

# Job Aids

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- 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.

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:

Account Number	43000000	HOTEL BUSINESS TRADE		
Company Code	ES02	NH MARIN, S.A.		
Fiscal Year	2023			
<b>Display More Chars</b>				
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
<b>Total</b>	<b>18.518.151,19</b>	<b>18.209.450,33</b>	<b>308.700,86</b>	<b>527.140,79</b>

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: E802  
Ledger: 01

St	Assignment	DocumentNo	BusA	Type	Doc. Date	PK	Amount in local cur.	LCur	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					4165804876 - 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	294,80-	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.

**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
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☐ Cleared items
 

Clearing date		to		
Open at key date				


☐ All items
 

Posting date		to		
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**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**

1 active Data Sources

GL A/C Master Record

- Group account number
- Created on
- Created by
- P&L Statement Acct Type
- Account Group
- Trading Partner
- Balance Sheet Account
- Mark for deletion

Document Date

Document Type

Posting Period

Posting Key

Business Area


Reference Key 2 0165

Reference Key 3

G/L account selection

G/L account 43010000 to

Company code ES02 to

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

**G/L Account Line Item Display**

Selections Dispute Case

G/L Account 43010000 RECEIPTS PENDING TO BE APPLIED  
Company Code ES02

St	DocumentNo	BusA	Type	Doc. Date	PK	Amount in local cur.	LCurs	Tx	Clrng doc.	Text	Reference
	1400003688	0121	BK	18.09.2023	50	8.127,19-	EUR			PENSION PAGO EUR; KNSDESB42047 NH MARIN S.A. MIKI	
	1400003720	0121	BK	19.09.2023	50	676,24-	EUR			TRANSFERENCIAS; CARAMEL TRAIL S.L 011737653	
	1400003721	0121	BK	19.09.2023	50	1.000,00-	EUR			TRANSFERENCIAS; EMILI GIMENEZ COLL 046310393P REST	
	1400003717	0121	BK	19.09.2023	50	1.529,64-	EUR			TRANSFERENCIAS; NEUROPLASTIC TRAINING LTD RESERVA	
	1400003718	0121	BK	19.09.2023	50	945,12-	EUR			TRANSFERENCIAS; CARAMEL TRAIL S.L 011910805	
	1400003722	0121	BK	19.09.2023	50	2.051,41-	EUR			TRANSFERENCIAS; EMILI GIMENEZ COLL 046310393P PROF	
	1400003723	0121	BK	19.09.2023	50	1.554,85-	EUR			TRANSFERENCIAS; BLUR PRODUCCIONES S.L. B04007568 P	
	1400003727	0121	BK	19.09.2023	50	2.212,85-	EUR			ORDEN PAGO RECIB; EPH2309180334427 NH MARIN S.A. C	
	1400003728	0121	BK	19.09.2023	50	721,09-	EUR			ORDEN PAGO RECIB; ZD81262TJ1061451 NH MARIN S.A. E	
	1400003729	0121	BK	19.09.2023	50	2.477,82-	EUR			ORDEN PAGO RECIB; EPH2309180331797 NH MARIN S.A. C	
		0121				21.296,21-	EUR				
	1400003714	0165	BK	19.09.2023	50	3.279,01-	EUR			TRANSFERENCIAS; STAYFORLONG SL. NOTPROVIDED STAY	
		0165				3.279,01-	EUR				
**						24.575,22-	EUR				