

General Ledger Exercise Guide



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Exercise 1 – Display General Ledger Master Record (FS00)**Portal Path**

General Ledger > Manage Master Data > Process General Ledger Accounts

Instructions

Use the Business Process Procedure: *Display General Ledger Master Record* from the Collaboration Site to complete the exercise. As you progress through the scenario, complete each exercise task with the data provided in the following pages.

Required Data

This section provides the field data required to complete this exercise. Refer to this data sheet as necessary while performing the exercise.

| Field | Value |
|--------------|--------|
| G/L Account | 430001 |
| Company Code | 1000 |

Exercise 2 – Create and Park G/L Document (FV50)

Portal Path

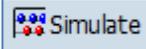
General Ledger > Process Transactions > Edit/Park General Ledger Document

Instructions

Use the Business Process Procedure: *Create and Park G/L Document* from the Collaboration Site to complete the exercise. As you progress through the scenario, complete each exercise task with the data provided in the following pages.

Required Data

This section provides the field data required to complete this exercise. Refer to this data sheet as necessary while performing the exercise.

| Field | Value |
|---|------------------|
| Document date | Today's date |
| Edit > Screen Variant > Select Screen Variant | ZLACA_FB501_0100 |
| First line item | |
| G/L Account | 430010 |
| D/C | D |
| Amount in Doc. Curr. | 125.00 |
| Fund | 010-0000 |
| Functional Area | 1110-1000-14170 |
| Cost Center | 1024702 |
| Second line item | |
| G/L Account | 991027 |
| D/C | C |
| Amount in Doc. Curr. | 125.00 |
| Fund | 010-0000 |
| Functional Area | 1110-1000-11824 |
| Click  Simulate button. | |
| Click  Complete button. | |

Record the parked document number _____

Exercise 3 – Create Parked G/L Document from Excel Upload (ZGL_UPLOAD)

Portal Path

General Ledger > Process Transactions > General Ledger JV Upload Program

Instructions

Use the Business Process Procedure: *Create Parked G/L Document from Excel Upload* from the Collaboration Site to complete the exercise. As you progress through the scenario, complete each exercise task with the data provided in the following pages.

Required Data

This section provides the field data required to complete this exercise. Refer to this data sheet as necessary while performing the exercise.

| Field | Value |
|---|-------------------------------------|
| Test Run Indicator | <input checked="" type="checkbox"/> |
| Presentation Server File Radio button | Selected |
| File Name | GL Upload test.txt |
| Click  Execute Button | |
| Click  Back button | |
| Test Run Indicator | De-select |
| Click  Execute Button | |
| | |

Record the parked document number _____

Exercise 4 – Change Parked Document (FBV2)

Portal Path

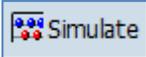
General Ledger > Process Transactions > Change Parked Documents

Instructions

Use the Business Process Procedure: *Change Parked Document* from the Collaboration Site to complete the exercise. As you progress through the scenario, complete each exercise task with the data provided in the following pages.

Required Data

This section provides the field data required to complete this exercise. Refer to this data sheet as necessary while performing the exercise.

| Field | Value |
|---|-----------------|
| Company code | 1000 |
| Document number | From exercise 3 |
| Fiscal year | 2013 |
| Item 001 Amount | 15.01 |
| Item 005 Amount | 15.23 |
| Click  button. | |

Exercise 5 – Display G/L Document (FB03)**Portal Path**

General Ledger > Manage Information > Display Posted Document

Instructions

Use the Business Process Procedure: *Display G/L Document* from the Collaboration Site to complete the exercise. As you progress through the scenario, complete each exercise task with the data provided in the following pages.

Required Data

This section provides the field data required to complete this exercise. Refer to this data sheet as necessary while performing the exercise.

| Field | Value |
|----------|-----------------|
| Document | From exercise 3 |
| | |
| | |

Exercise 6 – Delete Parked Journal Entry (FBV0)

Portal Path

General Ledger > Process Transactions > Post or Deleted Parked Document

Instructions

Use the Business Process Procedure: *Delete Parked Journal Entry* from the Collaboration Site to complete the exercise. As you progress through the scenario, complete each exercise task with the data provided in the following pages.

Required Data

This section provides the field data required to complete this exercise. Refer to this data sheet as necessary while performing the exercise.

| Field | Value |
|-----------------------------|-----------------|
| Document number | From exercise 3 |
| Document > Delete | |
| | |

Exercise 7 – Display G/L Account Balance (FAGLB03)**Portal Path**

General Ledger > Manage Information > Display Account Balances (general ledger)

Instructions

Use the Business Process Procedure: *Display G/L Account Balance* from the Collaboration Site to complete the exercise. As you progress through the scenario, complete each exercise task with the data provided in the following pages.

Required Data

This section provides the field data required to complete this exercise. Refer to this data sheet as necessary while performing the exercise.

| Field | Value |
|----------------|--------|
| Account number | 430001 |
| Company Code | 1000 |
| Fiscal Year | 2013 |

Exercise 8 – G/L Account Line Item Display (FBL3N)**Portal Path**

Reports > General Ledger > Display G/L Line Items

Instructions

Use the Business Process Procedure: *G/L Account Line Item Display* from the Collaboration Site to complete the exercise. As you progress through the scenario, complete each exercise task with the data provided in the following pages.

Required Data

This section provides the field data required to complete this exercise. Refer to this data sheet as necessary while performing the exercise.

| Field | Value |
|----------------|--------|
| Account number | 430001 |
| Company Code | 1000 |
| Fiscal Year | 2013 |