Introduction

Process and Trigger

This procedure is to be used when you need to create and initiate workflow on a journal entry document. This procedure will be performed when a manual journal entry is required for posting to the General Ledger.

Prerequisites

- *Department Submitter Role*

Menu Path

Use the following menu path to begin this transaction:

- *Department Submitter* ➡ *FV50 Park G/L Account Items*

Transaction Code

- *FV50*

Tips and Tricks

- Once initiator finalizes the journal entry by clicking **Save as Complete,** workflow will begin. The journal entry will appear in the Departmental approver's worklist.
- The **Document Type** field is defaulted not to display. To display the **Document Type** field, click on the **Editing Options** button and **select document type ready for input**. To view Work Instruction click here Editing Options Add Document Type Field.
- **Service for Object** is used primarily to attach documents and review workflow status.
- Department Submitter cannot be the Department approver**.**
- Additional toolbar options can be accessed by clicking on the **More** or **Menu** button.
- At times you may need to use your scroll bar to view additional information.

Related Reports

- FMRP_RFFMEP1AX - Display All Postings
- BW - FM - Funds Management Reports
- BW - GM - Grant Management Report

Related Work Instruction Documents

- Display Parked Document (FBV3)
- Change Parked Document (FBV2)
- Attach Document to Journal Entry (FBV2)
- Track Journal Entry Through Workflow (FBV3)
- Upload Journal Voucher/Entries (ZJVUPLOAD)
- Editing Options Add Document Type Field (FV50)

Related Quick Reference Guides

- QRG_Enhancement 3_JE workflow_PAFO and Budget
- QRG Enhancement_JV Upload Workflow Add
- QRG How to create a Journal Entry (FV50)
- QRG Editing Options How to add the doc type and display period field to FV50
- QRG How to change or delete a Journal Entry (FBV2)
- QRG How to display a Journal Entry (FBV3)
- QRG_Non-Salary Cost Transfer Request Form for a Journal Entry - ZGM_CST_REQ

Procedure

1. Start the transaction using the above menu path or transaction code.

Park G/L Account Document: Company Code TRBU

2. As required, complete/review the following fields:

Field	R/O/C	Description
Document Date	Required	Date that entry is initiated. There is flexibility with this date based on office procedure; however, best practice of entries is to keep the initiate date as listed. **Example:** 11/24/2014

Park G/L Account Document: Company Code TRBU

3. **Posting Date** field `11/24/2014` defaults to current date.

![X] **Critical** Must be within the current period.

Park G/L Account Document: Company Code TRBU

Posting Date	11/24/2014	Period	5
4 — Reference	GL Adjustment	
Doc.Header Text		
Document Type	SA	G/L Account Document
Company Code	TRBU	Trustees of Boston Univ Boston

4. As required, complete/review the following fields:

Field	R/O/C	Description
Reference	Optional	Allows for further clarification of an entry by reference to other sources of information, either internal or external to SAP. Any SAP-posted document number can be used as a "reference" when entering a new document. **Example:** GL Adjustment

Park G/L Account Document: Company Code TRBU

Posting Date	11/24/2014	Period	5
Reference	GL Adjustment	
5 — Doc.Header Text	name that makes sense	
Document Type	SA	G/L Account Document
Company Code	TRBU	Trustees of Boston Univ Boston

5. As required, complete/review the following fields:

Field	R/O/C	Description
Doc.Header Text	Optional	This text does not post to any BW report but is useful for the initiator to find their entry. Any listed text will be applied to the whole document. **Example:** name that makes sense 💡 Enter a description that makes sense. In this example "name that makes sense" was entered in the Document Header Text field.

Field	R/O/C	Description
Document Type	Required	Key that identifies to which group of documents this document entry will be assigned. Documents of the same type contain common information which is relevant to posting and update of the value fields in the SAP. **Example:** SA

Most Commonly used Journal Entry Document Types

- **SA** - **G/L Account Document** - Standard, Non-grant journal entry - defaulted document type of Transaction **FV50**
- **ZJ** - **Grant Non-Cost Transfer** - Not considered a Cost Transfer. Used to reclassify an expense recovery or move from one GL Account Number to another on the SAME SAP grant.
- **ZK** - **Grant Cost Transfer** - Moving a cost from a department to a grant or moving a charge across two grants. ZK is governed by the Cost Transfer Policy: https://www.bu.edu/researchsupport/forms-policies/sponsored-program-non-salary-cost-transfer/#:~:text=Cost%20transfers%20are%20allowable%20if,being%20 20transferred%20to%2C%20if%20applicable..
- **ZV** - **Grant Cost Transfer Over 90 Days** - Cost transfer over 90 days that needs to be moved from a department to a grant or moving a charge across two grants.

The system defaults field "**Document Type field is hidden**", for more information go to 13 Add Document Type Field (FV50) document or to access the Quick Reference Guide go to QRG Editing Options FV50 Document Type & Display period fields.

6. As required, complete/review the following fields:

Field	R/O/C	Description
G/L acct	Required	Object used for accounting transactions in the FI module to form the basis for creating balance sheets and high level income and expense statements. (ISP definition) **Example:** 510010

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7. Select and Click `Credit` .

> Scroll to the right of the line item area to locate additional fields such as **Text**, **Business Area**, **Cost Center**, **Order** and **WBS Element.**

8. As required, complete/review the following fields:

Field	R/O/C	Description
Text	Required	Description of the expense. The line item text field which will display on reports. **Example:** description of line item, text displays on reports 💡 For **ZK** entries, the text should include the original transaction date and the original transaction identifier. An example would be 10012014 1900XXXXXXX Supplies.
Cost object	Required	A Cost Center, Internal Order or WBS element. An organizational unit or activity within a controlling area that represents a clearly delimited location where revenue and costs occur. Organizational divisions can be based on functional requirements, allocation criteria, physical location and/or responsibility for costs. **Example:** 1202050000

9. Enter the **Debit** side of the journal entry.

10. Enter the G/L account for the **Debit** side of the entry.

Note: search functionality is available by clicking on the drop down menu.

11. Select and Click Debit.

Business Area, **Grant** and **Fund** fields are required to be entered when using a **balance sheet** GL account. (i.e 210010, Fund 10000XXXXX, and Business Area 1CRC).

Cost Objects are required with P&L accounts (P&L accounts start with 4XXXXX or 5XXXXXX).

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12. Click Simulate to validate and check journal entry in SAP.

Document Overview

13. To return back to journal entry view, Click Back.

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Information
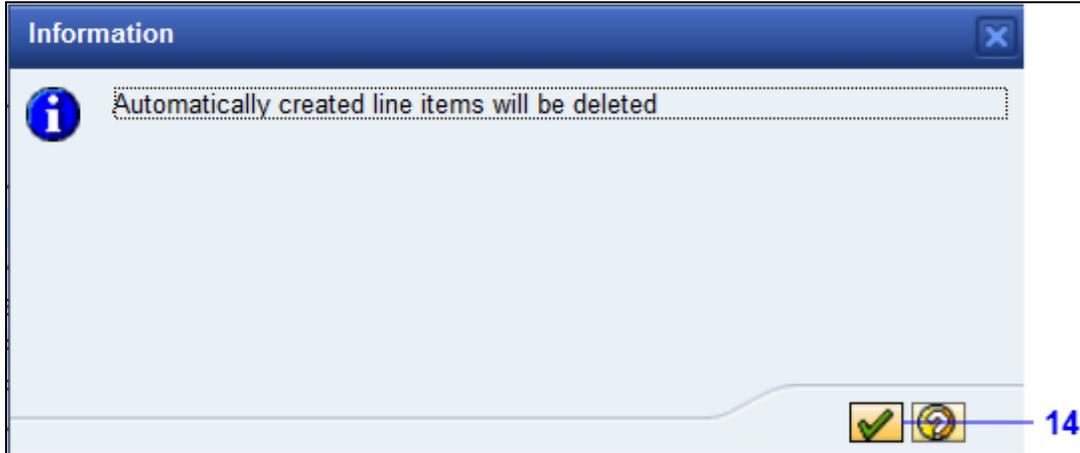
14. Click ✔️ to return to journal entry view.

The message refers to entry window view.

The journal entry will not be deleted; only the previous view will be deleted.

Park G/L Account Document: Company Code TRBU
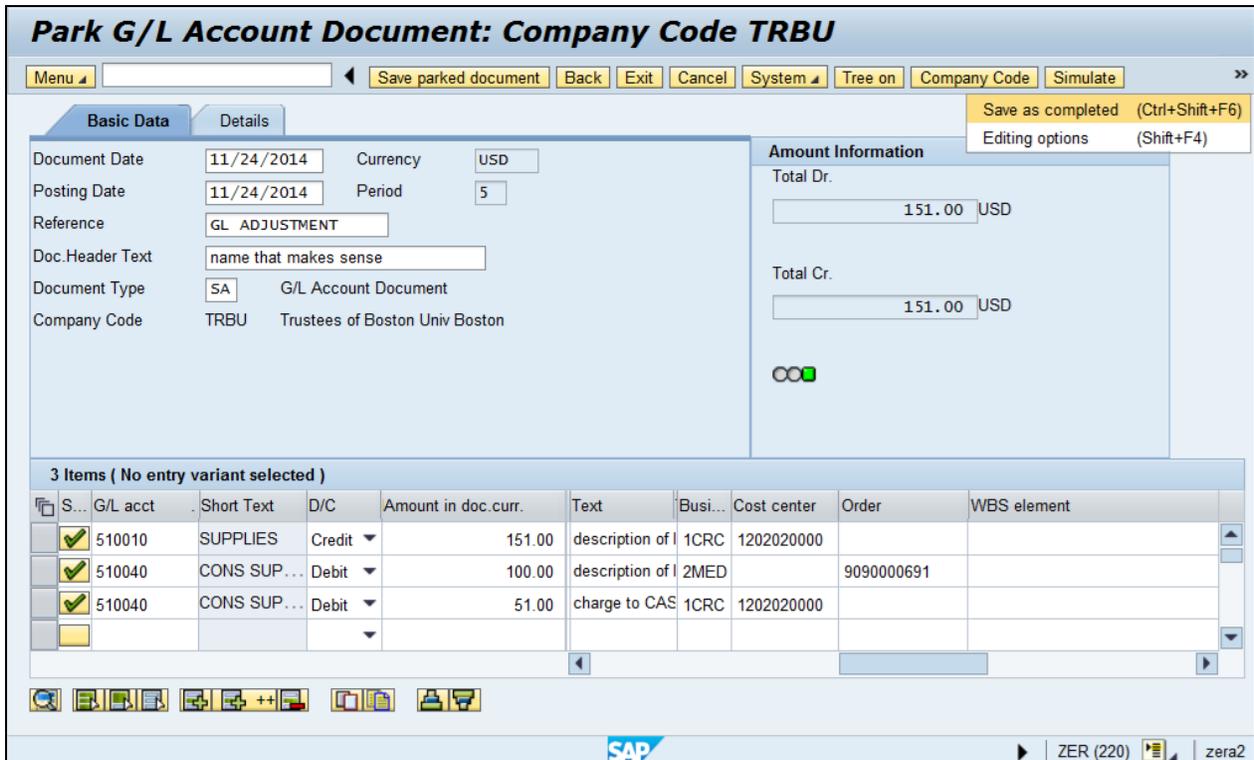
15. Click **Save as completed   (Ctrl+Shift+F6)** to start the workflow process.

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Park G/L Account Document: Company Code TRBU

16	✅ Document 1001525879 TRBU was parked

16. Once **Saved as Complete** is selected a green system message will appear on the bottom left hand side of window screen -**Document 1001525879 TRBU was parked.**

Using your Tree

Park G/L Account Document: Company Code TRBU

Park G/L Account Document: Company Code TRBU

Menu ▲ | ◀ | Save parked document | Back | Exit | Cancel | System ▲ | Tree on | Company Code | Simulate | »

Basic Data | Details

Document Date		Currency	USD
Posting Date	11/24/2014	Period	5

Amount Information
Total Dr.
0.00 USD
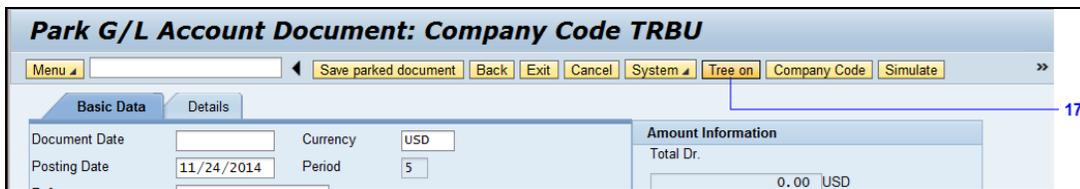
17. Click **Tree on** to access your Parked or Completed entry.

Important

 Attachments - You cannot attach a document unless the journal entry has been saved. Go to **FBV3** to display entry and access **Service for Object** .

Important

The following applies to grant related entries -

 Online Form Entry - is required for grant related journal entries.

- Once the entry has been parked or saved as complete a **Grant Non-Salary Cost Transfer Request form** is required to be entered.
- To enter the request form go to transaction code **ZGM_CSTR_REQ (Grant Non-Salary Cost Transfer Request Form**). A Quick Reference Guide can be found here.

BU BUworks Online Help

Park G/L Account Document: Company Code TRBU

18. Highlight and double click journal that you'd like to view. The document will be displayed on the right in the entry screen.

Services for Object

- Workflow, Attachments and Notes are available through transaction codes FBV2 Change Parked Document and **FBV3** Display Parked Document in **ECC WebGUI**.
- The journal entry must be saved to attach a file.
- Additional resources are available here: http://www.bu.edu/tech/support/buworks/help/finance/

Edit Parked G/L Account Document 1001525879 TRBU 2015
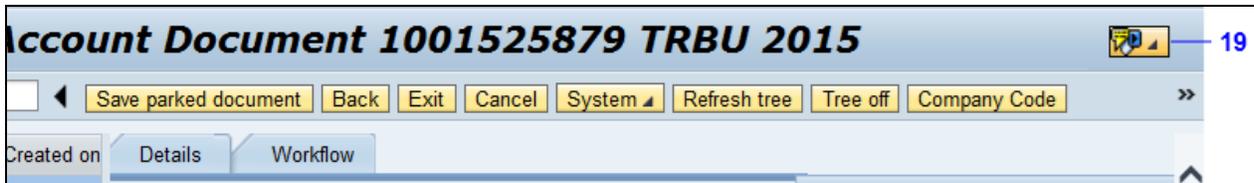
19. Click the **Service for Object** .

⚡ **Shortcut** - **Services for Object** provides access to creating attachments and reviewing your workflow status.

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Display Parked G/L Document 1001525879 TRBU 2015
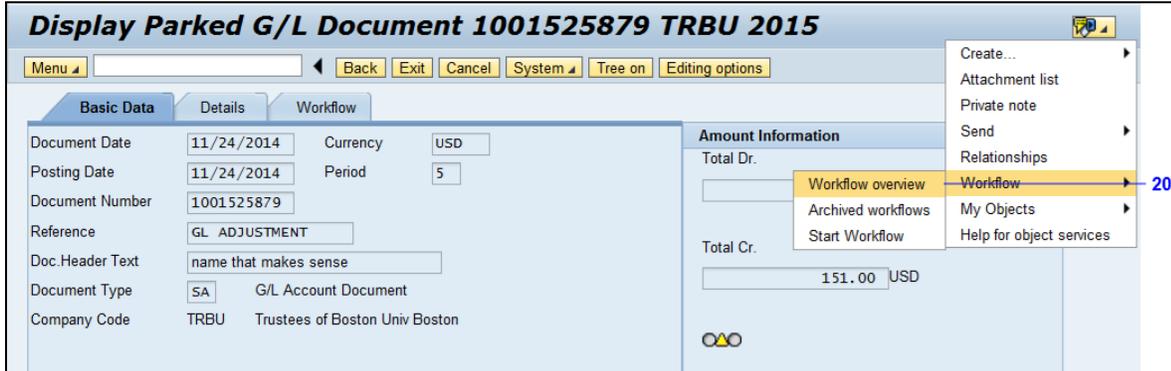
20. Click Workflow overview .

Data on Linked Workflows
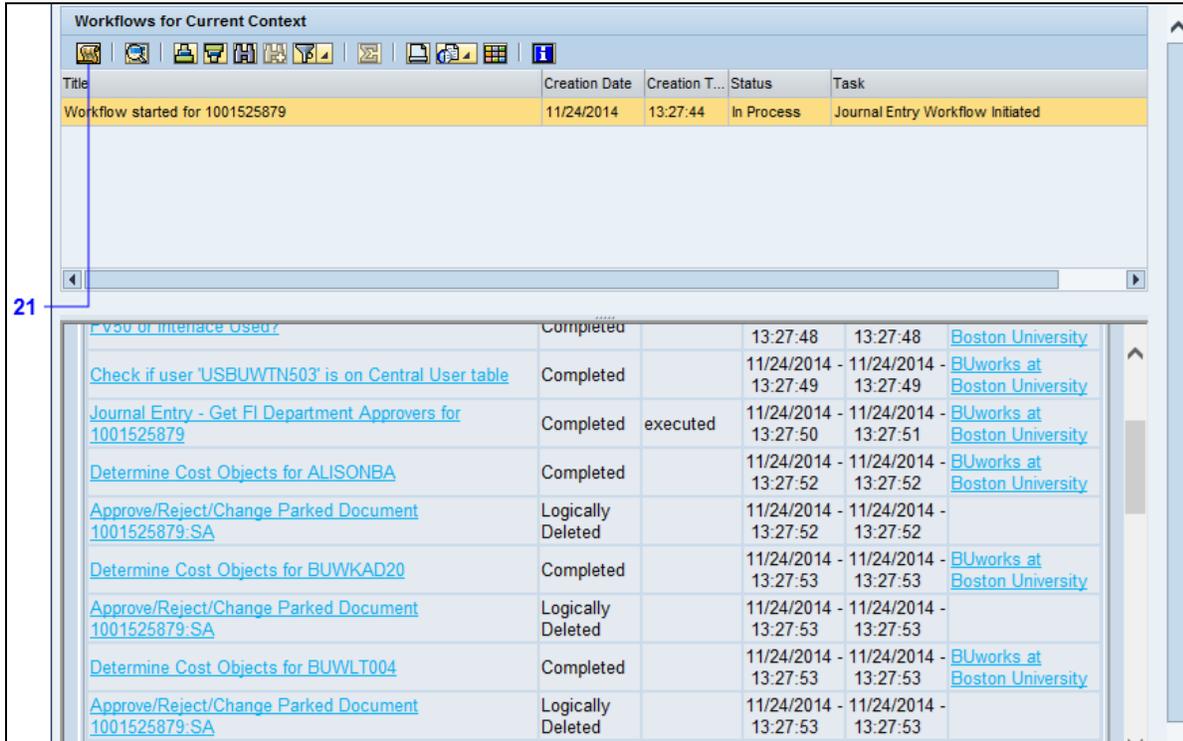
21. **Workflow Overview** provides step by step journal entry approval process.

Display Parked G/L Document 1001525879 TRBU 2015
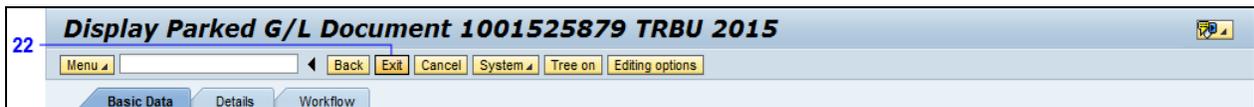
22. Click Exit .

Results and Next Steps

You have successfully created a journal entry and initiated the workflow process.
The journal entry will now be listed on the department approver's worklist.

Using transaction codes **FBV2 and FBV3** you can attach a document to the journal entry or you can review the approval workflow.

To complete an online grant non-salary cost transfer request form you must use transaction code **ZGM_CSTR_REQ (Grant Non-Salary Cost Transfer Request Form)**. The request form must be completed after the journal entry has been Parked or Saved as Complete.