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:

**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.
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.
EXERCISE 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:

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

Enter GL00 for Chart of accounts.

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.
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:

1. 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: 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 2014 as fiscal year. Compare with the screenshot shown below and click (Execute).

### Customer Balance Display

| Customer | 5997 |
| Company code | US00 |
| Fiscal year | 2014 |
In the next screen double click on the tile for period 6 to view the entries of that period.

In the Customer Line Item Display screen you can see 2 entries for June 16th 2014. 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.

Note the different suffixes in the amount (Amt in loc. Cur.) column. Nothing, which equals + here, for the debit posting and – for the credit posting.
Click on the exit icon to return to the SAP Easy Access Screen.

Review the posting to the G/L account now. To do so open:

Accounting ► Financial Accounting ► General ledger ► Account ► Display Balances (New)

Although the screen looks very similar to the entry screen of the previous transaction notice the different entry field Account Number.

Enter Account Number 110000, Company Code US00 and Fiscal Year 2014. Compare with the screenshot shown below and click (Execute).

In the next screen double click on the tile for period 6 to view the entries of that period.
EXERCISE

The picture above shows six different postings, two of customer 5997 which you already seen before. Highlight the row of document 90000001 and click on the Display Document.

To review the accounts to which this posting was made, click on now. This will open the following screen:

Here you can see the original posting done to the customer account 5997 in the subledger. It is the same entry you reviewed in the beginning of this task.
Click on the exit icon ☐ to return to the SAP Easy Access Screen.