## Journal Entry Document Types

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

*Document Type “SA” is defaulted in transaction 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](#).*

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>SA</td>
<td>G/L Account Document</td>
<td>Standard, non-grant journal entry – defaulted document type for Transaction FV50</td>
</tr>
<tr>
<td>ZJ</td>
<td>Grant Non-Cost Transfer</td>
<td>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.</td>
</tr>
</tbody>
</table>
| 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/](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.  
A Business Warehouse Report showing the original charge must be attached 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/](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.  
A Business Warehouse Report showing the original charge must be attached 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.  
A Business Warehouse Report showing the original charge must be attached for journal entries coded with Document Type ZK and ZV.
# Field Name  | Entry  | Description
---|---|---
1 Document Date  | Required  | Enter a valid date. It is recommended you enter the current date entry is created.
2 Posting Date  | Required  | Defaulted to current date. Must be within the current period.
3 Reference  | Optional  | Enter a name or description identifying 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 and 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.
### Quick Reference Guide

How to create a Journal Entry – FV50

<table>
<thead>
<tr>
<th>#</th>
<th>Field Name</th>
<th>Entry</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>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 1900000000 Lab Supplies.</td>
</tr>
</tbody>
</table>
| 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 - 100000000, and Business Area - 1CRC.)  
Cost Objects are required for Profit & Loss (P&L) accounts. P&L accounts start with GL Accounts 400000 or 500000. |
| 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. |
|    | Save as completed     | Optional | Click this field to save and initiate the workflow approval process. and/or |

### 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.

A Business Warehouse Report showing the original charge must be attached for journal entries coded with Document Type ZK and ZV.

#### 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.
You have successfully Saved or Completed a Journal Entry Document.