

SAP Quick Reference Guide

PERSONAL SETTINGS

Display Transaction Codes	Extras -> Settings
	-> Display technical names
User profile	SU3
Default input	SU3, Parameters
Add Favorite	Drag and drop
Add Favorite with path	Favorites -> Add

COMMON POSTING KEYS

Debit General Ledger	40
Credit General Ledger	50
Debit Asset	70
Debit AR Invoice	01
Credit AR Incoming Payment	15
Credit AP Vendor Invoice	31

KEYBOARD TIPS

Field help	F1
Back	F3
Exit	Shift+F3
Possible Entries	F4
Execute	F8
Cancel	F12
Enter/Validate	Enter
Next field	Tab
Previous entries to field	Backspace
Sum JE debits into credit amount	*
Copy last text entry	+
Wildcard search	*

GENERAL LEDGER ENTRY

Standard	F-02 / FB01
Accrual	FBS1
Recurring	FBD1
Post with Clearing	F-04
GL Fast Entry	FB50

DOCUMENTS

Display	FB03
Reverse	FB08
Change Line Items	FB09
Post Parked Docmt	FBV0
Create Ac Assgn Mod	FKMT
Recurring Document	FBD1/F.14
Accrual Entry	FBS1
Reverse Accrual	F.81

ACCOUNTS PAYABLE

AP Invoice with PO	MIRO
AP Invoice-non-PO	F-43 / FB60
AP Invoice	F-22 / FB70
Vendor Balances	FK10N
Display Vendor Line Items	FBL1N
Payment Run	F110
Create Vendor Master	XK01
Sales Order	VF01 / VF02

ACCOUNTS RECEIVABLE

AR Incoming Payment	F-28
AR Credit Memo	FB75
Clear Open Items	F-32
Customer Balances	FD10N
Customer Line Items	FBL5N
Display Customer Master	FD03

FIXED ASSETS

Asset Explorer	AW01N
Create Asset	AS01
Post Acqn Cost from Accts Pay	MIRO / F-43 / FB60
Post Acqn Cost from Clearing Acct	ABZON
Depreciation Run	AFAB
Assets by Cost Center	S_ALR_87011966
Posted Depreciation	S_P99_41000175
Depreciation Current Year	S_ALR_87012026
Depreciation Simulation	S_ALR_87012936

INQUIRY AND REPORTS

Display GL Ac Line Item	FBL3N
Display Document	FB03
Cost center actual/plan	S_ALR_87013611
Profit center plan/actual	S_ALR_87013327
Display PA actual line items	KE24

FI/CO MASTER RECORDS

GL account	FS00
Account group	KDH1
Cost center group	KSH1
Cost center	KS01
Profit center group	KCH1
Profit center	KE51
Standard hierarchy-cost centers	OKEON
Standard hierarchy-profit centers	KCH5N
PA characteristics	KES1
Sales tax jurisdictions	OBCP
Bank	FI01

OTHER POSTINGS

Enter Statistical Key Figure	KB31N
Display SKF Document	KB33N
CO Reposting	KB11N

PERIOD OPEN/CLOSE

FI Period	S_ALR_87003642
CO Period	OKP1
LO (Material) Period	MMPI or MMPV
Year End Bal Sheet	F.16
Year End AR/AP	F.07
Year End Fixed Assets	AJAB
Set Curr Postings Yr Fixed Assets	AJRW

OUTPUT: PRINT AND SPREADSHEET

Print Screen	Customizing of local layout -> Hardcopy
Print	Print icon, driver (LOCL), print immediately, continue
Acct Details	List -> Export- > Spreadsheet- > Table
CO Report	System -> List -> Save -> Local file - > Spreadsheet

TECHNICAL

Implementation Guide	SPRO
ABAP Dictionary	SE11
ABAP Editor	SE38
Transactions	SE93

SAP FICO Tips:

<http://www.erpgreat.com/sap-fi.htm>