

## FI 1: Display Financial Statement

**Exercise** Use the SAP Easy Access Menu to display a chart of accounts.

**Time** 10 min

**Task** Review a listing of the General Ledger (G/L) accounts that are part of your chart of accounts and that have been made operative for your company code. **Name (Position)** Shuyuan Chen (Chief Accountant)

Financial Statement Versions are a hierarchical arrangement of G/L accounts.

You need a financial statement version for the following functions:

- To create and print financial statements
- To run various reports, such as a structured list of account balances
- As a basis for planning in General Ledger Accounting

You can define several different financial statement versions. This may be necessary if you want to generate the financial statements using different formats.


To do this, use the App *Display Financial Statement*.

Fiori App

Display Financial  
Statement



You will see following screen.

Use the F4 help to find your company code **Global Bike Inc.** Therefore, use the button  in the pop up *Select: Company Code*.

US00

OK

OL  
G000  
Normal, Actual month,  
January 2016

Go

Display Financial Statement

Standard \* ▾ Hide Filters

\*Company Code:

\*Ledger:  ▾

\*Statement Version:

\*Statement Type:  ▾

\*End Period:

\*Comparison End Period:

\*Currency:  ▾


Adapt Filters (7)

Notice: The number of entries as well as the balance may differ by the number of case studies you solved before.

ALL ACCOUNTS		BALANCE SHEET	PROFIT & LOSS	UNASSIGNED ACCOUNTS	NOTES	
<div>Select Node</div>			<div>Search</div>			
Description		G/L Account	Period Balance	Comparison B...	Absolute Differ...	Relative Differ...
> ASSETS			USD 131.074,50	USD 0,00	USD 131.074,50	0,0
> LIABILITIES/EQUITY			USD-4.000,00	USD 0,00	USD-4.000,00	0,0
> PROFIT & LOSS STATEMENT			USD-132.074,50	USD 0,00	USD-132.074,50	0,0
>			USD 5.000,00	USD 0,00	USD 5.000,00	0,0
>			USD 5.000,00	USD 0,00	USD 5.000,00	0,0

Choose > to expand all nodes.

ALL ACCOUNTS	BALANCE SHEET	PROFIT & LOSS	UNASSIGNED ACCOUNTS	NOTES	
Select Node		Search			
Description	G/L Account	Period Balance	Comparison ...	Absolute Diffe...	Relative Differ...
▼ ASSETS		USD 131.074,50	USD 0,00	USD 131.074...	0,0
▼ Cash & Cash Equivalents		USD 8.692,50	USD 0,00	USD 8.692,50	0,0
Bank Account	0000100000	USD 8.692,50	USD 0,00	USD 8.692,50	0,0
▼ Short-Term Assets		USD 122.382,00	USD 0,00	USD 122.382...	0,0
Inventory-Raw Materials	0000200000	USD 160.712,00	USD 0,00	USD 160.712...	0,0
Inventory-Finished Goods	0000200100	USD 227.100,00	USD 0,00	USD 227.100...	0,0
Inventory-Trading Goods	0000200200	USD 10.400,00	USD 0,00	USD 10.400,00	0,0
Inventory-Semi-finished Goods	0000200300	USD 18.920,00	USD 0,00	USD 18.920,00	0,0
Inventory-Suspense (Heaven)	0000200500	USD-294.750,00	USD 0,00	USD-294.750...	0,0
▼ LIABILITIES/EQUITY		USD-4.000,00	USD 0,00	USD-4.000,00	0,0
▼ Current Liabilities		USD-4.000,00	USD 0,00	USD-4.000,00	0,0
Goods Receipt / Invoice Receipt Account	0000310000	USD-4.000,00	USD 0,00	USD-4.000,00	0,0
▼ PROFIT & LOSS STATEMENT		USD-132.074,50	USD 0,00	USD-132.074...	0,0
▼ Revenue		USD-20.092,50	USD 0,00	USD-20.092,50	0,0
Sales Revenue	0000600000	USD-21.400,00	USD 0,00	USD-21.400,00	0,0
Sales Discount	0000610000	USD 1.307,50	USD 0,00	USD 1.307,50	0,0
▼ Expenses		USD-129.482,00	USD 0,00	USD-129.482...	0,0
Raw Material Consumption Expense	0000720000	USD 79.038,00	USD 0,00	USD 79.038,00	0,0
Semi-Finished Consumption Expense	0000720300	USD 36.080,00	USD 0,00	USD 36.080,00	0,0
Miscellaneous Expense	0000741000	USD-15.000,00	USD 0,00	USD-15.000,00	0,0

Click on the home icon  to return to the Fiori Launchpad overview.

## FI 2: Display General Ledger Account

**Exercise** Display a General Ledger account.

**Time** 10 min

**Task** Use the SAP Fiori Launchpad to display a General Ledger account in your chart of accounts (alternative bank account). Businesses commonly maintain several bank accounts (e.g. payroll, general checking and money market) that are listed on their balance sheet.

Each G/L account being used by a company code has both chart of account and company code specific information. In this way, a chart of accounts may be used by several company codes with each having their own unique information and settings.

**Name (Position)** Shuyuan Chen (Chief Accountant)

To do this, choose the app *Manage G/L Account Master Data*.

Fiori App



In the screen *Manage G/L Account Master Data* use the **F4** Help in the field Chart of Accounts.

F4

Chart of Accounts

SELECT FROM LIST DEFINE CONDITIONS

Search

Chart of Accts:

Description:

**Items**

<input type="checkbox"/>	Chart of Accts	Description
<input type="checkbox"/>	CAUA	Chart of accounts - Ukraine
<input type="checkbox"/>	GKR	German Joint Standard Accounting System
<input type="checkbox"/>	GL00	GBI Global
<input type="checkbox"/>	IKR	Chart of accounts - Industry
<input type="checkbox"/>	INT	Sample chart of accounts
<input type="checkbox"/>	SNC	Plano Oficial de Contabilidade (PT) valid from 2010
<input type="checkbox"/>	WEG	Sample Chart of Accounts WEG

Selected Items (1)

CABG

OK Cancel

Search for your Chart of Accts **GBI Global**. Select the item and press the button .

Use the **F4** help in the field G/L Account. In the pop up G/L Account check if the Chart of Accts is just **GL00**.

F4  
GL00

Compare your screen and press .

G/L Account

SELECT FROM LIST DEFINE CONDITIONS

Search

G/L Account:

Chart of Accts:

**Items**

You receive all accounts how are relevant for your activities in GBI.

Enter **101000** for G/L Account and choose .

101000  
GL00

G/L Account

SELECT FROM LIST

DEFINE CONDITIONS

Search

Hide Advanced Search

Go

G/L Account:

101000

Chart of Accts:

GL00

Items

<input type="checkbox"/>	G/L Account	Chart of Accts	Long Text
<input type="checkbox"/>	101000	GL00	Alternate Bank Account
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

▼

No items selected

OK

Cancel

Select G/L account **101000** and press 

OK

.

101000

Back in the screen *Manage G/L Account Master Data* check if the field Chart of Account is just filled with **GL00** in the Chart of Accounts field and choose 

Go

.

GL00

<

SAP

Manage G/L Account Master Data

▼

Standard \*

▼

Hide Filters

Search

Q

\*Chart of Accounts:

GL00

G/L Account:

101000

G/L Account Type:

▼

\*View:

Chart of Accou...

▼

Short Text:

Adapt Filters (3)

Go

^

G/L Accounts (1)

Standard

▼

Switch Description Language:

English

▼


Mass Change

+

...

<input type="checkbox"/>	G/L Account	S...	Chart of Accounts	G/L Account Type	Blocked for Posting	Ma
<input type="checkbox"/>	101000	Alt...	GL00	Balance Sheet Account	No	

Click on the account number (101000) to display the G/L account data.

 G/L Account Master Data

101000 Alt Bank Edit Copy

GENERAL COMPANY CODE DATA CONTROLLING DATA WHERE USED

**Basic Information**

Control Description in Maintenance Lang. (EN)

Chart of Accounts: GL00 (GBI Global) Short Text: Alt Bank

Account Type: Balance Sheet Account G/L Account Lon...: Alternate Bank Account

Account Group: LA (Liquid Assets)

**Consolidation Data** **Administration**

Trading partner: Created on: 23.05.2016

Created by: BOETTCHER

Group Chart of A...:

**Others**

Blocked for Creati...: No

Blocked for Posting: No

Blocked for Plann...: No

Marked for Deletion: No

**Translation**

Language Key	Short Text	G/L Account Long Text
DE (German)	Alt Bank	Alternatives Bankkonto
EN (English)	Alt Bank	Alternate Bank Account

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

---

Is this account a Profit and Loss Statement account or a Balance Sheet account?

---

What is the account currency in **US00**?

---

What is the differences to the German GBI Company Code (**DE00**)?

---


DE00

Record information about the G/L Account in the table below:

G/L Account Number	G/L Account Name
100000	
200100	
300000	

310000	
600000	
700000	
720300	
740300	
741500	
770000	

You may look at other G/L account details if you would like.

Click on the home icon  to return to the Fiori Launchpad overview.





### FI 3: Review Reconciliation Account

**Exercise** Review how Reconciliation Accounts work

**Time** 10 min

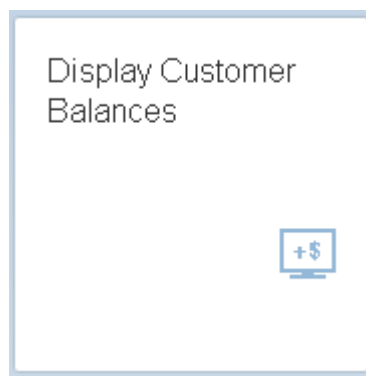
**Task** Use the SAP Fiori Launchpad in order to display a posting done to an Account Receivables account. After viewing the posting in this subsidiary ledger, review the corresponding posting in the General Ledger.


**Name (Position)** Shuyuan Chen (Chief Accountant)

When you post items to a subsidiary ledger, the SAP system automatically posts the same data to the corresponding general ledger account. Each subsidiary ledger has one or more reconciliation accounts in the general ledger. These reconciliation accounts ensure that the balance of G/L accounts is always zero. This means that you can draw up financial statements at any time without having to transfer totals from the subledgers to the general ledger.

To do this, choose the app *Display Customer Balances*.

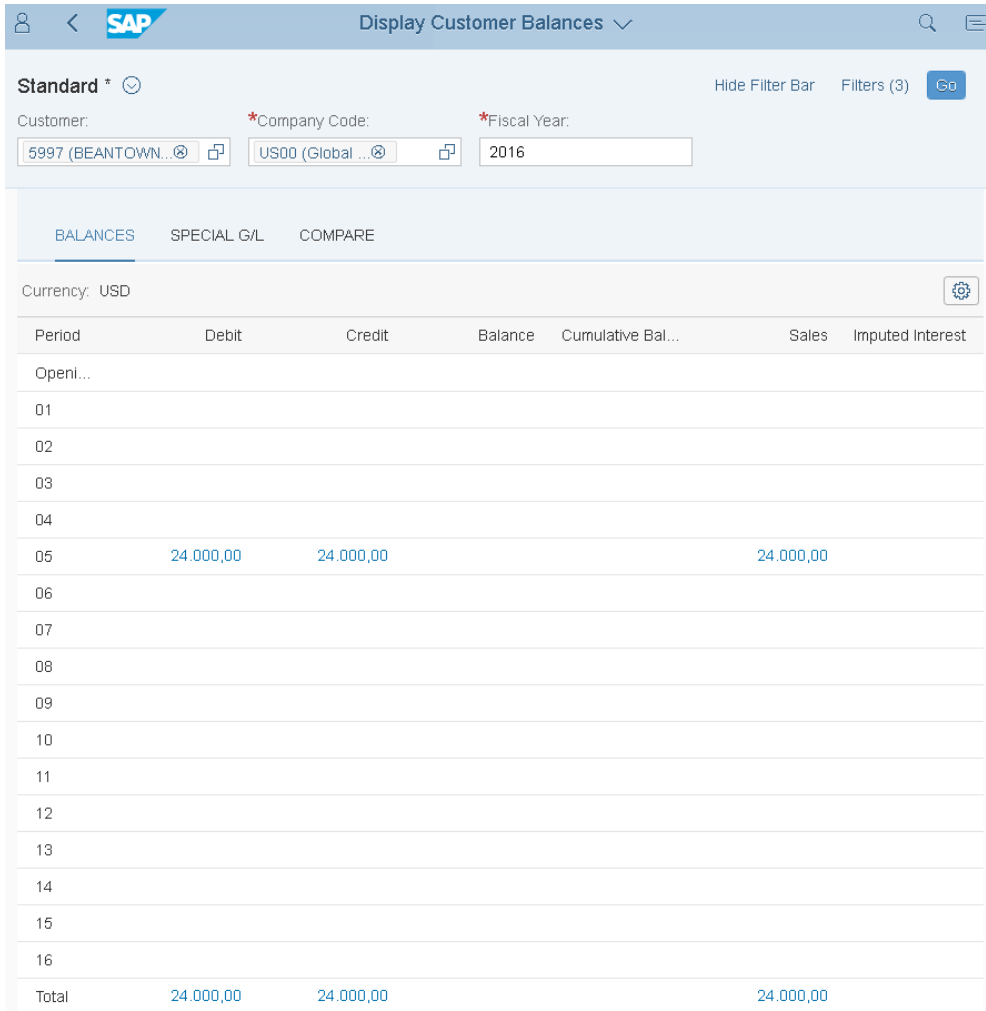
Fiori App



Enter **5997** in the Customer field, Company Code **US00** and **2016** as fiscal year. Compare with the screenshot shown below and click .

5997  
US00  
2016


In the Display Customer Balances screen, you can see 2 entries for May 2016. The first column (Debit) depicts the posting to the customer account, which originates from the invoice creation.

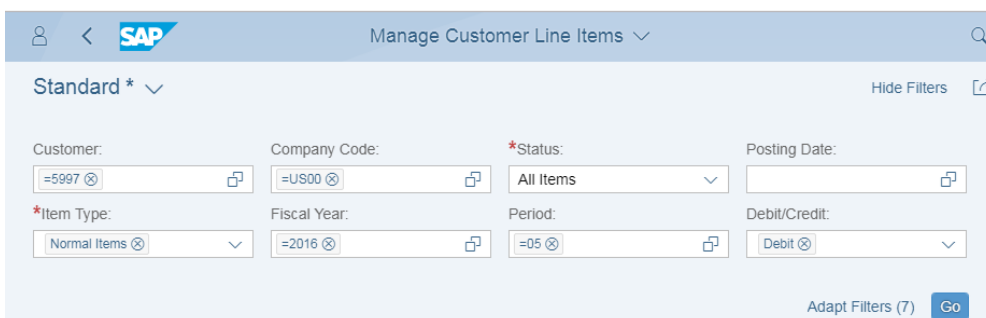


The screenshot shows the 'Display Customer Balances' screen in SAP. The header includes the SAP logo, a back arrow, and the title 'Display Customer Balances'. Below the header, there are filter fields for 'Customer' (5997 (BEANTOWN...)), '\*Company Code' (US00 (Global ...)), and '\*Fiscal Year' (2016). There are also buttons for 'Hide Filter Bar', 'Filters (3)', and 'Go'. The main area has tabs for 'BALANCES', 'SPECIAL G/L', and 'COMPARE'. Below the tabs, the currency is set to 'USD'. The table below shows the balance details for the customer.

Period	Debit	Credit	Balance	Cumulative Bal...	Sales	Imputed Interest
Openi...						
01						
02						
03						
04						
05	24.000,00	24.000,00			24.000,00	
06						
07						
08						
09						
10						
11						
12						
13						
14						
15						
16						
Total	24.000,00	24.000,00			24.000,00	

Click on the first entry **24.000,00** (in the column Debit).


In the next screen Manage Customer Line Items check if the entries are the same as in the screenshot below and click on .







The screenshot shows the 'Manage Customer Line Items' screen in SAP. The header includes the SAP logo, a back arrow, and the title 'Manage Customer Line Items'. Below the header, there are filter fields for 'Customer' (=5997), 'Company Code' (=US00), '\*Status' (All Items), and 'Posting Date'. There are also buttons for 'Hide Filters' and 'Adapt Filters (7)'. The main area has tabs for 'Standard \*' and 'Compare'. Below the tabs, there are filter fields for '\*Item Type' (Normal Items), 'Fiscal Year' (=2016), 'Period' (=05), and 'Debit/Credit' (Debit). There is a 'Go' button at the bottom right.


You get more information about the posting like the Document Date, Number and Type (RV).



Items (1)   Standard ▾		Edit Line Items   Create Correspondence   Block for Dunning   Unblock for Dunning   ...					
<input type="checkbox"/>	Customer	Company...	Clearin...	Assignment	Journal Entry Date	Journal Entry	Journal E
<input type="checkbox"/>	5997	US00	<input type="checkbox"/>	0090000000	27.05.2016	90000000	RV


Click on  until you are back to the screen Display Customer Balances.


Choose the second column. Compare again your screen with the screenshot below and choose .


 <  Manage Customer Line Items ▾ 


Standard \* ▾ Hide Filters 

Customer:  
Company Code:  

\*Status:  ▾
Posting Date:  

\*Item Type:  ▾
Fiscal Year:  

Period:  
Debit/Credit:  ▾

Adapt Filters (7) 

What is the Journal Entry Type?

---

Journal Entry Type

---

Click on the home icon  to return to the Fiori Launchpad overview.

