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| Master Data Script  SAP S/4HANA - 18-09-20 | public |
| Create G/L Account and Cost Element (BNG) |

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# Purpose

A general ledger account master record contains information about the account that controls how business transactions are posted to it and how it is managed.

The general ledger in SAP provides a comprehensive and entirely up-to-date view of all assets, payables and receivables accounts, and is fully integrated with the other SAP modules.

Since all the SAP modules are integrated, some GL postings are generated automatically by the system in the background, for example the GR/IR account posting (Goods Received/Invoices Received) and inventory movement GL postings.

Some accounts are ‘open-item-managed’. They are used as a clearing account, so individual items can be cleared when, for example, incoming and outgoing payments and materials are processed.

Other accounts, for example the customer and vendor reconciliation accounts cannot be posted to directly, since they are only a reflection of the business partners in the sub-ledgers.

# Prerequisites

This section summarizes all the prerequisites for conducting the test in terms of systems, users, master data, organizational data, other test data and business conditions.

## System Access

|  |  |
| --- | --- |
| System | Details |
| System | Accessible via SAP Fiori launchpad. Your system administrator provides you with the URL to access the various apps assigned to your role. |

## Roles

Assign the following business roles to your individual test users. Alternatively, if available, you can create business roles using the following spaces with pages and predefined apps for the SAP Fiori launchpad and assign the business roles to your individual test users.

Note These roles or spaces are examples provided by SAP. You can use them as templates to create your own roles or spaces.

For more information about business roles, refer to Assigning business roles to a user in the [Administration Guide to Implementation of SAP S/4HANA with SAP Best Practices](https://help.sap.com/viewer/S4HANA2020_AdminGuide) .

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name (Role) | ID (Role) | Description (Space) | ID (Space) | Log On |
| Configuration Expert - Business Process Configuration | SAP\_BR\_BPC\_EXPERT | Business Process Configuration | SAP\_BR\_BPC\_EXPERT |  |

## Required Organizational Units

Some segments of customer master data are dependent on the organizational units of the company, General (Central) Data does not depend on an organizational unit or the company code. The following table gives an overview of these different data segments and their relevant organizational units:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Data Segment | Depends On | Field Examples | Comments | Organizational Unit to be Used |
| G/L Account | Company Code  Chart of Accounts  Controlling Area | See [Mandatory and Optional Master Data](#unique_6) [page ] 4 | Company code data can exist for every company code ID of your enterprise structure for which the GL account and cost element master record is used. | Company Code:  \_\_\_\_\_\_\_\_\_\_\_\_  Chart of Accounts  \_\_\_\_\_\_\_\_\_\_\_\_  Controlling Area  \_\_\_\_\_\_\_\_\_\_\_\_ |

## Mandatory and Optional Master Data

Customer master data records may refer to other master data. The following table gives an overview of optional and mandatory master data objects to be used in a customer master data record.

|  |  |  |  |
| --- | --- | --- | --- |
| Master Data Object | Used in Data Segment | Mandatory / Optional | Comments |
| Chart of Accounts | On the G/L account UI, you find the entry on the General tab, in the Control section. | Mandatory |  |
| G/L Account | On the G/L account UI, you find the entry on the Copy Account screen. | Mandatory |  |
| Description | On the G/L account UI, you find the entry on the Copy Account screen. | Mandatory |  |
| Account type | On the G/L account UI, you find the entry on the General tab, in the Control section. | Mandatory |  |
| Account Group | On the G/L account UI, you find the entry on the General tab, in the Control section. | Mandatory |  |
| Functional Area | On the G/L account UI, you find the entry on the General tab, in the Control section. | Optional | Use for P&amp;L accounts. |
| G/L Account Long Text | On the G/L account UI, you find the entry on the General tab, in the Description section. | Optional |  |
| Company Code checkbox | On the G/L account UI, you find the entry on the General tab, in the Definition in Company Code section. | Mandatory | Assign to one or several company codes. |
| Blocked for creation | On the G/L account UI, you find the entry on the General tab, in the Administration section. | Optional |  |
| Blocked for Posting | On the G/L account UI, you find the entry on the General tab, in the Administration section. | Optional |  |
| Blocked for planning | On the G/L account UI, you find the entry on the General tab, in the Administration section. | Optional |  |
| Marked for deletion | On the G/L account UI, you find the entry on the General tab, in the Administration section. | Optional |  |
| Account Currency | After creating a new G/L account, you find the details of Company Code in the Control Data > Account Control section. |  |  |
| Only Balance in Local Currency | After creating a new G/L account, you find the details of Company Code in the Control Data > Account Control section. | Optional |  |
| Tax Category | After creating a new G/L account, you find the details of Company Code in the Control Data > Account Control section. | Optional |  |
| Posting Without Tax Allowed | After creating a new G/L account, you find the details of Company Code in the Control Data > Account Control section. | Optional |  |
| Alternative Account Number | After creating a new G/L account, you find the details of Company Code in the Control Data > Account Control section. | Optional |  |
| Sort Key | After creating a new G/L account, you find the details of Company Code in the Control Data > Account Management section. | Optional |  |
| Controlling Area | After creating a new G/L account, you find the details of Company Code in the Control Data > Accounting Settings on Controlling Area section. | Mandatory | Optional for account type Balance Sheet Account |
| Cost Element Category | After creating a new G/L account, you find the details of Company Code in the Control Data > Accounting Settings on Controlling Area section. | Mandatory | Optional for account type Balance Sheet Account |
| Record Quantity | After creating a new G/L account, you find the details of Company Code in the Control Data > Accounting Settings on Controlling Area section. | Optional |  |
| Field Status Group | After creating a new G/L account, you find the details of Company Code in the Create/Bank/Interest > Control of Document Creation section. | Optional |  |
| Post Automatically Only | After creating a new G/L account, you find the details of Company Code in the Create/Bank/Interest > Control of Document Creation section. | Optional |  |
| Supplement Auto. Postings | After creating a new G/L account, you find the details of Company Code in the Create/Bank/Interest > Control of Document Creation section. | Optional |  |
| Planning Level | After creating a new G/L account, you find the details of Company Code in the Create/Bank/Interest > Bank/Financial Details section. | Optional |  |
| Relevant to Cash Flow | After creating a new G/L account, you find the details of Company Code in the Create/Bank/Interest > Bank/Financial Details section. | Optional |  |
| Blocked for Posting | After creating a new G/L account, you find the details of Company Code in the Administration. | Optional |  |
| Marked for Deletion | After creating a new G/L account, you find the details of Company Code in the Administration. | Optional |  |
| Translation text | On the G/L account UI, you find the entry in the Translation tab, Language Key section. | Optional | Translate descriptions into the required languages. |

## Main Parameters for Data Creation

In this section, we describe some basic parameters that influence the behavior of a master record and are always required to create a customer master data record:

Account Type

* Balance sheet accounts
* Nonoperating expense or income
* Primary costs or revenue
* Secondary costs

Account Groups

* Reconciliation account ready for input
* Fixed assets accounts
* Income statement accounts
* Liquid funds accounts
* Materials management accounts
* G/L accounts (general)

# Overview Table

This scope item consists of several process steps that are listed in the following table:

If your system administrator has enabled spaces and pages on the SAP Fiori launchpad, the homepage will only contain the essential apps for performing the typical tasks of a business role.

You can find all other apps not included on the homepage using the search bar.

If you want to personalize the homepage and include the hidden apps, navigate to your user profile and choose Settings > App Finder .

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Create G/L Account](#unique_9) [page ] 8 | General Ledger Accountant | Manage G/L Account Master Data (F0731A) | A new window opens, showing the Search: G/L Accounts screen. |

# Test Procedures

This section describes test procedures for each process step that belongs to this scope item.

## Create G/L Account

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  | | | | |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

When creating new G/L accounts, it is advisable to use an existing number range as a reference for new G/L accounts.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Manage Your Solution (F1241). |  |  |
| 3 | Access Configuration | Open Configure Your Solution. | The Configure Your Solution: Realize Phase screen displays. |  |
| 4 | Access Configuration | Make the following entries:  Application Area: Finance  Sub Application Area: General Ledger |  |  |
| 5 | Open | Choose the arrow at the right of the column with the Chart of Accounts item. |  |  |
| 6 | Select Configuration Step | For the Manage G/L Account Master Data step, choose Configure. |  |  |
| 7 | Search for Your Account | Make the following entries and choose Go:  View: Chart of Accounts View  Chart of Accounts: YCOA | The system displays a list of matching G/L accounts. |  |
| 8 | Choose G/L Account | Choose the G/L Account from the search results.  Click the blue account number link. | The G/L Account Master Data screen appears. |  |
| 9 | Copy Account | Choose Copy. | The Copy of <G/L account number> screen displays. |  |
| 10 | Create Account | Make the following entries and choose OK:  Account Number: <account number>  Description in Maintenance Language (EN): <description>  Group Account Number: <account number>  This field is visible only when Consolidation is in the scope. | Data entered on the screen G/L Account Master Data displays. |  |
| 11 | Add Description | In the Basic Information section, make the following entries:  Chart of Accounts: YCOA  G/L Account Long Text:<description> |  |  |
| 12 | Assign Company Code | In the Company Code Assignment section, select a Company Code to assign it to the account. |  |  |
| 13 | Add Translations | In the Translation section, enter the short and long texts for all required languages. |  |  |
| 14 | Save Your Data | Choose Save. | The system confirms that account has been saved successfully. |  |

Typographic Conventions

|  |  |
| --- | --- |
| Type Style | Description |
| Example | Words or characters quoted from the screen. These include field names, screen titles, pushbuttons labels, menu names, menu paths, and menu options.  Textual cross-references to other documents. |
| Example | Emphasized words or expressions. |
| EXAMPLE | Technical names of system objects. These include report names, program names, transaction codes, table names, and key concepts of a programming language when they are surrounded by body text, for example, SELECT and INCLUDE. |
| Example | Output on the screen. This includes file and directory names and their paths, messages, names of variables and parameters, source text, and names of installation, upgrade and database tools. |
| Example | Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation. |
| <Example> | Variable user entry. Angle brackets indicate that you replace these words and characters with appropriate entries to make entries in the system. |
| EXAMPLE | Keys on the keyboard, for example, F2 or ENTER. |

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