

FI 1: Display Chart of Accounts

Exercise Display a chart of accounts.

Time 10 min

Task Use the SAP Easy Access Menu to review a listing of the General Ledger (G/L) accounts that are part of your chart of accounts. For each G/L account, the chart of accounts contains the account number, the account name, and additional technical information.

Name (Position) Shuyuan Chen (Chief Accountant)

A chart of accounts may be shared by many company codes. Each company code must be assigned a chart of accounts. Once a chart of accounts is assigned to a company code, it becomes the operative chart of accounts for that company code and it is used to capture information for both Financial Accounting (FI) and Cost Accounting (CO).

Chart of accounts

Other possible charts of accounts may be required to capture additional information to support international business accounting purposes including:

Other possible charts of accounts

- Country-specific charts of accounts - This is structured in accordance with legal requirements of a specific country.
- Group chart of accounts - This is structured in accordance with requirements pertaining to consolidated financial statements.

In order to display a chart of accounts, follow the SAP Easy Access menu path:

Menu path

Accounting ► Financial Accounting ► General Ledger ► Information System ► General Ledger Reports (New) ► Master Data ► G/L Accounts List

In the Chart of accounts field, use the F4 key to find and select the global GBI chart of accounts (**GL00**).


GL00

The screenshot shows the SAP 'G/L accounts list' selection screen. At the top, there's a header bar with the SAP logo and the title 'G/L accounts list'. Below this, there's a search bar and several buttons: 'Save as Variant...', 'Dynamic selections', 'More', and 'Exit'. The main section is titled 'G/L account selection'. It contains three rows of input fields. The first row is 'Chart of accounts:' with a dropdown menu showing 'GL00' and a search icon. The second row is 'G/L account:' with an empty input field and a search icon. The third row is 'Company code:' with an empty input field and a search icon. Each of these rows also has a 'to:' field and a search icon.

Then, click on .

Record information on your chart of accounts in the table below:

G/L Account Number	G/L Account Name
100000	
200100	
300000	
310000	
600000	
700000	
720300	
740300	
741500	
770000	

Click on the exit icon  twice to return to the SAP Easy Access Screen.



FI 2: Display General Ledger Account

Exercise Display a General Ledger account.

Time 10 min

Task Use the SAP Easy Access Menu to display a General Ledger account in your chart of accounts (alternative bank account). Businesses commonly maintain several bank accounts (e.g. payroll, general checking and money market) that are listed on their balance sheet.

Name (Position) Shuyuan Chen (Chief Accountant)

To do this, follow the menu path:

Menu path

Accounting ► Financial Accounting ► General Ledger ► Master Records ► G/L Accounts ► Individual processing ► Centrally

In the G/L Account field, use the F4 key to open the search window (make sure to select the G/L account description in chart of accounts tab). Enter **Alternate*** for G/L long text and write **GL00** in the Chart of Accounts field.

Alternate*
GL00

G/L Account Number (1)

G/L account no. in chart of accounts G/L account description in chart of accounts G/L acc... > ...

G/L Long Text:

Language Key:

Chart of Accounts:

G/L Account:

Maximum No. of Hits:

Start Search Multiple Selection Close


Then, press Enter or click on **Start Search**. On the result screen, double-click on the Alternate Bank Account row to select G/L account **101000**.

101000

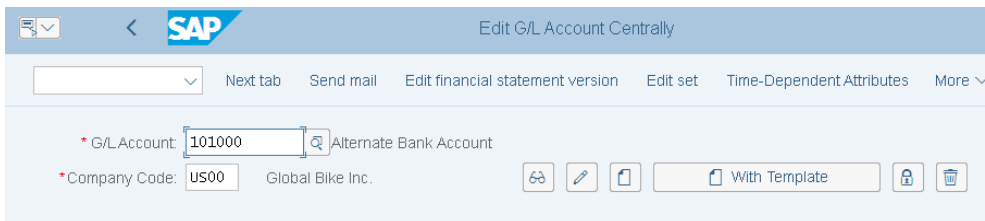
G/L Account Number (1) 1 Entry found

G/L account no. in chart of accounts G/L account description in chart of accounts

Long Text	ChAc	G/L Acct
Alternate Bank Account	GL00	101000

After the account number (101000) is populated into the G/L Account field, find and select Company Code **US00**. Then, press on the  button to display the G/L account data.

US00



What Account Group is this G/L account assigned to?

Is this account a Profit and Loss Statement account or a Balance Sheet account?


What is the account currency?

Repeat the same procedure for the same G/L account, but for the German GBI Company Code (**DE00**).

DE00

What differences did you find?

You may look at other G/L account details if you would like.

Click on the exit icon  to return to the SAP Easy Access Screen.



FI 3: Review Reconciliation Account

Exercise Review how Reconciliation Accounts work

Time 10 min

Task Use the SAP Easy Access Menu to display a posting done to an Account Receivables account. After viewing the posting in this subsidiary ledger review the corresponding posting in the General Ledger.

Name (Position) Shuyuan Chen (Chief Accountant)

When you post items to a subsidiary ledger, the SAP system automatically posts the same data to the general ledger at the same time. Each subsidiary ledger has one or more reconciliation accounts in the general ledger. These reconciliation accounts ensure that the balance of G/L accounts is always zero. This means that you can draw up financial statements at any time without having to transfer totals from the subledgers to the general ledger.

To do this, follow the menu path:

Menu path

Accounting ► Financial Accounting ► Accounts Receivable ► Account ► Display Balances

Enter **5997** in the Customer field, Company Code **US00** and **2016** as fiscal year. Compare with the screenshot shown below and click **Execute**.

5997, US00, 2016

In the next screen double click on the tile for period 5 to view the entries of that period.

Customer Balance Display					
<div> <div>Call up line item report</div> <div>More</div> </div>					
<div> <div>Customer: 5997</div> <div>Beantown Bikes</div> <div>Company Code: US00</div> <div>Global Bike Inc.</div> <div>Fiscal Year: 2016</div> <div>Display crncy: USD</div> </div>					
Balances Special general ledger					
<div> <div>Period</div> <div>Debit</div> <div>Credit</div> <div>Balance</div> <div>Cumulative Balance</div> <div>Sales/Purchases</div> </div>					
Balance Carr...					
1					
2					
3					
4					
5	24.000,00	24.000,00			24.000,00
6					
7					
8					

In the Customer Line Item Display screen you can see 2 entries for May 2016. The first line with the type RV depicts the posting to the customer account, which originates from the invoice creation.

The second line with the type DZ depicts the posting created once the customer payment was received.

Customer Line Item Display							
<div> <div>Display Document</div> <div>Change document</div> <div>Mass change</div> <div>More</div> </div>							
<div> <div>Customer</div> <div>5997</div> <div>Company Code</div> <div>US00</div> <div>Name</div> <div>Beantown Bikes</div> <div>City</div> <div>Boston</div> </div>							
Stat	Type	Doc..Date	Net Due Dt	Clearing	Local Crncy Amt	LCurr	DocumentNo
	RV	27.05.2016	27.05.2016	27.05.2016	24.000,00	USD	90000000
	DZ	27.05.2016	27.05.2016	27.05.2016	24.000,00-	USD	1400000002
					0,00	USD	
** Account 5997					0,00	USD	
<div> <div>Customer</div> <div>*</div> <div>Company Code</div> <div>*</div> </div>							
<div> <div>Exit</div> </div>							

Click on the exit icon [Exit](#) to return to the SAP Easy Access Screen.