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.

Product

S/4HANA 2022
Global Bike

Fiori 3.0

Level

Undergraduate
Graduate
Beginner

Focus

Financial Accounting
Accounts Payable

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Version

4.2

Last Update

August 2023

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.

Process Overview

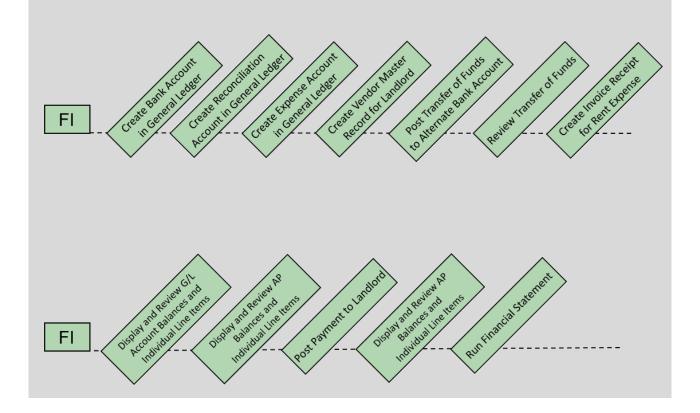**Learning Objective** Understand and execute an external accounting process in Accounts Payable (AP).   **Time** 100 Min.

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)

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.

Table of Contents

Step 1: Create Bank Account in General Ledger

Task Create a new G/L Account.	**Time** 5 Min.
Short Description Use the SAP Fiori Launchpad to create a new Bank Account in the General Ledger.	
Name (Position) Shuyuan Chen (Head of Accounting)	

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.
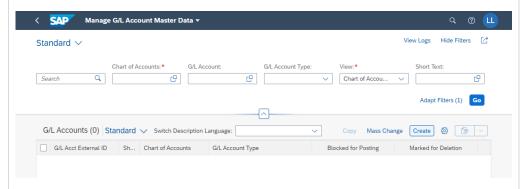
Scenario

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

Manage G/L Account Master Data

Click on Create 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.

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 *Company Code Data* area.

Next, you assign the new G/L account to a company code. Therefore, in the *Company Code Data* area, please select Create.

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**.

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**.

Go to the *Account Management* area. In the Sort Key field, select **001** (*Posting date*).

In the *CREATE/BANK/INTEREST* area, find and select the *Field Status Group* **ZGBS** (*General Balance Sheet Accounts*), and select the **Relevant to Cash Flow** checkbox.

HEADER	CONTROL DATA ⌄	CREATE/BANK/INTEREST	ADMINISTRATION	CHANGE HISTORY

Control of Document Creation

		Bank/Financial Details	
Field Status Group:	ZGBS	Planning Level:	
Post Automatically Only:	☐	Relevant to Cash Flow:	☑
Supplement Auto. Postings:	☐	House Bank:	
Rec.Act Ready:	☐	House Bank Account ID:	

First, confirm with **OK** and then click on **Save**. You will receive the following message.

> Account has been saved successfully.

Click on **SAP** to return to the SAP Fiori launchpad.

Step 2: Create Reconciliation Account in General Ledger

Task Create a new G/L account.	**Time** 5 Min.

Short Description Create a new Reconciliation Account in the General Ledger.

Name (Position) Shuyuan Chen (Head of Accounting)

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.

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*.

Manage G/L
Account Master
Data

Again, click on Create to add a new account. On the following screen, in the G/L Account field, enter **330###5** (replace ### with your number).

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.
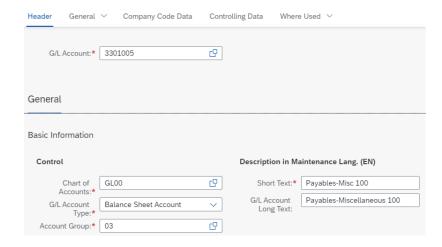
In the *Account Group* field, click the value help icon again. In the *Select: Account Group* window that opens, the chart of accounts *GL00* should already ha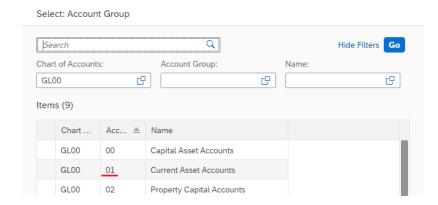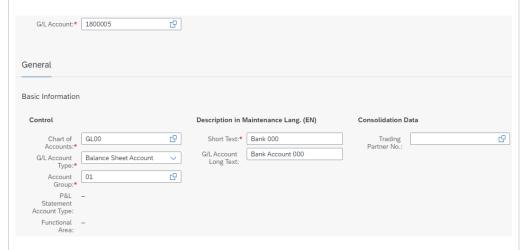ve been automatically transferred. Then select the entry **03** (*Outside Capital Accounts*) from the results list by clicking on it.

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 Company Code Data area.

Reconciliation Account

Start

330###5

GL00
Balance Sheet Account

03

Payables-Misc ###
Payables-Miscellaneous ###

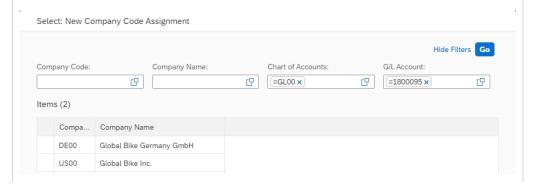
Next, you assign the new G/L account to a company code. Therefore, in the *Company Code Data* area, please select `Create`.

On the following screen, 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**.

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*).

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*).

Company Code Data

GL00
330###5

US00
USD

K (Vendors)

001

ZRAA

Confirm your entries by clicking **OK**. A draft will be saved. Afterward, click on **Save** to create the account. You will receive a success message.

Click on **SAP** to return to the SAP Fiori launchpad.

Step 3: Create Expense Account in General Ledger

Task Create a new G/L Account.	**Time** 5 Min.
Short Description Create a new Expense Account in the General Ledger.	
Name (Position) Shuyuan Chen (Head of Accounting)	

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.

<div style="text-align:right">Start</div>

Manage G/L
Account Master
Data

As in the previous steps, click on Create to add a new account. On the following screen, in the *G/L Account* field, enter **631###5** (replace ### with your number).
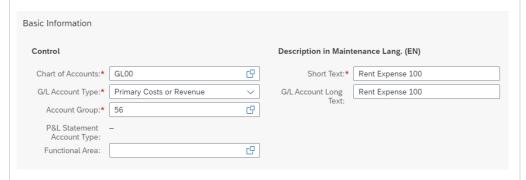
<div style="text-align:right">631###5</div>

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*).

<div style="text-align:right">GL00
Primary Cost or
Revenue
56</div>

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 Company Code Data area.

<div style="text-align:right">Rent Expenses ###
Rent Expenses ###</div>

Basic Information

Control		Description in Maintenance Lang. (EN)
Chart of Accounts:*	GL00	Short Text:* Rent Expense 100
G/L Account Type:*	Primary Costs or Revenue	G/L Account Long Text: Rent Expense 100
Account Group:*	56	
P&L Statement Account Type:	–	
Functional Area:		

Next, you assign the new G/L account to a company code. Therefore, in the *Company Code Data* area, please select Create.

<div style="text-align:right">Company Code Data</div>

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

<div style="text-align:right">US00
USD</div>

automatically. Please also select the **Posting Without Tax Allowed** checkbox. In the *Account Management* area, as the *Sort Key* please choose **001** (*Posting date*).

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 **OK** button to save your entries as draft.

Finally, go to the Controlling Data 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*).

Settings in Controlling Area (1)

Controlling Area	Cost Element Category	
NA00	01	⊡

Please choose **Save** to confirm your entries and to save you G/L account. You will receive a success message.

Click on **SAP** to return to the SAP Fiori launchpad.

Posting w/o Tax Allowed
001

ZEXP

01

Step 4: Create Vendor Master Record for Landlord

Task Create a new vendor master record.	**Time** 10 Min.

Short Description The Chief Financial Officer has requested you create a new vendor account for *Cardinal Properties*.

Name (Position) Silvia Cassano (AP Accountant)

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.

- *(Natural) person* – is an individual, usually a private person.

- *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.

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*.

Manage Business
Partner Master Data

On the *Manage Business Partner* screen, select the button Create . A submenu will open. Click Organization here.

Business Partner

Business Partner Categories

Vendor

Start

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**.

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**.
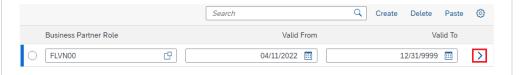
Confirm your entries with **OK**. The new *New Business Partner* screen will be generated. In the *General Information* area, in the field *Search Term 1* add your three-digit number **###**. You can use this term to easily find your business partner later.

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.

Margin notes:

FLVN00 | FI Vendor

Company
Cardinal Properties ###
Pioneer Trail
Eden Prairie, 55347

US, FL
EN

###

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 Create .

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.

Accounting

Reconciliation Account:

Payables-Miscellaneous 100 (3301005) ⬚

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.

Payment Data

Payment Terms:

Payable immediately Due net (0001) ⬚

Tolerance Group:

⬚

Check Cashing Time:

0

Check Double Invoice:

☑

Select Apply to save the draft. You can save the customer role by clicking Apply once again afterwards. Use the Create 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.

< **SAP** **Business Partner** ▼

Cardinal Properties 100

1003080

Click on **SAP** to return to the SAP Fiori launchpad.

☐

Company Codes

US00
330###5

0001
Check Double Invoice

Step 5: Post Transfer of Funds to Alternate Bank Account

Task Transfer funds to Alternate Bank Account.   **Time** 10 Min.

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)
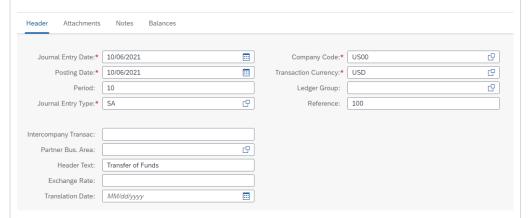
Please go to the space *Financial Accounting* and choose the page *Accounts Payable*. In the *Head of Accounting* section, use the *Post General Journal Entries* app to transfer these internal funds.

Start

Post General Journal Entries

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

Header	Attachments	Notes	Balances	

Journal Entry Date:*	10/06/2021		Company Code:*	US00
Posting Date:*	10/06/2021		Transaction Currency:*	USD
Period:	10		Ledger Group:	
Journal Entry Type:*	SA		Reference:	100
Intercompany Transac:				
Partner Bus. Area:				
Header Text:	Transfer of Funds			
Exchange Rate:				
Translation Date:	MM/dd/yyyy			
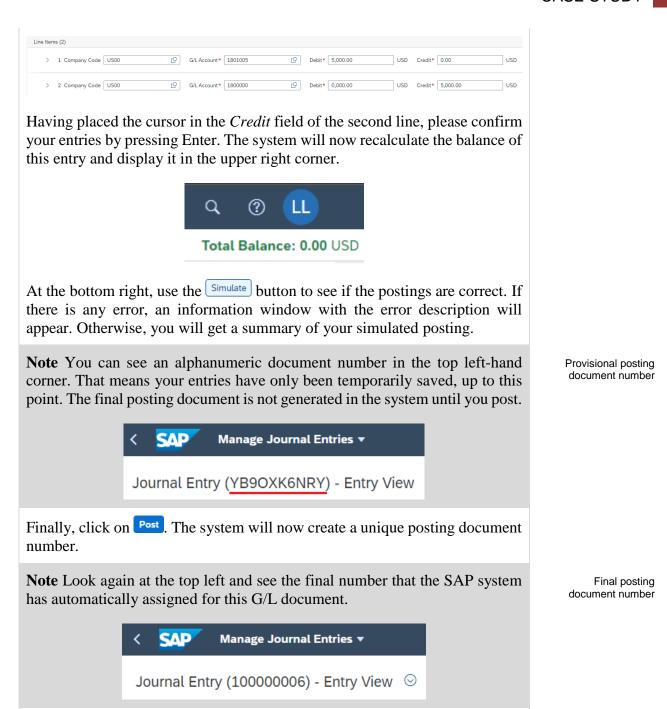
Go to the *Line Items* area. In the first line, enter *Company Code* **US00** (*Global Bike Inc.*) and your *G/L Account* **180###5** (*Bank ###*). In the *Debit* field, enter an amount of **5000** USD.

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

Line Items (2)								
> 1	Company Code	US00	G/L Account*	1801005	Debit* 5,000.00	USD	Credit* 0.00	USD
> 2	Company Code	US00	G/L Account*	1800000	Debit* 0,000.00	USD	Credit* 5,000.00	USD

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.

Total Balance: 0.00 USD

At the bottom right, use the Simulate 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

Journal Entry (YB9OXK6NRY) - Entry View

Finally, click on Post. 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

Journal Entry (100000006) - Entry View

Click on SAP to return to the SAP Fiori launchpad.

Step 6: Review Transfer of Funds

Task Display a G/L account document.	**Time** 10 Min.
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)	

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

Manage Journal Entries
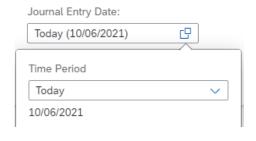
In the *Manage Journal Entries* screen, select *Company Code* **US00**. In the *Journal Entry Date* field, select the input help icon ⬚. If you performed the previous step (posting funds to alternate bank account) today, select **Today** in the dropdown menu. Otherwise, select another period that best narrows down the date of your posting. Remove the entry from the *Fiscal Year* field.

US00

Today

Journal Entry Date:

Today (10/06/2021) ⬚

Time Period

Today ⌄

10/06/2021
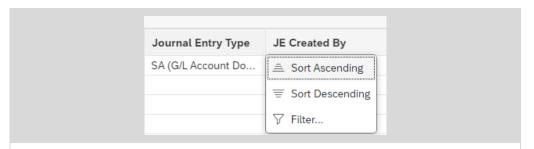
Then click on **Go** to run the search.
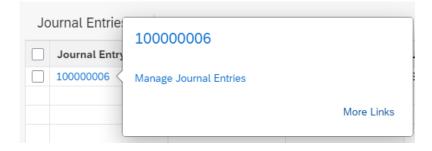
Note Since you work in company code *US00* together with other users, it is useful to sort the results list of journal entries in ascending order according to the user name. To do this, click on the *JE Created By* column and select ☰ Sort Ascending .

Sort Ascending
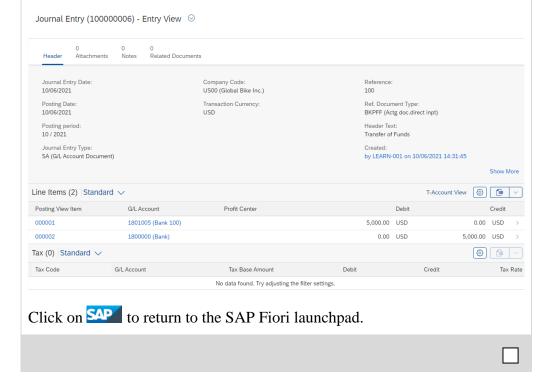
Click on the Journal Entry Number (of your document) to open the context menu. Please choose the **Manage Journal Entries** app.

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.

Journal Entry (100000006) - Entry View

	0	0	0
Header	Attachments	Notes	Related Documents

Journal Entry Date:	Company Code:	Reference:
10/06/2021	US00 (Global Bike Inc.)	100
Posting Date:	Transaction Currency:	Ref. Document Type:
10/06/2021	USD	BKPFF (Actg doc.direct inpt)
Posting period:		Header Text:
10 / 2021		Transfer of Funds
Journal Entry Type:		Created:
SA (G/L Account Document)		by LEARN-001 on 10/06/2021 14:31:45

Show More

Line Items (2) Standard ∨   T-Account View

Posting View Item	G/L Account	Profit Center	Debit		Credit	
000001	1801005 (Bank 100)		5,000.00	USD	0.00	USD	>
000002	1800000 (Bank)		0.00	USD	5,000.00	USD	>

Tax (0) Standard ∨

Tax Code	G/L Account	Tax Base Amount	Debit	Credit	Tax Rate
		No data found. Try adjusting the filter settings.			

Click on **SAP** to return to the SAP Fiori launchpad.

Step 7: Create Invoice Receipt for Rent Expense

Task Create an invoice receipt.	**Time** 10 Min.
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)	
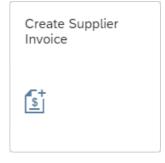
To create an invoice receipt, go to the space *Financial Accounting* and choose the page *Accounts Payable*. In the *AP Accountant* section, use the app *Create Supplier Invoice*.

Start

Create Supplier Invoice
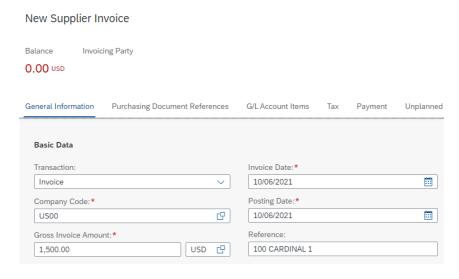
In the upcoming screen, enter *Company Code* **US00** (*Global Bike Inc.*). In the *Invoice Date* field, choose **today's date**, and in the *Gross Invoice Amount* field, please enter **1500**. The *currency* **USD** should have already been derived from the company code. Last but not least, the *Reference* of this invoice should be **### Cardinal 1**. Replace ### again with your three-digit number.

US00

Today's date
1500 USD

Cardinal 1

New Supplier Invoice

Balance   Invoicing Party

0.00 USD

General Information   Purchasing Document References   G/L Account Items   Tax   Payment   Unplanned

Basic Data

Transaction:
Invoice

Company Code:*
US00

Gross Invoice Amount:*
1,500.00   USD

Invoice Date:*
10/06/2021

Posting Date:*
10/06/2021
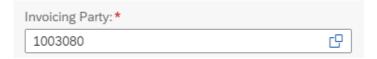
Reference:
100 CARDINAL 1

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.

Afterward, go to the the *G/L Account Items* area. Once there, click on [Add]. 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 [Check] 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 ⊞ Show Details icon below your new G/L Account line. There, in the *Account Assignment* area, please enter as *Cost Center* **NAAD1000** (*Admin Costs*).

NAAD1000

Now click on **Check** again. This time the following success message should appear.

⊘ Invoice was successfully checked.

By clicking on Simulate you can check if your posting is correct.

Simulation Results   Change Simulation Currency

Company Code   Simulation Currency
US00   USD

Overview   Details

Debit		Credit	
6311005 (Rent Expense 100)	1,500.00 USD	3301005 (Cardinal Properties 100 / Eden Prairie MN 55347)	1,500.00 USD
Total	1,500.00 USD	Total	1,500.00 USD

Details

Standard ⌄   ⚙

Item	Account type	G/L Account	Name	Amount	Tax Code	Company Code
1	K	3301005	Cardinal Properties 100 / Eden Prairie MN 55347	-1,500.00 USD		US00
2	S	6311005	Rent Expense 100	1,500.00 USD		US00

Click **Post** 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.

⊘ Success

Documents have been created.

Supplier invoice: 5105600106/2021

Do you want to create a new supplier invoice?

Yes   No

Please choose No . In case of not beeing redirected to the SAP Fiori launchpad click on **SAP** .

☐

Step 8: Display and Review G/L Account Balances and Individual Line Items

Task Display and review general ledger account balances.	**Time** 5 Min.

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)

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

Display G/L Account Balances
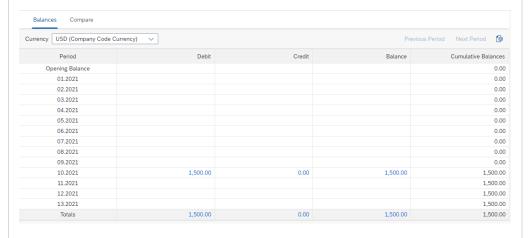
In the *G/L Account Balances* screen, enter as *Ledger* **0L** (*Leading Ledger*), as *Company Code* **US00**, and as *G/L Account* **631###5**. Furthermore, make sure that the *Ledger Fiscal Year* is the **current year** and that the *Controlling Area* is **NA00**. Compare your entries with the following screenshot and press Go.

0L
US00
631###5
Current year
NA00

Standard* ∨

Ledger:*	Company Code:*	G/L Account:	Ledger Fiscal Year:*	Period From:
0L (Leading Ledger)	US00 (Global E×	6311005 (Re... ×	2021	

Period To:	Controlling Area:
	=NA00 ×

You will receive a total list of balances for all periods for the current fiscal year.

Balances | Compare

Currency | USD (Company Code Currency) ∨

Period	Debit	Credit	Balance	Cumulative Balances
Opening Balance				0.00
01.2021				0.00
02.2021				0.00
03.2021				0.00
04.2021				0.00
05.2021				0.00
06.2021				0.00
07.2021				0.00
08.2021				0.00
09.2021				0.00
10.2021	1,500.00	0.00	1,500.00	1,500.00
11.2021				1,500.00
12.2021				1,500.00
13.2021				1,500.00
Totals	1,500.00	0.00	1,500.00	1,500.00

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.

	Status	Assignment Reference	Journal Entry	Journal Entry T...	Posting Date	Posting Key	Amount in CC Crcy	
Line Items (1) Standard ⌄							Line Item Details	
⌄ Company Code: US00 - Global Bike Inc.								
⌄ G/L Account: 6311005 - Rent Expense 100								
	✓	20211006	5105600106	RE	10/06/2021	40	1,500.00	USD
							1,500.00	USD

Click on **SAP** to return to the SAP Fiori launchpad.

Step 9: Display and Review AP Balances and Individual Line Items

Task Display and review Accounts Payable balances and individual line items.	**Time** 5 Min.

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)

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.
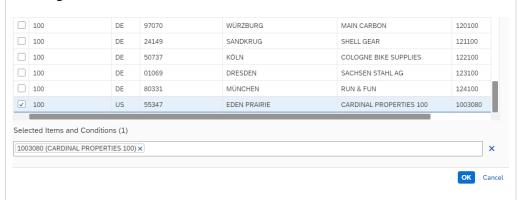
Start

Display Supplier Balances

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 **Go**.

###
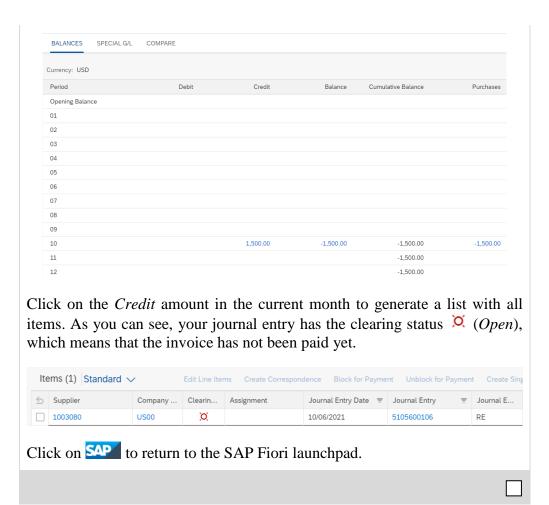
As a result, you will get the list of all suppliers assigned to you in Germany and in the USA. Scroll down until you find *Cardinal Properties*. Select the entry by clicking the checkbox at the beginning of the line and confirm it by clicking on **OK**.

☐ 100	DE	97070	WÜRZBURG	MAIN CARBON	120100
☐ 100	DE	24149	SANDKRUG	SHELL GEAR	121100
☐ 100	DE	50737	KÖLN	COLOGNE BIKE SUPPLIES	122100
☐ 100	DE	01069	DRESDEN	SACHSEN STAHL AG	123100
☐ 100	DE	80331	MÜNCHEN	RUN & FUN	124100
☑ 100	US	55347	EDEN PRAIRIE	CARDINAL PROPERTIES 100	1003080

Selected Items and Conditions (1)

1003080 (CARDINAL PROPERTIES 100) ✕   ✕

OK Cancel

Back in the *Display Supplier Balances* screen, select the *Company Code* **US00** and choose as *Fiscal Year* the **current year**. Then press **Go** to display the balances.

US00
Current year

		BALANCES	SPECIAL G/L	COMPARE		

Currency: USD

Period	Debit	Credit	Balance	Cumulative Balance	Purchases
Opening Balance					
01					
02					
03					
04					
05					
06					
07					
08					
09					
10		1,500.00	-1,500.00	-1,500.00	-1,500.00
11				-1,500.00	
12				-1,500.00	

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.

Items (1) | Standard ∨   Edit Line Items   Create Correspondence   Block for Payment   Unblock for Payment   Create Sing

↶	Supplier	Company ...	Clearin...	Assignment	Journal Entry Date ⇌	Journal Entry ⇌	Journal E...
☐	1003080	US00	⭕		10/06/2021	5105600106	RE

Click on **SAP** to return to the SAP Fiori launchpad.

Step 10: Post Payment to Landlord

Task Issue a payment to your landlord.	**Time** 10 Min.
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)	
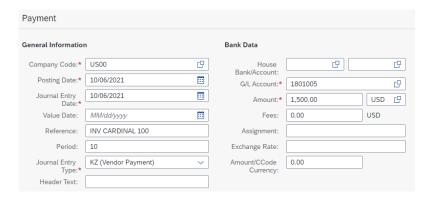
To post a payment to a vendor, please go to the *Financial Accounting* space and choose the *Accounts Payable* page. In the *AP Accountant* section, use the *Post Outgoing Payments* app.

Start

Post Outgoing Payments

$
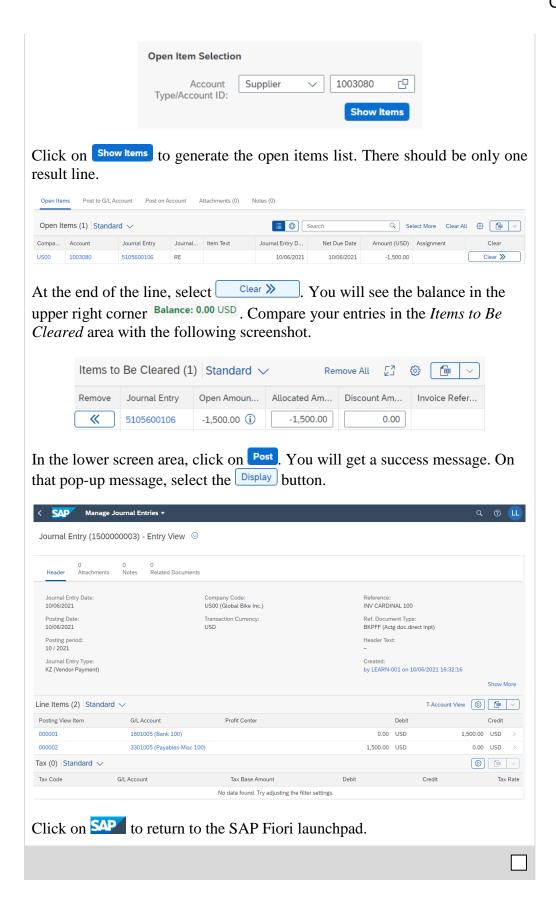
On the *Post Outgoing Payments* screen, enter *Company Code* **US00**, and select the **current date** as the *Posting Date* and as the *Journal Entry Date*. In the *Reference* field enter **Inv Cardinal ###**, and as *Period* the **current month**. For the *G/L account*, enter your created account **180###5**, 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 **Show Items** to generate the open items list. There should be only one result line.

At the end of the line, select **Clear »**. You will see the balance in the upper right corner **Balance: 0.00 USD** . Compare your entries in the *Items to Be Cleared* area with the following screenshot.

In the lower screen area, click on **Post**. You will get a success message. On that pop-up message, select the **Display** button.

Click on **SAP** to return to the SAP Fiori launchpad.

Step 11: Display and Review AP Balances and Individual Line Items

Task Display and review Accounts Payable balances and individual line items.	**Time** 10 Min.
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)	

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

Display Supplier Balances

-$

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 Go.

###

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 OK.

Back in the *Display Supplier Balances* screen, select the *Company Code* **US00** and choose as *Fiscal Year* the **current year**. Then press Go to display the balances.

US00
Current year

Currency: USD
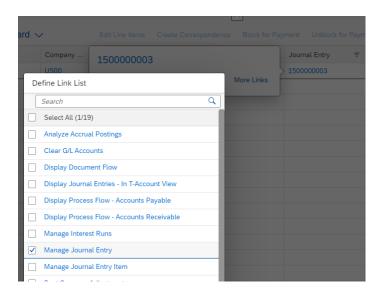
Period	Debit	Credit	Balance	Cumulative Balance	Purchases
Opening Balance					
01					
02					
03					
04					
05					
06					
07					
08					
09					
10	1,500.00	1,500.00			-1,500.00

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.
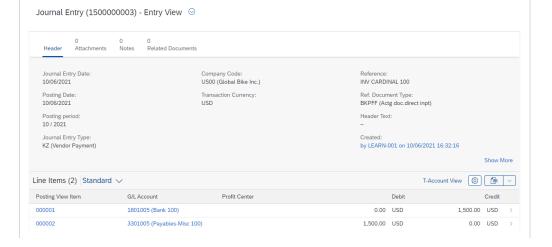
In the current month line, click on the amount in the *Debit* column. You will now get a result list with the detail data of your journal entry, which you can recognize by the journaly entry type *KZ* (KZ = vendor payment).

	Supplier	Company ...	Clearin...	Assignment	Journal Entry Date	Journal Entry	Journal E...	Special...	Due Ne...
	1003080	US00	☐		10/06/2021	1500000003	KZ		
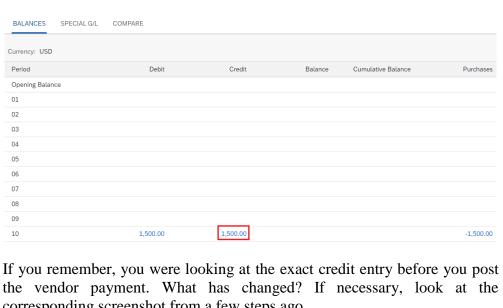
First, click on the number of your journal entry. In the context menu that opens use the `More Links` button to find and add the *Manage Journal Entry* app. Afterward, open the app.

Now you will see the complete journal entry.

Journal Entry (1500000003) - Entry View ⊙

	0	0	0
Header	Attachments	Notes	Related Documents

Journal Entry Date:
10/06/2021

Company Code:
US00 (Global Bike Inc.)

Reference:
INV CARDINAL 100

Posting Date:
10/06/2021

Transaction Currency:
USD

Ref. Document Type:
BKPFF (Actg doc.direct inpt)

Posting period:
10 / 2021

Header Text:
–

Journal Entry Type:
KZ (Vendor Payment)

Created:
by LEARN-001 on 10/06/2021 16:32:16

Show More

Line Items (2) Standard ∨   T-Account View

Posting View Item	G/L Account	Profit Center	Debit	Credit	
000001	1801005 (Bank 100)		0.00 USD	1,500.00 USD	>
000002	3301005 (Payables-Misc 100)		1,500.00 USD	0.00 USD	>

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.

BALANCES	SPECIAL G/L	COMPARE			

Currency: USD

Period	Debit	Credit	Balance	Cumulative Balance	Purchases
Opening Balance					
01					
02					
03					
04					
05					
06					
07					
08					
09					
10	1,500.00	1,500.00			-1,500.00

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 **SAP** to return to the SAP Fiori launchpad.

□

Step 12: Run Financial Statement

Task Look at the financial statement.	**Time** 15 Min.
Short Description Run a trial financial statement.	
Name (Position) Shuyuan Chen (Head of Accounting)	

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.

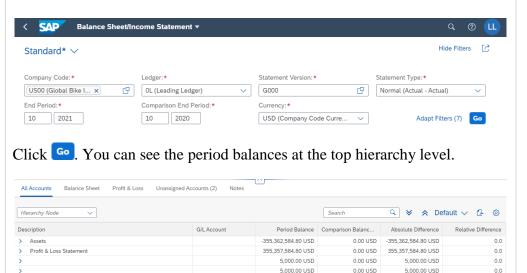<div align="right">Balance sheet
Profit and loss statement</div>

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.

<div align="right">Start</div>

Balance
Sheet/Income
Statement

$ $
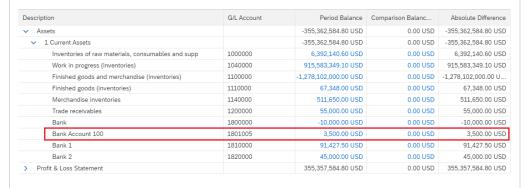
In the *Balance Sheet/Income Statement* view, enter as *Company Code* **US00** and as *Statement Version* **G###**. The currency is automatically determined based on the selected company code. Leave the other pre-filled fields as they are.

<div align="right">US00
G###</div>

Click Go . You can see the period balances at the top hierarchy level.

Description	G/L Account	Period Balance	Comparison Balanc...	Absolute Difference	Relative Difference
> Assets		-355,362,584.80 USD	0.00 USD	-355,362,584.80 USD	0.0
> Profit & Loss Statement		355,357,584.80 USD	0.00 USD	355,357,584.80 USD	0.0
>		5,000.00 USD	0.00 USD	5,000.00 USD	0.0
>		5,000.00 USD	0.00 USD	5,000.00 USD	0.0

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.

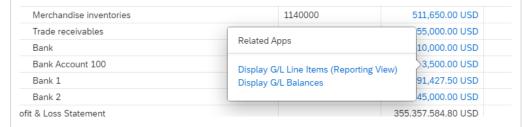| Description	G/L Account	Period Balance	Comparison Balanc...	Absolute Difference
∨ Assets		-355,362,584.80 USD	0.00 USD	-355,362,584.80 USD
∨ 1 Current Assets		-355,362,584.80 USD	0.00 USD	-355,362,584.80 USD
Inventories of raw materials, consumables and supp	1000000	6,392,140.60 USD	0.00 USD	6,392,140.60 USD
Work in progress (inventories)	1040000	915,583,349.10 USD	0.00 USD	915,583,349.10 USD
Finished goods and merchandise (inventories)	1100000	-1,278,102,000.00 USD	0.00 USD	-1,278,102,000.00 U...
Finished goods (inventories)	1110000	67,348.00 USD	0.00 USD	67,348.00 USD
Merchandise inventories	1140000	511,650.00 USD	0.00 USD	511,650.00 USD
Trade receivables	1200000	55,000.00 USD	0.00 USD	55,000.00 USD
Bank	1800000	-10,000.00 USD	0.00 USD	-10,000.00 USD
Bank Account 100	1801005	3,500.00 USD	0.00 USD	3,500.00 USD
Bank 1	1810000	91,427.50 USD	0.00 USD	91,427.50 USD
Bank 2	1820000	45,000.00 USD	0.00 USD	45,000.00 USD
> Profit & Loss Statement		355,357,584.80 USD	0.00 USD	355,357,584.80 USD

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.

Merchandise inventories	1140000	511,650.00 USD
Trade receivables		55,000.00 USD
Bank	Related Apps	10,000.00 USD
Bank Account 100	Display G/L Line Items (Reporting View)	3,500.00 USD
Bank 1	Display G/L Balances	91,427.50 USD
Bank 2		45,000.00 USD
ofit & Loss Statement		355.357.584.80 USD

Analyze the posted line items of this G/L account.

09.2021				0.00
10.2021	5,000.00	1,500.00	3,500.00	3,500.00
Totals	5,000.00	1,500.00	3,500.00	3,500.00

Click on SAP to return to the SAP Fiori launchpad.

☐

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.

☐