



## FS00 Delete G/L Account

### Purpose

Use this procedure to mark a G/L account for deletion at the chart of account and/or company code level to impede further document entry between one or several accounting ledgers.

### Trigger

Bureau request to delete a G/L account.

### Prerequisites

- Know the G/L account number.
- No further postings are expected for this G/L account or the account is obsolete.

### Menu Path


Use the following menu path to begin this transaction:

N/A

### Transaction Code

FS00

### Helpful Hints

- R/O/C column in tables represents Required, Optional or Conditional entry.
- Double-check the G/L account number to ensure it is the correct account to mark for deletion.
- When deleting a G/L account, you can mark it for deletion from the company code, the chart of accounts, or both.
- Use the **G/L Account** matchcode  to find a specific account number.
- Delete a G/L account when that account becomes obsolete or it is no longer in use.
- This transaction marks the account for deletion, but it is not actually deleted until a system purge is initiated to remove all marked accounts.
- Use transaction FS04 to review all changes to a G/L account.
- Use transaction S\_ALR\_87012328 to view all G/L accounts.



## FS00 Delete G/L Account

### 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.  <b>Example:</b> 131326

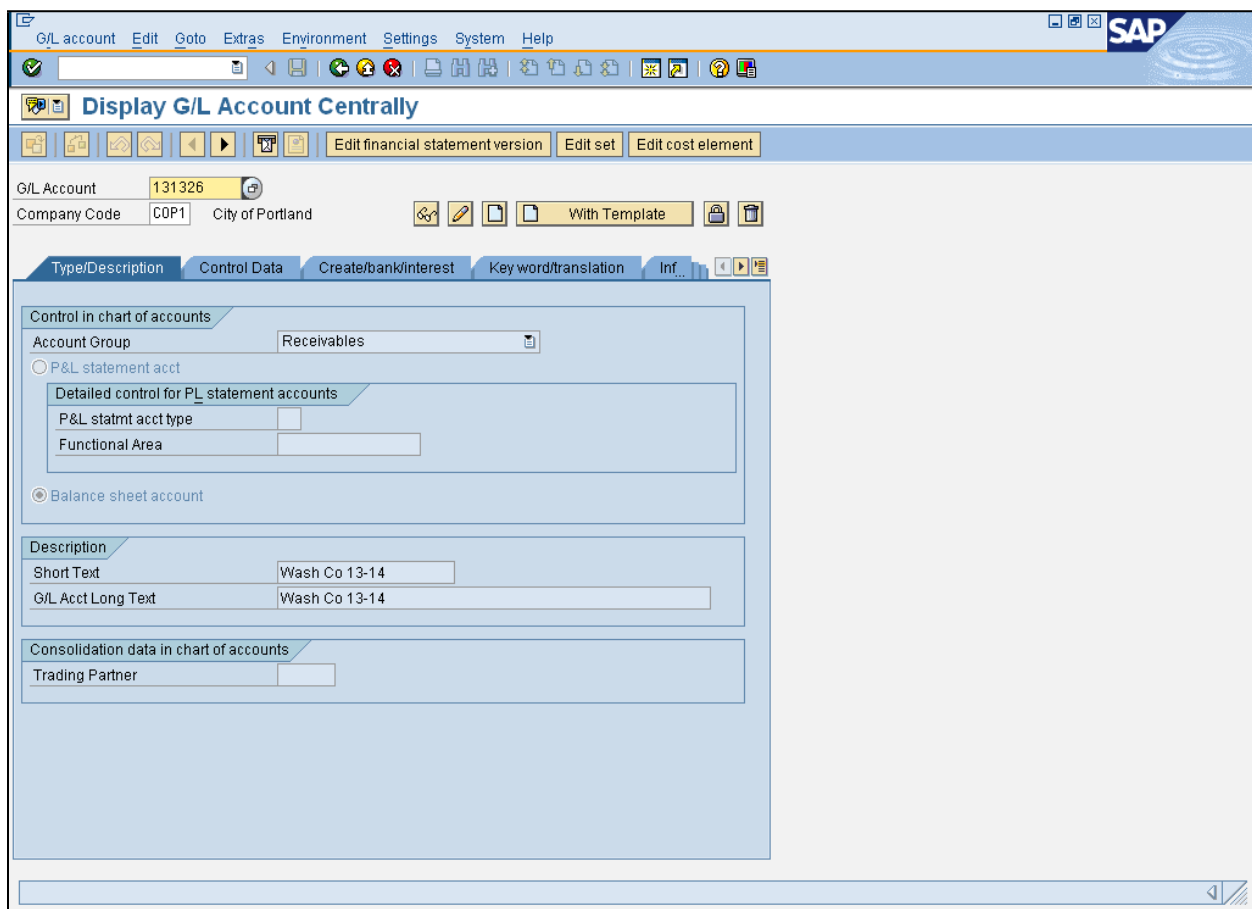


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Field	R/O/C	Description
Company Code	R	Company code represents an independent accounting entity. There is only one Company code for the City of Portland: "COP1."  <b>Example:</b> COP1

3. Click **Display** . The *Display G/L Account Centrally* screen displays.

### Display G/L Account Centrally



4. Click **Delete** . The *Set for Deletion G/L Account Centrally* screen displays.



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### Set for Deletion G/L Account Centrally

A screenshot of the SAP S/4HANA interface for the transaction 'Set for Deletion G/L Account Centrally'. The title bar shows 'G/L account Edit Goto Extras Environment Settings System Help' and the SAP logo. The main area displays the following fields: 'G/L Account: 131326', 'Company Code: COP1', and 'City of Portland'. Below these are buttons for 'With Template' and a lock icon. A 'Deletion Flag' section contains two sub-sections: 'Deletion flag chart of accounts' with a 'Mark for deletion' checkbox, and 'Deletion flag in company code' with a 'Mark for deletion' checkbox. The interface is in a light blue theme.

5. Select **Mark for deletion**  **Mark for deletion** from the *Deletion flag chart of accounts* section.



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### Set for Deletion G/L Account Centrally

G/L account Edit Goto Extras Environment Settings System Help

SAP

**Set for Deletion G/L Account Centrally**

Edit financial statement version Edit set Edit cost element

G/L Account 131326  
Company Code COP1 City of Portland

With Template

**Deletion Flag**

Deletion flag chart of accounts  
 Mark for deletion

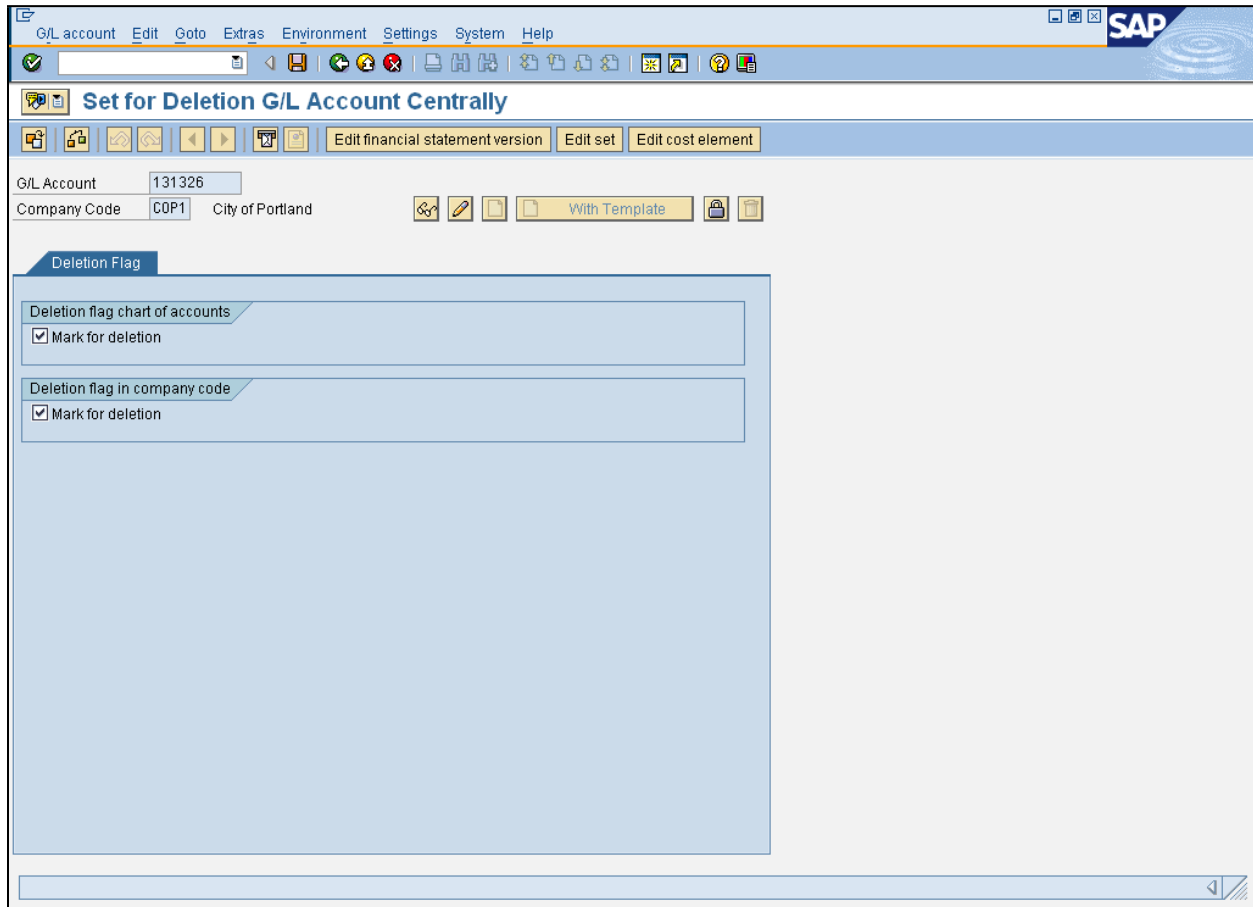
Deletion flag in company code  
 Mark for deletion



6. Select **Mark for deletion**  **Mark for deletion** in the *Deletion flag in company code* section.




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### Set for Deletion G/L Account Centrally



7. Click **Save (Ctrl+S)**  . The *Edit G/L Account Centrally* screen displays.
8. Click **Exit (Shift+F3)**  . The *SAP Easy Access* screen displays.

 SAP displays the message, "Data saved."



**FS00**

**Work Instruction**

## **FS00 Delete G/L Account**

### **Result**

You have deleted a G/L account.