

# SAP Quick Reference Guide

## PERSONAL SETTINGS

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

## COMMON POSTING KEYS

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

## KEYBOARD TIPS

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

## GENERAL LEDGER ENTRY

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

**Tips by: Johnson**

**Read more SAP FICO Tips:**

<http://www.gotthings.com/sapfi.htm>

## DOCUMENTS

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

## ACCOUNTS PAYABLE

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

## ACCOUNTS RECEIVABLE

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

## FIXED ASSETS

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

## INQUIRY AND REPORTS

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

## FI/CO MASTER RECORDS

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

## OTHER POSTINGS

Enter Statistical Key Figure	<b>KB31N</b>
Display SKF Document	<b>KB33N</b>
CO Reposting	<b>KB11N</b>

## PERIOD OPEN/CLOSE

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

## OUTPUT: PRINT AND SPREADSHEET

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

## TECHNICAL

Implementation Guide	<b>SPRO</b>
ABAP Dictionary	<b>SE11</b>
ABAP Editor	<b>SE38</b>
Transactions	<b>SE93</b>