



# General Ledger Account Documents



## GL Account Documents (JVs) FI\_GU\_310




 UNIVERSITY OF KENTUCKY

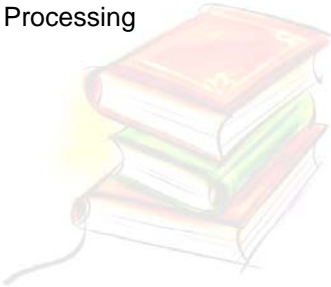
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### Course Content



- Introduction
- Unit 1 – Parking General Ledger Documents (JVs)
- Unit 2 – Document Features
- Unit 3 – Document Processing
- Course Summary
- Assessment



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# General Ledger Account Documents

## Learning Objectives



- At the end of this course you should be able to:
  - ♦ Explain the general ledger document parking process
  - ♦ Create parked general ledger documents (JVs)
  - ♦ Know how to display a parked document
  - ♦ Know how to display a posted document
  - ♦ View and change an FI document



## Prerequisites and Roles



- Prerequisites
  - ♦ IRIS/SAP Awareness and Navigation Overview – UK\_100
  - ♦ Financial Overview – FI\_200
- Roles
  - ♦ General Users
  - ♦ Departmental FI Personnel



# General Ledger Account Documents

## Practice, Practice and More Practice



- Remember, the training sandbox is available 24/7 to practice what you have learned in class in a non-threatening environment
- Logon into the training sandbox using your AD logon
- Use the exercises you receive in class and run through them several times
- Work with others in your department to gain and transfer knowledge about IRIS to each other
- Remember, practice makes perfect!



## G/L Account Numbering Convention



Number	Account Category
40xxxx	Tuition / Fees
41xxxx	Appropriations/ Grants
420xxx 425xxx	Gifts
43xxxx	Investment Income
44xxxx 46xxxx	Sales and Services

Number	Type
4xxxxx	Revenues
5xxxxx	Expenses
6xxxxx	Recharges
7xxxxx	Transfer

Number	Account Category
51xxxx	Salary
52xxxx	Benefits
53xxxx 54xxxx	Operating Expense
55xxxx 56xxxx	Capital Expense
61xxxx 63xxxx 65xxxx	Recharges
74xxxx 75xxxx	Transfer

<http://www.uky.edu/IRIS/FI/glaccts.html>

# General Ledger Account Documents

## Unit 1



## Parking General Ledger Documents ( JVs )

## Learning Objectives



- At the end of this unit you should be able to:
  - ♦ Explain the general ledger document parking process
  - ♦ Create parked general ledger (JV) documents



# General Ledger Account Documents

## What is a Journal Voucher?



- A JV is a document that allows for the transfer of costs from one account to another.
- A JV often is initiated by the department that is “billing” the other department or by the department initiating a correction or a cost transfer.
- It is a way by which the accounting records can be modified
- This provides the campus a means by which, after all entries are processed, the accounting should be correct.
- Manual JV's are done by departments, automated JV's are done by service centers such as Communications to bill for work they have done.
- A few operations (Payroll and Plant Maintenance) have specialized functions in SAP that build “JV-like” entries that are internal to SAP.

## Department Process – Parking a Document



- Enter the transaction in IRIS using transaction code FV50
- Simulate the journal voucher to validate entries
- Save Parked Document as Complete
- Print Completed Parked Document
- Attach any appropriate back-up documentation
- Get approval signatures
- Forward to responsible accounting office
  - ◆ General Accounting (GA)
  - ◆ Hospital Accounting (Hosp)
  - ◆ Sponsored Project Accounting (SPA)

# General Ledger Account Documents

## Accounting Process – Posting the Document

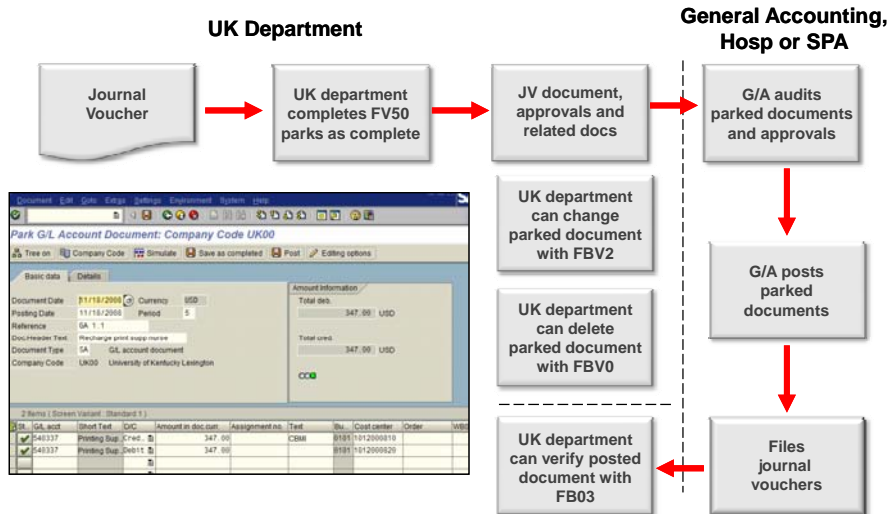


- The responsible accounting office will:
  - ♦ Review parked document
  - ♦ Audit transaction
  - ♦ Verify the reference field
  - ♦ Post the document
  - ♦ File the documentation

## Journal Voucher Process



Entered and parked by department then posted by accounting.



# General Ledger Account Documents

## Characteristics of a Parked Document



- Parking a transaction:
  - ◆ Does not post to the financial system
  - ◆ Assigns a document number
  - ◆ Visible on the general ledger account
  - ◆ Parked complete documents are reflected as an encumbrance in FM
  
- Two types of Parked JV documents
  - ◆ Parked Complete – ready to send to Accounting
    - Located in the Complete Documents folder
    - Save Complete, Saved as Complete, Saved Completed
  - ◆ Parked Incomplete – do not send anything to Accounting
    - Located in the Parked Documents folder
    - You do not have either all the information or time to complete
    - “I’ll get back to it later”

## Structure of Transaction Code FV50



The screenshot displays the SAP FV50 transaction code interface. The window title is "Park G/L Account Document: Company Code UK00". The interface is divided into several sections:

- Tree area:** Located on the left, it shows a folder structure with "Complete docu" and "Parked docu" folders, each containing multiple "GA" entries with dates ranging from 09/21/05 to 10/08/05.
- Header area:** A red box highlights the "Basic data" and "Details" tabs. The "Basic data" tab shows:
  - Document Date: 10/18/2005
  - Posting Date: 10/19/2005
  - Reference: GA
  - Doc-Header Text: Recharge gas
  - Company Code: UK00 University of Kentucky Lexington
- Line item area:** A red box highlights a table with 4 items. The table has columns: St., Oil acct, Short text, D/C, Amount in doc.curr., Assignment no., Text, Du., Cost center, Order, and WBS ele.
 

St.	Oil acct	Short text	D/C	Amount in doc.curr.	Assignment no.	Text	Du.	Cost center	Order	WBS ele
540325	Gasoline	H Cr.		49.58		Hazard	B1B1	1011654800		
540325	Gasoline	S De.		49.58		Hazard	B2B1			304000C
540325	Gasoline	H Cr.		45.31		Bowling Gr.	0101	1011654000		
540325	Gasoline	S De.		45.31		Bowling Gr.	B2B1			304000C
- Amount Information:** Located on the right, it shows:
  - Total deb: 94.89 USD
  - Total cred: 94.89 USD

# General Ledger Account Documents

## Typical Header Fields



**Park G/L Account Document: Company Code UK00**

Tree on | Company Code | Simulate | Save as completed | Post | Editing options

Basic data | Details

Document Date: 11/18/2008 | Currency: USD  
 Posting Date: 11/18/2008 | Period: 5  
 Reference: GA 1.1  
 Doc.Header Text: Recharge print supp nurse  
 Document Type: SA | G/L account document  
 Company Code: UK00 | University of Kentucky Lexington

**ALL 4 Header fields are required and must be completed before anything else...**  
 Document Date: date of journal entry  
 Posting Date: defaults to today's date  
 Reference: GA, HOSP, or SPA  
 Doc.Header Text: reason for the entry

2 Items ( Screen Variant : Standard 1 )

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Assignment no.	Text	Bu...	Cost center	Order	WBS element
✓	540337	Printing Sup...	Cred...	347.00		CBMI	0101	1012000810		
✓	540337	Printing Sup...	Debit	347.00			0101	1012000820		

## Typical Line Item Entry Fields



**Park G/L Account Document: Company Code UK00**

Tree on | Company Code | Simulate | Save as completed | Post | Editing options

Basic data | Details | Amount Information

Document Date: 11/18/2008 | Currency: USD  
 Posting Date: 11/18/2008 | Period: 5  
 Reference: GA 1.1  
 Doc.Header Text: Recharge print supp nurse  
 Document Type: SA | G/L account document  
 Company Code: UK00 | University of Kentucky Lexington

**Line Item Fields...**  
 G/L Account  
 D/C – debit or credit  
 Amount in doc. currency  
 Cost Center, Internal Order or WBS Element.

2 Items ( Screen Variant : Standard 1 )

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Assignment no.	Text	Bu...	Cost center	Order	WBS element
✓	540337	Printing Sup...	Cred...	347.00		CBMI	0101	1012000810		
✓	540337	Printing Sup...	Debit	347.00			0101	1012000820		

System enters gray fields from the master data validation of the entered information.



# General Ledger Account Documents

## Cost Objects in Line items



- Cost objects post to either a:
  - ♦ Cost Center
  - ♦ Internal Order (job order...PPD, Communications, Dining Services, etc.)
  - ♦ WBS Element (Grant, Capital Project)
- Enter the appropriate cost object at the line item level
- Costs can only be posted to one "real" cost object per line
- Statistical internal orders (user codes) are NOT real cost objects
  - ♦ Cost Center and Statistical Order (covered in FI\_GU\_320)
  - ♦ WBS Element and Statistical Order (covered in FI\_GU\_320)

4 Items ( Screen Variant : Standard 1 )

St...	G/L acct	Short text	D/C	Amount in doc.curr.	Assignment no.	Text	Bu...	Cost center	Order	WBS element
✓	540325	Gasoline	H Cr...	49.58		Hazard	0101	1012584060		
✓	540325	Gasoline	S De...	49.58		Hazard	0101			4010718761

## Screen Variant Z\_UK\_1 for Line Item Entry



Park G/L Account Document: Company Code UK00

Tree Off | Company Code | Simulate | Save as Completed | Editing Options

Tree

- Screen variants for It...
  - RE ABRECHNUN 05/12
  - RE OBJEKTE\_01 05/12
  - RE VERTRAEGE\_05/12
  - STANDARD 1\_01 05/10
  - STANDARD 2\_01 05/10
  - STANDARD 3\_01 05/14
  - STANDARD 4\_01 08/05
  - Z\_KMSF 12/13
  - Z\_UK\_1 05/01**
- Account assignment
- Complete documents
- Parked documents

Basic data | Details

Document Date: [ ] Currency: USD  
 Posting Date: 12/13/2007 Period: 6  
 Reference: [ ]  
 Doc. Header Text: [ ]  
 Document type: SA G/L account document  
 Company Code: UK00 University of Kentucky Lexington

Amount Information

Total deb. 0.00 USD  
 Total cred. 0.00 USD

Line area columns before selecting the Z\_UK\_1 variant

St...	G/L acct	Short text	D/C	Amount in doc.curr.	Loc.curr.amount	T...	Tax.jurisdictn code	WAssi
					0.00			

Double click the variant to modify line entry section to show only fields used by UK.

G/L acct	Short text	D/C	Amount in doc.c...	Assignment no.	Text	Bu...	Cost center	Order	WBS element
----------	------------	-----	--------------------	----------------	------	-------	-------------	-------	-------------

Line area columns after applying Z\_UK\_1 variant

# General Ledger Account Documents

## Amount Information Section – FV50



- Checks total debits and total credits as lines are entered
- Traffic light: green = in balance, red = out of balance
- Only important after last line entry when ready to simulate

**Park G/L Account Document: Company Code UK00**

Tree on | Company Code | Simulate | Save as completed | Post | Editing options

Basic data | Details

Document Date: 11/18/2008 | Currency: USD  
 Posting Date: 11/18/2008 | Period: 5  
 Reference: GA 1.1  
 Doc. Header Text: Recharge print supp nurse  
 Document Type: SA | G/L account document  
 Company Code: UK00 | University of Kentucky Lexington

**Amount Information**

Total deb. 347.00 USD  
 Total cred. 347.00 USD  
 CC: ●

St.	G/L acct	Short Text	D/C	Amount in doc.curr.	Assignment no.	Text	Bu...	Cost center	Order	WBS element
✓	540337	Printing Sup_Cred.		347.00		CBMI	0101	1012000810		
✓	540337	Printing Sup_Debit		347.00			0101	1012000820		

## Creating a Parked Document (JV)



- Enter all information in FV50
- Click on the Simulate button to simulate a posting
- Verify that the total line is showing
- Click to save the document as completed

**Document Overview**

Reset | Taxes | Complete | Post | Choose | Save | | ABC

Doc. Type: SA ( G/L account document ) Normal document

Doc. Number: Company code: UK00 | Fiscal year: Period:  
 Doc. date: 11/18/2008 | Posting date: 11/18/2008  
 Calculate Tax:   
 Ref. doc.: GA 1.1  
 Doc. currency: USD  
 Doc. Hdr Text: Recharge print supp nurse

**If necessary, click on the Amount column header, then click the Display Sum icon to show total line.**

Itm	PK	Account	Account short text	Amount	Cost Ctr	WBS element	Text
1	50	540337	Printing Supplies	347.00-	1012000810		
2	40	540337	Printing Supplies	347.00	1012000820		CBMI
*				0.00			

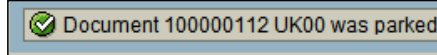
# General Ledger Account Documents

## Completing a Parked Document (JV)




When the document is **Saved Complete**  Complete

a document number is generated




Document number is shown in the lower left corner of the status bar.

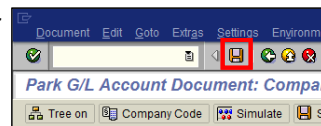
- To print...re-display document – Simulate - then print the document:
  - Print your document using the print icon 
- Obtain approval signatures
- Forward screen copy along with any required documentation to central accounting (General Accounting, Hospital, Sponsored Projects Accounting)

## Parked *Incomplete* Document




**To park a document as incomplete - "I'll get back to it later"**

- Click the Save icon  on the Standard Toolbar (no data validation is performed on the incomplete document)
- A document number is generated



**When you are ready to Complete the document**

- Find the document in the Parked Documents folder in the Tree area
- Double click the document to open
- Complete the document, simulate and **Save as Complete**  Complete
- The remainder of the process is the same

# General Ledger Account Documents

## Toolbar Icons and Push Buttons

**Save** – use when you can not complete the document  
**Use this to Park the document as Incomplete**

**Tree On, Tree Off** – toggles access to Tree area and existing parked documents  
**Company Code** – set to UK00  
**Simulate** – to validate entries and simulate a posting, view your document and print screen  
**Save as Completed** – validates data, use when ready to send paperwork to Accounting  
**Post** – you will not “post” the document. Posting creates a financial transaction  
**Editing options** – user specific defaults

St.	GL acct	Short Text	D/C	Amount in doc.curr.	Assignment no.	Text	Bu...	Cost center	Order	WBS element
✓	540337	Printing Sup...Cred...		347.00		CBMI	0101	1012000810		
✓	540337	Printing Sup...Debit...		347.00			0101	1012000820		

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## Integration to FM and CO

- When parking a document “Save as Complete” both CO and FM are updated (funds are encumbered)
- When parking an “incomplete” document – no updates to CO and FM are made (no other documents are created)
- To view the integration of a “Save as Complete” parked document, go to: **Environment** ⇒ **Accounting Documents**

**Step 1: go to Environment ⇒ Accounting Documents**  
**Step 2: select the document you wish to drill into**  
**Step 3: in this example, we chose the FM document**

Object type text	Doc. Number
Controlling Document	3000003001
Funds Management doc	5000000380

FM Doc No	Item	Fund	Funds Center	Grnt Item	Stat Ind	FMAC	FMAC Annt	Ledger
5000000380	1	0011020100	1011653470	540325		USD	500.00	Payment Budget
	2	0011020100	1011653470	540325		USD	500.00	

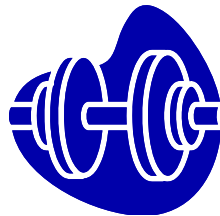
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# General Ledger Account Documents

## Exercises



### Go to Exercise Guide



- Exercise - Preparing IRIS for Training
- Exercise 1.1 - Enter a Parked G/L Document – FV50

## Duplicating Line Item Text



- There are tools within IRIS that save you time and keystrokes
- Use the “+” to copy line item text from one line item to the next
  - ♦ input the text in the first line item
  - ♦ in the 2<sup>nd</sup> line item input a “+”
  - ♦ press enter

3 Items (No entry variant selected)									
S...	G/L acct	Short text	D/C	Amount in doc.curr.	Assignment no.	Text	Bu...	Cost center	Orde
✓	540325	Gasoline	Debit	1,000.00		copy text	0101	1011653470	
✓	540325	Gasoline	Cred...	1,000.00		+	0101	1011653470	
✓	540325	Gasoline	Debit	1,000.00			0101	1011653470	

3 Items (No entry variant selected)									
S...	G/L acct	Short text	D/C	Amount in doc.curr.	Assignment no.	Text	Bu...	Cost center	Orde
✓	540325	Gasoline	Debit	1,000.00		copy text	0101	1011653470	
✓	540325	Gasoline	Cred...	1,000.00		copy text	0101	1011653470	
✓	540325	Gasoline	Debit	1,000.00			0101	1011653470	

# General Ledger Account Documents

## Quick Balancing Act



- Use the "\*" to balance debits and credits on a line item
  - ♦ enter the amounts for all line items except the last line
  - ♦ on the last line type an "\*" (asterisk) in the amount field
  - ♦ press enter
- The "\*" only balances to the lines above the line the asterisk is on

3 Items ( Screen Variant : Standard 1 )

St...	G/L acct	Short text	D/C	Amount in doc.c...	Assignment no.	Text	Bu...	Cost center	
✓	639051	Copier - Re...	H Cr...	6,727.79			0101	1013601270	
✓	639051	Copier - Re...	S De...	750.00			0101	1012584060	
✓	639051	Copier - Re...	S De...	*			0101	1012000820	

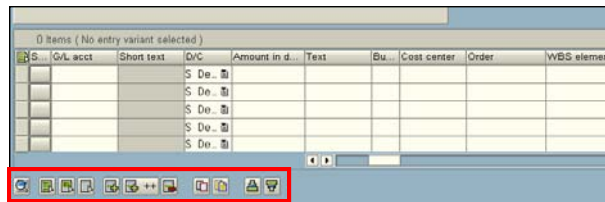
  

St...	G/L acct	Short text	D/C	Amount in doc.c...	Assignment no.	Text	Bu...	Cost center	
✓	639051	Copier - Re...	H Cr...	6,727.79			0101	1013601270	
✓	639051	Copier - Re...	S De...	750.00			0101	1012584060	
✓	639051	Copier - Re...	S De...	5,977.79			0101	1012000820	

## Line Item Icons



- Using these icons you can sort, delete or copy line items.



drill down      select lines      insert row(s)      copy lines & fields      sorting line items

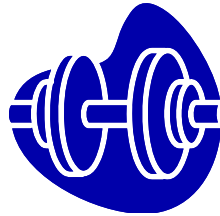
select all      Deselect all      Delete line **NO delete confirmation**

# General Ledger Account Documents

## Exercises



**Go to**  
**Exercise Guide**



- **Exercise 1.2 – Enter a Multi-line Parked G/L Document**
- **Exercise 1.3 – Enter a Multi-line Parked G/L Document (Grant)**

## Unit 2



# Document Features

# General Ledger Account Documents

## Learning Objectives



- At the end of this unit you should be able to:
  - ♦ Enter text(s) in a document
  - ♦ Print all text(s) in a document
  - ♦ Create your line layout used for printing



## Available Text in Documents



- You can enter text in the following areas:
  - ♦ header level
  - ♦ line item level
  - ♦ document level
- Can view text using transaction code FB03 – Display Document
- If document level text exists, the checkbox “Texts exist” will be checked after the document has been posted

Change Document: Overview

Display currency

Document Number	190000030	Company Code	UK00	Fiscal Year	2006
Document Date	07/29/2005	Posting Date	07/29/2005	Period	1
Reference	4321	Cross-CC no.			
Currency	USD	Texts exist	<input checked="" type="checkbox"/>		

Items in document currency

Item	PK	BusA	Acct no.	Description	Tx	Amount in	USD
001	31	0101	100007	WAL-MART		4,000.00	
002	40	0101	530120	Animal Care Services		4,000.00	

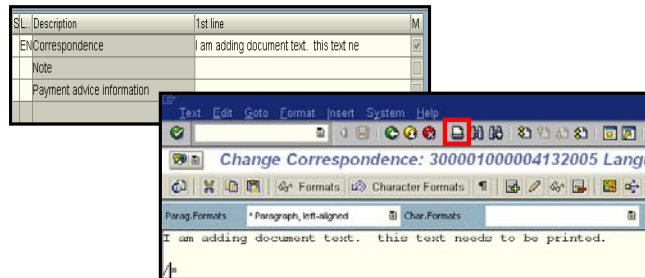


# General Ledger Account Documents

## Entering and Printing Document Level Text



- To enter document level text, go to the menu bar **Extras** ⇒ **Document texts**
- Double click on the text description you want and enter text

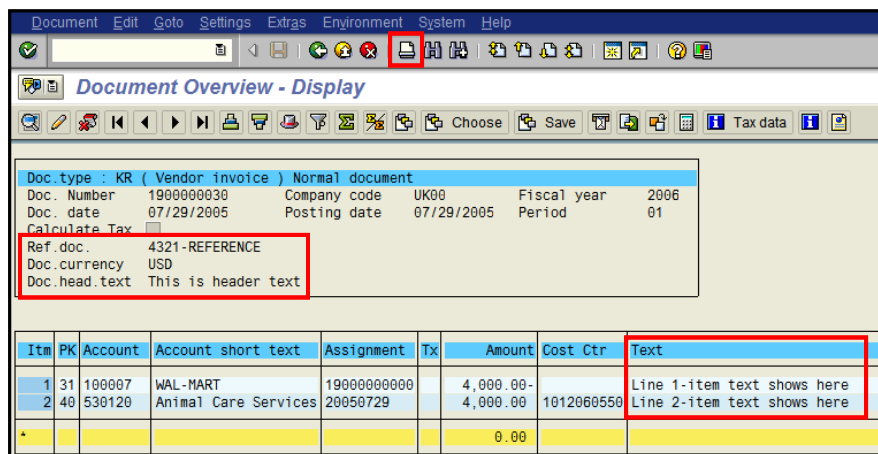


- To print document level text use the printer icon
- To exit document level text click the back arrow

## Printing Header and Line Item Text



To print header and line item text, print the document in the "display as list" mode.

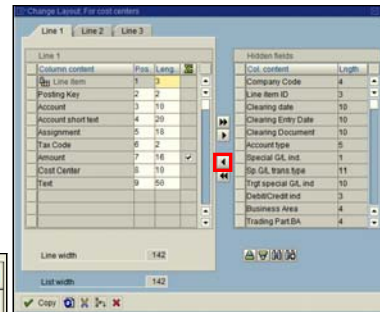


# General Ledger Account Documents

## Change Line Layout



- When printing your JV, the list display on the screen can be changed.
- Example: You would like the line item text field to appear on the line layout
- Select the change layout icon
- Select "text" from the hidden fields window on the right and move it to the left using the **single arrow** icon
- Then press enter



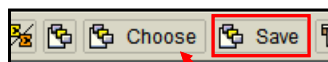
Itm	PK	Account	Account short text	Assignment	Tx	Amount
1	31	100105	Lexington School Sup			5,000.00
2	40	540333	Musical Supplies			5,000.00

Itm	PK	Account	Account short text	Assignment	Tx	Amount	Text
1	31	100105	Lexington School Sup			5,000.00	
2	40	540333	Musical Supplies			5,000.00	reclass instruments for marching band

## Save your New Line Layout



- Select the Save Current Display icon to save the layout



Note: Use the Choose Current Display to select a layout to use

- Enter a name and description for your layout
- Select the User-specific checkbox

Layout Save as...

Layout:   User-specific

Description:

- If you want to set the new line layout as your default, go to **Settings** ⇒ **Layout** ⇒ **Administration**

# General Ledger Account Documents

## Uploading JVs from an Excel Spreadsheet



- If similar Journal entries need to be entered, say monthly, rather than entering each line item into FV50, you can upload them from Excel
- A pre-defined Excel spreadsheet template is available from accounting
- You must save the spreadsheet file **as a text file** prior to uploading
- The document and posting dates must be current (typically today's date)
- Use transaction code **ZFI\_PARK\_FROM\_FILE** to upload

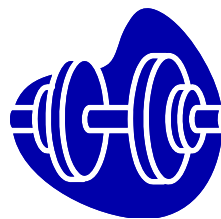
Microsoft Excel - JVUpload

A	B	C	D	E	F	G	H	I	J	K	L	M
D/T	CCD	Doc Date	Posting Date	DochdrRet	DochdrText	General Ledger	DR/CR	Amount	Assignment #	Text	Busi/Area	Fund
SA	UK00	1/10/2006	1/10/2006	xxx	JV Test	533041	D	50.00	1233	Test for regular JV upload		
SA	UK00	1/10/2006	1/10/2006	xxx	JV Test	530120	C	50.00	1244	Test for regular JV upload		
SA	UK00	1/10/2006	1/10/2006	GA	JV Test	530120	D	200.00	9999	Test for regular JV upload		
SA	uk00	1/10/2006	1/10/2006	GA	JV Test	533041	C	200.00	9999	Test for regular JV upload		
SA	uk00	1/10/2006	1/10/2006	Hosp	JV Test	138200	C	300.00	11111	Test for regular JV upload		0051900100
SA	uk00	1/10/2006	1/10/2006	Hosp	JV Test	533041	D	300.00	11111	Test for regular JV upload		

## Exercises



### Additional Exercises for the Training Sandbox



- **Exercise 2.1 - Enter Text and Copy Line Items**
- **Exercise 2.2 – Create a Line Layout in Document Overview**

# General Ledger Account Documents

## Summary



- You are now able to:
  - ♦ Enter text(s) in a document
  - ♦ Print all text(s) in a document
  - ♦ Create your line layout used for printing



## Unit 3



# Document Processing

# General Ledger Account Documents

## Learning Objectives



- At the end of this unit you should be able to:
  - ♦ Display and Change a parked document
  - ♦ Delete a parked document
  - ♦ Activate the Reference field
  - ♦ Search for documents using the Reference field
  - ♦ Display and Change posted documents
  - ♦ Run reports for both G/L account activity (FBL3N) and Cost Center activity (KSB1)



## Parked vs. Posted Documents



- A distinction is made between parked and posted documents
  - ♦ Display document transactions look different – parked and posted
  - ♦ Use different transaction codes to display or change the documents
- Parked documents:
  - ♦ Can change many of the fields of a parked document
  - ♦ Can delete a parked document
  - ♦ When parked complete, will show in the fund center as an encumbrance
- Posted documents
  - ♦ Can only change reference and doc header text in the header area
  - ♦ Can only change text and assignment fields in the line detail area
  - ♦ Cannot delete a posted document (reverse only)

# General Ledger Account Documents

## Document Transaction Codes



Use the following transaction codes to maintain a parked and/or posted document

Parked Documents	Posted FI Documents	Purpose
FBV3	FB03	Display a document
FBV2	FB02	Change a document (line item fields)
FBV0	N/A (cannot delete)	Delete a parked document
FBL3N	FBL3N	Display line items by general ledger account(s)

## Display a Parked Document – FBV3



- Use FBV3 if you need to display a parked document
- Use Document List button to view a list of documents
- Select the workflow tab to see who created the document

The screenshot displays the 'Display Parked Document: Initial Screen' for document 0100000112 UK00 2007. The interface includes a menu bar (Document, Edit, Goto, System, Help), a toolbar, and a main content area with several tabs: Basic data, Details, and Workflow (highlighted in red). The Workflow tab shows the following information:

- Entry Data:** Transaction Code: FV50, Enter by: DELUCIA, Created on: 02/26/2007, Completed by: DELUCIA.
- Workflow Control:** Release necessary (unchecked), Document complete (checked), Released (unchecked), Approval path, Release levels: 0.
- Amount Information:** Total deb: 94.89 USD, Total cred: 94.89 USD.

Below the tabs is a table with 4 items (Screen Variant: Standard 1):

St.	GL acct	Short text	D/C	Amount in doc.curr.	Assignment no.	Text	Du.	Cost center	Order	Wt
540325	Gasoline	H Cr.	49.58			Hazard	0101	1012584060		
540325	Gasoline	S De.	49.58			Hazard	0101			40
540325	Gasoline	H Cr.	45.31			Bowling Cre.	0101	1012584060		
540325	Gasoline	S De.	45.31			Bowling Cre.	0101			40

# General Ledger Account Documents

## Change a Parked Document – FBV2



- Change a parked document – FBV2
  - ◆ If you need to make changes to a parked document like adding text to further explain the transaction
  - ◆ Do not make changes to the document after you have sent the paperwork out for approval
- Important Note:
  - ◆ You can change almost any field in a parked document because it hasn't been posted as a financial transaction
  - ◆ Once a parked document has been posted as a financial transaction, there is little that can be changed (text, assignment, reference, and header)

## Delete a Parked Document – FBV0



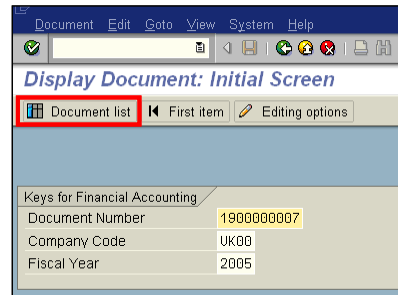
- Delete a parked document – FBV0
  - ◆ You might need to delete a parked document if:
    - it is a duplicate G/L document
    - it's easier to re-enter a new document then change it
- To delete the document
  - ◆ Enter the company code, document number, and fiscal year
  - ◆ Go to the menu bar - **Document** ⇒ **Delete Parked Document**
  - ◆ Never delete a document after you have submitted the paperwork
  - ◆ You cannot delete a document that has been Posted

# General Ledger Account Documents

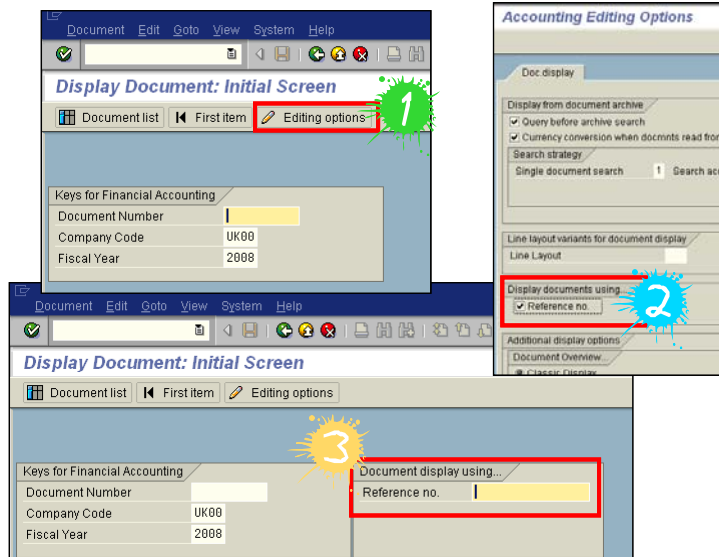
## Posted Document Display – FB03



- Can display general ledger journal documents
- Enter the document number, the company code and fiscal year
- If the document number is unknown, select the document list push button to bring up additional search capabilities
- After activating, you can search for documents using the Reference field
- For a journal voucher, the reference number is the processing accounting office (GA, HOSP, or SPA)
- For a vendor, the reference number is their invoice number
- For a DAV, the reference prefix is D followed by the DAV number
- For travel reimbursement, the reference prefix is A followed by the department and travel number



## Activate the Reference Field – Editing Options





# General Ledger Account Documents

## Posted Document Change – FB02



- Use transaction code FB02 to change “posted” documents
- For posted documents you can only change:
  - ♦ Line item text – reason for entry after posting
  - ♦ Assignment field – user code after posting
  - ♦ Extra text

Only the assignment field and text field can be changed on this screen

Change Document: Line Item 001

G/L Account: 540333 Office Supplies  
 Company Code: UK00 University of Kentucky  
 Doc. no: 100000112

Line Item 1 / Debit entry / 40  
 Amount: 1,000.00 USD  
 Tax Code: 10

Additional Account Assignments  
 Cost Center: 1033150030  
 Fund: 0031500300 Grant: GRWK  
 Functional Area: 1210  
 Funds Center: 1033150030 Commitment item: 540333  
 Earmarked Funds: 0  
 Quantity: 0.000

Assignment: 20050520  
 Text

## Posted Document Header



Click the Hat icon to see who created the document

Change Document: Overview

Document Number: 5000000159 Company Code: UK00 Fiscal Year: 2006  
 Document Date: 08/10/2005 Posting Date: 08/10/2005 Period: 2  
 Reference: Cross-CC no.  
 Currency: USD Texts exist:

Item	PK	BusA	Acct no.	Description	Tx	Amount in	USD
001	81	0101	550010	Computing Hardware		1.00	
002	96	0101	210110	6R/IR Clearing		1.00-	

Document Header: UK00 Company Code

Document type: WE Goods receipt  
 Doc. Header Text:   
 Card type: Card no.   
 Request Number:

Reference:  Document Date: 08/10/2005  
 Posting Date: 08/10/2005  
 Currency: USD Posting Period: 02 / 2006  
 Ref. trans.: MKPF Material document  
 Reference key: 50000002002005 Log. System: R3TCLNT520  
 Entered by: JLK0NN2 Parked by:   
 Entry date: 08/10/2005 Time of Entry: 19:50:26  
 TCode: M160\_GR  
 Changed on:  Last update:

You can only change the Doc. Header Text and Reference text

# General Ledger Account Documents

## Document Overview



To display the entire document, select the document **overview** icon (the sun going **over** the **view** of the mountain)


Doc. type : KR ( Vendor invoice ) Normal document

Doc. Number 1900000007 Company code UK00 Fiscal year 2005  
 Doc. date 03/03/2005 Posting date 03/03/2005 Period 09  
 Ref. doc. CC  
 Doc. currency USD

Item	PK	Account	Account short text	Assignment	Amount	Fund	Funds Center
1	31	100011	Beiche & Keady		555.00		
2	40	530120	Animal Care Services	20050303	555.00	0011000100	1018581900

## G/L Account Line Item Display – FBL3N



- Use to view the line items for general ledger accounts
- Can view line items by status (parked, posted, etc.)
- Use the dynamic selection icon, , for additional search criteria and narrow your output list

Select "Type" of line item: normal (posted) and/or parked items

G/L account selection

G/L account 530000 to 540000  
 Company code UK00

Line item selection

Status

Open items  
 Open at key date 03/01/2007

Cleared items  
 Clearing date to  
 Open at key date

All items  
 Posting date to

Type

Normal items  
 Noted items  
 Parked items

# General Ledger Account Documents

## FBL3N – Dynamic Selection Area



## G/L Account Line Item Display – FBL3N



Display the “FI” view of the G/L Accounts for the requested cost center

St	Assignment	DocumentNo	BusA	Type	Doc. Date	PK	Amount in local cur.	Clrng doc.	Cost Ctr	WBS element	Text
G/L Account No. 530015 Travel - In-State Mileage Company Code UK00											
	20051017	10000094	0101	SA	10/17/2005	50	750.00-		1013601270		
	*						750.00-				
	** Account 530017						750.00-				
G/L Account No. 540337 Printing Supplies Company Code UK00											
	20051017	10000093	0101	SA	10/17/2005	50	3,259.71-		1013601270		
	*						3,259.71-				
	** Account 540337						3,259.71-				

# General Ledger Account Documents

## Display Actual Cost Line Items for Cost Centers (KSB1)



This display is for the "CO" view given a Cost Center to display the G/L Accounts

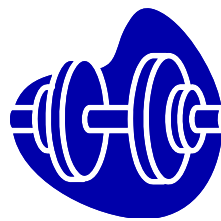
Cost Elem.	Cost element name	Σ	Val. in rep. cur.	Total quantity	P...	Offst.acct	Name of offsetting account
530015	Travel-IS Mileage		635.85-			S 530015	Travel-IS Mileage
530017	Travel-IS Conference		750.00-			S 530017	Travel-IS Reg Fees
540337	Printing Supplies		3,259.71-			S 540337	Printing Supplies
Cost Center 1013601270 INTELLIG...			4,645.56-				
			4,645.56-				

Double-click a line item to see the transactions that make up the total

## Exercises



### Additional Exercises for the Training Sandbox



- Exercise – 3.1 – Display a Parked Document – FBV3
- Exercise – 3.2 – Change a Parked Document – FBV2
- Exercise – 3.3 – Delete Parked Document – FBV0
- Exercise – 3.4 – Change an FI Posted Document – FB02
- Exercise – 3.5 – Display Actual Cost Line Items – KSB1

# General Ledger Account Documents

## Summary



- You are now able to:
  - ♦ Display and Change a parked document
  - ♦ Delete a parked document
  - ♦ Activate the Reference field
  - ♦ Search for documents using the Reference field
  - ♦ Display and Change posted documents
  - ♦ Run reports for both G/L account activity (FBL3N) and Cost Center activity (KSB1)



## Course Summary



- Create a parked GL document (JV)
- Display a parked/posted document
- Change a parked/posted document
- Delete a parked document
- Upload an Excel file
- Change layout display

