



General Ledger Accounting

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General Ledger Accounting

General Ledger Accounting provides you with a comprehensive view of your external accounting and the accounts involved in it.

Purpose

In General Ledger Accounting, your business transactions (primary postings as well as postings from internal accounting) are recorded in a way that is fully integrated with the other operational areas of your company to ensure that your accounting data is complete and accurate.

For an overview of what is going on in your General Ledger Accounting, use the [General Ledger Overview](#) app. For more information about this app, see [General Ledger Overview](#).

In addition to helping you fulfill legal requirements, General Ledger Accounting allows you to do the following:

- **Parallel Accounting**

In General Ledger Accounting, you can perform parallel accounting by running parallel ledgers for selected accounting principles, for example, IFRS (International Financial Reporting Standards) and local GAAP.

- **Integration of Legal and Management Reporting**

In General Ledger Accounting, you can perform internal management reporting in parallel with legal reporting. For this purpose, the Profit Center Accounting functions are integrated with General Ledger Accounting. Furthermore, you can generate financial statements for a dimension, such as profit center.

- **Segment Reporting**

General Ledger Accounting supports the segment reports required by the IFRS accounting principles. For this purpose, General Ledger Accounting contains the [Segment](#) dimension.

- **Cost of Sales Accounting**

You can perform cost of sales accounting in General Ledger Accounting. For this purpose, General Ledger Accounting contains the [Functional Area](#) dimension.

Integration

General Ledger Accounting is integrated with the application components in your system that generate relevant journal entries and posting data:

- Asset Accounting
- Accounts Receivable and Accounts Payable
- Management Accounting and Margin Analysis
- Sourcing and Procurement
- Treasury and Risk Management (TRM)

Features

General Ledger Accounting comprises the following functions for entering and evaluating posting data:

- Free choice of level: corporate group or company

- Automatic and simultaneous posting of all subledger items in General Ledger Accounting (reconciliation accounts)
- Simultaneous updates of the parallel general ledgers and of the cost accounting areas
- Real-time evaluation of and reporting on current posting data, for example, as account displays or financial statements with different balance sheet versions.

In this way, General Ledger Accounting automatically serves as a complete record of all your business transactions. It is the centralized, up-to-date reference for the rendering of accounts. Individual transactions can be checked at any time in real time by displaying the original documents, line items, and monthly debits and credits at various levels such as:

- Account information
- Journals
- Totals or transaction figures
- Balance sheet and profit and loss evaluations

Key Concepts for General Ledger Accounting

Here you get more details about setting up and using some of the functions and features central to General Ledger Accounting in SAP S/4HANA Cloud.

Universal Journal

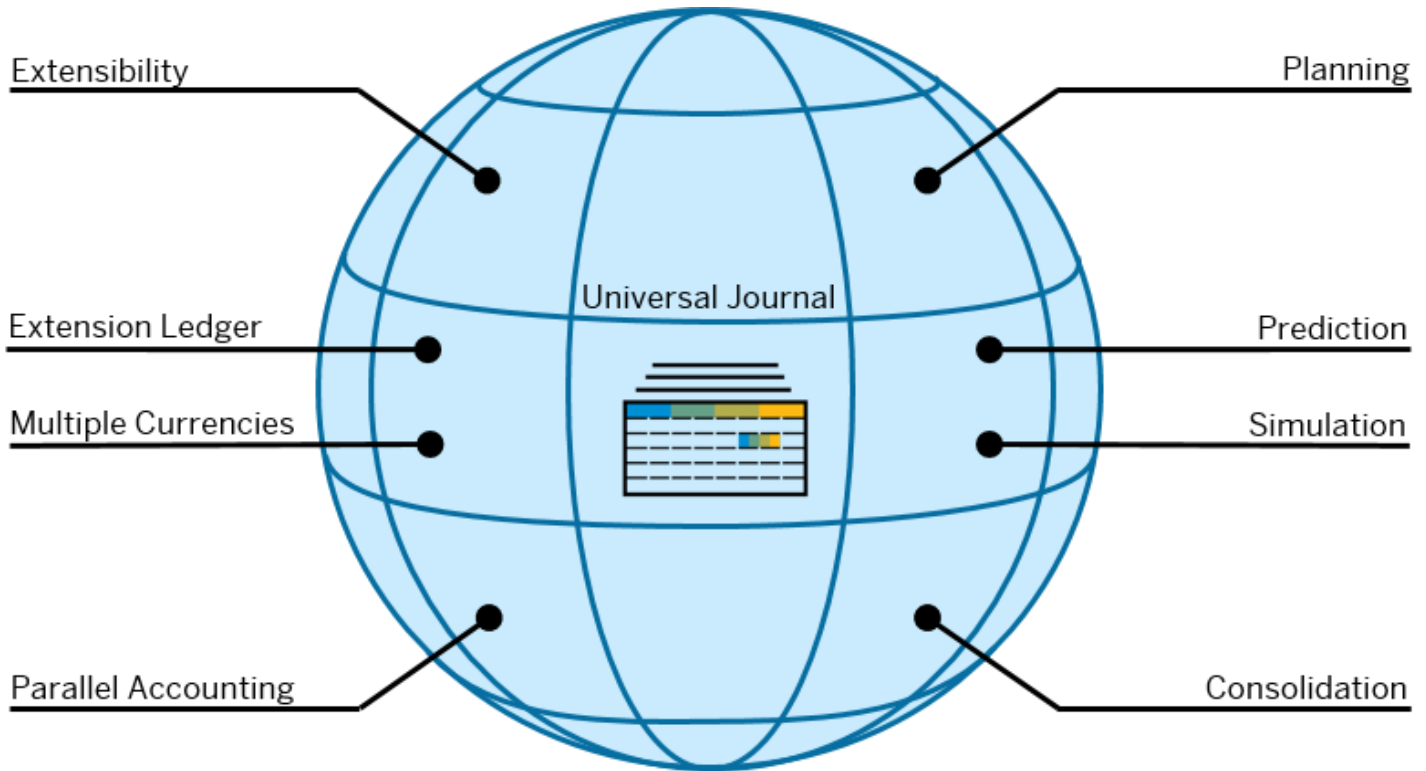
The universal journal forms the basis of an integrated accounting system in which financial accounting and management accounting data are recorded in a **single chart of accounts**.

Journal entries are generated by transactions in both financial accounting and management accounting, guaranteeing the integrity of financial data and providing enhanced reporting features such as real-time profitability analysis and flexible analysis of financial statements.

Features

All financial data is based on the same line items. This ensures that the different types of financial data are always reconciled with each other and that built-in capabilities such as multiple currencies and parallel accounting are available throughout the accounting system.

This image is interactive. Hover over each area for a description. Click highlighted areas for more information.



The chart of accounts contains all balance sheet accounts and income statement accounts, including accounts for secondary costs. The ledger entity provides multi-GAAP reporting capabilities, enabling reporting based on different accounting principles in parallel, such as US GAAP and IFRS.

The complete set of internal accounting entities (such as cost center and project) that comprise the coding block are integrated into each journal entry. This provides many benefits, for example, G/L accountants can drill down from a fixed asset account in the balance sheet to the individual fixed assets (balances) assigned to that account.

Enhanced Reporting

The universal journal optimizes the reporting and analysis process. The enhanced reporting features include:

- **Flexible analysis of financial statements**

Income statements can be broken down based on any dimension available in the journal entry. Market segment analysis is possible for any item of the income statement. The income statement is fully reconciled with profitability reports.

- **Multidimensional reporting**

Balance sheets can be prepared for multiple dimensions, ensuring balanced journal entries for entities other than the complete company. For instance, you can prepare a full balance sheet for each segment.

- **Real-time profitability analysis**

Market segments are included in journal entries as additional attributes, allowing you to continually analyze profitability.

- **Easier to meet reporting requirements**

The integration of financial and management reporting enhances your ability to meet financial regulations, such as the requirement to include operating segments in statutory reports.

Extensibility

You can extend journal entries, for example by adding fields or extending the logic used to fill the values in a journal entry. Key users can make these changes using the [Custom Fields and Logic](#) app. For more information about using that app, see [Custom Fields and Logic](#).

For more information about how to extend journal entries in the context of General Ledger Accounting, see [Extending Journal Entries for General Ledger Accounting](#).

For more information about how to extend journal entries in the context of Profitability Analysis, see [Extensibility in Reporting, Entering Values for Custom Fields](#).

Fiscal Year

Definition

A time period (usually 12 months) for which a company is required to provide its physical inventory count and balance sheet.

The fiscal year may correspond exactly to the calendar year, but this isn't obligatory.

Structure

A fiscal year is divided into **posting periods**. Each posting period is defined by a start date and end date. Before you can post documents, you have to define the posting periods, and thereby the fiscal year, in your system.

In addition to the posting periods, you can define **special periods** for the year-end closing.

The leading ledger in Accounting can have a fiscal year with a maximum of 12 posting periods and 4 special periods.

Use

You define your fiscal year in the form of a **fiscal year variant** that you then assign to your company code or company codes. The same fiscal year variant applies to your entire system with all its ledgers and company codes.

When defining your fiscal year variant, you have the following options:

- Your fiscal year variant matches the calendar year. If this is the case, you can use the standard fiscal year variant delivered by SAP (K4 - January to December), that is, no further action is needed.
- Your fiscal year variant is different from the calendar year (non-calendar fiscal year). Posting periods can also be different from calendar months. If this is the case, you can select another supported fiscal year variant when you set up your SAP S/4HANA Cloud system (in the **Preset** phase).

Integration

When you post, the system determines the posting period from the posting date.

In Accounting, the system stores the transaction figures of all accounts separately for each posting period and each special period, divided into debits and credits.

Related Information

[Fiscal Year Variant](#)

Fiscal Year Variant

Definition

Fiscal year variants (FYV) define the relationship between the calendar year and the fiscal year. They specify the number of periods and special periods and the start and end date of a fiscal year. In addition, they define how the system determines the posting period to assign when posting a journal entry.

Use

If your fiscal year matches the calendar year (from January to December), you can just use the default fiscal year variant (K4) delivered by SAP for all company codes and countries. No further action is required.

If your fiscal year doesn't match the calendar year (non-calendar fiscal year) and your posting periods are also potentially different from calendar months, you must select either another available fiscal year variant or the customer-specific FYV template SZ in the **Preset** phase when setting up your system. You can configure template SZ according to your needs using the **Maintain Fiscal Year Variants** configuration step. The other available fiscal year variants are ready for use after you have selected them.

Related Information

[Defining Your Own Fiscal Year Variant](#)

Changing the Default Fiscal Year Variant

The fiscal year variant (FYV) specifies the number of posting periods and special periods for your fiscal year. If you need to use another fiscal year variant than the default fiscal year variant K4 (January to December), you can select a suitable one in the **Preset** phase when you set up your SAP S/4HANA Cloud system. Then you can proceed with your other configuration settings in the **Realize** phase.

Please note that the maximum number of periods for a fiscal year variant is **16**. This means that the number of posting periods is restricted to **12** and the number of special periods is restricted to **4**.

Caution

The fiscal year variant that you select will apply to your entire system and can't be changed after it has been activated.

Here's how you change the default fiscal year variant:

1. In your quality (Q) system, open the **Manage Your Solution** app and go to **Configure Your Solution Finance Pre-Activation Fiscal Year Variant**.
2. Choose **Configure**.
3. In the table, select the fiscal year variant that suits your needs by selecting the relevant radio button, for example V3 (April - March, four special periods).

If you must configure an alternative fiscal year variant, choose the template variant SZ from the list. You then need to configure this template as described here: [Configuring an Alternative Fiscal Year Variant](#).

4. Save your changes.

Defining Your Own Fiscal Year Variant

Use

If the default fiscal year variant K4 (calendar year - from January to December) doesn't suit your needs and you need a different fiscal year variant, you can choose another supported fiscal year variant.

⚠ Caution

This fiscal year variant will apply to your entire system and can't be changed after it has been activated.

Prerequisites

- No journal entries have been posted in the system.
- The organization structure has been created.

Process Steps

In the quality system, you choose your own fiscal year variant during the **Preset** phase.

You can either **select another supported fiscal year variant** or **configure your own fiscal year variant** using a specific template (SZ). You can find both using the **Fiscal Year Variant** configuration step.

For information on the available fiscal year variants and to find the FYV that suits your needs, start the [SAP Activate Roadmap Viewer](#) and go to **Accelerators**. From the Explore section, open the **Supported Fiscal Year Variants** file (.xlsx).

Depending on your choice, proceed as follows:

- **Select another supported fiscal year variant**

From the table in the **Fiscal Year Variant** configuration step, select a suitable fiscal year variant. As soon as you've saved your changes, this fiscal year variant is active and ready for use.

Or:

- **Configure your own fiscal year variant**

From the table in the **Fiscal Year Variant** configuration step, select fiscal year variant template SZ. As soon as you proceed to the **Realize** implementation phase, you must configure your own fiscal year variant before any posting is made.

To do this, open the **Manage Your Solution** app and go to **Configure Your Solution Finance General Settings Fiscal Year Maintain Fiscal Year Variants**.

For help when editing the depreciation-relevant data for Asset Accounting that is required for your own fiscal year variant (such as the period control and period control methods), use the **Depreciation keys: Display details** app to display the details about the factors influencing a certain depreciation key in a given chart of depreciation (that is, the depreciation type and period control method).

Configuring an Alternative Fiscal Year Variant

Use

Due to legal reasons, you might need an alternative fiscal year variant (FYV) in the initial implementation phase or later. An additional, alternative FYV could be needed for selected company codes for your local close or your group close. For example, you might need an alternative FYV if your company operates globally but your financial statements must include local close with an alternative fiscal year variant.

Prerequisites

- For local close: No journal entries have been posted for the relevant accounting principle in the production system. This applies for all company codes assigned to this accounting principle and thus for the country related to the accounting principle.
- For group close: No journal entries have been posted for any company code in the production system.

i Note

If you want to use customer-specific FYV template **SZ** as the basis for your alternative fiscal year variant for selective company codes, you need to select and configure the FYV template **SZ** before you implement the alternative fiscal year variant. You need to do this in the **Preset** phase before the implementation phase is set to **Realize**. For more information on how to do this, see [Defining Your Own Fiscal Year Variant](#).

Process Steps

1. You will need a new posting period variant before you can configure your alternative FYV. Contact SAP to request the creation of a new posting period variant for you.
2. For your alternative fiscal year variant, you now need to create an additional ledger. To create this parallel (non-representative) ledger, open the **Manage Your Solution** app and go to **Configure Your Solution**. Start the configuration step under **Finance General Settings Fiscal Year Create Ledger for Alternative Fiscal Year Variant**.

Create your new parallel ledger and assign it to one of the pre-delivered ledgers (0L for a local accounting principle, 2L for IFRS, or 3L for US-GAAP) that will act as the reference ledger. For this combination of your new ledger and the assigned reference ledger, you must create a new common ledger group. This ledger group then contains your parallel ledger for the alternative fiscal year variant and the reference ledger.

Caution

After you have saved the non-representative ledger, you can no longer update or delete its settings. This means, for example, that you can't change the reference ledger or the common ledger group or unassign a company code anymore. You can, however, assign new company codes to a non-representative ledger at a later point in time, as long as no journal entry has been posted for that company code in the production system.

Then you assign the company codes, the alternative fiscal year variant, and the newly created posting period variant to the new parallel (non-representative) ledger. Please note that you must make this assignment **before** any journal entries are posted for these company codes in the production system.

i Note

You only need to create the parallel (non-representative) ledger once for all alternative fiscal year variants. This means if you need to create more than one alternative fiscal year variant, you can use the same parallel ledger.

3. Complete the settings for the newly created posting period variant using the **Manage Posting Period Variants** app.
4. Edit the relevant posting period using the **Manage Posting Periods** app.

Implementation Considerations

Please consider carefully whether you need an alternative fiscal year variant and check whether all prerequisites are met. You have to ensure a correct use of the new common ledger group in order to avoid serious complications later (for information on the usage of ledger groups in business transactions, see SAP note [2640035](#)). For more information on the implementation of an alternative fiscal year variant and its constraints, also see SAP Note [2568382](#).

Related Information

[Manage Posting Period Variants](#)

Special Periods

Definition

Special periods are special posting periods that subdivide the last regular posting period for closing operations.

Use

Regardless of how you've defined your fiscal year, you can also use special periods. Special periods subdivide the year-end closing period. They therefore merely divide the last posting period into several closing periods. This enables you to create several supplementary financial statements.

A fiscal year usually has 12 posting periods. In General Ledger Accounting, you can define up to four special periods.

i Note

If you don't need 12 posting periods, you can use the posting periods that are not required as special periods. If you use these additional special periods, you have to specify the number you require in the field for special periods when you define the fiscal year variant. You cannot exceed a maximum of 16 periods.

When posting to special periods, you must take the following into consideration:

- The posting date must fall within the last regular posting period.
- You have to enter the special periods in the document header in the **Period** field, since the special periods cannot be determined automatically by the system.

Opening and Closing Posting Periods

You need to open and close posting periods at the beginning of each period to make sure that journal entries are posted to proper posting periods. This is necessary periodically (for example, monthly) to continue posting transactions to the ledger.

Follow the steps to change the default settings and open a new period where your journal entries will be posted.

1. In the **Manage Posting Periods** app, do a search to display posting period variants.
2. Select a posting period variant item that you want to change, and choose **Set Posting Periods > Open Periods**.
3. Change the fiscal year period to open a posting period.
4. Save your changes.

i Note

- The process can be scheduled to avoid manual periodic intervention. To schedule background jobs, choose **Set Posting Periods > Schedule Recurrence**.
- Opening a posting period will automatically close the previous period.
- In addition to normal periods, you can change adjustment periods and CO periods to meet your needs.
- The same information can be found in the **Manage Posting Period** task of SAP Activate implementation roadmap.

Chart of Accounts

Use

A chart of accounts (COA) is a structure containing the G/L accounts used by one or more company codes.

For each G/L account, the chart of accounts shows the account number, the account name, and information that determines the function of the account and how it's created in the corresponding company code and controlling area.

Your system is delivered with the standard chart of accounts YCOA. This chart of accounts is your operating chart of accounts and is used for the daily postings in a company code. If cost and revenue accounting is active, the chart of accounts is also used for your postings in the controlling area.

When you first set up your SAP S/4HANA Cloud system, you prepare and implement changes to the G/L account master data and financial statement versions in your chart of accounts in your quality system. After the initial setup, you can continue to add and change G/L accounts and financial statement versions in your quality system. For more information about the setup and maintenance process, see: [Chart of Accounts Maintenance: Overview](#).

Caution

Changes made to your G/L accounts are transported from your quality system to the production system as part of an open business change project (BCP). To ensure that an audit trail is created for changes to your G/L accounts, you **also** need to use the [Synchronize G/L Account Master Data](#) app to manually transfer these changes before the BCP is transported. Only by **also** using this app can you ensure that you create an audit trail for these changes.

Structure

Charts of accounts can have three different functions:

- **Operating chart of accounts**

The operating chart of accounts contains the G/L accounts that you use for daily postings in your company code. Postings out of [Accounting and Financial Close](#) and [Management Accounting and Margin Analysis](#) both use this chart of accounts. Your company codes are automatically assigned to the operating chart of accounts.

- **Group chart of accounts**

The group chart of accounts contains the G/L accounts that are used by the entire corporate group. This type is needed for group reporting, which is activated with scope item 3AF.

- **Local chart of accounts specific to a country/region**

A chart of accounts specific to a country/region contains the G/L accounts that meet specific legal reporting requirements in that country/region.

Using this type of chart of accounts is optional.

Charts of Accounts with Multiple Company Codes

If you have multiple company codes, the following conditions apply:

- You use the same operating chart of accounts (YCOA) for all company codes.
- In addition to the operating chart of accounts, you can use one additional local/alternative chart of accounts for a company code. Be aware that local COAs may not be available for all supported countries/regions.

i Note

When creating the balance sheet or the income statement, you can choose the COA that is used. If you would like to balance company codes together that use different local charts of accounts, you must use the operating COA or the group COA.

More Information

A detailed description of the G/L accounts delivered in the standard chart of accounts YCOA is available in the SAP Best Practices Explorer. Access the information direct here: [General Information about the Chart of Accounts \(YCOA\) Template for SAP S/4HANA Cloud](#).

This document also has a list of the available local COAs for specific countries/regions.

Chart of Accounts Maintenance: Overview

Your chart of accounts (COA) needs to be changed often: New G/L accounts are added, the attributes of existing accounts are changed, and your financial statement versions (FSVs) are adjusted or new ones are created.

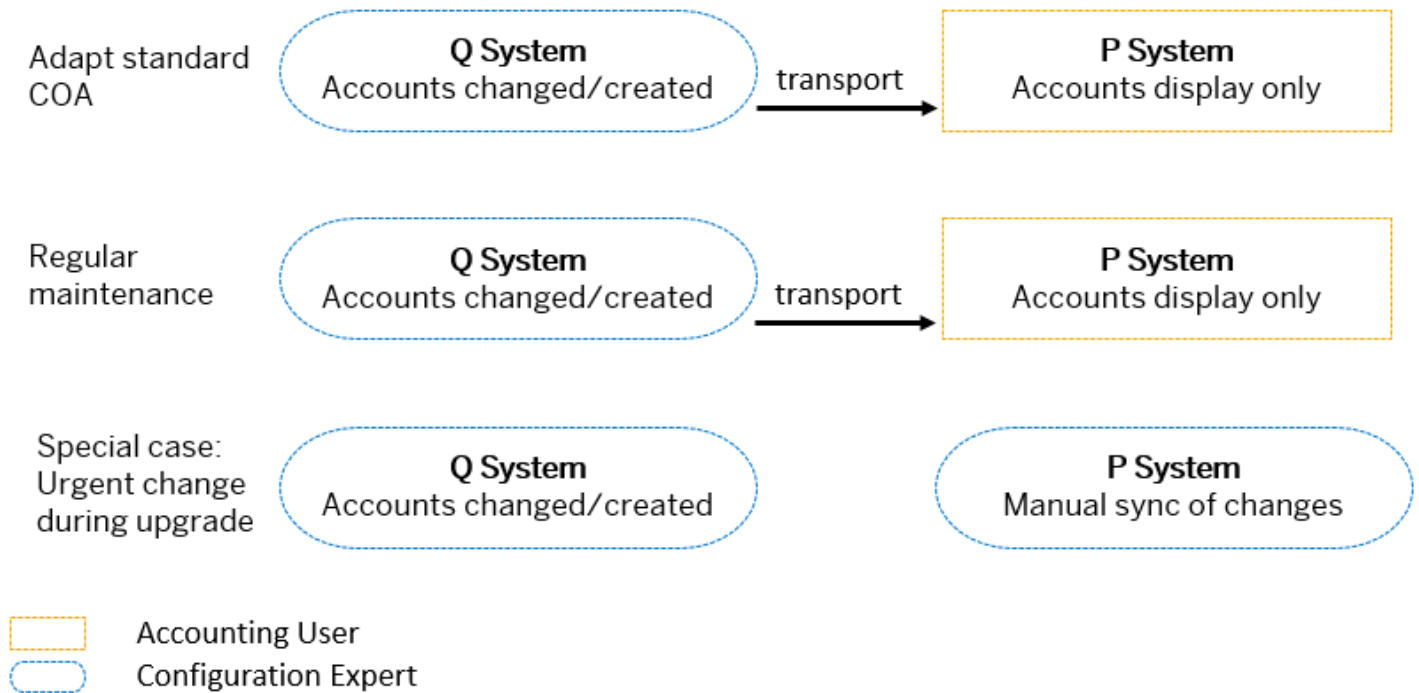
When your COA needs changes

Your COA is changed at different times for different reasons:

- When you start with SAP S/4HANA Cloud, as an integral part of your configuration process, your implementation team first adapts the standard COA delivered by SAP to meet your needs in your quality system.
- To keep up with changes in your daily business and the resulting journal entries created in your production system, your COA needs to be changed regularly: Your G/L account master data needs new accounts or existing accounts need to be changed, for example, when existing account attributes need updating. This also impacts your FSVs.
- In certain special cases, for example, during upgrades or when you decide to add a new scope item or country/region, you need to follow special procedures to ensure that your COA is also correct and complete in both systems.

How your COA is changed

The COA maintenance process involves different users who carry out different tasks in your quality and production systems:



1. During initial implementation, your configuration experts work through configuration steps in your quality system in the [Manage Your Solution](#) app. Changes are transported to your production system, where G/L account master data is read only.
2. During daily business, your accounting users view the accounts in your configured COA in the production system by opening apps from the SAP Fiori launchpad. When additional G/L account master data changes are needed, they report to users who have the authorization to make changes in the quality system. These users make the necessary changes in the quality system. These changes are transported to your production system.

⚠ Caution

Changes made to your G/L accounts are transported from your quality system to the production system as part of an open business change project (BCP). To ensure that an audit trail is created for changes to your G/L accounts, you **also** need to use the [Synchronize G/L Account Master Data](#) app to manually transfer these changes before the BCP is transported. Only by **also** using this app can you ensure that you create an audit trail for these changes.

3. In special cases, such as during an upgrade, users with the corresponding authorization can make urgent changes to G/L accounts first in the quality system and then manually upload them to your production system.

Users who work with your COA

When your key users set up the business roles for users involved in COA maintenance, the following business role templates can be copied and adjusted as needed :

- [Configuration Expert - Business Process Configuration](#) (SAP_BR_BPC_EXPERT) business role template
- [General Ledger Accountant](#) (SAP_BR_GL_ACCOUNTANT) business role template
- [Administrator](#) (SAP_BR_ADMINISTRATOR) business role template

For a detailed explanation of how to set up these users, see [Chart of Accounts Maintenance: Authorization Concept](#)

More Information

What your configuration experts and accounting users need to do in detail during the different phases of maintaining your COA is explained here:

1. [Adapting the Standard Chart of Accounts to Your Needs](#)
2. [Maintaining Your Chart of Accounts](#)
3. [Chart of Accounts Maintenance - Special Cases](#)

Chart of Accounts Maintenance: Authorization Concept

Different business catalogs provide access to different configuration steps related to Chart of Accounts (COA) maintenance in your different systems. How you assign these business catalogs to your configuration expert roles controls who can make COA changes in the different phases of COA maintenance.

When you get started with SAP S/4HANA Cloud and you prepare for adapting the standard COA to your needs, you need to ensure that the correct users have access only to the configuration steps in the Manage Your Solution app that are relevant for them. During daily business, when changes are needed to G/L account master data, the same principle applies: Only certain users should be able to make changes. To help you with user setup, we deliver the business role templates for you to copy and adjust. The following business role templates contain business catalogs that control the access to configuration steps and apps needed for COA maintenance:

- **Configuration Expert - Business Process Configuration** (SAP_BR_BPC_EXPERT) business role template
- **General Ledger Accountant** (SAP_BR_GL_ACCOUNTANT) business role template
- **Administrator** (SAP_BR_ADMINISTRATOR) business role template

The following table shows in detail the business catalogs related to COA that are delivered with these business role templates:

Business role template	Delivered business catalog	Catalog gives access to configuration steps/apps	In the quality (Q) system, catalog allows users to ...
Configuration Expert - Business Process Configuration (SAP_BR_BPC_EXPERT)	Chart of Accounts - Configuration (SAP_CA_BC_IC_LND_FIN_COA_PC)	Manage Your Solution app with configuration steps under Finance General Ledger Chart of Accounts	<ul style="list-style-type: none"> • Create and edit G/L accounts and financial statement versions (FSV). • Make other configuration changes for the COA, for example, related to semantic tags or account determination.

Business role template	Delivered business catalog	Catalog gives access to configuration steps/apps	In the quality (Q) system, catalog allows users to ...
	End to End Implementation Experience - G/L Account Mapping (SAP_CA_BC_MAP_PC)	Renumber G/L Accounts configuration step in the Manage Your Solution app under Finance General Ledger Chart of Accounts	Renumber and rename G/L accounts that don't have any postings in the P system.
	Accounting - Configuration (SAP_CA_BC_ACC_CONFIG_PC)	Synchronize G/L Account Master Data	Download G/L account changes that are urgently needed in the P system and are included in an open Business Change Project (BCP) that can't be released in time.
	End to End Implementation Experience - Implementation Cockpit (SAP_CA_BC_IC_LND)	Multiple configuration steps.	Allows, for example, changes to configuration steps for which access is not restricted by another catalog. For this reason, if you copy this business role template to create a configuration expert role only for COA changes, you must replace this business catalog with another, SAP_CA_BC_IC_LND_BASE For more details, see sample scenario 1.

Business role template	Delivered business catalog	Catalog gives access to configuration steps/apps	In the quality (Q) system, catalog allows users to ...
General Ledger Accountant(SAP_BR_GL_ACCOUNTANT)	General Ledger - Master Data Maintenance (SAP_FIN_BC_GL_MD_MAINT_PC)	<p>The following apps on the SAP Fiori launchpad:</p> <ul style="list-style-type: none"> • Manage G/L Account Master Data • Manage Financial Statement Versions • Assign Semantic Tags to FSV • Manage Global Accounting Hierarchies 	Display G/L account master data in the corresponding apps.
	General Ledger - Master Data (SAP_FIN_BC_GL_MDA_PC)	<p>The following apps on the SAP Fiori launchpad:</p> <ul style="list-style-type: none"> • Manage Chart of Accounts • G/L Accounts Changes • G/L Accounts Changes - Central View • G/L Accounts Changes - Chart of Accounts View • G/L Accounts Changes - Company Code View 	Display G/L account master data in the corresponding apps.

Business role template	Delivered business catalog	Catalog gives access to configuration steps/apps	In the quality (Q) system, catalog allows users to ...
	G/L Account Master Data - Configuration (SAP_CA_BC_IC_LND_FIN_GLCOA_PC)	The following apps on the SAP Fiori launchpad: <ul style="list-style-type: none"> • Manage G/L Account Master Data • Manage Financial Statement Versions • Manage Chart of Accounts • Synchronize G/L Account Master Data 	<ul style="list-style-type: none"> • Create and edit G/L accounts and financial statement versions (FSV) using the apps on the SAP Fiori Launchpad. • Download G/L account changes that are urgently needed in the P system and are included in an open BCP that can't be released in time.
	End to End Implementation Experience - Implementation Cockpit Base (SAP_CA_BC_IC_LND_BASE)	Not applicable	Allows, for example, changes in G/L account master data apps to be saved in a BCP transport.
Administrator (SAP_BR_ADMINISTRATOR)	End to End Implementation Experience - G/L Account Conversion (SAP_CA_BC_CNV1_PC)	Convert Renumbered G/L Accounts	Trigger the conversion of the G/L account changes defined in the Re-number G/L Accounts configuration step.

Sample User Setup Scenarios

To help you with planning and implementing your user setup, read the following sample scenarios for reference.

Sample Scenario 1: Only one configuration expert can change G/L account master data, other users can't make changes

In this sample scenario, we start with a company that is implementing SAP S/4HANA Cloud initially. In the implementation team, there are several configuration experts who will be making configuration settings, but only one user should be able to make changes in the configuration steps related to COA maintenance.

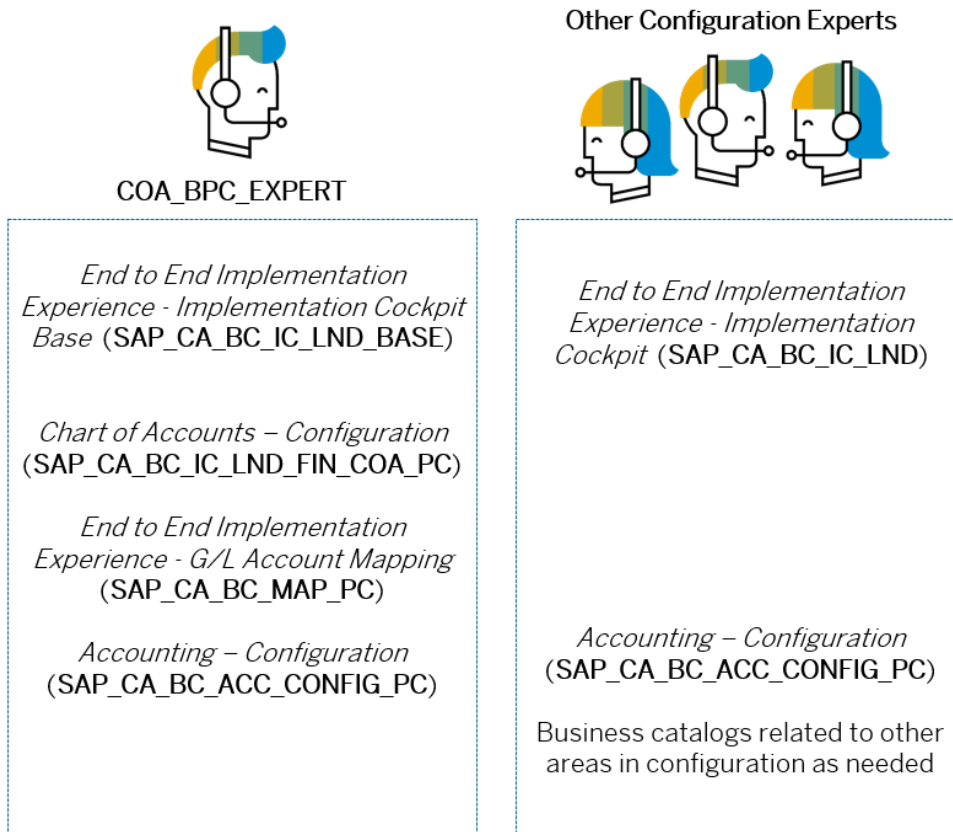
The key users set up the configuration expert roles by copying the SAP_BR_BPC_EXPERT business role template. In the copied role for the configuration expert responsible for working on the COA, they keep the following business catalogs:

- **Chart of Accounts - Configuration** (SAP_CA_BC_IC_LND_FIN_COA_PC)
- **End to End Implementation Experience - G/L Account Mapping** (SAP_CA_BC_MAP_PC)

- **Accounting - Configuration** (SAP_CA_BC_ACC_CONFIG_PC) (optional for urgent G/L account master data synchronization between the Q and P systems)

They remove the **End to End Implementation Experience - Implementation Cockpit** (SAP_CA_BC_IC_LND) business catalog and instead add the **End to End Implementation Experience - Implementation Cockpit Base** (SAP_CA_BC_IC_LND_BASE) business catalog. They name this role COA_BPC_EXPERT.

In the other copied configuration expert roles, they remove the **Chart of Accounts - Configuration** (SAP_CA_BC_IC_LND_FIN_COA_PC) and the **End to End Implementation Experience - G/L Account Mapping** (SAP_CA_BC_MAP_PC) business catalogs. User roles without these business catalogs can't change settings in the COA maintenance configuration steps. COA_BPC_EXPERT is then the only configuration expert who can create and change G/L account master data in the Q system.



Business Catalogs Included in Roles for Sample Scenario 1

When setting up the accounting users, the key users also make copies of the SAP_BR_GL_ACCOUNTANT business role template. To restrict access to COA changes to **only** the COA_BPC_EXPERT role, they remove the following business catalogs from the copied roles for their accounting users:

- **G/L Account Master Data - Configuration** (SAP_CA_BC_IC_LND_FIN_GLCOA_PC)
- **End to End Implementation Experience - Implementation Cockpit Base** (SAP_CA_BC_IC_LND_BASE)

After the removal of these business catalogs, their accounting users only have display access to the apps related to G/L account master data in the Q and P systems. If they need, for example, a new G/L account in the P system, they contact COA_BPC_EXPERT and ask for the change to be made in the Q system. COA_BPC_EXPERT makes the change in the Q system, and the new account is transported to the P system when the BPC is released.

If the change is needed urgently in the P system, thanks to the **Accounting - Configuration** (SAP_CA_BC_ACC_CONFIG_PC) business catalog, which is also delivered as part of the SAP_BR_BPC_EXPERT business role template, COA_BPC_EXPERT can react. COA_BPC_EXPERT uses the **Synchronize G/L Account Master Data** app to download the changes in the Q system and then upload them manually in the P system before the changes in the business change project are transported.

Sample Scenario 2: One configuration expert and one G/L accountant can change G/L account master data

In this sample scenario, we start with a company that is implementing SAP S/4HANA Cloud initially. In the implementation team, there are several configuration experts who will be making configuration settings, but only one user should be able to make changes in the configuration steps related to COA maintenance.

The key users set up the configuration expert roles by copying the SAP_BR_BPC_EXPERT business role template. In the copied role for the configuration expert responsible for working on the COA, they keep the following business catalogs:

- **Chart of Accounts - Configuration** (SAP_CA_BC_IC_LND_FIN_COA_PC)
- **End to End Implementation Experience - G/L Account Mapping** (SAP_CA_BC_MAP_PC)
- **Accounting - Configuration** (SAP_CA_BC_ACC_CONFIG_PC) (optional for urgent G/L account master data synchronization between the Q and P systems)

They remove the **End to End Implementation Experience - Implementation Cockpit** (SAP_CA_BC_IC_LND) business catalog and instead add the **End to End Implementation Experience - Implementation Cockpit Base** (SAP_CA_BC_IC_LND_BASE) business catalog. They name this role COA_BPC_EXPERT.

In the other copied configuration expert roles, they remove the **Chart of Accounts - Configuration** (SAP_CA_BC_IC_LND_FIN_COA_PC) and the **End to End Implementation Experience - G/L Account Mapping** (SAP_CA_BC_MAP_PC) business catalogs. User roles without these business catalogs can't change settings in the COA maintenance configuration steps. COA_BPC_EXPERT is then the only configuration expert who can create and change G/L account master data in the Q system.

When setting up the accounting users, the key users also make copies of the SAP_BR_GL_ACCOUNTANT business role template. The decision is made to allow one of the accounting users to be able to also make urgent G/L account master data changes in the Q system. The key users name that copied role COA_GL_ACCOUNTANT. Since this copied role contains the **G/L Account Master Data - Configuration** (SAP_CA_BC_IC_LND_FIN_GLCOA_PC) and **End to End Implementation Experience - Implementation Cockpit Base** (SAP_CA_BC_IC_LND_BASE) business catalogs, COA_GL_ACCOUNTANT can access the necessary apps in the Q system and make changes.

The **G/L Account Master Data - Configuration** (SAP_CA_BC_IC_LND_FIN_GLCOA_PC) business catalog also gives access to the **Synchronize G/L Account Master Data** app. This allows COA_GL_ACCOUNTANT to download urgent changes in the Q system and then upload them manually in the P system before the BPC is transported.



COA_BPC_EXPERT

*End to End Implementation
Experience - Implementation
Cockpit Base
(SAP_CA_BC_IC_LND_BASE)*

*Chart of Accounts – Configuration
(SAP_CA_BC_IC_LND_FIN_COA_PC)*

*End to End Implementation
Experience - G/L Account Mapping
(SAP_CA_BC_MAP_PC)*

*Accounting – Configuration
(SAP_CA_BC_ACC_CONFIG_PC)*



COA_GL_ACCOUNTANT

*End to End Implementation
Experience - Implementation
Cockpit Base
(SAP_CA_BC_IC_LND_BASE)*

*G/L Account Master Data –
Configuration
(SAP_CA_BC_IC_LND_FIN_GLCOA
_PC)*

*General Ledger - Master Data
Maintenance
(SAP_FIN_BC_GL_MD_MAINT_PC)*

*General Ledger - Master Data
(SAP_FIN_BC_GL_MD_PC)*

Business Catalogs Included in Roles for Sample Scenario 2

Since only COA_GL_ACCOUNTANT is supposed to make changes in the Q system, the key users remove the **G/L Account Master Data - Configuration** (SAP_CA_BC_IC_LND_FIN_GLCOA_PC) and **End to End Implementation Experience - Implementation Cockpit Base** (SAP_CA_BC_IC_LND_BASE) business catalog from the other copied role for accounting users.

The other accounting users have only display access for the apps related to G/L account master data. They get that access because their roles contain the **General Ledger - Master Data Maintenance** (SAP_FIN_BC_GL_MD_MAINT_PC) and **General Ledger - Master Data** (SAP_FIN_BC_GL_MDA_PC) business catalogs.

Adapting the Standard Chart of Accounts to Your Needs

SAP helps you get started maintaining your chart of accounts (COA) by providing a set of standard G/L accounts and settings that you can map to your existing COA and extend as needed during implementation.

Before You Get Started

When setting up SAP S/4HANA Cloud, you configure and adapt a predelivered standard chart of accounts, for example, YCOA. Please be aware that a standard chart of accounts is a global generic template for the Cloud solution and may not cover all requirements for a specific industry or country/region. For a detailed description of the G/L accounts included in YCOA, see [General Information about the Chart of Accounts \(YCOA\) Template for SAP S/4HANA Cloud](#).

You prepare the mapping of your G/L accounts to the standard accounts in the delivered chart of accounts and your account determination in the Explore Phase as part of the Fit-to-Standard Analysis. We recommend that you involve an experienced Finance consultant to prepare your chart of accounts mapping and that you start this exercise as early as possible. For reference, this is a [link](#) to the corresponding task in the SAP Roadmap Viewer.

Caution

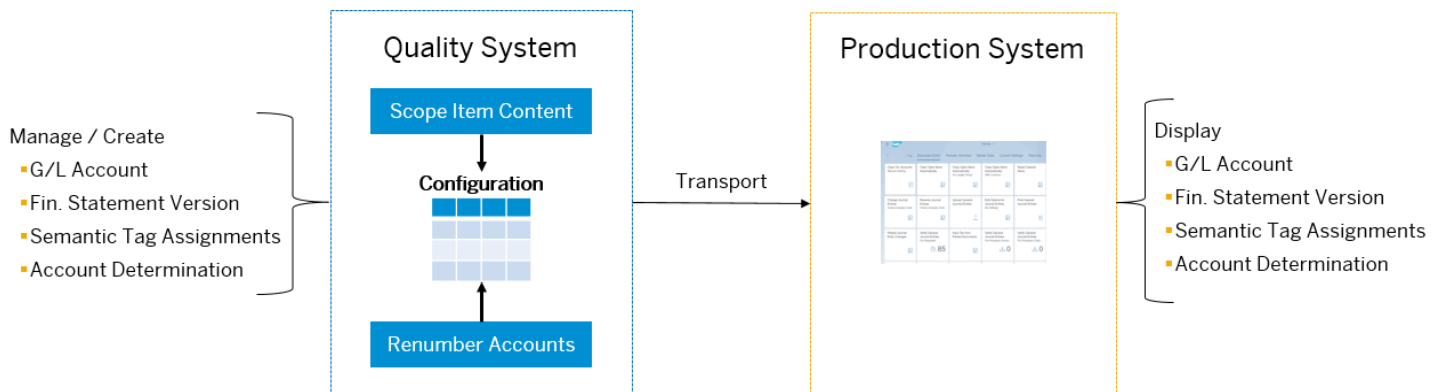
After you follow this process for your initial setup with your initial selection of scope items, if you activate additional scope items, you may need to work through this process for newly introduced standard G/L accounts again. For more information, see [Chart of Accounts Maintenance - Special Cases](#).

User Setup

Your implementation team adapts the standard chart of accounts and the related accounts using the **Manage Your Solution** app. To do this, these users need special authorization. For details on how to set up your users, see [Chart of Accounts Maintenance: Authorization Concept](#).

Process Steps

The following graphic shows the steps for initially configuring and adapting the standard chart of accounts and your financial statement versions (FSVs) to your needs:



The configuration experts in your implementation team proceeds as follows:

1. During the implementation phase, in your quality system, your configuration experts implement the following changes using the corresponding configuration step in the **Manage Your Solution Configure Your Solution** app under **Finance General Ledger Chart of Accounts** :

Change needed	Corresponding configuration step
1. Optional: If your G/L account IDs are longer than the default account ID length, enter the new account ID length that the system should use. This must be done before you define mapping values (see next row).	Edit Chart of Accounts List
2. Define mapping values for the delivered G/L accounts that need to be renumbered and renamed to match your existing G/L accounts.	Renumber G/L Accounts ⚠ Caution Renumbering and renaming should be done as the first activity after your quality system is provided. We recommend that you test and confirm your chart of accounts before the initial business change project (BCP) transport is released to your production system. After all mapping values are ready, your system administrator has to update the values for the affected G/L accounts in your Q system. For more information, see Renumbering G/L Accounts: Overview .

Change needed	Corresponding configuration step
3. Create any extra G/L accounts that you need.	Manage Chart of Accounts Manage G/L Account Master Data
4. Adapt your financial statement versions.	Define Financial Statement Versions Manage Global Hierarchies
5. Assign semantic tags to your financial statement versions.	Manage Global Hierarchies
6. Implement your account determination.	Automatic Account Determination

The changes are transported to your production system. Your accounting users can view the COA in the production system using the corresponding apps on the SAP Fiori launchpad.

Related Information

[Chart of Accounts Maintenance: Authorization Concept](#)

[Maintaining Your Chart of Accounts](#)

[Chart of Accounts Maintenance - Special Cases](#)

Renumbering G/L Accounts: Overview

This topic describes how you can change G/L account IDs and descriptions.

Renumbering and Renaming Your G/L Accounts

As a configuration expert, you can renumber and rename the G/L accounts that are part of the delivered chart of accounts, so that the accounts conform to your numbering and naming conventions. You do this in the quality system in the Realize, Deploy, or Run phase. When you're done with this task, your system administrator has to convert the affected mapping values in your quality system. You can renumber the accounts included in the standard or group chart of accounts, or a local one as you can see in the following table:

Charts of Accounts Type	Example
Standard (= Operating)	YCOA (Standard Chart of Accounts)
Local	YIKR (German Chart of Accounts), YCES (Spain Chart of Accounts)
Group	YGR1 (Consolidation Chart of Accounts)

For more information, see [Manage Chart of Accounts](#).

Caution

Renumbering and renaming should be done as the first activity after your quality system is provided. We recommend that you test and confirm your chart of accounts before the initial business change project (BCP) transport is released to your production system.

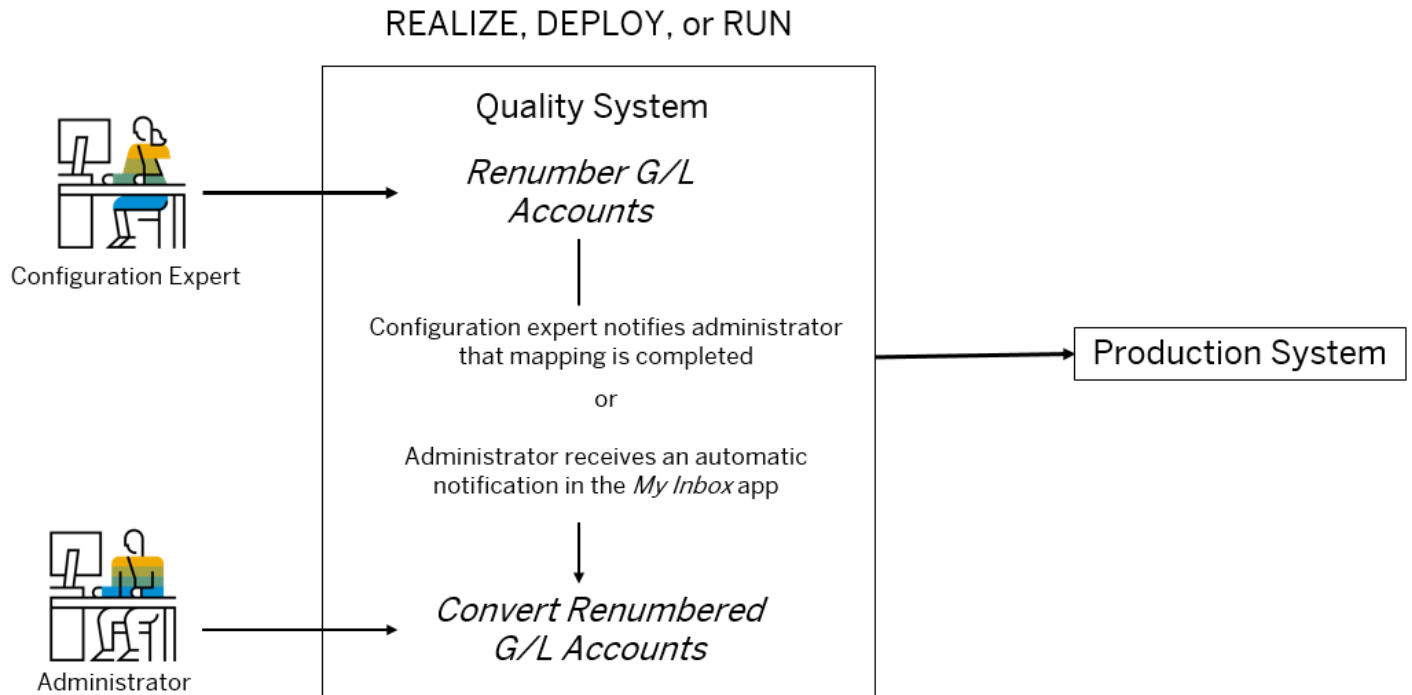
What you need to do

The following graphic shows how you can adapt the IDs and descriptions of the delivered G/L accounts in the chart of accounts that you are using. Two apps are involved in this process: The [Renumber G/L Accounts](#) configuration step in the [Manage Your Solution](#) app and the [Convert Renumbered G/L Accounts](#) app.

i Note

Please hover over each process step for a description. Click each process step to navigate to more information.

This image is interactive. Hover over each area for a description. Click highlighted areas for more information.



Change Logs

You can display the changes made in the G/L account renumbering process in the following ways:

Role	Configuration Step / App
Configuration Expert	Manage G/L Account Master Data configuration step
G/L Accountant	Manage G/L Account Master Data app

To display the change history, choose [View Logs](#) in the configuration step or app.

For more information, see [Manage G/L Account Master Data](#).

Renumbering G/L Accounts: Process

This topic describes the G/L account renumbering process and includes a how-to video.

Here's how you can renumber G/L accounts in the quality system in the Realize, Deploy, and Run phases:

1. To renumber G/L accounts, the configuration expert uses the [Renumber G/L Accounts](#) configuration step in the [Manage Your Solution](#) app. In this configuration step, the configuration expert maps the G/L accounts in your legacy system to the

G/L accounts included in the delivered chart of accounts. After renumbering and renaming the delivered accounts accordingly, the configuration expert releases the mapping.

For more information, see [Renumber G/L Accounts](#).

2. Depending on how your system is configured, the configuration expert notifies the system administrator that the mapping has been released and that the conversion can start, or the administrator receives an automatic notification.
3. The administrator prepares the system for the conversion.

For more information, see the *Prerequisites* section in [Convert Renumbered G/L Accounts](#).

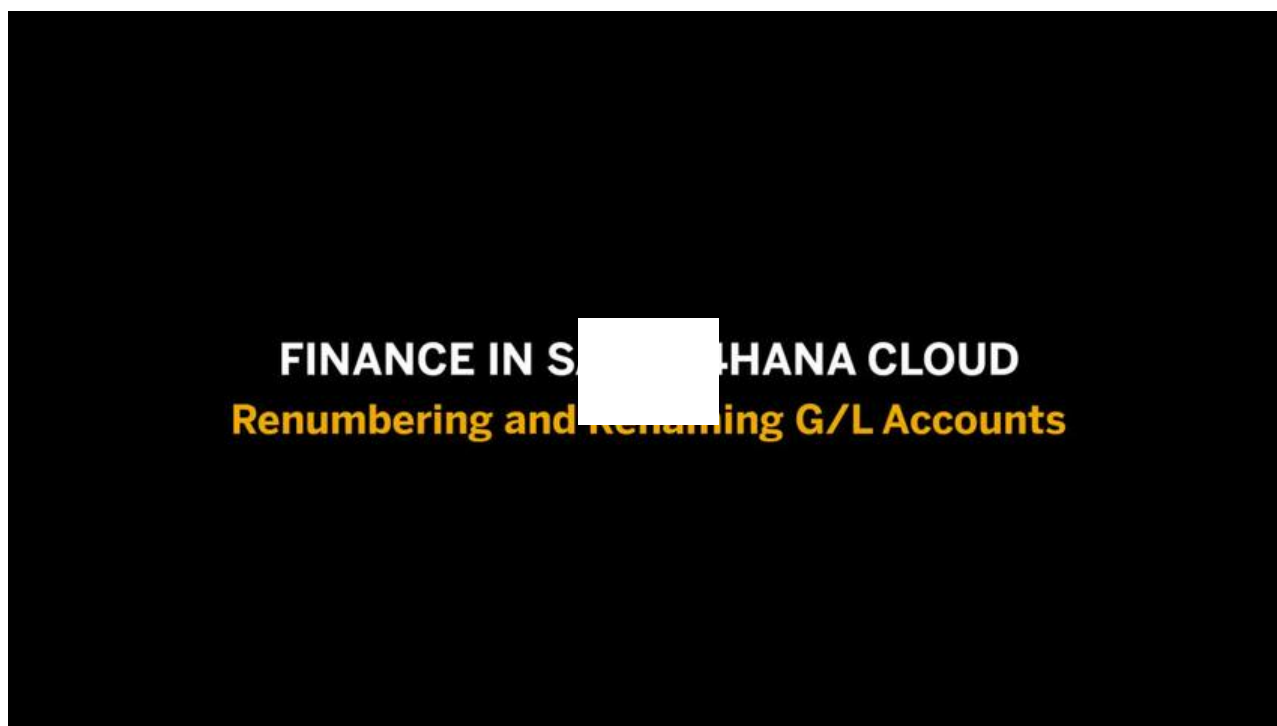
4. In the quality system, using the [Convert Renumbered G/L Accounts](#) app, the administrator triggers the conversion of the values of the G/L accounts and the transport of the changed G/L accounts to the production system.

You can display the changes you made in the G/L account renumbering process in the following ways:

Role	Configuration Step / App
Configuration Expert	Manage G/L Account Master Data configuration step
G/L Accountant	Manage G/L Account Master Data app on the SAP Fiori launchpad

To display the change history, choose [View Logs](#) in the configuration step or app.

How-to Video (English Only)



[Open this video in a new window](#)

i Note

Captions/subtitles are available for multiple languages. Simply click the **CC** button at the bottom right of the video player to see which languages are supported.

Renumbering G/L Accounts: Before You Start

This topic describes what you need to do before you start renumbering and renaming your G/L accounts.

Before you start

- Have a look at the detailed description of the G/L accounts that are delivered in the standard chart of accounts YCOA, which is available in the [SAP Best Practices Explorer](#). To open the document, choose **Accelerators** and select **Chart of accounts (COA)**. You can use this information to make decisions about which G/L account IDs and descriptions must be adjusted to meet your business needs. For more information, see [General Information about the Chart of Accounts \(YCOA\) Template for SAP S/4HANA Cloud](#).

- As a configuration expert, you need to have the **End to End Implementation Experience - GL Account Mapping** (SAP_CA_BC_MAP_PC) business catalog assigned to your user.

For more information, see [Chart of Accounts Maintenance: Authorization Concept](#).

- For the system administrator to get a workflow notification in the **My Inbox** app, they need the same minimum authorizations as those delivered with the **Manager Approvals - My Inbox** (SAP_CA_BC_MYINBOX) business catalog. Otherwise, the configuration expert has to inform the administrator by email, for example.

For more information, see [My Inbox](#) and [Chart of Accounts Maintenance: Authorization Concept](#).

Some other things to keep in mind

Please also consider the following before you use this process:

- You can only renumber G/L accounts for which no postings have been made in the production system.

This is automatically checked when you choose **Validate** or **Save**.

- Your quality system and your production system must be on the same release. If the production system is on a lower release, please start the renumbering process only after the upgrade has taken place.
- All G/L accounts in the delivered chart of accounts should be mapped to your own accounts. Accounts that are not mapped might lead to errors in your business processes later.
- Do not reuse G/L accounts for purposes other than the original description.
- Bank accounting provides two main bank accounts that you can adapt for each currency and for each account.
- G/L accounts not needed must be marked as **Not Used** during mapping.

Check all delivered 99999* (secondary cost element) accounts before marking them as **Not Used**.

For more information, see [Mark G/L Accounts as Not Used](#).

- For G/L accounts used for reconciliation in accounts payable and accounts receivable, we recommend not to use them for other purposes. Otherwise you will not be able to perform year-end reclassification.
- If you modify the G/L accounts for secondary cost elements, your allocation cycles will not work correctly.

Renumbering G/L Accounts: FAQ

In this list of frequently asked questions, we answer your questions about the G/L account renumbering process. You can find questions about the following areas:

- [Background](#)
- [User Roles](#)
- [Prerequisites](#)
- [Renumbering Process](#)
- [Validation](#)
- [Conversion Process](#)
- [Error Handling](#)

Background

What is the difference between G/L account renumbering, G/L account conversion, and G/L account mapping?

All these terms refer to the G/L account renumbering process. Here are the differences:

- **G/L account renumbering** is the term currently used to describe the process of changing the delivered SAP G/L account IDs to customer-specific G/L account IDs.
- **G/L account conversion** was used in the past since not only the G/L account IDs are changed but also the corresponding master data, configuration data, and transactional data. It is one of the phases of the G/L account renumbering process.
- **G/L account mapping** was previously used to describe the G/L account renumbering process. It is one of the phases of the G/L account renumbering process.

Why is G/L account renumbering required?

SAP provides Best Practices content for SAP S/4HANA Cloud. This includes the following predefined charts of accounts, which can be used as they are:

- **Operating chart of accounts (YCOA)** for daily postings
- **Group chart of accounts (YGR1)** for corporate group postings
- **Local chart of accounts** (country-specific chart of accounts) for countries where legally required

If you want to modify the charts of accounts to better fit your own business practices, you need to renumber the G/L accounts and use your own account IDs.

When is G/L account renumbering done?

Renumbering and renaming should be done at the following moments in time:

- As the first activity after your quality system is provided.
- After you have added a scope item or country to the change project.

We recommend that you test and confirm your chart of accounts before the initial business change project (BCP) transport is released to your production system.

You can then still renumber G/L account IDs until the first posting for these particular G/L accounts is entered in the production system. These changes will be transported in the next transport cycle.

Ensure that you properly check your G/L account ID numbering before postings to the affected G/L accounts are made in your production system. After posting the first journal entry for a particular G/L account in your production system, you can no longer use the [Renumber G/L Accounts](#) configuration step for that particular G/L account.

User Roles

Who is responsible for renumbering G/L accounts?

- **Configuration Expert:** A business user with finance expertise and the same authorizations as the Business Process Configuration Expert template role (SAP_BR_BPC_EXPERT) uses the [Renumber G/L Accounts](#) configuration step to define new G/L account IDs.
- **Administrator:** Your Administrator (with the SAP_BR_ADMINISTRATOR template role) uses the [Convert Renumbered G/L Accounts](#) app to convert the G/L account IDs according to the mapping done by your configuration expert. To receive the requests for new conversions as workflow item in the [My Inbox](#) app, the Administrator needs to have the SAP_BR_MANAGER template role assigned.

For more information, see [Renumbering G/L Accounts: Before You Start](#).

Prerequisites

What are the prerequisites for G/L accounts renumbering?

Before you start the conversion of the renumbered G/L accounts, please ensure that the following prerequisites are met:

- In the [Renumber G/L Accounts](#) configuration step, a configuration expert has created a set of mapping values and released it.

For more information, see [Renumber G/L Accounts](#).


- You have received an automatic notification in the [My Inbox](#) app or your configuration expert has informed you that the G/L accounts are ready to be converted in the system and told you the name of the mapping.

For more information, see the information below under *User Setup*.

- If possible, avoid performing G/L account conversions on a weekend since this is when SAP maintenance activities take place.
- Ensure that no system downtime (due to contractual maintenance activities) will take place in the 24 hours after the conversion starts.
- The last system downtime (due to contractual maintenance activities) must have been completed at least 24 hours before you start the conversion.
- Inform all users about the planned system downtime: During the conversion, the system will not be accessible.

Users are logged off automatically when the conversion starts. When users try to log on during the conversion, they're routed to the service maintenance page. The conversion usually takes 2 to 4 hours.

Where can I find a list of the delivered G/L accounts?

You can find the entire list of G/L accounts in the [SAP Best Practices Explorer](#) : [General Information about the Chart of Accounts \(YCOA\) Template for SAP S/4HANA Cloud](#).

What do I do with delivered accounts that aren't needed and that I don't want to use?

You can mark such G/L accounts as **Not Used** to clearly distinguish between G/L account IDs that are in use and the ones that aren't in use. These accounts are then blocked for posting and not transported to the production system.

Ensure that the accounts that are used for automated postings aren't marked as **Not Used** to avoid permanent blocking of these accounts in your production system.

Which accounts should I not mark as **Not Used**?

You shouldn't mark the following accounts as **Not Used**:

- G/L accounts that are intended for use as per your business needs.
- the corresponding secondary accounts as per your business needs (see "Secondary Accounts" in the following document)
- the accounts that are used for automated postings such as technical clearing accounts (see "Accounts with Zero Amount" in the following document)

For more information, see [General Information about the chart of accounts \(YCOA\) Template for SAP S/4HANA Cloud](#).

If an account is to be used in the future but isn't in scope for the current project phase, can I still mark it as **Not Used**?

Yes, the account is blocked for posting until a new scope item or project phase is ready to use the account. You can then unblock the account using the [Manage G/L account Master Data](#) app.

What is the standard length of G/L account IDs?

The account IDs in the YCOA standard chart of accounts are **eight** digits long. However, if you require longer or shorter G/L account IDs, you can make the setting in the [Edit Chart of Accounts List](#) configuration step. You need to do this in the Realize phase of the quality system before you proceed to the [Renumber G/L Accounts](#) configuration step.

For more information, see the configuration help of the [Edit Chart of Accounts List](#) configuration step.

Renumbering Process

How do I renumber G/L accounts in the initial implementation phase?

In the Realize, Deploy, and Run phases of your implementation, in the quality system, your configuration expert uses the [Renumber G/L Accounts](#) configuration step to define new G/L account IDs for the delivered G/L accounts. Once these mappings have been defined and released, the mapping appears in the [Convert Renumbered G/L Accounts](#) app for conversion by your administrator. Depending on how your system is configured, the administrator receives a notification in the [My Inbox](#) app, or your configuration expert needs to inform the administrator that the mapping is ready to be converted.

Once the conversion has been started by your administrator, a database snapshot (backup) is taken and all users are logged off before the actual conversion starts. Based on the mappings defined in the [Renumber G/L Accounts](#) configuration step, the system renumbers your G/L account IDs, and their descriptions are updated in your quality system. The renumbering of account IDs takes place in the master, configuration, and transactional data available in your quality system.

The changes are released from the quality system in the first transport, which then updates your production system. During this update, no changes are possible to the G/L accounts.

Can I use alphanumeric characters when I change the IDs of delivered G/L accounts?

You can enter alphanumeric characters in the [Mapped ID](#) field if the chart of accounts has been configured accordingly by SAP.

Can I add a description for a G/L account in a language for which no description is available yet in the system?

No. A text can only be added if it already exists in that language in your system.

How do I renumber G/L accounts when I add a new scope item or new country after go live?

If you add new scope items or a new local version after your initial implementation, new G/L accounts and other related settings are added to your quality system. You can then make any needed changes, for example, renumber newly delivered G/L accounts: In the [Renumber G/L Accounts](#) configuration step, choose [Autopopulate G/L Accounts from Scope Extension](#).

Which accounts can I mark as **Not Used**?

You can mark delivered G/L account IDs as **Not Used** to clearly distinguish between G/L account IDs that are in use and the ones that you don't need. These accounts are then blocked for posting and aren't transported to the production system. Ensure that the accounts that are used for automated postings aren't marked as **Not Used** to avoid permanent blocking of these accounts in your production system.

In which phases can I use the [Renumber G/L Accounts](#) configuration step?

In your quality system, you can use the configuration step in the Realize, Deploy, and Run phases. You can renumber G/L accounts as long as no postings have been made to the accounts in the production system.

Can I renumber G/L accounts multiple times?

Yes, you can renumber G/L accounts multiple times. However, after entering the first posting in the production system for a certain G/L account ID, you can't renumber that G/L account anymore.

How long does the conversion of G/L accounts take?

It lasts **two to four** hours.

What data is converted during the G/L account conversion process?

The changes are reflected in the master data, configuration, and transactional data in your quality system. After the conversion, the renumbered G/L accounts IDs are updated in the financial statements.

Can I add or delete accounts in the G/L account renumbering process?

No, you can only renumber and change the descriptions of delivered G/L accounts using the [Renumber G/L Accounts](#) configuration step. You **can't delete** G/L accounts. However, you can add new G/L accounts after the renumbering has taken place by using the [Manage G/L Account Master Data](#) app.

Can I merge or split G/L accounts in the [Renumber G/L Accounts](#) app?

No, you can't merge or split delivered G/L accounts.

Can multiple G/L account mappings be created at the same time?

For a particular chart of accounts, you can only create one mapping at a time in the [Renumber G/L Accounts](#) configuration step. Once this mapping has been released and converted using the [Convert Renumbered G/L Accounts](#) app, another mapping for the chart of accounts can be created.

For example, a user can create one mapping for the YCOA and one for the YGR1 chart of accounts. But it isn't possible to create another mapping for YCOA or YGR1 until the first mapping is released and converted.

How is the administrator informed about a G/L account renumbering request?

When the configuration expert releases the mapping in the [Renumber G/L Accounts](#) configuration step, he or she selects the administrator that should perform the conversion. This administrator then receives a work item for conversion of the mapping in his or her [My Inbox](#) app if the system is configured accordingly. The released mapping is available in the [Convert Renumbered G/L Accounts](#) app for the administrator to perform the conversion. To access the app, the administrator needs to have the `SAP_BR_ADMINISTRATOR` role assigned.

How is the administrator notified about the progress of the conversion?

An automated mail is sent to the administrator when the conversion is started and completed and also in case of a failure.

In the [Renumber G/L Accounts](#) and [Convert Renumbered G/L Accounts](#) app, you can check the status by looking at the [Conversion Progress](#) column. For detailed information, please read the *Conversion Progress* section in [Convert Renumbered G/L Accounts](#).

What happens when users try to log on to the system when the conversion is in process?

Users are logged off the system automatically when the conversion starts. When users try to log on to the system during the conversion, they're routed to the service maintenance page. Therefore, the administrator should inform all users to finalize their current activities before the conversion is started.

Can I renumber an account ID to another account ID that already exists?

A circular mapping is possible. For example, if you have three account IDs – **A**, **B**, and **C** –, you can renumber the accounts as follows:

- **A** can be renumbered to **B**.
- **B** can be renumbered to **C**.
- **C** can be renumbered to **A**.

I'm about to release the mapping and want to select an administrator. However, the list is empty. What do I do?

If there's no administrator in the list, make sure that the SAP_CA_BC_CNV1_PC business catalog is assigned to at least one of your system administrators.

How can I track the changes made using the [Renumber G/L Accounts](#) configuration step?

You can display the changes you made in the G/L account renumbering process in the following ways:

Role	Configuration Step / App
Configuration Expert	Manage G/L Account Master Data configuration step
G/L Accountant	Manage G/L Account Master Data app

To display the change history, choose [View Logs](#) in the configuration step or app.

Prerequisites

What are the prerequisites for G/L accounts renumbering?

Before you start the conversion of the renumbered G/L accounts, please ensure that the following prerequisites are met:

- In the [Renumber G/L Accounts](#) configuration step, a configuration expert has created a set of mapping values and released it.

For more information, see [Renumber G/L Accounts](#).

- You have received an automatic notification in the [My Inbox](#) app or your configuration expert has informed you that the G/L accounts are ready to be converted in the system and told you the name of the mapping.

For more information, see the information below under *User Setup*.

- If possible, avoid performing G/L account conversions on a weekend since this is when SAP maintenance activities take place.
- Ensure that no system downtime (due to contractual maintenance activities) will take place in the 24 hours after the conversion starts.
- The last system downtime (due to contractual maintenance activities) must have been completed at least 24 hours before you start the conversion.
- Inform all users about the planned system downtime: During the conversion, the system will not be accessible.

Users are logged off automatically when the conversion starts. When users try to log on during the conversion, they're routed to the service maintenance page. The conversion usually takes 2 to 4 hours.

Where can I find a list of the delivered G/L accounts?

You can find the entire list of G/L accounts in the [SAP Best Practices Explorer](#): [General Information about the Chart of Accounts \(YCOA\) Template for SAP S/4HANA Cloud](#).

What do I do with delivered accounts that aren't needed and that I don't want to use?

You can mark such G/L accounts as **Not Used** to clearly distinguish between G/L account IDs that are in use and the ones that aren't in use. These accounts are then blocked for posting and not transported to the production system.

Ensure that the accounts that are used for automated postings aren't marked as **Not Used** to avoid permanent blocking of these accounts in your production system.

Which accounts should I *not* mark as **Not Used**?

You shouldn't mark the following accounts as **Not Used**:

- G/L accounts that are intended for use as per your business needs.
- the corresponding secondary accounts as per your business needs
- the accounts that are used for automated postings such as technical clearing accounts

For more information, see [General Information about the chart of accounts \(YCOA\) Template for SAP S/4HANA Cloud](#).

If an account is to be used in the future but isn't in scope for the current project phase, can I still mark it as **Not Used**?

Yes, the account is blocked for posting until a new scope item or project phase is ready to use the account. You can then unblock the account using the [Manage G/L Account Master Data](#) app.

What is the standard length of G/L account IDs?

The account IDs in the YCOA standard chart of accounts are **eight** digits long. However, if you require longer or shorter G/L account IDs, you can make the setting in the [Edit Chart of Accounts List](#) configuration step. You need to do this in the Realize phase of the quality system before you proceed to the [Renumber G/L Accounts](#) configuration step.

For more information, see the configuration help of the [Edit Chart of Accounts List](#) configuration step.

Validation

How is the G/L account renumbering validated?

There are two levels of checks available:

- First-level check:

A G/L account mapping can be released only if there's no posting in the production system for the affected G/L accounts yet.

- Second-level check:

Once the mapping has been defined, your configuration expert can trigger the following validation checks:

- Have new G/L accounts been added?
- Have G/L account IDs been changed?
- Have G/L accounts been split or merged?
- What's the defined length of G/L account IDs?
- Have alphanumeric G/L account IDs been used? They are only allowed if the chart of accounts has been configured accordingly by SAP.

Conversion Process

How do I convert renumbered G/L accounts?

General Process

- To trigger the conversion of G/L account mapping values, select the desired mapping and choose **Start Conversion**.
- Once the conversion has started, your quality and production systems are put into maintenance mode. You aren't able to access the SAP Fiori launchpad and are redirected to a maintenance page.
- The G/L accounts are changed, and in the change project currently open, the changed data is locked.

What happens in the different project phases?

- When you are in the REALIZE phase, the changed data is locked in your initial implementation project. Once the production system is available, you trigger the transport of the converted data to the production system.
- When you are in the CHANGE phase, the changed data is locked in the change project currently open. When you release the change project by choosing **Proceed to Run Phase** in **Configure Your Solution** and if the change project is successfully deployed, you see the changes in the production system. To check if the change project has been deployed, in the **Manage Your Solution** app, choose **View Change History**. To check when the change project will be deployed, create a customer incident for Cloud Operations at XX - S4C - OPR - SRV.

For more information about the change project phases, see [SAP S/4HANA Cloud - Q to P Transport Process](#).

When will the changes that are made in the conversion be visible in the production system?

The changes in the quality system are captured in a business change project (BCP). Once this project has been successfully imported into the production system, the changes will be reflected in the production system.

Error Handling

What should I do in the unlikely case of failure during conversion?

If the conversion process fails, the system automatically sends a mail to you about the conversion failure. At the same time, an incident is created on the CA - DT - CNV - S4C component.

The incident is handled by the cloud operations team and should be resolved within 24 hours.

Related Information

[Chart of Accounts Maintenance: FAQ](#)

Renumber G/L Accounts

This topic tells you everything you need to know about the **Renumber G/L Accounts** configuration step.

As a configuration expert, you use this configuration step to map the G/L accounts in your legacy system to the G/L accounts included in the delivered chart of accounts. You then rename and renumber your existing G/L accounts accordingly and release the mapping.

Before you start renumbering your G/L accounts, please read the following information:

- [Renumbering G/L Accounts: Overview](#).
- [Renumbering G/L Accounts: Process](#)
- [Renumbering G/L Accounts: Before You Start](#)
- [How to Renumber G/L Accounts](#)

After you have released the mapping in this configuration step, your administrator uses the **Convert Renumbered G/L Accounts** app to convert the values of the G/L accounts in the system.

For more information, see [Convert Renumbered G/L Accounts](#).

Key Features

You can use this app to:

- Change the IDs of delivered G/L accounts
- Change the descriptions of G/L accounts in all system languages
- Download G/L mappings into a .csv file
- Upload G/L account descriptions and their translations from a .csv file
- Validate the G/L account changes
- Release changed G/L accounts for conversion
- Select the **Not Used** field for the delivered G/L accounts that you don't need.

In the quality system, the accounts are not deleted but locked for posting. In addition, the accounts are not transported to the production system. For more information, see [Mark G/L Accounts as Not Used](#).

Supported Device Types

Desktop

Information for Key Users

The SAP Fiori apps reference library has details about the content necessary for giving users access to an app on the [SAP Fiori launchpad](#). To see this app's Fiori content, go to the [SAP Fiori apps reference library](#) and search for the app. Then select SAP S/4HANA Cloud as the product. On the [Implementation Information](#) tab, select the correct release. The details are in the [Configuration](#) section.

How to Renumber G/L Accounts

This topic describes how to renumber and rename G/L accounts in the quality system.

Prerequisites

- You need the same minimum authorizations as those delivered with the [Configuration Expert - Business Process Configuration](#) (SAP_BR_BPC_EXPERT) business role template.
- You have read and met the requirements specified in the following document: [Renumbering G/L Accounts: Before You Start](#).

Procedure

1. Open the configuration step

As a configuration expert, go to [Manage Your Solution Configure Your Solution Finance General Ledger Chart of Accounts Renumber G/L Accounts](#).

The [Mapping Values for G/L Accounts](#) screen opens, where you can display and create G/L account mapping.

2. Create a mapping

In this step, you select the chart of accounts whose accounts you want to renumber and rename:

- Choose **Create**.
- Select the standard or group chart of accounts, or a local one.
- To create the mapping, choose **OK**.

The mapping is created and opened on the next screen; it doesn't contain any data yet.

Example of a mapping

Mapping Values	Chart of Accounts	Mapping Status	Conversion Progress	Created By	Created On	Converted On
Mapping001	YCOA	Created	Not Started	BPC_EXPERT	[Last Week]	

3. Renumber G/L accounts

In the [Mapping Values for G/L Accounts](#) section of the screen, you can renumber all accounts, only those that have not yet been mapped and converted, or just one account:

- Renumber all accounts, or only those that have not yet been mapped and converted:
 - Choose **Autopopulate** and select the desired option:
 - All G/L Accounts**
 - Unmapped G/L Accounts**
 - G/L Accounts from Scope Extension**

These are accounts that were added to the quality system because a new scope item was activated or a country / region was added.

The table is filled with the accounts included in the delivered chart of accounts.

- b. In the **Mapped ID** column, enter the IDs of the corresponding accounts in your legacy system and save your data. If the chart of accounts is set up this way by SAP, you can use alphanumeric characters for the account IDs. Otherwise, use numeric characters.

You can also use the **Download / Upload** feature to make it easier for you to work on the data.

- o Renumber one G/L account:

Choose + (**Add G/L Account**), select the account that you want to renumber, enter the ID of the account in your legacy system (**Mapped ID**), and save your data.

Example of Mapping Values for a G/L Account

Delivered ID	Mapped ID	Delivered Description	Account Type	Account Group
10010000	33333333	Bank 1: Main Account	Balance Sheet Account	Liquid funds accounts

4. Rename G/L accounts

In the **Descriptions for Mapped G/L Accounts** section of the screen, you can change the short and long descriptions of the delivered accounts in all system languages:

- a. Choose **Update**.

The **G/L Account Descriptions** table is filled with the changed account IDs.

- b. Change the descriptions directly in the table or use the **Download / Upload** feature.
c. Save your data.

Example of G/L Account Descriptions

Delivered ID	Mapped ID	Language Key	Short Description	Long Description
10010000	33333333	EN	Bank 1: Main Account	Bank 1: Main Company Account
10010000	33333333	DE	Bank 1: Hauptkonto	Bank 1: Hauptfirmenkonto
10010000	33333333	ES	Banco 1: Cuenta Principal	Banco 1: Cuenta Principal de la Empresa

5. Release the mapping

Releasing the mapping values prepares the changed G/L accounts for conversion and transport to the production system.

- a. Choose **Release Mapping**.
b. Select a system administrator and choose **OK**.

If there's no administrator in the list, make sure that the SAP_CA_BC_CNV1_PC business catalog is assigned to at least one of your system administrators.

Depending on how your system is configured, the administrator will receive a notification, or you will need to inform the administrator that the mapping is ready to be converted.

For information about the conversion process, see [Convert Renumbered G/L Accounts](#).

Mark G/L Accounts as Not Used

This topic describes how to handle G/L accounts that you don't need.

If the delivered chart of accounts contains G/L accounts that you don't need, select **Not Used** for these accounts.

You cannot delete G/L accounts, neither in the quality system nor in the production system. You can, however, block them for posting in the quality system using this field. Accounts that are blocked in the quality system are not transported to the production system.

Before you mark any delivered 99999* (secondary cost element) accounts, check them carefully. For more information, see [Cost Elements](#).

How to mark G/L accounts as not used

As a configuration expert	As a G/L accountant
In the Renumber G/L Accounts configuration step: When you renumber a G/L account, select Not Used .	In the Manage G/L Account Master Data configuration step: <ol style="list-style-type: none"> 1. Select the relevant line item and choose Edit. 2. Select G/L Account Not Used.

How to unmark not used G/L accounts

Follow the same procedure as above but deselect the option.

If you have removed the checkmark in the **Not Used / G/L Account Not Used** field for an account, also do the following:

1. In the quality system, after the conversion of the G/L accounts has taken place, open the [Manage G/L Account Master Data](#) configuration step.
2. Select the G/L account and corresponding chart of accounts.
3. Remove the posting block and save the data.

The G/L account (including all company code and controlling area data) is automatically added to the current change project.

Convert Renumbered G/L Accounts

As an administrator, you use this app to rename the G/L accounts in the delivered chart of accounts in the quality system with the changes that were defined in the [Renumber G/L Accounts](#) configuration step.

Key Features

You can use this app to:

- Get an overview of the existing sets of mapping values
- Start the conversion of the G/L accounts

- Reject any defined mappings

i Note

To track changes you made in the renumbering process, open the [Manage G/L Account Master Data](#) configuration step or app and choose [View Logs](#).

i Note

This app contains in-app help for key fields and concepts. To display the help while working in the app, press F1 or choose the question mark displayed in the app header.

Prerequisites

Before you start the conversion of the renumbered G/L accounts, please ensure that the following prerequisites are met:

- In the [Renumber G/L Accounts](#) configuration step, a configuration expert has created a set of mapping values and released it.

For more information, see [Renumber G/L Accounts](#).

- You have received an automatic notification in the [My Inbox](#) app or your configuration expert has informed you that the G/L accounts are ready to be converted in the system and told you the name of the mapping.

For more information, see the information below under *User Setup*.

- If possible, avoid performing G/L account conversions on a weekend since this is when SAP maintenance activities take place.
- Ensure that no system downtime (due to contractual maintenance activities) will take place in the 24 hours after the conversion starts.
- The last system downtime (due to contractual maintenance activities) must have been completed at least 24 hours before you start the conversion.
- Inform all users about the planned system downtime: During the conversion, the system will not be accessible.

Users are logged off automatically when the conversion starts. When users try to log on during the conversion, they're routed to the service maintenance page. The conversion usually takes 2 to 4 hours.

When you choose [Start Conversion](#), automatic checks are performed. They ensure that:

- No postings for the G/L accounts to be renumbered have been made in the production system.
- The [Scope Extension \(SCE\)](#) lifecycle activity is **not** in process.
- the [Add New Country \(ANC\)](#) lifecycle activity is **not** in process.

User Setup

- To use the [Convert Renumbered G/L Accounts](#) app, the administrator needs to have the same minimum authorizations as those delivered with the [End to End Implementation Experience - GL Account Conversion](#) (SAP_CA_BC_CNV1_PC) business catalog.
- For the system administrator to get a workflow notification in the [My Inbox](#) app, they need the same minimum authorizations as those delivered with the [Manager Approvals - My Inbox](#) (SAP_CA_BC_MYINBOX) business catalog. Otherwise, the configuration expert has to inform the administrator by email, for example.

For more information, see [My Inbox](#) and [Chart of Accounts Maintenance: Authorization Concept](#).

How to convert renumbered G/L accounts

General Process

- To trigger the conversion of G/L account mapping values, select the desired mapping and choose **Start Conversion**.
- Once the conversion has started, your quality and production systems are put into maintenance mode. You aren't able to access the SAP Fiori launchpad and are redirected to a maintenance page.
- The G/L accounts are changed, and in the change project currently open, the changed data is locked.

What happens in the different project phases?

- When you are in the REALIZE phase, the changed data is locked in your initial implementation project. Once the production system is available, you trigger the transport of the converted data to the production system.
- When you are in the CHANGE phase, the changed data is locked in the change project currently open. When you release the change project by choosing **Proceed to Run Phase** in **Configure Your Solution** and if the change project is successfully deployed, you see the changes in the production system. To check if the change project has been deployed, in the **Manage Your Solution** app, choose **View Change History**. To check when the change project will be deployed, create a customer incident for Cloud Operations at XX - S4C - OPR - SRV.

For more information about the change project phases, see [SAP S/4HANA Cloud - Q to P Transport Process](#).

Conversion Progress

In the app, the **Conversion Progress** column shows you the status of the conversion.

When the conversion has completed successfully, the system changes the status to **Conversion Completed**.

If a conversion is started, and then terminated for technical reasons, the status changes to **Conversion Canceled**. Contact SAP for support.

The **Conversion Progress** column may display the following conversion status information:

Status Information	Meaning	What to do
Canceled	The conversion of your G/L accounts in the system has been canceled, and at least one activity in the conversion package has ended with an error.	Please contact SAP by creating a ticket under CA-DT-CNV-S4C.
Completed	The conversion of your G/L accounts is complete.	No action required.
Conversion failed	The conversion of your G/L accounts was not successful.	Please contact SAP by creating a ticket under CA-DT-CNV-S4C.
Deactivated	The G/L account conversion package has been deactivated in the system.	If the status shown is Deactivated and the status bar has turned red, please contact SAP by creating a ticket under CA-DT-CNV-S4C.
In Process	Your G/L accounts are being converted.	No action required.

Status Information	Meaning	What to do
Not Started	The conversion of your G/L accounts hasn't started yet.	To start the conversion, choose Start Conversion .
Preconversion Activity Canceled	At least one of the preconversion activities has failed. This is because a planned contractual maintenance activity has been performed by SAP, or is scheduled to be performed.	Please try to start the conversion again in the next 24 hours. If possible, avoid doing this on a weekend since this is when SAP maintenance activities take place.
Preconversion Activity Running	The conversion of your G/L account has been initiated, and preconversion tasks are running. These tasks include taking database snapshots, turning on the MAINTENANCE mode, and checking that no maintenance activities were or will be performed in the last or next 24 hours.	Please wait for the renumbering to finish.

Supported Device Types

Desktop

Information for Key Users

The SAP Fiori apps reference library has details about the content necessary for giving users access to an app on the **SAP Fiori launchpad**. To see this app's Fiori content, go to the [SAP Fiori apps reference library](#) and search for the app. Then select SAP S/4HANA Cloud as the product. On the **Implementation Information** tab, select the correct release. The details are in the **Configuration** section.

Maintaining Your Chart of Accounts

Changes to your chart of accounts (COAs) do not stop after initial configuration and setup. You need to continuously update existing and add new G/L accounts and financial statement versions (FSVs).

Process Overview

In your production system, your accounting users can view your existing G/L accounts and financial statement versions. To see these objects in the production system, they open the corresponding apps from their SAP Fiori launchpad:

Information related to:	Use these apps:
G/L accounts	<ul style="list-style-type: none"> • Manage Chart of Accounts • Manage G/L Account Master Data
Financial statement versions	<ul style="list-style-type: none"> • Manage Global Hierarchies • Displaying Financial Statement Versions
Assignment of semantic tags to FSVs	Assign Semantic Tags to a Financial Statement Version

Your accounting users cannot make any changes to these objects in the production system. When your accounting users find that an existing G/L account or FSV needs a change or that a new G/L account is needed, they need to ask a user with the corresponding authorization to make the change in the quality system. That user makes the change in the quality system and stores it in an open business change project (BCP). With the next transport, the change can then move to the production system, and your accounting users can see it in their apps on the SAP Fiori launchpad.

⚠ Caution

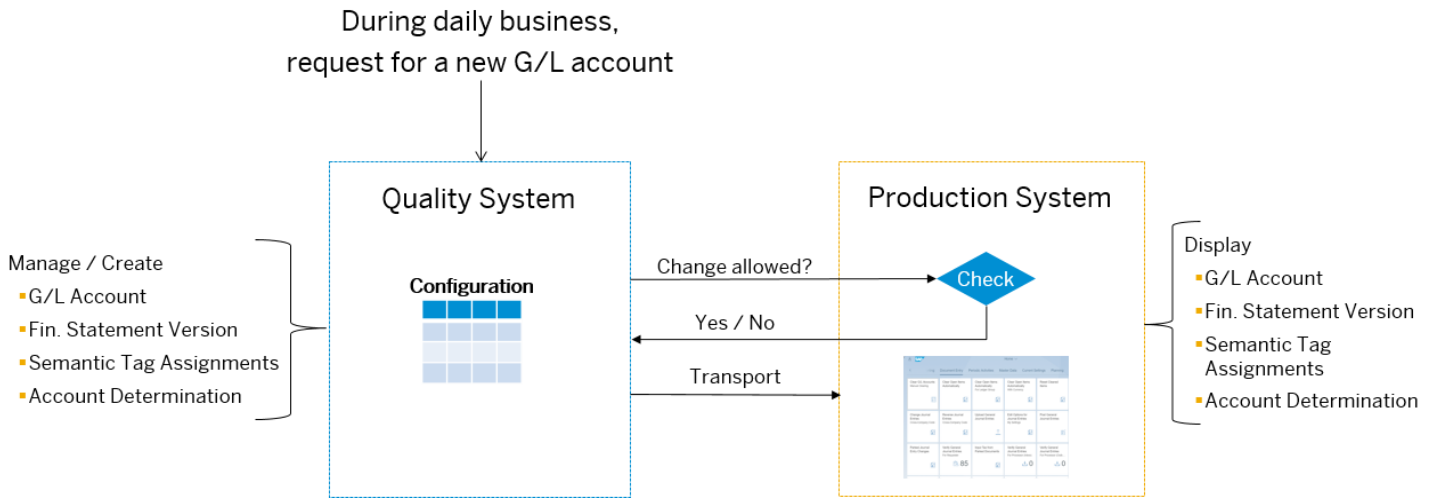
During the upgrade period, you usually do not have an open BCP. For information on how to deal with urgent changes needed during the upgrade period, see [Chart of Accounts Maintenance - Special Cases](#).

User Setup

There are different ways to set up the user for making changes in the quality system during daily business. Users who adapt the chart of accounts in your quality system need the same minimum authorizations as delivered with special business catalogs in either the **Configuration Expert - Business Process Configuration** (SAP_BR_BPC_EXPERT) business role template or the **General Ledger Accountant** (SAP_BR_GL_ACCOUNTANT) business role template. If you don't want other accounting users to be able to make changes in the quality system, you have to remove the special catalogs from their roles. For details on how to set up your users, see [Chart of Accounts Maintenance: Authorization Concept](#).

How to Make Changes

If a new G/L account or a new financial statement version is needed, or an existing G/L account, financial statement version, or account determination setting has to be changed, follow this procedure:



1. Your accounting user makes a request for the change to be made in the quality system. Currently the system does not support automatic notifications.
2. In the quality system, the user with the corresponding authorization creates the new object or makes the changes using the corresponding configuration step in the quality system. If the user is based on the **Configuration Expert - Business Process Configuration** (SAP_BR_BPC_EXPERT) business role template, the user makes changes in the **Manage Your Solution** app under **Configure Your Solution Finance General Ledger Chart of Accounts**. If the user is based on the **General Ledger Accountant** (SAP_BR_GL_ACCOUNTANT) business role template, the user makes changes by accessing the configuration steps as apps direct on the SAP Fiori launchpad. This user has limited access and can only make changes in three apps. Access to the configuration steps/apps is as follows:

Change needed	Corresponding configuration step/app	Who can use this configuration step/app
---------------	--------------------------------------	---

Change needed	Corresponding configuration step/app	Who can use this configuration step/app
1. Create any extra G/L accounts that you need.	Manage Chart of Accounts Manage G/L Account Master Data	<ul style="list-style-type: none"> ○ Configuration Expert - Business Process Configuration (SAP_BR_BPC_EXPERT) business role template ○ General Ledger Accountant (SAP_BR_GL_ACCOUNTANT) business role template
2. Adapt your financial statement versions.	Define Financial Statement Versions	<ul style="list-style-type: none"> ○ Configuration Expert - Business Process Configuration (SAP_BR_BPC_EXPERT) business role template ○ General Ledger Accountant (SAP_BR_GL_ACCOUNTANT) business role template
3. Assign semantic tags to your financial statement versions	Manage Global Hierarchies	Only the Configuration Expert - Business Process Configuration (SAP_BR_BPC_EXPERT) business role template
4. Implement your account determination.	Automatic Account Determination	Only the Configuration Expert - Business Process Configuration (SAP_BR_BPC_EXPERT) business role template

3. The user saves the change to an open BCP.

The quality system communicates with your production system. If the change is related to any of the following fields, the production system triggers a check to determine if such a change is possible:

Type of data	Field with value to be changed
General data	G/L Account Type
	Functional Area
Controlling data	Cost Element Category . Change is only checked for secondary costs.
Company code data	Account Currency
	Only Balance in Local Currency
	Tax Category
	Reconciliation Account for Account Type
	Open Item Management
	Clearing Specific to Ledger Groups
	Alternative G/L Account

The check for these changes ensures, for example, that the affected G/L account has zero as its account balance and no postings. If the system determines that the change is allowed, the changes are included in the next transport from your quality system to your production system. At the same time, the affected account is blocked in the production system for posting.

Note that such a check is not performed for changes to other fields. Such changes do not result in a posting block on the affected account. A similar check is also not performed for changes to any fields in your quality system. This means that your test data in your quality system may not be completely consistent.

4. If the system determined that a change is not allowed, an error message is displayed and your accounting user has to re-evaluate the change.
5. When all relevant changes in the BCP have passed the check, the BCP is transported to your production system. If changes in the transport resulted in the blocking of an account in your production system, the block is removed and postings can be made to the account again.

For reference, this is a [link](#) to the corresponding task in the SAP Roadmap Viewer.

Related Information

[Chart of Accounts Maintenance: Authorization Concept](#)

[Adapting the Standard Chart of Accounts to Your Needs](#)

[Chart of Accounts Maintenance - Special Cases](#)

[Chart of Accounts Maintenance: FAQ](#)

Chart of Accounts Maintenance: FAQ

Here are answers to some questions that may have come up while you prepare and make changes to your chart of accounts (COA).

In addition to the standard operational COA, what about a country/region COA or group COA? Does the COA maintenance process work in the same way for these types of COA?

The COA maintenance process applies to all kinds of COA, including local chart of accounts specific to a particular country or region and group chart of accounts.

Which local COAs are available?

A list of the local COAs specific to a particular country or region is included in the documentation about the standard chart of accounts YCOA. That documentation is available here: [General Information about the Chart of Accounts \(YCOA\) Template for SAP S/4HANA Cloud](#).

That documentation also includes an FAQ topic with questions specific to the pre-delivered G/L accounts and account determination.

Which authorization do I need to change G/L account master data in the quality system (Q system)?

The [Chart of Accounts - Configuration](#) (SAP_CA_BC_IC_LND_FIN_COA_PC) and [End to End Implementation Experience - G/L Account Mapping](#) (SAP_CA_BC_MAP_PC) business catalogs give access to all configuration steps for COA maintenance in the [Manage Your Solution](#) app. These business catalogs are delivered as part of the [Configuration Expert - Business Process](#)

Configuration (SAP_BR_BPC_EXPERT) business role template. If you do not want users to be able to change COA settings in the **Manage Your Solution** app, remove these business catalogs from your version of this business role.

Another business catalog, **G/L Account Master Data - Configuration** (SAP_CA_BC_IC_LND_FIN_GLCOA_PC) provides access to a limited number of apps for editing G/L account master data and manually synchronizing the changes from the Q to the P system. This business catalog is delivered as part of the **General Ledger Accountant** (SAP_BR_GL_ACCOUNTANT) business role template.

If you do not want users to be able to use these apps to change COA settings, remove the SAP_CA_BC_IC_LND_FIN_GLCOA_PC business catalog from your version of this business role.

For more information, see [Chart of Accounts Maintenance: Authorization Concept](#).

Do I really need two users involved in COA maintenance?

Access to configuration steps involved in COA maintenance is delivered with two business role templates: **Configuration Expert - Business Process Configuration** (SAP_BR_BPC_EXPERT) and **General Ledger Accountant** (SAP_BR_GL_ACCOUNTANT).

The **Chart of Accounts - Configuration** (SAP_CA_BC_IC_LND_FIN_COA_PC) and **End to End Implementation Experience - G/L Account Mapping** (SAP_CA_BC_MAP_PC) business catalogs in the SAP_BR_BPC_EXPERT business role template give a user access to all configuration steps under the **Chart of Accounts** configuration item in the **Manage Your Solution** app. A user with a role including these business catalogs can make settings during initial implementation and after go-live. The **Accounting - Configuration** (SAP_CA_BC_ACC_CONFIG_PC) business catalog allows a user based on this role to also manually upload changes to the production system before the affected transport is released.

The **G/L Account Master Data - Configuration** (SAP_CA_BC_IC_LND_FIN_GLCOA_PC) business catalog in the SAP_BR_GL_ACCOUNTANT business role template gives a user only access to the configuration steps for creating and changing G/L account master data on the SAP Fiori launchpad. This business role template includes these access rights so that an accounting user can make urgent changes in the quality system and manually upload them to the production system before the affected transport is released.

It is possible for you to assign both roles to the same user or copies of the business role template to two different users. You can also create different versions of these roles for different users, that is, with business catalogs removed or added to change access.

For more information, see [Chart of Accounts Maintenance: Authorization Concept](#).

After Go-Live, when a user with the **Configuration Expert - Business Process Configuration** (SAP_BR_BPC_EXPERT) role creates a G/L account, do the G/L accountants working in the production system receive a notification to approve the change before the account is transported in the business change project?

There is currently no notification feature, for example, using an approval workflow, available.

How do my changes get from my Q system to my P system?

Your changes in the Q system are saved to an open business change project (BCP). When the change is saved to the change project, a consistency check runs to ensure that these changes can be made. The changes reach the P system with the usual transport.

If changes are urgently needed in the P system before the BCP is released, it is possible to download the changes and manually upload them in the P system using the **Synchronize G/L Account Master Data** app. The changes must, however, first be saved in an open BCP. For more information, see [Synchronize G/L Account Master Data](#).

Can I separate the G/L account transport from other transports?

The business change project (BCP) process only allows one open BCP at a time. There is no separate BCP dedicated to G/L master data, and it is not possible to provide the immediate release for new G/L accounts and adjustments to the P system.

For urgent changes in an open change project, you can use the [Synchronize G/L Account Master Data](#) app to manually move a change from the Q to the P system. Note: The change to be transported with this app must be included in an open BCP. This app should only be used for urgent changes that must be transported before the change project is ready. For more information, see [Synchronize G/L Account Master Data](#).

Can I keep G/L accounts created for testing out of the transports from Q to P?

When you adapt the standard COA during initial implementation, you can set the [G/L Account Not Used](#) flag for pre-delivered accounts that you do not need in your production system. For more information, see [Mark G/L Accounts as Not Used](#).

When you later create new accounts for testing purposes, for example, you can also select the [G/L Account Not Used](#) flag in the [Manage G/L Account Master Data](#) app. For more information, see [Manage G/L Account Master Data](#).

If changes unrelated to COA maintenance are done in the Q system, they must also be released and transported to the P system when changes to the COA are needed in the P system, right?

Yes, but in urgent cases, the [Synchronize G/L Account Master Data](#) app can be used to get the COA changes to the P system earlier. For more information about that, see [Synchronize G/L Account Master Data](#).

Related Information

[Chart of Accounts Maintenance: Overview](#)

[Renumbering G/L Accounts: FAQ](#)

Chart of Accounts Maintenance - Special Cases

Special procedures for chart of accounts (COA) maintenance need to be followed during the upgrade phase or when you add a scope item or new country/region.

Emergency Maintenance

With the standard procedure for chart of accounts maintenance, you transport new or changed G/L accounts and financial statement versions from your quality system to your production system. However, if you urgently need changes in your production system during the upgrade period or before a transport is released to the production system, we currently offer an alternative manual way for moving these changes. Only the changes that are already recorded in the current open business change project (BCP) can be moved to your production system manually.

Use the [Synchronize G/L Account Master Data](#) app to move such changes to your production system. This app is available by default on the SAP Fiori launchpad in the [Accounting Configuration](#) business group. In the quality system, you use the app to download these changes to a text file. Then in the production system, you use the app to upload the text file and save the changes. For more information on how to use the app, see [Synchronize G/L Account Master Data](#).

User Setup

There are different ways to set up the user who has access to the **Synchronize G/L Account Master Data** app. For details on how to set up your users and which business catalogs have to be included in their roles, see [Chart of Accounts Maintenance: Authorization Concept](#).

Audit Trail

⚠ Caution

Changes made to your G/L accounts are transported from your quality system to the production system as part of an open business change project (BCP). To ensure that an audit trail is created for changes to your G/L accounts, you **also** need to use the **Synchronize G/L Account Master Data** app to manually transfer these changes before the BCP is transported. Only by **also** using this app can you ensure that you create an audit trail for these changes.

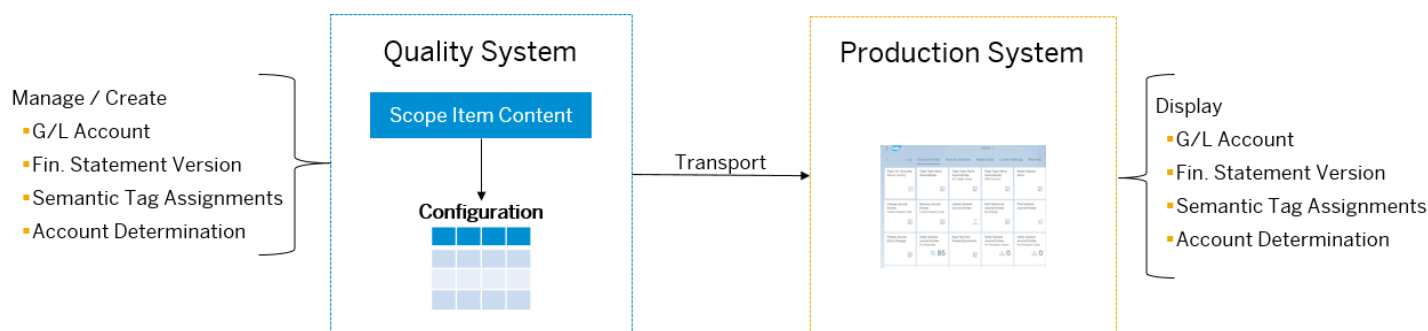
New Scope Item or Country/Region

If after your initial implementation, you add new scope items or a new country/region, new G/L accounts and other related settings may have to be added to your quality system. You can then make any needed changes, for example, renumbering newly delivered G/L accounts, using the related configuration steps in the **Configure Your Solution** app.

i Note

In addition to renumbering and renaming newly delivered G/L accounts, you can also renumber and rename already existing G/L accounts that have not been changed yet and that have no postings in the production system.

For this kind of content, your changes are saved direct in the next open transport.



Regarding scope item activation, for reference, this is a [link](#) to the corresponding task in the SAP Roadmap Viewer.

Regarding country/region activation, for reference, this is a [link](#) to the corresponding task in the SAP Roadmap Viewer.

Related Information

[Chart of Accounts Maintenance: Authorization Concept](#)

[Chart of Accounts Maintenance: Overview](#)

Synchronize G/L Account Master Data

Newly created G/L accounts and financial statement versions (FSV) or changes to G/L account master data are normally transported from your quality system to the production system with the currently open business change project (BCP). However, when a new or changed object is urgently needed in your production system and you cannot wait for that BCP to be released and transported, the **Synchronize G/L Account Master Data** app helps you to copy these changes into your production system earlier.

⚠ Caution

Changes made to your G/L accounts are transported from your quality system to the production system as part of an open business change project (BCP). To ensure that an audit trail is created for changes to your G/L accounts, you **also** need to use the [Synchronize G/L Account Master Data](#) app to manually transfer these changes before the BCP is transported. Only by **also** using this app can you ensure that you create an audit trail for these changes.

Key Features

Transfer new or changed G/L account master data or an FSV that is saved in the current open BCP to your production system when the current BCP cannot be released and transported, for example, during the upgrade phase

How to Use This App

In the Quality System

1. Log on to your quality system and open the [Synchronize G/L Account Master Data](#) app.
2. Select the correct processing area, either for downloading changed G/L account master data or a single FSV.
3. When processing G/L account master data, in the **Selection** area, check that the correct chart of accounts is entered. You can limit the G/L accounts to be included in the download.

When processing an FSV, enter the corresponding ID.

Caution

When you use the [Synchronize G/L Account Master Data](#) app to upload an FSV to your production system, if an FSV with the same ID already exists, it will be completely overwritten.

4. To see which changes will be included in the download, run the program first as a test run.
5. To start the actual download, run the program as an update run. You can overwrite the file name suggested by the system.

The system has downloaded the corresponding data and saved it as a text file.

In the Production System

1. Log on to your production system and open the [Synchronize G/L Account Master Data](#) app.
2. To see which changes will be included in the upload, run the program first as a test run. If the system finds errors, corresponding error messages are displayed.
3. To start the actual upload, run the program as an update run.
4. Select the file name used for the download in the quality system.

The system uploads the corresponding G/L account or FSV.

Technical Information

Device Type

This app runs on the desktop.

Authorizations (IAM)

For information on how to give a configuration expert or accounting user access to this app, see [Chart of Accounts Maintenance: Authorization Concept](#).

Related Information

[Chart of Accounts Maintenance: Authorization Concept](#)

[Chart of Accounts Maintenance: Overview](#)

Manage Chart of Accounts

Use

Use the **Manage Chart of Accounts** app to display G/L accounts according to where they are assigned in a selected financial statement version (FSV) or by the ID of a chart of accounts. In the FSV view, you can also choose to display accounts in the hierarchy view or the list view. To create a new account, you can copy an existing account, assign the new account to corresponding company codes and select FSV assignments that are associated with the account.

i Note

This app is used by different users for different tasks and can therefore be accessed in different places:

User	Task	App is accessed...
Configuration experts	Creating and changing G/L account master data and financial statement versions (FSV)	As a configuration step in Configure Your Solution in the Manage Your Solution app
Accounting users	Viewing G/L account master data and FSVs during daily business	Direct from the SAP Fiori launchpad

For more information on how the overall chart of accounts maintenance process works, see [Chart of Accounts Maintenance: Overview](#)

Key Features

A G/L accountant (business template role: SAP_BR_GL_ACCOUNTANT) and a configuration expert (business template role: SAP_BR_BPC_EXPERT) can access chart of accounts. Depending on the role to which you're assigned, you can perform the following tasks:

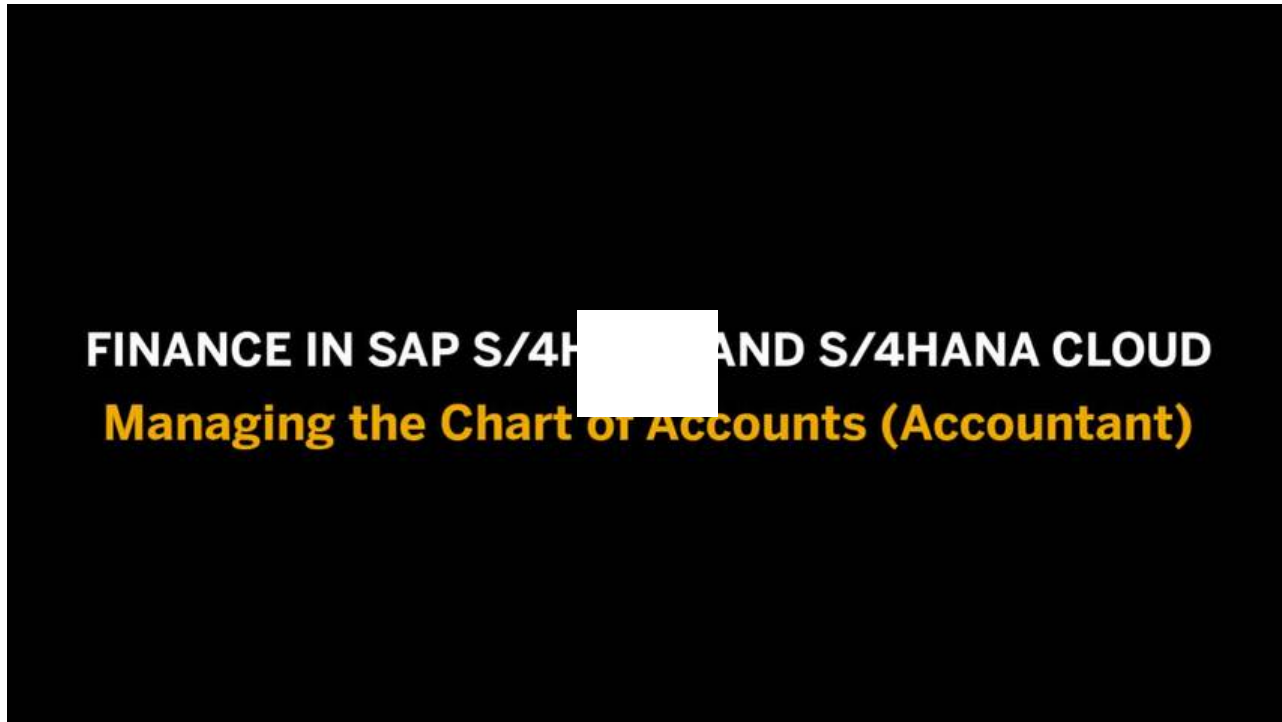
- Display (G/L accountant and configuration expert)
 - All accounts
 - Accounts assigned to the balance sheet
 - Accounts assigned to the profit and loss statement
 - Accounts that are currently not assigned to the financial statement version at all
 - Accounts that must have a zero balance and therefore have no effect on the financial statement results (Notes tab)
- Search for anything in the table, for example a specific account number or name (G/L accountant and configuration expert)
- Access an app for editing accounts (configuration expert)

- Copy (configuration expert)
 - Existing accounts to create new ones
 - Existing FSV assignments to selected accounts

i Note

This app contains in-app help for key fields and concepts. To display the help while working in the app, press F1 or choose the question mark displayed in the app header.

How-To Video (English only)



[Open this video in a new window](#)

How-To Video (English only)

The screenshot shows the SAP configuration interface for 'Configure Asset Accounting'. At the top, there is a navigation bar with the SAP logo and the text 'Configure Your Solution: Realize Phase'. Below this, there are several filter tabs: 'Standard', 'Application Area', 'Sub Application Area', 'Status', 'Mandatory', 'Country-Dependent', and 'Redo in P System'. The 'Application Area' dropdown is set to 'Finance X'. A search bar is located on the left. The main content area displays a list of configuration items with columns for 'Application Area', 'Status', 'Mandatory', 'Country-Dependent', and 'Redo in P System'. The 'Finance' application area is selected, and the 'Configure Asset Accounting' item is highlighted. The table below shows the following data:

Application Area	Status	Mandatory	Country-Dependent	Redo in P System
Finance	Open	Mandatory	Global, Country Dependent	No
Finance	Open	Recommended	Global, Country Dependent	No
Finance	Open	Recommended	Global, Country Dependent	No
Finance	Open	Recommended	Global, Country Dependent	No
Finance	Open	Recommended	Global, Country Dependent	No
Finance	Open	Recommended	Global, Country Dependent	No
Finance	Open	Recommended	Global	No
Finance	Open	Mandatory	Global	Yes
Finance	Open	Recommended	Localized	Yes
Finance	Open	Recommended	Country Dependent	No
Finance	Open	Mandatory	Global	No
Finance	Open	Optional	Global	No

[Open this video in a new window](#)

Information for Key Users

The SAP Fiori apps reference library has details about the content necessary for giving users access to an app on the **SAP Fiori launchpad**. To see this app's Fiori content, go to the [SAP Fiori apps reference library](#) and search for the app. Then select SAP S/4HANA Cloud as the product. On the **Implementation Information** tab, select the correct release. The details are in the **Configuration** section.

Related Information

[Chart of Accounts Maintenance: Overview](#)

Automatic Account Determination

Business Context

Financial accounting (FI) journal entries are triggered by business transactions not only in financial areas, but also in other areas, for example, sales, sourcing and procurement. To enable business transactions to trigger FI journal entry posting automatically, you can use this app to configure the system and identify the target accounts for automatic posting. This app provides you with all the settings that are needed for assigning accounts in the following areas and subareas:

- Controlling
 - Cost Center Accounting
- Financial Accounting
 - Accounts Receivable and Accounts Payable
 - Bank Accounting
 - General Ledger Accounting
- Joint Venture Accounting
 - JVA Cost Calculation
 - Other Postings
- Sourcing and Procurement
- Personnel Management
 - SAP S/4HANA for Human Resources
- Sales
 - Sales Billing

Depending on the selections, you might be required to select transaction groups and transaction keys when you configure to assign accounts. The detailed descriptions of transaction keys are available in the SAP Best Practice Explorer. For more information about the use and examples of the keys, see the topics under [Account Determination](#).

i Note

- To verify the changes made in the quality system, you can log on to the production system and view all data that has been transported from the quality system. You cannot change configuration settings in your production system.

- If you have created condition tables in some areas, for example, Sourcing and Procurement, and Sales, make sure the tables are ready for use in the production system before the automatic transport.

Information for Key Users

The SAP Fiori apps reference library has details about the content necessary for giving users access to an app on the [SAP Fiori launchpad](#). To see this app's Fiori content, go to the [SAP Fiori apps reference library](#) and search for the app. Then select SAP S/4HANA Cloud as the product. On the [Implementation Information](#) tab, select the correct release. The details are in the [Configuration](#) section.

Financial Statement Versions

Definition

A financial statement version is a hierarchical arrangement of G/L accounts.

The accounts can be arranged in accordance with the legal regulations used to generate your financial statements. Alternatively, you can arrange the accounts in accordance with your requirements.

Use

You need a financial statement version for the following purposes:

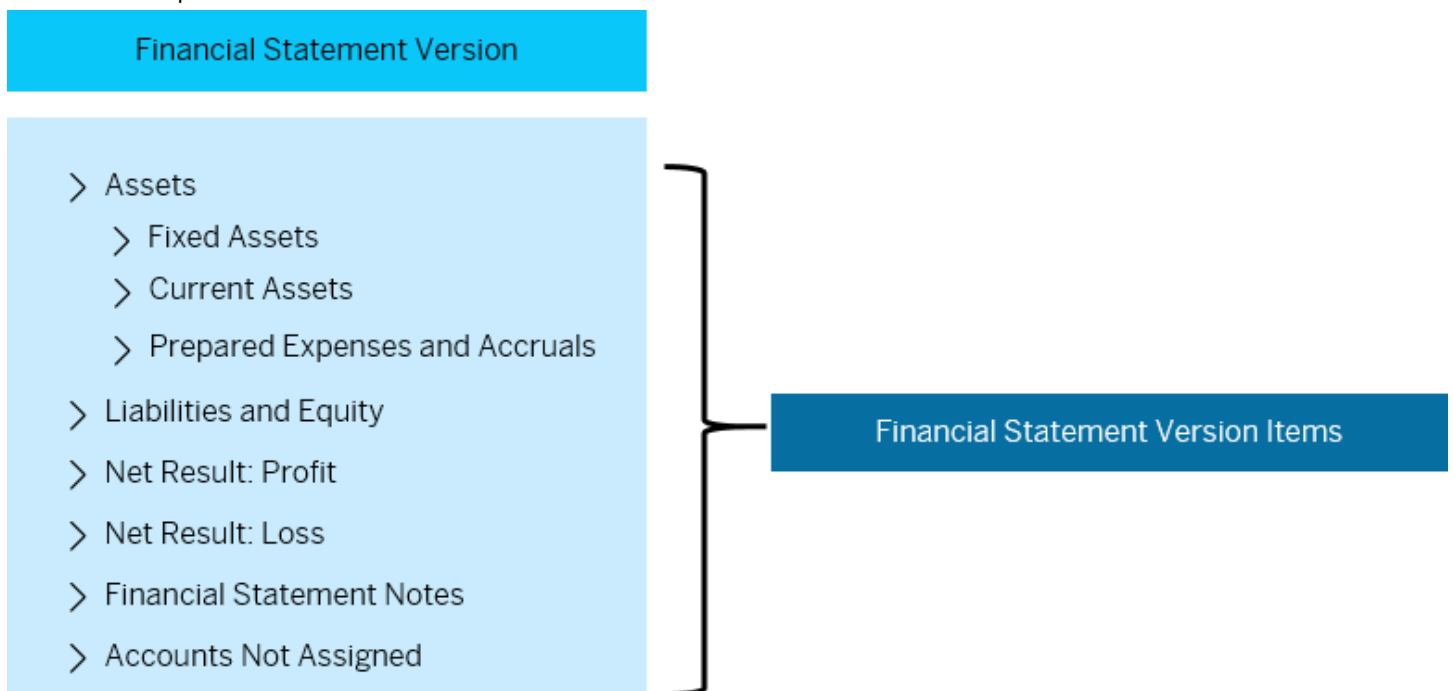
- To create and print financial statements
- To create various reports, such as a structured list of account balances

For more information, see [Display G/L Account Balances](#).

- As a basis for planning in General Ledger Accounting

For more information, see [Import Financial Plan Data](#) and [Balance Sheet / Income Statement](#).

Here's an example of a financial statement version with financial statement items:



Financial Statement Versions: FAQ

Here you can find answers to frequently asked questions about financial statement versions.

How do I change financial statement versions?

Use the following configuration steps and apps:

Configuration Step	App	For more information, see.
Define Financial Statement Versions	Manage Financial Statement Versions	Creating and Changing Financial Statement Versions
Define Financial Statement Versions in Global Hierarchies	Manage Global Hierarchies	Financial Statement Versions in Manage Global Hierarchies

How do I activate financial statement versions that I've created or changed?

Here's what you need to do:

Configuration Step / App	What do I do?	Where do I find more information?
Define Financial Statement Versions / Manage Financial Statement Versions	After changing or creating your financial statement version, choose Save . The financial statement version is activated automatically.	Creating and Changing Financial Statement Versions
Financial Statement Versions in Manage Global Hierarchies / Manage Global Hierarchies	After changing or creating your financial statement version, choose Save and then Activate .	Financial Statement Versions in Manage Global Hierarchies : <i>Create a financial statement version, Edit a financial statement version</i>

How do I download financial statement versions into a spreadsheet?

Use the following app for this purpose: [Balance Sheet / Income Statement - Multidimensional](#)

Do I need to replicate financial statement versions that I have created or changed using the **Replicate Runtime Hierarchy** app?

No, that's not necessary. The financial statement versions are replicated automatically when you save (and activate) them.

I've maintained texts in languages other than English in my financial statement versions, and the texts aren't displayed. What do I do?

Please save the financial statement version again in the **Manage Financial Statement Versions** app or use the **Replicate Runtime Hierarchy** app to replicate your financial statement version. After that, the texts are shown when you display your financial statement version in a language other than English.

Financial Statement Items

Definition

Financial statement items are the elements of the financial statement version. The following graphic shows examples of financial statement items:

- > Assets
 - > Fixed Assets
 - > Current Assets
 - > Prepared Expenses and Accruals
- > Liabilities and Equity
- > Net Result: Profit
- > Net Result: Loss
- > Financial Statement Notes
- > Accounts Not Assigned

Prerequisites

A detailed description of the financial statement items that are delivered is available in the SAP Best Practices Explorer. You can use this information to make decisions about which financial statement items you want to use in your financial statement versions. For more information, see [Financial Statement Items](#).

Use

You use financial statement items for the following purposes:

- When you create a financial statement version, you enter a text for each item and define which totals are output.

To create items, see [Creating and Changing Financial Statement Versions](#).

- You make sure that all G/L accounts contained in the chart of accounts are assigned to one of the financial statement items of your FSV. Accounts that are not assigned, appear under **Unassigned Accounts**.
- In the [Assign Semantic Tags to FSV](#) and [Manage Global Hierarchies](#) apps, you assign semantic tags to financial statements items. You can then use these semantic tags to define key performance indicators (KPI) or reports.

For more information, see [Assign Semantic Tags to a Financial Statement Version](#) and [Manage Global Hierarchies](#).

Special Financial Statement Items

Definition

Items in a financial statement version that have a special meaning in the financial statements and in reporting.

Use

When you create a new financial statement version, the system automatically creates a separate item in the structure for the following special items:

- **Assets**

- **Liabilities and Equity**

The following special items have to be assigned below the special item **Liabilities and Equity** in the structure:

- **Net Result: Loss**

The balance sheet account balance is displayed here when it is a debit balance.

Net Result: Profit/Loss is calculated from the following accounts:

Asset + Liabilities and Equity + Not Assigned

- **Net Result: Profit**

The balance sheet account balance is displayed here when it is a credit balance.

- **P&L Result**

The balance of all accounts that are not shown under **Net Result: Profit/Loss** is displayed under **P&L Result**. The special item **P+L Result** can be assigned as required. However, it must **not** be assigned as a subnode of another special item.

- **Financial Statement Notes**

- **Not Assigned** (Unassigned Accounts)

Here you can see all accounts that are not assigned to a particular item in the financial statement.

The financial statement profit or loss is determined based only on accounts assigned to assets or liabilities. The accounts for the items **Accounts not assigned** or **Notes to financial statements** aren't included in the calculation of the retained earnings/net loss nor in the profit and loss result. The calculated results (P&L and balance sheet) are only correct if all accounts with a balance are assigned.

Displaying Financial Statement Versions

This topic lists where you can display financial statement versions.

Where do I display financial statement versions?

To display financial statement versions, you can use the following configuration steps or apps:

As a **configuration expert**, use the following configuration steps under **Manage Your Solution Configure Your Solution Finance General Ledger Chart of Accounts** :

- **Define Financial Statement Versions**
- **Define Financial Statement Versions in Global Hierarchies**

Financial statement versions created in this configuration step cannot be displayed in the **Define Financial Statement Versions** configuration step.

- **Manage Chart of Accounts**

i Note

The configuration expert needs the same minimum authorizations as those delivered with the **Configuration Expert - Business Process Configuration** (SAP_BR_BPC_EXPERT) business role template.

As a **general ledger accountant**, use the following apps:

- [Manage Financial Statement Versions](#)
- [Balance Sheet / Income Statement](#)
- [Balance Sheet / Income Statement - Multidimensional](#)
- [Manage Chart of Accounts](#)
- [Manage Global Hierarchies](#)

Financial statement versions created in this app cannot be displayed in the [Manage Financial Statement Versions](#) app.

i Note

The general ledger accountant needs the same minimum authorizations as those delivered with the [General Ledger Accountant](#) (SAP_BR_GL_Accountant) business role template.

Defining Financial Statement Versions

This topic describes how to define financial statement versions.

Purpose

You can define several different financial statement versions for different needs, for example:

- For different organizational units, such as the corporate group or a company code.
- In different languages, for example, in the language of the country in which the company code is based or in the group language
- For different levels of detail of your financial statements. For your accounting department, for example, you want to list the individual accounts with their respective balances. For senior management, you might want to summarize this information to create one set of financial statements for the whole group.

Use

SAP provides two templates for creating financial statement versions called \$DE1 (YIKR chart of accounts) and \$DE2 (YCOA chart of accounts). You can copy these templates and adapt them to your requirements. If there are legal changes, for example, SAP will adapt the templates accordingly. In addition, you can choose to create your own FSVs.

Your financial statement versions should include all the G/L accounts used in your company codes for financial reporting purposes.

If functional areas are used, P&L accounts are generally not assigned.

If G/L accounts are not assigned to financial statement versions, they are displayed under the **Not Assigned** item. If they have a balance, the result will be incorrect.

For information on which configuration steps and apps to use, see [Creating and Changing Financial Statement Versions](#).

Which configuration steps and apps do I use for which task?

Here's which configuration steps and apps you use for which task:

Role	Configuration Step / App	Tasks
Configuration Expert	Manage Your Solution Configure Your Solution Finance Chart of Accounts :Define Financial Statement Versions (covers all your country-specific requirements)	<ul style="list-style-type: none"> • Create financial statement versions: Use the delivered templates and adapt them to your requirements or choose New Entries to create a new FSV. • Change financial statement versions • Activate financial statement versions: Happens automatically when you save the FSV. <p>For more information, see Creating and Changing Financial Statement Versions.</p>
General Ledger Accountant	Manage Financial Statement Versions (covers all your country-specific requirements)	
Configuration Expert	Manage Your Solution Configure Your Solution Finance Chart of Accounts : Define Financial Statement Versions in Global Hierarchies	<ul style="list-style-type: none"> • Define financial statement versions for use in global hierarchies • Change financial statement versions • Activate financial statement versions: Confirm the Activate dialog.
General Ledger Accountant	Manage Global Hierarchies	For more information, see Financial Statement Versions in Manage Global Hierarchies .

Related Information

[Chart of Accounts Maintenance: Overview](#)

Creating and Changing Financial Statement Versions

This topic describes how you create and change financial statement versions (FSV) using the **Define Financial Statement Versions** configuration step and **Manage Financial Statement Versions** app.

Which configuration steps and apps do I use?

To create financial statement versions that cover all your country-specific requirements, you use the **Define Financial Statement Versions** configuration step and **Manage Financial Statement Versions** app. The financial statement versions will have a four-character ID.

To create a financial statement version for use in global hierarchies, SAP recommends using the **Define Financial Statement Versions in Global Hierarchies** configuration step and **Manage Global Hierarchies**. The FSVs can have up to 42 characters.

For more information, see [Financial Statement Versions in Manage Global Hierarchies](#) and [Financial Statement Versions in Manage Global Hierarchies](#).

Role	As a configuration expert, you access the...	As a general ledger accountant, you access the...
How you do it	Define Financial Statement Versions configuration step, which you find under Manage Your Solution Configure Your Solution Finance Chart of Accounts .	Manage Financial Statement Versions app

To create a financial statement version, you copy a delivered template or existing financial statement version and adapt it to your needs. Or you create a new financial statement version.

1. Open the configuration step or app.
2. You have the following two options:
 - o **Copy one of the templates or an existing financial statement version.**
Select it and choose [Copy as....](#)
 - o **Create a new version**
You can define a new version. To do this, choose [New Entries](#).
3. Enter the following data for your financial statement version:
 - o Enter a key / hierarchy ID and name for your version.
 - o Enter the language in which your FSV is to be maintained and displayed.
 - o You can specify that you use functional areas in your version. Thus, you have the option of assigning accounts, an account interval, functional area, or a functional area interval to a P&L item.

i Note

When you assign the accounts, you are asked to select the charts of accounts. You can enter accounts from multiple charts of accounts when making assignments but only one chart of accounts is used at runtime (based on the company codes used).

4. Depending on whether you have copied a template / existing financial statement version or are creating a new version, choose [Copy and Save](#) or just [Save](#).

The new financial statement version is created and automatically activated.

To create the financial statement items, see [Creating Financial Statement Items](#).

Creating Financial Statement Items

This topic describes how you create and change financial statement items using the [Define Financial Statement Versions](#) configuration step and [Manage Financial Statement Versions](#) app.

Which configuration steps and apps do I use?

As a configuration expert, you access the...	As a general ledger accountant, you access the...
--	---

As a configuration expert, you access the...	As a general ledger accountant, you access the...
<p>Define Financial Statement Versions configuration step, which you find under Manage Your Solution Configure Your Solution Finance Chart of Accounts</p> <p>i Note</p> <p>You can use the Define Financial Statement Versions in Global Hierarchies configuration step for the same tasks. For more information, see Financial Statement Versions in Manage Global Hierarchies.</p>	<p>Manage Financial Statement Versions app</p> <p>i Note</p> <p>You can use the Manage Global Hierarchies app for the same tasks. For more information, see Financial Statement Versions in Manage Global Hierarchies.</p>

Prerequisite

You have generated or changed a financial statement version.

For more information, see [Creating and Changing Financial Statement Versions](#).

Procedure

1. Open the configuration step or app.
2. Choose [Financial Statement Items](#).

The [Change Financial Statement Version](#) screen appears where you can create items and assign accounts to them.

3. Choose [Create Items](#).
4. Enter texts as required. You have the following options:

- o **Short text**

The short text for your item is displayed when you edit the financial statement version.

- o **Start of group text**

The start of group text is displayed before the selected item's subitems. The start of group text is only displayed if G/L accounts are assigned under this item that show postings for the selected period.

- o **End of group text** and the [Display Total](#) checkbox

The end of group text and total (total balance for all subitems or assigned accounts) are displayed after the subitems. They are only displayed if the checkbox is selected and G/L accounts are assigned to the item that show postings for the selected period.

- o **Graduated total text** and the [Display Total](#) checkbox

If the checkbox is selected, the graduated total text and total are displayed after any existing end of group total. The graduated total is the total of all account balances which occur up to this item in the structure, and which do not belong to assets, liabilities, or unassigned accounts.

5. Save your financial statement version.

You can now assign accounts to the financial statement items. For more information, see [Assigning Accounts](#).

Assigning Accounts

This topic describes how you create and change financial statement items using the [Define Financial Statement Versions](#) configuration step and [Manage Financial Statement Versions](#) app.

Which configuration steps and apps do I use?

As a configuration expert, you access the...	As a general ledger accountant, you access the...
<p>Define Financial Statement Versions configuration step, which you find under Manage Your Solution Configure Your Solution Finance Chart of Accounts</p> <p>i Note You can use the Define Financial Statement Versions in Global Accounting Hierarchies configuration step for the same tasks. For more information, see Financial Statement Versions in Manage Global Hierarchies.</p>	<p>Manage Financial Statement Versions app</p> <p>i Note You can use the Manage Global Hierarchies app for the same tasks. For more information, see Financial Statement Versions in Manage Global Hierarchies.</p>

Prerequisites

- You have generated a financial statement version. For more information, see [Creating and Changing Financial Statement Versions](#).
- You have added items to the financial statement version. For more information, see [Creating Financial Statement Items](#).

Use

Procedure

To assign accounts to an item, proceed as follows:

1. Open the configuration step or app.
2. Position the cursor on the desired item and choose [Assign Accounts](#).
3. Enter the account number or an account interval by using the [From Account](#) and [To Account](#) fields. If you enter the same account number in both fields, only this account is assigned.
4. Select the [Debit \(D\)](#) and or [Credit \(C\)](#) checkboxes.

With the [debit/credit indicator](#), you specify whether the account is listed depending on its balance. If you select both indicators, the account is always shown under this item.

5. Choose [Continue \(Enter\)](#) and save your entries.

Assigning accounts to two items

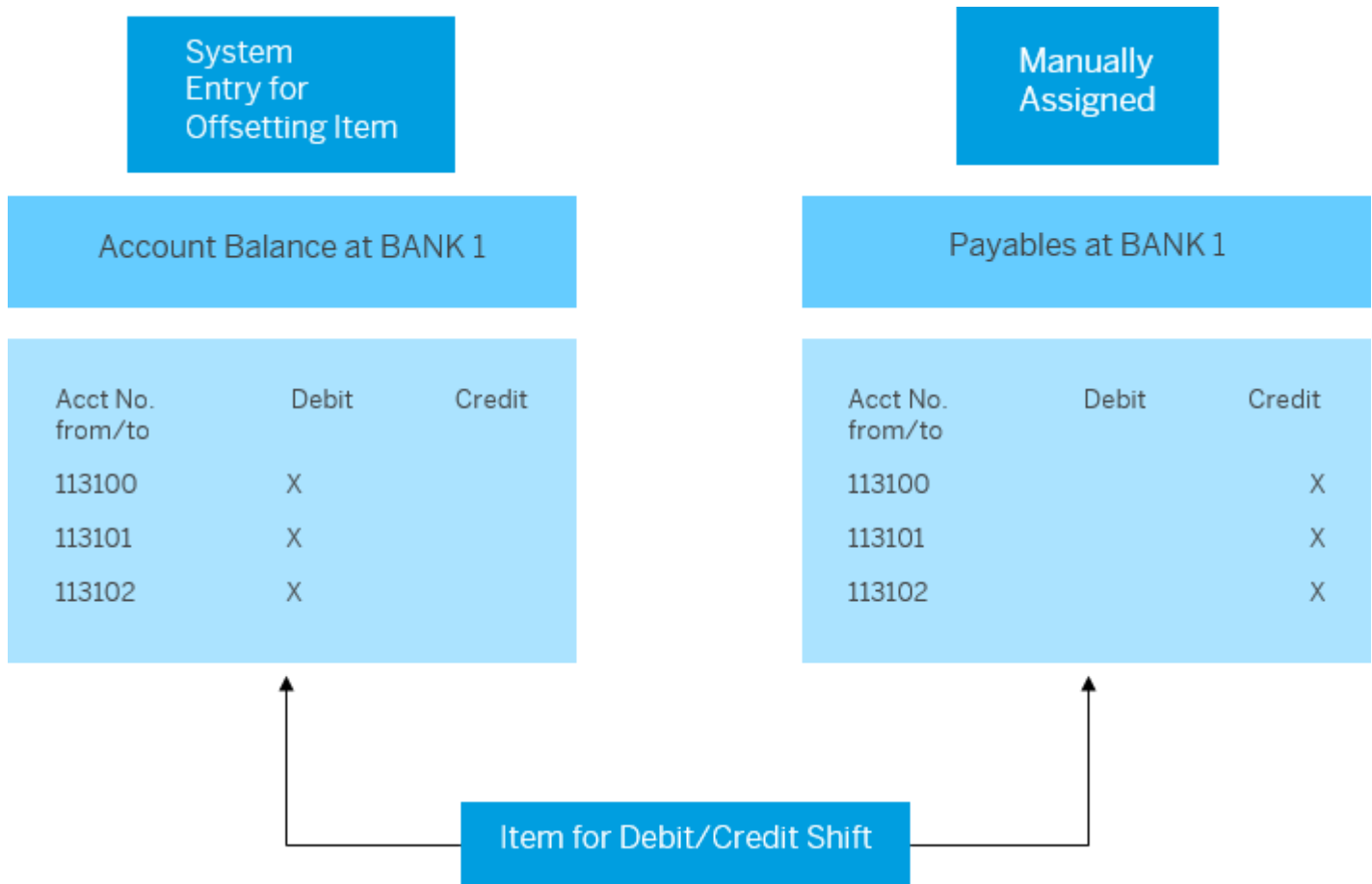
You can also assign an account to two items. Depending on the balance, the account is listed under the item for which the debit or credit indicator is selected. To do this, see [Defining the Debit/Credit Shift](#).

Example

Accounts 113100, 113110, and 113120 are bank accounts. You assign them to the asset item [Cash in Bank](#) if they have a debit balance, and to the liability item [Payable to Banks](#) if they have a credit balance.

In this way, if accounts 113100 and 113120 have a debit balance but account 113110 has a credit balance when the financial statements are created, 113100 and 113120 are assigned to **Cash in Bank** and 113110 to **Payable to Banks**.

The deciding factor in each case is the balance of the individual account.



For more information, see [Balance-Dependent Account Display](#).

Balance-Dependent Account Display

When you specify the accounts to be displayed in a balance sheet item, you can choose whether the account display is balance-dependent or not.

- If you always want to display an account under the same item, **regardless of the balance on that account**, enter an X in both the columns marked D (debit) and C (credit).

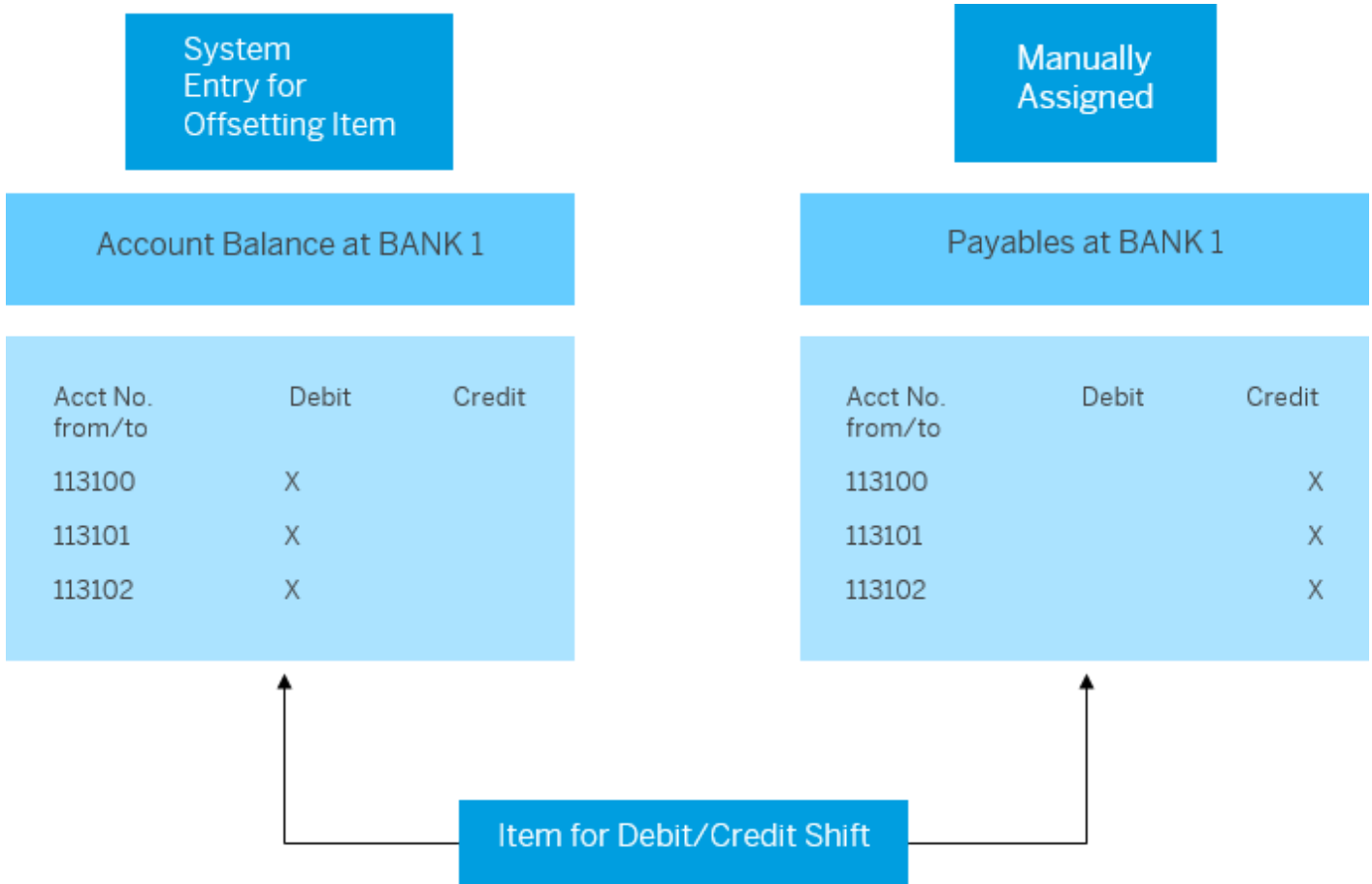
❖ Example

You can use this technique for the fixed asset accounts, which are always displayed under the same item in the balance sheet, irrespective of the account balance.

- If you want to display an account under different balance sheet items, **depending on whether the balance is in credit or in debit**, enter an X in only one of the columns for the relevant item.
- If there is a change in the **total group balance**, you might want to display all accounts assigned to one particular item under a different item. You can do this by assigning a balance change item to this item. This means that the display for the group of accounts summarized in these financial statement items is dependent on whether the total balance of the accounts is in credit or in debit.

❖ Example

If your bank accounts show a debit balance (that is, you have money at the bank), they should be displayed as assets under the item *Cash at Bank*. However, if the accounts show a credit balance (you are overdrawn at the bank), you want them displayed as liabilities under the item *Payables to Bank*.



Defining the Debit/Credit Shift

Use

You can assign an item to another item in the financial statement version as a contra item. This means that the display for the group of accounts summarized in these financial statement items is dependent on whether the total balance of the accounts is in credit or in debit.

This item you are referring to is automatically referenced back to the original item: The system enters the same account numbers as were contained in the initial item, and selects the other column for the balance.

If you do not want all the bank accounts to flow automatically into the group balance, you should create a separate item for them.

❖ Example

The bank account at the state central bank can only ever have a debit balance. This account should therefore always be displayed under assets, and the balance should not flow automatically into the total balance of all other bank accounts. You therefore create separate items, that is, one for your account at the central bank and one for the total of all your other bank accounts.

Prerequisites

Ensure that both items either have no accounts assigned to them, or that both items have the same accounts assigned to them; in each case, either all on the credit side or all on the debit side.

Procedure

Define the debit/credit shift in the following app or configuration step:

- As a general ledger accountant, use the [Manage Global Hierarchies](#) app.
For more information, see [Manage Global Hierarchies](#).
- As a configuration expert, use the [Define Financial Statement Versions](#) configuration step in the [Manage Your Solution](#) app. Choose [Configure Your Solution Finance General Ledger Chart of Accounts Define Financial Statement Versions](#).
 1. Select a version and choose [Financial Statement Items](#).
 2. Select one of the items.
 3. In the context menu, choose [Define Debit/Credit Shift](#).
 4. A help window displaying the detailed procedure appears.

Result

To delete a debit/credit shift, select one of the two contra items and, in the context menu, choose [Delete Debit/Credit Shift](#).

Semantic Tags

Business Context

Semantic Tags are a new kind of financial infrastructure tool that you can use to simplify your work. You can use semantic tags to set standard key figure definitions that can be used in any report. You can also extend or create new analyses to drill deeper into your financial data and in different ways than was possible before.

Introducing Semantic Tags

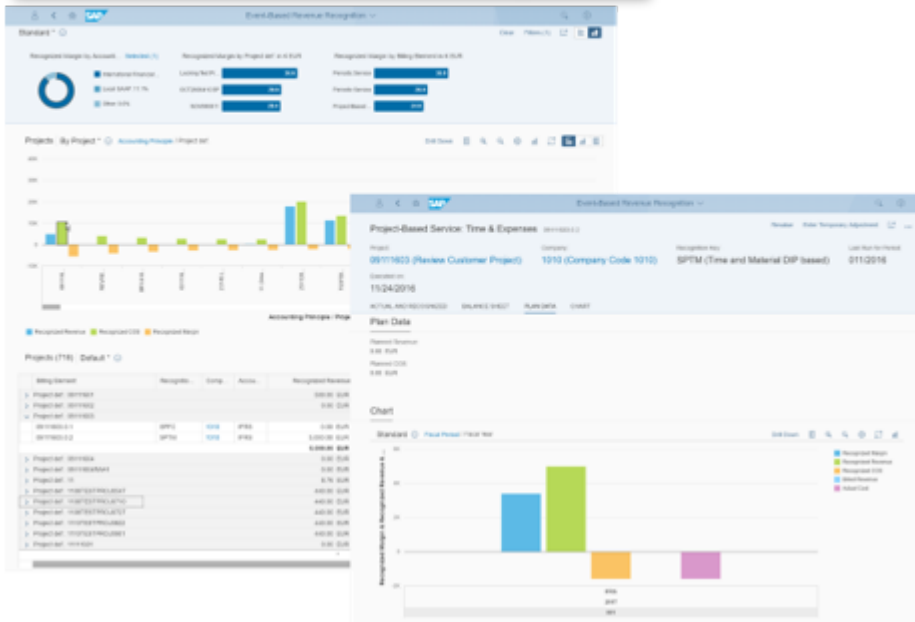
SAP created semantic tags to simplify several aspects of your financial reporting. Traditionally, financial reporting has required double (or even triple) maintenance of account groups and financial statement versions (FSV) for reporting. This structuring meant a great deal of effort in keeping parallel structures in sync and ensuring that each structure is complete. This duplicative effort made it cumbersome and time-consuming to change the financial reporting process.

Another challenge is the difficulty in delivering standard reporting that identifies which accounts contain revenue, which cost of goods sold, and other accounts relevant to your business. The challenges associated with delivering standard reporting of this kind meant that you had to create the reporting structures that you needed multiple times.

Semantic tags solve both problems simultaneously, giving you greater flexibility and control over your reporting structures while simplifying and speeding up your work. Semantic tags allow you to set up a list of tags and corresponding key figures and assign these tags to FSV items. This keeps report definitions stable even as further accounts are added and as more FSVs are created. Because semantic tags allow SAP to predeliver more thorough reporting structures, you don't have to create as many as before. You benefit from this enhanced predelivered reporting while having an easier way to create custom analyses and multi-dimension drill-downs.

Here's how they work: Semantic tags are short text identifiers that you use to represent key figures. When you assign these tags to FSV items, they become stable across your reports. You can also use them to create key performance indicators (KPIs) to enhance

Event Based Revenue Recognition



Product Profitability

Product Profitability

DIMENSIONS	Material Group	L001	L002	L003	L004	L006	P000	#
Material Group	Trading Materials	Raw Materials	Semi-Finished Goods	Finished Goods	Returnable Packaging	Contract Type	Not assigned	
Billed Revenue	\$ -168,452,124.71	\$ -4.13	\$ -81.58	\$ -5,040.05	\$ -139.75	\$ -32,315.94	\$ -81,333.54	
Sales Deduction	\$ 796.91	\$ 0.00	\$ 0.80	\$ 203.20	\$ 0.00	\$ 0.00	\$ 192.89	
COGS - Variable	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,010.75	\$ 0.00	\$ 0.00	\$ 0.00	
Contrib Margin I	\$ -168,451,327.80	\$ -4.13	\$ -80.78	\$ -3,826.10	\$ -139.75	\$ -32,315.94	\$ -81,141.05	
COGS - Fixed	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6.04	\$ 0.00	\$ 0.00	\$ 0.00	
Price Differences	\$ 2.24	\$ 0.00	\$ 3,842.75	\$ -3,079.81	\$ 0.00	\$ 0.00	\$ -36,893.58	
Contrib Margin II	\$ -168,451,325.56	\$ -4.13	\$ 3,761.87	\$ -6,899.87	\$ -139.75	\$ -32,315.94	\$ -118,034.63	
Admin Overhead	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
Sales Overhead	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
Marketing Overhead	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
R&D Overhead	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
Contrib Margin III	\$ -168,451,325.56	\$ -4.13	\$ 3,761.87	\$ -6,899.87	\$ -139.75	\$ -32,315.94	\$ -118,034.63	
Billed Quantity	-515,544 PC	-9 PC	-10 PC	*	-21 PC	-688 AU	0 KS	
Contribution Margin per Unit	\$ (-326.82) /PC	\$ (-0.46) /PC	\$ (-8.09) /PC	\$ *	\$ (-6.66) /PC	\$ (-46.97) /AU	X	

Cash Flow Statement

The screenshot shows the SAP Cash Flow Statement report. The navigation panel includes filters for Company Code (DDD1), Ledger Fiscal Year (2016, 2015), Ledger (GL), and Fin Stmt Vers (INT). The report displays key figures for 2015 and 2016 in EUR.

Key Figures	2015	2016
Cash Flow Statement (indirect method)		
Cash flow from operating activities		
Profit for the period	-2 905 913 740,49 EUR	29 331 203 517,61 EUR
Adjustments for income and expenses not involving cashflows	0	0
Depreciation of property, plant and equipment	0,00 EUR	0,00 EUR
Amortization of intangible assets	0,00 EUR	0,00 EUR
Gain/Loss from Fixed Asset Retirement	0,00 EUR	0,00 EUR
Changes in Assets and Liabilities		
Increase (Decrease) of Provisions	-99 999,40 EUR	154 244,00 EUR
Increase (Decrease) of Inventories	2 712 875 787,74 EUR	3 101 756 387,93 EUR
Increase (Decrease) in accounts receivable (net)	103 034 329,95 EUR	1 016 751 973,85 EUR
Increase (Decrease) in accounts other receivable (net)	-84 200 073,01 EUR	24 989 157,79 EUR
Increase (Decrease) in accounts payable	-6 969 871,98 EUR	-414 822 370,24 EUR
Increase (Decrease) in other payables	-20 069 498,17 EUR	-18 729 001,49 EUR
Net cash generated from continuing operating activities	-151 343 055,36 EUR	33 043 313 909,45 EUR
Cash flow from investing activities		
Purchase (Sale) of Fixed Assets		
Purchase (Sale) of Tangible Assets		
Purchase (Sale) of Tangible Assets	0,00 EUR	0,00 EUR
Depreciation of Tangible Assets	0,00 EUR	0,00 EUR

Project Profitability

The screenshot shows the SAP Project Profitability report. The navigation panel includes filters for Dimensions (Date, Project, etc.) and Data Analysis (Filter, Sort, Hierarchy, Drilldown, Display, Measures, Totals). The report displays a detailed table of project data with columns for Project Selection, Material Group, Actual Cost, Progress Revenue, Progress Cost, Progress Margin, and Revenue Adjustment.

Project Selection	Material Group	Actual Cost	Progress Revenue	Progress Cost	Progress Margin	Revenue Adjustment
787807102	000000	85 00 EUR	-12 100,00 EUR	85 00 EUR	07 100,00 EUR	152 10 EUR
787807102.1	Project Based Service PI	000000	85 00 EUR	-12 100,00 EUR	85 00 EUR	07 100,00 EUR
787807102.1.1	Project Based Service PI	5 000 000 EUR	877 00 EUR	-1 000 000,00 EUR	877 00 EUR	1 760 00 EUR
787807102.1.1.1	Project Based Service PI	400 000 EUR	33 00 EUR	33 00 EUR	33 00 EUR	130 00 EUR
787807102.1.1.1.1	Business Budget	000000	33 00 EUR	33 00 EUR	33 00 EUR	3 00 EUR
787807102.1.1.1.2	Private Service	000000000	0 00 EUR	0 00 EUR	0 00 EUR	2 000 00 EUR
787807102.1.1.1.3	Project Based Service TI	400 000 EUR	130 00 EUR	130 00 EUR	130 00 EUR	60 00 EUR
787807102.1.1.1.4	Project Based Service TI	000000	22 00 EUR	-78 00 EUR	22 00 EUR	-97 00 EUR
787807102.1.1.1.5	Real WBS Element	000000	0 00 EUR	0 00 EUR	0 00 EUR	0 00 EUR
787807102.1.1.1.6	Real WBS Element 2	000000	0 00 EUR	0 00 EUR	0 00 EUR	0 00 EUR
787807102.1.1.1.7	Project Based Service TI	300 000 EUR	13 000 00 EUR	-12 300 000,00 EUR	13 000 00 EUR	1 760 00 EUR
787807102.1.1.1.8	Private Service	300 000 EUR	0 00 EUR	0 00 EUR	0 00 EUR	200 00 EUR
787807102.1.1.1.9	Business	000000	750 00 EUR	0 00 EUR	750 00 EUR	500 00 EUR
787807102.1.1.1.10	Real WBS Element	000000	750 00 EUR	0 00 EUR	750 00 EUR	500 00 EUR
787807102.1.1.1.11	Project Based Service PI	000000	600 00 EUR	-12 600 000,00 EUR	600 00 EUR	60 00 EUR
787807102.1.1.1.12	Project Based Service PI	000000	600 00 EUR	0 00 EUR	600 00 EUR	0 00 EUR
787807102.1.1.1.13	Project Based Service PI	000000	600 00 EUR	0 00 EUR	600 00 EUR	0 00 EUR

The semantic tags are not used in isolation; they work in combination with the underlying FSV. So if you have different charts of accounts for different countries, you can map these accounts to the semantic tags and then select posting documents based on the FSV used in a particular report. For more information, see [Assign Semantic Tags to FSV](#) or [Cash Flow Statement - Overview](#).

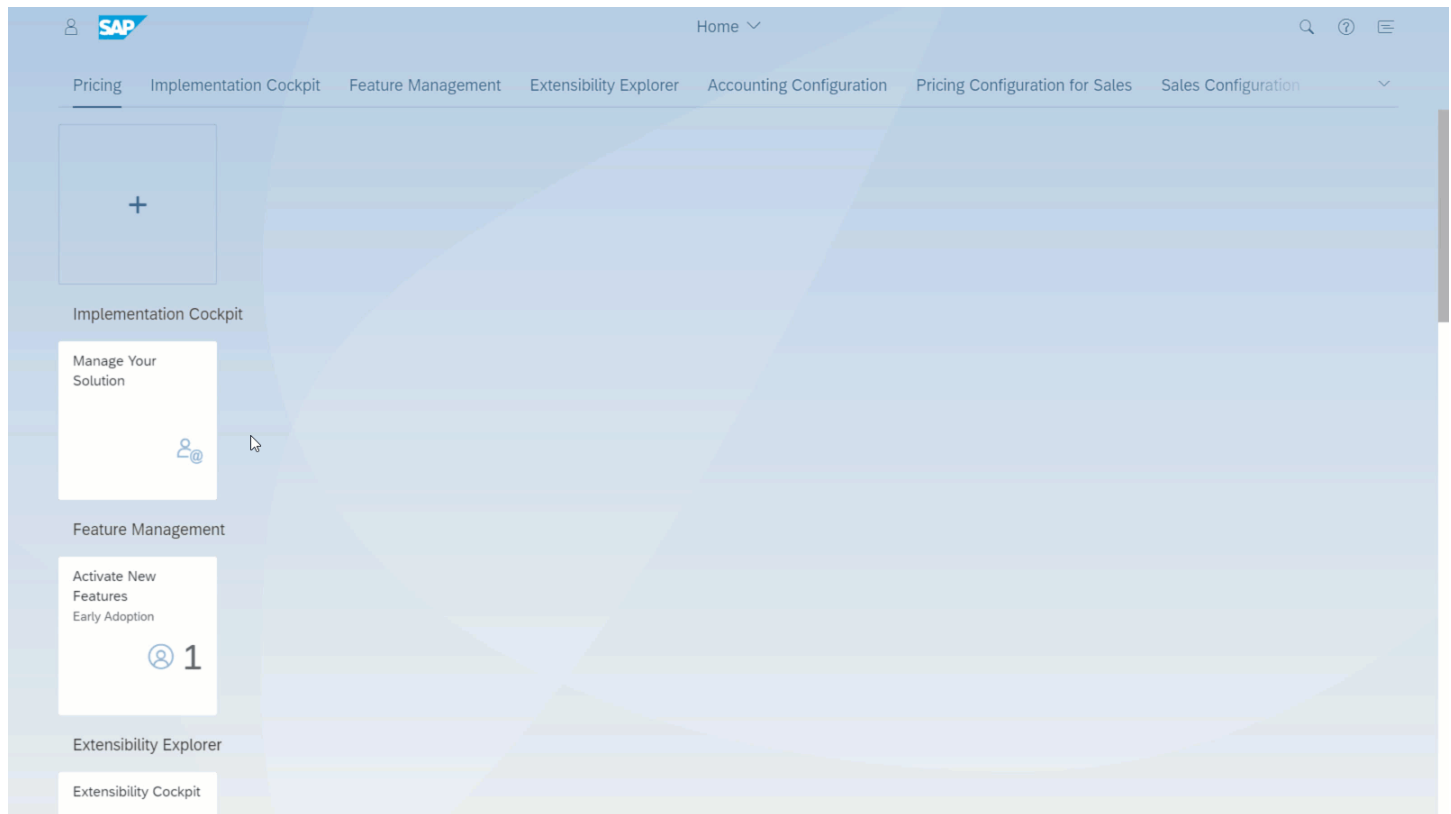
You can use predelivered semantic tag groups to further organize your data, or you can create your own semantic tag groups. And you can use semantic tags to create your own KPIs quickly and easily using SAP's standard key user tools.

Semantic tags thus provide you with the best of both worlds. They allow SAP to predeliver more and better reports and KPIs, so you don't have to create them. And at the same time, they give you the tools to you need to create reports and KPIs specific to your needs. You can have both and benefit from the decrease in your reporting and report maintenance workload.

Creating Semantic Tags and Semantic Tag Groups

You can define your own semantic tags and semantic tag groups. To do so, you must be assigned a role that has the same minimum authorizations as the **Business Process Expert** (SAP_BR_BPC_EXPERT) business role template. With this authorization, you can define semantic tags and semantic tag groups using the [Define Semantic Tags for Balance Sheet-/Profit and Loss Structures](#) and [Define Semantic Tag Groups](#) configuration steps. From the SAP Fiori launchpad, select the [Manage Your Solution](#) app. In the filter bar, select the [Application Area](#) dropdown and filter for **Finance**. Then filter under [Sub Application](#)

Area for **General Ledger**. In the results list, select **Chart of Accounts**. From here, you can follow the configuration steps to define semantic tags and semantic tag groups.



To create and consume your own semantic tags, you must create a **Custom Analytical Query**. Information on how to do this is available at [Custom Analytical Queries](#).

Semantic Tags and CDS Views

Some analytical applications need financial KPIs that calculated based on nodes in a Financial Statement Version. These KPIs are calculated based on semantic tags that are assigned to these nodes. Every such application requires a subset of semantic tags.

Like most databases, SAP S/4HANA supports SQL as the standard means to define, read, and manipulate data. Further, most consumer technologies or toolsets introduce higher-level models to add crucial semantics and ease consumption. Even though those higher-level models share many commonalities, the individual information cannot be shared across stacks. This inability to share information creates a fragmented environment and a high degree of redundancy and overhead for application developers and customers. To address that, we have introduced a common set of domain-specific languages (DSL) and services for defining and consuming semantically rich data models. These Core Data Services (CDS) are an integral part of SAP HANA and can be leveraged in any consuming stack variant.

CDS views allow you to access information that is stored where it cannot otherwise be directly accessed or shared. You can create or extend your CDS queries using semantic tags. Whenever you create new semantic tags, extend your CDS queries to reference the new tags. For more information, see [CDS Views](#) or [CDS Views for Finance](#).

Business Background: Semantic Tag Assignment

You want to know more about the business background of the semantic tag assignment.

Background

For some analytical applications, financial KPIs need to be calculated that are based on nodes in a financial statement version. These KPIs are calculated based on semantic tags that are assigned to these nodes. For every application, a subset of semantic tags is required.

For more information about semantic tags, see [Semantic Tags](#).

Examples for such analytical applications are:

- [Cash Flow Statement - Indirect Method](#)
- [Product Profitability](#)
- [Project Profitability](#)
- [Project Cost Report](#)

Semantic Tags: Configuration

This topic provides configuration information for semantic tags.

The following configuration steps are available:

- **Define Semantic Tags for Balance Sheet-/Profit and Loss Structures** (recommended)
Define semantic tags for your balance sheet and profit and loss structures.
- **Define Semantic Tag Groups** (optional)
Define semantic tag groups to organize your semantic tags for your balance sheet and profit and loss structures.

Make your entries in the [Manage Your Solution](#) app under [Configure Your Solution](#).

Find both configuration steps under [Finance General Ledger Chart of Accounts](#).

For more information about the [Configure Your Solution](#) app, see [About Configuring Your Solution](#).

Assign Semantic Tags to a Financial Statement Version

You can define and display semantic tags, assign semantic tags to a financial statement version, and delete custom semantic tags.

Use

As a **configuration expert**, use the following configuration steps under [Manage Your Solution Configure Your Solution Finance Chart of Accounts](#) to define and assign semantic tags:

- Define Semantic Tags for Balance Sheet/Profit and Loss Structures
- Assign Semantic Tags to Balance Sheet/Profit and Loss Structures
- Define Financial Statement Versions in Global Hierarchies

As a **general ledger accountant**, use the following apps to display semantic tags, assign semantic tags to a financial statement version, and delete custom semantic tags. Please note that you cannot delete delivered tags.

- Assign Semantic Tags to FSV
- [Manage Global Hierarchies](#)

Supported Device Types

Desktop

See Also

- For information on how to assign semantic tags in your productive system, see [Assigning Semantic Tags](#).
- For information on which semantic tags are required for the cash flow statement, see [Assign Semantic Tags for Cash Flow Statement](#).

Assigning Semantic Tags

This topic describes how you assign semantic tags.

Maintaining the Semantic Tag Assignment

1. Open the [Assign Semantic Tags to FSV](#) app in your Q system.
2. Click **New Entries** and choose between **FS Item**, **G/L Account**, or **Functional Area**.
3. Select the financial statement version, financial statement item, and semantic tag.
4. Click **Save**. A transport request is created. Once this transport is completed, the assignments are live in your P system.

i Note

The financial statement version that you have changed will be replicated automatically.

Change View "Mapping of Financial Statement Version to Semantic Tag":

Details New Entries Delete Undo Change Select All Deselect All More

Display Exit

Mapping of Financial Statement Version to Semantic Tag

FS Vers	FS Item	Sem. Tag	Account From	Account To	Func. Area From	Func. Area To
<input type="checkbox"/>	1030	4000000	CSH_CSHEQV			
<input type="checkbox"/>	11C0	1000210	DPRTASSET			
<input type="checkbox"/>	11C0	1000220	AMORINASST			
<input type="checkbox"/>	11C0	1000230	CHGFARET			
<input type="checkbox"/>	11C0	1000310	PROVISIONS			
<input type="checkbox"/>	11C0	1000320	INVENTORY			
<input type="checkbox"/>	11C0	1000330	ACCREC			
<input type="checkbox"/>	11C0	1000340	ACCREC_DTH			
<input type="checkbox"/>	11C0	1000350	ACCPAY			
<input type="checkbox"/>	11C0	1000360	ACCPAY_DTH			
<input type="checkbox"/>	11C0	2000100	TANGASSETS			
<input type="checkbox"/>	11C0	2000200	ITANGASSET			
<input type="checkbox"/>	11C0	2000300	CHGFARET			
<input type="checkbox"/>	11C0	2000400	CHGLTINV			
<input type="checkbox"/>	11C0	3000100	COMNSTOCK			
<input type="checkbox"/>	11C0	3000200	NOTERECEIV			
<input type="checkbox"/>	11C0	4000000	CSH_CSHEQV			
<input type="checkbox"/>	1320	10000000	ACCREC			
<input type="checkbox"/>	1320	11221000	ACR_COST			
<input type="checkbox"/>	23C0	1000210	DPRTASSET			
<input type="checkbox"/>	23C0	1000220	AMORINASST			
<input type="checkbox"/>	23C0	1000230	CHGFARET			
<input type="checkbox"/>	23C0	1000310	PROVISIONS			
<input type="checkbox"/>	23C0	1000320	INVENTORY			
<input type="checkbox"/>	23C0	1000330	ACCREC			

+ Position... Entry 1 of 132

Data already saved View Details Save Cancel

See Also

- [Assign Semantic Tags to a Financial Statement Version](#)
- [Assign Semantic Tags for Cash Flow Statement](#)

Checking Semantic Tags

You want to check a specific semantic tag using the financial statement item information.

1. Open the [Assign Semantic Tags to FSV](#) app.
2. Use the [Position](#) button to search for the financial statement item whose semantic tag you want to check.

Example: When you search for the financial statement item 1000210, you can see that it is assigned to the [DPRTASSET](#) semantic tag.

More ▾

Mapping of Financial Statement Version to Semantic Tag

FS View	FS Item	Sem. Tag	Account From	Account To	Func. Area From	Func. Area To
<input type="checkbox"/>	1000	100010				
<input type="checkbox"/>	1000	100020				
<input type="checkbox"/>	1000	100030				
<input type="checkbox"/>	1000	100040				
<input type="checkbox"/>	1000	100050				
<input type="checkbox"/>	1000	100060				
<input type="checkbox"/>	1000	100070				
<input type="checkbox"/>	1000	100080				
<input type="checkbox"/>	1000	100090				
<input type="checkbox"/>	1000	2000100				
<input type="checkbox"/>	1000	2000200				
<input type="checkbox"/>	1000	2000300				
<input type="checkbox"/>	1000	2000400				
<input type="checkbox"/>	1000	2000500				
<input type="checkbox"/>	1000	2000600				
<input type="checkbox"/>	1000	2000700				
<input type="checkbox"/>	1000	2000800				
<input type="checkbox"/>	1000	2000900				
<input type="checkbox"/>	1000	3000100				
<input type="checkbox"/>	1000	3000200				
<input type="checkbox"/>	1000	3000300				
<input type="checkbox"/>	1000	3000400				
<input type="checkbox"/>	1000	3000500				
<input type="checkbox"/>	1000	3000600				
<input type="checkbox"/>	1000	3000700				
<input type="checkbox"/>	1000	3000800				
<input type="checkbox"/>	1000	3000900				
<input type="checkbox"/>	1000	4000000				
<input type="checkbox"/>	1000	4000100				
<input type="checkbox"/>	1000	4000200				
<input type="checkbox"/>	1000	4000300				
<input type="checkbox"/>	1000	4000400				
<input type="checkbox"/>	1000	4000500				
<input type="checkbox"/>	1000	4000600				
<input type="checkbox"/>	1000	4000700				
<input type="checkbox"/>	1000	4000800				
<input type="checkbox"/>	1000	4000900				
<input type="checkbox"/>	1000	4001000				
<input type="checkbox"/>	1000	4001100				
<input type="checkbox"/>	1000	4001200				
<input type="checkbox"/>	1000	4001300				
<input type="checkbox"/>	1000	4001400				
<input type="checkbox"/>	1000	4001500				
<input type="checkbox"/>	1000	4001600				
<input type="checkbox"/>	1000	4001700				
<input type="checkbox"/>	1000	4001800				
<input type="checkbox"/>	1000	4001900				
<input type="checkbox"/>	1000	4002000				
<input type="checkbox"/>	1000	4002100				
<input type="checkbox"/>	1000	4002200				
<input type="checkbox"/>	1000	4002300				
<input type="checkbox"/>	1000	4002400				
<input type="checkbox"/>	1000	4002500				
<input type="checkbox"/>	1000	4002600				
<input type="checkbox"/>	1000	4002700				
<input type="checkbox"/>	1000	4002800				
<input type="checkbox"/>	1000	4002900				
<input type="checkbox"/>	1000	4003000				
<input type="checkbox"/>	1000	4003100				
<input type="checkbox"/>	1000	4003200				
<input type="checkbox"/>	1000	4003300				
<input type="checkbox"/>	1000	4003400				
<input type="checkbox"/>	1000	4003500				
<input type="checkbox"/>	1000	4003600				
<input type="checkbox"/>	1000	4003700				
<input type="checkbox"/>	1000	4003800				
<input type="checkbox"/>	1000	4003900				
<input type="checkbox"/>	1000	4004000				
<input type="checkbox"/>	1000	4004100				
<input type="checkbox"/>	1000	4004200				
<input type="checkbox"/>	1000	4004300				
<input type="checkbox"/>	1000	4004400				
<input type="checkbox"/>	1000	4004500				
<input type="checkbox"/>	1000	4004600				
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<input type="checkbox"/>	1000	4004800				
<input type="checkbox"/>	1000	4004900				
<input type="checkbox"/>	1000	4005000				
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<input type="checkbox"/>	1000	4007800				
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<input type="checkbox"/>	1000	4008100				
<input type="checkbox"/>	1000	4008200				
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<input type="checkbox"/>	1000	4010500				
<input type="checkbox"/>	1000	4010600				
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<input type="checkbox"/>	1000	4011500				
<input type="checkbox"/>	1000	4011600				
<input type="checkbox"/>	1000	4011700				
<input type="checkbox"/>	1000	4011800				
<input type="checkbox"/>	1000	4011900				
<input type="checkbox"/>	1000	4012000				
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<input type="checkbox"/>	1000	4018800				
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<input type="checkbox"/>	1000	4019100				
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<input type="checkbox"/>	1000	4019800				
<input type="checkbox"/>	1000	4019900				
<input type="checkbox"/>	1000	4020000				
<input type="checkbox"/>	1000	4020100				
<input type="checkbox"/>	1000	4020200				
<input type="checkbox"/>	1000	4020300				
<input type="checkbox"/>	1000	4020400				
<input type="checkbox"/>	1000	4020500				
<input type="checkbox"/>	1000	4020600				
<input type="checkbox"/>	1000	4020700				
<input type="checkbox"/>	1000	4020800				
<input type="checkbox"/>	1000	4020900				
<input type="checkbox"/>	1000	4021000				
<input type="checkbox"/>	1000	4021100				
<input type="checkbox"/>	1000	4021200				

Change View "Mapping of Financial Statement Version to Semantic Tag":

Details New Entries Delete Undo Change Select All Deselect All More ▾

Display Exit

Mapping of Financial Statement Version to Semantic Tag

FS Vers	FS Item	Sem. Tag	Account From	Account To	Func. Area From	Func. Area To
<input type="checkbox"/>	1010	1000000	ACR_COST			
<input type="checkbox"/>	1030	4000000	CSH_CSHEQV			
<input type="checkbox"/>	11C0	1000210	DPRASSET			
<input type="checkbox"/>	11C0	1000220	AMORINASST			
<input type="checkbox"/>	11C0	1000230	CHGFARET			
<input type="checkbox"/>	11C0	1000310	PROVISIONS			
<input type="checkbox"/>	11C0	1000320	INVENTORY			
<input type="checkbox"/>	11C0	1000330	ACCREC			
<input type="checkbox"/>	11C0	1000340	ACCREC_OTH			
<input type="checkbox"/>	11C0	1000350	ACCPAY			
<input type="checkbox"/>	11C0	1000360	ACCPAY_OTH			
<input type="checkbox"/>	11C0	2000100	TANGASSET			
<input type="checkbox"/>	11C0	2000200	ITANGASSET			
<input type="checkbox"/>	11C0	2000300	CHGFARET			
<input type="checkbox"/>	11C0	2000400	CHGLTINV			
<input type="checkbox"/>	11C0	3000100	COMNSTOCK			
<input type="checkbox"/>	11C0	3000200	NOTERECEIV			
<input type="checkbox"/>	11C0	4000000	CSH_CSHEQV			
<input type="checkbox"/>	1320	10000000	ACCREC			
<input type="checkbox"/>	1320	11221000	ACR_COST			
<input type="checkbox"/>	23C0	1000210	DPRASSET			
<input type="checkbox"/>	23C0	1000220	AMORINASST			
<input type="checkbox"/>	23C0	1000230	CHGFARET			
<input type="checkbox"/>	23C0	1000310	PROVISIONS			
<input type="checkbox"/>	23C0	1000320	INVENTORY			

+≡ Position... Entry 1 of 133

Save Cancel

Please note that you cannot delete pre-delivered tags.

Currencies

In Accounting, currencies play a decisive role because they not only reflect the financial ratio in the respective national currency but they are also configured according to their use in your company. With the currency settings that you specified for the respective ledgers, currencies control, for example, how financial statements and consolidated financial statements are represented differently on the basis of the same data or how balances are created for different purposes with different currency translation (for example, for tax purposes).

There is the need to make a basic distinction between the business-transaction-specific, externally-specified currency (for example, amounts on an invoice), and currencies that, according to their use in a company, can be translated on the basis of particular settings (such as exchange rate and set of books) and hence can be managed in parallel to the original currencies. The externally-specified currency is the transaction currency. The other currencies can be defined and translated according to the role they have in Accounting.

The currencies and related information are stored in the system as currency types. The actual currency code (such as USD or EUR) and the translation method (for example, using the current Reuters exchange rate or the central bank rate) are assigned to the currency types.

Translation when posting ensures the zero balance setting for each document, clearing, and reversal.

The different currency types can be used, for example, for the following purposes:

- Individual financial statements in the company code currency
- Consolidated financial statements

Currency Types

The following currency types are available in the system:

- **Transaction Currency**

Currency in which a document is posted (currency type 00).

- **Company Code Currency**

The company code currency is the currency in which the local ledgers are managed in external Accounting (currency type 10). It is already predefined in the system and is the national currency of the company code.

- **Group Currency**

The group currency is used as the global currency, which allows amounts to be compared in a single currency (currency type 30). You specify your group currency before you install your system. The respective currency code applies for each client and consequently for all company codes and ledgers. For more information, see [Setting Your Group Currency](#).

i Note

Note that for a meaningful comparison of amounts from different company codes, not only do the amounts have to be in the same currency, but the respective company codes must also use the same accounting principle.

- **Freely-Defined Currency**

If your business needs require an additional currency, you can configure your own currency type. For more information, see [Create Additional Currency Types](#).

Currency translation into the company code currency is performed from the transaction currency with the exchange rate type **M** (average rate).

Further Information

To set up exchange rates, you can use the various configuration options in the system. You find these configuration steps in the [Manage Your Solution](#) app under [Configure Your Solution](#). From there, choose [Finance General Settings Currencies](#).

Setting Your Group Currency

The group currency is used to compare amounts using a single currency.

You specify your group currency when you set up your SAP S/4HANA Cloud system and before you proceed with your other configuration settings in the **Realize** phase.

Caution

The group currency is valid for all company codes and ledgers.

Here's how you set your group currency:

1. In your quality (Q) system, open the [Manage Your Solution](#) app and go to [Configure Your Solution Finance Pre-Activation Define Group Currency](#).
2. Choose [Configure](#).
3. In the [Currency](#) field, use the value help to select your group currency.
4. Save your changes.

Create Additional Currency Types

The default currency types available in your system are the transaction currency, which is the original currency of the business transaction, as well as the company code currency and the group currency.

If your business needs require an additional currency, you can configure your own currency type. For this currency type, you can set up the currency conversion settings globally, that is, for all company codes at one time, or individually for each company code.

Note that you can only create one additional currency type per company code.

Caution

You can only add new currency types for a company code that has **not** been used yet.

This means that you can only add an additional currency for a company code if the following conditions are true in both your quality (Q) and production (P) systems:

- No journal entries have been posted for the company code.
- Actual costing hasn't been activated for the company code.

Otherwise, a check blocks currency configuration changes.

You create a company code in the [Manage Your Solution](#) app under [Configure Your Solution](#). Start the [Organizational Structure](#) configuration step under [Organization](#). For more information, see [Creating a Company Code](#).

How to Create Additional Currency Types

You make your currency configuration changes in the [Manage Your Solution](#) app under [Configure Your Solution](#). Start the [Define Currency Settings for Ledgers and Company Codes](#) configuration step under [Finance General Settings Currencies](#).

Create your new currency type in the [Currency Types](#) view. By default, the following currency types are available in the table:

- **00** (Document Currency)
- **10** (Company Code Currency)
- **30** (Group Currency)

Make the following settings in this view:

1. Add your new currency by choosing [New Entries](#). Enter the name (consisting of two characters) for your currency starting with Y or Z, for example **YO** or **ZO**.
2. Enter a description and short description text for your currency. These are visible in the value help for the relevant fields.
3. Decide whether you want the corresponding currency conversion settings to be valid globally for all company codes or you want to define the currency conversion settings on company code-level. This means that you make the following currency conversion settings either for all company codes (that is, globally) or separately for individual company codes (that is, company-code-specifically). To mark your choice, select or deselect the [Company Code Specific Conversion](#) checkbox.
4. Depending on your choice, proceed to either the [Global Currency Conversion Settings](#) view or the [Currency Conversion Settings for Company Codes](#) view.

For global currency conversion settings, proceed as follows:

- a. Choose [New Entries](#).
- b. Enter the newly created currency.

This is the currency into which the currency conversion is to be made (**Currency Type** field). T

c. Enter the currency from which the currency conversion is to be made (**Source Currency** field), that is, the document currency (**00**) or the company code currency (**10**).

d. Enter the exchange rate type and the date on which the conversion is to be carried out (document date, posting date, or translation date).

If you define the currency conversion settings on company-code level, enter the relevant company code first and then proceed with the other settings mentioned above. Repeat these steps for each relevant company code.

Moving on to the **Company Code Settings for the Ledger** view, make the following settings:

1. Select the row with the combination of the leading ledger and the company code for which you want to use the additional currency. Enter the new currency type in the **Freely Defined Currency** field.
2. For the non-leading ledger, you can optionally enter the same currency type as in the leading ledger for each company code. If you don't need an additional currency for the non-leading ledger, you can leave the **Freely Defined Currency** field empty.

Important: Always enter at least the leading ledger (0L). You can also enter the non-leading ledger (2L or 3L) as required. If you don't enter the non-leading ledger, the new currency won't be used in this ledger. Extension ledgers, in turn, will automatically get the new currency type.

3. In the **Functional Currency** field, you can enter the currency of your primary economic environment. As your functional currency, you can use the company code currency (**10**), the group currency (**30**), or your newly created currency.
4. Save all the entries you made regarding the new currency type.

Exchange Rates

An exchange rate is a relationship between two currencies that is used to translate an amount into another currency.

You specify exchange rates for the following purposes:

- **Posting and Clearing**

To translate amounts that were posted or cleared in a foreign currency, or to check an exchange rate that was manually entered during posting or clearing.

- **Exchange Rate Differences**

To determine gains or losses due to exchange rate differences.

- **Foreign Currency Valuation:**

To value open items in a foreign currency, and in foreign currency balance sheet accounts during closing operations.

i Note

Exchange rates are defined at the client level and, therefore, apply for all company codes.

You can use the **Currency Exchange Rates** app to monitor, create, and change currency exchange rates. In addition, you can use the **Import Foreign Exchange Rates** app to import foreign exchange rates.

The following applies for each exchange rate:

- You specify an [exchange rate type](#).

- You can set time restrictions for the exchange rate. Time restrictions are useful if you want to consider exchange rate fluctuations, for example. Use the **Valid From** date to specify the date from which the exchange rate should apply.
- You can use either direct or indirect quotation to specify exchange rates. For more information about the direct or indirect quotation methods, see [Price Quotation](#).
- You specify the currency pair. Currency pairs are dependent on the quotation method that is configured.

For each foreign currency, you specify the exchange rate in the local currency.

→ Recommendation

If you maintain your exchange rates daily, you should delete exchange rates that you no longer require to reduce the number of entries in the system.

i Note

To use the **Currency Exchange Rates** app and the **Import Foreign Exchange Rates** app, log on with a user that has at least the minimum authorizations that are included in the general ledger accountant (SAP_BR_GL_ACCOUNTANT) business role template.

Related Information

[Currencies](#)

[Currency Exchange Rates](#)

[Import Foreign Exchange Rates](#)

Master Data

Definition

The master data in **General Ledger Accounting** comprises the following objects:

- G/L Account Master Data

The G/L account master records control the posting of accounting transactions to G/L accounts and the processing of the posting data. G/L account master data are classified into the following types:

- **Balance Sheet Account**
- **Nonoperating Expense and Income**
- **Primary Costs or Revenue**
- **Secondary Costs**

For more information, see [G/L Account Master Data](#).

- Profit Center Master Data

Profit center master data serves as the hierarchical term according to which you can post and subsequently analyze data relevant to Profit Center Accounting.

For more information, see [Profit Center Master Data](#).

- [Segment](#)

Division of a company for which you can create financial statements for external reporting.

Integration

Update

You can make identical settings for updating segments and profit centers as well as the relevant partner information in the ledgers of **General Ledger Accounting**. In this way, you can also use the same reporting for both organizational units. For example, you can create a profit and loss statement for each segment and profit center.

Hierarchies

You can create hierarchies for profit centers. In this way, you can display the posted documents of several profit centers as a joint result for a higher area of responsibility. You can use **sets** to define the hierarchies for the segments.

Functions

In general, you have access to functions such as document splitting, assessment, and distribution for both organizational units, encompassing the same functionality. For closing activities such as foreign currency valuation, sorted lists, or balance carry forward, the segment and profit center information remains intact in the same way.

G/L Account Master Data

Use

G/L account master data defines how business transactions are posted on G/L accounts and how the posting data is processed. The master data for an account must exist before any postings can be made to the account.

During the implementation phase, you adjust the predelivered template Chart of Accounts as needed. To create new master data, use the **Manage G/L Account Master Data** app.

G/L Account Types

G/L accounts are classified into the following types:

- **Balance Sheet Accounts**

Accounts to which postings from business transactions are made. The balance of a balance sheet account is carried forward at fiscal year end.

- **Nonoperating Expense and Income Accounts**

Income statement accounts that record expenses or gains from activities that are not part of the main purpose of the company, such as gains realized from financial investments by a manufacturing company.

- **Primary Costs or Revenue Accounts**

Income statement accounts that function as a cost element for primary costs or revenue. Primary costs reflect operating expenses such as payroll, selling expenses, or administration costs.

- **Secondary Cost Accounts**

Income statement accounts that function as a cost element for secondary costs. Secondary costs result from value flows within the organization, such as internal activity cost allocations, overhead allocations, and settlement transactions.

i Note

For information about how to define an account as a cost element, see [Cost Elements](#).

Structure

The data in G/L account master records is separated into areas so that company codes with the same chart of accounts can use the same G/L accounts:

- **Chart of Accounts Area**

Contains the data that is valid for all company codes, such as the account number.

- **Company-Code-Specific Area**

Contains data that may vary from one company code to another, such as the currency.

- **Controlling-Area-Specific Area**

Contains data that may vary from one controlling area to another, such as the cost element category.

Only required for **Primary Costs or Revenue** and **Secondary Costs** accounts.

Working with G/L Account Master Data

This topic describes which apps are available to display G/L account master data and to make changes to them.

Features

A G/L accountant (business template role: SAP_BR_GL_ACCOUNTANT), and a configuration expert (business template role: SAP_BR_BPC_EXPERT) can access G/L account master data. Depending on the role to which you're assigned, you can use the following apps to display G/L accounts and to make changes to them:

- **Search for a G/L account** (G/L accountant and configuration expert)

You can use the **Search** field to search for G/L accounts and restrict your search results using various attributes.

For more information, see [Searching for a G/L Account](#).

- **Add and modify G/L accounts** (configuration expert)

Use the **Manage G/L Account Master Data** app to add G/L accounts and modify G/L account details.

For more information, see [Manage G/L Account Master Data](#).

- **Add new G/L accounts** (configuration expert)

Use the **Manage Chart of Accounts** app to create new G/L accounts by copying existing ones.

i Note

Please note that you need to update your financial statement versions by adding the new G/L accounts manually.

For more information, see [Manage Chart of Accounts](#).

- **Display changes to G/L accounts** (G/L accountant and configuration expert)

The system records changes to G/L accounts. You can use the **G/L Accounts Changes** apps to display these changes.

For more information, see [G/L Account Changes](#).

Related Information

Manage G/L Account Master Data

With the **Manage G/L Account Master Data** app, you can perform actions to master data of G/L accounts depending on your role and the system that you access.

i Note

This app is used by different users for different tasks and can therefore be accessed in different places:

User	Task	App is accessed...
Configuration experts	Creating and changing G/L account master data and financial statement versions (FSV)	As a configuration step in Configure Your Solution in the Manage Your Solution app
Accounting users	Viewing G/L account master data and FSVs during daily business	Direct from the SAP Fiori launchpad

For more information on how the overall chart of accounts maintenance process works, see [Chart of Accounts Maintenance: Overview](#)

Key Features

As a G/L accountant (business template role: SAP_BR_GL_ACCOUNTANT), you can view G/L account master data and where an account is used in a financial statement version or in the **Automatic Account Determination** app.

As a configuration expert (business template role: SAP_BR_BPC_EXPERT), you can display and edit the master data of G/L accounts. You can also add new G/L accounts based on existing accounts and make mass changes to account descriptions and attributes. See the following tasks that you can do with this app:

- View G/L account master data
- Copy and edit a single G/L account
- Mass change descriptions and other attributes of multiple accounts from the following views:
 - Chart of Accounts View
 - Company Code View
 - Controlling Area View

i Note

You can select up to 50 G/L accounts for each mass change action.

- Mass copy G/L accounts that are in the same chart of accounts (in Company Code View)
- Make multiple copies of a G/L account (in Chart of Accounts View)
- View where the account is used in a financial statement version or in the **Automatic Account Determination** app

i Note

This app contains in-app help for key fields and concepts. To display the help while working in the app, press F1 or choose the question mark displayed in the app header.

Supported Device Types

- Desktop

Information for Key Users

The SAP Fiori apps reference library has details about the content necessary for giving users access to an app on the **SAP Fiori launchpad**. To see this app's Fiori content, go to the [SAP Fiori apps reference library](#) and search for the app. Then select SAP S/4HANA Cloud as the product. On the **Implementation Information** tab, select the correct release. The details are in the **Configuration** section.

Related Information

[Chart of Accounts Maintenance: Overview](#)

Searching for a G/L Account

This document shows you how to search for G/L accounts.

Use

To find a specific G/L account, you can search for various attributes using the search field. Before you enter any attributes in the search field, you should select the category **GL Account**.

You can, for example, enter an account group to display all G/L accounts belonging to this group. To narrow down your search results, you can also combine several attributes, such as a company code and a G/L account number. The search takes into account the following business data:

- G/L Account Number
- Description
- Company Code
- Balance Sheet Account
- Chart of Accounts
- Tolerance Group
- Trading Partner
- Account Group
- G/L Account Long text
- Created by

A list of results is displayed. For the first result, the display area includes the header, the summary, and details. For all other results, you only see a header and a summary. To display the details of another search result, expand the display area.

To further limit your search results to the ones that are relevant to you, you can apply one or more filters, for example a specific status. You can also sort the search results according to your needs.

More Information

For general information about how to search for an object page, see [Search](#).

Manage Global Hierarchies

With this app, you can create and edit hierarchies and their validity timeframes. When creating and editing hierarchies, you can select to use these hierarchies in compatible set groups, simplifying your allocations. You can add new timeframes under existing hierarchy IDs to help you prepare for planned upcoming reorganizations. You can also quickly create hierarchies based on existing hierarchies in case of structure changes or changing reporting needs. Additionally, you can easily expand hierarchies by adding levels or importing nodes from other hierarchies.

User Setup

Different hierarchy types are available to different business role templates:

- Users with the same minimum authorizations as the **Configuration Expert** (SAP_BR_BPC_EXPERT) business role template can create and maintain the following hierarchies:

Financial statement versions (FSV) with semantic tags

For more information, see [Financial Statement Versions in Manage Global Hierarchies](#) and [Creating and Changing Financial Statement Versions](#).

- Users with the same minimum authorizations as the **General Ledger Accountant** (SAP_BR_GL_ACCOUNTANT) business role template can create and maintain the following types of hierarchies:
 - Financial statement versions (FSV)
 - Functional area hierarchies
 - G/L account hierarchies
 - Profit center hierarchies
 - Segment hierarchies
- Users with the same minimum authorizations as the **Overhead Accountant** (SAP_BR_OVERHEAD_ACCOUNTANT) business role templates can create and maintain the following types of hierarchies:
 - Company code hierarchies
 - Cost center hierarchies
 - Custom hierarchies
 - Functional area hierarchies
 - G/L account hierarchies
 - Universal Allocation hierarchies
 - WBS element hierarchies

For further information on the restriction types that govern access to these hierarchies, see SAP Note [2727421](#) .

i Note

This app is used by different users for different tasks and can therefore be accessed in different places:

User	App is accessed...
Configuration experts	As a configuration step in Configure Your Solution in the Manage Your Solution app The configuration step name is Define Financial Versions in Global Accounting Hierarchies
General Ledger Accountants and Overhead Accountants	Direct from the SAP Fiori launchpad

Key Features

- Create and edit company code, cost center, custom, functional area, G/L account, profit center, segment, Universal Allocation, and WBS element hierarchies (role-dependent)
- Create and use multiple timeframes under specific hierarchy IDs
- Edit and save hierarchies in both draft and active status
- Edit your hierarchies quickly and easily using a variety of in-built features, including Fast Entry, copy and paste, and drag and drop
- Simulate edited hierarchies to view your changes before activating the hierarchies
- Export your hierarchies to spreadsheets or import them from spreadsheets

i Note

- When a spreadsheet exceeds the file size of 250 KB, a back-end job is started to process the spreadsheet importing and it takes some time to finish the job.
 - The spreadsheet provides about 200 lines (in gray area) for input and the sheet is set as protected. If you want to add more lines, please unprotect the sheet first.
- Define semantic tags and semantic tag groups for use in your hierarchies
 - Use hierarchies in compatible set groups to simplify allocation

Supported Device Types

- Desktop

Information for Key Users

The SAP Fiori apps reference library has details about the content necessary for giving users access to an app on the [SAP Fiori launchpad](#). To see this app's Fiori content, go to the [SAP Fiori apps reference library](#) and search for the app. Then select SAP S/4HANA Cloud as the product. On the [Implementation Information](#) tab, select the correct release. The details are in the [Configuration](#) section.

Related Information

[Chart of Accounts Maintenance: Overview](#)

[Financial Statement Versions](#)

[Creating and Changing Financial Statement Versions](#)

[Balance Sheet / Income Statement](#)

Financial Statement Versions in **Manage Global Hierarchies**

This topic describes how you can work with financial statement versions in the **Define Financial Statement Versions in Global Hierarchies** configuration step and the **Manage Global Hierarchies** app.

Which configuration step or app do I use?

As a configuration expert, you access the...	As a general ledger accountant, you access the...
<p>Define Financial Statement Versions in Global Hierarchies configuration step, which you find under Manage Your Solution Configure Your Solution Finance Chart of Accounts</p> <p>i Note You can use the Define Financial Statement Versions configuration step for the same tasks. For more information, see Creating and Changing Financial Statement Versions.</p>	<p>Manage Global Hierarchies app</p> <p>i Note You can use the Manage Financial Statement Versions app for the same tasks. For more information, see Creating and Changing Financial Statement Versions.</p>

Please choose > to display the information below.

Display a financial statement version

1. Open the configuration step or app.
2. Use the **Hierarchy ID** field to search for a financial statement version or find the desired one in the table.
3. Choose the arrow to the right of the financial statement version that you want to display.

To export a financial statement version, choose **Export/Import** in the details view and then **Export to Spreadsheet**.

Create a financial statement version

To create a financial statement version:

1. In the configuration step and app, choose the plus (+) icon.

i Note

To use the delivered FSV templates or financial statement versions created in the **Define Financial Statement Versions** configuration step or the **Manage Financial Statement Versions** app, choose **Import Hierarchy**.

2. In the **Create New Hierarchy** dialog, in the **Type** field, select **Financial Statement Version**.
3. Enter the required data and choose **Create**.

The new financial statement version is created.

4. To save and activate your new financial statement version, choose **Save** and then **Activate**.

i Note

Financial statement versions created in this configuration step or app cannot be displayed in the [Define Financial Statement Versions](#) configuration step or [Manage Financial Statement Versions](#) app.

Copy a financial statement version

To create a financial statement version by copying an existing one:

1. Open the financial statement version or template that you want to copy (see *Display a financial statement version*).

The financial statement version is displayed in the details view.

2. Choose **Copy** and select the desired option.
3. Enter the required details and choose **Copy**.
4. To adapt the new financial statement version to your requirements, choose **Edit**.
5. Make the necessary changes, then choose **Save** and **Activate**.


Your new financial statement version is created.

Edit a financial statement version

1. Open the financial statement version or template that you want to edit (see *Display a financial statement version*).
2. Choose **Edit**.
3. Choose the plus (+) icon in the last column or choose one of the nodes.
4. In the dialog, make the desired changes and choose **OK**.
5. To save and activate your updated financial statement version, choose **Save** and then **Activate**.

Add or change a semantic tag assignment

To add or change a semantic tag assignment:

- If you have opened a financial statement version in the details view, choose one of the semantic tags to change the assignment.
- If you have just added an item to a node:
 1. In the **Semantic Tag** column, choose the  (*Semantic Tag*) icon.
 2. Select a semantic tag and choose **OK**.
 3. To save and activate your updated financial statement version, choose **Save** and then **Activate**.

Assign accounts or a functional area to an item

You have added an item to a node in the details view. To add accounts or a functional area to an item, do the following:

1. Select an item and choose the plus (+) icon in the same row.
2. In the dialog, select **G/L Account** or **Functional Area**, enter the other required data, and choose **OK**.

The accounts or functional area are added to the nodes.

3. To save and activate your updated financial statement version, choose **Save** and then **Activate**.

Define the Debit / Credit Shift

To create a contra item, select a financial statement version. You can make the necessary settings in the details view.

For more information, see [Defining the Debit/Credit Shift](#).

i Note

The +/- indicator is not processed in reports consumed or displayed using the **Balance Sheet / Income Statement** or **Balance Sheet / Income Statement - Multidimensional** apps. This does not impact the debit/credit shift function in these apps.

Related Information

[Manage Global Hierarchies](#)

[Financial Statement Versions](#)

[Financial Statement Versions: FAQ](#)

[Balance Sheet / Income Statement](#)

[Balance Sheet / Income Statement - Multidimensional](#)

Manage Custom Hierarchy Type

Choose an additional dimension to define as a leaf for a new kind of hierarchy.

Using this app, you can choose additional dimensions to use to create hierarchies. You can then use **Manage Global Hierarchies** to build hierarchies based on your custom leaf. For example, you can define a **Country** leaf and then use **Manage Global Hierarchies** to build country hierarchies. To use this app, you need the same minimum authorizations as the Overhead Account (SAP_BR_OVERHEAD_ACCOUNTANT) business role template.

Please note that newly created custom hierarchies can be used in Universal Allocation only as sender and receiver groups. Please note also that custom hierarchies currently can only be displayed using [Manage Global Hierarchies](#).

Information for Key Users

The SAP Fiori apps reference library has details about the content necessary for giving users access to an app on the **SAP Fiori launchpad**. To see this app's Fiori content, go to the [SAP Fiori apps reference library](#) and search for the app. Then select SAP S/4HANA Cloud as the product. On the **Implementation Information** tab, select the correct release. The details are in the **Configuration** section.

Profit Center Master Data

Use

Profit center master data is used to post and subsequently analyze data relevant to your organization's profitability.

Profit center master data comprises the following objects:

- Profit centers
- Profit center groups
- Standard hierarchy of the profit centers
- Dummy profit centers for nonassigned postings

- Possible alternative profit center hierarchies

You as G/L accountant can work with profit center master data using the [Manage Profit Centers](#) app.


Manage Profit Centers

Use this app to search for, create, view, and edit profit center master data. This app allows you to manage profit center master data in an easy-to-consume way.

Prerequisites

In the Realize Phase, during the setup of your SAP S/4HANA Cloud system, you must create a default profit center and a default profit center group in your quality system. Since master data changes are not transported to your production system, you must create these objects again in your production system before you commence business. You create these master data objects in both systems using the [Manage Profit Centers](#) and [Manage Profit Center Groups](#), respectively.

For more information on how to create these default objects, see the following:

- In the Roadmap Viewer: [Maintain Profit Center Configuration](#) 
- [Manual Rework Activities in the Production System](#)

Key Features

Depending on the role assigned, you can perform the following tasks:

- Search for profit centers.
- View profit center master data.
- Create, edit, copy, and delete a combination of a profit center and a validity period.
- Assign company codes to profit centers.
- View all objects using this profit center by navigating to the app [Where-Used List – Profit Centers](#).
- See the changes that were made to a specific profit center. Please note that the app displays only a subset of changes. To see all changes, click or tap [All Changes](#) to navigate to the [Change Log – Profit Centers](#) app.

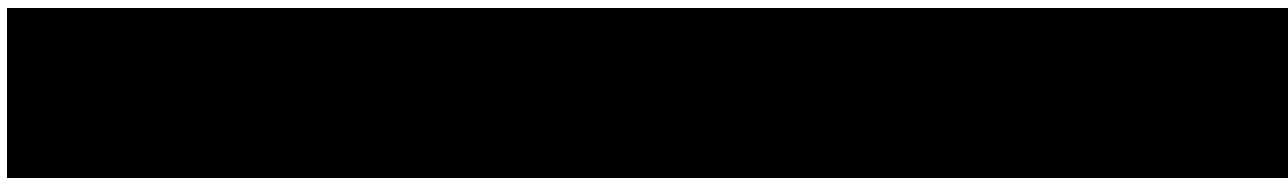
i Note

This app contains in-app help for key fields and concepts. To display the help while working in the app, press F1 or choose the question mark displayed in the app header.

Supported Device Types

- Desktop

How-To Video (English only)



FINANCE IN SAP S/4HANA CLOUD

Managing Profit Centers

i Note

Captions/subtitles are available for multiple languages. Simply click the **CC** button at the bottom right of the video player to see which languages are supported.

Information for Key Users

The SAP Fiori apps reference library has details about the content necessary for giving users access to an app on the **SAP Fiori launchpad**. To see this app's Fiori content, go to the [SAP Fiori apps reference library](#) and search for the app. Then select SAP S/4HANA Cloud as the product. On the **Implementation Information** tab, select the correct release. The details are in the **Configuration** section.

Related Information

[Where-Used List – Profit Centers](#)

[Change Log - Profit Centers](#)

Where-Used List – Profit Centers

Use

Use this app to find objects that are associated with one or more profit centers.

Features

This app enables you to:

- Search and view objects that reference a specific profit center or multiple profit centers. The objects that you can search for include, for example, allocation cycles, cost centers, profit center groups, global accounting hierarchies, and sales order items.

It is also possible to see where a profit center is used in the configuration of your system. Note that the configuration steps shown in this app can only be viewed in the **Manage Your Solution** app by a user with the relevant authorization.

i Note

This app contains in-app help for key fields and concepts. To display the help while working in the app, press F1 or choose the question mark displayed in the app header.

Supported Device Types

- Desktop
- Tablet
- Smartphone

Information for Key Users

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Change Log - Profit Centers

Use this app to see the details of changes made to profit center master data. You can see what was changed, by whom, and when. You can filter for changes made to particular profit centers or by a particular user.

Key Features

- See if any attributes of a profit center, for example, the person responsible, were changed
- See if a profit center was added to or removed from a company code
- Download your filtered change information to a Microsoft Excel spreadsheet
- Share your results with your colleagues

i Note

This app contains in-app help for key fields and concepts. To display the help while working in the app, press F1 or choose the question mark displayed in the app header.

How to Access This App

For users who have the minimum authorizations delivered with the [Divisional Accountant](#) (SAP_BR_DIVISION_ACCOUNTANT) business role template, this app is accessible in two ways:

- By default on the SAP Fiori launchpad or by adding it to the launchpad using the [App Finder](#)
- From within the [Manage Profit Centers \(Version 2\)](#) app

For users who have the minimum authorizations delivered with the [General Ledger Accountant](#) (SAP_BR_GL_ACCOUNTANT) business role template, this app can be accessed from within the [Manage Profit Centers \(Version 2\)](#) app.

Supported Device Types

- Desktop
- Tablet

- Smartphone

Information for Key Users

The SAP Fiori apps reference library has details about the content necessary for giving users access to an app on the [SAP Fiori launchpad](#). To see this app's Fiori content, go to the [SAP Fiori apps reference library](#) and search for the app. Then select SAP S/4HANA Cloud as the product. On the **Implementation Information** tab, select the correct release. The details are in the **Configuration** section.

Segment

Use

A segment is a division of a company for which you can create financial statements for external reporting to fulfill the requirements of accounting principles such as IFRS.

You can enter a segment in the master record of a profit center. The **Segment** characteristic is only released in combination with the **Profit Center** characteristic. If no segment is specified manually during posting (only possible for transactions in Financial Accounting), the segment is determined from the master record of the profit center. This profit center can also be assigned manually or derived.

Your system is configured with different rules to derive the segment during posting.

The document splitting procedure is the prerequisite for creating financial statements for the **Segment** dimension. To allow you to use this dimension, your system is configured with a zero balance setting for document splitting.

Configuration

The configuration settings for profit centers and segments can be found in [Manage Your Solution Configure Your Solution Finance Master and Organizational Data](#).

Current Settings

Current settings apps within General Ledger Accounting allow you to periodically adjust settings to meet your accounting needs.

The following apps are available:

- [Manage Workflows for General Journal Entry Verification](#)

To allow your business users to verify G/L journal entries, you need to define your workflow.

- [Defining Teams and Responsibilities - General Journal Entry Verification](#)

You can use this app to assign functions to employees who are verifiers of general journal entries.

- [Define Settings for Legacy Data Transfer](#)

If you want to initially transfer open balances and open postings from a legacy system to your SAP S/4HANA system, you need to enter the dates for completing certain preparatory activities in the system. The data transfer is performed using the SAP S/4HANA Migration Cockpit.

For more information, see [Data Migration](#).

- [Currency Exchange Rates](#)

- [Import Foreign Exchange Rates](#)
- [Edit Options for Journal Entries](#)

Import Foreign Exchange Rates

Use

With this app, you can import foreign exchange rates from an excel file.

Key Features

- Download the template and edit it with the most up-to-date foreign exchange rates data.

For more information, see [Download Template](#)

- Upload your files with the most up-to-date market data

Caution

The **Fixed Value** column must be **01** in your file.

- Check the data validation results, for example, errors and warnings

Note

Decimals are separated by dots. If you use comma to separate decimal points, the system will take it as invalid data.

- Import the correct data and warning data into the system

In addition, the app supports the following technical features and options:

- Send emails

You can send an email with a URL that enables the recipients to check the app with exactly the same selection criteria as you are currently using.

- Save as tile

You can create a tile that uses the current selection criteria as default settings.

Note

This app contains in-app help for key fields and concepts. To display the help while working in the app, press F1 or choose the question mark displayed in the app header.

Supported Device Types

- Desktop

Information for Key Users

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Download Template

Download templates with data and format selections.

Format Selection

Without Data

You need to enter both master data and transactional data in the template.

For the market data category field in the template, enter the following category number to the corresponding category:

Category Number	Market Data Category
01	Exchange Rate
03	Interest Rates
10	Credit Spreads
21	Forex Swap Rates
31	Exchange Rate Volatilities

With Master Data

You get a template with pre-defined master data of all the categories that you choose, except [Exchange Rate Volatilities](#)

Data Selection

Single Generic File

You get a generic file that includes all the categories that you choose.

Category-Specific Files

You get a file per category.

Template Description

A detailed description on the generic template of the [Import Foreign Exchange Rates](#) app.

For templates in a single generic file, the fields have different meanings, depending on the market data category that you select. You can follow the descriptions below:

Market Data Category	From	To	ERTy	Value Date	Exchange Rate	From Factor	To Factor	Price Quotation

	Market Data Category	From	To	ERTy	Value Date	Exchange Rate	From Factor	To Factor	Price Quotation
Exchange Rates	Enter the Category Number 01 for this column.	Enter the From Currency for this column.	Enter the To Currency for this column.	Enter the Exchange Rate Type for this column.	Enter the Effective Date for this column. Only the format YYYYMMDD is supported currently.	Enter the Exchange Rate for this column.	Enter the From Ratio for this column.	Enter the To Ratio for this column.	Enter the Price Quotation for this column. You need to enter X for indirect quotation, and leave empty for direct quotation.

The system shows the message of data validation after you upload this file.

Exchange Rate Type

The exchange rate type which is used to differentiate exchange rates.

Use

You can define different exchange rates for each currency pair. You then differentiate between these exchange rates using the exchange rate type. You need different exchange rates for the following purposes, for example:

- Valuation
- Conversion
- Translation
- Planning

Example

The following exchange rate types exist:

- Buying rate
- Bank selling rate
- Average rate

i Note

For posting and clearing, the system uses the exchange rate type M (average rate). This exchange rate type must be entered in the system and you must also enter the exchange rates for this type.

- Historical exchange rate

Price Quotation

The direct or indirect quotation method for exchange rates.

Definition

Direct quotation is where the cost of one unit of foreign currency is given in units of local currency, whereas indirect quotation is where the cost of one unit of local currency is given in units of foreign currency.

Use

This enables you to manage exchange rates for each currency pair using direct or indirect quotation. The type of quotation used is dependent on the market standard. You can define the type of quotation per client and currency pair (business transaction).

Example: Example

Your local currency is EUR:

- Direct exchange rate: 1USD = 0.92819 EUR
- Indirect exchange rate: 1EUR = 1.08238 USD

Currency Exchange Rates

With this app you can monitor, create, and change currency exchange rates.

Key Features

You can use this app to:

- Create and delete exchange rates
- Indicate validity periods for specific rates
- View all active exchange rates
- Copy and modify existing exchange rates
- Perform amount conversions within the app using [Currency Converter](#)
- View the exchange rate trend for a currency pair over the last 7 days, 30 days, or 12 months

Supported Device Types

- Desktop
- Tablet
- Smartphone

Information for Key Users

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Business Transactions

Use

You use this component to post and edit your business transactions. A business transaction is a business event that implies a change quantity or value. Business transactions are transaction data that is reflected in accounting by means of postings.

Features

This component comprises the following functions, among others:

- [Post](#)

You post business transactions to G/L accounts, for example, in General Ledger Accounting. For this, the system generates a journal entry. With [Document Splitting](#) document splitting, you can, for example, split up the documents according to selected characteristics and then create the [financial statement and profit and loss statement](#) on the basis of these characteristics.

You can also transfer posting data that is relevant for General Ledger Accounting from Controlling into General Ledger Accounting in real time.

- [Clear](#)

You can post open items with clearing or clear an account manually. If the balance is zero, the account is considered cleared.

- [Reversal](#)

If you have entered a document that is incorrect, you can reverse the document. In this way, the open items are cleared.

- **Internal Correspondence**

You can use these functions to create and edit internal evaluations such as the internal documents.

Closing Operations

The features and functions within General Ledger Accounting allow you to perform your period-end closing in a timely manner.

As a general ledger accountant, you can do the following:

- For closing operations at period-end closing, you can use the programs available for analyzing, valuating, and reclassifying the posting data.
- With these closing operations, you create a financial statement and a profit and loss statement (P&L).
- There are different programs available for sales/purchases tax declarations and tax payable postings.

Tax Processing

Caution

If tax authority audits are still outstanding for the business year, please ensure that the current archiving processes in the context of Data Privacy do not archive data relevant to these tax audits. Archiving prevents the tax auditor from accessing the data. In compliance with Data Privacy, archiving for a tax year may only take place after the audit has been concluded.

Reporting and Analysis

This topic gives an overview of the reporting and analysis features in General Ledger Accounting.

Purpose

You can use the reports in General Ledger Accounting to analyze business transactions. These analyses include recurring standard evaluations as well as custom queries. In the reports, you can drill down to the original line item.

Features

The features and functions within General Ledger Accounting allow you to run reports for analyzing the posting data.

The reports are available for all ledgers. You can specify for which ledger the report is displayed, and select various other criteria to display your data.

Reporting is divided up as follows:

- [General Ledger Overview](#)
- Account Balances, Line Items, and Journal Entries

For more information, see [Account Balances and Line Items](#) and [Journal Entries](#).

- [Financial Statements](#)
- [Tax Processing](#)

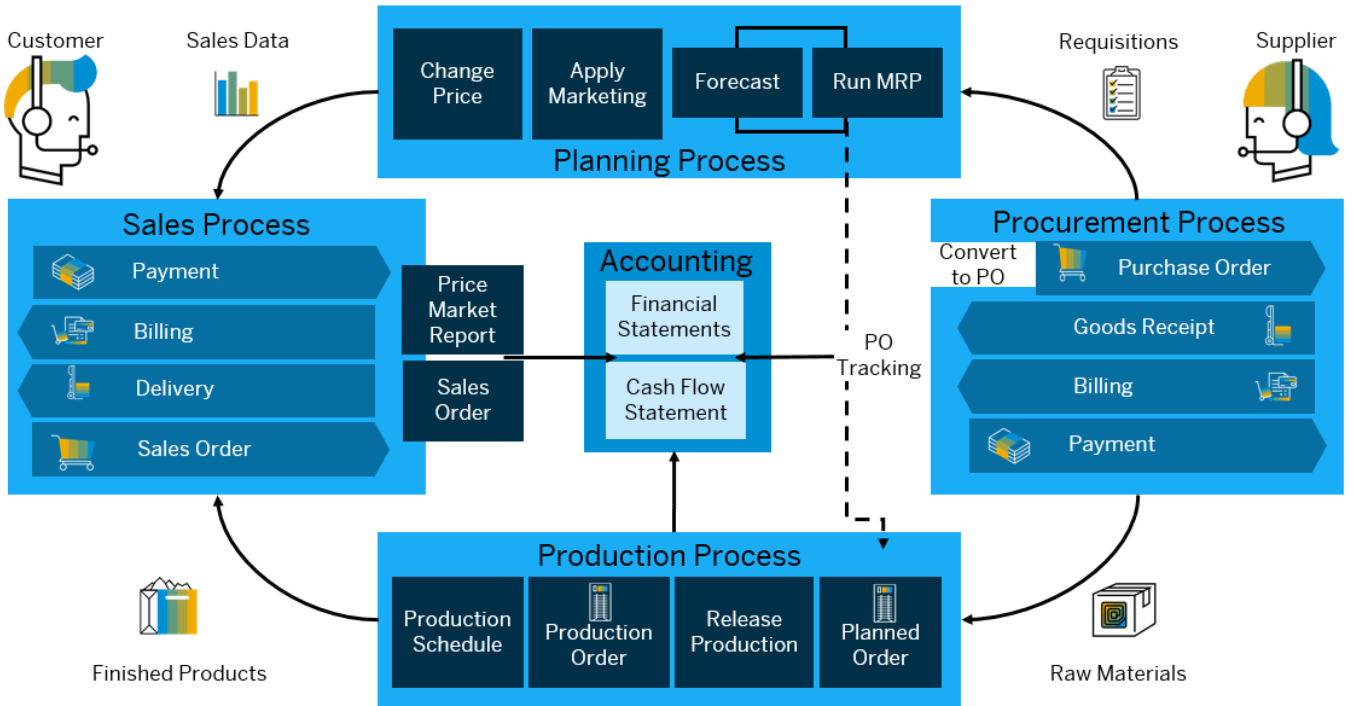
Caution

If tax authority audits are still outstanding for the business year, please ensure that the current archiving processes in the context of Data Privacy do not archive data relevant to these tax audits. Archiving prevents the tax auditor from accessing the data. In compliance with Data Privacy, archiving for a tax year may only take place after the audit has been concluded.

Integration

The components of SAP S/4HANA are connected, and data flows from one component to another. In Reporting, all this data is analyzed, regardless of where it was generated. The following graphic provides an overview of the integration in the system:

Finance Processes



General Ledger Overview

With this analytical overview app you can monitor important general ledger accounting indicators and access the relevant general ledger accounting apps.

Key Features

This overview app includes the following cards:

Card	Description
Recognized Revenue	Displays your year to date revenue and revenue per month over the last 6 months.
Recognized Cost of Sales	Displays your year to date expenses and your expenses per month over the last 6 months.
Journal Entries to Be Verified	Displays journal entries that require verification. The entries are sorted by descending amount.
G/L Account Balance	Displays general ledger account balances grouped by account group.
Tax Reconciliation Account Balance	Displays the balances of your reconciliation accounts. The accounts are sorted by descending amount.
G/L Item Changes	Displays a list of journal entries that were changed, including details of what was changed and who made the change. The entries are sorted by change date.
Days Sales Outstanding	Displays the average number of days it takes you to collect receivables, including the monthly DSO compared to the same month for the previous year.

Card	Description
Days Payable Outstanding Indirect	Displays the average number of days it takes you to pay your suppliers, including the monthly DPO compared to the same month for the previous year.

i Note

You can drag the cards to increase their size and display additional columns of data. You can also decrease their size and limit the columns displayed.

Required Semantic Tags

Some analytical apps have financial KPIs that are calculated based on nodes in a Financial Statement Version (FSV). These KPIs are calculated based on semantic tags that are assigned to these nodes. Every such application requires a subset of semantic tags. The following semantic tags are required for this app:

Semantic Tags for General Ledger Overview

Card	Semantic Tag	Semantic Tag Name
G/L Account Balance		
	RECO_REV	Recognized Revenue
	RECO_COS	Recognized COS
	ASSET	Assets
	LIAB_EQUIT	Liability and Equity
	PL_RESULT	PnL Results
Recognized Revenue		
	RECO_REV	Recognized Revenue
Recognized Cost of Sales		
	RECO_COS	Recognized COS

For more information about semantic tags and how you assign them, see:

[Semantic Tags](#)

i Note

If your cards aren't showing any data after you've assigned the semantic tags, try the following steps:

1. Ensure your hierarchy is replicated to the HRRP (Hierarchy Runtime Representation Persistency) using the **Manually Replicate Runtime Hierarchy** app.
2. Ensure your semantic tags are correctly assigned to the hierarchy using the **Manage Chart of Accounts** app.
3. Check that your semantic tags are assigned to the correct GL account in the **Assign Semantic Tag to FSV** app.
4. Import your planned data as described below.

Importing Planned Data

To display some financial KPIs accurately, you must import your planned data. Use the following procedures to import your planned cost and revenue data.

Example

You can amend this example CSV file to import your planned data:

```
CATEGORY;RLDNR;RYEAR;POPER;RBUKRS;RACCT;HSL;RHCUR;BUDAT
PLAN;0L;2019;9;1234;1234567;1000000;EUR;20191009
PLAN;0L;2019;8;1234;1234567;1000000;EUR;20191008
PLAN;0L;2019;7;1234;1234567;1000000;EUR;20191007
PLAN;0L;2019;6;1234;1234567;1000000;EUR;20191006
PLAN;0L;2019;5;1234;1234567;1000000;EUR;20191005
PLAN;0L;2019;4;1234;1234567;1000000;EUR;20191004
PLAN;0L;2019;3;1234;1234567;1000000;EUR;20191003
PLAN;0L;2019;2;1234;1234567;1000000;EUR;20191002
PLAN;0L;2019;1;1234;1234567;1000000;EUR;20191001
```

Importing Planned Cost Data

1. Open the [Balance Sheet / Income Statement](#) app.
2. Find the relevant GL Account.
3. Add the relevant account number to the example CSV file (column RACCT).
4. Open the [Import Financial Plan Data](#) app.
5. Import your CSV file.

Importing Planned Revenue Data

1. Open the [Balance Sheet / Income Statement](#) app.
2. Find the relevant GL Account.
3. Add the relevant account number to the example CSV file (column RACCT). You must also ensure that the amounts in column HSL are negative.
4. Open the [Import Financial Plan Data](#) app.
5. Import your CSV file.

Supported Device Types

- Desktop
- Tablet
- Smartphone

Information for Key Users

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S/4HANA Cloud as the product. On the [Implementation Information](#) tab, select the correct release. The details are in the [Configuration](#) section.

G/L Account Changes

This topic describes the apps that record changes to G/L accounts.

Use

With the [G/L Account Changes](#) apps, you can see the changes made to G/L accounts. For each field changed, the app stores the time of change, the user's name, and the current and previous field contents.

Features

- **G/L Account Changes**

You can see the changes made to various accounts, and also include the chart of accounts and company code data.

In addition, you can select field groups, which are used to assign authorizations. Every user can be given authorization to change fields in one or more groups.

- **G/L Account Changes - Central View**

Enter an account number and company code to see the changes made to that G/L account. You can also enter a period and the last processor.

- **G/L Account Changes - Chart of Accounts View**

Enter a charts of accounts and an account number to see the changes made to that G/L account. You can also enter a period and the last processor

- **G/L Account Changes - Company Code View**

Use this app to see the changes made to the master data of G/L accounts for a specific company code. You can also enter a period and the last processor

The changes are displayed in a table that you can adapt to your needs and download into various output formats.

Information for Key Users

The SAP Fiori apps reference library has details about the content necessary for giving users access to an app on the [SAP Fiori launchpad](#). To see this app's Fiori content, go to the [SAP Fiori apps reference library](#) and search for the app. Then select SAP S/4HANA Cloud as the product. On the [Implementation Information](#) tab, select the correct release. The details are in the [Configuration](#) section.

More Information

For more information, read the system documentation or application help. In the app, choose [More Program Documentation](#) or [Help Application Help](#).

Display Document Flow

With this app you can display all documents that are part of a business transaction.




Key Features

This app provides the following key features:

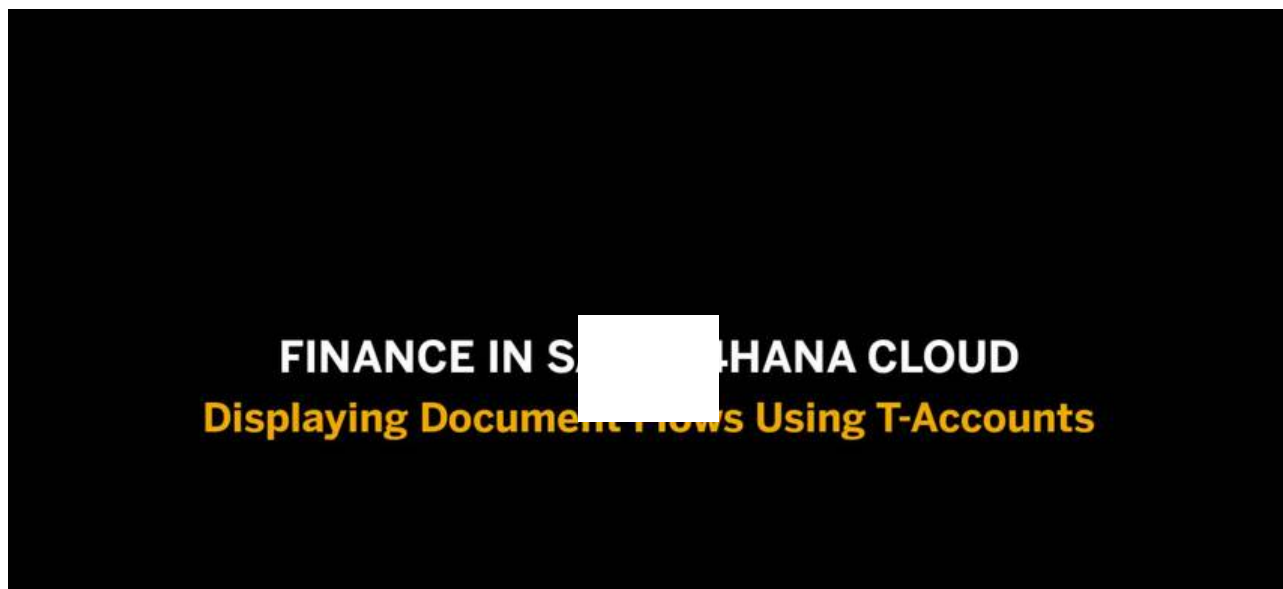
- View all preceding and succeeding documents by entering a single document number.
- Operational documents and journal entries are displayed in separate document flows on the same screen.
- Select documents within the flow to access additional controls.
- Select journal entries and view their accounting impact in a related app.

Working with Documents

Documents within the flows have the following features.

Document Flow	Feature	Feature Description
Operational Document Flow		
	Green Header	The document has corresponding journal entries. Select this document to highlight the corresponding journal entries.
	Gray Header	The document does not have corresponding journal entries.
		Select a document and then use this control to highlight the neighboring documents. Only the directly preceding document and the directly succeeding documents are highlighted.
		Select a document and then use this control to scroll down to the related journal entries.
G/L Document Flow		
		Select a document and then use this control to display the details of the document in a popover where you can copy details.

How-To Video (English only)





[Open this video in a new window](#)

i Note

Captions/subtitles are available for multiple languages. Simply click the **CC** button at the bottom right of the video player to see which languages are supported.

Supported Device Types

- Desktop
- Tablet
- Smartphone

Information for Key Users

The SAP Fiori apps reference library has details about the content necessary for giving users access to an app on the [SAP Fiori launchpad](#). To see this app's Fiori content, go to the [SAP Fiori apps reference library](#) and search for the app. Then select SAP S/4HANA Cloud as the product. On the [Implementation Information](#) tab, select the correct release. The details are in the [Configuration](#) section.

Display Parked Journal Entries

This topic describes the use and background of the [Display Parked Journal Entries](#) app.

Use

Use this app to display documents that were parked in Accounts Payable or Accounts Receivable apps.

Background

In General Ledger Accounting, you send journal entries for verification, but in Accounts Payable and Accounts Receivable, you can still enter and store (park) incomplete documents in the SAP system without extensive entry checks. At a later point in time, it is then possible for you or another user to complete, check, and post this kind of journal entries.

For more information about journal entry verification, see [Verify General Journal Entries](#).

Related Information

[Universal Journal](#)

Account Balances and Line Items

Purpose

When you post documents to an account, the system automatically updates the account balance. In addition, for G/L accounts that are managed with line item display, the system records items from the document that were posted to the account. It is therefore possible to view the account balances and the line items for every G/L account.

Features

The following apps are available:

- **Display G/L Account Balances**

You can check and compare the balances, and the credit and debit amounts of a ledger in a company code for each period of a fiscal year.

For more information, see [Display G/L Account Balances](#).

- **Display G/L Account Line Items**

You can check general ledger (G/L) account line items in the general ledger view. Filters are available that allow you to display either open and cleared items for open-item-managed accounts, or all line items of a G/L account.

For more information, see [Display Line Items in General Ledger](#).

Journal Entries

Financial Statements

Overview

Financial statements reflect the business activities and financial performance of your company. They're audited by accountants and authorities for accuracy and to ensure that the company is properly taxed. In addition, financial statements form part of the annual report and inform investors and market analysts about the company's financial position, operational results and cash flows for the reporting period. Companies create the following financial statements:

- **Balance Sheet**

The balance sheet shows your company's assets, liabilities, and shareholders' equity as of the date stated in the report. Thus, they provide a snapshot of your company's financial position. Assets and liabilities must have the same total value.

- **Income Statement**

The income statement shows your company's revenues and expenses over the reporting period. It also shows the net income, which is calculated as follows:

Revenues - Expenses = Net Income

- **Cash Flow Statement**

The cash flow statement shows your company's inflow and outflow of cash over the reporting period.

Overview

SAP provides the following apps for financial statements: (The images show the English screens; for more information about the apps, choose the links.)

Balance Sheet / Income Statement

SAP Balance Sheet / Income Statement

Standard * ▾

*Company Code: 1010 X *Ledger: OL (Ledger OL) *Statement Version: 1020 *Statement Type: Normal (Actual - Actual) *End Period: 8 2019 *Comparison End Period: 8 2018 *Currency: EUR (Company Code C...)

Adapt Filters (7) Go

Description	G/L Account	Period Balance	Comparison Balance (Actual)	Absolute Difference	Relative Difference
ASSETS		43,941,488,445.41 EUR	694.00 EUR	43,941,487,751.41 EUR	9,999,999.0
> Cash & Cash Equivalents		-34,507,587.53 EUR	99.00 EUR	-34,507,686.53 EUR	-9,999,999.0
> Accounts Receivable		38,767,712.46 EUR	595.00 EUR	38,767,117.46 EUR	6,515,481.9
> Inventories		43,937,073,581.54 EUR	0.00 EUR	43,937,073,581.54 EUR	0.0
> Prepaid Expenses		-76,398.00 EUR	0.00 EUR	-76,398.00 EUR	0.0
> Property, Plant, and Equipment		198,019.16 EUR	0.00 EUR	198,019.16 EUR	0.0
> Less: Accumulated Depreciation		25,071.56 EUR	0.00 EUR	25,071.56 EUR	0.0
> Other Long Term Assets		8,046.22 EUR	0.00 EUR	8,046.22 EUR	0.0
> Liabilities and Equity		-43,941,488,445.41 EUR	-694.00 EUR	-43,941,487,751.41 EUR	-9,999,999.0
> Income Statement		-125,194,243.60 EUR	-500.00 EUR	-125,193,743.60 EUR	-9,999,999.0
> P+L Result		125,194,243.60 EUR	500.00 EUR	125,193,743.60 EUR	9,999,999.0
> Not Assigned		-42,382,236,629.38 EUR	169.00 EUR	-42,382,236,798.38 EUR	-9,999,999.0
> Statement Notes		-3,782.21 EUR	0.00 EUR	-3,782.21 EUR	0.0

Balance Sheet / Income Statement - Multidimensional

SAP Balance Sheet / Income Statement - Multidimensional

Standard ▾

To show filters here, add them to the filter bar in Filters

Search	Pause	Financial Statement Leaf Item	Financial Statement Leaf Item	Period Balance	Comparison Balance	Absolute Difference	Relative Difference
		1020/01020	FSV operative CoA by Cost of Sales for DE	-42,382,240,860.60 EUR	-42,382,240,860.60 EUR	0.00 EUR	0.0000
		1020/00ASSETS	ASSETS	43,942,455,828.24 EUR	43,942,455,828.24 EUR	0.00 EUR	0.0000
		1020/08	Cash & Cash Equivalents	-34,529,478.40 EUR	-34,529,478.40 EUR	0.00 EUR	0.0000
		1020/017	Petty Cash	-677,280.52 EUR	-677,280.52 EUR	0.00 EUR	0.0000
		YCOA0000100100900A	Petty Cash	-677,265.52 EUR	-677,265.52 EUR	0.00 EUR	0.0000
		YCOA0000100800000A	Petty Cash Journal - postings automatic only	-15.00 EUR	-15.00 EUR	0.00 EUR	0.0000
		1020/018	Bank 1	-33,822,494.61 EUR	-33,822,494.61 EUR	0.00 EUR	0.0000
		1020/057	Bank 2	-29,703.27 EUR	-29,703.27 EUR	0.00 EUR	0.0000
		1020/09	Accounts Receivable	38,919,580.53 EUR	38,919,580.53 EUR	0.00 EUR	0.0000
		1020/010	Inventories	43,937,906,187.17 EUR	43,937,906,187.17 EUR	0.00 EUR	0.0000
		1020/012	Prepaid Expenses	-76,398.00 EUR	-76,398.00 EUR	0.00 EUR	0.0000
		1020/013	Property, Plant, and Equipment	203,019.16 EUR	203,019.16 EUR	0.00 EUR	0.0000
		1020/014	Less: Accumulated Depreciation	24,871.56 EUR	24,871.56 EUR	0.00 EUR	0.0000
		1020/016	Other Long Term Assets	8,046.22 EUR	8,046.22 EUR	0.00 EUR	0.0000
		1020/00LIABILITIES	Liabilities and Equity	-43,942,455,828.24 EUR	-43,942,455,828.24 EUR	0.00 EUR	0.0000
		1020/071	Income Statement	-105,135,569.77 EUR	-105,135,569.77 EUR	0.00 EUR	0.0000
		0COA0PLRESULTA	P+L result	105,135,569.77 EUR	105,135,569.77 EUR	0.00 EUR	0.0000
		1020/00NOTASSGND	Not Assigned	-42,382,237,003.39 EUR	-42,382,237,003.39 EUR	0.00 EUR	0.0000
		1020/00BSNOTES	Statement Notes	-3,857.21 EUR	-3,857.21 EUR	0.00 EUR	0.0000

Cash Flow Statement - Overview

SAP Display Cash Flow Statement Indirect IFRS

Standard * ▾

To show filters here, add them to the filter bar in Filters

Search	Pause	Ledger Fiscal Year	2019
		Cash Flow Statement (Indirect Method)	
		Cash flow from Operating Activities	
		Profit for the period	2,698.50 EUR
		Adjustments for income and expenses not involving cashflows	
		Depreciation of property, plant and equipment	0.00 EUR
		Amortization of intangible assets	0.00 EUR
		Gain/Loss from fixed asset retirement	0.00 EUR
		Changes in assets and liabilities	
		Increase (Decrease) of provisions	0.00 EUR
		Increase (Decrease) of inventories	0.00 EUR
		Increase (Decrease) in accounts receivables (net)	0.00 EUR
		Increase (Decrease) in other receivables (net)	0.00 EUR
		Increase (Decrease) in accounts payables	0.00 EUR
		Increase (Decrease) in other payables	0.00 EUR
		Net cash generated from continuing operating activities	2,698.50 EUR
		Cash Flow from Investing Activities	
		Purchase (Sale) of fixed assets	
		Purchase (Sale) of tangible assets	
		Purchase (Sale) of tangible assets	0.00 EUR
		Depreciation of tangible assets	0.00 EUR
		Purchase (Sale) of intangible assets	
		Purchase (Sale) of intangible assets	0.00 EUR
		Amortization of intangible assets	0.00 EUR
		Gain/Loss from retirement of fixed assets	0.00 EUR
		Increase (Decrease) in long-term investments	0.00 EUR
		Net cash used in continuing investing activities	0.00 EUR

Financial Statements: FAQ

Can I display our financial statements in different currencies?

Yes, you can display financial statements in the company code currency and in the group currency. For more information about currencies, see [Currencies](#).

How do I display plan data?

To learn how to do this, please read the procedure description: [Displaying Plan Data](#). In the in-app help, you will find a guided tour, which takes you step by step through the process.

How do I display profit center and segment information?

To learn how to do this, please read the procedure description: [Displaying Profit Center and Segment Data](#).

How do I download financial statements into a pdf file?

Use the following app for this purpose: [Balance Sheet / Income Statement](#)

How do I download financial statements into a spreadsheet?

Use the following app for this purpose: [Balance Sheet / Income Statement - Multidimensional](#)

Related Information

[Financial Statement Versions: FAQ](#)

Determination of Annual Net Income and Retained Earnings

Use

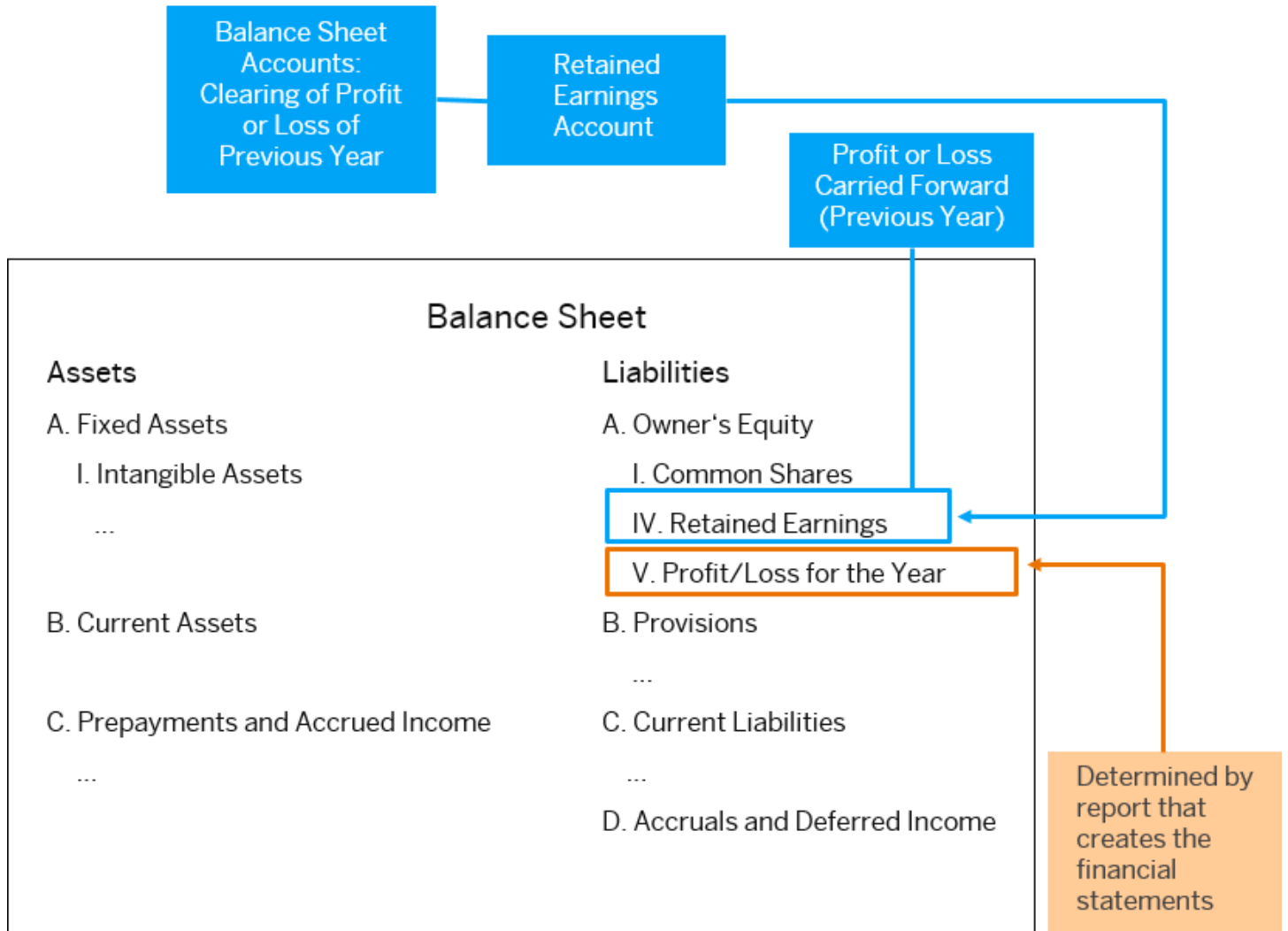
You do not have to make any manual postings since the system automatically calculates the following two financial statement items:

- The profit (or loss) for the year
- The profit (or loss) carried forward (retained earnings)

Features

The system determines both values as follows:

Determination of Annual Net Income and Retained Earnings



The profit (or loss) for the year

The profit (or loss) for the year is calculated by the report that creates the balance sheet and P&L statement. You do not have to make the traditional postings of debiting profit account and crediting the equity account (or crediting the loss account and debiting the equity account). The balance of the accounts assigned to the items **Assets** and **Liabilities** gives us the profit (or loss) for the year. Accounts displayed under the items **Not Assigned** and **Fin. Statement Notes** do not flow into the annual net profit/net loss for the year or into the P&L statement result. All other accounts are interpreted as P&L accounts. The system also determines the profit and displays it in the appropriate line of the profit and loss statement and equals the profit shown in the balance sheet if all relevant accounts are assigned. You do not have to close out the profit and loss statement accounts using a profit account.

The profit (or loss) carried forward (retained earnings)

The profit (or loss) carried forward from previous years is taken from the retained earnings account (see the diagram above), provided you have assigned the account to this item in the financial statement version. The balance from the profit and loss statement accounts is carried forward to this account by the balance carry forward program. No document is created. The retained earnings account is debited in the new year if the company uses the retained earnings.

Balance Sheet / Income Statement

Use

Use this app to display balance sheets as well as profit and loss statements for your companies using operational, local, and global charts of accounts. These reports are generated on the fly by analyzing all relevant line items. From these reports, you can also access the line items of a specific G/L account as well as customer and supplier line items.

i Note

If you want to download balance sheets and income statements to Excel and use other additional functions, you can work with the [Balance Sheet / Income Statement - Multidimensional](#) app.

Key Features

Depending on your authorizations, you can perform the following tasks:

- **Display**

- Full balance sheet for multiple company codes
- Full profit and loss statement for multiple company codes
- Additional currency: If an additional currency is available in the system, you can display your financial statements in that currency. For information on how to create an additional currency, see [Create Additional Currency Types](#).
- Nodes of a balance sheet or profit and loss statement
- G/L accounts: By clicking on the nodes on the right in the table, drill down to the accounts. In the **Period Balance** and **Comparison Balance** columns, you can navigate to the [Display G/L Line Items](#) and [Display G/L Balances](#) apps.

Depending on your authorizations, you can also navigate to the [Manage Customer Line Items](#) and [Manage Supplier Line Items](#) apps if the G/L account is a customer or supplier reconciliation account.

- Balances carried forward

The balance displayed in the balance sheet includes the balances carried forward.

For more information, see [Carry Forward Balances](#).

In the [Display G/L Balances](#) app, the balances carried forward are also displayed. This means that the app shows the same balance as the **Balance Sheet / Income Statement** app.

For balance sheet accounts, when you drill down to the [Display G/L Line Items](#) app, the balances carried forward are not displayed in that app. This means that the **Balance Sheet / Income Statement** and **Display G/L Line Items** show different balances if balances have been carried forward.

- Profit centers and segments

For more information, see [Displaying Profit Center and Segment Data](#).

- Different currencies (company-code currency and group currency). For more information about currencies, see [Currencies](#)

- Zero-balance accounts

For more information, see [Displaying Zero-Balance Accounts](#).

- Alternative account numbers

For more information, see [Displaying Alternative Account Numbers](#).

- Time-dependent hierarchies: You can select a key date to display the financial statement version for that date.

For more information, see [Displaying a Financial Statement Version for a Key Date](#).

- **Compare**

- Key period with comparison period
- Actual and plan data

For more information, see [Displaying Plan Data](#).

- **Search**

- For anything in the table, for example a specific G/L account number or name

- **Download**

You can export statements to PDF forms, which you can save and print.

- **Access**

From this app, depending on your authorizations, you can navigate to the following apps:

- [Display G/L Account Balances](#)
- [Display Line Items in General Ledger](#)
- [Manage Customer Line Items](#)
- [Manage Supplier Line Items](#)
- Drill down to the [Financial Plan Data](#) report

i Note

This app contains in-app help for key fields and concepts. To display the help while working in the app, press F1 or choose the question mark displayed in the app header.

Dependencies

Use the [Manage Financial Statement Versions](#) app to change the assignment between G/L account and financial statement version.

Country/Region-Specific Functions

There are country-specific functions available for this app for **Poland**. For more information, go to [Country/Region-Specific Functions](#) and select **Poland**.

Supported Device Types

You can use this app on the following device types:

- Desktop
- Tablet

Information for Key Users

The SAP Fiori apps reference library has details about the content necessary for giving users access to an app on the [SAP Fiori launchpad](#). To see this app's Fiori content, go to the [SAP Fiori apps reference library](#) and search for the app. Then select SAP S/4HANA Cloud as the product. On the [Implementation Information](#) tab, select the correct release. The details are in the [Configuration](#) section.

See also

[Financial Statement Versions](#)

Balance Sheet / Income Statement: Key User Information

This topic provides information for key users about the [Balance Sheet / Income Statement](#) app.

Key User Information: Identity and Access Management (IAM)

The SAP Fiori apps reference library has details about the content necessary for giving users access to an app on the [SAP Fiori launchpad](#). To see this app's Fiori content, go to the [SAP Fiori apps reference library](#) and search for the app. Then select SAP S/4HANA Cloud as the product. On the [Implementation Information](#) tab, select the correct release. The details are in the [Configuration](#) section.

Authorizations: Navigation to other apps

If you want to navigate to other apps, you may require additional authorizations:

App	Business Catalog (Description)	Business Catalog (Technical Name)
Manage Customer Line Items	Accounts Receivable - Document Processing	SAP_FIN_BC_AR_DOC_PROC_PC
Manage Supplier Line Items	Accounts Payable - Document Processing	SAP_FIN_BC_AP_DOC_PROC_PC
Financial Plan Data report	General Ledger Accounting - Planning	SAP_FIN_BC_GL_PLN__PC

Displaying Zero-Balance Accounts

This topic describes how to display zero-balance accounts in the [Balance Sheet / Income Statement](#) app.

Zero-balance accounts are accounts to which no postings have been made or accounts for which the credit and debit postings offset each other. To display them, do the following:

1. Open the [Balance Sheet / Income Statement](#) app.
2. In the filter bar, select a company code and a statement version.
3. Choose [Adapt Filters](#).
4. Under [Special Fields](#), select [More Filters](#).
5. Select [Including Zero-Balance Accounts](#) and click [OK](#).
6. Under [Special Fields](#), select [Including Zero-Balance Accounts](#) and click [Go](#).

The [Including Zero-Balance Accounts](#) field has been added to the filter bar.

7. Select the type of statement that you want to see.

The financial statement is displayed. It includes the accounts to which no postings have been made and the accounts for which the credit and debit postings offset each other.

Here's what that looks like (English only):

Displaying Plan Data

This topic describes how to display plan data in the **Balance Sheet / Income Statement** app.

In the **Balance Sheet / Income Statement** app, you can view profit and loss statements as well as balance sheets. You can compare actual data from different periods and, in addition, compare actual data and plan data.

i Note

To display plan data, you need to import plan data using the *Import Financial Plan Data* app.

For more information, see [Import Financial Plan Data](#).

To display plan data, proceed as follows:

1. In the **Statement Type** field, select **Normal (Actual – Plan)**.

The **Plan Category** field appears to the right of the **Statement Type** field.

2. Select one of the **Plan Category** options.

You can now see the plan data in the **Comparison Balance (Plan)** column.

To see more details, click an amount to open the **Financial Plan Data** report.

Here's what that looks like (English only):

Displaying Profit Center and Segment Data

This topic describes how you can display profit center and segment data in the [Balance Sheet / Income Statement](#) app.

You want to display profit center and segment data in the [Balance Sheet / Income Statement](#) app? Here's how you do it:

1. Enter a company code and a financial statement version.
2. Click **Adapt Filters**.

In the **Adapt Filters** dialog, do the following:


- a. In the **Financial Statement** section, click **More Filters**.

In the **Select Filters** dialog, select **Profit Center** and **Segment**, and click **OK**.

- b. In the **Special Fields** section, click **More Filters**.

In the **Select Filters** dialog, select **Including Segment** and **Including Profit Center**, and click **OK**.

3. To confirm your filter settings, click **Go**.

4. Open the **Settings** dialog by clicking  (*Personalization*).

- a. Select **Segment**, **Segment Name**, **Profit Center**, and **Profit Center Name**.

- b. Then click **OK**.

5. To save your settings as a variant, click the down arrow (∨) next to **Default**.

In the **My Views** dialog, do the following:

- a. Click **Save As** and enter a name for your view.

Optionally, select the **Set as Default** option.

b. Then click **Save**.

6. You can now see the **Segment**, **Segment Name**, **Profit Center**, and **Profit Center Name** columns in the table below.

You may need to expand the node on the left to see more details.

Related Information

[Balance Sheet / Income Statement](#)

Displaying Alternative Account Numbers

This topic describes how to display alternative account numbers in the **Balance Sheet / Income Statement** app.

Use

Usually, the **G/L Accounts** column shows the accounts belonging to the company code chart of accounts. Instead, you can choose to display the G/L accounts assigned to a country chart of accounts.

Procedure

To display alternative account numbers, do the following:

1. On the SAP Fiori launchpad, open the **Balance Sheet / Income Statement** app.
2. Select a financial statement version with a country or group chart of accounts.
Enter the required data and choose **Adapt Filters**.
3. In the dialog, in the **Special Fields** section, select **Account Display**, click **OK** and then **Go** twice.

The field is added to the filter section.

4. Under **Account Display**, select **Alternative Account**.

The alternative account numbers are now displayed in the **G/L Account** column.

Here's what that looks like (English only):

The screenshot shows the SAP 'Balance Sheet / Income Statement' application. The filter bar at the top includes the following fields:

- *Company Code: 1 Item
- *Ledger: 0L (Ledger 0L)
- *Statement Version: YPS2
- *Statement Type: Normal (Actual - Actual)
- *End Period: 2, 2019
- *Comparison End Period: 2, 2018
- *Currency: EUR (Company Code Cu...)

The main table area is currently empty, displaying 'No data'.

Displaying a Financial Statement Version for a Key Date

This topic describes how to display a financial statement version for a specific date.

To display a financial statement version for a specific date, you first add the **FSV Key Date** field to the filter bar. After that, you can select different key dates to display the financial statement versions for those dates:

Add the **FSV Key Date** field to the filter bar:

1. Open the **Balance Sheet / Income Statement** app.
2. Choose **Adapt Filters**.
3. In the **Adapt Filters** dialog, under **Financial Statement**, choose **More Filters**.
4. In the **Select Filters** dialog, select **FSV Key Date** and choose **OK**. Then choose **Go**.

The **FSV Key Date** field has been added to the **Filters** section of the app. You can now enter different key dates to display the financial statement version that was valid on that date.

Demo

Here's how that works (English only):

How to enter a key date

Use the **Key Date** field as follows:

- Enter a date or use the calendar to pick a date.
- In the calendar, to change the month or year, click the month or the year.

Balance Sheet / Income Statement - Multidimensional

Use

With this app, you can display balance sheets for your companies using operational, local and global chart of accounts. These reports are generated on the fly by analyzing all the relevant line items. From these reports you can also access the line items of a specific G/L account. If you need to share and further analyze the financial statements, you can export them to Excel. You can also compare different fiscal years, different ledgers and actual with plan data for the financial statement version.

i Note

If you want to download financial statements to PDF files and use other additional functions, such as you need a screen reader, you can work with the [Balance Sheet / Income Statement](#) app.

Key Features

Depending on the role to which you are assigned, you can perform the following tasks:

- Display

- Balance sheet in a grid format
- Balance sheet for multiple company codes
- Specific node of a balance sheet
- G/L accounts, profit centers, and segments
- Alternative G/L accounts
- Different currencies
- Different financial statement types (normal, opening and movement) by choosing the corresponding from and to periods
- Compare
 - Key period with comparison period
 - Actual and plan data

By default actual data is displayed (category **ACT01**). If you choose another category for plan data, you can compare actual and plan data.
 - Different ledgers (only for actual data)
- Analyze
 - Modify the grid by moving available measures to and from the grid axes
 - Choose the attributes and account assignment objects you need from the navigation area, and add these to the rows.
 - Export financial statement to Excel
 - Working with Hierarchies

The app reads the hierarchies from special tables that are optimized for analysis. You must replicate the hierarchies into these tables using the [Replicate Runtime Hierarchy](#) app.

- Access

You can access other related apps, such as the following:

- [Display G/L Account Balances](#)
- [Display Line Items in General Ledger](#)
- [Financial Plan Data](#)

In addition, the app supports the following technical features and options:

- E-Mail

This app uses the `C_FinStmntComparison` CDS view.

Constraints

Please do **not** set filter bar variants as default variants. This influences the results in the results table as they are **not** displayed with the correct hierarchy.

Supported Device Types

Information for Key Users

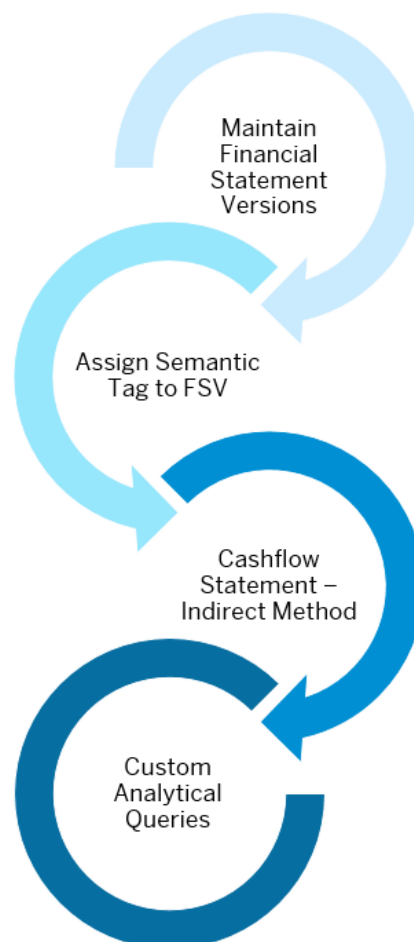
The SAP Fiori apps reference library has details about the content necessary for giving users access to an app on the **SAP Fiori launchpad**. To see this app's Fiori content, go to the [SAP Fiori apps reference library](#) and search for the app. Then select SAP S/4HANA Cloud as the product. On the **Implementation Information** tab, select the correct release. The details are in the **Configuration** section.

[App entry in the SAP Fiori apps reference library](#)

Cash Flow Statement - Overview

This document gives an overview of the different apps that are part of the cash flow statement process.

This image is interactive. Hover over each area for a description. Click highlighted areas for more information.



Cash Flow Statement - Indirect Method

The **Cash Flow Statement - Indirect Method** app offers you an instantaneous overview of your cash flow. It draws data from semantic tags that are assigned to G/L accounts and comprise a financial statement version. The following example shows you which apps you use to change the data flow and the output of the report.

1. Manage Financial Statement Versions

The financial statement version is used to organize and group G/L accounts. With the **Manage Financial Statement Versions** app, you can create and adapt the financial statement version by assigning G/L accounts.

For more information, see [Defining Financial Statement Versions](#).

2. Assign Semantic Tag to FSV

With this app, you can assign a semantic tag to a financial statement version to minimize future maintenance. All reports created with the **Cash Flow Statement - Indirect Method** app are based on the assignment between financial statement version nodes and G/L accounts.

For more information, see [Assign Semantic Tags to a Financial Statement Version](#).

For information on which semantic tags are required for the cash flow statement, see [Assign Semantic Tags for Cash Flow Statement](#).

3. Cash Flow Statement – Indirect Method

With this app, you can create a cash flow statement based on the indirect calculation method.

For more information, see [Cash Flow Statement - Indirect Method](#).

4. Custom Analytical Queries

With this app, you can adapt the report format and calculation procedure to your needs. If you want to use it, you must have the **Analytics – Query Design** business roles assigned to you. To begin, you choose the query **C_CASHFLOWINDIRECTIFRS**, which is the basis of your own report. You can edit the report by adding or deleting items. As a last step, activate the query before you can use it. Alternatively, you can use the **Preview** button to test the query.

For more information, see [Custom Analytical Queries](#).

Cash Flow Statement - Indirect Method

This app enables you to create a cash flow statement based on the indirect calculation method.

You can display real-time information about your cash flow. Depending on your requirements, you can add columns or rows to get more detailed information about individual accounts.

The cash flow total is calculated as follows:

- Cash Flow = Cash Flow from Operating Activities + Cash Flow from Investing Activities + Cash Flow from Financing Activities
- Cash Flow from Operating Activities = Net Profit (or Loss) + Adjustments for Income and Expenses Not Involving Cash Flows – Decrease in Balance Sheet Items + Increase in Value in the Balance Sheet Items

i Note

If your app does not work with a screen reader, you can add a separate, accessible version of this app to your **SAP Fiori launchpad**. Go to the **App Finder** in your **User Actions Menu** and search for the name of your app.

Key Features

This app provides the following key features:

- Multidimensional and real-time cash flow analysis
- Detailed cash flow information according to your requirements
- Additional filters for more information
- Consistent data flow

i Note

This app contains in-app help for key fields and concepts. To display the help while working in the app, press F1 or choose the question mark displayed in the app header.

Data Flow

The report obtains its data from the semantic tag that is assigned to a financial statement version node.

Use the following apps to make changes:

- **Manage Financial Statement Versions:** Change the assignment between G/L account and financial statement version.
For more information, see [Assigning Accounts](#).
- **Assign Semantic Tag to FSV:** Change the assignment between semantic tag and financial statement version.
For more information, see [Assign Semantic Tags to a Financial Statement Version](#).
- **Custom Analytical Queries:** Change the report format and formula by copying the existing cash flow query (Query name: C_CASHFLOWINDIRECTIFRS).
For more information about analytical queries, [Custom Analytical Queries](#).

Supported Device Types

Desktop

See Also

- For an overview of the cash flow statement process, see [Cash Flow Statement - Overview](#).
- For information for key users, see [Cash Flow Statement: Key User Information](#).
- For information on how to use this type of app, see [Using Analytical Reports](#) or watch the [Design Studio Apps - Working with Multi-Dimensional Reports](#) video:



Cash Flow Statement: Key User Information

This topic provides key user information about the **Cash Flow Statement** app.

Information for Key Users

The SAP Fiori apps reference library has details about the content necessary for giving users access to an app on the **SAP Fiori launchpad**. To see this app's Fiori content, go to the [SAP Fiori apps reference library](#) and search for the app. Then select SAP S/4HANA Cloud as the product. On the **Implementation Information** tab, select the correct release. The details are in the **Configuration** section.

Authorizations for Customer and Supplier Data

To ensure that the cash flow statement is complete and includes the supplier and customer line items, do the following:

- Check that the following restriction types are properly maintained in the **Manage Customer Master Data** and **Manage Supplier Master Data** apps:

Restriction Types

Description	Technical Name	What it does
Authorization Groups for Changes to Customer Accounts	F_KNA1_BED	Limits the entry and processing of line items in customer accounts
Authorization Groups for Changes to Supplier Accounts	F_LFA1_BEK	Limits the entry and processing of line items in supplier accounts

For more information, see [Manage Customer Master Data](#) and [Manage Supplier Master Data](#).

- In the **Maintain Business Roles** app, for the **General Ledger - Reporting** business catalog (ID = SAP_FIN_BC_GL_REPORTING_PC, provide business users with read access for the restriction types above.

For more information, see [Maintain Business Roles](#).

Assign Semantic Tags for Cash Flow Statement

This topic provides a list of the semantic tags that are required for the cash flow statement and describes how to assign them.

If you want to display financial information in a cash flow statement, you need to assign semantic tags to financial statement items.

For more information, see [Semantic Tags](#).

Procedure

This is how you assign semantic tags to the financial statement items of the cash flow statement:

1. Open the [Assign Semantic Tags to FSV](#) app.
2. Choose [New Entries](#).
3. Select [Assign Semantic Tag to FS Item](#) and choose [Continue](#).
4. Select the financial statement version that you use for the cash flow statement and choose (*Copy*).
5. Select the financial statement item to which you want to assign a semantic tag.
6. Enter the corresponding semantic tag (see table below) and choose [Save](#).

Semantic Tags required for the cash flow statement

The following table shows the entire structure of the cash flow statement, including the relevant semantic tags and formulas . If you want financial statement items to appear in the cashflow statement, you need to assign the appropriate semantic tags. In addition, you can see the related formulas:

Semantic Tags required for the cash flow statement

Financial Statement Item	Semantic Tag	Formula
Cash flow from Operating Activities		
Profit for the period	NtInc_alAc	NtInc_alAc
Adjustments for income and expenses not involving cashflows		
Depreciation of property, plant and equipment	DprTAsset	DprTAsset * (-1)
Amortization of intangible assets	AmorInAsst	AmorInAsst * (-1)
Gain/Loss from fixed asset retirement	ChgFARet	ChgFARet * (-1)
Changes in assets and liabilities		
Increase (Decrease) of provisions	Provisions	Provisions * (-1)
Increase (Decrease) of inventories	Inventory	Inventory * (-1)
Increase (Decrease) in accounts receivables (net)	AccRec	AccRec * (-1)
Increase (Decrease) in other receivables (net)	AccRec_0th	AccRec_0th * (-1)
Increase (Decrease) in accounts payables	AccPay	AccPay
Increase (Decrease) in other payables	AccPay_0th	AccPay_0th
Net cash generated from continuing operating activities		NtInc_alAc-DeprTAsset - AmorInAsst-ChgFARet-Provisions- Inventory-AccRec - AccRec_0th+AccPay+AccPay_0th
Cash Flow from Investing Activities		
Purchase (Sale) of fixed assets		
Purchase (Sale) of tangible assets		
Purchase (Sale) of tangible assets	TangAssets	TangAssets * (-1)

Financial Statement Item	Semantic Tag	Formula
Depreciation of tangible assets	DprTAsset	DprTAsset
Purchase (Sale) of intangible assets		
Purchase (Sale) of intangible assets	ITangAsset	ITangAsset * (-1)
Amortization of intangible assets	AmorInAsst	AmorInAsst
Gain/Loss from retirement of fixed assets	ChgFARet	ChgFARet
Increase (Decrease) in long-term investments	Tag ChgLTInv	ChgLTInv * (-1)
Net cash used in continuing investing activities		-TangAssets+DprTAsset - ITangAsset+AmorInAsst +ChgFARet -ChgLTInv
Cash Flow from Financing Activities		
Increase (Decrease) in common stocks	ComnStock	ComnStock
Increase (Decrease) in Borrowings	NoteReceiv	NoteReceiv
Net cash generated from financing activities		ComnStock + NoteReceiv
Net Cash Flow		Net cash generated from continuing operating activities + Net cash used in continuing investing activities + Net cash generated from financing activities
Cash Flow Validation	Csh_CshEqv	Csh_CshEqv
Validation Balance		Net Cash Flow - Cash Flow Validation

Enhancing Cash Flow Statement

To enhance a report, for example, cash flow statement, you can search for query [C_CASHFLOWINDIRECTIFRS](#) in the **Custom Analytical Queries** app. For more information, see [Custom Analytical Queries](#) and [How to Create Custom Queries](#).

Related Information

[Cash Flow Statement - Overview](#)

Analyze Expected Credit Loss Allowances

With this app you can display expected credit losses and the allowances for them based on existing data in your system. Based on the selection criteria that you enter when you start the app, the app displays a real-time snapshot of the expected credit losses and their allowances.

The app provides a reconciliation from the opening balance to the closing balance of the loss allowance in one table that shows the changes for each risk class separately in the selected period.

Key Features

This app provides the following key features:

- Data are displayed in the app when you have carried out value adjustments from contract accounts receivable and payable and when you have transferred and posted them in the general ledger

i Note

If you haven't carried out flat rate value adjustments and a subsequent posting to the general ledger for a period, you won't see any data for that period.

- Expected credit losses and their allowances are displayed grouped by risk classes
 - Risk classes are assigned to business partners. The risk classes determine the probability that business partners fail to pay.
- The calculation of numbers in the app is based on up-to-date data in the system
- The app displays the following key figures:
 - Beginning Balance
 - Displays the carryforward of the previous fiscal year
 - Change
 - Displays all credit loss allowances posted in the current fiscal year
 - Released
 - Displays the released allowances
 - Utilized
 - Displays the utilization of allowances for write-off postings
 - Transfer
 - Displays the amounts that have been transferred from one risk class to another
 - FX
 - Displays foreign currency valuation effects on credit allowances
 - Ending Balances
 - Displays the ending balance of the credit loss allowances for a key date. It is the sum of all key figures in the current year
- There is an accessible version available for this app

Supported Device Types

- Desktop

Data Aging for FI-CA Data of Expected Credit Loss Allowances

You can use data aging for the FI-CA data of expected credit loss allowances by using the data aging object FINS_LOSS_ALLOWANCE. All other data in the area of expected credit loss allowances are part of the data aging object [FI Journal Entry \(FI_DOCUMENT\)](#).

Data aging can be applied only if, based on the posting date of the FI-CA data, the standard residence time exceeds 2 fiscal years.

6/4/2020

Related Information

[Data Aging](#)