

SAP Procedures for Finding an Amount

In the General Ledger

This is useful when searching for details of reconciling items in reconciliations.

1. Access the “G/L Account Line Item Display” – FBL3N

2. Search for an amount

The screenshot shows the SAP G/L Account Line Item Display (FBL3N) interface. The title bar reads "G/L Account Line Item Display". The main area is divided into several sections:

- G/L:** Contains fields for "G/L account" and "Company code". A callout box labeled "1. Specify a G/L range if required" points to the "G/L account" field. Another callout box labeled "2. Enter company code" points to the "Company code" field.
- Selection using search help:** Contains fields for "Search help ID" and "Search string", and a "Search help" button.
- Line item selection:** Contains sections for "Status" and "Type".
 - Status:** Includes radio buttons for "Open items", "Cleared items", and "All items". The "Open items" section has a date field set to "24.09.2010".
 - Type:** Includes checkboxes for "Normal items", "Noted items", and "Parked items".

A callout box labeled "3. Click second icon" points to the second icon in the top toolbar.

The screenshot shows the SAP "Find Variant" dialog box. It contains fields for "Variant", "Environment", "Created by", "Changed by", and "Original language".

- A callout box labeled "4. Click execute" points to the green "Execute" button in the bottom left corner.
- A red oval highlights the "Created by" field, with a callout box labeled "Ensure this is blank" pointing to it.

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ABAP: Variant Directory of Program RFITEMGL

Variant catalog for program RFITEMGL

Variant name	Short description	E	Change
/ZWSBANK	Daily bank posting	A	09351
ASS_FINDAMOUNT	Find an AMOUNT	A	
DSAS DUP AR	DSAS DUPLICATE AR DOCUMENTS	A	
FINDAMOUNT	Find an AMOUNT	A X	
PAYROLL CONTRO	Payroll Control Reconciliation	A	
PEN_BYPOSTDATE	Pension Income By Posting Date	A X	09351
PEN_FINDAMOUNT	Find an AMOUNT	A X	09351
PROFIT CENTRE	Profit Center	A X	09351

5. Click to select

6. Click

✓ ✗

Program Edit Goto System Help

G/L Account Line Item Display

Data Sources

G/L account selection

G/L account to

Company code 1000 to 1000

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

Type

☒ Normal items

☒ Noted items

☒ Parked items

List Output

Layout /ZWS1SAP

Maximum number of items

7. Click third icon

Search for all items and all types is automatically selected by performing steps 5) and 6)

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9. Click execute

8. Enter the amount being searched for in the box – in this case (see below) 64.75

All amounts are returned, whether debits or credits:

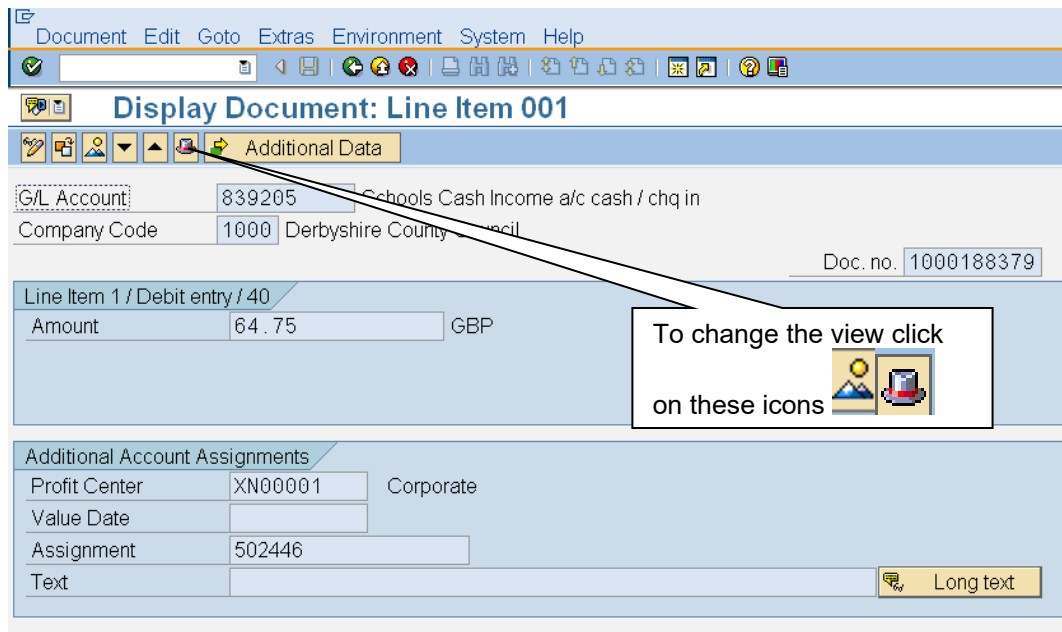
Scroll through the G/L accounts to search for items of interest

To find out more detail, double click on the line of interest

St	Assignment	DocumentNo	BusA	Type	Doc. Date	PK	Amount in local cur.	LCurr	Tx	Clrng doc	Text
<input type="checkbox"/>	✓	0000019100254		ZR	01.07.2010	40	64.75	GBP			498645
<input type="checkbox"/>	✓	0000020500119		ZR	07.07.2010	40	64.75	GBP			502134
<input type="checkbox"/>	✓	0000020600011		ZR	08.07.2010	40	64.75	GBP			454750
<input type="checkbox"/>	✓	0000020600011		ZR	08.07.2010	50	64.75	GBP			454750
<input type="checkbox"/>	✓	0000020600551		ZR	08.07.2010	40	64.75	GBP			506636
<input type="checkbox"/>	✓	0000020600650		ZR	08.07.2010	40	64.75	GBP			509406
<input type="checkbox"/>	✓	0000022000084		ZR	14.07.2010	40	64.75	GBP			500543
<input type="checkbox"/>	✓	0000023600475		ZR	22.07.2010	40	64.75	GBP			505540
<input type="checkbox"/>	✓	0000023600638		ZR	22.07.2010	40	64.75	GBP			509212
<input type="checkbox"/>	✓	0000023600675		ZR	22.07.2010	40	64.75	GBP			510058
<input type="checkbox"/>	✓	0000023700009		ZR	23.07.2010	40	64.75	GBP			494483
<input type="checkbox"/>	✓	818425		ZR	17.08.2010	40	64.75	GBP			818425 N. GIR0818
<input type="checkbox"/>	✓	872469		ZR	18.05.2010	40	64.75	GBP			872469 N. GIR0872
<input type="checkbox"/>	✓	875383		ZR	15.06.2010	40	64.75	GBP			875383 N. GIR0875
* ✓							2,201.50	GBP			
** Account 839200							2,201.50	GBP			

St	Assignment	DocumentNo	BusA	Type	Doc. Date	PK	Amount in local cur.	LCurr	Tx	Clrng doc	Text
<input type="checkbox"/>	✗	454750		H3	07.07.2010	40	64.75	GBP			
<input type="checkbox"/>	✗	494556		H3	09.07.2010	40	64.75	GBP			
<input type="checkbox"/>	✗	502197		H3	10.09.2010	40	64.75	GBP			
<input type="checkbox"/>	✗	502446		H3	20.09.2010	40	64.75	GBP			
<input type="checkbox"/>	✗	504961		H3	17.09.2010	40	64.75	GBP			
<input type="checkbox"/>	✗	514905		H3	14.09.2010	40	64.75	GBP			
* ✗							388.50	GBP			
<input type="checkbox"/>	✓	506636		H3	07.07.2010	40	64.75	GBP		1000118854	

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The screenshot shows the SAP 'Display Document: Line Item 001' screen. At the top is a menu bar with 'Document', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is divided into sections. The first section contains 'G/L Account: 839205' and 'Schools Cash Income a/c cash / chq in'. Below this is 'Company Code: 1000' and 'Derbyshire County Council'. To the right, 'Doc. no.' is '1000188379'. The second section is 'Line Item 1 / Debit entry / 40', showing 'Amount: 64.75' and 'GBP'. A callout box points to two icons (a landscape and a printer) with the text 'To change the view click on these icons'. The third section is 'Additional Account Assignments', showing 'Profit Center: XN00001', 'Corporate', 'Value Date', 'Assignment: 502446', and 'Text' with a 'Long text' button.

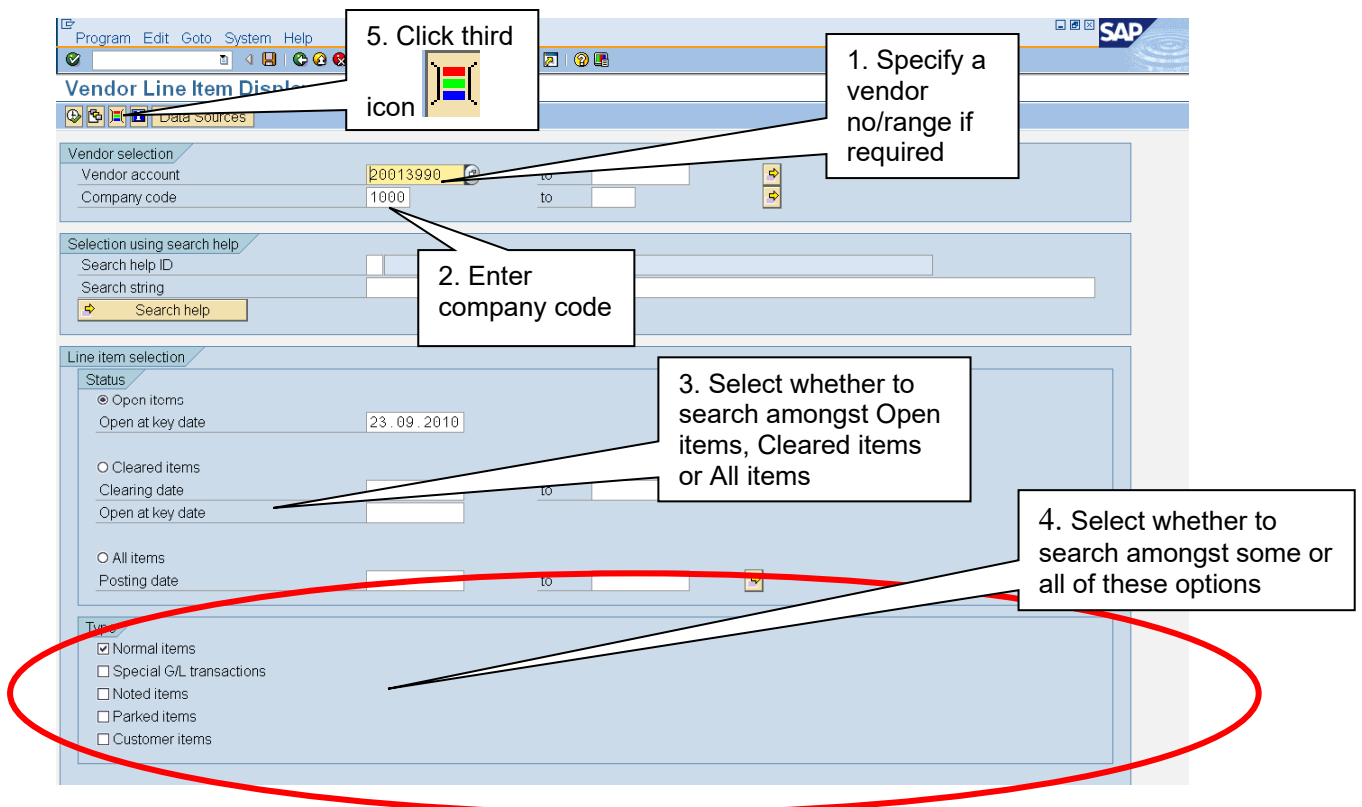
Relating to a Vendor

This is useful when searching for a payment.

1. Access the “Vendor Line Item Display” – FBL1N

2. Search for an amount

The screen is similar to the G/L screen in FBL3N but with some different options (highlighted) and actions:



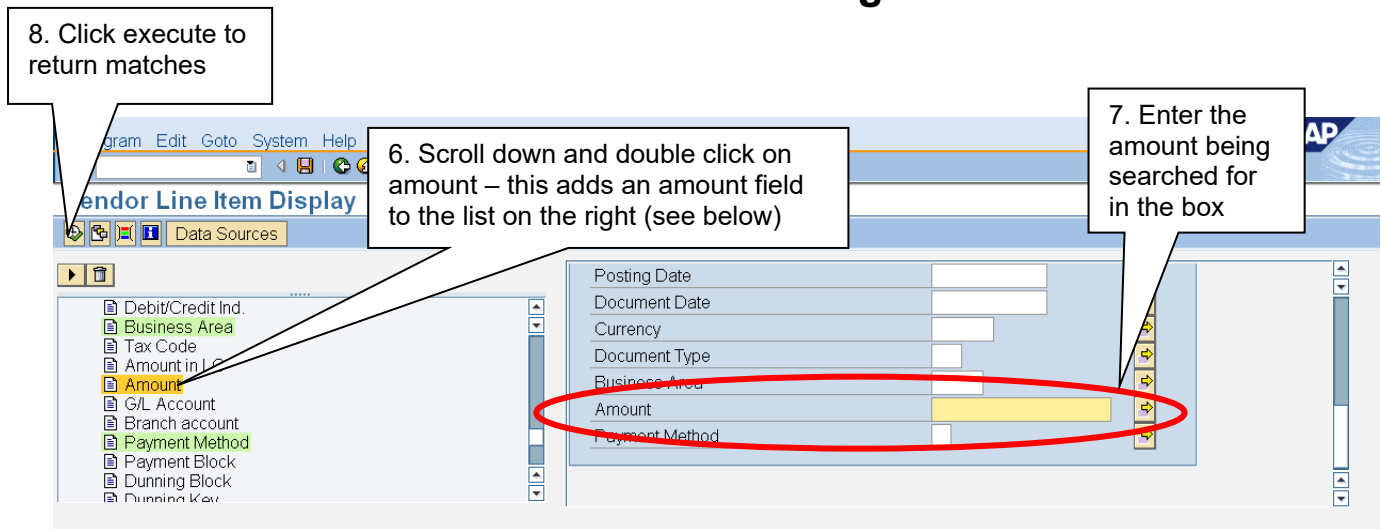
The screenshot shows the SAP 'Vendor Line Item Display' screen. At the top is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is divided into sections. The first section is 'Vendor selection', showing 'Vendor account: 20013990' and 'Company code: 1000'. A callout box points to the 'Vendor account' field with the text '1. Specify a vendor no/range if required'. The second section is 'Selection using search help', showing 'Search help ID' and 'Search string' with a 'Search help' button. A callout box points to the 'Search help ID' field with the text '2. Enter company code'. The third section is 'Line item selection', showing 'Status' with radio buttons for 'Open items', 'Cleared items', and 'All items'. A callout box points to the 'Open items' radio button with the text '3. Select whether to search amongst Open items, Cleared items or All items'. The fourth section is 'Posting date', showing 'Posting date' and 'to' fields. A callout box points to the 'Posting date' field with the text '4. Select whether to search amongst some or all of these options'. The fifth section is 'Types', showing checkboxes for 'Normal items', 'Special G/L transactions', 'Noted items', 'Parked items', and 'Customer items'. A callout box points to the 'Normal items' checkbox with the text '5. Click third icon' and a small icon of a document with a red bar. A red oval highlights the 'Types' section.

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8. Click execute to return matches

6. Scroll down and double click on amount – this adds an amount field to the list on the right (see below)

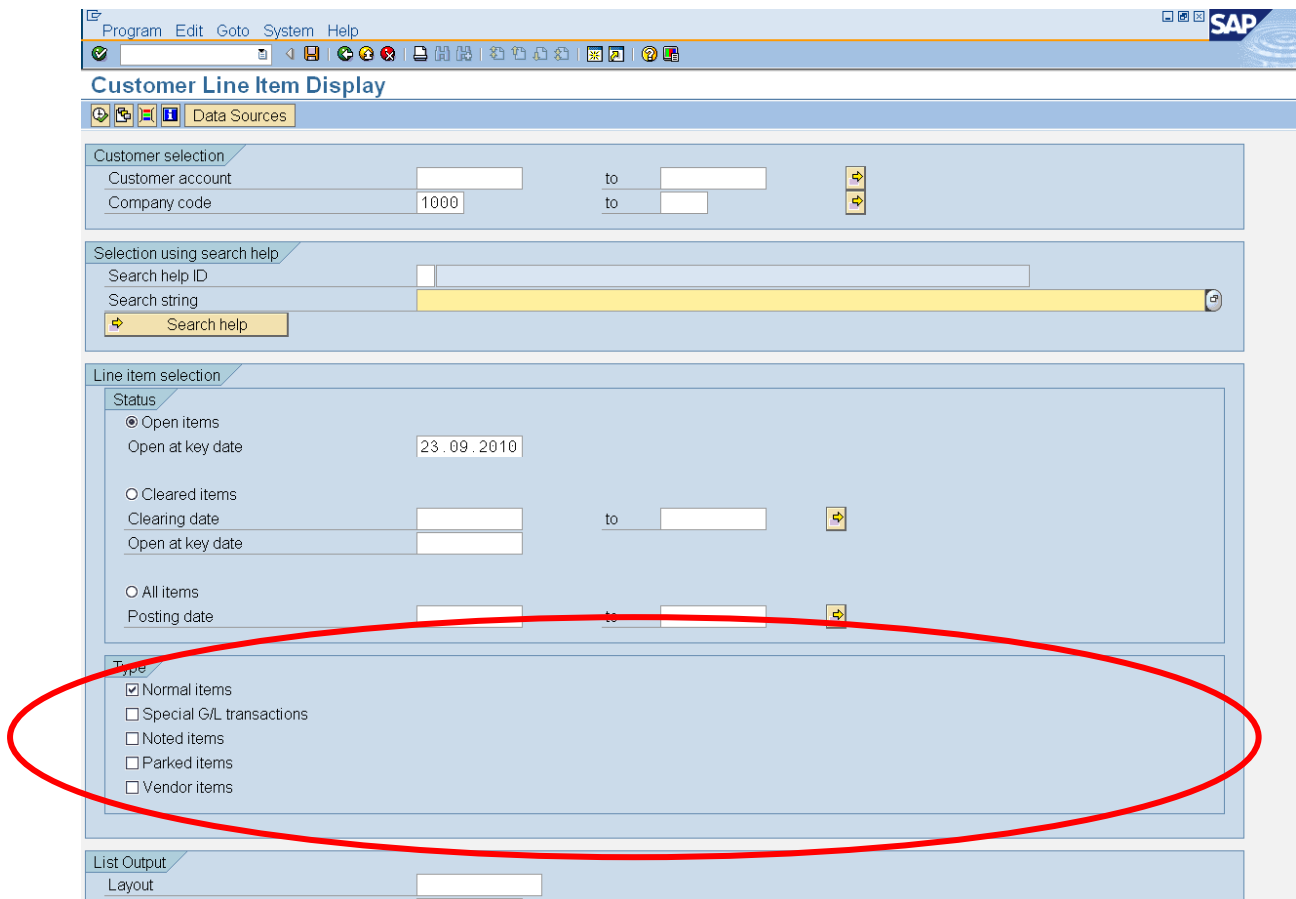
7. Enter the amount being searched for in the box



Relating to a Customer

1. Access the “Customer Line Item Display” – FBL5N
2. Search for an amount

The screen is similar to the vendor screen in FBL1N but with some different options (highlighted):



Follow the instructions as for vendors (above) to search for an amount.