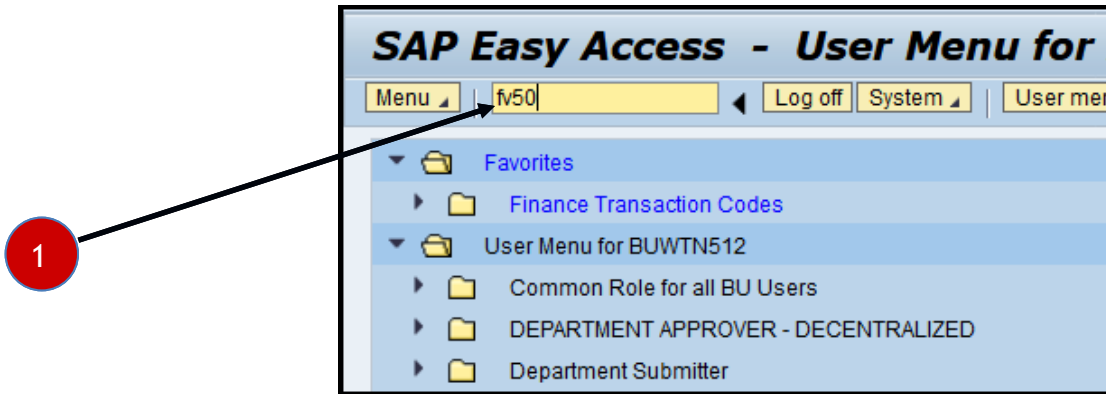# How to add the Document Type & Display periods fields to FV50

	Editing Options in Transaction code FV50	
1	Go to Transaction code **FV50**	Enter **FV50** in command bar or Click on SAP transaction code number **FV50** ⚠ The *Department Submitter* role is required to access transaction code.

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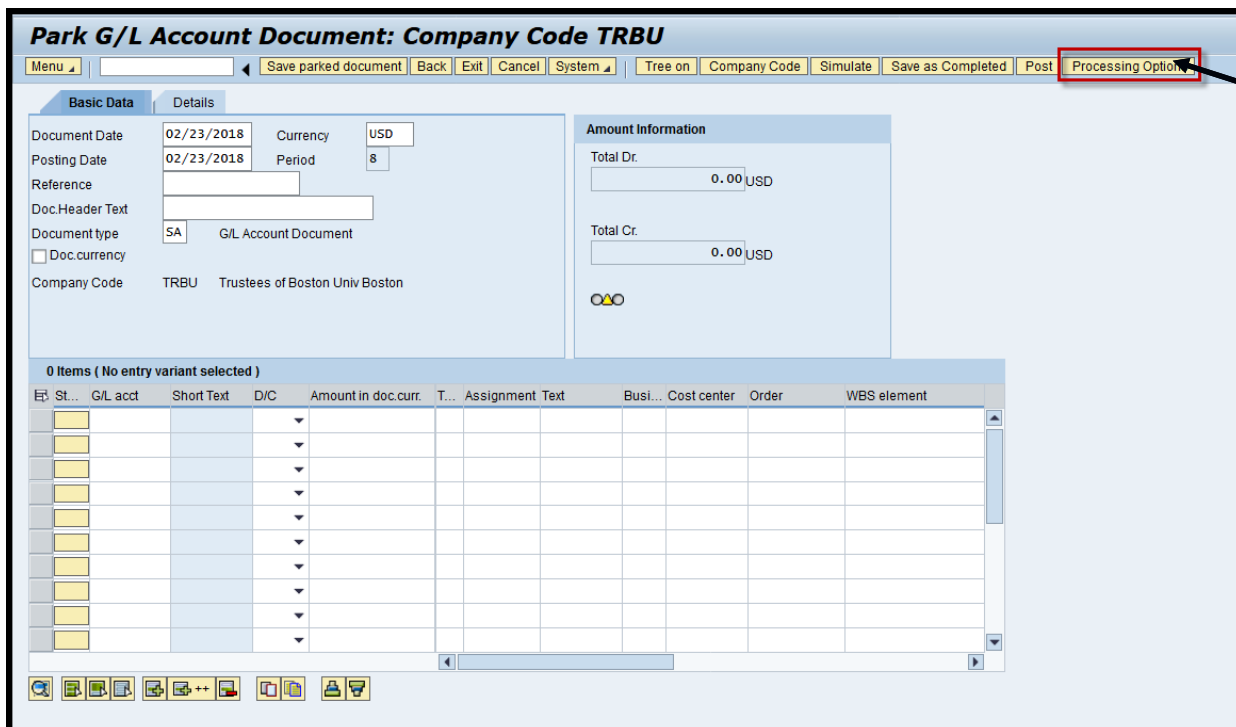
2	**Processing Options**	Click on the **Editing options** button
	Processing Options screen will display	

Accounting Editing Options

Menu ▾ | ◄ | Change user master | Back | Exit | Cancel | System ▾ |

Document entry

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

Default document currency
- ◉ Local currency
- ○ Last document currency used
- ○ None

Default Company Code
- ☐ No Company Code Proposal

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

Doc.type option   Document type ready for inp ▾
- ☐ Document date eq | Document type will be displayed
- ☐ Complex Search f | **Document type ready for input**
- ☐ Propose Last Tax C | Display with short name
- ☐ Tax Code: Only Disp | Entry with short name
  | Document type hidden

3

4

5

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

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4	Go to **Doc Type Option**	Click on the drop down menu and Select **#2 Document type ready for input**
5	Go to **Change user master** (top of page on toolbar)	Click on the **Change user master** button to save selection

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

Accounting Editing Options

| Menu ▾ | | ◄ | Change user master | Back | Exit | Cancel | System ▾ | |

Document entry

General Entry Options
☐ Documents only in local currency
☐ Amount fields only for document currency

☐ Automatic Negative Posting

Default document currency
◉ Local currency
○ Last document currency used

7

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

Doc.type option   [Document type ready for inp ▾]
☐ Document date equals pstg date
☐ Complex Search for Business Partner
☐ Propose Last Tax Code
☐ Tax Code: Only Display Short Text

6

☑ The options were entered in the user master record

6	**System Message**	A green system message will display if saved properly
7	**Back**	Click on the **Back** button to return to **FV50** transaction screen

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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.