How to Guide **PUBLIC**
SAP Business One 9.0
Document Version: 1.1 – 2014-03-02

How to Create an E-Balance Form for the Annual Financial Reporting

Germany



Typographic Conventions

Type Style	Description
Example	Words or characters quoted from the screen. These include field names, screen titles, pushbuttons labels, menu names, menu paths, and menu options. Textual cross-references to other documents.
Example	Emphasized words or expressions.
`EXAMPLE`	Technical names of system objects. These include report names, program names, transaction codes, table names, and key concepts of a programming language when they are surrounded by body text, for example, SELECT and INCLUDE.
`Example`	Output on the screen. This includes file and directory names and their paths, messages, names of variables and parameters, source text, and names of installation, upgrade and database tools.
`Example`	Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation.
`<Example>`	Variable user entry. Angle brackets indicate that you replace these words and characters with appropriate entries to make entries in the system.
`EXAMPLE`	Keys on the keyboard, for example, `F2` or `ENTER`.

PUBLIC
© 2014 SAP AG. All rights reserved.

Document History

Version	Date	Change
1.0	2014-01-17	First version
1.1	2014-03-02	Updating link to SAP note 1945638

PUBLIC
© 2014 SAP AG. All rights reserved.

Table of Contents

1 Introduction 5
1.1 Business Process 5

2 Financial Templates 6

3 Importing Financial Templates 7
3.1 Create an Excel File 7
3.1.1 Information Worksheet 7
3.1.2 OFRC Worksheet 7
3.1.3 FRC1 Worksheet 8
3.2 Import Financial Report Templates 8
3.2.1 Financial Template Import Wizard 8
3.2.2 Financial Template Import Wizard - Step 1: File Selection 9
3.2.3 Financial Template Import Wizard - Step 2: Preview 10
3.2.4 Financial Template Import Wizard - Step 3: Summary 11

4 Collecting Data in E-Balance Wizard 12
4.1 E-Balance Wizard - Start Window 12
4.2 E-Balance Wizard - Step 1: E-Balance Selection 13
4.3 E-Balance Wizard - Step 2: Global Common Data Selection 14
4.3.1 Sub table - Shareholder 14
4.4 E-Balance Wizard - Step 3: Additional Global Common Data Selection 15
4.5 E-Balance Wizard - Step 4: Financial XML File Generation 16
4.5.1 The Results Files 16
4.6 E-Balance Wizard - Step 5: File Generation 17
4.6.1 E-Balance Transmission in Elster (ERIC) Add-On 18

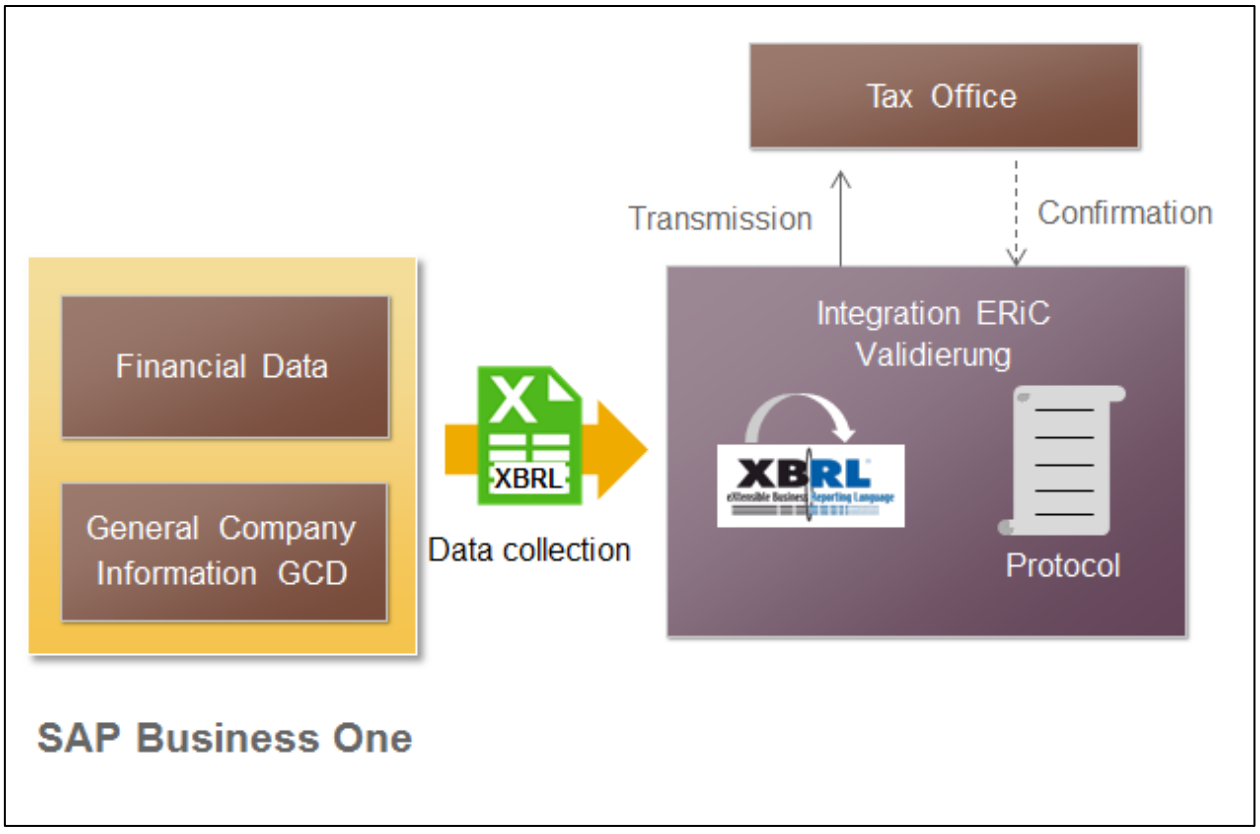
© 2014 SAP AG. All rights reserved.

1 Introduction

As of January 1, 2013 all companies which are obligated to perform bookkeeping in Germany must report their balance sheet to the fiscal authorities in electronic format.

Legal base: 5b EStG “Elektronische Übermittlung von Bilanzen sowie Gewinn- und Verlustrechnungen“ (Electronic transfer of Balance Sheet and P&L).

1.1 Business Process



The first step is either to create a financial template in SAP Business One manually, or create a MS Excel file and import it to SAP Business One, using the *Financial Template Import Wizard.*

The next steps entail collecting the financial data and the required general company information using the *E-Balance Wizard;* creating the E-Balance file; and transmitting the file, using the Elster add-on.

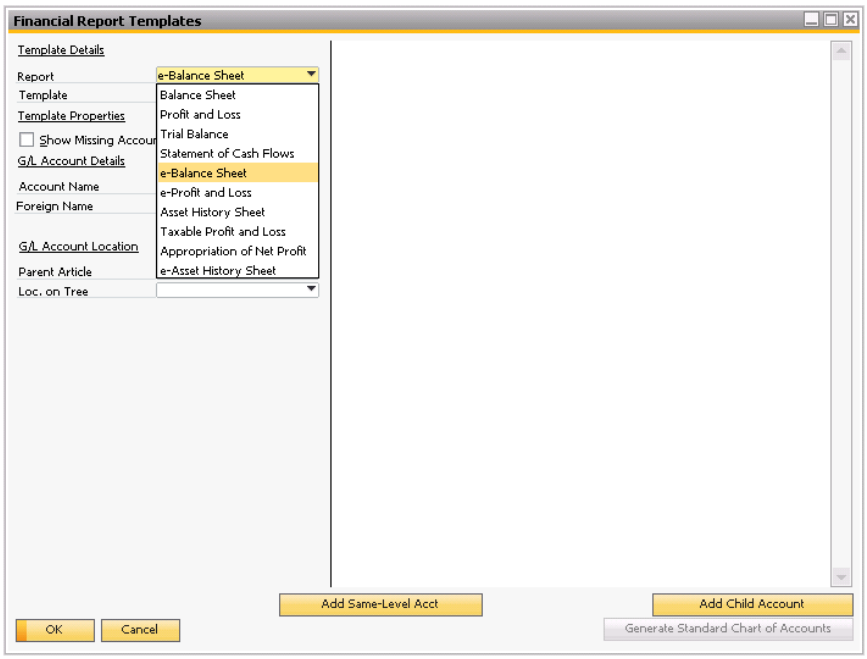
For more information about creating an E-Balance file, see SAP Note 1960214.

© 2014 SAP AG. All rights reserved.

2 Financial Templates

To be able to file all necessary data with the tax authorities, you need to define new financial templates.

From the SAP Business One *Main Menu,* choose *Financials* → *Financials Report Templates*. The *Financial Report Templates* window appears.



The following five reports are available as a base for reporting electronic files to the authorities:

- *e-Balance Sheet*
- *e-Profit and Loss*
- *Taxable Profit and Loss*
- *Appropriation of Net Profit*
- *e-Asset History Sheet*

You can define new templates manually or by using the import functionality explained in the paragraph below.

- *Report* - According to your reporting needs, select the relevant report and define a new template.
- *Sign for Aggregation* - Choose *Positive* or *Negative*. This determines the sign which will appear in the report for the specific entry. If no sign is selected, the entry will not be considered for calculation in the report.
- *Account Verification Required* - To detail all the linked G/L accounts of the specific entry in a separate report, select this checkbox.
- *Not Permitted for Tax* - To indicate that the XBRL node is only permitted according to commercial law (HGB), select this checkbox. This will be indicated in the result file; there you need to do the HGB transition. For more details, see *4.5.1 The Results Files* below.
- *Subtotal* - To calculate a subtotal for this entry, select this checkbox.

© 2014 SAP AG. All rights reserved.

3 Importing Financial Templates

In order to import new templates for one of the financial reports, first create an Excel file with all relevant data, and then import this file into SAP Business One.

3.1 Create an Excel File

To create an Excel file, open the Microsoft Excel application.

To specify the relevant data, create a new file and define three different sheets: Information, OFRC and FRC1.

Details regarding data insertions in those three sheets are provided in the paragraphs below.

For example files and for more information about the Excel file, see SAP Note 1945638.

> **Recommendation**
>
> Use the example files from SAP Note 1945638 as a base for your file creation.

3.1.1 Information Worksheet

To specify general information, choose the *Information* tab:

- *Release Date* - The date from which the template is valid.
- *Localization* - The localization for which the template is created.
- *Chart of Accounts* - The chart of accounts used in the company database.
- *Description* - Specify a name for the financial template.
- *Doc Type* - The template type used, for example, L = e-Balance Sheet; O = e-Profit and Loss; I = Taxable Profit and Loss; J = Appropriation of Net Profit; K = e-Asset History Sheet.

3.1.2 OFRC Worksheet

To specify the details of each entry in the template, choose the OFRC tab:

- *RecorKey* - Key of the entry.
- *Name* - Name of the entry.
- *FrgnName* - Foreign Name of the entry.
- *Level* - The level on which the entry appears.
- *FatherNum* - RecorKey number of the father entry.

PUBLIC
© 2014 SAP AG. All rights reserved.

3.1.3 FRC1 Worksheet

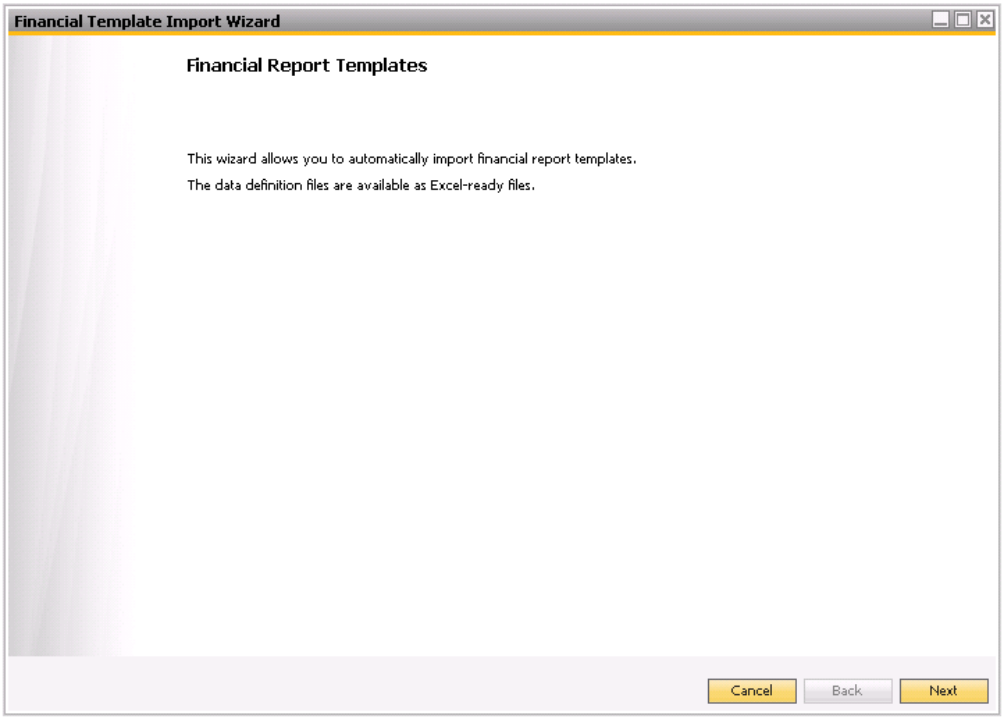
To link each G/L account to the suitable entry in the template, choose the FRC1 tab:

- *RecorKey* - Key of the entry from the OFRC worksheet.
- *AccountCode* - The G/L account code as defined in SAP Business One.
- *VisOrder* - Specify a number which represents the visibility order of the G/L account under a certain entry, in relation to other G/L accounts in the same entry.

3.2 Import Financial Report Templates

From the SAP Business One *Main Menu*, choose: *Administration* → *Data Import/Export* → *Data Import* → *Financial Template Import Wizard*. The *Financial Template Import Wizard* window appears.

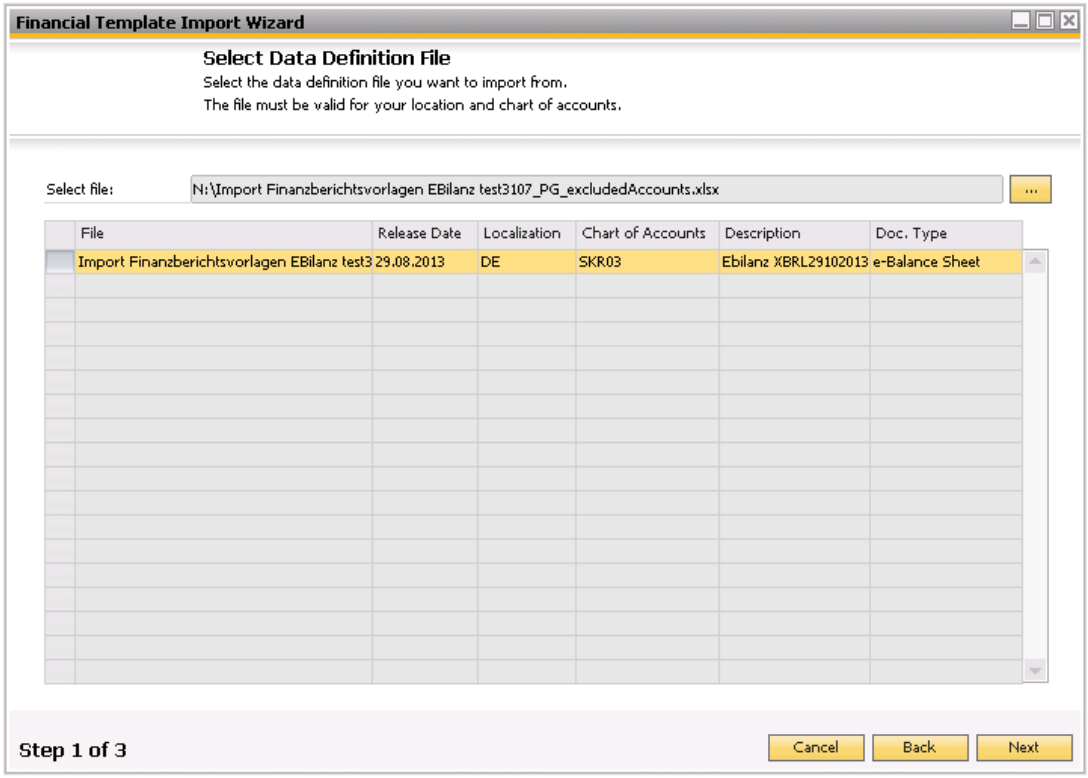
3.2.1 Financial Template Import Wizard



To start the import wizard, choose *Next.*

PUBLIC
© 2014 SAP AG. All rights reserved.

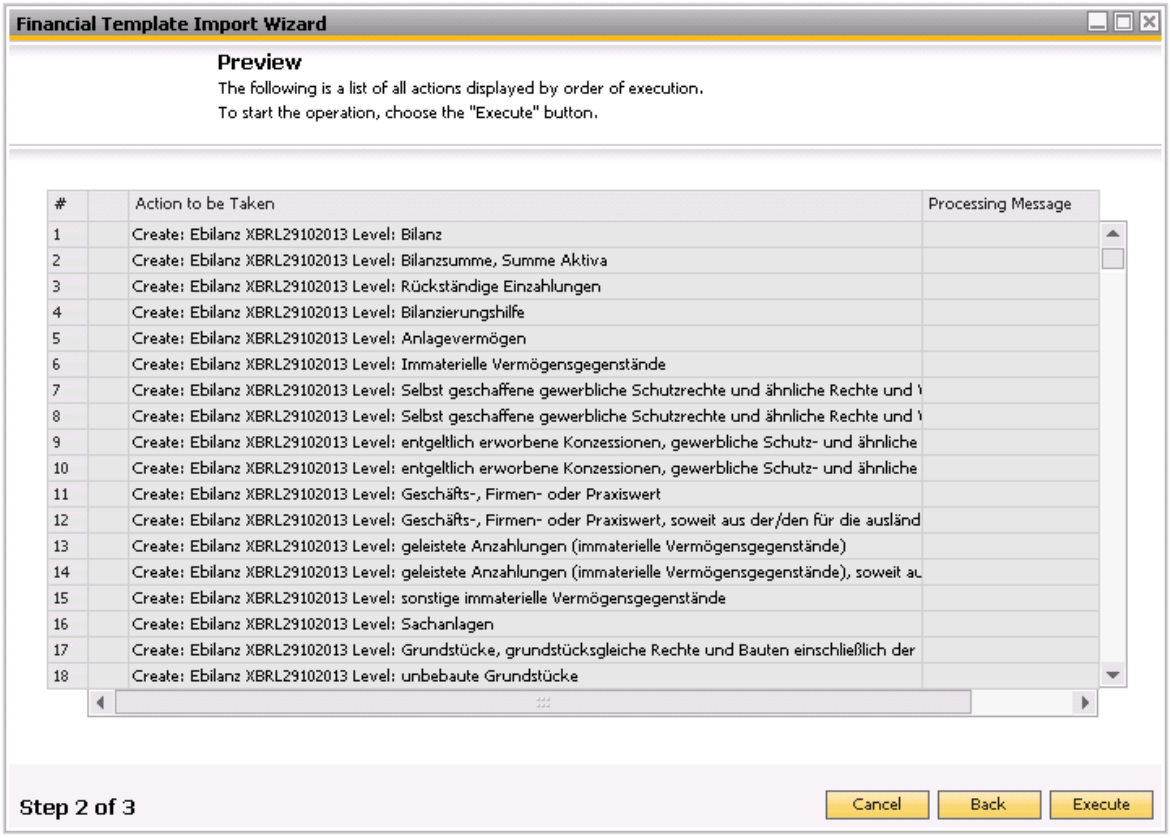
3.2.2 Financial Template Import Wizard - Step 1: File Selection



1. To select the created Excel file, choose the ... button and browse to the relevant folder.
2. Select the relevant file and choose *Open*. Details of the file are displayed in the grid.
3. To import a template, select the relevant row in the grid.
4. To proceed to the next step, choose *Next.*

PUBLIC
© 2014 SAP AG. All rights reserved.

3.2.3 Financial Template Import Wizard - Step 2: Preview

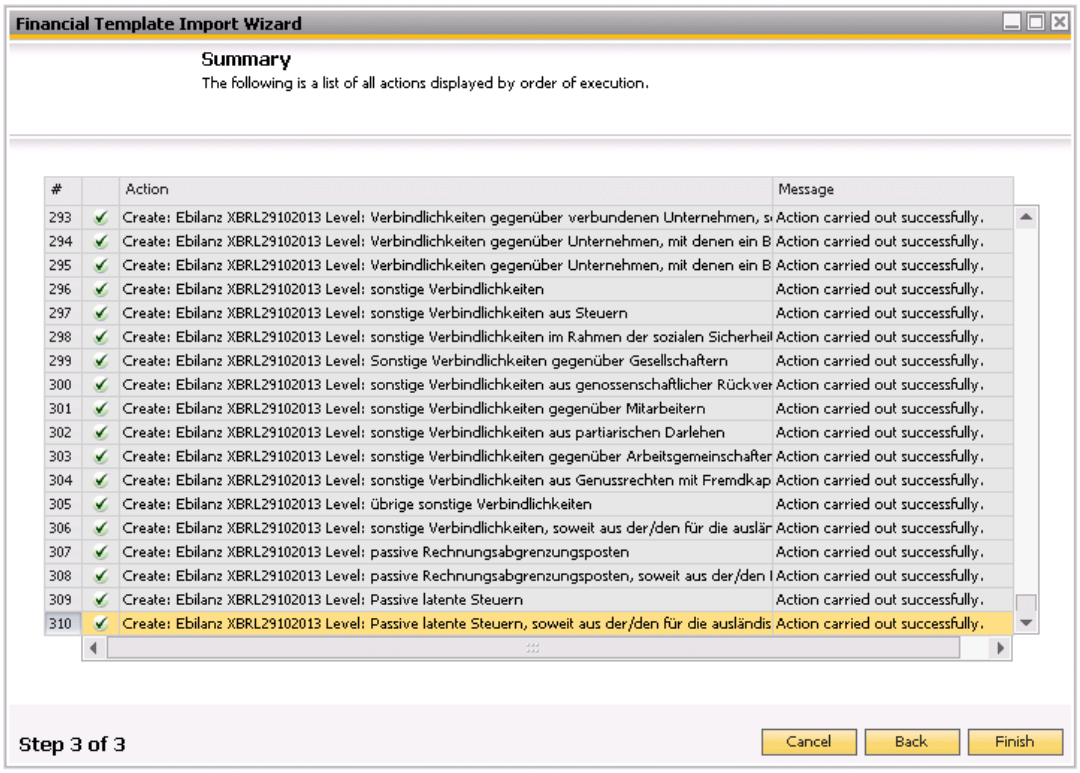


You can preview all the actions intended for the importing process before executing it.

To import the data, choose *Execute*.

PUBLIC
© 2014 SAP AG. All rights reserved.

3.2.4 Financial Template Import Wizard - Step 3: Summary



In the last step you can view a report that details confirmations and error messages regarding the imported data.

To close the wizard, choose *Finish*.

After a successful import and according to the settings in the import template, a new financial template will be available in SAP Business One at the *Financials* module → *Financial Report Templates*.

> **Note**
>
> The importing action should be done separately for each of the financial templates. For example, if you submit an e-Balance sheet and an e-Profit and Lost sheet, you should import a financial template for the e-Balance template and then another one for the e-Profit and Lost template.

> **Note**
>
> If you do not use any of the entries in the template, you can leave it with no linked G/L accounts. In this case, a Null value will be transmitted for this entry in the electronic file, as permitted by the authorities.

> **Note**
>
> After adjusting the financial template and before executing the e-Balance file, you should check that, for the relevant date, all G/L accounts which have a balance not equal to zero are included in the specific financial template.
>
> In order to do so, please refer to the queries attached to SAP Note 1945698.

© 2014 SAP AG. All rights reserved.

4 Collecting Data in E-Balance Wizard

To collect all the required data to report to the authorities, you must run the *E-Balance Wizard*.

In the *E-Balance Wizard*, some of the data is collected automatically from the company details, while other data should be inserted manually in the wizard itself.

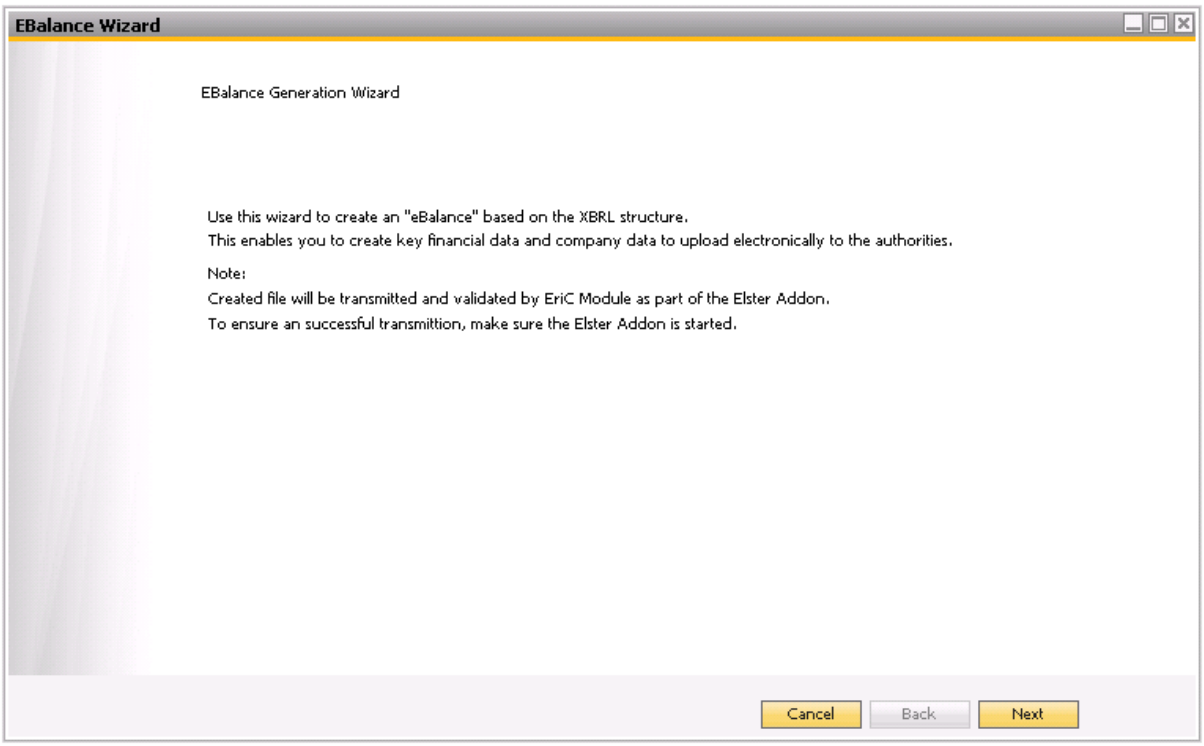
At the end of the wizard generation, a file based on the XBRL structure is created and can be transmitted electronically to the authorities by Eric Module, as part of the Elster add-on.

> **Note**
>
> Make sure the Elster add-on is started before starting the E-Balance Wizard.

To open the wizard, from the SAP Business One *Main Menu*, choose *Reports* → *Financials* → *Financials* → *E-Balance Wizard*.

The *E-Balance Wizard* window appears.

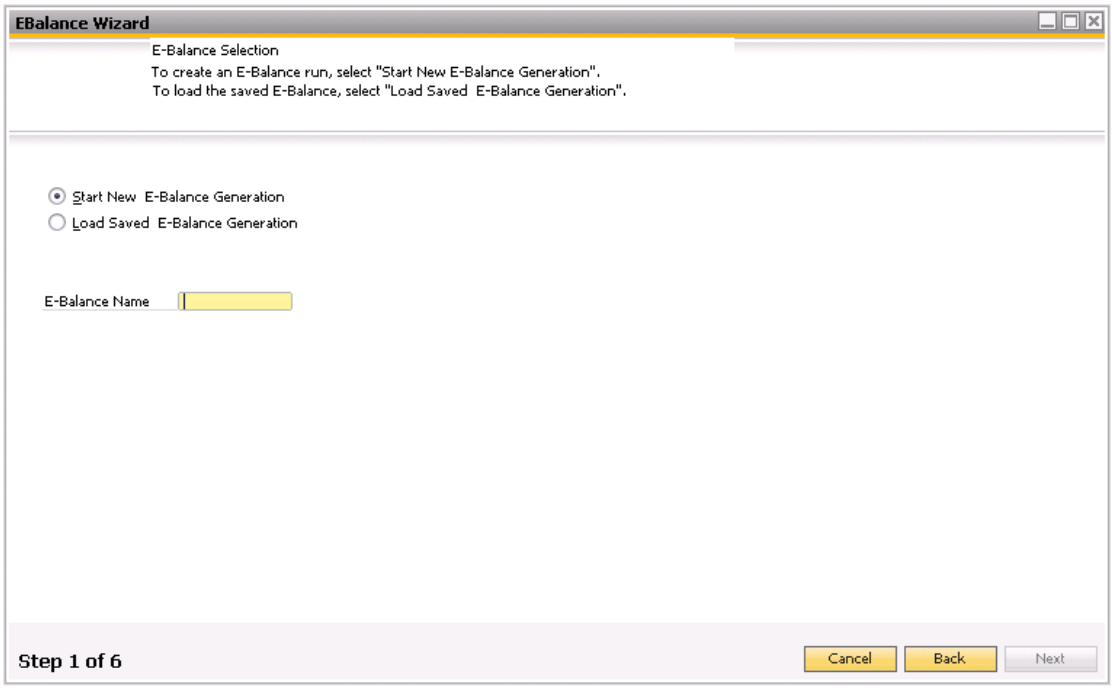
4.1 E-Balance Wizard - Start Window



To proceed to the next step, choose *Next.*

PUBLIC
© 2014 SAP AG. All rights reserved.

4.2 E-Balance Wizard - Step 1: E-Balance Selection

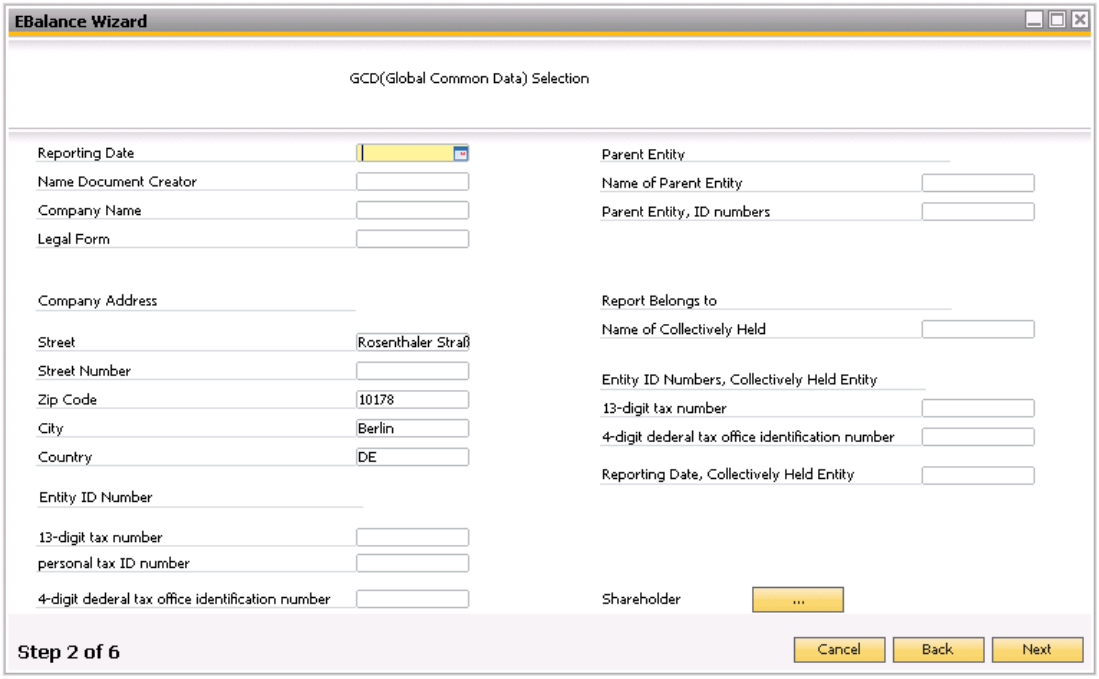


You can create a new E-Balance generation or load a saved one to view its settings or to use it as a template for a new one.

For a new E-Balance generation, insert a name and choose *Next.*

© 2014 SAP AG. All rights reserved.

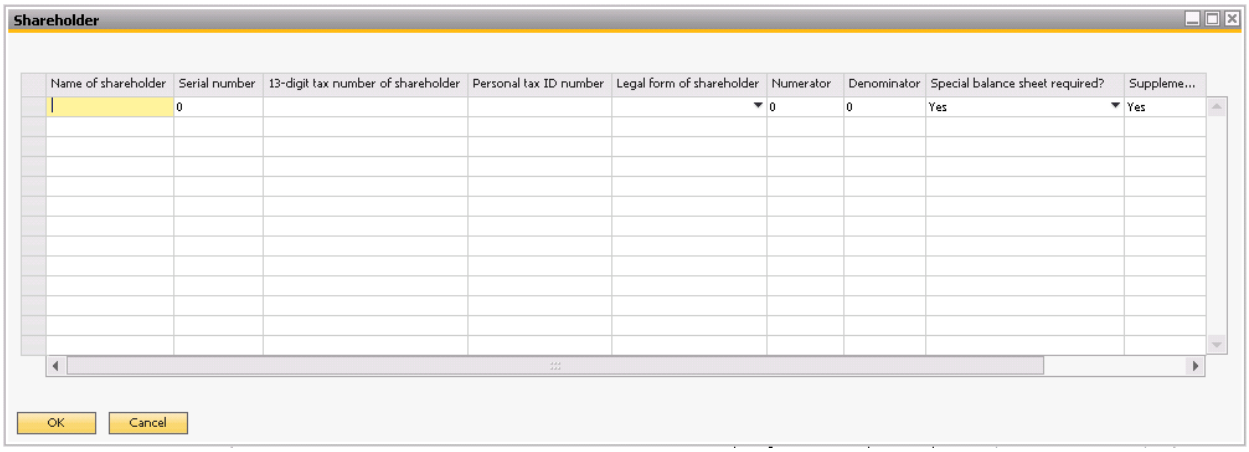
4.3 E-Balance Wizard - Step 2: Global Common Data Selection



Insert the relevant data and choose *Next.*

4.3.1 Sub table - Shareholder

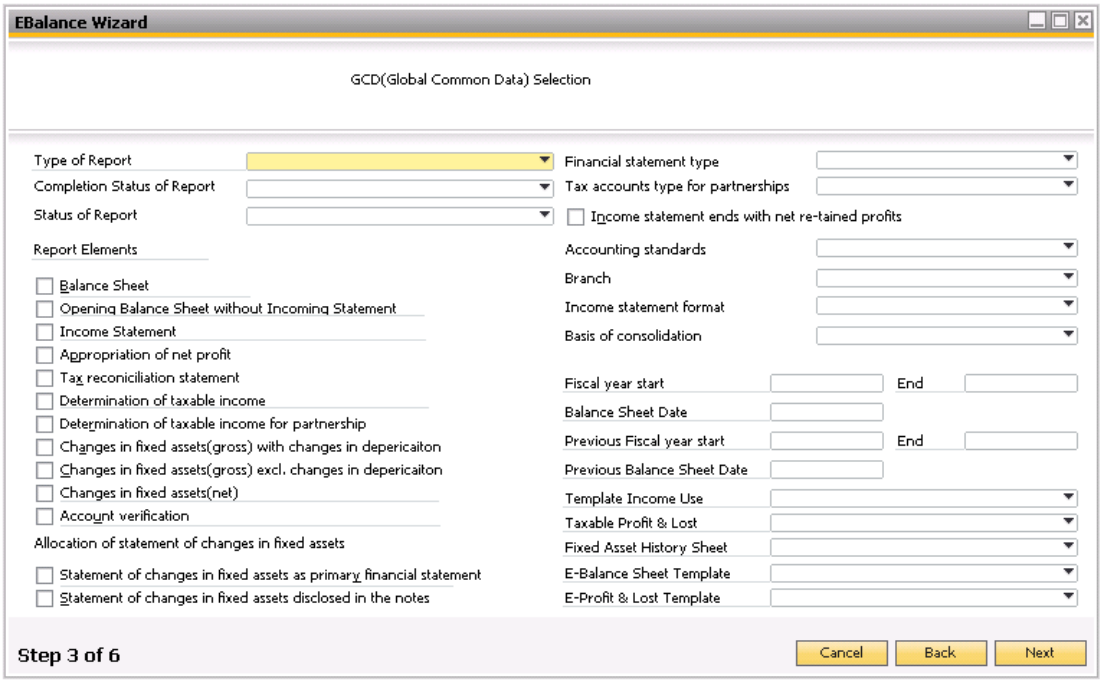
To insert shareholders data, choose the ... button and the *Shareholder* window appears:



> **Note**
>
> You must enter at least two shareholders.

© 2014 SAP AG. All rights reserved.

4.4 E-Balance Wizard - Step 3: Additional Global Common Data Selection



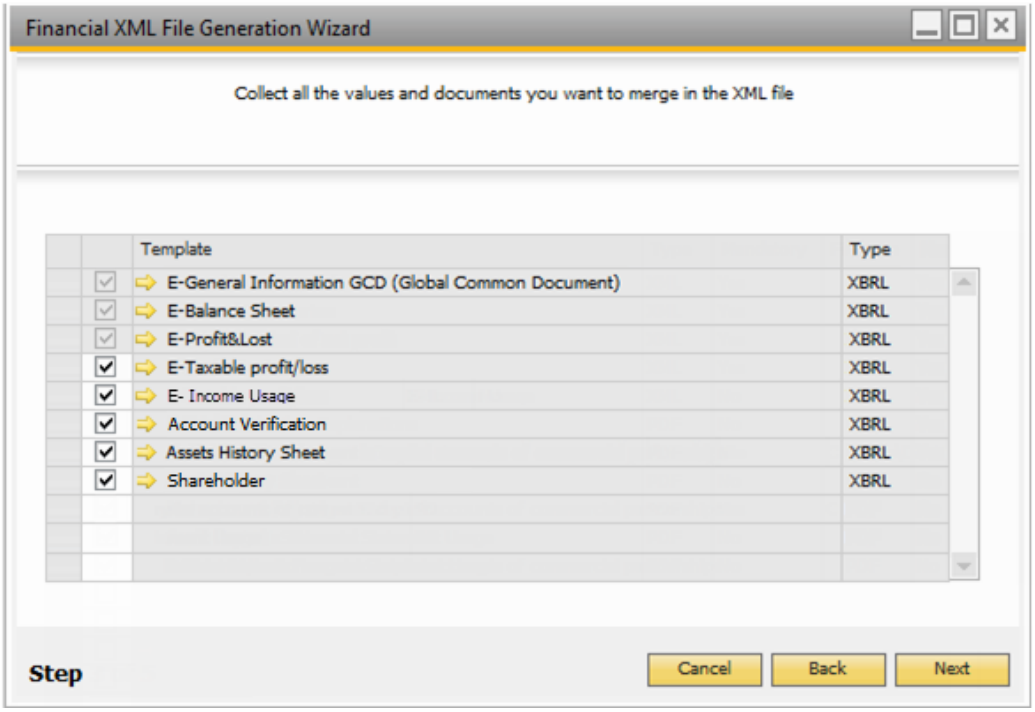
For each field detailed below, from the dropdown list select the relevant financial template that shall be used for the taxonomies data and transmitted to the authorities:

- *Template Income Use*
- *Taxable Profit & Loss*
- *Fixed Asset History Sheet*
- *E-Balance Sheet Template*
- *E-Profit & Loss Template*

Select all other relevant data and choose *Next*.

© 2014 SAP AG. All rights reserved.

4.5 E-Balance Wizard - Step 4: Financial XML File Generation



To preview the financial data of each report, select the yellow arrow of the relevant row.

4.5.1 The Results Files

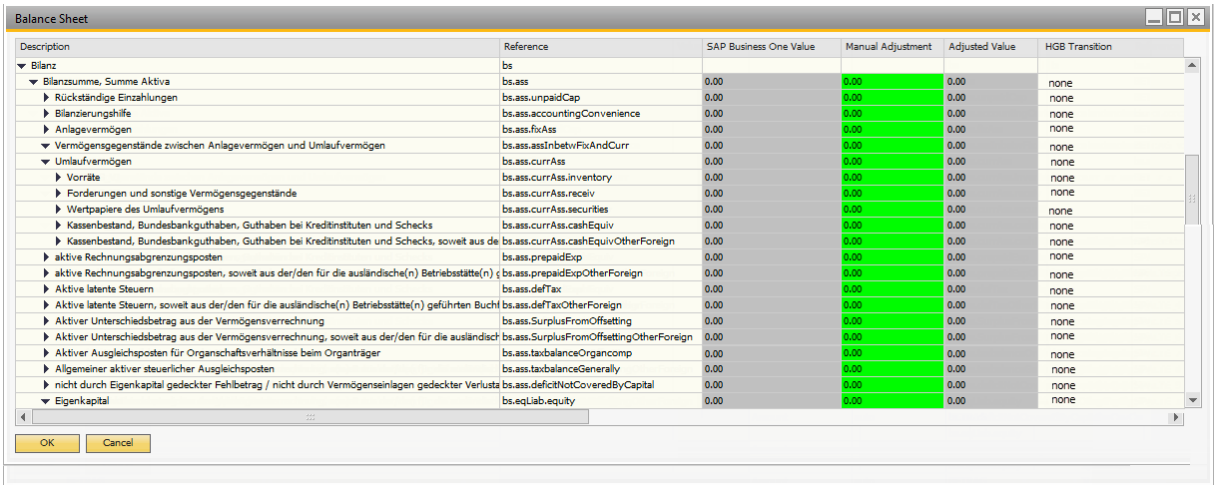
The results files display all the data collected by the E-Balance Wizard.

The following rules apply to the financial results files:

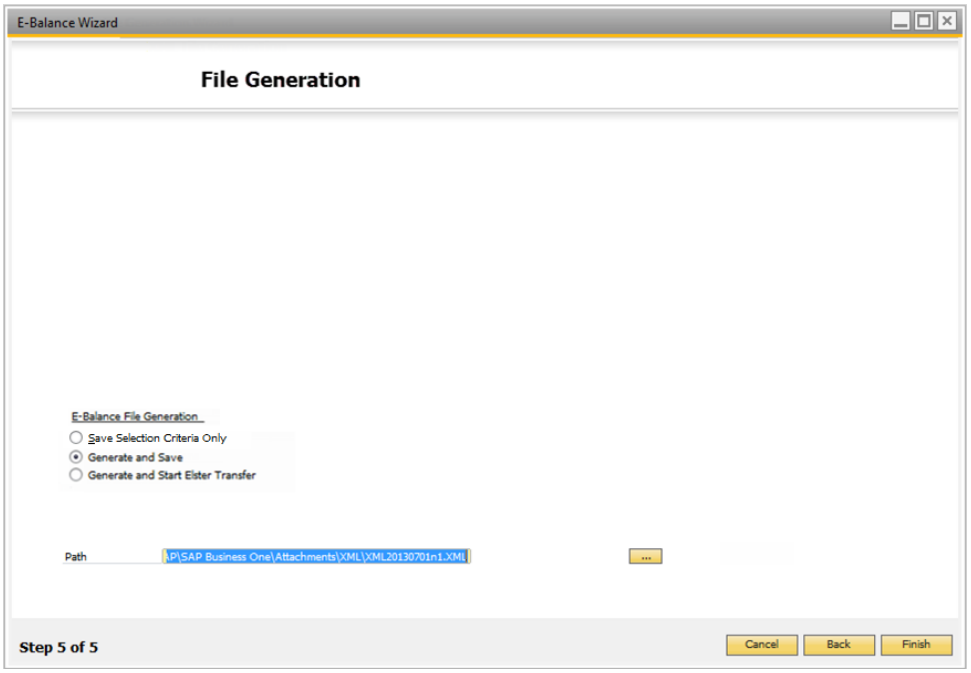
- In each results file of the different reports, the reported value is the one that appears in the *Adjusted Value* column; it can be updated, if necessary, by adding adjustments.
- The value in the *Tax Balance Sheet Value* column is the sum of *Adjusted Value*, *Previous Period*, and *Actual Period*.
- When *Not Permitted for Tax* is selected, the value in the *Tax Balance Sheet Value* column must be zero.
- *HGB Transition* - You can choose whether and how to change the commercial low values to tax law values. The options are:
  - *None*
  - *Valuation Change*
  - *Reclassification*
  - *Reclassification and Valuation Change*

For example, the figure below displays financial data collected for the E-Balance sheet:

© 2014 SAP AG. All rights reserved.



4.6 E-Balance Wizard - Step 5: File Generation



E-Balance File Generation - Select one of the following options:

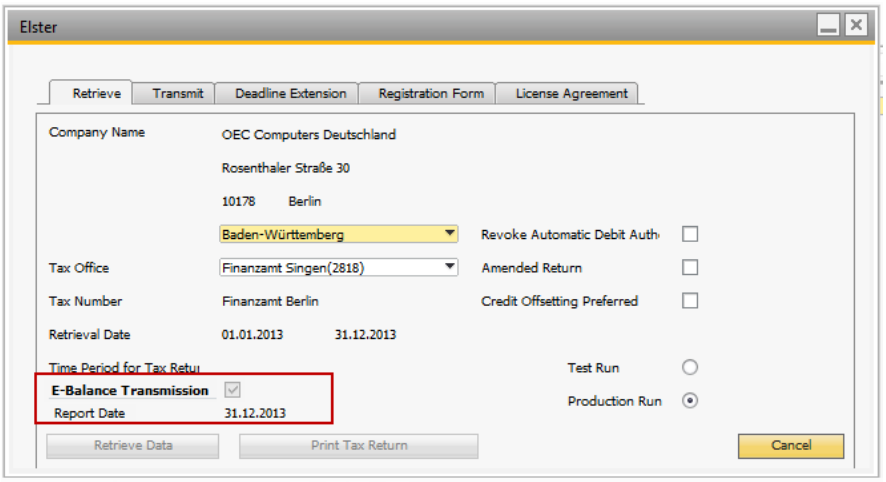
- *Save Selection Criteria Only* - Choose this option to save the selection criteria.
- *Generate and Save* - Choose this option to generate the E-Balance file (XML) and to save it in a selected location.
- *Generate and Start Elster Transfer* - Choose this option to generate the E-Balance file (XML) and to open the Elster add-on window, from which you can transmit the file to the authorities.

> **Note**
>
> The Elster add-on must be installed and connected before you can use this option.

© 2014 SAP AG. All rights reserved.

4.6.1 E-Balance Transmission in Elster (ERIC) Add-On

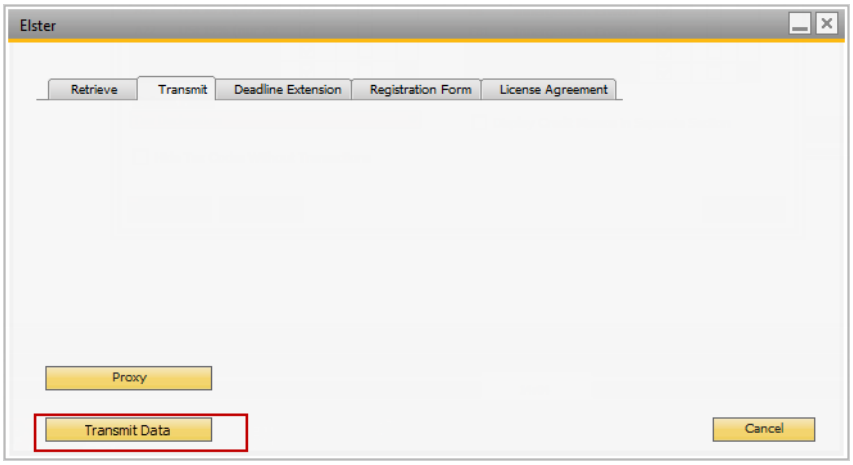
After you select the *Generate and Start Elster Transfer* option in the wizard and choose *Next*, the *Elster* add-on window appears.



On the *Retrieve* tab, the *E-Balance Transmission* checkbox is selected automatically and the *Report Date* is displayed.

> **Note**
>
> Those fields are visible only when the Elster add-on is opened via the E-Balance wizard.

To transmit the file, choose the *Transmit Data* button on the *Transmit* tab.



© 2014 SAP AG. All rights reserved.



www.sap.com/contactsap

Material Number

© 2014 SAP AG. All rights reserved.
No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP AG. The information contained herein may be changed without prior notice.
Some software products marketed by SAP AG and its distributors contain proprietary software components of other software vendors.
Microsoft, Windows, Excel, Outlook, and PowerPoint are registered trademarks of Microsoft Corporation.
IBM, DB2, DB2 Universal Database, System ads, System i5, System p, System p5, System x, System z, System z10, System z9, z10, z9, iSeries, pSeries, xSeries, zSeries, eServer, z/VM, z/OS, i5/OS, S/390, OS/390, OS/400, AS/400, S/390 Parallel Enterprise Server, PowerVM, Power Architecture, POWER6+, POWER6, POWER5+, POWER5, POWER, OpenPower, PowerPC, BatchPipes, BladeCenter, System Storage, GPFS, HACMP, RETAIN, DB2 Connect, RACF, Redbooks, OS/2, Parallel Sysplex, MVS/ESA, AIX, Intelligent Miner, WebSphere, Netfinity, Tivoli and Informix are trademarks or registered trademarks of IBM Corporation.
Linux is the registered trademark of Linus Torvalds in the U.S. and other countries.
Adobe, the Adobe logo, Acrobat, PostScript, and Reader are either trademarks or registered trademarks of Adobe Systems Incorporated in the United States and/or other countries.
Oracle is a registered trademark of Oracle Corporation.
UNIX, X/Open, OSF/1, and Motif are registered trademarks of the Open Group.
Citrix, ICA, Program Neighborhood, MetaFrame, WinFrame, VideoFrame, and MultiWin are trademarks or registered trademarks of Citrix Systems, Inc.
HTML, XML, XHTML and W3C are trademarks or registered trademarks of W3C®, World Wide Web Consortium, Massachusetts Institute of Technology.
Java is a registered trademark of Sun Microsystems, Inc.
JavaScript is a registered trademark of Sun Microsystems, Inc., used under license for technology invented and implemented by Netscape.
SAP, R/3, xApps, xApp, SAP NetWeaver, Duet, PartnerEdge, ByDesign, SAP Business ByDesign, and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP AG in Germany and in several other countries all over the world. All other product and service names mentioned are the trademarks of their respective companies. Data contained in this document serves informational purposes only. National product specifications may vary.
These materials are subject to change without notice. These materials are provided by SAP AG and its affiliated companies ("SAP Group") for informational purposes only, without representation or warranty of any kind, and SAP Group shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP Group products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.