



Shopping Cart: Search for a G/L Number

Use this Job Aid to:

- Learn how to locate a G/L number in SAP

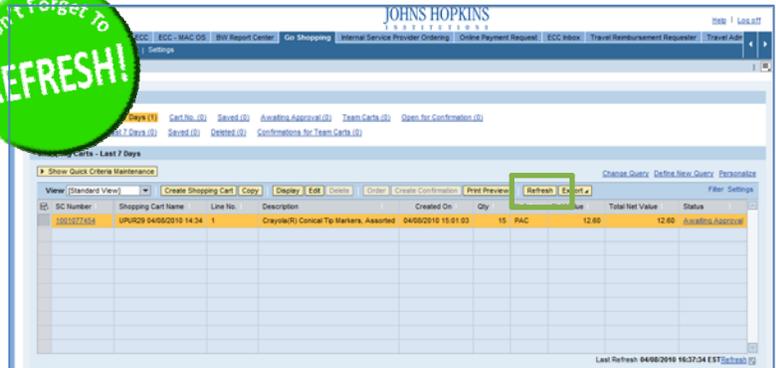
BEFORE YOU BEGIN

You will need to have identifying information for the G/L Account you are looking for.

Searching for a G/L Account Number

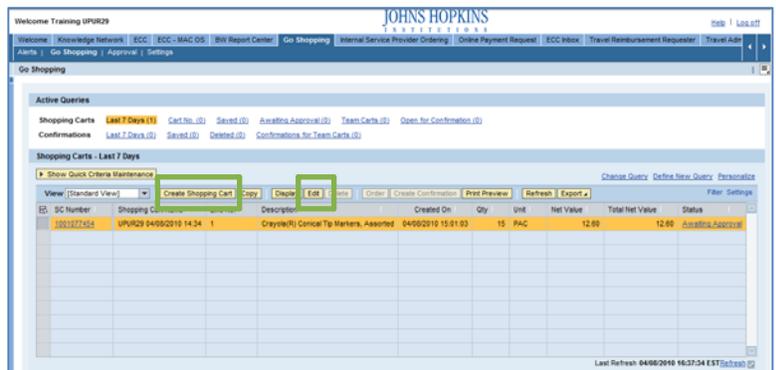
Use this procedure when you need to look up a G/L Account Number within SAP. Note that you should always check with your financial administrator to determine the appropriate G/L Number to charge to.

- 1. Refresh.** At the Shopping Cart Home Page, always click “Refresh” to make sure that you are viewing the most up-to-date information.



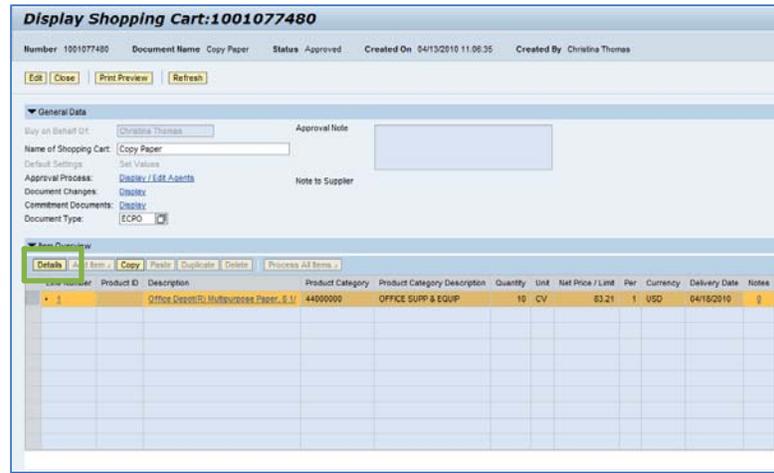
- 2. Go Shopping.** To search for a G/L number in SAP, start by going into a shopping cart, either by creating a new cart or editing an existing cart.

- To create a new cart, click **“Create a Shopping Cart.”**
- To edit an existing cart, select the cart and then click **“Edit.”**



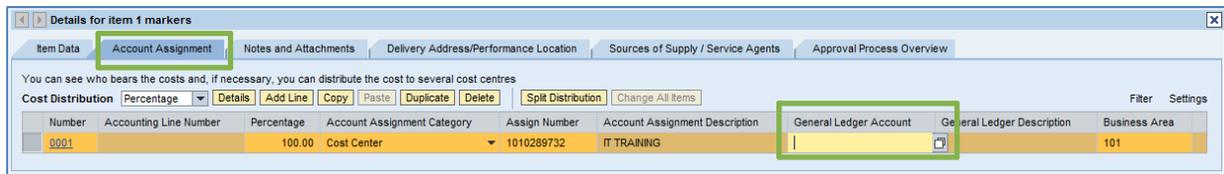
3. Access Cart Details. The account assignment data is displayed under the Shopping Cart Details.

- If you are creating a new cart, enter the cart data on Line 1 first, and then click **“Enter.”**
- If you are editing an existing cart, all of the fields will be grayed out when you first display the cart data. Click the **“Edit”** button at the top of the screen to open up the fields so that they can be adjusted.
- Click **“Details”** to view the detailed information on the cart such as the cost assignment, documents and attachments, and Sources of Supply (vendors).



4. View Account Assignment Data. Next, click the tab labeled **“Account Assignment”**

(located under **“Details”**).



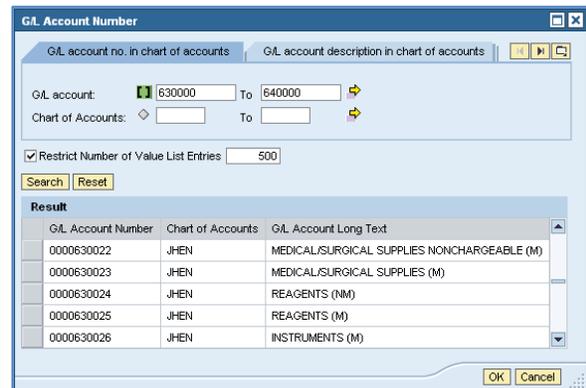
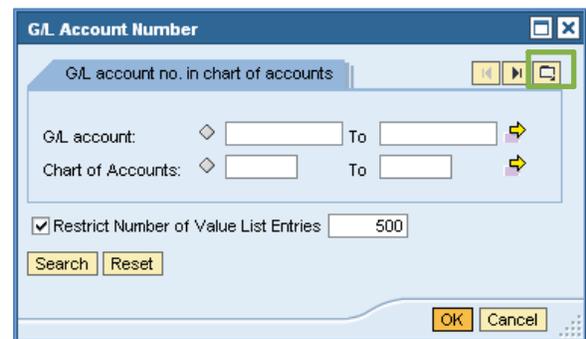
- To search for a G/L account number, click in the field labeled **“General Ledger Account”** and then select the file folder icon  to search for it.

5. Search for the G/L Account Number. When the search pop-up window appears, you won’t see all of the tabs that are available to you. Either stretch the box horizontally so that all of the tabs appear, or just click on the white file folder icon to display a list of the available tabs.

There are 8 different ways to search for G/L account numbers, including:

- **“G/L Account Number in Chart of Accounts”** – This tab allows you to search the **“Chart of Accounts”** list for a range of G/L account numbers (i.e., 0000063010) or Chart of Accounts acronyms (i.e., JHEN). Enter the range of account numbers or chart of accounts acronyms in the search field and then click **“Search”** to display a list of results. Note that the list of results is restricted to 500 entries by default.

To select a G/L Account Number from the list, just click on the line and your cart will automatically populate with the number. You can also click on the gray box to the left of the number and then select the **“OK”** button.



- **“G/L Account Description in Chart of Accounts”** – This tab allows you to description field in the Chart of Accounts. For example, you may type “Furniture” in the G/L long text field and then click “Search” to display a list of G/L account numbers that are used to purchase furniture.

To select a G/L Account Number, use the same methodology described above – simply click on a line and your cart will automatically populate with the number.

G/L Account Long Text	Chart of Accounts	G/L Account Number
Furniture	CAES	0000226000
Furniture	CAKR	0016080100
Furniture	CATR	0255020000
FURNITURE	JHEN	0000631001

- **“G/L Account with Delete/Lock Flag in Chart of Accounts”** – This tab allows you to identify G/L accounts that are marked for deletion, blocked for posting, blocked for creation, or blocked for planning.

- **“Keywords”** – This tab allows you to search for G/L account numbers using a keyword search.

- **“G/L Account Number in Company Code”** – This tab allows you to search for G/L account numbers using company codes.

- **“G/L Account Description in Company Code”** – This tab also allows you to search the company code, but using the description, or “long text” field rather than the code itself.

The screenshot shows the 'G/L Account Number' dialog box with the 'G/L account description in company code' tab selected. The fields include:

- G/L long text: [] To []
- Language Key: EN [] To []
- Company Code: [] To []
- G/L account: [] To []

 There is a checkbox for 'Restrict Number of Value List Entries' set to 500, and 'Search' and 'Reset' buttons at the bottom.

- **“G/L Account with Delete/Lock Flag in Company Code”** – This tab is similar to the previous Delete/Lock tab, but it searches in the company code rather than the Chart of Accounts.

The screenshot shows the 'G/L Account Number' dialog box with the 'G/L account with delete/lock flag in company code' tab selected. The fields include:

- G/L account: [] To []
- Company Code: [] To []
- Mark for deletion: [] To []
- Blocked for posting: [] To []

 There is a checkbox for 'Restrict Number of Value List Entries' set to 500, and 'Search' and 'Reset' buttons at the bottom.

- **“Alternative Account Number”** – This tab is used if there is an alternative account number that you know of.

The screenshot shows the 'G/L Account Number' dialog box with the 'Alternative account number' tab selected. The fields include:

- Alternative Account No.: [] To []
- Company Code: [] To []
- G/L account: [] To []

 There is a checkbox for 'Restrict Number of Value List Entries' set to 500, and 'Search' and 'Reset' buttons at the bottom.