Basic Journal Entry Training Lab

Course Objectives

Upon completion of this course, you should be able to:

- Perform Journal Entries
- Display Documents
- Change Parked Documents
- Track Journal entry through Workflow
- Execute Reports
- Explain how to access and use the reference materials and support

Course Prerequisites and Role(s)

Prior to attending this course, you should have reviewed or completed the following prerequisites:

- How to use BUworks Central Portal
- How to Navigate WebGUI

  and/or

- Intro to WebGUI lab

This course provides training for the following roles:

- Department Submitter
- Department Approver

Course Map

General Accounting

- **Lesson 1: Course Introduction**
- **Lesson 2: General Information**
- **Lesson 3: Journal Entries**
- **Lesson 4: Intro to Reporting**
- **Lesson 5: Summary**

Lesson 1 – Objectives

BUworks Journal Entry lab

- This is a hands on training where participants will be using their own data in the Production (live) environment
- We will explore how to create, change and use Journal Entries as part of the method to manage the accuracy of expenses charged to your cost object.

Reason to use Journal Entry

Guide for Journal Entry transactions

- There is a need to manage expenses charged to your Cost Object
- Adjustment or correction to a GL Account Expense or Cost Object

Guide for Journal Entry Upload

- Large Journal Entry transactions
- Only Department Approvers have access to use Journal Upload
- Only post in Funds you have access to
- If you don't have access to all funds:
  - Grant related – send to PAFO with appropriate documents
  - Unrestricted and across cost centers – send to General Accounting
- Direct Posts do not go through workflow

Course Map

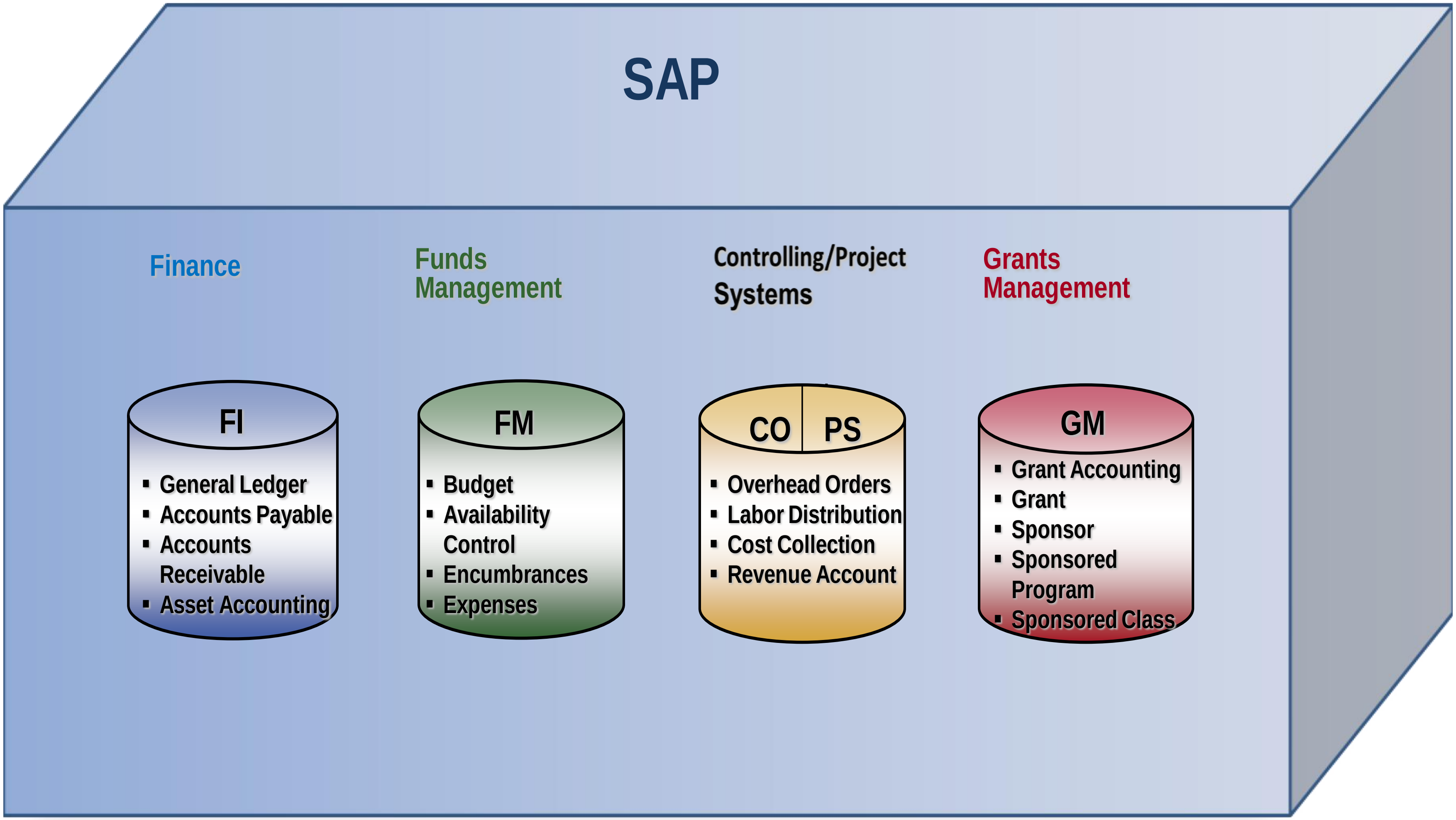
General Accounting

- Lesson 1: Course Introduction
- Lesson 2: General Information
- Lesson 3: Journal Entries
- Lesson 4: Intro to Reporting
- Lesson 5: Summary

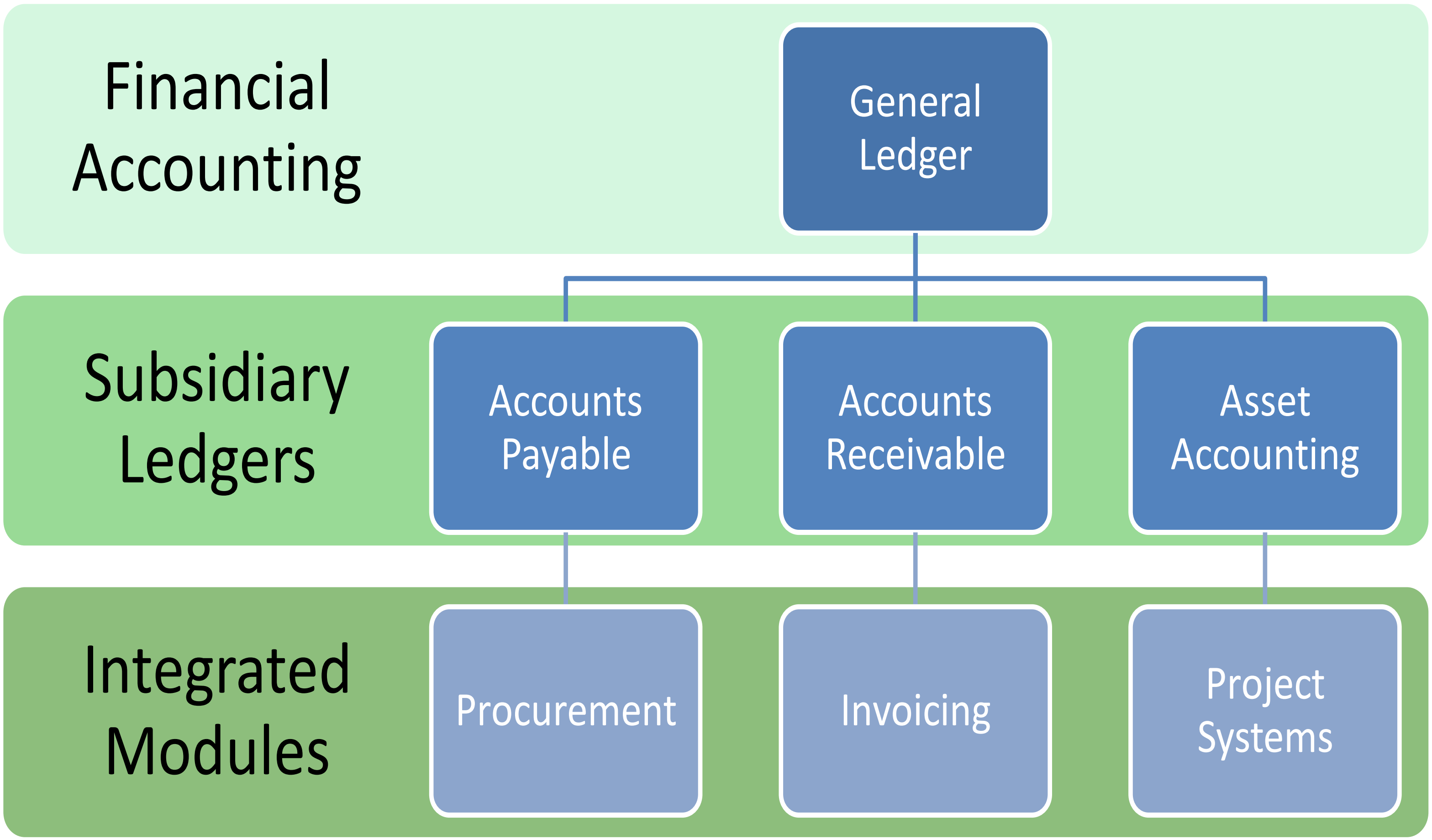
Lesson 2 – Objectives

- Upon completion of this lesson, you should be able to:
  - Access the Object Code manuals
  - Identify General Ledger codes
  - Explain Cost Center vs Internal Order
  - Understand Master Data Integration
  - Prepare to Enter or Change Journal Entries

Finance Functional Areas



Process Integration



Master Data Integration

SAP Component

	FI	CO	FM	GM	Legacy
Reporting Entity	Company Code	Controlling Area	Funds Mgmt Area	Company Code	None
Organizational Unit	Business Area	Cost Center	Fund Center	Fund Center	Unit-Dept
Financial Classification	GL Account	Cost Element	Commitment Item	Sponsored Class	Object Code
Functional Purpose	Functional Area	Functional Area	Functional Area	Functional Area	Function Code
Initiative or Program	N/A	Internal Order WBS Element	Funded Program	Sponsored Program	Source
General Funding Source	Fund	Fund	Fund	Fund	None
Detailed Funding Source	Grant	Grant	Grant	Grant	None

Chart of Accounts

- Organized listing of all GL Accounts required to support financial reporting and provides a framework for recording values which is assigned to the Company Code

Legacy	SAP
Object Code (4 digits)	GL Account (6 digits)

General Ledger Codes

General Ledger Account (6 digits)

- 1XXXXX: Assets
- 2XXXXX: Liabilities
- 3XXXXX: Net Assets
- 4XXXXX: Income
- 5XXXXX: Expense

Cost Center

- A type of Cost Object that represents a clearly delimited location where revenue and costs occur
- Cost Centers are used to represent Fund Centers and Funds

Legacy	SAP
Unit/Dept (6 digits)	Cost Center (10 digits)

Cost Center/Funds Center Structure

1 2 0 0 3 7 0 0 0 0

Dept. Activity (00=Undesignated)

Source of Funds (00=General)

Department (037=Student Research)

School/College/Admin. Area (20=CAS OR GRS)

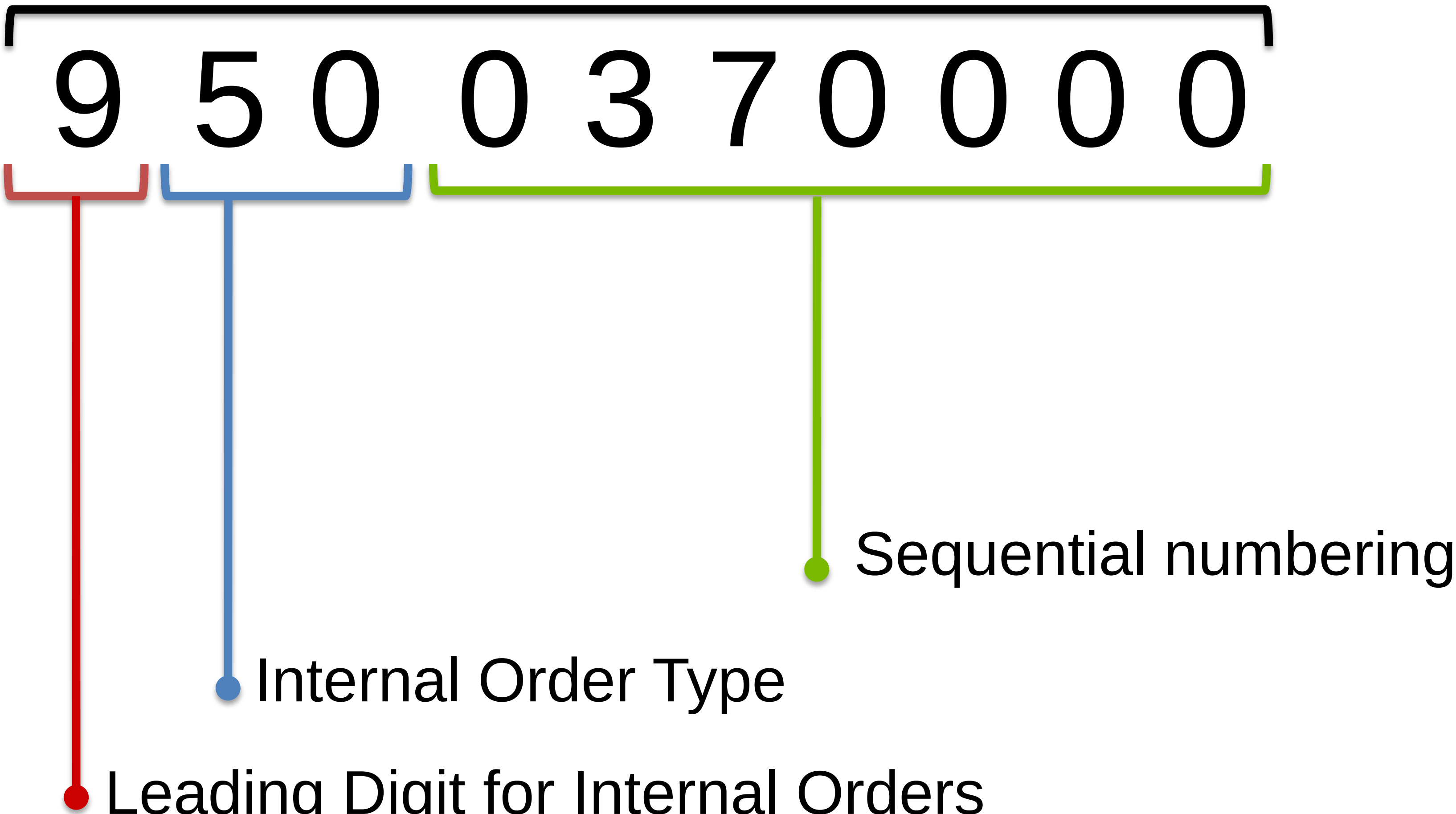
Business Area (1=Charles River Campus)

Internal Order

- A type of Cost Object used to monitor costs and revenues within the University
- Internal Orders are used for purposes such as gifts, grants, work orders and departmental activities

Legacy	SAP
Fund 0 + Unit/Dept + Source	Internal Order

Internal Order



Internal Order Types

9xx

- IO Type
  - 00 – General
  - 05 – Work Order
  - 07 – Special Maintenance
  - 20 – Endowment Principal
  - 25 – Endowment Spendable
  - 28 – Annuity
  - 30 – Gifts
  - 32 – Gifts – Building
  - 35 – Gifts – Pledges
  - 40 – Loans – Institutional UR
  - 43 – Loans – Institutional Restricted
  - 45 – Loans – Government
  - 50 – Grant – Federal
  - 54 – Grant – Federal-Fab Equip
  - 55 – Grant – Non-Federal
  - 59 – Grant – Non-Fed
  - 60 – Debt
  - 95 – MOA – Cost Reimbursement
  - 98 – Balance Sheet – Capital
  - 99 – Balance Sheet – Other

Internal Order	Description
9500000124	Federal Grant – Professor Jones
9000000212	Departmental – Professor Smith Faculty Startup
9070000001	Special Maintenance – Annual Furniture Replacement

Unrestricted vs Restricted Cost Centers

- Restricted Cost Center has an Internal Order assigned to it
- Unrestricted Cost Center does not

Object Code Manual and GL Account Manual

The object code manual can be found online at:

- For Income Object codes:
  - http://www.bu.edu/cfo/comptroller/resources/income-object-codes/
- For Expense Object codes:
  - http://www.bu.edu/cfo/comptroller/resources/expense-object-codes/

You can download a PDF of the full object code manual from these sites

The GL Account Listings can be found online at:

http://www.bu.edu/cfo/comptroller/resources/

Look for:

GL Income and Expense Account Listings

GL Income and Expense Account Descriptions

Preparing BEFORE SAP Entry and Updates

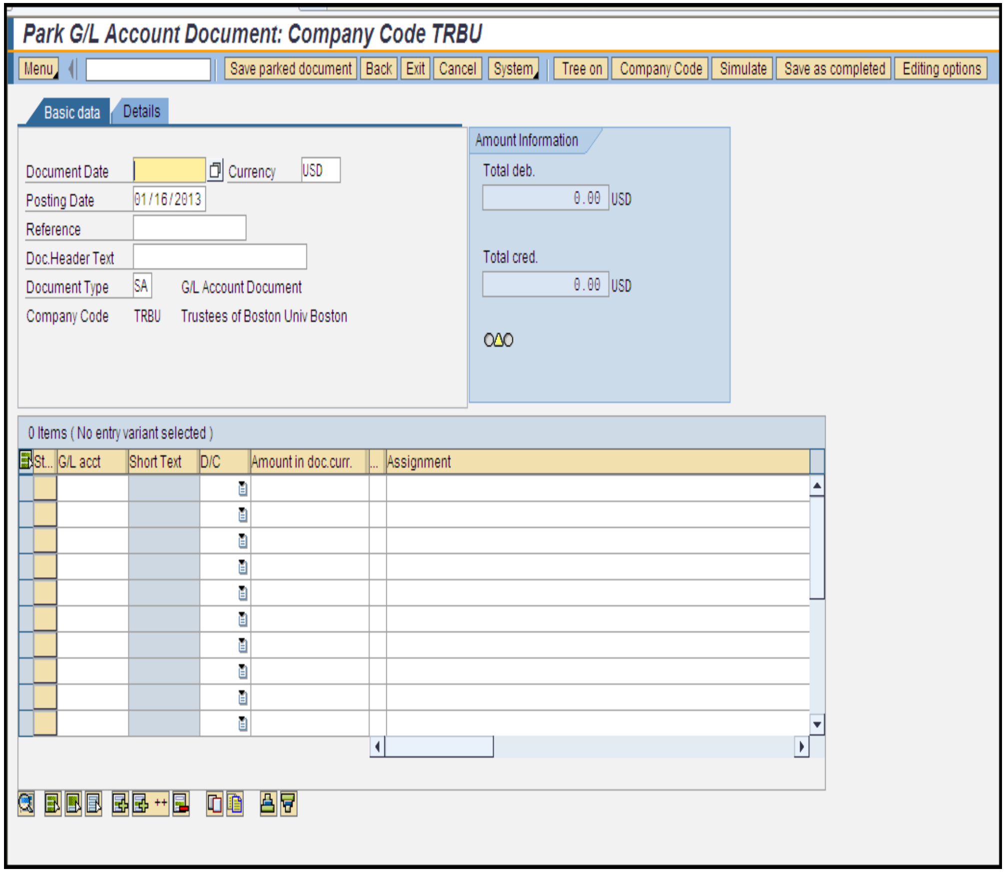
- Identify G/L Account numbers to be used
- Identify Cost Objects = Cost Center, Internal Order, WBS
- Confirm authorization of security access
- Text description for explanation/reason journal entry is necessary
- Make note of closing period (grant, month end or year end dates). Notify and update Department Approver to confirm that entry is approved before period end date(s).

Lesson 3 – Objectives

- Upon completion of this lesson, you should be able to:
  - Create Journal Entry
  - Display Parked Document
  - Change Parked Document
  - Identify when to use Journal Upload Template
  - Track Journal Entry through Workflow

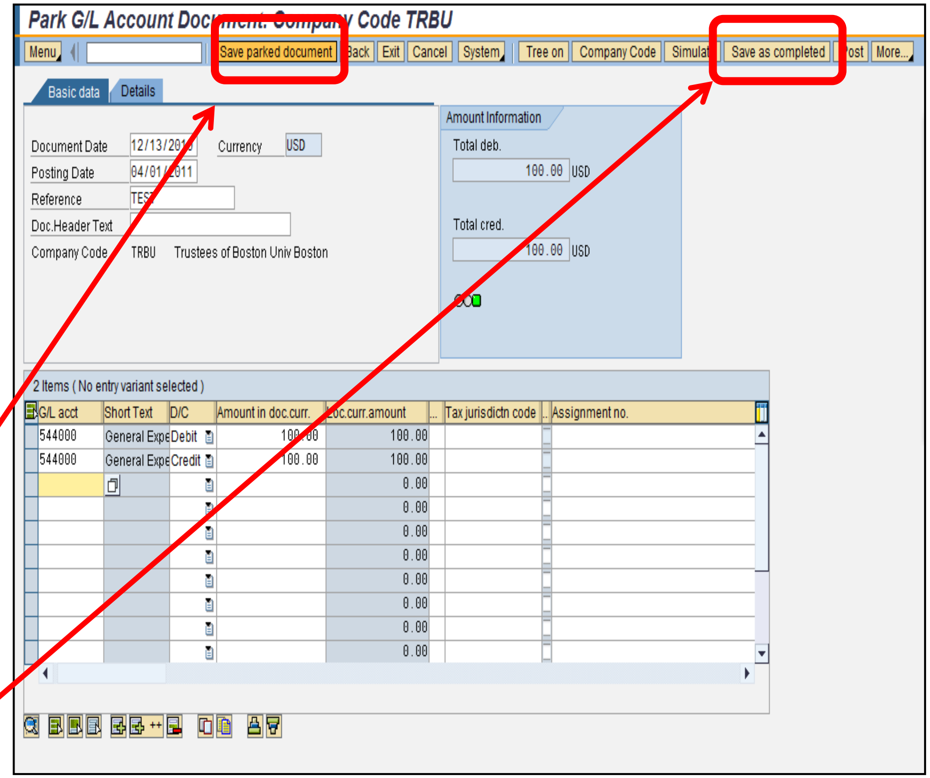
Create Journal Entry

- Use the SAP WebGUI transaction code **FV50** to create a Journal Entry
- Complete the following fields:
  - Document Date
  - Reference
  - Doc.Header Text
  - GL acct
  - D/C
  - Amount in doc curr.
  - Text
  - Cost Object



Create Journal Entry, cont.

- Once you have entered your journal entry, click the **Simulate** button, or the Enter button to verify your entry balances
- If the journal entry:
  - Is not complete click the **Save parked document** button
  - Is complete click the **Save as completed** button, this will initiate the workflow process

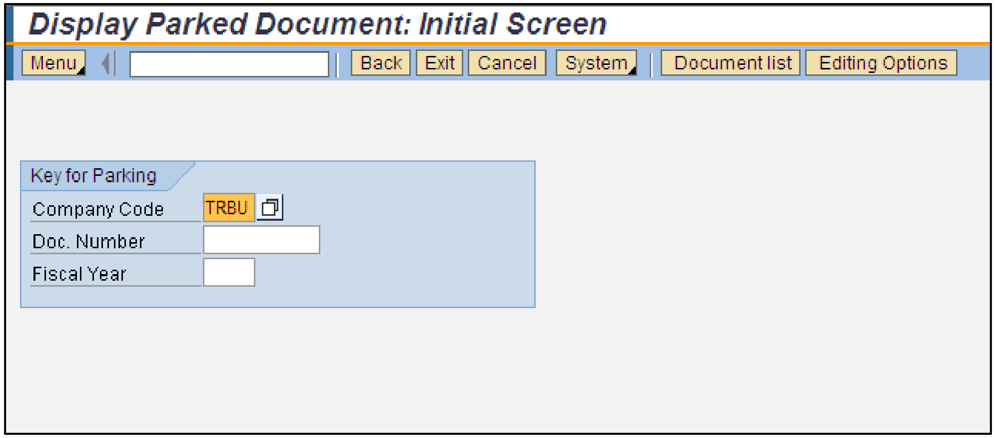


Demonstration: Create Journal Entry

- Work Instruction: **Create Journal Entry (FV50)**
  - Follow along with the work instruction from the BUworks Online Help website while your instructor demonstrates

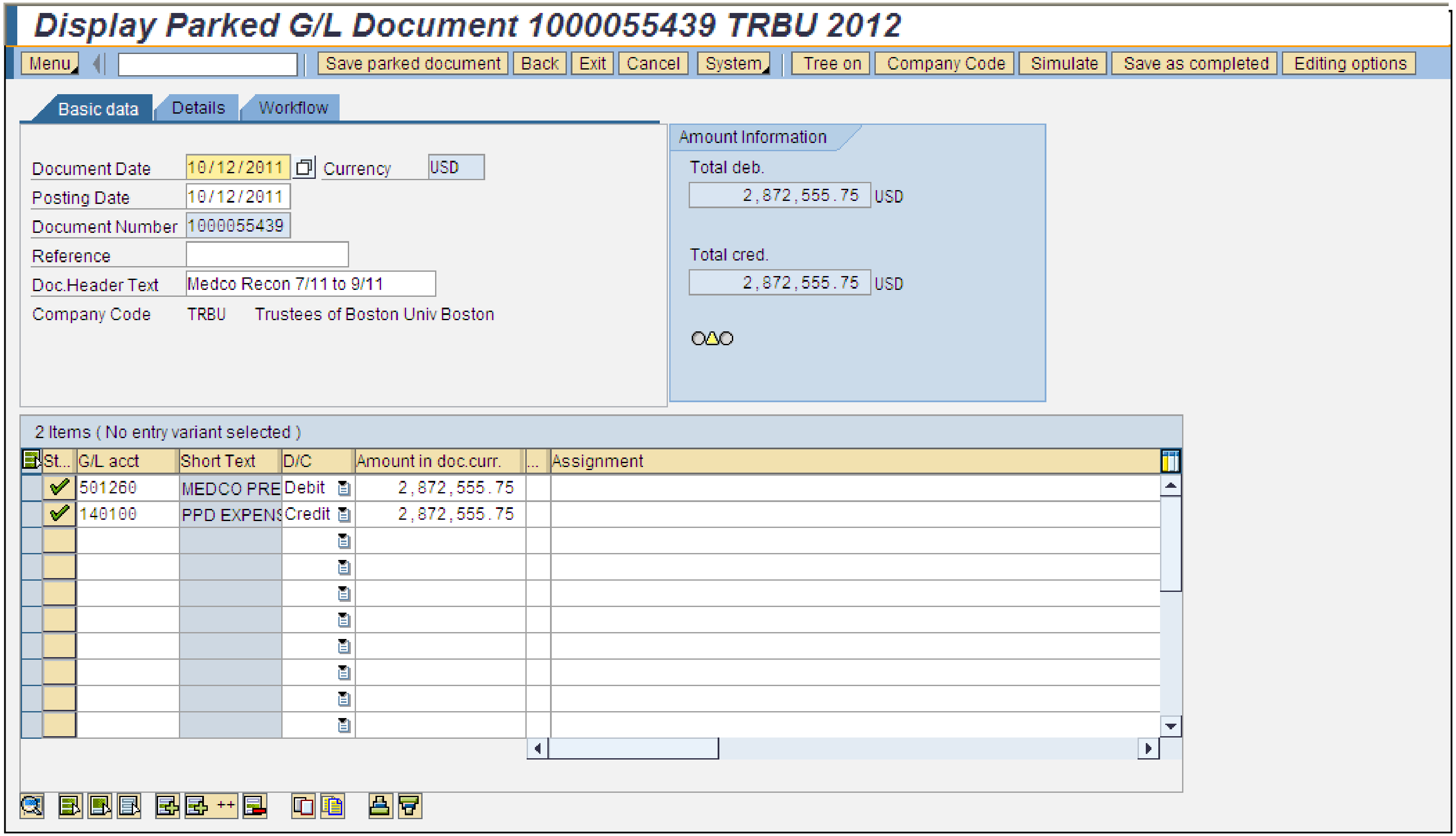
Display Parked Document

- Use the SAP transaction code **FBV3** to display a parked document
- Complete the following fields:
  - Doc. Number
  - Fiscal Year



- If you do not know the document number you wish to display click the **Document List** button

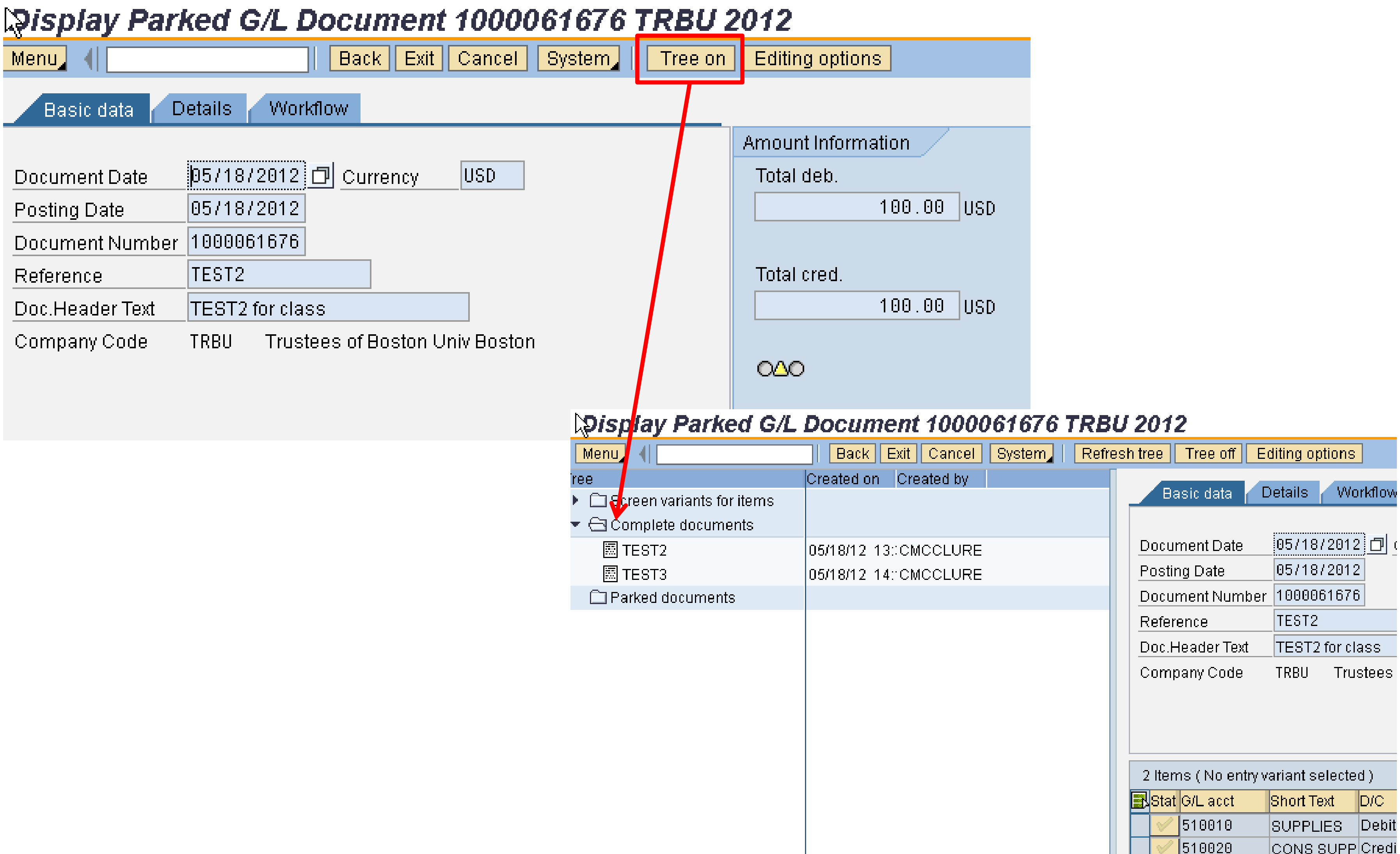
Display Parked Document, cont.



Demonstration: Display Parked Documents

- Work Instruction: **Display Parked Documents (FBV3)**
  - Follow along with the work instruction from the BUworks Online Help website while your instructor demonstrates

Reviewing Parked Complete or Parked Docs (FBV3)

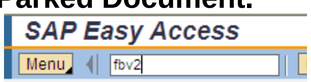


Delete a Parked Document (FBV2)

User: *Department Submitter*

Step 1: Enter Transaction

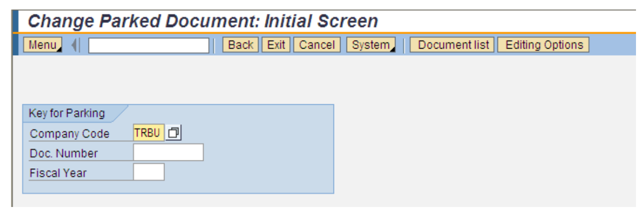
A. Log into the BU Central Portal: https://ppo.buw.bu.edu/.
B. Click on the **WebGUI** tab at the top of the page.
C. In the dark blue menu bar, *click* on **ECC System.**
D. A new window will open with the WebGUI.
E *Enter T-Code:* **FBV2 - Change Parked Document.**



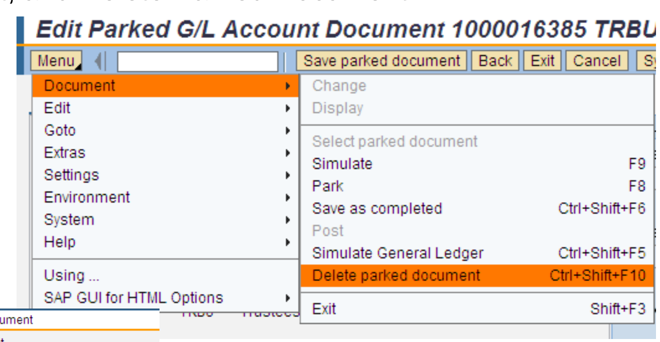
Step 2: Select Variables to Include in the Transaction

Use the **Change Parked Document Initial Screen** (see figure below) to indicate document to Delete.

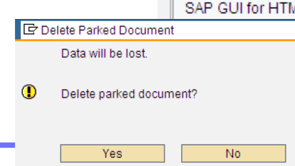
- Document and Fiscal Year are the only required fields.
- You can use the Document List [Document list] button to find a document.
- Click **OK** to execute the report.



- Go to Menu, Document, and Delete Parked Document

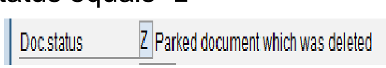


- Click Yes



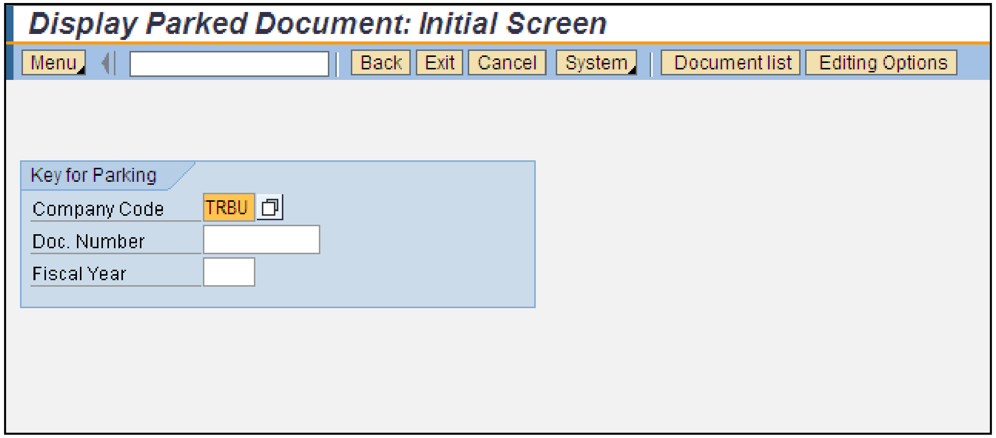
Step 3: Confirm Deletion

A. Enter T-Code: **FBV2 - Change Parked Document.**
B. Enter the Document number and fiscal year.
C. Confirm that the Document status equals "**z**"



Track Journal Entry through Workflow

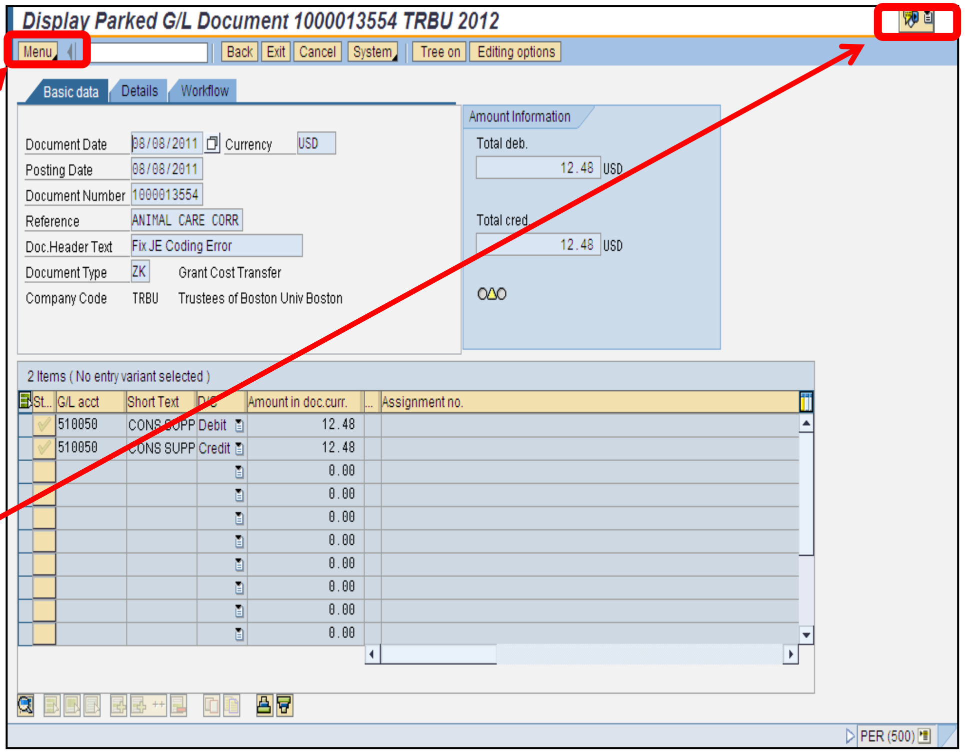
- Use the SAP transaction **FBV3** to view the status of a Journal Entry that is still in workflow and not Posted
- Complete the following fields:
  - Doc. Number
  - Fiscal Year



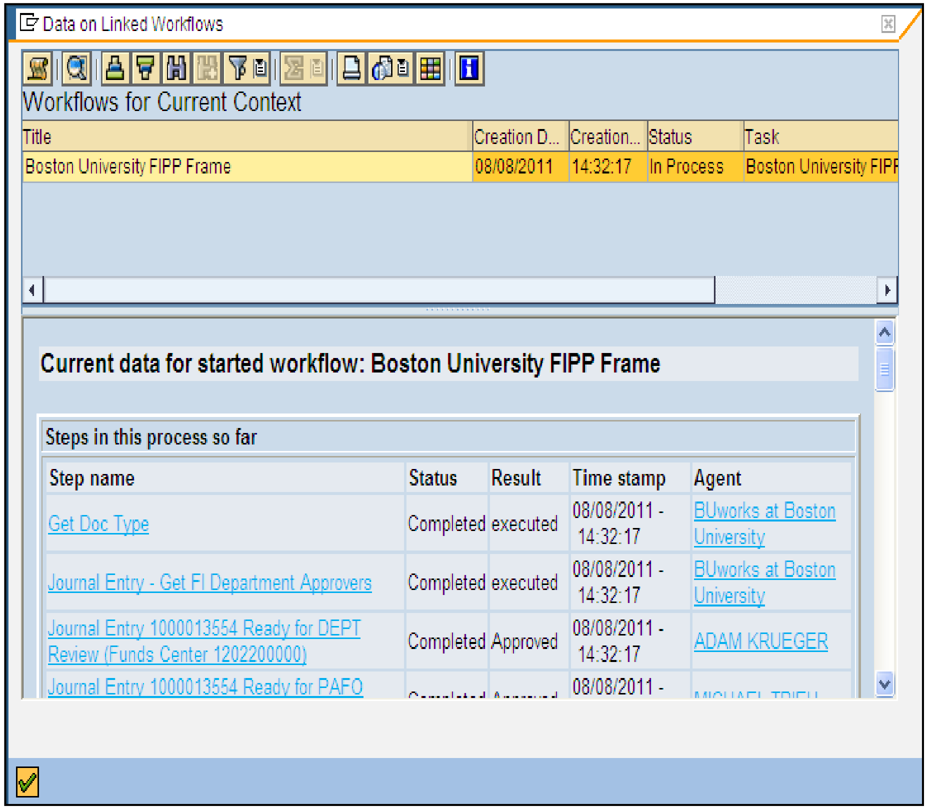
- If you do not know the document number you wish to display click the **Document List** button

Track Journal Entry through Workflow

- There are two ways to access workflow status
  - If there is no **Service for Objects** button in the top right side of the screen, click the **Menu** button, from the drop-down list select **System -> Services for Objects**
  - If there is a **Service for Objects** button in the top right side of the screen, click the icon, from the drop-down list, select **Workflow -> Workflow overview**

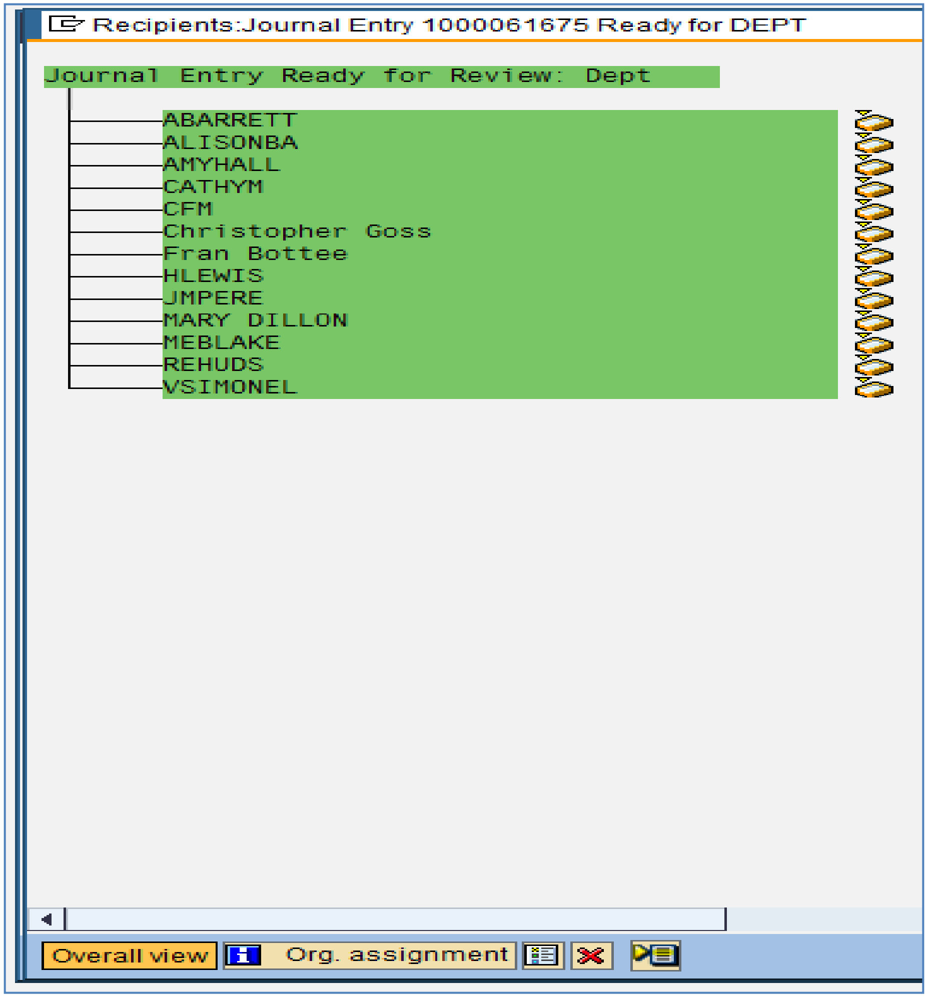


Track Journal Entry through Workflow, cont.



- Scroll down the screen to view where the Journal Entry is in the approval process
- Click the link displayed in the Agent column to display all the Recipients of the Journal Entry

Track Journal Entry through Workflow, cont.



- The link will open the Recipients window showing the name of the approvers

Demonstration: Track Journal Entry thru Workflow

- Work Instruction: **Track Journal Entry thru Workflow (FBV3)**
  - Follow along with the work instruction from the BUworks Online Help website while your instructor demonstrates

JV Upload Template

- The JV Upload Instructions can be downloaded from the General Accounting website :
  - http://www.bu.edu/cfo/files/2011/09/JV-upload-instructions.pdf

- The JV Upload Template can be downloaded from the General Accounting website:
  - http://www.bu.edu/cfo/files/2011/09/JV-upload-template.xls

B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
R	Date	Do	Hdr Text	GL Acct	PK	Amount	Cost Obj	Fnd Res Doc #	Fnd I	Fi	Fund	Grant	BA	Item Text	Assignment	Ref #1
H	07282011	SA	Exp trnsfr btwn Cost Objs													
I				515015	40	190	2540400000	4000000016	001	X				May be used for descriptive info	Add'l info	Add'l info
I				515015	50	190	9090000691							May be used for descriptive info	Add'l info	Add'l info
H	07282011	SA	Balance Sheet entry													
I				210100	40	123					1000020195	GRANTNR	1CRC	May be used for descriptive info	Add'l info	Add'l info
I				511520	50	123	3432230000							May be used for descriptive info	Add'l info	Add'l info

Lesson 3 – Summary

You should now be able to:

- Create Journal Entry
- Display Parked Document
- Review list of Parked Documents
- Delete Parked Document
- Identify when to use Journal Upload Template
- Track Journal Entry through Workflow

Course Map

General Accounting

- Lesson 1: Course Introduction
- Lesson 2: General Information
- Lesson 3: Journal Entries
- **Lesson 4: Intro to Reporting**
- Lesson 5: Summary

Lesson 4 – Objectives

- Upon completion of this lesson, you should be able to:
  - Execute SAP All Postings Report
  - Know how to navigate to BW

Demonstration:

- Work Instruction: **All Postings Report (FMRP_RFFMEP1AX)**
  - Follow along with the work instruction from the BUworks Online Help website while your instructor demonstrates

BW Reporting - Business Warehouse

- BW is a data warehouse in the Central Portal
- It is refreshed overnight
- Many reports are available and are currently being enhanced
- Each folder has a different warehouse of information

Lesson 4 - Summary

You should now be able to:

- Execute SAP All Postings Report
- Understand what the BW is and what it can provide

Course Map

General Accounting

- Lesson 1: Terminology
- Lesson 2: Data and Preparing
- Lesson 3: Journal Entries
- Lesson 4: Reporting
- Lesson 5: Summary

Course Review

You should now be able to:

- Perform and maintain Journal Entries and Journal Uploads
- Execute Reports

Transaction Summary

- **FV50** – Create Journal Entry
- **FBV2** – Change or Delete Journal Entry
- **FBV3** – Display Parked Documents
- **FMRP_RFFMEP1AX** – All Postings Report
- **ZJVUPLOAD** – Upload Journal Vouchers/Entries

Obtaining Help

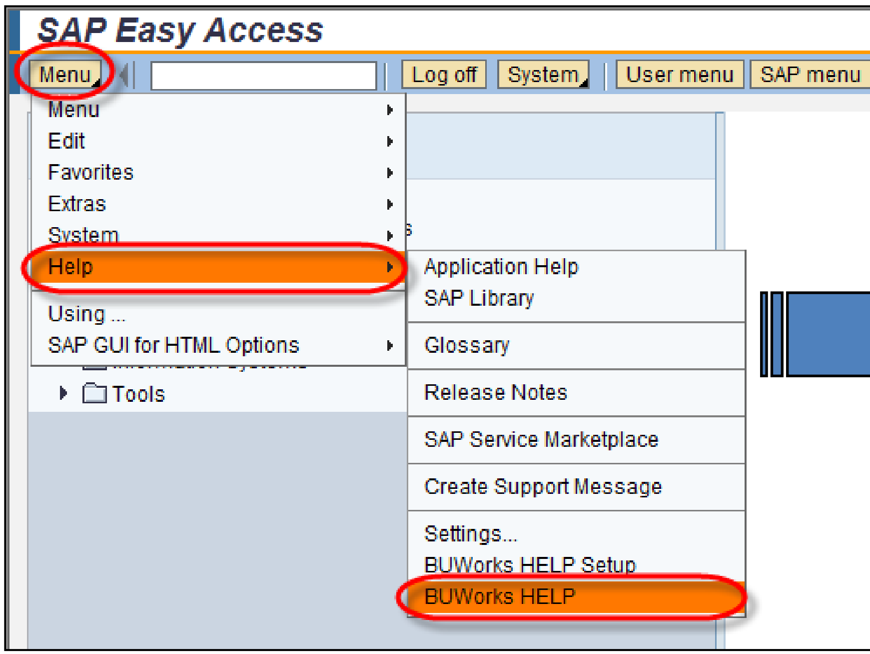
It is recommended that you request help in this order:

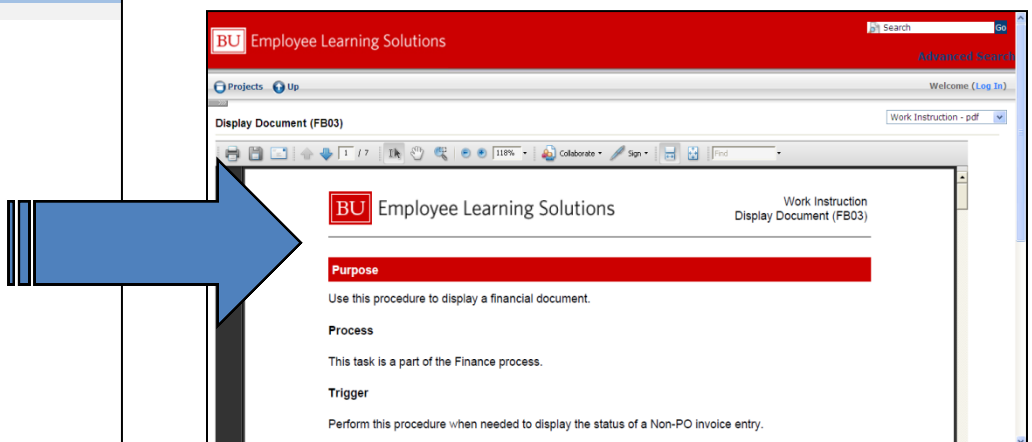
1. Access and refer to the on-line documentation for the task you are performing via http://www.bu.edu/buworks/help/
2. Submit a Service Now Ticket via website http://www.bu.edu/help/tech/buworks/ or email ithelp@bu.edu for Charles River Campus and bumchelp@bu.edu for Medical Campus.

BU (WebGUI) Custom SAP Help

1. From within a transaction, click the **Menu** button, select **Help**, and then select **BUWorks HELP**.

2. The *BUworks Online Help* window opens to provide you step-by-step guidance.



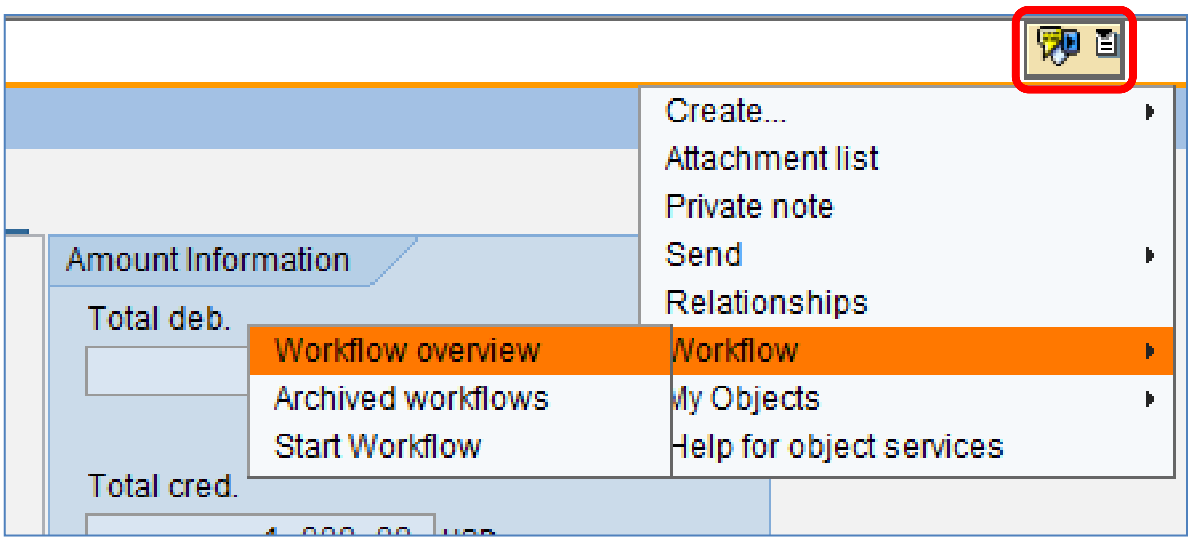


SAP WebGUI helpful tools

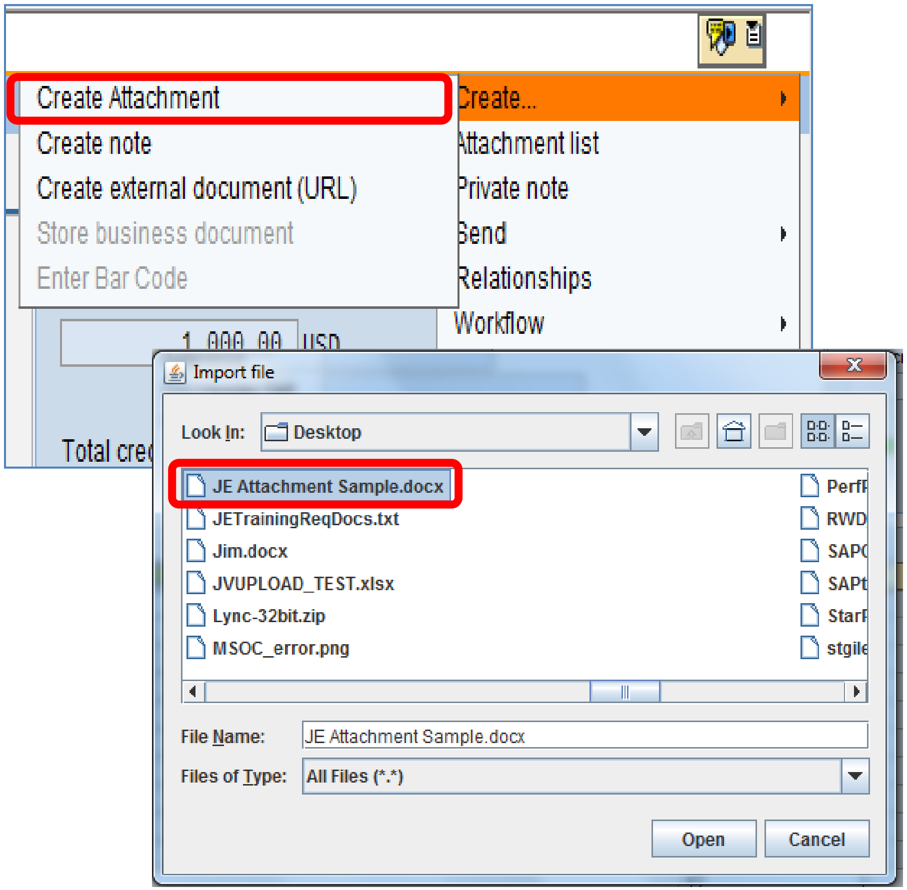
- Services for Object Icon
  - Create Attachments
  - Create note
  - Attachment list
- Tree on/Tree off/Refresh Tree
  - Access Parked Journal Entries
  - Access Complete Journal Entries
- Account Assignment Template
  - Create Account Assignment template
  - Delete Account Assignment template

Services for Objects Icon

- Selecting the Services for Object Icon will display a drop down list of additional features
- The features most commonly used are:
  - Create an Attachment or Note
  - Display Attachment List

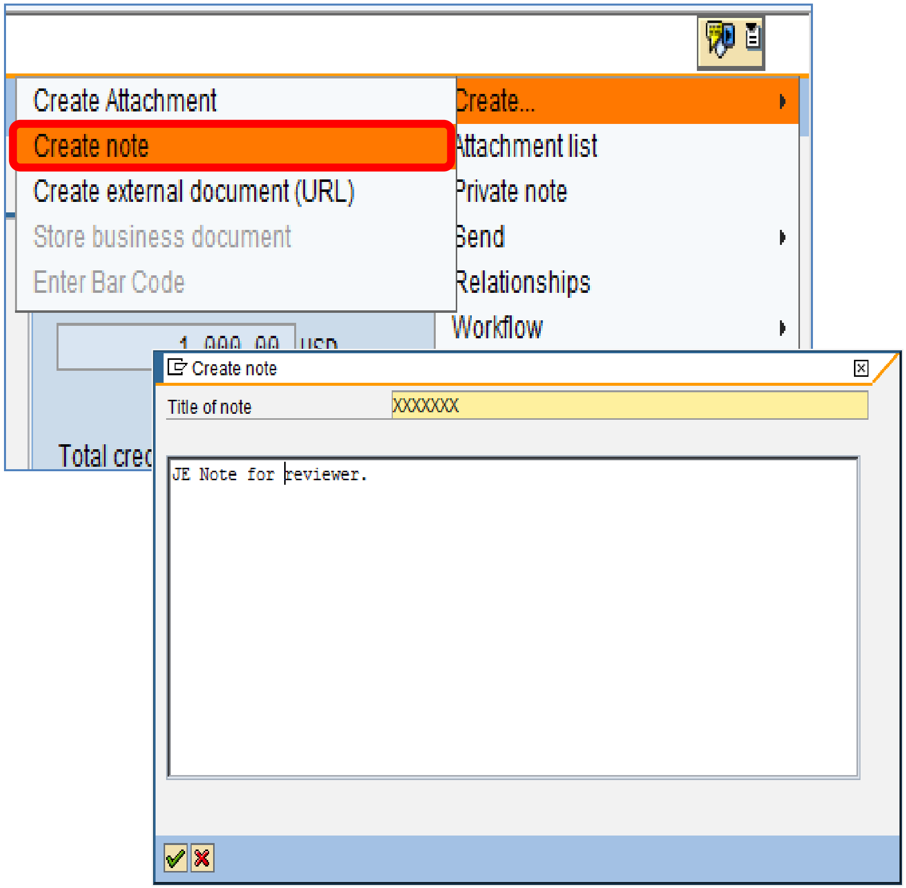


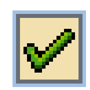
Create an Attachment



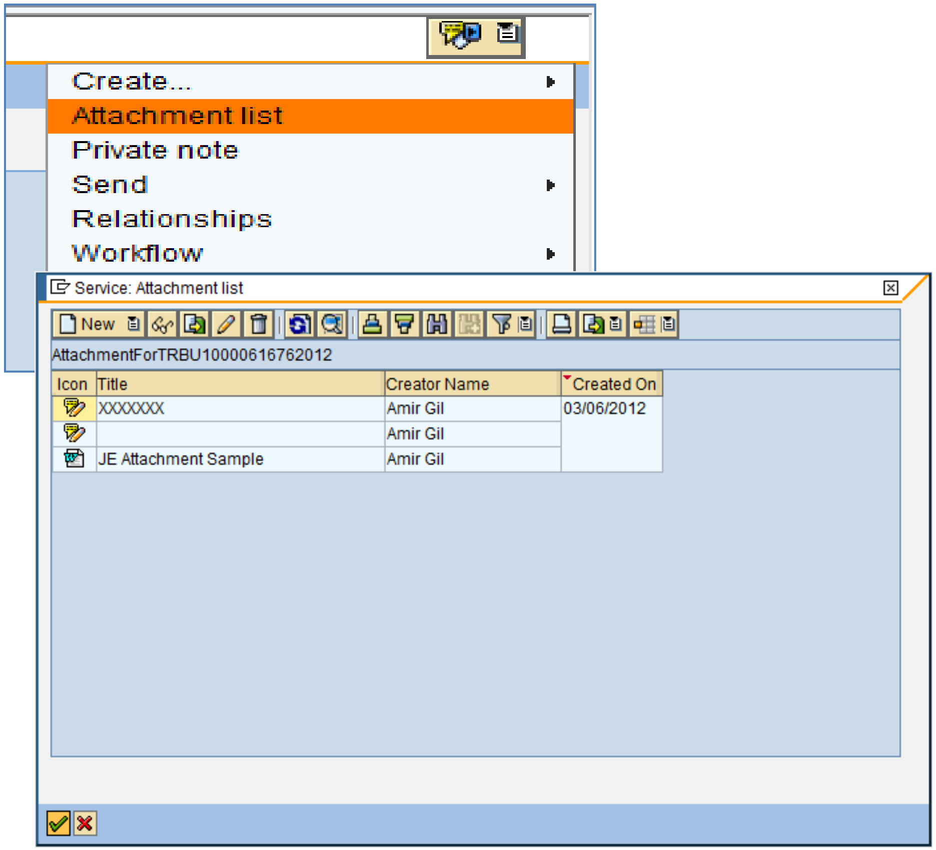
- Using the **Create** option from the dropdown menu you are able to add an attachment to the journal entry
- Once the Import window opens, you can go to the location where the file you want to attach is saved and select it by double clicking it or using the  button

Create a Note



- Using the **Create** option from the dropdown menu you are also able to create a note to the journal entry
- Once the Create note window opens, enter a title in the subject line and then the note in the free text filed
- Click  to save the note

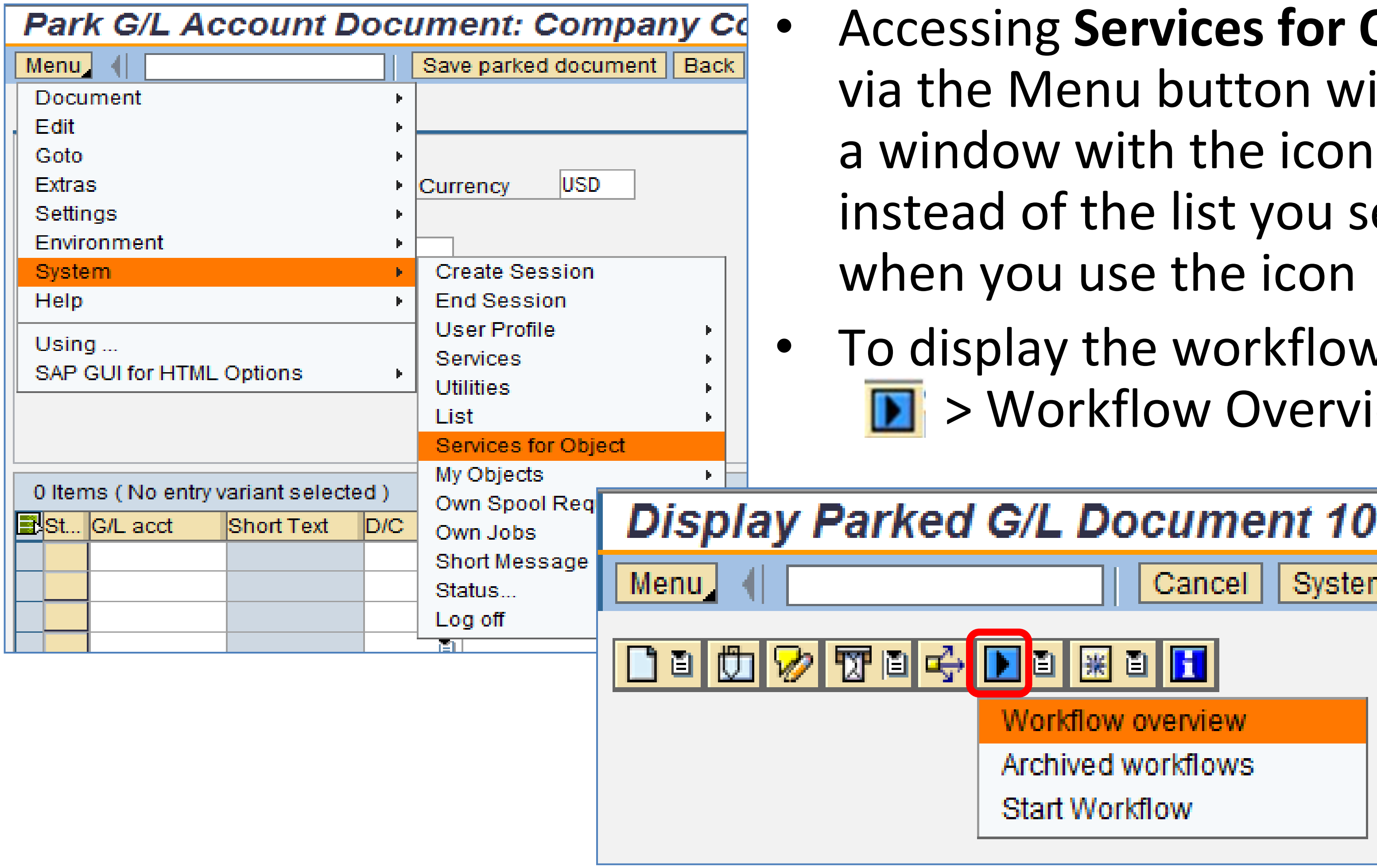
Display Attachment List



- The Attachment list allows you to see any document you have added or notes you have created for the journal entry

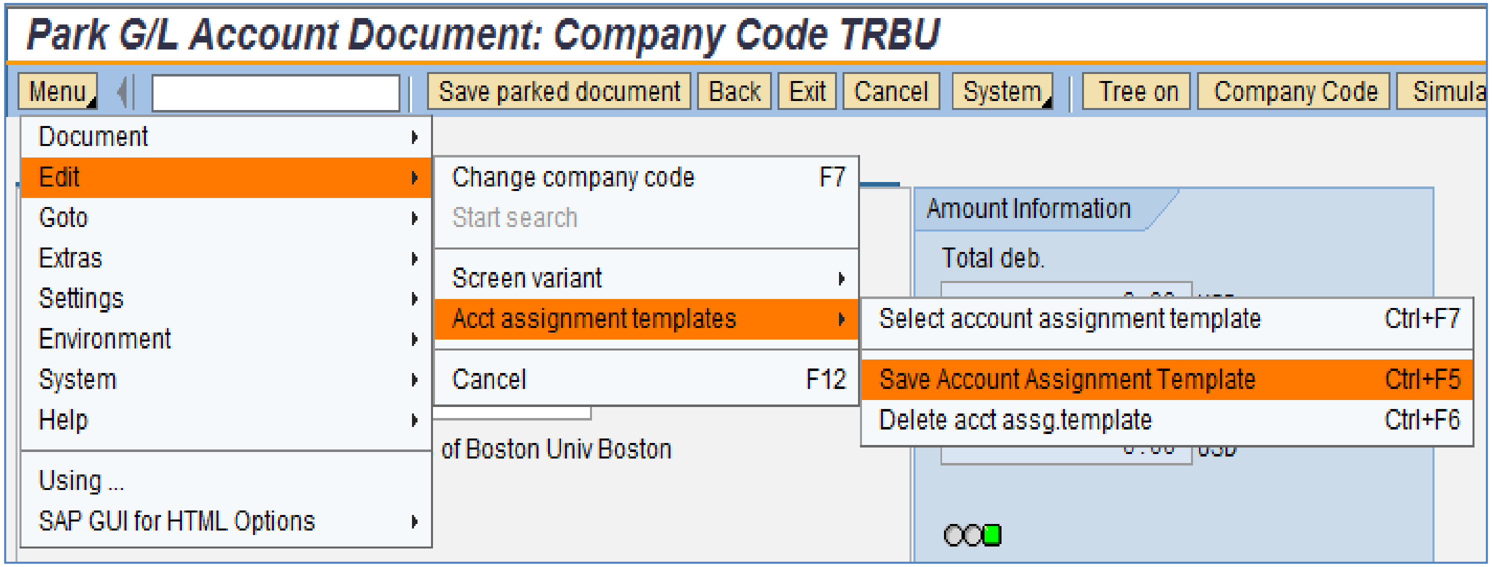
Services for Objects via the Menu Button

- Accessing **Services for Object** via the Menu button will open a window with the icons instead of the list you see when you use the icon
- To display the workflow select > Workflow Overview



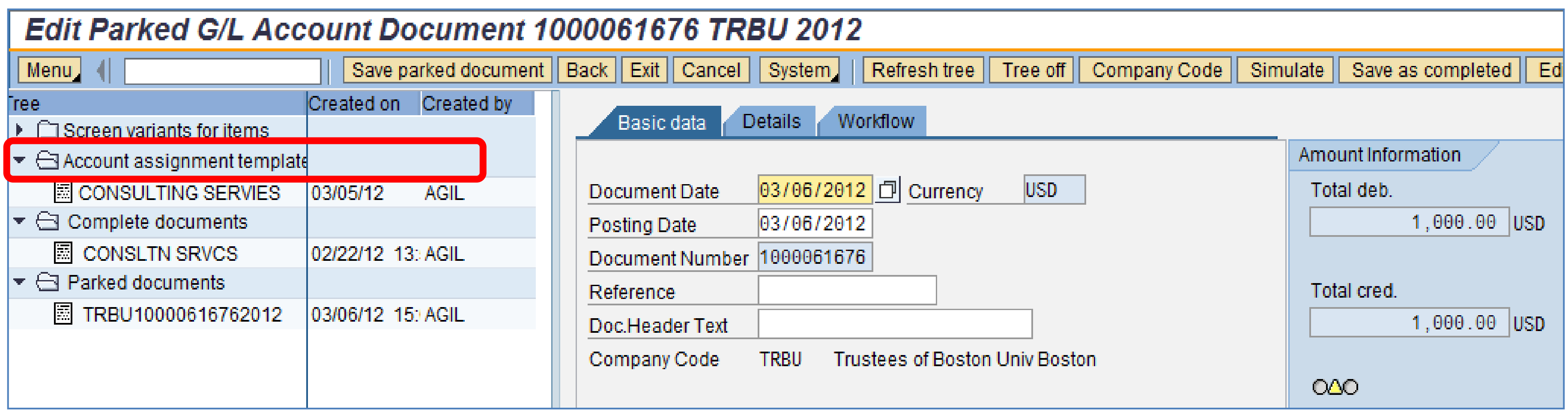
Account Assignment Template

- An Account Assignment Template allows you to create a reusable form to expedite journal entries
  - You can use transaction code **FV50**, fill in the necessary information and then save the entry as a template
  - Or you can look up a past entry using transaction **FBV2** and then apply the template; as shown below
- This menu option is not available from the Display Transaction FBV3

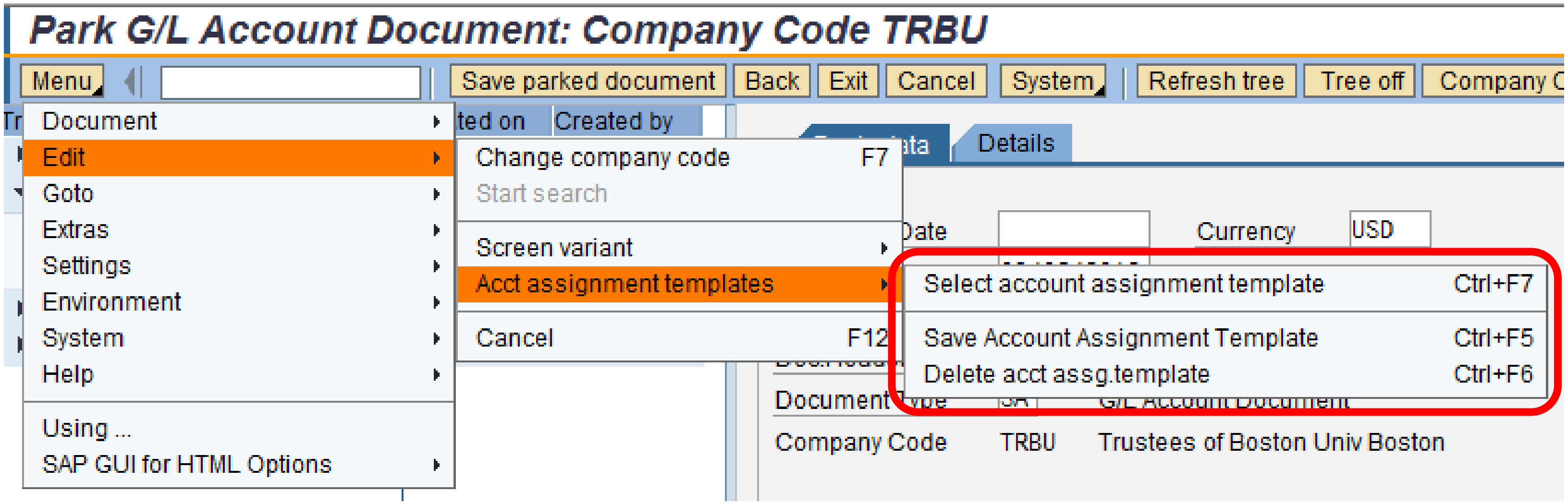


Account Assignment Template, cont.

- **Once you save a template it appears on the Journal Entry Tree Menu**
  - To apply the template, double-click it from the left Tree menu and the information will be added to the journal entry screen
- **Account Assignment Templates are user specific**
  - You can only see and use those you created
  - Templates cannot be shared with other users
- **You can only use Parked documents to create a template**
  - This includes Completed documents but <u>not Posted</u> documents

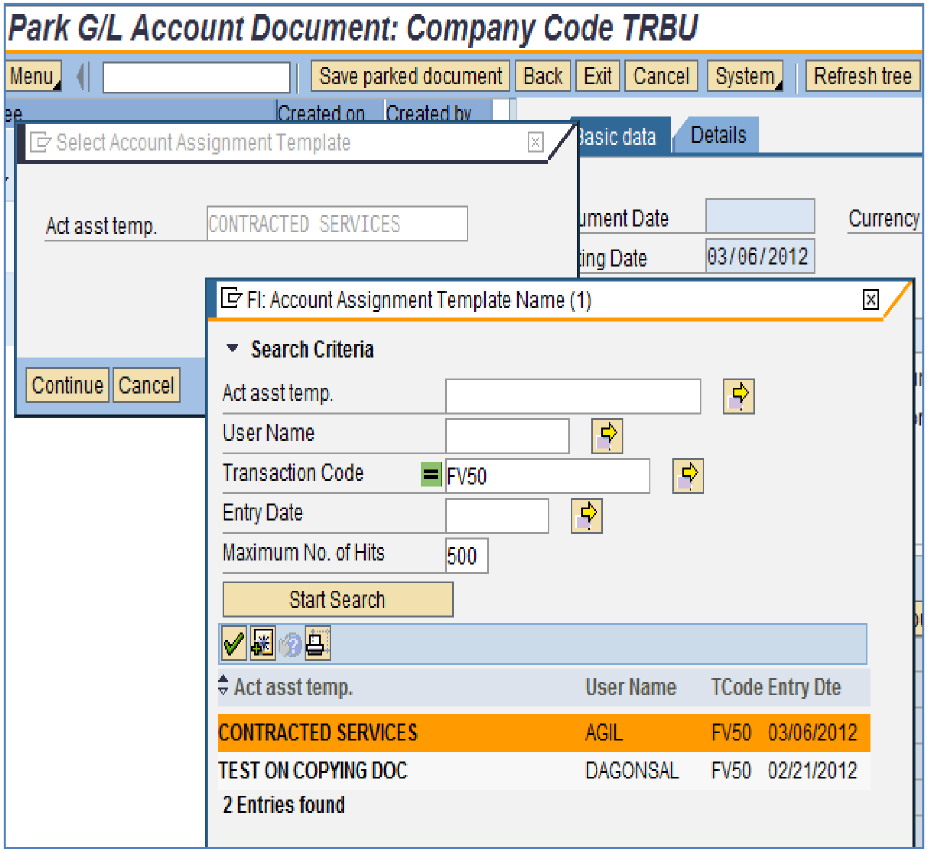


Account Assignment Template Menu



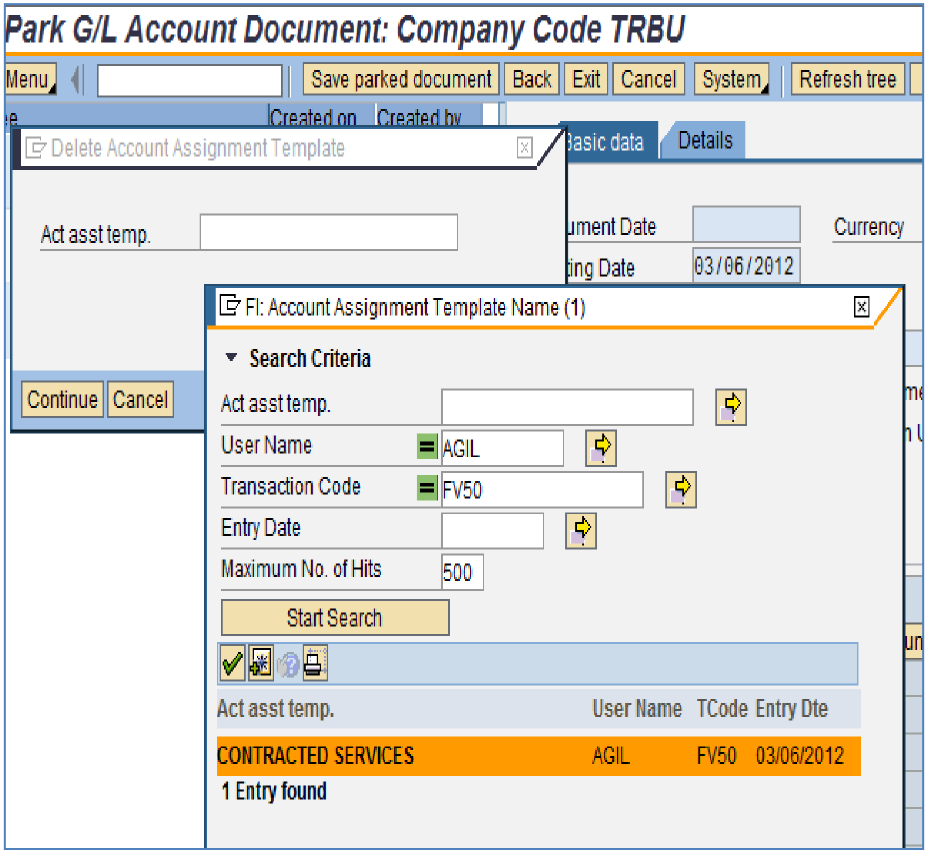
- The Account Assignment Template menu has two other options
  - Select account assignment template
  - Delete account assignment template

Select Account Assignment Template



- This option allows you to look up an existing template for a journal entry
- You can look up a template you created by using the User Name field
- If you remove your user name, then the search displays existing templates for transaction **FV50**

Delete Account Assignment Template



- This option allows you to delete a journal entry template
- You can only delete templates that you created