
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

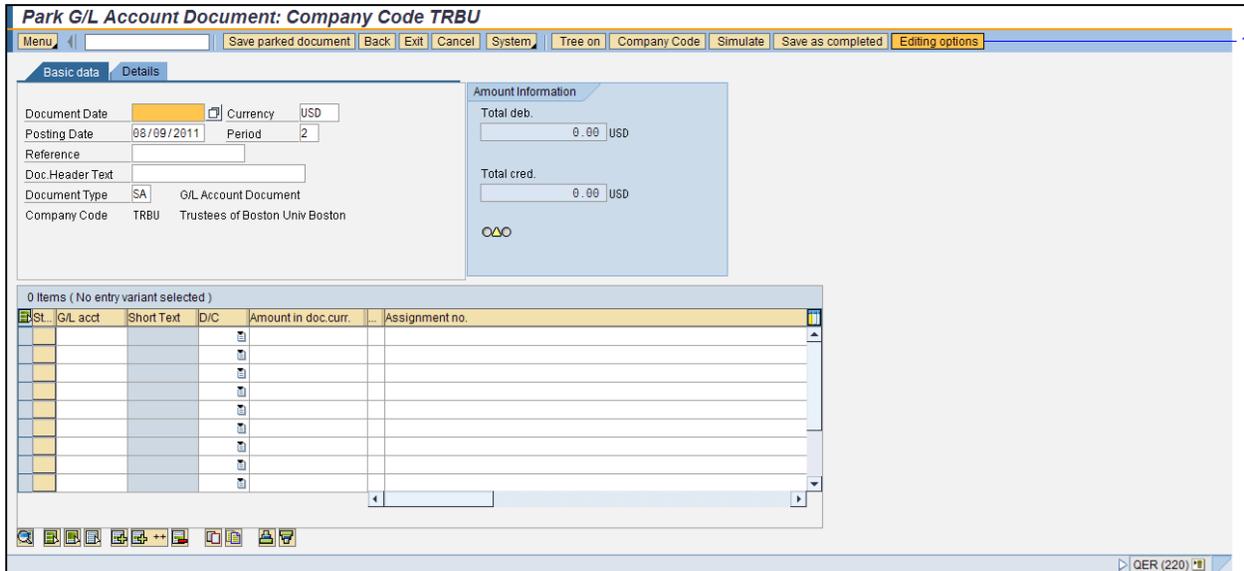
At times you may need to use your scroll bar to view additional information.

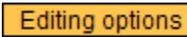
Reports

None

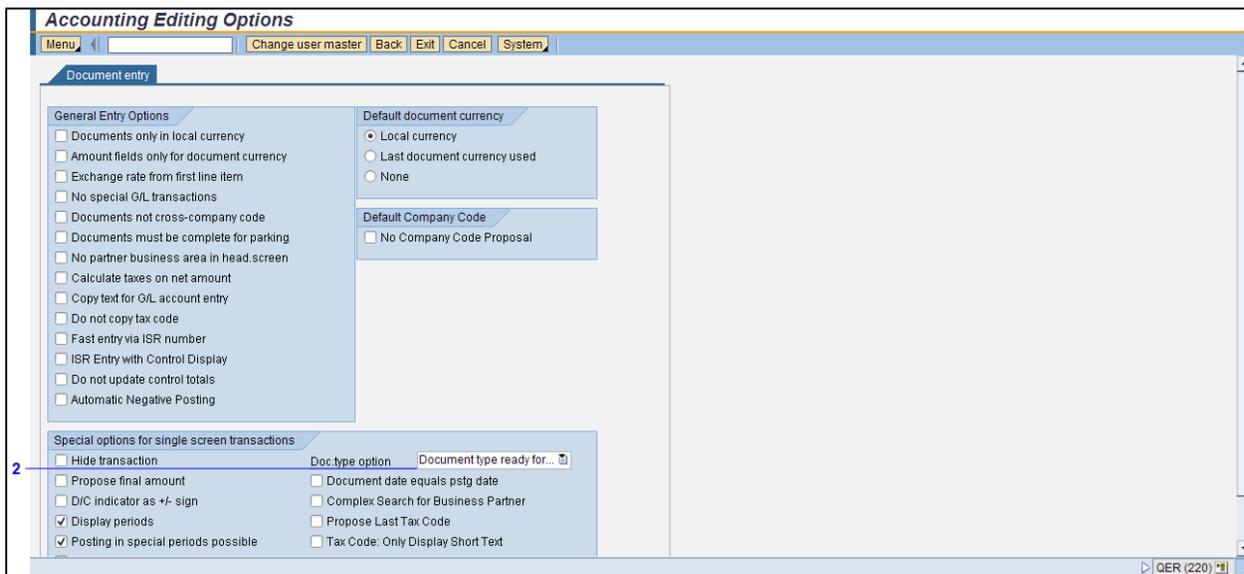
Procedure

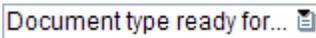
Park G/L Account Document: Company Code TRBU



1. Click the **Editing options** button .

Accounting Editing Options

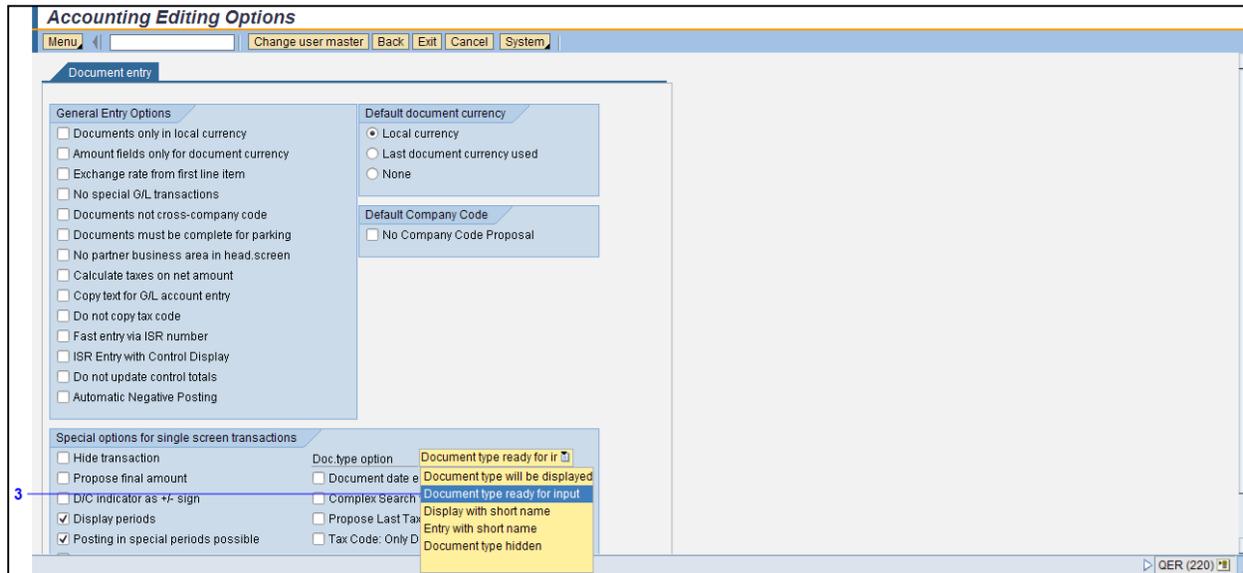


2. Click the **Doc.type option** drop-down list .



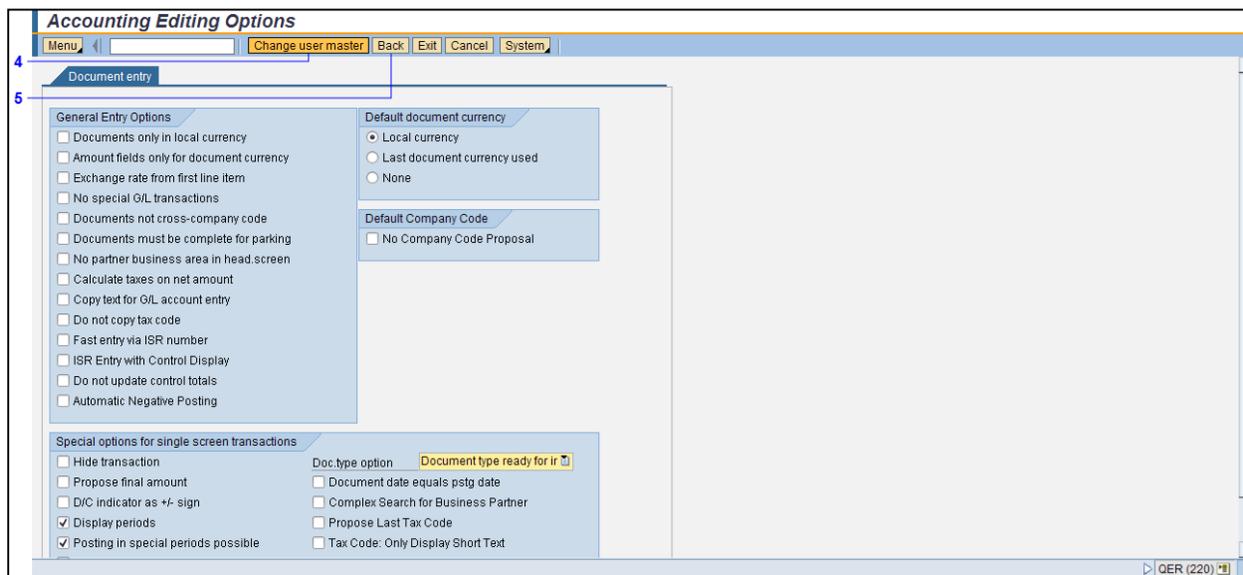
You may need to use the scroll bar to see the drop down for Doc. Type Option.

Accounting Editing Options (Document entry)



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

Accounting Editing Options



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