





















# **Job Aids**

- **General Ledger** 
  - Reporting



#### Job Aids GL - Reporting

### 1. Document History

Version	Date	Modifications
V1.0	December 1st, 2013	
V2.0	September 20, 2023	

#### 2. Processes and Transactions

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- General Ledger Account Balance Display FAGLB03
- General Ledger Account Line Item Display FBL3N

#### 3. Roles

- GL Supervisor
- GL Analyst

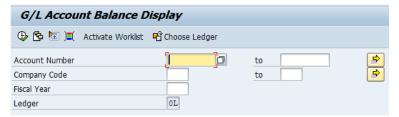
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#### 4. Process Execution in SAP: Reporting

**4.1.** 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.

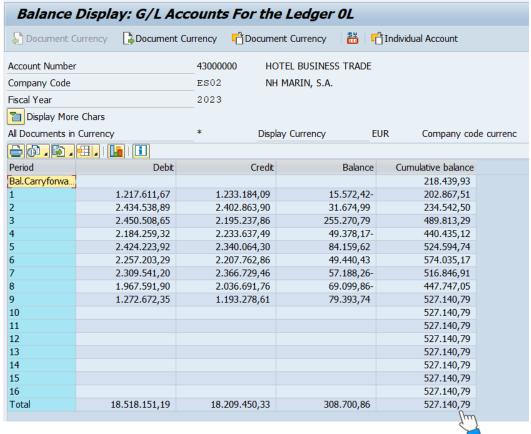
Transaction code: FAGLB03

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  $^{\textcircled{}}$ , the balance will be showed:

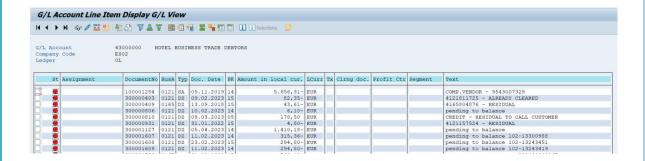




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The balance displayed will appear with 16 periods. Each period corresponds with one month, and there are 4 extra period used to perform adjustments.

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.
<b>2</b> % • •	Display sum and subtotal. Once it is performed, the items can be expanded or collapsed.

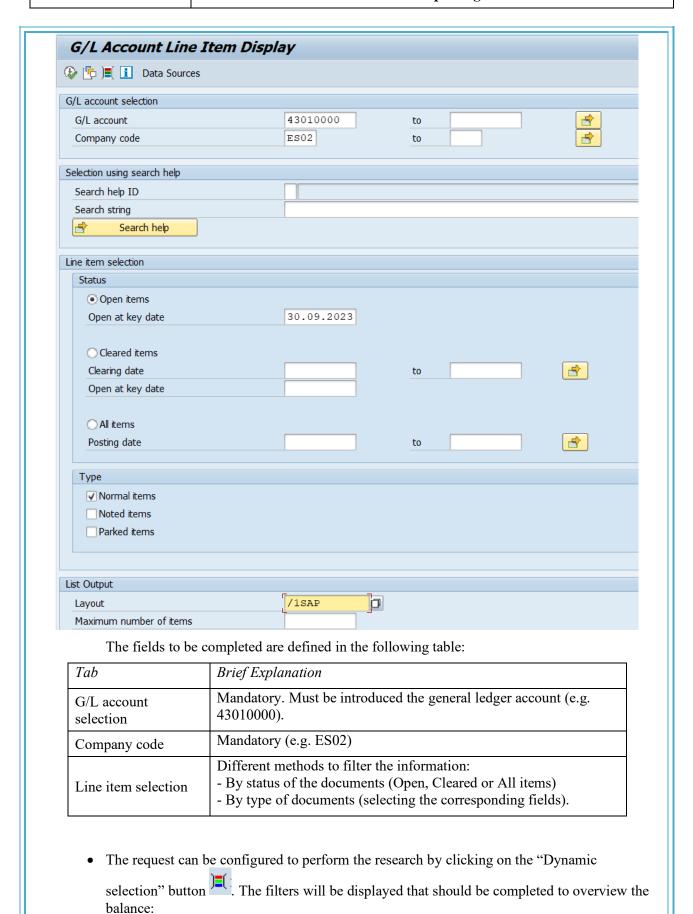
**4.2.** In this step, the General Ledger Account Line Item Display will be explained. Type the transaction code in the transaction box in a new SAP session, and press enter.

Transaction code: FBL3N

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



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