

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



Related Quick Reference Guides

- <u>QRG_Enhancement 3_JE workflow_PAFO and Budget</u>
- 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)
- <u>QRG_Non-Salary Cost Transfer Request Form for a Journal Entry ZGM_CST_REQ</u>



Procedure

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

Park G/L Account Document: Company Code TRBU

	Park G/L	Account Document: Company Code	TRBU
	Menu 🖌	Save parked document Back Exit Cancel	System 🖌
	Basic Data	Details	
2 -	Document Date	11/24/2014 Currency USD	Amount
	Posting Date	11/24/2014 Period 5	Total Dr
	Reference		
	Doc.Header Text		T . 10
	Document Type	SA G/L Account Document	Total Cr
	Company Code	TRBU Trustees of Boston Univ Boston	

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	11/24/2	2014	Period	5	
	Reference			Posting Date in the	Docum	nent
	Doc.Header Text					
	Document Type	SA	G/L A	ccount Document	1	
	Company Code	TRBU	Trust	ees of Boston Univ	/ Bosto	n

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





Park G/L Account Document: Company Code TRBU

	Posting Date	11/24/	2014 Period 5
4 -	Reference	GL Adj	ustment
	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 Da	ate	11/24/	/2014	Period	5	
	Reference		GL Adj	ustment			
_	Doc.Head	er Text	name th	at makes s	ense		
9 -	Document	Туре	SA	G/L Acco	ount Docume	ent	
	Company	Code	TRBU	Trustees	of Boston U	Iniv 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
Docun	nent 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
portant	Most Commonly of SA - G/L A document by ZJ - Grant an expense SAP grant. ZK - Grant charge acro https://www cost-transfe 20transferred EXV - Grant be moved fr The system default	used Journal Entry Doc account Document - Sta ype of Transaction FV50 Non-Cost Transfer - No recovery or move from o cost Transfer - Moving the cost Transfer - Moving the cost Transfer - Moving the cost Transfer - Moving the cost Transfer - Moving cost Transfer Over 90 rom a department to a gra- tis field "Document Type	ument Typesndard, Non-grant journal entry - defaultedat considered a Cost Transfer. Used to reclassifyand GL Account Number to another on the SAMEa cost from a department to a grant or moving aerned by the Cost Transfer Policy:forms-policies/sponsored-program-non-salary-fers%20are%20allowable%20if,being%oplicableDays - Cost transfer over 90 days that needs toant or moving a charge across two grants.field is hidden", for more information go to 13
4	Add Document Typ QRG Editing Optio	be Field (FV50) documen ns FV50 Document Type	t or to access the Quick Reference Guide go to & 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



Park G/L A	Ccoun	t Doo	cument: Con	ipany C	ode	TRBU	1	
Menu 🖌		_ ↓	Save parked document	Back Exit	Cancel	System 🖌	Tree on Compa	ny Code Simulate
Basic Data	Details							
Document Date	11/24/2014	t Ci	urrency USD			Amount	Information	
Posting Date	11/24/2014	Pe	eriod 5			Total Dr.		
Reference	GL ADJUST	IENT					151.00	USD
Doc.Header Text	name that ma	akes sens	se					
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Company Code	TRBU Tru	stees of E	Boston Univ Boston				151.00	USD
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3 Items (No entry y	ariant selecte	d)						
□ S G/L acct	Short Text	D/C	Amount in doc.curr.	Text	Busi	Cost center	Order	WBS element
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510040	CONS SUP	Debit 🖪	51.00	charge to CAS	1CRC			
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				CAD				

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.

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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 5XXXXX).

Park G/L Account Document: Company Code TRBU

ienu 🖌		•	Save parked document	Back Exit	Cancel	System 🖌	Tree on Cor	npany Code	Simulate	
Basic Data	Details									
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osting Date	11/24/201	4 F	Period 5			Total Dr.				
eference	GL ADJUST	MENT					151.	00 USD		
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omnany Code	TDRU Tr	istees of	Boston Univ Boston				151.	00 USD		
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3 Items (No entr	y variant selecte	ed) D/C	Amount in doc.curr.	Text	"Busi	Cost center	Order	WBS eler	nent	
3 Items (No entr S G/L acct \$ 510010	y variant selecte . Short Text SUPPLIES	ed) D/C Credit	Amount in doc.curr.	Text description of	Busi	Cost center 1202020000	Order	WBS eler	ment	
3 Items (No entr S G/L acct \$ 510010 \$ 510040	y variant selecter Short Text SUPPLIES CONS SUP.	ed) D/C Credit Debit	Amount in doc.curr.	Text description of description of	Busi I 1CRC I 2MED	Cost center 1202020000	Order 9090000691	WBS eler	nent	
3 Items (No entr S G/L acct 510010 510040 510040	y variant selecter Short Text SUPPLIES CONS SUP CONS SUP	ed) D/C Credit Debit	Amount in doc.curr.	Text description of description of charge to CAS	Busi I 1CRC I 2MED	Cost center 1202020000 1202020000	Order 9090000691	WBS eler	ment	
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3 Items (No entr SG/L acct ✓ 510010 ✓ 510040	y variant selecte Short Text SUPPLIES CONS SUP	ed) D/C Credit Debit	Amount in doc.curr. Amount in doc.curr.	Text description of charge to CAS	Busi I 1CRC I 2MED 5 1CRC	Cost center 1202020000 1202020000	Order 909000691	WBS eler	nent	

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

Document Overview

Menu	4		A Park	Back Exit	Cancel	ystem 🖌 Choo	Reset	Taxes Com	plete Define filter	criteria	
				Back (F3)]						
Doo	с.ту	pe : SA (G/L Account Document)	Normal do	cument						
Doo	c. N	umber	Com	pany Code	TRBU	Fisc	al Year	2015			
Doo	c. D	ate	11/24/2014 Pos	ting Date	11/24/2	2014 Perio	od	05			
Cal	lcul	ate Tax									
Ref	F. Do	с.	GL ADJUSTMENT								
Dog	c. c	urrency	USD								
Dor	с. н	dr Text	Doc. Hdr Text name that makes sense								
Itm	PK	Account	Account short text		Amount	Cost Ctr	Grant		Order	Text	
Itm 1	<u>РК</u> 50	Account 510010	Account short text		Amount 151.00-	Cost Ctr 1202020000	Gr ant		Order	Text	
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13. To return back to journal entry view, Click Back.



Information

Inforr	nation 🔀	
ß	Automatically created line items will be deleted	
		14

14. Click **I** 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

		_ ↓	Save parked document	Back Exit	Cancel	System 4	Tree on Com	pany Code	Simulate		:
Basic Data	Details							Save as	completed	(Ctrl+Sh	ift+F6
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3 Items (No entr	y variant selecte	ed)									
3 Items (No entr	y variant selecte . Short Text	ed) D/C	Amount in doc.curr.	Text	Busi	Cost center	Order	WBS elen	nent		
3 Items (No entr ☐ S G/L acct ✓ 510010	y variant selecter Short Text	ed) D/C Credit ▼	Amount in doc.curr. 151.00	Text description of	Busi 1CRC	Cost center 1202020000	Order	WBS elen	nent		
3 Items (No entr	y variant selecter . Short Text SUPPLIES CONS SUP	ed) D/C Credit ▼ Debit ▼	Amount in doc.curr. 151.00	Text description of description of	Busi 1CRC 2MED	Cost center 1202020000	Order 9090000691	WBS elen	nent		
3 Items (No entr	y variant selecte Short Text SUPPLIES CONS SUP CONS SUP	D/C Credit • Debit •	Amount in doc.curr. 151.00 100.00 51.00	Text description of description of charge to CAS	Busi 1CRC 2MED 1CRC	Cost center 1202020000 1202020000	Order 9090000691	WBS elem	nent		
3 Items (No entr [™] S G/L acct ✓ 510010 ✓ 510040 ✓ 510040	y variant selecte Short Text SUPPLIES CONS SUP CONS SUP	D/C Credit • Debit •	Amount in doc.curr. 151.00 100.00 51.00	Text description of description of charge to CAS	Busi 1CRC 2MED 1CRC	Cost center 1202020000 1202020000	Order 9090000691	WBS elem	nent		
3 Items (No entri ⓑ S G/L acct ✓ 510010 ✓ 510040 ✓ 510040	y variant selecte Short Text SUPPLIES CONS SUP CONS SUP	D/C Credit - Debit - Debit -	Amount in doc.curr. 151.00 100.00 51.00	Text description of I charge to CAS	Busi 1CRC 2MED 1CRC	Cost center 1202020000 1202020000	Order 9090000691	WBS elem	nent		
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Park G/L Account Document: Company Code TRBU



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 D	ocume	ent: Cor	mpany Code	TRBU			
Menu 🔺		Save parl	ked document	Back Exit Cancel	System 🖌 🛛 Tre	e on Company Code Simulate	»	
Basic Data	Details							17
Document Date		Currency	USD		Amount Info	ormation		
Posting Date	11/24/2014	Period	5		Total Dr.	0.00 USD		

17. Click **Tree on** to access your Parked or Completed entry.



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



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 <u>here</u>.



Park G/L Account Document: Company Code TRBU

	Park G/L Account Document: Company Code TRBU								
[Menu 🔺	- 4 💽	Save parked document	Back Exit Cancel System A Refresh tree Tree off Company C	ode »				
	Tree	Created on	Basic Data	Details					
	Screen variants for items		Document Date	Currency USD	Amount Inform				
	Account assignment templat		Posting Date	11/24/2014 Period 5	Total Dr.				
	💌 🔂 Complete documents		Reference						
	JE WORKFLOW LAB	10/22/14	Doc.Header Text						
	JE WORKFLOW LAB	10/22/14	Document Type	SA G/L Account Document	Total Cr.				
18 —	GL ADJUSTMENT	11/24/14	Company Code	TRBU Trustees of Boston Univ Boston					
	Parked documents								
					000				

			2						

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: <u>http://www.bu.edu/tech/support/buworks/help/finance/</u>

Edit Parked G/L Account Document 1001525879 TRBU 2015

ccount Document 1001525879 TRBU 2015	1	19
Save parked document Back Exit Cancel System A Refresh tree Tree off Company Code	*	
Created on Details Workflow	~	

19. Click the Service for Object

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



Display Parked G/L Document 1001525879 TRBU 2015

Display Pa	arked G/L Document 1001525879 1	RBU 20 :	15				
Menu 🔺	Create Attachment list	•					
Basic Data	Basic Data Details Workflow						
Document Date	11/24/2014 Currency USD	Amount Infor Total Dr.	rmation	Send Relationships	•		
Posting Date Document Number	11/24/2014 Period 5 1001525879		Workflow overview Archived workflows	Workflow My Objects	→ 20 →		
Reference Doc.Header Text	GL ADJUSTMENT	Total Cr.	Start Workflow	Help for object s	ervices		
Document Type	SA G/L Account Document		151.00 USD				
Company Code	TRBU Trustees of Boston Univ Boston	040					

20. Click Wo

Workflow overview

Data on Linked Workflows

	Workflows for Current Context							
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	Title		Creation Date	Creation T	Status	Task		
	Wo	rkflow started for 1001525879	11/24/2014	13:27:44	In Process	Journal Entry Wo	orkflow Initiated	
24	4							Þ
21		rvsu or intenace used?	Completed		12-07-40	12-27-40	Restan University	_
					11/24/2014	- 11/24/2014 -	Bl works at	~
		Check if user 'USBUWTN503' is on Central User table	Completed		13:27:49	13:27:49	Boston University	
		Journal Entry - Get FI Department Approvers for 1001525879	Completed	executed	11/24/2014 13:27:50	- 11/24/2014 - 13:27:51	<u>BUworks at</u> Boston University	
		Determine Cost Objects for ALISONBA	Completed		11/24/2014 13:27:52	- 11/24/2014 - 13:27:52	<u>BUworks at</u> Boston University	
		Approve/Reject/Change Parked Document 1001525879:SA	Logically Deleted		11/24/2014 13:27:52	- 11/24/2014 - 13:27:52		
		Determine Cost Objects for BUWKAD20	Completed		11/24/2014 13:27:53	- 11/24/2014 - 13:27:53	<u>BUworks at</u> Boston University	
		Approve/Reject/Change Parked Document 1001525879:SA	Logically Deleted		11/24/2014 13:27:53	- 11/24/2014 - 13:27:53		
		Determine Cost Objects for BUWLT004	Completed		11/24/2014 13:27:53	- 11/24/2014 - 13:27:53	<u>BUworks at</u> Boston University	
		Approve/Reject/Change Parked Document 1001525879:SA	Logically Deleted		11/24/2014 13:27:53	- 11/24/2014 - 13:27:53		

21. Workflow Overview provides step by step journal entry approval process.

Display Parked G/L Document 1001525879 TRBU 2015

22 -	Display Parked G/L Document 1001525879 TRBU 2015	
	Menu 🖌 🗧 Back Exit Cancel System 🖌 Tree on Editing options	
	Basic Data Details Workflow	

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.