

## Introduction

#### **Process and Trigger**

Perform this procedure when you need to add the **Document Type** field when creating a journal entry.

Document Type **SA** is used for General Ledger journal entries without Grant and Document Type **ZJ**, **ZK**, **ZV** are used for journal entries with Grant.

Please refer to the "Document Types for Creating Journal Entry) for more information on document types. This task needs to be executed only one time to make the Document Type field visible.

### Prerequisites

- Department Submitter Role

#### Menu Path

Use the following menu path to begin this transaction:

### BUworks Central Portal → WebGUI tab → ECC System sub-tab → FV50 - Park G/L Document

FV50

### **Tips and Tricks**

At times you may need to use your scroll bar to view additional information.

### Reports

None



## Procedure

### Park G/L Account Document: Company Code TRBU

Park G/L Account Document: Company Code TRB	U
Menu A Save parked document Back Exit Canc	el System, Tree on Company Code Simulate Save as completed Editing options
Rasic data Details	
Busic value	Amount Information
Document Date	Total deb
Posting Date 08/09/2011 Period 2	0.00 IISD
Reference	
Doc Header Text	Total cred.
Document Type SA G/L Account Document	0.00 Jusp
Company Code TRBU Trustees of Boston Univ Boston	
	040
0 Items ( No entry variant selected )	
St G/L acct Short Text D/C Amount in doc.curr Assignment no	
	<b>v</b>
(	•
	Der (220) 🖿 📝

1. Click the Editing options button Editing options.

### **Accounting Editing Options**

Accounting Editing Options		
Menu, 4 Change u	ser maste	er Back Exit Cancel System
Document entry		
General Entry Options		Default document currency
Documents only in local currency		<ul> <li>Local currency</li> </ul>
Amount fields only for document currency		<ul> <li>Last document currency used</li> </ul>
Exchange rate from first line item		O None
No special G/L transactions		
Documents not cross-company code		Default Company Code
Documents must be complete for parking		No Company Code Proposal
No partner business area in head.screen		
Calculate taxes on net amount		
Copy text for G/L account entry		
Do not copy tax code		
Fast entry via ISR number		
ISR Entry with Control Display		
Do not update control totals		
Automatic Negative Posting		
Special options for single screen transactions		
Hide transaction	Doc.type	option Document type ready for
Propose final amount	Docu	ment date equals pstg date
D/C indicator as +/- sign	Comp	plex Search for Business Partner
<ul> <li>Display periods</li> </ul>		ose Last lax Code
Posting in special periods possible	L Tax C	ode: Only Display Short Text

2. Click the Doc.type option drop-down list Document type ready for...



You may need to use the scroll bar to see the drop down for Doc. Type Option.



### **Accounting Editing Options (Document entry)**

lenu, (  Change	user master	Back Exit Cancel System			
Document entry					
General Entry Options		Default document currency			
Documents only in local currency		<ul> <li>Local currency</li> </ul>			
Amount fields only for document currency		<ul> <li>Last document currency used</li> </ul>			
Exchange rate from first line item		🔿 None			
No special G/L transactions					
Documents not cross-company code		Default Company Code			
Documents must be complete for parking		No Company Code Proposal			
🗌 No partner business area in head.screen					
Calculate taxes on net amount					
Copy text for G/L account entry					
Do not copy tax code					
Fast entry via ISR number					
ISR Entry with Control Display					
Do not update control totals					
Automatic Negative Posting					
Special options for single screen transactions					
Hide transaction	Doc.type o	ption Document type ready for ir 🗋			
Propose final amount	🗌 Docum	ent date e Document type will be displayed	4		
D/C indicator as +/- sign	Compl	ex Search Document type ready for input	4		
<ul> <li>Display periods</li> </ul>	Propos	e Last Tax			
✓ Posting in special periods possible	🗌 Tax Co	de: Only D Document type hidden			
			-		

3. Click the Document type ready for input Document type ready for input from the drop-down list.

# **Accounting Editing Options**

Accounting Editing Options		
Menu, ( Change	user maste	Back Exit Cancel System
Document entry		
General Entry Options		Default document currency
Documents only in local currency		Local currency
Amount fields only for document currency		<ul> <li>Last document currency used</li> </ul>
Exchange rate from first line item		O None
No special G/L transactions		
Documents not cross-company code		Default Company Code
Documents must be complete for parking		No Company Code Proposal
🗌 No partner business area in head.screen		
Calculate taxes on net amount		
Copy text for G/L account entry		
🗌 Do not copy tax code		
Fast entry via ISR number		
ISR Entry with Control Display		
Do not update control totals		
Automatic Negative Posting		
Special options for single screen transactions		
Hide transaction	Doc.type	option Document type ready for Ir L
Propose final amount		nent date equais pstg date
D/C indicator as +/- sign	Comp	lex Search for Business Partner
<ul> <li>Display periods</li> <li>Desting in encoded</li> </ul>	Propo	se Last lax Code
Posting in special periods possible		ode: Only Display Short Text

- 4. Click the Change user master button Change user master
- 5. Click the Back button Back



You should now see the **Document Type** field in your view.

6. The transaction is complete.



# **Results and Next Steps**

You have added Document Type to your view.