	Project – SUGAM **End User Manual** **Creation ofGeneral Ledger Master Data**	

DOCUMENT DETAILS		
PROJECT NAME	**MODULE**	**Business Scenario:**
SUGAM	**FICO**	**FINANCE & CONTROLLING**
MODULE LEAD – BSPTCL	**MODULE LEAD – YASH**	**PROCESS OWNER**
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BBP NUMBER AS PER BPML	**PROCESS NAME**	
	FICO	

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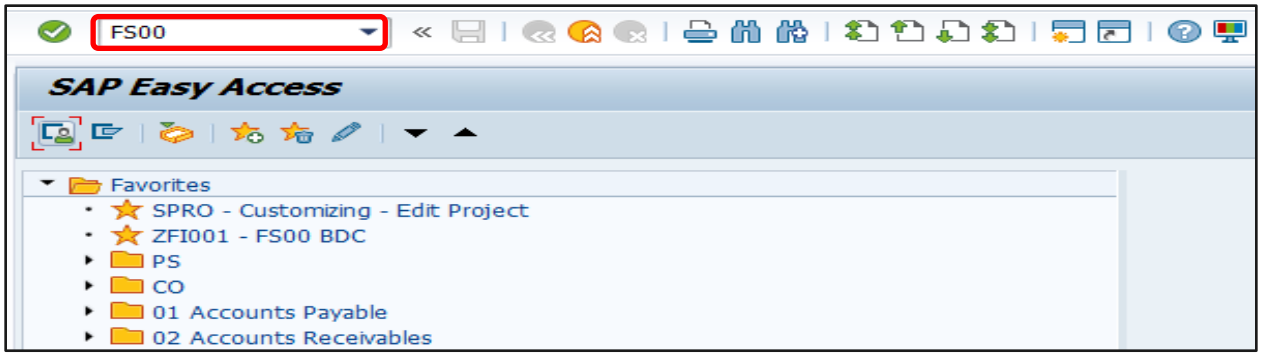
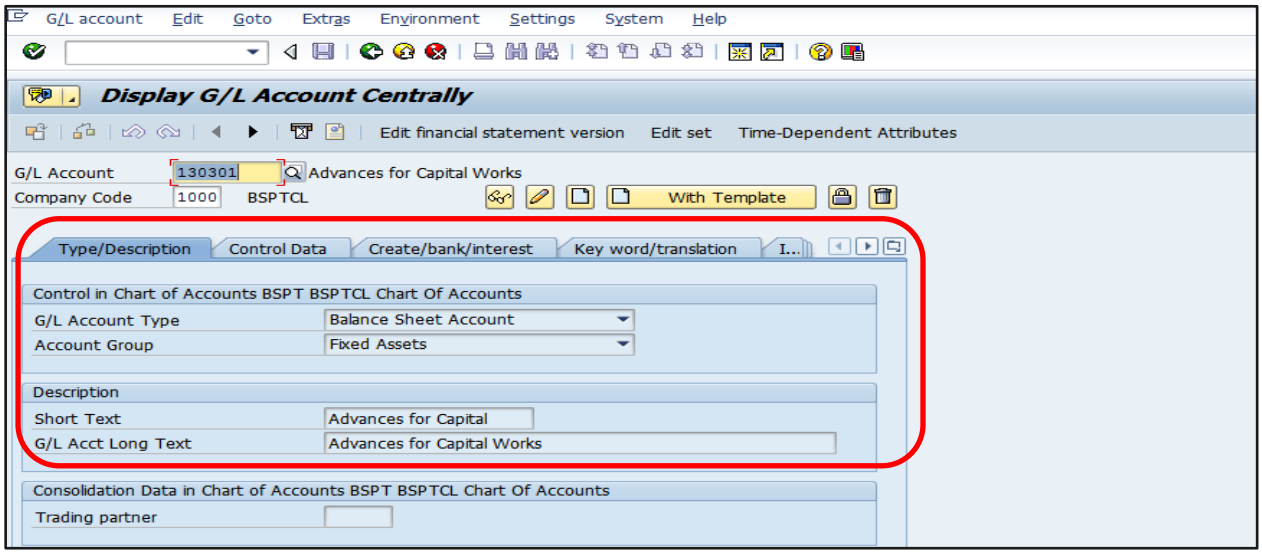
REVISION HISTORY				
Date	**Document Version**	**Document Revision Description**	**Author**	**Reviewer**
04.02.2019	0.1	User Manual Preparation	Vivek	Naveen

1.1. Create General Ledger Account

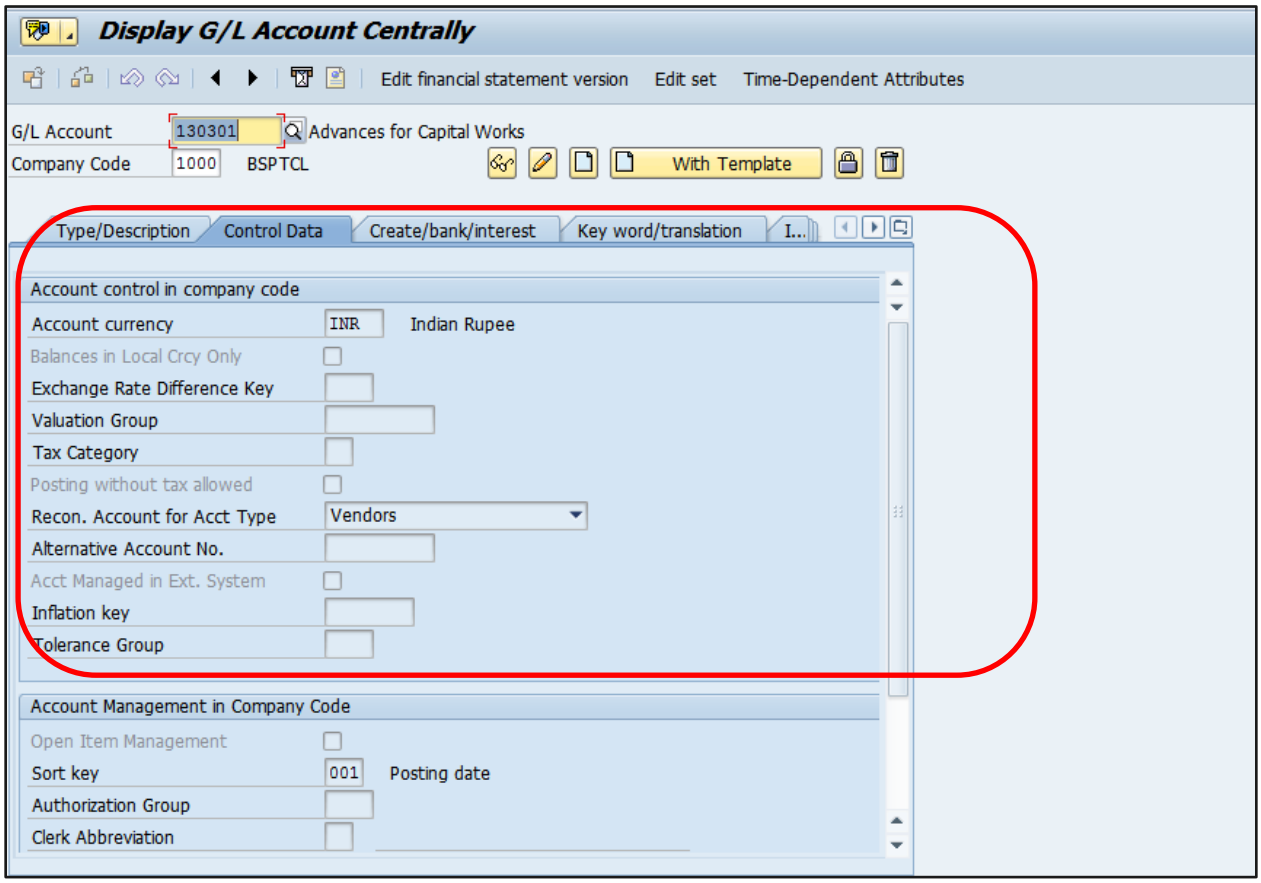
SAP T-code	FS00
Process	Input FS00 in Transaction Box and press Enter key



SAP T-code	FS00
Process	Go to General Ledger: Type/Description Tab - G/L Account Type: Select the relevant Account Type from drop-down list – Select Account Group - Input Short Text – Input G/L Acct Long Text G/L account



SAP T-code	FS00
Process	Go to Control Data Tab - Input Account Currency - Only balances in local currency : Select this option for all current liabilities account - Tax Category: Select the relevant tax category - Posting without tax allowed: Selecting this option will allow to post the transaction without tax even though tax is mandatory - Select Recon. account for acct type from drop-down - Open Item Management: Select this option for all the Balance sheet payable accounts - Sort Key: Select required sort key - Select the relevant CElem category from drop-down list



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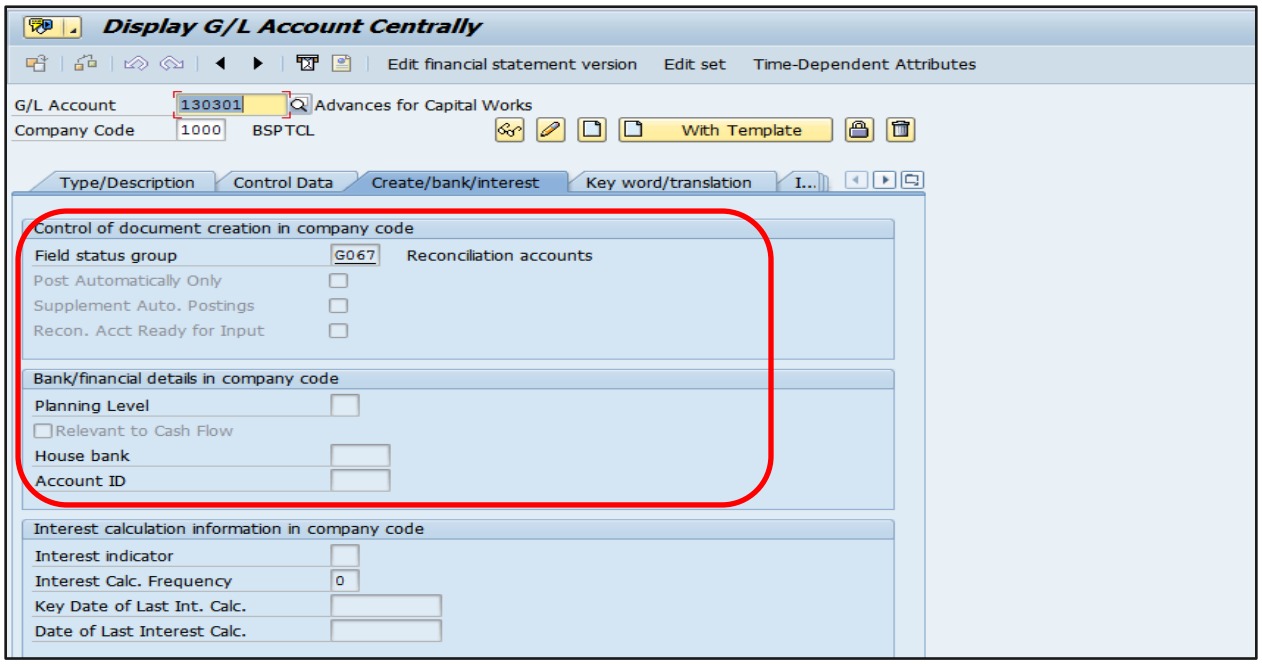
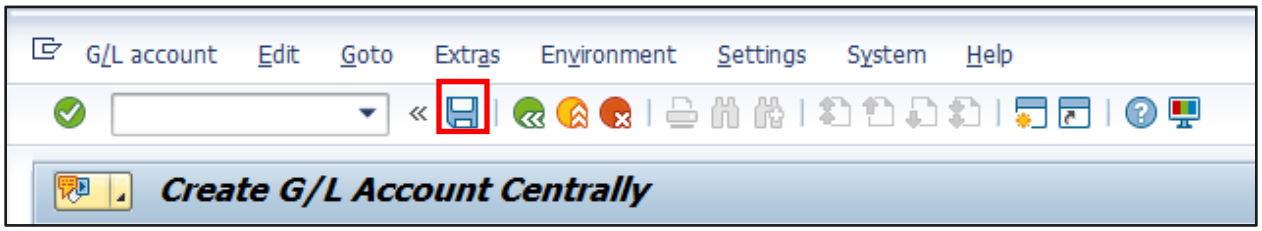
SAP T-code	**BP**
Process	**Go to Create/bank/interest Tab - Select Field status group - Post automatically only - House Bank: Select the relevant house bank - Account ID: Select the relevant account id**





Manual End