





















Job Aids

- 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



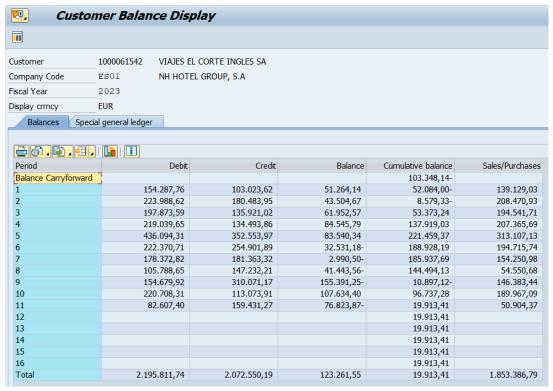
The first screen is used to indicate the customer of which balances are going to be displayed.



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:

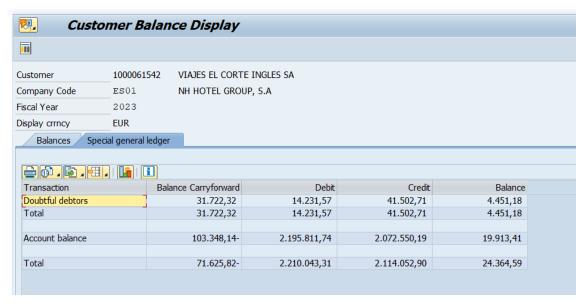




The items in each period can be displayed by clicking on the corresponding period line.



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".



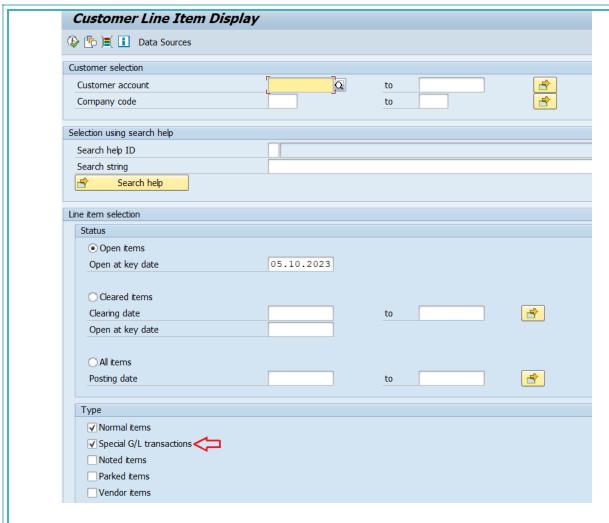
The items in each type of operation can be displayed by clicking on the corresponding cell.

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.



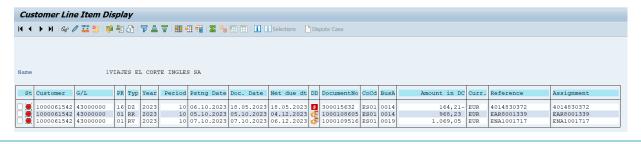


On the table below, the fields used are explained.

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:



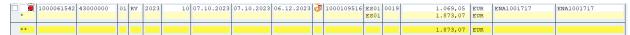


The relevant information displayed in the customers is composed by:

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: - Overdue. - Not due. - At the due date.
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 "*".



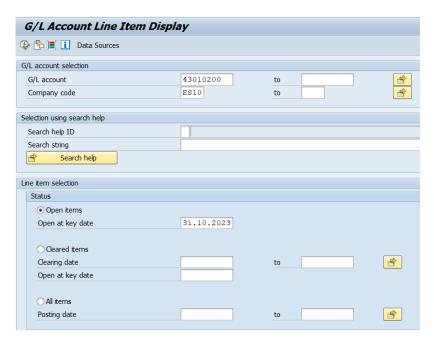
4.3. The next transaction explained will be **FBL3N**. This transaction shows the GL account movements (e.g. to check transitory account, bank account, customer direct accounts...) To perform the transaction in SAP, type the transaction code in the transaction box in a new SAP session, and press enter.

Transaction code: FBL3N



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

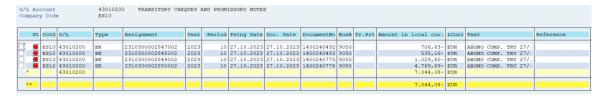




The fields to be completed are defined in the following table:

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 be completed to overview the balance:
- Clicking on "Execute" , the items will be displayed:



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

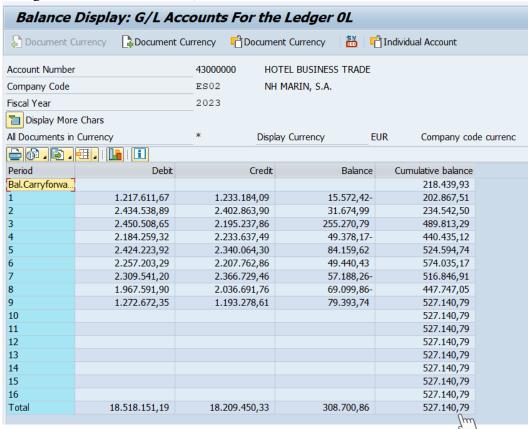
The first screen is used to filter the balance which is going to be displayed. Fields are explained on the table below.





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).

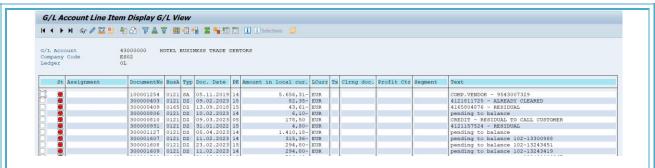
By clicking on "Execute" button , the balance will be showed:



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:





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

Button	Brief Explanation
660	Display the document selected.
	Account master data.
F	Set filter.
△ 🗟	Sort in ascending or descending order.
#	Change, select or save the layout.
2 % • •	Display sum and subtotal. Once it is performed, the items can be expanded or collapsed.