

## FI 1: Display Chart of Accounts and General Ledger Account

**Exercise** Familiarize yourself with charts of accounts and G/L accounts.

**Time** 10 min

**Task** Use the SAP Fiori launchpad to list G/L accounts assigned to the Global Bike chart of accounts. For each G/L account, the chart of accounts records the account name, account number and additional technical information. Companies often have several bank accounts (e.g. for payroll, general payments and money market) listed in their balance sheet.

**Name (Position)** Shuyuan Chen (Head of Accounting)

A *Chart of Accounts* can be shared by different company codes. Each company code must be assigned to a chart of accounts. Once a chart of accounts has been assigned to a company code, it becomes the operational chart of accounts for that company code and contains all relevant information for Financial Accounting (FI) and Controlling (CO).

Chart of Accounts

The following additional charts of accounts are possible if further information is to be entered for international business transactions:


- *Country-specific chart of accounts* – This is structured according to the legal requirements of a specific country.
- *Group chart of accounts* – This is structured in accordance with the requirements for consolidated financial statements.

To display G/L accounts, please go to the *Financial Accounting* space and choose the page *Accounts Payable*. In *Head of Accounting* section, open the *Manage G/L Account Master Data* app.

Start

Manage G/L  
Account Master  
Data



On the *Manage G/L Account Master Data* screen, in the *Chart of Accounts* field click the input help icon .

SAP Manage G/L Account Master Data

Standard View Logs Hide Filters

Chart of Accounts: \* G/L Account: G/L Account Type: View: \*

Search Chart of Accounts... Go

Short Text: Adapt Filters (1) Go

In the popup that opens, you get an overview of all existing charts of accounts. Here you can see various examples of country-specific charts of accounts structured for the respective country.

Items (34)

<input type="checkbox"/>	Chart ...	Description
<input type="checkbox"/>	OMB1	IS-B Sample bank - Germany
<input type="checkbox"/>	OMB2	
<input type="checkbox"/>	BKMG	Bank Chart of Accounts - Multi-G...
<input type="checkbox"/>	CABE	Chart of accounts - Belgium
<input type="checkbox"/>	CACH	Chart of accounts - Switzerland
<input type="checkbox"/>	CACN	Chart of accounts - China
<input type="checkbox"/>	CACO	Sample chart of accounts for Colo...
<input type="checkbox"/>	CACZ	Chart of accounts - Czech Republic

In the search box at the top left, enter **GL00** and press **Go** to run the search.

GL00

Chart of Accounts

Search and Select Define Conditions

GL00 Hide Filters Go

Chart of Accounts: Description:

Items (1)


<input type="checkbox"/>	Chart ...	Description
<input type="checkbox"/>	GL00	Global Bike Group

Select the chart of accounts *Global Bike Group* and confirm with **OK**.

In the *View* field, make sure that **Chart of Accounts View** is selected. If this is not the case, select this entry in the dropdown. Press **Go** to display all G/L accounts assigned to chart of accounts *GL00*.

Chart of Accounts View

G/L Accounts (309) Standard* <span>Switch Description Language: English</span> <span>Copy</span> <span>Mass Change</span> <span>Create</span> <span>⚙️</span> <span>...</span>						
<input type="checkbox"/>	G/L Acct External ID	Short Text	Chart of Accounts	G/L Account Type	Blocked for Posting	Marked for Deletion
<input type="checkbox"/>	0100000	Concessions	GL00	Balance Sheet Account	No	No
<input type="checkbox"/>	0135000	SW procurement	GL00	Balance Sheet Account	No	No
<input type="checkbox"/>	0143000	Intang. fixed assets	GL00	Balance Sheet Account	No	No
<input type="checkbox"/>	0144000	SW development	GL00	Balance Sheet Account	No	No
<input type="checkbox"/>	0200000	Land with Buildings	GL00	Balance Sheet Account	No	No
<input type="checkbox"/>	0210000	Land w/o Buildings	GL00	Balance Sheet Account	No	No
<input type="checkbox"/>	0215000	Undeveloped land	GL00	Balance Sheet Account	No	No
<input type="checkbox"/>	0240000	Commercial buildings	GL00	Balance Sheet Account	No	No
<input type="checkbox"/>	0400000	Machinery	GL00	Balance Sheet Account	No	No
<input type="checkbox"/>	0420000	Technical equipment	GL00	Balance Sheet Account	No	No
<input type="checkbox"/>	0500000	Other assets	GL00	Balance Sheet Account	No	No
<input type="checkbox"/>	0520000	Passenger cars	GL00	Balance Sheet Account	No	No
<input type="checkbox"/>	0540000	Heavy goods vehicles	GL00	Balance Sheet Account	No	No
<input type="checkbox"/>	0560000	Other Transportation	GL00	Balance Sheet Account	No	No
<input type="checkbox"/>	0630000	Operating equipment	GL00	Balance Sheet Account	No	No
<input type="checkbox"/>	0650000	Office fittings	GL00	Balance Sheet Account	No	No
<input type="checkbox"/>	0700000	Prepayments	GL00	Balance Sheet Account	No	No
<input type="checkbox"/>	0800000	Shares companies	GL00	Balance Sheet Account	No	No
<input type="checkbox"/>	0850000	Investments in corp.	GL00	Balance Sheet Account	No	No
<input type="checkbox"/>	1000000	Raw materials	GL00	Balance Sheet Account	No	No
<input type="checkbox"/>	1010000	Consumables	GL00	Balance Sheet Account	No	No
<input type="checkbox"/>	1020000	Production Supplies	GL00	Balance Sheet Account	No	No

You will get an impression of how many different G/L accounts exist and what they are used for. Examples are *SW procurement*, *Passenger cars* as well as *Raw materials*. Due to the amount of accounts, you can filter the view as needed. To do this, in the header area in the *G/L Account* field click the input help icon .

In the *G/L Account* pop-up, select the *Define Conditions* tab. For the first condition, as the criterion select **contains** and as the value enter **1100000**.

Define Conditions  
contains  
1100000

G/L Account

Search and Select Define Conditions (1)

G/L Account

contains 1100000 ×  
Add


Press Add to specify additional conditions. Repeat this process and record the following conditions:

Criterion	Value
contains	1800000
contains	4200000
contains	7510000
contains	8000000
contains	9100000


Press OK to accept your entries and then Go to run the search with the new search criteria.

Enter the short texts and the types of all selected G/L accounts in the table below.

G/L Account	Short Text	G/L Account Type
1100000		
1800000		
4200000		
7510000		
8000000		
9100000		

At the end of the line of G/L account *1100000*, click the icon  for more details.

**SAP** G/L Account Master Data

1100000 Edit Copy 

Finished goods

**General** Company Code Data Controlling Data Where Used

**Basic Information**

<b>Control</b> Chart of Accounts: GL00 (Global Bike Group) G/L Account Type: Balance Sheet Account Account Group: 01 (Current Asset Accounts)	<b>Description in Maintenance Lang. (EN)</b> Short Text: Finished goods G/L Account Long Text: Finished goods and merchandise (inventories)
<b>Consolidation Data</b> Trading Partner No.: –	<b>Administration</b> Created on: 08/17/2021 Created by: CREICH Group Chart of Accounts: –
<b>Others</b> Blocked for Creation: No Blocked for Posting: No Blocked for Planning: No Marked for Deletion: No G/L Account Not Used: No	

Which G/L account type is the G/L account assigned to?

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Which account group is this G/L account assigned to?


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Which company codes is this G/L account assigned to?

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Note the differences between the German and American company codes!

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Click on  to return to the list of G/L accounts. You are welcome to view other G/L account details if you wish.

Click on  to return to the SAP Fiori launchpad.



## FI 2: Display Financial Statement

**Exercise** Display a financial statement.

**Time** 10 min

**Task** Use the SAP Fiori launchpad to display a balance sheet/P&L.

**Name (Position)** Shuyuan Chen (Head of Accounting)

In SAP, *Financial Statement versions* are a hierarchical arrangement of G/L accounts.

Financial Statement  
version

The structure can be in accordance with the legal requirements for preparing your balance sheet and profit and loss statement. However, it can also be an arbitrary arrangement.

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 display financial statements, please go to the space *Financial Accounting* and choose the page *Accounts Payable*. In the *Head of Accounting* section, please open the *Balance Sheet/Income Statement* app.

Start

Balance  
Sheet/Income  
Statement



On the *Balance Sheet/Income Statement* screen, in the *Company Code* field enter **US00** and in the *Statement version* field **G000**. The currency is automatically selected based on the selected company code. Set the *End Period* to **08/2023** and the *Comparison End Period* to **08/2022**.

US00  
G000

08/2023  
08/2022

Standard\*

Hide Filters

Company Code: \*

Ledger: \*

Statement Version: \*

Statement Type: \*

End Period: \*

Comparison End Period: \*

Currency: \*

**Go** [Adapt Filters \(7\)](#)

Now press **Go** to display the corresponding data.

[All Accounts](#) [Balance Sheet](#) [Profit & Loss](#) [Unassigned Accounts \(6\)](#) [Notes](#)

Description	G/L Account	Period Balance	Comparison Balance (Actual)	Absolute Difference
> Assets		212,631.75 USD	0.00 USD	212,631.75 USD
> Liabilities/Equity		-9,500.00 USD	0.00 USD	-9,500.00 USD
> Profit & Loss Statement		-219,631.75 USD	0.00 USD	-219,631.75 USD
>		16,500.00 USD	0.00 USD	16,500.00 USD
>		16,500.00 USD	0.00 USD	16,500.00 USD

You see the aggregated period balances on top hierarchy level.


**Note** Your result/numbers may differ from the screenshot above. These are dependent on the number of tasks and case studies completed in your SAP S/4HANA client to date.

Click on to fully expand the view. You can now see all G/L accounts posted to and their respective period balances.

Description	G/L Account	Period Balance	Comparison Balance (Actual)	Absolute Difference
▼ Assets		212,631.75 USD	0.00 USD	212,631.75 USD
▼ 1 Current Assets		212,631.75 USD	0.00 USD	212,631.75 USD
Inventories of raw...	1000000	1,405,672.50 USD	0.00 USD	1,405,672.50 USD
Work in progress ...	1040000	105,316.00 USD	0.00 USD	105,316.00 USD
Finished goods a...	1100000	-1,788,750.00 USD	0.00 USD	-1,788,750.00 USD
Finished goods (i...	1110000	302,980.25 USD	0.00 USD	302,980.25 USD
Merchandise inve...	1140000	20,800.00 USD	0.00 USD	20,800.00 USD
Trade receivables	1200000	46,000.00 USD	0.00 USD	46,000.00 USD
Bank	1800000	-14,472.00 USD	0.00 USD	-14,472.00 USD
Bank 1	1810000	135,085.00 USD	0.00 USD	135,085.00 USD
▼ Liabilities/Equity		-9,500.00 USD	0.00 USD	-9,500.00 USD
▼ 2 Proprietary Capital		-8,000.00 USD	0.00 USD	-8,000.00 USD
GR/IR	9100000	-8,000.00 USD	0.00 USD	-8,000.00 USD
▼ 3 Outside Capital		-1,500.00 USD	0.00 USD	-1,500.00 USD
Payables-Miscell...	3301005	-1,500.00 USD	0.00 USD	-1,500.00 USD
▼ Profit & Loss Statement		-219,631.75 USD	0.00 USD	-219,631.75 USD
▼ Revenues		-219,631.00 USD	0.00 USD	-219,631.00 USD
Sales	4000000	-197,280.00 USD	0.00 USD	-197,280.00 USD
Rebates granted	4770000	2,915.00 USD	0.00 USD	2,915.00 USD
Credit of Stock Ex...	4818000	-25,218.00 USD	0.00 USD	-25,218.00 USD
Other operating i...	4830000	-48.00 USD	0.00 USD	-48.00 USD

**Note** You will quickly realize that this balance sheet and income statement do not represent a typical picture of a medium-sized company. This is because

this learning environment allows up to 1000 users to perform processes in SAP S/4HANA and because necessary learning situations are prepared many times.

Click on  to return to the SAP Fiori launchpad.





### FI 3: Check Reconciliation Account

**Exercise** Check 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 checking the posting in this subsidiary ledger, review the corresponding posting in the General Ledger.

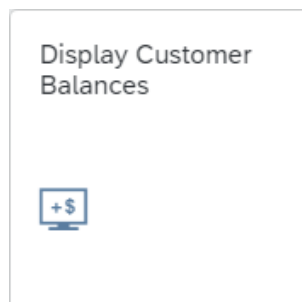
**Name (Position)** Shuyuan Chen (Head of Accounting)

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

Reconciliation  
Accounts

In the *Financial Accounting* space, choose the page *Accounts Receivable*. In the *Head of Accounting* section, open the *Display Customer Balances* app.

Start



In the *Customer* field, enter **129997** (*Beantown Bikes*), as *Company Code* type in **US00** and as *Fiscal Year* **2021**. Compare with the screenshot shown below and click **Go**.

129997  
US00  
2021

Standard\* ▾

Customer:

129997 (BE... x



Company Code: \*

US00 (Globa... x





Fiscal Year: \*





2021





In the *Display Customer Balances* screen, for August 2021 you find one entry in the *Debit* column and one entry in the *Credit* column.

BALANCES SPECIAL G/L COMPARE						
Currency: USD						
Period	Debit	Credit	Balance	Cumulative Balance	Sales	Imputed Interest in C...
Opening B...						
01						
02						
03						
04						
05						
06						
07						
08	24,000.00	24,000.00			24,000.00	
09						

Click on the amount in the *Debit* column. This will take you to the *Manage Customer Line Items* app. There, all relevant selection criteria have already been entered automatically.

Standard\*  View Mass Change Logs Hide Filters 


Customer:   Company Code:   Status: \*   Posting Date:  


Item Type: \*   Fiscal Year:   Period:   Debit/Credit:  





Adapt Filters (7) Go





You will get more information about the posting such as the *Journal Entry Date*, the *Journal Entry* (number) and the *Journal Entry Type*.

Items (1) Standard\* Edit Line Items Create Correspondence Block for Dunning Unblock for Dunning Block

	Customer	Company Code	Clear...	Assignment	Journal Entry Date	Journal Entry	Journal Entry Type
<input type="checkbox"/>	129997	US00	<input type="checkbox"/>	0090000000	08/23/2021	90000000	RV

In in the upper left corner, click  until you get back to the Display *Customer Balances* screen. Now, select the corresponding credit entry for August (08) by clicking on the amount in the second column.

Customer:   Company Code:   Status: \*   Posting Date:  


Item Type: \*   Fiscal Year:   Period:   Debit/Credit:  

Adapt Filters (7) Go

What is the journal entry number of this clearing journal entry?

**Fun Fact** Here comes your extra-curricular German lesson: Using the search engine of your choice, try to find out what journal entry type **DZ** means in English and for which German business term it is an abbreviation?

English: \_\_\_\_\_ = German: \_\_\_\_\_

Click on  to return to the SAP Fiori launchpad.

