How to add the Document Type & Display periods fields to FV50

1. Go to Transaction code FV50
2. Enter FV50 in command bar
   or
   Click on SAP transaction code number FV50
   
   *The Department Submitter role is required to access transaction code.*
<table>
<thead>
<tr>
<th>2</th>
<th><strong>Processing Options</strong></th>
<th>Click on the <strong>Editing options</strong> button</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Processing Options</strong> screen will display</td>
<td></td>
</tr>
</tbody>
</table>

| 3 | Go to **Special options** for single screen transactions | Select and check off Display periods option |

**Quick Reference Guide**
**FV50 Processing Option – Add Document**
**Type & Display period fields**

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**Accounting Editing Options**

- **General Entry Options**
  - Documents only in local currency
  - Amount fields only for document currency
  - Exchange rate from first line item
  - No special G/L transactions
  - Documents not cross-company code
  - Documents must be complete for parking
  - 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
  - Propose final amount
  - D/C indicator as +/- sign
  - Display periods
  - Posting in special periods possible
  - Always Use Payment Base Deadline

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### Quick Reference Guide

**FV50 Processing Option – Add Document Type & Display period fields**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Go to Doc Type Option</td>
<td>Click on the drop down menu and Select #2 Document type ready for input</td>
</tr>
<tr>
<td>5</td>
<td>Go to Change user master (top of page on toolbar)</td>
<td>Click on the Change user master button to save selection</td>
</tr>
</tbody>
</table>

Additional transactional screen edits are available under the **General Entry Options** and **Special options for single screen transactions** areas.

![Accounting Editing Options](image)

**System Message**

A green system message will display if saved properly

**Back**

Click on the **Back** button to return to **FV50** transaction screen
The period field is now available. The Period field is typically used during Fiscal Period End or Year End to allow for posting during open prior or open future periods.

Document Type field is available for input. Note the system defaults to SA document type. Journal Entry most commonly used Document Types:
- SA – G/L Account Document
- ZJ – Grant Non-Cost Transfer
- ZK – Grant Cost Transfer
- ZV – Grant Cost Transfer Over 90 days

| 8 | Locate Display Period | The period field is now available. The Period field is typically used during Fiscal Period End or Year End to allow for posting during open prior or open future periods. |
|--------------------------------|---------------------------------------------------------------|
| 9 | Locate Document Type   | Document Type field is available for input. Note the system defaults to SA document type. Journal Entry most commonly used Document Types: |
|   |                      | • SA – G/L Account Document |
|   |                      | • ZJ – Grant Non-Cost Transfer |
|   |                      | • ZK – Grant Cost Transfer |
|   |                      | • ZV – Grant Cost Transfer Over 90 days |

The Period and Document Type field are now available for input.

Information

If a Warning system message appears at the bottom left-hand side of the window.

Hit the Enter key on your keyboard to bypass the system message.