# Financial Accounting (FI) Case Study – Lecturer Notes

This document is intended to help instructors understand the case study process and manage the learning process in and outside the classroom. The main focus lies on prerequisites and common tasks such as testing and trouble-shooting.

**Product**
SAP S/4HANA 1709
Global Bike

**Level**
Instructor

**Focus**
Financial Accounting

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## MOTIVATION

Theoretical lectures explain concepts, principles, and theories through reading and discussion. They, therefore, enable students to acquire knowledge and gain theoretical insights.
In contrast, case studies allow them to develop their abilities to analyze enterprise problems, learn and develop possible solutions, and make sound decisions.

The main objective of the GBI case studies in general is for students to understand the concept of integration. These descriptive and explanatory case studies will allow students to understand the importance and the advantages of integrating enterprise areas using an S/4HANA system.

The main goal of this document is to help instructors prepare the SAP system for the Financial case study process and to support them trouble-shoot problems that might occur during the course.

Beside technical and didactic prerequisites, the lecturer notes list SAP transactions for testing and correcting student results in the SAP system. In addition, this document describes common problems and explains their reason and solution.

**SAP University Alliances**

## Prerequisites

> **Note** Before using this case study in your classroom please make sure that all technical (month-end closing, user management etc.) and didactic prerequisites are fulfilled. Such prerequisites are briefly pointed out below. Detailed documentation can be displayed at and downloaded from the *Learning Hub of SAP UA* or the *UCC web sites*.

**Technical Prerequisites**

The case study is based on a standard SAP ERP client with the current GBI dataset. Before processing the case study on your own or with your students all general setting should be checked.

This includes **month-end closing** in Materials Management (transaction **MMPV**) which is documented on the UCC web sites.

*Month-end closing in MM*
*MMPV*

Note: With the current version of the GBI client a **year-end closing** is not necessary, because it has already been automated or because it is not needed for the process described in the curriculum material.

*Year-end closing*

**User accounts** in the SAP system need to be created or unlocked.

*User management*

These student user accounts should end with a three-digit numeric number (e.g. LEARN-001, LEARN-002 etc.). This number will be represented by ### in the case study and helps differentiate customer accounts, products etc.

In an SAP S/4HANA GBI client already exist 1000 user accounts from **LEARN-000** to **LEARN-999**. These users need to be unlocked. The initial password for each LEARN-### account is set to **tlestart**.

*LEARN-000 to LEARN-999*

*tlestart*

Transaction **ZUSR** was developed in the GBI client in order to mass maintain SAP user accounts. For a detailed description of this and SAP standard transactions for user management (**SU01** and **SU10**) please refer to the *lecturer notes "User Management"* (see: current GBI curriculum → chapter 99 – Instructor Tools).

**ZUSR**

**SU01**
**SU10**

All LEARN-### user accounts have been assigned to the role *Z_UCC_GBI_SCC* and have authorizations to use all applicative transactions in the SAP ERP system. The role allows access to all transactions necessary for GBI exercises and case studies. If you need access to system-critical transactions, i.e. for development purposes, you may assign the composite profile *SAP_ALL* to your student accounts.

It is useful for the instructor to have a user account available for testing that has the same authorizations as the student accounts. You may use the predefined instructor account **LEARN-000** for this purpose.

*Instructor account LEARN-000*

## Didactic Prerequisites

In order to successfully process this case study, students should be familiar with the **navigation** in SAP systems, especially the SAP Easy Access menu, the SAP transaction concept as well as possible documentation and help options. We highly recommend using the *navigation slides* and the *navigation course* (see: current GBI curriculum → chapter 2 – Navigation).

Navigation

In addition, it has been proven beneficial that students have a thorough understanding of the **historic background** and the enterprise structure of the Global Bike concern before they start working on the SAP system. For this purpose we recommend the *case study „Global Bike Inc."* (see: current GBI curriculum → chapter 3 – GBI) or the *case study „Business Process Analysis 1"* (see: current GBI curriculum → chapter 98 – Cross-Module).

Historic background

Because the case study is not based on the exercises, it is not necessary to have processed the FI exercises before you start with the case study. However, it is recommended.

In order to function properly this case study needs a **GBI client version** that is equal or higher than the case study version (see cover page). Please check. If you do not know the client version please use the transaction **ZGBIVERSION** within your SAP ERP system or contact your UCC team.

GBI client version

ZGBIVERSION

## Global Feedback

Do you have any suggestions or feedback about GBI? Please send it to our new email-address **gbi@ucc.ovgu.de** which is used to gather feedback globally. All emails will be evaluated by the persons responsible for the curriculum bi-weekly. This way your feedback might influence future releases directly.

gbi@ucc.ovgu.de

Please note that any support requests send to this email-address will be ignored. Please keep using the common support channels for your support requests.

Student Assessment

**Note** With the transactions listed below you can check and correct master and transactional data that your students have created during your course.

| Master Data | |
|---|---|
| FS00 | Edit G/L Account Centrally |
| KA02 | Change Cost Element |
| KA03 | Display Cost Element |
| FK02 | Change Vendor |
| FK03 | Display Vendor |
| **Transaction Data** | |
| FAGLB03 | G/L Account Balance Display |
| FK10N | Vendor Balance Display |
| FB03 | Display Document: Initial Screen |
| | ☐ |

## Problem: Parked Invoice

**Symptom** While posting the outgoing payment no open items can be found.

**Reason** The invoice was parked and not posted.

**Solution** Post the parked document.

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**Error Message**
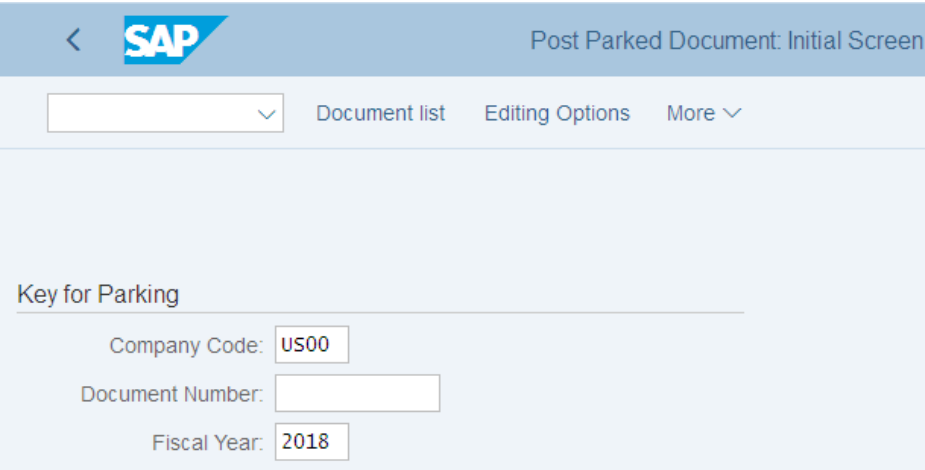
Upon processing the outgoing payments no open items can be found.

⚠ No open items were found

**Solution**
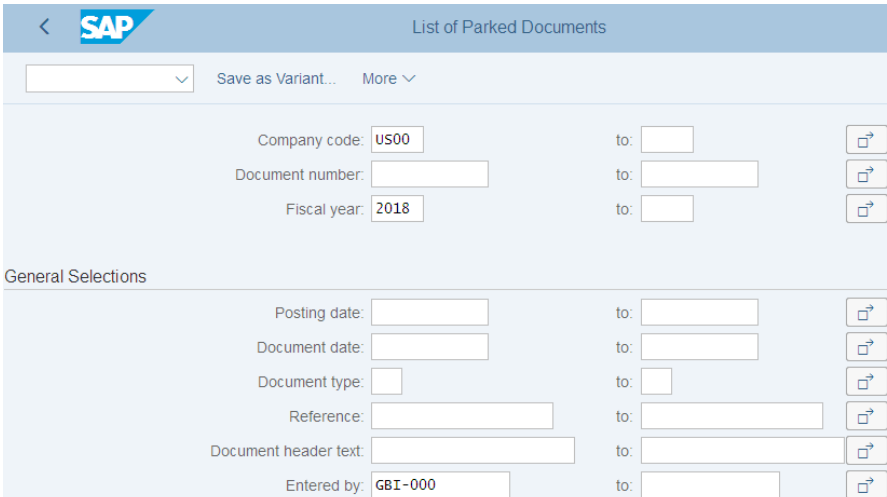
Open transaction **FBV0** which will produce the following screen

FBV0



Click on **Document list** if you don't have the document number available. This will produce the following screen



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Company Code US00 and the current fiscal year should already be entered. If not please fill out the fields.

The Entered by field is already filled out with your **user account,** change it accordingly and hit **F8**.

User account
F8

Double click the line to go to the Edit Parked Vendor Invoice screen.

Save to post your parked invoice. The following message appears.

## Solution: FI Challenge

**Learning Objective** Understand and perform a financial accounting process.

**Motivation:** After you have successfully worked through the *Financial Accounting* case study, you should be able to solve the following task on your own.

**Scenario:** The financial accounting system has now been tested without any errors. Therefore, the corporate management has decided to convert the system into the production operation. As a first order/request you should pay the new tool supplier Burgmeister Zubehör OHG. In order to do that, you will create the cost element tool expenses. Subsequently, you will receive an invoice for more than 3000€ from Burgmeister Zubehör OHG which has to be settled. You will review the impact on the financial statement at the end.

While you are operating in company code Germany use 10###6 as the number for the bank account, 11###6 for the reconciliation account, 75###6 for the expense account and 75###6 as the cost element.

**Task Information** Since this task is based on the *Financial Accounting* 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.

### Create Bank Account in General Ledger

In the transaction **FS00** you can create a bank account as described in the case study. Just enter **DE00** as company code (not US00). As reference enter company code **DE00** as well.

FS00
DE00
DE00



The remaining steps of the transaction you can perform as described in the case study.

The next step *Create Reconciliation Account in General Ledger* can be performed as described before. Enter the Company Code **DE00** and proceed further as described in the case study.

<div align="right">DE00</div>

In the step *Create Expense Account in General Ledger* take G/L Account **740000** as reference account, enter **Materials ###**  as Short Text and **Material Expenses ###** as G/L Acct Long Text.

<div align="right">740000<br>Materials ###<br><br>Material Expenses ###</div>

## Create Cost Element for Expense Account

In the transaction **KA01** or **FS00** enter **75###5** as your G/L Account number and **DE00** as Company Code. Copy data from the Bank Account **740000** in Company Code **US00** by choosing **More ► G/L account ► Create with reference** and entering the necessary data. Confirm with [Continue].

<div align="right">DE00<br>75###5<br>740000<br>US00</div>

Enter **Material Expenses ###** as Name as well as Description. Then, save your cost element. You can skip the following step *Create Vendor Master Record for Landlord*, because an already existing vendor will be used.

<div align="right">Material Expenses ###</div>

## Post Transfer of Funds to Alternate Bank Account

In the transaction **FB50** check if Company Code **DE00** is entered. If Company Code **DE00** is not displayed use the Menu Entry **Edit ► Switch Company Code (F7)** or click on [Company Code] to select your German GBI company. Further choose **EUR** as Currency.

<div align="right">FB50<br><br>DE00<br><br>EUR</div>

Enter to select **today's date** and as Reference, enter your three-digit number (**###**) and as Doc.Header Text **Transfer of Funds**.

<div align="right">Today´s date<br>###<br>Transfer of Funds</div>

| Basic Data | Details |
| --- | --- |

| | | | |
| --- | --- | --- | --- |
| Document Date: | 15.05.2018 | Currency: | EUR |
| Posting Date: | 15.05.2018 | | |
| Reference: | 000 | | |
| Doc.Header Text: | Transfer of Funds | | |
| Cross-CC Number: | | | |
| Company Code: | DE00 | Global Bike Germany GmbH Heidelberg | |

The remaining steps of the transaction you can perform as described in the case study.

## Create Invoice Receipt for Rent Expense

In the transaction **FB60** when asked for the Company Code, enter **DE00**. If **DE00** is not chosen as Company Code, please change this via the Menu

Entry **Edit ▶ Change company code (F7)** or click on Company Code .
Enter **Burgmeister Zubehör OHG** as Vendor (**113###**). As Invoice date choose the **current date** and enter **3,000.00 EUR** as Amount. As Text please enter **Invoice PC-###**.

| Basic data | Payment | Details | Tax | Notes |
|---|---|---|---|---|

Vendor: 113000   Sp.G/LI: 
Invoice date: 15.05.2018   Reference: 
Posting Date: 15.05.2018
Cross-CC Number: 
Amount: 3000   EUR   ☐ Calculate Tax
Tax Amount:    ⌄
Text: Invoice PC-000
Company Code: DE00 Global Bike Germany GmbH Heidelberg

In the first Item row enter **75###5** as G/L acct, **Debit** as D/C, **3,000** as Amount in doc. curr. and **EUPC1000** as Cost center.

Afterwards click Enter. Confirm the warning message, that your G/L Account is relevant for tax, with Enter. Check with Simulate if your posting is correct. Click on Post to save your invoice receipt. Confirm the warning message, that your G/L Account is relevant for tax, again with Enter

## Post Payment to Vendor

In the transaction **F-53** enter the **current date** as Document Date, your Bank Account **10###5**, **3,000** as Amount and **Invoice PC-###** as text.

Under *Open item selection*, enter as Account your vendor number**113###** for Burgmeister Zubehör OHG (use the F4 help if necessary) and leave all other settings unchanged.

Select Process Open Items and review the line item information.

When assignment has been made correctly the 'Not assigned' value on the bottom should equal *0.00*.

Click on **Post** to post your payment.

## Run Financial Statement

To create the financial statement, use the transaction **S_ALR_87012284**. Proceed as described in the case study, just change the Company Code to **DE00**.

S_ALR_87012284

DE00

G/L Account Selection

Chart of Accounts: GL00

G/L account:

Company code: DE00