



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

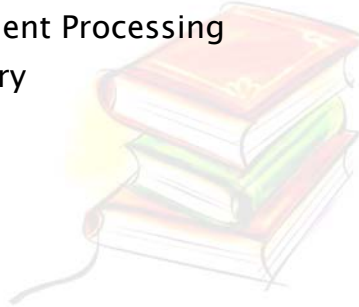


## Course Content

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



## Learning Objectives



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



## Practice, Practice and More Practice



- Remember, the training sandbox is available 24/7 for you to practice what you have learned in class
- To practice, logon to client the Training Sandbox using your AD logon
- Use the exercises you have received in class and run through them several times
- If desired, 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	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

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



# Parking General Ledger Documents (JV's)

## 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





## Key Process Changes – Parking a Document



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

## Key Process Changes – Posting the Document

- Responsible accounting office
  - ◆ Reviews parked document
  - ◆ Audits transaction
  - ◆ Verifies reference field
  - ◆ Posts the document
  - ◆ Files documentation
- Accounting also runs periodic reports to ensure no outstanding parked documents exist
  - ◆ Follows up if necessary with creator or deletes transaction

## Characteristics of a Parked Document



- General Ledger Document
  - Use transaction code - FV50 (JV)
  
- Parking a transaction:
  - ◆ Does not post to the financial system
  - ◆ Parked complete documents will be reflected as an encumbrance in FM
  - ◆ Assigns a document number
  - ◆ Visible on the general ledger account

## Structure of Transaction Code FV50



St.	G/L acct	Short text	DIC	Amount in doc. curr.	Assignment no.	Text	Bu.	Cost center	Order	vVBS ele
✓	540325	Gasoline	H Cr.	49.58		Hazard	0101	1011654800		
✓	540325	Gasoline	S De.	49.58		Hazard	0201			3040000
✓	540325	Gasoline	H Cr.	45.31		Bowling Cr.	0101	1011654800		
✓	540325	Gasoline	S De.	45.31		Bowling Cr.	0201			3040000

You can use it to display Complete and Parked documents that you have entered. Expand the section using the triangle next to the item to view the documents that are either parked or completed.

The completed document folder will have your documents that you saved as completed.

The parked document folder will have your documents that you parked (no data validation)

## 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 Post Editing Options

Tree

- Screen variants for items
  - RE ABRECHNUNG\_05/12/5
  - RE OBJEKTE\_0100 05/12/5
  - RE VERTRAEGE\_01 05/12/5
  - STANDARD 1\_0100 05/10/5
  - STANDARD 2\_0100 05/10/5
  - STANDARD 3\_0100 05/14/5
  - STANDARD 4\_0100 08/05/5
  - Z\_KMSF 12/13/0
  - Z\_NOPOST\_0100 01/04/0
  - Z\_UK\_1 Standard 1**
- Account assignment term
  - Complete documents
  - Parked documents

Basic data Details

Document Date Currency USD

Posting Date 02/26/2007

Reference

Doc.Header Text

Company Code UK00 University of Kentucky Lexington

Amount Information

Total deb. 0.00 USD

Total cred. 0.00 USD

000

0 Items ( No entry variant selected )

St...	G/L acct	Short text	D/C	Amount in doc.curr.	Loc.curr.amount	T... Tax jurisdictn code	W Assignment no.
					0.00		
					0.00		

### Screen Variant Z\_UK\_1:

Modifies detail entry section to show only UK fields and eliminates many unused columns from the SAP detail format.

"Greyed-out" columns indicate information derived by the system.

## 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 10/18/2005 Currency USD  
 Posting Date 10/18/2005  
 Reference GA 1.4  
 Doc.Header Text Recharge gas  
 Company Code UK00 University of Kentucky Lexington

**Header fields:**  
 Document date: date of journal entry (JV)  
 Posting date: defaults to today's date  
 Reference: GA, HOSP or SPA  
 Doc.Header Text: reason for the entry

4 Items ( Screen Variant : Standard 1 )

St...	G/L acct	Short text	D/C	Amount in doc.c...	Assignment no.	Text	Bu...	Cost center	Order	WBS element
✓	540325	Gasoline	H Cr...	49.58		Hazard	0101	1011654800		
✓	540325	Gasoline	S De...	49.58		Hazard	0101			4010718761
✓	540325	Gasoline	H Cr...	45.31		Bowling Gre...	0101	1011654800		
✓	540325	Gasoline	S De...	45.31		Bowling Gre...	0101			4010718761

- ◆ Fields at the header level outlined in blue – you must enter
- ◆ Reference will be used to list where the original document will be filed. GA – General Accounting; Hosp – Hospital Accounting; or SPA – Sponsored Project Accounting
- ◆ Other fields will default

# 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

Document Date 10/18/2005 Currency USD  
 Posting Date 10/18/2005  
 Reference GA 1.4  
 Doc.Header Text Recharge gas  
 Company Code UK00 University of Kentucky Lexin

**Line Item Fields:**  
 G/L Account  
 D/C - defaults to debit  
 Amount in doc. currency  
 Cost Center and/or Internal Order or a WBS Element.  
 Other account assignments will be derived based on the cost center, WBS elements or order.

4 Items ( Screen Variant : Standard 1 )

St...	G/L acct	Short text	D/C	Amount in doc.c...	Assignment no.	Text	Bu...	Cost center	Order	WBS element
✓	540325	Gasoline	H Cr...	49.58		Hazard	0101	011654800		
✓	540325	Gasoline	S De...	49.58		Hazard	0101			4010718761
✓	540325	Gasoline	H Cr...	45.31		Bowling Gre.	0101	011654800		
✓	540325	Gasoline	S De...	45.31		Bowling Gre.	0101			4010718761

Derived based upon the entered information

UK UNIVERSITY OF KENTUCKY General Ledger Account Documents FI\_GU\_310 v5 15

Fields at the line item outlined in blue – you must enter

Fields at the line item outlined in red – derived based on the fields you enter

Example: If you enter a cost center, the business area funds center and fund will automatically derive via pre-determined account assignment.

## Amount Information Section – FV50



- Checks that total debits equal total credits
- Traffic light – green = in balance, red = out of balance
- Only important after last line entry

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

Tree On Company Code Simulate Save as Completed Post Editing Options

Basic data Details

Document Date 10/18/2005 Currency USD  
Posting Date 10/18/2005  
Reference GA 1.4  
Doc.Header Text Recharge gas  
Company Code UK00 University of Kentucky Lexington

**Amount Information**  
Total deb. 94.89 USD  
Total cred. 94.89 USD  
OO

4 Items ( Screen Variant : Standard 1 )

St...	G/L acct	Short text	D/C	Amount in doc.c...	Assignment no.	Text	Bu...	Cost center	Order	WBS element
✓	540325	Gasoline	H Cr...	49.58		Hazard	0101	1011654800		
✓	540325	Gasoline	S De...	49.58		Hazard	0101			4010718761

The traffic light is red. This is due to the document is out of balance, debits and credits do not equal. You cannot park this document using the save as completed push button until the document is in balance and all other validations are correct.

You can park this document if you use the Park icon – no data validations are then performed.

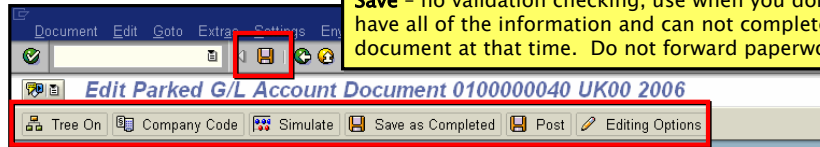


## Toolbar Icons and Push Buttons



### Icons:

**Save** – no validation checking, use when you don't have all of the information and can not complete the document at that time. Do not forward paperwork.



### Push Buttons:

**Tree On, Tree Off** – toggles access to Tree area and existing parked documents

**Company Code** – set to UK00

**Simulate** – to view your document and print screen

**Save as completed** – validates data, use when ready to send paperwork to the proper department

**Post** – you will not “post” the document. Posting creates a financial transaction


**Editing options** – user specific defaults

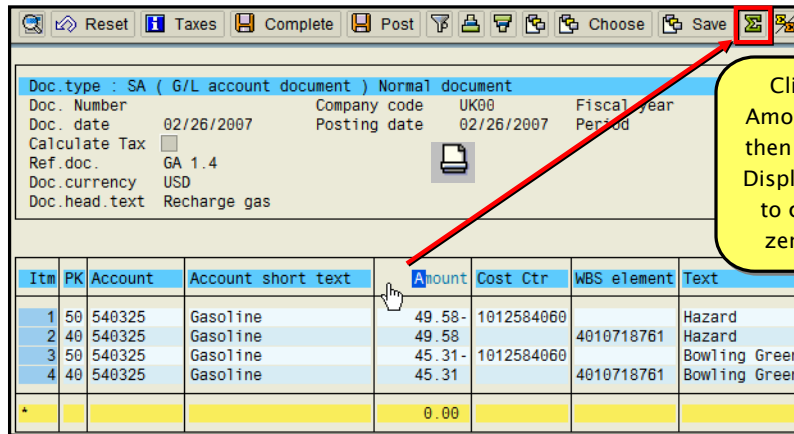
4 Items ( No entry variant selected )								
S...	G/L acct	Short text	D/C	Amount in doc.curr.	Assignment no.	Text	Bu...	Cost center
✓	540325	Gasoline	Debit	49.58			0201	

## Creating a Parked Document (JV)



Creating a parked document - information is accurate and complete

- Enter the information in FV50
- Click on the Simulate button  Simulate to view the entered values before “Save as Complete”.



Doc.type : SA ( G/L account document ) Normal document  
Doc. Number      Company code      UK00      Fiscal year  
Doc. date      02/26/2007      Posting date      02/26/2007      Period  
Calculate Tax        
Ref.doc.      GA 1.4  
Doc.currency      USD  
Doc.head.text      Recharge gas

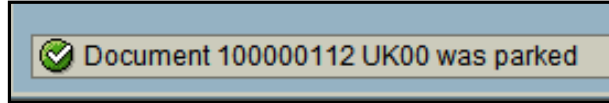
Item	PK	Account	Account short text	Amount	Cost Ctr	WBS element	Text
1	50	540325	Gasoline	49.58	1012584060		Hazard
2	40	540325	Gasoline	49.58		4010718761	Hazard
3	50	540325	Gasoline	45.31	1012584060		Bowling Green
4	40	540325	Gasoline	45.31		4010718761	Bowling Green
*				0.00			


Click on the Amount column, then click on the Display Sum icon to check for a zero (0) total

## Creating a Parked Document (JV)



- Save the document as **Complete**  to generate the document number


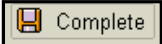


- Re-display the document - Simulate - then print the document:
  - ♦ Select the printer icon 
  - ♦ Output device window - your printer should default
  - ♦ Print your document
- Obtain approval signatures
- Forward with any required documentation to central accounting (Hospital, General Accounting, Sponsored Projects Accounting)

## Creating a Parked *Incomplete* Document



Creating a parked document – incomplete information  
Example: You are missing the cost center in one of your line items

- Select the Save Parked doc. icon  on the Standard Toolbar (no data validation is performed on the incomplete document)
- After receiving the needed information, complete the document, simulate and Save the document as **Complete**  to generate the document number
- The remainder of the process same as before

If the information is incomplete, use the Park icon to park your document. The system will not perform data validations.

When you have obtained the missing data, go into the change document transaction, FBV2 and change your parked document. Save as completed and forward the necessary paperwork to the proper department.

## Cost Objects in Line items



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

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

When posting to a grant, WBS element, you must enter the associated fund. The fund will either be internal for cost sharing or external – provided by a grant sponsor.

Because several funds can be associated with a Grant, you must enter a fund when posting a line item to a WBS element (grant).

## 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

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

The number of documents created shows the various modules this transaction has affected. In this example, there were three document numbers created: one in FI, one in CO and one in FM.



### Go to **Exercise Guide**



- **Exercise – Preparing IRIS for Training**
- **Exercise 1.1 – Enter a Parked G/L Document – FV50**
- **Exercise 1.2 – Enter a Multi-line Parked G/L Document**
- **Exercise 1.3 – Enter a Multi-line Parked G/L Document – Grant**



- **Optional Exercises**

- ♦ Exercise – 1.4 – Enter a Parked General Ledger Document





# Document Features

## Learning Objectives



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



## 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	Order
✓	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	Order
✓	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	

## Quick Balancing Act



- Use the “\*” to balance debits and credits on line item
  - ♦ input the amounts for all line items except the last line
  - ♦ on the last line input an “\*”
  - ♦ press enter

3 Items ( Screen Variant : Standard 1 )

St...	G/L acct	Short text	D/C	Amount in doc.c...	Assignment no.	Text	Bu...	Cost center	O
✓	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	

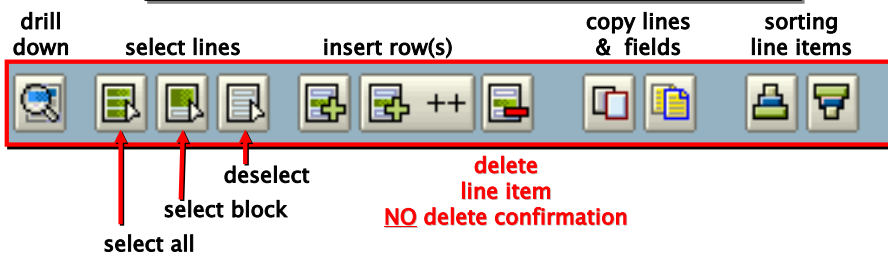
St...	G/L acct	Short text	D/C	Amount in doc.c...	Assignment no.	Text	Bu...	Cost center	O
✓	639051	Copier - Re...	H Cr...	6,727.79			0101	1013601270	
✓	639051	Copier - Re...	S De...	750.00			0101	1012584060	
✓	639051	Copier - Re...	S De...	5,977.79			0101	1012000820	

## Line Item Icons



- Features
  - ♦ You can sort line items, delete a line item and copy existing line items to reduce keystrokes using these icons

S	G/L acct	Short text	D/C	Amount in d...	Text	Bu...	Cost center	Order	WBS element
			S De_						
			S De_						
			S De_						
			S De_						
			S De_						



When selecting a line item you wish to perform maintenance on, select the box to the left of the line item. The line item will turn gold in color, notifying you the line has been selected. Select the desired icon to maintain the line item.

## Available Text in Documents



- You can enter text in the following areas:
  - ♦ header level
  - ♦ line item level
  - ♦ document level
- Can view text while using transaction code FB03
- If document level text exists, the checkbox “text exists” will be activated

**Change Document: Overview**

Display currency

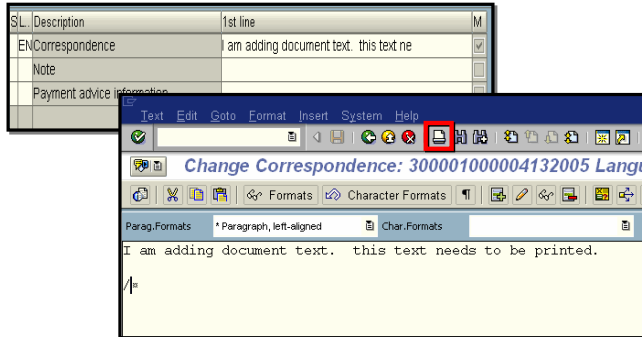
Document Number:	1900000030	Company Code	UK00	Fiscal Year	2006
Document Date	07/29/2005	Posting Date	07/29/2005	Period	1
Reference	4321	Cross-CC no.			
Currency	USD	Texts exist	<input checked="" type="checkbox"/>		

Items in document currency

Itm	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	

## Entering and Printing Document Level Text

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



- To print document level text use the printer icon

This process addresses document level text only.

Both header text and line item text are printing when you print the document in the "display as list" mode.



## Printing Header and Line Item Text



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

Document Overview - Display

Doc.type : KR ( Vendor invoice ) Normal document  
Doc. Number 1900000030 Company code UK00 Fiscal year 2006  
Doc. date 07/29/2005 Posting date 07/29/2005 Period 01  
Calculate Tax



Ref.doc. 4321-REFERENCE  
Doc.currency USD  
Doc.head.text This is header text

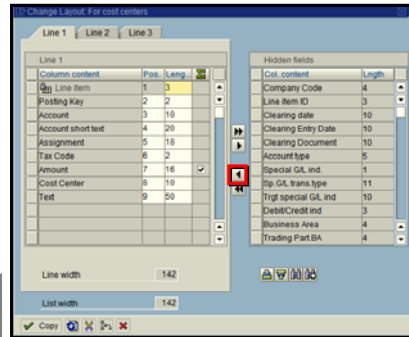
Itm	PK	Account	Account short text	Assignment	Tx	Amount	Cost Ctr	Text
1	31	100007	WAL-MART	19000000000		4,000.00-		Line 1-item text shows here
2	40	530120	Animal Care Services	20050729		4,000.00	1012060550	Line 2-item text shows here
*						0.00		

Please note: the line item text field must be on your line layout for it to print. This will be covered later in this unit.

## Change Line Layout



- When printing your JV, it is possible to change the list display on the screen.
- 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

### STEPS:

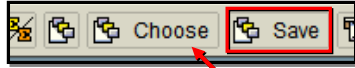
Execute FBV3

Access the list display by selecting the menu bar: **Goto / Display as list**

## 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	TEXT1	<input checked="" type="checkbox"/> User-specific
Description	This layout include the text column	
Save <input type="button" value="X"/>		

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

Select the user-specific checkbox if you are the only user to use this layout, otherwise all users can use your layout.

## Uploading JVs from an Excel Spreadsheet



- If many Journal entries need to be entered into the same document, rather than keying each line item into the FV50 transaction, you can upload them from Excel
- A pre-defined Excel spreadsheet template is on the IRIS Website
- You must save the XLS 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 to upload

A	B	C	D	E	F	G	H	I	J	K	L	M
D/T	CCD	Doc Date	Posting Date	DocHrRef	DocHrText	General Ledger	DRICR	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	136200	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		

Go to  
**Exercise Guide**



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

## Summary

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- You are now able to:
  - ◆ Create new lines using the line item icons
  - ◆ Enter text(s) in a document
  - ◆ Print all text(s) in a document
  - ◆ Create your line layout used for printing



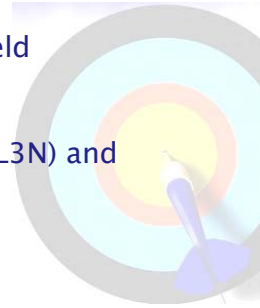


# Document Processing

## 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)

## Documents



- The following transaction codes are used when you wish 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	Delete a parked document (cannot delete a FI 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

St.	GL acct	Short text	D/C	Amount in doc.curr.	Assignment no.	Text	Bu...	Cost center	Order	WBS elem
	540325	Gasoline	H Cr.	49.58		Hazard	0101	1012584060		
	540325	Gasoline	S De.	49.58		Hazard	0101			4010718
	540325	Gasoline	H Cr.	45.31		Bowling Gre.	0101	1012584060		
	540325	Gasoline	S De.	45.31		Bowling Gre.	0101			4010718

This example shows a general ledger document.

If you are looking at a vendor related document you can display the vendor master record by selecting the master record icon within the Address window (over to the right).

## 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, etc.)

## 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 your paperwork
  - ♦ You cannot delete a document that has been Posted

After deleting a document, you can still view the header information, however the line items are “blank”.

Go to  
**Exercise Guide**

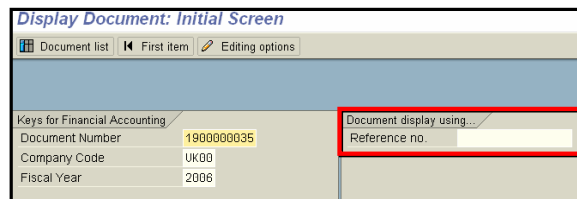
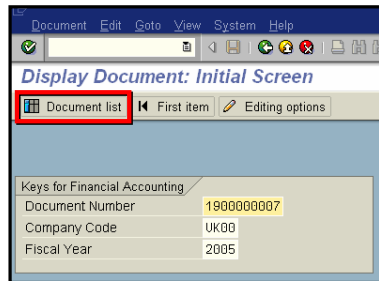


- Exercise – 3.1 – Display a Parked Document
- Exercise – 3.2 – Change a Parked Document
- Exercise – 3.3 – Delete Parked Document

## Posted Document Display – FB03



- Can display both vendor invoices and general ledger journal entries
- 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 the search capabilities
- **After activating**, the Reference number field appears in transaction code FB03, Display a Document
- Use transaction code FB00 to activate the reference number field



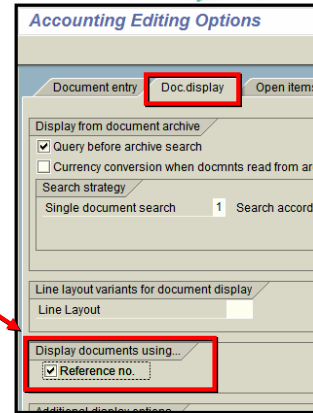
If you do not know the document number, select the document list and enter one or many selection parameters to find the appropriate document number(s)

## Activate the Reference Field – Editing Options

To activate the ability to search for documents by using the reference field:

- go to **transaction code FB00**
- select the Doc. Display tab
- activate the reference field

- 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
- For a journal entry the reference number is the processing accounting office (HOSP, GA, or SPA)



Accounting Editing Options

Document entry Doc.display Open items

Display from document archive

Query before archive search

Currency conversion when docmnts read from arch

Search strategy

Single document search 1 Search accordin

Line layout variants for document display

Line Layout

Display documents using...

Reference no.

Additional display options

- ♦ For the Processing Accounting Office, use one of the following:
  - HOSP – Hospital
  - GA – General Accounting
  - SPA – Sponsored Projects Accounting



## Posted Document Header



Click the Hat icon to see who created the document

You can change Header Doc. Header Text and Reference

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General Ledger Account Documents FI\_GU\_310 v5

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With this feature you can see who created the document. You can also see the document entry date and the transaction code used.

## Posted Document Change – FB02



- Use transaction code FB02 to change “posted” documents
- Use transaction code FBV2 to change “parked” documents
- Can change both vendor invoices and general ledger journal entries
- For posted documents you can only change:
  - ♦ line item text – reason for entry after posting
  - ♦ assignment field – user code after posting

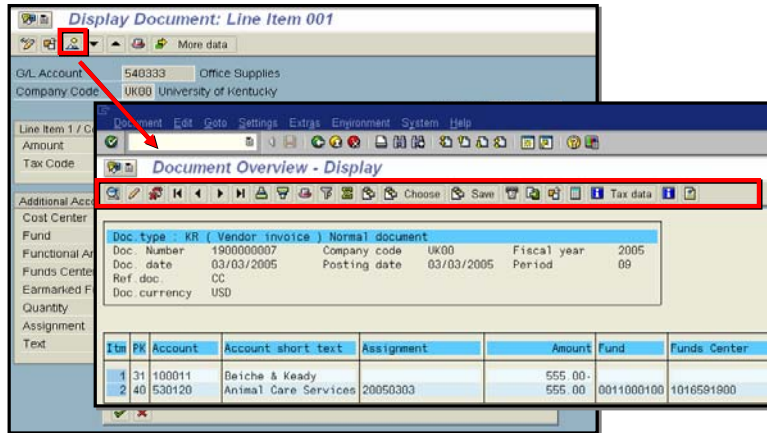
Only the assignment and text fields can be changed on this screen

GrL 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
Functional Area	1210	GNR
Funds Center	1033150030	Commitment Item
Earmarked Funds	0	540333
Assignment	20050520	
Text		Long text

## Document Overview



- To display the entire document, select the document overview icon (mountain with the sun)
- You can determine if the vendor payment has been made by drilling down into the vendor line item in the posted document



The Document Overview allows you to view the entire document: header and line item information. Drill into line item details by double-clicking on a line item. Use the icons on the toolbar to manipulate the document overview display.

### Posting Key Description

40	G/L account debit posting
50	G/L account credit posting
01	Customer invoice
11	Customer credit memo
21	Vendor credit memo
25	Vendor payment
31	Vendor invoice

# Display Vendor Check Information



1 - Select and drill down on vendor line

**Display Document: Overview**

Document Number: 1500000002    Company Code: UK00    Fiscal Year: 2000  
 Document Date: 07/11/2005    Posting Date: 07/11/2005    Period: 1  
 Reference:    Cross-CC no.:    Texts exist:   
 Currency: USD

Items in document currency

Ita	PK	BusA	Acct no.	Description	Tx	Amount in USD
001	50	0101	110112	Vendor Clearing		36,000.00
002	25	0101	190120	Goodyear Tires		30,000.00

↑ Posting Key:  
 25 = Vendor payment  
 50 = G/L credit posting

2 - Display vendor detail

**Display Document: Line Item 002**

Vendor: 100120    Goodyear Tires    G/L Acc: 210000  
 Company Code: UK00    007 South Broadway  
 University of Kentucky    Boston    Doc no: 1500000002

Line Item 2 / Outgoing payment / 25  
 Amount: 36,000.00    USD

Additional details  
 Bus. Area: 0101    Disc. amount: 0.00    USD  
 Days/percent:    /    %  
 Billing date: 07/11/2005  
 Print block:     Invoice ref.:    /    /    %  
 Print Method:    Print meth. supt.:    /    %  
 Clearing: 07/11/2005 / 1500000002    Payment Amnt: 36,000.00    USD  
 Assignment: 1500000002000    Long Test:

3 - Display Check Information

**Display Check Information**

Check recipient:    Check issuer:    Accompanying docs:    Payment document

Paying company code: UK00    Payment document no.: 1500000002

Bank details  
 House bank: AP01    Bank Key: 041203095  
 Account ID: VEN0    Bank Account Number: 0234544  
 Bank name:    City:    /    /    %

Check information  
 Check Number: 1500000001    Currency: USD  
 Payment date: 07/11/2005    Amount paid: 36,000.00  
 Check encashment:    Cash discount amount: 0.00


Check recipient  
 Name: Goodyear Tires  
 City: Lexington  
 Payer's country: US  
 Regional code: KY

-Select **Environment** ⇒ **Check Information**

- Check number
- Payment date
- Amount paid
- Check encashment
- Check recipient address

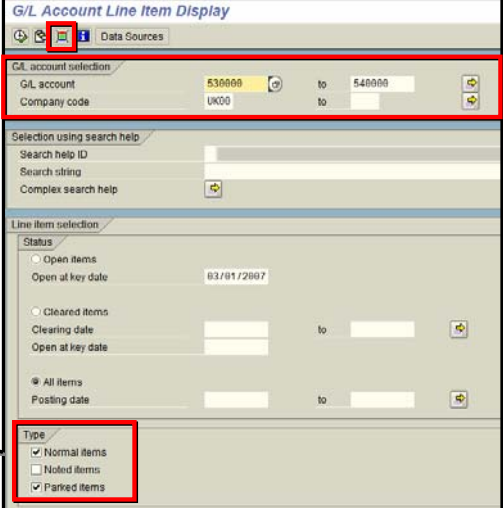
## G/L Account Line Item Display - FBL3N



- Use this transaction if you wish to view the line items for general ledger account(s)
- Can view line items by status (parked, posted, etc.)
- Use the dynamic selection icon, , to narrow your output list

Initial Screen

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



G/L Account Line Item Display

Data Sources

G/L account selection

G/L account 530000 to 540000

Company code UK00 to

Selection using search help

Search help ID

Search string

Complex search help

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

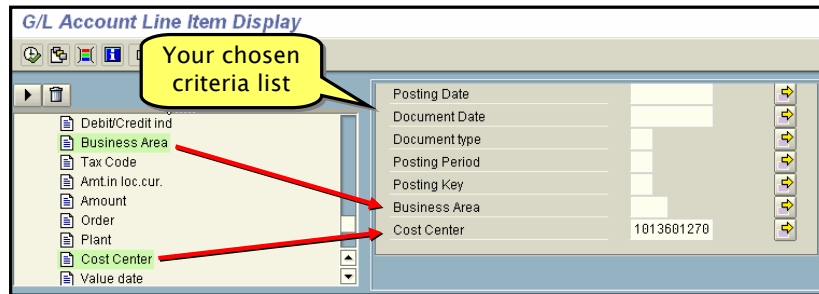
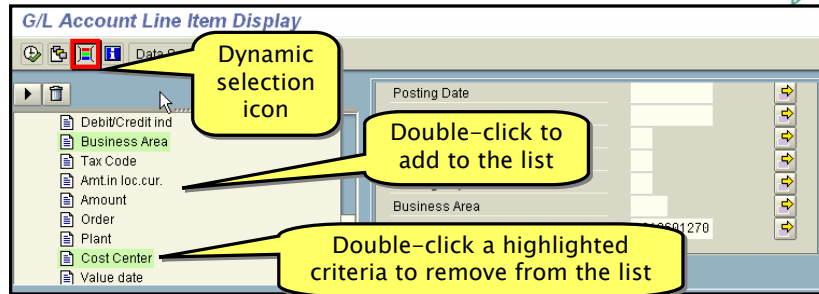
Normal items

Noted items

Parked items

Caution when using this transaction: use the dynamic selection to minimize your output

## FBL3N – Dynamic Selection Area



- ◆ You can choose more criteria by using Dynamic Selection
  - Click on the Dynamic selection icon
  - Choose the criteria you want
    - To add a field, double-click on any field
    - To delete a field, double-click on any field that is highlighted
  - Enter the data for the search
    - Example: Business Area – 0101; Document type – KR

# G/L Account Line Item Display - FBL3N



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

G/L Account Line Item Display											
Status: <input checked="" type="checkbox"/> Posted <input type="checkbox"/> Parked <input type="checkbox"/> open <input type="checkbox"/> Cleared G/L Account No. 530015    Travel - In-State Mileage Company Code UK00											
St	Assignment	DocumentNo	BusA	Type	Doc. Date	PK	Amount in local cur.	Clrng doc.	Cost Ctr	WBS element	Text
G/L Account No. 530017    Travel - In-State Conference Expense Company Code UK00											
St	Assignment	DocumentNo	BusA	Type	Doc. Date	PK	Amount in local cur.	Clrng doc.	Cost Ctr	WBS element	Text
<input type="checkbox"/>	<input checked="" type="checkbox"/> 20051017	100000094	0101	SA	10/17/2005	50	750.00-		1013601270		
*	<input checked="" type="checkbox"/>						750.00-				
**	Account: 530017						750.00-				
G/L Account No. 540337    Printing Supplies Company Code UK00											
St	Assignment	DocumentNo	BusA	Type	Doc. Date	PK	Amount in local cur.	Clrng doc.	Cost Ctr	WBS element	Text
<input type="checkbox"/>	<input checked="" type="checkbox"/> 20051017	100000093	0101	SA	10/17/2005	50	3,259.71-		1013601270		
*	<input checked="" type="checkbox"/>						3,259.71-				
**	Account: 540337						3,259.71-				

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



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

**Display Actual Cost Line Items for Cost Centers : Initial Screen**

Cost Center: 1013601270 to [ ]  
 or  
 Cost Center Group: [ ]  
 Cost Element: [ ] to [ ]  
 or  
 Cost Element Group: [ ]

Posting Date: [ ]

**Display Actual Cost Line Items for Cost Centers**

Layout: 15AP Primary cost posting  
 Cost Center: 1013601270 INTELLIGENT SENS/CS  
 Report currency: USD US Dollar

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
<b>Cost Center 1013601270 INTELLIG...</b>			<b>4,645.56-</b>				
			<b>** 4,645.56-</b>				



Go to  
**Exercise Guide**



- Exercise – 3.4 – Display an FI Document (by reference number)
- Exercise – 3.5 – Change an FI Document
- Exercise – 3.6 – Display Actual Cost Line Items

## Summary

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- 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

