

# Financial Accounting (FI)

This document is intended to help instructors understand the case study process and manage the learning process in and outside the classroom. The main focus lies on prerequisites and common tasks such as testing and trouble-shooting.

## Product

SAP S/4HANA 2020  
Global Bike

Fiori 3.0

## Level

Instructor

## Focus

Financial Accounting

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## Version

4.1

## Last Update

April 2022

## MOTIVATION

Theoretical lectures explain concepts, principles, and theories through reading and discussion. Therefore, they enable students to acquire knowledge and gain theoretical insights.

In contrast, case studies allow them to develop their abilities to analyze enterprise problems, learn and develop possible solutions, and make sound decisions.

The main objective of the Global Bike case studies in general is for students to understand the concept of integration. These descriptive and explanatory case studies will allow students to understand the importance and the advantages of integrating enterprise areas using an S/4HANA system.

The main goal of this document is to help instructors prepare the SAP system for the Financial Accounting case study process and to support them trouble-shoot problems that might occur during the course.

Beside technical and didactic prerequisites, the lecturer notes list SAP transactions for testing and correcting student results in the SAP system. In addition, this document describes common problems and explains their reason and solution.

## Prerequisites

**Note** Before using this case study in your classroom please make sure that all technical (month-end closing, user management etc.) and didactic prerequisites are fulfilled. Such prerequisites are briefly pointed out below. Detailed documentation can be displayed at and downloaded from the *Learning Hub of SAP UA* or the *UCC websites*.

### Technical Prerequisites

The case study is based on a standard SAP S/4HANA client with the current Global Bike dataset. Before processing the case study on your own or with your students all general setting should be checked.

**Note** With the current version of the Global Bike client a **year-end closing** is not necessary, because it has already been automated or because it is not needed for the process described in the curriculum material.

Year-end closing

**User accounts** in the SAP system need to be created or unlocked.

User management

These student user accounts should end with a three-digit numeric number (e.g. LEARN-001, LEARN-002 etc.). This number will be represented by ### in the case study and helps differentiate customer accounts, products etc.

In an SAP S/4HANA Global Bike client, 1000 user accounts from **LEARN-000** to **LEARN-999** already exist. These users need to be unlocked. The initial password for each LEARN-### account is set to **tlestart**.

LEARN-000 to  
LEARN-999

tlestart

The **User Maintenance (ZUSR)** app was developed in the Global Bike client in order to mass maintain SAP user accounts. For a detailed description of this and SAP standard apps for user management (**Single User** and **Mass User**) please refer to the *lecturer notes "User Management"* (see: current Global Bike curriculum → Chapter 99 – Instructor Tools).

ZUSR

Single User  
Mass User

All LEARN-### user accounts have been assigned to the role *Z\_UCC\_GB\_SCC* and have authorizations to use all applicative transactions in the SAP S/4HANA system. The role allows access to all transactions necessary for Global Bike exercises and case studies. If you need access to system-critical transactions, i.e. for development purposes, you may assign the composite profile *SAP\_ALL* to your student accounts.

It is useful for the instructor to have a user account available for testing that has the same authorizations as the student accounts. You may use the predefined instructor account **LEARN-000** for this purpose.

Instructor account  
LEARN-000

### Didactic Prerequisites

In order to successfully process the case study, students should be familiar with the **navigation** in SAP systems, especially the SAP Fiori Launchpad, the SAP transaction concept as well as possible documentation and help options. We highly recommend using the *navigation slides* and the *navigation course* (see: current Global Bike curriculum → Chapter 2 – Navigation).

Navigation

In addition, it has been proven beneficial that students have a thorough understanding of the **historic background** and the enterprise structure of the Global Bike concern before they start working on the SAP system. For this purpose we recommend the *case study „Global Bike Group“* (see: current Global Bike curriculum → Chapter 3 – Global Bike).

Company background

Because the case study is not based on the exercises, it is not necessary to have processed the FI exercises before you start with the case study. However, it is recommended.

In order to function properly this case study needs a **Global Bike client version** that is equal or higher than the case study version (see cover page). Please check. If you do not know the client version please use the **Global Bike Version** app within your SAP S/4HANA system or contact your UCC team.

Global Bike client  
version

### Global Feedback

Do you have any suggestions or feedback about Global Bike? Please send it to our email-address **gbi@ucc.ovgu.de** which is used to gather feedback globally. All emails will be evaluated by the persons responsible for the curriculum bi-weekly. This way your feedback might influence future releases directly.

Please note that any support requests send to this email-address will be ignored. Please keep using the common support channels for your support requests.



## Student Assessment

**Note** With the app below you can check and correct master and transactional data that your students have created during your course.

### Global Bike Monitoring Tool

We are developing a Global Bike Monitor, which is available for the FI case study.

A detailed tutorial for this tool is available in the module *99 Instructor Tools* of the current Global Bike curriculum.

Please keep in mind that this transaction is an additional functionality designed by the UCC Magdeburg and still in development. Therefore, we kindly ask you to send any feedback or detailed error descriptions to the following address: **[gbi@ucc.ovgu.de](mailto:gbi@ucc.ovgu.de)**



## Problem: Parked Invoice


**Symptom** While posting the outgoing payment no open items can be found.

**Reason** The invoice was parked and not posted.

**Solution** Post the parked document.

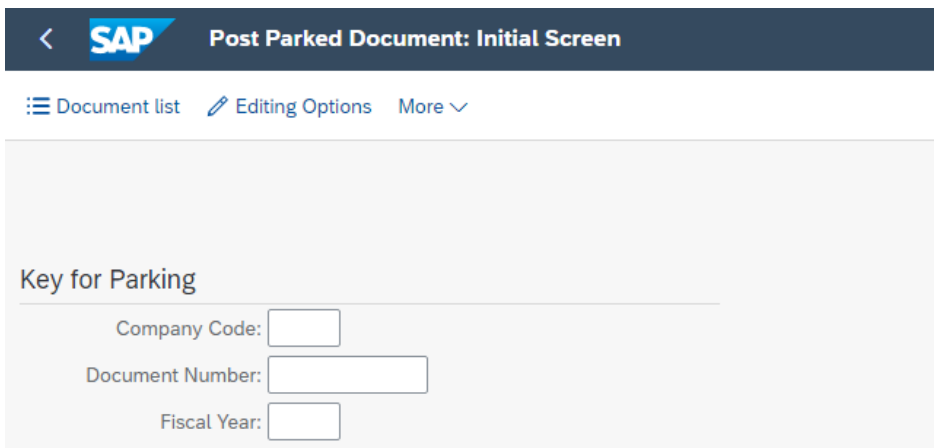
### Error Message

Upon processing the outgoing payments no open items can be found.

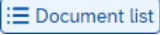
 No open items were found

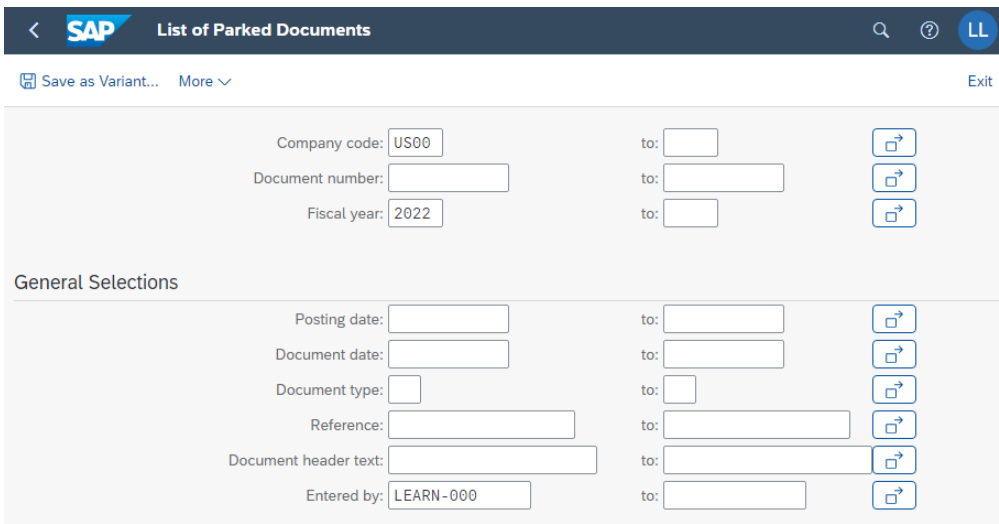
### Solution

Open app *Post Parked Document* which can be found via search. The following screen will open.



The screenshot shows the 'Post Parked Document: Initial Screen' in the SAP mobile app. At the top, there is a navigation bar with a back arrow, the SAP logo, and the title 'Post Parked Document: Initial Screen'. Below the navigation bar, there are three menu items: 'Document list' (with a list icon), 'Editing Options' (with a pencil icon), and 'More' (with a dropdown arrow). The main content area is titled 'Key for Parking' and contains three input fields: 'Company Code:' with a text box, 'Document Number:' with a text box, and 'Fiscal Year:' with a text box.

Click on  if you don't have the document number available. This will produce the following screen



The screenshot shows the 'List of Parked Documents' screen in the SAP mobile app. At the top, there is a navigation bar with a back arrow, the SAP logo, and the title 'List of Parked Documents'. On the right side of the navigation bar, there are three icons: a search icon, a help icon, and a user profile icon labeled 'LL'. Below the navigation bar, there are two menu items: 'Save as Variant...' (with a document icon) and 'More' (with a dropdown arrow). On the right side, there is an 'Exit' button. The main content area is divided into two sections. The first section, 'Key for Parking', contains three rows of input fields: 'Company code:' with 'US00' entered, 'Document number:', and 'Fiscal year:' with '2022' entered. Each row has a 'to:' field and a search icon. The second section, 'General Selections', contains seven rows of input fields: 'Posting date:', 'Document date:', 'Document type:', 'Reference:', 'Document header text:', and 'Entered by:' with 'LEARN-000' entered. Each row has a 'to:' field and a search icon.

*Company Code* **US00** and the **current fiscal year** should already be entered. If not please fill out the fields.

The *Entered by* field is already filled out with your **user account**, change it accordingly then hit **F8** or **Execute** button.

Double click the line to go to the *Edit Parked Vendor Invoice* screen. Select and save to post your parked invoice.

User account  
F8



## Solution: FI-AP Challenge

**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.

### Create Bank Account in General Ledger

In the *Manage G/L Account Master Data* app you can create a bank account as described in the case study. Just enter **DE00** as *company code* (not US00).

DE00

#### New Company Code Assignment

Account Number: 1801006

HEADER CONTROL DATA  CREATE/BANK/INTEREST ADMINISTRATION CHANGE HISTORY

New Company Code Assignment: \*  

You can perform the remaining steps of the transaction as described in the case study but with **EUR** as *currency*.

EUR

The next two steps *Create Reconciliation Account in General Ledger* and *Create Expense Account in General Ledger* can be performed as described before. Enter the *Company Code* **DE00** and proceed further as described in the case study. In the step *Create Expense Account in General Ledger* enter **Materials ###** as *Short Text* and **Material Expenses ###** as *G/L Acct Long Text*.

DE00

Materials ###  
Material Expenses ###

You can skip the following step *Create Vendor Master Record for Landlord*, because an already-existing vendor will be used.

## Post Transfer of Funds to Alternate Bank Account

In the app *Post General Journal Entries*, check if the *Company Code DE00* is entered. If not please change it this way. Further, choose **EUR** as *Currency*.

DE00  
EUR

Journal Entry Date:*	04/14/2022	Company Code:*	DE00
Posting Date:*	04/14/2022	Transaction Currency:*	EUR
Period:	04	Ledger Group:	
Journal Entry Type:*	SA	Reference:	100
Intercompany Transac:			
Partner Bus. Area:			
Header Text:	Transfer of Funds		

The remaining steps of the transaction can be performed as described in the case study but choose your new bank account in **DE00** on the *debit* side.


DE00

## Create Invoice Receipt for Rent Expense

In the app *Create Supplier Invoice*, enter your *Company Code DE00*. As *Invoice Date* choose the **current date** and as *Gross Invoice Amount* enter **3,000.00 EUR**. As *Reference*, please enter **### Burgmeister**.

DE00  
Current date  
3000 EUR  
### Burgmeister

<b>Basic Data</b>	
Transaction:	Invoice
Invoice Date:*	04/14/2022
Company Code:*	DE00
Posting Date:*	04/14/2022
Gross Invoice Amount:*	3,000.00 EUR
Reference:	100 BURGMEISTER

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 **Burgmeister** and confirm your entries with Enter.

###  
Burgmeister

Select: Invoicing Party

BURGMEISTER		Hide Filters	Go	
Country:	City:	Search Term:		
		=100		
Supplier Name:	Supplier:	Company Code:		
		=DE00		
Items (1)				
Cou...	City	Search Term	Supplier Name	Supplie
DE	BRAUNSCHWEIG	100	BURGMEISTER ZUBEHÖR OHG	113100

Perform the rest of the step as described in the case study, but with your new expense account **631###6** and the amount **3000** Euro. For the assignment to a CO object, use *cost center EUAD1000* in controlling area *EU00*.

631###6  
3000  
EUAD1000

## Post Payment to Landlord



In the app *Post Outgoing Payment*, change the *Company Code* to **DE00**. Enter as *Journal Entry Date* enter the **current date**, as *G/L Account* your Bank Account **180###6**, as *Amount* **3,000 EUR**, and as *Reference* **Burgmeister ###**. Choose the **current period**.

DE00  
Current date  
180###6  
3,000 EUR  
Burgmeister ###  
Current period

General Information	Bank Data
Company Code:* DE00	House Bank/Account: [ ] [ ]
Posting Date:* 04/14/2022	G/L Account:* 1801006
Journal Entry Date:* 04/14/2022	Amount:* 3,000.00 EUR
Value Date: MM/dd/yyyy	Fees: 0.00 EUR
Reference: BURGMEISTER 100	Assignment: [ ]
Period: 04	Exchange Rate: [ ]
Journal Entry Type:* KZ (Vendor Payment)	Amount/CCode Currency: 0.00 USD
Header Text: [ ]	
Profit Center: [ ]	

In the *Open Item Selection* area, check that the *Account Type* **Supplier** is selected. As the *Account ID* enter your **Vendor/Supplier Number** for *Burgmeister*. If necessary, use the input help as before.

Supplier  
Vendor Number

Continue with the rest of this step as described in the case study.

## Run Financial Statement

To run the financial statement, use the app *Balance Sheet/Income Statement*. Proceed as described in the case study but change the *Company Code* to **DE00**. The general ledger balances of your bank account **180###6** for the current month should be as follows.

DE00

Balances		Compare			
Period	Debit	Credit	Balance	Cumulative Balances	
Opening Balance					0.00
01.2022					0.00
02.2022					0.00
03.2022					0.00
04.2022	5,000.00	3,000.00	2,000.00		2,000.00
Totals	5,000.00	3,000.00	2,000.00		2,000.00