Introduction

Process and Trigger

Use this procedure when you need to enter and park a Journal Entry or GL document. This procedure will be performed when a manual journal entry is required.

Prerequisites

- *Department Submitter Role is required*

Menu Path

Use the following menu path to begin this transaction:

- *Department Submitter → FV50 Park G/L Account Items*

Transaction Code

FV50

Tips and Tricks

- This work instruction illustrates how to park a journal entry, **Save as Parked**.
- Once initiator finalizes the journal entry by clicking **Save as Complete**, workflow will begin. The journal entry will appear in the Departmental approver's worklist.
- The **Document Type** field is defaulted not to display. To display the **Document Type** field, click on the **Editing Options** button and **select document type ready for input**. To view Work Instruction click here Editing Options Add Document Type Field.
- Service for Object is used primarily to attach documents and review workflow status.
- Department Submitter cannot be the Department approver.
- Additional toolbar options can be accessed by clicking on the **More** or **Menu** button.
- At times you may need to use your scroll bar to view additional information.

Reports

- FMRP_RFFMEP1AX - Display All Postings
- BW FM - Funds Management Reports
- BW GM - Grant Management Report

Related Work Instruction Documents

- Create and Initiate Workflow (FV50)
- Display Parked Document (FBV3)
- Attach Document to Journal Entry (FBV3)
- Track Journal Entry Through Workflow (FBV3)
- Upload Journal Voucher/Entries (ZJVUPLOAD)
- Editing Options Add Document Type Field (FV50)

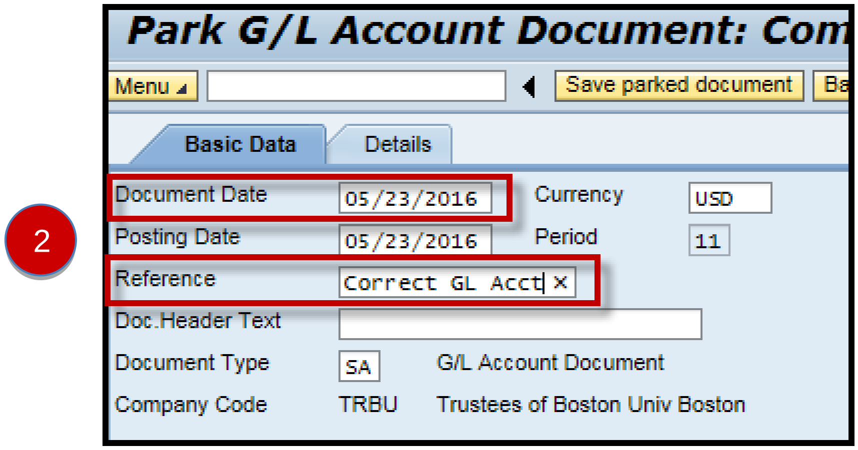
Related Quick Reference Guides

- QRG_Enhancement 3_JE workflow_PAFO and Budget
- QRG Enhancement_JV Upload Workflow Add
- QRG How to create a Journal Entry (FV50)
- QRG Editing Options How to add the doc type and display period field to FV50
- QRG How to change or delete a Journal Entry (FBV2)
- QRG How to display a Journal Entry (FBV3)
- QRG_Non-Salary Cost Transfer Request Form for a Journal Entry - ZGM_CST_REQ

Procedure

1. Start the transaction using the above menu path or transaction code.

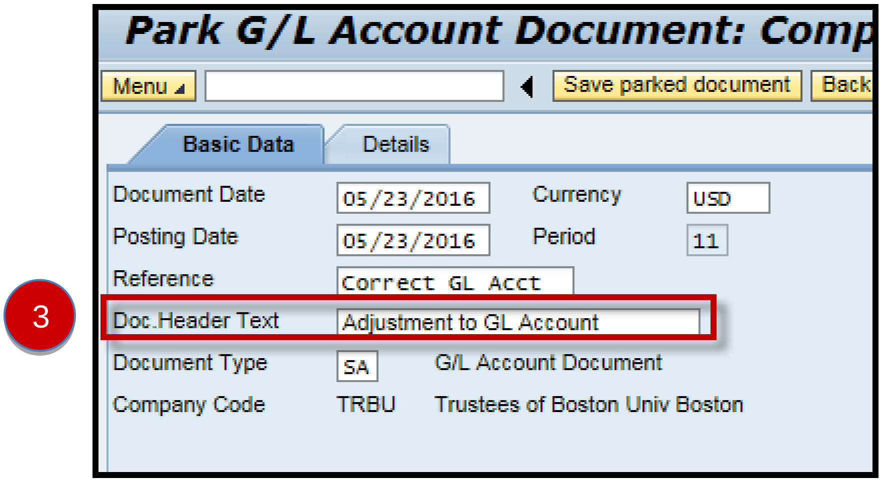
Park G/L Account Document: Company Code TRBU



2. As required, complete/review the following fields:

Field	R/O/C	Description
Document Date	Required	Date that entry is initiated. There is flexibility with this date based on office procedure; however, best practice of entries is to keep the initiate date as listed. **Example:** 05/23/2016
Reference	Optional	Allows for further clarification of an entry by reference to other sources of information, either internal or external to SAP. Any SAP-posted document number can be used as a "reference" when entering a new document. **Example:** Correct GL Acct

Park G/L Account Document: Company Code TRBU



3. As required, complete/review the following fields:

Field	R/O/C	Description
Doc.Header Text	Optional	This text does not post to any BW report but is useful for the initiator to find their entry. Any listed text will be applied to the whole document. **Example:** Adjustment to GL Account

4. Click the **Document Type** field and select SA.

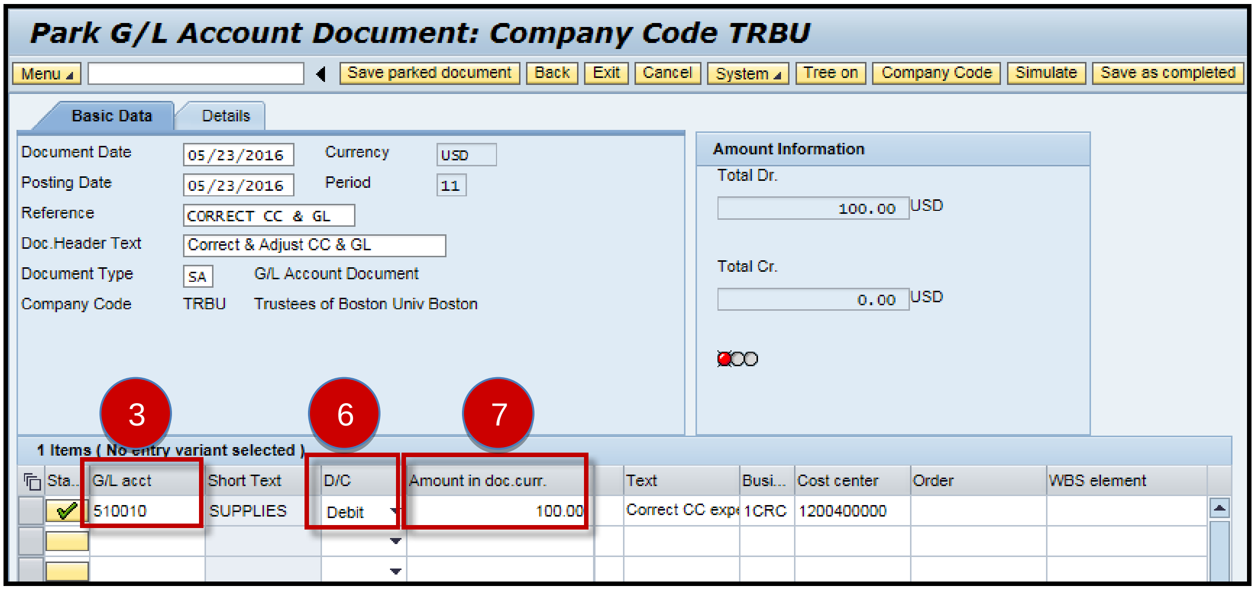
Most Commonly used Journal Entry Document Types

- **SA** - **G/L Account Document** - Standard, Non-grant journal entry - defaulted document type of Transaction **FV50**
- **ZJ** - **Grant Non-Cost Transfer** - Not considered a Cost Transfer. Used to reclassify an expense recovery or move from one GL Account Number to another on the SAME SAP grant.
- **ZK** - **Grant Cost Transfer** - Moving a cost from a department to a grant or moving a charge across two grants. ZK is governed by the Cost Transfer Policy: http://www.bu.edu/cfo/post-award-financial-operations/resources/cost-transfers/.

ZV - **Grant Cost Transfer Over 90 Days** - Cost transfer over 90 days that needs to be moved from a department to a grant or moving a charge across two grants.

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.

Park G/L Account Document: Company Code TRBU



5. As required, complete/review the following fields:

Field	R/O/C	Description
G / L acct (For Line 1)	Required	An object used for accounting transactions in the FI module to form the basis for creating balance sheets and high-level income statements. **Example:** 510010

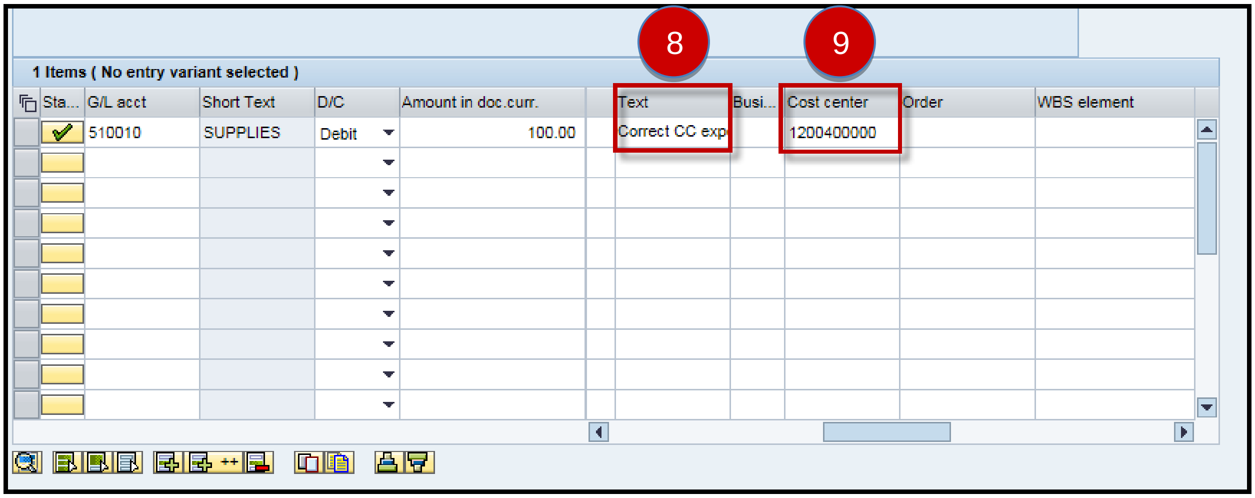
6. Select **Debit** Debit.

7. As required, complete/review the following fields:

Field	R/O/C	Description
Amount in doc. curr. (For Line 1)	Required	Line item amount in document currency. BU always uses US$. **Example:** 100

8. Scroll to the right with your mouse or use the Tab key on your keyboard; to see the next field to complete. Text

Park G/L Account Document: Company Code TRBU



9. As required, complete/review the following fields:

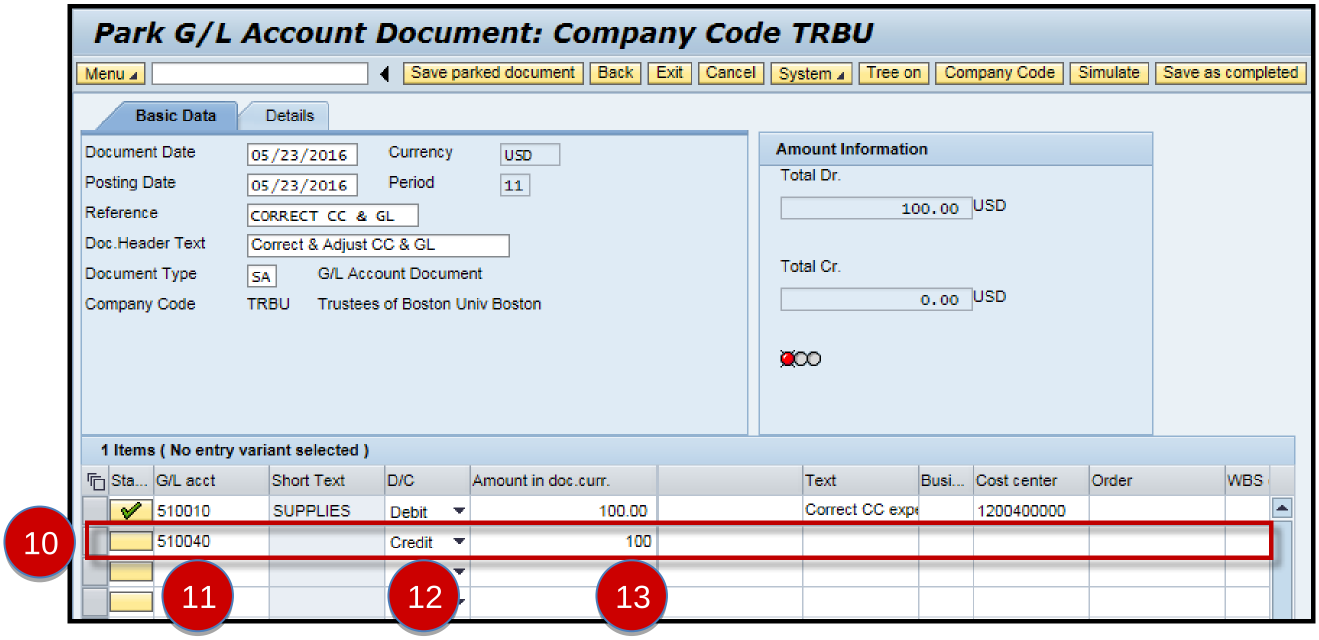
Field	R/O/C	Description
Cost center (For Line 1)	Required	An organizational unit or activity within a controlling area that represents a clearly delimited location where revenue and costs occur. Organizational divisions can be based on functional requirements, allocation criteria, physical location and/or responsibility for costs. **Example:** 1200400000

10. Scroll back to the left to complete the next line.
Enter the credit side of the entry on the second row – Line Item number two.

11. As required, complete/review the following fields:

Field	R/O/C	Description
G / L acct (For Line 2)	Required	Object used for accounting transactions in the FI module to form the basis for creating balance sheets and high level income statements. **Example:** 510040

Park G/L Account Document: Company Code TRBU (Basic data)



12. Select **Credit** Credit.

13. As required, complete/review the following fields:

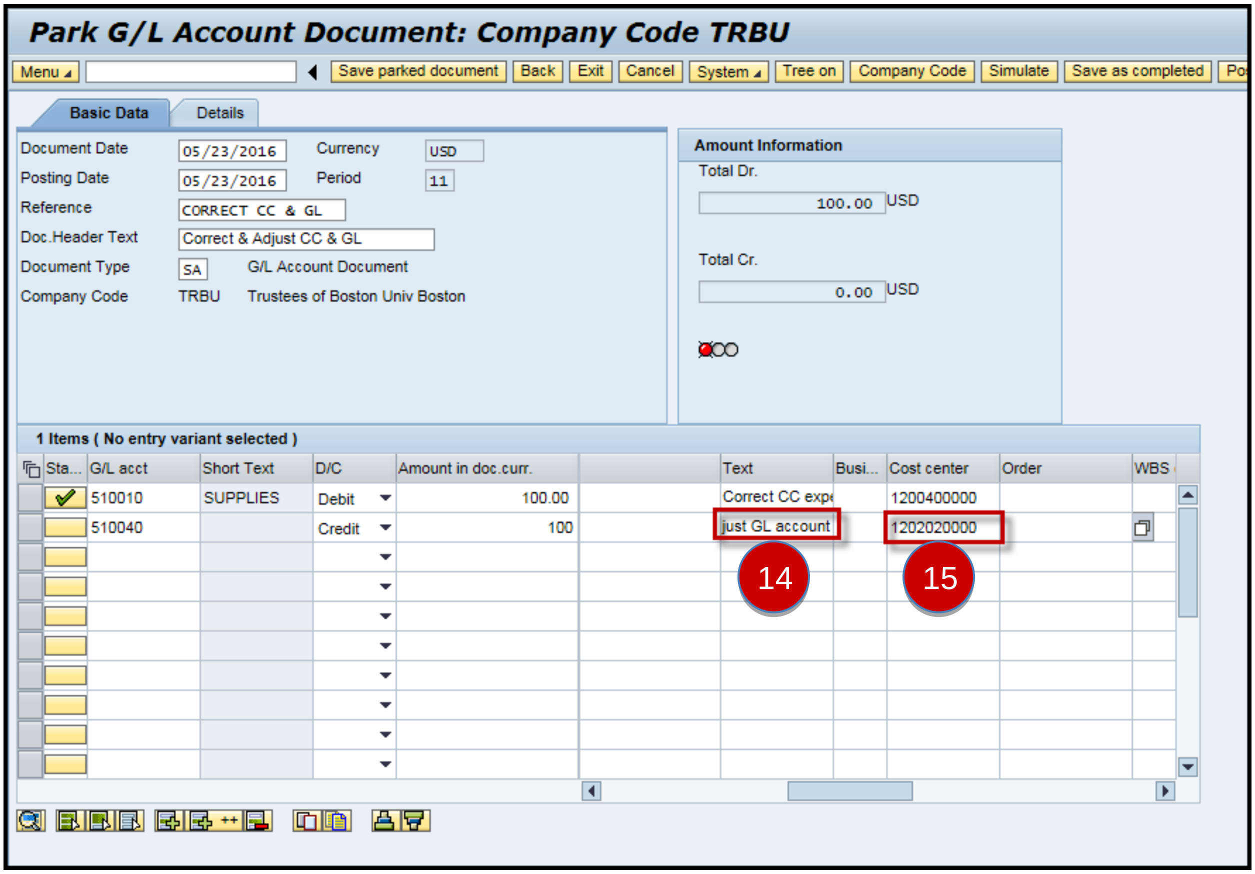
Field	R/O/C	Description
Amount in doc.curr. (For Line 2)	Required	Line item amount in document currency. BU always uses US$. **Example:** 100

14. Scroll to the right with your mouse or use the Tab key on your keyboard; to see the next field to complete. Text

15. As required, complete/review the following fields:

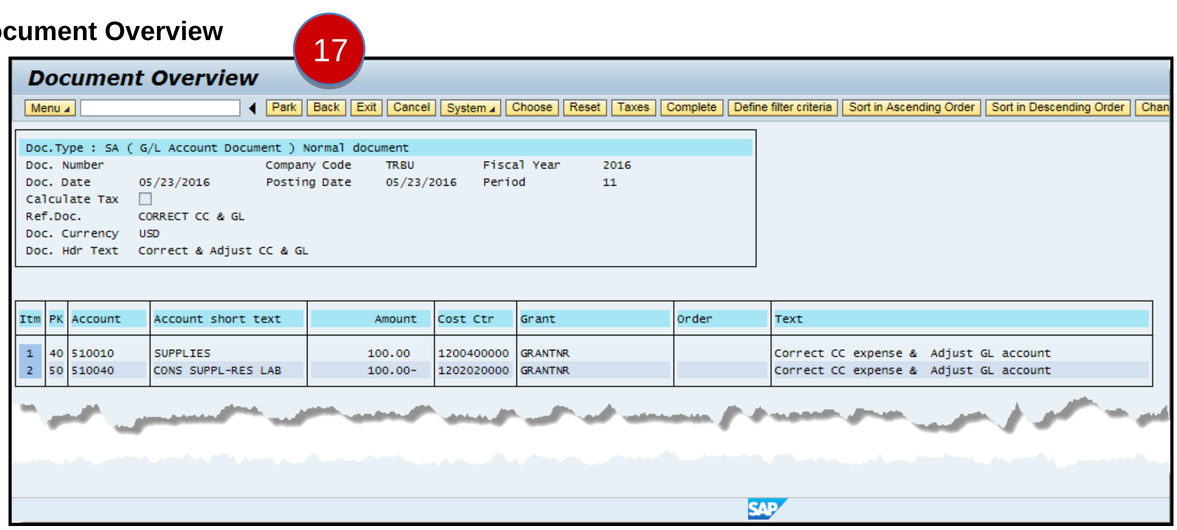
Field	R/O/C	Description
Cost center (For Line 2)	Required	An organizational unit or activity within a controlling area that represents a clearly delimited location where revenue and costs occur. Organizational divisions can be based on functional requirements, allocation criteria, physical location and/or responsibility for costs. **Example:** 1202020000

Park G/L Account Document: Company Code TRBU (Basic data)

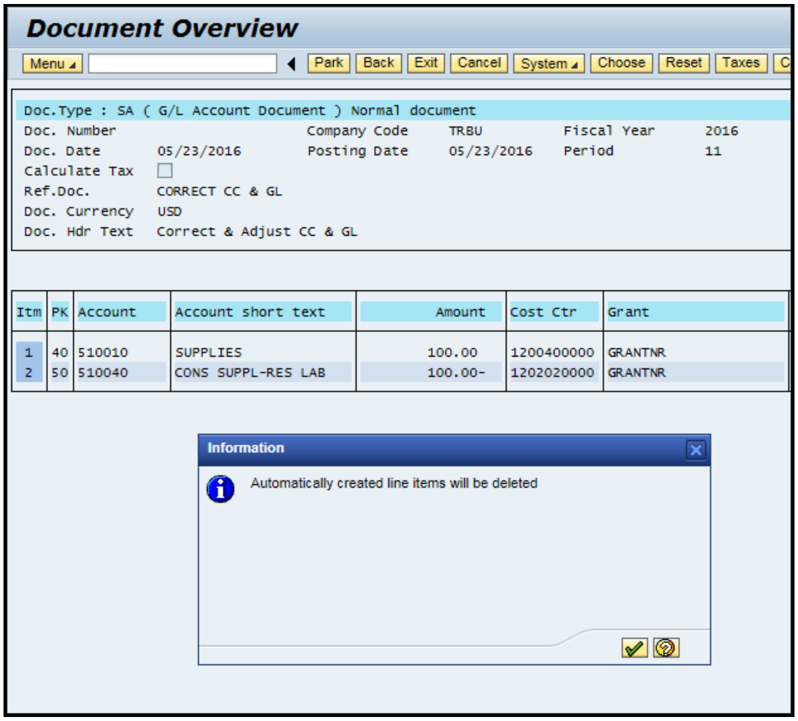


16. Click the **Simulate** button Simulate to verify that your entry is correct.

Document Overview



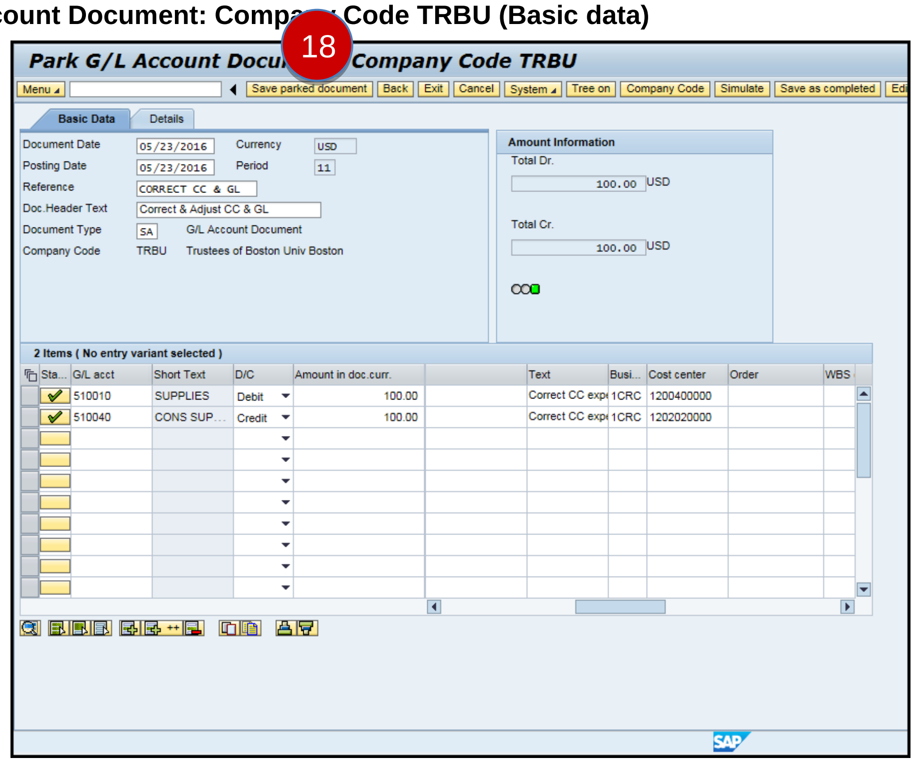
17. Click the **Back** button Back to display the document entry.



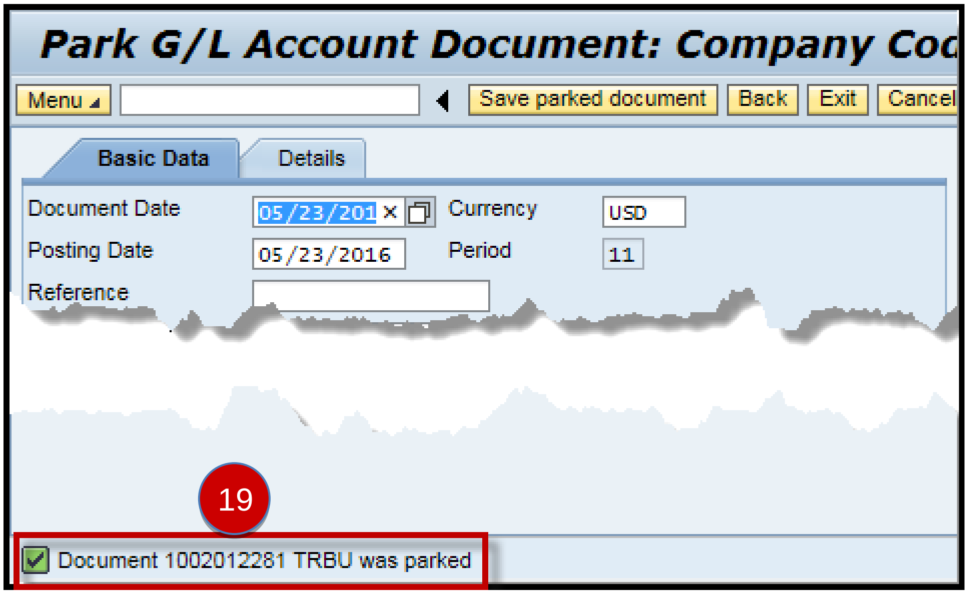
Click the green check mark box to return to the pervious screen.

System message: *"Automatically created line items will be deleted"* means the document entry view will be deleted.

Park G/L Account Document: Company Code TRBU (Basic data)



18. Click the **Save parked document** button Save parked document to save your entry.

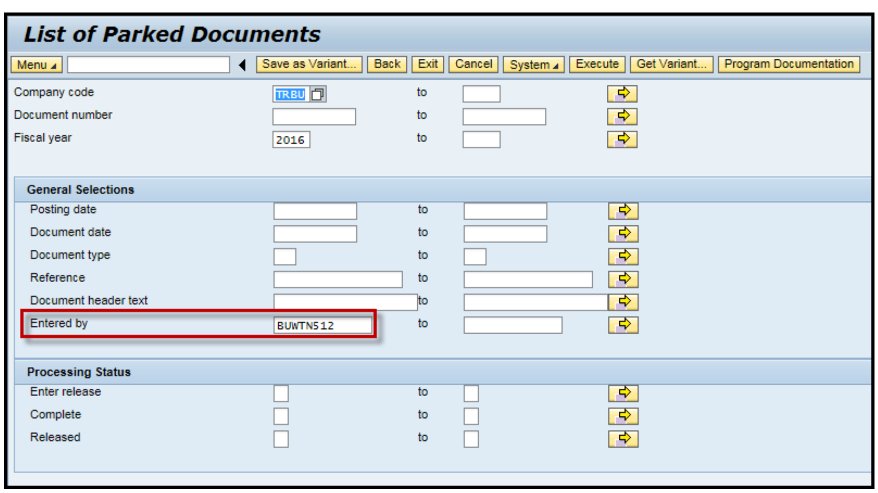


19. The transaction is complete.

The system displays the message, “Document 1002012281 TRBU was parked".

Note: The document has been **__Saved__** and is available to the creator of the entry through the “***Tree On***” Tree on function in your ***Parked*** folder.

The entry can also be searched using transaction code **FBV3** – ***Display Parked Document***. Click on the **Document List** Document list button then enter User Id in the **Entered by** field.



Results and Next Steps

You have successfully created and parked a journal entry document.

To start the approval process go to transaction code ***FBV2*** – ***Change Parked Document*** and click on ***Save as Complete*** button to initiate workflow.