#### **Workflow 3: Bank Statement**

**STEP 1: Create AR Invoice**

**Purpose**: This app is a SAP GUI for HTML transactions. These classic transactions are available in the SAP Fiori theme to support a seamless user experience across the SAP Fiori launchpad and to provide a harmonized user experience across on-premise and cloud solutions.

The single point of entry for SAP Fiori apps and classic applications in SAP S/4HANA Cloud Private Edition and SAP S/4HANA is the SAP Fiori launchpad.

**App Name**: Create Outgoing Invoices

**App ID:** FB70

**Role:** AR Accountant

| **Explanation** | **Screenshot** |
| --- | --- |
| 1. In the homepage, click on the app **“Create Outgoing Invoices”** on the Page **“Group GSP24SA04 Apps”** |  |
| 2. Open the app **“Create Outgoing Invoices”** to show the fields to add. |  |
| 3. Add the field: **Customer, Invoice date, Reference, Amount (USD)** and **Text**. |  |
| 3. Scroll down to add G/L account, Amount in doc curr., and Cost Center.  Click the **Magnifying Glass** to find the G/L Account |  |
| 5. Choose a G**/L account** and then click the **“Tick”** icon to confirm your G/L Account number. |  |
| 5. Scroll to the right tab and then choose your “**Amount in doc. Curr**’” number. |  |
| 6. Scroll to the right tab and then choose your “**Cost Center**’” . |  |
| 7. Click the **“Post”** button on the bottom after finishing all the fields below. |  |
| 8. The **Document Number** shows up, note this number for later use. |  |

**STEP 2: Manage Customer Line Items**

**Purpose**: You can use this app for ad-hoc requests or recurring reports to easily find customer line items using a wide range of search criteria. For example, you can see all line items of a specific customer account or all unallocated payments for a specific company code at the end of a period.

To make your work more efficient, you can personalize the layout of the table, predefine recurring queries, and save your settings as variants.

In addition to displaying data, you can also take various actions such as setting a payment or dunning block. You can export the data to a file and collaborate with colleagues. The app also serves as a navigation target from other apps, allowing users to drill down into the customer line items.

**App Name**: Manage Customer Line Items

**App ID:** F0711

**Role:** AR Accountant, AP Accountant, GL Accountant, FI Accountant, Master Account

| **Explanation** | **Screenshot** |
| --- | --- |
| 1. In the homepage, click on the app **“Manage Customer Line Items”** on the Page **“Group GSP24SA04 Apps”** |  |
| 2. Open the app **“Manage Customer Line Items”** to show the fields to add. |  |
| 3. Type in the **Customer code** and click **“Go”** |  |
| 4. The list of Customer Line Items show up, you can check for the Customer code, company code, journal entry, etc,...  Users can display journal entries by clicking on Document Number.    Open items are the incomplete transaction such as invoice that has not been paid transaction such as invoice that has not been paid. |  |
| 5. You can check for multiple apps in the menu or click on the Customer code to view more information. |  |
| 5. The customer page shows up for more information. |  |
| 6. Scroll down to view the Bank Account and the Bank Key. |  |

**STEP 3: Import Bank Statement**

**Purpose**: You can use this app to import electronic payment files, such as bank statements, payment rejections, intraday bank statements, lockbox batches, and payment files for Advanced Payment Management.

**App Name**: Manage Incoming Payment Files

**App ID:** F1680

**Role:** FI Accountant, Master Account.

| **Explanation** | **Screenshot** |
| --- | --- |
| 1. In the homepage, click on the app **“Manage Incoming Payment Files”** on the Page **“Group GSP24SA04 Apps”** |  |
| 2.Open the “Manage Incoming Payment Files” app and find the screen. |  |
| 3. Press “Import” button to initiate the import of the incoming file  Note: this post is based on the App version 9.0.3. |  |
| 4. The App will ask you to select the type of the incoming file that should be uploaded. In this case, the selection is straightforward – we select the option “Bank statement” |  |
| 5. Click **add** or **drag** the to import the new Bank Statement file |  |
| 6. Press the “Process” button and confirm the information message in a pop-up. |  |
| 7. This message provides the ID of the incoming payment file. Continue to click **“OK”** |  |
| 8. Refresh the page to see the results of the upload. |  |
| 9. Double click on the line to review the results of the upload. This menu provides high level details about the number of the files uploaded, the name of the files and who imported the file. |  |
| 10. You can review the upload log to see all messages associated with the action e.g., error messages, dumps, authorization issues etc. |  |

**STEP 4: Check Bank Statement**

**Purpose**: Use this app to manage manual and electronic bank statements. The app provides an overview of all bank statements for all house bank accounts. You can also view detailed information for each bank statement.

**App Name**: Manage Bank Statement

**App ID:** F1564.

**Role:** AR Accountant, GL Accountant, AP Accountant, FI Accountant, Master Account

| **Explanation** | **Screenshot** |
| --- | --- |
| 1. In the homepage, click on the app **“Manage Bank Statements”** on the Page **“Group GSP24SA04 Apps”** |  |
| 2. You can easily view a list of imported bank statements and check their processing status. |  |
| 3. Choose the Bank Statement for a clearer details |  |
| 4. You can see details about the status, amount,… |  |
| 5. Click the **“>”** icon to display documents |  |
| 6. The detailed document number of **Bank Ledger Doc. No.** and **Subledger Doc. No.** show up |  |
| 7. Click **Bank Ledger Doc. No.** to view more information |  |
| 8. Click **Subledger Doc. No.** to view more information |  |

**STEP 5: Reprocess Bank Statement (If needed)**

**Purpose**: Use this app to reprocess bank statement items that the system cannot automatically post and clear.

Bank statements can be entered into the system automatically (electronic bank statement) or manually. In both cases, rule-based processing assigns and clears the payments automatically. If the automatic processing is not successful, manual reprocessing is required. In this app, you can reprocess a bank statement item, mark it as reprocessed, and enter a reason for reprocessing. You can also add attachments to bank statement items.

**App Name**: Reprocess Bank Statement Items

**App ID:** F1520

**Role:** AR Accountant, AP Accountant, FI Accountant, Master Data

| **Explanation** | **Screenshot** |
| --- | --- |
| 1. In the homepage, click on the app **“Manage Bank Statements”** on the Page **“Group GSP24SA04 Apps”** to check Statement Status is not completed or Complete and click **“>”** to display document |  |
| 2. In the homepage, click on the app **“Reprocess Bank Statement Items”** on the Page **“Group GSP24SA04 Apps”** |  |
| 2. Open the app **“Reprocess Bank Statement Items”** to show the fields. |  |
| 3. Click on the Bank Statement item you want to reprocess then click **“>”** |  |
| 4. The Open Items page shows up, click the button **“Clear”** to clear the item. |  |
| 5. Click on Post to confirm |  |
| 5. A notification showed up. Then click on Display document |  |
| 6. Back to Manage Bank Statements app to check Status |  |

**STEP 6.1: Display Line Items**

**Purpose**: The "Display Line Items in General Ledger" app in SAP Fiori offers users a detailed view of individual financial transactions recorded in the General Ledger. It allows users to access and analyze transaction details, ensuring financial accuracy and transparency. This app supports the verification and auditing of financial data, aids in the preparation of financial reports and in-depth analysis, and enhances decision-making by providing necessary information for informed financial decisions.

**App Name**: Display Line Items In General Ledger

**App ID:** F2217

**Role:** AR Accountant, AP Accountant, GL Accountant, FI Accountant, Master Account

| **Explanation** | **Screenshot** |
| --- | --- |
| 1. In the homepage, click on the app **“Display Line Items In General Ledger”** on the Page **“Group GSP24SA04 Apps”** |  |
| 2. In Display Line items In General Ledger, enter your Company Code, G/L Account, Status,... and press **GO** |  |
| 3. Find your G/L you want to see and click on **“>”** |  |
| 4. The list of Journal Entries show up with close and open items |  |

**STEP 6.2: Manage Customer Line Items**

**Purpose**: You can use this app for ad-hoc requests or recurring reports to easily find customer line items using a wide range of search criteria. For example, you can see all line items of a specific customer account or all unallocated payments for a specific company code at the end of a period.

To make your work more efficient, you can personalize the layout of the table, predefine recurring queries, and save your settings as variants.

In addition to displaying data, you can also take various actions such as setting a payment or dunning block. You can export the data to a file and collaborate with colleagues. The app also serves as a navigation target from other apps, allowing users to drill down into the customer line items.

**App Name**: Manage Customer Line Items

**App ID:** F0711

**Role:** AR Accountant, AP Accountant, GL Accountant, FI Accountant, Master Account

| **Explanation** | **Screenshot** |
| --- | --- |
| 1. In the homepage, click on the app **“Manage Customer Line Items”** on the Page **“Group GSP24SA04 Apps”** |  |
| 2. Open the app **“Manage Customer Line Items”** to show the fields to add. |  |
| 3. Type in the **Customer code** and click **“Go”** |  |
| 4. The list of Customer Line Items show up, you can check for the Customer code, company code, journal entry, etc,...  Users can display journal entries by clicking on Document Number.    Open items are the incomplete transaction such as invoice that has not been paid transaction such as invoice that has not been paid. |  |
| 5. You can check for multiple apps in the menu or click on the Customer code to view more information. |  |
| 5. The customer page shows up for more information. |  |
| 6. Scroll down to view the Bank Account and the Bank Key. |  |

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