

**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 ► 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.

GL00  
1

Then, click on  (Execute).

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 Chart of Accounts II

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

**Time** 5 min

**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.

The screenshot shows the SAP 'G/L Account List' interface. It includes sections for 'G/L account selection', 'Selection using search help', and 'General selections'. In the 'General selections' section, the 'Chart of Accounts' field contains 'GL00', which is highlighted with a blue circle. The 'Execute' button (green arrow) is visible in the bottom right of the 'General selections' section.

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?

---



---



---



---



## FI 3: 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

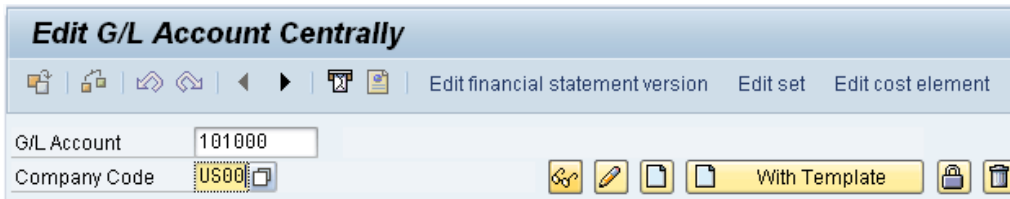
Then, press Enter or click on . On the result screen, double-click on the Alternate Bank Account row to select G/L account **101000**.

101000

| Long Text              | ChAc | G/L Ac... |
|------------------------|------|-----------|
| 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 4: Post Transfer of Funds to Alternate Bank Account

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

**Time** 10 min

**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:

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**.

US00

today's date  
USD  
###

Transfer of Funds

The screenshot shows the SAP 'Enter G/L Account Document: Company Code' interface. The 'Basic data' tab is selected. The following fields are visible and populated:

- Document Date: 05/22/2010
- Currency: USD
- Posting Date: 05/22/2010
- Reference: 000
- Doc. Header Text: Transfer of Funds
- Cross-CC no.: (empty)
- Company Code: US00 Global Bike Inc. Dallas

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.

101000  
Debit  
5000

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.

100000  
Credit  
5000

Then click on (Enter).

**Enter G/L Account Document: Company Code US00**

Tree on Company Code Hold Simulate Park Editing options


Basic data Details

Document Date 05/22/2010 Currency USD  
 Posting Date 05/22/2010  
 Reference 000  
 Doc. Header Text Transfer of Funds  
 Cross-CC no.  
 Company Code US00 Global Bike Inc. Dallas

Amount Information  
 Total deb. 5,000.00 USD  
 Total cred. 5,000.00 USD

2 Items ( No entry variant selected )

| St. | G/L acct | Short Text | D/C    | Amount in doc.curr. | Loc.curr.amount | T... | Tax jurisdictn code | WAssignment no. |
|-----|----------|------------|--------|---------------------|-----------------|------|---------------------|-----------------|
| ✓   | 101000   | Alt Bank   | S Debi | 5,000.00            | 5,000.00        |      |                     |                 |
| ✓   | 100000   | Bank       | H Cred | 5,000.00            | 5,000.00        |      |                     |                 |

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

Doc. Type : SA ( G/L Account Document ) Normal document


Doc. Number Company Code US00 Fiscal Year 2010  
 Doc. Date 05/22/2010 Posting Date 05/22/2010 Period 05  
 Calculate Tax   
 Ref.Doc. 000  
 Doc. Currency USD  
 Doc. Hdr Text Transfer of Funds


| Itm | PK | Account | Account short text | Assignment | Tx | Amount    |
|-----|----|---------|--------------------|------------|----|-----------|
| 1   | 40 | 101000  | Alt Bank           |            |    | 5,000.00  |
| 2   | 50 | 100000  | Bank               |            |    | 5,000.00- |

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.

Document 100000016 was posted in company code US00

G/L account document

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.

YES



## FI 5: Display G/L Account Document

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

**Time** 10 min



**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)

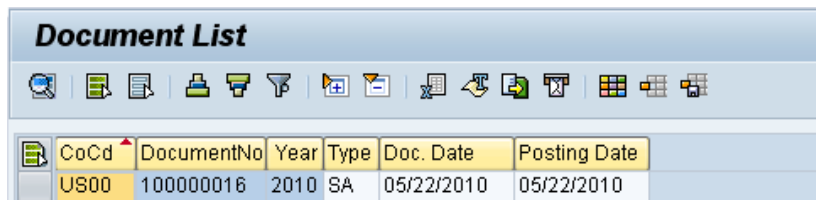
To display a G/L account document, follow the menu path:

Menu path

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

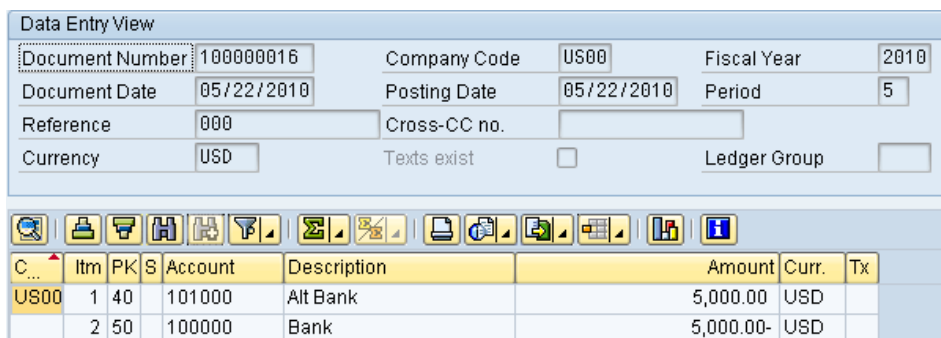
Your account document number should already be entered. If not, click on  **Document List**. Then, choose Company Code **US00** and enter **###** (your three-digit number) in the Reference number field. Then, click on  to execute the search producing a Document List screen similar to the one shown below.

US00  
###



| CoCd | DocumentNo | Year | Type | Doc. Date  | Posting Date |
|------|------------|------|------|------------|--------------|
| US00 | 100000016  | 2010 | SA   | 05/22/2010 | 05/22/2010   |


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

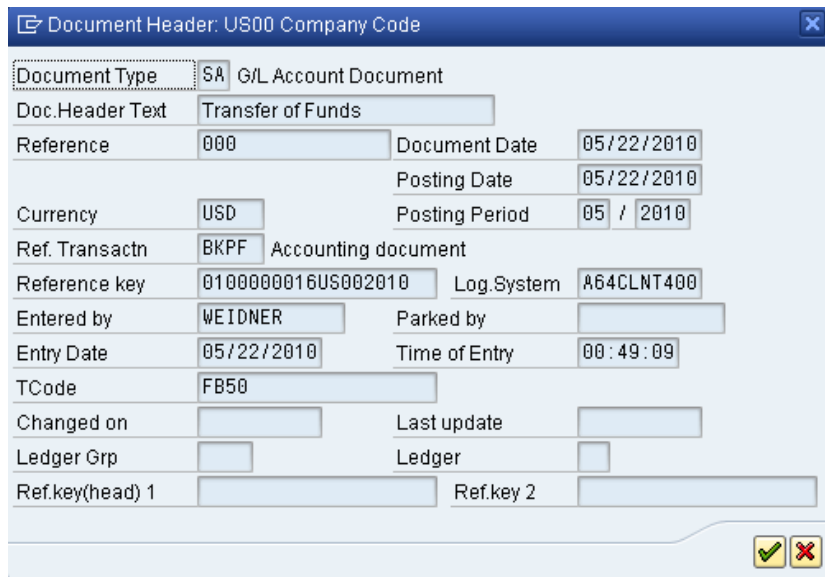


| C... | Itm | PK | S | Account | Description | Amount    | Curr. | Tx |
|------|-----|----|---|---------|-------------|-----------|-------|----|
| US00 | 1   | 40 |   | 101000  | Alt Bank    | 5,000.00  | USD   |    |
|      | 2   | 50 |   | 100000  | Bank        | 5,000.00- | USD   |    |

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?




The screenshot shows the SAP Document Header: US00 Company Code window. The window contains the following data:

|                 |                    |                      |            |
|-----------------|--------------------|----------------------|------------|
| Document Type   | SA                 | G/L Account Document |            |
| Doc.Header Text | Transfer of Funds  |                      |            |
| Reference       | 000                | Document Date        | 05/22/2010 |
|                 |                    | Posting Date         | 05/22/2010 |
| Currency        | USD                | Posting Period       | 05 / 2010  |
| Ref. Transactn  | BKPF               | Accounting document  |            |
| Reference key   | 0100000016US002010 | Log.System           | A64CLNT400 |
| Entered by      | WEIDNER            | Parked by            |            |
| Entry Date      | 05/22/2010         | Time of Entry        | 00:49:09   |
| TCode           | FB50               |                      |            |
| Changed on      |                    | Last update          |            |
| Ledger Grp      |                    | Ledger               |            |
| Ref.key(head) 1 |                    | Ref.key 2            |            |

At the bottom right of the window, there are two icons: a green checkmark and a red X.

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.



## FI 6: Post Purchase of Office Supplies

**Exercise** Post a purchase of office supplies.

**Time** 10 min

**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)

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.

Business Scenario

To do this, follow the menu path:

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.

today's date  
USD  
###  
Purchase of Supplies  
US00

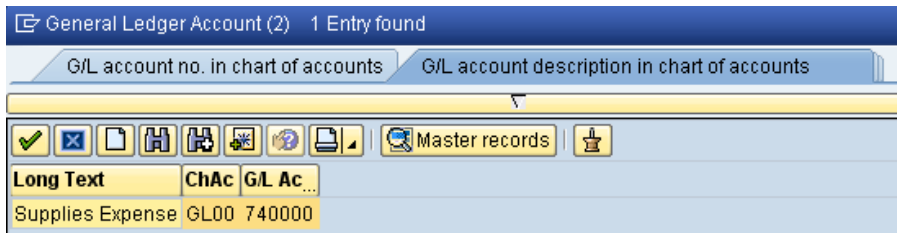
On the first line, in the G/L acct field use the F4 help to find the account number for Supplies Expenses. To do so, select the G/L account description in chart of accounts tab enter **Supplies\*** in the G/L long text. Then, press Enter.

Supplies\*

The screenshot shows the 'General Ledger Account (2)' dialog box in SAP. The 'G/L account description in chart of accounts' tab is selected. The 'G/L long text' field contains the text 'Supplies\*'. Other fields include 'Language Key' set to 'EN', 'Chart of Accounts' set to 'GL00', and 'Maximum No. of Hits' set to '500'. The 'G/L account' field is empty. The dialog box has standard SAP window controls and a toolbar at the bottom.

Then, double-click on the result row to select G/L account number **740000**.

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).

Debit  
80  
NAIS1000

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).

740000  
Debit  
95  
NAIT1000

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).

101000  
Credit  
175

| 3 Items ( No entry variant selected ) |          |              |        |                     |      |             |           |        |         |             |
|---------------------------------------|----------|--------------|--------|---------------------|------|-------------|-----------|--------|---------|-------------|
| St...                                 | G/L acct | Short Text   | D/C    | Amount in doc.curr. | Text | Lo... Co... | Tradin... | Bus... | Part... | Cost center |
|                                       | 740000   | Supplies Exp | S Debi | 80.00               |      | US00        |           | BI00   |         | NAIS1000    |
|                                       | 740000   | Supplies Exp | S Debi | 95.00               |      | US00        |           | BI00   |         | NAIT1000    |
|                                       | 101000   | Alt Bank     | H Cred | 175.00              |      | US00        |           |        |         |             |

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

Doc. Type : SA ( G/L Account Document ) Normal document

Doc. Number                      Company Code      US00                      Fiscal Year      2010

Doc. Date                      05/22/2010                      Posting Date      05/22/2010                      Period              05

Calculate Tax                     

Ref. Doc.                      000

Doc. Currency                      USD

Doc. Hdr Text                      Purchase of Supplies

| Itm | PK | Account | Account short text | Assignment | Tx | Amount  |
|-----|----|---------|--------------------|------------|----|---------|
| 1   | 40 | 740000  | Supplies Expense   |            |    | 80.00   |
| 2   | 40 | 740000  | Supplies Expense   |            |    | 95.00   |
| 3   | 50 | 101000  | Alt Bank           |            |    | 175.00- |

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

G/L account  
document

Click on and choose **YES** to return to the SAP Easy Access menu.

YES



## FI 7: Display General Ledger Account Balances

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

**Time** 10 min

**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:

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.

101000  
US00  
current year

**G/L Account Balance Display**

Activate Worklist Choose Ledger

Account Number: 101000 to: [ ]

Company Code: US00 to: [ ]

Fiscal Year: 2010

Ledger: BL

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

| Period         | Debit    | Credit | Balance  | Cum. balance |
|----------------|----------|--------|----------|--------------|
| Bal. Carryforw |          |        |          |              |
| 1              |          |        |          |              |
| 2              |          |        |          |              |
| 3              |          |        |          |              |
| 4              |          |        |          |              |
| 5              | 5,000.00 | 175.00 | 4,825.00 | 4,825.00     |
| 6              |          |        |          | 4,825.00     |
| 7              |          |        |          | 4,825.00     |
| 8              |          |        |          | 4,825.00     |
| 9              |          |        |          | 4,825.00     |
| 10             |          |        |          | 4,825.00     |
| 11             |          |        |          | 4,825.00     |
| 12             |          |        |          | 4,825.00     |
| 13             |          |        |          | 4,825.00     |
| Total          | 5,000.00 | 175.00 | 4,825.00 | 4,825.00     |

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.

| G/L Account Line Item Display G/L View  |            |            |      |     |            |    |                      |       |
|---|------------|------------|------|-----|------------|----|----------------------|-------|
| G/L Account                    101000            Alternate Bank Account<br>Company Code                US00<br>Ledger                            0L |            |            |      |     |            |    |                      |       |
| St  | Assignment | DocumentNo | BusA | Typ | Doc. Date  | PK | Amount in local cur. | LCurr |
| ✓   | 20100522   | 100000016  |      | SA  | 05/22/2010 | 40 | 5,000.00             | USD   |
| *   | ✓          |            |      |     |            |    | 5,000.00             | USD   |
| ** Account 101000   |            |            |      |     |            |    | 5,000.00             | USD   |

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:

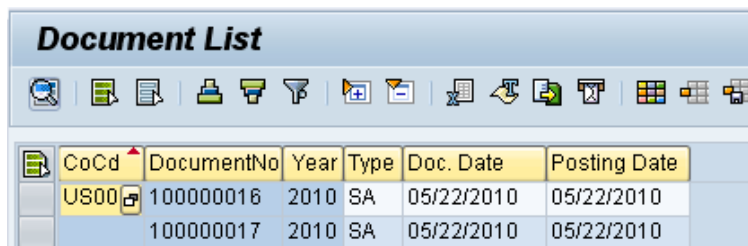
Menu path

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

First, select  **Document List**. 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).

US00  
current year  
SA

Then, click on  (Execute).




| CoCd | DocumentNo | Year | Type | Doc. Date  | Posting Date |
|------|------------|------|------|------------|--------------|
| US00 | 100000016  | 2010 | SA   | 05/22/2010 | 05/22/2010   |
|      | 100000017  | 2010 | SA   | 05/22/2010 | 05/22/2010   |

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).

What can you change? \_\_\_\_\_

\_\_\_\_\_

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

Test for Change

|                 |                    |                      |            |
|-----------------|--------------------|----------------------|------------|
| Document Type   | SA                 | G/L Account Document |            |
| Doc.Header Text | Test for Change    |                      |            |
| Reference       | 000                | Document Date        | 05/22/2010 |
|                 |                    | Posting Date         | 05/22/2010 |
| Currency        | USD                | Posting Period       | 05 / 2010  |
| Ref. Transactn  | BKPF               | Accounting document  |            |
| Reference key   | 0100000016US002010 | Log.System           | A64CLNT400 |
| Entered by      | WEIDNER            | Parked by            |            |
| Entry Date      | 05/22/2010         | Time of Entry        | 00:49:09   |
| TCode           | FB50               |                      |            |
| Changed on      |                    | Last update          |            |
| Ledger Grp      |                    | Ledger               |            |
| Ref.key(head) 1 |                    | Ref.key 2            |            |

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.





## 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:


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.

US00  
document number  
current year

| Document Changes : Changed Fields   |                                |
|---|--------------------------------|
|  | All changes Technical names on |
| Document 0100000016 Company Code US00 Year 2010                                     |                                |
| Field   |                                |
| Date of the Last Document Change by Transaction                                     |                                |
| Document Header Text  |                                |

Then, click on .

| Document Changes : Overview   |                      |                 |                   |
|---|----------------------|-----------------|-------------------|
|  | Technical names on   |                 |                   |
| Document 0100000016 Company Code US00 Year 2010                                     |                      |                 |                   |
| Date  | Field                | New             | Old               |
| 05/22/10  | Changed on           | 05/22/2010      | 00/00/0000        |
| 05/22/10  | Document Header Text | Test for Change | Transfer of Funds |

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.

