Financial Accounting (FI)

Case Study

This case study explains an integrated financial accounting process in detail and thus fosters a thorough understanding of each process step and underlying SAP functionality.

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| Product  S/4HANA 1709  Global Bike  Fiori 2.0  Level  Undergraduate  Graduate  Beginner  Focus  Financial Accounting  Authors  Michael Boldau  Stefan Weidner  Version  3.2  Last Update  May 2018 | MOTIVATION  The data entry requirements in the financial accounting exercises (FI 1 through FI 4) were minimized because much of the data already existed in the SAP system. This stored data, known as master data, simplifies the processing of business transactions. Examples for this were charts of accounts and G/L accounts.  In this case study, we will create a vendor master record, process an invoice and create a payment. |  | PREREQUISITES  Before you use this case study, you should be familiar with navigation in the SAP system.  In order to successfully work through this case study, it is not necessary to have finished the FI exercises (FI 1 through FI 4). However, it is recommended.  NOTES  This case study uses the Global Bike (GBI) data set, which has been created exclusively for SAP UA global curricula. |

|  | Process Overview | |
| --- | --- | --- |
| **Learning Objective** Understand and perform a financial accounting process.  **Scenario** In order to process a complete accounts payables process within financial accounting you will take on different roles within the GBI company. You will be working in the Finance Account (FI) department.  **Employees involved** Silvia Cassano (Accounts Payable Specialist)  Shuyuan Chen (Chief Accountant)  Clayton Bartolome (Fixed Assets Accountant) | | **Time** 65 min |
|  | | |
| Before you can post the accounts payable invoice, master data has to be maintained. Within the Case Study you will create necessary accounts within the General Ledger and create the vendor.  Afterwards you will post the invoice and verify the changes on your accounts.  Since the posting is relevant to P&L-Statement you will review the impact on your Financial Statement as a final activity.  Process description | | |
|  | | |
| Table of Contents  [Process Overview 2](#_Toc521575579)  [Step 1: Create Bank Account in General Ledger 4](#_Toc521575580)  [Step 2: Create Reconciliation Account in General Ledger 7](#_Toc521575581)  [Step 3: Create Expense Account in General Ledger 10](#_Toc521575582)  [Step 4: Create Vendor Master Record for Landlord 13](#_Toc521575583)  [Step 5: Post Transfer of Funds to Alternate Bank Account 16](#_Toc521575584)  [Step 6: Review Transfer of Funds 19](#_Toc521575585)  [Step 7: Create Invoice Receipt for Rent Expense 21](#_Toc521575586)  [Step 8: Display and Review General Ledger Account Balances and Individual Line Items 23](#_Toc521575587)  [Step 9: Display and Review Accounts Payable Balances and Individual Line Items 25](#_Toc521575588)  [Step 10: Post Payment to Landlord 27](#_Toc521575589)  [Step 11: Display and Review General Ledger Account Balances and Individual Line Items 30](#_Toc521575590)  [Step 12: Display and Review Accounts Payable Balances and Individual Line Items 32](#_Toc521575591)  [Step 13: Run Financial Statement 34](#_Toc521575592)  [Learning Snacks 35](#_Toc521575593)  [FI Challenge 37](#_Toc521575594) | | |

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|  | Step 1: Create Bank Account in General Ledger | |
| **Task** Create a new G/L Account.  **Short Description** Use the SAP Fiori Launchpad to create a new Bank Account in the General Ledger.  **Name (Position)** Silvia Cassano (Accounts Payable Specialist) | | **Time** 15 min |
|  | |  |
| In this case study we will create the master data that is involved in an accounts payable process and pay our rental fee as an example. We start by creating a bank account for outgoing payments to our vendor. | | Business Scenario |
|  | |  |
| Usethe app *Manage G/L Account Master Date* to create a Bank Account in General Ledger. | | Fiori App |
|  | |  |
| The following screen will appear. | |  |
|  | |  |
| Click on the button Add . | |  |
| In the following screen, enter **10###5** (replace ### with your assigned number, e.g. 100125 if you have 012) as your G/L Account number. | | 10###5 |
| In the field Chart of Accounts use the F4 help and  scroll until you find **GL00 – GBI Global**. Double click on the entry. Use the drop-down menu in the field Account Type to select **Balance Sheet Account**.  In the following screen use the F4 help in the field Account Group to select **Liquid Assets**. | | GL00  Balance Sheet Account  LA |
|  | |  |
| Enter **Bank ###** as Short Text description. Again, replace ### with your assigned number. Furthermore, enter **Bank Account ###** in G/L Account Long Text.  Compare with the screenshot below and choose the tab . | | Bank ###  Bank Account ### |
|  | |  |
| Now you have to assign your new account to your company code. Therefore, choose the button  next to Company Code Assignment. | |  |
| Use the F4 help in the field *New Company Code Assignment*. Chart of Accounts and G/L Account should be automatically field with **GL00** and your new account **10###5**. Choose . | | GL00  10###5 |
|  | |  |
| Double click on **US00**. Back in the screen *Company Code Assignment* enter **USD** as Account Currency and select **Only Balance in Local Currency**. | | US00 USD  x |
| Under *Account Management* enter the Sort Key **001 - Posting Date**. | | 001 |
| In the section *Create/Bank/Interest* choose **ZGBS** for Field Status Group and select **Relevant to Cash Flow.** | | ZGBS  x |
| Confirm with . | |  |
| Compare with the screenshot below and press . | |  |
|  | |  |
| You will receive the following message: | |  |
| Click on the home button  to return to the SAP Fiori Launchpad. | |  |
|  | |  |

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|  | Step 2: Create Reconciliation Account in General Ledger | |
| **Task** Create a new G/L Account.  **Short Description** Use the SAP Fiori Launchpad to create a new Reconciliation Account in the General Ledger.  **Name (Position)** Silvia Cassano (Accounts Payable Specialist) | | **Time** 15 min |
|  | |  |
| Reconciliation Accounts connect the General Ledger with subledgers that are maintained for customers, vendors etc. Direct manual posting to the Reconciliation Accounts is not possible. Later we will create a new vendor master record and assign the new Reconciliation Account to it. | | Business Scenario |
|  | |  |
| Choose the app *Manage G/L Account Master Date* to create a Reconciliation Account in General Ledger. | | Fiori App |
|  | |  |
| Click on . | |  |
| In the following screen, enter **11###5** (replace ### with your assigned number, e.g. 100125 if you have 012) as your G/L Account number. | | 11###5 |
| In the field Chart of Accounts use the F4 help and click on . Scroll until you find **GL00 – GBI Global**. Double click on the entry. Use the drop-down menu in the field G/L Account Type to select **Balance Sheet Account**. | | GL00  Balance Sheet Account |
| In the following field Account Group use the F4 help to select **Reconciliation Accounts**. | | RA |
| Enter **Payables-Misc ###** as Short Text and **Payables-Miscellaneous ###** in G/L Account Long Text. Again, replace ### with your assigned number  Compare with the screenshot below and select . | | Payables-Misc ###  Payables-Miscellaneous ### |
|  | |  |
| Now you have to assign your new account to your company code. Therefore, choose the button  next to Company Code Assignment. | |  |
| Use the F4 help in the field *New Company Code Assignment*. Chart of Accounts and G/L Account should be automatically field with **GL00** and your new account **11###5**. Choose . | | GL00  11###5 |
|  | |  |
| Double click on **US00**. Back in the screen *Company Code Assignment* enter **USD** as Account Currency. Choose **Vendors** in the drop-down menu Recon. Account for Account Type. | | US00 USD  Vendors |
| Under *Account Management* enter the Sort Key **001 - Posting Date** | | 001 |
| In the section *Create/Bank/Interest* choose **ZRAA** for Field Status Group. | | ZRAA |
| Confirm with  . | |  |
| Compare with the screenshot below and press . | |  |
|  | |  |
| You will receive the following message: | |  |
| Click on the home button  to return to the SAP Fiori Launchpad. | |  |
|  | |  |

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|  | Step 3: Create Expense Account in General Ledger | |
| **Task** Create a new G/L Account.  **Short Description** Use the SAP Fiori Launchpad to create a new Expense Account in the General Ledger.  **Name (Position)** Silvia Cassano (Accounts Payable Specialist) | | **Time** 5 min |
|  | |  |
| Choose the app *Manage G/L Account Master Data* to create a new Account in General Ledger. | | Fiori App |
|  | |  |
| Click on . | |  |
| In the following screen, enter **75###5** (replace ### with your assigned number, e.g. 100125 if you have 012) as your G/L Account number. | | 75###5 |
| In the field Chart of Accounts enter **GL00 – GBI Global**. Double click on the entry. Use the drop-down menu in the field G/L Account Type to select **Primary Costs or Revenue**. | | GL00  Primary Costs or Revenue |
| In the following field Account Group use the F4 help to select **PL – Profit and loss**. | | PL |
| Enter **Rent Expense ###** as Short and G/L Account Long Text. Again, replace ### with your assigned number  Compare with the screenshot below and select . | | Rent Expense ###  Rent Expense ### |
|  | |  |
| Now you have to assign your new account to your company code. Therefore, choose the button  next to Company Code Assignment. | |  |
| Use the F4 help in the field *New Company Code Assignment*. Chart of Accounts and G/L Account should be automatically field with **GL00** and your new account **75###5**. Choose . | | GL00  75###5 |
|  | |  |
| Double click on **US00**. Back in the screen *Company Code Assignment* enter **USD** as Account Currency. Select **Posting Without Tax Allowed**. | | US00  USD X |
| Under *Account Management* enter the Sort Key **001 - Posting Date** | | 001 |
| In the section *Create/Bank/Interest* choose **ZEXP** for Field Status Group. | | ZEXP |
|  | |  |
| Confirm with . | |  |
| Compare with the screenshot below. | |  |
|  | |  |
| Choose . Use the F4 help in Cost Element Category. There you can search for **Primary costs/cost-reducing revenues**. | | 01 |
|  | |  |
| Press | |  |
| You will receive the following message: | |  |
| Click on the home button  to return to the SAP Fiori Launchpad. | |  |
|  | |  |

|  | Step 4: Create Vendor Master Record for Landlord | |
| --- | --- | --- |
| **Task** Create a new vendor master record.  **Short Description** Create a new vendor for a landlord.  **Name (Position)** Silvia Cassano (Accounts Payable Specialist) | | **Time** 5 min |
|  | |  |
| The Chief Financial Officer has requested you to create a new vendor account for Cardinal Properties. | |  |
|  | |  |
| To create a new vendor, use the app *Maintain Business Partner*. | | Fiori App |
|  | |  |
| In the *Business Partner* screen click on . | |  |
| In the *Create Organization* screen select in the drop-down menu the Business Partner **FI Vendor**. In the pop-up *Change to another BP role in create mode* choose . | | FI Vendor (new) |
|  | |  |
| In the tabAddress, select **Company** as Title, **Cardinal Properties ###** as Name, Search term **###,** Postal code **55347**, City **Eden Prairie**, Country **US**, Region **MN** under Street Address **Pioneer Trail**. Under Communication mage sure English is selected as language | | Cardinal Properties ###  ###  Eden Prairie  MN 55347, US  Pioneer Trail  English |
|  | |  |
| Confirm with Enter. | |  |
| Click on the button . Enter **US00** for company code. Then choose Enter. | | US00 |
| In the *Create Organization: Role FI Vendor* view, enter your Reconciliation Account **11###5** under Reconciliation acct. Then choose Enter. | | 11###5 |
|  | |  |
| Choose the tab Vendor: Payment Transactions and enter Pay Terms **0001** and select **Check Double Invoice**. | | 0001  X |
|  | |  |
| Then, click on . | |  |
|  | |  |
| Notice: You have created a vendor with a unique number. And for this vendor you have also created a unique Business partner number. With the Business partner number you can assign your vendor more roles. | |  |
|  | |  |
| Click on the home button  to return to the SAP Fiori Launchpad. | |  |
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|  | Step 5: Post Transfer of Funds to Alternate Bank Account | |
| **Task** Transfer funds to Alternate Bank Account.  **Short Description** Use the SAP Fiori Launchpad to generate a journal entry for the US GBI company to transfer funds from your current bank account to your alternate bank account.  **Name (Position)** Clayton Bartolome (Fixed Assets Accountant) | | **Time** 10 min |
|  | |  |
| To do this, use the app *Park Journal Entry (G/L)*. | | Fiori App |
|  | |  |
| In the pop up enter **US00** as Company Code and confirm your entry with Continue. If no pop up occurs choose the button . | | US00 |
|  | |  |
| In the Document Date field, use F4 to select **today’s date** and choose **USD** as Currency. As Reference, enter your three-digit number (**###**) and as Doc.Header Text **Transfer of Funds**. | | today’s date  USD  ###  Transfer of Funds |
|  | |  |
| On the first line, enter your Bank Account **10###5** as G/L acct, choose **Debit** as D/C and enter **5000** as Amount in doc.curr. | | 10###5  Debit  5000 |
| On the second line, enter **100000** (Bank Account) as G/L acct, choose **Credit** as D/C and enter **5000** as Amount in doc.curr. | | 100000  Credit  5000 |
| Then choose Enter. | |  |
|  | |  |
| Use the  button to see if the postings are correct. | |  |
|  | |  |
| Click on  (Back) once and accept any warning messages with Enter or Continue. | |  |
| Then, click on . The system will create a unique G/L account document number. | | G/L account document |
|  | |  |
| Click on the home button  to return to the SAP Fiori Launchpad. | |  |
|  | |  |

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| --- | --- | --- |
|  | Step 6: Review Transfer of Funds | |
| **Task** Display a G/L account document.  **Short Description** Use the SAP Fiori Launchpad to display the G/L account document you have just created.  **Name (Position)** Clayton Bartolome (Fixed Assets Accountant) | | **Time** 10 min |
|  | |  |
| To do this use the app *Manage Journal Entries.* | |  |
|  | | Fiori App |
| The following screen will appear. | |  |
|  | |  |
| Choose Company Code **US00** and enter the Journal Entry Date (the date you generated the journal entry for the US GBI company to transfer funds from your current bank account to your alternate bank account.) Choose . | | US00  Document Date |
|  | |  |
| Since there are other students who worked with the same data, please click on *User Name* and choose **Sort Ascending**. | | Sort Ascending |
|  | |  |
| Click on your number in the field Journal Entry and choose **Manage Journal Entry**. | |  |
|  | |  |
| You will see the journal entry for the US GBI company to transfer funds from your current bank account to your alternate bank account you created in the step before. | |  |
| You receive information about the date, creator, used accounts and amount. | |  |
|  | |  |
| Click on the home button  to return to the SAP Fiori Launchpad. | |  |
|  | |  |

|  |  |  |
| --- | --- | --- |
|  | Step 7: Create Invoice Receipt for Rent Expense | |
| **Task** Create an invoice receipt.  **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 (Accounts Payable Specialist) | | **Time** 5 min |
|  | |  |
| To create an invoice receipt, use the app *Create Incoming Invoices*. | |  |
|  | | Fiori App |
| In the upcoming pop-up you are asked to enter your company code **Global Bike Inc**. If no pop up occurs choose the button . | | US00 |
| Enter your **vendor number** for Cardinal Properties (use the F4-Help with search term ### if necessary), **today** as Invoice Date and **$1,500** as Amount of Invoice. For Text enter **Invoice Cardinal Rent Expenses-###**. | | vendor number  today  $1,500  Invoice Cardinal Rent Expenses ### |
| Business transactions are posted to accounts and managed using those accounts. You must create a master record for each account that you require. The master record controls how business transactions are recorded and processed by the system.  Specifications you make in master records are used:   * As default values when you post items to the account. For example, the terms of payment you specify in the master record are defaulted for document entry. * For processing business transactions. For instance, bank details and the payment methods (check or bank transfer, for example) are required for automatic payments. * For working with master records. You can prevent certain users from accessing an account by setting up authorization groups.   In addition, line item display and open item management are defined automatically for each vendor account. | |  |
| Under Items enter your Expense Account **75###5** for G/L acct, D/C **Debit** forD/C, Amount in doc.curr. **1,500**,and Cost center **NAHR2###** (scroll to the right). Remember to replace ### with your assigned number.  Then choose Enter | | 75###5  Debit  $1500  Invoice Cardinal Rent Expenses ###  NAHR2### |
| Use the  button to see if the postings are correct. | |  |
|  | | Document # 1900000001 |
| Click on  to save your invoice receipt. | |  |
|  | |  |
| Click on the home button  to return to the SAP Fiori Launchpad. | |  |
|  | |  |

|  | Step 8: Display and Review General Ledger Account Balances and Individual Line Items | |
| --- | --- | --- |
| **Task** Display and review general ledger account balances.  **Short Description** Display and confirm the activity and associated balance for the rent expense account used in the previous exercise.  **Name (Position)**  Silvia Cassano (Accounts Payable Specialist) | | **Time** 5 min |
|  | |  |
| To display ledger account balances, use the app *Display Financial Statement* | |  |
|  | | Fiori App |
| In the app *Display G/L Account Balances*enter **0L** for Ledger, **Global Bike Inc.** for Company Code and **75###5** for Statement Version. Check if the Ledger Fiscal Year is **current year** and the Controlling Area is **NA00**. | | 0L  US00  75###5  Current year  NA00 |
| Compare your screen with the screenshot below and choose . | |  |
|  | |  |
| You will get an overview about our opening balances from your current year. | |  |
|  | |  |
| Click on the home button  to return to the SAP Fiori Launchpad. | |  |
|  | |  |

|  |  |  |
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|  | Step 9: Display and Review Accounts Payable Balances and Individual Line Items | |
| **Task** Display and review Accounts Payable balances and individual line items.  **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 (Accounts Payable Specialist) | | **Time** 5 min |
|  | |  |
| To display Accounts Payable balances, use the app *Display Supplier Balances.* | |  |
|  | | Fiori App |
| Use the F4 help in the field Supplier to find the number of your supplier. Enter there your Search Term **###** and choose . | | F4  ### |
|  | |  |
| Scroll until you find your supplier **Cardinal Properties ###**. Select the supplier and choose . | |  |
| Back in the screen *Display Supplier Balances* enter **US00** for Company Code and the **current year** for Fiscal Year. Then, click on  to display balances. | | US00  Current year |
|  | |  |
| You can see that the document status is open, meaning your vendor has not been paid yet. | |  |
| Click on the home button  to return to the SAP Fiori Launchpad. | |  |
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|  | Step 10: Post Payment to Landlord | |
| **Task** Issue a payment to your landlord.  **Short Description** Use the SAP Fiori Launchpad to 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 (Accounts Payable Specialist) | | **Time** 10 min |
|  | |  |
| To issue a payment, use the Fiori App *Post Outgoing Payment*. | | Fiori App |
|  | |  |
| In the next screen enter the Company Code **Global Bike Inc., current date** as Posting Date and Journal Entry Date, your G/L Account **10###5** as G/L Account, Amount **1500 USD** and **Invoice HR-###** as Reference. For Period choose the **current period** (for example 02 if it is February). Check if **KZ** is selected as Journal Entry Type. | | US00  Current date,  Current date  10###5  1500, USD  Invoice HR-###  Current period  KZ |
| Compare your entries with the screenshot below. | |  |
|  | |  |
| Under Open Items Selection, enter as Account your **vendor number** for Cardinal Properties (use the F4 help if necessary) and leave all other settings unchanged. | | Vendor number |
|  | |  |
| Select  and review the line item information. | |  |
|  | |  |
| Press . | |  |
| When assignment has been made correctly the balance on the top should equal $0.00. | |  |
| Compare again your screen. | |  |
|  | |  |
| Press . You will receive following pop-up. | |  |
|  | |  |
| Click on . | |  |
|  | |  |
| Click on the home button  to return to the SAP Fiori Launchpad. | |  |
|  | |  |

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|  | Step 11: Display and Review General Ledger Account Balances and Individual Line Items | |
| **Task** Display and review General Ledger account balances.  **Short Description** Display and confirm the activity and associated balance for the account used in the previous exercise.  **Name (Position)**  Silvia Cassano (Accounts Payable Specialist) | | **Time** 5 min |
|  | |  |
| To display G/L account balances, use the App *Display Financial Statement*. | | Fiori App |
|  | |  |
| In the app *Display Financial Statement*enter **Global Bike Inc.** for Company Code, **0L** for Ledger and **G###** for Financial Statement Version. Check if the Financial Statement Type is **Normal**, End Period is **current period/year** and the Comparison End Period is **1/2016**. | | US00  0L  G###  Current period/year  1/2016 |
| Compare your screen with the screenshot below and choose . | |  |
|  | |  |
| You will get an overview of the different accounts. | |  |
|  | |  |
| In the next step you want to check your accounts your created (10###5 and (75###5). Therefore, enter your three digital numbers and add the number five (**###5**) in the search field to get to your posting . | | ###5 |
|  | |  |
| Compare the screenshot from the financial statement from *task 8 Display and Review General Ledger Account Balances and Individual Line Items*. Here is again a screenshot. | |  |
|  | |  |
| Where is the difference? Try to explain why.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |
| Click on the Period Balance (**15000**). | |  |
|  | |  |
| Click on **Display G/L Line Items**. | |  |
| In the screen *G/L Account Line Items – G/L View* check if your G/L Account **75###5** and the **current period** is selected in the field Ledger FiscalPeriod. Compare the entries with the following screen and choose . | |  |
|  | |  |
| You get an overview of the Line Items. | |  |
| Click on the home button  to return to the SAP Fiori Launchpad. | |  |
|  | |  |

|  |  |  |
| --- | --- | --- |
|  | Step 12: Display and Review Accounts Payable Balances and Individual Line Items | |
| **Task** Display and review Accounts Payable balances.  **Short Description** Display and confirm the activity and associated balance for the Accounts Payable for Cardinal Properties.  **Name (Position)**  Silvia Cassano (Accounts Payable Specialist) | | **Time** 5 min |
|  | |  |
| To display Accounts Payable balances, use the app *Display Supplier Balances*. | | Fiori App |
|  | |  |
| Enter your vendor number using the F4 help with search term ###, Company code **US00**, and Fiscal Year **current year**. Then, click on . | | Search term ###  US00  Current year |
|  | |  |
|  | |  |
| Click on the 1.500,00 in the Debit column. Confirm any perhaps occurring warning messages. | |  |
| You get more information about the posting like the Date, Document Number and Type (KZ). | |  |
|  | |  |
| Click on the home button  to return to the SAP Fiori Launchpad. | |  |
|  | |  |

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|  | Step 13: Run Financial Statement | |
| **Task** Run a trial financial statement.  **Short Description** Use the SAP Fiori Launchpad to run a real time financial statement.  **Name (Position)**  Shuyuan Chen (Chief Accountant) | | **Time** 5 min |
|  | |  |
| To run a financial statement, use the app *Display Financial Statement*. | | Fiori App |
|  | |  |
| Enter Company code **US00**, Ledger **0L**, Financial statement Version **G###**, Fin. State. Type **Normal**, and the **current period** as End Period. Compare your screen with the screenshot below. | | US00, 0L, G###  Normal, current period |
|  | |  |
| Then, click on . | |  |
|  | |  |
| Depending on previously done exercises and case studies the value in your statement will differ. You can find your bank account under Assets 🡪 Cash & Cash Equivalents. | |  |
| Click on the home button  to return to the SAP Fiori Launchpad. | |  |
|  | |  |
|  | Learning Snacks | |
|  | |  |
| In order to test and consolidate your knowledge use the app *Learning Snack FI.* | | Fiori App |
| C:\Users\frajewski\Pictures\Learning Snacks\FI.PNG | |  |
|  | |  |
| You see all the snacks for the individual case studies. Select the Snack *FI English* and answer all eight questions. | | Learning Snack |
| **Hint:**  If you do not see any Apps, you need to change the language on the page Learning Snacks. Therefore click on the current language right next to *change language* and choose **English**. | |  |
| When you have answered all the questions you will receive a success message and your placement. | |  |
|  | |  |
|  | |  |

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| --- | --- | --- |
|  | FI Challenge | |
| **Learning Objective:** Understand and perform a financial accounting process. | | **Time** 30 min |
| **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, 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. | | |
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