FS00 Create New G/L Account

Purpose

Use this procedure to create a new G/L account.

Trigger

Perform this procedure when a new G/L account is requested by a bureau.

Prerequisites

- The posting logic supplied by bureau requesting new account.
- Accounting description of business transactions expected to use the account.
- New account request must be valid; e.g., no existing account fulfills the same function.

Menu Path

Use the following menu path to begin this transaction:

N/A

Transaction Code

FS00

Helpful Hints

- The R/O/C column in the field description tables below identifies whether the field is required (R), optional (O), or conditional (C).
- Rather than creating a new G/L account from scratch, merely copy and edit an existing account that most closely resembles new account requirements.
- A corresponding Commitment Item must then be created after the new G/L has been created.
- The following numbering convention is used for the G/L accounts:

1 - ASSETS
2 - LIABILITIES
3 - FUND EQUITY
4 - REVENUES
5 - EXPENDITURES
6 - ESTIMATED REVENUES
7 - APPROPRIATIONS
8 - ENCUMBRANCES

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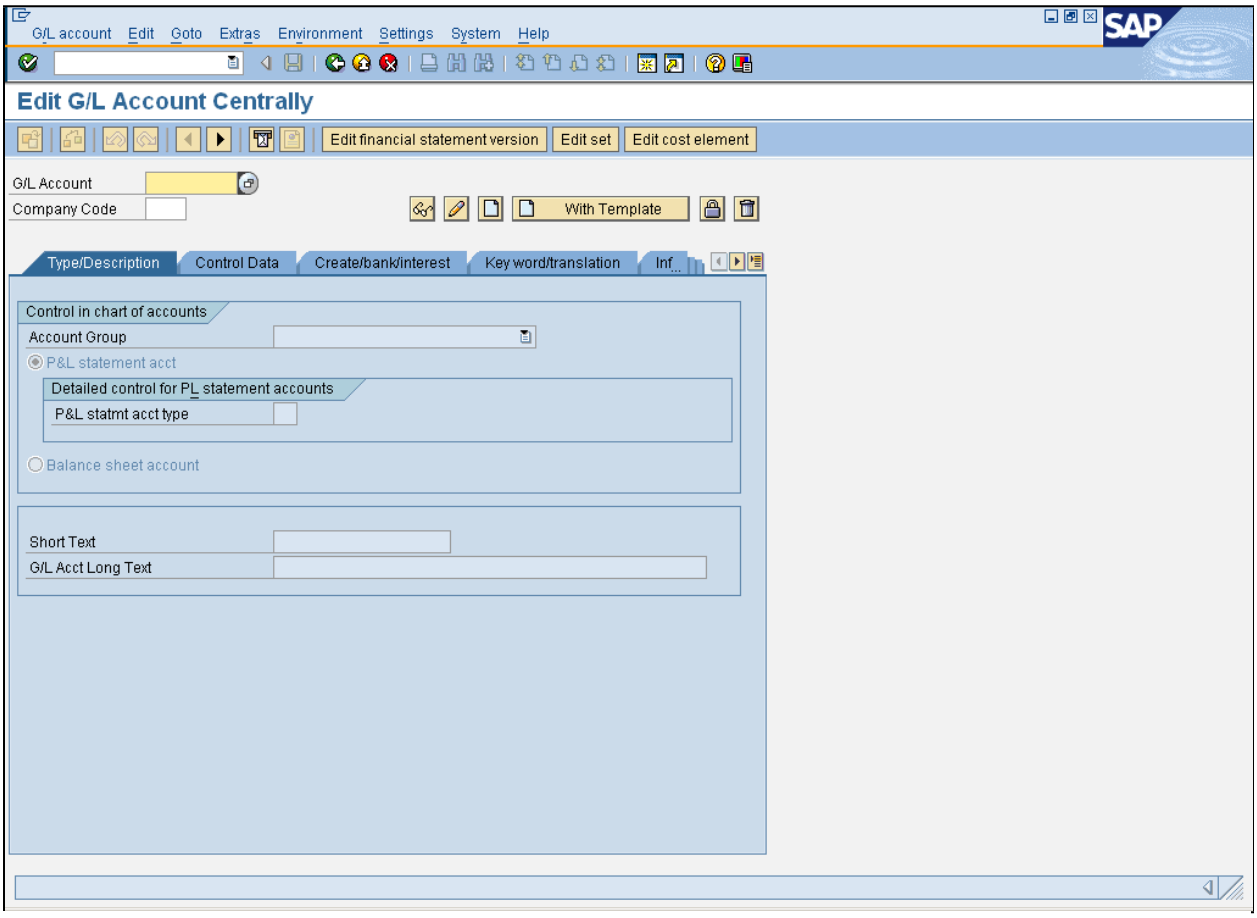
Procedure

1. Start the transaction using the menu path or transaction code. The *Edit G/L Account Centrally* screen displays.

Edit G/L Account Centrally



2. As required, complete/review the following fields:

Field	R/O/C	Description
G/L Account	R	An entry account numeric identifier used to record debit and credit inputs for defined business transactions and/or to create statutory reports. **Example:** 131326

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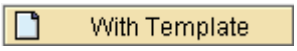
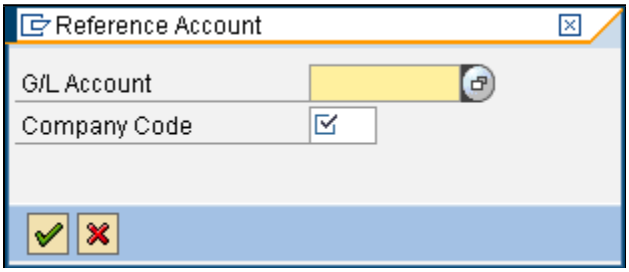
Field	R/O/C	Description
Company Code	R	Company code represents an independent accounting entity. There is only one Company code for the City of Portland: "COP1." **Example:** COP1

3. Click **With Template** 

. The *Reference Account* dialog box displays.

Reference Account



4. As required, complete/review the following fields:

Field	R/O/C	Description
G/L Account	R	An entry account numeric identifier used to record debit and credit inputs for defined business transactions and/or to create statutory reports. **Example:** 131325

Use the **G/L Account** matchcode to find an account that can be used to copy as a template.

5. As required, complete/review the following fields:

Field	R/O/C	Description
Company Code	R	Company code represents an independent accounting entity. There is only one Company code for the City of Portland: "COP1." **Example:** COP1

6. Click **Continue** (**Enter**) . The *Create G/L Account Centrally* screen displays.

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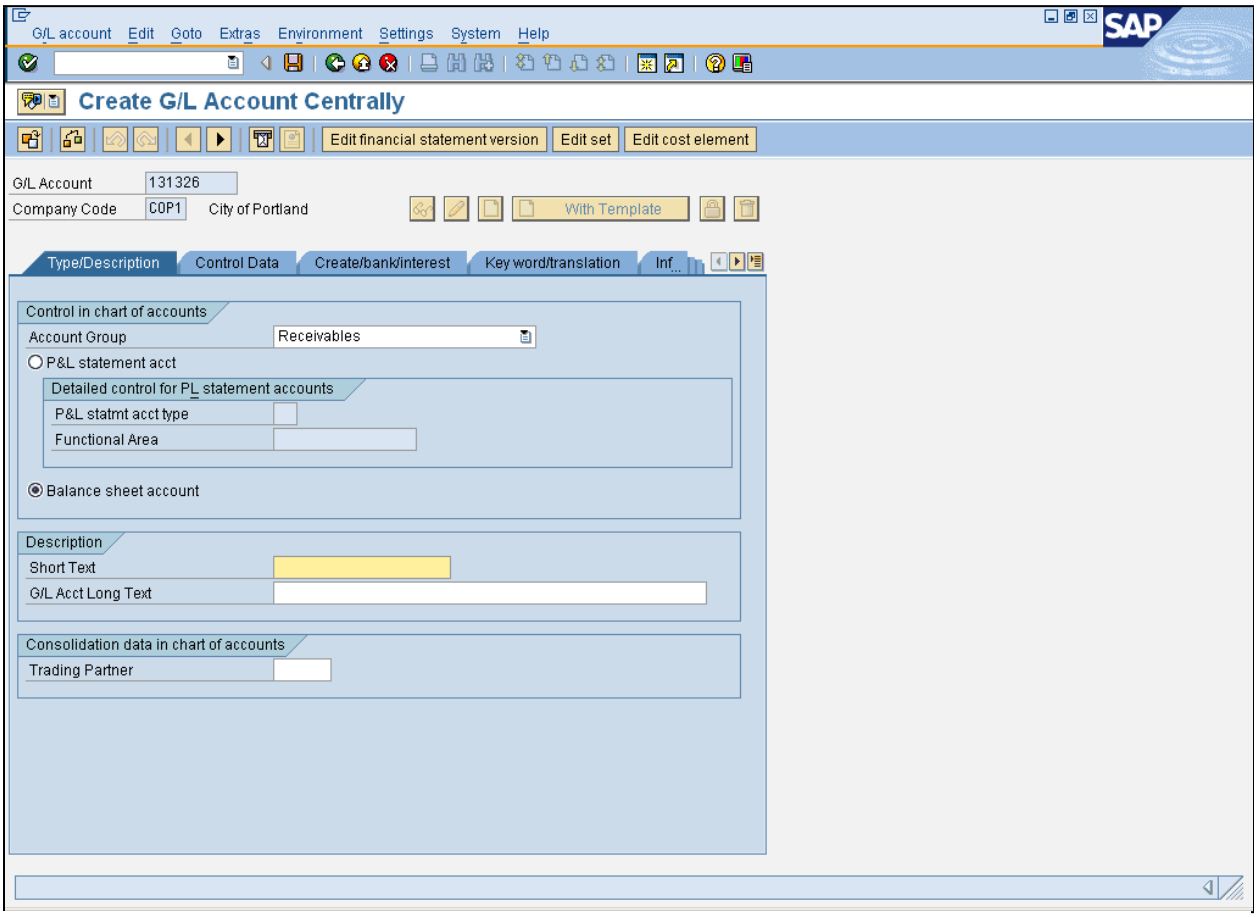
Create G/L Account Centrally



7. As required, complete/review the following fields:

Field	R/O/C	Description
Short Text	R	Text description with limited number of characters. **Example:** Wash Co 13-14
G/L Acct Long Text	R	Text description of the G/L account. **Example:** Wash Co 13-14

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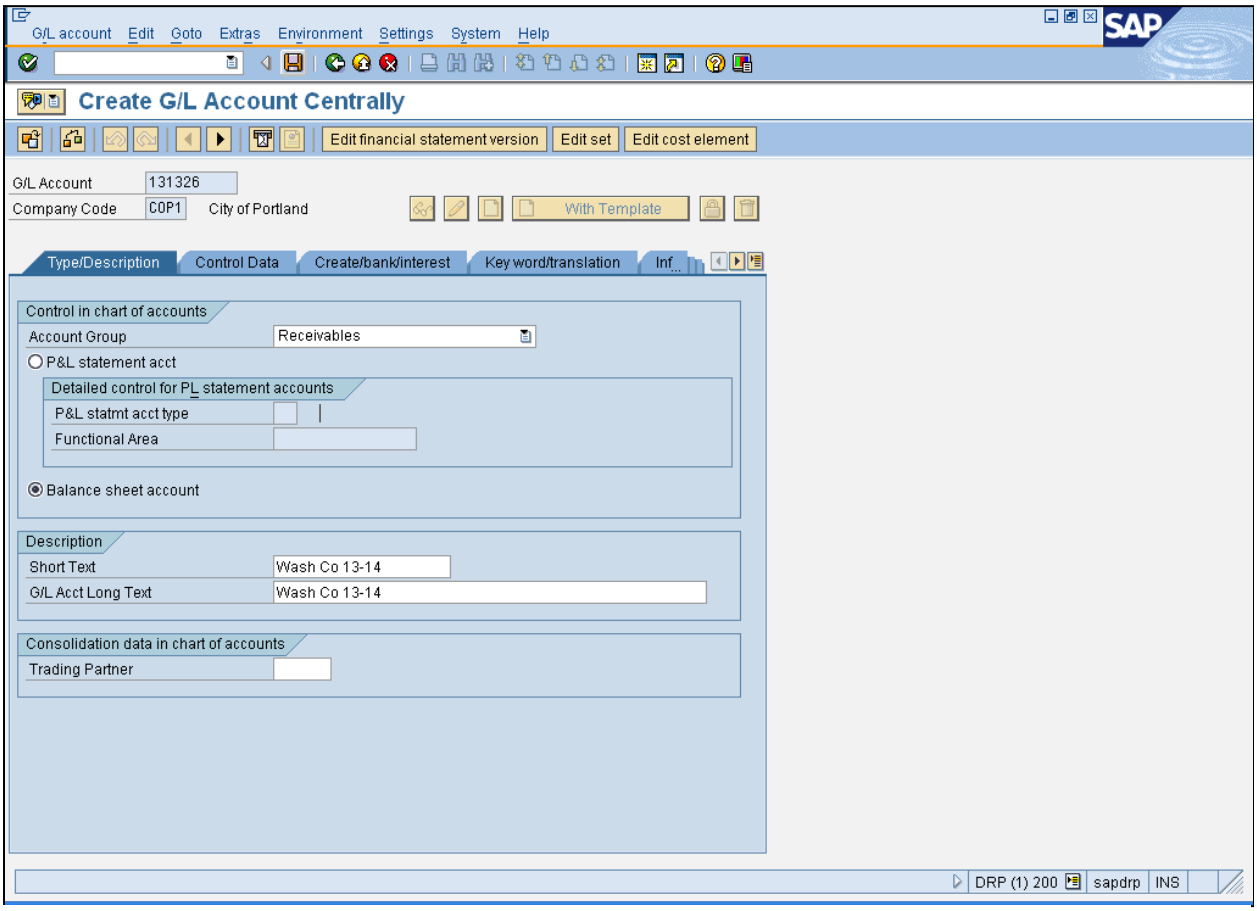
Create G/L Account Centrally



8. Click **Save** .

9. Click **Exit** . The *SAP Easy Access* screen displays.

The system displays the message, "*Data saved*".

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Result

You have created a new G/L account.