



Exercise Scenarios

Course Name: General Ledger Accounting

Course Number: FIGL 200

Exercise Guide

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Exercise Scenarios

Exercise 2.1 - Display General Ledger Account – FS00

Scenario Objectives:


By the end of the scenario participants will:

- Display a General Ledger account (master record)

Scenario Descriptive Text

You suspect that a General Ledger Account has been setup incorrectly. You need to display the account to determine if this is true. You think the account is carried at the summary level, and therefore, line item detail cannot be viewed in the general ledger. Check this field as well as other fields located in the account.

Required Data

Field	Value
Access the transaction by transaction code	FS00
Type/description Tab	
G/L Account Number Using the search functionality (possible entries) find the Animal Care Supplies account. Use Search tab: G/L Account Description Enter the number in the value field	
Company Code	PUR
Click on the Enter icon,  or press the enter key	
What is the account group?	
Is it a P&L or Balance Sheet Account?	
What is the description of the account?	
Control Data Tab	
Is line item display enabled for this account?	
What is the purpose of line item display?	



Exercise Scenarios

What is the sort key for this account?	
Create/bank/interest Tab	
What is the associated commitment items for this account?	
What is the purpose of the commitment item?	
Can this account be posted to manually?	
Information (CA) Tab	
Who created this account?	
What was the date this account was created?	
Does this account have an associated Cost Element? Edit cost element	
Display a reconciliation account HINT: Enter *vendor payable* in the g/l long text field and find the recon account	
Using the search features in OnePurdue, find the vendor payable reconciliation account and record the g/l account number	
Navigate through the tabs to find the fields that are necessary to designate a g/l account as a reconciliation account	
What type of additional controls do these fields provide?	



Exercise Scenarios

Exercise 2.2 – Run a Chart of Accounts Report – S_ALR_87012326

Scenario Objectives:


By the end of the scenario participants will:

- Execute a chart or accounts report
- Execute various reporting features

Scenario Descriptive Text






Create a list of all the General Ledger Account numbers used by Purdue. Use transaction code S_ALR_87012326

Required Data

Field	Value
Access the transaction by transaction code or find the menu path in general ledger: Accounting / Financial Accounting / General ledger / Information system / General Ledger Reports (new).....	S_ALR_87012326
G/L account selection	
G/L Account	Leave blank to select all accounts
General Selections	
Chart of Accounts	CPUR
Execute the report 	



Exercise Scenarios

<p>What is the account for Cash Discounts Lost?</p> <p>Use the search functionality to find the account </p>	
<p>What is the Cash Desk Clearing?</p> <p>Use the search functionality to find the account </p>	
<p>What is the G/L Account for Tuition Refunds</p> <p>Use the search functionality to find the account </p>	
<p>What is the G/L Account for Printing and Duplicating?</p> <p>Use the search functionality to find the account </p>	
<p>What is the G/L Account for Office Supplies?</p> <p>Double click on this account, what happens when you do this?</p> <p>Exit the program, </p>	



Exercise Scenarios

Exercise 2.3 – G/L Account List – S_ALR_87012328

Scenario Objectives:



By the end of the scenario participants will:

- Execute the G/L Account List to view select G/L accounts

Scenario Descriptive Text

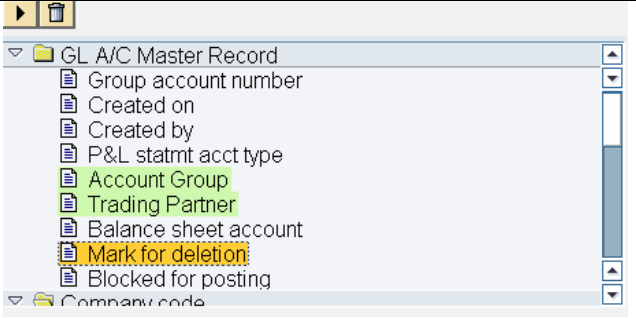


A new year is about to begin and you want to view any G/L accounts that have been flagged for deletion. Once you have reviewed which accounts need to be deleted, contact the necessary users who have the authority to delete the accounts. Run a report of all accounts that are marked for deletion.

Required Data

Field	Value
Accounting / Financial Accounting / General ledger / Information system / General Ledger Reports (new)..... Complete the menu path	S_ALR_87012328
G/L Account	Leave blank
General Selections	
Chart of Accounts	CPUR
Company Code	PUR
Dynamic Selections 	
Mark for Deletion To activate this field you must use the dynamic selections icon,  and then activate the “mark for deletion” field on the following screen. Double – click on the field to	X



Exercise Scenarios

<p>choose this field and then enter an X for the field value</p>	
<p>Select the execute icon, </p>	
<p>What accounts are on the list?</p> <p>Now execute the program again, this time deactivate all of the checkboxes in the output control area – keep the mark for deletion indicator activated</p> <p>What are the results and how has the display changed?</p>	
<p>Exit the program, </p>	



Exercise Scenarios

Exercise 3.1 – Park G/L Documents – FV50

Scenario Objectives:

By the end of the scenario participants will:

- Park general ledger document
- Display the parked document

Scenario Descriptive Text

You have found errors in a previously posted document.

The vet vittles cost center was erroneously charged for \$300 in animal care supplies. This cost was incurred by the vet clinical science cost center.

The vet clinical science cost center needs to be debited as it should have been charged this expense and the vet vittles cost center should be credited.

Enter and park the following journal using transaction code FV50.

1. Enter the appropriate T-code
2. Park the first document
3. Park two more documents

Required Data

Field	Value
Accounting / Financial Accounting / General ledger / Posting	FV50
Complete the menu path	
Document Date	Today's Date
Reference	Date and your initials
Document Header Text	Reclass wrong cc



Exercise Scenarios

First Line Item	
G/L acct – find the animal care supplies expense account	
D/C	Debit
Amount in doc curr	\$300.00
Cost Center – find the vet clinical science cost center	
Fund	82030055
Next Line Item	
G/L acct – find the animal care supplies expense account	
D/C	Credit
Amount in doc curr.	\$300.00
Cost center – find the vet vittles cost center using the search functionality	
Fund	82030055
Press the enter key or the enter icon to validate your entries	
Before saving, please view one of the line items you enters	
What fields were automatically populated by the system? List them	
Save as completed	
Record the document number	
Document 1	
Repeat this exercise and record your second document number here	
Document 2	



Exercise Scenarios

Park a New document (Document 3)	FV50
<p>Expenses charged to wrong Grant and must be reclassified</p> <p>Before entering in your data, you would like to change the data entry screen to one which is Purdue specific.</p> <p>Select the Tree on push button and select the screen variants for items, choose the Purdue default</p>	
Document Date	Today's Date
Reference	Date and your initials
Document Header Text	Reason for the document
First Line Item	
G/L acct – find the computer supplies account	
D/C	Debit
Amount in doc curr	350.00
Cost Center	4016007000
Fund	11010071
Internal order (grant)	
2nd Line Item	
G/L acct – find the computer supplies account	
D/C	Credit
Amount in doc curr.	155.00
Cost Center	4016007000
Fund	11010071
Internal order (grant)	



Exercise Scenarios

3rd Line Item	
G/L acct – find the computer supplies account	
D/C	Credit
Amount in doc curr.	Do the * to balance the entry
Cost Center	4016007000
Fund	11010071
Internal Order (grant)	2000xxx
Save your document and record your document number	

IMPORTANT: For future reference (the following exercises) record your document numbers here	
Document number 1	
Document number 2	
Document number 3	



Exercise Scenarios

Exercise 3.2 – Post a Parked G/L Account Document – FV50

Scenario Objectives:

By the end of the scenario participants will:

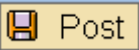
- Post your first parked document (Document 1) in Exercise 3.1
- Post a parked G/L document or journal entry
- Use transaction code FV50

Scenario Descriptive Text

You will post the first parked document you created in Exercise 3.1. In this scenario, you will post your own document, but typically you will post another user's document.

1. Enter the appropriate T-code
2. Use the first document number you created in Exercise 3.1 (refer to page 11) for that document number

Required Data

Field	Value
Access the transaction by transaction code or menu path	FV50
Menu bar: Document / Select parked document Enter your document number from exercise 3.1.	
Review your document before posting	
Select the post push button  Post	
Record your message and your document number	



Exercise Scenarios

Did the system issue you a new document number?	
Why or why not?	



Exercise Scenarios

Exercise 3.3 – Post a G/L Account Document – FB50

Scenario Objectives:

By the end of the scenario participants will:

- Post a journal entry (directly post a manual journal entry)
- Use transaction code FB50

Scenario Descriptive Text

You will post a document. In this scenario, you will post your own document, and bypass the parking process. A four line document needs to be posted, crediting one cost center for office supplies expense and debiting three other cost centers to properly allocate the supplies:

1. Enter the appropriate T-code
2. This document is needed to record a lease on a vehicle owned by Purdue
3. Non-grant related
4. General fund

Required Data

Field	Value
Access the transaction by transaction code	FB50
Document Date	Today's Date
TIP and TRICK – select the F4 and then the F2 to default today's date	
Reference	Date and your initials
Document Header Text	Expense Allocation
1st line item	
Credit the office supplies general ledger account and cost center 4016007000, use the general fund (21019000), dollar amount for the line item \$4,100.00 In addition to posting the costs to a cost	



Exercise Scenarios

center, Enter a statistical internal order number in the internal order field	7500000064
2nd , 3rd , and 4th line items Choose three other cost centers in the West Lafayette campus and again, use the general fund. Enter dollar amounts that equal \$4,100 (the initial value in the credit)	
Save your entry and write down the document number	



Exercise Scenarios

Exercise 3.4 – Order Concepts

Scenario Objectives:

By the end of the scenario participants will:

- Know the difference between real and statistical orders
- Answer concept questions related to orders

Scenario Descriptive Text

Before creating orders, you must understand the different orders created from various order types.

1. Complete the following concept questions pertaining to internal orders

Required Data

Field	Value
How many order types is Purdue using?	
Which is the order type that most Business Services users will be using?	
What is the key difference between statistical and real orders?	
Which order type would you use to replace the current DREF functionality?	



Exercise Scenarios

Exercise 3.5 – Repost Costs to a Statistical Order – KB61

Scenario Objectives:

By the end of the scenario participants will:


- Repost costs from one statistical order to another
- Use your document number you created in Exercise 3.3
- Display the document

Scenario Descriptive Text

An incorrect statistical posting was made to an order. Access transaction code KB61 and move the costs from one order to another:

1. Access the appropriate T-code
2. Display your document

Required Data

Field	Value
Access the transaction by using the menu path: Accounting / Controlling / Cost center Accounting / Actual Postings..... Complete the menu path	KB61
Document Number	From Exercise 3.3
Company code	PUR
Fiscal Year	2007
Click on the execute icon	
Change the first line item order number to order number	7500000063
Record your cost element in the line item you changed	
Record your cost center number in the	



Exercise Scenarios

line item you changed	
Save your document and record your document number	
Now access the display transaction code	KB63
Enter cost element and the cost center of the document, find your document and make sure the statistical order has been changed.	



Exercise Scenarios

Exercise 3.6 – Display a G/L Document – FB03

Scenario Objectives:

By the end of the scenario participants will:

- Display a posted document
- Drill down into the document to find useful information

Scenario Descriptive Text


You need to find out some details of a document that was posted by a user. Information needed: who posted the document, additional text that identifies the reason for the entry and if any changes were made to the document.

Required Data

Field	Value
Write down the menu path to get to this program. Access it using G/L Accounting / Financial Accounting / General Ledger..... Complete the rest of this menu path	
You don't know the document number, therefore use the Document List push button to find the desired document number. Enter these values after selecting the Document List push button:	
Document Number	Leave Blank
Company Code	PUR
Fiscal year	2007
Reference number	4332



Exercise Scenarios

Record the document numbers displayed and then choose the document with the highest dollar amount.	
Answer the following questions:	
When was the document entered? 	
Who entered the document?	
Were there any changes to the document? How did you find this information?	
What is the header text?	
What is the posting date and what is its significance?	
How many line items are in the document?	
Drill down into the first line item and find the cost center the line item was posted to Is there any line item text associated with this line?	
Repeat this exercise for the document you posted in Exercise 3.3	



Exercise Scenarios

Exercise 3.7 – Display a Parked Document - FBV3

Scenario Objectives:

By the end of the scenario participants will:

- Display a parked document
- View important fields within the document

Scenario Descriptive Text

You need to display one of your parked FIJV's that is complete, display the document to double check before sending the paperwork to the proper person for approval.

Required Data

Field	Value												
Company Code	PUR												
Document Number	Use your document number from Exercise 3.1, Document number 3												
Fiscal year	2007												
Press Enter													
What are the cost objects in line 1 In line 2? What are the funds centers in each of the line items?													
Find the user id who created the document Where is that information located?	<div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 5px;"> <p>Entry Data</p> <table> <tr> <td>Transaction Code</td> <td>FV50</td> </tr> <tr> <td>Enter.by</td> <td>JKONN</td> </tr> <tr> <td>Created on</td> <td>08/16/2006</td> </tr> <tr> <td>Created on</td> <td>14:26:48</td> </tr> <tr> <td>Changed on</td> <td></td> </tr> <tr> <td>Completed by</td> <td>JKONN</td> </tr> </table> </div>	Transaction Code	FV50	Enter.by	JKONN	Created on	08/16/2006	Created on	14:26:48	Changed on		Completed by	JKONN
Transaction Code	FV50												
Enter.by	JKONN												
Created on	08/16/2006												
Created on	14:26:48												
Changed on													
Completed by	JKONN												



Exercise Scenarios

Drill down into the first line item and determine which fund and funds center the line item is associated with.	
How do you drill down into a line item?	
What is the G/L account number for the first line item?	
What is the commitment item for the first line item?	
What is the document type and what is the purpose of using document types?	



Exercise Scenarios

Exercise 3.8 – Change a G/L Document – FB02

Scenario Objectives:


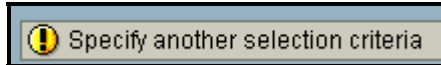
By the end of the scenario participants will:

- Change text on a posted document
- View the audit trail, documenting the change

Scenario Descriptive Text

You need to change some line item text in a document that has already been posted to accounting.

Required Data

Field	Value
Find the menu path from Accounting / Financial Accounting / General Ledger.....	FB02
Company Code	PUR
Fiscal year	2007
Select the document list push button and enter the current fiscal year. Execute the report and enter through the warning message you receive	  When you see this warning message, press Enter]
Choose a document number (at random, but scroll down a bit) to open and drill into one of the line items and change the line item text. NOTE: If you choose a document number that someone else has, you will not be able to change it. – choose another document – remember this is called table/record locking and only	



Exercise Scenarios

one user can change a particular document at a time.	
Save your changes	
Go back into the document and view the changes made by going into the menu bar: Environment / Document Changes and double click on the field(s) that were changed to view the audit trail.	
Exit the transaction	



Exercise Scenarios

Exercise 3.9 – Change a Parked Document – FBV2

Scenario Objectives:


By the end of the scenario participants will:

- Change a parked document
- Add text explaining the changes

Scenario Descriptive Text

You need to change a parked document before sending off the paperwork for approval. The document you created in Exercise 3.1 (Document 3) has an incorrect amount in the first and second line items. You have just received a call from an associate and you need to post the correct amount. You also would like to add some text at the line item and document levels. Use the document number of the document you parked in Exercise 3.1 – Document 3

Required Data

Field	Value
Document Number in Exercise 3.1 – Document number 3	
Company Code	PUR
Fiscal year	2007
Header text	Change the header text to be more descriptive.
Enter some text at the document level HINT: look in the menu bar: Extras	
Change the amount of the debit and credit in the second set of entries from 45.31 to 35.31	
Simulate to check for a zero balance	
 Save as completed	



Exercise Scenarios

<p>Save the document by selecting the completed push button, exit the transaction.</p>	
--	--

<p>Record your document number</p>	
------------------------------------	--



Exercise Scenarios

Exercise 3.10 – Display Document Changes – FB04

Scenario Objectives:


By the end of the scenario participants will:

- Display the changes for a document
- All students will use the same document numbers

Scenario Descriptive Text

You want to display the changes made to a document.

Required Data

Field	Value
Enter the document number	100144129 (created 12/5/06)
How many fields were changed?	
Record the person who made the changes	
Did that person make all the changes?	
Were there any fields that were changed more than once?	
What does the  icon do?	



Exercise Scenarios

Exercise 3.11 – Display/Change Items (New) – FAGLL03

Scenario Objectives:




By the end of the scenario participants will:

- Execute the line item report
- Utilize the reporting functionality using the reporting icons to change your report

Scenario Descriptive Text



You would like to see all of the transactions posted to the office supplies general ledger account in 2007. Also, the report needs some data additions and the data needs to be sorted and filtered in various ways.

Required Data

Field	Value
G/L Account	Find the office supplies account
Company code	
Select the execute icon 	
What is the balance of that account?	
Create and save a new line layout using these icons  and 	Add the posting period field and place it next to the posting date. Also, move the G/L account field to the right of the document number.
Give your new line layout a name and save it.	
Exit the transaction code and then execute the display again, find and use your new layout.	
Use the filter icons and filter your data by document type and also get subtotals by period	
Refresh your screen	Menu bar – List / refresh



Exercise Scenarios

Now subtotal your data by posting date 	
Exit the list display	
Execute the report again, this time you only wish to pull up data using the business area where you work (10,20,30 and 40) Use the dynamic selection  to find the business area field and allow input for further selection	
Execute the report and check your list display to ensure only one business area (campus) is visible.	
Now download this to Excel	Caution: Please use this feature sparingly. There is limited disk space availability.



Exercise Scenarios

Exercise 3.12 – Display Balances (New) – FAGLB03

Scenario Objectives:

By the end of the scenario participants will:

- Execute a G/L account balance display
- Analyze the results

Scenario Descriptive Text

Using the search functionality, find the office supplies account and execute a balance display.

Required Data

Field	Value
Complete the menu path: Accounting / Financial Accounting / General Ledger / Account.....	
Using the search functionality, find the office supplies account	
What is the balance of this account and is it a debit or credit balance?	
Double click on Period 4 debit. After drilling into the line items, find the largest single debit entry in the line items. Record the number	
Find the user who created this document	
Exit back to the report	
Sub-total by posting date	



Exercise Scenarios

Use the mass change functionality and select three documents to change. Change the text field and save your changes.	



Exercise Scenarios

Exercise 4.1 – Reverse a Document – FB08

Scenario Objectives:

By the end of the scenario participants will:

- An error was made and an incorrect posting must be reversed
- Display the document before reversing
- Reverse your G/L document you created in Exercise 3.3

Scenario Descriptive Text

The document you just posted was an error and need to be reversed.

1. Access the appropriate t-code
2. Data may be used by all students

Required Data

Field	Value
Access the transaction by transaction code	FB08
Document Number	Document number from Exercise 3.3
Company Code	PUR
Fiscal Year	2007
Reversal Reason	01
Leave other fields blank	
Save your entry	
Write down the reversal document number	



Exercise Scenarios

Exercise 4.2 – Display Your Document – FB03

Scenario Objectives:

By the end of the scenario participants will:

- Display the reversal document
- View the results

Scenario Descriptive Text

The document you just posted was an error and need to be reversed.

1. Access the appropriate t-code
2. Data may be used by all students

Required Data

Field	Value
Access the transaction by transaction code	FB08
Document Number	Document number from Exercise 4.1
View the results	



Exercise Scenarios

Exercise 5.1 – Enter a Recurring Entry – FBD1

Scenario Objectives:

By the end of the scenario participants will:

- A recurring entry template
- Display the template

Scenario Descriptive Text

You have an entry which needs to be entered into OnePurdue and you wish to set it up as an entry that repeats every month without needing to enter the data every time.

This is done through a Recurring Entry. Enter the following and then save your entry and write down the document number. Every month the engineering admin cost center charges the civil engineering cost center and the mechanical engineering departments for administrative services.

1. Enter the appropriate t-code
2. Enter the 3 line recurring entry

Required Data

Field	Value
Access the transaction by transaction code	FBD1
Company Code	PUR
First Run On	Enter date for first day of next month
Last Run On	Enter date for 12/01 of next fiscal year
Interval in Months	1
Run Date	Leave blank
Run Schedule	Leave blank
Transfer amounts in local currency	Do not check



Exercise Scenarios

Copy texts	Check this box
Transfer amounts in local currency	Do not check
Document type	SA
Document Header text	Admin charges
1st line item	
PstKy	50
Account Find the account number for administrative charges	
Hit Enter to move to next screen and continue data entry	
Amount	\$6,000.00
Fund	General fund
Calculate Tax	Leave blank
Cost Center Find the engineering admin cost center	
2nd line item	
PstKy	40
Account Find the account number for administrative charges	
Hit Enter to move to next screen and continue data entry	
Amount	\$3,000.00
Cost Center Find the civil engineering cost center	
Fund	General fund
3rd line item	
PstKy	40
Account Find the expense account number for administrative charges	



Exercise Scenarios

Hit Enter to move to next screen and continue data entry	
Amount	\$3,000.00
Cost Center Find the mechanical engineering cost center	
Fund	General fund
Save your entry and write down the document number	
Stay in the program and display your document using the menu bar	



Exercise Scenarios

Exercise 5.2 – Create Postings from Recurring Documents – F.14

Scenario Objectives:

By the end of the scenario participants will:

- Create the batch generated for recurring entries
- View the results after executing the batch

Scenario Descriptive Text

You need to process the recurring entries at the end of each month.

1. Enter the appropriate t-code
2. This program is typically part of the month end closing process, we are executing this to illustrate the recurring entry process.

Required Data

Field	Value
Access the transaction by transaction code	F.14
Document Number Important: do not forget to enter your document, if you leave this field blank, you will execute all recurring entries (stealing those of others) and fighting might ensue.	Your recurring entry document
Company Code	PUR
Fiscal Year	2007
Settlement Period	First day of the current month to last day of the current month
Click on execute Icon	
Record the message you receive	



Exercise Scenarios

Exercise 5.3 – Execute the Batch Session – SM35

Scenario Objectives:

By the end of the scenario participants will:

- Execute the batch session that transaction code F.14 created in Exercise 5.2
- Display your document

Scenario Descriptive Text

You need to process the recurring entries at the end of each month.

1. Enter the appropriate t-code – SM35
2. This program is typically part of the month-end closing process, we are executing this to illustrate the batch session process.

Required Data

Field	Value
Access the transaction by transaction code Or by menu path System / Services / Batch Input.....	SM35
Find your batch session and mark your session (turning the line gold) by selecting the box to the left of the line item	
Select the Process push button and accept the defaults in the dialog box	
What does executing the batch in “foreground” do?	
And would you typically execute batches	



Exercise Scenarios

like this in production? Why or Why not? Exit the program	
Display your newly created document. Use transaction code FB03 Find and record the recurring entry data. HINT: Look in the menu bar for related information.	



Exercise Scenarios

Exercise 5.4 – Create an Account Assignment Template – FV50

Scenario Objectives:

By the end of the scenario participants will:

- Create and use an account assignment template

Scenario Descriptive Text

You need to process the recurring entries at the end of each month.

1. Enter the appropriate t-code
2. You need to create an account assignment template that will be used throughout the month. The purpose of these is to reduce keystrokes and save time.
3. In this example, you need to set up a four line account assignment template

Required Data

Field	Value
Access FV50	FV50
Access the account assignment templates using the tree function in FV50	
You need to allocate out vehicle repairs to 4 different cost centers, and credit the original cost center the costs hit. The amount changes every month.	
Create 4 line journal entries with four debits, leave the amounts blank and choose 4 cost centers and use the	



Exercise Scenarios

general fund.	
Proceed to the menu bar to name and save your account assignment template	Repair## - where ## = your group number



Exercise Scenarios

Exercise 5.5 – Park a Document using your Account Assignment Template – FV50

Scenario Objectives:

By the end of the scenario participants will:

- Create and use an account assignment template

Scenario Descriptive Text

You need to process the recurring entries at the end of each month.

1. Enter the appropriate t-code
2. You need to use the account assignment template you created in Exercise 5.4

Required Data

Field	Value
Access FV50	FV50
Access the account assignment templates using the tree function in FV50 Park a journal entry using your new account assignment template. HINT: You must add the credit line item so the document balances.	
Display your parked document using transaction code FBV3	



Exercise Scenarios

Exercise 5.6 – Change the Account Assignment Template – FV50

Scenario Objectives:

By the end of the scenario participants will:

- Change and use and account assignment template

Scenario Descriptive Text

You need to process the recurring entries at the end of each month.

1. Enter the appropriate t-code
2. You need to change the account assignment template you created in Exercise 5.4

Required Data

Field	Value
Access FV50	FV50
Access the account assignment templates using the tree function in FV50 and add another line item to your account assignment template	
Save the template and exit the program	



Exercise Scenarios

Exercise 6.1 – Create an Accrual/Deferral Document – FBS1

Scenario Objectives:

By the end of the scenario participants will:

- Create an accrual document
- Reverse that document

Scenario Descriptive Text

It is month end and you need to accrue for one week's salary.

1. Enter the appropriate t-code
2. Enter accrual document, use document type AB and this accrual is to accrue for utilities.
3. Enter one more Accrual/Deferral Documents

Required Data

Field	Value
Access the transaction by transaction code	FBS1
Document Date	Today's Date
Document Type	AB
Reference	Today's date and your initials
Doc Header text	Accrual for monthly charge
Reversal Reason	05
Reversal Date	First day of next month
First Line Item	
Pstky	40 (debit)
G/L Account. Find the G/L account number for Utilities	
Amount	\$3604.00
Cost Center	Pick one



Exercise Scenarios

Fund Find the general fund	
Next Line Item	
Pstky	50 (credit)
G/L Account Find the G/L account number for Accrued Expenses	
Amount	3604.00
Fund – Find the general fund	
Save your entry	
Display your accrual document	



Exercise Scenarios

Exercise 6.2 – Reverse Accrual/Deferral Document – F.81

Scenario Objectives:

By the end of the scenario participants will:

- Reverse the accrual document
- View the results of the reversal

Scenario Descriptive Text

The new fiscal month has started and it is time to reversal accrual/deferral document.

1. Enter the appropriate t-code
2. You will initially enter an accrual and then reverse the accrual document. Reversing is a month end program and is generally an automatic process. In this example, we are reversing for learning purposes.

Required Data

Field	Value
Access the transaction by transaction code	F.81
Company Code	PUR
Document Number	Your accrual document number
Fiscal Year	2007
Test run	Uncheck this
Execute the run	



Exercise Scenarios

Exercise 7.1 – Create G/L Documents – FB50

Scenario Objectives:

By the end of the scenario participants will:

- Create the same parked journal entry you created in exercise 3.1
- Utilize the text functionality

Scenario Descriptive Text

Create a new parked document and enter header, line item and document level text. View the document after you park it to find your text entries

Required Data

Field	Value
Data in 3.1, plus text	



Exercise Scenarios

Exercise 7.2 – Change your Editing Options – FB00

Scenario Objectives:

By the end of the scenario participants will:

- Change your editing options to allow you to set your desired line item display defaults
- Editing options allow you to customize your defaults, etc.

Scenario Descriptive Text

Change your settings when displaying a document

Required Data

Field	Value
Find the transaction code in the General Ledger menu path	FB00
Document display tab. Change your document overview from classic to the other two and display a document (FB03) Don't forget to save your entries	
Open items tab. Change your line layout default for G/L items. Go to FAGLL03 to view the results of your defaulted line layout	



Exercise Scenarios



Exercise Scenarios

Course Name: General Ledger Accountant

Course Number: FIGL 200

Summary of Transactions Covered in Exercises

Transaction	Transaction code	See	Try	Do
Unit 2				
Lookup a P&L (Income/Expense) Account	FS00	X	X	Ex. 2.1
Lookup a Balance Sheet Account	FS00	X	X	Ex. 2.1
Run a Chart of Account Report	S_ALR_87012326	X	X	Ex. 2.2
Run a General Ledger Account List	S_ALR_87012328	X	X	Ex. 2.3
Unit 3				
Park G/L Account Document	FV50	X	X	Ex. 3.1
Post a Parked G/L Account Document	FV50	X	X	Ex. 3.2
Enter G/L Account Document	FB50	X	X	Ex. 3.3
Repost costs from one statistical order to another	KB61	X	X	Ex. 3.5
Display a G/L Document	FB03	X	X	Ex. 3.6
Display a Parked Document	FBV3	X	X	Ex. 3.7
Change a G/L Document	FB02	X	X	Ex. 3.8
Change a Parked Document	FBV2	X	X	Ex. 3.9
Document Changes	FB04	X	X	Ex. 3.10
Display/Change Items (New)	FAGLL03	X	X	Ex. 3.11
Display Balances (New)	FBV0	X	X	Ex. 2.3



Exercise Scenarios

Unit 4				
Reverse Document	FB08	X	X	Ex. 4.1
Unit 5				
Enter Recurring Entry	FBD1	X	X	Ex. 5.1
Create Postings from Recurring Documents	F.14	X	X	Ex. 5.2
Delete a Recurring Entry	F.56	X		
Create an account assignment template	FV50	X	X	Ex. 5.4
Park a document using your account assignment template	FV50	X	X	Ex. 5.5
Unit 6				
Enter Accrual/Deferral Doc	FBS1	X	X	Ex. 6.1
Reverse Accrual/Deferral	F.81	X	X	Ex. 6.2
Unit 7				
Change Editing Options	FB00	X	X	Ex. 7.2