



**SAP**insider  
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**Finance &  
Innovation**

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## 30 Things All Finance End Users Need to Know

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# What We'll Cover

Introduction

Environment

Analysis

ALV

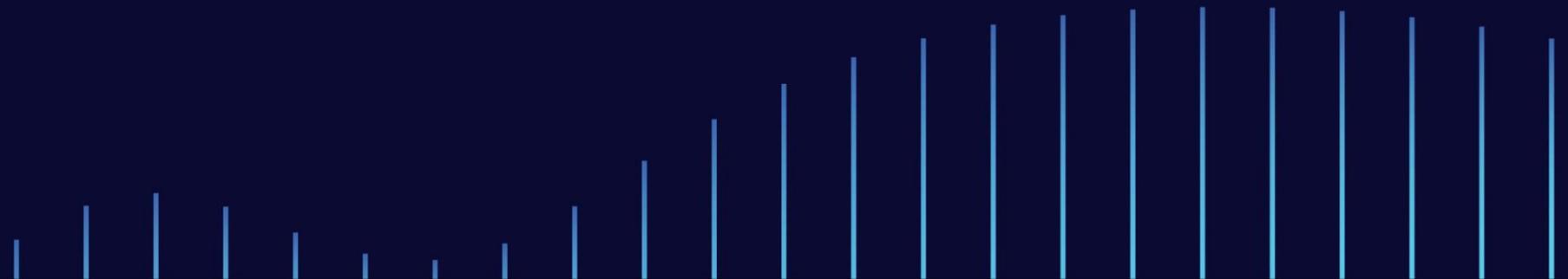
Display

Reporting

Master data

Data entry

Wrap-up



# Introduction

## Rohana Gunawardena

Rohana Gunawardena heads the SAP practice division at Exium Inc.

Rohana has been working with SAP since 1992

Rohana is a Fellow of the Institute of Chartered Accountants in England & Wales.



## In This Session

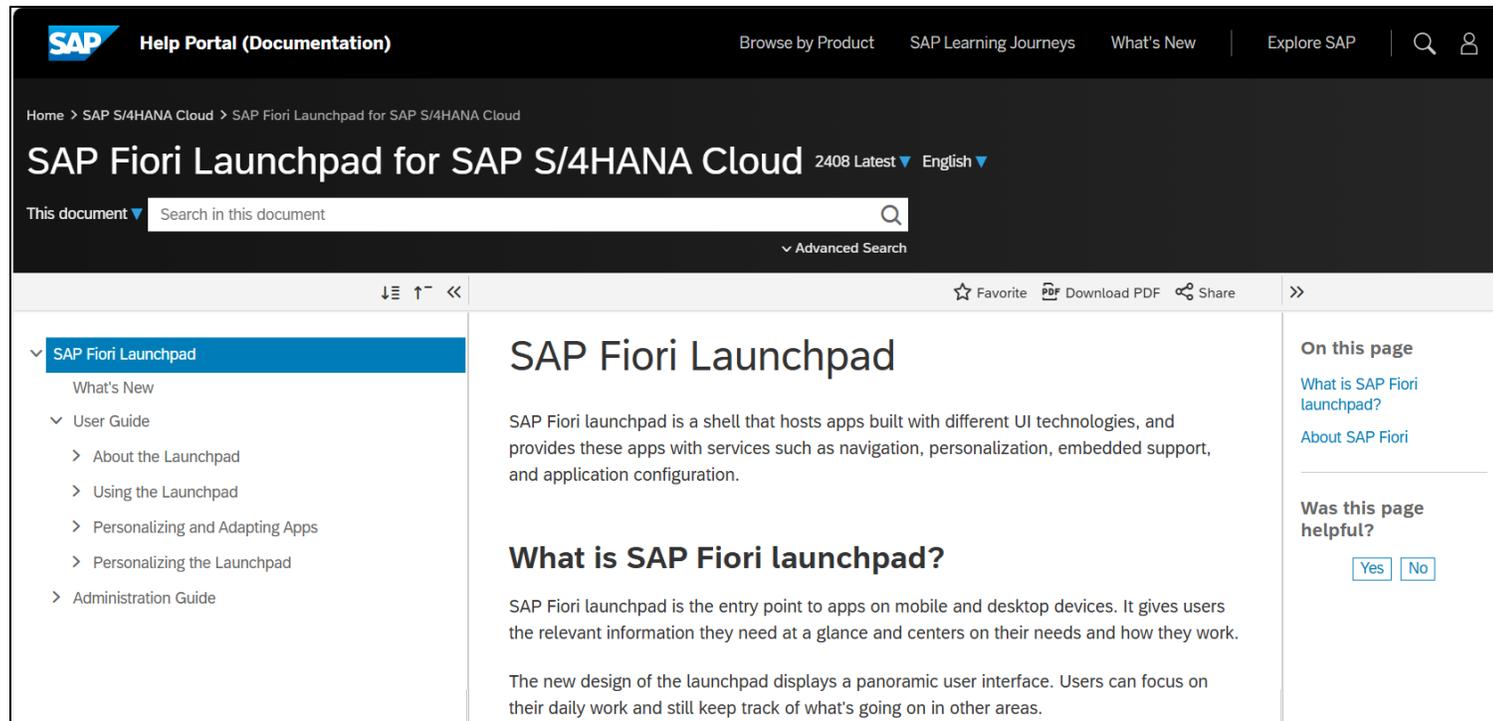
- I have gathered together some basic items that every finance end user needs to know
- Focus on productivity enhancers for end users
- This presentation will give you an idea of what you need to teach your end users
- Provides pointers for SAP analysts to develop their own training material
- It is not a self-contained course for end users
- Communicate this material to end users
- Use your company's standard training tools for delivery
- Due to limited time, each item is covered in one or two slides only
- There is a lot more that could be written about each individual item in the presentation

# Environment

# Environment — 1. SAP Fiori Launchpad

In SAP S/4HANA many users may only access the system using Fiori rather than SAP GUI

[https://help.sap.com/docs/SAP\\_S4HANA\\_CLOUD/4fc8d03390c342da8a60f8ee387bca1a/f951b50a07ce41deb08ced62711fe8b5.html](https://help.sap.com/docs/SAP_S4HANA_CLOUD/4fc8d03390c342da8a60f8ee387bca1a/f951b50a07ce41deb08ced62711fe8b5.html)



The screenshot shows the SAP Help Portal documentation page for SAP Fiori Launchpad for SAP S/4HANA Cloud. The page title is "SAP Fiori Launchpad for SAP S/4HANA Cloud" with 2408 latest documents and the language set to English. The breadcrumb trail is "Home > SAP S/4HANA Cloud > SAP Fiori Launchpad for SAP S/4HANA Cloud". The page content includes a search bar, a navigation menu on the left, and the main content area with the heading "SAP Fiori Launchpad". The main content area contains a paragraph describing the launchpad as a shell that hosts apps built with different UI technologies, and provides these apps with services such as navigation, personalization, embedded support, and application configuration. Below this is a section titled "What is SAP Fiori launchpad?" which states that the launchpad is the entry point to apps on mobile and desktop devices, and provides relevant information to users at a glance. The new design of the launchpad displays a panoramic user interface, allowing users to focus on their daily work while still keeping track of what's going on in other areas. The right sidebar contains a section "On this page" with links to "What is SAP Fiori launchpad?" and "About SAP Fiori", and a "Was this page helpful?" section with "Yes" and "No" buttons.

**SAP Fiori Launchpad**

SAP Fiori launchpad is a shell that hosts apps built with different UI technologies, and provides these apps with services such as navigation, personalization, embedded support, and application configuration.

### What is SAP Fiori launchpad?

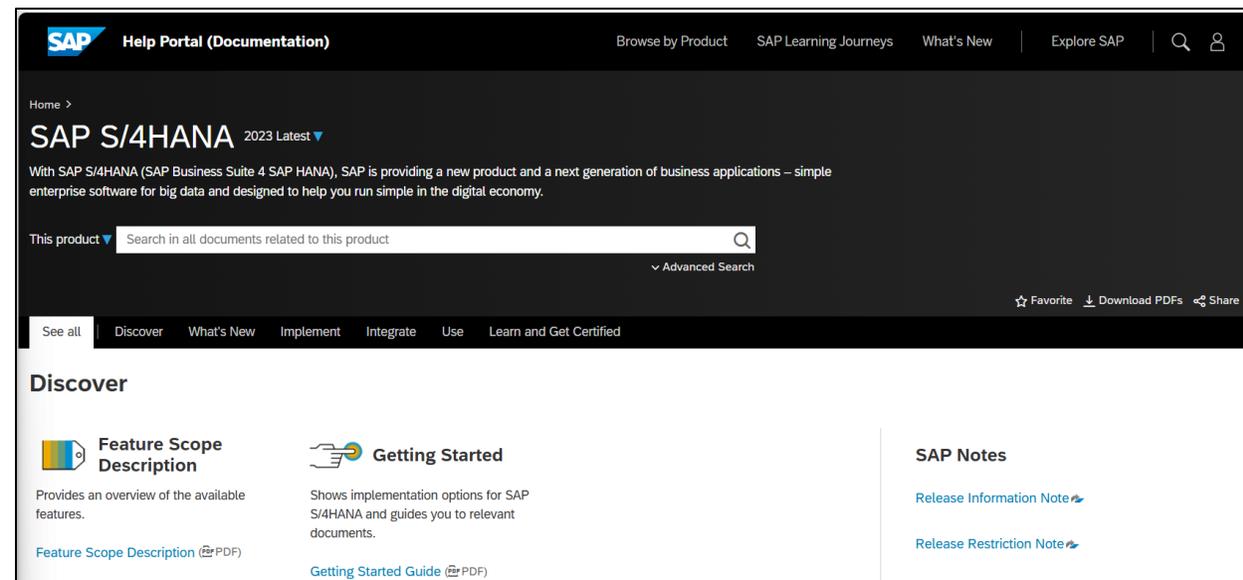
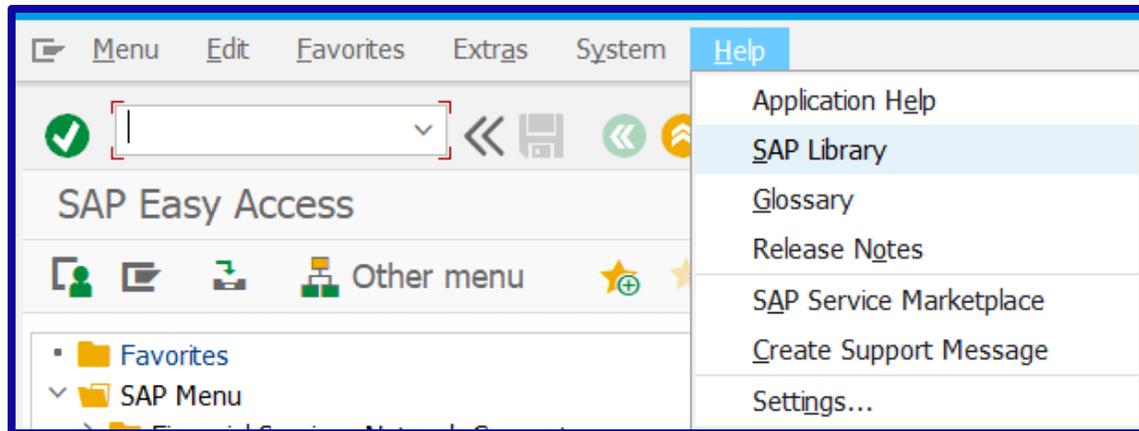
SAP Fiori launchpad is the entry point to apps on mobile and desktop devices. It gives users the relevant information they need at a glance and centers on their needs and how they work.

The new design of the launchpad displays a panoramic user interface. Users can focus on their daily work and still keep track of what's going on in other areas.



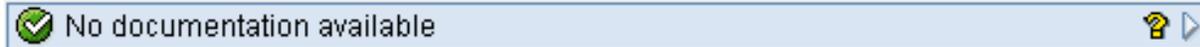
## Environment — 2. SAP Help Library

SAP has provided a large amount of online help directly linked to SAP GUI, also available at <http://help.sap.com/>



## Environment — 2. SAP Help Library (cont.)

If the Help → SAP Library option does not work for your SAP system, talk to your Basis team to get this fixed



There is a lot of useful information in SAP Help

Feature Scope Description

Getting Started

Product Assistance

SAP Notes to help configure SAP Library:

2540136 - How to configure SAP Library or Application help on an SAP S/4HANA system

2149786 - Customizing help settings in transaction SR13

1780719 - Application help: Correct components for problems



## Environment — 3. FI Defaults

Transaction FB00 lets users set default values for FI

Screen templates

Line layouts

Document entry settings

Document display format

### Accounting Editing Options

Document entry
Doc.display
Open items
Line items
Credit mgt
P.adv
Cash Jrnl

General Entry Options	Default Document Currency
<input type="checkbox"/> Documents Only in Local Currency	<input checked="" type="radio"/> Local Currency
<input type="checkbox"/> Amount Fields Only for Document Currency	<input type="radio"/> Last Document Currency Used
<input type="checkbox"/> Exchange Rate from First Line Item	<input type="radio"/> None
<input type="checkbox"/> No Special G/L Transactions	
<input type="checkbox"/> Documents Not Cross-Company Code	<b>Default Company Code</b>
<input type="checkbox"/> Only Complete Documents Can Be Parked	<input type="checkbox"/> No Company Code Proposal

## Environment — 4. Parameter IDs

Using PIDs users can set default values for commonly used fields

System → User Profile → User Data → Parameters (tab)

Use F1 help to identify PIDs for fields

Transaction SU3

Maintain User Profile

Password

User: USER66

Changed By: USER66 08/05/2024 10:53:15

Address Defaults **Parameters**

Parameters

SET/GET	Parameter ID	Parameter value	Short Description
	BUK	1710	Company code
	CAC	A000	Controlling area
	GJR	2024	Fiscal year
	KPL	YCOA	Chart of accounts

Performance Assistant

**Company Code**

The **company code** is an organizational unit within financial accounting.

Field Data

Table Name	RF05L
Table Category	Structure
Field Name	BUKRS
Data Element	BUKRS
<b>Parameter ID</b>	<b>BUK</b>

## Environment — 5. Fiscal Calendar

In SAP, there is not a good standard report for displaying the fiscal calendar

- Write custom ABAP to print out the calendar

- Provide a non-SAP location with the calendar, e.g., Microsoft Word document

Making sure users understand the fiscal calendar is very important if you do not follow the regular calendar

- e.g., you use a 4-4-5 fiscal calendar

- e.g., your fiscal period 1 is not January

- All SAP F4 help for dates uses the regular calendar



# Analysis

## Analysis — 6. Posting Keys

SAP uses a variety of posting keys to segregate transactions and assist with account analysis

Make sure that end users understand the purpose of posting keys and what the different posting keys mean

This is equally as important for data entry as it is for analysis

Posting Key (3) 79 Entries found

Restrictions

PK	AccTy	D/C	Posting Key Name
37	V	C	Other clearing
38	V	C	Payment clearing
39	V	C	Special G/L credit
3A	C	C	JVA Spec. G/L C/C
3B	C	C	JVA Payment C/C
3C	C	C	JVA Clearing C/C
3D	G	D	JVA Revenue C/C
40	G	D	Debit entry
4A	V	D	JV Spec. G/L NO V/D
4B	V	D	JV Outg Paym NO V/D
4C	V	D	JV Clearing NO V/D
50	G	C	Credit entry
5A	V	C	JV Spec. G/L NO V/C
5B	V	C	JV Inc Paymnt NO V/C
5C	V	C	JV Clearing NO V/C

## Analysis — 7. Document Types

SAP uses a variety of document types to segregate transactions and assist with account analysis

Make sure end users understand the purpose of document types and what the different document types mean

This is equally as important for data entry as it is for analysis



Document type (3) 48 Entries found

Help View for Document Types

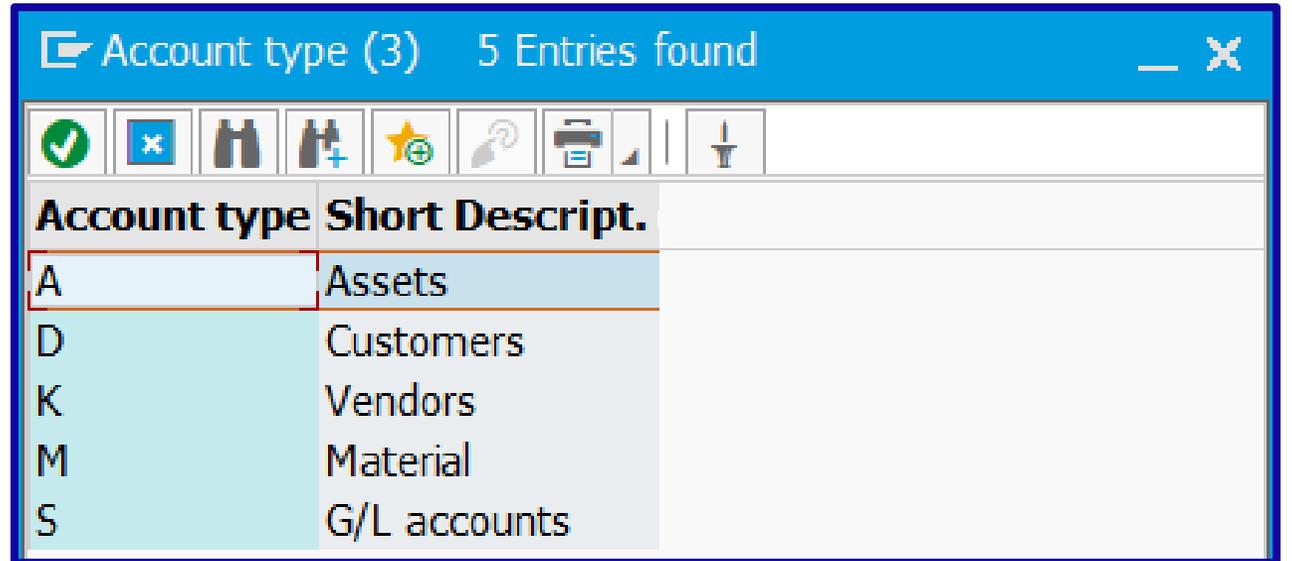
Type	Description
AA	Asset Posting
AB	Accounting Document
AF	Depreciation Pstngs
AN	Net Asset Posting
AP	Periodic asset post
CC	Sec. Cost CrossComp.
CO	Secondary Cost
DA	Customer document
DG	Customer credit memo
DR	Customer invoice
DV	Customer interests
DZ	Customer Payment
ER	Manual ExpenseTravel

## Analysis — 8. D, K, and S (Account Types)

SAP is a German system and in many places German mnemonics are still visible to end users

The following codes are used by SAP to identify different account types

D	Debitoren	Customer
K	Kreditoren	Vendor
S	Sachbuchkonto	G/L Account



Account type (3) 5 Entries found

Account type	Short Descript.
A	Assets
D	Customers
K	Vendors
M	Material
S	G/L accounts



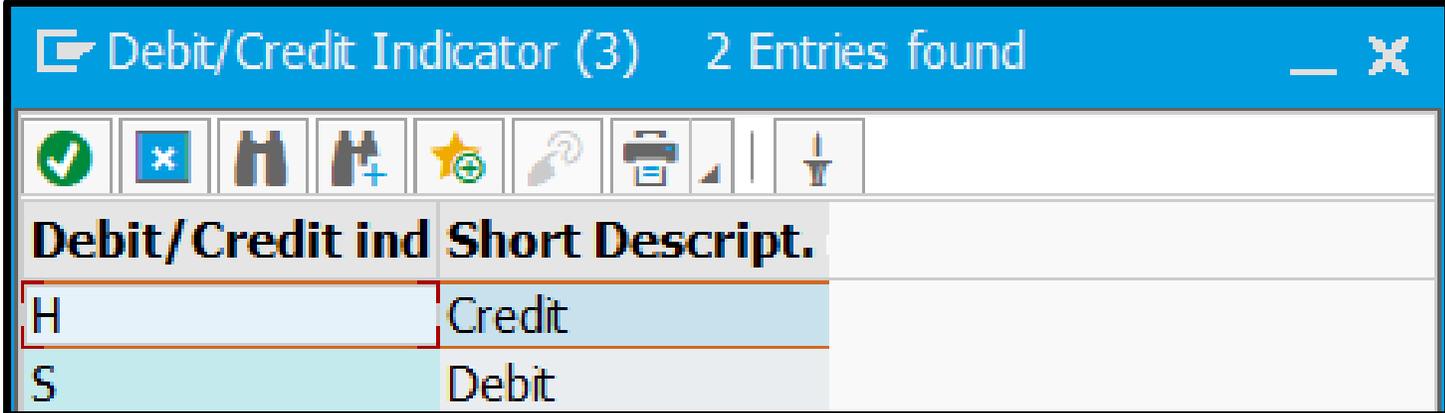
## Analysis — 9. Soll and Haben (Debit and Credit)

SAP is a German system and in many places German mnemonics are still visible to end users

If end users create their own queries this makes a big difference

The following codes are used by SAP to identify Dr and Cr:

S	Soll	Debit
H	Haben	Credit



Debit/Credit Indicator (3) 2 Entries found	
Debit/Credit ind	Short Descript.
H	Credit
S	Debit



ALV

## ALV — Introduction

Application List Viewer (ALV) is a standardized report display functionality that is used across multiple SAP reports, finance, and non-finance

- A great improvement over classical SAP reporting

- Being used by many new reports, and old ones are converted

Find more detailed ALV user information in SAP Getting Started

- See screenshot on next slide



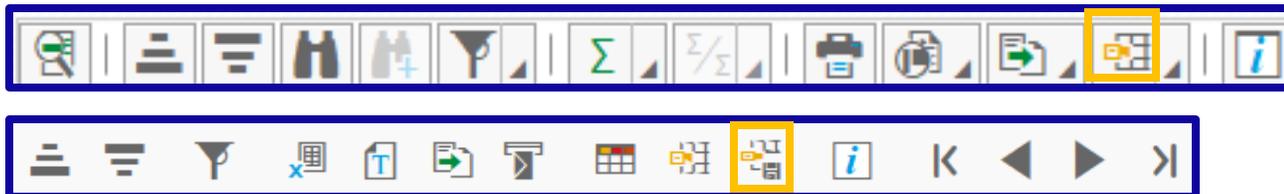
## ALV — 10. Choose an ALV Variant

Many finance reports use ALV to provide flexible output

End users can get the most from reports by being familiar with ALV functionality

The user can choose previously saved layouts

The “choose ALV variant” button can appear in several formats



Then the user can select from a list

☰ Choose Layout

Layout Setting A All ▾

Layout	Layout description
<u>/LF01</u>	<u>LF01</u>
<u>0SAP</u>	<u>Standard</u>
<u>1SAP</u>	<u>Standard Real Estate</u>
<u>2SAP</u>	

## ALV — 10. Choose an ALV Variant (cont.)

For commonly used reports with ALV output, it is best if functional analysts or super users create a set of ALV layouts that end users can select from

As users gain experience with ALV layouts, they can proceed to create their own custom ALV layouts

As well as defining column sets, ALV layouts can include:

- Sub-totaling

- Summarization

- Sorting

- Filtering



# ALV — 11. Change an ALV Variant

The user can edit the existing ALV layout

The “edit ALV variant” button can appear in several formats

The column selection pop-up will appear, allowing the user to change the set of displayed columns

The screenshot shows an ALV table with columns: CoCd, Item, Account, and SG Description. The data rows are:

CoCd	Item	Account	SG Description
1710	1	52031000	Loss val ext prd
	2	13600900	Invent.Rev.TradingGd

A context menu is open over the table, with the 'Change Layout...' option highlighted. The menu options are: Choose Layout..., Change Layout..., Save Layout..., and Manage Layouts.

The 'Change Layout' dialog box is shown, titled 'Change Layout' with a close button. The 'Current Layout' is 'LF01 ( LF01 )'. The dialog has tabs for 'Column Selection', 'Sort Order', 'Filter', 'View', and 'Display'. The 'Column Selection' tab is active, showing two lists:

- Displayed Columns:** A list of columns with checkboxes. The 'Amt.in loc.cur.' and 'Local Currency Amount' checkboxes are checked. A yellow box highlights the right arrow button next to the list.
- Column Set:** A list of available columns. A yellow box highlights the left arrow button next to the list.

At the bottom of the dialog, there are buttons for 'Save As...', 'Reset', and a close button.



## ALV — 12. Save an ALV Variant

The user can save the current ALV layout

The “save ALV variant” button can appear in several formats

CoCd	Item	Account	SGDescription
1710	1	52031000	Loss val ext prd
	2	13600900	Invent.Rev.TradingGd

Best to save as:

Not user-specific, starts with /

Not default setting

Layout: /LF01

Name: LF01

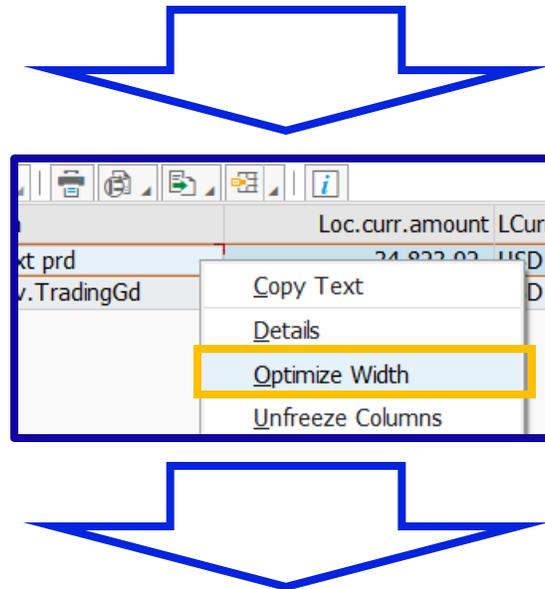
User-Specific       Default

## ALV — 13. Optimize ALV Column Width

CoCd	Item	Account	SG Description	Loc.curr.amount	LCurr	Amount	Curr.	Tx	Reference date	Clrng doc.	Cost Center	BusA	Func. Ar...	Profit Center
1710	1	52031000	Loss val ext prd	34,823.92	USD	34,823.92	USD				17101201		YB20	YB110
	2	13600900	Invent.Rev.TradingGd	34,823.92-	USD	34,823.92-	USD	I0						

To show more data on screen, ALV reports can optimize the column width.

Right click on ALV output to display context menu



CoCd	Itm	Account	SG	Description	Amount	LC	LCurr	Amount	Curr.	Tx	Ref date	Clrng doc.	Cost Ctr	BusA	Func. Area	Profit Ctr	Segment	Alt. Acct	RE Key
1710	1	52031000		Loss val ext prd	34,823.92		USD	34,823.92	USD				17101201		YB20	YB110	1000_A		
	2	13600900		Invent.Rev.TradingGd	34,823.92-		USD	34,823.92-	USD	I0									



# Display

# Display — 14. FI Document

Transaction FB03 displays a FI document

Display Document: Initial Screen

Document List    < First Item    Editing Options

---

Keys for Entry View

Document Number	100000005
Company Code	MA24
Fiscal Year	2024

Display Document: Data Entry View

Display Currency    Reversal Document    General Ledger View

---

Data Entry View

Document Number	100000005	Company Code	MA24	Fiscal Year	2024
Document Date	02/25/2024	Posting Date	02/25/2024	Period	2
Reference		Cross-Comp.No.			
Currency	MAD	Texts Exist	<input type="checkbox"/>	Ledger Group	

---

CoCd	Item	Account	SG Description	Loc.curr.amount	LCurr	Amount	Curr.
MA24	1	611100000	Achat Marchandise	600.00	MAD	600.00	MAD
	2	110000000	CAPITAL SOCIAL	600.00-	MAD	600.00-	MAD

## Display — 15. Original Document

The screenshot shows the SAP 'Environment' menu. The 'Document Environment' option is expanded, and 'Original Document' is highlighted. Other options in the menu include 'Document Changes', 'Check Information', 'Payment Usage', 'Additional Assignments', 'Valuation', 'Correspondence', and 'Balance Sheet Adjustment'. The background shows the 'Display Document: Data Entry' screen with fields for 'Document Number' (90015888) and 'Document Date' (01/13/2017).

Display original source document, e.g., SD invoice, MM posting, expenses, etc.

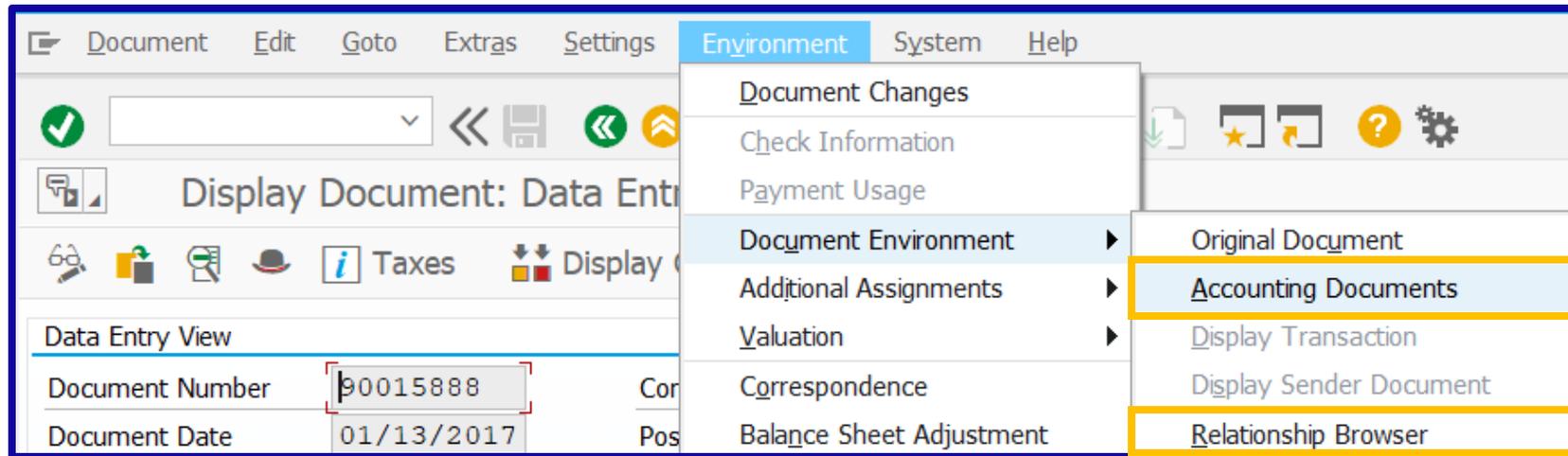
The screenshot displays the 'Invoice 90015888 (F2) Display: Overview of Billing Items' screen. It shows the following details:

- F2 Invoice:** 90015888
- Net Value:** 131,120.00 USD
- Payer:** USC\_U\_I10
- CostClub / PUBLIC SQUARE OH 44114**
- Billing date:** 01/13/2017

Item	Description	Billed Quantity	SU	Net Value	Material
10	C900 BIKE		298 PC	131,120.00	MZ-FG-C900



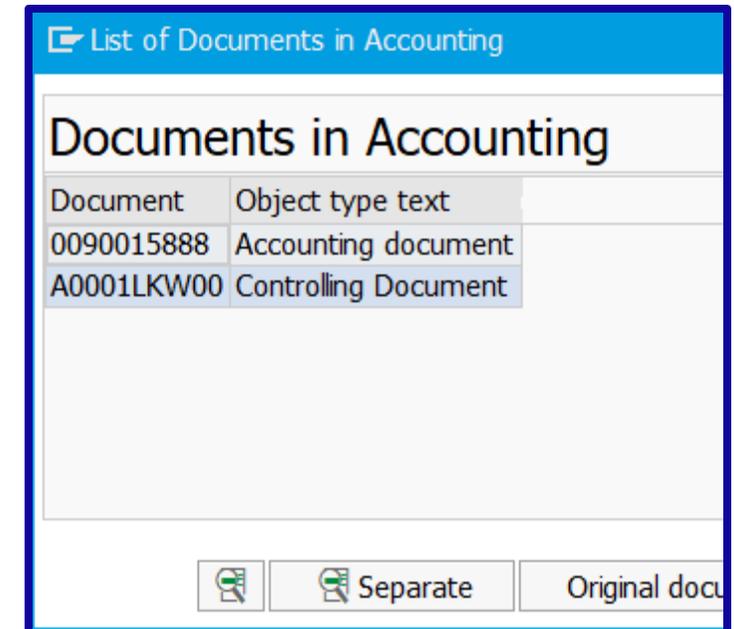
## Display — 16. Related Accounting Documents



There are two options from the FI document display:

- Display related FI documents, e.g., FI-SL doc, CO document

- Display chain of related documents using the Document Relationship Browser



## Display — 16. Related Accounting Documents (cont.)

Document Relationship  
Browser view

Document Relationship Browser

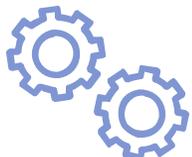
✓  ⏪ 📄 ⏩ ⏮ ⏭ ✖ 🖨 🔍 + 📄 📄 📄 📄 ★ 🔄 ? ⚙

Document Relationship Browser

🔍

🔄 🖨 📄

Relationship Tree	Descriptn
<ul style="list-style-type: none"> <li>▼ Accounting document</li> <li> <ul style="list-style-type: none"> <li>▼ CustIndivBillingDoc</li> <li> <ul style="list-style-type: none"> <li>▼ Outbound Delivery</li> <li> <ul style="list-style-type: none"> <li>▪ Sales Order</li> <li>▪ Controlling Document</li> </ul> </li> </ul> </li> </ul> </li> </ul>	1710 0090015888 2017 0090015888 0080019325 0000030589 A000 A0001LKW00



## Display — 17. Find an FI Document

Choose Document List from the FB03 initial screen

Enter selection criteria

This is report RFBUEB00

The “Own documents” checkbox is useful

The document list is displayed

Double-click on item to display document

Display Document: Initial Screen

 Document List  First Item  Editing Options

Company code	MA24	to	
Document Number		to	
Fiscal Year	2024	to	
Ledger	0L		
Ledger Group			
General selections			
Document type	SA	to	

Search for own documents

Own documents only

Document List



CoCode	DocumentNo	Year	Type	Doc..Date	Posting Date
MA24	100000000	2024	SA	02/23/2024	02/23/2024
	100000001	2024	SA	02/25/2024	02/25/2024
	100000002	2024	SA	02/25/2024	02/25/2024
	100000003	2024	SA	02/25/2024	02/25/2024
	100000004	2024	SA	02/25/2024	02/25/2024
	100000005	2024	SA	02/25/2024	02/25/2024

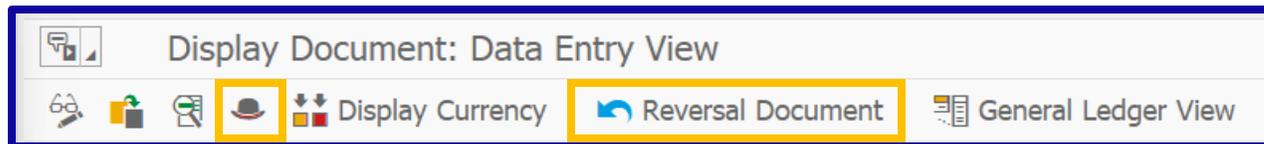


# Display — 18. Has an FI Document Been Reversed?

Display the document header

See if a reversal document number is entered

Press Reversal Document button or double click on Reversed by number in header to display reversal document



Document Header: 1710 Company Code

Document type	JV	G/L Account Document
Doc.Header Text		
Reference		Document Date 04/01/2023
		Posting Date 04/01/2023
Currency	USD	Posting period 04 / 2023
Ref. Transactn	BKPF	Actg doc.direct inpt
Reference Key	130000000017102023	Log.System HE4CLNT400
Created By	USER08	Parked By
Entry Date	04/28/2023	Time of Entry 04:09:59
Parked On		Parked at 00:00:00
TCode	FB01	
Changed On		Last Update
Reversed by	13000000001	2023
Reversal Reason	01	
Ledger Grp		
ActgPrinciple		
Ref.key(head) 1		Ref.key 2
		Sender CoCode

## Display — 19. Has a Line Item Been Cleared?

From the document overview, display the document line item

CoCd	Item	Account	SGDescription	Loc.curr.amount	LCurr	Amount	Curr.
1710	1	8003	GROSSFLIX (JV PARTNER)	12,000,000.00	USD	12,000,000.00	USD
	2	8003	L GROSSFLIX (JV PARTNER)	12,000,000.00-	USD	12,000,000.00-	USD

In the line item, see if a clearing document is entered

Customer	8003	GROSSFLIX (JV PARTNER)	G/L Acc	12200000
CoCode	1710	Street		
Company Code	1710	City	Doc. No.	1300000000
Line Item 1 / Other receivables / 04				
Amount	12,000,000.00	USD		
Additional Data				
Bus. Area				
CD Base	0.00	CD Amount	0.00	USD
Payt terms		Days/Percent	0 0.000 % 0 0.000 % 0	
Blne Date	04/01/2023			
Pmnt block				
Contract		Flow Type		
Clearing	04/01/2023 / 1300000001			

## Display — 20. Multi-Currency FI Documents

FI documents are stored in a minimum of two currencies:

- Document/Transaction Currency

- Local/Company Currency

Best practice is set third currency as

- Group Currency

Up to 8 additional currencies may be configured for each company code

- Hard Currency, Index Currency, also user defined currency types, e.g.

- Regional Currency

The screenshot displays the SAP 'Display Document: Line Item 1' interface. The main window shows document details for company code 1005 and document number 100000001. The line item is 'Line Item 1 / Credit entry / 50'. The main data row shows an amount of 2,000.00 USD and an amount in local currency of 1,792.84 EUR. An 'Additional Data' dialog box is open, showing details for 'Additional Details for Line Item 001'. This dialog includes fields for Trading partner, House bank, G/L Amount (1,792.84 EUR), Group crcy (1,792.84 EUR), and Hard crcy (495,180). The 'Additional Data' button in the main window and the 'Group crcy' and 'Hard crcy' fields in the dialog are highlighted with yellow boxes.

## Display — 20. Multi-Currency FI Documents (cont.)

You may not have additional currencies defined for you GL

Often left out at initial system configuration

Can not be turned on with just configuration changes post go-live

The change will require a conversion project

But is much cheaper and quicker than re-implementing SAP



**You need to call SAP or a specialist consulting firm to make the change for you**

## Display — 21. CO Document

There are many CO document display transactions in the menu

But these transactions are process-specific

Need to find the display transaction to match the way the document was created

Other display transactions show an error message

Display Manual Repostings of Revenues

Entry Data Additional Info

CO Area	A000	Doc. Type		Ledger Grp	
Doc. Date		Val. Date			
Postg Date		Period	0		
DocumentNo	A0000Z0K00	Number Ranges			
Doc. Text					



Business transaction FI: Postings for document A0000Z0K00 is not supported here

- Accounting
    - Financial Accounting
    - Financial Supply Chain Management
  - Controlling
    - Cost Element Accounting
    - Cost Center Accounting
      - Master Data
      - Planning
    - Actual Postings
      - Manual Reposting of Costs
        - KB11N - Enter
        - KB13N - Display
        - KB14N - Reverse
      - Manual Reposting of Revenues
        - KB41N - Enter
        - KB43N - Display
        - KB44N - Reverse
      - Repost Line Items
        - KB61 - Enter
        - KB63 - Display
        - KB64 - Reverse
      - Time sheet
      - Activity Allocation
        - KB21N - Enter
        - KB23N - Display
        - KB24N - Reverse

# Display — 21. CO Document (cont.)

Use transaction KSB5 to display any actual cost CO document

Press the Document button to display the original doc



Display Actual Cost Documents : Initial Screen

Selection Options Further Selection Criteria...

Controlling Area

Document Number  to

Display Actual Cost Documents

Document Master Record

Layout 1SAP Primary cost posting  
 COarea currency EUR EUR  
 Valuation View/Group 0 Legal Valuation

DocumentNo	Doc. Date	Document Header Text	Cost Elem
PRw	OTy	Object	CO Object Name
300002043 09/27/2016			
1	ATY	US10_PLM/3	ProdLine_Mountain / Setup Pro... 94303000
2	ORD	1001501	M550 BIKE 94303000
4	ATY	US10_PLM/1	ProdLine_Mountain / Machine h... 94301000
5	ORD	1001501	M550 BIKE 94301000
7	ATY	US10_PLM/11	ProdLine_Mountain / Personnel... 94311000
8	ORD	1001501	M550 BIKE 94311000

Confirmation of Production Order Display : Details

Goods Movements

Confirmation  Order

Material

# Reporting

# Reporting — 22. Line Item Display

Key transactions for line item display

- FBL1, FBL1N      Display Vendor Line Items
- FBL3, FBL3N      Display G/L Account Line Items
- FBL5, FBL5N      Display Customer Line Items

**G/L Account Line Item Display**





Data Sources

---

G/L account selection

G/L account	11001000	to		
Company code	1005	to		

---

Selection using search help

Search help ID	
Search string	

 Search help



## Reporting — 22. Line Item Display (cont.)

Line item display

Uses ALV to allow multiple line layouts

User can set personal default layout in transaction FB00

G/L Account Line Item Display								
St	Assignment	DocumentNo	BusA	Type	Doc..Date	PK	Amount in Local Crcy	LCurr
<input type="checkbox"/>	<input checked="" type="checkbox"/>	00000000		SA	08/01/2023	50	1,000.00-	EUR
<input type="checkbox"/>	<input checked="" type="checkbox"/>	00000000		SA	08/01/2023	50	1,792.84-	EUR
*	<input checked="" type="checkbox"/>						2,792.84-	EUR
** Account 11001000							2,792.84-	EUR

## Reporting — 23. Monthly Balance Display

Key transactions for monthly balance display

FD10, FD10N	Customer Account Balance
FK10, FK10N	Vendor Account Balance
FS10, FS10N	G/L Account Balance

G/L account : Balances Display	
Account Number	6111000000
Company Code	MA24
Fiscal Year	2024
Business Area	*
Transaction Currency	*

Worklist on



## Reporting — 23. Monthly Balance Display (cont.)

Monthly balance display

Achat Merchandise : Local Currency Balances Display

Line items    Other currency...    Other bus.area...    Display currency

Acct 6111000000 CoCde MA24 Year 2024 BusAr \* Curr. \* Display in MAD

Period	Debit	Credit	Balance DC	Account Balance
Carryforwd				0.00
JAN	0.00	0.00	0.00	0.00
FEB	8,477,133.33	13,800.00	8,463,333.33	8,463,333.33
MAR	8,947.37	0.00	8,947.37	8,472,280.70

Double-click to see line item detail like FBLxN transaction

Period 02

G/L Account 6111000000 Achat Merchandise  
Company Code MA24

St	Assignment	DocumentNo	BusA	Type	Doc..Date	PK	Amount in Local Crcy	LCurr
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100000001		SA	02/25/2024	40	6,000.00	MAD
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100000002		SA	02/25/2024	40	6,000.00	MAD
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100000003		SA	02/25/2024	40	600.00	MAD
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100000004		SA	02/25/2024	40	600.00	MAD
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100000005		SA	02/25/2024	40	600.00	MAD

## Reporting — 24. Exchange Rates

Transaction EWCT

Enter currency pair for rates in popup

Enter date and exchange rate type

Exchange rate is displayed

Can enter value for conversion too

Better than looking at OB08/TCURR directly

**SAP** X

**New Currency Pair**

From currency: USD

To-currency: EUR

✓ ✗

Parameters		Additional Information	
Srce Currency	USD	Factor	1
Trgt Currecy	EUR	Factor	1
Date	08/05/2024	Exchange rate	/1.11555
Rate		Fix.e/r	
Exch.rate type	M	Alt.e/rTy	

**Special logic for conversion**

On currency:

Foreign crrcy to local crrcy  
 Local crrcy to foreign crrcy

**Amount conversions**

Source amnt	S Curr.	Target amnt	T Curr.
1,250.00	USD	1,120.52	EUR

## Reporting — 25. Dynamic Selections

Dynamic selections is an SAP standard functionality that exists for many FI reports

- Greatly expands the range of selection criteria available to the end user

- Improves report performance

- Simplifies location of data

Can identify if dynamic selections are present by icon



If dynamic selections are saved, the number will be shown

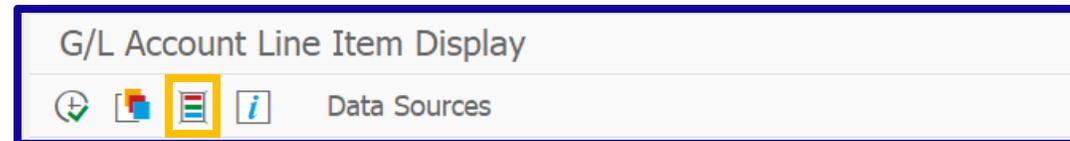
E.g., after retrieving a variant





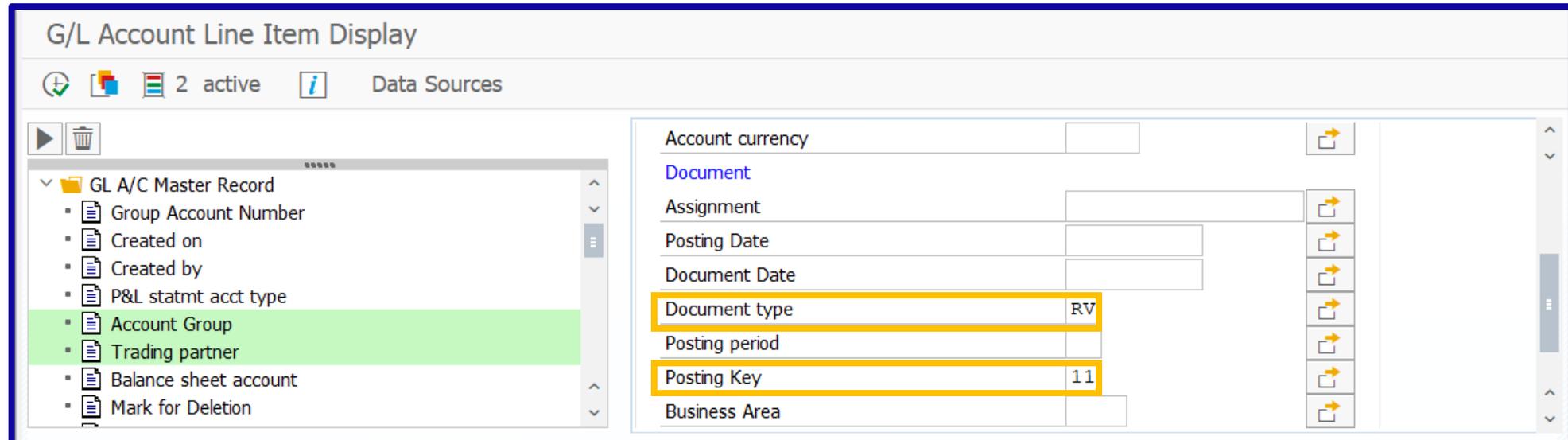
## Reporting — 25. Dynamic Selections (cont.)

Press the dynamic selections button



Additional report selections are available

See the online reference “Add Fields to Dynamic Selections in FI Line Item Display Reports”



# Reporting — 25. Dynamic Selections (cont.)

Full screen view of FLB3N with dynamic selections active

G/L Account Line Item Display

G/L Account Line Item Display

2 active Data Sources

- GL A/C Master Record
  - Group Account Number
  - Created on
  - Created by
  - P&L statmt acct type
  - Account Group
  - Trading partner
  - Balance sheet account
  - Mark for Deletion

Account currency

Document

Assignment

Posting Date

Document Date

Document type RV

Posting period

Posting Key 11

Business Area

G/L account selection

G/L account 6111000000 to

Company code MA24 to

Selection using search help

Search help ID

Search string

Search help

Line item selection

Status

Open items

Open at key date 08/05/2024

Cleared items

Clearing date to

Open at key date

All items

Posting date to

## Reporting — 26. Accounting Reporting Menu

Here is the location of the most common accounting reports in the SAP Easy Access menu

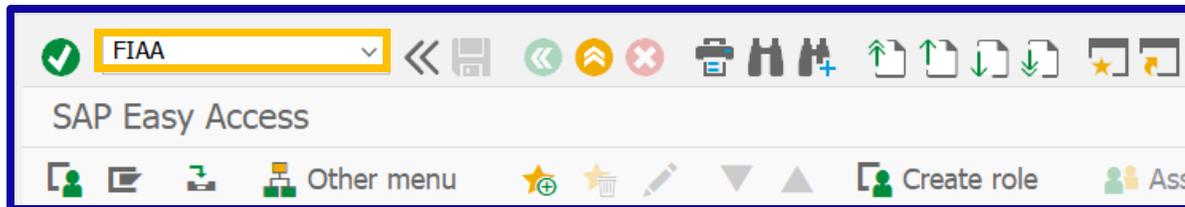
The screenshot displays the SAP Easy Access menu structure. The 'Accounting Reporting Menu' is highlighted with a yellow box. The menu items are as follows:

- SAP Easy Access
  - Other menu
  - Favorites
  - SAP Menu
    - Financial Services Network Connector
    - Office
    - Cross-Application Components
    - Logistics
    - Accounting
      - Financial Accounting
        - General Ledger
          - Document Entry
          - Document
          - Account
          - Master Records
          - Periodic Processing
          - Reporting
        - Information System
          - Tools
          - General Ledger Reports (New)**
            - Financial Statement / Cash Flow
            - Account Balances
            - Reports for Profit Center Accounting
            - Reports for Segment Reporting
            - Line Items
              - S\_ALR\_87012282 - G/L Line Items, List for Printing
              - FAGLP03 - Display Plan Line Items
            - Country Specifics
            - Document
            - Master Data

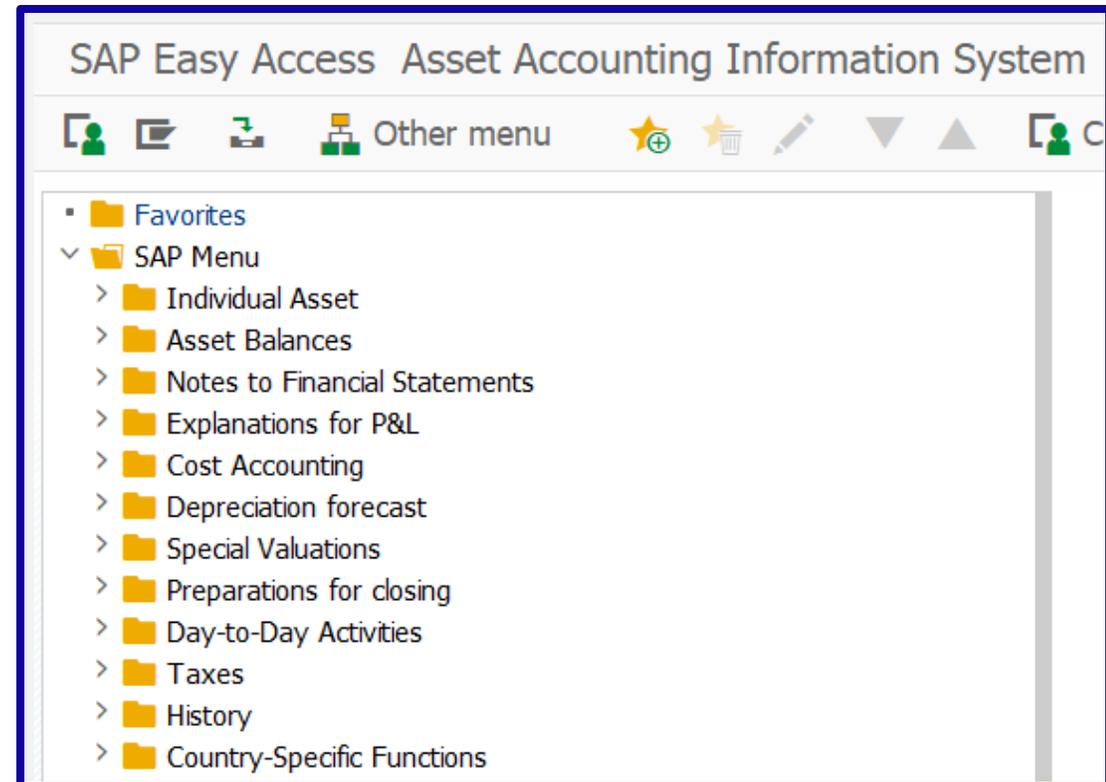
## Reporting — 26. Accounting Reporting Menu (cont.)

The reporting menus can be called directly by entering the menu code from the SAP Easy Access menu

FIAA	Asset Accounting Information System
FIAP	Reports for Accounts Payable Accounting
FIAR	Reports for Accounts Receivable Accounting
FIGL	General Ledger Information System



**Must enter TCode at main menu.  
Will not work as a /N entry when  
in another transaction**



## Reporting — 27.

### Common FI Reports

RFBELJ00	Compact Document Journal
RFBELJ10	Document Journal (Accessible)
RFBUSU00	Posting Totals
RFDKVZ00	Customer List
RFDPO000	List of Customer Open Items
RFDSL000	Customer Balances in Local Currency
RFEP0J00	Line Item Journal
RFKKVZ00	Vendor List
RFKOPO00	List of Vendor Open Items
RFKSLD00	Vendor Balances in Local Currency
RFSOPO00	General Ledger Line Items
RFSSLD00	G/L Account Balances

Run using transaction SA38 or SE38



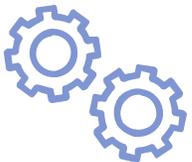
# Master Data

## Master Data — 28. Structure

The key FI master data of G/L, customer, and vendor are split at different levels

Users need to know some data affects all of the SAP system while other data is specific to a single company or sales area  
e.g., change of customer address affects all users, but change of tolerance group impacts a single company only

	Client	Company	Logistics
G/L	CoA	Company	n/a
Customer	General	Company	Sales Area
Vendor	General	Company	Purch. Org.



# Master Data — 29. Display G/L Account

FS00 – Create/Change/Display G/L Master Record

Display G/L Account Centrally

🏠 🔍 ↶ ↷ ⏪ ⏩ 📄 🗨️
Edit financial statement version
Edit set
Time-Dependent Attributes

G/L Account 11002020 🔍 Bank 2 - Bank Transfer (Domestic/SEPA/Foreign)

Company Code 1710 Company Code 1710
🔒 ✎ 📄
With Template
🔒 🗑️

Type/Description
Control Data
Create/bank/interest
Key word/translation
Information (C/A)
Inf...
⏪ ⏩ 🗨️

Control in Chart of Accounts YCOA Standard Chart of Accounts

G/L Account Type	X Balance Sheet Account ▾
Account Group	FIN. Liquid funds accounts ▾

Detailed Control for P&L Statement Accounts

Functional Area	
-----------------	--

Description

Short Text	Bank2 Bank Transfer
G/L Acct Long Text	Bank 2 - Bank Transfer (Domestic/SEPA/Foreign)

<span>●</span> Type/Description	CoA
Control Data	CoCd
Create/bank/interest	CoCd
Key word/translation	CoA
Information (C/A)	CoA
Information (CoCd)	CoCd

# Master Data — 30. Display Business Partner – Customer – General View

BP – Create/Maintain/Display Business Partner

Maintain Business Partner

Person Organization Group **Business Partner** General Data

Business Partner USC\_U\_L10

Worklist Find

Find 1 Business Partner  
By 1 Number  
BusinessPartner 17100005

Start

Partner	Description

Display Organization : USC\_U\_L10

Person Organization Group **General Data** Relationships

Business Partner USC\_U\_L10 CostClub / PUBLIC SQUARE OH 44114

Display in BP role 000000 Business Partner (Gen.)

Address Address Overview Identification Control Payment Transactions Status No Title

Name	
Title	0003 Company
Name	CostClub

# Master Data — 30. Display Business Partner – Customer – Finance View

Display Organization: USCU\_L10, role Customer (Fin.Accounting)

Person Organization Group General Data **Company Code**

Business Partner USCU\_L10 CostClub / PUBLIC SQUARE OH 44114

Display in BP role FLCU00 Customer (Fin.Accounting)

---

Company Code

Company Code	1710	Company Code 1710	Company Codes
Customer	USCU_L10		Switch Company Code
Vendor			

Customer: Account Management Customer: Payment Transactions Customer: Correspondence Customer: Insurance Customer: Insurance

---

Account Management

Reconciliation acct	12100000	Trade Receivables Domestic
Head office		
Sort key	009	External doc.number
Subsidy Indicator		

## Master Data — 30. Display Business Partner – Customer – Sales View

Display Organization: USCU\_L10, role Customer

Person Organization Group **Sales and Distribution**

Business Partner USCU\_L10 CostClub / PUBLIC SQUARE OH 44114

Display in BP role FLCU01 Customer

---

Sales Area

Sales Org.	1710	Sales Areas Switch Area
Distr. Channel	10	
Division	00	

Orders Shipping Billing Partner Functions Additional Data Status Customer: Texts Additional Data

---

Order

Sales District	US0006	Midwest
Customer Group	Z2	Large
Sales Office		
Sales Group		
Authorization Group		
Account at customer		
Order Probability	100 %	

# Master Data — 31. Display Business Partner – Vendor – General View

Open business partner

Business Partner: 17300002

✓ ✗

Display Organization : 17300002

Person Organization Group **General Data** Relationships

Business Partner: 17300002 Domestic US Supplier 2 / Bismarck ND 58504-5573

Display in BP role: 000000 Business Partner (Gen.)

Address Address Overview Identification Control Payment Transactions Status No Title

Name

Title: 0003 Company

Name: Domestic US Supplier 2

Salutation

Search Terms

Search Term 1/2: SUPL2

## Master Data — 31. Display Business Partner – Vendor – Finance View

Display Organization: 17300002, role Supplier (Fin.Accounting)

Person Organization Group General Data **Company Code** Relationships

Business Partner  Domestic US Supplier 2 / Bismarck ND 58504-5573

Display in BP role

---

Company Code

Company Code	<input type="text" value="1710"/>	Company Code 1710	Company Codes
Customer	<input type="text"/>		Switch Company Code
Vendor	<input type="text" value="17300002"/>		

**Vendor: Account Management** | Vendor: Payment Transactions | Vendor: Correspondence | Vendor: Status | Vendor: Withholding Tax

---

Account Management

Reconciliation acct	<input type="text" value="21100000"/>	
Head office	<input type="text"/>	
Sort key	<input type="text" value="009"/>	External doc.number

## Master Data — 31. Display Business Partner – Vendor – Purch. View

Display Organization: 17300002, role Supplier

Person Organization Group General Data Purchasing Relationships

Business Partner	17300002	🏭	Domestic US Supplier 2 / Bismarck ND 58504-5573
Display in BP role	FLVN01 Supplier	▼	🔍

**Purchasing Organization**

Purch. organization	1710	Purch. Org. 1710	<span>⚙️ Purchasing Organizations</span> <span>🔄 Switch Organization</span>
---------------------	------	------------------	--

Purchasing Data
Partner Functions
Additional Purchasing Data
Supplier: Retail Attributes
Interchangeability

**Conditions**

Order currency	USD
Payment terms	0004
Minimum order value	0.00

# Wrap-Up

# Where to Find More Information - SAP Help

SAP Help

<http://help.sap.com/>

**SAP Help Portal (Documentation)**

Browse by Product | SAP Learning Journeys | What's New | Explore SAP | Search | User

## Welcome to the SAP Help Portal

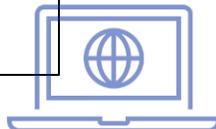
Find SAP product documentation, Learning Journeys, and more.

Search across all products on the SAP Help Portal

[Advanced Search](#)

Browse the complete list of SAP products to jump to the documentation you need. [Browse all products](#)

<p><b>Enterprise Resource Planning</b></p> <ul style="list-style-type: none"> <li><a href="#">SAP S/4HANA Cloud Public Edition</a></li> <li><a href="#">SAP S/4HANA Cloud Private Edition</a></li> <li><a href="#">SAP S/4HANA</a></li> <li><a href="#">SAP ERP</a></li> </ul>	<p><b>Financial Management</b></p> <ul style="list-style-type: none"> <li><a href="#">ERP for Small and Midsize Enterprises</a></li> <li><a href="#">Financial Planning and Analysis</a></li> <li><a href="#">Accounting and Financial Close</a></li> <li><a href="#">Tax Management</a></li> <li><a href="#">Treasury Management</a></li> <li><a href="#">Accounts Receivable, Billing and Revenue Management</a></li> <li><a href="#">Governance, Risk, Compliance (GRC) and Cybersecurity</a></li> </ul>	<p><b>CRM and Customer Experience</b></p> <ul style="list-style-type: none"> <li><a href="#">Customer Data</a></li> <li><a href="#">Marketing</a></li> <li><a href="#">E-Commerce</a></li> <li><a href="#">Sales Automation</a></li> <li><a href="#">Customer Service</a></li> <li><a href="#">Artificial Intelligence</a></li> </ul>
<p><b>Spend Management</b></p> <ul style="list-style-type: none"> <li><a href="#">Supplier Management</a></li> <li><a href="#">Sourcing and Contracts</a></li> <li><a href="#">Procurement</a></li> <li><a href="#">Invoices and Payments</a></li> <li><a href="#">Category Management</a></li> <li><a href="#">Services Procurement and External Workforce</a></li> </ul>	<p><b>Supply Chain Management</b></p> <ul style="list-style-type: none"> <li><a href="#">Supply Chain Planning</a></li> <li><a href="#">Supply Chain Logistics</a></li> <li><a href="#">Manufacturing</a></li> <li><a href="#">Product Lifecycle Management</a></li> <li><a href="#">Enterprise Asset Management</a></li> </ul>	<p><b>HR and People Engagement</b></p> <ul style="list-style-type: none"> <li><a href="#">SAP SuccessFactors Platform</a></li> <li><a href="#">Core HR and Payroll</a></li> <li><a href="#">Talent Management</a></li> <li><a href="#">HR Analytics and Workforce Planning</a></li> </ul>



# Where to Find More Information — IDES

IDES – Internet Demonstration and Evaluation System

[https://help.sap.com/docs/SUPPORT\\_CONTENT/home/3361891883.html](https://help.sap.com/docs/SUPPORT_CONTENT/home/3361891883.html)

Related SAP Notes:

2445594 IDES S/4 HANA 1610

174107 IDES: Available installations

The screenshot shows the SAP Help Portal interface for the IDES FAQ. The breadcrumb trail is 'Home > Support Content > FAQ > IDES'. The page title is 'IDES' and it is categorized under 'FAQ'. The main content area includes a welcome message, a 'Frequently Asked Questions' section, and a 'What is SAP IDES (Internet Demonstration and Evaluation System)?' section. The 'What is SAP IDES' section explains that IDES systems are SAP-internal demo systems running in Walldorf, used to demonstrate and show the functionality of various SAP solutions to potential customers and prospects. It also states that IDES systems do not contain training data used in SAP training courses. The right sidebar contains a 'On this page' section with links to 'What is SAP IDES (Internet Demonstration and Evaluation System)?', 'Available Versions/Components', 'System Requirements', 'IDES Data/ IDES Client', 'Demo-Content / Training Data', 'Support', and 'Interesting References / Links / Notes'. At the bottom right, there is a 'Was this page helpful?' section with 'Yes' and 'No' buttons.

\* Requires login credentials to the SAP Service Marketplace



## Where to Find More Information – SAP Experts

Rohana Gunawardena, “Discover Hidden Parameter IDs to Simplify Your FI Settings” (Financials Expert, October 2003).

<https://www.sapinsideronline.com/articles/discover-hidden-parameter-ids-to-simplify-your-fi-settings/>

Rohana Gunawardena, “Tips for Tracking Clearing Transactions” (Financials Expert, June 2004).

<https://www.sapinsideronline.com/articles/tips-for-tracking-clearing-transactions/>



## Where to Find More Information – SAP Experts

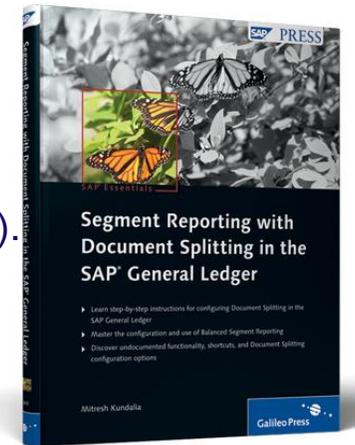
Kurt Goldsmith, “Ask the FI/CO Expert: Even in Release 4.6, Your End Users’ Choice of an A/R Posting Key Has a Surprising Impact on Standard Reports Such as the ‘Customer Analysis’ Net Sales Columns” (Financials Expert, February 2003).

<https://www.sapinsideronline.com/articles/ask-the-fi-co-expert-even-in-release-4-6-your-end-users-choice-of-an-a-r-posting-key-has-a-surprising-impact-on-standard-reports-such-as-the-customer-analysis-net-sales-columns/>

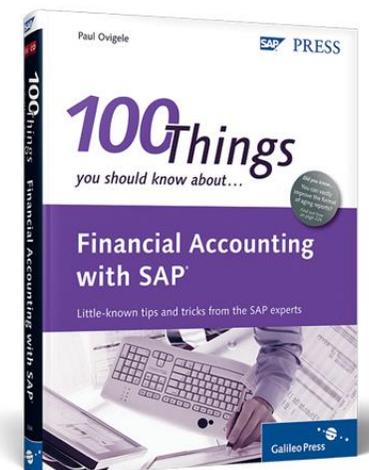


## Where to Find More Information – SAP Press

Mitresh Kundalia, *Segment Reporting with Document Splitting in the SAP General Ledger* (SAP PRESS, 2009).  
Great tips and tricks for document splitting



Paul Ovigele, *100 Things You Should Know About Financial Accounting with SAP* (SAP PRESS, 2011).  
A large selection of GL tips and tricks



## Key Points to Take Home

End users must understand the basics of SAP navigation

You need to deliver basic training to end users

SAP has a great deal of functionality to improve user productivity

But often it is overlooked or hidden away

End users need assistance from analysts to get the most from SAP

SAP is a complex system for new end users

SAP has a large number of reports to meet many needs

Locating the correct standard report can be difficult

## Key Points to Take Home

Using ALV allows a single report to meet many users' needs

- Need to educate end users about display variants

- Super users need to create variants to share

The structure of master data does impact end users

- Different fields are at different levels

This presentation is a basis to create your own training material

- It is up to you to empower your users to be more effective

**Thank you! Any questions?**

**Rohana Gunawardena**

Exium Inc.

Rohana@Exium.com



Please remember to complete your session evaluation.

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