EXERCISE

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)

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.

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 ► Chart of Accounts

In the Chart of accounts field, use the F4 key to find and select the global GBI chart of accounts (GL00) and enter 1 for Charts of accts not assigned.

Chart of Accounts

Chart of accounts  GL00 to 1

Charts of accts not assigned  1
Then, click on (Execute).

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

<table>
<thead>
<tr>
<th>G/L Account Number</th>
<th>G/L Account Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>100000</td>
<td></td>
</tr>
<tr>
<td>200100</td>
<td></td>
</tr>
<tr>
<td>300000</td>
<td></td>
</tr>
<tr>
<td>310000</td>
<td></td>
</tr>
<tr>
<td>600000</td>
<td></td>
</tr>
<tr>
<td>700000</td>
<td></td>
</tr>
<tr>
<td>720300</td>
<td></td>
</tr>
<tr>
<td>740300</td>
<td></td>
</tr>
<tr>
<td>741500</td>
<td></td>
</tr>
<tr>
<td>770000</td>
<td></td>
</tr>
</tbody>
</table>

Click on the exit icon twice to return to the SAP Easy Access Screen.
**FI 2: Display Chart of Accounts II**

**Exercise** Use the SAP Easy Access Menu to display a chart of accounts.

**Task** Review a listing of the General Ledger (G/L) accounts that are part of your chart of accounts and that have been made operative for your company code. Each G/L account being used by a company code has both chart of account and company code specific information. In this way, a chart of accounts may be used by several company codes with each having their own unique information and settings.

**Name (Position)** Shuyuan Chen (Chief Accountant)

To do this, follow the menu path:

**Menu path**

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

Enter **GL00** for Chart of accounts.

![G/L Account List](image)

Then click on (Execute).

How does this information differ from the information in Exercise FI 1? What are the company codes this chart of accounts is assigned to?
Click on the exit icon twice to return to the SAP Easy Access Screen.
EXERCISE

FI 3: 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)  

To do this, follow the 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.  

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

**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**).

**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 4: Post Transfer of Funds to Alternate Bank Account**

**Exercise** Transfer funds to Alternate Bank Account.

**Task** Use the SAP Easy Access Menu to generate a journal entry for the US GBI company to transfer funds from your current bank account to your alternate bank account.

**Name (Position)** Clayton Bartolome (Fixed Assets Accountant)

To do this, follow the menu path:

**Accounting ► Financial Accounting ► General Ledger ► Posting ► Enter G/L Account Document**

If Company Code **US00** is not displayed use the Menu Entry **Edit ► Change company code (F7)** to select your US GBI company. In the Document Date field, use F4 and Enter to select **today’s date** and choose **USD** as Currency. As Reference, enter your three-digit number (**###**) and as Doc. Header Text **Transfer of Funds**.

<table>
<thead>
<tr>
<th>Enter G/L Account Document: Company Code</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Document Date</strong> 05/22/2010</td>
</tr>
<tr>
<td><strong>Posting Date</strong> 05/22/2010</td>
</tr>
<tr>
<td><strong>Reference</strong> 060</td>
</tr>
<tr>
<td><strong>Doc.Header Text</strong> Transfer of Funds</td>
</tr>
<tr>
<td><strong>Company Code</strong> US00</td>
</tr>
</tbody>
</table>

On the first line, enter **101000** (Alternate Bank Account) as G/L acct, choose **Debit** as D/C and enter **5000** as Amount in doc.curr.

On the second line, enter **100000** (Bank Account) as G/L acct, choose **Credit** as D/C and enter **5000** as Amount in doc.curr.

Then click on ✅ (Enter).
EXERCISE

Use the button to see if the postings are correct.

Do Debits equal Credits? _______________________

What kind of accounts make up this transaction? _______________________

What does PK stand for on the simulate screen? _______________________

Click on (Back) once and accept any warning messages with Enter.

Then, click on (Post). The system will create a unique G/L account document number.

Click on the exit icon and acknowledge the warning message by choosing YES – there will be no data lost. This brings you back to the SAP Easy Access menu.
FI 5: Display G/L Account Document

**Exercise** Display a G/L account document.  

**Task** Use the SAP Easy Access Menu to display the G/L account document you have just created.

**Name (Position)** Clayton Bartolome (Fixed Assets Accountant)

To display a G/L account document, follow the menu path:

**Menu path**  

Accounting ➤ Financial Accounting ➤ General Ledger ➤ Document ➤ Display

Your account document number should already be entered. If not, click on Document List. Then, choose Company Code **US00** and enter ### (your three-digit number) in the Reference number field. Then, click on to execute the search producing a Document List screen similar to the one shown below.

<table>
<thead>
<tr>
<th>CoCd</th>
<th>DocumentNo</th>
<th>Year</th>
<th>Type</th>
<th>Doc Date</th>
<th>Posting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>US00</td>
<td>1000000016</td>
<td>2010</td>
<td>SA</td>
<td>05/22/2010</td>
<td>05/22/2010</td>
</tr>
</tbody>
</table>

Double-click the document number to display the document. The system displays a similar screen to the simulate screen you saw just before your posted your document in the previous exercise.

<table>
<thead>
<tr>
<th>Data Entry View</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Document Number</strong>: 1000000016</td>
</tr>
<tr>
<td><strong>Document Date</strong>: 05/22/2010</td>
</tr>
<tr>
<td><strong>Reference</strong>: 0000</td>
</tr>
</tbody>
</table>

What do the Posting Keys (PK) 40 and 50 mean?

40  

50

Click on the button to display the document header information. Who created the document and when?
Press Enter to go back to the Display Document: Data Entry View screen.

Then, click on the exit icon 🚪 to go back to the SAP Easy Access menu.
**Exercise** Post a purchase of office supplies.

**Task** Use the SAP Easy Access Menu to generate a journal entry for your alternate bank account to purchase office supplies.

**Name (Position)** Clayton Bartolome (Fixed Assets Accountant)

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**The business scenario is that you need some office supplies immediately. You drive down to Office Supply Depot and buy $175 of supplies (paper, folders, and a software package) and pay for the purchase with a company check drawn on your alternate bank account.**

To do this, follow the menu path:

- **Accounting ► Financial Accounting ► General Ledger ► Posting ► Enter G/L Account Document**

In the Document Date field, use F4 and Enter to select today’s date and choose USD as Currency. As Reference, enter your three-digit number (###) and as Doc. Header Text **Purchase of Supplies**. If Company Code US00 is not displayed use the Menu Entry **Edit ► Change company code (F7)** to select your US GBI company.

On the first line, in the G/L acct field use the F4 help to find the account number for Supplies Expenses. To do so, select the G/L account description in chart of accounts tab enter **Supplies*** in the G/L long text. Then, press Enter.
Then, double-click on the result row to select G/L account number **740000**.

Back on the first line, choose **Debit** as D/C and enter **80** as Amount in doc.curr. Then, scroll to the right until you see the Cost center column and enter **NAIS1000** (Internal Services).

On the second line, enter **740000** as G/L acct again, choose **Debit** as D/C and enter **95** as Amount in doc.curr. Then, scroll right until you see the Cost center column again and enter **NAIT1000** (IT costs).

On the third line, enter **101000** (Alternate Bank Account) as G/L acct, choose **Credit** as D/C and **175** as Amount in doc.curr. Then, click on (Enter).

Use the **Simulate** button to see if the postings are correct.

Then, click on (Post) and record the document number.

Click on and choose **YES** to return to the SAP Easy Access menu.
FI 7: Display General Ledger Account Balances

**Exercise** Use the SAP Easy Access Menu to display G/L account balances.

**Task** Use the SAP Easy Access Menu to display and confirm by individual account number the activity and associated balances for several accounts in the general ledger of the US GBI company.

**Name (Position)** Clayton Bartolome (Fixed Assets Accountant)

To do this, follow the menu path:

**Accounting ► Financial Accounting ► General Ledger ► Account ► Display Balances (New)**

Enter 101000 as Account Number, US00 as Company Code and the current year as Fiscal Year.

Then, click on (Execute). The system should display a table similar to the one shown below.

<table>
<thead>
<tr>
<th>Period</th>
<th>Debit</th>
<th>Credit</th>
<th>Balance</th>
<th>Cum. balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bal Carry/On</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>5,000.00</td>
<td>175.00</td>
<td>4,825.00</td>
<td>4,825.00</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td>4,825.00</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td>4,825.00</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td>4,825.00</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td>4,825.00</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td>4,825.00</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td>4,825.00</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td>4,825.00</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td>4,825.00</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>5,000.00</td>
<td>175.00</td>
<td>4,825.00</td>
<td>4,825.00</td>
</tr>
</tbody>
</table>
If your numbers are different, can you explain why?

Double-click on the debit amount of the current month. The system displays all documents that make up the total credit amount. Find your document number in the list.

**Note:** The screen shot below displays one document as the author has posted debits in one G/L account document only.

In your case, there might be multiple versions of the same posting. Remember that similar to a real company you are posting to the same G/L accounts together with your fellow students.

Click on the exit icon until you are back on the SAP Easy Access Screen.
FI 8: Change Financial Accounting Document

**Exercise** Change a financial accounting document.  

**Time** 10 min

**Task** Use the SAP Easy Access Menu to complete changes for a previously posted financial accounting document. It is important to note that some changes are permitted while others are fully restricted.

**Name (Position)** Clayton Bartolome  (Fixed Assets Accountant)

To do this, follow the menu path:

1. **Accounting ► Financial Accounting ► General Ledger ► Document ► Change**

First, select ![Document List](image). On the selection screen, enter **US00** as Company Code, the **current year** as Fiscal Year, and **SA** as Document Type. As Posting Date enter a **range of dates that will include your document** (saved in the FI 4 exercise).

Then, click on ![Execute](image) (Execute).

Double-click on the number of the document you wish to change.

In the Change Document: Data Entry View screen, double click on the first item.

What can you change?  ________________________________

______________________________

Select ![Display document header](image) (Display document header).

What can you change?  ________________________________

______________________________

Change the Doc. Header Text to “Test for Change”.

**Test for Change**
Click on 🟢 (Continue). Then, click on 🚀 to save.

Why can’t you change the amount of the line item?

Click on the exit icon 🛋️ until you are back on the SAP Easy Access Screen.
**EXERCISE**

**FI 9: Display Changes to Financial Accounting Documents**

**Exercise** Display changes to financial accounting documents.  
**Time** 10 min

**Task** Use the SAP Menu to display and confirm the changes entered in the previous exercise.

**Name (Position)** Shuyuan Chen (Chief Accountant)

To do this, follow the menu path:

**Accounting ► Financial Accounting ► General Ledger ► Document ► Display Changes**

The system should have already defaulted in Company Code US00, your **doc. number**, and the **current year** as Fiscal Year (if not, please do so). Then, press Enter. This should produce the following screen.

**Document Changes : Changed Fields**

![Table showing document changes](image)

Then, click on **All changes**.

**Document Changes : Overview**

![Table showing document changes](image)

Highlight the “Document Header Text” line. Then click on ☑ (Choose).

Who made the changes and when were they made?

Press Enter. Then, click on ☑ to return to the SAP Easy Access Screen.