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.

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| Product  S/4HANA 2020  Global Bike  Fiori 3.0  Level  Undergraduate  Graduate  Beginner  Focus  Financial Accounting  Accounts Payable  Authors  Michael Boldau  Stefan Weidner  Version  4.1  Last Update  April 2022 | 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.  M:\Curricula\Vorlagen\Logo_Global Bike\Global_Bike_Logo_neu_2018\Logo1.png |



|  | Process Overview | |
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| **Learning Objective** Understand and execute an external accounting process in Accounts Payable (AP).  **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** Silvia Cassano (AP Accountant)  Shuyuan Chen (Head of Accounting) | | **Time** 100 Min. |
|  | | |
| 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.  **Short Description** Use the SAP Fiori Launchpad to create a new Bank Account in the General Ledger.  **Name (Position)** Shuyuan Chen (Head of Accounting) | | **Time** 5 Min. |
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| 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  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. | | 180###5 |
| In the *Chart of Accounts* field, select the value help icon  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. | | GL00  Balance Sheet Account |
| In the *Account Group* field, click the value help icon  again. In the *Select: Account Group* window that now opens, the chart of accounts *GL00* should already have been automatically transferred. Then select the entry **01** (*Current Asset Accounts*) from the results list by clicking on it. | | 01 |
|  | |  |
| 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  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 . | | 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  and then click on . You will receive the following message. | |  |
|  | |  |
| Click on  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** Create a new Reconciliation Account in the General Ledger.  **Name (Position)** Shuyuan Chen (Head of Accounting) | | **Time** 5 Min. |
|  | |  |
| *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 |
|  | |  |
| Again, click on  to add a new account. On the following screen, in the G/L Account field, enter **330###5** (replace ### with your number). | | 330###5 |
| 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. | | GL00  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  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 . | | Company Code Data |
| On the followingscreen, 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**. | | GL00  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*). | | US00  USD  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*). | | 001  ZRAA |
|  | |  |
| Confirm your entries by clicking . A draft will be saved. Afterward, click on  to create the account. You will receive a success message. | |  |
| Click on  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** Create a new Expense Account in the General Ledger.  **Name (Position)** Shuyuan Chen (Head of Accounting) | | **Time** 5 Min. |
|  | |  |
| 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  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  56 |
| 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  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 . | | Company Code Data |
| 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 automatically. Please also select the **Posting Without Tax Allowed** checkbox. In the *Account Management* area, as the *Sort Key* please choose **001** (*Posting date*). | | US00  USD  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  button to save your entries as draft. | | ZEXP |
| Finally, go to the area. In the row containing controlling area *NA00*, in the *Cost Element Category* column, use the input help icon  to select **01** (*Primary costs/cost-reducing revenues*). | | 01 |
|  | |  |
| Please choose  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. | |  |
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|  | Step 4: Create Vendor Master Record for Landlord | |
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| **Task** Create a new vendor master record.  **Short Description** The Chief Financial Officer has requested you create a new vendor account for *Cardinal Properties*.  **Name (Position)** Silvia Cassano (AP Accountant) | | **Time** 10 Min. |
|  | |  |
| 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 |
|  | |  |
| On the *Manage Business Partner* screen, select the button . A submenu will open. Click  here. | | Organization |
|  | |  |
| On the *Create Organization* screen, in the field *BP Role* click on the input help icon . In the pop-up that opens, select the entry **FLVN00 | FI Vendor**. | | FLVN00 | FI Vendor |
| 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**. | | Company  Cardinal Properties ###  Pioneer Trail  Eden Prairie, 55347  US, FL  EN |
|  | |  |
| Confirm your entries with . 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. | | ### |
|  | |  |
| 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 . | | 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 |
|  | |  |
| 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. | | 0001  Check Double Invoice |
|  | |  |
| Select  to save the draft. You can save the customer role by clicking  once again afterwards. Use the  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. | |  |
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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 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) | | **Time** 10 Min. |
|  | |  |
| 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. | | US00  180###5  Debit: 5000 |
| Use the second line to enter *Company Code* **US00**, *G/L Account* **1800000** (*Bank*) and a *Credit* amount of **5000** USD. | | US00  1800000  Credit: 5000 |
|  | |  |
| Having placed the cursor in the *Credit* field of the second line, please confirm your entries by pressing Enter. The system will now recalculate the balance of this entry and display it in the upper right corner. | |  |
|  | |  |
| At the bottom right, use the  button to see if the postings are correct. If there is any error, an information window with the error description will appear. Otherwise, you will get a summary of your simulated posting. | |  |
| **Note** You can see an alphanumeric document number in the top left-hand corner. That means your entries have only been temporarily saved, up to this point. The final posting document is not generated in the system until you post. | | Provisional posting document number |
|  | |  |
| Finally, click on . The system will now create a unique posting document number. | |  |
| **Note** Look again at the top left and see the final number that the SAP system has automatically assigned for this G/L document. | | Final posting  document number |
|  | |  |
| Click on  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)** Shuyuan Chen (Head of Accounting) | | **Time** 10 Min. |
|  | |  |
| 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  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 |
|  | |  |
| 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. | |  |
|  | |  |
| Click on  to return to the SAP Fiori launchpad. | |  |
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|  | 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 (AP Accountant) | | **Time** 10 Min. |
|  | |  |
| 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. | | Vendor master record |
| Afterward, go to the the *G/L Account Items* area. Once there, click on . A new 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  button.As a result, the following error message appears at the bottom left. | | Debit  631###5  1500 |
|  | |  |
| 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*). | | NAAD1000 |
|  | |  |
| Now click on  again. This time the following success message should appear. | |  |
|  | |  |
| By clicking on  you can check if your posting is correct. | |  |
|  | |  |
| Click to save the invoice receipt. The system confirms the creation with a success message while asking you if you want to create a new supplier invoice. | |  |
|  | |  |
| Please choose . In case of not beeing redirected to the SAP Fiori launchpad click on . | |  |
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|  | Step 8: Display and Review G/L Account Balances and Individual Line Items | |
| **Task** Display and review general ledger account balances.  **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) | | **Time** 5 Min. |
|  | |  |
| 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 . | | 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  to return to the SAP Fiori launchpad. | |  |
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|  | Step 9: Display and Review AP 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 (AP Accountant) | | **Time** 5 Min. |
|  | |  |
| 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  to find your vendor’s number. In the *Search Term* field, enter your three-digit number (**###**) and press . | | ### |
| 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 . | |  |
|  | |  |
| 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 |
|  | |  |
| Click on the *Credit* amount in the current month to generate a list with all items. As you can see, your journal entry has the clearing status  (*Open*), which means that the invoice has not been paid yet. | |  |
|  | |  |
| Click on  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** 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) | | **Time** 10 Min. |
|  | |  |
| 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 |
|  | |  |
| Click on  to generate the open items list. There should be only one result line. | |  |
|  | |  |
| At the end of the line, select . You will see the balance in the upper right corner . Compare your entries in the *Items to Be Cleared* area with the following screenshot. | |  |
|  | |  |
| In the lower screen area, click on . You will get a success message. On that pop-up message, select the  button. | |  |
|  | |  |
| Click on  to return to the SAP Fiori launchpad. | |  |
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|  | Step 11: Display and Review AP 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 (AP Accountant) | | **Time** 10 Min. |
|  | |  |
| 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  to find your vendor’s number. In the *Search Term* field, enter your three-digit number (**###**) and press . | | ### |
| 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 . | |  |
| 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 |
|  | |  |
| 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  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  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. | |  |
|  | |  |
| If you remember, you were looking at the exact credit entry before you post the vendor payment. What has changed? If necessary, look at the corresponding screenshot from a few steps ago. | |  |
|  | |  |
| Click on  to return to the SAP Fiori launchpad. | |  |
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|  | Step 12: Run Financial Statement | |
| **Task** Look at the financial statement.  **Short Description** Run a trial financial statement.  **Name (Position)** Shuyuan Chen (Head of Accounting) | | **Time** 15 Min. |
|  | |  |
| 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### |
|  | |  |
| Click . You can see the period balances at the top hierarchy level. | |  |
|  | |  |
| **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. | |  |
|  | |  |
| Click on  to return to the SAP Fiori launchpad. | |  |
|  | |  |

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| --- | --- | --- |
|  | 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. | | |
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