



# G/L Account Documents (JVs) FI\_GU\_310

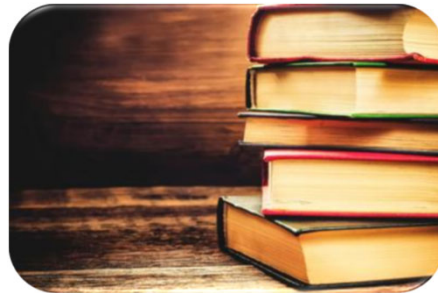
Presented by SAP Training  
Brad Kreager, Instructor

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## Course Content

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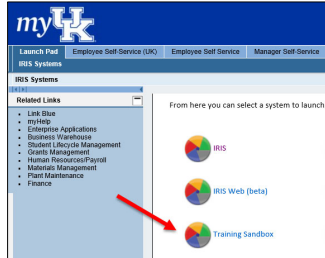
- Unit 1 – G/L Account Documents (JVs) Introduction
- Unit 2 – Entering a JV
- Unit 3 – Saving a JV
- Unit 4 – Adding Attachments
- Unit 5 – JV Workflow
- Unit 6 – Additional Transactions
- Unit 7 – JV Help Information



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## Training Sandbox

- The Training Sandbox, available on your myUK Launch Pad screen, is available 24/7 to practice what you have learned in this course.
- If you do not have this screen/icon, send an email to [SAPTraining@uky.edu](mailto:SAPTraining@uky.edu) requesting the Training Sandbox access.



- The Training Sandbox is cleared/reset every Friday evening after 5:00 pm, removing any data saved from that week.

## Unit 1



# G/L Account Documents (JVs) Introduction

## Cost Objects

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- In the **FI\_200 Finance Overview** course, you were introduced to the various types of Cost Objects (“accounts”) in SAP:
  - ♦ **Cost Center**
    - Used for departmental expenses/revenues
    - Also termed Funds Center
  - ♦ **WBS Element**
    - Used for grants, land grants, capital projects
  - ♦ **Order**
    - Real Internal Order (“Job Order”)
      - Used by Physical Plant Division (PPD), Communications, Dining Services
    - Statistical Internal Order
      - Used for reporting purposes
      - Has no budget
      - Posting also needs a “real” cost object such as a Cost Center or WBS Element

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## G/L Account

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- A G/L (General Ledger) Account represents the type of financial transaction; different account categories.
- A G/L Account has other names in SAP, based on the component of the Finance Module of SAP in which the transaction resides:
  - ♦ Cost Element
  - ♦ Commitment Item
  - ♦ Sponsored Class
- You can obtain a complete listing of G/L Accounts at:
  - ♦ <https://www.uky.edu/ufs/general-ledger-accounts>

### General Ledger Accounts

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#### General Ledger Accounts

- Balance Sheet Accounts
- Expense Accounts
- Recharge Accounts
- Revenue Accounts
- Transfer Accounts

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

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

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## Financial Transaction Requirements

- Whether your department is making a purchase or receiving revenue/income, all financial transactions in SAP require a combination of **both** a Cost Object and a G/L Account.
  - ♦ The Cost Object determines what account is involved, and the G/L Account indicates the category/type of the expense/revenue.
  - ♦ For example: 1012000810 – 540337
    - The Cost Center being charged is Nursing Administration, and the G/L Account is for Printing Supplies.
- When reconciling your monthly ledgers, you may discover that some expenses/revenues have been posted incorrectly, and thus these transactions need to be corrected. For example:
  - ♦ The Cost Object is correct, but the G/L Account is incorrect;
  - ♦ The G/L Account is correct, but the Cost Object is incorrect; or
  - ♦ Both numbers are incorrect.

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## How did this happen?

- How do financial transactions get posted incorrectly? Could be one of several different reasons. Here are just a couple examples:
  - ♦ **Managerial Decision**
    - Your manager/supervisor/director initially instructed you to use a particular Cost Object and G/L Account, but later changed their mind...perhaps due to a budget change/issue, etc.
  - ♦ **Human/Data Entry Error**
    - It could just be someone incorrectly entered the account information and didn't realize the mistake.
    - As long as a user enters a Cost Object that is active/valid on the date of the transaction and an active/valid G/L Account, the system will allow the transaction to be saved. No error message will be given stating that the user is not "allowed" to use the entered numbers.



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## What is a G/L Account Document (JV)?

- A JV is a document that allows for the transfer of costs/revenue so that accounting records can be modified/corrected.
  - ♦ The term G/L Account Document is the title of the transaction in SAP that you're learning about today. The term JV (Journal Voucher) refers to the same transaction, but is the more "common" term that has been used for this transaction at UK for many years.
- A JV is often initiated by the department that is "billing" the other department or by the department initiating a correction or a cost transfer.
- 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.

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## Department Process Overview

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1. Collect all incorrect and correct accounting information
2. Enter transaction **FV50** in the SAP Production System
  - TIP: Add this transaction as a shortcut in your “Favorites” folder!
3. Enter the JV information and “Save as Completed”
  - The JV is now a “parked” document.
4. Attach any appropriate supporting documentation
  - This documentation must at least show the incorrect/error information.
5. Initiate the JV Workflow
  - This is where the approver(s) at the departmental level will review and process (approve/reject) your JV.

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## Central Accounting Offices Process Overview

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- Once all departmental approvals have occurred, the JV will be electronically routed to the appropriate central accounting office(s) for review:
  - ◆ RFS (Research Financial Services)
  - ◆ HOSP (Hospital Accounting)
  - ◆ AFRS (Accounting and Financial Reporting Services)
- The appropriate central accounting office(s) will:
  - ◆ Review/audit the Saved As Completed/parked JV
  - ◆ Give final approval on the document, at which point the JV will immediately become a “posted” document



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## JV Tips

- JVs that involve Cost Center to Cost Center transactions or WBS Element to WBS Element transactions should be entered on independent documents.
- Only mix Cost Center and WBS Elements on one document when the transaction involves both.



## Structure of Transaction FV50

St.	G/L acct	Short Text	D/C	Amount in doc.curr.	Assignment	Text	Busi.	Cost center	Order	WBS element
✓	540325	Gasoline	Credit	35.25		January 2020	0101	1012000810		
✓	540325	Gasoline	Debit	35.25		January 2020	0101	1012004710		
✓	540325	Gasoline	Credit	42.50		February 2020	0101	1012000810		
✓	540325	Gasoline	Debit	42.50		February 2020	0101	1012004710		

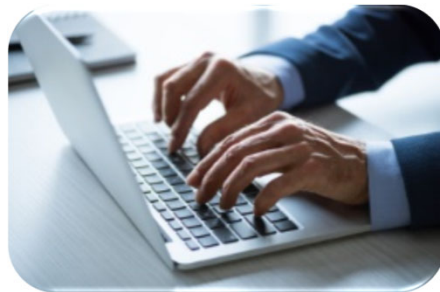
## Tree Area

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- In FV50, you will see only your JVs in the Tree Area.
- A JV will remain in the Tree Area until it gets posted by the central accounting office.
  - ♦ To access a posted JV, you would need to use a different transaction code, covered in the **Additional Transactions** unit in this course.
- The three main folders you will use are:
  - ♦ **Screen variants for items**
    - Used to adjust the layout of the Line Item Area to **Z\_UK\_1**
  - ♦ **Complete documents**
    - Contains parked JVs that have been saved as completed
    - Attachments can be added, and the JV Workflow started
  - ♦ **Parked documents**
    - Contains parked JVs that have been saved as incomplete
    - Attachments can be added, but the JV Workflow cannot be started

## Unit 2

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# Entering a JV



## Screen Variant for Line Item Area Entry

- Ensure screen variant **Z\_UK\_1** is selected in transaction **FV50**, which should have to be done only once.

The screenshot shows the SAP FV50 transaction interface. On the left, the 'Tree' pane displays 'Screen variants for items' with a list including 'Z\_UK\_1'. A red arrow points to 'Z\_UK\_1'. A yellow callout box says 'Default Line Item Area columns'. Below this, a table shows the default columns for the Line Item Area:

St.	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T	Tax jurisdiction code	W	Text	Lo	Co	Busi	Cost
				0.00									
				0.00									

Below the table, a yellow callout box says 'Open the Screen variants for items folder in Tree and double-click on the Z\_UK\_1 variant'. Another yellow callout box says 'Line Item Area columns after applying Z\_UK\_1 variant'. The second screenshot shows the updated table with additional columns:

St.	G/L acct	Short Text	D/C	Amount in doc.curr.	Assignment	Text	Busi.	Cost center	Order	WBS element

The University of Kentucky logo is visible at the bottom left of the slide.

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## Header Area

- When starting a new JV, the Header Area must always be completed first before going to the Line Item Area.
- Of the two tabs displayed, use only the **Basic Data** tab.
- TIP: Use the **Tab** key to move from field to field.
  - ♦ If you press the **Enter** key and not all of the required fields are completed, the majority of the fields on the screen will be grayed out until the required fields in the Header Area are completed and the **Enter** key is pressed again.

The screenshot shows the 'Basic Data' tab of the SAP FV50 transaction. The fields are as follows:

Document Date		Currency	USD
Posting Date	03/31/2020	Period	9
Reference			
Doc.Header Text			
Document type	SA	G/L account document	
<input type="checkbox"/> Doc.currency			
Company Code	UK00	University of Kentucky Lexington	

The University of Kentucky logo is visible at the bottom left of the slide.

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## Header Area (Continued)

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- The required fields in the Header Area are:
  - ♦ **Document Date**
    - Enter the original posting date, which is the date the expense posted to a Cost Object (Cost Center or WBS Element)
      - This is the date used to calculate the age of the expense, and it also helps determine the approver requirements.
  - ♦ **Posting Date**
    - Defaults to the current date
    - Can be changed to the last day of the prior month, if you are wanting the JV to post to the prior month's ledger; **NOTE: This can be done only within the first three (3) working days of a month.**
    - During the close out time of the first three working days of the month, there are two periods open in SAP, old and new. Then after close, the old period is closed. Once a period is closed in SAP, it is not allowed to use a date within that period for a JV, there is a hard stop error message about the period not being open.

## Header Area (Continued)

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- Required fields continued:
  - ♦ **Reference** – Consider these values in the following order!
    1. **RFS** – Use for a JV that includes at least one WBS Element starting with 3\*
      - If Yes, enter **RFS** and tab to the next field.
      - If No, consider the HOSP value.
    2. **HOSP** – Use for a JV with Cost Centers starting with 105\*, 106\*, 107\*, 108\* or Business Areas 0111, 0112, 0114, 0115 ONLY
      - If Yes, enter **HOSP** and tab to the next field.
      - If No, enter **AFRS** in this field.
    3. **AFRS** – Use for a JV that only transfers between Cost Centers and/or that includes WBS Elements starting with 4\* or 2\*



## Header Area (Continued)

- Required fields continued:
  - ♦ **Doc.Header Text**
    - Enter a reason for the JV or any information helpful to the department
  - ♦ **Document type**
    - SA – Used for any non-payroll-related transactions
    - Z4 – Used to correct payroll transactions (51\* and 52\* G/Ls only)
- The **Currency** field should remain as **USD** (US Dollars).
- The (Fiscal Year) **Period** field will default based on the Posting Date.
  - ♦ If the **Posting Date** is changed to the previous month, the **Period** value would need to be updated as well.
- Leave the **Doc.currency** checkbox empty (unchecked).
- The **Company Code** will default to **UK00**.

## Header Area (Continued)

- Once the JV has been saved and re-opened, the **Document Number** field and **Workflow** tab will appear in the Header Area.
  - ♦ The **Document Number** for SA JVs will start with 10\*, and Z4 JVs will start with 87\*.
  - ♦ The **Workflow** tab lists the linkblue ID(s) of those who created/changed the JV and when (date/time).

Basic Data		Details		Workflow	
Document Date	03/31/2020	Currency	USD		
Posting Date	03/31/2020	Period	9		
Document Number	100000121				
Reference	AFRS				
Doc.Header Text	Recharge gasoline costs				
Document type	SA	G/L account document			
<input type="checkbox"/> Doc.currency					
Company Code	UK00	University of Kentucky Lexington			

Basic Data		Details		Workflow	
<b>Entry Data</b>					
Transaction Code	FV50				
Created By	KREAGER				
Created On	03/31/2020				
Created At	10:45:31				
Changed On	03/31/2020				
Completed By	KREAGER				
<b>Workflow Control</b>					
<input type="checkbox"/> Release necessary					
<input checked="" type="checkbox"/> Document complete					
<input type="checkbox"/> Released					
Approval path					
Release levels 0					

## Line Item Area

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- The required fields in the Line Item Area are:
  - ♦ **G/L acct**
  - ♦ **D/C (Debit/Credit)**
    - **Debit** deducts the amount from the G/L and Cost Object listed on the line
    - **Credit** adds the amount to the G/L and Cost Object listed on the line
  - ♦ **Amount in doc.curr.**
  - ♦ Cost Object (**Cost Center, WBS Element**)
  - ♦ **Fund** (Must be checked/entered especially when entering a WBS Element)
    - After entering your Cost Object, press the **Enter** key...
    - If the line's Cost Object is associated with only one Fund, the **Fund** should automatically populate.
    - If the line's Cost Object is associated with multiple Funds, as in the case of a WBS Element with cost sharing for example, the **Fund** field must be manually entered, or the system will present an error message upon saving.

## Line Item Area (Continued)

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- ♦ **Short Text (name/description of G/L Account) and Business Area**
  - Will auto-populate after you've completed the entries for a line and pressed the **Enter** key.
- ♦ **Assignment**
  - For a line item with a Cost Center, can contain a User Code or be left blank
    - *User Codes are covered in FI\_GU\_322 User Codes & SIO/UC Reporting*
  - For a line item with a WBS Element, refer to page 2 of the **QRC Business Edits for WBS** link/Word document on the UFS Online JV Process website (<https://www.uky.edu/ufs/online-jv-process>)
- ♦ **Text**
  - For a line item with a Cost Center, can contain a note/comment about the transaction or be left blank
  - For a line item with a WBS Element, refer to page 2 of the **QRC Business Edits for WBS** link/Word document on the UFS Online JV Process website (<https://www.uky.edu/ufs/online-jv-process>)

## Line Item Area (Continued)

- The first line in the Line Item Area should contain the information from the initial posting, which has now been determined as incorrect. The second line would then contain the correct account information.
- For example: Cost Center 1012000810 with G/L acct 540325 was charged \$35.25 for January 2020 gasoline costs originally, which is now deemed incorrect...so we will **Credit** the money back.

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Assignment	Text	Busi...	Cost center	Order
✓	540325	Gasoline	H Credit	35.25		January 2020	0101	1012000810	

- In the second row, the correct account information for this charge is Cost Center 1012004710 with G/L acct 540325 for the full amount and would be entered as a **Debit**.

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Assignment	Text	Busi...	Cost center	Order
✓	540325	Gasoline	H Credit	35.25		January 2020	0101	1012000810	
✓	540325	Gasoline	S Debit	35.25		January 2020	0101	1012004710	

## Line Item Area (Continued)

- You can enter multiple **Debit** rows for a transaction if you are needing to split up the Credit amount to different accounts. Just keep in mind that the total of all your Debit rows must equal the Credit amount.

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Assignment	Text	Busi...	Cost center	Order
✓	540325	Gasoline	H Credit	42.50		February 2020	0101	1012000810	
✓	540325	Gasoline	S Debit	15.00		February 2020	0101	1012004710	
✓	540325	Gasoline	S Debit	17.25		February 2020	0101	1012000820	
✓	540325	Gasoline	S Debit	10.25		February 2020	0101	1012005200	

## Amount Information Area

- The **Amount Information** Area checks that the total amount of debits and credits are balanced.
- This area updates only after the **Enter** key is pressed after keying in all the information for a line.
- It's important to check this area really only after the last line item has been entered and the **Enter** key is pressed.
- Traffic light: **green = in balance**, **red = out of balance**

The screenshot shows the SAP Amount Information area. The 'Total Dr.' and 'Total Cr.' fields both display '77.75 USD'. A green traffic light icon is visible at the bottom of the area, indicating that the document is in balance. A red arrow points to the Amount Information area from the main document header.

St.	G/L acct	Short Text	D/C	Amount in doc. curr.	Assignment	Text	Bus.	Cost center	Order
✓	540325	Gasoline	Cr.	35.25		January 2020	0101	1012000810	
✓	540325	Gasoline	De.	35.25		January 2020	0101	1012004710	
✓	540325	Gasoline	Cr.	42.50		February 20	0101	1012000810	
✓	540325	Gasoline	De.	42.50		February 20	0101	1012004710	

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## Duplicating Line Item Text (Optional)

- There are tools within SAP that can save you time and keystrokes
- Use the "+" to copy line item text from one line item to the next
  - ♦ input text in the first line item's **Text** field
  - ♦ in the 2<sup>nd</sup> line item input a "+"
  - ♦ press the **Enter** key

The screenshot shows two tables illustrating the duplication of line item text. The top table shows three items with the first item having 'copy text' in the Text field and the second item having a '+' in the Text field. The bottom table shows the result after pressing Enter: the second item's Text field now contains 'copy text'.

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	

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	

- **NOTE:** This shortcut is optional and works **ONLY** in the **Text** column.

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## Quick Balancing Act (Optional)

- 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 the **Enter** key
- 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

- NOTE: This shortcut is optional and works ONLY in the **Amount in doc.curr.** column.

## Line Item Area Icons

- The icons seen below the Line Item Area can be used as desired.

4 Items ( Screen Variant : Standard 1 )				
St...	G/L acct	Short Text	D/C	Amount
✓	540325	Gasoline	H Credit	
✓	540325	Gasoline	S Debit	
✓	540325	Gasoline	H Credit	
✓	540325	Gasoline	S Debit	

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

select all      Deselect all      Delete line  
 select block      NO delete confirmation

## Uploading JVs from an Excel Spreadsheet

- If you have multiple transactions/line items, another option for entry is to upload them from Excel into SAP.
- A pre-defined Excel spreadsheet template and instructions are available from accounting.
- The **Doc Date** and **Posting Date** must be current (usually today's date), and the spreadsheet must be saved **as a text file** prior to uploading.
- 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	DocHdrRef	DocHdrText	General Ledger	DR/CR	Amount	Assignment #	Text	BusiArea	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		

## Unit 3





## Saving a JV



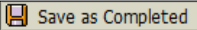
## Saving a JV

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- Between the Standard Toolbar and Application Toolbar (in FV50), there are three different save icons that are used as follows:
  - ♦ **Save parked document** (Standard Toolbar) 
    - This icon is used to save your JV as a parked incomplete document.
    - The JV will be saved in the **Parked documents** folder in the Tree Area.
    - Supporting documentation can be attached to the JV.
    - The JV Workflow process cannot be initiated with a JV at this status.
  - ♦ **Post** (Application Toolbar)  Post
    - This icon is to be used only by the accounting offices (RFS, HOSP, AFRS).

## Saving a JV (Continued)

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- ♦ **Save as Completed** (Application Toolbar)  Save as Completed
  - This icon is used to save your JV as a parked completed document, after you have entered and verified all information and are ready to save as 100% completed.
    - When saving as completed, the system checks your first two line items for any issues/errors.
      - » If none found, it will continue to validate your information two lines at a time.
      - » If issues/errors are detected, you will be required to resolve them and press the **Enter** key before the system will continue on to the next two lines.
  - The JV will be saved in the **Complete documents** folder in the Tree Area and will remain available here until it has been posted by the central accounting office.
  - Supporting documentation can be attached to the JV.
  - The JV Workflow process can be started with a JV at this status.

## Saving a JV (Continued)

- Crosswalk documents for both SA and Z4 JVs are available to assist users in interpreting JV warning and error messages.
  - ♦ Available at <https://www.uky.edu/ufs/online-jv-process>

## Online JV Process

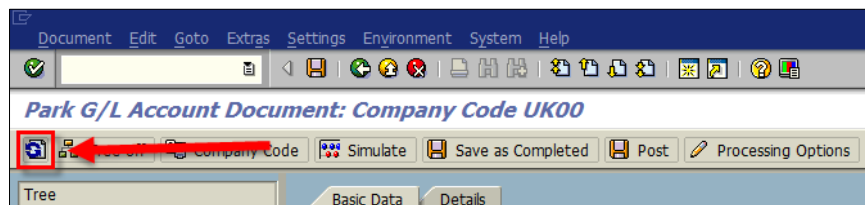
### Helpful Documents

- JV Workflow Hand in Hand We Learn Training
- JV Workflow Presentation
- QRC JV Workflow
- QRC Business Edits for WBS
- Workflow Graphic
- SA Crosswalk
- Z4 Crosswalk

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## Saving a JV (Continued)

- You may need to click on the **Refresh tree** icon in the Application Toolbar in order for your recently saved JV to appear in the appropriate folder in the Tree Area.



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## Making Changes to a Parked JV

- Changes to a Parked JV are made in FV50.
- The JV Workflow will stop if anyone without posting privileges makes a change to the JV and saves it as completed.
- If an approver rejects a JV and suggests corrections, the creator will receive an email notification with the details and should:
  - ♦ Go into FV50 and make the corrections
  - ♦ Save as Completed
  - ♦ Add any additional attachments, if applicable
  - ♦ Start the JV Workflow process again
- All fields in the Parked JV are open for editing.
- Once a JV has been Posted, the only fields available to be edited are: **Reference** and **Doc.Header Text** (in the Header Area) and **Assignment** and **Text** (in the Line Item Area). Edits would need to be made using transaction **FB02** (covered in the **Additional Transactions** unit in this course).

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## Unit 4



# Adding Attachments

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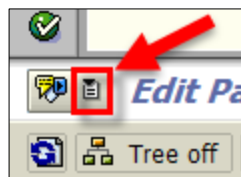
## Adding Attachments

- All supporting documentation must be electronically attached to each JV.
- Attachments need to at least show proof of the incorrect/error information.
- For specific attachment requirements, refer to the **Accounting and Financial Reporting JV Hints** document located at:
  - ♦ <https://www.uky.edu/ufs/accounting-and-financial-reporting>
  - ♦ Review item #7 (bottom of page 1 thru top half of page 2)
- Attachments can be added by anyone at any stage of the workflow without stopping the workflow. They can be added even after the JV has been posted.
- The documentation needs to be “printed” (saved) in PDF format at a location of your choosing (i.e. your Desktop).
  - ♦ Do not use the **Save as Adobe PDF** option.

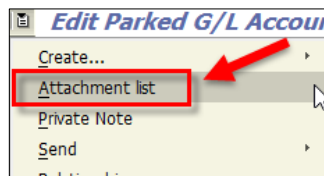
39

## Adding Attachments

1. Double-click on the desired JV in the Tree to open
2. Click on the Generic Object Services (GOS) drop-down icon in the Title Bar



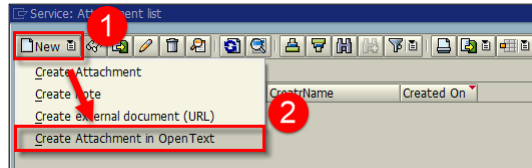
3. Select **Attachment list** from the menu



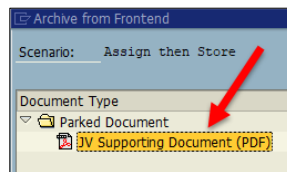
40

## Adding Attachments (Continued)

4. In the **Service: Attachment list** pop-up window, click on the **New** button...and then **Create Attachment in Open Text**



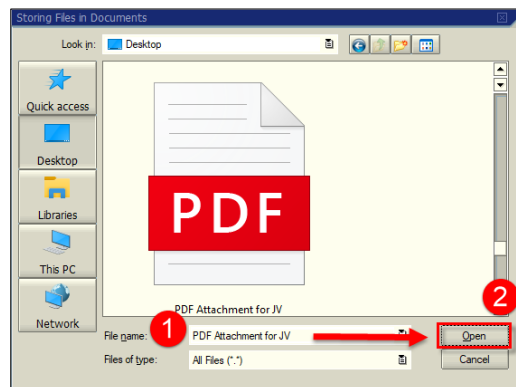
5. In the **Archive from Frontend** pop-up window, double-click on **JV Supporting Document (PDF)**



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## Adding Attachments (Continued)

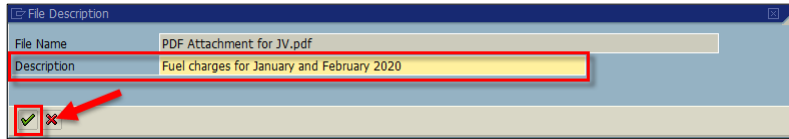
6. In the **Storing Files in Documents** pop-up window, navigate to locate and select the attachment...and then click on the **Open** button



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## Adding Attachments (Continued)

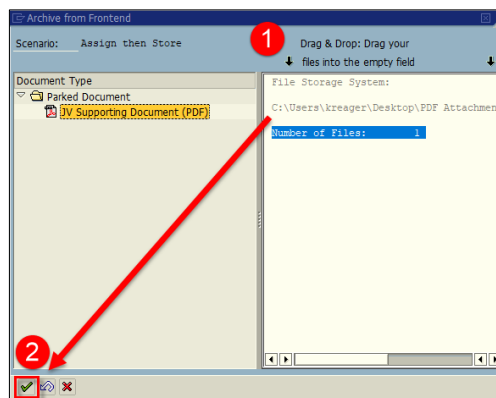
7. In the **File Description** pop-up window, add a brief description of the file...and then click on the green **Continue** button or press **Enter**



43

## Adding Attachments (Continued)

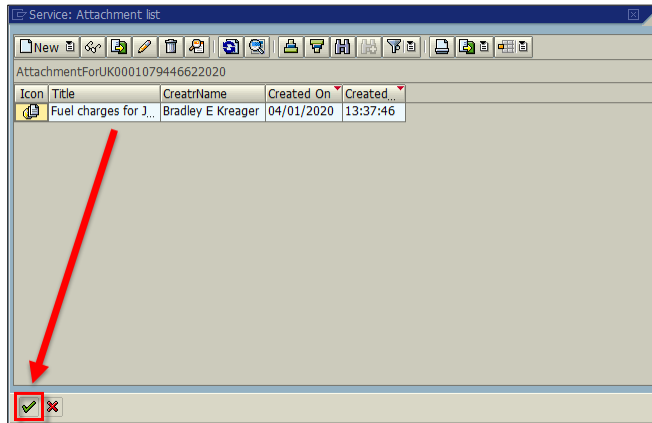
8. Ensure your attachment is located on the right side in the **Drag & Drop** box, then click on the green **Continue** icon or press the **Enter** key



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## Adding Attachments (Continued)

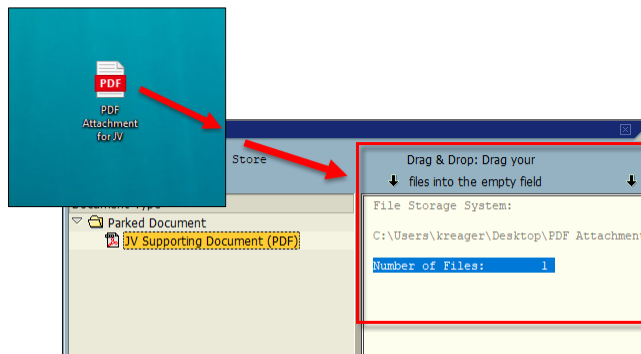
- Repeat the previous steps to add any additional attachments
- Once finished, click on the green **Continue** icon or press the **Enter** key



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## Adding Attachments (Continued)

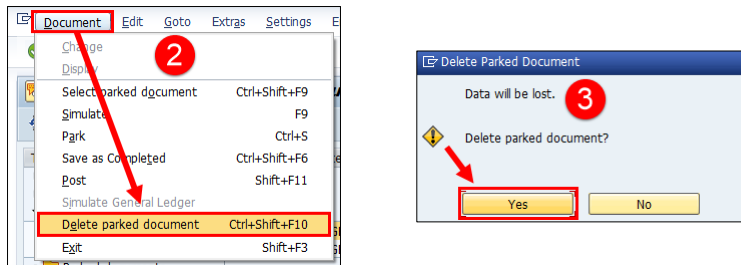
- Alternatively, you can drag and drop your attachments into the **Archive from Frontend** pop-up window.
  - Click once on **JV Supporting Document (PDF)** to select
  - Select the attachment, for example from your Desktop, and drag and drop it into the **Drag & Drop** section on the right side of the pop-up window



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## Incorrect Attachment

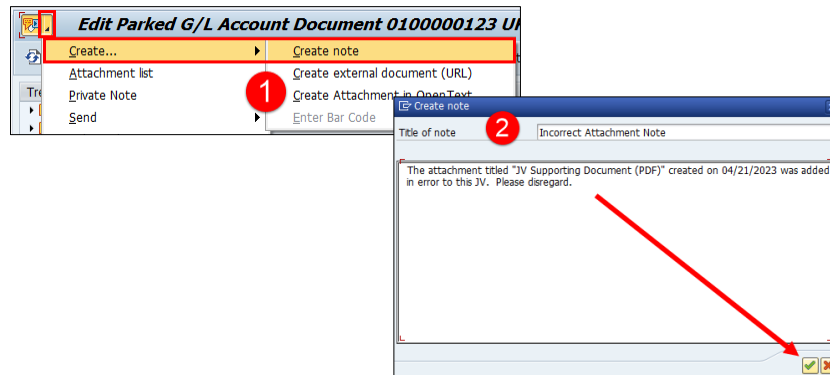
- If an incorrect PDF document is attached to a JV, it can **not** be removed. There are two options available:
  - ♦ **Option 1: Delete and Recreate the JV**
    1. Enter transaction **RV50** and open the JV by double-clicking on it in the Tree Area
    2. Select **Document** → **Delete parked document** from the Menu Bar
    3. Click the **Yes** button in the **Delete Parked Document** pop-up window
    4. Recreate the entire JV



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## Incorrect Attachment (Continued)

- ♦ **Option 2: Add a Note to the Attachment List**
  1. Click on the right side of the GOS icon and select **Create** → **Create note** from the drop-down menu
  2. In the **Create note** pop-up window enter an appropriate **Title of note**, enter the note in the large white box, and then click on the green **Continue** icon

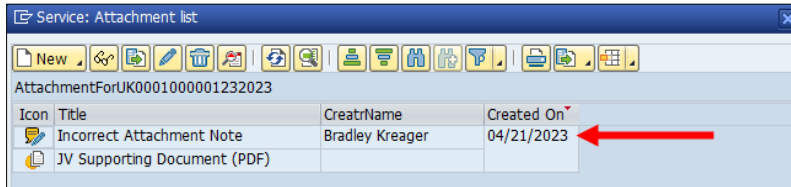


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## Incorrect Attachment (Continued)

- ◆ Option 2: Add a Note to the Attachment List (Continued)
  3. Click on the right side of the GOS icon and select **Attachment list** – the note can be seen in the **Attachment list** pop-up window



## Unit 5



# JV Workflow

## JV Workflow

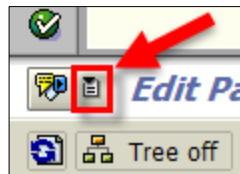
- Once a JV has been Saved as Completed and all supporting documentation attached, the next step is to initiate the JV Workflow, which begins with departmental approvals.
- One or multiple departmental approvers can be indicated.
  - ♦ If multiple departmental approvers are required, not all of them need to be in the same department.
- You will need to obtain the **linkblue ID** for all approvers and **know the order** in which the JV needs approved.



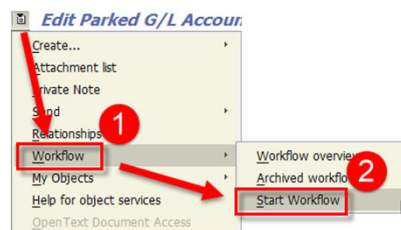
51

## JV Workflow (Continued)

1. Click on the Generic Object Services (GOS) drop-down icon in the Title Bar



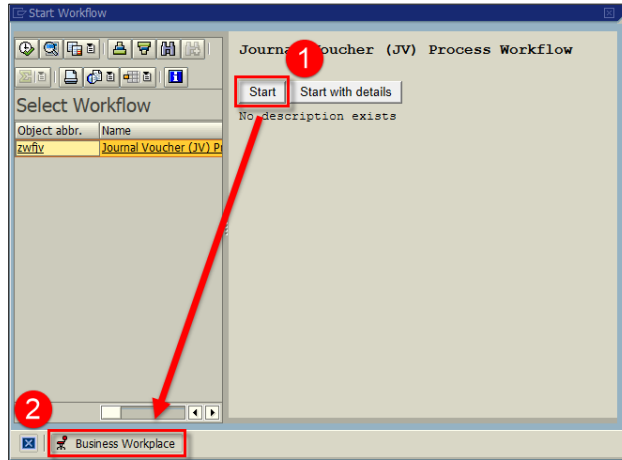
2. Select **Workflow** → **Start Workflow** from the drop-down menu



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## JV Workflow (Continued)

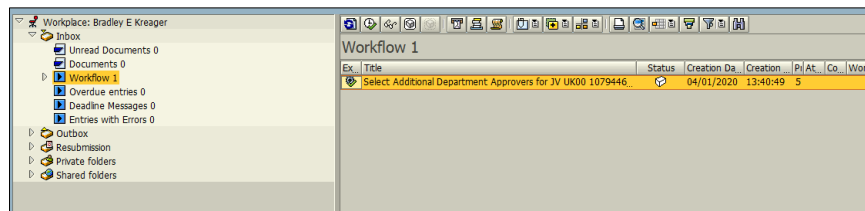
3. In the **Start Workflow** pop-up window, first click on the **Start** button (1), then click on the **Business Workplace** button (2)



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## JV Workflow (Continued)

4. In the Business Workplace, open your **Inbox** and double-click on **Workflow**
  - ♦ The items in your Workflow will appear to the right



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## JV Workflow (Continued)

### 5. Click on the **Send to Department for Additional Approval** button

Select Additional Department Approvers for JV UK00 107944662 (2020)

Choose one of the following alternatives

**Send to Department for Additional Approval**

No Department Approval Required

Withdraw

Cancel and keep work item in inbox

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**Description**

You have submitted journal voucher document UK00 107944662 (2020) for approval via this workflow. Before this workflow can proceed forward for approval and posting, you should select any additional department approvers in your department or organizational unit, if necessary. If no additional department approvers are necessary, you must acknowledge that in this work item in order for it to move forward in the approval and posting process.

Click **SEND TO DEPARTMENT FOR ADDITIONAL APPROVAL** to select one or more approvers to send this JV to for their review and approval. These additional departmental approvers will have the option at that time to forward the JV to other parties for review before they have to approve or reject it.

Click **NO DEPARTMENTAL APPROVAL REQUIRED** to skip further departmental approval and move it forward to the necessary approvers for the Hospital, AFRS, and/or RFS offices.

Click **WITHDRAW** to stop this workflow. Your JV will remain in a saved status but will not be posted by this workflow.

**Objects and attachments**

- [Parked Document: UK0001079446622020](#)

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## JV Workflow (Continued)

### 6. Enter the linkblue ID(s) of the employees you need to approve and sign the document in the exact order in which the JV needs to be approved, and then click on the green **Continue** icon or press **Enter**

- The JV workflow item will be removed from your **Inbox** and sent to the individual(s) for approval via an e-mail alert.

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## JV Workflow (Continued)

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- Once all department approvals have occurred, the workflow routes the JV to the appropriate central accounting office for review.
- Each applicable area will review the JV as normal and will have the ability to approve or reject the JV.
- If rejected by any of the departmental approvers, it will be removed from workflow, and only the creator will receive an email notification. The appropriate action can be taken, and the workflow started again. The JV will need to repeat the same review and approval process as requested by the creator.
- When the JV is approved by the central accounting office, it will post immediately. The SAP ID of "Posted by" will be WF-BATCH.
- The JV and attachments will be saved to ZECM\_FIDOCs (Financial Documents with attachments).

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## JV Workflow (Continued)

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- A step-by-step Quick Reference Card (QRC) for the JV Workflow is available at <https://www.uky.edu/ufs/online-jv-process>.

### Online JV Process

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#### Helpful Documents

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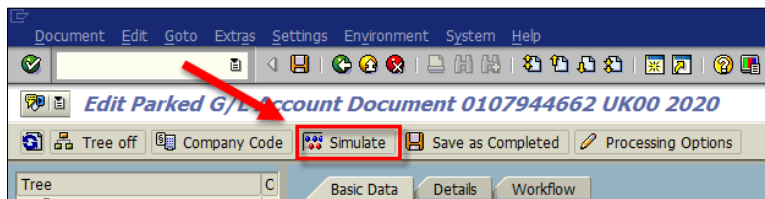
- JV Workflow Hand in Hand We Learn Training
- JV Workflow Presentation
- QRC JV Workflow 
- QRC Business Edits for WBS
- Workflow Graphic
- SA Crosswalk
- Z4 Crosswalk

- NOTE: The first two **JV Workflow...** links on this website are a video and document from the initial town hall training session held in January 2020 just prior to the go-live of the JV Workflow process.

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## Printing JV (Optional)

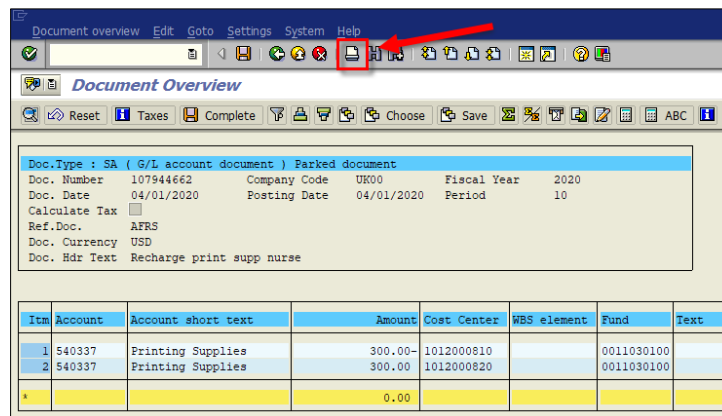
- Some of the required approvers for a JV may not have access to SAP or they may just prefer to see a printed version prior to approving it in the system.
- The JV can be printed from within transaction FV50 by clicking once on the **Simulate** button in the Application Toolbar with the particular JV already displayed on your screen.



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## Printing JV (Optional) (Continued)

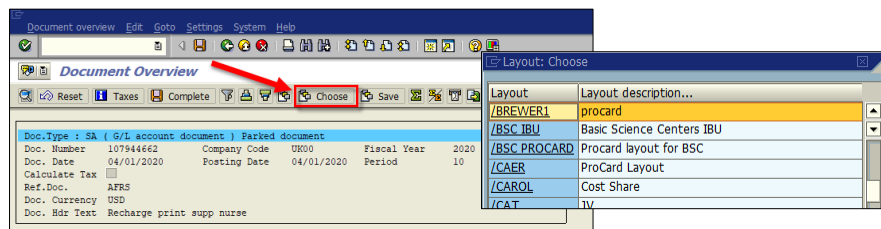
- The **Document Overview** screen will appear, which is the printable version of your JV. To print, click on the **Print** icon in the middle of the Standard Toolbar.



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## Document Overview Screen Layout

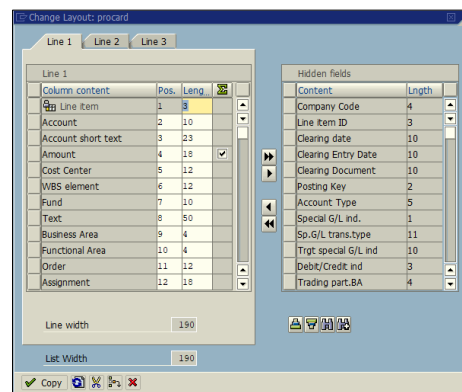
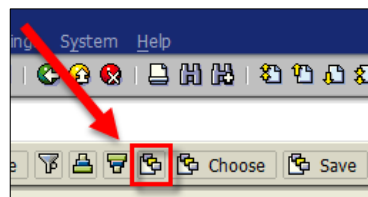
- Before printing, be sure that all columns that contain information entered on the initial screen of the JV are seen on the **Document Overview** screen.
- If not, you will need to either choose an existing layout or manually change the layout by adding/removing columns, changing column width (if necessary), and/or changing the order of the columns (if necessary).
- To select an existing Layout, click on the **Choose** button in the Application Toolbar and double-click on the desired layout.



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## Document Overview Screen Layout (Continued)

- Use the **Change Current Layout** icon in the Application Toolbar to:
  - Add/remove columns
  - Change the order of columns from left to right
  - Adjust the width of columns



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## Document Overview Screen Layout (Continued)

- The columns listed on the left side of the **Change Layout** pop-up window are the ones currently seen on the screen.
- The **Hidden fields** on the right side are not currently seen, but can be added to the layout as follows:

- Use gray box to select the desired field
- Click on the single arrow pointing left
- Press **Enter**

Hidden fields	
Content	Length
FC amount	18
Financial budget	3
Fiscal year	4
Fiscal yr	5
Fixed	7
Flow Type	4
FM Reference Document	10
FM Reference Line Item	10
FM Reference Sequence	10
FM Reference Year	10

- Follow the same steps to remove columns from the screen, except click on the arrow pointing to the right (to move to **Hidden fields**).

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## Document Overview Screen Layout (Continued)

- To change the order of how the columns are displayed from left to right, adjust the numbers in the **Pos.** (Position) column and press **Enter**.

- Position 1 is the first column on the left side of the screen

- The example below is just switching the order of the Cost Center and WBS element columns:

Line 1			
Column content	Pos.	Length	
Line item	1	3	
Account	2	10	
Account short text	3	23	
Amount	4	18	
Cost Center	6	12	
WBS element	5	12	
Fund	7	10	

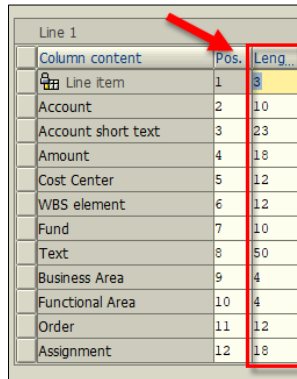
Line 1		
Column content	Pos.	Length
Line item	1	3
Account	2	10
Account short text	3	23
Amount	4	18
Cost Center	5	12
WBS element	6	12
Fund	7	10
Text	8	50
Business Area	9	4
Functional Area	10	4
Order	11	12
Assignment	12	18

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## Document Overview Screen Layout (Continued)

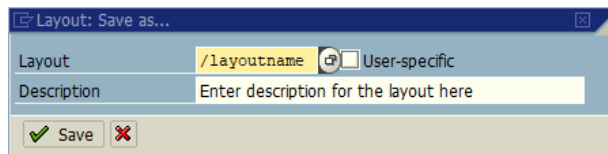
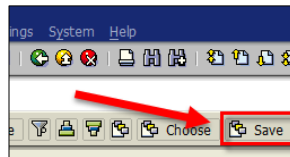
- To change the width of a column, adjust the value in the **Length** column.
  - ♦ Smaller value will make the column narrower (i.e. 5)
  - ♦ Larger value will make the column wider (i.e. 50)



Column content	Pos.	Length
Line item	1	8
Account	2	10
Account short text	3	23
Amount	4	18
Cost Center	5	12
WBS element	6	12
Fund	7	10
Text	8	50
Business Area	9	4
Functional Area	10	4
Order	11	12
Assignment	12	18

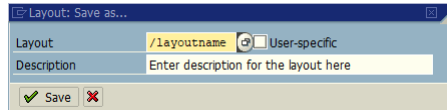
## Document Overview Screen Layout (Continued)

- A custom layout can be saved for the user's access only, or saved "globally" so any FV50 user can access/use the layout.
- Click on the **Save** button in the Application Toolbar to begin.

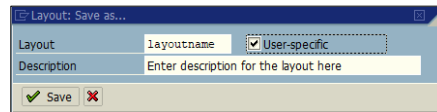


## Document Overview Screen Layout (Continued)

- Enter a name for the layout in the **Layout** field. The name must be:
  - ♦ Unique
  - ♦ Up to 12, alpha-numeric characters in length
- To save it as a global layout, the first character in your name must be the forward-slash (/), and leave the **User-specific** checkbox empty.



- To save the layout so that only you can access/use it, leave off the forward-slash and click in the **User-specific** checkbox to select. This will become your default layout.



## Unit 6



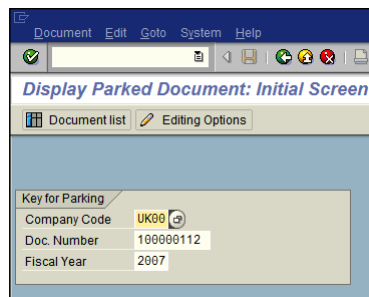
# Additional Transactions

## Additional Transactions

- When a JV document cannot be accessed via transaction FV50 (for whatever reason), there are a few additional transactions available to assist:
  - ♦ **Parked/Saved as Completed**
    - **FBV3** – Display Parked Document
    - **FBV2** – Change Parked Document
  - ♦ **Posted**
    - **FB03** (FB(zero)3) – Display Document
    - **FB02** (FB(zero)2) – Change Document
- These transactions also allow you to display/change other users' documents as well.
  - ♦ If another user asks you to make changes to their JV, we strongly suggest obtaining this request in writing prior to making the changes.

## Display Parked Document – FBV3

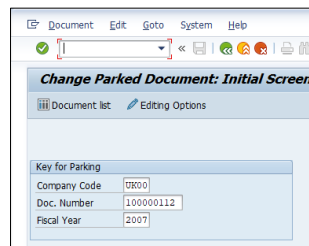
- Use transaction FBV3 to display a parked document.
- If known, enter the **Doc. Number** and **Fiscal Year** (Company Code should default to UK00) and press **Enter**.



- Use the **Document list** button to search for and view a list of parked documents, if the document number is not known or you want to obtain a list of multiple documents.

## Change Parked Document – FBV2

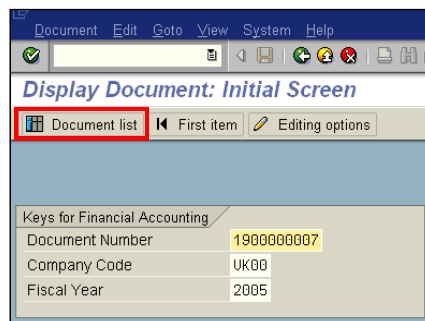
- Use transaction FBV2 to make any changes to a parked document.
- Changes can be made to any field, since it has not yet been posted.
- Once posted, only the **Reference**, **Doc.Header Text**, **Assignment**, and **Text** fields can be changed.
- If known, enter the **Doc. Number** and **Fiscal Year** (Company Code should default to UK00) and press **Enter**.
- Use the **Document list** button to search for and view a list of parked documents, if the document number is not known, or you want to obtain a list of multiple documents.



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## Display (Posted) Document – FB03

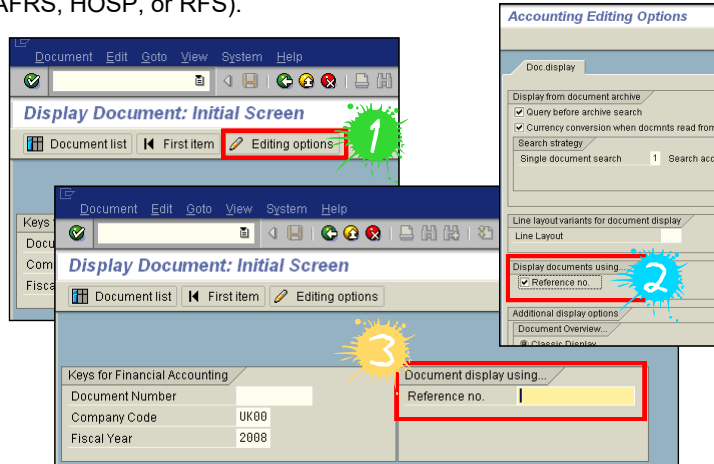
- Transaction FB03 is used for displaying (posted) general ledger journal documents.
- If known, enter the **Document Number**, **Company Code**, **Fiscal Year**, and press **Enter**.
- If the document number is unknown, select the **Document list** button to bring up additional search capabilities.



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## Display (Posted) Document – FB03 (Continued)

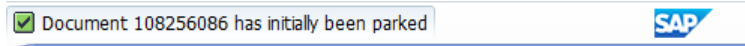
- After activating, you can search for documents using the **Reference** field.
- For a JV, the reference number is the processing accounting office (AFRS, HOSP, or RFS).



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## Display (Posted) Document – FB03 (Continued)

- This transaction can also help determine if a JV is still parked or has been posted.
- Enter the **Document Number, Company Code, Fiscal Year**, and press **Enter**.
  - ♦ If the document displays with no message in the Status Bar, it has been posted.
  - ♦ If the document displays with the following message in the Status Bar, it has not yet been posted.



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## Change (Posted) Document – FB02

- Use transaction code FB02 to change posted documents
- For posted documents you can only change:
  - ♦ Line item **Text** and extra text (**Long text** button)
  - ♦ **Assignment** field

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 I0

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

Assignment 20060520  
Text Long text

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## Posted Document Header

Click the Hat icon to open the Document Header information

Change Document: Overview

Document Number 5000000169 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

Items in document currency

Itm	PK	BusA	Acct no.	Description	Tx	Amount in	USD
001	01	0101	550010	Computing Hardware		1.00	
002	06	0101	210110	BR/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

item 00

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

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## Unit 7

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# JV Help Information

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## Help Resources

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- There are several JV help resources available:
  - ♦ myHelp website: [http://myhelp.uky.edu/rwd/HTML/FI/FI\\_GU\\_310.html](http://myhelp.uky.edu/rwd/HTML/FI/FI_GU_310.html)
    - Contains a PDF version of this course manual, as well as Quick Reference Cards (QRCs) for many of the transactions covered in this course.
  - ♦ Online JV Process website: <https://www.uky.edu/ufs/online-jv-process>

### Online JV Process

#### Helpful Documents

- JV Workflow Hand in Hand We Learn Training
- JV Workflow Presentation
- QRC JV Workflow
- QRC Business Edits for WBS
- Workflow Graphic
- SA Crosswalk
- Z4 Crosswalk

#### Helpful Links

- Cost Transfer Policy
- Cost Share Policy for sponsored projects
- How to create a delegate in Enterprise Services for planned or unexpected absences

#### Online JV Workflow and Business Edit FAQs for WBS

##### Business Edits:

What do I enter in the Header Information in FV50?

How do I find the original posting date?

What does the message "Enter date of service as mm/dd/yy in text field" mean?

What date should be used in the text field for Cost Share Function (AS)?

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## Help Resources (Continued)

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- ♦ Accounting and Financial Reporting website:  
<https://www.uky.edu/ufs/accounting-and-financial-reporting>

### Links

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- 2020-2021 Year-End Closing Schedule (PDF)
- RPA Code Instructions (DOC)
- University Departmental Codes(xlsx)
- Accounting and Financial Reporting JV Hints (PDF)
- Functional Area Helpful Hints (PDF)
- IRIS
- Sales Tax Questionnaire (DOC)
- UBIT Questionnaire (PDF)
- UK Revenue Questionnaire (PDF)
- Z4 Payroll Document
- Z4 Payroll Upload Process
- Sales Tax Form (xlsx)

### General Ledger Accounts

- Balance Sheet Accounts
- Expense Accounts
- Recharge Accounts
- Revenue Accounts
- Transfer Accounts

## Course Conclusion and Assessment Information

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- This concludes the instructional portion of the **FI\_GU\_310 G/L Account Documents (JVs)** course!
- You must now successfully complete the hands-on assessment in the **Training Sandbox** (Training System, NOT the Production System) in order to receive credit for this course.
  - ♦ The Instructor will email you the **Assessment Guide** and details
  - ♦ In the **Training Sandbox** use transaction **FV50** to enter both JVs and **Save as Completed only**
  - ♦ Write down the Document Number for each JV
  - ♦ Once completed, reply to the Instructor's email noting both of your Document Numbers
  - ♦ Feel free to refer to Course Manual and/or Exercise Guide for guidance while performing this assessment...and/or contact the Instructor at [SAPTraining@uky.edu](mailto:SAPTraining@uky.edu).