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# Job Aids

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- Accounts Receivable
  - Reporting



## 1. Document History

Version	Date	Modifications
V1.0	December 1st, 2013	
V2,0	October, 2023	

## 2. Processes and Transactions

- Reporting

– Customer Balance Display	FD10N
– Customer Line Item Display	FBL5N
– General Ledger Account Display	FBL3N
– General Ledger Account Balance Display	FAGLB03

## 3. Roles

- AR Supervisor
- AR Analyst



## 4. Process Execution in SAP

**4.1.** There are different transactions to perform a reporting. The first transaction explained will be the **customer balance display**. To perform the transaction in SAP, type the transaction code in the transaction box in a new SAP session, and press enter.

Transaction code: **FD10N**



The first screen is used to indicate the customer of which balances are going to be displayed.

**Customer Balance Display**

Activate worklist


Customer: 1000061542

Company code: ES01

Fiscal year: 2023

On the table below, the fields used are explained.

Field	Brief Explanation
Customer	Customer account or range of accounts (e.g. “33” or “1000061542”).
Company code	Company code or range of company codes (e.g. ES01).
Fiscal Year	The year of the balance to display.

By clicking on “Execute” , the balance will be displayed:

**Customer Balance Display**

Customer: 1000061542 VIAJES EL CORTE INGLES SA

Company Code: ES01 NH HOTEL GROUP, S.A

Fiscal Year: 2023

Display crncy: EUR

Balances Special general ledger

Period	Debit	Credit	Balance	Cumulative balance	Sales/Purchases
Balance Carryforward				103.348,14-	
1	154.287,76	103.023,62	51.264,14	52.084,00-	139.129,03
2	223.988,62	180.483,95	43.504,67	8.579,33-	208.470,93
3	197.873,59	135.921,02	61.952,57	53.373,24	194.541,71
4	219.039,65	134.493,86	84.545,79	137.919,03	207.365,69
5	436.094,31	352.553,97	83.540,34	221.459,37	313.107,13
6	222.370,71	254.901,89	32.531,18-	188.928,19	194.715,74
7	178.372,82	181.363,32	2.990,50-	185.937,69	154.250,98
8	105.788,65	147.232,21	41.443,56-	144.494,13	54.550,68
9	154.679,92	310.071,17	155.391,25-	10.897,12-	146.383,44
10	220.708,31	113.073,91	107.634,40	96.737,28	189.967,09
11	82.607,40	159.431,27	76.823,87-	19.913,41	50.904,37
12				19.913,41	
13				19.913,41	
14				19.913,41	
15				19.913,41	
16				19.913,41	
Total	2.195.811,74	2.072.550,19	123.261,55	19.913,41	1.853.386,79




The items in each period can be displayed by clicking on the corresponding period line.

**Customer Line Item Display**

Navigation icons: Back, Forward, Home, Search, Print, etc.

Name: VIAJES EL CORTE INGLES SA

St	Customer	G/L	PK	Typ	Year	Period	Pstng Date	Doc. Date	DocumentNo	CoCd	BusA	Amount in DC	Curr.	Reference	Assignment
	1000061542	43000000	01	RV	2023	10	03.10.2023	03.10.2023	1000107472	ES01	5045	378,16	EUR	4045262117	4045262117
	1000061542	43000000	01	RV	2023	10	02.10.2023	02.10.2023	1000107479	ES01	0019	571,60	EUR	ENAI001129	ENAI001129
	1000061542	43000000	01	RV	2023	10	03.10.2023	03.10.2023	1000107481	ES01	0014	124,30	EUR	ENAI013234	ENAI013234
	1000061542	43000000	01	RV	2023	10	03.10.2023	03.10.2023	1000107493	ES01	0014	387,02	EUR	ENAI013246	ENAI013246
	1000061542	43000000	01	RV	2023	10	03.10.2023	03.10.2023	1000107501	ES01	0014	387,02	EUR	ENAI013254	ENAI013254
	1000061542	43000000	01	RV	2023	10	03.10.2023	03.10.2023	1000107502	ES01	0014	159,35	EUR	ENAI013255	ENAI013255
	1000061542	43000000	01	RV	2023	10	03.10.2023	03.10.2023	1000107510	ES01	0014	387,02	EUR	ENAI013263	ENAI013263
	1000061542	43000000	01	RV	2023	10	03.10.2023	03.10.2023	1000107526	ES01	0019	381,17	EUR	ENAI001130	ENAI001130
	1000061542	43000000	01	RV	2023	10	03.10.2023	03.10.2023	1000107527	ES01	0019	381,17	EUR	ENAI001131	ENAI001131
	1000061542	43000000	01	RV	2023	10	03.10.2023	03.10.2023	1000107528	ES01	0019	571,60	EUR	ENAI001132	ENAI001132
	1000061542	43000000	01	RV	2023	10	03.10.2023	03.10.2023	1000107529	ES01	0019	381,17	EUR	ENAI001133	ENAI001133
	1000061542	43000000	01	RV	2023	10	03.10.2023	03.10.2023	1000107530	ES01	0019	381,17	EUR	ENAI001134	ENAI001134
	1000061542	43000000	01	RV	2023	10	03.10.2023	03.10.2023	1000107531	ES01	0019	381,17	EUR	ENAI001135	ENAI001135
	1000061542	43000000	01	RV	2023	10	03.10.2023	03.10.2023	1000107532	ES01	0019	571,60	EUR	ENAI001136	ENAI001136
	1000061542	43000000	01	RV	2023	10	03.10.2023	03.10.2023	1000107533	ES01	0019	571,60	EUR	ENAI001137	ENAI001137
	1000061542	43000000	01	RV	2023	10	03.10.2023	03.10.2023	1000107534	ES01	0019	381,17	EUR	ENAI001138	ENAI001138

The button  allows return to previous screen, and the balance including the special general ledger operations will appear by clicking on the tab of "Special general ledger".

**Customer Balance Display**

Customer: 1000061542 VIAJES EL CORTE INGLES SA  
Company Code: ES01 NH HOTEL GROUP, S.A.  
Fiscal Year: 2023  
Display crmcy: EUR

Tab: Balances Special general ledger

Transaction	Balance Carryforward	Debit	Credit	Balance
Doubtful debtors	31.722,32	14.231,57	41.502,71	4.451,18
Total	31.722,32	14.231,57	41.502,71	4.451,18
Account balance	103.348,14-	2.195.811,74	2.072.550,19	19.913,41
Total	71.625,82-	2.210.043,31	2.114.052,90	24.364,59

The items in each type of operation can be displayed by clicking on the corresponding cell.

- 4.2.** The second transaction explained will be the **customer line items display**. To perform the transaction in SAP, type the transaction code in the transaction box in a new SAP session, and press enter.

Transaction code: **FBL5N**

The first screen is used to filter the items which are going to be displayed.



**Customer Line Item Display**

Data Sources

Customer selection

Customer account  to

Company code  to

Selection using search help

Search help ID

Search string

Line item selection

Status

☒ Open items

Open at key date

☐ Cleared items

Clearing date  to


Open at key date

☐ All items

Posting date  to

Type

☒ Normal items

☒ Special G/L transactions 

☐ Noted items


☐ Parked items

☐ Vendor items

On the table below, the fields used are explained.

Field	Brief Explanation
Customer selection	Customer account or range of accounts (e.g. “33” or “2XXXX”), and company code or range of company codes (e.g. ES01).
Line item selection	Different methods to filter the information: By the status of the documents (Open, Cleared or All items) and indicating the date (i.e. ddmmyy), or by the type of documents (selecting the types normal, and special general ledger).

The box “Special General Ledger transactions” should be marked to display this type of transactions.

By clicking on “Execute” , the invoices and collections will be displayed:

**Customer Line Item Display**






Selections Dispute Case

Name 1VIAJES EL CORTE INGLES SA



St	Customer	G/L	PK	Typ	Year	Period	Pstng Date	Doc. Date	Net due dt	DD	DocumentNo	CoCd	BusA	Amount in DC	Curr.	Reference	Assignment
<input type="checkbox"/>	1000061542	43000000	16	D2	2023	10	06.10.2023	18.05.2023	18.05.2023		300015632	ES01	0014	164,21-	EUR	4014830372	4014830372
<input type="checkbox"/>	1000061542	43000000	01	RR	2023	10	05.10.2023	05.10.2023	04.12.2023		1000108605	ES01	0014	968,23	EUR	EAR8001339	EAR8001339
<input type="checkbox"/>	1000061542	43000000	01	RV	2023	10	07.10.2023	07.10.2023	06.12.2023		1000109516	ES01	0019	1.069,05	EUR	ENA1001717	ENA1001717






The relevant information displayed in the customers is composed by:

Field	Brief Explanation
Status	The symbol will appear in red  if the item is currently unclear, or green  if it was cleared.
Customer	The customer code.
Company Code and Business Area	The company code and Business Area where the item was posted.
Assignment	Kyriba ID, used to identify the collections received, or invoice number in case of invoices.
Type	Type of document.
Document Date	The date when the document was posted.
Net Due Date	The net due date.
Net Due Date Symbol	The symbols shows this information: <ul style="list-style-type: none"> <li> Overdue.</li> <li> Not due.</li> <li> At the due date.</li> </ul>
Amount in document currency	The amount of the item.
Special G/L indicator	A letter which shows the CME special indicator in the general ledger (e.g. W means Promissory Notes, etc.).
Document No	Number of the document generated in the accounting entry.

To identify the type of item displayed, the user must see the column “Amount in document currency”. If the item is positive, it is an invoice, and if it is negative, it is a collection or credit note.

The list can be displayed with the sum of all the items. It is performed by selecting the column which is going to be summed, and then by clicking on this button . If the user wants to calculate the subtotals, it is performed with the same process as total sums, but clicking on the corresponding lines, and at the end on “Subtotal” button . The total amount summed will appear in a row with this symbol “\*\*\*”, and the subtotals will appear with this “\*”.

		1000061542	43000000	01	RV	2023	10	07.10.2023	07.10.2023	06.12.2023		1000109516	ES01	0019	1.069,05	EUR	ENA1001717	ENA1001717
															1.873,07	EUR		
															1.873,07	EUR		

- 4.3.** The next transaction explained will be **FBL3N**. This transaction shows the GL account movements (e.g. to check transitory account, bank account, customer direct accounts...) To perform the transaction in SAP, type the transaction code in the transaction box in a new SAP session, and press enter.


Transaction code: **FBL3N**



- The first screen is used to filter the items which are going to be displayed.



**G/L Account Line Item Display**

 Data Sources

G/L account selection


G/L account  to

Company code  to

Selection using search help

Search help ID

Search string

 Search help

Line item selection

Status

☒ Open items

Open at key date

☐ Cleared items

Clearing date  to



Open at key date







☐ All items

Posting date  to

The fields to be completed are defined in the following table:

Tab	Brief Explanation
G/L account selection	Mandatory. Must be introduced the GL account that we want to see (e.g. 43010200)
Company code	Mandatory (e.g. ES10)
Line item selection	Different methods to filter the information: - By status of the documents (Open, Cleared or All items) - By type of documents (selecting the corresponding fields).

- By clicking on the “Dynamic selection” button , the filters will be displayed that should be completed to overview the balance:
- Clicking on “Execute” , the items will be displayed:

G/L Account			43010200 TRANSITORY CHEQUES AND PROMISSORY NOTES													
Company Code			ES10													
	St	CoCd	G/L	Type	Assignment	Year	Period	Postng Date	Doc. Date	DocumentNo	BusA	Tr.Pr	Amount in local cur.	L/Curr	Text	Reference
	ES10	43010200		BK	2310300002847002	2023	10	27.10.2023	27.10.2023	1400240492	9050		706,63-	EUR	ABONO COMP. TRU 27/10/2023	
	ES10	43010200		BK	2310300002848002	2023	10	27.10.2023	27.10.2023	1400240493	9050		538,16-	EUR	ABONO COMP. TRU 27/10/2023	
	ES10	43010200		BK	2310300002849002	2023	10	27.10.2023	27.10.2023	1400240775	9050		1.029,60-	EUR	ABONO COMP. TRU 27/10/2023	
	ES10	43010200		BK	2310300002850002	2023	10	27.10.2023	27.10.2023	1400240776	9050		4.769,69-	EUR	ABONO COMP. TRU 27/10/2023	
	*		43010200										7.044,08-	EUR		
	**												7.044,08-	EUR		

**4.4.** The next transaction explained will be the **General Ledger Balance Display**. To perform the transaction in SAP, type the transaction code in the transaction box in a new SAP session, and press enter.

Transaction code: **FAGLB03**

The first screen is used to filter the balance which is going to be displayed. Fields are explained on the table below.



**G/L Account Balance Display**

Activate Worklist
 Choose Ledger


Account Number  to

Company Code  to

Fiscal Year

Ledger  01

Field	Brief Explanation
Account Number	General Ledger account or range of accounts (e.g. 43000000).
Company Code	(e.g. ES02).
Fiscal Year	(i.e. yyyy).
Ledger	Ledger in General Ledger Accounting (e.g. 0L).

By clicking on “Execute” button , the balance will be showed:

**Balance Display: G/L Accounts For the Ledger 0L**

Document Currency
 Document Currency
 Document Currency
 Individual Account

Account Number 43000000 HOTEL BUSINESS TRADE  
 Company Code ES02 NH MARIN, S.A.  
 Fiscal Year 2023

Display More Chars

All Documents in Currency \* Display Currency EUR Company code currency

Period	Debit	Credit	Balance	Cumulative balance
Bal. Carryforwa...				218.439,93
1	1.217.611,67	1.233.184,09	15.572,42-	202.867,51
2	2.434.538,89	2.402.863,90	31.674,99	234.542,50
3	2.450.508,65	2.195.237,86	255.270,79	489.813,29
4	2.184.259,32	2.233.637,49	49.378,17-	440.435,12
5	2.424.223,92	2.340.064,30	84.159,62	524.594,74
6	2.257.203,29	2.207.762,86	49.440,43	574.035,17
7	2.309.541,20	2.366.729,46	57.188,26-	516.846,91
8	1.967.591,90	2.036.691,76	69.099,86-	447.747,05
9	1.272.672,35	1.193.278,61	79.393,74	527.140,79
10				527.140,79
11				527.140,79
12				527.140,79
13				527.140,79
14				527.140,79
15				527.140,79
16				527.140,79
Total	18.518.151,19	18.209.450,33	308.700,86	527.140,79

The balance displayed will appear with 16 periods. Each period corresponds with one month, and there are 4 extra period used to perform adjustments.

On this balance sheet, by clicking on “Total amount” cell, the movements accounted will be showed in the next screen:









**G/L Account Line Item Display G/L View**

G/L Account: 43000000 HOTEL BUSINESS TRADE DEBTORS  
Company Code: ES02  
Ledger: OL

St	Assignment	DocumentNo	BusA	Typ	Doc. Date	PK	Amount in local cur.	LCurr	Tx	Clrng doc.	Profit Ctr	Segment	Text
		100001254	0121	SA	05.11.2019	14	5,656,31-	EUR					COMP. VENDOR - 9543007329
		300000403	0121	DZ	09.02.2023	15	82,35-	EUR					4121811725 - ALREADY CLEARED
		300000409	0165	DZ	13.09.2018	15	43,61-	EUR					4165904876 - RESIDUAL
		300000806	0121	DZ	10.02.2023	14	6,10-	EUR					pending to balance
		300000810	0121	DZ	09.03.2023	05	178,50	EUR					CREDIT - RESIDUAL TO CALL CUSTOMER
		300000931	0121	DZ	31.01.2022	15	4,80-	EUR					4121157524 - RESIDUAL
		300001127	0121	DZ	05.04.2023	14	1,410,18-	EUR					pending to balance
		300001607	0121	DZ	11.02.2023	14	315,36-	EUR					pending to balance 102-13300988
		300001608	0121	DZ	23.02.2023	15	294,90-	EUR					pending to balance 102-13243451
		300001609	0121	DZ	11.02.2023	14	294,80-	EUR					pending to balance 102-13243419

Once the items are displayed, the buttons at the top can be used for different functions.

Button	Brief Explanation
	Display the document selected.
	Account master data.
	Set filter.
	Sort in ascending or descending order.
	Change, select or save the layout.
	Display sum and subtotal. Once it is performed, the items can be expanded or collapsed.