home

My Home Controlling Customizing Enterprise Asset Management Financial Accounting Holmes Institute

Accounts Payable

Head of Accounting



Manage G/L Account Master Data

Post General Journal Entries

Manage Journal Entries

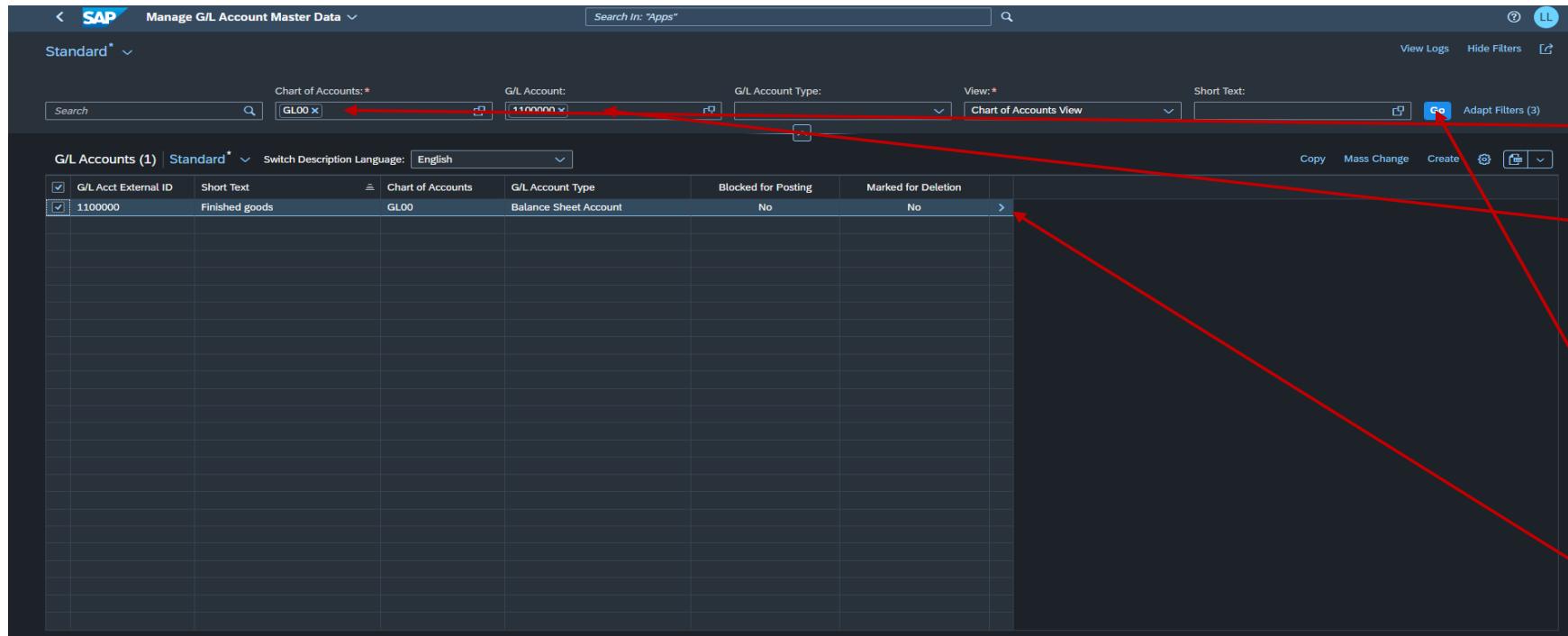
Balance Sheet/Income Statement

To view the
Chart of
Accounts,
Click on

Manage G/L
Account
Master
Data

SAP S4/HANA Financial Accounting

- To view the Chart of Accounts for GBI Global

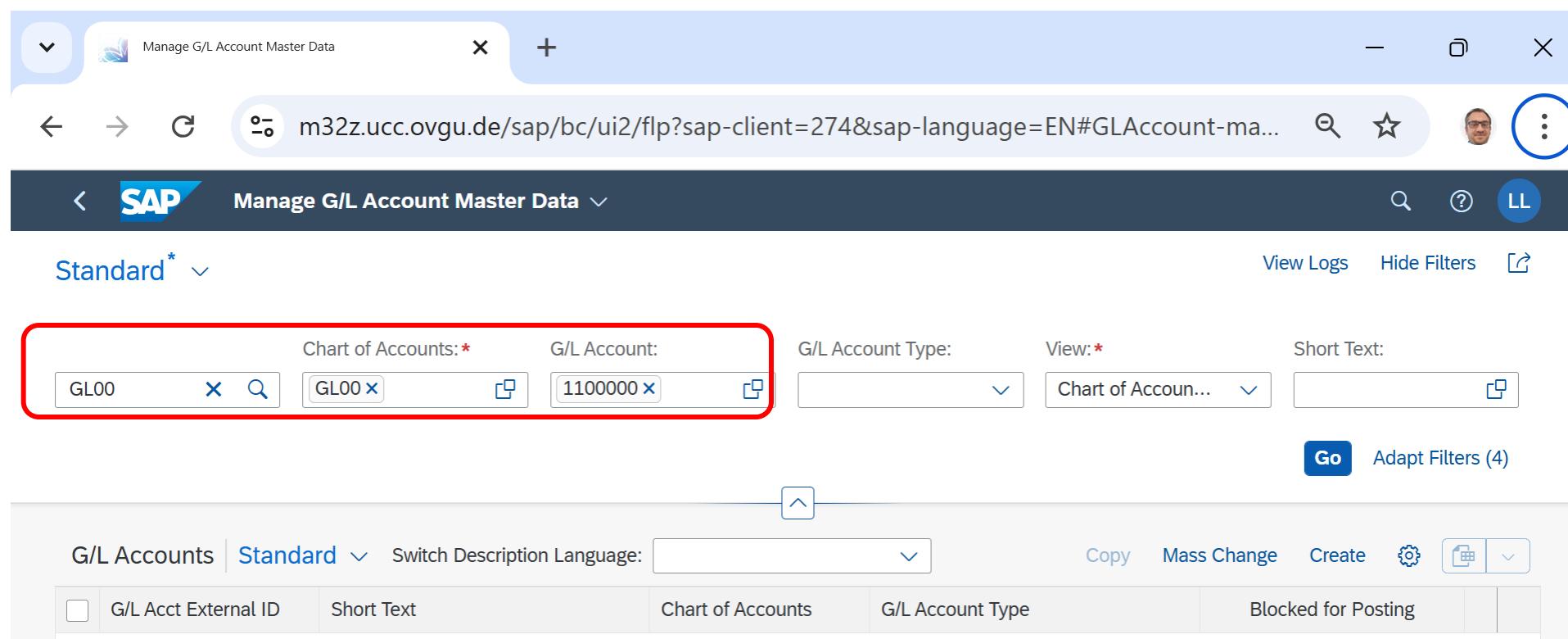


The screenshot shows the SAP S4/HANA Manage G/L Account Master Data interface. At the top, there are several input fields: 'Chart of Accounts:' with 'GL00' selected, 'G/L Account:' with '1100000' selected, 'G/L Account Type:', 'View:', and 'Short Text:'. Below these is a table with one row, where the 'G/L Account' column also contains '1100000'. A red arrow points from the text 'Enter GL00 or select from the search screen in the Chart of Accounts field.' to the 'Chart of Accounts:' field. Another red arrow points from the text 'Enter 1100000 (Finished Goods) or select from the search screen in the G/L Account field' to the 'G/L Account:' field.

Enter **GL00** or
select from the
search screen in
the Chart of
Accounts field.
Enter **1100000**
(Finished Goods)
or select from the
search screen in
the G/L Account
field

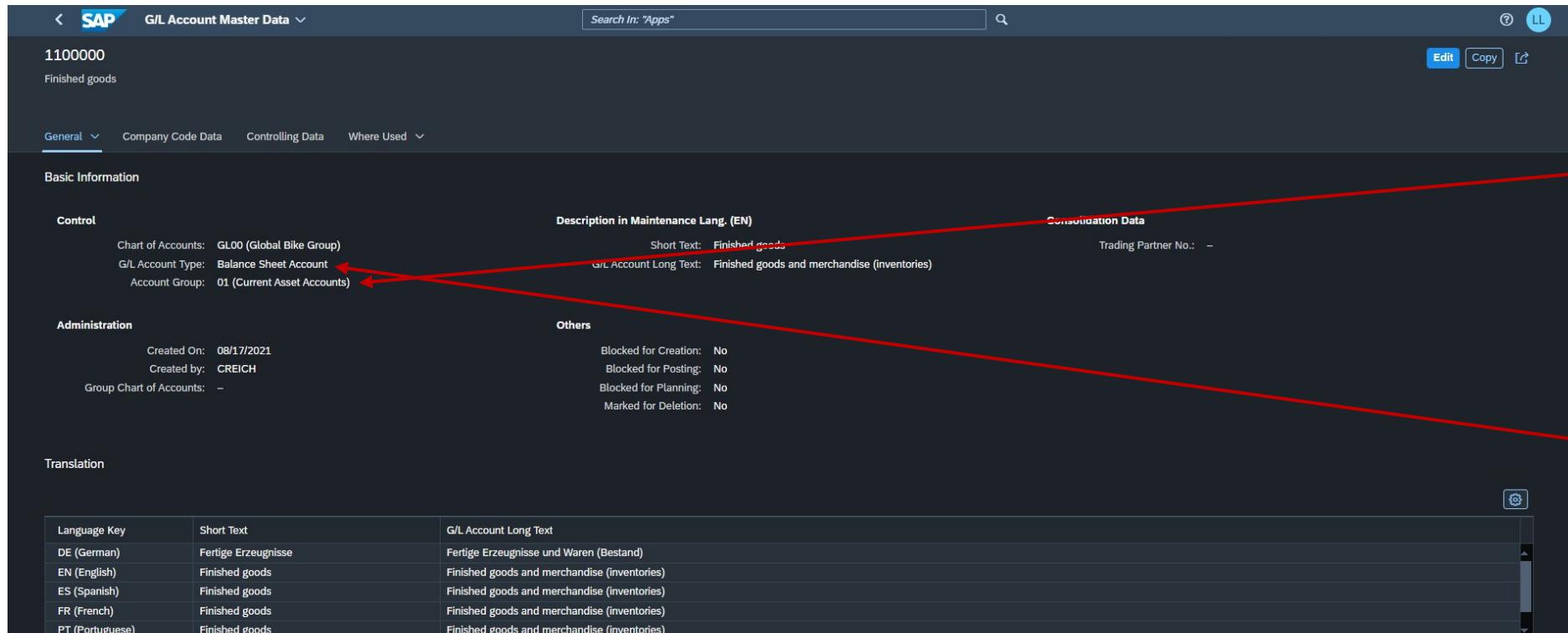
Press GO Click >
on the account
list

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The screenshot shows the SAP S4/HANA Manage G/L Account Master Data interface. The search parameters at the top are 'Chart of Accounts:' (GL00), 'G/L Account:' (1100000), 'G/L Account Type:', 'View:', and 'Short Text:'. Below the search bar is a table with one row, where the 'G/L Account' column shows '1100000'. A red box highlights the search criteria ('GL00' in both 'Chart of Accounts:' and 'G/L Account:' fields). A blue circle highlights the 'Go' button. The bottom part of the screen shows the table structure with columns: G/L Acct External ID, Short Text, Chart of Accounts, G/L Account Type, and Blocked for Posting.

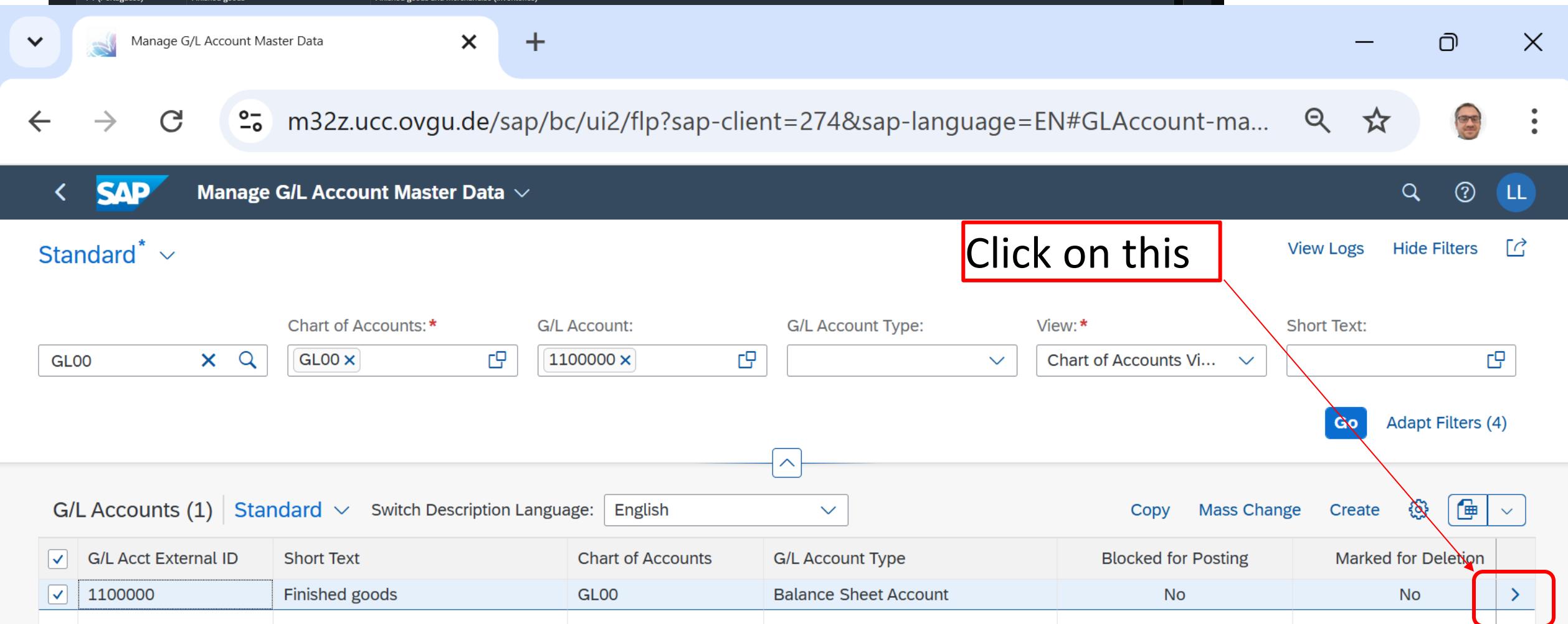
■ The Chart of Accounts is displayed



The screenshot shows the SAP G/L Account Master Data interface for account 1100000. The account is assigned to the Global Bike Group (GL00) and is a Balance Sheet Account (01 - Current Asset Accounts). It has a short text of "Finished goods" and a long text of "Finished goods and merchandise (inventories)". The interface includes tabs for General, Company Code Data, Controlling Data, and Where Used. A red arrow points from the question "What Account Group is this G/L assigned to?" to the GL Account Type field. Another red arrow points from the question "What type of Account is this?" to the Account Group field.

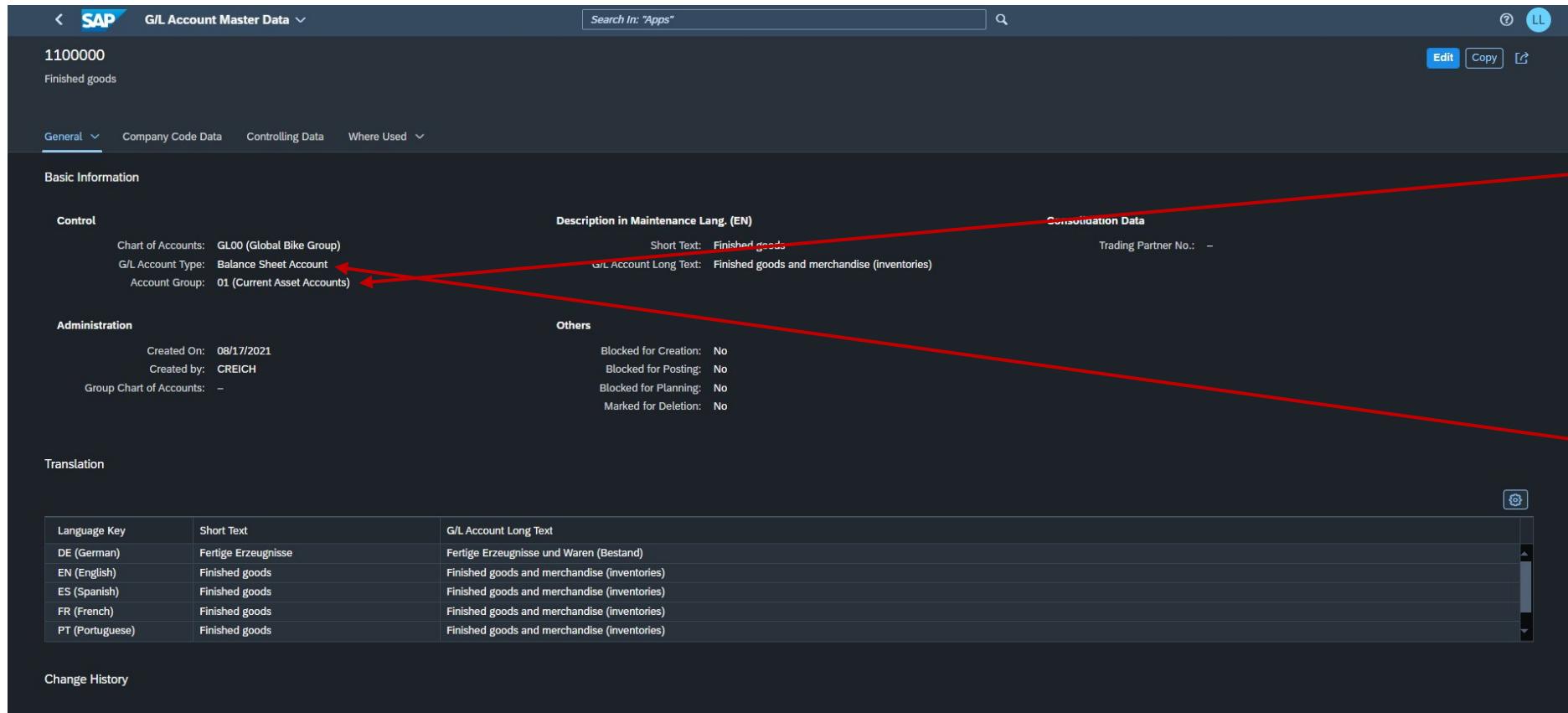
What Account Group is this G/L assigned to?

What type of Account is this?



The screenshot shows the SAP Manage G/L Account Master Data search interface. It features filters for Chart of Accounts (GL00), G/L Account (1100000), G/L Account Type, View (Chart of Accounts View), Short Text, and a Go button. A red box highlights the "View" filter with the instruction "Click on this". Below the search bar, there's a summary of 1 G/L Account found, and a table with columns: G/L Acct External ID, Short Text, Chart of Accounts, G/L Account Type, Blocked for Posting, and Marked for Deletion. A red box highlights the "Create" button in the toolbar, and another red box highlights the "Next" button (>) at the bottom right of the table.

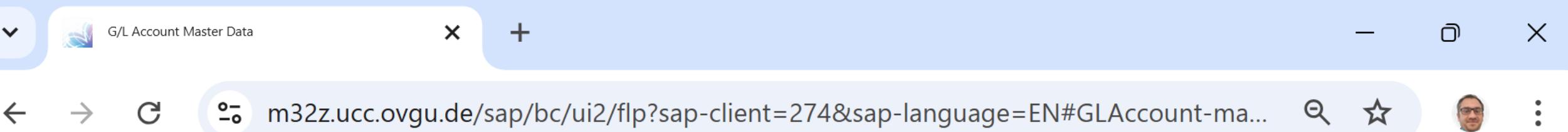
■ The Chart of Accounts is displayed



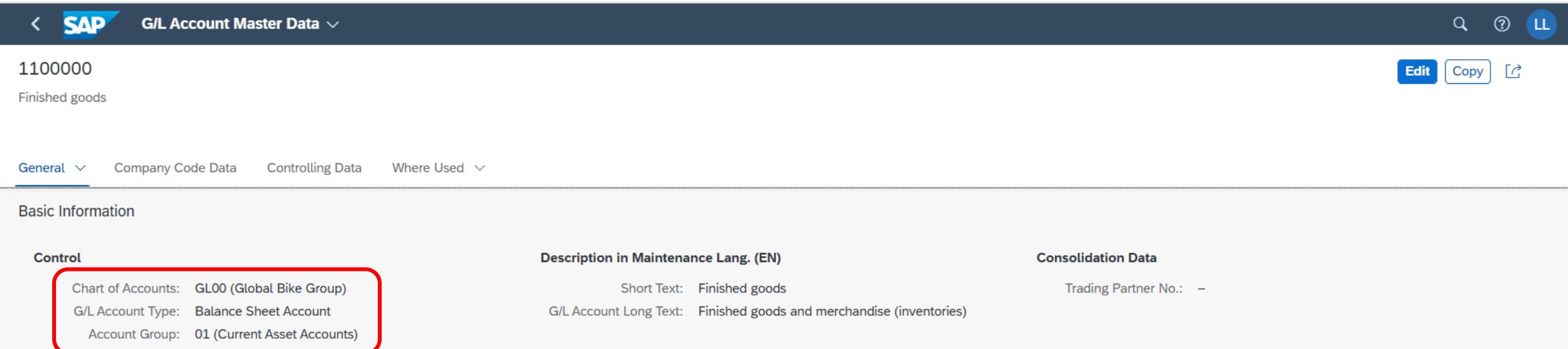
The screenshot shows the SAP G/L Account Master Data interface for account 1100000, which is assigned to 'Finished goods'. The 'Control' section highlights the 'Chart of Accounts' (GL00), 'G/L Account Type' (Balance Sheet Account), and 'Account Group' (01). The 'Description in Maintenance Lang. (EN)' section shows the short text 'Finished goods' and the long text 'Finished goods and merchandise (inventories)'. A red arrow points from the question 'What Account Group is this G/L assigned to?' to the 'Account Group' field. Another red arrow points from the question 'What type of Account is this?' to the 'G/L Account Type' field.

What Account Group is this G/L assigned to?

What type of Account is this?

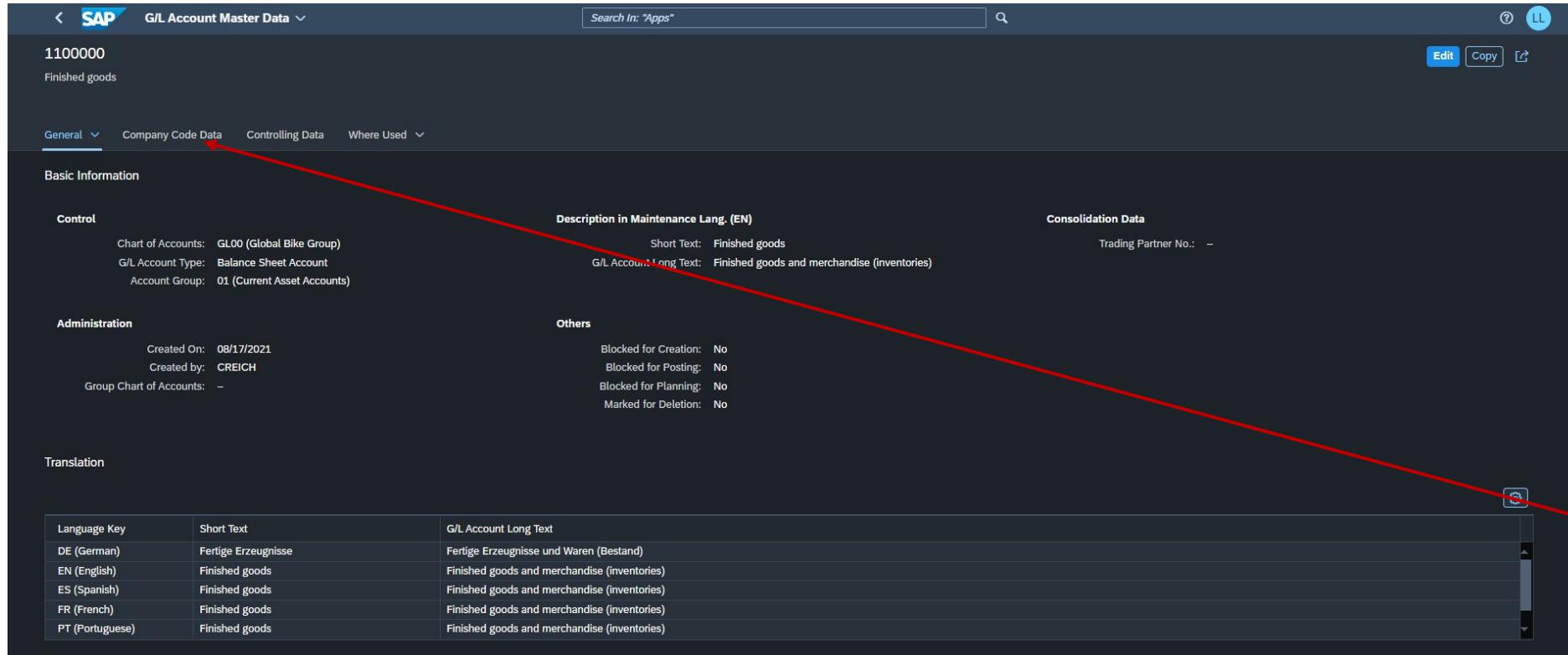


A screenshot of a web browser displaying the SAP G/L Account Master Data page. The URL in the address bar is m32z.ucc.ovgu.de/sap/bc/ui2/flp?sap-client=274&sap-language=EN#GLAccount-ma... . The browser interface includes back, forward, and search buttons.



The screenshot shows the SAP G/L Account Master Data interface for account 1100000, which is assigned to 'Finished goods'. The 'Control' section highlights the 'Chart of Accounts' (GL00), 'G/L Account Type' (Balance Sheet Account), and 'Account Group' (01). The 'Description in Maintenance Lang. (EN)' section shows the short text 'Finished goods' and the long text 'Finished goods and merchandise (inventories)'. A red box surrounds the 'Control' section, indicating it is the focus of the question.

■ The Chart of Accounts applied to General Ledger (G/L)



1100000
Finished goods

General Company Code Data Controlling Data Where Used

Basic Information

Control

- Chart of Accounts: GL00 (Global Bike Group)
- G/L Account Type: Balance Sheet Account
- Account Group: 01 (Current Asset Accounts)

Description in Maintenance Lang. (EN)

- Short Text: Finished goods
- G/L Account Long Text: Finished goods and merchandise (inventories)

Consolidation Data

- Trading Partner No.: -

Administration

- Created On: 08/17/2021
- Created by: CREICH
- Group Chart of Accounts: -

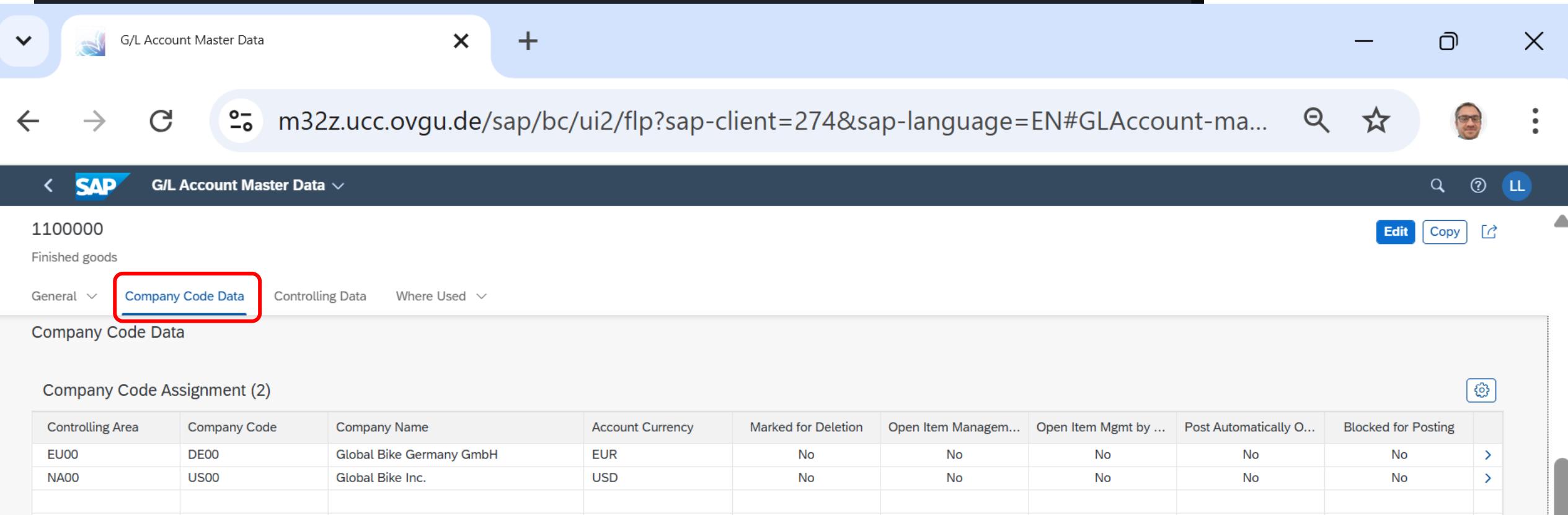
Others

- Blocked for Creation: No
- Blocked for Posting: No
- Blocked for Planning: No
- Marked for Deletion: No

Translation

Language Key	Short Text	G/L Account Long Text
DE (German)	Fertige Erzeugnisse	Fertige Erzeugnisse und Waren (Bestand)
EN (English)	Finished goods	Finished goods and merchandise (inventories)
ES (Spanish)	Finished goods	Finished goods and merchandise (inventories)
FR (French)	Finished goods	Finished goods and merchandise (inventories)
PT (Portuguese)	Finished goods	Finished goods and merchandise (inventories)

To view the company code specific data, click on **Company Code Data**



G/L Account Master Data

1100000
Finished goods

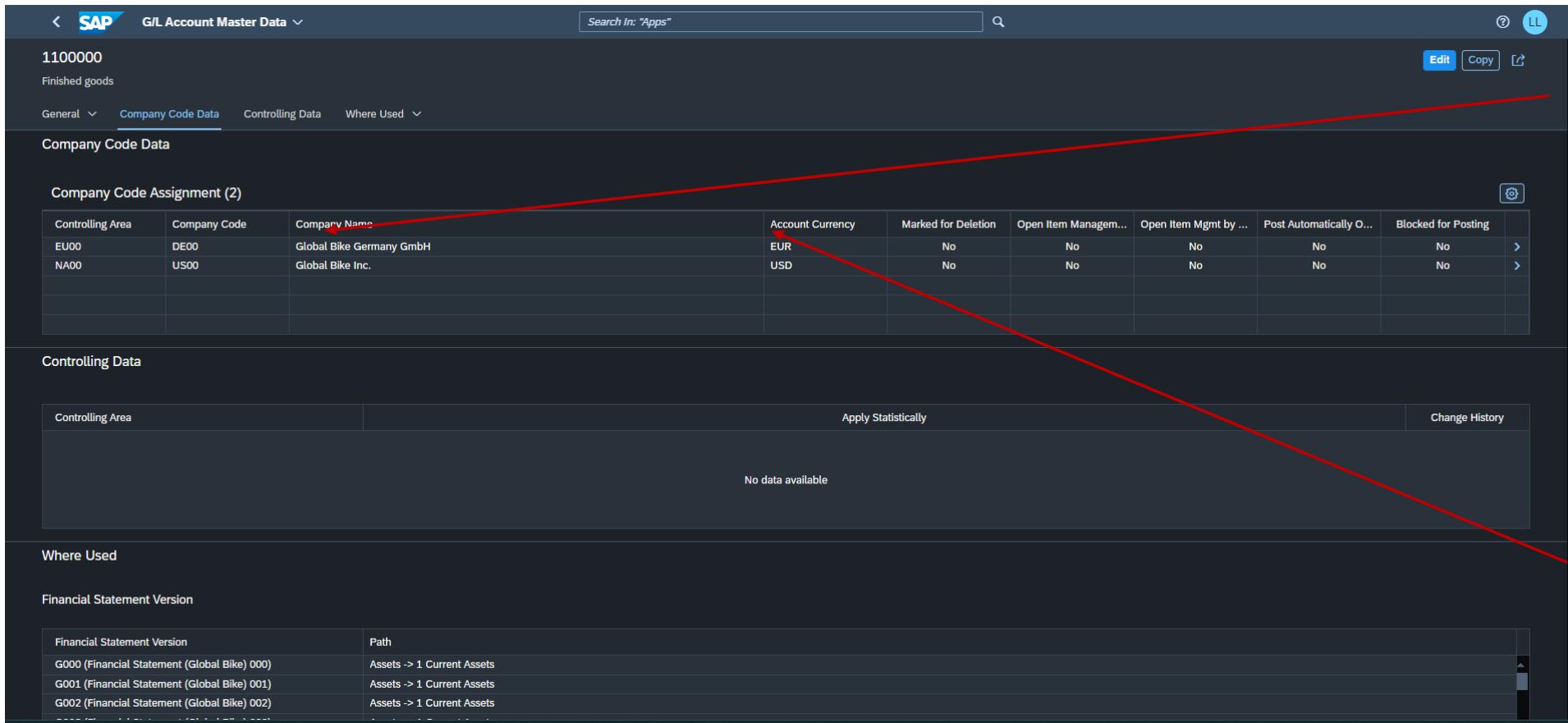
General Company Code Data Controlling Data Where Used

Company Code Data

Company Code Assignment (2)

Controlling Area	Company Code	Company Name	Account Currency	Marked for Deletion	Open Item Managem...	Open Item Mgmt by ...	Post Automatically O...	Blocked for Posting
EU00	DE00	Global Bike Germany GmbH	EUR	No	No	No	No	No
NA00	US00	Global Bike Inc.	USD	No	No	No	No	No

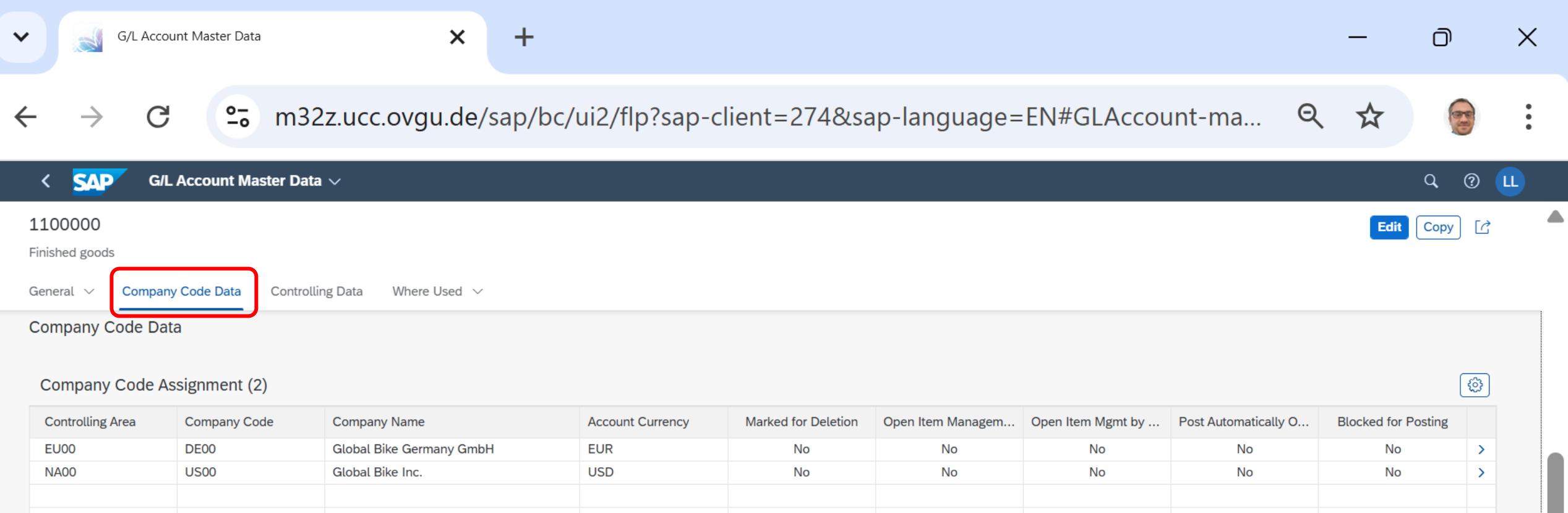
- The properties of the account are displayed



A screenshot of the SAP S4/HANA G/L Account Master Data interface. The top navigation bar shows 'SAP' and 'G/L Account Master Data'. The account number '1100000' and description 'Finished goods' are visible. The 'Company Code Data' tab is selected. A red arrow points from the text 'Shows that this account is used by DE00 and US00 company codes.' to the 'Company Name' column in the 'Company Code Assignment (2)' table. The table contains two rows: one for EU00 (DE00, Global Bike Germany GmbH, EUR) and one for NA00 (US00, Global Bike Inc., USD). Other tabs like 'Controlling Data' and 'Where Used' are also visible.

Controlling Area	Company Code	Company Name	Account Currency	Marked for Deletion	Open Item Managem...	Open Item Mgmt by ...	Post Automatically O...	Blocked for Posting
EU00	DE00	Global Bike Germany GmbH	EUR	No	No	No	No	No
NA00	US00	Global Bike Inc.	USD	No	No	No	No	No

Shows that this account is used by **DE00** and **US00** company codes.
Also shows that this account has **Euros (EUR)** for **DE00** and **US Dollars (USD)** for **US00** company codes.



A screenshot of a web browser displaying the SAP G/L Account Master Data page. The address bar shows the URL: m32z.ucc.ovgu.de/sap/bc/ui2/flp?sap-client=274&sap-language=EN#GLAccount-ma... . The SAP logo and 'G/L Account Master Data' are at the top. The account number '1100000' and description 'Finished goods' are shown. The 'Company Code Data' tab is selected and highlighted with a red box. The 'Controlling Data' and 'Where Used' tabs are also visible. Below the tabs, the 'Company Code Assignment (2)' table is displayed, showing the same data as the previous screenshot.

Controlling Area	Company Code	Company Name	Account Currency	Marked for Deletion	Open Item Managem...	Open Item Mgmt by ...	Post Automatically O...	Blocked for Posting
EU00	DE00	Global Bike Germany GmbH	EUR	No	No	No	No	No
NA00	US00	Global Bike Inc.	USD	No	No	No	No	No

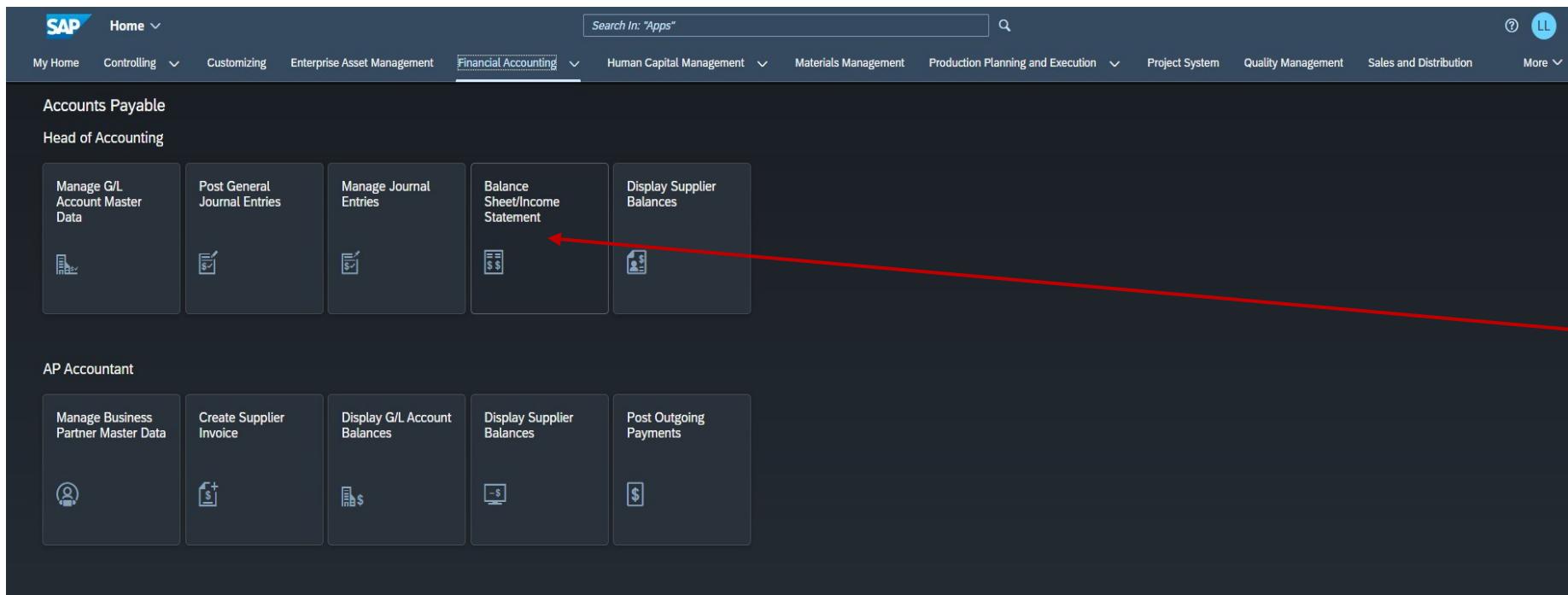


HOLMES
INSTITUTE

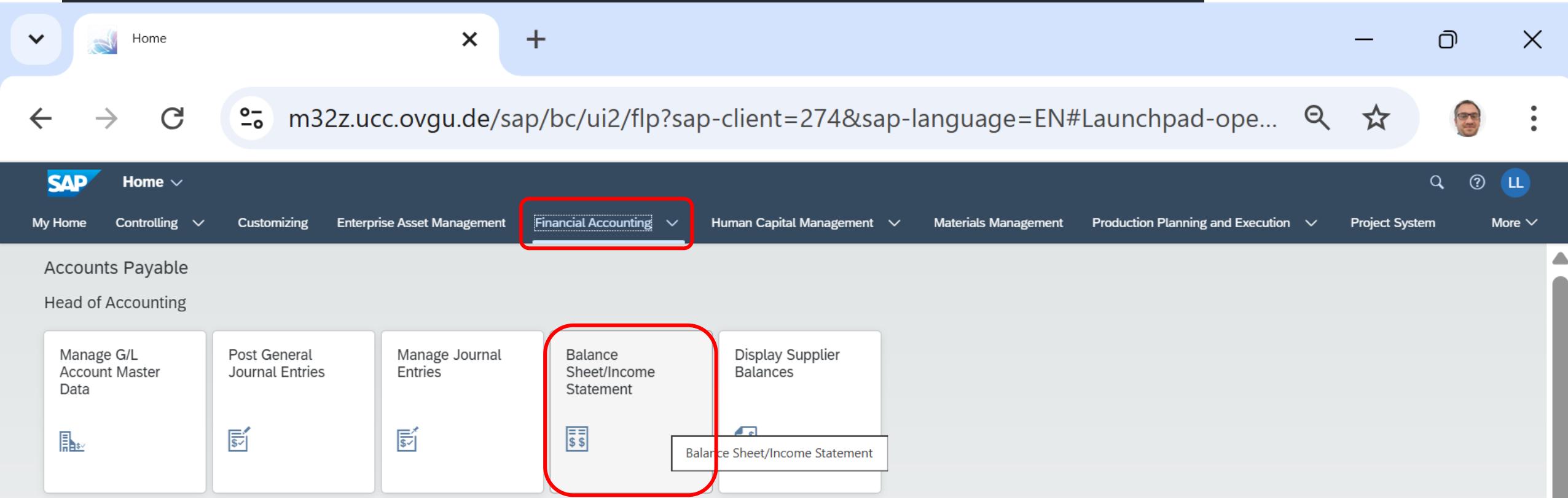
Display Financial Statements

Display Financial Statements

- Click on SAP to return to the home screen.
- Click on Financial Accounting Space.



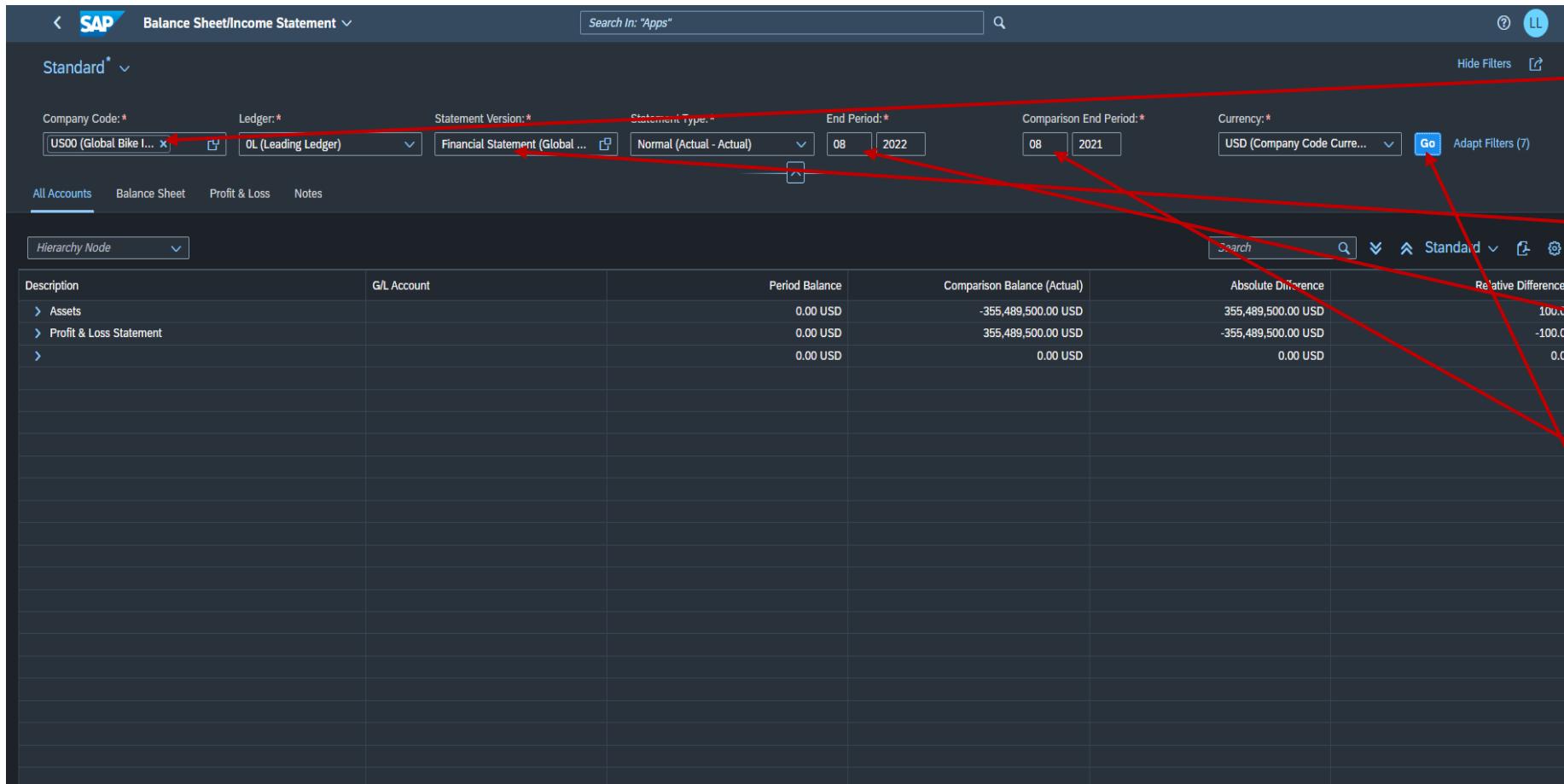
Click on
Balance
Sheet/Income
Statement.



The screenshot shows a web browser window with the SAP Fiori Launchpad. The address bar displays the URL: m32z.ucc.ovgu.de/sap/bc/ui2/flp?sap-client=274&sap-language=EN#Launchpad-ope... . The browser has a light blue header bar with standard navigation icons (back, forward, search, etc.). Below the header is the SAP Fiori Launchpad interface. The 'Financial Accounting' menu item in the top navigation bar is highlighted with a red box. In the 'Accounts Payable' workspace, the 'Balance Sheet/Income Statement' button is also highlighted with a red box. The rest of the interface follows the same layout as the first screenshot, showing the 'Head of Accounting' and 'AP Accountant' sections with their respective cards.

Display Financial Statements

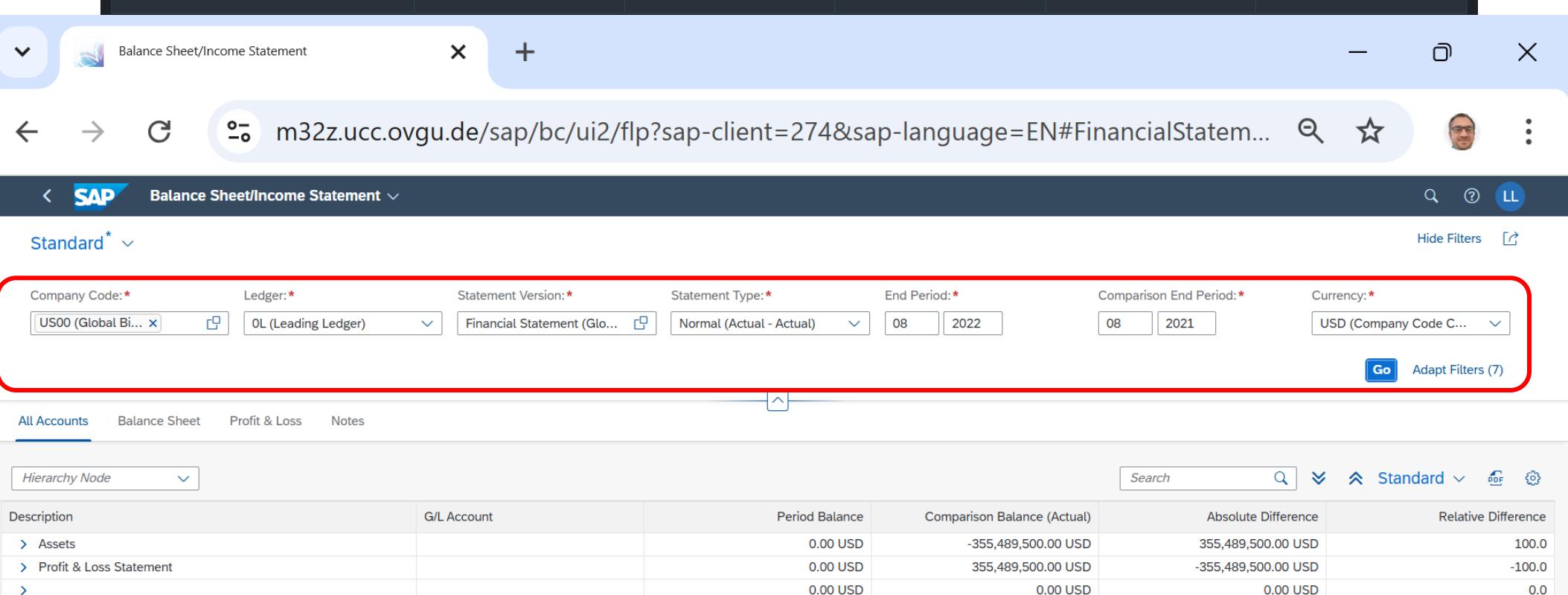
- To gain insight into the company performance, display financial statements (Balance Sheets, Profit & Loss Statements etc)



The screenshot shows the SAP Balance Sheet/Income Statement interface. Several filter fields are highlighted with red arrows pointing to text instructions on the right:

- Company Code:** US00 (Global Bike I...), labeled "Enter US00 in the company code field."
- Ledger:** 0L (Leading Ledger), labeled "Enter G000 in the Statement Version field."
- Statement Version:** Financial Statement (Global ...), labeled "Enter G000 in the Statement Version field."
- Statement Type:** Normal (Actual - Actual), labeled "Enter 08 2022 in the End Period field."
- End Period:** 08 2022, labeled "Enter 08 2022 in the End Period field."
- Comparison End Period:** 08 2021, labeled "Enter 08 2021 in the Comparison End Period field."
- Currency:** USD (Company Code Curr...), labeled "Click Go."

Enter **US00** in the company code field.
 Enter **G000** in the Statement Version field.
 Enter **08 2022** in the End Period field.
 Enter **08 2021** in the Comparison End Period field.
 Click **Go**.

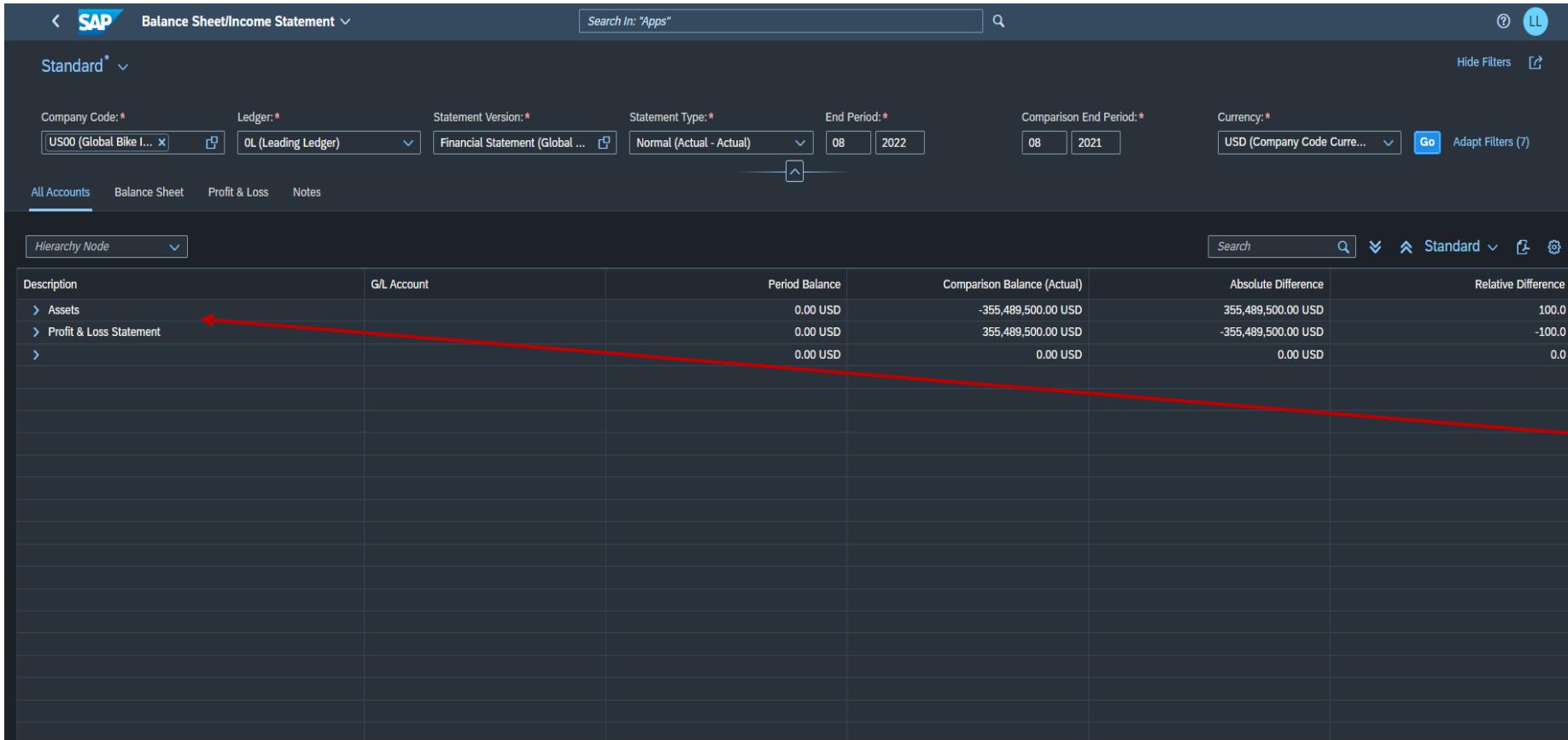


The screenshot shows the SAP Balance Sheet/Income Statement interface with the entire row of filter fields highlighted by a large red box. This includes the Company Code, Ledger, Statement Version, Statement Type, End Period, Comparison End Period, and Currency fields.

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

Display Financial Statements

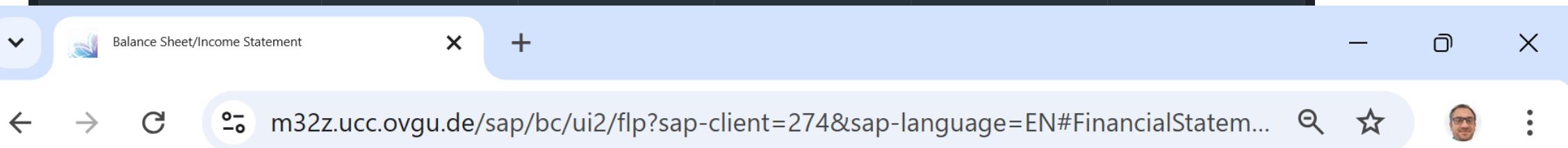
- The financial statements are displayed



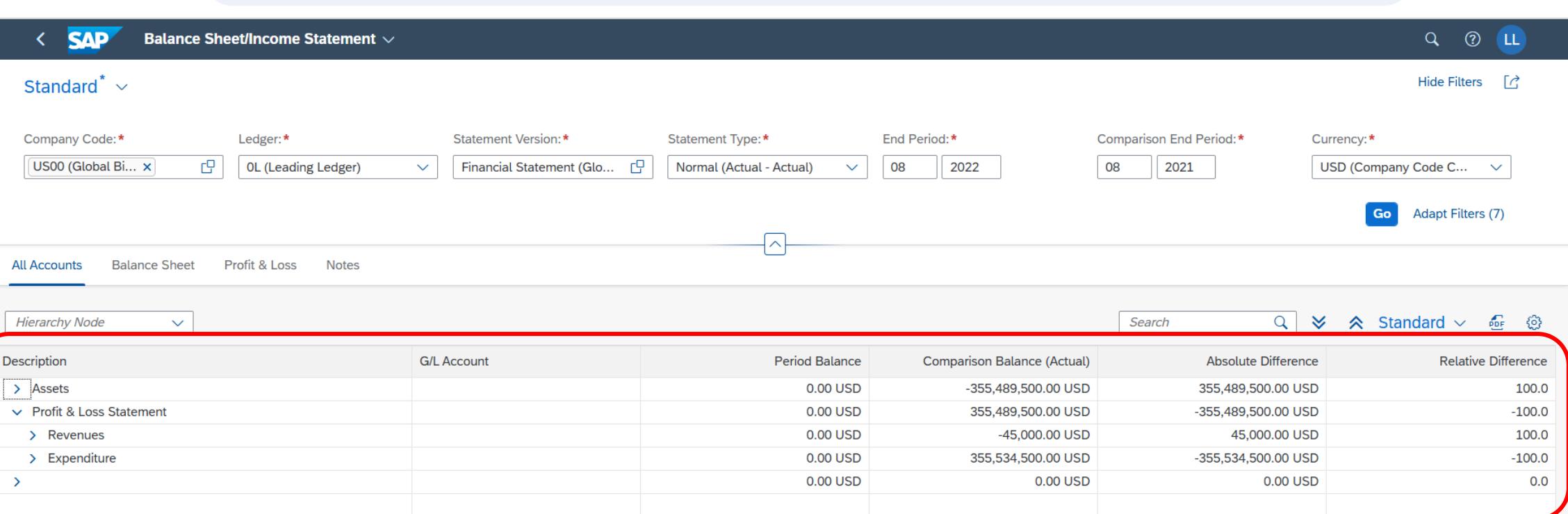
A screenshot of the SAP Balance Sheet/Income Statement application. The top navigation bar shows 'SAP Balance Sheet/Income Statement' and a search bar 'Search In: "Apps"'. Below the header are various filter fields: Company Code (US00), Ledger (OL), Statement Version (Financial Statement (Global ...)), Statement Type (Normal (Actual - Actual)), End Period (08/2022), Comparison End Period (08/2021), and Currency (USD). A red arrow points from the text 'Displays the assets and Profit & Loss Statements' to the 'Profit & Loss Statement' section in the tree view on the left.

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

Displays the
assets and
Profit & Loss
Statements



A screenshot of a web browser window. The title bar says 'Balance Sheet/Income Statement'. The address bar shows the URL 'm32z.ucc.ovgu.de/sap/bc/ui2/flp?sap-client=274&sap-language=EN#FinancialStatement'. The page content is identical to the one above, displaying the SAP Balance Sheet/Income Statement interface.

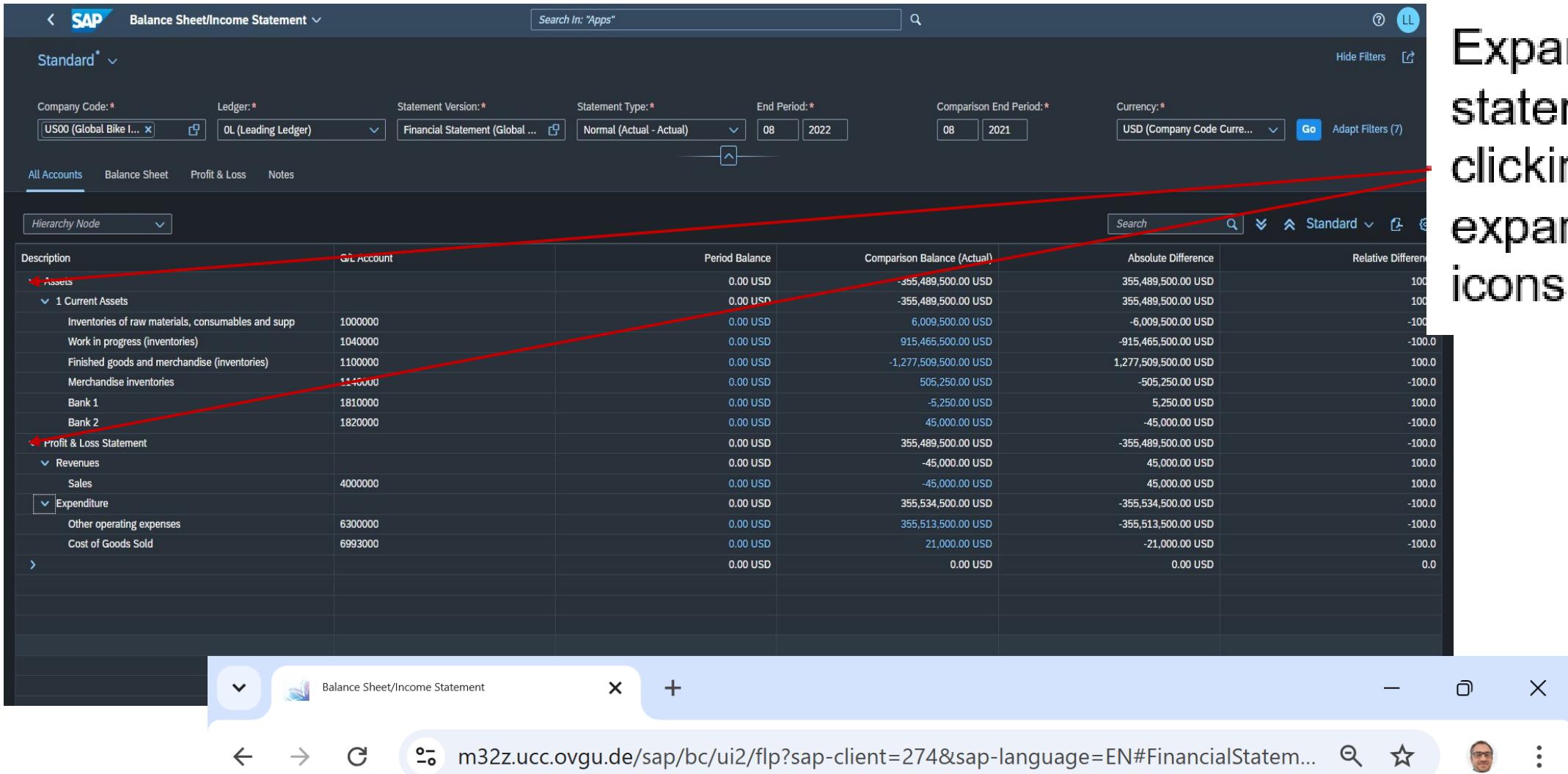


A screenshot of the SAP Balance Sheet/Income Statement application. The top navigation bar shows 'SAP Balance Sheet/Income Statement' and a search bar 'Search In: "Apps"'. Below the header are various filter fields: Company Code (US00), Ledger (OL), Statement Version (Financial Statement (Glo...)), Statement Type (Normal (Actual - Actual)), End Period (08/2022), Comparison End Period (08/2021), and Currency (USD). A red box highlights the entire table area.

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
> Revenues		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
>		0.00 USD	0.00 USD	0.00 USD	0.0

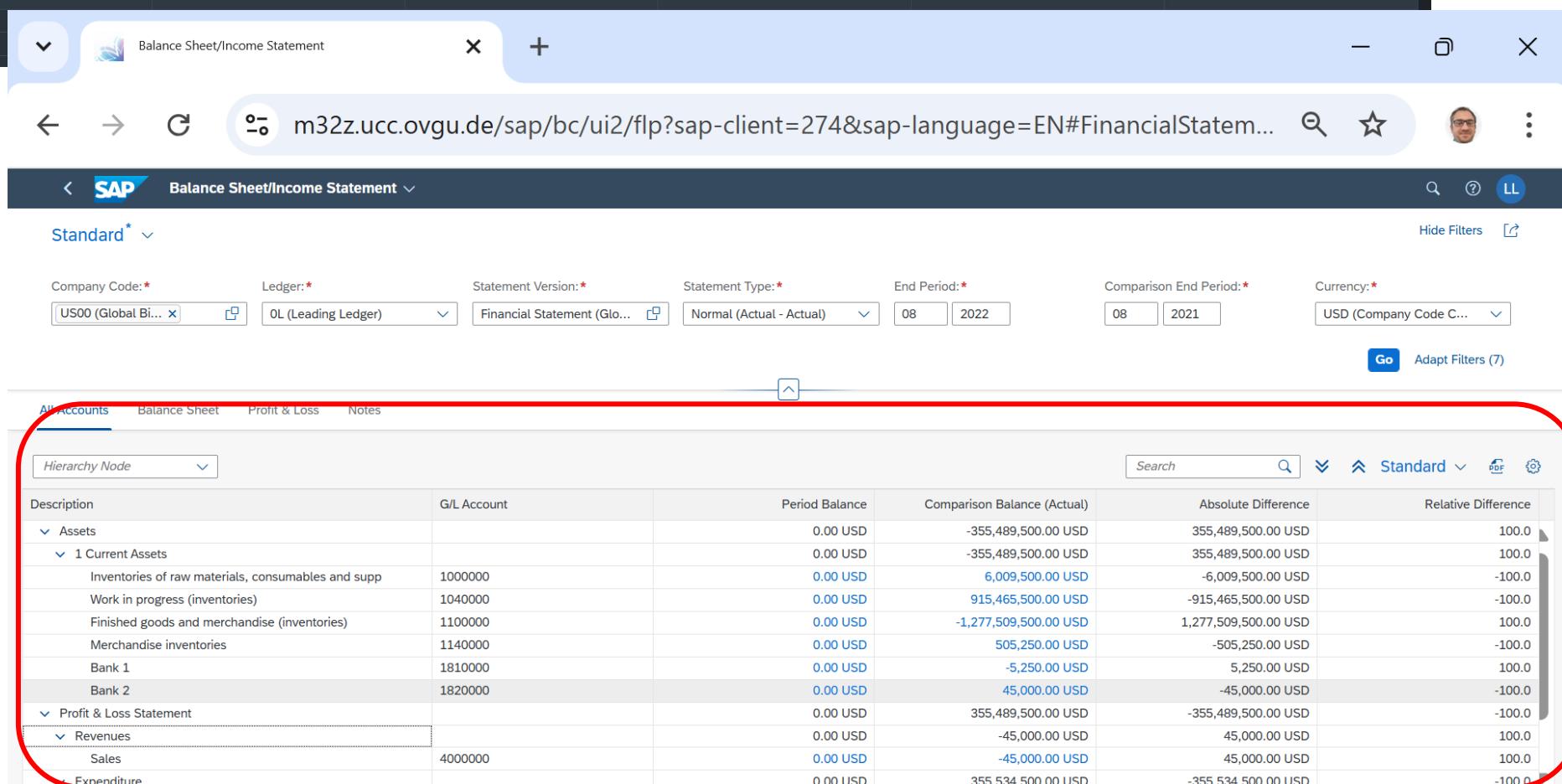
Display Financial Statements

- Each statement is hierarchical and needs to expand for details.



The screenshot shows the SAP Fiori interface for a Balance Sheet/Income Statement. The top navigation bar includes the SAP logo, a search bar for "Search In: 'Apps'", and a "Standard" dropdown. Below the header are various filter fields: Company Code (US00), Ledger (OL (Leading Ledger)), Statement Version (Financial Statement (Global ...)), Statement Type (Normal (Actual - Actual)), End Period (08 2022), Comparison End Period (08 2021), and Currency (USD (Company Code Curre...)). The main content area displays a hierarchical financial statement table. Red arrows point to the expand/collapse icons for "Assets" and "Profit & Loss Statement". The table has columns for Description, G/L Account, Period Balance, Comparison Balance (Actual), Absolute Difference, and Relative Difference. The "Assets" section shows current assets like Inventories, Work in progress, and Merchandise inventories. The "Profit & Loss Statement" section shows Revenues (Sales) and Expenditure (Other operating expenses, Cost of Goods Sold). The bottom of the screen shows browser navigation buttons and a URL: m32z.ucc.ovgu.de/sap/bc/ui2/flp?sap-client=274&sap-language=EN#FinancialStatement.

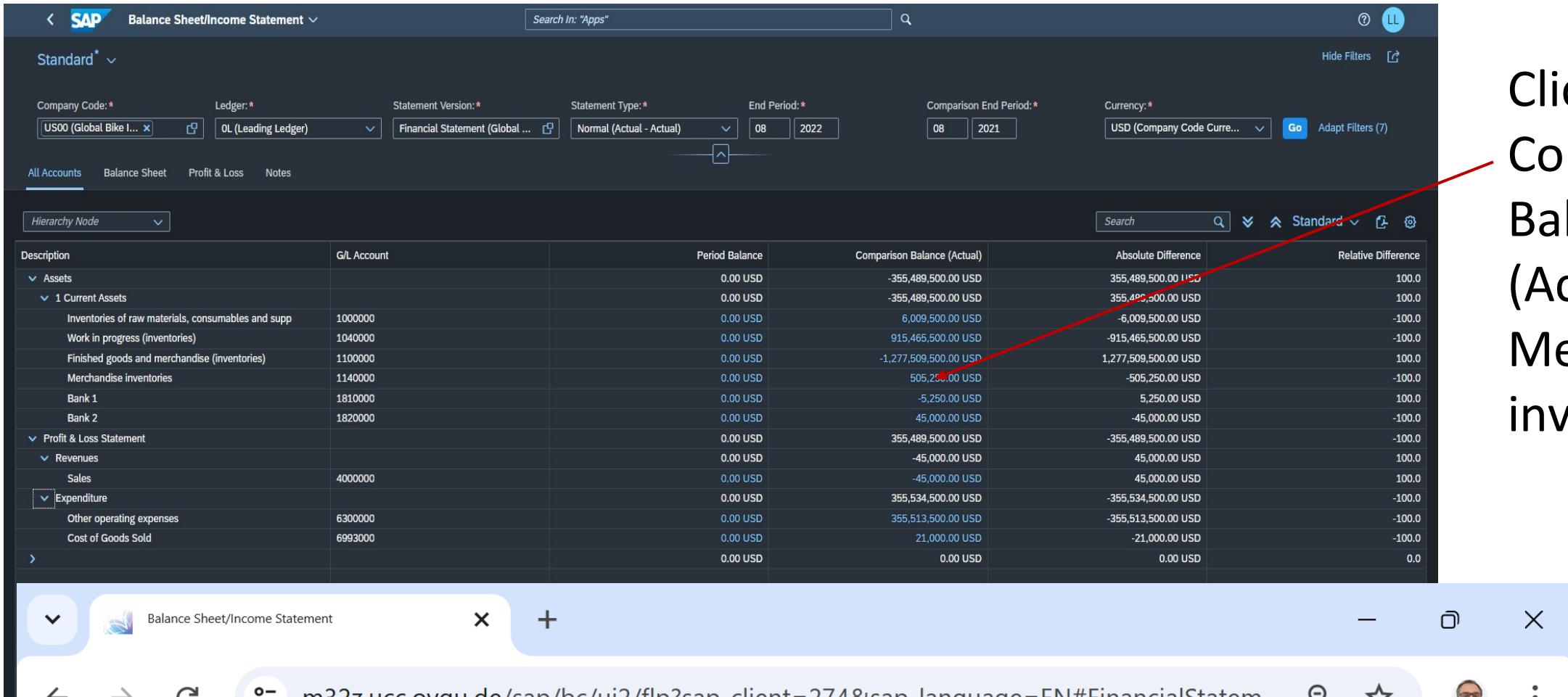
Expand the statements by clicking expand/collapse icons.



This screenshot shows the same SAP Fiori interface as the previous one, but with a red circle highlighting the "Hierarchy Node" dropdown in the top left corner of the table header. The rest of the interface and data table are identical to the first screenshot.

Display Financial Statements

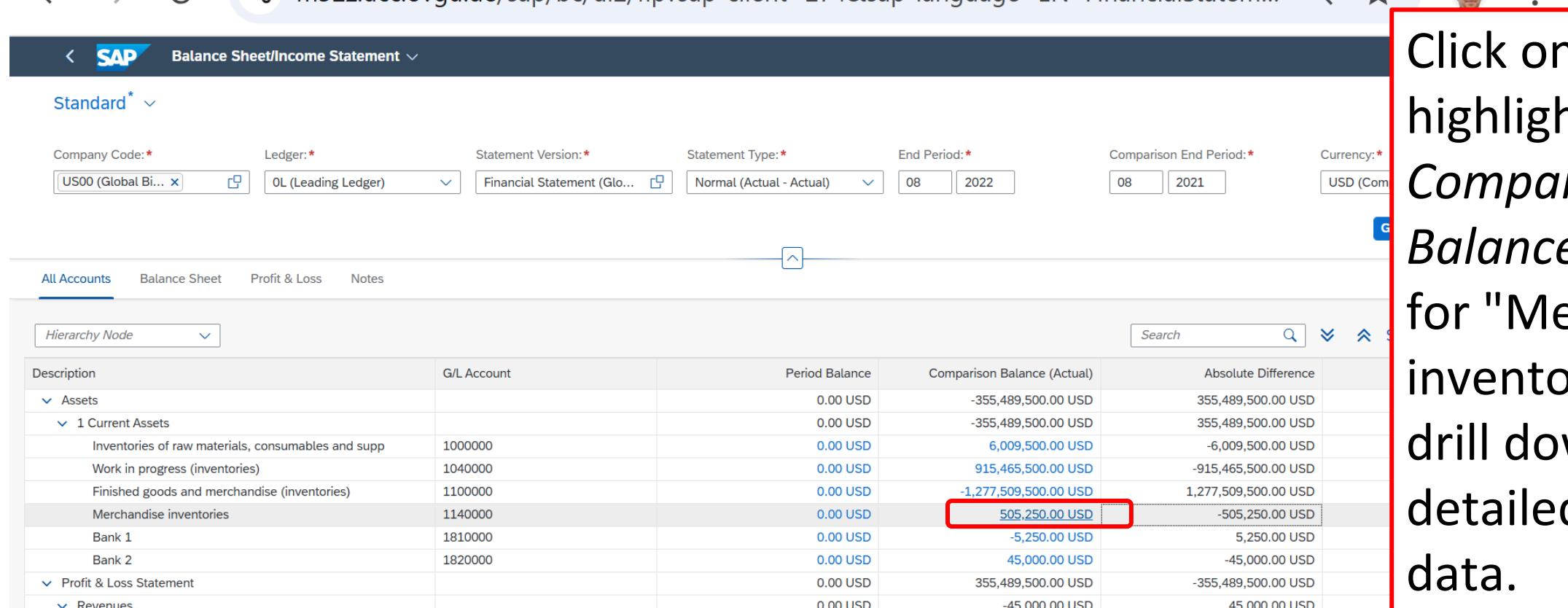
- **Highlighted** data allows drill down for further details.



The screenshot shows the SAP Fiori Balance Sheet/Income Statement interface. The top navigation bar includes the SAP logo, a search bar for "Search In: 'Apps'", and filter options like "Standard", "Company Code: US00 (Global Bike I...)", "Statement Version: Financial Statement (Global ...)", "Statement Type: Normal (Actual - Actual)", "End Period: 08 2022", "Comparison End Period: 08 2021", and "Currency: USD". Below the header is a table with columns: Description, G/L Account, Period Balance, Comparison Balance (Actual), Absolute Difference, and Relative Difference. A red arrow points to the "Comparison Balance (Actual)" value for "Merchandise inventories" in the table.

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
Other operating expenses	6300000	0.00 USD	355,513,500.00 USD	-355,513,500.00 USD	-100.0
Cost of Goods Sold	6993000	0.00 USD	21,000.00 USD	-21,000.00 USD	-100.0
		0.00 USD	0.00 USD	0.00 USD	0.0

Click on the
Comparison
Balance
(Actual) for
Merchandise
inventories.



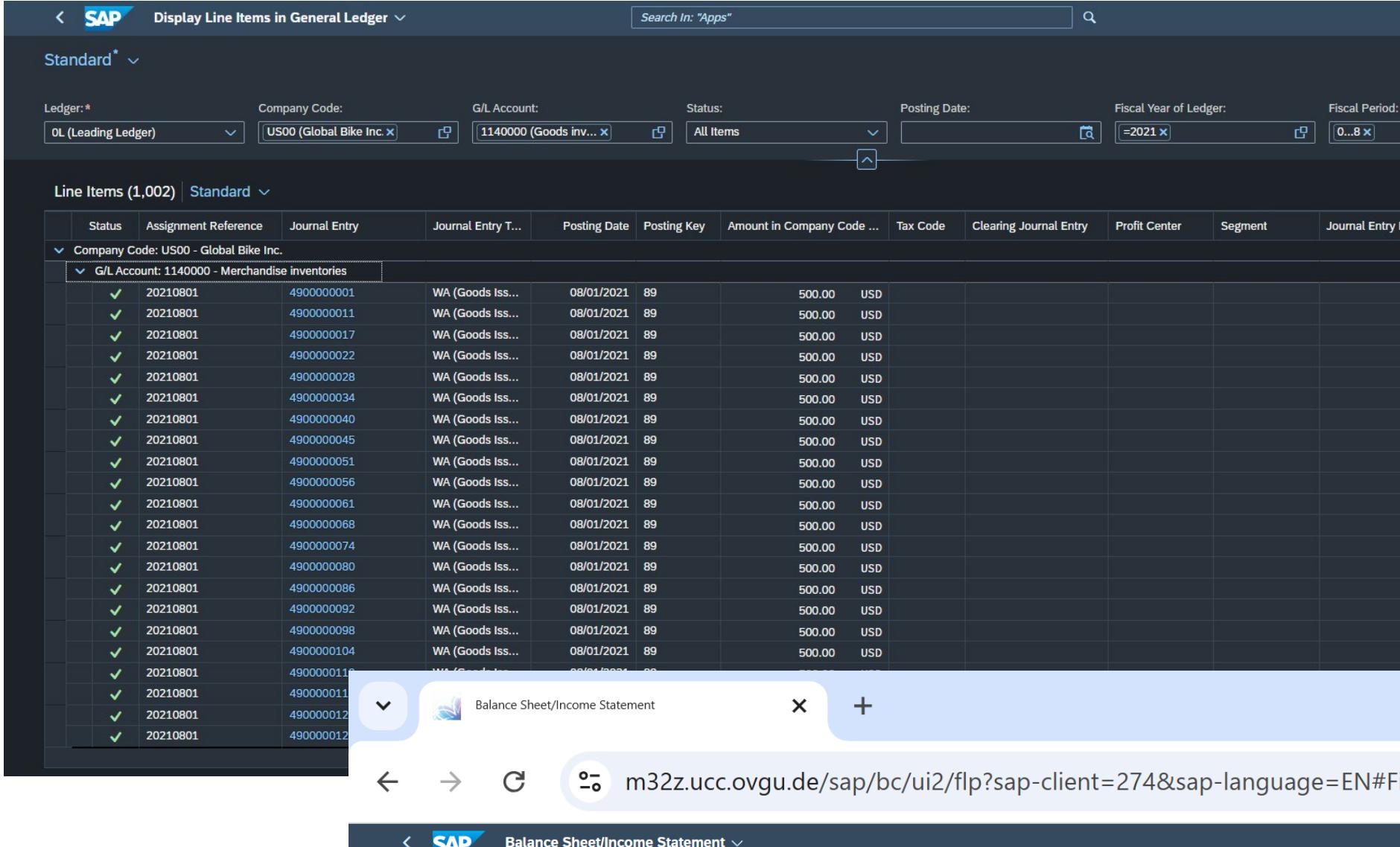
This screenshot shows the same SAP Fiori interface as the previous one, but with a red box highlighting the "Comparison Balance (Actual)" value for "Merchandise inventories" in the table. This indicates that the user has clicked on the highlighted data from the previous screenshot to drill down for further details.

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

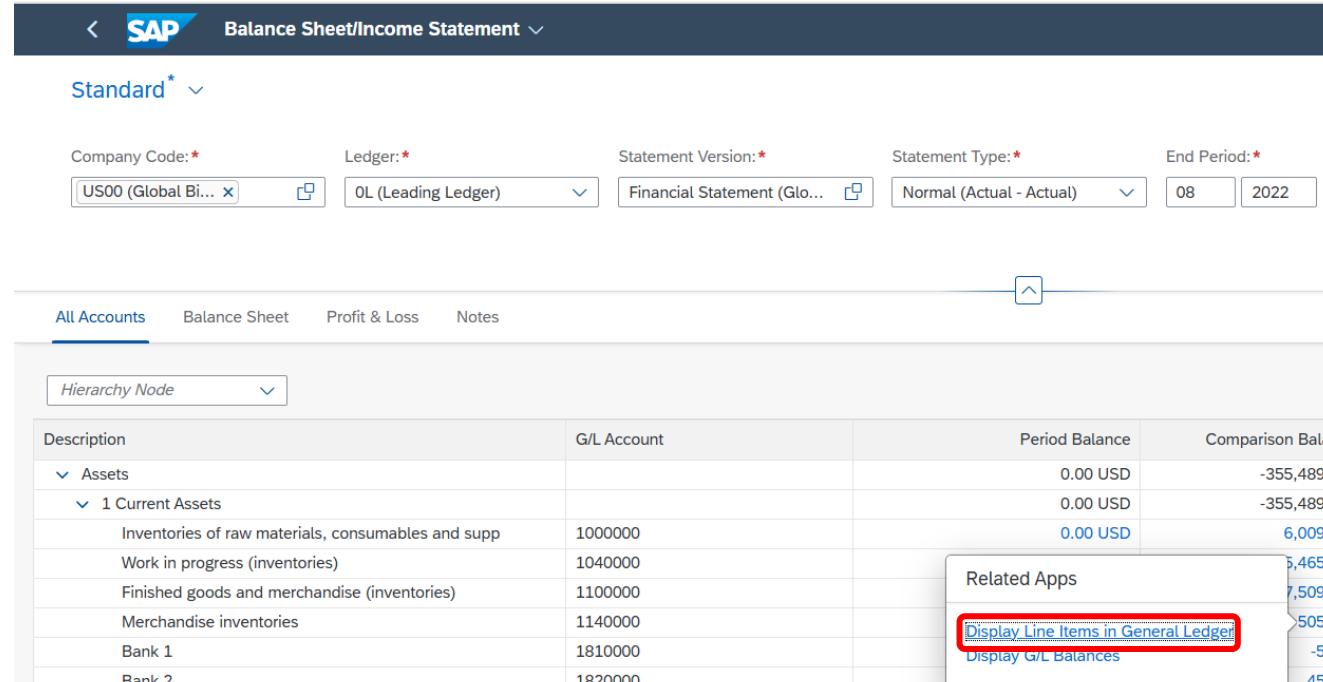
Click on the
highlighted
*Comparison
Balance (Actual)*
for "Merchandise
inventories" to
drill down into
detailed financial
data.

Display Financial Statements

- Select Display Line Items in General Ledger for Journal details.



The screenshot shows the SAP Fiori application 'Display Line Items in General Ledger'. The interface includes a header with filters for Ledger, Company Code, G/L Account, Status, Posting Date, Fiscal Year of Ledger, and Fiscal Period. Below the header is a table titled 'Line Items (1,002) | Standard' showing a list of journal entries. A callout bubble highlights the 'Balance Sheet/Income Statement' button at the bottom left of the screen.



The screenshot shows the SAP Fiori application 'Balance Sheet/Income Statement'. The interface includes a header with filters for Company Code, Ledger, Statement Version, Statement Type, and End Period. Below the header is a table showing financial statement data. A callout bubble highlights the 'Display Line Items in General Ledger' link in the 'Related Apps' section of the footer.

Select Display Line Items in General Ledger to open the journal details linked to the selected G/L account.



Display Financial Statements

- Click on any line to view the Journal Entry details.

SAP Display Line Items in General Ledger

Standard*

Ledger: OL (Leading Ledger) Company Code: US00 (Global Bike Inc.) G/L Account: 1140000 (Goods Inv...) Status: All Items Posting Date: =2021x Fiscal Year of Ledger: 2021x Fiscal Period: 0..8x Go Adapt Filters (6)

Line Items (1,002) Standard

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 Entry Item Text	Number of Items
✓	20210801	4900000001	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
✓	20210801	4900000011	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
✓	20210801	4900000017	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
✓	20210801	4900000022	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
✓	20210801	4900000028	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
✓	20210801	4900000034	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
✓	20210801	4900000040	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
✓	20210801	4900000045	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
✓	20210801	4900000051	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
✓	20210801	4900000056	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
✓	20210801	4900000061	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
✓	20210801	4900000066	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
✓	20210801	4900000074	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
✓	20210801	4900000080	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
✓	20210801	4900000086	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
✓	20210801	4900000092	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
✓	20210801	4900000098	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
✓	20210801	4900000104	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
✓	20210801	4900000110	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
✓	20210801	4900000116	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
✓	20210801	4900000122	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
✓	20210801	4900000128	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
						505.250.00	USD					1,002

SAP Manage Journal Entries

Item 1 of 2 (4900000001) 500.00 USD Leading Ledger

General Data

Posting Key: 89 (Stock inward movement)
G/L Account: 1140000 (Goods inventory)
Company Code/Ctry Amt: 500.00 USD
Transaction Ctry Amt: 500.00 USD
Functional Currency Amt: 500.00 USD
Assignment: 20210801
Quantity: 20 EA

Payment Transaction

Value Date: 08/22/2021

Account Assignment

Business Area: B100 (Bikes)
Partner Bus. Area: B100 (Bikes)
Company Code: US00 (Global Bike Inc.)
Controlling Area: N400
Earmarked funds: -
Document Item: 000
Completion Ind: No
Plant: M100 (DC Miami)
Material: OHMT1580 (Off Road Helmet)

Output Details

Item ID	Log	Status	Dispatch Time	Output Type	Role	Recipient	Channel	Form Language	Form Template	Changed On	Form Country/Region	Attachments	Display	Details
No data available														

Send Output Duplicate Retry Set to Completed Back to Journal Entry

Click to Manage Journal Entries to view amount, quantity, business area, control area etc.

SAP Display Line Items in General Ledger

Standard*

Ledger: OL (Leading Ledger) Company Code: US00 (Global Bike Inc.) G/L Account: 1140000 (Goods Inv...) Status: All Items Posting Date: =2021x Fiscal Year of Ledger: 2021x Fiscal Period: 0..8x Go Adapt Filters (6)

Line Items (1,002) Standard

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 Entry
✓	20210801	4900000001	WA (Goods Iss...	08/01/2021	89	500.00	USD				
✓	20210801	4900000011	WA (Goods Iss...	08/01/2021	89	500.00	USD				
✓	20210801	4900000017	WA (Goods Iss...	08/01/2021	89	500.00	USD				
✓	20210801	4900000022	WA (Goods Iss...	08/01/2021	89	500.00	USD				
✓	20210801	4900000028	WA (Goods Iss...	08/01/2021	89	500.00	USD				
✓	20210801	4900000034	WA (Goods Iss...	08/01/2021	89	500.00	USD				
✓	20210801	4900000040	WA (Goods Iss...	08/01/2021	89	500.00	USD				
✓	20210801	4900000045	WA (Goods Iss...	08/01/2021	89	500.00	USD				
✓	20210801	4900000051	WA (Goods Iss...	08/01/2021	89	500.00	USD				
✓	20210801	4900000056	WA (Goods Iss...	08/01/2021	89	500.00	USD				
✓	20210801	4900000061	WA (Goods Iss...	08/01/2021	89	500.00	USD				
✓	20210801	4900000066	WA (Goods Iss...	08/01/2021	89	500.00	USD				
✓	20210801	4900000074	WA (Goods Iss...	08/01/2021	89	500.00	USD				

Click on a specific journal entry line to preview a list of related transactions including date, amount, and entry type.

Display Financial Statements

- Click on any line to view the Journal Entry details.

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 Entry Item Text	Number of Items
✓	Company Code: US00 - Global Bike Inc.											
✓		✓ G/L Account: 1140000 - Merchandise inventories										
✓	20210801	4900000001	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
✓	20210801	4900000011	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
✓	20210801	4900000017	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
✓	20210801	4900000022	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
✓	20210801	4900000028	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
✓	20210801	4900000034	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
✓	20210801	4900000040	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
✓	20210801	4900000045	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
✓	20210801	4900000051	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
✓	20210801	4900000056	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
✓	20210801	4900000061	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
✓	20210801	4900000068	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
✓	20210801	4900000074	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
✓	20210801	4900000080	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
✓	20210801	4900000086	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
✓	20210801	4900000092	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
✓	20210801	4900000098	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
✓	20210801	4900000104	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
✓	20210801	4900000110	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
✓	20210801	4900000116	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
✓	20210801	4900000122	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
✓	20210801	4900000128	WA (Goods Iss...	08/01/2021	89	500.00	USD					1
505,250.00 USD											1,002	

Click to Manage Journal Entries
to view amount, quantity,
business area, control area etc.

Manage Journal Entries

m32z.ucc.ovgu.de/sap/bc/ui2/flp?sap-client=274&sap-language=EN#AccountingDoc...

Item 1 of 2 (4900000017)

General Data	Payment Transaction	Leading Ledger
Posting Key: 89 (Stock inwrd movement)	Value Date: 08/22/2021	
G/L Account: 1140000 (Goods inventory)		
Company Code Crcy Amt: 500.00 USD		
Transaction Crcy Amt: 500.00 USD		
Functional Currency Amt: 500.00 USD		
Assignment: 20210801		
Quantity: 20 EA		
Account Assignment		
Business Area: B100 (Bikes)		
Partner Bus. Area: B100 (Bikes)		
Company Code: US00 (Global Bike Inc.)		
Controlling Area: NAO0		
Earmarked funds: -		
Document item: 000		
Completion ind.: No		
Plant: MI00 (DC Miami)		
Material: OHMT1582 (Off Road Helmet)		

Select any journal entry to open full transaction details like amount, quantity, business area, and account assignment in the *Manage Journal Entries* screen.



HOLMES
INSTITUTE

Post Transfer of Funds to an Account

Post Transfer of Funds to an Account

- Click on SAP to return to the home screen and Click on Financial Accounting Space.

SAP Home ▾

My Home Controlling ▾ Customizing Enterprise Asset Management Financial Accounting ▾ Human Capital Management ▾ Materials Management Production Planning and Execution ▾ Project System Quality Management Sales and Distribution More ▾

Search In: "Apps" 🔍

Accounts Payable

Head of Accounting

- Manage G/L Account Master Data
- Post General Journal Entries
- Manage Journal Entries
- Balance Sheet/Income Statement
- Display Supplier Balances

AP Accountant

- Manage Business Partner Master Data
- Create Supplier Invoice
- Display G/L Account Balances
- Display Supplier Balances
- Post Outgoing Payments

Home ▼ X +

← → ⏪ m32z.ucc.ovgu.de/sap/bc/ui2/flp?sap-client=274&sap-

https://m32z.ucc.ovgu.de/sap/hc/ui2/fln?appState=lean#Finance

**Click on Post
General Journal
Entries.**

Scenario:
Transfer \$5000
from the
Consumables
Account into the
Concessions Banks
Account.

Post Transfer of funds to an Account

- The Post General Entries Screen is displayed.

SAP Post General Journal Entries

Header

Journal Entry Date: * 04/18/2024
 Posting Date: * 04/18/2024
 Period:
 Journal Entry Type: * SA

Company Code: * US00
 Transaction Currency: * USD
 Ledger Group:
 Reference:

Total Balance: 5,000.00 USD

Line Items (2)

> 1 Company Code US00	G/L Account* 101000	Debit* 5,000.00	USD	Credit* 0.00	USD
> 2 Company Code US00	G/L Account* 0100000	Debit* 0.00	USD	Credit* 5,000.00	USD

Total Debit: 5,000.00 USD Total Credit: 0.00 USD

Tax Items Standard Calculate Tax Net Entry Yes

Tax Doc. Item G/L Account Debit Amt in DC Credit Amt in DC LC Tax LC 2 Tax LC 3 Tax Tax Jurisdiction Tax Code Base Amount Condition T...

No data available

Journal Entry Simulate Post

m32z.ucc.ovgu.de/sap/bc/ui2/flp?sap-client=274&sap-language=EN#AccountingDoc...

Enter Journal Entry Date and Posting Date.
 Enter US00 in the Company Code and Select USD in the Transaction Currency field.
 Enter 1010000 (Consumables) in the G/L account field and 5000 in the Debit field.
 Enter 0100000 (Concessions Bank Account) and 5000 in the Credit field.
 Click Simulate

SAP Post General Journal Entries

Header

Journal Entry Date: * 04/18/2024
 Posting Date: * 04/18/2024
 Period:
 Journal Entry Type: * SA

Company Code: * US00
 Transaction Currency: * USD
 Ledger Group:
 Reference:
 Translation Date: e.g. 12/31/2025

Total Balance: 5,000.00 USD

Line Items (2)

> 1 Company Code US00	G/L Account* 101000	Debit* 5,000.00	USD	Credit* 0.00	USD
> 2 Company Code US00	G/L Account* 0100000	Debit* 0.00	USD	Credit* 5,000.00	USD

Total Debit: 5,000.00 USD Total Credit: 0.00 USD

Tax Items Standard Calculate Tax Net Entry Tax Reporting Date e.g. 12/31/2025 Exchange Rate Taxes

Tax Doc. Item G/L Account Debit Amt in DC Credit Amt in DC LC Tax LC 2 Tax LC 3 Tax Tax Jurisdiction Tax Code Base Amount

Select Templates Upload New Entry Hold Journal Entry Simulate Post

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Post Funds Transfer to an Account

- The transaction fits the accounting criteria and no errors are indicated.

SAP Manage Journal Entries

Journal Entry (YCJNJIUUCF) - Entry View

Header

Journal Entry Date:	04/18/2024	Company Code:	US00	Reference:	-
Posting Date:	04/18/2024	Transaction Currency:	USD	Reference Document Type:	BKPFF (Actg Doc.Direct Inpt)
Posting Period:	4 / 2024			Header Text:	-
Journal Entry Type:	SA (G/L Account Document)			Journal Entry Created By:	-
				Entered At (Local Time):	-

Line Items (2) Standard

Posting View I...	G/L Account	Profit Center	Debit	Credit
000001	1010000 (Consumables)		5,000.00 USD	0.00 USD >
000002	100000 (Concessions)		0.00 USD	5,000.00 USD >

Tax Standard

Tax Code	G/L Account	Tax Base Amount	Debit	Credit	Tax Rate
No data available					

Manage Journal Entries

m32z.ucc.ovgu.de/sap/bc/ui2/f?p:sap-client=274&sap-language=EN#AccountingDoc...

Post Select Currency

Click Post
to complete
the
transaction



SAP Manage Journal Entries

Journal Entry (YCM04V7FAO) - Entry View

Header

Journal Entry Date:	04/18/2024	Company Code:	US00	Reference:	-
Posting Date:	04/18/2024	Transaction Currency:	USD	Reference Document Type:	BKPFF (Actg Doc.Direct Inpt)
Posting Period:	4 / 2024			Header Text:	-
Journal Entry Type:	SA (G/L Account Document)			Journal Entry Created By:	-
				Entered At (Local Time):	-

Line Items (2) Standard

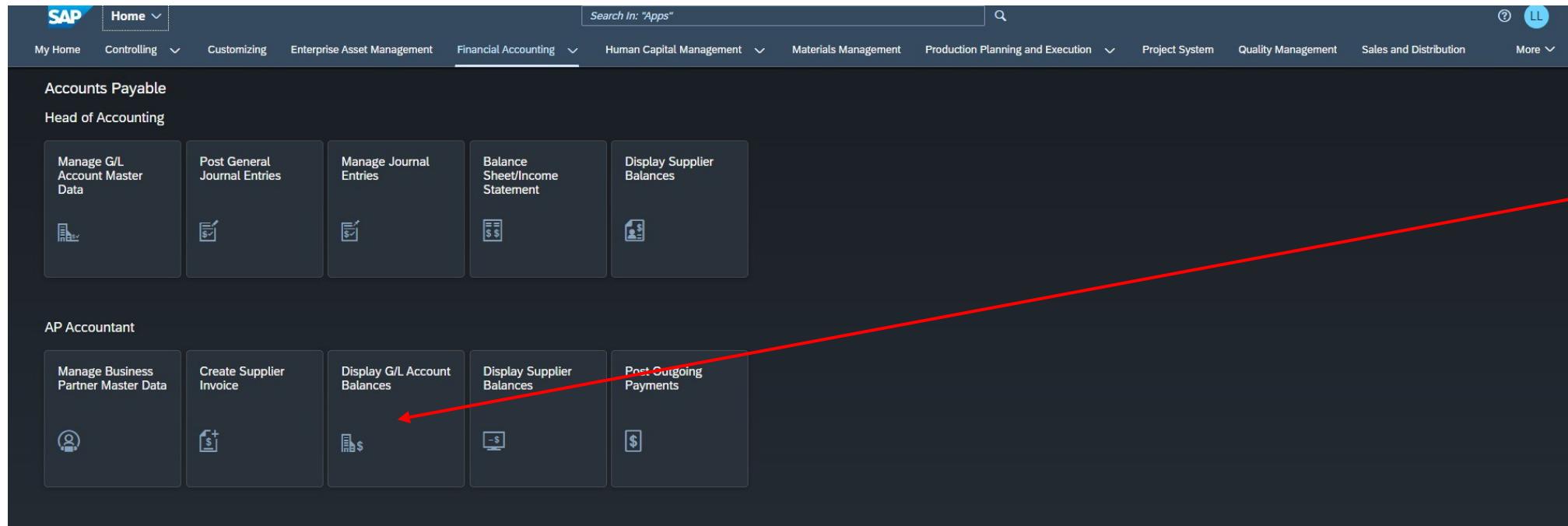
Posting View I...	G/L Account	Profit Center	Debit	Credit
000001	1010000 (Consumables)		5,000.00 USD	0.00 USD >
000002	100000 (Bank)		0.00 USD	5,000.00 USD >

Tax Standard

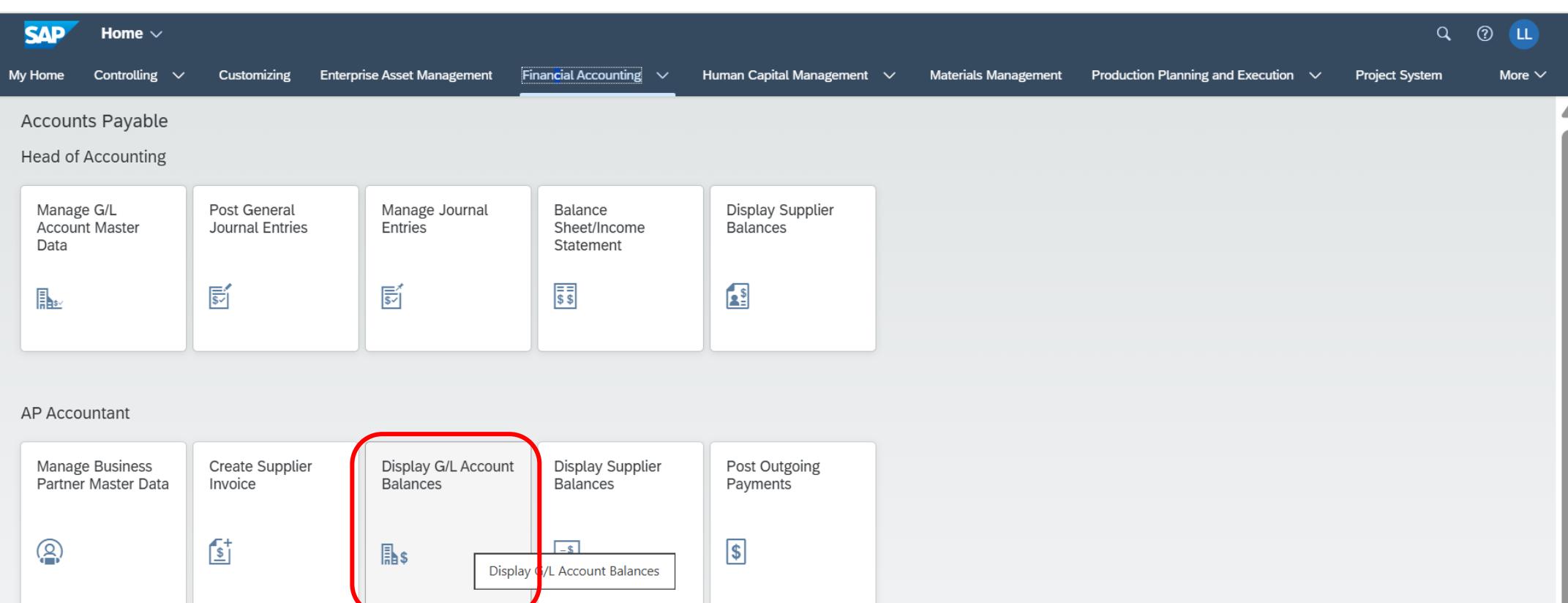
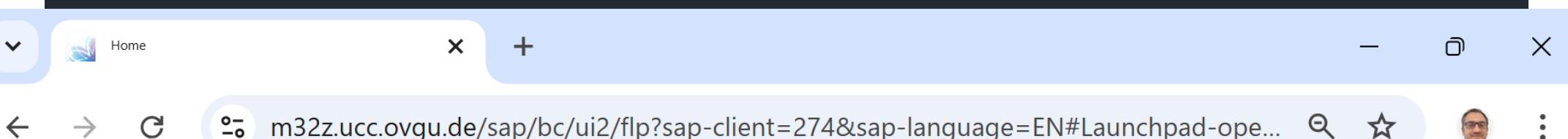
Post Select Currency

Post Funds Transfer to an Account

- To check the Journal Entry impact on account Balance, return to the home screen and select Financial accounting.

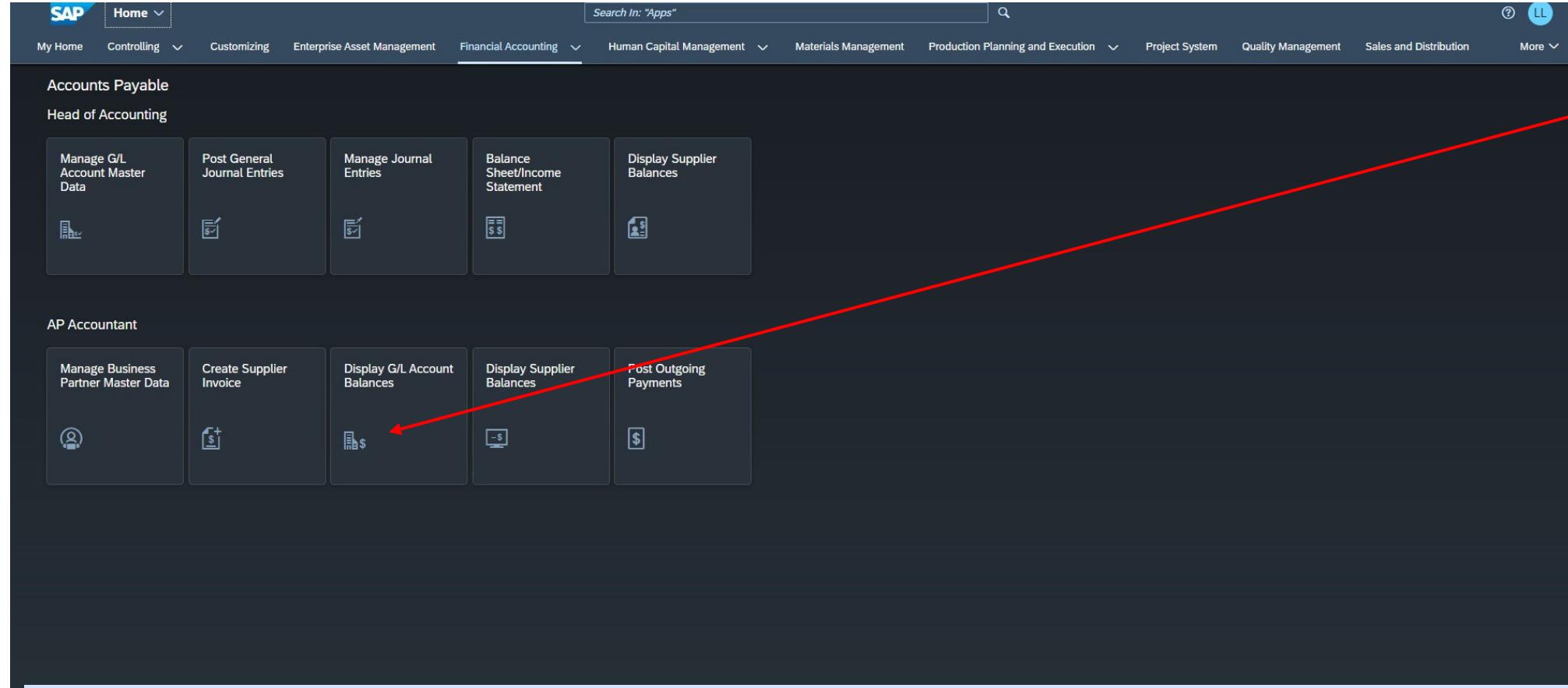


Click on
Display G/L
Account
Balance



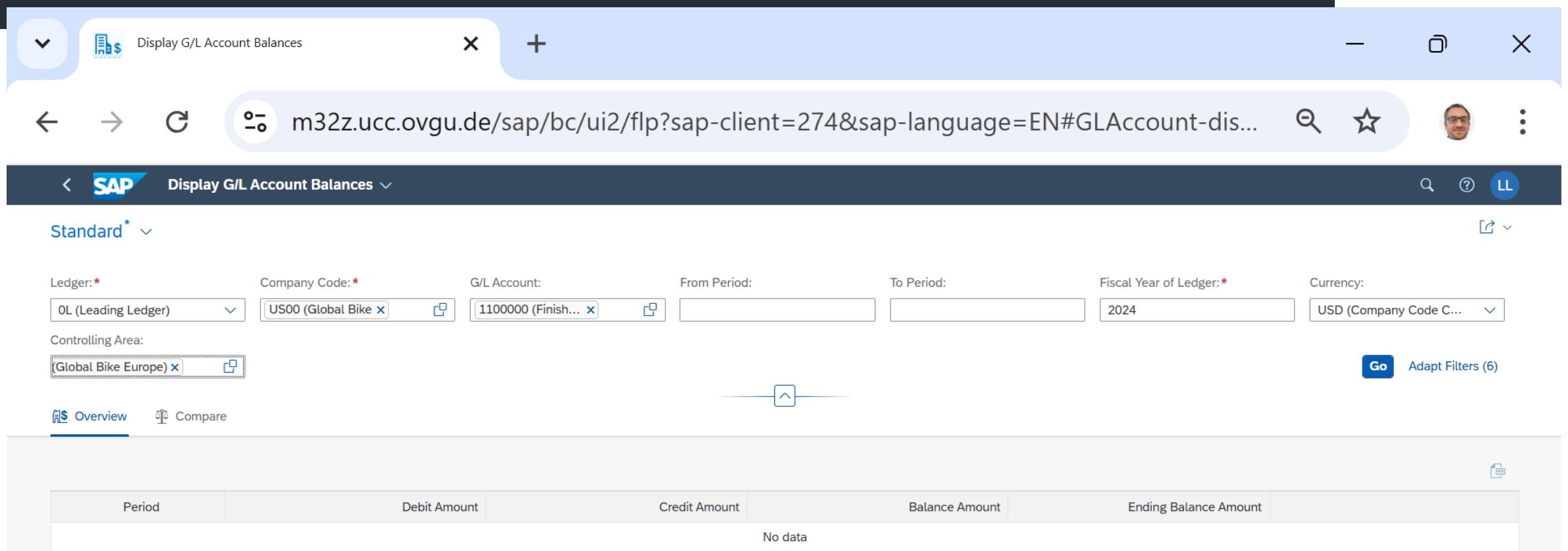
Post Funds Transfer to an Account

- To check the Journal Entry impact on account Balance, return to the home screen and select Financial accounting.



Click on
Display G/L
Account
Balance

The
Consumables
account
should have a
Debit of
\$5000 and
Concessions
Bank Account
a Credit of
\$5000.



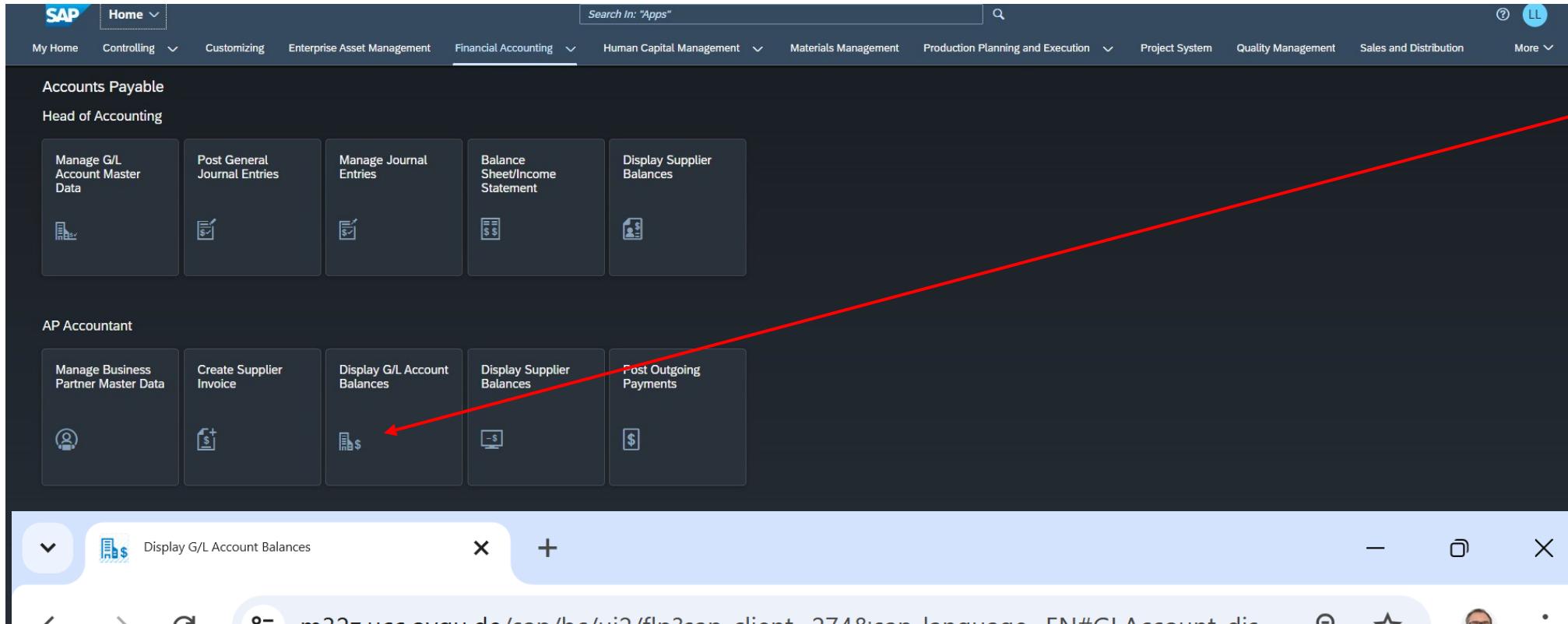
The SAP Fiori Launchpad shows the "Display G/L Account Balances" application selected. The URL in the browser bar is: m32z.ucc.ovgu.de/sap/bc/ui2/flp?sap-client=274&sap-language=EN#GLAccount-dis...

The application interface includes:

- Header: SAP Display G/L Account Balances
- Filter section: Ledger: 0L (Leading Ledger), Company Code: US00 (Global Bike), G/L Account: 1100000 (Finish...), From Period: To Period: Fiscal Year of Ledger: 2024, Currency: USD (Company Code C...).
- Controlling Area: (Global Bike Europe)
- Action buttons: Go, Adapt Filters (6)
- Navigation tabs: Overview, Compare
- Table header: Period, Debit Amount, Credit Amount, Balance Amount, Ending Balance Amount.
- Table body: No data

Post Funds Transfer to an Account

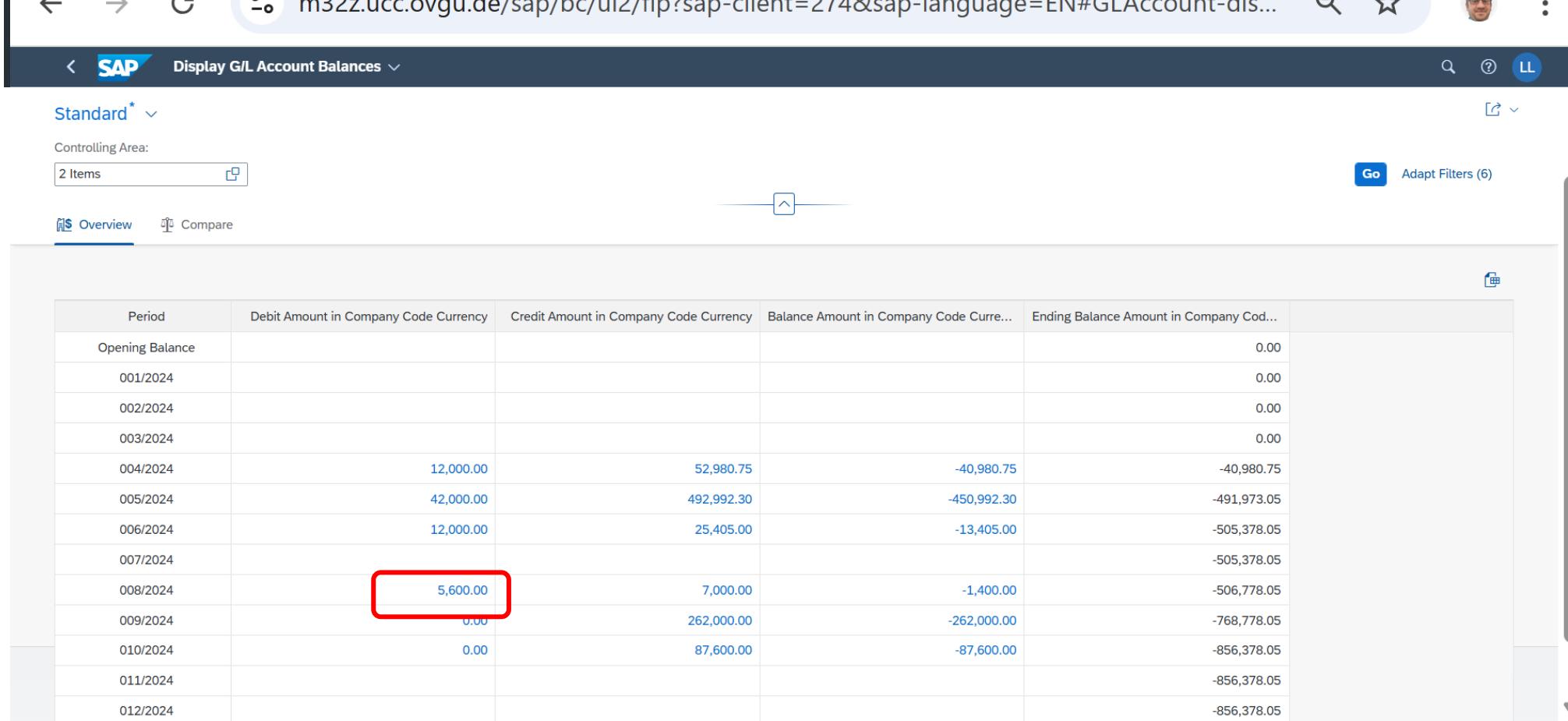
- To check the Journal Entry impact on account Balance, return to the home screen and select Financial accounting.



The screenshot shows the SAP Fiori Home screen with the 'Financial Accounting' app selected. In the 'AP Accountant' section, the 'Display G/L Account Balances' button is highlighted with a red arrow. The URL in the browser bar is m32z.ucc.ovgu.de/sap/bc/ui2/flp?sap-client=274&sap-language=EN#GLAccount-dis...

Click on
Display G/L
Account
Balance

The
Consumables
account
should have a
Debit of
\$5000 and
Concessions
Bank Account
a Credit of
\$5000.



The screenshot shows the 'Display G/L Account Balances' report. The journal entry for the funds transfer is highlighted with a red box. The report table shows the following data:

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
004/2024	12,000.00	52,980.75	-40,980.75	-40,980.75
005/2024	42,000.00	492,992.30	-450,992.30	-491,973.05
006/2024	12,000.00	25,405.00	-13,405.00	-505,378.05
007/2024				-505,378.05
008/2024	5,600.00	7,000.00	-1,400.00	-506,778.05
009/2024	0.00	262,000.00	-262,000.00	-768,778.05
010/2024	0.00	87,600.00	-87,600.00	-856,378.05
011/2024				-856,378.05
012/2024				-856,378.05



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Create a Journal Entry

Create a Journal Entry

- Click on SAP to return to the home screen
 - Click on Financial Accounting Space.

SAP Home ▾

My Home Controlling ▾ Customizing Enterprise Asset Management Financial Accounting ▾ Human Capital Management ▾ Materials Management Production Planning and Execution ▾ Project System Quality Management Sales and Distribution More ▾

Accounts Payable

Head of Accounting

Manage G/L Account Master Data

Post General Journal Entries

Manage Journal Entries

Balance Sheet/Income Statement

Display Supplier Balances

AP Accountant

Manage Business Partner Master Data

Create Supplier Invoice

Display G/L Account Balances

Display Supplier Balances

Post Outgoing Payments

**Click on Post
General
Ledger
Entries**

The screenshot shows the SAP Fiori Home interface. At the top, there is a navigation bar with a dropdown icon, a home icon, and the word "Home". To the right are a close button ("X") and an add button ("+"). Below this is a search bar containing the URL "m32z.ucc.ovgu.de/sap/bc/ui2/flp?sap-client=274&sa". The main content area has a dark header with the SAP logo and the word "Home". Below the header is a navigation bar with links: "My Home", "Controlling", "Customizing", "Enterprise Asset Management", "Financial Accounting" (which is highlighted with a dotted border), and "Human Capital Management". The main content area displays several tiles. One tile, "Post General Journal Entries", is highlighted with a red rounded rectangle. Other visible tiles include "Manage G/L Account Master Data", "Manage Journal Entries", "Balance Sheet/Income Statement", "Display Supplier Balances", "AP Accountant", "Manage Business Partner Master Data", "Create Supplier Invoice", "Display G/L Account Balances", "Display Supplier Balances", and "Post Outgoing Payments". Each tile has a small icon representing its function.

Create a Journal Entry

- Scenario: Some Office supplies have been purchased and need to be reconciled in the accounts.

SAP Post General Journal Entries

Header

Journal Entry Date: 04/18/2024
Posting Date: 04/18/2024
Period: 4
Journal Entry Type: SA (G/L Account Document)

Company Code: US00 (Global Bike Inc. Dallas)
Transaction Currency: USD
Ledger Group: -
Reference: LEARN-XXX

Intercompany Transac: Partner Bus. Area: Header Text: OfficeWorks Translation Date: 04/18/2024

Total Balance: 0.00 USD

Line Items (3)

Line Item	Company Code	G/L Account	Debit*	Credit*	USD
1	US00	6815000	80.00	0.00	USD
2	US00	6850000	95.00	0.00	USD
3	US00	1010000	0.00	175.00	USD

Total Debit: 175.00 USD Total Credit: 175.00 USD

Tax Items Standard Calculate Tax Net Entry Yes

Tax Doc. Item G/L Account Debit Amt in DC Credit Amt in DC LC Tax LC 2 Tax LC 3 Tax Tax Jurisdiction Tax Code Base Amount Condition T...

No data available

Select Templates Upload New Entry Hold Journal Entry Simulate

Enter Journal **Entry Date** and **Posting Date**.

Enter **US00** in the Company Code and Select **USD** in the Transaction Currency field.

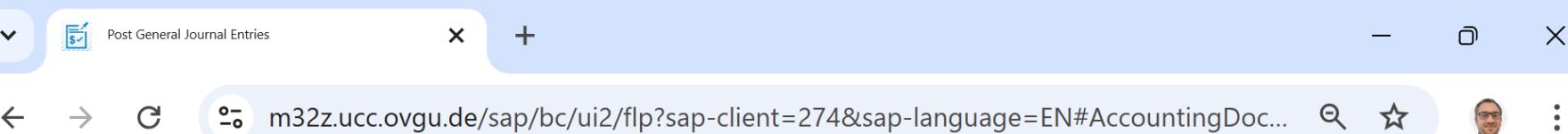
Enter **6815000** (Office Supplies) in the G/L account field and **80** in the Debit field.

NA1510000 Cost Centre must be used.

Enter **6850000** (Other Oper. Supplies) in the G/L account field and **95** in the Debit field.

NA1510000 Cost Centre must be used.

Enter **1010000** (Consumables) in the G/L account field and **175** in the Debit field. Click **Simulate**



SAP Post General Journal Entries

Header

Journal Entry Date: 04/18/2024
Posting Date: 04/18/2024
Period: 4
Journal Entry Type: SA (G/L Account Document)

Company Code: US00 (Global Bike Inc. Dallas)
Transaction Currency: USD
Ledger Group: -
Reference: LEARN-995

Intercompany Transac: Partner Bus. Area: Header Text: OfficeWorks Translation Date: 04/18/2024

Total Balance: 0.00 USD

Line Items (3)

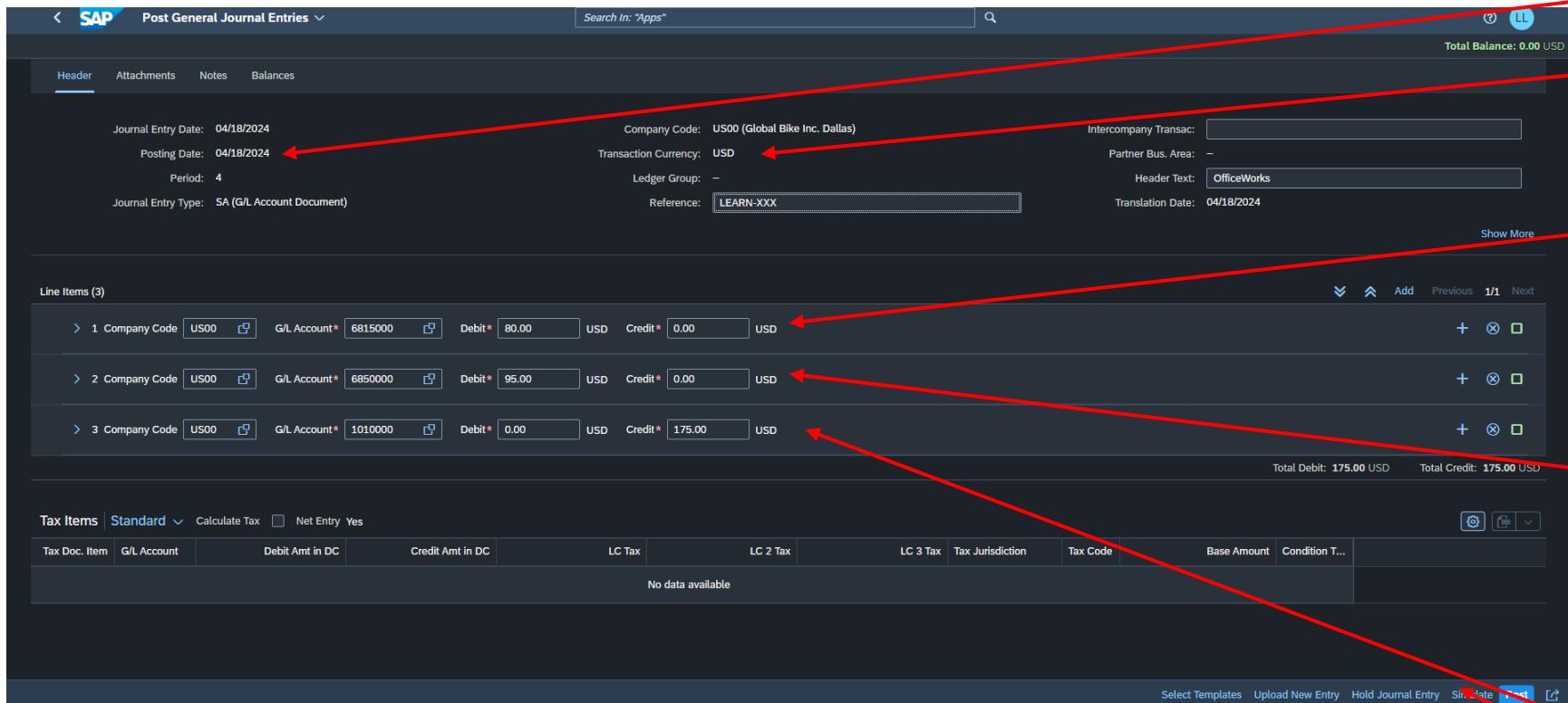
Line Item	Company Code	G/L Account	Debit*	Credit*	USD
1	US00	6815000	80.00	0.00	USD
2	US00	6850000	95.00	0.00	USD
3	US00	1010000	0.00	175.00	USD

Total Debit: 175.00 USD Total Credit: 175.00 USD

Tax Items Standard Calculate Tax Net Entry Yes

Create a Journal Entry

- Scenario: Some Office supplies have been purchased and need to be reconciled in the accounts.



The screenshot shows the SAP Post General Journal Entries interface. The header section includes fields for Journal Entry Date (04/18/2024), Posting Date (04/18/2024), Period (4), Company Code (US00 Global Bike Inc. Dallas), Transaction Currency (USD), Reference (LEARN-XXX), and Header Text (OfficeWorks). The Line Items section contains three entries:

Line Item	Company Code	G/L Account	Debit	Credit	Transaction Currency
1	US00	6815000	80.00	0.00	USD
2	US00	6850000	95.00	0.00	USD
3	US00	1010000	0.00	175.00	USD

Total Debit: 175.00 USD Total Credit: 175.00 USD

The Tax Items section is set to Standard and shows "No data available". At the bottom, there are buttons for Select Templates, Upload New Entry, Hold Journal Entry, Simulate (highlighted in blue), and Save & Close.

Enter Journal **Entry Date** and **Posting Date**.

Enter **US00** in the Company Code and Select **USD** in the Transaction Currency field.

Enter **6815000** (Office Supplies) in the G/L account field and **80** in the Debit field.

NA1510000 Cost Centre must be used.

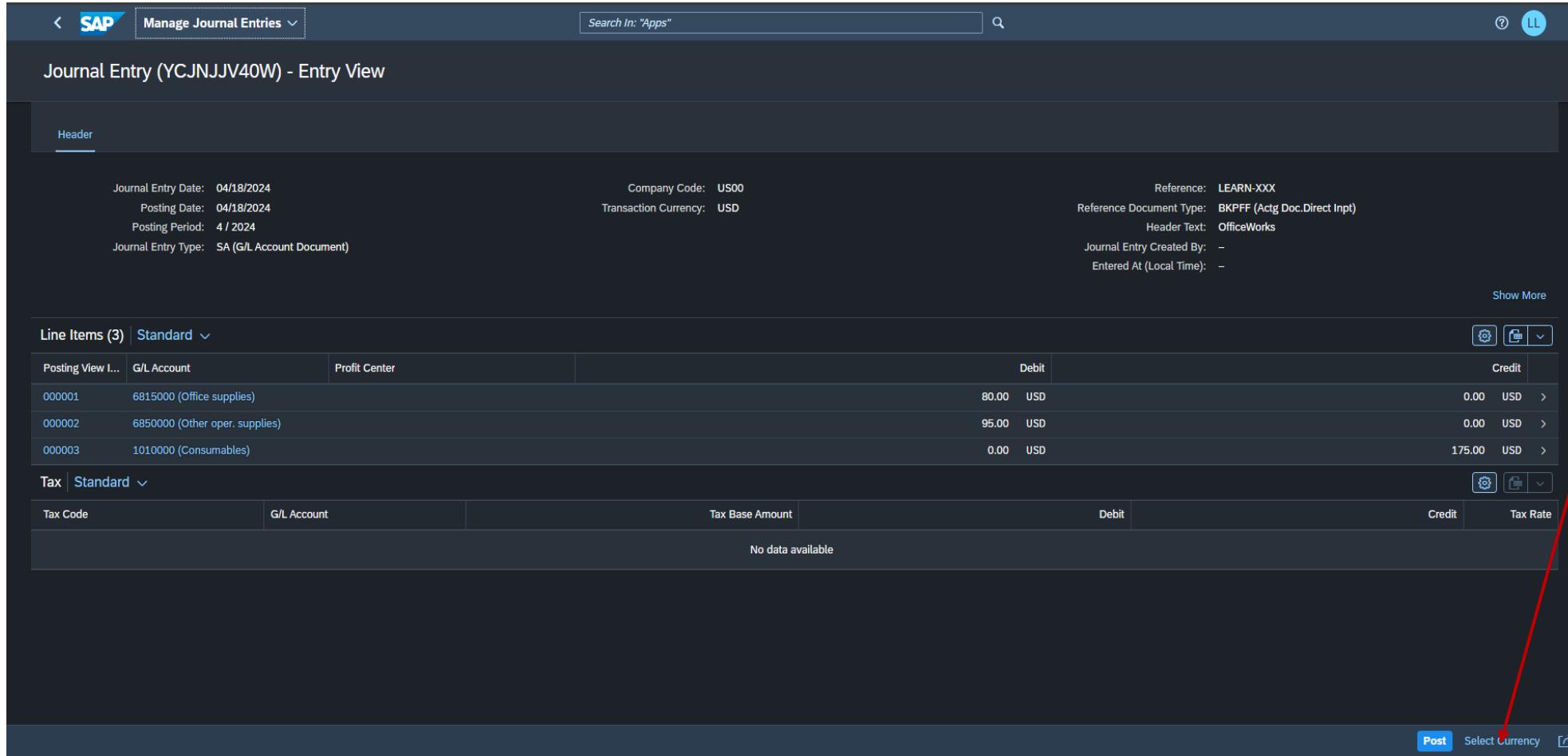
Enter **6850000** (Other Oper. Supplies) in the G/L account field and **95** in the Debit field.

NA1510000 Cost Centre must be used.

Enter **1010000** (Consumables) in the G/L account field and **175** in the Debit field. Click **Simulate**

Create a Journal Entry

- The transaction fits the accounting criteria and no errors are indicated.



The screenshot shows the SAP S/4HANA Journal Entry (Entry View) screen. The header contains the journal entry number (YCJNJJV40W), date (04/18/2024), and type (SA (G/L Account Document)). The header also displays company code US00, transaction currency USD, and reference LEARN-XXX. The line items section shows three entries: Office supplies (debit 80.00 USD), Other oper. supplies (debit 95.00 USD), and Consumables (credit 175.00 USD). The tax section indicates 'No data available'. At the bottom right, there are buttons for 'Post' (highlighted with a red arrow and a blue box), 'Select Currency', and a refresh icon.

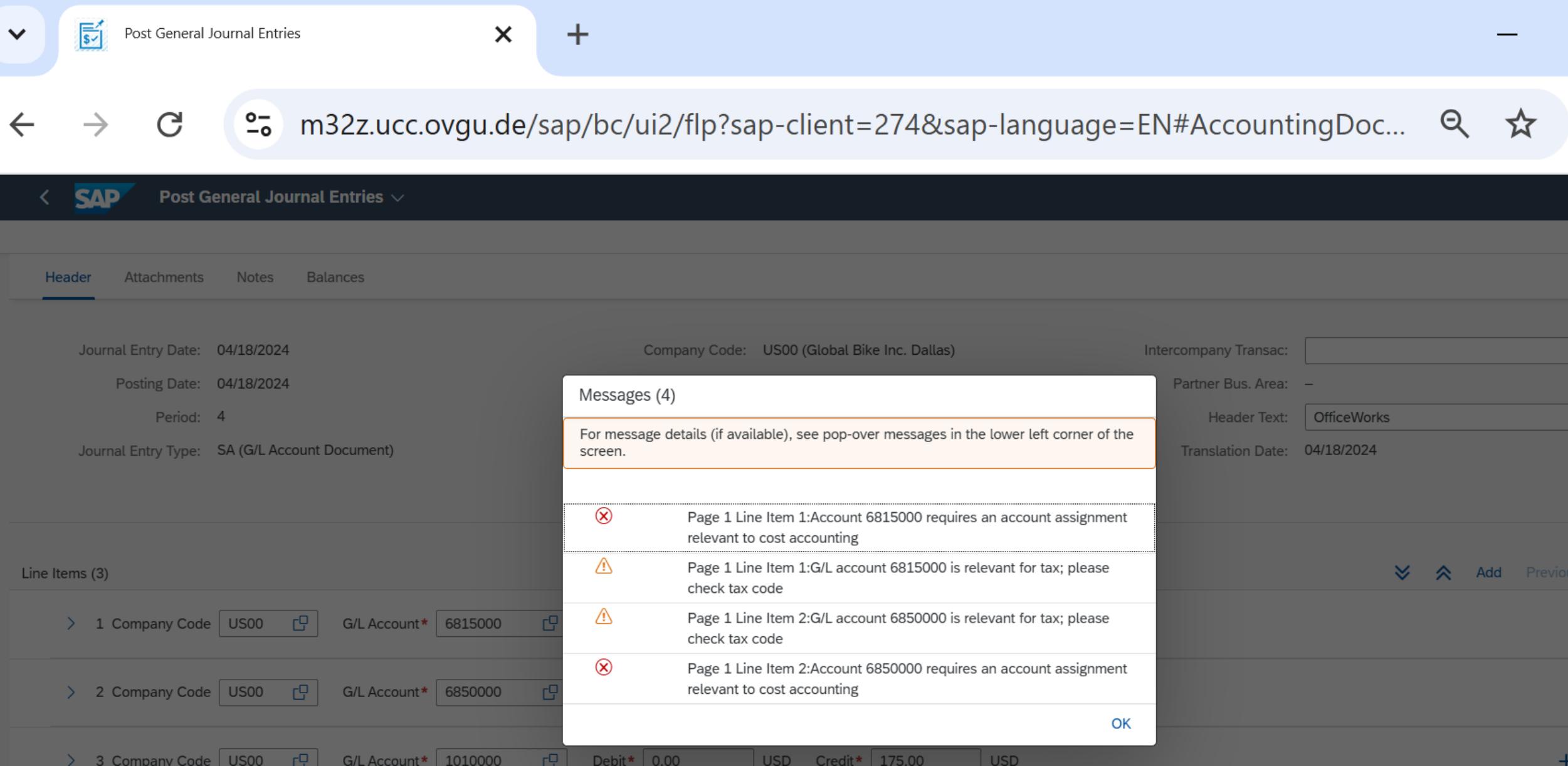
Line Item	Description	Debit	Credit
000001	6815000 (Office supplies)	80.00 USD	0.00 USD
000002	6850000 (Other oper. supplies)	95.00 USD	0.00 USD
000003	1010000 (Consumables)	0.00 USD	175.00 USD

Click on
Post

You may run the G/L Account balance to check the balances in the:

- Consumables account
- Internal Services account

How to Fix an Error



The screenshot shows a SAP application window titled "Post General Journal Entries". The URL in the browser bar is <m32z.ucc.ovgu.de/sap/bc/ui2/flp?sap-client=274&sap-language=EN#AccountingDoc...>. The SAP logo is visible in the top left.

The main form has tabs: Header, Attachments, Notes, and Balances. The Header tab is selected. The journal entry details are as follows:

- Journal Entry Date: 04/18/2024
- Company Code: US00 (Global Bike Inc. Dallas)
- Intercompany Transac: [empty]
- Posting Date: 04/18/2024
- Partner Bus. Area: -
- Period: 4
- Header Text: OfficeWorks
- Journal Entry Type: SA (G/L Account Document)
- Translation Date: 04/18/2024

The "Line Items (3)" section lists three entries:

Line Item	Company Code	G/L Account	Debit	Credit
1	US00	6815000	0.00	175.00
2	US00	6850000	175.00	0.00
3	US00	1010000	0.00	0.00

A modal dialog box titled "Messages (4)" is displayed, containing the following error messages:

- For message details (if available), see pop-over messages in the lower left corner of the screen.
- Page 1 Line Item 1: Account 6815000 requires an account assignment relevant to cost accounting
- Page 1 Line Item 1: G/L account 6815000 is relevant for tax; please check tax code
- Page 1 Line Item 2: G/L account 6850000 is relevant for tax; please check tax code
- Page 1 Line Item 2: Account 6850000 requires an account assignment relevant to cost accounting

Buttons at the bottom right of the modal include "OK", "▼", "▲", "Add", and "Previous".

If you see this error, follow these steps

✓ Step 1: Add Cost Assignment

1. Expand the **line item row** (click the arrow beside the line).
2. In the expanded section, enter a **valid Cost Center** (e.g., NAAD1000 if it's available in your org).
 - Field: Cost Center (under Account Assignment).
3. Repeat for both debit lines (Line 1 and Line 2)

How to Fix an Error

If the cost centers you are selecting are not valid until April 18 2024, you should

1. Change the Posting Date and Journal Entry Date to a date within the validity period of your cost centers.

- Try a recent known valid date like **March 1, 2023** or **April 1, 2023** if used in class demos.
- Make sure both:
 - Journal Entry Date
 - Posting Date are updated **together**.

2. You do **not** need to change:

- Tax code, quantity, or other fields unless errors are shown for those too.

How to Fix an Error

If the cost centers you are selecting are not valid until April 18 2024, you should

Use a 2023 or early 2024 date — not 2025.

Why?

- Many demo SAP systems (like the one we're using at ucc.ovgu.de) are **preconfigured with valid data for past years**, usually:
 - **2023**
 - **2024**
- Cost centers, tax codes, and business data are usually **not yet valid in 2025** in these training systems.
- That's why you're getting errors like:

"Cost center NA00/CC1000 does not exist on 04/18/2024"

How to Fix an Error

If the cost centers you are selecting are not valid until April 18 2024, you should

Recommended Safe Date:

Try setting **Posting Date** and **Journal Entry Date** to:

01/03/2023 (March 1, 2023)

Or

01/04/2023 (April 1, 2023)

How to Fix an Error

If the cost centers you are selecting are not valid until April 18 2024, you should

What to Do:

1. At the top of the screen:
 - Change Posting Date → 01/03/2023
 - Change Journal Entry Date → 01/03/2023
2. Retry with the same cost center (e.g., NARD1000, NABR1000, etc.)

✓ Step 2: Add Tax Code

1. Scroll down to **Tax Items** or expand the line.
2. Choose a tax code (e.g., V0 for zero tax if applicable).
 - Or select from the dropdown list in the **Tax Code** field.

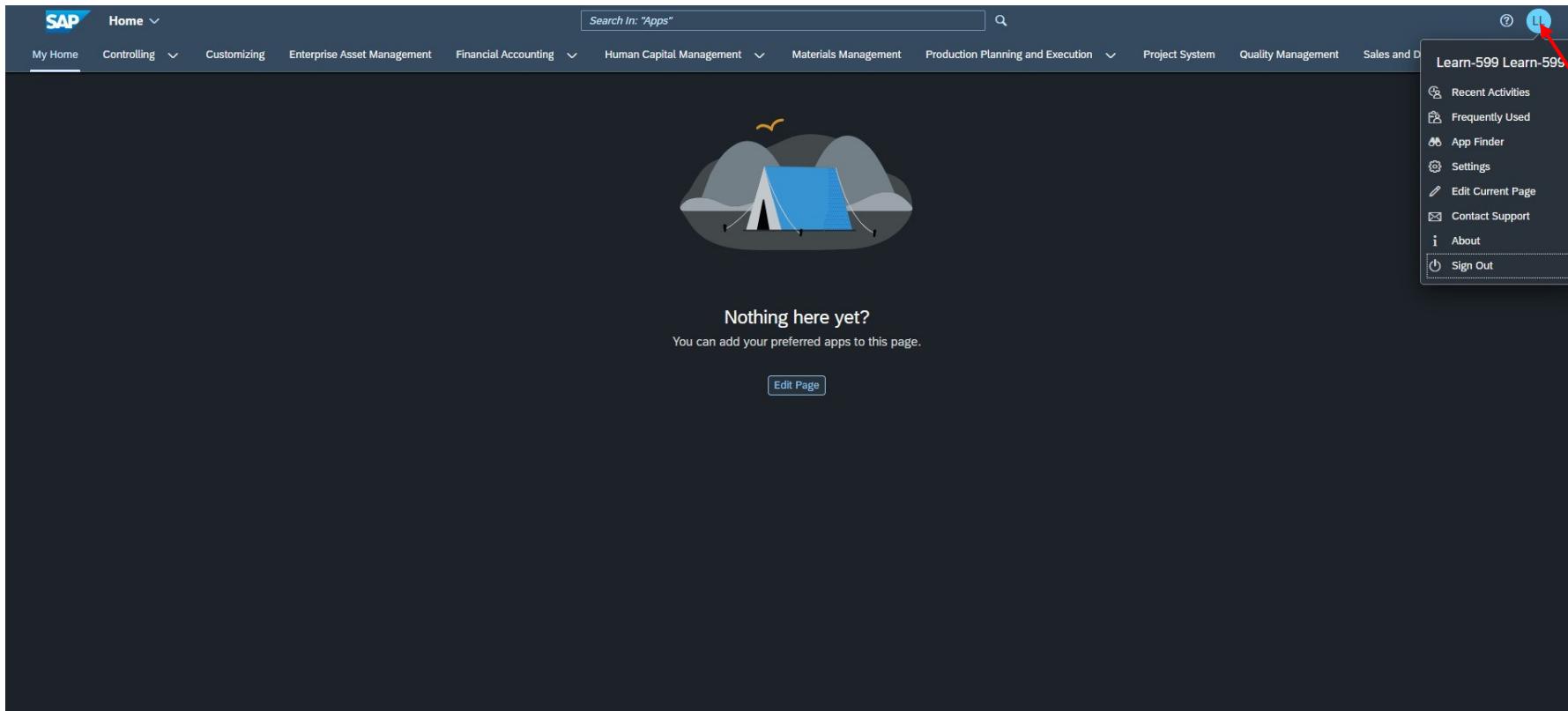


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Logging Off

Logging Off

- Always Log off to protect the data and to avoid unauthorised use.



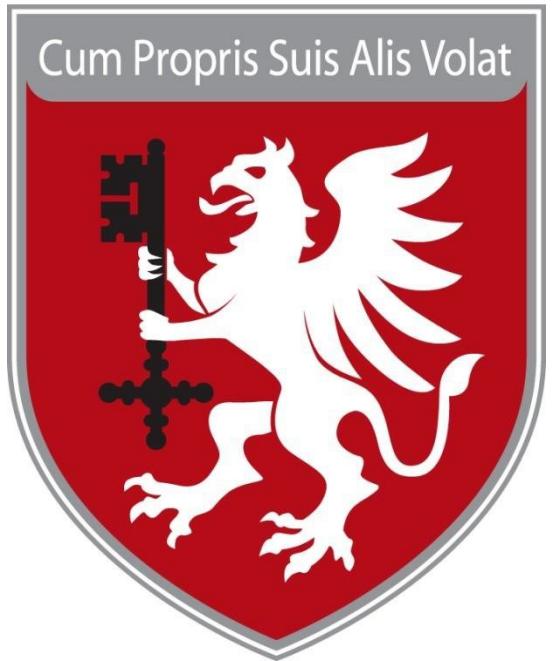
To Log Off, Click on **LL** Profile and select Sign Out, and press **OK**.



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**End of Workshop 1
Week 2 & 3**

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



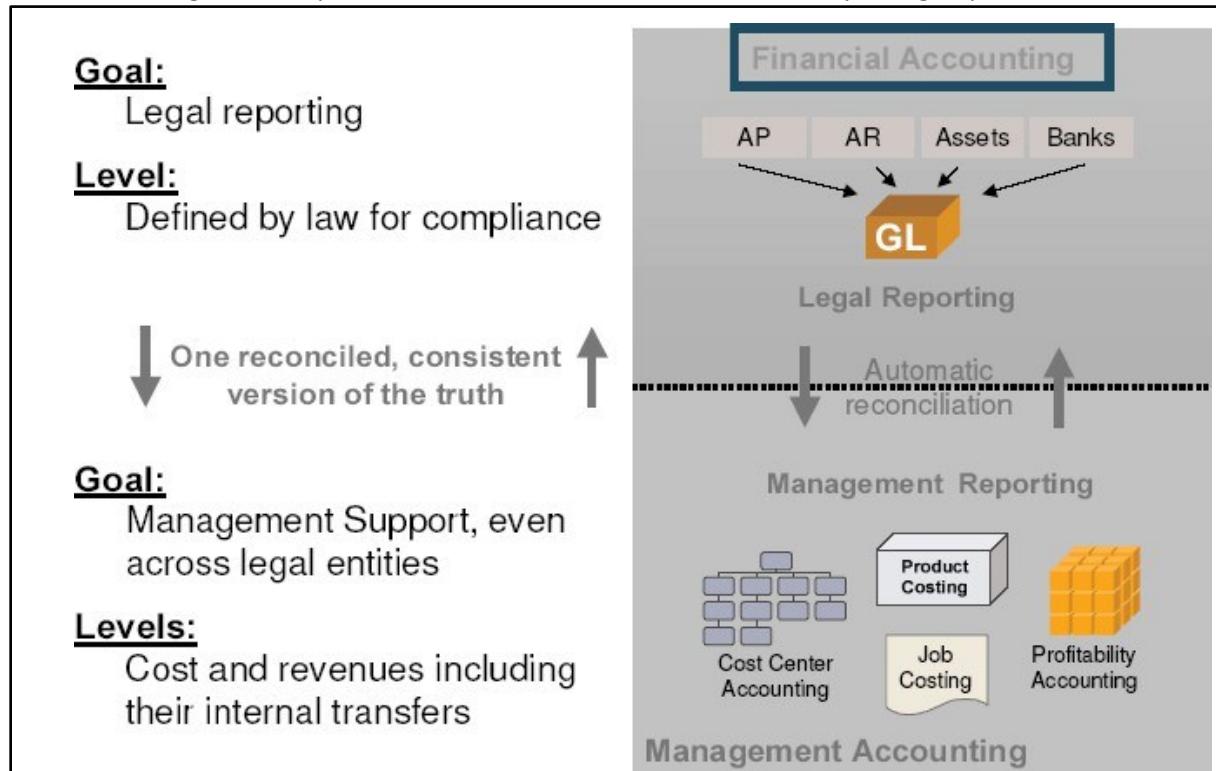
Accounting

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

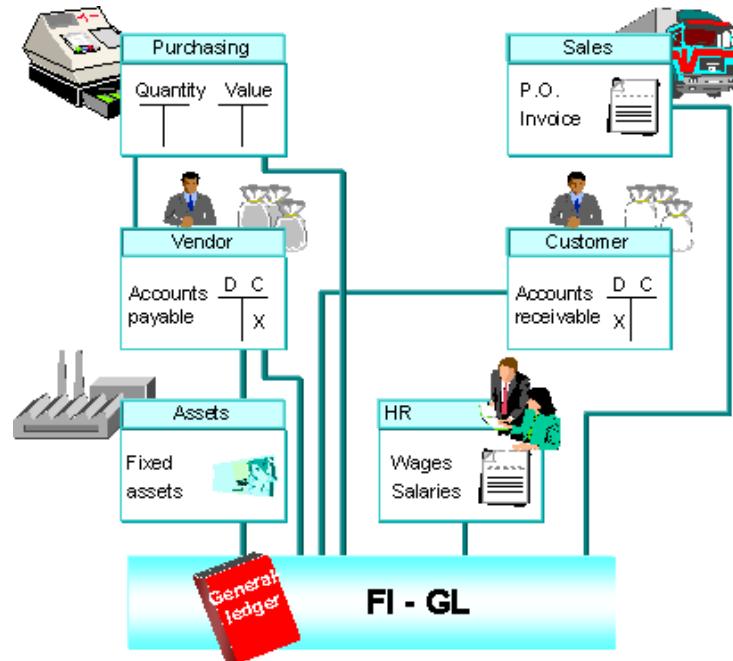
The main components of Financial Accounting are the general ledger(G/L) and sub-ledger accounting (accounts payable, accounts receivable, and asset accounting) and consolidation.

- **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.

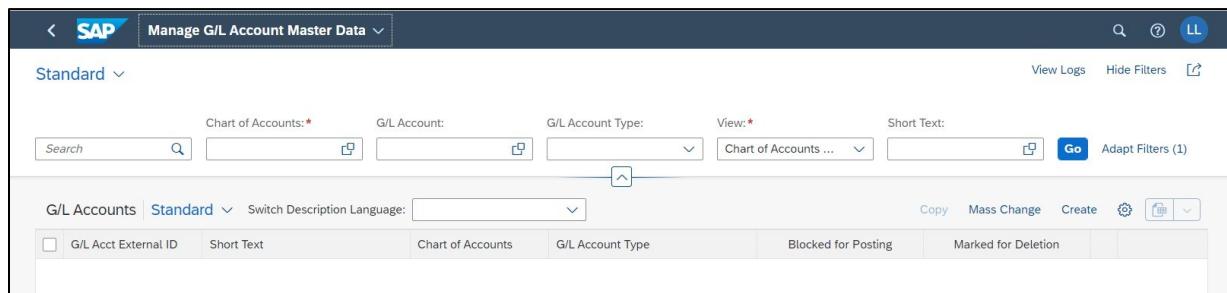
Displaying the Chart of Accounts

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 **Financial Accounting** on the Space Selection Bar to display this Space.
4. Click **Manage G/L Account Master Data** to select this function.

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





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.



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).

The screenshot shows the SAP G/L Account Master Data interface. The top navigation bar includes the SAP logo, a back arrow, and a dropdown menu for 'G/L Account Master Data'. Below the header, the account number '1100000' and description 'Finished goods' are displayed. A toolbar with 'Edit', 'Copy', and a refresh icon is visible. The main content area has tabs for 'General', 'Company Code Data' (which is selected), 'Controlling Data', and 'Where Used'. Under 'Company Code Data', a sub-section titled 'Company Code Assignment (2)' is shown. A table lists two entries:

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

19. Click to display a selection screen.

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:

24. Click to display the results.

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 

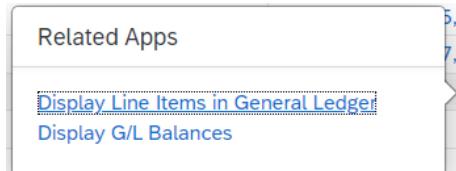
Description	G/L Account	Period Balance	Comparison Balance (Actual)	Absolute Difference	Relative Difference
Assets		0.00 USD	-355,489,500.00 USD	355,489,500.00 USD	100.0
1 Current Assets		0.00 USD	-355,489,500.00 USD	355,489,500.00 USD	100.0
Inventories of raw materials, consumables and supp	1000000	0.00 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 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											
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.

The screenshot shows a SAP dialog box with a white background. At the top, there is a blue header bar with the SAP logo on the left and a small 'TM' symbol on the right. Below the header, the journal entry number '4900000001' is displayed in a blue-bordered input field. Underneath the number, there are two blue hyperlinks: 'Manage Journal Entries' and 'More Links'. The entire dialog is enclosed in a black border.

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 (1000000).

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

34. Click [Post General Journal Entries](#) to display the posting screen.



SAP Post General Journal Entries

Header

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:
Translation Date: MM/dd/yyyy

Total Balance: 0.00

Line Items (2)

Line Item	Company Code	G/L Account	Debit	Credit
1	Company Code	G/L Account	0.00	0.00
2	Company Code	G/L Account	0.00	0.00

Total Debit: 0.00 Total Credit: 0.00

Tax Items | Standard | Calculate Tax | Net Entry | Tax Reporting Date: MM/dd/yyyy | Exchange Rate Taxes:

No data available

Select Templates | Upload New Entry | Hold Journal Entry | Simulate | **Post**

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

Line Items (2)

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

The screenshot shows the SAP Fiori Launchpad with the "Display G/L Account Balances" application selected. The application interface includes fields for Ledger, Company Code, G/L Account, Periods, and Fiscal Year of Ledger. Below the header is a search bar and a "Go" button. At the bottom, there are tabs for "Overview" and "Compare". A table below the tabs shows columns for Period, Debit Amount, Credit Amount, Balance Amount, and Ending Balance Amount. The message "No data" is displayed.

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 **Go** 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 **X** in **G/L Account:** field.
52. Type **100000** in the **G/L Account** field.
53. Click **Go** 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 **Financial Accounting** on the Space Selection Bar to display this Space.

Post General

56. Click **Journal Entries** 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 **Go** to display the search results.

The following results appear:

Select: G/L Account					
G/L Account Description		supplies		X	Go
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: **175.00** USD Total Credit: **0.00** USI

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 S/4HANA interface for managing journal entries. The header displays 'Journal Entry (YCJLN31GEX) - Entry View'. The 'Header' section contains fields for Journal Entry Date (03/04/2024), Company Code (US00), Reference (##), Posting Date (03/04/2024), Transaction Currency (USD), Reference Document Type (BKPFF (Actg Doc.Direct Inpt)), Header Text (OfficeWorks), and Journal Entry Created By (OfficeWorks). The 'Line Items (3)' section shows three entries in a table:

Posting View I...	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 or 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.