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|  | FI 1: Display Chart of Accounts | | |
| **Exercise** Display a chart of accounts.  **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) | | **Time** 10 min |
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| 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).  Other possible charts of accounts may be required to capture additional information to support international business accounting purposes including:   * 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. | | Chart of accounts  Other possible charts of accounts |
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| In order to display a chart of accounts, follow the SAP Easy Access menu path:  Accounting ► Financial Accounting► General Ledger ► Information System ► General Ledger Reports (New) ► Master Data ► G/L Accounts List | | Menu path |
| In the Chart of accounts field, use the F4 key to find and select the global GBI chart of accounts (**GL00)**. | | GL00 |
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| 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. | |  |
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|  | FI 2: Display General Ledger Account | | |
| **Exercise** Display a General Ledger account.  **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) | | **Time** 10 min |
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| To do this, follow the menu path:  Accounting ► Financial Accounting ► General Ledger ► Master Records ► G/L Accounts ►Individual processing ► Centrally | | Menu path |
| 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 |
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| Then, press Enter or click on . On the result screen, double-click on the Alternate Bank Account row to select G/L account **101000**. | | 101000 |
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| 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 |
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| 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. | |  |
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|  | FI 3: Review Reconciliation Account | | |
| **Exercise** Review how Reconciliation Accounts work  **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) | | **Time** 10 min |
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| 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. | |  |
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| To do this, follow the menu path:  Accounting ► Financial Accounting ► Accounts Receivable ► Account ► Display Balances | | Menu path |
| Enter **5997** in the Customer field, Company Code **US00** and **2016** as fiscal year. Compare with the screenshot shown below and click . | | 5997, US00, 2016 |
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| In the next screen double click on the tile for period 5 to view the entries of that period. | |  |
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| 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. | |  |
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| Click on the exit icon  to return to the SAP Easy Access Screen. | |  |
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