

Job Aid

Chart of Accounts and GL Account Lists



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Overview

This job aid explains two reports to generate full or partial Chart of Accounts. These two reports can be used to generate a list of all GL accounts or partial lists based on selection criterias.

This job aid also explains a third report to list a GL account’s attributes.

Process T-codes

Report Name	T-code	Function
Chart of Accounts	S_ALR_87012326	To generate a list of all or partial GL accounts based on creation date, account group, P&L account type or specific word.
GL Accounts List	S_ALR_87012333	To generate a list of all or partial GL accounts based on creation date, specific word or GL blocked for posting.
GL Account List	S_ALR_87012328	To generate the list of attributes for a GL account.

These 3 T-codes are available to the following Enterprise Roles:

Financial Accounting – All roles	FA.XX
Financial Management All roles	FM.XX
Cash Management	
Back Officer User	TR01
Bank Signatory	TR02
Cashiers	TR.03
Investment Cashier	TR.04
TR Production Support User	TR.07
Real Estate	
Facilities Approver	RE.02
Lease Contract Approver	RE.04
Service Delivery	
Approver	(SD.06)
Source to Acquire	
Requisitioner – Direct Procurement	SA.02
Approver – Procurement	SA.16
Approver – Letters of Assist	SA.17
Approver – COE Troops	SA.18

Report #1 - S_ALR_87012326 – Chart of Accounts

This report can be used to generate a list of all GL accounts or a partial list of GL accounts for:

- a) All GL accounts
- b) A specific GL account range
- c) GL created after a specific date
- d) A specific Account Group
- e) A specific P&L statement account type
- f) A specific text string (i.e. specific words)

A – All GL Accounts

The simplest way to run the Chart of Accounts report is to run for all GL accounts.

- i- Ensure Chart of Account 1000 is selected.

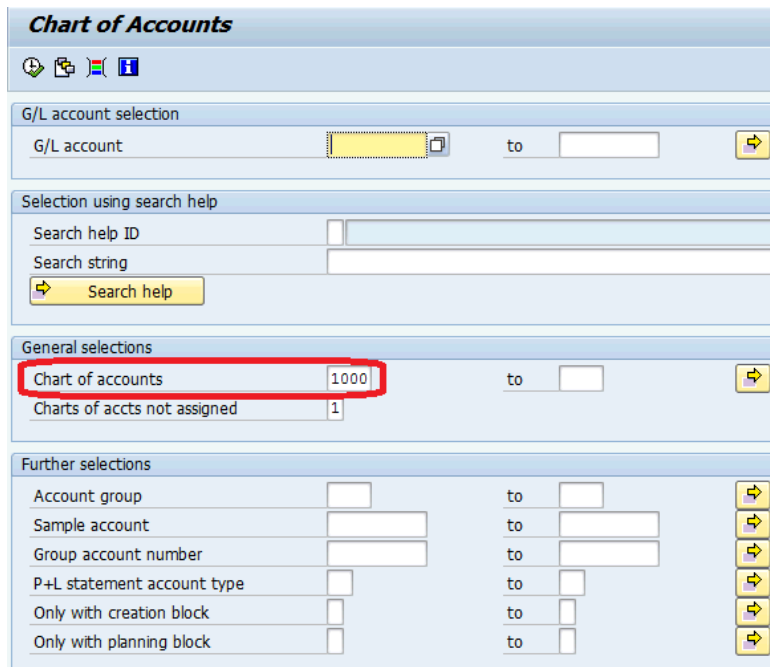


Chart of Accounts

G/L account selection
 G/L account to

Selection using search help
 Search help ID
 Search string

General selections
 Chart of accounts to
 Charts of accts not assigned

Further selections
 Account group to
 Sample account to
 Group account number to
 P+L statement account type to
 Only with creation block to
 Only with planning block to

B – GL Account Range

To generate a list of GL account for a specific range, enter the range in the GL account fields. If the range is not known, the drop down lists can be used to search for a range; however, the user must know the prefix used in the GL names.

In this example, the drop down list is used to search the number range for Official Travel for which the prefix is OT.

- i- Enter OT* in the GL account long text field

G/L Account Number (1)

G/L account long description (> 25 chars)

G/L Acct Long Text

Language Key

Chart of Accounts

G/L Account

Maximum No. of Hits

ii- The list appears sorted alphabetically on the first column.

G/L Account Number (1) 52 Entries found

G/L account long description (> 25 chars) G/L account no. in chart of acco...

Long Text	Language	ChAc	G/L Acct
OT Assgnmt Repat Consultant Flight PersEffect	EN	1000	72111141
OT Assgnmt Repat Civil Elector Obs (TR pstg only)	EN	1000	72111164
OT Assgnmt Repat Civil Elector Observr DSA	EN	1000	72111162
OT Assgnmt Repat Civil Elector Observr Terminal	EN	1000	72111163
OT Assgnmt Repat CivilElectorObservrFlightPersEff	EN	1000	72111161
OT Assgnmt Repat Consultant (TR pstg only)	EN	1000	72111144
OT Assgnmt Repat Consultant DSA	EN	1000	72111142
OT Assgnmt Repat Consultant Terminal	EN	1000	72111143
OT Assgnmt Repat GovProvid PersonFlightPersEffect	EN	1000	72111151

iii- Sort the list numerically by clicking on the G/L Acct column header and scroll up and down to see the first and last GL account.

G/L Account Number (1) 52 Entries found

G/L account long description (> 25 chars) G/L account no. in chart of acco...

Long Text	Language	ChAc	G/L Acct
OT Emplcmt Rot Repat Milit Cont Flight Pers Effect	EN	1000	72111101
OT Emplcmt Rot Repat Milit Cont DSA	EN	1000	72111102
OT Emplcmt Rot Repat Milit Cont Terminal	EN	1000	72111103
OT Staff for Training Terminal	EN	1000	72111243
OT Staff for Training (TR pstg only)	EN	1000	72111244
OT TAM (TR pstg only)	EN	1000	72111254
OT Expert (TR pstg only)	EN	1000	72111264

52 Entries found

iv- Enter the GL account range.

Chart of Accounts

G/L account selection

G/L account to

Selection using search help

Search help ID

Search string

Search help

General selections

Chart of accounts to

Charts of accts not assigned

Further selections

Account group to

Sample account to

Group account number to

P+L statement account type to

Only with creation block to

Only with planning block to

v- Click Execute

Chart of Accounts

ECC Pre Production Client Chart of Accounts Date 14.07.2017
 NEW YORK Page 1
 ChartofAccts 1000 Chart of Accounts for United Nations IPSAS

G/L acct	G/L Acct Long Text
72111101	OT Emplcmt Rot Repat Milit Cont Flight Pers Effect
72111102	OT Emplcmt Rot Repat Milit Cont DSA
72111103	OT Emplcmt Rot Repat Milit Cont Terminal
72111243	OT Staff for Training Terminal
72111244	OT Staff for Training (TR pstg only)
72111254	OT TAM (TR pstg only)
72111264	OT Expert (TR pstg only)

C – GL Created after Specific Date

To generate a list of GL account that are new (i.e. created after a specific date), the user should use the Dynamic Selection as follows:

- i- Enter Chart of Account = 1000. Click the Dynamic Selection icon . Double Click on Created On field to make it appear on the right hand side. In the Created On box (on the right hand side), use the right mouse button and select “Option”. In the Maintain Selection Options box, highlight > Greater than. Click the Continue icon.

Chart of Accounts

active

#2 Dynamic Selection

Dynamic selections

GL A/C Master Record **#4 Right Click in Box and Select Option**

Created on

Account Group

Trading Partner

#3 Double Click

Created on

Maintain Selection Options

Created on

Single Value

Greater than or Equal to

Less than or Equal to

#5 Click

Greater than

Less than

Not Equal to

Select Exclude from Selection

#6 Click Continue

Delete Row

G/L account selection

G/L account to

Selection using search help

Search help ID

Search string

Search help

General selections

Chart of accounts **1000 #1** to

Charts of accts not assigned 1

Further selections

Account group to

- ii- Enter the date. For example, to see new GL accounts created since the beginning of the year, enter the previous year end date.

Dynamic selections

GL A/C Master Record

Created on 31.12.2016

- iii- Click the Execute icon.

The list of all GL accounts created after the specific date will appear.

Chart of Accounts

ECC Pre Production Client Chart of Accounts Date 17.07.2017
NEW YORK Page 1
ChartofAccts 1000 Chart of Accounts for United Nations IPSAS

G/L acct	G/L Acct Long Text
11118210	Cash Turk Ekonomi Bankasi TRY Local Nominal
11118211	Cash Turk Ekonomi Bankasi TRY Local Chq Out
11118212	Cash Turk Ekonomi Bankasi TRY Local Chq In
11118214	Cash Turk Ekonomi Bankasi TRY Local EFT AP
11118216	Cash Turk Ekonomi Bankasi TRY Local EFT In
11118217	Cash Turk Ekonomi Bankasi TRY Local Investm
11118218	Cash Turk Ekonomi Bankasi TRY Local Charge
11118219	Cash Turk Ekonomi Bankasi TRY Local Unident

D – Running by Account Groups

Umoja has 11 account groups to classify GL accounts.

AcGp	Name
CASS	Current Assets
CLIA	Current Liabilities
EXPE	Expenses
MASS	Memo Asset
MNAS	Memo Net Asset
MREV	Memo Revenue
NASS	Net Assets
NCAS	Non-Current Assets
NCLI	Non-Current Liabilities
REVE	Revenue
STCO	CO - Statistical

Users can select the account group in the selection screen of S_ALR_87012326 as follows:

Chart of Accounts

G/L account selection
 G/L account: _____ to _____

Selection using search help
 Search help ID: _____
 Search string: _____
 Search help

General selections
 Chart of accounts: 1000 to _____
 Charts of accts not assigned: 1

Further selections
 Account group: **EXPE** to _____
 Sample account: _____ to _____
 Group account number: _____ to _____
 P+L statement account type: to _____
 Only with creation block: to _____
 Only with planning block: to _____

Output control
 Additional header: _____

E – By P&L Statement Account Type

There are 3 P&L statement account types to classify revenue and expense accounts depending on the target GL account for the year end balance carryforward.

ISA tpe	ChAc	Targ.acct	Short Text
X	1000	51001010	NA SurplusUnrestrict
Y	1000	86001009	Int Stat Net Asset
Z	1000	88501010	Memo Ret Earnings

The balance carryforward for the majority of revenue and expense accounts is posted to net asset GL account 51001010 NA Surplus Unrestricted.

Memo GL accounts are “off balance sheet” and thus the balance carryforward cannot be posted to a balance sheet account. Accordingly, the balance carryforward is posted to a memo account 88501010 which is also “off balance sheet”.

Finally, GL accounts used for statistical CO allocations that do not consume budget and cash are also “off balance sheet” and thus the balance carryforward is posted to a similar “off balance sheet” account 86001009.

Users can select the P&L statement account type in the selection screen of S_ALR_87012326 as follows:

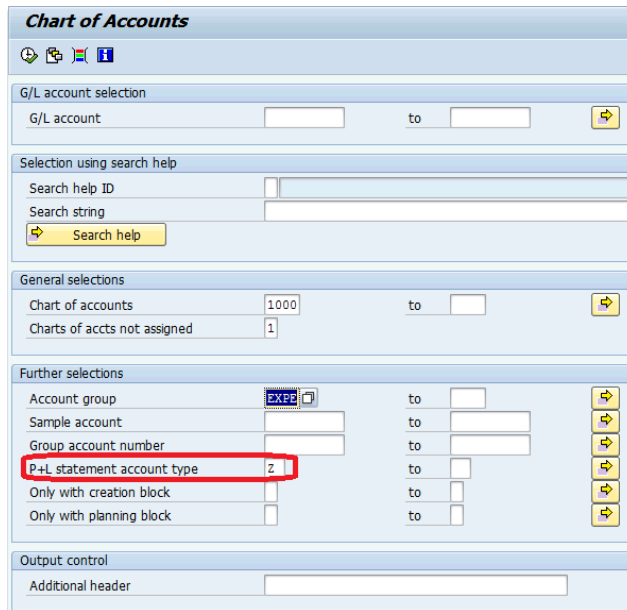


Chart of Accounts

G/L account selection
 G/L account [] to []

Selection using search help
 Search help ID []
 Search string []
 Search help

General selections
 Chart of accounts 1000 to []
 Charts of accts not assigned 1

Further selections
 Account group EXP to []
 Sample account [] to []
 Group account number [] to []
 P+L statement account type **Z** to []
 Only with creation block [] to []
 Only with planning block [] to []

Output control
 Additional header []

F – Text String

Users can search GL accounts based on specific words using the Search help ID field as follows:

- i- Using the **drop down list** for the Search help ID, select T “G/L account description in chart of accounts”.

- ii- Enter the text string between * and enter Chart of Accounts 1000. For example, to find GL accounts for consultants, the following information would be entered:

- iii- Click the Continue icon (green check).
- iv- Click the Execute icon

G/L acct	G/L Acct Long Text
72111141	OT Assgnmt Repat Consultant Flight PersEffect
72111142	OT Assgnmt Repat Consultant DSA
72111143	OT Assgnmt Repat Consultant Terminal
72111144	OT Assgnmt Repat Consultant (TR pstg only)
74131020	OE IT Consulting Service
74171010	OE Consulting Service Individual Fee
74171020	OE Consulting Service Training
74171063	OE Consulting Service Individual AppD Batch Manual
74171064	OE Consulting Service Individual App D Batch
74172010	OE Consulting Service Individual Travel
74173010	OE Consulting Service Institutional Fee
74174010	OE Consulting Service Ad Hoc Expert Fee
74175010	OE Consulting Service Cost of Living survey
75001020	Internal IT Consulting Service
75101010	Internal Serv Consultant/Contractor

Note 1: It does not matter whether letters are lower case or capitalized in the text string.

Note 2: For text string searches, it is recommended to use the beginning of words instead of the entire word.

Note 3: It is recommended to use * at the beginning and end of the string and in between words.

For example, if searching specifically for repatriation expense for consultants, two words can be used to refine the search:

Chart of Accounts	
ECC Pre Production Client Chart of Accounts Date 14.07.2017	
NEW YORK Page 1	
ChartofAccts 1000 Chart of Accounts for United Nations IPSAS	
G/L acct	G/L Acct Long Text
72111141	OT Assignmt Repat Consultant Flight PersEffect
72111142	OT Assignmt Repat Consultant DSA
72111143	OT Assignmt Repat Consultant Terminal
72111144	OT Assignmt Repat Consultant (TR pstg only)

Note: The sequence of the words in the text string is important. In the above example, if the word 'repatriation' was included after the word 'consultant' in the string, no GL accounts would have been retrieved.

G – Customized Header

The Additional header field allows users to enter an additional customized header to the report.

Chart of Accounts

🔄 📄 🇺🇳 📘

G/L account selection

G/L account to

Selection using search help

Search help ID G/L account description in chart of accounts

Search string

General selections

Chart of accounts to

Charts of accts not assigned

Further selections

Account group to

Sample account to

Group account number to

P+L statement account type to

Only with creation block to

Only with planning block to

Output control

Additional header

Chart of Accounts

🔍

ECC Pre Production Client Chart of Accounts Date 14.07.2017
 NEW YORK Page 1
 ChartofAccts 1000 Chart of Accounts for United Nations IPSAS

G/L acct	G/L Acct Long Text
72111141	OT Assgnmt Repat Consultant Flight PersEffect
72111142	OT Assgnmt Repat Consultant DSA
72111143	OT Assgnmt Repat Consultant Terminal
72111144	OT Assgnmt Repat Consultant (TR pstg only)

Report #2 - S_ALR_87012333 – GL Accounts List

This report can be use to generate a list for:

- a) All GL accounts
- b) A specific GL account range
- c) GL Created after a specific date
- d) A specific text string (i.e. specific words)
- e) GL accounts blocked for posting

A – All GL Accounts

The simplest way to run the GL Accounts List report is to run for all GL accounts.

- i- Ensure Chart of Account 1000 and Company Code 1000 are selected. Select either the SAP List Viewer or the Spreadsheet Output Format.

SAP List Viewer will result in a spreadsheet-like format (ALV grid format) while Spreadsheet Output format will automatically generate and open an Excel spreadsheet.

G/L accounts list

G/L account selection

Chart of accounts: 1000 to [] []

G/L account: [] to [] []

Company code: 1000 to [] []

Selection using search help

Search help ID: []

Search string: []

Search help []

Program selections

Decimal comma instead of decim

Ch./accts: Account flagged f [] to [] []

CoCd: Account flagged for de [] to [] []

Output format

SAP List Viewer []

ABAP List Display as table

Graphic Word processing

ABC analysis Spreadsheet














Executive Info System (EIS)

File store []

Save with ID []

- ii- Click Execute. Scroll up and down to see all GL accounts. GL accounts can be sorted or filtered using the corresponding icons.

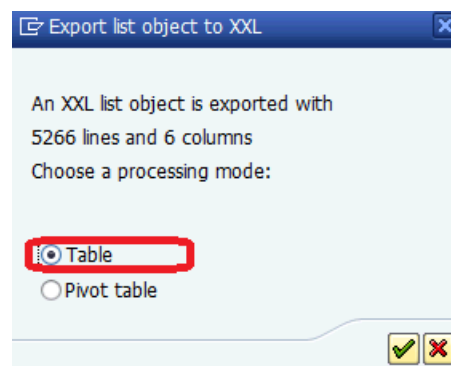
G/L accounts list

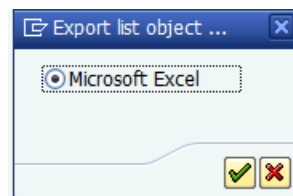
G/L accounts list

ChAc	G/L account	CoCd	Long Text	D	D
1000	86004010	1000	Internal Alloc Stat Serv UN Document Reproduction		
1000	86004020	1000	Internal Alloc Stat Serv Meet Plan Special Event		
1000	86004030	1000	Internal Alloc Stat Media		
1000	89991020	1000	Technical for AP Downpayment Vendor No Posting		
1000	89991030	1000	Technical for AR Downpayment Customer No Posting		
1000	89991040	1000	Technical for Grant Fund Block No FI Posting		

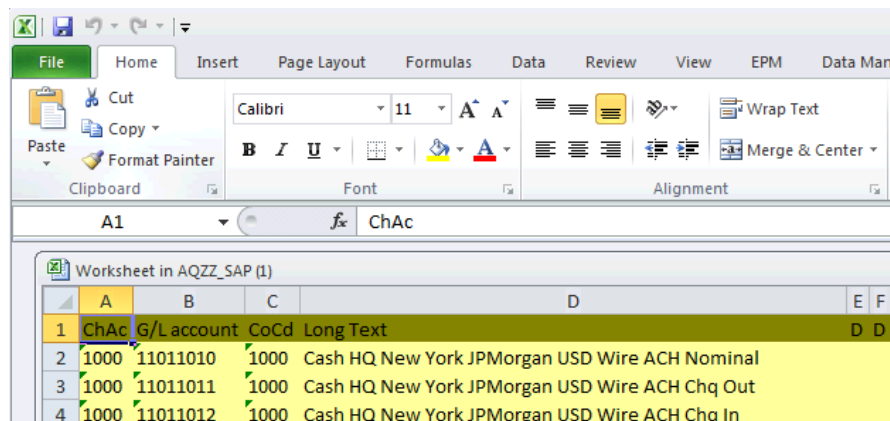
- iii- If Spreadsheet was selected in the Output Format, select Table.



- iv- Click the Continue icon (Green Check)



- v- Click the Continue icon again. Umoja will open a spreadsheet.



ChAc	G/Laccount	CoCd	Long Text	D	D
1000	11011010	1000	Cash HQ New York JPMorgan USD Wire ACH Nominal		
1000	11011011	1000	Cash HQ New York JPMorgan USD Wire ACH Chq Out		
1000	11011012	1000	Cash HQ New York JPMorgan USD Wire ACH Chq In		

- vi- Save the spreadsheet.

B – GL Account Range

To generate a list of GL account for a specific range, proceed as described above for Report #1 – GL Account Range.

C – GL Created after Specific Date

Users can search GL accounts created after a specific date using the Dynamic Selection as described above for Report #1 – GL Created after Specific Date.

D – Text String

Users can search GL accounts based on specific words using the Search help ID field as described above for Report #1 – Text String.

E – GL Accounts Blocked for Posting

Users can generate a list of GL accounts that have been blocked for posting using the “Ch./accts: Account flagged f” field.

- i- Enter an X in the “Ch./accts: Account flagged f” field.

- ii- Click Execute

G/L accounts list

G/L accounts list

ChAc	G/L account	CoCd	Long Text	D	D
1000	63501014	1000	Income from Indirect Cost Manual	X	X
1000	63501015	1000	Income from Indirect Cost Contra Manual	X	X
1000	71102529	1000	SB Post Gen Svs Non Resident Allow	X	X

Report #3 – S_ALR_87012328 - G/L Account List

This report should be used to generate the list of attribute for a specific GL account. The user can select the group of attributes (Section) that will be displayed in the report.

A - Specific GL Account

- i- Enter the GL account. Enter Chart of Accounts = 1000 and Company Code = 1000. Check the Sections desired in the Output Control box. Enter a customized Header if desired.

G/L Account List

G/L account selection

G/L account to

Selection using search help

Search help ID

Search string

General selections

Chart of Accounts to

Charts of accts not assigned to

Company Code to

F/S Version Assignment to

Further selections

Only with creation block to

Only with planning block to

Output control

Creation Data for Company Code
 Status in Company Code
 Account Control
 Account Management
 Document Entry Control
 Cash Management
 Cash Flow Relevance
 Bank Details
 Interest Calculation
 Authorization
 Accounting Clerk
 Joint Venture
 Reference
 Creation Data for COA
 Status in Chart of Accounts
 Control
 Consolidation

Account Sorting

Account Subgrouping

Additional Heading

Print Microfiche Line

- ii- Click Execute. Note the attributes of the requested GL account.

G/L Account List							
Sections							
ECC Pre Production Clis NEW YORK		G/L Account List ***This is the Report Header I want ***		Time 15:40:49 RFSKVZ00/001FIUSRGL Page		Date 17.07.201	
ChartofAccts: 100 = Chart of Accounts for United Nations IPSAS							
Sort: G Account, CompanyCode							
Name 1	Contents 1	Name 2	Contents 2	Name 3	Contents 3	Name 4	Contents 4
G/L Acct	39201010	Company Code	Company Code Name				
Section	GENERAL DATA						
Long Text	AP Unapplied Cash			Account Group	CLIA		
Section	CREATION DATA FOR CHART OF ACCTS						
Created by	BODSP1E100	Created on	20.05.2013				
Section	STATUS IN CHART OF ACCOUNTS						
Creation block		Posting Block	Planning block	Deletion flag			
Section	CONTROL						
B/S Acct	X	P&L Stmt A/c Ty	Sample account				
Section	CONSOLIDATION						
Trading Partner		Group acct					
G/L Acct	39201010	Company Code	1000	Company Code Name	United Nations		
Section	CREATION DATA FOR COMPANY CODE						
Created by	BODSP1E100	Created on	20.05.2013				
Section	STATUS IN COMPANY CODE						
Posting Block		Deletion flag					
Section	ACCOUNT CONTROL						
Tax category		Reconcil.ID	E/R diff. key	Acct currency USD			
Balances in LC		W/o tax	Account extern.				
Section	ACCOUNT MANAGEMENT						
Line items	X	OI Management	X	LG-SpecClg	Sort key	002	
Section	DOCUMENT ENTRY CONTROL						
Field status gp 2015		Auto. posting	Supplement	Rec.act ready			
Section	FINANCIAL BUDGETING						
Planning Level		Not used in FM derivation. For info only					
Section	CASH FLOW RELEVANCE						
Rel.cash flow		Commitment Item	39201010				
Section	BANK DETAILS						
House Bank		Account ID					
Section	INTEREST CALCULATION						
Interest indic.		Last key date	Last int.calc.	Int.calc.freq.			
Section	AUTHORIZATION						
Authorization							
Section	ACCOUNTING CLERK						
Acctg clerk							
Section	JOINT VENTURE						
Recovery Indic.							
Section	REFERENCE						
Altern. Account							

*** The End ***