



Look up G/L Accounts (FS03)

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

The screenshot shows the SAP FS03 transaction interface. At the top, the 'G/L Account No.' field is highlighted in yellow. Below it, the 'Company Code' is set to 'UK00' for the 'University of Kentucky'. The interface includes several tabs: 'Type/description', 'Control data', 'Create/bank/interest', 'Key word/translation', and 'Information (C/...'. The 'Control data' tab is active, showing options for 'Control in chart of accounts' (P&L statement acct selected), 'Detailed control for PL statement accounts' (Functional Area), and 'Balance sheet account'. Below this is the 'Description' section with fields for 'Short text' and 'G/L acct long text'. At the bottom, the 'Consolidation data in chart of accounts' section includes a 'Trading Partner' field.

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



The screenshot shows a dropdown menu for search options. The options listed are: 'G/L account no. in chart of accounts', 'G/L account description in chart of accounts', 'G/L account with delete/lock flag in chart of accounts', 'Key words', 'G/L account number in company code', 'G/L account description in company code' (which is selected with a checkmark), 'G/L account with delete/lock flag in company code', and 'Alternative account number'.

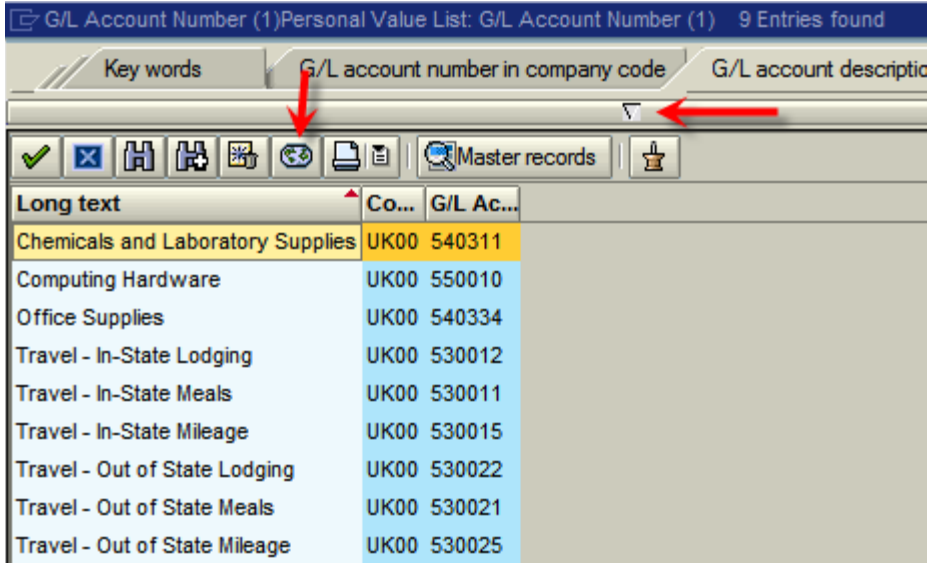
4. You will most likely want to use the wildcard character (*) when searching for g/l accounts.
 - a. I recommend that you place the * before and after the key word you are searching for. This will tell the system to find any g/l account with the keyword anywhere in the description (beginning, end, or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

The screenshot shows the 'G/L long text' search field with the text '*travel*' entered. A search icon is visible to the left of the input field.

- 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.







G/L Account Number (1) Personal Value List: G/L Account Number (1) 9 Entries found

Key words G/L account number in company code G/L account description

Master records

Long text	Co...	G/L Ac...
Chemicals and Laboratory Supplies	UK00	540311
Computing Hardware	UK00	550010
Office Supplies	UK00	540334
Travel - In-State Lodging	UK00	530012
Travel - In-State Meals	UK00	530011
Travel - In-State Mileage	UK00	530015
Travel - Out of State Lodging	UK00	530022
Travel - Out of State Meals	UK00	530021
Travel - Out of State Mileage	UK00	530025

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** .