G/L Account Balances - Individual Accounts (FS10N)

Via User Menu: Central Office Reporting → Financial Accounting → GL Account Balances – Individual Accounts

**Purpose of report:**
- Used to reconcile G/L accounts used with the fund 1001000, such as the account receivable or account payable G/L accounts and only available to those with Central Finance security access.
- Allows drill down to view specific line items and/or documents that make up the balances.

  *Note:* If preferred, access the transaction directly via transaction code **FS10N**.

**On the G/L Account Balance Display screen:**

1. Enter the **G/L account**.
2. Enter the **Company code**.
3. Enter the **Fiscal year**.
4. Click on the **Execute** button to display the **G/L Account Balance Display** screen.
G/L Account Balances – Individual Accounts (cont.)

To view the line items for a balance in a column (such as Debit, Credit, DC balance, or Account Balance):

5. Double click on an amount for the desired period and column to display the G/L Account Line Item Display screen and view the line items for that balance.

6. Double-click on a line item, if desired, to display the Display Document: Line Item NNN screen.

7. Click on the Back button or press F3 for a total of TWO TIMES to return to the XXXXXXXX: Local Currency Balances Display screen.

To exit the transaction:

8. Click on the Exit button (Shift+F3) until the initial SAP screen is displayed.