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 (FBV2)](#)
- [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**

![Image of Park G/L Account Document: Company Code TRBU](image)

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

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
</table>
| 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 |
Work Instruction
Create Journal Entry or Create a Parked Document (FV50)

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

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doc.Header Text</td>
<td>Optional</td>
<td>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. <strong>Example:</strong> Adjustment to GL Account</td>
</tr>
</tbody>
</table>

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/](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](#).
5. As required, complete/review the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>G / L acct (For Line 1)</td>
<td>Required</td>
<td>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</td>
</tr>
</tbody>
</table>

6. Select **Debit**.

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

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount in doc. curr. (For Line 1)</td>
<td>Required</td>
<td>Line item amount in document currency. BU always uses US$. Example: 100</td>
</tr>
</tbody>
</table>

8. Scroll to the right with your mouse or use the Tab key on your keyboard; to see the next field to complete.
Park G/L Account Document: Company Code TRBU

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

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost center (For Line 1)</td>
<td>Required</td>
<td>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</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>G / L acct (For Line 2)</td>
<td>Required</td>
<td>Object used for accounting transactions in the FI module to form the basis for creating balance sheets and high level income statements. Example: 510040</td>
</tr>
</tbody>
</table>
12. Select Credit.

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

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount in doc.curr. (For Line 2)</td>
<td>Required</td>
<td>Line item amount in document currency. BU always uses US$. Example: 100</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost center (For Line 2)</td>
<td>Required</td>
<td>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</td>
</tr>
</tbody>
</table>
16. Click the **Simulate** button to verify that your entry is correct.

17. Click the **Back** button to display the document entry.
Click the green check mark box to return to the previous 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 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” function in your **Parked** folder.

The entry can also be searched using transaction code **FBV3 – Display Parked Document**. Click on the **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.