

# Financial Accounting – Accounts Payable (FI-AP)

This case study describes an integrated external accounting process and thus promotes an understanding of the individual process steps and the underlying SAP functionality.

#### **Product**

S/4HANA 2020 Global Bike

Fiori 3.0

#### Level

Undergraduate Graduate Beginner

#### **Focus**

Financial Accounting Accounts Payable

#### Authors

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#### Version

4.1

#### **Last Update**

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#### **MOTIVATION**

Data entry during the FI exercises was reduced because much of the data was already available in the SAP system. Static data, also referred to as master data, simplifies the handling of operational processes. Examples include vendor data and any type of G/L account.

In this case study, you create a vendor master record, enter the following vendor invoice, and initiate its payment.

#### **PREREQUISITES**

Before you work on the case study, you should familiarize yourself with navigation in the SAP system.

To carry out this FI case study successfully, it is not necessary to have worked through the FI exercises or other case studies. However, it is recommended.

#### NOTES

This case study uses the model company Global Bike, which was developed exclusively for SAP UA Curricula.





# Process Overview

**Learning Objective** Understand and execute an external accounting process in Accounts Payable (AP).

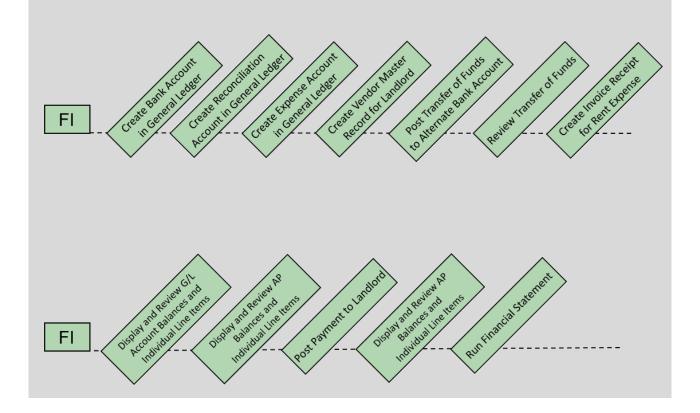
Time 100 Min.

**Scenario** To handle an external accounting process, you will take on various roles within Global Bike. Thereby you will work in the Financial Accounting (FI) department and there in the supplier accounting.

**Employees involved** Sil

Silvia Cassano (AP Accountant) Shuyuan Chen (Head of Accounting)

Before you post a vendor invoice, all necessary master data has to be maintained. Within this case study, you will first create the required G/L accounts as well as a new supplier (called vendor in Financial Accounting). Afterwards you will post the invoice and verify the changes on your G/L accounts. Since the posting affects the income statement, you will finally look at the effect on the balance sheet.



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# Step 1: Create Bank Account in General Ledger

Task Create a new G/L Account.

Time 5 Min.

**Short Description** Use the SAP Fiori Launchpad to create a new Bank Account in the General Ledger.

Name (Position) Shuyuan Chen (Head of Accounting)

In this case study, you create master data that will be used, for example, in accounts payable operational processes and to settle monthly rental expenses. The first thing to do is to create a bank account for outgoing payments to vendors.

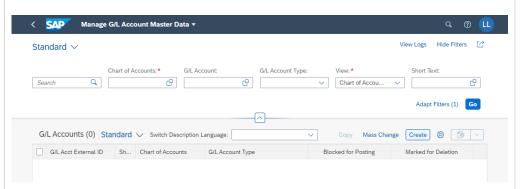
Scenario

Please go to the *Financial Accounting* space and choose the *Accounts Payable* page. In the *Head of Accounting* section, you can use the *Manage G/L Account Master Data* app to create a new G/L account.

Start



Click on Create to add a new account.



In the *G/L Account Master Data* screen, in the *G/L Account* field, enter **180**###**5**. Remember to insert for ### your three-digit number given to you by your instructor. For example, if your individual number is 013, enter 1800135.

In the *Chart of Accounts* field, select the value help icon  $\Box$  and select from the list of results the **GL00** (*Global Bike Group*) entry. As *G/L Account Type*, select **Balance Sheet Account** from the drop-down.

In the *Account Group* field, click the value help icon  $\Box$  again. In the *Select: Account Group* window that now opens, the chart of accounts *GL00* should

180###5

GL00

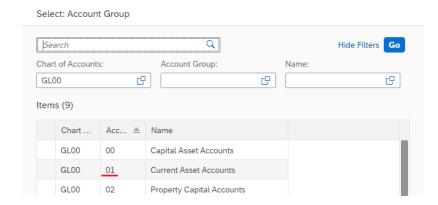
Balance Sheet Account

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Page 4

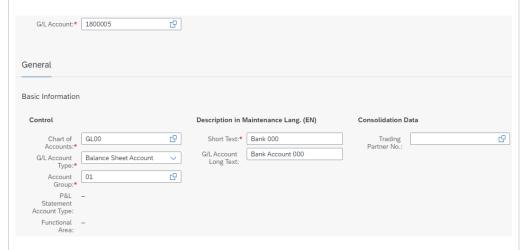
01

already have been automatically transferred. Then select the entry **01** (*Current Asset Accounts*) from the results list by clicking on it.



As *Short Text* enter **Bank** ###, and as *G/L Account Long Text*, please enter **Bank Account** ###. Replace ### again with your number. Compare your entries with the following screenshot. Afterward, go to the Company Code Data area.

Bank ### Bank Account ###

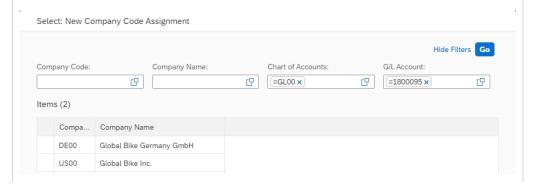


Next, you assign the new G/L account to a company code. Therefore, in the *Company Code Data* area, please select Create.

Company Code Data

In the Company Code Assignment window that opens, select the value help icon in the New Company Code Assignment field. The Chart of Accounts and G/L Account fields should already be filled with GL00 and your new account 180###5.

GL00 180###5



From the result list, choose the entry **US00**. Your selection will automatically add **USD** as the *Account Currency*. Now, select the checkbox **Only Balance in Local Currency**.

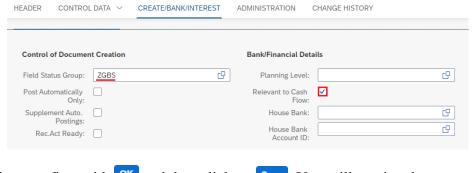
US00 USD Only Balance in Local Currency

Go to the *Account Management* area. In the Sort Key field, select **001** (*Posting date*).

001

In the *CREATE/BANK/INTEREST* area, find and select the *Field Status Group* **ZGBS** (*Main Balance Sheet Accounts*), and select the **Relevant to Cash Flow** checkbox.

ZGBS Relevant to Cash Flow



First, confirm with ox and then click on Save. You will receive the following message.

Account has been saved successfully.

Click on SAP for i launchpad.



# Step 2: Create Reconciliation Account in General Ledger

Task Create a new G/L account.

Time 5 Min.

**Short Description** Create a new Reconciliation Account in the General Ledger.

Name (Position) Shuyuan Chen (Head of Accounting)

Reconciliation Accounts connect the General Ledger with sub ledgers, which are maintained for debtors (customers) and vendors (suppliers), for example. It should be noted that reconciliation accounts cannot be posted to directly. Later, you will create a new vendor master record and assign the new reconciliation account to it.

Reconciliation Account

To create a new reconciliation account, please go to the space *Financial Accounting* and choose the page *Accounts Payable*. In the *Head of Accounting* section, open the app *Manage G/L Account Master Data*.

Start

Manage G/L Account Master Data



Again, click on Create to add a new account. On the following screen, in the G/L Account field, enter 330###5 (replace ### with your number).

330###5

GL00

In the *Chart of Accounts* field, select the value help icon and select from the list of results the entry **GL00** (*Global Bike Group*). As *G/L Account Type*, select **Balance Sheet Account** from the drop-down.

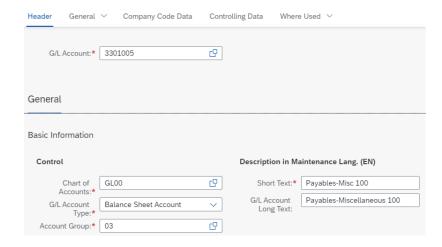
Balance Sheet Account

In the *Account Group* field, click the value help icon again. In the *Select: Account Group* window that opens, the chart of accounts *GL00* should already have been automatically transferred. Then select the entry **03** (*Outside Capital Accounts*) from the results list by clicking on it.

03

As *Short Text* enter **Payables-Misc** ###, and as *G/L Account Long Text*, please enter **Payables-Miscellaneous** ###. Replace ### again with your number. Compare your entries with the following screenshot. Afterward, go to the Company Code Data area

Payables-Misc ###
Payables-Miscellaneous
###



Next, you assign the new G/L account to a company code. Therefore, in the *Company Code Data* area, please select Create.

On the following screen, in the *New Company Code Assignment* field select the input help icon . A pop up screen will open. The *Chart of Accounts* and *G/L Account* fields should already be filled with **GL00** and your new account **330**###5.

In the results list, select the entry **US00**. You will automatically return to the main window. In the *Account Control* area, as *Account Currency* **USD** is already preselected. In the *Reconc. Account for Account Type* dropdown, select **K** (*Vendors*).

In the *Account Management* area, as the sort key please select **001** (*Posting date*). Afterward, please go the *CREATE/BANK/INTEREST* area. As *Field Status Group*, please choose **ZRAA** (*Reconciliation Accounts*).

Item	Items (7)			
	Field st	Fiel ≜	Text	
	GL00	ZEXP	Expense Accounts	
	GL00	ZGBS	General Balance Sheet Accounts	
	GL00	ZMMA	Material Management GR / IR Acc	
	GL00	ZRAA	Reconciliation Accounts	
	GL00	ZRCF	CO <-> FI reconciliation posting	
	GL00	ZREV	Revenue Accounts	
	GL00	ZSEC	Secondary Cost Elements	

Confirm your entries by clicking OK. A draft will be saved. Afterward, click on Save to create the account. You will receive a success message.

Click on to return to the SAP Fiori launchpad.

Company Code Data

GL00 330###5

> US00 USD

K (Vendors)

001

ZRAA



# Step 3: Create Expense Account in General Ledger

Task Create a new G/L Account.

Time 5 Min.

**Short Description** Create a new Expense Account in the General Ledger.

Name (Position) Shuyuan Chen (Head of Accounting)

Please go to the *Financial Accounting* space and choose the *Accounts Payable* page. In the *Head of Accounting* section, you can use the *Manage G/L Account* Master Data app to create a new G/L account.

Start



As in the previous steps, click on Create to add a new account. On the following screen, in the G/L Account field, enter 631###5 (replace ### with your number).

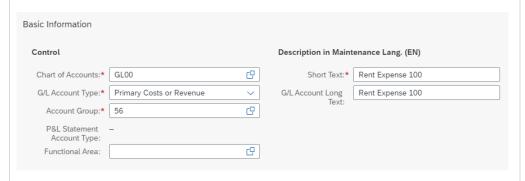
631###5

In the Chart of Accounts field, enter GL00 (Global Bike Group), and in the G/L Account Type drop-down menu, enter Primary Cost or Revenue. As *Account Group* choose **56** (*Operating Expenditure*).

GL00 Primary Cost or Revenue

For both fields Short Text and G/L Account Long Text please enter Rent Expenses ###. Again, remember to replace ### with your number. Compare your entries with the following screenshot. Afterward, go to the Company Code Data area.

Rent Expenses ### Rent Expenses ###



Next, you assign the new G/L account to a company code. Therefore, in the Company Code Data area, please select Create.

A new screen will open. In the New Company Code Assignment field, please use the input help icon 🖵 to choose **US00** (*Global Bike Inc.*). Back in the *New* Company Code Assignment screen, you can see that USD has been entered

**US00** USD

Company Code Data

automatically. Please also select the **Posting Without Tax Allowed** checkbox. In the *Account Management* area, as the *Sort Key* please choose **001** (*Posting date*).

Posting w/o Tax Allowed 001

In the *CREATE/BANK/INTEREST* area, in the *Field Status Group* field find and select **ZEXP** (*Expense Accounts*). In the lower screen area, you can use the ok button to save your entries as draft.

ZEXP

Finally, go to the Controlling Data area. In the row containing controlling area *NA00*, in the Cost Element Category column, use the input help icon select **01** (*Primary costs/cost-reducing revenues*).

01



Please choose Save to confirm your entries and to save you G/L account. You will receive a success message.

Click on to return to the SAP Fiori launchpad.



# Step 4: Create Vendor Master Record for Landlord

Task Create a new vendor master record.

Time 10 Min.

**Short Description** The Chief Financial Officer has requested you create a new vendor account for *Cardinal Properties*.

Name (Position) Silvia Cassano (AP Accountant)

A business partner (BP) is an organization (firm, branch office), person, or a group of persons or organizations in which your company has a business interest. You can create and manage your business partners and their roles centrally in a company. For this purpose, you enter the general data of the BP once and assign business partner roles (BP roles) to them. The various roles are created at specific organizational levels, such as company code or sales area. There are exactly three business partner categories.

Business Partner

• (Natural) person – is an individual, usually a private person.

Business Partner Categories

- Organization represents units, such as a company (e.g., a legal person), parts of a legal entity (e.g., a department) or an association.
- *Group* represents a shared living arrangement, a married couple, or an executive board.

A *vendor* is a business partner to whom liabilities exist for services received. For example, such a service can be a delivery of goods received, a service received, or the transfer of a right.

Vendor

To create a new business partner (vendor), please go to the space *Financial Accounting* and choose the *Accounts Payable* page. In the *AP Accountant* section, please use the app *Manage Business Partner Master Data*.

Start

Manage Business Partner Master Data



On the *Manage Business Partner* screen, select the button Create. A submenu will open. Click Organization here.

Organization



On the *Create Organization* screen, in the field *BP Role* click on the input help icon  $\Box$ . In the pop-up that opens, select the entry **FLVN00** | **FI Vendor**.

FLVN00 | FI Vendor

Company Cardinal Properties ### Pioneer Trail Eden Prairie, 55347

> US, FL EN

Back on the *Create Organization* window, please add the following information. As *Organization Title* choose **Company**, and as *Name 1* enter **Cardinal Properties** ###. Further, as *Street* enter **Pioneer Trail**, and as *City* enter **Eden Prairie** (with the *Postal Code* **55347**). In the field *Country*, please enter **US** (*USA*), and as *Region* choose **MN** (*Minnesota*). Finally, for *Language* select **English**.

reate Organization			
General Data		Standard Address	
Business Partner:		Street:	
	G	Pioneer Trail	
Grouping:		House Number:	
	~		
BP Category:		City:	
2		Eden Prairie	
BP Role:		Postal Code:	
FLVN00	G	55347	
Organization Title:		Country:	
Company	~	US	C
Name 1:		Region:	
Cardinal Properties 100		MN	C
Name 2:		Language:	
		EN	C

Confirm your entries with ok. The new *New Business Partner* screen will be generated. In the *General Information* area, in the field *Search Term 1* add your three-digit number ###. You can use this term to easily find your business partner later.

Search Term 1:

Search Term 2:



Then, go to the *Roles* area. Auto-scroll will take you to the correct position. You will see a line with the details of the business partner role as well as the validity dates. At the end of the line, click to maintain further details.



###

Roles

Thereupon, a new screen will be generated. Go to the *Company Codes* area. Since there is no record for the company codes, please select Create.

Company Codes

In the *Company Code* field, click the input help icon to find and choose **US00** (*Global Bike Inc.*). In the *Finance* area, as the *Reconciliation Account* enter 330###5 (*Payables-Miscellaneous* ###). Remember that you created this reconciliation account yourself.

US00 330###5

Accounting	
Reconciliation Account:	
Payables-Miscellaneous 100 (3301005)	G

0001 Check Double Invoice

Afterward, go to the *Payment Data* subarea. In the field *Payment Terms*, please add **0001** (*Payable immediately Due net*). Additionally, please select the **Check Double Invoice** checkbox.

Payment Data	
Payment Terms:	
Payable immediately Due net (0001)	G
Tolerance Group:	
	G
Check Cashing Time:	
0	
Check Double Invoice:	
✓	

Select Apply to save the draft. You can save the customer role by clicking Once again afterwards. Use the Create button in the lower screen area to finally save the business partner. The system acknowledges the creation of your business partner (vendor) with a success message.

**Note** Before you close the app, look at the top left of the window under the name of your new business partner. There you will see the number that the system has automatically assigned for your vendor.



Click on to return to the SAP Fiori launchpad.



# Step 5: Post Transfer of Funds to Alternate Bank Account

Task Transfer funds to Alternate Bank Account.

Time 10 Min.

**Short Description** Use the SAP SAP Fiori Launchpad to generate a journal entry for the Global Bike Inc. to transfer funds from your current bank account to your alternate bank account.

Name (Position) Shuyuan Chen (Head of Accounting)

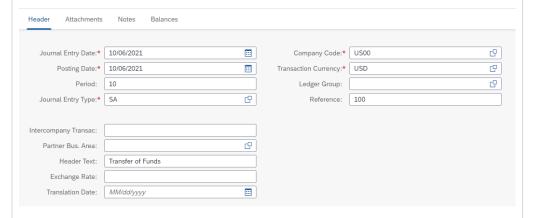
Please go to the space *Financial Accounting* and choose the page *Accounts Payable*. In the *Head of Accounting* section, use the *Post General Journal Entries* app to transfer these internal funds.

Start



In the *Journal Entry Date* field, use the input help icon and choose **today's date**. Then, enter as *Company Code* **US00**, and as *Transaction Currency* **USD**. Please change the *Period* to the **current month**. In the *Reference* field, enter your three-digit number (###) and as *Header Text* **Transfer of Funds**.

Today's date
US00
USD
Current month
###
Transfer of Funds

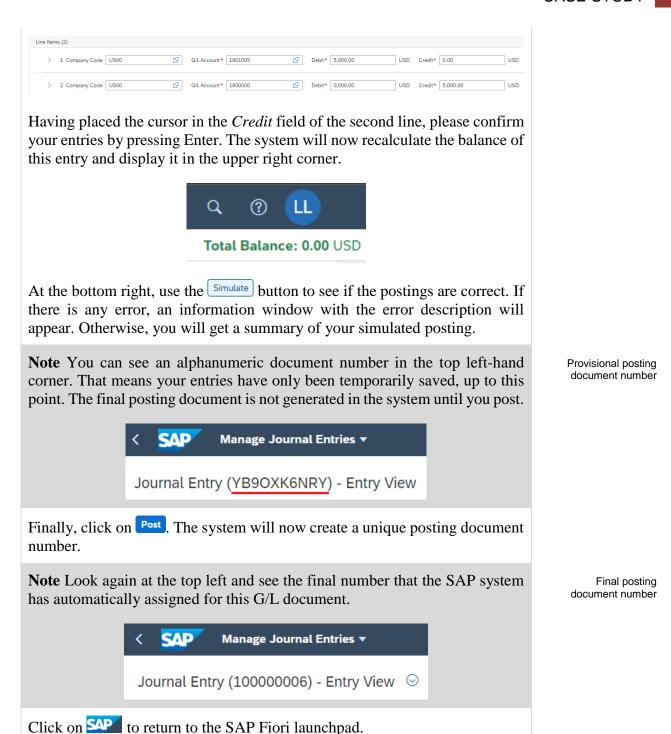


Go to the *Line Items* area. In the first line, enter *Company Code* **US00** (*Global Bike Inc.*) and your *G/L Account* **180**###**5** (*Bank* ###). In the *Debit* field, enter an amount of **5000** USD.

Use the second line to enter *Company Code* **US00**, *G/L Account* **1800000** (*Bank*) and a *Credit* amount of **5000** USD.

US00 180###5 Debit: 5000

US00 1800000 Credit: 5000





# Step 6: Review Transfer of Funds

Task Display a G/L account document.

Time 10 Min.

**Short Description** Use the SAP Fiori Launchpad to display the G/L account document you have just created.

Name (Position) Shuyuan Chen (Head of Accounting)

To display a posting document in the SAP system, go to the *Financial Accounting* space and choose the *Accounts Payable* page. In the *Head of Accounting* section, open the *Manage Journal Entries* app

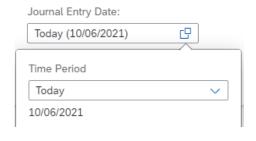
Start



In the *Manage Journal Entries* screen, select *Company Code* **US00**. In the *Journal Entry Date* field, select the input help icon . If you performed the previous step (posting funds to alternate bank account) today, select **Today** in the dropdown menu. Otherwise, select another period that best narrows down the date of your posting. Remove the entry from the *Fiscal Year* field.

US00

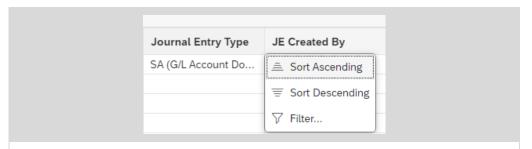
Today



Then click on Go to run the search.

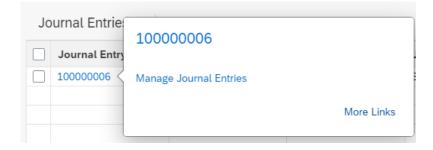
**Note** Since you work in company code *US00* together with other users, it is useful to sort the results list of journal entries in ascending order according to the user name. To do this, click on the *JE Created By* column and select sort Ascending

Sort Ascending

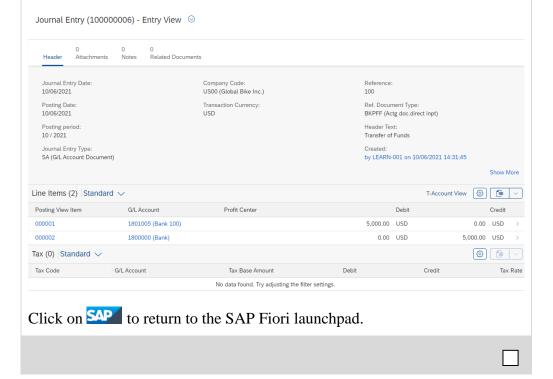


Click on the Journal Entry Number (of your document) to open the context menu. Please choose the **Manage Journal Entries** app.

Manage Journal Entries



You will see the Journal Entry you created in the previous step. It shows the funds transfer from the main bank account to your new bank account. The document contains information such as the *posting date*, the *posting period* and the *creator* of the posting document.





# Step 7: Create Invoice Receipt for Rent Expense

Task Create an invoice receipt.

Time 10 Min.

**Short Description** Enter an invoice received from *Cardinal Properties* for this month's rent of \$1,500.00. This invoice will be posted to an existing G/L expense account in your chart of accounts and saved as an Accounts Payable to *Cardinal Properties*.

Name (Position) Silvia Cassano (AP Accountant)

To create an invoice receipt, go to the space *Financial Accounting* and choose the page *Accounts Payable*. In the *AP Accountant* section, use the app *Create Supplier Invoice*.

Start

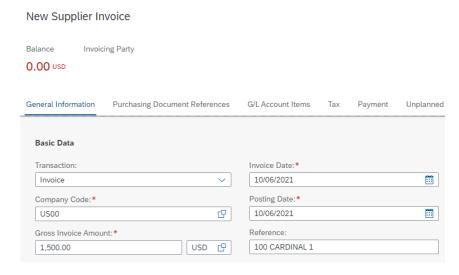


In the upcoming screen, enter *Company Code* **US00** (*Global Bike Inc.*). In the *Invoice Date* field, choose **today's date**, and in the *Gross Invoice Amount* field, please enter **1500**. The *currency* **USD** should have already been derived from the company code. Last but not least, the *Reference* of this invoice should be ### **Cardinal 1**. Replace ### again with your three-digit number.

US00

Today's date 1500 USD

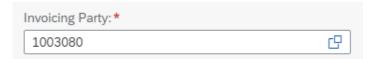
### Cardinal 1



In the *Invoicing Party* field, select the input help icon . As *Search Term* you can use your three-digit number (###). In the large *Search* field at the top left, enter **Cardinal** and confirm your entries with Enter.

### Cardinal

In the result list, click on the single line to pick the landlord you created earlier. Your vendor number is now entered as *Invoicing Party*.



**Note** All business transactions are posted to G/L accounts. A master record has to be created for each G/L account used. Additionally, a *vendor master record* has to be created for the vendor subledger account. This contains information that controls the entry of business transactions to the G/L account and the processing of the data.

The following information is used by the system in the master record

- as default values when posting to the account. For example, the payment terms from the master record are suggested when posting.
- for the processing of business transactions. For example, information on possible payment methods (check, bank transfer) and on the bank details for automatic payment is required.
- for working with the master record. For example, you use authorization groups to restrict access to an account.

In addition, both the line item display and the management of open items are automatically provided for each vendor account.

Afterward, go to the the *G/L Account Items* area. Once there, click on Anew line will appear.

In the *Debit/Credit Indicator* field select **Debit**. For the *G/L Account*, enter the expense account you created earlier for rent (631###5), and as *Amount* enter **1500**. At the bottom of the screen choose the Check button. As a result, the following error message appears at the bottom left.



This means the following: For postings to this expense account, in parallel to external accounting (financial accounting) you need to specify an accounting object for internal accounting (controlling). For this purpose, you can use a cost center.

To do this, first open the detailed data of your G/L Account Item by clicking on the icon at the beginning of your new G/L Account line. There, in the *Account Assignment* area, please enter as *Cost Center* **NAAD1000** (*Admin Costs*).

Account Assignment

Business Area: Partner Bus. Area: Cost Center:

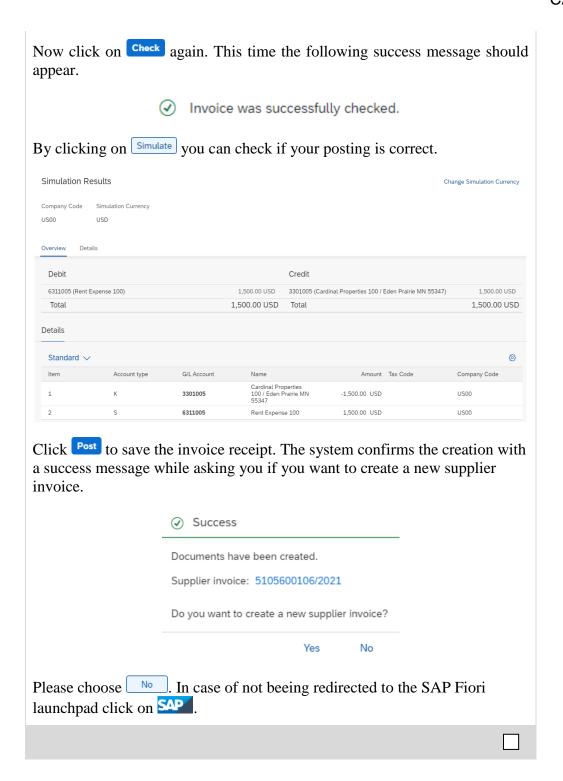
CP NAAD1000

CP

Vendor master record

Debit 631###5 1500

NAAD1000





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

Task Display and review general ledger account balances.

Time 5 Min.

**Short Description** Display, confirm the activity, and associated balance for the rent expense account used in the previous step.

Name (Position) Silvia Cassano (AP Accountant)

Please go to the *Financial Accounting* space and choose the *Accounts Payable* page. In the *AP Accountant* section, use the *Display G/L Account Balances* app to display the expense balance.

Start

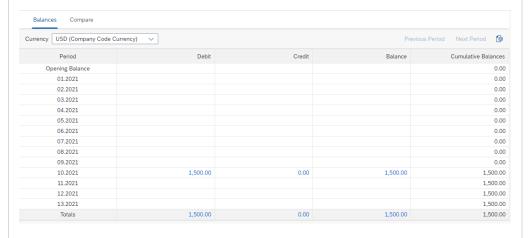


In the *G/L Account Balances* screen, enter as *Ledger* **0L** (*Leading Ledger*), as *Company Code* **US00**, and as *G/L Account* **631**###**5**. Furthermore, make sure that the *Ledger Fiscal Year* is the **current year** and that the *Controlling Area* is **NA00**. Compare your entries with the following screenshot and press **Go**.

0L US00 631###5 Current year NA00



You will receive a total list of balances for all periods for the current fiscal year.



Click on the *Debit* amount in the current month to view the line items. On the *Display Line Items in General Ledger* screen, expand the closed folder by clicking on at the beginning of the line. Open the newly displayed folder for

your G/L account 631###5 by clicking on > at the beginning of the new line. You will see your previously created journal entry of the vendor invoice.



Click on sap to return to the SAP Fiori launchpad.



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

**Task** Display and review Accounts Payable balances and individual line items.

Time 5 Min.

**Short Description** Display and confirm the activity and associated balance for the Accounts Payable for *Cardinal Properties*. Note that this transaction is considered to be "open" which means that payment has not been sent to *Cardinal Properties* as of this time.

Name (Position) Silvia Cassano (AP Accountant)

To view the AP balances, go to the space *Financial Accounting* and choose the page *Accounts Payable*. In the *AP Accountant* section, use the *Display Supplier Balances* app.

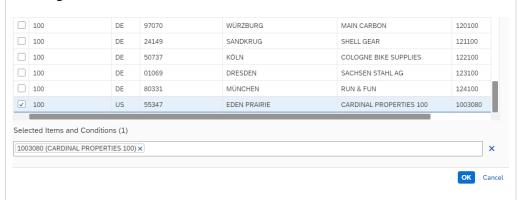
Start



In the *Supplier* field, click the input help icon  $\Box$  to find your vendor's number. In the *Search Term* field, enter your three-digit number (###) and press  $\Box$ .

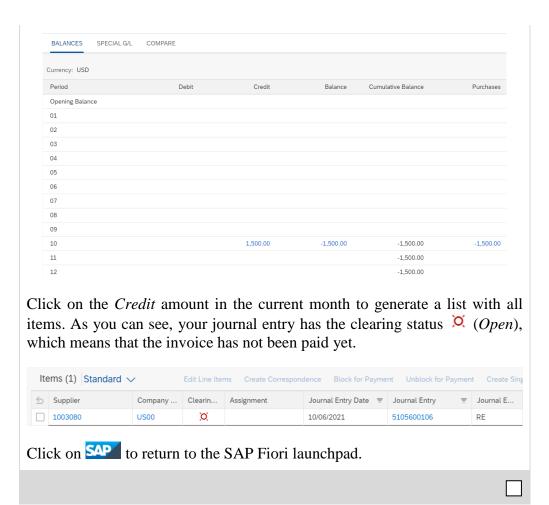
###

As a result, you will get the list of all suppliers assigned to you in Germany and in the USA. Scroll down until you find *Cardinal Properties*. Select the entry by clicking the checkbox at the beginning of the line and confirm it by clicking on ok.



Back in the *Display Supplier Balances* screen, select the *Company Code* **US00** and choose as *Fiscal Year* the **current year**. Then press to display the balances.

US00 Current year





# Step 10: Post Payment to Landlord

**Task** Issue a payment to your landlord.

Time 10 Min.

**Short Description** Issue a payment to *Cardinal Properties* to settle the Accounts Payable for this month's rent. A journal entry is made to Accounts Payable for *Cardinal Properties* and to the bank checking account in the G/L.

Name (Position) Silvia Cassano (AP Accountant)

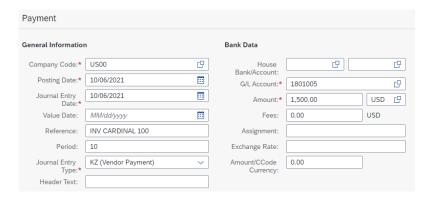
To post a payment to a vendor, please go to the *Financial Accounting* space and choose the *Accounts Payable* page. In the *AP Accountant* section, use the *Post Outgoing Payments* app.

Start



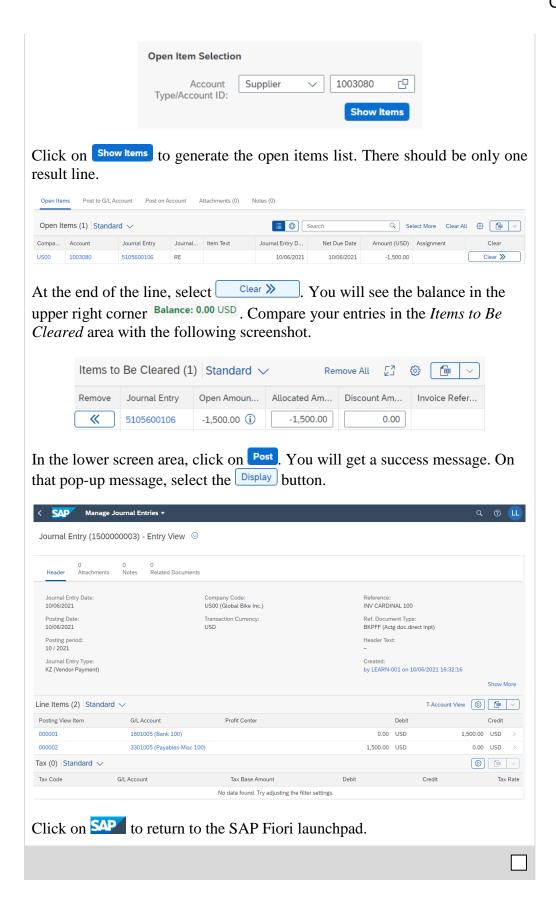
On the *Post Outgoing Payments* screen, enter *Company Code* **US00**, and select the **current date** as the *Posting Date* and as the *Journal Entry Date*. In the *Reference* field enter **Inv Cardinal** ###, and as *Period* the **current month**. For the *G/L account*, enter your created account **180**###**5**, and for the *Amount*, enter **1500 USD**. Make sure that **KZ** (*Vendor Payment*) is selected as the *Journal Entry Type*. Compare your entries with the following screenshot.

US00 Current date Current date Inv Cardinal ### Current month 180###5 1500 USD KZ



In the *Open Item Selection* area, check that as the *Account Type* **Supplier** is selected. As the *Account ID* enter your **Vendor/Supplier Number** for *Cardinal Properties*. If necessary, use the input help as before.

Supplier Vendor Number





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

**Task** Display and review Accounts Payable balances and individual line items.

Time 10 Min.

**Short Description** Display and confirm the activity and associated balance for the Accounts Payable for *Cardinal Properties*. Note that this transaction is considered to be "open" which means that payment has not been sent to *Cardinal Properties* as of this time.

Name (Position) Silvia Cassano (AP Accountant)

To view the AP balances again, go to the space *Financial Accounting* and choose the page *Accounts Payable*. In the *AP Accountant* section, open the *Display Supplier Balances* app.

Start



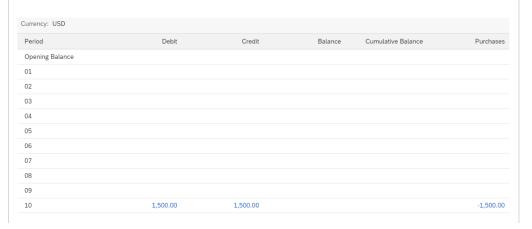
In the *Supplier* field, click the input help icon  $\Box$  to find your vendor's number. In the *Search Term* field, enter your three-digit number (###) and press  $\Box$ .

###

As a result, you will get the list of all suppliers assigned to you in Germany and in the USA. Scroll down until you have found *Cardinal Properties*. Select the entry by clicking the checkbox at the beginning of the line and confirm with ok.

Back in the *Display Supplier Balances* screen, select the *Company Code* **US00** and choose as *Fiscal Year* the **current year**. Then press co to display the balances.

US00 Current year

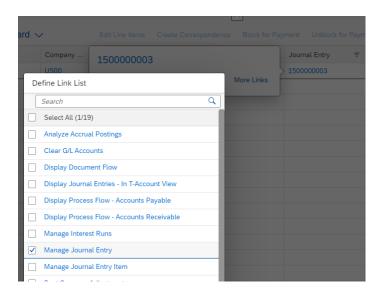


Compared to the situation before, what do you notice concerning the vendor payment? If necessary, look again at the screenshot of the same report two steps ago.

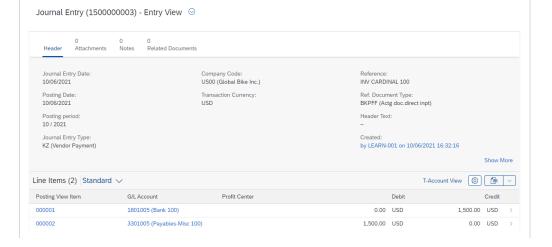
In the current month line, click on the amount in the Debit column. You will now get a result list with the detail data of your journal entry, which you can recognize by the journaly entry type KZ (KZ = vendor payment).



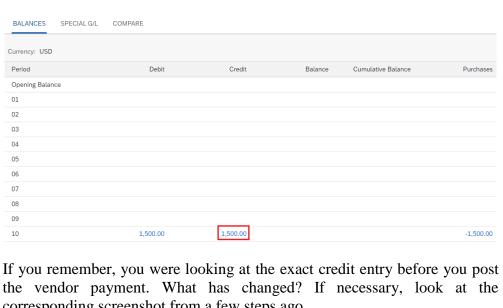
First, click on the number of your journal entry. In the context menu that opens use the More Links button to find and add the *Manage Journal Entry* app. Afterward, open the app.



Now you will see the complete journal entry.



At the top left, click on \( \subseteq \) twice to close the detailed data of the journal entry and to leave debit entry as well. Back in the Display Supplier Balances screen, click on the amount in the current month's Credit column.



corresponding screenshot from a few steps ago.

Click on SAP fiori launchpad.



# Step 12: Run Financial Statement

Task Look at the financial statement.

Time 15 Min.

**Short Description** Run a trial financial statement.

Name (Position) Shuyuan Chen (Head of Accounting)

A balance sheet and a profit & loss statement show all G/L accounts in a structure previously defined in the balance sheet/P&L structure. With the help of filters, you can focus your analysis on specific segments or profit centers.

Balance sheet Profit and loss statement

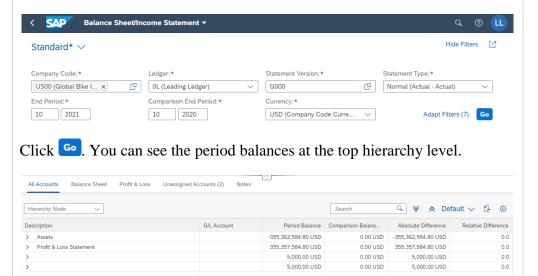
To display a balance sheet/P&L, go to the *Financial Accounting* space and choose the *Accounts Payable* page. In the *Head of Accounting* section, open the *Balance Sheet/Income Statement* app.

Start



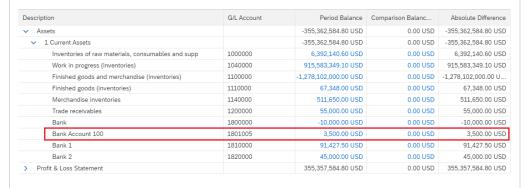
In the *Balance Sheet/Income Statement* view, enter as *Company Code* **US00** and as *Statement Version* **G###**. The currency is automatically determined based on the selected company code. Leave the other pre-filled fields as they are.

US00 G###



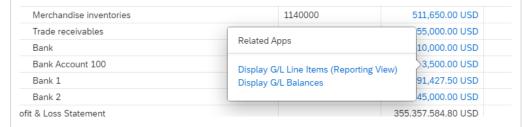
**Note** Your screen or numbers may differ from the screenshot. These depend on the number of tasks and case studies completed in the client before.

In front of *Assets*, click > to expand the folder. Do the same with the folder *1 Current Assets*. You should now also see your G/L account *180###5* (bank account ###) in the Current Assets Category list.



Can you explain the balance of \$3,500?

Click on the *Period Balance* amount of your bank account. On the pop-up menu please choose the **Display G/L Balances** app.



Analyze the posted line items of this G/L account.

09.2021				0.00
10.2021	5,000.00	1,500.00	3,500.00	3,500.00
Totals	5,000.00	1,500.00	3,500.00	3,500.00

Click on to return to the SAP Fiori launchpad.

# FI-AP Challenge

**Learning Objective** Perform an accounts payable process in Germany.

Time 60 Min.

**Motivation** After you have successfully worked through the *Financial Accounting – Accounts Payable* case study you should now be able to solve the following slightly different task on your own.

**Scenario** The financial accounting module has now been tested without any errors. Therefore, the corporate management has decided to use this module productively. As a first request, you should pay the tool supplier *Burgmeister Zubehör OHG* in Germany. In order to do that, you will create the cost element *Tool expenses*. During the creation of the invoice, you need to select the correct cost center for this procurement. Subsequently, you will settle an invoice from *Burgmeister Zubehör OHG* totaling 3,000.00 Euro. You will review its impact on the financial statement.

While you are operating in company code Germany (*DE00*) you will use 180###6 for the bank account number, 330###6 for the reconciliation account, and 631###6 for the expense account.

**Task Information** Since this task is based on the *Financial Accounting – Accounts Payable* case study you can use it as guidance. However, it is recommended that you solve it without any help in order to test your acquired knowledge. Please pay specific attention to the different company code and make sure that you have created all necessary G/L accounts.