SAP University Alliances

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).

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.

Chart of Accounts

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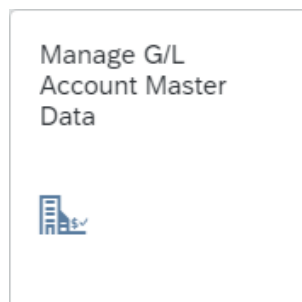
On the *Manage G/L Account Master Data* screen, in the *Chart of Accounts* field click the input help icon.

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.

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

GL00

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

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 to display all G/L accounts assigned to chart of accounts *GL00*.

Chart of Accounts View

G/L Acct External ID	Short Text	Chart of Accounts	G/L Account Type	Blocked for Posting	Marked for Deletion	
0100000	Concessions	GL00	Balance Sheet Account	No	No	›
0135000	SW procurement	GL00	Balance Sheet Account	No	No	›
0143000	Intang. fixed assets	GL00	Balance Sheet Account	No	No	›
0144000	SW development	GL00	Balance Sheet Account	No	No	›
0200000	Land with Buildings	GL00	Balance Sheet Account	No	No	›
0210000	Land w/o Buildings	GL00	Balance Sheet Account	No	No	›
0215000	Undeveloped land	GL00	Balance Sheet Account	No	No	›
0240000	Commercial buildings	GL00	Balance Sheet Account	No	No	›
0400000	Machinery	GL00	Balance Sheet Account	No	No	›
0420000	Technical equipment	GL00	Balance Sheet Account	No	No	›
0500000	Other assets	GL00	Balance Sheet Account	No	No	›
0520000	Passenger cars	GL00	Balance Sheet Account	No	No	›
0540000	Heavy goods vehicles	GL00	Balance Sheet Account	No	No	›
0560000	Other Transportation	GL00	Balance Sheet Account	No	No	›
0630000	Operating equipment	GL00	Balance Sheet Account	No	No	›
0650000	Office fittings	GL00	Balance Sheet Account	No	No	›
0700000	Prepayments	GL00	Balance Sheet Account	No	No	›
0800000	Shares companies	GL00	Balance Sheet Account	No	No	›
0850000	Investments in corp.	GL00	Balance Sheet Account	No	No	›
1000000	Raw materials	GL00	Balance Sheet Account	No	No	›
1010000	Consumables	GL00	Balance Sheet Account	No	No	›
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**.

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.

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

_____

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

_____

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

_____

Note the differences between the German and American company codes!

_____

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 SAP 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.

<div align="right">Financial Statement version</div>

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.

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

Balance
Sheet/Income
Statement

$ $
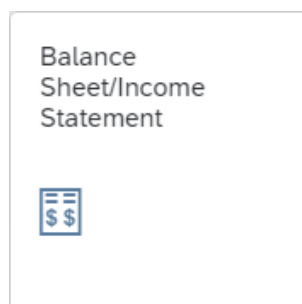
On the *Balance Sheet/Income Statement* screen, in the *Company Code* field enter **US00** and in the *Statement version* field **G000**. The currency is automatically selected based on the selected company code. Set the *End Period* to **08/2021** and the *Comparison End Period* to **08/2020**.

<div align="right">US00
G000

08/2021
08/2020</div>

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

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 Bal...	Absolute Difference	Relative Difference
Assets		-355,489,500.00 USD	0.00 USD	-355,489,500.00 USD	0.0
1 Current Assets		-355,489,500.00 USD	0.00 USD	-355,489,500.00 USD	0.0
Inventories of raw m...	1000000	6,009,500.00 USD	0.00 USD	6,009,500.00 USD	0.0
Work in progress (in...	1040000	915,465,500.00 USD	0.00 USD	915,465,500.00 USD	0.0
Finished goods and ...	1100000	-1,277,509,500.00 USD	0.00 USD	-1,277,509,500.00 U...	0.0
Merchandise invent...	1140000	505,250.00 USD	0.00 USD	505,250.00 USD	0.0
Bank 1	1810000	-5,250.00 USD	0.00 USD	-5,250.00 USD	0.0
Bank 2	1820000	45,000.00 USD	0.00 USD	45,000.00 USD	0.0
Profit & Loss Statement		355,489,500.00 USD	0.00 USD	355,489,500.00 USD	0.0
Revenues		-45,000.00 USD	0.00 USD	-45,000.00 USD	0.0
Sales	4000000	-45,000.00 USD	0.00 USD	-45,000.00 USD	0.0
Expenditure		355,534,500.00 USD	0.00 USD	355,534,500.00 USD	0.0
Other operating exp...	6300000	355,513,500.00 USD	0.00 USD	355,513,500.00 USD	0.0
Cost of Goods Sold	6993000	21,000.00 USD	0.00 USD	21,000.00 USD	0.0
		0.00 USD	0.00 USD	0.00 USD	0.0
US00 Calculated Result		0.00 USD	0.00 USD	0.00 USD	0.0

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 **SAP** 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.

<div align="right">Reconciliation
Accounts</div>

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

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

Display Customer
Balances

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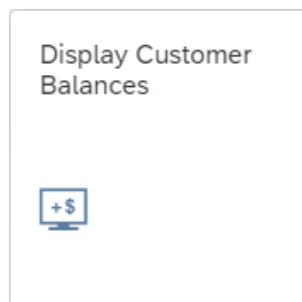
In the *Customer* field, enter **129997** (*Beantown Bikes*), as *Company Code* type in **US00** and as *Fiscal Year* **2021**. Compare with the screenshot shown below and click Go.

<div align="right">129997
US00
2021</div>

Standard* ∨

Customer:	Company Code:*	Fiscal Year:*
129997 (BE... ✕	US00 (Globa... ✕	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:
129997 (BEANTO... ✕	US00 (Global Bike ... ✕	All Items ∨	
Item Type: *	**Fiscal Year:**	**Period:**	**Debit/Credit:**
Normal Items ✕ ∨	=2021 ✕	=08 ✕	Debit ✕ ∨

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
☐	129997	US00	☐	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:
129997 (BEANTO... ✕	US00 (Global Bike ... ✕	All Items ∨	
Item Type: *	**Fiscal Year:**	**Period:**	**Debit/Credit:**
Normal Items ✕ ∨	=2021 ✕	=08 ✕	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 choise, 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 **SAP** to return to the SAP Fiori launchpad.