How to Create, Change and Display a Journal Entry

Journal Entry function is used as part of the process for managing accuracy of expenses charged to your cost objects.

Description:

A journal entry is created to correct or move “Actual” (Posted) expenses from one account (**Cost Object** - **Cost Center**, **Internal Order** or **WBS Element**) to another.

This process is often used during reconciling departmental **Cost Center**, **Internal Order** (Grant, Gift, Endowed or Designated accounts) or **WBS Element SAP** cost objects.

It is recommended for the reconciling process to be done on a periodic basis, to ensure all expenses have posted to the appropriate **GL account** and **Cost Object**.

Prepare to create, change and display a Journal Entry

Business scenario: while reconciling your department’s account, you noticed that a supply expense posted to the wrong G/L account. To correct the error, a Journal Entry needs to be created moving the expensed amount from G/L account **510010** (Supplies) to G/L account **510040** (Consumable Supplies – Research Laboratory)

1. Identify G/L Account numbers to be used
2. Identify the Cost Object (Cost Center #, Internal Order # or WBS #) that you will be using to correct the journal entry. Note: only one cost object is required for entry to creating the journal entry
3. Create a standard text description for explanation/reason journal entry is necessary. (Adjustment to G/L, Correction to G/L account, e.g.)
4. Make a note of grant closing period, monthly period-end or year-end dates. Notify and update the Department Approver to confirm that the journal entry is reviewed and approved before period end date(s)

Journal Entry - Commonly Used Transaction Codes and Reports

Action and Transaction Code	Update & Description
WebGUI Menu	Add Folder and Transactions Favorites to Menu for easy accessibility
FV50	Create, Park, Complete and create Assignment of Template for Journal Entry Document
FBV2	Change, Delete or Attach a document to the Journal Entry
FBV3	Display and track a “Completed” Parked Journal Entry through Workflow
FMRP_RFFMEP1AX	Display All Posting report
ZGM_CSTR_REQ	Electronic Non-Salary Cost Transfer form - applies to grant-related Journal Entries (Document type **ZK** and **ZV**). The form is completed after the journal entry **SAP** document number is assigned by the system.

Business Warehouse Reports
➢ Funds Management (Distributed)/Transaction Detail - Commitments ➢ Grant Management (Faculty) /Grant Expense Detail

Journal Entry Document Types

These are the commonly used General Ledger Document Types for creating a Journal Entry using **WebGUI ECC** Transaction **FV50** (Park G/L Account Items/Create Journal Entry).

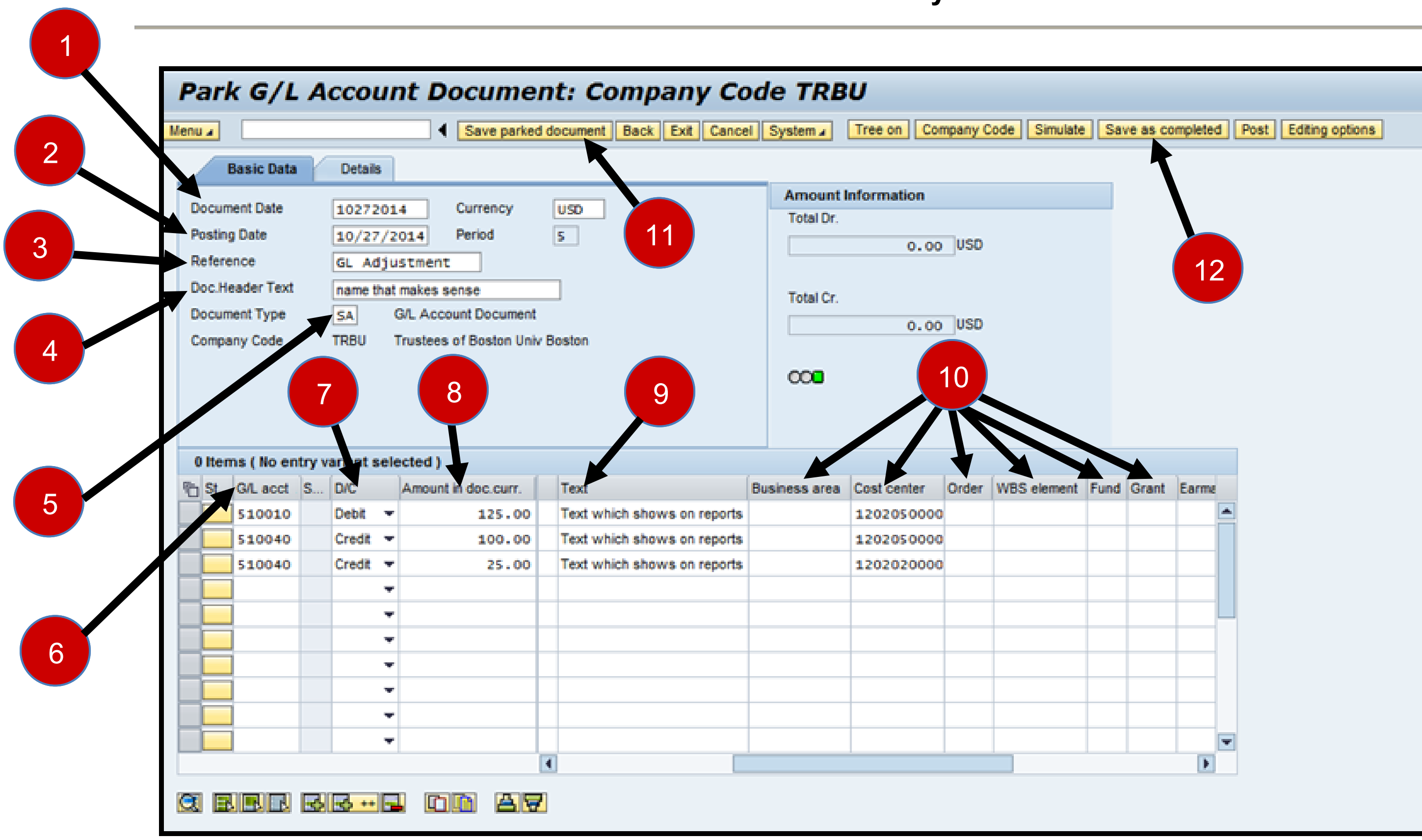
Document type "SA" is defaulted in FV50 and is used for non-grant journal entry

*The system defaults field "**Document Type field is hidden**"; for more information go to 13 Add Document Type Field (FV50) document or to access the Quick Reference Guide go to QRG_Editing Options_FV50_Document Type & Display period fields.*

Document Type	Description	Notes
SA	G/L Account Document	Standard, non-grant journal entry – defaulted document type for Transaction FV50
ZJ	Grant Non-Cost Transfer	Not considered a Cost Transfer. Used to: 1. Process cost recovery; 2. Reclassify an expense from one GL Account Number to another on the same Sponsored Program; 3. Move an expense from one Sponsored Program to another on the SAME SAP grant.
ZK	Grant Cost Transfer	Moving a cost between a department and a grant or moving a charge across two grants. This document type is to be used when the original transaction date is less than 90 days from the date the journal entry is created. ZK is governed by the Cost Transfer Policy: http://www.bu.edu/researchsupport/forms-policies/sponsored-program-non-salary-cost-transfer/ An electronic "**Grant Non-Salary Cost Transfer Request Form**" must be submitted for journal entries coded with **Document Type ZK** and **ZV**.
ZV	Grant Cost Transfer Over 90 Days	Moving a cost between a department and a grant or moving a charge across two grants. This document type is to be used when the original transaction date is equal or greater than 90 days from the date the journal entry is created. ZV is governed by the Cost Transfer Policy: http://www.bu.edu/researchsupport/forms-policies/sponsored-program-non-salary-cost-transfer/ An electronic "**Grant Non-Salary Cost Transfer Request Form**" must be submitted for journal entries coded with **Document Type ZK** and **ZV**.

An electronic "**Grant Non-Salary Cost Transfer Request Form**" must be submitted for journal entries coded with **Document Type ZK** and **ZV**.

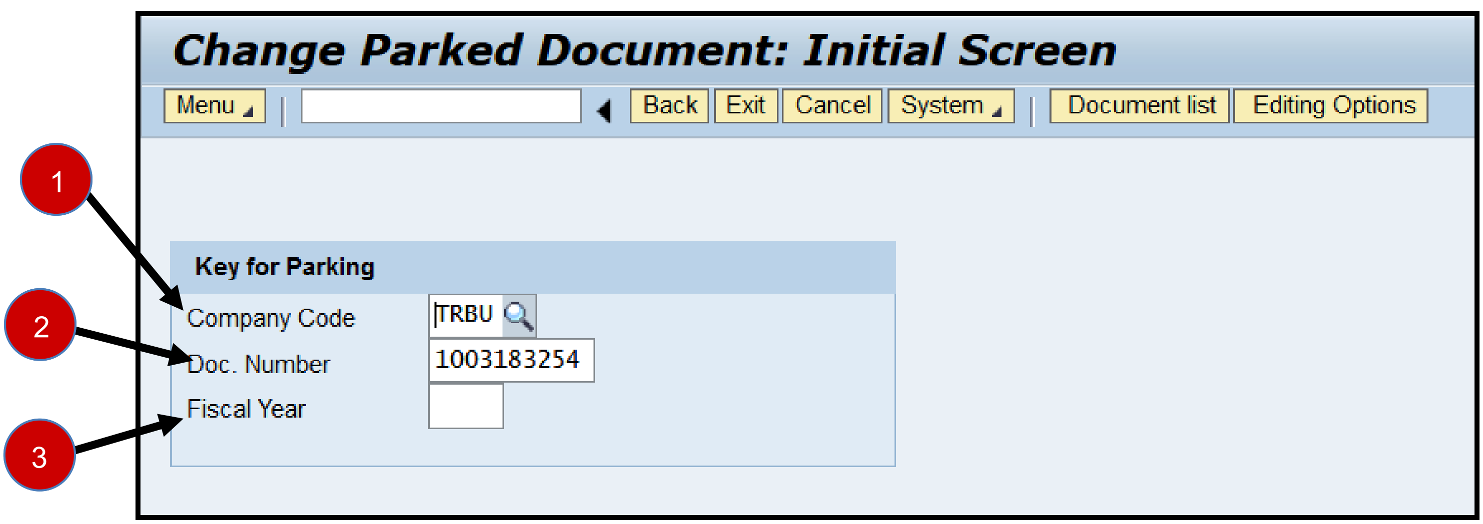
How to create a Journal Entry – FV50



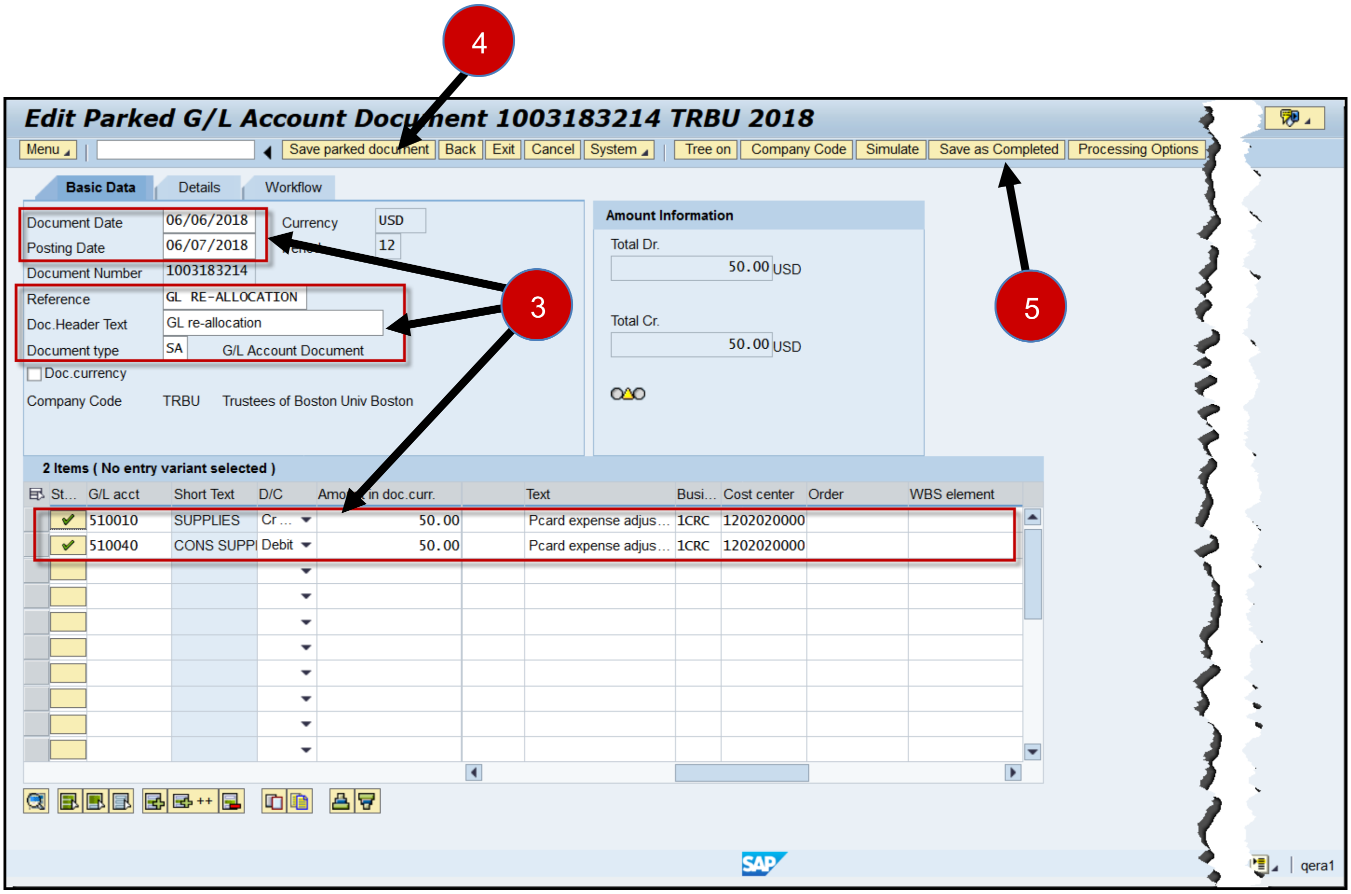
#	Field Name	Entry	Description
1	**Document Date**	*Required*	Enter or select date - Typically the current date is entered in this field.
2	**Posting Date**	*Required*	Defaulted to current date. Must be within the current period.
3	**Reference**	*Optional*	Enter name or description used to identify the journal entry at the header level. This field will display in **WebGUI ECC** using **FB03** and **FBV3**.
4	**Document Header Text**	*Optional*	Enter name or description that will help identify the entire journal entry.
5	**Document Type**	*Required*	Enter or select transaction document type. There are four common document types for Journal Entries: **SA (GL Acct Document** – i.e. Cost Center to Cost Center, Cost Center to non-grant Internal Order), **ZJ (Grant Non-Cost Transfer)**, **ZK (Grant Cost Transfer within 90 days)** or **ZV (Grant Cost Transfer Over 90 Days**).
6	**GL acct**	*Required*	Enter or select GL account to be credited or debited.
7	**D/C**	*Required*	Click or select **Debit** or **Credit**.
8	**Amount in doc curr.**	*Required*	Enter line item amount to be credited or debited.
9	**Line Item Text**	*Required*	Enter line item text field which will display on reports. User may want to add some descriptive language on this field which will help identify the line item on the Journal Entry when viewing using **WebGUI ECC** or a **BW** report.

#	Field Name	Entry	Description
			For Document Types **ZK** and **ZV** entries, the text should include the original transaction date and the original transaction identifier. An example would be, 10/01/17 1900XXXXXXX Lab Supplies.
10	**Cost Object**	*Required*	Enter **Cost Center**, **Internal Order** or **WBS element** in the appropriate column. Only **Cost Object** is required when using an income or expense account. **Business Area**, **Grant** and **Fund** fields are required to be entered when using a **balance sheet** GL account. (i.e. GL Account - 210010, **Fund** - 10000XXXXX, and **Business Area** - 1CRC.) **Cost Objects** are required for Profit & Loss (P&L) accounts. P&L accounts start with **GL Accounts** 4XXXXX or 5XXXXXX).
11	**Save Parked Document**	*Optional*	Click this field to park a journal entry, if the intention is to edit or revisit the journal entry at a later time.
		and/or	
12	**Save as completed**	*Optional*	Click this field to save and initiate the workflow approval process.

How to change or delete a journal entry – FBV2

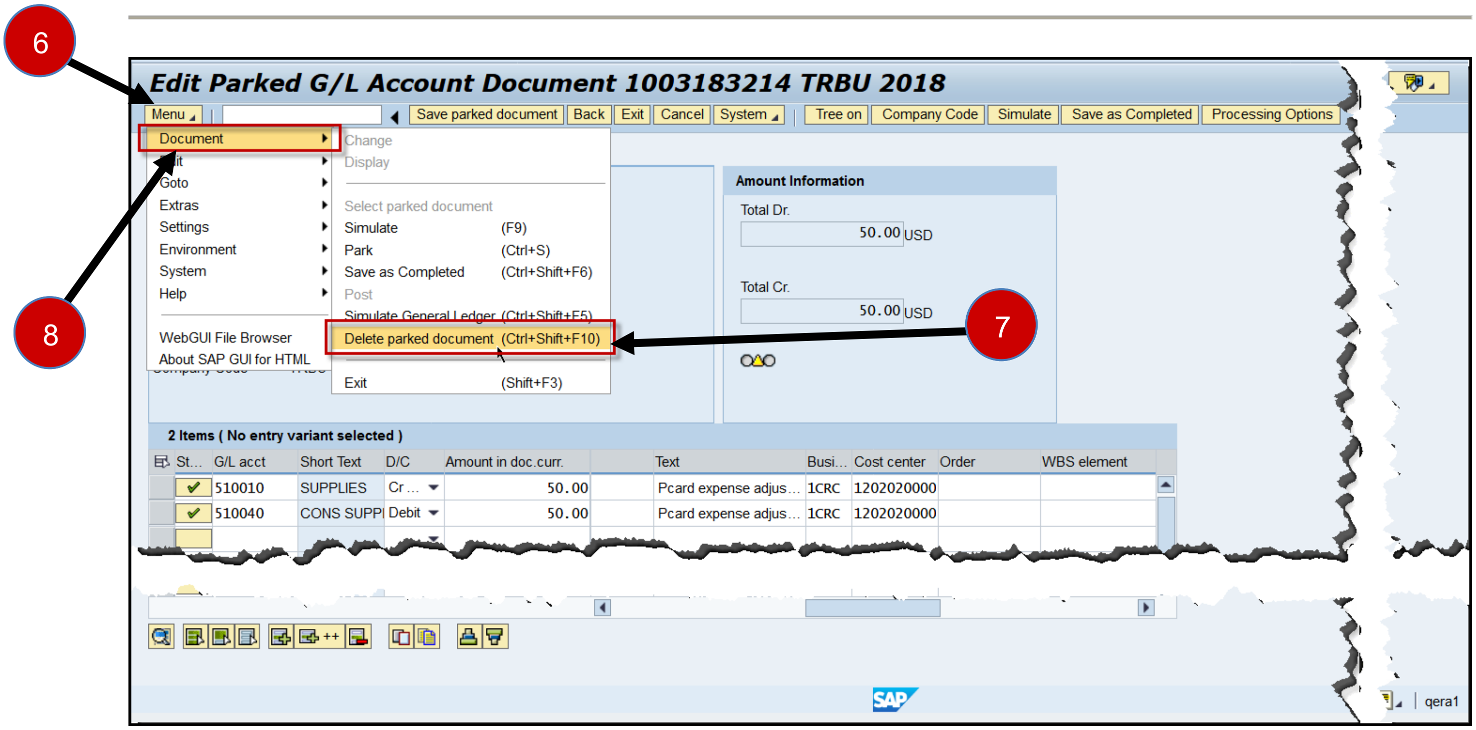


#	Field Name/Button	Entry	Description
1	**Company Code**	*Required*	Enter **TRBU** (Trustee of Boston University) Tip: defaults to **TRBU**
2	**Doc Number**	*Required*	Enter SAP Journal Entry document number
3	**Fiscal Year**	*Optional*	Enter fiscal year of journal entry posting, example FY 2016, 2017 or 2018.
		Hit the Enter Key	



#	Field Name/Button	Entry	Description
3	**Fields in White**	*Optional*	Edits, adds or changes can be made to any available field(s) in white. The following fields are available for edits: Document Date, Posting Date, Reference, Doc. Header Text, Document Type and fields in the Line Item Area.
4	**Save parked document**	*Optional*	Click on Save parked document to park the journal entry.
		And/Or	
5	**Save as Complete**	*Optional*	Enter fiscal year of journal entry posting, example FY 2016, 2017 or 2018.
		You have successfully changed a journal entry document	

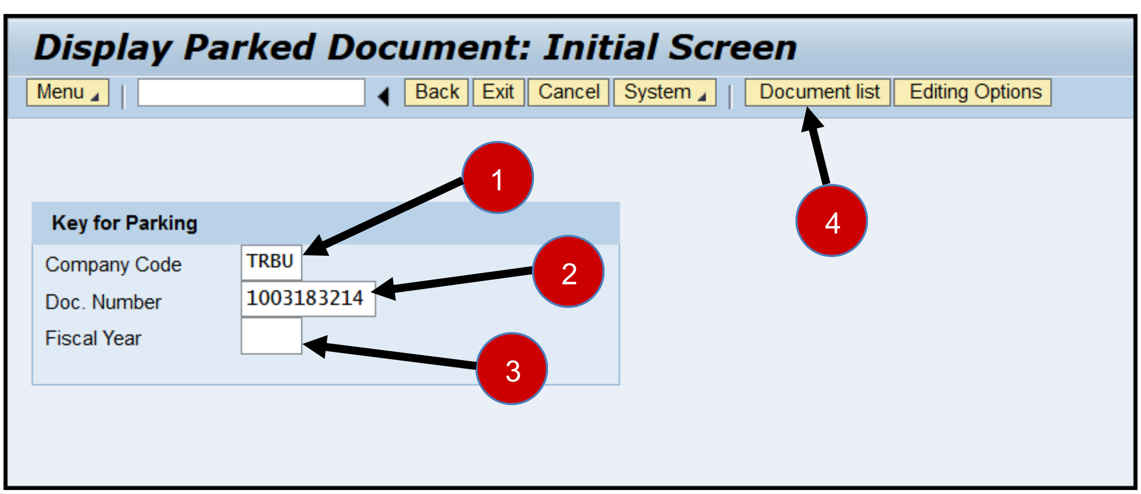
To Delete a Journal Entry Continue Below to Step 6



#	Field Name/Button	Entry	Description
6	**Menu**	*Required*	Click this button on the tool bar to access delete option.
7	**Document**	*Required*	Highlight and select document.
8	**Delete Parked document**	*Required*	Click the selection to delete document.

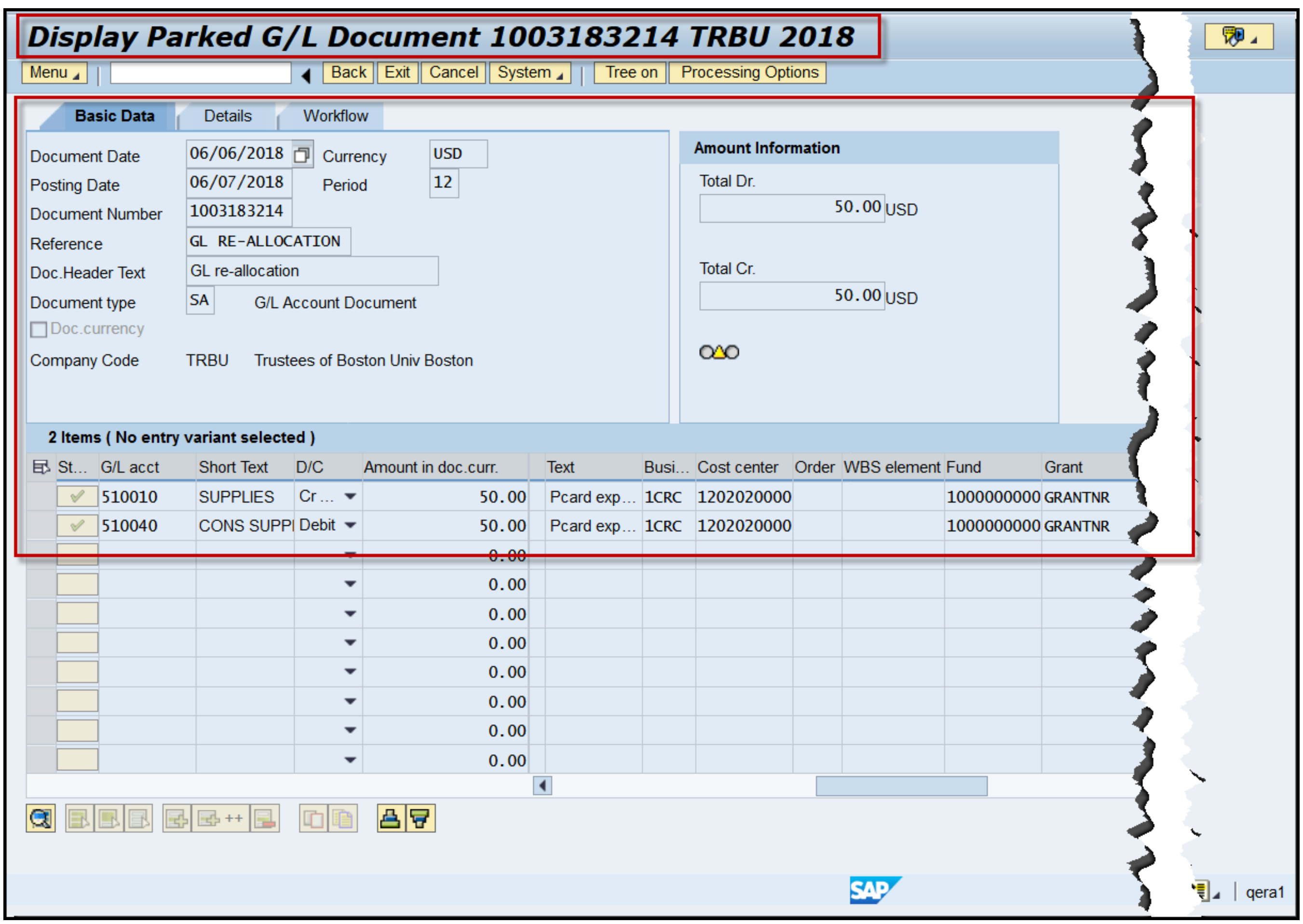
You have successfully deleted a journal entry document

How to display a journal entry – FBV3

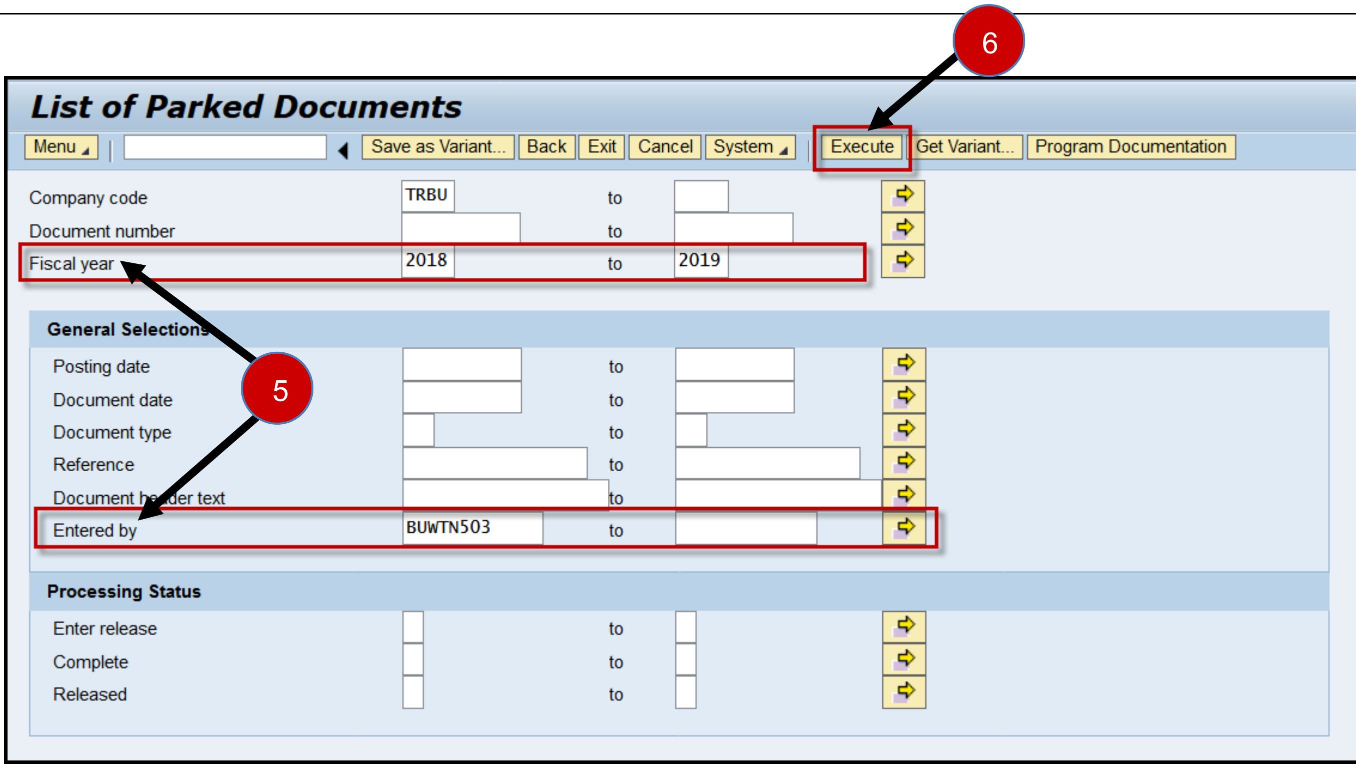


#	Field Name/Button	Entry	Description
1	**Company Code**	*Required*	Enter **TRBU** (Trustee of Boston University) Tip: defaults to **TRBU**
2	**Document Number**	*Required*	Enter SAP journal entry document number to display.
3	**Fiscal Year**	*Optional*	Enter fiscal year of journal entry posting, example FY 2016, 2017 or 2018.
Hit the **Enter** key to display the document entry.			
Or			
4	**Document list**	*Optional*	Click this button to search for document number – Tip: a search option is available. For best results narrow your selection criteria. Go to steps 5 & 6 below to review the rest of the process for searching using the "document list" option.
You have successfully displayed a journal entry document			

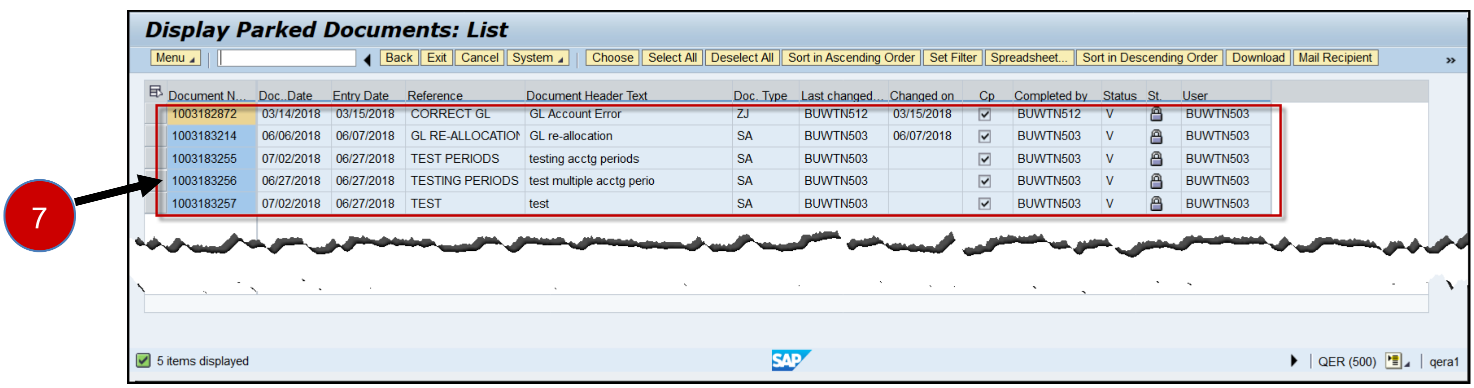
Results is shown below:



#	Field Name/Button	Entry	Description
Results from steps 1 & 4 above – Document List button			



Results are display below:



#	Field Name/Button	Description
5	Above is the results when selecting **Document List** button to search for Journal Entry number using Transaction code **FBV3**. Enter search criteria's – ***Tip:*** For better results narrow your criteria selection. In this example a search was created with **Fiscal Year** and **Entered by**	
6	**Execute**	Click on this button to run a report
7	The results is a list of entries created by user id in the "entered by" field.	
You have successfully Executed listing of documents assigned to a user id.		

Additional Tasks / Next Steps

Attachments and Notes

To attach a pdf, document or note to a Journal Entry you will need to go to transaction code **FBV3** then select the **Services for Object** and click on **Create Attachment.**

You cannot attach a document unless the journal entry has been saved.
For more information on how to attach a document to your journal entry go to 02 Attach Document to Journal Entry (FBV3).

Grant Non-Salary Cost Transfer Request Form

ZGM_CSTR_REQ code is only required for grant related journal entries; **Document Type ZK** (Grant Cost Transfer within 90 days) and **ZV** (Grant Cost Transfer Over 90 Days).

To complete a grant non-salary cost transfer form, go to transaction code **ZGM_CSTR_REQ – Grant Non-Salary Cost Transfer Req**, enter the journal entry document number and document type then click the **Execute** button

The request form must be completed after you have created and parked the journal entry.

JE Workflow Status

To review your journal entry workflow status go to **Display Document** (**FBV3)** then select the **Services for Object** and select **Workflow** and click on **Workflow Overview.**

