

CASE STUDY FI-AP

[Intro_S4HANA_Using_Global_Bike_Case_Study_FI-AP_en_v4.2.pdf](#)

Quy trình Accounts Payable (FI-AP)

- **Quản lý nhà cung cấp:** Tạo, chỉnh sửa thông tin vendor trong hệ thống SAP.
- **Hạch toán hóa đơn (Invoice Posting):** Ghi nhận các khoản nợ phải trả cho nhà cung cấp.
- **Thanh toán (Payment Processing):** Xử lý thanh toán hóa đơn, bao gồm phương thức thanh toán.
- **Kiểm tra và đối chiếu (Reconciliation):** Kiểm tra số dư tài khoản phải trả.
- **Báo cáo tài chính (Financial Reporting):** Xem các báo cáo liên quan đến khoản phải trả.

Step 1: Create Bank Account in General Ledger

- **Mục tiêu:** Thiết lập tài khoản ngân hàng để thực hiện thanh toán cho nhà cung cấp.
- 1801305

The screenshot shows the SAP G/L Account Master Data interface for account 1801305. The account is named 'Bank 130'. The interface is divided into several tabs: General, Company Code Data, Controlling Data, and Where Used. The 'General' tab is selected, showing 'Basic Information'. This section is further divided into 'Control', 'Description in Maintenance Lang. (EN)', 'Consolidation Data', 'Administration', and 'Others'. The 'Control' section shows 'Chart of Accounts: GL00 (Global Bike Group)', 'G/L Account Type: Balance Sheet Account', and 'Account Group: 01 (Current Asset Accounts)'. The 'Description in Maintenance Lang. (EN)' section shows 'Short Text: Bank 130' and 'G/L Account Long Text: Bank Account 130'. The 'Consolidation Data' section shows 'Trading Partner No.: -'. The 'Administration' section shows 'Created On: 03/14/2025', 'Created by: LEARN-130 (Learn-130 Learn-130)', and 'Group Chart of Accounts: -'. The 'Others' section shows 'Blocked for Creation: No', 'Blocked for Posting: No', 'Blocked for Planning: No', and 'Marked for Deletion: No'. A 'Translation' table is at the bottom, showing the account name in English. A message box at the bottom center states 'Account has been saved successfully.'.

Language Key	Short Text	G/L Account Long Text
EN (English)	Bank 130	Bank Account 130

Step 2: Create Reconciliation Account in General Ledger

- **Mục tiêu:** Liên kết sổ cái với các tài khoản con (sub-ledgers), như tài khoản của nhà cung cấp.
- 3301305

SAP G/L Account Master Data

3301305 Payables-Misc 130

General Company Code Data Controlling Data Where Used

Basic Information

Control	Description in Maintenance Lang. (EN)	Consolidation Data
Chart of Accounts: GL00 (Global Bike Group)	Short Text: Payables-Misc 130	Trading Partner No.: -
G/L Account Type: Balance Sheet Account	G/L Account Long Text: Payables-Miscellaneous 130	
Account Group: 03 (Outside Capital Accounts)		

Administration	Others
Created On: 03/14/2025	Blocked for Creation: No
Created by: LEARN-130 (Learn-130 Learn-130)	Blocked for Posting: No
Group Chart of Accounts: -	Blocked for Planning: No
	Marked for Deletion: No

Translation

Language Key	Short Text	G/L Account Long Text
EN (English)	Payables-Misc 130	Payables-Miscellaneous 130

G/L Account Long Text Account has been saved successfully.

Step 3: Create Expense Account in General Ledger

- **Mục tiêu:** Ghi nhận chi phí thuê nhà vào sổ kế toán.
- 6311305

SAP G/L Account Master Data

6311305 Rent Expenses 130

General Company Code Data Controlling Data Where Used

Basic Information

Control	Description in Maintenance Lang. (EN)	Consolidation Data
Chart of Accounts: GL00 (Global Bike Group)	Short Text: Rent Expenses 130	Trading Partner No.: -
G/L Account Type: Primary Costs or Revenue	G/L Account Long Text: Rent Expenses 130	
Account Group: 56 (Operating Expenditure)		
P&L State, Acct: RE (Brought forward PL)		
Functional Area: -		

Administration	Others
Created On: 03/14/2025	Blocked for Creation: No
Created by: LEARN-130 (Learn-130 Learn-130)	Blocked for Posting: No
Group Chart of Accounts: -	Blocked for Planning: No
	Marked for Deletion: No

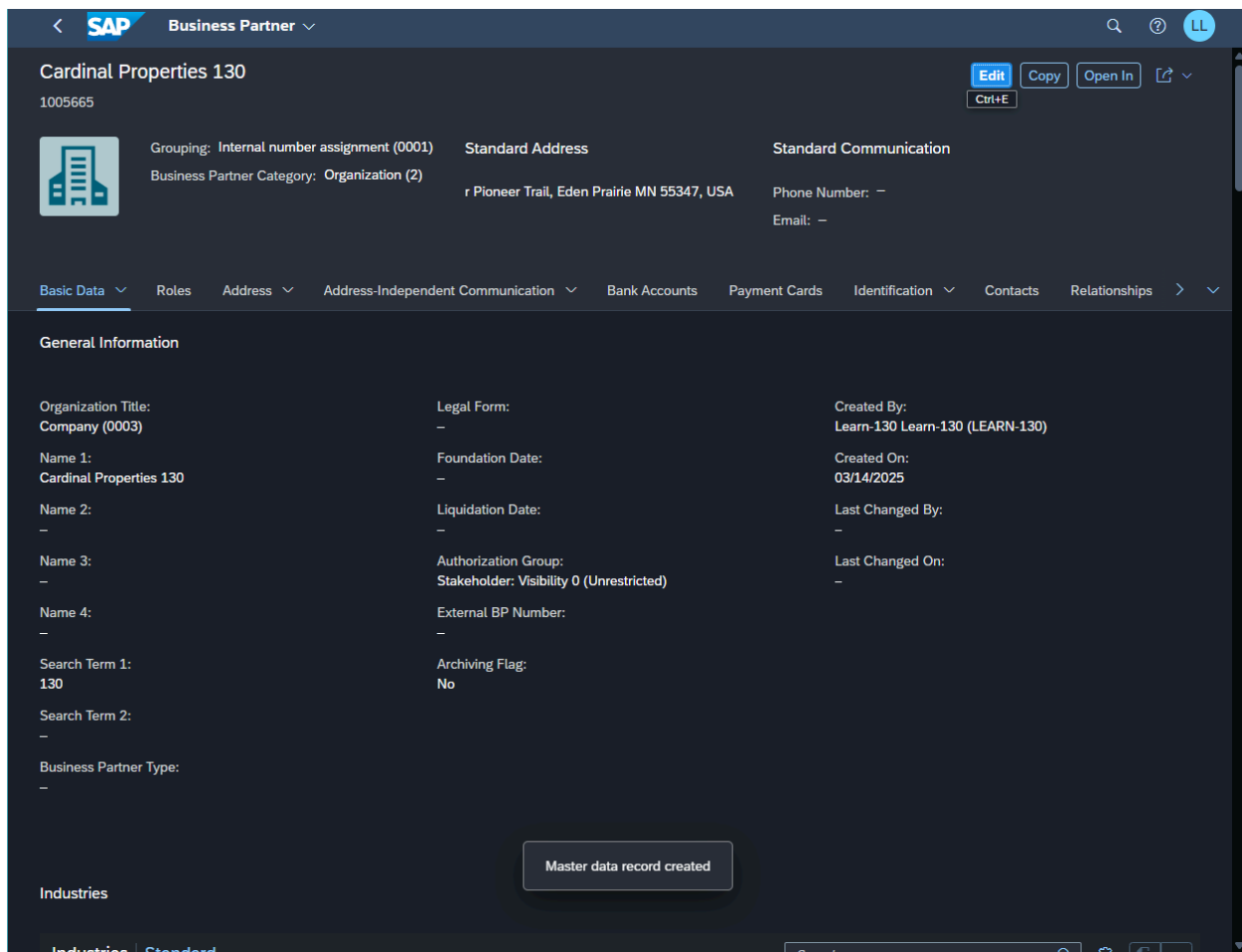
Translation

Language Key	Short Text
EN (English)	Rent Expenses 130

Account has been saved successfully.

Step 4: Create Vendor Master Record for Landlord

- **Mục tiêu:** Thêm thông tin nhà cung cấp vào hệ thống để thực hiện các giao dịch tài chính.
- 1005665



Step 5: Post Transfer of Funds to Alternate Bank Account

- **Mục tiêu:** Ghi nhận giao dịch chuyển tiền giữa các tài khoản ngân hàng nội bộ. vì có header text là Transfer of Funds nên nó là chuyển tiền nội bộ.
- **Tài khoản 1801305 (Bank 130)** và **Tài khoản 1800000 (Bank)** đều thuộc loại tài khoản ngân hàng (**Bank G/L Account**).
- Trong hệ thống kế toán, các tài khoản ngân hàng thường thuộc nhóm **Assets (Tài sản)**, dùng để quản lý tiền của công ty.

Không có đối tượng bên ngoài tham gia giao dịch

- Nếu đây là **thanh toán cho nhà cung cấp (Vendor Payment)**, thì bút toán sẽ có một tài khoản phải trả (**Accounts Payable - AP, thường là 3xxxxxx**).
- Nếu đây là **thu tiền từ khách hàng (Customer Payment)**, thì bút toán sẽ có một tài khoản phải thu (**Accounts Receivable - AR, thường là 1xxxxxx**).
- Nhưng trong trường hợp này, cả hai tài khoản đều là **tài khoản nội bộ của công ty**, không có tài khoản phải thu hoặc phải trả xuất hiện.

- **100001584**

SAP Manage Journal Entries

Journal Entry (100001584) - Entry View

Header 0 Attachments 0 Notes 0 Related Documents

Journal Entry Date: 03/14/2025 Company Code: US00 (Global Bike Inc.) Reference: 130
 Posting Date: 03/14/2025 Transaction Currency: USD Reference Document Type: BKPF (Actg Doc.Direct Inpt)
 Posting Period: 3 / 2025 Header Text: Transfer of Funds
 Journal Entry Type: SA (G/L Account Document) Journal Entry Created By: LEARN-130
 Entered At (Local Time): 03/14/2025, 22:50

Show More

Line Items (2) Standard T-Account View

Posting View I...	G/L Account	Profit Center	Debit	Credit
000001	1801305 (Bank 130)		5,000.00 USD	0.00 USD
000002	1800000 (Bank)		0.00 USD	5,000.00 USD

Tax Standard

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

Journal entry 100001584 (2025, US00) was saved successfully

Edit Create Correspondence Reverse New Display Changes Select Currency

Step 6: Review Transfer of Funds

- **Mục tiêu:** Kiểm tra và xác nhận giao dịch vừa thực hiện.

SAP Manage Journal Entries

Journal Entry (100001584) - Entry View

Header | Attachments | Notes | Related Documents

Journal Entry Date: 03/14/2025
 Posting Date: 03/14/2025
 Posting Period: 3 / 2025
 Journal Entry Type: SA (G/L Account Document)

Company Code: US00 (Global Bike Inc.)
 Transaction Currency: USD

Reference: 130
 Reference Document Type: BKPFF (Actg Doc.Direct Inpt)
 Header Text: Transfer of Funds
 Journal Entry Created By: LEARN-130
 Entered At (Local Time): 03/14/2025, 22:50

Show More

Line Items (2) | Standard

Posting View I...	G/L Account	Profit Center	Debit	Credit
000001	1801305 (Bank 130)		5,000.00 USD	0.00 USD
000002	1800000 (Bank)		0.00 USD	5,000.00 USD

Tax | Standard

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

Edit | Create Correspondence | Reverse | New | Display Changes | Select Currency

Step 7: Create Invoice Receipt for Rent Expense

- **Mục tiêu:** Ghi nhận hóa đơn thuê nhà từ nhà cung cấp vào hệ thống.
- 5105601947/2025

SAP Create Supplier Invoice

New Supplier Invoice

Balance: 0.00 USD Invoicing Party: 1005665 (Cardinal Properties 130)

General Information Purchasing Document References G/L Account Items Tax Payment Unplanned Delivery Costs Note Attachments

Basic Data

Transaction: Invoice

Company Code: * US00 (Global Bike Inc.)

Gross Invoice Amount: * 1,500.00 USD

Invoice Date: * 03/03/2025

Invoicing Party: * 1005665 (CARDINAL PROPERTIES 130)

Partner Bank Type:

IBAN:

SWIFT/BIC:

Details

Document Type: * RE (Invoice - Gross)

Exchange Rate: 1.00000

Header Text:

Item Text:

Business Area:

Success

Documents have been created.

Supplier invoice: 5105601947/2025

Do you want to create a new supplier invoice?

Yes No

Check Simulate Post Hold Park Save as Completed Cancel

Step 8: Display and Review G/L Account Balances and Individual Line Items

- **Mục tiêu:** Xác nhận số dư trong tài khoản chi phí sau khi ghi nhận hóa đơn.

[illegible]

Step 9: Display and Review AP Balances and Individual Line Items

- **Mục tiêu:** Xem trạng thái công nợ của nhà cung cấp.

SAP Manage Supplier Line Items

Standard

View Mass Change Logs Hide Filters

Supplier: 1005665 (CARDI... x) Company Code: US00 (Global Bi... x) Status: * All Items Posting Date: Item Type: * Normal Items x

Debit/Credit: Credit x Fiscal Year: =2025 x

Go Adapt Filters (6)

Items (1) Standard

Edit Line Items Create Correspondence Block for Payment Unblock for Payment Create Single Payment

Supplier	Company ...	Clearin...	Assignment	Journal Entry Date	Journal Entry	Journal En...	Special ...	Due Net...	An
1005665	US00			03/14/2025	5105601947	RE			

Step 10: Post Payment to Landlord

- Mục tiêu:** Thực hiện thanh toán tiền thuê nhà cho nhà cung cấp.
Journal entry 1500000992

		Manage Journal Entries							
Journal Entry (1500000992) - Entry View									
<div>Header 0 Attachments 0 Notes 0 Related Documents</div>									
Journal Entry Date: 03/17/2025		Company Code: US00 (Global Bike Inc.)		Reference: INV CARDINAL 130					
Posting Date: 03/17/2025		Transaction Currency: USD		Reference Document Type: BKPFF (Actg Doc.Direct Inpt)					
Posting Period: 3 / 2025				Header Text: -					
Journal Entry Type: KZ (Vendor Payment)				Journal Entry Created By: LEARN-130					
				Entered At (Local Time): 03/17/2025, 23:33					
Show More									
Line Items (2) Standard									
T-Account View									
Posting View I...	G/L Account	Profit Center	Debit		Credit				
000001	1801305 (Bank 130)		0.00	USD	1,500.00 USD >				
000002	3301305 (Payables-Misc 130)		1,500.00	USD	0.00 USD >				
Tax Standard									
Tax Code	G/L Account	Tax Base Amount	Debit		Credit Tax Rate				
No data available									

Step 11: Display and Review AP Balances and Individual Line Items

- **Mục tiêu:** Xác nhận rằng khoản thanh toán đã được thực hiện.

SAP Display Supplier Balances

Standard

Supplier: 1005665 (CARDINA... x) Company Code: * US00 (Global Bike In... x) Fiscal Year: * 2025 Comparison Fiscal Year: Go Adapt Filters (3)

Balances Special G/L Compare

Period	Debit		Credit		Balance		Cumulative Balance	
Opening Balance	0.00	USD	0.00	USD	0.00	USD	0.00	USD
01	0.00	USD	0.00	USD	0.00	USD	0.00	USD
02	0.00	USD	0.00	USD	0.00	USD	0.00	USD
03	1,500.00	USD	1,500.00	USD	0.00	USD	0.00	USD
04	0.00	USD	0.00	USD	0.00	USD	0.00	USD
05	0.00	USD	0.00	USD	0.00	USD	0.00	USD
06	0.00	USD	0.00	USD	0.00	USD	0.00	USD
07	0.00	USD	0.00	USD	0.00	USD	0.00	USD
08	0.00	USD	0.00	USD	0.00	USD	0.00	USD
09	0.00	USD	0.00	USD	0.00	USD	0.00	USD
10	0.00	USD	0.00	USD	0.00	USD	0.00	USD
11	0.00	USD	0.00	USD	0.00	USD	0.00	USD
12	0.00	USD	0.00	USD	0.00	USD	0.00	USD
13	0.00	USD	0.00	USD	0.00	USD	0.00	USD
14	0.00	USD	0.00	USD	0.00	USD	0.00	USD
15	0.00	USD	0.00	USD	0.00	USD	0.00	USD
16	0.00	USD	0.00	USD	0.00	USD	0.00	USD
Total	1,500.00	USD	1,500.00	USD	0.00	USD	0.00	USD

Step 12: Run Financial Statement

- **Mục tiêu:** Xem tác động của các giao dịch lên báo cáo tài chính.

Period	Debit Amount in Company Code Currency	Credit Amount in Company Code Currency	Balance Amount in Company Code Curre...	Ending Balance Amour
Opening Balance				
001/2025				
002/2025				
003/2025	5,000.00	1,500.00	3,500.00	
Totals	5,000.00	1,500.00	3,500.00	

1. Reconciliation Account

- A reconciliation account in SAP connects sub-ledgers (AP, AR, AA) with the general ledger (GL).
- Direct postings are not allowed; updates occur via sub-ledger transactions.

2. FI Organizational Structure

- SAP FI's organizational structure includes **Company Code, Business Area, Chart of Accounts (COA), Functional Area, Credit Control Area, and Controlling Area**.
- Each entity plays a specific role in financial management and reporting.

3. Fiscal Year Variant

- Defines how the fiscal year is structured in SAP (can follow the calendar year or be customized).
- Determines the number of posting periods (typically 12 months, with optional special periods).

4. Posting Period Variant

- Controls the periods when financial transactions can be posted in SAP.
- Allows opening or closing specific accounting periods to manage data entry.

5. Exchange Rate

- Manages foreign exchange rates within SAP.
- Types of exchange rates: **Standard (M)**, **Average (G)**, **Historical (B)**, etc.

6. Document Type

- Categorizes financial documents (e.g., DR – Customer Invoice, KR – Vendor Invoice, SA – General Ledger Entry).
- Defines document numbering, applicable accounts, and data validation rules.

7. Posting Key

- Determines how transactions are posted (Debit/Credit).
- Examples: **40 – Debit G/L**, **50 – Credit G/L**, **31 – Credit Vendor**, **01 – Debit Customer**.

8. Chart of Accounts (COA) & Master Data of G/L

- **COA**: A structured list of all accounts used in SAP.
- **G/L Master Data**: Contains details for each general ledger account, including account type, account group, currency, and reconciliation settings.

9. Master Data of AP, AR, AA

- **AP (Accounts Payable)**: Vendor data and payable accounts.
- **AR (Accounts Receivable)**: Customer data and receivable accounts.
- **AA (Asset Accounting)**: Fixed asset data, depreciation, and asset adjustments.