Job Aids

- **General Ledger**
  - **Reporting**

1. Document History

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

2. Processes and Transactions

- Reporting

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

3. Roles

- GL Supervisor
- GL Analyst

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.

G/L Account Balance Display

Activate Worklist   Choose Ledger

Account Number		to	
Company Code		to	
Fiscal Year			
Ledger	0L		

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 currenc

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:

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.

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.

G/L Account Line Item Display

⊕ ⊞ ▐ ⓘ Data Sources

G/L account selection

G/L account	43010000	to	⇨
Company code	ES02	to	⇨

Selection using search help

Search help ID	
Search string	

⇨ Search help

Line item selection

Status

◉ Open items
Open at key date   30.09.2023

○ Cleared items
Clearing date   to   ⇨
Open at key date

○ All items
Posting date   to   ⇨

Type

☑ Normal items
☐ Noted items
☐ Parked items

List Output

Layout	/1SAP
Maximum number of items	

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

Tab	Brief Explanation
G/L account selection	Mandatory. Must be introduced the general ledger account (e.g. 43010000).
Company code	Mandatory (e.g. ES02)
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).

- The request can be configured to perform the research by clicking on the "Dynamic selection" button ▐ . The filters will be displayed that should be completed to overview the balance:

G/L Account Line Item Display

By clicking on "Execute" , the items will be displayed: