

General Users – Menu Paths



Process: Menu Paths and transaction codes

Role: General Users

Frequency: Several Times Daily

FINANCIAL ACCOUNTING (FI)

Menu Path	T code	Purpose
Accounting / Financial Accounting / Accounts Payable / Master Records / Display	FK03	Display a vendor master record
Accounting / Financial Accounting / General Ledger / Master Records / G/L Accounts / Individual Processing / Centrally	FS00	To Display a general ledger account
Accounting / Financial Accounting / Accounts Payable / Document Entry / Document Parking / Park/edit Invoice	FV60	Enter a Parked Vendor Invoice
Accounting / Financial Accounting / Accounts Payable / Account / Display-change line Items	FBL1N	Display Vendor Line Items
Accounting / Financial Accounting / General Ledger / Document Entry / Edit or Park G/L documents	FV50	Enter a Parked General Ledger Document
Accounting / Financial Accounting / Accounts Payable or General Ledger / Document / Change	FB02	Change an FI Document
Accounting / Financial Accounting / Accounts Payable or General Ledger / Document / Parked Documents / Post-Delete	FBV0	Delete a Parked Document
Accounting / Financial Accounting / Accounts Payable or General Ledger / Document / Parked Documents / Change	FBV2	Change a Parked Document
Accounting / Financial Accounting / Accounts Payable or General Ledger / Document / Display Changes	FB04	Display Changes to an FI Document

The following tools to help you are on the myHelp website.

Course Material • Transaction Procedures • Transaction Simulations • Online Feedback Form

<http://myhelp.uky.edu/>

General Users – Menu Paths



FUNDS MANAGEMENT (FM)		
Menu Path	T code	Purpose
Accounting / Public Sector Management / Funds Management / Master Data / Fund / Display	FM5S	View Fund Master Record
Accounting / Public Sector Management / Funds Management / Master Data / Fund Center / Individual Processing / Display	FMSC	View Fund Center Master Record
Accounting / Public Sector Management / Funds Management / Master Data / Commitment item / Display	FMCIC	View Commitment Item
Accounting / Public Sector Management / Funds Management / Posting / Earmarked Funds / Funds Reservation / Create	FMX1	Create a Funds Reservation
Accounting / Public Sector Management / Funds Management / Posting / Earmarked Funds / Funds Reservation / Reduce Manually	FMX6	Reduce a Funds Reservation Manually
Enter the transaction code in the command field	GR55	Execute the ZFBUDCON Report
If needing to view any of the master data in "Groups" Accounting / Public Sector Management / Funds Management / Master Data / Fund, Fund Center, Commitment item..... / xxxx Group		To display any of the "groups" of FM Master Data

The following tools to help you are on the myHelp website.

[Course Material](#) • [Transaction Procedures](#) • [Transaction Simulations](#) • [Online Feedback Form](#)

<http://myhelp.uky.edu/>



CONTROLLING (CO)		
Menu Path	T code	Purpose
Accounting / Controlling / Cost Center Accounting / Master Data / Cost Element / Individual Processing / Display	KA03	Display a Cost Element
Accounting / Controlling / Cost Center Accounting / Master Data / Cost Center / Individual Processing / Display	KS03	Display a Cost Center
Accounting / Controlling / Cost Center Accounting / Master Data / Standard Hierarchy / Display	OKENN	Display Standard Hierarchy
Accounting / Controlling / Internal Orders / Master Data / Special Functions / Order / Display	KO03	Display an Internal Order Master Record
Accounting / Controlling / Internal Orders / Master Data / Special Functions / Order / Create	KO01	Create Internal Orders
Accounting / Controlling / Internal Orders / Master Data / Order Group / Create	KOH1	Create an Internal Order Group
Accounting / Controlling / Internal Orders / Information System / Choose reports from that menu	Varies	Execute an Order Report

The following tools to help you are on the myHelp website.

[Course Material](#) • [Transaction Procedures](#) • [Transaction Simulations](#) • [Online Feedback Form](#)

<http://myhelp.uky.edu/>