Look up G/L Accounts (FS03)

1. Use t-code *FS03* to look up various G/L accounts

2. Once in the transaction, you can choose the ***possible entries icon*** to search for a specific g/l account.

3. Select the ***search options icon*** to see the various ways you can search for a g/l account. I recommend that you use the "G/L account description in company code" option

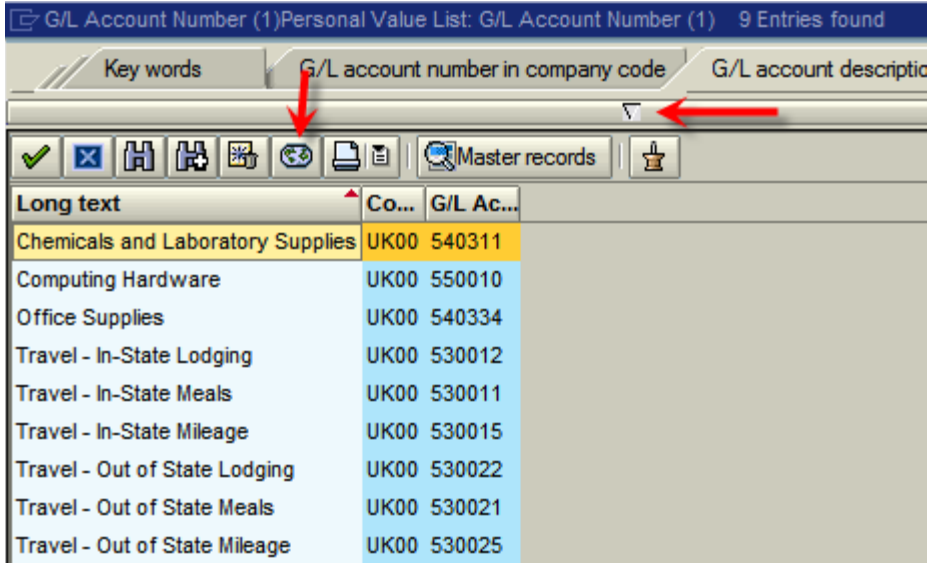4. You will most likely want to use the wildcard character (*) when searching for g/l accounts.
   a. I recommend that you place the * before and after the key word you are searching for. This will tell the system to find any g/l account with the keyword anywhere in the description (beginning, end, or middle). For example, you could search for *travel* to get all g/l accounts that are travel related.

b. You can also search for a listing of specific codes by searching in the G/L account field. For example, you could search for all g/l accounts that begin with 75*.

G/L account	[*] 75*

5. Another feature that might be very useful is the "Personal List" feature. Once you have searched for a specific g/l you can add it to your personal list by selecting the *personal list icon* 🔲. You can add as many frequently used g/l accounts as you see fit.

6. After you have added a g/l account to your personal list, when you choose the *possible entries icon* 🔲, you will be given your personal list automatically. The list will be sorted alphabetically.

7. If you still need to search for other g/l accounts, you may do so by either clicking the *display all values icon* 🔲 or the *search icon* 🔲 which can be found on the screen (see above).

8. To delete an item from your personal list, use the *delete from personal list icon* 🔲. If you delete all the values from your list, you will then be taken directly to the search option the next time you access the *possible entries icon* 🔲.