

BUworks Finance Newsletter

Boston University BUworks Finance Newsletter

September 2015

Dear Colleagues,

It's Isabel Guillermo, BUworks Finance System Trainer, with our monthly BUworks Finance Newsletter.



The September 2015 issue focuses on the JV upload process using transaction code **ZJVUPLOAD**. This functionality allows journal entries to be entered by using an excel template that converts to a text file for easy upload to the **SAP WebGUI ECC** system.

A Quick Reference Guides on JV Upload functionality can be found [here](#).

JV Upload Process

The JV Upload process for journal entry upload files is now available to end users with the appropriate authorized role. Transaction code **ZJVUPLOAD** allows submitter the ability to upload a text delimited file for creation of journal entries in the University's general ledger system (**SAP WebGUI ECC**).

The JV Upload process can be used in place of transaction code **FV50** in **SAP WebGUI ECC system**. The electronic approval process allows for multiple journal entries to be entered at one time, making this process a more effective use of time.

The **ZJVUPLOAD** enables the workflow process to route entries for approval based on established logic. The system identifies assigned approvers, sending notification through the **Worklist** tab for approval. Once all approvals are in complete, the system posts the entries into the general ledger system. These entries would then be available for financial reporting.

For more information on the workflow process click [here](#).

For information on how to create an upload file in workflow click [here](#).



In This Issue

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- JV Upload process.
- FAQs JV Upload change, delete, and workflow status.
- Tips and Tricks Acct XWalk, drill-down JV upload entry, and Tree on.

Quote of the Month: "There are three classes of people: those who see, those who see when they are shown, those who do not see" - Leonardo da Vinci

FAQs

1. How do I delete a journal entry created with an upload file using transaction code **ZJVUPLOAD**?

Go to transaction code **FBV0 (Post Park Document)**, enter the **SAP** document number and hit the enter key. A new window will display. Now go to **Menu** button, highlight **Document** and select **Delete**.

To validate deletion, go to **FBV3 (Display Parked Document)** to display entry. The line item area will no longer display. Click on **Document Header** button to display document status field. **Doc Status** field code "**Z- parked document that was deleted**" should display.

2. I need to change the **Cost Center** on a upload file entry but I don't see it when in transaction code **FBV2 (Change Parked Document)**. How do I access this information?

Go to transaction code **FBV2**, enter the document number then click the **Fast Data Entry** button. A new window will display "**G/L account item**". Changes can be made to any fields available in white.

Be sure to "**Save as Complete**" to restart the workflow process.

3. How do I check the status of a journal entry (workflow status)?

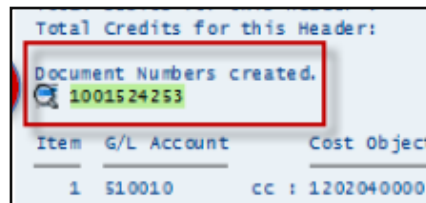
Go to **FBV3 (Display Parked Document)** then select **Service for Object** button. Now highlight, select **Workflow** and click **Workflow Overview**.



Tips and Tricks

Here are some helpful tips and tricks to use when navigating within the **WebGUI ECC** system:

1. Drill-down to the document entry view is available once the JV upload file has been **Executed**, and "**Display successfully processed records**" button is available.

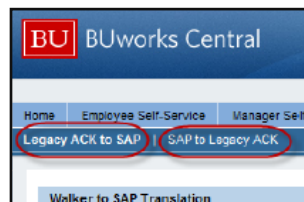


Click on **Magnifying Glass** icon to display the SAP document. Click [here](#) for information.

2. **Tree On** **Tree on** button is available in transaction codes **FV50** and **FBV3**.

This functionality provides a display of all your **Parked** and **Parked as Completed** entries. Click [here](#) for information.

3. To translate **SAP Cost Objects** to legacy (**Walker/Galaxy**) account numbers, use the **Acct Xwalk** tab on the **BUworks Central Portal**. Click [here](#) for information.



Contact Us

Thanks for taking the time to read this newsletter.

BUworks Online Help
1010 Commonwealth Ave,
Suite 100
Boston, MA 02215
(617) 358-6829
iguiller@bu.edu



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